Timesheets

Timesheets · https://staging.proclock.com/help/kb/employees/app-timesheets/timesheets/

Overview

The Timesheets page in the mobile app is designed to help employees easily review, approve, or dispute their work hours for each pay period. This feature ensures transparency and accuracy in payroll processing by allowing employees to view detailed records of their work periods, including daily punches and break deductions. The page also provides a straightforward process for approving or disputing timesheets, with built-in notifications to managers for quick resolution of any issues.

Key Features

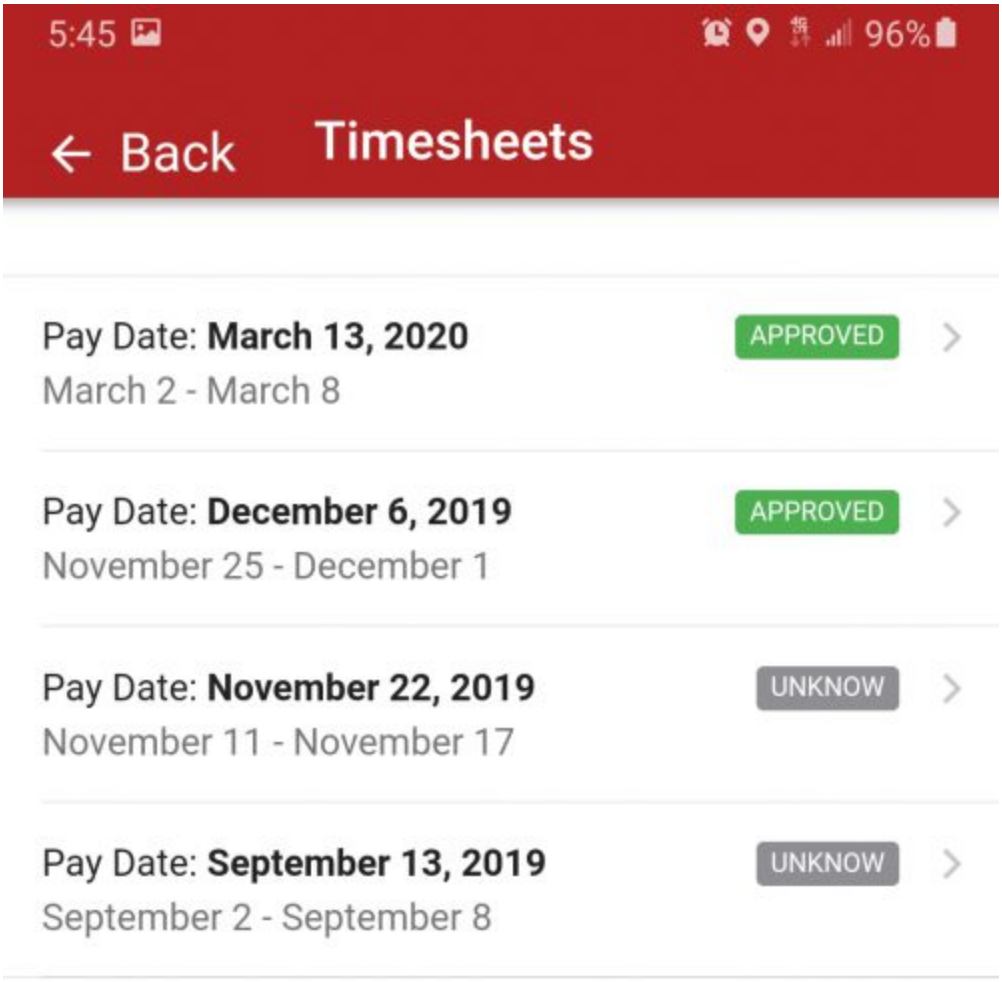
- **View Current and Past Timesheets:** Access a list of all your timesheets, organized by pay date and work period.
- **Status Icons:** Instantly see whether a timesheet has been approved or is pending action.
- **Detailed Timesheet View:** Review daily in/out punches and break deductions for each work period.
- **Approval and Dispute Options:** Approve your timesheet with a digital signature or dispute any discrepancies directly from the app.
- **Manager Notification:** Disputes are automatically sent to your manager for prompt attention.

Navigating the Timesheets Page

Accessing Your Timesheets

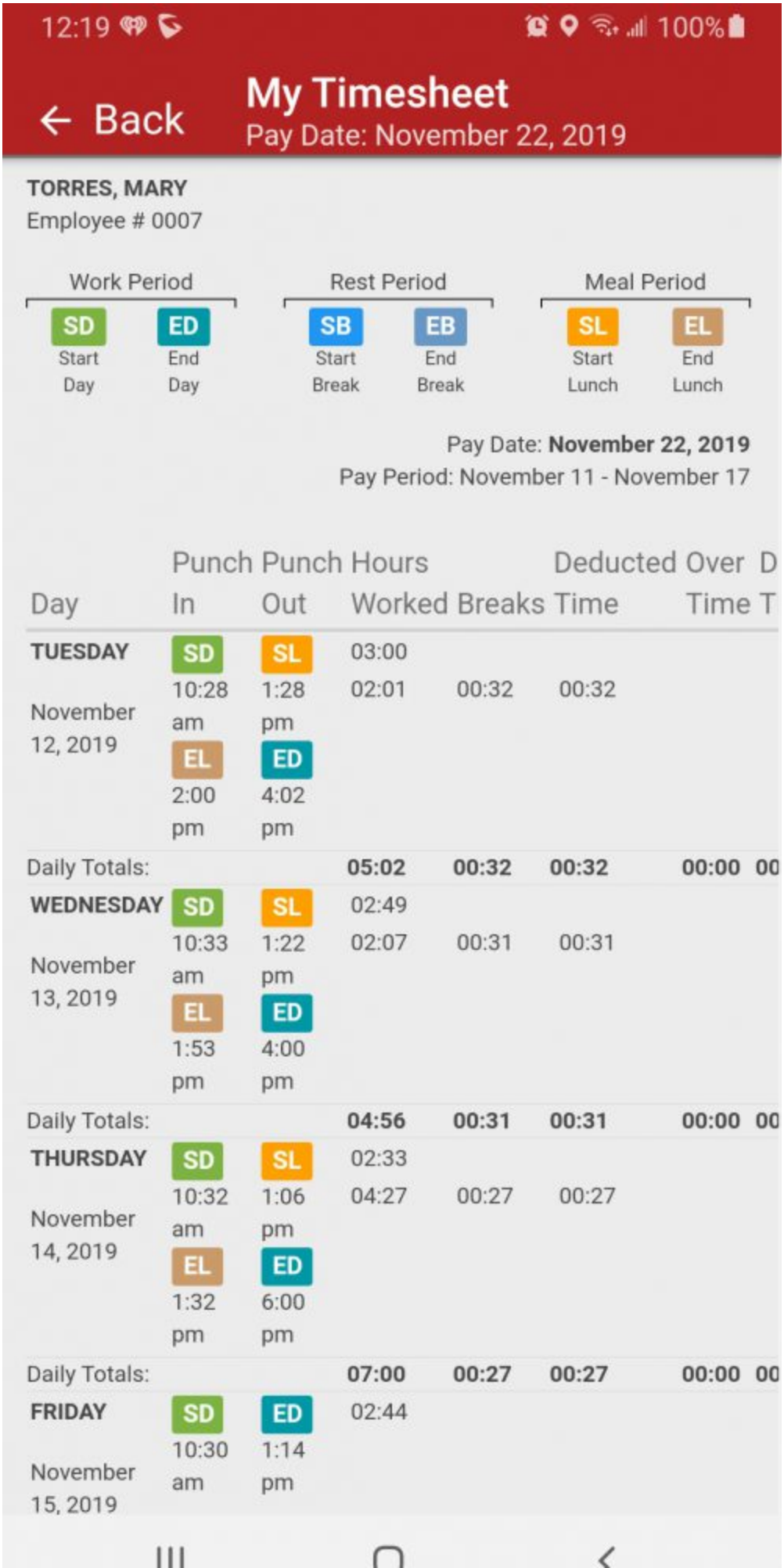
1. Open the mobile app and navigate to the **Timesheets** page from the main menu.
2. You will see a list of timesheets, each row displaying:

- **Pay Date**
- **Work Period**
- **Status Icon** (Approved or Pending)


5:45
96%
← Back
Timesheets
Pay Date: March 13, 2020
March 2 - March 8
APPROVED
Pay Date: December 6, 2019
November 25 - December 1
APPROVED
Pay Date: November 22, 2019
November 11 - November 17
UNKNOW
Pay Date: September 13, 2019
September 2 - September 8
UNKNOW

Viewing a Timesheet

1. Tap on any row to open the detailed view for that work period.
2. The detailed view displays:
    - Each **in/out punch** for every workday in the period.
    - **Break deductions** for each day.
3. Scroll to the bottom to find the employer’s legal notice and action options.


12:19
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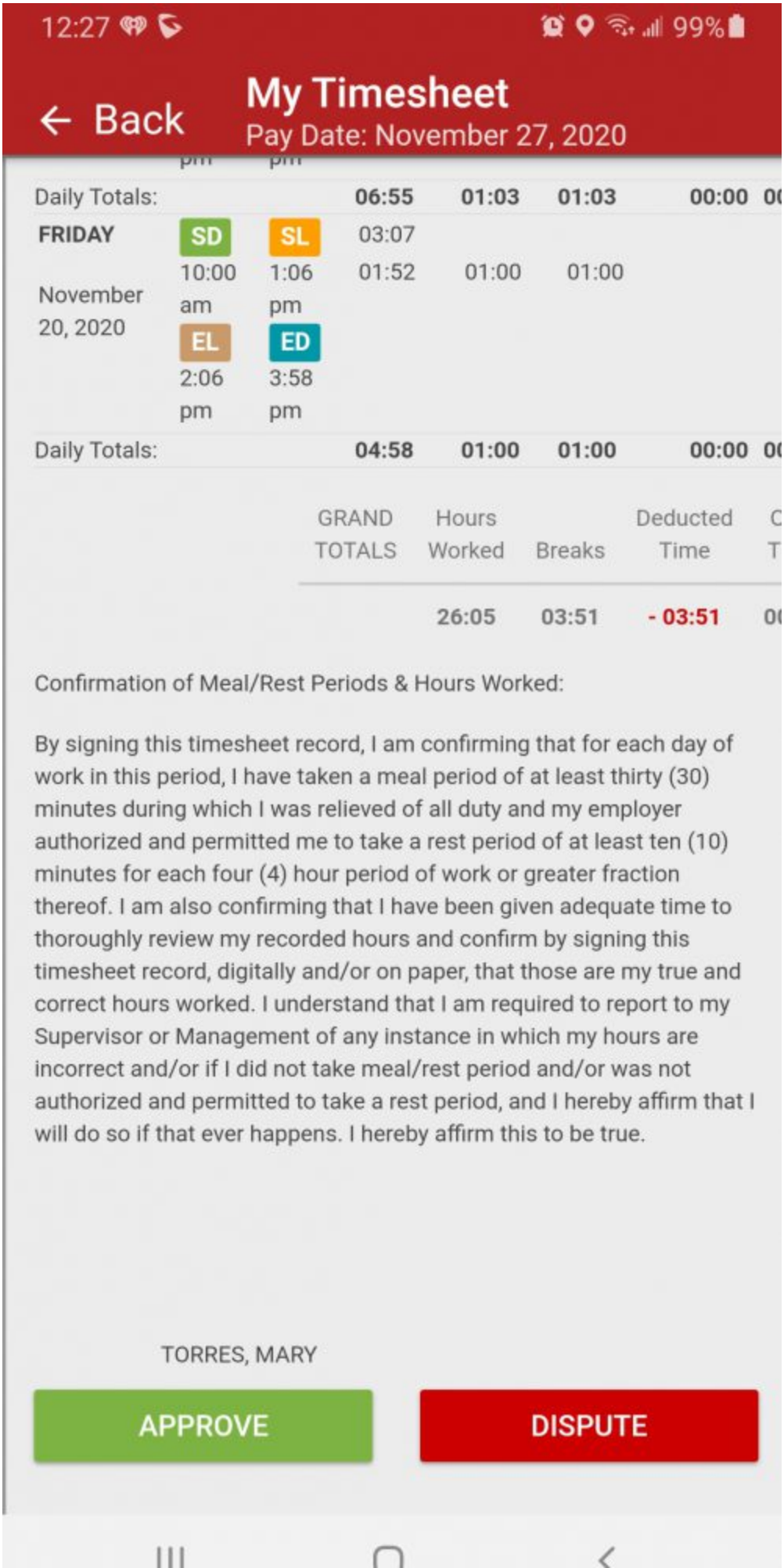
← Back
My Timesheet
Pay Date: November 22, 2019
TORRES, MARY
Employee # 0007
Work Period
SD Start Day
ED End Day
Rest Period
SB Start Break
EB End Break
Meal Period
SL Start Lunch
EL End Lunch
Pay Date: November 22, 2019
Pay Period: November 11 - November 17
Day | Punch In | Punch Out | Hours Worked | Breaks | Deducted Time | Over Time | D T
TUESDAY November 12, 2019 | SD 10:28 am | SL 1:28 pm | 03:00 | | | |
| EL 2:00 pm | ED 4:02 pm | 02:01 | 00:32 | 00:32 | |
Daily Totals: | | | 05:02 | 00:32 | 00:32 | 00:00 | 00
WEDNESDAY November 13, 2019 | SD 10:33 am | SL 1:22 pm | 02:49 | | | |
| EL 1:53 pm | ED 4:00 pm | 02:07 | 00:31 | 00:31 | |
Daily Totals: | | | 04:56 | 00:31 | 00:31 | 00:00 | 00
THURSDAY November 14, 2019 | SD 10:32 am | SL 1:06 pm | 02:33 | | | |
| EL 1:32 pm | ED 6:00 pm | 04:27 | 00:27 | 00:27 | |
Daily Totals: | | | 07:00 | 00:27 | 00:27 | 00:00 | 00
FRIDAY November 15, 2019 | SD 10:30 am | ED 1:14 pm | 02:44 | | | |

Approving or Disputing a Timesheet

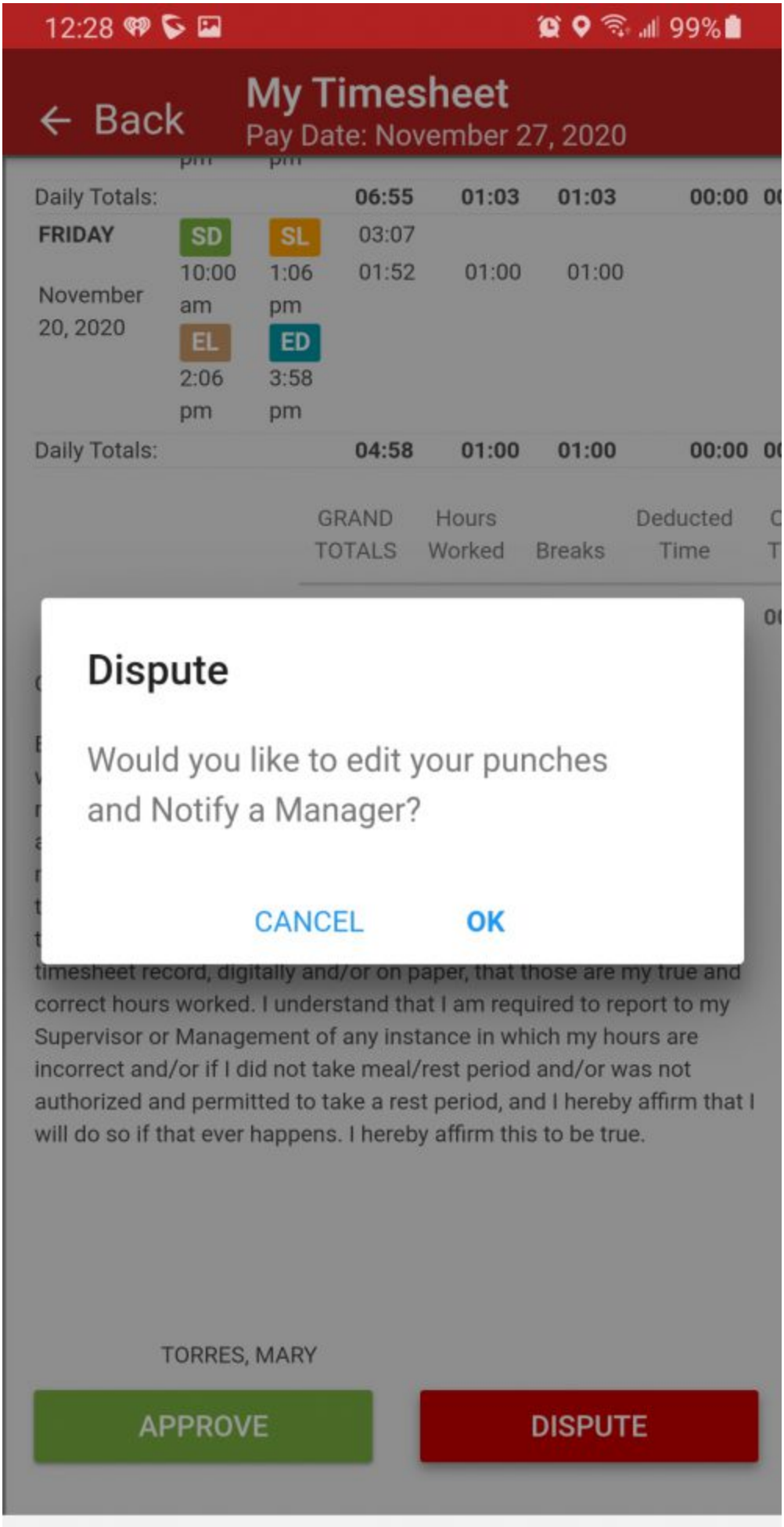
Approving a Timesheet

1. After reviewing your timesheet, scroll to the bottom of the page.
2. Tap **Approve**.
3. You will be prompted to sign your name using your finger or a tablet pen.
4. Submit your approval. The status icon will update to show the timesheet is approved.


12:27
99%
Back
My Timesheet
Pay Date: November 27, 2020
Daily Totals: 06:55 01:03 01:03 00:00
FRIDAY November 20, 2020
SD 10:00 am
SL 1:06 pm
EL 2:06 pm
ED 3:58 pm
03:07
01:52 01:00 01:00
Daily Totals: 04:58 01:00 01:00 00:00
GRAND TOTALS
Hours Worked
Breaks
Deducted Time
26:05 03:51 - 03:51
Confirmation of Meal/Rest Periods & Hours Worked:
By signing this timesheet record, I am confirming that for each day of work in this period, I have taken a meal period of at least thirty (30) minutes during which I was relieved of all duty and my employer authorized and permitted me to take a rest period of at least ten (10) minutes for each four (4) hour period of work or greater fraction thereof. I am also confirming that I have been given adequate time to thoroughly review my recorded hours and confirm by signing this timesheet record, digitally and/or on paper, that those are my true and correct hours worked. I understand that I am required to report to my Supervisor or Management of any instance in which my hours are incorrect and/or if I did not take meal/rest period and/or was not authorized and permitted to take a rest period, and I hereby affirm that I will do so if that ever happens. I hereby affirm this to be true.
TORRES, MARY
APPROVE
DISPUTE

Disputing a Timesheet

1. If you notice any incorrect hours or discrepancies, tap **Dispute** at the bottom of the timesheet.
2. Provide a brief description of the issue.
3. Your manager will receive a notification in their Manager portal.
4. Wait for your manager to review and resolve the dispute before approving the timesheet.


12:28
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Back
My Timesheet
Pay Date: November 27, 2020
Daily Totals: 06:55 01:03 01:03 00:00
FRIDAY
November 20, 2020
SD 10:00 am
SL 1:06 pm
03:07
01:52 01:00 01:00
EL 2:06 pm
ED 3:58 pm
Daily Totals: 04:58 01:00 01:00 00:00
GRAND TOTALS
Hours Worked
Breaks
Deducted Time
Dispute
Would you like to edit your punches and Notify a Manager?
CANCEL
OK
timesheet record, digitally and/or on paper, that those are my true and correct hours worked. I understand that I am required to report to my Supervisor or Management of any instance in which my hours are incorrect and/or if I did not take meal/rest period and/or was not authorized and permitted to take a rest period, and I hereby affirm that I will do so if that ever happens. I hereby affirm this to be true.
TORRES, MARY
APPROVE
DISPUTE

Note: Disputes must be submitted before the timesheet is finalized for payroll. If you notice an error after submission, contact your manager or payroll processor to correct it for the next pay date.

Frequently Asked Questions (FAQs)

Q: What does the status icon mean?

A: The status icon indicates whether you have approved your timesheet or if it is still pending your action.

Q: Can I edit my timesheet directly?

A: No, you cannot edit your timesheet directly. If you find an error, use the Dispute option to notify your manager, or navigate to the Punch Management page to edit a specific punch.

Q: What if I accidentally approve a timesheet with errors?

A: Contact your manager or payroll processor as soon as possible. If the timesheets have not yet been processed for payroll, a Manager may reset the approval so you can repeat the process again after making corrections.

Troubleshooting

I Can’t See My Latest Timesheet

- Ensure you are connected to the internet.
- Pull down on the Timesheets page to refresh the list.
- If the issue persists, log out and log back into the app.

The App Won’t Let Me Approve or Dispute

- Make sure you have scrolled to the bottom of the timesheet to see the action buttons.
- Check if the timesheet has already been submitted for payroll; if so, you cannot make changes.
- Restart the app and try again.

My Signature Isn’t Registering

- Ensure your device’s touchscreen is clean and responsive.
- Try using a different finger or a stylus.
- Restart the app if the issue continues.

I Submitted a Dispute but Haven’t Heard Back

- Allow your manager some time to review your dispute.
- If you do not receive a response within a reasonable timeframe, follow up with your manager directly.