









<https://paydata.payrollservers.us/pg/default.aspx>

#### View/Edit/Approve Time Cards

1. Click on the link above.
2. Enter your login ID
3. Enter your password
4. Click one of the following options. What you select will depend on what time period you want to view.
  - a.  **Yesterday's Entries** will show you all employees with their time from yesterday only
  - b.  **Today's Entries** will show you all employees with their time for today only
  - c.  **Current Period** will allow you to select an employee to see their entire time card for the current period
  - d.  **Previous Period** will allow you to select an employee to see their entire time card for the prior period
  - e.  **Select Other Periods** will allow you to choose a specific time frame. Make sure to click Find Pay Period after selecting dates
5. To add time to a time card click Add on the employee and/or Day, then add in the In/Out or total hours then click Save.
6. To edit time on a time card click Edit on the employee and/or Day, then adjust the In/Out or total hours and click Save or click Delete to remove completely.
7. To approve a time card you can either click on the approval icon  on the day(s)/employee(s) you want to approve, then click **Approve Selected** OR just click on **Approve All Entries** and it will approve the entire time card/listing of employees.

#### Approve Time Off Requests

1. Click on the link above.
2. Enter your login ID
3. Enter your password
4. Click on Time Off Requests
  - a. To approve the request, click the Approve Request icon 
  - b. To deny the request, click on the Reject Request icon 
5. If a request is incorrect, you can either Reject it and have the employee redo it, or you can Approve it, then go into the time card and make the adjustment directly on the time card.

**\*\*If you click on the employee's name in the Time Off Requests screen, it will bring you directly into the time card.\*\***