

1.1. Authorizing and approving a pay period

Step	Action
(1)	<p>Open the Pay Approve Checklist</p> <p>This is your starting point for reviewing and authorizing timesheet records.</p> <p>Click the Menu button.</p>
(2)	<p>Click the Pay Approve Checklist button.</p>
(3)	<p>First, review and authorize the remaining Friday records for the highlighted USA Hourly pay period starting on May 7</p> <p>You can use the Pay Approve Checklist as your starting point for reviewing and authorizing timesheet records.</p> <p>In this example, you've been reviewing records on a daily basis. Display the timesheet to review and authorize records for the remaining day.</p> <p>You can use the Pay Approve Checklist as your starting point for reviewing and authorizing timesheet records.</p> <p>Click in the Plant 1 field.</p>
(4)	<p>Authorize Friday's shifts</p> <p>In this example, the timesheet records on Friday are accurate. Confirm this by authorizing all of Friday's records.</p> <p>To authorize all the records for a day, select the day's column header then click the Authorize button. You can also authorize individual records by selecting a single shift.</p> <p>Click the Friday column header.</p>
(5)	<p>Click the Authorize button.</p>
(6)	<p>Save your changes</p> <p>Click the Save button.</p>
(7)	<p>Next, approve the pay period</p> <p>Now that you've authorized the records on the timesheet, you'll return to the Pay Approve Checklist screen to approve the pay period as a whole.</p>

	Click the Close button.
(8)	Click the Refresh button.
(9)	Approve the pay period and then save your changes Click the Approve option.
(10)	Save your changes Click the Save button.