# TIMECLOCK PLUS Mobile App

Employee Approving Hours

From the TCPv7 Mobile App you can view history, approve hours, view accruals, leave a note and make leave requests. **Hours should be approved daily at the end of each work segment. Please review all weeks at the end of a pay period to ensure that all approvals have been completed.**

1. Open the Mobile App and scroll down to display the HOURS bar.
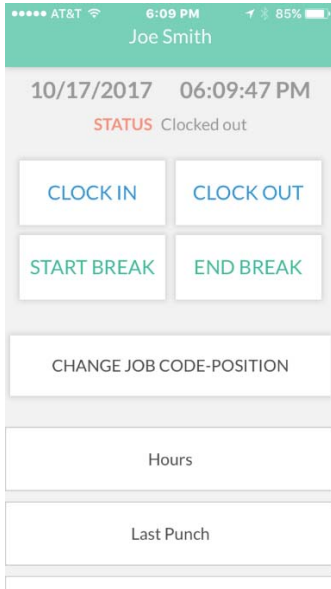
2. The hours worked in the current week will be displayed. To view hours in previous or future weeks, use the Prev and Next options at the top of the display.
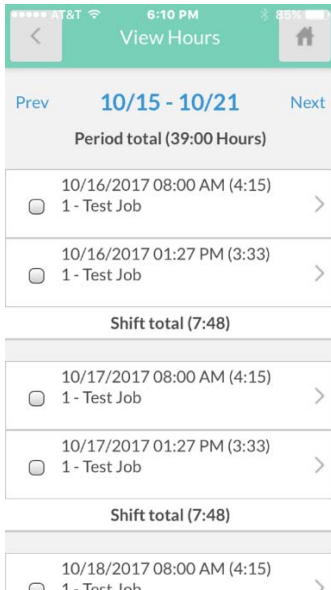
3. Please review all hours listed for the pay period. If hours are correct, touch the box next to the time segment worked to indicate your approval.
4. A message will display asking you to certify that the hours you are approving are correct.

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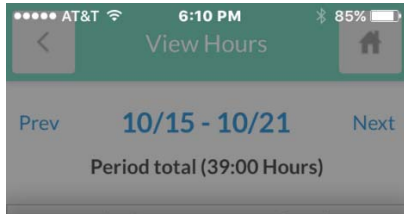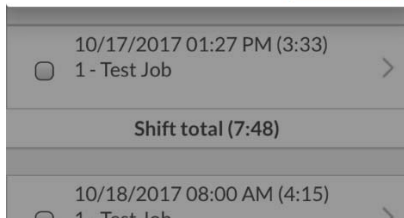
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5. Touch the Yes if you agree or Cancel if the hours do not appear correct.
   a. Do not approve incorrect hours. Please contact your supervisor so they may make the corrections.
   b. If hours appear correct, you may then continue approving any remaining correct segments by touching the boxes next to additional segments.
6. Approved segments will have a check mark in the box beside the time segment.
7. A pay period covers two weeks. Please be sure to review all weeks in the pay period to be sure that all approvals have been completed.
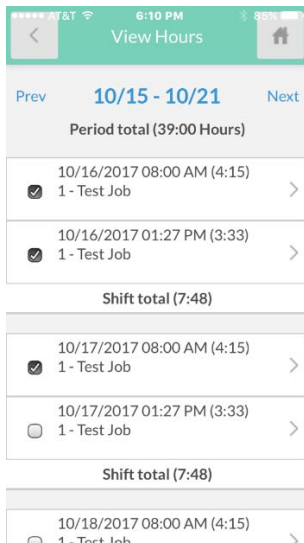
8. For staff with paid leave, please be sure all Time Sheet entries are made by Friday so your supervisor can approve them prior to the deadline on Monday. If you need to make a Time Sheet entry and see that your manager has already applied their approvals, *it is your responsibility to notify your manager so they can approve these late entries prior to the deadline.*