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Supervisor Mobile Time Card Corrections in Time & Labor

The Paylocity Mobile App allows supervisors to view time card details as well as approve or deny time card requests submitted by their staff. The app notifies supervisors of employee requests, and upon login a supervisor will see a count of pending requests from the **Time Card** menu item.

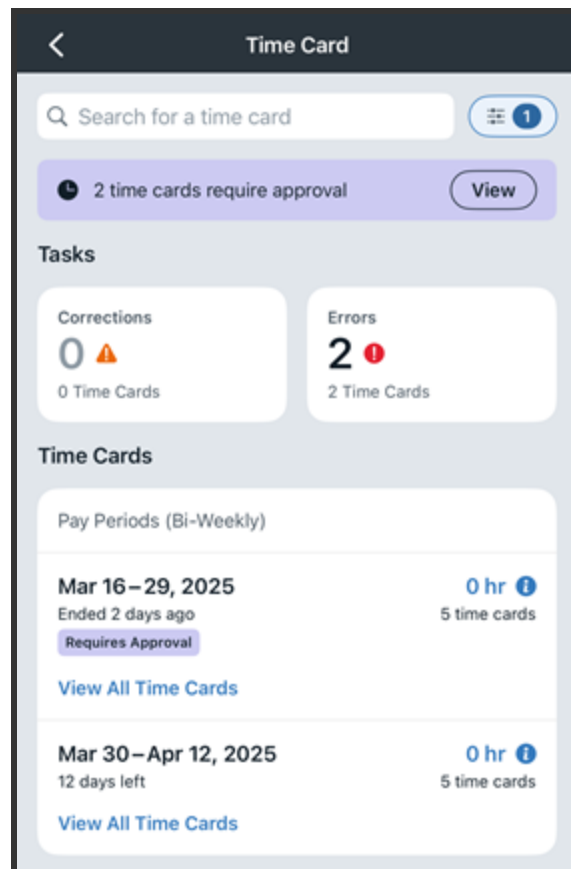
Supervisors must download the latest version of the Paylocity Mobile App and be on a Feature Access Template with access to approve time card corrections.

Upon login, the **Time Card** menu will display a badge count for any pending corrections, outstanding missing punches, and employees with unapproved time cards for up to the two prior pay periods.

Select the **Time Card** menu item to see the following:

- Search
- Filter
 - Filter employees by **Direct Reports** or **All Employees**.
 - Select applicable **Payroll Policies** as available.
- Tasks
 - Corrections
 - Missing Punches
- Time Cards

ADDITIONAL INFORMATION: If the Global Configuration Setting that allows supervisors to approve time cards with missing punches is disabled, then the supervisor cannot approve time cards with missed punches.



You can view this article at:

<https://paylocity.egain.cloud/system/templates/selfservice/pctycss/help/customer/locale/en-US/portal/30860000001009/content-version/PCTY-120880/PCTY-1476571/Supervisor-Mobile-Time-Card-Corrections-in-Time-Labor?query=120880>