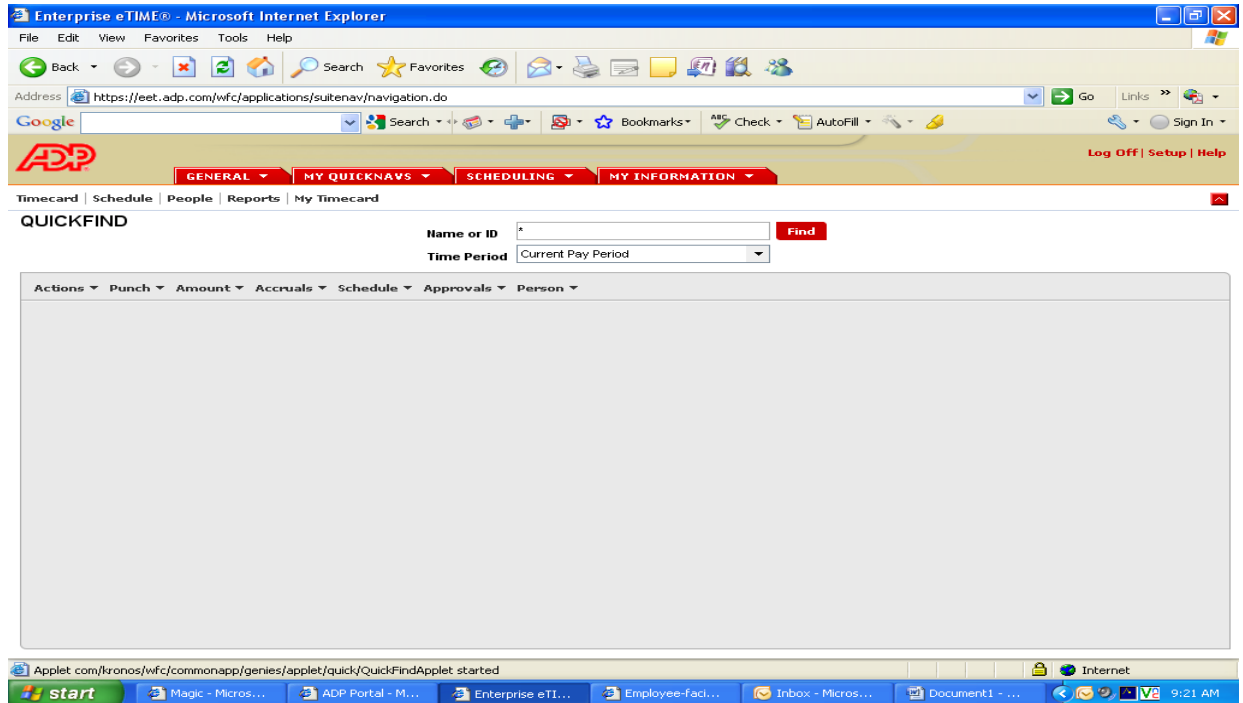


Approving a Student Timecard

- Log into ADP
- Click Time
- Click **Managers/Approvers**: Click [Here](#) to access eTime
- The Enterprise eTime window will open
- The following screen should appear:



- Click the **Find** button
- After clicking the **Find** button, a list of students whose timecard you approve should appear.
- Double click the name of a specific student to open the timecard.
- Verify the timestamp hours are correct. If the timecard reflects missed punches (*a student forgetting to timestamp in or out*), please make the necessary corrections and then SAVE).
- Once you have verified the hours worked are correct, click the **Approvals** tab.
- Under the drop down box under the **Approvals** tab click *Approve*.
- YOU HAVE SUCCESSFULLY APPROVED THE TIMECARD!