

## WORKDAY TIME CARD APPROVAL

If your employee has overtime worked in the pay period, the hours will show under the “overtime” total here:

38 minute(s) ago - Effective 01/29/2021

Regular Hours	72.5	Non-Worked Hours	7	Overtime / Call Back Hours	0.5	Total Hours	80
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### OVERTIME AUTHORIZATION:

By approving this time, you are acknowledging that your employee received permission from you in advance of working any hours in excess of 40 hours in one pay week (Saturday through Friday).

Note that hours worked must be paid. View the policy [here](#) or contact your HR Partner with questions or for more information.

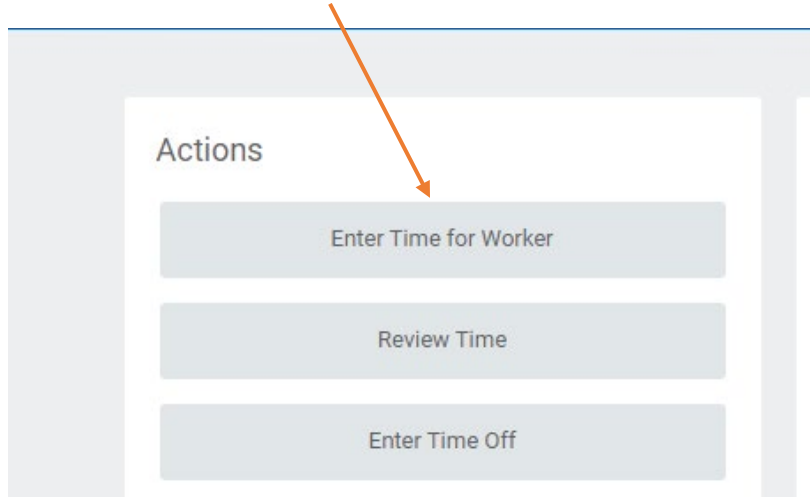
To view your employee time cards in detail and review any time worked over 40 hours, please follow these easy prompts. You may view your employee time cards at any time. They are always available to you and not limited to the end of the pay period.

Click on your Team Time Icon:



Team Time

Choose “Enter time for worker”



You may type in your employee name or choose them from the “my team” drop down list.

## Enter Time for Worker

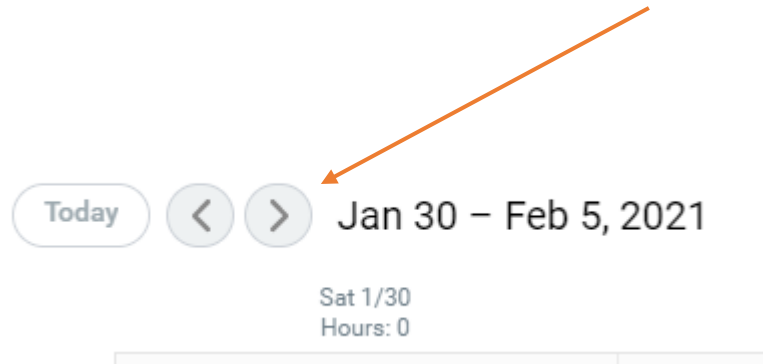
Worker \*

Date \* 02/01/2021

Then click on the OK button at the bottom of the page.

OK

You may now view any of your employee time cards by using the arrow buttons to toggle from week to week.



Their total hours each week will display in the top right corner of each weekly time card so you may review how many regular and overtime hours are worked, along with any time off that is paid.

Regular Hours	Non-Worked Hours	Overtime / Call Back Hours	Total Hours
33	7	0.5	40.5

Please note that the RISD work week starts on Saturday and ends on Friday.

**View the RISD pay policy [here](#) or contact your HR Partner with questions or for more information.**