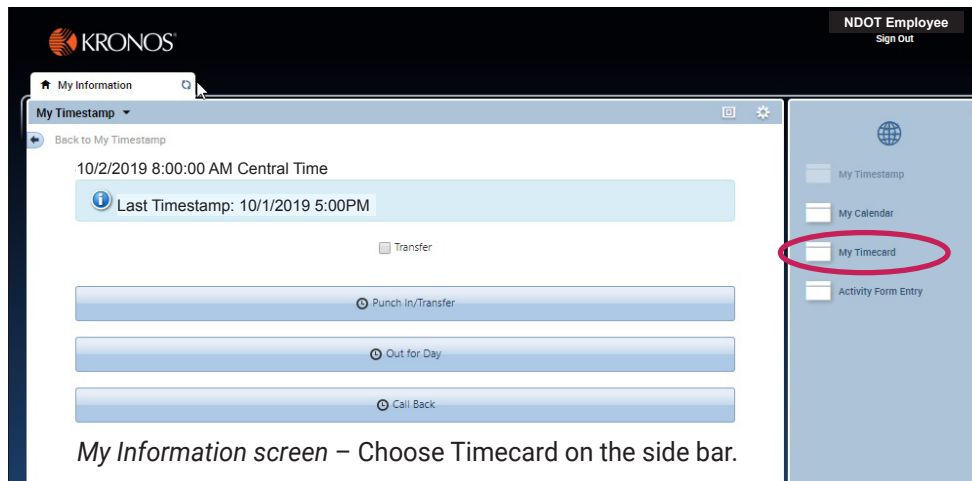
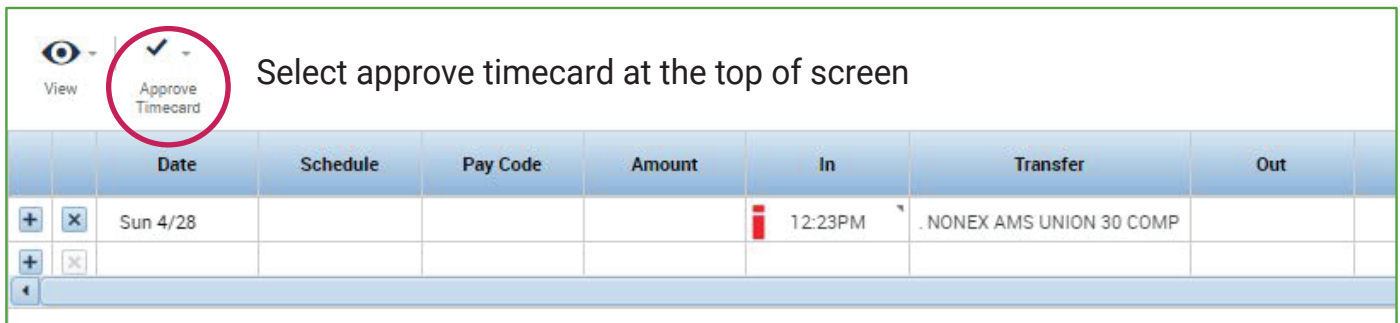


Approve Time Card



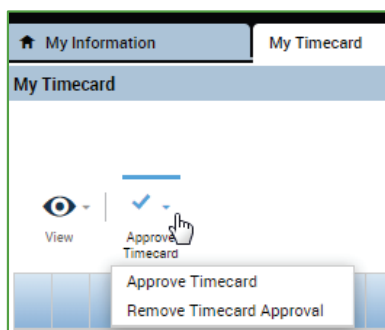
My Information screen – Choose Timecard on the side bar.



Select approve timecard at the top of screen

	Date	Schedule	Pay Code	Amount	In	Transfer	Out
+ x	Sun 4/28				12:23PM	NONEX AMS UNION 30 COMP	
+ x							

Read Approval Statement. If accurate, click Approve.



Approval Statement

I certify that the following is a true and accurate statement: – I recorded all of my time worked accurately. – I recorded all time off accurately. – All hours are coded to an NDOT Activity. There are no "unaccounted" hours. – The Department provided me with the opportunity to take meal breaks consistent with NDOT Policy.

Cancel Approve