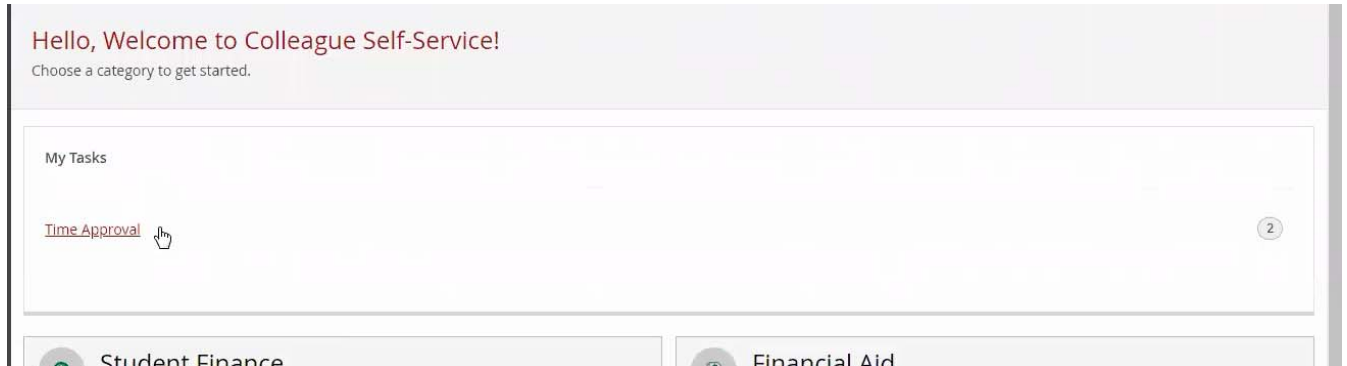


Self Service Time Card Approval

Log into Self Service at <https://selfservice.uu.edu>

If there are Time Cards submitted for Approval, you will see them under the My Tasks header.



Or you can go to **Employee**, then **Time Approval** to see the list of all employee time cards, both submitted and unsubmitted.

Verify the hours worked for the employee and click the APPROVE button. Or Reject the time card with Comments back to the employee for corrections.

Timecards					
Pay Period Ending 8/17/2018 Bw Due by: 9/1/2018 11:59 PM		Total Hours	Regular Hours	Overtime Hours	Additio... Hours
Vailles, Breanne N. - 1132552 8/4/2018 - 8/17/2018 Not Complete					
		<div>Approve Reject</div> <div>Comments</div>			
Total Hours		14.25	14.25	0.00	0.00

NOTE: You can click on the dates link to see the actual time in and time out.

[8/4/2018 - 8/17/2018](#)