Western University OF HEALTH SCIENCES
The discipline of learning. The art of caring.

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My Team — Time

> Time & Attendance

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SWITCH TO EXPANDED MENU

In Workforce Now, click on MYSELF, then Time & Attendance, then Time

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Test Employee
Sign Out

ADP

⌂ My Information

My Timecard

✓ 1

Approve Timecard

Approve Timecard 2
Remove Timecard Approval

Schedul

		Mon 2/19
+	×	Tue 2/20
+	×	Wed 2/21
+	×	Thu 2/22
+	×	Fri 2/23
+	×	Sat 2/24

On the upper left hand corner of the My Timecard widget, 1) click the **Approve Timecard** menu, then 2) click *Approve Timecard*. A yellow banner will appear above, stating the time and date approval took place.