TIME ATTESTATION IN WFM

At the end of each shift, you will need to attest to your own timesheet to verify all time punches and errors codes, if any, are accurate.

ETM TIME APPROVAL

At the end of each shift, you will need to attest to your own timesheet to verify all time punches and errors codes, if any, are accurate.

- 1. Open WFM ETM (TimeClock icon on desktop)
- 2. Click Time Approval on Home Screen under Clock Status
 - a. You can see the Work Date and Worked Hours for that day
- For each day listed, you will need to update the status to Approve or Reject. Click the down arrow next to each day and select the appropriate status
- 3. Click Submit
 - a. If you Reject a timesheet, you must send a Workmail message to your supervisor explaining what on the timesheet you disagreed with

Clock Status OFF
Clock On Clock Off
Change Job
Change Time Code
Change Department
View Clock Transactions
Time Approval

Work Date	Worked Hours	Status
07/04/2019	00:00	APPROVE V
Submit	Cancel	

MOBILITY TIME APPROVAL

- 1. Open WFM Mobility (via ESS)
- 2. Click arrow under Clock section on Home Page
- 4. Click Time Attestation
 - a. You will be brought to each day individually. You can review the clocks, work details, premiums and time code summary.
- 5. At the bottom, you will need to select Approve or Reject
 - a. If you Reject a timesheet, you must send a Workmail message to your supervisor explaining what on the timesheet you disagreed with

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