

Purpose

After you approve an employee's timecards, it is no longer editable. If the need arises, you can remove your approval. After you remove your approval, the employee can then remove their approval and edit the timecard or you can make the necessary timecard edits and then re-approve the timecard. You are the only person that can remove your approval.

Steps To Remove Approval		
1	Click the MY GENIES tab and select Leave Usage Genie from the drop-down menu.	MY GENIES® MY IP QuickFind Leave Usage Genie Accrual Leave Balances
2	Select the specific set of employees from the Show drop-down.	Show All Home
	Select the specific time period from the Time Period drop- down.	
3	Click the employee's name.	Actions ▼ Approvals ▼ Per Person Name 1 /> Primary Labor Ac 90 Anderson, Nick TEST01/-/-/-/90 90 Brickle, Ginny TEST01/-/-/-/90 90 Briggs, Thomas TEST01/-/-/-/90 90 Carter, Rick TEST01/-/-/-/90 90 Cross, Jenna TEST01/-/-/-/90
4	Click Approvals > Approve . NOTE : Once the timecard edits are complete, you must approve the timecard again.	TIMECARD Name & ID Jackson, L Approved: 11:20AM Time Period Previous P Save Actions ▼ Amount Accruals ▼ Comment ▼ Approvals Date Pay Code Amount Approve Fri 6/01 Remove Approval Approval Sat 6/02 Sat 6/02 Sat 6/02