**LATE APPROVE TIMECARDS**

**Only the Primary Approver has the Late Approve Direct Link as shown below.**

Alternate Approvers will need to navigate to the timecard via the Archived Time Cards link under “Past Pay Periods”.

**Procedure:**

1. Go to the Payroll website [www.payroll.uconn.edu](http://www.payroll.uconn.edu) and select “Time & Attendance System” in the Application Quick Links section.

![Time & Attendance System](image1)

2. Select the “Sign In To TAS” link

![Sign In To TAS](image2)

1. Log into TAS.

![Time and Attendance Web Login](image3)

2. Click on the blue arrow next to “Managers/Supervisors.”

![TAS Information](image4)
3. Select “Direct Reports Time Cards” button.

4. Click on your first option “Click Here to check for these Time Cards” (time cards needing late approval).

5. Open the timecard that you want to Late Approve. Review timecard for accuracy.

6. Click on the “Manager Access” button at the top of the time card
6. You will receive a pop-up box with a “Manager Late Approve” button. Click on it if the time card appears to be accurate.