

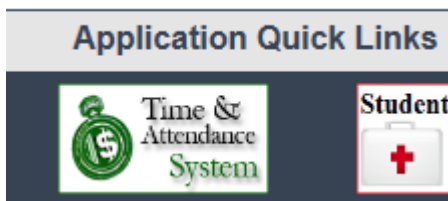
[LATE APPROVE TIMECARDS](#)

** 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:

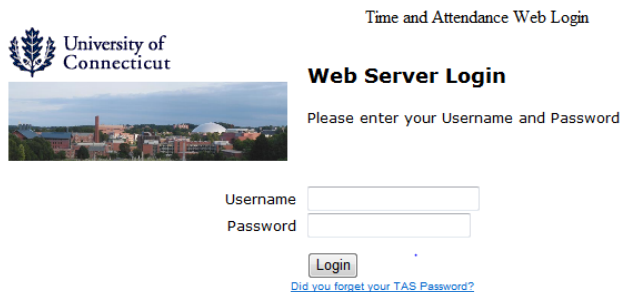
1. Go to the Payroll website www.payroll.uconn.edu and select “Time & Attendance System” in the Application Quick Links section.



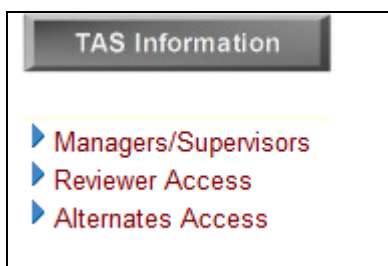
2. Select the “Sign In To TAS” link



1. Log into TAS.

A screenshot of the "Time and Attendance Web Login" page. It features the University of Connecticut logo on the left. The main heading is "Web Server Login". Below the heading, it says "Please enter your Username and Password". There are two input fields: "Username" and "Password". A "Login" button is located below the fields. A link "Did you forget your TAS Password?" is also visible.

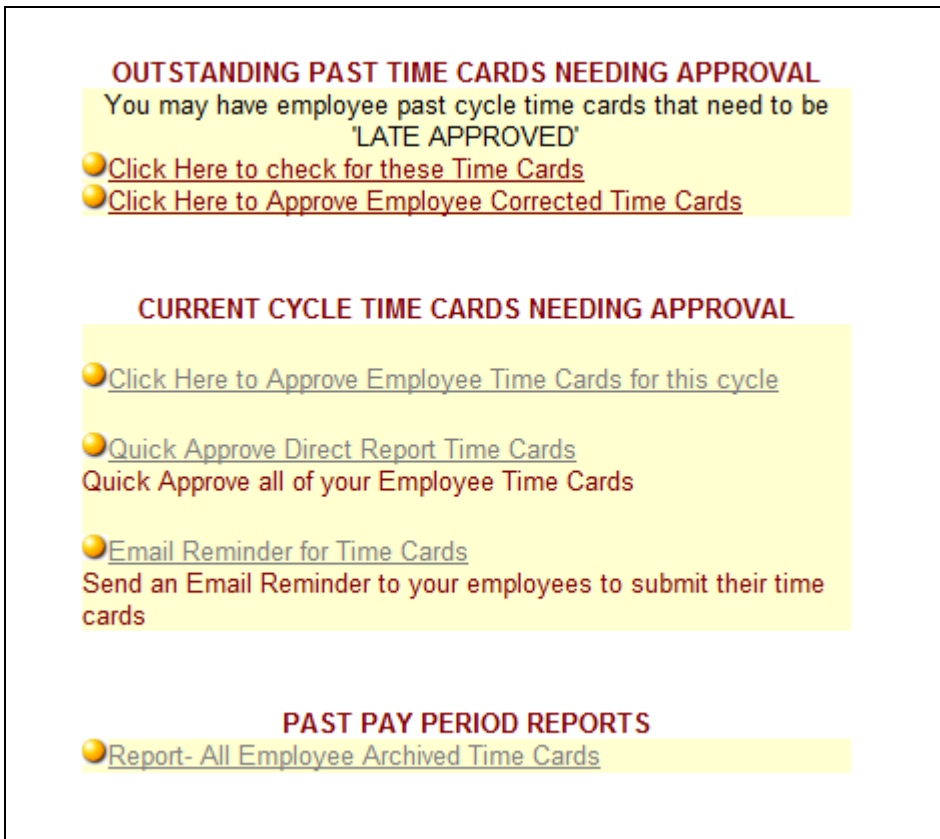
2. Click on the blue arrow next to “Managers/Supervisors.”



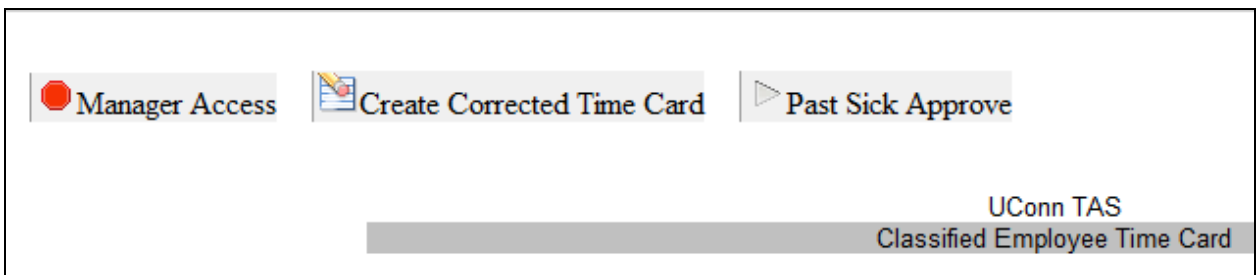
3. Select "Direct Reports Time Cards" button.



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


A screenshot of a web application interface showing a list of options for time card approval. The first section is titled "OUTSTANDING PAST TIME CARDS NEEDING APPROVAL" in red. Below the title is a yellow box containing the text "You may have employee past cycle time cards that need to be 'LATE APPROVED'". There are two links in this section: "Click Here to check for these Time Cards" and "Click Here to Approve Employee Corrected Time Cards", both with a yellow circle icon. The second section is titled "CURRENT CYCLE TIME CARDS NEEDING APPROVAL" in red. Below the title is a yellow box containing three links: "Click Here to Approve Employee Time Cards for this cycle", "Quick Approve Direct Report Time Cards" (with the subtext "Quick Approve all of your Employee Time Cards"), and "Email Reminder for Time Cards" (with the subtext "Send an Email Reminder to your employees to submit their time cards"). The third section is titled "PAST PAY PERIOD REPORTS" in red. Below the title is a yellow box containing one link: "Report- All Employee Archived Time Cards".

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.

Time Card Late Approval for:



NAME	Linda Connelly	PAYROLL NO.	114692	BI-WEEKLY DAYS	40
PERIOD ENDING	08/21/2014	NAME OF DEPT.	21212BE,DEPARTMENTSEC OF EXTENSION		