



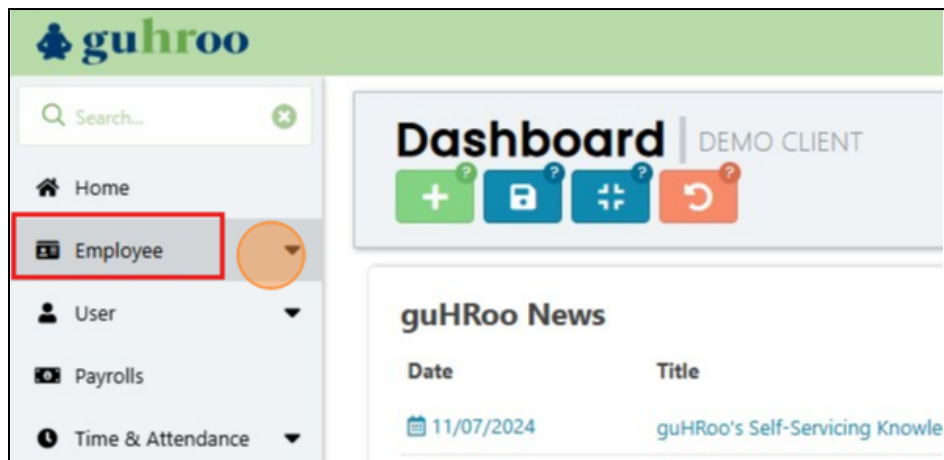
PRO: how to approve and manage time cards

Key Links:

- Website: [PRO Software Login](#)
- Loom Video: [Manage and Approve Time Cards](#)

INDIVIDUAL Time Card Approval Steps:

1. Navigate to <https://guhroo.prosoftware.com/master.aspx>
2. Login to your client profile
3. Click Employee in the left menu



4. Click "Time Cards"





5. Select the time frame for the info you need.

Employee > Time Cards

Time Clock Setup: Bi-weekly

Pay Schedule: Bi-Weekly

Emp Active Status: Active

On Clock / Exceptions: -- No Filter --

Bi-weekly

EmpNo

6. To select the employee's time card you want to view.

1/14/2024		Pay Period				
Clock Out	Hours Till OT1	Regular	OT1	PTO	Holiday	
	12.80	24.0000	0.0000	0.00	0.00	
	22.80	13.7500	0.0000	0.00	0.00	

7. On that page you can review the employee's time and approve it by Clicking the 'Approve & Lock' button in the top left. Confirm the status updated on the right side.

+ Add

Approve & Lock

Print

Date Start End

TIP: Over Time on the time card will be highlighted in red as shown below:

08:15 AM	28.75	11.2500	0.0000	0.00
	2.95 in OT	13.5000	6.0000	0.00
	13.05	23.7500	0.0000	0.00



BULK Time Card Approval Steps

- 1. Navigating to Time Cards (NOTE: below is the 2024 update which differs from the initial navigation in the video)**
 - a. Start by selecting "Employees" from the left menu
 - b. Then click on "Time Cards"
- 2. Viewing and Filtering Time Cards**
 - a. You can view your full team or filter by department.
 - b. For filtering by department, use the filter option provided.
- 3. Options for Time Card Management**
 - a. Print all time cards for a full review in a PDF document.
 - b. Enter multiple timesheets or clock in and out for multiple employees.
 - c. Update tracking levels.
 - d. Approve all time cards using the "Bulk Approve Time Cards" option.
- 4. Reviewing and Approving Time Cards Individually**
 - a. Filter by department if needed.
 - b. Select the time cards for the upcoming pay period and click Options > "Print".
 - c. Review each employee's time card for notes and time punches.
 - d. Once reviewed, if accurate, select "Options" and then "Bulk Approve Time Cards".
 - e. Choose the pay period and select "Approve and Lock".
 - f. To approve individually, click the eyeball icon on the far right of each time card.
 - g. Ensure the time card status updates to "Locked".
- 5. Making Adjustments to Time Cards**
 - a. Navigate to the specific employee's time card that needs adjustment.
 - b. Select the time punch that requires changes.
 - c. Make the necessary updates (e.g., add time, adjust hours).
 - d. Save the update.
- 6. Final Review and Approval**
 - a. After making adjustments, select all time cards.
 - b. Click "Options" and choose "Bulk Approve Time Cards".
 - c. Navigate to the correct time period and select "Approve and Lock".
 - d. Print the time cards for a final check to ensure all statuses are "Locked".

Troubleshooting

- **Issue with Approving Time Cards:** Ensure that all required fields are filled and that there are no overlapping time punches.
- **Adjustments Not Saving:** Double-check that you clicked "Save" after making updates. Refresh the page if necessary.
- **Time Cards Not Locking:** Verify that you selected the correct pay period and that there are no errors in the time entries.

Conclusion

By following these steps, you can efficiently manage and approve time cards in the Pro software, ensuring accurate and timely payroll processing.