

## Authorize and Edit Time - CSS

To review submitted time, follow these steps:

### Access CSS

1. Login to CSS at <https://client.expresspros.com>

OR

Click the link in the Submitted Time email message.

2. Under the Timecard area, click the **week ending date** link for the submitted time you wish to approve.

### Approve from the Submitted Time List

1. Review the regular time (RT), overtime (OT), and double-time (DT) hours for each associate in the grid.
2. Mark timecards to approve.

- a. To mark all timecards, click the **Select All** toggle switch.

OR

- b. To mark specific timecards, click **Select** toggle switch for each associate.

3. Once all timecards are selected, click the **Approve Selected** button.
4. When the Digital Signature and Acknowledgement window displays, read and check the **Accept** check box, then click the **OK** button.

### Edit Timecards

1. To review timecard details, click the **Edit** icon next to the associate's name.
2. If no changes need to be made.

- a. Click **Submitted Time** to return to the timecard list.

OR

- b. Click **Approve**.

- c. When the Digital Signature and Acknowledgement window displays, read and check the **Accept** check box, then click the **OK** button.

3. If changes need to be made.

- a. Click **Edit**.
- b. Change the necessary information.
- c. Click **Finish**.
- d. Enter a message to the associate to let them know why a change was made.
- e. Click **OK**.

Note: The changed timecard is returned to the associate.