

Reviewing Timecards Electronically

Congratulations! You have been authorized to review and approve timecards using Express Client Lite. There are no additional logins required for this process.

Once an electronic timecard is submitted by an associate, it will be emailed to you by the Express Team. The email will include a PDF of all submitted timecards, as well as two Action Buttons.

If you have timecards submitted by multiple associates for the same week ending date, time will be grouped into one master PDF and broken out by employee. You will have the option to Approve All with one click, or Review Online to action each item individually.

Note: When possible, timecards will be sent as one combined PDF, but you might occasionally receive multiple approval emails for the same week as your associates submit their time.

Reviewing Time

1. Open the attached PDF and review the regular time (RT), overtime (OT), and double-time (DT) hours for each associate.

Approving Submitted Time

1. If everything is correct, click the **Approve All** button in the email. A confirmation page will display, and you will be able to print the approved timecards if desired.

Rejecting Submitted Time

1. If something is incorrect, click the **Review Online** button in the email. A Pending Timecards page will display.
2. Click the check mark to approve an item.
3. Click X to reject an item.
4. All rejected items require a comment to be added.

Note: The Express Team will be notified of the rejected items and will work to get them corrected and processed.

Approval Request Email Example

APPROVAL NEEDED: Express Associate(s) Timecard Report for Week Ending 5/2/2021



Express Office 2000 <payroll.HQQ@expresspros.com>

To Hill, Jennifer E.



Timecards.pdf
14 KB



Lily Black,

Attached is your timecard report for the Express Associate(s) working at Lily's Pet Palace for the week ending 5/2/2021. Please review and select "**Approve All**" to indicate the timecard is accurate and ready to be processed.

If there are any discrepancies, select "**Review Online**" and your Express contact will follow up shortly to gather more details and discuss the issue.

NOTE: The Approve All/Review Online links below will expire on 05-20-2021 04:31 AM CST.

[Approve All](#)

[Review Online](#)

We truly appreciate your business and the trust you place in Express to address your workforce challenges. If you have any questions or would like to discuss additional staffing needs, contact us today!

Sincerely,

Express Employment Professionals
(232) 343-9080

