

Viewing the Approval Audit Trail

The Approval Audit Trail can be used to determine if a timecard has been previously approved, who approved it and in what capacity, and who performed an edit which removed an approval.

The screenshot shows a timecard system interface with the following components:

- Punch Summary / Schedule Details:** A table showing punch-in and punch-out times for two weeks. The table has columns for In (Day, Date, Time, W, Action) and Out (Day, Date, Time, W, Action), plus Hours and Total.

In					Out					Hours	Total
Day	Date	Time	W	Action	Day	Date	Time	W	Action		
SUN	10/01/2017	3:00 AM		DAY OFF						0.0	0.0
MON	10/02/2017	7:00 AM		PSL FML BU						3.8	3.8
MON	10/02/2017	11:20 AM		L	MON	10/02/2017	3:30 PM			4.2	8.0
TUE	10/03/2017	6:30 AM		E	TUE	10/03/2017	3:30 PM			8.0	16.0
WED	10/04/2017	6:29 AM		E	WED	10/04/2017	3:30 PM			8.0	24.0
THU	10/05/2017	6:32 AM		E	THU	10/05/2017	3:30 PM			8.0	32.0
FRI	10/06/2017	6:37 AM		E	FRI	10/06/2017	3:30 PM			8.0	40.0
SAT	10/07/2017	3:00 AM		DAY OFF						0.0	40.0
- Balance Summary:** A table showing balance for VAC, CMP, and ILL.

	Prv PP End	Current
VAC	48.7	40.7
CMP	16.0	16.0
ILL	256.5	252.7
- Approval:** A section with checkboxes for 'Empl (N/A)' and 'Supv (N/A)', and an 'Approve' button.
- Convert Overtime:** A section with the text 'No overtime hours to convert'.
- Other Options:** A list of links including 'Audit Trail', 'Approval Audit Trail', 'Manual Punch Audit Trail', 'Auto Raise Information', 'Salary & Misc. Information', and 'Schedule Template Maintenance'.

The following items are visible in the approval audit trail:

- The **Date, Time, and User** columns to the left show the date, time, and user of the original approval.
- The **Type** indicates Employee approval vs Supervisor approval.
- The **Status** indicates whether the approval was added or deleted.
- The **Rcd Crt Time** is the date and time of the action indicated in the status column.
 - For deletes, this is the date and time the approval was deleted. If you want to know which timecard edit deleted the approval, this date and time can be compared to the audit trail.
- The **User** column on the right shows who performed the action in the status column. For deletes, this is the user ID of the person who deleted prior approval by editing the timecard.
- The approval audit trail can be printed for reference.

The screenshot shows the 'Approval Audit trail for' window with the following table:

Date	Time	User	Type	Status	Rcd Crt Time	User
10/11/2017	10:27 AM		Employee	APPROVAL ADD	10/11/2017 10:27 AM	
10/11/2017	10:27 AM		Employee	APPROVAL DELETE	10/11/2017 10:28 AM	
10/11/2017	10:28 AM		Employee	APPROVAL ADD	10/11/2017 10:28 AM	
10/11/2017	10:28 AM		Employee	APPROVAL DELETE	10/11/2017 10:32 AM	
10/11/2017	10:28 AM		Supervisor	APPROVAL ADD	10/11/2017 10:28 AM	
10/11/2017	10:28 AM		Supervisor	APPROVAL DELETE	10/11/2017 10:32 AM	

Annotations in the image:

- a:** Points to the Date, Time, and User columns.
- b:** Points to the Type column.
- c:** Points to the Status column.
- d:** Points to the Rcd Crt Time column.
- e:** Points to the User column.
- f:** Points to the Print button.