

Approving Timecards

- 1) Please log in at the following URL: <http://approvers.revolutiones.com/>
N.B. It will help to bookmark this page.
- 2) After you log in and select your project/show, you will see a list of timecards to approve.
- 3) Depending on the workflow setup for your show, you may see some or all of the timecards ready to approve so it is important to use the “**Week Ending**” filter to make sure you are approving the correct timecards:

Dashboard for All Shows ▾

Create a New Timecard Add a New Start (and Employee) Manage Project Locations

To Do/Approve Open Timecards Starts History

Other Actions ▾ Approve

Timecards to Review

Status ▾ Show/Project ▾ Week Ending ▾

- 4) Next, review all the timecards for correctness, including the hours, OT, penalties, and comments. You can mouse over the comments to see them or click into the timecard for further detail.
- 5) Select the timecards that are correct and ready to be approved.
- 6) Click “**Approve**”
 - a) If your project has multiple approvers, you will typically select “**Normal Approval**”
 - b) If available, use “**Send to Revolution**” to bypass further approval levels for these timecards. Do not use unless you have been instructed to do so or if your next approver(s) are not able to use the system.

To Do/Approve

Open Timecards

Starts

History

Other Actions ▾

Approve

Timecards to Review											Status ▾	Show/Project ▾	Week Ending ▾
✓	Show/Project	Status	Week Ending	Employee	Title	Hours	OT	Allowances	Penalties	Comments	Gross Pay		
✓	The Really Big Film	Employee Completed	01/06/2018	SMITH, STEVEN	A-1 Audio Supervisor	52.00	12.00	\$0.00	\$656.25	View	\$5,731.25		
✓	The Really Big Film	Employee Completed	01/06/2018	SMITH, JENNIFER	Supervising Producer	40.00	0.00	\$0.00	0		\$4,410.00		
Total Timecards: 2													

- 7) In any case, there will be an “edit” that will be sent to verify the payroll once timecards are fully approved and processed by Revolution.
N.B. It is important to make sure all your timecards are completed and approved on time so it is advisable to set internal deadlines for timecard, e.g. completion by employees by Monday at noon.
- 8) To see any open timecards (useful to find out if timecards are stuck with another approver or an employee), click on “**Open Timecards**”