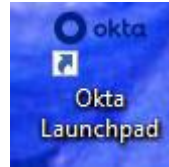
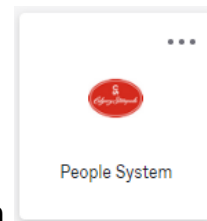




How to Edit/ Review your Teams Timecards on the Desktop For Managers

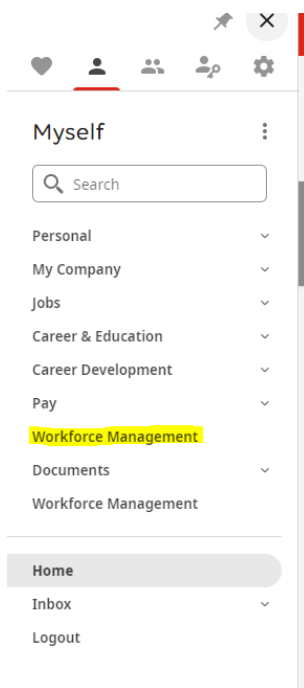


Step 1: Log into People System through Okta . The username and password will be sent to you in an e-mail from IT. It is usually your username and password you use to log into your computer.





Step 2: Once you have logged on click on the People System Icon

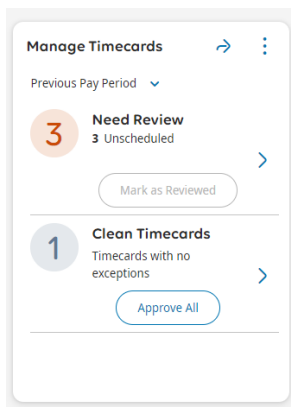
Step 3: Click on the **Myself icon** and then the **First Workforce Management** in the list





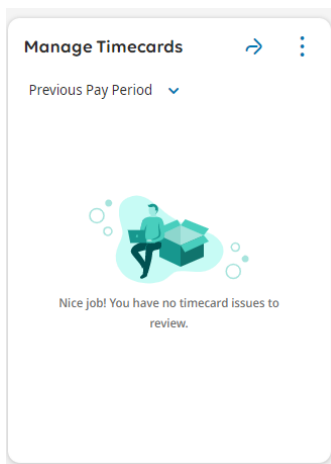
Step 6: You can then approve the timecard if it is the end of the pay period and everything is correct, by clicking  or you can click the  icon to go back to the main page.

Step 7: Complete the other categories. *Note it only shows 3 categories at once. Once there are less than 3 categories, there will be an option that says “Clean Timecards” and you can click the Approve all button to approve the time cards without exceptions.



Step 6: If you wish to view all your timecards at once click the  icon.

Step 7: Once all timecards are corrected and approved you will see this screen.



Congratulations, you have now updated your Availability in Dimensions on your Desktop!