

GC Online Timecard Approval Manual

To approve timecards in GC Online please go to <https://gconline.goshen.edu/>. You will need to provide your user name and password in order to log into the system. Once you are logged in, scroll down until you see “Employee Timecard Supervisor” application box and click “Approve Time” link.

Approving Hours on Timecard

- Select the employee whose timecard you are approving from the drop-down box at the top of the page.
- Check the hours on the timecard to see if they accurately reflect the hours worked by the employee.
- It is also important to watch for sick and vacation hours to make sure an employee doesn’t accidentally take more than they’ve accrued. To view available hours, you would go to “Timecard History” instead of “Approve Time” when you log into GC Online and select the employee and the dates for the current pay period before selecting “View” at the bottom right corner of the box.
- If the hours are correct, check boxes under “Supv. App.” column on page. After the boxes have been checked, click “Submit” to approve.
- If you see that the hours are incorrect, and the time has not yet been approved, you are free to edit it if you like. However, if the time has already been approved you will have to uncheck the box next to the hours you are wanting to edit and click submit before you can edit those hours.

Editing Hours

- Select “Edit” and choose the correct hours from the drop down boxes and make sure the AM and PM’s are correct. Also make sure the employee has selected the correct type of hours (Regular, Vacation, Sick, etc…) and the correct timecard if they have more than one. Once the hours have been corrected, select “Update from the bottom right corner of the edit time box.
- If there is an entry for time that was not worked or for vacation or sick time that was not accrued, just select delete from the bottom right corner to delete the entire entry.

Creating a New Entry

- Select “New Entry” from the bottom left of the approval box, and enter the hours correctly, just as you would when you edit the hours.

Edit	Date	Begin	End	Hours	Description	Supv. App.	Type	Remark
<input type="checkbox"/>	Jul-11-2016 Mon	8:00 AM	12:00 PM	4	[989] Pay HR Asst[GEN] General	<input type="checkbox"/>	[R]	-
<input type="checkbox"/>	Jul-11-2016 Mon	1:00 PM	5:00 PM	4	[989] Pay HR Asst[GEN] General	<input type="checkbox"/>	[R]	-
<input type="checkbox"/>	Jul-12-2016 Tue	8:00 AM	12:00 PM	4	[989] Pay HR Asst[GEN] General	<input type="checkbox"/>	[R]	-
<input type="checkbox"/>	Jul-12-2016 Tue	1:00 PM	5:00 PM	4	[989] Pay HR Asst[GEN] General	<input type="checkbox"/>	[R]	-
<input type="checkbox"/>	Jul-13-2016 Wed	8:00 AM	12:00 PM	4	[989] Pay HR Asst[GEN] General	<input type="checkbox"/>	[R]	-
<input type="checkbox"/>	Jul-13-2016 Wed	1:00 PM	5:00 PM	4	[989] Pay HR Asst[GEN] General	<input type="checkbox"/>	[R]	-

Total regular paid hours: 24 Breakdown: [R] Regular: 24

Buttons: Submit and Go To Next, Submit, Reset, New Entry, < Previous Employee, Next Employee >