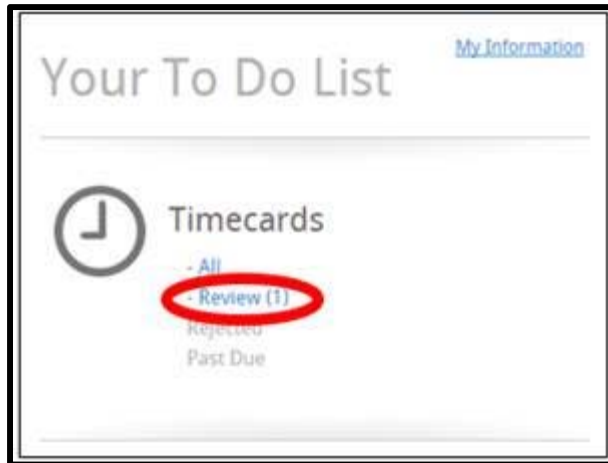


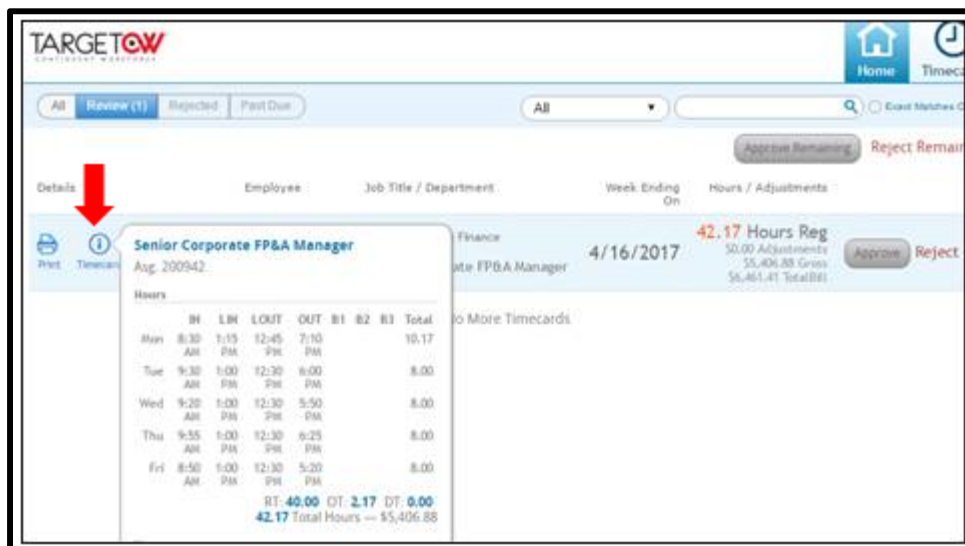
Welcome to the TargetCW WebCenter! Below is a tutorial designed to help you approve timecards.

Approving timecards is simple. To ensure correct payment, please follow the steps below:

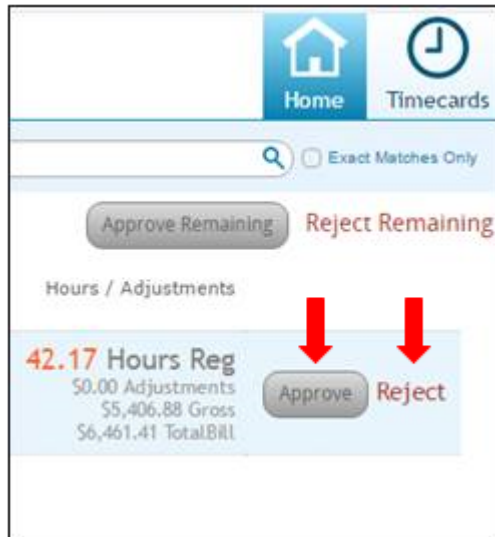
1. Click on “**Review**” to view the timecards requiring approval.



2. Before clicking “**Approve**”, hover over the timecard icon on the left to review and confirm hours were entered accurately. The timecard detail will pop up for your review. *This step is crucial to ensure the employee is paid for the correct hours.*



3. Once you have confirmed the employee's timecard is correct, click "**Approve**" on the right-hand side. If the hours are incorrect, click "**Reject**" to send the timecard back to the employee for edits. If you reject a timecard, you can add a note to indicate what updates are needed.



The deadline to approve timecards is **Mondays at 2pm PST**. We appreciate your effort guaranteeing the employees are paid in a timely manner.

If you have any questions, or need assistance with this process, please do not hesitate to contact us!

The TargetCW Team
858-810-3000