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