Approve payroll in TimeForge (one-page instructions)

Designed to be a quick-reference guide, this infographic explains how to approve payroll in TimeForge in just a few easy steps:

1. Log into TimeForge
2. Review PTO
3. Manage attendance
4. Approve/export payroll
5. Approve attendance
6. Approve PTO

One of the great things about TimeForge is that it will automatically alert you if there are exceptions or discrepancies you need to double-check when reviewing attendance.

Download the flyer

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Preview