Supervisor Timecard approval:

Log onto J1 Web: [**https://mphj1.jenzabarcloud.com/J1Web/Home/Index**](https://mphj1.jenzabarcloud.com/J1Web/Home/Index)

Here is a short video overview of the Supervisor Hub: <https://www.youtube.com/watch?v=a1mbc5TJWaQ&list=PL6qAKxnxDmQkEMu6rsnQD6gLnm8kitIqu&index=10&pp=iAQB>

Navigate to the Employee Supervisor Hub

A screenshot of a survey

Description automatically generated

From the Hub click on the approve timecards. Click the + next to the employees name to review the time card. You can make changes from here.

A screenshot of a computer

Description automatically generated

Short video for approving timecards:

<https://www.youtube.com/watch?v=MbntKUBGJUg&list=PL6qAKxnxDmQkEMu6rsnQD6gLnm8kitIqu&index=13&pp=iAQB>

Short video for assigning an alternate approver:

<https://www.youtube.com/watch?v=NzxAP7jmtyc&list=PL6qAKxnxDmQkEMu6rsnQD6gLnm8kitIqu&index=14&pp=iAQB>