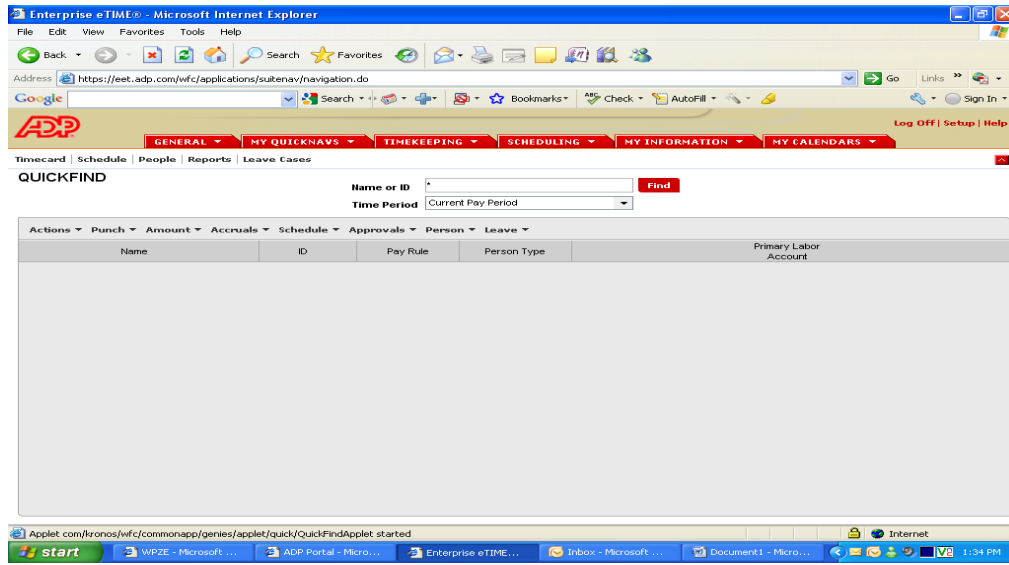
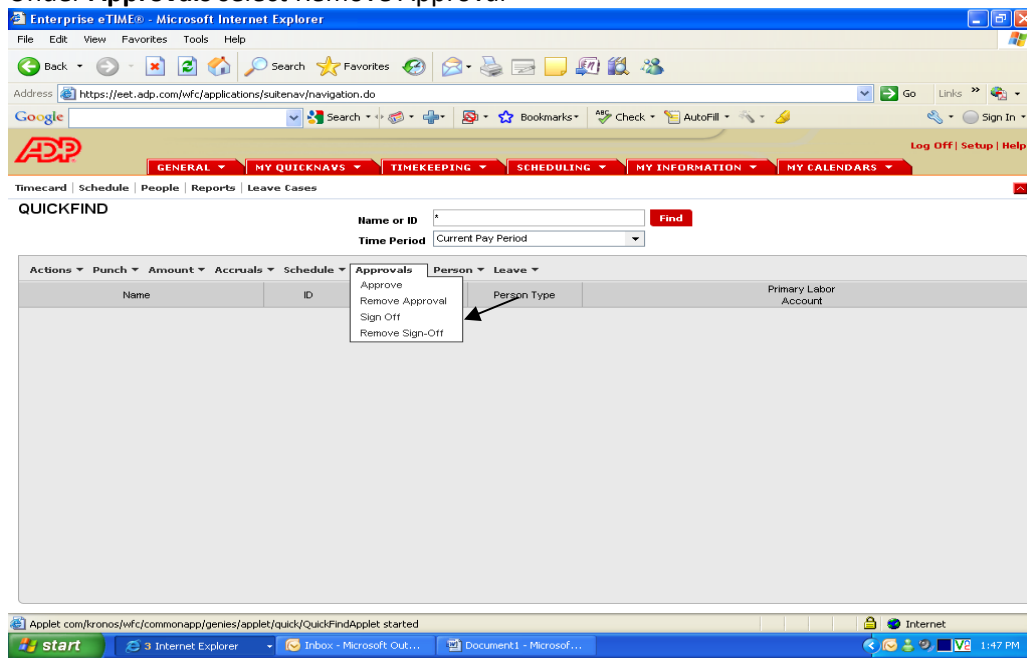


Managers Removing "Approval" from a Timecard

1. Log into the ADP website: <https://portal.adp.com>
2. Select the **Time** tab.
3. Under **Time and Attendance** click **Managers/Approvers: Click [Here](#) to access eTime**
4. The Enterprise eTime window will open
5. The following screen should appear:



6. Select the **Time Period** for which the approval needs to be removed
7. Click the **Find** button
8. Highlight an individual by clicking the name or a group of individuals by clicking the first individual in the group, holding down the shift key, and arrow down to the last individual in the group for removing the approval
9. Under **Approvals** select Remove Approval



10. The *Remove Approval* is complete.