

To find your time card Approver Code:

1. Open your WINGS Express account and proceed as you would when approving time cards.
2. Advance to the screen where you select the pay period.
3. To the left of the Pay Period Drop Down Menu, are items below the header "Department and Description". These items are: a capital letter, e.g. "W"; a number; and your department name. **The number is your Approver Code.** For some this number will match your Organization Number and for others it will be a different and unique number. Some Approver Codes may actually be a combination of letters and numbers.