Common Tasks for Managers

Guide

This guide covers how to access and complete some common tasks performed by managers. The tasks covered include accessing your employees' information, manage employee timekeeping requests and view employee schedules.

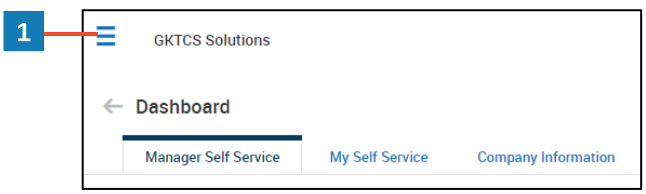
Accessing your My Team pages

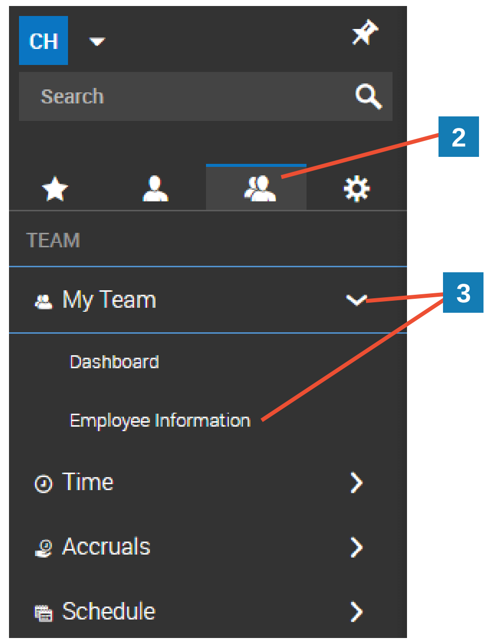
Most pages within the application that relate to manager tasks can be found under the My Team menu tab. Use these steps to locate your My Team menus.

1 Click **Show Menu**.

2 Click the **My Team** tab icon.

3 Click a menu to expand the menu tree or navigate to a page.





Accessing your employees' records

1 From your **My Team** menu tab, select **My Team > Employee Information**.

2 In the **My Employees** page, do either of the following to view an employee record(s).

- To view an individual record, click the **Employee Information** icon.
- To view multiple records, select the employees using the check boxes and click **View Selected Employees**.

Note: You can use the **Quick Links** icon next to an employee to view other pages related to an employee.

Viewing employee schedules

1 From your **My Team** menu tab, select **Schedule > Team Schedule View > Weekly/Daily Schedule** and select the appropriate time frame menu.

Viewing timesheets for your employees

1 From your **My Team** menu tab, select **Time > Timesheets > All Timesheets > Manage Timesheets** and select the appropriate time frame menu.

2 Do one of the following to view or edit information for a specific timesheet.

- To view or edit the timesheet, click the **Edit Timesheet** icon.
- To preview the hours on the timesheet, click the **Preview Timesheet** icon.

3 To view or edit information for multiple timesheets, select the timesheets using the checkboxes and click **View Timesheets**.

Approving timesheets for your employees

1 From any page, click your **My To Do Items** icon.

2 To view or edit a timesheet before approving it, click the **Open Timesheet** icon.

3 To approve the timesheet, click the **Approve** button.

Note: To approve multiple timesheets, select the To Do items using the checkboxes and click **Mass Approve**.

Viewing time off accrual balances for your employees

1 From your **My Team** menu tab. select **Accruals >Balances**.

2 Click the **View History** icon next to the employee to view a detailed history of the employee's time off.

Approving time off requests for your employees

1 From any page, click your **My To Do Items** icon.

2 In the To Do item, use the following to review or edit the request.

- To view the employee's accrual balance, click the **View Time Off Counts** icon.
- To modify the request, click the **Review/Modify Time Off Request** icon.
- To view of list of requests and their status for the same day, click the **View Schedule People** icon.

3 To approve the request, click **Approve**.

Note: To approve multiple requests, select the To Do items using the checkboxes and click **Mass Approve**.