Approve Employee Timecard

Approve employee timecards via email notification, bell notification, and Things to Finish

Email Notification

1. Manager receives email notification for employee's timecard
2. Review timecard detail and Approve or Reject

Actions: Approve | Reject | Request More Info

Approval of Payroll Time Entries for Benjamin Caxton from 2020-11-21 to 2020-12-04

Details

Assignee	Jillian Borman
From	bcaxton
Assigned Date	12/2/20 7:25 AM
Task Number	3784225

Recommended Actions

Payroll Time Entries for Approval

⊿ Person Information

Time Card Details

Time Card Period	11/21/20 - 12/4/20
Status	Submitted
Resubmission Status	

Time Card Comments
Resubmission Reason

Reported Time

Time Totals

Reported Hours 80.00	Absence Hours 0.00	Scheduled Hours 64.00

	*Assignment Number	Sat,Nov 21 Quantity	Sun,Nov 22 Quantity	Mon,Nov 23 Quantity	Tue,Nov 24 Quantity	Wed,Nov 25 Quantity	Thu,Nov 26 Quantity	Fri,Nov 27 Quantity	Sat,Nov 28 Quantity	Sun,Nov 29 Quantity	Mon,Nov 30 Quantity	Tue,Dec 01 Quantity	Wed,Dec 02 Quantity	Thu,Dec 03 Quantity	Fri,Dec 04 Quantity	Comments	Time Entry Total Hours	*Time Type
1	E37095			8.00	8.00	8.00					8.00	8.00	8.00	8.00	8.00	💬	64.00	Regular
2	E37095						8.00	8.00								💬	16.00	Holiday
Daily Totals		Hours: 8.00	Hours: 8.00	Hours: 8.00	Hours: 8.00	Hours: 8.00	Hours: 8.00	Hours: 8.00	Hours: 8.00	Hours: 8.00	Hours: 8.00						80.00	

Bell Notification:

1. Log into myHR
2. Click the Bell Notification Icon

3. Click the hyperlink to view timecard details

Notifications

Show All

● ACTION REQUIRED   9 minutes ago

Approval of Payroll Time Entries for Benjamin Caxton from 2020-11-21 to 2020-12-04

Benjamin Caxton   [Approve]   [Reject]

4. View timecard information and approve or reject

Approval of Payroll Time Entries for Benjamin Caxton from 2020-11-21 to 2020-12-04   Actions ▼   [Approve] [Reject] Edit

▲ Details

Assignee	Jillian Borman
From	bcaxton
Assigned Date	12/2/20 7:25 AM
Task Number	3784225

▲ Recommended Actions

▲ Payroll Time Entries for Approval

▲ Person Information

BC

Name	Benjamin Caxton	Person Number	37095
Assignment Number	E37095	Job	Administrative Assistant III..
Position		Department	000311 Human Resources
Location	HR Cardiac Building	Manager	Jillian Borman

Time Card Details

Time Card Period	11/21/20 - 12/4/20	Time Card Comments Resubmission Reason	
Status	Submitted		
Resubmission Status			

Reported Time   Time Totals

Reported Hours 80.00	Absence Hours 0.00	Scheduled Hours 64.00

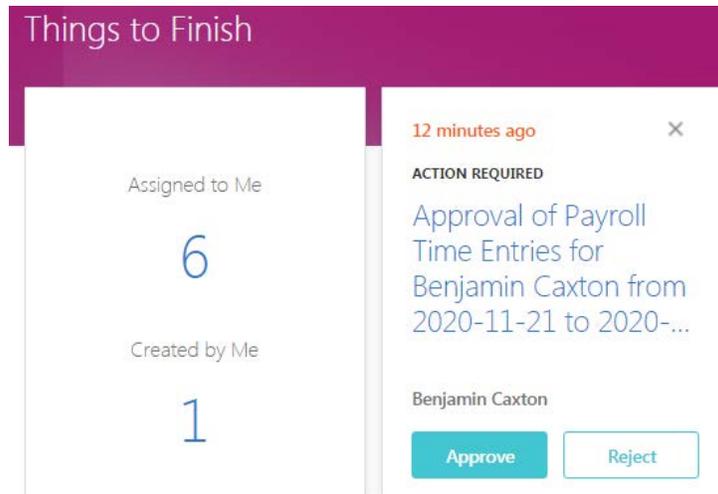Actions ▼ View ▼ Format ▼   ▤ ✕ ⌗   ▦ Freeze 🗖 Detach ⌐ Wrap ⑦

	* Assignment Number	Sat,Nov 21	Sun,Nov 22	Mon,Nov 23	Tue,Nov 24	Wed,Nov 25	Thu,Nov 26	Fri,Nov 27	Sat,Nov 28	Sun,Nov 29	Mon,Nov 30	Tue,Dec 01	Wed,Dec 02	Thu,Dec 03	Fri,Dec 04
		Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
1	E37095			8.00	8.00	8.00					8.00	8.00	8.00	8.00	8.00
2	E37095						8.00	8.00							
Daily Totals				Hours: 8.00	Hours: 8.00	Hours: 8.00	Hours: 8.00	Hours: 8.00			Hours: 8.00	Hours: 8.00	Hours: 8.00	Hours: 8.00	Hours: 8.00

Things to Finish

1. log into myHR
2. Scroll down to 'Things to Finish'
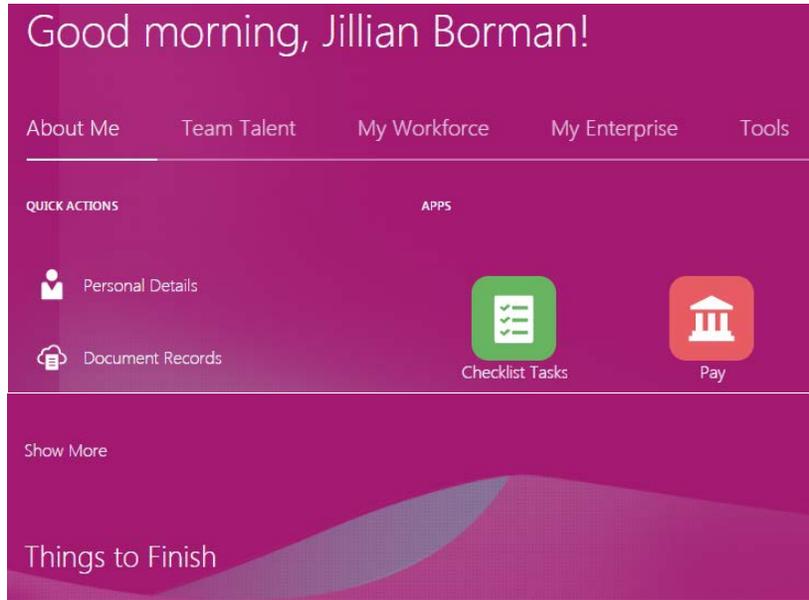
3. Click the hyperlink to view timecard details

4. Review timecard and approve or reject

Approval of Payroll Time Entries for Benjamin Caxton from 2020-11-21 to 2020-12-04

Actions ▼   **Approve**   **Reject**   Edit

◢ Details

Assignee	Jillian Borman
From	bcaxton
Assigned Date	12/2/20 7:25 AM
Task Number	3784225

◢ Recommended Actions

◢ Payroll Time Entries for Approval

◢ Person Information

BC

Name	Benjamin Caxton	**Person Number**	37095
Assignment Number	E37095	**Job**	Administrative Assistant III..
Position		**Department**	000311 Human Resources
Location	HR Cardiac Building	**Manager**	Jillian Borman

Time Card Details

Time Card Period	11/21/20 - 12/4/20	**Time Card Comments**	
Status	Submitted	**Resubmission Reason**	
Resubmission Status			

Reported Time   Time Totals

Reported Hours	80.00	Absence Hours	0.00	Scheduled Hours	64.00

Actions ▼   View ▼   Format ▼   ☰ ✕ ▦ ▥ Freeze   ▦ Detach   ⊣ Wrap   ⑦

	* Assignment Number	Days													
		Sat,Nov 21	Sun,Nov 22	Mon,Nov 23	Tue,Nov 24	Wed,Nov 25	Thu,Nov 26	Fri,Nov 27	Sat,Nov 28	Sun,Nov 29	Mon,Nov 30	Tue,Dec 01	Wed,Dec 02	Thu,Dec 03	Fri,Dec 04
		Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
1	E37095			8.00	8.00	8.00					8.00	8.00	8.00	8.00	8.00
2	E37095						8.00	8.00							
Daily Totals				Hours: 8.00	Hours: 8.00	Hours: 8.00	Hours: 8.00	Hours: 8.00			Hours: 8.00	Hours: 8.00	Hours: 8.00	Hours: 8.00	Hours: 8.00