



## **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

# Reported Time Time Totals

				Repo	rted Hour	s	80.00							Abser	nce Hours	0.00						Scheduled Hours	64.00	
															Days									
	*Assignm Number	nent	Sat,No 21	v	Sun,Nov 22	N 2	lon,Nov 3	Tue,Nov 24	We 25	d,Nov	Thu,Nov 26	Fri,1 27	Nov	Sat,Nov 28	Sun,Nov 29	Mon,Nov 30	Tue,De 01	∞ We 02	ed,Dec	Thu,Dec 03	Fri,Dec 04	Comments	Time Ent	*Time Type
			Quar	tity	Quant	ity	Quantity	Quant	ty (	Quantity	Quant	ity Qu	antity	Quantity	Quantity	Quanti	ty Quar	ntity	Quantity	Quantity	Quantity		Total Hou	5
1	E37095						8.00	8.0	D	8.00						8.00	8.00	8.0	0	8.00 8	0.00	P	64.00	Regular
2	E37095										8.00	8	.00									P	16.00	Holiday
Daily Totals		Hou 8.	rs: Ho	urs: 3.00	Hours: 8.00	Hour 8.0	rs: Hours 00 8.00	: 0	Hours: 8.00	Hours: 8.00	Hours: 8.00	Hours: 8.00	Hours 8.0	e D										80.00

Time Card Comments Resubmission Reason





## **Bell Notification:**

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



3. Click the hyperlink to view timecard details

ACTION REQUIRED		9 minutes ago
Approval of Payroll Tin	ne Entries for Benjamin Caxton from 2020-11-21 to 2020-	-12-04
Benjamin Caxton	Approv	e Reiect

4. View timecard information and approve or reject

Approval	of Payroll Ti	me Entr	ies for l	Benjam	in Caxt	on from	2020-1	11-21 to	2020-1	2-04		Ac	tions 🔻	Approve	Reject	E
▲ Details																
Assigne	e Jillian Borman															
Fro	m bcaxton															
Assigned Da	te 12/2/20 7:25 AM															
Task Numb	Iask number 3704220															
A Recommended Actions																
Payroll	Time Entries f	for Appro	oval													
A Person I	nformation															
Name Benjamin Caxton Person Num										Number	er 37095					
		Assigni	Positio	n E37090					Department 000311 Human Resources							
			Locatio	n HR Cardia	ac Building				Manager Jillian Borman							
Time Card	Details															
	Time Card	Period 11/2	21/20 - 12/4/	20					Time Card Comments //							
		Status Su	ubmitted					Reason								
	Resubmission	Status														
Papartad Time	Timo Totalo															
Reported Time																
	Reported	Hours 80.	.00			Abs	ence Hours	0.00				Scheduled	d Hours 6	4.00		
Actions 🔻	View 👻 Format 👻		( )理	Freeze	📄 Deta	ich 🚽 V	Vrap ?	)								
										Da	iys					
	* 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	Tue,Dec 01	Wed,Deo	Thu,Dec	Fri,Dec 04	
		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:	Hours:	Hours:	Hours:	Hours:			Hours:	Hours:	Hours	Hours:	Hours:	
				0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	





## Things to Finish

- 1. log into myHR
- 2. Scroll down to 'Things to Finish'



3. Click the hyperlink to view timecard details

Things to Finish	
Assigned to Me 6 Created by Me	12 minutes agoXACTION REQUIREDApproval of PayrollTime Entries forBenjamin Caxton from2020-11-21 to 2020
1	Benjamin Caxton   Approve Reject





## Page 4 of 4

8.00

Hours:

8.00

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8.00

Hours:

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Hours:

8.00



Actions 🗸 View 🗸 Format 👻 📄 💥 💯 🦷 Freeze 🔛 Detach 🚽 Wrap 🥝

8.00

Hours:

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Hours:

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Hours:

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8.00

8.00

Hours:

\* Assignment Number

E37095

E37095

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1

2

Daily Totals

Approval of	f Payroll Time E	ntries for Ber	njamin Caxton	from 2020-1	1-21 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									
A Recomm	ended Actions									
A Payroll Ti	me Entries for Ap	proval								⊿
A Person Info	rmation									
		Name Be	enjamin Caxton		Person Nu	imber	37095			
	Assi	ignment Number	E37095			Job	Administrative Assistant III			
		Position			Depar	tment	000311 Human Resources			
		Location H	R Cardiac Building		Ма	nager	Jillian Borman			
Time Card De	tails									
	Time Card Period	11/21/20 - 12/4/20			Time Care Comments	5	11			
	Status	Submitted			Resubmission Reason	1				
	Resubmission Status									
Reported Time	Time Totals									
	Reported Hours	80.00		Absence Hours	0.00		Scheduled Hours	64.00		

Days

8.00

Hours:

8.00

8.00

Hours:

8.00

Sat,NovSun,NovMon,NovTue,NovWed,NovThu,NovFri,NovSat,NovSun,NovMon,NovTue,DecWed,DecThu,DecFri,DecQuantity</td

8.00

8.00

Hours: