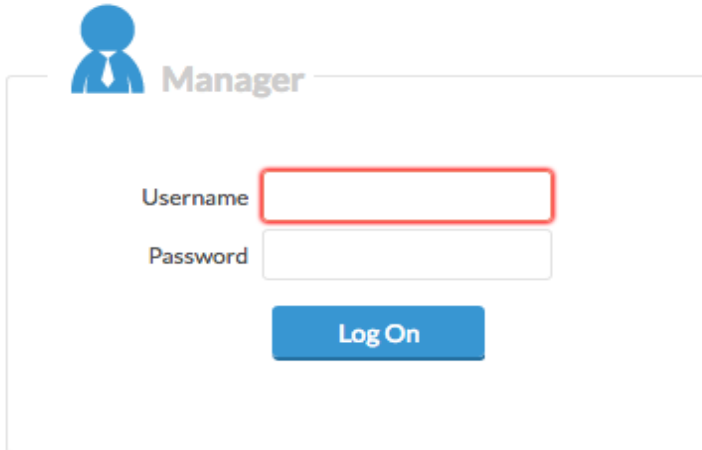


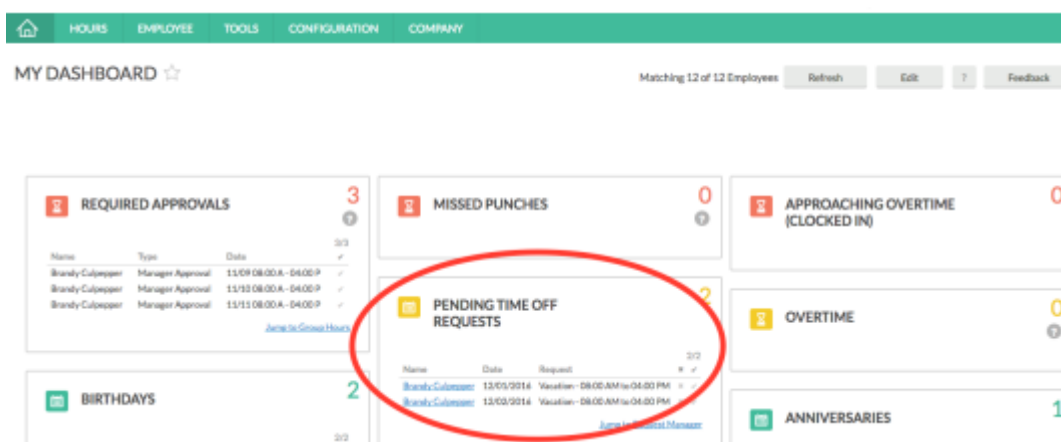
Supervisor Instructions

1. Enter your username and **Windows** Password
2. Click “Log On”



The image shows a login form for a 'Manager' role. At the top left is a blue icon of a person in a suit. To its right is the word 'Manager' in a grey font. Below this, there are two input fields: 'Username' and 'Password'. The 'Username' field is highlighted with a red rectangular border. Below the 'Password' field is a blue button with the text 'Log On' in white.

3. Pending requests will appear in the “Pending Time Off Requests” portlet.



The image is a screenshot of a 'MY DASHBOARD' interface. At the top is a green navigation bar with links: HOME, HOURS, EMPLOYEE, TOOLS, CONFIGURATION, and COMPANY. Below the navigation bar, it says 'MY DASHBOARD' with a star icon. To the right, it says 'Matching 12 of 12 Employees' with buttons for 'Refresh', 'Edit', and 'Feedback'. The dashboard contains several portlets: 'REQUIRED APPROVALS' (3 items), 'MISSED PUNCHES' (0 items), 'APPROACHING OVERTIME (CLOCKED IN)' (0 items), 'PENDING TIME OFF REQUESTS' (2 items, circled in red), 'OVERTIME' (0 items), 'BIRTHDAYS' (2 items), and 'ANNIVERSARIES' (1 item). The 'PENDING TIME OFF REQUESTS' portlet shows a table with columns: Name, Date, Request, and a status icon. It lists two requests for 'Brandy Culpepper' on 11/03/2016, both for 'Vacation' from 08:00 AM to 04:00 PM.

There are three methods for approving leave requests:

From the portlet

From the calendar view

From the list view


The fastest method

Useful for comparing overlapping requests

Allows approve/deny for multiple requests at once

From the portlet:

1. You can approve/disapprove leave by clicking the check mark or X next to the request.



PENDING TIME OFF REQUESTS

2


2/2

Name	Date	Request		
Brandy Culpepper	12/01/2016	Vacation - 08:00 AM to 04:00 PM	✖	✓
Brandy Culpepper	12/02/2016	Vacation - 08:00 AM to 04:00 PM	✖	✓

[Jump to Request Manager](#)

From the calendar view:

1. Inside the portlet, click the link to “Jump to Request Manager”.



PENDING TIME OFF REQUESTS

2

2/2

Name	Date	Request	✖	✓
Brandy Culpepper	12/01/2016	Vacation - 08:00 AM to 04:00 PM	✖	✓
Brandy Culpepper	12/02/2016	Vacation - 08:00 AM to 04:00 PM	✖	✓

[Jump to Request Manager](#)

2. The current month will be displayed. This view is helpful for seeing any overlapping requests.

+

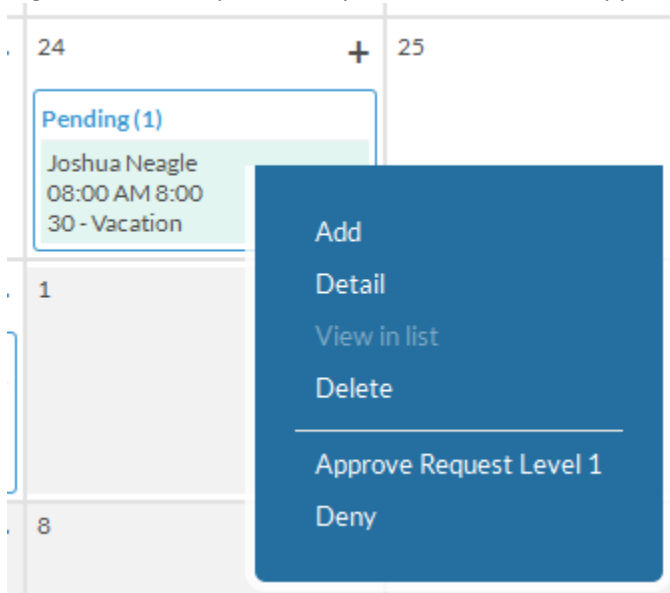
Add

Manage

<< < November 2016 > >>

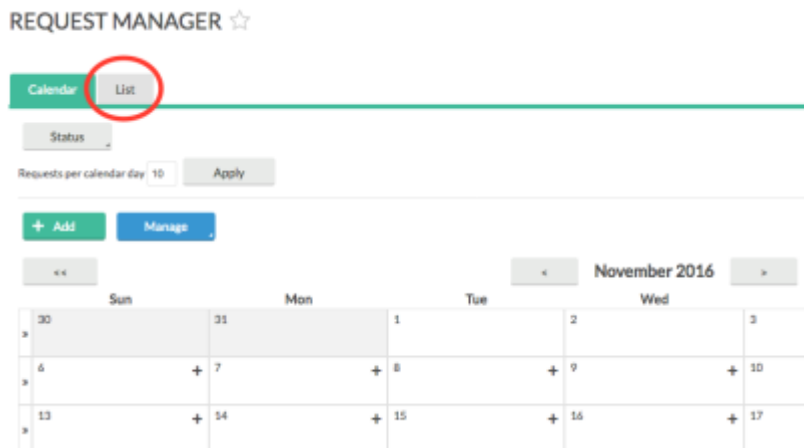
Sun	Mon	Tue	Wed	Thu	
30	31	1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
				<div>Approved (1) Joshua Neagle 08:00 AM 8:00 30 - Vacation</div>	

3. Right-click the requested day off and then select approve or deny.



From the list view:

1. Jump to the Request Manager
2. Click on "List"



3. You will see a list view of all requested leave days.
4. Change the "Status" to only "Include Pending".
5. Adjust the time frame to include additional months "Next 12 Months"
6. In this view you can select the check box at the very top to approve/deny all at once. This is helpful if there are a lot of requests.

REQUEST MANAGER ☆

Calendar List

Status

Group by Request Date

11/6/2016 to 12/31/2016 Manual Update

+ Add Manage Expand all Collapse all

Showing 8 records of 8 Selected 0 records

<input type="checkbox"/>	ID	Name	Date Submitted	Notice Days	Request Date	Time	Hours	Level 1	L
- 11/24/2016 (1 of 1 requests)									
<input type="checkbox"/>	190209	Joshua Neagle	11/15/2016	9	11/24/2016	08:00 AM 8:00	8:00	Approved	

To view Employee Leave balances:

1. From the menu bar at the top, select Hours and then Individual Hours.



Home HOURS EMPLOYEE

Individual Hours Group Hours

2. From the list on the left, select the employee or search from the box at the top.
3. Once the employee is selected, click the Accruals tab.

Hours View Schedule Accruals

Select forecast date 11/15/2016 Update

4. You will then be presented with a summary of the employee's available time
5. You can also click the ledger link next to sick/vacation days to obtain more information.


Hours

View Schedule

Accruals



Select forecast date

12/6/2016



Update

Showing 2 records of 2

Ledger	Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Remaining Hours	Remaining Days
	12 Mth Sick	752.0000	0.0000	16.0000	0.0000	736.0000	92
	12 Mth Vacation	120.0000	0.0000	8.0000	0.0000	112.0000	14

To Add an entry for your Employee

1. After you open the ledger, you can view which days were taken.
2. You can directly enter leave for your employee by clicking “Add”

Manage Accruals (12 Mth Sick - 20)

?

Feedback

View entire history

View selected period

1/1/2016

to

12/6/2016

Year To Date

Update

Download

+ Add

Accrued 752.0000

Used 16.0000

Remaining 736.0000

Edit	Delete	Date Posted	Accrued	Used	Excess	Adjustment	Imported	Manual	Rule ID
		07/01/2016	752.0000	0.0000	0.0000	X	✓	X	
		09/15/2016	0.0000	8.0000	0.0000	X	X	✓	
		09/16/2016	0.0000	8.0000	0.0000	X	X	✓	

Cancel

Save

Very Important!

Enter the “Amount Taken” in Hours. For Salary Employees, it must be 4 hours for a half day and 8 hours for a full Day. It is recommended to include notes why the employee didn’t enter the request.

Accrual Ledger - Add

?

Feedback

Date posted

11/26/2016

Accrual Bank

12 Mth Vacation

Amount accrued

0.0000

Amount taken

0.0000

Accrued over limit

0.0000

Note

Cancel

Ok