

Online Time Certifications

WORK ROSTER BASICS

For Supervisors

ACCESS

Supervisors have access to the Work Roster via their own record, following the link to the right of their name.



PENDING TIME RECORDS APPROVALS

The first section of the Work Roster reflects employee time records awaiting supervisory action. A summary of that employee's time is presented under "Time Charged". If the summary is acceptable, proceed to the right and select an action under "Approval". Actions are "Approve", "Deny", or "Postpone" (Postpone is essentially a HOLD button). Last step: "Submit."

Note: If you want to examine the time record further before deciding on an Action, click on the "Details" button (underneath the employee's name) for a view of that employee's calendar.



CONTACT INFORMATION FOR QUESTIONS AND ASSISTANCE

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