








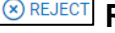



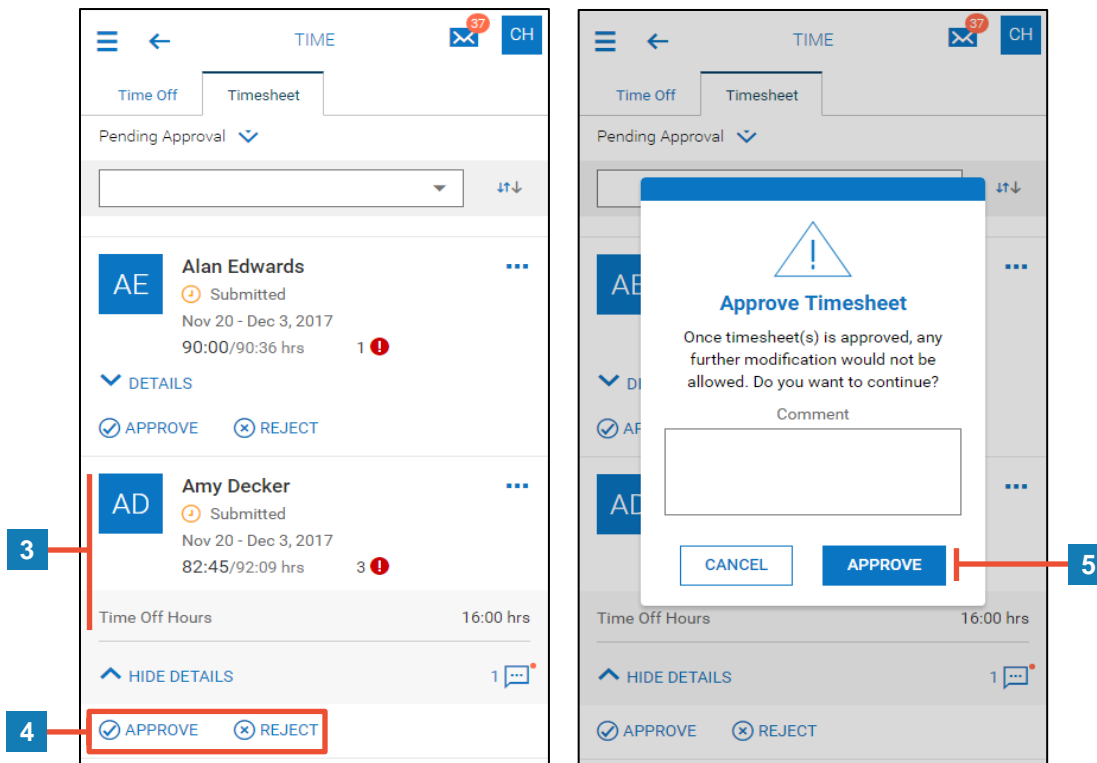


## Using the Mobile App for Managers


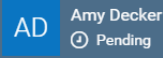



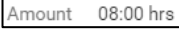





The mobile application allows managers to review time data and complete tasks such as approving submitted timesheets, approve time off requests, request time off for an employee, and view employees' time off history and balances.

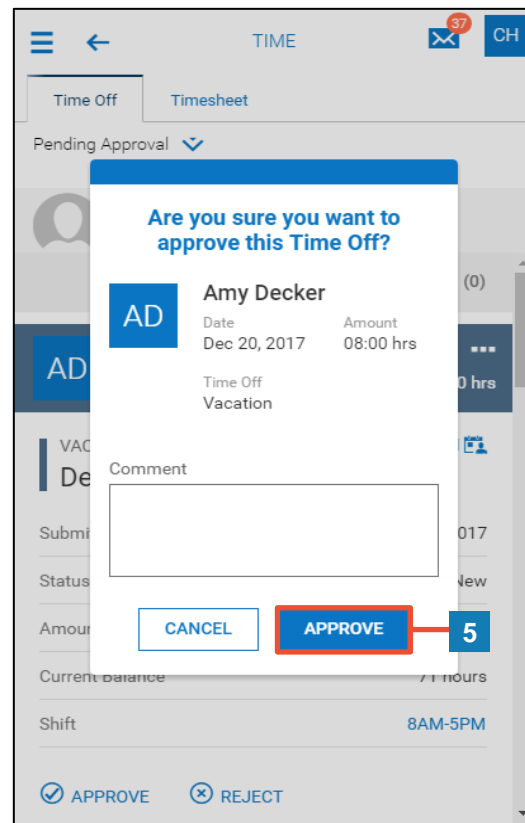
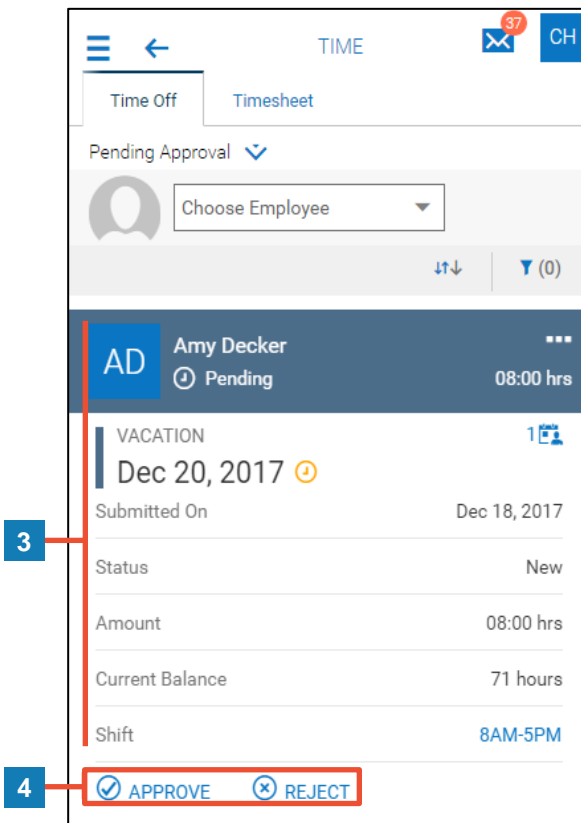
### Approving submitted timesheets

- 1 Press the  **menu icon** and then select **Team**.
- 2 Navigate to **Time > Timesheet > Pending Approval**.
- 3 Review the data and options available for each submitted timesheet.
  - **Status:** Displays the timesheet's submitted for approval date. Ex:  Dec 13, 2017
  - **Date Range:** Displays the pay period for the timesheet. Ex:  Nov 20 - Dec 3, 2017
  - **Total Hours:** Displays the timesheet's calculated and raw hours. Ex:  82:45/92:09 hrs
  - **Exceptions:** Displays the number of exceptions on the timesheet. Ex:  3
  - **More Options:** Displays an additional menu, per listing, for viewing that employee's profile. Example: 
  - **Details:** Displays additional time data such as time off hours and any approval/rejection comments. Ex:  DETAILS  1
- 4 To approve a timesheet, select  **Approve**, or to reject a timesheet select  **Reject**.
- 5 If Approved is selected, select  **Approve** in the confirmation pop-up window.




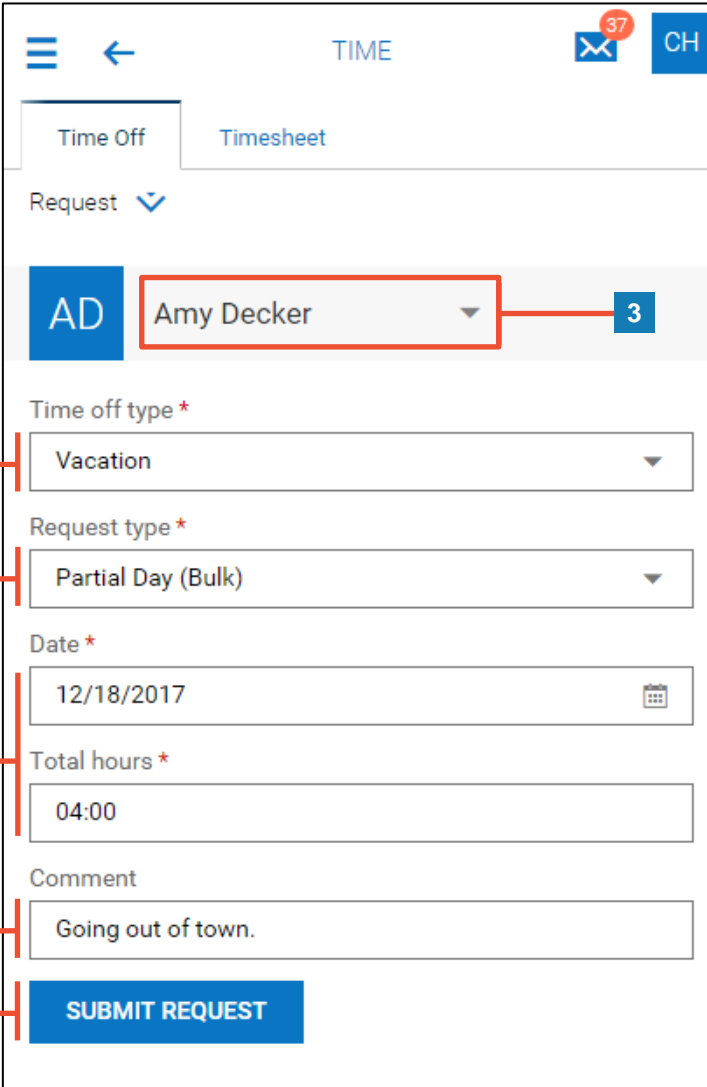
## Approving time off requests

- 1 Press the  **menu icon**, and then select **Team**.
- 2 Navigate to **Time > Time Off > Pending Approval**.
- 3 Review the data and options available for each submitted timesheet.
  - **Employee Name & Request Status:** Displays the name of the employee and the status of the request. Ex: 
  - **Time Off Type and Date:** Displays the time off type and date requested. Ex: 
  - **Conflicting Requests:** Displays an option for reviewing other requests tied to the same date requested. Ex: 
  - **Submitted On:** Displays the time off request submission date. Ex: 
  - **Amount:** Displays the status of new, approved level 1, etc. Ex: 
  - **Current Balance:** Displays the current hours balance for the time off type. Ex: 
  - **Shift:** Displays the schedule for the time off date requested. Ex: 
- 4 To approve a time off request, select  **Approve**, or to reject a time off request select  **Reject**.
- 5 After **Approve** is selected, click  **Approve** in the pop-up window.




## Requesting time off on an employee's behalf

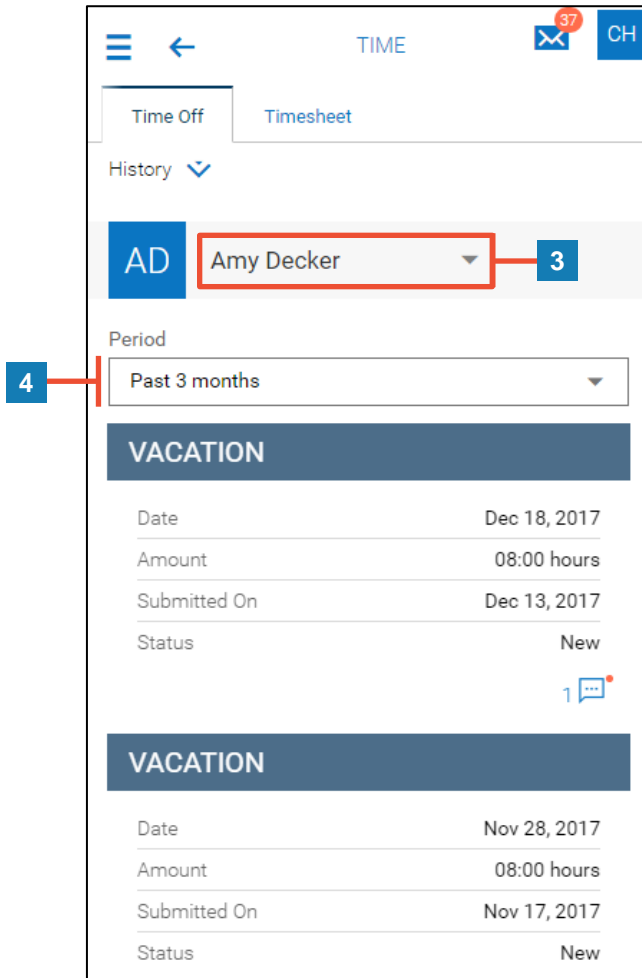
- 1 Press the  **menu icon**, and select **Team**.
- 2 Navigate to **Time > Time Off > Request**.
- 3 From the **Choose Employee** drop-down menu, choose an **employee**.
- 4 Press the **Time Off Type**.
- 5 Press the **Request Type** drop-down menu and choose the type.
  - **Full Day**: Selects one full calendar day. Example: 12/18/2017.
  - **Partial Day (Bulk)**: Selects one calendar day and then assign a number of bulk hours. Example: 12/18/2017, total of 4 hours.
  - **Multiple Days**: Sets a range of calendar days and then assign a bulk hour amount for each of those days. Example: 12/18/2017-12/20/2017, 4 total hours per day.
- 6 Choose the **Requested Date** and the **Hours for the Request**.
- 7 If necessary, type in a **Comment**.
- 8 Press **Submit Request**.



The screenshot shows a mobile application interface for requesting time off. At the top, there is a navigation bar with a menu icon, a back arrow, the word "TIME", a notification badge with "37", and a "CH" button. Below the navigation bar, there are two tabs: "Time Off" (selected) and "Timesheet". Under the "Time Off" tab, there is a "Request" dropdown menu. Below this, there is a section for selecting an employee, showing a blue square with "AD" and a dropdown menu with "Amy Decker" selected. A red box highlights the "Amy Decker" dropdown, and a red line connects it to a blue square with the number "3". Below the employee selection, there are several form fields with red asterisks indicating they are required. The first field is "Time off type" with a dropdown menu showing "Vacation". A red line connects a blue square with the number "4" to this field. The second field is "Request type" with a dropdown menu showing "Partial Day (Bulk)". A red line connects a blue square with the number "5" to this field. The third field is "Date" with a text input showing "12/18/2017" and a calendar icon. A red line connects a blue square with the number "6" to this field. The fourth field is "Total hours" with a text input showing "04:00". A red line connects a blue square with the number "6" to this field. The fifth field is "Comment" with a text input showing "Going out of town." A red line connects a blue square with the number "7" to this field. At the bottom, there is a blue button labeled "SUBMIT REQUEST". A red line connects a blue square with the number "8" to this button.

## Review an employee's time off history

- 1 Press the  menu icon, and select **Team**.
- 2 Navigate to **Time > Time Off > History**.
- 3 Press on the **Choose Employee** drop-down menu and choose an employee from the list.
- 4 Press the **Period** drop-down menu and choose a **time span**.



TIME 57 CH

Time Off Timesheet

History ▾

AD Amy Decker 3

Period

Past 3 months ▾

**VACATION**


Date	Dec 18, 2017
Amount	08:00 hours
Submitted On	Dec 13, 2017
Status	New

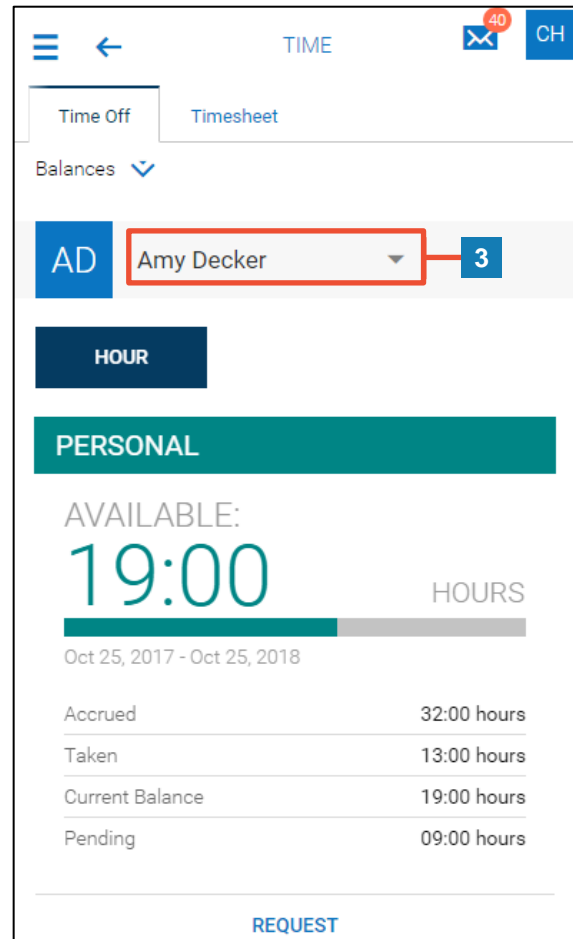
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**VACATION**

Date	Nov 28, 2017
Amount	08:00 hours
Submitted On	Nov 17, 2017
Status	New

## Review an employee's time off balances

- 1 Press the  menu icon, and select **Team**.
- 2 Navigate to **Time > Time Off > Balances**.
- 3 Select the **Choose Employee** drop-down and choose an **employee** from the list.



TIME 40 CH

Time Off Timesheet

Balances ▾

AD Amy Decker 3

**HOUR**

**PERSONAL**

AVAILABLE:

**19:00** HOURS

Oct 25, 2017 - Oct 25, 2018

Accrued	32:00 hours
Taken	13:00 hours
Current Balance	19:00 hours
Pending	09:00 hours

**REQUEST**