Using the Mobile App for Managers

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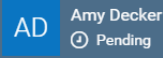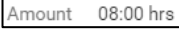
The mobile application allows managers to review time data and complete tasks such as approving submitted timesheets, approve time off requests, request time off for an employee, and view employees' time off history and balances.

Approving submitted timesheets

1 Press the ☰ **menu icon** and then select **Team**.
2 Navigate to **Time > Timesheet > Pending Approval**.
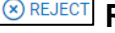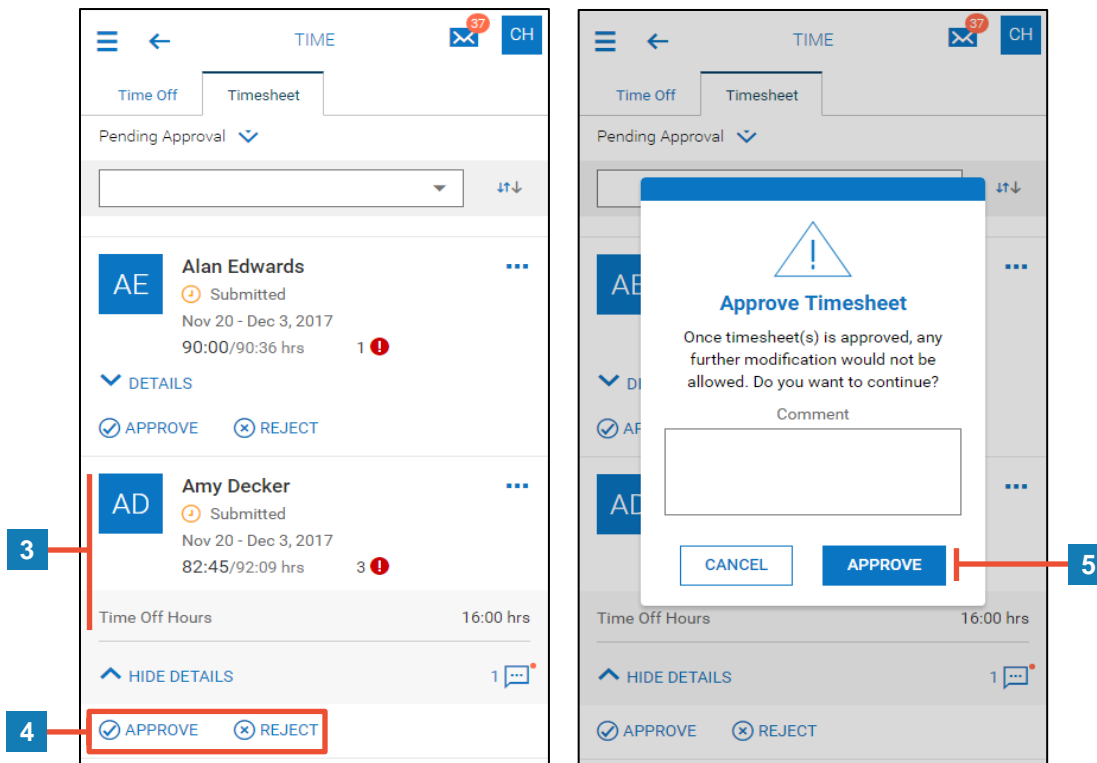3 Review the data and options available for each submitted timesheet.
   - **Status**: Displays the timesheet's submitted for approval date. Ex: 🕐 Dec 13, 2017
   - **Date Range**: Displays the pay period for the timesheet. Ex: Nov 20 - Dec 3, 2017
   - **Total Hours**: Displays the timesheet's calculated 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 **Approve**, or to reject a timesheet select ⊗ REJECT **Reject**.
5 If Approved is selected, select **APPROVE** **Approve** in the confirmation pop-up window.

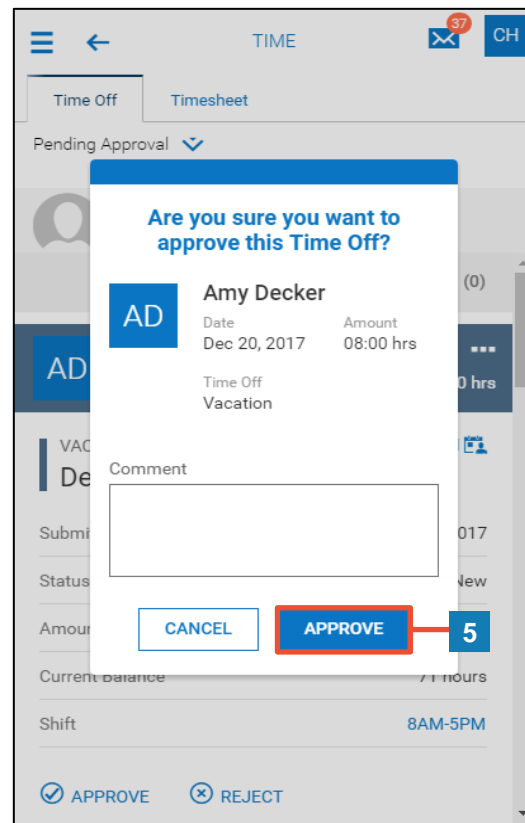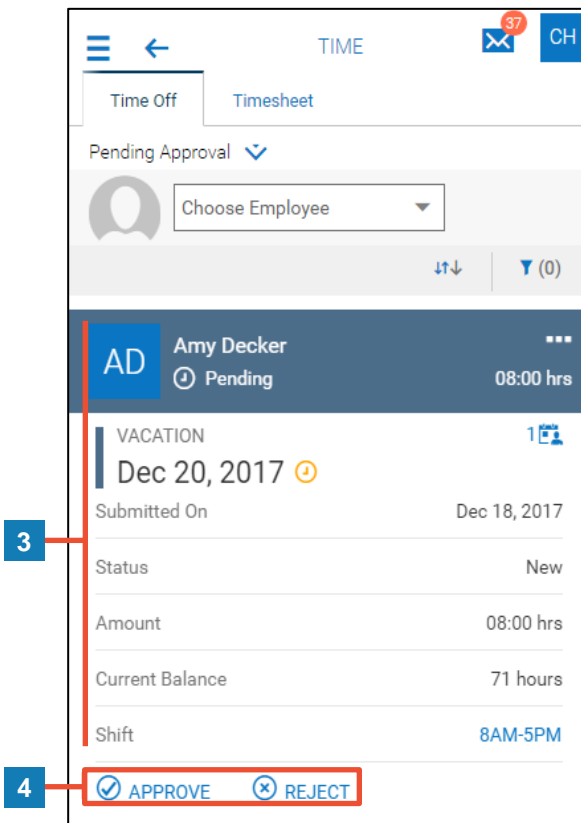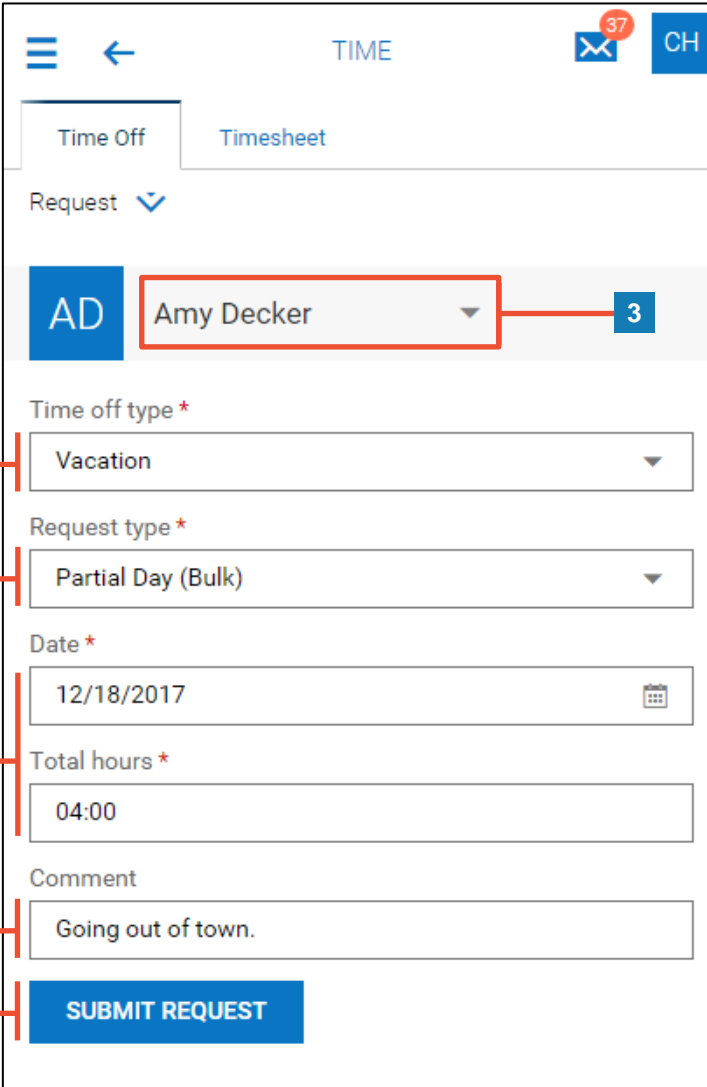## Approving time off requests

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: [AD Amy Decker ⏱ Pending]

- **Time Off Type and Date**: Displays the time off type and date requested. Ex: [VACATION Dec 20, 2017 ⏱]

- **Conflicting Requests**: Displays an option for reviewing other requests tied to the same date requested. Ex: [1👥]

- **Submitted On**: Displays the time off request submission date. Ex: [Submitted On   Dec 18, 2017]

- **Amount**: Displays the status of new, approved level 1, etc. Ex: [Amount   08:00 hrs]

- **Current Balance**: Displays the current hours balance for the time off type. Ex: [Current Balance   71 hours]

- **Shift**: Displays the schedule for the time off date requested. Ex: [Shift   8AM-5PM]

4 To approve a time off request, select [⊘ APPROVE] **Approve**, or to reject a time off request select [⊗ REJECT] **Reject**.
5 After **Approve** is selected, click [APPROVE] **Approve** in the pop-up window.
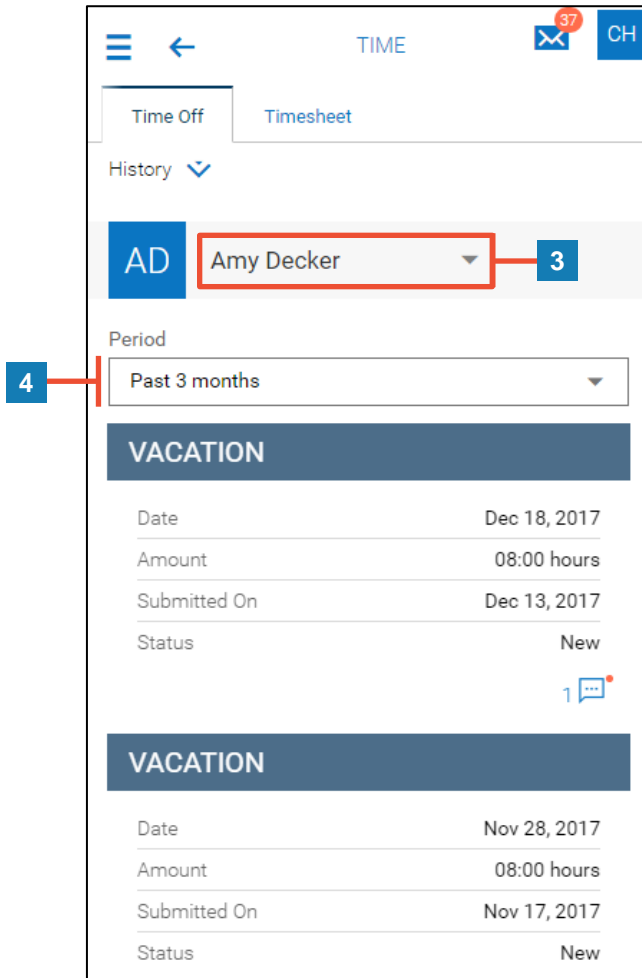
Requesting time off on an employee's behalf

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**.

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**.
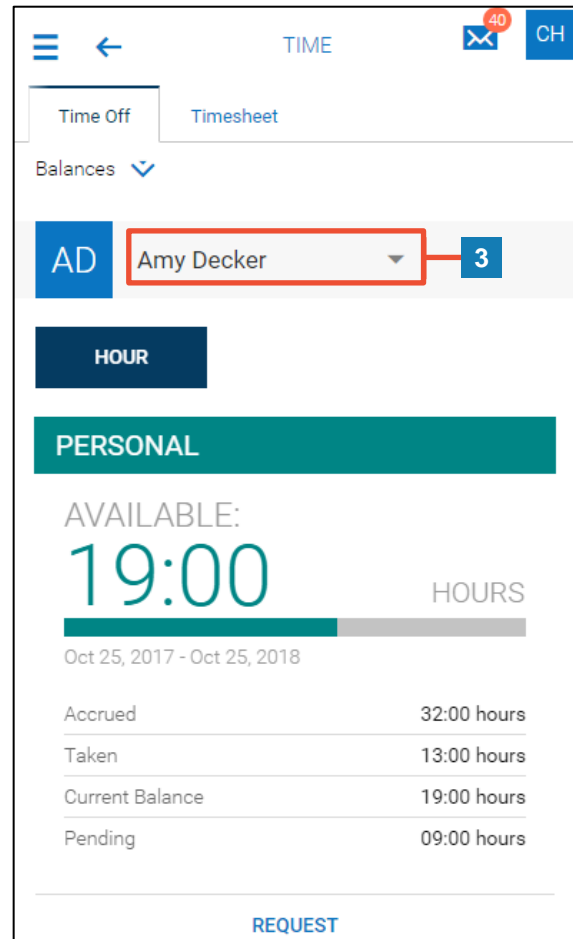
Review an employee's time off balances

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.