


# Performing Common Manager Tasks

## Quick Reference


**Notes:** For more detailed information about the tasks described below, see the online help. To access the online help, click the **Help** link in the upper right corner of any main Time & Attendance module page.

In order to access the necessary menu options, select **Manager** from the Role Selector before starting any of the procedures below.


### To Edit an Employee's Timecard

- 1 From the **Time & Attendance** menu, select **Timecards**→**Timecard Manager**.
- 2 Click  (next to the **Find** button) and select an employee.


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**Tip:** If the employee you want is not in the list, click  to change the employee filter.

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- 3 From the **Pay Date Range** menu on the **Timecard Manager**, select a time frame.
- 4 On the employee's timecard, change the values for each field you want to edit. You can quickly make changes by right-clicking the **Time In** or **Time Out** fields and selecting **Insert**, **Delete**, or **Transfer**.
- 5 If you want to add a comment about a row, click  for the row and enter a note in the window.
- 6 If you want to delete a row, click the check box in the **Select** column of the appropriate row and then click **Delete**.
- 7 Click **Submit** to save your edits and remove any rows you marked for deletion.

### To Print an Employee's Timecard

- 1 From the **Time & Attendance** menu, select **Timecards**→**Timecard Manager**.
- 2 Click  (next to the **Find** button) and select an employee.
- 3 From the **Pay Date Range** menu on the **Timecard Manager**, select a time frame.
- 4 At the top of the **Timecard Manager**, click **Printable View**. In the **Printable View** window, you can expand or collapse the categories. Only expanded categories are printed.
- 5 Click **Print**.

## To Resolve Timecard Exceptions

- 1 From the **Time & Attendance** menu, select **Home**→**Exceptions By Employee**→**Employees in Current Pay Period**.
- 2 On the **Employees with Exceptions in Current Pay Period** page, click the number in the **Time Pair Exceptions** column for the employee whose exceptions you want to resolve. If you want to view more detailed information about a time pair, click the icon in the **Status** column.
- 3 For each exception for which a **Solution** menu is displayed, select an appropriate solution.
- 4 For exceptions that do not have any selectable solutions, click the time pair link and edit the time pair in the **Timecard Manager**. Click **Submit** to save the edits and return to the list of exceptions.
- 5 Click **Submit**.

## To Approve Your Employees' Timecards (if required)

- 1 From the **Time & Attendance** menu, select **Home**→**Exceptions By Employee**→**View By Type**.
- 2 On the **Exceptions By Type** page, click **Supervisor Approval Required**.
- 3 From the **Pay Date Range** menu on the **Summary View** page, select a time frame.
- 4 If necessary, select a pay cycle from the **Pay Cycle** menu. (This menu only appears if you manage employees from more than one pay cycle.)

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**Tip:** If you want to view or print additional information about an employee's timecard, click **Employee Information**  , **Timecard**  , or **Printable View**  . )

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- 5 In the **Select** column, click the check box for each employee whose timecard you want to approve.
- 6 Click **Approve**.



## To Remind Your Employees to Approve Their Timecards (if applicable)

- 1 From the **Time & Attendance** menu, select **Home**→**Employees with Unapproved Timecard**→**Employees in Current Pay Period**.
- 2 On the **Employees with Unapproved Timecard** page, click the check box in the **Notify** column for each employee to whom you want to send an approval reminder message.
- 3 Click **Notify**.


## To Emulate Another Supervisor

- 1 In the upper right corner of any main Time & Attendance page, click **Options**.
- 2 On the left side of the **Options** page, click **User Emulation**.
- 3 Click the **Emulate** checkbox and then select from the menu the supervisor you want to emulate. This check box appears only if at least one other supervisor has authorized you to emulate him or her.
- 4 Click **Submit**. (To stop user emulation, repeat steps 1-4, but clear the **Emulate** checkbox in step 3.)

## To Allow Other Supervisors to Emulate You

- 1 In the upper right corner of any main Time & Attendance page, click **Options**.
- 2 On the left side of the **Options** page, click **User Emulation**.
- 3 Under **Select users who can emulate you**, use the  and  buttons to move names in or out of the **Selected** box. The **Available** box contains a list of all supervisors you can authorize to emulate you.
- 4 Click **Submit**.

## To View or Print Basic Information about Your Employees

- 1 From the **Time & Attendance** menu, select **My Employees**.
- 2 Click the **Information** tab.
- 3 Click  (next to the **Find** button), and then select an employee.
- 4 Click **Printable View**. In the **Printable View** window, you can expand or collapse the categories. Only expanded categories are printed.
- 5 Click **Print**.