Managers Dashboard

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Shift Review Requests

When in the 'Employee Timesheet' tab of a paygroup and you're drilled into specific shifts for employees, you will notice a speech bubble icon to the left of each time record. On the home screen, employees can click on the 'view my history' link to view the time that has been recorded for them. When viewing their own time, if they see something that needs to be changed, they can click on the speech bubble button to put in a review request specifying what the issue is with their shift. All the review requests made by employees will show up in this area so that managers can easily access all edits that need to be made. Select the speech bubble button to the left of the review request to see the request. You can then press the page button to the right of the request to be taken directly to their timesheet to make the edit.

Open Shifts

This area shows all the employees that are currently clocked in.

Manage Employee PTO & Tracked Hours

On the home screen, there is a button in the upper right labeled 'My PTO'. When an employee selects this button, they will have the ability to add a request for the tracked hour paycodes that they have attached to them. All of the requests that they create will show up in this area for a manager to look at and approve or delete.