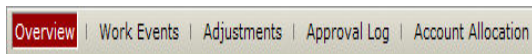


Timesheet Overview Screen

Managers can view their employees' timesheets at any time during the payroll process using the Timesheet Overview screen. This screen gives you the ability to see every aspect of a timesheet, including the summary data, detailed work event information, administrative adjustments, the submission/approval log, and the account allocation data.

This screen provides the different pieces of information on a series of "sub-tabs" and clicking one of these sub-tabs will take you to the timesheet data in question.



Beneath the sub-tabs are the action buttons that are available to you. Managers can perform many operations on an employee's timesheet. The exact functions available for a given timesheet depends on the timesheet's status.

As you move through the sub-tabs, the action buttons are available on each sub-tab.

Overview Tab

When the Timesheet Overview screen is displayed, the Overview sub-tab is displayed by default.

The screenshot shows the 'TimeTraq' interface. At the top, it displays 'Current Role: Manager' and 'Change Role'. Below this is a navigation bar with 'Inbox', 'Outbox', 'Employees', 'Timesheets' (selected), 'Delegates', 'Preferences', and 'Support'. The main content area shows details for a timesheet: Manager Moore, Marc S (Uin 104005507, Relationship Self); Employee Gutierrez, David G (Uin 206006955, Job Title Programmer/Analyst I); Timesheet 2052 (Starting 3/9/2006, Ending 3/22/2006). Below this is the 'Timesheet Overview' section with sub-tabs: 'Overview' (selected), 'Work Events', 'Adjustments', 'Approval Log', and 'Account Allocation'. Action buttons include 'Approve', 'Reject', 'Cancel Timesheet', 'Edit', and 'Recall'. The screen is divided into several data sections: 'Timesheet Status' (Timesheet: 2052, Status: Submitted, Pay Date: 3/31/2006, Longevity Paid?: No), 'Comp Time' (State OT Paid: 0.00, State OT Banked: 0.00, FLSA OT Paid: 0.00, FLSA OT Banked: 0.00), 'General Hours' (Reg. Work Hrs: 70.00, Leave Hrs: 0.00, Holiday Hrs: 12.00, Unpaid Hrs: 0.00), and 'Callback/On Call' (Callback Hrs: 0.00, On Call Units: 0.00). An 'Approval' section shows 'Current Approver: Moore, Marc S' and 'As Of Date: 4/21/2006 3:14:03 PM'.

Concepts

The Overview tab shows high-level summary information about the timesheet, including hours worked, leave, holiday, and overtime hours. Review the timesheet by looking at the work events, adjustments, and account allocation information. To move between one category of data and another, simply click the appropriate sub-tab at the top of the screen. As a manager you cannot make any changes to the timesheet using this screen.

The screenshot shows the 'TimeTraq' interface for a 'Timesheet Overview'. At the top, there are navigation tabs: 'Overview' (selected), 'Work Events', 'Adjustments', 'Approval Log', and 'Account Allocation'. Below these are action buttons: 'Approve' (green), 'Reject' (blue), 'Cancel Timesheet' (red), 'Edit' (blue), and 'Recall' (blue). The main content area is divided into several sections:

- Manager/Employee/Timesheet:** Moore, Marc S / Gutierrez, David G / 2052
- Timesheet Status:** Timesheet: 2052, Status: Submitted, Pay Date: 3/31/2006, Longevity Paid?: No
- General Hours:** Reg. Work Hrs: 70.00, Leave Hrs: 0.00, Holiday Hrs: 12.00
- Comp Time:** State OT Paid: 0.00, State OT Banked: 0.00, FLSA OT Paid: 0.00, FLSA OT Banked: 0.00

Three callout boxes provide instructions:

- Reject:** If there are errors on the timesheet and you need to have the employee correct them, click the **Reject** button to return the timesheet to the employee. Whenever you reject a timesheet you should be sure to speak to your employee about the changes that need to be made.
- Edit:** If corrections need to be made to the timesheet or you need to enter time on behalf of your employee, click the **Edit** button to edit the timesheet.
- Recall:** If you approve an employee's Timesheet and realize that an error needs to be corrected, you can recall it by clicking the **Recall** button. After you've recalled the Timesheet you can:
 - Make corrections to the timesheet yourself and re-submit it
 - Reject the timesheet back to the employee for correction

Note that a Timesheet cannot be recalled after another manager has approved it. In this situation, you'll need to ask the approving manager to reject the timesheet so it can be corrected.