# NOVA SOUTHEASTERN UNIVERSITY



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	Job Aid

# Mobile App for Managers

This job aid steps you through the process of approving timesheets, approving time off requests, requesting time off for an employee, and viewing employees' time off history and balances.

# **Approving Submitted Timesheets**

- Press the 📃 Menu Icon and then select Team tab. 1
- 2 Navigate to Time > Timesheets > Pending Approval.
- 3 Click the **Arrow** to review the data and options available for each submitted timesheet.
  - **Raw Hours:** Displays the timesheet's total raw hours. •
  - **Timesheet Start & End:** Displays the pay period begin and end date of the timesheet. •
  - **More Options**: Displays an additional options for employee's timesheet.
  - **View:** Displays employee's timesheet. • View
- or to reject a timesheet select Reject Reject Approve To approve a timesheet, select **Approve**, 4

Approve

**5** If Approved is selected, select Approve

reject is selected, select **Reject** Reject

in the confirmation pop-up window. Or if in the confirmation pop-up window.

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← Time > Timesheets		Timesheets (Pending Approval)	Approve Timesheet(s)?						
Timesheets (Pending Approval)		<ul> <li>Timesheet Dates:</li> <li>07/23/2022 - 08/05/2022 &gt;</li> </ul>	"I certify that I have reviewed this employee record and it is accurate to the best of my knowledge."						
<ul> <li>Timesheet Dates:</li> <li>07/23/2022 - 08/05/2022</li> </ul>		✓ 1 of 2 → Current view ▼ ▼ (1) ···· 13 Rows	the best of my knowledge.						
↓ 1 of 2 → Current view ▼ 13 Rows	<b>Y</b> (1)	Employee Id     First Name     Actions							
> Employee Id First Name	Actions	V N0000000 Justin ***							
> N00000000 Judith		Last Name North							
N00000000 Andrea		Raw Hours 74.75							
N0000000 Marlisa		# Records 14							
> N0000000 Stefany		# Unapproved Time Entries 14							
> N00000000 Robert		Timesheet Start 07/23/2022							
> N0000000 Patrick		Timesheet End 08/05/2022	You are about to approve timesheet(s). Once timesheet(s) are						
N0000000 Shane		Comment	approved, any further modification						
> N0000000 Tony			would not be allowed.						
> N00000000 Shay		Default Activity-Org/Index-Account Full Path 00/0000/0000	Comment						
□ > N0 0000 000 Katherin e	••••	Is Multiple Job No							
View Column Totals		# Multiple Job 1							
		Is Multiple Job Manager							
		Employee Status Active							
		In Payroll Yes	· · · · · · · · · · · · · · · · · · ·						
		Approval State Submitted	Cancel Approve						
View Approve Reject	View Approve Reject ••• View Approve Reject •••								

#### **Approving Time Off Requests**

- 1 Select  $|\equiv|$  Menu Icon, and then select Team tab.
- 2 Navigate to Time > Time Off > Pending Approval.
- 3 Click the Arrow to review the data and options available for each submitted time off.
- **Date Requested**: Displays the time off date as well as the number of employees also off that day
- Time: Amounts of hours requested
- Date/Time Submitted: Displays the time off request submission date.
- More Options: Displays an additional options for employee, such as Time Off Count (PTO Balances).



5 After Approve is selected, click Approve Approve

in the pop-up window.

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← Time > Time Off > Pending	g Approval		Time > Time Off > Pendir	ng Approval		
Requested Dates: 08/06/2022 - 08/19/2022			Requested Dates: 08/06/2022 - 08/19/2022			
✓ 1 of 22   [System] ▼ 220 Rows	<b>T</b> (1)		I of 22 → [System] ▼ 220 Rows		<b>Y</b> (1)	
> Employee Id	Usemame Ac	tions	> Employee Id	Username	Actions	Approve Time Off
> N0000000	m0123	***	✓ N000000	m12358	•••	Request(s)?
> N0000000	n123		First Name		Mark	You are about to approve 1 time off request(s).
N0000000	u123	•••	Last Name		Reed	Comment
> N0000000	11 23	•••	Requested Weekday		Saturday	
> N0000000	p123	•••	Date Requested	08/0	6/2022 (9)	
> N00000000	d123	•••	From	08/06/	2022 07:30a	
> N0000000	s123		То	09.05.0	2022 03:30p	
N0000000	0123			08/06/.		
N00800000	i123		Time		8.00	
> N0000000	c123		Time Off		1 - Vacation	
			Workflow Status			
			Com.			Cancel Approve
			Employee Status		Active	·
			Is Multiple Job		No	
			# Multiple Job	-	1	
			Is Multiple Job Manager	Approv	ve	
Rejec	ct Delete ••		Reje	ect Delete		

## **Requesting Time Off for an Employee**

- **1** Select  $|\equiv|$  Menu Icon, and select Team.
- 2 Navigate to **Time > Time Off > Request**.
- 3 From the **Choose Employee** drop-down menu, choose an **Employee**.
- 4 From the **Time Off Type** drop-down menu and choose the type.
- 5 Select Start Request.
- 6 From the **Request Type** drop-down select on of the options below:
  - Full Day
  - Partial Day
  - Multiple Days
- 6 Choose the **Date** and the **Times** for the Request.
- 7 If necessary, type in a Comment.
- 8 Press Submit Request.

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← Tir I M [ Time ( 1 - V	me > Tim Employee David Off Type facation	* Allen S	tart Req			EQ.	WED AUG 17  Schedule (0.00hrs)  12 3 6 9 12 3 6 9 12 3 6 9 m pm p	12 am	FRI AUG 19  Schedule (0.00hrs)  12 3 6 9 12 3 m am am am pm pm Time Off Type *  1 - Vacation Request Type *	6 9 12 pm pm am
	UG 2022		oday	_			Request Type *	<b>-</b>	Partial Day	-
SAT	SUN	MON	TUE	WED	THU	FRI			Date*	
30	31	1	2	3	4	5	~		Aug 19, 2022	
	0 0		-				Full Day		From *	
6	7	8	9	10	11	12	Multiple Days		1:00 PM	0
13	2 Q 14	15	16	17	18	19	Multiple Days		To*	
							Partial Day		5:00 PM	0
20	21	22	23	24	25	26			Total	
							V Disclaimer		4.00	()
27 WED A Sched (0.00hrs	lule	29	30	31	1	2	NSU Leave Policies: https://www.nova.edu/hr/policie eave-policies.html	25/1	Comment	
		36 mam	9 am		3 6 om pm	9 12 pm am	Cancel Submit Request		Cancel Submit Reque	est

# Employee's Time Off History

- 1 Select the **Menu Icon**, and select **Team**.
- 2 Navigate to Time > Time Off > History.
- 3 Select the Employee.

# **Employee's Time Off Balances**

- **1** Press the  $\equiv$  Menu Icon, and select Team.
- 2 Navigate to Time > Time Off > Balances.
- 3 Select the Employee.

<ul> <li>Requested Dates: 07/23/2022 - 08/</li> <li>1 of 248 &gt; [ 2479 Rows</li> </ul>	05/2022 🕨 System ] 👻		<b>Y</b> (1)
> Employee Id	Username	First Name	Actions
<ul> <li>N0000000</li> </ul>	1123456	John	
Last Name			Smith
Is Multiple Job			No
# Multiple Job			1
Is Multiple Job M anag	er		
Requested Weekday			Monday
Last Requested Week	iay		Tuesday
Date Requested			07/11/2022
Last Date Requested			08/02/2022
From			-
То			
Time			127.50
Request State			Approved
Work flow Status			Approved
Time Off			1 - Vacation
Com.			
Date Request Submitt	ed	07/0	6/2022 09:41a

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← Time > Time Off > Balances								
Time Off Balances								
Wictoria Anderson	1		B					
Hour Day								
1 - Vacation								
CURRENT: 41.25 Jul 1, 2022 - Jul 1, 2023			HOURS					
Accrued To			Aug 18, 2022					
Taken			0.00 hrs					
Current Balance			41.25 hrs					
Scheduled			0.00 hrs					
Pending Approval			0.00 hrs					
Request								
2 - Personal								
CURRENT: <b>22.50</b> Jan 1, 2022 - Jan 1, 2023			HOURS					