








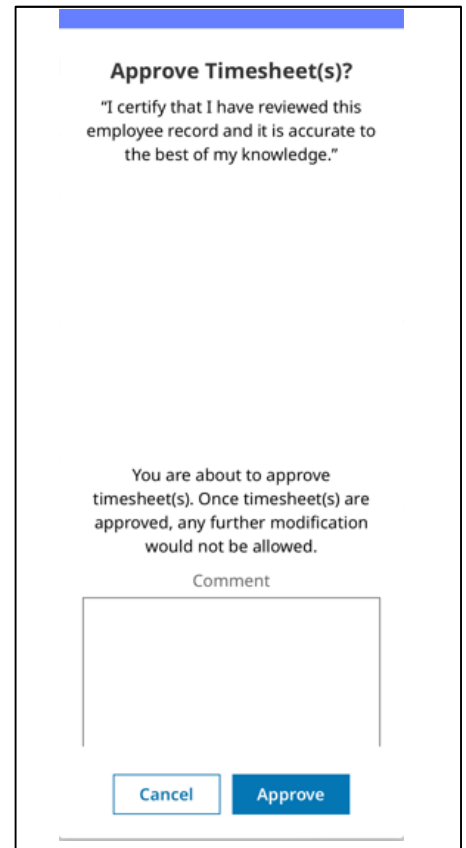
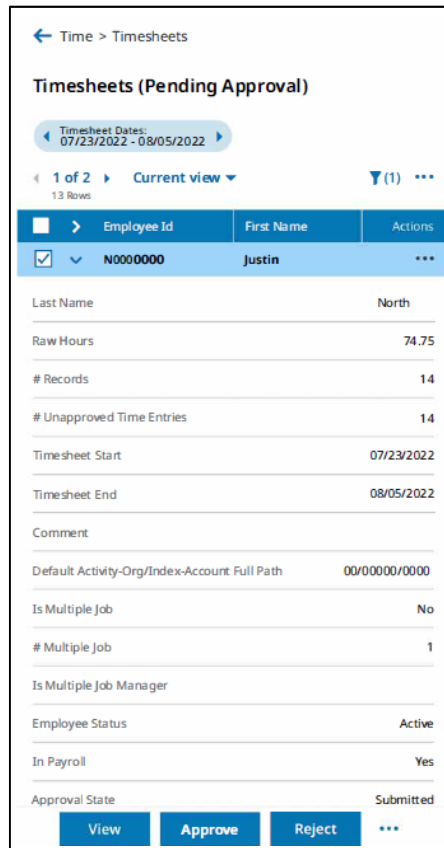
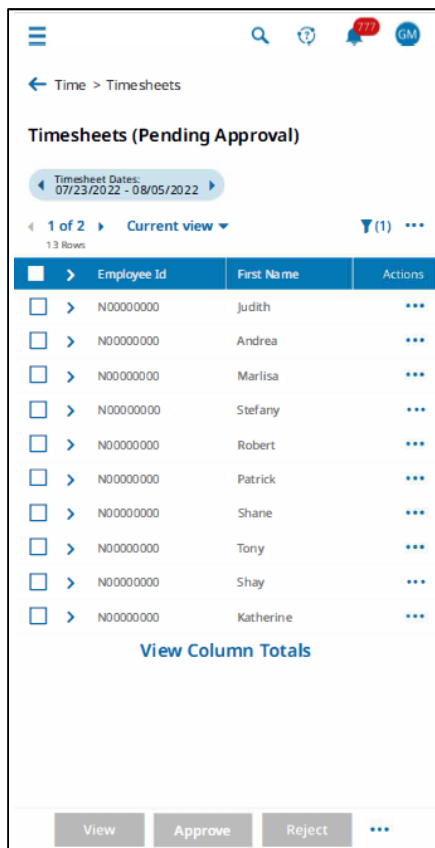


Mobile App for Managers






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.

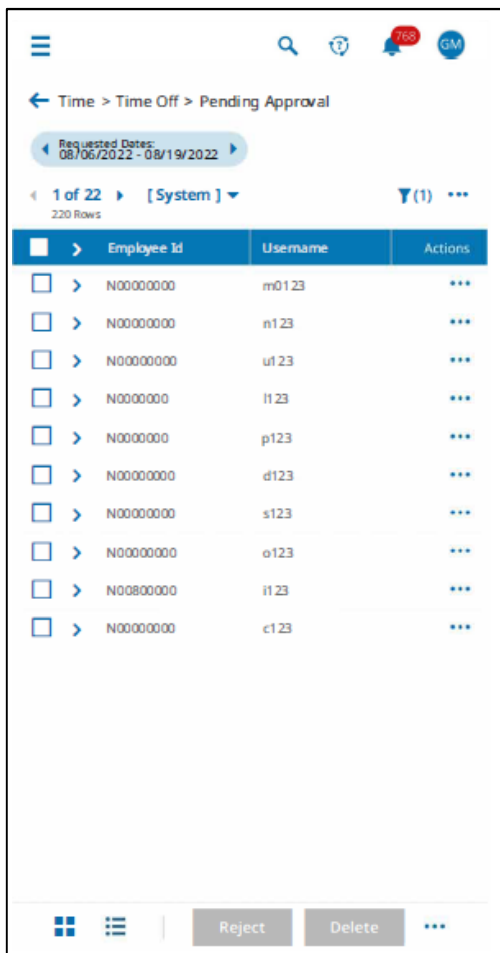
Approving Submitted Timesheets

- Press the  **Menu Icon** and then select **Team** tab.
- Navigate to **Time > Timesheets > Pending Approval**.
- 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. 
- To approve a timesheet, select **Approve**,  or to reject a timesheet select **Reject** 
- If **Approved** is selected, select **Approve**  in the confirmation pop-up window. Or if **reject** is selected, select **Reject**  in the confirmation pop-up window.



Approving Time Off Requests

- 1 Select , 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).
- 4 To approve a time off request, select the ellipsis  then select **Approve**  or to reject a time off request select **Reject** .
- 5 After **Approve** is selected, click **Approve**  in the pop-up window.



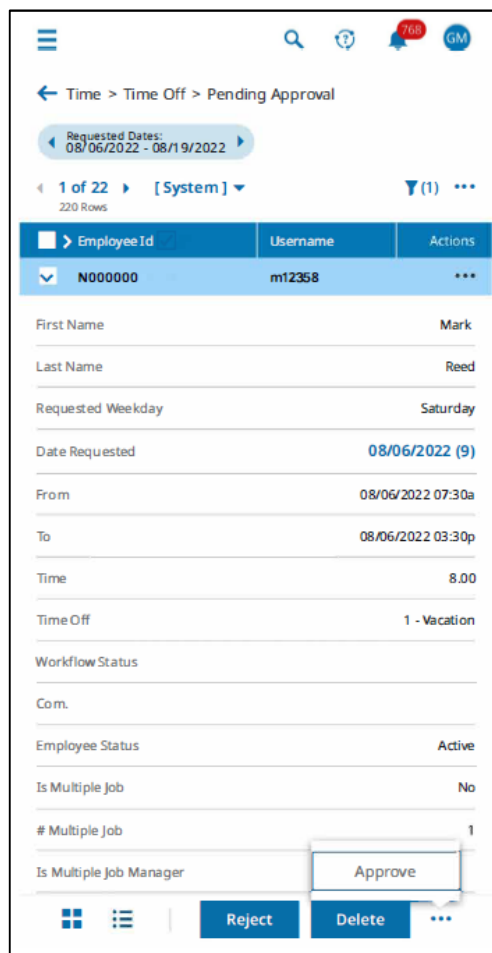
Time > Time Off > Pending Approval

Requested Dates: 08/06/2022 - 08/19/2022

1 of 22 [System] 220 Rows

Employee Id	Username	Actions
N0000000	m0123	...
N0000000	n123	...
N0000000	u123	...
N0000000	l123	...
N0000000	p123	...
N0000000	d123	...
N0000000	s123	...
N0000000	o123	...
N00800000	l123	...
N00000000	c123	...

Reject Delete



Time > Time Off > Pending Approval

Requested Dates: 08/06/2022 - 08/19/2022

1 of 22 [System] 220 Rows

Employee Id	Username	Actions
N0000000	m12358	...

First Name Mark

Last Name Reed

Requested Weekday Saturday

Date Requested 08/06/2022 (9)

From 08/06/2022 07:30a

To 08/06/2022 03:30p

Time 8.00

Time Off 1 - Vacation

Workflow Status

Com.

Employee Status Active

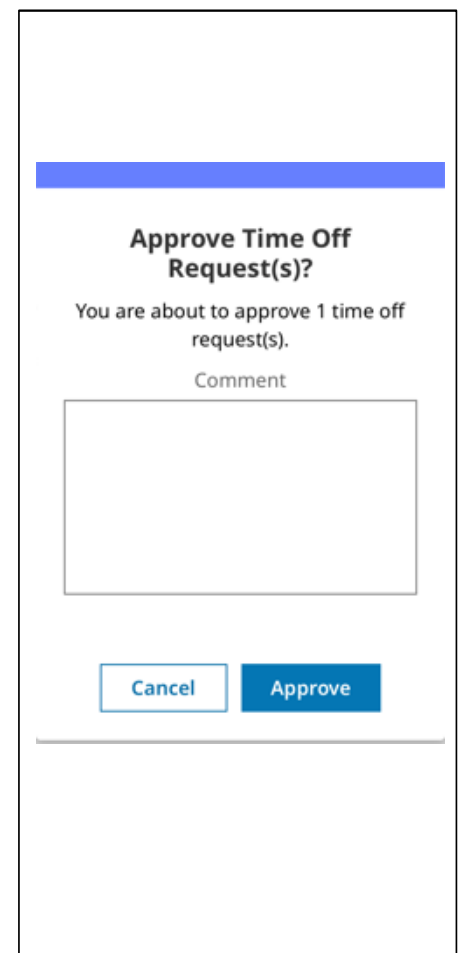
Is Multiple Job No

Multiple Job 1

Is Multiple Job Manager

Approve

Reject Delete




Approve Time Off Request(s)?

You are about to approve 1 time off request(s).

Comment

Cancel Approve

Requesting Time Off for an Employee

- 1 Select  **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**.

Time > Time Off > Request

Employee*
DA David Allen

Time Off Type
1 - Vacation

Start Request

← AUG 2022 → Today

SAT	SUN	MON	TUE	WED	THU	FRI
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

WED AUG 17

12 am 3 am 6 am 9 am 12 pm 3 pm 6 pm 9 pm 12 am

Request Time Off

WED AUG 17

12 am 3 am 6 am 9 am 12 pm 3 pm 6 pm 9 pm 12 am

Time Off Type*
1 - Vacation

Request Type*

- ✓
- Full Day
- Multiple Days
- Partial Day

Disclaimer
NSU Leave
Policies: <https://www.nova.edu/hr/policies/leave-policies.html>

Cancel **Submit Request**

Request Time Off

FRI AUG 19

12 am 3 am 6 am 9 am 12 pm 3 pm 6 pm 9 pm 12 am

Time Off Type*
1 - Vacation

Request Type*
Partial Day

Date*
Aug 19, 2022

From*
1:00 PM


To*
5:00 PM

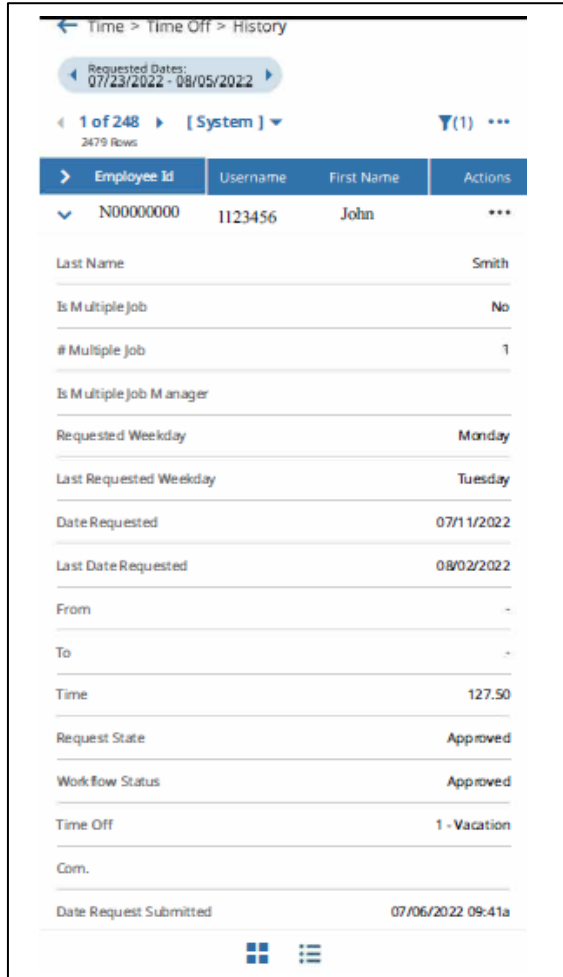
Total
4.00

Comment

Cancel **Submit Request**

Employee's Time Off History

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



← Time > Time Off > History

Requested Dates: 07/23/2022 - 08/05/2022

1 of 248 [System] (1) 2479 Rows

Employee Id	Username	First Name	Actions
N0000000	1123456	John	...

Last Name: Smith

Is Multiple Job: No

Multiple Job: 1

Is Multiple Job Manager:

Requested Weekday: Monday

Last Requested Weekday: Tuesday

Date Requested: 07/11/2022

Last Date Requested: 08/02/2022

From: -

To: -

Time: 127.50

Request State: Approved


Workflow Status: Approved

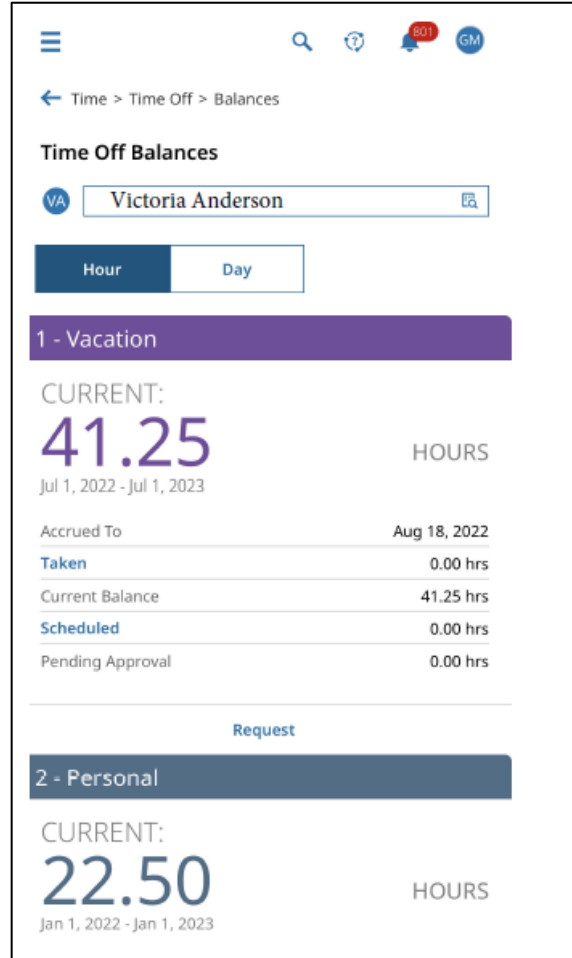
Time Off: 1 - Vacation

Com.:

Date Request Submitted: 07/06/2022 09:41a

Employee's Time Off Balances

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



← Time > Time Off > Balances

Time Off Balances

VA Victoria Anderson

Hour Day

1 - Vacation

CURRENT:
41.25 HOURS
Jul 1, 2022 - Jul 1, 2023

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:
22.50 HOURS
Jan 1, 2022 - Jan 1, 2023