

As a supervisor of bi-weekly employees, one of your most important roles is ensuring that the staff and students who report to you submit a time card each pay period that they work and approving their submitted time cards. Without a submitted and approved time card, bi-weekly employees will not be paid.



Outlined below are two tools to assist you in verifying whether your employees are entering and submitting their time. Visit the attached links for additional details.

1 Team Time Cards

This report is available in the **My Team** area of Ignite and should be reviewed by supervisors frequently. Some important uses of this report include:

- By selecting time card statuses of **Entered** or **Saved**, you can see any employees who have *not yet submitted*. If all hours have been entered for the period but the time card has not been submitted, you should reach out to these employees to encourage them to complete the process.
- By selecting the **Current Period** as a filter, you can see all employee time cards in *any status*. You can use this view to search for any employees who have not submitted a time card or who perhaps have submitted an incomplete time card (e.g. forgot to add the last day of the pay period before submitting).
- By selecting **Previous 2 Weeks**, you can review any time cards that were *auto-approved* because they did not have any exception hours reported. This view will be helpful to verify that hours reported match the actual hours worked.

Hours Monitor Report 2

This report is available at the Tools tab, then the HCM Data Management Portal tile, then click the Hours Monitor link.

The Hours Monitor report can be used for a multitude of purposes to track time for your employees. Most importantly for this purpose, it can be used to identify anyone with **no hours** reported for a pay period.

Time Card End Date (All Column Value ▼)

Total Hours > Assignment Working Hours? --Select Value-- ▼

Time Submitted (Select "All Column Values" for the Time Card End Date to use this prompt) Between 05/17/2020 05/30/2020

Apply Reset ▼

Select **All Column Values** for the Time Card End Date prompt.

Enter the beginning and ending dates of a pay period (e.g. 05/17/2020 – 05/30/2020) in the **Time Submitted** field.

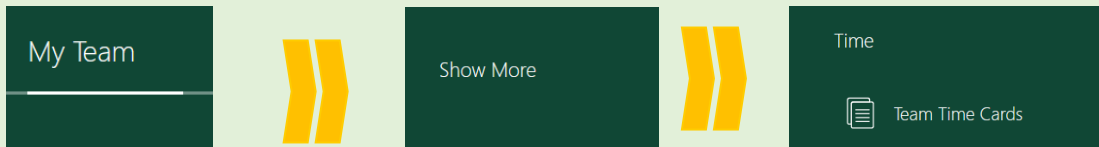
The Missing Time Analysis section of the report will identify any bi-weekly staff who report to you that have not submitted any hours for the pay period.

Hours Monitor - Missing Time Analysis

Person Number	Name	Assignment Number	Assignment Name
1000123001	Test, One	E1000123001-2	Temporary Biweekly - Benefits

Viewing Team Time Cards as a Line Manager

In Ignite, line managers have the ability to view and monitor the status of their direct reports' Time Cards by navigating to the following work area:

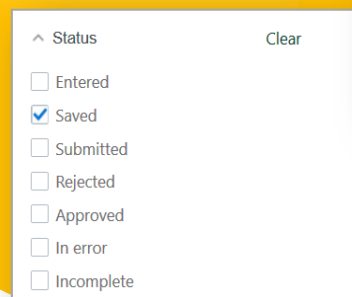
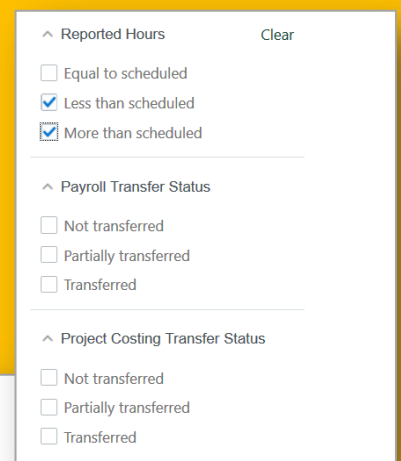
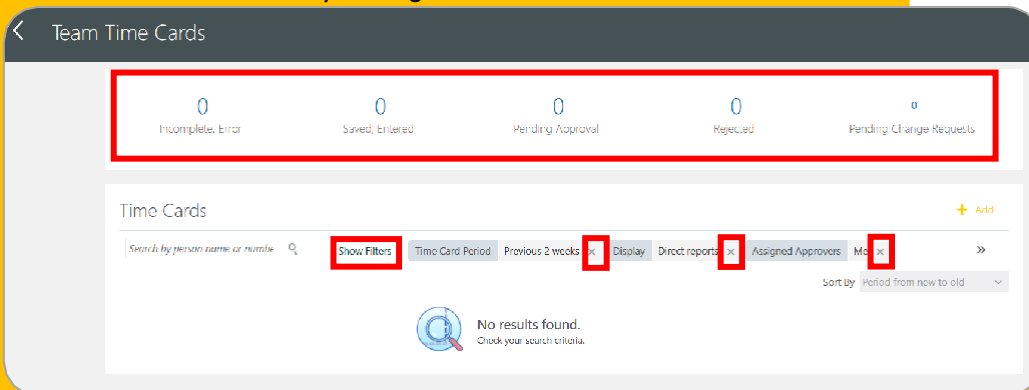


Click the **My Team** tab

Scroll down and select **Show More** at the bottom of the Quick Actions list.

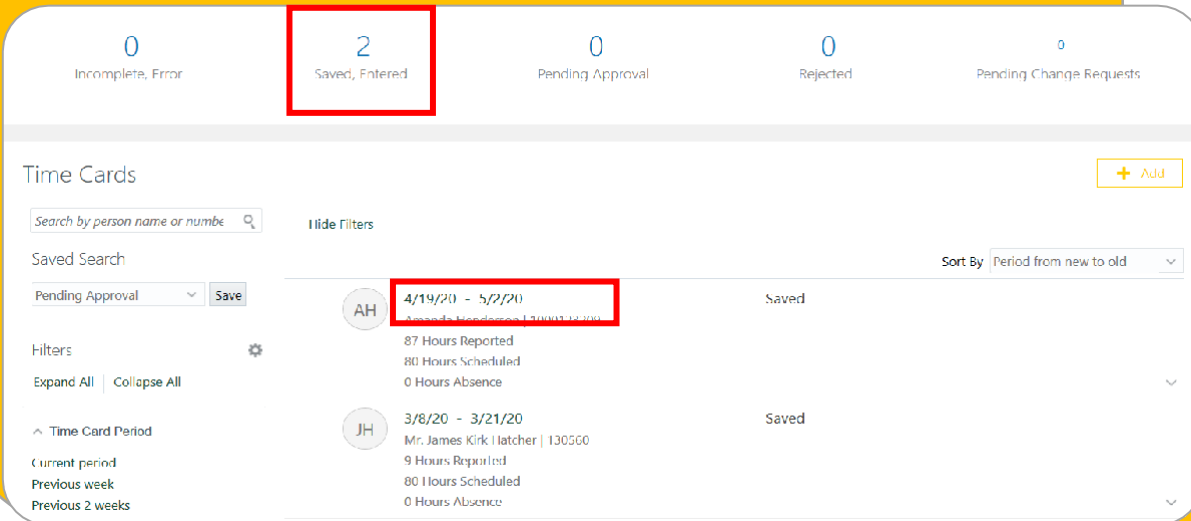
Scroll until you reach the **Time** header. Under Time, select **Team Time Cards**.

Once in the **Team Time Cards** work area, it is important to note the **overview** at the top is controlled by pre-populated filters in the Time Cards section. Remove the filters by clicking the 'x' next to each one.



Refine your search by selecting **Show Filters** and adding more relevant filters.

Once all relevant filters are applied, the **overview** section will update to reflect the fields you've selected. From here, line managers can review the time card in question by clicking the **pay period hyperlink**.



0 Incomplete, Error **2 Saved, Entered** 0 Pending Approval 0 Rejected 0 Pending Change Requests

Time Cards + Add

Search by person name or number Hide Filters Sort By: Period from new to old

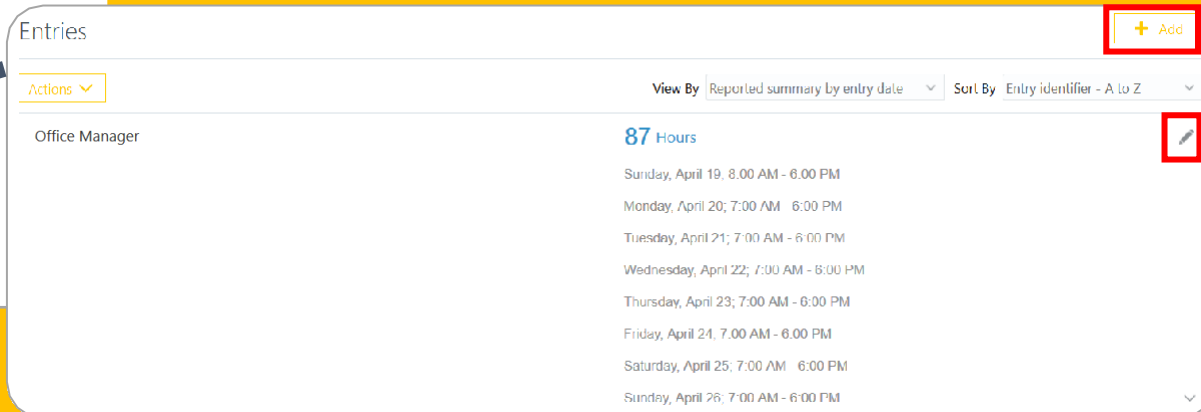
Saved Search: Pending Approval Save

Filters: Expand All | Collapse All

Time Card Period: Current period, Previous week, Previous 2 weeks

Employee	Pay Period	Status
AH	4/19/20 - 5/2/20 87 Hours Reported 80 Hours Scheduled 0 Hours Absence	Saved
JH	3/8/20 - 3/21/20 Mr. James Kirk Hatcher 130500 9 Hours Reported 80 Hours Scheduled 0 Hours Absence	Saved

After drilling into the individual employee's time card, line managers have the ability to make updates to existing time entered by clicking the **edit pencil symbol**, or add missing time, by clicking **Add**.



Entries + Add

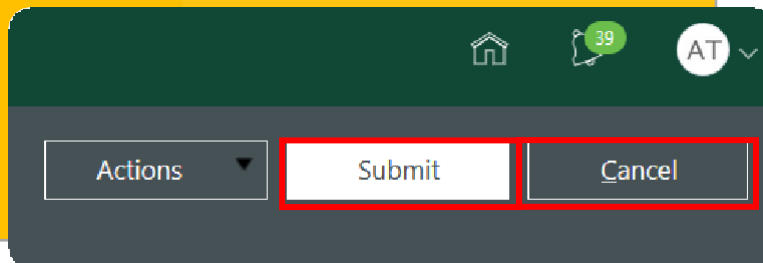
Actions View By: Reported summary by entry date Sort By: Entry identifier - A to Z

Office Manager

87 Hours

Sunday, April 19, 8:00 AM - 6:00 PM
Monday, April 20, 7:00 AM - 6:00 PM
Tuesday, April 21, 7:00 AM - 6:00 PM
Wednesday, April 22, 7:00 AM - 6:00 PM
Thursday, April 23, 7:00 AM - 6:00 PM
Friday, April 24, 7:00 AM - 6:00 PM
Saturday, April 25, 7:00 AM - 6:00 PM
Sunday, April 26, 7:00 AM - 6:00 PM

If changes were made, be sure to select **Submit** in the upper right-hand corner, or click **Cancel** to be returned to the Team Time Cards work area.



Home 39 AT

Actions Submit Cancel