Send Comment for Manager Review

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If you would like to send your Manager a change vs. entering it yourself use the Comment button.

Select the Request Manager Review if you would like an email to go to your Manager.

When the Comment is saved a notification will appear in the upper right hand corner if the Request Manager Review checkbox was selected saying that a review request email has been sent.

The following changes will are also made:

Coloring

The Comment button will have a red background for any Shift that has a comment. Keep drilling down on the red headings until you see the red comment button.

Numeric indicator

There will be a number in the bottom right of the Employee Timesheet tab indicating how many reviews are out to your Manager for the Pay Period.

Home Screen

An icon at the top of the Home screen will show how many review requests are awaiting approval.