

Send Comment for Manager Review

Last Modified on 11/07/2016 1:07 pm EST

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

	Clock In Time	Clock Out Time
	5/30/16 7:36 AM	5/30/16 9:27 AM
	5/30/16 9:27 AM	5/30/16 9:27 AM

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

Time Comments

Add Time Clocking Comment

Save

Comment

Forgot to clock in. Moved clock in time to 7:00 AM.

Request Manager Review

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 be 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.

Pay Code Summary		Employee Pay Slip		Employee TimeSheet 3	
■ Review Request	■ Has Clocking Comments	■ Employee Approved	■ No Employee Approval		
<input type="text" value="Search Employees"/> <input type="button" value="Q"/> <input type="button" value="Export to Excel"/>					
	Pay Code	Clock In Time	Clock Out Time	Regular Pay	
▶ ✔ Employee: Technician, Tom (Review Requests: 3)					
▶ Work Week: 5/29/2016 - 6/04/2016 (Review Requests: 3)					
▶ <input type="button" value="📄"/> Shift: 5/31/16 8:00 AM -04:00 - (Review Requests: 0)					
\$241.00					
▶ <input type="button" value="📄"/> Shift: 5/30/16 10:00 AM -04:00 - 5/30/16 11:20 AM -04:00 (Review Requests: 2)					
<input type="button" value="✎"/>	Regular	5/30/16 10:00 AM	5/30/16 10:11 AM	\$4.9	
<input type="button" value="🗨️"/>	Installation	5/30/16 10:11 AM	5/30/16 10:53 AM	\$35.0	

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.

The screenshot shows the Sedona One mobile application interface. At the top, there is a header with the Sedona One logo and the tagline 'take control of your business'. Below the logo, a navigation menu lists: Home, Setup, Tom, Time & Attendance, Support Center, and Logout. The main content area is titled 'Technician, Tom' and contains a 'Time Clock' section with a large green 'New Shift' button and an 'Appointments' button. A notification icon with the number '3' is circled in purple, indicating the number of review requests awaiting approval.