

Comment Notification

Last Modified on 11/07/2016 1:06 pm EST

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.

The screenshot shows the 'Employee TimeSheet' tab with a notification '3' in the bottom right corner. Below the tabs are filters: 'Review Request' (red square), 'Has Clocking Comments' (green square), 'Employee Approved' (green checkmark), and 'No Employee Approval' (orange checkmark). A search bar and 'Export to Excel' button are also present. The main table has columns for 'Pay Code', 'Clock In Time', 'Clock Out Time', and 'Regular Pay'. The table content is as follows:

	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)				
Shift: 5/31/16 8:00 AM -04:00 - (Review Requests: 0)				\$241.00
Shift: 5/30/16 10:00 AM -04:00 - 5/30/16 11:20 AM -04:00 (Review Requests: 2)				
Regular		5/30/16 10:00 AM	5/30/16 10:11 AM	\$4.50
Installation		5/30/16 10:11 AM	5/30/16 10:53 AM	\$35.00

Red arrows point to the 'Review Requests: 3' indicator, the 'Work Week' heading, and the comment button on the 'Shift: 5/30/16' row.

Tab 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.

The screenshot shows the 'Employee TimeSheet' tab with a red circle around the number '3' in the bottom right corner, indicating the number of review requests.

Home Screen

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

Home

Setup

Tom

Time & Attendance

Support Center

Logout

Technician, Tom

Time Clock

Appointments

New Shift