

Good morning, DePaul Manager

Me My Team My Client Groups Procurement Tools Others

QUICK ACTIONS

APPS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info

Line Manager - Approve Time Card Using Team Time Card

Personal Information	Learning	Benefits	Current Staff Jobs	Career and Performance	Web Clock
Roles and Delegations	Expenses	Campus Address	DPU Alert	HealthEquity-WageWorks Transit/FSA/HSA	

BlueSky Help

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Click 'My Team.'

My Team Manager

- Me
- My Team**
- My Client Groups
- Procurement
- Tools
- Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info

APPS

 Directory	 Journeys	 Pay	 Time and Absences	 Career and Performance
 Personal Information	 Learning	 Benefits	 Current Staff Jobs	 Web Clock
 Roles and Delegations	 Expenses	 Campus Address	 DPU Alert	 HealthEquity- WageWorks Transit/FSA/HSA

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Click 'Team Time Cards.'

Note - Team Time Cards has been added to the Quick Actions for easier access.

Back

- Team Time Cards
- Transfer
- Employee Summary
- Employment Info
- Change Assignment

My Team	Journeys	Hiring	Goals and Performance	View Transferred Performance
Learning	New Person	Workforce Compensation	Termination	

Show More

Things to Finish

10 minutes ago ×

< Team Time Cards

Search by person name or number

Date Range **4/30/2025 - 5/14/2025** | X | Status | Job | Exception | Filters | Clear (1) | All time cards for the previous 2 weeks |

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Please note that filters are pre-defined showing your past 2 weeks of time cards. If you would like to modify or remove any of these filters, feel free to do so. Click 'Next' to continue.

Back Next

	Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Additional Statuses
<input type="checkbox"/>		/11/2025	Submitted	35	35	0	35	5/9/2025		
<input type="checkbox"/>		/11/2025	Saved	0	70	0	0			
<input type="checkbox"/>	DePaul Billy Student	5/12/2025	5/25/2025	Saved	0	70	0	0		
<input type="checkbox"/>	DePaul Student Employee	5/12/2025	5/25/2025	Saved	0	70	0	0		
<input type="checkbox"/>	DePaul Student Employee	4/28/2025	5/11/2025	Entered	0	70	0	0		
<input type="checkbox"/>	DePaul Employee	5/12/2025	5/25/2025	Submitted	70	70	0	70	5/14/2025	

Team Time Cards

Search by person name or number

Date Range 4/30/2025 - 5/14/2025 | Status | Job | Exception | Filter | Back

All time cards for the previous 2 weeks

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You can select any employee's time card by clicking on the desired row below. Be sure to select the time card for the correct pay period.

Note: you are able to select more than one employee at a time by using the radial boxes on the left.

6 items + Print Actions

Person Name	Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Additional Statuses
<input type="checkbox"/> DePaul Employee	5/5/2025	5/11/2025	Submitted	35	35	0	35	5/9/2025		
<input type="checkbox"/> DePaul Billy Student	4/28/2025	5/11/2025	Saved	0	70	0	0			
<input type="checkbox"/> DePaul Billy Student	5/12/2025	5/25/2025	Saved	0	70	0	0			
<input type="checkbox"/> DePaul Student Employee	5/12/2025	5/25/2025	Saved	0	70	0	0			
<input type="checkbox"/> DePaul Student Employee	4/28/2025	5/11/2025	Entered	0	70	0	0			
<input type="checkbox"/> DePaul Employee	5/12/2025	5/25/2025	Submitted	70	70	0	70	5/14/2025		

< Team Time Cards

Search 5/7

Date Range 4 Filters Clear (1)

All time cards for the previous 2 weeks

Click 'Actions.'

Back

6 items

Person Name	Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Additional Statuses
<input type="checkbox"/> DePaul Employee	5/5/2025	5/11/2025	Submitted	35	35	0	35	5/9/2025		
<input type="checkbox"/> DePaul Billy Student	4/28/2025	5/11/2025	Saved	0	70	0	0			
<input type="checkbox"/> DePaul Billy Student	5/12/2025	5/25/2025	Saved	0	70	0	0			
<input type="checkbox"/> DePaul Student Employee	5/12/2025	5/25/2025	Saved	0	70	0	0			
<input type="checkbox"/> DePaul Student Employee	4/28/2025	5/11/2025	Entered	0	70	0	0			
<input type="checkbox"/> DePaul Employee	5/12/2025	5/25/2025	Submitted	70	70	0	70	5/14/2025		

< Team Time Cards

Date Range **4/30/2025 - 5/14/2025** | Status | Job | Exception | Filters | Clear (1)

All time cards for the previous 2 weeks

1 of 6 selected | + | Print | Actions

Person Name	Period	Status	Reported	Scheduled	Absence	Total Hours	Submission Date	Exception	Additional Statuses
<input type="checkbox"/> DePaul Employee	5/5					35	5/9/2025		
<input type="checkbox"/> DePaul Billy Student	4/2					0			
<input type="checkbox"/> DePaul Billy Student	5/1					0			
<input type="checkbox"/> DePaul Student Employee	5/1					0			
<input type="checkbox"/> DePaul Student Employee	4/2					0			
<input checked="" type="checkbox"/> DePaul Employee	5/12/2025	5/25/2025	Submitted	70	70	0	70	5/14/2025	

- View
- Edit
- Approve
- Submit
- Delete
- Reject
- Print

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Click '**Approve**' in order for your employee's time card to be processed.

Note: You can also take other action from this field such as printing their time card to PDF.

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Team Time Cards

Search by person name or number

Date Range 4/30/2025 - 5/14/2025

Status Job Exception

Back

Next

All time cards for the previous 2 weeks

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It can take several moments for the approval to go through. Refresh your browser to ensure your employee's time card was approved.

Click 'Next' to conclude.

1 of 6 selected + Print Actions

Person Name	Period Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Additional Statuses
<input type="checkbox"/> DePaul Employee	5/5	Submitted	35	35	0	35	5/9/2025		
<input type="checkbox"/> DePaul Billy Student	4/2	Saved	0	70	0	0			
<input type="checkbox"/> DePaul Billy Student	5/1	Saved	0	70	0	0			
<input type="checkbox"/> DePaul Student Employee	5/1	Saved	0	70	0	0			
<input type="checkbox"/> DePaul Student Employee	4/2	Entered	0	70	0	0			
<input checked="" type="checkbox"/> DePaul Employee	5/12/2025	5/25/2025	Approved	70	70	0	70	5/14/2025	

- View
- Edit
- Approve
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< Team Time Cards

Search by person name or number

Date Range 4/30/2025 - 5/14/2025 | Status | Job | Exception | Filters | Clear (1)

All time cards for the previous 2 weeks

1 of 6 selected | + | Print | Actions

Person Name	Period	View	Submission Date	Exception	Additional Statuses				
<input type="checkbox"/> DePaul Employee	5/5	Edit	5/9/2025						
<input type="checkbox"/> DePaul Billy Student	4/2	Approve							
<input type="checkbox"/> DePaul Billy Student	5/1	Submit							
<input type="checkbox"/> DePaul Student Employee	5/1	Delete							
<input type="checkbox"/> DePaul Student Employee	4/2	Reject							
<input type="checkbox"/> DePaul Student Employee	4/2	Print							
<input checked="" type="checkbox"/> DePaul Employee	5/12/2025	5/25/2025	Approved	70	70	0	70	5/14/2025	

You have completed this task.