DEPAUL UNIVERSITY

DM

Good afternoon, DePaul Manager

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

QUICK ACTIONS

Team Activity Center

Team Time Cards

Document Records

Document Delivery Preferences

Seniority Dates

Show More

APPS

View Transferred Performance

Learning

New Person

Workforce Compensation

Termination

Line Manager - Edit Time Card Following Approval

BlueSky Help

Things to Finish

Assigned to Me

2

4 days ago | X
FYI
Time card submission failed for DePaul Student Employee and

4 days ago | X
FYI
Time card submission failed for DePaul Student Employee and

powered by whatfix

DePaul University

...ul Manager

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

1/13   ✕

Click **'My Team.'**

QUICK ACTIONS

Team Activity Center

Team Time Cards

Document Records

Document Delivery Preferences

Seniority Dates

Show More

APPS

Team Activity Center

Journeys

Hiring

Goals and Performance

View Transferred Performance

Learning

New Person

Workforce Compensation

Termination

BlueSky Help

Things to Finish

Assigned to Me

2

4 days ago   ✕

FYI

Time card submission failed for DePaul Student Employee and

4 days ago   ✕

FYI

Time card submission failed for DePaul Student Employee and

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🏠 ⭐ 🏳 🔔2 DM

Good afternoon, DePaul Manager

My Team   My Client Groups   Procurement   Tools   Others

📄 Team Time Cards	👥 Team Activity Center	🧭 Journeys	🔍 Hiring	📈 Goals and Performance
☁ Document Records				📈 View Transferred Performance
📄 Document Delivery Preferences	▶ Learning	👤 New Person	🖼 Workforce Compensation	📝 Termination
🪪 Seniority Dates				➕

Show More

Things to Finish

Assigned to Me	4 days ago ✕	4 days ago ✕
2	**FYI** Time card submission failed for DePaul Student Employee and	**FYI** Time card submission failed for DePaul Student Employee and

BlueSky Help

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‹ **Team Time Cards**

🔍 Search by person name or number

Date Range **5/9/2025 - 5/23/2025** ✕ | Status | Job | Exception | Filters | Cle...   🔖

3/13 ✕

From the menu below, select any previously approved time card you would like to edit by clicking on the hyperlink in that entry.

Back

☐ **7 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
☐	DePaul Student Employee	4/28/2025	5/11/2025	Entered	0	70	0	0			🗟
☐	DePaul Student Employee	5/12/2025	5/25/2025	Submitted	20	70	0	20	5/21/2025		🗟
☐	DePaul Employee	5/5/2025	5/11/2025	Saved	34	35	0	34			🗟
☐	DePaul Billy Student	4/28/2025	5/11/2025	Saved	0	70	0	0			🗟
☐	DePaul Billy Student	5/12/2025	5/25/2025	Saved	0	70	0	0			🗟
☐	DePaul Student	5/12/2025	5/25/2025	Entered	0	70	0	0			🗟

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DE **DePaul Employee** `Approved`
   FT Hourly

Person Number 9400003   Time Card Period 5/12/2025 to 5/25/2025

⋯ | Print | Save and Close | Save | Approve

💬 🗑 🗐 | View Time Totals | View Calculated Time | View Absence Plan Balance ⬇

4/13 ✕

From the menu below, select any entries you would like to edit and make desired changes.

When you are finished, click **'Next'** to continue.

Back | Next

5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13			Wednesday, May 14			Thursday, May 15	
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop
1 College of Law - Dean FT Hourly	Regular Hourly				6			7				13 hours	
2												0 hours	
3												0 hours	
4												0 hours	
5												0 hours	
6												0 hours	
7												0 hours	
8												0 hours	
9												0 hours	
10												0 hours	
11												0 hours	
12												0 hours	
13												0 hours	

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DE   **DePaul Employee** `Approved`
   FT Hourly

   ⋯   Print   **Save and Close**   Save   Approve

Person Number **9400003**   Time Card Period **5/12/2025 to 5/25/2025**

	5/13 ✕
	Click **'Save and Close.'**
	Back

💬   🗑️   🗐   [View Time Totals] [View Calculated Time] [View Absence Plan Balances] [Change History]   ⬇️

	5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13			Wednesday, May 14			Thursday, May 15	
	Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop
1	College of Law - Dean FT Hourly	Regular Hourly				7			7				14 hours	
2													0 hours	
3													0 hours	
4													0 hours	
5													0 hours	
6													0 hours	
7													0 hours	
8													0 hours	
9													0 hours	
10													0 hours	
11													0 hours	
12													0 hours	
13													0 hours	

⚠ ✏⬭BlueSky TEST (Copy of Production from 4/27/25). Next Refresh: 7/27/25✏⬭

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DePaul Employee Approved
FT Hourly

Person Number 9400003   Time Card Period 5/12/2025 to 5/25/2025

You will need to select a reason for the change. Click the **Reason** dropdown and select the most appropriate option.

NOTE: You will not use any of the options titled 'Payroll Only.'

Click **'Next'** when complete.

Back   Next

💬 🗑 ⧉ | View Time Totals | View Calculated Time | View Absence Plan Balances | Change History |

Reason	▼
	Required

5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13			Wednesday, May 1
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop	Quantity	Start
1	College of Law - Dean FT Hourly	Regular Hourly			7			7	
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									

Cancel   Continue   Save

DEPAUL UNIVERSITY

DE **DePaul Employee** Approved

FT Hourly

Person Number 9400003   Time Card Period 5/12/2025 to 5/25/2025

| View Time Totals | View Calculated Time | View Absence Plan Balances | Change History |

5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13			Wednesday, May 1
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop	Quantity	Start
1	College of Law - Dean FT Hourly	Regular Hourly			7			7	
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									

Save Time Card

Reason for audited change

○ Select a reason per change

● Apply this reason to all changes

Reason
Correcting Hours

7/13

Click **'Save.'**

Back

| Cancel | Continue | **Save** |

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Click the radial box beside the
employee whose time card you
edited.

Back

Exception   Filters   Clear (1)   🔖

☐ **7 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
☐	DePaul Student Employee	5/12/2025	5/25/2025	Submitted	20	70	0	20	5/21/2025		📋
☐	DePaul Employee	5/5/2025	5/11/2025	Saved	34	35	0	34			📋
☐	DePaul Billy Student	4/28/2025	5/11/2025	Saved	0	70	0	0			📋
☐	DePaul Billy Student	5/12/2025	5/25/2025	Saved	0	70	0	0			📋
☐	DePaul Student	5/12/2025	5/25/2025	Entered	0	70	0	0			📋
☐	DePaul Employee	5/12/2025	5/25/2025	Approved	13	70	0	13	5/22/2025		📋

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‹ **Team Time Cards**

🔍 Search by

9/13   ✕

Click **'Actions.'**

Back

Date Range **5/9/2**   ...lear (1)   🔖

☐ **1 of 7 selected** ➕ | Print | | Actions ⌄ | ▱

	Person Name	Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Additional Statuses
☐	DePaul Student Employee	5/12/2025	5/25/2025	Submitted	20	70	0	20	5/21/2025		🗒
☐	DePaul Employee	5/5/2025	5/11/2025	Saved	34	35	0	34			🗒
☐	DePaul Billy Student	4/28/2025	5/11/2025	Saved	0	70	0	0			🗒
☐	DePaul Billy Student	5/12/2025	5/25/2025	Saved	0	70	0	0			🗒
☐	DePaul Student	5/12/2025	5/25/2025	Entered	0	70	0	0			🗒
☑	DePaul Employee	5/12/2025	5/25/2025	Approved	13	70	0	13	5/22/2025		🗒

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‹ **Team Time Cards**

🔍 Search by person name or number

Date Range **5/9/2025 - 5/23/2025** | ✕   Status   Job   Exception   Filters   Clear (1)   🔖

⊟ **1 of 7 selected**   ✛   Print   **Actions** ⌄   ▯▯

	Person Name	Peri Date		Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Additional Statuses
		View									
☐	DePaul Student Employee	5/1 **Edit** 5			0			20	5/21/2025		🗐
		Approve									
☐	DePaul Employee	5/5 **Submit** 5			0			34			🗐
☐	DePaul Billy Student	4/2 ~~Delete~~			0			0			🗐
☐	DePaul Billy Student	5/1 **Reject** 5			0			0			🗐
☐	DePaul Student	5/1 **Print** 5		Entered	0	70	0	0		🗐
☑	DePaul Employee	5/12/2025	5/25/2025	Approved	13	70	0	13	5/22/2025		🗐

10/13   ✕

Prior to approving, you will need to re-submit the time card.

Click **'Submit.'**

Back

Again, click the radial box beside the employee whose time card was edited.

NOTE: You may need to refresh the page to see that the time card was submitted before continuing.

Back

Exception | Filters | Clear (1)

☐ 7 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
☐	DePaul Student Employee	4/28/2025	5/11/2025	Entered	0	70	0	0			📋
☐	DePaul Student Employee	5/12/2025	5/25/2025	Submitted	20	70	0	20	5/21/2025		📋
☐	DePaul Employee	5/5/2025	5/11/2025	Saved	34	35	0	34			📋
☐	DePaul Billy Student	4/28/2025	5/11/2025	Saved	0	70	0	0			📋
☐	DePaul Billy Student	5/12/2025	5/25/2025	Saved	0	70	0	0			📋
☐	DePaul Student	5/12/2025	5/25/2025	Entered	0	70	0	0			📋

DePaul UNIVERSITY

Team Time Cards

12/13   ✕

Click **'Actions.'**

Back

☐ 1 of 7 selected   ➕   Print   Actions ⌄

Person Name	Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Additional Statuses
DePaul Student Employee	5/12/2025	5/25/2025	Submitted	20	70	0	20	5/21/2025		
DePaul Employee	5/5/2025	5/11/2025	Saved	34	35	0	34		🗒	
DePaul Billy Student	4/28/2025	5/11/2025	Saved	0	70	0	0		🗒	
DePaul Billy Student	5/12/2025	5/25/2025	Saved	0	70	0	0		🗒	
DePaul Student	5/12/2025	5/25/2025	Entered	0	70	0	0		🗒	
DePaul Employee	5/12/2025	5/25/2025	Submitted	14	70	0	14	5/23/2025	🗒	

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‹ **Team Time Cards**

🔍 Search by person name or number

| Date Range **5/9/2025 - 5/23/2025** ✕ | Status | Job | Exception | Filters | Clear (1) | 🔖

⊟ 1 of 7 selected   ⊕   Print   Actions ⌄   ▦

Person Name	Peri Dat		Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Additional Statuses
View	5/1			0		0	20	5/21/2025		📇
Edit										
☐ DePaul Employee Approve	5/5	5				0	34			📇
Submit										
☐ DePaul Billy Student	4/2	5				0	0			📇
Delete										
☐ DePaul Billy Student	5/1	5	Saved	0	70	0	0			📇
Reject										
☐ DePaul Student	5/1	5	Entered	0	70	0	0			📇
Print										
☑ DePaul Employee	5/12/2025	5/25/2025	Submitted	14	70	0	14	5/23/2025		📇

13/13 ✕

Click **'Approve.'**

Back

DEPAUL UNIVERSITY

‹ Team Time Cards

Search by person name or number

Date Range 5/9/2025 - 5/23/2025 ✕ | Status | Job | Exception | Filters | Clear (1)

⊟ 1 of 7 selected ＋ Print Actions ⌄

	Person Name	Peri Dat			Reported	Scheduled	Absence	Total	Submission Date	Exception	Additional Statuses
	View								5/21/2025		
☐	Edit	5/5									
	Approve										
☐	DePaul Billy Student	4/2									
	Submit										
☐	Delete	5/1	5		Saved	0	70	0	0		
☐	Reject	5/1	5		Entered	0	70	0	0		
☑	Print	5/12/2025	5/25/2025		Submitted	14	70	0	14	5/23/2025	

Congratulations! You have now edited and re-approved your employee's previously approved time card.