

Good morning, Line 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
- Document Delivery Preferences
- Onboarding Tasks

APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert

Line Manager - Approve Time Card

BlueSky Help

1/3 x
Click Notification Bell.

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Directory	Onboarding	Checklist Tasks	Pay
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+			

Notifications

Show All

- ACTION REQUIRED** Yesterday

Approval of Payroll Time Entries for Nonexempt Staff from 2020-11-02 to 2020-11-15

Nonexempt Staff [Approve](#) [Reject](#)
- ACTION REQUIRED** 1 week ago

Task Create Problem Analysis Allocated for Exempt Staff, 8653488 Was Assigned to You (Initiator)

Line Manager
- ACTION REQUIRED** 1 week ago

Task Create Problem Analysis Allocated for Exempt Staff, 8653488 Was Assigned to You (Initiator)

Line Manager

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Once your employee has submitted a timecard, you will have a notification in this field reading, 'Approval of Payroll Time Entry for...'

Select any employee whose timecard you would like to approve by clicking this entry in **Blue Text**.

Note: You can click 'Approve' or 'Reject' directly from this screen, but it is always a best practice to review time cards before approving.

Approval of Payroll Time Entries for Nonexempt Staff from 2020

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On this page you can review the entries that your employee has submitted. If you acknowledge and approve of this transaction, click 'Approve'.

If this is not an approved transaction, click 'Reject'.

Approve Reject

Actions ▼

Details

Assignee Line Manager
From 8223480
Assigned Date 11/11/2020 11:09 AM
Task Number 220969

Recommended Actions

Payroll Time Entries for Approval

Person Information



Name Nonexempt Staff
Assignment Number E8223480
Position NonExempt Staff
Location Loop Campus

Person Number 8223480
Job Benefits Coordinator
Department Human Resources - Operating
Manager Line Manager

Time Card Details

Time Card Period 11/2/2020 - 11/15/2020

Status Submitted

Resubmission Status

Time Card Comments
Resubmission Reason //

Reported Time Time Totals

Reported Hours	7.00	Absence Hours	0.00	Scheduled Hours	70.00
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Approve

Reject

Actions ▾

▲ Details

Assignee Line Manager

From 8223480

Assigned Date 11/11/2020 11:09 AM

Task Number 220969

▲ Recommended Actions

▲ Payroll Time Entries for Approval

▲ Person Information



Name Nonexempt Staff 8223480

Assignment Number Employee Benefits Coordinator

Position Nonexempt Staff Human Resources - Operating

Location Loop Campus Manager Line Manager

Congratulations! You have approved your employee's timecard. To view this walkthrough again, search 'Approve Timecard' in BlueSky Help.

Time Card Details

Time Card Period 11/2/2020 - 11/15/2020

Status Submitted

Resubmission Status

Time Card Comments Resubmission Reason

Reported Time Time Totals

Reported Hours 7.00

Absence Hours 0.00

Scheduled Hours 70.00