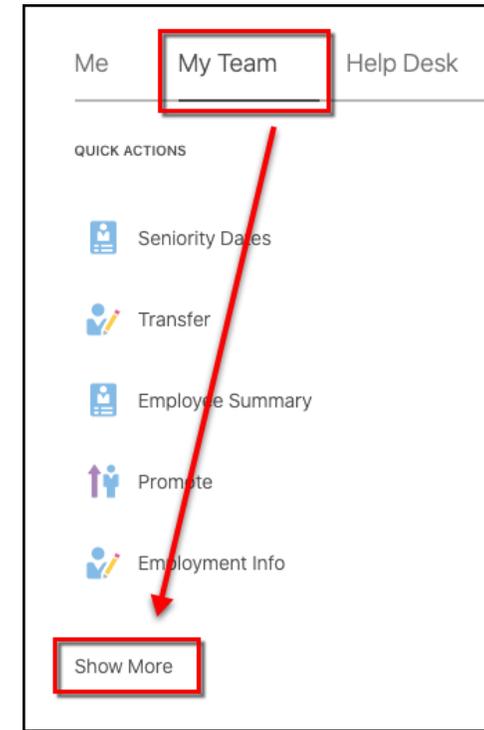
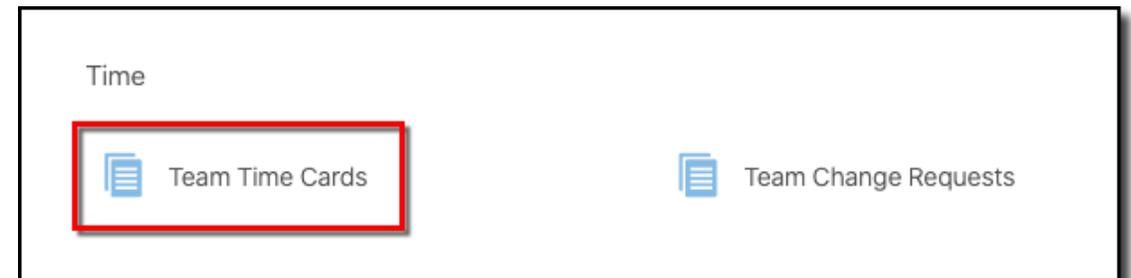


1. Click **My Team**
2. Click **Show More**



3. Under the **Time** section, click **Team Time Cards**



Note: The stats at the top of the **Team Time Card** page display the total number of timecards for your direct reports in each of the various statuses.

Note: By default, several **filters** automatically restrict the data displayed in the stats and below. To broaden the display results, click the “x” to remove the filters.

If the default filters don't show you what you want to see, you can create and save additional searches that better meet your needs. Steps to do this are included below.

The screenshot shows the top section of the MSS Team Timecard page. At the top, there are five status statistics: Incomplete, Error (0); Saved, Entered (0); Pending Approval (2); Rejected (0); and Pending Change Requests (0). Below this is the 'Time Cards' section with a search bar, a 'Show Filters' button, and several filter buttons: 'Time Card Period', 'Previous 2 weeks' (with an 'x' to remove it), 'Display', and 'Direct reports' (with an 'x' to remove it). There is also an 'Add' button and a 'Sort By' dropdown set to 'Period - New to Old'.

This screenshot is identical to the one above, but with a red box highlighting the filter buttons: 'Time Card Period', 'Previous 2 weeks' (with an 'x'), 'Display', and 'Direct reports' (with an 'x'). Two red arrows point down from the 'x' icons to the filter buttons, indicating how to remove the filters.

Note: The stats are updated as the filters are removed.

Note: You can reapply any filters to display the exact timecards you want to see.

4. Click **Show Filters**

Note: For this example, assume you want to see all timecards that are ready for your approval and those that have been saved by the employee for the current period.

5. Click **Current period**

6. Select **Saved**

7. Select **Submitted**

0 Incomplete, Error 56 Saved, Entered 3 Pending Approval 1 Rejected 0 Pending Change Requests

Time Cards + Add

Search by person name or num Show Filters

Current period

Previous week
Previous 2 weeks
Range (specify)

^ Display

Direct reports
All reports
Delegated reports

^ Line Manager

^ Department

^ Assigned Approvers

Me
Others

^ Status Clear

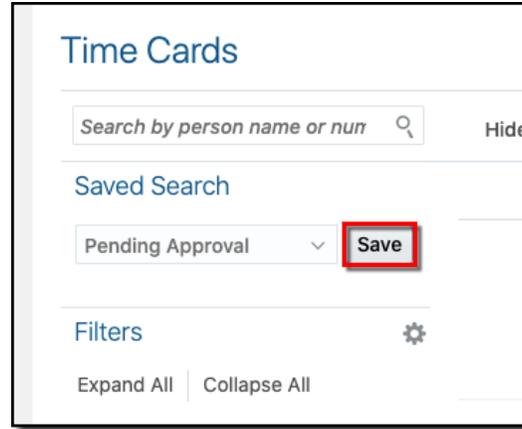
Entered

Saved

Submitted

Rejected

8. To save this search after the criteria have been selected, click **Save** under the **Saved Search** heading



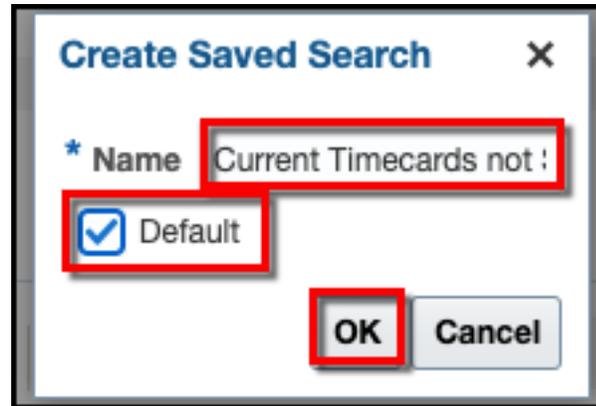
The screenshot shows the 'Time Cards' interface. At the top, there is a search bar with the placeholder text 'Search by person name or num'. Below the search bar, there is a 'Saved Search' section. In this section, there is a dropdown menu currently set to 'Pending Approval'. To the right of this dropdown, the 'Save' button is highlighted with a red box. Below the 'Saved Search' section, there is a 'Filters' section with a gear icon and two buttons: 'Expand All' and 'Collapse All'.

9. Enter a **Name** for the search you are saving

Note: For this example, let's title the search: Current Timecards not Approved

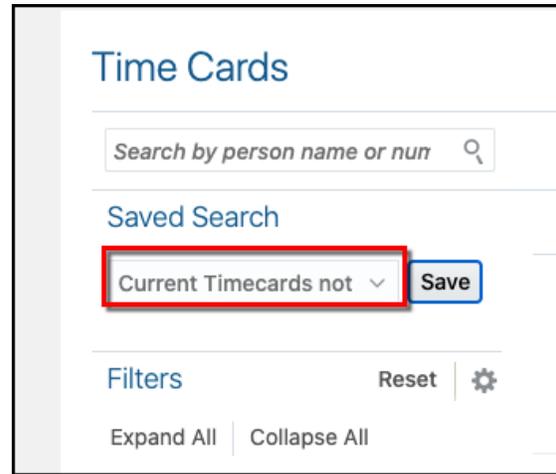
10. Select **Default** if you want to replace the original default search with this new one

11. Click **OK**



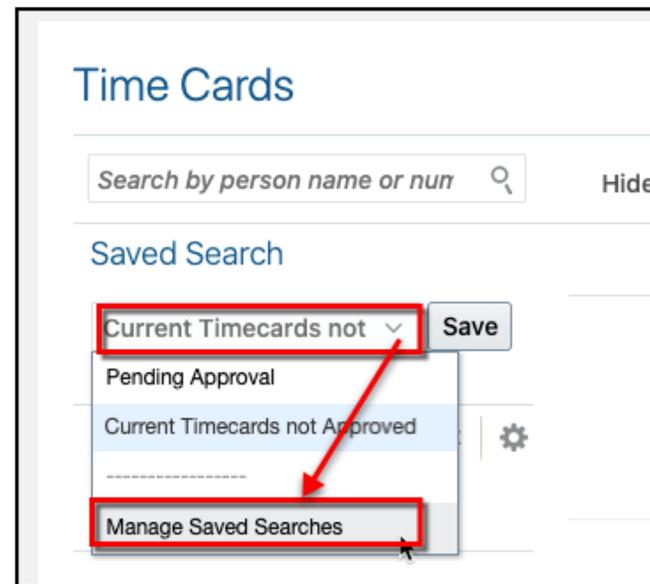
The screenshot shows a 'Create Saved Search' dialog box. The title bar reads 'Create Saved Search' with a close button (X) on the right. Inside the dialog, there is a label '* Name' followed by a text input field containing the text 'Current Timecards not !'. Below the text field, there is a checkbox labeled 'Default' which is checked. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'. The 'Name' field, the 'Default' checkbox, and the 'OK' button are all highlighted with red boxes.

Note: The newly created search is now set as the default.



Note: At any point, you can manage your saved searches. To do so:

12. Click the **down arrow** in the **Saved Search** field
13. Select **Manage Saved Searches**



Note: All saved searches are displayed.

Selecting **Active** allows you to toggle between searches.

Selecting **Default** allows you to determine which **Search** automatically displays when you navigate to **Team Time Cards**

Deselecting “**Show in Saved Search List**” will hide the saved search from the pick list when selecting a saved search.”

Clicking “**X**” will delete the saved search. The delivered “Pending Approval” search cannot be deleted.

Manage Saved Searches ✕

Name	Active	Default	Show in Saved Search List	Delete
Current Timecards not Approved	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	✕
Pending Approval	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	✕

Note: After applying your search criteria, the stats will update accordingly.

0 Incomplete, Error	4 Saved, Entered	1 Pending Approval	0 Rejected	0 Pending Change Requests
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Note: In this example, you can see **Submitted** and **Saved** timecards. As you approach the end of the pay period, this is a good indicator of the timecards that are ready for your approval and those that have not yet been submitted by employees.

 12 Hours Reported 80 Hours Scheduled 0 Hours Absence Worker Approval Status Submitted	Submitted
 40 Hours Reported 80 Hours Scheduled 0 Hours Absence Worker Approval Status Approved	Saved
 16 Hours Reported 80 Hours Scheduled 0 Hours Absence Worker Approval Status	Saved
 8 Hours Reported 80 Hours Scheduled 0 Hours Absence Worker Approval Status	Saved

14. To view, update, save, submit, or approve a time card, click the desired employee's time entry.

12/26/20 - 1/8/21	Submitted
12 Hours Reported 80 Hours Scheduled 0 Hours Absence	
Worker Approval Status Submitted	
12/26/20 - 1/8/21	Saved
40 Hours Reported 80 Hours Scheduled 0 Hours Absence	
Worker Approval Status Approved	
12/26/20 - 1/8/21	Saved
16 Hours Reported 80 Hours Scheduled 0 Hours Absence	
Worker Approval Status	
12/26/20 - 1/8/21	Saved
8 Hours Reported 80 Hours Scheduled 0 Hours Absence	
Worker Approval Status	

Note: Managers can **add** or **edit** time entries for their direct reports as needed. To add or edit, the **View By** filter must be set to one of the **Reported** filters.

The **Calculated** filters hide the Add and Edit buttons.

15. To add time, click the **Add** button

16. Enter the time entry details

17. Click **OK**

Saved 17.00
Status Reported Hours

Show Details

Entries

Actions View By Reported details by entry date Sort By Reported date - old to new

Sat, Jan 09	8.50 Hours	Regular Time
Sun, Jan 10	8.50 Hours	Regular Time

The screenshot shows a timecard interface. At the top, it says 'Saved' and '17.00 Reported Hours'. Below that, there's a 'Show Details' link. The main section is titled 'Entries'. There are two dropdown menus: 'View By' set to 'Reported details by entry date' and 'Sort By' set to 'Reported date - old to new'. Below these are two rows of time entries. The first row is for 'Sat, Jan 09' with '8.50 Hours' and 'Regular Time'. The second row is for 'Sun, Jan 10' with '8.50 Hours' and 'Regular Time'. Each row has an edit icon. A red box highlights a '+ Add' button in the top right corner, with a red arrow pointing to it from the left.

Entries

OK Cancel

*Assignment Number
Select a value

*Pay Code
Select a value

CMHA Projects
Select a value

*Select Dates
Start Time End Time

Program Code
Select a value

Work Location
Select a value

Quantity

Add another date

Comments

The screenshot shows a dialog box for adding a time entry. It has a title 'Entries' and 'OK' and 'Cancel' buttons. The dialog contains several fields: '*Assignment Number' (dropdown), '*Pay Code' (dropdown), 'CMHA Projects' (dropdown), '*Select Dates' (calendar icon), 'Program Code' (dropdown), 'Work Location' (dropdown), 'Quantity' (text input), 'Add another date' (text input), and 'Comments' (text area). A red box highlights the entire dialog box.

18. To edit existing time entries, click the **Edit** button for the row to be edited

The screenshot shows a table titled "Entries" with the following data:

View By	Sort By
Reported details by entry date	Reported date - old to new

Date	Hours	Pay Code	Action
Sat, Jan 09	8.50 Hours	Regular Time	
Sun, Jan 10	8.50 Hours	Regular Time	

19. Update, add comments, or delete the entry as needed

The screenshot shows the "Entries" edit form with the following fields and values:

- *Assignment Number:** E5539
- *Pay Code:** Regular Time
- CMHA Projects:** Select a value
- Program Code:** Select a value
- Work Location:** Arch (62513)
- *Select Dates:** Sat, Jan 09
- Start Time:** [Empty]
- End Time:** [Empty]
- Quantity:** 8.50
- Comments:** [Empty text area]

Buttons: Delete, OK, Cancel

Note: Managers can **save** and/or **submit** team time cards.

Actions

- Save and Close
- Delete
- Print

Submit Cancel

Saved
Status

17.00
Reported Hours

Show Details

Note: Once in a **Submitted** status, Managers can approve/reject team time cards either by selecting it and selecting **Approve/Reject**

OR

Drilling into the timecard and clicking **Approve**

Actions

- Approve
- Reject

Approval is required. See details.

Submitted

1/23/21 - 2/5/21

44 Hours Reported
80 Hours Scheduled
4 Hours Absence

Actions

- Approve

Cancel

Submitted
Status

44.00
Reported Hours

Show Details

End of Procedure