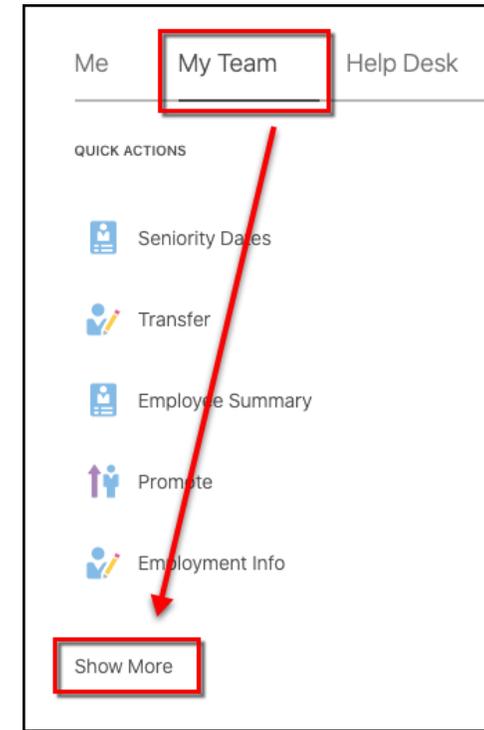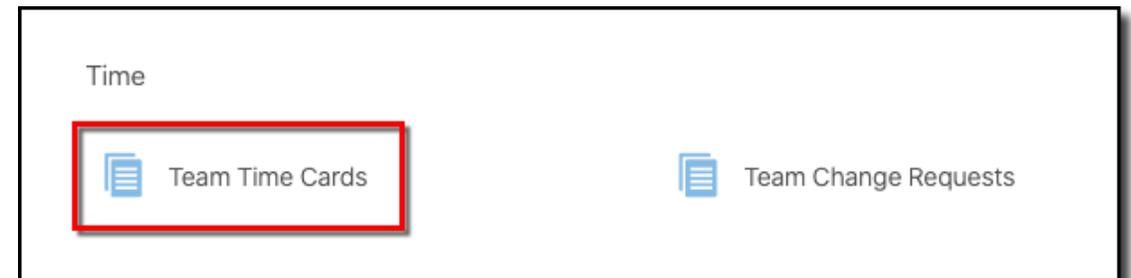1. Click **My Team**

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.

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**

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

Time Cards   + Add

Search by person name or nu... 🔍   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**

Current period
Previous week
Previous 2 weeks
Range (specify)

∧ Display

Direct reports
All reports
Delegated reports

∧ Line Manager

∧ Department
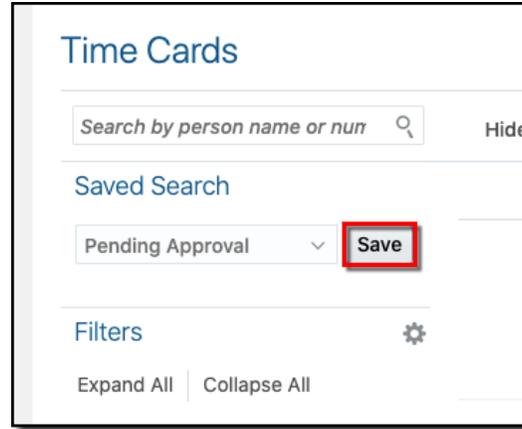
∧ Assigned Approvers

Me
Others

∧ Status   Clear

☐ Entered
☑ Saved
☑ Submitted
☐ Rejected

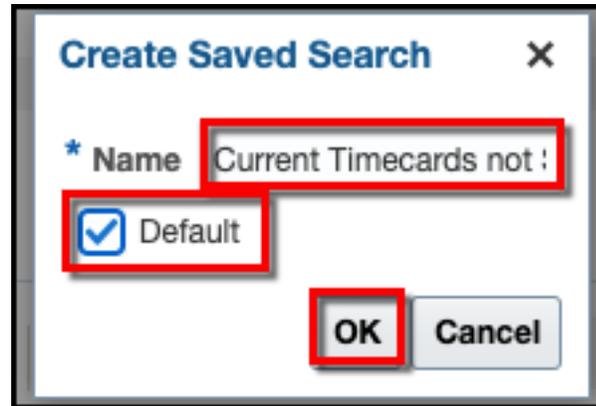8. To save this search after the criteria have been selected, click **Save** under the **Saved Search** heading

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

Note: For this example, let's title the search: Current Timecards not Approved
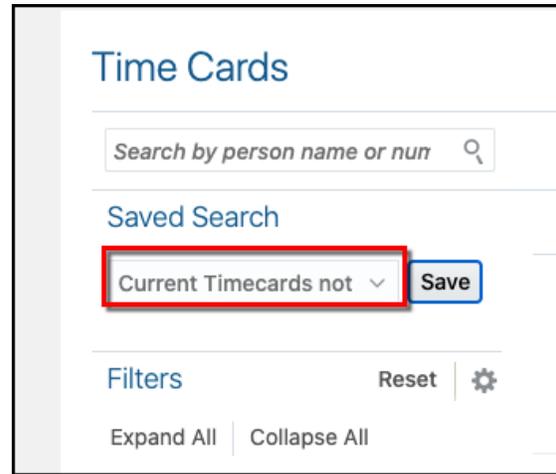
10. Select **Default** if you want to replace the original default search with this new one

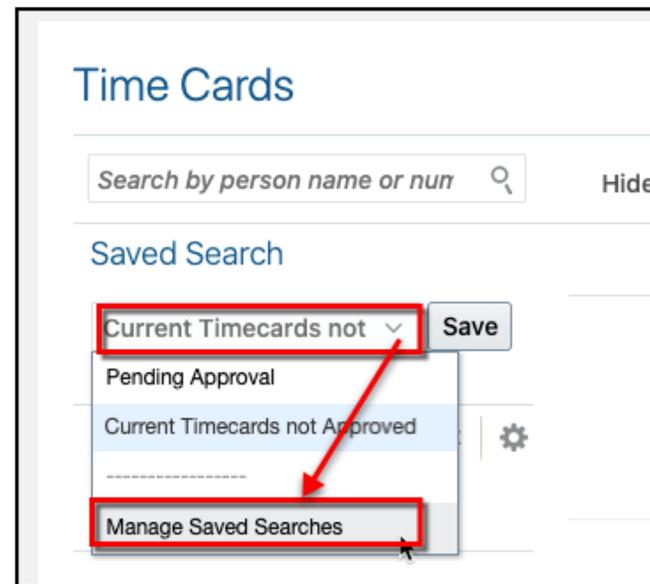11. Click **OK**

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.

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

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.

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.

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

16. Enter the time entry details

17. Click **OK**

Saved
Status

17.00
Reported Hours

Show Details

Entries   + Add

| 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	✎
		⌄

Entries

                                                    OK   Cancel

*Assignment Number		*Pay Code	
Select a value ⌄		Select a value ⌄	
CMHA Projects		*Select Dates	
Select a value ⌄		_____ 📅	
Program Code			
Select a value ⌄		Start Time 📅	End Time 📅
Work Location		Quantity	
Select a value ⌄		_____	

Add another date

Comments
_____

Connect

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

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

Entries

+ Add

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   ⌄

Entries

Delete   OK   Cancel

*Assignment Number   *Pay Code
E5539   ⌄   Regular Time   ⌄

CMHA Projects   *Select Dates
Select a value   ⌄   Sat, Jan 09

                                      Start Time 📅   End Time 📅

Program Code   Quantity
Select a value   ⌄   8.50

Work Location
Arch (62513)   ⌄

Comments

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

Actions ▼
Submit
Cancel

Save and Close
Delete
Print

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

proval is required. See details.

1/23/21 - 2/5/21

Submitted

44 Hours Reported
80 Hours Scheduled
4 Hours Absence

Actions ▼
Approve
Cancel

Submitted
Status

44.00
Reported Hours

Show Details

End of Procedure