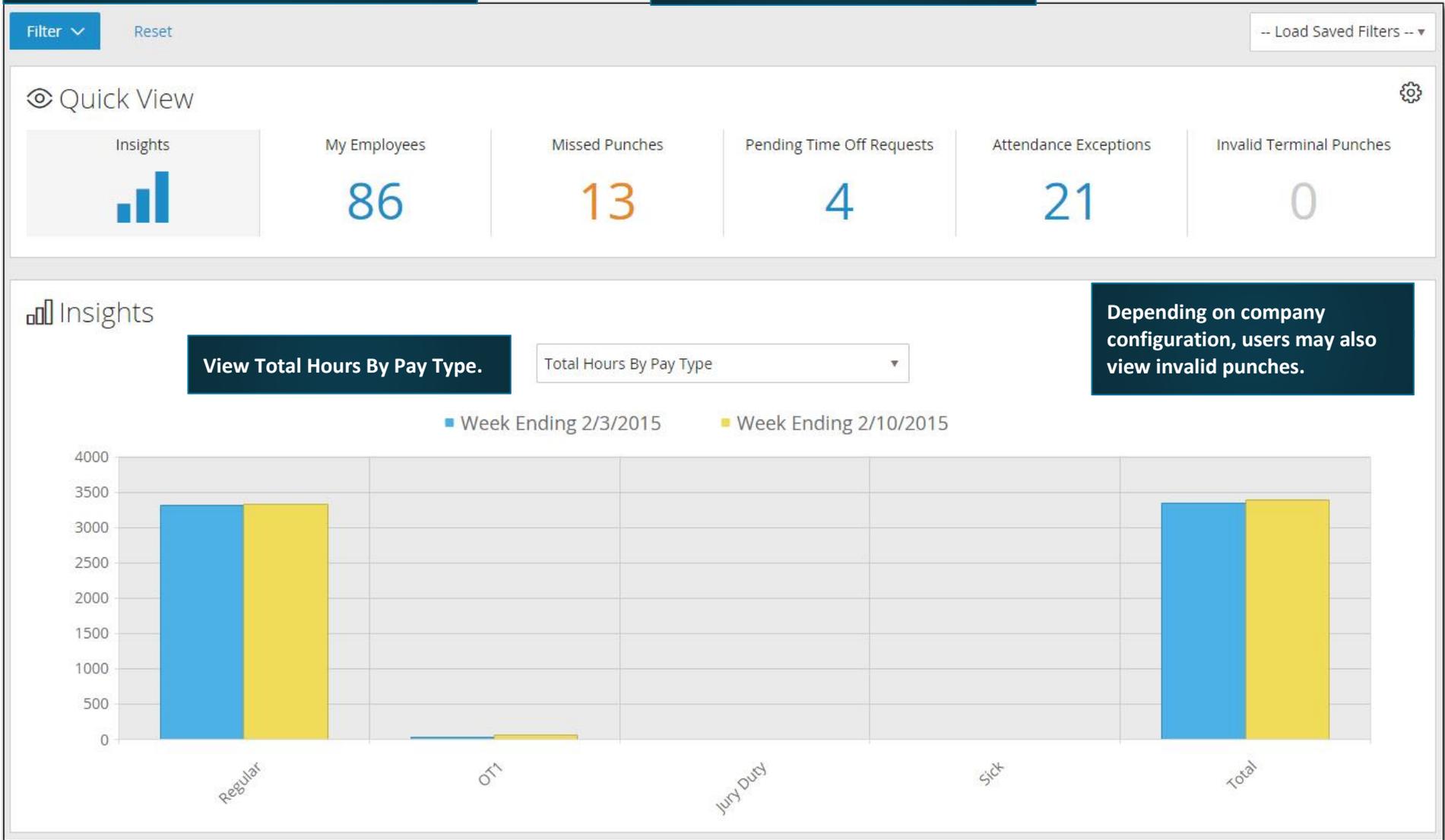


Supervisor Dashboard

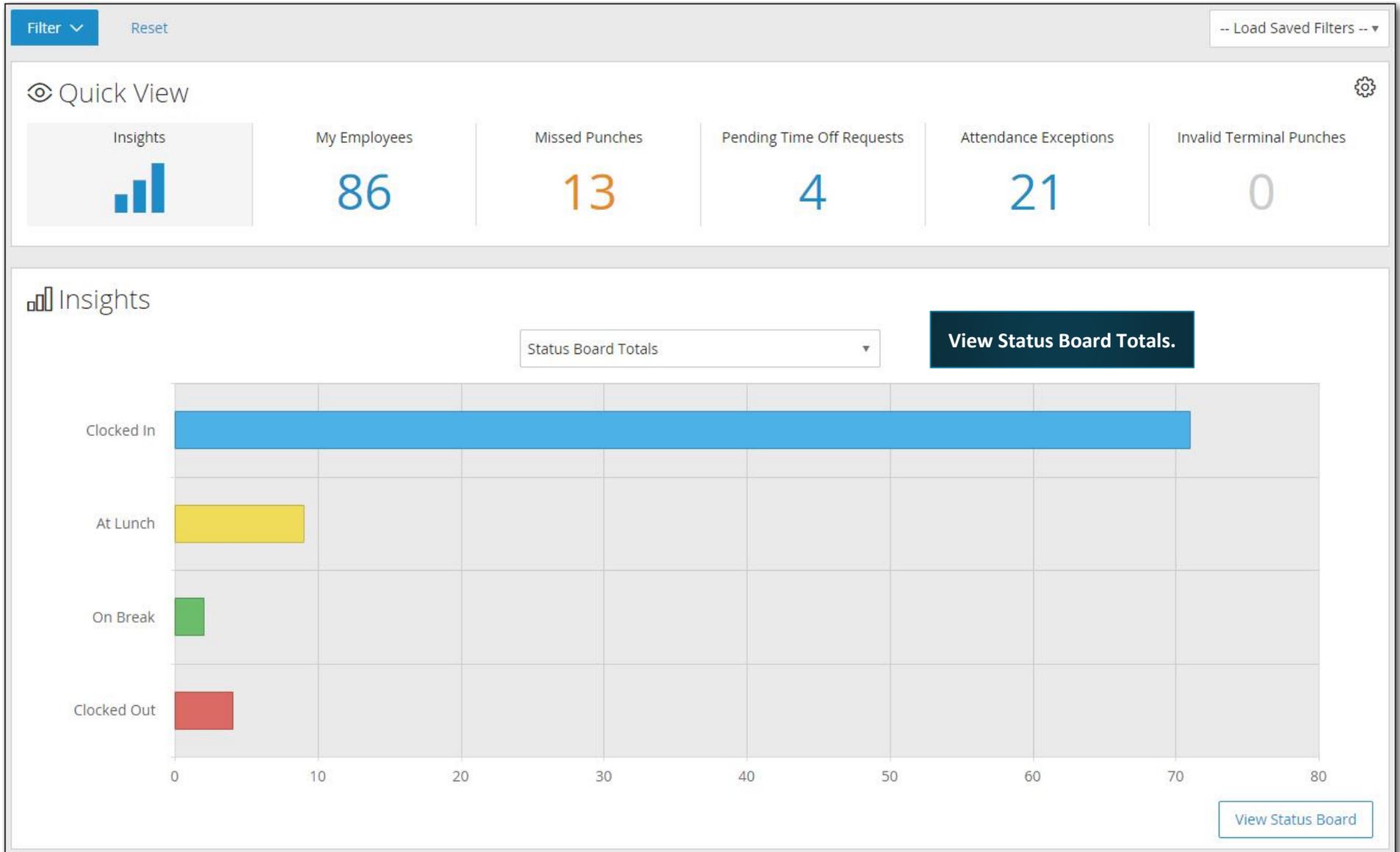


Use the Supervisor Dashboard to monitor and respond to critical time and labor events.

View the current status of employees, pending time off requests, attendance exceptions, and missed punches.



Supervisor Dashboard



Supervisor Dashboard

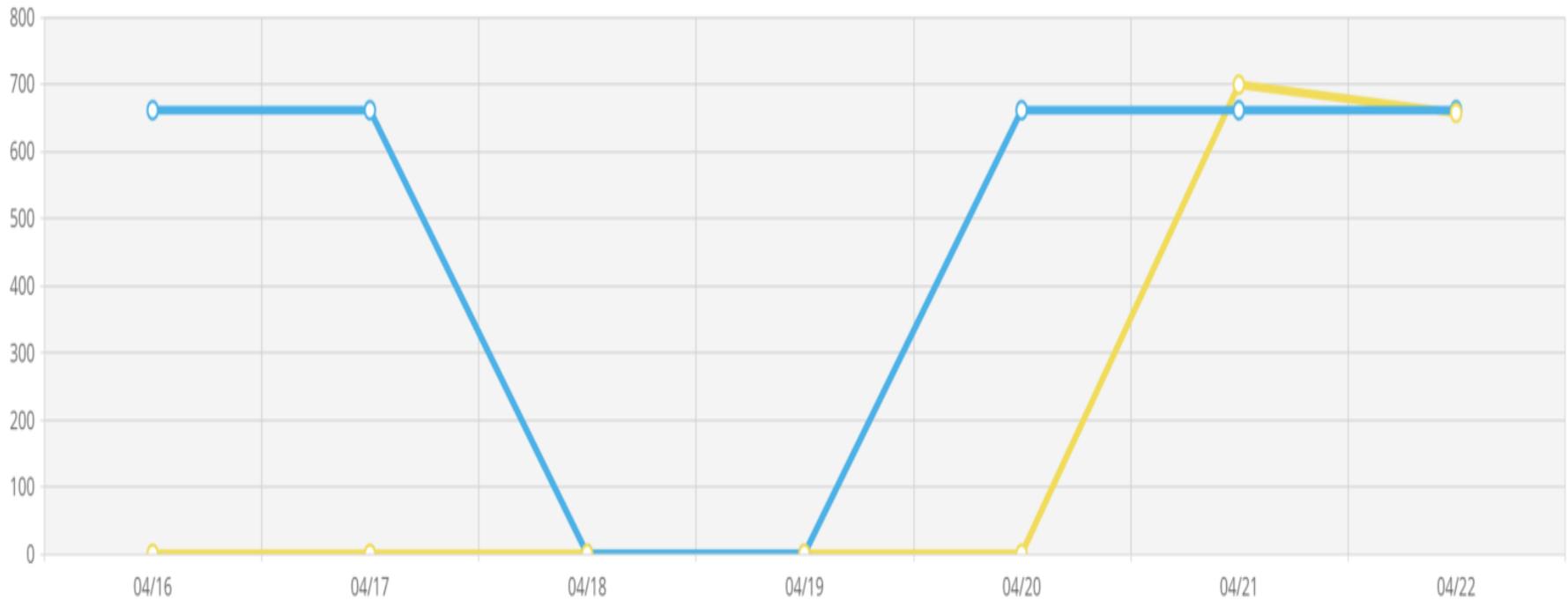
Insights

View scheduled hours worked compared to actual hours worked for the past 7 days.

Scheduled vs Actual

Select Scheduled or Actual for the chart to only reflect one category.

Scheduled Actual



Supervisor Dashboard



Status Board

Helpful Hint

Users will only have access to those employees who fall within their security role.

Filter Reset -- Load Saved Filters --

| Employee ▲ | In | Lunch | Break | Out | Pay Type | Latest Activity | Labor Level |
|-------------------------------------|----|-------|-------|-----|----------|--------------------|-------------|
| Adams, Marie | ☑ | | | | | 2/11/2015 1:00 PM | 400/401/600 |
| Alba, Emily | ☑ | | | | | 2/11/2015 1:00 PM | 600/101/400 |
| Allerdyce, Sheppard | ☑ | | | | | 2/11/2015 1:00 PM | 300/401/550 |
| April, Robert | | | | ☑ | | 2/9/2015 5:00 PM | Unassigned |
| Atwood, Julian | ☑ | | | | | 2/11/2015 1:00 PM | 400/401/600 |
| Augustine, Connor | ☑ | | | | | 2/11/2015 1:00 PM | 600/401/600 |
| Baker, Chet | | | | ☑ | Sick | 2/11/2015 12:00 AM | 200/301/110 |
| Barclay, Reginald | ☑ | | | | | 2/11/2015 1:00 PM | 400/201/110 |
| Barnes, Jeff | | ☑ | | | | 2/11/2015 1:00 PM | 300/401/550 |
| Beckman, Daniel | | ☑ | | | | 2/11/2015 12:00 PM | 600/401/800 |

1 - 10 of 86 items

Clocked In **70** | At Lunch **9** | On Break **2** | Clocked Out **5**

Supervisor Dashboard

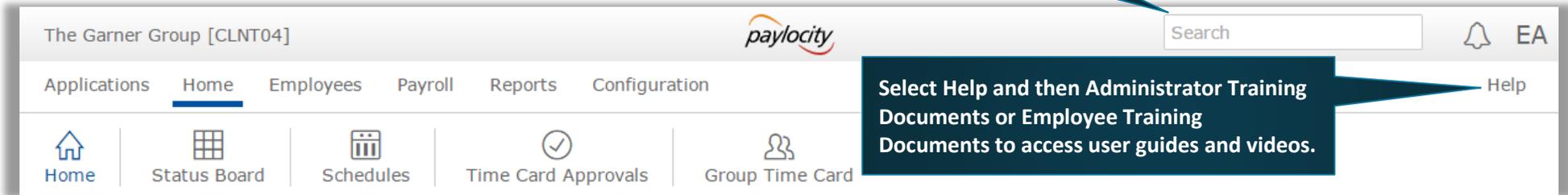


Access the Dashboard

Select Supervisor Dashboard from the Home menu or click the Home icon.

Use the Search field to find specific screens or employees.

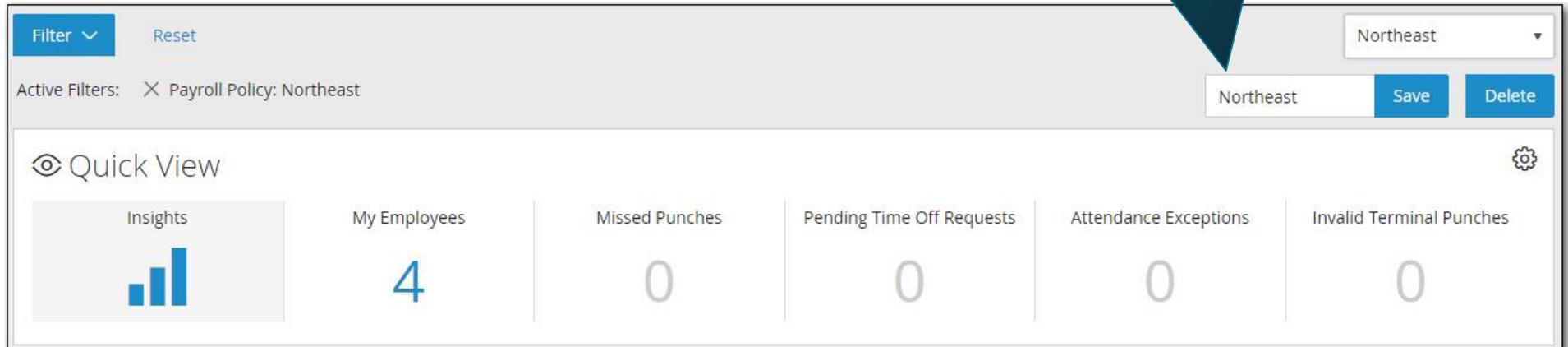
Select Help and then Administrator Training Documents or Employee Training Documents to access user guides and videos.



Filter the Display

Filter the display of employees by employee group, payroll policy, salary type, and labor level.

To save the filter for future use, enter the filter name and click Save.



Supervisor Dashboard



Dashboard Settings

Filter Reset Northeast

Active Filters: ✕ Payroll Policy: Northeast Northeast Save Delete

Quick View

| | | | | | |
|----------|--------------|----------------|---------------------------|-----------------------|--------------------------|
| Insights | My Employees | Missed Punches | Pending Time Off Requests | Attendance Exceptions | Invalid Terminal Punches |
| | 4 | 0 | 0 | | |

Select Dashboard Settings from the Home screen of the Supervisor Dashboard.

Filter Reset -- Load Saved Filters --

Quick View

| | | | | | |
|----------|--------------|----------------|---------------------------|-----------------------|--------------------------|
| Insights | My Employees | Missed Punches | Pending Time Off Requests | Attendance Exceptions | Invalid Terminal Punches |
| | 86 | 3 | 9 | 119 | 0 |

Dashboard Settings

Attendance Exceptions - Days of History:

Default Chart: Scheduled vs Actual

Save Cancel

Configure the number of days to display for attendance exceptions and default chart to appear on the Home screen.

Supervisor Dashboard



My Employees

- ✓ Click the Employee name link to access the employee time card.
- ✓ A check indicates the employee is In, at Lunch, on Break, or Out.
- ✓ The Pay Type field displays an employee's non-work pay type such as Sick or Vacation.
- ✓ The employee's current Labor Level may appear.

Filter ▼
Reset
-- Load Saved Filters -- ▼

Quick View

Insights

My Employees

86

Missed Punches

13

Pending Time Off Requests

4

Attendance Exceptions

21

Invalid Terminal Punches

0

⌘ My Employees ⚙️

| Employee ▲ | In | Lunch | Break | Out | Pay Type | Latest Activity | Labor Level |
|---|----|-------|-------|-----|----------|--------------------|-------------|
| Adams, Marie | ☑ | | | | | 2/11/2015 1:00 PM | 400/401/600 |
| Alba, Emily | ☑ | | | | | 2/11/2015 1:00 PM | 600/101/400 |
| Allerdyce, Sheppard | ☑ | | | | | 2/11/2015 1:00 PM | 300/401/550 |
| April, Robert | | | | ☑ | | 2/9/2015 5:00 PM | Unassigned |
| Atwood, Julian | ☑ | | | | | 2/11/2015 1:00 PM | 400/401/600 |
| Augustine, Connor | ☑ | | | | | 2/11/2015 1:00 PM | 600/401/600 |
| Baker, Chet | | | | ☑ | Sick | 2/11/2015 12:00 AM | 200/301/110 |
| Barclay, Reginald | ☑ | | | | | 2/11/2015 1:00 PM | 400/201/110 |
| Barnes, Jeff | | ☑ | | | | 2/11/2015 1:00 PM | 300/401/550 |
| Beckman, Daniel | | ☑ | | | | 2/11/2015 12:00 PM | 600/401/800 |

⏪ ⏩ 1 2 3 4 5 6 7 8 9 ⏪ ⏩

1 - 10 of 86 items

View Status Board

Supervisor Dashboard



Missed Punches

- ✓ View employees with missing punches.
- ✓ Click the Employee name link to fix the missing punch.

Filter Reset -- Load Saved Filters --

Quick View ⚙

| | | | | | |
|----------|------------------------|---------------------------------|------------------------------------|---------------------------------|-----------------------------------|
| Insights | My Employees 86 | Missed Punches 13 | Pending Time Off Requests 4 | Attendance Exceptions 21 | Invalid Terminal Punches 0 |
|----------|------------------------|---------------------------------|------------------------------------|---------------------------------|-----------------------------------|

Missed Punches 📍

| Employee ▲ | Type | Paired With ▲ |
|-------------------------------------|------|----------------------------|
| Adams, Marie | Out | 2/10/2015 9:31 AM |
| Allerdyce, Sheppard | Out | 2/9/2015 12:00 PM |
| Atwood, Julian | Out | 2/9/2015 11:56 AM |
| Bell, Darius | In | 2/9/2015 5:00 PM |
| Frieda, Janet | Out | 2/9/2015 12:00 PM |
| Grant, Lester | Out | 2/9/2015 12:00 PM |
| Grimes, Morgan | Out | 2/9/2015 12:00 PM |
| McTiernan, Abel | Out | 2/9/2015 11:58 AM |
| Ong, Edward | Out | 2/9/2015 12:02 PM |
| Sahay, Lester | In | 2/9/2015 5:00 PM |

⏪ ⏩ 1 2 ⏪ ⏩ 1 - 10 of 13 items

Supervisor Dashboard



Pending Time Off Requests

- ✓ Check the box adjacent to the applicable time off requests or select all requests.
- ✓ Click Approve Selected to approve the time off requests.
- ✓ Click Deny Selected to deny the time off requests.
- ✓ Click the Employee name link to access the employee time card.
- ✓ Click Expanded View to partially approve or deny time off requests.
- ✓ Time off requests are removed from the Pending Time Off section once they are approved or denied.

Filter Reset -- Load Saved Filters --

Quick View

Insights My Employees Missed Punches **Pending Time Off Requests** Attendance Exceptions Invalid Terminal Punches

86 **3** **5** **119** **0**

Pending Time Off Requests

| <input type="checkbox"/> | Employee | Submitted ▲ | Request Start | Requested Hours | Total Days | Benefit | Balance | Future Approved |
|--------------------------|----------------------------------|--------------------------|-------------------|-----------------|------------|----------|------------|-----------------|
| <input type="checkbox"/> | Adams, Marie | 4/23/2015 8:38 AM | 5/29/2015 8:00 AM | 16 hrs | 2 | Vacation | 189.85 hrs | 16 hrs |
| <input type="checkbox"/> | Adams, Marie | 4/23/2015 8:39 AM | 6/22/2015 8:00 AM | 8 hrs | 1 | Vacation | 189.85 hrs | 16 hrs |
| <input type="checkbox"/> | April, Robert | 4/23/2015 8:42 AM | 6/19/2015 8:00 AM | 16 hrs | 2 | Vacation | 184 hrs | 0 hrs |
| <input type="checkbox"/> | April, Robert | 4/23/2015 8:45 AM | 8/6/2015 8:00 AM | 16 hrs | 2 | Vacation | 184 hrs | 0 hrs |
| <input type="checkbox"/> | Carraba, Caitlyn | 4/23/2015 8:59 AM | 12/4/2015 8:00 AM | 16 hrs | 2 | Vacation | 273.85 hrs | 8 hrs |

Approve Selected Deny Selected 1 1 - 5 of 5 items

[Expanded View](#)

Supervisor Dashboard



Attendance Exceptions

- ✓ View the number of tardy and absence exceptions for employees with generated schedules.
- ✓ Click the Employee name link to fix the missing punch.

Filter Reset -- Load Saved Filters --

Quick View

Insights My Employees Missed Punches Pending Time Off Requests **Attendance Exceptions** Invalid Terminal P...

86 **3** **9** **119**

Attendance Exceptions Select Dashboard Settings to configure the number of days to display for attendance exceptions from 1-28.

| Employee ▲ | Exception Date/Time ▲ | Scheduled Date/Time | Exception Type |
|-------------------------------------|-----------------------|---------------------|-------------------|
| Adams, Marie | 4/20/2015 10:00 AM | 4/20/2015 10:00 AM | Absence |
| Adams, Marie | 4/21/2015 8:00 AM | 4/21/2015 10:00 AM | Early - Clock In |
| Adams, Marie | 4/21/2015 5:00 PM | 4/21/2015 7:00 PM | Early - Clock Out |
| Adams, Marie | 4/22/2015 10:00 AM | 4/22/2015 10:00 AM | Absence |
| Alba, Emily | 4/20/2015 8:00 AM | 4/20/2015 8:00 AM | Absence |
| Alba, Emily | 4/22/2015 8:00 AM | 4/22/2015 8:00 AM | Absence |
| Allerdyce, Sheppard | 4/20/2015 8:00 AM | 4/20/2015 8:00 AM | Absence |
| Allerdyce, Sheppard | 4/22/2015 8:00 AM | 4/22/2015 8:00 AM | Absence |
| Atwood, Julian | 4/20/2015 8:00 AM | 4/20/2015 8:00 AM | Absence |
| Augustine, Connor | 4/20/2015 8:00 AM | 4/20/2015 8:00 AM | Absence |

1 2 3 4 5 6 7 8 9 10 ... 1 - 10 of 119 items

[Expanded View](#)