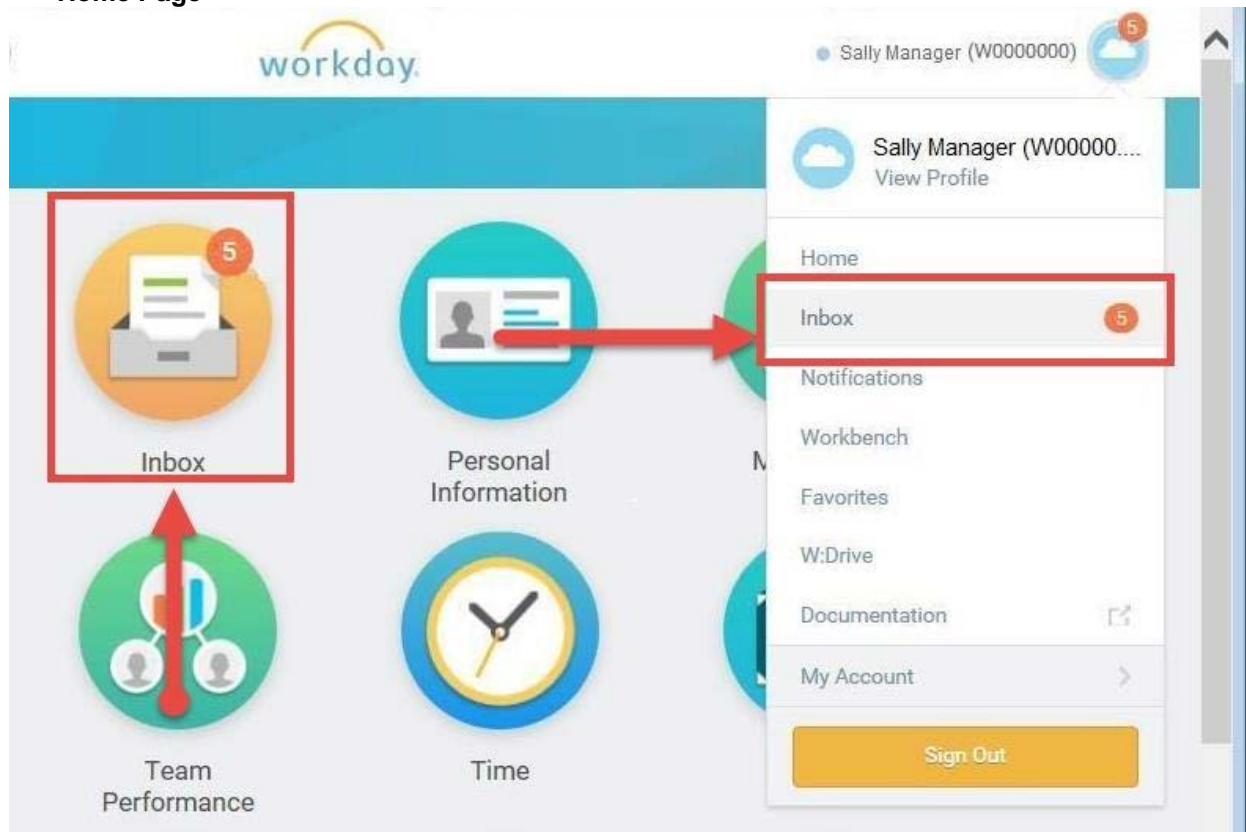


Using the Manager's Timekeeping Inbox Filter

Use this procedure to easily identify timesheets and Time Off requests (entered on the Time Off Calendar) that have been submitted for approval by your direct reports.

Procedure:

Home Page

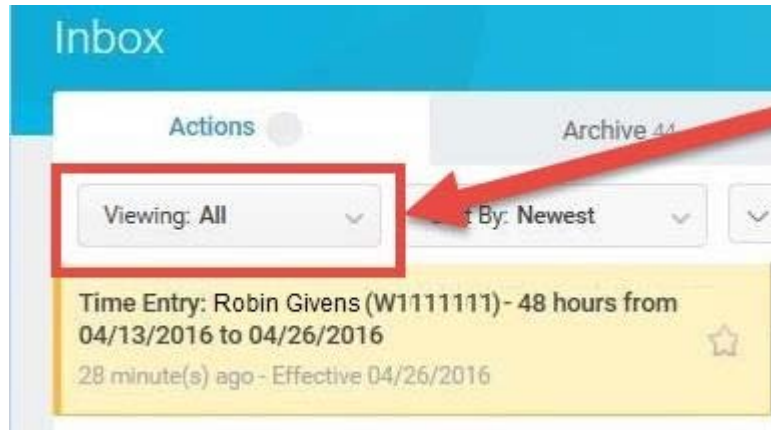


1. Navigate to your Inbox.



Tip: Access your inbox by clicking the **Inbox** worklet on your **Home** page or click your name in the top right corner of the page and then select "Inbox".

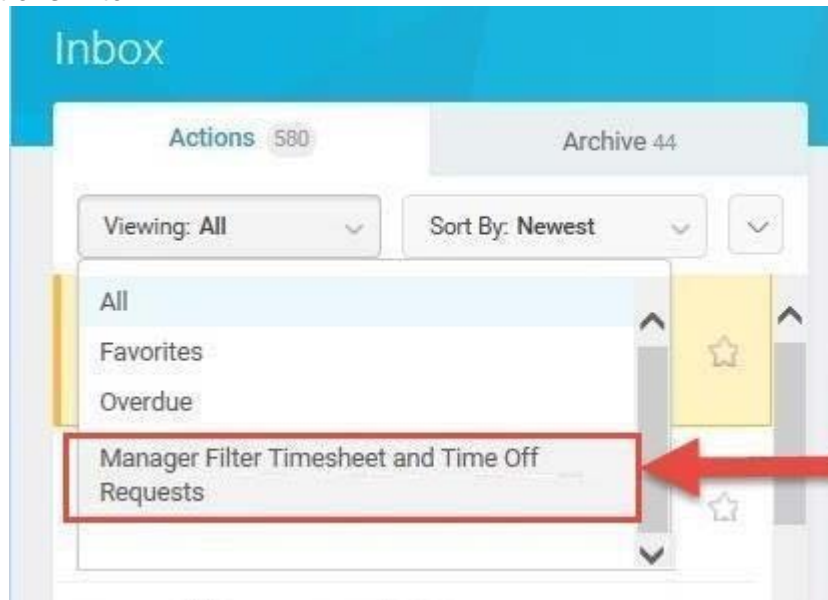
Inbox – Actions Tab



2. On the Actions tab, click the “Viewing” button



Inbox – Actions Filter



3. Select the “Manager Filter Timesheet and Time Off Requests” filter. Your inbox will then display only timekeeping items.
4. Then, click an item from the filtered list to review and approve.



Tip: You must remove the filter to see other items that require your attention. Select “All” from the inbox filter to view all actions in your inbox.

5. The System Task is complete.