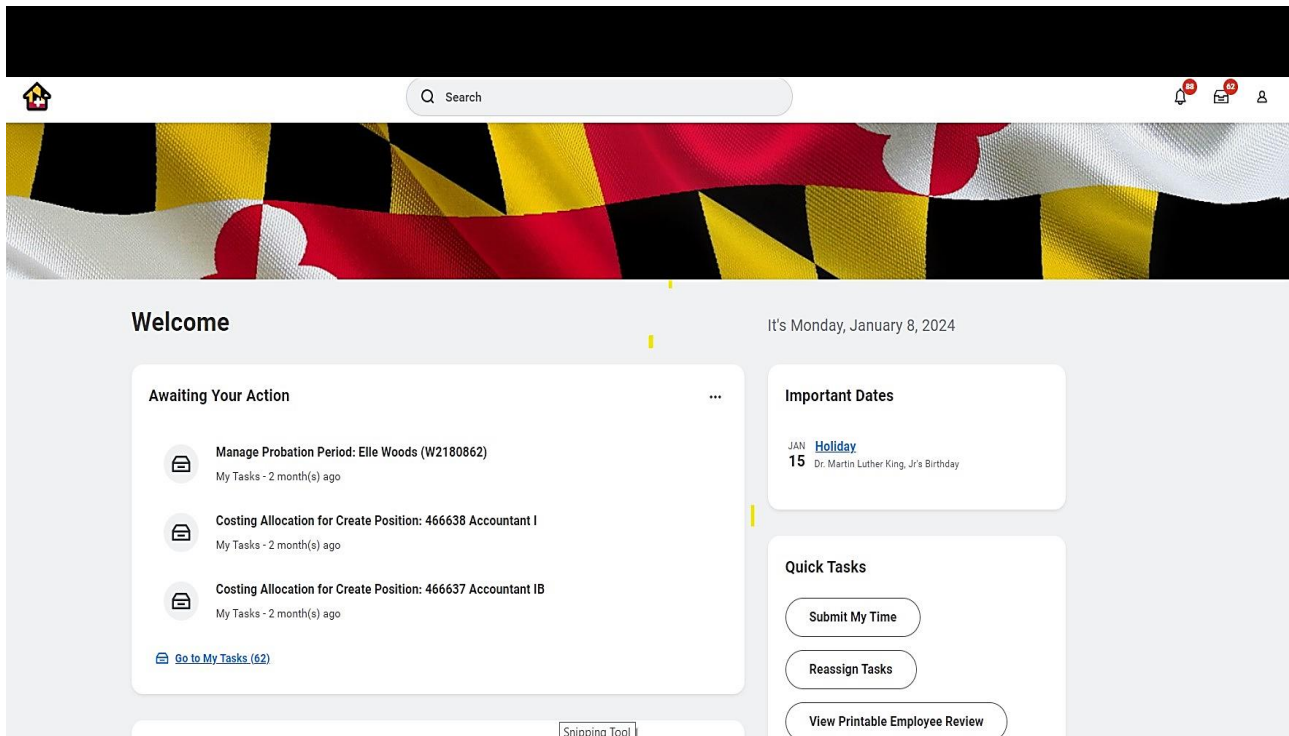


Using the Manager's Timekeeping My Tasks box Filter

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

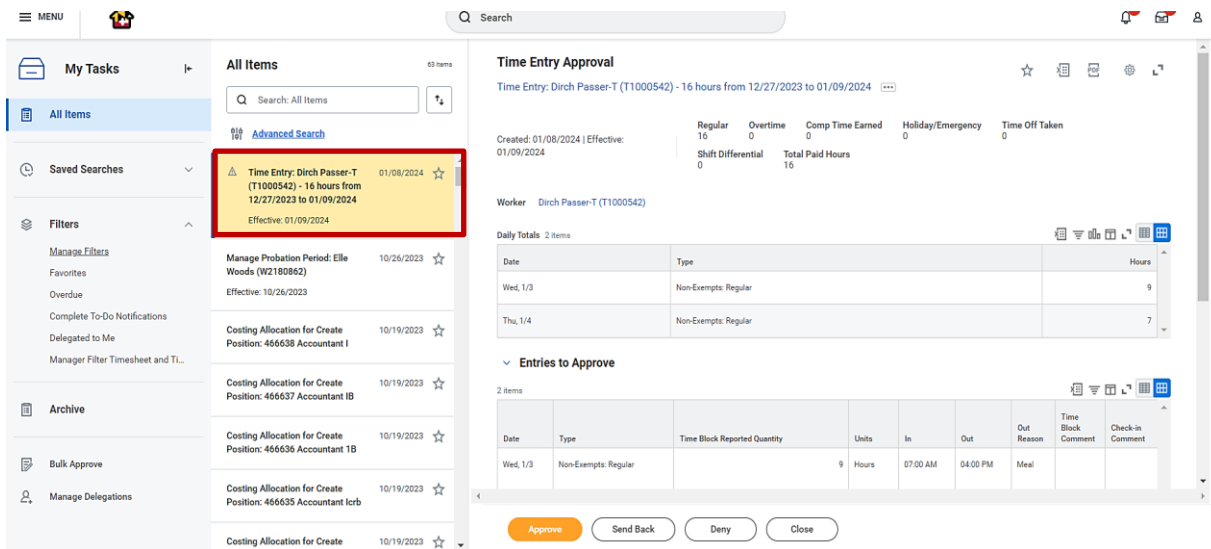


The screenshot shows the Home Page dashboard. At the top, there is a navigation bar with a home icon, a search bar, and notification icons. Below the navigation bar is a decorative banner with a pattern of red, yellow, and black flags. The main content area is divided into several sections: a 'Welcome' message with the date 'It's Monday, January 8, 2024', an 'Awaiting Your Action' section with three items (Manage Probation Period, Costing Allocation for Create Position), an 'Important Dates' section with a holiday on Jan 15, and a 'Quick Tasks' section with buttons for 'Submit My Time', 'Reassign Tasks', and 'View Printable Employee Review'. A 'Snipping Tool' watermark is visible at the bottom of the screenshot.

1. Navigate to your My Tasks box.



Tip: Access My Tasks box by clicking the **My Tasks box** worklet  on your Home page or by clicking the *Go to My Tasks* hyperlink.



Time Entry Approval
 Time Entry: Dirch Passer-T (T1000542) - 16 hours from 12/27/2023 to 01/09/2024

Created: 01/08/2024 | Effective: 01/09/2024

Regular	Overtime	Comp Time Earned	Holiday/Emergency	Time Off Taken
16	0	0	0	0
Shift Differential	Total Paid Hours			
0	16			

Worker: Dirch Passer-T (T1000542)

Daily Totals: 2 items

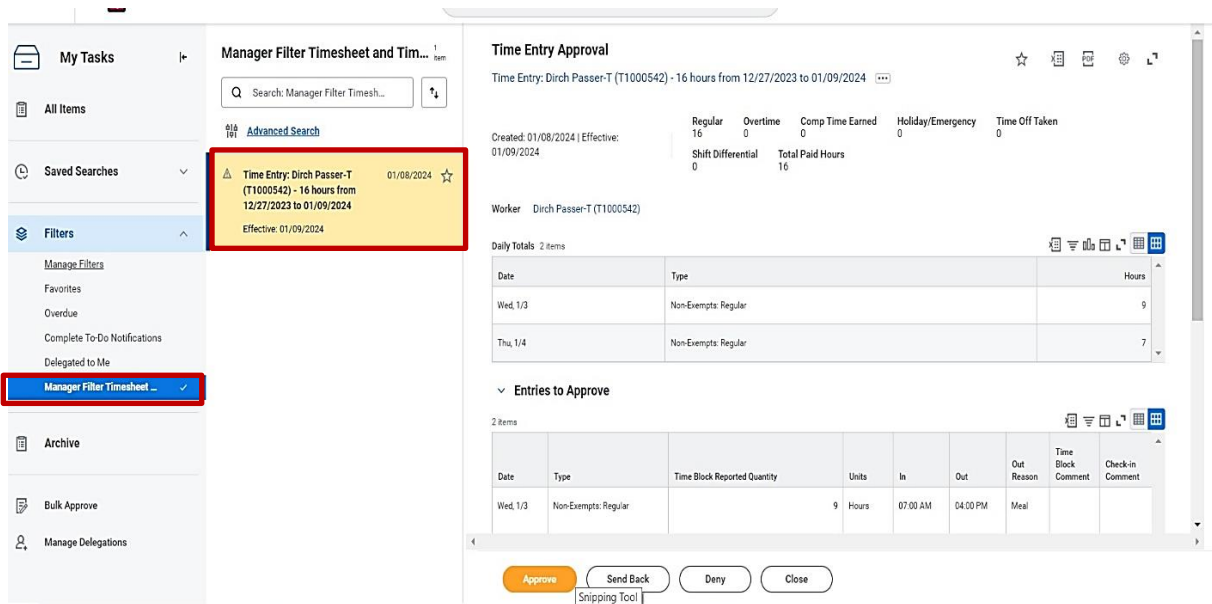
Date	Type	Hours
Wed, 1/3	Non-Exempt: Regular	9
Thu, 1/4	Non-Exempt: Regular	7

Entries to Approve: 2 items

Date	Type	Time Block Reported Quantity	Units	In	Out	Out Reason	Time Block Comment	Check-in Comment
Wed, 1/3	Non-Exempt: Regular		9 Hours	07:00 AM	04:00 PM	Meal		

Buttons: Approve, Send Back, Deny, Close

2. In the **Filters** tab, select *Manager Filter Timesheet and Time Off Requests*.



Time Entry Approval
 Time Entry: Dirch Passer-T (T1000542) - 16 hours from 12/27/2023 to 01/09/2024

Created: 01/08/2024 | Effective: 01/09/2024

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Entries to Approve: 2 items

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Wed, 1/3	Non-Exempt: Regular		9 Hours	07:00 AM	04:00 PM	Meal		

Buttons: Approve, Send Back, Deny, Close

3. Select the “Manager Filter Timesheet and Time Off Requests” filter. Your My Tasks box will then display only timekeeping items.

4. From there, 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 My Tasks box box filter to view all actions in your My Tasks box

5. The System Task is complete.