

Viewing the Supervisor Calendar Dashboard

The Calendar Dashboard provides Supervisors a snapshot of activity, including information about schedules, shifts worked, absences, and a variety of other information. The Calendar Dashboard also shows critical exceptions that can prevent payroll from being processed and provides access to them so they can be cleared.

Note: Payroll Managers also have a Dashboard that allows them to determine whether Supervisors are keeping current with time card editing tasks and to determine whether payroll is ready to be processed.

The following is a typical Calendar Dashboard, which is accessible from the Daily Operations menu. The Periods dropdown defaults to Current Week; select another time period for review, when needed.

September 2 2011 262 Active, 0 Inactive Employees
Pay Period is Sat Aug-27 11 to Fri Sep-2 11 Post Mon Sep-5 11.

Welcome Michael Banks83181
(MichaelBanks83181855)

Periods: Current Period

Calendar Dashboard

From 08/27/11 to 09/02/11

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday								
Aug 27	Aug 28	Aug 29	Aug 30	Aug 31	Sep 1	Sep 2									
Schedules	1	Schedules	3	Schedules	141	Schedules	156	Schedules	139	Schedules	161	Schedules	136		
Shifts Worked	1	Shifts Worked	2	Shifts Worked	124	Shifts Worked	139	Shifts Worked	128	Shifts Worked	136	Shifts Worked	126		
													Overtime	74:15	
														Leave Requests	1
														Non-Critical Exceptions	9
														Critical Exceptions	1
														Today's Absences	2

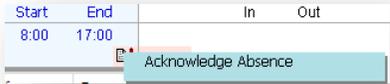
Supervisor Unapproved Time Cards - Previous Period
4 Employees

Employee Unapproved Time Cards - Previous Period
261 Employees

Approaching Overtime - Current Period
68 Employees

The Dashboard shows the information listed on the next page; however keep the following in mind:

- Information is only displayed when data exists in the system. For example, if there are no Leave Requests for a day, Leave Requests will not appear on that day.
- Depending on how your system is configured, you may not see all categories of information listed.

Field:	Indicates:
Schedules	<p>The number of schedules on a day. Click the link to drill down to a group employee schedules with that day highlighted. Schedules are color-coded as follows:</p> <ul style="list-style-type: none"> • Purple text: Standard schedule (generally created from a Schedule Pattern). • Green text: Flex schedule (generally created from a Schedule Pattern). • Red text: Absence planned (generally created from an approved Leave Request). • Black text: Manually adjusted schedule. • Blue text: Employee scheduled outside his or her home department.
Shifts Worked	<p>Specifies the number of shifts worked on that day. Click the link to drill down to the Employee Time Cards by Day window, which lists all employees and the shift each worked.</p>
Working Now	<p>Shows the number of employees currently clocked in. Click the link to drill down to a list of employees who are currently working.</p>
Leave Requests	<p>Shows the number of pending leave requests. Click the link to drill down to a list of employees who have submitted leave requests.</p>
Today's Absences	<p>Shows the number of absences for the day. Click the link to drill down to a list of employees who were absent for the day.</p> <p>An absence is generally a critical exception that must be cleared before payroll can be processed. To clear the critical exception, right click the icon shown below and then click the Acknowledge Absence link.</p> 
Non Critical Exceptions	<p>Non-critical exceptions are issues such as an employee being tardy, that may need to be addressed with the employee, but that do not impede payroll processing.</p>
Critical Exceptions	<p>Critical exceptions are indicated with the critical exceptions icons shown below. Payroll should not be processed until all critical exceptions are cleared.</p> <div style="display: flex; flex-direction: column; gap: 10px;"> <div data-bbox="483 1654 539 1705">  <p>Indicates an issue that needs to be acknowledged, such as an absence. To clear, right click and then click the Acknowledge link.</p> </div> <div data-bbox="470 1789 526 1839">  <p>Indicates a missing punch. To clear, click the In or Out field and enter a time.</p> </div> </div>