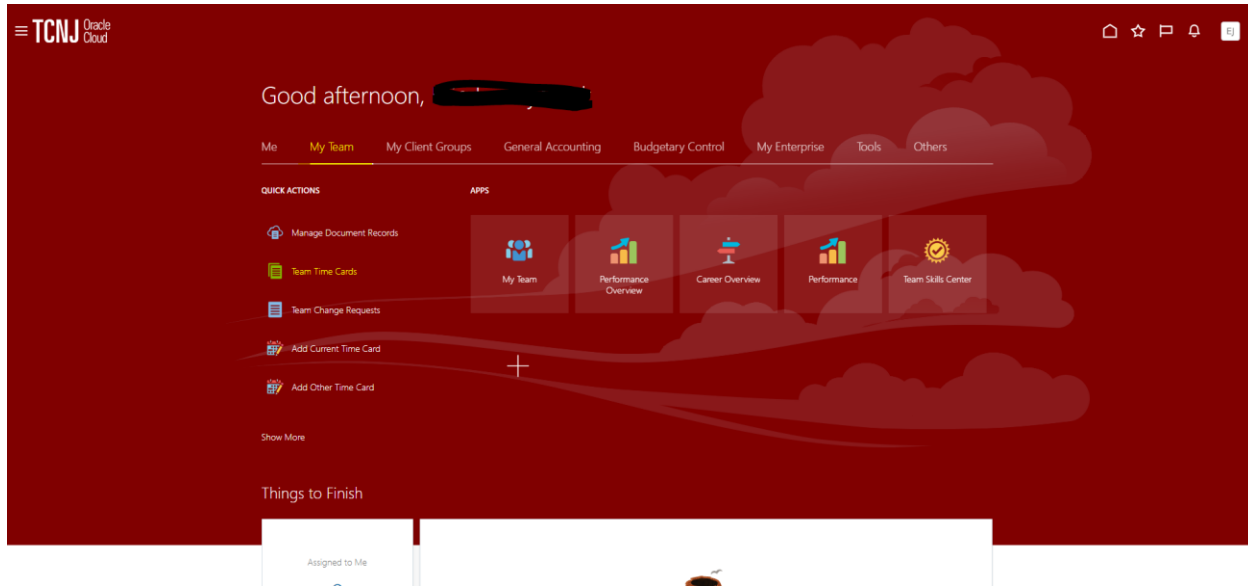


Supervisor Time Approval

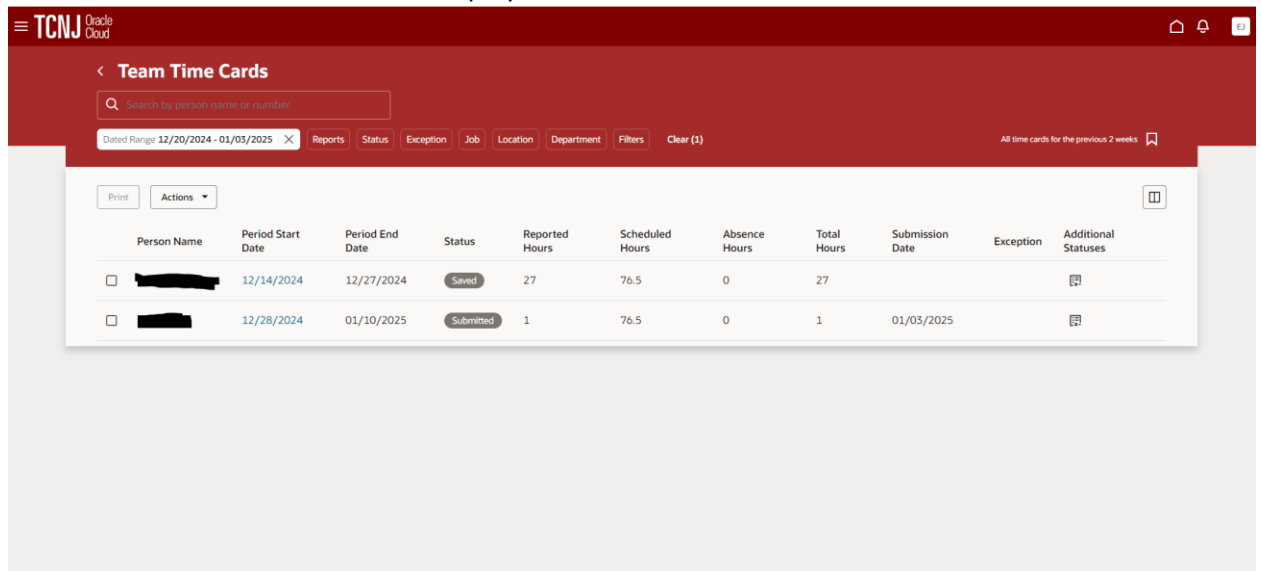
Select My Team Tile

Then select Team Time Cards



Here you will see all of your team timecards. You can keep the current date range that is filtered or delete and use the other filter options that works best for your team.

- You can approve directly from this screen by checking the box for those employees who have submitted time.
- You can also submit saved time for employees from this screen as well.



To see the detail of the time before approving you will click the hyper link of the date.

Person Name	Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Additional Statuses
[REDACTED]	12/14/2024	12/27/2024	Saved	27	76.5	0	27			
[REDACTED]	12/28/2024	01/10/2025	Submitted	1	76.5	0	1	01/03/2025		

This is the detail time card and you can approve here.

- If you need to reject this time you can do so by selecting Actions and the Reject from the drop down.

Person Name	Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Additional Statuses
[REDACTED]	12/14/2024	12/27/2024	Saved	27	76.5	0	27			
[REDACTED]	12/28/2024	01/10/2025	Submitted	1	76.5	0	1	01/03/2025		

Once approved you will see the status updated.

TCNJOracle Cloud

< Team Time Cards

Search by person name or number

Dated Range: 12/20/2024 - 01/05/2025 X Reports Status Exception Job Location Department Filters Clear (1)

Person Name	Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Additional Statuses
<input type="checkbox"/> [REDACTED]	12/14/2024	12/27/2024	Saved	27	76.5	0	27			
<input type="checkbox"/> [REDACTED]	12/28/2024	01/10/2025	Approved	1	76.5	0	1	01/03/2025		