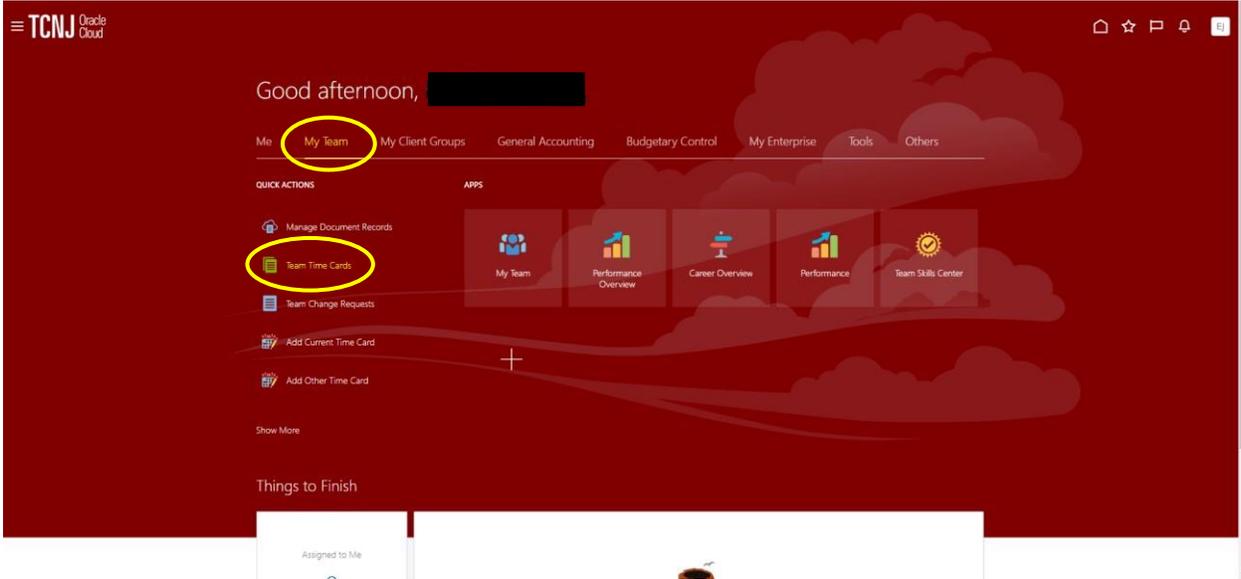


Supervisor Time Approval

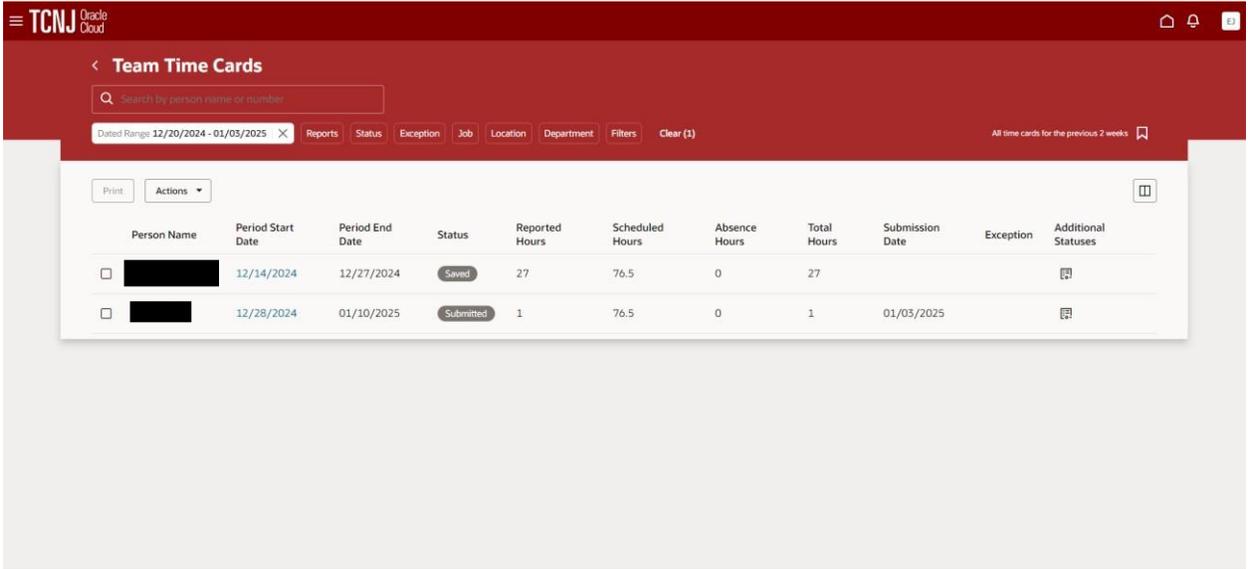
Select My Team Tile

Then select Team Time Cards

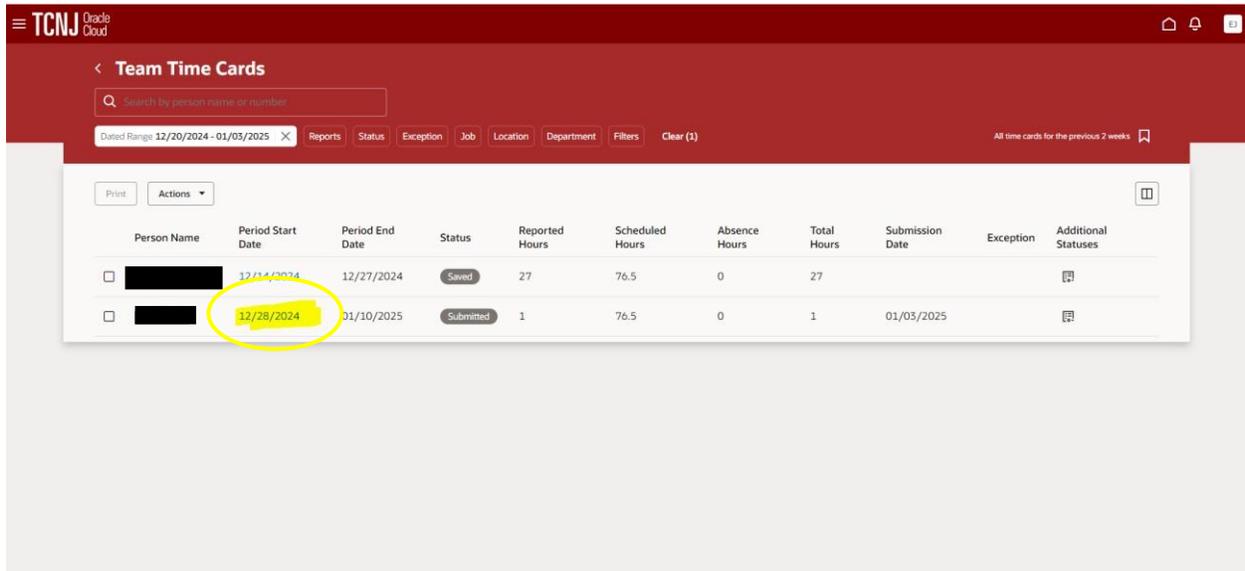


Here you will see all of your team timecards. You can keep the current date range that is filtered or delete and use the other filter options that works best for your team.

- 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.

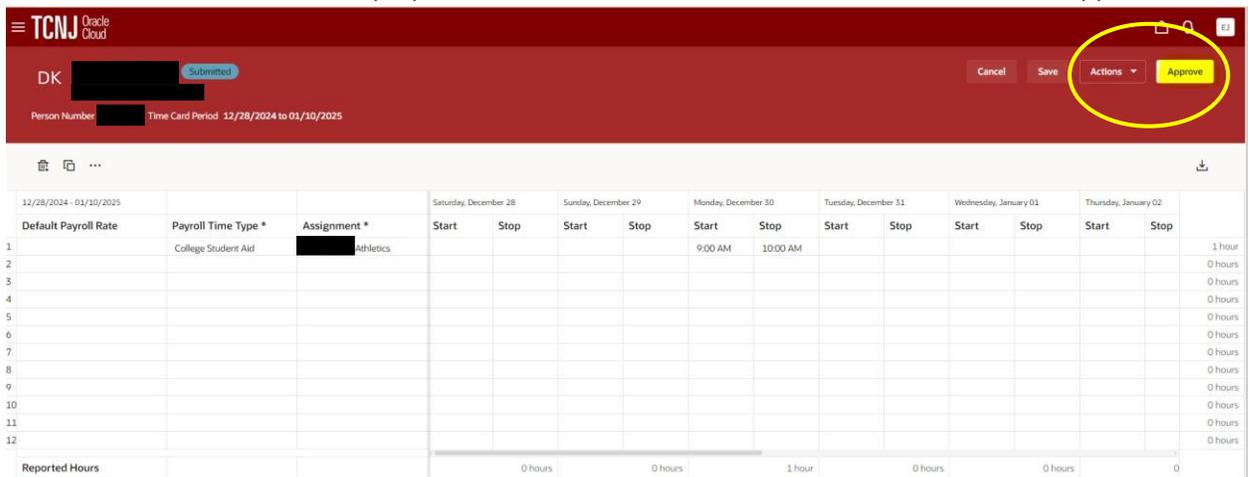


To see the details of the time before approving you will click the hyper link of the date.



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 menu. Please note that the employee will need to correct and resubmit the time card for approval.



Once approved, you will see the status updated.

The screenshot displays the Oracle Cloud 'Team Time Cards' interface. At the top, there is a navigation bar with the TCNJ logo and a search bar. Below the search bar, there are filter tabs for Reports, Status, Exception, Job, Location, Department, and Filters. A date range of 12/20/2024 - 01/03/2025 is selected. The main content area features a table with columns for Period Start Date, Period End Date, Status, Reported Hours, Scheduled Hours, Absence Hours, Total Hours, Submission Date, Exception, and Additional Statuses. The second row of the table shows a status of 'Approved', which is circled in yellow.

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