Reviewing Timecards At-a-Glance

1. Enter My UNIverse, click e-Business Login. Login with Username and Password.
2. Click Timecard Mgr, Timecard Reviewer, or Supervisor Self Service.
3. Click "Timecard List".
4. Enter the last name of employee you wish to view and click Go or leave the name blank, click Go and everyone you are allowed to view will display.
5. Click the Timecard List icon for appropriate employee.
6. Select the timecard you wish to review by clicking the Open Icon for the appropriate time period.
7. Click "Details" to see information about a specific line.
8. "View Comments/History" reveals status, date/time/owner of action, and comments about the timecard.