Timecard Approver
Timecard Approver Capabilities

- E-mail notification
- Approve timecard
- Reject timecard
- Delegate timecard
Comparison

Timecard Approver
- Approve
- Reject
- Delegate
- E-mail Notification

Supervisor
- Approve
- Reject
- Delegate
- E-mail Notification
- View Timecard History
What’s the Setup Difference?

- **Supervisors**
  - System default

- **Timecard Approvers**
  - Not setup unless requested
  - Must be requested by employee’s supervisor
  - Human Resources Services will set up
Why have a Timecard Approver designated?

- Someone other than the supervisor is being requested to approve an employee’s timecard.
- Someone other than a supervisor provides functional supervision and monitors absences.
- Someone reviews timecards before the supervisor approves.
Employee enters and submits time using UNI Time

Once time has been submitted, UNI Workflow takes over

Timecard is routed to Supervisor or Timecard Approver

Timecard is approved, rejected or delegated

Payroll

Timecard approved
Employee enters and submits time using UNI Time

Once time has been submitted, UNI Workflow takes over

Timecard is routed to Supervisor or Timecard Approver

Timecard is approved, rejected or delegated

Timecard rejected
Employee enters and submits time using UNI Time

Once time has been submitted, UNI Workflow takes over

Timecard is routed to Supervisor or Timecard Approver

Timecard is approved, rejected or delegated

Timecard sent to delegated approver

Timecard delegated
Time Out Process

3-level process with Timecard Approver

Employee submits time → Timecard goes to Timecard Approver → Supervisor

If times out → Supervisor

If times out → Supervisor’s Supervisor

2-level process without Timecard Approver

Employee submits time → Timecard goes to Supervisor

If times out → Supervisor’s Supervisor
Process to Request a Timecard Approver

- Retrieve Employee Listing by Org report
- Verify the supervisor listed is correct
- If supervisor wants a Timecard Approver designated, record TCA name to the right of the employee name
- If report has “no changes” note this
- Send report to Human Resources