

Approving Timecards At-a-Glance

6/24/11

1 * Username
* Password

2 Applications
 Supervisor Self Service
 UNI Employee Self Service
 UNI Workflow User
 VP_Admin_Finance

3 View Open Notifications
Select Notification(s) and ...
 Select All | Select None
Select Type ▾ From / Subject /
 UNI Time Workflow Process Timecard for Gloria J Wenger (04-JUL-2004 to 10-JUL-2004) requires approval

4 Timecard for Gloria J Wenger (04-JUL-2004 to 10-JUL-2004) requires approval
 From: Looby, Brian T
 To: 19-Jul-2004 11:26:25
 Sent: 19-Jul-2004 11:27:21
 Due: 251490
 Notification ID: 251490
 Click Here to Review this Timecard

5

Row	Hours Type	Sun 04-Jul	Mon 05-Jul	Tues 06-Jul	Wed 07-Jul	Thurs 08-Jul	Fri 09-Jul	Sat 10-Jul
1	Holiday	0.0	8.0	0.0	0.0	0.0	0.0	0.0
2	Regular	0.0	0.0	8.0	8.0	8.0	0.0	0.0
3	Vacation	0.0	0.0	0.0	0.0	8.0	8.0	0.0

6 Approve Reject Delegate Request Information

7 Select Type From Subject Sent
 There are no notifications in this view.

1 Login with Username and Password	5 Review Timecard report for accuracy; Click the browser green back arrow to return to the Approval screen
2 Click "UNI Workflow User" to display Notifications	6 Click an action button at the top or bottom of the screen (Approve, Reject, or Delegate) <u>Approve</u> - timecard will route to Payroll for payment <u>Reject</u> - timecard will return to employee <u>Delegate</u> - timecard will route to person designated to approve
3 Click the underlined "Subject" to display one Notification Or click "Select All" and then "Open" to display all Or check specific Notifications and then "Open"	
4 To review time entries click text "Click Here to Review the Timecard"	7 After clicking an action button for each approval notification, you will be taken to the main Workflow screen