**Timecard Status Reports At-a-Glance**

1. Enter MyUNIverse, click e-Business Login
   Login with Username and Password

2. Select Supervisor Self Service, Timecard Manager, or Timecard Reviewer from the Applications menu

3. Click Timecard Status Report

4. Enter the From date in DD-MMM-YYYY format or click the calendar button to select a date

5. Enter the To Date in DD-MMM-YYYY format or click the calendar button to select a date

6. Select a Status type or All to view all statuses, except Missing. A Missing status report must be run separately

7. Choose All to run the report based on the employees in your hierarchy, or choose My List to run the report based on employees in your custom list

8. Select the Type of timecards for which you wish to run the Report: All, Monthly, Weekly, Weekly Start/Stop. Click Go