

Timecard Status Reports At-a-Glance

The screenshot shows the Oracle E-Business Suite interface. At the top left, there is a 'Welcome to Oracle E-Business Suite' message with a login form containing 'Username' and 'Password' fields, and 'Login' and 'Cancel' buttons. A yellow circle with the number 1 is placed over the login fields. To the right, an 'Applications' menu is open, listing various applications. A yellow circle with the number 2 is placed over 'Supervisor Self Service'. A yellow circle with the number 3 is placed over 'Timecard Status Report' under the 'Supervisor Self Service' section. Below the login and applications sections, there is a 'Timecard Status Report Criteria' form. It has fields for 'Date From' (with a calendar icon) and 'Date To' (with a calendar icon). A yellow circle with the number 4 is over the 'From' field, and a yellow circle with the number 5 is over the 'To' field. Below these are dropdown menus for 'Status' (set to 'All'), 'Person List' (set to 'All'), and 'Type' (set to 'All'). A yellow circle with the number 6 is over the 'Status' dropdown, which is expanded to show options: 'All', 'Working', 'Submitted', 'Approved', 'Processed', 'Timed Out', 'Rejected', 'Unapproved', and 'Missing'. A red arrow points from the 'All' option in the dropdown to the 'Status' field label. A yellow circle with the number 7 is over the 'Person List' dropdown. A yellow circle with the number 8 is over the 'Go' button at the bottom of the form.

<p>1 Enter MyUNiverse, click e-Business Login Login with Username and Password</p>	<p>5 Enter the <u>To</u> Date in DD-MMM-YYYY format or click the calendar button to select a date</p>
<p>2 Select Supervisor Self Service, Timecard Manager, or Timecard Reviewer from the Applications menu</p>	<p>6 Select a Status type or All to view all statuses, except Missing. A Missing status report must be run separately</p>
<p>3 Click Timecard Status Report</p>	<p>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</p>
<p>4 Enter the <u>From</u> date in DD-MMM-YYYY format or click the calendar button to select a date</p>	<p>8 Select the Type of timecards for which you wish to run the Report: All, Monthly, Weekly, Weekly Start/Stop. Click Go</p>