

The Review Time Report should be used to review all employees time is accurate, submitted and approved prior to the payroll lockout date. The Review Time report is an online interactive report that managers, timekeepers and/or payroll partners can run to view the overall status of employee’s time entry. This report also allows you to approve one or more employees in one transaction. Follow the steps below to run the Review Time report.

1. Type Review Time in the search field.
2. From the list of results, select the Review Time Report.
3. Enter the necessary criteria to run the Review Time Report. The chart below provides a description of the information of the information that should be entered in each field.


Criteria/Fields	Description
Date	The effective date of the report
Review my direct reports only	Display only employees that reports directly to you
Workers	Employees
Show	Display All Workers or Workers with Hours to approve or Workers with Unsubmitted Hours
Period Schedule	Select the Pay Group to be displayed
Job Exempt Status	Exempt (Salaried Employees) or Non-Exempt (Hourly Employees)



Note: Uncheck the Review my direct reports only box if you want to run a report for employees in your organization that do not report to you. The red asterisk * indicated it is a required field. You must enter the necessary criteria to run the report.

4. Click OK to continue or Cancel to start over.
5. The Review Time Report displays a list of employees.



Note: You can click on the  icon to return to the search criteria and adjust the criteria. To display the Search Criteria that you entered click on the arrow next to Search Criteria.

Review Time

Mar 6 - 19, 2021

Previous Period
Next Period

Search Criteria

Date: 03/06/2021 Period Schedule: A_001_BiWeekly Job Exempt Status: All Workers

Show: All Workers

Review my direct reports only: Yes

NOTE: You can't approve unsubmitted hours.

4

All Workers

3

Workers with No Time Entered

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Workers with Unsubmitted Time

Time Period Summary 4 items | 2 selected

<input type="checkbox"/>	Worker Name	Unsubmitted Hours	Hours to Approve	Approved Hours	Breakdown							Total (No Overtime)	Scheduled Weekly Hours
					Regular	Overtime	Comp Time Earned	Acting Out of Title	Paid Time Off	Unpaid Time Off	Total (No Overtime)		
<input type="checkbox"/>	[blurred]	0	0	36.7	36.7	0	5	0	0	0	0	36.7	36.67
<input checked="" type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	0	0	36.67
<input checked="" type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	0	0	36.67
<input type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	0	0	36.67

Approve

6. To approve time for multiple employees, check the box next to the employee's name.
7. Click on the Approve button.