

Employee Hours

Overview

Managers can review and approve / update time cards right from the mobile app. They begin by clicking on "Employee Hours" on the home screen. Depending on whether you have a user groups made, you may choose a group of users from the user group list. As you do the list of user's time cards will be presented. Any non-finalized / approved cards will appear in red. To review and approve the time card, tap on it to reveal the details view. In this view a manager can either approve the card without changes or make any changes to the hours / minutes and mileage and provide a reason, scroll down and hit the update button.

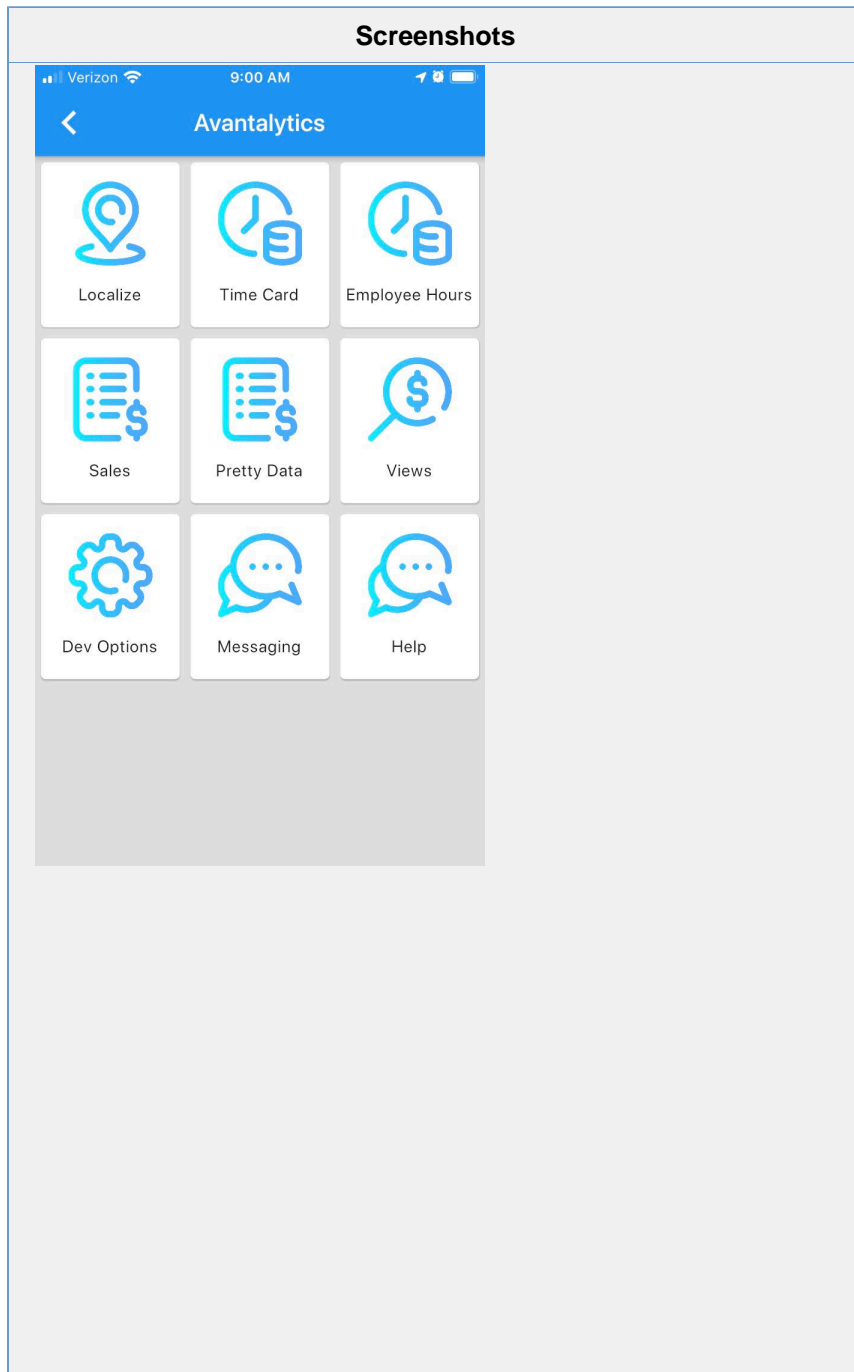
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Employee Hours

Joe Jenkins 2020-08-26	3 hours 42 minutes 0 Miles
Joe Jenkins 2020-08-25	2 hours 43 minutes 0 Miles
Joe Jenkins 2020-08-24	3 hours 33 minutes 0 Miles

Detailed View

Joe Jenkins
2020-08-26
Start Time: 11:32 AM
End Time: 3:14 PM
Total Worked: 3 hours 42 minutes
Miles Driven: 0
Employee Finalized?: No
Manager Approved?: No

Approve

Update Hours

Update Minutes

Update Mileage

