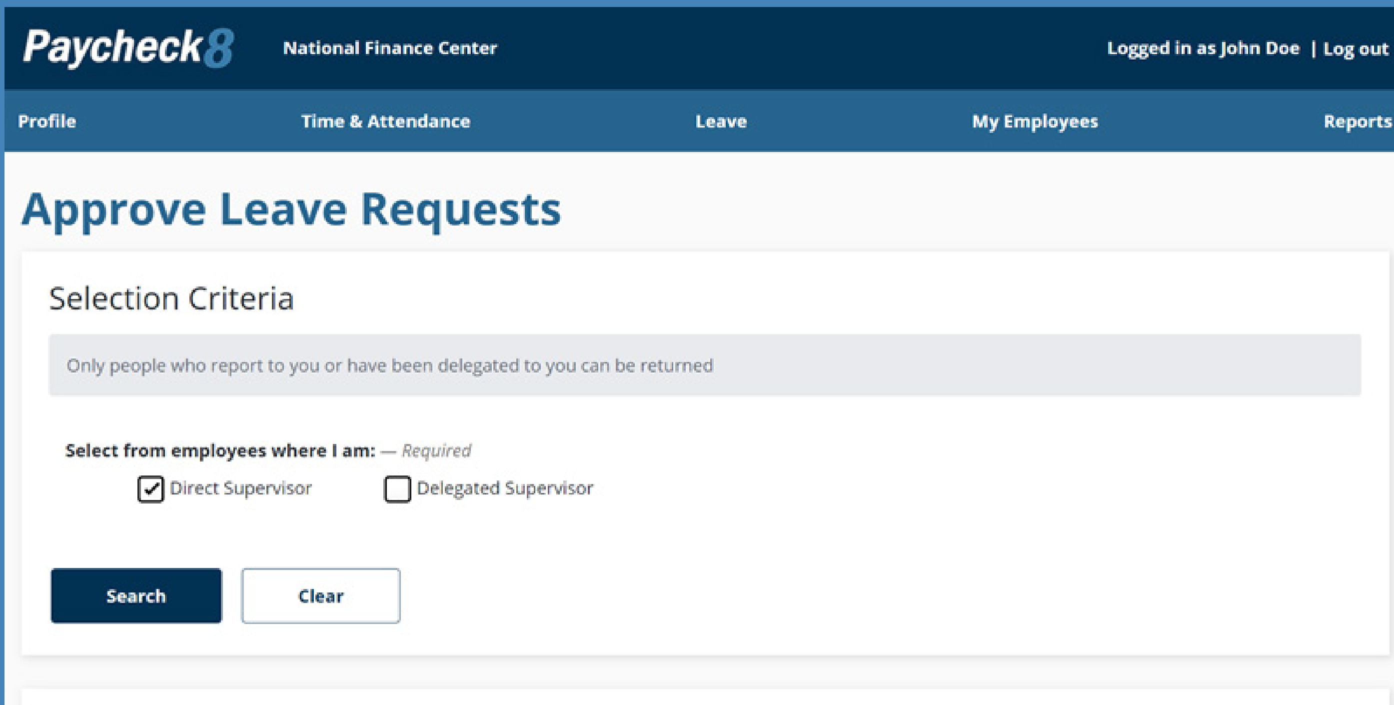
Paycheck8

Quick Reference Supervisor Role

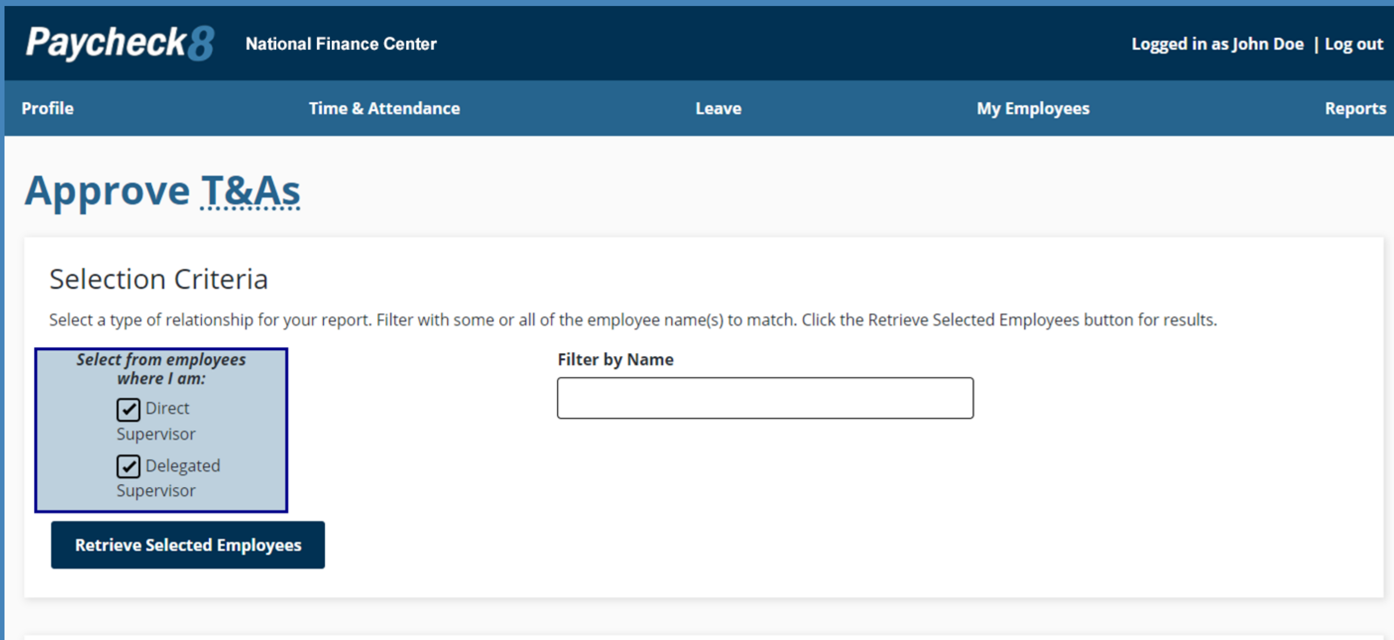


Approving Leave Requests

1. Select **Approve Leave Requests** from the **My Employees** menu.
2. Select the **View** button adjacent to the applicable leave request on the **Approve Leave Requests** page.
3. Enter any applicable remarks in the Approve or Reject field.
4. Select the **Approve** or **Reject** button.

> **NOTE:** A remark must be entered if the request is rejected.

Approving Timesheets



Approving T&As

1. Select **Approve T&As** from the **My Employees** menu.

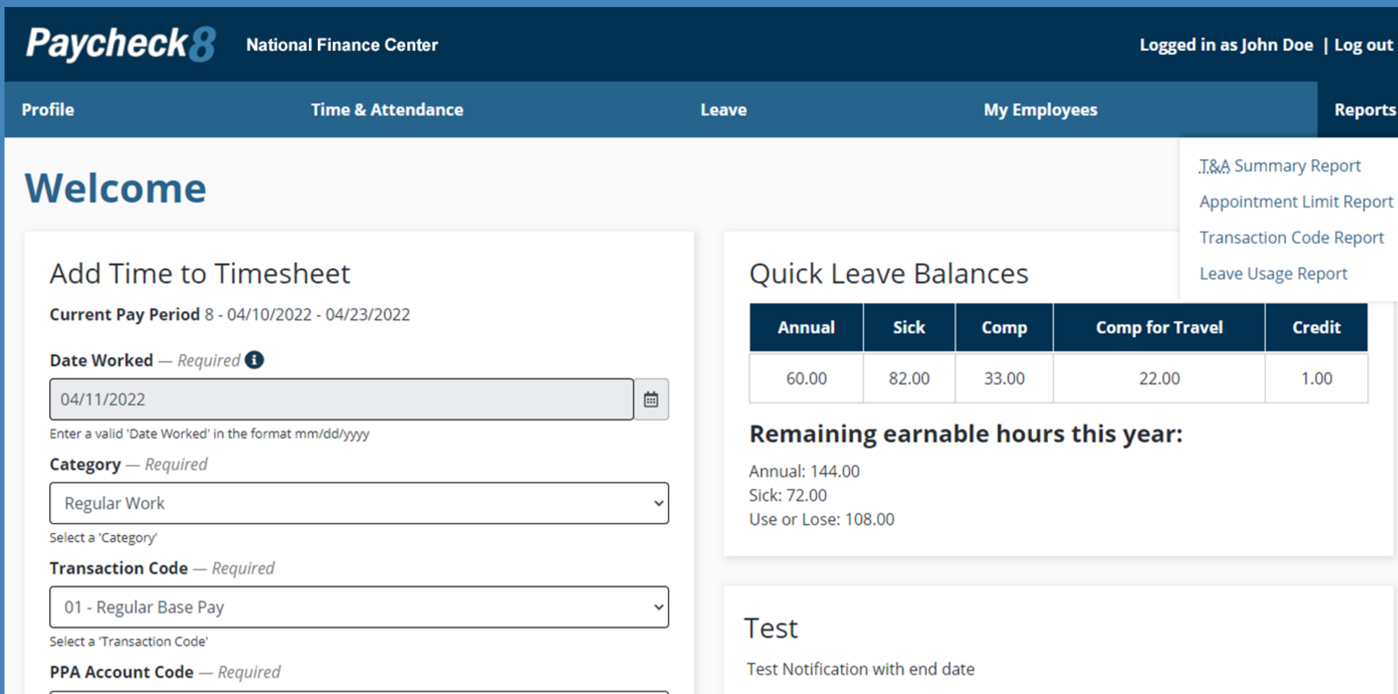
> **NOTE:** Select **the applicable checkbox** to display a list of either all Direct Reports for Supervisor or Delegated Reports for Supervisor.

2. Select the **View** button adjacent to the T&A to approve.
3. Enter any comments in the Approve or Reject field.
4. Select the **Approve** or **Reject** button.

> **NOTE:** A remark must be entered if the timesheet is rejected.

> **NOTE:** To display a list of previously submitted T&As, select **T&A History** from the **My Employees** tab. The T&A History page is displayed.

Running Reports



Running Reports:

1. Click on **Reports** from the Reports menu.
2. Select the applicable report. The selected report filters are displayed.
3. Complete the report filters. The applicable results are displayed.
4. Select the **Report** button.

Types of Reports

- **Appointment Limit Report** – Displays appointment limitation report by pay period using organizational code or manager type.
- **Leave Usage Report** – Displays employees' leave audit reports.
- **Reporting Relationships Report** – Displays relationships from employee to supervisor and timekeeper.
- **T&A Status Report** – Displays the status of T&A's.
- **T&A Summary Report** – Displays timesheet summary counts by pay period using organizational code.
- **Transaction Code Report** – Displays all Transaction Codes used.