My Employees TrueTime

Click Employee Access, TrueTime, Supervisor Access, My Employees TrueTime.

Who, What, When, Why?
Supervisors (as identified by the TrueTime Org Chart) will have access to review their employees’ TrueTime data.
A list of your employees will display.
Click the Views option to change the data that displays in the browser.
Click the Filters option to Only Show Employees That Report Directly to Me or Show All Employees Under Me.
Click the down arrow to display the Current Status. This includes the employee's:

- Status
- Notes
- Today's Hours
- This Week's Hours
- Overtime Hours
- Paid Hours Off
- Unpaid Hours Off
- Number of Adjustments
- Scheduled Start/End Times
- Scheduled Hours
- Difference
- Supervisor
- Primary Phone
- Email Address
The Workweek Totals option allows supervisors to see their employees’ workday entries.
The Previous Time Sheets option allows supervisors to see their employees' previous time sheets from different periods.

Click the Unsubmitted Time Sheets link to see any time sheets this employee has that have not been submitted.

Click the Time Sheet History link to see a browse of historical time sheets.
The Upcoming Scheduled Tracked Time option allows supervisors to see their employees' future entries, such as appointments or days working out of the office.
The Exception Notes option allows supervisors to see their employees' notes from the employee to the supervisor.
The **Workweek Schedule** option shows the supervisor their employees’ schedule.

Click the **Edit Workweek Schedule** link to make adjustments to the employees’ schedule.
The Adjustments to Be Read displays a list of changes the employee made to their times in TrueTime that have not been read.

Scrolling to the right will allow the supervisor to mark the adjustments as read.
The **Adjustment History** option allows supervisors to see a list of historical adjustments.

Click the **Adjustments** link to see the list of adjustments in a browse.

This concludes the tutorial.