


## ***DID YOU KNOW about the MANAGER TIME RECORD STATUS DASHBOARD?***

The **Manager Time Record Status Dashboard** is a web-based application, refreshed daily, offering up to date time record data for your employees who use Web Time Entry (WTE) to complete a time record.






The goal of the [dashboard](#) is to provide managers with quick access to the data needed to help identify, improve and avoid employee time record issues.

In one click, Managers can view direct reports' time record status by selecting the "Time Record Details" tab. This tab shows if your direct report has submitted any time records that needs approval as well as the amount of time records that have not been started (new), are saved and not submitted, have not been resubmitted after being denied and those on error. As a manager, you even have the ability to view the type of error, which is a feature not available in WTE. In just a few short clicks, save time by creating subscriptions, use filters to drill down and download the data. View the [dashboard](#) today to get started!

### **Next Steps**

- ✓ Click on the [dashboard](#) and save it as a favorite 
- ✓ Review the "Time Record Details" tab and use the Time Record Status Legend provided below to apply the appropriate action for each status
- ✓ Reference the FAQ's in the tool for support

### **Time Record Status Legend**

Status		Description	Action
New		Employee has not documented their time on the time record in web time entry	Employee to enter and submit time for missing week(s)
Saved		Employee has not submitted time record	Employee to review time record and submit to their manager for approval
Needs Approval		Manager has not approved the time record	Manager to review and either deny inaccurate days or approve the time record in WTE
Denied		Manager has denied the time record sending it back to the employee	Employee must review, correct and resubmit the time record for approval
Error		There is an error on the approved time record	Employee must review and submit a change form to correct the error if required

## Questions?

If you have any questions about the application, please email [EnterpriseServiceDesk@nychhc.org](mailto:EnterpriseServiceDesk@nychhc.org) and include the link you are using to access the tool. *Note that if you click on the dashboard, and the screen is blank, this means you do not have any outstanding time records to address.*

