

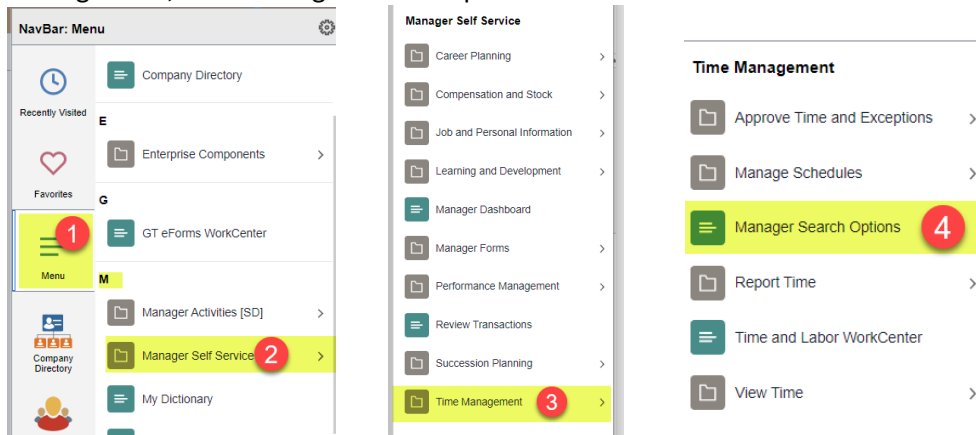
Modifying Manager View of Team Time

(This is a **one-time set up** to make your team automatically show up under your “Team Time” tile. You can change this preference at any time.

- Click on Navigation Icon on the top righthand side of your main dashboard.



- Click on the Menu Icon, and scroll alphabetically to click on Manager Self Service, then Time Management, then Manager Search Options



- On the Default Criteria and Options Page update the “Loading of Matching Employees” to Auto Populate Results. (Item #5 on the screen shot below)

- Supervisors should list their own supervisor ID under the Selection Criterion Value. Building Clerks can enter their principal’s ID so that only their employees. Make sure the “include in criteria” box is checked. (Item #6 below).

- Optional – if all your employees are at one location (such as a school) you can list the building number here. For example, 252 will pull up Washington Tech. If you have staff at multiple locations, leave this field blank.

- Scroll to the bottom of the page and be sure to click “SAVE”

Manager Search Options
Select Default Criteria and Options

Loading of Matching Employees
 Auto Populate Results (5)
 Prompt for Results

Default Criteria Presentation
 Show Criteria List Collapsed
 Show Criteria List Expanded

Show Schedule Information

Employee Selection Criteria

Description	Selection Criterion Value	Include in Criteria	Include in List
Time Reporter Group	Optional	<input checked="" type="checkbox"/>	Do Not Include
Employee ID		<input checked="" type="checkbox"/>	Include
Empl Record		<input checked="" type="checkbox"/>	Include
Last Name		<input checked="" type="checkbox"/>	Include
First Name		<input checked="" type="checkbox"/>	Include
Supervisor ID (6)		<input checked="" type="checkbox"/>	Include Code Only

Data Loading in Time Management

Folder	Portal Label	Chunk Size
Approve Time and Exceptions	Payable Time	300
Approve Time and Exceptions	Reported Time	300
Manage Schedules	Manage Schedules	300
Report Time	Absence Request	10
Report Time	Timesheet	300
View Time	Daily Time Calendar	10
View Time	Monthly Time Calendar	10
View Time	Weekly Time Calendar	10

Save (7)

Now when you view go to your “Team Time” tile under Manager Self Service, your own team will be what automatically populates, along with their hours to entered, modified, or approved.