

User Guide

Time Card

Time Card Reminder Setup



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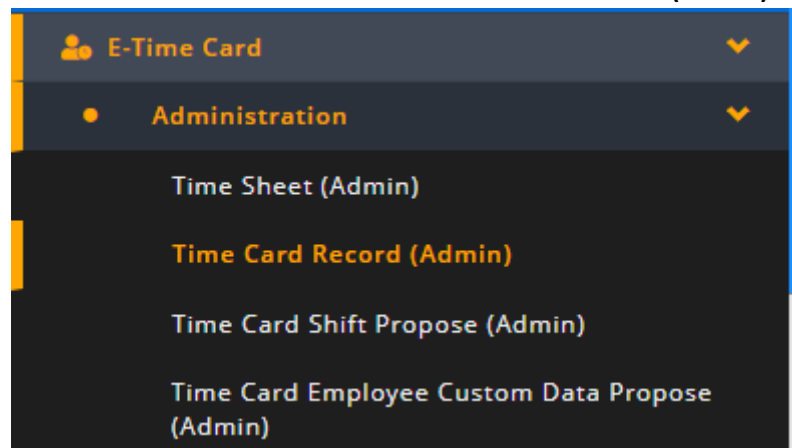
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TIME CARD REMINDER SETUP

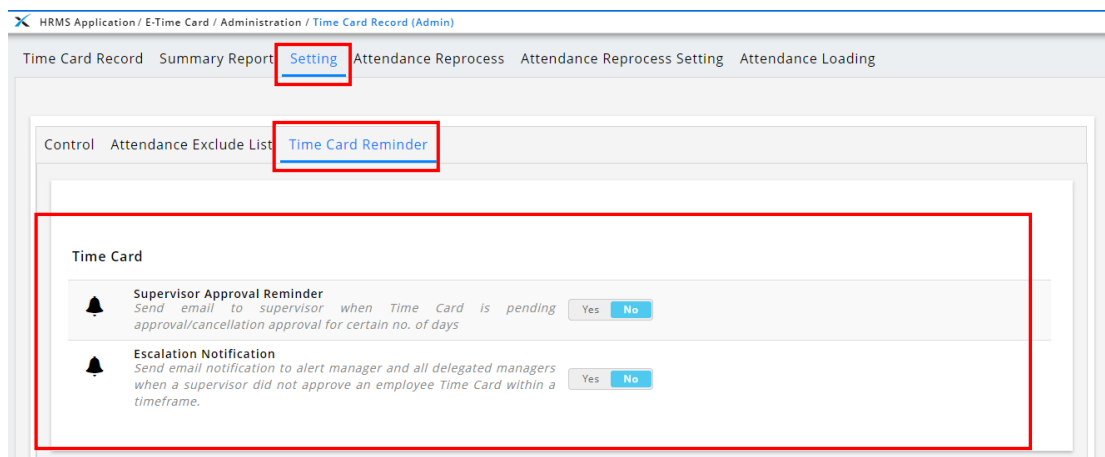
Timecard reminder feature allows Admin to turn on email reminders for supervisor timecard records which are pending approval/confirmation. Admin is allowed to set desired number of days before email is sent to supervisor to remind them to approve/confirm pending timecard records.

1.1 Enable Supervisor Approval Reminder

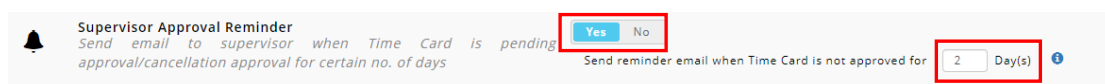
1. Navigate to **E-Time Card -> Administrative -> Time Card Record (Admin)**.



2. Select the **Setting** tab and then **Time Card Reminder** tab.



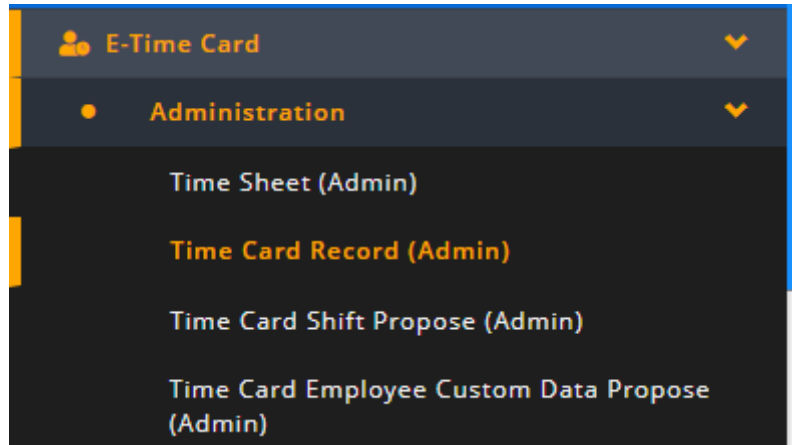
3. To enable supervisor approval reminder click on **Yes** button and enter number of days before email is to be sent in the text box.



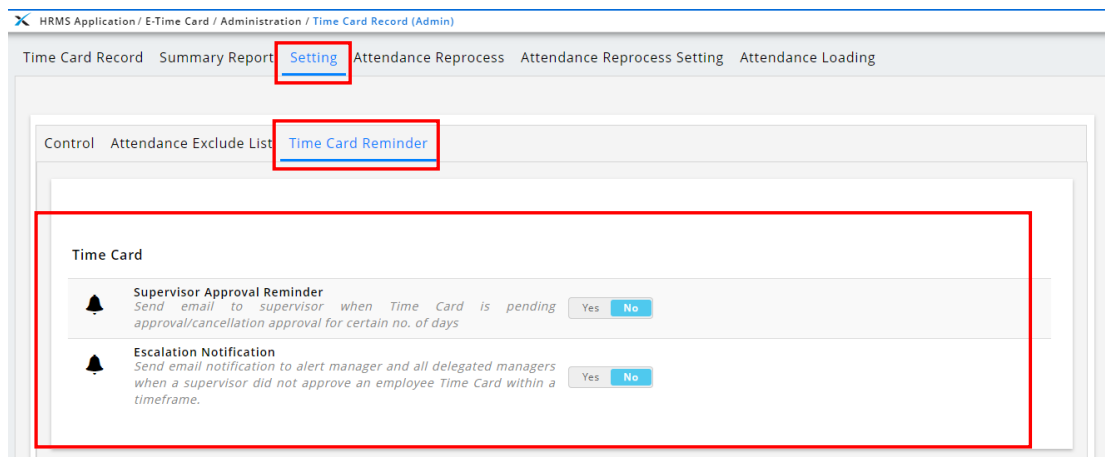
4. Click on **Save** button to save the changes or **Cancel** to cancel changes made

1.2 Enable Escalation Notification

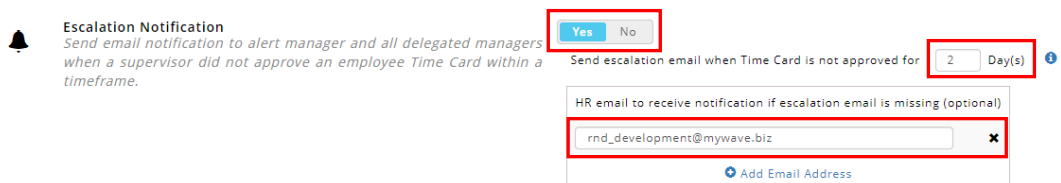
1. Navigate to **E-Time Card -> Administrative -> Time Card Record (Admin)**.



2. Select the **Setting** tab and then **Time Card Reminder** tab.



3. To enable escalation notification click on **Yes** button. Enter number of days before email is to be sent and email address in the respective fields.



4. Click on **Add Email Address** to add another email address or click on **X** to remove an email address.
5. Click on **Save** button to save the changes or **Cancel** to cancel changes made