## **User Guide**

# Time Card Reminder Setup



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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.

| 🗙 HRMS Application / E-Time Card / Administration / Time Card Record (Admin)   |
|--|
| Time Card Record Summary Report Setting Attendance Reprocess Attendance Reprocess Setting Attendance Loading   |
| Control Attendance Exclude List Time Card Reminder   |
| Time Card  |
| Supervisor Approval Reminder<br>Send email to supervisor when Time Card is pending Yes No<br>approval/cancellation approval for certain no. of days  |
| Escalation Notification<br>Send email notification to alert manager and all delegated managers<br>when a supervisor did not approve an employee Time Card within a<br>timeframe.                                   |
| <ol> <li>To enable supervisor approval reminder click on Yes button and enter number or days before email is to be sent in the text box.</li> </ol>  |
| Supervisor Approval Reminder<br>Send email to supervisor when Time Card is pending version approval/cancellation approval for certain no. of days<br>Send reminder email when Time Card is not approved for Day(s) |
| 4. Click on save the changes or 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.

| ne Card Record | Summary Report Setting Attendance Reprocess Attendance Reprocess Setting Attendance Loading  |
|----------------|--|
| Control Attend | dance Exclude List Time Card Reminder  |
|                |  |
| Time Card      |  |
| Fime Card      | pervisor Approval Reminder<br>nd email to supervisor when Time Card is pending<br>proval/cancellation approval for certain no. of days |

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

| Escalation Notification<br>Send email notification to alert manager and all delegated managers<br>when a supervisor did not approve an employee Time Card within a<br>timeframe. | Yes No Send escalation email when Time Card is not approved for 2 Day      |
|--|--|
| anenane.   | HR email to receive notification if escalation email is missing (optional) |
|  | rnd_development@mywave.biz   |
|  | Add Email Address  |

- 4. Click on Add Email Address to add another email address or click on \* to remove an email address.
- 5. Click on save the changes or to cancel changes made