Monitoring Bi-weekly Staff Time Cards

As a supervisor of bi-weekly employees, one of your most important roles is ensuring that the staff and students who report to you submit a time card each pay period that they work and approving their submitted time cards. Without a submitted and approved time card, bi-weekly employees will not be paid.

Outlined below are two tools to assist you in verifying whether your employees are entering and submitting their time. Visit the attached links for additional details.

1. Team Time Cards

This report is available in the My Team area of Ignite and should be reviewed by supervisors frequently. Some important uses of this report include:

- By selecting time card statuses of Entered or Saved, you can see any employees who have not yet submitted. If all hours have been entered for the period but the time card has not been submitted, you should reach out to these employees to encourage them to complete the process.
- By selecting the Current Period as a filter, you can see all employee time cards in any status. You can use this view to search for any employees who have not submitted a time card or who perhaps have submitted an incomplete time card (e.g. forgot to add the last day of the pay period before submitting).
- By selecting Previous 2 Weeks, you can review any time cards that were auto-approved because they did not have any exception hours reported. This view will be helpful to verify that hours reported match the actual hours worked.

2. Hours Monitor Report

This report is available at the Tools tab, then the HCM Data Management Portal tile, then click the Hours Monitor link.

The Hours Monitor report can be used for a multitude of purposes to track time for your employees. Most importantly for this purpose, it can be used to identify anyone with no hours reported for a pay period.

Select All Column Values for the Time Card End Date prompt.

Enter the beginning and ending dates of a pay period (e.g. 05/17/2020 – 05/30/2020) in the Time Submitted field.

The Missing Time Analysis section of the report will identify any bi-weekly staff who report to you that have not submitted any hours for the pay period.
Viewing Team Time Cards as a Line Manager

In Ignite, line managers have the ability to view and monitor the status of their direct reports' Time Cards by navigating to the following work area:

1. Click the **My Team** tab
2. Scroll down and select **Show More** at the bottom of the Quick Actions list.
3. Scroll until you reach the **Time** header. Under Time, select **Team Time Cards**.

Once in the **Team Time Cards** work area, it is important to note the overview at the top is controlled by pre-populated filters in the Time Cards section. Remove the filters by clicking the 'x' next to each one.

Refine your search by selecting **Show Filters** and adding more relevant filters.
Once all relevant filters are applied, the **overview** section will update to reflect the fields you’ve selected. From here, line managers can review the time card in question by clicking the **pay period hyperlink**.

![Time Cards](image)

After drilling into the individual employees time card, line managers have the ability to make updates to existing time entered by clicking the **edit pencil symbol**, or add missing time, by clicking **Add**.

![Entries](image)

If changes were made, be sure to select **Submit** in the upper right-hand corner, or click **Cancel** to be returned to the Team Time Cards work area.