ignite

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.

Hours Monitor Report 2

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.

Time Card End Date	(All Column Value ▼)
Total Hours > Assignment Working Hours?	--Select Value-- ▼
Time Submitted (Select "All Column Values" for the Time Card End Date to use this prompt) Between	05/17/2020 📅 - 05/30/2020 📅
	Apply Reset ▼

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.

Hours Monitor - Missing Time Analysis

Person Number	Name	▲▼	Assignment Number	Assignment Name
1000123001	Test, One		E1000123001-2	Temporary Biweekly - Benefits

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