## uAttend Instructions for Supervisors

Logging into the website

| U uAttend: Login                         |   |                |
|--|---|----------------|
| ← → C A https://v2.trackmytime.com/rm    | ncsda   | 9 👷 🗉          |
| 🔛 Apps 🕑 Pandola on Lista 🗵 Gmail 💌 AASL | erit 🚽 Google News 🧧 eAdventist 🥠 AASI.net (TEST) 🗋 GCAS Portal 🚺 uAttend: Login 😥 Weathe | er   Channel 2 |
|  | UATTEND<br>Employee Management System   |                |
|  | rmcsda-96916  |                |
| /  | Username  |                |
|  | Password  |                |
|  | LOG IN  |                |
|  | Forgot your Username or Password? Click Here  |                |
|  | 🕑 SIGN UP 🔎 FIND MY LOGIN PAGE  |                |
|  |   |                |
|  |   |                |
|  |   |                |
|  |   |                |

## This will be your home page.

| 6916                            |  | Jodi Coult  | er   |  |  | ttend.<br>Management System  |
|---------------------------------|--|---|--|--|--|--|
| 17, 2015   6:22 PM<br>PARTMENTS | USERS  | TIMECARDS   | REPORTS  | WHO'S IN   |  | <b>C</b> ?   |
| DEPA                            | RTMENTS  |   | USERS  |  | TIMECARDS  | This is wher<br>you go to<br>approve<br>timecards  |
| RE                              | PORTS  |   | WHO'S IN   |  |  |  |
|                                 | 6916<br>7, 2015   6:22 PT<br>PARTMENTS<br>DEPA<br>RE | 6916<br>7, 2015   6:22 PM MST<br>PARTMENTS USERS<br>DEPARTMENTS<br>DEPARTMENTS<br>REPORTS | 5916<br>7, 2015   6:22 PM M5T<br>PARTMENTS USERS TIMECARDS<br>DEPARTMENTS<br>DEPARTMENTS | 5916<br>7, 2015   6:22 PM MST<br>PARTMENTS USERS TIMECARDS REPORTS<br>DEPARTMENTS<br>USERS<br>USERS<br>USERS<br>WHO'S IN | 5916<br>7, 2015   6:22 PM M5T<br>PARTMENTS USERS TIMECARDS REPORTS WHO'S IN<br>DEPARTMENTS USERS<br>USERS<br>USERS<br>REPORTS WHO'S IN | 5916<br>7, 2015   6:22 PM MST<br>PARTMENTS USERS TIMECARDS REPORTS WHO'S IN<br>DEPARTMENTS<br>USERS<br>USERS |

## uAttend Instructions for Supervisors

You can only approve timecards for employees that have already approved their time. You can approve timecards by clicking the checkbox and then clicking the yellow APPROVE SELECTED TIMECARDS button.

|           | <b>A - 96916</b><br>RUARY 17, 2015   6:24 PP | и мат       | 🛛 Jodi Coult                | er          |          |       | Employe    | e Manager  | nent System |
|-----------|--|-------------|-----------------------------|-------------|----------|-------|------------|------------|-------------|
| HOME      | DEPARTMENTS                                  | USERS       | TIMECARDS                   | REPORTS     | WHO'S IN |       |            |            | ?           |
| PAY PERIO | OD <b>&lt;</b> 01/20/15 - 02/                | /19/15 🔪    | APPROVE                     |             |          |       |            |            |             |
| DEPT      | NAME   | EM          | PLOYEE APPROV               | AL SUPE     |          | VAL I | SELECT ALL |            | SEARCH      |
| 1 3999T   | Jodi Coulter- 4897                           | App<br>on 2 | roved<br>2/17/15 at 6:04 PM | MST Pending | )        | 6     | •          | _          |             |
| 2 3999T   | Donna M Joiner- 10                           | 74 Pend     | ding                        | Pending     | )        |       |            |            |             |
| 3 3999T   | Thirza M Powell- 47                          | 92 Pend     | ding                        | Pending     | )        |       |            |            |             |
| 4 3999T   | Walt Sparks- 126                             | Pend        | ding                        | Pending     | )        |       |            |            |             |
|           |  |             |                             |             |          |       | APPROV     | E SELECTED | TIMECARDS   |

If you wish to review an employee's timecard before approving it, click on their name to view the timecard. You may have to click on the < > buttons to view the correct pay period.

| RMCSDA        | - 96916                 |              | Jodi Coulter                | r          |          |     | -× [      | <i>Att</i>      | ind         |
|---------------|-------------------------|--------------|-----------------------------|------------|----------|-----|-----------|-----------------|-------------|
| TUESDAY FEBRU | UARY 17, 2015   6:24 PM | MST          |                             |            |          |     | Ēr        | nployee Manager | ment System |
| HOME          | DEPARTMENTS             | USERS        | TIMECARDS                   | REPORTS    | WHO'S IN |     |           | , C,            | ?           |
| PAY PERIO     | D < 01/20/15 - 02/      | 19/15 🔪      | APPROVE                     |            |          |     |           |                 |             |
| DEPT          | NAME                    | EMF          | LOYEE APPROVA               | L SUPE     |          | VAL | SELECT AL | .L              | SEARCH      |
| 1 3999T       | Jodi Coulter 4897       | Appr<br>of 2 | oved<br>/17/15 at 6:04 PM M | ST Pending |          |     |           |                 |             |
| 2 3999T       | Donna M Joiner- 10      | 74 Pend      | ing                         | Pending    | I        |     |           |                 |             |
| 3 3999T       | Thirza M Powell- 479    | 92 Pendi     | g                           | Pending    |          |     |           |                 |             |
| 4 3999T       | Walt Sparks- 126        | Pendi        | ing                         | Pending    |          |     |           |                 |             |
|               |                         |              |                             |            |          |     | AF        | PROVE SELECTER  | D TIMECARDS |
|               |                         |              | $\backslash $               |            |          |     |           |                 |             |
| 1             |                         |              |                             |            |          |     |           |                 |             |
| To v          | iew                     |              | To change                   | рау        |          |     |           |                 |             |
| time          | card                    |              | periods.                    |            |          |     |           |                 |             |

To see what notes the employee may have included on their timecard, click **SHOW NOTES** in the far right hand column.

| R  | MC     | SDA ·    | 96916        |         |             |       | Jodi Coulte | r      |          |              |     | Y   | U/    | Atte        | ind           |
|----|--------|----------|--------------|---------|-------------|-------|-------------|--------|----------|--------------|-----|-----|-------|-------------|---------------|
| TU | ESDAY  | Y FEBRUA | ARY 17, 2015 | 6:37 PM | MST         |       |             |        |          |              |     |     | Empic | yee manager | nent System   |
|    | HOM    | 1E       | DEPARTMEN    | ITS     | USERS       | TIMEO | ARDS        | REPO   | ORTS     | WHO'S IN     |     |     |       |             |               |
|    | TIME   | CARDS    | 1 of 4 >     | JO      | DI COULTER- | 4897  | PAY PERI    | OD < ( | 01/20/15 | - 02/19/15 > |     |     |       |             |               |
|    | DA     | TE       | DEPT         | IN      | ou.         | г     | REG         | OT1    | OT2      | VAC          | HOL | SIC | отн   | TOTAL       | SHOW<br>NOTES |
| Т  | ue 01  | 1/20/15  |              |         |             |       |             |        |          |              |     |     |       |             |               |
| W  | ed 01  | 1/21/15  |              |         |             |       |             |        |          |              |     |     |       |             | 7             |
| Т  | nu 01  | 1/22/15  |              |         |             |       |             |        |          |              |     |     |       |             |               |
|    | Fri 01 | 1/23/15  |              |         |             |       |             |        |          |              |     |     |       |             |               |
| S  | at 01  | 1/24/15  |              |         |             |       |             |        |          |              |     |     |       |             |               |

## uAttend Instructions for Supervisors

To approve the timecard after viewing it, scroll down to the bottom and click **APPROVE TIMECARD**. You can also click **PRINT** to print a copy of the timecard for your records.



If you need to make changes after approving, click UNAPPROVE TIMECARD.

| Mon  | 02/16/15       |                        |                              |                               |                          |               |     |              |         |           |           |          |             |
|------|----------------|------------------------|------------------------------|-------------------------------|--------------------------|---------------|-----|--------------|---------|-----------|-----------|----------|-------------|
| Tue  | 02/17/15       | 3999T                  | 04:24 PM                     | 05:15 PM                      | .85                      |               |     |              |         |           |           | .85      |             |
| Wed  | 02/18/15       |                        |                              |                               |                          |               |     |              |         |           |           |          |             |
| Thu  | 02/19/15       |                        |                              |                               |                          |               |     |              |         |           |           |          |             |
|      |                |                        |                              |                               |                          |               |     | Hours Worked | Week 1: | Week 2:   | Week 3:   | Week 4:  | Week 5: .85 |
|      |                |                        |                              |                               |                          |               |     |              |         |           |           |          |             |
|      |                |                        |                              |                               | REG                      | OT1           | OT2 | VAC          | HOL     | SIC       | отн       | TOTAL    |             |
|      |                |                        |                              | Total Hours                   | .85                      |               |     |              |         |           |           | .85      |             |
|      |                |                        |                              |                               |                          |               |     |              |         |           |           |          |             |
| DE   | PT             | DEPA                   | RTMENT TR                    | ANSFER                        | τοτ                      | AL.           | PA  | Y CODE       | ACCRU   | ED        | USED      |          | AVAIL       |
|      |                |                        |                              |                               |                          |               |     |              |         |           |           |          |             |
|      | APPRO<br>APPRO | VED on 2/<br>VED on 2/ | 17/15 @ 6:04<br>17/15 @ 6:37 | PM MST by Jo<br>PM MST by joc | di Coulter<br>dic superv | -4897<br>isor |     | UNAPPR       |         | rd   Prin | t   email | . DOWNLO | AD   EXPORT |
| Loup |                |                        |                              |                               |                          |               |     |              |         |           |           |          |             |

To log out, go to the top of your screen and click the down arrow next to your name. It will drop down to show you the Logout option.

| RM  | CSDA ·   | 96916                    |    | 🖂 Jodi Cou     | ılter |     |     |     | $\sim$ |          | <b>\</b> ## | and         |               |
|---|----------|--------------------------|----|----------------|-------|-----|-----|-----|--------|----------|-------------|-------------|---------------|
| TUESDAY FEBRUARY 17, 2015   6:37 PM MST<br>HOME DEPARTMENTS USERS |          |                          |    |                |       |     |     |     |        | Support  | Empl        | oyee Manage | ement System  |
| Н   | OME      | DEPARTMEN                | TS | USERS          |       |     |     |     |        | Training |             |             |               |
| ТІ  | IMECARDS | <b>〈</b> 1 of 4 <b>〉</b> | JC | DDI COULTER-48 |       |     |     |     |        | Logout   |             |             |               |
|   | DATE     | DEPT                     | IN | оит            | REG   | OT1 | OT2 | VAC | HOL    | SIC      | отн         | TOTAL       | SHOW<br>NOTES |
| Tue   | 01/20/15 |                          |    |                |       |     |     |     |        |          |             |             |               |
| Wed   | 01/21/15 |                          |    |                |       |     |     |     |        |          |             |             |               |
| Thu   | 01/22/15 |                          |    |                |       |     |     |     |        |          |             |             |               |
| Eri   | 01/02/15 |                          |    |                |       |     |     |     |        |          |             |             |               |
|   | 01/25/15 |                          |    |                |       |     |     |     |        |          |             |             |               |