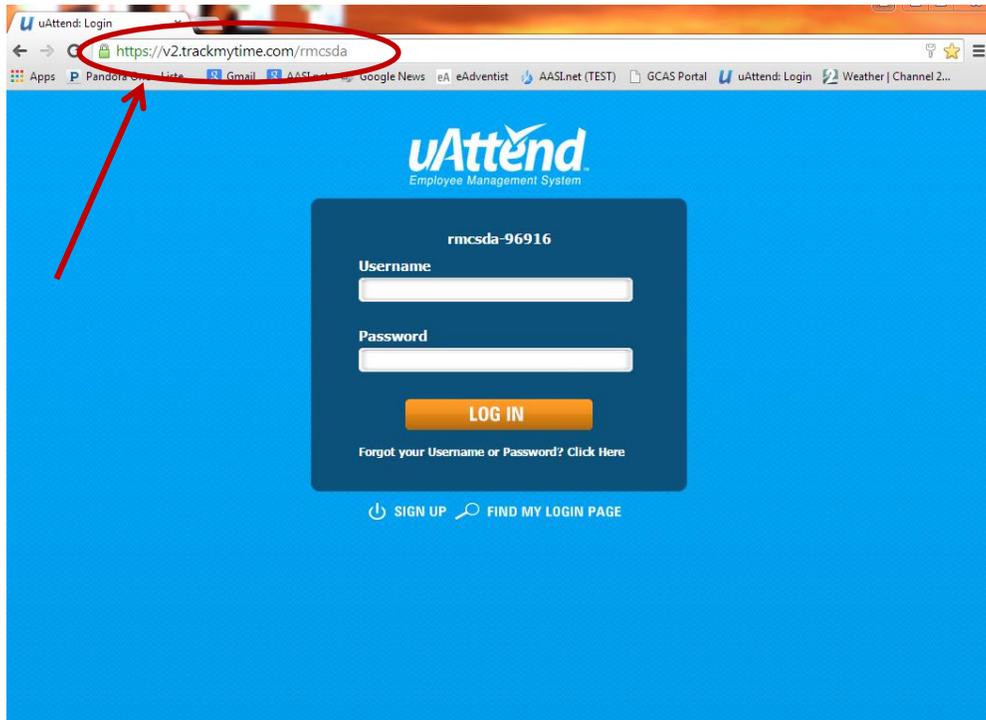
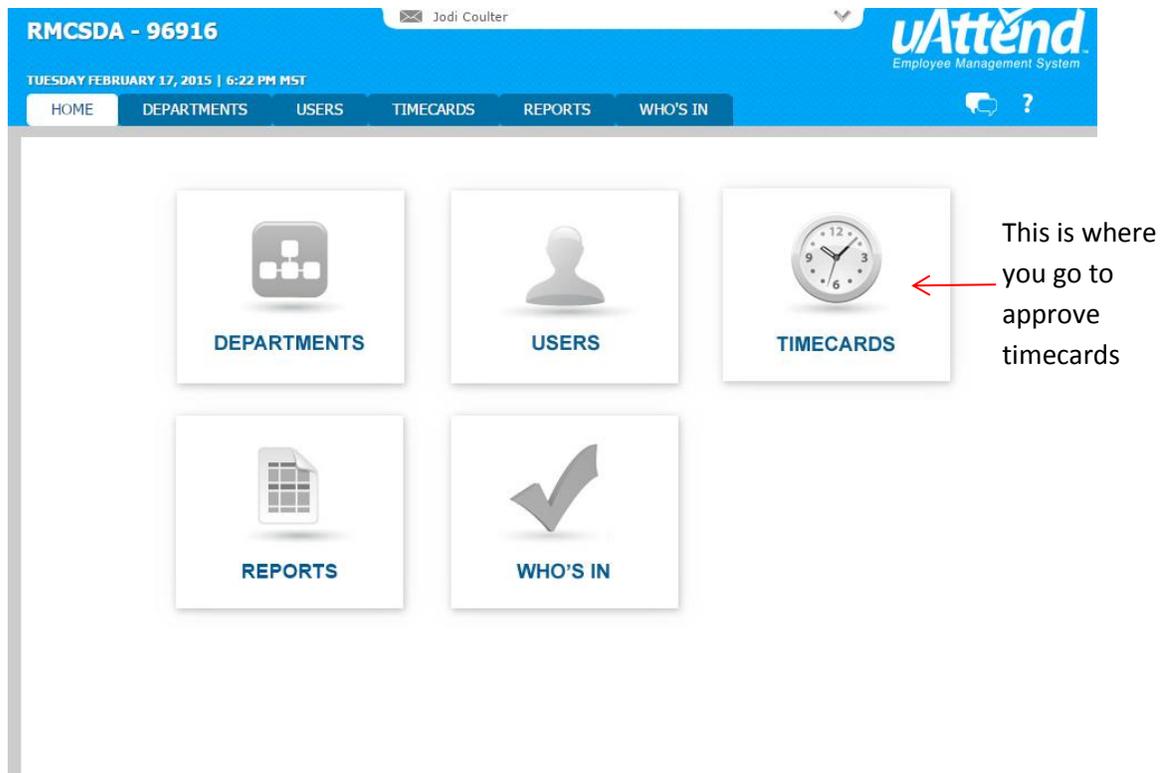


uAttend Instructions for Supervisors

Logging into the website

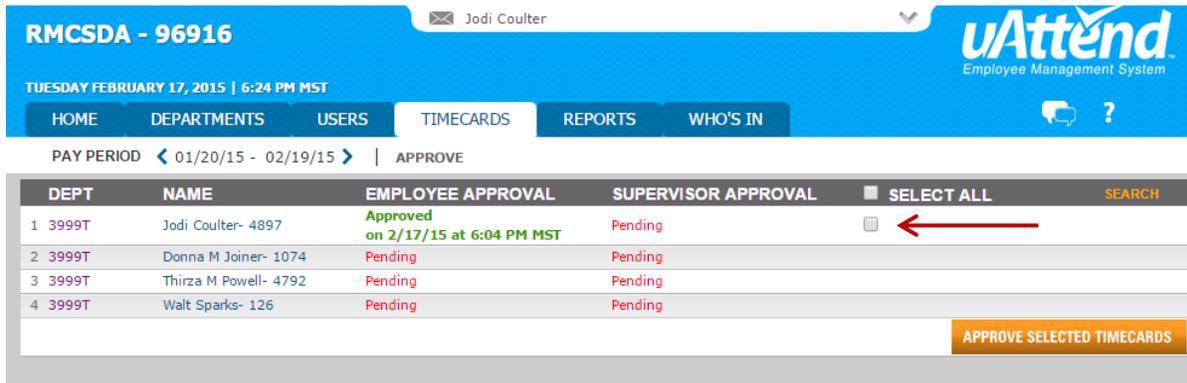


This will be your home page.



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.



RMCSDA - 96916 | Jodi Coulter

TUESDAY FEBRUARY 17, 2015 | 6:24 PM MST

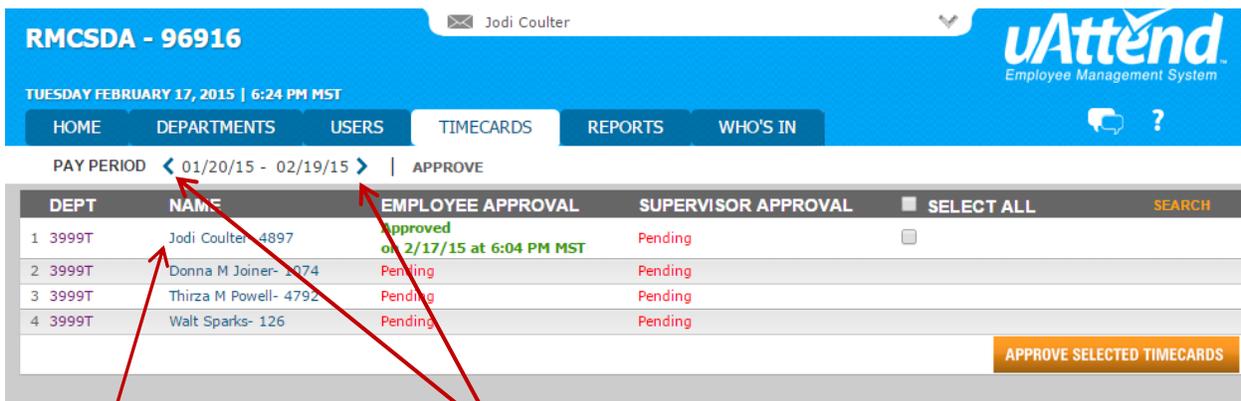
HOME DEPARTMENTS USERS TIMECARDS REPORTS WHO'S IN

PAY PERIOD < 01/20/15 - 02/19/15 > | APPROVE

DEPT	NAME	EMPLOYEE APPROVAL	SUPERVISOR APPROVAL	SELECT ALL	SEARCH
1 3999T	Jodi Coulter- 4897	Approved on 2/17/15 at 6:04 PM MST	Pending	<input type="checkbox"/>	
2 3999T	Donna M Joiner- 1074	Pending	Pending		
3 3999T	Thirza M Powell- 4792	Pending	Pending		
4 3999T	Walt Sparks- 126	Pending	Pending		

APPROVE 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

TUESDAY FEBRUARY 17, 2015 | 6:24 PM MST

HOME DEPARTMENTS USERS TIMECARDS REPORTS WHO'S IN

PAY PERIOD < 01/20/15 - 02/19/15 > | APPROVE

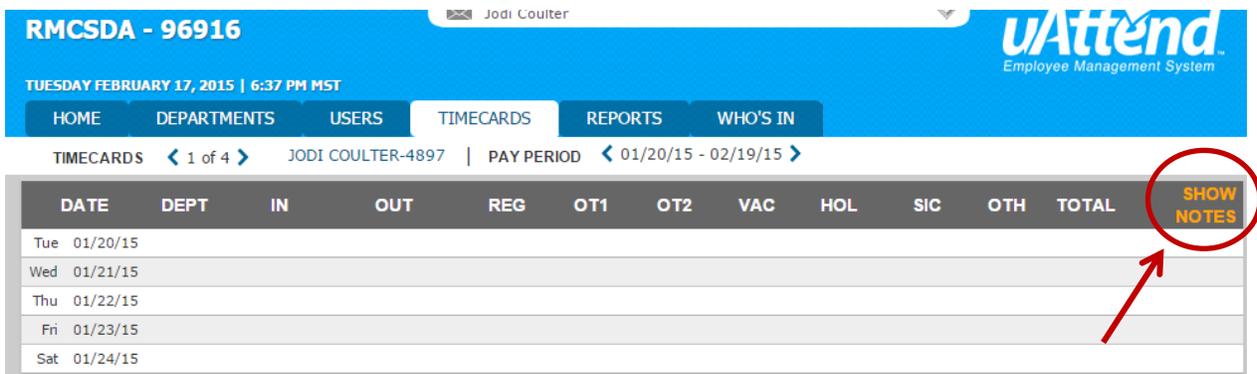
DEPT	NAME	EMPLOYEE APPROVAL	SUPERVISOR APPROVAL	SELECT ALL	SEARCH
1 3999T	Jodi Coulter- 4897	Approved on 2/17/15 at 6:04 PM MST	Pending	<input type="checkbox"/>	
2 3999T	Donna M Joiner- 1074	Pending	Pending		
3 3999T	Thirza M Powell- 4792	Pending	Pending		
4 3999T	Walt Sparks- 126	Pending	Pending		

APPROVE SELECTED TIMECARDS

To view timecard

To change pay periods.

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



RMCSDA - 96916 | Jodi Coulter

TUESDAY FEBRUARY 17, 2015 | 6:37 PM MST

HOME DEPARTMENTS USERS TIMECARDS REPORTS WHO'S IN

TIMECARDS < 1 of 4 > JODI COULTER-4897 | PAY PERIOD < 01/20/15 - 02/19/15 >

DATE	DEPT	IN	OUT	REG	OT1	OT2	VAC	HOL	SIC	OTH	TOTAL	SHOW NOTES
Tue	01/20/15											
Wed	01/21/15											
Thu	01/22/15											
Fri	01/23/15											
Sat	01/24/15											

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**.

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.