
TIMESHEET USER GUIDE

Version 1.0

MAY 25, 2021
DIGICON

TABLE OF CONTENTS

Overview	2
Get Started with Timesheets	2
Timesheet Process Flow	5
Timesheet Worksite Supervisors Actions	6
Timesheets View for Supervisors	7
Add Timesheet for a Resource	7
Add Hours to an Activity for a Resource	8
STAGE 1- Submit a Timesheet TO Youth	9
STAGE 2 - Submit/Reject a Timesheet for a resource	10
Timesheet Youth/Resource Actions	11
Timesheets View for Youth	11
Accept/Reject Timesheet of a Youth	12
Timesheet UNIT supervisor Actions	13
Timesheets View for Unit Supervisor	13
Add Hours to an Activity for a Resource	14
APPRove/Reject Timesheet for a resource	14
Timesheet MOED PROGRAM STAFF Actions	15
Timesheets View for MOED Program staff	16
Add Timesheet for a Resource	16
Add Hours to an Activity for a Resource	17
ACCEPT/Reject Timesheet for a resource	18

OVERVIEW

The purpose of this guide is to provide guidance to staff or users using MOED System's- 'Timesheet Module' to know the timesheet approval process flow and their role in getting timesheet ready for payroll.

We aim to ensure that all worksites and Youth have better understanding of how to initiate, produce and submit Youth timesheets to 'MOED's Program staff' in a timely manner so that Youth would receive their paychecks on time.

GET STARTED WITH TIMESHEETS

For the worksite supervisors to initiate a youth timesheet, Youth should meet following conditions:

- **Youth should be active:** MOED administrators can set youth profile to active under Youth Registrations -> Youth Profile section.
- **Youth Assigned to a Worksite:** MOED administrators can manually assign youth to a worksite under Youth Registrations -> Youth Profile section as shown below.

Reg ID: 734	Registration Form	Intake Form	Youth Profile	Attachments and Folder Review	Messages	Status
-------------	-------------------	-------------	----------------------	-------------------------------	----------	--------

Youth Profile	
Registration Year	2021
Certification appointment location	<input type="text"/>
Certification appointment date	<input type="text"/>
Certification appointment time	<input type="text"/>
Did youth attend verification appointment?	Yes <input type="radio"/> No <input type="radio"/>
Youth Active in program?	Yes <input checked="" type="radio"/> No <input type="radio"/>
If inactive, state reason	<input type="text"/>
	30 character left

Worksite Assignment	
Youth Match Status	Assigned ▼
Worksite Assignment	Auto Bodyshop 1-W02-444 ▼
Available Positions	(1) ChildCare ▼
Worksite Number/location	444
Worksite Department	<input type="radio"/> W02 <input type="radio"/> WWW
Job Start Date	<input type="text"/>
Job End Date	<input type="text"/>
Worksite Supervisor	
Unit SiteCode	Choose One ▼
Title	<input type="text"/>
Payroll Type	Choose One ▼
If other, describe	<input type="text"/>

Figure 1: Set Youth Active and Assign Worksite

- Youth Assigned to a Supervisor:** Once a youth gets assigned to a worksite, worksite administrator can assign a supervisor who will be responsible for submitting youth's timesheets.

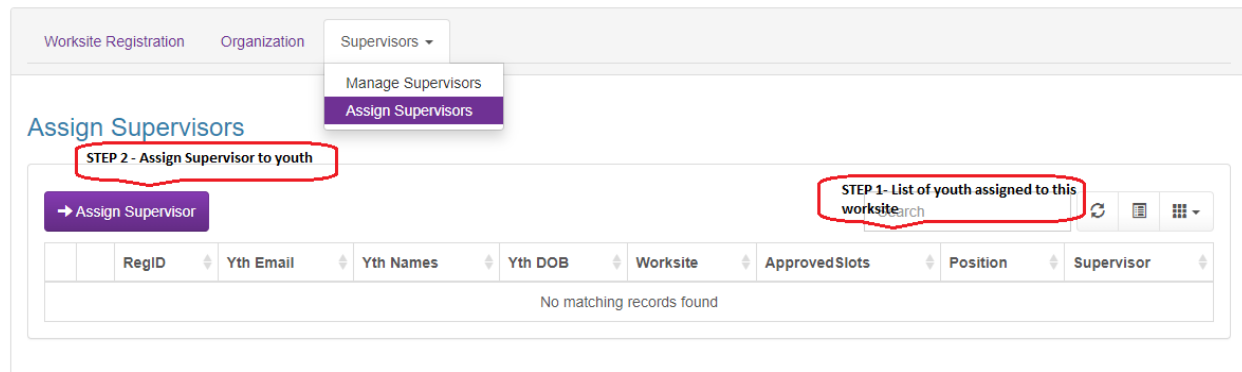


Figure 2: Worksite admin - Assigning Supervisor.

MOED administrator should also be able to assign youth to a supervisor by going to specific worksite registration and 'Edit supervisor' form under 'Supervisors' tab.

TIMESHEET PROCESS FLOW

Timesheets enable supervisors to enter hours for youth worked in their supervised position. Users and approvers are assigned different security privileges for timesheets based on which actions they can perform on a timesheet.

Timesheet Supervisors can create timesheets for the resources assigned to the positions for whom they are supervising. They enter the time on behalf of youth and submit their timesheets for approval.

Timesheet Reviewers (Youth) can view their own timesheets filled by their supervisors. They can reject/accept it back to their worksite supervisor, based on the changes needed for the hours entered along with the comments.

Timesheet Approvers (MOED Unit Supervisors, MOED Prog Staff) can manage, and review timesheets submitted by worksite supervisors. They can approve/reject back to the supervisor if changes need to be made along with comments. Program staff can also create new timesheets for any youth on their behalf if at times worksite supervisors have difficulty submitting them.

Timesheets are processed using a submission and approval workflow. First, worksite supervisors add a timesheet and enter hours on youth's behalf. After the timesheet is submitted, youth will receive a notification about their timesheet waiting for their review. Once youth reviews and accepts the hours entered, they submit it back to worksite supervisor. At this point, worksite supervisor can make any necessary changes and submit it to MOED Unit Supervisor. MOED Unit supervisor will receive a notification about a timesheet waiting on 'Pending Unit Supervisors review' approval. Once Unit Supervisor reviews and approves, it sends notification to all MOED Prog staff for their approval. Upon Program staff approval, the timesheet will be Ready for Payroll.

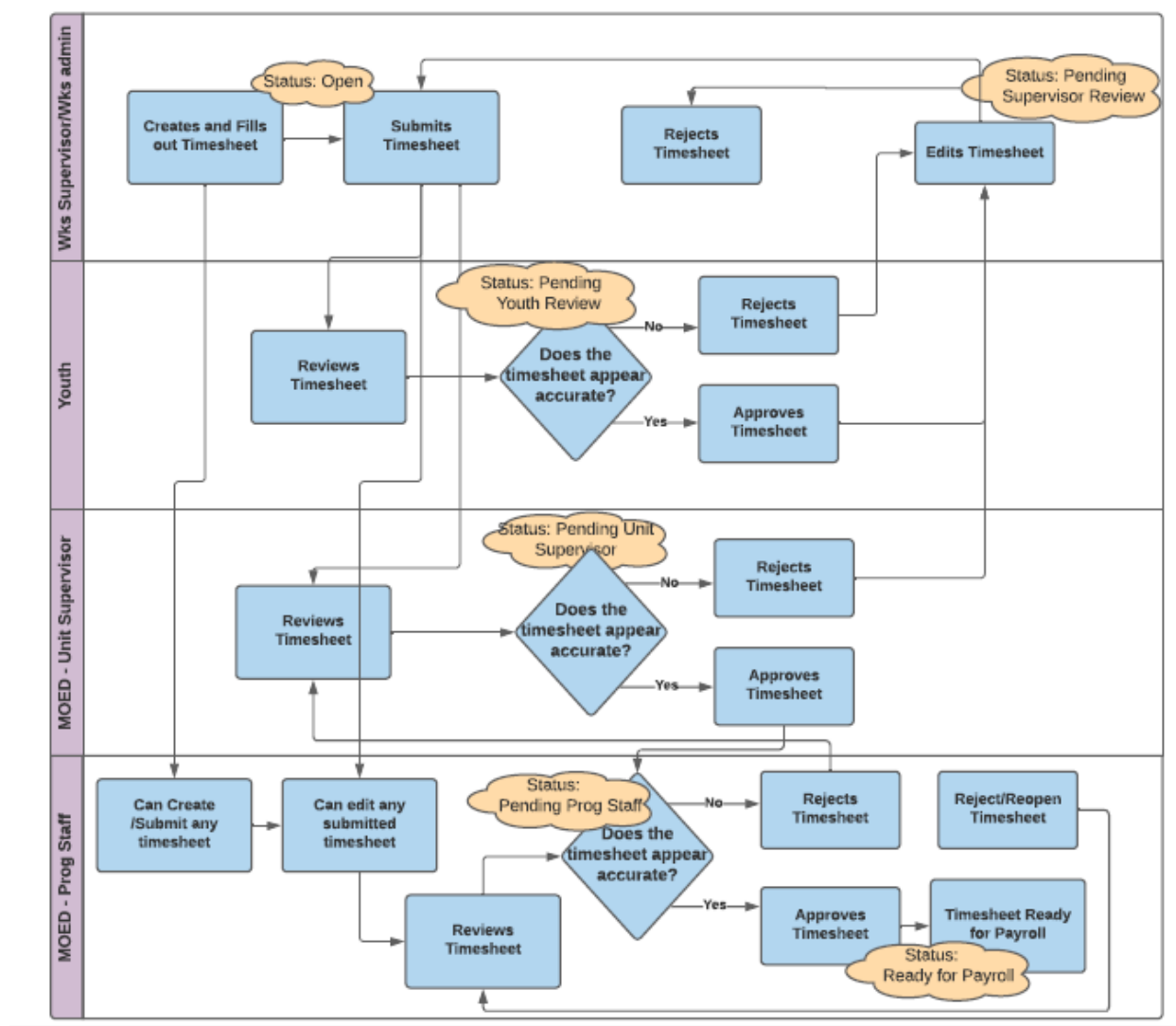


Figure 3: Timesheet Process flow

TIMESHEET WORKSITE SUPERVISORS ACTIONS

Timesheet supervisors can view a list of timesheets of youth who are assigned to positions that they supervise. They can enter the hours that youth worked for each position on the timesheet and submit it to youth for review as first stage of approval. Worksite Supervisors need to resubmit the timesheet to MOED Unit Supervisors upon Youth's review.

Timesheet supervisors can perform all actions as timesheet user until they submit them to MOED Unit Supervisors. Once they submit it to Unit Supervisors, they can only view the timesheets and cannot edit the hours logged.

TIMESHEETS VIEW FOR SUPERVISORS

Timesheet supervisors can view list of timesheets of youth assigned to their worksite positions.

The navigation to different views:

- 1) Once logged in, select **Manage Timesheets**.
- 2) On select 'Time Entries'
 - a. Select 'Assigned to Me' to view list of youth timesheets assigned to them.
 - b. Select 'All' to view list of youth timesheets assigned to all the worksite supervisors.
- 3) Click on right and left arrows, to navigate Biweekly time periods. And click on 'Current' to select current Biweekly timeframe.

Dashboard		Time Entries					
<div> <div> <div></div> <div></div> <div></div> </div> <div>Search</div> </div>		Show: Assigned to Me All		Time Period Sat 5/15/2021 - Fri 5/28/2021		Current	
Pay Period	First	Last	Position	Status	Reg Year	TotalHours	Supervisor
05/15/2021-05/28/2021	Vaccinatina	Smith	ChildCare		2021		Frank
<div> <div><<</div> <div><</div> <div>1</div> <div>></div> <div>>></div> </div>							Showing 1 to 1 of 1 rows

Figure 4: Worksite Supervisors/admin - Timesheets view

ADD TIMESHEET FOR A RESOURCE

On the Time Entries tab, supervisors can add timesheets on behalf of the youth assigned to the positions they supervise.

To add a timesheet for a youth:

- 1) Once logged in, select **Manage Timesheets**.
- 2) On select 'Time Entries'
 - a. Select '**Assigned to Me**' to view list of youth timesheets assigned to them.
 - b. Select '**All**' to view list of youth timesheets assigned to all the worksite supervisors.
- 3) In the chosen Time Period, search for youth First/Last name for which you want to check timesheet for. If 'Status' is blank, clicking on the time-entry row will actually ask you to **create timesheet** for that youth. Click yes, to create one and continue logging the activity hours.

The screenshot shows a web interface with two tabs: 'Dashboard' and 'Time Entries'. The 'Time Entries' tab is active. Below the tabs, a message states: 'Vaccinatina Smith's timesheet for payperiod: 05/15/2021 - 05/28/2021 23:59 has not been started.' Below this message is a question: 'Would you like to start this timehseet now?' (note the typo 'timehseet'). At the bottom of the message area are two buttons: 'Yes' and 'No'.

Figure 5: Create Timesheet

ADD HOURS TO AN ACTIVITY FOR A RESOURCE

Timesheet supervisors can enter hours against an activity on behalf of youth assigned to position they supervise.

To enter hours for a resource:

- 1) Under **Timesheet Entries**, search for the user first/last name and select the timesheet.
- 2) On the **Timesheet details** page, you can verify the youth, position details assigned and the hourly pay rate for that resource.
- 3) In the rows below, '**Edit**' Row of the day to enter hours for each day in time period.
- 4) (Optional) In the **Attendance Type** column, select the type of hours for which you are logging time, such as Present, Excused Absence, Unexcused absence, no school/Works schedule, Holiday/Permission time.
- 5) Select **Save/Cancel/Delete** to Save the hours/Cancel the new hours being entered/delete the logged hours.

Vaccinatina Smith
Close

Most Recent Job Assignment Details (2021)

Participant Name	Vaccinatina Smith	Organization	Worksite Org 283
RegID	730	Worksite	Auto Bodyshop 1
DOB	09/19/2003	Position Title	ChildCare
Hourly Pay Rate	\$ 9.25	Supervisor	Frank
Dept	W02	Location	444

Open
Submit

Date		Assigned Position	Time In	Time Out	Attendance	Hours
Sat 05/15		ChildCare				0.00
SubTotal:						0.00
Sun 05/16		ChildCare				0.00

Figure 6: Timesheet Details View

Vaccinatina Smith
Monday May 17, 2021

Organization: Worksite Org 283	Supervisor Name: Frank
Worksite Name: Auto Bodyshop 1	Supervisor Title: Prog Coordinator
Job Title: ChildCare	Supervisor Email: yuiuy@jhgjg.com
Job Summary: iuy ori tyoiuer tyoiuer ytoiuer ytoiuy	Supervisor Phone: 876-987-6987

Time In: Hr: 12 Min: 0 am

Time Out: Hr: 12 Min: 0 am

Attendance: ▼

SAVE
Cancel
Delete

Figure 7: Log Activity for a day

STAGE 1- SUBMIT A TIMESHEET TO YOUTH

Timesheet supervisors can submit a timesheet on behalf of a youth/resource, which triggers the approval process. After supervisors submit a timesheet, timesheet users and approvers involved, will receive email notifications at all stages they are involved in.

To submit the timesheet for a resource:

- 1) Under **Timesheet Entries**, search for the user first/last name and select the timesheet.
- 2) On the **Timesheet details** page, you can verify the youth, position details assigned and the hourly pay rate for that resource.
- 3) After logging all the hours for that time period, click on **'Submit'** to send it for Youth's review.
- 4) On Submitting, the status now changes from **'Open'** to **'Youth Pending Review'** as Youth needs to review the timesheet details and approve /reject the hours entered by their supervisor.
- 5) In some cases, if supervisor wants to bypass youth's review, they can click 'Approve' on youth's behalf and continue the process flow of submitting it to 'Unit Supervisor'.

STAGE 2 - SUBMIT/REJECT A TIMESHEET FOR A RESOURCE

Timesheet supervisors before submitting the timesheets to MOED Unit Supervisors, they have to be reviewed and approved by youth. Upon Youth's acceptance, the supervisors submit the timesheets to Unit supervisors.

To submit the timesheet to Unit Supervisors:

- 1) Under **Timesheet Entries**, search for and select timesheet that is in 'Pending Supervisor Approval'.
- 2) On the **Timesheet details** page, you can verify for any comments by youth, position details assigned and the hourly pay rate for that resource.
- 3) After checking / updating any details, the supervisor can Submit/reject with comments provided.
- 4) On Submit – The timesheet gets submitted to MOED Unit Supervisor and status is set to "Pending Unit Supervisor review".
- 5) On Reject – The timesheet gets submitted to youth in participant name and status is set to "Pending youth Review".
- 6) In some cases, if supervisor wants to bypass youth's review, they can click 'Approve' on youth's behalf and continue the process flow of submitting it to 'Unit Supervisor'.

Most Recent Job Assignment Details (2021)

Participant Name	Mark Test	Organization	Timesheet test Hire
RegID	715	Worksite	THO1 - Position 2
DOB	02/19/2000	Position Title	Hire Sup 2
Hourly Pay Rate	\$ 9.25	Supervisor	222
Dept	W02	Location	

Pending Supervisor Approval

< Reject
Submit >

COMMENTS 2

Date:05/25/2021 12:39 AM (Est) - Submitted by (Youth) Mark Test m4rkdelaney68@gmail.com

Date:05/03/2021 02:05 PM (Est) - Submitted by (Worksite Supervisor) Hire Sup timesheet@wkshiresup2.com

Date		Assigned Position	Time In	Time Out	Attendance	Hours
Sat 05/01	Edit	THO1 - Position 2	10:00 AM	12:00 PM	P	2.00

Figure 8: Status of 'Pending Supervisor Approval' after youth's Acceptance

TIMESHEET YOUTH/RESOURCE ACTIONS

Youth can view the list of their own timesheets for any custom date range and monthly views. They can select their timesheets, review and can either approve/reject back to supervisor based on the changes need to be made. Any timesheet statuses can be easily tracked and get an idea of how soon they can be getting paid once the timesheet get's ready for payroll.

TIMESHEETS VIEW FOR YOUTH

Upon Worksite supervisor's submission of their timesheet, youth can view their timesheets for the selected time period.

The navigation to different views:

- 1) Once logged in, select **Manage Timesheets** tab.
- 2) Select the Report Dates options of **Biweekly, Monthly, Custom Date Range** to select that time period timesheet.
- 3) On the timesheet details page, youth can verify the entered hours by their supervisor.

Registration Attachments Downloads Text Messaging Settings **Manage Timesheets**

Filter By:

Report Dates:

My Timesheets

Week	Name	Status	TotalHours	Supervisor
5/1/2021 - 5/14/2021	Mark Test	Pending Youth Review	4.00	Hire Sup 2

Figure 9: Youth Timesheets View

ACCEPT/REJECT TIMESHEET OF A YOUTH

After a timesheet is submitted by their worksite supervisor, they will receive an email notification about their pending review. They can view the timesheet and **accept/reject to** supervisor along with optional comments.

To Accept/Reject a Timesheet:

- 1) Once logged in, select **Manage Timesheets** tab.
- 2) Select the Report Dates options of **Biweekly, Monthly, Custom Date Range** to select that time period timesheet.
- 3) Select the timesheet with status – ‘Pending Youth Review’ and youth can verify the entered hours by their supervisor.
- 4) On Timesheet details page, click on Accept/Reject and enter any comments if needed.
- 5) All the comments entered by the timesheet users or approvers will be logged and will be displayed on Timesheet details page.
- 6) On Accept – The timesheet gets submitted back to Worksite supervisor and status is set to “Pending Supervisor Approval”.
- 7) On Reject – The timesheet gets submitted to Worksite supervisor and status is set to “Open”.

Notes:

- Only the timesheets with Status – ‘Youth Pending Review’ can be accepted or rejected by youth.
- No further actions can be taken after it has been approved or rejected.
- The Worksite supervisor will receive an email of approval or rejection based on Youth’s review.
- Youth will receive an email of their timesheet if it has been submitted by their supervisor.

Pending Youth Review

< Reject
Accept >

COMMENTS
1

Date:05/03/2021 02:05 PM (Est) - Submitted by (Worksite Supervisor) Hire Sup timesheet@wkshiresup2.com

Sup submitted 4 hrs

Date	Assigned Position	Time In	Time Out	Attendance	Hours
Sat 05/01	THO1 - Position 2	10:00 AM	12:00 PM	P	2.00
SubTotal:					2.00
Sun 05/02	THO1 - Position 2	10:00 AM	12:00 PM	P	2.00
SubTotal:					2.00

Figure 10: Youth - Timesheet details

TIMESHEET UNIT SUPERVISOR ACTIONS

Timesheet approver – Unit Supervisor, can view the list of all timesheets that are submitted by worksite supervisors after youth’s review.

TIMESHEETS VIEW FOR UNIT SUPERVISOR

Upon Worksite supervisor’s submission of youth’s timesheet for the position they are supervising, it appears in the Unit Supervisors queue.

The navigation to this view:

- 1) Once logged in as MOED Unit Supervisor, select **Youth Registrations** in left navigation menu and **select Timesheets** tab.
- 2) On Select Timesheets tab, the system navigates to new Timesheet menu. Go to **Pending Unit Supervisor** tab to view the list of timesheets waiting for their approval.
- 3) By default, the view shows current Biweekly time period timesheets. Specific time period can be navigated to or search on Youth’s First and Last name to get to specific timesheet.

Exit Timesheet Administration

Dashboard
Pending Unit Supervisor
Pending Admin
Completed
Missing/Incomplete

Pending Unit Supervisor Review

Time Period
Sat 5/1/2021 - Fri 5/14/2021
Current

REGID	Position	Worksite	Email	First	Last	From Date	To Date	Hours	Status	Supervisor Name
715	TH01 - Position 2	Timesheet test Hire-W02-222	m4rkdelaney68@gmail.com	Mark	Test	05/01/2021	05/14/2021	4	Pending Unit Supervisor Review	Hire Sup 2

<<
<
1
>
>>

Showing 1 to 1 of 1 rows

Figure 11: Pending Unit Supervisors view

ADD HOURS TO AN ACTIVITY FOR A RESOURCE

Unit supervisors can enter or update hours against an activity for a position on behalf of their resources. But any changes to the timesheet will force it to re-open and would need to be resubmitted again as the previous approvers need to be aware of any changes to the timesheet after their approvals.

To enter hours for a resource:

- 1) Under **Pending Unit Supervisor tab**, search for the user first/last name and select the timesheet.
- 2) On the **Timesheet details** page, you can verify the youth, position details assigned and the hourly pay rate for that resource.
- 3) In the rows below, '**Edit**' Row of the day to enter hours for each day in time period.
- 4) On click Edit, the system displays pop-up:
"This Timesheet is currently not open. If any changes are saved or deleted, the timesheet will be re-opened and will need to be re-submitted. You can cancel this edit on the next screen if you don't want to re-open this timesheet."
- 5) Select OK and continue with **Save/Cancel/Delete** to Save the hours/Cancel the new hours being entered/delete the logged hours.

APPROVE/REJECT TIMESHEET FOR A RESOURCE

After a timesheet is submitted by Worksite Supervisor along with Youth's review, Unit supervisor can approve/reject the timesheet along with optional comments.

To Approve/Reject a Timesheet:

- 1) Under **Pending Unit Supervisor tab**, search for the user first/last name and select the timesheet.
- 2) On the **Timesheet details** page, you can verify the youth, position details assigned and the hourly pay rate for that resource.
- 3) On Timesheet details page, click on Approve/Reject and enter any comments if needed.
- 4) All the comments entered by the timesheet users or approvers will be logged and will be displayed on Timesheet details page.
- 5) **On Approval** – the timesheet gets submitted to MOED Prog Staff and status is set to “Pending MOED Prog Staff Review”.
- 6) **On Reject** – The timesheet gets submitted back to worksite supervisor and status is set to “Pending Supervisor Approval”.

Pending Unit Supervisor Review
< Reject
Approve >

COMMENTS
1

Date:05/25/2021 12:44 AM (Est) - Submitted by (Worksite Supervisor) Hire Sup timesheet@wkshiresup2.com

Date:05/25/2021 12:39 AM (Est) - Submitted by (Youth) Mark Test m4rkdelaney68@gmail.com

Date		Assigned Position	Time In	Time Out	Attendance	Hours
Sat 05/01	<div style="background-color: #8e44ad; color: white; padding: 2px 5px; border-radius: 3px;">+ Add</div> <div style="background-color: #8e44ad; color: white; padding: 2px 5px; border-radius: 3px;">Edit</div>	THO1 - Position 2	10:00 AM	12:00 PM	P	2.00
SubTotal:						2.00
Sun 05/02	<div style="background-color: #8e44ad; color: white; padding: 2px 5px; border-radius: 3px;">+ Add</div> <div style="background-color: #8e44ad; color: white; padding: 2px 5px; border-radius: 3px;">Edit</div>	THO1 - Position 2	10:00 AM	12:00 PM	P	2.00

Figure 12: Unit Supervisor Review

TIMESHEET MOED PROGRAM STAFF ACTIONS

Timesheet approver – MOED Program Staff, can view the list of all timesheets that are approved by Supervisors, Youth and Unit Supervisors. They can perform all actions as a timesheet user and can also add new timesheets, submit and approve them to complete.

TIMESHEETS VIEW FOR MOED PROGRAM STAFF

Upon Unit supervisor's approval of youth's timesheet, it appears in the MOED prog staff queue.




The navigation to this view:

- 1) Once logged in as MOED Prog Staff/MOED Admin, select **Youth Registrations** in left navigation menu and **select Timesheets** tab.
- 2) On Select Timesheets tab, the system navigates to new Timesheets menu. Go to **Pending Admin** tab to view the list of timesheets waiting for their approval.
- 3) Select Completed/Missing-Incomplete tabs to check the timesheets that are ready for payroll/ incomplete timesheets.
- 4) By default, the view shows current Biweekly time period timesheets. Specific time period can be navigated to or search on Youth's First and Last name to get to specific timesheet.

Exit Timesheet Administration

Dashboard Pending Unit Supervisor Pending Admin Completed Missing/Incomplete

Pending Prog Staff Review

Search   

Time Period Sat 5/15/2021 - Fri 5/28/2021 Current

REGID	Position	Worksite	Email	First	Last	From Date	To Date	Hours	Status	Supervisor Name
746	RegHostWKS Pos 1	Reg Wks Host 1- WWW-878	reg@yth1.com	TMSHT	Yth	05/15/2021	05/28/2021	7	Pending Prog Staff Review	RegWksHost1 Sup1

<< < 1 > >>

Showing 1 to 1 of 1 rows

Figure 13: Pending Admin Timesheets view

ADD TIMESHEET FOR A RESOURCE

MOED Program staff will be able to create new timesheets on behalf of youth at any point of time.




To add a timesheet for a youth:

- 1) Once logged in as MOED Prog Staff/MOED Admin, select **Youth Registrations** in left navigation menu and **select Timesheets** tab.
- 2) On Select Timesheets tab, the system navigates to new Timesheets menu. Go to **Missing/Incomplete** tab to view the list of all timesheets with Pending statuses and the ones for which the timesheet hasn't been started yet (status is blank).
- 3) In the chosen Time Period, search for youth First/Last name for which you want to check timesheet for. If 'Status' is blank, clicking on the time-entry row will actually ask you to **create timesheet** for that youth. Click yes, to create one and continue logging the activity hours and complete the timesheet approval process flow if needed.

Exit Timesheet Administration

Dashboard Pending Unit Supervisor Pending Admin Completed Missing/Incomplete

Missing/Incomplete Timesheets

Search   

Time Period Sat 5/15/2021 - Fr 5/28/2021 Current

Status is blank - timesheet not started

REGID	Position	Worksite	Email	First	Last	From Date	To Date	Hours	Status	Supervisor Name
714	Program Co-Ordinator	Test regre1ssion-WWW-222	p6yth@test.com	Swarupa q	Test q	05/15/2021	05/28/2021	0		HT
715	TH01 - Position 2	Timesheet test Hire-W02-222	m4rkdalaney68@gmail.com	Mark	Test	05/15/2021	05/28/2021	0	Pending Supervisor Approval	Hire Sup 2
716	Delete Sup test position	Timesheet test Host 1-WWW-111	p6ythk@test.com	Dian	M	05/15/2021	05/28/2021	0	Open	Delete Sup test 2

Figure 14: Missing/Incomplete Timesheets

ADD HOURS TO AN ACTIVITY FOR A RESOURCE

MOED Program staff can enter or update hours against an activity for a position on behalf of their resources. But any changes to the timesheet will force it to re-open and would need to be resubmitted again as the previous approvers need to be aware of any changes to the timesheet after their approvals.

To enter hours for a resource:

- 6) Under **Pending Admin tab**, search for the user first/last name and select the timesheet.
- 7) On the **Timesheet details** page, you can verify the youth, position details assigned and the hourly pay rate for that resource.
- 8) In the rows below, **'Edit'** Row of the day to enter hours for each day in time period.
- 9) On click Edit, the system displays pop-up:

"This Timesheet is currently not open. If any changes are saved or deleted, the timesheet will be re-opened and will need to be re-submitted. You can cancel this edit on the next screen if you don't want to re-open this timesheet."

- 10) Select OK and continue with **Save/Cancel/Delete** to Save the hours/Cancel the new hours being entered/delete the logged hours.

ACCEPT/REJECT TIMESHEET FOR A RESOURCE

After a timesheet is submitted by Unit Supervisor along with Youth's and Worksite Supervisor review, Program staff can approve/reject the timesheet along with optional comments.

To Approve/Reject a Timesheet:

- 7) Under **Pending Admin tab**, search for the user first/last name and select the timesheet.
- 8) On the **Timesheet details** page, you can verify the youth, position details assigned and the hourly pay rate for that resource.
- 9) On Timesheet details page, click on Approve/Reject and enter any comments if needed.
- 10) All the comments entered by the timesheet users or approvers will be logged and will be displayed on Timesheet details page.
- 11) **On Accept** – the timesheet gets final approval and status is set to "Timesheet Ready for Payroll".
- 12) **On Reject** – The timesheet gets submitted back to worksite supervisor and status is set to "Pending Supervisor Approval".

Pending Prog Staff Review

< Reject

Accept >

COMMENTS 4

Date:05/21/2021 04:39 PM (Est) - Approved by (Unit Supervisor) Unit Supervisor Unit@supervisor.com

asfda

Date	Assigned Position	Time In	Time Out	Attendance	Hours
Sat 05/15	<div>Edit</div> RegHostWKS Pos 1	01:00 PM	08:00 PM	E	7.00
SubTotal:					7.00
Sun 05/16	<div>Edit</div> RegHostWKS Pos 1				0.00

Figure 15: Pending Program Staff view