

Supervisor Calendar Dashboard

A frontline supervisor is responsible for schedules and edits time card information for a selected group of employees. Information is presented only for employees within the supervisor's authority. If you are a frontline supervisor, use this dashboard to guide your activities in the system.

Each day, you need to review certain exceptions in the system. An exception occurs when the employee is tardy or absent, as well as for many other conditions. Your goal is to review the critical and non-critical exceptions, either correcting or simply marking them as reviewed, each day of the week. For example, Sunday has no exceptions, so the supervisor's work is complete; Thursday has 10 exceptions to correct. When you review or correct exceptions, they are no longer displayed on the dashboard.

Periods		Current Week	Normal		
Calendar Dashboard					
From 11/13/05 to 11/19/05					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Nov 13	Nov 14	Nov 15	Nov 16	Nov 17	Nov 18
Schedules 4	Schedules 76 Shifts Worked 78 Overtime 10:45 Non-Critical Exceptions 2 Critical Exceptions 1	Schedules 76 Shifts Worked 76 Overtime 2:45 Non-Critical Exceptions 4	Schedules 82 Shifts Worked 83 Overtime 123:00 Non-Critical Exceptions 3 Critical Exceptions 3	Schedules 79 Shifts Worked 82 Overtime 2:15 Leave Requests 3 Working Now 69 Non-Critical Exceptions 3 Critical Exceptions 2 Today's Absences 1	Schedules 8
Coming off Probation this Week 1 Entries					

Each piece of information in the dashboard is linked to the employee editing sheet needing adjustment. Links in the calendar reflect conditions present on each day. The following table describes the links, called dashboard gauges.

Dashboard Gauge	Description
Schedules	Specifies the number of schedules on that day. Drills down to a group schedule that shows your employees' schedules for the day.
Shifts Worked	Specifies the number of shifts worked on that day. Drills down to a single-day time card (editing sheet). The editing sheet displays your employees and the shifts they work.
Overtime	Indicates the total overtime hours on that day. Drills down to overtime hours summary sheet highlighting the day.
Leave Requests	Indicates the number of leave requests that employees made on that day. Drills down to the Pending Leave Requests view, which graphs all of the requests and allows you to drill further to the Leave Approval view, where you can approve or deny each request.

Dashboard Gauge	Description
Working Now	Specifies the number of employee who is on premise. Drills down to employee summary sheet highlighting the day.
Today's Absences	Specifies the number of employee absent on that day. Drills down to a group time card highlighting the day.
Non-Critical Exceptions	Indicates the number of non-critical exceptions, such as arrived early, tardy, left late, and unscheduled exceptions. Drills down to a single-day time card, showing all of the employees and their exceptions. There you can correct or acknowledge each exception.
Critical Exceptions	Indicates the number of critical exceptions, such as absent and missing punch exceptions. Drills down to a single-day time card, showing all of the employees and their exceptions. There you can correct or acknowledge each exception.

Dashboard items are displayed only when related conditions are present. When supervisors acknowledge or correct exceptions, the dashboard items are no longer displayed. The Leave Requests gauge appears only when pending requests have not been approved or denied.

News Items

News Item displays important information needs to be communicated to users. News items appear only when their related condition is present. You can expand the news item to see the list of employees who are coming off probation (for example, 90-day probation time is expiring).

News Item	Description
Employees Coming Off Probation	Displays the names of employees are coming off probation, for example, an employee is displayed if his 90 day probationary period is ending within the next 5 days. Drills to the employee's personal information.