



Manager Dashboard

Manager Dashboard – Reports And Correspondence

22/09/2020

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Overview

The Reports & Correspondence Module has been designed to assist Managers by providing them with monitoring reports for: -

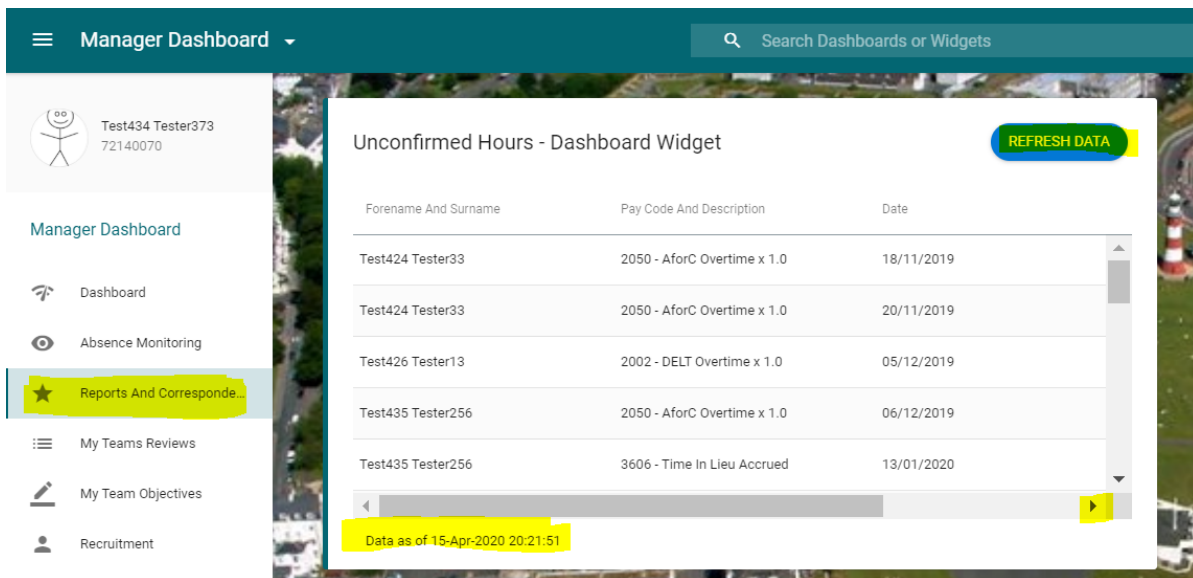
- Unconfirmed Hours
- Employee Time Claim Status
- My Team Expense Claim History
- Employee Insurance Details – Expiring
- Download Centre this is used to download correspondence

Manager Dashboard – Reports & Correspondence

Reports & Correspondence – Dashboard Widget

1. How to use the Unconfirmed Hours - Widget

Go to the Reports and Correspondence Tab



Manager Dashboard

Test434 Tester373
72140070

Manager Dashboard

- Dashboard
- Absence Monitoring
- Reports And Correspondence**
- My Teams Reviews
- My Team Objectives
- Recruitment

Unconfirmed Hours - Dashboard Widget

REFRESH DATA

Forename And Surname	Pay Code And Description	Date
Test424 Tester33	2050 - AforC Overtime x 1.0	18/11/2019
Test424 Tester33	2050 - AforC Overtime x 1.0	20/11/2019
Test426 Tester13	2002 - DELT Overtime x 1.0	05/12/2019
Test435 Tester256	2050 - AforC Overtime x 1.0	06/12/2019
Test435 Tester256	3606 - Time In Lieu Accrued	13/01/2020

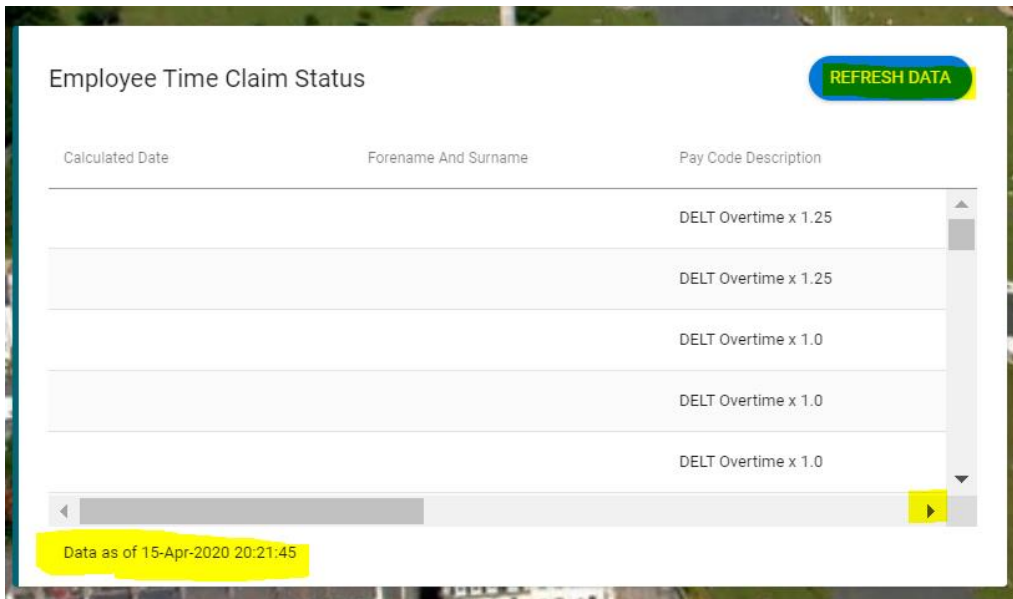
Data as of 15-Apr-2020 20:21:51

2. Unconfirmed Hours Report

This widget shows any hours that have not been approved and signed off on an employee's timesheet. This widget informs a manager what is outstanding and what needs to be signed off before payroll is run.

- Highlighted below are three areas.
 - Refresh Data Button – when you click this, the system will refresh the data.
 - Data as of (highlighted in yellow) this will show when the report was last updated
 - Use the Arrow to scroll over to see the remainder of the report detail
 - Forename and Surname
 - Pay Code and Description
 - Date
 - Calculated Hours

3. Employee Time Claim Status

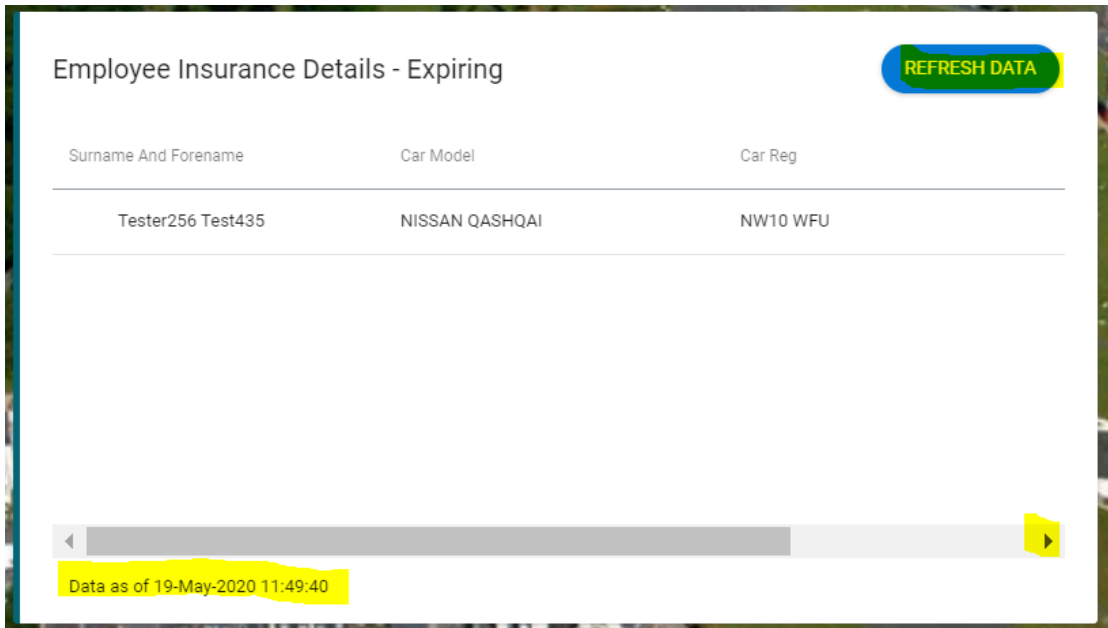


Calculated Date	Forename And Surname	Pay Code Description
		DELT Overtime x 1.25
		DELT Overtime x 1.25
		DELT Overtime x 1.0
		DELT Overtime x 1.0
		DELT Overtime x 1.0

Data as of 15-Apr-2020 20:21:45

- This widget informs the Manager of the status of all of their Time Claims
- Highlighted below are three areas.
 - Refresh Data Button – when you click this, the system will refresh the data.
 - Data as of (highlighted in yellow) this will show when the report was last updated
 - Use the Arrow to scroll over to see the remainder of the report detail
 - Calculated Date
 - Forename and Surname
 - Pay Code Description
 - Date
 - Contracted Hours
 - Approved Status
 - Date Approved

4. Employee Insurance Details - Expiring



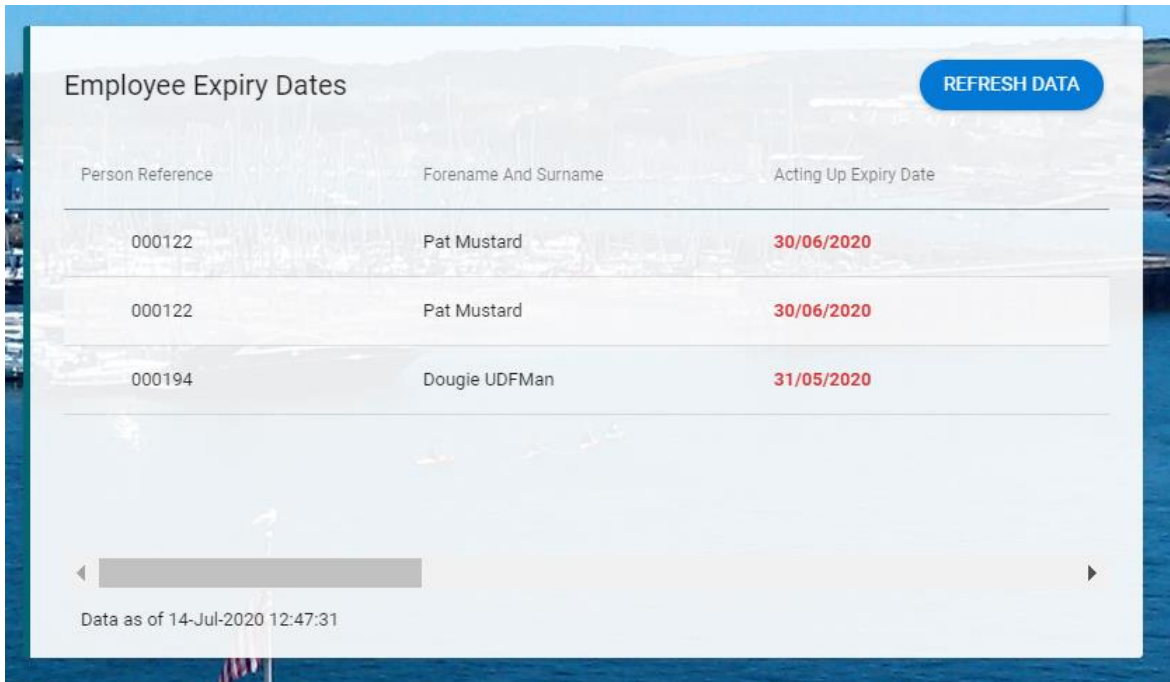
Surname And Forename	Car Model	Car Reg
Tester256 Test435	NISSAN QASHQAI	NW10 WFU

Data as of 19-May-2020 11:49:40

This Widget has been created for a Manager to see Car Insurance details for an employee's vehicle(s) it displays any that are expiring so a manager is aware in advance. The employee will also receive a reminder notification, to update the details, if they do not update the details, they cannot use the vehicle on their expense claim.

- Highlighted below are three areas.
 - Refresh Data Button – when you click this, the system will refresh the data.
 - Data as of (highlighted in yellow) this will show when the report was last updated
 - Use the Arrow to scroll over to see the remainder of the report detail
 - Surname and Forename
 - Car Model
 - Car Reg
 - Car Insurance Expiry Date

5. Employee Expiry Dates

A screenshot of a web application widget titled 'Employee Expiry Dates'. The widget has a blue header with a 'REFRESH DATA' button. Below the header is a table with three columns: 'Person Reference', 'Forename And Surname', and 'Acting Up Expiry Date'. The table contains three rows of data. At the bottom of the widget, there is a date and time stamp: 'Data as of 14-Jul-2020 12:47:31'.

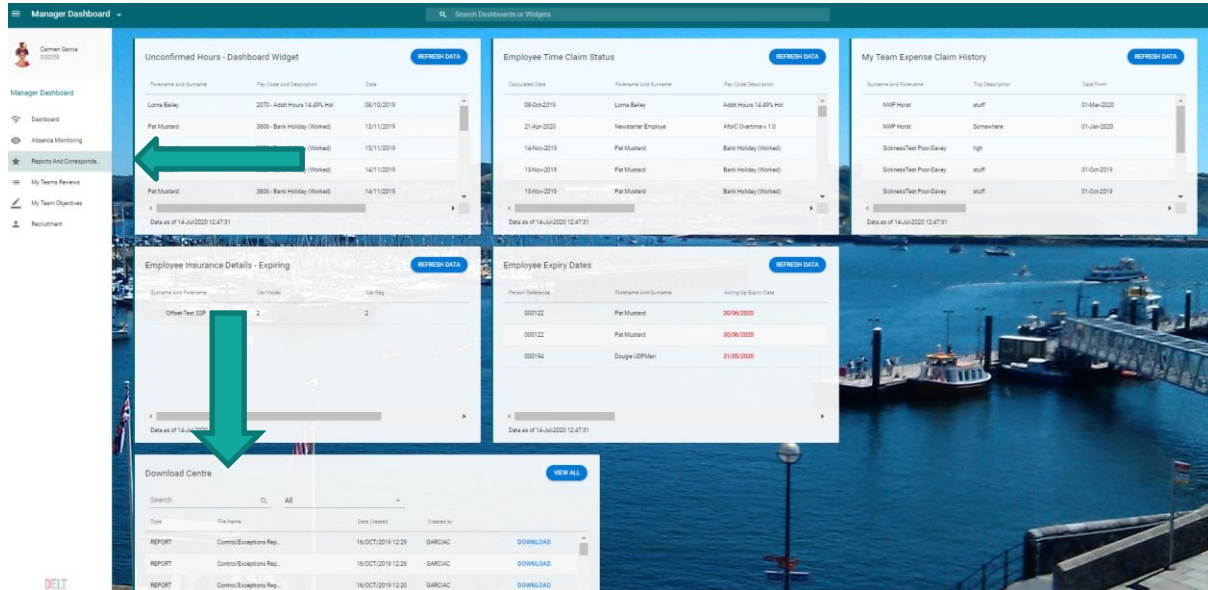
Person Reference	Forename And Surname	Acting Up Expiry Date
000122	Pat Mustard	30/06/2020
000122	Pat Mustard	30/06/2020
000194	Dougie UDFMan	31/05/2020

The Employee Expiry Dates Widget will provide the Manager with expiry date for the following:

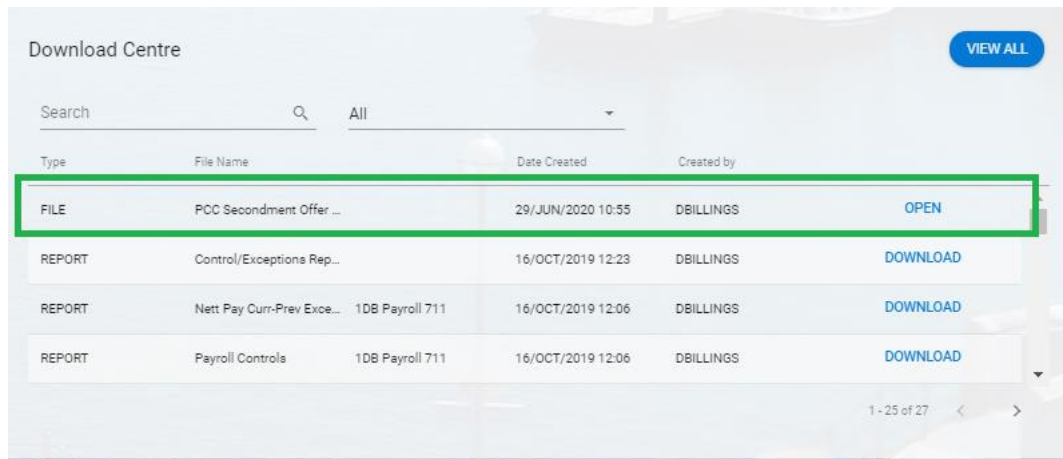
- Acting Up Expiry Date
- Additional Duties expiry date
- EVRS Expiry Date
- Drivers Licence Expiry Date
- Passport Expiry Date
- Residency Sponsorship expiry
- DBS Expiry Date

6. Download Centre

The Download Centre can be found on the 'Reports and Correspondence' tab of the manager dashboard. [Click here to see how to generate document](#)



On the Download centre find the document you have produced (this will appear at the top of list, but is date and time stamped to help you identify which one you want)



Select 'Open' and then the manager can save this letter.