Delt Employee Mini Guide

My Time Claims Widget
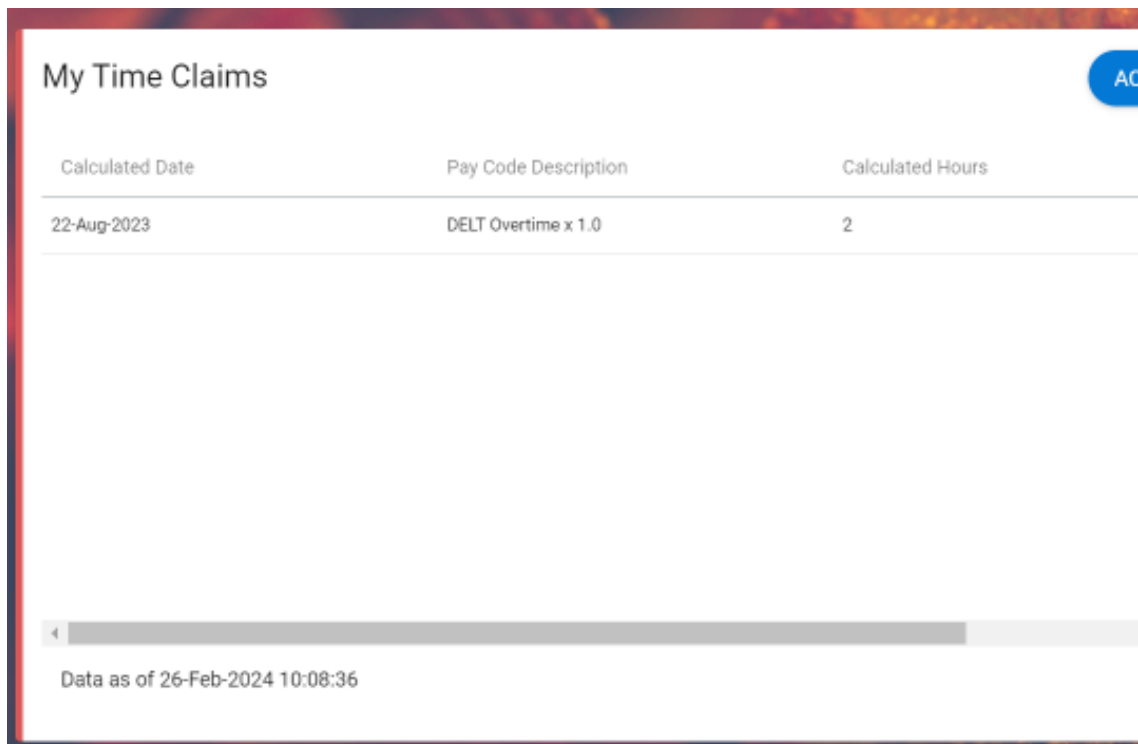
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My Time Claims Widget

My Time Claims Widget – What does it do?
1. This Widget allows the Employee to view a report of their Time Claims so you can see on your main employee dashboard the status of any time claims you've made. It gives the employee details such as • Calculated Date • Pay Code Description • Calculated Hours *(Please use the bar to scroll to view the data)* • *Signed Off (Please use the bar to scroll to view the data)* ![My Time Claims widget screenshot showing Calculated Date, Pay Code Description and Calculated Hours columns with one row: 22-Aug-2023, DELT Overtime x 1.0, 2. Data as of 26-Feb-2024 10:08:36]   2. At the bottom of the widget you will see the date the report was last run, once you refresh the data, you will see that the report, the date at the bottom will change. Employees are unable to find this information anywhere else, so you need to come here to check the status of your Time claims.

> **⚠ Note:**
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> If you have recently input a Time Claim, you will need to wait 15 minutes before refreshing the My Time Claim Widget. If you refresh before the 15 minutes are up, your recently updated/added data will not be available to you.