



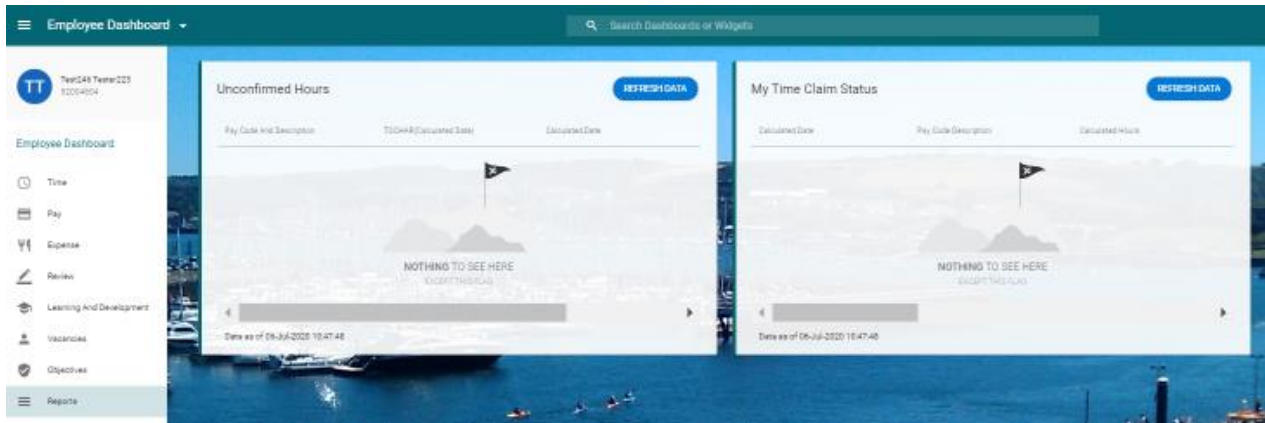
Delt Employee Mini Guide

Employee Reports Module & Widget

19/02/2024

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Reports Module & Widget

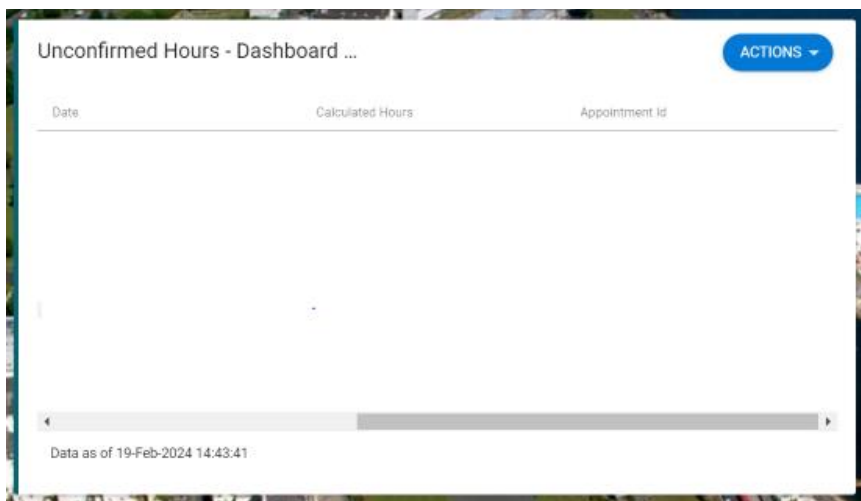


1. Unconfirmed Hours Widget

This Widget will inform employees which of their Timesheet Claims for Hours have not been approved by their manager. Employees will see the following data: -

- Forename and Surname
- Pay Code & Description
- Date
- Calculated Hours
- Appointment ID

Simply click on the 'Refresh Data' to refresh the report. You can see the data the last report was run highlighted below



3. Employee Time Claim Status

This Widget will inform employees which of the status of their Claims. Employees will see the following data: -

- Calculated Date
- Forename and Surname
- Pay Code Description
- Date
- Calculated Hours
- Signed Off
- Date Signed Off

Simply click on the 'Refresh Data' to refresh the report. You can see the data the last report was run highlighted below

