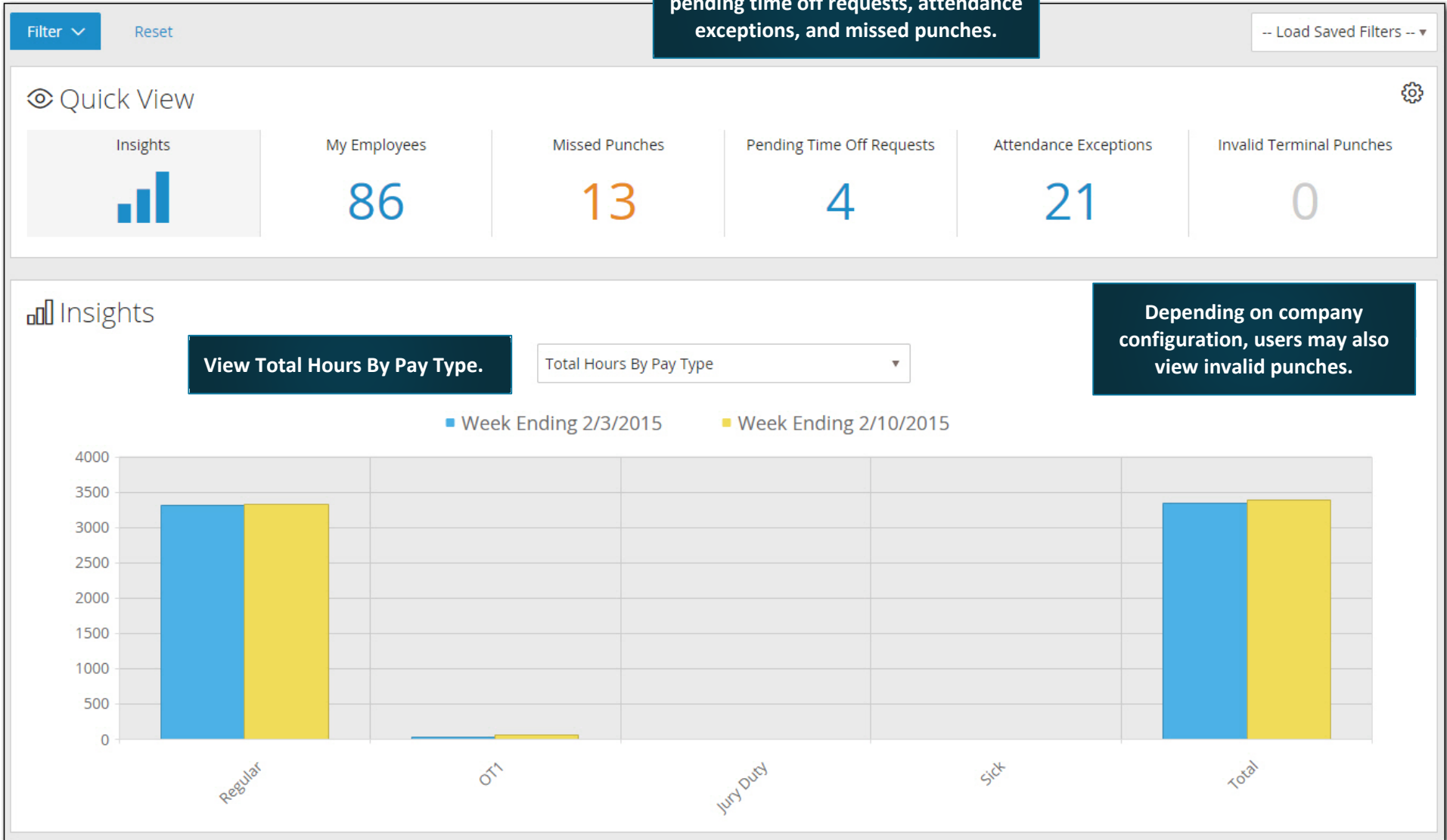


Supervisor Dashboard

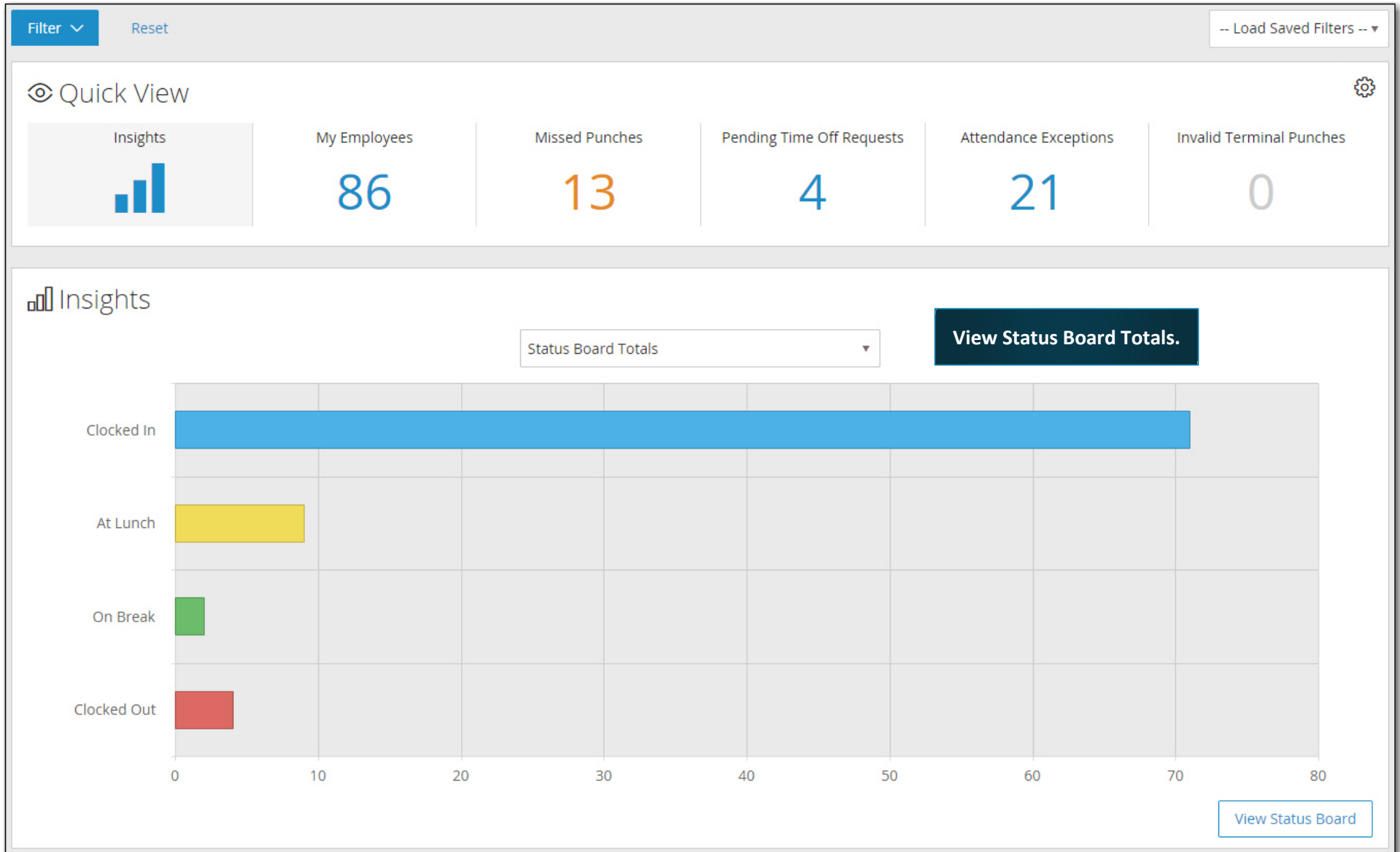


Use the Supervisor Dashboard to monitor and respond to critical time and labor events.

View the current status of employees, pending time off requests, attendance exceptions, and missed punches.



Supervisor Dashboard



Supervisor Dashboard



Status Board

Helpful Hint

Users will only have access to those employees who fall within their security role.

Employee ▲	In	Lunch	Break	Out	Pay Type	Latest Activity	Labor Level
Adams, Marie	✓					2/11/2015 1:00 PM	400/401/600
Alba, Emily	✓					2/11/2015 1:00 PM	600/101/400
Allerdyce, Sheppard	✓					2/11/2015 1:00 PM	300/401/550
April, Robert				✓		2/9/2015 5:00 PM	Unassigned
Atwood, Julian	✓					2/11/2015 1:00 PM	400/401/600
Augustine, Connor	✓					2/11/2015 1:00 PM	600/401/600
Baker, Chet				✓	Sick	2/11/2015 12:00 AM	200/301/110
Barclay, Reginald	✓					2/11/2015 1:00 PM	400/201/110
Barnes, Jeff		✓				2/11/2015 1:00 PM	300/401/550
Beckman, Daniel		✓				2/11/2015 12:00 PM	600/401/800

Supervisor Dashboard



Access the Dashboard

Select Supervisor Dashboard from the Home menu or click the Home icon.

Use the Search field to find specific screens or employees.

The screenshot shows the top navigation bar of the Supervisor Dashboard. It includes the user name 'Garner Group Central [GCLNT04]', the Paylocity logo, a search field, and a notification badge with the number '1'. Below the search field is a 'Help' link. The main navigation menu includes 'Applications', 'Home', 'Employees', 'Payroll', 'Reports', and 'Configuration'. A secondary menu below features icons for 'Home', 'Time Card', 'Schedules', 'Time Off Calendar', and 'Punch Map'. A callout box points to the 'Help' link with the text: 'Select Help and then Administrator Training Documents or Employee Training Documents to access user guides and videos.'

Filter the Display

Filter the display of employees by employee group, payroll policy, salary type, and labor level.

To save the filter for future use, enter the filter name and click Save.

The screenshot shows the filter and quick view section. At the top, there is a 'Filter' dropdown and a 'Reset' button. Below this, it shows 'Active Filters: X Payroll Policy: Northeast'. A dropdown menu is open, showing 'Northeast' with 'Save' and 'Delete' buttons. A callout box points to the 'Save' button with the text: 'To save the filter for future use, enter the filter name and click Save.' Below the filter section is a 'Quick View' section with a bar chart icon and a settings gear. The quick view displays several metrics: 'My Employees' (4), 'Missed Punches' (0), 'Pending Time Off Requests' (0), 'Attendance Exceptions' (0), and 'Invalid Terminal Punches' (0).

Supervisor Dashboard



My Employees

- ✓ Click the Employee name link to access the employee time card.
- ✓ A check indicates the employee is In, at Lunch, on Break, or Out.
- ✓ The Pay Type field displays an employee's non-work pay type such as Sick or Vacation.
- ✓ The employee's current Labor Level may appear.

Filter ▼
Reset
-- Load Saved Filters -- ▼

Quick View

Insights

My Employees

86

Missed Punches

13

Pending Time Off Requests

4

Attendance Exceptions

21

Invalid Terminal Punches

0

My Employees

Employee ▲	In	Lunch	Break	Out	Pay Type	Latest Activity	Labor Level
Adams, Marie	☑					2/11/2015 1:00 PM	400/401/600
Alba, Emily	☑					2/11/2015 1:00 PM	600/101/400
Allerdyce, Sheppard	☑					2/11/2015 1:00 PM	300/401/550
April, Robert				☑		2/9/2015 5:00 PM	Unassigned
Atwood, Julian	☑					2/11/2015 1:00 PM	400/401/600
Augustine, Connor	☑					2/11/2015 1:00 PM	600/401/600
Baker, Chet				☑	Sick	2/11/2015 12:00 AM	200/301/110
Barclay, Reginald	☑					2/11/2015 1:00 PM	400/201/110
Barnes, Jeff		☑				2/11/2015 1:00 PM	300/401/550
Beckman, Daniel		☑				2/11/2015 12:00 PM	600/401/800

1 - 10 of 86 items

[View Status Board](#)

Supervisor Dashboard



Missed Punches

- ✓ View employees with missing punches.
- ✓ Click the Employee name link to fix the missing punch.

Filter Reset -- Load Saved Filters --

Quick View ⚙

Insights	My Employees 86	Missed Punches 13	Pending Time Off Requests 4	Attendance Exceptions 21	Invalid Terminal Punches 0
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Missed Punches 📍

Employee ▲	Type	Paired With ▲
Adams, Marie	Out	2/10/2015 9:31 AM
Allerdyce, Sheppard	Out	2/9/2015 12:00 PM
Atwood, Julian	Out	2/9/2015 11:56 AM
Bell, Darius	In	2/9/2015 5:00 PM
Frieda, Janet	Out	2/9/2015 12:00 PM
Grant, Lester	Out	2/9/2015 12:00 PM
Grimes, Morgan	Out	2/9/2015 12:00 PM
McTiernan, Abel	Out	2/9/2015 11:58 AM
Ong, Edward	Out	2/9/2015 12:02 PM
Sahay, Lester	In	2/9/2015 5:00 PM

⏪ ⏩ 1 2 ⏪ ⏩ 1 - 10 of 13 items

Supervisor Dashboard



Pending Time Off Requests

- ✓ Check the box adjacent to the applicable time off requests or select all requests.
- ✓ Click Approve Selected to approve the time off requests.
- ✓ Click Deny Selected to deny the time off requests.
- ✓ Click the Employee name link to access the employee time card.
- ✓ Click Expanded View to partially approve or deny time off requests.
- ✓ Time off requests are removed from the Pending Time Off section once they are approved or denied.

Filter Reset -- Load Saved Filters --

Quick View ⚙

Insights	My Employees 86	Missed Punches 13	Pending Time Off Requests 4	Attendance Exceptions 21	Invalid Terminal Punches 0
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15 Pending Time Off Requests

<input type="checkbox"/>	Employee	Submitted ▲	Request Start	Requested Hours	Total Days	Benefit	Balance	Warning
<input type="checkbox"/>	Chase, Matthew	2/9/2015 12:05 PM	3/20/2015 8:00 AM	8 hrs	1	Vacation	213.85 hrs	
<input type="checkbox"/>	April, Robert	2/9/2015 2:02 PM	12/14/2015 8:00 AM	16 hrs	2	Vacation	232.31 hrs	
<input type="checkbox"/>	Adams, Marie	2/9/2015 2:05 PM	12/21/2015 8:00 AM	24 hrs	3	Personal	213.85 hrs	
<input type="checkbox"/>	Atwood, Julian	2/9/2015 2:21 PM	12/9/2015 8:00 AM	8 hrs	1	Vacation	213.85 hrs	

Approve Selected Deny Selected 1 1 - 4 of 4 items

[Expanded View](#)

Supervisor Dashboard



Attendance Exceptions

- ✓ View the number of tardy and absence exceptions for employees with generated schedules.
- ✓ Click the Employee name link to fix the missing punch.

Filter Reset -- Load Saved Filters --

Quick View

Insights My Employees: 86 Missed Punches: 13 Pending Time Off Requests: 3 **Attendance Exceptions: 13** Invalid Terminal Punches

Attendance Exceptions

Select Dashboard Settings to configure the number of days to display for attendance exceptions.

Employee	Exception Date/Time	Exception Type
Diallo, Adeola	2/9/2015 8:00 AM	Tardy
Diallo, Adeola	2/9/2015 1:00 PM	Tardy
Laaren, Danica	2/10/2015 8:00 AM	Absence
Lee, Alfred	2/9/2015 8:00 AM	Tardy
Lee, Alfred	2/9/2015 1:00 PM	Tardy
Lehman, Alex	2/9/2015 8:00 AM	Tardy
Lehman, Alex	2/9/2015 1:00 PM	Tardy
Nguyen, Lori	2/9/2015 10:00 AM	Absence
Tucker, Michael	2/9/2015 8:00 AM	Tardy
Volkoff, Alex	2/9/2015 8:00 AM	Tardy

1 - 10 of 13 items