




## Sick Time Tracking Supervisor View

# Supervisor View

- Supervisors will go to their Timesheet To Do page to review and approve any time sheets submitted by their students, as they do today. At a glance, they will be able to see Regular Hours and Sick Hours for each student. They can click the magnifying glass to see the timesheet details.

### To Do Items



**Filter by Cost center:**  

All Cost Centers

☒ Primary Supervisor Only  
☐ Primary or Secondary Supervisor

**Filter by timesheet status:**  

☒ Returned To Supervisor (0)  
☒ Incomplete By Supervisor (2)  
☒ Delinquent Timesheets (37)  
☒ Resubmitted By Student (0)  
☒ Pending Approval (1)

**Date Range (Pay Period)**  
**Start**  

1/22/2020

  
**End**  

1/22/2021

### Search by employee

First Name  Last Name 

Search Employee

-- Select Action Below --

Apply Action

☐ Select All / De-Select All Show 

25

 results per page 

1

 to 25 of 40 | << < > >> |

Incomplete by Supervisor : Pratt Bi-Weekly Pay Schedule: 11/27/20 to 12/11/20 (12)

	Job	Total	Supervisor	Deadline	Last Modified	
<input type="checkbox"/>	<div>Robotics Lab Monitor 1</div>	<div>HRS34 hrs</div> <div>BREAK60 mins</div>		12/14/2020 12:00 PM	1/15/2021 3:03 PM	<div><div></div><div></div></div>

Incomplete by Supervisor : Pratt Bi-Weekly Pay Schedule: 01/08/21 to 01/18/21 (15)

	Job	Total	Supervisor	Deadline	Last Modified	
<input type="checkbox"/>	<div>Robotics Lab Monitor 1</div>	<div>HRS4 hrs</div> <div>NY Sick4.00 hrs</div>		1/25/2021 12:00 PM	1/11/2021 1:37 PM	<div><div></div><div></div></div>


# Supervisor View

- If the supervisor would like to see accrual details, including Carry Over, Earned, Taken and Remaining Balance, they can go to 'Search Student Hires, Awards and Accruals' on their TimesheetX menu.

**Filter Subject**

Display:  Employee Information

**Hires**

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
Robotics Lab Monitor 1	3301-Architecture - Dean's Office	\$15.00	07/01/2020	06/30/2021		Active

**Accruals**

Accrual Type	Carried Over	Earned	Taken	Remaining
New York Paid Sick	0.00	7.45	0.00	7.45

**Awards**

Award Name	Amount	Balance	Term
71111-Federal Work-Study (FWS)	\$5,000.00	\$1,647.50	Academic Year 2020/2021 (07/07/2020 - 06/30/2021)