

Timecard Capabilities and Responsibilities



	<i>Employee</i>	<i>Supervisor</i>	<i>Timecard Approver</i>	<i>Timecard Manager</i>	<i>Timecard Reviewer</i>
Create	Yes	No	No	Yes	No
Submit	Yes	No	No	Yes	No
Edit	Yes	No	No	Yes	No
Delete	Yes	No	No	Yes	No
Reject	No	Yes	Yes	No	No
Approve	No	Yes	Yes	No/Yes	No
Delegate	No	Yes	Yes	No	No
View Timecard History	Yes	Yes	No	Yes	Yes
Notification	Yes	Yes	Yes	No	No
Access level		Person and assignment	Person and assignment	Department	Department

Notes:

No/Yes No normally, Yes if the time card has timed out

Time Card approval is defaulted to go to the Supervisor unless a Time Card Approver has been designated for the employee

If you need assistance with this handout, contact members of the Memphis Training Team (Jack Miller 3-5943, Karen Paulsen 3-6815 or Pat Whitt 3-6881)