

Timecard Status Reports At-a-Glance

The screenshot shows the Oracle E-Business Suite interface. At the top left is the login screen with fields for Username and Password, and a 'Login' button. To the right is the 'Applications' menu with several options, including 'Supervisor Self Service' which is highlighted. Below the login screen is the 'Timecard Status Report Criteria' section. It contains fields for 'Date From' and 'Date To', both with calendar icons. There are dropdown menus for 'Status', 'Person List', and 'Type'. A red arrow points from the 'Status' dropdown to a detailed list of status types: All, Working, Submitted, Approved, Processed, Timed Out, Rejected, Unapproved, and Missing. A 'Go' button is at the bottom right of the criteria section.

<p>1 Enter MyUNiverse, click e-Business Login Login with Username and Password</p>	<p>5 Enter the <u>To</u> Date in DD-MMM-YYYY format or click the calendar button to select a date</p>
<p>2 Select Supervisor Self Service, Timecard Manager, or Timecard Reviewer from the Applications menu</p>	<p>6 Select a Status type or All to view all statuses, except Missing. A Missing status report must be run separately</p>
<p>3 Click Timecard Status Report</p>	<p>7 Choose All to run the report based on the employees in your hierarchy, or choose My List to run the report based on employees in your custom list</p>
<p>4 Enter the <u>From</u> date in DD-MMM-YYYY format or click the calendar button to select a date</p>	<p>8 Select the Type of timecards for which you wish to run the Report: All, Monthly, Weekly, Weekly Start/Stop. Click Go</p>