

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 buttons for Login and Cancel. To the right is the Applications menu with various options, including Supervisor Self Service. Below the login screen is the Timecard Status Report Criteria form, which includes fields for Date From, Date To, Status, Person List, and Type, along with a Go button. A dropdown menu for Status is shown open, listing various status types like Working, Submitted, Approved, etc.



<p>1 Enter MyUNiverse, click Access MEMFIS Applications, 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>