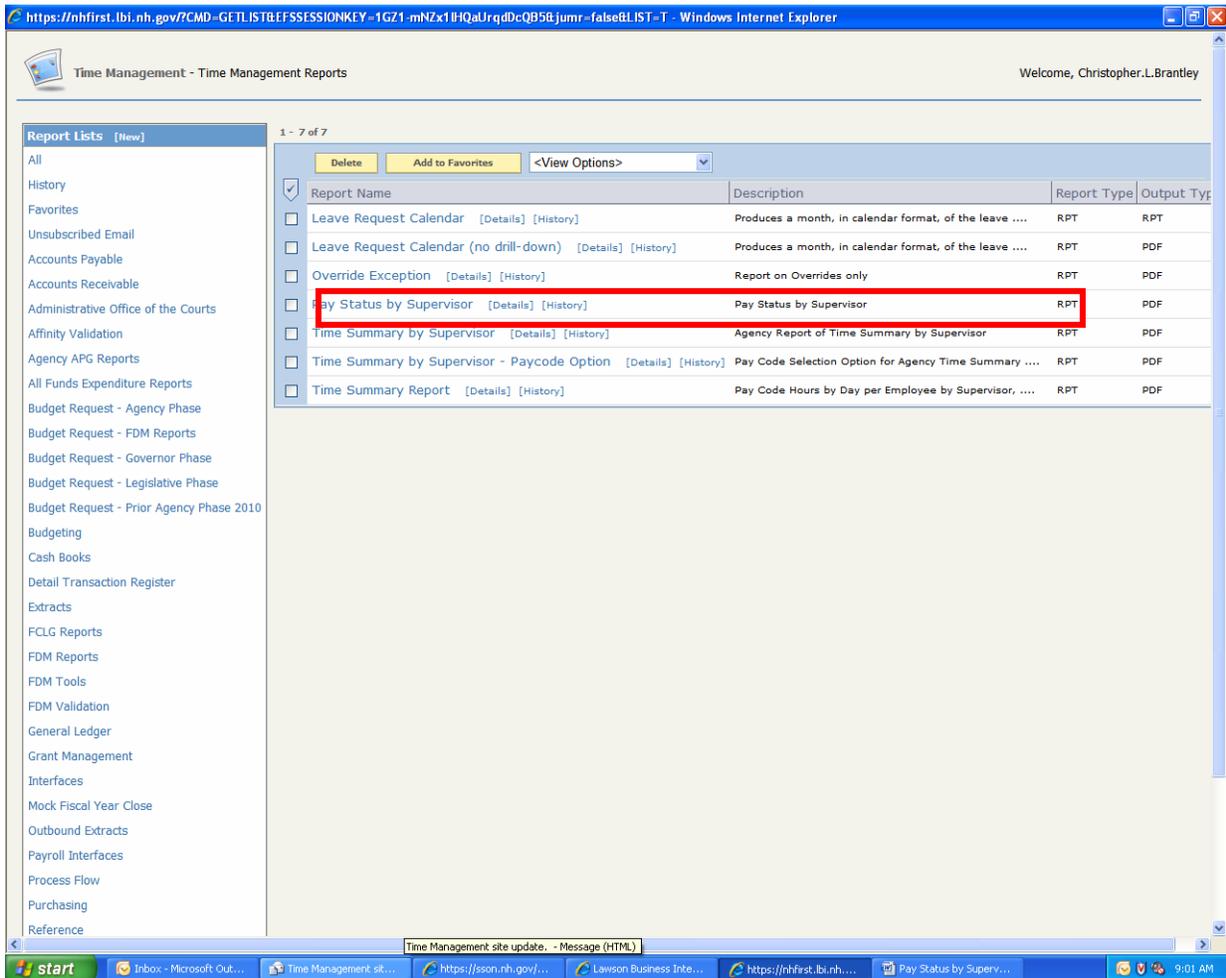


This report is used by Supervisors to view the status of their employees timecard hours (

To view the report click on **Time Summary by Supervisor** from the Time Management Reports screen.



Once you click on **Pay Status by Supervisor**, the below screen will appear:

Enter prompt values.

Enter Start Date (MM/DD/YYYY): Start Date

Enter End Date (MM/DD/YYYY): End Date

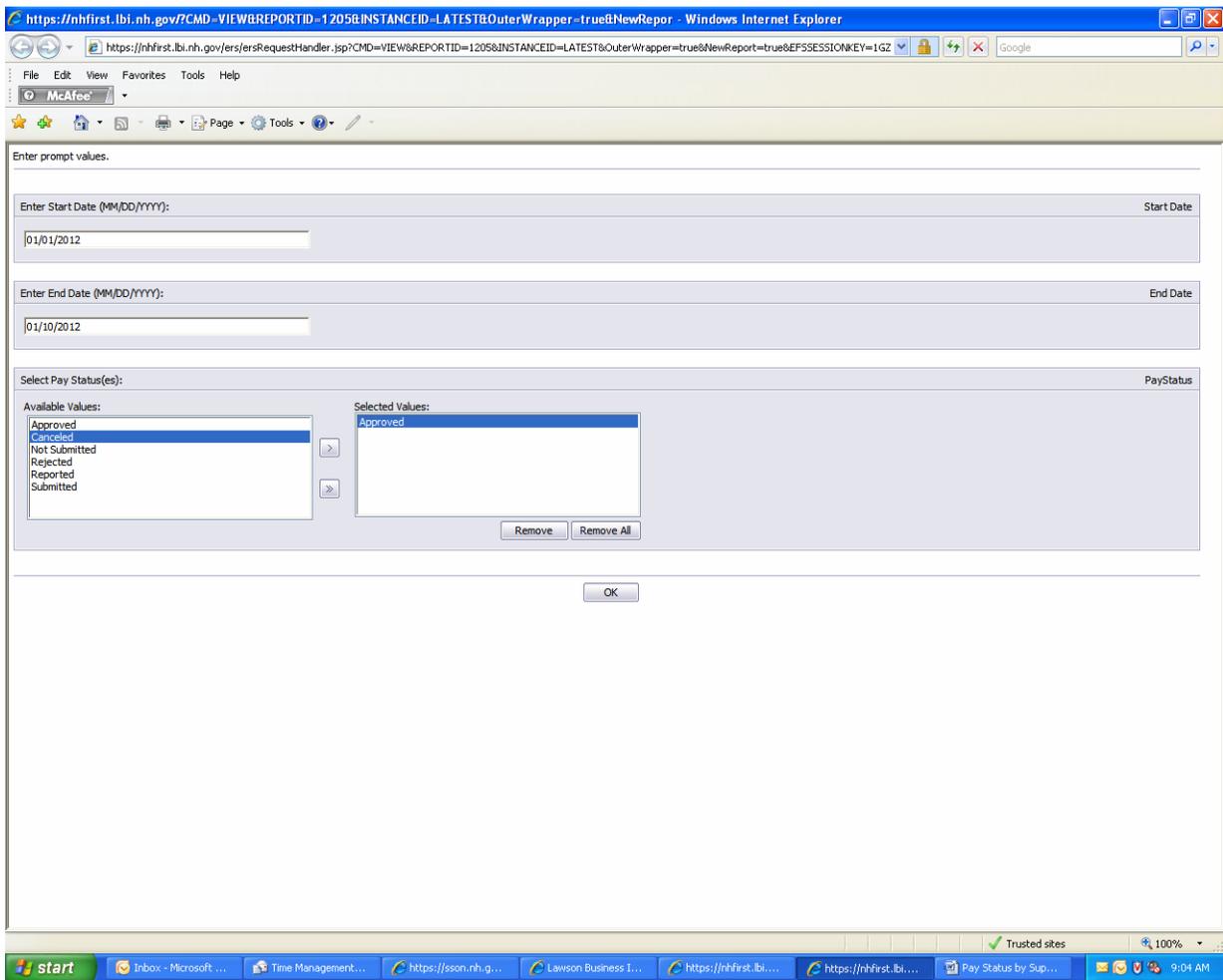
Select Pay Status(es): PayStatus

Available Values:	Selected Values:
Approved Canceled Not Submitted Rejected Reported Submitted	

Done Trusted sites 100%

Parameter(s) for Time Summary by Supervisor:

1. Enter Start Date (MM/DD/YYYY) example 1/1/2012
2. Enter End Date (MM/DD/YYYY) example 1/10/2012
3. Under Select Pay Status choose an Available Value and move to Selected example Approved
4. Click OK



Wait for the report to run. The below is an example of the output report.



STATE OF NEW HAMPSHIRE
ADMINISTRATIVE SERVICES

PAY STATUS BY SUPERVISOR

From: 01/01/2012 To: 01/10/2012

Process Level **DEPT OF INFORMATION TECHNOLOGY**
Division Information Technology Dept of

			Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Supervisor:	DUPREY, THOMAS W								
Employee:	MELO, ALFREDO J								
01/02/2012	HOLIDAY NOT WORKED	Approved	0.00	0.00	0.00	7.50	0.00	0.00	0.00
01/02/2012	ANNUAL LEAVE USAGE	Approved	0.00	0.00	0.00	2.00	0.00	0.00	0.00

Navigation bar with icons for save, print, up/down arrows, page number (1 / 531), zoom in (+), zoom out (-), and refresh.

This report can be saved and printed as a PDF.