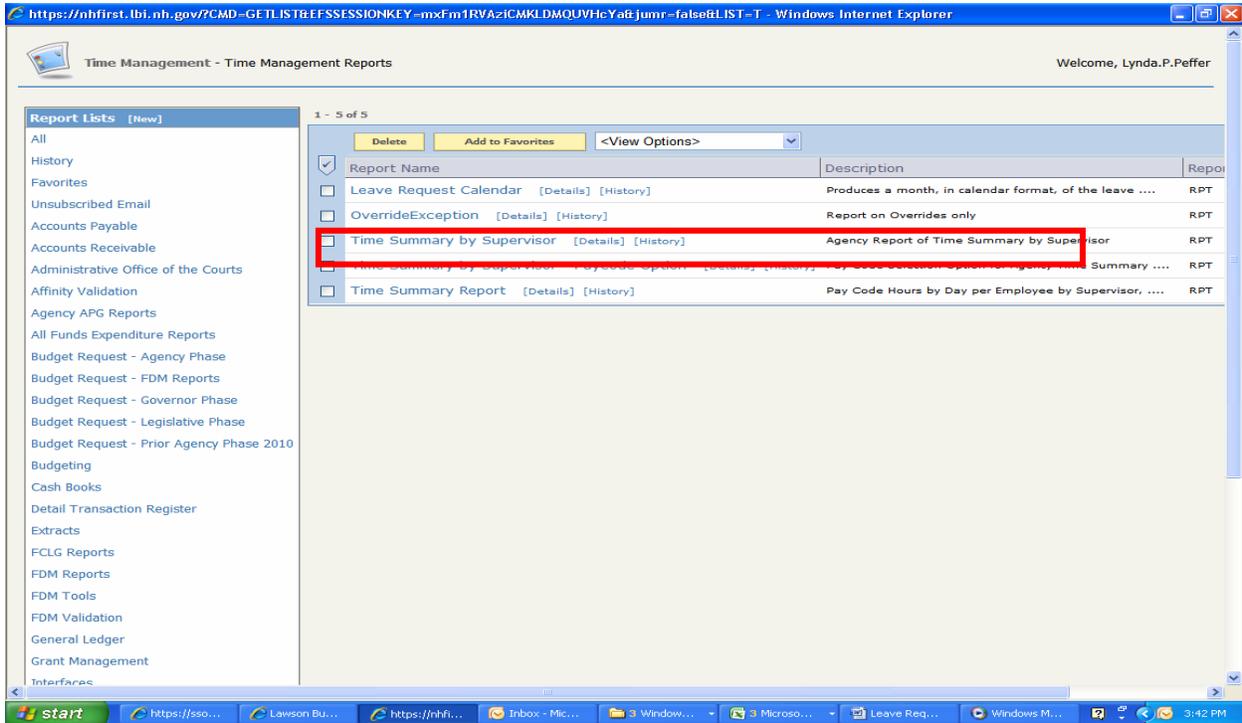


Time Summary by Supervisor

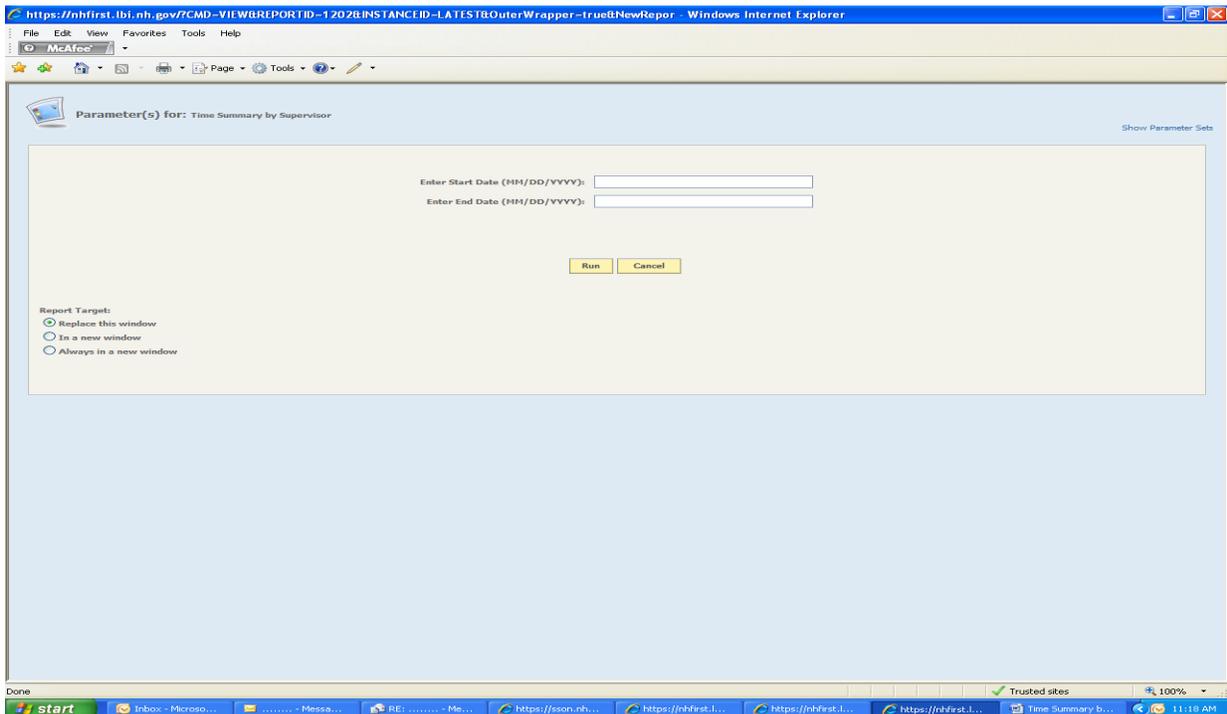
Updated 12/30/2011

This report is used by Supervisors to view their employees timecard summaries for a specific range of dates.

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

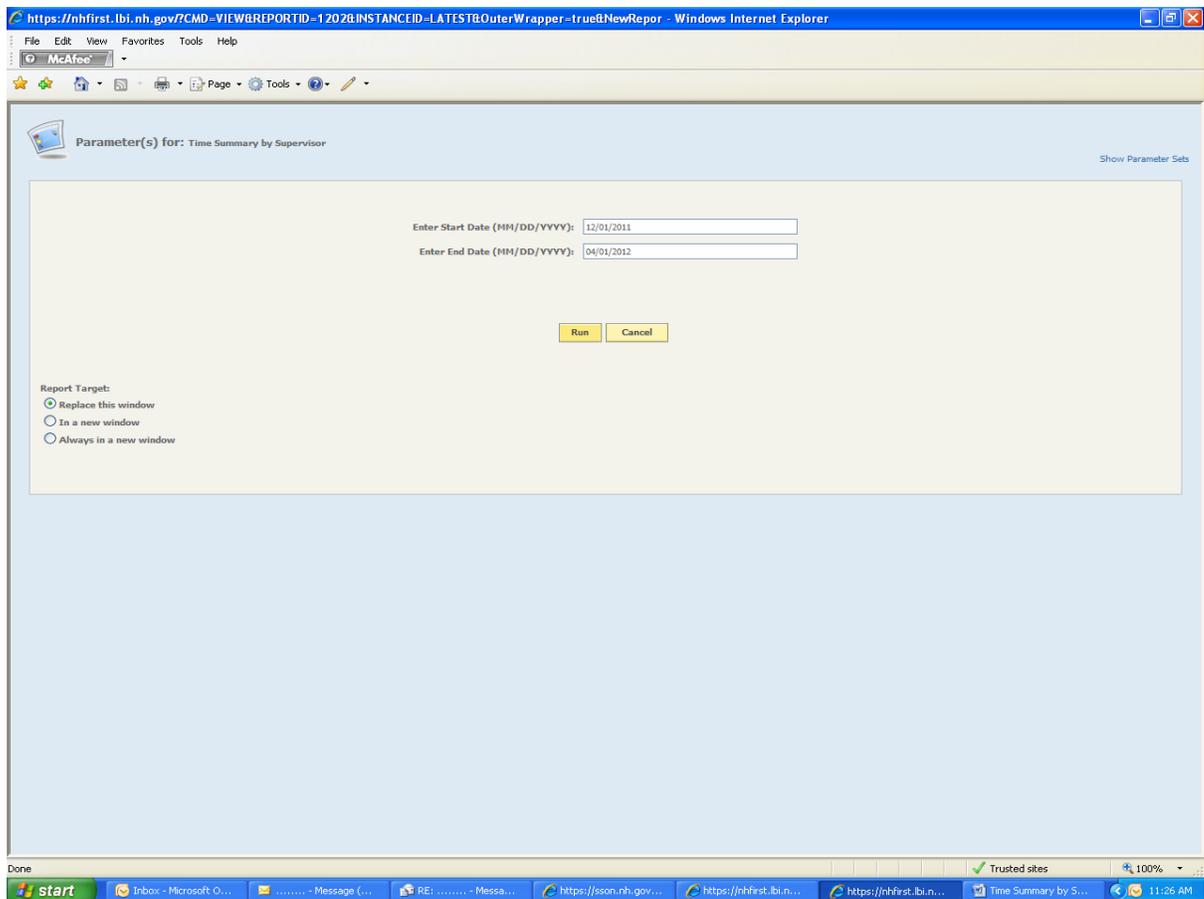


Once you click on **Time Summary by Supervisor**, the below screen will appear:



Parameter(s) for Time Summary by Supervisor:

1. Enter Start Date (MM/DD/YYYY) example 12/01/2011
2. Enter End Date (MM/DD/YYYY) example 04/01/2012
3. Choose a Report Target on bottom left of screen
4. Click Run



Wait for the report to run. The below example is the output report of employees Time Summaries:



STATE OF NEW HAMPSHIRE
ADMINISTRATIVE SERVICES

PAYCODE TIME SUMMARY BY SUPERVISOR

12/01/2011 12/31/2011

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

	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Total
Supervisor: ALLEN ERIC D	<hr/>							
Employee: KIMBALL DIANNE L	<hr/>							
REGULAR PAY	7.50	0.00	0.00	0.00	0.00	0.00	0.00	7.50
Employee: THOMPSON DEBRA E	<hr/>							
REGULAR PAY	7.50	0.00	0.00	0.00	0.00	0.00	0.00	7.50

Done Trusted sites 100%

This report can be saved and printed as a PDF.