

Confirmed Hours Report

Once the process of sending out timesheet entries has been completed via the Timesheet Overview report then all of the team that have had the message sent to them will display on the Confirmed Hours report.

Employee	Period Start Date	Period End Date	Sent Date	Date Confirmed	Confirmed By	Total Hours	Message Last Sent	Message Sent Count
Dami Rivista	Jul 31 2017	Aug 13 2017	Aug 14 2017	Aug 14 2017	Dami Rivista	89.0000	Aug 14 2017	2
David Maxwell	Aug 03 2017	Aug 16 2017	Aug 22 2017	-	-	-	Aug 22 2017	1
David Maxwell	Aug 14 2017	Aug 27 2017	Aug 28 2017	-	-	-	Aug 28 2017	1
Dami Rivista	Aug 14 2017	Aug 27 2017	Aug 28 2017	-	-	-	Aug 28 2017	1
Bill Fletcher	Aug 14 2017	Aug 27 2017	Aug 28 2017	Sep 04 2017	Bill Fletcher	68.7500	Aug 28 2017	1
Bill Fletcher	Aug 28 2017	Sep 10 2017	Sep 11 2017	-	-	-	Sep 11 2017	1

Dates of the pay period

Each column is explained below:

Employee	Period Start Date	Period End Date
Dami Rivista	Jul 31 2017	Aug 13 2017
David Maxwell	Aug 03 2017	Aug 16 2017
David Maxwell	Aug 14 2017	Aug 27 2017
Dami Rivista	Aug 14 2017	Aug 27 2017
Bill Fletcher	Aug 14 2017	Aug 27 2017
Bill Fletcher	Aug 28 2017	Sep 10 2017



Sent Date	Date Confirmed	Confirmed By	Total Hours
Aug 14 2017	Aug 14 2017	Dami Rivista	89.0000
Aug 22 2017	-	-	-
Aug 28 2017	-	-	-
Aug 28 2017	-	-	-
Aug 28 2017	Sep 04 2017	Bill Fletcher	68.7500
Sep 11 2017	-	-	-

Date message was sent from Timesheet Overview report

Date hours were confirmed by Bill Fletcher

View the actual report that was sent by clicking on this icon.

Resend message from here by clicking on this icon

Message Last Sent	Message Sent Count		
Aug 14 2017	2		
Aug 22 2017	1		
Aug 28 2017	1		
Aug 28 2017	1		
Aug 28 2017	1		
Sep 11 2017	1		

Notes:

1/ Once the team have confirmed their timesheet entries for the pay period, those entries will be locked in this report.

2/ If messages are not displaying then the appropriate button needs to be activated.

Click on Setup > Go down to Messages-Access and see if all the buttons are ticked for the staff access levels on this line.