

Missing Timecard Report

Chapter 11

Missing Timecard Report

Section Objectives

At the end of this section, you should be able to:

- View the Missing Timecard Report
- Review the timecard status of each of the people in your downward reporting hierarchy

Missing Timecard Report

- The Missing Timecard Report helps to ensure that all timecards are submitted and approved each week
- The report covers the period starting with the current timecard week and going back two months
- The missing timecard report includes all people in your downward reporting hierarchy whose timecard status is not 'Approved' for each week during the reporting period. Staff with approved timecards are not displayed on the report
- Staff in any 'unpaid' status or in a Non Assignment Period (NAP) are not included on the Missing Timecard Report as long as they were in the unpaid/NAP status for the entire timecard week

Further Information

The intent of this document is to provide a review of the most commonly required information for the purpose of completing PRISM TRKS timecards. Every effort has been made to keep this document up-to-date. However in all cases, the information cited throughout this document is governed by official University Policies, Procedures, and Staff Handbooks located at <http://www.bc.pitt.edu/policies/>.

Lab 1: Missing Timecard Report

1. Login to PRISM TRKS as SPVBXX.
2. Select the *PRISM TRKS Supervisor* responsibility and the *Missing Timecard Information* link to view the report.

Lab 1 Solutions: Missing Timecard Report

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Logged In As SPVB22

Worklist

From: _____ Subject: _____ Sent: _____ Full List

There are no notifications in this view.

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

[TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Favorites Edit Favorites

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

Navigator Edit Navigator

- PRISM TRKS Supervisor
- PRISM TRKS Time

- PRISM TRKS Supervisor
- All Actions
- Manager Actions
- Time Entry
- Change Manager
- Mass Time Card Approvals
- Non-Exempt Account Distribution
- Missing Timecard Information
- Time Off Balance

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- Login as SPVBXX
- Select *PRISM TRKS Supervisor* responsibility
- Select the *Missing Timecard Information* link

Missing Timecards

[Home Help](#)

Direct Reports Full Reporting Hierarchy

Reporting Period: 09-AUG-2009 - 10-OCT-2009

(*) Sortable Columns

FLSA*	Employee Name*	Emp. No.	Emp. Phone	TC Status*	Supervisor Name*	Spvsr. Phone	Payroll*	TC Start Date*	TC End Date
E	Student22, Employee A	123984		NOT ENTERED	Student22, Supervisor B		Monthly	27-SEP-2009	03-OCT-2009
E	Student22, Employee A	123984		NOT ENTERED	Student22, Supervisor B		Monthly	04-OCT-2009	10-OCT-2009
E	Student22, Employee B	124044		NOT ENTERED	Student22, Supervisor B		Monthly	20-SEP-2009	26-SEP-2009
E	Student22, Employee B	124044		NOT ENTERED	Student22, Supervisor B		Monthly	27-SEP-2009	03-OCT-2009
E	Student22, Employee B	124044		NOT ENTERED	Student22, Supervisor B		Monthly	04-OCT-2009	10-OCT-2009
N	Student22, Employee F	124284		NOT ENTERED	Student22, Supervisor B		Monthly	20-SEP-2009	26-SEP-2009
N	Student22, Employee F	124284		NOT ENTERED	Student22, Supervisor B		Monthly	27-SEP-2009	03-OCT-2009
N	Student22, Employee F	124284		NOT ENTERED	Student22, Supervisor B		Monthly	04-OCT-2009	10-OCT-2009
N	Student22, Employee G	124344		NOT ENTERED	Student22, Supervisor B		Monthly	20-SEP-2009	26-SEP-2009
N	Student22, Employee G	124344		NOT ENTERED	Student22, Supervisor B		Monthly	27-SEP-2009	03-OCT-2009
N	Student22, Employee G	124344		NOT ENTERED	Student22, Supervisor B		Monthly	04-OCT-2009	10-OCT-2009
E	Student22, Employee J	124524		NOT ENTERED	Student22, Supervisor B		Monthly	20-SEP-2009	26-SEP-2009
E	Student22, Employee J	124524		NOT ENTERED	Student22, Supervisor B		Monthly	27-SEP-2009	03-OCT-2009
E	Student22, Employee J	124524		NOT ENTERED	Student22, Supervisor B		Monthly	04-OCT-2009	10-OCT-2009
N	Student22, Employee K	124584		NOT ENTERED	Student22, Supervisor B		Monthly	20-SEP-2009	26-SEP-2009
N	Student22, Employee K	124584		NOT ENTERED	Student22, Supervisor B		Monthly	27-SEP-2009	03-OCT-2009
N	Student22, Employee K	124584		NOT ENTERED	Student22, Supervisor B		Monthly	04-OCT-2009	10-OCT-2009
E	Student22, Employee N	124764		NOT ENTERED	Student22, Supervisor B		Monthly	20-SEP-2009	26-SEP-2009
E	Student22, Employee N	124764		NOT ENTERED	Student22, Supervisor B		Monthly	27-SEP-2009	03-OCT-2009

- The *Missing Timecards* report displays
- Click on *TC Start Date* to start the sort
- Click on the *TC Start Date* again to sort the records in ascending or descending order
- Review the status of the timecards
- Click the *Home* link to return to the *PRISM Home Page*