

# Supervisor / Manager

## Daily Routine

This guide provides a simple overview of the core daily responsibilities for Supervisors and Managers using Attendance on Demand. Depending on your organization's configuration, some tasks may vary. For in-depth training, please visit our [TRAINING WEBSITE](#).

### STEP 1 - MONITOR EMPLOYEE ACTIVITY AND EXCEPTIONS

These tasks should be performed **daily** to ensure employee time and attendance records remain accurate.

### DASHBOARD

The Dashboard displays daily employee activity in a calendar format. It is an excellent tool for monitoring attendance and making corrections.

- Each item on the Dashboard can be clicked for more detail.
- Highlighted items indicate potential issues that require review. Selecting one will open the employees' timecard for further action.

Find: <input type="text" value="Search Employee"/>	Period: <input type="text" value="Current Period"/>	My Workgroups	
<b>LOW INTEGRATION</b> (+)	<b>Saturday</b>	<b>Sunday</b>	<b>Monday</b>
<b>DAILY OPERATIONS</b> (-)	<b>9</b> August	<b>10</b> August	<b>11</b> August
<b>Dashboard</b>	SHIFTS WORKED 34	SHIFTS WORKED 35	WORKING NOW 136
Hours Summary	- Regular 310:00	- Regular 281:15	SCHED TO WORK 210
Unreviewed Issues	SCHED TO WORK 29	SCHED TO WORK 30	SCHED OFF 11
Leave Requests	SCHED OFF 10	SCHED OFF 6	- PTO 43:45
Overtime Projection	- PTO 8:00	- PTO 10:00	- Comp Time 13:00
Employee Messages	- Comp Time 10:00	- Comp Time 10:00	LEAVE REQUESTS 2
Approve Time Cards	- Birthday 8:00	EMP MESSAGES 1	EMP MESSAGES 4
	ABSENT 8	ABSENT 6	TARDY, LEFT EARLY 11
	TARDY, LEFT EARLY 4	TARDY, LEFT EARLY 3	MISSING PUNCH 4
	MISSING PUNCH 2		

Employee	Date	Schedules		Punches	
		Start	End	IN	OUT
Pollock, Christina C	SAT 9	3:00p	11:00p	2:53p	
Wayland, Jared U	SAT 9	7:00a	5:00p	6:45a	

**NOTE:** Dashboard items may vary based on system settings.

## UNREVIEWED ISSUES

This summary displays all employees with unresolved issues for the current pay period.

- Click an employee's name to go directly to their timecard.
- After making corrections, you can easily navigate to the next employee from the Unreviewed Issues list.

Employee	Tardy	Left Early	Short Lunch	Absent	Missing Punch	Insuffi... Benefits	Totals
Adlam, Adrian			1		1		2
Adlam, Katherine F						1	2
Akeman, Brian W	1						
Alverston, Natalie S	4						
Annesley, Stephanie E		3					
Artois, Xavier Z	6	4					
Barstow, Stephanie J		2					
Bathurst, Adrian T							
Beers, Brandon O	2						
Blaisdale, Jordan D	2						

Date	Schedules		Punches		Hours
	Start	End	IN	OUT	
SAT 26					
SUN 27					
MON 28	4:00a	12:00p	3:14a	11:55a	Reg 8:45
TUE 29	4:00a	12:00p	3:20a	11:55a	Reg 8:45
WED 30	4:00a	12:00p	3:25a	11:55a	Reg 8:30
THU 31	4:00a	12:00p	3:24a	11:55a	Reg 8:30
FRI 1	4:00a	12:00p	3:11a 11:57a	11:56a 11:58a	Reg 5:30 C15 3:15

**HINT:** Click column headers to sort the list.

## HOURS SUMMARY / TIMECARD HOURS

Similar to Unreviewed Issues, this summary displays employee hours by pay period.

Employee	Regular ↓	Overtime	Comp Used	PTO
Cleveland, Danielle J	80:00	16:00		
Croft, Caitlin W	80:00			
Van Dam, Aaliyah C	80:00			
Percy, Gavin E	78:00			
Pressley, Jacob B	25:30			
Trowbridge, Laura J	24:30			
Welden, Makayla K	24:00			
Lacy, Noah A	20:30			

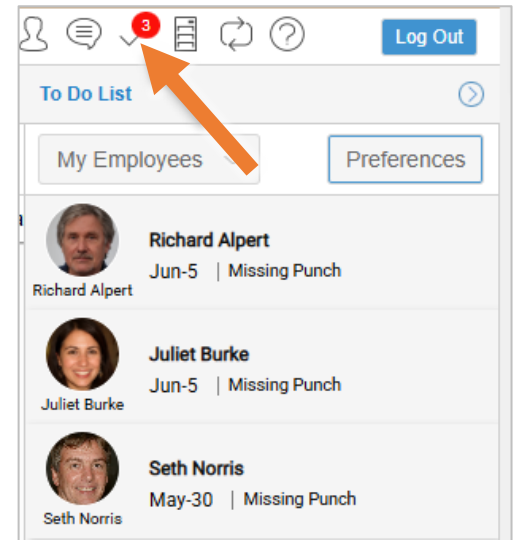
Date	Schedules		Punches		Hours
	Start	End	IN	OUT	
SAT 9	3:00p	1:00a	2:59p	1:21a	Reg 10:15
SUN 10	3:00p	1:00a	10:00a	1:00a	Reg 15:00
MON 11	3:00p	1:00a			
TUE 12	3:00p	1:00a			
WED 13					
THU 14					

**HINT:** Use this to confirm employees are trending toward the correct number of hours.

## TO DO LIST

Located in the top-right corner, the To Do List displays outstanding items that require action, most commonly missing punches and leave requests.

This list helps ensure all issues are resolved **before payroll is processed**.



## STEP 2 – MAKE DAILY ADJUSTMENTS

When reviewing employee activity, you may need to make corrections. Whether you navigate from a summary tool or search for an employee directly, AoD typically brings you to the **Timecard Editing** page.

Date	Schedules		Punches		Hours	Workgroups
	Start	End	IN	OUT		
SAT JUL 26						
SUN JUL 27						
MON JUL 28	7:00a	5:00p	2:58p		Reg 10:00	1170 0380 Public Safety Corrections Officer 2:58p 1:00a
TUE JUL 29	7:00a	5:00p	2:44p		Reg 10:00	1170 0380 Public Safety Corrections Officer 2:44p 1:00a
WED JUL 30	7:00a	5:00p	2:52p		Reg 10:00	1170 0380 Public Safety Corrections Officer 2:52p 1:00a
THU JUL 31	7:00a	5:00p	2:55p		Reg 10:00	1170 0380 Public Safety Corrections Officer 2:55p 1:00a
FRI AUG 1						
SAT AUG 2						
SUN AUG 3						
MON AUG 4	7:00a	5:00p	2:54p		Reg 10:00	1170 0380 Public Safety Corrections Officer 2:54p 1:00a
TUE AUG 5	7:00a	5:00p	3:00p		Reg 10:00	1170 0380 Public Safety Corrections Officer 3:00p 1:00a
WED AUG 6	7:00a	5:00p	2:55p		Reg 10:00	1170 0380 Public Safety Corrections Officer 2:55p 1:22a
THU AUG 7	7:00a	5:00p	9:55a		Reg 10:00 C15 5:00	1170 0380 Public Safety Corrections Officer 9:55a 1:02a

Most Common edits you can perform:

Edit	Description
Adding/Editing Missing Punches	Add, edit, or delete punches
Crediting Hours or Dollars	Credit any type of time or dollars on a day
Editing Schedules	Add, edit, or delete schedules
Transferring/Reallocating Hours	Transfer hours to another Workgroup (department / position)
Reallocate Pay Designation	Reallocate hours on a day. (e.g., OT → Comp Time)
Add Notes or Comments	Provide additional context on an employee's day

### STEP 3 – MANAGE LEAVE REQUESTS

While the To Do List also shows pending time-off requests, you can also review and manage them through the **Leave Requests** screen.

The Leave Management page includes:

- Details of each request
- A list of other employees with approved or pending requests
- Options to **Approve**, **Deny**, or **Modify** a request

Last Name	First Name	ID	Badge	Department	Time Location				
Goadby	Eric	24	24	Admin Bldg	0002 Auditor				
<div style="border: 1px solid orange; padding: 2px; display: inline-block;"> <input type="button" value="Approve"/> <input type="button" value="Deny"/> <input type="button" value="Change"/> </div>									
<b>Pending</b>									
PTO 8:00      42nd request in last 1 Yr; 40 were previously approved      “Kids School Trip”									
Sufficient Balance (113:45)      Submitted on 08/11/25 1:14p Today									
08/22/25, 11 Days from now									
Saturday		Sunday		Monday		Tuesday		Wednesday	
Aug	<b>9</b>	Aug	<b>10</b>	Aug	<b>11</b>	Aug	<b>12</b>	Aug	<b>13</b>
Cullen, Bailey I	8:00	Cross, Kayla Z	10:00	730a/430p	8 h	730a/430p	8 h	730a/430p	8 h
Dalton, Claire G	0:30	Dalton, Claire G	0:30	Ackerman, Kelsey A	2:00	Bathurst, Adrian T	7:00	Ackerman, Kelsey A	2:00
Derby, James I	0:30	Derby, James I	0:30	Byington, Katheri...	7:30	Bathurst, Adrian T	1:00	Berwick, Caleb T	10:00
Hinckley, Antonio G	0:30	Hinckley, Antonio G	0:30	Edwin, Sarah R	7:00	Berwick, Caleb T	10:00	Byington, Katheri...	7:30
Holtcombe, Aman...	0:30	Inclendon, Aidan O	10:00	Granger, Stephan...	4:00	Berwick, Ian X	8:00	Edwin, Sarah R	7:00
Inclendon, Aidan O	10:00	Velay, Trevor R	0:30	Haverill, Garrett Q	8:00	Byington, Katheri...	7:30	Nairne, Caleb J	8:00
Kettle, Molly R	0:30			Ireton, Mariah Q	7:00	Clowes, Ian H	0:45	<b>Brodt, Amber N</b>	<b>8:00</b>
Lindsay, Anthony W	0:30			Lacy, Noah A	4:00	Edwin, Sarah R	7:00		
Randal, Michael B	8:00								

### STEP 4 – CONFIRM HOURS FOR PAYROLL PROCESSING

Before approving employees for payroll:

- Ensure **all issues** are resolved
- Confirm **all leave requests** have been addressed
- Review employee hours using available **reports and summary sheets** under Reporting

This step ensures accuracy and reduces payroll corrections.

Find:	Search Employee	Employee Hours						
<b>LOW INTEGRATION</b>		<b>Totals</b>	20722.00	1198.45	2456.45	5076.7199	158.15	334.30
<b>DAILY OPERATIONS</b>		Employee	Regular	Overtime	PTO	Supplement	CmpE...	Comp Used
<b>EMPLOYEES</b>		Ackerman, Eric H	80:00	17:30	24:00			
<b>SCHEDULING</b>		Ackerman, Kelsey A	56:30		23:30	115.3800		
<b>REPORTING</b>		Ackland, Robert I	80:00				1:00	
Shared Reports		Ada, Bailey	80:00	41:00				
My Reports		Adlam, Adrian	76.45				3:15	
Employee Hours		Adlam, Katherine F	78:15					0:45
Employee Details		Adolphus, Laura E	24:00					
Personal Information		Akeman, Brian W	70:00		3:45			1:15
All Workgroup Hours		Alford, Kayla V	20:30					
Department Hours		Alfort, Grace U	54:00					
Supervisor Hours		Alverston, Natalie S	68:15		11:45			

## STEP 5 – APPROVE EMPLOYEES FOR PAYROLL PROCESSING

Once all hours and corrections are complete, you can approve employee timecards for payroll.

### OPTION 1 – APPROVE INDIVIDUALLY

View the list of employees requiring approval, click the first employees name, approve their timecard, and continue to the next employee.

Employee Name (Grand Rapids-Clerical-Admin Assistant)

Time Card Previous Period Editing Sheet Adjustments **1** Approve Print < Employee Name > **2**

Last Name	First Name	ID	Worked	Scheduled	Projected	Diff +/-
Employee	Name	1017	0:00	35:00	35:00	-5:00
Date	Schedules		Punches		Hours	Workgroups
	Start	End	IN	OUT		
SUN NOV 30						
MON DEC 1	8:00a	3:30p	8:02a	3:31p	Reg 7:29	Grand Rapids Clerical
TUE DEC 2	8:00a	3:30p	7:51a	3:31p	Reg 7:40	Grand Rapids Clerical

### OPTION 2 – APPROVE ALL EMPLOYEES

If available, select the option to **Approve all Employees in List**.

**WARNING:** If there is a list of employees with **unresolved issues**, they must be corrected before approval.

Find:

**LOW INTEGRATION** +

**DAILY OPERATIONS** -

- ⚙ Dashboard
- ⚙ Hours Summary
- ⚙ Unreviewed Issues
- ⚙ Leave Requests
- ⚙ Overtime Projection
- ⚙ Employee Messages
- ⚙ **Approve Time Cards**

**Previous Period Issues** 📄 ⌵

7 Employees

Adlam, Adrian   Adlam, Katherine F   Cleaver, Erin W

Filley, Victoria Z   Goadby, Eric I   More...

**Supervisors Need to Approve Timecards (previous)** 📄 ⌵

28 Employees

Ackland, Robert I   Alverston, Natalie S   Amherst, Antonio V

Annesley, Stephanie E   Barstow, Stephanie J   More...

Approve Each Employee

➔

Fix Before Approving

➔

Approve All Employees

➔