

Supervisor / Manager

Daily Routine – Quick Reference

Purpose: This is a quick overview of daily responsibilities for Supervisors/Managers using Attendance on Demand (AoD). Depending on your organization's configuration, some tasks may vary. For in-depth training, please visit our [TRAINING WEBSITE](#).

1. MONITOR EMPLOYEE ACTIVITY & EXCEPTIONS (DAILY)

- Review daily employee hours, punches, and attendance
- Look for exceptions like missing punches, late arrivals, or early departures
- Click highlighted Dashboard items to review and correct issues

TOOLS USED IN DAILY OPERATIONS

- **Dashboard:** Calendar view of daily activity; click items for details
 - **Unreviewed Issues:** Employees with unresolved issues in the pay period
 - Click names to open timecards
 - Tip: Click column headers to sort
 - **Hours Summary / Timecard Hours:** Confirm employees are trending toward expected hours
 - **To Do List:** Missing punches, leave requests, and other required actions
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2. MAKE DAILY ADJUSTMENTS (DAILY)

Tool described in **Step 1** will open the Timecard Editing page.

- Add, edit, or delete punches
 - Add hours or dollars
 - Adjust schedules as needed
 - Add notes or comments
 - Transfer hours when employees work in different roles or departments
 - Reallocate hours (*e.g., OT → Comp Time*)
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3. MANAGE LEAVE REQUESTS (DAILY OR REGULARLY)

- Review and respond to employee time-off requests promptly
- Approve, deny, or modify requests based on coverage and policy

Access via the To Do List or Leave Requests screen

4. CONFIRM HOURS FOR PAYROLL

- Ensure all punches and schedules are accurate
- Confirm all leave requests are addressed

Goal: Reduce payroll errors and corrections

5. REVIEW AND PRINT VOUCHER REPORT

- Go to Shared Reports, choose your department(s) and print/save voucher report
- Review hours and dollars to ensure payroll is correct.

Note: This is for Counties only.

6. APPROVE TIMECARDS FOR PAYROLL

- Approve employee timecards once corrections are complete
- Approve groups or all employees (if available)

Important: Employees with unresolved issues must be corrected before approval