

**Unapproved Timecard Notification Report**  
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## Unapproved Timecard Notification Report

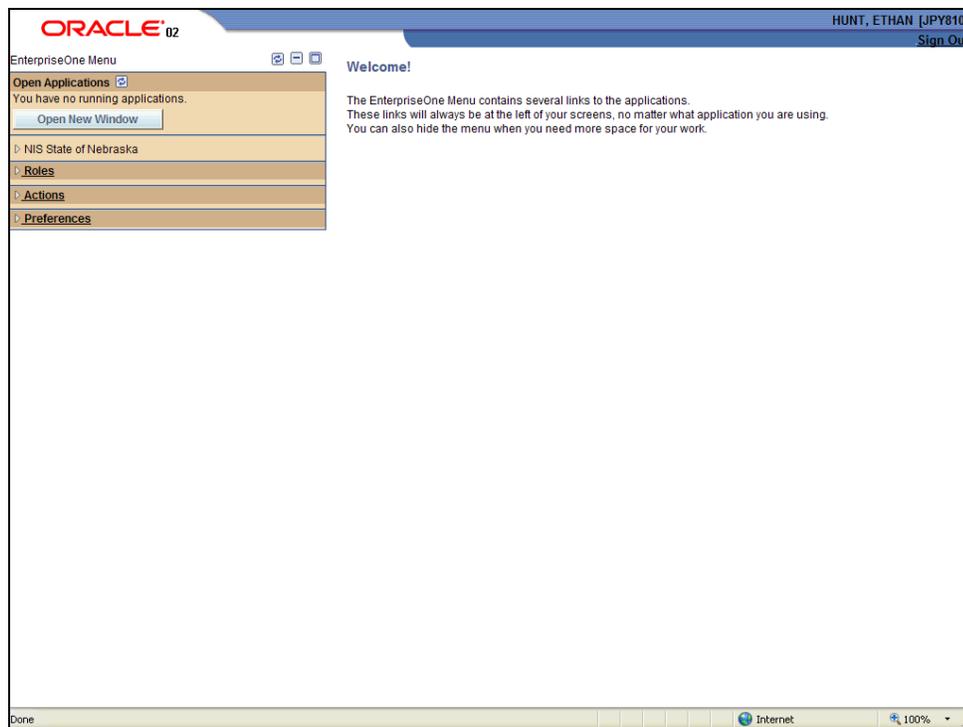
### Unapproved Timecard Notification Report Overview

This report will generate a report of time cards which have not been approved by a supervisor. It also gives the option to send an email to the supervisor notifying them that they have employees whose time cards have not been approved.

### Unapproved Timecard Notification Report Lesson

#### Procedure

In this lesson you will learn the steps for running the Unapproved Timecard Notification Report.

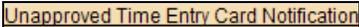


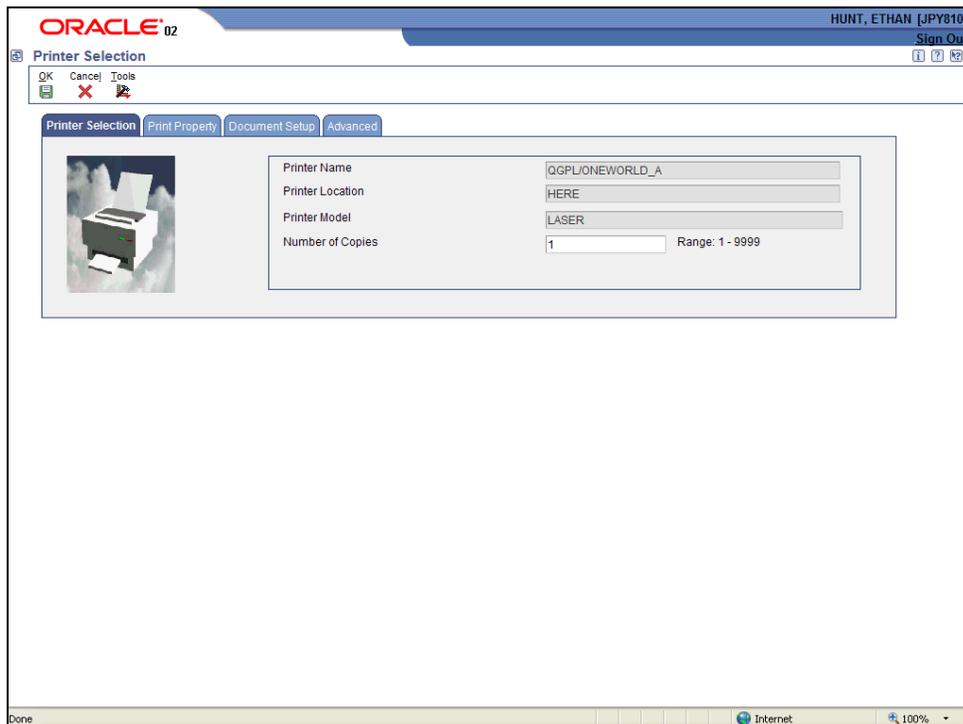
Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <span style="border: 1px solid black; padding: 2px;">NIS State of Nebraska</span>

# Training Guide

## Unapproved Timecard Notification Report



Step	Action
2.	Click the <b>Human Resources/Payroll - Agencies</b> link. 
3.	Click the <b>Payroll</b> link. 
4.	Click the <b>Batch Time Entry Processing</b> link. 
5.	Click the <b>Unapproved Time Entry Card Notification</b> link. 
6.	In the <b>Agency Number</b> field you will enter your agency number.
7.	In the <b>Date – Pay Period Ending</b> field enter the ending date of the pay period for which you are running the report.
8.	The <b>Email Supervisor</b> field is where you indicate whether or not you want an email sent to the supervisor. Entering a <b>Y</b> means an email will be sent to the supervisor, and entering an <b>N</b> means an email will not be sent to the supervisor.
9.	After entering your information click the <b>OK</b> button. 



Step	Action
10.	Click the <b>OK</b> button. 
11.	After the report runs an email will be sent to all supervisors who have employees with unapproved time cards if you put a <b>Y</b> in the <b>Email Supervisor</b> field.
12.	You have successfully completed this lesson.  To view your report go to <b>View Job Status</b> . <b>End of Procedure.</b>