

Accessing Employees to Approve Time

Only Employees that have entered time will appear

Related Content

Group ID's

Approve Payable Time

Approve Time for Time Reporters

Employee Selection Criteria

Description	Value	
Group ID	2	03087
Empl ID	3	<input type="text"/>
Empl Rcd Nbr		<input type="text"/>
Last Name		<input type="text"/>
First Name		<input type="text"/>
Department		<input type="text"/>
Supervisor ID	4	<input type="text"/>
Reports To Position Number	5	<input type="text"/>
Position Number		<input type="text"/>

Clear Selection Criteria
Get Employees 1

No employees were returned for the time period specified.

Start Date: End Date: Refresh

Change the dates first before you click "Get Employees"

- 1
Get Employees
Click and you will see all of your direct reports and their direct reports
- 2
Group ID
Click 'Related Content' > Click 'Group ID's' > Enter Group ID # for the person or department you want to see employees for in the Filter (see below)
- 3
Empl ID
Enter an employee ID to view one employee at a time
- 4
Supervisor ID
Enter your employee ID to view all of your non-benefit eligible direct reports
- 5
Reports To Position Number
Enter your PCN to view all of your benefit eligible direct reports

2 Choose a Group ID to see your Direct Reports

Group ID's

BTL_GROUP_IDS_BY_ROWSECLASS

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1 of 2 Last

Group ID	Descr	ID	Name
1 03087	Position C		Supervisor 1
2 E0049	EmplID 1		Supervisor 2