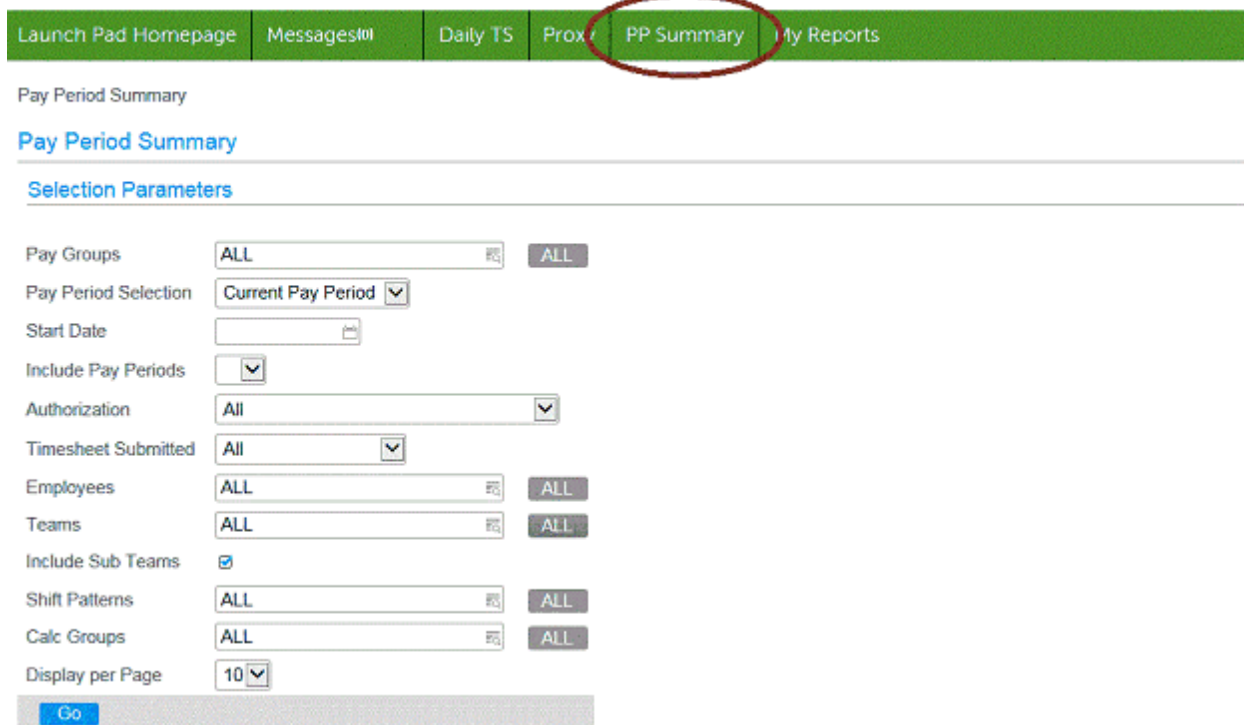


Checking for Unapproved Timesheets

Overview: A Manager can check a pay period and identify unapproved timesheet entries.

1. Log into *MyArmy* (myarmy.can.salvationarmy.org)
2. Click *Ultipro*.
3. Click *Menu > Myself > Time and Attendance*
4. Click *Pay Period Summary*
5. Select **All** for each field as shown below and run the report (**Go**)
6. Correct any errors on the Timesheets OR send a request to Service Desk with "TimeSheet Error" in the subject.



Launch Pad Homepage Messages Daily TS Prox **PP Summary** My Reports

Pay Period Summary

Pay Period Summary

Selection Parameters

Pay Groups	<input type="text" value="ALL"/>	<input type="button" value="ALL"/>
Pay Period Selection	<input type="text" value="Current Pay Period"/>	
Start Date	<input type="text"/>	
Include Pay Periods	<input type="text"/>	
Authorization	<input type="text" value="All"/>	
Timesheet Submitted	<input type="text" value="All"/>	
Employees	<input type="text" value="ALL"/>	<input type="button" value="ALL"/>
Teams	<input type="text" value="ALL"/>	<input type="button" value="ALL"/>
Include Sub Teams	<input checked="" type="checkbox"/>	
Shift Patterns	<input type="text" value="ALL"/>	<input type="button" value="ALL"/>
Calc Groups	<input type="text" value="ALL"/>	<input type="button" value="ALL"/>
Display per Page	<input type="text" value="10"/>	