

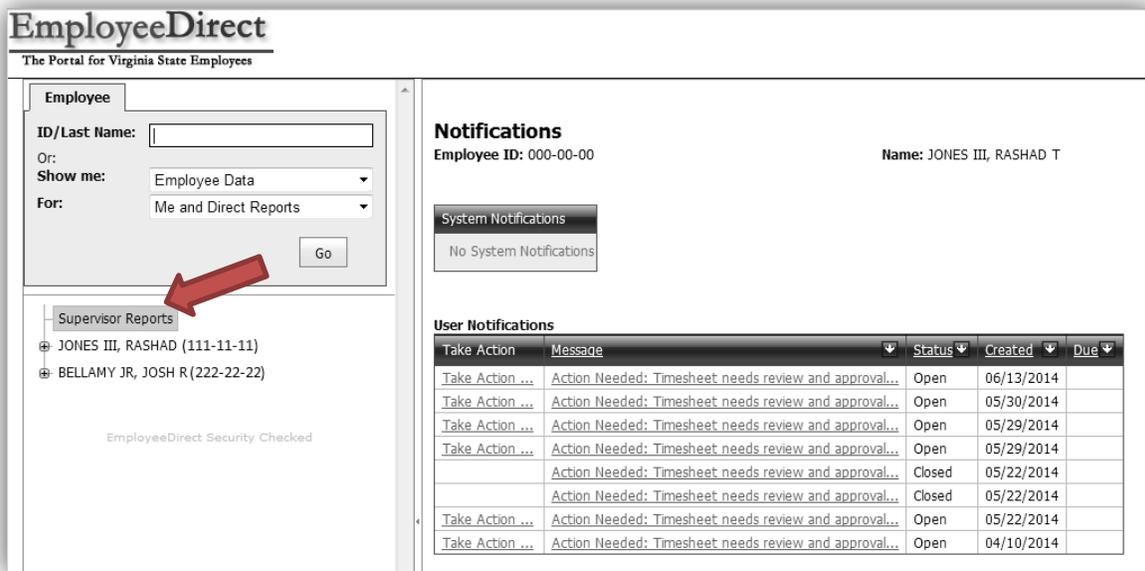
TAL Supervisor Reporting Update

Based on user feedback, we have enhanced TAL to provide supervisor users with a reporting feature designed to help them better manage time, leave, and attendance. Initially the three reports listed below will be available (and others may be added in the future):

1. **Future Leave Requests for my Direct Reports and Me** - shows the days, numbers of hours, and status of future dated leave requests for you and your direct reports.
2. **Leave Balances for My Direct Reports and Me** - shows leave balances from the TAL Leave Balance Screen for you and all your direct reports.
3. **Wage Hours of my Direct Reports** - shows both the total number of hours and average weekly hours that wage employees that report directly to you have worked.

Accessing Supervisor Reports

When you login to TAL you will see in the left side tree-view a new “Supervisor Reports” selection:



The screenshot shows the EmployeeDirect portal interface. On the left side, there is a tree-view navigation menu. The "Supervisor Reports" link is highlighted with a red arrow. Below it, two user entries are listed: "JONES III, RASHAD (111-11-11)" and "BELLAMY JR, JOSH R (222-22-22)".

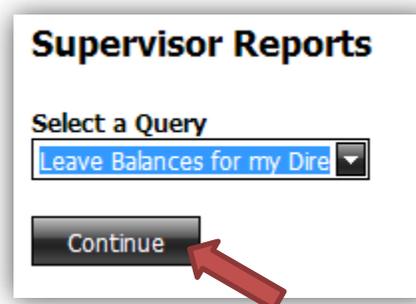
The main content area on the right includes a search box for "Employee ID" and "Name" (JONES III, RASHAD T). Below this, there are sections for "System Notifications" (No System Notifications) and "User Notifications". The "User Notifications" section contains a table with columns: "Take Action", "Message", "Status", "Created", and "Due".

Take Action	Message	Status	Created	Due
Take Action ...	Action Needed: Timesheet needs review and approval...	Open	06/13/2014	
Take Action ...	Action Needed: Timesheet needs review and approval...	Open	05/30/2014	
Take Action ...	Action Needed: Timesheet needs review and approval...	Open	05/29/2014	
Take Action ...	Action Needed: Timesheet needs review and approval...	Open	05/29/2014	
	Action Needed: Timesheet needs review and approval...	Closed	05/22/2014	
	Action Needed: Timesheet needs review and approval...	Closed	05/22/2014	
Take Action ...	Action Needed: Timesheet needs review and approval...	Open	05/22/2014	
Take Action ...	Action Needed: Timesheet needs review and approval...	Open	04/10/2014	

When you select the Supervisor Reports link a Select a Query dropdown box control is provided in the right side main screen area as shown below. Use this dropdown menu to select the report you would like to view and then select the Continue button to view the report:



The screenshot shows the "Supervisor Reports" section with a "Select a Query" dropdown menu. The dropdown menu is open, showing three options: "Future Leave Requests for my Direct Reports and Me", "Leave Balances for my Direct Reports and Me", and "Wage Hours for my Direct Reports".



The screenshot shows the "Supervisor Reports" section with the "Select a Query" dropdown menu. The dropdown menu is open, and the "Leave Balances for my Dire" option is selected. Below the dropdown menu, the "Continue" button is highlighted with a red arrow.



TAL Supervisor Reporting Update

The report will display in the main screen area:

Query: Leave Balances for Me and my Direct Reports

Query Criteria: For Supervisor RASHAD JONES As Of 06/19/2014

Summary Data: Query excludes accumulator type balances (e.g., Pay Dock or Educational Leave) that have balances of zero.

Employee Name	Employee ID Number	Leave Type	Last Processed Date (LPD)	Balance On LPD (1)	Accumulated on LPD (2)	Adjusted Since LPD (3)	Transactions Pending since LPD (4)	Total (1+2+3+4)
BELLAMY, JOSH	2222222	Annual Leave	08/31/2012	0.0	0.0	8.0	0.0	8.0
BELLAMY, JOSH	2222222	Sick Leave (VSDP)	08/31/2012	0.0	0.0	8.0	0.0	8.0
BELLAMY, JOSH	2222222	Family / Personal (VSDP) Leave	08/31/2012	0.0	0.0	12.0	-2.0	10.0
BELLAMY, JOSH	2222222	Compensatory Leave	08/31/2012	0.0	0.0	15.6	0.0	15.6
BELLAMY, JOSH	2222222	Overtime Leave	08/31/2012	0.0	0.0	6.5	0.0	6.5
BELLAMY, JOSH	2222222	Recognition Leave	08/31/2012	0.0	0.0	12.0	0.0	12.0
BELLAMY, JOSH	2222222	Military Leave Bank	08/31/2012	0.0	0.0	6.1	0.0	6.1
BELLAMY, JOSH	2222222	Military Leave	08/31/2012	0.0	0.0	3.0	0.0	3.0
BELLAMY, JOSH	2222222	School Asst. & Volunteer Service Leave (SAVSL)	08/31/2012	0.0	0.0	24.0	0.0	24.0
BELLAMY, JOSH	2222222	Educational Leave	08/31/2012	0.0	0.0	3.0	0.0	3.0

Page 1 of 3 (27 items) << < 1 2 > >>

Export to PDF Export to XLS Export to XLSX Export to CSV

At the top of the report, a summary of the query criteria is shown. Reports can have multiple pages of data, use the page controls at the bottom left to move through the pages.

Across the bottom left of the main screen area, buttons are provided to allow export of the report results. If you want to print a copy of the report, use the Export to PDF function and print the PDF. If you want to sort or manipulate the data in Excel, export the report using any of the other buttons.

You can sort the data on screen or for export by selecting the column heading - this can be helpful when you want to look at a specific category of leave for everyone, select the Leave Type heading.

