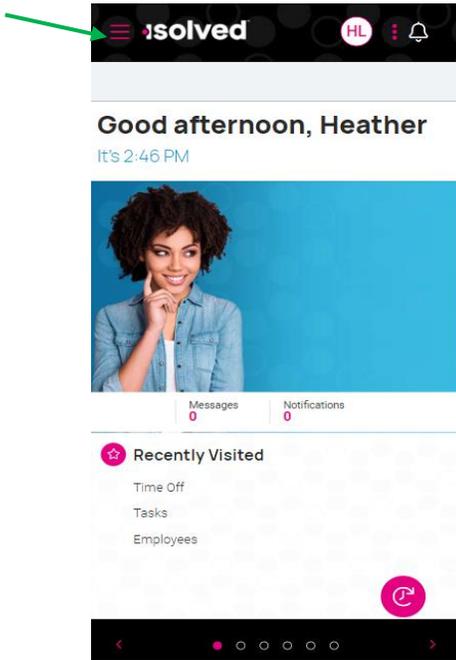


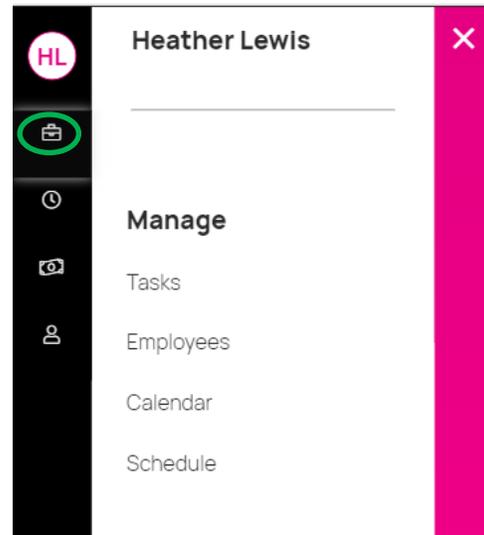


## Accessing the Manager View in Mobile AEE

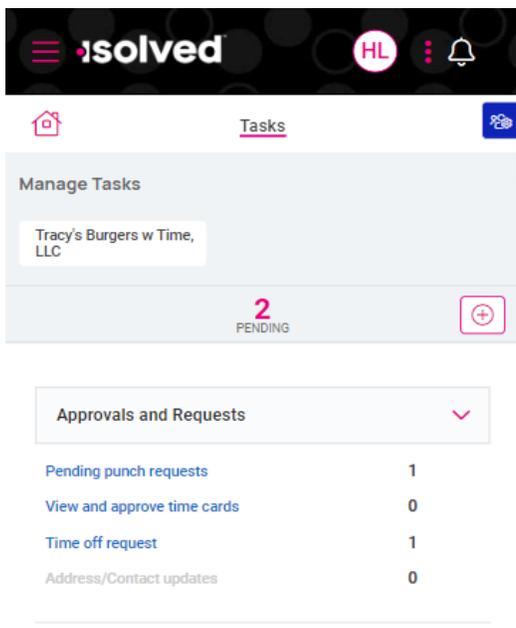
1. Click on the 3 pink lines in the upper left corner to access the menu



2. The toolbox icon at the top, allows you to access the manager/supervisor view



3. Clicking on **Tasks** allows you to approve or reject pending punches, View and approve time cards, edit time cards, approve or reject time off and Address/Contact Updates (if given access).



4. To edit a timecard, click “view and approve time cards”

Approvals and Requests	
Pending punch requests	1
<b>View and approve time cards</b>	0
Time off request	1
Address/Contact updates	0

Scroll down to the employee list. Select an employee. Select detail. To add a punch, hours, adjustment, or absence click the pink plus icon.

Day	Total	Adj \$	Alerts
Sun Jun 19			
> Mon Jun 20	8.00	0.00	
Tue Jun 21			
Wed Jun 22			
Thu Jun 23			

5. To edit existing timecard entries, select detail. Click the pink arrow to the right of the date you want to edit. This will show you the hours and punches.

Day	Total	Adj \$	Alerts
Sun Jun 19			
> Mon Jun 20	16.00	0.00	
> Tue Jun 21	8.00	0.00	
Wed Jun 22			
> Thu Jun 23	8.00	0.00	
Fri Jun 24			
Sat Jun 25			

**IM DONE**

6. Click the pink arrow to the far right.

Day	Total	Adj \$	Alerts
Sun Jun 19			
> Mon Jun 20	16.00	0.00	
> Tue Jun 21	8.00	0.00	

Hours: 8.00  
In: 8:00am  
Out: 4:00pm

7. You will now see an ellipse below the arrow that allows you to edit

Day	Total	Adj \$	Alerts
> Tue Jun 21	8.00	0.00	

Hours: 8.00  
In: 8:00am  
Out: 4:00pm

**Edit**  
Delete

8. An Edit screen will open. When you finish editing, click save.

**EDIT HOURS**

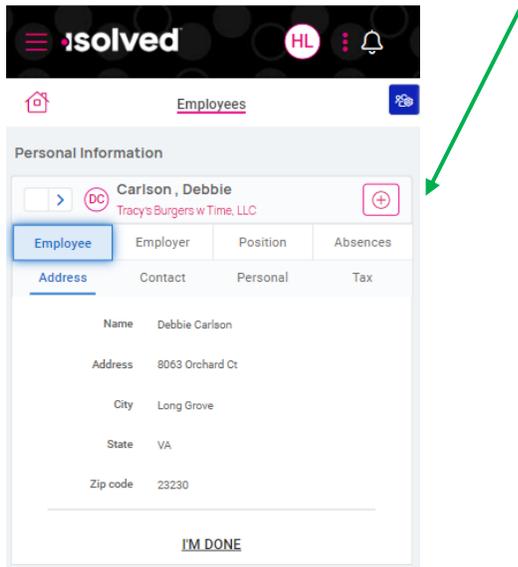
Start date: 06/21/2022  
Start time: 08:00 am  
End date: 06/21/2022  
End time: 04:00 pm  
Duration: 8  
Type: Normal

**Labor Group**  
No labor groups are associated with this time card entry.

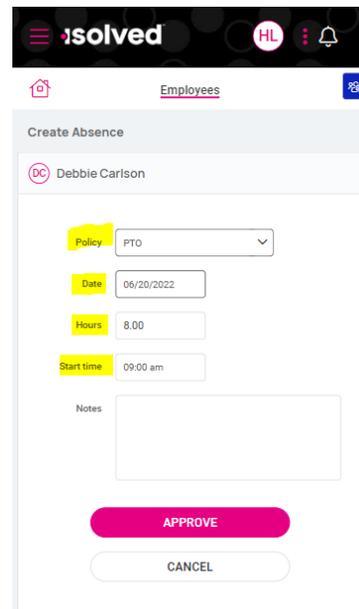
**GET LABOR**

**SAVE**

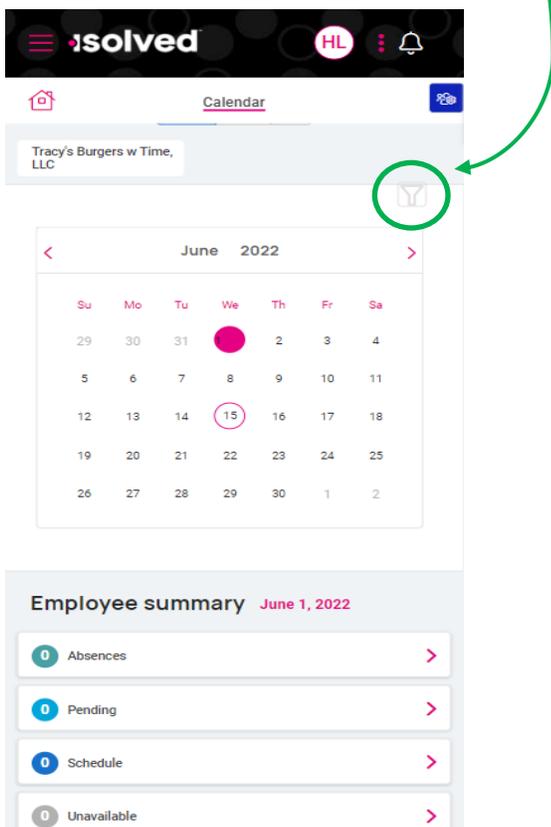
9. Clicking on Employees will show you a list of the employees you manage. Clicking a specific employee, you will see (if given access) the employee and employer information, position and absences. Clicking the pink plus sign, you can create an absence or put a time off request



10. Fill in the appropriate fields and Approve (for absence) or Submit (for time off request)



11. Clicking on Calendar allows you to view your employees' absences, scheduled hours, unavailable time, and holidays in a calendar format. You can view Monthly, Weekly, or Daily. Use the filter icon on the right to allow you to determine what items you want to see.



12. Clicking on schedule, let's you know it's not quite ready. There is a link that will take you to the classic desktop view

