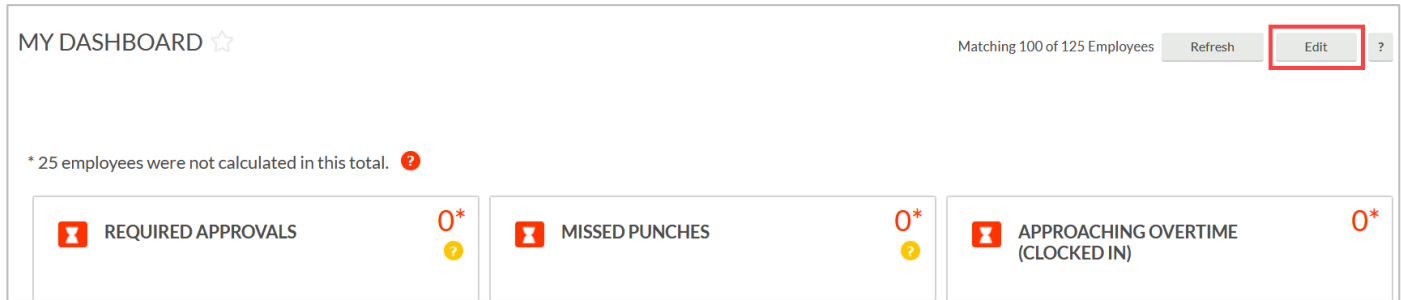


Apply Custom Dashboards

Timekeepers and Managers can apply a user-specific dashboard to make their TCP experience more efficient. This customized dashboard will display the widgets that are in-line with Timekeeper and Manager responsibilities.

1. From the Default Dashboard, click the Edit button.

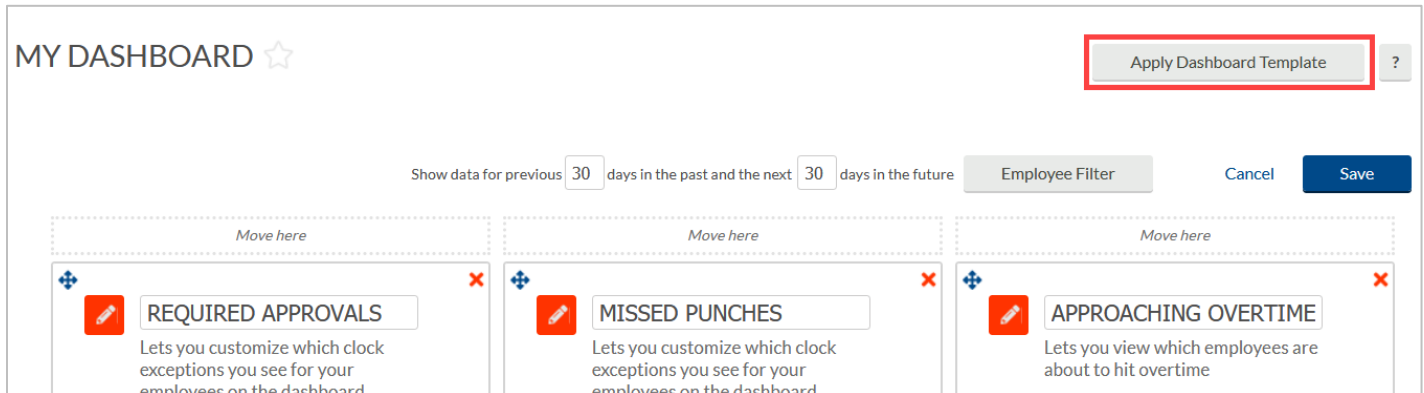


MY DASHBOARD ☆ Matching 100 of 125 Employees Refresh **Edit** ?

* 25 employees were not calculated in this total. ?

REQUIRED APPROVALS 0*	MISSED PUNCHES 0*	APPROACHING OVERTIME (CLOCKED IN) 0*
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2. Click the Apply Dashboards button.

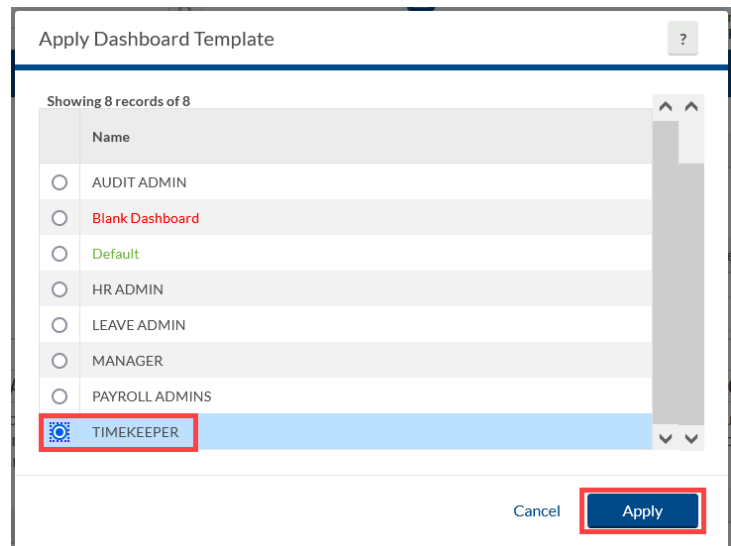


MY DASHBOARD ☆ **Apply Dashboard Template** ?

Show data for previous 30 days in the past and the next 30 days in the future Employee Filter Cancel Save

<i>Move here</i>	<i>Move here</i>	<i>Move here</i>
REQUIRED APPROVALS Lets you customize which clock exceptions you see for your employees on the dashboard	MISSED PUNCHES Lets you customize which clock exceptions you see for your employees on the dashboard	APPROACHING OVERTIME Lets you view which employees are about to hit overtime

3. Select the Timekeeper or the Manager dashboard and click the Apply button.



Apply Dashboard Template ?

Showing 8 records of 8

	Name
<input type="radio"/>	AUDIT ADMIN
<input type="radio"/>	Blank Dashboard
<input type="radio"/>	Default
<input type="radio"/>	HR ADMIN
<input type="radio"/>	LEAVE ADMIN
<input type="radio"/>	MANAGER
<input type="radio"/>	PAYROLL ADMINS
<input checked="" type="radio"/>	TIMEKEEPER

Cancel **Apply**

4. The custom dashboard will now display, showing the Timekeeping-related widgets.

MY DASHBOARD ☆ Matching 100 of 125 Employees Refresh Edit ?

* 25 employees were not calculated in this total. ?

OUTSTANDING EMPL APPROVAL
0*
?

OUTSTANDING MGR APPROVAL
0*
?

MISSED PUNCHES
0*
?

APPROACHING OVERTIME
0*

CONFLICTING SEGMENTS
0*
?

OVERTIME
0*
?

TRACKED EXCEPTIONS
0*
?

PENDING TIME OFF REQUEST
0*

OVERTIME BY DEPARTMENT
0:00
?

No data found

EMPLOYEE CLOCK STATUS

🔍

Name	ID	Clock Status
Adrienne		Out
Amanda		In
Andrea		In
Andrea		Out
Angela		In

[Jump to Employee Status](#)

FMLA LINKS 13*

13/13

- [Request for Family and Medical Leave](#)
- [FMLA Return to Work Release](#)
- [Family and Medical Leave Act Policy](#)
- [Family and Medical Leave Act Procedure](#)
- [Employee Rights under the Family and Medical Leave Act](#)
- [Family and Medical Leave Act \(FMLA\) FAQs: UT Arlington](#)
- [Employee's serious health condition, form WH-380-E](#)
- [Family member's serious health condition, form WH-380-F](#)
- [Qualifying Exigency, form WH-384](#)
- [Military Caregiver Leave of a Current Servicemember, form WH-385](#)
- [Military Caregiver Leave of a Veteran, form WH-385-V](#)
- [HR Leave Management Services Team](#)
- [FMLA Training for Supervisors](#)