

# **New Time Entry and Approval App**

Office of the Vice President for Finance

---

Ryan Damore – Manager, HR/Payroll Services

Darren Scartissi – Manager, HR/Payroll Services



# Pain Points Addressed

---

- Inefficient, manual data entry
- Time cannot be approved proactively
- System unavailable during scheduled processing midweek



# How Does It Work?

---

- Atlas app integration allows time entry and approval on desktop or mobile device
- Centralized dashboard allows holistic view of time and leave balances



# How Does It Work?

← Jun 20 - Jun 26, 2024 32 hrs Submit

Work Compliance assistant \* 32 hrs

Day	Hours
Mon 20	8
Tue 21	8
Wed 22	8
Thu 23	8
Fri 24	No hours logged
Sat 25	No hours logged
Sun 26	No hours logged

← Jun 20 - Jun 26, 2024 8 hrs

Work Compliance assistant \* 8 hrs

Mon 20 8 Tue 21 Wed 22 Thu 23 Fri 24 Sat 25 Sun 26

Monday Jun 20, 2024

Work Compliance assistant \* 8 hrs

Jun 20 - Jun 26, 2024  
Total hours 40 hrs

Apply to multiple days

Exclude weekends

Attendance/Absence type Work

Temporary code

Day Afternoon Evening Night

Select and customize days

Day	Hours
Mon, Jun 20	8
Tue, Jun 21	8
Wed, Jun 22	8
Thu, Jun 23	8
Fri, Jun 24	8

# Benefits

---

- Integrates time portal with Atlas app
- Improved user experience
- More timely approval process enabled through push notifications





**Logan Woodson**

 Dashboard

 Timesheet Employee

## Welcome Logan Woodson



**Timesheet  
Employee**

 Impersonation

 Logout

 Collapse





Emily Carter

 Dashboard

 Time Approval

## Welcome Emily Carter



Time Approval

 Impersonation

 Logout

 Collapse



# Coming Soon!

Anticipated rollout in late 2024

