

MSS3: To Do List

Job Aid

The To Do List is a list of employee scheduling and time card issues that a manager needs to address to maintain the schedule and prepare for payroll closure. The types of issues that can be addressed from the To Do List are:

- Leave request and cancel leave request
- Call off work
- Time card approval
- Missing punch
- Tardy, arrived early, left early and left late

The types of issues you see in the To Do List were selected to appear on a browser profile basis during system configuration. Some items can be removed from your view in the *To Do List Preferences* window.

Access the To Do List from the To Do List icon located in the Quick Access Toolbar in the MSS.



The red badge indicates the number of items in the list. Click the icon to expand the To Do List panel.

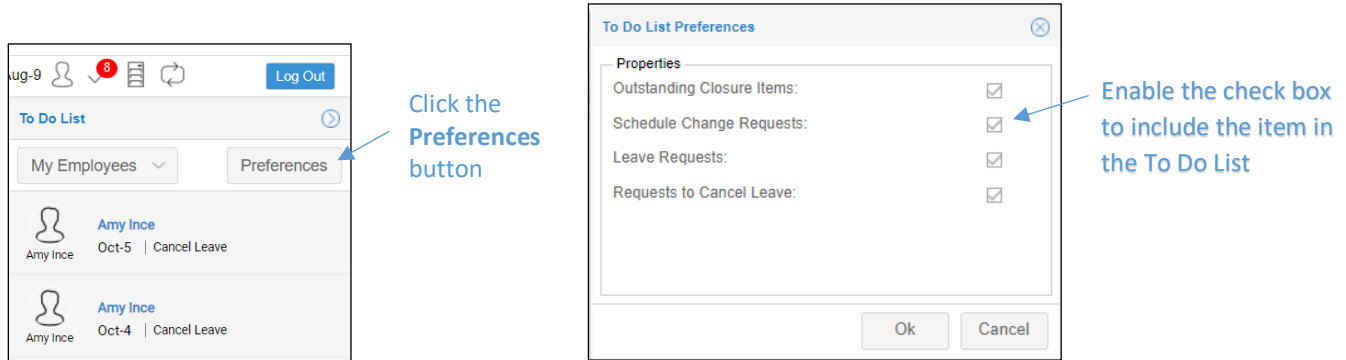
The screenshot shows the MSS3 interface. At the top right, there is a 'Log Out' button. Below it, the 'To Do List' panel is expanded, showing a list of items with arrows pointing to them from labels on the right: 'To Do List panel', 'Cancel leave request', 'Leave request', 'Call off', and 'Time card approval'. The list items are:

- Amy Ince Oct-5 | Cancel Leave
- Amy Ince Oct-4 | Cancel Leave
- Luke Amherst Aug-14 | Leave Request
- Xavier Aston Aug-12 | Leave Request
- Xavier Aston Aug-13 | Called Off Work (15/23 7½h)
- Jasmine Jones Jul-15 | Unapproved Timecard

On the left side of the interface, there is a 'Dashboard' section with a 'Period' dropdown set to 'Current Week'. It shows 'Productive Hours Analysis' and 'Unproductive Hours Analysis' for Sunday (August 5) and Monday (August 6). The 'Actual' hours for Sunday are 937:32 and for Monday are 1489:00. The 'Edits Required' are 24 for Sunday and 25 for Monday.

To Do List Preferences

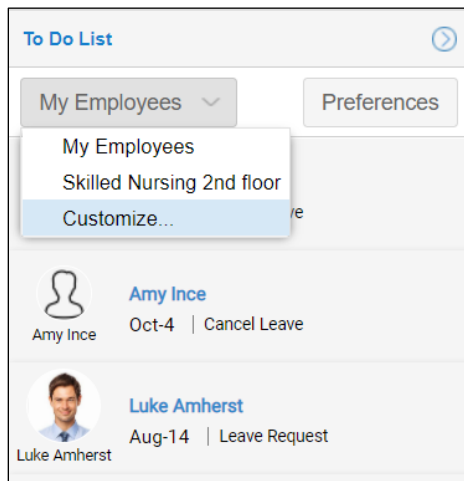
Use the Preferences feature to adjust which issues will appear in the To Do List:



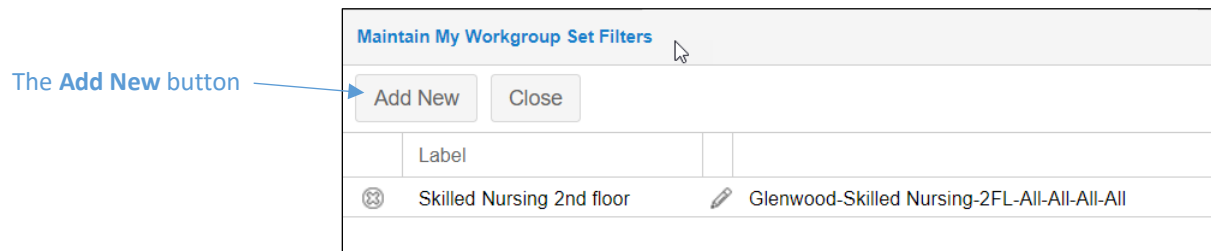
If all of the preferences are deselected, no issues will be displayed in the panel.

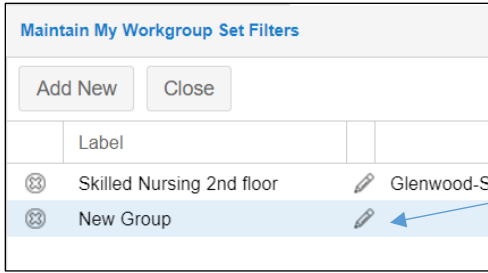
To Do List Filters

Use the To Do List filters to view a subset of the entire list of employees. The filter could allow you to display only the employees that you are responsible for monitoring or who belong to a specific workgroup.



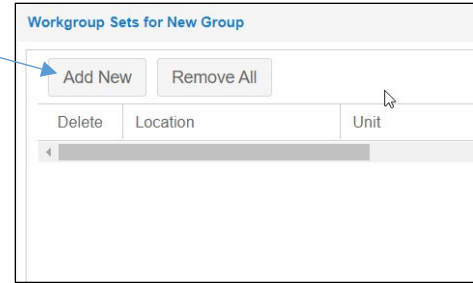
Add new filters or edit existing filters to your workgroup filter set using the Customize menu item. Click the **Add New** button in the filter panel.





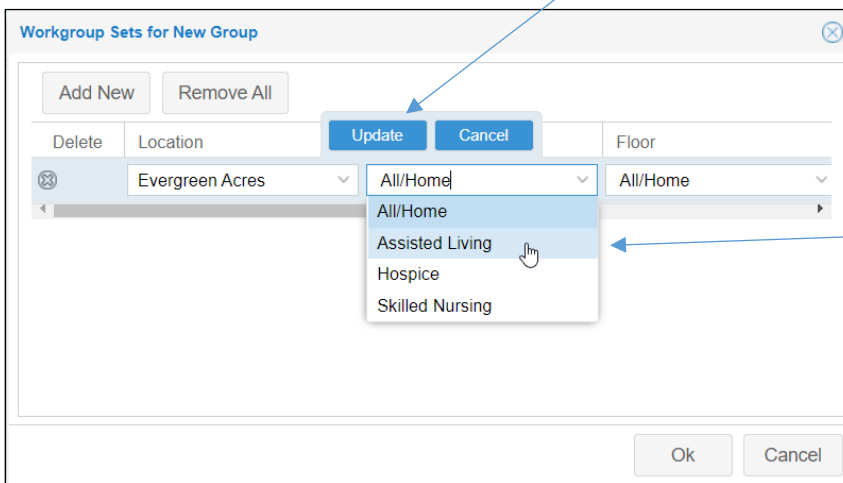
Click the **Add New** button to define workgroup

Click the pencil icon to define the workgroup for new or existing filters



Select workgroup levels from drop-down list and click the **Update** button to save your workgroup definition.

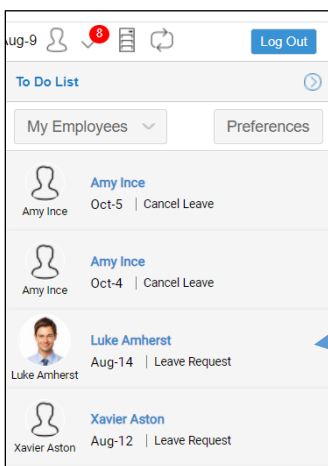
Click Update to save the workgroup definition



Click the workgroup level drop-down lists to define workgroup

Addressing Issues in the To Do List

To address an item in the To Do List, click the employee tile in the To Do List panel. The employee's page relating to the item in the To Do List, such as the leave request approval page, will open.



Click the employee tile

The employee's leave request approval page opens. You can approve, deny or change the leave request by selecting the appropriate button in this page.

Amherst, Luke E 504 To Do List

Last Name	First Name	MI	ID	Badge	Location	Unit
Amherst	Luke	E	504	504	Glenwood Gardens	Skilled Nursing

Pending 5th request in last 1 Yr; 2 were previously approved

Vacation 8:00 Submitted on 08/09/18 15:59 Today

Insufficient Balance (0:00)
08/14/18 to 08/14/18, 5 Days from now

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 5	Aug 6 8:1630 8h	Aug 7 Vacation 8h	Aug 8 Clever, Anthony U 8:00	Aug 9 Unpaid 8h	Aug 10	Aug 11
Aug 12 15:23 7½h Aston, Xavier U 7:30	Aug 13 7:30/16 8h	Aug 14 Vacation 8h	Aug 15	Aug 16 15:23 7½h	Aug 17	Aug 18
Aug 19	Aug 20 8:1630 8h	Aug 21 8:1630 8h	Aug 22 Flex 8¼h Glenwood Gardens-	Aug 23 8:1630 8h	Aug 24	Aug 25

My Employees Preferences

- Amy Ince** Oct-5 | Cancel Leave
- Amy Ince** Oct-4 | Cancel Leave
- Luke Amherst** Aug-14 | Leave Request
- Xavier Aston** Aug-12 | Leave Request
- Jasmine Jones** Jul-15 | Unapproved Timecard
- Julian King** Jul-15 | Unapproved Timecard
- Peter Tompkins** Jul-15 | Unapproved Timecard

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