

Supervisor Checklist

Pay Period _____

Pay Period End Date _____

Supervisor _____

of Workers in Sup Org _____

All values found in "Review Time Report"

Timesheet Totals:

Week 1 (1st Run)

	Number of Workers	Run Date	Comments
Un-submitted Timesheets			
Unapproved Timesheets			
Workers With No Time			

Week 1 (2nd Run)

	Number of Workers	Run Date	Comments
Un-submitted Timesheets			
Unapproved Timesheets			
Workers With No Time			



Supervisor Checklist

Timesheet Totals:

Week 2 (1st Run)

	Number of Workers	Run Date	Comments
Un-submitted Timesheets			
Unapproved Timesheets			
Workers With No Time			

Week 2 (Final Run)

	Number of Workers	Run Date	Comments
Un-submitted Timesheets			
Unapproved Timesheets			
Workers With No Time			

