

## Final Approver Quick Start Guide

Hours+ is an online application that allows production crew members to enter/submit timecards electronically.

Hours+ users in the **Final Approver** role can view and approve production crew timecards by batch. Each batch provides visibility into employees' total hours, gross wages for crew members during a given time period.

### Actions

- Create and submit a personal timecard
- View batches of timecards by week ending date
- Review details of timecards that have been approved by employees
- Review details of timecards that have been approved by the Department Head and HTG Approver prior to sending to Cast & Crew for processing.

After signing in via **Google Chrome** and selecting your project, you will see a total of two tabs available.

### MY TIMECARDS

Submits individual timecard entry

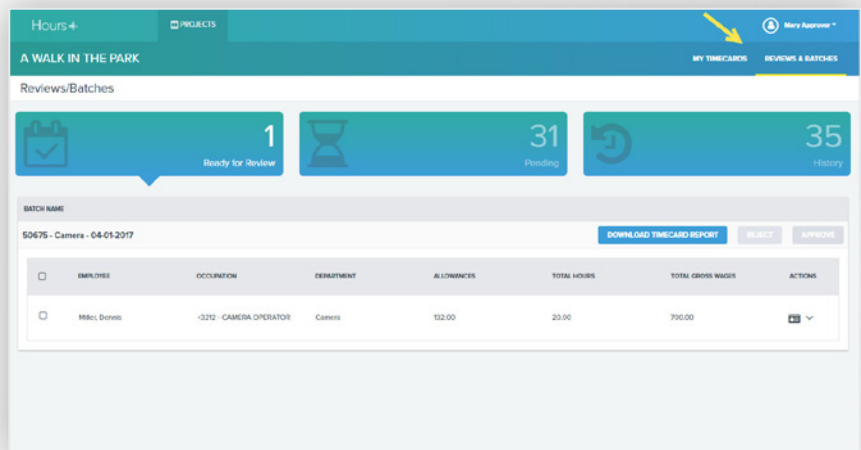
### BATCHES & REVIEWS

Displays timecards by batches and provides three different filters to view timecards in various states in the workflow:


- Ready for Review
- Pending
- History

The system will always default to Ready for Review.

### Project Dashboard



The screenshot shows the 'Project Dashboard' interface. At the top, there are navigation tabs for 'MY TIMECARDS' and 'REVIEWS & BATCHES'. Below the tabs, there are three summary cards: 'Ready for Review' with a count of 1, 'Pending' with a count of 31, and 'History' with a count of 35. The main content area displays a table for a specific batch named '50675 - Camera - 04-01-2017'. The table has columns for EMPLOYEE, OCCUPATION, DEPARTMENT, ALLOWANCES, TOTAL HOURS, TOTAL GROSS WAGES, and ACTIONS. A single row is visible for 'Mike, Dennis', who is a 'CAMERA OPERATOR' in the 'Camera' department, with 102.00 allowances and 20.00 total hours, resulting in 700.00 total gross wages.

EMPLOYEE	OCCUPATION	DEPARTMENT	ALLOWANCES	TOTAL HOURS	TOTAL GROSS WAGES	ACTIONS
Mike, Dennis	0312 - CAMERA OPERATOR	Camera	102.00	20.00	700.00	

<https://hoursplus.castandcrew.com/>

## READY FOR REVIEW

The Ready for Review filter displays the timecards that are ready for you to review and approve. The dashboard shows the following information:

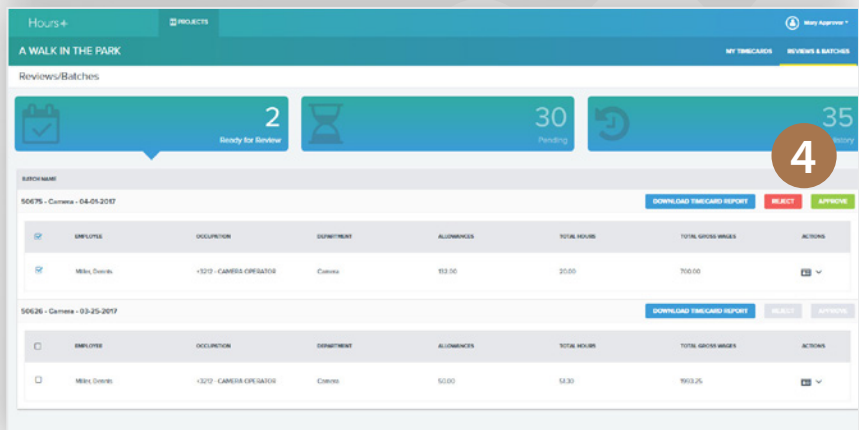
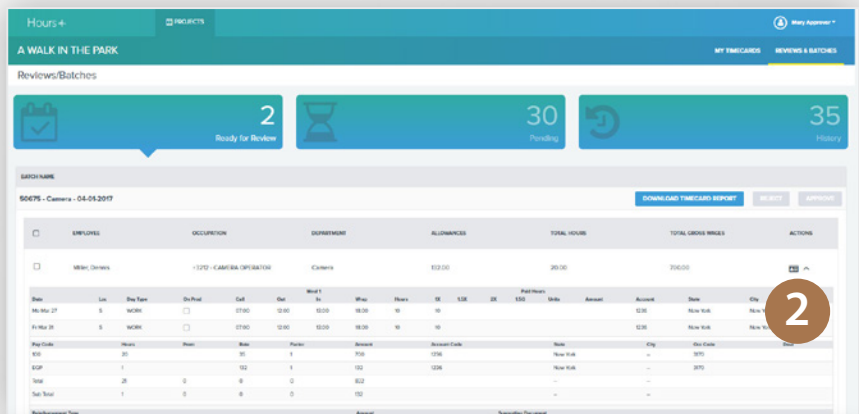
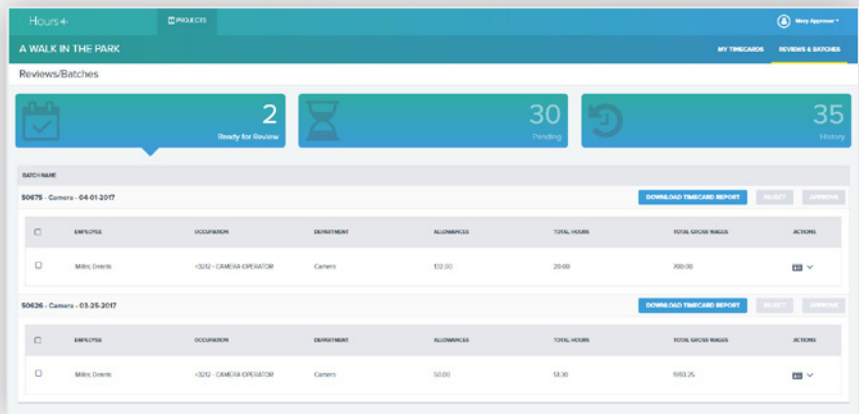
- Employee
- Occupation
- Department
- Allowances
- Total Hours
- Total Gross Wages
- Actions

**STEP 1.** Identify the batch you wish to review. Batches are listed in the order they were sent from the HTG Approver.

**STEP 2.** To view the details of the broken timecard, click the arrow icon under **Actions**. To view the timecard submitted including the Notes and History, click the timecard icon in **Actions**.

**STEP 3.** To download a timecard report for a batch, simply click the **DOWNLOAD TIMECARD REPORT** button.

**STEP 4.** Once you have completed the review of the timecard, check the box to the left of the employee's name and then press the green **APPROVE** button to send the timecard to Cast & Crew or the red **REJECT** button to send the timecard back to the employee for modification.



## PENDING

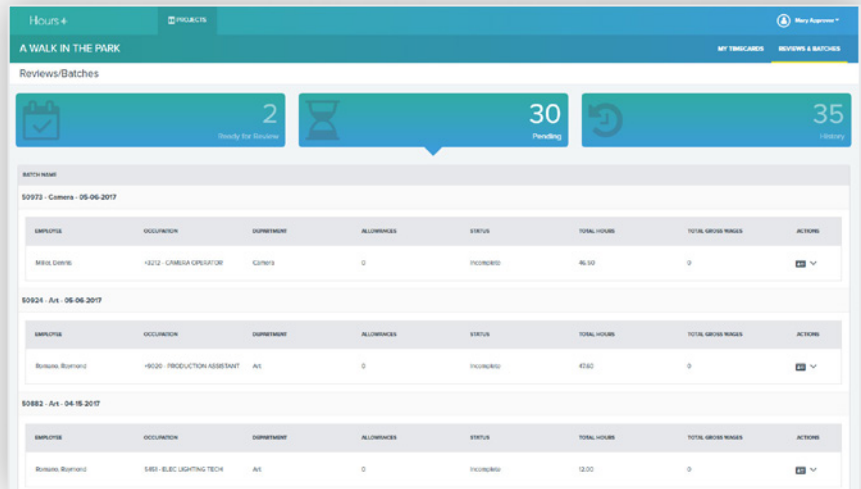
To see batches with timecards still moving through the workflow, select the **PENDING** filter. The dashboard displays the same information as the Ready for Review filter with the addition of **STATUS**. Timecards will have the following Status providing information where they are in the workflow:







- Incomplete (Pending Employee)
- Submitted for Approval (Pending Approval from the Dept Head or HTG Approver or Employee)

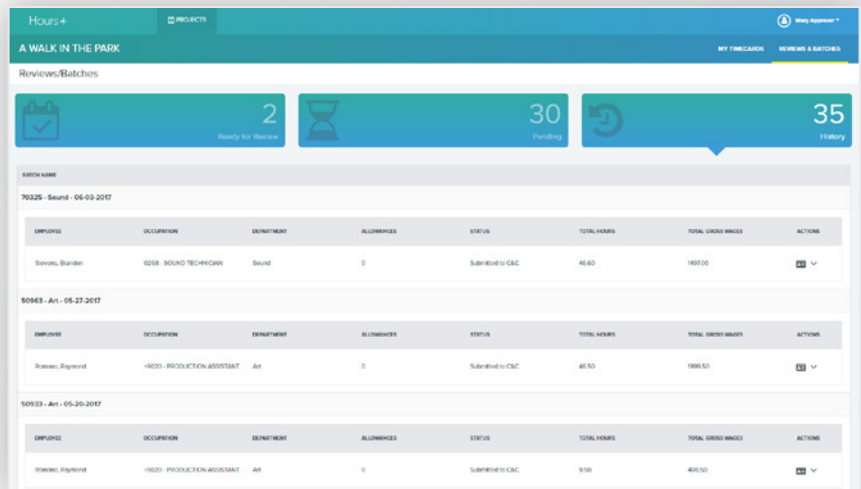
## HISTORY







To see batches with timecards that have been submitted, select the **HISTORY** filter. Timecards will have the following Status:

- Submitted for Approval (Pending approval from a 2nd level Final Approver)
- Submitted to Cast & Crew
- Processed (Batch is closed)



BATCH NAME	EMPLOYEE	OCCURRENCE	DEPARTMENT	ALLOWANCES	STATUS	TOTAL HOURS	TOTAL GROSS WAGES	ACTIONS
50972 - Camera - 05-06-2017	MIRA DORIS	-1212 - CAMERA OPERATOR	CAMERA	0	PENDING	46.50	0	 
50924 - Art - 06-06-2017	RONALD BORNARD	-1620 - PRODUCTION ASSISTANT	ART	0	PENDING	42.00	0	 
50882 - Art - 04-16-2017	RONALD BORNARD	-1661 - ELBIC LIGHTING TECH	ART	0	PENDING	02.00	0	 



BATCH NAME	EMPLOYEE	OCCURRENCE	DEPARTMENT	ALLOWANCES	STATUS	TOTAL HOURS	TOTAL GROSS WAGES	ACTIONS
70325 - Sound - 06-03-2017	SONIA BORDAN	-0208 - SOUND TECH/NOVA	SOUND	0	Submitted to C&C	46.60	1827.00	 
50963 - Art - 05-27-2017	RONALD BORNARD	-1620 - PRODUCTION ASSISTANT	ART	0	Submitted to C&C	46.50	1996.50	 
50933 - Art - 05-20-2017	RONALD BORNARD	-1620 - PRODUCTION ASSISTANT	ART	0	Submitted to C&C	9.00	403.50	 

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