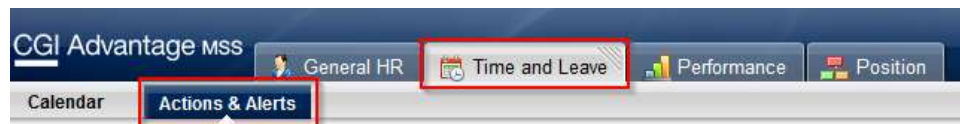


# View Missing Timesheets List

1. Log into A360 at <https://myadvantagecloud.cgi.com/PROD/portal/Advantage360Home>
2. Click **Manager Self Service**



3. Click on the **Time and Leave** tab, **Actions & Alerts** subtab.



4. The **Missing Timesheets widget** provides you with notification alerts when a direct reporting employee fails to submit their timesheet by the pay period due date. A positive number displayed in **Days to Due** represents the number of days left before the timesheet is due. A negative number represents the number of days that a timesheet is past due.

A screenshot of the "Missing Timesheets" widget. It shows a table with three columns: "Name", "Days to Due", and "Pay Period End Date". The table lists several employees and their respective days to due and pay period end dates. A red box highlights a "Preferences" button in the top right corner of the widget, with a red arrow pointing to it.

| Name             | Days to Due | Pay Period End Date |
|------------------|-------------|---------------------|
| Albert, Richard  | 1           | 05/28/2010          |
| Allen, Woody     | 3           | 05/30/2010          |
| Allen, Marcus    | 1           | 05/28/2010          |
| Allen, Peter     | 2           | 05/29/2010          |
| Arnold, Eddie    | 1           | 05/28/2010          |
| Barthol, Freddie | 1           | 05/28/2010          |

5. Missing Timesheets Preferences

The following are the preferences that can be defined for the Missing Timesheets widget:

- **Number of Days Prior to End Date** - use this to define the number of days prior to the employee's timesheet due date that you wish to be notified of the missing timesheet. For example, if you specify that **Number of Days Prior to End Date** = 2 and the employee has not submitted their timesheet two days prior to the due date, then you will get an alert.

A screenshot of the "Missing Timesheets Preferences" form. It contains two dropdown menus: "Number of Days Prior to End Date" and "Number of Days After the End Date". Both dropdown menus are currently set to the value "3". Below the dropdown menus are two buttons: "Save" and "Cancel".

Number of Days Prior to End Date: 3  
Number of Days After the End Date: 3  
Save Cancel

- **Number of Days After the End Date** - use this to define the number of days after the timesheet due date you wish to display alerts. For example, if the timesheet is due May 1st and the **Number of Days After the End Date** is set to 5, you will see the timesheet alerts for missing timesheets until May 5th. On May 6th, the alert will no longer appear.

*Note: If the **Number of Days Prior to End Date** and **Number of Days After the End Date** parameters are set to 0, you will only be notified on the timesheet due date if any timesheets have not been submitted.*