

Changepoint 2020

Dashboard template: Time Management

This template is provided as a sample dashboard that can be used as is or customized.

Note: Customization of this template is not covered by Changepoint support agreements.

The Time Management dashboard provides insight into the conformance of resources to time submission and approval tasks and includes the following tabs.

Unsubmitted Time tab

Reports the unsubmitted time from the previous week in the following sections:

- Overall unsubmitted percentage of hours for the entire organization
- Unsubmitted hours (percentage) by global workgroup, workgroup, and resource
- Breakdown of unsubmitted hours (percentage)

Unapproved Hours tab

Reports the unapproved hours from the previous week in the following sections:

- Overall unapproved hours (percentage)
- Unapproved hours (%) by global workgroup, workgroup and resource.
- Breakdown of unapproved hours (percentage)

Approval Time tab

Reports the total number of time entries that have not been approved and the average number of days that the first level approvers take to approve time entries.

Includes the following sections:

- Number of time entries pending approval by approver
- Number of time entries pending approval by approver (details)
- Average number of days to approve by first level approver

Late Time tab

Reports the amount of time that is expected but late in the following sections:

- Number of resources late submitting time by workgroup
- Number of days and weeks late (since most recent submitted time)