


Quick Guide: Grand Supervisor Notifications

MyTime application notifications (referred to as app notifications) are viewed in the Mailbox.  The bell icon (located in the upper right corner of the Dashboard) indicates the number of notifications within your Mailbox.

Selecting the bell will open the *To Do* and the *Notifications* tab. Notification alerts to the Grand Supervisor and *To Do* tasks are based on a hierarchical structure and predefined workflows.

- Tasks in the *To Do* tab require action by the Grand Supervisor only if direct reports are unavailable.
- Grand Supervisors can act on behalf of their direct reports based on department internal policy or payroll requirements; such as the absence of the direct report for timesheet approvals and/or Timesheet Change Requests and Requests for Time Off.
- Grand Supervisors have the option to Delegate their approvals. *Delegation adds an approver, it does not remove exiting approvers.

