

Functional Description

This job sends email notifications to all resources that have timesheets that are not submitted for an open time periods in the past (excludes the current time period).

The job can either be scheduled to run after the Timesheet submission deadline has passed or can be manually run. For example if the time periods run from Sunday to Saturday and the job is scheduled to run on Tuesday the email notifications are sent for open time periods for the prior weeks. The resource will only receive one notification for all un-submitted timesheets in all the prior open time periods. This job does not consider the resource notification settings but utilizes the email address and NSA email server settings to send emails to delinquent timesheet resources.

Job Properties (Job Type: Timesheet Overdue Notification Job)

Submit
Cancel

General

* Job Name

When

* When Immediately
 Scheduled

* Start Date

* Start Time Hour Minute

Recurrence [\[Set Recurrence\]](#)

Notify

Resources to Notify on Failure	<input style="width: 80%;" type="text" value="xinifyadmin"/> 	Groups to Notify on Failure	<input style="width: 30px;" type="text"/>
Resources to Notify on Completion	<input style="width: 80%;" type="text" value="xinifyadmin"/> 	Groups to Notify on Completion	<input style="width: 30px;" type="text"/>

Sharing

Resources <input style="width: 30px;" type="text"/> 	Groups <input style="width: 30px;" type="text"/>
---	--

Submit
Cancel

* = Required

Screenshot of Overdue Timesheet Notification Job