

Functional Description

This job sends email notifications to the resource with Resource – Time approver rights for all of their resource’s timesheets that are not approved for open time periods in the past (excludes the current time period). This will include open and submitted timesheets.

The job can either be scheduled to run after the Timesheet approval deadline has passed or can be manually run. When the job runs, email notifications are sent for open time periods for the prior weeks. The resource will only receive one notification for all unapproved 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 approvers.

Job Properties (Job Type: Timesheet Approver Notification Job)

Submit Cancel

General

* Job Name

When

* When Immediately
 Scheduled

* Start Date

* Start Time Hour Minute

Recurrence Run Once [Set Recurrence]

Notify

Resources to Notify on Failure <input type="text" value="xinifyadmin"/> 	Groups to Notify on Failure <input type="text" value=""/>
Resources to Notify on Completion <input type="text" value="xinifyadmin"/> 	Groups to Notify on Completion <input type="text" value=""/>

Sharing

Resources <input type="text" value=""/> 	Groups <input type="text" value=""/>
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Submit Cancel

* = Required

Figure 1 – Screenshot of Overdue Timesheet Approver Notification Job