

rOar Time Tracking Quick Guide

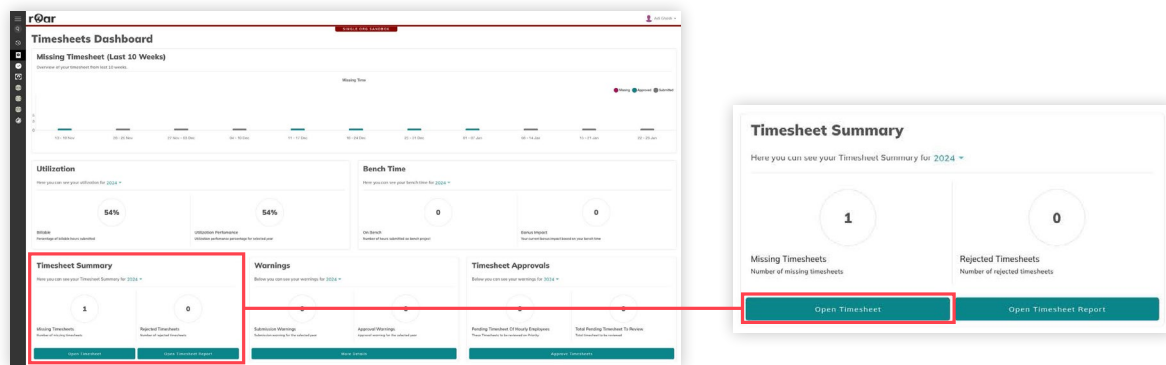
Access rOar Time Tracking through Marcel

- Already have your timesheet page bookmarked? No need to change it; the link is the same.

<https://marcel.ai/app/timesheets>

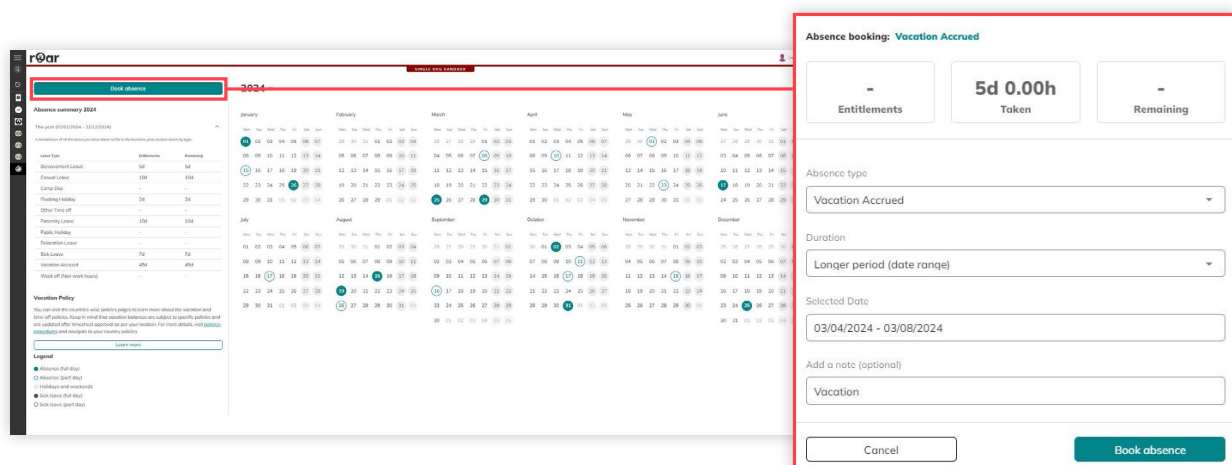
View everything you need on your Dashboard

- Your dashboard provides an overview of all your time tracking information in one place. Access your timesheets by clicking **Open Timesheet**.



Book your time off with rOar Time Tracking's Absence Calendar

- Planning a vacation or an appointment? Book your absence through rOar's Absence Calendar. Booked absences will also show up on your timesheet, so you don't have to re-enter the time.



Want to learn more? Visit the [rOar Time Tracking Toolkit](#) in Vox!

Approving Time

- If you are a time approver, you will continue to approve time for your assigned jobs.
- Leverage filters to streamline your review.

The screenshot shows the 'Approvals' section of the rOar interface. At the top, there are filters for 'Reported From', 'Reported To', 'Status', 'Hourly Employee', 'Username', 'Job Name', 'Client Name', and 'Brand Name'. Below the filters, it indicates 'Selected Users to Approve: 41' and 'Selected User(s) Total Hours: 41'. A message states 'Number of timesheets to approve: 5'. The main table lists the following data:

<input type="checkbox"/>	Username	Reported Date	Allocation Period	Status	Brand Name	Job Name	Office BSM Project Name	Office BSM Task Name	Work Code	Billable Indicator	Hourly Employee	Duration (Hours)	Comment	Location	Work From Home	Submitted Date
<input type="checkbox"/>	Manish Gajwani	04/12/2023	01/02/2023-01/04/2024	Submitted	Alberta Electric System Operator	Agency/Agency / R0131-000149-00 AFSD MSPB 2022-2024	AESO MSPB 2022-2024	Project work	L90850 - PR0014Agile Project Manager(MGR1)	B	No	8		Alrgau	No	11/01/2024
<input type="checkbox"/>	Manish Gajwani	05/12/2023	01/02/2023-01/04/2024	Submitted	Alberta Electric System Operator	Agency/Agency / R0131-000149-00 AFSD MSPB 2022-2024	AESO MSPB 2022-2024	Project work	L90850 - PR0014Agile Project Manager(MGR1)	B	No	8		Massachusetts	No	11/01/2024
<input type="checkbox"/>	Manish Gajwani	06/12/2023	01/02/2023-01/04/2024	Submitted	Alberta Electric System Operator	Agency/Agency / R0131-000149-00 AFSD MSPB 2022-2024	AESO MSPB 2022-2024	Project work	L90850 - PR0014Agile Project Manager(MGR1)	B	No	9		Massachusetts	No	11/01/2024
<input type="checkbox"/>	Manish Gajwani	07/12/2023	01/02/2023-01/04/2024	Submitted	Alberta Electric System Operator	Agency/Agency / R0131-000149-00 AFSD MSPB 2022-2024	AESO MSPB 2022-2024	Project work	L90850 - PR0014Agile Project Manager(MGR1)	B	No	8		Massachusetts	No	11/01/2024
<input type="checkbox"/>	Manish Gajwani	08/12/2023	01/02/2023-01/04/2024	Submitted	Alberta Electric System Operator	Agency/Agency / R0131-000149-00 AFSD MSPB 2022-2024	AESO MSPB 2022-2024	Project work	L90850 - PR0014Agile Project Manager(MGR1)	B	No	8		Massachusetts	No	11/01/2024

At the bottom, it shows '0 of 5 selected' and 'Rows per page: 25' with 'Reject' and 'Approve' buttons.

Approving Absence

- If you are a People Manager, you review your supervisees' Absence Time.
- Absences are automatically approved in the system. You will be notified via email when your supervisees book time off.
- If you need to reject an absence, simply go to **Absence Approvals** from the navigation menu and reject the appropriate request.

The screenshot shows the 'Absence Approvals' section of the rOar interface. At the top, there are filters for 'Date from', 'Date to', 'Request type', and 'Approval status' (set to 'Auto-Appro...'). The main table lists the following data:

<input type="checkbox"/>	Name	Date from	Date to	Duration	Request type	Approval status	Note
<input checked="" type="checkbox"/>	Adi Ghosh	01/04/2024	05/04/2024	40	Vacation	Auto-Approved	
<input checked="" type="checkbox"/>	Adi Ghosh	29/01/2024	29/01/2024	8	Vacation	Auto-Approved	
<input type="checkbox"/>	Adi Ghosh	15/01/2024	15/01/2024	8	Public Holiday	Auto-Approved	
<input type="checkbox"/>	Adi Ghosh	19/12/2023	19/12/2023	3	Sick Leave	Auto-Approved	
<input type="checkbox"/>	Adi Ghosh	13/10/2023	13/10/2023	8	Vacation	Auto-Approved	

At the bottom right, there are 'Reject selected' and 'Approve selected' buttons.

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