Time & Labor Module

User Guide for Employees

Time & Labor Module - User Guide for Employees

Document No.: 05-001

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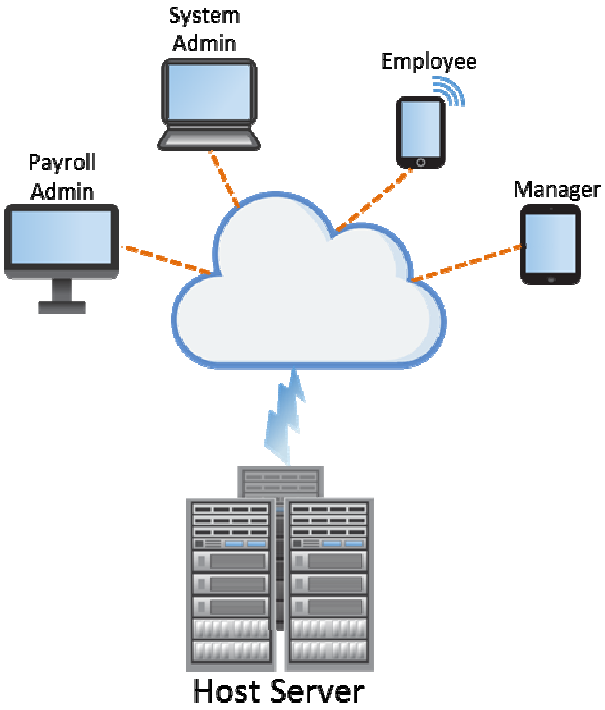
Introduction

This chapter provides introductory information about the Time & Labor Module and this guide. It contains the following sections:

- About the Time & Labor Module
- About this Guide

About the Time & Labor Module

The Time & Labor Module is a web-based time and attendance system used for a variety of labor tracking needs such as attendance management, project tracking, benefit entitlements, payroll preparation, and more. The Time & Labor Module is a flexible solution that allows users log into their account from any location via the Internet.



Managers save time by using the Time & Labor Module to automate previously tedious tasks such as collecting timesheets, processing payroll, responding to time off requests, gathering report data, and more. Extensive access settings ensure that managers see data from only those employees they manage. Managers are notified through System Notifications when their response is required, for example, to approve a timesheet. Self-empowerment tools that let employees view their own timesheets and time off balances save managers from having to look up this information for them. Managers have quick access to information without needless paperwork; freeing up time for more important tasks such as managing productivity levels and tracking projects.

About this Guide

This guide describes tasks that are typically only performed by employee-level users of the Time & Labor Module. This guide contains the following chapters:

- **Introduction** - provides a brief overview on the Time & Labor Module and describes this guide.
- **Getting Started** - helps you get started with the Time & Labor Module with log-in information and user interface fundamentals.
- **Employee Tasks** - describes each employee function within the Time & Labor Module.
- **FAQs** - Provides answers to questions frequently asked by employees using the Time & Labor Module.

Separate guides have been created for manager and system administrator users. The *Time & Labor Module User Guide for Managers* provides instructions on typical tasks performed by managers, while the *Time & Labor Module System Administration Guide* describes typical tasks performed by system administrators.

Getting Started

This chapter provides information to help you get started with the Time & Labor Module. It contains the following sections:

- Logging In
- Changing Your Password
- Common Icons and Screen Functions
- Navigation Bars
- Search
- Filters

Logging In

To log into the Time & Labor Module, simply point your web browser to https://secure.entertimeonline.com/ta/[CompanyShortName].login. Replace the word CompanyShortName in the URL with your company's short name. For instance, if your company's name is XYZ Business and its short name is XYZ; you would substitute CompanyShortName with XYZ. The URL would then read as follows: https://secure.entertimeonline.com/ta/XYZ.login. Then enter your username and password and click **Login**.

NOTE: If social security number is used as the username, all but the last 4 digits are masked.

When logging in as a manager, you will have more menu options than basic level employees. Menu options are determined by your security level and the software modules that are enabled on your system. For example, if your company is not using the Time & Labor Module to track benefit accruals, the **Accruals** menu will not appear within your menus. A manager's menu bar typically contains the following options:

- **My Account** - Use this menu to work on your own timesheets and Time Off requests.
- **My Employees -** Used to manage users in the company, can also include **Accruals** which would be used to run accrual rules against timesheet data, depending on enabled functionality.
- **Manage Time** - Use this menu to manage all timesheets and Time Off requests.
- **Schedules** - Used to create, modify and assign schedules to employees on a recurring basis or for one instance.
- **Manage Payroll** – Used to ready timesheets for payroll.
- **Process and Export** - Used to apply pay rules against timesheet data and export the data to your payroll provider for processing.
- **My Reports** - Use this menu to run reports.

Changing Your Password

To change your password, do the following:

- Select **My Account** > **My Settings** > **Change Password**.
- Use the fields on the **Change Password** page to enter your old and new password, and then click **Save**.

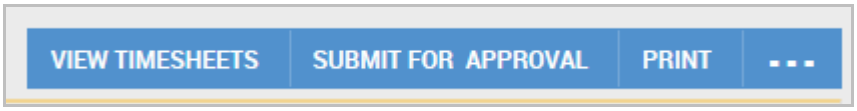
Common Icons and Screen Functions

Listed below are some of the most common icons and their functions which can be found throughout the Time & Labor Module interface. Hovering your mouse over an icon will display a tool tip describing the function of that icon.

Icon	Function
	Provides calendar pop-up for you to select a date
	Delete current selection
	View/Edit current selection
	Add a note
	More menu options available
	Print timesheet
	Report settings
	Export
	Lookup options for current selection
	Run or Refresh
	View history
	Employees
	View time off counts
	Select, add, or approve
Settings	Add/change settings of a report

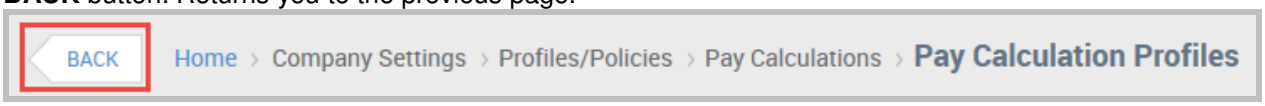
Navigation Bars

Each page in the Time & Labor Module contains a navigation bar that provides buttons for performing actions specific to that area of the software. Always use the navigation bar buttons along with the Time & Labor Module menu options to navigate throughout the application, rather than the Back button offered in your web browser.

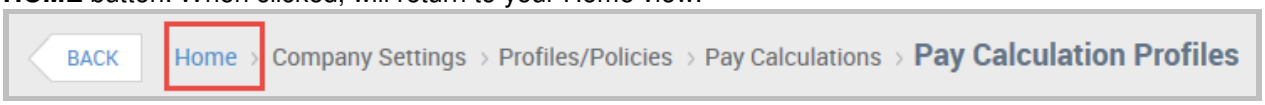


Common Navigation Options

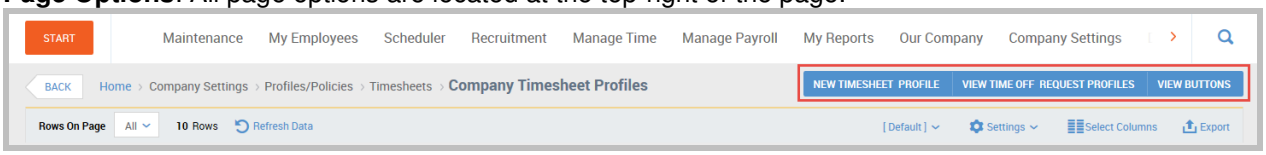
BACK button: Returns you to the previous page.



HOME button: When clicked, will return to your Home view.

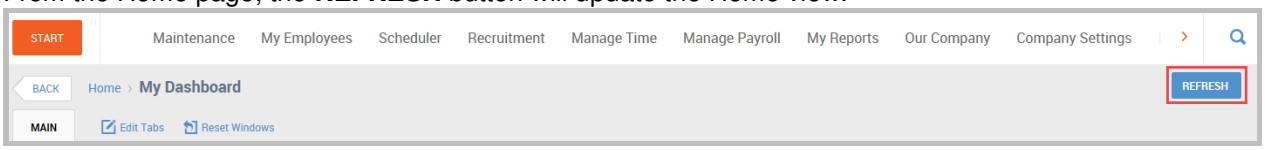


Page Options: All page options are located at the top-right of the page.

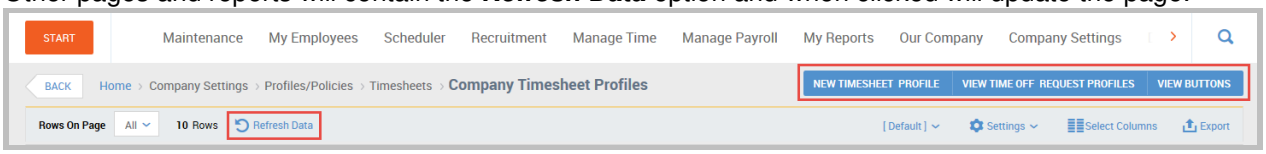


Refresh Options:

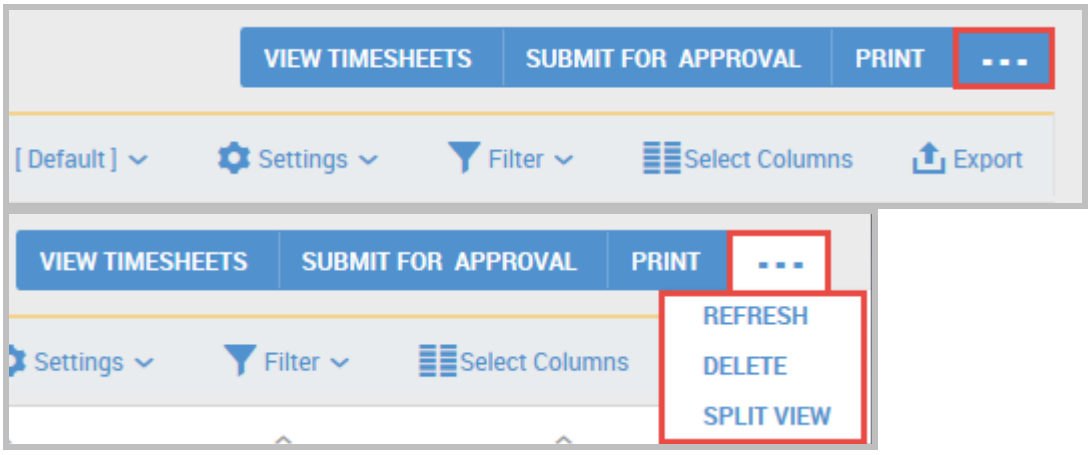
From the Home page, the **REFRESH** button will update the Home view.



Other pages and reports will contain the **Refresh Data** option and when clicked will update the page.

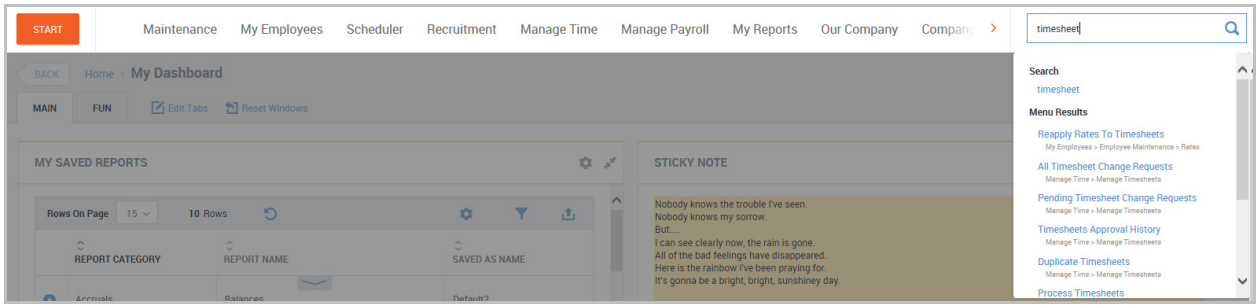


More Options Available: When a page has more than three options available, they will be accessed by clicking the ... button.



Search

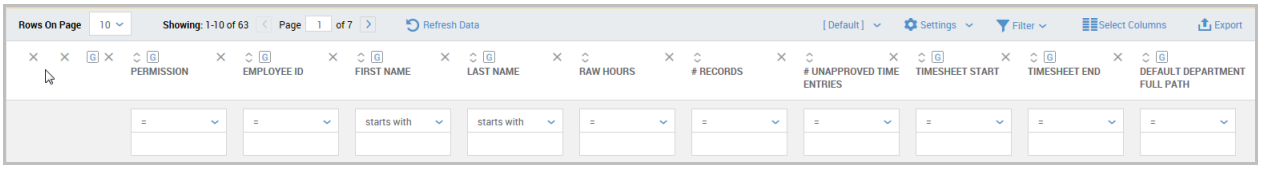
There is a Search Bar within the system that allows you to search for items throughout the system. This field will allow you to search for configuration pieces that are clickable, as well as specific employees (by name, Id, or badge). You will only be able to search for items based on your Security.



Filters

Many pages in the Time & Labor Module offer filters for sorting data that appears on the page (see example). These filters can be very helpful if you are looking for a specific record within a long list of data.

Example: You might be trying to find an employee account amongst a long list of employees. You can find that employee account quickly by entering the first few letters of an employee's last name in the **Last Name** filter field, selecting the **starts with** option, and clicking **Refresh Data**. The page will refresh and display all users who fit the criteria entered. (Ex., If you enter in Smi, both Sally Smith and Jane Smiley will display.)

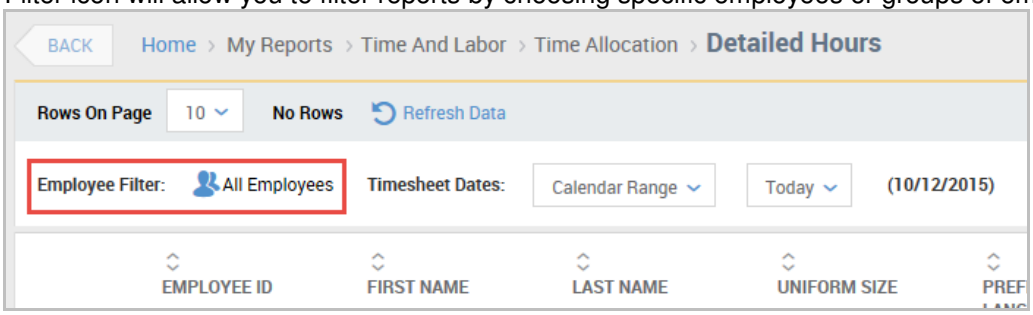


You will notice most column headings in the filter area contain **G** and **X** symbols. The **G** symbol allows you to group the data on the page by that data type. The **X** symbol allows you to remove that data column altogether from the results on the page.

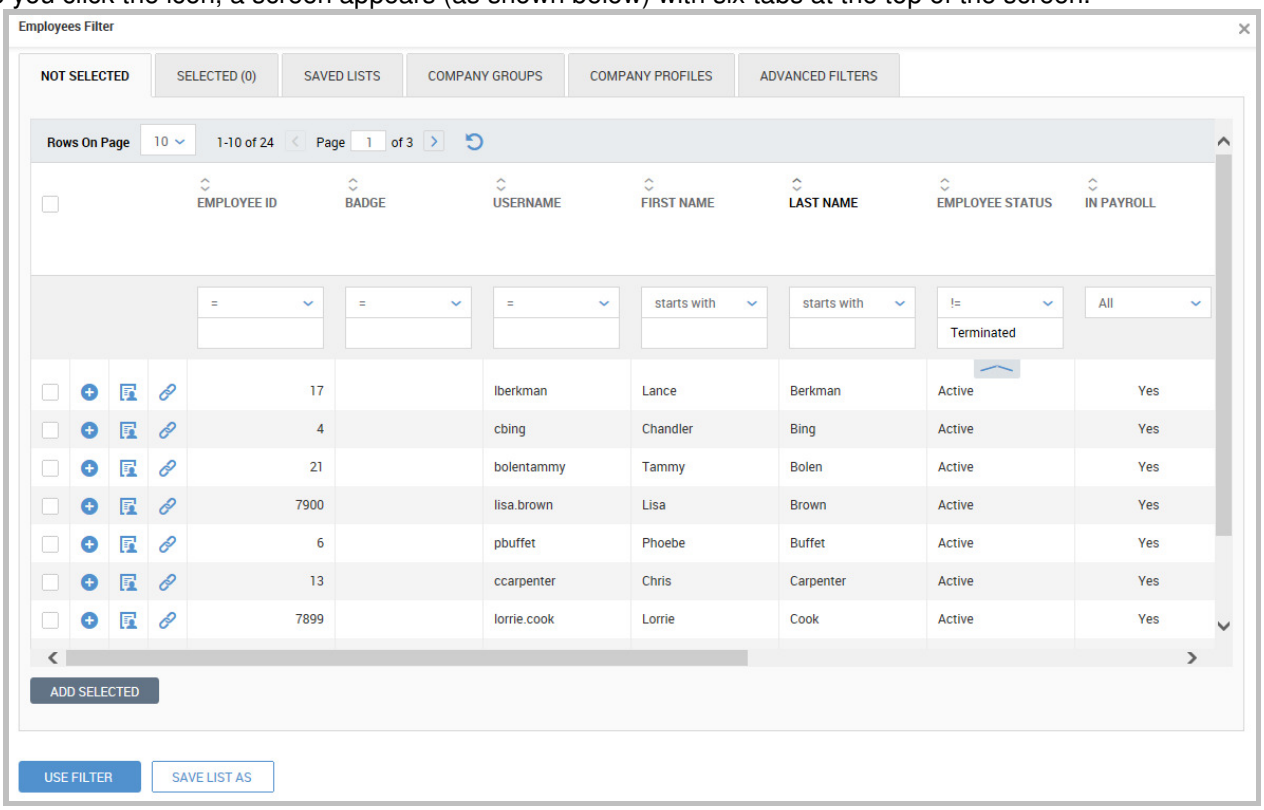
In the drop-down menu, you will also see a variety of other symbols that allow you to search more specifically for an item. The following table defines and provides an example for each symbol.

Symbol	Definition	Example
=	Entry is exactly this	The entry equals 11/30/15
! =	Entry is not this	The entry does not equal 11/30/15
starts with	Entry starts with	Entry starts with abc
not starts with	Entry does not start with	Entry does not start with abc
like	Entry is like	Entry contains abc
not like	Entry is not like	Entry does not contain abc
<	Entries are less than	The entry is before 11/30/15
>	Entries are greater than	The entry is after 11/30/15
<=	Entries are not less than	The entry is before or on 11/30/15
>=	Entries are not greater than	The entry is on or after 11/30/15
is null	Entries that are blank	The entry is blank
is not null	Entries that are not blank	The entry has been filled in
In	Entries that include	The entry includes 11/30/15
not in	Entries that do not include	The entry does not include 11/30/15

The Employee Filter icon will allow you to filter reports by choosing specific employees or groups of employees.



Once you click the icon, a screen appears (as shown below) with six tabs at the top of the screen.



- **Not Selected** - Shows all available employees. You can check the boxes to individually select employees to include in the report. Click the **ADD SELECTED** button to include the selected employees.
- **Selected** - Shows selected employees.
- **Saved Lists** - Indicates previously saved lists. You can create new lists by clicking the **SAVE LIST AS** button.
- **Company Groups** - Allows you to filter the report by company groups.
- **Company Profiles** - Allows you to filter the report by company profiles.
- **Advanced Filters** - Allows you to create a custom filter based on the settings that you choose.

Employee Tasks

This chapter provides comprehensive training on the Time & Labor Module functions specific to the employee role. It contains the following sections:

- Using Your Timesheet
- Extra Timesheet Features
- Submitting Timesheets for Approval
- Accessing Historical Timesheets
- Requesting Time Off & Timesheet Changes
- Checking the Status of Your Time Off Request
- Checking Your Accrual Balance
- Overtime Opt-Out
- Open Absence
- Requesting Overtime
- Running Reports
- Time Off Calendar

Using Your Timesheet

Six default Timesheet Profiles are provided in the system:

- Bulk Hours
- Graph (Old)
- Start/End All Days
- Start/Stop
- Time Stamp

In addition to the available default profiles, these profile types may be created and assigned to you:

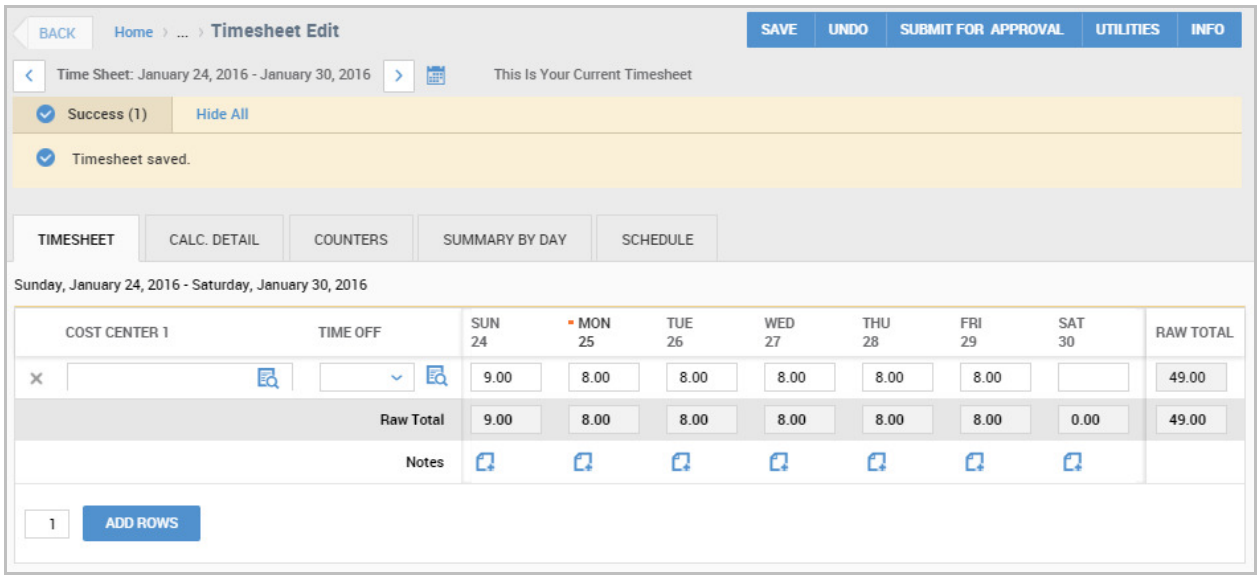
- Bulk Hours (Percent)
- Start/End Timesheet
- Punch Clock
- Small Business
- Start/End (All Days) With Auto Splits
- Frozen Punches

Your system administrator or manager has assigned one of these timesheet formats to your user account. This section describes how to use each timesheet format. Follow the instructions pertaining to the timesheet format you have been assigned to use. You can access your current timesheet by selecting:
My Account > My Current Timesheet.

NOTE: Your timesheet view may vary slightly based on the options enabled for your company. Please see your manager if you have any questions.

Bulk Hours Timesheet

This timesheet allows you to enter time records in bulk amounts without specifying exact start and end times. You can also indicate the cost center you worked on for each bulk amount of time entered in a day.

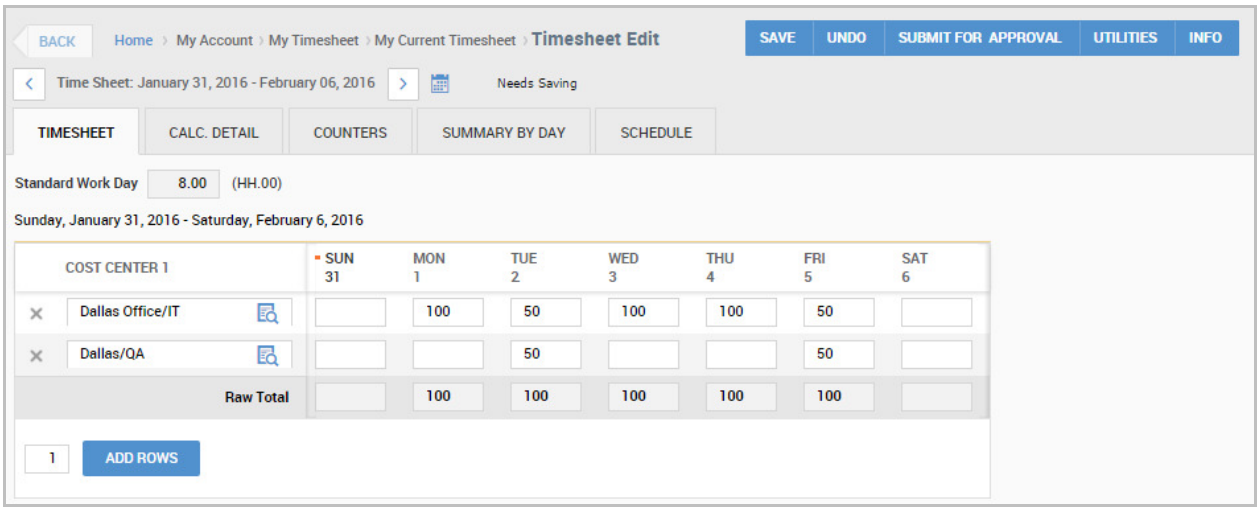


To record time entries in a Bulk Hours timesheet, do the following:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period.
2. Use the first available cost center field and select the task in which you worked. If necessary, click the Lookup Icon to browse to select a cost center or Time Off.
3. Enter the amount of time worked in this cost center in the corresponding text field, for the correct date.
4. If enabled, the tabs across the top of the timesheet may be used to view your time entries in detail or summary view. You may also be able to view your schedule.
5. Continue entering time records as appropriate. If necessary, use the *Add Rows* button to add more cost center rows.
6. Use the buttons at the top to *Save*, *Undo*, and *Submit For Approval*. If enabled, the *Utilities* button will provide links that will list information about your account, time offs, schedule, and allow printing. If enabled, the *Info* button will provide links and information about the profiles to which you are assigned.
7. Click the *Save* button.

Bulk Hours (Percent) Timesheet

This timesheet allows you to enter your time in a percentage increment, based on your defined standard work day. For example, if you typically work an 8 hour day, entering 100 would mean you worked 8 hours, while entering 50 would mean you worked 4 hours.

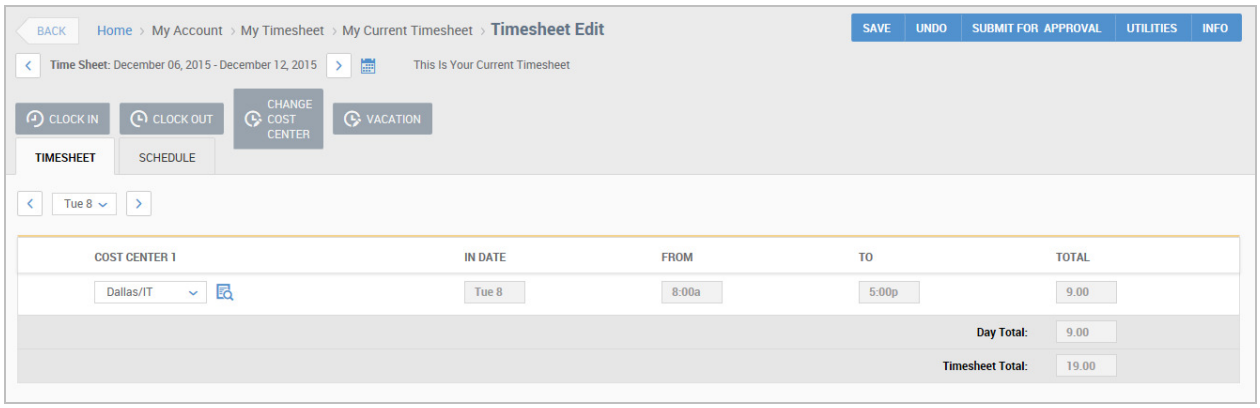


To record time entries in a Bulk Hours (Percent) timesheet, do the following:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period.
2. Use the first available cost center field and select the task in which you worked. If necessary, click the *Lookup* icon to browse and select a cost center.
3. In the cost center for the corresponding date, enter the percentage amount of time worked in relation to your standard work day.
4. If enabled, the tabs across the top of the timesheet may be used to view your time entries in detail or summary view. You may also be able to view your schedule.
5. Continue entering time records as appropriate. If necessary, use the *Add Rows* button to add more cost center rows.
6. Use the buttons at the top to *Save*, *Undo*, and *Submit For Approval*. If enabled, the *Utilities* button will provide links that will list information about your account, time offs, schedule, and allow printing. If enabled, the *Info* button will provide links and information about the profiles to which you are assigned.
7. Click the *Save* button.

Frozen Punches Timesheet

Similar to the Punch Clock Profile (described below), this profile allows you to clock in and out using the clock in/clock out buttons without the ability to edit the first or last punch of the day. You can then split the time entry to add additional punches between the first in and last out punch of the day.

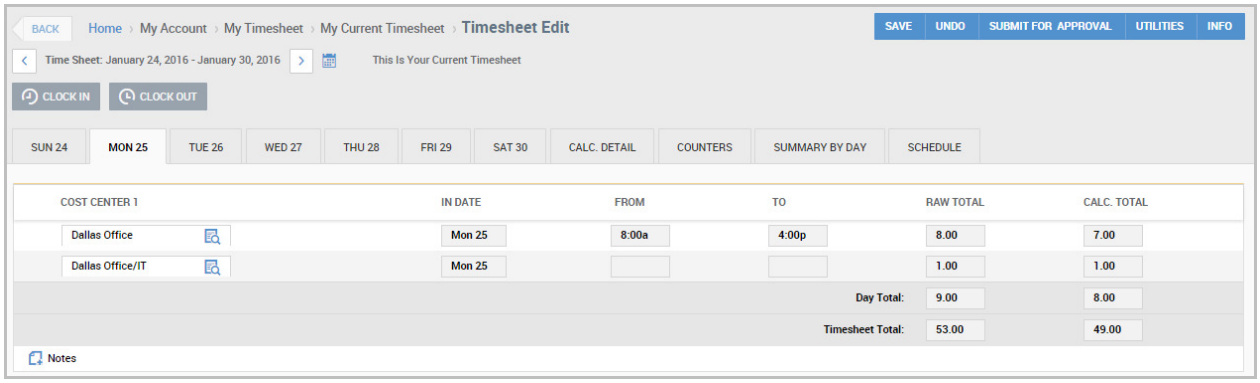


To record time on a Frozen Punches timesheet, do the following:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period.
2. Click the *Clock In* button to punch in. The current time is automatically recorded into the **From** field.
3. Click the *Clock Out* button to punch out. The current time is automatically recorded into the **To** field.
4. If enabled, click the “Vacation” (or other Time Off Entry) button to enter a time off day.
5. If enabled, the “Change Cost Center” button can be used to enter alternate cost center information.
6. Click the **+Plus** sign next to the time entry to add additional rows and enter the punch times and cost centers associated with the additional punches.
7. Use the buttons at the top to *Save*, *Undo*, and *Submit For Approval*. If enabled, the *Utilities* button will provide links that will list information about your account, time offs, schedule, and allow printing. If enabled, the *Info* button will provide links and information about the profiles to which you are assigned.
8. Click the *Save* button.

Graph (Old)

This is a legacy timesheet type that is still supported, but has been redesigned. This profile can be configured to allow you to enter time with time stamps, or enter time manually.

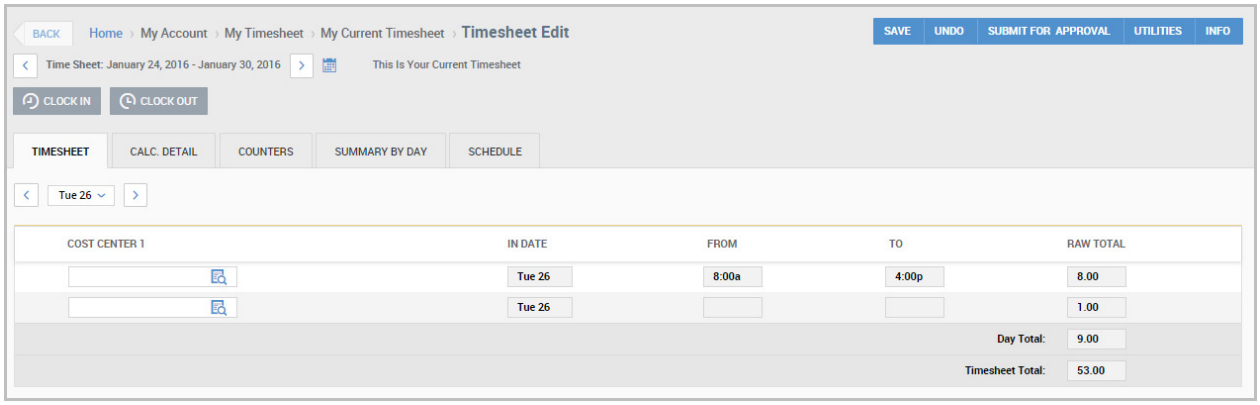


To record time entries in a Graph (Old) timesheet, do the following:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period. The days of the pay period will display in tabs across the top of the timesheet. Click the tab for the day to be edited.
2. Use the first available cost center field and select the task in which you worked. Click the *Lookup* icon to browse and select a cost center.
3. If enabled, the tabs across the top of the timesheet may be used to view your time entries in detail or summary view. You may also be able to view your schedule.
4. Click the *Clock In* or *Clock Out* button to record your time. Or enter your time in the *From/To* fields.
5. Use the buttons at the top to *Save*, *Undo*, and *Submit For Approval*. If enabled, the *Utilities* button will provide links that will list information about your account, time offs, schedule, and allow printing. If enabled, the *Info* button will provide links and information about the profiles to which you are assigned.
6. Click the *Save* button.

Punch Clock

This timesheet requires that you use the clock buttons to register your in and out punches.

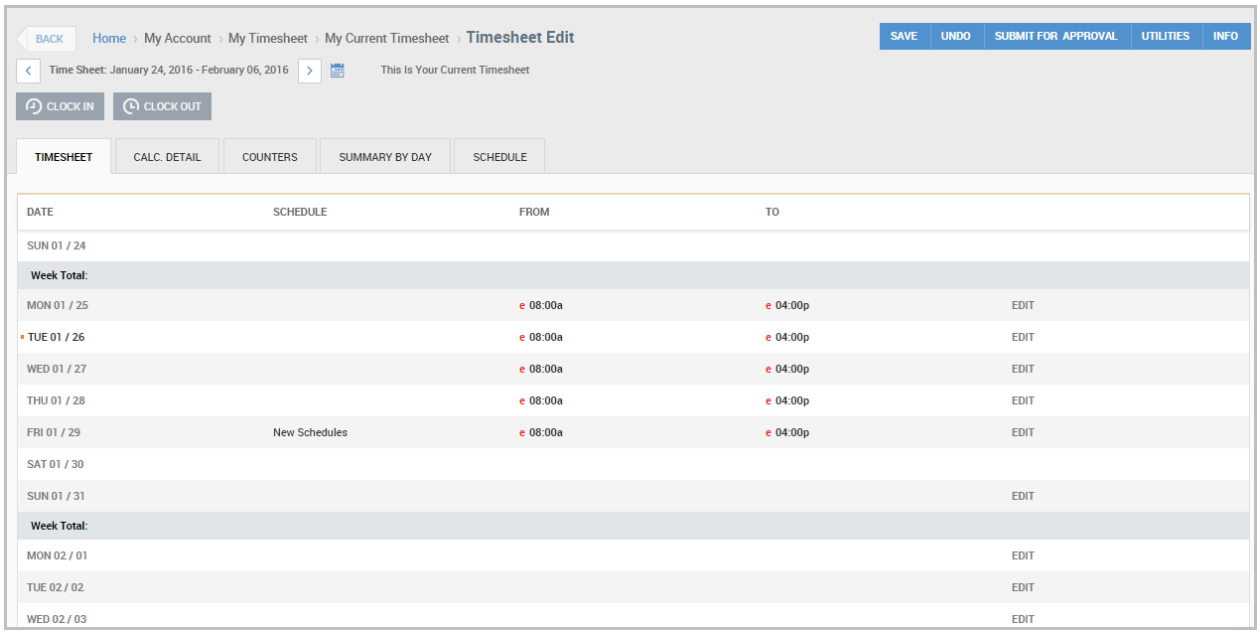


To record time off in a Punch Clock timesheet do the following:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period.
2. Click the *Clock In* button to register an In Punch.
3. Click the *Clock Out* button to register an Out Punch.
4. Cost Center information may be able to be edited by clicking the *Lookup* icon in the Cost Center fields.
5. If enabled, the tabs across the top of the timesheet may be used to view your time entries in detail or summary view. You may also be able to view your schedule.
6. Use the buttons at the top to *Save*, *Undo*, and *Submit For Approval*. If enabled, the *Utilities* button will provide links that will list information about your account, time offs, schedule, and allow printing. If enabled, the *Info* button will provide links and information about the profiles to which you are assigned.
7. Click the *Save* button.

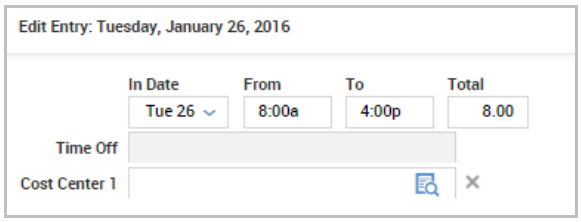
Small Business

With this timesheet type, you will enter your time via clock buttons. Editing your time entries may or may not be available.



To record time entries in a Small Business timesheet, do the following:

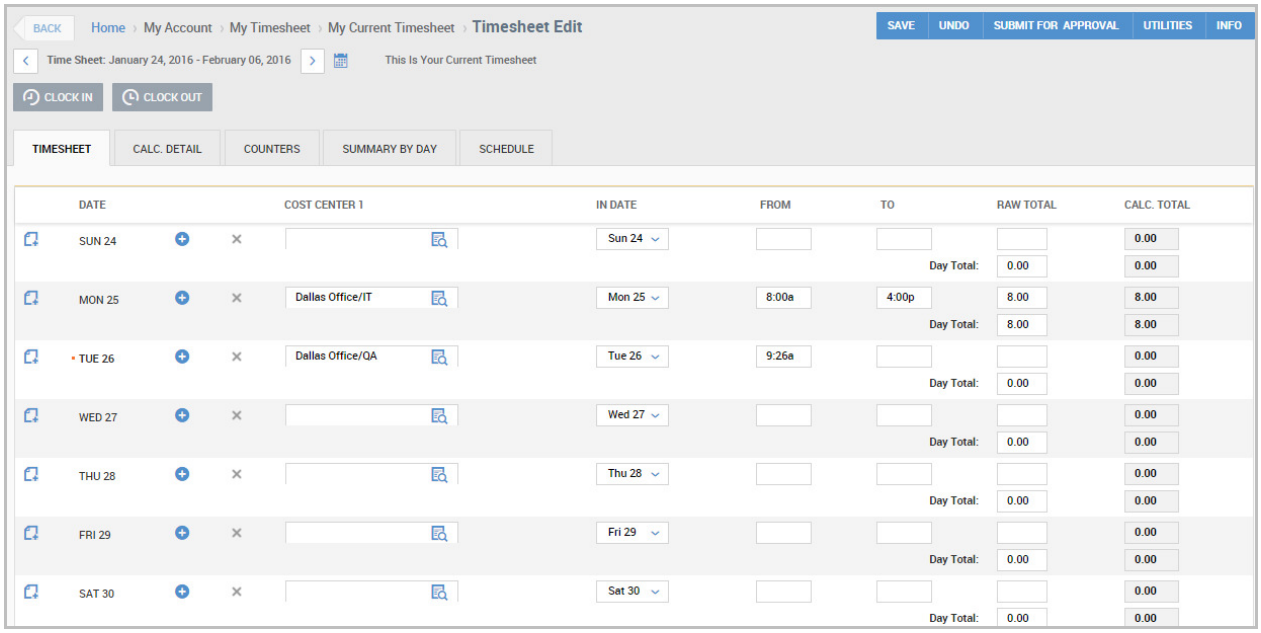
1. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period and display the entire pay period under the *Timesheet* tab.
2. Click the *Clock In* button to register an In Punch.
3. Click the *Clock Out* button to register an Out Punch.
4. If enabled, you may be able to edit your time by clicking the *Edit* link for each day. When editing, cost center information is able to be edited by clicking the *Lookup* icon in the Cost Center fields. The entry may be able to be deleted, if that functionality has been made available.



5. If enabled, the tabs across the top of the timesheet may be used to view your time entries in detail or summary view. You may also be able to view your schedule.
6. Use the buttons at the top to *Save*, *Undo*, and *Submit For Approval*. If enabled, the *Utilities* button will provide links that will list information about your account, time offs, schedule, and allow printing. If enabled, the *Info* button will provide links and information about the profiles to which you are assigned.
7. Click the *Save* button.

Start/End (All Days)

The Start/End All Days timesheet allows you to view all days within one pay period on one screen, as shown below. This profile can be configured to allow you to stamp time with the clock buttons, or manually enter time.

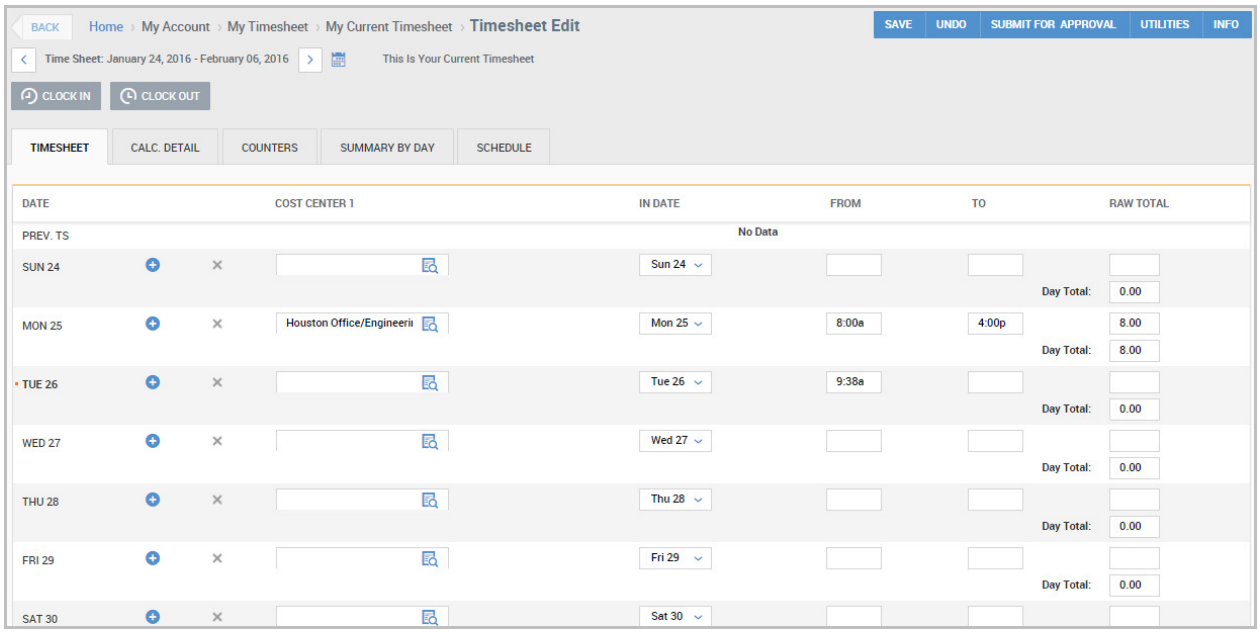


To record time entries in a Start/End (All Days) timesheet, do the following:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period and display all days in that time period.
2. If necessary, click the Cost Center *Lookup* icon to browse and select a new or different cost center.
3. Depending on the settings assigned to this timesheet profile, you may enter your start/end times in the **From** and **To** fields, or click the *Clock In* or *Clock Out* buttons to record your time.
4. Notes may be added for a day by clicking the *Notes* icon for the day being edited.
5. If enabled, the tabs across the top of the timesheet can be used to view your time in detail or summary views, as well as view your schedule.
6. Use the buttons at the top to *Save*, *Undo*, and *Submit For Approval*. If enabled, the *Utilities* button will provide links that will list information about your account, time offs, schedule, and allow printing. If enabled, the *Info* button will provide links and information about the profiles to which you are assigned.
7. Continue entering time records as appropriate. If necessary, use the *Plus* sign to add rows if multiple entries for a day is required.
8. Click the *Save* button.

Start/End (All Days) With Auto Splits

This timesheet allows you to track start and stop times by day, cost center, or other units of measure. This profile can be configured to allow you to stamp time with the clock buttons, or manually enter time. This particular timesheet will split between pay periods if your shift crosses midnight.

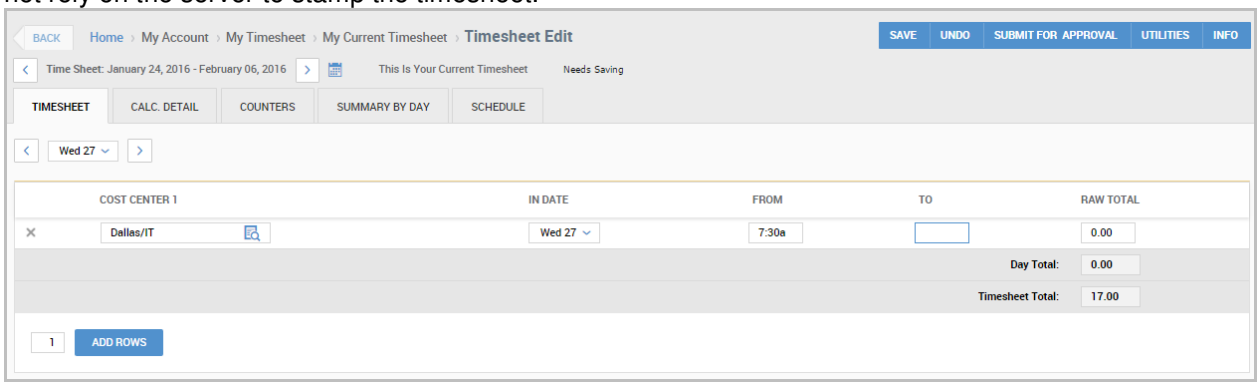


To record time entries in a Start/End timesheet, do the following:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the current day. You can change days by using the navigation arrows or drop-down to select a different day.
2. If necessary, click the Cost Center *Lookup* icon to browse and select a new or different cost center.
3. Depending on the settings assigned to this timesheet profile, you may enter your start/end times in the **From** and **To** fields, or click the *Clock In* or *Clock Out* buttons to record your time.
4. Notes may be added for a day by clicking the *Notes* icon for the day being edited.
5. If enabled, the tabs across the top of the timesheet can be used to view your time in detail or summary views, as well as view your schedule.
6. Use the buttons at the top to *Save*, *Undo*, and *Submit For Approval*. If enabled, the *Utilities* button will provide links that will list information about your account, time offs, schedule, and allow printing. If enabled, the *Info* button will provide links and information about the profiles to which you are assigned.
7. Continue entering time records as appropriate. If necessary, use the *Plus* sign to add rows if multiple entries for a day is required.
8. Click the *Save* button.

Start/End Timesheet

This timesheet allows you to track start and end times by day, and cost center. This is an honor system concept that does not rely on the server to stamp the timesheet.

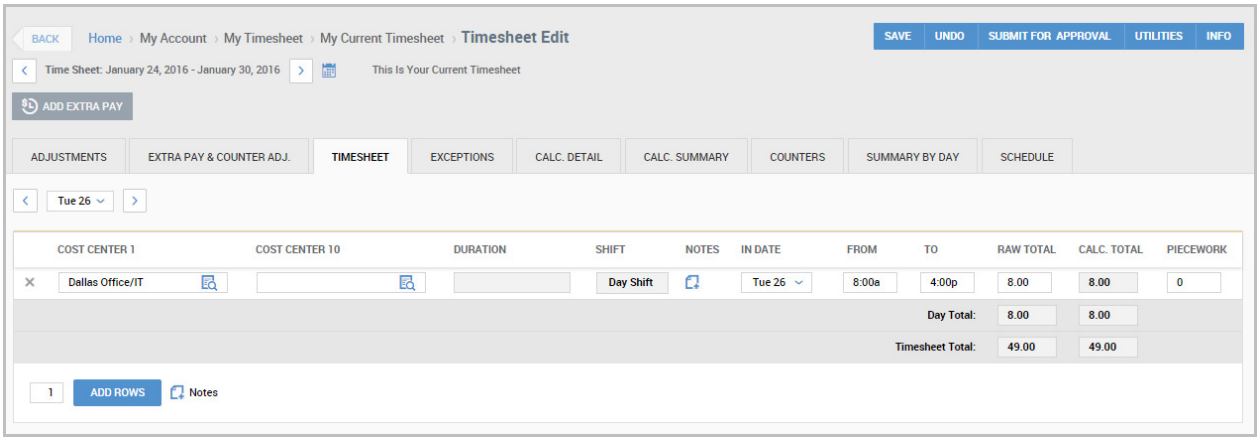


To record time entries in a Start/End (All Days) With Auto Splits timesheet, do the following:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the selected week that corresponds to the date.
2. If necessary, click the Cost Center *Lookup* icon to browse and select a new or different cost center.
3. Enter your start/end times in the **From** and **To** fields to record your time.
4. Notes may be added for a day by clicking the *Notes* icon for the day being edited.
5. If enabled, the tabs across the top of the timesheet can be used to view your time in detail or summary views, as well as view your schedule.
6. Use the buttons at the top to *Save*, *Undo*, and *Submit For Approval*. If enabled, the *Utilities* button will provide links that will list information about your account, time offs, schedule, and allow printing. If enabled, the *Info* button will provide links and information about the profiles to which you are assigned.
7. Continue entering time records as appropriate. If necessary, use the *Add Rows* button to add rows if multiple entries for a day is required.
8. Click the *Save* button.

Start/Stop

This timesheet allows you to track start and stop times by day, cost center, or other units of measure. This is an honor system concept that does not rely on the server to stamp the timesheet.

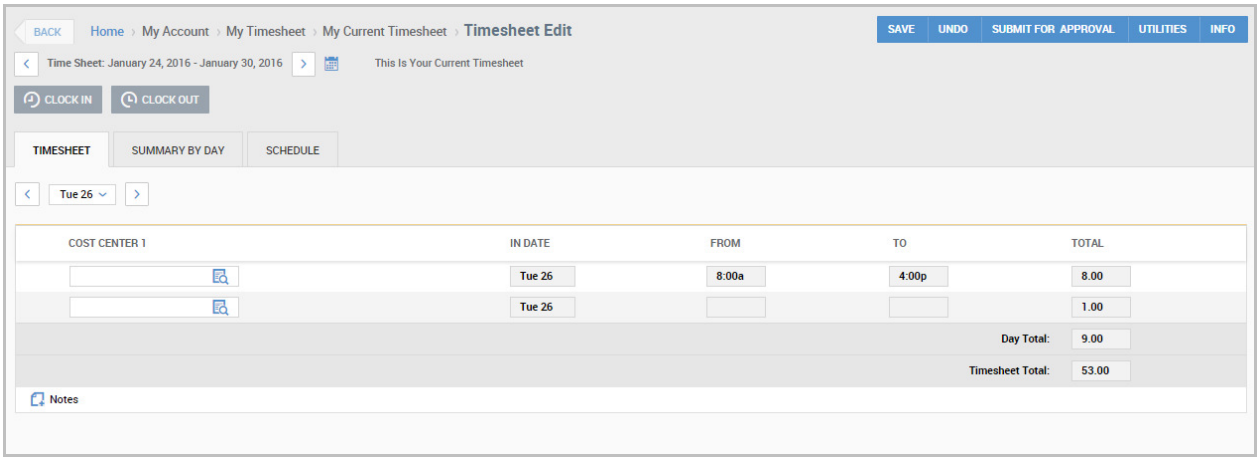


To record time entries in a Start/Stop timesheet, do the following:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the selected week that corresponds to the date.
2. If necessary, click the Cost Center *Lookup* icon to browse and select a new or different cost center.
3. Enter your start/end times in the **From** and **To** fields to record your time.
4. Notes may be added for a day by clicking the *Notes* icon for the day being edited.
5. If enabled, the tabs across the top of the timesheet can be used to view your time in detail or summary views, as well as viewing your schedule and other details.
6. If enabled, the "*Add Extra Pay*" button may be available for you to enter your own extra pay entries.
7. Use the buttons at the top to *Save*, *Undo*, and *Submit For Approval*. If enabled, the *Utilities* button will provide links that will list information about your account, time offs, schedule, and allow printing. If enabled, the *Info* button will provide links and information about the profiles to which you are assigned.
8. Continue entering time records as appropriate. If necessary, use the *Add Rows* button to add rows if multiple entries for a day is required.
9. Click the *Save* button.

Time Stamp

This timesheet is the strictest of the timesheet profiles, allowing you to clock in or out with your time stamped directly from the server time, not the time on your PC. Within this timesheet, you can clock in and out of different cost centers.

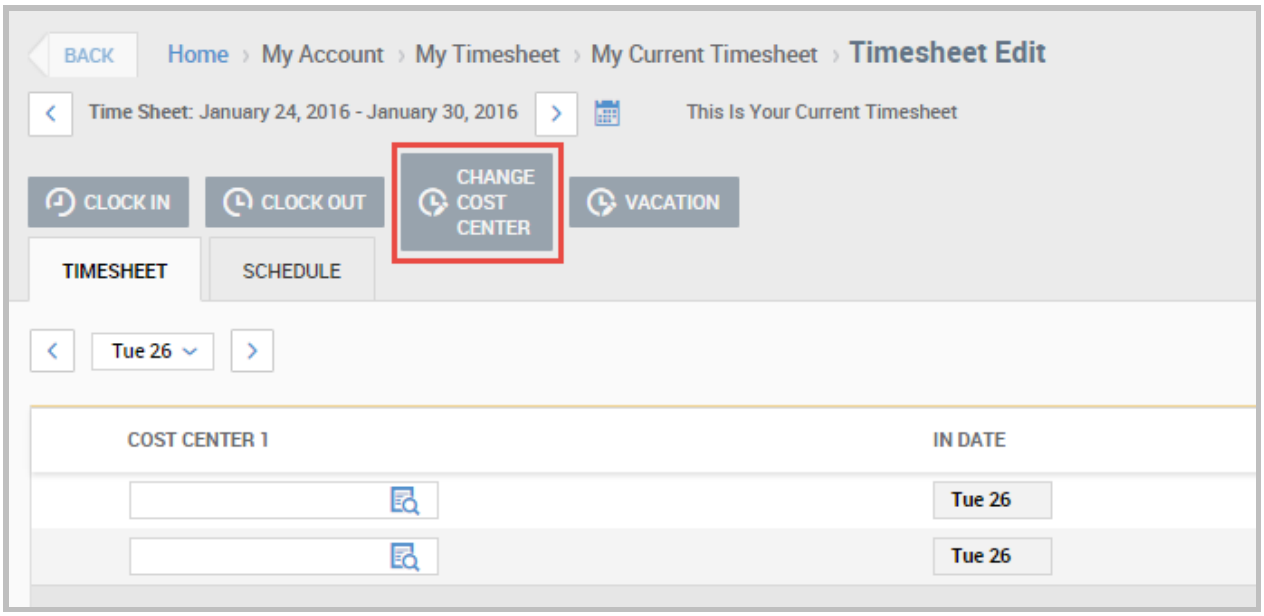


To record time entries in a Time Stamp timesheet:

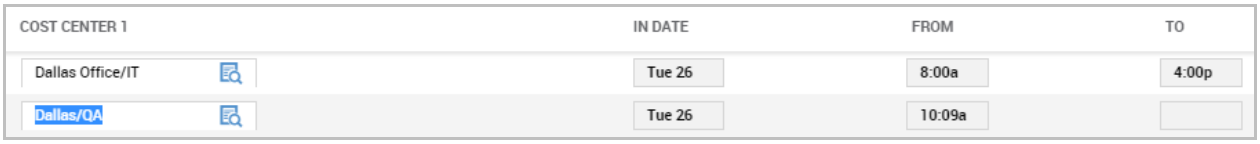
1. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period, with today's date.
2. If it is necessary to change your cost center, use the first available cost center field and select the task in which you worked by clicking the *Lookup* icon to browse and select a cost center.
3. Click the *Clock In* button to punch in. The current time is automatically recorded into the **From** field.
4. Click the *Clock Out* button to punch out. The current time is automatically recorded into the **To** field.
5. Click the *Save* button.
6. Each time you punch out, a new line is added for you to punch in again under a different cost center.
7. If enabled, the tabs across the top of the timesheet can be used to view your time in summary view, as well as viewing your schedule.
8. Use the buttons at the top to *Save*, *Undo*, and *Submit For Approval*. If enabled, the *Utilities* button will provide links that will list information about your account, time offs, schedule, and allow printing. If enabled, the *Info* button will provide links and information about the profiles to which you are assigned.

Extra Timesheet Features

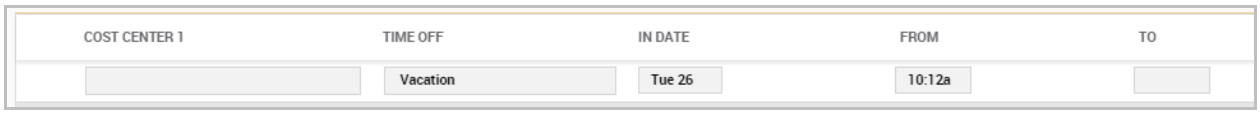
The Time & Labor Module provides the ability to configure the timesheet to your company's specifications. The following three features could appear on your timesheet if your company administrator has enabled them.



1. For more detailed reporting, cost centers and time off fields can be separated so that time off hours may be allocated to a particular cost center within a timesheet.
2. For ease of entering time on the timesheet, a **Change Cost Center** button can be enabled. When clicking the button, you will be prompted to choose a new cost center from the lookup screen. The system will clock you out of the first cost center and into the new cost center.



3. For negative accrual balance control, a timesheet warning can be enabled to display if you enter time off on a timesheet and you do not have enough accrued hours to cover the request.
4. If the "Vacation" button (or other Time Off button) has been enabled, the system will clock you in or out and register the time as according to the configuration of this button. This type of button can be useful when you are at work and need to leave mid-shift and return again and want the time registered to the designated time off.

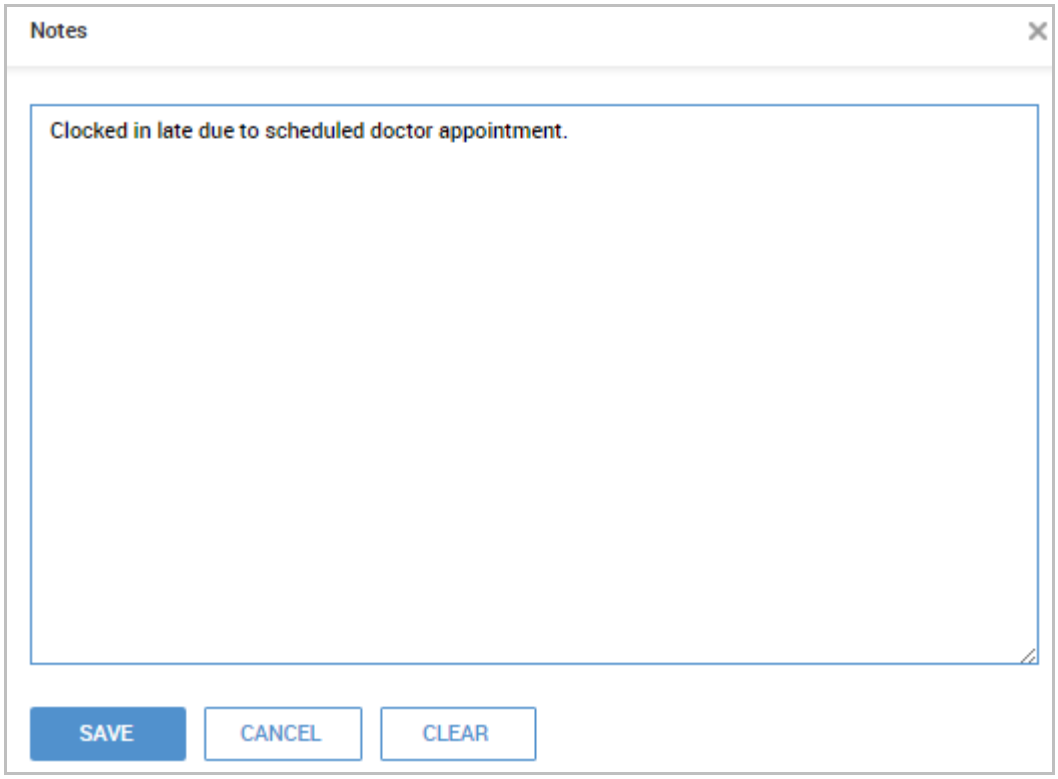


Including Notes with Your Timesheet

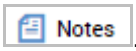
The Time & Labor Module provides the ability to attach notes to your timesheet that your approver can view. For example, if you were late on a particular day, you can include a brief explanation for the delay.

To enter a note, do the following:

1. Click the *Notes* button associated with the day or pay period in which you want to attach a note.
2. Enter your note in the **Notes** window, and click *Save*. The *Clear* button will delete all text.



3. The *Notes* button prior to adding a note will display as empty: 

, after adding a note, it will change to indicate text has been added: 

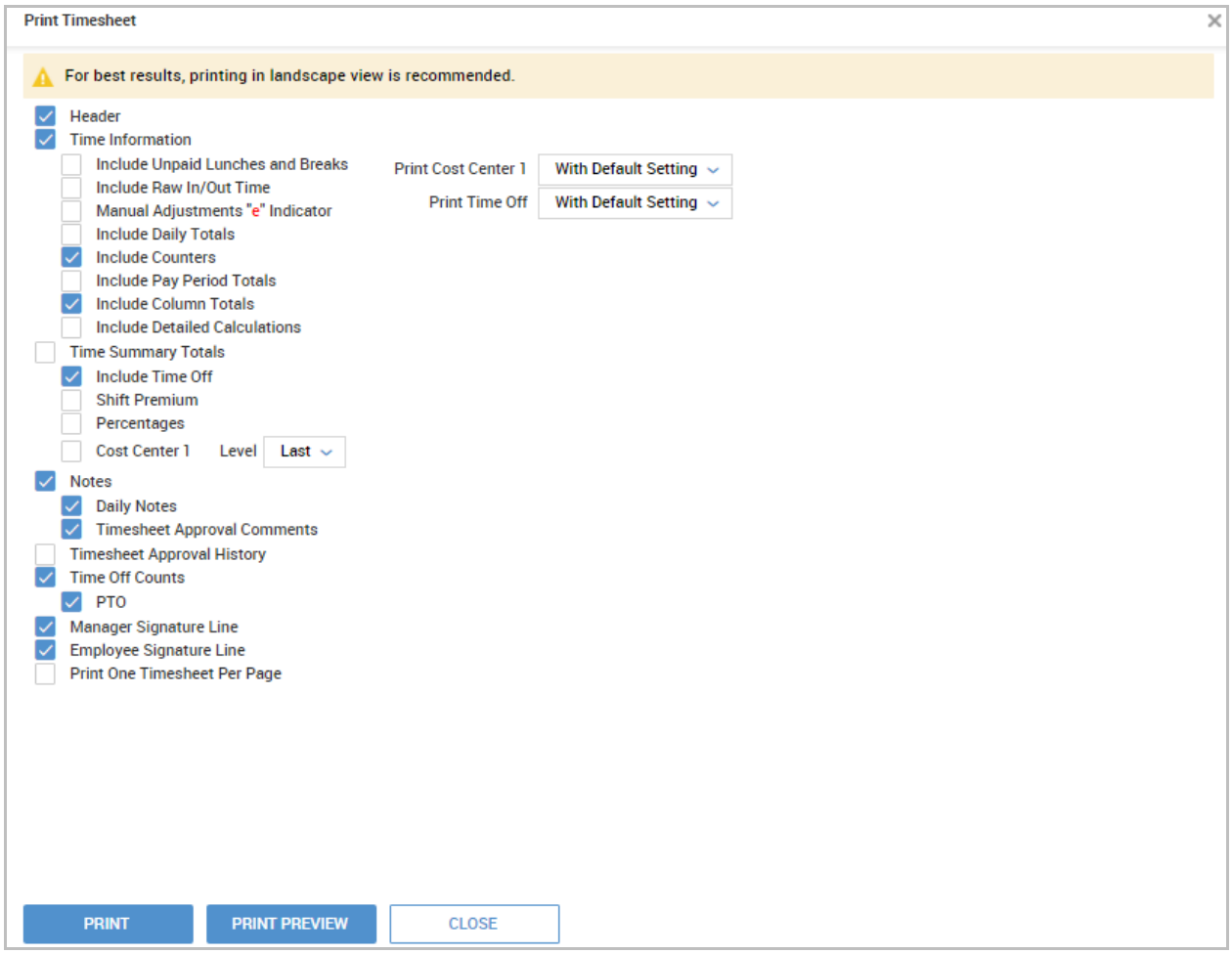
. To review the note, click on the button.

Printing Your Timesheet

The Time & Labor Module provides the ability to print your timesheets. Within this option, your timesheet will print with a signature line, allowing both you and your manager to sign the timesheet.

To print a timesheet, do the following:

1. First, go to **My Account** > **My Current Timesheet**.
2. Within your timesheet, click the *Utilities* button and select *Print*. The following options will appear:



- **Header** – Will print timesheet with employee's name, Id, pay period dates, the date and time it was printed.
- **Time Information** – Will print timesheet with employee's from and to times as well as the calculated regular and overtime.
- **Include Unpaid Lunches and Breaks** – Will print the employee's unpaid breaks and lunches.
- **Include Raw In/Out Time** – Shows the raw in and out punches.
- **Manual Adjustments** "e" **Indicator** – Will allow you to see any non-punched (edited) time
- **Include Daily Totals** – Will include each day's total hours.
- **Include Detailed Calculations** – Will include a detailed view of the calculations applied to the timesheet.
- **Notes** – Will print timesheet with any notes left by the employee or manager (time entry, daily, bonus, adjustment, and/or approval comments).
- **Extra Pay Information** – Will include any extra pay information from the employee's timesheet

- **Manager Signature Line** - A signature line will appear for the supervisor upon printing the timesheet. You may also customize the label for the signature line.
- **Employee Signature Line** - A signature line will appear for the employee upon printing the timesheet.
- **Print** – Will print the employee's timesheet
- **Print Preview** – Will display a preview of what the timesheet or employee file will look like when printed.

Print Timesheet

Employee Timesheet
Chandler M. Bing (Employee Id: 4)
01/24/2016 - 01/30/2016

UBLJC TLM V2.0
Date: 01/26/2016
Time: 10:22a

Date	Sch	From	To	Cost Center 1	Total Time	Daily Overtime	Extra Pay	Weekly Overtime
Sun 01/24/2016	Not Scheduled				9.00			
Mon 01/25/2016	Not Scheduled			Dallas/IT	1.00			
	Salaried 8 Hour	08:00a	04:00p	Dallas	7.00			
Tue 01/26/2016	Not Scheduled				1.00			
	Salaried 8 Hour	08:00a	04:00p		7.00			
Wed 01/27/2016	Not Scheduled				1.00			
	Salaried 8 Hour	08:00a	04:00p		7.00			
Thu 01/28/2016	Not Scheduled				1.00			
	Salaried 8 Hour	08:00a	04:00p		7.00			
Fri 01/29/2016	New Schedules	08:00a	04:00p		8.00			
Total:					49.00	83.00	$50.00	8.00

Notes

Created	Created By	Type	Date	Note
01/26/2016 11:18a	Lorrie Cook	Day	01/26/2016	Clocked in late.

Time Off Counts

Time Off	Accrued To		Current Accrued	Taken	Current Balance	Sch	Pending Approval	Accrue Rate	Carry Over To Use	Used By Date	Last Carry Over	Earned After Last Carry Over
PTO	01/22/2016	Hrs:	110.00	0.00	110.00	0.00	0.00	60/Yearly			0.00	110.00
		Days:	13.75	0.00	13.75	0.00	0.00				0.00	13.75

X_____
Supervisor Signature

X_____
Chandler M. Bing

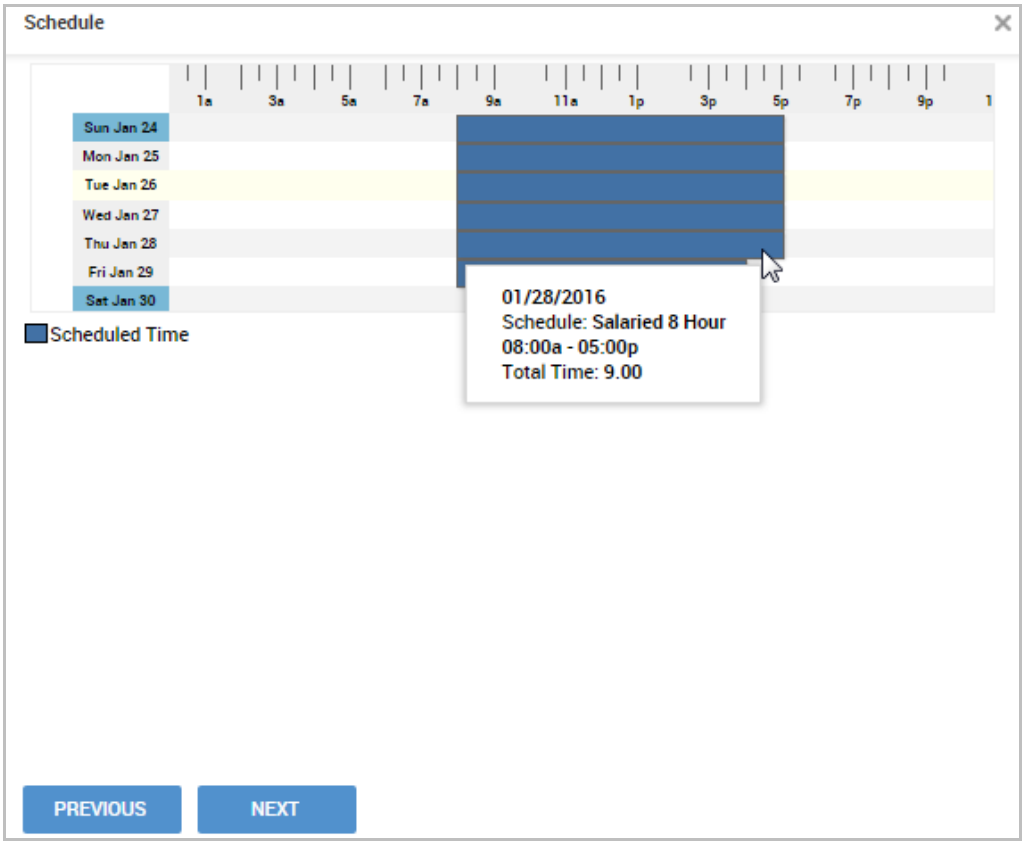
PRINT CHANGE OPTIONS

Viewing Your Schedule

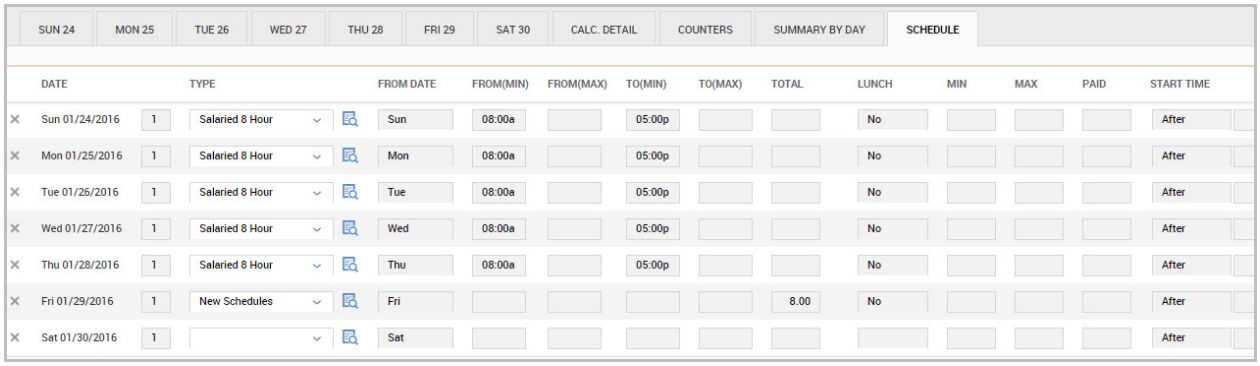
The Time & Labor Module provides the ability to view your schedule. Within this option, you can view your schedule for the previous week, current week, and following week.

To view your schedule, do the following:

1. Go **to My Account > My Current Timesheet**.
2. Within your timesheet, go to the *Utilities* button, then click *Schedule*. Or, if enabled, click the *Schedule* tab within your timesheet.
3. From the *Utilities* button, you will then be prompted with the **Schedule** window, which displays a graphical representation of your schedule for the entire pay period. By scrolling over the scheduled area, a tool tip will display and you are able to see the details you are scheduled to work.



4. From the *Schedule* tab, the view will display more details, and if allowed, you may be able to edit your schedule.



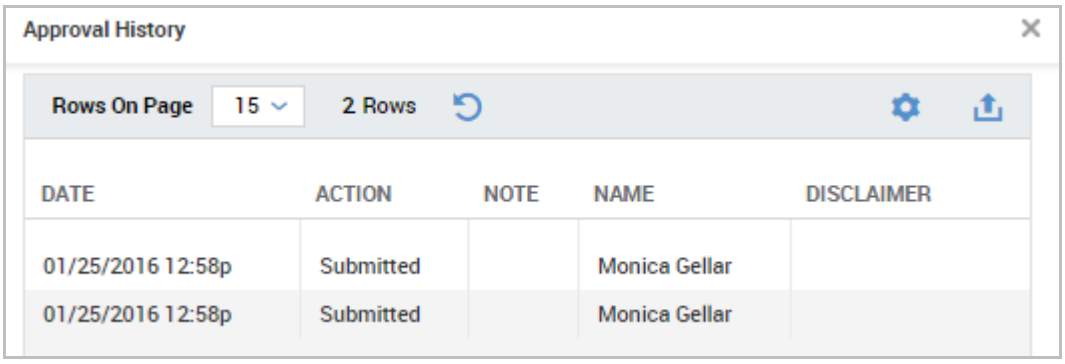
DATE		TYPE	FROM DATE	FROM(MIN)	FROM(MAX)	TO(MIN)	TO(MAX)	TOTAL	LUNCH	MIN	MAX	PAID	START TIME
Sun 01/24/2016	1	Salaried 8 Hour	Sun	08:00a		05:00p			No				After
Mon 01/25/2016	1	Salaried 8 Hour	Mon	08:00a		05:00p			No				After
Tue 01/26/2016	1	Salaried 8 Hour	Tue	08:00a		05:00p			No				After
Wed 01/27/2016	1	Salaried 8 Hour	Wed	08:00a		05:00p			No				After
Thu 01/28/2016	1	Salaried 8 Hour	Thu	08:00a		05:00p			No				After
Fri 01/29/2016	1	New Schedules	Fri					8.00	No				After
Sat 01/30/2016	1		Sat										After

Viewing Approval History

The Time & Labor Module provides the ability to view the approval history of timesheets.

To view your approval history, do the following:

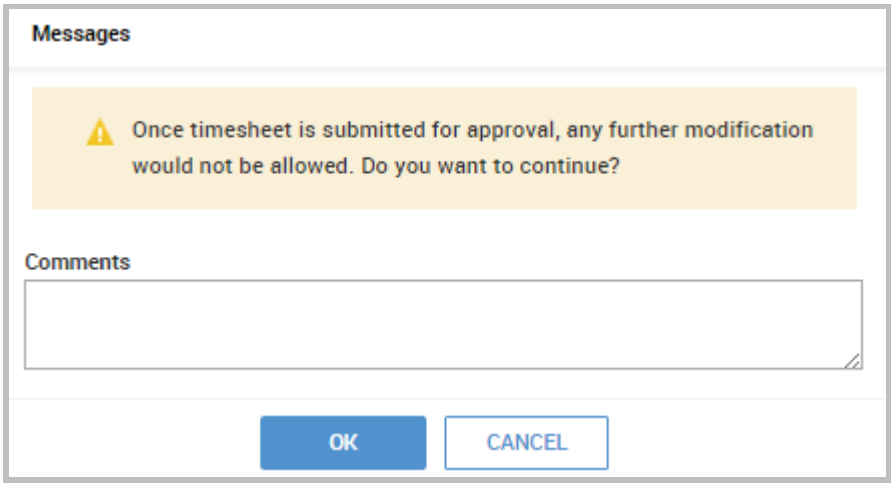
1. Go to **My Account > My Current Timesheet**.
2. Within your timesheet, go to the *Utilities* button, then click *Approval History*.
3. You will then be prompted with the **Approval History** window, which displays a report listing the managers who have approved of your timesheet.



Submitting Timesheets for Approval

Once you have finished entering time records for an entire pay period, you are then ready to submit your timesheet for approval.

To do this, simply click the *Submit For Approval* button. The system will prompt you to confirm your submission. Please note that once you submit a timesheet you can no longer modify your time records for that pay period. Optional comments may be added.



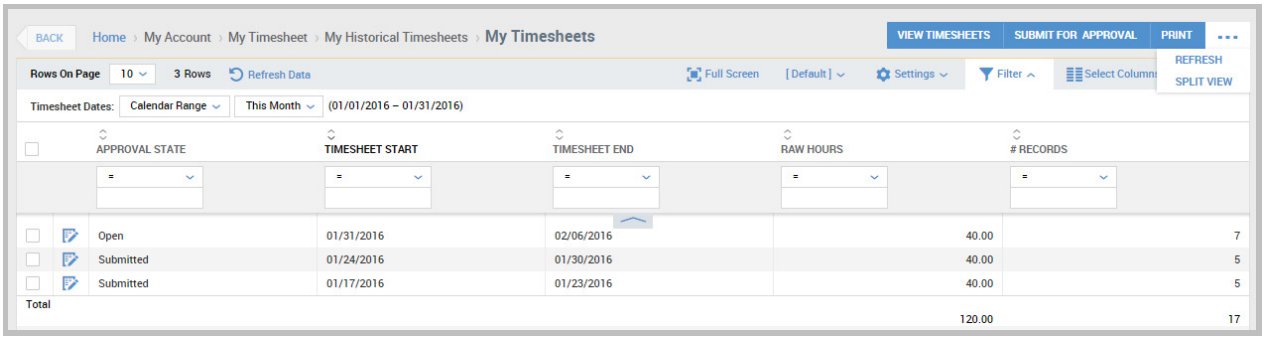
After you confirm your submission, your manager will see your submitted timesheet in their approval menu. If a system notification has been enabled for timesheet submissions, your manager will also receive a notification via e-mail alerting him/her to your timesheet submittal.

Accessing Historical Timesheets

The Time & Labor Module provides an historical view of all of your timesheets.

To view historical timesheets, so the following:

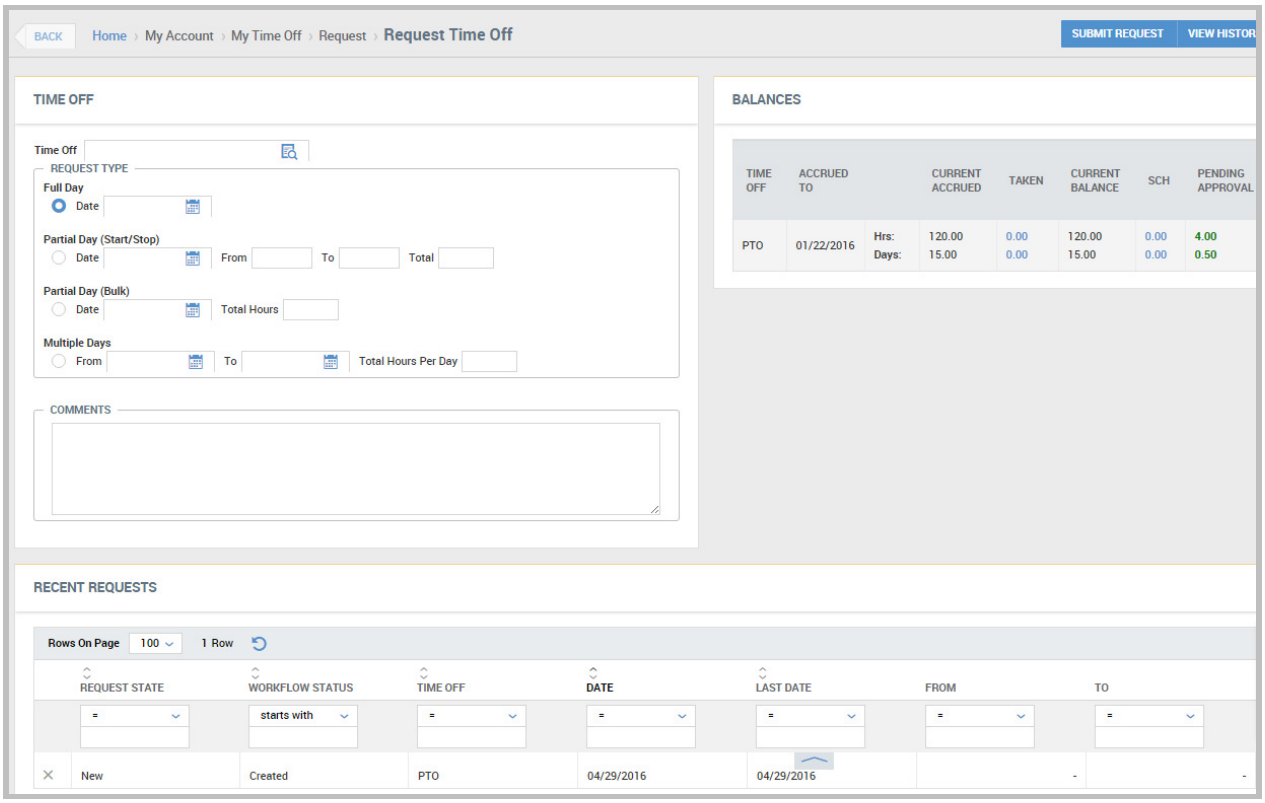
1. To access this view, select **My Account > My Historical Timesheets** from the main menu.
2. A table appears listing all of your Open, Submitted, and Approved timesheets by pay period.
3. To view any timesheet in detail, click its corresponding *View/Edit* icon.



4. Once inside the timesheet view you view timesheets from other time periods by adjusting the Timesheet Dates fields.
5. Timesheets may also be viewed by checking the desired timesheet and clicking the *View Timesheets* button.
6. Timesheets may be submitted from this view by checking the desired timesheet and clicking the *Submit For Approval* button. Please note that you cannot modify the contents of any timesheet that was already submitted.
7. Timesheets may be printed from this view by checking the desired timesheet and clicking the *Print* button.
8. Under the **...**[More options] button, you can select *Split View*. To return to the normal view, click the *Regular View* button.

Requesting Time Off & Timesheet Changes

In addition to using the Time & Labor Module for entering time and submitting timesheets, you can use the application to submit requests for time off. Your time off requests can be for one or multiple days and you can even specify the type of time off and the number of hours you want to take. Similar to timesheet submittals, your manager will receive your time off request in his/her Time & Labor Module approval menu. If your request is approved, the time off will automatically appear in your timesheet.



Requesting Time Off

To request time off, do the following:

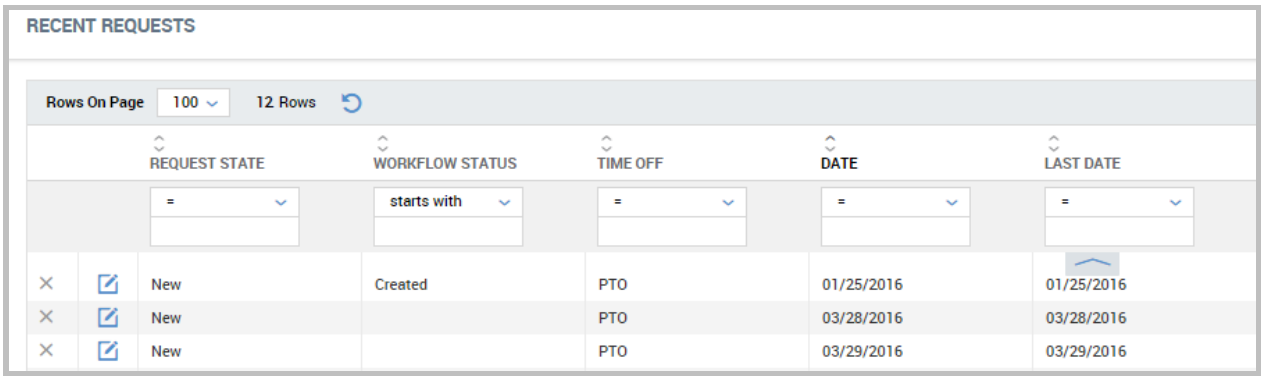
1. Select **My Account > My Time Off > Request**.
2. In the **Time Off** field, select the type of time off you would like to take using the *Lookup* icon.
3. To request time off on a single workday, select the **Full Day** radio button. Enter the appropriate date in the **Date** field, or use the *Calendar* icon to choose the date from the calendar.
4. To request a partial day, you have two options:
   - Choose a partial day in the **Partial Day (Start/Stop)** field, where you can request the specific **From** and **To** time periods you would like to request (Ex. 1PM-3PM.)
   - Choose a partial day in the **Partial Day (Bulk)** field, which allows you to request a specific amount of hours (Ex. 2 hours.)
5. To request several consecutive days off, select the **Multiple Days** option. Enter the date range in the **From** and **To** fields, or use the *Calendar* icon to choose the dates from the calendar. Then, enter the hours to be taken in the **Total Hours Per Day** field.
6. Enter any notes you may want to communicate to your approver regarding your request in the **Comments** field.
7. Click the **Submit Request** button.

Modifying a New Time Off Request

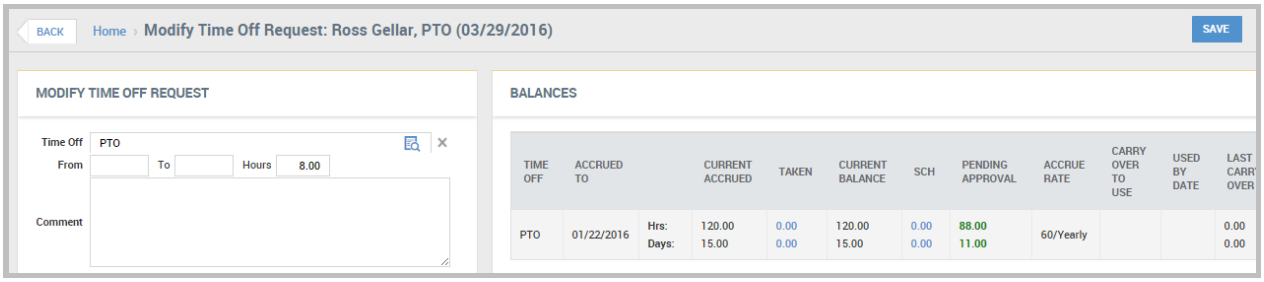
The ability for you to modify a Time Off Request may or may not be allowed by your company. If it is not allowed within the Time and Labor Module, your company will notify you of the process to modify a request.

To request a change to a pending time off request within the Time and Labor Module, do the following:

1. If a time off request has already been submitted, and the state is still *New*, you can modify the pending request under **My Account > My Time Off > Request**.
2. From this page, you can click the *Edit* icon to modify the request.



3. You can edit the **Time Off**, and the **From** / **To**, and **Hours** fields, as well as the **Comment** field. Click *Save*. There is no need to resubmit, the modified request will be sent to your approver.

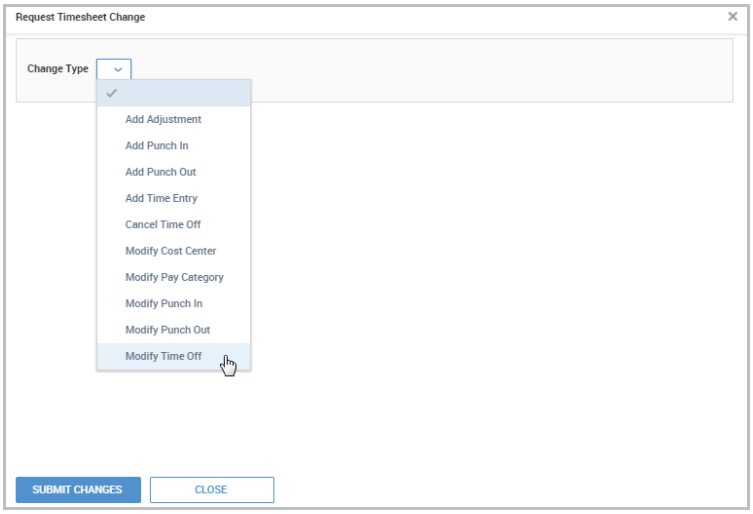


Requesting a Time Off Modification

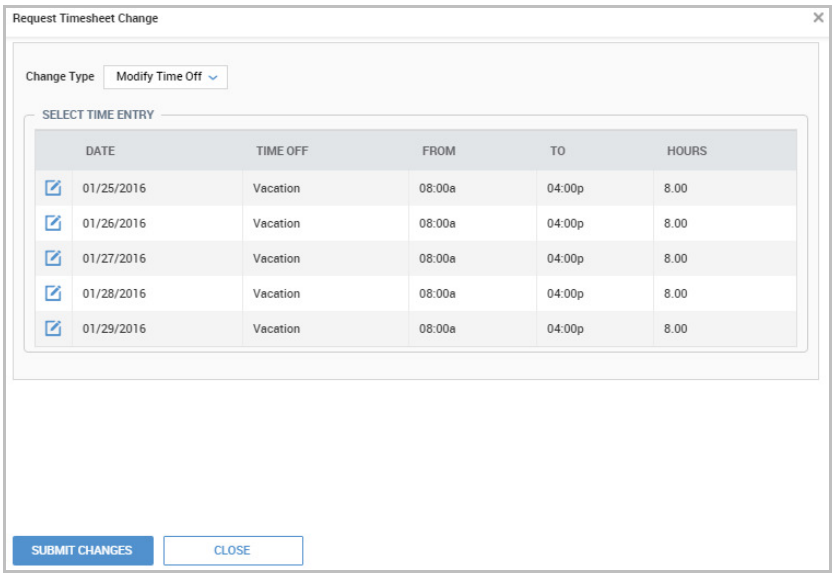
If you are unable to edit your own Time Off Requests, you may be able to request a modification from within your timesheet via the Change Request option. The option to submit a Change Request may or may not be allowed by your company. If it is not allowed within the Time and Labor Module, your company will notify you of the process to request a modification.

To request an approved time off modification within the Time and Labor Module, do the following:

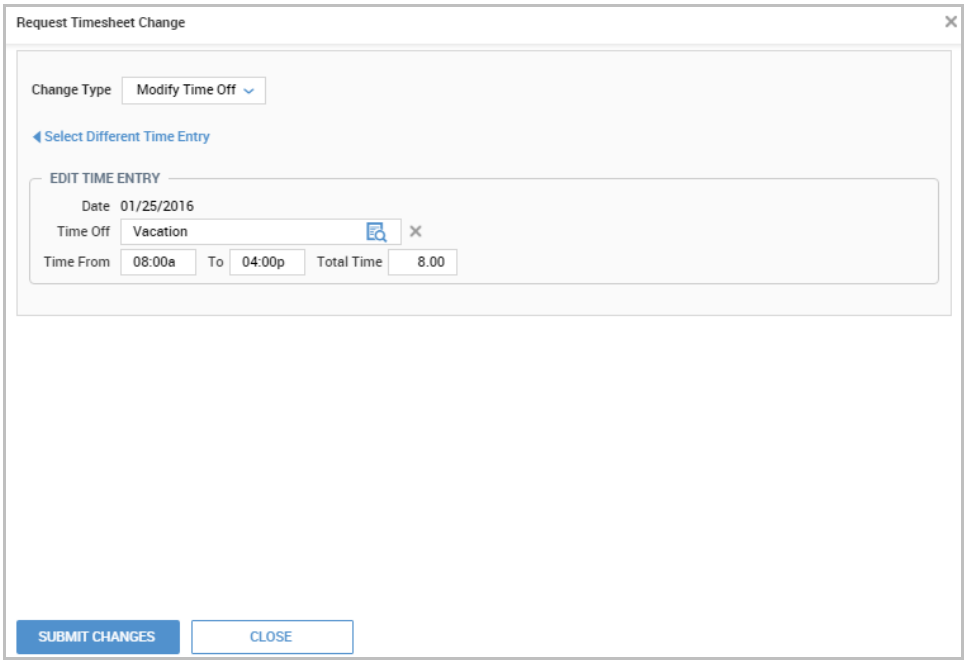
1. To make a request to modify an already approved time off request, go to **My Account > My Timesheet > My Current Timesheet**.
2. Navigate to the pay period containing the request by using the navigation arrows at the top of your timesheet.
3. Click the **Change Requests** button and select **Modify Time Off**.



4. Click the *Edit* icon for the specific time off entry that needs to be edited.



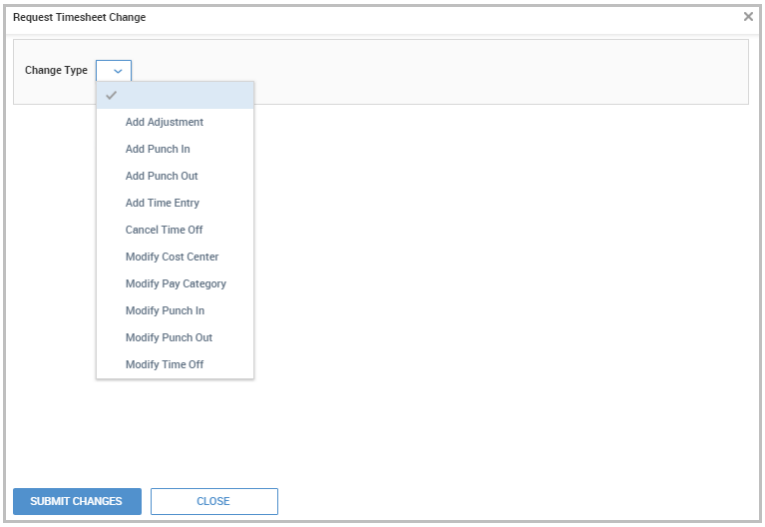
5. Make necessary edits and submit by clicking **Submit Changes**.



Requesting a Timesheet Change

To request a timesheet change, do the following:

1. To make a request to modify an already approved time off request, go to **My Account** > **My Timesheet** > **My Current Timesheet**.
2. Navigate to the pay period containing the request by using the navigation arrows at the top of your timesheet.
3. Click the **Change Requests** button and select the type of change needed.



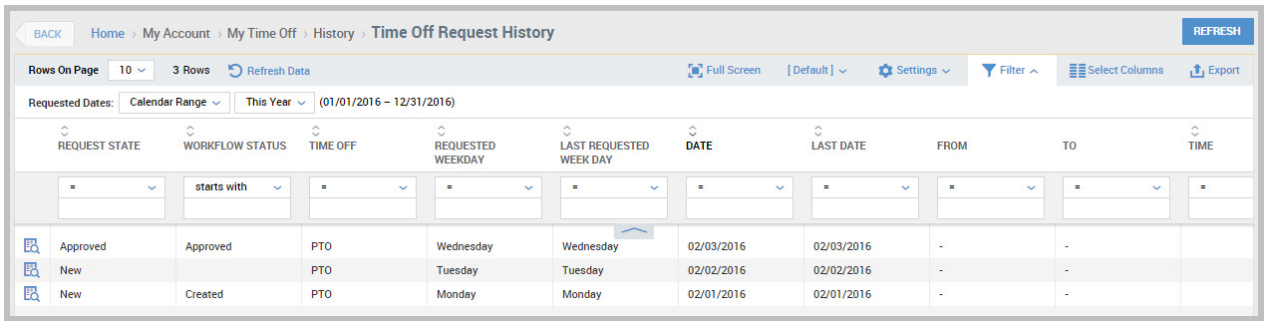
4. Based on your selection, you can enter the appropriate information and submit the changes.

Checking the Status of Your Time Off Request

To check the status of your time off requests, do the following:

1. Go to **My Account > My Time Off > History**.
2. The **Time Off Requests History** page will appear, listing the status of your time off requests.
3. From this page you can also view any comments your approver may have attached to your time off request, by clicking the *Notes* icon in the *Comments* column for the corresponding request. For example, your approver might include a comment explaining why they approved or rejected your request.

   If this column is not present, click *Select Columns* and select **Comments** the *Available Columns* panel and click the forward arrows to move it to the *Selected Columns* panel. You can then position it where desired by selecting the column and moving it up and down the list using the arrows to the right of the panel.



4. You can also view your timesheet from this view by clicking the *Open Timesheet* icon.

   If this column is not present, click *Select Columns* and select **Button: Open Timesheet** the *Available Columns* panel and click the forward arrows to move it to the *Selected Columns* panel. You can then position it where desired by selecting the column and moving it up and down the list using the arrows to the right of the panel.

Checking Your Accrual Balance

If your organization is using the Time & Labor Module to track accruals, there are two places where you will be able to check your available balance.

To view your accruals, do one of the following:

1. Go to **My Account > My Current Timesheet**.
   Within your timesheet, click the *Utilities* button, and then click *Time Off Counts*.

Time Off Counts

TIME OFF	ACCRUED TO		CURRENT ACCRUED	TAKEN	CURRENT BALANCE	SCH	PENDING APPROVAL	ACCRUE RATE	CARRY OVER TO USE	USED BY DATE	LA CA OV
PTO	01/22/2016	Hrs:	84.00	0.00	76.00	8.00	16.00	60/Yearly			0.0
		Days:	10.50	0.00	9.50	1.00	2.00				0.0

2. You can also go to **My Account > My Time Off > Request**. Your balances and requested totals will appear in the top-right corner of the page.

BALANCES

TIME OFF	ACCRUED TO		CURRENT ACCRUED	TAKEN	CURRENT BALANCE	SCH	PENDING APPROVAL	ACCRUE RATE	CARRY OVER TO USE	USED BY DATE	LAST CARRY OVER	EARNED AFTER LAST CARRY OVER
PTO	01/22/2016	Hrs:	84.00	0.00	76.00	8.00	16.00	60/Yearly			0.00	84.00
		Days:	10.50	0.00	9.50	1.00	2.00				0.00	10.50

Balances

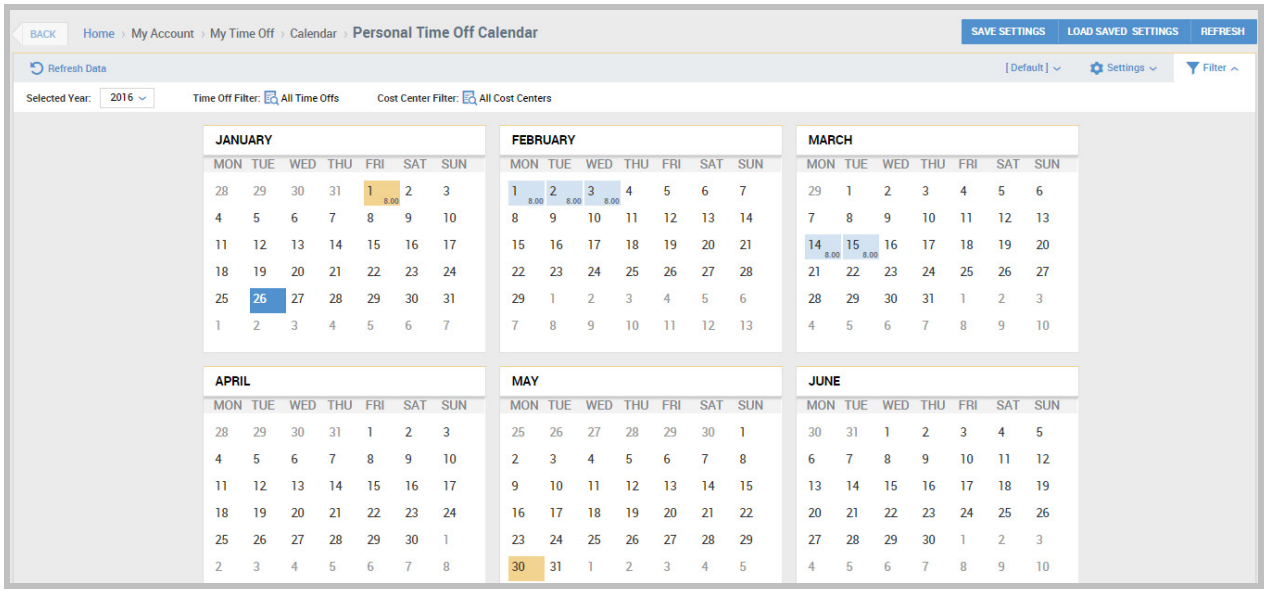
The **Balances** window shows the following information:

- **Time Off** – The paid time off category is use.
- **Accrued To** – The date this balance is accrued to.
- **Current Accrued** - The current available balance.
- **Taken** – Previously taken time.
- **Sch** - Time off scheduled in the future.
- **Pending Approval** - Time off requested, but not yet approved.

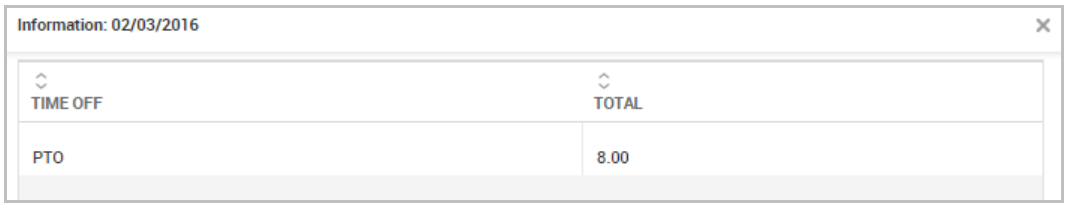
If the **Pending Approval** information appears in **green font**, you currently have enough time accrued for your request. If the information appears in **red font**, you currently do not have enough time accrued for your request.

Accrual Calendar

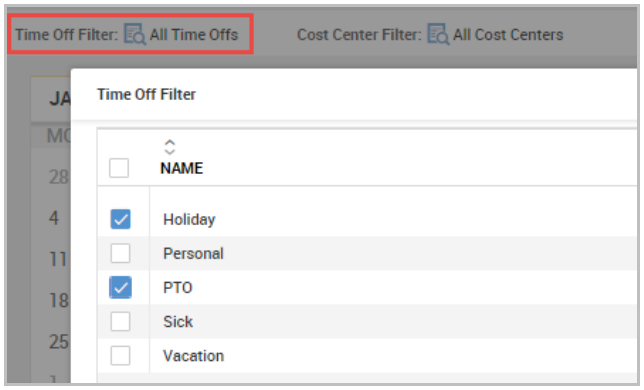
You can view your time off requests in calendar view by navigating to **My Account > My Time Off > Calendar**.



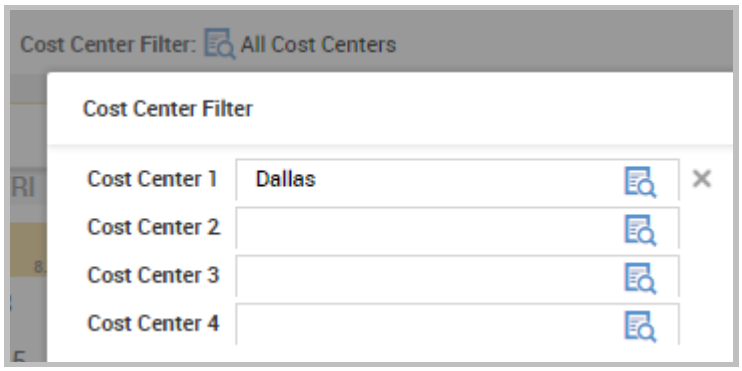
- You can click any of the entries and a pop-up will display, showing the details of that particular Time Off.



- You can change what types of Time Offs appear on your calendar by clicking the **Time Off Filter** icon and then selecting the options shown.

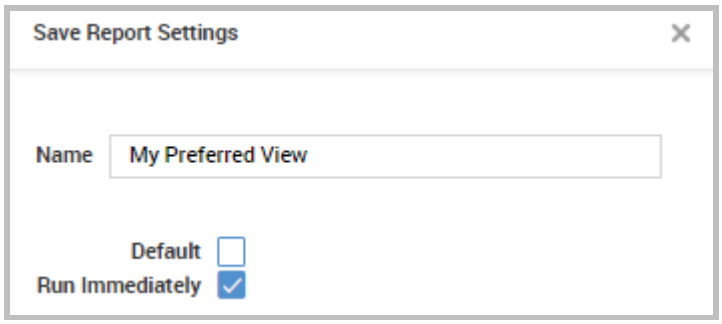


- You can control which entries display on the calendar according to the cost center they are charged to by clicking the **Cost Center Filter** icon and selecting the cost centers you want.

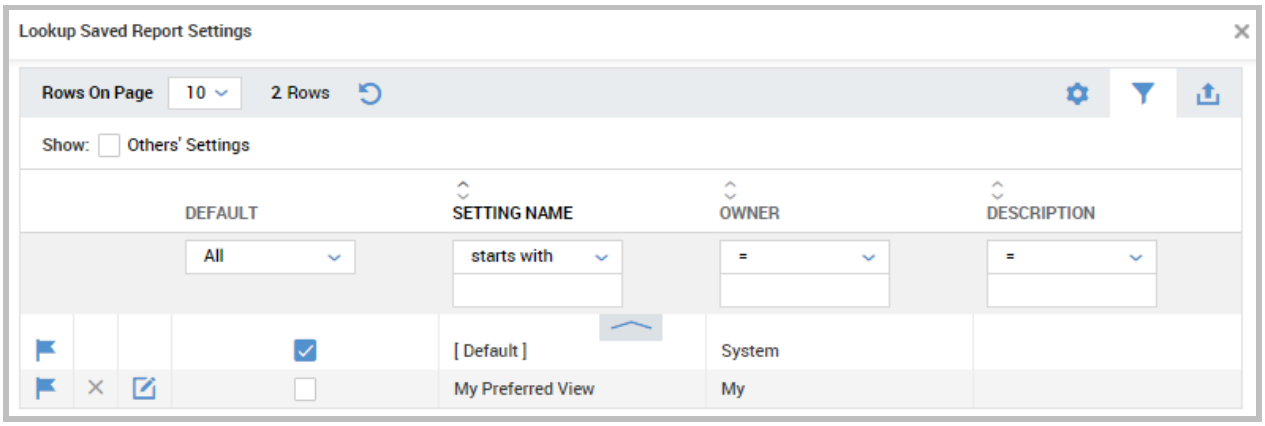


The filters may be cleared by clicking the Clear link for each filter.

- You can change your filters and then save the settings for future use, by clicking the **Save Settings** button. Provide a Name for the view and check if you want it to be the *Default* view. If you uncheck *Run Immediately*, you must click a button to run the report when accessing it.



- If you have saved multiple views, you can access them by clicking the **Load Saved Settings** button and selecting which view to use.



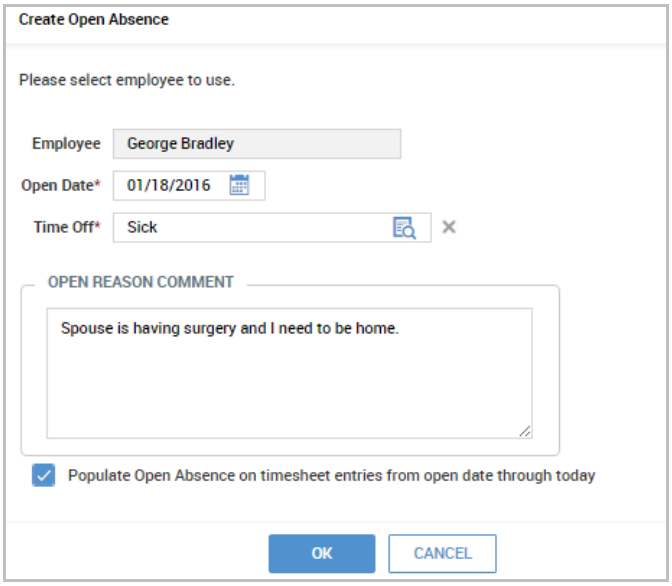
- Click the **Refresh** button to update your view with new information.

Open Absence

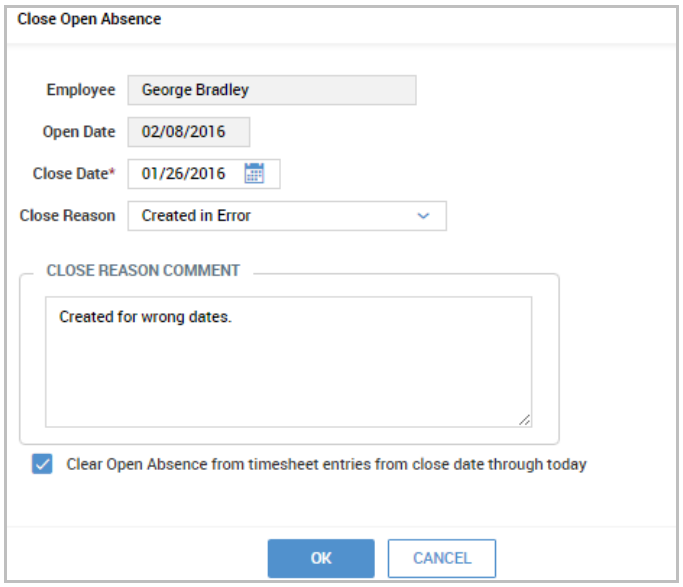
If your organization uses Open Absences, you may have the ability to create an Open Absence request for an extended period of absence that can be populated onto your timesheet.

To create an open absence request, do the following:

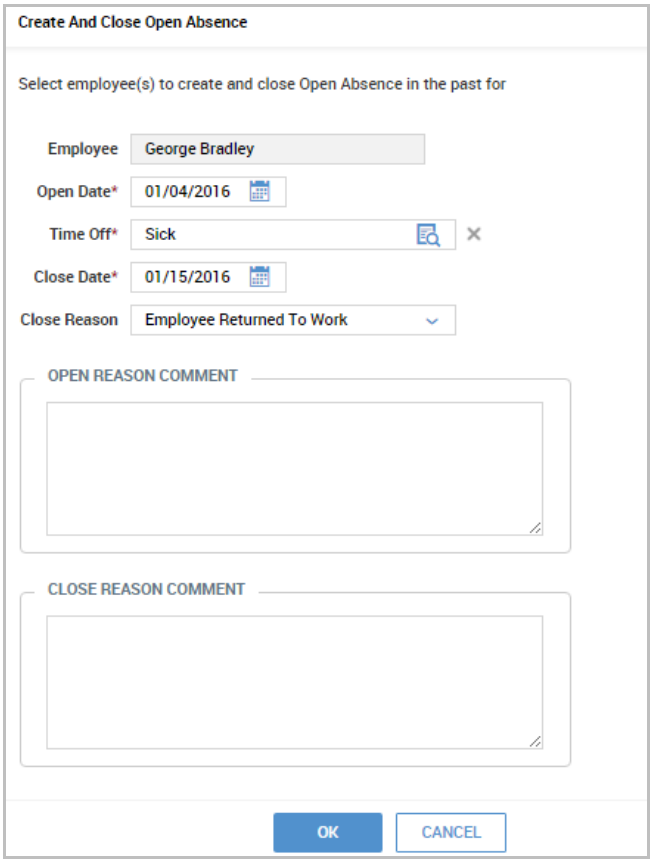
1. Go to **My Account > My Open Absences**.
2. When creating an open absence, you will be prompted to enter the **Open Date**, type of **Time Off**, and any **Open Reason Comment** you wish to add. You will also have the option to set the timesheet to populate open absences up to the current date.



3. By clicking the **Close Open Absence** button, you can also close an open absence by entering a **Close Date** and **Close Reason**, optional comment, and optionally clear any previously timesheet entries.



4. Additionally, you can create and close an absence (meaning there is a known start and end date,) which combine the two create and close prompts into one, by clicking the **Create and Close Open Absence** button.

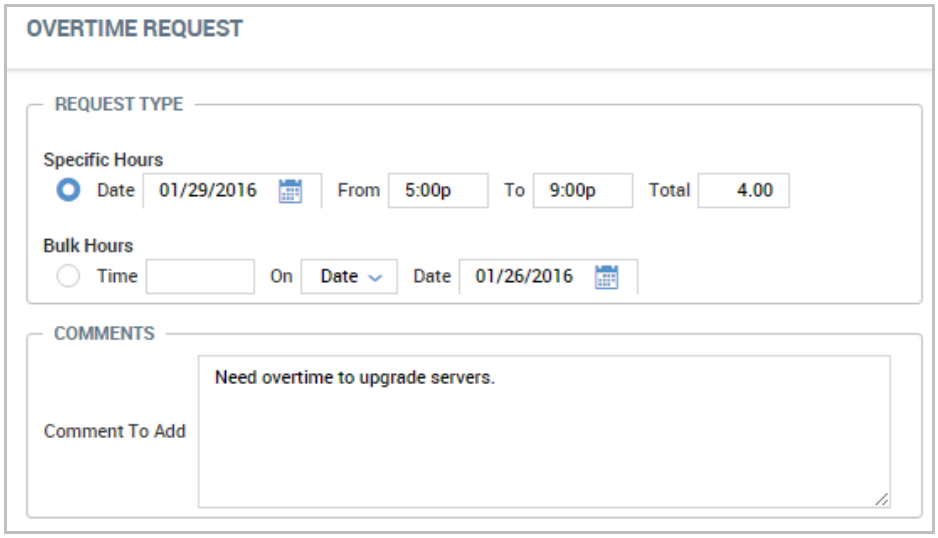


Requesting Overtime

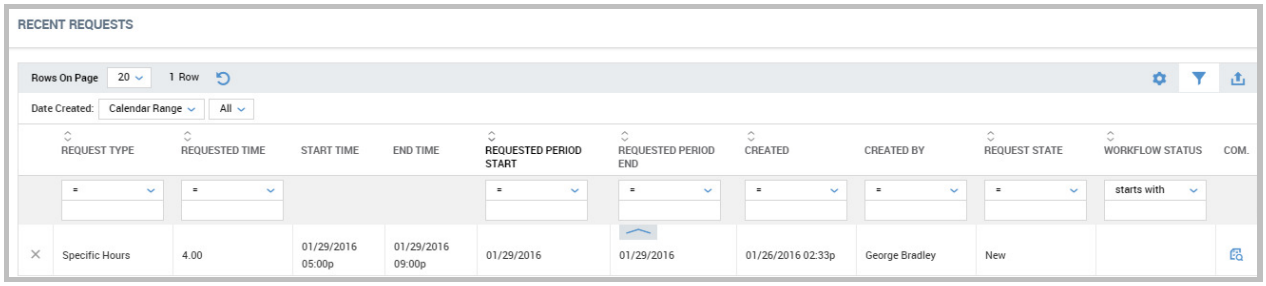
If your organization uses Overtime Requests in order for you to request overtime, you will have the ability to make a request.

To create an overtime request, do the following:

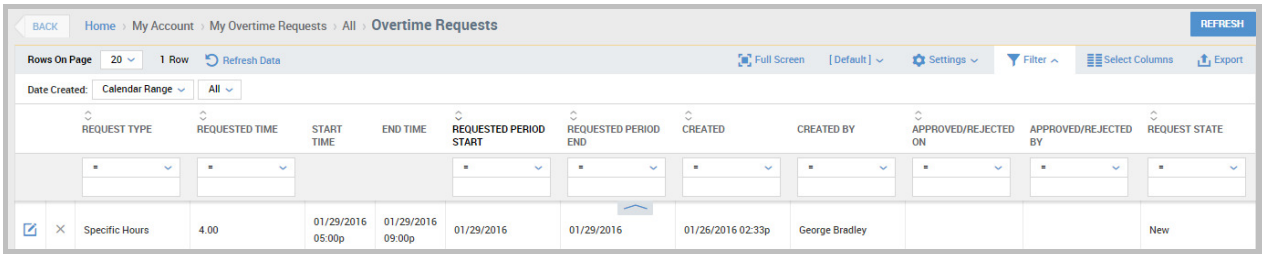
1. Go to **My Account** > **My Overtime Requests** > **Request**.
2. Similar to a Time Off Request, use **Specific Hours** by entering a **Date** and **From** and **To** options, or use **Bulk Hours** by entering a **Date**, **Time** and **Total** hours. You can also enter an optional comment.



3. Once submitted, you can view your requests within the **Recent Requests** field, until they are approved or rejected.



4. You will also have the ability to view any open requests under **My Account** > **My Overtime Requests** > **All**.

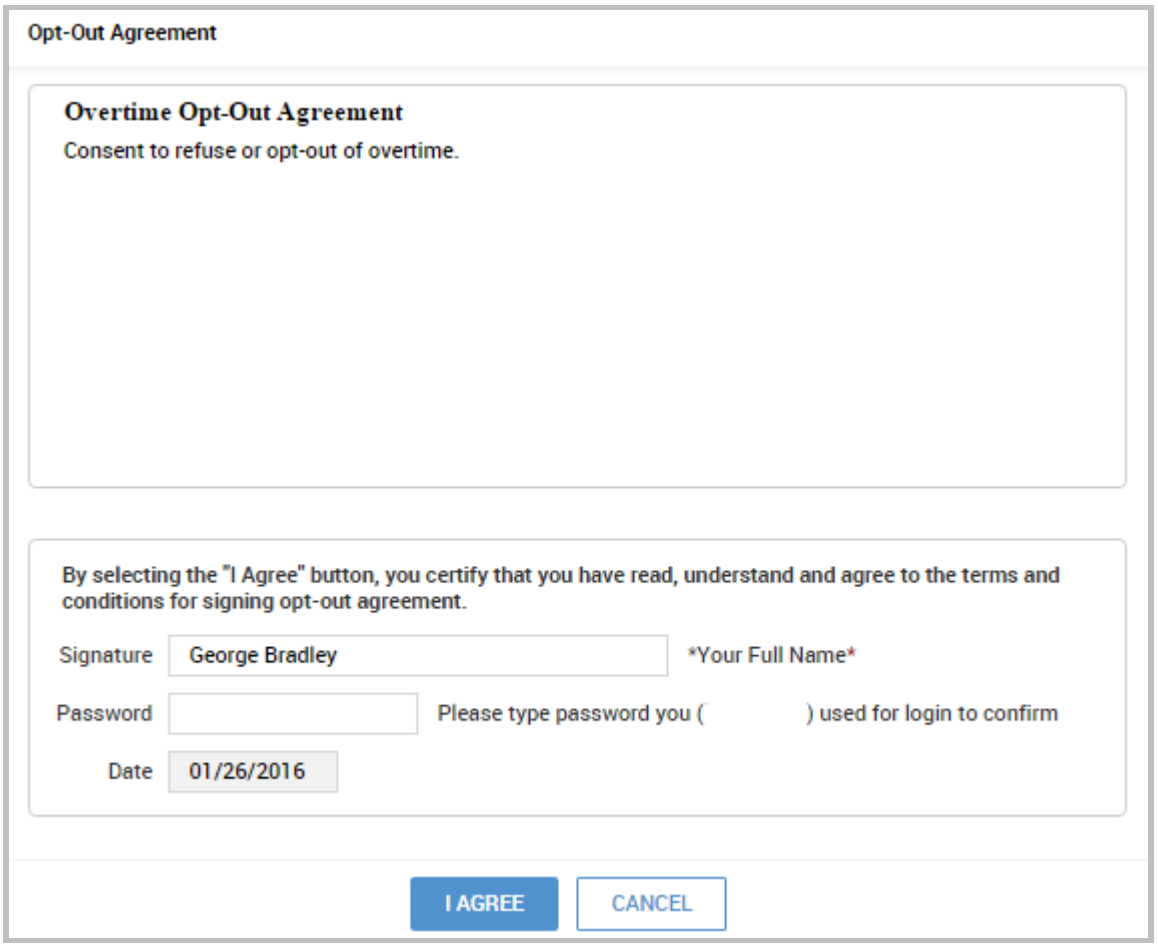


Overtime Opt-Out

If your company uses Opt-Out Agreements to process the rejection of overtime, you will have the ability to view and sign an opt-out agreement, which can be downloaded, renewed, or cancelled.

To view and sign an opt-out agreement, do the following:

1. Go to **My Account** > **My Opt-Out Agreement**.



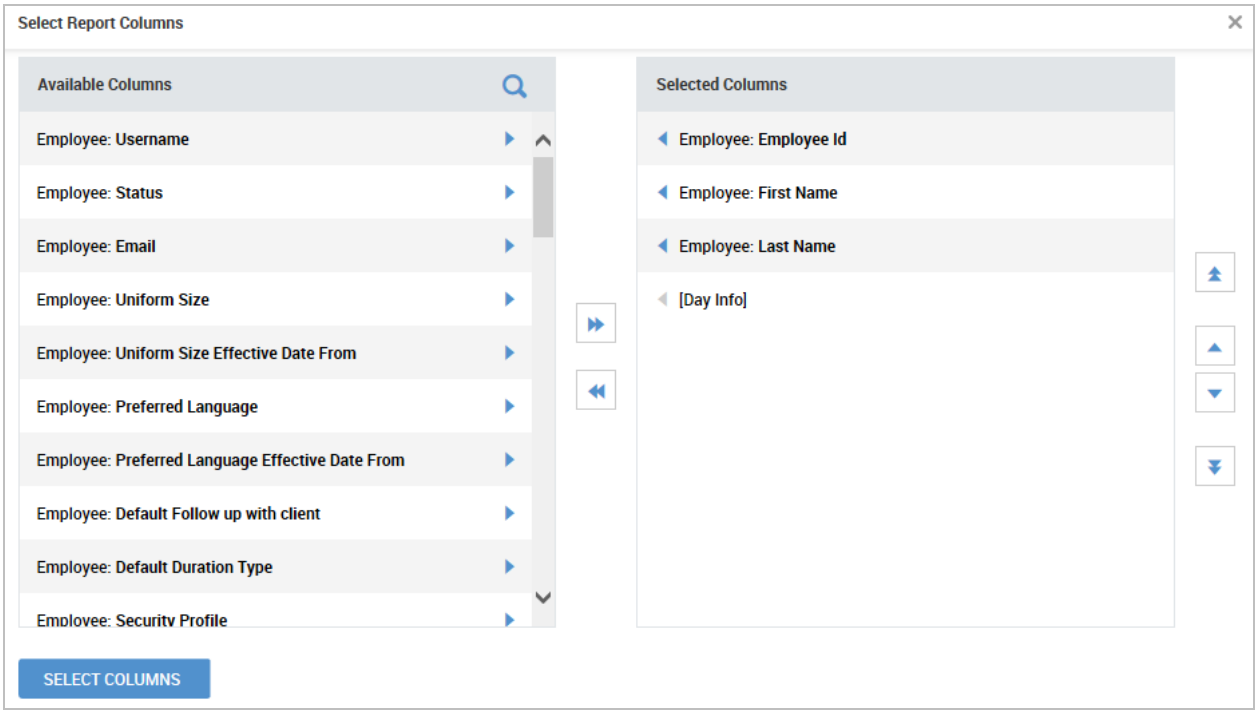
Reports

Depending on access privileges associated with your employee security level, you may have access to run reports on your own timesheet information. Since all Time & Labor Module reports follow similar creation procedures, general guidelines that apply to all reports are provided below.

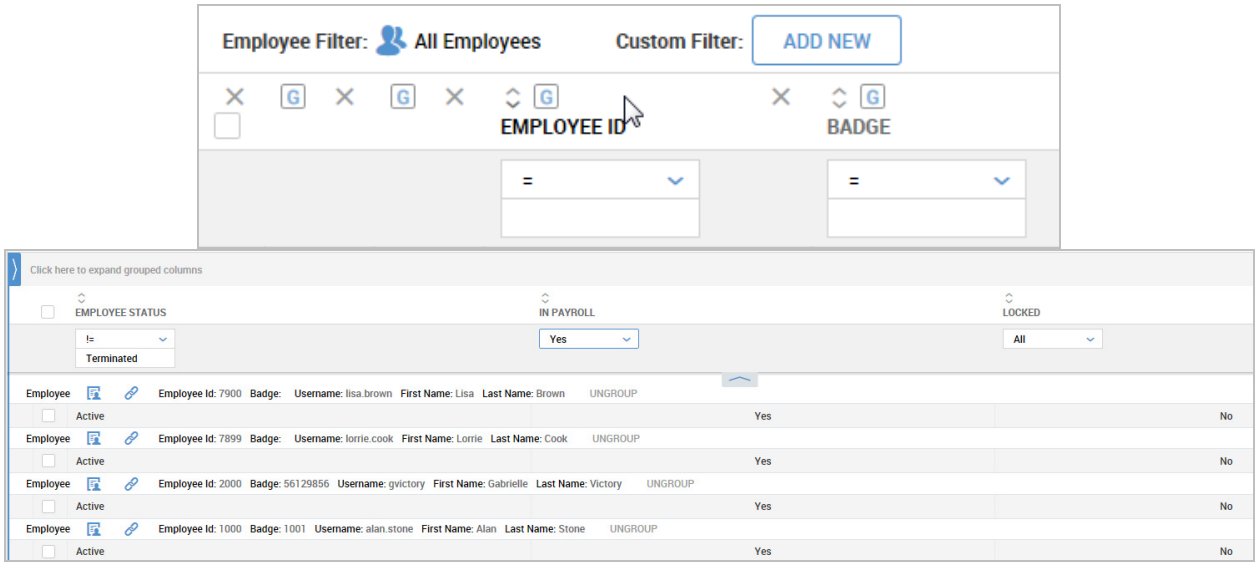
Running a Report

To run a report, do the following:

1. Select the report you want to run from the **My Reports** menu.
2. This will launch a page for the report you selected, where you can choose the data to be included in the report.
3. Specify the date range you want to report on. You have 3 options:
   - **Calendar Range** – Choose this year, this month, or last week
   - **Date Range** – Choose a calendar date range (from and to dates)
   - **Pay Period** – Choose a specific pay period (previous, current, next)
4. Click **Select Columns**, to select the data you want included in the report. The data you select will make up the columns in the report output. You can set the order in which the data is presented in the columns as follows:
   - To add a column, click an option in the "**Available Columns**" section and click the forward arrows to move it to the "**Selected Columns**" section.
   - To remove a column, click an option in the "**Selected Columns**" section and click the backward arrows to move it to the "**Available Columns**" section.
   - To move the order of the selected columns, you can select the double up-arrow or double down-arrow to skip multiple lines to the top or bottom of the list. The single arrows move the selection up/down one line at a time.
   - When the selections are complete, click the **Select Columns** button to activate the view.



5. Within any report where you can add or remove columns, you have the ability to search **Available Columns** easily. Using the **Available Columns** field, a user can enter a key word search for the column they are looking for. Search parameters are flexible, and a user can enter one or several key words to find a column.
6. To format and reorganize the report output, there are several features you can use. For example, to filter specific data from the report output, you can use the filter fields at the top of the report, as described in the *Getting Started* section.
7. To group information, hover your mouse over the column and the grouping options will display. Click the **G** that appears above the column heading for the data type you want to group. Make your grouping selections. To remove or hide columns from the report output, click the *Ungroup* link that appears next to any employee in the list. You can also click your Default view under the *Default* drop-down in the header.



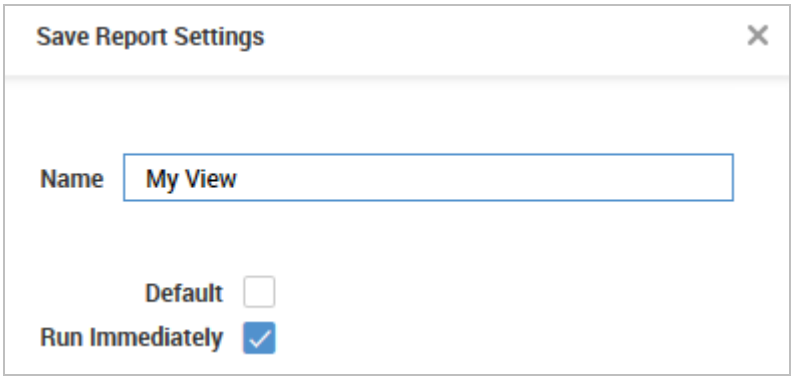
8. Each column may be sorted in either ascending or descending order by using the up and down arrows at the top of each column. Click the up arrow to sort the column in ascending order. Click the down arrow to sort the column in descending order.

Saving Report Settings

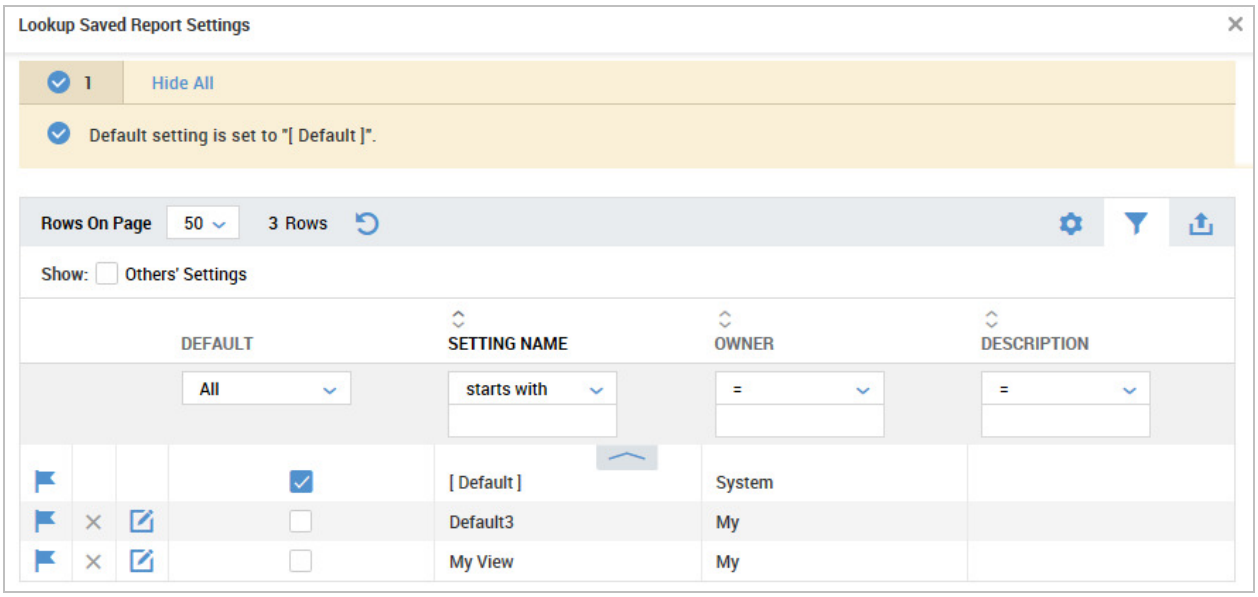
You can save commonly used report settings for use in running subsequent reports.

To save report settings, do the following:

1. Ensure your report settings are configured to your liking.
2. Under the **Settings** drop-down choose **Save Settings**.
3. Provide a name for the settings. If you want this setting to be your default report setting, click the **Default** check box, and then click the **Save** button. For any report where you have to click Run to execute, you have the option of overriding this setting my checking **Run Immediately**.



4. You can easily run the report with the saved settings. Under the **Settings** drop-down choose **Load Save Settings** and click the **Flag** icon next to the setting you want to run. The screen will update with the saved settings. You can also determine the default view here by clicking the checkbox in the default column of the view you wish to make the default.

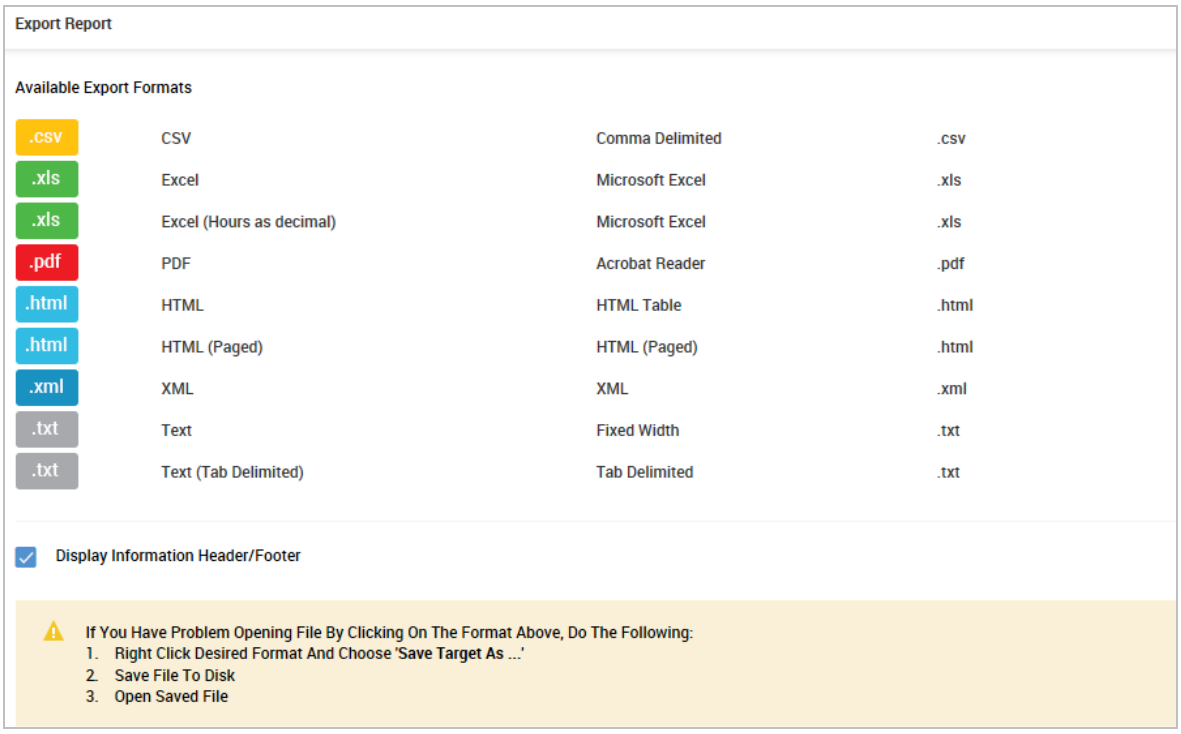


Exporting Reports

You can export report results to external file formats, as shown in the example below.

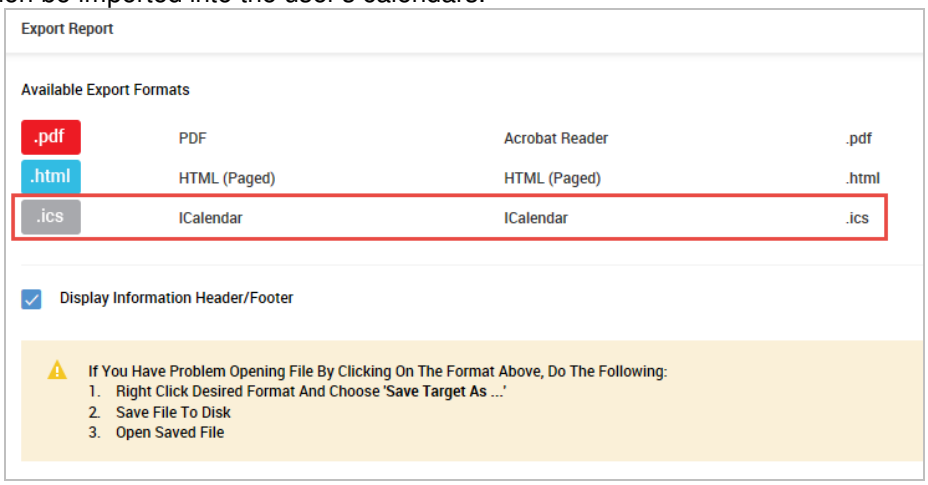
To export a report output, do the following:

1. Click the **Export** option in the header. You can also specify if you would like your report to have an *Information Header* that lists how the report is sorted, grouped, and who generated it.



Exporting Date-Specific Reports to Mail Calendar Clients

Within Time Off Requests, Leave of Absence, Birthdays, Workflows, and other date-specific reports, they can be exported from the system into mail and calendar clients (i.e., Outlook, Google Calendar, iCal). Within reports that have the ability to export to a calendar client, after selecting the Export option, users will select the iCalendar export format which can then be imported into the user's calendars.



Mobile Application

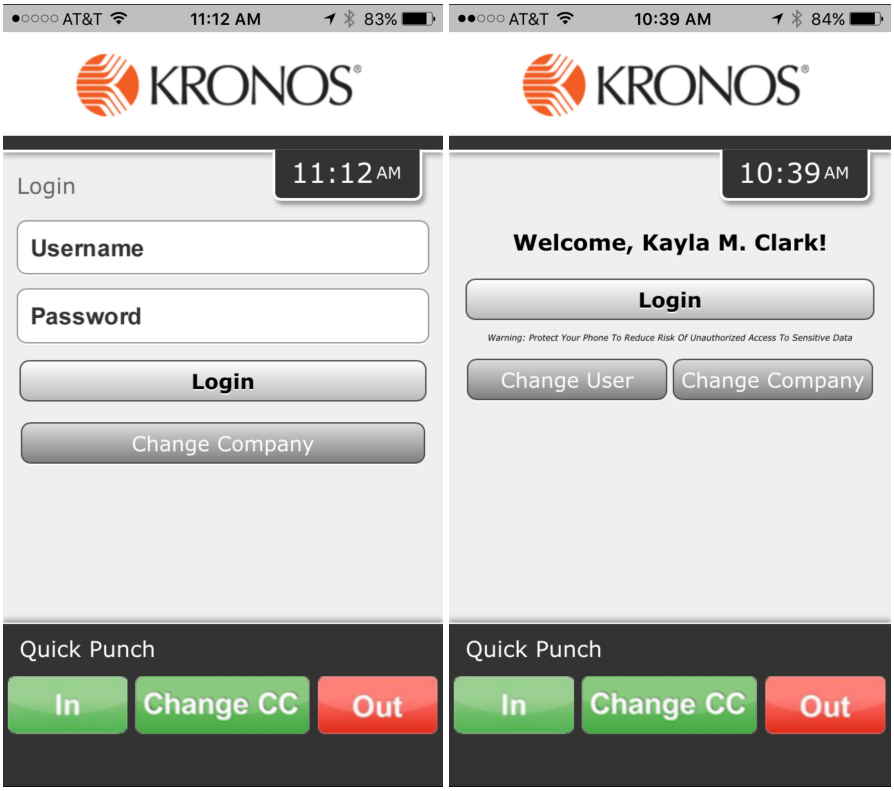
If the Mobile Application has been enabled within your company, you have the ability to download the application within the App Store for iPhone, or the Play Market for Android devices. Your iPhone will need to be running iOS 4 or higher, and your Android will need to be running 2.2 or higher. Once downloaded, you will have the ability to clock in and out, request time off, view your schedule, and more; all depending on the functionality enabled within your company.

Logging In to Mobile

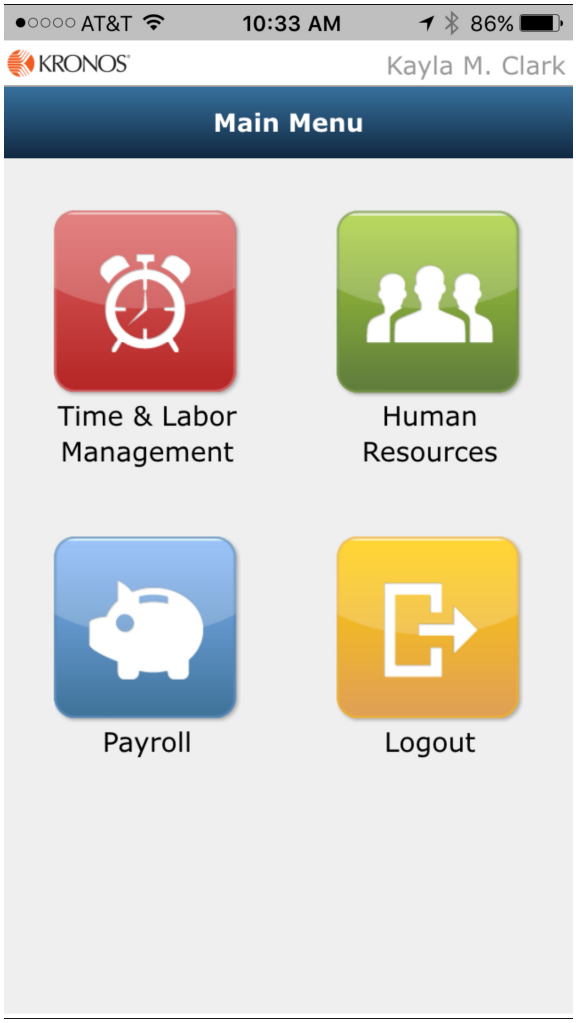
To login to your mobile app, do the following:

1. Launch the app from your home screen. Enter your username and password, and click the **Login** button. If your company is configured to remember your full username and password, this information will be stored and remembered by your device. In that case, you can simply click the **Login** button. It is recommended that you take extra steps to protect your phone if using that option.

   NOTE: Your view may look different from the one pictured, depending on which options your company has enabled.



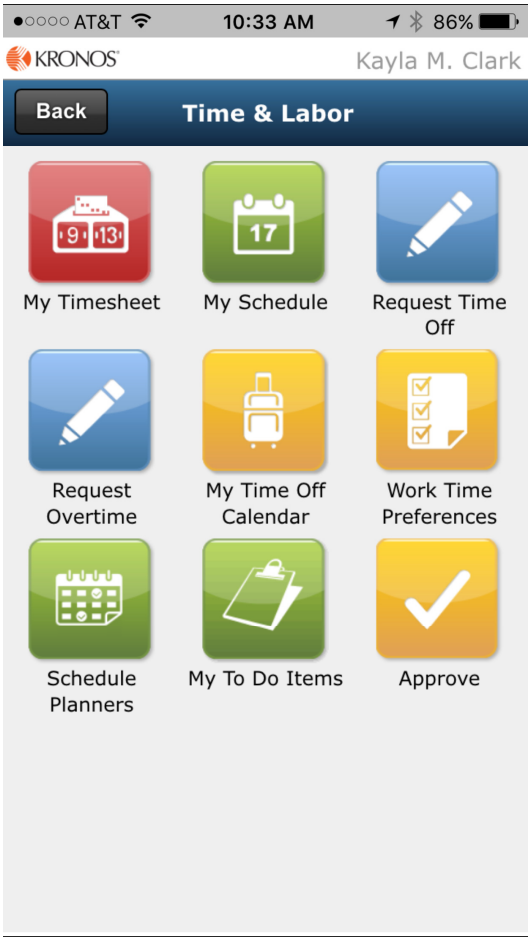
2. If you do not need to log in to the application and just need to punch in or out, or change cost centers for a punch, you can use the **Quick Punch** settings, if configured in your company.
3. Once logged in, a home screen will appear with multiple options. Your view may differ from the example shown, depending on your company's configuration.



Time & Labor Management Menu

To access the Time & Labor Management options, do the following:

1. Select the **Time & Labor Management** button to view your timesheet, clock in or out, request time off, view schedules, and more.



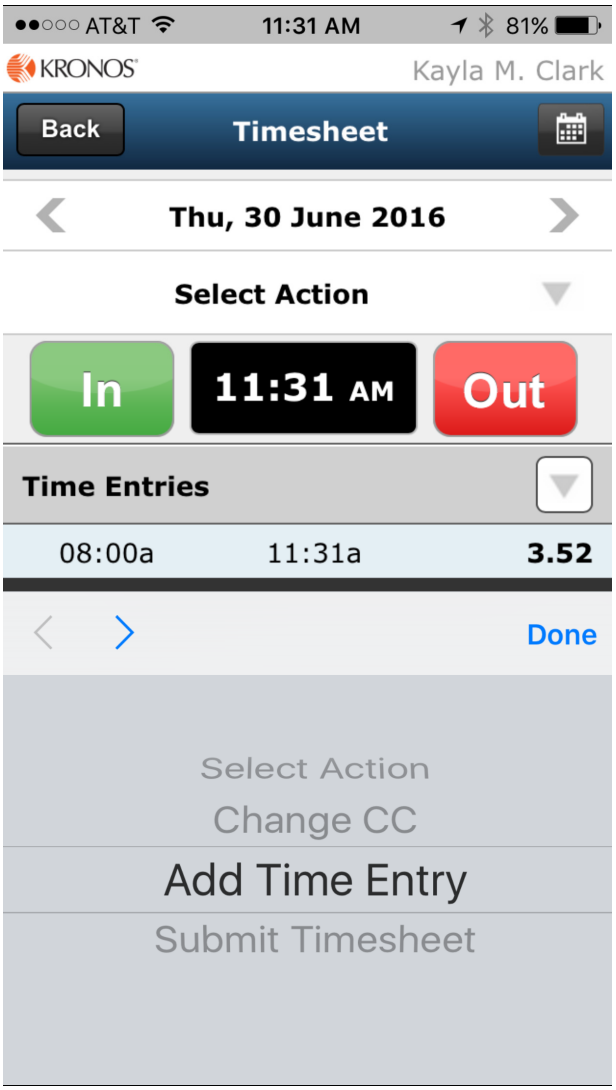
2. Clicking the **Back** button will return you to your home screen.

My Timesheet

To clock in or clock out, do the following:

1. Click the **My Timesheet** icon, which will then bring you to to punching screen. Click the **In** or **Out** button as needed. Any punches already recorded will display in the **Time Entries** section, and once there is a complete time entry (an in and out punch,) a total amount of hours will display.

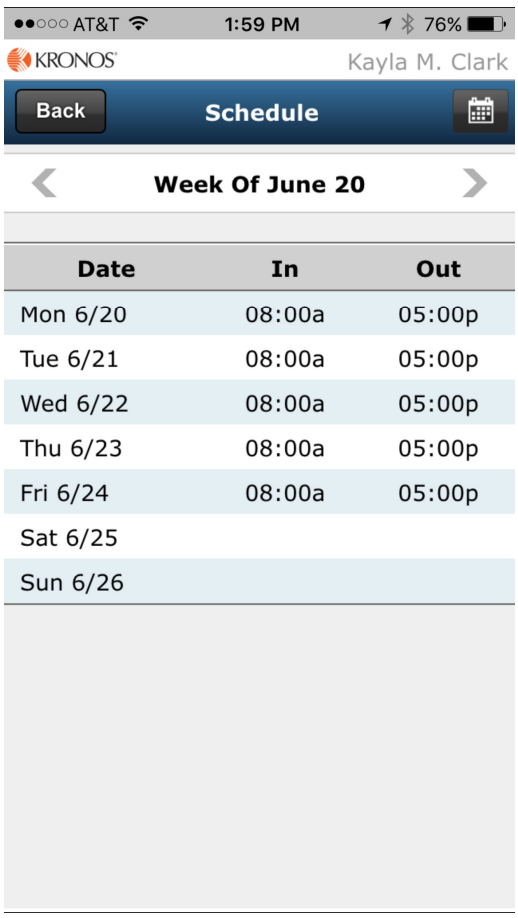
2. The **Select Action** options will allow you to change cost center, add a time entry, or submit your timesheet. The options listed here may vary on your company setup.

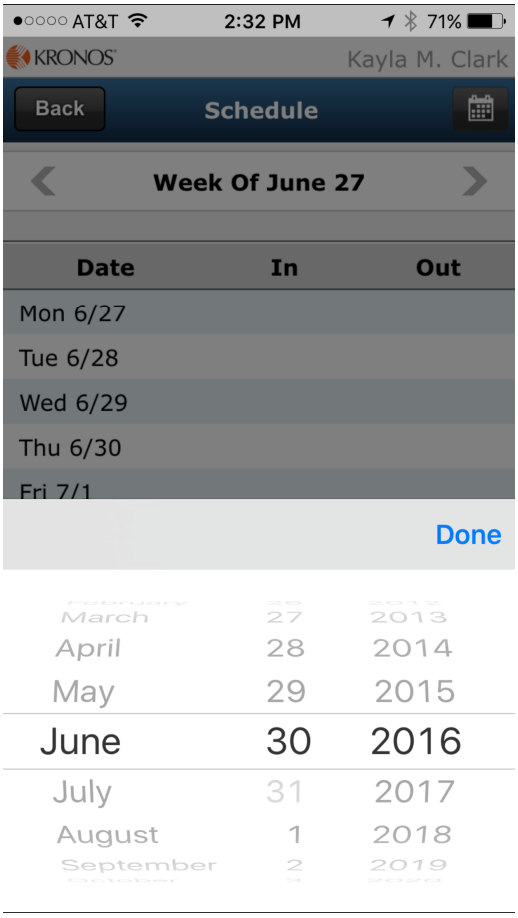


3. Clicking the *Calendar* icon will allow you to select a different day to view.

My Schedule

You can view your schedule by clicking the **My Schedule** icon. The default view will be to the current week. You can adjust the view using the directional arrows. Or you can click the calendar icon and select a specific date to start from. The date selected will be the beginning date of week displayed.

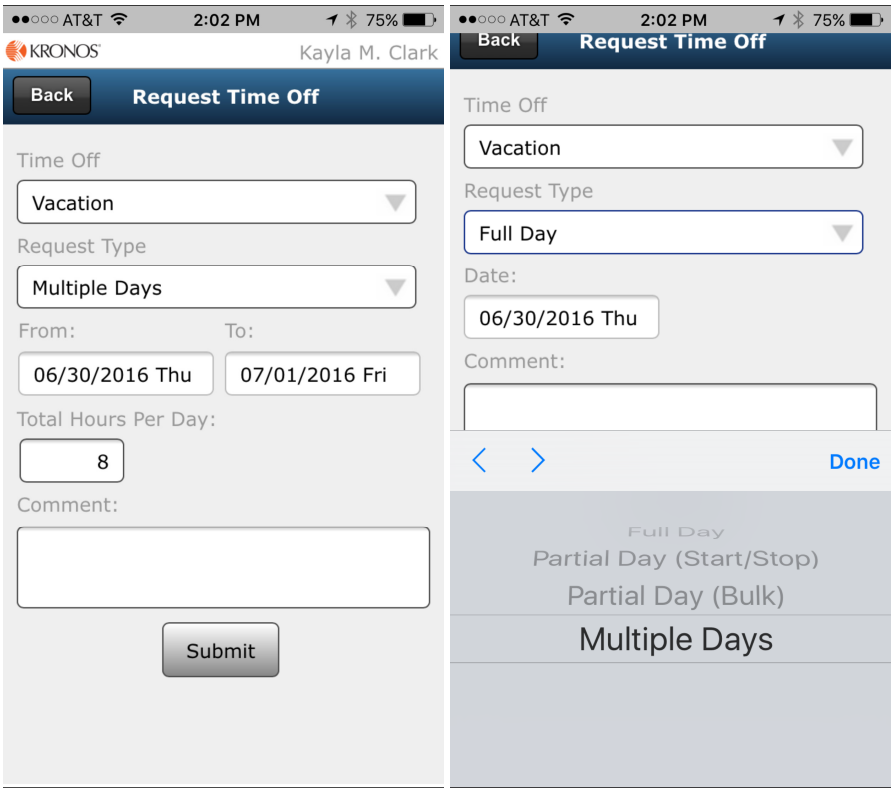




Request Time Off

To request time off, do the following:

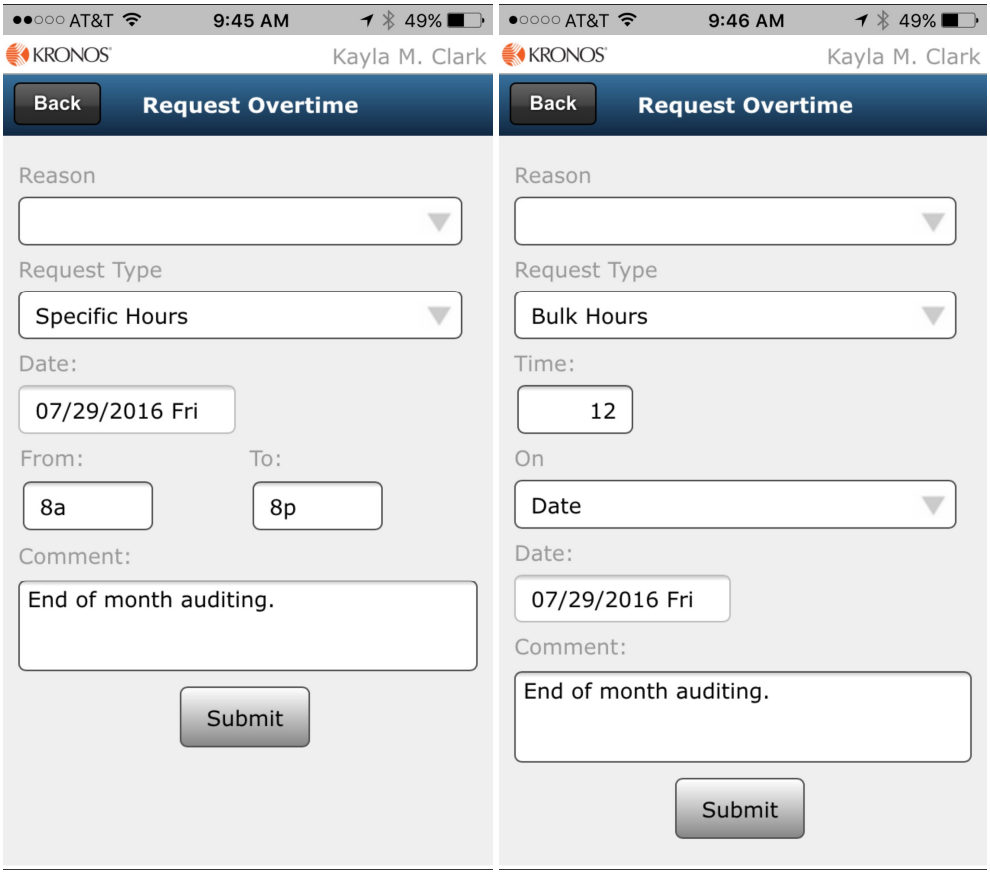
1. Click the **Request Time Off** icon.
2. Enter the information as you would within the system, and click the **Submit** button.



3. Approved time offs will display in both the timesheet and the schedule pages.

Request Overtime

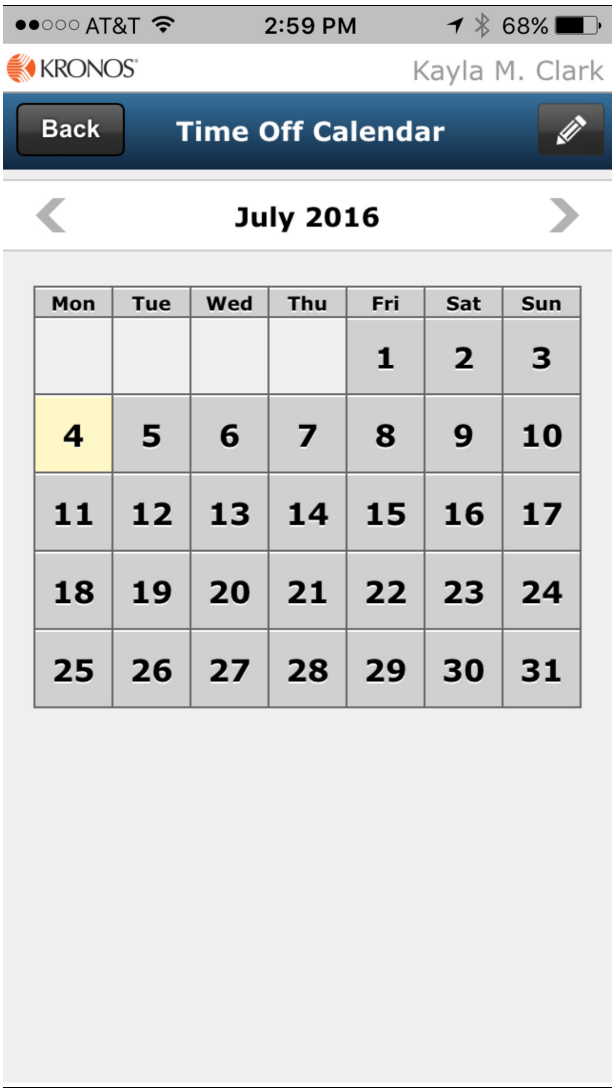
If your company allows or requires that overtime must be requested ahead of time, this option allows you to request it by entering the information shown below and clicking the *Submit* button.



- **Reason** – A reason code may or may not be required by your company. If it is, select the appropriate code from the drop-down.
- **Request Type** – Your company will have the available options in the drop-down. Common options include Specific Hours or Bulk Hours. Depending what is selected here, will determine how the remaining settings are shown.

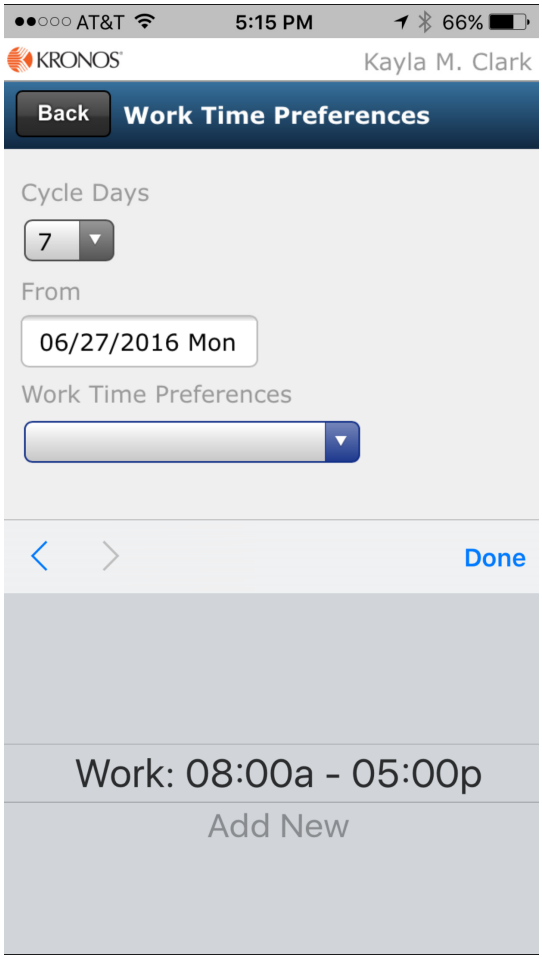
My Time Off Calendar

The My Time Off Calendar icon will display any scheduled and already taken time off in a month by month format. The highlighted days will indicate a time off request. The pencil icon can be used to create another time off request.



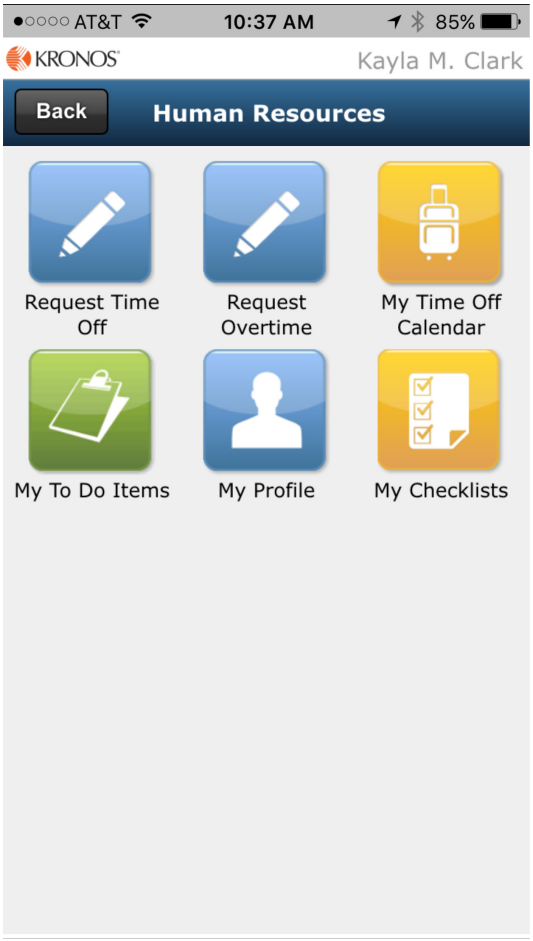
Work Time Preferences

If working time preferences have been defined in your user account, they will display when clicking the **Work Time Preferences** icon. You may also be able to add a new preference. This is done by clicking the drop-down arrow in the *Work Time Preferences* field and then clicking *Add New*.



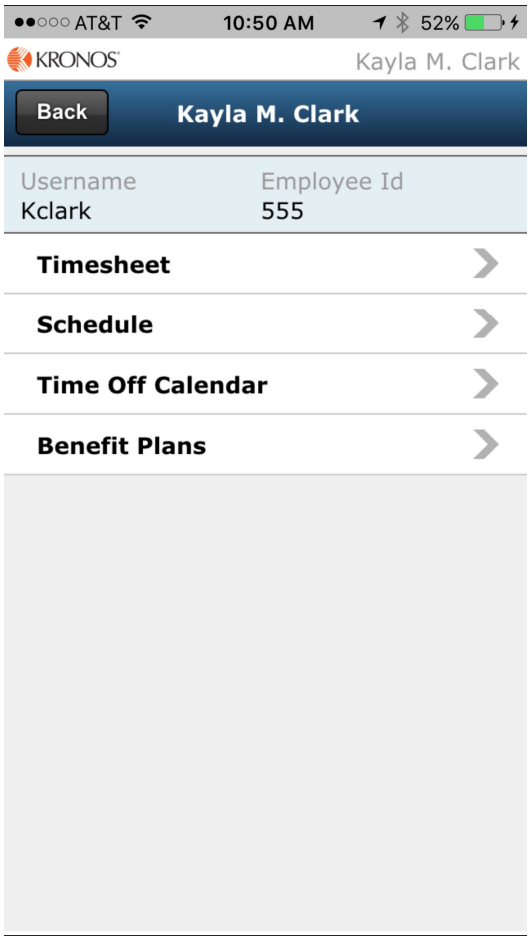
Human Resources

The **Human Resources** button contains many of the same options available under the Time & Labor Management menu.



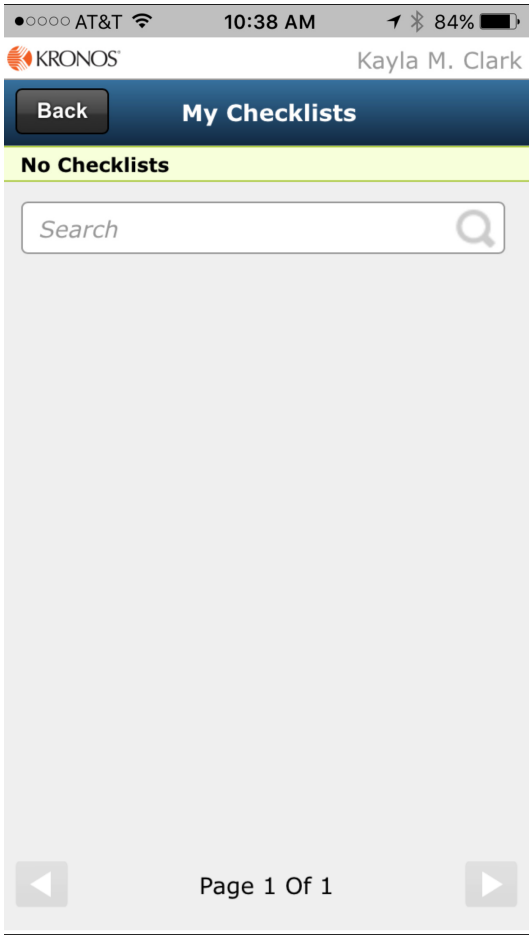
My Profile

Under **My Profile** are options you can use to view and possibly edit your data, such as Timesheet, Schedule, Time Off Calendar, and Benefit Plans.



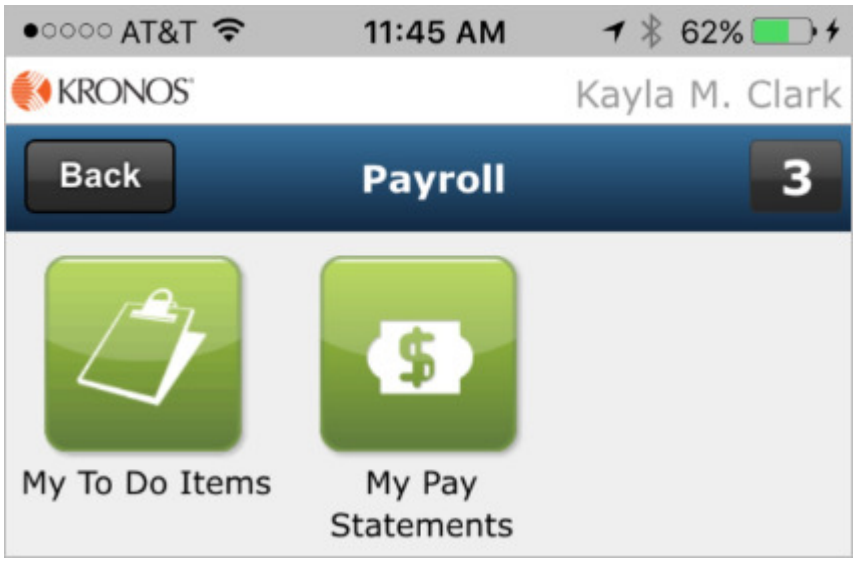
My Checklists

If a checklist has been assigned to you, you can view this under the **My Checklists** option.



Payroll

Under the Payroll menu, you may be able to view your pay statements and My To Do Items.



FAQs

This chapter provides answers to questions frequently asked by employees using the Time & Labor Module.

Can I go into the Time & Labor Module and change the type of timesheet I use?
Most likely the type of timesheet format you use was assigned to you by a system administrator or by your manager. Most employee-level users do not have the ability to change this.

This guide describes how to run reports but I don't have a Reports menu. Why?
Your Time & Labor Module system administrator has carefully selected the software functions that users with your security level should have access to. If you do not have a **Reports** menu, this functionality has not been activated with your security level.

My Time & Labor Module login information used to work but now I am no longer able to log in. Why?
Passwords are case-sensitive. Make sure your Caps Lock is turned off and try to log in again. If you have forgotten your password, contact your manager or the Time & Labor Module system administrator to have your password reset. It is also possible that your account is locked, which would prevent you from logging in and using the Time & Labor Module.

When I try to select a Cost Center in my timesheet, only one Cost Center is displayed. How come I do not have more options?
Most likely you have been assigned to a default Cost Center, which limits you to selecting only this Cost Center when you enter time records. It is also possible that only one Cost Center is set up in your company's Time & Labor Module system. To have more Cost Centers set up, speak with your manager or Time & Labor Module system administrator.

There is a mistake on my timesheet but I already submitted it. What should I do?
Notify your timesheet approver immediately. He/she can make the necessary changes to your timesheet.

I asked for time off and was approved, but never took the time off. The time off appears in my timesheet, what should I do?
Notify your time off approver immediately. He/she can make the necessary changes to your timesheet.