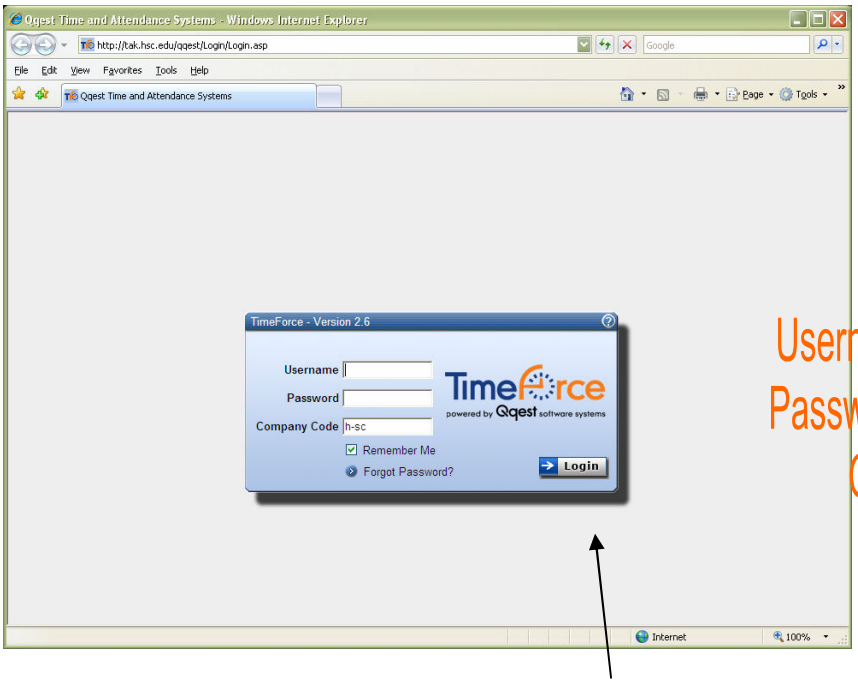
On your desktop double-click the Qgest Time and Attendance Systems icon:

You will be prompted for your Username, Password, and Company Code:

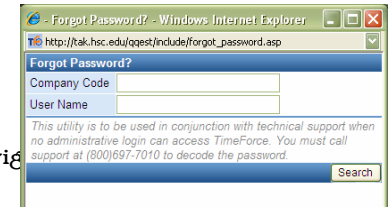


Username = First Initial Last Name
Password = Last Four Digits of SS#
Company Code = h-sc

Enter your information, then click the Login button.

Passwords

If you forget your password you can use the Forgot Password link, then follow the directions in the pop-up window as shown to the rig

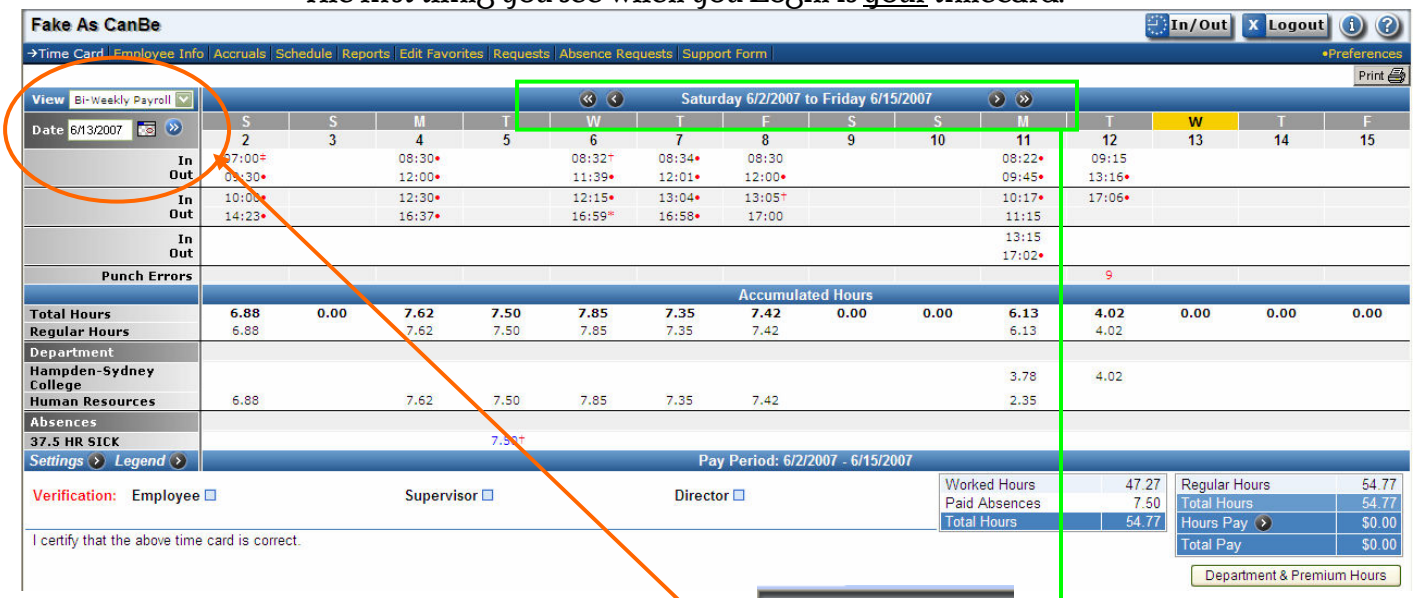


If you would like, you can change your password after you've logged in by using Preferences link in the upper right-hand corner of the screen. Go to the Password field. After changing the password, re-type the new password into the Confirm Password field. Click UPDATE.

Or, you may contact Human Resources and we can change your password, but we cannot tell what the current password is once you've changed it.

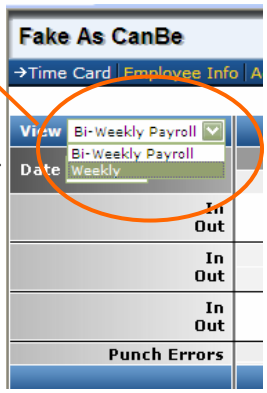
Time Cards

The first thing you see when you Login is <u>your</u> timecard.



Screen Layout

The View field allows you to change how many weeks you wish to see at a time. Click on the drop-down arrow to change from Bi-Weekly to Weekly.

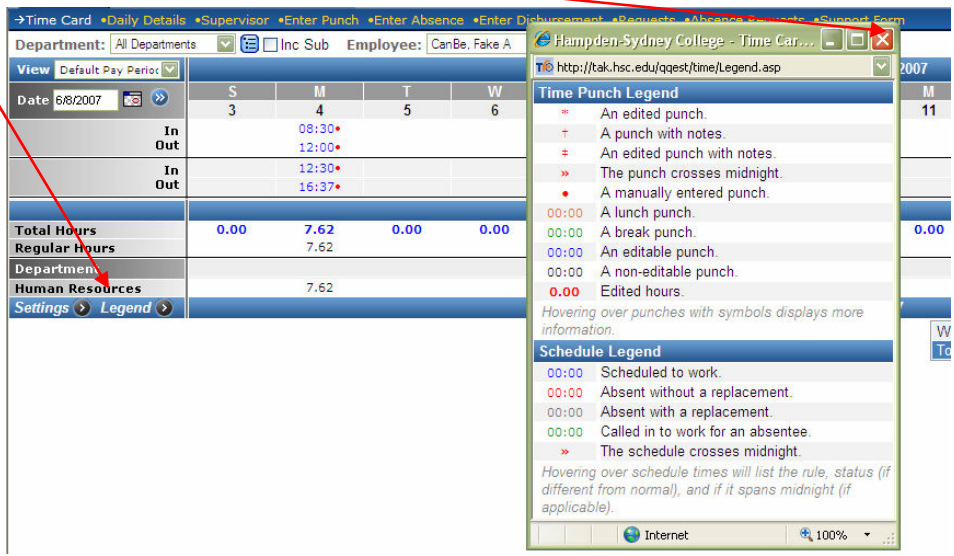


The date range is displayed in the header. Use the 'double arrow' (<< or >>) icons to scroll by pay-period. Use the 'single arrow' (< or >) icons to scroll by week. < = Back > = Forward

On the timecard you may see punches with symbols or in different colors or you may see a number in the Punch Errors row.

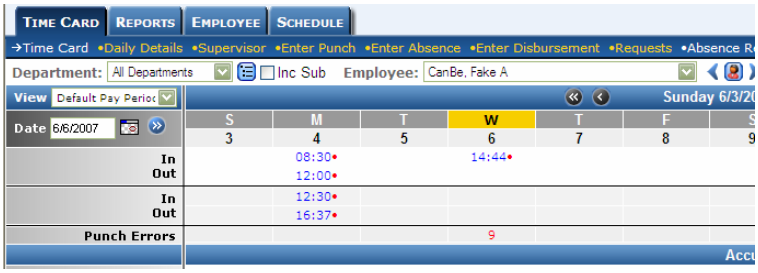
Legend

Click on the Legend menu and the Time Punch Legend will appear on your screen. The Legend gives the symbol definitions. To close the Legend use the small red ☒ in the top right corner of the Time Punch Legend box.

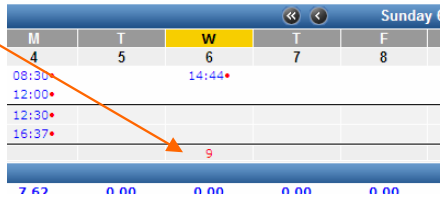


Error Codes

If the timecard has punch errors a number will show in the Punch Errors row. This is the row under the last Out punch row.



Click on the code to view the details of the error.

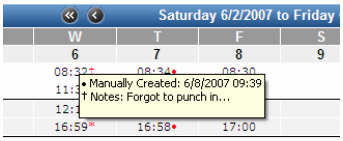


The Error Code dialog box will open.
The Error Code in question will be highlighted in RED.
To close this box, click on the RED X in the Right Corner of the box.

An Error Code of 9 means there is a punch missing from that day.

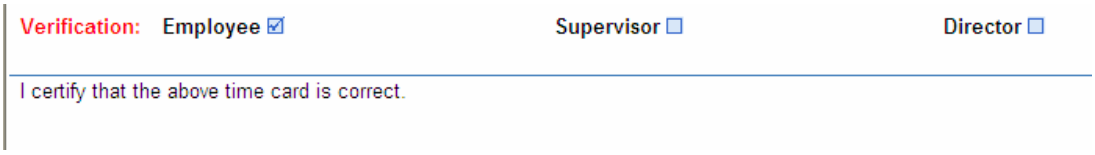
Punch Notes

If there are Notes associated with the punch you can see them by 'hovering' or 'pausing' over the punch with your mouse. This will cause a small information box to appear.



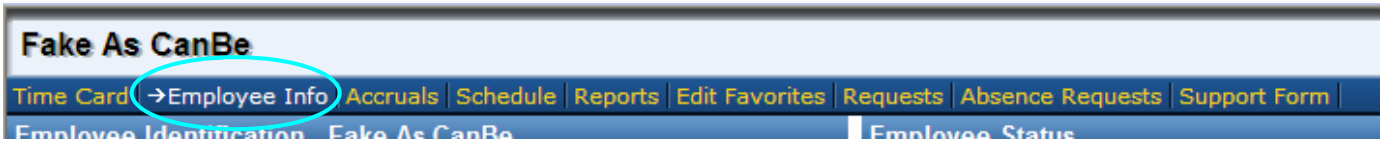
Verification

You are required to login to the system at the end of each pay-period. To verify, all you have to do is click on the little box by Employee. *<u>If your timecard still has errors please contact your supervisor before verifying your time.</u>



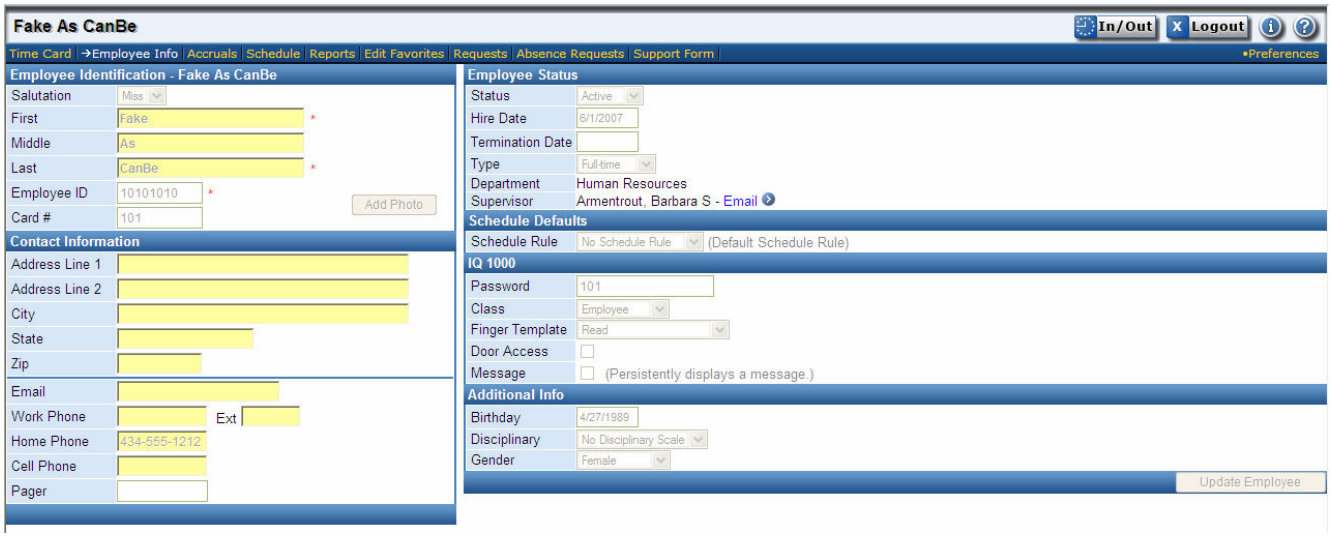
Menu Bar

The menu bar runs just below your name. The items shown in GOLD allow you to access other pages within the system. The current screen is shown as →White Color



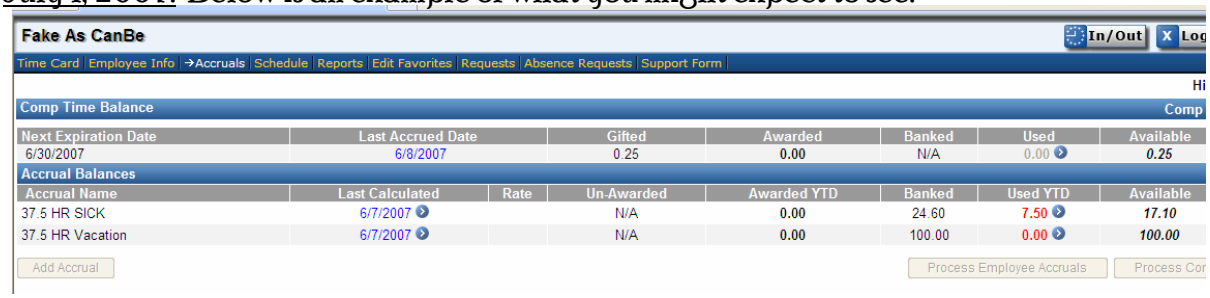
Employee Info

The Employee Info screen shows your information. If you see something that is wrong please alert Human Resources so that it can be corrected. You cannot modify this information.



Accruals

The Accruals screen shows your Vacation, Sick Leave, and if applicable, Comp Time information. Your actual information will not be reflected until the system goes live on July 1, 2007. Below is an example of what you might expect to see.

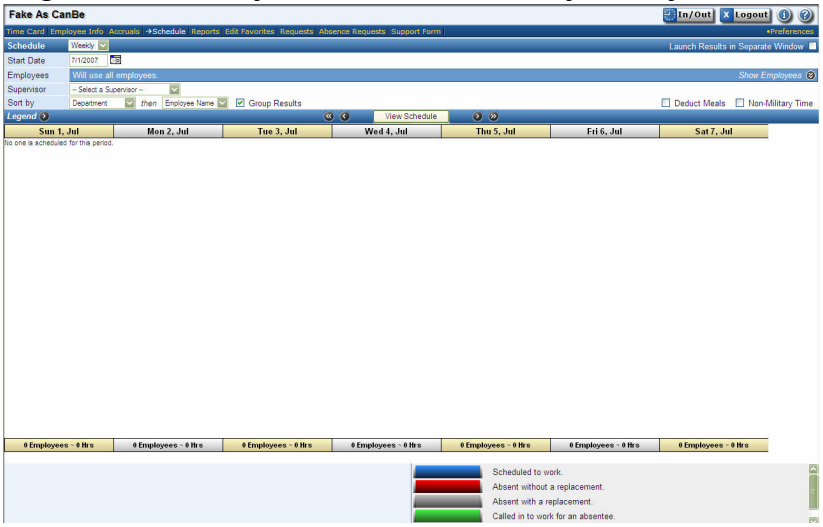


Rollover balances on sick and vacation leave (if applicable) will not be reflected until after your last yellow timecard has been received.

If, after July 15, 2007, you see something that is wrong please alert Human Resources so that it can be corrected. Neither you nor your supervisor can modify this information.

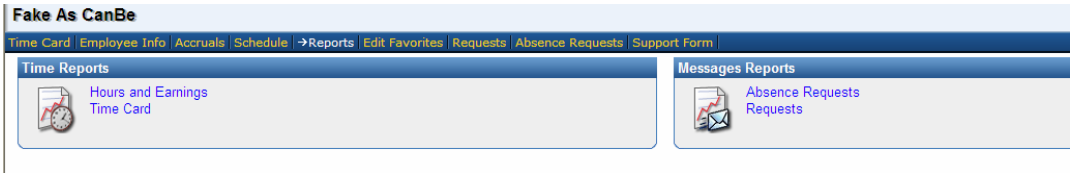
SCHEDULE

The Schedule screen shows your preset schedule. Unfortunately, the schedules will not be active until the system goes live on July 1, 2007. Therefore, if you only see a blank screen do not be alarmed.



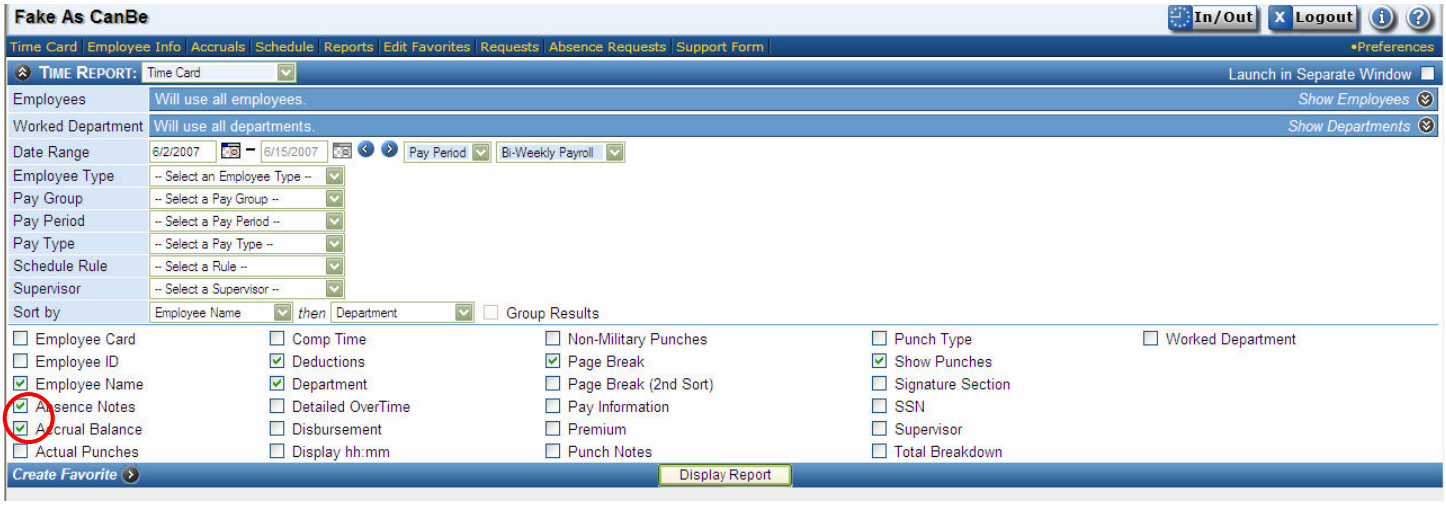
REPORTS

The Reports screen allows you to print reports about your own information.

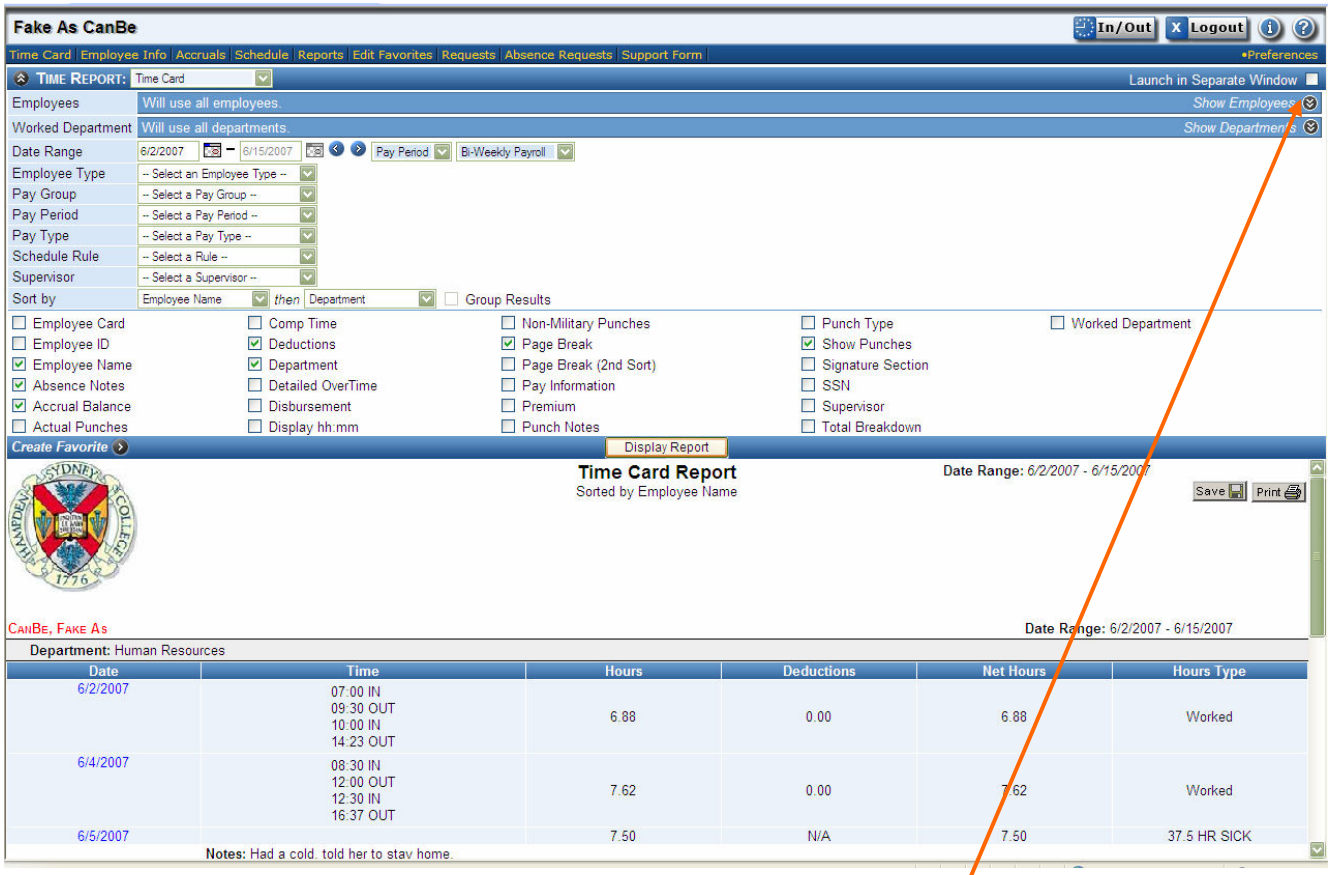


To run a report click on its BLUE title and a new window will open.

Here I have clicked on the Time Card report. I have checked that I want it to include Absence Notes and Accrual Balance.



If you click on Display Report, it will open the report in the bottom half of the window. See the next page...



If you would prefer it to open in a separate window, use the Launch in Separate Window box, then click Display Report.

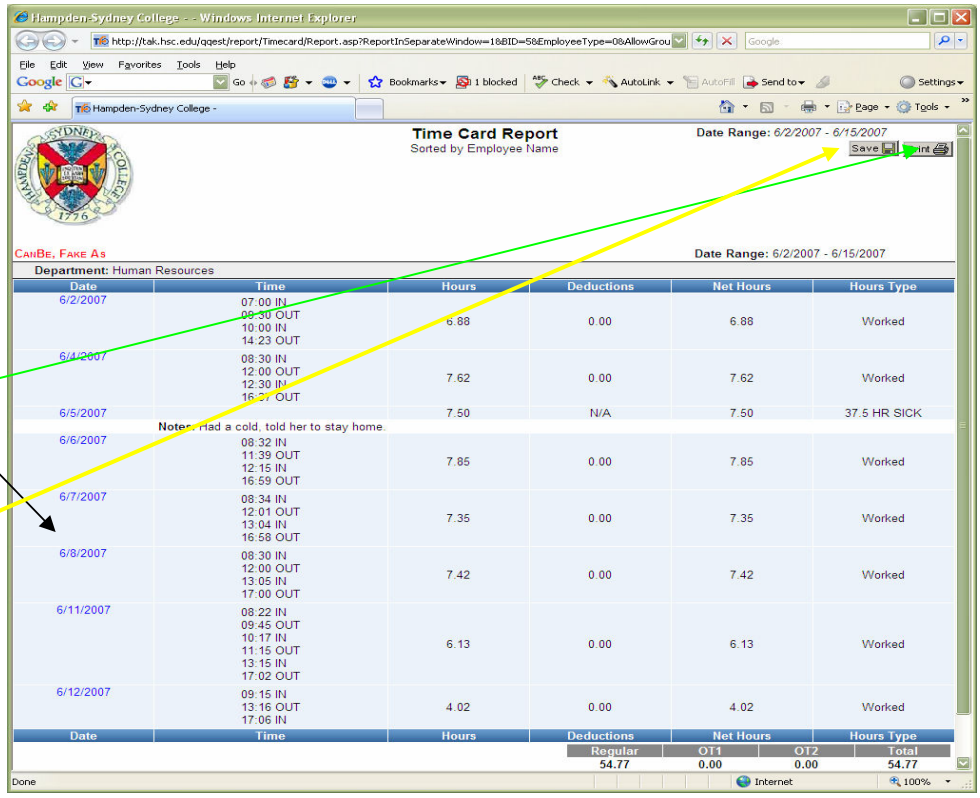
If you click on any of the BLUE dates, it will open up your timecard to that date.

You can

Print

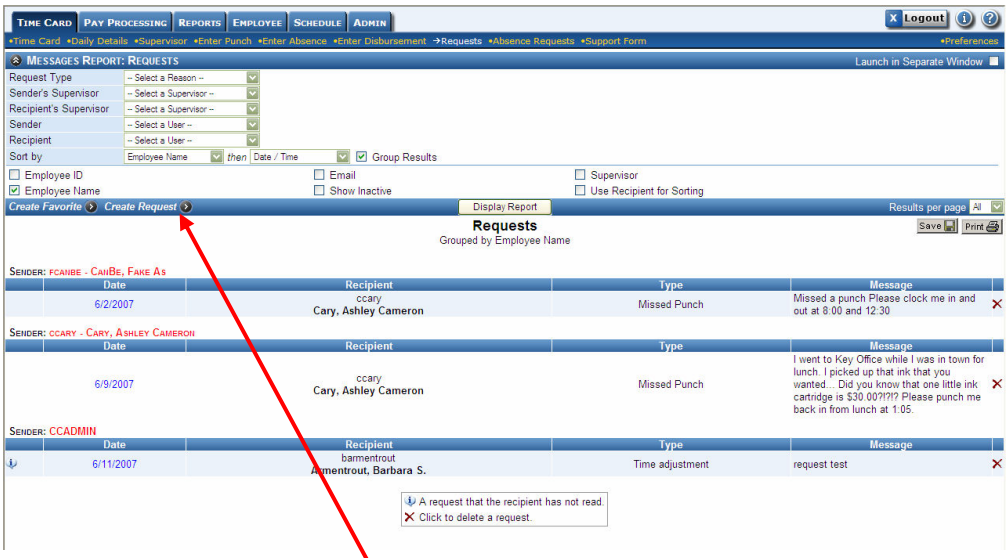
or

Save



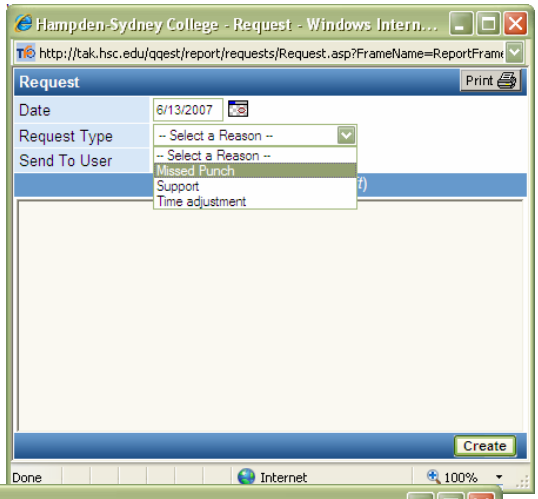
REQUESTS

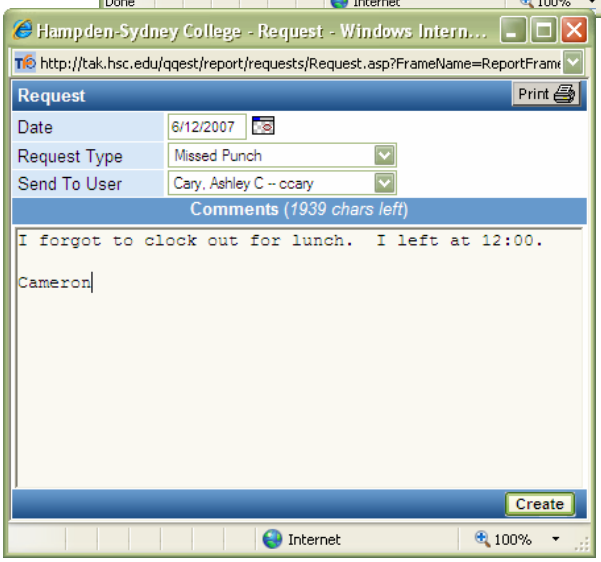
The Requests screen allows you to send messages to your supervisor about missed or incorrect punches.



To send a message you will need to click on Create Request.

The Request pop-up box appears.





1) Date: the date of the missed or incorrect punch

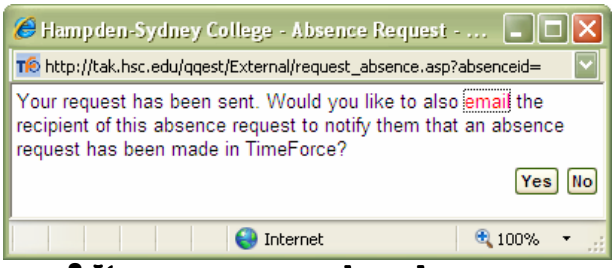
2) Request Type: Choose one of the following:
   - Missed Punch
   - Support
   - Time adjustment

3) Send to User: select your Supervisor from the drop down box.

4) Comments: Type in what you want your Supervisor to know. If you are telling them about a punch make sure to tell the what time the punch should be and why.

5) Click Create

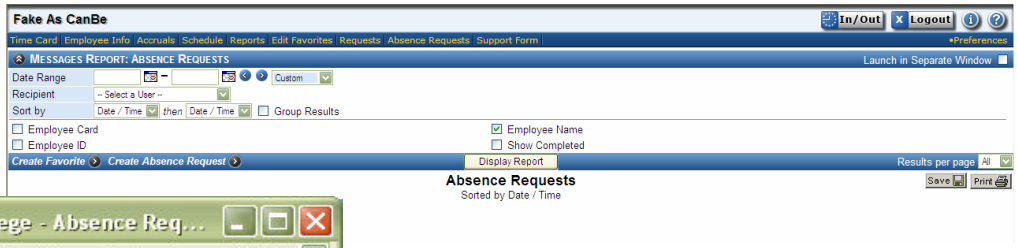
This will send the message to your Supervisor or whoever you selected in the Send to User box.. It is then your Supervisors responsibility to correct the punch.

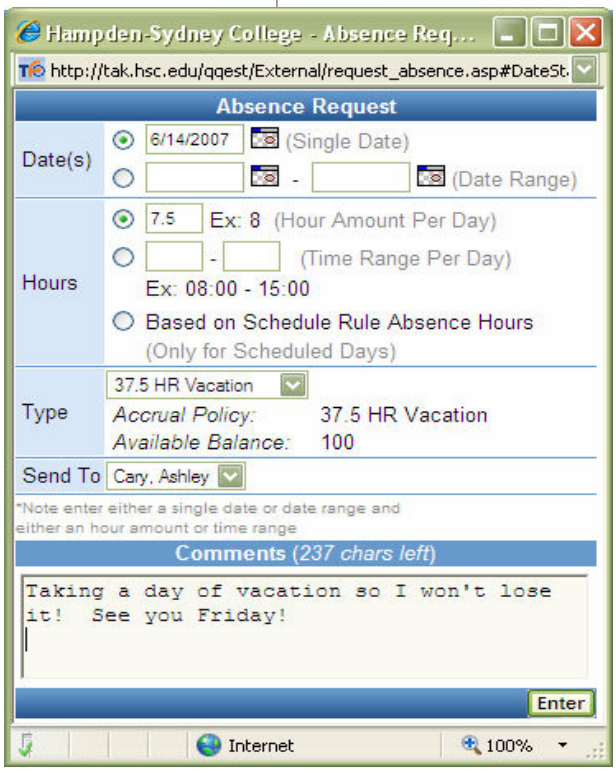


6) A prompt box will open asking if you want to send your Supervisor (or whoever you sent the Request to) an email. If you answer yes, your Email program will open with an already created email that you may send to your Supervisor. ☠ **<u>If you are using a shared computer, or if you do not have an Email account of your own on the computer you are using – CLICK NO. Then verbally tell your supervisor that you submitted a request or you may submit a paper Missing Punch Form to your supervisor.</u>**

Absence Requests

The Absence Requests screen allows you to send messages to your supervisor about taking time off. Click Create Absence Request.





1) Enter the Date or Date Range that you are taking, or have taken, off
If you are taking off one day use the Single Date box. If you are taking off several days in a row, use the Date Range: in the first box put in the date of the first day you will be gone, in the second box put in the last day you will be gone

2) Enter the number of Hours per day that you will be gone

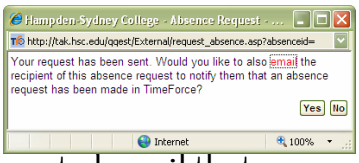
3) Select the Type of leave that you would like to take

4) Select who you would like to Send To

5) Type in a Comment about why you are requesting the time off

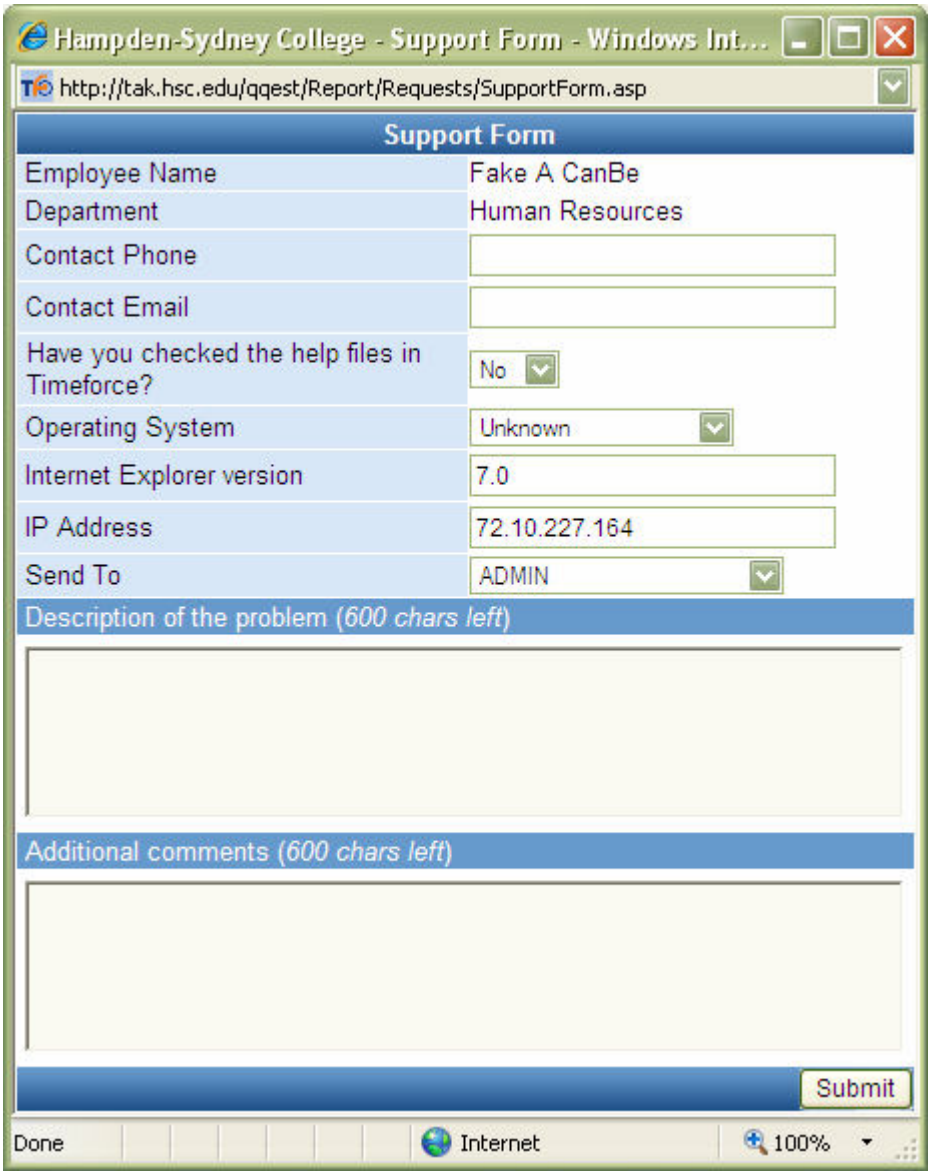
6) Click Enter

This will send the message to your Supervisor or whoever you selected in the Send to User box.. It is then your Supervisors responsibility to Approve or Deny the request.



A prompt box will open asking if you want to send your Supervisor (or whoever you sent the Request to) an email. If you answer yes, your Email program will open with an already created email that you may send to your Supervisor. ☠ **If you are using a shared computer, or if you do not have an Email account of your own on the computer you are using – CLICK NO. Then verbally tell your supervisor that you submitted a request or you may submit a paper Missing Punch Form to your supervisor.**

Once the Absence Request has been approved by your Supervisor you will see it appear on your Timecard.

SUPPORT FORM

The Support Form will enable you to send a message to the ADMIN requesting assistance with a technical problem. Or it can be used to send a request to Human Resources or Payroll personnel if your information is in the system incorrectly. It is a fill in the blank type situation.