On your desktop double-click the Qgest Time and Attendance

- 1 -

Systems icon:



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



Enter your information, then click the <u>Login</u> button.

#### Passwords

If you forget your password you can use the <u>Forgot Password</u> link, then follow the directions in the pop-up window as shown to the right.



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 your timecard.

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## Reguests

The program allows you to submit requests to a supervisor. There are two different types of requests, "General Requests" and "Absence Requests."

### **General Reguests**

General Requests are those that involve Missed Punches, Support, or Time Adjustment The Request screen looks like this:



Click on Create Request to open the Request box...

- 1) Select the Date
- 2) Select the Request Type
- 3) Select who you want to send your Request to
- 4) Type in the Comment you want to send

If you are telling your Supervisor you missed a punch, be sure to tell them what the punch should be and why you missed it.

5) Click Create

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 Request Print 🎒 6/9/2007 Date Missed Punch Request Type Send To User Cary, Ashley C -- ccary Comments (1751 chars left) I went to Key Office while I was in town for lunch. I picked up that ink that you wanted... Did you know that one little ink cartridge is \$30.00?!?!? Please punch me back in from lunch at 1:05. Thanks! Oh, and Sandy said to tell you hello! Create

created email that you may send to your Supervisor. <u>If you are using a shared computer, or if you do</u> 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.

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#### Absence Requests

Absence Requests begin on the Employee's side of things. Let's take a look at how that's done.

First you will click on Absence Request.

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Fake As CanBe			<hr/>		In/Out Logout () ()
Time Card, Employee Info Acon	ure Schedule Reports Odd Peroritan Respand	Albertos Requesta	Support Form		- Citabarana
Margaret Company				-	Print 🗃
Verw Ri-Weekly Payroll		00	Saturday 6/2/2007 to Friday 6/15/2007	0.0	S70000

The Absence Request/Message Report screen will open. The Employee clicks on the Create Absence Request link.

Fake As C	anBe	🔡 In/Out 🚺 Logout 🕕 🍘	
Time Card Itm	wayou have been also se	Greinmeter	
B MESSAGE	S REPORT ASSENCE RE	UESTS	Launch in Separate Window 🔳
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Recipient	- Select a User	<b>U</b>	
Sort by	Date / Time 🛄 then 1	da / Tere 🔟 🔲 Group Results	
Employee	Card	🗹 Employee Name	
Employee I	ID	Show Completed	
Croate Favori	to 💽 Create Absence R	quest 🗿 💫 Displa; Report	Results per page 🗚 💆
		Absence Requests Socied by Date / Time	Save [4] Priting

The Absence Request box will open.

1) Enter the Date or Dates that you need to take off. Type in your dates or use the Calendar icon.

2) Choose what days of the week correspond

3) Enter the number of hours you will be out each day. 37.5 hour employees would enter 7.5 if taking off the entire day; 40 hour employees would enter 8.

4) Tell the system what TYPE of leave you are taking

5) Choose your supervisor for Send To

6) Add a Comment so your supervisor knows why you are requesting time off. You can provide them as much information as will fit.

7) Click on the Enter button and your request will be transmitted to your Supervisor.

1) The system will ask if you'd like to email your Supervisor that they've received a request.

🏉 Hampden-Sydney College - Absence Request	🔳 🗖 🗙						
16 http://tak.hsc.edu/qqest/External/request_absence.asp?	absenceid= 🛛 🔽						
Your request has been sent. Would you like to also email the recipient of this absence request to notify them that an absence request has been made in TimeForce?							
	Yes No						
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TO http://t	ak.hsc.edu/qqest/External/request_absence.asp#DateStart
_	Absence Request
Date(s)	(Single Date)     (6/11/2007 3 - 6/15/2007 3 (Date Range)
Days	S M T W T F S V V V V C Check All / Uncheck All
Hours	<ul> <li>7.5 Ex: 8 (Hour Amount Per Day)</li> <li>C (Time Range Per Day)</li> <li>Ex: 08:00 - 15:00</li> <li>Based on Schedule Rule Absence Hours (Only for Scheduled Days)</li> </ul>
	37.5 HR Vacation
Туре	Accrual Policy: 37.5 HR Vacation Available Balance: 42
Send To	ADMIN 🔽
'Note enter ( either an ho	either a single date or date range and ur amount or time range
	Comments (226 chars left)
Taking I'll b:	the kids and heading for the beach. ring you back some sand! Enter
173	Diterpet 🕆 100% 🔹

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</u> <u>own on the computer you are using – CLICK NO. Then verbally tell your supervisor that you</u> <u>submitted a request or you may submit a paper Absence Request Form to your supervisor.</u>



9) When this box closes you will see your Absence Request/Message Report screen again. The request that you just submitted is listed at the bottom of the screen. It will stay there until your Supervisor approves it.

Time C	and Itemployee This Ass	uale Schedule Baports Edit Pa	ventilie Réquisite Allentes Sep	Index Stopart Corre			Continues
O MI	SSAGES REPORT: ABSE	INCE REQUESTS					Launch in Separate Window
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Create	Favorite 🙍 Create Ab	sence Request 🧿		Display Report			Results per page 👭 💟
			10	Absence Requests Sorted by Date / Time	5		Save Print
Second Second	Time.	Type	Hours Per Day	Total Hours	Requested By	Recipiont	Metsage
4 :	/11/2007 - 6/15/2007 00:00 - 07:30	37.5 HR Vacation	75	37.5	fcanbe CanBe, Fake As	ADMEL	Taking the kids and heading for the beach. III bring you back > seme sand!
<u> -                                   </u>	Times	Type	Hours Per Day	Total flours	Requested By	Recipient	Message

Below is the employee's Timecard reflecting her vacation as requested. This will only appear after the Supervisor has approved the absence.

TIME CARD REPORTS	EMPLOYEE	Sownake	M.	100								In/Out	Logou	00
Time Card -Daily Database	Saparyterr	-Criter Funit	-Criter-Abasic	ne -Criter Di	discrete the state	annata - Ala	mance Request	- ASUEDON TO	001 H				3	Stationeters
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Date 68/2007 🔄 🥥	2	3	4	5	6	1	F B	9	10	11	12	W 13	14	15
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							Accumulat	ed Hoors						
Total Hours Regular Hours	0.00	0.00	7.62	7,50	6.20	0.00	7.32	0.00	0.00	7.50 7.50	7,50	7.50	7.50 7.50	7.50
Oepartoset Human Resources			7.62	7.50	6.20		7.52			7.50	7.50	7.50	7.52	7.50
Aliverson 37.5 HR SICK 37.5 HR Vacation				7.507						7.50+	7.50*	7.50+	7.50*	7.50*
Settings 👌 Legand 👌 👘	_					P.	y Period: 6/2/	2007 - 6415/20	017	and the second		11.99410	100	
Verification: Employee	2 e		Supervis	or 🗖		Direct			Work Paid	red House Absences	21 1 45 0	3 Regular i	laurs	57.13 (0.1)

<u>To illustrate what happens if the Supervisor Denies a request</u>, we've had Fake submit a request for 4.5 hours of Vacation on a day that she's already taken off. The Supervisor recognized that, based off the date, this was probably a date error on her part, typed a message back to Fake asking if the date was correct, and Denied the request.

When Fake goes into her Absence Request/Message Report screen again, she will see her request with a red **d** bubble beside it. (You must have 🗹 Show Completed marked to see already completed requests).

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Employee Card Employee (C		Construction of the	El Engli El Shev	core Hatte		With street R
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612.047 20.09-62.04	27.5141 Vacamer	42	41	tarta Cardin, Faro da	ACTIVIT	Basered Yes are strendly taking stacture the weak. Dolyne are the wear date? Center it was taken (and a faste sig (11) state) Applied. The 6 state 1 is st PM (unit to point), the store).
andor-610007	17 SHR Vacanari	- 11	311	Taria Carda Pala Ia	80.01	From Tusabe - Carlie Fake An (1810/018) - To AZANI - Cie D/R/2811 (1.20.05 AM Telegithe ficts and tending to the teach II

If you click on the **d** bubble, the Absence Request-Denied box will open. In the box you can read the Supervisors message. The only option from here is to Close. If Fake did indeed type in the wrong date, she will have to Create a New Absence Request and submit it to her Supervisor.

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REPORTS

The Reports section of the program allows you to print comprehensive reports containing your Timecard, Human Resources, and Employee information. Please note: you may not have access to all of the reports shown below.



If you do not want to make any changes, click Display Report. You will see the report as it is pre-defined. If you find that viewing the report in the window below the options is hard for you to read, mark the Launch in Separate Window box.

TIME CARD REPO	RTS EMPLOYEE SCHEDULE			🗙 Logout 💩 🕜
•Report List •Report I	3ar →Employee •Schedule •Time •Audit •M	essages •Edit Fav	rites	•Preferences
SEMPLOYEE REPO	RT: Absence History			Launch in Separate Window
Absences	Will search all absences. Click the arrow but	ton to the far right	o select absences.	Show Absences 😂
Department	Will use all departments.			Show Departments 🛞
Employees	Will use all employees.			Show Employees 🛞
Date Range	6/2/2007 🔯 - 6/15/2007 🐼 🔇 👂 Pay Pe	eriod 💟 Bi-Weekly F	ayroll 💟	
Schedule Rule	Select a Rule			
Supervisor	- Select a Supervisor			
Sort by	Department I then Employee Name	🔽 🗌 Group Ri	sults	
Employee Card	Absence Name [	Created Time	🗹 General Paid Absences	🗌 Unpaid Absences
Employee ID	Absence Notes	Day of Week	Holidays	User User
Employee Name	Absence Type	Department	Page Break	
Absence Date	Accrued Absences	🗌 Display hh:mm	Supervisor	
Create Favorite 📀		Display	Report	

2) Click on Report Bar and this is how the same information will appear. The main difference between the two options is that by using the Report Bar the list of reports is constantly visible on the left side of your screen.

TIME CARD REPORTS E	HPLOYEE SCHEDULE		Logout (1) (2)
•Report List. • Report Bar +Er	mployee +Schedule +Time	+Audit_+Messages_+Edit Favorites	Proferences
Report Bar	🙁 💩 EMPLOYEE REPO	RT: ABSENCE HISTORY	Launch in Separate Window 📃
Standard Reports	Absences	Will search all absences. Click the arrow button to the far right to select absonces	Show Absences 😌
AUDIT	Department	Will use all departments.	Show Departments 🔕
Allocated Hours	Employees	Will use all employees.	Show Employees 🔞
Break Summary	Date Range	8/2/2007 🔄 - 6/15/2007 🕞 🥹 😵 Pay Period 💟 B: Weekly Payrol 💟	
Clock Profile	Schedule Rule	- Select a Rule -	
Error Point Summary	Supervisor	- Select a Supervisor -	
Exception Variance	Sort by	Decetment Sten Employee Name S Group Results	-
Exceptions	Employee Card	Absence Name Created Time General Paid Absences	Unpaid Absences
Punch Detail	Employee ID	Absence Flores Day of Week, Break	L) User
Punch Variance	Absence Date	Accrued Absences Display hh mm Display supervisor	
Verification Audit	Create Favorite 🜒	Display Report	
Who's In			
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Absence History			
Accrual			
Accrual History Appiversary			
Available Card Number			
Birthday Decentering Link			
Employee Info			
Mailing List			
Pay Policies Salary History			
Turnover			
Absence Demoste			
Requests			
SCHEDULE Employee Cabadala			
Monthly Schedule			
Overtime Equalization			
Schedule Schedule Purch Vatience			
Schedule Variance			
Shifts			
		Interni	e 🔍 🔍 100% +

To <u>view</u> a Report click on the Display Report button.

To <u>print</u> the displayed report click on the Printer icon.

### **Report Favorites**

This program allows you to create a section of your favorite reports. A favorite can consist of a single report or multiple reports to be displayed on the screen at once. You can even have multiple instances of the same report, but with different report criteria for each one.

The system automatically saves the report criteria of any report favorite. This makes it so that you do not have to select the same report settings each time you run the report.

Creating favorites consists of two steps: Creating 'Sections' and 'Adding Favorites'.

### Creating a Favorite Section

- 1) Click on the Reports tab at the top of the screen
- 2) Click on the Edit Favorites link
- 3) Click on the Add Section + icon. The Section Title screen appears to the right.
- 4) Enter the name you would like to use for this report in the Section Title field.
- 5) Click the ADD icon to add the new section title. To remove a section you would use the 😕

	Logout (1) (?)
ime •Audit •Messages →Edit Favorites	Preferences
	Add
	Time  •Audit  •Messages  →Edit Favorites

### Adding Favorites

- 1) Click on the main Reports tab at the top of the screen
- 2) Click on the Edit Favorites link
- 3) Click on the Add Favorite + icon. The **Favorite** screen appears to the right.
- 4) Enter a Name for this favorite as you would like it to appear in the program.
- 5) In the Section Title field select the section you want this favorite to be assigned to. If you do not select a section, one will be automatically created based on the report group that the first report in the favorite comes from.
- 6) In the Automatic Behavior section, select Close Bar. This tells the program to automatically close the Report Bar when you are viewing your report.
- 7) In the Automatic Behavior section, select Save Changes. This tells the program to automatically save the settings specified in the Report Criteria section. This prevents you from having to re-enter the same criteria settings each time the report is run.
- 8) In the **Icon** section, Icon allows you to select the color and shape that you would like to use for this favorite icon. This is to help you recognize the report quickly.
- 9) In the **Icon** section, Icon Position allows you to assign the order in which you want your icons to be displayed.
- 10) In the **Reports** section, use % Percentage for your Height Type.
- 11) In the **Reports** section, use the drop down boxes to select the report(s) that you want to make up this favorite.
- 12) Once you have finished click the ADD icon to save the report favorite. The favorite is now listed in the Edit Favorites section on the left-hand side of the screen.

TIME CARD REPORTS END	COVER SOMEDA	87. C								Logout
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dit Report Favorites 8	Favorite - A sa	et of opports displayed at 1	he same time t	with custom ne	ungs					1
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## EMPLOYEE

The Employee section is broken up into three different screens. You do not have the ability to edit employee profile information.

The three options are as follows:

- Employee Main
- Accruals
- Position and Salary We are not using this system to track this information.

#### Employee Main

As with the Timecard screen, you can use your Employee drop down list or the Previous and Next buttons.

TIME CARD	Reposis E	SPLOYER SCHEDULE	1		In/Out	Logout 1 3
Troplayee Net	- Assertation	Santador And Salary				*****
Department:	Al Capatriante	🔟 🗟 🗌 Inc. Sub 🛛 🛙	mployee: CarBa, B	Falce A.		
Employee Iden	tification - Fa	ke As CanBe		Employee State		
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First	Eakid			Hire Date	e 10007	
Middle	A4.			Termination Date		
Last	Carribi			Тура	Falima	
Employee D	monute	1.		Department	Human Resources	
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Contact Inform	ation		_	Schedule Rule	14 Schedule Fuls (Default Schedule Fuls)	
Address Line 1				NQ 1000		
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Home Phone	434.885.121	2		Disciplinary	The Disconteney Souther (M	
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Pager						

#### Accruals

By clicking on the **BLUE** dates you can view the Accrual History box.

TIME CARD REPORTS EN	PLOYEE SOUTHER				In/t	Out K Log	out 🚯 🚱
Employee Hain + Aconais +	white And Salary						•Preferences
Department: Al Departments	Dinc Sub Employee: C	artBa. Faka A	8	(@)		His	e Date: 6/1/2007
Iomp Time Balance						Comp	Time Incorrect?
deut Rollower Date 1/1/2008	Levi Accrued Date 6/8/2007	0.00	Awarded 0.00	Donked 0.00	Used O D1.0	Available 0.00	No
Accrual Balances Accrual Name	Last Calculated Raw	Un Awarded	Awarded YID	Danked	Used YTD	Available	Disabled
7.5 HR SICK	6/7/2007 O	NA	0.00	14.60	7.50 0	7.10	
7.5 HR Vacation	6/7/2007 0	NA	0.00	42.00	37.50 0	4.50	

Accrual History									
Accrual	Calculated	Un-Awarded	Awarded	Banked	Used	Balance	User	Modified	Active
37.5 HR SICK	6/7/2007	N/A	0.00	14,60	7.50	7.10	ADMIN	6/8/2007 10:44	Yes
37.5 HR 51CK	6/7/2007	N/A	0.00	0.00	0.00	0.00	ADMIN	6/7/2007 00:00	No

# Approving the Timecards for Payroll

You are required to login and approve your timecard for payroll. This must be done by noon on the Monday following the end of the pay period.

On the Timecard there is a small section at the bottom left that looks like this:

Verification: Employee 🗆	Supervisor 🗆	Director 🗖
I certify that the above time card is correct.		

You must click on the box beside Employee in order to Approve the Timecard.

-


\_\_\_\_\_