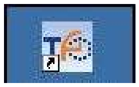
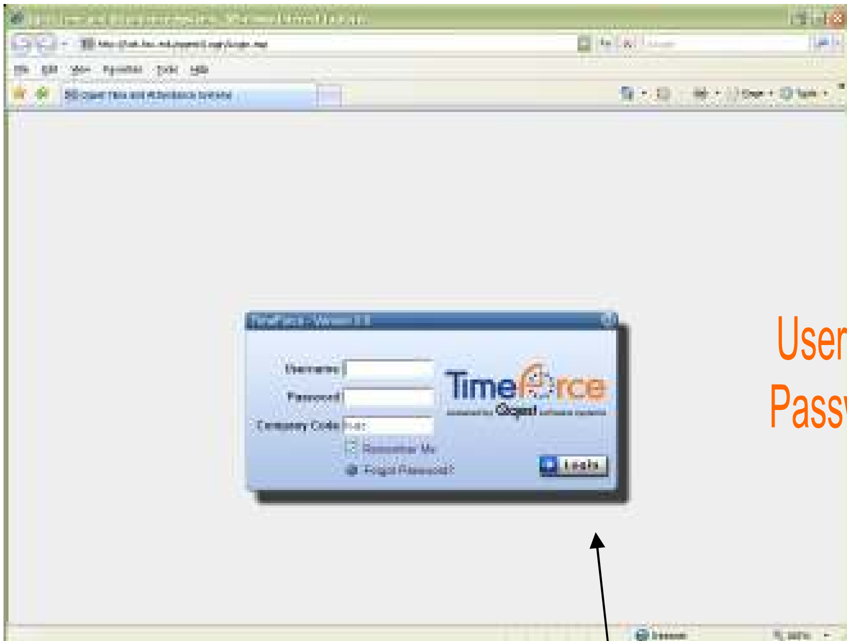
On your desktop double-click the Qgest Time and Attendance Systems icon: 

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 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 <u>your</u> timecard.

Requests

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

General Requests

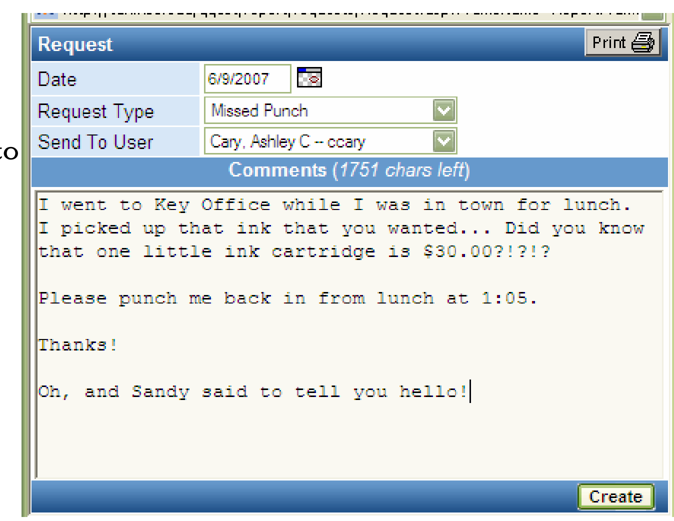
General Requests are those that involve Missed Punches, Support, or Time Adjustment
The Request screen looks like this:

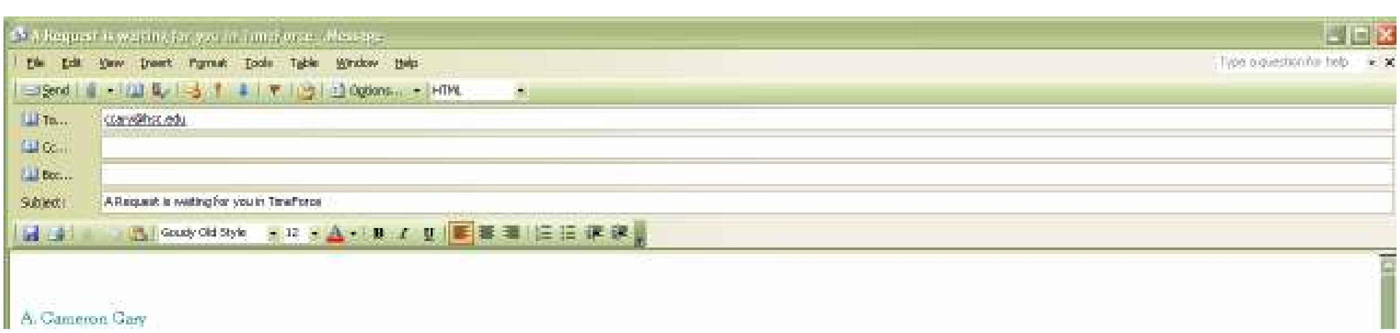
Click on Create Request to open the Request box...

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

<u>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.</u>

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 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>**

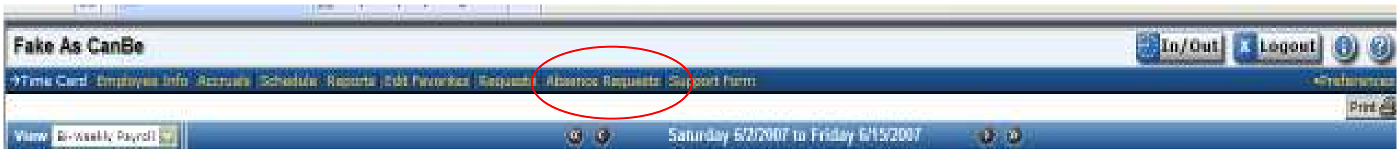




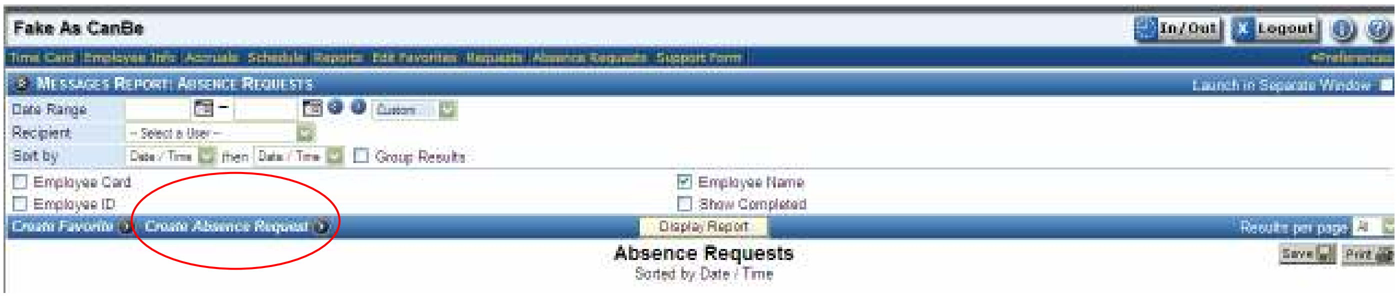
Absence Requests

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.



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



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

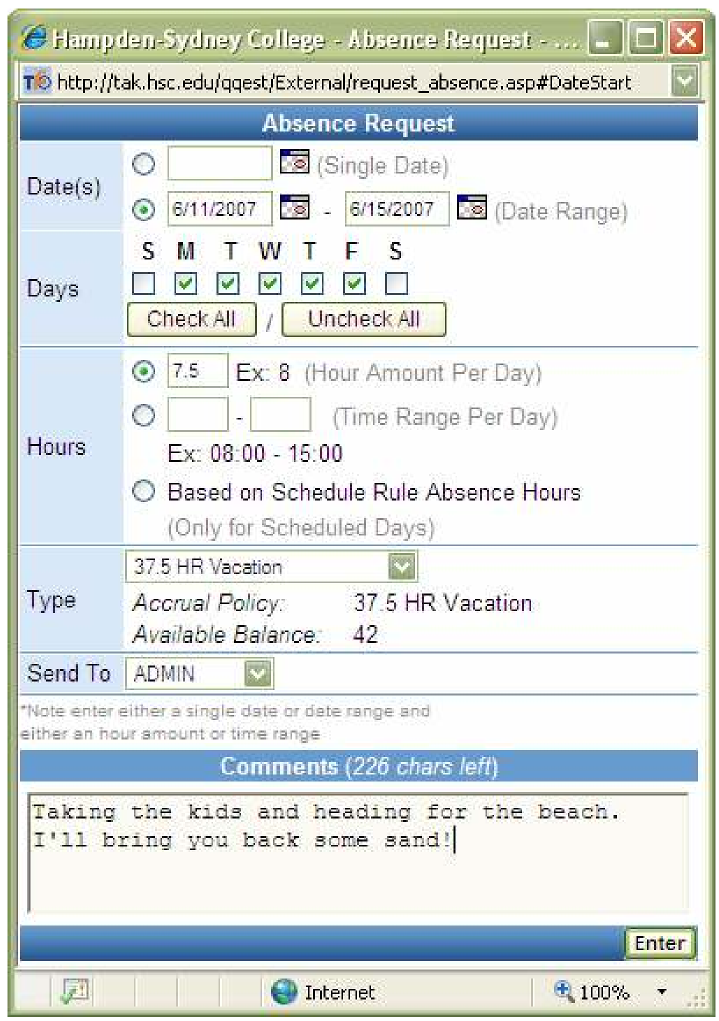
3) Enter the number of hours you will be out each day. 37.5 hour employees would enter 7.5 if taking off the entire day; 40 hour employees would enter 8.

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

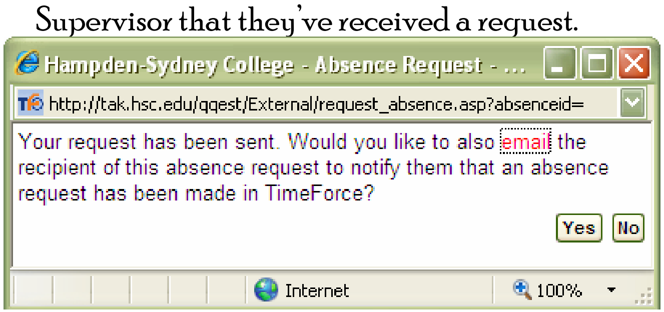
5) Choose your supervisor for Send To

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

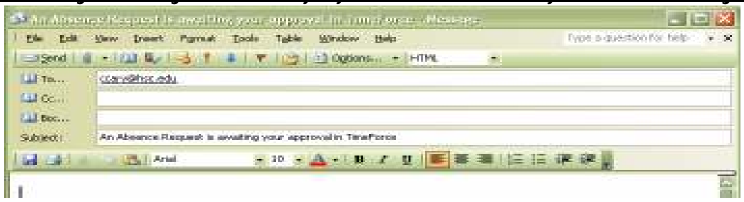
7) Click on the Enter button and your request will be transmitted to your Supervisor.



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

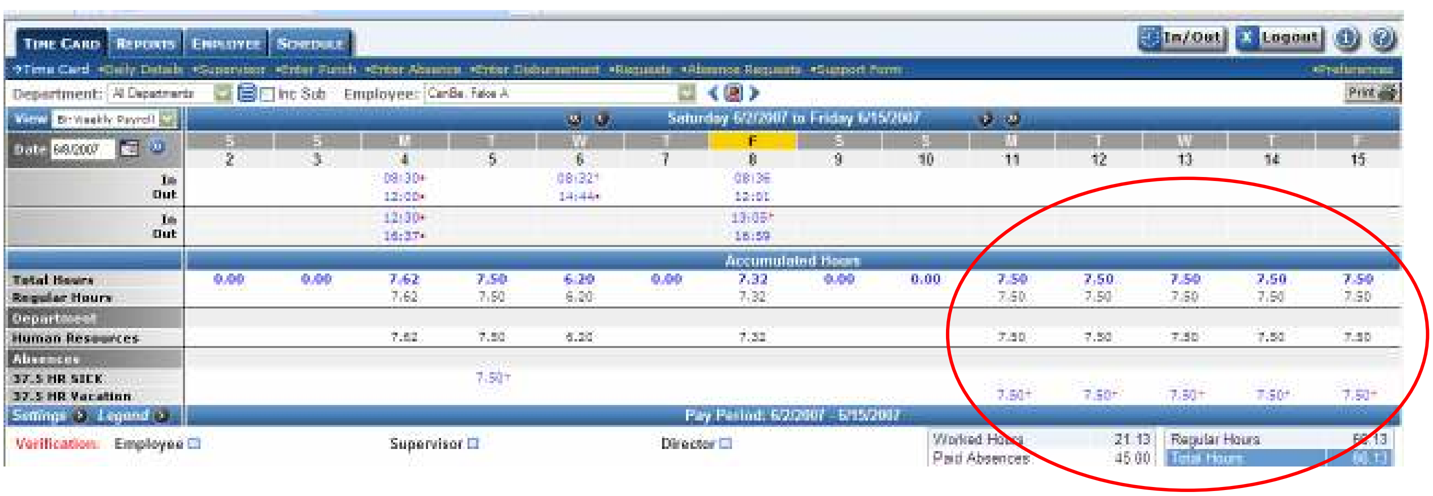


If you answer yes, your Email program will open with an already created email that you may send to your Supervisor. ☠ **<u>If you are using a shared computer, or if you do not have an Email account of your own on the computer you are using – CLICK NO. Then verbally tell your supervisor that you submitted a request or you may submit a paper 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.

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



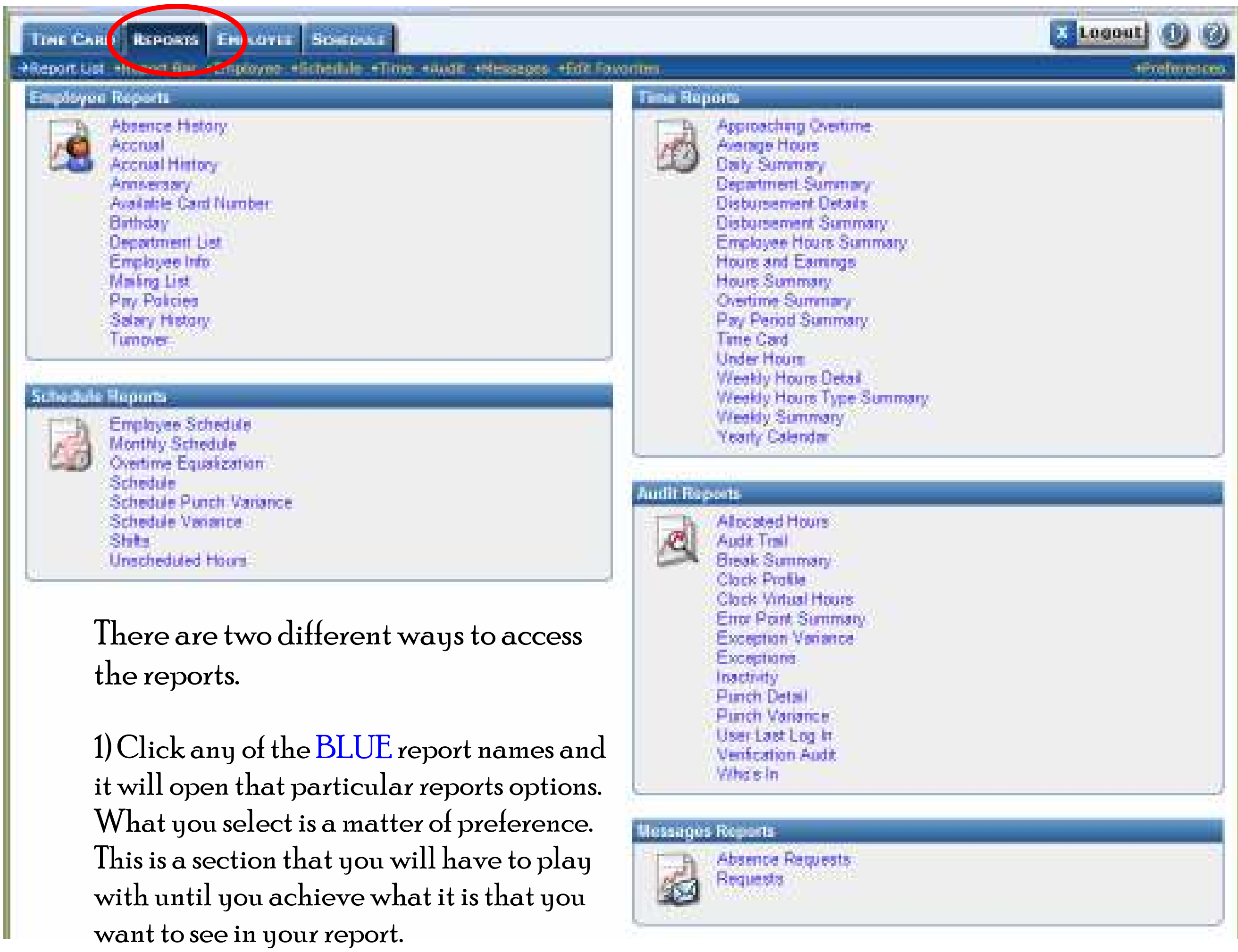
To illustrate what happens if the Supervisor Denies a request, we've had Fake submit a request for 4.5 hours of Vacation on a day that she's already taken off. The Supervisor recognized that, based off the date, this was probably a date error on her part, typed a message back to Fake asking if the date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

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.

Reports

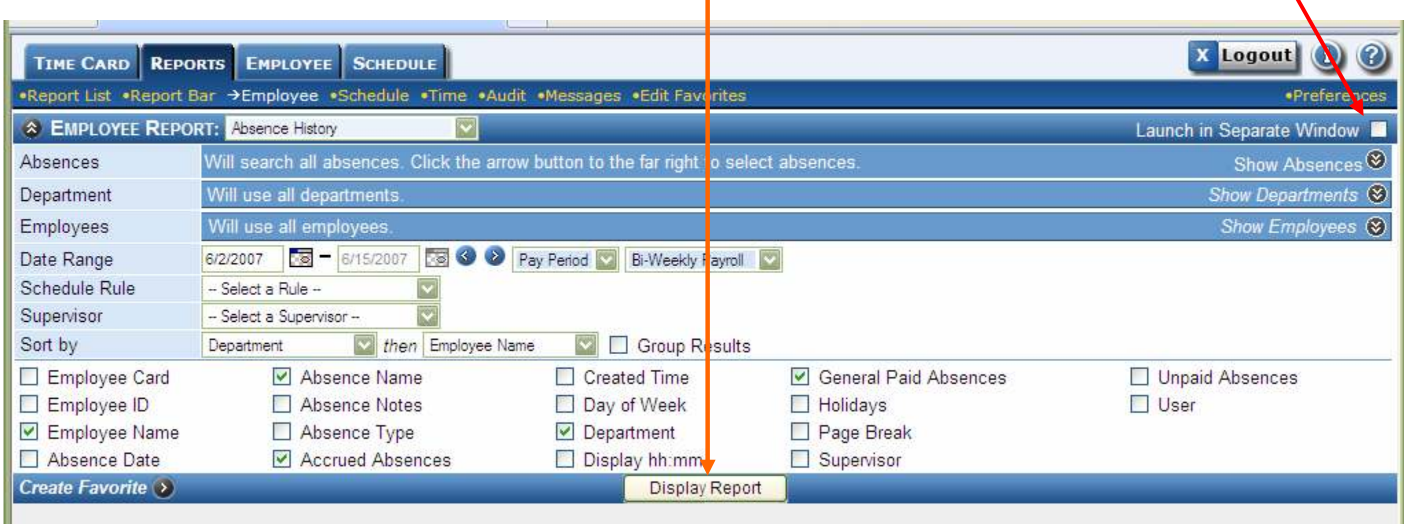
The Reports section of the program allows you to print comprehensive reports containing your Timecard, Human Resources, and Employee information. Please note: you may not have access to all of the reports shown below.



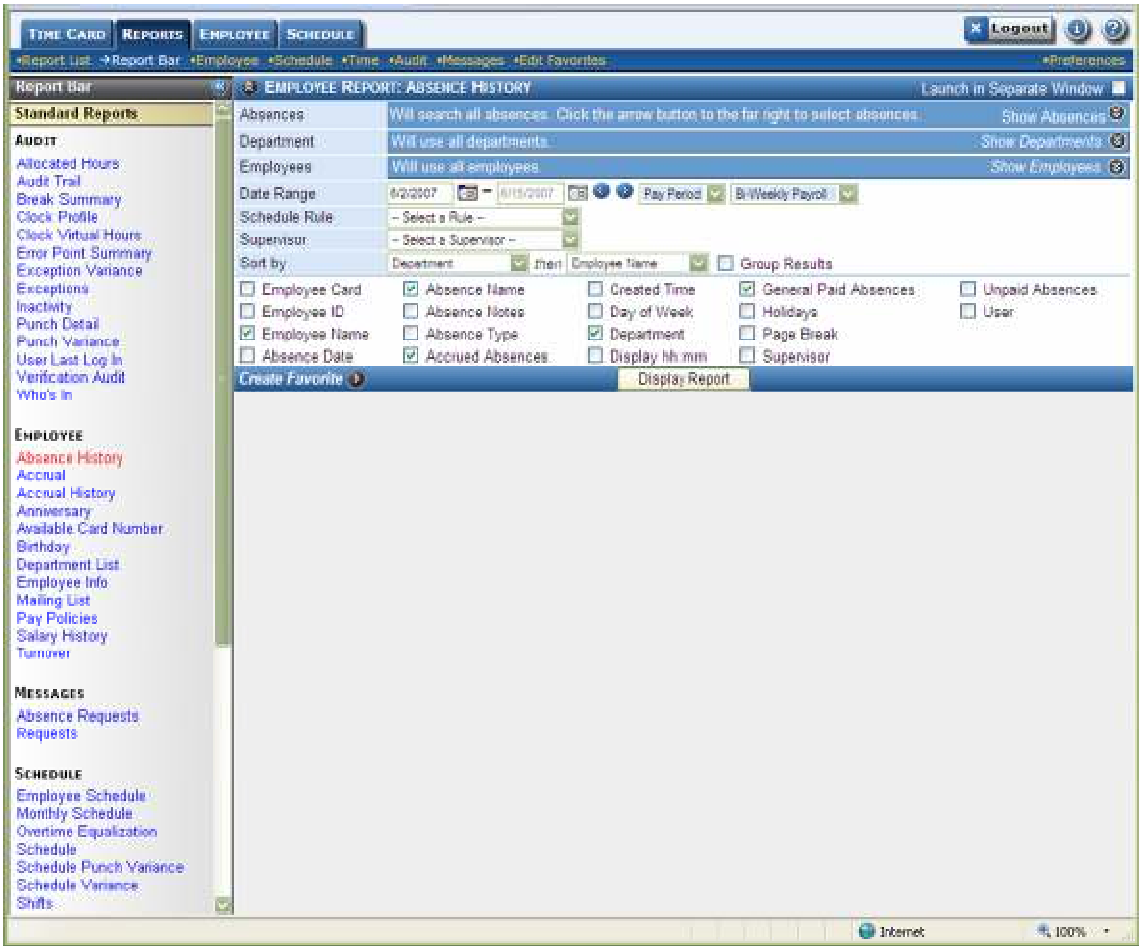
There are two different ways to access the reports.

1) Click any of the BLUE report names and it will open that particular reports options. What you select is a matter of preference. This is a section that you will have to play with until you achieve what it is that you want to see in your report.

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.



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.



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

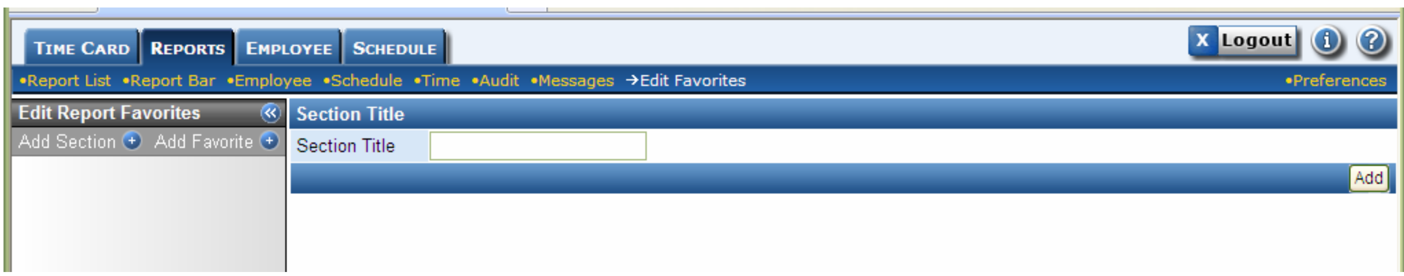
This program allows you to create a section of your favorite reports. A favorite can consist of a single report or multiple reports to be displayed on the screen at once. You can even have multiple instances of the same report, but with different report criteria for each one.

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



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.

Employee

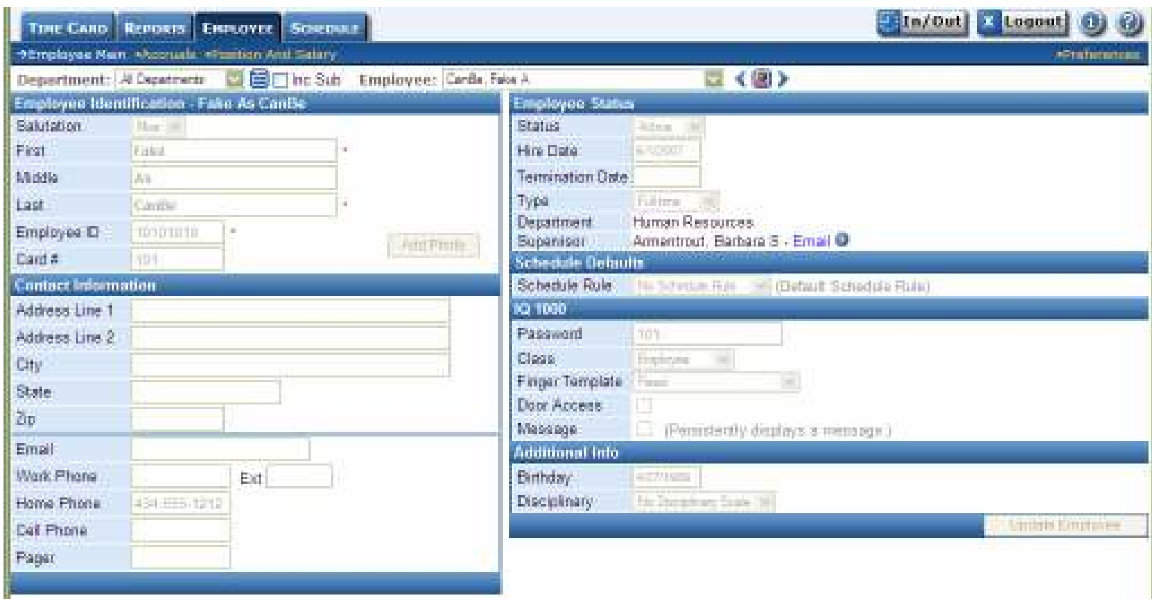
The Employee section is broken up into three different screens. You do not have the ability to edit employee profile information.

The three options are as follows:

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

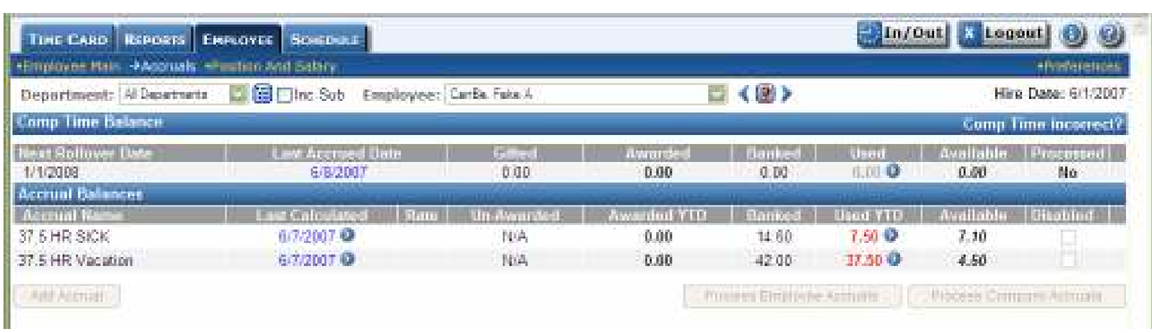
Employee Main

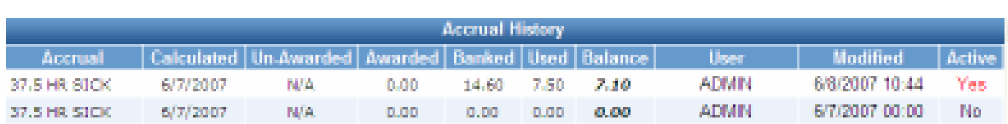
As with the Timecard screen, you can use your Employee drop down list or the Previous and Next buttons.



Accruals

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

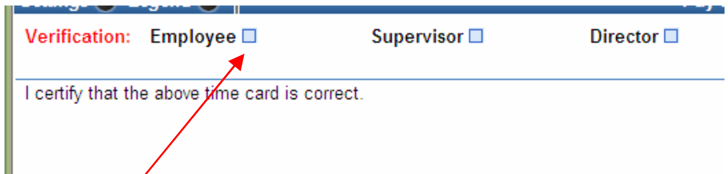




Approving the Timecards for Payroll

<u>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.</u>

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



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

NOTES