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.

The https://kak.hac.ackg/ippent/brickacke/h	srgst_password.asp	-1
Forget Password?		
Company Code		
Liser Name		
This UNITY is to be used in bony no administrative login can acce support at (890)697-7010 to dec	inction with factorical support v iss TimeForce. You incid call ode the password.	ifa)

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.



Note: As a supervisor you will have access to your own time and attendance, as well as that of your employees. You may manipulate the data of your employees but there are limits to what you may do to your own data.

To view a different employee's timecard use the Employee drop down list. Highlight and click on the employee you wish to see.

				/	
EE SCHEDULE			/		
isor •Requests •Absence Re	quests •Support	Form	▶		
Inc Sub Employee:	Cary, Ashley C			< 🖲 🔪	
	CanBe, Fake A Cary, Ashley C		a	y 6/3/2007 to	Saturda
M T	Ŵ	T	F	S	S
4 5	6	I	8	9	10
				Accumula	ted How

You can also use the Previous and Next buttons to scroll through your employees one at a time.

On the timecard you may see punches with symbols or in different colors or you may see a number in the Punch Errors row. To see the meaning or details of the symbols you can do four things:

REPORTS TIME CARD EMPLOYEE e Card 🔸 Department: All Dep 🔄 🔚 🥅 Inc Sub Employee: Default Pay Period Date 6/8/2007 🛛 🗔 🥹 In Out 12:3 • Ma ually Created: 6/7/2007 13:2: In Out Total Hours 0.00 7.62 0.00 0.00 **Regular Hours** Department Human Resources 7.62

1) You can use your mouse to 'hover' over the punch and a small

information box will appear

2) 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.

Department:	Al Departments] Inc Sub En	nployee: Ca	nBe, Fake A	🗸 hendenegyber (office - fine con 🖸 🗖 🕅	-			
View Detuit Pr	y Parios					Till http://tek.huc.adu/opent/tane/Legend.arp				
Date 585807	E 0	1	M			Time Punch Legend				
	la Out	_	08:30 12:00+		P	An edited punch A punch with notes An edited punch with notes				
	In Out		18:27	_		The punch crosses midnight A manually entered punch	_			
Total Hours Regular Hours		0.00	7.62 7.62	0.00	0.00	00:00 A break punch 00:00 An editable punch	0.00			
Department Human Resources Settings (2) 14	and a	_	7.62			00:00 A non-editable punch 0.00 Edited hours				
						Information Schedolic Legend 00:00 Scheduled to work 00:00 Absent without a replacement 00:00 Cafed in to work for an absentee • This schedule crosses mikinght. Henemig over activative times with act the role, status pr attracted from normal, and if it spans mitinght (if applicable)	97 100			

3) Click on the punch itself and the Punch Properties dialog box will open.



Internet

🕄 100% 🛛 👻

4) If the punch contains an error, a code will be displayed in the Punch Errors row of the table. This is the row under the last Out punch row.



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





- 4 -

Enter 08:32 in the Punch Time.

Allow the computer to AUTO our In/Out.

Enter a Note saying: "Forgot to punch in..."

Then click Submit.

Out of 14:44•

If the Punch Properties box does not automatically close, use the RED X to close the box.

> Sunday F 8

.32 Pav

You can now see that Fake has an In of 08:32[†] and an

yee: C	anBe, Fake A	
		S
Т	W	Т
5	6	7
	08:32*	
	14:44•	
0.00	6.20	0.00
	6.20	
	6.20	

Below are sample screens showing a missing punch. The punch that is missing is the IN punch from the end of the lunch break. Correct this by adding a punch at 13:05 and a note saying "Went to Key Office for College while in town for lunch." This results in a 13:05 punch.

Submit

🕄 100%

 N 	Sunday 6/3	🖉 Hamp den Sydney College - Time Dunch - 👘 🗖 💟	S	Sur
T 7	F 8	Champden-Sydney Conege - Time Panch	Т	F
1	08:36	The http://tak.hsc.edu/qqest/time/timePunch.asp?workingpunchid=Ut	7	8
	12:01	Punch Properties		08:36
	16:59	Full Name Fake As CanBe		12:01
		Punch Time 13:05 hh:mm (Military time only.)		16:59
	A	Punch Date 6/8/2007		
0.00	3.42 3.42	Raw Punch (This will round the punch.)	0.00	7.32 7.32
		Dept Transfer		
	3.42	Punch Type NORMAL		7.32
		Department Human Resources 💟 \Xi		
		In/Out AUTO		
		Notes (93 chars left)		
		Went to Key Office for College while in town for lunch		
		Internet 👻 100% 🗸 .:		

🏉 Hampden-Sydney College - Time Punch -...

Fake As CanBe

6/6/2007

NORMAL 🔽

AUTO 🔽

Human Resources

😜 Internet

Forgot to punch in...

Full Name

Punch Time

Punch Date

Raw Punch

Dept Transfer

Punch Type

Department

In/Out

Tle http://tak.hsc.edu/ggest/time/timePunch.asp?workingpunchid=08 **Punch Properties**

0

08:32 hh:mm (Military time only.)

(This will round the punch.)

Notes (129 chars left)

V 🗉

Entering an Absence

Absences document when an employee has taken time off from work.

From the Timecard, click on the Enter Absence link. The Add Absence box will appear.

Department: A Department		Tuc and El	ubiovee: 🖂	FIDE TROPA	AND 1 100	-			and the second se					mitte
View Default Pay Parios						Sunda	613/2007 10	Salurday 61	6/2007					
Date 68/2007 🛅 🥝 🚽	1		5	6	7	F	9	10	11	12	13	14	15	16
La Out		08:30+ 12:00+		08:32* 14:44*		08136 12:01				12				10
In Out		12:30+ 15:37+		roexed/r		13:05* 14:59								
							Accumula	nted Hears						
fatal Hours Regular Hours	0.00	7.62	0.00	6.20 6.20	0.00	7.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tepart		7.62		6.20		7.32								
Settinge 🔕 Legend 🔕 👘				Score c		Pay	Period: 6/3	17007 - 6416/2	00/11			-		_
									VV0	rked Hours	21.1	3 Regular	Haues	21.13
										Departme	nt & Premium H	ours	Receiculate Er	ipioyee
							N	ote: Any	time yo	u have the	e option o	f manua	lly enteri	ng a dat
								11	1 1	.1	(1	1	1 0 1	1

This will allow you to select a date directly from the calendar by clicking on it.

0

۰.

 \bigcirc

Fake As CanBe was out sick on Tuesday the 5th. You need to Enter an Absence on her behalf.

Hours Type	C Based on Sc (Only for Sch 375 HR Family Sck 175 HR Family Sck	hedula Ruis Absence Hours Intried Days) R SICC By	see from this screen that Type has a drop-down box that will allow you view all of the Absence Codes available. highlighting one and clicking it you will be assigning a
Department	375 HR Vacation Benaviament Lazve Comp Time Encured (unpeut) Riefgrang Juny Duty Unexcured Absence	Arceit.	Code to the Absence you are creating.
	🥭 Hamp der	I-Sydney College - Add Absence 🔳 🗖	You have now created an Absence for Fake,
	Tố http://tak.l	nsc.edu/qqest/time/timeAbsence.asp#DateStart	for 6/5/2007. She is a 37.5 hour
		Enter Absence	emplouee, so we've given her
	Name	Fake As CanBe	- 75 hours off in the Hours field
	Hire Date	6/1/2007	
	Date(s)	 6/5/2007 6/5/2007 7 <li< td=""><td>We've also told the system that it</td></li<>	We've also told the system that it
	Hours	 7.5 Ex: 8 - Ex: 08:00 - 15:00 Based on Schedule Rule Absence Hours (Only for Scheduled Days) 	should take these 7.5 hours from the 37.5 HR SICK. As you can see she had an available balance of 14.6 hours.
	Туре	37.5 HR SICK Accrual Policy: 37.5 HR SICK Available Balance: 14.6	We've added a note saying that Fake
	Department	Human Resources	was at home with a cold.
		Notes (166 chars left)	
	Had a col	ld, told her to stay home.	Make sure you click Enter when you're done!
		Ente	r
	5	🍚 Internet 🛛 🔍 100% 🔻	

Below is what Fake's Timecard now looks like. Note the 7.5 hours does not show up in her punches In and Out, but instead shows up in the Absences row of the Timecard. In the illustration below the mouse is 'hovering' over the 7.50[†] showing us the message box that shows the note attached to the Absence.

→Time Card •Daily Details	 Supervisor 	•Enter Punch	•Enter Absen	ce •Enter Dis	bursement 🔸	Requests 🕠
Department: All Department	ts	🔽 😑 🗔 Inc 🕄	Sub Employ	/ee: CanBe, F	ake A	
View Bi-Weekly Payroll 💟					S	Sat
Date 68/2007 🗔 🔊	S	S	М	Т	W	T
	2	3	4	5	6	7
In			08:30•		08:32†	
Out			12:00•		14:44•	
In			12:30•			
Out			16:37•			
Total Hours	0.00	0.00	7.62	7.50	6.20	0.00
Regular Hours			7.62	7.50	6.20	
Department						
Human Resources			7.62	7.50	6.20	
Absences						
37.5 HR SICK				7.50†		
Settings 📀 Legend 📀						F
				Had a co	ola, cold her to st	ay home.

As mentioned before, Fake had 14.6 hours of Sick Leave available. She used 7.5 of those hours. If you go to the Employee tab and click on Accruals, it will open Fake As CanBe's Accrual screen for you.

TIME CAR	>	PAY PROCE	SSING	REPORTS	EMPLOYEE	SCHEDULE	ADMIN
→Employee	1a(i	n •Accruals	Pay Po	olicies •Posi	tion And Sala	ry •Error Mor	nitoring •Clocks
D		All Danaday				E	CD- C-I A

TIME CARD PAY PROCESSING	REPORTS EMPLOYEE SCIEDULE	Apres						× Los
•Employee Hain •Accruals •Fey P	aligita «Position And Selary «Cross Ho	interna -Clock						
Dopartment: Al Departmenta	📓 🕞 🗍 Inc Sub 🛛 Employee:	CanBe, Fake A		1	())			H
Comp Time Balance	1993				1980			20mp
Next Rollover Data 1/1/2003 O	Last Accred Date 6/3/2007		0.00		Awarded 0.00	Bariked 0.00	0.00 0.00	Abullatile 0.00
Accrual Balances Accrual Name 37 5 HR SICK O	Lost Calculated 6/7/2007 O	Rate	Un-Awarded N/A	Ť.	Assendent VTD 0.00	Bankinu 14.60	0ted 1770 7.50 O	Asnilable 7.10
37.5 HR Vecation O	6/7/2007 O		NA		0.00	42.00	0.00 0	42.00
Add Accruai						Procest	Employee Accruais	Process Cor

From here you can see that Fake had 14.0 hours of 37.5 HR SICK banked. She has Used YTD (year to date) 7.5 hours. She has 7.10 hours Available.

Reguests

The program allows you to submit requests to a supervisor. As a Supervisor it allows you to receive and respond to the requests sent to you by the employees you supervise. 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. Back on Page 6, you walked through editing a Missing Punch, a General Request is what Fake would have submitted to let you know that she missed her 13:05 punch because she went to Key Office.

The Reguest screen looks like this:

TIME CARD REPOR		ORDUCE				In/Out X Logout 1 @
Time Card +Daty Dills	ile -Stor ver +9	Auguante +Abentra	Reparate +Support Form			ACT A DATA STATE OF A DATA STATE STA
MESSAGES REPOR	r: REQUESTS					Launch in Separate Window 🔳
Request Type	- Select a Resson -	22				
Sender's Supervisor	- Select a Supervisor	- 0				
Recipient's Supervisor	- Select & Supervisor					
Sender	- Select a User -	121				
Recipient	- Select a Uker -	21				
Sort by	Employee Name	🛄 Shert Date / Tro	• 💟 🗹 Group Results			
Employee ID			Email Email		Supervisor	
Employee Name			Show Inactive		Use Recipient for Sorting	
Create Favorite 🔕 Cr	oatu Request 🧕 👘		CALIFIC CRAWLE CRAWLE	Display Report		Results per page 🖉 🔛
				Requests Grouped by Employee Nar	пе	Save Prot

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

A. Cameron Cary

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

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

created email that you may send to your Supervisor. <u>If you are using a shared computer, or if you do not</u> <u>have an Email account of your own on the computer you are using – CLICK NO. Then verbally tell your</u> <u>supervisor that you submitted a request or you may submit a paper Missing Punch Form to your supervisor.</u>

SA Requis	at in which for you in constances obscurpe	
) the tak	Yow front Fyrna Tada Taka Wratee Hat	Type a question for help 🔹 🗙
Send 1	i - (Δ) 0,/ 3 1 4 (▼ (Δ) (Δ) 0,000 (+100	
IIII To	(andha.edu	
CLI CC	- dependence -	
E Boc		
Subject	ARequest is weiting for youin TimeForce	
100.001	[3] Gaussy Chi Style + 12 + ▲ + 8 / 1 目 ■ 第 第 目 目 課 課	
		0

Absence Reguests

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

First you, the employee, will click on Absence Request.

Fake As CanBe			In/Out Logout 🚯 🚱
Time Cerd, Employee Info, Accrueix, Sche	elule: Reports ,Edit Peroritas Requests Absence Requests Ser	post farm	
Contraction of the second s		second and consider the	Prit d
View Br-Washiy Payroll	🙂 🗿 San	irday 6/2/2007 to Friday 6/15/2007 🛛 🐠 🥸	

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

Fake As Ca	anBe		🛃 In/Out 🔀 Legout 🕕 🍘
Time Card Em	oloyee Into Accounts St	edale Reports Edit Favoriten Hamaste Almance Repuets Support Form	Officientia
MESSAGE1	S REPORT ASSENCE RE	JUESTS	Launch in Separate Window 🔳
Date Range	1 -	🛅 ও 🕘 Luton. 🛄	
Recipient	- Select a User		
Sort by	Date / Time 🛄 then 1	ata / Tere 🔟 🔲 Group Results	
Employee (Card	🗹 Employee Name	
Employee I	D	Show Completed	
Croate Favorit	w 💽 Create Absence R	Display Report	Results per page 👭 💆
		Absence Requests Sorted by Date / Time	Save 2 Protein

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 🔳 🗖 🗙						
🌃 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						
😜 Internet 🔍 100% 🔻 💡						

🥭 Hamp	🟉 Hampden-Sydney College - Absence Request 🔳 🗖 🔀						
To http://t	ak.hsc.edu/qqest/External/request_absence.asp#DateStart						
	Absence Request						
Date(s)	 G/11/2007 G/15/2007 (Date Range) 						
Days	SMTWTFS VVVV Check All / Uncheck All						
Hours	 T.5 Ex: 8 (Hour Amount Per Day) (Time Range Per Day) Ex: 08:00 - 15:00 Based on Schedule Rule Absence Hours (Only for Scheduled Days) 						
Туре	37.5 HR Vacation Accrual Policy: 37.5 HR Vacation Available Balance: 42						
Send To	ADMIN 🔽						
*Note enter	either a single date or date range and						
enner an no	Comments (226 chars left)						
Comments (226 chars left) Taking the kids and heading for the beach. I'll bring you back some sand!							
J.	🔮 Internet 🔍 100% 👻 🔐						

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 Absence Request Form to your supervisor.

Ele Edit	Yerv Insert Pyrnat Isola Table Window Halp	Type a question for help	×
I Send	🕼 - 1 🕰 🕼 🛃 🏌 🛔 🔻 🔯 🖄 Options HTML 🛛 -		
Ш Тр	clandha.edu		
Cc	- Deputy of the second		
Boc			
Subject	An Absence Request is evaling your approval in Teleforce		
	- 10 - A - B - Z - I - E	1- 1- 12 12 12	

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



Now, on the Supervisor side of things it appears on the same Absence Requests/Message Reports Screen.

MESSAGES REPORT:	ABSENCE REQUESTS					Laurch in Seconds Mindow	
Range	19- 1900 Care	U.S. COL					
нісе Туре	- Select an Absence Type -						
er's Department	- Fiter by Depathent -						
pient's Department	- Fiter by Department -						
ler's Supervisor	- Select a Supervisor -						
pient's Supervisor	- Select a Supervisor - 🔤						
ler	- Selett a Uker - 🔛						
sient	- Select a Uker -						
by	Employee Marme Sterr Date / Time	Group Results					
mployee Card	🗹 Employee Name		Show Completed	📋 Use R	ecipient for Sorting		
mplayee ID	Department		Supervisor				-
hi Favonin 🛞 Criat	N Absence Requisit 🕐		Display Report			Results per page A	122
			Absence Requests			Save W Prit	1. Contraction (1997)
			Sorted by Employee Name				
	Type -	Hours Per Day	Tesal Hours	Reported fly	Recipient	Message	
SHADONT CHAPTER	4		and the second second	franks	1.00	Taking the kids and heading for	1.15
00.00 - 07:38	37.5 HR Vacation	75	37.5	CanBe, Fake As	ADMIN	the beach. I'll bring you back	×
		House Day Day	Total Hours	Recepted He	Recipioni	Mercane	
Ð	 Hampdan Tydney Cylicsys - Yreitra Thitp://kit.het.eks/spect/seport/seport/ Absence Request - Pending 	Alpienee Copiest - Wi Abaar eReport, agilkapa	ettD=1	From this b	ox you w	rill review the inf	formati
Ð	Il Implen Sniny College of care The Machine Adapting (sport) repartil Absence Request - Pending Republic By Icanbe - CanBe, F Department Human Resources Superviser Amenitory Entries	Algoment August I Wi Aberra Regiet agritegia ake As (10101010) is S	etto=t	From this b employ	ox you w ee subm	rill review the inf itted and Appro	formatio
¢	Humpday Sydney Collector of class The High (Job An. edutaria) (report (report) Absence Request - Plending Requested By Teambe - CanBe, F Department - Human Resources Bapartiest Amentmat Barban Recipient ADMIN Absence Type 37.5 HR Vacation Assault Date: 37.5 HR Vacation Assault Date: 37.5 HR Vacation	Ansengelstegnest Wi AbserceRegunt agriRegun Skie As (10101010) ra S	etD=1	From this b employ	ox you w ee subm	rill review the inf itted and Appro Ab	formatio ve or Do sence R
4	## Humpday Sydney College - Press The Hey (back has independ vegot the partie) Absence Request - Plending Requested By Teambe - CamBe, F Department Human Resources Supartition American Backar Recipient ADMMN Absence Type 37 5 HR Vacation Accurate Parky Available Batanica 42.00 Historecent 7.50	Alipsuevi (Seguesi - Wil RheeneRegied, agrificque alee As (10101010) is S	etD=1	From this b employ If you aren	ox you w ee subm 't ready '	rill review the inf itted and Appro Ab to do either, simp	formatio ve or Do sence R oly click
4	## Humpday Sydney Collect - Cress The Hey Utak, he, independ veget to earth) Absence Request - Pending Requested By Teambe - CanBe, F Department Human Resources Supartition Americal Balance Accound Peloy 37 5 HR Vacation Accound Peloy 37 5 HR	Alipseuro (Corport - Wi RheenceRequed, and Reque rate As [10101010] ra 5 Ali Ali 207	etD=1	From this b employ If you aren If you click	ox you w ee subm 't ready Approve	rill review the inf itted and Appro Ab to do either, simp e, the box closes a	formation we or De sence R oly click
4	## Humpday Sydney Collector of data The Http://back.nends/spinit/vegort/vegort/spinit/ Absence Request - Flending Requested By Teambe - CanBe, F Department Human Resources Bupartitions Amenthous Bashan Recipient ADMIN Absence Type 37.5 HR Vecation Acculable Balance 42.00 Hourn Requested 7.50 Total Requested 37.50 Date Standards 37.50 Date Requested 5.11/2007 - 6/15/20 Days Requested S.M. T. W. T Time 00.00 - 0/130	Alponeos (response Wi AbsenceRregaed, aprillegae rate As (10101010) ra 5 A/A 107 F S 101	etD=1	From this b employ If you aren If you click a is automati	ox you w ee subm 't ready Approve cally pu	rill review the inf itted and Appro Ab to do either, simp e, the box closes a t into the employ	formation ve or Do sence R oly click und the s gee's Tir
•	Il Impolen Syntaxy Collecce of Case The Heal (Jack Inc. educated Agence) Agence Request of Request - Floriding Requested By Icanibe - CanBo, F Department Human Resources Suppriviser Ammentant Barbar Recipient ADMIN Absence Type 37.5 HR Vacation Accurate Balance 42.00 Hours Requested 7.60 Total Re	Alpennes (response Wi AbanceRregied, aprillegae alse As (10101010) ra 5 A/A 107 F S S 107 charte A/M	etD=1	From this b employ If you aren If you click . is automati	ox you w ee subm 't ready Approve cally pu	rill review the inf itted and Appro Ab to do either, simp e, the box closes a t into the employ	formation ve or Do sence R oly click and the s gee's Tir
•	Impden Sylary Collect Order The Hey Use Inc. address (response) Advence Request - Flending Requested By Teambe - CanBe, F Department Human Resources Bupartiser Advence Type 37.5 HR Vecation Accurate Balance 42.00 Hours Requested 7.00 Total Requested 7.0 Total Requested S.M.T.W.T.W.T. Department Human Resources Common P -Fromit Combe - ComBe, Felre - Total Replexity Total Requested ComBe, Felre - Total Replexity Total Resources Common P	Alpeneol (represe W) AbsenceRrequed, aprillegue rate As [10101010] ra 5 AM 107 F S 100 cflues Arth 105 cflues Arth 205 cflues Arth		From this b employ If you aren If you click . is automati	ox you w ee subm 't ready Approve cally pu	rill review the inf itted and Appro Ab to do either, simp e, the box closes a t into the employ	formation we or Do sence R oly click and the s gee's Tir

Below is the em	olouee's T	imecard reflecti	ng her vacation	as requested.

TIME CARD REPORTS	ENPERIMENT	SOUTHER	11									In/Out	Logou	00
Time Card +Cally Database	Supervisor	-titler Funit	Criter Abasis	m -Onter Di	durantiant -Re	emante «Ale	minist Request	- +Support Po					usi (i	Telepiter
Department: A Departments		Inc Sub E	mployee: Car	Bel Falce A		2	<@>							Print a
Vietre Br Visekly Payroll		al the second second	WATE WATE			Satur	day 6/2/2007 1	n Friday 6/15	5/2007	0.0			_	
Date 66/2007 🔄 🐸 -	2	3	1	5	6	1	F	9	10	11	12	13	14	15
Le Out			08:30+12:00+		08:32*		0813E 12:01				/			
Le Dut			12:30+ 16:37+				13:05* 15:59			/				
				-		-	Accumula	ind Boors					-	
Cotal Hours Regular Hours	0.00	0.00	7.62	7.50	6.20 6.20	0.00	7.32	0.00	0.00	7.50 7.50	7,50	7.50	7.50 7.50	7.50
department Human Resources			7.62	7.50	6.20		7.52			7.50	7.50	7.50	7.52	7.50
Alternation 17.5 HR SICK 17.5 HR Vacation				7.507						7.50+	7.50*	7.50+	7.50*	7.50*
Settings 🔕 Legand 🔕 👘						Ray	y Pesilod, 6/2/	2007 - 545520	017	a second second		- Western		
Verification: Employee	i l		Supervis	or 🗆		Directo			Pat	ked Hotes Absences	21.1 45.0	3 Regular -	laurs	57 13 (0.1)

<u>To illustrate what happens if you Deny 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. The Supervisor 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).

Employee Cad		T Chief Latint	ET Engle	Color PEARLA		
D Employee ID			20 Show	Completed		THE REAL PROPERTY AND INCOME.
the state of the second second		A	Sence Reg	uesta Drie		Sound room
- The		days for the	Justices	try wells	Theological	You are strengt, taking short-or
• 61200T 00:00-62.00	ST.S.HR. Vacameri	41	- 41	tarda Carda, Fara As	A0181	Sold Canadia Para Salas Carda Fala As (Street) - 12 Addition for Soldier 1 as St PU Count is as No. 5, Soldier 1
+	27.5163 Vacamari	п	311	Taria Carda Fala la	80.01	From Number Cardie False An (1910)018 - Nr ADMIT On DROUT 11 2016 AM Telegitie 1 Sold and Telefights The Loads B Sold and Telefights The Loads B

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.

Press and interest	ALC: NO.	100/201
And the second second		and the second se
Targupet an Dy	forme - Carde, Fela Ascillato	ų. –
Department	Human Pasonosa	10
Department	Peratent Seterat.	
Record.	11MN	
Decent ffy	Kosty - Cary Asthey Contenan (198	(194)
Department 1	Huran Records	
Same inc	Amantio,4 Eatlano S	
Absorb Tore	27.5 HPL Vacation	
Arrest Policy	37.5 HPT Vacation	
Here Barperoled	4.68	
Data Scientified	WHIGHT LOR OF PW	
Data Margarettel	612/2817	
Time:	H H-0408	
Department .	Hypher Resources	
- Contraction		
Trans and sizes	 C. CARDA, FRAM AN COLUMN C. CARDA, FRAM AN C	4 212
the second second second		

- 11 -

Supervisor

The Supervisor section of the Timecard screen allows the user to view information about their employees. It is the Supervisor Dash Board.

TIME CARD	REPORTS	EMPLOYEE	SCHEDULE				
→Time Card •	Daily Detail	•Supervisor	•Requests	•Absence Requests •Support Form			
Department: All Departments 💟 🔚 🗆 Inc Sub Employee: Cary, Ashley C							

Click on the Supervisor link to open the page.

From this screen you can navigate through your employee(s).

Anything that shows up in BLUE is a link that can be clicked on for more information. In this example: Napier, Whitney C. is a link in the Weekly Totals section; 6/7/2007 is a link in the Requests section, as is Inactive.

If the system gives you an option to make something Inactive, it is allowing you to remove that information temporarily.

If you were to click on the * beside <u>Inactive</u> you would <u>permanently</u> remove the information from the system. It cannot be restored once it has been deleted (*).

				1							
TIME CARD	REPORTS E	MPLOYEE SCHE	DULE						X Logo	ut 🕕	?
•Time Card →	Supervisor •Ma	ss Entry •Spread	isheet Punch Er	try •Spreadshee	et Hours Entry					•Preferer	nces
Design design de	All Development				View Ontions						
Department:	Ai Departments		0/8/2007		view options						
					DAILY TOTALS			Options 🕑	Printabl	e 🕑 Clos	se 🗡
ID Na	me 🐣			lotal		Regula		011		012	
				V	VEEKLY TOTALS	3		Options 🔕	Printabl	e 📀 Clos	se 🗡
ID	Nam	ie 🔶			1	Total	Regular		0T1	OT2	
19635	9 Napi	er, Whitney C				3.42	3.42		0.00	0.00	Į į
				Gi	rand Totals	3.42	3.42	9	0.00	0.00	Į
Create 📀					REQUESTS			Options 📀	Printabl	e 😥 Clos	se 🗙
Date 🗠		Туре		Messa	age		Sent To	Sent Fro	m	Status	
6/7/2003	7 Mis	sed Punch	Sorry, forgot.	You know mef!			barmentrout	ccary		Inactive	×
						1					
				A request th	lat the recipien	t has not read.					
				X Click to dele	ete a request.						
Create 📀				A	BSENCE REQUES	TS		Options 📀	Printabl	e 📀 Clos	se 🗙
				No requi	ests have been	made.					
				i lufa an na	anding shaans						
				winio on pe	anding absence	e requests.					
				Approve	apsence req	uests.					
				W Denied a	absence reques	STS.					
i i											

REPORTS

The Reports section of the program allows you to print comprehensive reports containing your Timecard, Human Resources, and Employee information.



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.

		16		
TIME CARD REPO	RTS EMPLOYEE SCHEDULE			🛛 Logout 🔌 🕐
•Report List •Report E	3ar →Employee •Schedule •Time •Audit •	Messages •Edit Fav	rites	•Preferences
SEMPLOYEE REPO	RT: Absence History			Launch in Separate Window
Absences	Will search all absences. Click the arrow b	utton 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	Period 💟 Bi-Weekly I	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			KLogout 1 0
•Report List. →Report Bar +	Employee +Schedule +Time	e +Audri, +Messages +Edit Favorites	•Proferences
Report Bar	S EMPLOYEE REPO	DRT: ABSENCE HISTORY La	unch in Separate Window 🔲
Standard Reports	Absences	Will search all absences. Click the arrow button to the far right to select absences.	Show Absences 😌
AUDIT	Department	Will use all departments	Stick Departments 😆
Allocated Hours	Employees	Will use all employees.	Show Employees (8)
Aude Trail Break Summary	Date Range	6/2/2007 🔄 - 6/15/2007 🕞 🔮 🔮 Pay Period 💆 B-Weekly Payrol 🕎	
Clock Profile	Schedule Rule	- Select a Rule -	
Clock Virtual Hours Error Doint Contenant	Supervisor	- Select a Supervisor -	
Exception Variance	Sort by	Decetnent 🔤 then Engloyee tierre 📓 🗍 Group Results	
Exceptions	Employee Card	🗹 Absence Name 🛛 Created Time 🗹 General Paid Absences	Unpaid Absences
Punch Detail	Employee ID	Absence Notes Day of Week Holidays	. User
Punch Variance	Employee Name	Absence Type M Department Page Break	
User Last Log In Verification Audit	Absence Date	Accrued Absences Usplay hh mm Li Supervisor	
Who's in	Create Pavorne	Display Report	
Accrual Accrual History Anniversary Available Card Number Binthday Department List Employee Info Mailing List Pav Policies Salary History Turnover			
Messages			
Absence Requests Requests			
SCHEDULE Employee Schedule Monthly Schedule Overtime Equalization Schedule Punch Variance Schedule Variance			
Shifts			
		Internet	R 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 🗶

TIME CARD REPORTS EMPL	DYEE SCHEDULE	X Logout 🕕 🕐
•Report List •Report Bar •Employ	ee •Schedule •Time •Audit •Messages →Edit Favorites	•Preferences
Edit Report Favorites 🛛 🛞	Section Title	
Add Section 💿 Add Favorite 🗨	Section Title	
		Add

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 guickly.
- 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 EN	COVER SOME	ar.								Logout	0
 Report List +Report Size +Emplo 	gen Schelun	•Time: Multi •-Housege	+Edit Pavonit	ia :							shered a
Add Section 🗿 Add Paverler 🛛	Favorae - A s	et of reports displayed at	the same time	with custom ne	tings						440
	Name	discourse services									
	Section Title	-Auto Resign- 🔛Aufo	Assign- will p	ick a section of	le based on the	finit report in this	favonte				_
	Automatic In	haviors - that happen wi	ion you chee o	1 a favortie init, r	n tiva laft bai						
	Close Bar	VIV auto-close me	left favorite oa	n Highlic uns							
	Close Criteria	V WV suttr-cicke wat	or index a solution	a traffey system t	W1						
	Submit.	Num and and and an	ach vaport in th	са узначита ничано	120						
	Sale Untena	Ann with date (10)	rigens makite oo a	STRUE SURF. BUT	UNITED FOR						
	1000100 20010	san ore denie in appea	C M	OB	0	0.00	0.0	0.00	0.0	0.0	
	loon	None	~	0.0	~	~ ***			0.00	-0	
	Inter Position	15 PM Frank Automation		a diag liner		0.	0.	0.	0.4	0.	
	Heports - repo	its that make up this favo	Inter Contractor	5 100 Map.							
	Haight Tuga	@S Decentaria	Divels								
	Statistics of the	Full Width	Half Witten 2	Side				Half Webb Bight	Side		_
	Report	Absence History	E X			Report	-No Report-	(C) >	¢		
	Coloring	Bue (Default)	C. Grant			Coloring					
	Height	100 %				Height					
	Whith	100%				With					
	Report	Second History	1 × X			Report	-No Report-	(C) >	6		
	Coloring	Bue (Defeut)				Coloring	hadron to be a second	and the second se			
	Height	100 %				Height.					
	with	100%				Wath					
	Report	-No Report-	X			Report	-No Report-	22	ć		_
	Coloring		-10.0EC			Coloring	100000				
	Height					Height					
	With					With					
	Report	-No Report-	X			Report	-No Report-	122	6		
	Coloring	1.00.00000	100 C			Coloring	1.15.174 55.				
	Height					Height					
	Weth					Weth					
	Report	-No Report-	EX			Report	-No Report-	191 >	ć		
	Calarina		1000			Colorino		here a	ŝ.		
	Height					Height					
	115.000					135.000					

Employee

The Employee section is broken up into three different screens. Supervisors 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.

TINE CARD	Reports En	GLOVER SCHEDULE			In/Out	Logout 1 @
Temployee Net	n Accordin et	untion Anti Stlary				··=Titherentein
Department:	Al Capatriante	🖾 🗐 Inc Sub 🛛	Employee: CarBa,	Falce A.		
Employee Iden	diffication - Fai	in As CanBe		Employee State		
Salutation	Maria			Status	Adam (M	
First	Fished	4		Hire Date	6.10007	
Middle	An			Termination Date		
Last	Cavity			Тура	Falima	
Employee D	monute	1.		Department	Human Resources	
Dard #	101		Pitt Pittin	Schedule Debu	in the second se	
Contact Inform	ation			Schedule Rule	199 Schridum Film 30 (Default Schedule Fulle)	
Address Line 1				1Q 1030	1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	
Address Line 2			8	Password	101	
City				Class	Explores (6)	
State			1.1	Finger Template	Front (m)	
Zin		11		Door Access		
Tourist				Message	 (Persistently deploys a menabole.) 	
Einer		1.200		Additional Into	Contraction of the second se	
Wark Phone		Ext		Einfiday	- 17/1 Sea	
Home Phone	434,885,1212			Disciplinary	The December 2004 (201	
Call Phone						Contractor Equipalem
Pager						

Accruals

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

TIME CARD REPORTS E	HPLOYEE SOUTHER				En/C	ut X Log	out () ()
Employee Hais + Aconuals +	Peetien And Salary						+Printerences
Department: Al Departments	🚺 🔂 🗍 Inc Sub Employee: 🕻	CartBe, Fake A	14	<@>		His	e Date: 6/1/2007
Comp Time Balance						Comp	Time incorrect?
Next Rollover Date 1/1/2008	Lev Accrosed Date 6/8/2007	0.00	Awaarded 0.00	Clambed 0.00	beet 0.01.0	Available 0.00	No
Accrual Balances	All and a second se	Louis Children	and the second second	With			A Designation of the local div
37,5 HR SICK	6/7/2007 O	NoA	Awarded YTD 0.00	flamed 14.60	7.50 💽	7.10	Gisabind
37.5 HR Vacation	6/7/2007 0	NA	0.00	42.00	37.50 0	4.50	
Ant Alcruit			- 81	erer Erittete	Ximmer all Co	Problem Com	Lores Activities

				Accrual H	istory				
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 employee's timecards for payroll. This must be done by noon on the Tuesday 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 cor	rrect.	

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