Table of Contents

2-7
8-11
12
13-16
17-18
19-24
25-41
41-51
52-58
59

Timekeeping Guidelines and Expectations

Official Timekeeping System

The District utilizes an electronic timekeeping system called WorkForce in order to automate the timekeeping process and stay in compliance with the Fair Labor Standards Act (FLSA). The electronic timekeeping system enforces all timekeeping rules.

- Employees are initially setup in Keystone with start/end dates, a calendar, hours, and schedule times based on job assignment. Their setup is passed electronically to WorkForce.
- Exempt employees' time worked is automatically created based on their schedule to record work time for their regular position.
- Non-exempt employees (employees subject to overtime regulations) are required to clock in/out at electronic devices called kiosks to record work time for their regular position. In limited locations, a hand reader may be used. In addition, a combination of systems share data to accumulate employee data to process leaves, schedules, rates, and time worked for the purpose of pay.
- Employees may do additional work referred to as work order time. It is entered by the employee and/or a Timekeeper depending on the work order assignment.
- Substitutes complete sub slips that are entered in SubFinder by a Timekeeper.
- o Imported Systems: transportation trips, tutoring
- o Summer timesheets

Official Time

The WorkForce electronic timekeeping system and associated work records are the official basis for recording hours worked for employees of the Independence School District (ISD).

- In order to ensure consistency of treatment for employees, the data recorded in the WorkForce electronic timekeeping system shall be considered as the "official" record of the workday.
- Changes to employee time can only be made with proper authority to correct an error and must be documented on the Official Timekeeping Exception Log.
- Any disputes over actual hours worked or attendance will be resolved by referring to the official WorkForce records.

Work Week

The work week is Monday through Sunday.

Work Calendars

Employees are assigned an approved work calendar. The district has 5 standard calendars with variations based on them. The calendars are posted annually on the district website.

- 9 month school days (175 days)
- 9 month teacher days (185 days)
- 10 month (204 days)
- 11 month (229 days)
- 12 month (251 days)

• Even Pay

Employees eligible for benefits have an even pay portion and an exception pay portion to their pay. Their regular scheduled hours are annualized and divided over 12 (exempt employees) or 24 pays (non-exempt employees) creating their even pay portion. The number of position months

determines the first pay date and number of pays received on June 20. Hours worked different than scheduled (more or less) is adjusted each pay period. These are the exception pay portion and payment follows the cutoff chart.

• <u>Paydays and Timesheets</u>

All employees are paid according to the published district Payroll Cut-off Charts.

It is required by the district that all employees have their pay directly deposited into their bank accounts. Pay stubs are not printed. Employees receive an email notice of net wages paid and can view their detail pay stub information on the My Benefits website.

Each employee is responsible for clocking in and out according to the timekeeping rules for his/her employee group (non-exempt and exempt). Timesheets are based on the WorkForce time clock records and it is the responsibility of each employee to review his/her timesheet weekly by accessing WorkForce on the ISD Employee Portal.

Any disagreements with the official time clock data shall be reviewed with the employee's immediate Supervisor, who shall authorize appropriate changes to timekeeping data.

Daily Clock In/Clock Out

It is a job requirement that ALL non-exempt employees MUST "clock in" at the start of the workday and "clock out" at the end of the workday at their place of work. (Under certain conditions, such as a training course at a different location, catering activities, or no computer access, the employee shall clock in/out at the different location, or be clocked in/out manually by their Timekeeper). Other requirements include:

- Supervisors determine schedule times based on hours per day the employee was hired.
- Employees are expected to clock in by their scheduled start time and out at their scheduled end time. Employees shall not adjust their scheduled work hours unless authorized to do so by their Supervisor.
- Employees should not clock in earlier than 10 minutes before their scheduled start time or out more than 10 minutes after their scheduled end time (unless the employee has Supervisor approval for early arrival/late exit).
- Employees are to clock out and back in for 30-minute duty-free breaks (lunch).
- Employees must clock out and back in for any other breaks when they leave the premises.
- Employees performing a Supervisor approved offsite job responsibility (i.e. dropping off mail, offsite event, etc.) will clock out/in as usual and write the adjusted time and its explanation on the Official Timekeeping Exception Log.
- Non-exempt employees that are paid on an "even pay" basis working less than their scheduled hours must use appropriate leave or the time not worked will be docked from their pay.

Passing Time

WorkForce recognizes 10 minutes outside employee schedule (start/end) for clocking purposes. It is intended to prevent clock congestion and allow employees to work their full scheduled time without causing extra/overtime hours to calculate in error simply due to clocking logistics.

- Passing time is non-work time. Employees are not considered "at work" during passing time.
- Passing time for non-exempt employees is governed by the schedule times.

• Employees temporarily working a different schedule will not have passing time figured in their daily work hours, therefore extra/overtime hours will calculate when employees work over their standard weekly hours. If a temporary change is needed, employees need to time in/out as close as possible to the adjusted schedule time because the 8-minute rounding rule will apply.

<u>Schedule Times</u>

Human Resources enters the schedule times in Keystone and SubFinder. Keystone passes the schedule times to WorkForce for timekeeping.

- Supervisors determine schedule times based on hours per day the employee was hired.
- If an employee's schedule times will change permanently or for more than two weeks, it needs to be reported to Human Resources immediately to be updated.
- Incorrect schedule times will affect passing time which in turn can cause incorrect worked time calculations.

Unpaid Meal Break

Employees working 6 or more hours are expected to take a 30-minute unpaid meal break. Nonexempt employees must clock out for and back in from the unpaid break.

- The system message "Employee worked 6.5 hours or more without taking a break" generates as a reminder in case an employee forgot to clock out/in for lunch.
- Authorization for exceptions to the unpaid break must be approved by Human Resources. The only currently authorized exceptions are:
 - Nurses 30-minute break is paid time because they are not fully relieved of duties.
 - Early education and some para employees are required to eat with students. They are to receive the 30-minute unpaid break at a different time within their schedule.
 - Outdoor and summer crew Facility employees cannot access a clock during their 30-minute unpaid break.
- The system automatically deducts the 30-minute unpaid break for non-exempt employees with REG Worked time equal to or greater than 8 hours in a single REG Worked slice in the day. They are instructed to write on the exception log if they were not able to take a 30 minute break during their work day. If noted, Timekeepers are to make the auto-lunch deduct adjustment to the employee timesheet.

• <u>Late</u>

Employees are expected to work their full schedule times. They must be ready at their work location at their scheduled start time. The system creates a message "Employee is tardy" at 1 minute late.

• Volunteer work:

Employees cannot volunteer for their paid position. Supervisors cannot ask/allow employees to work off the clock.

• Falsification or Tampering

- Password sharing is prohibited and a serious offense.
- Any attempt to tamper with timekeeping hardware or software will be considered a serious offense.
- Punching in for an absent employee (a.k.a. "buddy punching") will be considered a serious offense.

- Anyone interfering with other employees' use of the WorkForce electronic timekeeping system will be considered a serious offense.
- No employee should be in possession of another employee's badge at any time; punching in for an employee is not allowed.
- Falsification of time worked (by the employee or an employer representative) is fraud and will not be tolerated.

<u>Clock Problems</u>

If any employee is unable to punch in or out, it is the employee's responsibility to immediately write their punch in/out information on the Official Timekeeping Exception Log including an explanation. In this situation the Secretary will "manually" clock the employee in or out. The Secretary will notify the appropriate department of the problem.

• <u>Time Calculations</u>

Time worked by job will be rounded to nearest quarter hour for the day based on clock in and out times adjusted for passing time. Passing time is non-work time and does not count for hours worked.

Worked Time

Time the employee is clocked in and considered to be "at work" is referred to as worked time. Minutes clocked in or out within passing time only do not count as worked time. Worked time is either REG Worked or WO Worked on timesheets within WorkForce.

- REG Worked is worked time up to the scheduled weekly hours for the employee.
- WO Worked is worked time for work order assignments.

• Extra Hours Pay and Overtime Pay

There is a difference between extra hours pay and overtime pay. Most non-exempt employees are assigned an average work week of less than 40 hours. Overtime is only calculated when an employee works more than 40 hours in a work week. Extra hours occur if an employee works more than their scheduled hours. The work hours over the scheduled hours up to and including the 40th work hour are considered extra hours and are compensated at the base hourly rate of pay.

Extra and overtime hours will be calculated based on the actual worked hours recorded and credited to the employee, as measured by the WorkForce electronic timekeeping system.

- Overtime is earned on a weekly basis, and is only earned after 40 hours of actual worked hours have been accumulated within a given work week.
- Extra and overtime hours must be approved in advance by the employee's Supervisor.
- Overtime is paid at 1.5 times of a blended rate based on the worked hours and rates of the various jobs performed by the employee for the work week. Most employees have only one job so their overtime would be 1.5 times their base hourly rate.
- If an employee has taken a leave day or there is a non-work day during the work week, the day is not considered worked hours and overtime will not apply until worked hours exceed 40 hours. The employee will be paid for all hours worked and recorded under 40 hours at straight time only.

• <u>Special Schedule Modifications</u>

• **Flex Time Within Work Week:** Employees are expected to follow their approved weekly schedule unless their Supervisor in **advance** approves flexing time during the week. With

approval, employees may be permitted on a limited basis to extend their working hours slightly on one or more days during a **given work week.** This extra time would offset one or more short workdays within that same week. For example, an employee might be permitted to work ½ extra hour on two days in order to leave 1 hour early on another day in the same week. An employee is not permitted to carry flex time over into the next week. Employees cannot give up their duty-free break period to make up flex time. Some positions do not have the ability to flex hours due to the nature of the work performed.

- Trade Calendar Day: Employees are expected to follow their approved work calendar, unless their Supervisor and the Human Resources Office approves a trade of working days (to equal the total number of days in the work calendar). Any trade in working days must be done within the fiscal year, i.e., between the dates of July 1 and June 30 for the school year. Days may not be traded between fiscal years. Trade Worked and Trade Taken will be entered in the leave system by the supervisor when approved. Some positions do not have the ability to trade days due to the nature of the work performed.
- <u>Comp Time:</u> ISD does not allow comp time. It is a legal term that banks Worked Time for a week that otherwise would have been paid as Overtime. The banked time would be received as Paid Time Off at a later date equivalent to 1.5 times the number of hours banked.

Docked Pay

It is the employee's responsibility to check their time cards to ensure they will not be short at the end of the week, resulting in docked pay.

If non-exempt employees who are paid on an evenpay basis are absent and have used up all their sick days, personal days, etc., their pay shall be docked for the time missed, based on their pay rate.

If a non-exempt evenpay employee's combined worked hours plus approved leave hours for a job in a work week does not meet their scheduled work week hours, the employee will be docked for the missing scheduled time.

• <u>Absences</u>

It is the responsibility of all full-time and part-time employees to call in and notify their Supervisor if the employee will not be coming in to work as scheduled. As soon as an employee returns from an unscheduled absence, he/she shall fill out the required Leave Form and forward it to the appropriate supervisor. If an employee plans to take time off during their scheduled calendar days, they must also fill out the required Leave Form and forward it to the appropriate Leave time (Personal, Sick, Vacation, etc.)

- All absences are taken in half-day or full-day increments. Employees are expected to take the entire leave time as scheduled.
- All leave is entered daily in Sub Finder in whole and half days regardless of whether a sub is needed. Leave is passed daily to WorkForce for the timesheet. Generally the quarter day rule is used to determine which is appropriate.
 - if not entered, the employee will not be charged the leave
 - if wrong leave is entered, it will be passed through to Keystone
 - SubFinder leaves and sub jobs will be posted daily to Keystone
 - Weekly compare SubFinder entries to Keystone leave report and employee timesheet – resolve any differences

- Absence time for full day leave time must be entered in Sub Finder with same start/end times as the employee's schedule time in Work Force. Exception messages will generate in Work Force if leave time does not match schedule. Incorrectly entered leave will affect pay.
- \circ $\;$ Substitute job time does not need to match the employee leave time.
- All leave is governed by Board Policy. Refer to policy for specifics:
 - Authorized Leave is for school business and requires additional approval as well as an account code
 - Leave limits Personal, Bereavement, Emergency
 - Special leaves Jury, Military, Family Medical Leave Act, Work Comp

• WorkForce Timekeepers

Timekeepers are appointed by Principals/Department heads (building secretaries, NS center managers, EE Coordinators, youth specialists) as those responsible for editing punches. Punches should only be edited by Timekeepers upon authorization and documented on the Official Timekeeping Exception Log.

Time should be reviewed on a daily basis and edited as needed.

Logging In and Navigating WorkForce Timekeeping

WorkForce Timekeeping can be accessed from the District Portal - https://portal.ISDschools.org



User ID is your employee network log in ID (LDAP). Password is the same as your District network password. Once you are logged into EmpCenter, do not open the application again in another window on the same computer.

😭 🏟 🍘 Workforce Time and Attendance Software	
Ç <empgenter< th=""><th>Independence School District Prod</th></empgenter<>	Independence School District Prod
	Independence School District Prod
	User ID:
	Login
	Copyright © 1959 - 2010 WorkForce Software, Inc. All rights reserved.

Dashboard View

Eile Edit View F <u>a</u> vorites Iools <u>H</u> elp	
CEMPCenter In Home	Help Independence School District Prod
Time Entry Time Entry Enter My Hours	
Reports View General Reports	

Home button will return you to the Dashboard from other menus/reports.

Help button will take you to a table of contents of helpful subjects by the software provider. Keep in mind that some features are not being used by ISD and are not applicable.

This is a Web Based program, <u>do not use internet forward/backward arrow buttons</u> to maneuver through screens – go back to the Home screen and make menu selection. Select <u>log</u> <u>off</u> when exiting the program, do not click "X".

* * #Darkourd	Independence School District Prod	Log Off when exiting program
Time Entry Entry Entry Reports Your Constal Reports Your Constal Reports	Enter my Hours	

Enter My Hours menu option from the Dashboard allows the user to view their personal timesheet information and make limited entries.

- If you are a multi-assignment/multi-account code employee, you have access to allocate hours worked on your timesheet and must do so weekly prior to approval. Include comments about the activity at the Activity Allocation comment level or the Employee Comments tab level.
- Some employees will enter their own Work Order in/out punch time for Work Order Activity. Some Work Orders are entered by Timekeepers.
- Employees authorized for remote entry will enter their REG Worked time. (i.e. AEL, PAT, TILC, etc.)
- Once time is entered, employees cannot edit their own time. Any changes must be written on an Official Timekeeping Exception Log and edited by a Timekeeper.

Image: Schedule More Image: Schedule My Time Entry: Fisk, Anna Image: Schedule Schedule	Function Icons
Pay Code Work Order Activity Job Code Mon 05/03 Tue 05/04 Wed 05/05 Thu (Activity Allocation Total Hours 0.00 0.00 0.00	Activity allocation – change to Work Order Worked if WO employee only, add line if REG employee with WO job
Exceptions Time Preview Date Exception Message	—— Information Tabs

Timesheet table view is shown below (click on Table View to toggle to the List View option):

(Timesheet example above Work Order Job employee only)

- Time Preview tab summary of hours worked
- Exceptions tab listing of timesheet errors/exceptions by date
- Employee Comments tab (not shown) allows employee to add comments

Timesheet for current payroll processing week displays – to change default week, select forward/backward arrows next to week date range or open the calendar box and select date. Once payroll has locked timesheets, no Work Orders can be added or edited. Supervisors must approve timesheets on Monday. Work Order worked time needs to be entered prior to Monday approval of timesheets.

Timesheet reports:



View General Reports under Reports menu allows user to report on own timesheet information. Select report, pay period end date, generate as PDF, Click Submit.

Control Reports	
General Reports General Reports Genera	Select report, pay period end date (always a Sunday), generate as PDF, Submit.
Employee Timesheet Pay Period End Date 22/15/2010	

Employees should enter their Work Order Worked Time daily. All timesheets must be approved by the Supervisor/Manager on Monday for time worked the previous week (Monday – Sunday).

Helpful Hints:

All leave time imports to the timesheet from Sub Finder. If you are missing leave or leave shows up incorrectly, contact the person responsible for entering your leave in Sub Finder. Your full day leave time should equal your standard daily hours or you will be docked time. Half day leave should equal half your standard daily hours.

Right click in time entry cell, click delete – deletes entire slice (each REG slice represents in/out work time for shift)

Drop down arrow next to Green button – if you click "delete", it deletes the entire row, if clicked in error, do not save timesheet, go back to home screen and then back to timesheet.

Click Green Button to add additional lines (drop down in pay code column to select REG Worked, Activity Allocation, or Work Order Worked)

Timesheets can be "Amended" only after payroll process had been completed.

Work Order Employee Time Entry

The most common work order time entry by employees is tutoring, sub teacher plan period, detention, clubs, and homebound. Timekeepers typically enter employee work order time for professional development, athletic work, crossing guard, lighting work, accompanist, etc. All extra time worked (work order) should be entered daily. All time must be entered no later than Sunday evening for the prior week's worked hours. Prior week's timesheets are approved on Monday and locked by payroll on Tuesday.

At a Glance Instructions:

- 1) Log on the District Portal
- 2) Click on Applications icon
- 3) Click on the WorkForce Timekeeping icon and log on
- 4) Click Enter My Hours
- 5) Click the Timesheet tab
- 6) Verify the correct timesheet week appears (use arrow buttons to change week if needed)
- 7) Click green plus(+) circle to add pay line
- 8) Select WO Worked from Pay Code drop down (do not enter worked time on incorrect job)
- 9) Tab to Work Order column and click in blank space
- 10) Select job from Work Order drop down list
- 11) Tab to appropriate date and enter in/out worked times
- 12) Calculate timesheet
- 13) Review hours calculated, errors must be corrected
- 14) Save timesheet
- 15) Log out of electronic timekeeping
- 16) Log out of District Portal

Where to get Help:

Contact Help Desk:

Trouble logging on District Portal or Electronic Timekeeping application

Contact Work Order Supervisor:

Extra work job is not listed

Contact Timekeeper:

Timesheet schedule adjustments (enter on Official Timekeeping Exception Log) Leave adjustments Entering Work Order Worked Time - employee with Work Order Job only



05/03/2010 -			My Time	Entry: Fisk, Ann	a		
	05/09/2010 🔨 🕨	Submit	Save More	Table View 🔹			
Timesheet	Schedule						
Pay Co	de Work	Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05
O VOWORKE	AEL Basic Gra	ant - ADULT ED			10:00 pm		
				Total Hours	4.00	0.00	0
							_/
exceptions	Time Preview						/
Data	P.,	tion Mosro				K	,
nate	Except	uon message					
						No excepti	ons.
<u> </u>							
Stemp Ce	nter 🏤 Hol	me ② Help	My Time	Entry: Fisk, Ann	a		
05/03/2010 -	05/09/2010 🔃 🕨	Submit	Save More *	Table View 🔻	Data	saved.	
Timesheet	Schedule						
Pay Co	Je Work (Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05
wO worked	AELBASIC-02 AEL Basic Gra	ant - ADULT ED			10:00 pm		
				Total Hours	4.00	0.00	0
ixceptions	Time Preview						
Work Date	Pay Code W	Vork Order	Activity	Job Code		Miles	Hours
05/03/2010	WO Worked A	ELBASIC-024				0	4.00
Total							4.00
Total							4.00
Total							4.00
Total							4.00
Total	nter 🏤 Ho	me 🕐 Help	My Time	Entry: Fisk, Ann	a		4.00
Total	<i>nter 🍖</i> Ho 25/09/2010 🗉 🕨	me 🕐 Help	My Time	Entry: Fisk, Ann Table View 🔻	a	aved.	4.00
Total CREmpCe O5/03/2010 - Timesheet	11:2:1 ₩00 05/09/2010 💽 🕨	me 🕐 Help	My Time	Entry: Fisk, Ann Table View *	a Data	saved.	4.00
Total CEmpCe O5/03/2010 - Timesheet Pay Co	<i>DEP</i> ← Ho D5/09/2010 ⑦ ► Schedule Je Work	rme 🕐 Help	My Time Save More T	Entry: Fisk, Ann Table View *	a Data Mon 05/03	saved. Tue 05/04	4.00
Total CEmpCe O5/03/2010 - Timesheet Pay Co Yo Workeet	ntter ि Ho DS/09/2010 ₪ Schedule ie Work (AELBASIC O' AELBASIC O'	me 🕢 Help	My Time Save More T Activity	Entry: Fisk, Ann Table View • Job Code	a Data 06:00 pm 10:00 cm	saved, Tue 05/04	4.00 Wed 05/05
Total CEmpCe O5/03/2010 - Timesheet Pay Co Pay Co O / WO Workee O / WO Workee	DECP Ho D5/00/2010 Image: Constraint of the second	rme (2) Help Submit (Order 243 int- ADULT ED	My Time Save More V	Entry: Fisk, Ann Table View * Job Code	a Data 06:00 pm 10:00 pm	saved. Tue 05/04	4.00 Wed 05/0:
Total CEEmpCe O5/03/2010- Timesheet Day Co Day Co Timesheet Day Co Timesheet	DECP ← Ho D5/09/2010 ● Schedule Schedule Schedule AEL Basic Gra AEL Basic Gra	me Phelp	My Time Save More V	Entry: Fisk, Ann Table View * Job Code Total Hours	a Data 06:00 pm 10:00 pm 4.00	saved. Tue 05/04	4.00 Wed 05/02
Total CEEMPCe CEMPCe CONTRACT Timesheet Day Col Downless Control Workeet Control Workeet Control The State S	DEBE In Ho 05/09/2010 Schedule	me (2) Help Submit (2) Order 243 int - ADULT ED	My Time Save More * Activity	Entry: Fisk, Ann Table View V Job Code Total Hours	a Data 06:00 pm 10:00 pm 4.00	saved. Tue 05/04	4.00 Wed 05/02
Total CEEMPCE O5/03/2010 - Timesheet Pay Coi O Workeet O Workeet O Workeet	DEEP In Ho 5/09/2010 I ► Schedule I ← AELBASIC+02 AELBASIC+02 AELBASIC+02 I ←	me Help	My Time Save More * Activity	Entry: Fisk, Ann Table View V Job Code Total Hours	a Data 06:00 pm 10:00 pm 4.00	saved. Tue 05/04	4.00 Wed 05/02
Total CEMPCe CEMPCe CONTROL CO	<i>∩LEP</i> ← Ho OS/O9/2010 → Schedule Schedule Mork t AELBASIC Or AELBASIC Or Schedule	rme ? Help Submit . Order 243 ant - ADULT ED	My Time Save More • Activity	Entry: Fisk, Ann Table View V 3ob Code Total Hours	a Data 06:00 pm 10:00 pm 4.00	5aved. Tue 05/04	4.00 Wed 05/02
Total CEmpCe O5/03/2010 - Timesheet Pay Co O Vorkeet OV Vorkeet	<i>∩LEP</i> ← Ho 55/09/2010 → Schedule ie Work I → AELBASIC-02 AEL BASIC Gra	me 🕢 Help Submit , Order 243 mt - ADULT ED	My Time Save More T Activity	Entry: Fisk, Ann Table View • Job Code Total Hours	a Data 06:00 pm 10:00 pm 4.00	saved. Tue 05/04	4.00 Wed 05/02
Total CEmpCe O5/03/2010 - Timesheet Pay Co V Overlees V V Workee V V V Vortees	Iter Image: Schedule Schedule Image: Schedule Image: Schedule Image: Schedule Ima	me 🕢 Help Submit Order 243 mt - ADULT ED	My Time Save More *	Entry: Fisk, Ann Table View • Job Code Total Hours	a Data 06:00 pm 10:00 pm 4.00	5aved. Tue 05/04	4.00 Wed 05/01
Total CEmpCe OS/03/2010 - Timesheet Pay Co Out	<i>ILEP</i> The Preview Schedule Image: Schedule is Schedule is Variation (Schedule) image: ALL Basic Ora ALL Basic Ora Image: Time Preview Image: All Schedule) Variation (Schedule) Image: All Schedule) Image: Time Preview Image: All Schedule)	me () Help Submit () Order 243 ant - ADULT ED	My Time Save More T Activity Activity	Entry: Fisk, Ann Table View • Job Code Total Hours	a Data O6:00 pm 10:00 pm 4.00	Saved. Tue 05/04 0.00	4.00 Wed 05/02
Total CECEPTIONE CONTENT Timesheet Pay Co O VO Workes VO Workes CO VO WORK C	DEEP Ho 05/09/2010 Image: Constraint of the second	Vine Vine Submit Order 243 Int - ADULT ED Vork Order Verk Order Verk Order VELBASIC-024	My Time Save More * Activity Activity	Entry: Fisk, Ann Table View • Job Code Total Hours	a Data 06:00 pm 10:00 pm 4.00	Saved. Tue 05/04 0.00	4.00 Wed 05/0 Hours 4.00

4.00

Total

KEmpCenter & Home Relp	
▲ 05/03/2010 - 05/09/2010 ▶ Submit Save More ▼ Table View ▼ Data saved.	
Timesheet Schedule	
Pay Code Work Order Activity Job Code Mon 05/03 Tue 05/04 Wed 05/05 wO Worked ~ AELEASIC-0243 AEL Basic Grant - ADULT ED 06:00 pm 01:00 pm 01:00 pm v WO Worked ~ AELEASIC-0243-AE-280 AELE Basic Grant - ADULT ED 01:00 pm 000 0.	
Search for more >	
Exceptions Time Preview	As described above - tab to Work Order column and click to display job list
Work Date Pay Code Work Order Activity Job Code Miles Hours 05/03/2010 WO Worked AELBASIC-024 0 4.00	Select Work Order job
	Tab to date and enter hours
My Time Entry: Fisk, Anna	Click to Calculate
Pay Code Worked Worked Activity Job Code Mon 05/03 Tue 05/04 Wed 05/05 V WO Worked V AELBASIC-0243 06:00 pm 06:00 pm	
WO Worked A ELEPIIOT-0256- A ELE Pilot Grant - ADULT ED 07:00 pm	
Total Hours 4.00 0.00 0.	
Exceptions Time Preview	
This information may be out of date. <u>Click to reload</u>	
05/03/2010 WO Worked AELBASIC-024 0 4.00	
CEmpCenter 🏠 Home 🕐 Help	
My Time Entry: Fisk, Anna	Timesheet cannot be saved (or
Timesheet Schedule	calculated) with errors, error
Pay Code Work Order Activity Job Code Mon 05/03 Tue 05/04 Wed 05/05	must be correct
AEL Basic Grant - ADULT ED	
Windows Internet Explorer	
Please rc invalid data. Timesheet, Mon 05(30 contains invalid data.	
Exceptions Time Preview OK	
Work Date Pay Code Work Order Activity Job Code Miles Hours	
KEEMPCenter Conter Ny Time Entry: Fisk, Anna	
● 05/03/2010 - 05/09/2010 >>>>>>>>>>>>>>>>>>>>>>>>>>>>	Save timesheet
Imesneet Schedule Pay Code Work Order Activity Job Code Mon 05/03 Tue 05/04 Wed 05/05	
WO Worked VALBASIC-0243 AEL Basic Grant - ADULT ED 10:00 pm	
WO Worked * AELPILOT-0256- 07:00 pm AEL Pilot Grant - ADULT ED 09:00 pm	
Total Hours 4.00 2.00 0.	

ZEmpCen	ter 🏠 H	lome ② Help	My Tim	ne Entry: Fisk, An	nna				
05/03/2010 - 05	5/09/2010 🔨 🛚	Submit	Save More *	Table View 🔻	Data	saved.			Once timesheet is completed for entire
ïmesheet	Schedule								
Pay Code	worl	k Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05		week, be sure you have saved your
WO Worked	- AELBASIC-	0243			06:00 pm			_	data. Do NOT "submit". It will
	AEL Basic G	Frant - ADULT ED			10:00 pm	07.00			provent automatic undates of leave
WO Worked	 AELPILOT-I AEL Pilot Gr 	ant - ADULT ED				07:00 pm 09:00 pm			prevent automatic updates of leave
				Total Hours	s 4.00	2.00	0.0		entry and schedule changes from
									applying.
kceptions	Time Preview					~ * /			
Work Date	Pay Code	Work Order	Activity	Job Code		Miles	Hours		
05/03/2010 V	WO Worked	AELBASIC-024				0	4.00		
50,0 (2010)									
Total							6.00		
05/03/2010 - 05	iter 🏠 🗄	Home 🕜 Help	My Tin	ne Entry: Fisk, An	nna	by Fisk, Anna	Time sheet submitte	ed.	
Contraction of the second seco	Schedule Schedule Schedule Schedule AELBASI AELBASI AELBASI AELPILO AELPILO	tome (?) Help Received Order C-0243 c Grant - D T-0256- Grant -	My Tin	ne Entry: Fisk, Ar Table View ¥ Job Code	Mon 05/0: 06:00 10:00	by Fisk, Anna 3 Tue pm pm	Time sheet submitte	ed. ad 05,	If "submitted" in error, you can recall a
SEmpGen 05/03/2010 - 0: imesheet Pay Cod WO Worked WO Worked	Sofogy 2010 C A H Sofogy 2010 C A H Schedule Schedule AELBASI ADULT E AELBIDIO AELE Pilot ADULT E	tome () Help Received Order / C-0243 C Grant - D T-0256- Grant - D	My Tim	Table View	110a Submitted Mon 05/0: 06:00 10:00	by Fisk, Anna Tue pm pm C C	Time sheet submitte 05/04 We 17:00 pm 9:00 pm	ed. .d 05,	If "submitted" in error, you can recall a long as supervisor has not approved.
SEmpler 05/03/2010 - 0 imesheet Pay Cod V Activity Allow V WO Worked V WO Worked	Sofogy 2010 C A H Sofogy 2010 C A H Schedule Schedule AELBASI ADULT E ADULT E ADULT E	tome P Help Recall Order C-0243 C Grant - D T-0256- Grant - D	My Tin	Total Hour	Mon 05/02 06:00 10:00	by Fisk, Anna 3 Tue pm pm C C 4.00	Time sheet submitte 05/04 We 17:00 pm	ed]	If "submitted" in error, you can recall a long as supervisor has not approved. Payroll processing week runs Monday
SEmpGen 05/03/2010 - 01 Imesheet PayCod V Activity Alloc V WO Worked O V WO Worked	Schedule Schedule Schedule Schedule Schedule AELBASI ADULT E	tome ? Help	My Tin	ne Entry: Fisk, An Table View V Job Code	Mon 05/03 06:00 10:00	l by Fisk, Anna 3 Tue pm pm C C 4.00	Time sheet submitte 05/04 We 17:00 pm 9:00 pm 2.00	ed]	If "submitted" in error, you can recall a long as supervisor has not approved. Payroll processing week runs Monday Sunday
S EmpGen 05/03/2010 - 0 imesheet Pay Cod WO Worked WO Worked	Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule AELBASI ADULT E	tome ? Help	Activity	ne Entry: Fisk, An Table View V Job Code	nna	by Fisk, Anna 3 Tue pm 4.00	Time sheet submitte D5/04 We 17:00 pm 2.00	ed () ,	If "submitted" in error, you can recall a long as supervisor has not approved. Payroll processing week runs Monday Sunday.
C EmpGen 05/03/2010 - 02 imesheet Pay Cod W Activity Alled W WO Worked	Schedule Schedu	tome (2) Help Receil Order (C-0243 c Grant - D D (C-0243 c Grant - D	Activity	ne Entry: Fisk, An Table View V Job Code	11na	by Fisk, Anna Tue pm pm c c c c c c c c c c c c c	Time sheet submitte 25/04 We 7:00 pm 9:00 pm 2.00	ed d 05,	If "submitted" in error, you can recall a long as supervisor has not approved. Payroll processing week runs Monday Sunday.
SEmpler 05/03/2010 - 02 imesheet Pay Cod N Activity Allod W WO Worked O W WO Worked O W WO Worked	Schedule Schedu	tome ? Help Conder C-0243 c Grant - D C-0256- Grant - D	Activity	ne Entry: Fisk, An Table View V Job Code	11na	by Fisk, Anna Tue pm pm 4.00	Time sheet submitte 05/04 We 17:00 pm 9:00 pm 2.00	ed d 05,	If "submitted" in error, you can recall a long as supervisor has not approved. Payroll processing week runs Monday Sunday. Once your supervisor approves your
SEmpler 05/03/2010 - 02 imesheet Pay Cod N Activity Allod W WO Worked O W WO Worked C W WO Worked	Schedule Schedule Schedule Schedule Mork AELBash ADULT E AELPliot AELPliot ADULT E	tome ? Help	Activity	Table View V Job Code	11na	by Fisk, Anna 3 Tue pm pm (0 4.00	Time sheet submitte 25/04 We 17:00 pm 2.00	ed d 05,	If "submitted" in error, you can recall a long as supervisor has not approved. Payroll processing week runs Monday Sunday. Once your supervisor approves your timesheat you cannot make charges
S EmpGen 05/03/2010 - 0: Timesheet Pay Cod V Activity Alloch W Wo Worked V W Wo Worked Koeptions	Schedule Schedule Schedule Schedule Schedule AELBash ADULT E AELDID AE	tome (?) Help Coder C-0243 C Grant - D tome (?) Help	Activity	Total Hour	nna	by Fisk, Anna Tue pm pm c c 4.00	Time sheet submitte 05/04 We 17:00 pm 2.00	ed d 05,	If "submitted" in error, you can recall a long as supervisor has not approved. Payroll processing week runs Monday Sunday. Once your supervisor approves your timesheet, you cannot make changes.
SEmpGen 05/03/2010 - 0 Timesheet Pay Cod V Activity Allow V WO Worked V WO Worked V WO Worked V WO Worked C F WO Worked C F WO WORked C F V WO WORked C F V WO WORked C F V V V V V V V V V V V V V V V V V V	Schedule Schedule Schedule Schedule Mork AELBash ADULT E AELDIO AELDIO AELDIO AELDIO AELDIO AELDIO AELDIO AELON AELT ADULT E Schedule AELASH ADULT E AELASH ADULT E AELASH AELA	tome ? Help Cr0243 c Grant - D tome ? Help tome ? Help	My Tin	ne Entry: Fisk, An Job Code Total Hour	Mon 05/0: Mon 05/0: 06:00 10:00	by Fisk, Anna Tue pm pm c c c c c c c c c c c c c	Time sheet submitte	ed d 05,	If "submitted" in error, you can recall a long as supervisor has not approved. Payroll processing week runs Monday Sunday. Once your supervisor approves your timesheet, you cannot make changes.
CEmpter os/os/2010 - 0: imesheet Pay Cod Image Activity Alled Image Activity Alled	iber image: http://www.iber 5/09/2010 image: http://www.iber is Schedule is Work is AELBASI AELBASI AELBILG AELBASI AELBILG AELBASI AELBILG AELBILG AELDILG ADULT E ADULT E image: im	tome (2) Help Coder (C-0243) c Grant - D (C-0243) c Grant - D(C-024) C C C C C C C C C	My Tin More *	ne Entry: Fisk, An Job Code Total Hour	nna Submitted Mon 05/0: 06:00 10:00 rs	by Fisk, Anna Tue pm pm c c c 4.00 sheet recalled.	Time sheet submitte 05/04 We 7:00 pm 2:00	et :	If "submitted" in error, you can recall a long as supervisor has not approved. Payroll processing week runs Monday Sunday. Once your supervisor approves your timesheet, you cannot make changes.
SEmpler os/os/2010 - 0: Timesheet Pay Cod V WO Worked V WO Worked V WO Worked Septions Septions Septions Os/os/2010 - 05 imesheet Pay Code	Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Time Preview Schedule Schedule Work Or	tome (?) Help C-0243 c Grant - D C-0243 c Grant - D Help Submt	Activity More *	ne Entry: Fisk, An Job Code	Ima Submitted Mon 05/02 06:00 10:00 rs Ima Mon 05/03	by Fisk, Anna Tue Tue to the set of the set	Time sheet submitte 05/04 We 17:00 pm	ed. d 05,	If "submitted" in error, you can recall a long as supervisor has not approved. Payroll processing week runs Monday Sunday. Once your supervisor approves your timesheet, you cannot make changes.
SEmpler inesheet Pay Code a v Activity Allor w WO Worked a v WO Worked b v WO Worked a v WO WORK a v WO WORK		tome (2) Help C-0243 c Grant - D tome (2) Help Conter + Conter + Con+	My Tin More * Activity My Tin Save More *	ne Entry: Fisk, An Job Code Total Hour ne Entry: Fisk, An Table View *	Ima Submitted Mon 05/02 06:00 10:00	by Fisk, Anna Tree pm pm 4.00	Time sheet submitte 05/04 We 7:00 pm 2.00 /04 Wed 0	ed. d 05,	If "submitted" in error, you can recall a long as supervisor has not approved. Payroll processing week runs Monday Sunday. Once your supervisor approves your timesheet, you cannot make changes.
CEmpten os/os/2010 - 0: imesheet Pay Code os/os/valled w/W Worked os/os/valled w/W Worked os/os/valled os/os/2010 - 0: imesheet Pay Code os/os/2010 - 0: imesheet Pay Code os/os/2010 - 0: imesheet Os/os/2010 - 0: imesheet		tome (2) Help C-0243 c Grant - D tome (2) Help Conder Action Conder Co	My Tin More * Activity My Tim Save More *	ne Entry: Fisk, An Job Code Total How ne Entry: Fisk, An Table View •	nna Mon 05/03 06:00 10:00 rs Mon 05/03 Mon 05/03 06:00 pm 10:00 om	by Fisk, Anna Tue the pm pm the pm	Time sheet submitte 05/04 We 7:00 pm 2.00 /04 Wed 0	et]	If "submitted" in error, you can recall a long as supervisor has not approved. Payroll processing week runs Monday Sunday. Once your supervisor approves your timesheet, you cannot make changes.
CEmpter Solution Solution Solution Solution Contract Solution Contract Solution Soluti		tome (2) Help Coder (C-0243) c Grant - D Cozas - D Cozas - D Cozas - D Cozas - D Cozas - Cozas - D Cozas - Cozas - D Cozas - D Cozas - D Cozas - D Cozas - D Cozas - Cozas - Cozas - Cozas - D Cozas - Cozas	My Tin More *	ne Entry: Fisk, An Job Code Total How ne Entry: Fisk, Ar Table View	Ina Submitted Mon 05/03 06:00 10:00 rs Time Mon 05/03 06:00 pm 10:00 pm 10:00 pm	by Fisk, Anna Tue pm pm c c c 4.00 sheet recalled. Tue 05 c c c c c c c c c c c c c c c c c c c	Time sheet submitte 05/04 We 7:00 pm 2.00 /04 Wed 0 00 pm	ed d 05,	If "submitted" in error, you can recall long as supervisor has not approved. Payroll processing week runs Monday Sunday. Once your supervisor approves your timesheet, you cannot make changes.
CEmpter os/os/2010 - 0: Timesheet Pay Cod W WO Worked W WO Worked W WO Worked Carlo W WO Worked Carlo W WO Worked Carlo W WO Worked M Activity Alloc M Activity Alloc W WO Worked M Activity Alloc W WO Worked M Activity Alloc		tome ? Help Coder / C-0243 c Grant - D D T-0256- Corant - D Submit Corant - Corant -	My Tin More V Activity My Tin Save More V	ne Entry: Fisk, An Job Code Total How ne Entry: Fisk, An Table View v	Ima Submitted Mon 05/03 P Ima Ima Ima Ima Ima Ima Ima	I by Fisk, Anna Tue pm pm c c c c c c c c c c c c c c c c c	Time sheet submitte 05/04 Wee 7:00 pm 2:00 /04 Weel 0 00 pm 00 pm	ed. d 05,	If "submitted" in error, you can recall long as supervisor has not approved. Payroll processing week runs Monday Sunday. Once your supervisor approves your timesheet, you cannot make changes.



If you had not entered time for a particular day, you can amend the timesheet once payroll has been processed for that timesheet period.

While the timesheets are "locked" by payroll, no adjustments or amendments can be made.

Entering Work Order Worked Time – employee with Regular Position and Work Order Job

sheet Schee				•]				
Daw Cada	dule							
REG Worked	Work Order	Activity	Job Code	Mon 05/03 07:30 am	Tue 05/04 07:30 am	Wed 0		
				03:00 pm	03:00 pm	03		
 Activity Allocation 		20-2161-6111-0	CRTLTS	7.50	7.50			
			Total Hours	7.50	7.50			
ations Time I	Preview							
	() CVCN							
EmpCenter	🕋 Home	(?) Help						
5/03/2010 - 05/09/2	010 🔟 🕨	Submit 📙 Save 👔	My Time Entry: Bock, More Table View	Dieter				
sheet Scheo	dule							
Pay Code	Work Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05,		NI 1
New worked				07:30 am 03:00 pm	07:30 am 03:00 pm	07:3	(Click on green + this adds anoth
 Activity Allocation 							- /	Activity Allocation Line
Activity Allocation		20-2161-6111-0	CRTLTS	7.50	7.50		Ľ	.,
ptions Time I	Preview	Relp.						
eptions Trme KEmpCenter 15/03/2010 - 05/09/2	Preview	? Help I Submit] [] Save] [f	My Time Entry: Bock, More *) Table View	Dieter •				
eptions Time 1 CempCenter 05/03/2010 - 05/09/2 esheet Schee	Preview Preview Constraints of the second se	∂ Help I Soubmit , Source 1	My Time Entry: Bock, More * Table View	Dieter •			Г	Click on Activity Allocation. d
eptions Time I EmpCenter 05/03/2010 - 05/09/2 resheet Schec Pay Code Pay Code	Preview Home 010 Preview Home Home Work Order	Help Submit Save t Activity	My Time Entry: Bock, More * Table View Job Code	Dieter Mon 05/03 07:30 am	Tue 05/04 07:30 am	Wed 05/ 0713	[Click on Activity Allocation, d down and Select WO Worked
eptions Time I CompCenter D5/03/2010 - 05/09/2 esheet Schec Pay Code REG Worked CompCenter REG Worked	Preview Mome 010 Preview Home dule Work Order	P Help Submit ↓ Save I Activity	My Time Entry: Bock, More • Table View Job Code	Dieter • • • • • • • • • • • • •	Tue 05/04 07:30 am 03:00 pm	Wed 05/ 07:3 03:0	[Click on Activity Allocation, d down and Select WO Worked
ptions Time I Time I	Preview Conter	Help Submit Save A	My Time Entry: Bock, More Table View Job Code CRTLTS	Dieter ▼ Mon 05/03 07:30 am 05:00 pm 7:50	Tue 05/04 07:30 am 03:00 pm 7.50	Wed 05/ 97:3 03:0	[Click on Activity Allocation, d down and Select WO Worked
eptions Time I CEMPCenter 25/03/2010 - 05/09/2 esheet Schee Pay Code REG Worked I Activity Allocation Activity Allocation Wo Worked	Preview	Help Submit Save 1	My Time Entry: Bock, More Table View Job Code CRTLTS Total Hours	Dieter Mon 05/03 07:30 am 05:00 pm 7.50 7.50	Tue 05/04 07:30 am 03:00 pm 7.50 7.50	Wed 05/ 0713 0310	[Click on Activity Allocation, d down and Select WO Worked
eptions Time I EmpCenter DS/03/2010 - 05/09/2 esheet Scher Pay Code REG Worked Activity Allocation Activity Allocation Wo Worked	Preview Preview	Help Submit Save Activity 20-2161-6111-C	My Time Entry: Bock, More Table View Job Code CRTLTS Total Hours	Dieter ▼ Mon 05/03 07:30 am 05:00 pm 7.50 7.50	Tue 05/04 07:30 am 03:00 pm 7.50 7.50	Wed 05/ 0713 03:0	[Click on Activity Allocation, d down and Select WO Worked
eptions Time I CEMPCENTER D5/03/2010 - 05/09/2 esheet Schee Pay Code REG Worked Activity Allocation Activity Allocation Wo Worked	Preview (http://www.internationalized internationalized internat	Help Submit Save 1	My Time Entry: Bock, More Table View Job Code CRTLTS Total Hours	Dieter Mon 05/03 07:30 am 05:00 pm 7:50 7:50	Tue 05/04 07:30 sm 03:00 pm 7:50 7:50 7:50	Wed 05/ 03:0	[Click on Activity Allocation, d down and Select WO Worked
eptions Time I EmpCenter 25/03/2010 - 05/09/22 tesheet Schee Pay Code REG Worked I P Activity Allocation Activity Allocation WO Worked	Preview	Help Submt Save 1	My Time Entry: Bock, More • Table View Job Code CRTLTS Total Hours	Dieter T Mon 05/03 07130 am 05100 pm 7.50 7.50	Tue 05/04 07:30 em 03:00 pm 7.50 7.50	Wed 05/ 9713 0310	[Click on Activity Allocation, d down and Select WO Worked
Emploant Time I Conter Os/03/2010 - 05/09/2 Inesheet Scheet Pay Code REG Worked Activity Allocation Activity Allocation Activity Allocation Wo Worked	Preview	Help Submit Save 1	My Time Entry: Bock, More Table View Job Code CRTLTS Total Hours	Dieter ▼ Mon 05/03 07:30 am 05:00 pm 7:50 7:50	Tue 05/04 07:30 sm 03:00 pm 7.50 7.50 7.50	Wed 05/ 07/3 03:0	[Click on Activity Allocation, d down and Select WO Worked
Ceptions Time 1 CEMP Center 05/03/2010 - 05/09/2 mesheet Scher Pay Code Pay Code Pay Code Pay Code Ceptions Center Ceptions Time 1 Ceptions Time 1	Preview	Help Submt Save 1	My Time Entry: Bock, More • Table View Job Code CRTLTS Total Hours	Dieter Mon 05/03 07:30 am 05:00 pm 7.50 7.50 7.50	Tue 05/04 07:30 am 03:00 pm 7.50 7.50	Wed 05/ 0713 03:0	[Click on Activity Allocation, d down and Select WO Worked
EmpCenter Sheet Sheet Pay Code REG Worked Activity Allocation Activity Allocation Wo Worked EmpCenter 05/03/2010 - 05/09/2	Preview	Help Submit Save 1 Activity 20-2161-6111-C 20-2161-6111-C 20-2161-6111-C Submit Su	My Time Entry: Bock, More Table View Job Code CRTLTS Total Hours My Time Entry: Bock, More Table View Table View	Dieter Mon 05/03 07:30 am 05:00 pm 7:50 7:50 7:50 Dieter	Tue 05/04 07:30 sm 03:00 pm 7.50 7.50	Wed 05/ 07/3 03:0	[Click on Activity Allocation, d down and Select WO Worked
Septions Time I Conter OS/03/2010 - OS/09/2 uesheet Scheet Pay Code Scheet Activity Allocation Activity Allocation Activity Allocation Activity Allocation Activity Allocation Monored Explored Time I Copylogication Time I Copylogication Time I Copylogication Time I	Preview	Relp Submit Save 1 Activity 20-2161-6111-C Peip Submit Save 1	My Time Entry: Bock, More Job Code CRTLTS Total Hours My Time Entry: Bock, More Table View	Dieter Mon 05/03 07130 am 05100 pm 7.50 7.50 Dieter	Tue 05/04 07:30 am 03:00 pm 7:50 7:50	Wed 05/ 01:3 03:0	[Click on Activity Allocation, d down and Select WO Worked Tab to Work Order column, cli
Explores Time I Conternation of the second	Preview	Help Activity 20-2161-6111-C 20-2161-6111-C 20-2161-6111-C Comparing the property of th	My Time Entry: Bock, More * Table View Job Code CRTLTS Total Hours My Time Entry: Bock, More * Table View	Dieter Mon 05/03 07:30 am 05:00 pm 7:50 7:50 Dieter Mon 05/03	Tue 05/04 07:30 am 03:00 pm 7:50 7:50 7:50	Wed 05/ 01:3 03:0 Wed ([Click on Activity Allocation, d down and Select WO Worked Tab to Work Order column, cli drop down will reflect Work O
ceptions Tme I CEMP Center 05/03/2010 - 05/09/2 mesheet Schee Pay Code REG Worked Activity Allocation Activity Allocation Activity Allocation Wo Worked Ceptions Tme I CEMP Center 05/03/2010 - 05/09/2 mesheet Schee Pay Code	Preview Colo Color Color	Relp Activity 20-2161-6111-C Pelp Pelp Submit Submit Activity	My Time Entry: Bock, More * Table View Job Code CRTLTS Total Hours My Time Entry: Bock, More * Table View Job Code	Dieter Mon 05/03 07:30 am 05:00 pm 7:50 7:5	Tue 05/04 07:30 am 03:00 pm 7:50 7:50 7:50 7:50 7:30 03:00 pm	Wed 05/ 01:3 03:0 Wed C 07 0 0 0 0	[Click on Activity Allocation, d down and Select WO Worked Tab to Work Order column, cli drop down will reflect Work O
ceptions Tme I Ceptions Tme I Ceptions Scheet Ceptions Tme I Ceptions Tme I Ceptions Tme I Ceptions Tme I Ceptions Scheet Ceptions Sch	Preview Control Contr	Help Submit Save 1 Activity 20-2161-6111-C 20-2161-6111-C Submit Save Activity	My Time Entry: Bock, More * Table View Job Code CRTLTS Total Hours My Time Entry: Bock, More * Table View Job Code	Dieter Mon 05/03 07:30 am 05:00 pm 7:50 7:50 7:50 7:50 7:50 7:50 7:50 7:50	Tue 05/04 07:30 sm 03:00 pm 7.50 7.50 7.50 7.50 7.30 8 7.50 7.30 7.30 8 7.50 7.30 7.30 8 7.30 8 7.30 8 7.30 8 7.30 8 7.30 8 7.30 8 7.30 8 7.30 9 7.30 9 7.30 8 7.30 7.30 8 7.30 7.30 7.30 7.30 7.30 7.30 7.30 7.30	Wed 05/ 03:0 03:0 Wed (0: 0:	[Click on Activity Allocation, d down and Select WO Worked Tab to Work Order column, cli drop down will reflect Work O Jobs assigned to you (if job is
ceptions Tme I Ceptions Tme I Ceptions Scheet Ceptions Tme I Ceptions Tme I Ceptions Tme I Ceptions Tme I Ceptions Scheet Ceptions Sch	Preview Control Contr	Pelp Submit [] Save [1 Activity 20-2161-6111-C 20-2161-6111-C 20-2161-6111-C Activity Activity Activity	My Time Entry: Bock, More * Table View Job Code CRTLTS Total Hours My Time Entry: Bock, More * Table View Job Code	Dieter Mon 05/03 07:30 am 05:00 pm 7:50 7:50 7:50 7:50 7:50 7:50 7:50 7:50	Tue 05/04 07:30 sm 03:00 pm 7.50 7.50 7.50 7.50 7.30 sm 03:00 pm	Wed 05/ 013 0310 Wed (0 0 0 0	[Click on Activity Allocation, d down and Select WO Worked Tab to Work Order column, cli drop down will reflect Work O Jobs assigned to you (if job is missing, see your Work Order
Emp Center os/03/2010 - 05/09/2 resheet Schee Pay Code Pay Code Activity Allocation Activity Allocation Center Schee Pay Code Pay Code Pay Code Schee Pay Code Schee Pay Code Schee Pay Code Schee Pay Code Schee Pay Code Schee Pay Code Schee Pay Code Schee Pay Code Schee Pay Code Schee Schee Pay Code Schee	Preview Control Contr	P Help Submit Save 1 Activity 20-2161-6111-C 20-2161-6111-C Submit Save Save 1 Activity Activity 3-AE-280 AEL Basic	My Time Entry: Bock, More Table View Job Code CRTLTS Total Hours My Time Entry: Bock, More Job Code Job Code Search for more Total Ho	Dieter Mon 05/03 07:30 am 05:00 pm 7:50 7:50 7:50 07:30 am 03:00 pm 7:50 7:50 03:00 pm 7:50 7:50 03:00 pm 7:50 00 00 00 00 00 00 00 00 00 00 00 00 0	Tue 05/04 07:30 am 03:00 pm 7:50 7:50 7:50 7:50 7:30 am 03:00 pm	Wed 05/ 0713 0310 0310 0310 0310 0310 0310 0310	[Click on Activity Allocation, d down and Select WO Worked Tab to Work Order column, cli drop down will reflect Work O Jobs assigned to you (if job is missing, see your Work Order timekeeper)

Revised September 2013



esheet	Schedule		-				
Pay C	ode Wor	·k Order	Activity	Job Code	Mon 05/03	Tue 05/04	-Wed 0
REG Work	ed				07:30 am	07:30 am	07
					03:00 pm	03:00 pm	03
🔁 🔽 WO Worke	d 👻 AELBA	SIC-0243				07:00 pm	
	AEL Ba ADULT	sic Grant - ED				09:00 pm	
👌 🗸 Activity A	location	20-	2161-6111-0	CRTLTS	7.50	7.50	
				Total Hours	7.50	9.50	
						/	
ceptions	Time Previe	N					
ceptions Work Date	Time Previe	W Work Order	Activity	Jab Code	Hours	*	
ceptions Work Date 05/03/2010	Time Previe Pay Code Activity Allocatio	Work Order	Activity 20-2161-	Job Code	Hours 7.50	*	
ceptions Work Date 05/03/2010 05/04/2010	Time Previe Pay Code Activity Allocatio WO Worked	W Work Order	Activity 20-2161-201	Job Code	Hours 7.50 2.00	*	
Coptions Work Date 05/03/2010 05/04/2010 05/04/2010	Time Previe Pay Code Activity Allocatio WO Worked Activity Allocatio	Work Order	Activity 20-2161-2014 4 20-2161-611	Introde	Hours 7.50 2.00 7.50	×	

No exceptions, Save timesheet,
message appears, Data Saved

WO worked time reflects in time preview

05/03/2010 - 05/09/2	010 🔨 🕨 🧭	Submit 🛃 Save Mor	Table View 🔻	Data saved.		
imesheet Scheo	dule					
Pay Code	Work Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 0
C REG Worked				07:30 am	07:30 am	07
				03:00 pm	03:00 pm	03
C Worked -	AELBASIC-0243		64111111111111111		07:00 pm	
	AEL Basic Grant - ADULT ED				09:00 pm	
🚱 🔽 WO Worked 🛛 👻						
- Activity Allocation		20-2161-6111-0	CRTLTS	7.50	7.50	
			Total Hours	7.50	9.50	

Add a different Work Order – Click the green + button, new Work Order line appears.

If you are entering more time for the same Work Order but on a different day, you do not need to add another line, just enter time on correct date.

Add job as described above - tab to Work Order column and click to display job list Select Work Order job Tab to date and enter hours Click Calculate Save Timesheet – cannot save timesheet with errors

Submitting, Recalling, and Amending Timesheets - follow same steps as for Work Order only employee.

Remote Employee Time Entry

Logging In and Navigating WorkForce Timekeeping -

Refer to prior instructions



Enter My Hours menu option from the Dashboard allows the user to view their personal timesheet information and make limited entries.

- If you are a multi-assignment/multi-account code employee, you have access to allocate hours worked on your timesheet and must do so weekly prior to approval. Include comments about the activity at the Activity Allocation comment level or the Employee Comments tab level.
- Some employees will enter their own Work Order in/out punch time for Work Order Activity. Some Work Orders are entered by Timekeepers.
- Employees authorized for remote entry will enter their REG Worked time. (i.e. AEL, PAT, TILC, etc.)
- Once time is entered, employees cannot edit their own time. Any changes must be written on an Official Timekeeping Exception Log and edited by a Timekeeper.

Timesheet Table View:

Pay Code Pay Code REG Worked Activity Allocation	Work Order	Activity	Job Code	Mon 05/03			
REG Worked					Tue 05/04	Wed 05/05	
Activity Allocation				02:30 pm	◀		 Time Entry Slices
		20-1610-6133-2	ADULT ED	4.00			TITLE LITELY SILCES
🔁 🚽 Activity Allocation		20-1610-6133-2	ADULT ED	2.00			
conting Tw	no Deculique	٦ ـ					Comment box arrow
	IIC FI CVIEW						Account allocation

Timesheet tab - view/edit REG worked time

Schedule Tab – view schedule imported from schedule information in Keystone

Comments field – opens by clicking arrow, enter comment, must have comments tab open to enter odometer start/stop from table view

mesh	eet Sch	edule							<hr/>		
	Pay Code	Work Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05	Thu 05/06	Fri 85/07	Sat 05/08	Sun 05/09
	REG Worked 🛛 👻				02:30 pm						
					08:30 pm						
.	Activity Allocation		20-1610-6133-2	ADULT ED	4.00						
3 -	Activity Allocation		20-1610-6133-2	ADULT ED	2.00						
	Tuesday										
	Comments									DIDEE	Start Odometer
										0/255	
				Total House	6.00	0.00	0.00		0.00	0.00	

Exceptions tab - exception messages listed by date

Time Preview tab - summary of hours worked

Employee Comments tab – allows employee to add comments to timesheet

Timesheet in List View:

Note odometer start/end fields available for edit without opening comment box

03/0	3/2010-	03/04/2010	Submic	ave More	List view •	Data saved.	1			
meshe	et	Schedule								
Date		Pay Code	Work Order	Activity	Job Code	In / Out	Hours	Start Odometer	End Odometer	Comments
	••	REG Worked 👻				02:30 pm 08:30 pm				
5/03	0.	Activity Allocation		20-1610-6133-2	ADULT ED		4.00			
	0.	Activity Allocation		20-1610-6133-2	ADULT ED		2.00			
Je 5/04	••	REG Worked 🔻								
ed 3/05	0.	REG Worked 👻								
ceptio	ns	Time Preview					*			

Entering time on timesheet –

- Select correct date (can manuever to current week using week arrow buttons next to week range or open the calendar and select) enter time worked in slice – top part of cell is the "in" punch, bottom part of cell is the "out" punch.
- 2) To enter an additional slice of time for same day, click green + button, this will create an additional REG line. Enter time worked.
- After time is entered, click "Reload". This will refresh the timesheet before saving allows you to verify your information.
- 4) Default account code percentages will populate based on information in the payroll system.
- 5) Activity Allocation: Some employees may need to re-allocate their hours to meet grant requirements or multi-account situations. In this situation, the employee is paid from two accounts (50%, 50%), so time automatically applied 3 hours to each account. To re-allocate time, you must save default allocations first. After saving, click cell under worked time and reapply number of worked hours for each account. Add a Comment at the slice level with Activity Allocation or on Employee Comments tab. Reload to review before saving timesheet.

- 6) Save your timesheet you cannot save (or reload) a timesheet with data entry errors.
- 7) Once timesheet is completed for entire week, be sure you have saved your data, click "submit". Although not required at this time, it is recommended you "submit" time so that your supervisor will know all is complete. If "submitted" in error, you can recall as long as supervisor has not approved. Payroll processing week runs Monday – Sunday.
- 8) If you had not entered time for a particular day, you can amend the timesheet once payroll has been processed for that period. While the timesheets are "locked" by payroll, no adjustments or amendments can be made.
 - 1) Select correct week

1

File Fine New 18	volices Tone Tieth						
🚖 💠 🏾 🏉 My Time	Entry: Shoemaker, Shar	on					
C EmpCen	ter 🕥 Home	(2) Help	My Time Entry: Shoe	maker, Sharon			
05/03/2010 - 05 Timesheet	Schedule	Submit 🕞 Sav	e More Table Viev	V •			
Pay Code	Work Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05	Thu 05/06
C REG Worked	-			02:30 pm			
				08:30 pm			
 Activity Alloc 	atio						
			Total Hours	0.00	0.00	0.00	
<							
					_		
Exceptions	Time Preview						
This information may be	a out of date. <u>Click to re</u>	load					
Date	Exception	Message					
					No exceptions.		

2) Add a REG line

/							
Elle Edit Vew F	avorites Tools Help						
🚖 🏟 🌈 My Tim	e Entry: Shoemaker, Sha	ron					
Ç Emp C er	iter 🏠 Home	e 🕜 Help	My Time Entry: Shoe	maker, Sharon			
05/03/2010 - 0	5/09/2010 🛅 🕨	📀 Submit 📙 Save	More Table Viev	• •			
Timesheet	Schedule]					
Pay Code	e Work Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05	Thu 05/
REG Worked	-			02:30 pm			
				08:30 pm			
REG Worked							
😮 🗸 Activity Allo	catio						
			Total Hours	0.00	0.00	0.00	
٢							
Exceptions	Time Preview]					
This information may b	e out of date. <u>Click to re</u>	eload					
Date	Exception	n Message					
					No exceptions.		

3) Reload prior to saving

2		-		/				
CEEmpCer	iter	🚮 Home	🕜 Help	My Time Entry: Shoe	maker, Sharon			
4 05/03/2010 - 0	5/09/201	D 🔟 🕨	📀 Submit 📙 Save	More Table View	•			
Timesheet	Schedule							
Pay Code	a Wa	rk Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05	Thu 05/06
REG Worked	-				02:30 pm			
					08:30 pm			
REG Worked	-							
C + Activity Allo	catio							
				Total Hours	0.00	0.00	0.00	
<								
		- 1	、 、			_ _		
Exceptions	Time Pre	view						
where the formation and the		Click to a	la est					

4) Activity allocation (account code split)

Timesh	eet Sch	edule					
	Pay Code	Work Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05
0-	REG Worked 🔍			\mathbf{h}	02:30 pm		
O •	REG Worked 🛛 👻						
0.	Activity Allocation						
G -	Activity Allocation		20-1610-6133-2	ADULT ED	3.00		
😯 🗸	Activity Allocation		20-1610-6133-2	ADULT ED	3.00		
				Total Hours	6.00	0.00	0.0
<							
Excepti	ons Tim	e Preview	7			~ _/	
	N						

5) Save default allocation before re-allocating worked hours

Corrector Corrector	e 🕜 Help Submit 🗐 Save	My Time Entry: Shoe	emaker, Sharon w + Dote s	sved.		CHEmpCar	1667° 🕜 🗠 5/09/2010 🕲 🕨	me 🕐 Help	My Time Entry: Sho	emaker, Sharon w •		
Pay Code Work Order	Activity	Job Code	Mon 05/03 02:30 pm 08:30 pm	Tue 05/04	Wed 03/03	Pay Cod	Schedule Work Orde	Activity	Job Code	Mon 05/03 02:30 pm	Tue 05/04	Wed 05/05
Activity Allocation Activity Allocation Activity Allocation	20-1610-6133-2 20-1610-6133-2	ADULT ED ADULT ED	3.00			O + Activity All	ication Incation	20-1610-6133-2 20-1610-6133-2	ADULT ED ADULT ED	4.00 2.00]
		Total Hours	6.00	0.00	0_				Total Hours	8,00	8.00	
¢.	~					C	Time Drawleys	-				
Exceptions Time Preview						This information may	he out of date. <u>Click</u>	a relaad				

6) Cannot save or reload with errors

CEMpCenter os/03/2010 - 05/09, Timesheet Sd	Hom/ 2010 1 head	e ? Help	My Time Entry: Sho	emaker, Sharon w 🔹			
Pay Code	Work Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05	Thu C
REG Worked 🗸				02:30 pm	03:00 pm		
				08:30 pm	05:00 am		
C . Activity Allocation		20-1610-6133-2	ADULT ED	3.00			
 Activity Allocation 		20-1610-6133-2	ADULT ED	3.00			
Exceptions Tim This information may be out	ne Preview of date. <u>Click to r</u>	eload				Vindows Inter Please Timesh	net Explorer
Date	Exceptio	n Message					
					No exceptions.	1	

7) Submit

1

05/03/2010 - 05	/09/2010 🛅 🕨	Submit 📙 Saw	More • Table View	v (*			ין חכ	ine ander addition
Timesheet	Schedule	1					Mes	sage will appea
Pay Code	Work Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05	aftor	submitting
O . REG worked	-			02:30 pm 08:30 pm	01:30 pm 09:00 pm		arter	Submitting
O . Activity Alles	atio	20-1610-6133-2	ADULT ED	3.00	3.75			
 Activity Allee 	atio	20-1610-6133-2	ADULT ED	3.00	3.75			
Activity Allec	cation	20-1610-6133-2	ADULT ED Total Hours	3.00 6.00	3.75	0.00		α.
Activity Allec	zatio	20-1610-6133-2	ADULT ED Total Hours	3.00 6.00	3.7 S 7.50	0.00		n.

If submitted in error, "recall" the timesheet as long as supervisor has not approved.

Z EmpCenter	Con Norme	Help	My Time Entry: Shoeme	ker, Sharon					Logged is an Storman
05/03/2010 - 05/09/3	010 👅 🕨	Recal []	tore • Table view •	Submitted by S	hoemaker, Sharon	You have already submit	tted this time sheet. To	edit it, press Recal Su	brutted Time Sheet buttor
nesheet Sche	A.Sm		networks to the second second						
Pay Code	Work Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05	Thu 05/06	Fri 93/07	Sat 05/08
REG Worked				02:30 pm	01:30 pm				
Activity Allocation		20-1610-6133-2	ADULT ED	3.00	3.75				
Activity Allocation		20-1610-6133-2	ADULT ED	3.00	3.75				
Contract and solution in the			Total Hours	6.00	7.50	0.00	0.00	0.00	0.00
Activity Allocation		20-1610-6133-2 20-1610-6133-2	ADULT ED ADULT ED Total Hours	3.00 3.00 6.09	3.75 3.75 7.50	0.00	0.00	0.00	

8) Amend

Emp Conton		N						
Sempcenter	M Home	N Help My	Time Entry: Shoemake	er, Sharon				
04/19/2010 - 04/25/20	010 🖭 🕨 📙	Seve Amend Mor	e * Table View *	This time shee	et was already process	ed. Press amend butto	n to make changes.	
imesneet sched	ule							
Day Code	Work Order	Activity	Job Code	Mon 04/19	Tue 04/20	Wed 04/21	Thu 04/22	Fri
Pay code	monk order							
REG Worked								
REG Worked					27.02			
REG Worked				07:00 am	07:09 am			
REG Worked Vacation Activity Allocation		20-1610-6133-2	ADULT ED	07:00 am 02:15 pm 3,63	07:09 am 03:30 pm 4.00			
REG Worked		20-1610-6133-2 20-1610-6133-2	ADULT ED	07:00 am 02:15 pm 3.63 3.63	07:09 am 03:30 pm 4.00 4.00			

Timekeeper Guidelines and Expectations

Documents to Have on Hand

- Official Timekeeping Exception Log
- Payroll Cut-off Charts
- Work Calendars
- Work Order Extra Work Form
- Extra Work Pay Scale

Timekeeping Roles and Duties:

- Employee Types
 - Exempt
 - Regular Schedule
 - Work Order Entry
 - o Non-exempt
 - Regular Schedule
 - Remote Entry
 - Work Order Entry
 - Substitute Entry
- Timekeepers
- Managers
- Payroll

Timekeeping responsibilities at a glance:

- Password sharing is prohibited.
- o Employee
 - o Non-exempt employees use electronic devices to record their time for Regular worked hours.
 - o Maintain accurate clocking in/out times
 - Write corrections on exception log. Employees are not allowed to change their own clocked in/out punches.
 - o Enter work order time as it occurs
 - Allocate activity time where necessary (multi-job or multi-account)
 - o Submit weekly timesheet if WO time or allocation performed
- Timekeeper (10 minutes a day)
 - Verify all building employees (exempt/non-exempt) and their schedules in Work Force
 - o Daily enter leave for employees in SubFinder
 - o Daily enter edits to timesheets as written on exception log including Comments
 - o Enter work order time for timekeeper only WO assignments
 - Every Monday morning verify all timesheets are ready for manager approval
 - Every Monday by noon print and give to manager reports: Comments and Exceptions

Timesheet Corrections:

- Yellow warnings and information:
 - Policy profile change. Corrective action may be required. contact Payroll office
 - Employee is tardy review for supervisor action
 - Employee worked 6.5 or more hours without a break review for lunch punches
 - o Leave time does not match scheduled time adjust leave time
 - Overlapping in/out times entered verify leave time entered correctly
 - Work time reported on an unscheduled day review for flex hours
 - o X.x hours reported exceeds x.x scheduled hours for the day review for flex hours
 - No time reported on a scheduled work day dock hours may occur
 - o Invalid mileage has been entered, please correct
- Red errors employee will not be paid for some hours
 - Missing In or Out time request info from employee
 - More than 24 hours reported in a day correct time error typically AM/PM
 - The x.x hours allocated do not equal the x.x hours of worked time recalculate
- o Timesheet Edits:
 - Timesheets should only be modified with appropriate documentation such as the exception log.
 - Do not modify time to simply eliminate extra/overtime hours.
 - If employees are not working as scheduled or authorized, then supervisor needs to initiate personnel actions not time adjustments.
 - If incorrect employee schedule exists (causing elimination of passing time), then contact Human Resources to correct schedule.

o **Comments**:

- Enter comment at time slice level whenever making an adjustment to a timesheet.
- o Enter what is on the exception log.
- Enter "No comment" if the employee did not give a reason for the edit.
- o Exception logs
 - Sites must use the official timekeeping exception log.
 - The exception log is to be used to document all changes to timesheets.
 - o Maintain exception logs and timekeeping information 5 years.

Location of kiosks

- Kiosks are placed based on variety of factors.
- Recommendation for location (or change) may come from Technology (drops, security), Facilities (electrical, security), Business Office (volume, proximity to employees), or supervisor (proximity to employees)

Where to Get Help

- o Manager
 - Assign a timekeeper and back-up timekeeper.
 - o Review reports from timekeeper and follow-up with personnel where needed
 - Approve or reject timesheets by 8:00 am Tuesday (exempts and non-exempts). This also includes amended timesheets.
 - Supervisors approve timesheets weekly prior to 8:00 am Tuesday for prior week's time.
 - Timesheet approval is necessary even if no time is reported because the approval confirms no time was worked.
- 1) View employee information, including leave history, for all employees in your building by logging on to Keystone Client, HRDATA.

∩ ĸ	Keystone Client											
File	Edit	Help										
3	1			*	B		B					
(fi	3 Indata	I	h	gji Irdata								

- 2) Bereavement Leave should always be used before Emergency Bereavement.
- 3) Payroll is processed weekly for pay period Monday through Sunday.
- 4) All timekeeping exceptions need to be cleared on Monday before supervisor approval.
- 5) Payroll pay batches are created weekly with data calculated from the electronic timekeeping system.
- 6) Sub Finder leave entries are posted to Keystone on Tuesday. You should not enter leave into Sub Finder for prior week after completing Monday edits.
- If leave is turned in after weekly timesheet approval, notify Sub Services and Payroll. Sub Services and Payroll will make necessary corrections to the electronic timesheet, Sub Finder, and Keystone.
- 8) Employees can view their personal information by logging on to "My Benefits" from the District portal. Employees can also change certain demographic information electronically. The "Edit" button will be available when information can be changed electronically. Encourage employees to view their information on-line.

http://portal.indep.k12.mo.us - log on to portal with district User ID & Password

Independence				 Account 	Applications	Communities	
SCHOOL DISTRICT			0	3rd Gra	de Curriculum	<u>^</u>	
💉 🖉 Inspiring Greatness			0		AimsWeb		
5 0 5			е	All			
			\diamond	Destiny Libr	rary Software		
Default			12	Dis	trict Calendar	int	
wN Nour List	Mu Documento		X		District Email		
	Fiy Documencs		0	Electronic Timekeeping			
Company News	webNetwork Utilities:		Ø	Emp. F	^p urch. & Disc.		
			0		Footprints		
Benefits - Open Enrollment	Refresh	New	0		Grant Alerts	Zip 🔝	
DENECITO	🗀 Files	Current Location: /	m		Moodle		
DEINEFIIS	Documents	Open Save	R .,		My Benefits	Si	
OPEN		Docur	0	Net IE	EP Application		

Select Applications, Select My Benefits, Log in again with User ID and Password. Problems logging in, contact the Help Desk.

MOST LIKELY CAUSES: MY EMPLOYEE INFORMATION		
Independence SCHOOL DISTRIC Inspiring Greatne	MYBENEFIT	60
District Plans 🖕 Voluntary Plans 🖕	Retirees 🖕 COBRA 🖕 Helpful Forms 🖕 Quick Reference List	
Helpful Tools	Open Enrollment How to Enroll	

Once logged in, click on My Employee Information located in the brown tool bar. You will be able to navigate from Personal Data, Payroll, Pay History, and Leave Information by selecting tabs.



Payroll tax changes and address changes can be completed electronically by clicking on the edit button.



9) Employees can access their electronic timesheet by logging on to the portal and selecting Electronic Timekeeping under Applications, log in with User ID and password.

		(•	Account 3rd Gra	Applications ade Curriculum	Comr
Inspirina Greatness			2		AimsWeb	
05			е	A	llofE InService	
		-	\$	Destiny Lib	orary Software	
2010			12	Dis	strict Calendar	
	3 tota	al objects	N.		District Email	
ALL ELIGIBLE EMPLOYEES	© Stoneware, Inc. An Rights Rese	rveu. (3	Electroni	c Timekeeping	-
(Position of 25 hours of more per week)	Applications	•	ø	Emp.	Purch. & Disc.	
ALL ELIGIBLE RETIREES &	Applications		0		Footprints	
COBRA		K	3		Grant Alerts	
			m		Moodle	Ż.
	3rd Grade Curriculum	AimsWeb	6		My Benefits	

10) Encourage employees to view their electronic timesheet.

Comments Exception Logs – official and all changes *Group Edits Reports – Comments, Exception, Audit Schedules, passing times, and other important nuisances Activity Allocations Password security Lunch punching required *Exception level approvals Extra/overtime chargebacks What to look for? Red/yellow, edits, *Late at 1 minute

Maintain Audit Records for 5 years

- Employees are to document any missed punches or adjustments needed to time on the Official Timekeeping Exception Log sheet.
- Punches/adjustments documented on the exception log sheet can be made to the employee's electronic timesheet.
- After correcting punches indicated on exception log, run timesheet exception report. Depending on the type of error/exception, employee documentation may be needed before editing remaining timesheet exceptions.
- The Comments and Exceptions Reports are to be given to the manager to review weekly.
- Maintain records for audit for 5 years exception log sheets and any exception reports noting edits not requiring employee documentation (employee punches were all "in" punches for day, edit made to make punches "in", "out", "in", "out").

WorkForce Audit Report

Changes made to an electronic timesheet are recorded. An audit report is available in WorkForce – your supervisor may request this report.

- View Group Reports
- Manager Reports, ISD Timesheet Audit
- Enter pay period end date (pay periods always end on a Sunday)
- Select group
- Enter employee number audit can only be ran one employee at a time
- Generate output as PDF
- Submit

LmpCreter Administrator	Assignment Group List (Required) 04/11/2010 Building 860 Exempt Employees Building 860 Non-Exempt Employees Building 966 Exempt Employees Building 966 Non-Exempt Employees Building 971 Exempt Employees Building 973 Exempt Employees Central Office Exempt Employees Central Office Exempt Employees
Pay Period End Date (Select a Sunday Date) O4/11/2010 Assignment Group List (Required) All Employees Even Pay Employees Exempt	Employee ID (Required) 5605 Generate Output As: © Excel © HTML • PDF Submit

-	-	-							ISD I	Policies V 1.0
Changed I	ByUser Act	ion Work Date	Pay Code	Hours	In Time	Out Time	Start Odometer	End Odometer	IP Address	Comments
Employee: Tanner, Chri	stina (5605)			Assignme	ent: 5605					
4/6/2010 7:00:10AM 56	605 In	isert 04/06/2010	REG Worked	0.00	6:56 am					
4/6/2010 8:49:02AM 56	605 In	isert 04/06/2010	REG Worked	0.00	8:49 am	1	1026	1	10.10.55.231	
4/6/2010 9:03:50AM 11	026 D	elete 04/06/2010	REG Worked	0.00	8:49 am	1	1026	1	10.10.55.30	
4/6/2010 10:56:18AM 56	605 In	isert 04/06/2010	REG Worked	0.00	10:56 am	3	641	1	10.10.55.231	
4/6/2010 1:10:01PM 56	605 In	isert 04/06/2010	Activity Allocation	2.00						

Sub Finder Leave and WorkForce Schedule Time

- Employees must take leave in whole or ½ day increments (½ day = ½ of the employee's standard daily hours, 5.5 hour employee ½ day = 2.75 hours).
- Leave must be entered daily in Sub Finder, do not wait for leave form.
- Absence time for full day leave time should be entered in Sub Finder with same start/end times as the employee's schedule time in WorkForce. Substitute job time does not need to match the employee leave time.
- Exception messages will generate in WorkForce if leave time does not match schedule. Review and correct as necessary.

SubFinder					
Reports	Job ID: 26843	Reported on:	09/28/2009 1	0:12 AM	
Site Message	Employee	Tanner, Christina			
	Site	Central Office			
Site Directions	Calendar Track	Standard 🗸			
Verification	Position	Secretary - Payroll			
Les Out	Reason	A035 VACATION LEAVE	*		
Log Out	Absence Info				Absonce info – employee full day absonce times should
	Start date/tin	ne E	End date/time		Absence into - employee full day absence times should
	04/05/2010	07:00 AM 04/05/2010	03:30	PM	
	Follow Employee Sch	edule 🖉 Same Time I	Daily		
	Job Info				Job Info – substitute work hours may not always match
	Start date/tir	me E	End date/time		the employee's absent times
	04/05/2010	07:00 AM 04/05/2010	03:30	°M 🔶	
	Follow Employee Sch	edule 🔴 Same Time I	Daily		

WorkForce makes an adjustment to offset 30 minute duty free period when calculating timesheets with full day leave equal to an employee's schedule (7:00a-3:30p equals 8.5 hours, .50 extra hours will not calculate as adjustment is created by WorkForce). If full day leave is not entered for full daily hours, an exception message is created, "leave time does not match schedule time" and hours for day do not calculate. Correction to leave would be required.

Timesheet Schedule Pay Code Work Order Activity Job Code Mon 04/05 Tue 04/06 Wed 04/07 Thu 04/08 Fr 0 Versition 07:00 am 03:30 pm 06:56 am 01:00 pm	Submit 🔛 Save More *	Table View 🔻									
Pay Code Work Order Activity Job Code Mon 04/05 Tue 04/05 Wed 04/07 Thu 04/08 Fr * * 017:00 am 03;30 pm 06:35 am 01:00 pm 06:35 am 01:00 pm 01:00 pm	imesheet Sche	edule									
Or Notesting	Pay Code	Work Order	Activity	Job Code	Mor	04/05	Tue 04/06	Wed 04/	07 1	ſhu 04/08	Fri O
Image: Second state of the second s	C Vacation					07:00 am 03:30 pm					
Image: Control of the second of the secon	REG Worked						06:56 am				
• REG Worked 01:30 pm • REG Worked 01:30 pm • Activity Allocation 10-2525-6151-C • Total Hours 8.00 • Total Hours 8.00 • My Time Entry: Tanner, Christina Logged in as Tanner, Christina Submit Save • Schedule							01:00 pm				
Activity Allocation 10-2525-6151-C PR ASST 8.00 6.00 0.00 0.00 Total Hours 8.00 6.00 0.00 0.00 0.00 Help Logged in as Tanner, Christina Submit [, Save] More * Table View * Image: Christina Schedule Pay Code Activity Job Code Mon 04/05 Tue 04/06 Wed 04/07 Thu 04/08 Fri 04/09 Sat 04/10 Sun 04/11 In-2525-6151-C PR ASST 07:00 am 07:00 am <t< td=""><td>REG Worked</td><td></td><td></td><td></td><td></td><td></td><td>01:30 pm</td><td></td><td></td><td></td><td></td></t<>	REG Worked						01:30 pm				
Total Hours 8.00 6.00 0.00 0.00 Idelp My Time Entry: Tanner, Christina Logged in as Tanner, Christina	Activity Allocation		10-2525-6151-0	PR ASST		8.00	6.00				
Help Logged in as Tanner, Christina My Time Entry: Tanner, Christina Isubmit Save More Table View View Table View Table View View View Table View View											
Pay Code Activity Job Code Mon 04/05 Tue 04/06 Wed 04/07 Thu 04/08 Fri 04/09 Sat 04/10 Sun 04/11 Image: REG Worked 10-2525-6151-C PR ASST 07:00 am 07:00 am 07:00 am 07:00 am				Total	Hours	8.00	6.0		0.00	0.00	
Pay Code Activity Job Code Mon 04/05 Tue 04/06 Wed 04/07 Thu 04/08 Fri 04/09 Sat 04/10 Sun 04/11 Image: Tele Worked 10-2525-6151-C PR ASST 07:00 am 07:00	Help My Time En	try: Tanner, Christin Table View 🔹	na	Total	Hours	8.00	6.0		0.00 Logged in a	0.00 as Tanner, Christina	Log C
C R REG Worker 10-2525-6151-C PR ASST 07:00 am 07:00 am 07:00 am 07:00 am 07:00 am	Help My Time En Submit J Save More * mesheet Sche	try: Tanner, Christin Table View 🔹	na	Total	Hours	8.00	6.0		0.00 Logged in a	0.00 as Tanner, Christin	Log C
	Help My Time En Submit Save More T mesheet Sche Pay Code	try: Tanner, Christir Table View • edule	1a Job Code	Total	Hours Tue 04/06	8.00 Wed 04/07	6.04 Thu 04/08	Fri 04/09	0.00 Logged in a Sat 04/10	0.00 as Tanner, Christin Sun 04/11	Loq O

Entering ½ day leave, absent time must equal ½ the employee's standard daily hours, otherwise extra hours or possibly dock hours will be calculated. No exception message is generated in WorkForce if leave does not equal ½ employee's daily hours. Do not include employee's duty free 30 minute break time when entering ½ day leave.

Daily Hours	Half Day Leave Hours	Daily Hours	Half Day Leave Hours
5 hour employee	1/2 - 2.5 hours	7 hour employee	½ - 3.5 hours
6 hour employee	½ - 3 hours	7.5 hour employee	½ - 3.75 hours
6.5 hour employee	½ - 3.25 hours	8 hour employee	½ - 4 hours

Flex time within week vs. Trade Days Worked

Employees may flex hours within week with supervisor approval. This means, an 8 hour per day employee may need to work 9 hours one day to complete a project and then flex out the extra time by leaving after 7 hours of worked time on another day in the same work week (Monday-Sunday). No leave is entered in Sub Finder when employee is flexing their work hours.

Employees may need to work a non-calendar day to trade for a calendar day off at a later time (within the same fiscal year). Employee would time in/out on the non-calendar day just as they would on a scheduled work day. If the extra worked time is not to be paid as "extra hours" because the work time will be traded for time off later, the worked hours must be flagged as "Trade Day Worked" in WorkForce.

- Add a new "REG Worked" line by clicking on the + green circle.
- Drop down on "REG Worked" and select "Trade Day Worked".
- Actual hours worked would have to be deleted from the "REG Worked" slices and entered on the pay code "Trade Day Worked". Two "Trade Day Worked" pay code slices would need to be created to reflect AM and PM worked time.

Save Vore Table	e View 🔻							
Timesheet Scher	dule							
Pay Code	Work Order	Activity	Job Code	Mon 04/05 👂	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09
😮 🔽 REG Worked 🛛 👻					06:15 am			
					12:35 pm			
😮 🗸 REG Worked 🛛 👻					01:06 pm			
					03:54 pm			
Trade Day Worked								
- Activity Allocation		10-2525-6151-C	PR ASST	0.00				
C - Activity Allocation		10-2525-6151-0	PR ASST		9.25			
			Total Hours	0.00	9.25	0.00	0.00	
<								

	Save -	More Table	e View 🔻							
٢	Timeshe	eet Scher	dule							
Г		Pay Code	Work Order	Activity	Job Code	Mon 04/05 👂	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09
L	6.	Trade Day Workec					06:15 am			
							12:35 pm			
	0-	Trade Day Workec					01:06 pm			
							03:54 pm			
	- C	Activity Allocation		10-2525-6151-0	PR ASST	0.00				
	0-	Activity Allocation		10-2525-6151-0	PR ASST		9.25			
					Total Hours	0.00	9.25	0.00	0.00	

Note: When employee takes the Trade Day Worked time off, enter leave in Sub Finder using leave code, "TRADE".

Manual Allocation of REG Worked Time

- Employees that work more than one job are referred to as multi-job employees.
- Employees that are paid from multiple account codes are referred to as multi-account code employees.
- WorkForce will automatically allocate work time for multi-job and multi-account code employees based on schedules and account code splits exported from Keystone.

- Manual allocations can be adjusted change default hours allocated to each job/account, save timesheet.
- Multi-job and multi-account code employees with no WorkForce schedule worked time must be manually allocated (charged to appropriate job/account code).
- Error message will generate if time does not automatically allocate

Steps for manually allocating worked time for multi-job employee -

- Click on + green circle to create another REG Worked line
- Change "REG Worked" to "Activity Allocation"
- Select activity (account code) from drop down
- Select Job Code from drop down
- Allocate number of hours worked for the job under the in/out times for day
- Reload timesheet
- Save timesheet

	Mana Mana	ager Time Entry: Grabi	el, Matthew									
«	Save • More •	Table View 💌										
_	Timesheet	Schedule										
	Pay Code	e Work Order	Activity	Job Code	Mon 04/05 🏓	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09	Sat 04/10	Sun 04/11	1
	REG Worked	-			09:00 am							
					05:00 pm							
				lotal Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1												
	<											Ł
	Exceptions 👂	FMLA Time Balances	Time Preview									
									F	filter exceptio	ns by day	.
	Date	Exception	Message						Severity 🔺	Action	Required	
	Mon 04/05	The 0.0 h	ours allocated do not	equal the 8.0 hou	urs of worked time	2			Error (not p	oaid) Corre	t Activity 🖄	
(3)	I											

. () Help							Logged in as Tanner, C	Christina <u>Loq Off</u>
	Manag	jer Time Entry: Grabie	el, Matthew						
«	Save • More •	Table View 🔻							
	Timesheet	Schedule							
	Pay Code	Work Order	Activity	Job Code	Mon 04/05 🍃	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09
	REG Worked	-			09:00 am				
					05:00 pm				
	👩 🚽 Activity Alloc:	ation							
				Total Hours	0.00	0.0	0 0.00	0.00	0.0
ne (🕗 Help							Logged in as ranner,	, cnristina <u>Loq Uπ</u>
	Mana	ager Time Entry: Grab	iel, Matthew						
«	Save • More •	Table View 🔻							
	Timesheet	Schedule							
	Pav Code	work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09
	C REG Worked	-			09:00 am				

211-0000-Search for 05:00 pm

0.00

0.00

0.00

0.00

0.0

C Activity Allocation

iew - W	/indows Internet Explorer							- 7 🗙
2.mo.us/v	workforce/ManagerFrame.do?action=cre	ateManagerFrame&timeSched1	ype=TIME_ENTRY#empl	oyee%3D1219781322%	626groupId%3 🗙 🛔	🔒 🐓 🗙 🛛 Live Sea	arch	P -
atthew						🟠 • 🖾	🔹 🖶 🔹 🔂 Page	• 💮 T <u>o</u> ols • »
. 0	Help					Log	ged in as Tanner, Chr	istina <u>Loq Off</u>
	Manager Time Entry:	Grabiel, Matthew						
<u>«</u>	Save More Table View							
	Timesheet Schedule							
	Pay Code Work Or	der Activity	Job Code	Mon 04/05 👂	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09
	CO REG Worked V			09:00 am 05:00 pm				
	Cor Activity Allocation	10-3211-6163-2						
)			CLAQSUP CLAQWSI	0.00	0.00	0.00	0.00	0.0
			Search for more >					
	a						Logged in as Tanner,	Christina Log Off
ome (Manager Time En	try: Grabiel, Matthew						
«	Save More Table View	•						
	Timesheet Schedule							
	Pay Code Work	Order Activity	Job Code	Mon 04/05 🏓	Tue 04/06	Wed 04/07	Thu 04/08	Eri 04/09
	C REG Worked 👻			09:00 am				
(29) 📤	Activity Allocation	10-3211-6163-2	CLAOSUP	05:00 pm				
(25)			Total Hours	0.00	0.00	0.00	0.00	0
	-							
ome (Help							
	Manager Time Er	ntry: Grabiel, Matthew						
<u>«</u>	Save • More • Table View					Carro		
	Timesheet Schedule					— Save		
	Pay Code Work	Order Activity	Job Code	Mon 04/05 🏼 👂	Tue 04/06			
	REG Worked 👻			09:00 am				
(29) ≏	C Activity Allocation	10-3211-6163-2	CLAQSUP	8.00				
(25)			Total Hour	s 0.00	, _			
	<							
	Exceptions P FMLA Time	Balances Time Preview				Г 		
	This information may be out of date.	Click to reload				Relo	oad	
	Work Date Pay Code	Work Order Act	ivity Job Code	e	Miles	L		

Note: Employees paid from multiple account codes will have a schedule created for each account code.

• (Help Manager Time I	Entry: Gilliam, Christina						20330
«	Save More Table Vie	w 🔻						
_	Timesheet Schedul	e						
	Pay Code	Activity Job Cod	e Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09	Sat 04
	C REG Worked 10	-3531-6151-C DIST AR	08:00 am	08:00 am	08:00 am	08:00 am	08:00 am	
^			04:30 pm	04:30 pm	04:30 pm	04:30 pm	04:30 pm	
-	REG Worked 10	-3531-6151-C DIST AR	08:00 am	08:00 am	08:00 am	08:00 am	08:00 am	
			04:30 pm	04:30 pm	04:30 pm	04:30 pm	04:30 pm	
c i	· · · ·							

Steps for changing automatic allocation for multi-account code employee -

- To view the entire account, click in the activity, the account highlighted will is the account for that allocation line.
- Change default allocations by changing number of hours allocated to jobs allocated worked time
 must still add to daily worked hours.
- Reload timesheet
- Save timesheet



ie (2) Help	-							Logged in as ranner, i	sinisuna <u>Log On</u>
	- ·	Manager 1	Fime Entry: Gillia	m, Christina						
«	Rave Save	More Ta	ble View 🔻							
	Timesh	eet Sd	nedule]						
		Pay Code	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09
	G -	REG Worked 🛛 👻				07:51 am	07:52 am			
^						11:10 am	11:42 am			
	6.	REG Worked 🛛 👻				11:40 am	12:11 pm			
						04:33 pm	04:33 pm			
3	0.	Activity Allocation		10-3531-6151-C	DIST AR	4.00	4.00			
	6.	Activity Allocation		10-3531-6151-00	0-0000-0912	4.00	4.00			
				10-3531-6151-00	0-0000-0913 Hours	8.00	8.00	0.00	0.00	0.0
				Search for '10-3531	-6151-000-0000- 0913' >					

	e nonp	Manage	r Time Entry: Gillia	am, Christina						
«	📙 Save	• More •	Table View 🔻							
_	Times	ieet S	chedule							
		Pay Code	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09
	O -	REG Worked	-			07:51 am	07:52 am			
^						11:10 am	11:42 am			
,	0 -	REG Worked	-			11:40 am	12:11 pm			
<u> </u>						04:33 pm	04:33 pm			
(3)	0 -	Activity Allocati	01	10-3531-6151-0	DIST AR	5.00	4.00			
	O -	Activity Allocati	01	10-3531-6151-0	DIST AR	3	4.00			
					Total Hours	8.00	8.00	0.00	0.00	0.0

Supervisor Approved Manual Overtime

- Overtime is calculated automatically on time worked over 40 hours in the work week (Monday Sunday).
- Supervisors may approve overtime rate for what would be automatically calculated as "straight time" rate.

Steps for assigning manual overtime -

- Create a new pay code line by selecting the + green circle
- Select "Manual Overtime" from the drop down
- Select the activity (account code)
- Select the Job Code
- Under hours worked, allocate number of hours that should be paid at the overtime rate
- Reload timesheet
- Save timesheet

		Mana	усі ні	ne Linuy, Ferez, Lis	a						
×	📙 Save	e 🔹 More 🔻	Tabl	e View 🔻							
_	Times	heet	Sche	dule							
		Pay Cod	e	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/0!
	6.	REG Worked	Ŧ					07:59 am			
~								01:13 pm			
_	6.	REG Worked	Ψ.					01:43 pm			
								04:41 pm			
	G -	Sick	~				08:00 am				
		-					04:30 pm				
	0.	Activity Alloc	atio		10-2525-6151-0	PR ASST	8.00	8.25			
						Total Hours	8.00	8.25	0.00	0.00	
	<										>

Timesh	eet Schedu	le							
	Pay Code	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri
G -	REG Worked 🛛 👻					07:59 am			
						01:13 pm			
6.	REG Worked 🛛 👻					01:43 pm			
						04:41 pm			
6.	Sick 👻				08:00 am				
					04:30 pm				
6 -	Manual Overtime								
O -	Holiday	~	10-2525-6151-0	PR ASST	8.00	8.25			
-	Hourly Absence No Pa	ay		Total Hours	8.00	8.25	0.00	0.00	
< 1	Jury Duty								
	Leave without Pay				•/				
Except	Leave with Pay		Time Preview						
-	Manual Overtime								
	Military Leave							Filter exceptions b	w daw
	Personal Leave							The exceptions b	y uay
Date	Return to Head Start	1	lessage				Severity	 Action Req 	uired
	Sick								

	t Pay Code EG Worked EG Worked EG Worked ck anual Overtim ctivity Allocat	e "	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06 07:59 am 01:13 pm 01:43 pm 04:41 pm	Wed 04/
	Pay Code EG Worked EG Worked ck anual Overtim ctivity Allocat	• • • • • • • • • • • • • • • • • • •	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06 07:59 am 01:13 pm 01:43 pm 04:41 pm	Wed 04/
	EG Worked EG Worked ck anual Overtin ctivity Allocat	• • • • • • • • • • • • • • • • • • •				08:00 am	07:59 am 01:13 pm 01:43 pm 04:41 pm	
	EG Worked ck anual Overtim ctivity Allocat	• • • • • • • • • • • • • • • • • • •				08:00 am	01:13 pm 01:43 pm 04:41 pm	
	EG Worked ck anual Overtim ctivity Allocat	e i				08:00 am	01:43 pm 04:41 pm	
	ck anual Overtim ctivity Allocat	e ·				08:00 am	04:41 pm	
	ck anual Overtim ctivity Allocat	ien in				08:00 am		
	anual Overtim ctivity Allocat	ie: ioi						
	anual Overtim ctivity Allocat	ioi				04:30 pm		
	nana	ioı		10.0505.015				
	manaj			10-2525-6151-000	-0000-0000	8.00	8.25	
	manaj			Sea	arch for more > Hours	8.00	8.25	
Elfaur	mana				1			
Timeshe	et	Schedu	le					
	Pay Code	•	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04
😯 🗸	REG Worked	~					07:59 am	
							01:13 pm	
🚱 🖣	REG Worked	~					01:43 pm	
							04:41 pm	
O -	Sick	~				08:00 am		
						04:30 pm		
• •	Manual Overti	me		10-2525-6151-0				
• •	Activity Alloc	atio		10-2525-6151-0	PR ASST	8.00	8.25	
					search for more >	8.00	8.25	
<					III			
	wanay	jer min	e ciluy. Perez, Li	154				
📙 Save	More *	Table	View 🔻					
Timeshe	et 📗	Schedu	le					
	Pay Code	•	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04
O -	REG Worked	Ŧ					07:59 am	
							01:13 pm	
() -	REG Worked	~					01:43 pm	
							04:41 pm	
	Sick	~				08:00 am		
•••						04:30 pm		
••				10-2525-6151-0	DR ASST			
⊙ -	Manual Overti	me			EK Abbit		0.25	

Editing Work Order Time

- Stipend pay will be entered on the electronic timesheet as Work Order worked time.
- Some Work Order jobs such as athletic jobs will be entered by a timekeeper.
- Some Work Order jobs such as tutoring will be entered by the employee.
- Procedures for making adjustments/edits to Work Order worked time on the electronic timesheet will be the same as for REG time worked as described in Maintaining Audit Records on page 1.

×	Save • More •	Tał	ole View 🔻							
	Timesheet	Sch	edule							
	Pay Cod	e	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04
	C - REG Worked	$\overline{\mathbf{v}}$				07:00 am	06:57 am			
^						11:07 am	11:05 am			
	🚯 🗸 REG Worked	Ŧ				11:32 am	11:32 am			
						03:34 pm	03:32 pm			
	🚱 🗸 WO Worked	$\overline{\nabla}$	ATHBB-1463-GW			05:00 pm				
			Baseball - GATEWORKER			06:30 pm				
	G Vacation	Ŧ								07
										03

Schedules - passing time, FML, extra/overtime calculations

- It is imperative schedules are accurate in WorkForce.
- Passing time for non-exempt employees is governed by the schedule.
- Employees temporarily working a different schedule will not have passing time figured in their daily work hours, therefore extra/overtime hours will calculate when employees work over their standard weekly hours. If temporary change is needed, employees need to time in/out as close to adjusted schedule time 8 minute rounding rules will apply.
- Exempt employees' auto-punches are created based on schedule daily hours calculated from the auto-punches add to FML worked time.

3:40pm)	•		-		
in .	7:00am	6:50am	6:49am	7:00am	7:50am	
out	12:00pm	12:10pm	11:30am	11:00am	12:00pm	
in	12:30pm	12:40pm	12:00pm	11:22am	12:30pm	
out	3:30pm	3:40pm	3:30pm	3:30pm	4:30pm	
	8 hours	8 hours	8.25 hours	8.25 hours	8.25 hours	= 40.75 hours
						.75 hours ovt

WorkForce schedule 7:00am-3:30pm, 8 hours per day (passing time is from 6:50am-7:00am and 3:30pm-

Calculation examples -

WorkForce schedule 9:00am-3:30pm, 6 hours per day (passing time is from 8:50am-9:00am and 3:30pm-3:40pm)

in	9:00am	8:50am	8:49am	9:00am	8:30am	
out	12:00pm	12:10pm	11:30am	11:00am	12:00pm	
in	12:30pm	12:40pm	12:00pm	11:22am	12:30pm	
out	3:30pm	3:40pm	3:30pm	3:30pm	3:10pm	
	6 hours	6 hours	6.25 hours	6.25 hours	6.25 hours	= 30.75 hours .75 hours extra

Auto lunch adjustment

WorkForce electronic timekeeping will automatically deduct a 30 minute duty free break time for non-exempt employees with REG Worked time equal to or greater than 8 hours in a single REG Worked slice in the day. Note in example below, employee punch times equal 8.5 hours, therefore the 30 minute auto-lunch deduct applied, calculating employee worked/paid time as 8 hours for the day.

Timesheet	Schedul	e				
	Pay Code	Work Order	Activity	Job Code	Mon 08/22	Tue 08/23
🚱 🗸 REG	3 Worked 👻				06:56 am	
					03:30 pm	
🕜 🗸 Acti	ivity Allocatio		10-2525-6151-	PR ASST		
Acti	ivity Allocation		10-2525-6151-	PR ASST	8.00	
	· · · • · · · · · · · · · · · · · · · ·					
				Total Hou	rs 8.00	
xceptions	FMLA TI	me Balances	ïme Preview	Total Hou	rs 8.00	
Exceptions Work Date	FMLA Ti	me Balances T Work Order A	ïme Preview Activity Job C	Total Hou	s Hours	

Instruct all non-exempt employees to write on the exception log if they were not able to take a 30 minute break during their work day. Timekeepers are to make the auto-lunch deduct adjustment to the employee timesheet. Insert a pay line, change the pay code to "Actual Lunch", and add "0.00" under daily in/out times. Note in example below, after inserting "Actual Lunch" adjustment and calculating the timesheet, the daily worked/paid time equals 8.5. Save the timesheet.

mesheet	Schedul	e				
Pay	Code	Work Order	Activ	ity	Job Code	Mon 08/22
REG Wor	ked 🔻					06:56 am
						03:30 pm
🕞 🗸 Actual Li	unch 👻					0.00
Activity	Allocation		10-2525-	5151-C	PR ASST	
Activity.	Allocation		10-2525-0	5151-C	PR ASST	8.50
					Total Hours	; 8.
ceptions	FMLA Ti	me Balances	Time Preview	En	nployee Comments	
/ork Date 🔺 🕴	Pay Code	Work Order	Activity	Job Code	Miles	Hours
	and the other		10.0505.0			0.50

Employees with two REG Worked slices in a day are not affected by the auto-lunch deduction. Note in example below, first REG Worked slice equals 8 hours and second REG Worked slice equals .50 hours. No auto-lunch deduct generated as employee had 2 slices of REG Worked time in the day.

Timesheet	Schedu	e							
F	ay Code	Work Order	Activ	rity	Job Code		Mon 08/22		Tue 08
C 🗸 REG	Worked 👻						06:56 a	am 🛛	
							03:00 p	pm	
🕜 🗸 REG	Worked 👻						03:30 p	om 🗌	```````````````````````````````````````
							04:00 p	om	
🕜 🗣 Activ	ity Allocation		10-2525-	6151-0	PR ASST				
🕜 🗸 Activ	ity Allocation		10-2525-	6151-0	PR ASST		8.:	50	
					Total	Hours		8.50	
:]									
							-		
Exceptions	FMLA T	me Balances	Time Preview		Employee Comme	ints			
Work Date 🔺	Pay Code	Work Order	Activity	Job Code		Miles	Hours		
08/22/201	1 Activity Allo		10-2525-6	PR ASS	r	0	8.50		

A new exception has been added, "employee worked 6.5 or more hours without taking a break". This exception message is beneficial to supervisors. When an employee works greater than or equal to 6.5 hours to less than or equal to 7.75 hours in a single REG worked slice in a day, the message generates. No auto-lunch deduct generates.

Entering Comments

Timesheet Table View:

05/03/2010 - 0	nter 🚮 Hom 05/09/2010 🗃 🕨	e 🕜 Help	My Time Entry: Sh	iew 🔹 🗾 Data s	saved.			These are Function Icons
Imesneet	Schedule				-			
REG Worker	ie Work Order	Activity	Job Code	02:30 pm 08:30 pm	Tue 05/04	Wed 05/05		Time Entry Slices
Activity All	ocation	20-1610-6133-2	ADULT ED	4.00				
			Total Hour	s 6.00	0.00	0.		
							<u> </u>	Comment box arrow
vcentions	Time Preview							
Accessions							-	Account allocation
	Exceptio	n Message		_		~		
Date								

Comments field – select date applicable for comment by placing cursor in appropriate time slice, open comment box by clicking comment arrow tab, enter comment, save timesheet comment (must have comments tab open to enter odometer start/stop from table view)

Timeshe	et Sch	iedule										_
	Pay Code	Work Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05	Thu 05/06	Fri 05/07	Sat 05/08	Sun 05/09	
G - I	REG Worked 🛛 👻				02:30 pm							
					08:30 pm							
0-	Activity Allocation		20-1610-6133-2	ADULT ED	4.00							
0.	Activity Allocation		20-1610-6133-2	ADULT ED	2.00							
т	Tuesday											
	Comments									0/255	Start Odometer	End
										0/200		
				Total Hours	6.00	0.00	0.00	0.00	0.00	0.00		0.00
												>

Once comment added, you will see green flag in corner of time slice

mesh	eet Sche	dule			
	Pay Code	Work Order	Activity	Job Code	Mon 05/10
3 -	REG Worked				06:50 am
					12:55 ph
	REG Worked				01:25 pm
					05:33 pm
	Activity Allocation		10-2525-6151-0	PR ASST	10.00
	Activity Allocation		10-2525-6151-0	PR ASST	
				Total Hours	10.00

Timekeeper Work Order Maintenance

Logging In

WorkForce Electronic Timekeeping can be accessed from the District Portal -



User ID is your employee network log in ID (LDAP). Password is the same as your District network password. Once you are logged into EmpCenter, do not open the application again in another window on the same computer.

😤 🎄 🍘 Workforce Time and Attendance Software	
Section 1	Independence School District Prod
	Independence School District Prod
	User ID:
	Password:
	Login
	Copyright @ 1999 - 2010 WorkForce Software, Inc. All rights reserved.
1	

Timekeeper Dashboard view

A C Destboard	
CEMPCENTER Atome Independence School District Prod Image: Time Entry Image: Settings Image: Enter My Hours Image: Manage Delegations Image: Edit Employee Time Image: Manage Delegations	Work Order Timekeepers do not have rights to "Manage Delegations"
Edit Time for Groups Reports Wiew General Reports Yiew Group Reports	

Home button will return you to the Dashboard from other menus/reports.

Help button is not activated.

This is a Web Based program, <u>do not use internet forward/backward arrow buttons</u> to maneuver through screens – go back to the Home screen and make menu selection. Select <u>log</u> <u>off</u> when exiting the program, do not click "X".



Enter My Hours menu option from the Dashboard allows user to view their personal timesheet info. If you are a multi-assignment/multi-account code employee, you have access to allocate hours worked on your timesheet. Some employees will enter their own Work Order in/out punch time for Work Order Activity. Some Work Orders are entered by timekeepers. Work Order Timekeepers cannot edit their own REG time.

Timesheet table view (click on table view to toggle to list view option):

resheet	Sched	dule									
Pa	y Code	Work Ord	er Activity	Job	Code	Mon 04/12	Tue 04/13	Wed 04/14	Thu 04/15	Fi	
REG W	orked					08:00 am	08:01 am	08:02 am	08:04 am		
						12:23 pm	11:48 am	12:12 pm	11:05 am		Time Cuties and
🔁 🔽 REG W	orked					12:46 pm	12:02 pm	12:37 pm 🏲	11:19 am		Time Entry cells
						04:34 pm	04:38 pm				
- Activit	Allocation		10-2410-6151	2 BLDG B	K/SEC	8.00	8.25	4.25	3.00		
					Total Hours	9.00	8 25	4.25	2.00		
						6.00			3.00		
ceptions	P Time	Preview				5.00				_	Information Tab
cceptions Work D	P Time	Preview	ork Order Acti	ity	Job Code		es Hours		3.00		Information Tab
weptions Work D: 04/12/20	P Time ate Pay Code	e Preview e W Allocation	ork Order Acti	i ty 410-6151	Job Code BLDG BK/SEC	Mil	es Hours 0 8.00		3.00		Information Tab
Comptions Work D: 04/12/20 04/13/20	Pay Code 10 Activity 10 Activity	e Preview a W Allocation Allocation	ork Order Acti 10-1 10-3	ity 410-6151 410-6151	Job Code BLDG BK/SEC BLDG BK/SEC	Mil	es Hours 0 8.00 0 8.25		3.00		Information Tab
work D 04/12/20 04/13/20 04/14/20	Pay Code 10 Activity 10 Activity 10 Activity	e Preview Allocation Allocation Allocation	ork Order Acti 10-: 10-: 10-:	ity 410-6151 410-6151 410-6151	Job Code BLDG BK/SEC BLDG BK/SEC BLDG BK/SEC	Mil	es Hours 0 8.00 0 8.22 0 4.23		3.00		Information Tab
Work D 04/12/20 04/13/20 04/14/20 04/14/20	Time Pay Code Activity Activity Activity Activity Activity Activity	Preview Allocation Allocation Allocation Allocation	ork Order Acti 10-: 10-: 10-: 10-: 10-:	ity 410-6151 410-6151 410-6151 410-6151	Job Code BLDG BK/SEC BLDG BK/SEC BLDG BK/SEC	Mil	es Hours 0 8.00 0 8.20 0 4.22 0 4.22 0 3.00		3.00		Information Tab
Comptions Work D: 04/12/20 04/13/20 04/14/20	Pay Code 10 Activity 10 Activity 10 Activity 10 Activity	Allocation Allocation Allocation Allocation	ork Order Acti 10-: 10-: 10-:	i ty 410-6151 410-6151 410-6151	Job Code BLDG BK/SEC BLDG BK/SEC BLDG BK/SEC	Mil	es Hours 0 8.00 0 8.22 0 4.22 0 3.00				Information Tab

Time Preview tab – summary of hours worked Exceptions tab – listing of timesheet errors/exceptions by date

Edit Employee Time menu option from Dashboard allows Work Order Timekeeper to enter/edit Work Order worked timed. Work Order Timekeepers cannot edit employee REG time.

Ę	≮EmpCenter	i Home	Relp Independence	ce School District Prod	
	Time Entry		Settings		Edit Employee Time
	Edit Employee Time Image: State	2 •			

ATH group is available for Selection in this example - Click arrow to open list of employees





Select employee from list or "Find" employee -

Thursday April 15, 2010 Date of address of the second between	la su s	
Assignments	35 Find Employees	X
Prev 🍺 Next 🚓 Pind 🔹 Sort +	Search Criteria	Enter name or employee number.
▼ 414 (1)	Lait Name: Frst Name: Employee Number: Ø Exclude nactive employees	Name has to be spelled correctly. If you want to search on all names that begin with a certain letter, enter letter followed by asterisk - " B *" - Select "Search"
Clisso, Kathleen (10055) Cross, Gerek (13179)	Carce	

Select name after search is complete (if employee's name appears more than once, select last name on list)

Work Period	~	Save +	More * Table Vie	w •					
04/12/2010 - 04/18/2010 (Loading default period)		Timesheet)[-:- i i	3					
Arrianmente		Thinesheet	S Find Employee	5				×	
Assignments			Search Criteria					+	13
A Prev Mext & Pind & Sort+		0 . RE	Search Results						5 1
🔻 ATH (87)	^		Assignment De	Employee ID	Last Name	First Name	Employee Num		9 a
Abedrabbo, Kaylee (13651)		0 + RE	11334	11334	Beckloff	David	11334	5	D p
Bailey, Alicia (10789)									5 p
Ballester, Anita (10946)		C + Var							

Current payroll processing week timesheet will open – to change default week, select forward/backward arrows next to week date range or open the calendar box and select date. Once payroll has locked timesheets, no Work Orders can be added or edited. Building supervisors must approve timesheets on Monday. **Work Order worked time needs to be entered prior to Monday approval of timesheets.** WO timekeepers may have to stay in contact with buildings so supervisor does not approve before Work Orders are entered.

File Fair Alem Favorices bis Helb											
😤 🏟 🏾 🏉 Manager Time Entr 🛛 Beckloff, David	e la				👌 • 🔊 ·						
CEmpCenter Time Films Beckloff, David											
<u> </u>	manager mile Enaly. Beek	ion, buviu									
Work Period V 🔍	Save - More - Table View -										
04/12/2010 - 04/18/2010 (Loading default period)	Timesheet Schedule										
Assignments											
	Pay Code Work Order	Activity Job Code	Mon 04/12	Tue 04/13	Wed 04/14						
┥ Prev 🌔 Next 🗞 Find 🌷 Sort 🗸	C REG Worked		06:55 am	06:55 am	06:55 am						
🐨 ATH (87) 🔨			02:41 pm	02:41 pm	02:41 pm						
Abedrabbo, Kaylee (13651)	Activity Allocation	20-1151-6111-1 CRTENGS	7.50	7.50	7.50						
Bailey, Alicia (10789)		Total Hours	7.50	7.50	7.50						
Ballester, Anita (10946)											
Barnes, Linda (13149)											
Deality of Devid (44224)											

Entering/Editing Work Order Worked Time

Click on the green + circle, this creates a new line

		Г	1									
n 🧢 Home	6	2									Logged in as Pointer, Da	anita <u>Loq Off</u>
ione			Manag	jer Time	Entry: Becklo	ff, David						
	«	ŀ	ave 🔹 More 🔹	Table Vi	iew 🔻							
/2010 🔁 🕨		Ţ	esheet	Schedule	e							
(. Cash		V	Pay Code		Work Order	Activity	Job Code	Mon 04/12	Tue 04/13	Wed 04/14	Thu 04/15	Fri 04/16
Sourte		C	REG Worked					06:55 am	06:55 am	06:55 am	06:55 am	06:55 an
	^							02:41 pm	02:41 pm	02:41 pm	02:41 pm	02:41 pn
3651)		C	Activity Alloc	atio								
	=	6	Activity Alloc	atio		20-1151-6111-1	CRTENGS	7.50	7.50	7.50	7.50	7.5(
6)							Total Hours	7.50	7.50	7.50	7.50	

Change Pay Code to WO Worked

lork Period	Save . More !	Table Vev. *					6C	Save . More .	Table New *			
04/12/2010 - 04/18/2010 (Lasting default period)	Timesheet	Schedule										
ssignments		-			122/1012/2011			Timesheet	Schedule			
Prev > Next vg. Find & Sort+	Pay -	ide Work O	der Activity	Job Code	Non 04/12 06:55 am	1						
ATH (87)					02:41 pm			Pay Code	Work Order	Activity	Job Code	Mo
Abedrabbo, Kaylee (13851)	O . Assisty A	locatioi					1	O . REG Worked				
Balley, Alicia (10759)	O . Activity	location	20-1151-6111-	CRTENOS	7.50		A.					
Balester, Anta (10946)	HOMEN			Total Hours	7.50			O . WO Worked	*			
Barnes, Linda (13149)												
Beckleff, David (11334) Bediato, Volente (12816)								Activity Alloc	tice	20-1151-6111-1	1 CRTENGS	
Bolino Ann Pace (12035)						Mor	k	O Presently survey				
Band Man (\$155)	100					1000					Total Hours	
Help Manage More	er Time Entry: Table View 🔹	ieckloff, Davi	d					L	ogged in as Pointer, Da	nita <u>Log Off</u>		
Help Manage Save More Timesheet	er Time Entry: Table View	eckloff, Davi	d					L	ogged in as Pointer, Da	nita <u>Log Off</u>		
Help Manage Save * More * Timesheet Pay Code	er Time Entry: Table View	ieckloff, Davi	d Activity	Job Code	Mon 0	4/12	Tue 04/13	لا wed 04/14	ogged in as Pointer, Da Thu 04/15	nita <u>Log Off</u> Fri 04/1:		
Help Manage Save More Timesheet Pay Code REG Worked	er Time Entry: Table View 🔻 Schedule Work	ieckloff, Davi	d Activity	Job Code	Mon 0	4/12 5:55 am	Tue 04/13 06:55 am	Wed 04/14 06:55 am	ogged in as Pointer, Da Thu 04/15 06:55 am	nita <u>Log Off</u> Fri 04/11 06:55		
Help Manag Help Manag Timesheet Pay Code Pay Code REG Worked	er Time Entry: Table View 🔹 Schedule Work	ieckloff, Davi	d Activity	Job Code	Mon 0 01	4/12 5:55 am 2:41 pm	Tue 04/13 06:55 am 02:41 pm	Wed 04/14 05:55 am 02:41 pm	ogged in as Pointer, Da Thu 04/15 05:55 am 02:41 pm	nita <u>Log Off</u> Fri 04/11 06:55 02:41		
Holp Manag Manag Save * More * Timesheet Pay Code @ * REG Worked @ * WO Worked	er Time Entry: Table View Schedule Work	leckloff, Davi	d Activity	Job Code	Mon 0 00	4/12 5:55 am 2:41 pm	Tue 04/13 06:55 am 02:41 pm	Wed 04/14 06:55 am 02:41 pm	ogged in as Pointer, Da Thu 04/15 06:55 am 02:41 pm	nita <u>Log Off</u> Fri 04/10 06:55 02:41		
Help Manag Manag Manag Manag Mare Pay Code Pay Code WO Worked	ar Time Entry: Table View Schedule Work ATHBBB	Drder	d Activity Boys Basketb	Job Code	Mon 0 04 02	4/12 5:55 am 2:41 pm	Tue 04/13 06:55 am 02:41 pm	Wed 04/14 05:55 am 02:41 pm	ogged in as Pointer, Da Thu 04/15 06:55 am 02:41 pm	Fri 04/11 06:55 02:41		
Help Manag Mare Mare Timesheet Pay Code WO Worked O Activity Alloca	er Time Entry: Table View Schedule Work ATHBBB ATHBBB	eckloff, Dav Drder 1453-5K-150 1454-58-150	d Activity Boys Basketb Girls Basketb	Job Code JII - SCOREKEEPI JII - SCOREBOAR	Mon 0 04 02 ER	4/12 5:55 am 2:41 pm 7.50	Tue 04/13 05:55 am 02:41 pm 7.50	Wed 04/14 06:55 am 02:41 pm 7.50	ogged in as Pointer, Da Thu 04/15 05:55 am 02:41 pm 7.50	rri 04/31 06:55 02:41 7		
Holp Manag Manag Save More Pay Code Or REG Worked Or WO Worked Or Activity Alloca	er Time Entry: Table View Schedule Work ATHBBB ATHGBB ATHGBB	Drder 1453-5K-150 1454-58-15 2-0503-58-1	d Activity Boys Basketb Girls Basketb. 10 Tournaments	Job Code all - SCOREKEEPP all - SCOREBOAR - SCOREBOARD	Mon 0 04 02 ER 12 15	4/12 5:55 am 2:41 pm 7.50 7.50	Tue 04/13 06:55 am 02:41 pm 7.50 7.50	Wed 04/14 06:53 am 02:41 pm 7.50 7,50	Thu 04/15 05:55 am 02:41 pm 7.50 0 7.50	Fri 04/11 06:52 02:41		

Tab to day of week employee worked, enter worked hours in format indicated in cells on the WO Worked pay line (be careful not to drop down and select day before or day after times). Top cell = in punch or start job time; Bottom cell = out punch or end job time.

📙 Sav	/e • More • Tab	le View 🔻							
Time	sheet Sche	dule							
	Pay Code	Work Order	Activity	Job Code	Mon 04/12	Tue 04/13	Wed 04/14	Thu 04/15	Fri 04/1
0	REG Worked				06:55 am	06:55 am	06:55 am	06:55 am	06:55
					02:41 pm	02:41 pm	02:41 pm	02:41 pm	02:4:
6	🗸 WO Worked 🛛 👻	ATHBBB-1453-S			4:00				
	_	Boys Basketball -			-04:00 am Sun				
0	 Activity Allocation 	BCOREREEPER	20-1151-6111-1	CRTENGS	04:00 pm Sun	7.50	7.50	7.50	
				Total Hours	04:00 pm	7.50	7.50	7.50	

After entering times, "Click to Reload" timesheet prior to saving to make sure you get results you expected. If outcome is as expected, "SAVE" timesheet.

	Save • More •	Tab	le View 🔻	Juna					
	Timesheet	Sche	dule						
	Pay Co	de	Work Order	Activity	Job Code	Mon 04/12	Tue 04/13	Wed 04/	
	REG Worked					06:55 am	06:55 am	06:5	
~						02:41 pm	02:41 pm	02:4	Mark Order in /out times
	🚱 🗸 WO Worked	~	ATHBBB-1453-S			04:00 pm			work Order in/out times
			Boys Basketball - SCOREKEEPER			05:30 pm			
	C Activity Allo	catio		20-1151-6111-1	CRTENGS	7.50	7.50		
					Total Hours	7.50	7.50		l Reload
<					Ш				
E	Exceptions	Time	Preview						
Т	his information may	be out o	f date. <u>Click to reload</u>						

Some Work Orders have guarantee hours; note timekeepers/employees must enter the actual worked time, not the guarantee time. The system will generate guarantee hours pay (view guarantee in time preview). Work Order worked time cannot overlap another Work Order worked time. If Work Order worked time overlaps employee REG time, an overlap adjustment is created to decrease WO worked hours (and pay) by the overlapping time.

Save • More	 Table View 	•					
Timesheet	Schedule						
Pay	Code W	/ork Order	Activity	Job Code	Mon 04/12	Tue 04/13	Wed 04/14
C - REG Wo	rked				06:55 am	06:55 am	06:55 am
					02:41 pm	02:41 pm	02:41 pm
C VO Wor	ked 👻 ATH	BBB-1453-5			04:00 pm		
	Boys	Basketball -			05:30 pm		
Activity	Allocation	1211212121	20-1151-6111-1	CRTENGS	7.50	7.50	7.50
				Total Hours	0.00	7 50	
					5100	7.50	,
Exceptions	Time Prev	riew				7.30)
Exceptions Work Da	Time Prev	riew Vork Order	Activity	Job Code	Hours	7.30	
< Exceptions Work Da 04/12/20:	Time Prev te Pay Code 10 WO Worked	view Work Order ATHBBB-14	Activity	Job Code	Hours 1.50]
 Exceptions Work Da 04/12/20 04/12/20 	Time Prev te Pay Code 0 WO Worked 0 Activity Alloca	View Work Order ATHBBB-14	53 20-1151-6	Job Code	Hours 1.50 7.50	U.S.)
Work Da 04/12/20 04/12/20 04/12/20	Time Prev Time Prev Pay Code 0 WO Worked 0 Activity Alloc: 0 Guaranteed Ho	Vork Order ATHBBB-14 ation	Activity 53 20-1151-6 53	Job Code	Hours 1.50 7.50 0.50		

View General Reports – allows user to report on own timesheet information. **View Group Reports** – allows user to report on assigned group of employees.

Enter My Hours Edit Employee Time Edit Time for Groups	Manage Delegations
Reports	
View General Reports	

Select View Group Reports from Dashboard

Many reports are available. Custom reports will be available in the near future. Any custom report will begin with ISD.

Reporting on Work Order Worked Time for Selected Group -

Payroll Processing Reports > Specific Pay Code Statistics

Start Date – beginning of payroll processing week (Monday) End Date – end of payroll processing week (Sunday) Select assignment group (ATH) Select Pay Codes – to select multiple pay codes, hold down control key, click on pay code

(Work Order pay codes - GUAR_HOURS, OVERLAP, WORK, WORK_ORDER_ALLOCATION – you may want to also select OVT in case work order job caused overtime, overtime is charged to the work order)

Enter Employee ID or Last Name to report on single employee, leave blank to report on entire group

Generate Output as PDF file so you can print Submit

EmpCenter Image: feed Image: Reports Manage: Reports Payroll Processing Reports Recently Viewed Search: Specific Pay Code Statistics Outland Outland Outland Outland Outland Outland Outland Outland Outland Outland Outland Outland <	Croup Reports ATH Pay Code (Required) FUNERAL FUNERAL FUNERAL FUNERAL FUNERAL FUNERAL FUNERAL FUNERAL Generate Output As: © Excel () HTML (> PpF
Group Reports ATH Pay Code (Required) OT_SMALL OT_SYSTEM_ADJ OVERUAP DVERUAP Employee ID Employee Last Name Generate Output As: Excel ○ HTML ⊙ PDF Submit	Employee ID Submit

**Future custom report – include work order job name on report

🔁 Керо	rtCAF2M09F.pdf - Adobe Reade	ſ					- 8 🛛						
File Edit	: View Document Tools Window H	Help					×						
	🔊 • 🛛 🧼 🌓 1 / 2	🖲 🖲 100% 🕶 😝 🛃	ind •										
)													
	Specific Pay Code From 4/12/2010 to 4/18/2010 ISD Policies V 1.0												
	Pay Code	Assignment Group	Employee Name	Employee ID	Work Date	Hours	Pay						
	Guaranteed Hours												
		АТН	Beckloff, David	11334	04/12/2010	0.50	6.25						
					Guaranteed Hours Totals	0.50	\$ 6.25						
	WO Worked	АТН	Beckloff, David	11334	04/12/2010	1.50	18.75						
					WO Worked Totals	1.50	\$ 18.75						
Ø													
_													
							~						

Edit Time for Groups

Entering same Work Order Job for same day/same time of day for multiple employees

💢 🕸 🌈 Dashboard		
C EmpCenter 🏻 🏠 Home	Reip Independence School District Prod	
Time Entry Enter My Hours Edit Employee Time Edit Time for Groups	Settings Settings Manage Delegations	
Reports		
View General Reports View Group Reports		
		🗐 🛄 🖓 🖓 1990 🔅 1990
CEmpCenter in Home	Help Group Time Entry Window	Logged in as Pointer, Danita Log Off
Date: 04/15/2010 📻 🛛 🖉 Clear Selection	Course Entry Caby Entry ♣ Add 😰 Edit 🗍 ♣ Add 😰 Edit	
Assignment Group: Select One 🗸 🛛	😸 Eliter Employees 🍇 Sort Employees 🔣 Edit Exceptions	
	Please select a group.	

Timesheets display for all employees in group

Clear Clear Clear Comp Entry Co										
Employee	Mc 04	on //12	T 0	ue 4/13	V 0-	/ed 4/14		Thu 04/15	Fri 04/	
Abedrabbo, Kaylee (13651)	Activity Allocation REG Worked	5.25 06:17 am - 05:30 pm	Activity Allocation REG Worked	6.00 06:18 am - 06:01 pm	Activity Allocation REG Worked	2.75 06:16 am - 09:02 am	Activity Allocati REG Worked REG Worked	on 2.75 06:16 am - 08:58 am 02:51 pm -		
Bailey, Alicia (10789)	Activity Allocation REG Worked	7.50 06:55 am - 02:41 pm	Activity Allocation REG Worked	7.50 06:55 am - 02:41 pm	Activity Allocation REG Worked	7.50 06:55 am - 02:41 pm	Activity Allocati REG Worked	on 7.50 06:55 am - 02:41 pm	Activity Allocation REG Worked 0	
Ballester, Anita (10946)	Activity Allocation REG Worked	7.50 07:35 am - 03:25 pm	Activity Allocation REG Worked	7.50 07:35 am - 03:25 pm	Activity Allocation REG Worked	7.50 07:35 am - 03:25 pm	Activity Allocati REG Worked	on 7.50 07:35 am - 03:25 pm	Activity Allocation REG Worked 0	
Barnes, Linda (13149)	Activity Allocation REG Worked	8.00 06:55 am - 03:29 pm	Activity Allocation REG Worked	8.00 07:00 am - 03:32 pm	Activity Allocation REG Worked	5.00 06:53 am - 12:00 pm	Activity Allocati	on 0.00		
Beckloff, David (11334)	Activity Allocation REG Worked	7.50 06:55 am - 02:41 pm	Activity Allocation REG Worked	7.50 06:55 am - 02:41 pm	Activity Allocation REG Worked	7.50 06:55 am - 02:41 pm	Activity Allocati REG Worked	on 7.50 06:55 am - 02:41 pm	Activity Allocation REG Worked 0	

Select date of job for each employee you want to add Work Order (each employee must have the same Work Order job assigned). Click on Add Group Entry.

Center Image: 04/12/2010 Image: Center Image: Cent	Home 🕢 He Clear Selection	dd 📝 Edit	ne Entry Window Entry Add 2 Edit				Logged in a				
Assignment Group: ATH (87) 🗸 🔀 Eilter Employees Sort Employees Ecceptions											
Employee	M	lon 4/12	T Q	Tue)4/13	Wed 04/14	Thu 04/15	Fri 04/				
Abedrabbo, Kaylee (13651)	Activity Allocation REG Worked	5.25 06:17 am - 05:30 pm	Activity Allocation REG Worked	6.00 06:18 am - 06:01 pm	Activity Allocation 2.7 REG Worked 06:16 am - 09:02 a	5 Activity Allocation 2.75 m REG Worked 06:16 am - 08:58 am REG Worked 02:51 pm -					
Bailey, Alicia (10789)	Activity Allocation REG Worked	7.50 06:55 am - 02:41 pm	Activity Allocation REG Worked	7.50 06:55 am - 02:41 pm	Activity Allocation 7.5 REG Worked 06:55 am - 02:41 p	0 Activity Allocation 7.50 m REG Worked 06:55 am - 02:41 pm	Activity Allocation REG Worked 00				
Ballester, Anita (10946)	Activity Allocation REG Worked	7.50 07:35 am - 03:25 pm	Activity Allocation REG Worked	7.50 07:35 am - 03:25 pm	Activity Allocation 7.5 REG Worked 07:35 am - 03:25 p	Activity Allocation 7.50 REG Worked 07:35 am - 03:25 pm	Activity Allocation REG Worked 0				
Barnes, Linda (13149)	Activity Allocation REG Worked	8.00 06:55 am - 03:29 pm	Activity Allocation REG Worked	8.00 07:00 am - 03:32 pm	Activity Allocation 5.0 REG Worked 06:53 am - 12:00 p	0 Activity Allocation 0.00					
Beckloff, David (11334)	Activity Allocation REG Worked	7.50 06:55 am - 02:41 pm	Activity Allocation REG Worked	7.50 06:55 am - 02:41 pm	Activity Allocation 7.5 REG Worked 06:55 am - 02:41 p	Activity Allocation 7.50 REG Worked 06:55 am - 02:41 pm	Activity Allocation REG Worked 00				
Bediako, Yolanda (12816)	Activity Allocation Sidk	7.50 06:55 am - 02:41 pm	Activity Allocation REG Worked	7.50 06:55 am - 02:41 pm	Activity Allocation 7.5 REG Worked 06:55 am - 02:41 p	0 Activity Allocation 7.50 m REG Worked 06:55 am - 02:41 pm	Activity Allocation REG Worked 00				
Bolling, Ann Pace (12835)	Activity Allocation REG Worked	7.50 06:55 am - 02:41 pm	Activity Allocation REG Worked	7.50 06:55 am - 02:41 pm	Activity Allocation 7.5 REG Worked 08:55 am - 02:41 p	0 Activity Allocation 7.50 m REG Worked 08:55 am - 02:41 pm	Activity Allocation REG Worked 00				
Brock, Mary (6353)											
Brock, Sam (4059)				IIII							
Done							😌 Internet				

Select WO Worked pay code



Select Work Order Job from look up

Enter Search Cr	riteria	
	Search	
WORK_ORDER [%]	Description %	
ATHGBB-1454-SB-150	Girls Basketball - SCOREBOARD	
ATHBBB-1453-SK-150	Boys Basketball - SCOREKEEPER	
ATHTOUR-0503-SB-150	Tournaments - SCOREBOARD	
ATHWR-1461-SB-150	Wrestling - SCOREBOARD	
ATHBSC-1456-GW-150	Boys Soccer - GATEWORKER	
ATHTOUR-0503-GW-150	Tournaments - GATEWORKER	
ATHVB-1455-GW-150	Volleyball - GATEWORKER	
ATHWR-1461-GW-150	Wrestling - GATEWORKER	
ATHE8-1452-GW-150	Football - GATEWORKER	
ATHGBB-1454-GW-150	Girls Basketball - GATEWORKER	
		1 a Nexts

Eile	Edit Viev	w F <u>a</u> vorites <u>⊺</u> ools <u>H</u> elp							
*	🏟 🌈 G	iroup Time Entry Window						🟠 • 🖻	- 🖶 - 🛛
Q	Empl	Center 🏠 Home	(2) Help	Group Ti	me Entry Window				Logged in as
	Save and <u>R</u> eturn	📙 Save 🖕 Back	Group Entry 🔽 📉	ou have ma	ade changes that must be saved to	o be effective.			
		Employee (Assignment)	Date	Action	Pay Code	Work Order	Start Time	End Time	Hours
		Bailey, Alicia	Mon 04/12	0	WO We had	ATHBBB-145	07-00 am	08:20 am	
		Beckloff, David	Mon 04/12	0	WO Worked	Boys Basketball - SCOREKEEPER	ovido prin	08.30 pm	
		Employee (Assignment)	Date	Action	Pay Code	Work Order	Start Time	End Time	Hours
						/			
l						/			

Enter Start and End times of Work Order job

Save timesheet (reload not available in Group Time Entry) – Save & Return returns you to timesheet group display

If results are as expected, return to timesheets. If you need to delete the Work Order added, click the red circle next to WO Worked pay code.

Save and line Save line Back Daily Entry Coupled in at Employee (Assignment) Date < Action Pay Code Work Order Start Time End Time Hours Bailey, Alicia Mon 04/12 Image: Couple of the start of th	🚖 🏟 🏉 G	Group Time Entry Window						🟠 • 🖻	- 🖶 - 🔂 Bag
Employee (Assignment) Date Action Pay Code Work Order Start Time End Time Hours Bailey, Alcia Mon 04/12 Redning Allocated T.	(CE Empl	Center 🎧 Home 🌘	Help	up Time Enti	ry Window				Logged in as Pointe
Employee (Assignment) ▼ Date ▼ Action Pay Code Work Order Start Time End Time Hours Bailey, Alicia Mon 04/12 O Reswity Allocation ✓	Save and <u>R</u> eturn	i 📙 <u>S</u> ave 待 <u>B</u> ack Dail	y Entry 🐱		,				
Employee (Assignment) ▼ Date ▼ Action Pay Code Work Order Start Time End Time Hours Bailey, Alicia Mon 04/12 Image: Comparison of the start of t									
Balley, Alicia Mon 04/12 💽 Redwity Allocation 🗸		Employee (Assignment) 🔻	Date 🔻	Action	Pay Code	Work Order	Start Time	End Time	Hours
		Bailey, Alicia	Mon 04/12	0	Activity Allocation 🗸				7.5
REG Woned Oc.55 am O2.41 pm				G	REG Worked 😒		06:55 am	02:41 pm	
O WO Worked ▲THBSC-148/[] 07:00 pm ▼ O Boys Soccer - GATEWORKER 07:00 pm ▼				0 0	WO Worked	ATHBSC-145(07:00 pm V	08:00 pm	
Employee (Assignment) ▼ Date ▼ Action Pay Code Work Order Start Time End Time Hours		Employee (Assignment) 🔻	Date 🔻	Action	Pay Code	Work Order	Start Time	End Time	Hours

Supervisors must approve timesheets on Monday. Once timesheets are approved, you can no longer add Work Orders. If WO job is missed, after payroll processing is complete, an amended timesheet will need to be opened and WO job added.

Payroll processing week and pay periods

- Pay period is from Monday Sunday.
- Default week when selecting timesheets for editing (and managers for approving) is the payroll processing week.
- Payroll processing will begin after timesheets for previous week are approved. Timesheets will no longer be available for edits.
- After payroll process is complete, payroll will advance to the next processing week.
- Amended timesheets can be created after payroll process is complete.
- Supervisor/building changes employee will not appear in their new group until the payroll period has advanced.

upervisor Reports

- Pay code reports are available.
- Note extra hours, overtime, dock hours do not calculate until the end of the week.
- Select Group Reports
- Payroll Processing Reports
- Specific Pay Code Statistics
- Enter pay period start/end dates
- Select Group
- Select Pay Codes
- Enter Employee ID to report on single employee
- Select PDF
- Submit

	Group Re	ports
EmpCe Reports	nter Administrator 🚙 🖉 🗟 Pay Calculation	-
Manage	Payroll Transfer	_
Payroll	Processing Reports	
SP Recent	V Viewed	
-	*	1
Search:	1	
	Specific Pay Code Statistics	
	Specific Pay Code Statistics	
	Specific Pay Code Statistics	
	Specific Pay Code Statistics Start Date 04/05/2010	
	Specific Pay Code Statistics Start Date 04/05/2010	
	Specific Pay Code Statistics Start Date 04/05/2010 End Date 04/11/2010	
	Specific Pay Code Statistics Start Date 04/05/2010 End Date 04/11/2010 Assignment Group List (Required)	
	Specific Pay Code Statistics Start Date 04/05/2010 End Date 04/11/2010 Sasignment Group List (Required) Building 860 Exempt Employees	
	Specific Pay Code Statistics Start Date 04/05/2010 End Date 04/11/2010 Suiding 860 Exempt Employees Building 860 Exempt Employees	

EmpCenter in Home	Help Group Reports
Building 860 Exemp Building 860 Non-E Building 896 Exemp Building 966 Exemp Building 966 Exemp Building 973 Exemp Building 973 Non-E Central Office Exem Central Offic	<pre>it Employees xempt Employees xempt Employees xempt Employees xempt Employees it it is the second second</pre>

Manager Training

1. Log Into WorkForce

http://workforce.indep.k12.mo.us:10000/workforce/Logon.do

WorkForce link will become available on the Portal at a later date.

Ele Edit View Favorites Iools Help Google 💽 - Go I Go	
😭 🏘 🖉 Workforce Time and Attendance Software	
Independence School District Prod	
Independence School District Prod	User ID is your employee
User ID:	network log in ID (LDAP).
Password: Login	Password is the same as
Copyright © 1989 - 2009 WorkForce Software, Inc. All rights reserved.	your District network
	password.

Once you are logged into EmpCenter, do not open the application again in another window on the same computer.

Manager Dashboard view

Cashboard - Windows Nternet Explorer Cooperation - Start Ele Edit View Favories Itols Help Cooperation - Start A A	Home button will return you to the Dashboard from other menus/reports.
Time Entry Schedules Edit Employee Time Edit Time for Groups Approve Timesheets Settings Manage Delegations	 Manage Group Schedules allows you to view schedules only, no edits. Manage Delegations is not available to the Manager.

2. Select Timesheets to Review and Approve

The Timekeeper will be editing employee timesheets (correcting punch errors, entering missing punches). The Timekeeper will run reports to give to the Manager prior to the approval process.

Manager will approve all timesheets no later than Monday afternoon for time worked the previous week (Monday through Sunday).



Select the employee group with all your employees, exempt and non-exempt.

Approve Time Sheets - Windows Internet Explorer	💋 Approve Time Sheets - Windows Internet Explorer	
G + E http://worlforce.indep.k12.ma.us:10000/worlforce/ApprovalWindow.do?action=Create	G	[₩] [4] Souge
File Edit View Favorites Tools Help	File Edit New Favorites Tools Help	
Google 🗸 🔮 Search + v 🔊 + 🌵 🖉 Share + 🔯 + 🗍 Sidewili + 🏷 Check + 👪 Translate + 🎦 AutoFili + 🌽 🔩 + 💮 Sign In +	Coogle 🚽 🖓 Search + - 💋 + 🖓 Shars + 👰 + 🗐 Sdeed	i • 🚏 Checi. • 👪 Translate • 🎦 AutoFill • 🤌 🔩 • 🎯 Sign In •
🛊 🏟 🌈 Approve Time Sheets 🐴 + 🔂 Page + 🕥 Tools + "	🛊 🏶 🖉 Agarous Time Steers	💁 • 🔝 - 🖶 • 🔂 Page • 🕲 Toos • '
CampCanter & Rome Refp Approve Time Storets Logged w.as. Johnson, Minity Log, 09	KEmpContor 🔄 twine 🕐 neb	Langged in an Chambiosoph, Warvers - <u>Lang Of</u>
Employees Active On 🚽 and Activates 🕹 Activities	Employees Active On a	
Today 🕑	- Andrey (B)	
Assignments	Assignments Microso Crumoalian STU	
Molly Johnson Employees (17) Molly Johnson Exempt	Non-Exempt Employees (3)	
Employees (2)	Michele Crumbaugh 520 Non-Exempt Employees (3)	
Molly Johnson Non-Exempt Finctorees (15)	Michele Crumbaugh 530	
	Non-Exempt Employees (3) Michele Crumbauch 540	
	Non-Exempt Employees (3)	
	Michele Crumbaugh 550 Non-Exempt Employees (5)	
	Michele Crumbough 580	
	Non-Exempt Employees (3) Michele Crambauth 570	
	Non-Exempt Employees (3)	
	Michele Crumbaugh 580 Non-Execution Environment Classical Activities	
	Michele Crumbeugh 590	
	Non-Exempt Employees (3)	
	 Non-Exempt Employees (2) 	
	Michele Crumbaugh 850 Michele Crumbaugh 850	
	Michele Crumbaugh	
	Employees (144) Michaelo Crumbandh Exempt	
	Employees (3)	
	Michele Crumbaugh Nor- Exempt Employees (141)	
Diteret 🗮 100% •		🚇 Marret 🔹 100%. •

Supervisor group with one building

Supervisor group with multiple buildings.

Select from list group of employees for approval

Current payroll processing timesheets will appear for approval

、

				\backslash								
File Edit View Favorites Tools Help												
🚖 🏟 🌈 Approve Time Sheets for Building OC	30 Non	1-Exempt Em								🟠 •	🔊 🕤 🖶 🔹 🔂 <u>P</u> ag	ie + 🍥 T <u>o</u> ols + 💙
EmpCenter in Home	2	Help	Approve Time Sheets	for Building 0	00 Non-Exem	npt Employee	es				Logged in as Tanner, (Christina <u>Log Off</u>
Employees Active On		Save Approvals	🚜 Approve All		7							
Today 🔞	(Aj	pprove Current Time	Sheet for Peri	od Ending 02	2/28/2010]					
Assignments		Employee	 Name 	Total	Regular	Extra	Overtime	Work Order	Absence	Exceptions	Manager's A	pproval
All Employees (2414) Even Pey Employees (2472)		11968	McKelvey, Eileen	0.0	0.	0.0	0.0	0.0	0	.0 Yes	Approve) 🕼 🖻
Even ray Employees (2173)		-										
 Nonexempt Even Pay (947) 												
 Nonexempt Hourly (241) 												
Building 000 Exempt Employees (1)												
Building 000 Non-Exempt Employees												

Change timesheet period end date, check the today button

Calendar will appear, select week for timesheet approval $\label{eq:calendar}$

🚖 🕸 🌈 Approve Time Sheets for Building O	00 Non-Exempt Em			🗿 •	🔊 🔹 🖶 🔹 🔂 Page 🔹 🍈 T <u>o</u> ols 🔹 🎇
CEmpCenter in Home	Help Approve Time Sheete	for Duilding 000 Non Exempt Employe			Logged in as Tanner, Christina Log Off
Employees Active On	Save Approvals Approve All	for Building 000 Non-Exempt Employe	es		
Thursday March 11, 10	Approve Current Time	Sheet for Period Ending 02/28/2010			
ASSIC MINICI 2010	Employee 📥 Name	Total Regular Extra	Overtime Work Order	Absence Exceptions	Manager's Approval
• E 28 1 2 3 4 5 6	11968 McKelvey, Eileen	0.0 0.0	0.0 0.0	0.0 Yes	Approve 🦨 🧟
◆.E 7 8 9 10 11 12 13	<u></u>				
◆ .N 14 15 16 17 18 19 20					
◆ N 21 22 23 24 25 26 27 ◆ BI 28 29 30 31 1 2 3 I)					
▲ BI 4 5 6 7 8 9 10 es					
(1 Today					
◆ [1] es					
 Building 120 Exempt Employees (13) 					
 Building 120 Non-Exempt Employees (14) 					
 Building 121 Exempt Employees (2) 					

Timesheet for pay period week selected will appear for approval

THE FULL VIEW EXVILLES THUS THUS			\	`								
Approve Time Sheets for Building 0	000 Non	n-Exempt Em								<u>ه</u> -	🔊 🔹 🖶 🔹 📴 Bage 🔹 🍈 T	ools + »
CEEmpCenter 🏻 🏠 Home	2	Help	pprove Time St	neets for Building 0	00 Non-Exemp	t Employee	is.				Logged in as Tanner, Christina	Log Off
Employees Active On	H	Save Approvals	Approve All									
Monday March 1, 2010			prove Current	Time Sheet for Peri	od Ending 03/0	07/2010						
Assignments		Employee	🔺 Name	Total	Regular	Extra	Overtime	Work Order	Absence	Exceptions	Manager's Approval	
All Employees (2414) Even Pay Employees (2173)		11968	McKelvey, E	ileen 0.0	0.0	0.0	0.0	0.0	0.0	No	Approve 🥥	
 Exempt (1226) 												
 Nonexempt Even Pay (947) Nonexempt Hourly (241) 												
Building 000 Exempt Employees (1)												

3. Review Timesheets for Exceptions

Approve Time Sheet	ts for Molly Joh	nson Employees	Windows	Internet E	xplorer			X	Review hours for week to be approved.
🔾 🔿 🔹 😰 http://ww	orkforce.indep.k12	.mo.us:10000/workfor	ce/Approval	Andow.do?ac	tion=Create		× 47 × 9000	h P.	
File Edit View Favorite	es Tools Help								(Rounding rules will be corrected before
Google		🛩 🔮 Sei	rch + 11 🧒	• de• [Share - 👰 -	🔲 Sidewiki + 🗳	🖗 Check + 👪 Translate + 🍸	🛛 A.t.d' 🛙 🔹 🥖 🔩 + 🎯 Sign In +	national line)
Approve Time	: Sheets for Molly 3	Johnson Employees					- 5	- Page - C Tools - **	going live.)
2.4							/		
CR EmpCenter	n 👔 Ilom	e 🕜 Help	Approve	Time Sheel	is for Molly Joh	nson Employées		Logged in as Johnson, Molly Log Off	
Employees Active On	Save Approvals	Anne Al							
Today 🔃	-	Approve Current Tin	ne Sheet fo	r Period En	ting 02/28/2010) (*	
Assignments	Employee 4	Name	Total	Regular B	ixtra Overtin	e Work Order	Absence Exceptions	Manager's Approval	
Molly Johnson	10008	Branson, Karen	40.0	0.0	0.0	0.0 0	0 0.0	Approve	Review Excentions in red and vellow
Molly Johnson	10108	Isles, Gloria	40.1499	39.6499	0.0	0.0 0	0 0.0 No	Approve i	neview exceptions in red and yenow.
 Exempt Employees 	1041	Castor, Teresa	20 08 33	39.65	0.0	0.0 0	0 0.0 Yes	Approve	
Molly Johnson	10955	Adams, Carolin	40.9666	40.45	0.0	0.5 0	0 0.0 No	Approve	Rod avcontions gonorally are missing
 Non-Exempt Employees (15) 	10361	Ferez, Lisa	40.0	34.03	2.20	0.0 0	0 160 No		
	11182	Polongin, James	41 0833	40 5933	0.0	0.0 0	0 0.0 100	Action S	nunches or absence data that will result
	11948	Sidwell, David	40.0	40.0	0.0	0.0 0	0 0.0 No	Accrove	punches of absence data that will result
	12364	Ah Mu, Adenia	40.15	39.4	0.0	0.0 0	0 0.0 No	Acout 0	in docked nay. These should be cleared
	13251	Deeds, Clarissa	39.9166	31.9166	0.0	0.0 0	0 8.0 No	Approve	in docked pay. These should be cleared
	13323	Acutt, Marcy	39.9999	32.9999	0.0	0.0 0	0 0.0 Yes	Approve g	by the Timekeener prior to approval
	13577	Nellenbach,	39.9833	39.7333	0.0	0.0 0	0 0.0 Yes	Approve o	by the fine ceper phot to approval.
	13716	Gross, Christine	39.7	31.7	0.0	0.0 0	0 8.0 No	Magrove g	
	2555	Gilliam, Christina	41.0167	40.5167	0.0	0.5 0	0 0.0 Yes	Approve a	Yellow exceptions generally are
	3641	Hackley Deanne	43.6	25.85	1.75	0.0 0	0 16.0 Yes	Approve g	renow exceptions generally are
	4050	Ellis, Pamela	40.2499	40.2499	0.0	0.0 0	0 0.0 No	Approve 🔄	messages but can also indicate potentia
	5605	Tanner, Christina	53.9666	46.9666	0.0	7.0 0	0 0.0 Yes	Approve 📄 🥘	
									docking situations.
4	1					11		×	
1.40	÷						🕒 Inb	ernet 🔍 100% -	

To review an employee's timesheet, click on employee's name.

Red warning 🍘 Manager Time Entry: Acutt, Marcy - Windows Internet Explore http://workforce.indep.k12.no.us.10000/workforce/TimeEntry.de/action=loacScreen&w ◀ 02/22/2010 - 02/28/2010 🕐 🕨 🕌 Sive + More + Table View + Schedule المح Pay Code Work Order Activity Job Code Non 02/22 Tue 02/23 Wed 02/24

Timesheet View:

🌮 Kanager Time Entry: Nellenbach, Grichzel - Windows Internet Explore - 2 > . 6 👔 http://worlforce.indep.k12.no.us:10000/worlforce/TineExtry.do?action=loadScreen €2/22/2018 - 02/28/2010 Sove • More • Table New • Timesheet Strekule Pay Code Work Order Fri 02/26 Activity Job Code Mon 02/22 Tue 01/23 Wed 02/24 2/35 Fri02/26 01/23 02:01 pm 01:31 pm 07:35 am 11:24 am 2 Engloyee is tardy 11:4 11:20 am 41 an O . REG Worked O . REG Worked . 17-01 12/24 12-15 pm 10 pm 11-55 am 04-38 pm 8.50 05.3 04:31 pm 04:35 pm 31 pm 0 . Activity Allocation C . Activity Allocation 10-2525-6151-C DIST SEC 8.2 8.25 8.00 10-2525-6151-C DIST AN 6.00 8.00 8.50 8.7 0 . Activity Allocation 10-2525-6151-C 0157 SEC 6.00 15 1.75 Click the tiny down arrow to see comments for the day that is selected. Click the magnifying glass next to a date to see the exception message or review all messages in the Exception tab at bottom of the timesheet. Exceptions P The Preven Date Pri 02/26 verity nity • Employee is tard \$10% ·

Yellow information

4. Approve Timesheets – Select Individually or Select All

Approvals - Option to Approve All or select one at a time.

🏉 Approve Time Sheet	s for Molly Job	nson Employees -	Windows	Internet Er	piorer											
() + () http://wo	rkforce.indep.kt2	.mo.us:10000/workfor	ce/Approvah	Vindow.do?ac	ion=Create			xgle P -								
File Edit View Favorite	ia Toola Help															
Google		🖌 😽 See	rch = 🕂 o	• • •	Share -	🏚 • 🗐 sk	dewiki = 🌾	Check + 🌆 Transla	🐚 AutoFill • 🌛 🔌 • 💮 Sign In •	Soloct all for approval by clicking						
🖌 🖗 🍘 Approve Time	Sheets for Mally	Johnson Employees						5 - 🖶 • 🔂 Page • 🔂 Tests • 20								
C. Employee	-	. en.							Leggert in an Jederson, Multy Leg OF	Approve All button.						
Re	10 nom		Approve	Time Sheet	ter Mony	Johnson Er	mployees									
Employees Active on	Save Approvais	Approve All	A Your	ave nade cha	nges that m	ist be saved	to be effective.									
Today	(aprove Current Tim	ve Sheet fo	r Period End	ing 02/28/2	010				select individual timesneets by clicking						
Assignments	Employee	Name	Total I	Regular E	xtra Öve	rtime W	fork Order	Absence Excep	s Manager's Approval	the Approve button in the employee						
Molly Johnson	10008	Branson, Karen	40.0	0.0	0.0	0.0	0.0	0.0 Yes	Approve	the Approve button in the employee						
Molly Johnson	10106	Isles, Gloria	40.1499	39.6499	0.0	0.0	0.0	0.0 No	Approve	name row.						
Exempt Employees (2)	1041	Castor, Teresa	39 9833	39.65	0.0	0.0	0,0	0.0 Yes	Approve	indific four						
Molly Johnson	10955	Adams, Carolin	40.9666	40.45	0.0	0.5	0.0	0.0 No	Aprove e							
 Non-Exempt Employees (15) 	10981	Perez Lisa	44.5	34.25	2.25	0.0	0.0	8.0 No								
	111020	Pour Debach	41.0022	10 5922	0.0	0.0	0.0	0.0 140								
	11948	Sidwell David	40.0	40.0000	0.0	0.0	0.0	0.0 No								
	12364	Ah Mu Adenia	40.15	39.4	0.0	0.0	0.0	0.0 No								
	13251	Deeds, Clarissa	39.9166	31,9166	0.0	0.0	0.0	8.0 No	Accroixe 0							
	13323	Acuft, Marcy	38,9999	32,9999	0.0	0.0	0.0	0.0 Yes	Approve							
	13577	Nellenbach,	39.9833	39.7333	0.0	0.0	0.0	0.0 Yes	Accrove d							
	13716	Gross, Christine	39.7	31.7	0.0	0.0	0.0	8.0 No	Approve a	Future option (email disapproval).						
	2555	Gilliam, Christina	41.0167	40.5167	0.0	0.5	0.0	0.0 Yes	Approve 0							
	3641	Hackley, Deanne	43.6	25.85	1.75	0.0	0.0	16.0 Yes	Approve 0	Email disapproval is not currently						
	4050	Ellis, Pamela	40.2499	40.2499	0.0	0.0	0.0	0.0 No	Approve a	active This feature will be phased in						
	5605	Tanner, Christina	53.9666	46.9565	0.0	7.0	0.0	0.0 Yes	Approve	active. This feature will be phased in						
				1	۱					later after employees are more						
					\	-				familiar with the timelesening system						
					1				ntarrad @ 10055 ·	fammar with the timekeeping system						
										and logging into their own						
)	\										
						\backslash				timesneets.						

Approvals must be saved. You will receive the following message when changes are made.



When done making changes, click the Save Approvals button.

5. Navigate back to Dashboard to run reports or log off.



Run Exception Report by Building or Department.



Navigate to our customized Exception Reports via Manager Reports => Exception Reports => ISD Timesheet Exceptions by Building (or Dept) by Date Range. (More reports will be modified to meet our needs in the future.)

- Select the desired start and end dates based on our pay periods of Monday through Sunday.
- Select the desired employee group from the Assignment Group List.
- 3. Select all exceptions in the Choose Exception Codes box.
- 4. Change the Lowest Severity Code to Report to "Info".
- Leave Employee ID and Employee Last Name blank to select all employees group.
- 6. For Generate Output As, select PDF.
- 7. Click Submit button to create the report.

					Exceptions with Severity of Warning that could result in docked pay.					
eport[1]. Edit View	pdf - Ad Docume	obe Reade nt Tools V	r Vindow He	tp 1_/2 ● ●	65%	i 🔜 🔛 i Find				
Emple	oyee	me Sheet Exc Y BUILDING Employee Number	Deptions Re	port With Exception D	Exception	2/2010 To 2/28/2010	ISD Police	is V 1.		
Build Acut. N Branso	ing Number Marcy n. Karen	119 13325 10008	CLASS CLASS CLASS CLASS CLASS CLASS	NONEXEMPT_EVEN_PAY NONEXEMPT_EVEN_PAY NONEXEMPT_EVEN_PAY NONEXEMPT_EVEN_PAY NONEXEMPT_EVEN_PAY	02/24/2019 02/22/2019 02/22/2019 02/22/2019 02/22/2019 02/22/2019	Viening Viening Viening Viening	No time reported on a scheduled work day. No time reported on a scheduled work day.			
Caster, Ottain, Hackie,	Teresa Christma y, Deanne	1041 2555 3641	GLASS GLASS GLASS GLASS	NONEXEMPT_EVEN_PAY NONEXEMPT_EVEN_PAY NONEXEMPT_EVEN_PAY	62/22/2019 62/22/2019 62/22/2019	info. lactor may be returned: the lactor may be returned; info. (actor may be returned)	en e elle representa un la ancenaria surs das Enconquests la landa Enconquests la landa Enconquests la landa/	<u> </u>		
Nations Perry, 1 Tanner	lach, Sinchael Desoran I, Christina	13677	CLASS GLASS GLASS GLASS GLASS	NONEXEMPT_EVEN_PAY NONEXEMPT_EVEN_PAY NONEXEMPT_EVEN_PAY NONEXEMPT_EVEN_PAY	62/23/2016 62/22/2016 62/22/2016 62/22/2016 62/24/2016	info, laction may be required) (info, laction may be required) (info, laction may be required) (info, laction may be required) (info, laction may be required)	Employee is tanty Employee is tanty Employee is tanty Employee is tanty Employee is tanty			
			CLASS CLASS	NONEXEMPT_EVEN_PAY	62/38/3019 9/36/2019	info, lacton may be required)	Binacoje istanty Enviroje istanty	/		
							↑			
Run on Create	r 1/4/2018 12:41 d 6y: 9992	- 32345				10	Cepyruft is 2005 Wentforce Both	vare, in		
						Exceptions wit reviewed for p action with th	th Information to be possible management e employee.			

This exception report is to be printed, signed and distributed to supervisors.

- Weekly by timekeeper to supervisor prior to approvals
- Monthly by supervisors to their administrator

	Payroll Entered							
thru Sunday	In/Out							
	Correct Time							
Week of: Monday Timekeeper: _	Issue							
Official Timekeeping Exception Log								
	Date							
Building: Clock Location:	Signature							
	Printed Name							

Revised: 02/12/13