

TIMEKEEPING

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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.
- Imported Systems: transportation trips, tutoring
- 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

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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.

- **Paydays and Timesheets**

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.

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- 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.
- **Schedule Times**

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. Non-exempt 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.
- **Late**

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.**

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- **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.**

- **Clock Problems**

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.

- **Time Calculations**

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.

- **Special Schedule Modifications**

- **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

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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.
- **Comp Time:** 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.

- **Absences**

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 Supervisor using 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

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- 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.
- 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**

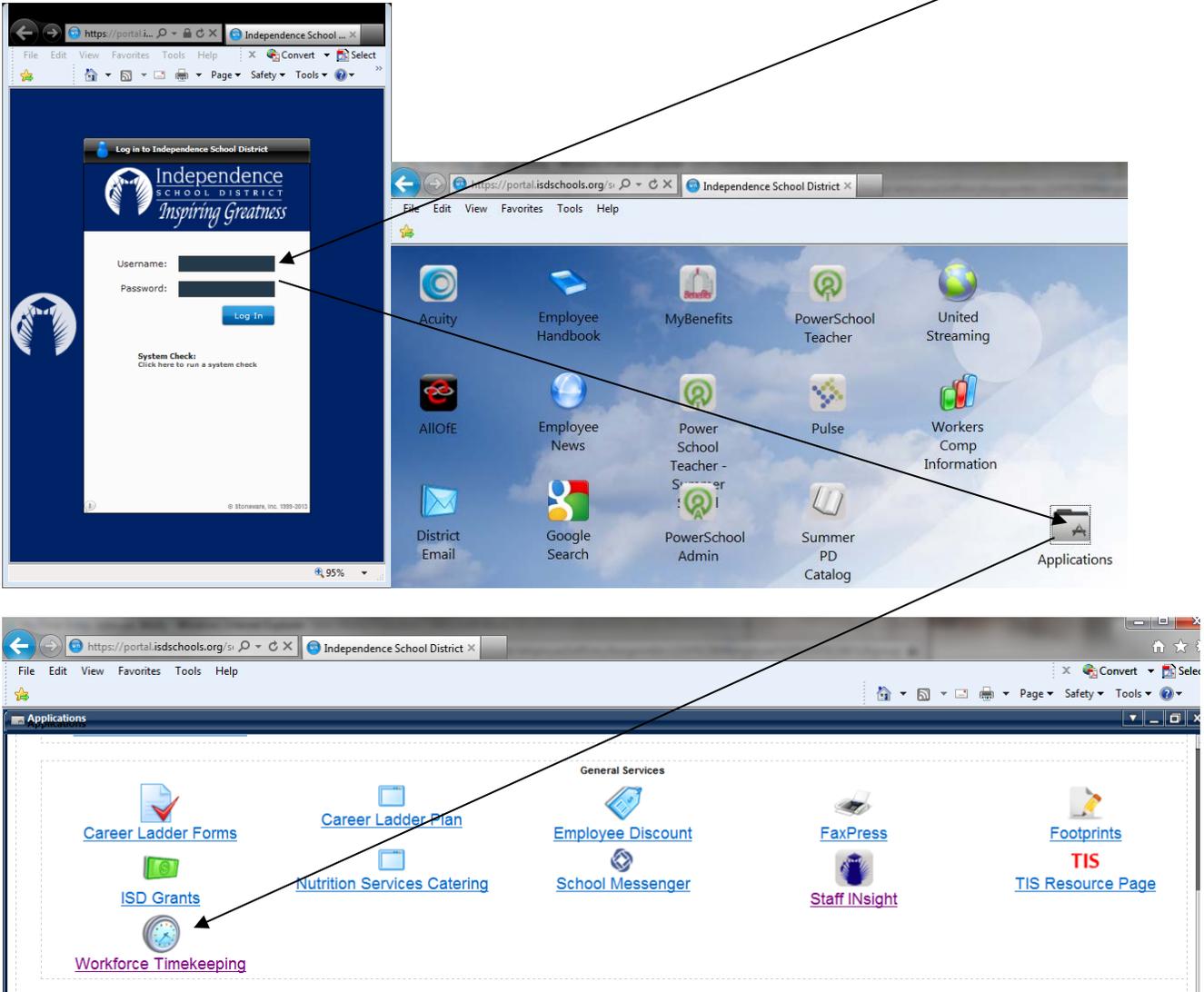
Timekeepers are appointed by Principals/Department heads (building secretaries, NS center managers, EE Coordinators, youth specialists) as those responsible for editing punches. Punches should only be edited by Timekeepers upon authorization and documented on the Official Timekeeping Exception Log.

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

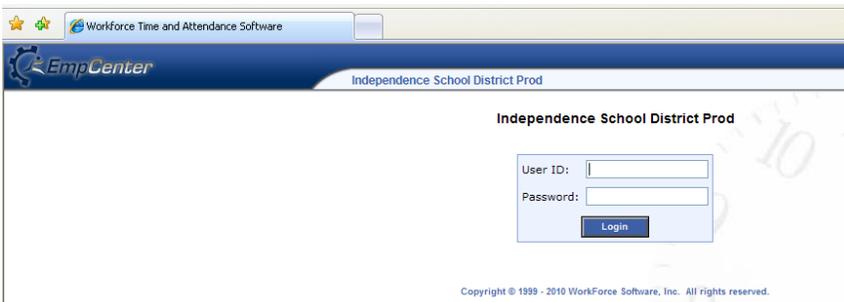
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Logging In and Navigating WorkForce Timekeeping

WorkForce Timekeeping can be accessed from the District Portal – <https://portal.ISDschoools.org>

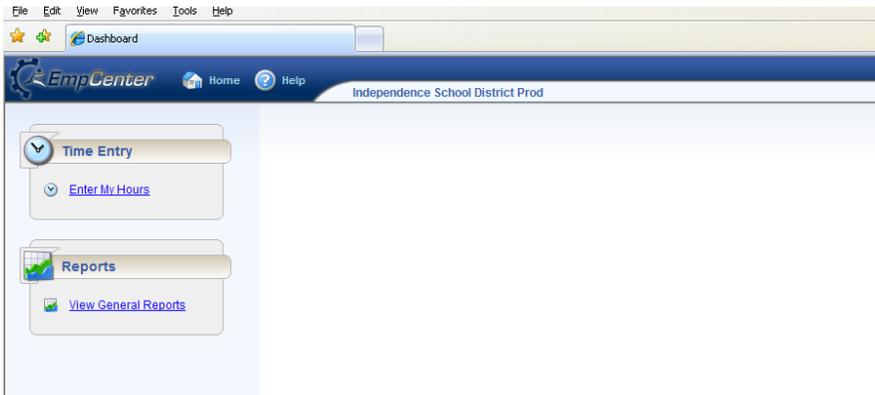


User ID is your employee network log in ID (LDAP). Password is the same as your District network password. Once you are logged into EmpCenter, do not open the application again in another window on the same computer.



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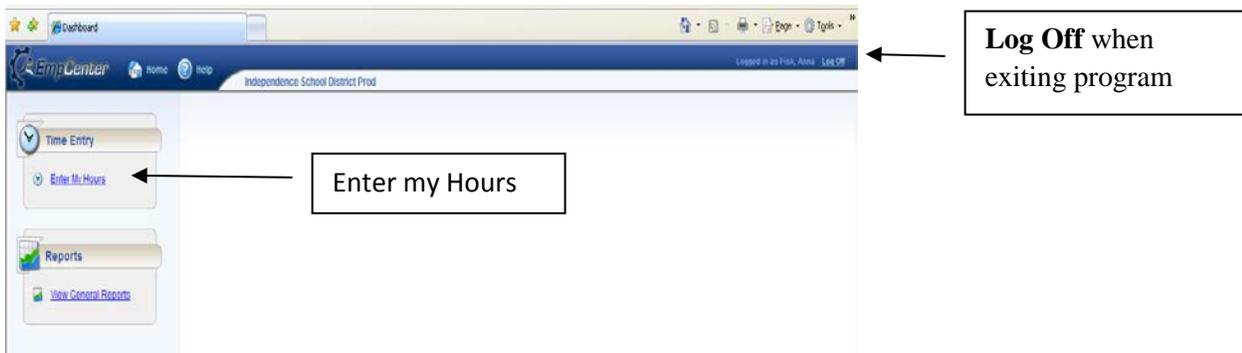
Dashboard View



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, **do not use internet forward/backward arrow buttons** to maneuver through screens – go back to the Home screen and make menu selection. Select **log off** when exiting the program, do not click "X".*

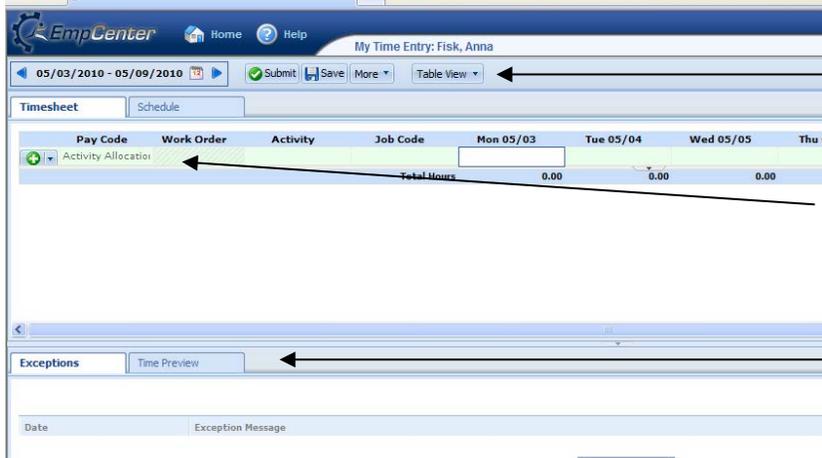


Enter My Hours menu option from the Dashboard allows the user to view their personal timesheet information and make limited entries.

- 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.

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



The screenshot shows the EmpCenter interface for a timesheet. At the top, there are navigation icons for Home and Help, and a user profile for 'My Time Entry: Fisk, Anna'. Below this is a date range '05/03/2010 - 05/09/2010' and buttons for 'Submit', 'Save', and 'More'. A 'Table View' dropdown menu is highlighted with an arrow pointing to a callout box labeled 'Function Icons'. The main table has columns for 'Pay Code', 'Work Order', 'Activity', 'Job Code', and days of the week. A row for 'Activity Allocation' is highlighted with an arrow pointing to a callout box. At the bottom, there are tabs for 'Exceptions' and 'Time Preview', with an arrow pointing to a callout box labeled 'Information Tabs'.

Function Icons

Activity allocation – change to Work Order Worked if WO employee only, add line if REG employee with WO job

Information Tabs

(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

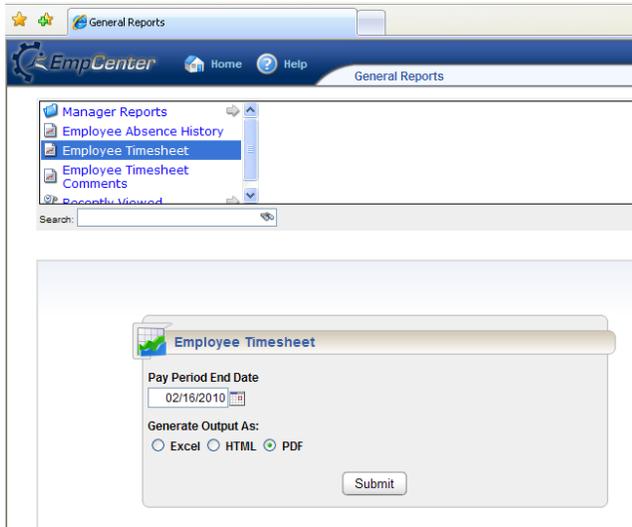
Timesheet for current payroll processing week displays – to change default week, select forward/backward arrows next to week date range or open the calendar box and select date. Once payroll has locked timesheets, no Work Orders can be added or edited. Supervisors must approve timesheets on Monday. **Work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

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Select report, pay period end date (always a Sunday), generate as PDF, Submit.

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.

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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

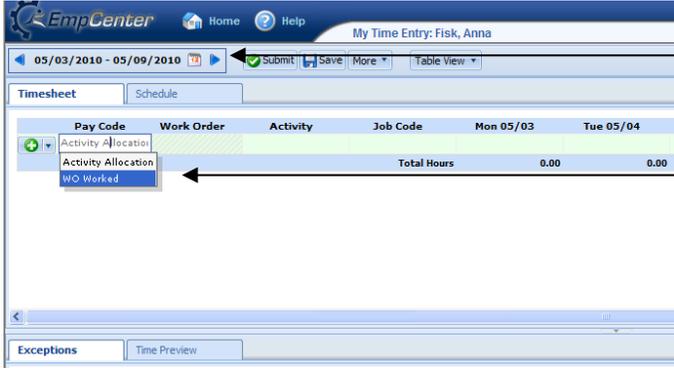
Contact Timekeeper:

Timesheet schedule adjustments (enter on Official Timekeeping Exception Log)

Leave adjustments

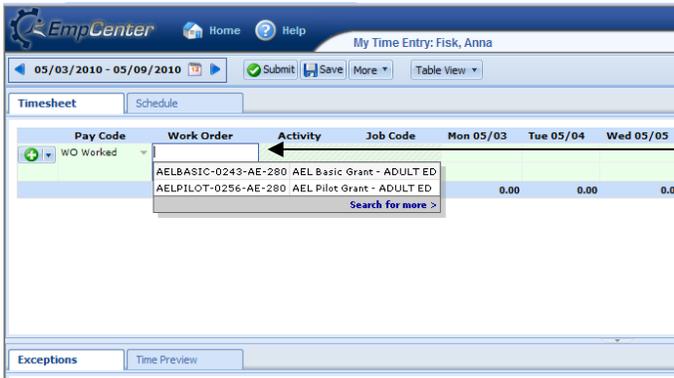
TIMEKEEPING

Entering Work Order Worked Time – employee with Work Order Job only

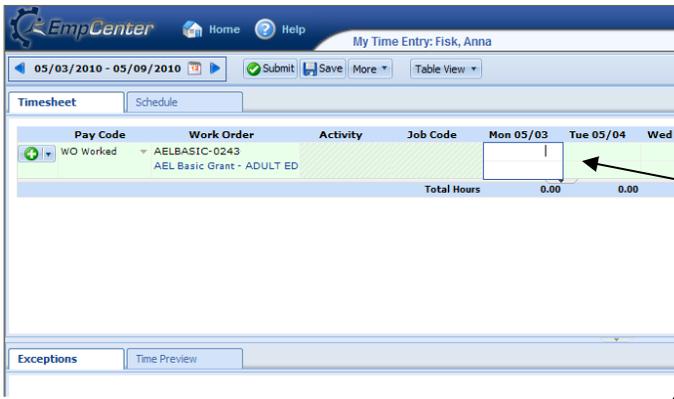


Verify correct pay period week

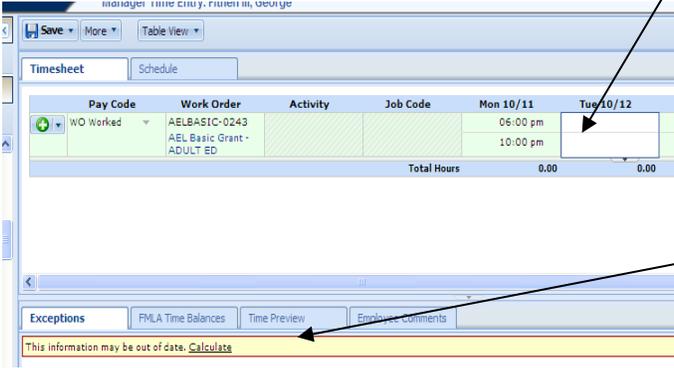
Click on Activity Allocation
Select WO Worked



Tab to Work Order column, click, drop down will reflect Work Order Jobs assigned to you (if job is missing, see your Work Order timekeeper)



Tab to date and enter hours worked



Calculate Timesheet

TIMEKEEPING

My Time Entry: Fisk, Anna

05/03/2010 - 05/09/2010

Submit Save More Table View

Timesheet Schedule

Pay Code	Work Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05
WO Worked	AELBASIC-0243	AEL Basic Grant - ADULT ED		06:00 pm 10:00 pm		
Total Hours				4.00	0.00	0

Exceptions Time Preview

Date	Exception Message
No exceptions.	

No exceptions/errors
Save timesheet

My Time Entry: Fisk, Anna

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	AELBASIC-0243	AEL Basic Grant - ADULT ED		06:00 pm 10:00 pm		
Total Hours				4.00	0.00	0

Exceptions Time Preview

Work Date	Pay Code	Work Order	Activity	Job Code	Miles	Hours
05/03/2010	WO Worked	AELBASIC-024...			0	4.00
Total						4.00

Message appears - Data Saved

Time Preview Tab – view hours and work order job entered

My Time Entry: Fisk, Anna

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	AELBASIC-0243	AEL Basic Grant - ADULT ED		06:00 pm 10:00 pm		
+	WO Worked					
Total Hours				4.00	0.00	0.00

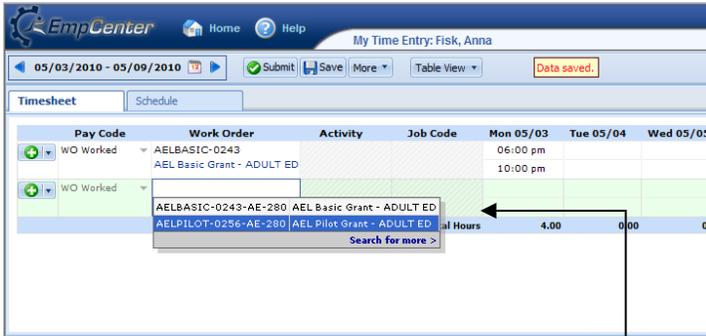
Exceptions Time Preview

Work Date	Pay Code	Work Order	Activity	Job Code	Miles	Hours
05/03/2010	WO Worked	AELBASIC-024...			0	4.00
Total						4.00

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.

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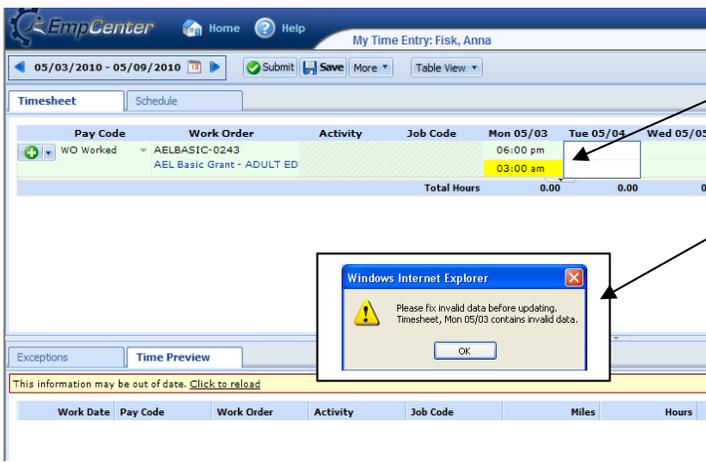
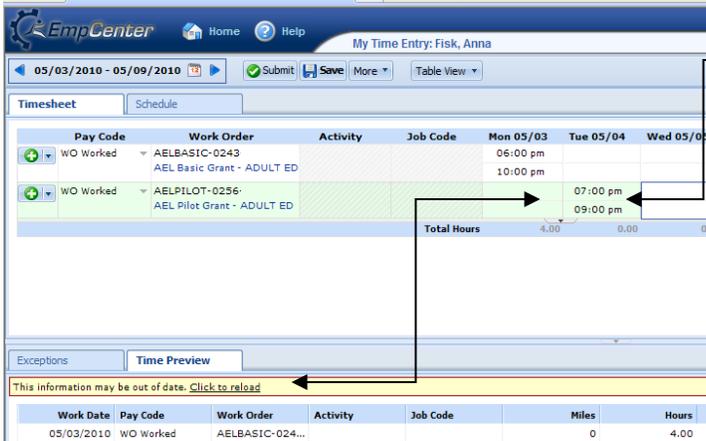
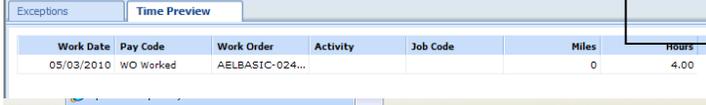


As described above - tab to Work Order column and click to display job list

Select Work Order job

Tab to date and enter hours

Click to Calculate



Timesheet cannot be saved (or calculated) with errors, error must be correct



Save timesheet

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My Time Entry: Fisk, Anna

05/03/2010 - 05/09/2010

Submit Save More Table View Data saved.

Pay Code	Work Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05
WO Worked	AELBASIC-0243	AEL Basic Grant - ADULT ED		06:00 pm 10:00 pm		
WO Worked	AELPILOT-0256	AEL Pilot Grant - ADULT ED			07:00 pm 09:00 pm	
Total Hours				4.00	2.00	0.00

Exceptions Time Preview

Work Date	Pay Code	Work Order	Activity	Job Code	Miles	Hours
05/03/2010	WO Worked	AELBASIC-024...			0	4.00
05/04/2010	WO Worked	AELPILOT-025...			0	2.00
Total						6.00

Once timesheet is completed for entire week, be sure you have saved your data. Do NOT “submit”. It will prevent automatic updates of leave entry and schedule changes from applying.

My Time Entry: Fisk, Anna

05/03/2010 - 05/09/2010

Recall Save More Table View Submitted by Fisk, Anna Time sheet submitted.

Pay Code	Work Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05
Activity Allocation						
WO Worked	AELBASIC-0243	AEL Basic Grant - ADULT ED		06:00 pm 10:00 pm		
WO Worked	AELPILOT-0256	AEL Pilot Grant - ADULT ED			07:00 pm 09:00 pm	
Total Hours				4.00	2.00	

Exceptions Time Preview

If “submitted” in error, you can recall as long as supervisor has not approved. Payroll processing week runs Monday – Sunday.

Once your supervisor approves your timesheet, you cannot make changes.

My Time Entry: Fisk, Anna

05/03/2010 - 05/09/2010

Submit Save More Table View Time sheet recalled.

Pay Code	Work Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05
Activity Allocation						
WO Worked	AELBASIC-0243	AEL Basic Grant - ADULT ED		06:00 pm 10:00 pm		
WO Worked	AELPILOT-0256	AEL Pilot Grant - ADULT ED			07:00 pm 09:00 pm	
Total Hours				4.00	2.00	

Exceptions Time Preview

My Time Entry: Fisk, Anna

04/19/2010 - 04/25/2010

Amend More Table View This time sheet was already processed. Press amend button to make changes.

Pay Code	Work Order	Activity	Job Code	Mon 04/19	Tue 04/20	Wed 04/21	Thu 04/22
Activity Allocation							
Total Hours				0.00	0.00	0.00	0.00

Exceptions Time Preview

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.

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

Pay Code	Work Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05
REG Worked				07:30 am 03:00 pm	07:30 am 03:00 pm	07:30 am 03:00 pm
Activity Allocation	20-2161-6111-C	CRTLTS		7.50	7.50	
Total Hours				7.50	7.50	

Verify correct pay period week

Pay Code	Work Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05
REG Worked				07:30 am 03:00 pm	07:30 am 03:00 pm	07:30 am 03:00 pm
Activity Allocation						
Activity Allocation	20-2161-6111-C	CRTLTS		7.50	7.50	
Total Hours				7.50	7.50	

Click on green + this adds another Activity Allocation Line

Pay Code	Work Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05
REG Worked				07:30 am 03:00 pm	07:30 am 03:00 pm	07:30 am 03:00 pm
Activity Allocation						
Activity Allocation	20-2161-6111-C	CRTLTS		7.50	7.50	
WO Worked						
Total Hours				7.50	7.50	

Click on Activity Allocation, drop down and Select WO Worked

Pay Code	Work Order	Activity	Job Code	Mon 05/03	Tue 05/04	Wed 05/05
REG Worked				07:30 am 03:00 pm	07:30 am 03:00 pm	07:30 am 03:00 pm
WO Worked	AELBASIC-0243-AE-280	AEL Basic Grant - ADULT ED		7.50	7.50	
Activity Allocation						
Total Hours				7.50	7.50	

Tab to Work Order column, click, drop down will reflect Work Order Jobs assigned to you (if job is missing, see your Work Order timekeeper)

TIMEKEEPING

Tab to date and enter hours worked
Click Calculate

Work Date	Pay Code	Work Order	Activity	Job Code	Hours
05/03/2010	Activity Allocation	20-2161-6111-...	CRTLTS		7.50
05/04/2010	WO Worked	AELBASIC-024...			2.00
05/04/2010	Activity Allocation	20-2161-6111-...	CRTLTS		7.50

No exceptions, Save timesheet, message appears, Data Saved
WO worked time reflects in time preview

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.

TIMEKEEPING

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:

The screenshot shows the 'My Time Entry: Shoemaker, Sharon' interface. It includes a navigation bar with 'Submit', 'Save', and 'More' icons, a 'Table View' dropdown, and a 'Data saved.' notification. Below is a table with columns for 'Pay Code', 'Work Order', 'Activity', 'Job Code', and dates 'Mon 05/03', 'Tue 05/04', and 'Wed 05/05'. The table contains entries for 'REG Worked' and 'Activity Allocation' with associated times and hours. Below the table are 'Exceptions' and 'Time Preview' tabs, and a table for 'Exception Message'.

Callout boxes on the right side of the screenshot point to the following elements:

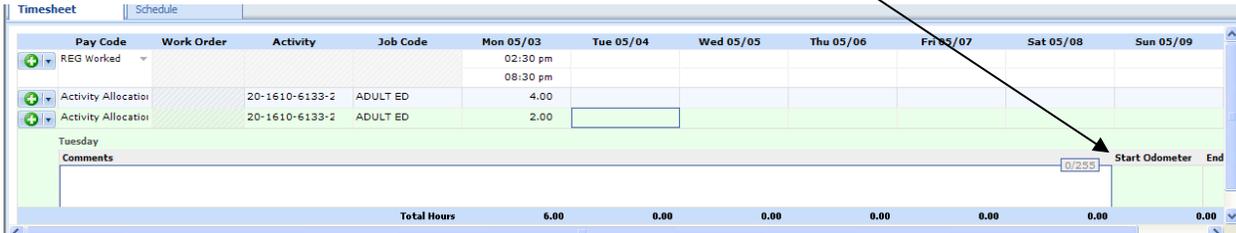
- These are Function Icons (pointing to Submit, Save, More)
- Time Entry Slices (pointing to the time slots in the table)
- Comment box arrow (pointing to the arrow icon in the table)
- Account allocation (pointing to the 'Activity Allocation' rows)
- Information Tabs (pointing to the 'Exceptions' and 'Time Preview' tabs)

Timesheet tab – view/edit REG worked time

Schedule Tab – view schedule imported from schedule information in Keystone

TIMEKEEPING

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



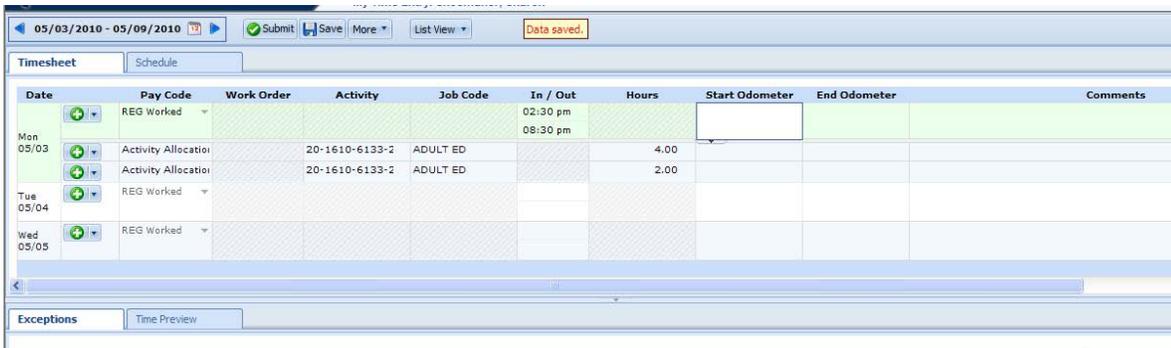
Exceptions tab – exception messages listed by date

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



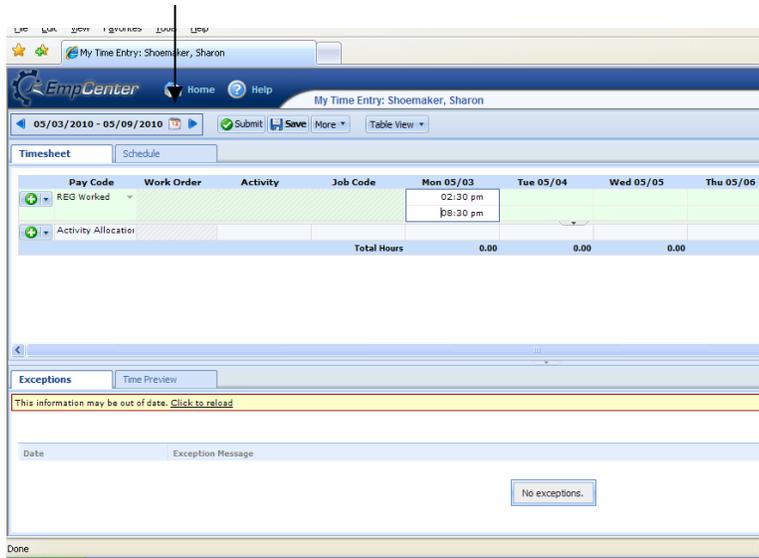
Entering time on timesheet –

- 1) Select correct date (can maneuver 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.
- 3) 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.

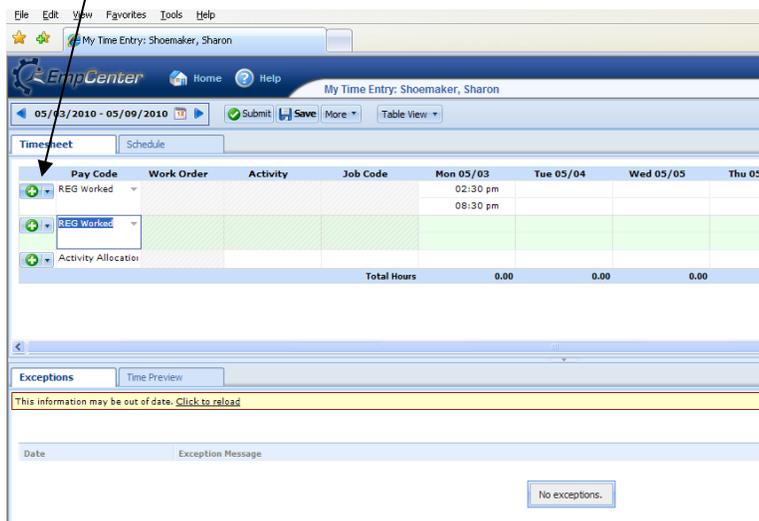
TIMEKEEPING

- 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

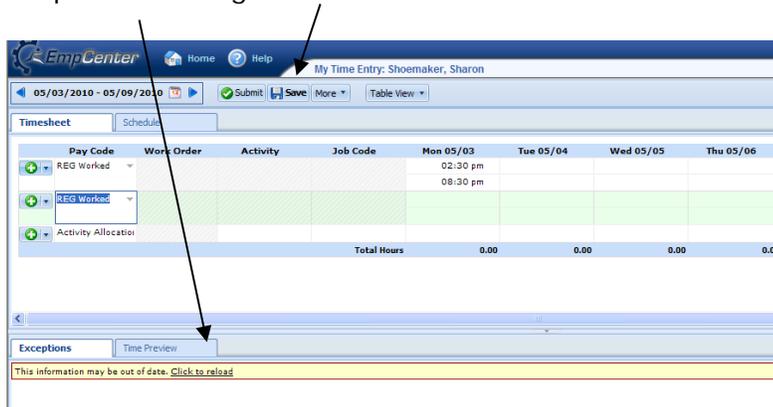


2) Add a REG line

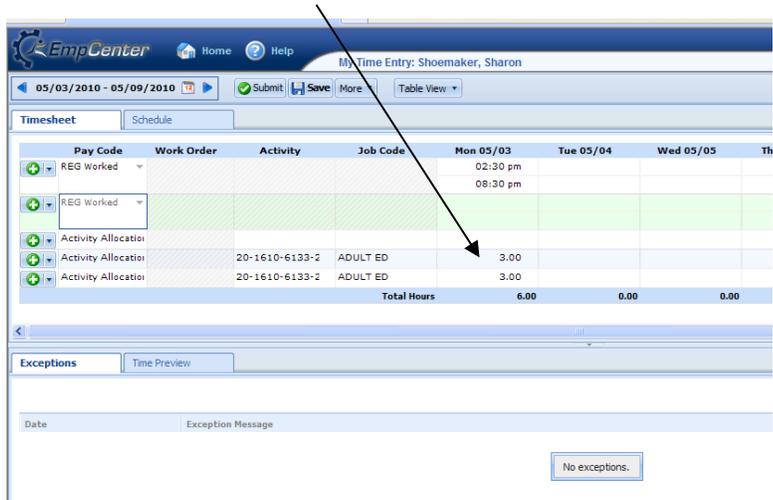


TIMEKEEPING

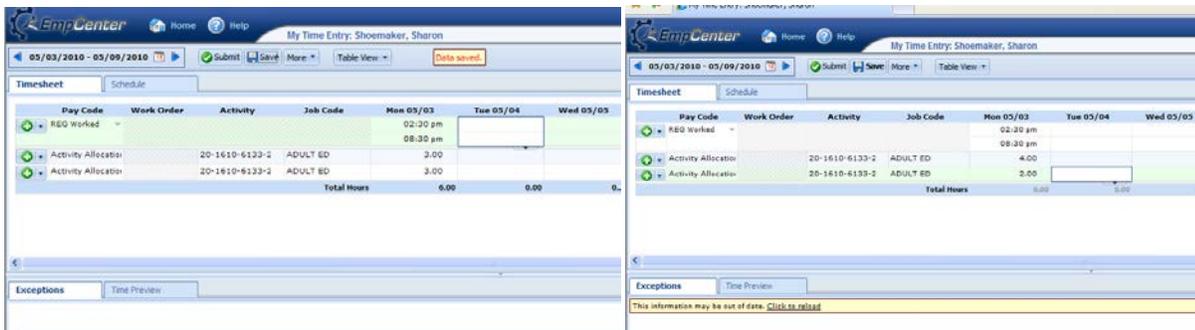
3) Reload prior to saving



4) Activity allocation (account code split)

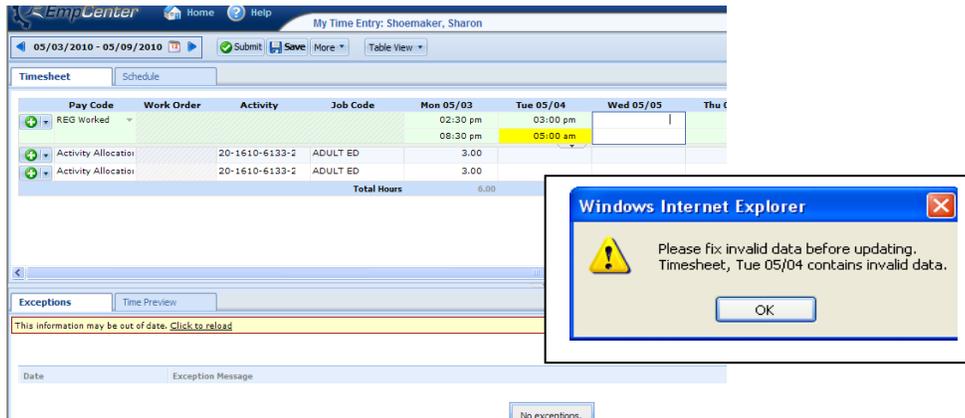


5) Save default allocation before re-allocating worked hours

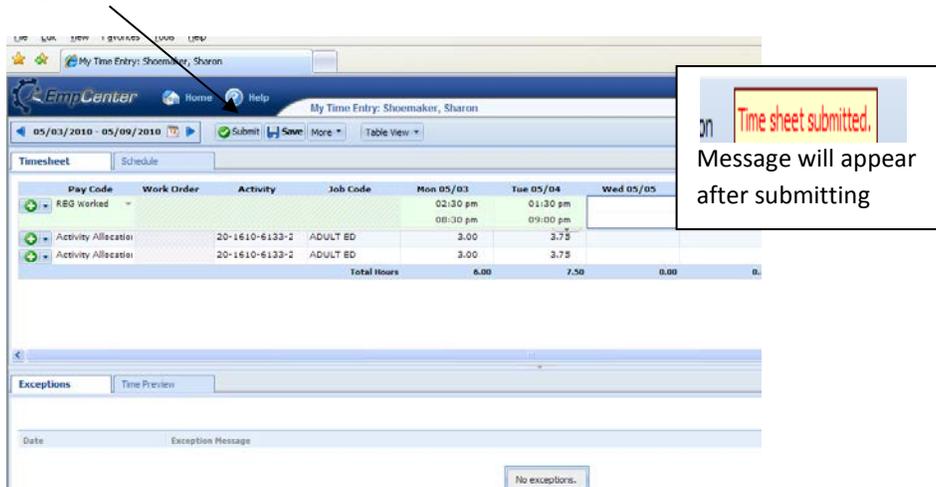


TIMEKEEPING

6) Cannot save or reload with errors



7) Submit



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



TIMEKEEPING

8) Amend

The screenshot displays the EmpCenter 'My Time Entry' interface for Sharon Shoemaker. The top navigation bar includes 'Home' and 'Help' buttons, with an arrow pointing to the 'Amend' button. A red message box indicates that the timesheet has already been processed and that the 'Amend' button should be used for changes. The main area shows a timesheet table with columns for dates from 04/19 to 04/22. The table includes rows for 'REG worked', 'Vacation', and 'Activity Allocation' with associated times and hours.

Pay Code	Work Order	Activity	Job Code	Mon 04/19	Tue 04/20	Wed 04/21	Thu 04/22	Fri 04/23
REG worked								
Vacation				07:00 am 02:15 pm	07:09 am 03:30 pm			0
Activity Allocation		20-1610-6133-2	ADULT ED	3.63	4.00			0
Activity Allocation		20-1610-6133-2	ADULT ED	3.63	4.00			0
Total Hours				7.25	8.00	0.00	0.00	0.00

TIMEKEEPING

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 Tyoes
 - Exempt
 - Regular Schedule
 - Work Order Entry
 - Non-exempt
 - Regular Schedule
 - Remote Entry
 - Work Order Entry
 - Substitute Entry
- Timekeepers
- Managers
- Payroll

Timekeeping responsibilities at a glance:

- Password sharing is prohibited.
- Employee
 - Non-exempt employees use electronic devices to record their time for Regular worked hours.
 - Maintain accurate clocking in/out times
 - Write corrections on exception log. Employees are not allowed to change their own clocked in/out punches.
 - Enter work order time as it occurs
 - Allocate activity time where necessary (multi-job or multi-account)
 - 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
 - Daily enter leave for employees in SubFinder
 - Daily enter edits to timesheets as written on exception log including Comments
 - 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

TIMEKEEPING

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

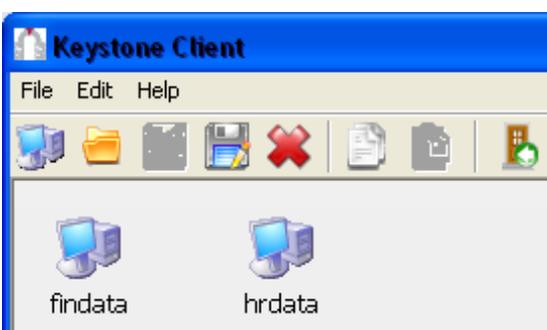
Location of kiosks

- 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

TIMEKEEPING

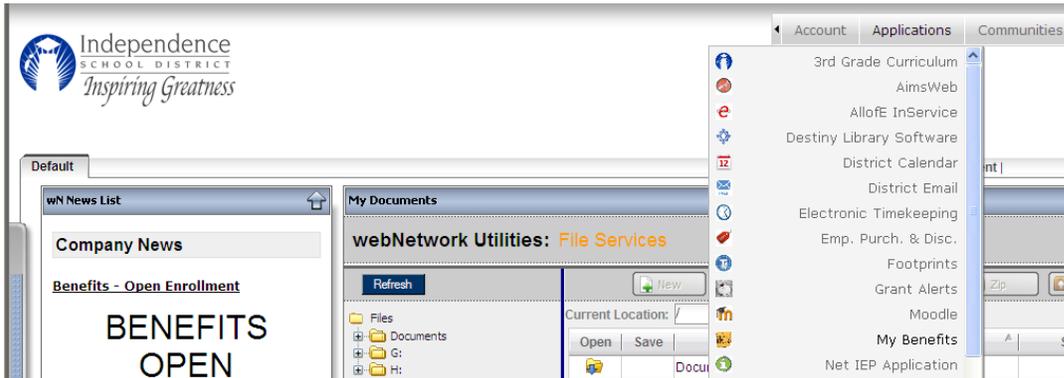
- Manager
 - Assign a timekeeper and back-up timekeeper.
 - Review reports from timekeeper and follow-up with personnel where needed
 - Approve or reject timesheets by 8:00 am Tuesday (exempts and non-exempts). This also includes amended timesheets.
 - Supervisors approve timesheets weekly prior to 8:00 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.



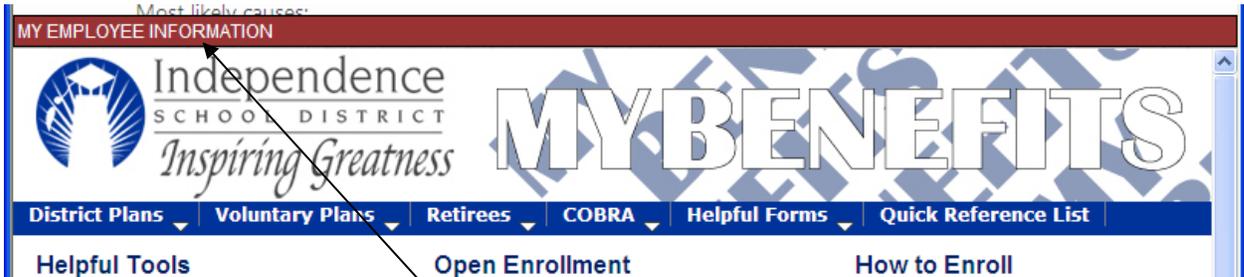
- 2) Bereavement Leave should always be used before Emergency Bereavement.
- 3) Payroll is processed weekly for pay period Monday through Sunday.
- 4) All timekeeping exceptions need to be cleared on Monday before supervisor approval.
- 5) Payroll pay batches are created weekly with data calculated from 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.
- 7) 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.

TIMEKEEPING

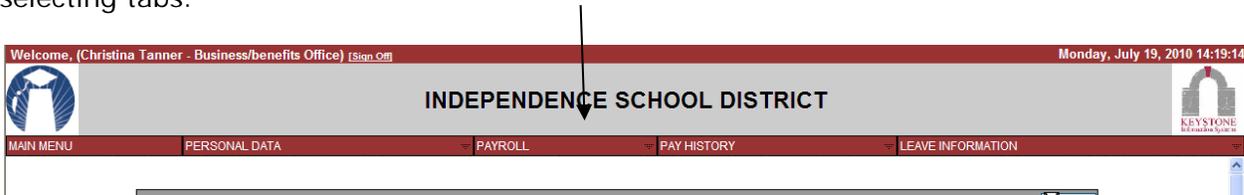
<http://portal.indep.k12.mo.us> – log on to portal with district User ID & Password



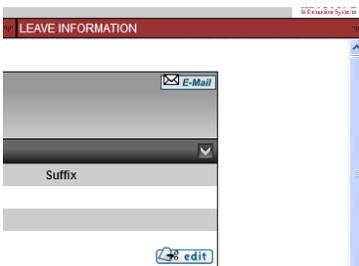
Select Applications, Select My Benefits, Log in again with User ID and Password. Problems logging in, contact the Help Desk.



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.

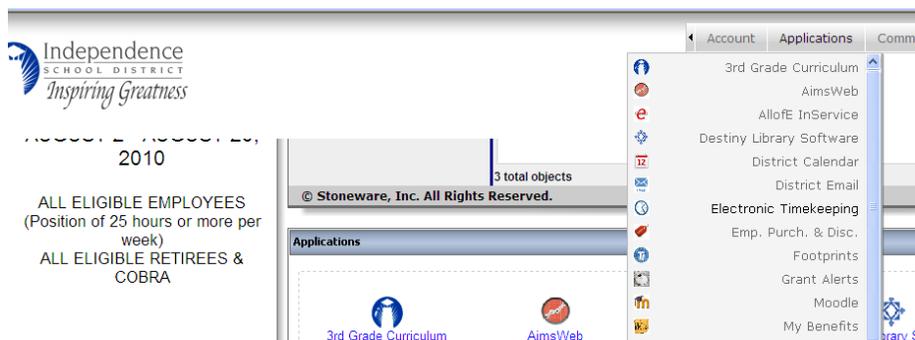


Payroll tax changes and address changes can be completed electronically by clicking on the edit button.



TIMEKEEPING

- 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.



- 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

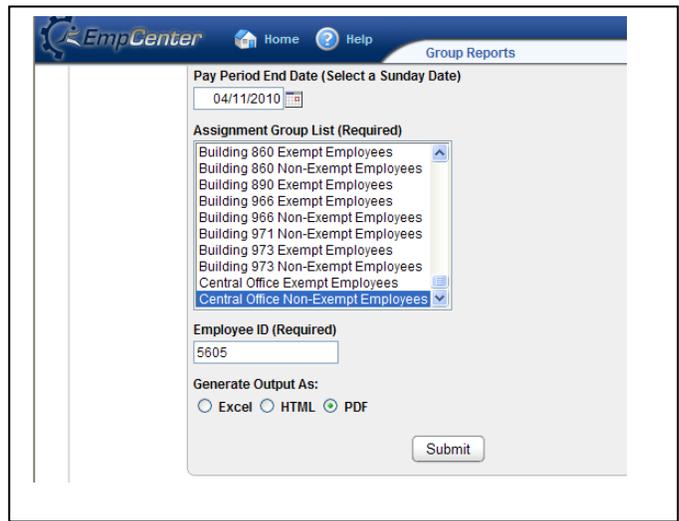
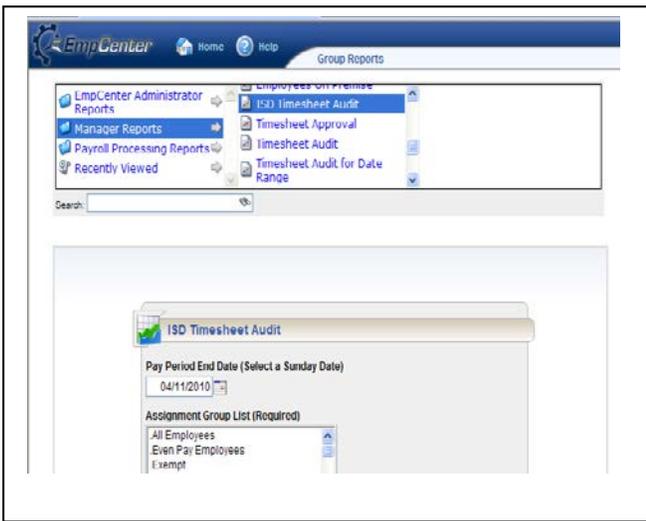
- Employees are to document any missed punches or adjustments needed to time on the Official Timekeeping Exception Log sheet.
- Punches/adjustments documented on the exception log sheet can be made to the employee's electronic timesheet.
- After correcting punches indicated on exception log, run timesheet 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").

TIMEKEEPING

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



Manager Time Sheet Audit Report For Period Ending On 4/11/2010

ISD Policies V 1.0

Changed	By User	Action	Work Date	Pay Code	Hours	In Time	Out Time	Start Odometer	End Odometer	IP Address	Comments
Employee: Tanner, Christina (5605)					Assignment: 5605						
4/6/2010 7:00:10AM	5605	Insert	04/06/2010	REG Worked	0.00	6:56 am					
4/6/2010 8:49:02AM	5605	Insert	04/06/2010	REG Worked	0.00	8:49 am	11026			10.10.55.231	
4/6/2010 9:03:50AM	11026	Delete	04/06/2010	REG Worked	0.00	8:49 am	11026			10.10.55.30	
4/6/2010 10:56:18AM	5605	Insert	04/06/2010	REG Worked	0.00	10:56 am	3641			10.10.55.231	
4/6/2010 1:10:01PM	5605	Insert	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.

TIMEKEEPING

Absence Info

Start date/time: 04/05/2010 07:00 AM
End date/time: 04/05/2010 03:30 PM

Follow Employee Schedule Same Time Daily

Job Info

Start date/time: 04/05/2010 07:00 AM
End date/time: 04/05/2010 03:30 PM

Follow Employee Schedule Same Time Daily

Absence info – employee full day absence times should reflect schedule times from WorkForce

Job Info – substitute work hours may not always match the employee’s absent times

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.

Pay Code	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09
Vacation				07:00 am 03:30 pm				
REG Worked					06:56 am 01:00 pm			
REG Worked					01:30 pm			
Activity Allocation	10-2525-6151-C	PR ASST		8.00	6.00			
Total Hours				8.00	6.00	0.00	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
REG Worked	10-2525-6151-C	PR ASST	07:00 am 03:30 pm						

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.

<u>Daily Hours</u>	<u>Half Day Leave Hours</u>	<u>Daily Hours</u>	<u>Half Day Leave Hours</u>
5 hour employee	½ - 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

TIMEKEEPING

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.

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				
Activity Allocation		10-2525-6151-C	PR ASST		9.25			
Total Hours				0.00	9.25	0.00	0.00	

Pay Code	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09
Trade Day Worked					06:15 am 12:35 pm			
Trade Day Worked					01:06 pm 03:54 pm			
Activity Allocation		10-2525-6151-C	PR ASST	0.00				
Activity Allocation		10-2525-6151-C	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.

TIMEKEEPING

- 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

Manager Time Entry: Grabiel, Matthew

Timesheet

Pay Code	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
REG Worked				09:00 am 05:00 pm						
Total Hours				0.00	0.00	0.00	0.00	0.00	0.00	0.00

Exceptions

Date	Exception Message	Severity	Action Required
Mon 04/05	The 0.0 hours allocated do not equal the 8.0 hours of worked time	Error (not paid)	Correct Activity ...

Manager Time Entry: Grabiel, Matthew

Timesheet

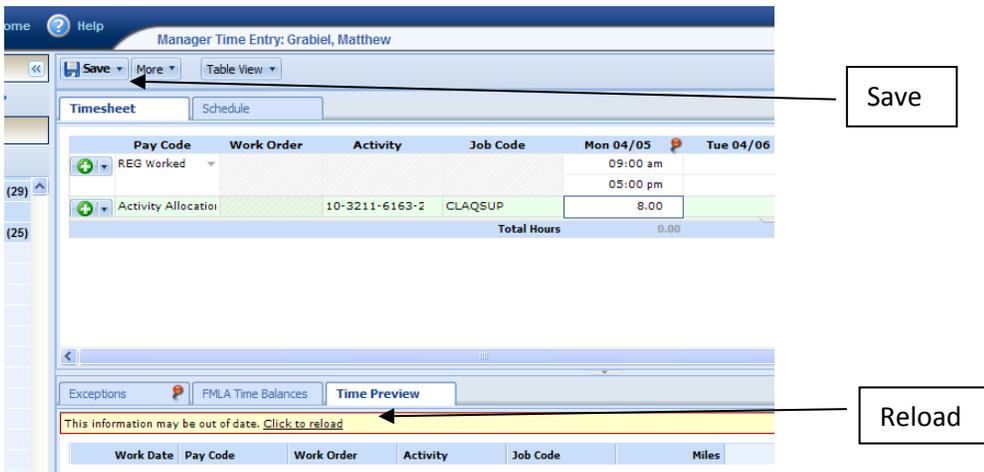
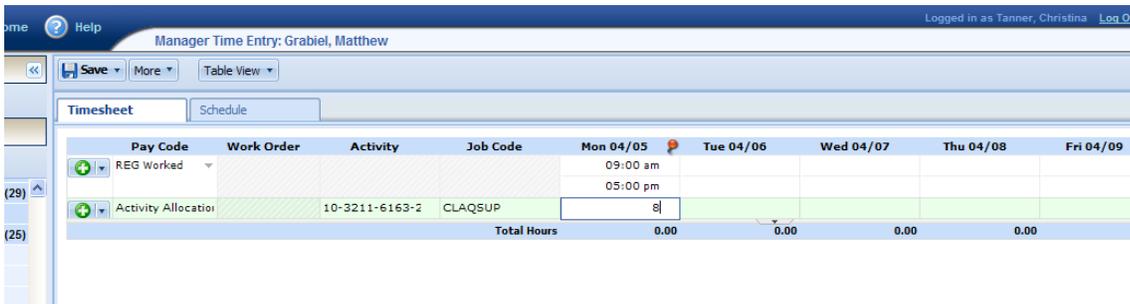
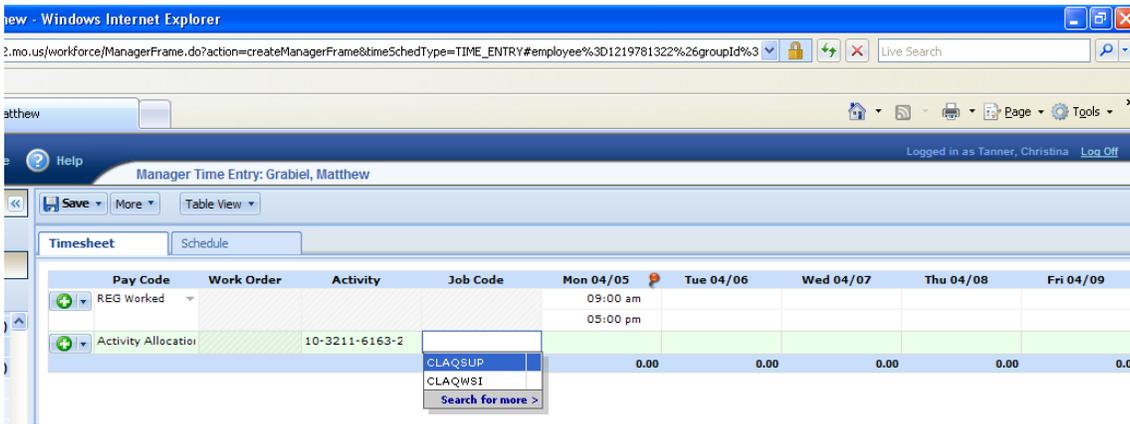
Pay Code	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09
REG Worked				09:00 am 05:00 pm				
Activity Allocation								
Total Hours				0.00	0.00	0.00	0.00	0.00

Manager Time Entry: Grabiel, Matthew

Timesheet

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 Allocation			10-3211-6163-211-0000-0000					
Total Hours				0.00	0.00	0.00	0.00	0.00

TIMEKEEPING



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

TIMEKEEPING

Pay Code	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09	Sat 04/10
REG Worked	10-3531-6151-C	DIST AR	08:00 am 04:30 pm					
REG Worked	10-3531-6151-C	DIST AR	08:00 am 04:30 pm					

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

- To view the entire account, click in the activity, the account highlighted will be 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

Pay Code	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09
REG Worked				07:51 am 11:10 am	07:52 am 11:42 am			
REG Worked				11:40 am 04:33 pm	12:11 pm 04:33 pm			
Activity Allocation		10-3531-6151-C	DIST AR	4.00	4.00			
Activity Allocation		10-3531-6151-C	DIST AR	4.00	4.00			
Total Hours				8.00	8.00	0.00	0.00	0.00

Pay Code	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09
REG Worked				07:51 am 11:10 am	07:52 am 11:42 am			
REG Worked				11:40 am 04:33 pm	12:11 pm 04:33 pm			
Activity Allocation		10-3531-6151-C	DIST AR	4.00	4.00			
Activity Allocation		10-3531-6151-000-0912		4.00	4.00			
Total Hours				8.00	8.00	0.00	0.00	0.00

Search for '10-3531-6151-000-0913' >

Pay Code	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09
REG Worked				07:51 am 11:10 am	07:52 am 11:42 am			
REG Worked				11:40 am 04:33 pm	12:11 pm 04:33 pm			
Activity Allocation		10-3531-6151-C	DIST AR	5.00	4.00			
Activity Allocation		10-3531-6151-C	DIST AR	3	4.00			
Total Hours				8.00	8.00	0.00	0.00	0.00

TIMEKEEPING

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

Pay Code	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/07
REG Worked					07:59 am			
REG Worked					01:13 pm			
REG Worked					01:43 pm			
Sick				08:00 am	04:30 pm			
Activity Allocation		10-2525-6151-C	PR ASST	8.00	8.25			
Total Hours				8.00	8.25	0.00	0.00	

Pay Code	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/07
REG Worked					07:59 am			
REG Worked					01:13 pm			
REG Worked					01:43 pm			
Sick				08:00 am	04:30 pm			
Manual Overtime		10-2525-6151-C	PR ASST	8.00	8.25			
Total Hours				8.00	8.25	0.00	0.00	

Exceptions: Manual Overtime, Holiday, Hourly Absence No Pay, Jury Duty, Leave without Pay, Leave with Pay, Military Leave, Personal Leave, Return to Head Start, Sick, Sick FML, Sick FML Docketed.

No exceptions.

TIMEKEEPING

Pay Code	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04/07
REG Worked					07:59 am	
REG Worked					01:13 pm	
REG Worked					01:43 pm	
Sick				08:00 am	04:41 pm	
Manual Overtime				04:30 pm		
Activity Allocation			10-2525-6151-000-0000-0000	8.00	8.25	
				Hours	8.00	8.25

Pay Code	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04/07
REG Worked					07:59 am	
REG Worked					01:13 pm	
REG Worked					01:43 pm	
Sick				08:00 am	04:41 pm	
Manual Overtime				04:30 pm		
Activity Allocation			10-2525-6151-C PR ASST	8.00	8.25	
				Hours	8.00	8.25

Pay Code	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04/07
REG Worked					07:59 am	
REG Worked					01:13 pm	
REG Worked					01:43 pm	
Sick				08:00 am	04:41 pm	
Manual Overtime				04:30 pm		
Activity Allocation			10-2525-6151-C PR ASST	8.00	8.25	
				Hours	8.00	8.25
				Total Hours	8.00	8.25

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.

Pay Code	Work Order	Activity	Job Code	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/08
REG Worked				07:00 am	06:57 am			
REG Worked				11:07 am	11:05 am			
REG Worked				11:32 am	11:32 am			
WO Worked	ATHBB-1463-GW			03:34 pm	03:32 pm			
WO Worked	Baseball - GATEWORKER			05:00 pm				
WO Worked				06:30 pm				
Vacation								07:03

TIMEKEEPING

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.

Calculation examples –

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

TIMEKEEPING

Save More Table View

Timesheet Schedule

Pay Code	Work Order	Activity	Job Code	Mon 08/22	Tue 08/23
REG Worked				06:56 am 03:30 pm	
Activity Allocation		10-2525-6151-C	PR ASST		
Activity Allocation		10-2525-6151-C	PR ASST	8.00	
Total Hours				8.00	0.00

Exceptions FMLA Time Balances Time Preview Employee Comments

Work Date	Pay Code	Work Order	Activity	Job Code	Miles	Hours
08/22/2011	Activity Allo...		10-2525-6...	PR ASST	0	8.00

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.

Save More Table View

Timesheet Schedule

Pay Code	Work Order	Activity	Job Code	Mon 08/22	Tue 08/23
REG Worked				06:56 am 03:30 pm	
Actual Lunch				0.00	
Activity Allocation		10-2525-6151-C	PR ASST		
Activity Allocation		10-2525-6151-C	PR ASST	8.50	
Total Hours				8.50	0.00

Exceptions FMLA Time Balances Time Preview Employee Comments

Work Date	Pay Code	Work Order	Activity	Job Code	Miles	Hours
08/22/2011	Activity Allo...		10-2525-6...	PR ASST	0	8.50

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.

TIMEKEEPING

Pay Code	Work Order	Activity	Job Code	Mon 08/22	Tue 08/23
REG Worked				06:56 am 03:00 pm	
REG Worked				03:30 pm 04:00 pm	
Activity Allocation		10-2525-6151-C	PR ASST		
Activity Allocation		10-2525-6151-C	PR ASST	8.50	
Total Hours				8.50	

Work Date	Pay Code	Work Order	Activity	Job Code	Miles	Hours
08/22/2011	Activity Allo...		10-2525-6...	PR ASST	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:

These are Function Icons

Time Entry Slices

Comment box arrow

Account allocation

Information Tabs

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)

TIMEKEEPING

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
REG Worked				02:30 pm 08:30 pm						
Activity Allocation		20-1610-6133-2	ADULT ED	4.00						
Activity Allocation		20-1610-6133-2	ADULT ED	2.00						
Tuesday										
Comments									0/255	Start Odometer
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

Pay Code	Work Order	Activity	Job Code	Mon 05/03
REG Worked				06:50 am 12:55 pm
REG Worked				01:25 pm 05:33 pm
Activity Allocation		10-2525-6151-C	PR ASST	10.00
Activity Allocation		10-2525-6151-C	PR ASST	
Total Hours				10.00

Timekeeper Work Order Maintenance

Logging In

WorkForce Electronic Timekeeping can be accessed from the District Portal –

<http://portal.indep.k12.mo.us>

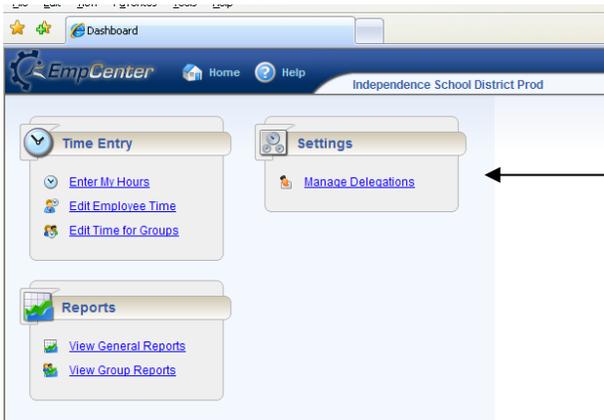


User ID is your employee network log in ID (LDAP). Password is the same as your District network password. Once you are logged into EmpCenter, do not open the application again in another window on the same computer.



TIMEKEEPING

Timekeeper Dashboard view

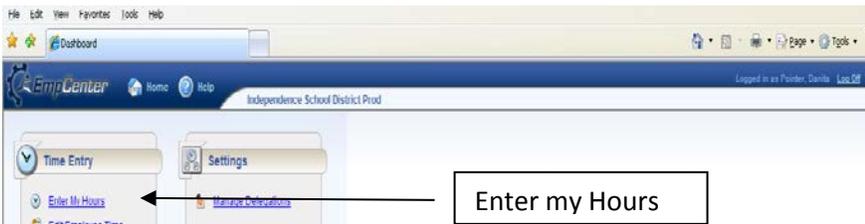


Work Order Timekeepers do not have rights to “Manage Delegations”

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

Help button is not activated.

*This is a Web Based program, **do not use internet forward/backward arrow buttons** to maneuver through screens – go back to the Home screen and make menu selection. Select **log off** 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):

TIMEKEEPING

The screenshot displays the 'Timesheet' and 'Exceptions' tabs. The 'Timesheet' tab shows a grid of time entries for dates 04/12/2010 through 04/15/2010. The 'Exceptions' tab shows a summary of hours worked for each date.

Work Date	Pay Code	Work Order	Activity	Job Code	Miles	Hours
04/12/2010	Activity Allocation		10-2410-6151-...	BLDG BK/SEC	0	8.00
04/13/2010	Activity Allocation		10-2410-6151-...	BLDG BK/SEC	0	8.25
04/14/2010	Activity Allocation		10-2410-6151-...	BLDG BK/SEC	0	4.25
04/15/2010	Activity Allocation		10-2410-6151-...	BLDG BK/SEC	0	3.00
Total						23.50

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.

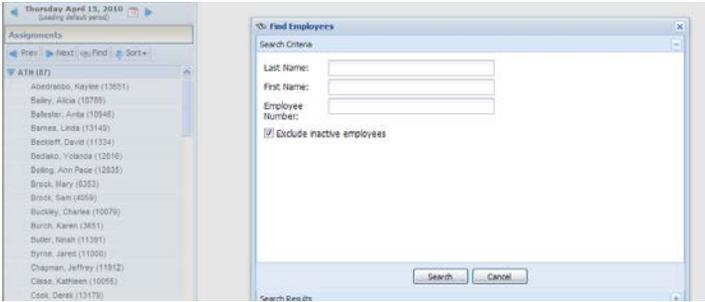
The screenshot shows the 'EmpCenter' dashboard with a 'Time Entry' menu. The 'Edit Employee Time' option is highlighted with a callout box.

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

The first screenshot shows the 'Manager Time Entry' interface with the 'ATH (87)' group selected. The second screenshot shows a list of employees under the 'ATH (87)' group, including Abedrabbo, Kaylee (13651), Bailey, Alicia (10789), Ballester, Anita (10946), Barnes, Linda (13149), and Beckloff, David (11334).

Select employee from list or "Find" employee –

TIMEKEEPING



Enter name or employee number.
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"

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

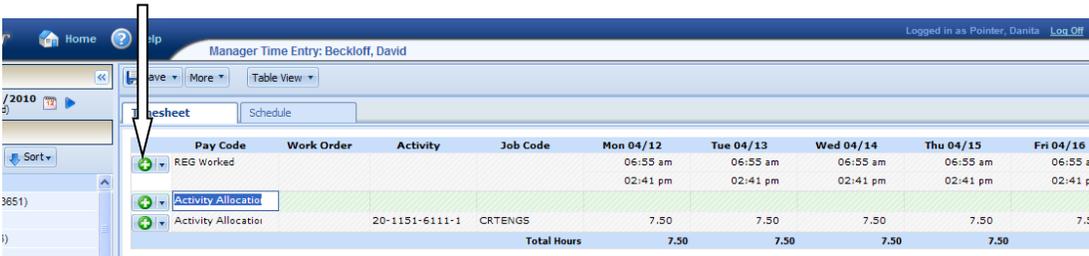


Current payroll processing week timesheet will open – to change default week, select forward/backward arrows next to week date range or open the calendar box and select date. Once payroll has locked timesheets, no Work Orders can be added or edited. Building supervisors must approve timesheets on Monday. **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.



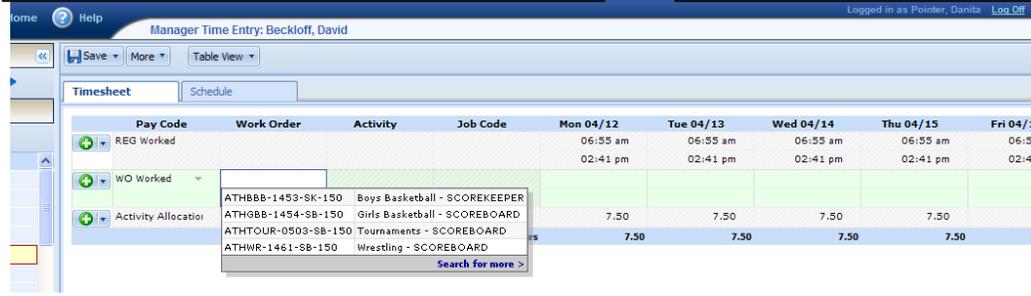
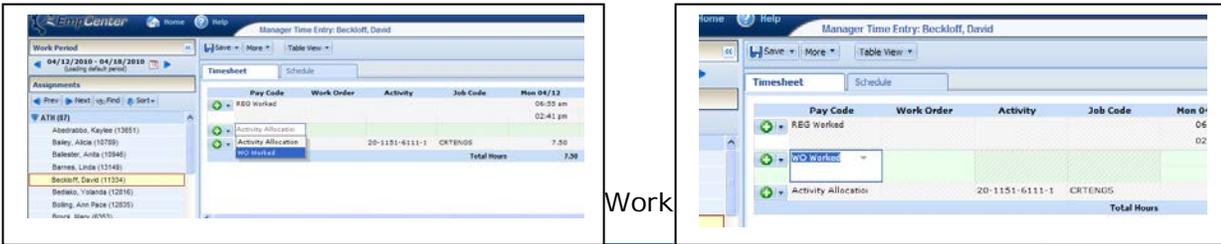
Entering/Editing Work Order Worked Time

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

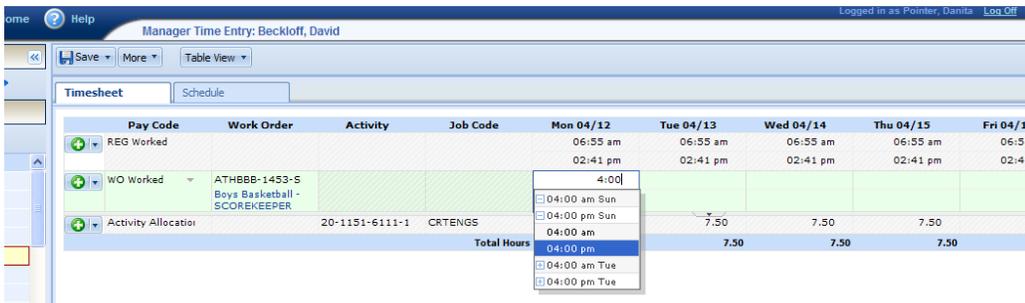


TIMEKEEPING

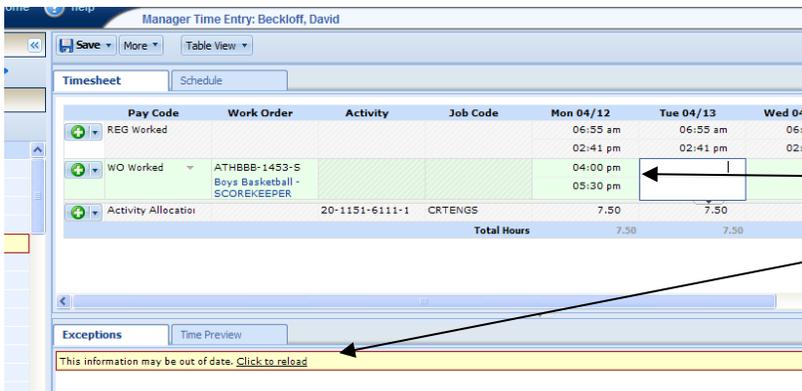
Change Pay Code to WO Worked



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.



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.



Work Order in/out times
Reload

TIMEKEEPING

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.

The screenshot shows the 'Manager Time Entry' interface for David Beckloff. The top section is the 'Timesheet' tab, which displays a table of time entries for three days: Mon 04/12, Tue 04/13, and Wed 04/14. The table includes columns for Pay Code, Work Order, Activity, Job Code, and Hours. The 'Total Hours' row shows 9.00 for Mon, 7.50 for Tue, and 7.50 for Wed. The bottom section is the 'Time Preview' tab, which shows a summary of time entries for the same period.

Pay Code	Work Order	Activity	Job Code	Mon 04/12	Tue 04/13	Wed 04/14
REG Worked				06:55 am 02:41 pm	06:55 am 02:41 pm	06:55 am 02:41 pm
WO Worked	ATHBBB-1453-S Boys Basketball - SCOREKEEPER			04:00 pm 05:30 pm		
Activity Allocation		20-1151-6111-1	CRTENGS	7.50	7.50	7.50
Total Hours				9.00	7.50	7.50

Work Date	Pay Code	Work Order	Activity	Job Code	Hours
04/12/2010	WO Worked	ATHBBB-1453-...			1.50
04/12/2010	Activity Allocation		20-1151-6111-...	CRTENGS	7.50
04/12/2010	Guaranteed Hours	ATHBBB-1453-...			0.50
04/13/2010	Activity Allocation		20-1151-6111-...	CRTENGS	7.50

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



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

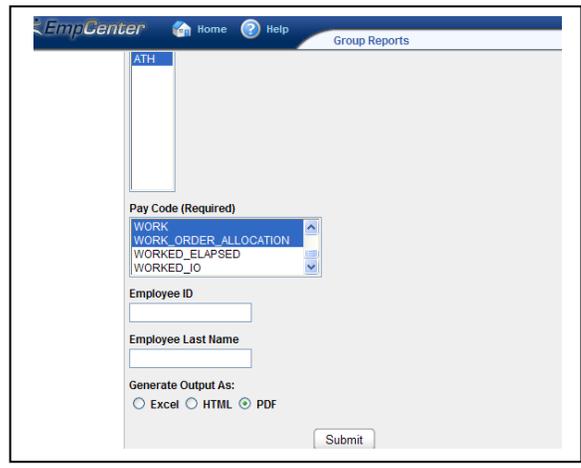
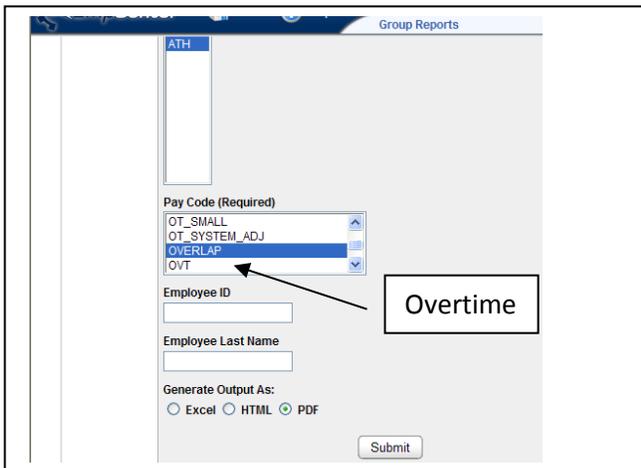
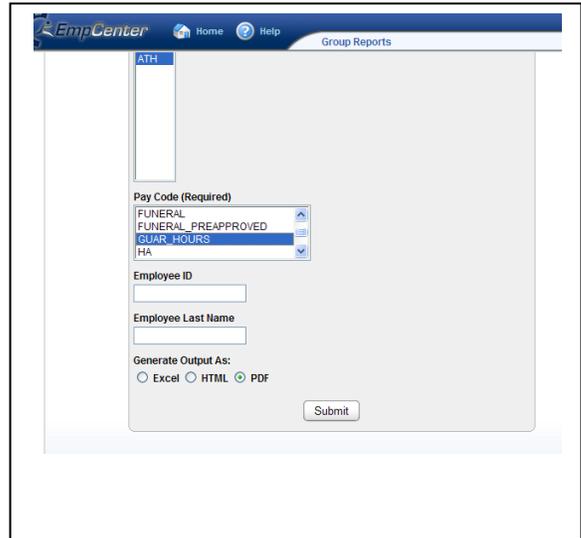
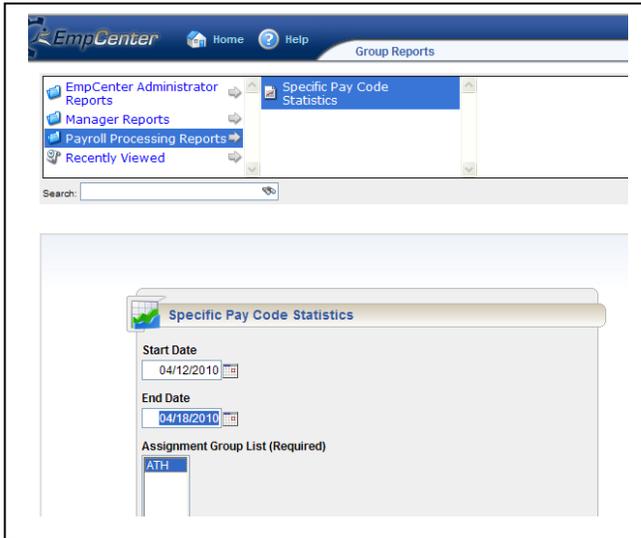
TIMEKEEPING

(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



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

TIMEKEEPING

ReportCAF2M09F.pdf - Adobe Reader

EmpCenter WORKFORCE MANAGEMENT

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	ATH	Beckloff, David	11334	04/12/2010	0.50	6.25
					Guaranteed Hours Totals	0.50 \$ 6.25
WO Worked	ATH	Beckloff, David	11334	04/12/2010	1.50	18.75
					WO Worked Totals	1.50 \$ 18.75

Edit Time for Groups

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

Dashboard

EmpCenter Home ? Help Independence School District Prod

Time Entry

- Enter My Hours
- Edit Employee Time
- Edit Time for Groups

Reports

- View General Reports
- View Group Reports

Group Time Entry Window

Date: 04/15/2010 Clear Selection Add Edit Add Edit

Assignment Group: Select One... Filter Employees Sort Employees Edit Exceptions

Please select a group.

Select date, select assignment group

Timesheets display for all employees in group

TIMEKEEPING

Employee	Mon 04/12	Tue 04/13	Wed 04/14	Thu 04/15	Fri 04/16
Abedrabbo, Kaylee (13651)	Activity Allocation REG Worked 06:17 am - 05:30 pm 5.25	Activity Allocation REG Worked 06:18 am - 06:01 pm 6.00	Activity Allocation REG Worked 06:16 am - 09:02 am 2.75	Activity Allocation REG Worked 06:16 am - 08:58 am REG Worked 02:51 pm - 2.75	
Bailey, Alicia (10789)	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 07.50
Ballester, Anita (10946)	Activity Allocation REG Worked 07:35 am - 03:25 pm 7.50	Activity Allocation REG Worked 07:35 am - 03:25 pm 7.50	Activity Allocation REG Worked 07:35 am - 03:25 pm 7.50	Activity Allocation REG Worked 07:35 am - 03:25 pm 7.50	Activity Allocation REG Worked 07.50
Barnes, Linda (13149)	Activity Allocation REG Worked 06:55 am - 03:29 pm 8.00	Activity Allocation REG Worked 07:00 am - 03:32 pm 8.00	Activity Allocation REG Worked 06:53 am - 12:00 pm 5.00	Activity Allocation 0.00	
Beckloff, David (11334)	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 07.50

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.

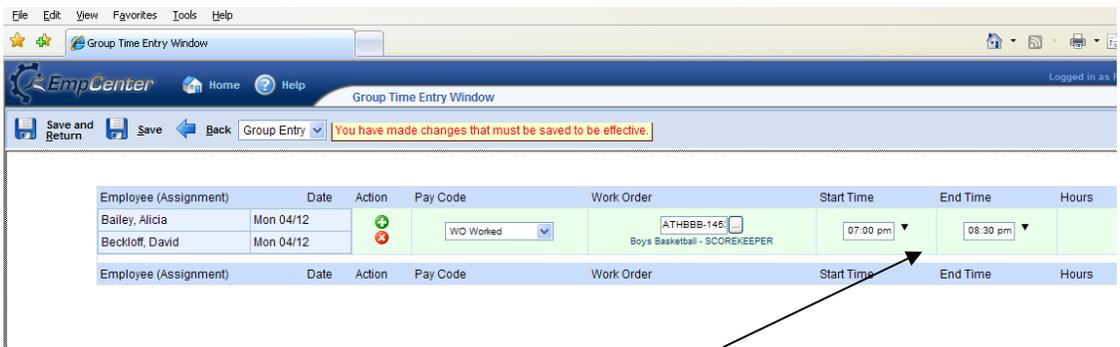
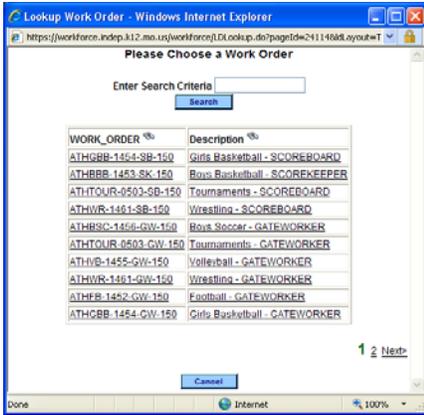
Employee	Mon 04/12	Tue 04/13	Wed 04/14	Thu 04/15	Fri 04/16
Abedrabbo, Kaylee (13651)	Activity Allocation REG Worked 06:17 am - 05:30 pm 5.25	Activity Allocation REG Worked 06:18 am - 06:01 pm 6.00	Activity Allocation REG Worked 06:16 am - 09:02 am 2.75	Activity Allocation REG Worked 06:16 am - 08:58 am REG Worked 02:51 pm - 2.75	
Bailey, Alicia (10789)	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 07.50
Ballester, Anita (10946)	Activity Allocation REG Worked 07:35 am - 03:25 pm 7.50	Activity Allocation REG Worked 07:35 am - 03:25 pm 7.50	Activity Allocation REG Worked 07:35 am - 03:25 pm 7.50	Activity Allocation REG Worked 07:35 am - 03:25 pm 7.50	Activity Allocation REG Worked 07.50
Barnes, Linda (13149)	Activity Allocation REG Worked 06:55 am - 03:29 pm 8.00	Activity Allocation REG Worked 07:00 am - 03:32 pm 8.00	Activity Allocation REG Worked 06:53 am - 12:00 pm 5.00	Activity Allocation 0.00	
Beckloff, David (11334)	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 07.50
Bediako, Yolanda (12816)	Activity Allocation Sick 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 07.50
Bolling, Ann Pace (12835)	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 06:55 am - 02:41 pm 7.50	Activity Allocation REG Worked 07.50
Brock, Mary (6353)					
Brock, Sam (4059)					

Select WO Worked pay code

Employee (Assignment)	Date	Action	Pay Code	Work Order	Start Time	End Time	Hours
Bailey, Alicia	Mon 04/12	+	Activity Allocation		hh:mm a	hh:mm a	
Beckloff, David	Mon 04/12	-	Activity Allocation		hh:mm a	hh:mm a	
Employee (Assignment)	Date	Action	Pay Code	Work Order	Start Time	End Time	Hours
			WO Worked				
			FMLA- Unpaid				

Select Work Order Job from look up

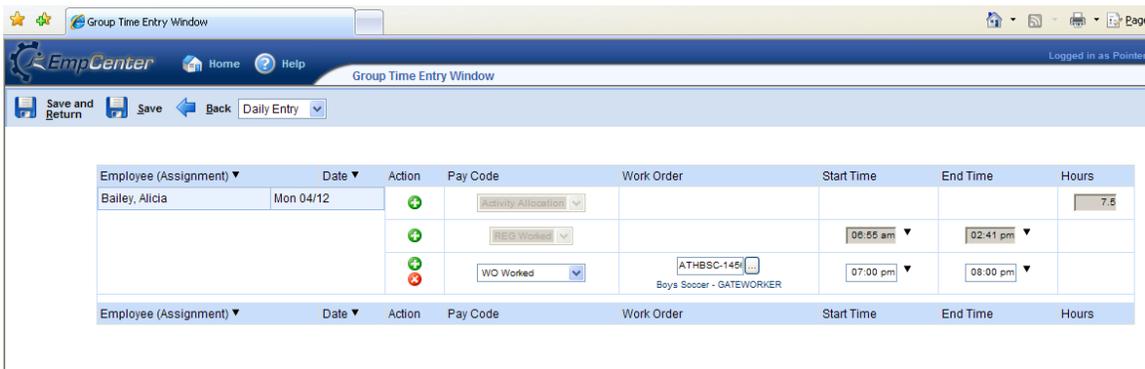
TIMEKEEPING



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.



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.

TIMEKEEPING

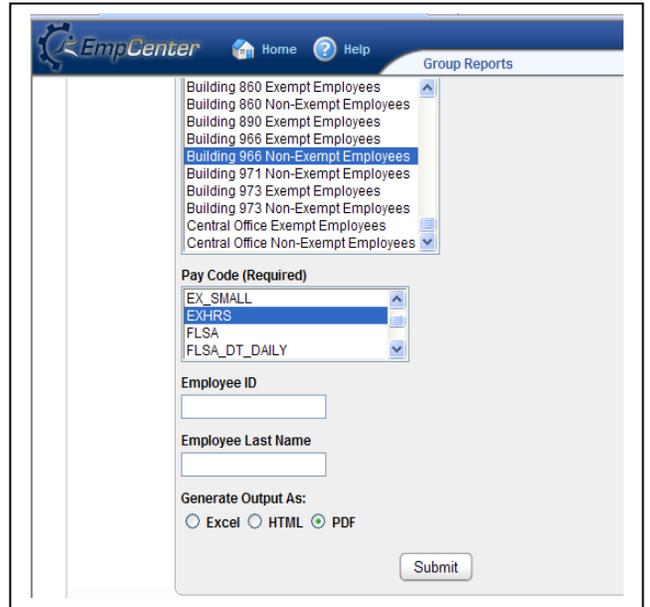
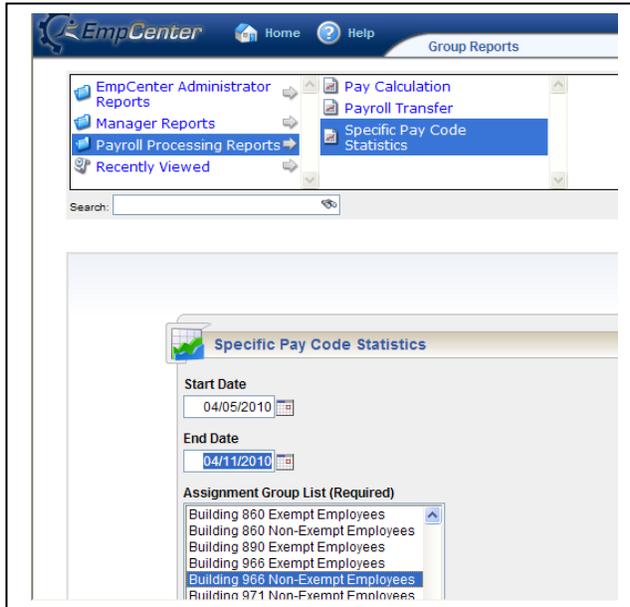
Payroll processing week and pay periods

- 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



TIMEKEEPING

Manager Training

1. Log Into WorkForce

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

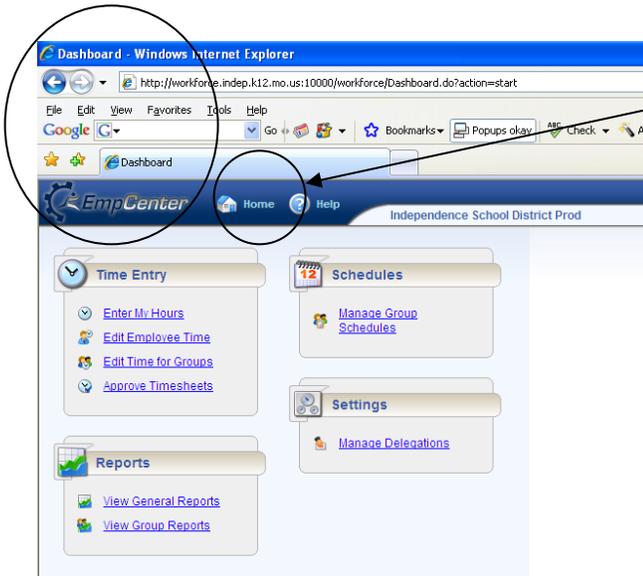
WorkForce link will become available on the Portal at a later date.



-- 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.

Manager Dashboard view



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

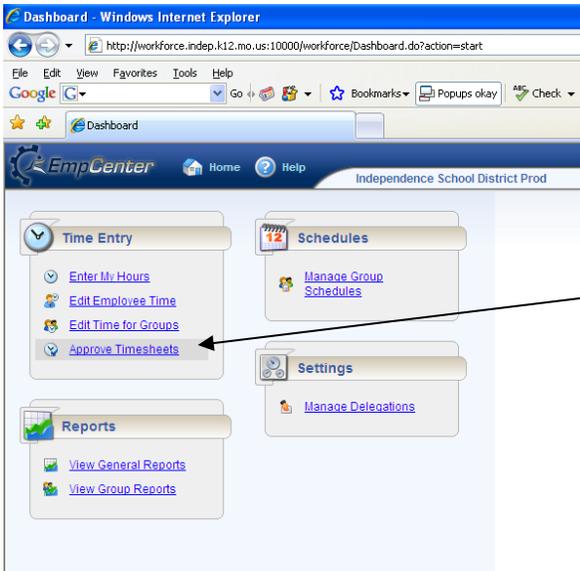
-- Manage Group Schedules allows you to view schedules only, no edits.
-- Manage Delegations is not available to the Manager.

TIMEKEEPING

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.

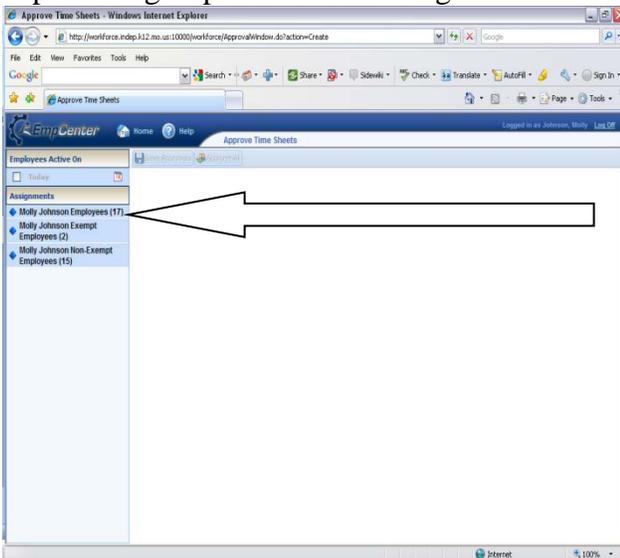
Manager will approve all timesheets no later than Monday afternoon for time worked the previous week (Monday through Sunday).



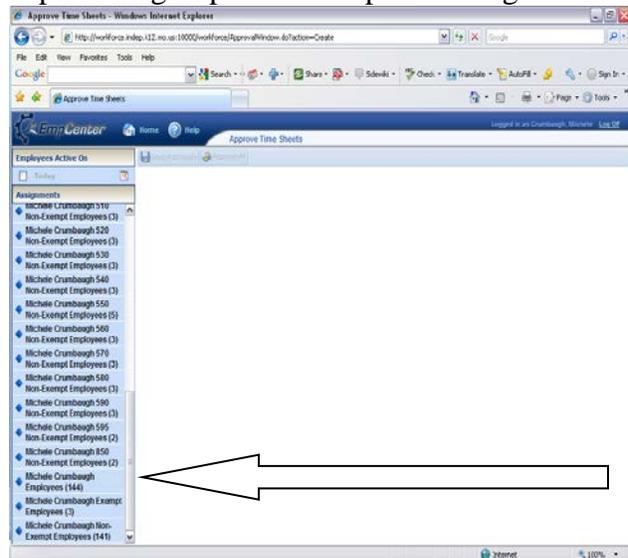
From the Dashboard, choose Approve Timesheets.

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

Supervisor group with one building



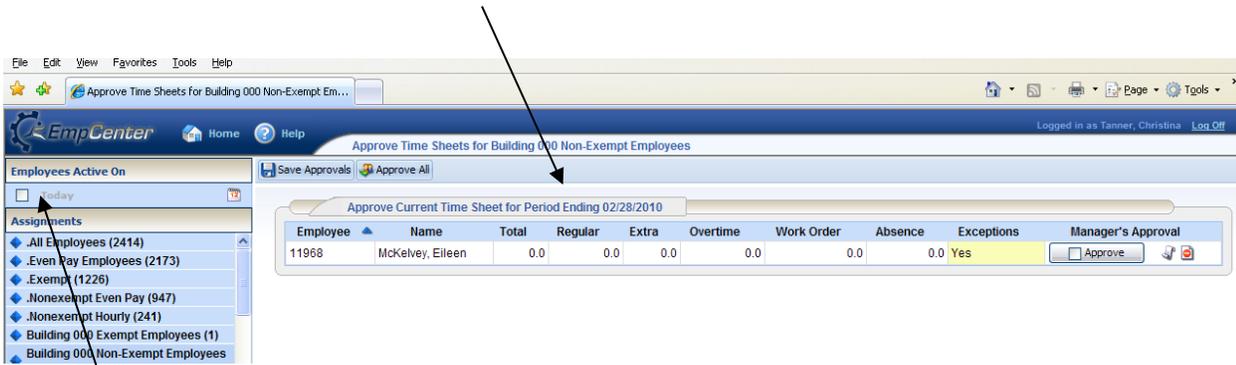
Supervisor group with multiple buildings



Select from list group of employees for approval

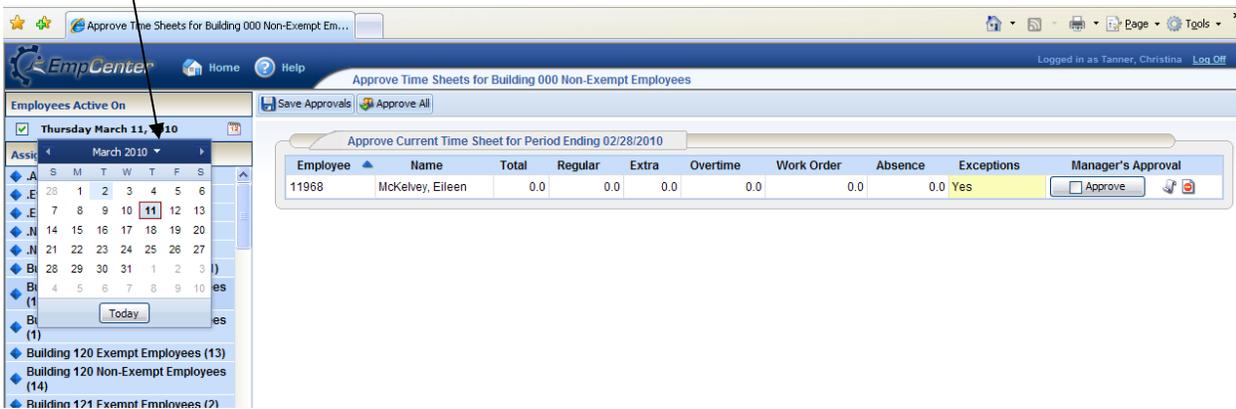
TIMEKEEPING

Current payroll processing timesheets will appear for approval

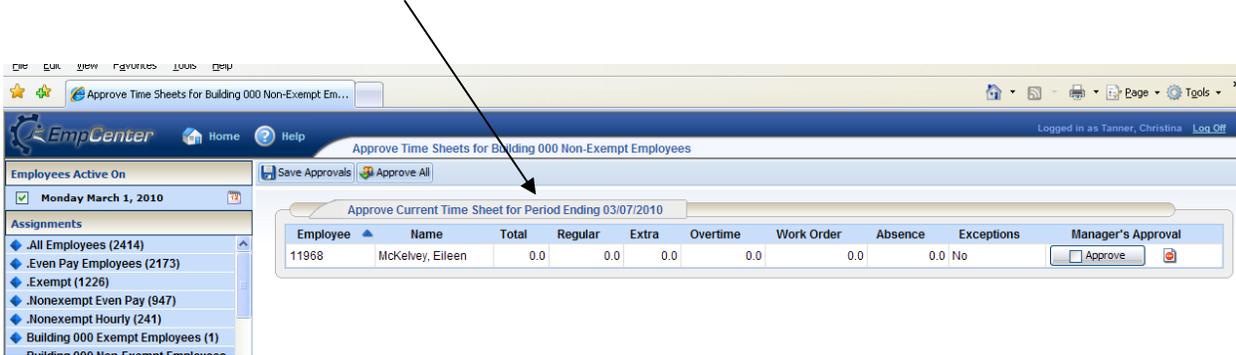


Change timesheet period end date, check the today button

Calendar will appear, select week for timesheet approval



Timesheet for pay period week selected will appear for approval



3. Review Timesheets for Exceptions

TIMEKEEPING

Employee	Name	Total	Regular	Extra	Overtime	Work Order	Absence	Exceptions	Manager's Approval
10008	Branson, Karen	40.0	0.0	0.0	0.0	0.0	0.0	No	Approve
10100	Isles, Gloria	40.1499	39.6499	0.0	0.0	0.0	0.0	No	Approve
1041	Castor, Teresa	39.9233	39.65	0.0	0.0	0.0	0.0	Yes	Approve
10955	Adams, Carolin	40.9666	40.45	0.0	0.5	0.0	0.0	No	Approve
10981	Perez, Lisa	44.5	34.25	2.25	0.0	0.0	8.0	No	Approve
11025	Fulbright, James	40.0	24.0	0.0	0.0	0.0	16.0	No	Approve
11182	Perry, Deborah	41.0833	40.5833	0.0	0.5	0.0	0.0	Yes	Approve
11949	Stowell, David	40.0	40.0	0.0	0.0	0.0	0.0	No	Approve
12394	An Ma, Adenia	40.15	39.4	0.0	0.0	0.0	0.0	No	Approve
13251	Dreeds, Clarissa	39.9166	31.9166	0.0	0.0	0.0	8.0	No	Approve
13323	Acuff, Troy	39.9999	32.9999	0.0	0.0	0.0	0.0	Yes	Approve
13577	Nellenbach, Grichzel	39.9833	39.7333	0.0	0.0	0.0	0.0	Yes	Approve
13715	Gross, Christine	39.7	31.7	0.0	0.0	0.0	8.0	No	Approve
2555	Gilliam, Christina	41.0167	40.5167	0.0	0.5	0.0	0.0	Yes	Approve
3541	Hackley, Deanne	43.5	25.95	1.75	0.0	0.0	15.0	Yes	Approve
4050	Ellis, Pamela	40.2499	40.2499	0.0	0.0	0.0	0.0	No	Approve
5605	Tanner, Christina	53.9666	46.9666	0.0	7.0	0.0	0.0	Yes	Approve

Review hours for week to be approved. (Rounding rules will be corrected before going live.)

Review Exceptions in red and yellow.
 --Red exceptions generally are missing punches or absence data that will result in docked pay. These should be cleared by the Timekeeper prior to approval.
 --Yellow exceptions generally are messages but can also indicate potential docking situations.

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

Timesheet View:

Red warning

Play Code	Work Order	Activity	Job Code	Mon 02/22	Tue 02/23	Wed 02/24	Thu 02/25	Fri 02/26
RBC Worked				07:21 am - 11:02 pm	07:22 am - 11:03 pm	07:23 am - 11:04 pm	07:24 am - 11:05 pm	07:25 am - 11:06 pm
RBC Worked				12:01 pm - 04:09 pm	12:02 pm - 04:10 pm	12:03 pm - 04:11 pm	12:04 pm - 04:12 pm	12:05 pm - 04:13 pm
Activity Allocation	10-2029-6151-C	DIST BRC		8.25	8.25	8.00	8.00	0.00
Activity Allocation	10-2029-6151-C	DIST SBC						
Total Hours				8.25	8.25	8.00	8.00	0.00

Date	Exception Message	Severity	Action Required
02/26	No time reported on a scheduled work day	warning	

Click the tiny down arrow to see comments for the day that is selected.

Yellow information

Play Code	Work Order	Activity	Job Code	Mon 02/22	Tue 02/23	Wed 02/24	Thu 02/25	Fri 02/26
RBC Worked				08:04 am - 11:49 am	08:05 am - 11:50 am	08:06 am - 11:51 am	08:07 am - 11:52 am	08:08 am - 11:53 am
RBC Worked				12:34 pm - 03:31 pm	12:35 pm - 03:32 pm	12:36 pm - 03:33 pm	12:37 pm - 03:34 pm	12:38 pm - 03:35 pm
Activity Allocation	10-2029-6151-C	DIST AP		6.75	6.00	8.00	8.00	8.00
Total Hours				8.75	6.00	8.00	8.50	8.50

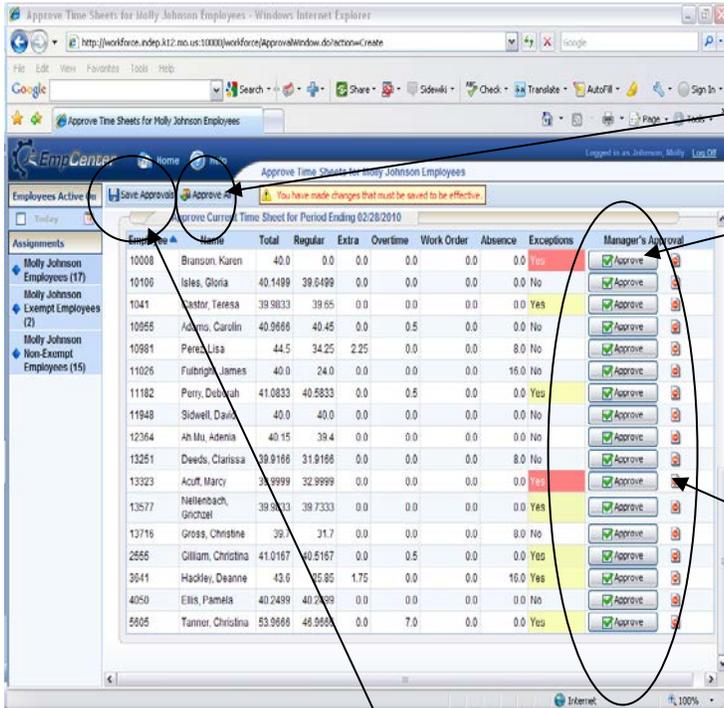
Date	Exception Message	Severity	Action Required
02/23	Employee is tardy	info	Action Required

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.

4. Approve Timesheets – Select Individually or Select All

TIMEKEEPING

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

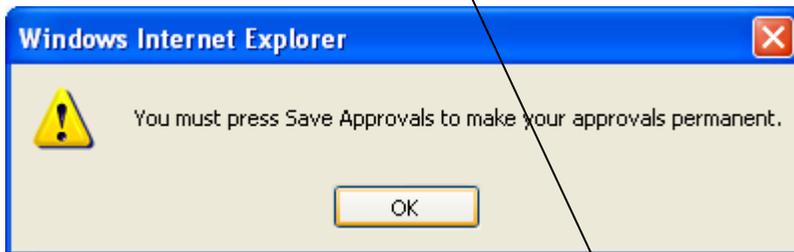


--Select all for approval by clicking Approve All button.

--Select individual timesheets by clicking the Approve button in the employee name row.

Future option (email disapproval): Email disapproval is not currently active. This feature will be phased in later after employees are more familiar with the timekeeping system and logging into their own timesheets.

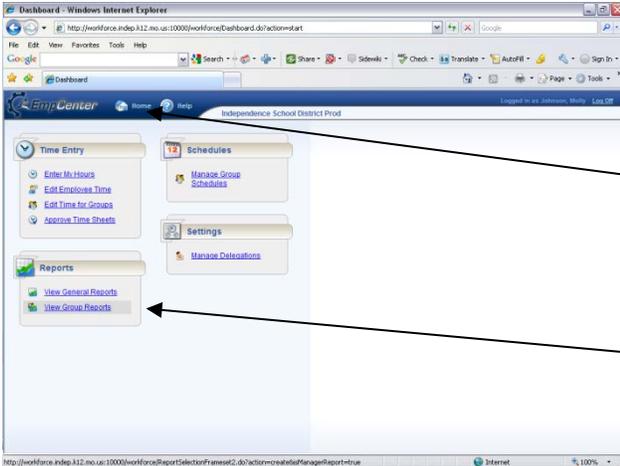
Approvals must be saved. You will receive the following message when changes are made.



When done making changes, click the Save Approvals button.

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

TIMEKEEPING

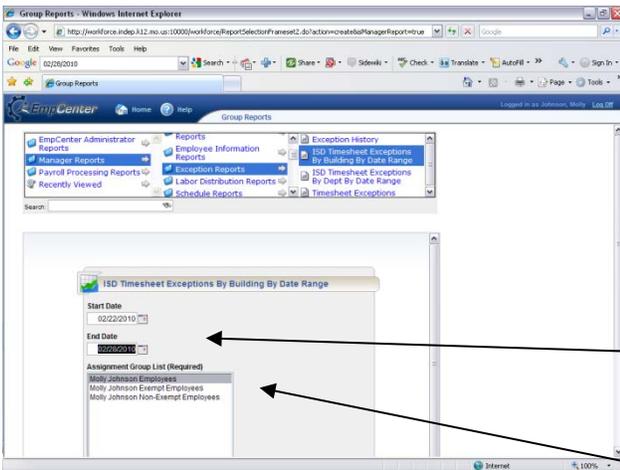


Log Off by clicking the Log Off link.

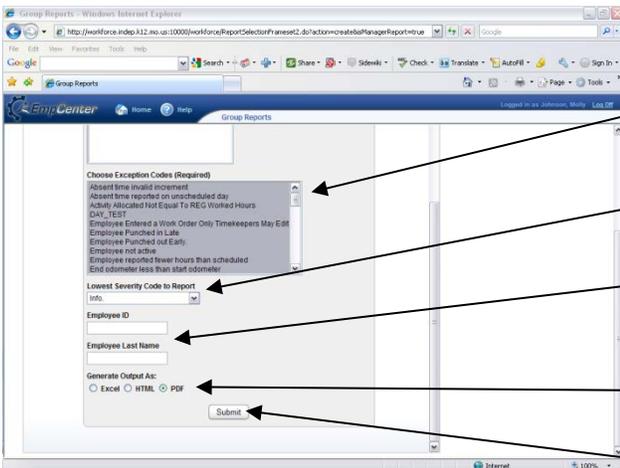
Click the Home button at any time to come back to the Dashboard view.

Click View Group Reports to select reports of employee data.

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.)



1. Select the desired start and end dates based on our pay periods of Monday through Sunday.
2. 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".
5. 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.

TIMEKEEPING

Exceptions with Severity of Warning that could result in docked pay.

Employee Name	Employee Number	Dept	Policy Profile	Exception Date	Severity	Message
Acuf, Marcy	13323	CLASS	NONEXEMPT_EVEN_PAY	02/26/2010	Warning	No time reported on a scheduled work day
Brandon, Karen	10008	CLASS	NONEXEMPT_EVEN_PAY	02/22/2010	Warning	No time reported on a scheduled work day
		CLASS	NONEXEMPT_EVEN_PAY	02/23/2010	Warning	No time reported on a scheduled work day
		CLASS	NONEXEMPT_EVEN_PAY	02/24/2010	Warning	No time reported on a scheduled work day
		CLASS	NONEXEMPT_EVEN_PAY	02/25/2010	Warning	No time reported on a scheduled work day
		CLASS	NONEXEMPT_EVEN_PAY	02/26/2010	Warning	No time reported on a scheduled work day
Gester, Teresa	1041	CLASS	NONEXEMPT_EVEN_PAY	02/22/2010	Info: action may be required	Employee is tardy
Gilam, Christine	2555	CLASS	NONEXEMPT_EVEN_PAY	02/23/2010	Info: action may be required	Employee is tardy
Hackley, Deanne	3541	CLASS	NONEXEMPT_EVEN_PAY	02/22/2010	Info: action may be required	Employee is tardy
Neinbach, Shonae	13677	CLASS	NONEXEMPT_EVEN_PAY	02/23/2010	Info: action may be required	Employee is tardy
Perry, Deborah	11182	CLASS	NONEXEMPT_EVEN_PAY	02/22/2010	Info: action may be required	Employee is tardy
Tanner, Christina	5605	CLASS	NONEXEMPT_EVEN_PAY	02/22/2010	Info: action may be required	Employee is tardy
		CLASS	NONEXEMPT_EVEN_PAY	02/23/2010	Info: action may be required	Employee is tardy
		CLASS	NONEXEMPT_EVEN_PAY	02/24/2010	Info: action may be required	Employee is tardy
		CLASS	NONEXEMPT_EVEN_PAY	02/26/2010	Info: action may be required	Employee is tardy
		CLASS	NONEXEMPT_EVEN_PAY	02/25/2010	Info: action may be required	Employee is tardy

Exceptions with Information to be reviewed for possible management action with the 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

