

Timekeeping

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About This Guide

This guide contains standard procedures for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.

Below are features that are used through FNW applications.

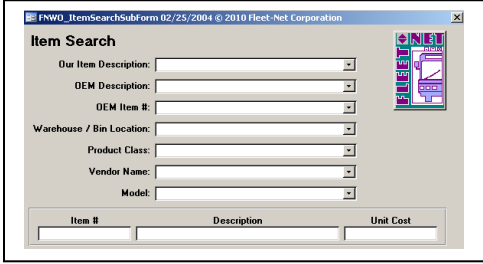


To correctly exit a form click on the Fleet-Net® Icon always located in the upper right of every form.



**When the binoculars search function is not available, nor a drop-down list, select 'Ctrl F' as a search tool.

When using this button to search the following sample form will open up. Use any of the search item criteria to find your item select it and it will populate at the bottom of this form. To populate the previous form with the selected item simply hover over the item # and double click it. Close the search form.



Throughout Fleet-Net® modules, there are Green Check marks that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to setup the necessary codes and their value for the associated field.



The clock button allows for changing the time entry.



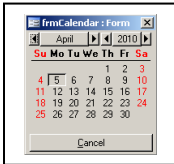
The question mark button opens the search option.



The Stop button aborts the current selection process.



The calendar button allows for quick selection of a specific date via a calendar. Calendar defaults to current date.



The calculator button allows for quick simple calculations on the fly. It opens up your systems calculator.

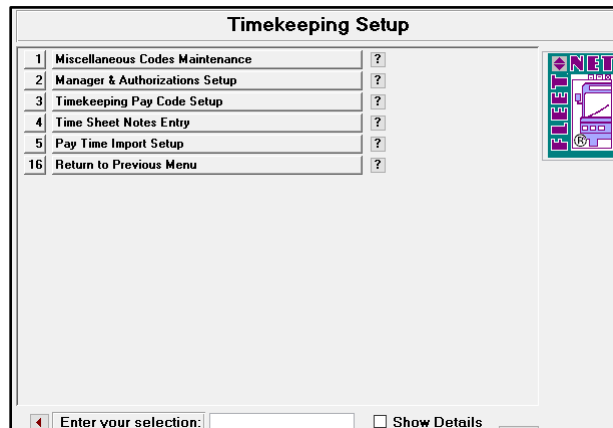


Timekeeping Implementation

It is understood that the Systems Administration Guide had been followed completely and that all other modules are working prior to the Time Keeping installation. The Time Keeping module requires the Payroll, General Ledger, and the System module files in order to function.

As with all Fleet-Net® for Windows modules, the module must first be installed as directed in the System Administration Guide. Briefly, this includes (1) copying the data files, program files, server database, and the client master database, (2) running the configuration program, (3) copying the client master for individual use.

Timekeeping Setup

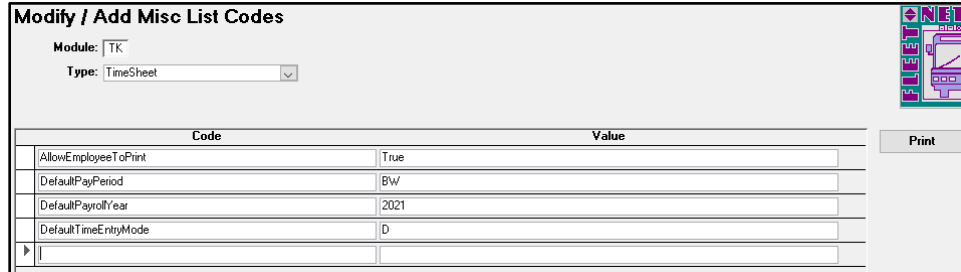


Miscellaneous Codes Maintenance

Select Edit Miscellaneous Codes to establish/maintain certain default values within Timekeeping.

Timesheet

Select *Timesheet* from the drop-down.



Code	Value
AllowEmployeeToPrint	True: allows the user to print their timesheet; False: removes the print button on the form
DefaultPayPeriod	BW – Bi-Weekly WK – Weekly SM – Semi Monthly MO - Monthly
DefaultPayrollYear	Enter the current payroll year (this should be updated every year)
DefaultTimeEntryMode	H: Enter hours and minutes D: Decimal If H Is selected the user will see a checkmark in the <i>Enter Time As Hours and Minutes</i> field on both the timesheet entry and approval form

Manager & Authorization Setup

This form is used by all three timekeeping options (Schlage Interface, Time Clock and Time Sheet). This form has two separate functions. The first is to setup the managers who will be responsible for overseeing and approving employee time in the timekeeping module. The second function of the form is to assign employees to the Managers.

This setup feature should be restricted via menu security to IT or Payroll personnel.

Employees

To see what employees are assigned to a manager, select the *Manager #*.

Time Clock Management Setup

Manager #:
 Department #:

Employees Managed		
Employee #	Description	Dept #
<input type="text" value="00102"/>	John Sample	M
<input type="text" value="00105"/>	Gary Sample	M
<input type="text" value="00113"/>	Robert Sample	M
<input type="text" value="00123"/>	Todd Sample	M
<input type="text" value="00132"/>	Holly Sample	M
<input type="text" value="00134"/>	Cory Sample	M
<input type="text" value="00145"/>	Matthew Doe	M
<input type="text" value="00147"/>	Thomas Sample	M
<input type="text" value="00148"/>	Dean Sample	M
<input type="text"/>		
<input type="text"/>		

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Employees

Managers

Print

Authorizations

Build

If there are employees assigned to the manager, they will show on the screen. To maintain the employees, you can add new ones by selecting them from the *Employee #*. If you need to delete someone due to an internal department transfer, you can do that here as well by clicking on the row and then clicking "delete" on your keyboard.

Managers

To see what managers are set up, click **Managers**.

Time Clock Management Setup

Manager #: Department #:

Current Managers				
Manager #	First Name	Middle Name	Last Name	Department
00105	Gary		Sample	M
00107	Mamie		Sample	A
00125	Amanda		Sample	A

Employees
Managers
 Print
 Authorizations
 Build

To see what employees are assigned to the manager, double click on the *Manager #*.

Print

Click **Print** to print a report of current managers. You can also select a manager from the drop-down and print just their employee list.

Current Time Clock Managers				
Manager #	First Name	Middle Name	Last Name	Department
00105	Gary		Sample	M
	Employees Managed			
	00102	John	Sample	M
	00105	Gary	Sample	M
	00113	Robert	Sample	M
	00123	Todd	Sample	M
	00132	Holly	Sample	M
	00134	Cory	Sample	M
	00145	Matthew	Doe	M
	00147	Thomas	Sample	M
	00148	Dean	Sample	M
00107	Mamie		Sample	A
	Employees Managed			
	00100	Ray J	Sample	D
	00101	Martin	Sample	O
	00102	John	Sample	M
	00103	David	Sample	O
	00104	Eric	Sample	A
	00105	Gary	Sample	M
	00106	Robin	Employee	D
	00107	Mamie	Sample	A
	00108	Jose	Sample	O
	00109	Brenda	Sample	O
	00110	Lisa	Sample	O
	00111	Donald	Sample	D
	00112	Sharon	Sample	O

Authorizations

Click **Authorizations** to view and/or edit the number of manager authorizations required for each employee.

Time Clock Management Setup

Manager #: Department #:

Employee #	Description	Dept #	Authorizations Required
00100	Ray J Sample	D	1
00101	Martin Sample	D	1
00102	John Sample	M	1
00103	David Sample	D	1
00104	Eric Sample	A	1
00105	Gary Sample	M	1
00106	Robin Employee	D	1
00107	Mamie Sample	A	1
00108	Jose Sample	D	1
00109	Brenda Sample	D	1

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Employees
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Build

You can view/assign the authorizations for all employees at once by leaving the manager # blank, or you can select the manager and then click **Authorizations** just for that manager.

The Authorizations Required field cannot be blank. It can also be populated during the Build process.

Build

This process allows you to assign the employees in a specific department to a manager at one time.

Select a manager from the drop-down and click **Build**.

Time Clock Management Setup

Manager #: 00100 Ray J Sample Department #: D

Build Entire Department

Department #: D Dispatch

Authorizations Required: 1

Start

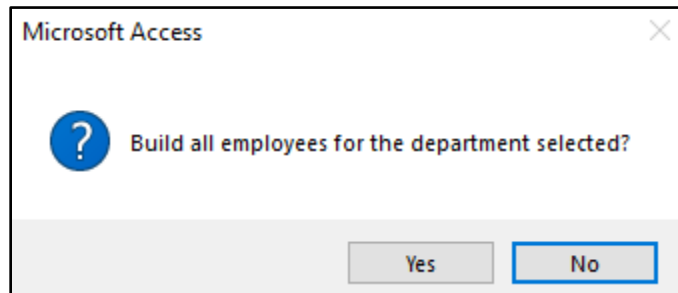
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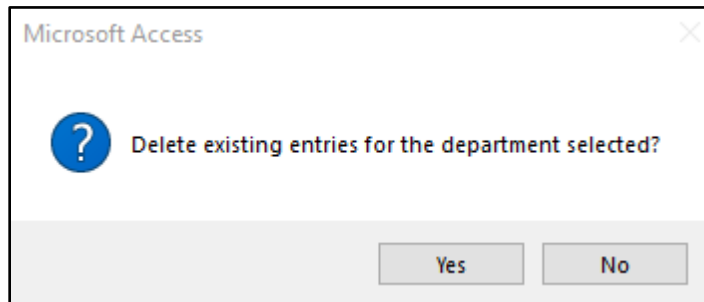
Field Name	Description
Department #	Select the department to be assigned to the selected manager. All active employees from the department will be assigned.
Authorizations Required	Enter the number of managers who must approve time prior to transferring to payroll. This field cannot be blank – you must enter at least 1.

Click **Start**.

You will receive the following prompt. Click Yes to continue or No to cancel.

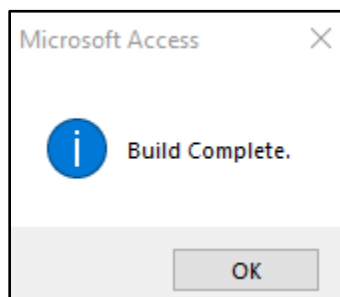


If yes was selected, you will receive the following prompt. Click Yes to continue or No to cancel.



Click yes to delete existing entries for the department selected and add all the employees or click no to add only employees who aren't there.

You will receive the following when the build is complete. Click OK.



Deleting Managers and Employees

To delete a manager from the list, select the manager from the drop-down. Highlight the employee rows and click delete on your keyboard. If you are just removing specific employees, just highlight their row.

Time Clock Management Setup

Manager #: 00100 Ray J Sample Department #: D

Employees Managed		
Employee #	Description	Dept #
▶ 00100	Ray J Sample	D
00106	Robin Employee	D
00111	Donald Sample	D
00116	Michelle Sample	D
00152	Local Tax Flat Amount Employee	D
* []	[]	[]

Employees

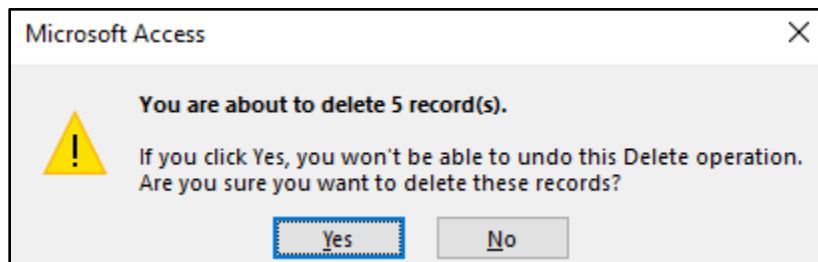
Managers

Print

Authorizations

Build

You will receive this prompt. Click Yes to continue or No to cancel.



If you've removed all employees, you will no longer see the manager in the list when you click **Managers**. If you've only removed a selection of employees, the manager will no longer see those individuals in their approval form.

Timekeeping Pay Code Setup

Pay codes assigned to the department(s) will be available for all employees assigned to those departments for use with either Time Clock or Time Sheet. Only those pay codes that the payroll department deems necessary for employee use should be assigned in Timekeeping. If a new pay code is added in payroll and it will be used in Timekeeping, it must be assigned to the applicable department(s).

Select the *Department #*.

Use the drop-down for *Pay Code* to assign only those pay codes available for use by the department employees. If one is added in error, highlight the row and click delete on your keyboard.

Print

This will allow you to print the list of codes assigned to the department. It can be run for a specific department or for all departments by leaving *Department #* blank.


Pay Codes By Department			
Department	Description	Pay Code	Description
M	Maintenance	MA1	Acting Foreman 1 Reg
		MA3	Acting Foreman 2 Reg
		MBD	Birthday
		MSR	Bereavement
		MDT	Drug Test
		MEP	Emergency FMLA
		MFH	Floating Holiday
		MFM	FMLA Unpaid
		MHD	Holiday
		MJD	Jury Duty
		MLD	Light Duty
		MMS	Miscellaneous
		MMT	Meeting
		MPO	Personal Day
		MPE	Physical Exam
		MSG	Regular
		MSB	Sick Bank
		MSP	Sick Pay
		MST	Safety Personal Day
		MTG	Training
		MTR	Trainer
		MVA	Vacation
		ORG	Regular



Time Sheet Notes Entry

Notes will appear on the screen when employees access their Time Sheets can be entered on this form.

Click **Notes**.

Parameter Setup




Period Ending	Week #	Note	
6/26/2021 	1 <input type="text"/>	Reminder that all administrative staff will have lunch provided on Friday June 18th.	Notes
6/26/2021 	2 <input type="text"/>	Friday June 25th is dress down for charity day. Please remember to give your donations to Amanda.	
* <input type="text"/>	<input type="text"/>		

Field Name	Description
Period Ending	Enter the last day of the pay cycle
Week #	Select the week number that you want the note to appear.
Note	Enter the message in this field. Messages will be visible to employees and managers, and it will print on the timesheets.

Time Clock Processing

Time Clock Processing

1	Clock In/Out Entry	?
2	Time Clock Approval	?
16	Return to Previous Menu	?



Show Details

Shift Definition Setup

Shifts must be created and assigned before an employee can use the time clock. To complete this task, select *Time Clock Approval* from the menu.



Time Clock Approval

Manager #:

	<input type="button" value="Edit Time"/> <input type="button" value="Add Time"/> <input type="button" value="Dept Totals"/> <input type="button" value="Reset PIN"/> <input type="button" value="Lockout Emp"/> <input type="button" value="Unlock Emp"/> <input type="button" value="Shifts"/> <input type="button" value="Variances"/> <input type="button" value="Payroll"/> <input type="button" value="Print"/> <input type="button" value="Who's Here"/> <input type="button" value="Clock Out"/> <input type="button" value="Templates"/> <input type="button" value="Time Missing"/> <input type="button" value="Other Time"/> <input type="button" value="Alerts"/> <input type="button" value="Leave"/>
--	---

Enter your *Manager #* (employee number) and press enter on your keyboard. The following form will display. Enter your *PIN #* and press enter on your keyboard.

The screenshot shows the 'Time Clock Approval' web interface. At the top left is a small icon of a mobile device. The main title is 'Time Clock Approval'. Below the title, there are two input fields: 'Manager #' with the value '00105' and a text field containing 'Gary Sample'. To the right is a 'PIN #' field. On the right side of the page, there is a vertical column of buttons: Edit Time, Add Time, Dept Totals, Reset PIN, Lockout Emp, Unlock Emp, Shifts, Variances, Payroll, Print, Who's Here, Clock Out, Templates, Time Missing, Other Time, Alerts, and Leave.

The following form will display.

The screenshot shows the 'Time Clock Approval' web interface with more fields. It includes the 'Manager #' field (00105, Gary Sample) and the 'PIN #' field. Below these are 'Employee #' (a dropdown menu with a question mark icon), 'Pay Period:' (a dropdown menu), and 'Department #' (a text field). At the bottom of the input section, there is a checkbox labeled 'Display/Print History' and two date dropdown menus labeled 'From Date:' and 'Thru Date:'. The same vertical column of buttons is present on the right side of the page.

Create Shifts

Click **Templates** to create the shifts.

Time Clock Approval

Manager #: 00105 Gary Sample

Employee #: [?] Pay Period: [] Department #: []

Display/Print History From Date: [] Thru Date: []

Shift Id	Shift Start Time	Start Time Allowance	Shift End Time	End Time Allowance	Non-Paid Break Time	Time	Pay Shift Start Time	Ignore Shift Times	Transfer To Payroll
01	5:30am-1:30pm	5:30 AM	1:30 PM	5		8:00			<input checked="" type="checkbox"/>
02	6am-2pm	6:00 AM	2:00 PM	5		8:00			<input checked="" type="checkbox"/>
03	7am-3pm	7:00 AM	3:00 PM	5		8:00			<input checked="" type="checkbox"/>
04	12pm-8pm	12:00 PM	8:00 PM	5		8:00			<input checked="" type="checkbox"/>
05	3pm-11pm	3:00 PM	11:00 PM	5		8:00			<input checked="" type="checkbox"/>
06	2pm-11pm	2:00 PM	11:00 PM	5		9:00			<input checked="" type="checkbox"/>
10	5:30am-3:00pm	5:30 AM	3:00 PM	5		9:30			<input checked="" type="checkbox"/>
11	6:00am-3:00pm	6:00 AM	3:00 PM	5		9:00			<input checked="" type="checkbox"/>
12	5:30am-2:00pm	5:30 AM	2:00 PM	5		8:30			<input checked="" type="checkbox"/>

Buttons: Edit Time, Add Time, Dept Totals, Reset PIN, Lockout Emp, Unlock Emp, Shifts, Variances, Payroll, Print, Who's Here, Clock Out, Templates, Time Missing, Other Time, Alerts, Leave

Click the green check (✓) to open the miscellaneous code list and create the Shift IDs.

Modify / Add Misc List Codes

Module: TK

Type: ShiftId

Code	Value
01	5:30am-1:30pm
02	6am-2pm
03	7am-3pm
04	12pm-8pm
05	3pm-11pm
06	2pm-11pm
10	5:30am-3:00pm
11	6:00am-3:00pm
12	5:30am-2:00pm

Print

Code	Value
Shift ID Name	Enter a name for the shift – it can be alpha, numeric or a combination. The character limit is 20. This is what the employee will see when they are selecting the shift from the time clock.
Description	Enter a description for the shift – it can be alpha, numeric or a combination. This is what the employee will see when they are selecting the shift from the time clock.

Time Clock Approval

Manager #: 00105 Gary Sample

Employee #: [?] Pay Period: [?] Department #: [?]

Display/Print History From Date: [?] Thru Date: [?]

Shift Id	Shift Start Time	Start Time Allowance	Shift End Time	End Time Allowance	Non-Paid Break Time	Time	Pay Shift Start Time	Ignore Shift Times	Transfer To Payroll
01	5:30am-1:30pm	10	1:30 PM	5		8:00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
02	6am-2pm	10	2:00 PM	5		8:00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03	7am-3pm	10	3:00 PM	5		8:00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04	12pm-8pm	10	8:00 PM	5		8:00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
05	3pm-11pm	10	11:00 PM	5		8:00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
06	2pm-11pm	10	11:00 PM	5		9:00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	5:30am-3:00pm	10	3:00 PM	5		9:30	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	6:00am-3:00pm	10	3:00 PM	5		9:00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	5:30am-2:00pm	10	2:00 PM	5		8:30	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Edit Time

Add Time

Dept Totals

Reset PIN

Lockout Emp

Unlock Emp

Shifts

Variances

Payroll

Print

Who's Here

Clock Out

Templates

Time Missing

Other Time


Alerts

Leave

Field Name	Description
Shift ID	Select the shift ID from the drop-down. The description will automatically populate.
Shift Start Time	Enter the shift start time.
Start Time Allowance	If the employee clocks in within the allowance time, the paid time will default to the shift start time. If the employee is paid for actual hours worked, leave this blank and the pay time will calculate from the clock in time.
Shift End Time	Enter the shift end time.
End Time Allowance	If the employee clocks in within the allowance time, the paid time will default to the shift end time. If the employee is paid for actual hours worked, leave this blank and the pay time will calculate from the clock out time.
Non-Paid Break Time	If the employee is not paid for their breaks, enter the break time here. Example, 30-60 minute lunch, The time entered will be subtracted from the total hours to be paid.
Time	This will automatically calculate with the total hours to be paid based on the shift start/end time and if there is non-paid break time.
Pay Shift Start Time	Check this box if you want the pay time to start as of the shift start time without setting an allowance.
Ignore Shift Times	Check this box if you want the pay time to start and end with the employee's actual punch times. This will prevent the employee from showing on the variance form.
Transfer to Payroll	This box should ALWAYS be checked unless you are using the time clock to track time, and the employee is being paid through another method (AD/OT, timesheet, manual labor entries).

Assign Shifts

Managers can only assign shifts to those employees assigned to them. Select an **Employee #** and click **Shifts**.



Time Clock Approval

Manager #: 00105 Gary Sample
Employee #: 00102 John Sample Pay Period: BW Department #: M
 Display/Print History **From Date:** **Thru Date:**

Shift Id	Shift Start Time	Start Time Allowance	Shift End Time	End Time Allowance	Non-Paid Break Time	Time	Pay Shift Start Time	Ignore Shift Times	Transfer To Payroll
01	5:30am-1:30pm	10	1:30:00 PM	5		8:00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	5:30am-3:00pm	10	3:00:00 PM	5		9:30	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Multiple shifts can be assigned to one employee. Simply select the *Shift ID* from the drop-down and the rest of the data will automatically populate based on what was setup in the templates.

Clock In/Out Entry

Create/Reset PIN #

The first time the employee accesses the time clock, or after a manager resets their PIN, they will be prompted to create a new PIN. This form will open after entering their *Employee #* and clicking **Enter Time**.

The prompt will appear after entering the PIN information. Click Yes to update or No to cancel.

If yes is selected, the confirmation prompt will appear. Click OK.

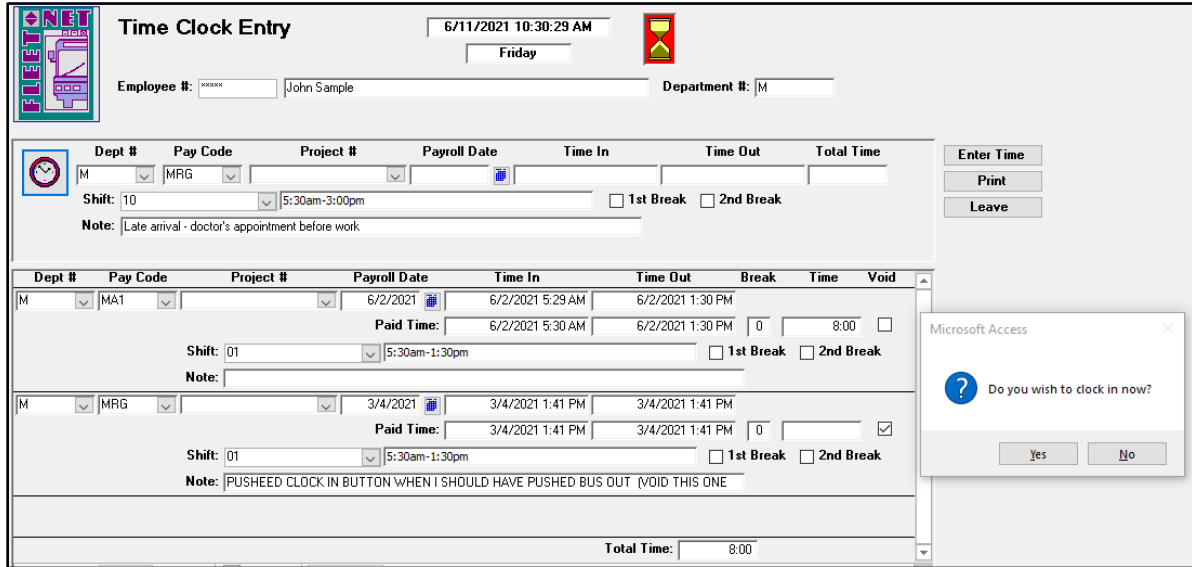
Time Clock Entry

Enter your *Employee #* and click **Enter Time**. This form will open.

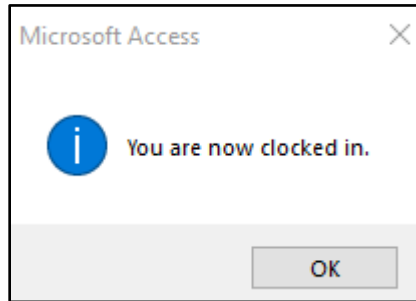
Enter your *PIN #* and click **Enter Time**.

Field Name	Description
Dept #	The first time clocking in, select the department from the drop-down. It will default to the last used for all future entries.
Pay Code	The first time clocking in, select the pay code from the drop-down. It will default to the last used for all future entries.
Project #	Select the project number if applicable.
Payroll Date	Enter the payroll date if applicable.
Shift	Select the shift from the drop-down. This must be done prior to clocking in.
Time In	Will display once clocked in.
Time Out	Will display once clocked out.
1st Break / 2nd Break	For CA Employees only – this is used to acknowledge they took their breaks.
Note	The approving manager will see all notes entered by the employee when approving time.

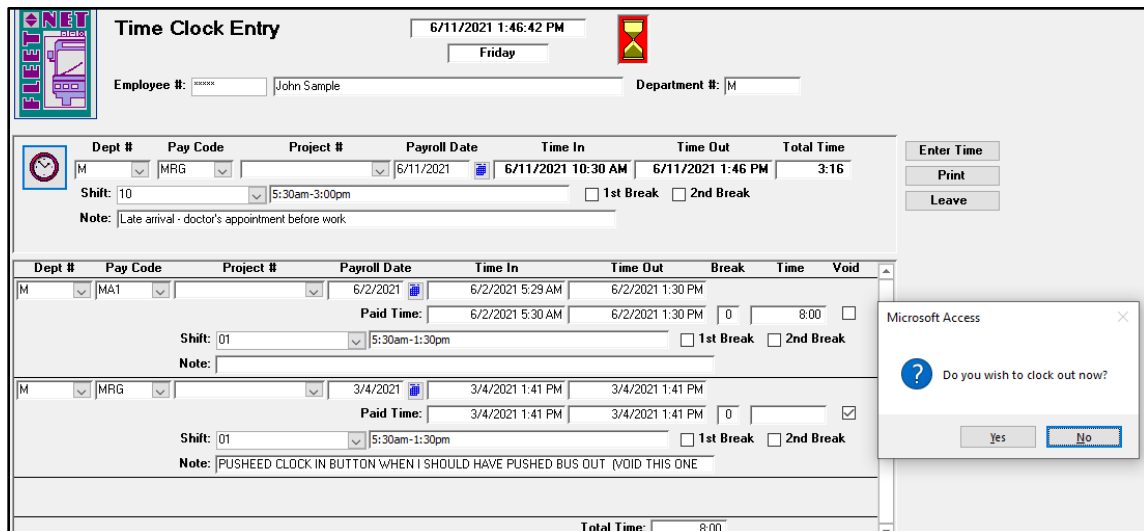
To clock in/out, click the *Clock* or press enter on the keyboard. The following prompt will appear. Click *Yes* to continue or *No* to cancel.

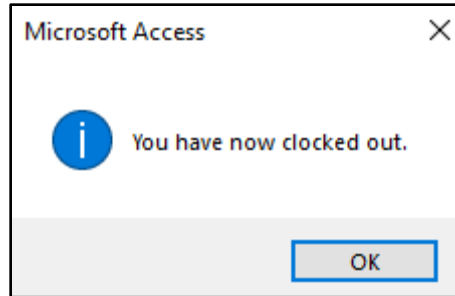


If yes is selected, the following confirmation prompt will appear. Click *OK*.



This process can be repeated to clock out; the prompts will reflect clocking out.





The time will now move to the bottom of the screen and the top will be ready for the next clock in.

Time Clock Entry 6/11/2021 1:48:28 PM Friday

Employee #: [xxxxxx] John Sample Department #: M

Dept #	Pay Code	Project #	Payroll Date	Time In	Time Out	Total Time
M	MRG		6/11/2021	6/11/2021 10:30 AM	6/11/2021 1:46 PM	
Shift: 10 5:30am-3:00pm <input type="checkbox"/> 1st Break <input type="checkbox"/> 2nd Break Note:						
Paid Time: 6/11/2021 10:30 AM 6/11/2021 1:46 PM 0 3:16 <input type="checkbox"/>						
M	MA1		6/2/2021	6/2/2021 5:29 AM	6/2/2021 1:30 PM	
Shift: 01 5:30am-1:30pm <input type="checkbox"/> 1st Break <input type="checkbox"/> 2nd Break Note: [Late arrival - doctor's appointment before work]						
Paid Time: 6/2/2021 5:30 AM 6/2/2021 1:30 PM 0 8:00 <input type="checkbox"/>						
M	MRG		3/4/2021	3/4/2021 1:41 PM	3/4/2021 1:41 PM	
Paid Time: 3/4/2021 1:41 PM 3/4/2021 1:41 PM 0 <input checked="" type="checkbox"/>						
Total Time:						11:16

Buttons: Enter Time, Print, Leave

Print

Click **Print** to print a copy of the time punches for a specific date range.

Time Clock Entry 6/11/2021 1:57:10 PM Friday

Employee #: [xxxxxx] John Sample Department #: M

From Date: 6/11/2021 Thru Date: 6/11/2021 **Start**


Buttons: Enter Time, Print, Leave

Select the *From* and *Thru* dates and click **Start**.

Employee Time Card							
John Sample							
Dept #	Pay Code	Project #:	Time In	Time Out	Break	Time	Void
M	MRG		6/11/2021 10:30:00 AM	6/11/2021 1:46:00 PM			
	<input type="checkbox"/> 1st Break	<input type="checkbox"/> 2nd Break	Paid Time: 6/11/2021 10:30:00 AM	6/11/2021 1:46:00 PM	0	3:16	<input type="checkbox"/>
Shift Id: 10			Note: Late arrival - doctor's appointment before work				
Date Total:						3:16	
Time Card Total:						3:16	
Combined Total:						3:16	

Leave

Click **Leave** to see the available leave hours.




Time Clock Entry

Employee #: John Sample Department #:

6/11/2021 2:05:53 PM

Friday

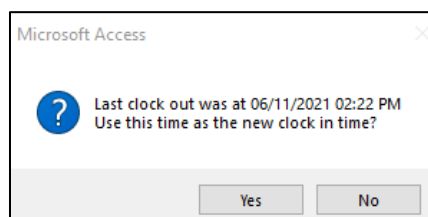


Earnings Code	Earnings Description	Plan Code	Anniversary Date	Earned	Used	Current Balance
P	Personal Day	PD	1/1/2022	16.00	0.00	16.00
S	Sick Pay	SP	1/1/2022	104.00	0.00	104.00
V	Vacation	V6	1/1/2022	208.00	0.00	208.00
Y	Birthday	BD	6/18/2021	-16.00	0.00	-16.00

This is meant to provide an accurate snapshot of the employee's actual current balance. The Earned column reflects what their balance is as of the last pay period. Used will reflect any time entry that has been made for that plan during the current pay period. Current Balance now (Earned – Used = Current Balance).

Multiple Clock In/Out Entries in a Day

When an employee records multiple punches during the day, they will receive the following prompt when clocking back in.



If the employee is being paid for breaks, or starting a new task, click Yes to use the last clock out time as the clock in time.

If the employee is taking an unpaid break, click No. The time in will then be the current time and the employee will not be paid for the break.

Time Clock Approval

Payroll cannot be transferred to payroll until all time clock entries have been approved.

After entering the *Manager #* and *PIN #* the following form will display.

Field Name	Description
Employee #	Select an employee from the drop-down. Only those employees assigned to the manager will be in the list.
Pay Period	Will automatically populate based on selection.
Department #	Will automatically populate based on selection.
Display/Print History	Check this box to see time entries from a prior pay period. The only options available when this is checked are Department Totals, Variances, Print and Time Missing.
From Date	Select the first date of time to be reviewed/approved.
Thru Date	Select the last date of time to be reviewed/approved.

Edit Time

This form allows the manager to review and approve the employee's time entries. Any notes made on the time clock form will show up here. Managers can also edit the time and compute the new hours to be paid.

Click **Edit Time**

Field Name	Description
Dept #	Automatically populates with what was selected when clocking in/out. This field can be changed by the manager.
Pay Code	Automatically populates with what was selected when clocking in/out. This field can be changed by the manager. NOTE: If the dept. # was changed, this pay code used will disappear – the manager will need to select one from the drop-down.

Field Name	Description
Project #	Automatically populates with what was selected when clocking in/out. This field can be changed by the manager.
Time In	This is the actual time the employee clocked in.
Time Out	This is the actual time the employee clocked out.
Shift	Automatically populates with what was selected when clocking in/out. This field can be changed by the manager.
1st Break / 2nd Break	Automatically populates with what was selected when clocking in/out. This field can be changed by the manager.
Approved	If this box is checked, the day and time of the approval will populate.
Paid Time	This is the time in/out that will be used to determine what the employee will be paid.
Payroll Date	The first date is the payroll date generated by the system. The second is the payroll date that the employee entered. The time in and the date and time out. These fields can be adjusted by the manager.
Break	If the shift included an unpaid break time, that will show in this box.
Time	The time that the employee is being paid based on the paid time in/out.
Void	
Employee Note	Automatically populates with what was entered by the employee.
Manager Note	The manager can enter notes here – the employee will see them on their time clock screen.
Compute Time	Clicking this will recalculate the time to be paid if any changes were made by the manager.
Approve All / Un-Approve All	Clicking these buttons will approve or un-approve all the time entry for the employee at one time.

Add Time

Managers can enter work time for the employees using this form. Click **Add Time**.

Field Name	Description
Dept #	Select the department from the drop-down.
Pay Code	Select the pay code from the drop-down.
Project #	Select the project number if applicable.
Payroll Date	Enter the payroll date.
Date In	Enter the date of the clock in.
Time In	Enter the time of the clock in.
Date Out	Enter the date of the clock out.
Time Out	Enter the time of the clock out.
Shift	Select the shift from the drop-down. This must be done prior to clocking in.
1st Break / 2nd Break	For CA Employees only – this is used to acknowledge they took their breaks.
Note	The approving manager will see all notes entered by the employee when approving time.
Compute Time	Click this to compute the hours the employee will be paid.

Time entered using this form is automatically approved. To view/edit the time, the time will need to be reselected in the from Date and/or thru date at the top of the form.

Dept. Totals

After selecting a date range at the top of the form, click to view Actual Time, Shift Time and the Variance between the two times for the employee (if an employee is selected) or for the entire department (leave employee # blank)

The screenshot shows the 'Time Clock Approval' form. At the top, there are fields for 'Manager #' (00105, Gary Sample), 'Employee #' (blank), 'Pay Period' (blank), and 'Department #' (blank). Below these are 'From Date' (3/31/2021) and 'Thru Date' (6/12/2021) dropdowns. A table displays time data for department 'M':

Dept #	Actual Time	Shift Time	Variance
M	69:00	81:30	12:30

At the bottom of the table, a 'Time:' row shows the same values: 69:00, 81:30, 12:30. On the right side, a vertical menu contains buttons for 'Edit Time', 'Add Time', 'Dept Totals' (highlighted), 'Reset PIN', 'Lockout Emp', 'Unlock Emp', 'Shifts', 'Variances', 'Payroll', 'Print', 'Who's Here', 'Clock Out', 'Templates', 'Time Missing', 'Other Time', 'Alerts', and 'Leave'.

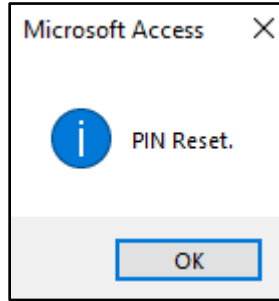
Reset Pin

This form allows the manager to reset the employee's PIN. The next time the employee access the timeclock, they will be prompted to enter a new PIN.

Select an *Employee #* and click **Reset PIN**.

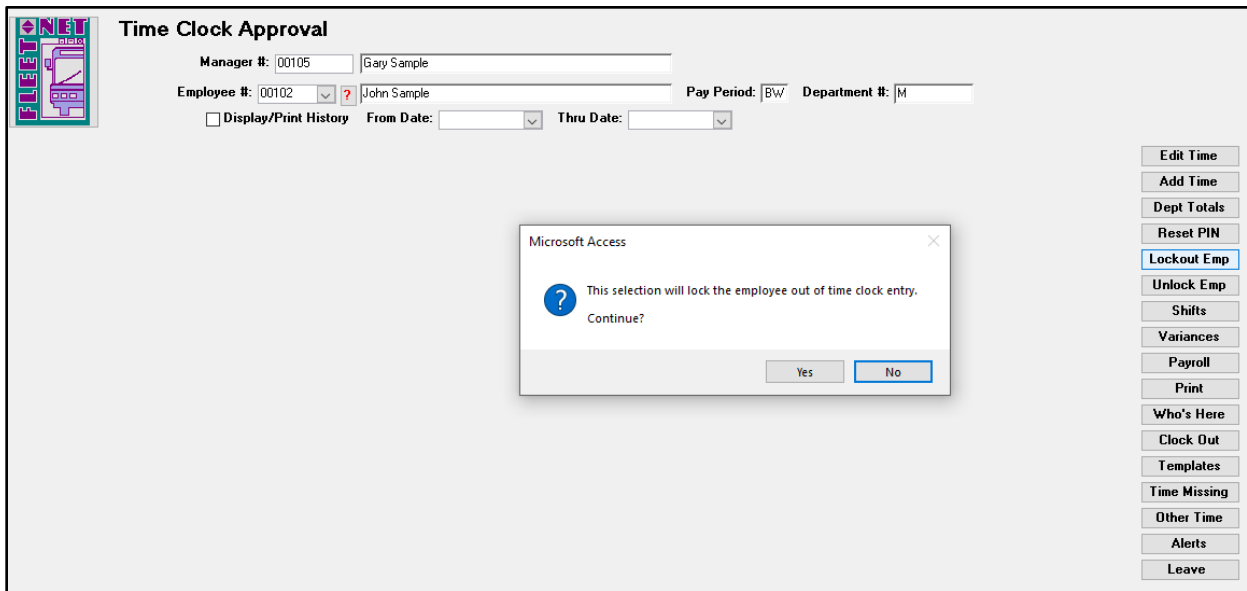
This screenshot shows the 'Time Clock Approval' form with the 'Employee #' field set to '00102' (John Sample) and 'Pay Period' set to 'BW'. A 'Microsoft Access' dialog box is overlaid in the center, containing the text: 'This selection will force the employee to enter a new PIN. Continue?' with 'Yes' and 'No' buttons. The right-side menu is visible, with 'Reset PIN' highlighted.

Click Yes to continue or No to cancel. If yes is selected, the following confirmation displays:

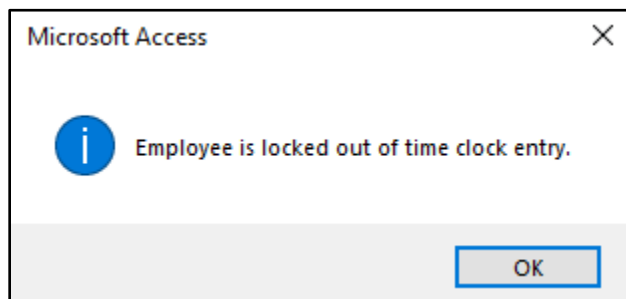


Lockout Employee

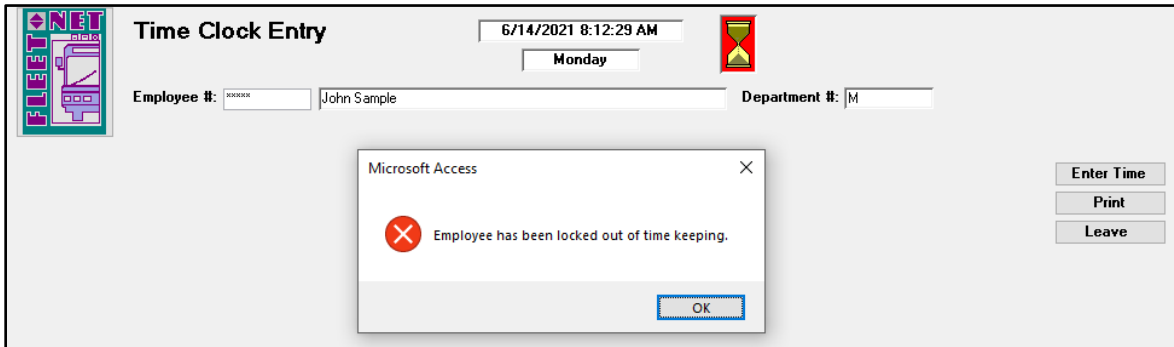
Locking an employee out will prevent them from being able to clock in or out. Select an *Employee #* and click **Lockout Emp.**



Click Yes to continue or No to cancel. If yes is selected, the following confirmation displays:

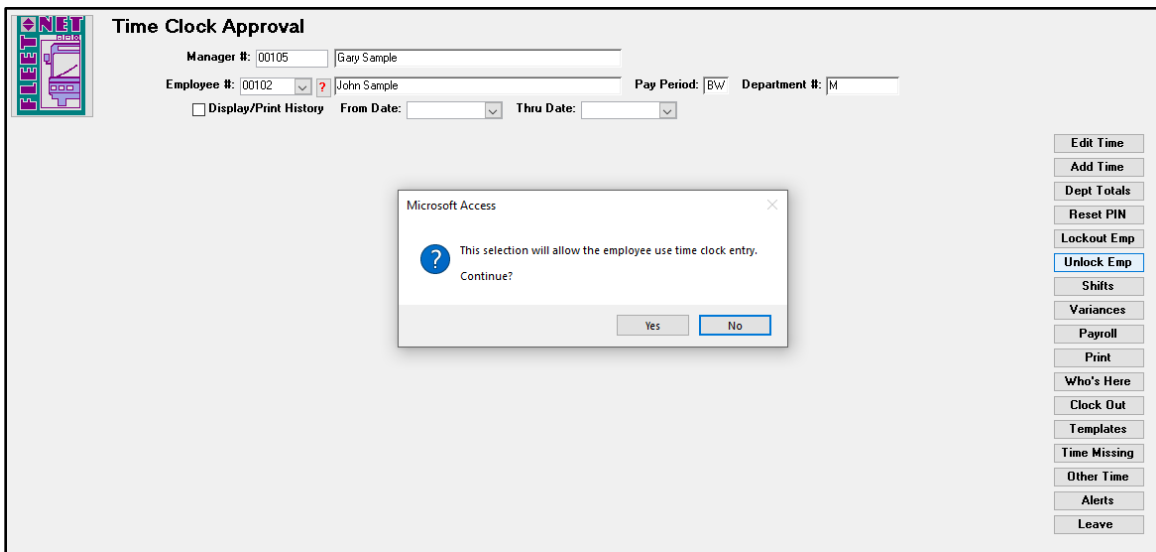


When the employee tries to access the timeclock, they will receive the following error message.

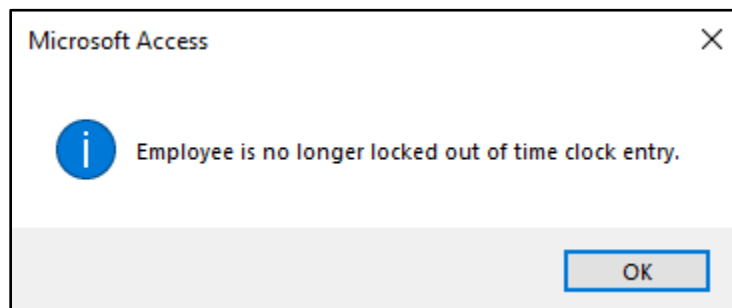


Unlock Employee

Unlocking an employee out will allow them to clock in or out after being locked out. Select an *Employee #* and click **Unlock Emp.**



Click Yes to continue or No to cancel. If yes is selected, the following confirmation displays:



Shifts

Managers can only assign shifts to those employees assigned to them. Select an **Employee #** and click **Shifts**.

Multiple shifts can be assigned to one employee. Select the *Shift ID* from the drop-down and the data will automatically populate based on what was setup in the templates.

Variances

This form allows managers to see variances between the employee's actual paid time to the shift time during a specified period.

Select a date range using the *From Date* and *Thru Date* and click **Variances**.

Shift Id	Day	Time In	Time Out	Actual Time	Shift Start	Shift End	Shift Time	Variance	
Employee #: 00102 John Sample									
01	Wed	6/2/2021 5:30 AM	6/2/2021 1:30 PM	8:00	5:30 AM	1:30 PM	8:00	:00	
Employee #: 00102 John Sample									
10	Fri	6/11/2021 10:30 AM	6/11/2021 1:46 PM	3:16	5:30 AM	3:00 PM	9:30	6:14-	
Employee #: 00102 John Sample									
01	Sat	6/12/2021 5:30 AM	6/12/2021 1:30 PM	8:00	5:30 AM	1:30 PM	8:00	:00	
Employee #: 00113 Robert Sample									
05	Tue	6/1/2021 3:00 PM	6/1/2021 11:00 PM	8:00	3:00 PM	11:00 PM	8:00	:00	
Employee #: 00123 Todd Sample									
03	Tue	6/1/2021 5:30 AM	6/1/2021 3:10 PM	9:40	7:00 AM	3:00 PM	8:00	1:40	
Employee #: 00123 Todd Sample									
03	Wed	6/2/2021 7:00 AM	6/2/2021 3:00 PM	8:00	7:00 AM	3:00 PM	8:00	:00	
Employee #: 00123 Todd Sample									
03	Fri	6/11/2021 2:22 PM	6/11/2021 2:50 PM	:04	7:00 AM	3:00 PM	8:00	7:56-	
Employee #: 00147 Thomas Sample									
05	Tue	6/1/2021 3:00 PM	6/1/2021 11:00 PM	8:00	3:00 PM	11:00 PM	8:00	:00	
Employee #: 00148 Dean Sample									
				Print	Totals:		61:00	73:30	12:30-

Click **Print** to print the variance report.

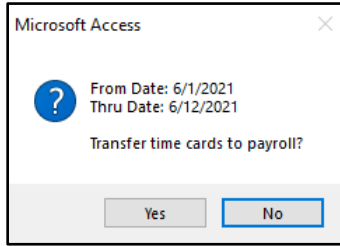
Variance Report									
Shift Id	Day	Time In	Time Out	Actual Time	Shift Start	Shift End	Shift Time	Variance	
Employee #: 00102 John Sample									
01	Wed	6/2/2021 5:30 AM	6/2/2021 1:30 PM	8:00	5:30 AM	1:30 PM	8:00	:00	
				Daily Total:	8:00		8:00	:00	
10	Fri	6/11/2021 10:30 AM	6/11/2021 1:46 PM	3:16	5:30 AM	3:00 PM	9:30	6:14-	
				Daily Total:	3:16		9:30	6:14-	
01	Sat	6/12/2021 5:30 AM	6/12/2021 1:30 PM	8:00	5:30 AM	1:30 PM	8:00	:00	
				Daily Total:	8:00		8:00	:00	
Employee Total:							19:16	25:30	6:14-
Employee #: 00113 Robert Sample									
05	Tue	6/1/2021 3:00 PM	6/1/2021 11:00 PM	8:00	3:00 PM	11:00 PM	8:00	:00	
				Daily Total:	8:00		8:00	:00	
Employee Total:							8:00	8:00	:00
Employee #: 00123 Todd Sample									
03	Tue	6/1/2021 5:30 AM	6/1/2021 3:10 PM	9:40	7:00 AM	3:00 PM	8:00	1:40	
				Daily Total:	9:40		8:00	1:40	
03	Wed	6/2/2021 7:00 AM	6/2/2021 3:00 PM	8:00	7:00 AM	3:00 PM	8:00	:00	
				Daily Total:	8:00		8:00	:00	
03	Fri	6/11/2021 2:22 PM	6/11/2021 2:50 PM	:04	7:00 AM	3:00 PM	8:00	7:56-	
				Daily Total:	:04		8:00	7:56-	
Employee Total:							17:44	24:00	6:16-
Employee #: 00147 Thomas Sample									
05	Tue	6/1/2021 3:00 PM	6/1/2021 11:00 PM	8:00	3:00 PM	11:00 PM	8:00	:00	
				Daily Total:	8:00		8:00	:00	
Employee Total:							8:00	8:00	:00
Employee #: 00148 Dean Sample									
05	Tue	6/1/2021 3:00 PM	6/1/2021 11:00 PM	8:00	3:00 PM	11:00 PM	8:00	:00	
				Daily Total:	8:00		8:00	:00	
Employee Total:							8:00	8:00	:00
Report Total:							61:00	73:30	12:30-

Payroll

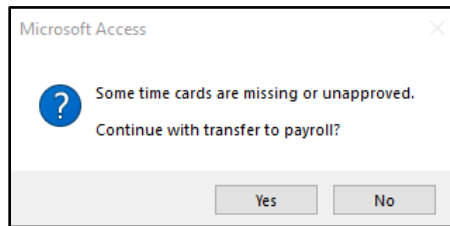
This form allows you to transfer time for one employee (select the employee number) or all employees (leave employee # blank) for a specific period. Only approved time will transfer to payroll.

Select the *Employee #* (or leave blank for all employees) and select the *From Date* and *Thru Date*. Click **Payroll**. The following prompt displays:

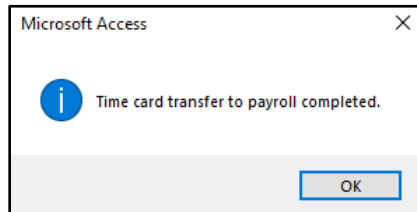
Click Yes to continue or No to cancel. If yes is selected, the following prompt displays:



Click Yes to continue or No to cancel. If yes is selected, the following prompt displays. The system audits the time being transferred and will notify the manager if time is missing or unapproved.



Click Yes to continue or No to cancel. If yes is selected, the following confirmation displays:



Print Approval Report

An approval report can be run for a specific employee (select employee #) or for all employees (leave employee # blank) for a specified date range.

Select an *Employee #* (or leave blank for all) and select a *From Date* and *Thru Date*. Click **Print**.

Demonstration											
Employee Time Card Approval Report											
John Sample											
Dept #	Pay Code	Project #	Time In	Time Out	Break	Time	Void	Approved By	Date Approved		
M	MRG	6/12/2021	6/12/2021 5:30:00 AM	6/12/2021 1:30:00 PM	0	8:00	<input type="checkbox"/>	00105	06/14/2021 7:52 AM		
Payroll Date: 6/12/2021			Paid Time: 6/12/2021 5:30:00 AM 6/12/2021 1:30:00 PM								
Shift Id: 01			Employee Note:		<input type="checkbox"/> 1st Break <input type="checkbox"/> 2nd Break						
			Manager Note: Employee was working offsite - called hours in								
						Date Total:	8:00				
M	MRG	6/11/2021	6/11/2021 10:30:00 AM	6/11/2021 1:46:00 PM	0	3:16	<input type="checkbox"/>	00105	06/11/2021 4:13 PM		
Payroll Date: 6/11/2021			Paid Time: 6/11/2021 10:30:00 AM 6/11/2021 1:46:00 PM								
Shift Id: 10			Employee Note: Late arrival - doctor's appointment before work		<input type="checkbox"/> 1st Break <input type="checkbox"/> 2nd Break						
			Manager Note: Early out - family emergency								
						Date Total:	3:16				
M	MRG	6/2/2021	6/2/2021 5:29:00 AM	6/2/2021 1:30:00 PM	0	8:00	<input type="checkbox"/>	00105	06/11/2021 4:13 PM		
Payroll Date: 6/2/2021			Paid Time: 6/2/2021 5:30:00 AM 6/2/2021 1:30:00 PM								
Shift Id: 01			Employee Note:		<input type="checkbox"/> 1st Break <input type="checkbox"/> 2nd Break						
			Manager Note:								
						Date Total:	8:00				
						Employee Total:	19:16				
						Combined Total:	19:16				

Who's Here

This form will show the manager which employees are currently clocked in and the time that they clocked in.

Click **Who's Here**.

If the employee has been locked out (after they clocked in), the *Locked Out* box will be checked.

Time Clock Approval

Manager #: 00105 Gary Sample
Employee #: 00113 Robert Sample Pay Period: BW Department #: M
 Display/Print History From Date: Thru Date:

Employee #	Name	Department	Clocked In Time	Locked Out
00102	John Sample	M	6/14/2021 9:24 AM	<input checked="" type="checkbox"/>

Buttons: Edit Time, Add Time, Dept Totals, Reset PIN, Lockout Emp, Unlock Emp, Shifts, Variances, Payroll, Print, Who's Here, Clock Out, Templates, Time Missing, Other Time, Alerts, Leave

Clock Out

A manager can clock out employees who forget or are at another location. Select the *Employee #* and click **Clock Out**.

Time Clock Approval

Manager #: 00105 Gary Sample
Employee #: 00102 John Sample Pay Period: BW Department #: M
 Display/Print History From Date: Thru Date:

Dept #	Pay Code	Project #	Payroll Date	Time In	Time Out	Total Time
M	MFG		6/14/2021	6/14/2021 9:24 AM		

Shift: 10 5:30am-3:00pm
Employee Note:

Microsoft Access
Do you wish to clock out now?
Yes No

Buttons: Edit Time, Add Time, Dept Totals, Reset PIN, Lockout Emp, Unlock Emp, Shifts, Variances, Payroll, Print, Who's Here, Clock Out, Templates, Time Missing, Other Time, Alerts, Leave

Click the *Clock*. The following prompt displays. Click *Yes* to continue or *No* to cancel. If *yes* is selected, the following confirmation displays:

The screenshot shows the 'Time Clock Approval' window. At the top, there are fields for Manager # (00105, Gary Sample), Employee # (00102, John Sample), Pay Period (BW), and Department # (M). Below these are fields for From Date and Thru Date. The main area contains a table with columns: Dept # (M), Pay Code (MRG), Project #, Payroll Date, Time In, Time Out, and Total Time. An 'Employee Note' field is also present. On the right side, there is a vertical menu with buttons: Edit Time, Add Time, Dept Totals, Reset PIN, Lockout Emp, Unlock Emp, Shifts, Variances, Payroll, Print, Who's Here, Clock Out, Templates, Time Missing, Other Time, Alerts, and Leave. A 'Microsoft Access' dialog box is overlaid in the center, displaying an information icon and the text 'You have now clocked out.' with an 'OK' button.

Templates

Click **Templates** to create/maintain shifts.

The screenshot shows the 'Time Clock Approval' window with the 'Shifts' menu item selected. The main area displays a table of shift templates. The table has the following columns: Shift Id, Shift Start Time, Start Time Allowance, Shift End Time, End Time Allowance, Non-Paid Break Time, Time, Pay Shift Start Time, Ignore Shift Times, and Transfer To Payroll. The table contains 12 rows of shift data, each with a green checkmark in the 'Shift Start Time' column. The right side of the window shows the same vertical menu as in the previous screenshot, with 'Templates' highlighted.

Shift Id	Shift Start Time	Start Time Allowance	Shift End Time	End Time Allowance	Non-Paid Break Time	Time	Pay Shift Start Time	Ignore Shift Times	Transfer To Payroll
01	5:30am-1:30pm	5:30 AM	1:30 PM	5		8:00			<input checked="" type="checkbox"/>
02	6am-2pm	6:00 AM	2:00 PM	5		8:00			<input checked="" type="checkbox"/>
03	7am-3pm	7:00 AM	3:00 PM	5		8:00			<input checked="" type="checkbox"/>
04	12pm-8pm	12:00 PM	8:00 PM	5		8:00			<input checked="" type="checkbox"/>
05	3pm-11pm	3:00 PM	11:00 PM	5		8:00			<input checked="" type="checkbox"/>
06	2pm-11pm	2:00 PM	11:00 PM	5		9:00			<input checked="" type="checkbox"/>
10	5:30am-3:00pm	5:30 AM	3:00 PM	5		9:30			<input checked="" type="checkbox"/>
11	6:00am-3:00pm	6:00 AM	3:00 PM	5		9:00			<input checked="" type="checkbox"/>
12	5:30am-2:00pm	5:30 AM	2:00 PM	5		8:30			<input checked="" type="checkbox"/>

Click the green check (✓) to open the miscellaneous code list and create the Shift IDs.

Modify / Add Misc List Codes

Module: TK
 Type: ShiftId

Code	Value
01	5:30am-1:30pm
02	6am-2pm
03	7am-3pm
04	12pm-8pm
05	3pm-11pm
06	2pm-11pm
10	5:30am-3:00pm
11	6:00am-3:00pm
12	5:30am-2:00pm

Print

Code	Value
Shift ID Name	Enter a name for the shift – it can be alpha, numeric or a combination. The character limit is 20. This is what the employee will see when they are selecting the shift from the time clock.
Description	Enter a description for the shift – it can be alpha, numeric or a combination. This is what the employee will see when they are selecting the shift from the time clock.

Time Clock Approval

Manager #: 00105 Gary Sample
 Employee #: [?] Pay Period: [] Department #: []
 Display/Print History From Date: [] Thru Date: []

Shift Id	Shift Start Time	Start Time Allowance	Shift End Time	End Time Allowance	Non-Paid Break Time	Time	Pay Shift Start Time	Ignore Shift Times	Transfer To Payroll
01	5:30am-1:30pm	5:30 AM	1:30 PM	5		8:00			<input checked="" type="checkbox"/>
02	6am-2pm	6:00 AM	2:00 PM	5		8:00			<input checked="" type="checkbox"/>
03	7am-3pm	7:00 AM	3:00 PM	5		8:00			<input checked="" type="checkbox"/>
04	12pm-8pm	12:00 PM	8:00 PM	5		8:00			<input checked="" type="checkbox"/>
05	3pm-11pm	3:00 PM	11:00 PM	5		8:00			<input checked="" type="checkbox"/>
06	2pm-11pm	2:00 PM	11:00 PM	5		9:00			<input checked="" type="checkbox"/>
10	5:30am-3:00pm	5:30 AM	3:00 PM	5		9:30			<input checked="" type="checkbox"/>
11	6:00am-3:00pm	6:00 AM	3:00 PM	5		9:00			<input checked="" type="checkbox"/>
12	5:30am-2:00pm	5:30 AM	2:00 PM	5		8:30			<input checked="" type="checkbox"/>
*									<input checked="" type="checkbox"/>

Edit Time
 Add Time
 Dept Totals
 Reset PIN
 Lockout Emp
 Unlock Emp
 Shifts
 Variances
 Payroll
 Print
 Who's Here
 Clock Out
 Templates
 Time Missing
 Other Time
 Alerts
 Leave

Field Name	Description
Shift ID	Select the shift ID from the drop-down. The description will automatically populate.
Shift Start Time	Enter the shift start time
Start Time Allowance	If the employee clocks in within the allowance time, the paid time will default to the shift start time. If the employee is paid for actual hours worked, leave this

	blank and the pay time will calculate from the clock in time.
Shift End Time	Enter the shift end time
End Time Allowance	If the employee clocks in within the allowance time, the paid time will default to the shift end time. If the employee is paid for actual hours worked, leave this blank and the pay time will calculate from the clock out time.
Non-Paid Break Time	If the employee is not paid for their breaks, enter the break time here. Example, 30-60 minute lunch, The time entered will be subtracted from the total hours to be paid.
Time	This will automatically calculate with the total hours to be paid based on the shift start/end time and if there is non-paid break time.
Pay Shift Start Time	Check this box if the pay time will start as of the shift start time without setting an allowance.
Ignore Shift Times	Check this box if the pay time will start and end with the employee's actual punch times. This will prevent the employee from showing on the variance form.
Transfer to Payroll	This box should ALWAYS be checked unless the time clock is only used to track time, and the employee is being paid through another method (AD/OT, timesheet, manual labor entries). With this box unchecked , the selected employee's time will not be transferred to payroll from the Timekeeping module.

Time Missing

To see which employees are missing approvals, select a *From Date* and *Thru Date* and click **Time Missing**. A report will display on screen. The *Time Card Missing* column will show which employees have no punches recorded (a checked box means it's missing) and *Management Approval Missing* will show which employees have not been approved (a checked box means it's missing).

Employee Time Cards Missing					
Employee #	Name	Dept #	Time Card Missing	Management Approval Missing	
00102	John Sample	M	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
00113	Robert Sample	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
00123	Todd Sample	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
00132	Holly Sample	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
00134	Cory Sample	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
00145	Matthew Doe	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
00147	Thomas Sample	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
00148	Dean Sample	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Other Time

This form allows the user to enter time for an employee outside of their regular working time (vacation, sick, etc.) without having to enter a start and end time. The user may enter the total number of hours that the selected employee should be paid.

Select an *Employee #* and click **Other Time**.

Field Name	Description
Date	Enter the pay date.
Dept.	Automatically populates.
Pay Code	Enter or select the applicable pay code.
Decimal Time / Time hhmm	Enter the time using either column. Wherever you enter, the time will auto-populate in the other.
Check Type / Earn Code	Automatically populates.
Project	Enter if applicable.
Hours	Automatically populates with the number entered in Time Entry.

Alerts

Like *Variances* this option will show a summary of employees who had early or late start and out times.

Select an *Employee #*, *From Date* and *Thru Date* and click **Alerts**.

Time Clock Approval

Manager #: 00105 Gary Sample
 Employee #: 00102 John Sample Pay Period: BW Department #: M
 Display/Print History From Date: 6/2/2021 Thru Date: 6/14/2021

Employee #	Name	Time In	Time Out	Paid Time In	Paid Time Out	Total Paid	Early Start	Late Start	Early Out	Late Out
00102	John Sample	06/11/2021 10:30 AM	06/11/2021 1:46 PM	06/11/2021 10:30 AM	06/11/2021 1:46 PM	3:16	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employee Note: Late arrival - doctor's appointment before work
 Manager Note: Early out - family emergency
 Shift Id: 10 Shift Start: 5:30 AM Shift End: 3:00 PM Shift Total: 9:30

Total Time: 3:16

If an employee started/quit early or late, the appropriate box will be checked.

Leave

Allows the manager can review an employee's leave balance at any time. Data displayed is as of the last updated payroll.

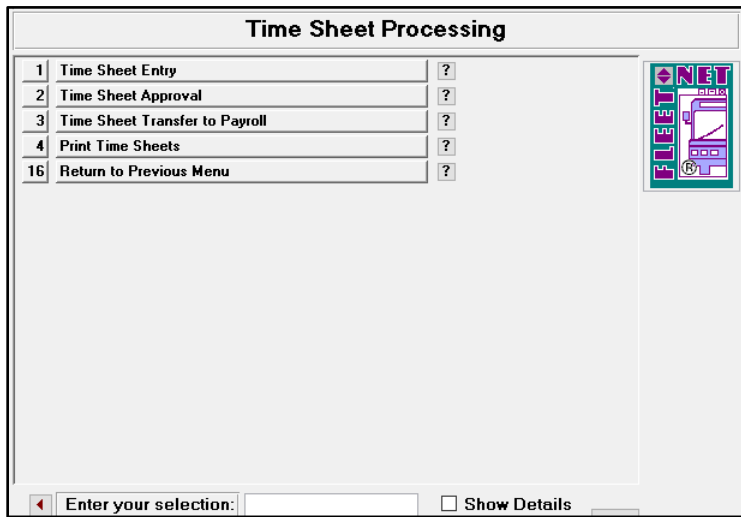
Enter an *Employee #* and click **Leave**.

Time Clock Approval

Manager #: 00105 Gary Sample
 Employee #: 00102 John Sample Pay Period: BW Department #: M
 Display/Print History From Date: Thru Date:

Earnings Code	Earnings Description	Plan Code	Anniversary Date	Earned	Used	Current Balance
P	Personal Day	PD	1/1/2022	16.00	0.00	16.00
S	Sick Pay	SP	1/1/2022	104.00	0.00	104.00
V	Vacation	VE	1/1/2022	208.00	0.00	208.00
Y	Birthday	BD	6/18/2021	-16.00	0.00	-16.00

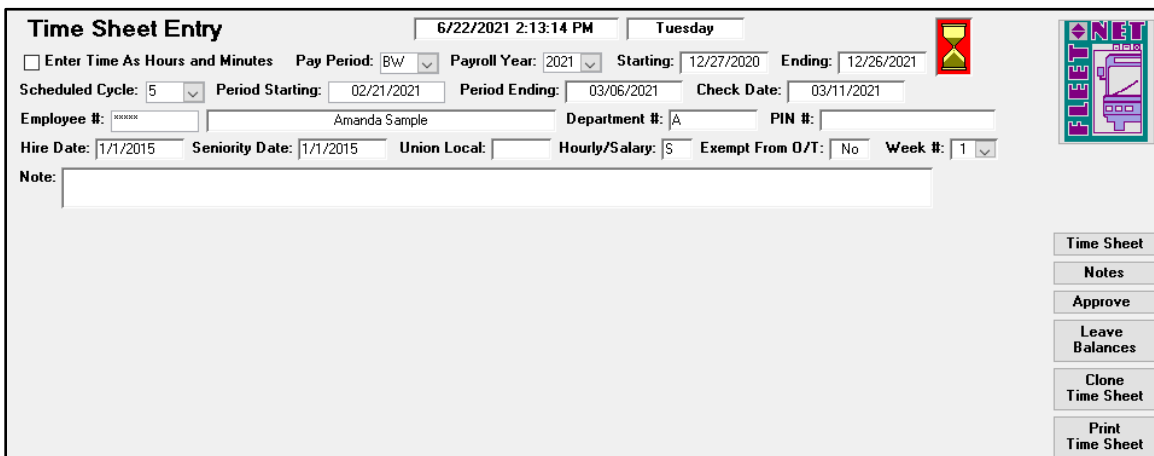
Time Sheet Processing



Time Sheet Entry

The Time Sheet Entry form allows each individual employee to create their own electronic timesheet. Leave Balances for sick, vacation and personal leave time can also be reviewed.

The employee may have the option to print the timesheet or not based on how the Edit Miscellaneous Codes option is set to allow printing of time sheets. Once the employee has confirmed the accuracy of their time sheet, they will be required to authorize it. Once authorized, they can no longer make changes to it unless a manager resets the timesheet.



Field Name	Description
Enter Time As Hours and Minutes	If Miscellaneous Codes were previously set up to default to Enter Time As Hours and Minutes (H), this box will be checked. If the Miscellaneous Codes were set up as decimal (D) the box will not be checked. If time is to be entered as Hours and Minutes, the box can be checked on this form.
Pay Period	This will automatically populate based on the information setup in Miscellaneous Codes
Payroll Year	This will automatically populate based on the information setup in Miscellaneous Codes
Scheduled Cycle	Select the payroll cycle from the drop-down list.
Period Starting	This will automatically populate based on the cycle selected.
Period Ending	This will automatically populate based on the cycle selected.
Check Date	This will automatically populate based on the cycle selected.
Employee Number	Enter the employee number.
Department	This will automatically populate based on the employee number entered.
PIN #	If this is the first time logging in, you will receive a prompt to create a PIN number. Otherwise, enter the PIN #.
Hire Date	This will automatically populate based on the employee number entered.
Seniority Date	This will automatically populate based on the employee number entered.
Union Local	This will automatically populate based on the employee number entered.
Hourly/Salary	This will automatically populate based on the employee number entered.
Exempt From OT	This will automatically populate based on the employee number entered.
Week #	Select the appropriate week from the drop-down list. Weekly will only have 1 week showing, Bi-Weekly will have 1 and 2, etc.
Note	This is where timesheet notes will show if created (Time Sheet Notes Entry).

Time Sheet

Click **Time Sheet** and the following form will display:

Time Sheet Entry 6/22/2021 2:20:12 PM Tuesday

Enter Time As Hours and Minutes Pay Period: BW Payroll Year: 2021 Starting: 12/27/2020 Ending: 12/26/2021

Scheduled Cycle: 5 Period Starting: 02/21/2021 Period Ending: 03/06/2021 Check Date: 03/11/2021

Employee #: Amanda Sample Department #: A

Hire Date: 1/1/2015 Seniority Date: 1/1/2015 Union Local: Hourly/Salary: \$ Exempt From O/T: No Week #: 1

Note:

Pay Code	Date Pay Category	2/21 Sun	2/22 Mon	2/23 Tue	2/24 Wed	2/25 Thu	2/26 Fri	2/27 Sat	Weekly Total
▶ ARG	Regular Pay		8.00	8.00	8.00	8.00	8.00		40.00
* <input type="text"/>	<input type="text"/>								
Total Hours:			8.00	8.00	8.00	8.00	8.00		40.00

Time Sheet

Notes

Approve

Leave Balances

Clone Time Sheet

Print Time Sheet

Field Name	Description
Pay Code	Select the pay code from the drop-down.
Pay Category	Automatically populates based on the pay code selected.
Sun – Sat (Days of Week)	Enter the hours worked for each day.
Weekly Total	Automatically populates with the row total
Total Hours	Automatically populates with the daily and weekly totals, respectively.

Notes

Notes allows the employee to enter a message that the manager will see when approving time.

Click **Notes** and the following will display:

Time Sheet Entry 6/22/2021 2:39:50 PM Tuesday

Enter Time As Hours and Minutes Pay Period: BW Payroll Year: 2021 Starting: 12/27/2020 Ending: 12/26/2021

Scheduled Cycle: 5 Period Starting: 02/21/2021 Period Ending: 03/06/2021 Check Date: 03/11/2021

Employee #: Amanda Sample Department #: A

Hire Date: 1/1/2015 Seniority Date: 1/1/2015 Union Local: Hourly/Salary: \$ Exempt From O/T: No Week #: 1

Note:

Pay Code	Date	Pay Category	2/21 Sun	2/22 Mon	2/23 Tue	2/24 Wed	2/25 Thu	2/26 Fri	2/27 Sat	Weekly Total
ARG		Regular Pay		8.00	8.00	8.00	8.00	8.00		40.00
*										
Total Hours:				8.00	8.00	8.00	8.00	8.00		40.00

Record: 1 of 1 No Filter Search

Employee Note: Worked from home on Tuesday 02/23 & Thursday 02/25.

Buttons: Time Sheet, Notes, Approve, Leave Balances, Clone Time Sheet, Print Time Sheet

Approve

Employees must approve all time entry for the cycle. So, if it's a biweekly payroll, they must approve week 1 and week 2. Once the time is approved, they cannot make any changes to the time.

Click **Approve** and the following prompt appears:

Time Sheet Entry 6/22/2021 2:45:19 PM Tuesday

Enter Time As Hours and Minutes Pay Period: BW Payroll Year: 2021 Starting: 12/27/2020 Ending: 12/26/2021

Scheduled Cycle: 5 Period Starting: 02/21/2021 Period Ending: 03/06/2021 Check Date: 03/11/2021

Employee #: Amanda Sample Department #: A

Hire Date: 1/1/2015 Seniority Date: 1/1/2015 Union Local: Hourly/Salary: \$ Exempt From O/T: No Week #: 1

Note:

Microsoft Access

?

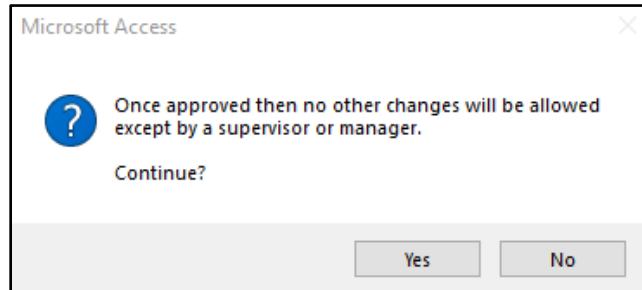
Total Hours Entered: 40.00

Continue with approval?

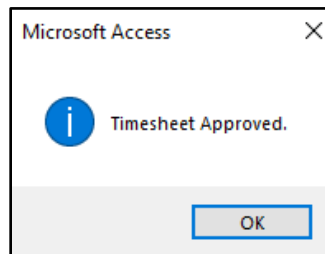
Yes No

Buttons: Time Sheet, Notes, Approve, Leave Balances, Clone Time Sheet, Print Time Sheet

Click Yes to continue or No to cancel. If yes was selected, the following prompt will appear:



Click Yes to continue or No to cancel. If yes was selected, the following confirmation will appear:



Leave Balances

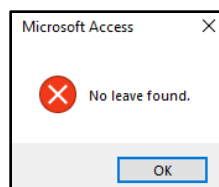
Employees can see what hours they have available for any leave plans they are enrolled in.

Click **Leave Balances** and the following will display:

Earnings Code	Earnings Description	Plan Code	Anniversary Date	Earned	Used	Current Balance
P	Personal Day	PD	1/1/2022	16.00	16.00	0.00
S	Sick Pay	SP	1/1/2022	80.00	16.00	64.00
V	Vacation	V5	1/1/2022	80.00	40.00	40.00
Y	Birthday	RD	11/13/2021	8.00	0.00	8.00

Earned balances are shown as of the last payroll cycle. Any leave taken during the current pay cycle or scheduled for future cycles will be reflected in the used total (in addition to what has been used to date).

If the employee is not enrolled in any leave plans, they will receive this message:



Clone Time Sheet

For employees who work the same days/hours to the same pay code, they can clone the time sheet from one week to the next.

Click **Clone Time Sheet** and the following will display:

Clone Time Sheet

Payroll Year: 2021 Starting: 12/27/2020 Ending: 12/26/2021

Scheduled Cycle: 5 Period Starting: 02/21/2021 Period Ending: 03/06/2021 Check Date: 03/11/2021

Week #: 2 Start

Field Name	Description
Payroll Year	Select the payroll year from the drop-down.
Starting / Ending	Will automatically populate based on the payroll year selected.
Scheduled Cycle	Select the payroll cycle from the drop-down that you are cloning/copying.
Period Starting/Period Ending/Check Date	Will automatically populate based on the cycle selected.
Week #	Select the week you are cloning TO . If you entered time for week # 1, then you would select week #2.

Click **Start**. The following prompt will appear:

Time Sheet Entry

6/22/2021 3:11:26 PM Tuesday

Enter Time As Hours and Minutes Pay Period: BW Payroll Year: 2021 Starting: 12/27/2020 Ending: 12/26/2021

Scheduled Cycle: 5 Period Starting: 02/21/2021 Period Ending: 03/06/2021 Check Date: 03/11/2021

Employee #: Amanda Sample Department #: A

Hire Date: 1/1/2015 Seniority Date: 1/1/2015 Union Local: Hourly/Salary: S Exempt From O/T: No Week #: 1

Note:

Microsoft Access

?

Continue?

Yes
No

Time Sheet

Notes

Approve

Leave Balances

Clone Time Sheet

Print Time Sheet

Clone Time Sheet

Payroll Year: 2021 Starting: 12/27/2020 Ending: 12/26/2021

Scheduled Cycle: 5 Period Starting: 02/21/2021 Period Ending: 03/06/2021 Check Date: 03/11/2021

Week #: 2 Start

Click Yes to continue or No to cancel. If yes is selected, you'll receive the following confirmation.



If you are using this function, and the previous week had any time that was paid time off (vacation, holiday, etc.) you will want to edit the pay code for the week. Change the Week # at the top and click **Time Sheet**. From here you can select the correct pay code(s).

Print Time Sheet

Employees can print a copy of their timesheet before and/or after they have approved it.

Click **Print Time Sheet** and the following report will generate:

Weekly Time Sheet										
Pay Period Starting:		02/21/2021		Pay Period Ending:		03/06/2021		Week		1
Name	Amanda Sample			Employee #	00125	Dept #	A			
Hire Date	1/1/2015	Seniority Date	1/1/2015	Hourly Salary	S	Union Local			O/T Exempt	No
Note:										
Pay Code	Date	2/21	2/22	2/23	2/24	2/25	2/26	2/27	Weekly Total	
ARG	Regular Pay		8:00	8:00	8:00	8:00	8:00	8:00	40:00	
		Total Hours:	8:00	8:00	8:00	8:00	8:00	8:00	40:00	
Management Authorizations Required: 1 Management Authorizations Found: 0 Management Authorizations Missing										
Approved By			Date Approved			Note				
Amanda Sample			6/22/2021 2:47:14 PM			Worked from home on Tuesday 02/23 & Thursday 02/25.				

The report will only print for the week selected.

Time Sheet Approval

This form's main function is to allow the managers to approve employee time sheets. Only managers that were setup in Manager & Authorizations Setup should be given security rights to this form. The number of managers that are required to approve a time sheet per employee must be setup before the Time Sheet Approval option can take place.

Time Sheet Approval

Manager #: Mamie Sample PIN #:


Enter Time As Hours and Minutes Pay Period: Payroll Year: Starting: Ending:

Scheduled Cycle: Period Starting: Period Ending: Check Date:

Employee #: ? Department #:

Hire Date: Seniority Date: Union Local: Hourly/Salary: Exempt From O/T: Week #:

Note:



Field Name	Description
Manager #	Enter employee number.
PIN #	If this is the first time logging in, you will receive a prompt to create a PIN number. Otherwise, enter the PIN #.
Enter Time As Hours and Minutes	If Miscellaneous Codes were previously set up to default to Enter Time As Hours and Minutes (H), this box will be checked. If the Miscellaneous Codes were set up as decimal (D) the box will not be checked. If time is to be entered as Hours and Minutes, the box can be checked on this form.
Pay Period	This will automatically populate based on the information setup in Miscellaneous Codes
Payroll Year	This will automatically populate based on the information setup in Miscellaneous Codes
Scheduled Cycle	Select the payroll cycle from the drop-down list.
Period Starting	This will automatically populate based on the cycle selected.
Period Ending	This will automatically populate based on the cycle selected.

Check Date	This will automatically populate based on the cycle selected.
Employee Number	Select an employee from the drop-down.
Department	This will automatically populate based on the employee number entered.
Hire Date	This will automatically populate based on the employee number entered.
Seniority Date	This will automatically populate based on the employee number entered.
Union Local	This will automatically populate based on the employee number entered.
Hourly/Salary	This will automatically populate based on the employee number entered.
Exempt From OT	This will automatically populate based on the employee number entered.
Week #	Select the appropriate week from the drop-down list. Weekly will only have 1 week showing, Bi-Weekly will have 1 and 2, etc.
Note	This is where timesheet notes will show if created (Time Sheet Notes Entry).

Display Time

Managers can check the hours and pay codes that were entered by the employee for the dates worked but cannot make any changes on this form.

Click **Display Time** and the following displays:

Time Sheet Approval

Manager #: 00107 | Mamie Sample

Enter Time As Hours and Minutes | Pay Period: BW | Payroll Year: 2021 | Starting: 12/27/2020 | Ending: 12/26/2021

Scheduled Cycle: 5 | Period Starting: 02/21/2021 | Period Ending: 03/06/2021 | Check Date: 03/11/2021

Employee #: 00125 | Amanda S sample | Department #: A

Hire Date: 1/1/2015 | Seniority Date: 1/1/2015 | Union Local: | Hourly/Salary: S | Exempt From O/T: No | Week #: 1

Note:

Pay Code	Date	2/21	2/22	2/23	2/24	2/25	2/26	2/27	Weekly Total
	Pay Category	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
ARG	Regular Pay		8.00	8.00	8.00	8.00	8.00		40.00
Total Hours:									
			8.00	8.00	8.00	8.00	8.00		40.00

Records: 1 of 1 | No Filter | Search

Display Time

Edit Time

Approve Time

Reset PIN

Lockout Emp

Unlock Emp

Print Time Sheet

Manager Notes

Approvals

Missing Approvals

All Approvals

Leave Balances

Approve All

Missing Emp Approval

Edit Time

The manager can edit the employee's timesheet, but it will need to be re-approved by the employee before the manager can approve and submit to payroll.

Click **Edit Time** and the following prompt will appear:

Time Sheet Approval

Manager #: 00107 Mamie Sample

Enter Time As Hours and Minutes Pay Period: BW Payroll Year: 2021 Starting: 12/27/2020 Ending: 12/26/2021

Scheduled Cycle: 5 Period Starting: 02/21/2021 Period Ending: 03/06/2021 Check Date: 03/11/2021

Employee #: 00125 Amanda Sample Department #: A

Hire Date: 1/1/2015 Seniority Date: 1/1/2015 Union Local: Hourly/Salary: \$ Exempt From O/T: No Week #: 1

Note:

Microsoft Access

Timesheet will have to be re-approved.
Continue?

Yes No

Display Time
Edit Time
Approve Time
Reset PIN
Lockout Emp
Unlock Emp
Print Time Sheet
Manager Notes
Approvals
Missing Approvals
All Approvals
Leave Balances
Approve All
Missing Emp Approval

Click Yes to continue or No to cancel. If yes is selected the timesheet will open and you can make changes.

Time Sheet Approval

Manager #: 00107 Mamie Sample

Enter Time As Hours and Minutes Pay Period: BW Payroll Year: 2021 Starting: 12/27/2020 Ending: 12/26/2021

Scheduled Cycle: 5 Period Starting: 02/21/2021 Period Ending: 03/06/2021 Check Date: 03/11/2021

Employee #: 00125 Amanda Sample Department #: A

Hire Date: 1/1/2015 Seniority Date: 1/1/2015 Union Local: Hourly/Salary: \$ Exempt From O/T: No Week #: 1

Note:

Pay Code	Date	2/21	2/22	2/23	2/24	2/25	2/26	2/27	Weekly
	Pay Category	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
ARG	Regular Pay		8.00	8.00	8.00	8.00	8.00		40.00
*									
Total Hours:			8.00	8.00	8.00	8.00	8.00		40.00

Approve Time

If the employee's timesheets require multiple authorizations the timesheets cannot be transferred to payroll until all authorizations are completed. To authorize a single employee, enter their employee number in the Employee # field. To authorize all employees assigned to manager, leave the Employee # field blank. You must approve both weeks.

Click **Approve Time**.

Time Sheet Approval

Manager #: 00107 Mamie Sample
 Enter Time As Hours and Minutes
 Pay Period: BW
 Payroll Year: 2021
 Starting: 12/27/2020
 Ending: 12/26/2021
Scheduled Cycle: 5
 Period Starting: 02/21/2021
 Period Ending: 03/06/2021
 Check Date: 03/11/2021
Employee #: 00125
 ? Amanda Sample
 Department #: A
Hire Date: 1/1/2015
 Seniority Date: 1/1/2015
 Union Local:
 Hourly/Salary: S
 Exempt From O/T: No
 Week #: 1

Note:

Emp #	Name	Date Approved	Approved
00125	Amanda Sample		<input type="checkbox"/>

Record: 1 of 1 No Filter Search

Display Time

Edit Time

Approve Time

Reset PIN

Lockout Emp

Unlock Emp

Print Time Sheet

Manager Notes

Approvals

Missing Approvals

All Approvals

Leave Balances

Approve All

Missing Emp Approval

To open the approval screen, double click on the *Emp #*.

Time Sheet Approval

Manager #: 00107 Mamie Sample
 Enter Time As Hours and Minutes **Pay Period:** BW **Payroll Year:** 2021 **Starting:** 12/27/2020 **Ending:** 12/26/2021
Scheduled Cycle: 5 **Period Starting:** 02/21/2021 **Period Ending:** 03/06/2021 **Check Date:** 03/11/2021
Employee #: 00125 Amanda Sample **Department #:** A
Hire Date: 1/1/2015 **Seniority Date:** 1/1/2015 **Union Local:** **Hourly/Salary:** S **Exempt From O/T:** No **Week #:** 1

Note:

Emp #	Name	Date Approved	Approved
00125	Amanda Sample		<input type="checkbox"/>

FNTK_TimeSheetApprovalAllDecSubForm

Emp #	Name	Date Approved	Approved
00125	Amanda Sample		<input type="checkbox"/>

Pay Code	Date	2/21	2/22	2/23	2/24	2/25	2/26	2/27	Weekly Total
	Pay Category	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
ARG	Regular Pay		8.00	8.00	8.00	8.00	8.00		40.00

 Total Hours: 8.00 8.00 8.00 8.00 8.00 40.00

Employee Note: Worked from home on Tuesday 02/23 & Thursday 02/25.

Manager Note:

Record: 14 1 of 1 No Filter Search

Click **Approve** to approve the time. If the time was approved in error, click **Unapprove** to remove the approval. Managers can also reply to the employee note using the *Manager Note*.

Time Sheet Approval

Manager #: 00107 Mamie Sample
 Enter Time As Hours and Minutes **Pay Period:** BW **Payroll Year:** 2021 **Starting:** 12/27/2020 **Ending:** 12/26/2021
Scheduled Cycle: 5 **Period Starting:** 02/21/2021 **Period Ending:** 03/06/2021 **Check Date:** 03/11/2021
Employee #: 00125 Amanda Sample **Department #:** A
Hire Date: 1/1/2015 **Seniority Date:** 1/1/2015 **Union Local:** **Hourly/Salary:** S **Exempt From O/T:** No **Week #:** 1

Note:

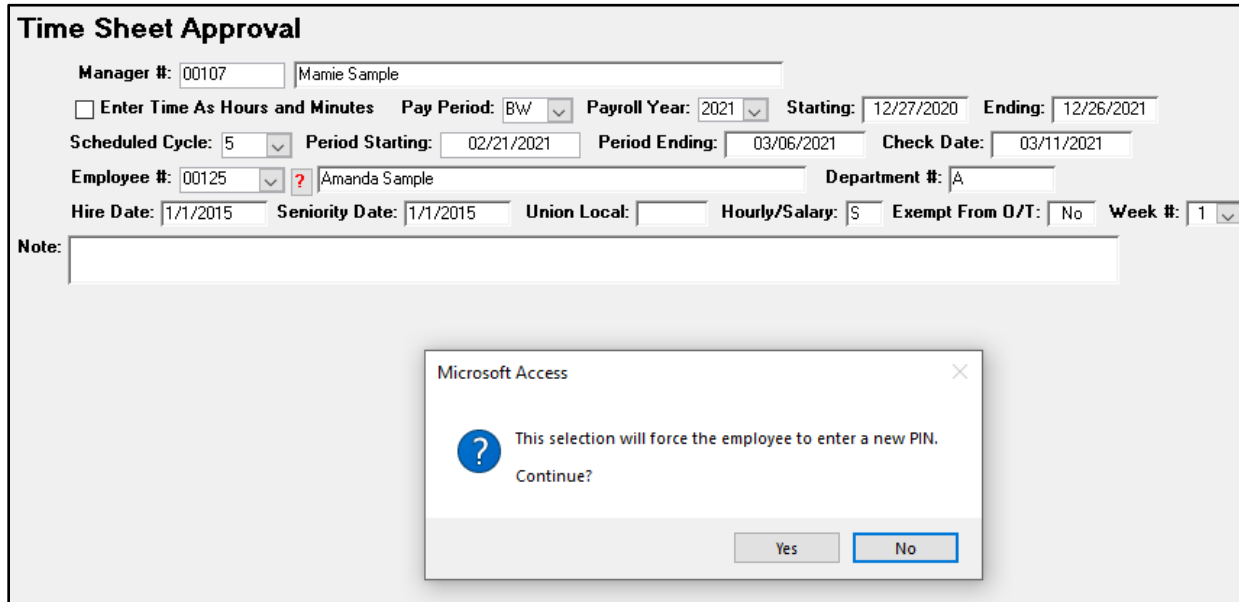
Emp #	Name	Date Approved	Approved
00125	Amanda Sample	06/23/2021 9:04 AM	<input checked="" type="checkbox"/>

When the time is approved, the *Date Approved* will populate and the *Approved* box will be checked.

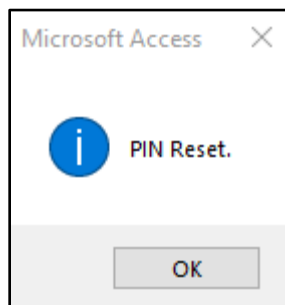
Reset Pin

Managers can reset an employee's PIN so that the next time they enter their employee number, they will be prompted to enter a new PIN.

Click **Reset PIN**. The following prompt will appear:



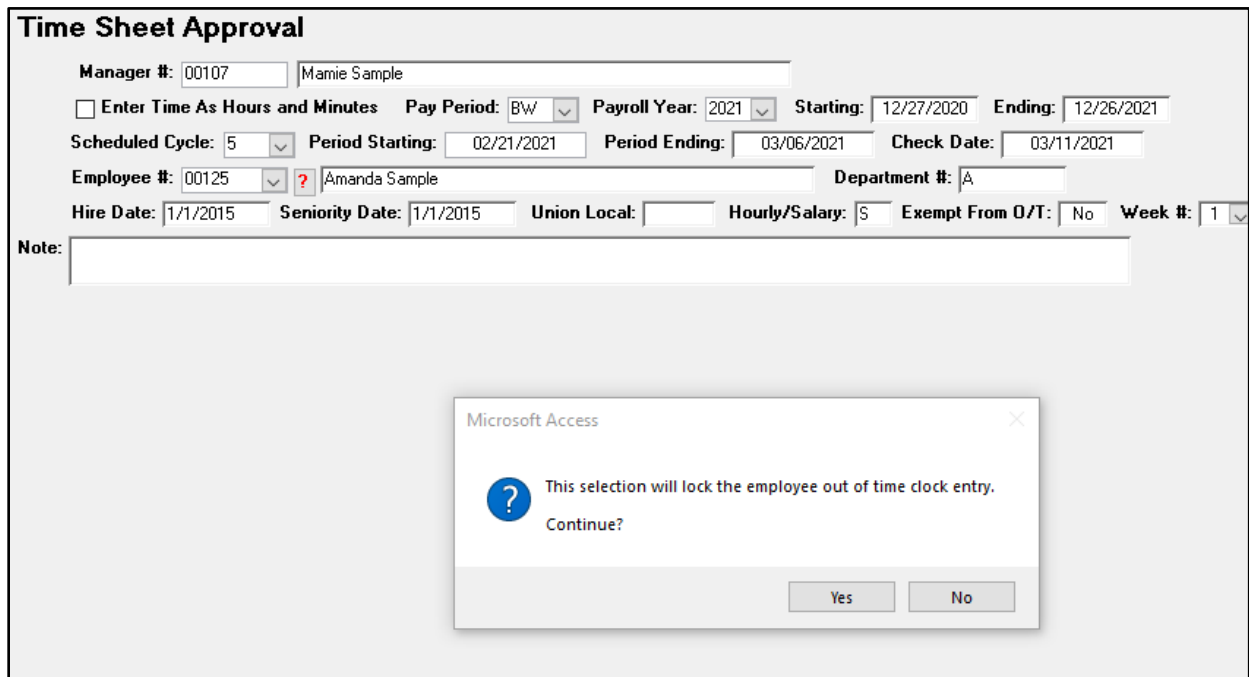
Click Yes to continue or No to cancel. If yes is selected, you will receive the following confirmation.



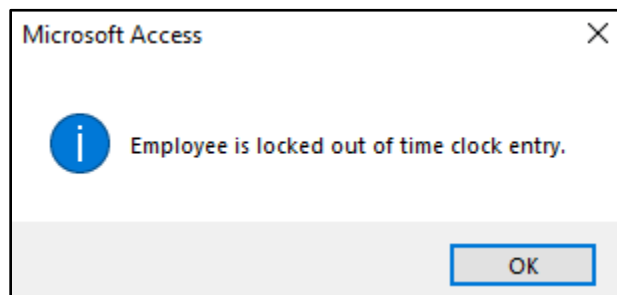
Lockout Employee

Managers can lock employees to prevent them from entering time. The employee will still have access to the form, but when they enter their employee number, they will receive a message that they are locked out.

Click **Lockout Emp**. The following prompt will appear:



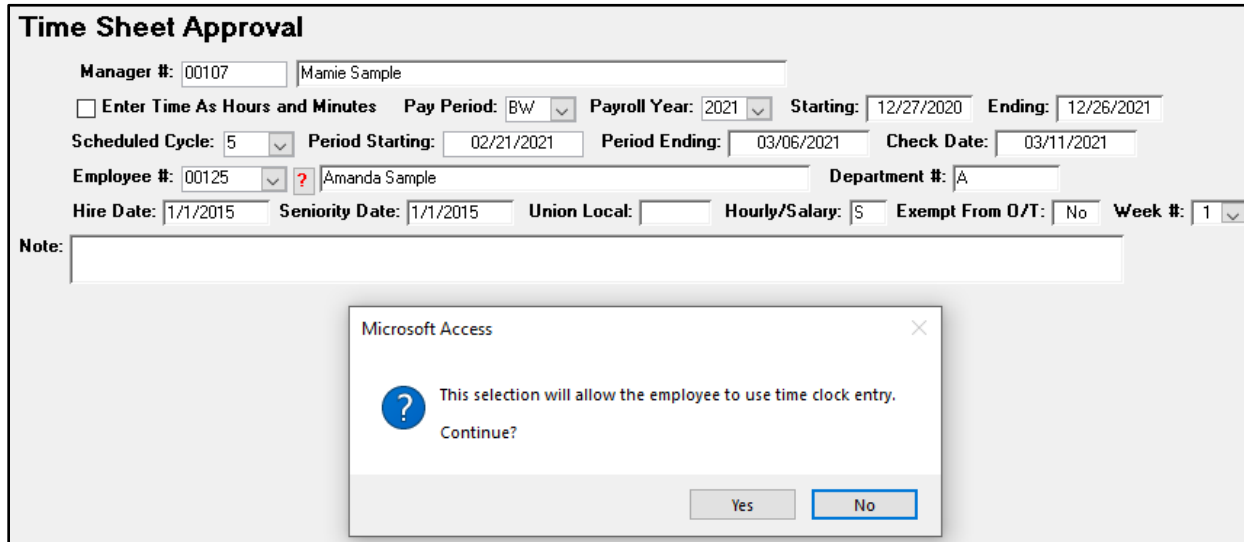
Click Yes to continue or No to cancel. If yes is selected, you will receive the following confirmation:



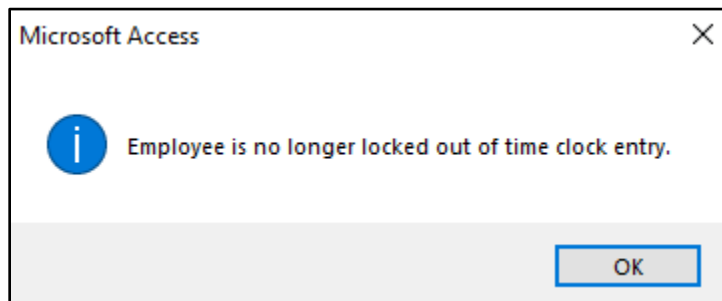
Unlock Employee

Managers can reassign access to the time sheet entry to the locked out employee.

Click **Unlock Emp.** The following prompt will appear:



Click Yes to continue or No to cancel. If yes is selected, the following confirmation will appear:



Print Time Sheet

Managers can print the employee's timesheet either before or after it's approved.

Click **Print Time Sheet**. The following report will display for the week that is selected.

Weekly Time Sheet										
Pay Period Starting:		02/21/2021		Pay Period Ending:		03/06/2021		Week		1
Name	Amanda Sample			Employee #	00125		Dept #	A		
Hire Date	1/1/2015	Seniority Date	1/1/2015	Hourly Salary	S	Union Local			O/T Exempt	No
Note:										
Pay Code	Date	2/21	2/22	2/23	2/24	2/25	2/26	2/27	Weekly	
	Pay Category	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
ARG	Regular Pay		8:00	8:00	8:00	8:00	8:00		40:00	
Total Hours:			8:00	8:00	8:00	8:00	8:00		40:00	
Management Authorizations Required:		1		Management Authorizations Found:		1				
Approved By			Date Approved			Note				
Mamie Sample			6/23/2021 9:04:56 AM							
Amanda Sample			6/22/2021 4:21:38 PM			Worked from home on Tuesday 02/23 & Thursday 02/25.				

Manager Notes

Managers can enter/review notes for the specified cycle/week.

Click **Manager Notes**.

Time Sheet Approval

Manager #: 00107 Mamie Sample

Enter Time As Hours and Minutes Pay Period: BW Payroll Year: 2021 Starting: 12/27/2020 Ending: 12/26/2021

Scheduled Cycle: 5 Period Starting: 02/21/2021 Period Ending: 03/06/2021 Check Date: 03/11/2021

Employee #: 00125 Amanda Sample Department #: A

Hire Date: 1/1/2015 Seniority Date: 1/1/2015 Union Local: Hourly/Salary: S Exempt From O/T: No Week #: 1

Note:

Manager Note: WFH was approved due to COVID-19.

- Display Time
- Edit Time
- Approve Time
- Reset PIN
- Lockout Emp
- Unlock Emp
- Print Time Sheet
- Manager Notes**
- Approvals
- Missing Approvals
- All Approvals
- Leave Balances
- Approve All
- Missing Emp Approval

Approvals

View the employee/manager(s) approvals for an employee. Missing approvals will be noted in red.

Click **Approvals** and the following will display:

Time Sheet Approval

Manager #: Mamie Sample


Enter Time As Hours and Minutes Pay Period: Payroll Year: Starting: Ending:

Scheduled Cycle: Period Starting: Period Ending: Check Date:

Employee #: Department #:

Hire Date: Seniority Date: Union Local: Hourly/Salary: Exempt From O/T: Week #:

Note:



Management Authorizations Required: Management Authorizations Found: Total Hours Worked:

Management Authorizations Missing

Display Time

Edit Time

Approve Time

Reset PIN

Lockout Emp

Unlock Emp

Print Time Sheet

Manager Notes

Approvals

Missing Approvals

All Approvals

Leave Balances

Approve All

Missing Emp Approval

Authorizer Name	Date Approved	Note
▶ Amanda Sample	06/22/2021 4:21 PM	Worked from home on Tuesday 02/23 & Thursday 02/25.
Mamie Sample		w/FH was approved due to COVID-19.

Record: 1 of 2 No Filter Search

Missing Approvals

Managers can view the status of the time sheets and approvals for employees that they are assigned. Only those employees who are missing anything will appear. If the box is checked that item is missing.

Click **Missing Approvals**.

Time Sheet Approval

Manager #: 00107

Enter Time As Hours and Minutes Pay Period: BW Payroll Year: 2021 Starting: 12/27/2020 Ending: 12/26/2021

Scheduled Cycle: 5 Period Starting: 02/21/2021 Period Ending: 03/06/2021 Check Date: 03/11/2021

Employee #: 00125 Department #: A

Hire Date: 1/1/2015 Seniority Date: 1/1/2015 Union Local: Hourly/Salary: \$ Exempt From O/T: No Week #: 1

Note:

Missing Timesheets / Approvals Print

Dept #	Employee #	Employee Name	Timesheet Missing	Employee Approval Missing	Management Approval Missing
A	00104	Eric Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A	00122	Josh Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A	00142	Wendy Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D	00100	Ray J Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D	00106	Robin Employee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D	00111	Donald Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D	00116	Michelle Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
M	00102	John Sample	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
M	00105	Gary Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
M	00113	Robert Sample	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
M	00123	Todd Sample	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
M	00132	Holly Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Record: 14 of 47 No Filter Search

Display Time

Edit Time

Approve Time

Reset PIN

Lockout Emp

Unlock Emp

Print Time Sheet

Manager Notes

Approvals

Missing Approvals

All Approvals

Leave Balances

Approve All

Missing Emp Approval

Click **Print** to get a report by department.

Timesheets / Approvals Report				
Pay Period Starting: 02/21/2021		Pay Period Ending: 03/06/2021		Week 1 of 2
Department: A				
Employee #	Name	Time Sheet Missing	Employee Approval Missing	Management Approval Missing
00104	Eric Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
00122	Josh Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
00142	Wendy Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

All Approvals

This will show the status of all employees assigned to the manager.

Click **All Approvals**.

Time Sheet Approval

Manager #: 00107 Mamie Sample
 Enter Time As Hours and Minutes
 Pay Period: BW
 Payroll Year: 2021
 Starting: 12/27/2020
 Ending: 12/26/2021
Scheduled Cycle: 5
 Period Starting: 02/21/2021
 Period Ending: 03/06/2021
 Check Date: 03/11/2021
Employee #: 00125 Amanda Sample
 Department #: A
Hire Date: 1/1/2015
 Seniority Date: 1/1/2015
 Union Local:
 Hourly/Salary: \$
 Exempt From O/T: No
 Week #: 1

Note:

All Timesheets / Approvals Print						
Dept #	Employee #	Employee Name	Timesheet Missing	Employee Approval Missing	Management Approval Missing	
A	00104	Eric Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
A	00122	Josh Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
A	00125	Amanda Sample	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A	00142	Wendy Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
D	00100	Ray J Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
D	00106	Robin Employee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
D	00111	Donald Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
D	00116	Michelle Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
M	00102	John Sample	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
M	00105	Gary Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
M	00113	Robert Sample	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
M	00123	Todd Sample	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Record: 14 of 48 No Filter Search

Display Time

Edit Time

Approve Time

Reset PIN

Lockout Emp

Unlock Emp

Print Time Sheet

Manager Notes

Approvals

Missing Approvals

All Approvals

Leave Balances

Approve All

Missing Emp Approval

If the box is checked that item is missing. Click **Print** to print a report by department.

Timesheets / Approvals Report					
Pay Period Starting: 02/21/2021		Pay Period Ending: 03/06/2021		Week 1 of 2	
Department: A					
Employee #	Name	Time Sheet Missing	Employee Approval Missing	Management Approval Missing	
00104	Eric Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
00122	Josh Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
00125	Amanda Sample	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
00142	Wendy Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Leave Balances

Managers can view the employees available leave balances.

Click **Leave Balances** and the following will display:

Time Sheet Approval

Manager #: 00107 | Mamie Sample

Enter Time As Hours and Minutes Pay Period: BW Payroll Year: 2021 Starting: 12/27/2020 Ending: 12/26/2021

Scheduled Cycle: 5 Period Starting: 02/21/2021 Period Ending: 03/06/2021 Check Date: 03/11/2021

Employee #: 00125 | Amanda Sample Department #: A

Hire Date: 1/1/2015 Seniority Date: 1/1/2015 Union Local: Hourly/Salary: S Exempt From O/T: No Week #: 1

Note:

Earnings Code	Earnings Description	Plan Code	Anniversary Date	Earned	Used	Current Balance
T	Connect Vacation Test	CAV	6/26/2022	232.00	0.00	232.00
B	Sick Bank			0.00	0.00	0.00
P	Personal Day	PD	1/1/2022	16.00	16.00	0.00
S	Sick Pay	SP	1/1/2022	80.00	16.00	64.00
V	Vacation	V5	1/1/2022	80.00	40.00	40.00
Y	Birthday	BD	11/13/2021	8.00	0.00	8.00

Record: 1 of 6

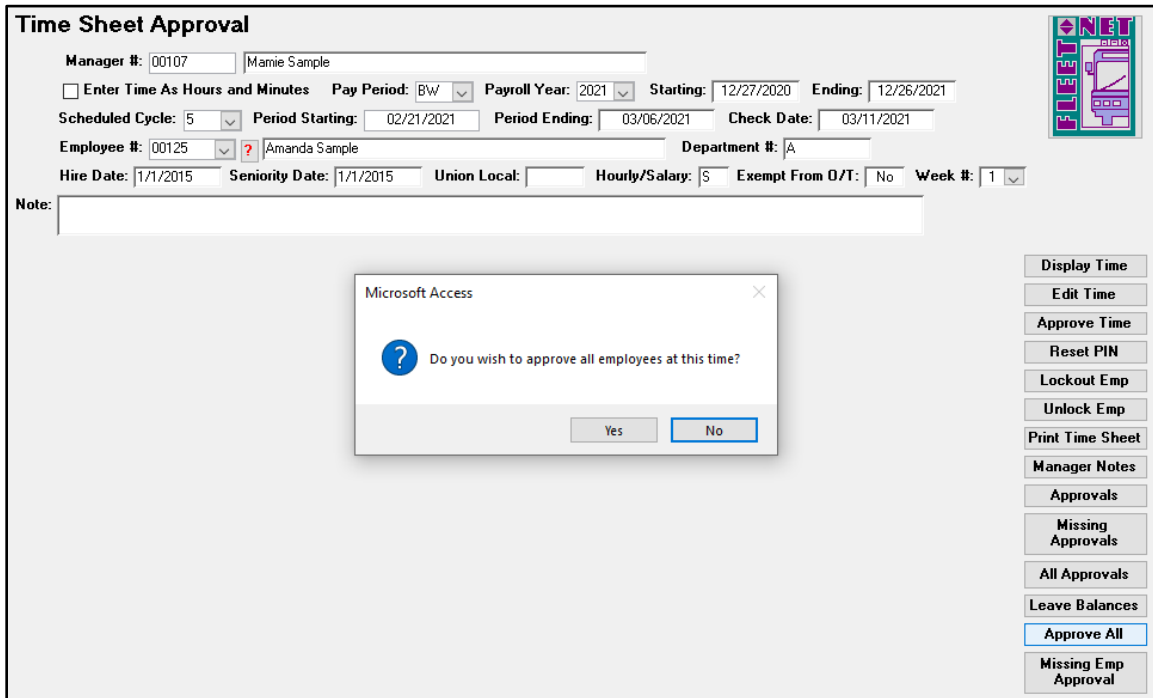
Display Time
 Edit Time
 Approve Time
 Reset PIN
 Lockout Emp
 Unlock Emp
 Print Time Sheet
 Manager Notes
 Approvals
 Missing Approvals
 All Approvals
Leave Balances
 Approve All
 Missing Emp Approval

Earned balances are shown as of the last payroll cycle. Any leave taken during the current pay cycle or scheduled for future cycles will be reflected in the used total (in addition to what has been used to date).

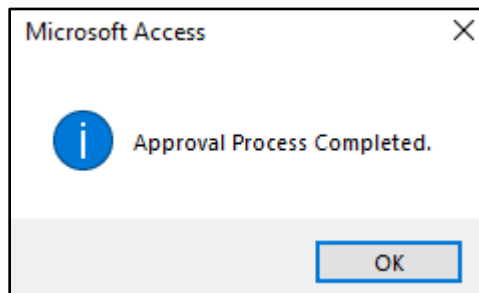
Approve All

This should be used with extreme caution. This button will approve all time sheets for the employees assigned to the manager. If this is clicked in error, the manager must use the **Approve Time** button and select **Unapprove** for each employee that was approved in error.

Click **Approval All** and the following prompt will display:



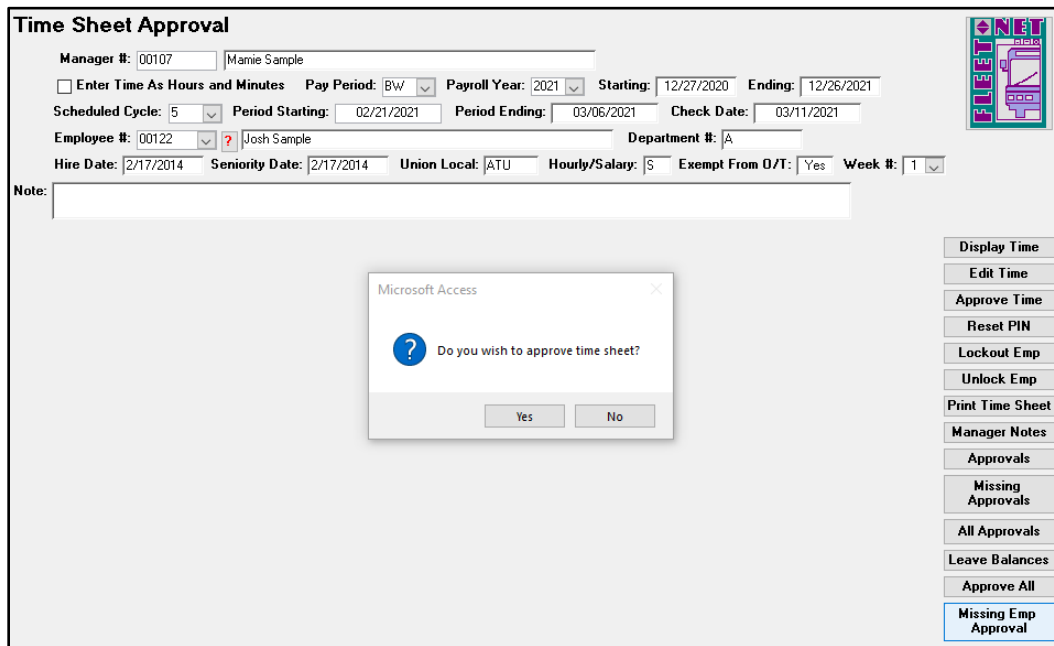
Click Yes to continue or No to cancel. If yes is selected, the following confirmation will appear:



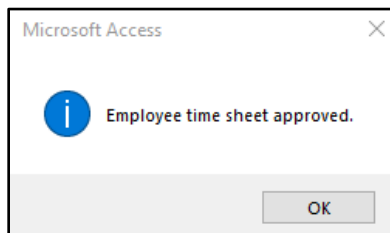
Missing Employee Approval

This allows a manager to approve the existing time for an employee who may be out. It will only approve time that is entered, no additional time entry is allowed using this function.

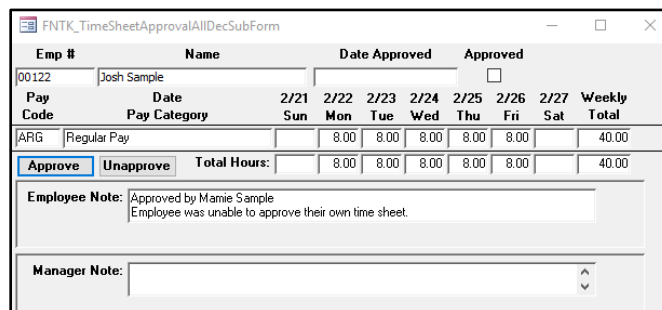
Click **Missing Emp Approval** and the following will prompt will appear:



Click Yes to continue or No to cancel. If yes is selected, the following confirmation will appear:



When the manager goes to do the manager approval, they will see this in the employee note:



Time Sheet Transfer to Payroll

This will transfer the approved employee time to payroll for each week of the pay period.


Time Sheet Payroll Transfer

Fiscal Year: 2021 Pay Period: BW Payroll Year: 2021 Starting: 12/27/2020 Ending: 12/26/2021

Scheduled Cycle: 5 Period Starting: 02/21/2021 Period Ending: 03/06/2021 Check Date: 03/11/2021

Department #: All Departments Week #: 1

Employee #: Department #:

 [Xfer To Payroll](#)

Field Name	Description
Fiscal Year	Select the fiscal year from the drop-down.
Pay Period	Select the pay period from the drop-down.
Payroll Year	Select the payroll year from the drop-down.
Starting / Ending	This information will populate based on the payroll year selected.
Scheduled Cycle	Select the scheduled cycle from the drop-down.
Period Starting / Period Ending / Check Date	This information will populate based on the scheduled cycle selected.
Department #	If transferring time for a specific department, select it from the drop-down.
All Departments	If transferring all departments, leave checked. If you have selected a specific department from the drop-down, the box will uncheck automatically.
Week #	Select the week that you are transferring to payroll.
Employee #	If transferring time for a specific employee, select the employee number from the drop-down, otherwise leave blank.
Department #	This will populate based on the employee number selected.

Click **Xfer to Payroll**. The following prompt will appear:


Time Sheet Payroll Transfer

Fiscal Year: 2021 Pay Period: BW Payroll Year: 2021 Starting: 12/27/2020 Ending: 12/26/2021


Scheduled Cycle: 5 Period Starting: 02/21/2021 Period Ending: 03/06/2021 Check Date: 03/11/2021

Department #: All Departments Week #: 1

Employee #: Department #:

 [Xfer To Payroll](#)

Microsoft Access

 Transfer timesheets to payroll?

Yes No

Click Yes to continue or No to cancel. If yes is selected, the system will audit the selected employees to determine the status of their timesheets and approvals. The following will display:

Time Sheet Payroll Transfer

Fiscal Year: 2021 Pay Period: BW Payroll Year: 2021 Starting: 12/27/2020 Ending: 12/26/2021
 Scheduled Cycle: 5 Period Starting: 02/21/2021 Period Ending: 03/06/2021 Check Date: 03/11/2021
 Department #: [] All Departments Week #: 1
 Employee #: [] Department #: []

Missing Timesheets / Approvals Print Xfer To Payroll

Dept #	Employee #	Employee Name	Timesheet Missing	Employee Approval Missing	Management Approval Missing
A	00104	Eric Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A	00107	Mamie Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A	00122	Josh Sample	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A	00142	Wendy Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D	00100	Ray J Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D	00106	Robin Employee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D	00111	Donald Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D	00116	Michelle Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D	00152	Local Tax Flat Amount Employee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
M	00102	John Sample	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
M	00105	Gary Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
M	00113	Robert Sample	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Record: 1 of 49

Microsoft Access
 ? Do you wish to transfer the approved time sheets to payroll?
 Yes No

Click Yes to continue or No to cancel. If yes is selected, the system will perform another audit to see if time was already transferred for this period. If there are existing labor entries, the following prompt will appear:

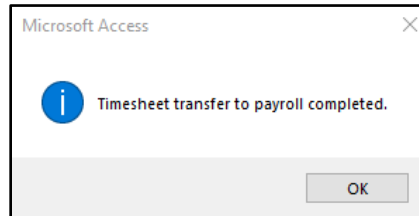
Microsoft Access
 ? Delete existing payroll labor entries?
 Yes No

Click Yes to delete all previously transferred time for the period selected or No to leave the previously transferred time in labor entries and add the new entries. Selecting yes will complete the transfer. If no is selected, the following prompt will display:

Caution: Merging labor entries will create duplicate labor records.

Microsoft Access
 ? This will merge with existing labor entries. Continue with transfer?
 Yes No

Click Yes to continue or No to cancel. If yes is selected the following confirmation will appear:



Print Time Sheets

Timesheets can be printed for all types of time (entered but not approved, approved, transferred to payroll).

Time Sheet Print

Department #: All Departments

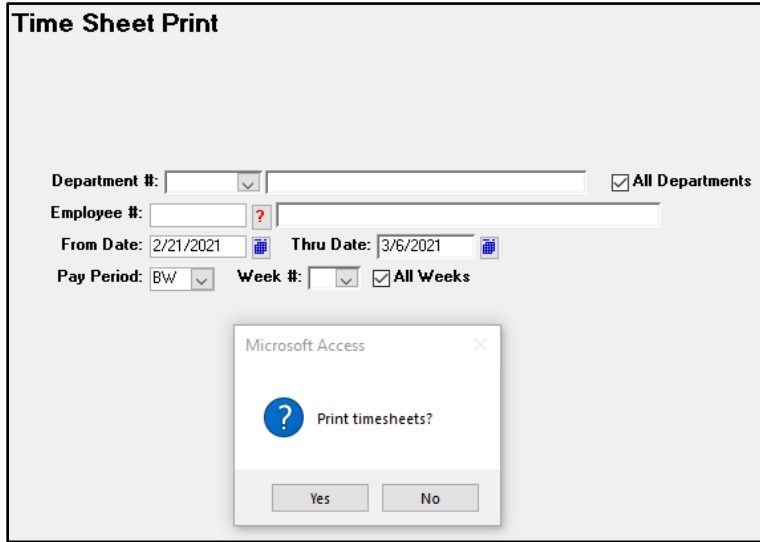
Employee #: ?

From Date: Thru Date:

Pay Period: Week #: All Weeks

Field Name	Description
Department #	Select a department from the drop-down or leave blank for all departments.
All Departments	This box will uncheck if a department is selected.
Employee #	Enter (or use "?" to search) an employee number or leave blank for all employees.
From Date / Thru Date	Enter the date range for the report.
Pay Period	Select the pay period from the drop-down.
Week #	Select the week number from the drop-down or leave blank for all weeks.
All Weeks	The box will uncheck if a week number is selected.

Click **Print**. The following prompt will appear:



Click Yes to continue or No to cancel. If yes is selected, the report will generate:

Weekly Time Sheet										
Pay Period Starting:		02/21/2021		Pay Period Ending:		03/06/2021		Week		1
Name	Amanda Sample			Employee #	00125		Dept #	A		
Hire Date	1/1/2015	Seniority Date	1/1/2015	Hourly Salary	S	Union Local			O/T Exempt	No
Note:										
Pay	Date	2/21	2/22	2/23	2/24	2/25	2/26	2/27	Weekly	
Code	Pay Category	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
ARG	Regular Pay		8:00	8:00	8:00	8:00	8:00		40:00	
Total Hours:			8:00	8:00	8:00	8:00	8:00		40:00	
Management Authorizations Required: 1				Management Authorizations Found: 1						
Approved By		Date Approved		Note:						
Mamie Sample		6/23/2021 11:12:04 AM		WFH was approved due to COVID-19.						
Amanda Sample		6/22/2021 4:21:38 PM		Worked from home on Tuesday 02/23 & Thursday 02/25.						

The report will page break by employee and week #.