## ADP TIME & ATTENDANCE "ETIME" MANUAL

CARTOYS, INC. AND WIRELESS ADVOCATES, LLC

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## **BRIEF INTRODUCTION**

ADP eTIME is a Time and Attendance System that allows

#### Employees to:

- Enter time worked (hourly employees only) via timestamp punch in and out
- Submit requests for time off (i.e. paid time off, vacation, sick, etc.)
- Access and view timecard details, making corrections to timecards as necessary to ensure accuracy
- View paid time off balances (i.e. paid time off, vacation, sick, etc.)
- View work schedule and calendar

#### Managers to:

- Manage employee requests for time off (i.e. paid time off, vacation, sick, etc.)
- Maintain employee's work schedules
- Generate reports to aid in resource management and other related business operational tasks

## TIMEKEEPING RESPONSIBILITIES

#### **Employees:**

- 1. Each employee is solely responsible for the accuracy of his/her timecard, and must make edits in eTIME to document any timekeeping discrepancies. Falsifying any time record is prohibited
- 2. Timestamp punch in and out
- 3. Make edits to incorrect or missing time punches
- 4. Report missed, late, short meal or rest periods
- 5. Approve time card on the last scheduled shift of each pay period
- 6. Notify manager for corrections needed after a pay period has ended

#### Managers:

- 1. Review all direct reporting employee's timecards at the end of every pay period Examples of what to look for include:
  - a) Unpaired punches to be corrected
  - b) Pattern of unpaired punches
  - c) Meal break variances, missed meal breaks
  - d) Non-compliant edits
  - e) Excessive edits
  - f) Patterns of acceptable and unacceptable edits
- 2. A manager can only edit an employee's timecard if the individual is on a leave of absence or if the employee has terminated and he/she is unable to enter remaining time data
- 3. Sign off "approving" all direct reporting employee's timecards before 10:00 a.m. PST on every Monday following the close of the pay period
- 4. Submit historical edits (i.e. missed hours worked, vacation or sick time) to the ADP Employee Service Center
- 5. Hold employees accountable to the timekeeping policies and procedures, partnering with Human Resources for non-compliance
- 6. Run and review available timecard reports to manage timecard exceptions (see examples noted above)

## NAVIGATION TO eTIME

1. Login to the ADP Portal (https://portal.adp.com/public/index.htm)





Managers you need to be in your "employee" role to access the Time & Attendance tab

3. A new browser window will open in eTIME. The eTIME system view is based on your specific role and access. Example Employee View in eTIME

The block free by the state	
He Instance 21.0	He Colonia D
	Nethenia C C Privacy 2018
Les Threshop, folke, folker, 11, 1016 2 0014, folke The	1 1 3 4 5 5 7 5 6 10 11 19 15
	hand (
Tuesda	The Period Covers Top Fr Data In Oct. The 2016
	Hy Texaser

Example Manager View in eTIME



# **EMPLOYEE TASKS**

## Basic Timestamp Punch In/Out (hourly employees only) Starting Point: My Information > My Timestamp

#### 1. Click Record Timestamp to record your start and end times

My Information	25								
My Timestamp		• ÷	My Ca	lend	ar				
			•	loven	nber		:	2014	-
	Last Timestamp: Tuesday, November 11, 2014 9:43AM Eastern Time		s	м	т	w	т	F	s
									1
			2	3	4	5	6	7	8
			9	10	11	12	13	14	15 -
			16	17	18	19	20	21	22
					~			~	
	Transfer		Inbox	*				11	-÷
	Record Timestamp		Time	card			-		÷
			Time	e Peri	od	Curre	ent Pa	/ Pe	-
				Pay Co	ode		Ar	nount	1
						_	-		
			My T	imest	amp				

## Accessing Your Timecard

You can access your timecard to view how timestamp recorded your time. Starting Point: My Information > Timecard

- 1. In the **Timecard** widget, click the gear icon
- 2. Select Pop-Out

# My beliermation *									
My Terrenamp		LE CO	Mil	dent					
				No.	diater.		1	100.0	1
					π.				5
0	Recorded Time 9 #688 Same Time								1
	Transfer Ta						.6		•
				1181	11	12	18	14	15
			116	17	18	18	28	21	22
			- 10	759	-	116		18	78
74	andar a		-	6 ×				-	
			Time			_	Prefe	rences	1
			Tim	e Peri	bd	CI			
				Pary Co	de	22	Pop-o		
			_			+	Close	G	\$
						_			

In the following example, the employee punched in at 9:00 a.m. and out at 6:00 p.m. Because the employee skipped lunch and cancelled his meal deduction, his timecard shows that he worked nine hours.

1 My Inform	ation 🔁																		
Timecard										□ ‡	My C	alenda	ar				- \$		
	Cu	Current Pay Period 💽 🎫 Refresh Save Cancel More 🔻							-	Noven	ıber	per 2014							
Date	Pay Code	Amount	In	Transfer	Out	10	Shift	Daily	Period	Schedule	s	м	т	w	т	F	S 1 ≣		
Sun 11/09	-										2	3	4	5	6	7	8		
Mon 11											9	10	11	12	13	14	15		
Tue 11/11			9:00AM		6:00	1	9:00	9:00	9:00		16	17	18	19	20	21	22		
Wed 11									9:00		23	21	25	26	27	28	~~~		
Thu 11	Thu 11 9:00										Inbox 👻								
Fri 11/14	Fri 11/14 9:00									Link Name Inbox									
Sat 11/15									9:00			Application Not Applicable							
4										•									
				-	_														
			All	-	Account	-					My T	imesta			•	_	-\$		
		Account				Pay	Code		Amoun	t in the second s						14			
91900/21H	/NC002/114	00/720050/0	/2670		Daily -	- от				1:00	Transfer								
91900/21H	/NC002/114	00/720050/0	/2670		Regula	ar				8:00									
																	•		
												R	ecord	d Time	estam	р			
Totals A	ccruals										Time	card			•				

## Resolving Timecard Exceptions (hourly employees only)

Exceptions highlight unexpected or unusual transactions, such as when an employee works outside his/her scheduled time frame, scheduled day or misses a time punch. Exceptions may be resolved by entering, editing or deleting timecard data.

#### Starting Point: My Information > Timecard

- 1. In the **Timecard** widget, click the gear icon 🗱
- 2. Select Pop-Out

# My bellerreation *								
My Terrestories	<u>911</u>	McCa	kenile					
			-	her.			24810-45	
		8	*	π	٠	۲	*	5
	Recorded Time 9.4588 Eastern Time Townfar To	1	1		5			1
			18	11	12	18	18	15
		118	87	18	18	28	21	
		- 10	1.0	-	-16		-	-
Tree	adar at	Sellers.	- 11					-
		Timec	ard	_	_	_	1	6
	1	Time	Perio	d	С	Prefe	rences	
			Pary Co	de		Pop- Close	out	3
		My To	mento	-	_	_	_	

3. In the **Timecard** screen, hover your mouse over highlighted fields to see the explanation for the highlight. In the example below there is a **Missed In Punch** on 2/23. To fix this exception, enter your actual start time

		CARD 12:17PM			Name	& ID Manager	, Test	Kiosk 006	5017						
000	ieu:	12:17PM			Time	Period Current	Pay P	eriod		•					
s	ive	Actions 🔻 P	unch 🔻 Amount 🖲	Accruals -	Comment <b>▼</b> Ap	oprovals 🔻 Repo	rts ▼								
		Date	Pay Code	Amount	In	Transfer		Out	In	Transfe		Out Shift	: Daily	Cumulative	
x	±,	Sun 2/21	•				•				•				
x	±,	Mon 2/22	•					0PM			-				
x	±,	Tue 2/23	-		10:00AM		- 7:	00PM			•	9:00	9:00	9:00	
x	±,	Wed 2/24	-		8:00AM Misse	ed In-Punch	- 5:	00PM			•	9:00	9:00	18:00	
x	±,	Thu 2/25	-		10:00AM		-				-			18:00	
x	±,	Fri 2/26	•		8:00AM		- 5:	00PM			-	9:00	9:00	27:00	
x	±,	Sat 2/27	•		9:00AM		- 12	:00PM			-	3:00	3:00	30:00	
X	\$	Sun 2/28	-		10:00AM		- 1:	00PM			•	3:00	3:00	33:00	
X	+→	Mon 2/29	-				•				•			33:00	
X	\$	Tue 3/01	-				•				•			33:00	
X	\$	Wed 3/02	-				-				-			33:00	
_	_					_		••							
то	TAL	5 & SCHEDULE	MY ACCRUALS	ACCRUALS	AUDITS										
A		+						Date	2	Start Time	End	Time	Pay Code	Amount	
A		•						Sun 2/21							
		Acc	ount		Pay Code	Amount		Mon 2/22	-	:00AM	6:00PM				
TO	(/то	Y/0000/766/LL5 n	nissing/W1WE/0060	016 R	G	33:00	1	Tue 2/23		0:00AM	7:00PM				
								Wed 2/24		:00AM	5:00PM				
								Thu 2/25	8	:00AM	5:00PM				

Add, edit, and delete information as required to accurately reflect your timecard information, then click Save.
 Erase data for the entire row

🔄 Insert a new row

## Resolving Timecard Exceptions (continued)

#### Timecard indicators and colors

Icons and colors enable you to quickly recognize items in the timecard. The following icons and indicators might appear:

Indicator	Description
	Solid red in a cell indicates a missed in- or out-punch. Mouse over the red for more information.
5:11PM	A red border around a cell indicates an exception, such as a late punch. Mouse over the cell for more information.
Tue 1/29	A blue border around a date field indicates an excused absence.
Sun 3/18	A red border around a date field indicates an unexcused absence.
3/14	A salmon border around a date field indicates that an employee has justified an absence. A salmon border around a cell indicates that an employee has justified an exception.
10:13 AM	A green border around a cell indicates missing time that a manager has justified or marked as reviewed.
Thu 3/18	A green border around a date indicates an absence that a manager has justified or marked as reviewed.
2:59PM	A small orange and yellow note icon indicates a comment about the cell's contents. Click the cell, then the Comments tab to view the comment.
8:30	A transaction shown in purple on a white background indicates that the system added a transaction, and that you can edit it.
1:00	A transaction shown in purple on a gray background indicates that the system added a transaction, such as a holiday, and that you cannot edit it.
Account (x)103/201/305/404/	An (x) before a labor account in the Totals section indicates that the account is not the primary labor account.
Date Sun 4/15 Mon 4/16(x) Tue 4/17	An (x) after a date in the Schedule section indicates that there is a scheduled transfer in that shift.

## Add a Comment

If you punch in late, miss a punch or edit your timecard in any way, you need to provide a comment. **Starting Point: My Information > Timecard** 

- 1. In the Timecard widget, hover your mouse over the field in which you want to add a comment
- 2. Select the **Comments** hyperlink to open the available comments



3. Checkmark the applicable comment and select **OK** 

Add Comment	×
01-Customer Service	-
✓ 02-Forgot	11
03-ADP Access System Issue	11
04 – Miss_late_shrt MB-Invol	
05-Miss_late_shrt MB-Vol	
06-Off-the-Clock Communication	
07-Off-Site Training_Mtg	
08-Other	
09-Travel Time	
10-Security Delay	
11-Injury_Accident_Illnes	
12-Bank Dep Military Only	
13-Missed_short RB	
14-DM Edit-EE LOA_Sick	•
OK	
Curci	

## Working at a Different Location – Transfer Labor (hourly employees only)

Your manager may require you work temporarily at a different location. You can perform a transfer labor transaction on your timecard for hours worked at the temporary location. **Starting Point: My Information > My Timestamp** 

#### 1. Select Transfer

My Timestamp		日 举	My C	alenda	r.		100	34
			J	anuary			2015	-
	Last Timestamp: Tuesday, February 03, 2015 12	47PM Eastern Time	5	м	T	V T	F	5
						1	2	3
			4	5	6 15 1	1.142	9	10
			18		15 1			17
					27 2			
	Transfer	×	Inbox		-	-		-
Search			Name	Not	Applic	able		
			Time	ard		-		-
			Time	e Perio	d Cu	rrent P.	ıy	A
			-	tay Cod	ĸ	An	ount	- 11

#### 2. Click Search

3. In the **Select Transfer** window, select the appropriate **Location**. Ask your manager for the location code, if necessary.

Select Transfer	1
Add Labor Level	
Industry	<b>~</b> 😜
Pay Group	- 0
Location	<b>• •</b>
Department	<b>T</b>
Manager	
Reserved	
Job Code	
	Clear All
	OK Cancel

4. Click OK

5. Click **Record Timestamp** to punch in using the new labor account (Location)

## California Meal Break Penalty (hourly employees only)

An employee and employer can mutually agree to waive an employee's meal period. When an employee works through a meal period, the employee will receive an extra hour of pay. In the eTIME system the extra hour of meal period pay is tracked as **MEAL BK PNTLY**.

#### Starting Point: My Information > Timecard

- 1. The employee can view the red flag that something has occurred as a result of the punch
- 2. On the employees' time card there is a MEAL BK PNLTY applied
- 3. The Totals tab gives the total of the MEAL BK PNLTYs that are applied for the period shown in the timecard

imecard										
			7/12/2015	- 7/18/2015	Refresh	Save	More			
Date	Pay Code	Amount	in	Transfer	Out	Bo	Shift	Daily	Period	Schedule
Sun 7/12										
Mon 7/13	VACATION	8:00	9:00AM					8:00	8:00	
Tue 7/14			9:00AM		12:00PM					9:00AM-6:00PM
			1:00PM		6:00PM		8:00	8:00	16:00	
Wed 7/15			9:00AM		4.00PM					9:00AM-6:00PM
			5:00PM		6:00PM		8:00	8:00	24:00	
Thu 7/16			9:00AM		1:00PM					9:00AM-6:00PM
			2:00PM		6:00PM		8:00	8:00	32:00	
Fri 7/17			9:00AM		1:30PM					9:00AM-6:00PM
			2:30PM		6:00PM		8:00	8:00	40:00	
		All	Account	-	-	Pay Col	k		Am	NIME
WA1/TOY/000	0/1/LLS missing/W1D	M/006017		2	MEAL 8K PNLTY					3-1:00
WA1/TOY/000	0/1/LLS missing/W1D	M/006017			RECULAR					32:00
WA1/TOY/000	0/1/LLS missing/W1D	M/006017			VACATION					8:00

- 4. When the day with the flag is highlighted, and
- 5. DAILY is selected the employee can see the MEAL BK PNTLY is for that specific day, which is 7/15 in this example

iun 7/12			In	Transfer	Out	Ro	Shift	Daily	Period	Schedule
Acc. 7(1)										
Mon 7/13	VACATION	8:00	9:00AM					8:00	8:00	
Tue 7/14			9:00AM		12:00PM					9:00AM-6:00PM
			1:00PM		6:00PM		8:00	8:00	16:00	
Wed 7/15			9:00AM		4.00PM					9:00AM-6:00PM
			5:00PM		6:00PM		8:00	8:00	24:00	
Thu 7/16			9:00AM		1:00PM					9:00AM-6:00PM
			2:00PM		6:00PM		8:00	8:00	32:00	
ri 7/17			9:00AM		1:30PM					9:00AM-6:00PM
			2:30PM		6:00PM		8:00	8:00	40:00	

## California Meal Break Penalty (continued)

# My Information

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6. There is a column the represents the Meal Bonus/Deduction. Hover your mouse over the fork & knife field to view the description. This field is used for an employee to opt to cancel the meal period.

Shift Cancel Meal Deduction 8:00		Period 8:00	Schedule
		8.00	
		8:00	
0:00			
8:00			9:00AM-6:00PM
	8:00	16:00	
			9:00AM-6:00PM
8:00	8.00	24:00	
			9:00AM-6:00PM
8:00	8:00	32:00	
			9:00AM-6:00PM
8:00	8:00	40:00	
	0:00		

7. Put a check in the box of the meal period to opt out for that particular day and meal period

			7/12/2015	- 7/18/2011	Refresh	Save	Cancel More	*		
Date	Pay Code	Amount	in	Transfer	Out	llo	Shift	Daily	Period	Schedule
un 7/12										
lon 7/13	VACATION	8:00	9:00AM				-	8:00	8:00	
ue 7/14			9:00AM		12:00PM					9:00AM-6:00PM
			1:00PM		6:00PM		8:00	8:00	16:00	
kd 7/15			9:00AM		4.00PM	21				9:00AM-6:00PM
			5:00PM		6:00PM		8.00	8:00	24:00	
hu 7/16			9:00AM		1:00PM					9:00AM-6:00PM
			2:00PM		6:00PM		8.00	8:00	32:00	
ri 7/17			9:00AM		1:30PM					9:00AM-6:00PM
			2:30PM		6:00PM		8:00	8:00	40:00	

Account	Pay Code	Amount
WA1/T0Y/0000/1/LLS missing/W10M/006017	MEALBK PNLTY	1:00
WA1/TOY/0000/1/LLS missing/W1DM/006017	RECULAR	8:00

The employee is required to add comments to the meal penalty cancellation by clicking in the box 8.

Timecard 7/12/2015 = 7/18/2011 - III Refresh Save Cancel More -Date Pay Code Out Rø Shin Daily Period Sun 7/12 Mon 7/13 VACATION 8:00 9:00AM 8:00 8:00 Tue 7/14 12:00PM 9:00AM-6:00PM 9:00AM 6:00PM 1:00PM 8:00 8:00 16:00 Wed 7/15 9:00AM-6:00PM 9:00AM 4.00PM 🦲 ~ 24:00 5:00PM 8:00 8:00 Comments Thu 7/16 9:00AM 1:00PM 9:00AM-6:00PM This is to edit comments and notes 6:00PM 8:00 32:00 2:00PM Fei 7/17 9:00AM-6:00PM 9:00AM 1:30PM 2:30PM 6:00PM 8:00 8:00 40.00 Totals Details for Wed 7/15/2015 Daily Account 📼 Account Pay Col WA1/TOY/0000/1/LLS missing/W1DM/006017 MEAL BK PNLTY 1:00 WA1/TOY/0000/1/LLS missing/W1DM/006017 RECULAR 8:00

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## California Meal Break Penalty (continued)

- 9. When an employee cancels the meal period and saves the timecard, the red flag is removed, and
- 10. There are no longer MEAL BRK PENLTY hours reflected

Date	Pay Code	Amount	In	Transfer	Out	10	Shift	Daily	Period	Schedule		
un 7/12												
on 7/13	VACATION	8:00	9:00AM					8:00	8:00			
ue 7/14			9:00AM		12:00PM					9:00AM-6:00PM		
			1:00PM		6:00PM		8:00	8:00	16:00			
ed 7/15			9:00AM	9	> 4:00PM	1				9:00AM-6:00PM		
			5:00PM		6:00PM		8:00	8:00	24:00			
hu 7/16			9:00AM		1:00PM					9:00AM-6:00PM		
			2:00PM		6:00PM		8:00	8:00	32:00			
17/17			9:00AM		1:30PM					9:00AM-6:00PM		
			2:30PM		6:00PM		8:00	8:00	40:00			
		All	- Account	-								
		Account				Pay Cod	le		Amo	unt		
WA1/TOY/0000	)/1/LL5 missing/W1D	M/006017			REGULAR					32:00		
				10	VACATION				8:00			

Rev 03/02/16

## Puerto Rico Meal Break Penalty (hourly employees only)

Employees can submit a time off request to your manager, access the Calendar widget **Starting Point: My Information > Timecard** 

## **UNDER DEVELOPMENT**

## Viewing Hours Worked (hourly employees only)

You can view the total hours you have worked from your timecard. Starting Point: My Information > Timecard

1. On your timecard, click the **Totals** tab, if necessary

(here	Has Costs	Amount		Transfer	Out	llo	-	link	Barland	Schular
ure 2: 00	and Const.	-				-	-			
Hare 2: 452			8.0048		12-00PM					8-0044-1-00M
			1.0094		5.0094		8.00	8.00	8-00	
lam 2:00			8-0040M		5.0094		8.00	8.00	18.60	8-00468-5-0099
No.6 2 (54)									18.00	2.00444 5.0099
No. 2 (05									10.00	8-0044A-5-009M
62.06									16.00	8-004W-2-00M
ar 2/67									16.00	
					-					
		All	-	Account -						
		All		Account		Pay Cor	40		Amou	
91900/21U/M	Y002/11400/920119	Daily		Pay Code	Regular	ray co	~		Allou	16:00
91900/21J/N	1002/11400/920119	Period to	Date		Regular					10.00

**Note:** You can view totals by account or by pay code. You can also filter the totals by a range of time, such as Daily, Period to Date, or Shift

## Timecard Approval (hourly employees only)

You must approve your timecard on your last scheduled shift of each pay period. Each employee is solely responsible for the accuracy of his/her timecard, and must make edits in eTIME to document any timekeeping discrepancies. Falsifying any time record is prohibited.

#### Starting Point: My Information > Timecard

#### 1. Click More and select Approve

		1,000	NUMBER (1989) CARLON	4 10 10	(c. Bertreuth.c)			More 🔻	Approve	
(here	Rep Costs	Amount	-	Transfer	OM	Ro	SHR	Daily	Remove Approval	a Schedule
Sam 111, 482									Add Row	1
Mare 111,100			8-01/HM		124096		4.00	4.90	4.00	8.004441-1.2.0074
Tae 11,04			7 55KW		1.2-00996		4.99	4.99	8.00	@-009481-12-00998
Weed 111,1815			7.5848		12-00946		4.00	4.00	11,22,000	8-0099A-12-0094
File 111/08			E-DUNK		12-01046		4.00	4.00	118.000	8-00000-12-00PM
Re. 111./87			8.00494		1.2-00994		4.90	4.00	212-040	8.00444-12.0094
Sep 11, 498									210-010	
		0.00	100	Annual Lan	1					
		Access				Rep Co	-		Acres	
au3001/210/04	MINE: 111400 (ROAH)	18/0/20104			Regular					220,000

After you approve your timecard, you will see a message in the upper-left corner

imecard is App			Previous Pay I	Previous Pay Period Refresh Saves Cancel More -								
Date	Pay Code	Amount	In	Transfer	Out	10	Shift	Daily	Period	Schedule		
Sun 1/25												
Mon 1/26			8:00AM		5:00PM		8:00	8:00	8:00	8:00AM-5:00PM		
Tue 1/27			8:00AM		5:00PM		8:00	8:00	16:00	8:00AM-5:00PM		
Wed 1/28			8:00AM		5:00PM		8:00	8:00	24:00	8:00AM-5:00PM		
Thu 1/29			8:00AM		12:00PM					8:00AM-5:00PM		
			1:00PM		5:00PM		8:00	8:00	32:00			
Fri 1/30			8:00AM		5:00PM		8:00	8:00	40:00	8:00AM-5:00PM		
Sat 1/31									40:00			

## Remove Timecard Approval (hourly employees only)

If you need to make a change on your approved timecard, you must first remove your approval. **Starting Point: My Information > Timecard** 

#### 1. Click More and select Remove Approval

			Previous Pay Per	iod 💽 🖬	Refresh		Contel N	lore 👻 Appre	ove	
Date Sun 1/25	Pay Code	Amount	In	Transfer	Out	llø	Shift	Remo Add I	we Approval	Schedule
Mon 1/26			8:00AM		5:00PM		8:00	8:00	8:00	8:00AM-5:00PM
Tue 1/27			8:00AM		5:00PM		8:00	8:00	16:00	8:00AM-5:00PM
Wed 1/28			8:00AM		5:00PM		8:00	8:00	24:00	8:00AM-5:00PM
Thu 1/29			8:00AM		12:00PM					8:00AM-5:00PM
			1:00PM		5:00PM		8:00	8:00	32:00	
Fri 1/30			8:00AM		5:00PM		8:00	8:00	40:00	8:00AM-5:00PM
Sat 1/31				5 · · · · · · · · · · · · · · · · · · ·					40:00	

### 2. When you remove the timecard approval, you will see a message in the upper-left corner

			Previous Pay Per	iod 💽 🏛	Refresh		Conner	lore 🔻 Aj	pprove	
Date	Pay Code	Amount	In	Transfer	Out	llø	Shift		emove Approval راس	Schedule
Sun 1/25										
Mon 1/26			8:00AM		5:00PM		8:00	8:00	8:00	8:00AM-5:00PM
Tue 1/27			8:00AM		5:00PM		8:00	8:00	16:00	8:00AM-5:00PM
Wed 1/28			8:00AM		5:00PM		8:00	8:00	24:00	8:00AM-5:00PM
Thu 1/29			8:00AM		12:00PM					8:00AM-5:00PM
			1:00PM		5:00PM		8:00	8:00	32:00	
Fri 1/30			8:00AM		5:00PM		8:00	8:00	40:00	8:00AM-5:00PM
Sat 1/31									40:00	

#### Update your timecard and click Save

#### 3. To approve your timecard again, click More and select Approve

(here	Mag Coalle	Amount		Transfer	OM	ło	Shift	Daily	Remove Approval Add Row	a Schedulle
lare 111,782 Nov. 111,783			8-01-000		12-01994		4.00	4.000	6.00	8-00468-12-00PM
ae 111/04			7 55mM		1.2-009MW		4.00	4.00	8.00	8-00448-12-009W
No. 11. (85			7.5848		12-8094		4.00	4.00	12:00	8-00408-112-0009W
Pha 11/06			E-DUNN		12-010940		4.00	4.00	18.00	8-00000-12-00PM
ia 11./87			8-305464		1.2-0076		4.00	4.00	210-000	8-010408-112-0109Ne
ie: 11,108									20.00	
		048	100	Account Las	1					
		Access				Rep Co	-		Arrest	**
91900 211/40	AND THEM SOL	19(0)(31)34			Reputer					210-000

## **Requesting Time Off**

Employees can submit a time off request to your manager, access the Calendar widget **Starting Point: My Information > My Calendar** 

1. In the **My** Calendar widget select **Pop-Out** to make the calendar your primary view **Hourly employees' view** 



Note: Salaried employees, to locate your "My Calendar" widget, click gear icon to pop-out screen as primary screen

Manager's view (salaried managers only)



2. Select the appropriate pay period and select Request Time Off



## Requesting Time Off (continued)

3. In the **Request for Time** Off screen

Single Day Off Request

- a. Type defaults to appropriate option
- b. Enter Start date of day you are requesting off
- c. Enter End date of day you are requesting off
- d. Select appropriate pay code
- e. Duration defaults to hours
- f. Enter start time of your work schedule for that day
- g. Enter length of request for time off for that day (Hourly employees enter 4 or 8 hour increments; salaried employees enter 8-hour increment only)
- h. Enter any notes you would like your manager to view in regards to your request.
- i. Click submit and your request will be sent to your time off request approver.

#### **Multiple Days Off Request**

- a. Type defaults to appropriate option
- b. Enter Start date of day you are requesting off
- c. Enter End date of day you are requesting off
- d. Select appropriate pay code
- e. Duration defaults to hours
- f. Enter start time of your work schedule for that day
- g. Enter length of request for time off for that day (Hourly employees enter 4 or 8 hour increments; salaried employees enter 8-hour increment only)
- Select + Add another time-off period and repeat steps a-g for each additional day off you are requesting. In this example, the employee is requesting 3 days off for a total of 24 hours of vacation.
- i. Enter any notes you would like your manager to view in regards to your request.
- Click submit and your request will be sent to your time off request approver.

Гуре	Basic Global Time C	Off Req 💌			
Start date	End date	Pay code	Duration	Start time	Length
x 12/07/2015	12/07/2015	VAC-VA	Hours	- 8:00AM	8:00
+ Add another time	-off period				ť
Accruals on	12/02/2015	Exam	nple - Single [	Day Off Requ	uest
Accrual		Balan	ce		
Sick		25:40	Hour		
Vacation		24:00	Hour		
Notes (Optional)					
Enter any notes he	ere for your manage	r regarding this	request.		
		Draft	Subr		ancel
Request Time Off		1.1.30			(
Гуре	Basic Global Time O	ff Req 🔻			
Start date	End date	Pay code	Duration	Start time	Length
		Pay code VAC-VA 💌	Duration Hours	Start time 8:00AM	Length 8:00
x 12/07/2015		VAC-VA 🖛	1		
x 12/07/2015	12/07/2015	VAC-VA 💌 VAC-VA 💌	Hours Hours	- 8:00AM	8:00
x 12/07/2015 x 12/08/2015 x 12/09/2015	12/07/2015 12/08/2015 12/09/2015	VAC-VA 💌 VAC-VA 💌	Hours Hours	8:00AM 8:00AM	8:00 8:00
x 12/07/2015 x 12/08/2015 x 12/09/2015	12/07/2015 12/08/2015 12/09/2015	VAC-VA • VAC-VA • VAC-VA •	Hours Hours	8:00AM 8:00AM 8:00AM	8:00 8:00 8:00
X 12/07/2015 X 12/08/2015 X 12/09/2015 + Add another time	12/07/2015 12/08/2015 12/09/2015	VAC-VA • VAC-VA • VAC-VA •	Hours Hours	8:00AM 8:00AM 8:00AM	8:00 8:00 8:00
x 12/07/2015 x 12/08/2015 x 12/09/2015 + Add another time Accruals on Accrual	12/07/2015     12/08/2015     12/09/2015     12/09/2015     12/09/2015	VAC-VA • VAC-VA • VAC-VA • Example	Hours Hours Hours Hours Hours Hours Hours Hours	8:00AM 8:00AM 8:00AM	8:00 8:00 8:00
x 12/08/2015 x 12/09/2015 + Add another time Accruals on Accrual Sick	12/07/2015     12/08/2015     12/09/2015     12/09/2015     12/09/2015	VAC-VA • VAC-VA • VAC-VA • Example Balanc 25:40	Hours Hours Hours - Multiple Da	8:00AM 8:00AM 8:00AM	8:00 8:00 8:00
x 12/07/2015 x 12/08/2015 x 12/09/2015 + Add another time Accruals on Accrual	12/07/2015     12/08/2015     12/09/2015     12/09/2015     12/09/2015	VAC-VA • VAC-VA • VAC-VA • Example	Hours Hours Hours - Multiple Da	8:00AM 8:00AM 8:00AM	8:00 8:00 8:00
x 12/07/2015 x 12/08/2015 x 12/09/2015 x 12/09/2015 x 4dd another time Accruals on Accrual Sick	12/07/2015     12/08/2015     12/09/2015     12/09/2015     12/09/2015	VAC-VA • VAC-VA • VAC-VA • Example Balanc 25:40	Hours Hours Hours - Multiple Da	8:00AM 8:00AM 8:00AM	8:00 8:00 8:00
x 12/07/2015 x 12/08/2015 x 12/09/2015 x 12/09/2015 x 4dd another time Accruals on Accrual Sick	12/07/2015     12/08/2015     12/09/2015     12/09/2015     12/09/2015	VAC-VA • VAC-VA • VAC-VA • Example Balanc 25:40	Hours Hours Hours - Multiple Da	8:00AM 8:00AM 8:00AM	8:00 8:00 8:00
x 12/07/2015 x 12/08/2015 x 12/09/2015 x 12/09/2015 x 4dd another time Accruals on Accrual Sick	12/07/2015     12/08/2015     12/09/2015     12/09/2015     12/09/2015	VAC-VA • VAC-VA • VAC-VA • Example Balanc 25:40	Hours Hours Hours - Multiple Da	8:00AM 8:00AM 8:00AM	8:00 8:00 8:00
X 12/07/2015 X 12/08/2015 Add another time Accruals on Accrual Sick Vacation	12/07/2015     12/08/2015     12/09/2015     12/09/2015     12/09/2015	VAC-VA • VAC-VA • VAC-VA • Example Balanc 25:40	Hours Hours Hours - Multiple Da	8:00AM 8:00AM 8:00AM	8:00 8:00 8:00
X 12/07/2015 X 12/08/2015 Add another time Accruals on Accrual Sick Vacation	12/07/2015     12/08/2015     12/09/2015     12/09/2015     12/09/2015	VAC-VA • VAC-VA • VAC-VA • Example Balanc 25:40 24:00	Hours Hours Hours - Multiple Da Hour Hour Hour	8:00AM 8:00AM 8:00AM	8:00 8:00 8:00
X 12/07/2015 X 12/08/2015 Add another time Accruals on Accrual Sick Vacation	12/07/2015 12/08/2015 12/09/2015 12/09/2015 12/02/2015 12/02/2015	VAC-VA • VAC-VA • VAC-VA • Example Balanc 25:40 24:00	Hours Hours Hours - Multiple Da Hour Hour Hour	8:00AM 8:00AM 8:00AM	8:00 8:00 8:00

4. In the Request Time-Off window, you can view your accrual balances. To view your accrual balances for a different date, update the Accruals On field.

Туре	Emplo	vee Time	Off	Reque 💌	]				
Start date	Enc	i date		Pay cod	e	Duration		Start time	Length
X 2/05/2015	a 2/0	6/2015		Vacation		Hours	-	7:00AM	8:00
+ Add another tim	e-off p	eriod							
Accruals on	2/05/	2015	8						
Accrual					Balan	ce			
Sick					7:42	Hour			
Vacation					120:0	0 Hour			
Notes (Optional)									

## View the Status of a Time Off Request

Depending on the status of your manager's action regarding your time off request, you will receive a notification of the approval, refusal, or retraction of your time-off request. These notifications are displayed in your Inbox. If your manager has put a time off request in a pending state, you will be notified that the request has been acknowledged, but the final decision has not been made.

#### Starting Point: My Information > My Timecard

1. If your manager approved your time off request, the time off is displayed in your timecard, and is displayed on your calendar as blocked time

		C	urrent Pay Perio	od 💌 🖬	Refresh			More 🔻		
Date	Pay Code	Amount	In	Transfer	Out	10	Shift	Daily	Period	Schedule
un 2/01										
lon 2/02			7:00AM		4:00PM		8:00	8:00	8:00	7:00AM-4:00PM
ue 2/03			7:00AM		4:00PM		8:00	8:00	16:00	7:00AM-4:00PM
/ed 2/04			7:00AM		4:00PM		8:00	8:00	24:00	7:00AM-4:00PM
hu 2/05	Vacation	8:00	7:00AM					8:00	32:00	
ri 2/06	Vacation	8:00	7:00AM					8:00	40:00	
at 2/07									40:00	
un 2/08									40:00	
4on 2/09			7:00AM		4:00PM		8:00	8:00	48:00	7:00AM-4:00PM

2. You can view the status of your time-off request in the My Calendar widget. Point to the time off request status to review the tool tip for more information



Various status indicators available for time-off request

Status Indicator	Description
→ Employee Time Off R	Your time-off request or your time-off request cancellation is sent to your manager.
Employee Time Off R	Your manager approved your time-off request or your time-off request cancellation.
Employee Time Off R	You retracted your pending time-off request.
Employee Time Off R	You saved your time-off request as a draft.
Employee Time Off R	Your manager refused your time-off request.

### **Retract a Time off Request**

You can retract the request for time off if your manager has not taken action on the request (i.e. approved) **Starting Point: My Information > My Calendar** 

1. Point to the pending time-off request and click the arrow



2. Select Retract. To view the specifics of the time-off requests, select Details



3. In the **Retract Time-Off Request** window, confirm the retraction and click **Submit**. The request is removed from your manager's view.

Off Request			-
Employee Time	e Off Request		
Vacation 2/05/2015 Full Day	End date	2/06/2015	
a)			_
3			
	y Sampson, Ph Employee Tim Vacation 2/05/2015 Full Day	2/05/2015 End date Full Day	y Sampson, Phillip Employee Time Off Request Vacation 2/05/2015 End date 2/06/2015 Full Day

## Cancelling an Approved Time Off Request

You can cancel a time-off request that has been approved by your manager **Starting Point: My Information > My Calendar** 

1. Point to the approved time off request and click the arrow



2. Select Cancel. To vie the specifics of the time-off request, select Details



3. The Cancel Time-Off Request window is displayed. In the Notes field, enter any additional information regarding the cancellation

Cancel Time-	Off Request			E
	2/04/2015-9 by Bentley, Chris			
Requested	Approved			
Туре	Employee Time	Off Request		
Pay code	Vacation			
Start date	2/05/2015	End date	2/06/2015	
Duration	Full Day			
Notes (Option	a0			
		Submit	Cancel	

4. Click **Submit**. A cancellation time-off request is sent to your manager for approval.

## Viewing Schedules and Time Off Requests

In the My Calendar widget, you can view your schedule, request time off, and view the status of your time-off requests. Starting Point: My Information > My Calendar

1. Click the gear 🔤 and select **Pop-Out** 

R My Infor	nation 1	2												-		
mecard		_								My Ca	denda	w		-	-	0
	Current P	ay Period		Refresh	Save		ocel 💽	lore +		J	anuary	y		٢	Pop- Close	
Date	Pay Code	Amount	in	Transfer	Out	Ro	Shift	Daily	Period	s	м	т	w	-	F	5
Sun 2/01										4	5	6	7	8	-	10
Mon 2			7:00		4:00		8:00	8:00	8:00	11	12	13	14	15	16	17
Tue 2/03			7:00		4:00		8:00	8:00	16:00	18	19	20	21	22		24
Wed 2			7:00		4:00		8:00	8:00	24:00	25	26	27	28	29	30	31
Thu 2			7:00		4:00		8:00	8:00	32:00							
Fri 2/06			7:00		4:00		8:00	8:00	40.00							
Sat 2/07									40.00	Inbox			_			

2. Click the resize button<sup>1</sup> to maximize the My Calendar widget

ly Calendar						- E ÷	My Calendar		
		Current Pay Perio	d 🔳 🖬			-	Inbox +	// *	19
		February 1 - 7, 20	115 🕨	Request	Time Off		Link Name	Inbax	
	Sun 2/01	Mon 2/02	Tue 2/03	Wed 2/04	Thu 2/05	Fri 2/0	Application	Not Applicable	
8:00AM		[9:00 h]	700AM-400AM	[9:00 h]	700AM-400MM	700454-400945			
9:00AM		Regular	Regular	Regular	Regular	Regular			
10:00AM									
11:00AM			-	-					
12:00PM				-					
1:00PM		-	-	-	-				

3. Use the My Calendar widget to view your schedule and manage your time-off requests

						2
		Current Pay Period				
		February 1 - 7, 2015		Request Time Off		
Sun 2/01	Mon 2/02	Tue 2/03	Wed 2/04	Thu 2/05	Fri 2/06	Sat 2/07
	78-40	74-40	7840	7a-40	7a-4p	
	7.00AM-4.00PM (9:00 H) Regular	7.00AM-4:00PM (9:00 H) Regular	7.00AM-400PM (900 H) Regular	7.00AM-4.00PM (9:00 H) Regular	7.00AM-400PM (9.00 H) Regular	
				-		
			-			
	Sun 2/01	Sun 2/01 Mon 2/02	February 1 - 7, 2015           Sun 2/01         Mon 2/02         Tue 2/03           7a-4p         7a-4p         700441-4009MI (500 Pc)	February 1 - 7, 2015         Image: Control of the second sec	February 1 - 7, 2015         Request Time Off           Sun 2/01         Mon 2/02         Tue 2/03         Wed 2/04         Thu 2/05           7a-4p         7a-4p         7a-4p         7a-4p         7a-4p           700AM-400PM [500 H]         700AM-400PM [500 H]         700AM-400PM [500 H]         700AM-400PM [500 H]	February 1 - 7, 2015         Request Time Off           Sun 2/01         Mon 2/02         Tue 2/03         Wed 2/04         Thu 2/05         Fri 2/06           7a-4p         7a-4p         7a-4p         7a-4p         7a-4p         7a-4p         7a-4p           7004M-400PM [500 H]         7004M-400PM [500 H]         7004 H         7004 H         700 H         7004 H

## View Accrual Balances in Your Timecard

When you want to see how much time off you have accrued, you can access the balances from your timecard **Starting Point: My Information > Timecard** 

- 1. Select a date on your timecard
- 2. Click the **Accruals** tab

		1.54	ALIEN D	ey Parind is	to del milletteate		itters.			
Ches .	Hey Costs	Arrest		Transfe	- 04	llo	948	EN/V	Relat	Schedule
Sam 2:491										
Mar 2: 92			8-310	180	1.2 00PM				8.0	Lasa - 5 5094
			1.00	nei i	1.00%		8.90	8.90	8-00	
Tax: 2:00			0.000	in	5.00M		8.00	8.00	15.000 8.0	UNIX-S DOM
Nex# 2:134									15.000 8-0	DANAL & GODAN
The 2.45									10.00	0484-5 (00PW
8 m 2: 194									16.000 8-0	0.00 S (0.0PW)
Set 2. 67									16.00	
					-					
Accrual Code 1 A	Reporting Period	d Accru	al Unit	Available Balance	Vested Balance	Probationary B	Earned to Date	Taken to Date	Pending Grants	Planned Taki
Sick	1/01/2015 - 12/	3 Hour		1:50	1:50		1:50	0:00	0:00	0
Vacation	1/01/2015 - 12/	3 Hour		120:00	120:00		80:00	0:00	0:00	0
1		828								

Note: Your accrual balances may vary based on date you select on your timecard

### Accessing Employee Reports

You have access to view reports about your schedule, time detail, and accrual balances for paid time off (vacation, sick, PTO). The available reports depend on your access permissions.

#### Starting Point: My Information > My Calendar

1. In the Related Items pane on the far right side of the screen, select My Reports to access the My Reports widget



2. From the available reports, select Schedule or Time Detail

Back to My Reports			
EPORTS	Name: Wiggins, P	hillip	
View Report Primary Account			
AVAILABLE REPORTS	Time Period	Current Pay Period	
Schedule Time Detail		Previous Pay Period Current Pay Period Next Pay Period	
My Accrual Balances and Projections	1	Previous Schedule Period Current Schedule Period Next Schedule Period	
		 Today Yesterday Week to Date	
		Last Week  Specific Date	
		Range of Dates	6

- 3. In the **Time Period** field, select a time period
- 4. Click View Report. The Schedule or Time Detail report for the selected time period is displayed.
- 5. Click **Return** to go back to the Reports menu

The **Schedule** report can be run for a selected time period and shows shift start and end times, scheduled transfers to another temporary work location, shift labels, shift totals, and comments.

The **Time Detail** report can be run for a selected time period and shows detailed information about the hours you worked, including start and stop times or durations, jobs, and pay codes.

## Run the My Accrual Balances and Projections Report

You can view your accrual balances and accrual balance projections via a report. **Starting Point: My Information > Reports** 

- 1. From the available reports, select My Accrual Balances and Projections. The As Of field is displayed
- 2. In the **As Of** field, enter a date or select a date range using the Calendar button

PORTS		<			2015			•
PORTS	Name: Wiggins, Phillip	Sun	Mon	Tue	Wed	Thu	Fri	Sat
View Report Primary Account		1	2	3	4	5	6	7
VAILABLE REPORTS		8	9	10	11	12	13	14
chedule ïme Detail	Time Period Specific	Da 15	16	17	18	19	20	21
		22	23	24	25	26	27	28
4y Accrual Balances and Projections	As Of		/					_

3. Click View Report. The report for the selected time period is displayed

MY ACCE	UAL B	ALANCES /	AND				
PROJECT		, and the loss					
Return							
Date Selected: Name: Wiggin		5	Printed: 2/04/2015 ID: 720051				
Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w / o Proj. Credits
Sick	Hour	9:32	1/01/2016	0:00	0:00	0:00	9:32

4. Click Return to go back to the Reports menu

Note: Accruals totals are updated only after the time card is saved

#### **RELATED TERMS**

Accrual Code = The unique identifier of the accrual, such as vacation or sick

Accrual Type = Hours, the unit in which the accrual code is stated

Period Ending Balance = Balance of the accrual as of the selected date

Furthest Projected Taking Date = The furthest date in the future when a taking is scheduled that affects the accrual code

Projected Takings = The total amount of the accrual scheduled to be used (taken) from the end of the pay period on display through the Furthest Projected Taking Date

Projected Credits = The total amount of the accrual scheduled to be granted from the end of the pay period on display to the Further Projected Taking Date

Projected Balance = The accrual balance as of the Furthest Projected Taking Date, including projected credits and debits

Balance Without Projected Credits = The accrual balance as of the Furthest Projected Taking Date, excluding projected credits

## Using the Inbox

The Inbox widget contains one or both of the following tabs, depending on your access rights and system configuration:

- Tasks: You can complete a task or reassign a task to someone else
- Messages: You can use the internal messaging system to read or send messages

#### Starting Point: My Information > My Calendar

5. On the **Inbox** widget, click the gear icon 🕮 and select **Pop-Out** 

inerature.		(11E)	Ma	dina fie				1000
							244	5 m <sup>1</sup>
Last Tenesta	ing: Taesday, Rebrary 65, 2015 12 47966 Easters Time		3		*			
							1.4	8 4
				2	2	1	* *	10
				10	-	-	2.2	24
			24	14	5	24	28 10	
			inbox			_		
Transfer	(m)		inbox		1			e o-out
	[_] Canod Deductions		Link	Name	. Ir	nbox	Clo	
	Record Trimentariy					_		
			My T					
			Teres	mi.				-
			Term	Paris		Carree	e Pay	10
				in Cal		-	Arrent	
								- 276
			548				= 50	-1

6. The Tasks tab is displayed. You can filter your tasks by status, date, or category, as in the following example

My Information	55			
Inbox +				
Back to Inbox				
TASKS MESS	AGES			
Edit Reassig				
Status Active	As of Date: 1/05	/2015	And a second sec	

7. You can also access messages by clicking the **Messages** tab. You can create a new message, open or reply to an existing message or delete messages. You can also filter the messages by date.

ibox -			E
Back to Inbox			
NBOX ist Refreshed: 12:22	PM		
TASKS ME	SSAGES		
New Open	Reply Delete Refresh		
As of Date:			
From	Subject	Received	
Bartlett, Peggy	Your Timecard Has Been Edited	2/06/2015 10:57AM (GMT -05:00) Eastern Time	
	Time-Off Request is Approved	2/06/2015 10:51AM (GMT -05:00) Eastern Time	
Bentley, Chris	Time of Request is Approved		

## MANAGER TASKS

## **Quick Links**

Hyperlinks to frequently performed manager tasks or resources are maintained in the Quick Links widget. **Starting Point: Quick Links** 

Test District Manager Sign Out	C2 (E) (	<b>1</b>	Workspaces	P
ft Timekeeping 🖏				
Quick Links 👻		□ <b>☆</b>	Daily Tasks	* •
QuickFind				***
Accrual Reporting Period			Current Step Run Repo	×
All Time & Attendance Exceptions			Steps Remaining 0	
Approve Timecards				
Approvals Summary				
Employee Demographic Info				
Employee Timecard Info				
Pay Period Close				
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Quick Find – to search for an employee's timecard

Accrual Reporting Period – view employee accrual information for a defined period of time All Time & Attendance Exceptions – view all time and attendance exceptions for your employees Approve Timecards – approve timecards for your employees

Approvals Summary – view approval summary information for your employees

Employee Demographic Info – view employee demographic information for your employees

Employee Timecard Info - view timecard information for your employees

Pay Period Close - view pay period close activities for your employees

Reconcile Timecard - view timecard reconciliation items for your employees

## **Daily Tasks**

A wizard type format has been set-up for managers to assist in handling employee requests, fixing time punch issues, and running reports.

Starting Point: Daily Tasks

1. Locate the **Daily Tasks** widget, select **Pop-Out** to make the Daily Tasks widget your primary workspace

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					Time-Off 0	

2. Use the Next button, or click on the title in each chevron to maneuver between the different screens

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### **Editing Your Employee's Timecards**

Each employee is solely responsible for the accuracy of his/her timecard, and must make edits in eTIME to document any timekeeping discrepancies. Falsifying any time record is prohibited.

## It is important to note that there are only two circumstances under which a manager should edit an employee's timecard:

- If an employee is on a leave of absence, or
- If an employee has been terminated and unable to enter his/her remaining time data

Managers should <u>NEVER</u> speculate the exact time of a missing punch! Managers must also add a comment in the exception situation of editing an employee's timecard.

#### Starting Point: Quick Links > Employee Timecard Info

1. In the Quick Links widget, select Employee Timecard Info



- 2. Use the default employee group to query in the **Show** field or edit as needed. Then, use the default **Time Period** or select a different period and **Refresh**
- 3. Double click on the employee's name to view the timecard

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Person Name 1 A	Person ID	Missed Punch	Unexcused Absence	Regular	Overtime	Standard Pay Period Hours				
Manager, Test Kiosk 🛻	006017	~		33:00		0:00				

4. In the **Timecard** widget, hover your mouse over highlighted fields to see the explanation to the highlight. In the example below we have a **Missed In Punch** on 2/23. To fix this exception, enter the employee's actual start time

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5. Add, edit, delete information as required to reflect an accurate timecard for the employee, then **Save**.

## California Meal Break Penalty - Manager Review

When the manager accesses the eTIME system, the manager will not see the California meal break penalties in their exceptions list. A meal break penalty is not considered an exception but a business rule in the eTIME system. Below are the instructions on how a manager can view meal break penalties for California based, hourly employees. **Starting Point: Quick Links > Reconcile Timecards** 

1. Under Quick Links select Reconcile Timecards

- Select the employees to query
   Enter the pay period for review or specific dates, then refresh
- 4. There is a custom column set to show who has MEAL BK PNTLY applied and how many

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Employee, Test Hourly	1:00	~							~			
	$\bigcirc$											

5. Highlight the employee(s) and go directly into the timecard

## **UNDER DEVELOPMENT**

Puerto Rico Meal Break Penalty - Manager Review UNDER DEVELOPMENT
### **Resolving Timecard Exceptions**

Exceptions highlight unexpected or unusual transactions, such as when an employee works outside of his/her scheduled time frame or scheduled day. Exceptions may be resolved by entering, editing or deleting timecard data for your employees.

### Access the Exceptions Alert

1. Click the Exceptions Alert, a list of employees with timecard exceptions is displayed, and select an employee whose exceptions you want to resolve



### Mark a Punch as Reviewed

Mark unexcused exceptions in timecards to indicate that you have reviewed them and do not want to see them repeatedly in general queries or searches

- 1. Select the punch you want to mark as reviewed
- 2. Click **Mark as Reviewed**. The punch is now green, indicating that it has been reviewed. Note: to unmark the reviewed punch, select the punch and click **Unmark as Reviewed**.

### Add a Missed Punch

If an employee has asked you to insert a missed punch on their behalf

- 1. Double-click the appropriate punch
- 2. Enter the missed punch and press Tab
- 3. Click Save

### **Add Comments**

- 1. Select the punch exception and click Comment to add a comment
- 2. Select the appropriate comment from the list
- 3. Click Save

### Timecard Approval by Manager

The Timecard Approval wizard combines multiple tasks into a single workflow including resolving punch issues, approving timecards, reviewing group edit results, and running reports. <u>All timecards must be approved no later than 10:00 a.m. on Monday of the payroll week.</u>

Starting Point: Timecard Approval

1. Open the Timecard Approval widget by clicking on the gear 😐 icon and select Pop-out

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Employee Demographic Info Employee Timecard Info Pay Period Close	Timecard Approval
Reconcile Timecard	Current Step Co Steps Remaining 3
	Request Manager 🔅 Last Refreshed 10:24AM Time Period Current Schedule P. Time-Off 0

2. In the **Timecard Approval** widget click **Next** to navigate to the **Approve Timecards** chevron

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- 3. Select one or more employees whose timecards you want to approve
  - Select multiple employees: Press the Ctrl key and select individual employees
  - Select a group of employees: Select he first name in the list, press the Shift key, and then select the last employee in the list. All employees between the first name and last name will be selected.
  - Select all employees: In the Select an Action field, choose Select All

#### Timecard Approval by Manager (continued) 4. In the **Approval** field, select **Approve** to approve the timecards Test District Manager Sign Out 🖪 🕄 🚺 č2 <u>(1)5</u> 52 **†** Timekeeping Timecard Approval • Ø 1 More ▶▶ Next ▶ Count of Exceptions by Employee ? 🔪 Approve Tii ? card Schedule People Reports Availa APPROVE TIMECARDS Show All Home Time Period Current Pay Period Refresh Last Refreshed: 2:33PM Actions Punch Amount Actions Actio Approve Employee Approve Approval Remove Approval Totals Up To Date Unreviewed Exceptions Missed Punch Unexcused Absence Name Pay Rule Aanager, Test Kiosk SHQ Salary WA

### 5. Select Yes to "Are you sure you want to Approve"

Time & Attendance suite
Are you sure you want to Approve?
, Yes No

### **Additional Notes:**

- Once you have approved a timecard, neither you nor the employee can make any edits to the timecard, unless you remove the approval from the timecard.
- An employee can remove an approval, unless the manager has already approved the timecard. In that case, the manager must remove approval before the employee can do so.

### **Approval Statuses**

Symbol	Definition
✓	Pay period approved or signed off
1	One manager approved (appears in cases where multiple manager approvals are necessary.)
(Partial)	Only a few days of the pay period are approved.
1 (Partial)	One manager approved. Only a few days of the pay period are approved.

### Remove an Approval from a Timecard

The Timecard Approval wizard combines steps into a single workflow to perform the business tasks of resolving punch issues, approving timecards, reviewing group edit results, and running reports. **Starting Point: Timecard Approval** 

1. Open the Timecard Approval widget by clicking on the gear 🔤 icon and select Pop-out



#### 2. Click Next to navigate to the Approve Timecards chevron

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3. Select one or more employees for whose timecards you want to remove the approval

#### 4. In the Approval field, select Remove Approval

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Manager, Test Kiosk			0		~	SHQ Salary WA

### **Historical Edits**

If an employee has missed hours (i.e. missed time worked, vacation hours, sick time, paid time off, etc.) or a request for time off adjustment is required in a pay period that has been closed, the employee must notify their manager to request a historical edit for retroactive pay to be processed for those hours.

1. Manager calls ADP at the CarToys and Wireless Advocates Employee Service Center (ESC) to report the historical edit information, such as the missing hours from the previous pay period for an hourly employee.

CarToys and Wireless Advocates Employee Service Center **1-866-377-4638, select Option 6 from the menu options to report a historical edit** Hours of Operations: Monday through Friday, 5:00 a.m. – 5:00 p.m. PST

- 2. The ADP ESC Representative takes the historical edit information and processes the historical edit on behalf of the Manager.
- 3. The ADP ESC Representative will indicate the historical edit will be processed on the next payroll.
- 4. If the Manager requests the pay associated to the historical edit (i.e. missing hours) are to be paid via manual check and that it is not acceptable to wait until the next regular payroll, then ADP will submit the Managers' request to the CarToys and Wireless Advocates' internal payroll team for approval of the manual check request.
- 5. ADP will notify the manager when the historical edit has been fully processed and when the pay will be issued.

### Manage a Time Off Request

Review and take action on an employee's time off request. **Starting Point: Request Manager** 

1. From Time & Attendance landing page, you can select the "Request Manager Alert" icon, or click gear icon on Request Manager widget to pop out screen as primary screen



2. Request Manager Alert icon – double left mouse click on Time Off or select View all. The Request Manager Screen opens



3. Select the period of time you would like to review if you want to view a time period other than the default

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### Manage a Time Off Request (continued)

6. You can highlight the specific request and take action from this screen: View details, edit, approve, refuse, pend or retract

Request Ma	napr.											0	Daily Tasks		
	_		9/26/	2015 - 8/2	3/2014 🖃	AL AL							6 - 10 - 1 - 11 - 1		
				Time	-0#	100	Utiple		Multiple		(0)				Carrent Step Punch lis Steps Remaining 1
			Details.		Assesse	Refuse	Pending	Anna	Request Time Off				- Good and an and Chaine		
Subject	Employee	PayCode	Start Date	End Date	Common_	Submit D_	Submitte_	Modified_	Status	Primary_	Email Ad.	Assigned_			
Sasic Gl	Manage	VAC-VA.	9/28/2	9/28/2		9/23/2	Manage	Manage	Submitted	TOY/TO		Manage			
Global T.	Manage	VAC-VA	9/28/2	9/28/2		9/23/2	Manage	Manage	Submitted	TOY/TO		Manege			
Basic GL	Manage	VAC-VA	10/30/	10/30/		10/26/	Manage	Manage	Submitted	TOY/TO		Manape	Timecard Approval		
													Current Step Count of Steps Remaining 1		
Basic Glob	al Time Off I	Request				_				Submittee	10/26/20	15 9 15AM			
Subject			Basic Global 1	Time Off Requ	iest								Ouick Links -		
Employe			Manager, Tes	t Kipsk									Oxidefind		
PayCode			VAC-VACATI	ON								10	Accrual Reporting Period		
Start Date			10/30/2015										All Time & Attendance Exceptions		
End Date			10/30/2015										Approve Timecards		
Commen	-												Approvals Summary Employee Demographic Info		

- 7. Select the action (*delete, edit, approve, refuse, pending, retract*) you would like to take, add any comments and submit.
- 8. If you would like to view who else has approved time off at the same period, the fastest option is for you to use this Request Manager screen to filter your view selection:
  - 1. Time period = select from pre-defined options or define specific date(s)
  - 2. Status of requests = Approved
  - 3. Refresh screen

			9/01/:	2015 - 12/3	1/201 💽			3
				Time-	Off	-	Multiple	63
			Details	Edit	Approve	Refuse	All Status	t Re
							✓ Approved	
Subject	Employee	Pay Code	Start Date	End Date	Commen	Submit D		. Stati
Global T	Manage	VAC-VA	9/11/2	9/11/2		9/08/2	Cancel Refused	Submi
Basic Gl	Manage	VAC-VA	9/25/2	9/25/2		9/23/2	Cancel Submitted Draft	Submi
Basic Gl	Manage	VAC-VA	9/28/2	9/28/2		9/23/2	Offer Refused	Submi
Global T	Manage	VAC-VA	9/28/2	9/28/2		9/23/2	Offered	Submi
							Pending	
							Refused	
							Retracted	

### Manage a Time Off Request (continued)

You can run the **GTOR Summary – Excel Export** report to show time off requests based on your report selection criteria. You can access the **Reports** widget from Workspace > General Maintenance located in the upper right hand corner of the ADP Time & Attendance screen.

- a. People = all Home or filter
- b. Time period = specific date, range of dates, relative specific date, or relative range of dates
- c. GTOR status = select status types to query
- d. Display GTOR Notes = no or yes
- e. GTOR Date Filter Type = date create or date requested
- f. GTOR Subtypes = GTOR Subtype Name 1
- g. Output format = .pdf or .xls
- h. Run report (upper left hand corner of Reports widget)
- i. View report in Check Report Status tab
- j. Highlight report you want to view and select View report
- k. Open or save the file



### Managing Work Schedules – Access Schedule Editor

Managers are responsible for adding, editing and deleting an employee's work schedule in the eTIME system **Starting Point: Workspaces > Scheduling** 

### ACCESS SCHEDULE EDITOR

1. From the Time & Attendance landing page, in the upper right hand corner click on the **Workspaces** arrow, then use the arrows to maneuver within the **Workspace** to the **Scheduling** workspace then click on **Scheduling** hyperlink which will open the **Schedule Editor**.



2. The **Schedule Editor** will appear in the primary workspace. This is the widget you will use for most of your scheduling tasks such as creating, viewing and editing schedules for your employees. All managers will be responsible for creating and maintaining work schedules for their direct reports. Pop out the **Schedule View** 

widget (select gear icon) to see alternative view of employee's schedules and shifts.

			Time Period Co	arrent Pay Period		Show All H	ome 💌 🔔	c::>	
ichedule Editor						E *	Schedule View		4
Back to Sche	dule Editor				8	21.1-		T	
<i>P</i>							Today 5/26/2013 10:22AM		
CHEDULE ED	DITOR	Show	Al Home +	Time Period	Current Schedule Per	fied	Incoming Employees 0		
oaded: 10:22AM		Same L	1		/26/2013-6/01/2	CHARTER CO.	Outgoing Employees 0		
BY EMPLOYEE BY	GROUP				120/2013-0/01/2	01377			E
									Ŀ
Actions *	Shift * Pay Code * 1	View *						15	E
Name 17 Sc	ched Hrs Sched Grp	Sun 5/26	Memorial Day Mon 5/27	Tue 5/28	Wed 5/29		Pop out Schee View widget to		1
anchoff, Holly	37.50First Shift		3p - 1130p	3p - 1130p	3p - 1130p	3p_*	alternative view		
arker, Mindy	40.00Day Office		9a - 6p	9a - 6p	9a - 6p	90			
enitez, Desso	37.50First Shift		7a - 330p	7a - 330p	7a - 330p	7a	employee's		
irch, Troy	37.50Second Shift		7a - 330p	7a - 330p	7a - 330p	7a	schedules & s	nifts	
ullett, Brad	37.50First Shift		7a - 330p	7a - 330p	7a - 330p	7a			
arson, Randy	37.50Second Shift		3p - 1130p	3p - 1130p	3p - 1130p	3p -			
	1,149.00				233	225			
Number of Emplo	37		0	29	30	29			
		<u>*</u>				21			
			•						
COMMENTS									
Date /	Shift/Pay Code	Name	Comment			Note			

Below is an example of the **Schedule View** widget which provides a convenient visual display of employees' schedules and shifts.



### Managing Work Schedules – Create or Change a Work Schedule

As a manager, you are responsible for maintaining the work schedules for all of your direct reporting employees in the eTIME system. You have multiple options within the Schedule Editor widget. You can add a schedule, change a schedule, create an ad hoc shift, or view the schedule audit. Schedule changes impact time card calculations, such as overtime and accruals. You cannot change schedules for signed-off or closed pay periods. You can only adjust current pay periods or future dated schedules.

#### Starting Point: Workspaces > Scheduling

#### **CREATE A WORK SCHEDULE**

- 1. In the **Schedule Editor** widget, select and highlight the name of the individual for whom you are adding the schedule.
  - a. To add a schedule pattern to more than one employee, select and highlight all employees that apply. You can also select all employees under Action > Select All. It is important to note when selecting more than one employee, whatever pattern you are adding, will be applied to all selected employees and the schedule pattern will have the same effective date.
- 2. Right click on the employee's name and select Add Pattern.
- 3. Select "Shift or Pay Code" option

Schedule Editor 👻							
Back to Schedule	Editor						
Timecard   Schedule People   Rep	nts   Availability						6
SCHEDULE EDITO	R	Show All Home	▼ Edit	Time Period	Current Schedule Period	▼ _ Refresh	
						<b>44 4 2/21/</b> 2	2016-2/27/2016 🕨 🕪
BY EMPLOYEE BY GRO	JP						
Save Actions - Shift	▼ Pay Code ▼ View	•					
Name 1 A Sch Hrs	. Sun 2/21	Mon 2/22	Tue 2/23	Wed 2/24	Thu 2/25	Fri 2/26	Sat 2/27
Manager, Test Kio <mark>sk 0.0</mark>							
Add Patte	diffe di la	<u>/ Code</u>					
Edit Patte Delete Pa		<b>N</b>					
	tern 🖡						
Lock Unlock							
Schedule	Outline						
Accruals							
Audits							

- 4. Enter information in the Pattern Editor screen
  - a. Work Start Date
  - b. Pattern Start Date
  - c. Select Pattern to remain in place Forever (until other wise changed) or enter an End Date
  - d. Check box Override other patterns

#### e. Click Insert Pattern

	1/2016 /21/2016		Forever End Date		×	✓ Overrie	de other patterns
Recurring 1 🗘 🔍 V	Veeks 🔿 Days	Items in rotat	tion	•	Find		Insert Shift =>
No. Sun	Mon	Tue	Wed	Thu	Fri	Sat	Insert Pattern →
							Shift Editor →
							Delete
			OK Cancel	Help			



### Managing Work Schedules - Create or Change a Work Schedule (continued)

11. Double click in the first day field you would like to change to open the Shift Editor



12. Change the times. In the example below you will see the scheduled change to begin 9a.m. and end time at 6 p.m., with a meal period from Noon-1p.m. Click **OK** 

2									Shift Ed	itor			
													Insert Shift -⇒ Delete Shi
		Type *		Day	Start	Time *	Day	End 1	līme ≢	Sch Hrs.	Details		Transfer
		Regular	•	1	9:00AM		1	12:00PM		3.0		•	
		Break	•	1	12:00PM		1	1:00PM		1.0		•	
X	≛	Regular	-	1	1:00PM		1	6:00PM		5.0		-	
•													
•[													Shift Label Bam-Spm 1hr lu

13. The edited shift will populate in the **Pattern Editor** screen. Note the color of the field has also changed.

Work Start Date: 2/21/2016  Pattern Start Date: 2/21/2016	•	*  Forever  Content  Forever  Forever		<b>~</b>	<b>⊘</b> 0ver	ride other patterns
Recurring 1 ( Weeks ) Day				▼ Find		Insert Shift →
No.         Sun         Mon           X         5         1         9a - 6p	Tue Ba - 5p	Wed 8a - 5p	Thu 8a - 5p	Fri 8a - 5p	Sat	_ Insert Pattern →
	-					Shift Editor -⇒ Pay Code Editor -⇒
						Delete
		OK Cancel	Help			

14. Follow steps 11-13 for each day you want to edit, then select **OK** in the **Pattern Editor** screen. Important note: these are the same steps you use to set up <u>any</u> work week schedule to include 4, 5 or 6-day work week schedules. You can have shifts entered for any day of the week.

15. Click **Yes** to override



### Managing Work Schedules – Create a Work Schedule (continued)

17. Review schedule for accuracy and **Save**. You can **Refresh** the screen if the system seems to be taking an extended time to reflect your saved changes.

Timecard Schedule People Reports Availability	macard   Schulus People   Reports   Accilutility								
*SCHEDULE EDITOR Loaded: 9:49AM	Show All Home	Show All Home  Time Period Current Schedule Period							
					<b>44 4 2/21/2</b>	016-2/27/2016 > >>			
BY EMPLOYEE BY GROUP									
Save Actions  Shift  Pay Code  View									
Name 1/A Sch Hrs. Sun 2/21	Mon 2/22	Tue 2/23	Wed 2/24	Thu 2/25	Fri 2/26	Sat 2/27			
Manager, Test Kiosk 40.00	9a - 6p	8a - 5p	8a - 5p	8a - 5p	8a - 5p				

### Managing Work Schedules – Create an Ad hoc Shift

Create ad hoc shift for a temporary change, such as covering a shift, leaving early, or working extra time. **Starting Point: Workspaces > Scheduling** 

1. In the **Schedule Editor** widget, select the applicable employee and then click in the day during the week when the ad hoc shift will begin. Example below, changing shift for Tue 2/23



- 2. From the **Shift** menu, click **Edit**
- In the Edit Shift screen, modify start and end times as necessary, then click OK
   Edit Shift

	Start Date *	Type *	Star	t Time *	End 1	īme ∗	End Date	*	Sch Hrs.	Details	Transfer
<b>x</b> ) (	\$ 2/23/2016	Regular	- 10:00A		2:00PM		2/23/2016		4.0		i bibici
	2/23/2016	Break	- 2:00PM		3:00PM		2/23/2016		1.0	-	
	2/23/2016	Regular	- 3:00PM		7:00PM		2/23/2016	-	4.0	-	
۰ (	nents				Notes				Add -⇒		Shift Label 8am-5pm 1hr

#### OK Cancel Help

4. The **Schedule Editor** widget is populated with your changes, now **Save** the changes. You can **Refresh** the screen if the system seems to be taking an extended time to reflect your saved changes.

Timecard Schedule Pe	opia Report	ts Availability							
*SCHEDULE EDITOR Loaded: 10:09AM			Show All Home	-	Refresh				
BY EMPLOYEE	BY EMPLOYEE         BY GROUP								
Save Action	s 🔻 Shift	▼ Pay Code ▼ View ▼							
Name 1 A	Sch Hrs.	Sun 2/21	Mon 2/22	Tue 2/23	Wed 2/24	Thu 2/25	Fri 2/26	Sat 2/27	
Manager, Test Kiosk	40.00		9a-6p 🗾	6p 📶 10a - 7p 8a - 5p 8a - 5p 8			8a - 5p		

### Managing Work Schedules – Run a Report of Employees Work Schedules

Managers can view an employee's work schedule in the employee's timecard, in the Schedule Editor widget or by running a standard eTIME report. Below are instructions on how to run a report of your employees work schedules. **Starting Point: Workspaces > General Maintenance** 

1. From the Time & Attendance landing page, in the upper right hand corner click on the **Workspaces** arrow, then use the arrows to maneuver within the **Workspace** to the **General Maintenance** workspace then click on **General Maintenance** hyperlink which will open the **Reports** widget.

	۲	ADP Tim	ne & Attendance - Mozilla Firefox	-
	Automatic Data Processing, Inc. (US) https://	/eetd2.adp.com/17t84t/applications/navigator/Navigator.do	)	
	Test District Ma Sign Out	anager Č2		Workspaces
	1 Timekeeping		[1 of 3 Items]	[3 of 3 Items]
	Quick Links ~ QuickFind Accrual Reporting Period		My Information	s ** tep Manage E @ Workspaces
2.	Click on the + symbol nex	t to <b>Scheduler</b> to view the a	vailable reports under this	Reports -
	section.			REPORTS
	Select one of the <b>Schedul</b> Select your report parameters	le by Labor Account Reports eters and Run Report	based on your preference	SELECT REPORTS CHECK REPORT STATUS Run Report Refrech Emsil Print Schedule Report Create Exercite Save Exercite Dedicate Saverite Dedicate Saverite
	REPORTS     SELECT REPORTS     CHECK REPORT STATUS     Imm Report Reflext Enail Print Schedule Report			Ourseparation     Detail QuickNav     Roll-Up QuickNav     Scheduler     Accrual Balances and Projections
	Create Favore Save Favorite Duplicate Favorite Delete Fa	avorita		Accrual Debit Activity Summary Accrual Debit Activity with Graph
	+ Detail QuickNav + Roll-Up QuickNav - Scheduler	A SCHEDULE BY LABOR ACCOUNT - WEEKLY (EXCEL)		Accrual Detail Accrual Summary Actual vs. Schedule by Labor Account
	Accrual Balances and Projections Accrual Debit Activity Summary Accrual Debit Activity with Graph Accrual Debit Accrual Summary Actual vs. Schedule by Labor Account Actual vs. Schedule Summary by Labor Account Holiday Credits Person Attributes Person Job Assignment Schedule by Labor Account - Monthly Schedule by Labor Account - Monthly (Excel)	Description         Shows schedules for this selected labor accounts. start/stop time. Displays 7 days per page. Format All Home           People         All Home         V           Time Period         V           Output Format         Microsoft Excel Document(.xis)         V		Actual vs. Schedule Summary by Labor Account with Chart Holiday Credits Person Attributes Person Job Assignment Schedule by Labor Account – Monthly Schedule by Labor Account – Monthly (Excel) Schedule by Labor Account – Weekly Schedule by Labor Account – Weekly (Excel)
	Schedule by Labor Account - Weekly Schedule by Labor Account - Weekly (Excel)			

- 5. Click on the Check Report Status option to view the status of your report.
- When your report is complete, double click on the report name to open the report. Based on your internet browser settings, you will be able to open, view, print, download or save your report output.
   REPORTS

SELECT REPORTS CHECK REPORT STATUS								
View Report Refresh Status Delete								
Name								
Report Name	Format	Date In 💎	Date Done	Status	Output	User		
Schedule by Labor Account - Weekly (Excel)	xls	2/18/2016 11:26AM	2/18/2016 11:27AM	Complete	Screen	99999998		

### Manager Delegation – "Proxy"

When a manager expects to be unavailable (i.e. vacation), the manager can authorize a delegate to complete his/her tasks during their absence, including timecard approval and request for time off tasks. More than one delegate can be assigned, and the initiating manager maintains visibility to the delegated transactions.

Starting Point: Related Items > Actions-Inbox

1. In the Related Items pane on the far right side of the screen, select Actions-Inbox

	Test District Manager Sign Out	<b>() ()</b>	Workspaces
	f Timekeeping 2		Related Items
	Quick Links v		🔅 Daily Tasks pane 🔅 🖬
	QuickFind		Current Step Punch Iss
	Accrual Reporting Period		Current Step Punch Iss
	All Time & Attendance Exceptions		Steps Remaining 1
	Approve Timecards		
	Approvals Summary		
	Employee Demographic Info Employee Timecard Info		
	Pay Period Close		
	Reconcile Timecard		Timecard Approval
			Current Step
			Steps Remaining
~			
2.	Click on Actions		
		č2	
	Sign Out	C2	
	★ Timekeeping Actions-Inbox		
	Actions-Inbox 👻		
	Inbox Actions		
	Actions		
3.	Click Manager Delegation		
э.	Click Manager Delegation		
	Actions-Inbox 👻		
	Back to Actions-Inbox		
	ACTIONS		
	Last Refreshed:5:01 PM		
	Last new concerned of the		
	Refresh		
	Categories All		
	Categories All V		
	Actions		
	Manager_Delegation		
	Manager_Delegation		
Λ	Chaosa the appropriate information	a from the drop down f	Golds then Sove & Class NOTE: All

4. Choose the appropriate information from the drop down fields then **Save & Close**. NOTE: All CarToys and Wireless Advocates managers are available for selection in the drop down.

葠 Create Dele	egation - Windows Internet Explorer	
Existing Dele	gations	
None		*
New Delegation		
* Delegate:	Manager Name  ▼ 11/11/2015	
* End Date:	11/16/2015	
* Role:	Manager Access for Delegation 💌	
	Save & Close Cancel	

#### Manager Delegation – "Proxy" (continued) 5. The action will show in the TASKS that the Delegation was requested **ta** | x # Timekeeping Actions-Inbox Actions-Inbox - Back to Actions-Inbox INBOX t Refreshed: 2:23 PM TASKS MESSAGES falit Saussign Refresh Status Active As of Date: 10/11/2015 Categories Al . Subject Date/Time Rece nager\_Delegation.Manager Cancel Form 11/10/2015 2:13PM (GMT -05:00) Eastern Time 11/10/2015

6. The Manager is alerted that they have been requested as a Delegate. Manager Delegate clicks on the alert



7. Manager Delegate chooses to Accept or Decline the delegation request

Æ	Sign Out			0	(	0 🕞 🗟			
# Timekeeping	8								
Request Manager									Et
		0		Delegation 💌 🖌		E2			
Delegate	Start Date	End Date	Modified By	Role	Status	Subject	Submit Date	Submitted By	Email Address
	11/11/2015	11/16/2015		Manager Access	Active	Accept Delegatio	11/10/2015 2:		

8. The initiating Manager that requests to have the delegation occur will get a **Message** if the delegation request was accepted or declined

# Timekeeping	Actions-labox to x	
Actions-Inbex -		
Eack to Actions-Inbox		
INBOX Last Refreshed: 2:39 PM		
TASKS MESSAGES		
New Open Reply	Delete Refresh	
As of Date:	2	
from	Subject	Received
	has accepted the delegation request for	11/10/2015 2:38PM (GMT =05:00) Eastern Time

9. Toggle between your standard role and your delegate role by selecting the arrow below your name

	<b>S</b>	nes M Horrigar In Out		62		6	0			
quest Manag									D #	Daily
		Week to Dat	e m Manager,Delega	ation in a	lctive					Cun Step
Delegate	Start Date	End Date	Modified By	Role	Status	Subject	Submit Date	Submitted By	Email Address	

### **Delete a Manager Delegation Request**

A time may arise when you need to delete a manager delegation request that has NOT been approved by the delegate.

- 1. Access the Manager Request widget
- 2. Double-click the appropriate manager delegation request that you need to remove. The request is displayed if it hasn't been approved by the delegate
- 3. Click Delete

### Find an Employee Using QuickFind

The QuickFind widget is a tool used to search for a particular person or set of people based upon their name or ID.

### 1. In the Quick Links widget, select QuickFind



2. In the **Name or ID** field, enter the last name of the employee or leave the default asterisk to view all employees. You can also search for names using one or more characters with the asterisk.

Quick Links 👻		□ 桒	
Back to Quick Links			
Timscard   Schedule People   Reports   Availability			
QUICKFIND	Name or ID <b>F</b>	k to Date	
Actions   Punch   Actions   Actions	pprovals 🔻		
Name	ID	Primary Labor Account	

- 3. In the Time Period field, select the appropriate time period
- 4. Click Find. To Open one or more employees' timecards, select the employees' names and select Timecard.

### **Special Key Combinations**

- Select multiple employees: Press the Ctrl key and select individual
- Select a group of employees: Select the first name in the list, press the Shift key, and then select the last employee in the list. All employees between the first name and last name will be selected.
- Select all employees: In the Select and Action field, choose Select All.

## Find an Employee Using Search

The Search workspace is a tool used to search for a particular person or time data

1. Click the Magnifying glass icon to access the Search workspace

Test District Manager Sign Out	Workspaces	2
1 Timekeeping		Searc
Quick Links 👻	 Daily Tasks	-
QuickFind Accrual Reporting Period All Time & Attendance Excentions	Current Step Punch Iss Steps Remaining 1	**

2. Begin the search by entering the first three characters of the employee's last name

Timekeeping	Search	x   25
ırch		
		Hints On 🖲 Off
) test		×
2 Suggestions Found		
People [1]		
Manager, Test Kiosk		
Who have [1]		,
Manager, Test District [Assign	ed Manager]	

- 3. From the search results, select the employee's name
- Review the employees' information in the right pane 4.

5. If necessary, click the Go To icon to access a widget or workspace for the selected employee

urch					
	Hints 🔵 On 🖲 Off		Results		
	0 0		🔵 Manag	er, Test Kiosk	La 1 Selected
test	×		ID Number: 00	6017   Badge Number:	Current Pay Period
2 Suggestions Found		*	Contact Info		Go to widget  Schedule View
People [1]			Phone 1:		Schedule Editor
Manager, Test Kiosk			Phone 2:		Request Manager
Who have [1]			Phone 3:		
Manager, Test District [Assigned Manager]			Email Address:		
		-	Job Details		Go to workspace
			Labor Account:	TOY/TOY/0000/766/LL5 missing/W1WE/	775745
			Hire Date:	5/25/2015	000010
			Employment Status:	Active	
			Seniority Date:	5/25/2015	
			Reports To:	Manager, Test District	
				Manager, Test District	
		,	Worker Type:		
		_	Rules		
		,	Tronics.		
		1 res	ults during Current Pay Period	d as of 06:08 PM	



4. Review the information in the right pane Example – select Manager Approval:

Timekeeping	Search	x   25			
Search					□ ‡
		Hints On Off	<sub>Results</sub> Manager Approval		
Search for		×	Select All	Show None	
			Person Name	Manager Approval	
			Manager, Test Kiosk		
			1 results during Current Pay Period as of 06:14 PM		

### Accessing Online Help

Online Help provides content and key term searches. Many search results provide links to related topics for further explanation of a topic.

**Starting Point: General Maintenance** 

1. From the workspace carousel, click General Maintenance



2. Drag and drop the Help widget to the primary workspace in the middle of the screen to make it the primary screen

T Imekeeping	General Maintenance <sup>14</sup>		
Reports -			• *
REPORTS			***
SELECT REPORTS CH	IECK REPORT STATUS	Help fur	
	Email Print Schedule Report		
Create Favorite Save Favo	orita Duplicate Favorita Delete Favorita		
+ Accruals			
+ ADP Report Offering + Configuration			
+ Detail QuickNav + Roll-Up QuickNav			
+ Scheduler + Timecard			
	I		

3. Select the appropriate category and topic in the left pane. Tip: Click the Search tab to locate topics by a specific word or phrase



### **Running Reports**

Managers have access to generate many standard eTIME reports. **Starting Point: General Maintenance** 

1. From the workspace carousel, click General Maintenance

		ADP Tim	e & Attendance - Mozilla Firefox	
🔉 🔒 Automatic Data Processii	ng, Inc. (US) https://eetd2.adp.com/17t84t/	applications/navigator/Navigator.do		
æ	Test District Manager Sign Out	₹2		Workspaces
1 Timekeeping	2			
Quick Links 👻				🔲 🔅 Daily Tasks
QuickFind Accrual Reporting Period				Current Step Manage E
			[1 of 3 Items] My Information	[3 of 3 Items]

2. In the **Reports** widget, expand the appropriate report category to view the available report options.

Timekeeping	General Maintenance <sup> </sup>				
Reports 👻	Reports 👻				
REPORTS					
SELECT REPORTS CHECK	REPORT STATUS				
Run Report Refresh Ema	il Print Schedule Report				
Create Favorite Save Favorite	Duplicate Favorite Delete Favorite				
+ All	<u> </u>				
+ Accruals					
+ ADP Report Offering					
+ Configuration					
+ Detail QuickNav					
+ Roll-Up QuickNav					
+ Scheduler					
+ Timecard					
	I				

- 3. Select a report
- 4. In the People field, select the hyperfind query you want to use to filter the report results
- 5. In the Time Period field, select the time period for this report
- 6. Complete any additional field options that appear in the selected report
- 7. In the Output Format field, select the appropriate output format
- 8. At the top left of the widget, click **Run Report**. The Check Report Status is displayed. **Tip:** If enabled, you may also have the option to email, download or print your report
- 9. Click Refresh Status and wait until the report status changes to Complete.
- 10. Click View Report. The report is displayed.
- 11. Close the Report

### **Create a Favorite Report**

- 1. In the Reports widget, expand the appropriate report category to view the available report options
- 2. Select a report
- 3. Click Create Favorite
- 4. In the Favorite Report field, enter a name for the report
- 5. In the Author's Remarks field, enter any additional information
- 6. Complete the additional field options that appear for the selected report
- 7. Click Save Favorite. The report name is displayed below the Favorites category

### **RECOMMENDED STANDARD REPORTS**

- Employee Timecard Information
- Timecard Audit Trail
- Timecard Sign-Off, Request and Approval

# **GLOSSARY OF TERMS**

Term	Definition
Accrual Code	The unique identifier of the accrual, such as vacation or sick
Accrual Type	Hours, the unit in which the accrual code is stated
Balance without	The accrual balance as of the Furthest Projected Taking Date, excluding projected credits
Projected Credits	
Furthest Projected	The furthest date in the future when a taking is scheduled that affects the accrual code
Taking Date	
Pattern	Contains one or more shifts that repeat over specific days
Pattern Template	Contains one or more shifts that repeat over specific days           7am - 7am - 7am - 7am - 7am - 3pm           3pm - 3pm - 3pm           Monday through Friday
	3 p.m. – 3 p.m. – 11 p.m. 11 p.m. Saturday through Sunday
Period Ending Balance	Balance of the actual as of the selected date
Projected Balance	The accrual balance as of the Furthest Projected Taking Date, including projected credits and debits Balance Without Projected Credits = The accrual balance as of the Furthest Projected Taking Date, excluding projected credits
Projected Credits	The total amount of the accrual scheduled to be granted from the end of the pay period on display to the Further Projected Taking Date
Projected Takings	The total amount of the accrual scheduled to be used (taken) from the end of the pay period on display through the Furthest Projected Taking Date
Shift	Span of time with a specific start and end time in one 24-hour period such as 7 a.m. – 3 p.m. 7 a.m. – 7 a.m. – 7 a.m. – 7 a.m. – 7 a.m. – 3 p.m. 3 p.m. 3 p.m. 3 p.m. 3 p.m. Monday through Friday
Shift Template	Saved shift not associated to a specific date so it can be reused as necessary by a manager when creating schedules.