

# Using Timecards

As a manager, you can review, edit, or approve the timecards of the employees who report to you. You can access one timecard or many timecards at the same time.

To open an employee's timecard from a Workforce Genie, double-click the employee's name. When the employee's timecard appears, select the time period to review from the Time Period drop-down list.

Depending on your company's timekeeping requirements, the Workforce Timekeeper administrator configures each employee's timecard to display an hourly view or a project view.

A timecard with an hourly view displays an employee's start and stop times each day, for example:

My Timecard												
Last Saved: 10:51AM		Name & ID: <input type="text" value="Peters, Samuel J"/> <input type="text" value="1001"/>		Time Period: <input type="text" value="Current Pay Period"/>								
Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports					
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
	Sun 9/07											
	Mon 9/08			8:00AM		5:00PM				8:30	8:30	8:30
	Tue 9/09			8:00AM		5:00PM				8:30	8:30	17:00
	Wed 9/10			8:00AM		5:00PM				8:30	8:30	25:30
	Thu 9/11			8:00AM		5:00PM				8:30	8:30	34:00
	Fri 9/12			8:00AM		5:00PM				8:30	8:30	42:30
	Sat 9/13											42:30
	Sun 9/14											42:30
	Mon 9/15											

A timecard with a project view displays an employee's total number of hours each day, organized by labor accounts, for example:

Timecard												
Loaded: 1:16PM		Name & ID: <input type="text" value="Anderson, James"/> <input type="text" value="30"/>		3 of 40		Timecard		Schedule		People		Reports
		Time Period: <input type="text" value="Current Pay Period"/>										
Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports					
Week starting: Mon 6/17												
	Pay Code	Transfer	Mon 6/17	Tue 6/18	Wed 6/19	Thu 6/20	Fri 6/21	Sat 6/22	Sun 6/23	Total		
	Hours Worked		9:00	9:00	9:00	9:00	9:00			45:00		
			9:00	9:00	9:00	9:00	9:00			45:00		
Week starting: Mon 6/24												
	Pay Code	Transfer	Mon 6/24	Tue 6/25	Wed 6/26	Thu 6/27	Fri 6/28	Sat 6/29	Sun 6/30	Total		
	Hours Worked		9:00	9:00	9:00	9:00	9:00			45:00		
			9:00	9:00	9:00	9:00	9:00			45:00		

# Calculating and Displaying Timecard Totals

When you edit and save a timecard, your edits must be calculated and sent to the database by a Workforce Timekeeper software component called the Totalizer. The Totalizer takes available employee data, applies the correct rules and policies, and computes totaled data, which ensures that pay rules are applied automatically and consistently across your organization.

Two Workforce Timekeeper components access the Totalizer:

- **Background Processor** runs continuously, and updates totals at specified intervals. It is used to off-load computationally intensive work from the application server.

For example, assume that you set the update interval of the Background Processor to 30 seconds. After remaining idle for 30 seconds, the Background Processor recalculates totals for all employees whose totals are no longer up to date. The Background Processor is then idle for 30 more seconds before calculating totals again. You can set the update interval to as little as 1 second, or as long as 99 hours.

- **Callable Totalizer** invokes the Totalizer interactively in the user interface to total employees whose totals have not yet been computed by the Background Processor and are not up to date. It does not send the totals to the database. Totals that are generated online by the Callable Totalizer must be generated a second time by the Background Processor in order to save the values in the database.

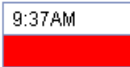
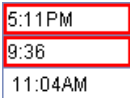
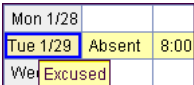
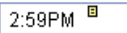
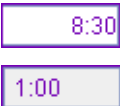
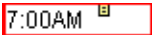
If you have access rights to the Callable Totalizer, timecard entries are automatically totaled if they are not up to date when you open the timecard. Timecard entries are also totaled if necessary when you click **Actions > Calculate Totals**.

Additionally, some organizations might use the auto-totalize or “on-the-fly” feature, where entries are totaled automatically when you move to another row.

In most cases, you have little or no direct interaction with the Callable Totalizer or Background Processor, although understanding how they work will help you to understand how your Workforce Timekeeper system calculates timecard totals. For information specific to your system, contact your Workforce Timekeeper administrator.

## Timecard Indicators and Colors



The appearance of timecard cells changes to indicate a number of different conditions:

Indicator	Description
	A solid red cell indicates a missed in-punch or out-punch. Point to the red box for more information.
	A red outline in a cell indicates an exception. Point to the cell for more information. Examples of exceptions include: <ul style="list-style-type: none"> <li>• A late or early punch</li> <li>• A long interval, such as a long lunch</li> <li>• A core hours violation, which appears only if your company uses the Core Hours option. Core Hours allows you to specify certain business hours when employees are required to be present at work. See your Workforce Timekeeper administrator for information specific to your company.</li> </ul>
	A blue outline in a date cell indicates an excused absence.
	A small yellow note icon after a punch or amount indicates a comment about the cell's contents. Point to the icon or select the Comments tab at the bottom of the timecard workspace to view the comment.
	A transaction shown in purple indicates that the transaction was added by the Callable Totalizer. If the cell is white, you can edit the transaction. If the cell is gray, you cannot edit the transaction.
	A small yellow note icon and red outline indicate that a punch or amount has a comment and an exception.



## Common Timecard Tasks

Some of the tasks that you may be able to perform on employee timecards include:

Task	Procedure
Add a comment to the timecard	Click the appropriate pay code, punch, or amount. Select <b>Comment</b> > <b>Add</b> . The Add Comment dialog box opens. Select a comment to apply to the pay code, punch, or amount.
Add a row	 Select the Add Row icon.
Approve overtime	Select <b>Approvals</b> > <b>Approve Overtime</b> . See <a href="#">“Approving Overtime”</a> on page 31 for details.
Calculate timecard total	Select <b>Actions</b> > <b>Calculate Totals</b> to synchronize the totals and data displayed. The system displays the accurate totals in the timecard and the red flag exits. The system does not save the edits; if you move to another task without clicking Save, the system prompts you to save or cancel your changes. This option only appears for managers.
Cancel edits	Select <b>Actions</b> > <b>Refresh</b> . The system returns information as it appears in the database. Any edits that you made but did not save are lost. If you already saved your edits, you cannot cancel them; you can, however, edit them if you have the applicable access rights.
Change timecard data in a locked pay period	Select <b>Amount</b> > <b>Add Historical</b> or <b>Add Historical with Retroactive Pay Calculation</b> . The Add Historical Amount dialog box opens. You can assign pay code edits to time or money in a signed-off or locked pay period. See <a href="#">“Modifying Previously Submitted Timecards”</a> on page 33 for more information.
Delete a comment	Click the Comments tab at the bottom of the timecard and select the comment to delete. Then select <b>Comment</b> > <b>Delete</b> from the menu bar.
Delete a row	 Select the Delete Row icon.

## Transferring Time

Depending on your access rights, you may be able to transfer time to a different job, labor account, or work rule in the timecard.

Although you can enter the job, labor account, or work rule to which you want to transfer directly in the cell, you can also search for the appropriate information clicking the ▼ icon in the Transfer column and selecting Search from the drop-down list. The Select Transfer dialog box appears:

**Select Transfer**

Job

As of date: 11/29/2003 Go To: Show

Organization: Beginning of Time - Forever

- IS 9/29/2003 - Forever
- HC 7/16/2003 - Forever
- MFG 7/16/2003 - Forever

Labor Account

Name or Description: Search Clear All

Available Entries:

- ..
- 501\_Associate
- 502\_Shipper
- 503\_Cashier
- 504\_Sales Assistant
- 505\_Programmer

Division  
 Facility  
 Department  
 Cost Center  
 Job

Name	Description
101	Healthcare
201	City South
303	Payroll
405	405-555555
505	Programmer

Work Rule: <None>

Selected Transfer: :101/201/303/405/505

OK Cancel Refresh Help

To transfer to a different labor account:

1. Click an option button in the Labor Account area to select the first labor level in the list of labor levels that you need in order to define the labor account.
2. Select the entry from the Available Entries.
3. Continue to select entries for the labor levels until the labor account is defined. If you leave some labor levels blank, the primary labor account is used for the blank levels.

To transfer to a different job:

1. Click the plus sign (+) next to each location in the hierarchy of the Job area until you see the job that you want.
2. Click the box next to the job so that a check appears.
3. If you know the job path, you can type it in Go To and click Show

To transfer to a different work rule, select a work rule from the drop-down list. The selected labor account or work rule then appears in the timecard.

## Approving or Signing Off Timecards

The Timecard component of Workforce Timekeeper accommodates three types of approvals:

- Approve overtime
- Approve timecard
- Sign off timecard



Your access to these approvals is based on your company's policies and your access rights. Contact your Workforce Timekeeper administrator for information about the approval process at your company.

## Frequency of Approvals

Your company's policies and your access rights determine the frequency with which you can approve timecards:

- A specific pay period
- A range of dates
- Daily

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**Note:** If you previously approved some, but not all, of the days within the selected timeframe, then the act of approving again causes the days that were not previously approved to be approved.

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## Approving Overtime

Depending on how your Workforce Timekeeper system is configured, you might have the option of approving or not approving overtime charged by your employees. This should be done on a daily basis.

To approve overtime, select **Approvals > Approve Overtime** in the employee's timecard. The Approve Overtime dialog box appears in which you approve all overtime, no overtime, or some overtime for the date selected.

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**Note:** Overtime can be approved in advance of it being worked. For example, a manager can approve overtime on a Friday for work that will be done on a Saturday.

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### Approving Timecards

Depending on your company's timecard-approval process, you might have several approval cycles. For example, the employee, supervisor, and department manager might each be required to approve timecards.

After you approve a timecard, you cannot make additional edits unless you have Remove Approval rights. Depending on how the approval process is configured for your company, a higher-level supervisor or manager might be able to change timecards that you have approved.

Each approval is recorded in the Audits tab and Sign-offs & Approvals tab, which are visible at the bottom of the Timecard workspace.

To approve a timecard:

1. Select an employee from one of the Workforce Genies and click the Timecard launch button.
2. In the timecard, select the a pay period or a range of dates from the Time Period drop-down list.
3. Select **Approvals > Approve**.

To approve a group of timecards, see "[Group Editing](#)" on page 39.

### Signing Off Timecards

Signing off a timecard prevents further edits to the timecard. Typically, one manager is granted the right to sign off timecards before submitting them to your company's payroll system; employees do not have sign-off rights.

The process for signing off a timecard is the same as for approval, but you select **Approvals > Sign Off**.

Some systems are configured so that you cannot sign off employee timecards if they have missing punches, unexcused absences, or no hours in a specified pay code. See your Workforce Timekeeper administrator for information specific to your company.

After you sign off data, you might be able to remove the sign-off if you need to make edits. Note that Sign Off and Remove Sign-off are separate access rights. If you do not see the Sign Off or Remove Sign-off options in your Approvals menu, you do not have the access right to use them.

Depending on your access rights, you might also be able to use historical edits to enter, add, subtract, or move hours in a signed-off period. See "[Modifying Previously Submitted Timecards](#)" on page 33 for more information.

## Printing a Timecard

You can print the entire timecard, including exceptions, or you can print the timecard as it appears on the screen.

To print a timecard:

1. Select **Actions > Print** or **Actions > Print Screen**.
2. Click Print in the Print dialog box.
3. Click Yes when you see the warning, “An applet would like to print. Is this OK?”

If you select **Actions > Print**, the system prints the timecard grid and the table that is visible at the bottom of the Timecard workspace (Totals, Accruals, Comments, Audits, and so forth). All rows are printed, including those that might be hidden by scrolling.

If you select **Actions > Print Screen**, only the portion of the timecard that appears on your screen is printed.

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**Note:** If you use the browser’s Print command, only the Workforce Timekeeper navigation bar is printed.

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## Modifying Previously Submitted Timecards

Edits made to an employee’s timecard in a signed-off or locked pay period are called historical edits. For example, if an employee earned vacation time in the past and an error was made in the vacation hours charged, you can enter a historical edit to adjust the amount of time.

To adjust the time charged in the past:

- Include the amount in the current period totals. The edit is made to the historical period and included in the current pay period.
- Do not include the amount in the current period. This type of edit is used to keep an accurate record of corrected time or money only in the historical period.
- Have the Workforce Timekeeper system re-calculate the totals, based on the employee’s current pay rule, determine the difference between the new totals and the original totals and put the resulting amount as a historical edit into the current pay period with an effective date for the historical period.