Workforce Timekeeper™ v6.2

Timekeeper Upgrade Guide for Hourly Employees
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<table>
<thead>
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<th>Document Revision</th>
<th>Product Version</th>
<th>Release Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Timekeeper Upgrade Guide for Hourly Employees</td>
<td>February 2012</td>
</tr>
</tbody>
</table>
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Getting Started

Logging On

The Workforce Central log on page provides access to all the features of the Workforce Timekeeper application where you perform your time and attendance tasks.

Steps

1. Access the Workforce Central log on page.
2. Enter your user name and password in their designated fields.
3. Click the Log On button or press the Enter key on the keyboard.
Logging Off and Timing Out

The application provides security to prevent other people from accessing your information. Upon completion of your tasks, you must log off the application to ensure that your information is kept confidential.

Caution
Clicking the Close (X) button without first logging off might leave your connection to the application open, which might allow unauthorized people to view and edit information.

If you do not log out and the application does not detect activity within a specific amount of time, then the application will time out. The inactivity timeout protects your information in the application. Shortly before the application times out, you will be prompted to click Yes to continue working or No to log out. You no longer will need to enter your password to stay in the application.

Caution
If you select No or the application times out, you will lose any unsaved changes.
Navigating in Workforce Timekeeper

After you log on to Workforce Timekeeper, your start page appears. This and each Workforce Timekeeper page includes two main areas, the banner area, and the workspace. The workspace reflects the selection you make in the banner.

The following illustration shows a Workforce Timekeeper page. The banner is at the top and the workspace is at the bottom.
Editing Your Timecard

Viewing Your Timecard

You can view your timecard for accuracy. You can also e-mail or print your timecards. The following illustration shows the My Timecard view of your time.
Steps

1. Select the My Information tab, and then select My Timecard.

2. From Time Period drop-down list, select the time period you would like to view.

3. What would you like to do?
   - To view Accrual Balances, click the Accruals tab at the bottom of the screen.
   - To print your timecard, from the Actions menu, select Print or Print Screen and select a printer.
   - To e-mail your timecard, from the Actions menu, select E-mail and complete the e-mail dialogue box.
Adding Missed Punches

You might forget to punch in or out for a shift. When this happens, a solid red box appears in the missed In or Out cell. To add that punch, click the cell and enter the missed time. The application accepts multiple formats for entering punches in a timecard.

**Steps**

1. Access your timecard.
2. Select the specific time period from the Time Period drop-down list.
3. Click the In or Out punch cell containing the missed punch exception.
4. Enter the missing times using an acceptable format.
5. Click Save.
Using Pay Codes to Track Time
Pay codes keep track of the type of worked and non-worked time that is entered in the timecard. Examples of pay codes include: Regular, Overtime, Sick, Vacation. It is important that hours are tracked to the correct pay code so that you are paid correctly.

Hours pay codes
The following illustration shows a sample hourly timecard with a pay code edit for jury duty.

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
<th>Shell</th>
<th>Daily</th>
<th>Cut</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/9/13</td>
<td></td>
<td></td>
<td>6:59AM</td>
<td>2:25PM</td>
<td>4:00</td>
<td>4:00</td>
<td>4:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/9/13</td>
<td></td>
<td></td>
<td>7:00AM</td>
<td>3:30PM</td>
<td>7:30</td>
<td>7:30</td>
<td>11:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/9/13</td>
<td></td>
<td></td>
<td>7:05AM</td>
<td>3:35PM</td>
<td>7:30</td>
<td>7:30</td>
<td>19:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/9/13</td>
<td>Jury</td>
<td></td>
<td>8:00</td>
<td></td>
<td>8:00</td>
<td>27:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/9/13</td>
<td></td>
<td></td>
<td>6:55AM</td>
<td></td>
<td></td>
<td>27:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 1/9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>27:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Steps
1. Access your timecard.
2. Select the specific time period from the Time Period drop-down list.
3. Does the day already have punches?
Steps

If there are no punches:
- On the row of the date where you want to enter the pay code amount, select the pay code from the Pay Code drop-down list.
  Go to Step 4.

If there are punches:
- On the row of the date where you want to enter the pay code amount, click the Insert Row icon.
- On the new row, select the pay code from the Pay Code drop-down list.
  Go to Step 4.

4 Click the Amount cell next to the pay code you selected. Enter the number of hours, using an acceptable format, or select one of the scheduling amount options.

5 Click Save.
Saving Data

Visual indicators

When you edit your timecard, the page name turns orange and an asterisk appears next to it to let you know that your data is not yet saved. The following table lists visual indicators to alert you to unsaved information in the timecard.

<table>
<thead>
<tr>
<th>Visual indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timecard title in orange with asterisk</td>
<td>Unsaved edits</td>
</tr>
<tr>
<td>Red flag in the Totals &amp; Schedule tab</td>
<td>Totals are not up to date</td>
</tr>
</tbody>
</table>

The following illustration shows a sample hourly timecard with *MY TIMECARD in orange and a red flag in the Totals & Schedule tab to indicate unsaved data.
Saving changes

When you are satisfied with your changes, save them. If you close your timecard before saving the information, changes are not saved. After saving, the visual indicators no longer appear, indicating that Workforce Timekeeper saved your changes.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Perform your edits to a timecard. Note the visual indicators that identify unsaved data.</td>
</tr>
<tr>
<td>2</td>
<td>Click <strong>Save</strong>.</td>
</tr>
<tr>
<td>3</td>
<td>Review the timecard to ensure that the visual indicators no longer appear, validating that your information was saved.</td>
</tr>
</tbody>
</table>
Approving Your Time

Whether you edit your time data on a daily basis or you edit the data at the end of the pay period only, you need to make sure the time data accurately identifies your worked and non-worked hours for the pay period. The following illustration shows the Approvals menu and Sign-Offs, Requests & Approvals tab.

Steps

1. Access your timecard.

2. Select the specific time period from the Time Period drop-down list.

3. Select Approvals > Approve.

4. To check an approval applied from within a timecard, click the Sign-offs, Requests & Approvals tab and review the Timecard Approval by Employee information.
Running Reports

Generating Your Workforce Timekeeper Reports

Workforce Timekeeper reports are in easy-to-read formats that help you review time and attendance information that is meaningful to you. You can generate three different types of Workforce Timekeeper reports to view different types of data: Time Detail, Accruals Balance, and Schedule.

The following illustration shows the My Reports workspace with the three reports that you can generate.

```
<table>
<thead>
<tr>
<th>Available Reports</th>
<th>Accrual Balances and Projections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrual Balances</td>
<td>Description</td>
</tr>
<tr>
<td>and Projections</td>
<td>Displays an employee's current balances, projected future earnings/credits, and projected balances. Projections of future credits are calculated to the furthest planned taking date.</td>
</tr>
</tbody>
</table>

As of
06/06/2011, Specific Date

View Report
```
The following illustration shows the Time Detail report.

**TIME DETAIL**

<table>
<thead>
<tr>
<th>Date</th>
<th>In Punch</th>
<th>In Exc</th>
<th>Out Punch</th>
<th>Out Exc</th>
<th>Hrs</th>
<th>Adj Ent Amount</th>
<th>Tot Hrs</th>
<th>Cum Ttl Amount</th>
<th>Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 5/19</td>
<td>9:00</td>
<td>14:00</td>
<td></td>
<td></td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>Tue 5/20</td>
<td>9:00</td>
<td>14:00</td>
<td></td>
<td></td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
<td>8.0</td>
<td></td>
</tr>
<tr>
<td>Wed 5/21</td>
<td>9:00</td>
<td>14:00</td>
<td></td>
<td></td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
<td>12.0</td>
<td></td>
</tr>
<tr>
<td>Thu 5/22</td>
<td>9:00</td>
<td>14:00</td>
<td></td>
<td></td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
<td>16.0</td>
<td></td>
</tr>
<tr>
<td>Fri 5/23</td>
<td>9:00</td>
<td>14:00</td>
<td></td>
<td></td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
<td>16.0</td>
<td>Absent</td>
</tr>
<tr>
<td>Sat 5/24</td>
<td>9:00</td>
<td>14:00</td>
<td></td>
<td></td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
<td>16.0</td>
<td></td>
</tr>
<tr>
<td>Sun 5/25</td>
<td>9:00</td>
<td>14:00</td>
<td></td>
<td></td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
<td>16.0</td>
<td></td>
</tr>
</tbody>
</table>

**Totals**

<table>
<thead>
<tr>
<th></th>
<th>In</th>
<th>Out</th>
<th>Hrs</th>
<th>Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
<td>16.0</td>
<td>16.0</td>
<td>Absent</td>
</tr>
</tbody>
</table>

**RecPer**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular</td>
</tr>
</tbody>
</table>

**Account Summary**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular</td>
</tr>
</tbody>
</table>

**Pay Code Summary**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Steps**

1. Select **My Information > My Reports**.

   ![My Information]

   - My Timecard
   - My Actions
   - **My Reports**

2. From the **Available Reports** window, select a report.

   ![Available Reports]

   - Accrual Balances and Projections
   - Schedule
   - Time Detail
| Steps |  
|-------|---|
| 3 | **Select the specific time period from the As of drop-down list.**
|   | ![As of dropdown list](image)
| 4 | **Click View Report.**
|   | ![View Report button](image)
| 5 | **To return to the Available Reports screen, click Return.**
|   | ![Return button](image)