



Timekeeper User Guide

The Timekeeping User Guide shares step-by-step instructions on how to complete various tasks within the Workforce timekeeping system. We encourage you to share this information with other timekeepers, so they too may increase their system knowledge. If you have additional questions please contact the payroll department for assistance. Thank you!

Table of Contents

Timekeeper Responsibilities	2
Logging into Workforce.....	3
Welcome Dashboard.....	4
View Employees & Groups.....	5
Find Employees	6
Timesheet Management – Missing Punch.....	7
Timesheet Management – Period Pay.....	8
Timesheet Management – Daily Sub Update SPED/ELL	9
Timesheet Management – Updating Account String.....	11
Timesheet Management – Add Comments	12
Timesheet Management – Add Substitute Job ID	12
Timesheet Management – View Actual Punches	14
Timesheet Management – View Rounded Time.....	15
Timesheet Management – Adjustments after Period Close.....	16
Timesheet Management – Viewing Amended Timesheets	18
Timesheet Management - Exceptions	19
Timesheet Management – Reports	20
Employee Time off Balances – Viewing	22

Timekeeper Responsibilities

Timekeepers are responsible for correcting time entry records for their department/location. Requests to add or edit punches should be received in writing or via an e-mail. The backup received for any of the punch edits should be saved for future reference, as needed.

Timesheets should be reviewed to ensure compliance and accuracy of the timekeeping records.

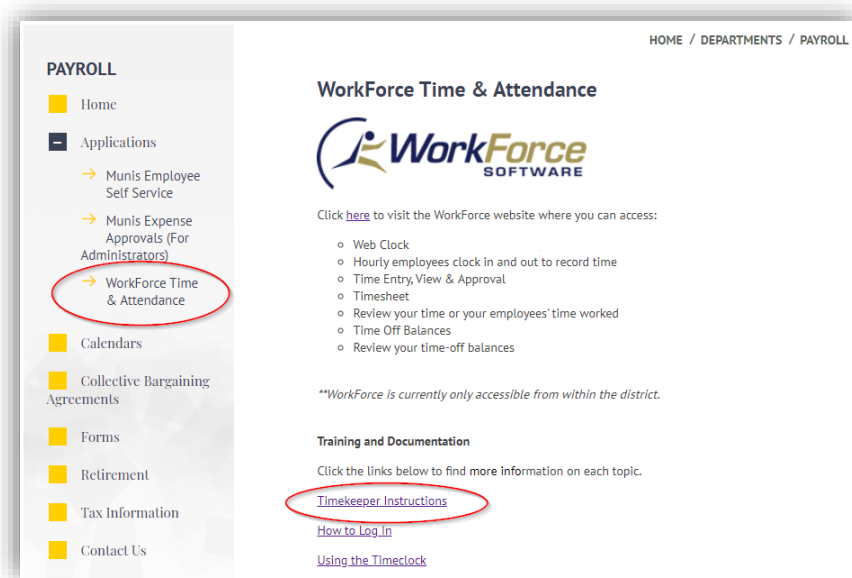
The Timekeeper may also need to assist employees, Administrators and Approvers with questions and concerns regarding timeclock usage, time entry records, and time off requests.

The timekeeper will act as a Liaison between the department staff and the Payroll Office. They will contact the Payroll office with any timeclock or timekeeping issues or other questions that may arise.

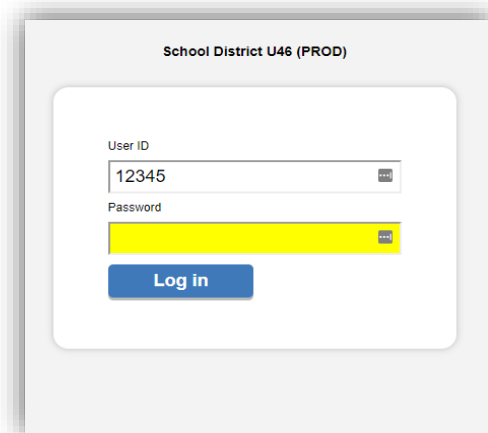
The Timekeeper **IS NOT** responsible for approving Time Sheets or Time Off requests. This is the responsibility of the Department Administrator or Manager.

Logging into Workforce

1. To access Workforce, go to www.u-46.org and select departments, then select Payroll.
2. Select Applications and choose Workforce Time & Attendance.
 - a. This page will take you to the Workforce log in page and the Training and Documentation Page where the Timekeeper Instructions are located.



3. Once you access Workforce, you will need to log in. Your login will be your 5 digit employee ID number the password will be your network password.
 - a. User ID's and passwords are highly confidential and should not be shared under any circumstances.
 - b. If your login does not work, contact the Information Services Help Desk at x 4295.



Timekeeper User Guide

Welcome Dashboard

Once you have logged into Workforce, you will be at the main dashboard. There are four sections on the dashboard, Favorites, Time Entry, Reports, and Schedules.

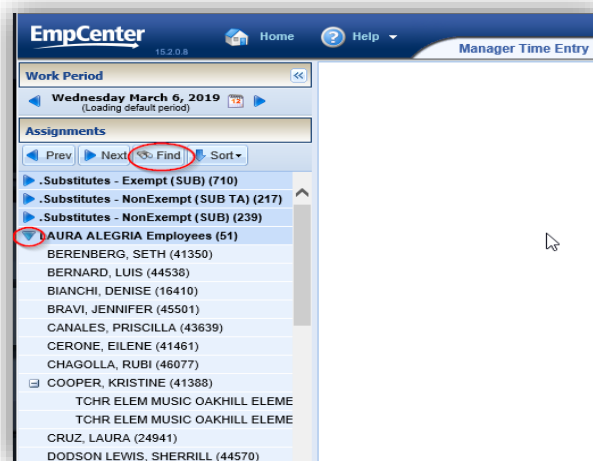


View Employees & Groups

1. To view employee timesheets, select Edit Employee Time from the Time Entry section on the dashboard.
 - a. You may wish to make this a favorite, you can drag the link to the Favorite box.



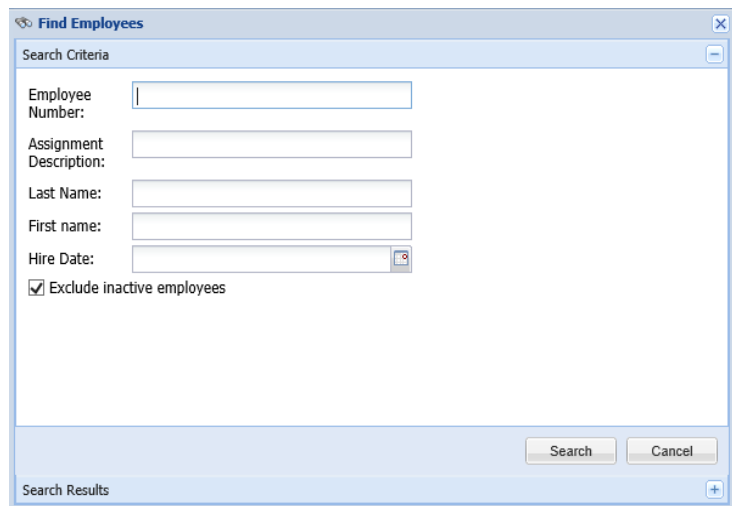
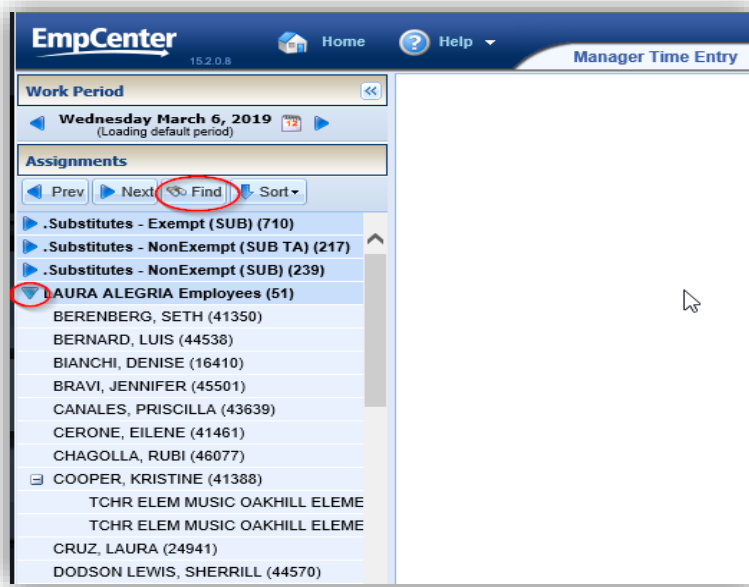
2. Once selected, you will see three substitute groups (Exempt, NonExempt Sub TA, and NonExempt Sub) plus your Department Administrators group.
3. Click on the arrow of the group to expand the group and see all employees within that group.
4. Click on the desired employee to view an individual employee.
5. You can also click on the Find button to search for an employee.



Find Employees

To find a specific employee to update, you have two options.

1. Select the arrow before the group to open the group. Employee names are listed alphabetically within each group. Click on the desired employee. If the employee has multiple positions, you will see them listed under their name.
2. Select the find button and type in the employee ID number or last name. If the employee has multiple positions, all their positions will appear on the screen and you can select the position that you need to change.

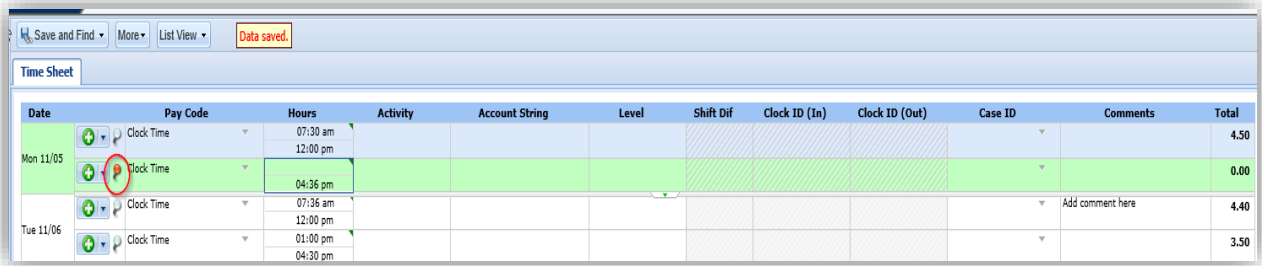


Timesheet Management – Missing Punch

Missing punches are identified on the timesheet with a red pin and will need to be updated in order for the hours to be paid.

Payroll will send an email communication to all employees that missed a punch for the previous day.

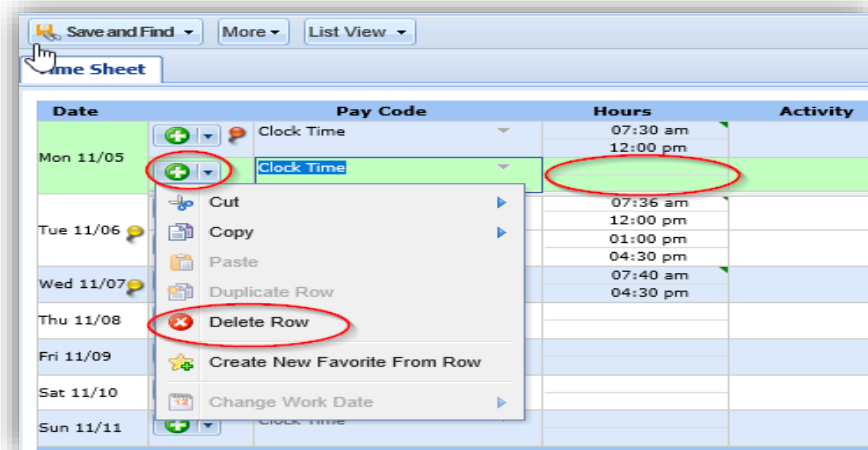
Those employees within your department/location will contact you in person or via email to inform you of missing punches that will need to be added.



Date	Pay Code	Hours	Activity	Account String	Level	Shift Dif	Clock ID (In)	Clock ID (Out)	Case ID	Comments	Total
Mon 11/05	Clock Time	07:30 am 12:00 pm									4.50
Mon 11/05	Clock Time	04:36 pm									0.00
Tue 11/06	Clock Time	07:36 am 12:00 pm								Add comment here	4.40
Tue 11/06	Clock Time	01:00 pm 04:30 pm									3.50

Follow the instructions below to add a missing punch.

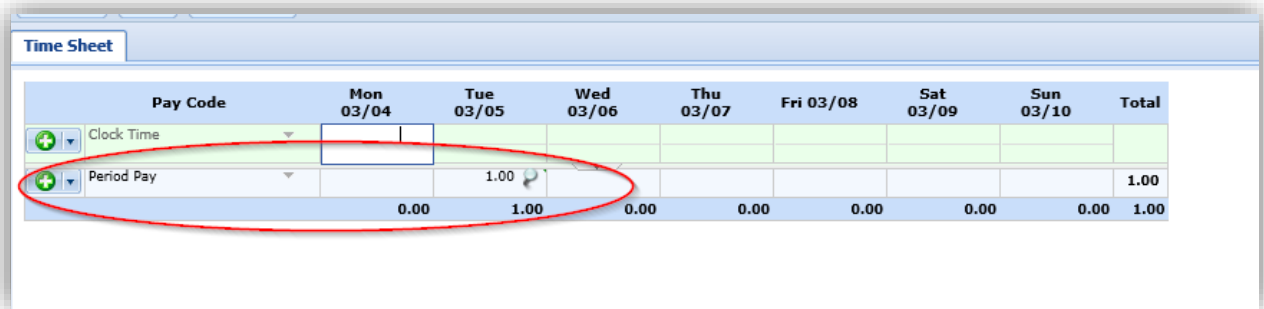
1. Choose the employee
2. Ensure you are in the correct Work Period and date.
 - a. Use the calendar icon or arrows under Work Period to navigate to the proper period.
3. Click into the field that has the missing punch and enter in the missing time in the hour's column.
4. If additional rows are needed, click on the + sign to add a row.
5. If rows need to be deleted click on Delete row.
6. Click on Save and Find to complete the action.



Date	Pay Code	Hours	Activity
Mon 11/05	Clock Time	07:30 am 12:00 pm	
Tue 11/06		07:36 am 12:00 pm	
Wed 11/07		01:00 pm 04:30 pm	
Thu 11/08		07:40 am 04:30 pm	
Fri 11/09			
Sat 11/10			
Sun 11/11			

Timesheet Management – Period Pay

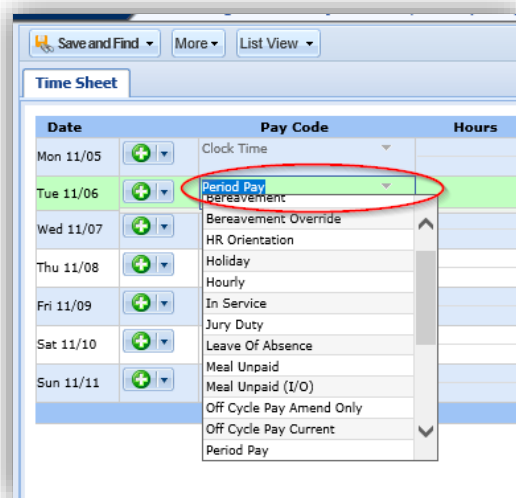
ETA Teachers receive Period Pay that is designed to pay them for filling in a different classroom during their conference, lunch period, or planning period. This pay is given in increments of 1.00 hour for each period they sub. (Example: If a teacher subs for 3 - 40 minute periods, you will enter 3.00 into Workforce).



Pay Code	Mon 03/04	Tue 03/05	Wed 03/06	Thu 03/07	Fri 03/08	Sat 03/09	Sun 03/10	Total
Clock Time								
Period Pay		1.00						1.00
	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00

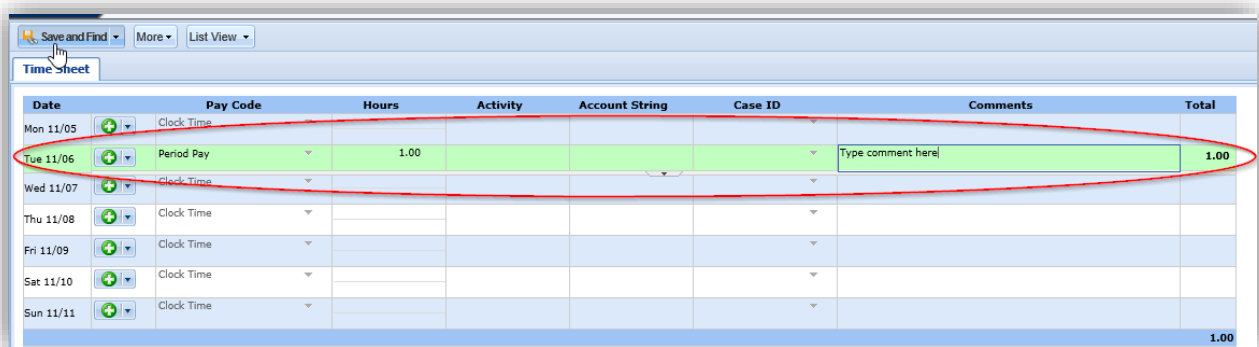
Follow the instructions below to add or edit period pay.

1. Choose the employee
2. Ensure you are in the correct Work Period and date.
 - a. Use the calendar icon or arrows under Work Period to navigate to the proper period.
3. Click into the proper date field/row to enter the Period Pay.
4. Choose Period Pay from the drop-down in the Pay Code column.



Date	Pay Code	Hours
Mon 11/05	Clock Time	
Tue 11/06	Period Pay	
Wed 11/07	Bereavement	
Thu 11/08	Bereavement Override	
Fri 11/09	HR Orientation	
Sat 11/10	Holiday	
Sun 11/11	Hourly	
	In Service	
	Jury Duty	
	Leave Of Absence	
	Meal Unpaid	
	Meal Unpaid (I/O)	
	Off Cycle Pay Amend Only	
	Off Cycle Pay Current	
	Period Pay	

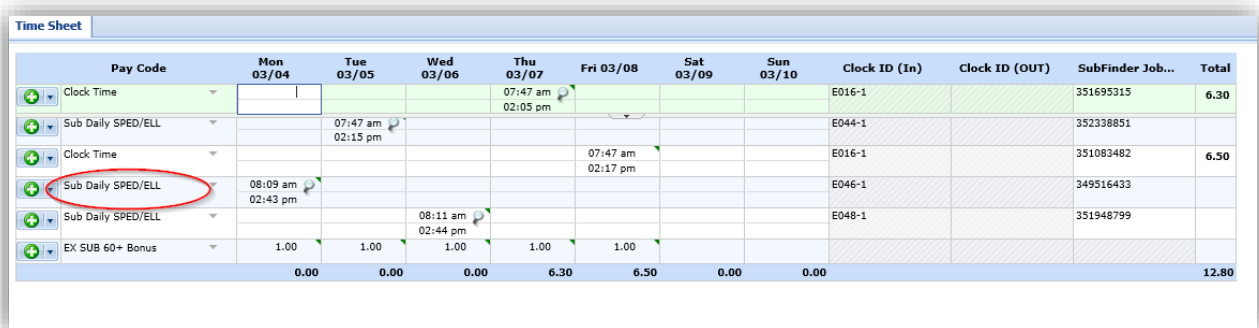
5. Enter the proper number of hours as explained above (1.00, 2.00 etc.)
6. Enter a comment if desired.
7. Click on Save and Find to complete the action.



Date	Pay Code	Hours	Activity	Account String	Case ID	Comments	Total
Mon 11/05	Clock Time						
Tue 11/06	Period Pay	1.00				Type comment here	1.00
Wed 11/07	Clock Time						
Thu 11/08	Clock Time						
Fri 11/09	Clock Time						
Sat 11/10	Clock Time						
Sun 11/11	Clock Time						
							1.00

Timesheet Management – Daily Sub Update SPED/ELL

This Pay code is used when an employee subs for a SPED or ELL classroom. The pay code will need to be updated to the Sub Daily SPED/ELL pay code. This update will allow the employee to be paid at the higher rate.

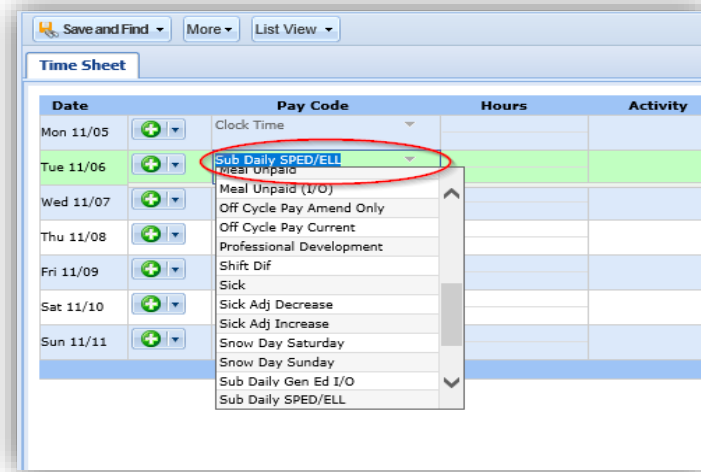


Pay Code	Mon 03/04	Tue 03/05	Wed 03/06	Thu 03/07	Fri 03/08	Sat 03/09	Sun 03/10	Clock ID (In)	Clock ID (OUT)	SubFinder Job...	Total
Clock Time				07:47 am 02:05 pm				E016-1		351695315	6.30
Sub Daily SPED/ELL		07:47 am 02:15 pm						E044-1		352338851	
Clock Time					07:47 am 02:17 pm			E016-1		351083482	6.50
Sub Daily SPED/ELL	08:09 am 02:43 pm							E046-1		349516433	
Sub Daily SPED/ELL			08:11 am 02:44 pm					E048-1		351948799	
EX SUB 60+ Bonus	1.00	1.00	1.00	1.00	1.00						
											12.80

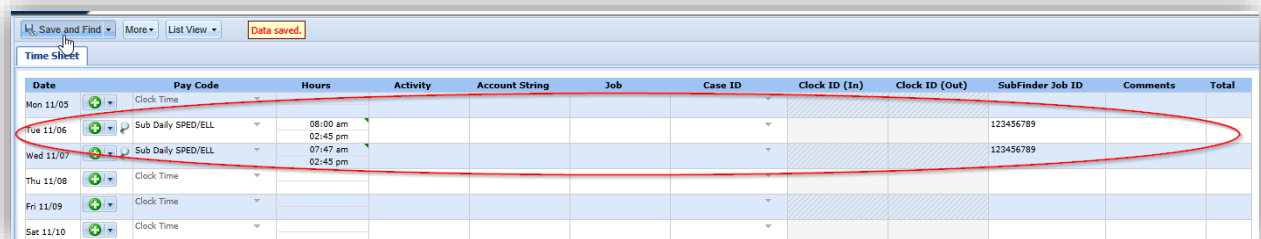
Follow the instructions below to add or edit Sub Daily SPED/ELL pay types. This update should be processed after the employee has completed their punch for the day.

1. Choose the employee.
2. Verify employee has a completed punch (in and out punch).
3. Ensure you are in the correct Work Period and date.
 - a. Use the calendar icon or arrows under Work Period to navigate to the proper period.
4. Click into the proper date field/row to edit or add punches.
5. Choose Sub Daily SPED/ELL from the drop-down in the Pay Code column.

Timekeeper User Guide

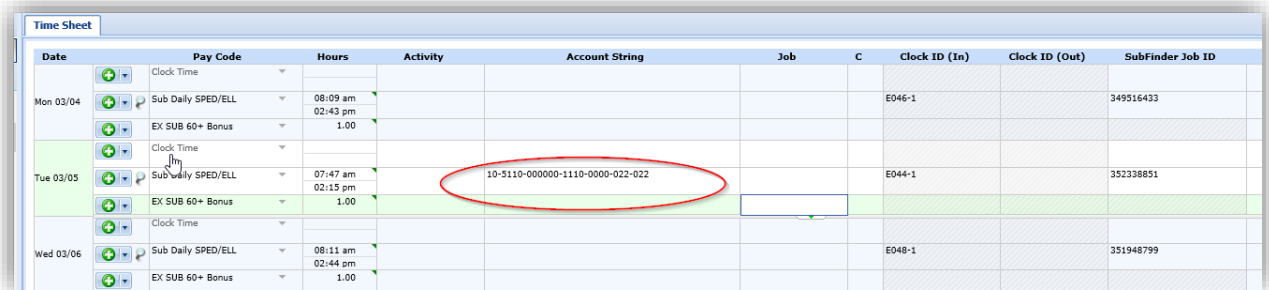


6. Enter or edit the desired punches.
7. If adding punches ensure that the 9-digit Sub Job ID is entered.
8. Enter a comment if desired.
9. Click on Save and Find to complete the action.



Timesheet Management – Updating Account String

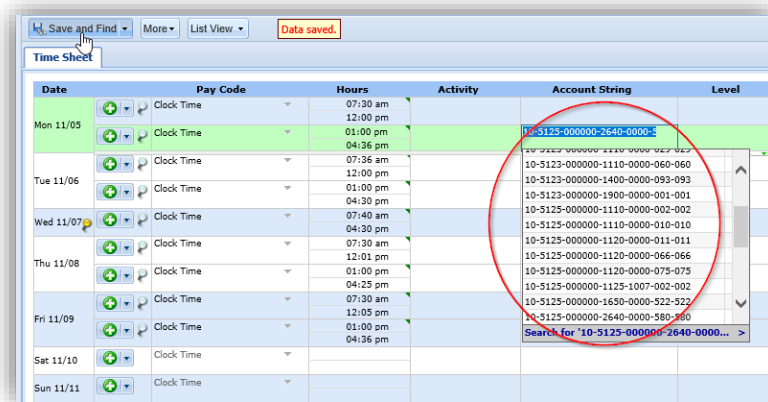
When an employee needs their time to be charged to another account string, you can override the account by typing in the new account string on the corresponding row.



Date	Pay Code	Hours	Activity	Account String	Job	C	Clock ID (In)	Clock ID (Out)	SubFinder Job ID
Mon 03/04	Clock Time								
	Sub Daily SPED/ELL	08:09 am 02:43 pm					E046-1		349516433
	EX SUB 60+ Bonus	1.00							
Tue 03/05	Clock Time								
	Sub Daily SPED/ELL	07:47 am 02:15 pm		10-5110-000000-1110-0000-022-022			E044-1		352338851
	EX SUB 60+ Bonus	1.00							
Wed 03/06	Clock Time								
	Sub Daily SPED/ELL	08:11 am 02:44 pm					E048-1		351948799
	EX SUB 60+ Bonus	1.00							

Follow the instructions below to add an Account String to a punch or time

1. Find the employee
2. Ensure you are in the correct Work Period and date.
 - a. Use the calendar icon or arrows under Work Period to navigate to the proper period.
3. Click into the field where the account string needs to be added.
4. Choose the account string to be added from the drop-down list.
5. Click on save and find to complete the action.

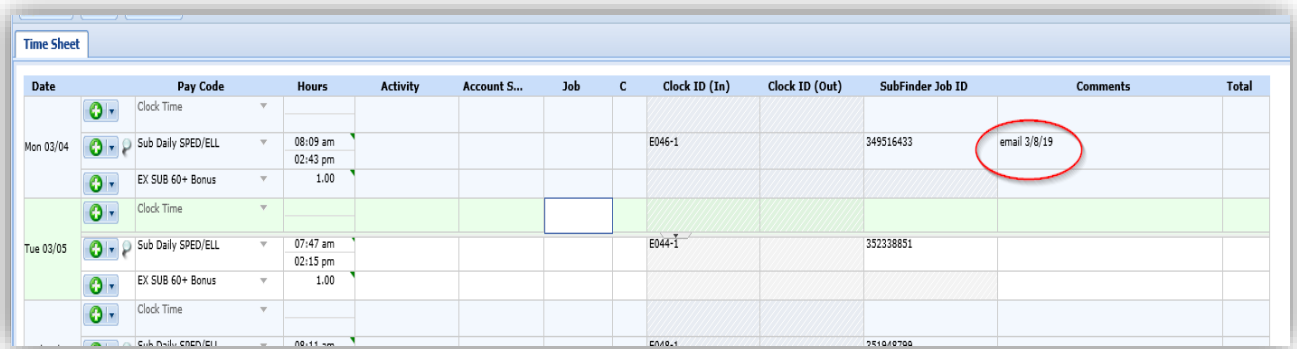


Date	Pay Code	Hours	Activity	Account String	Level
Mon 11/05	Clock Time	07:30 am 12:00 pm			
	Clock Time	01:00 pm 04:36 pm		10-5125-000000-2640-0000-...	
Tue 11/06	Clock Time	07:36 am 12:00 pm			
	Clock Time	01:00 pm 04:30 pm			
Wed 11/07	Clock Time	07:40 am 04:30 pm			
	Clock Time	07:30 am 12:01 pm			
Thu 11/08	Clock Time	01:00 pm 04:25 pm			
	Clock Time	07:30 am 12:05 pm			
Fri 11/09	Clock Time	01:00 pm 04:36 pm			
	Clock Time				
Sat 11/10	Clock Time				
Sun 11/11	Clock Time				

Timesheet Management – Add Comments

The comment field can be used to provide additional information regarding a change that is being made.

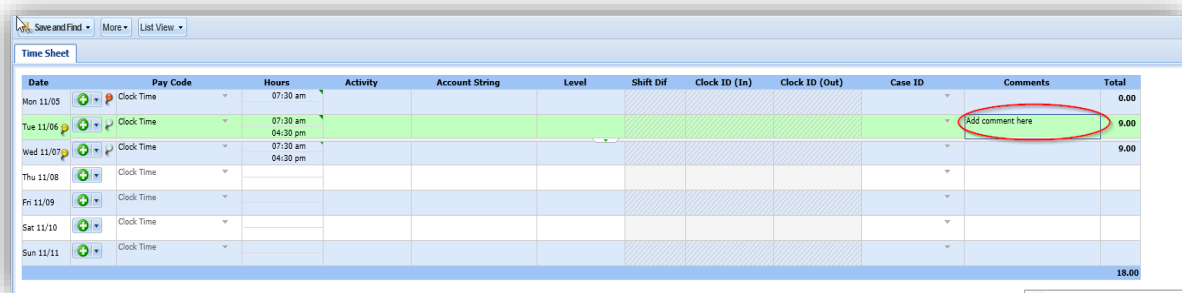
This field is informational only and not required.



Date	Pay Code	Hours	Activity	Account S...	Job	C	Clock ID (In)	Clock ID (Out)	SubFinder Job ID	Comments	Total
Mon 03/04	Clock Time										
Mon 03/04	Sub Daily SPED/ELL	08:09 am 02:43 pm					E046-1		349516433	email 3/8/19	
	EX SUB 60+ Bonus	1.00									
Tue 03/05	Clock Time										
Tue 03/05	Sub Daily SPED/ELL	07:47 am 02:15 pm					E044-1		352338851		
	EX SUB 60+ Bonus	1.00									

Follow the instructions below to add a comment to the timesheet.

1. Find the employee.
2. Ensure you are in the correct Work Period and date.
 - a. Use the calendar icon or arrows under Work Period to navigate to the proper period.
3. Click into the field where the comment needs to be added.
4. Type the comment into the comment field.
5. Click on save and find to complete the action.



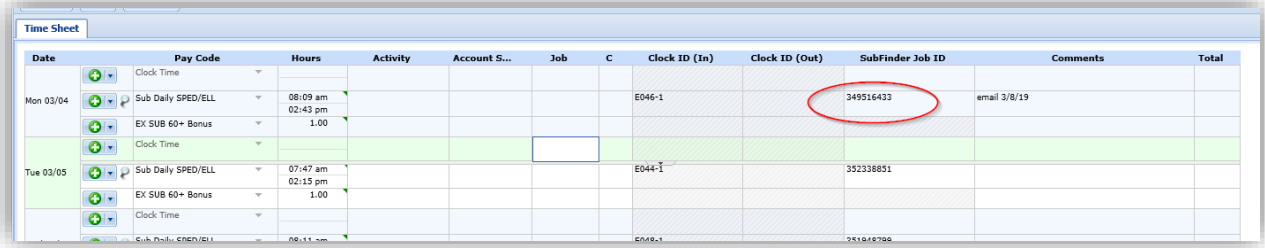
Date	Pay Code	Hours	Activity	Account String	Level	Shift Dif	Clock ID (In)	Clock ID (Out)	Case ID	Comments	Total
Mon 11/05	Clock Time	07:30 am									0.00
Tue 11/06	Clock Time	07:30 am 04:30 pm								Add comment here	9.00
Wed 11/07	Clock Time	07:30 am 04:30 pm									9.00
Thu 11/08	Clock Time										
Fri 11/09	Clock Time										
Sat 11/10	Clock Time										
Sun 11/11	Clock Time										18.00

Timesheet Management – Add Substitute Job ID

This field is only used by Substitutes so that their time can be charged to the appropriate department and/or school.

The field label is called the Substitute Job ID and this number should correspond to the 9 digit number the employee received from Absence Manager when accepting the position.

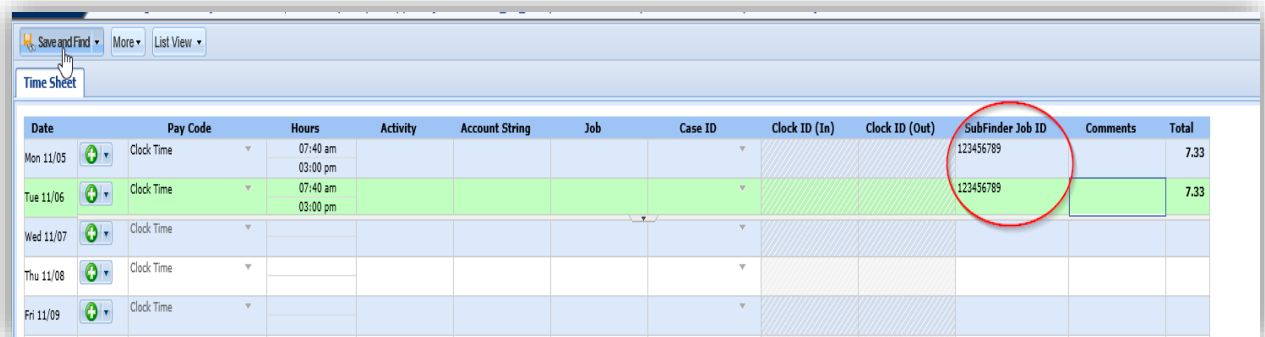
If an employee made an error keying in the number at the clock, the timekeeper can update the number here.



Date	Pay Code	Hours	Activity	Account S...	Job	C	Clock ID (In)	Clock ID (Out)	SubFinder Job ID	Comments	Total
Mon 03/04	Sub Daily SPED/ELL	08:09 am 02:43 pm 1.00					E046-1		349516433	email 3/8/19	
	EX SUB 60+ Bonus										
Tue 03/05	Sub Daily SPED/ELL	07:47 am 02:15 pm 1.00					E044-1		352338851		
	EX SUB 60+ Bonus										
	Sub Daily SPED/ELL	08:11 am					E048-1		351648788		

Follow the instructions below to add or edit the Substitute Job ID

1. Choose the employee
2. Ensure you are in the correct Work Period and date.
 - a. Use the calendar icon or arrows under Work Period to navigate to the proper period.
3. Click into the proper date field/row to edit.
4. Enter the Substitute Job ID (9 digit number) in the Substitute Job ID column.
6. Click on save and find to complete the action.

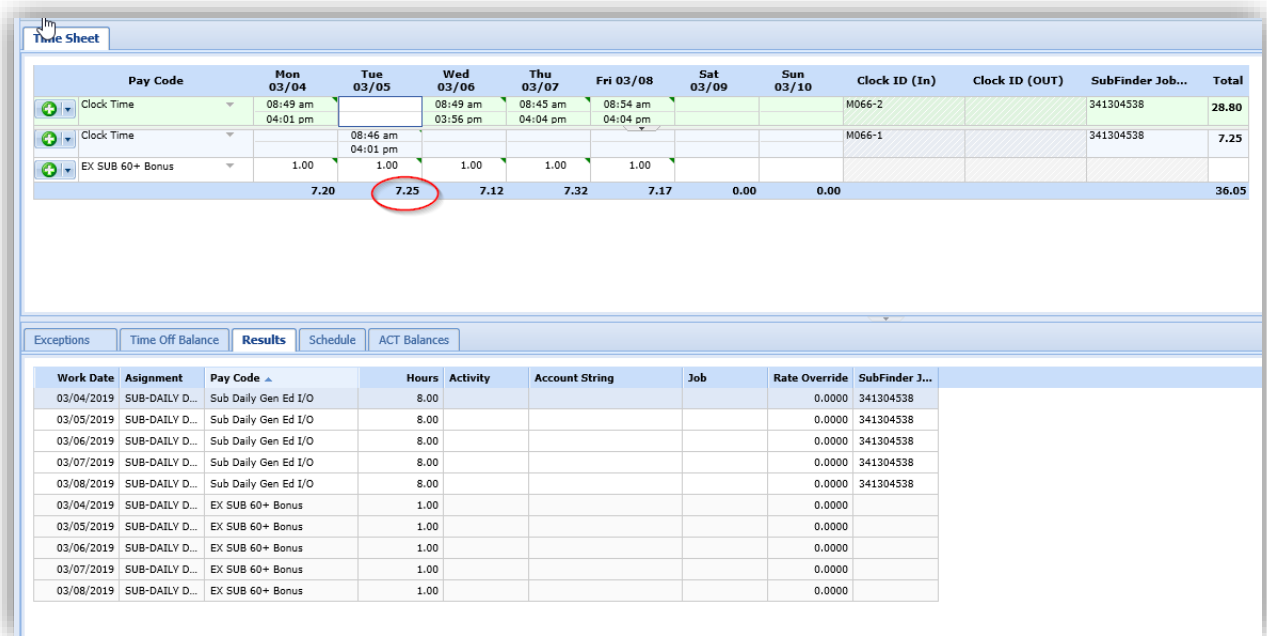


Date	Pay Code	Hours	Activity	Account String	Job	Case ID	Clock ID (In)	Clock ID (Out)	SubFinder Job ID	Comments	Total
Mon 11/05	Clock Time	07:40 am 03:00 pm							123456789		7.33
Tue 11/06	Clock Time	07:40 am 03:00 pm							123456789		7.33
Wed 11/07	Clock Time										
Thu 11/08	Clock Time										
Fri 11/09	Clock Time										

Timesheet Management – View Actual Punches

The top half of the Time Sheet page will show the actual punches and the amount of time for each punch.

The Total column on the right will show the total number of hours for each row as well as a grand total of all time punched.



Pay Code	Mon 03/04	Tue 03/05	Wed 03/06	Thu 03/07	Fri 03/08	Sat 03/09	Sun 03/10	Clock ID (In)	Clock ID (OUT)	SubFinder Job...	Total
Clock Time	08:49 am 04:01 pm		08:49 am 03:56 pm	08:45 am 04:04 pm	08:54 am 04:04 pm			M066-2		341304538	28.80
Clock Time		08:46 am 04:01 pm						M066-1		341304538	7.25
EX SUB 60+ Bonus	1.00	1.00	1.00	1.00	1.00						
	7.20	7.25	7.12	7.32	7.17	0.00	0.00				36.05

Work Date	Assignment	Pay Code	Hours	Activity	Account String	Job	Rate Override	SubFinder J...
03/04/2019	SUB-DAILY D...	Sub Daily Gen Ed I/O	8.00				0.0000	341304538
03/05/2019	SUB-DAILY D...	Sub Daily Gen Ed I/O	8.00				0.0000	341304538
03/06/2019	SUB-DAILY D...	Sub Daily Gen Ed I/O	8.00				0.0000	341304538
03/07/2019	SUB-DAILY D...	Sub Daily Gen Ed I/O	8.00				0.0000	341304538
03/08/2019	SUB-DAILY D...	Sub Daily Gen Ed I/O	8.00				0.0000	341304538
03/04/2019	SUB-DAILY D...	EX SUB 60+ Bonus	1.00				0.0000	
03/05/2019	SUB-DAILY D...	EX SUB 60+ Bonus	1.00				0.0000	
03/06/2019	SUB-DAILY D...	EX SUB 60+ Bonus	1.00				0.0000	
03/07/2019	SUB-DAILY D...	EX SUB 60+ Bonus	1.00				0.0000	
03/08/2019	SUB-DAILY D...	EX SUB 60+ Bonus	1.00				0.0000	

Follow the instructions below to view punches in a timesheet

1. Choose the employee.
2. Ensure you are in the correct Work Period and date.
 - a. Use the calendar icon or arrows under Work Period to navigate to the proper period
3. Review the punches.

Timesheet Management – View Rounded Time

The Results tab at the bottom of the page will display the actual hours (rounded hours) that the employee will be paid for each day and each pay code.

Time Sheet

Pay Code	Mon 03/04	Tue 03/05	Wed 03/06	Thu 03/07	Fri 03/08	Sat 03/09	Sun 03/10	Clock ID (In)	Clock ID (OUT)	SubFinder Job...	Total
Clock Time	08:49 am 04:01 pm		08:49 am 03:56 pm	08:45 am 04:04 pm	08:54 am 04:04 pm			M066-2		341304538	28.80
Clock Time		08:46 am 04:01 pm						M066-1		341304538	7.25
EX SUB 60+ Bonus	1.00	1.00	1.00	1.00	1.00						
	7.20	7.25	7.12	7.32	7.17	0.00	0.00				36.05

Exceptions
Time Off Balance
Results
Schedule
ACT Balances

Work Date	Assignment	Pay Code	Hours	Activity	Account String	Job	Rate Override	SubFinder J...
03/04/2019	SUB-DAILY D...	Sub Daily Gen Ed I/O	8.00				0.0000	341304538
03/05/2019	SUB-DAILY D...	Sub Daily Gen Ed I/O	8.00				0.0000	341304538
03/06/2019	SUB-DAILY D...	Sub Daily Gen Ed I/O	8.00				0.0000	341304538
03/07/2019	SUB-DAILY D...	Sub Daily Gen Ed I/O	8.00				0.0000	341304538
03/08/2019	SUB-DAILY D...	Sub Daily Gen Ed I/O	8.00				0.0000	341304538
03/04/2019	SUB-DAILY D...	EX SUB 60+ Bonus	1.00				0.0000	
03/05/2019	SUB-DAILY D...	EX SUB 60+ Bonus	1.00				0.0000	
03/06/2019	SUB-DAILY D...	EX SUB 60+ Bonus	1.00				0.0000	
03/07/2019	SUB-DAILY D...	EX SUB 60+ Bonus	1.00				0.0000	
03/08/2019	SUB-DAILY D...	EX SUB 60+ Bonus	1.00				0.0000	

Timekeeper User Guide

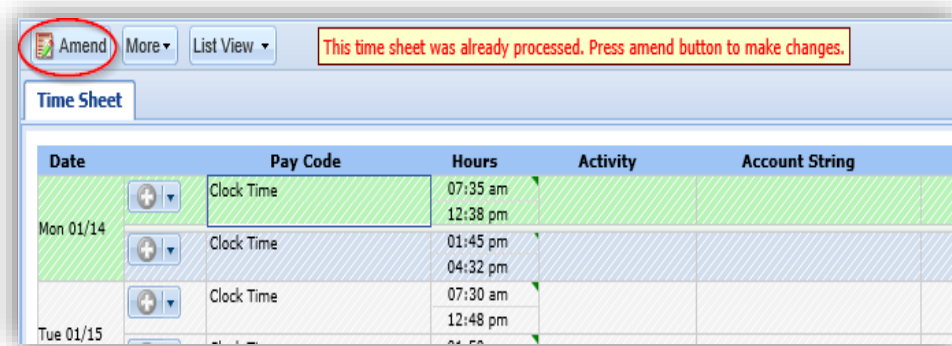
Timesheet Management – Adjustments after Period Close

Timekeepers and Managers can amend prior period closed time sheets. The amended time sheet will require approval by Administrators or Managers before it will be processed.

Timekeepers can amend time sheets for past pay periods for employees in assignment groups delegated to them.

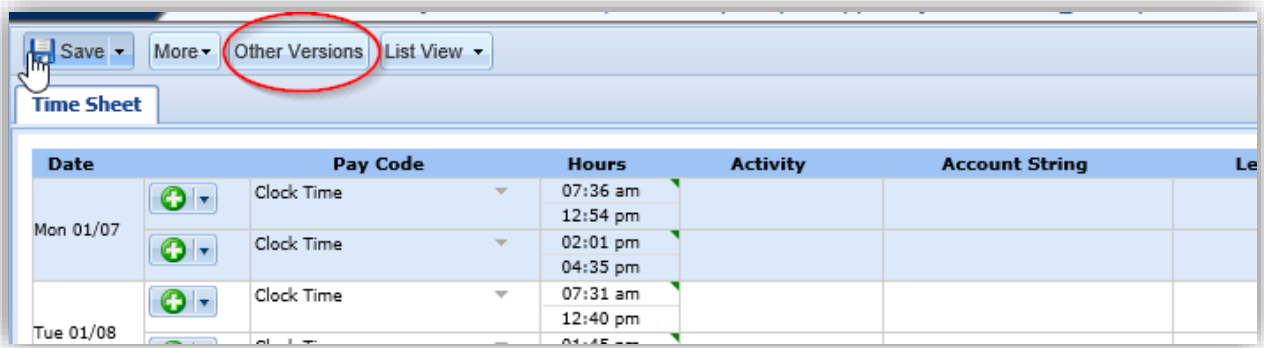
Follow the instructions below to amend a Timesheet

1. Choose the employee
2. Ensure you are in the correct Work Period and date.
 - a. Use the calendar icon or arrows under Work Period to navigate to the proper period
3. Click on the Amend button at the top left of the time sheet. This will open the time sheet and enable editing

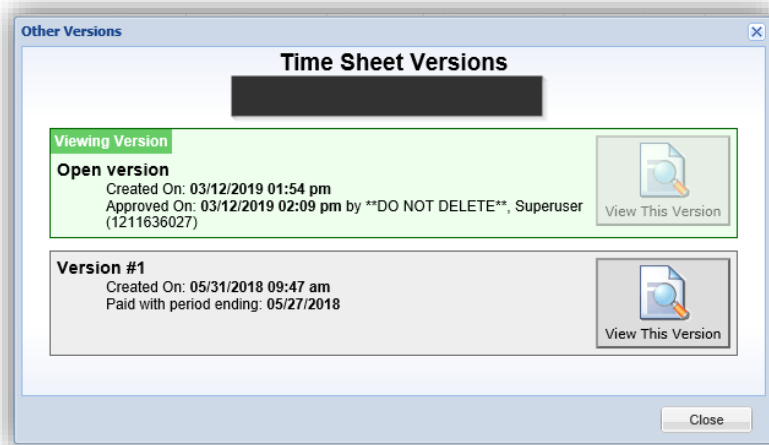


Timekeeper User Guide

4. Make the necessary edits and save the timesheet
5. Click on the Other Versions button



6. The Time Sheet Versions window will appear
7. Click View This Version to display the original version of the time sheet
8. Close the window to return to the time sheet

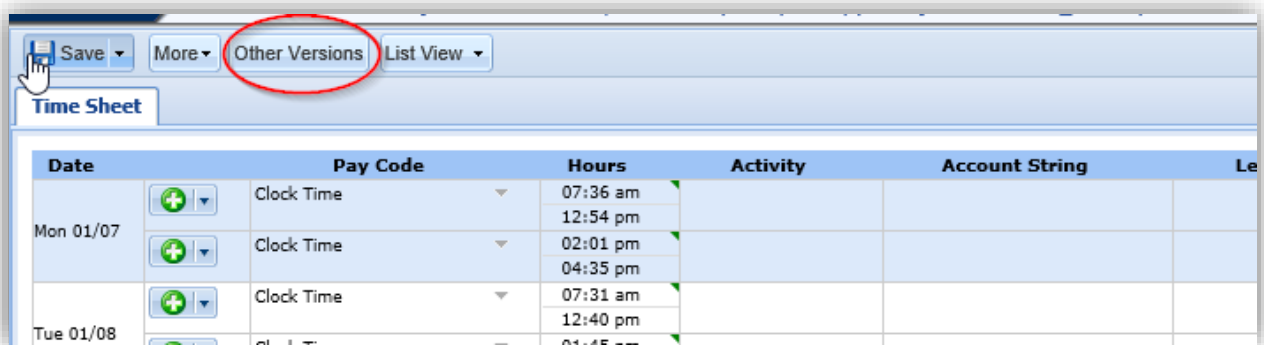


Timesheet Management – Viewing Amended Timesheets

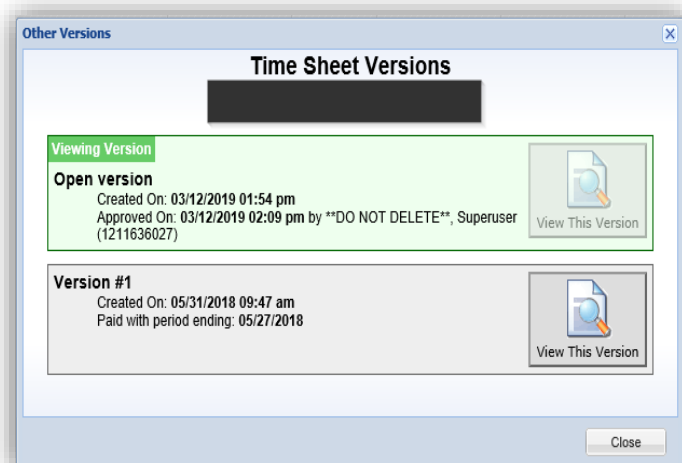
After a timesheet has been amended, various versions of the timesheet will be available to view.

Follow the instructions below to view an Amended Timesheet

1. Choose the employee
2. Ensure you are in the correct Work Period and date.
 - a. Use the calendar icon or arrows under Work Period to navigate to the proper period
3. Click on the Other Versions button.



4. The Time Sheet Versions window will appear
5. Click on the time sheet version you wish to view
 - a. There may be more than one amended version
6. Close the window to return to the time sheet

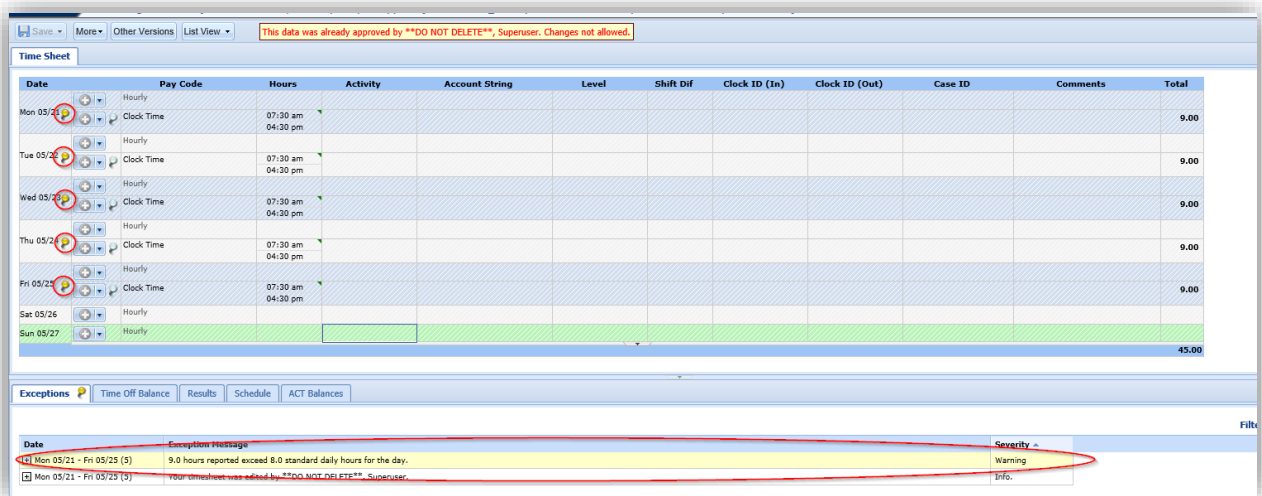


Timesheet Management - Exceptions

Exceptions warn you of an issue with the employee's time that must be cleared before continuing.

Exceptions will appear when saving timesheet, and may even prevent from saving the timesheet until the issue is resolved.

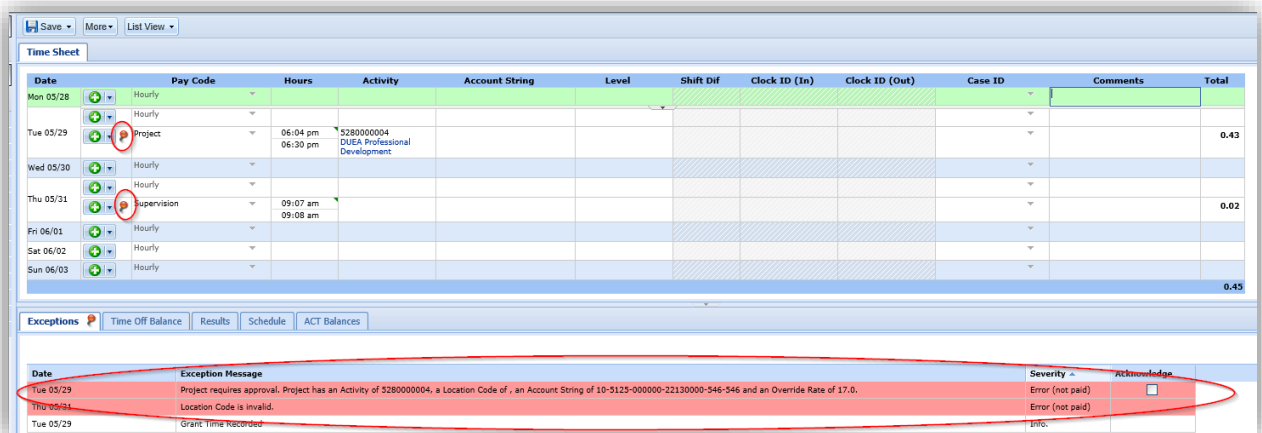
1. Warnings will show in yellow at the bottom of the screen and will have a yellow pin. These are informational, they should be reviewed and corrected if needed.



The screenshot shows the Time Sheet interface with a warning exception highlighted in yellow. The exception message is: "9.0 hours reported exceed 8.0 standard daily hours for the day." The severity is "Warning".

Date	Exception Message	Severity
Mon 05/21 - Fri 05/25 (5)	9.0 hours reported exceed 8.0 standard daily hours for the day.	Warning
Mon 05/21 - Fri 05/25 (5)	Your timesheet was saved by: **DO NOT DELETE**, Supervisor.	Info.

2. Errors will show in red. These will need to be corrected.



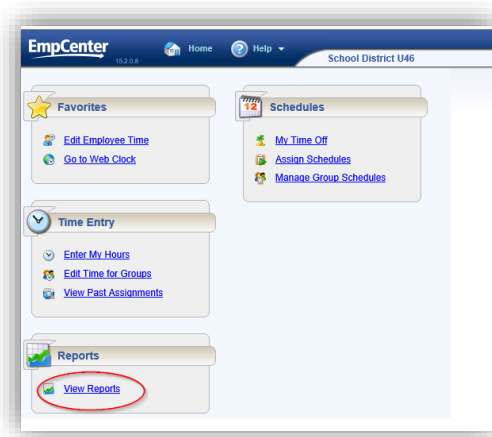
The screenshot shows the Time Sheet interface with error exceptions highlighted in red. The exception messages are: "Project requires approval. Project has an Activity of 3280000004, a Location Code of , an Account String of 10-3125-00000-2213000-546-546 and an Override Rate of 17.0." and "Location Code is invalid." The severity is "Error (not paid)".

Date	Exception Message	Severity	Acknowledge
Tue 05/23	Project requires approval. Project has an Activity of 3280000004, a Location Code of , an Account String of 10-3125-00000-2213000-546-546 and an Override Rate of 17.0.	Error (not paid)	<input type="checkbox"/>
Thu 05/04	Location Code is invalid.	Error (not paid)	
Tue 05/29	Grant time Recorded	Info.	

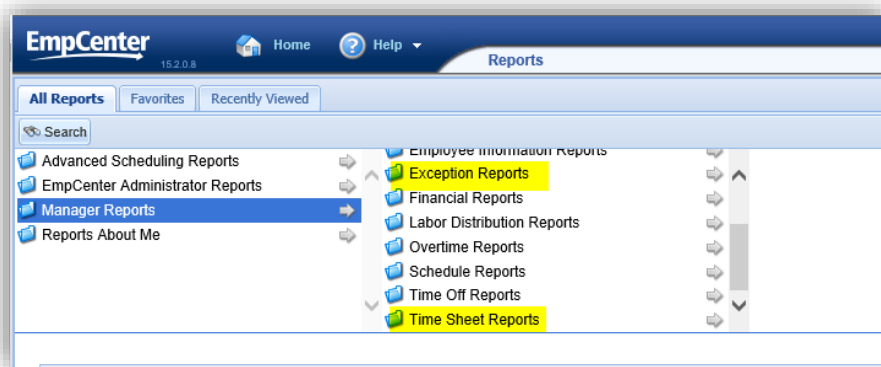
Timesheet Management – Reports

There are various reports that are available from the dashboard. Some useful reports are Exception Reports>Time Sheet Exceptions, Time Sheet Reports> Un-submitted Time Sheets

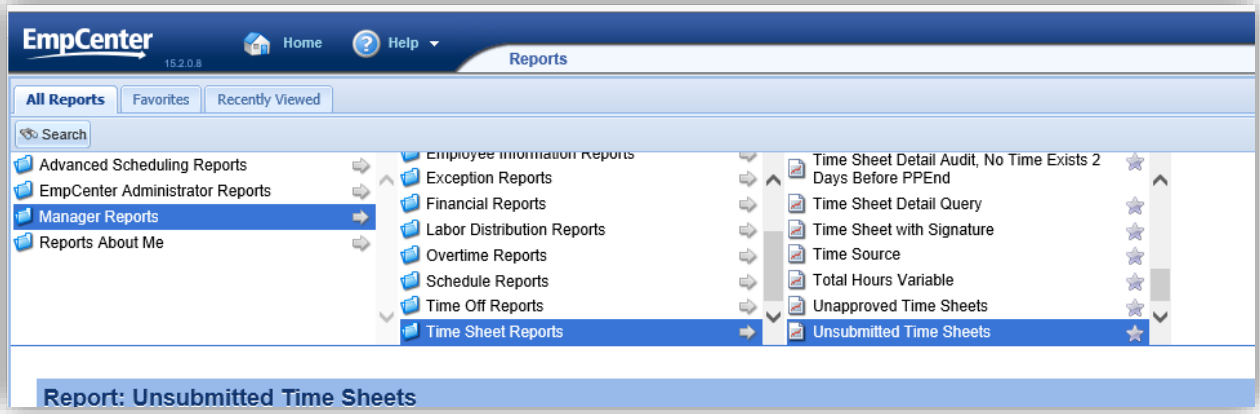
1. Choose View Reports from the dashboard under the Reports Title



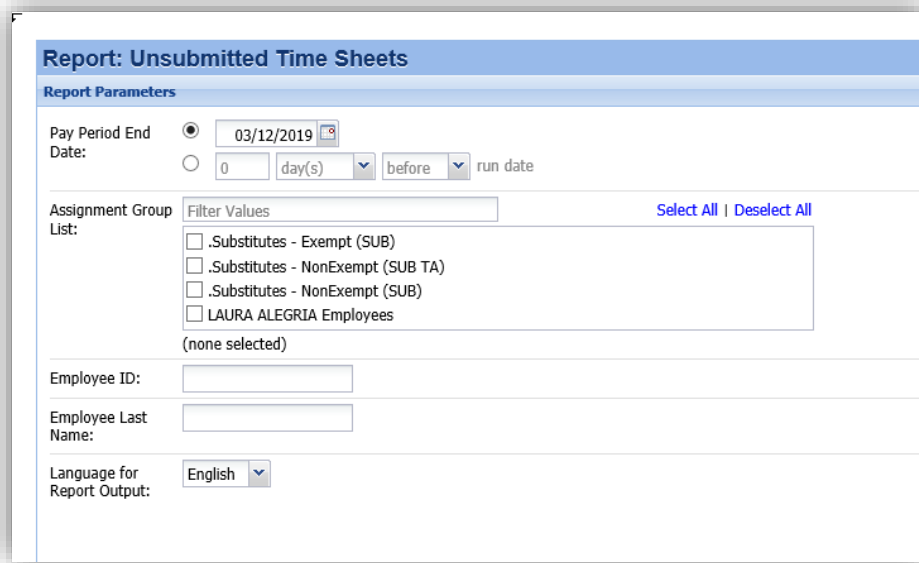
2. Click on Manager Reports
3. Click on the desired report type from the list



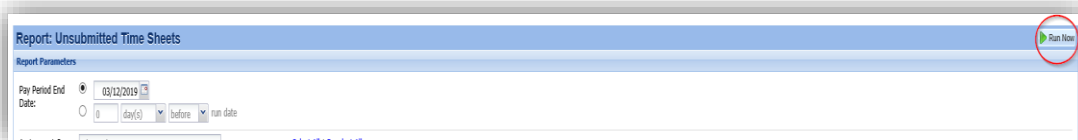
- Click on the desired report from the list of reports



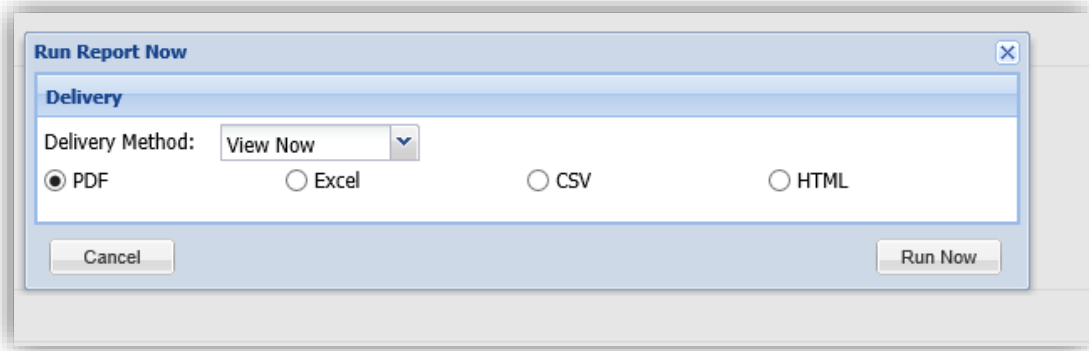
- Select the desired Parameters for each report



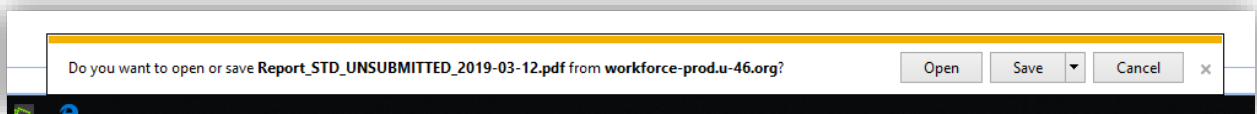
- Select Run Now



7. Select the delivery method for the report and choose Run Now



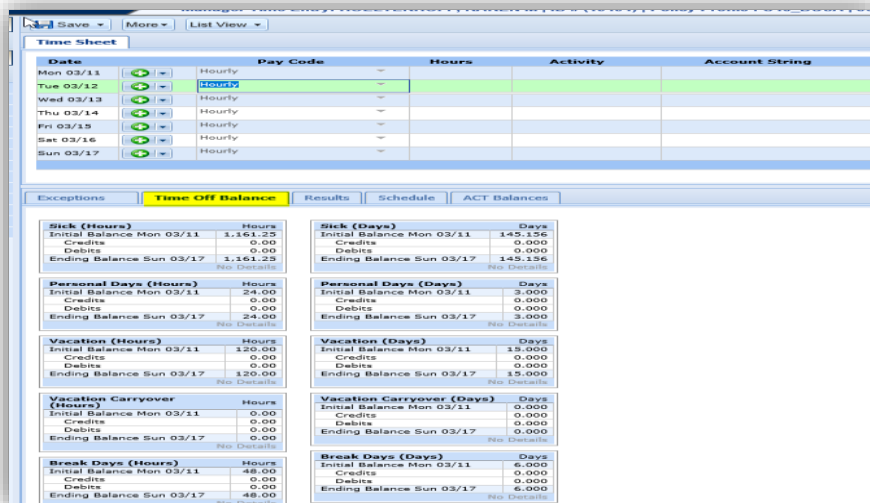
8. A pop-up window will appear at the bottom of your screen with your report once it completes.



Employee Time off Balances – Viewing

Follow the instructions below to view an employee’s time off balance.

1. Choose the employee
2. Ensure you are in the current Work Period and date.
 - a. Use the calendar icon or arrows under Work Period to navigate to the proper period.
3. Click on the Time off balance tab at the bottom of the time card
4. The time off balances will display.



Category	Unit	Initial Balance Mon 03/11	Credits	Debits	Ending Balance Sun 03/17
Sick (Hours)	Hours	1,161.25	0.00	0.00	1,161.25
Personal Days (Hours)	Hours	24.00	0.00	0.00	24.00
Vacation (Hours)	Hours	120.00	0.00	0.00	120.00
Vacation Carryover (Hours)	Hours	0.00	0.00	0.00	0.00
Break Days (Hours)	Hours	48.00	0.00	0.00	48.00
Sick (Days)	Days	145.156	0.000	0.000	145.156
Personal Days (Days)	Days	3.000	0.000	0.000	3.000
Vacation (Days)	Days	15.000	0.000	0.000	15.000
Vacation Carryover (Days)	Days	0.000	0.000	0.000	0.000
Break Days (Days)	Days	6.000	0.000	0.000	6.000