

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!

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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 <u>www.u-46.org</u> 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.

PAYROLL	WorkForce Time & Attendance
Home	
 Applications 	SOFTWARE
→ Munis Employee Self Service	SOFTWARE
→ Munis Expense	Click here to visit the WorkForce website where you can access:
Approvals (For Administrators)	Web Clock
→ WorkForce Time	 Hourly employees clock in and out to record time Time Entry, View & Approval
& Attendance	 Timesheet
	 Review your time or your employees' time worked Time Off Balances
Calendars	Review your time-off balances
Collective Bargaining	
greements	**WorkForce is currently only accessible from within the district.
Forms	Training and Documentation
Retirement	Click the links below to find more information on each topic.
Tax Information	Timekeeper Instructions
Tux mor madon	How to Log In

- 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.

School District	,
User ID	
12345	•••]
Password	
Log in	



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.

EmpCenter Content Home	Help School District U46
Favorites Favorites Contempose Time Contempose Clock	Schedules My Time Off Assign Schedules Manage Group Schedules
Time Entry Senter My Hours Edit Time for Groups View Past Assignments	
Reports	C₂



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.

mpCenter 6	Home 🌔	Help 🗸	School District U46	
Favorites		Schedule	S	
Edit Employee Time	*	🕺 My Time (
Go to Web Clock	*	Assign Sc Manage G	hedules Group Schedules	
Time Entry				
S Enter My Hours				
Edit Time for Groups Image: Second state state Image: Second state <tdi< td=""><td></td><td></td><td></td><td></td></tdi<>				
Reports				
View Reports				
<u>view reports</u>				

- 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.

EmpCenter 6 Home	Help - Manager Time Entr
Work Period	
Wednesday March 6, 2019 (Loading default period)	
Assignments	
Prev Next Tind Sort -	
Substitutes - Exempt (SUB) (710)	
Substitutes - NonExempt (SUB TA) (217)	
Substitutes - NonExempt (SUB) (239)	
AURA ALEGRIA Employees (51)	at the second se
BERENBERG, SETH (41350)	45
BERNARD, LUIS (44538)	
BIANCHI, DENISE (16410)	
BRAVI, JENNIFER (45501)	
CANALES, PRISCILLA (43639)	
CERONE, EILENE (41461)	
CHAGOLLA, RUBI (46077)	
COOPER, KRISTINE (41388)	
TCHR ELEM MUSIC OAKHILL ELEME	
TCHR ELEM MUSIC OAKHILL ELEME	
CRUZ, LAURA (24941)	
DODSON LEWIS, SHERRILL (44570)	



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.

EmpCenter 🏤 Home		🕐 Help 👻	Manager Time Er
Work Period	«		
Wednesday March 6, 2019 (Loading default period)			
Assignments			
Prev Next Tind Sort -			
Substitutes - Exempt (SUB) (710)			
Substitutes - NonExempt (SUB TA) (217)			
Substitutes - NonExempt (SUB) (239)			
AURA ALEGRIA Employees (51)			
BERENBERG, SETH (41350)			14
BERNARD, LUIS (44538)			
BIANCHI, DENISE (16410)			
BRAVI, JENNIFER (45501)			
CANALES, PRISCILLA (43639)			
CERONE, EILENE (41461)			
CHAGOLLA, RUBI (46077)			
COOPER, KRISTINE (41388)			
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TCHR ELEM MUSIC OAKHILL ELEME			
CRUZ, LAURA (24941)			
DODSON LEWIS, SHERRILL (44570)			

🕸 Find Employees	×
Search Criteria	Ξ
Employee Number:	
Assignment Description:	
Last Name:	
First name:	
Hire Date:	
✓ Exclude inactive employees	
	Search Cancel
Search Results	+



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.

Time Sheet											
Date	Pay Code	Hours	Activity	Account String	Level	Shift Dif	Clock ID (In)	Clock ID (Out)	Case ID	Comments	Tota
	O Clock Time	07:30 am							*		4
Mon 11/05		12:00 pm									
NOI 11/03	O Plock Time								Υ.		(
		04:36 pm									
	🔞 🗸 🕗 Clock Time 🔻								Ψ.	Add comment here	4
		12:00 pm									
	Circle Clock Time	12:00 pm									

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.
- 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.

me Sheet	7				
Date		Pay Code		Hours	Activit
	0.	Clock Time	-	07:30 am 12:00 pm	
Mon 11/05		Clock Time	× .		>
	-le Cut		▶ =	07:36 am	
Tue 11/06 😏	Copy	,	•	12:00 pm	
~				01:00 pm 04:30 pm	
	- 🛅 Past	3		07:40 am	•
Wed 11/07	🕋 Dupli	icate Row		04:30 pm	
Thu 11/08	O Dele	te Row			
Fri 11/09	🚖 Crea	te New Favorite From	n Row		
Sat 11/10	Char	ige Work Date	▶		



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 Tim	e v								
Period Pay	у –		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.

Time Sheet			
Time Snee			
Date		Pay Code	Hours
Mon 11/05	••	Clock Time 🔻	
Tue 11/06	0.	Period Pay Bereavement	\mathbf{P}
Wed 11/07	••	Bereavement Override HR Orientation	^
Thu 11/08		Holiday Hourly	
Fri 11/09		In Service Jury Duty	
Sat 11/10	C -	Leave Of Absence	
Sun 11/11	••	Meal Unpaid Meal Unpaid (I/O)	
		Off Cycle Pay Amend Only	
		Off Cycle Pay Current	\sim



- 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.

ime shee	t								
Date		Pay Code		Hours	Activity	Account String	Case ID	Comments	Total
10n 11/05	• •	Clock Time					The second secon		
ue 11/06		Period Pay	-	1.00			*	Type comment here	1.0
Ved 11/07	0.	Clock Time	-			· · · ·	*		
hu 11/08		Clock Time	~				~		
ri 11/09		Clock Time					•		
at 11/10	😯 🗸	Clock Time	~				Ŧ		
iun 11/11	()	Clock Time	-				*		

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	Tota
0.	Clock Time	Ŧ				07:47 am 2 02:05 pm				E016-1		351695315	6.30
0 •	Sub Daily SPED/ELL	Ŧ		07:47 am 🔑 02:15 pm						E044-1		352338851	
(-	Clock Time	~					07:47 am 02:17 pm			E016-1		351083482	6.50
0 🤇	Sub Daily SPED/ELL	>	08:09 am 2 02:43 pm							E046-1		349516433	
() •]	Sub Daily SPED/ELL	Ψ.			08:11 am 🔎 02:44 pm					E048-1		351948799	
(•	EX SUB 60+ Bonus	*	1.00	1.00	1.00	1.00	1.00						
			0.00	0.00	0.00	6.30	6.50	0.00	0.00)			12.8

Follow the instructions below to add or edit Sub Daily SPED/ELL pay types. This update should be processed <u>after</u> 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.



Time Sheet					
Date		Pay Code		Hours	Activity
Mon 11/05	🚱 🗸	Clock Time 👻			
Tue 11/06		Sub Daily SPED/ELL			
Wed 11/07	6.	Meal Unpaid (1/O) Off Cycle Pay Amend Only	^		
Thu 11/08	6.	Off Cycle Pay Current Professional Development			_
Fri 11/09	6.	Shift Dif Sick	_		_
Sat 11/10	G -	Sick Adj Decrease			_
Sun 11/11	6.	Sick Adj Increase Snow Day Saturday	-		
		Snow Day Sunday			
		Sub Daily Gen Ed I/O	\sim		
		Sub Daily SPED/ELL			

- 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.

Time Shee			Data										
Time snee													
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	*					Ť					
Tue 11/06	0-2	Sub Daily SPED/ELL	*	08:00 am							123456789		
Wed 11/07	0.0	Sub Daily SPED/ELL	*	02:45 pm 07:47 am 02:45 pm				~			123456789		
hu 11/08	•	Clock Time	~										
ri 11/09	0.	Clock Time	*					*					
at 11/10	0-	Clock Time	v					v					



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	С	Clock ID (In)	Clock ID (Out)	SubFinder Job ID
		Clock Time	Ψ.								
1on 03/04		Sub Daily SPED/ELL	Ŧ	08:09 am					E046-1		349516433
	••••			02:43 pm							
	()	EX SUB 60+ Bonus	Ψ.	1.00							
	😯 🕞	Clock Time	Ŧ								
ue 03/05		Sub aily SPED/ELL	~	07:47 am		10-5110-000000-1110-0000-022-022			E044-1		352338851
	•••			02:15 pm							
	•	EX SUB 60+ Bonus	Ŧ	1.00							
	C -	Clock Time	Ŧ								
Ned 03/06		Sub Daily SPED/ELL	~	08:11 am					E048-1		351948799
				02:44 pm							

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.

Time Sheet							
Date		Pay Code		Hours	Activity	Account String	Level
	6-0	Clock Time	.	07:30 am			
Mon 11/05				12:00 pm			
MOI 11/05	0-2	Clock Time	V	01:00 pm		10-5125-000000-2640-0000-5	
				04:36 pm		10 5125 000000 1110 0000 025 023	
	0-2	Clock Time		07:36 am		10-5123-000000-1110-0000-060-060	\
Tue 11/06				12:00 pm		10-5123-000000-1400-0000-093-093	\ ^
100 11,00	0	Clock Time		01:00 pm		10-5123-000000-1900-0000-001-001	
				04:30 pm		10-5125-000000-1110-0000-002-002	
Wed 11/07 🖯		Clock Time		07:40 am		10-5125-000000-1110-0000-010-010	
				04:30 pm		10-5125-000000-1120-0000-010-010	
	0 - 2	Clock Time	T	07:30 am			
Thu 11/08				12:01 pm		10-5125-000000-1120-0000-066-066	
	0 - 2	Clock Time	Ψ	01:00 pm		10-5125-000000-1120-0000-075-075	
				04:25 pm	\	10-5125-000000-1125-1007-002-002	
	0-2	Clock Time	× .	07:30 am	\ \	10-5125-000000-1650-0000-522-522	~
Fri 11/09				12:05 pm		2-5125-000000-2640-0000-580-980	
	0-2	Clock Time		01:00 pm		Search for '10-5125-000000-2640-0	000 >
				04:36 pm			
Sat 11/10	C -	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	С	Clock ID (In)	Clock ID (Out)	SubFinder Job ID	Comments	Total
	0	Clock Time	Ŧ										
Mon 03/04	GI- S	Sub Daily SPED/ELL	Ŧ	08:09 am					E046-1		349516433 ema	il 3/8/19	
				02:43 pm									
	0.	EX SUB 60+ Bonus	Ŧ	1.00									
	0.	Clock Time	Ŧ										
Tue 03/05) Sub Daily SPED/ELL	Ŧ	07:47 am				_	E044-1		352338851		
Tue 03/05		,,,		02:15 pm									
	0.	EX SUB 60+ Bonus	Ŧ	1.00									
	0.	Clock Time	Ŧ										

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.

e Sheet												
Date	Pay Code		Hours	Activity	Account String	Level	Shift Dif	Clock ID (In)	Clock ID (Out)	Case ID	Comments	Total
in 11/05	😋 🗣 Clock Time	*	07:30 am							*		0.00
ue 11/06 👂	Clock Time	*	07:30 am 04:30 pm							× (Add comment here	9.00
Ved 11/07	Clock Time	*	07:30 am 04:30 pm							¥		9.00
Thu 11/08	Clock Time	~								Ŧ		
ri 11/09	Clock Time	*								Ψ.		
Sat 11/10	Clock Time	Ŧ								Ŧ		
5un 11/11	Clock Time	×								Ψ		

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	С	Clock ID (In)	Clock ID (Out)	SubFinder Job ID	Comments	Total
	Clock 1	lime	Ŧ										
ton 03/04	👩 🚽 🔎 Sub Da	aily SPED/ELL	~	08:09 am					E046-1		349516433	email 3/8/19	
				02:43 pm									
	C - EX SUE	3 60+ Bonus	Ŧ	1.00									
	Clock 1	lime	Ŧ										
ue 03/05	😗 🗸 👂 Sub Da	ily SPED/ELL	Ŧ	07:47 am				_	E044-1		352338851		
ue 03/05		iny of co/ccc		02:15 pm									
	C . EX SUE	3 60+ Bonus	~	1.00									
	Clock 1	lime	Ŧ										
	Sub D	de chen/eu	-	09-11 300					E049-1		251040700		

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.

K Save and F	ind • Mo	ore • List View •											
Time Sheet	٦												
Time Sheet											\frown		
Date		Pay Code		Hours	Activity	Account String	Job	Case ID	Clock ID (In)	Clock ID (Out)	SubFinder Job ID	Comments	Total
Mon 11/05	0.	Clock Time		07:40 am				Ψ.			123456789		7.33
1011 22/00	<u> </u>			03:00 pm							8		
Tue 11/06	6.	Clock Time	Ψ	07:40 am				Ψ.			123456789		7.33
100 11/00				03:00 pm									
Wed 11/07	0.	Clock Time	Ψ					*					
Thu 11/08	0.	Clock Time	Ŧ					Ŧ					
Fri 11/09	0.	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.

Oline EX SUB 60+ Bonus 1.00 1.00 1.00 1.00 36 7.20 7.25 7.12 7.32 7.17 0.00 0.00 36
Olevel Time Olevel 48 am Mode-1 241304538 7. Or EX SUB 60+ Bonus 1.00 1.00 1.00 1.00 1.00 36 7.20 7.25 7.12 7.32 7.17 0.00 0.00 36
EX SUB 60+ Bonus 1.00 1.00 1.00 1.00 1.00 36 7.20 7.25 7.12 7.32 7.17 0.00 36
7.20 7.25 7.12 7.32 7.17 0.00 0.00 36
xceptions Time Off Balance Schedule ACT Balances
Work Date Asignment Pay Code A Hours Activity Account String Job Rate Override SubFinder J
03/04/2019 SUB-DATLY D Sub Daily Gen Ed I/O 8.00 0.0000 341304538
03/04/2019 SUB-DAILY D Sub Daily Gen Ed I/O 8.00 0.0000 341304538
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
03/04/2019 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
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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 03/06/2019 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
02/04/2019 SUB-DAILY D Sub Daily Gen Ed I/O 8.00 9.00 9.11304538 02/05/2019 SUB-DAILY D Sub Daily Gen Ed I/O 8.00 6.00 341304538 02/05/2019 SUB-DAILY D Sub Daily Gen Ed I/O 8.00 6.00 341304538 03/07/2019 SUB-DAILY D Sub Daily Gen Ed I/O 8.00 6.000 341304538 03/07/2019 SUB-DAILY D Sub Daily Gen Ed I/O 8.00 6.0000 341304538 03/07/2019 SUB-DAILY D Sub Daily Gen Ed I/O 8.00 6.0000 341304538 03/06/2019 SUB-DAILY D Sub Daily Gen Ed I/O 8.00 6.0000 341304538 03/04/2019 SUB-DAILY D SUB Daily Gen Ed I/O 8.00 6.0000 341304538
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03/04/2019 SUB-DAILY D Sub Daily Gen Ed I/O 8.00 0.0000 341304538

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.

	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	Tot
Clock Ti	me	 08:49 am 		08:49 am	08:45 am	08:54 am			M066-2		341304538	28.8
Clock Ti	me	04:01 pm	08:46 am	03:56 pm	04:04 pm	04:04 pm			M066-1		341304538	7.3
			04:01 pm								011001000	/
🚱 🖵 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
ceptions	Time Off Balar	ice Results Scheo	dule ACT Bala	nces								
xceptions		\bigcirc			Account 6	tring	lab	Pata Quarrida	SubEnder 1			
Work Date	Asignment	Pay Code 🔺	Hou	rs Activity	Account S	tring	Job		SubFinder J			
Work Date 03/04/2019	Asignment SUB-DAILY D	Pay Code A Sub Daily Gen Ed I/O	Hou 8.	ns Activity	Account S	tring	Јор	0.0000	341304538			
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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

Time Sheet				
Date	Pay Code	Hours	Activity	Account String
	*****	07:35 am	///////////////////////////////////////	
Ð		12:38 pm		
Mon 01/14	Clock Time	/// 01:45 pm //		
		04:32 pm		
•	Clock Time	07:30 am		
		12:48 pm		



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

Save 🔹						
Date	Pa	y Code	Hours	Activity	Account String	Le
	Clock Time	*	07:36 am			
Mon 01/07			12:54 pm			
Mon 01/07	Clock Time	*	02:01 pm			
			04:35 pm			
	Clock Time	Ψ.	07:31 am			
			12:40 pm			
Tue 01/08			01.45			

- 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

Time Sheet Versions	
Viewing Version Open version Created On: 03/12/2019 01:54 pm Approved On: 03/12/2019 02:09 pm by **DO NOT DELETE**, Superuser (1211636027)	View This Version
Version #1 Created On: 05/31/2018 09:47 am Paid with period ending: 05/27/2018	View This Version
	Close



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.

Save - Time Sheet		Other Versions List V	⁄iew ▼				
Date		Pay Code		Hours	Activity	Account String	L
		Clock Time	.	07:36 am			
				12:54 pm			
Mon 01/07		Clock Time	+	02:01 pm			
				04:35 pm			
	•	Clock Time	-	07:31 am			
				12:40 pm			
Tue 01/08	(A			01.45			

- 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.

	Pay Code	Hours	Activity	Account String	Level	Shift Dif	Clock ID (In)	Clock ID (Out)	Case ID	Comments	Total
	Hourly										
05/212 0	Clock Time	07:30 am									9.00
	Hourly	04:30 pm									
05/220	Clock Time	07:30 am									9.00
00-	Clock time	04:30 pm									9.00
	Hourly										
1 05/282 0 -	Clock Time	07:30 am									9.00
	Hourly	04:30 pm									
05/2	Clock Time	07:30 am									
001	P clock time	04:30 pm									9.00
	Hourly										
05/25 2 3 -	2 Clock Time	07:30 am 04:30 pm									9.00
05/26	Hourly	04:30 pm									
05/27	Hourly										
03/2/						<u>, xq</u>					45.00
											45.00
ceptions 👂 T	ime Off Balance Results	Schedule ACT Bala	inces								

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

ved 05/29 (ved 05/30 (hu 05/31 (iri 06/01 (iat 06/02 (Pay Code I m Hourly Project I m Hourly Mourly Hourly Hourly Hourly	2	06-20	Activity 5280000004 DUEA Professional Development	Account String	Level	Shift Dif	Clock ID (In)	Clock ID (Out)	Case ID	Comments	Total
ved 05/29 (ved 05/30 (hu 05/31 (iri 06/01 (iat 06/02 (Image: Normal Science Hourly Image: Normal Science Hourly	* * *	06:30 pm	DUEA Professional						*		0.4
ved 05/29 (ved 05/30 (hu 05/31 (ri 06/01 (sat 06/02 (Project Hourly Hourly Hourly upervision	* * *	06:30 pm	DUEA Professional						*		0.4
Ved 05/30 (hu 05/31 (iri 06/01 (iat 06/02 (Hourly Hourly Upervision	T.	06:30 pm	DUEA Professional								0.4
rhu 05/31	Hourly	-								Ψ		
'hu 05/31	O pupervision											
ri 06/01		Ŧ								Ψ		
iat 06/02	Hourly		03:00 am							–		0.0
		*								.		
iun 06/03	O Hourly	Ψ.								*		
	Hourly	~								-		
												0
Exceptions 👂	P Time Off Balance Re	sults Scheo	dule ACT Bala	inces								
Date		on Message								Severity		
Date Tue 05/29			al. Project has an .	Activity of 5280000004,	a Location Code of , an Account S	tring of 10-5125-0000	00-22130000-546-54	46 and an Override Rate	of 17.0.	Severity Error (no		•
5/31	Location	Code is invalid	L.							Error (no	ot paid)	_



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





4. Click on the desired report from the list of reports

	PHelp - Reports	
All Reports Favorites Recently Viewed	CIIIpiuyee Iniumiduum Reputs - Time Sheet Detail Audit No	
 Advanced Scheduling Reports EmpCenter Administrator Reports Manager Reports Reports About Me 	 Enception Reports Exception Reports Financial Reports Financial Reports Covertime Reports Overtime Reports Schedule Reports Time Sheet Reports Time Sheet Reports Image Sheet Reports Unsubmitted Time Sheets 	Time Exists 2
Report: Unsubmitted Time	Sheets	

5. Select the desired Parameters for each report

Report Parameters		
Pay Period End Date:	● 03/12/2019 □ ○ 0 day(s) ▼ before ▼ run date	
Assignment Group List:	Filter Values Select All Deselect All Substitutes - Exempt (SUB) .Substitutes - NonExempt (SUB TA) Substitutes - NonExempt (SUB) LAURA ALEGRIA Employees (none selected) (none selected)	
Employee ID:		
Employee Last Name:		
Language for Report Output:	English 👻	

6. Select Run Now

Report: Un	submitted Time Sheets	Run Now
Report Paramete	5	\bigcirc
Pay Period End Date:	● (33/12/2019)■ ○ (3 day(s) × before × nun date	
	the second s	



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

Delivery				
Delivery Method: ● PDF	View Now C Excel	⊖ csv		
Cancel			Run	Now

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

						_	l
⊢	Do you want to open or save Report_STD_UNSUBMITTED_2019-03-12.pdf from workforce-prod.u-46.org?	Open	Save	▼ Car	icel	×	ł
-							1

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.

Save -	More -	List View +				
Time Sheet	È É					
Date		Pav	Code	Hours	Activity	Account String
Non 03/11	0	Hourly	+			
Tue 03/12	0-	Hourty				
Wed 03/13	0-	Hourly	~			
		Hourty				
rhu 03/14	(📀 (🗸)					
ni 03/15		Hourly	Ψ.			
Sat 03/16		Hourly	÷			
Sun 03/17	0	Hourly	Ψ			
xceptions		e Off Balance	Results Sche	dule ACT Bal	and the second sec	
		e on balance	resource acre	idure Act ban	inces .	
Sick (Hou Initial Balar		Hours /11 1,161.25	Sick (Days) Initial Balance	Mar 03/11	Days 5.136	
Credits	TOP MON 03.	0.00	Cradits		0.000	
Debits		0.00	Debits		0.000	
Ending Bala	ance Sun 03		Ending Balance		3,156	
		No Details	_	No D	etalls	
Personal I	Days (Hou	rs) Hours	Personal Day	s (Days)	Days	
Initial Balar	nce Mon 03.		Initial Balance		3.000	
Credits		0.00	Credits		0.000	
Debits		0.00	Debits		0.000	
Ending Bali	ince Sun O	No Details	Ending Balance		s.coco attailu	
Vacation (Hours)	Hours	Vacation (Da	ve)	Days	
Initial Balar	nce Mon 03.		Initial Balance		5.000	
Credits		0.00	Credits		0.000	
Debits		0.00	Debits		0.000	
Ending Bala	ance Sun 03	No Details	Ending Balance		s.coo	
		PUD LOUCAITA				
Vacation ((Hours)	Carryover	Hours	Vacation Carr Initial Balance	yover (Days)	Days	
Initial Balar	nce Mon 03		Credits		0.000	
Credits		0.00	Debits		0.000	
Debits		0.00	Ending Balance		0.000	
Ending Bal	ance Sun 03	No Details		No D	ortun (Inc.	
			Break Days (Days	
Break Day		Hours /11 48.00	Initial Balance		5.000	
Credits	new mon 03,	0.00	Credits		0.000	
		0.00	Debits Ending Balance		0.000	
Debits					5.000	