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Introduction

What is My Time (aka Kronos Workforce Central)?

My Time is a purchased software product used by the University of Wisconsin to record employees' work and leave time.

Who Uses My Time?

- Student employee paid hourly
- Classified employees

How can I access My Time?

https://mytime.wisc.edu/wfc/logon

Note the URL is now secure and starts with https instead of http. If you have this URL saved in your favorites, please change the favorite to be the correct URL. These are the system requirements:

Browser			Operating System			Java Plug-in
Vendor	Product	Version	Vendor	Product	Version	Version V5=1.5.x V6=1.6.x
Microsoft	Internet Explorer (IE)	6.x and 7	Microsoft	Windows XP	SP2	V5.0 (1.5.0_07 or higher within the 1.5.0 Family) ***
Microsoft	Internet Explorer (IE)	6.x	Microsoft	Windows 2000 Professional (IE 6.0 only)	SP3	V5.0 (1.5.0_07 or higher within the 1.5.0 Family) ***
Microsoft	Internet Explorer (IE)	6.x and 7	Microsoft	Vista	SP2	V5.0 (1.5.0_07 or higher within the 1.5.0 Family) ***
Mozilla	Firefox	1.0.7**	Mozilla	Windows XP	SP2	V5.0 (1.5.0_07 or higher within the 1.5.0 Family) ***
Apple	Safari	2.0.3	Apple	Macintosh OS X 10.4		
***If browser has JRE 1.6 running, Kronos will need to open a second window in which JRE 1.5.0.x can be run. This does not seem to always work.						
You may need to close browser and start again.						

How to use My Time Training.

It is recommended that the first time you take the training course you start at the beginning and follow it through to the end, skipping over those sections not applicable to your recording needs. If your time recording needs change at a later date, you can return to the course and pick up those sections by selecting them from the navigation bar.

My Time training is also accessible from within the My Time System under My Links. You can access it at any time while in the application to review all or parts of it.

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Terminology

Account
Characteristics describing an appt-job. An account is comprised of 5 elements: appointment major department, supervisor, appointment ID, costing and Person ID.

Accruals
Currently not used.

Appointment-Job (appt-job)
Position held by an employee for which time is being recorded. The appt-job is the third component of a My Time account.

Appointment ID
Unique number assigned to every appt-job within the University of Wisconsin system.

Badge Number
Unique ID used with the time clock. Two types of badge number exist:

- Appt-job badge number (aka appointment ID) that uniquely identifies the appt-job to which time is to be charged:
- Person badge number that uniquely identifies the employee. Generally the person badge number is the individual's campus ID.

Costing
Labor level used to further define hours worked.

Genies
Queries that display employee on a defined selected criteria.

Historical Amount
Timecard entry made against a pay period that has been processed for payment (prior pay).

Primary Account
Default account to which time is charged when no other account is specified.

Labor Account
See Account.

Launch Button
Allows you to navigate from one part of My Time to another.

My Time
Purchased software product used by the University of Wisconsin to record employee's work and leave time.

Pay Code
Code used to indicate type of hours to be paid. Example-regular, overtime, differential.

Pay Period
Time span defining the period of time covered by an employee's pay disbursement. For students and classified, this will be a 2 week period.

Pay Rule
Collection of basic rules that determines how a person is paid. A few examples are a) how and appt-job's time will be paid (regular, overtime etc) b) what dates the pay period should fall in.

Punch
Entry of a begin or end time for a shift.

Shift
Time span between an IN and an OUT punch.

Quickfind
Allows you to search for one or more persons based on a name or person ID.

Transfer
Account to which a shift is charged.

User Name
Unique ID used to log on to My Time. Contact your supervisor if you have questions regarding this number.

Work Rule
Determines how appt-job is paid. E.g. regular, overtime, differential.

Workspace
Primary work area within the My Time system.

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Password Change

General rules for selecting a password:

- Passwords are case sensitive (upper and lower case)
- Passwords must be a minimum of five characters-letters and/or numbers
- Do not use special characters, i.e. &, $, #, *, @.
- Passwords should be easy to remember, but hard for someone to guess

To change initial password:

Your initial password is set up as your last name, all in lower case. If your last name is less than 5 characters, the word pass is added to the end of your name. For example, if you last name is Lee, you initial password would be leepass.

The first time you log on from the Logon screen (or if you requested to have your password reset), you are required to change your password. The screen below appears.

1. Type your initial password in the **Old Password** field.
2. Type your new password in the **New Password** field.
3. Retype your new password a second time in the **Verify Password** field.
4. Click the **Change Password Now** button to set your password.

You may change your password at any time. To do so, select Change password from the Navigation bar and then follow steps 1-4 above. To cancel your password change, click **Cancel**.

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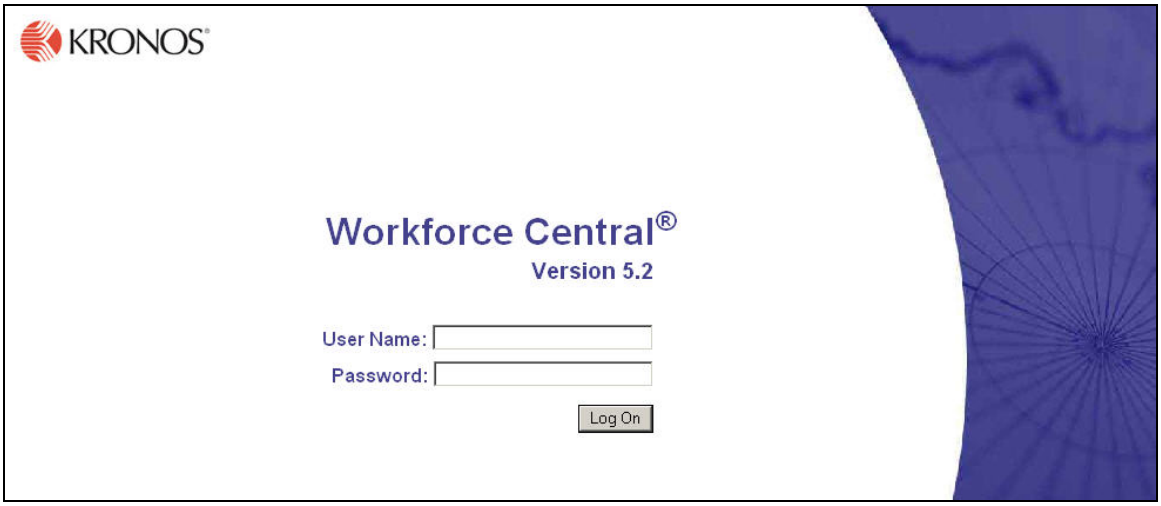
Logging On/Off

Log On:

1. Open your browser and proceed to either the My Time logon screen at https://mytime.wisc.edu/wfc/logon. The screen prompting for your user name and password appears.



If you see this message running under the **Log On** button, wait until it disappears before continuing. If prompted to install the java plug in, follow the directions that appear.

2. Enter your My Time user name in the **User Name** field. Contact your supervisor if you are unsure about your user name.
3. Enter your My Time password in the **Password** field. Refer to Password Change section for initial password change information.
4. Click **Log On** or press the enter key.

Note: If you enter an incorrect user name or password the following screens may appear. If this screen appears, carefully re-enter your **User Name** and **Password**. Click **Log On**. Remember, passwords are case sensitive.

If this screen appears, contact your supervisor to enable your log on. Your password will be reset to your initial password.

Log Off:

1. Click **Log Off** from the navigation bar on the left side of the screen. You must use the **Log Off** button to successfully exit My Time. The Logon screen appears indicating you have successfully logged off.

DO NOT use the “x” in the upper right hand corner of the browser window, or File, Close from the browser navigation bar.

Re-Logon after session timeout:

After a certain period of inactivity, the following screen appears. Re-enter your password and click **Log On** or press enter to continue your session (Click **Log Off** if you wish to end your session). This screen may continue to pop up until you re-enter your password. If you don’t re-enter your password within a certain timeframe, your session will be terminated.

After successfully re-logging on, this screen will display.

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Screen Overview

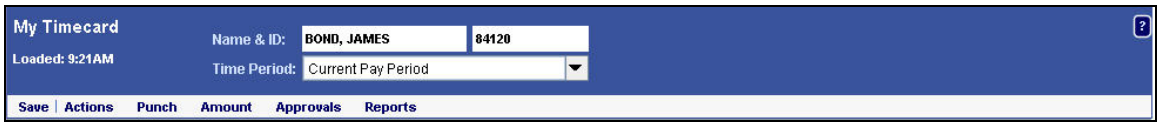
The timecard is divided in to three distinct parts.

A. Navigation Bar (Nav Bar):

The **Nav Bar** is used to access various features of the My Time system. The options available to you depend on your security access. You will find this training material accessible under **My Links**.

B. Browser Toolbar & Menu:

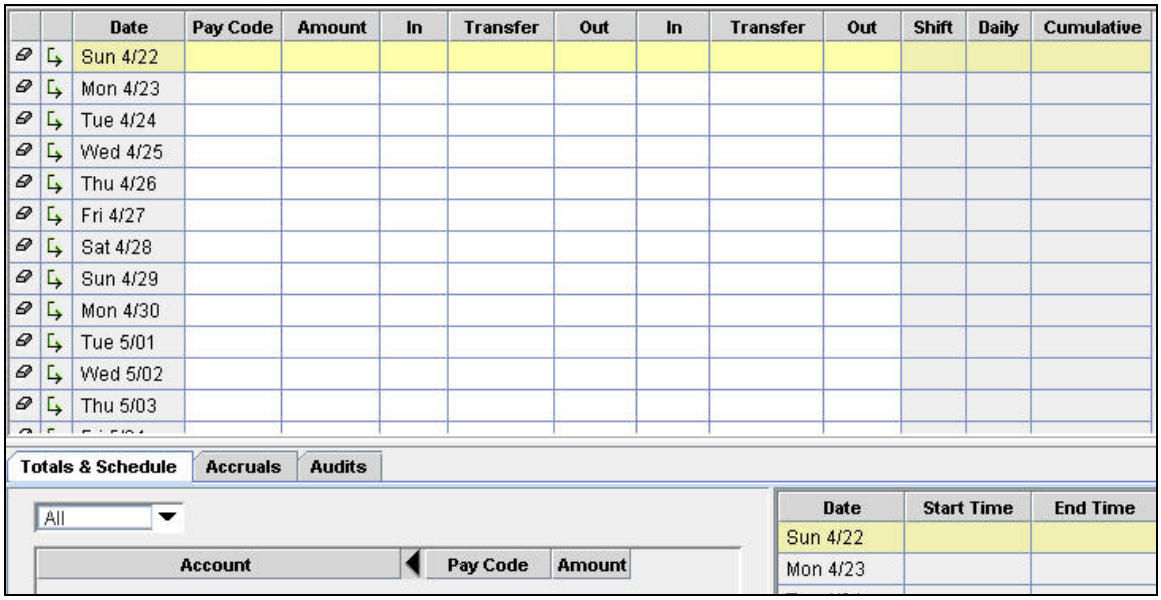
The **Browser Toolbar & Menu** contains the person's name, ID number and the ability to select a time period for display.
The menu options available to you depend on your security access.



C. Workspace:

Workspace is the primary work area and will vary depending on the navigation option selected.

This example displays the timecard workspace.



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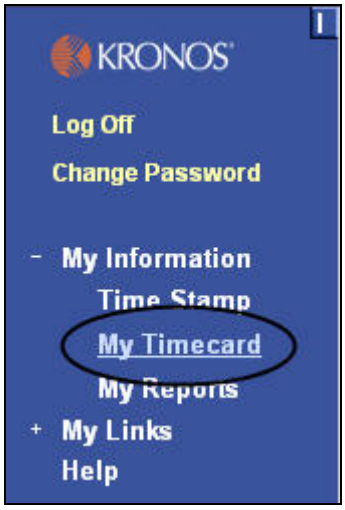
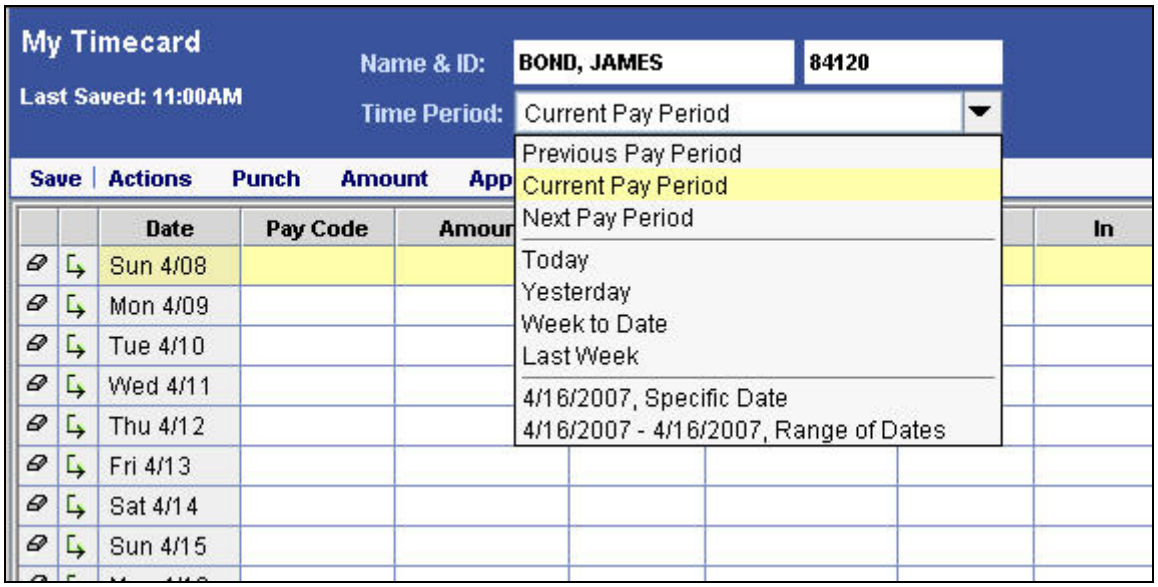
Timecard Viewing

If the timecard is not currently displayed in the Workspace, click My Timecard on the Nav bar.



The timecard opens to the Current Pay Period. This screen shows 4/08 as the first day of the current pay period. Click the drop-down arrow to access other time periods.



The following outlines the specific areas of the timecard. Some of these may not be applicable to you depending on your appt-job.

IMPORTANT: To view up-to-date information, click **Refresh** which is found under **Actions**.

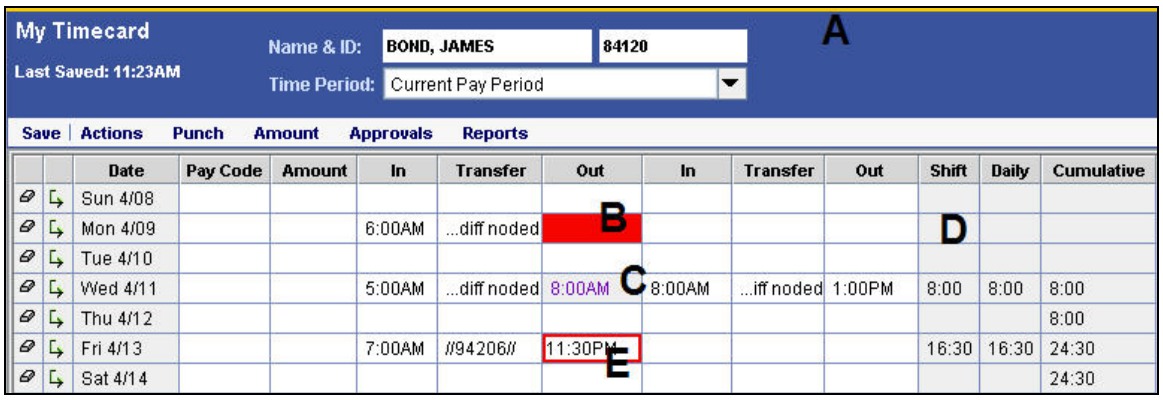
Timecard Grid

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
		Sun 4/08											
		Mon 4/09											
		Tue 4/10											
		Wed 4/11											
		Thu 4/12											
		Fri 4/13											
		Sat 4/14											
		Sun 4/15											
		Mon 4/16											
		Tue 4/17											

Grid Details:

Date	Days within the time period.
Pay Code	Indicate type of hours. Only non-work hours (sick leave, vacation, holiday, etc).
Amount	Time in hours and minutes to which the pay code is applied.
In	Start time for a shift.
Transfer	Appt-job characteristics to which the shift is charged.
Out	End time for a shift.
Shift	Total work time for a shift.
Daily	Total work time for a day.
Cumulative	Total time (worked and non-worked) up to this point in the pay period.

My Time uses visual indicators to alert you to certain situations on your timecard.



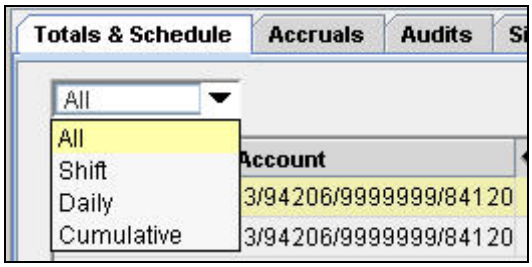
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
		Sun 4/08											
		Mon 4/09			6:00AM	...diff noded							
		Tue 4/10											
		Wed 4/11			5:00AM	...diff noded	8:00AM	8:00AM	...iff noded	1:00PM	8:00	8:00	8:00
		Thu 4/12											8:00
		Fri 4/13			7:00AM	//94206//	11:30PM				16:30	16:30	24:30
		Sat 4/14											24:30

A. **Yellow Bar** at the top indicates changes made have not been saved.
B. **Red Cell** indicates a missing punch.

C. **Purple Entry in out Column** indicates a “phantom” punch was recorded. This occurs when someone goes directly from one appt-job to another without a break in time.
D. **Gray Cell** indicated this cell cannot be edited.
E. **Cell outlined in Red** indicates an exception such as a shift that’s over 12 hours or a canceled meal deduct.

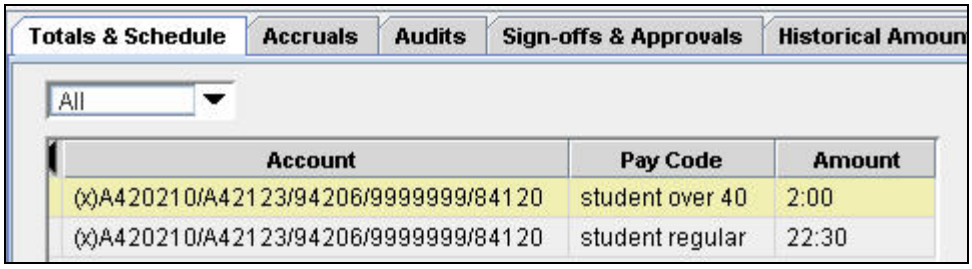
Other Timecard Information

Totals and Schedules Tab-displays total time on timecard by appt-job and pay code. You can select the totals you wish to view from the drop-down menu.



All	Displays all time in the timecard.
Shift	Displays total time for the shift highlighted in the timecard.
Daily	Displays total time for the day highlighted in the timecard.
Cumulative	Displays time from the start of the pay period to the highlighted day.

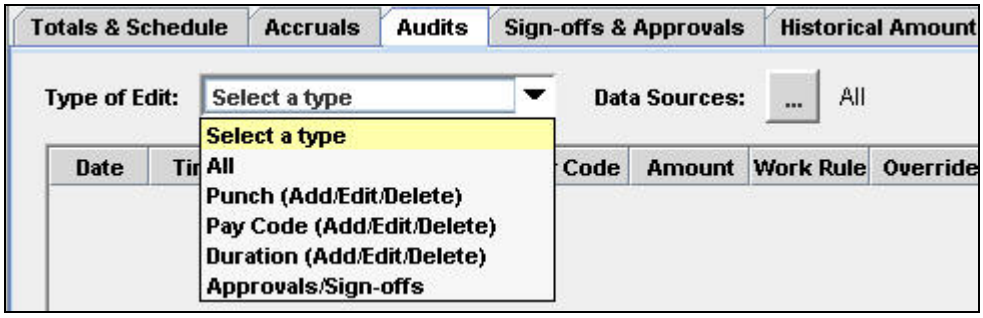
When you make a selection from the dropdown, the following screen appears.



Account	Appt-job characteristics.
Pay Code	Type of hours; all pay codes for which time has been. charged are displayed.
Amount	Time charged to the pay code.

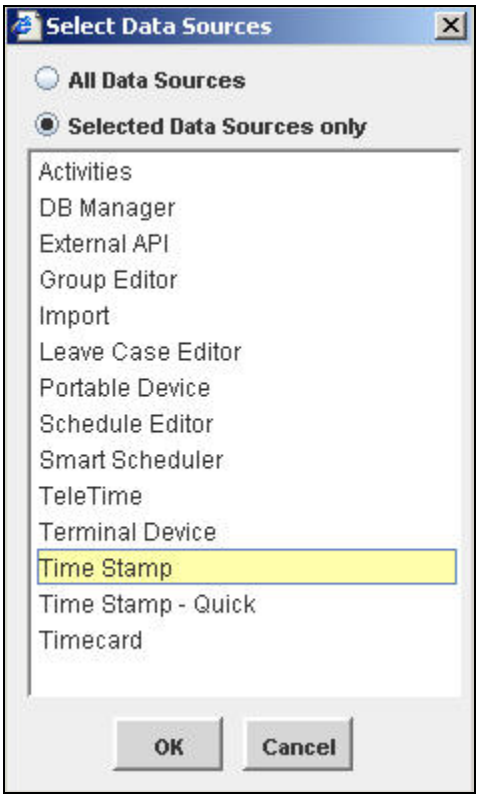
Accruals Tab-Accruals are not currently used.

Audits Tab-Displays transactions (punches, edits, approvals, etc.) made on the timecard. Select the type of edit you'd like to view from the drop-down menu (**Type of Edit**).

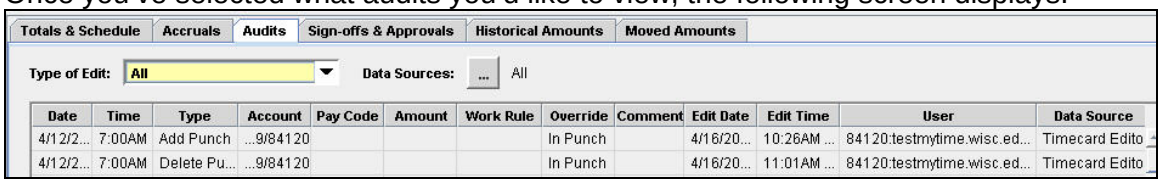


All	All transactions.
Punch	Displays all punches that were added, edited or deleted.
Pay Code	Displays all pay codes that were added, edited or deleted.
Duration	Not used.
Approvals/Sign Off	Displays all approvals and sign offs.

If you'd like to see a specific type of audit, you can narrow your search by selecting a **Data Source**. Click the ... box next to **Data Sources**. A box will open with two selections, **All Data Sources** or **Selected Data Sources only**. Clicking on **All Data Sources** will show you how any data in the timecard was entered. If you want to see the punches that came in from just the timestamp mode of entry, you would click the **Selected Data Sources** only radio button and highlight **Time Stamp**. The audit trail will reflect only those punches that populated the timecard from the timestamp mode of entry.



Once you've selected what audits you'd like to view, the following screen displays.



Date	Original transaction date.
Time	Original transaction time.
Account	Appt-job characteristics attached to this transaction.
Pay Code	Type of hours.
Amount	Number of hours charged to the pay code.
Work Rule	Work rule assigned to the appointment.
Override	Data overrode (in punch, out punch, new shift, etc.).
Comment	Not used.
Edit Date	Transaction date.
Edit Time	Transaction time.
User	Person recording the transaction (My Time user name).
Data Source	Transaction source (screen used and IP address of desktop or time clock).

Historical Amount tab appears when a prior pay was made to a timecard.

Totals & Schedule | Accruals | Audits | Sign-offs & Approvals | Historical Amounts | Moved Amounts

Effective Date	Historical Date	Type of Edit	From Account	To Account	From Pay Code	To Pay Code	Amount	Comments
4/21/2007	4/01/2007	Historical Pay Code Edit		A420210/A42123/94206/9999999/84120		student regular	3:00 (paid)	

Effective Date	Date the historical transaction is to be paid (defaults to the last day of the current pay period).
Apply Date	Date the time was actually worked.
Type of Edit	Type of transaction (ex-historical).
From Account	Appt-job from which time is removed.
To Account	Appt-job to which time is added.
From Pay Code	Type of pay from which time is removed.
To Pay Code	Type of pay to which time is added.
Amount	Time in hours and minutes. **Note:** If (paid) is listed next to the hours, these hours will not be included in the totals for that pay period.
Comments	Not used.

Moved Amounts tab appears when hours associated with a pay code are transferred to another pay code or appt-job.

Totals & Schedule | Accruals | Audits | Sign-offs & Approvals | Historical Amounts | Moved Amounts

Effective Date	From Account	To Account	From Pay Code	To Pay Code	Amount	Comments
4/15/2007	A420210/A42123/94206/9999999/84120	A420210/A42123/94206/9999999/84120	student regular	student over 40	2:00	

Effective Date	The date the modification was applied.
From Account	The account from which the amount was moved.
To Account	The account to which the amount was moved.
From Pay Code	The original pay code from which the amount was removed.
To Pay Code	The pay code to which the amount was moved to.
Amount	Time in hours and minutes. **Note:** If **(paid)** is listed next to the hours, these hours will not be included in the totals for that pay period.
Comments	Not used.

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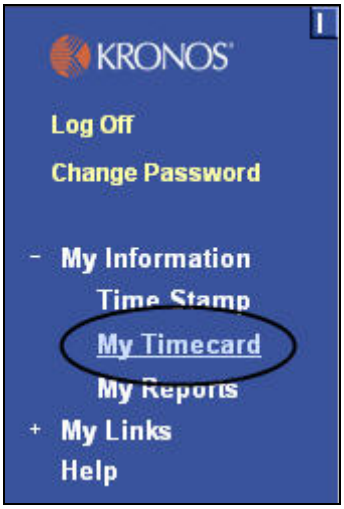
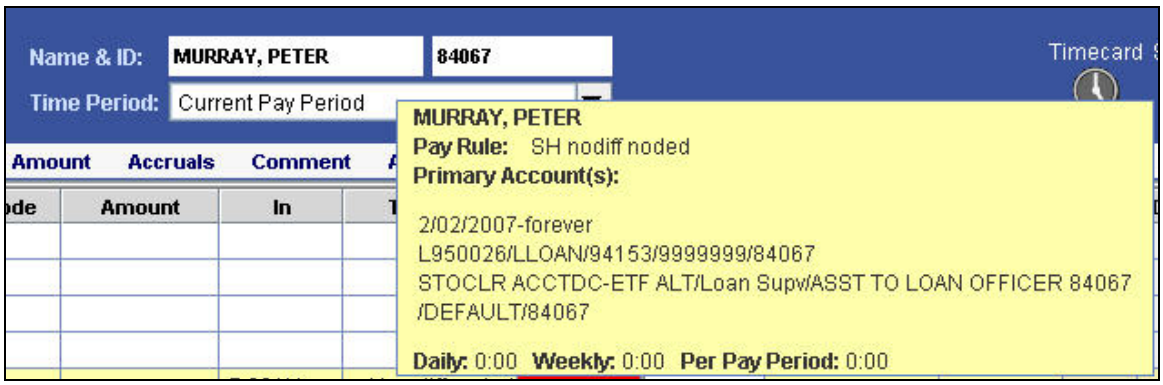
Primary Account

The **Primary Account (formerly Home Account)** is the appt-job information set up as a default for time recording. If the timecard is not currently displayed in the workspace, click My Timecard on the navigation bar.



Position the mouse over your name on the **Browser Toolbar & Menu**. A pop-up window displays the following information:



Name	Employee's name
Pay Rule	Collection of rules determining how an appt/job's time will be paid (e.g., regular, overtime, differential)
Primary Account	The date signifies the date this primary account became effective and the date it is ended (if applicable). In this case, the primary account was effective on 2/02/2007 and there is no end date. L950026/LLOAN/95153/9999999/84067 is the primary account. If using the dummy home account, the above

example would be

L/ZZZZZZZ/ZZZZZZZZZZZ/ZZZZZZZ/84067

The primary account is made up of five parts, each separated by the backslash (/) symbol.

- UDDS where the appt-job is located or the campus code if using the dummy home account
- Supervisor assigned to this appt-job or Z's if using the dummy home account
- Appointment ID of this appt-job or Z's if using the dummy home account
- Default costing which is 9999999
- Person ID of the person this appt-job is assigned to

Primary Account Description

Text describing each part of the primary account. The descriptions are entered in the Student Appointment Payroll System

- Department-UDDS description
- Supervisor-Supervisor description
- Appointment-Appointment description
- Costing-DEFAULT
- Person ID-Employee ID number who this appointment belongs to

If using the dummy home account:

- Department-Campus the appointment belongs to
- Supervisor-DUMMY SUPERVISOR
- Appointment-DUMMY APPOINTMENT
- Costing-DEFAULT
- Person ID-Employee ID number who this appointment belong to

Daily, Weekly Pay Period

Not used

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Time Clock

When using the time clock:

- Only one punch is allowed in a one-minute time frame.
- X-pun is displayed when the entry is accepted. If not accepted, three (3) beeps occur.
- If the clock begins to beep during entry, you have taken too long and must start over from the very beginning.

To punch in:

1. Indicate the appt-job by swiping your appt-job badge face down through the bardcode reader located on the right side of the clock **OR** pressing F1 on the keypad and then enter you appt-job after the time clock prompt. If you omit this step, time will be charged to your primary account.
2. Indicate who you are by swiping your campus ID card through the magstripe reader (black box attached to the clock) **OR** pressing the asterisk (*) on the keypad and entering your campus ID.

   Note: Your campus ID is not the same as your My Time user account.

To punch out:

1. Swipe your campus ID car **OR** press asterisk (*) on the keypad and enter your campus ID.

No validation occurs at the time clock. If your campus ID is unknown to the My Time system, the punch will be put into suspense (you will not be able to see this_. If your appt-job is unknown, **ERR APPT** will display in the transfer box of your timecard.

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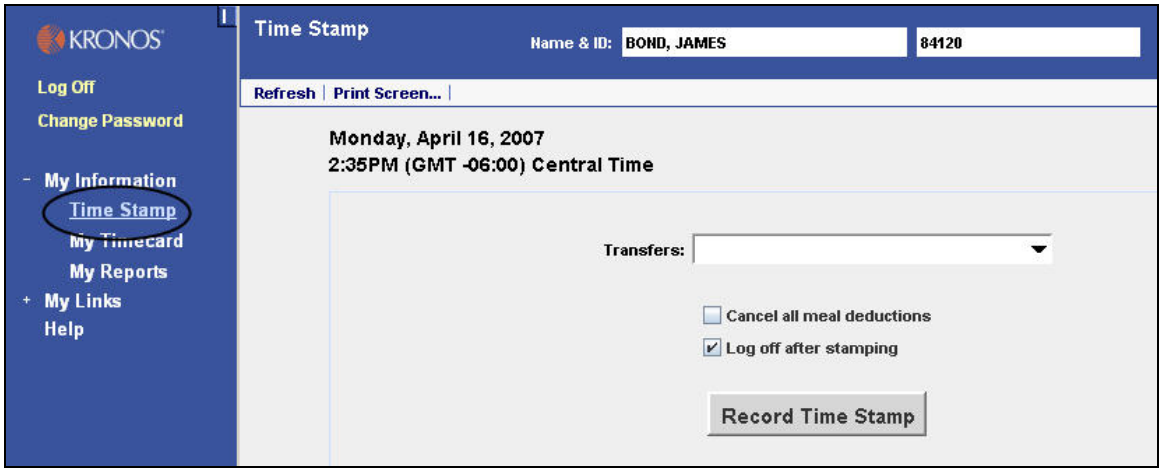
Timestamp

If the timestamp screen is not displayed in the work space, click **Time Stamp** on the nav bar. The **Timestamp** screen displays.



To punch in:

1. Select your appt-job by clicking the drop down arrow in the transfer box, then click **Search**. Refer to Employee Account Transfer for details on how to complete this selection.
2. Click the **Record Time Stamp** button. Time is recorded to the appt-job displayed in the transfer box. If this box is blank, time is recorded to your primary account. If your primary account is the dummy home account, hours charged to that account will **NOT** be paid.
3. You will automatically be logged off when you click the **Record Time Stamp** button. If you'd like to view your timecard after you punch, uncheck the **Logoff after stamping** box before clicking the **Record Timestamp** button. Once you uncheck the **Logoff after stamping** box, after you perform the timestamp, the date and time of the timestamp will display.

To punch out:

1. Click **Record Time Stamp** button. Do **NOT** select your appt-job when punching out. Refer to Employee Account Transfer for more details.

Note:

- Only one punch is allowed in a one-minute timeframe. If you attempt to punch a second time in this timeframe, the following message will display.

- If **ERR APPT**, **ERR COST**, or **ERR PERSON** appears in the transfer box of your timecard, contact your supervisor.
- The **Cancel all meal deduct** option is currently not used.

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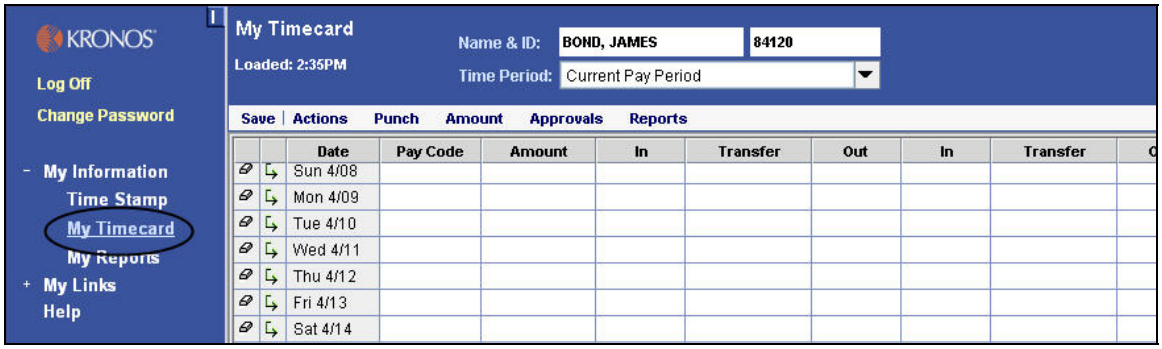
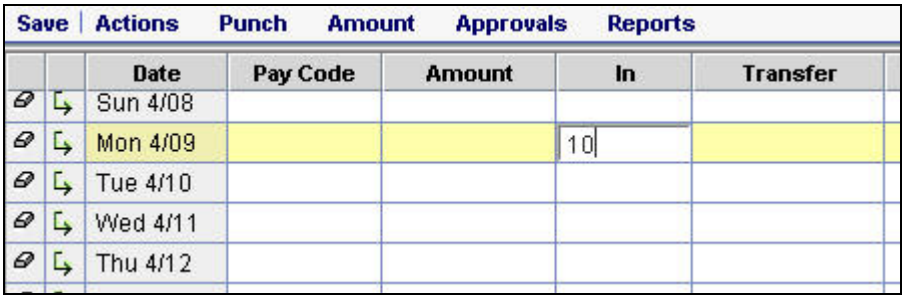
Start Stop

If the timecard is not currently displayed in the work space, click **My Timecard** on the nav bar. The **Timecard** screen will display.



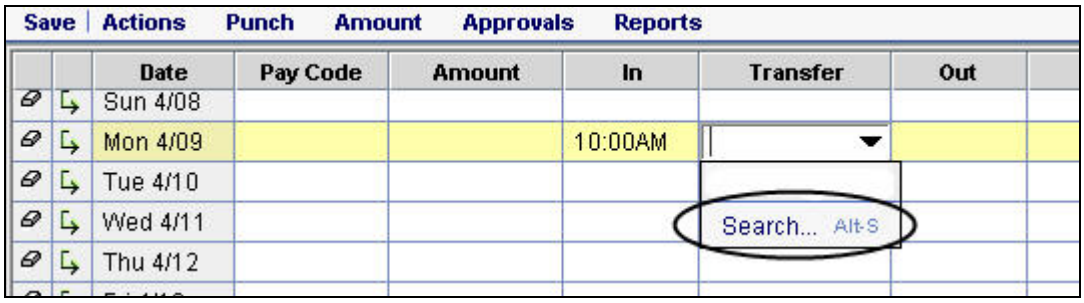
To enter time:

1. Click the **In** column on the date you wish to enter work hours. Enter your shift start time in the **In** column. **PM** must be entered after the hour entered if the punch is a **PM** punch. **AM** is the default, so if you don't specify **PM**, the time will default to **AM**. Different methods to enter time:
   - For 10:00AM, enter 10,10A, 1000, 10:00A or 10:00AM
   - For 10:00PM, enter 10P, 1000P, 10:00P or 10:00PM



   Once the time has been entered, hit the tab key to take you to the transfer box, or click on the transfer box.
   Note: Tabbing off the cell will automatically fill in the time you just entered if you didn't enter the full time.

2. Select your appt-job by clicking **Search** in the transfer drop-down list. Refer to Employee Account Transfer for details on how to complete this selection. Time is recorded to the appt-job you select. If this cell is blank, the time is charged to your primary account. (If your primary account is the dummy account, these hours will **NOT** be paid.) Once the transfer has been made, hit the tab key to take you to the out box or click on the out box.



3. Enter your ending time in the **Out** column using the same format described in step #1.
4. When you've completed your timecard, click **Save**.

   Note: If after saving, **ERR APPT**, **ERR COST** or **ERR PERSON** appears in the transfer box, contact your supervisor. Failure to perform this step will result in non payment of these hours.

To record multiple shifts for the same day:

To record a second shift on the same day, use the second set of **In**, **Transfer**, and **Out** boxes. If there is a break between the two shifts, when you save your the transaction, a second line will be added for that day. This is OK.
To record more than two shifts for the same day, add another row by selecting the insert arrow (located on the left) on the same line as that day.

To edit your timecard:

- To edit an in or out punch, click the appropriate cell and enter the new time.
- To edit the appt-job selected, click search in the transfer drop-down list and repeat the Employee Account Transfer steps.
- To delete time that was incorrectly recorded for a given day, either delete each punch individually or delete the entire line by selecting the delete button for that row (little eraser next to the insert arrow shown above).

When you have completed your edits:

- Save your timecard by clicking **Save** on the Toolbar & Menu.
- If you wish to cancel your changes so they won't be saved, click **Refresh** (under Actions on the Toolbar & Menu).

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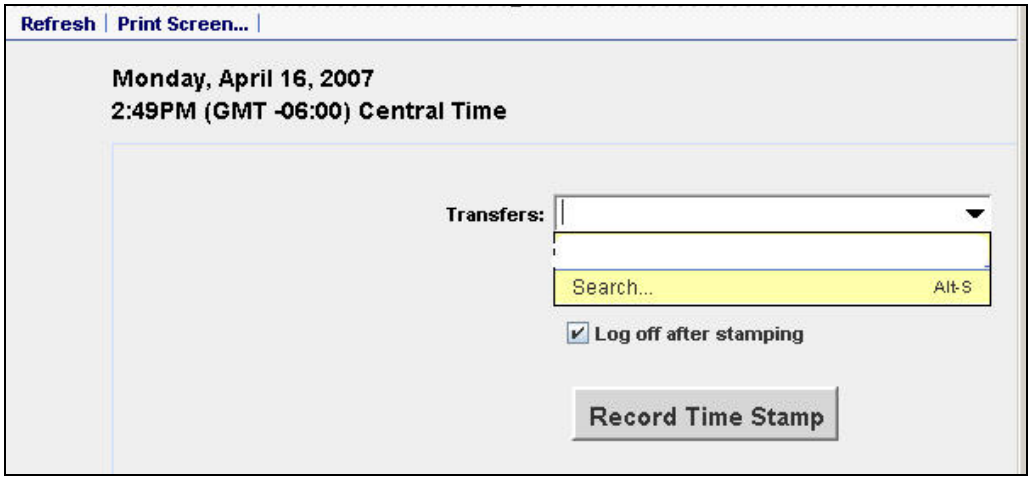
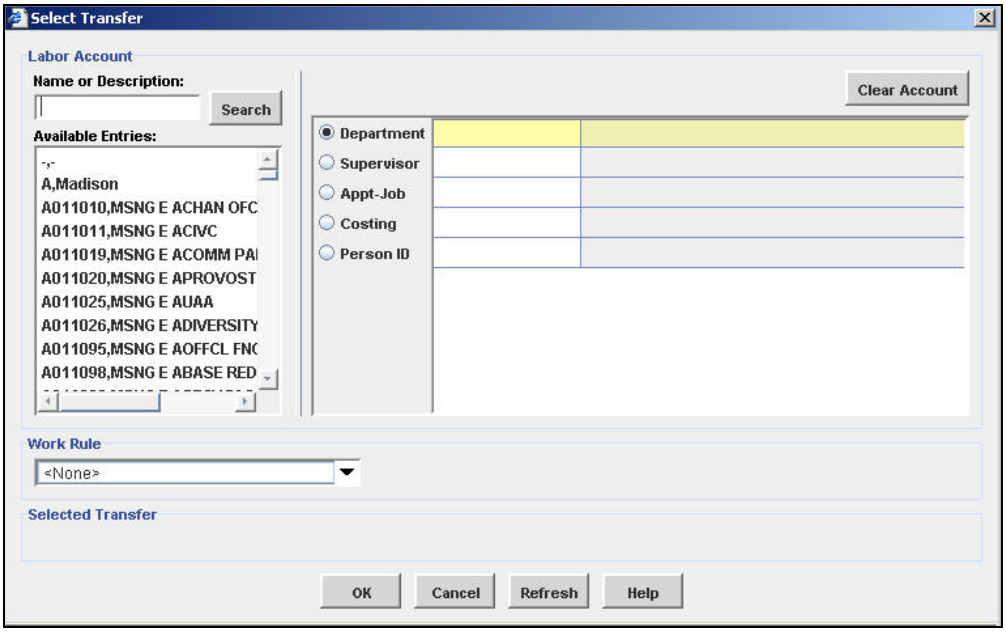
Employee Account Transfer

If you're accessing this as a supervisor, review this material and then go to Supervisor Account Transfer.

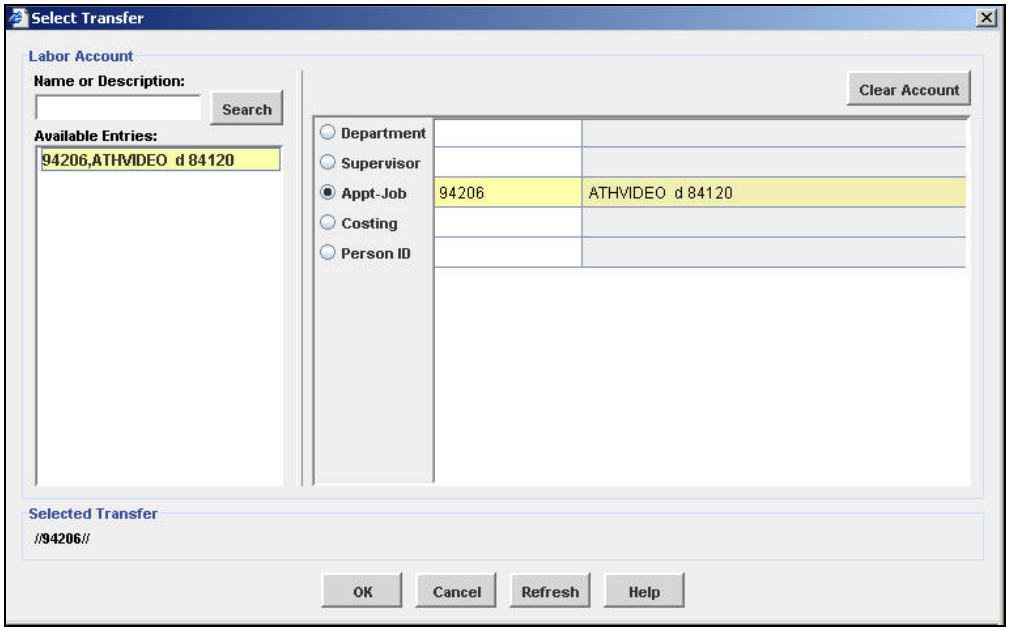
The screen below shows the **Search** option from the transfer drop-down menu.



This selection is available from either the Time Stamp screen (shown above) or the Timecard and is used to specify the appt-job that time is to be recorded against. Select **Search** and the following window opens.



1. Click the **Appt-Job** radio button. All active appointments assigned to you are displayed in the **Available Entries** box on the left.
2. Select the appropriate appt-job by highlighting it.
3. The appointment ID will populate on the right along with the appt-job description.
4. Click OK.



If you need to transfer to a costing value, click the **Costing** radio button and choose the correct costing value from the **Available Entries** on the left.

Do **NOT** select an entry for the **Department** or **Supervisor**. These values are automatically determined based on the **Appt-Job** selected. Should you forget and select one of these values, the hours will be charged to your primary account. If your primary account is the dummy account, these hours will **NOT** be paid.

Top

Timecard Approval

Timecard approvals are performed from the timecard screen (**My Timecard** on the nav bar). Once approved, timecard cells turn gray, the insert and delete row icons are no longer available and no further edits by the employee are allowed. Should you need to change your timecard, you will first need to remove your approval. If you do not have remove approval authority, contact your supervisor.

To approve the timecard:

1. Click the **Approvals** tab.
2. Select **Approve** from the drop-down menu.

To remove the timecard approval:

1. Click the **Approvals** tab.
2. Select **Remove Approval** from the drop-down menu.

If the timecard has been approved by a supervisor, the following message will appear when you try to remove your approval. You will need to contact your supervisor to either remove his/her approval so you can make the changes, or the supervisor will need to make the changes for you.

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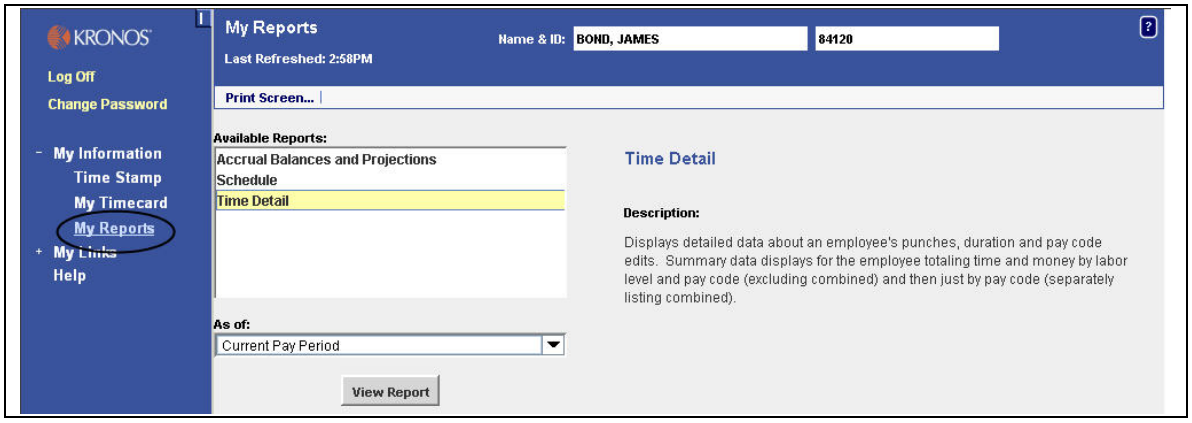
Employee Reports

Select **My Reports** from the Nav bar. A list of available reports appears.



Accrual Balances and Projections	Currently not used.
Schedule	Currently not used.
Time Detail	Counterpart to the My Timecard screen. Detailed information found in the timecard grid and pay code totals from the Totals & Schedule section are displayed on the report.

1. Select the report you wish to run. **Hint:** single clicking the report name will display information about the report on the right side of the screen.
2. Select the timeframe for the report by using the drop-down arrow under **As of:**
3. Click **View Report**. The report displays. Use your browser's print capability to print the report.

Name: BOND, JAMES **ID:** 84120 **Pay Rule:** SH nodiff noded

Primary Account(s): 1/30/2007 - 4/08/2007 A/7777777777/7777777777/9999999/84120

4/08/2007 - forever L132103/LDELI/94205/9999999/84120

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	$Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Sun 4/08									0:00	
Mon 4/09		10:00AM		4:00PM				6:00	6:00	
		A420210/A42123/94206/9999999/84120;SH nodiff noded								
Tue 4/10									6:00	
Wed 4/11									6:00	
Thu 4/12									6:00	
Fri 4/13									6:00	
Sat 4/14									6:00	
Sun 4/15									6:00	
Mon 4/16									6:00	
Tue 4/17									6:00	
Wed 4/18									6:00	
Thu 4/19									6:00	
Fri 4/20									6:00	
Sat 4/21									6:00	
Totals						0.00	0:00	6:00	6:00	

Account Summary

Account	Pay Code	Money	Hours
(x)A420210/A42123/94206/9999999/84120			
	student over 40		2:00
	student regular		4:00

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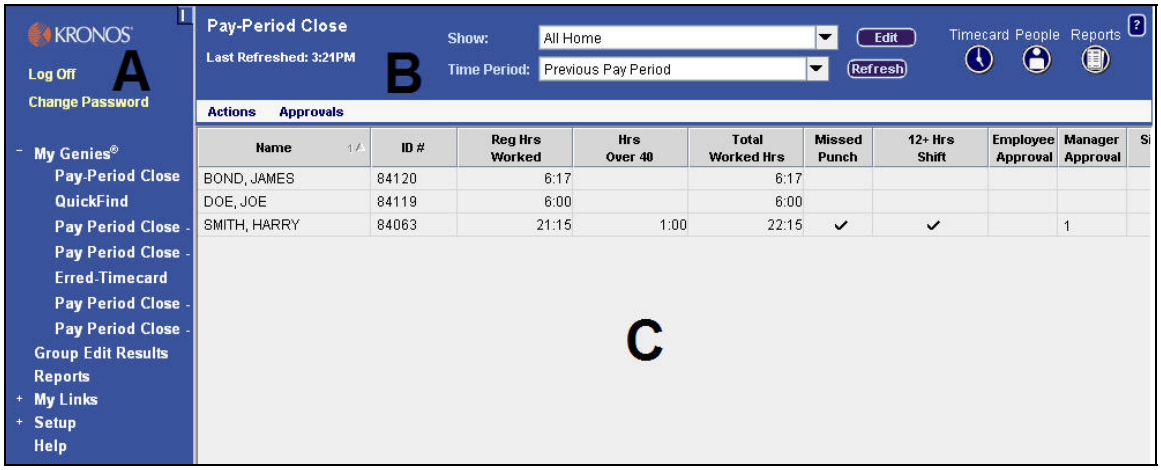
Supervisor Screen Overview

The supervisor screen is divided into 3 distinct parts.



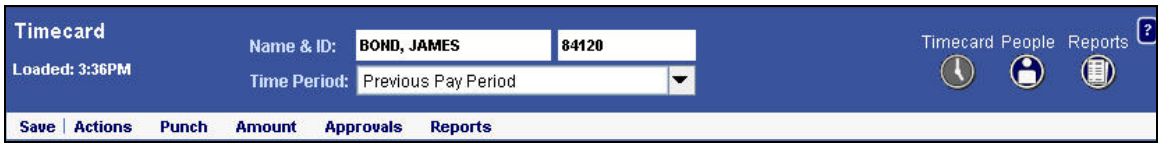
A. **Navigation Bar** is used to access various features of the My Time system. The **My Links** and **Help** options are the same as those found on the employee's screen. If you are also using My Time to complete your timecard, the **My Information** option is present (not shown). Options limited to supervisors include:

1. **Genies**-queries that display employees based on defined criteria.
2. **Reports**-enable you to run reports summarizing employee data in a variety of ways. Refer to **Supervisor Reports** for further information.
3. **Set Up**-enables you to set up and specify certain conditions for Hyperfind queries and to view Labor Level Sets. For more information on creating Hyperfind Queries, refer to **Advanced Supervisor Topics**.

B. **The Browser Toolbar and Menu** will have 2 versions. What version you see depends on where you are in My Time.

This **Browser Toolbar & Menu** displays with **Genies**. Refer to **Genies** for further details.

In the example below, this **Browser Toolbar & Menu** displays when accessing a specific employee's timecard. It contains the person's name, ID and the ability to select a specific time period.



Depending on your security access, there could be 3 Launch Buttons in the upper right hand corner of the **Browser Toolbar & Menu**. These buttons allow you to navigate from one part of the My Time application to another. For example, after selecting on or more employees, you can open their timecards by selecting the **Timecard** Launch button.

C. Workspace is the primary work area and will vary depending on the navigation option selected. The example shows the **Pay Period Close Genie**. This is the screen displayed when you first long on. It displays all employees you have access to along with some of the information on the timecards. The default time frame is the previous pay period.

Name	ID #	Reg Hrs Worked	Hrs Over 40	Total Worked Hrs	Missed Punch	12+ Hrs Shift	Employee Approval	Manager Approval	Signed Off	Total Non Wrked Hrs
BOND, JAMES	84120	6:17		6:17					✓	
DOE, JOE	84119	6:00		6:00						
SMITH, HARRY	84063	21:15	1:00	22:15	✓	✓		1		

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Genies

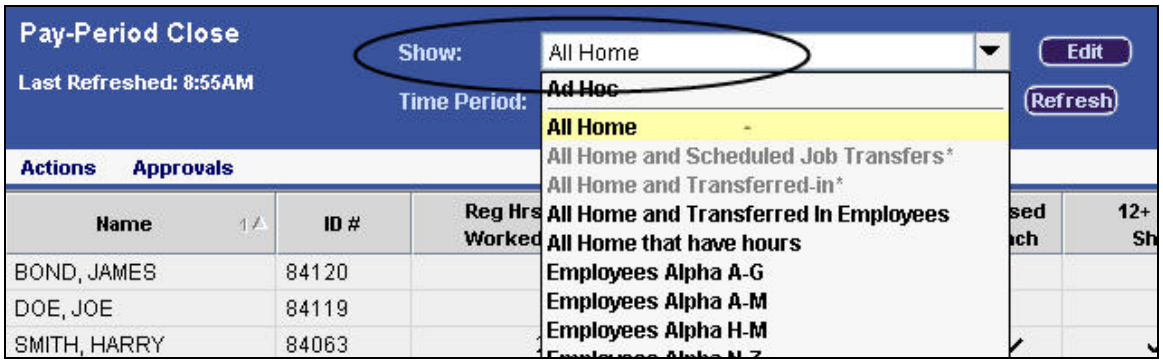
Genies provide an easy way to review your employees' timecard or person information. From the summary screen, you can choose an employee(s) and open other parts of My Time to view details.

There are 2 parts to a genie:

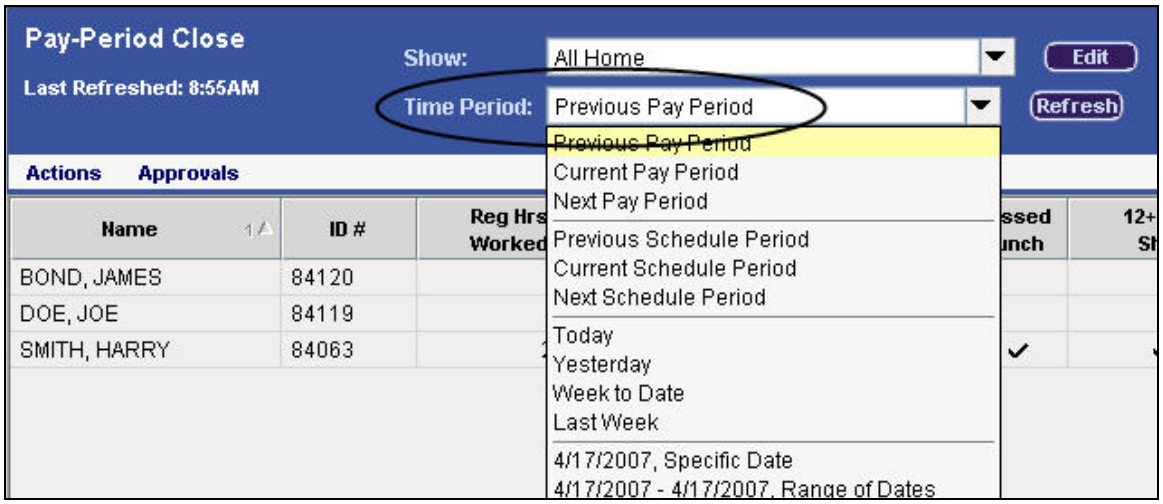
- Display format-what will be displayed on the genie.
- Selection criteria defining which employees will display. This is done in the form of a Hyperfind query.

The **Genies** listed on the Navigation Bar have been designed with a specific display format and a default query. When you first log on, the default **Genie** is the **Pay Period Close Genie.**

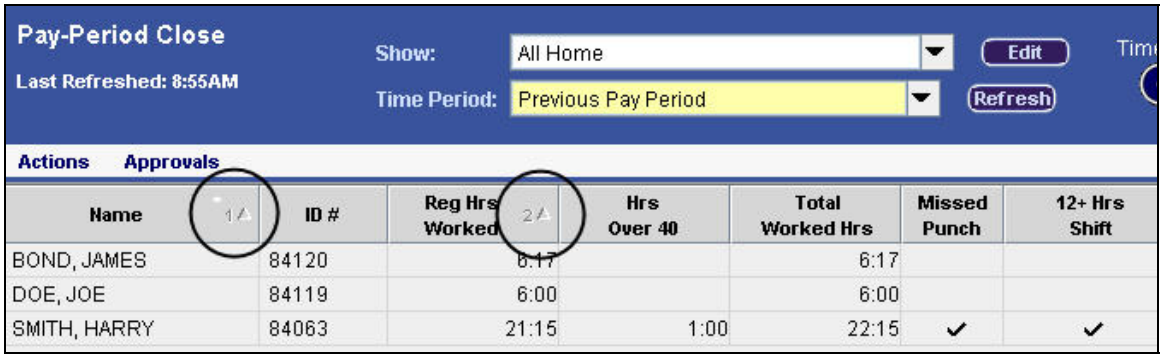
To run a query other that the default, select a different one from the **Show** drop-down menu.
Note: Two of the queries, **All Home and Scheduled Job Transfers** and **All Home and Transferred-in** appear to be grayed out and have an "*" behind them. This means they are queries that you can run but you are not allowed to edit. Refer to **Advanced Supervisor Topics** for further details on editing a **HyperFind Query**.



To choose a different time period, click the **Time Period** drop-down and select a time period.



The results of the query are displayed in the workspace. All results are sorted in last name order. If you look closely, you will see each column heading has an arrow. To change the sort order, click in the column heading cell. A number will appear next to the arrow. Up to 2 columns can be used to determine the sort order; the column with the 1 indicates the primary sort field. To specify ascending sort order, make sure the arrow points upwards. A down arrow indicates the data will be sorted in descending order.



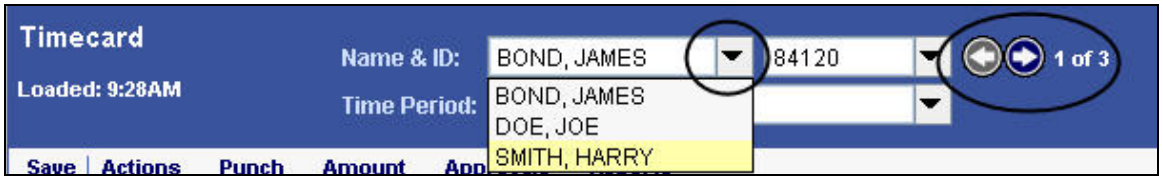
To display additional information about an employee, you can:

1. Double-click on the employee name to open the timecard.
2. Highlight the employee name and click the applicable **Launch Button** (Timecard to view timecard information, People to view person information).
3. Highlight the employee and right click your mouse. Choose what function you'd like to perform.

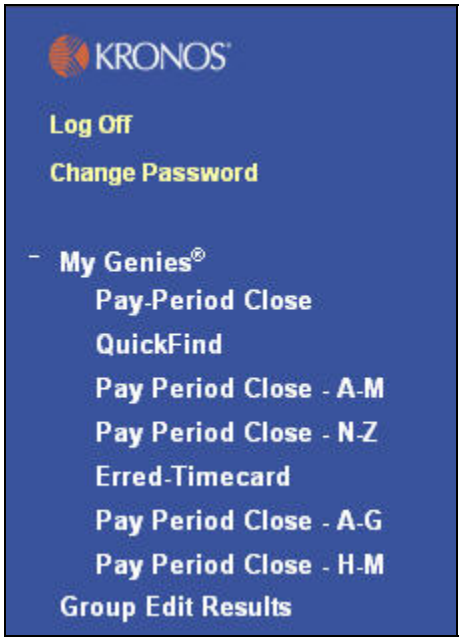
To select one or more employees, you can:

1. Hold down the **Ctrl** key to select employees one by one, or
2. Using the menu, select **Actions>Select All.**
   Note: You can select all and then deselect one or more employees by holding down the **Ctrl** key and clicking on the row(s) you wish to exclude.
3. Click the appropriate **Launch Button** or right click your mouse and choose what function you'd like to perform.

Information for the first employee in the group will appear. To access other selected employee, click the arrow buttons to the right of the employee name or the down arrows in the Name & ID box. Note that the arrow buttons allow you to page forward and backward through the list of selected employees.



Genies currently available:



Pay Period Close-This **Genie** displays when you first log on to My Time. It lists employees and totaled timecard information for the selected time frame.

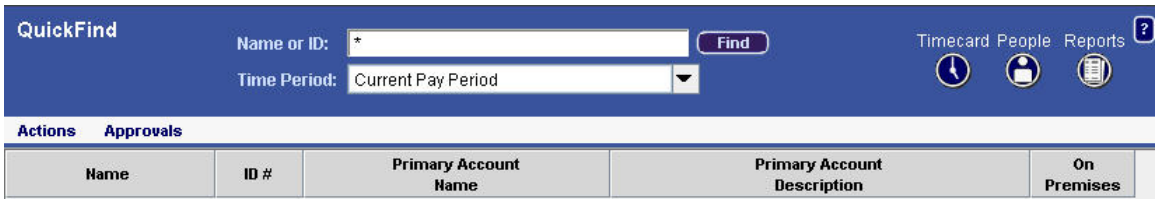
Components of the Pay Period Close Genie:

Name	Employee name.
ID#	Employee person ID number.
Reg Hrs Worked	Number of regular hours worked during the selected time frame.
Hrs over 40	Number of hours worked in a week that are over 40.
Total Worked Hrs	Reg hours worked + hrs over 40.

Missed Punch	When checked, indicated the timecard has at least one missing punch.
Employee Approval	When checked, indicates the employee has approved the timecard.
Manager Approval	Number of supervisors who approved the timecard.
Signed Off	When checked, indicates the timecard has been signed off (timecard is locked from any further edits or approvals).
Total Non-Worked Hrs	Number of leave hours (vacation, sick leave, etc.) during the selected time frame.

The **Pay Period Close A-M, Pay Period Close N-Z, Pay Period Close A-G** and **Pay Period Close H-Z Genies** are the same as the **Pay Period Close** except it limits the employees displayed to those whose last name begins in those ranges. Since My Time will display a maximum of 1500 employees on a Genie, these Genies were created to narrow the search.

QuickFind-This **Genie** allows you to search for one or more person based on name or Person ID. To begin your search, select **QuickFind** from the nav bar. The following screen displays:



Components of the QuickFind Genie:

Name	Employee Name.
ID#	Employee person ID number.
Primary Account Name	Default account assigned to the employee.
Primary Account Description	Description associated with the primary account.
On Premises	If checked, means the person is currently punched in.

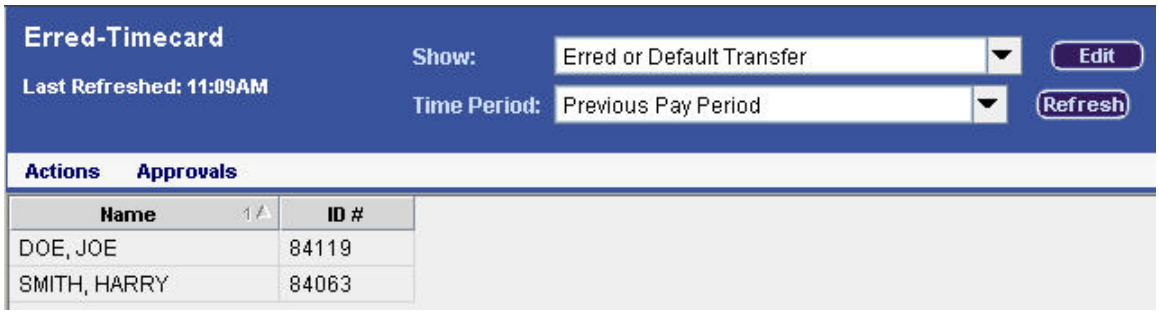
How to use the **QuickFind** Genie:

1. Type in the person's name or ID number.
   a. When entering name, use last name, first name

b. You may use “wildcards”. The wildcard can be used at the beginning, middle or end of the name and can should be used in the following manner
   I. Use an asterisk (*) or percentage (%) to replace a group of characters. For example, Hans*n or Hans%n finds Hanson, Hansen and Hanselman. Hanson, M% Hanson and anyone with a first name beginning with M-such as Mary or Marty.
   II. Use a question mark (?) to replace a single character. For example, Hans?n finds Hanson and Hansen.

2. Select the time period from the drop-down menu.
3. Click Find. A list of employees meeting the selection criteria will be returned. If the employee is no longer working for you, your results will show “No match found”. You will only be able to bring up employees you have access to today.

Erred Timecard-This **Genie** displays employees who have an **ERR** in their transfer box (**ERR APPT, ERR COST, ERR PERSON**) and/or employees who are assigned the dummy home account and failed to perform a transfer.

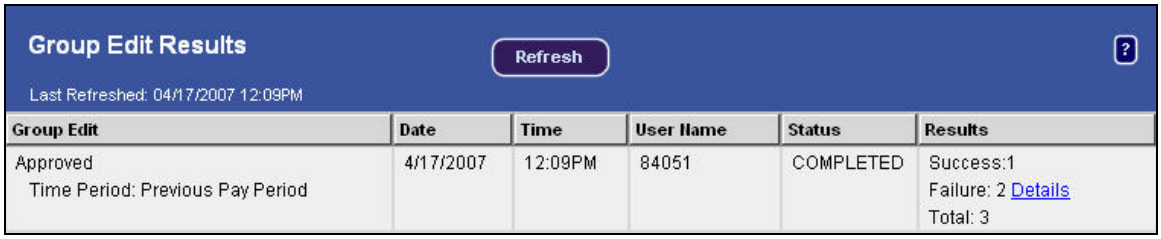


Components of the Erred Timecard Genie:

Name Employee name.

ID# Employee person ID number.

Group Edit Results-Table of information showing details and status of a group edit. Anyone that has group approval and/or sign off capability will have access to **Group Edit Results**. If you do not have access to either of those, you will not see **Group Edit Results** on your nav bar.



Components of the Group Edit Results Genie:

Group Edit	Type of edit submitted (group approval or sign off).
Date	Date the edit was submitted.
Time	Actual time the edit was submitted.
User Name	ID# of the person who submitted the edit.
Status	Shows whether the edit is complete or still processing.
Results	Displays the number of successes and failures along with the totals.

To see details on a failed group edit, click Details in the Result column.

This will display the error log page showing the employee that failed and the reason for the failure.

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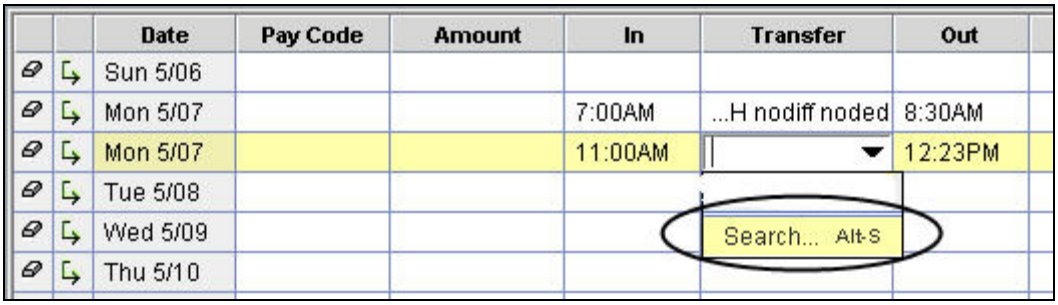
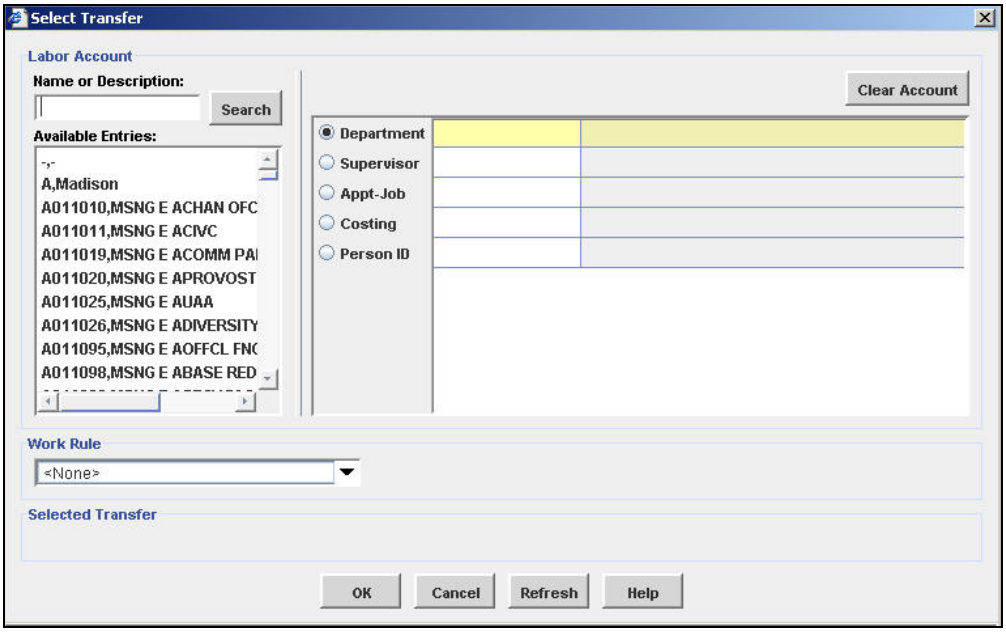
Supervisor Account Transfer

If an employee failed to transfer or transferred incorrectly and the employee is not able to make the correction, the supervisor is then responsible for making sure the time is charged to the correct appt-job.

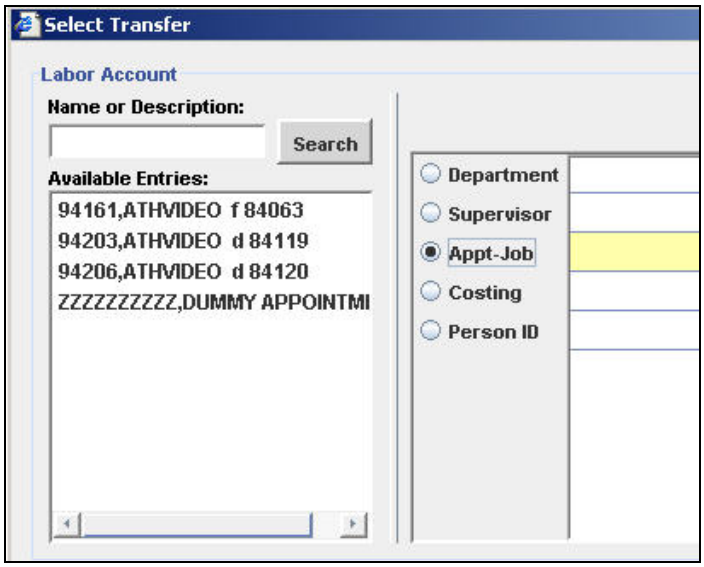
Within the timecard, click the dropdown arrow in the **Transfer** box and select **Search**.



The following window opens.

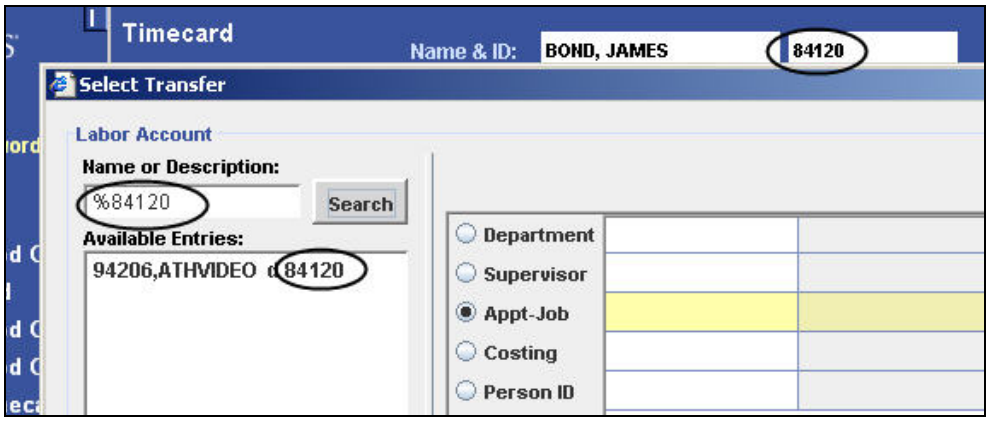


Click the **Appt-Job** radio button. All active appointments for all employees assigned to you are displayed in the **Available Entries** box on the left.

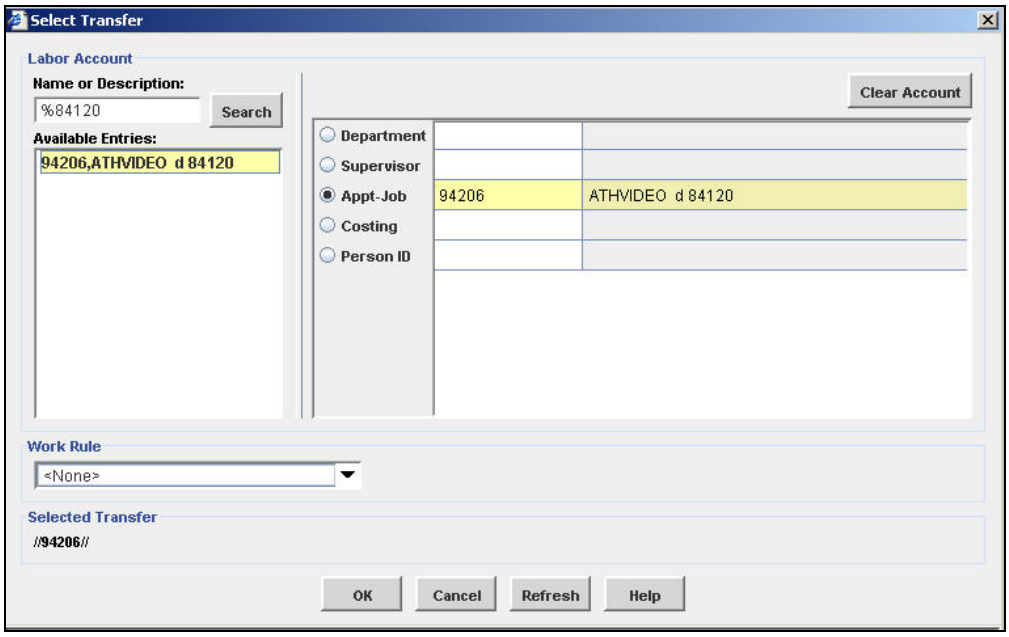


Find the appointment(s) you have access to that belong to the employee whose timecard you're currently in. Since you may have a long list of appointments to choose from, to avoid errors, you can search for appointments assigned to one specific employee:

1. In the Name or Description box, enter a wildcard, (% or *) and the employee's ID number. The employee number can be found on the timecard screen behind the transfer box (in some cases, you may have to move the transfer box down). Click **Search** and all active appointments assigned to that employee that you have access to will display.

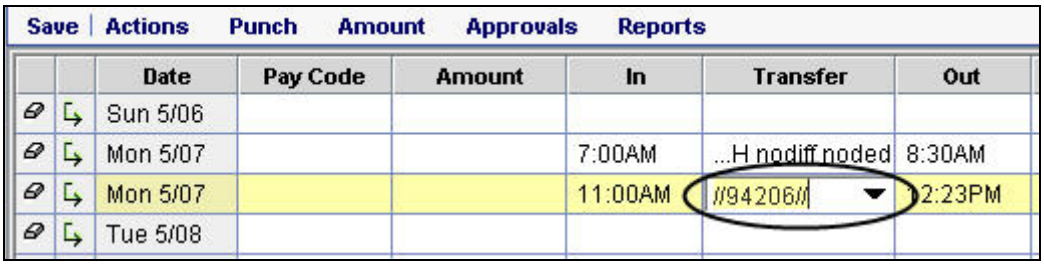


2. Highlight the appointment you want to charge time to. The appointment ID will populate on the right along with the appt-job description.

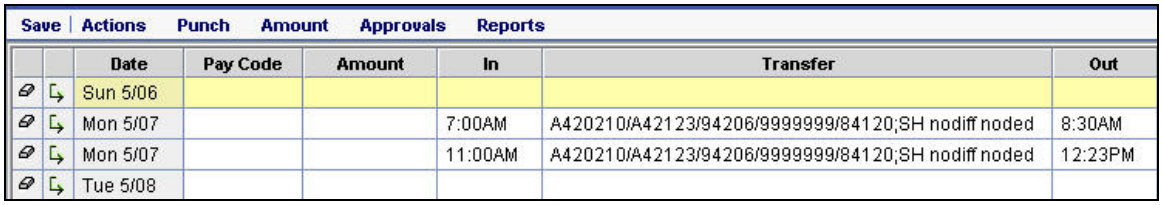


If you need to transfer to a costing value, at this time, click the **Costing** radio button and choose the correct costing value from the **Available Entries** on the left.
Do **NOT** select an entry for the **Department** or **Supervisor**. These values are automatically determined based on the **Appt-Job** selected. Should you forget and select one of these values, the hours will be charged to the employee's primary account. If the primary account is the dummy account, these hours will **NOT** be paid.

3. Click OK. You will be sent back to the timecard with the appt-job selected populated in the transfer box.



4. Click Save and the entire account will populate the transfer box.



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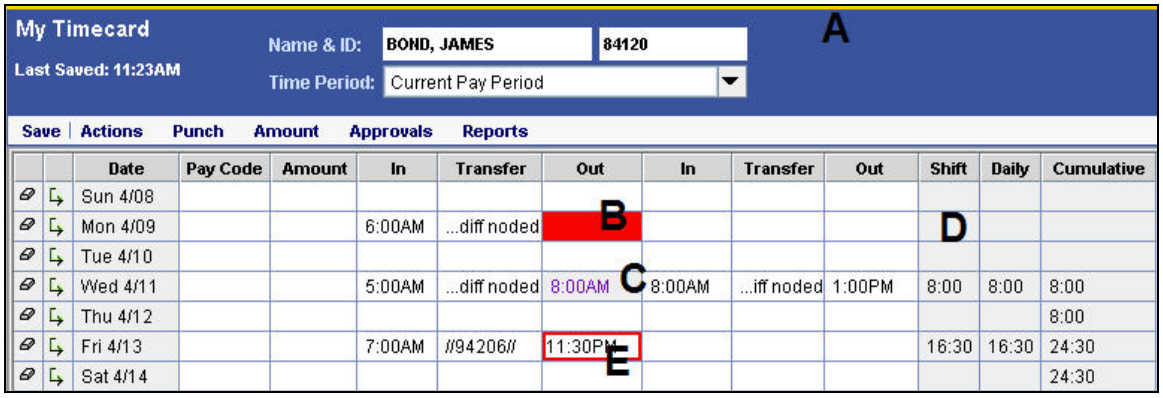
Timecard Editing

My Time uses visual indicators to alert you to certain situations on a timecard.

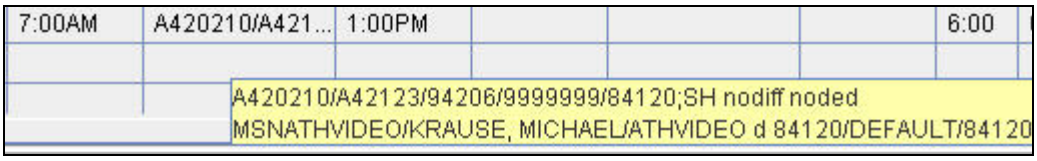


A. **Yellow Bar** at the top indicates changes were made and have not been saved.
B. **Red Cell** indicates a missing punch.
C. **Purple Entry in out Column** indicates a "phantom" punch was recorded. This occurs when someone goes directly from one appt-job to another without a break in time.
D. **Gray Cell** indicated this cell cannot be edited.
E. **Cell outlined in Red** indicates an exception such as a shift that's over 12 hours or a canceled meal deduct.

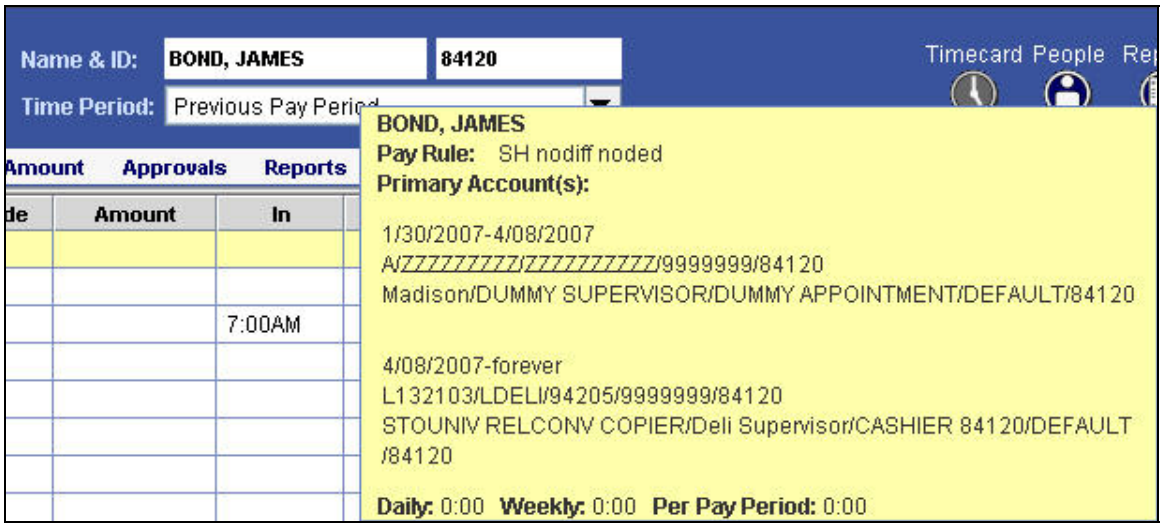
Other Timecard information:

The **Transfer** column on the timecard contains the account to which the time has been charged.

- To view the account the time was charged to, position the mouse over the **Transfer** cell. A pop-up window displays the account number along with a narrative description for the account.



- If the transfer cell is empty, no transfer was completed and the hours will be charged to the primary account. To find the employees' primary account, position the mouse over the employees' name in the **Browser Toolbar and Menu**. A pop-up with the narrative description for the account will display.



If the primary account changed during the pay period, more than one primary account will display. You will need to compare the date from the timecard to the date posted in the pop up window for each primary account. In the example above, the first primary account was ended on 4/8/2007 and the new primary account was active on 4/8/2007 (if no transfer is made, time is charged to the new home account).

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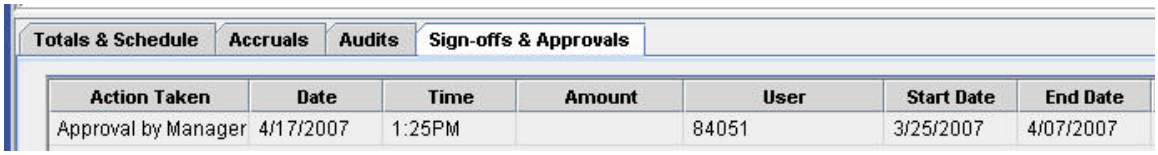
Supervisor Timecard Approval

Timecard approvals are performed from within each employee's timecard. Select the **Pay Period Close Genie** from the nav bar. Highlight the employee(s) whose timecards you need to approve and click the **Timecard** Launch button. To approve the timecard, select **Approvals>Approve**.

Due to the fact the employee may have more than one appt-job, there may be multiple supervisors approving the same timecard. Your approval will not prohibit a second supervisor from editing and approving the same timecard. All approvals are recorded under the **Sign-offs & Approvals** tab.



Once the timecard has been approved by at least one supervisor, the employee can no longer make changes (this applies to start/stop employees only). Should you need to allow the employee access the timecard, select **Approvals>Remove Approval**.

NOTE: You can only remove **your** approval. All supervisor approvals will need to be removed before the employee can edit the timecard.

When approving timecards:

1. Do not approve timecards before the pay period has ended. An employee using timestamp or the time clock is still able to make punches on the timecard even though you have already approved it. Approving it will only lock the timecard for start/stop employees.
2. If you need to make changes to the timecard after you've approved it, you will be required to remove your approval before making edits.

Once the timecard has been signed off, you will no longer be allowed to remove your approval or make any further changes. The following message will appear:

If you have group approval access, you have the capability to approve the timecards for a group of people.
From the **Pay Period Close** screen, either select **Actions< Select All** or select a group of employees using the Shift or Ctrl keys (see **Genies**). From the menu options, select **Approvals>Approve** or **Remove Approval**.

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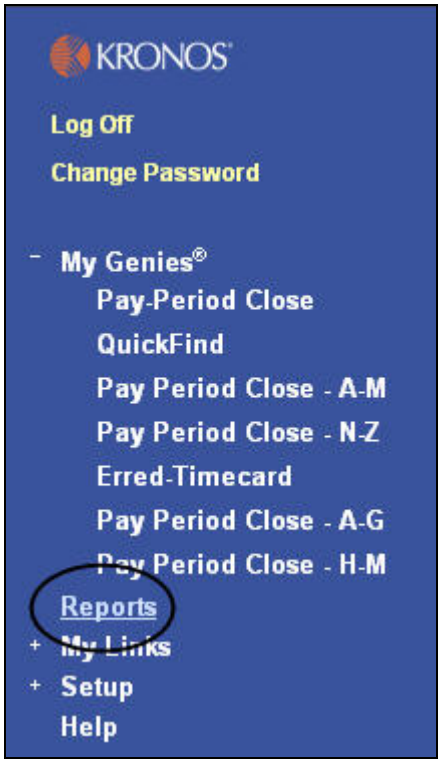
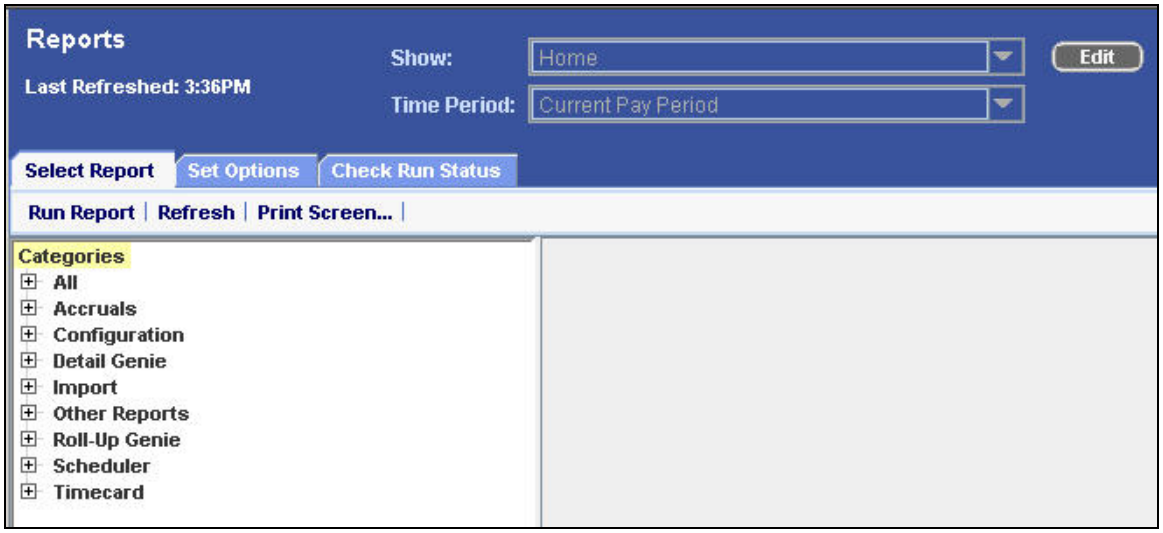
Supervisor Reports

The **Reports** component provides a wide variety of reports that can be run at any time. To access reports, click on the **Reports** button on the navigation bar.



The **Reports** screen displays.

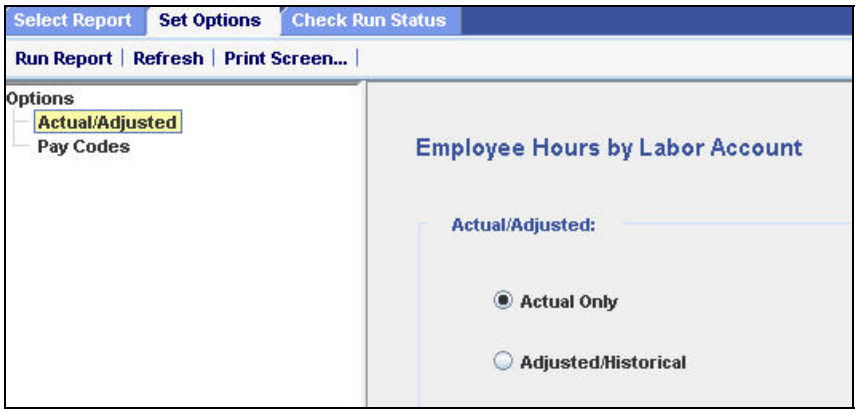


Click the + sign in front of **All** and all reports you have access to will display (the same reports will show under the other categories which pertain to the report). The example we are going to use is **Employee Hours by Labor Account**. Highlight that report. A description of the highlighted report shows on the right hand side of the screen. You can highlight any report and get a description of that report. Once you choose a report, the **Show** and **Time Period** boxes open. Change the query and/or time period if necessary. **Note:** once you choose a report, the **Show** query defaults to **Ad Hoc**. Make sure you change it to the query you want to use.

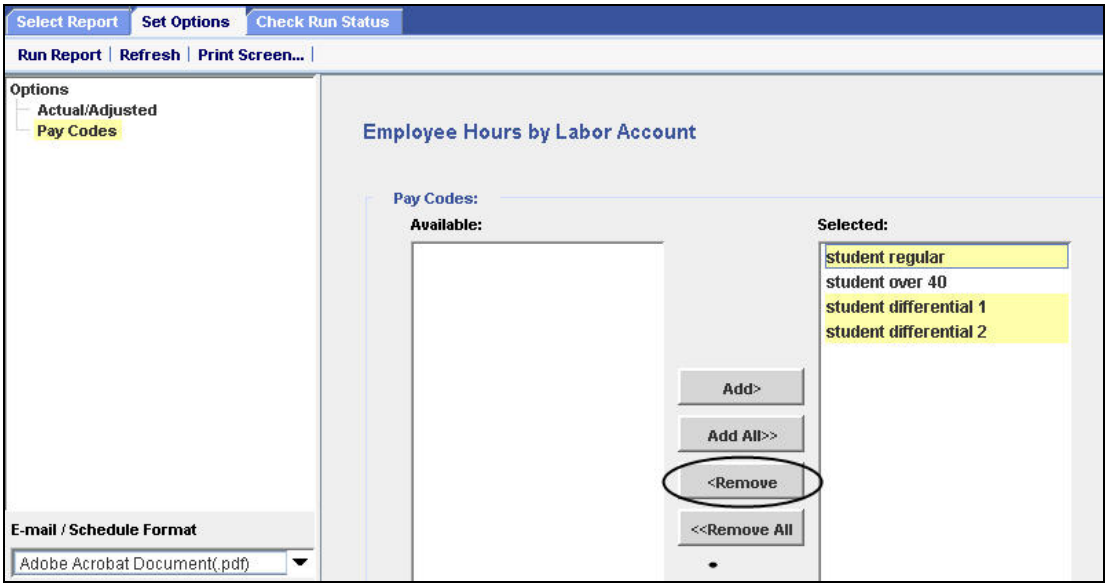
Select the **Set Options** tab to specify the criteria to be used when running the report. The options will change depending on the report you select. Some reports have no options. The areas for which options can be selected are listed on the left hand side of the workspace. Clicking on one of the options will display the option values. You can add options from the **Available** column to the **Selected** column or remove them from the **Selected** column. Those remaining in the **Selected** column will be used when the report is run.

Below are the options for the **Employee Hours by Labor Account.**

- **Actual/Adjusted** The default is **Actual Only**.
    - **Actual Only**-displays all hours worked including any historical hours that have an effective date in the specified pay period-but only if the "Include in totals for effective date" box is checked.
    - **Adjusted/Historical**-displays both actual and historical amounts as long as the historical date the hours were worked are in the specified pay period.



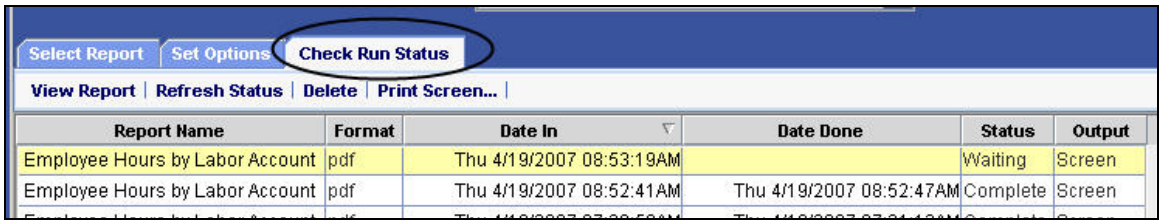
- **Pay Code**-you can choose a specific pay code you want to see hours for on the report. The default is all the pay codes you have access to. If, for example, you want to see only overtime hours, highlight student regular, student differential 1 and student differential 2 (hold the control key and highlight each one individually). Click the **Remove** button (clicking **Remove All** will remove all the pay codes from the **Selected** box).



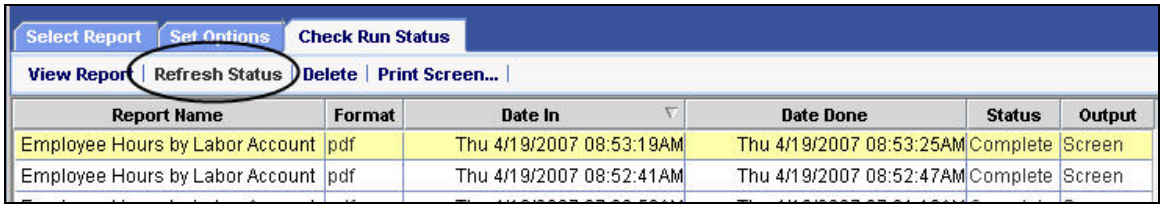
The **Selected** box displays only one pay code-**student over 40**.

Click **Run Report** from the **Browser Toolbar & Menu**.

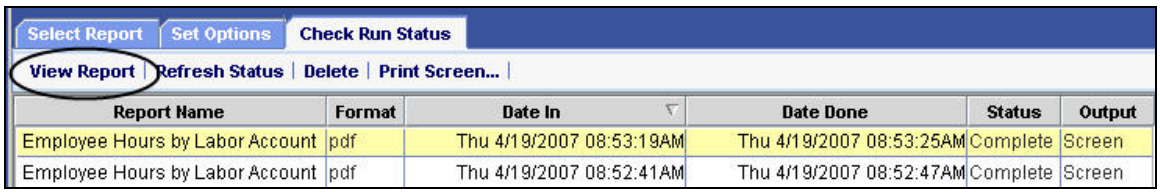
Go to the **Check Run Status** tab to monitor your report. This screen displays what report is running, the date and time it started and completed running, and the status of the report.



Click the **Refresh** button until the status is complete.



To view the report, click **View Report**.



The default format for reports is PDF; Adobe Acrobat will open and the report will display.

Employee Hours by Labor Account

Data Up to Date: 4/19/2007 8:53:20AM
Printed: 4/19/2007 8:53:24AM
Printed for: 84051

Time Period: Current Pay Period
Query: All Home
Pay Codes: (1): |student over 40|
Actual/Adjusted: Actual Only

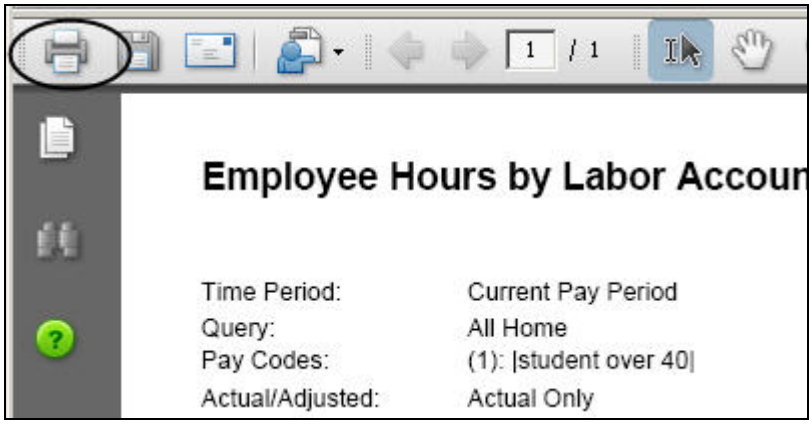
Name	ID	Status/Date	Money	Hours
Home Account				
BOND, JAMES	84120	Active: 1/30/2007		
L132103/LDELI/94205/9999999/84120				
A420210/A42123/94206/9999999/84120			$0.00	18:00
student over 40			$0.00	18:00
		Employee Totals:	$0.00	18:00
		Grand Totals:	$0.00	18:00

Pay Code Summary		Money	Hours
student over 40		$0.00	18:00
	Grand Totals:	$0.00	18:00

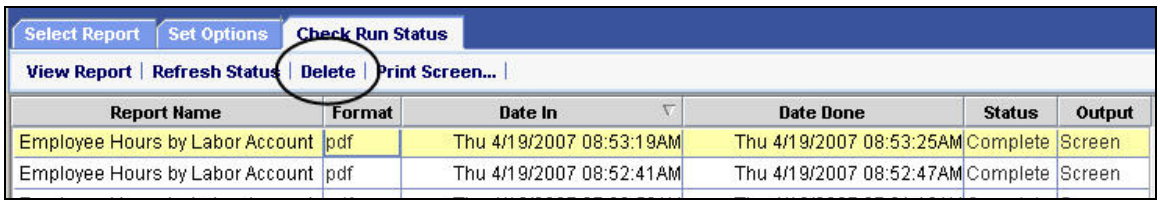
Total Number of Employees: 1

What you see on the report depends on the report you run.

To print a report:
While the report is open, click the Print button on the Adobe Acrobat toolbar.



To delete a report:
Reports will remain in the status queue for 7 days. After 7 days, the report will automatically be deleted. To delete a report prior to that time, highlight the report you want to delete and select **Delete** from the **Browser Toolbar & Menu**.



Note: If running a report for a time period prior to previous pay-you may not get the correct results. If an employee no longer has an appointment that belongs to you, you will not have access to that employee's timecard.

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