

### Common timekeeping tasks for Department Managers

Workforce Timekeeper is an automated timekeeping application that helps you better manage employee time data so that it can be approved and processed in your organization's payroll application. It provides several tools that assist you in performing the following key tasks:

- Edit employee start and stop times, as needed
- Check for missed punches and exceptions
- Enter non-worked time for employees who are unable to enter the time for themselves
- Make schedule changes
- Cancel automatic meal deductions
- Transfer employees
- Move amounts

In this job aid, you will review the different tools and time data views that are available to you. You will then review steps to perform common timekeeping tasks.

### Displaying time data views: Exceptions Summary and Exceptions Detail

#### Exceptions Widget – Summary view

This view provides an at-a-glance view of timecard exceptions for employees with hourly timecards. Exceptions appear by employee and by exception type. You can access this view by opening the Exceptions widget directly, or from the Details view using the Summary left-facing arrow. When an employee record is selected, you are brought to the Details view.

Name	Early In/Out	Late In/Out	Missed Punch	Unexcused Absence	Total
Billings, Thomas				1	1
Babson, Mildred				1	1
Aguirre, Raymond				1	1
Adams, Julie				1	1
Tesch, Kim					0
Stock, Donna					0
Torres, Katherine			1		1
Boyd, Mary J					0
Carpenter, Jill					0
Crowsoft, Michael					0
Smith, Jack C					0
Ryan, Kayla					0
Brooks, Bob					0
Rogers, Jack					0
Smith, John D					0
Evans, Edna					0
George, Pat					0
Warden, Melvin					0
Heyley, Liam					0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>5</b>

**Time Period**  
Identifies the time span you are viewing.

**Sizing Control Bar**  
Allows you to change the size and shape of the widget.

**HyperFind**  
Identifies the group of employees who appear in this view.

**Exception Columns**  
Display a summary of your employees' time data exceptions during the specified time period.

**Name**  
Identifies the employees.

**Details/View Details**  
Links to more detailed information about the selected employee(s) time data exceptions.

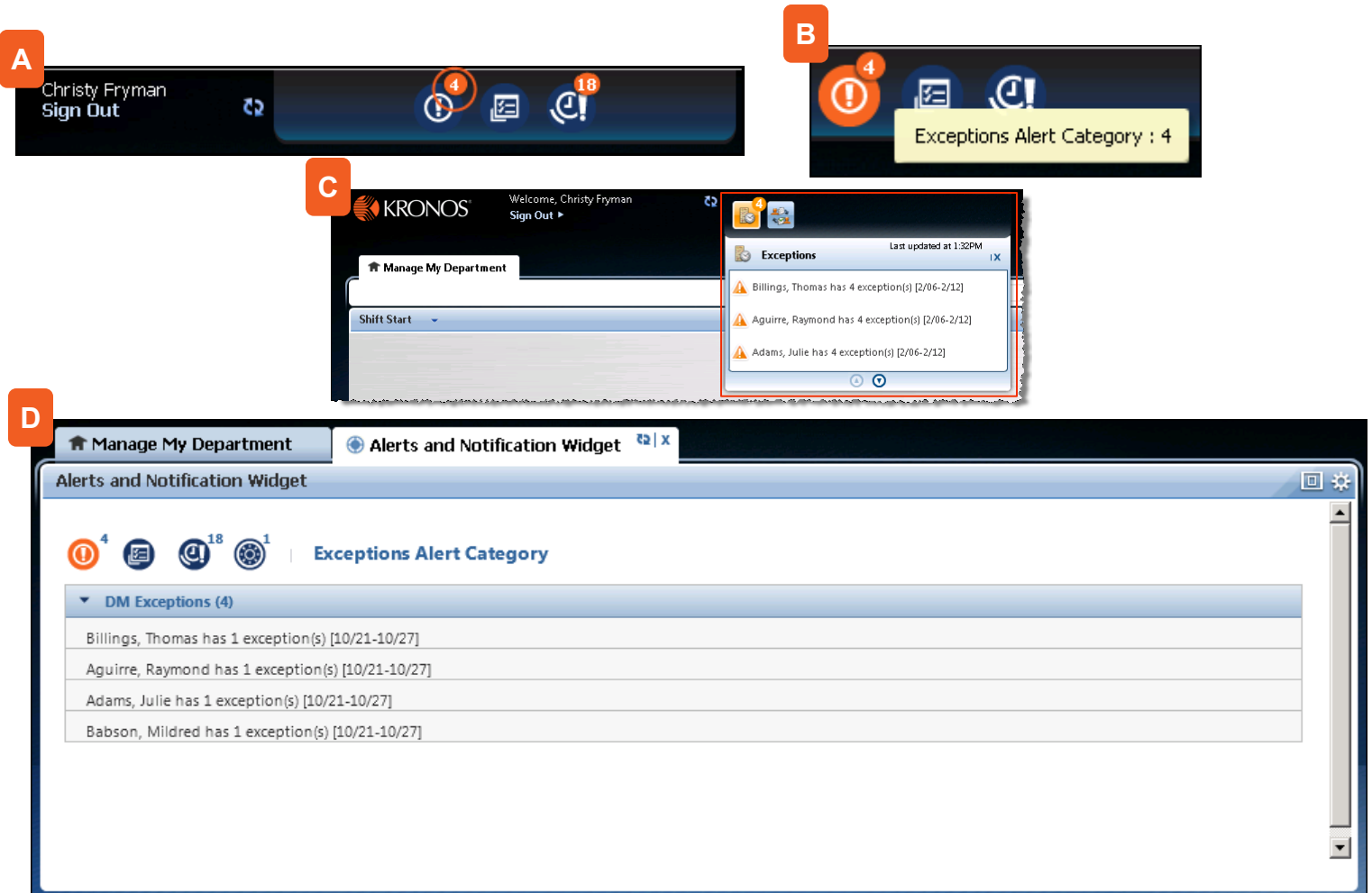
#### Exceptions Widget – Details view

This view is populated only when an employee has an exception. From this view, you can see the dates and exception details, and resolve exceptions using one of the available action buttons. You can also access an employee's timecard view to see information about the employee's worked time and schedule. Hover over the red icon to view more information on the exception type.

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 7/20	9:00AM-2:00PM	9:30AM	2:00PM				4:30	4:30	4:30
Tue 7/21	9:00AM-2:00PM								4:30
Wed 7/22	9:00AM-2:00PM	8:00AM	2:00PM				5:00	5:00	9:30
Thu 7/23	9:00AM-2:00PM	9:00AM							9:30
Fri 7/24	9:00AM-2:00PM	8:45AM	2:00PM				4:15	4:15	13:45
Sat 7/25									13:45
Sun 7/26									13:45

### Reviewing the Exceptions alert

If your navigator is configured to receive alerts, and if any employees trigger a time data exception (such as a missed punch), the Alert icon in your navigator displays a number corresponding to the number of employees with exceptions in the top-right corner of the icon. (See graphic A.) Hover over the alert to see a pop-up (graphic B). Click the Alert icon to display a list of your employees' time data exceptions (graphic C). Click View All to see more details in the Alerts and Notifications widget (graphics C and D). At any time, when you click an employee's name, you are brought directly to the Details view of the Exceptions widget for the selected employee.



### Editing Start and Stop Times

- 1 In the Details view, click the **In** or **Out** cell.
- 2 Enter the new time; for example, 3:30P. Then click **Save**.

### Changing an Employee's Hours to Scheduled Time

- 1 In the Details view, click a cell containing a missing **In** or **Out** punch.
- 2 Click **Change to Scheduled** and then click **Save**.

### Acceptable Punch Formats

- Enter time in either 12-hour or 24-hour format (1:00P or 13:00).
- Leading and trailing zeros are optional (0700 and 7 will be converted to 7:00AM).
- Colons are optional (730 will be converted to 7:30AM).
- AM is assumed for all entries except for 12:00 to 12:59, when PM is assumed.

### Acceptable Amount Formats

- Leading zeros are optional (07 will be converted to 7:00).
- Trailing zeros should not be used (0700 will be converted to 700 hours).
- Decimal entries are supported (7.5 will be converted to 7:30).
- A colon or decimal is required when entering minutes (for 7-1/2 hours, enter either 7.5 or 7:30).

### Adding a Punch

- 1 In the Details view, click the **In** or **Out** cell.
- 2 Click **Add Punch**.
- 3 From the **Insert** list, select a punch type (In/Out or both).
- 4 Enter punch times and click **Add**. Then click **Save**.

### Remove a Punch

- 1 In the Details view, if an In or Out punch was entered accidentally, click the punch.
- 2 Click **Remove** and then click **Save**.

### Adding Comments to an Exception

- 1 In the Details view, select the punch or amount to which you want to add a comment.
- 2 Click **Comment** and then select one or more comments from the **Add Punch Comment** list.
- 3 Click **OK** and then click **Save**.

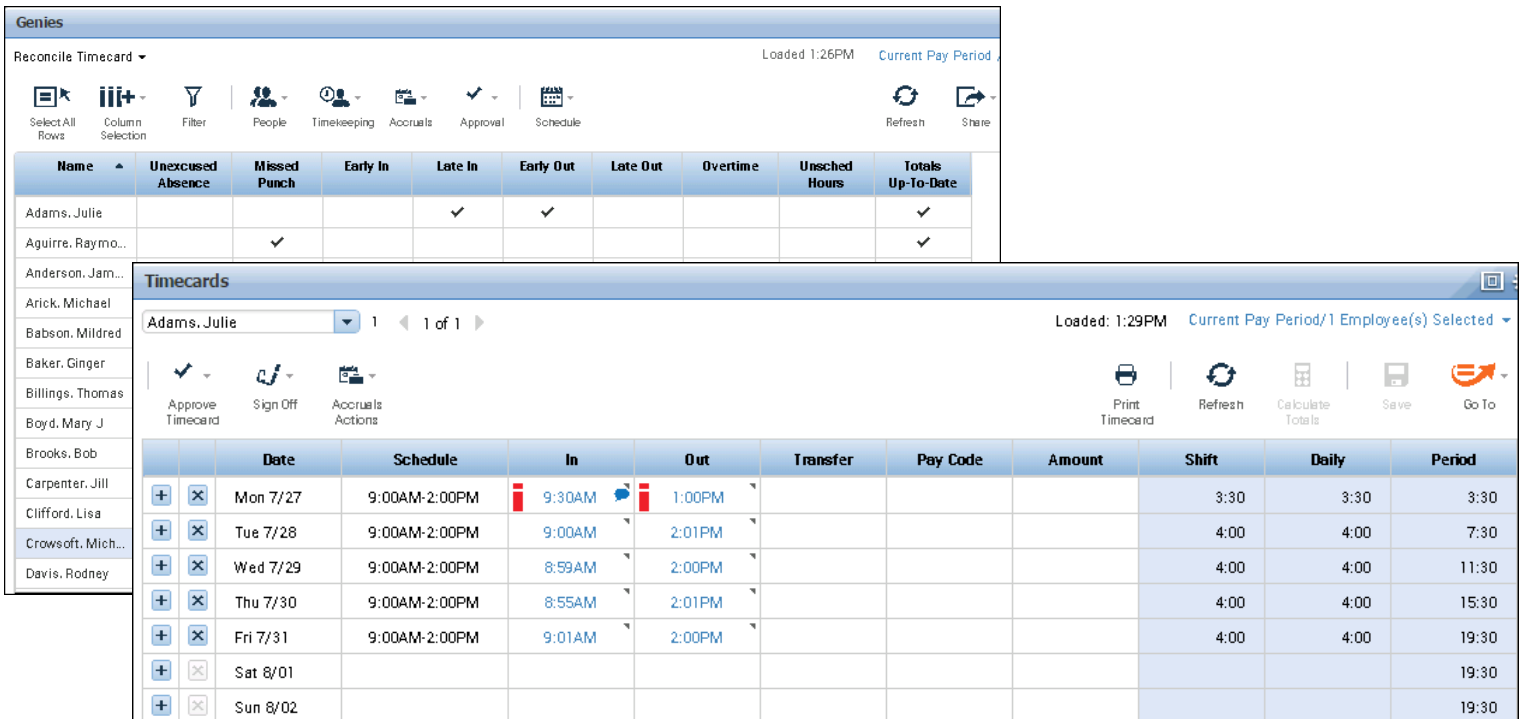
### Best Practices

- If a comment is attached to an exception, a balloon icon appears to the right of the punch. Hover your cursor over the balloon to read the comment.
- To remove a comment, select the punch with a comment, click **Comment**, clear the check box for the comment, and then click **OK**.

### Accessing Employee Timecard Data via Workforce Genies

From a detail Genie, such as the Reconcile Timecard Genie, select an employee. Then use the **GoTo** Control function to access the **Employee Timecard**.

You are brought to the employee's Timecard view. All of the tasks that can be performed in the Details view of the Exceptions widget can also be performed in the Timecard view. However, more tasks can be performed in the Timecard view. In addition, you can also access timecard data for project or salaried employees using the Timecard view.



The screenshot displays the 'Genies' interface at the top, showing a list of employees with columns for 'Unexcused Absence', 'Missed Punch', 'Early In', 'Late In', 'Early Out', 'Late Out', 'Overtime', 'Unsched Hours', and 'Totals Up-To-Date'. Below this is the 'Timecards' view for 'Adams, Julie', showing a detailed table of punches with columns for 'Date', 'Schedule', 'In', 'Out', 'Transfer', 'Pay Code', 'Amount', 'Shift', 'Daily', and 'Period'.

Name	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Overtime	Unsched Hours	Totals Up-To-Date
Adams, Julie				✓	✓				✓
Aguirre, Raymo...		✓							✓
Anderson, Jam...									
Arick, Michael									
Babson, Mildred									
Baker, Ginger									
Billings, Thomas									
Boyd, Mary J									
Brooks, Bob									
Carpenter, Jill									
Clifford, Lisa									
Crowsoft, Mich...									
Davis, Rodney									

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 7/27	9:00AM-2:00PM	9:30AM	1:00PM				3:30	3:30	3:30
Tue 7/28	9:00AM-2:00PM	9:00AM	2:01PM				4:00	4:00	7:30
Wed 7/29	9:00AM-2:00PM	8:59AM	2:00PM				4:00	4:00	11:30
Thu 7/30	9:00AM-2:00PM	8:55AM	2:01PM				4:00	4:00	15:30
Fri 7/31	9:00AM-2:00PM	9:01AM	2:00PM				4:00	4:00	19:30
Sat 8/01									19:30
Sun 8/02									19:30

### Adding Non-Worked Time

- 1 In the employee timecard, double-click the **Pay Code** cell for the date you want to add non-worked time.
- 2 Select the applicable pay code from the list and press **Tab**.
- 3 In the **Amount** cell, either select an amount or enter an hours amount using one of the acceptable formats.

### Best Practices

- You cannot add a pay code edit to a row that contains punches. If you want to add non-worked time to a day that has punches, click the plus sign associated with the day to add a new row.
- Add a comment to the pay code to provide further details of the transaction.

### Canceling Automatic Meal Deductions

- 1 In the employee timecard, select the punch for which you want to cancel the deduction.
- 2 Right-click to display the **Punch Actions** dialog box. Click **Edit**.
- 3 From the **Cancel Deduction** drop-down list, select the applicable deduction.

### Best Practices

- Select **All** if you are unsure of which break or meal deduction the employee uses.
- Apply the deduction to either an in-punch or out-punch; we suggest you always apply the deduction to an out-punch.
- To reverse the canceled deduction, select **<None>**.

### Transferring Jobs or Tasks in an Employee's Timecard

- 1 Access the employee timecard.
- 2 Enter the in-punch for the transfer.
- 3 Click the **Transfer** cell for the applicable shift. Either select an entry from the list or click **Search** to choose the new job or labor account.
- 4 Enter the out-punch in the corresponding **Out** cell.

### Best Practices

- When transferring hours to an employee's primary job or labor account after he or she has worked in a different job or labor account, be sure to enter the employee's primary job or labor account in the second Transfer cell.
- To transfer hours to a different job or task when two or more consecutive transfers appear for the same day, click the plus sign to create a new row in the timecard for each additional transfer.

### Moving Amounts

- 1 In the **Totals** tab of the employee timecard, select the amount you want to move.
- 2 Right-click the amount to display the **Totals Actions** dialog box. Click **Move Amount**.
- 3 Select a pay code, and then enter an amount and an effective date. Optionally, select a transfer option and comment.

### Best Practices

- To view moved amounts, you can run the Time Detail report; moved amounts will not appear in the timecard.