

Employee -> Time Entry -> Time Stamp

My Settings | My Timesheet Ashley Nelson

Time Sheet Edit July 25, 2005 - July 31, 2005

[Summary](#)
[Mon 25](#)
[Tue 26](#)
[Wed 27](#)
[Thu 28](#)
[Fri 29](#)
[Sat 30](#)
[Sun 31](#)

Tuesday, July 26, 2005

Time Sheet Edit

Cost Center	From	To	Break	Total
Support/Guides	8:32a	10:15a		1:43
Support/Data	10:15a	1:05p	1:00	1:50
Support/Help	1:05p	5:34p		4:29
Day Total :				8:02
Time Sheet Total :				17:06

Timesheet Information

Created On: 07/22/2005
Current State: Open

Highlights:

- Simplify or expand data required to track time and attendance
- Configure timesheet formats by individual or group
- Maintain consistency with existing policies through user-defined labels

Employee -> Time Entry -> Bulk Hours

Company | Accruals | My Settings | Manage Time | Approval | My Timesheet | Reports Jack Sutherland

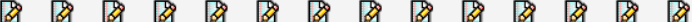
Bulk Hours July 11, 2005 - July 24, 2005

Timesheet **Calc. Detailed** Calc. Summary

Cost Center

	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16	Sun 17	Mon 18	Tue 19	Wed 20	Thu 21	Fri 22	Sat 23	Sun 24	Total
Executive/Admin	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	6:00			78:00
TO/Per												2:00			2:00
Total	8:00	8:00	8:00	8:00	8:00	0:00	0:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00	80:00

Add Rows Clear All Rows

Notes 

Needs Saving

Timesheet Information
Created On: 07/11/2005
Current State: Open

Notes
Left early to bring daughter to ball game.

Save Undo Submit For Approval Next Timesheet

Highlights:

- Automatically pre-populate timesheets
- Quickly enter comments or reason codes by exception
- Easily view calculated hours if access is granted

Employee -> Time Entry -> Start / Stop

My Settings | My Timesheet Kacey Jones

Start/Stop July 11, 2005 - July 17, 2005

Summary **Mon 11** Tue 12 Wed 13 Thu 14 Fri 15 Sat 16 Sun 17 Calc. Detailed Calc. Summary

Monday, July 11, 2005

Cost Center	DPS	Module	Notes	From	To	Lunch	Total	After Midnight
Software/Core	ERP Enterprises	Benefit Accruals		8:35a	11:15a		2:40	<input type="checkbox"/>
Software/Core	HR Specialties	Data Synchronization		11:15a	1:40p	1:00	1:25	<input type="checkbox"/>
Software/Core	Payroll Services	Expense Reimbursement		1:40p	5:30p		3:50	<input type="checkbox"/>
Day Total :							7:55	
Time Sheet Total :							27:55	

Add Rows

Needs Saving

Timesheet Information

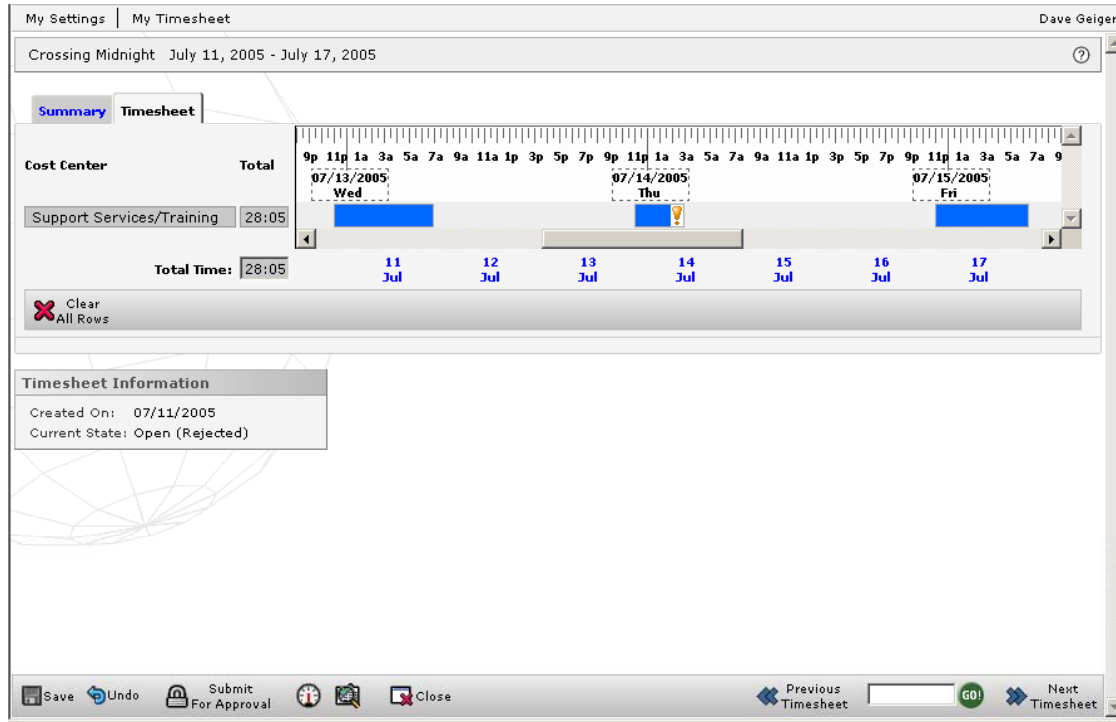
Created On: 03/23/2005
Current State: Open

Save Undo Submit For Approval Close Previous Timesheet GO! Next Timesheet

Highlights:

- Track work time against departments, projects, tasks, etc.
- View additional information such as planned Time Off
- Manual or automatic submission of timesheets

Employee -> Time Entry -> Crossing Midnight



My Settings | My Timesheet Dave Geiger

Crossing Midnight July 11, 2005 - July 17, 2005

Summary Timesheet

Cost Center Total

9p	11p	1a	3a	5a	7a	9a	11a	1p	3p	5p	7p	9p	11p	1a	3a	5a	7a	9a	11a	1p	3p	5p	7p	9p	11p	1a	3a	5a	7a	9											
												07/13/2005 Wed				07/14/2005 Thu						07/15/2005 Fri																			
Support Services/Training												28:05																													
Total Time:												28:05																													

Clear All Rows

Timesheet Information

Created On: 07/11/2005
Current State: Open (Rejected)

Save Undo Submit For Approval Close Previous Timesheet GO! Next Timesheet

Highlights:

- Web, barcode, Biometric and wireless data entry available
- Streamlined workflow ensures accurate payroll
- Easy to configure settings address the most complex pay rules

Employee -> Request Time Off

My Settings | My Timesheet Kacey Jones

Request Time Off

Time Off:

Request Type

Full Day

Date:

Partial Day (Start/Stop)

Date: From: To: Total:

Partial Day (Bulk)

Date: Total:

Multiple Days

From: To:

Comments

Leaving early to take daughter to ball game.

Time Off	Accrued To	Auth	Rem	Taken	Sch	Pending Approval
TO/Sick	1/1/2006	Hrs: 40:00 Days: 5	40:00 5	0:00 0	0:00 0	0:00 0
TO/Vacation	1/1/2006	Hrs: 80:00 Days: 10	56:00 7	0:00 0	24:00 3	0:00 0
TO/Personal	1/1/2006	Hrs: 24:00 Days: 3	16:00 2	8:00 1	0:00 0	3:00 0.38

Pending requests

Comment | Request State | Time Off | Date | Approver | From | To | Time | Date Submitted

Submit Request | View History | Close

Highlights:

- Enter Time Off directly into timesheet or require manager approval
- Easily view authorized, taken and scheduled Time Off
- Avoids schedule conflicts and unbiased enforcement of company policy

Manager -> Timesheet Approval

Company | Accruals | My Settings | Manage Time | Approval | My Timesheet | Reports Jack Sutherland

Timesheets Waiting My Approval

Employee Filter: All Employees

Timesheet Dates: Calendar Range | All

Run Rows On Page: 20 2 Rows Settings (Demo Screen)

	First Name	Last Name	Timesheet Start	Total Time	# Incomplete Records	Total Overtime Hours	Total Regular Hours
<input type="checkbox"/>	Monique	Ortiz	03/21/2005	38:09	1	-	38:15
<input type="checkbox"/>	Jennifer	Davis	03/21/2005	46:37	0	6:15	40:00
Page Total						6:15	78:15

View Timesheets | Approve | Reject | Refresh | Close

Highlights:

- Easily review, edit and approve timesheets by exception
- Quickly identify missing punches, attendance infractions and overtime
- Identify employee trends including adherence to schedule

Manager -> Time Off Request Approval

Company | Accruals | My Settings | Manage Time | Approval | My Timesheet | Reports Jack Sutherland

Time Off Requests Waiting My Approval

Employee Filter: All Employees

Requested Dates: Calendar Range | All

Run Rows On Page: 20 1 Row Settings (Default)

	First Name GX	Last Name GX	Requested Week Day	Date Requested GX	Time X	Time Off GX	Com. X	Region GX
<input type="checkbox"/>	Kacey	Jones	Friday	07/22/2005	3:00	Time Off/Personal		East

Approve Checked Requests | Reject Checked Requests | Refresh | Close

Highlights:

- Instant access to past Time Off and time scheduled in the future
- System maintains all history of comments for approval and rejects
- Automatic accrual processing notifies of potential negative balances

Manager -> Reports -> Seniority

Company | Pay Prep | Schedule | Accruals | My Settings | Manage Time | Approval | My Timesheet | Reports | Kathy Watts

Employee Seniority

Employee Filter: All Employees

Run | Rows On Page: 10 | 10 Rows | Settings (Seniority by Start Date)

First Name	Last Name	Hired	Started	Department	Region	Division
Jennifer	Davis	07/23/2001	08/13/2001	Software Development	East	Intellectual Property
Tom	Ballister	11/27/2001	12/10/2001	Support Services	East	Intellectual Property
Kacey	Jones	02/14/2002	03/04/2002	Software Development	East	Intellectual Property
Monique	Ortiz	02/14/2002	03/04/2002	Support Services	East	Intellectual Property
Allison	Booton	03/04/2002	03/18/2002	Marketing Co-Op	East	Intellectual Property
Ashley	Nelson	06/21/2002	07/08/2002	Support Services	East	Intellectual Property
Kim	Weaver	09/02/2003	10/01/2003	Marketing Co-Op	East	Intellectual Property
Dave	Geiger	08/16/2004	08/30/2004	Support Services	East	Intellectual Property
Kathy	Watts	03/01/2005	03/07/2005	Executive Offices	East	Intellectual Property
Jack	Sutherland	11/08/2004	03/15/2005	Executive Offices	East	Intellectual Property

Close

Highlights:

- Quickly filter, sort or group report data
- Send data to screen, CSV, Excel, .PDF, .HTML, .XML
- Data displayed in text, graphical and calendar formats

Manager -> Reports -> Detailed Hours

Company | Pay Prep | Schedule | Accruals | My Settings | Manage Time | Approval | My Timesheet | Reports | Kathy Watts

Detailed Hours Report

Employee Filter: All Employees

Timesheet Dates: Pay Period | Current | Profile: (7/18/2005-7/24/2005)

Run Settings (Demo Screen)

1. [UN GROUP] Grouped By Region = East

	First Name GX	Last Name GX	Date GX	Start X	End X	Hours X	Department GX	Emp. X Sch.
Region: East								
	Kacey	Jones	07/22/2005	08:33a	05:37p	8:04	Software Development	
	Kacey	Jones	07/21/2005	08:25a	05:28p	8:03	Software Development	
	Kacey	Jones	07/20/2005	08:41a	05:30p	7:49	Software Development	
	Kacey	Jones	07/19/2005	08:26a	05:32p	8:06	Software Development	
	Kacey	Jones	07/18/2005	08:32a	05:44p	8:12	Software Development	
Sub Total						40:14		
Totals						40:14		

Close

Highlights:

- Drill-down capability directly from report allows quick change to data
- Limit, expand and place data fields in preferred order
- Easily push saved report settings to individuals or groups to save time

Manager -> Reports -> Time Off Calendar

Company | Pay Prep | Schedule | Accruals | My Settings | Manage Time | Approval | My Timesheet | Reports | Kathy Watts

Time Off Calendar

Selected Year: 2005

Employee Filter: All Employees

July							August							September											
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat					
3	4 9:00	5	6	7	8	9	7	8	9	10	11	12 Labor Day (8:00)	13	14	15	16	17	11	12	13	14	15	16	17	
10	11 8:00	12	13	14	15	16	14	15	16	17	18	19	20	21	22	23	24	25	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	28	29	30	31	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30	31								18	19	20	21	22	23	24	
31																		25	26	27	28	29	30	31	

October							November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu		
					1		1	2	3				
2	3	4	5	6	7	8	6	7	8	9	10		
9	10	11	12	13	14	15	13	14	15	16	17		
16	17	18	19	20	21	22	20	21 16:00	22 16:00	23 16:00	24		
23	24	25	26	27	28	29	27	28	29	30			
30	31												

Information: 11/23/2005

Employee Filter: All Employees

Run Settings (Default)

Group: [GR000] Grouped By: Employee ID

First Name: Last Name: Show Off: Show Off Extension:

Employee ID	Time	OR/Vacation	Sub Total
Monique Ortiz	8:00	Taking long weekend for Thanksgiving. Bill less write on 8/24/2005. OK.	8:00
Kathy Jones	8:00	Taking long weekend for Thanksgiving. Jack lefthead write on 8/21/2005. OK - after the extra time out of the office.	8:00
Totals			16:00

Refresh Close



Highlights:

- Graphical view is familiar to all employees
- Employee view based on security settings and group permissions
- Available comments record approval history and prior communication











Manager -> Reports -> Dot Board



Company | Pay Prep | Schedule | Accruals | My Settings | Manage Time | Approval | My Timesheet | Reports | Kathy Watts

Dot Board - Friday, July 22 2005, 09:08 a (EST)

Employee Filter: East(10)  

Run Rows On Page: 30 10 Rows Settings (Default)

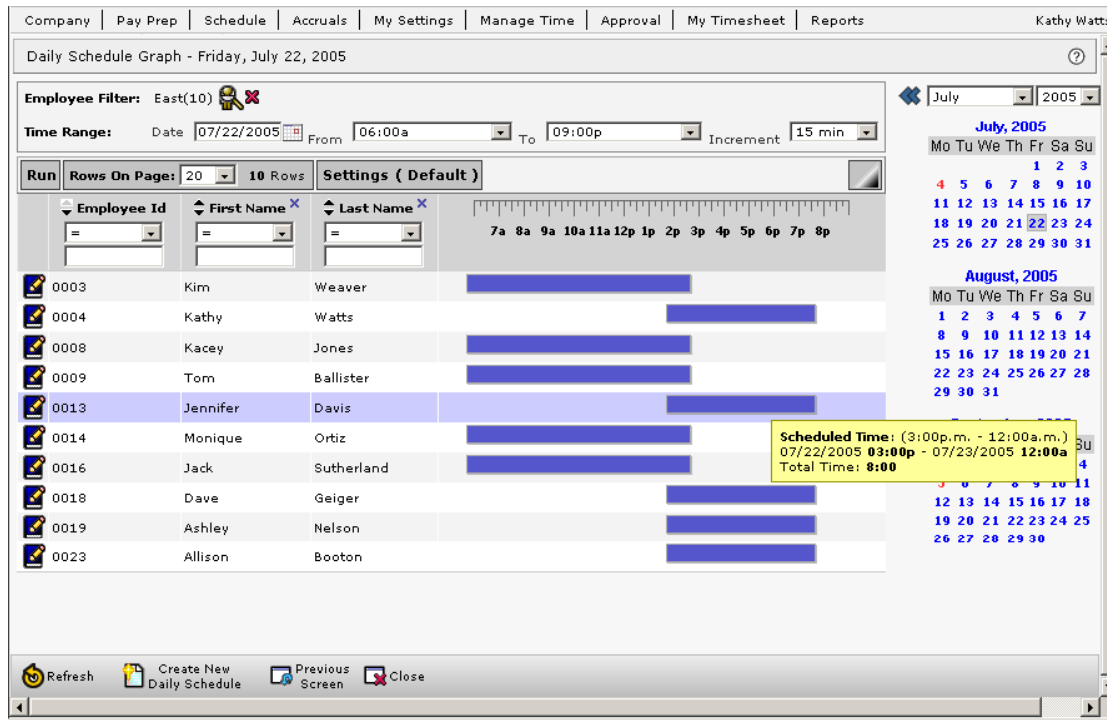
Employee Id	First Name	Last Name	In/Out	Last Start	Last End	Last Date	Time Since Last In	Time Since Last Out
0004	Kathy	Watts		-	-		0:00	0:00
0009	Tom	Ballister		07:00a	-	07/22/2005	2:08	0:00
0003	Kim	Weaver		-	-		0:00	0:00
0008	Kacey	Jones		08:33a	-	07/22/2005	0:35	0:00
0019	Ashley	Nelson		-	-		0:00	0:00
0014	Monique	Ortiz		07:00a	-	07/22/2005	2:08	0:00
0023	Allison	Booton		-	-		0:00	0:00
0018	Dave	Geiger		04:00a	08:00a	07/21/2005	0:00	1:08
0013	Jennifer	Davis		07:00a	-	07/22/2005	2:08	0:00
0016	Jack	Sutherland		-	-		0:00	0:00

 Refresh  Close

Highlights:

- Know who's working and who's not in remote locations
- Monitor what current projects employees are working on
- Identify the last in or out punch by employee

Manager -> Schedules -> Daily View



Company | Pay Prep | Schedule | Accruals | My Settings | Manage Time | Approval | My Timesheet | Reports | Kathy Watts

Daily Schedule Graph - Friday, July 22, 2005

Employee Filter: East(10)

Time Range: Date: 07/22/2005 From: 06:00a To: 09:00p Increment: 15 min

Run Rows On Page: 20 10 Rows Settings (Default)

Employee Id	First Name	Last Name	7a	8a	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p
0003	Kim	Weaver														
0004	Kathy	Watts														
0008	Kacey	Jones														
0009	Tom	Ballister														
0013	Jennifer	Davis														
0014	Monique	Ortiz														
0016	Jack	Sutherland														
0018	Dave	Geiger														
0019	Ashley	Nelson														
0023	Allison	Booton														

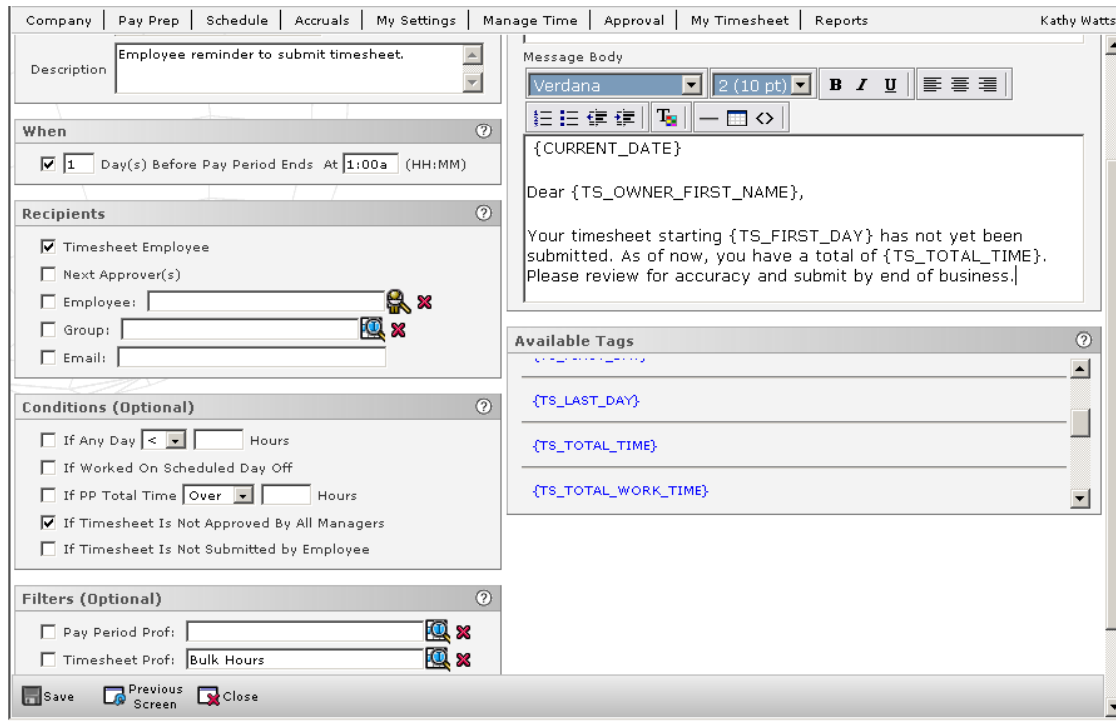
Scheduled Time: (3:00p.m. - 12:00a.m.)
07/22/2005 03:00p - 07/23/2005 12:00a
Total Time: 8:00

Refresh | Create New Daily Schedule | Previous Screen | Close

Highlights:

- Establish skills, positions and locations by business unit
- Assign skills and work preferences to employees
- Define rules (lowest \$, fewest people, etc.) and generate schedules

Manager -> Notification -> Timesheet Submittal



The screenshot shows a configuration window for a notification titled "Employee reminder to submit timesheet". The window is divided into several sections:

- Description:** Employee reminder to submit timesheet.
- When:** 1 Day(s) Before Pay Period Ends At 1:00a (HH:MM)
- Recipients:**
 - Timesheet Employee
 - Next Approver(s)
 - Employee: [text input]
 - Group: [text input]
 - Email: [text input]
- Conditions (Optional):**
 - If Any Day < [dropdown] [text input] Hours
 - If Worked On Scheduled Day Off
 - If PP Total Time [Over] [dropdown] [text input] Hours
 - If Timesheet Is Not Approved By All Managers
 - If Timesheet Is Not Submitted by Employee
- Filters (Optional):**
 - Pay Period Prof: [text input]
 - Timesheet Prof: Bulk Hours
- Message Body:**

Dear {TS_OWNER_FIRST_NAME},

Your timesheet starting {TS_FIRST_DAY} has not yet been submitted. As of now, you have a total of {TS_TOTAL_TIME}. Please review for accuracy and submit by end of business.
- Available Tags:**
 - {TS_LAST_DAY}
 - {TS_TOTAL_TIME}
 - {TS_TOTAL_WORK_TIME}

At the bottom, there are buttons for Save, Previous Screen, and Close.

Highlights:

- System tracks most processes and core functions for exceptions
- Configurable 'tags' send employee or process specific information
- Notifications sent automatically based on specific occurrences or events