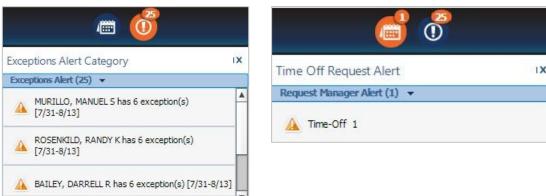
# Managers (Project View)



#### ALERTS Viewing Alerts

- 1) Click on the **Exclamation Point icon** to view the **Timecard Exceptions** Alert.
- 2) Click on the **Calendar icon** to view the **Time Off Request** Alerts
- 3) Click on an **item** in the details of the alert to open the relevant widget to take whatever actions are needed.



### TIMECARD EXCEPTIONS

#### **Reviewing Exception**

- Click on the Exceptions Alert to review each employee's timecard exceptions individually. To review all your employee's timecard exceptions, open the Exceptions Widget in the Related items pane
- 2) Select an individual employee and click on the **View Details** or hover over any column and click on the **Details** button to see all employees who have the same exception.

912 1	🕈 Manage My Department 🛛 Exc	eptions 🔍 🛛					
-	Exceptions						
***	Current Pay Period 📰 🖬 Al Ho	me					0 🔊
	Name	Missed Punch	Punches	Breaks	Unexcused Absence	Excused Absence	Total
	AMOROSO, KATHY L						0
Timecard Approval							
Employee Timecards							
Exceptions							
	View Details (1)	Total: 0	0	0	0	0	0



# Managers (Project View)

#### MANAGE MY DEPARTMENT Quickfind Genie

- Type the first few letters of the employees last name or employee Id before the \*asterisk and click on the Magnifying glass to find an employee. To see all employees just click on the Magnifying glass icon
- 2) To select **all employees**, click on the **Select All Rows**, to select specific employees, hold down **Ctrl** on your keyboard and click the employee you want to choose.
- 3) Click on the **Go To** icon to navigate to the appropriate widget.

			Time Period Current Pay Period	Show All	Home 💽 🚨		
ienies					A		
uickFind 🗸 💌 🔍				Loaded 5:111	PM Current Pay Period 💽 📰		
Selection Filter Approval					Share Go To		
Name	▲ ID		Primary Labor Account		3 Selected		
BAILEY, DARRELL R	E03652	IRWK/223/2/00/0/Y/E05328			Go to widget		
BALWINSKI, MICHAEL J	E09571	IRWK/223/2/00/0/Y/E05328			ceptions		
BANKSTON, PAUL J	E10919	IRWK/223/2/00/0/Y/E05328		En	nployee Timecards		
BOWLER, CHRISTOPHER J	E03896	INVIG 223/2/00/0/1/20320		Schedules Requests			
CAPONE, DONALD M	E04761	OPEN/224/2/00/0/Y/E05328					
COOPER JR., ROBERT F	E07957	IRWK/223/2/00/0/Y/E05328			Reports My Audits		
DU. QUAN K	E09936	IRWK/223/2/00/0/Y/E05328		y Timecard			
FONG, CRAIG E	E01031	OPEN/224/2/00/0/Y/E05328		• I	Go to workspace		
GARCIA, RAYMOND A	E08713	IRWK/223/2/00/0/Y/E05328			IRWK		
GOMEZ, NICHOLAS R	E05136	IRWK/223/2/00/0/Y/E05328			IRWK		
HARRIS. STEPHEN A	E00627	IRWK/223/2/00/0/Y/E05328			IRWK		
JOSE, JOHN MATTHEW P	E08810	IRWK/223/2/00/0/Y/E05328			IRWK-TPFT		
KOZLOWSKI, AARON P	E11685	OPEN/224/2/00/0/Y/E05328			OPEN		
LEUNG, RAYMOND W	E09921	IRWK/223/2/00/0/Y/E05328			IRWK TPFT		
MCVEIGH, DARREN D	E10251	IRWK/223/2/00/0/Y/E05328			IRWK		
	Emoso	IDWW/100210/00/07//E0E210			IDANA		

#### Other Genies.

1) Click on QuickFind drop down and select other genies, select time period and employee group to return employees.

Genies				• *
Total Hours 🗸		Loaded 11:26AM	Current Pay Period	All Home 🔹 Edit
Total Hours	<b>A</b>			
QuickFind	, v 🕘 v 📇 v 🔻	<ul> <li>?</li></ul>		
Attendance 🗧	le Timekeeping Accruals Ap	proval Schedule Absence		Refresh Share Go To
Pay Period Close				
Accrual Balances	Person ID	Pay Rule	Leave hours	Total worked
Reconcile Timecard	11231	IBDK CASL-C card		

#### **Related Items Pane**

1) Select the widget you would like to access and drag it to the center or click on it to open a separate tab

# GOLDEN GATE BROGE

### **Managers (Project View)**

<b>**</b>	+	Empl	Manage My Depar oyee Timecards R, MARK M	tment Employee	Timecards 🖏 🗴	
			c.1 -			
Timecard Approval			orove Sign Off ecard	Transfar	Mon 1/08	Tue 1/09
Timecard Approval				Transfer	Mon 1/08	Tue 1/09
		Tim	Pay Code	Transfer ;////1528//	Mon 1/08	<b>Tue 1/09</b> 4:00
		Tim	Pay Code Hours Worked			

#### TIMECARD EDITS Pay Code Edits

- Select the **<Enter Pay Code**> cell under the Pay Code Column and choose the pay code from the drop down.
- 2) Add the number of hours under the **amount** column 3) Click **Save**

Emp	loyee Timecards										E
CHE	UNG, TONY LUP KW 💌		581				Loaded: 12:45 PM	1/08/2018 - 1/14/2018, 5		1 Employee(s) Selecte	d 👻
	prove necard		-					Print Timecard		skalme Totale	Go To
	Pay Code	Transfer	Mon 1/08	Tue 1/09	Wed 1/10	Thu 1/11	Fri 1/12	Sat 1/13	Sun 1/14	4 To	tal
x	Hours Worked			8.00	8.00	8.00	8.00				32.0
x.	Please Choose:										
×	3100 - REG EARN 3163 - WCINJ1.0		8-00AM-4-30PM	8.00AM-4.30PM	8:00AM-4:30PM	8:00AM-4:30PM	8.00AM-4.30PM				
•	3200 · OT SCHED 3205 · OT @ REG 3421 - BEREAV H 3425 · COMP TKN 3466 - FMLATRHR			8:00	8.00	8:00	8:00				32:0

#### Transferring Employee Hours to Projects

Employees are required to transfer hours to one or many projects throughout the day, there may be times you need to add, edit or change the transfers in the employee's timecard

1) To transfer hours worked for a day, click on the **<Enter Pay Code>** cell under the **Pay Code** column. A dropdown will appear.

# Managers (Project View)



	Pay Code	
×	Hours Worked	
×	<enter code="" pay=""></enter>	

2) Scroll down or type an "H" and highlight Hours Worked

	Pay Code						
×	Hours Worked						
×	Please Choose:	-					
$\times$	3200 - OT SCHED 3205 - OT @ REG						
×	3840 -COMP EARN 1.0 3845 -COMP EARN 1.5						
	Hours Worked						

3) Under the **Transfe**r column click the drop down and click on **Search** 

Pay Code	Transfer
Hours Worked	
Hours Worked	·
Schedule	Search

 In the Transfer screen click the Labor Account section, then click the drop down under the CAPITAL-OP P field and scroll to the project you would like to transfer the employee hours to. Click Apply

\*Note employee timecards should pre-populate with the previous period transfers

CAPITAL-OP P	8N0002 - ENG	R Oversight-B 💌 🗙	
TBD1:			
REPORTS TO:	1830	D-1 Heavy Duty	
	1832	Elecric Bus Ch	
	8N0001	ENGR Oversigh	
	8N0002	ENGR Oversigh	
	8N0003	ENGR Oversigh	

5) Click in the day and enter the number of hours that were worked in the transferred project. Click on **Save**.

Pay Code	Transfer	Mon 1/08
lours Worked		
Hours Worked	;////8N0002//	4:00

6) To transfer to the employee to multiple projects throughout the day, follow steps 1-6 and click on Save each time. Notice there are many projects transfers throughout the day



### Managers (Project View)

Pay Code	Transfer	Mon 1/08	Tue 1/09	Wed 1/10	Thu 1/11	Fri 1/12
Hours Worked		4:00		4:00	2:00	3:00
Hours Worked	;////1431//	4:00	6:00	2:00	6:00	1:00
Hours Worked	;////8N0013//					2:00
Hours Worked	;////8N0028//		4:00	2:00		2:00
<enter code="" pay=""></enter>						
Schedule		8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM
Daily Total		8:00	10:00	8:00	8:00	8:00

#### Adding Comp Time in Lieu of Overtime

Any work performed more than 40 hours in a work week is eligible to receive overtime and/or receive compensatory time off (based on the MOU or HR Guide) Your employees' Overtime will automatically be calculated by the system. If the employee requests Comp Time in lieu of Overtime in advance, you will need to add it the employee's timecard using this code:

- 3845 Comp Earned 1.5
- 1) Navigate to the right side under **Total** or at the bottom on the **Totals** tab of the employee's timecard under **Totals** to view the OT hours worked

	Pay Code	Transfer	Mon 1/08	Tue 1/09	Wed 1/10	Thu 1/11	Fri 1/12	Sat 1/13	Sun 1/14	Total
×	Hours Worked		4:00		4:00	2:00	3:00			13:00
×	Hours Worked	////1431//	4:00	6:00	2:00	6:00	1:00			19:00
×	Hours Worked	////8N0013//					2:00			2:00
×	Hours Worked	////8N0028//		4:00	2:00		2:00			8:00
	<enter code="" pay=""></enter>									
×	Schedule		8:00	8:00	8:00	8:00	8:00			
×	Daily Total		8:00	10:00	8:00	8:00	8:00			42:00

 In the Pay Code column of the timecard under the Hours Worked pay code entry, click on the dropdown field <Enter Pay code> and choose the 3845-COMP EARNED 1.5 Pay code

Hours Worked	////8N0028//	4:00 2:00	2:00	8:00
3845 -COMP EARN 1.5			2:00	2:00
<enter code="" pay=""></enter>				

#### 5) Click Save

#### Adding Comp Time with Paid Time Off

Paid time off such as vacation or sick, does NOT count as time worked for the purposes of calculating overtime. If the weekly 40 hours includes paid time off (i.e. sick or vacation) then the hours over 40 in any given week for which the employee has requested Comp Time must be entered as:

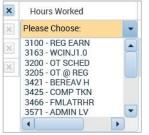
- 3840 Comp Earned 1.0.
- 1) Navigate to the right side under **Total** or at the bottom on the **Totals** tab in the timecard to view any hours that are over 40 for the week.



### Managers (Project View)

	Pay Code	Transfer	Mon 1/08	Tue 1/09	Wed 1/10	Thu 1/11	Fri 1/12	Sat 1/13	Sun 1/14	Total
×	Hours Worked	;////1431//		4:00	2:00	6:00	5:00			17:00
×	Hours Worked	;////8N0013//		4:00	4:00	2:00	3:00			13:00
×	Hours Worked	;////8N0028//			6:00					6:00
×	3400 - VACATION		8:00							8:00
×	<enter code="" pay=""></enter>									
X	Schedule		8:00AM-4:	8:00AM-4:	8:00AM-4:	8:00AM-4:	8:00AM-4:			
×	Daily Total		8:00	8:00	12:00	8:00	8:00			44:00

 In the Pay Code column of the timecard under the Hours Worked pay code entry click on the dropdown field <Enter Pay code>



3) To enter Comp Time, for the hours over 40 choose the **3840 Comp Earned 1.0**. pay code

Hours Worked	;////8N0028//		6:00
3400 - VACATION		8:00	
3840 -COMP EARN 1.0			4:00

4) Click Save

### MANAGING TIME OFF REQUESTS

Approving, Refusing or Retracting a Time-Off Request

1) Click on the Time Off Request Alert or open the Requests Widget in the Related item pane





### Managers (Project View)

-	****
	Genies
	Timecard Approval
	Employee Tinecards
	Exceptions
	Absence Summary
	Reports
	Group Edit Results
	Schedules
	Requests

2) Click on the request you want to **Approve** (to approve the request), **Refuse** (if the request has not been previously approved) or **Retract** (if a request was approved and subsequently changed)

			1/05/2018, Select	A CONTRACTOR OF A CONTRACTOR O	TimeOff	Multiple			0
		Details	Edit Appro	ove Refuse Pend	ding Retract	Request Time Off			
Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
E03896	Request Time Off	8/07/2017 1:17PM	Submitted	BOWLER, CHRISTO	8/11/2017	BOWLER, CHRISTO	8/11/2017	3400 - VACATION	

- 3) Click Approve, Refuse (adding comments) or Retract to review details
- Add any comments or notes if applicable and click on Approve, Refuse or Retract and submit the request

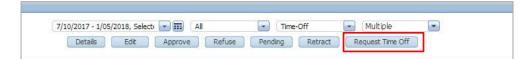
Approve Time	-Off Request	Refuse Time	-Off Request	X
Modified b	i 8/07/2017-1:17:00PM vy E03896 DWLER, CHRISTOPHER J	Modified	ed 1/16/2018-9:4 by E88888 BAKER, MARK M	47:29AM
Туре	Request Time Off	Type	Request Time C	Off
Pay code Start Date Duration	3400 - VACATION 8/11/2017 End Date 8/11/2017 Full Day	Pay code Start Date Duration	3430 - FL HOLI 1/21/2018 Full Day	D End Date 1/21/2018
Comments Notes (Option	al)	Comments Notes (Opti	onal) Approved Unapprovec	
	Approve Cano	zel		Refuse Cancel

Creating a Time-Off Request for an Employee

- 1) Open the **Requests** Widget in the Related item pane
- 2) Click on the **Request Time Off**

### Managers (Project View)





- 3) Choose the **Employee** from the drop-down list
- 4) Enter the Start date
- 5) Enter the End date
- 6) Select the appropriate **pay code** (example: 3410-Sick Hours)
- 7) Choose the duration in **Hours** or for a **Full Day**
- 8) Enter the employees shift **Start time** (hours only)
- 9) Enter the **Length** of the shift (hours only)
- 10)Click on Submit

Employee FLENACE, FREDERICKH   Type Request Time Off   Location 1/21/2018   Accrual Balance Omp Time 0000 Hour Family Sdx Start time 1/21/2018   Accrual Comp Time 0000 Hour Family Sdx Start time 1/28/2018   Accrual Comp Time Pay code 3410-SICKHRS  Start time 10000AM Start time 1000AM Start time 1000	1/21/2018 Balance 96:00 Hour 96:00 Hour 16:00 Hour 96:35 Hour 6:22 Hour
Start date       1/21/2018       Immediate       Accrual       Start date       1/21/2018       Accrual       Start date       1/21/2018       Accrual       Start date       1/21/2018       Accrual       Start date       1/28/2018       Accruals on       Accrual       Comp Time       Comp Time       Start date       1/28/2018       Accruals on       Accrual       Comp Time       Comp Time       Start date       1/28/2018       Accrual       Comp Time       Comp Time       Start date       1/28/2018       Accrual       Comp Time       Start date       1/28/2018       Start date       I/28/2018       Start date	Balance           0:00 Hour           96:00 Hour           16:00 Hour           96:35 Hour
End date       1/21/2018       Accrual       Accrual         Pay code       1/21/2018       Accrual       Comp Time       0:00 Hour         3163 - WCINDLO       3363 - WCINDLO       Family Sdc       96:00 Hour       Pay code       3410 - SICK HRS       Parity Sdc         3410 - SICK HRS       3410 - SICK HRS       Sdc       96:35 Hour       Sdc       96:35 Hour         3421 - BEREAVH       3422 - BEREAVH       Sdc       96:32 Hour       Start time       10:00AM       Vacation Bark 2         3432 - FL HOLD       3471 - JURY DH       Goelect a Time Off Code       Family Sdc       Family Sdc       Vacation Bark 2         Start date       1/21/2018       Maccrual       Comp Time       Comp Time       Comp Time         3421 - BEREAVH       3425 - COMP TiXN       3435 - FL HOLD       Start time       10:00AM       Vacation Bark 2         3471 - JURY DH       Goelect a Time Off Code       Start date       1/21/2018       Maccrual         Notes (Op Hourds)       Type       Request Time Off        Maccrual       Comp Time         Group Time       Family Side       Family Side       Family Side       Family Side       Family Side         Materia       1/21/2018       Maccrual       Family Side       Family Side	Balance           0:00 Hour           96:00 Hour           16:00 Hour           96:35 Hour
Pay code 365e-VKCNUD10 34300 - VKCATION 34300 - VKCATION 34300 - VKCATION 3430 - VKCATION 3430 - VKCATION 3410 - SICKHRS 3410 - SICKHR	0:00 Hour 96:00 Hour 16:00 Hour 96:35 Hour
Pay code Gelect a Time Off Code Time Off Code Annu Pay code 3410 - SICK HRS Comp Time Off Code Annu Pay code 3410 - SICK HRS Comp Time Parity Sick 96:00 Hour Hours Start time 3410 - SICK HRS Start time 3410 - SICK HRS Annu Pay code 3410 - SICK HRS Comp Time Parity Sick 96:35 Hour Yacation Bark 2 6:22 Hour Acation Bark 2	0:00 Hour 96:00 Hour 16:00 Hour 96:35 Hour
Jafa3 - WCIN2L 0   Jafa - FMLY SCK   Jafa - Stock FRS   Start time   Jafa - Stock FRS   Jafa - Stock FRS <td< td=""><td>96:00 Hour 16:00 Hour 96:35 Hour</td></td<>	96:00 Hour 16:00 Hour 96:35 Hour
Duration 3400 - VACATION   Start time 3410 - SICKHRS   3410 - SICKHRS 3416 - FMLY SOK   3421 - ERFAVH 3425 - COMP TKN   3430 - RL HOLD 3471 - JRY DH   @Select a Time Off Code Floating Holday   Notes (Optional) Floating Holday   Toraft Submit Cancel   Start date 1/21/2018   Pay code 3410 - SICKHRS   Floating Holday   Ploating Holday 15:00 Hour   Botter (Data)   Buration Hours   Hoating Holday   Start time 10:00AM   Hoating Holday Start time   Start time 10:00AM   Hoating Holday Start time Start time Dice (Data) Hoating Holday Start time Hoating Holday Start time Start time Dice (Data) Hoating Holday Start time Dice (Data) Hoating Holday Start date Hoating Holday Hoating Holday Start date Hoating Holday Hoating Holday Start date Hoating Holday Hoatin	16:00 Hour 96:35 Hour
Start time   3410 - SICKHRS   3410 - HKLYSCK   3410 - HKLYSCK   3421 - BEREAVH   3425 - COMP TKN   3430 - FLHOLD   3471 - JURYDH   @Select a Time Off Code     Notes (Optonel)     Draft     Submit   Cancel     Start date   1/21/2018   Pay code   3410 - SICKHRS     Accruals	96:35 Hour
Image: Start time       10:00AM       Vacation Bark 2         3416 - FMLYSCK       3421 - BEREAVH       3425 - COMP TKN         3430 - FLHOLD       3430 - FLHOLD       471 - JURYDH         GSelect a Time Off Code       Feequest Time Off       Feequest Time Off         Notes (Optional)       Draft       Submit       Cancel         Image: Start date       1/21/2018       Accrual         Pay code       3410 - SICKHRS       Family Skk         Pay code       3410 - SICKHRS       Family Skk         Hoating Holda       Floating Holda       Floating Holda	
addition	
3430 - FL HOLD   3471 - JURY DH   @Select a Time Off Code     Notes (Op trond)     Draft   Submit   Cancel     Start date   1/21/2018   Pay code   3410 - SICK HRS   Foating Holdate	
3471-J.RYDH   @select a Time Off Code     Notes (Optional)     Draft     Submit   Cancel     Start date   1/21/2018   Pay code   3410-SICKHRS     Paintion   Full day     Plantion	
Comments   @Select a Time Off Code     bbtes (Op Hornal)     Employee   FURNACE, FREDERICK H     Type   Request Time Off <	
Employee FURNACE, FREDERICK H   Type Request Time Off   Draft Submit   Cancel Start date   1/21/2018 Accruals on   End date 1/21/2018   Pay code 3410-SICKHRS   Family Sick   Floating Holida	
Draft     Submit     Cancel       Start date     1/21/2018     Accruals on       End date     1/21/2018     Accrual       Pay code     3410-SICKHRS     Comp Time       Parminy Sock     Floating Holida	
Draft       Submit       Cancel       Type       Request Time Off <	
Draft     Submit     Cancel     Start date     1/21/2018     Accruals on       End date     1/21/2018     Accruals on     Accruals on       Pay code     3410 - SICK HRS     Comp Time       Parminy Sock     Fluid day     Floating Holida	
End date     1/21/2018     Accrual       Pay code     3410-SICKHRS     Family Sick       Duration     Full day     Floating Holida	
Pay code     3410 - SICK HRS     Comp Time       Duration     Full day     Floating Holida	1/21/2018 📰
Pay code     3410 - SICK HRS     Comp Time       Pamily Sick     Full day     Fill day	Balance
Pay Gue     3410-SLCK HRS     Family Sidk       Duration     Full day     Floating Holida	0:00 Hour
Duration Full day  Floating Holida	96:00 Hour
( arou)	
Sick	96:35 Hour
Vacation Bank	
	. oreeriod
Comment s	
Notes (Optional)	
Draft	

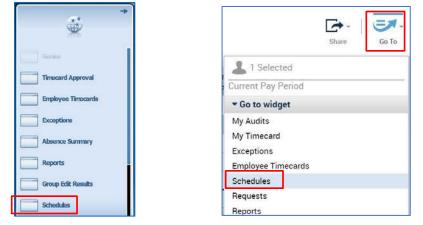
#### SCHEDULES Adjusting a Shift



# Managers (Project View)

NOTE: These instructions are for changing a shift on a specific day. To change the employee's full schedule, see **Adjusting a Pattern** below.

1) Access the **Schedules** widget from the related items pane or choose Schedules from the **Go To** icon



2) Right click inside the cell on the date you would like to change the shift

Quick View	Column Selection	<b>●</b> ▼ Visibility Filter	Select all	Gantt View	<b>↓↑↓ -</b> Sorting	Tools
By Employee			1/14	- 1/20		
Name 🔶		Monday	y 1/15		Tuesda	ay 1/16
BURCHELL, THOMAS	E 8:00AM	I - 4:30PM		8:00A	M - 4:30PM	
CHEUNG, TONY LUP	K 8:00AM	8:00AM - 4:30PM			M - 4:30PM	

3) Click on the **Edit** icon, the Edit Shift Screen Appears



4) Click on the **Insert Template** drop down and choose the shift you would like to replace the current shift with.

### Managers (Project View)



Assigned to BURCHELL, THO	DMAS E	Shift Details	8:00	am-4:30pr	n(8:30h)
Insert Template 👻		Shift Label	ENGF	≀8a - 430p	
Name	Description			Time	End Dat
ENGR 730a - 4p	ENGR 730a- 4p			)0pm	1/16/20
ENGR 7a - 330p ENGR 830a - 5p	ENGR 7a- 330p ENGR 830a - 5p			30pm	1/16/20
ENGR 8a - 430p	ENGR 8a - 430p				
				0pm	1/16/20

5) Click on **Apply.** The new shift should now appear in the schedule

By Employee	1/14	- 1/20
Name 🐣	Monday 1/15	Tuesday 1/16
BAKER, MARK M		
BURCHELL, THOMAS E	8:00AM - 4:30PM	7:00AM - 3:30PM

6) Click on **Save** in the schedules widget.

Save	

#### Adjusting a Schedule Pattern

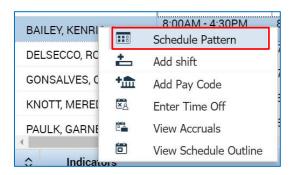
1. Access the **Schedules** widget from the related items pane or choose **Schedules** from the **Go To** icon



### Managers (Project View)

**	Share Go To
Guraies Timecard Approval Employee Timecards	La 1 Selected Current Pay Period
Exceptions Absence Summary	My Audits My Timecard Exceptions
Group Edit Results	Employee Timecards Schedules Requests

- 2. Right click the name of the employee whose pattern you would like to change
- 3. Select Schedule Pattern



4. Select the Edit icon

ssigned					
BAILEY	, KENRIC J Prima	<b>aryjob</b> None			
	Start Date	End Date	Duration	Rotation	
ØX	12/04/2017	Forever	1 week	1 Week:8a • 430p(Mon,Tue,Wed,Thu,Fri)	

- 5. Set the **Start Date** for the Pattern
- Set the End Date for the Pattern (Select Forever if you want this to the employee's permanent schedule going forward)
- 7. Select the Pattern Template drop-down and select the Pattern

### Managers (Project View)



Assigned to DELSECC	0, ROBERT J PI	rimary job None					
	Start Date	End Date	Duration	Rotation			
2 X	12/04/2017	Forever	1 week	1 Week:8a - 430p(M	lon,Tue,Wed,Thu	,Fri)	
Edit Pattern	1						1
Anchor Date	* 12/04/2017	Start Date	12/04/2017	End Date:*		Clear	
			(12002011		Forever		
Define Patte	m for: * 1	Week(s)      Day(	(12002011	۲			ide Other Pattern
Define Patte Add Shift 1	m for: * 1 Add Pay Code I No. Sum	● Week(s) ○ Day( Shift Template ↓ day Monday	(s) Pattern Template • Search Name	۲	Forever	♂ Overri riday	
Define Patter	m for: * 1 Add Pay Code 1 No. Sun 1	● Week(s) ○ Day( Shift Template ↓	s) Pattern Template • Search Name ADMN 9a - <u>53</u>	Description	Forever	✓ Overri	Find
Define Patte Add Shift 1	m for: * 1 Add Pay Code I No. Sum	● Week(s) ○ Day( Shift Template ↓ day Monday	(s) Pattern Template • Search Name	Description	Forever	♂ Overri riday	Find

8. Select Yes to Confirm

Confirm	
You will lose any changes you hav to continue?	ve made if you continue. Do you want
	Cancel Yes

9. Select Apply

Assigned t DELSEC	o CO, ROBERT .	J Primary jo	b None					
	Start Date	End	Date	Duration	Rotation			
2 ×	12/04/2017	Fore	ver	1 week	1 Week:8a - 4	30p(Mon,Tue,We	d,Thu,Fri)	
Anchor Dat	te:* 12/24/20	D17 📅	Start Date:	12/04/2017	End Date		Clear	
			k(s)	;) Pattern Template 🔻		Forever 730a-4		rride Other Pattern
Define Pati					Wednesday		175 .010	

10. Click Save



### **TIMECARD APPROVAL**

### **To Approve Individual Timecards:**

# Managers (Project View)



- Select the individual employees by holding down Ctrl and choosing employees or choose Select All Rows in any Genie
- 2) Click on the Go To button and choose Employee Timecards
- 3) In the employee's timecard click on the **Approve Timecard.** Click on the **Approve** button. The timecard will turn a different color
- 4) Click on the arrows to move to the next employee and repeat.

Employee Timecards			
LEE, JEFFREY	3 of 7 🕨 E16062		
Approve Timecard			
Approve Timecard	Transfer	Mon 1/15	Tue 1/1
Remove Timecard Approval			
Hours Worked			
Martin Luther King, Jr		8:00	
Enter Pay Code>			

### **To Approve All Timecards:**

1) Select Timecard Approval from the Related Items Pane



 Select the Time Period you are approving (Current Pay Period if you approving on Friday/Saturday of the current Pay Period, Previous Pay Period if you approving on Sunday/Monday of the next Pay Period) and then click

Save	e. (	Click	Next.	

Timecard Approva	Select Pay Period for Approvals	Punch Issues	Approve Timecards	<ul> <li>()</li> <li>(</li></ul>
Select Pay Per	iod for Approvals			
Time Period	Current Pay Period	]		
HyperFind	All Home			

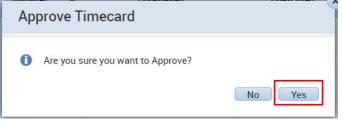


### Managers (Project View)

3) Click **Next** again to get to the Approve Timecards work space. If you have reviewed all Timecards and resolved any issues, click Select All Rows. Select Approval > Approve Timecard

oprove Tim	necards 🝷			Approve Tim	ecards 🔻		
ER	iii+-	$\nabla$	<b>v</b> .	E	iii+-	$\mathbb{Y}$	× .
Select All Rows	Column Selection	Filter	Approval	Select All Rows	Column Selection	Filter	Approval
08030107084							Approve Timecard

4) On the Approve Timecard pop-up, select Yes



5) Click **Next** to go to Group Edit Results to view whether or not the approvals completed successfully.

Prev 44 Punch Issues	Approve Timecar	ds	🕜 🔪 Group B	dit Results for Approvals	0	Clear
ROUP EDIT RESULTS						
Refersh						3
Refresh Group Edit	Date	Time	User Name	Status	Results	-

If you see Failure, you can click on the Details hyperlink to view the reason. It is typically not an issue (for example, the timecard is already approved).



# Managers (Project View)



### **MY Information**

In your home page click on `+' sign for more workspaces and choose **My Information**.

KRONOS"		
↑ Manage My Department	0	+ My Information
Genies		
QuickFind -		Q

My Information workspace displays Accruals available, on right side panel widgets such as My Audits, My reports, My Timecard.

🔒 Manage My D	epartment	My Information Q   X +						
My Calendar							□ ⊀	*
4 Au	ugust 2 - 8, 2020	•				Cur	rrent Pay Period 🔹	
_	_							My Calendar
Day We		Visibility Filter Time Off						My Audits
	Sun 8/02	Mon 8/03	Tue 8/04	Wed 8/05	Thu 8/06	Fri 8/07	Sat 8/08	My Inbox
								My Reports
8:00AM								My Timecard
9:00AM								
10:00AM								
11:00AM								
12:00PM								
1:00PM								•
				<b>~</b>				-
My Accruals								
Code	<ul> <li>Reporting Per</li> </ul>	riod		Balance On S	elected Date		· · · · · · · · · · · · · · · · · · ·	<u> </u>
Family Sick	1/01/2020 - 12	2/3					0:00	
Floating Holiday	1/01/2020 - 12						0:00	
Sick	1/01/2020 · 12						29:13	•
Vacation Bank 2	1/01/2020 - 12	2/3					27-30	

#### Click on My Timecard, to view your timecard.

A N	lanag	e My Department	My Information	My Timecard Q X +							
Му Т	imeca	ırd									□ ‡
									Load	ed: 1:49 PM Current Pay	Period 🔹 📰
	• iew	Approve Timecard								Print Refresh	Calculate Save Totals
		Date	In	Out	Transfer	Pay Code	Amount	Schedule	Shift	Daily	Period
+	$\times$	Mon 7/27									
+	$\times$	Tue 7/28									
+	$\times$	Wed 7/29									
+	$\times$	Thu 7/30									
+	$\times$	Fri 7/31									
+	×	Sat 8/01									
+	$\times$	Sun 8/02									
+	×	Mon 8/03									

# Managers (Project View)



1

### **REQUESTING TIME OFF**

1) In My Information Workspace is My Calendar, choose request time off.

A My Informat	tion 🗘							
My Calendar							• *	ŧ
	August 2 - 8, 2020	•				Curren	nt Pay Period 💌 🖬	•
	Week Month	Visibility Filter						
	Sun 8/02	Mon 8/03	Tue 8/04	Wed 8/05	Thu 8/06	Fri 8/07	Sat 8/08	
8:00AM							6	•
9:00AM		9:00AM-5:30PM 9:00AM-12:00PM	9:00AM-5:30PM 9:00AM-12:00PM	9:00AM-5:30PM 9:00AM-12:00PM	9:00AM-5:30PM 9:00AM-12:00PM	9:00AM-5:30PM 9:00AM-12:00PM	ſ	
10:00AM		[3:00 h] Regular						
11:00AM		negulai	Tregular	negular	negular	negulai		
					-		ļ	•
My Accruals	1							
Code	<ul> <li>Reporting Perio</li> </ul>	d		Balance Or	Selected Date			
Comp Time	1/01/2020 - 12/3						79:45	
Family Sick	1/01/2020 - 12/3						48:00	
Floating Holida	y 1/01/2020 - 12/3						16:00	•

2) Choose the **Start Date** and **End Date** you would like to request.

### **Request Time Off**

	S	tart d	ate		End o	late		Pay code Time Unit Start time Daily Amount
t ×	08/03	3/2020	0	: 8	8/03/2	2020	~ ~	Pick a Pay C Hours
			Au	gust 2	020			
ccruals	Su	Mo	Tu	We	Th	Fr	Sa	
	26	27	28	29	30	31	1	
	2	3	4	5	6	7	8	Balance
Comp Ti	9	10	11	12	13	14	15	79:45 Hour
Family S		17	18				22	48:00 Hour
Floating		17	10	19	20	21	22	16:00 Hour



### Managers (Project View)

Type: Red	quest Time Off	-					
	Start date	End date	Pay code		Time Unit	Start time	Daily Amount
+ ×	8/03/2020	8/03/2020	~ ~ Pick a	-	Hours		
			3163 - WCIN.		4		
Accruals on	: 8/03/2020		3400 - VACA <sup>-</sup>				
			3410 - SICK I				
	Ac	crual	3416 - FMLY			Balance	
			3421 - BERE/				
Comp Tim	e		3425 - COMP		5 Hour		
Family Sic	k		3430 - FL HO		0 Hour		_
Floating H	olidav		3466 - FMLA		0 Hour		
riouding fi	onday		3471 - JURY	_	ornour		

### 4) Choose the appropriate **Duration**.

Choose Full Day to request the entire scheduled day

### **Request Time Off**

	Start date	End date	Pay code	Time Un	it	Start time	Daily Amount
+ ×	8/03/2020	8/03/2020	~ ~ Pick a Pay C	Hours	-		
				Hours			
Accruals on:	8/03/2020			Full day			

5) Choose **Hours** to request a specific number of hours.

#### When entering **Hours**

6) Enter the **Start time** you would like your time off to begin and the **Length** of time you would like to take

### Managers (Project View)

7)



6

Type: Reg	uest Time Off	•					
	Start date	End date	Pay code	Time Unit	Star	t time D	aily Amoun
+ ×	8/03/2020	8/03/2020	~ ~ Pick a Pay C	Hours	8:00AM	4	
	Submit. A uest Time O		sent to your I	Manager fo	r approva	ıl.	V
	uest Time O	off	sent to your I	Manager fo	r approva	ıl.	V
Rec	uest Time O	off	sent to your I	Manager fo Time Unit	r approva Start time	l . Daily Amoun	
Rec	uest Time O	ff 🔹		Time Unit			
Rec Type	UUEST TIME O	ff  End date 8/03/2020	Pay code	Time Unit	Start time	Daily Amoun	

Comp Time	79:45 Hour
Family Sick	48:00 Hour
Floating Holiday	16:00 Hour

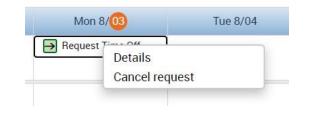
8) You should see a **green box with an arrow** on the day(s) you submitted the request for. If you hover your mouse over the right arrow you will be able to see the details

Mon 8/03	Tue 8/04
➡ Request Time Off	
	Submitted 8:00AM - 12:00PM ~ ~ Pick a Pay Code !!! [4:00 h]
1	~ ~ Pick a Pay Code !!! [4:00 h]

9) To Cancel a Time Off Request, click the right arrow and choose **Retract**. If your Manager has already approved the request, choose **Cancel** 

### Managers (Project View)





### **MY REPORTS**

1) Select **My Reports** from the related items pane by clicking to open a new tab, or dragging the workspace to your home screen.



2) To view a report that shows your Schedule, Time Detail or My Accrual Balances and Projections, highlight the applicable option under Available Reports. Select the date range in the Time Period (or a specific date in the As Of for Accruals) drop down and click on View Report

REPORTS	Name:	
View Report Primary Account		
Schedule	Time Period Current Pay Period	Schedule Description Displays an employee's shi rule transfers, shift codes, s
My Accrual Balances and Projections		