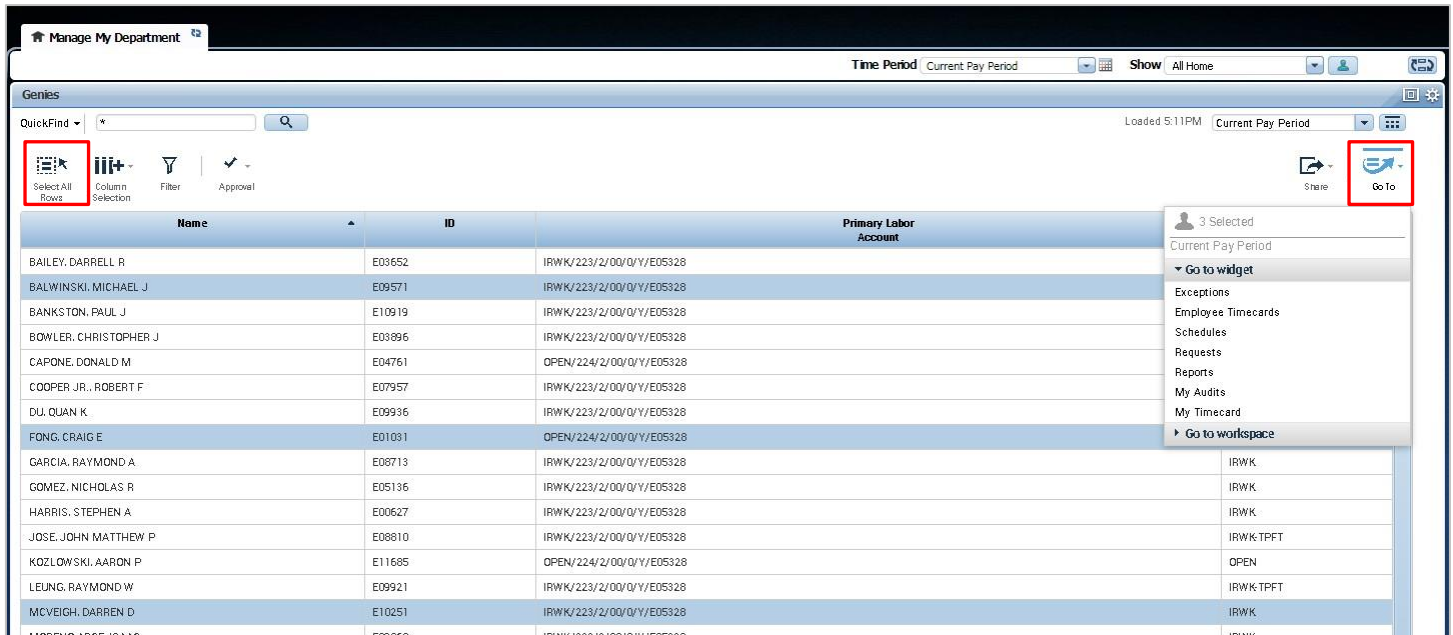


Managers (Project View)

MANAGE MY DEPARTMENT

Quickfind Genie

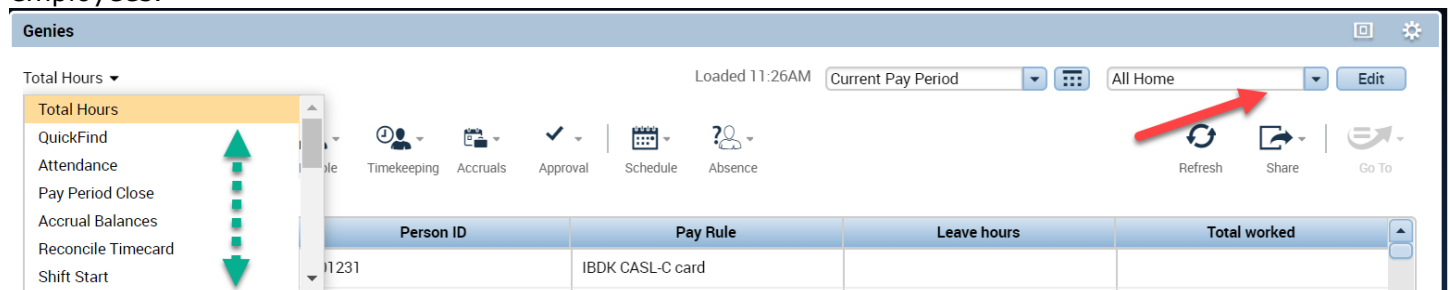
- 1) Type the first few letters of the employees last name or employee Id **before the *asterisk** and click on the **Magnifying glass** to find an employee. To see all employees just click on the Magnifying glass icon
- 2) To select **all employees**, click on the **Select All Rows**, to select specific 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.



Name	ID	Primary Labor Account
BAILEY, DARRELL R	E03652	IRWKJ/223/2/00/Q/Y/E05328
BALWINSKI, MICHAEL J	E09571	IRWKJ/223/2/00/Q/Y/E05328
BANKSTON, PAUL J	E10919	IRWKJ/223/2/00/Q/Y/E05328
BOWLER, CHRISTOPHER J	E03896	IRWKJ/223/2/00/Q/Y/E05328
CAPONE, DONALD M	E04761	OPEN/224/2/00/Q/Y/E05328
COOPER JR., ROBERT F	E07957	IRWKJ/223/2/00/Q/Y/E05328
DU, QUAN K	E09936	IRWKJ/223/2/00/Q/Y/E05328
FONG, CRAIG E	E01031	OPEN/224/2/00/Q/Y/E05328
GARCIA, RAYMOND A	E08713	IRWKJ/223/2/00/Q/Y/E05328
GOMEZ, NICHOLAS R	E05136	IRWKJ/223/2/00/Q/Y/E05328
HARRIS, STEPHEN A	E00627	IRWKJ/223/2/00/Q/Y/E05328
JOSE, JOHN MATTHEW P	E08810	IRWKJ/223/2/00/Q/Y/E05328
KOZLOWSKI, AARON P	E11685	OPEN/224/2/00/Q/Y/E05328
LEUNG, RAYMOND W	E09921	IRWKJ/223/2/00/Q/Y/E05328
MCVEIGH, DARREN D	E10251	IRWKJ/223/2/00/Q/Y/E05328
MORINO, ROBERT J	E09060	IRWKJ/223/2/00/Q/Y/E05328

Other Genies.

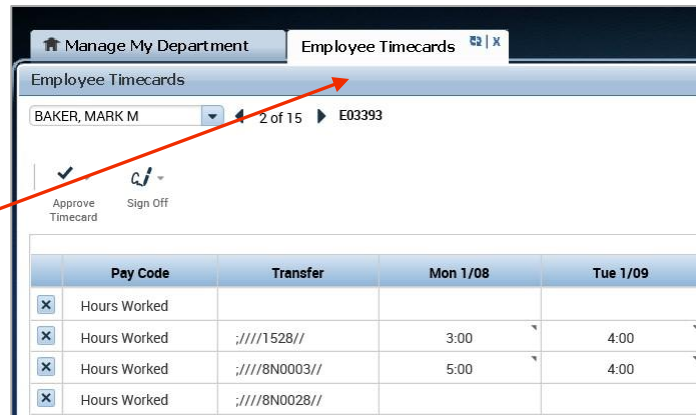
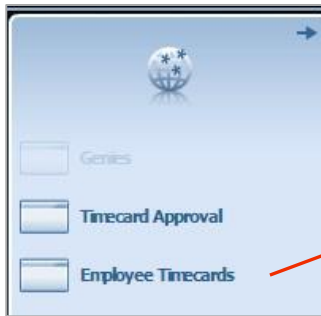
- 1) Click on QuickFind drop down and select other genies, select time period and employee group to return employees.



Person ID	Pay Rule	Leave hours	Total worked
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



Employee Timecards

BAKER, MARK M 2 of 15 E03393

Approve Timecard Sign Off

	Pay Code	Transfer	Mon 1/08	Tue 1/09
X	Hours Worked			
X	Hours Worked	:///1528//	3:00	4:00
X	Hours Worked	:///8N0003//	5:00	4:00
X	Hours Worked	:///8N0028//		

TIMECARD EDITS

Pay Code Edits

- 1) 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**



Employee Timecards

CHEUNG, TONY LUP KW 1 of 1 E00581

Loaded: 12:45 PM 1/08/2018 - 1/14/2018, S... 1 Employee(s) Selected

Approve Timecard Print Timecard Refresh Calculate Totals Save 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	Total
X	Hours Worked			8.00	8.00	8.00	8.00			32.00
X	Please Choose:									
X	3100 - REG EARN									
X	3163 - WCINJ1.D		8.00AM-4.30PM	8.00AM-4.30PM	8.00AM-4.30PM	8.00AM-4.30PM	8.00AM-4.30PM			
X	3200 - OT SCHED			8.00	8.00	8.00	8.00			32.00
X	3205 - OT @ REG									
X	3421 - BERCAV.H									
X	3425 - CDMPTKN									
X	3466 - FMLATRRH									

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	
<input type="checkbox"/>	Hours Worked
<input type="checkbox"/>	<Enter Pay Code>

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

Pay Code	
<input type="checkbox"/>	Hours Worked
<input type="checkbox"/>	Please Choose: <input type="text"/>
<input type="checkbox"/>	3200 - OT SCHED
<input type="checkbox"/>	3205 - OT @ REG
<input type="checkbox"/>	3840 -COMP EARN 1.0
<input type="checkbox"/>	3845 -COMP EARN 1.5
<input type="checkbox"/>	Hours Worked

- 3) Under the **Transfer** column click the drop down and click on **Search**

Pay Code	Transfer
Hours Worked	
Hours Worked	<input type="text"/>
Schedule	Search...

- 4) 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 - ENGR Oversight-B	<input type="text"/>	<input type="text"/>
TBD1:			
REPORTS TO:	1830	D-1 Heavy Duty...	
	1832	Electric Bus Ch...	
	8N0001	ENGR Oversight...	
	8N0002	ENGR Oversight...	
	8N0003	ENGR Oversight...	

- 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
Hours 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 Pay Code>						
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 Pay Code>									
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

- 2) 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 Pay Code>									

- 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.



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 Pay Code>									
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

2) 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

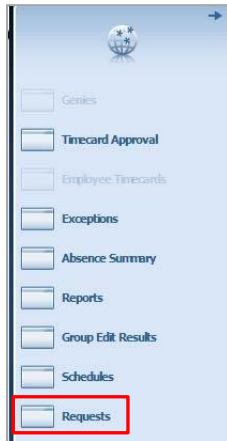
Hours Worked	;:///8N0028//			6:00
3400 - VACATION		8:00		
3840 - COMP EARN 1.0				4:00

4) Click **Save**

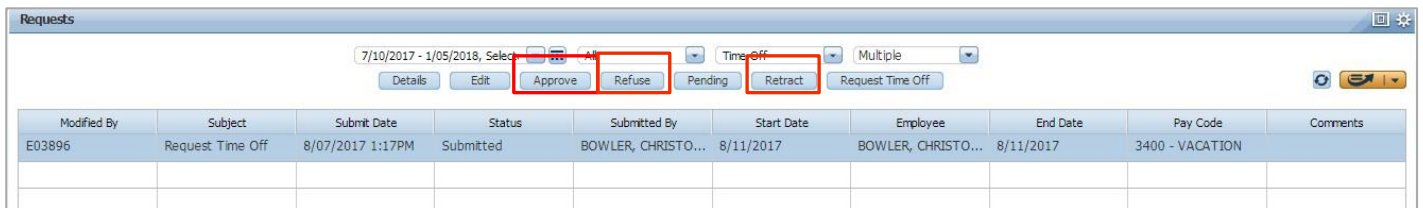
MANAGING TIME OFF REQUESTS

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

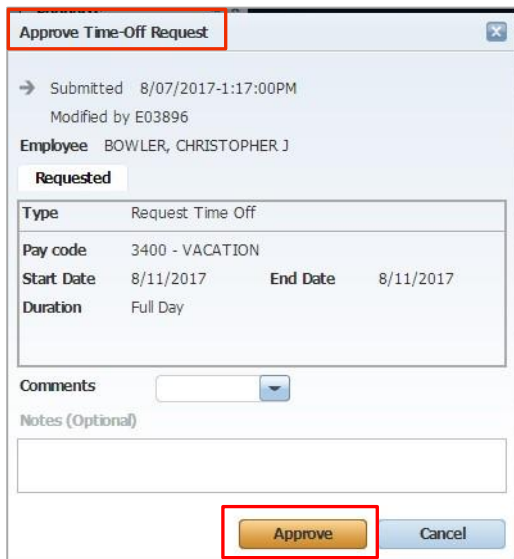


- 2) Click on the request you want to **Approve** (to approve the request), **Refuse** (if the request has not been previously approved) or **Retract** (if a request was approved and subsequently changed)



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
- 4) Add any comments or notes if applicable and click on **Approve**, **Refuse** or **Retract** and submit the request



Approve Time-Off Request

Submitted 8/07/2017-1:17:00PM
Modified by E03896
Employee BOWLER, CHRISTOPHER J

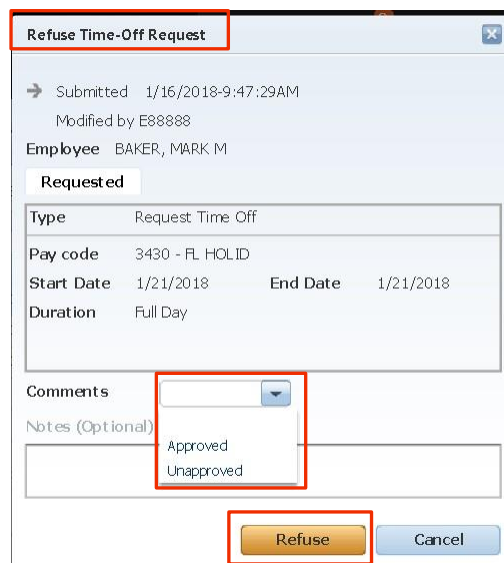
Requested

Type	Request Time Off		
Pay code	3400 - VACATION		
Start Date	8/11/2017	End Date	8/11/2017
Duration	Full Day		

Comments

Notes (Optional)

Approve Cancel



Refuse Time-Off Request

Submitted 1/16/2018-9:47:29AM
Modified by E88888
Employee BAKER, MARK M

Requested

Type	Request Time Off		
Pay code	3430 - FL HOLID		
Start Date	1/21/2018	End Date	1/21/2018
Duration	Full Day		

Comments

Notes (Optional)

Approved
Unapproved

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**



7/10/2017 - 1/05/2018, Select [calendar icon] All [dropdown] Time-Off [dropdown] Multiple [dropdown]

Details Edit Approve Refuse Pending Retract **Request Time Off**

- 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**

Request Time Off

Employee: FURNACE, FREDERICK H

Type: Request Time Off

Start date: 1/21/2018

End date: 1/21/2018

Pay code: @Select a Time Off Code

Duration: [dropdown]

Start time: [input]

Length: [input]

Accruals on: 1/21/2018

Accrual	Balance
Comp Time	0:00 Hour
Family Sick	96:00 Hour
Floating Holiday	16:00 Hour
Sick	96:35 Hour
Vacation Bank 2	6:22 Hour

Comments: [input]

Notes (Optional): [input]

Draft Submit Cancel

Request Time Off

Employee: FURNACE, FREDERICK H

Type: Request Time Off

Start date: 1/28/2018

End date: 1/28/2018

Pay code: 3410 - SICK HRS

Duration: Hours

Start time: 10:00AM

Length: 2:00

Accruals on: 1/21/2018

Accrual	Balance
Comp Time	0:00 Hour
Family Sick	96:00 Hour
Floating Holiday	16:00 Hour
Sick	96:35 Hour
Vacation Bank 2	6:22 Hour

Comments: [input]

Notes (Optional): [input]

Draft Submit Cancel

Request Time Off

Employee: FURNACE, FREDERICK H

Type: Request Time Off

Start date: 1/21/2018

End date: 1/21/2018

Pay code: 3410 - SICK HRS

Duration: Full day

Accruals on: 1/21/2018

Accrual	Balance
Comp Time	0:00 Hour
Family Sick	96:00 Hour
Floating Holiday	16:00 Hour
Sick	96:35 Hour
Vacation Bank 2	6:22 Hour

Comments: [input]

Notes (Optional): [input]

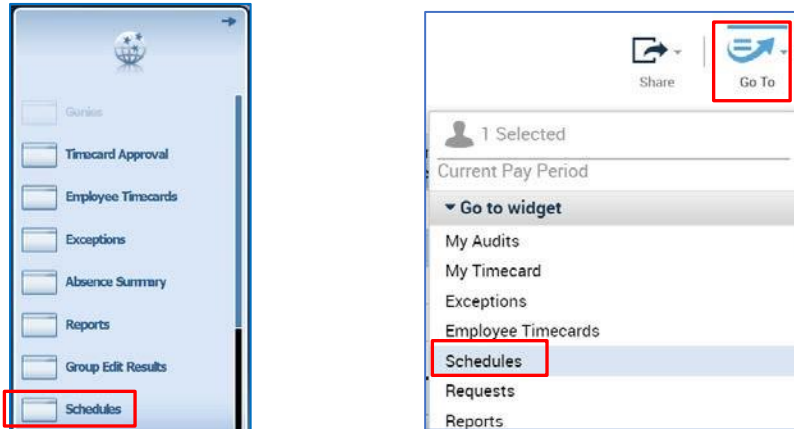
Draft Submit Cancel

SCHEDULES Adjusting a Shift

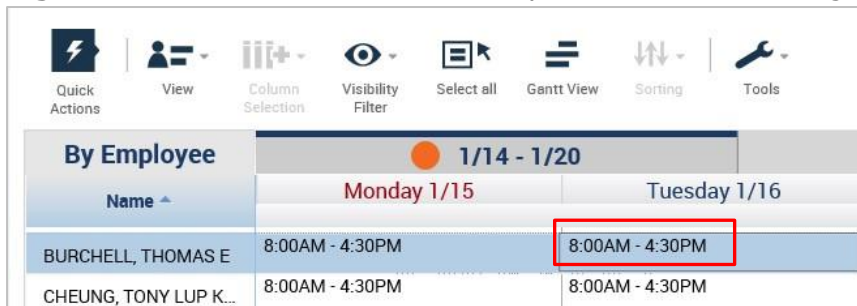
Managers (Project View)

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

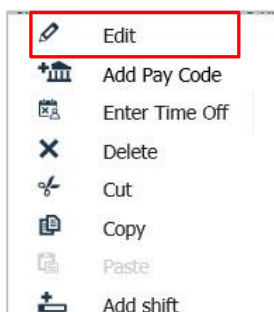


- 2) **Right click** inside the cell on the date you would like to change the shift



By Employee		1/14 - 1/20	
Name	Monday 1/15	Tuesday 1/16	
BURCHELL, THOMAS E	8:00AM - 4:30PM	8:00AM - 4:30PM	
CHEUNG, TONY LUP K...	8:00AM - 4:30PM	8:00AM - 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.

Edit Shift

Assigned to: BURCHELL, THOMAS E Shift Details: 8:00am-4:30pm(8:30h)

Insert Template Shift Label: ENGR 8a - 430p

Name	Description	Time	End Date
ENGR 730a - 4p	ENGR 730a - 4p	7:30pm	1/16/2015
ENGR 7a - 330p	ENGR 7a - 330p	7:00pm	1/16/2015
ENGR 830a - 5p	ENGR 830a - 5p	8:00pm	1/16/2015
ENGR 8a - 430p	ENGR 8a - 430p	8:00pm	1/16/2015

Comments (0) [Add Comment](#)

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

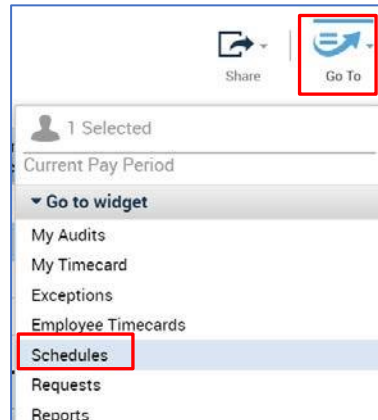
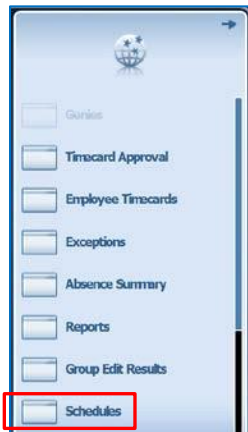
By Employee		1/14 - 1/20	
Name	Monday 1/15	Tuesday 1/16	
BAKER, MARK M			
BURCHELL, THOMAS E	8:00AM - 4:30PM	7:00AM - 3:30PM	

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

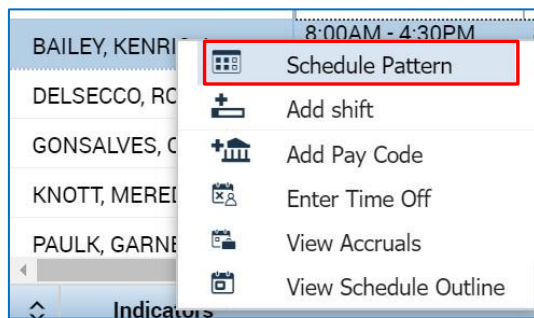


Adjusting a Schedule Pattern

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



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



4. Select the Edit icon



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

Schedule Pattern

Assigned to
DELSECCO, ROBERT J Primary job None

Start Date	End Date	Duration	Rotation
12/04/2017	Forever	1 week	1 Week 8a - 430p(Mon,Tue,Wed,Thu,Fri)

Edit Pattern
Anchor Date: 12/04/2017 Start Date: 12/04/2017 End Date: Clear
 Forever

Define Pattern for: 1 Week(s) Day(s) Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template 8a-430p Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		8a-430p					
2							

Search...
Name Description
ADMN 9a - 53...
NREP 730a - 4p
NREP 7a - 33...
NREP 830a - ...
NREP 8a - 430p
NREP 9a - 53...

Cancel Apply

8. Select **Yes** to Confirm

Confirm

You will lose any changes you have made if you continue. Do you want to continue?

Cancel **Yes**

9. Select **Apply**

Schedule Pattern

Assigned to
DELSECCO, ROBERT J Primary job None

Start Date	End Date	Duration	Rotation
12/04/2017	Forever	1 week	1 Week 8a - 430p(Mon,Tue,Wed,Thu,Fri)

Edit Pattern
Anchor Date: 12/24/2017 Start Date: 12/04/2017 End Date: Clear
 Forever

Define Pattern for: 1 Week(s) Day(s) Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template 730a-4p Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		730a-4p	730a-4p	730a-4p	730a-4p	730a-4p	

Cancel **Apply**

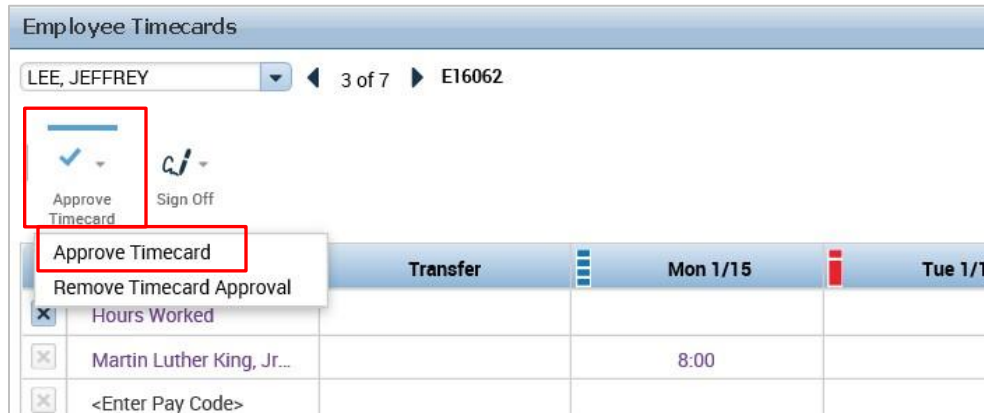
10. Click Save

Refresh View Comments Share **Save** Go To

TIMECARD APPROVAL

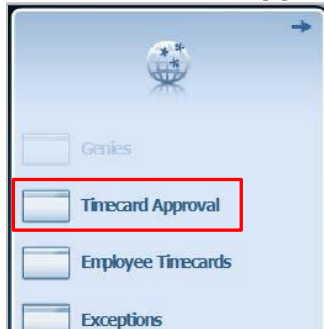
To Approve Individual Timecards:

- 1) 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.



To Approve All Timecards:

- 1) Select **Timecard Approval** from the Related Items Pane

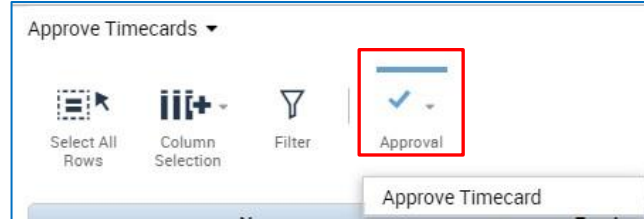
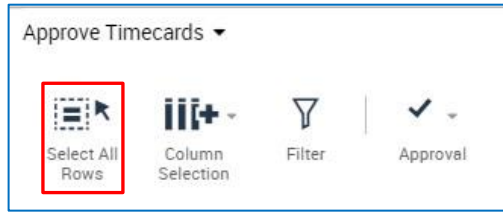


- 2) Select the Time Period you are approving (Current Pay Period if you approving on Friday/Saturday of the current Pay Period, Previous Pay Period if you approving on Sunday/Monday of the next Pay Period) and then click **Save**. Click **Next**.

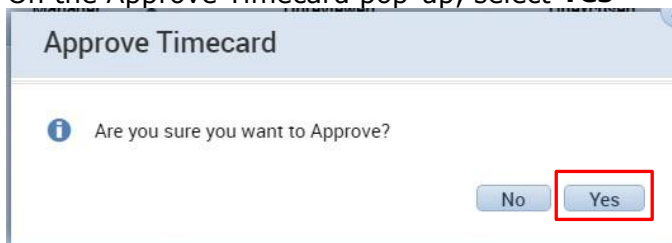




- 3) Click **Next** again to get to the Approve Timecards work space. If you have reviewed all Timecards and resolved any issues, click Select All Rows. Select Approval > Approve Timecard



- 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.

Group Edit	Date	Time	User Name	Status	Results
Approved Time Period: Current Pay Period	3/07/2018	9:21AM	E16239	COMPLETED	Success: 9 Total: 9

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).

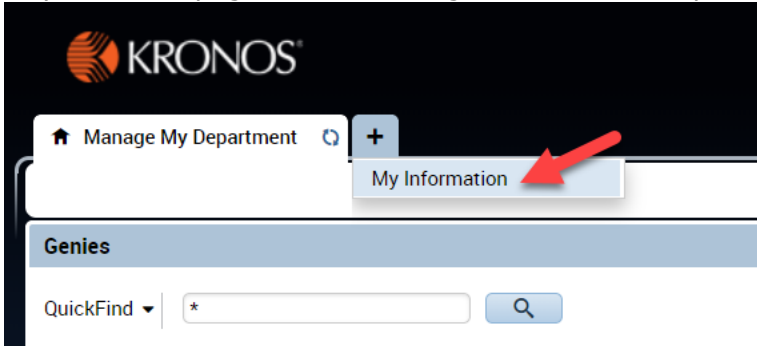
Success: 0 Failure: 3 Details Total: 3
--

Group Edit	Date	Time	User Name	Status	Results
Approved Time Period: Current Pay Period	3/07/2018	9:23AM	E16239	COMPLETED	Success: 0 Failure: 3 Total: 3
Employee Name		Error Description			
ROGERS, HALINA E		Employee is already Approved			
SLOTTOW, COLLETTE		Employee is already Approved			
DELSECCO, ROBERT J		Employee is already Approved			
Row Number 3 of 3					



MY Information

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



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

My Accruals

Code	Reporting Period	Balance On Selected Date
Family Sick	1/01/2020 - 12/31/2020	0.00
Floating Holiday	1/01/2020 - 12/31/2020	0.00
Sick	1/01/2020 - 12/31/2020	29.13
Vacation Bank 2	1/01/2020 - 12/31/2020	27.30

Click on My Timecard, to view your timecard.

	Date	In	Out	Transfer	Pay Code	Amount	Schedule	Shift	Daily	Period
+	Mon 7/27									
+	Tue 7/28									
+	Wed 7/29									
+	Thu 7/30									
+	Fri 7/31									
+	Sat 8/01									
+	Sun 8/02									
+	Mon 8/03									



REQUESTING TIME OFF

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

Code	Reporting Period	Balance On Selected Date
Comp Time	1/01/2020 - 12/3...	79.45
Family Sick	1/01/2020 - 12/3...	48.00
Floating Holiday	1/01/2020 - 12/3...	16.00

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

Code	Reporting Period	Balance On Selected Date
Comp Time	1/01/2020 - 12/3...	79.45
Family Sick	1/01/2020 - 12/3...	48.00
Floating Holiday	1/01/2020 - 12/3...	16.00

- 3) Select the appropriate **Pay Code** from the drop-down list



Request Time Off

Type: Request Time Off

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
8/03/2020	8/03/2020	~~ Pick a ...	Hours		

Accruals on: 8/03/2020

Accrual	Balance
Comp Time	
Family Sick	
Floating Holiday	

3163 - WCIN
3400 - VACA
3410 - SICK P
3416 - FMLY
3421 - BEREV
3425 - COMP
3430 - FL HO
3466 - FMLA
3471 - JURY

5 Hour
0 Hour
0 Hour

Cancel Submit

- 4) Choose the appropriate **Duration**.
Choose **Full Day** to request the entire scheduled day

Request Time Off

Type: Request Time Off

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
8/03/2020	8/03/2020	~~ Pick a Pay C...	Hours		

Accruals on: 8/03/2020

Hours
Hours
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

Request Time Off

Type: Request Time Off

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ x	8/03/2020	8/03/2020	~ ~ Pick a Pay C...	Hours	8:00AM	4

Accruals on: 8/03/2020

- 7) Click **Submit**. A message is sent to your Manager for approval.

Request Time Off

Type: Request Time Off

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ x	8/03/2020	8/03/2020	~ ~ Pick a Pay C...	Hours	8:00AM	4:00

Accruals on: 8/03/2020

Accrual	Balance
Comp Time	79.45 Hour
Family Sick	48.00 Hour
Floating Holiday	16.00 Hour

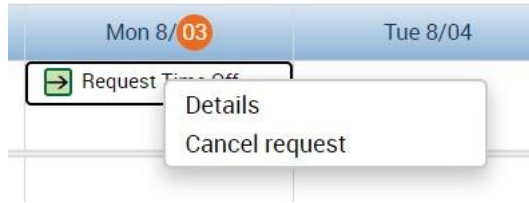
Cancel Submit

- 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]

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



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**

