

WinCapWEB Timesheets Supervisor Training







## Agenda

- District Goals
- Accessing WinCapWEB and Timesheets
- Navigating to Employee Timecards(two tabs for viewing By Pay Period and By Dates)
- Modifying Employee Timecard
- Deleting Employee Timecard
- Adding Time to Employee Timecard
- Reallocating time worked or absences
- Adding Notes to Employee Timecard
- Approving Employees time from the Timecard
- Approving Employees time from the Time Overview
- Pending Approvals Report
- Other Time Overview Options
- Timecard Report
- Pay Period End Report



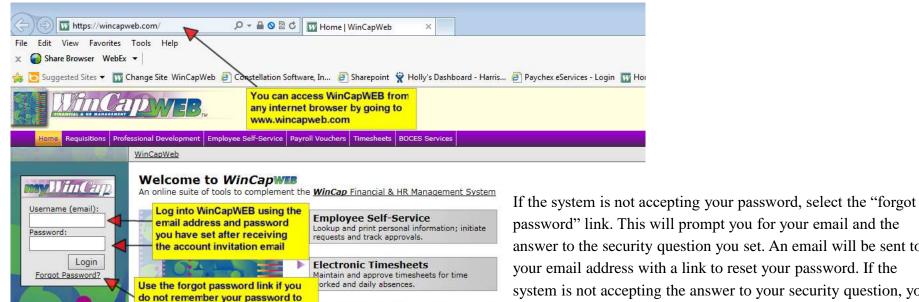


# Accessing WinCapWEB and Timesheets

lectronic Payroll Vouchers

ubmit and track claims for work duties and ipends not based on an hourly or per diem

- 1. Open the Internet Browser on your computer and go to <u>www.wincapweb.com</u>
- 2. Enter your email and Password. (This email/password is from the Invite you received to WincapWEB)



te.

. . . . .

log in. It will prompt you for the

answer to the security question you

set in order to reset your account.

password" link. This will prompt you for your email and the answer to the security question you set. An email will be sent to your email address with a link to reset your password. If the system is not accepting the answer to your security question, you will need to contact the *WinCapWEB* system manager to have a "forgot password" email sent to you. Once you receive this email, you will select the link and reset your password. Once you are logged into your *WinCapWEB* account you will want to go to mywincap/myaccount/change security question to set a new security question and answer should you have problems in the future.





# Accessing WinCapWEB and Timesheets

Once logged into *WinCapWEB*, click on "Timesheets" in the purple toolbar in order to access employee timecards. Once you are successfully into the Timesheets module the home page will display with a Welcome message.

| Home myWinCi          | ap Professional Development Employee Self-Service Payroll Vouchers  | Timesheets            | toolbar to log into Timesheets. Once<br>you are logged in, you will be brough |
|-----------------------|---|-----------------------|---|
|                       |   | Timesheets Help       | to the home page where it will indicate                                       |
| ne                    | No. of the second se   | Logout of Timesheets  | "Welcome ******".   |
| e Overview<br>bloyees | Welcome McCabe, Cheryl T  | 7                     |   |
| e Card<br>s Add bes   | Recent Pay Period Reports & Exports   |                       |   |
| Period Export         | Approvals   |                       |   |
| orts                  | You have Time/Excused Time that requires your Approval.   |                       |   |
| X                     | January Audience Control  |                       | ADS   |
| 5                     | PLEASE MAKE SURE YOU HAVE ALL AUDIENCE CONTROL FOR ATHLETICS<br>BY 2/4/2014<br>The home page will also di<br>that payroll has posted. Ple<br>messages posted. | splay any important i | nessages  |

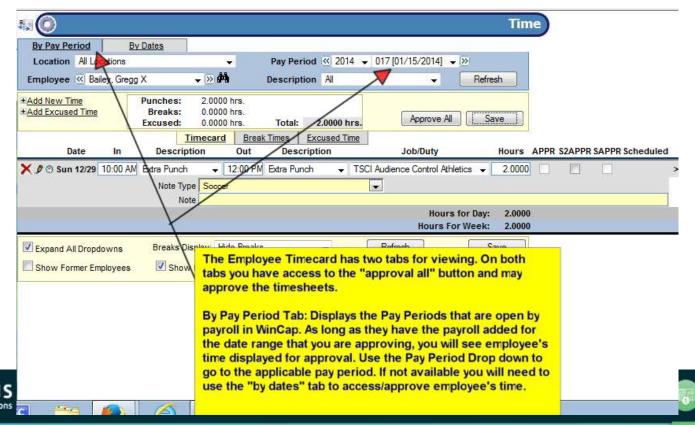
\*\*\* Please Note: If you are a back-up supervisor or you have multiple logins to Timesheets you will need to use the Timesheets Login menu. When you hover on Timesheets in the purple toolbar, the menu displays and there should be a login option with an arrow over to all of your logins. Depending on what you are doing, you will need to select the correct login.





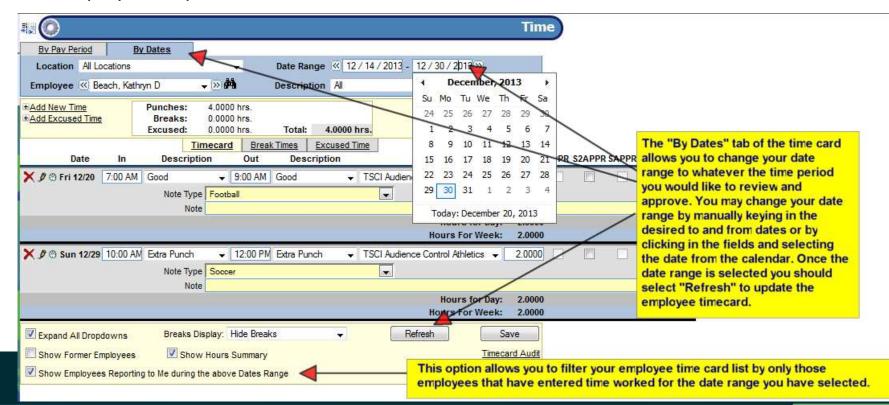
After selecting "Time Card" from the Timesheets menu employee timecards will populate. The employee timecard has two separate tabs, the "By Pay Period" and the "By Dates" tab.

The "By Pay Period" tab will list out employee's time by pay period. The Pay Periods display in a dropdown and are based on those pay periods that Payroll has added to pay period maintenance within *WinCap*. If the next pay period has not been added in *WinCap*, it will not display as an option in the drop down. Only the time that is targeted to be paid for an applicable pay period will display in that pay period's timecard. If time is left over from a prior pay period because it was added after the pay period export, it will display at the top of the timecard for the next pay period until it is approved and exported.

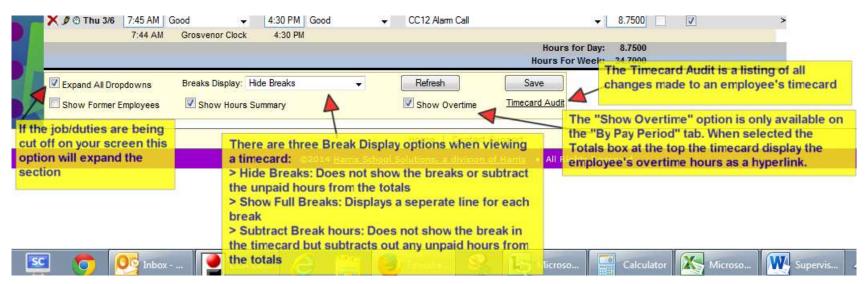


**Financial Solutions** 

The "By Dates" tab of the timecard allows you to pick the date range that you wish to view. The date range may be modified by manually typing the dates into the to and from fields or by selecting the date from the calendar. Once the desired date range is selected, select "refresh" to update the timecard. There is also an option at the bottom of the timecard to "show employees reporting to me during the above date ranges." The employee dropdown will display any employee that ever had you listed as their supervisor. If you wish to filter the list down to only those employees that have existing time worked for the date range selected, this option will filter the employee list. Please note that if you are trying to locate a timecard for an employee that has not worked during the date range selected you will need to deselect this option to find their name in the employee dropdown.



#### Other Options Available at the bottom of the Employee Timecard:



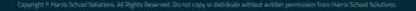
| Location All Locations   |                                 |   | Pay F       | Period 🐼 2014 👻                              | 021 [03/    | 14/2014]    | <b>→</b> [>>            |          |          |                   |            |          |                |                           |           |
|--|---------------------------------|---|-------------|--|-------------|-------------|-------------------------|----------|----------|-------------------|------------|----------|----------------|---------------------------|-----------|
| Employee 🔍 Dennis, Holly   | y G                             | <b>-</b> ⊗ ₩                              | Descr       | iption All                                   |             |             |                         |          |          |                   |            |          | als Box at     | the top of<br>are selecte | d         |
| Add New Time<br>Add Excused Time<br>Add Blank Timesheet  | Punches:<br>Breaks:<br>Excused: | 60.4500 hr<br>-3.5000 hr<br>0.0000 hr     | S.          | me: <u>16.7500 hrs.</u><br>tal: 56.9500 hrs. |             |             |                         |          |          |                   |            |          | s summary      |                           | u         |
|  | - State                         | a desta subscription in a subscription of | Break Times |  | 🥑 W         | /inCapWeb   | o - Mozill              | a Firefo | x        |                   |            |          |                |                           | •         |
| Date In  | Descript                        | tion                                      | Out         | Description                                  |             | https://tim | resheets                | vincany  | veb.com/ | ca/test/cl        | ockview/Ti | mesheetD | ataView.aspx?v | w=1&e=370&                | fv=201. 5 |
| 🔇 🍠 🕲 Mon 2/24 8:00 AM   | Good                            |   | :45 AM God  |  | Nam         |             | resheets.<br>Payroll ID |          |          |                   | ockview/Ti |          |                | /w=1&e=370&               | fy=201. T |
| and the second sec | Good<br>Grosvenor               | ✓ 10<br>Clock                             |             | od 👻   | Nam<br>Denn |             | Payroll ID<br>01065     |          |          | Multiplier<br>1.5 |            |          |                |                           |           |





| me<br>shboard<br>min  | Employee   | << Der     | nnis, Holly           | G             | <b>-</b> ≫#                     | D                                | escripti | on Al                    |                      | •                      | R       | efresh                  |                       | 1000              |        |              | he job/duty<br>nst. Should                    | the time will<br>the job/duty  |
|---|--|------------|-----------------------|---------------|---------------------------------|----------------------------------|----------|--------------------------|----------------------|------------------------|---------|-------------------------|-----------------------|-------------------|--------|--------------|---|--|
| ployees<br>ne Card<br>ss Add Time                               | + Add New Tin<br>+ Add Excused<br>+ Add Break<br>+ Add Blank Tir | I Time     | <u>et</u>             |               | Punches:<br>Breaks:<br>Excused: | 25.7500  <br>-1.5000  <br>0.0000 | hrs.     | Total:                   | 24.2500 hi           | rs.                    |         | Save                    |                       | di                | splay  | all av       | nge, the dro<br>vailable job/o<br>work agains | luties for the   |
| ss Add Excused Time<br>ss Add Notes<br>ss Reallocate Time       | Da   | te         | In                    | Des           | Timecard<br>scription           | Break T<br>Out                   |          | Excused Tir<br>scription | ne                   | Jo                     | ob/Duty |                         |                       | Hours             | APPR S | APPR         | Scheduled                                     |  |
| ss Manual Export<br>alid Pay Authorizations                     | 🗙 🍠 🕲 Mon  |            | 3:00 AM<br>7:46 AM    |               | venor Clock                     | 10:45 AM                         |          |                          | CC12 O               | fice Clerk III 1       | 2 Month |                         | •                     | 2.7500            |        |              | 8:00 AM 4:30 PM                               | >  |
| edules  | 🗙 🌶 Mon  |            | 7.50 7.00             | Good          | -                               | 4.50 PM                          | Good     | •                        | UNPAID               | ) 🗸                    |         |                         | ĺ                     | 0.5000            |        |              |   |  |
| Period Export<br>orts   | X Ø 🕲 Mon  |            | 10:45 AM<br>7:46 AM   |               | venor Clock                     | 3:00 PM<br>4:30 PM               |          |                          | CC12 A               | am Call                |         |                         | +                     | 4.2500            |        |              |   | >  |
| figure  | 🗙 🌶 🕲 Mon  |            | and the second second | Good          | -                               | 4:30 PM                          |          | ,                        | CC12 O               | fice Clerk III 1       | 2 Month |                         | •                     | 1.5000            |        | 2            |   | >  |
|   |  |            | 7:46 AM               | Grosv         | venor Clock                     | 4:30 PM                          |          |                          |                      |                        |         | Hours fo                | r Day:                | 8.0000            |        |              |   |  |
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| w Punches line. If  | 🗙 🧷 🛛 Tue 2  |            |                       | Good          | •                               |                                  | Good     |                          | UNPAIE               | ) 🗸                    |         |                         |                       | 0.5000            |        |              | Em  | ployee Scheduled Time  |
| ing a timeclock the   |  | 2/26       | 7:45 AM               | Early Pu      | inch 🚽                          | 4:30 PM                          | Good     |                          | CC12 O               | fice Clerk III 1       | 2 Month | Hours fo                | r Day:<br>▼           | 8.0000<br>8.7500  |        | 2            | 8:00 AM 4:30 PM                               | >  |
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| ne White Boxes is<br>nat the employee is<br>id from but the ray |  |            |                       |               |                                 |                                  |          |                          |                      | the Pay Ri<br>based on |         | Hours fo<br>Hours For V | and the second second | 8.2500<br>24.2500 |        | and a second | bot   | tom of the timecard  |
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| ployee punched  |  |            |                       |               | dates ba                        |                                  |          |                          |                      | un at late             | r       |                         | gnis K                | eserved           |        |              |   | Version:<br>Last Updated: (  |

RIS School Solutions





## **Modifying Employee Timecard**

Depending on how your site collects employee's time, employees may be able to modify their timecard until you have approved the time and/or the time has been exported. If your site does not give access for employee's to view/edit their own timecards, as the supervisor you may need to make the modification on their behalf. Any in or out time may be modified by backspacing or deleting the current time. Entering the desired in and out time and then selecting "save" will update the employee's timecard with new totals so long as the task is not overlapping with any other times on that day. If a job/duty needs to be changed, this can be done by selecting the job/duty dropdown and selecting the appropriate job/duty. Once selected, select "save" and the entry will be updated.

| 0   | Time   |
|---|--|
| By Pay Period         By Dates           Location         All Locations           Employee         Image: Beach, Kathryn D         Image: State Sta   | Date Range ≪ 12 / 01 / 2013 - 12 / 30 / 2013 ≫      Description All      Refresh   |
| dd New Time<br>Punches: 4.0000<br>Breaks: 0.0000<br>Excused: 0.0000<br>Timecard   | 0 hrs. Total: 4.0000 hrs. Approve All Save   |
| Note Type Footb   |  |
| Note  |  |
| Note  | Hours for D       But State and Stat |
| Expand All Dropdowns         Breaks Display:           Show Former Employees         Image: Comparison of the state of t | Hide Breaks           Breaks         Refresh         Save           Breaks         0.0000 hrs         0.0000 hrs         Approve All         Save           Excused:         0.0000 hrs         Total:         5.0000 hrs         Approve All         Save           Imecard         Break Times         Excused Time         Date         In         Description         Out         Description         Job/Duty         Hours         APPR \$2APPR \$APPR \$cheduled  |
|   | S © Fri 12/20 7.00 AM Good      10 00 AM Good      TSCI Audience Control Athletics      3,0000     Note Type Footbal     Note     Hours for Day: 3,0000  |
| HARRIS<br>School Solutions  | Sun 12/29 10:00 AM Edra Punch     12:00 PM Edra Punch     TSCI Aud     In this example the 9:00am was changed to 10:00am. On     the record was saved the hours total updated from 2     hours to 3 hours.   |

utions

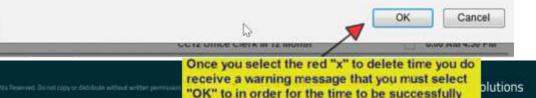
# **Deleting Time from Employee Timecard**

The red "X" on the employee timecard can be used by a Supervisor to remove data from the timecard. Any time that has NOT been exported to payroll may be deleted off of the employee's timecard by selecting the red "X" on the left side of the time entry. A warning prompt will appear that you must "ok" in order to complete the deletion. Once the record is deleted, it is removed from the employee timecard. The "Timecard Audit" option listed at the bottom right of the timecard will display the deletion and what was deleted if the information should ever be needed in the future.

| 🗙 🌶 🕲 Thu 2/27 | 8:00 AM | Good                             | 84  | 8:00 AM   | Early Punch   |       | CC12 Office Clerk III 12 Month 👻 0.0000 |     | 8:00 AM 4:30 PM > |
|----------------|---------|----------------------------------|-----|-----------|---------------|-------|---|-----|-------------------|
| ×              | 7:59 AM | 010.119.101.                     | 036 | 8:00 AM   |               |       |   | 100 |                   |
| × 0 @ Thu 2/27 | 1       | Unprocessed                      | -   | 8:00 AM   | Extra Punch   | -     | CC12 Office Clerk III 12 Month 👻 0.0000 |     | >                 |
|                | _       |                                  |     | 8:00 AM   | 010.119.101.  | 036   |   |     |                   |
| 🗙 🍠 🕙 Thu 2/27 | 4:45 PM | Extra Punch                      | +   | 7:45 AM   | Extra Punch   | +     | CC12 Office Clerk III 12 Month          | V   | >                 |
|                | 4:44 PM | 010.119.101.                     | 036 | 7:49 AM   | 010.119.101.  | 036   |   |     |                   |
|                |         |                                  |     |           |               |       | Hours for Day: 15.0000                  |     |                   |
| 🗙 👩 Fri 2/28   |         | Absent                           | Th  | e red ")  | X" may be us  | ed to | delete time/excused                     |     | 8:00 AM 4:30 PM   |
| 🗙 🍠 🕲 Fri 2/28 |         | Unprocessed                      | tim | e/abser   | nces etc. fro | man   | employee's timecard. When the           | E   | >                 |
|                |         |                                  | tim | e is ren  | noved, all ra | w dat | a associated with it is deleted as      |     |                   |
|                |         |                                  | we  | II. In so | me cases, if  | empl  | oyee's punches were completely          |     |                   |
|                |         |                                  | Wre | ong it m  | ay be easier  | to de | elete the time and then manually        |     |                   |
| 🗙 🌶 🕲 Mon 3/3  |         | Unprocessed                      | ad  | d it back | k in dy Punch | -     | CC12 Office Clerk III 12 Month 👻 0.0000 |     | >                 |
|                |         | Contraction in the second second |     | 8.00.00   | 010 119       |       |   |     |                   |

#### The page at https://timesheets.wincapweb.com says:

Note: Changes made should be saved before deleting time!Are you sure you wish to remove this punch time?



deleted



# **Deleting Time from Employee Timecard**

#### Use the Timecard Audit to review deleted time.

| Timesheets   WinCapWeb Timesheets +   | 📵 Timecard Audit - Mozilla Firefo   | x   |  |  |                                       |
|---|---|---|--|--|---------------------------------------|
| wincapweb.com/timesheets/timesheets.aspx  |   |   | .aspx?tbl=audit_Time&pemployee=36                            | 3&id=-99&dtstart=2/23/2014&dtstop=3/   |                                       |
| Latest Headlines 🗍 WinCap Web Dev 🗍 Con   | S71772014 10:20:22 AM current values 3/6/2014 10:03:27 AM ADS                             | Je 2/24/2014 Vantnot, Melanie<br>2/25/2014 Vanthof, Melanie |  | 2/24/2014 8:00 AM 2/25/2014 4:30 PM 8  | .5000                                 |
| 🖸 🚺 🚾 🎐 🎧 Radio 💼 🛃   | <ul> <li>3/6/2014 4:12:37 PM ADS</li> <li>3/11/2014 10:20:22 AM current values</li> </ul> | 2/25/2014 Vanthof, Melanie<br>2/25/2014 Vanthof, Melanie    | App: Approved  | 2/25/2014 8:00 AM 2/25/2014 4:30 PM 8<br>2/25/2014 8:00 AM 2/25/2014 4:30 PM 8 |                                       |
| /ebEx*  | 3/11/2014 10:20:22 AM current value<br>2/27/2014 7:59:59 AM **Self                        | ue 2/25/2014 Vanthof, Melanie<br>2/27/2014 Vanthof, Melanie |  | 0<br>2/27/2014 8:00 AM 0   | .5000                                 |
| ✓ ✓ ✓ ✓ ✓ Wed 3/5 8:00 AM Good<br>7:47 AM 010.119.101   | 3/11/2014 10:20:17 AM Greenspan   | , Patricia L. 2/27/2014 Vanthof, Melanie                    | DELETED  | 2/27/2014 8:00 AM  | .0000                                 |
|   | 2/27/2014 7:59:34 AM **Self           2/27/2014 7:59:47 AM           2/27/2014 7:59:47 AM | 2/27/2014 Vanthof, Melanie<br>2/27/2014 Vanthof, Melanie    | Time Out: 🛕 8:00 AM  | 2/27/2014 8:00 AM 0<br>2/27/2014 8:00 AM 2/27/2014 8:00 AM 0                   | .0000                                 |
| Thu 3/6 8:00 AM Good<br>7:46 AM 010.119.101   | 3/6/2014 4:12:37 PM ADS   | 2/27/2014 Vanthol, Melanie                                  | Out description: Unprocessed - Early Pune                    | 2/27/2014 8:00 AM 2/27/2014 8:00 AM 0  |                                       |
| X      Ø      Thu 3/6     9:45 AM Good     9:41 AM Grosvenor (  | O 3/11/2014 10:20:22 AM current value   | ue 2/27/2014 Vanthof, Melanie                               | App. Approved  | 2/27/2014 8:00 AM 2/27/2014 8:00 AM 0  |                                       |
| X 9 Thu 3/6 1:45 PM Good<br>1:50 PM Grosvenor (   |   | 2/27/2014 Vanthof, Melanie                                  | Time Out: 7:45 AM  | 2/27/2014 4:45 PM 0  | .0000                                 |
| ■ X Ø Thu 3/6 1:51 PM Good<br>1:51 PM Grosvenor (   | 2/28/2014 7:49:15 AM **Self   | 2/27/2014 Vanthof, Melanie                                  | Hours: - 15.0000<br>Out description: Unprocessed - Extra Pun | 2/27/2014 4:45 PM 2/28/2014 7:45 AM 15   | .0000                                 |
|   | 3/6/2014 4:12:37 PM ADS   | 2/27/2014 Vanthof, Melanie                                  | App: Approved  | 2/27/2014 4:45 PM 2/28/2014 7:45 AM 15   |                                       |
| X 9 © Fri 3/7 Unprocessed   | 3/11/2014 10:20:22 AM current value<br>3/11/2014 10:20:22 AM current value                |   |  | 2/27/2014 4:45 PM 2/28/2014 7:45 AM 15   | .0000<br>.5000                        |
| X         Image: Constraint of the second seco |   | 2/28/2014 Vanthof, Melanie<br>2/28/2014 Vanthof Melanie     |  | 2/28/2014 4:30 PM 0<br>2/28/2014 4:30 PM 0                                     |                                       |
|   |   | Hours for Day:  | 0.0000   |  | , , , , , , , , , , , , , , , , , , , |
|   |   | Hours For Week:   | 12.4000  |  |                                       |
|   | play: Hide Breaks 👻   |   | happened to  | ever a question as to what the deleted time, although it                       |                                       |
| Show Former Employees Show  | Hours Summary   | Show Overtime Timeca  | · · · ·  | pears on the timecard, the<br>captured in the Timecard                         |                                       |
|   |   | Home   Contact Support                                      | Audit for the  | day. All deletions appear in change column indicating                          |                                       |
|   | ©2014 <u>Harris Scho</u>  | ool Solutions, a division of Harris                         | All Rights Reserver DELETED                                  | change column indicating   |                                       |

Version: 2014.04





# Adding Time to Employee Timecard

If you should need to add time to an employee's timecard on behalf of them you can do so by accessing the employee's timecard. You will want to make sure that you are on the Timecard either on the "By Dates" or "By Pay Period" tab for the date range that you are trying to add time for. Select the option to "Add New Time." A new line will be added to the top of the employee's timecard where you can select the date, input the in and out times, and select the applicable job/duty. Once the entry looks correct, by selecting "save" the entry will be saved to the employee's timecard and will auto populate with the descriptions based on the hours input compared to the employee's schedule/pay rule. You can proceed to add notes and approve.

| Home<br>Time Overview                  | III 🙆  |
|--|--|
| Employees                              | By Pay Period By Dates   |
| Time Card<br>Mass Add Notes            | Location All Locations    Date Range   12/08/2013 - 12/21/2013   |
| Pay Period Export                      | Employee 🖾 Capellan, Donna Y 🚬 🔊 🛱 Description All 🗸 Refresh   |
| Reports                                | + Add New Time       Punches:       2.0000 hrs.         + Add Excused Time       Breaks:       0.0000 hrs.       Total:       2.0000 hrs.         Excused:       0.0000 hrs.       Total:       2.0000 hrs.       Approve All       Save         Timecard       Break Times       Excused Time |
| In order to add                        | Date In Description Out Description Job/Duty Hours APPR S2APPR SAPPR Scheduled   |
| time worked for                        | K 🖉 🛞 Fri 12/20 7:00 AM Good 🗸 9:00 AM Good 🗸 TSCI Audience Control Athletics 🗸 2.0000 🗌 📄 🔷 >   |
| an employee you                        | Note Type Football   |
| will first want to                     | Note   |
| navigate to that                       | Hours for Day: 2.0000  |
| employee's                             | Hours For Week: 2.0000   |
| timecard. Once on<br>their name select | Expand All Dropdowns     Breaks Display: Hide Breaks     Refresh     Save  |
| "add new time"                         | Show Former Employees IN Show Hours Summary Timecard Audit   |
| and an additional                      | Show Employees Reporting to Me during the above Dates Range 🚽 If the employee's name does not appear in your   |
| line will appear at                    | drop down list you may need to deselect the  |
| the top of the                         | following option as it is filtering out the  |
| employee                               | employees with no time worked for the date<br>range selected.  |





# Adding Time to Employee Timecard

| Home<br>Time Overview  |   | Time   |
|--|---|--|
| Employees<br>Time Card<br>Mass Add Notes<br>Pay Period Export    | and the second  | ange << 12 / 08 / 2013 - 12 / 21 / 2013 >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>   |
| After selecting<br>"add new time" a                              | Add New Time Punches: 2.0000 hrs.<br>+ Add Excused Time Breaks: 0.0000 hrs.<br>Excused: 0.0000 hrs. Total<br>Timecard Break Times   | I: 2.0000 hrs. Approve All Save  |
| new line of data<br>appears at the<br>top of the                 | Date In Description Out   | Description Job/Duty Hours APPR S2APPR SAPPR Scheduled   |
| timecard. The<br>first field to be<br>completed is the           | Fri 12/20         ✓           Sun 12/8         7:00 AM           Mon 12/9         7:00 AM           Tue 12/10         Note Type           Wed 12/11         Football  | TSCI Audience Control Athletics      0.0000     Sood     TSCI Audience Control Athletics     2.0000     Sood     TSCI Audience Control Athletics |
| date. Select the<br>date you wish to<br>add for. Only            | Thu 12/12 Note<br>Fri 12/13<br>Sat 12/14<br>Sun 12/15   | Hours for Day: 2.0000<br>Hours For Week: 2.0000  |
| those dates for<br>the date range<br>you have<br>selected appear | Image: Show Finite 12/19       Breaks Display: Hide Breaks         Image: Show Wed 12/18       Breaks Image: Show Hours Summary         Image: Show Finite 12/20       Pring to Me during the above Dates Range |  |
| in the dropdown  | Sat 12/21   |  |

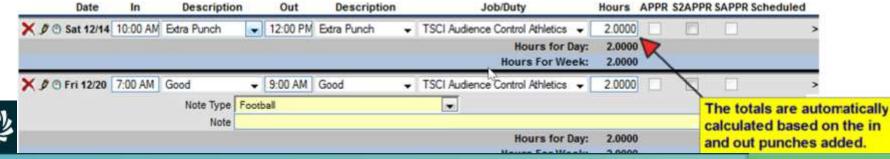
Note: The positions that are listed in the Job/Duty drop down are based on the Start Date in the Date Range. So, if the last pay period crossing over two fiscal years and the start date is in the previous year you will only get positions from the previous year. So, if you are looking to add time for a new position in the new year change the start date to July 1 and you will get the new positions.





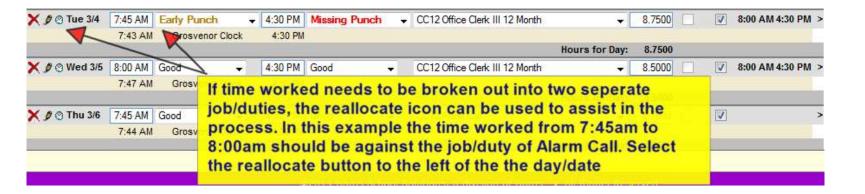
# **Adding Time to Employee Timecard**

| # <b>O</b>   |                              |   |   |   |  | 11   | me  |  |                         |
|--|------------------------------|---|---|---|--|--|---|--|-------------------------|
| By Pay Period  | By Dates                     |   | 120120000000000000000000000000000000000 |   |  | -  |   |  |                         |
| Location All Locati  |                              | - 44  |   |   | 2013 - 12/21/201   |  |   |  |                         |
| Employee 🧭 Capel   | an, Donna Y                  | - ®#  | Descript                                | tion All  | 8.   | Refresh  |   |  |                         |
| ★Add New Time<br>★Add Excused Time                           | Punches<br>Breaks<br>Excused | : 0.0000 hrs.   |   | 2.0000 hrs.   | Approve All  | Save   |   |  |                         |
|  | 16                           |   | Break Times                             | Excused Time  | 1.1.0  | . 4  |   |  | 100 10                  |
| Date<br>New Time   | In                           | Description   | Out                                     | Description   | Job/Du   | ty   | HOURS APPR  | S2APPR SAPPR Sch   | eduled                  |
|  | + 10:00 AM                   | •   | 12:00 PM                                | •   | TSCI Audience Contr  | rol Athletics  | 0.0000  |  | >                       |
| 🗙 🌶 🕲 Fri 12/20  | 7:00 AM                      | od 🚽  |   | ood 👻   | TSCI Audience Contr<br>TSCI Intramurals  | rol Athletics  | 2.0000  |  | >                       |
|  |                              | Note Vote   |   |   |  |  |   |  |                         |
|  |                              |   |   |   |  | Hours for Day:   | 2.0000  |  |                         |
| Expand All Dropdow<br>Show Former Emplo<br>Show Employees Re | yees 🕅 S                     | ks Display: Hide B<br>Show Hours Summ<br>ing the above Date | ary                                     | the er<br>pm (P<br>descr<br>job/du<br>appro<br>record | ou will need to<br>nployee worked<br>in order for the<br>ption field<br>ity from the drop<br>priate date, time<br>to the timecard<br>on the in and o | l. You are Ri<br>e hours to to<br>pdown. Onc<br>e and job/du<br>d. The hours | EQUIRED to<br>otal correct<br>Next sele<br>e the time i<br>ty select "s<br>s will autom | b put in an am (<br>ly. Skip over th<br>ect the applical<br>s entered for the<br>ave" to add the<br>atically populat | A) or<br>e<br>ole<br>ne |



The reallocate icon is located to the left of the day/date of the employee's timecard. It appears as a clock icon. The reallocate function can be used for numerous things such as breaking existing time apart across job/duties or reallocating an absence into time worked or excused time. Each option is outlined below.

First example is reallocating time within a normal days to a different Job/Duty. This person came in 15 minutes early for an Alarm Call. We need to reallocate the first 15 minutes to Alarm Call.









| allocate Tane Record - Mobile Forton  |                | -   | 18 23       |        |   |                     |                |             |                        |  |                           |          |           |
|---|----------------|---|-------------|--------|---|---------------------|----------------|-------------|------------------------|--|---------------------------|----------|-----------|
|   | ter ad initial | hard to all and a pription of the little                | 2 Sept      |        |   |                     |                |             |                        |  |                           |          |           |
| *****   |                |   | Time Resord |        |   |                     |                |             |                        |  |                           |          |           |
| 042014 (Tuesday)  |                |   | P Approved  |        |   |                     |                |             |                        |  |                           |          |           |
| In Comment  | Out            | Comment Job Daty<br>Vesice Purch Office Carls & C Month | 87542       |        |   |                     |                |             |                        |  |                           |          |           |
|   | 82014 #3200 PM | and the course when                                     |             | _      |   |                     |                |             |                        |  |                           |          |           |
| ate Time To   |                |   | 170 >       |        | Reallocate Time   | Record - Mozilla    | Firefox        |             |                        |  |                           |          | • 🗙       |
| ene Record  | C Excase Time  |   |             |        | https://timesh  | eets.wincapweb.c    | om/cca/test/c  | lockview/Re | eallocateTimeRecord.a: | spx?pTime=155985   |                           |          | 4         |
| stady: 02120Hox Oak II 12North  |                |   | B. PM       | Holl   | y G Dennis  |                     |                |             |                        |  |                           | Ti       | me Record |
| In: 745AU   | •              |   | 1.78        | Date   | e: 3/04/2014 (Tue   | sday)               |                |             |                        |  |                           |          | Approved  |
| Gut 43029 day Hours   | 1              | D. Harris Tree Dear                                     | 1           |        |   | In                  | Comme          | ent         | Out                    | Comment  | Job/Duty                  | 1        | Hours     |
| Preserve Original Breaks  |                | he Reallocate Time Reco                                 |             | 17252  | 3/4/2014 7:45   |                     | Early Punch    |             | 014 4:30:00 PM         | Missing Punch  | Office Clerk III 12 Month |          | 8.7500    |
| Feelocote:  |                | pears where the portion<br>red changed should be        |             |        |   |                     | Par Contactor  | 3/4/2       | 014 4:30:00 PM         | 1 / San a san a <mark>r</mark> san a san san san san san san san san s |                           |          |           |
| Resources and a second s |                | iect "reallocate"                                       |             |        |   |                     |                |             |                        |  |                           |          |           |
| utice functory  |                |   |             | Rea    | llocate Time To   |                     |                |             |                        |  |                           |          |           |
|   | See .          | anal  | -           |        | Time Record   |                     | 0 =            | xcused Time | e —                    |  |                           |          |           |
|   |                |   |             |        | Time Record   |                     | 0.             | XCuseu Time |                        |  |                           |          |           |
|   |                |   |             |        | Job/Duty: CC1   | 12 Alarm Call       |                | +           |                        |  | hanged to 8:00a           |          |           |
|   |                |   |             |        | CONTRACTOR OF A |                     |                |             | the job/c              | luty was chai  | nged to alarm ca          | all and  |           |
|   |                |   |             |        | In: 7:4   | 5 AM                |                |             | the option             | on to "preser  | ve the original b         | reak"    |           |
|   |                |   |             |        | Out: 8:00   | D AM 🚽 or           | Hours          |             |                        |  | "Reallocate" and          |          |           |
|   |                |   |             |        |   | Preserve Original E | reaks          |             |                        |  | appears below.            |          |           |
|   |                |   |             |        |   |                     |                |             |                        | select "save"  |                           | 0        |           |
|   |                |   |             |        | _ Pie   | eallocate           |                |             | correct,               | select save  |                           |          |           |
|   |                |   |             | Rea    | Ilocation Summ  | ary                 |                |             |                        |  |                           |          |           |
|   |                |   |             |        | In  | Descriptio          | n              | Out         | Description            |  | Job/Duty                  | Hour     | s Delete  |
|   |                |   |             | 3/4    | /2014 7:45 AM   | Early Punch         | → 3/4/20       | 14 8:00 AM  | Good                   | CC12 Alarm Call  |                           | • 0.2500 |           |
|   |                |   |             | 3/4    | 2014 8:00 AM  | Early Punch         | → 3/4/20       | 14 4:30 PM  | 1                      | ✓ CC12 Office Clerk  | III 12 Month              | 8.5000   |           |
|   |                |   |             | Sector |   | Good                | <b>.</b>       |             | Good                   | UNPAID   | •                         | 0.5000   |           |
|   |                |   |             |        |   | 0003                |                | -           |                        | UTIT / UD  | •                         | 0,0000   |           |
|   |                |   |             |        |   |                     |                |             | Save                   | ancel  |                           |          |           |
|   |                |   |             |        |   |                     |                |             |                        |  |                           |          |           |
|   |                |   |             |        |   |                     |                |             |                        |  |                           |          |           |
|   | [              |   |             |        |   |                     |                |             |                        |  |                           |          |           |
| 🗙 🌶 🛞 Tue 3/4   | 7:45 AM        | Good 👻  | 8:00 AM     | Good   | •   | CC12 Alarm          | Call           |             | <b>→</b> 0.            | 2500   | >                         |          |           |
|   | 7:45 AM        |   | 8:00 AM     |        |   |                     |                |             |                        |  |                           |          |           |
| 🗙 🌶 🛞 Tue 3/4   | 8:00 AM        | Early Punch   | 4:30 PM     | Good   | •   | CC12 Office         | Clerk III 12 M | onth        | <b>→</b> 8.            | 5000   | 8:00 AM 4:30 PM >         |          |           |
|   | 7:43 AM        | Grosvenor Clock   | 4:30 PM     |        |   |                     |                |             |                        |  |                           |          |           |
|   |                |   |             |        |   |                     |                | Н           | lours for Day: 8       | .7500  |                           |          |           |
|   |                |   |             |        |   |                     |                |             |                        |  |                           |          |           |



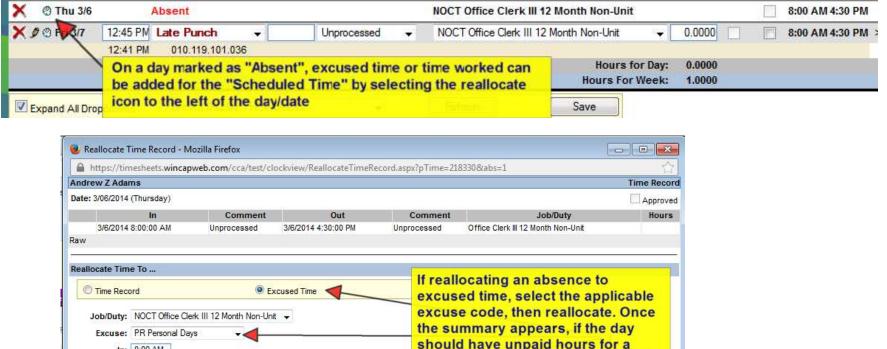


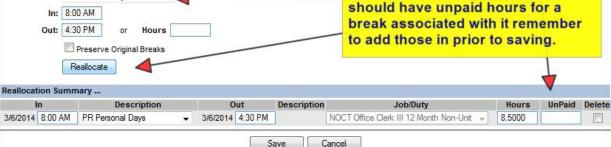
Second example is reallocating a day as Absent to time worked. Reason for this maybe they were attending a function outside the district or they forgot to punch for the day.

| 🗙 🕐 Thu 3/6     | Absent                                       | N   | OCT Office Clerk III 12     | Month Non-Unit   |          | 8:00 AM 4:30 PM |
|-----------------|--|---|-----------------------------|--|----------|-----------------|
|                 | be added for the "Schee                      | sent", excused time or tim<br>duled Time" by selecting t              |                             | Month Non-Unit<br>Hours for Day:<br>Hours For Week:                                    | 0.0000   | 8:00 AM 4:30 PM |
| Expand All Drop | icon to the left of the da                   | d - Mozilla Firefox   | Film                        |  |          |                 |
|                 | La L     | ncapweb.com/cca/test/clockview,                                       | /ReallocateTimeRecor        |  |          |                 |
|                 | Andrew Z Adams<br>Date: 3/06/2014 (Thursday) |   |                             |  | Approved |                 |
|                 | In<br>3/6/2014 8:00:00 AM<br>Raw             | Comment Out<br>Unprocessed 3/6/2014 4:30:00 PM                        | Comment<br>Unprocessed Offi | Job/Duty<br>ce Clerk III 12 Month Non-Uni  | Hours    |                 |
|                 | Reallocate Time To                           | © Excused Ti  | at the second second second | ng an absence<br>d, the schedule   |          |                 |
|                 | In: 8:00 AM<br>Out: 4:30 PM                  | e Clerk III 12 Month Non-Unit<br>or <b>Hours</b><br>e Original Breaks | you will jus<br>"Reallocate | defaulted in an<br>t need to select<br>" then "Save."<br>ak hours will be<br>n saving. | t<br>The |                 |
|                 | Reallocation Summary                         |   |                             |  |          |                 |
|                 | In Des<br>3/6/2014 8:00 AM Unproc            | scription Out<br>essed - 3/6/2014 4:30 PM                             | Description                 | Job/Duty<br>CT Office Clerk III 12 Month   | Non-Unit |                 |
| HARRI           | IS   | Save  | Cancel                      |  |          | Financial S     |

itions

Third example is reallocating a day as Absent to excused time (Sick, Personal, Vacation). This can ONLY be done if your district allows you to Add Excused time. If you district uses Wincap or WincapWEB Leave Request once the excused time is entered/approved there if will update to the Timesheet automatically.









# Adding Notes to Employee Timecard

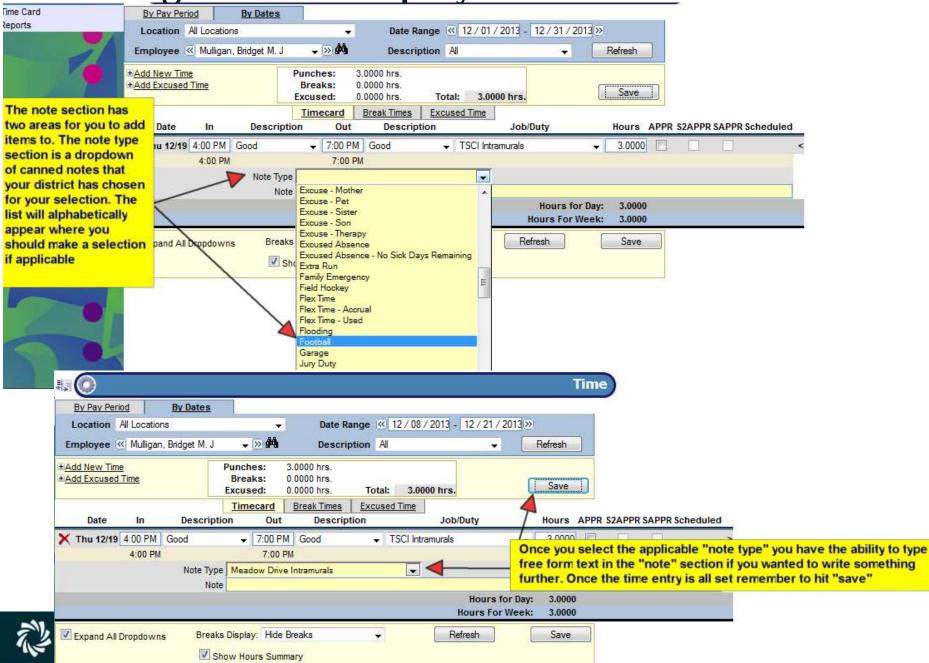
A note and/or note type may be added to the timecard by selecting the "> "symbol located on the right hand side of the timecard. The note section will appear where the note type and notes field display. The Note Type field is a table of all of the canned comments that the district has chosen for selection. The Note section allows for you to type in free form text. After entering the preferred note type and/or note select "save" to save the entry to your timecard.

| By Pay Period                                    | By Date             | <u>s</u>                        |   |           |                |                   |             |                                     |             |
|--|---------------------|---------------------------------|---|-----------|----------------|-------------------|-------------|-------------------------------------|-------------|
| Location All L                                   | Locations           | •                               | Date R                                    | ange 🔍 12 | / 01 / 2013 -  | 12 / 31 / 201     | 3≫          |                                     |             |
| Employee 🔍 🛛                                     | Mulligan, Bridget M | l. J 🚽 📎 🊧                      | Descri                                    | ption All |                | -                 | Refresh     |                                     |             |
| <u>■Add New Time</u><br><u>■Add Excused Time</u> | <u>ne</u>           | Punches:<br>Breaks:<br>Excused: | 3.0000 hrs.<br>0.0000 hrs.<br>0.0000 hrs. | Total:    | 3.0000 hrs.    |                   | Save        |                                     |             |
|  |                     | Timecard                        | Break Times                               | Excused T |                |                   |             |                                     |             |
| Date   | In Desc             | ription Out                     | Descrip                                   | tion      | Job/I          | Duty              | Hours A     | PPR S2APPR SAPP                     | R Scheduled |
| 🗙 Thu 12/19 4:0                                  | 00 PM Good          |                                 | M Good                                    | ▼ TS      | CI Intramurals |                   |             |                                     | >           |
| 4  | 4:00 PM             | 7:00                            | PM  |           |                |                   |             |                                     |             |
|  |                     |                                 |   |           |                | Hours for         | Day: 3.0000 |                                     | 7           |
|  |                     |                                 |   |           | H              | lours For We      | eek: 3.0000 |                                     | /           |
| Expand All Dro                                   | pdowns Bi           | reaks Display: Hide             | Breaks                                    | -         | Ref            | fresh             | Save        |                                     | /           |
|  |                     | C Show Hours Sum                | nmary                                     |           |                |                   |             | tional notes to<br>ct the ">" at th | -           |
|  |                     |                                 |   |           |                | entry to section. | open up the | e note and not                      | e type      |





# **Adding Notes to Employee Timecard**



## **Approving Employees time from the Timecard**

As a supervisor you are responsible for reviewing the employee's timecards for accuracy and approving. Items to look for are the correct date, the correct times, the correct note types and job/duties were chosen. This may all be reviewed right on the employee timecard on either the By Pay Period or By Dates tab prior to payrolls deadline for approval. Depending on what level Supervisor you are, the correct approval box will be prominent on the screen. Each line of detail requires that an approval checkmark is placed in the applicable box to stamp your approval on the time. The checkmark can be individually selected for each entry or it may be selected for all time that is not in error by selecting the "Approve All" button at the top of the timecard. As you approve each timesheet, the employee list has an over arrow where you can go through each of the employees to approve the time necessary for the applicable payroll date. There are two ways after approving the timecards you can verify that you have approved all time. The Time Overview screen and the Pending Approvals Report can be used to verify that you have approved all of the applicable time in order for the next supervisor to approve the timecards.

| Professional Development Employee Self-Service Payroll Vouchers Timesheets   | The approval box that you are responsible for selecting<br>will be highlighted on your screen. In this example the<br>level 2 Supervisor is signed in so S2APPR is highlighted<br>for approval. If the time does not have a checkbox then |
|--|---|
| By Pay Period By Dates   | the time is not approved. You can individually approve<br>each line or you can review each line and then select   |
| Location       All Locations           Date Range (< 12 / 08 / 2013 - 12 / 21 / 2013)            Description          12 / 08 / 2013 - 12 / 21 / 2013)            Perfect         Employee       Capellan, Donna Y          M         Pescription          All          Pescription          All         Pescription | "approve all." Any time that is left in error<br>(attendance/missing punch etc.) will not approve although  |
| +Add New Time<br>+Add Excused Time<br>Breaks: 0.0000 hrs.<br>Excused: 0.0000 hrs.<br>Total: 4.0000 hrs.<br>Approve All Save  | you select "approve all." Make sure when approving timecards that the correct pay period or date range is selected.   |
| Timecard         Break Times         Excused Time           Date         In         Description         Out         Description         Job/Duty         He  | ours APPR S2APPR SAPPR Scheduled  |
| Hours for Day:   | 2.0000 > 2.0000   |
| Fri 12/20     7:00 AM     Good     9:00 AM     Good     TSCI Audience Control Athletics     2       Note     Football  | 2.0000  |
| Hours for Day:   | 2.0000  |

### **Approving Employees time from the Timecard**

| By Pay Period By<br>Location All Locations<br>Employee & Capellan, Dor | r Dates                     | » 🛋 —   | Date Rang   | and the state of the second second | 2013 - 12 / 21 / 2013                               | Tin<br>≫<br><del>Refresh</del> | ne        | employee<br>one. Con | e after a<br>tinue to | ow to go to the next<br>approving the current<br>o approve the time |
|--|-----------------------------|---|-------------|------------------------------------|---|--------------------------------|-----------|----------------------|-----------------------|---|
| * Add New Time<br>* Add Excused Time                                   | Breaks: 0<br>Excused: 0     | 4.0000 hrs.<br>0.0000 hrs.<br>0.0000 hrs.<br>ecard Bre  | Total:      | 4.0000 hrs.                        | Approve All   | Save                           |           |                      |                       | ls for the time period<br>your approval                             |
| Date In  | Description                 | and the second se | Descrip     |                                    | Job/Duty  | Hours                          | APPR S2AP | PR SAPPR Sche        | duled                 |   |
| X 9 🕲 Sat 12/14 10:00 AM   | Extra Punch                 |   | Extra Punch | n 👻 TSCLA                          | udience Control Athletic<br>Hours fo<br>Hours For N | r Day: 2.0000                  |           |                      | >                     |   |
| X 🌶 🕲 Fri 12/20 🛛 7:00 AM  | Good<br>Note Type F<br>Note | y 9:00 AM   | Good        | ▼ TSCI A                           | udience Control Athletic                            | cs <del>▼</del> 2.0000         |           |                      | *                     |   |
|  |                             |   |             |                                    | Hours fo<br>Hours For \                             | \$1440.7 A \$600.0 OK          |           |                      |                       | Time that you have approved will be<br>marked with a checkmark      |
| Expand All Dropdowns   | Breaks Disp                 | lay: Hide Bre   | aks         |                                    | Refresh   | Save                           |           |                      |                       |   |
| Show Former Employees  |                             | ours Summar<br>above Dates  | 24          |                                    |   | Timecard Audit                 |           |                      |                       |   |





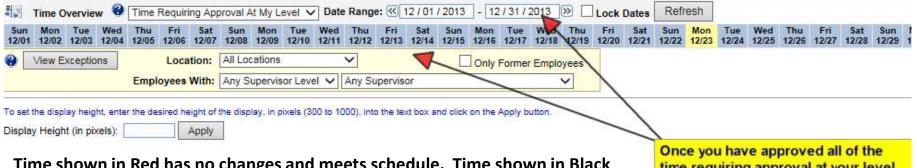
## **Approving Employees time from the Time Overview**

In order to Mass Approve employee timecards for a particular date range, you will want to access the "Time Overview" screen. After selecting "Time Overview" from the Timesheets menu, the overview screen will appear for a current date range. You will first want to set your date range to the period of time that you are approving for. The next item is to change your view type to "Time Requiring Approval At My Level." Select the "Refresh" button to update your screen with the selected options. You will generate a list of all employees who have time worked within the date range selected and have been approved by lower level supervisors. This time can be mass approved by selecting the "Approve All" button at the top of the timecard or by selecting the checkbox in the "Appr" column for those line items you wish to approve. As you approve the time and the employee has no other time awaiting your approval or in error, they will disappear from your list. Once you have approved all of the time, no one should display under your listing for "Time Requiring Approval at my Level."

|   |   |  |              |              |                                       |                                  |                 |                                 |                       |                   |                     |                 |            |       | *All Tin | nes are | e in EDT/E |
|---|---|--|--------------|--------------|---------------------------------------|----------------------------------|-----------------|---------------------------------|-----------------------|-------------------|---------------------|-----------------|------------|-------|----------|---------|------------|
| Home<br>Time Overview   | Time Overview 😟 Time Requ   | iring Approval At My Le                | vel 🗸 Da     | ate Range: 🤇 | 2/22/2013 × - 0                       | 01/04/2014                       |                 | Dates R                         | efresh                | App               | rove All            |                 |            |       |          |         |            |
| Employees<br>Time Card<br>Mass Add Notes<br>Pay Period Export | Bailey, Gregg<br>TSCI Audience Control Athletics  | Sun Mon<br>12/2 12/23                  | Tue<br>12/24 | Wed<br>12/25 | Su Mo Vu We<br>24 25 26 27<br>1 2 3 4 | Th Fr Sa                         | Mon<br>12/30    | Tue<br>12/31                    | Ved<br>01/01          | Thu<br>01/02      | Fri<br>01/03        | Sat<br>01/04    | Total<br>2 | A SA3 | SA2      | SA      | Appr.      |
| Reports   | Beach, Kathryn<br>TSCI Audience Control Athletics<br>Brand, Joan<br>TSCI Audience Control Athletics |  |              |              | 8 9 10 11<br>15 16 17 18              | 12 13 14<br>19 20 21             |                 |                                 |                       |                   |                     |                 | 2          |       | *        |         |            |
|   | Dann, Judith<br>TSCI Audience Control Athletics<br>Falasca, Constantine                             | The Time view optio                    |              |              | 22 23 24 25<br>has many<br>ou should  | 26 27 28<br>2 3 4<br>er 23, 2013 |                 | /                               |                       |                   |                     |                 | 2          |       | ∢        |         |            |
|   | TSCI Audience Control Athletics<br>Galli, Andrea<br>TSCI Audience Control Athletics                 | approve fr<br>Approval a<br>supervisor | t My Le      | vel." If th  | e lower level                         | 2                                |                 | ate rang                        |                       |                   |                     |                 | 2          |       | *        |         |            |
|   | Genao, Maria<br>TSCI Audience Control Athletics<br>Hess, Pauline                                    | time for the<br>employees              |              |              | ected the<br>for approval             | 2                                | You m<br>select | r time p<br>ay manu<br>the to a | ually typ<br>and from | e the da<br>boxes | ate rang<br>and sel | e or<br>ect the | 2          |       | 1        |         |            |
| 10  | TSCI Intramurals  |  |              |              |                                       | 4                                |                 | rom the<br>rect, sel            |                       |                   |                     | e range<br>the  | 4          |       | 4        |         |            |
|   | TSCI Intramurals<br><u>McGuire, Paula</u><br>TSCI Intramurals                                       |  |              |              |                                       | 4                                | pager           |                                 |                       |                   |                     |                 | 4          |       | 4        |         |            |
|   | Mulligan, Bridget M.<br>TSCI Intramurals  |  |              |              |                                       | 4                                |                 |                                 |                       |                   |                     |                 | 4          |       | 4        |         |            |
|   | Oberheim, Jack<br>TSCI Intramurals  |  |              |              |                                       | (a)                              |                 |                                 |                       |                   |                     |                 | 4          |       | 1        |         |            |

#### **Approving Employees time from the Time Overview**

|   | Sun Mon Tue Wed Thu Fri Sat Sun Mo<br>12/01 12/02 12/03 12/04 12/05 12/06 12/07 12/08 12/0 | on Tue Wed Thu Fri at Sun I | Mon Tue Wed Thu Fri Sat Sun Mon<br>2/16 12/17 12/18 12/19 12/20 12/21 12/22 12/23 | Tue Wed Thu Fri Sat Sun Mon<br>12/24 12/25 12/26 12/27 12/28 12/29 12/30 1 | Tue Total | SA3 SA2 S    | A App |
|---|--|-----------------------------|---|--|-----------|--------------|-------|
| Bailey, Gregg                                   |  |                             |   |  | /         |              |       |
| TSCI Audience Control Athletics                 |  | Once the correct date ra    | inge is displayed   | 2  | /2        | 1-           |       |
| Beach, Kathryn                                  |  | for the overview screen     |   |  | 1         |              | /     |
| TSCI Audience Control Athletics                 |  | with time at your level of  |   | 2  | / 2       | 1            |       |
| Brand, Joan                                     |  | display                     |   | /  | / /       |              | 1     |
| TSCI Audience Control Athletics                 |  |                             |   | 2  | 2         | $\checkmark$ |       |
| Capellan, Donna                                 |  |                             |   | An Approval Box  |           | ,            | -     |
| TSCI Audience Control Athletics                 |  | <b>2</b>                    | 2   | will be listed for   | 4         | ~            |       |
| Cann. Judith<br>TSCI Audience Control Athletics | The lab distant ill be seen still ad   |                             |   | each line where  | 2         | 1            | -     |
| alasca, Constantine                             | The job duty will be specified   |                             |   | you can  | 2         | *            | 1.0   |
| TSCI Audience Control Athletics                 | seperate lines where time was<br>worked and summarized with                                |                             | 2   | individually select  | 4         | 1            |       |
| alli. Andrea                                    | totals on the days worked.   |                             | -   | or you can select<br>"Approve All"   | -         |              |       |
| TSCI Audience Control Athletics                 | totals of the days worked.   | 4                           |   | Approve An   | 6         | 1            |       |
| ienao <u>, Maria</u>                            |  |                             |   |  |           |              | 1.000 |
| TSCI Audience Control Athletics                 |  | 4                           | 2   | 2  | 8         | 1            |       |
| iametta, Linda                                  | If you want to individually look a   |                             |   |  |           |              |       |
| TSCI Audience Control Athletics                 | an employee's timecard you can   |                             |   |  | 4         | ~            |       |
| iriffith, Richard                               | on their name and select "open   |                             |   |  |           |              |       |
| TSCI Audience Control Athletics                 | to open up the employee's times  | card. 4                     |   |  | 4         | $\checkmark$ |       |
| <u>ess, Pauline</u>                             |  |                             |   |  |           |              |       |
| TSCI Audience Control Athletics                 |  | 4                           | 2   |  | 6         | 1            |       |
| TSCI Intramurais                                |  |                             |   | 14   | 4         | 1            |       |



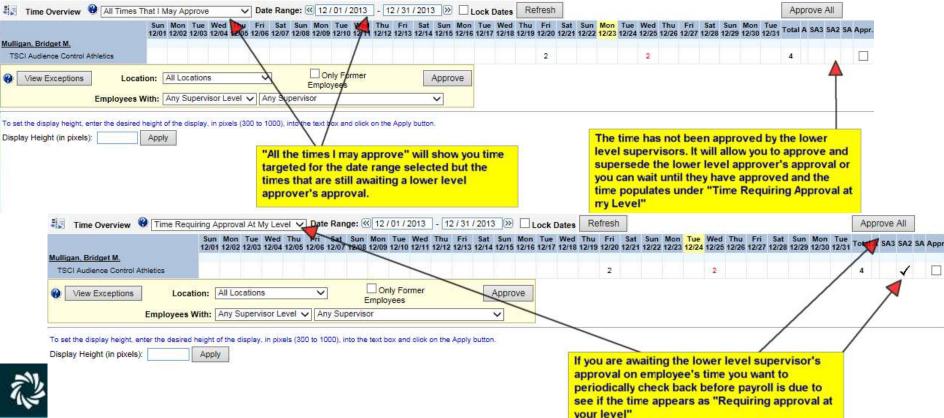
Time shown in Red has no changes and meets schedule. Time shown in Black could be a person who doesn't have a schedule and worked(Sub) or the person's Punches or breaks have been changed.

Once you have approved all of the time requiring approval at your level for the date range displayed, all the employees will disappear from the listing.

## **Approving Employees time from the Time Overview**

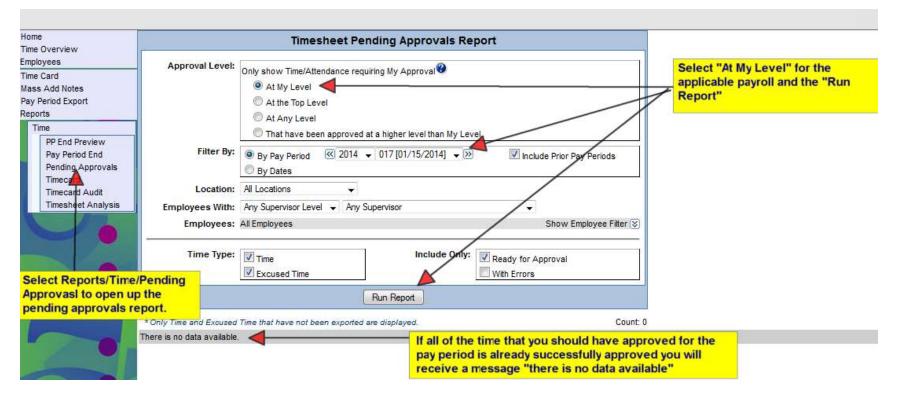
#### Time Overview Screen: All Times That I May Approve

In order to see time worked for the date range that you have selected but that is not yet at your level for approval, you may change the Time Overview view to "All Times That I May Approve." This view will show you any time that needs your approval but has not been approved by any lower level supervisors. You may supersede that supervisor's approval in order for the employee's time to be exported at Pay Period End or you may wait until the time is requiring your approval. If you will supersede the lower level approval and approve the time, the "Approve All" button and the selection checkbox for individual approval are available on this view. Approving through either option will mark your approval on the time and allow payroll to export the time for payment if you are the highest level supervisor (SAPPR). If you are going to wait for the lower level supervisor's approval at your Level" to see if the time displays for your approval.



# **Pending Approvals Report**

The Pending Approval Report can be used by a Supervisor in order to verify that all time targeted for a pay period at your level has been approved. By selecting "At My Level" and the correct pay period, running the report will return any time that is awaiting approval at your level. If it indicates "no data available" then all time has been approved.







# **Pending Approvals Report**

|                         | Timesheet Pe  | nding Approvals Rep             | ort                          |                  |            |         |                              |           |         |         |          |                        |                     |
|-------------------------|---|---------------------------------|------------------------------|------------------|------------|---------|------------------------------|-----------|---------|---------|----------|------------------------|---------------------|
| Approval Level:         | Only show Time/Attendance req                       | uiring My Approval              |                              |                  |            |         |                              |           |         |         |          |                        |                     |
|                         | At My Level   |                                 |                              |                  |            |         |                              |           |         |         |          |                        |                     |
|                         | C At the Top Level                                  |                                 |                              |                  |            |         |                              |           |         |         |          |                        |                     |
|                         | C At Any Level                                      |                                 |                              |                  |            |         |                              |           |         |         |          |                        |                     |
|                         | That have been approved                             | at a higher level than My Level |                              |                  |            |         |                              |           |         |         |          |                        |                     |
| Filter By:              | <ul> <li>By Pay Period</li> <li>By Dates</li> </ul> | ▼ 017 [01/15/2014] ▼ ≫          | Include                      | e Prior Pay Peri | ods        |         |                              |           |         |         |          |                        |                     |
| Location:               | All Locations 👻                                     |                                 |                              |                  |            |         |                              |           |         | _       | _        |                        |                     |
| Employees With:         | Any Supervisor Level 👻 Any                          | Supervisor                      | •                            |                  |            |         | iyone di                     |           |         |         |          |                        |                     |
|                         | All Employees                                       | •                               | ;                            | Show Employe     | e Filter 😵 |         | report y<br>se emplo         |           |         |         |          |                        |                     |
| Time Type:              | <ul><li>☑ Time</li><li>☑ Excused Time</li></ul>     | Include Only:                   | Ready for App<br>With Errors | oroval           |            | indi    | rove the<br>cated or<br>rove |           |         |         |          |                        |                     |
|                         |   | Run Report                      |                              |                  |            |         |                              |           |         |         |          |                        |                     |
| * Only Time and Excused | I Time that have not been exported                  | are displayed.                  |                              |                  | Count      | 1       |                              |           |         |         |          |                        |                     |
| Employee Date           | In Out  | Hours Job/Duty                  |                              | Attendance       | S3 S       | 2 S     | Emp App                      | S3 App S2 | App App | Sked In | Sked Out | Raw In                 | Raw Out             |
| Capellan, 12/14/2013    | 3 12/14/2013 10:00 AM 12/14/2013                    | 3 12:00 PM 2.0000 Audience      | Control Athletics            |                  | СМ         | CA DMCC |                              |           |         |         |          | 12/14/2013 10:00:00 AM | 12/14/2013 12:00:00 |





# **Other Time Overview Options**

The Time Overview has other options that allow you to review your employees data in a summary form. It is just not used for Approving Time.

| Overview of All Times – | Allows you to view your employees in a weekly view.        |
|-------------------------|--|
|                         | This is good to see if all the employees have worked their |
|                         | total hours for the week or pay period.                    |

- Overview of All Employees Shows the same view but all your employees and employees you may also be backup for.
- Overview of Missing Punches –Shows your employees that have missing punches.Overview of Absences –Shows your employees that are considered Absence.

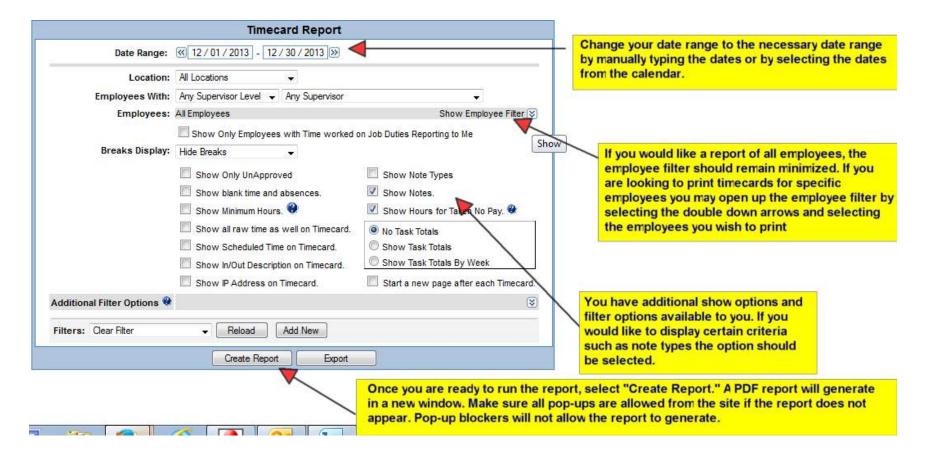
| Home<br>Time Overview | 🖏 Time Overview 🔮            | Overview Of All Times               | Date R | ange: 🐼 | 09 / 10 | / 2017 | - 09/23 | 3/2017 | » 🗹   | .ock Date | es Ref | fresh |       |
|-----------------------|------------------------------|-------------------------------------|--------|---------|---------|--------|---------|--------|-------|-----------|--------|-------|-------|
| Employees             |                              | Overview Of All Times               | Wed    | Thu     | Fri     | Sat    | Sun     | Mon    | Tue   | Wed       | Thu    | Fri   | Sat   |
|                       |                              | Overview Of All Employees           | 9/13   | 09/14   | 09/15   | 09/16  | 09/17   | 09/18  | 09/19 | 09/20     | 09/21  | 09/22 | 09/23 |
| Time Card             |                              | Time Requiring Approval At My Level |        |         |         |        |         |        |       |           |        |       |       |
| Mass Add Time         | LACS Assistant Cook Cosgrove | All Times That I May Approve        | 6.75   | 6.75    | 6.75    |        |         | 6.75   | 6.75  | 6.75      |        |       |       |
| Mass Add Excused Time | LACS Assistant Cook Cosgrove | Overview of Missing Punches         |        |         |         |        |         |        |       |           | A      | A     |       |
| Mass Add Notes        |                              | Overview of Absences                |        |         |         |        |         |        |       |           |        |       |       |
| Mass Reallocate Time  | LACT Assistant Cook Taylor   | Overview of Absences                | 6.5    | 6.5     | 6.5     |        |         | 6.5    | 6.5   | 6.5       |        |       |       |





# **Timecard Report**

The Timecard Report will generate a PDF report of exactly what is on the employee's timecard for a selected date range. You have the ability to print multiple employees or individual employees with additional show options.







# **Timecard Report**

#### Time Card Report By Employee

#### **Employee Count: 36**

Dates: 8/27/2017 - 9/16/2017 [Show Breaks] [Showing Notes]

\* - When dates are followed by an asterisks(\*), the time record crosses multiple days

#### Doe, John, Clock ID: 99000980, Payroll ID: 02486

|     | Date       | In      | Description  | Out     | Job/Duty                                 |              | Hours       |
|-----|------------|---------|--------------|---------|--|--------------|-------------|
| Tue | 09/05/2017 | 8:00 AM |              | 1:45 PM | Food Service Helper Substitute Bernabi   |              | 5.7500      |
| Tue | 09/05/2017 |         | (Paid Break) |         | Food Service Helper Substitute Bernabi   |              | 0.25        |
|     |            |         |              |         |  |              | 5.7500      |
| Ned | 09/06/2017 | 8:00 AM |              | 1:45 PM | Food Service Helper Substitute Bernabi   |              | 5.7500      |
| Ned | 09/06/2017 |         | (Paid Break) |         | Food Service Helper Substitute Bernabi   |              | 0.25        |
|     |            |         |              |         |  |              | 5.7500      |
| Thu | 09/07/2017 | 8:15 AM |              | 2:00 PM | Food Service Helper Substitute Wils East |              | 5.7500      |
| Thu | 09/07/2017 |         | (Paid Break) |         | Food Service Helper Substitute Wils East |              | 0.25        |
|     |            |         |              |         |  |              | 5.7500      |
| Fri | 09/08/2017 | 8:15 AM |              | 1:15 PM | Food Service Helper Substitute Wils East |              | 5.0000      |
| Fri | 09/08/2017 |         | (Paid Break) |         | Food Service Helper Substitute Wils East |              | 0.25        |
|     |            |         |              |         |  |              | 5.0000      |
|     |            |         |              |         |  | Week Totals: | 22.2500 Hrs |
| Mon | 09/11/2017 | 8:15 AM |              | 1:30 PM | Food Service Helper Substitute Wils East |              | 5.2500      |
| Mon | 09/11/2017 |         | (Paid Break) |         | Food Service Helper Substitute Wils East |              | 0.25        |
|     |            |         |              |         |  |              | 5.2500      |
| Tue | 09/12/2017 | 8:15 AM |              | 1:15 PM | Food Service Helper Substitute Wils East |              | 5.0000      |
| Tue | 09/12/2017 |         | (Paid Break) |         | Food Service Helper Substitute Wils East |              | 0.25        |
|     |            |         |              |         |  |              | 5.0000      |
| Ved | 09/13/2017 | 8:15 AM |              | 1:15 PM | Food Service Helper Substitute Wils East |              | 5.0000      |
| Ned | 09/13/2017 |         | (Paid Break) |         | Food Service Helper Substitute Wils East |              | 0.25        |
|     |            |         |              |         |  |              | 5.0000      |
| Thu | 09/14/2017 | 8:15 AM |              | 1:15 PM | Food Service Helper Substitute Wils East |              | 5.0000      |
| Thu | 09/14/2017 |         | (Paid Break) |         | Food Service Helper Substitute Wils East |              | 0.25        |
|     |            |         |              |         |  |              | 5.0000      |
|     |            |         |              |         |  | Week Totals: | 20.2500 Hrs |
|     |            |         |              |         |  |              |             |





The Pay Period End Report is a way to verify that all time has been approved by the highest level supervisor that is targeted for a particular payroll. If anything has been left without that approval, it will be reported as a validation error indicating "UnApproved Time." The Pay Period End Report will also summarize all of the items that have been fully approved and will be exported by payroll for payment. Select "Pay Period Export" from the Timesheets menu to open up the Pay Period End report. Select the applicable Pay Period and then "Create Report." The Pay Period report will begin to run under the available reports listing. Select the "refresh" column until the status indicates "Complete." Any validation errors such as unapproved time, missed punches, pay authorization errors will be recorded under the critical errors, errors, and/or warnings column. By selecting the "Yes" in each column, any validation message that applies to you will be displayed. If nothing displays, there are errors but for employees that do not report to you. If you see unapproved time, you may select the clock icon to approve the time from the employee's timecard. By running another Pay Period End report, the errors will disappear from the next report once they are fixed.







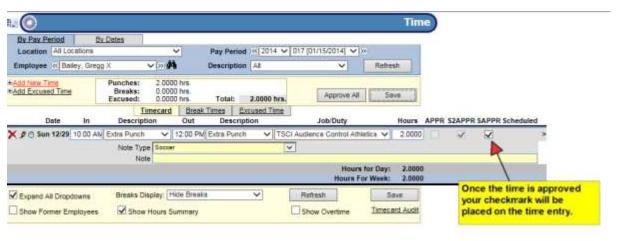
|  |                                |            | Pay Period        | End Report                             |   |   |  |  |   |
|--|--------------------------------|------------|-------------------|--|---|---|--|--|---|
|  |                                |            | Fiscal Year 20    | Pay Period<br>14 V<br>7 - 01/15/2014 V |   |   |  |  |   |
| Available Reports                                |                                |            | Create R          | eport                                  |   |   | Refresh  | ] ◀—   | The Pay Period End report<br>will begin to run under the<br>available reports. Continue |
| Run On   | Run By I                       | Fiscal Yea | r Period Expo     | rt Critical Errors                     | Has Errors                                    | las Warnir  | ngs Status Actio   | n /  | to hit the "refresh" button   |
| 2/24/2013 8:37:38 AN                             | McCallion,<br>I Danielle<br>C. | 2014       | 017               | Yes                                    | Yes   | <u>Yes</u>  | Complete 🗙 🔍   |  | until the status says<br>"Complete"   |
| Please delete reports<br>eports leaving only the |                                |            | d, If there are m | ore than 5 reponse                     | If any<br>for th<br>in the<br>any v<br>displa | Critical E<br>e payroll,<br>m. When<br>alidation<br>ay, this is | delete the older<br>Errors, Errors of<br>the columns v<br>clicking on the<br>errosr that app<br>because there<br>visor must clea | ill have a<br>yes you y<br>ly to you.<br>are error | "Yes"<br>vill see<br>If none<br>s but   |

|               | 10  |   |                                      | eport Details               | d End R        | Pay Perio   |                      |              |              |
|---------------|---|---|--------------------------------------|-----------------------------|----------------|-------------|----------------------|--------------|--------------|
|               |   | te 1/15/2014  | Check Dat                            |                             | No 017         | Period      | 14                   | scal Year 20 |              |
|               | End Report                                | Back to Pay Period  | 1                                    |                             | oday           | <b>_</b> ]; | is<br>Employees Repo | All Location | Locati       |
| W             |   |   | ion Report                           | ult Valida                  | tion Res       | Valida      | Report               | End Data     | Pay Perio    |
|               |   |   | 1                                    |                             |                | 0           | ✓ Туре 🛛             | gs Warning   | Errors/War   |
| on Actio      | Description                               | Error/Warning   | Period End                           | <b>Period Start</b>         | Period         | iscal Year  | Location             | Payroll ID   | Name         |
| Time * 🚫 🤅    | UnApproved Tim                            | Warning   | 12/31/2013                           | 12/01/2013                  | 017            | 2014        | Vork Location 11     | 01935 V      | Bailey, Gre  |
| on and<br>lot | ne clock ico<br>rrors do no<br>er one may | unapproved (<br>y selecting the<br>validation e<br>ort but anoth<br>ors are addre | imecard b<br>time. The<br>m this rep | oproving the<br>sappear fro | ar<br>ar<br>di |             |                      | eriod        | *- Prior Pay |





|  | Note Type Soccer<br>Note                    | ×   | Hours for E<br>Hours For We            | CONTRACT OF A DECKER OF A D |   |
|--|---|---|--|---|---|
| Date In  | Description Out<br>Extra Punch V 12:00 Pl   |   | Job/Duty<br>Audience Control Athletics | Hours APPF  | SZAPPR SAPPR Scheduled  |
| Location All Locations<br>Employee 《 Bailey, Gregg<br>*Add New Time<br>*Add Excused Time | Punches: 2.0000 hrs.<br>Breaks: 0.0000 hrs. | Pay Period << 2014 V 0<br>Description All | ✓ F                                    | Refresh   | To Approve employee's time from the<br>timecard you can select the "approve all"<br>button or you may individually select the<br>checkbox for SAPPR approval. |







In order to see the Pay Period End detail of what is going to be paid select the magnify glass in the action column to open up the Pay Period End Data tab. This tab of the Pay Period End report will display all of the fully approved time that is set to be exported and imported into WinCap for payroll. Each employee will have a separate line of detail for the time worked with the adjustment code, number of hours and work dates available. If you prefer this detail on a printable report, select the "Report" tab of the pay period end details and print the "detailed" view of the pay period end report.

|   |                              |             | Pay         | Period I | End Report          |             |                            |             |         |
|---|------------------------------|-------------|-------------|----------|---------------------|-------------|----------------------------|-------------|---------|
|   |                              |             | Cho         | oose a P | Pay Period          |             |                            |             |         |
|   |                              | F           | iscal Ye    | ar 2014  | 4 🗸                 |             |                            |             |         |
|   |                              | P           | Pay Perio   | od 017   | - 01/15/2014 🗸      |             |                            |             |         |
|   |                              |             | Cr          | eate Rep | port                |             |                            |             |         |
| Available Reports                                   |                              |             |             |          |                     |             |                            | F           | Refresh |
| Run On  | Run By                       | Fiscal Year | Period      | Export   | Critical Errors     | Has Erro    | s Has Warnings             | Status      | Actio   |
| 12/24/2013 8:37:38 AM                               | McCallion,<br>Danielle<br>C. | 2014        | 017         |          | Yes                 | Yes         | Yes                        | Complete    | ×Q      |
| * Please delete reports<br>reports leaving only the |                              |             | I. If there | are mor  | e than 5 reports th | ne system w | ill automatically dele     | ete the old | er 4    |
|   |                              |             |             |          |                     |             | Select the mathe pay perio |             |         |

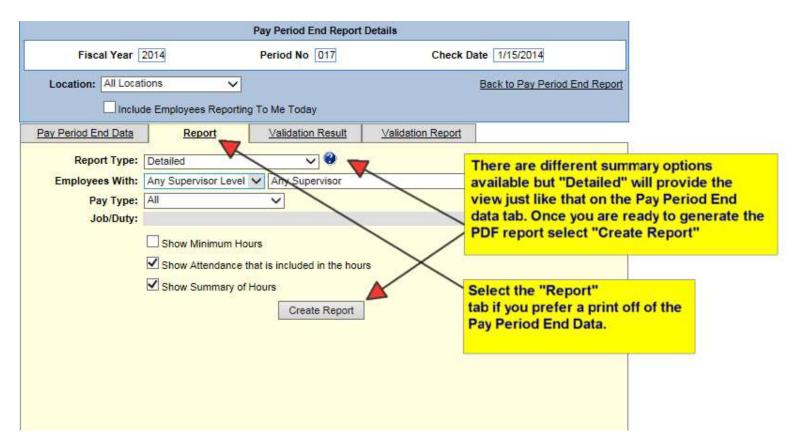




| Fiscal Year 2014 Pe    |           |            |              | iod No 017 Check Date 1/15/20       |                  |             | 2014          |             |                    |                        |          |
|------------------------|-----------|------------|--------------|-------------------------------------|------------------|-------------|---------------|-------------|--------------------|------------------------|----------|
| Location: All Loc      | ations    |            | ~            | Back to Pay Period End Report       |                  |             |               | Report      |                    |                        |          |
|                        | ude Emplo | oyees Repo | orting To Me | Today                               |                  |             |               |             |                    |                        |          |
| Pay Period End Data    |           | Report     |              | Validation Result Validation Report |                  |             |               |             |                    |                        |          |
| Pay Type: All          |           | ~          | <u>т</u>     | nis tab will disp                   | lay a listing of | everyi      | ng that is fu | illy approv |                    | rted and paid by payro |          |
| Name                   | Payroll   | ID Type    | Hours        | Hrs with Min Mulf                   | iplier Pos Code  | Adj Code    | From          | То          | Attendance OT Rule | Blend Rates Summarized | Action   |
| Beach, Kathryn D       | 02205     | R          | 2.0000       | 2.0000                              | TSCI             | AC-A        | 12/29/2013    | 12/29/2013  | NOAD               | Per Occurance          | 8        |
| Brand, Joan S          | 00204     | R          | 2.0000       | 2.0000                              | TSCI             | AC-A        | 12/29/2013    | 12/29/2013  | NOAD               | Per Occurance          | <u> </u> |
| Capellan, Donna Y      | 00615     | R          | 2.0000       | 2.0000                              | TSCI             | AC-A        | 12/14/2013    | 12/14/2013  | NOAD               | Per Occurance          | <u> </u> |
|                        | 00615     | R          | 2.0000       | 2.0000                              | TSCI             | AC-A        | 12/20/2013    | 12/20/2013  | NOAD               | Per Occurance          | 8        |
| Dann, Judith S         | 01607     | R          | 2.000        | 2.0000                              | TSCI             | AC-A        | 12/29/2013    | 12/29/2013  | NOAD               | Per Occurance          | 8        |
| Falasca, Constantine C | 01282     | R          | 2.0000       | 2.0000                              | TSCI             | C-A         | 12/20/2013    | 20/2013     | NOAD               | Per Occurance          | 8        |
|                        | 01282     | R          | 2.0000       | 2.0000                              | TSCI             | AC-A        | 12/29/2013    | 12/29/2013  | NOAD               | Per Occurance          | 8        |
| <u>Galli, Andrea B</u> | 01632     | R          | 4.0000       | 4.0000                              | TRCI             | AC-A        | 12/14/2013    | 12/14/2013  | NOAD               | Per Occurance          | 8        |
|                        | 01632     | R          | 2.0000       | 2.0000                              | 250              | AC-A        | 12/29/2013    | 12/29/2013  | NOAD               | Per Occurance          | 8        |
| <u>Genao, Maria Q</u>  | 01975     | R          | 4.0000       | Each employe                        |                  | the         | 12/14/2013    | 12/14/2013  | NOAD               | Per Occurance          | 8        |
|                        | 01975     | R          | 2.0000       | total number of                     |                  | nd the work |               | 12/20/2013  | NOAD               | Per Occurance          | 8        |
|                        | 01975     | R          | 2.0000       | adjustment co                       |                  |             |               | 12/29/2013  | NOAD               | Per Occurance          | 8        |
| Giametta, Linda T      | 02804     | R          | 4.0000       | dates that will                     | nto              | 12/14/2013  | 12/14/2013    | NOAD        | Per Occurance      | 0                      |          |
| Griffith, Richard Q    | 02695     | R          | 4.0000       | WinCap.                             |                  | 12/14/2013  | 12/14/2013    | NOAD        | Per Occurance      | 8                      |          |











#### Questions?





