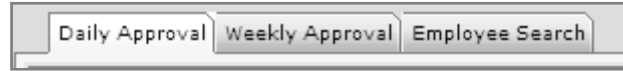




# **Time Card Approvers Guide**

Use the *Time Card Approval* function to view and approve employee time cards for specific pay periods and schedules for payroll processing.

Use the following tabs to approve time cards:

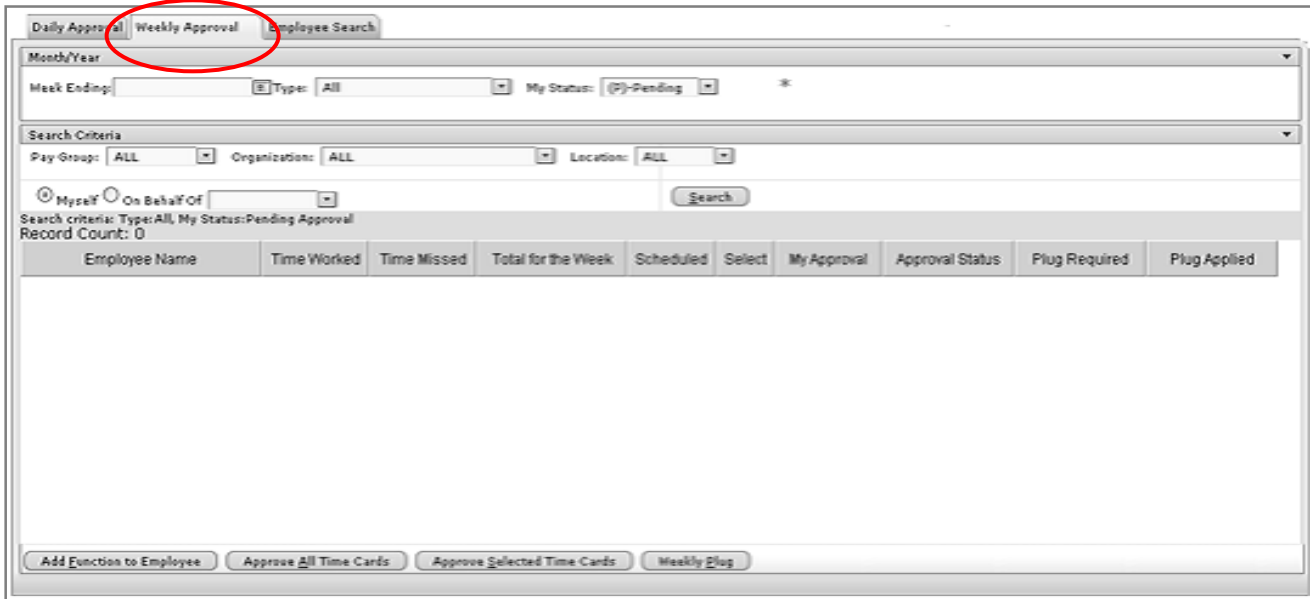


Each tab allows you to search for employees' time cards within a pay period. Once you locate these, you can approve time cards, view and modify daily time card details for employees, and add additional time cards for employees.

## Weekly Approval Tab

Use the **Weekly Approval** tab to search for and view time card information for employees, approve time cards and view a summary of employees' weekly time cards.

1. Click the **Weekly Approval** tab to bring it forward.



The screenshot shows the 'Weekly Approval' tab selected. The interface includes a 'Month/Year' dropdown, a 'Week Ending' field, and a 'Type' dropdown set to 'All'. The 'My Status' dropdown is set to '(P)-Pending'. Below these are search criteria for 'Pay Group' (ALL), 'Organization' (ALL), and 'Location' (ALL). There are radio buttons for 'Myself' and 'On Behalf Of'. A 'Search' button is present. Below the search area is a table header with columns: Employee Name, Time Worked, Time Missed, Total for the Week, Scheduled, Select, My Approval, Approval Status, Plug Required, and Plug Applied. At the bottom, there are buttons for 'Add Function to Employee', 'Approve All Time Cards', 'Approve Selected Time Cards', and 'Weekly Plug'.

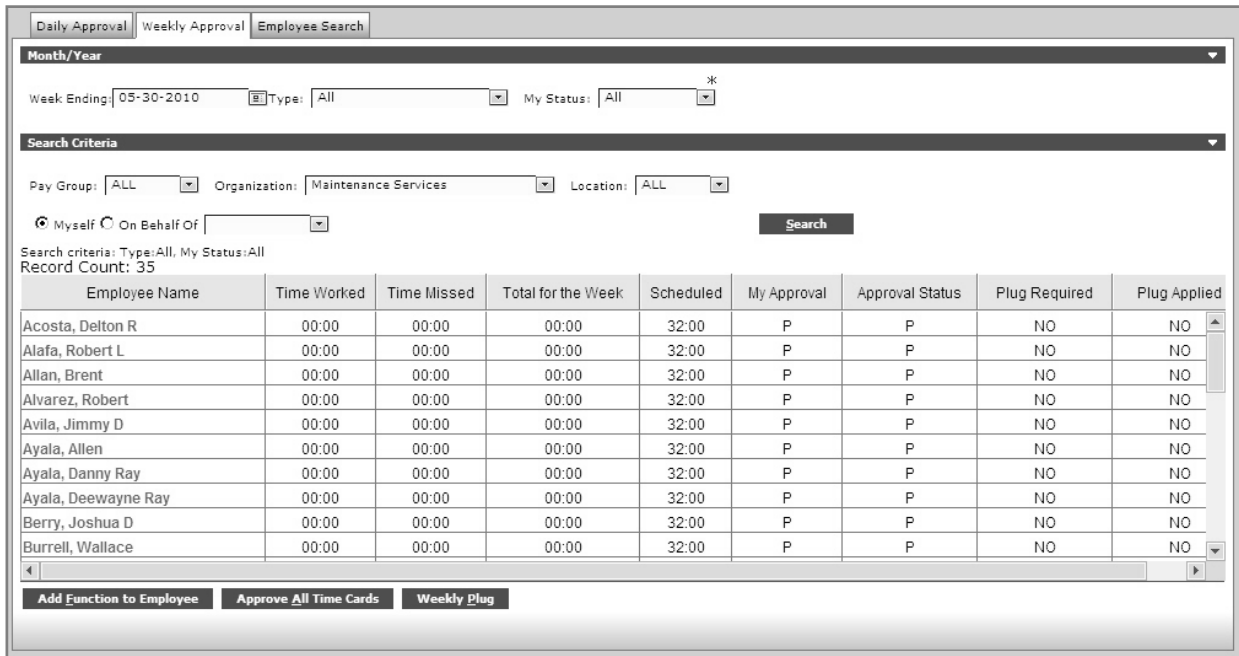
### **Month/Year Frame-**

2. In the **Week Ending** field, enter the date within the week you want to view.
3. Skip the **Type** field which defaults to **All**.
3. The **My Status** field defaults to **(P)-Pending**, but you can change this, if necessary.

### **Search Criteria Frame-**

4. Skip the **Pay Group** field. It defaults to **ALL** and is the only one we use.
  4. The **Organization** field defaults to **All**, but you can select a specific organization, if necessary.
  5. The **Location** field defaults to **All**. Before you search, this will be your only option. Once search results are displayed on the tab, you can select another location, if necessary.
- Skip the **Myself** option which is the system default to indicate that you are the designated approver for the time cards listed.

6. Click the **Search** button. The employees' time card information is displayed on the tab.



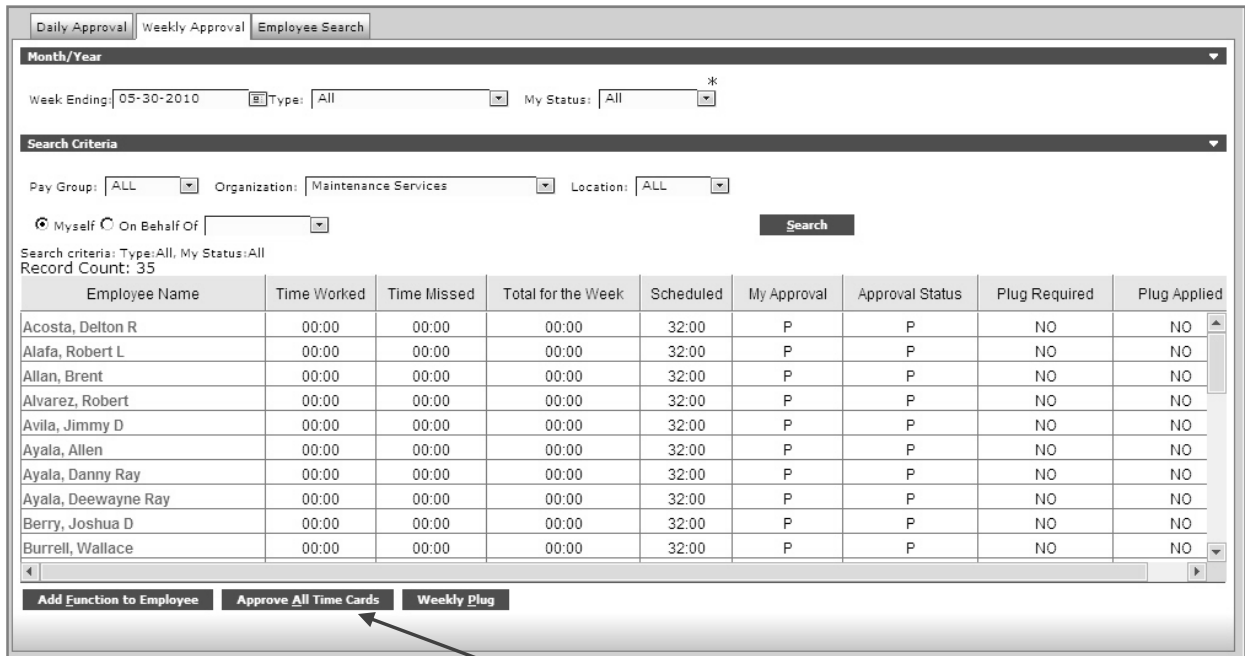
The screenshot shows the 'Employee Search' tab in a software interface. At the top, there are tabs for 'Daily Approval', 'Weekly Approval', and 'Employee Search'. Below the tabs, there are search filters: 'Month/Year' (dropdown), 'Week Ending' (text input: 05-30-2010), 'Type' (dropdown: All), and 'My Status' (dropdown: All). A 'Search Criteria' section includes 'Pay Group' (dropdown: ALL), 'Organization' (text input: Maintenance Services), and 'Location' (dropdown: ALL). There are radio buttons for 'Myself' (selected) and 'On Behalf Of' (dropdown). A 'Search' button is present. Below the search criteria, it says 'Search criteria: Type:All, My Status:All' and 'Record Count: 35'. A table displays the following data:

Employee Name	Time Worked	Time Missed	Total for the Week	Scheduled	My Approval	Approval Status	Plug Required	Plug Applied
Acosta, Delton R	00:00	00:00	00:00	32:00	P	P	NO	NO
Alafa, Robert L	00:00	00:00	00:00	32:00	P	P	NO	NO
Allan, Brent	00:00	00:00	00:00	32:00	P	P	NO	NO
Alvarez, Robert	00:00	00:00	00:00	32:00	P	P	NO	NO
Avila, Jimmy D	00:00	00:00	00:00	32:00	P	P	NO	NO
Ayala, Allen	00:00	00:00	00:00	32:00	P	P	NO	NO
Ayala, Danny Ray	00:00	00:00	00:00	32:00	P	P	NO	NO
Ayala, Deewayne Ray	00:00	00:00	00:00	32:00	P	P	NO	NO
Berry, Joshua D	00:00	00:00	00:00	32:00	P	P	NO	NO
Burrell, Wallace	00:00	00:00	00:00	32:00	P	P	NO	NO

At the bottom of the interface, there are buttons: 'Add Function to Employee', 'Approve All Time Cards', and 'Weekly Plug'.

## Columns on the Weekly Approval Tab

<b>Employee Name</b>	The employee's name is a hyperlink. Click the name to display the <b>Daily Summary</b> tab.
<b>Time Worked</b>	The sum of the time worked and/or paid absence time for the employee <i>for the week</i>
<b>Time Missed</b>	The sum of the charged absence time for the employee <i>for the week</i> .
<b>Total for the Week</b>	The sum of the time worked and absence time for the employee <i>for the week</i> .
<b>Select</b>	A checkbox used to select an employee to be approved using the <b>Approve Selected Time Cards</b> button.
<b>My Approval</b>	This cell will display a <b>P (Pending)</b> until all of the time cards for the week are approved, at which point the status in this field will display an <b>A (Approved)</b> .
<b>Approval Status</b>	This cell will display a <b>P (Pending)</b> until all of the time cards for the week are approved by all of the approvers in the work flow, at which point the status in this field will display an <b>A (Approved)</b> . When an A is displayed in this field, the time card is eligible to be sent to payroll for payment.



Month/Year:  \*  
 Week Ending: 05-30-2010 Type: All My Status: All

**Search Criteria**  
 Pay Group: ALL Organization: Maintenance Services Location: ALL  
 Myself  On Behalf Of

Search criteria: Type:All, My Status:All  
 Record Count: 35

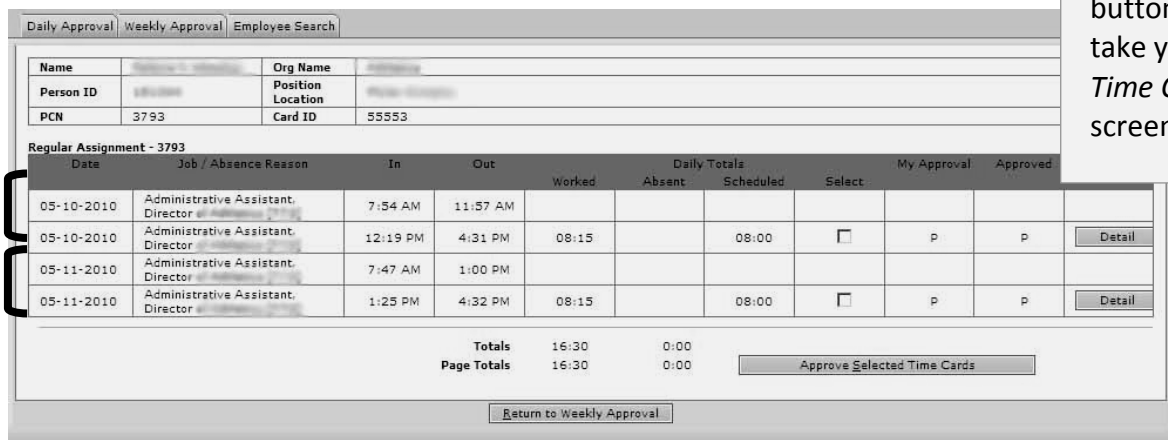
Employee Name	Time Worked	Time Missed	Total for the Week	Scheduled	My Approval	Approval Status	Plug Required	Plug Applied
Acosta, Delton R	00:00	00:00	00:00	32:00	P	P	NO	NO
Alafa, Robert L	00:00	00:00	00:00	32:00	P	P	NO	NO
Allan, Brent	00:00	00:00	00:00	32:00	P	P	NO	NO
Alvarez, Robert	00:00	00:00	00:00	32:00	P	P	NO	NO
Avila, Jimmy D	00:00	00:00	00:00	32:00	P	P	NO	NO
Ayala, Allen	00:00	00:00	00:00	32:00	P	P	NO	NO
Ayala, Danny Ray	00:00	00:00	00:00	32:00	P	P	NO	NO
Ayala, Deewayne Ray	00:00	00:00	00:00	32:00	P	P	NO	NO
Berry, Joshua D	00:00	00:00	00:00	32:00	P	P	NO	NO
Burrell, Wallace	00:00	00:00	00:00	32:00	P	P	NO	NO

## To Approve All Time Cards

To approve all time cards displayed in the list, click the *Approve All Time Card* button. All time cards that meet the scheduled work day criteria for the entire week will be approved and removed from the *Pending* list.

Any time cards that remain on the list can be viewed by choosing the employee name, an active hyperlink. The summary will be displayed.

To view the details of the time card, choose the **Detail** button. This will take you to the *Time Card Detail* screen.



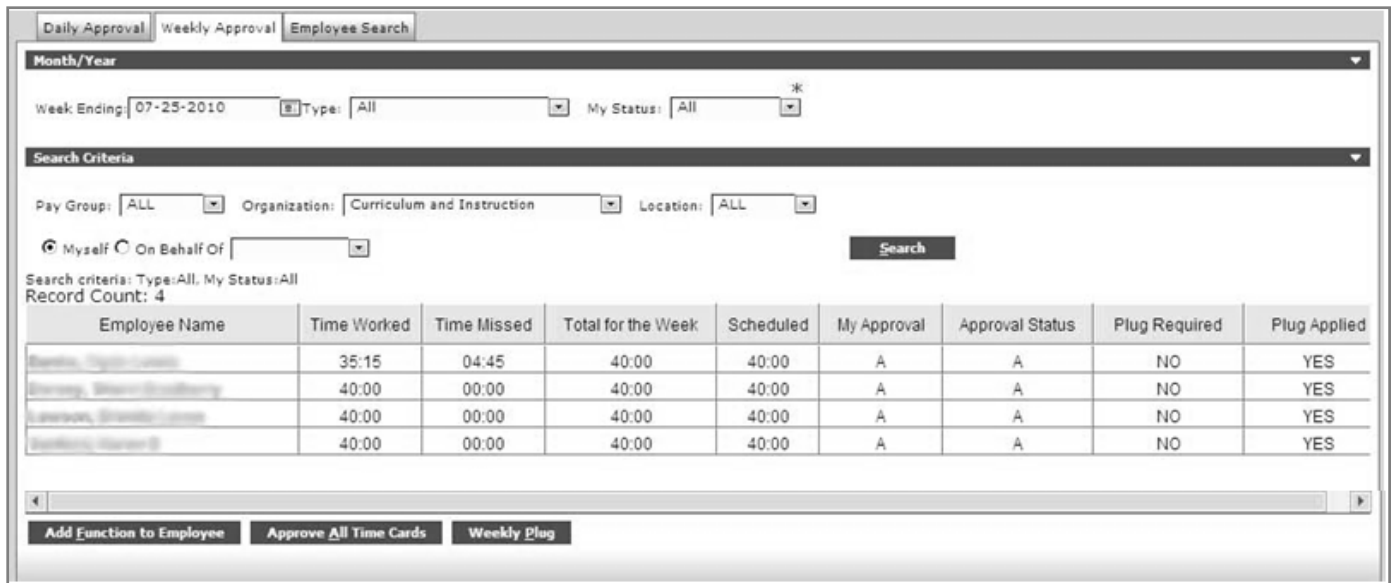
Name	Person ID	PCN	Org Name	Position Location	Card ID
	55553	3793			55553

Regular Assignment - 3793

Date	Job / Absence Reason	In	Out	Daily Totals			Select	My Approval	Approved
				Worked	Absent	Scheduled			
05-10-2010	Administrative Assistant, Director	7:54 AM	11:57 AM						
05-10-2010	Administrative Assistant, Director	12:19 PM	4:31 PM	08:15		08:00	<input type="checkbox"/>	P	P <input type="button" value="Detail"/>
05-11-2010	Administrative Assistant, Director	7:47 AM	1:00 PM						
05-11-2010	Administrative Assistant, Director	1:25 PM	4:32 PM	08:15		08:00	<input type="checkbox"/>	P	P <input type="button" value="Detail"/>
<b>Totals</b>				16:30	0:00				
<b>Page Totals</b>				16:30	0:00				<input type="button" value="Approve Selected Time Cards"/>

- Notice that each day is two lines if employee punched in and out for lunch.
- To approve the day, choose the checkbox in the *Select* column. Choose the *Approve Selected Time Cards* button.

## Apply the *Weekly Plug*



Daily Approval | Weekly Approval | Employee Search

Month/Year: [Dropdown]

Week Ending: 07-25-2010 | Type: All | My Status: All

**Search Criteria**

Pay Group: ALL | Organization: Curriculum and Instruction | Location: ALL

Myself  On Behalf Of [Dropdown]

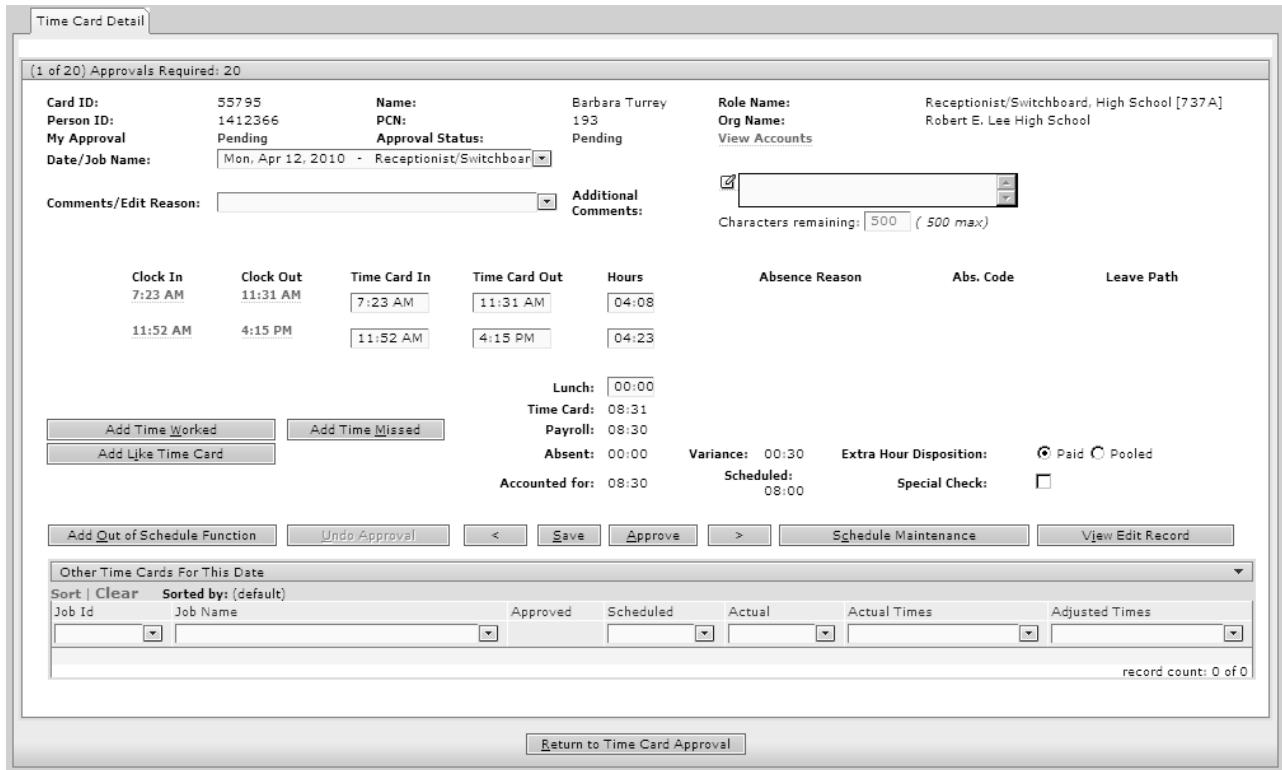
Search criteria: Type:All, My Status:All  
 Record Count: 4

Employee Name	Time Worked	Time Missed	Total for the Week	Scheduled	My Approval	Approval Status	Plug Required	Plug Applied
[Employee Name]	35:15	04:45	40:00	40:00	A	A	NO	YES
[Employee Name]	40:00	00:00	40:00	40:00	A	A	NO	YES
[Employee Name]	40:00	00:00	40:00	40:00	A	A	NO	YES
[Employee Name]	40:00	00:00	40:00	40:00	A	A	NO	YES

After employees' time cards are approved, choose the *Weekly Plug* button.

The *Weekly Plug* button creates a time card that covers the difference between the amount of time the employee has worked (Total for the Week) and the amount of time he or she is scheduled to work (Scheduled Hours). Employees whose *Total for the Week* amount is less than their *Scheduled Hours* amount will have a *Yes* displayed in the *Plug Required* field. After you click this button, the *No* in the *Plug Applied* field will be changed to *Yes*.

## Working with the Detail Screen



Time Card Detail

(1 of 20) Approvals Required: 20

Card ID: 55795    Name: Barbara Turray    Role Name: Receptionist/Switchboard, High School [737A]  
 Person ID: 1412366    PCN: 193    Org Name: Robert E. Lee High School  
 My Approval: Pending    Approval Status: Pending    View Accounts  
 Date/Job Name: Mon, Apr 12, 2010 - Receptionist/Switchboard

Comments/Edit Reason:     Additional Comments:  (500 max)

Clock In	Clock Out	Time Card In	Time Card Out	Hours	Absence Reason	Abs. Code	Leave Path
7:23 AM	11:31 AM	7:23 AM	11:31 AM	04:08			
11:52 AM	4:15 PM	11:52 AM	4:15 PM	04:23			

Lunch: 00:00  
 Time Card: 08:31  
 Payroll: 08:30  
 Absent: 00:00    Variance: 00:30    Extra Hour Disposition:  Paid  Pooled  
 Accounted for: 08:30    Scheduled: 08:00    Special Check:

Buttons: Add Time Worked, Add Time Missed, Add Like Time Card, Add Out of Schedule Function, Undo Approval, Save, Approve, Schedule Maintenance, View Edit Record

Other Time Cards For This Date  
 Sort | Clear    Sorted by: (default)  
 Job Id    Job Name    Approved    Scheduled    Actual    Actual Times    Adjusted Times  
 record count: 0 of 0

Return to Time Card Approval

Note: If you modify information and attempt to navigate away from the Time Card Detail tab, the system will display a message alerting you that you have unsaved changes.

Use the **Time Card Detail** tab to review employee time card information and to make any necessary adjustments before approving the time card for payroll processing.

- The *Date/Job Name* field displays the time card you are viewing for the employee and the employee's position name. Use the drop-down list to select other time cards to view for the selected pay period.
- If it is necessary to edit the time card, select the *Comment/Edit Reason* from the drop-down list.
- The *Additional Comments* field is a text field in which you can enter additional information regarding the time card.
- The *Time Card In/Time Card Out* fields can be modified as necessary.
- If absence information has been saved for the employee on the date, the *Absence Reason* field is active. We do not use the *Abs. Code* and *Leave Path* fields.

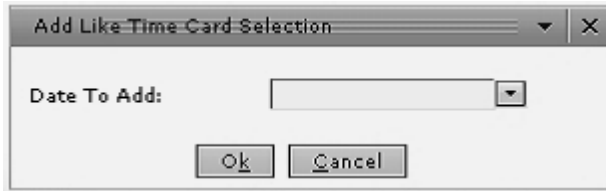
Make the necessary changes to the Time Card and choose *Save*. The Time Card will be re-calculated. You can now choose *Approve*. If there are more cards to approve, choose the drop down beside the *Date/Job Name* and select the next day you wish to view.

OR Choose the *Return to Time Card Approval* button.

## Add Like Time Card button



Use the **Add Like Time Card** button to add a day that is not displayed in the schedule.



The dialog box titled "Add Like Time Card Selection" contains a "Date To Add:" field with a dropdown arrow, and "Ok" and "Cancel" buttons at the bottom.

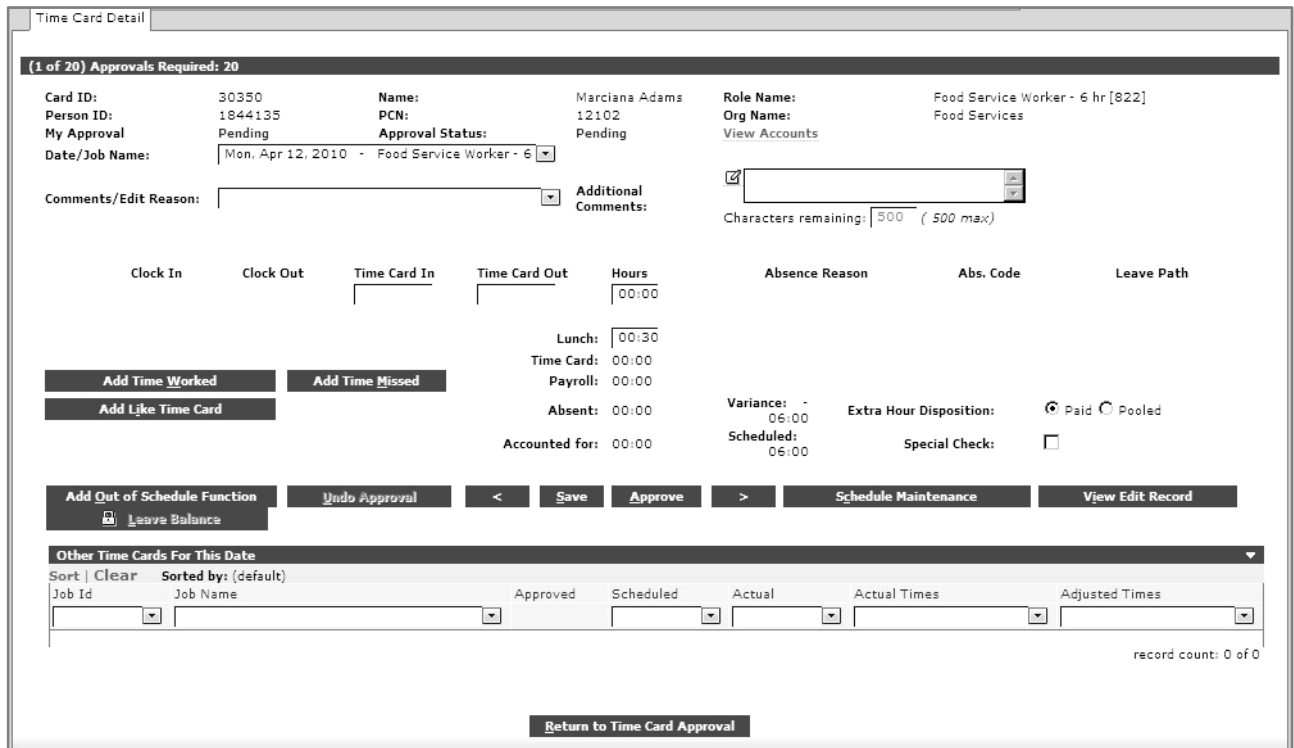
1. Click the Add Like Time Card button. The *Add Like Time Card Selection* box is displayed.

2. In the *Date To Add* field, select a date in the pay period for which to add the new time card.
3. Click the *Ok* button. The *Time Card Detail* tab is redisplayed. The date you selected is displayed in the *Date* field, and the fields of the *Time Card Detail* area are blank.
4. On the *Time Card Detail* tab, complete the *Time Card In* and *Time Card Out* fields.
5. Click the *Save* button.

## To Add an Absence



1. Click the *Add Time Missed* button. A row of entry fields for recording absence information is displayed on the tab.
2. In the Absent Hrs field, enter the amount of time the employee missed using the format hh:mm.
3. In the Abs Hours Reason field, select the absence reason from the drop-down list.



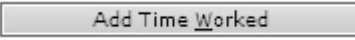
The screenshot shows the "Time Card Detail" interface for Marciana Adams. It includes fields for Card ID, Person ID, My Approval, Date/Job Name, PCN, Approval Status, Role Name, Org Name, and Comments. A table for time card entries is visible with columns for Clock In, Clock Out, Time Card In, Time Card Out, Hours, Absence Reason, Abs. Code, and Leave Path. Below the table are buttons for "Add Time Worked", "Add Time Missed", and "Add Like Time Card". At the bottom, there are buttons for "Add Out of Schedule Function", "Undo Approval", "Save", "Approve", "Schedule Maintenance", and "View Edit Record". A section titled "Other Time Cards For This Date" shows a table with columns for Job Id, Job Name, Approved, Scheduled, Actual, Actual Times, and Adjusted Times.

- Click the *Save* button. The absence information is displayed as a row of entry fields under the Absence Reason, Abs. Code, and Leave Path columns.

### TO ADD JURY DUTY

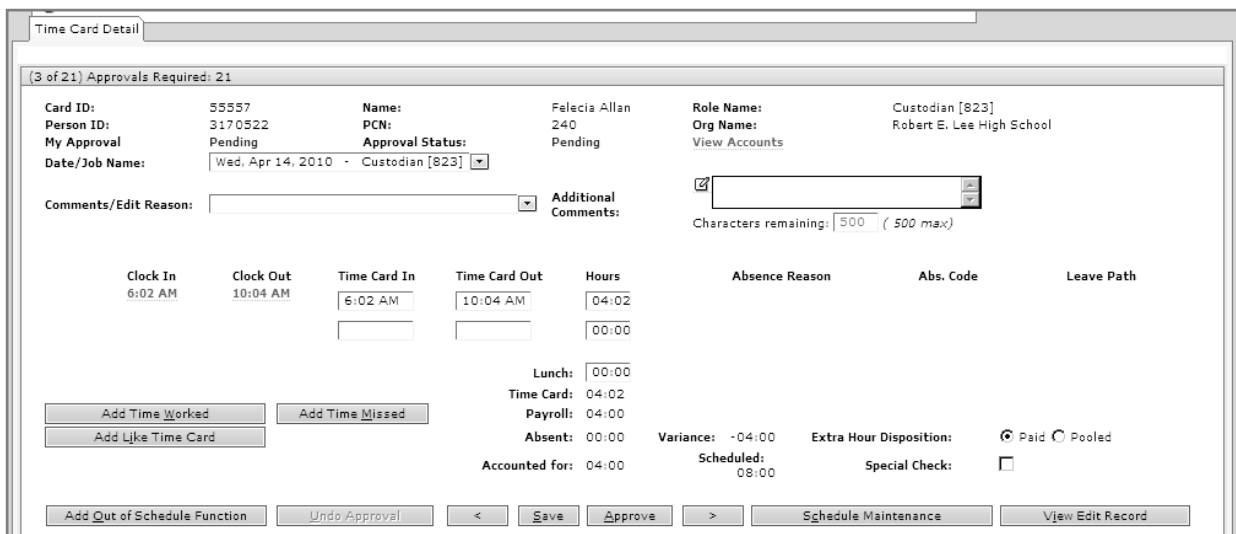
Follow the same steps as any other absence. When you select the absence reason Jury Duty, it will show as a **PA** or *paid absence* and not count against the employee.

## Add Time Worked button



Occasionally additional punches may need to be added. For example, if a badge has been misplaced and the employee was not able to punch back in after lunch and then at the end of the day. To add more time to an employee's time card, follow these steps.

- Click the *Add Time Worked* button. An additional row of entry boxes is displayed on the tab.
- Enter the employee's start time in the *Time Card In* field.
- Enter the employee's ending time in the *Time Card Out* field.
- Choose an edit reason from the *Comments/Edit Reason* drop down list, or use the *Additional Comments* text box to provide further explanation. These reasons or comments will show on the Weekly Individual report.
- Click the *Save* button.



Time Card Detail

(3 of 21) Approvals Required: 21

Card ID: 55557    Name: Felecia Allan    Role Name: Custodian [823]  
 Person ID: 3170522    PCN: 240    Org Name: Robert E. Lee High School  
 My Approval: Pending    Approval Status: Pending    View Accounts  
 Date/Job Name: Wed, Apr 14, 2010 - Custodian [823]

Comments/Edit Reason:     Additional Comments:  (500 max)

Clock In	Clock Out	Time Card In	Time Card Out	Hours	Absence Reason	Abs. Code	Leave Path
6:02 AM	10:04 AM	6:02 AM	10:04 AM	04:02			
				00:00			

Lunch: 00:00  
 Time Card: 04:02  
 Payroll: 04:00  
 Absent: 00:00    Variance: -04:00    Extra Hour Disposition:  Paid  Pooled  
 Accounted for: 04:00    Scheduled: 08:00    Special Check:

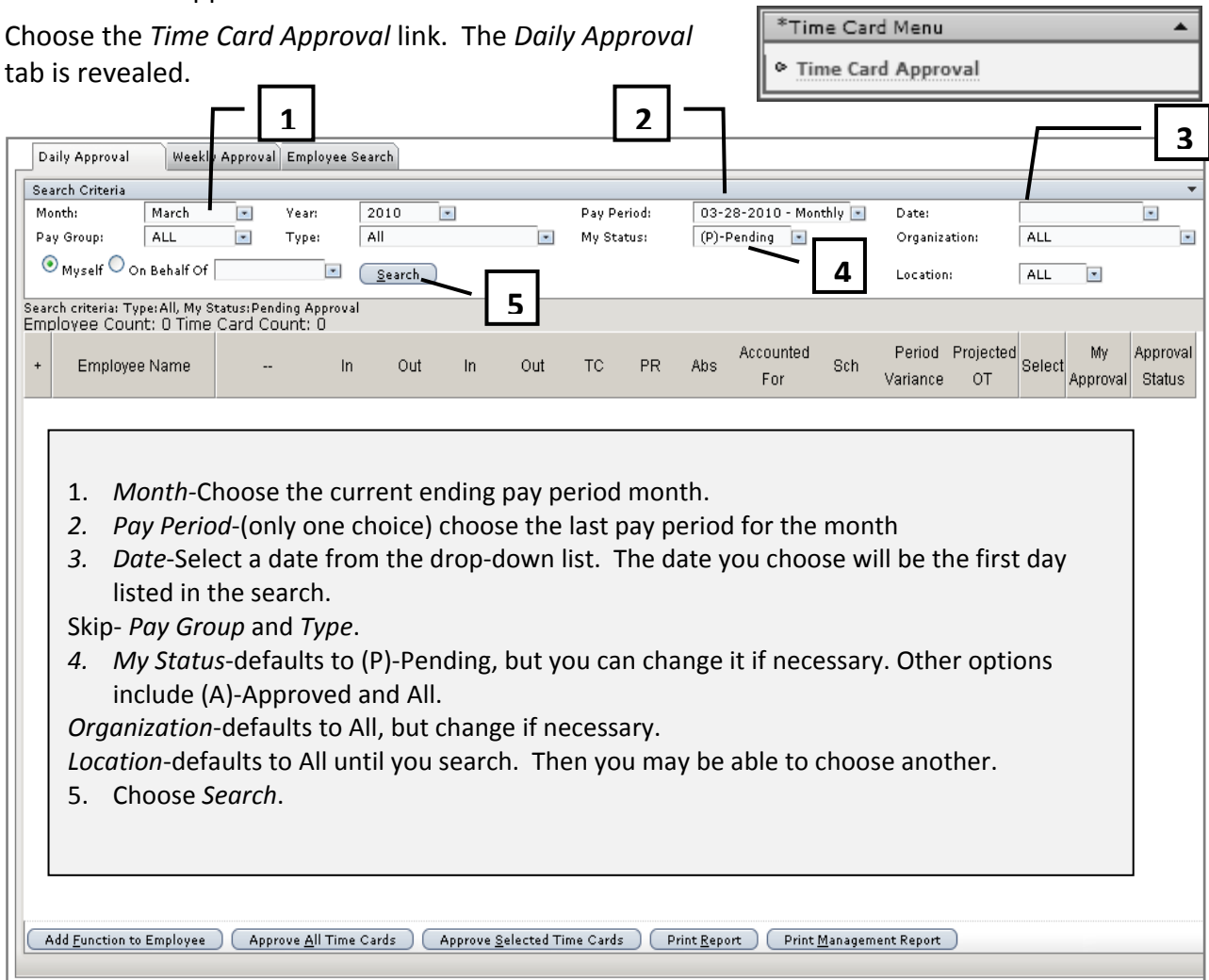
Buttons: Add Time Worked, Add Time Missed, Add Like Time Card, Add Out of Schedule Function, Undo Approval, Save, Approve, Schedule Maintenance, View Edit Record

## The Daily Approval Tab

### How to Locate Employee Time Cards

Use the *Daily Approval* tab to search for and view time card information for employees, add functions and approve time cards.

Choose the *Time Card Approval* link. The *Daily Approval* tab is revealed.



The screenshot shows the 'Daily Approval' tab selected in the top navigation bar. A 'Time Card Menu' dropdown is open, showing 'Time Card Approval' as the selected option. The search criteria section includes the following fields:

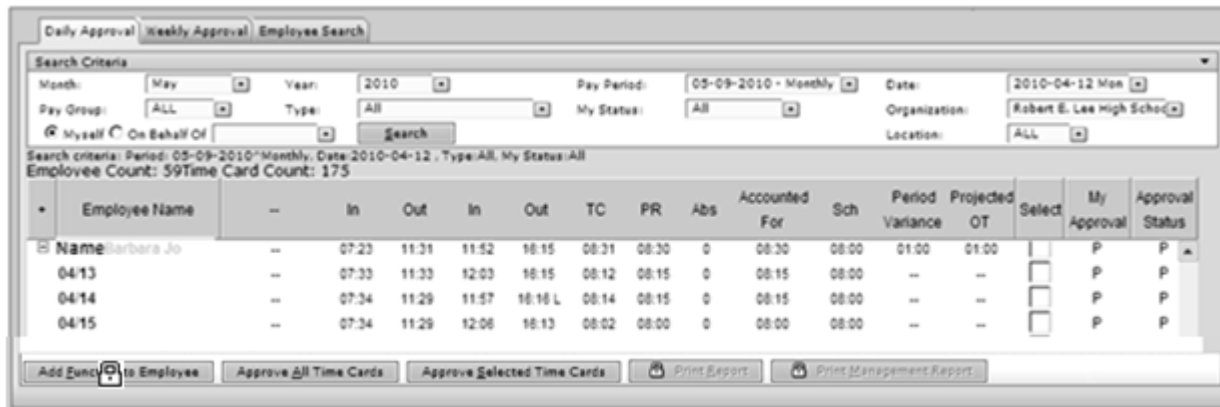
- 1** Month: March
- 2** Year: 2010
- 3** Date: (empty dropdown)
- 4** My Status: (P)-Pending
- 5** Search button

Below the search criteria, the search results table is visible with the following columns: Employee Name, In, Out, In, Out, TC, PR, Abs, Accounted For, Sch, Period, Projected Variance, OT, Select, My Approval, and Approval Status. The current search criteria are: Type: All, My Status: Pending Approval, Employee Count: 0, Time Card Count: 0.

At the bottom of the interface, there are five buttons: Add Function to Employee, Approve All Time Cards, Approve Selected Time Cards, Print Report, and Print Management Report.

1. *Month*-Choose the current ending pay period month.
  2. *Pay Period*-(only one choice) choose the last pay period for the month
  3. *Date*-Select a date from the drop-down list. The date you choose will be the first day listed in the search.
- Skip- *Pay Group* and *Type*.
4. *My Status*-defaults to (P)-Pending, but you can change it if necessary. Other options include (A)-Approved and All.
- Organization*-defaults to All, but change if necessary.
- Location*-defaults to All until you search. Then you may be able to choose another.
5. Choose *Search*.

## Daily Approval tab display



Employees with time cards with a *Pending* status are displayed in **red** text; employees with time cards with an *Approved* status are displayed in **green** text. Click the employees name to go to the *Detail Screen*.

## Columns displayed

<b>+</b>	Use to expand additional rows displaying additional rows of time cards that match the status selected.
<b>--</b>	If there is no value in the field, the employee has worked his or her regular time. An "A" represents an absence; a "PA" represents a "paid absence"(such as jury duty).
<b>In</b>	The first clock-in of the shift
<b>Out</b>	Pre-lunch clock-out
<b>In</b>	Post-lunch clock-in
<b>Out</b>	The last clock-out of the shift
<b>TC</b>	The total amount of time on the time card
<b>PR</b>	Stands for Per Rounding, or more simply Payroll
<b>Abs</b>	The absence hours on the time card
<b>Accounted For</b>	Amount of time for which the employee will receive compensation, with absent hours considered. <b>EX</b> <i>Accounted For is PR + Abs. If the employee has 4 PR hours and 4 Abs, the Accounted For hours will be 8 hours.</i>
<b>Sch</b>	Number of hours employee is <i>scheduled</i> to work
<b>Period Variance</b>	Displays the difference between hours actually worked versus the scheduled hours within a pay period.
<b>Projected OT</b>	Displays the projected number of overtime minutes/hours that the employee has accrued at this point in the workweek. <b>EX.</b> <i>If an employee who is scheduled to work 40 hours has worked 24:30 hours for the week so far, and has 16:00 hours left (totaling 40:30 hours), .30 will be displayed in the Proj OT field.</i>
<b>Select</b>	Checkbox used to select those time cards to be approved
<b>My Approval</b>	Whether you have approved the time card
<b>Approval Status</b>	Whether the time card has been approved by everyone in the workflow (rarely used in Tyler ISD)

## About Rounding Rules

On the new time clocks, time is not rounded with each punch. If you punch in at 7:53 that is when the system starts counting time for you for the day. At the end of the day, the system totals your time for the day and THEN rounds once to the nearest 15-minute increment.

### Example 1 – Employee clocks in early and leaves late

In	Out	Total	Time Recorded for Day
7:50 a.m.	11:30 a.m.	3 hours, 40 minutes	
12:02 p.m.	4:32 p.m.	4 hours, 30 minutes	
	<b>TOTAL for day &gt;&gt;&gt;</b>	<b>8 hours, 10 minutes</b>	<b>8 hours, 15 minutes</b>

8:10 rounds up to 8:15

### Example 2 – Employee clocks in late and leaves early

In	Out	Total	Time Recorded for Day
8:07 a.m.	11:54 a.m.	3 hours, 47 minutes	
12:35 p.m.	4:26 p.m.	3 hours, 51 minutes	
	<b>TOTAL for day &gt;&gt;&gt;</b>	<b>7 hours, 38 minutes</b>	<b>7 hours, 45 minutes</b>

7:38 rounds up to 7:45

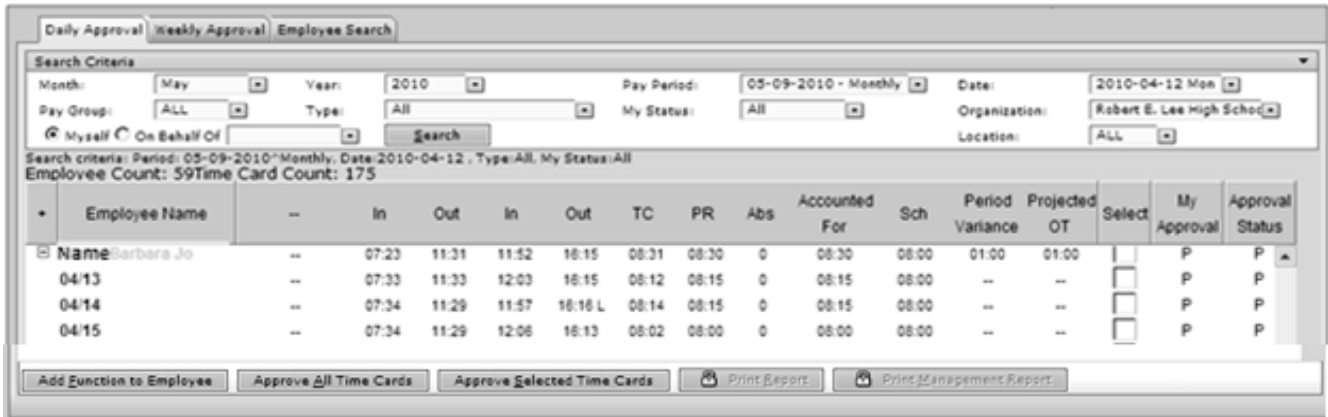
### Example 3 – Employee clocks in early and leaves on time

In	Out	Total	Time Recorded for Day
7:58 a.m.	12:30 p.m.	4 hours, 32 minutes	
12:55 p.m.	4:30 p.m.	3 hours, 35 minutes	
	<b>TOTAL for day &gt;&gt;&gt;</b>	<b>8 hours, 7 minutes</b>	<b>8 hours</b>

8:07 rounds down to 8:00

Note: If multiple badges are used, time will not be recorded correctly. With the new system, each employee can only have one badge assigned to him/her at one time.

If a badge does not appear to be working, please check with HR at 903-262-1009 to ensure they have the correct badge # in the system.



## Options to Approve Time Cards on the *Daily Approval* tab



To approve all time cards displayed in the list, click the Approve All Time Cards button. Only regular time cards that meet all of the following criteria will be approved using the Approve All Time Cards button:

- Regular time cards
- Time cards with an amount in the *PR* column that matches the amount in the *Sch* column
- Time cards that meet the *Auto Approval Variance* business rule (within 15 minutes before or after scheduled hours)
- Time cards that do not contain a system generated time
- Time cards that do not exceed the Approval Hours Threshold business rule.



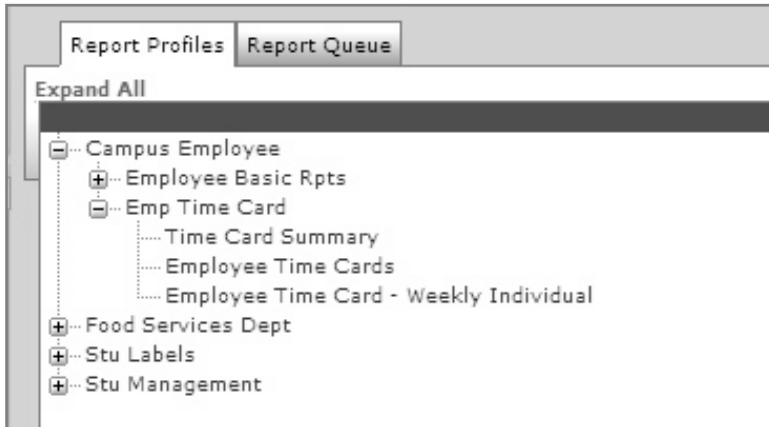
- In the *Select* column, checkmark the boxes for the employees whose time cards you want to approve.
- Click the *Approve Selected Time Cards* button. The time card(s) are removed from the list. To locate employees' time cards after you approve them, reset your search criteria.

+	Employee Name	
+	Mietlinski, Martina Pere	

The *Time Card Detail* screen

When an employee name is displayed in bold text, it is a hyperlink. If you click on the name, the *Time Card Detail* tab is displayed.

## Report Options



There are three reports available at this time for **Employee Time Cards**.

### Time Card Summary

This report replaces the Kronos report “Hours Worksheet for a Time Period” and goes to Payroll. It displays a summary of time card information, by week, for each employee. Select the beginning and ending dates of the pay period for this report, the organization, and sort option.

**Time Card Summary**

---

From: \*

Thru: \*

Employee ID (or ALL): \*

Approver ID:

Organization (or ALL): \*

Approval Status: \*

Sort by: \*

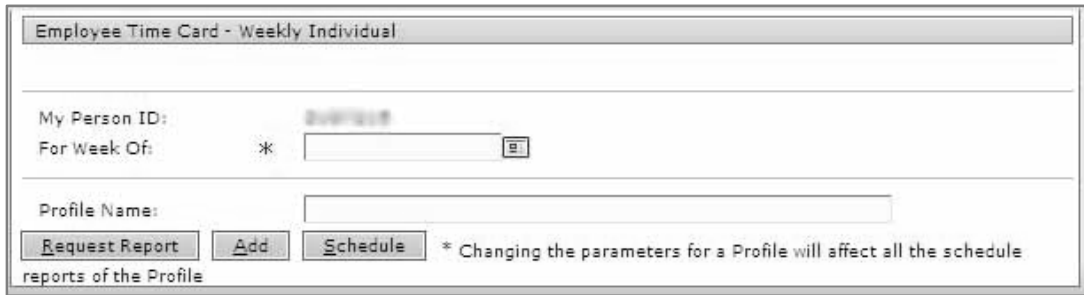
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Profile Name:

\* Changing the parameters for a Profile will affect all the schedule reports of the Profile

## Employee Time Card - Weekly Individual

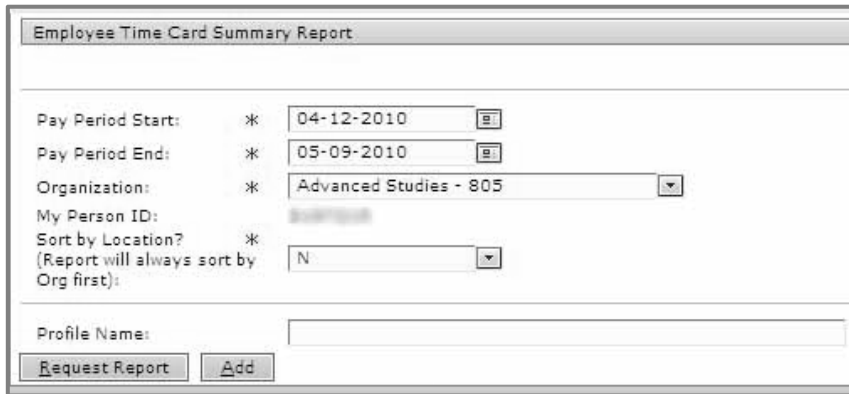
Choose any date *within the week* for reporting. All days will be displayed on the report for that particular week. You will have a page for each employee to review and sign-off on time.



The screenshot shows a web form titled "Employee Time Card - Weekly Individual". It contains the following fields and controls:

- My Person ID:
- For Week Of: \*
- Profile Name:
- Buttons:
- Footnote: \* Changing the parameters for a Profile will affect all the schedule reports of the Profile

## Employee Time Cards



The screenshot shows a web form titled "Employee Time Card Summary Report". It contains the following fields and controls:

- Pay Period Start: \*
- Pay Period End: \*
- Organization: \*
- My Person ID:
- Sort by Location? \*    
(Report will always sort by Org first):
- Profile Name:
- Buttons:

The Employee Time Cards report is like the report above, but allows the approver to choose a date range.

## EMPLOYEE SELF SERVE

To review your Time Clock punches, open an internet browser. In the **Address Bar** at the top of the screen, type “tss”.



Log in using your Windows log in. The link to review your time is called “My Time Cards.”

