API Time and Attendance Training

API LOGIN/QUICK BADGE IN

User Name

Password

Log on to
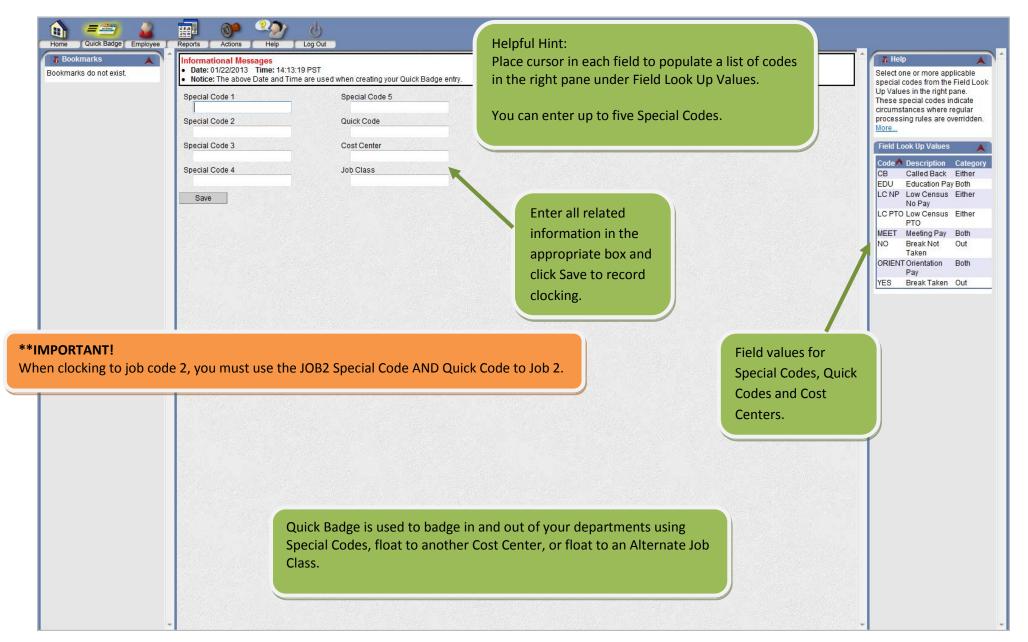
PVHMC

Login

Quick Badge Only

Your login is your current Network User Name and Password.

Click login after information is entered.

To Quick Badge in enter login information, check the Quick Badge Only box and click login.

Use this Quick Badge option when no special code, quick code, or floating is necessary.

HOME SCREEN

| Home | Quick Badge | Employee | Reports | Actions | Help | Log Out |

Good Morning, Melinda

| My Announcements | ▲ |
| Announcements do not exist. | |

My Unread Messages (4)	▼
My Transaction Requests (	▼
My Calendar - Month View	▼
My Bookmarks	▼

The green background behind the section icon indicates you are currently viewing the Home section.

The bars across the screen are cards.

The red arrows on the far right of the cards are details buttons. Open to view details of that card.

My Announcements – special Hospital announcements
My Unread Messages – view personal messages
My Transaction Requests – all transactions you have requested
My Calendar/Month View – calendar view of your time
My Bookmarks – displays any quick links set up

QUICK BADGE SCREEN

Bookmarks

Bookmarks do not exist.

Informational Messages
- Date: 01/22/2013   Time: 14:13:19 PST
- Notice: The above Date and Time are used when creating your Quick Badge entry.

Special Code 1

Special Code 5

Special Code 2

Quick Code

Special Code 3

Cost Center

Special Code 4

Job Class

Save

Help

Select one or more applicable special codes from the Field Look Up Values in the right pane. These special codes indicate circumstances where regular processing rules are overridden.
More...

Field Look Up Values

Code	Description	Category
CB	Called Back	Either
EDU	Education Pay	Both
LC NP	Low Census No Pay	Either
LC PTO	Low Census PTO	Either
MEET	Meeting Pay	Both
NO	Break Not Taken	Out
ORIENT	Orientation Pay	Both
YES	Break Taken	Out

Helpful Hint:
Place cursor in each field to populate a list of codes in the right pane under Field Look Up Values.

You can enter up to five Special Codes.

Enter all related information in the appropriate box and click Save to record clocking.

**IMPORTANT!
When clocking to job code 2, you must use the JOB2 Special Code AND Quick Code to Job 2.

Field values for Special Codes, Quick Codes and Cost Centers.

Quick Badge is used to badge in and out of your departments using Special Codes, float to another Cost Center, or float to an Alternate Job Class.

EMPLOYEE SCREEN (TIME CARD SCREEN)

| Home | Quick Badge | Employee | Reports | Actions | Help | Log Out |

Employee Navigator

Employee: [redacted] 7
Name: Melinda [redacted]
Pay Period:
11/04/2012 - 11/17/2012

Transaction List Items

Transaction List Actions
Delete Selected

Employee Favorites
Add Calendar | Add Clocking
Employee Sign Off
Monthly View | TCS

Employee Actions

Employee Sections
General
Time Card Report
Rotating Schedules

Bookmarks
Bookmarks do not exist.

Transactions (List)

	Transactions		Date	Time	Hours	Code	Cost Center	Job Class	
☐	IN	i	Sun 11/04/2012	07:32	0.00	~ ~ ~ ~ ~	8480	5043	▼
☐	OUT ⚠	i	Sun 11/04/2012	12:16	0.00			5043	▼
☐	IN	i	Sun 11/04/2012	12:58	0.00			5043	▼
☐	OUT	i	Sun 11/04/2012	16:29	0.00			5043	▼
☐			/2012	07:44	0.00			5043	▼
☐			/2012	12:48	0.00			5043	▼
☐			/2012	13:21	0.00	~ ~ ~ ~ ~	8480	5043	▼
☐			/2012	16:17	0.00	~ ~ ~ ~ ~	8480	5043	▼
☐			7/2012	07:33	0.00	~ ~ ~ ~ ~	8480	5043	▼
☐			7/2012	12:00	0.00	~ ~ ~ ~ ~	8480	5043	▼
☐			7/2012	12:30	0.00	~ ~ ~ ~ ~	8480	5043	▼
☐	OUT	i	Wed 11/07/2012	16:14	0.00	~ ~ ~ ~ ~	8480	5043	▼
☐	IN	i	Fri 11/09/2012	07:35	0.00	~ ~ ~ ~ ~	8480	5043	▼
☐	OUT ⚠	i	Fri 11/09/2012	11:10	0.00	~ ~ ~ ~ ~	8480	5043	▼
☐	IN	i	Fri 11/09/2012	12:01	0.00	~ ~ ~ ~ ~	8480	5043	▼
☐	OUT	i	Fri 11/09/2012	16:22	0.00	~ ~ ~ ~ ~	8480	5043	▼
☐	IN	i	Sat 11/10/2012	07:34	0.00	~ ~ ~ ~ ~	8480	5043	▼
☐	OUT ⚠	i	Sat 11/10/2012	12:13	0.00	~ ~ ~ ~ ~	8480	5043	▼

> You can view the current pay period, one prior pay period, or the following pay period by clicking on the Pay Period drop down.

> Your Clockings and Calendars are listed in the Transaction List.

> In the Employee Navigator section you will be able to access your personal information regarding your time.

Exceptions	▼
Notes	▼
Benefit Balances	▼
Employee General Information	▼
Labor Distributions	▼
Auto Labor Distributions	▼

> Click on the red arrow to the right of the card title to open and view Exceptions and Benefit Balances.
> **NOTE:** Exceptions can prevent you from being paid!

Pay Distributions (Daily Hours) AH: 0.00 Total: 73.67

Cost Center 8480 Job Class 5043

Week 1 | Week 2

	Su	Mo	Tu	We	Th	Fr	Sa	Totals
REG1$^\Sigma$	8.00		8.00	8.00		7.94	6.90	38.84
OT1$^\Sigma$	0.25			0.18				0.43
PL PTO1$^\Sigma$						0.06	1.10	1.16
Total Worked	8.25	8.00	8.18		8.00	8.00		40.43

Σ = Accumulates toward worked hours

Pay Distributions (Actual Hours) AH: 0.00	
Pay Distributions (Overtime Actual Hours)	
Pay Distributions (Transactions)	
Pay Distributions (Standard Categories)	▼

> Click on the red arrow to open and view your Pay Distribution for the current pay period, an hourly and weekly breakdown of hours.

EMPLOYEE SCREEN (TIME CARD SCREEN) CONTNUED…

How to request a clocking…

Employee Navigator

Employee:
Name: Melinda
Pay Period:
11/04/2012 - 11/17/2012

Transaction List Items

Transaction List Actions

Delete Selected

Employee Favorites

Add Calendar | Add Clocking
Employee Sign Off
Monthly View | TCS

Employee Actions

Employee Sections

General
Time Card Report
Rotating Schedules

Bookmarks

Bookmarks do not exist.

Under Employee Favorites, click Add Calendar to request a calendar day or click Add Clocking to request a missed clock time.

General | Attendance+
Date*
Time*
Transaction Order
Special Code 1*
Special Code 2*
Special Code 3*
Special Code 4*
Special Code 5*
Lunch Length (Hours)
Override Code
Prompt Time
Requested Reason

Prompt Hours
Quick Code
Company
Cost Center
Unit
Position
Job Class
Rate
Device Number
User Shift Answer

Save

Enter the date of the clock, the time of the clock, special code, if any, and the reason you are requesting the clock (i.e. missed clock).

Click Save to send the request.

How to request a calendar…

General | Attendance+
Date*
Pay Code*
Time
Hours/Units
Amount (Dollars)
Lunch Length (Hours)
Override Code

Rate
Quick Code
Company
Cost Center
Unit
Position
Job Class
Device Number

Requested Reason

Save

Enter date, pay code, time and hours with the reason you are requesting the calendar day.

Click Save to send the

Once you have reviewed your time and cleared all exceptions, click Employee Sign Off to electronically sign off on your time records.

The Monthly View screen is where you can view your clocks and also request consecutive and non-consecutive calendar days.

Non-consecutive days: hold down the Control button and click on the days you would like to request. Click Add calendar and enter appropriate information.

Consecutive days: click on the Calendar to begin, hold down the Shift key and drag over the rest of the dates you wish to add. Click Add calendar and enter appropriate information.

Helpful Hint:
When requesting multiple calendar days, be sure to only put total hours for one day and NOT total hours you are requesting off.