API Time and Attendance Training

ASSOCIATES	TIMEKEEPER/EDITOR	MANAGER/APPROVER	DEPT HEAD/CONTROLLER
Clock to Special Codes:	**Add Calendar Items:**	Approve Non-Productive Time	Insure that Editors & Approvers finish
Called Back - 1	Administration	Approve missed clockings	
Charge - 2	Bereavement	Correct mismatched punches	**Can Add Calendar Items:**
Education - 3	Education - No Pay	Correct all critical exceptions	Administration
Extended shift - 4	Exempt Holiday OT	Review all warning messages	Bereavement
Low Census No Pay - 5	Exempt Holiday Wkend OT	Approve Time Cards for Staff	Education
Low Census PTO - 6	Jury Duty		Education - No Pay
Meeting - 7	K-9 Pay	**Add Calendar Items:**	Jury Duty
MICN - 8	Legal	Administration	Meeting
No break - 9	Meeting (off site)	Bereavement	Planned PTO
Orientation - 10	MICN	Education	PTO - no pay
Break Taken - 11	On-Call	Education - No Pay	Unplanned PTO
	Registry pay	Jury Duty	**Manager has Education w/o Clocks
Clock to Quick Codes:	Unplanned PTO	Meeting	On-Call
Floating		Planned PTO	Exempt Holiday OT
Clocking to Alternate Job	**Special Codes:**	PTO - no pay	Exempt Holiday Wkend OT
	Callback	Unplanned PTO	
Log into API:	Charge	**Manager has Education w/o Clocks	**Can Add Special Codes:**
Review their punches	Education	On-Call	Callback
Request missing clocks	Extended Shift	Exempt Holiday OT	Charge
Request Calendar Items:	Low Census No Pay	Exempt Holiday Wkend OT	Education
Bereavement	Low Census PTO		Extended Shift
Education	Meeting	**Special Codes:**	Low Census No Pay
Education - No Pay	MICN	Callback	Low Census PTO
Jury Duty	Orientation	Charge	Meeting
Meeting	Registry LVN	Education	MICN
Orientation	Registry RN in Area	Extended Shift	Orientation
Planned PTO	Registry RN In Unit	Low Census No Pay	
	Registry RN Out of Area	Low Census PTO	
Sign Off on Timecard	RN 1st Assistant	Meeting	
	Quick Codes:	MICN	
	Floating	Orientation	
	Job 2 Corrections		

HOME SCREEN

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

Good Morning, Luis

My Announcements
Announcements do not exist.

My Unread Messages   (11)

My Transaction Requests

My Calendar - Month View

My Bookmarks

Employees With Exceptions Counts

■ Critical - 14
■ Warning - 80
■ Handled Warnings - 0
■ Informational - 0
■ Handled Informationals - 0
■ Pending - 0
■ Nothing - 9

Choose a Pay Group Instance:
All Current

Employee Pending Requests

Employee Overtime Percentages (Actual)

Employee Approval Percentages

Employee Pending Requests

■ Calendar - 2
■ Clocking - 1
■ Adjustment - 0
■ DeductIT - 0

Choose a Pay Group Instance:
All Current

Employee Overtime Percentages (Actual)

Employee Approval Percentages

Supervisors can click on the colored bars or the words Critical, Warning, etc. you will be linked to a Laborview that lists employees and their time cards with the exceptions.

Helpful hint…

The word "MY" in each card means it only pertains to you.

These cards display graphs and charts of your employees who have calculation issues on their time cards. The colored bars ad graphs within these cards are called Links to Laborviews.

**Be sure to check Employee Pending Requests prior to checking any exceptions since the requests could clear some of the exceptions.

IMPORTANT!
Supervisors: be sure to check these three Laborviews each day:
1. Employees with Pending Requests
2. Employees with Exceptions
3. Pay Period Overview Laborview

Click on the colored sections or the words Calendar, Clocking, etc. Supervisors will be linked to a Laborview that lists requests from employees and their time cards.

The system will pair clocking's as Associates' "tap and go" within a 23-hour period. A critical exception will appear when the system detects an odd clocking.

**IMPORTANT!! Critical exceptions can prevent an Associate from being paid.

IMPORTANT!!

A **Critical Exception** will stop an employee from getting paid.

A **Warning Exception** will not stop an employee from being paid but the issue may cause the employee to get paid differently than expected.

In the Exceptions pane you will find pay period exceptions, details of requests, benefit balances and labor distributions.
Click on the red arrows to open and view detail information.

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 SECTION CONTINUED... (LEFT PANE)

Transaction List Actions
- Approve Entire Selected
- Approve Selected
- Delete Entire Selected
- Delete Selected
- Deny Entire Selected
- Deny Selected
- Pending Review Selected
- Set Requested Selected

- Approve Selected approves calendar or clocking requests.
- Delete Selected deletes an entry done in error.
- Deny Selected denies calendar or clocking requests.

Employee Sections
- General
- Phones
- Quick Codes
- Time Card Report

- General, Phones and Quick Codes contain work and personal information.
- Time Card Report is a detailed report that shows a daily and weekly breakdown of your employees' time.

Employee Favorites
- Add Calendar
- Add Clocking
- Calc Me Now
- Approve Time Card
- Unapprove Time Card
- Licenses
- Monthly View
- TCS
- Labor Distributions
- Rotating Schedules

- Click Add Calendar to add PTO, Bereavement, etc.
- Click Add Clocking to add missing clocks.
- Calc Me Now immediately calculates any changes made; otherwise, the system will update entries every 4 to 5 minutes.
- Click Approve Time Card once you have reviewed the time card and verify that it is correct.

Please strongly encourage Associates to request all Calendars and Clockings!
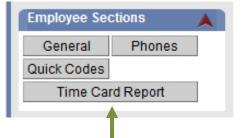
- Monthly View shows a calendar view of the Associate's transactions for a given month.
- TCS (Time Card Screen) takes you to the Associate's time card.
- Rotating Schedules will show an Associates schedule, if that exists for that your department.

Employee Navigator
Employee 3 of 89
Employee: 20904 *ok*
Name: Napoleon
Pay Period:
11/04/2012 - 11/17/2012
Search

My Time Card
Open Schedule

Time Cards can be approved when:
1. Critical Exceptions are corrected.
2. Warning Exceptions are corrected or handled.
3. All requests for Clockings and Calendars have been approved or denied.

All employees can be approved at the same time by using the All Employee Laborview.

However, if you try to approve employees that still have Critical Exceptions or pending requests you will see a message above the Laborview indicating that those employees are not able to be approved and no BLUE OK appears in the Status column.

REPORTS SECTION

Home	**Quick Badge**	**Employee**	**Configuration** **Reports** **Actions** **Preferences** **Help** **Log Out**

Report Groups

All	Employee
Historical	Scheduling
Supervisor	System
Time/Attendance	

Bookmarks

Bookmarks
Schedule
Transaction Requests

Employee - Employee Reports

Name	When Modified	When Created
📁 Employee Approval Lost Tracking	01/03/2012 10:08	07/24/2007 11:46
📁 Lost Approvals Summary		11/21/2008 08:55
📁 My Note History		07/24/2007 11:49
📁 TCR Current		01/01/2000 00:00
📁 TCR Future		01/01/2000 00:00
📁 TCR Previous	01/01/2000 00:00	01/01/2000 00:00

To open a report, click on the folder to the left of the report name.

Historical - Historical Reports

Name	When Modified	When Created
📁 Historical - Attendance Tracking	08/02/2011 14:02	11/10/2011 21:22

	When Modified	When Created
	06/14/2012 15:41	03/16/2005 13:22

The Report Groups card organizes reports into different categories.

Name	When Modified	When Created
📁 Auto-Forwarded Employees	07/08/2011 09:25	04/26/2006 13:40
📁 Supervisor Benefit Transaction History	06/09/2009 11:44	07/24/2007 11:52
📁 Supervisor Charge Back - Non Home Employee Detail	08/12/2010 12:51	08/13/2010 11:57
📁 Supervisor Charge Back - Non Home Employee Summary		
📁 Supervisor Employee Licenses		
📁 Supervisor Employee Note History		
📁 Supervisor Employee Phone Numbers		

System - System Reports

Name	When Modified
📁 Supervisor Employee Listing	07/10/2008 11:54

Time/Attendance - Time/Attendance Processing Reports

Name	When
📁 Critical Exceptions	11/03/2...
📁 Pay Code Reporting Assignment Trend	07/24/2...
📁 Supervisor Compliance Summary Report	12/05/2...
📁 Supervisor Critical Exceptions	11/03/2...
📁 Supervisor Exceptions Report	02/03/2...
📁 Supervisor Hours by Pay Code	07/16/2...
📁 Supervisor Time Card Report Summary	04/12/2...

When running a report, be sure to fill in the required parameters, indicated by the asterisks.

You have the ability to set up the parameters for a report and then save it as a Report Favorite. This will allow you to quickly run a report without having to search for the report and then enter parameters each time you run the report.

ACTIONS SECTION

Auto Forward Assignment gives the option to forward your Associates' time cards to another Approving Supervisor when you go on vacation or LOA.

Employee Laborview is to see a list of all employees, status of their time cards, if time card was signed off on and exceptions (if any).

Helpful tip: You can sign off multiple time cards at one time under Employee Laborview by checking the box next to employees you want to sign off or check the box at the top in the column headings to check all boxes and click the "Sign Off" button in the left pane.

You can view Calendar and Clocking requests also through Transaction Requests.

The System Checker will determine if your computer has the necessary software programs installed for API.