



***Workforce Time Keeper
Time & Attendance***

Staff Guide

(Update v09: October 2019)

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Section One – Workforce Time Keeper Introduction

Kronos Workforce Time Keeper (WTK)

Kronos Workforce Time Keeper (WTK) is a module of the total workforce management solution Kronos Workforce Central (WFC) used by Wayne Township. WFC tracks employees from application through release from employment or retirement, and encompasses Human Resources, Scheduling, Attendance, Payroll, and an Employee Web Portal for staff's access.

This manual deals primarily with WTK, the Time & Attendance module.

Exception Based Solution

Through Scheduling and Time Clock integration, WTK maintains detailed Time Cards of staff's work hours, and identifies "Exceptions" for review and approval by system Time & Attendance Managers.

Schedules are created for all staff, and the system monitors Time Clocks and/or software based Time Cards for all attendance activity based on predefined Work Rules, identifying Exceptions, such as Missed Punch, Late Punch, Sickness Patterns, etc. The system notifies each staff's Time & Attendance Manager of these Exceptions, and through the WTK software, personnel's managers will acknowledge exceptions by documenting activity accordingly.

As an example, if a staff member is scheduled to work 8:30AM to 4:00PM, Monday through Friday, but doesn't punch in or out during their prescribed time, the system will notify that individual's supervisor that they had an Exception; in this case a Missed Punch. The Supervisor will take corrective action to identify the missed punch in the system as a Sick Day, Personal Day, Vacation Day, or Excused Absence (School, Jury Duty), etc., or even an Unexcused incident, such as the employee just didn't punch in or was late for work.

Senior Staff who do not punch a Time Clock, and employees who do not have direct access to a Time Clock, will need to log into the Kronos software and make an entry called a Time Stamp in their attendance record to signify their activity. It is through this Time Stamp entry (or rather missed entry) that the system can look for and identify Exceptions for Senior Staff or those employees without access to a Time Clock.

Exceptions may also include extra work hours in a pay period such as Over Time, Transfers into other Roles or Shift Differentials, etc. WTK identifies these activities via Late Punch Outs, or unscheduled In\Out Punches, etc.

Accruals

The system's Scheduler, in conjunction with staff's Time Cards, will monitor activity and automatically tally Accruals, such as Vacation Time, Personal Time, Sick Time, etc.

The system is preconfigured with township contracts, work rules and each individual's employment start date, to determine their Accrual Banks, and will automatically deduct used time and adjust yearly time off awarded or carried over throughout staff's tenure with the Township.

Payroll Integration

As Time & Attendance Supervisors monitor and correct Exceptions to employee Schedules, they will also "Approve" Time Cards, and through this process will feed Payroll. This will include overtime, transfers, hourly and part time work, etc.

Employee Self Service Portal

Staff will be able to view their Schedules, Time Cards, Accruals, Pay Stubs, W2s, etc., through an employee Self Service web portal. They will be able to request changes to their personal information, such as their address, phone number, deductions, etc., which will be routed to the appropriate office in the township for review and approval. They will be able to request days off and receive approval or denial automatically through the web portal.

Section Two – Web Access & General Navigation

Accessing WTK

From the Township's Intranet Staff Main Menu at <http://www.waynetownship.com/doi-intranet.html>, Under the **Human Resources** section, select **Kronos Workforce**.

The screenshot displays the Township of Wayne Intranet Portal. The header includes the Township logo and navigation tabs for Township, Public Safety, Library, BOE, and Wayne A to Z. A secondary navigation bar contains links for Government, Departments, Residents, Businesses, Visitors, and Online Services, along with a search bar. The main content area is titled "IT Intranet" and includes a "Print" and "Email" icon. The page lists various resources, with the "Human Resources" section expanded to show "Time & Attendance" options, including "Kronos Workforce (Full JAVA Interface)".

TOWNSHIP OF WAYNE

Township Public Safety Library BOE Wayne A to Z

Government Departments Residents Businesses Visitors Online Services Search...

ADMINISTRATION

- Business Administrator
- Purchasing
- Human Resources
- Public Buildings
- Fire Inspection
- Information Technologies
- Contact Business Administrator

INFORMATION TECHNOLOGIES

- Information Technologies
- TV & Radio
- Employee Access
- Email IT
- IT Documents

IT Intranet Print Email

Welcome to the Wayne Township Intranet Portal, a Menu of Resources available to Staff.

The following links are restricted web pages, and some may require a User Name & Password for access.

Animal Shelter

- Shelter Manager

Assessment MODIV Property Database

- MOD IV Lookup
- Property Record Card (PRC) Lookup

Board Of Education

- Building Security Updates

Building Maintenance

- Email Work Order Request

Clerk's Office

- Ethics Code Acknowledgement Form
- Township Code
- Artemis

Engineering

- GIS - All Departments
- GIS - Engineering Specific
- GIS - Police OEM Specific
- GIS - Public

Equipment Maintenance

- Vehicle Repair Requests

Finance

- Edmunds Manual (Finance)
- Direct Deposit Authorization
- W4

Fire Department

- Fire House Software - Fire Dept DB
- Fire House Software Password Reset

Health

- VIP – Vital Information Platform

Human Resources

Time & Attendance:

- Kronos Workforce (Full JAVA Interface)
- Kronos Lite (No JAVA)
- Kronos Quick Punch/Time Stamp (No JAVA)
- Kronos Staff Guidebook

Contracts & Work Rules:

- Americans with Disabilities Act
- Consolidated Employee Processing Form
- Employee Handbook
- Blue Collar Contract
- Blue Collar Work Rules
- Foreman Contract
- Library Contract
- PBA Contract
- Personnel Requisition Form
- Primary Level Supervisors Contract
- Supervisors Contract
- White Collar Contract
- White Collar Work Rules

Facility Security:

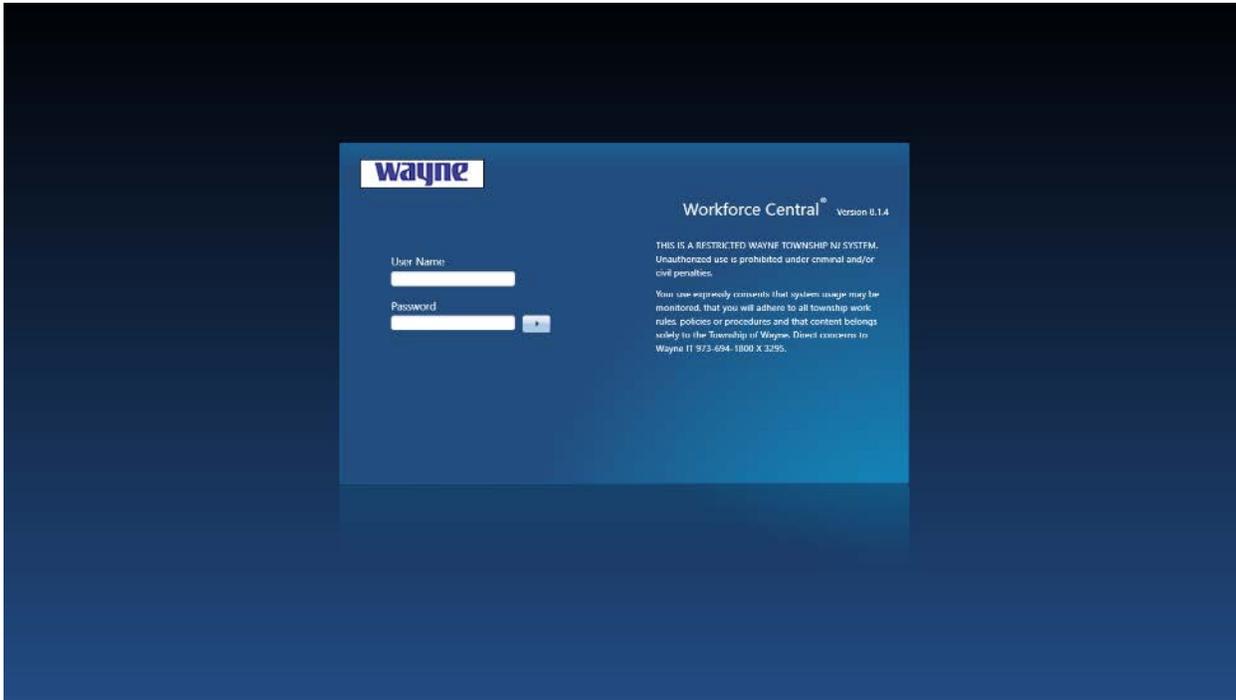
- Municipal Building Emergency Response Plan
- Municipal Building Emergency Response Plan - Quick Reference Guide

You may also access WTK directly from the Internet at: <https://waynetownship.kronos.net>.

Logging into WTK

If you already have a Wayne Township network account, you can log into WTK with the same User Name and current Password that you use to access any Township Computer or your Township Email. The account used in Kronos is synchronized, so when your network account's password is aged/changed, it will automatically change for WTK.

If you do not have a Wayne Township network account, a unique WTK User Name and Password can be issued to you by the IT Division. Please contact the Wayne IT Help Desk at 973-694-1800 x 3295 for assistance.



Navigating the Software Modules

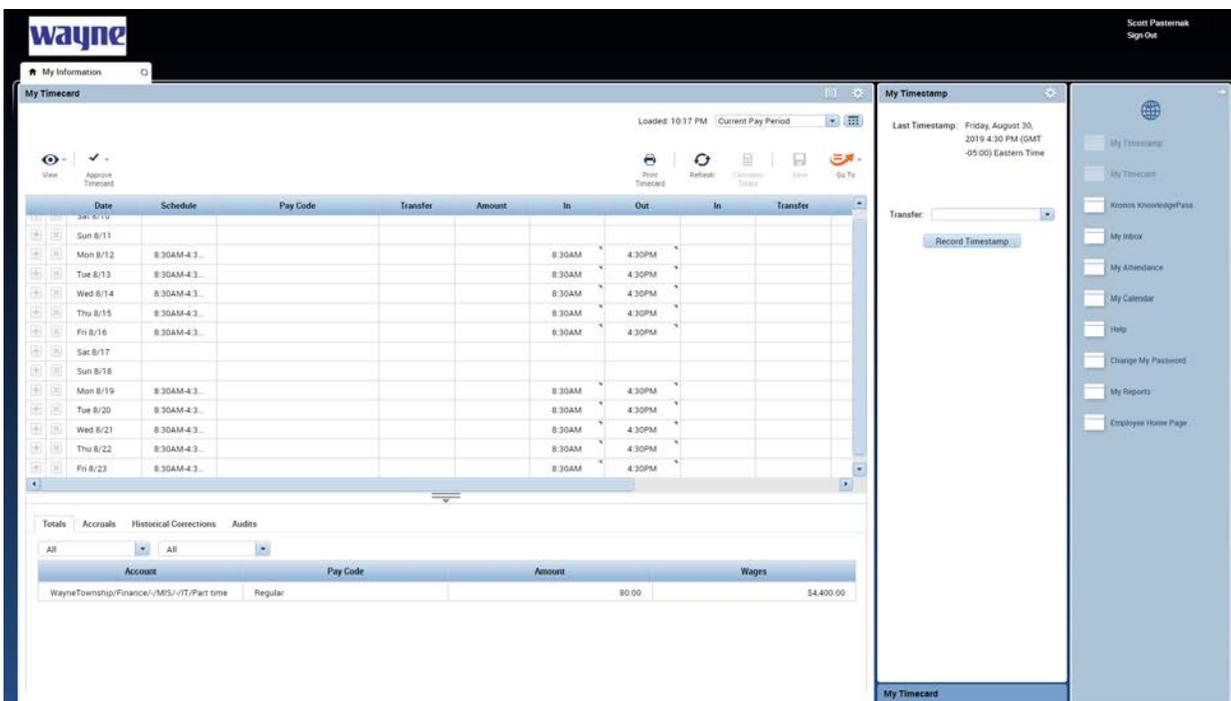
After logging in, staff will default to the **My Information** module's tab with their **Time Card** displayed in a primary cell, and if they do not use a Time Clock, a **Timestamp** window may also appear in a secondary cell if applicable. Timestamp will be discussed in Section 3. Other tabs may be available based on the user's specific job functions, but the typical employee who is not a manager of others will only have the My Information tab.

The main navigation of WTK is through a menu along the right most column of the module tab. As you select menu items, individual screens will open in their own tab, without a right side menu. These individual screen tabs may be closed when work is completed by clicking the little **X** in the tab title at any time. To open other menu items, or even multiple menu items at the same time in multiple tabs, you always have to go back to the main tab, **My Information**, so that the menu along the right most column will display, and then you can select another item.

Screens that display in cells within a tab may be Maximized (full screen) or Minimized , or Popped Out (moved to primary view) and/or Closed  by selecting the appropriate icons in the right top corner of the cell.

And lastly any screen and its contents can be refreshed by selecting the little refresh icon in the tab title: 

In the far right top corner is the **Sign Out** link. **Always Sign Out of WTK when done working.** Do not just close your Internet Browser which will leave the WTK session active and may pose a security risk.



The screenshot displays the Wayne Township WTK software interface. The main window is titled "My Information" and contains a "My Timecard" tab. The "My Timecard" tab shows a table with columns for Date, Schedule, Pay Code, Transfer, Amount, In, and Out. The table lists dates from Sun 8/11 to Fri 8/23. Below the table, there are sections for "Totals" and "Accruals". The "Accruals" section shows a table with columns for Account, Pay Code, Amount, and Wages. The "My Timestamp" tab is also visible, showing the "Last Timestamp" as Friday, August 30, 2019 4:30 PM (GMT -05:00) Eastern Time. The interface includes a navigation menu on the right side with options like "My Timestamp", "My Timecard", "Kroton KnowledgePass", "My Inbox", "My Attendance", "My Calendar", "Help", "Change My Password", "My Reports", and "Employee Home Page".

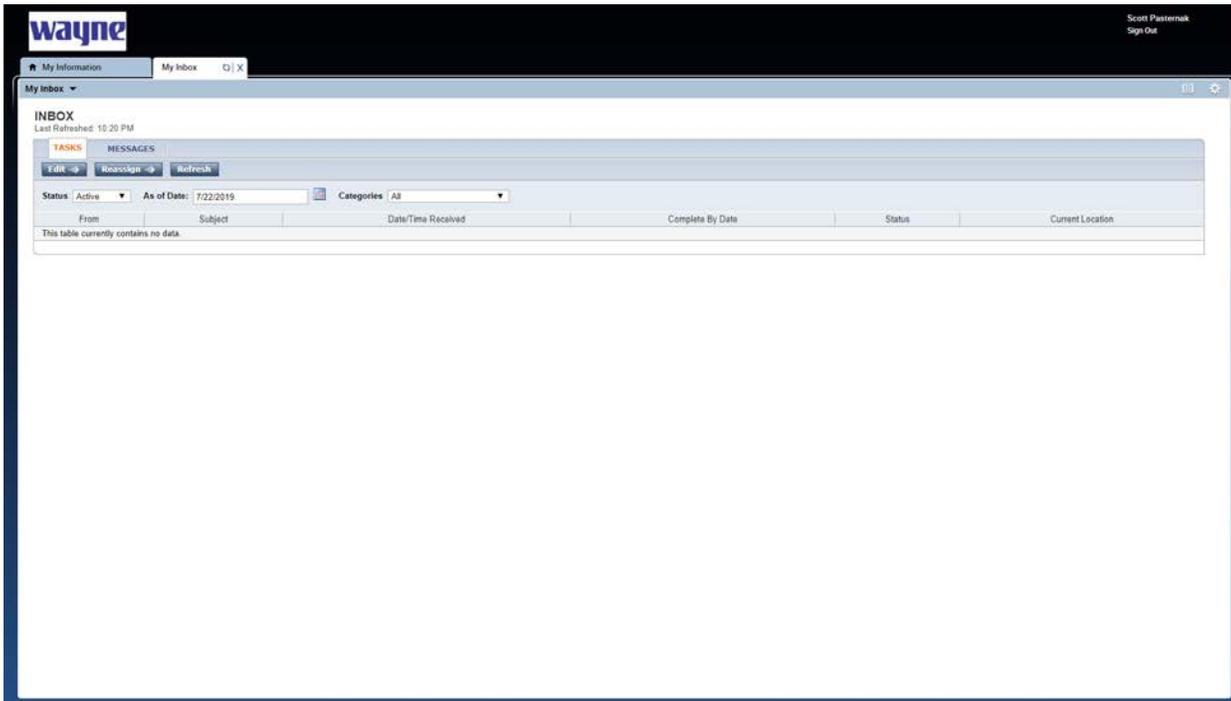
Date	Schedule	Pay Code	Transfer	Amount	In	Out	In	Transfer
Sun 8/11								
Mon 8/12	8:30AM-4:3...				8:30AM	4:30PM		
Tue 8/13	8:30AM-4:3...				8:30AM	4:30PM		
Wed 8/14	8:30AM-4:3...				8:30AM	4:30PM		
Thu 8/15	8:30AM-4:3...				8:30AM	4:30PM		
Fri 8/16	8:30AM-4:3...				8:30AM	4:30PM		
Sat 8/17								
Sun 8/18								
Mon 8/19	8:30AM-4:3...				8:30AM	4:30PM		
Tue 8/20	8:30AM-4:3...				8:30AM	4:30PM		
Wed 8/21	8:30AM-4:3...				8:30AM	4:30PM		
Thu 8/22	8:30AM-4:3...				8:30AM	4:30PM		
Fri 8/23	8:30AM-4:3...				8:30AM	4:30PM		

Account	Pay Code	Amount	Wages
WayneTownship/Finance//MIS//IT/Part time	Regular	80.00	\$4,400.00

Kronos Inbox

(My Information tab... My Inbox menu item)

Kronos has an internal email system called KMAIL, accessed through the **My Inbox**. Kronos Inbox communications are divided into **Tasks** and **Messages**, depending on the action required.

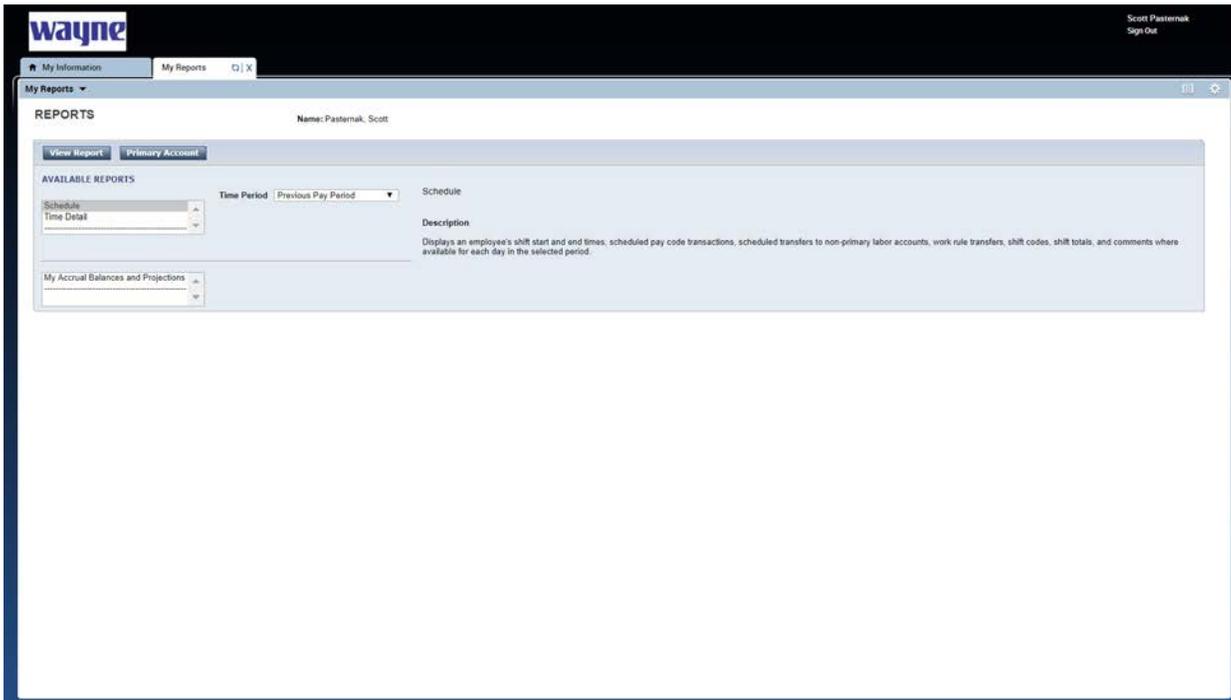


Later in this manual you'll be instructed on how to assign a traditional email account to your Kronos User account, and when you get a KMAIL Inbox communication, you will also receive a traditional email indicating you have a message in KMAIL and it needs to be checked.

Running Reports

(My Information tab... My Reports menu item)

There are a few reports available to Staff. Reports can be viewed on screen.



Note: You may view reports for specific time frames by changing this option in the **Time Period** field.

Section Three – Employee Web Access\Self Service

Time Stamp

(My Information tab... My Timestamp menu item)

Employees who do not punch a Time Clock must **Time Stamp** in the Time Keeper system.

The screenshot shows the Wayne Township Self-Service portal. The main content area is titled 'My Timestamp' and displays a calendar grid for August 2019. The grid shows dates from Sun 8/11 to Fri 8/23. Below the calendar, there is a 'Record Timestamp' button. To the right of the main content, there is a sidebar with navigation links: My Timestamp, My Timecard, Kroton KnowledgePass, My Inbox, My Attendance, My Calendar, Help, Change My Password, My Reports, and Employee Home Page. At the bottom of the main content area, there is a summary table for the current pay period.

Account	Pay Code	Amount	Wages
WayneTownship/Finance//MIS//IT/Part time	Regular	80.00	\$4,400.00

Employees who do not have access to a physical Time Clock may **Time Stamp In** at the beginning of each work period and Time Stamp Out at the end of each work period via the software if configured to do so. If you do not have access to this screen you **MUST** use a Time Clock.

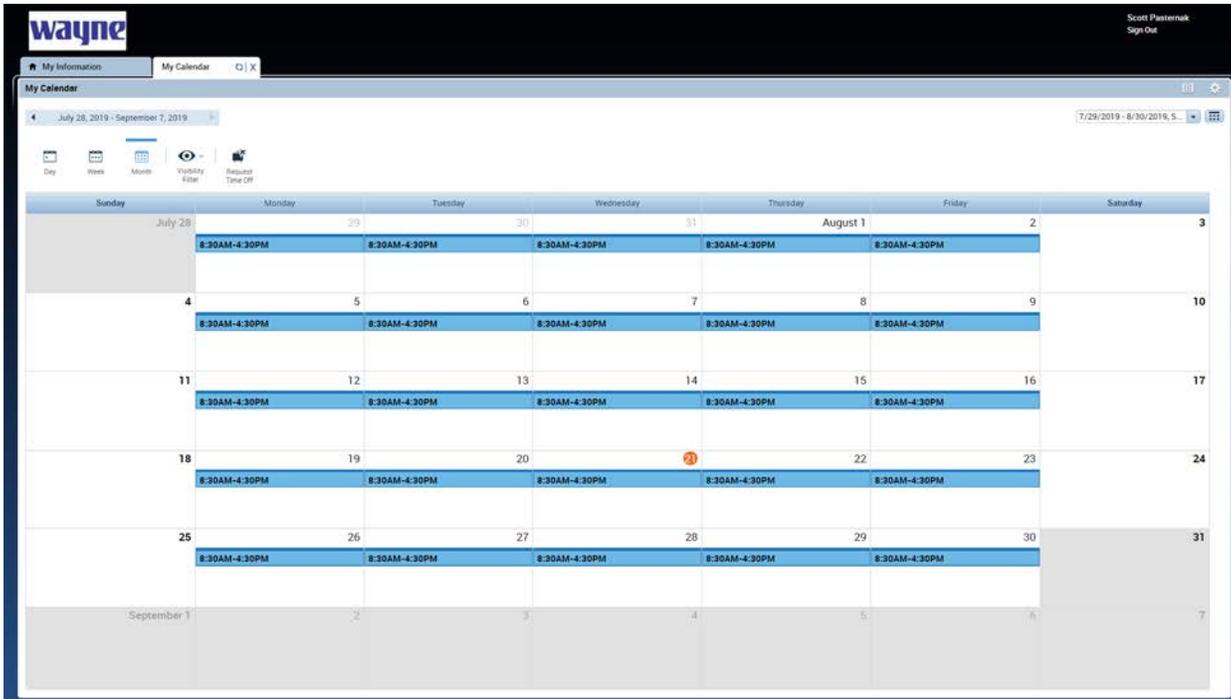
** Note that for most Employees, this feature is disabled if accessing the web portal from off-network.

Senior Staff who do not punch a Time Clock must **Time Stamp** at least once at the beginning of their work day. The system does not track actual work hours for Senior Staff per day, but logs the single Time Stamp as a means to override any Exceptions the system may be looking for. It is only through this Time Stamp process that the system will know that no Scheduling Exception has occurred, and if no Time Stamp is made that the day needs to be documented as vacation, personal, sick, etc.

Simply depress the **Record Timestamp** button.

My Calendar

(My Information tab... My Calendar menu item)



The My Calendar will display your scheduled work hours and any Exceptions to your schedule, such as days off.

My Timecard

(My Information tab... My Timecard menu item)

All employees have access to their Timecard. This screen shows in-depth, all their activity.

The screenshot displays the Wayne Timecard interface. At the top left is the Wayne logo. The main window is titled 'My Timecard' and shows a calendar view for the current pay period. The calendar has columns for Date, Schedule, Pay Code, Transfer, Amount, In, and Out. Below the calendar is a 'Totals' section with tabs for 'Accruals', 'Historical Corrections', and 'Audits'. The 'Totals' table shows a single entry for 'WayneTownship/Finance/MS/IT/Part time Regular' with an amount of 80.00 and wages of 54,400.00. On the right side, there is a 'My Timestamp' panel with a 'Record Timestamp' button and a sidebar menu with options like 'My Timecard', 'My Inbox', 'My Attendance', 'My Calendar', 'Help', 'Change My Password', 'My Reports', and 'Employee Home Page'.

When viewing a Time Card, the Power lays in the Time Period field at the top, and as well the tabs along the bottom.

A very important area to watch are the **Totals** tabs which show payable hours and the **Accruals** tab which shows accrual bank hours available.

Also, note that Senior Staff who do not punch a Time Clock but **Time Stamp** at least once per day will wind up with misleading information in their In/Out fields based on the time that they actually **Time Stamped**. Since Senior Staff only **Time Stamp** once per day, the system assumes this is a start time, and automatically adjusts the Out Punch based on their Scheduled hours per day. You may disregard these In/Out times as they are fictitious, and the function of **Time Stamping** is only used to track Exceptions. It is the **Totals** tab that more accurately represent Senior Staff's work hours.

You can Hover your cursor over any special character, shading or other visual aid on a time card to obtain pop-up helper information window explaining what is unique about any specific entry.

My Timecard Accruals

(My Information tab... My Timecard menu item)

While viewing your timecard, select a time frame in the center table top right corner and then the Accruals tab in the bottom table.

Your time off balances will display based upon the date selected in the center table.

The screenshot displays the Wayne HR system interface. The main area is titled "My Timecard" and shows a grid of timecard data for the current pay period. The grid columns include Date, Schedule, Pay Code, Transfer, Amount, In, Out, In, and Transfer. The data shows a schedule of 8:30AM-4:30PM from Sunday 8/13 to Friday 8/23. Below the grid is a "Totals" section with tabs for Accruals, Historical Corrections, and Audits. The Accruals tab is active, showing a table of accrual codes and their available balances.

Accrual Code	Accrual Available Balance	Accrual Units
Floating Holiday	7.00	Hour
Personal	21.00	Hour
SICK	0.00	Hour
Vacation	105.00	Hour

On the right side of the interface, there is a "My Timestamp" panel showing the last timestamp as Friday, August 30, 2019 4:30 PM (GMT -05:00) Eastern Time. Below this is a "Transfer" dropdown menu and a "Record Timestamp" button. A vertical navigation menu on the far right includes links for My Timestamp, My Timecard, Knows KnowledgePass, My Inbox, My Attendance, My Calendar, Help, Change My Password, My Reports, and Employee Home Page.

Approving Your Own Time Card (My Information tab... My Timecard menu item)

Some staff may be required to Approve their own time card in lieu of submitting paper Absence Forms. If required by your department, at some point before payroll is processed, you might be required to perform the following:

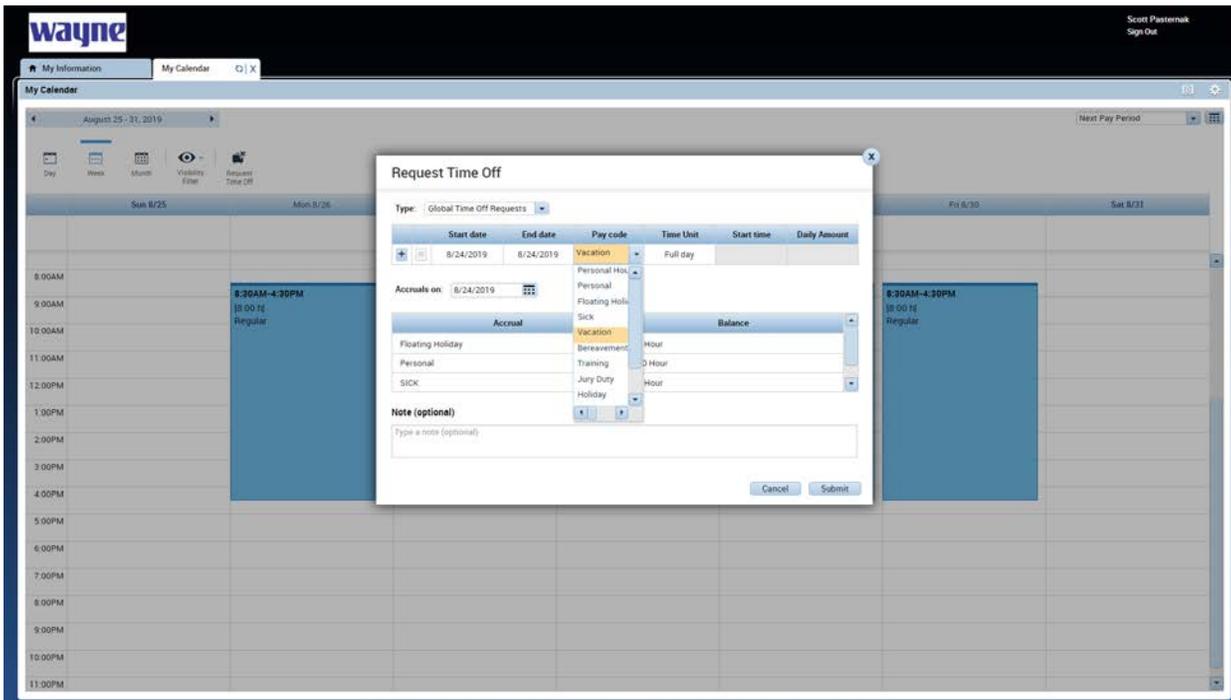
Review your time card and communicate any errors to your supervisor for correction. Once satisfied, select **Approve Timecard** icon drop down and you can Approve or Remove Approval. Once the Time Card is approved by an employee, the Time and Attendance Manager will also Approve, followed by a Payroll Sign-Off.

The screenshot displays the 'My Timecard' interface. At the top, it shows the user's name 'Scott Pasternak' and a 'Sign Out' link. The main area is a calendar for August 2019, with columns for 'In' and 'Out' times. A dropdown menu is open over the 11th, showing 'Approve Timecard' and 'Remove Timecard Approval'. Below the calendar is a table of Accruals with columns for Accrual Code, Accrual Available Balance, and Accrual Units.

Accrual Code	Accrual Available Balance	Accrual Units
Floating Holiday	7.00	Hour
Personal	21.00	Hour
SICK	0.00	Hour
Vacation	105.00	Hour

Request Time Off (Global Time Off Requests – GTOR)
 (My Information tab... My Calendar menu item)

From your My Calendar, select the **Request Time Off** icon.

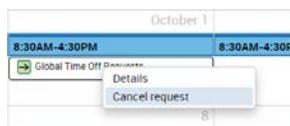


1. Enter the following parameters:
 - a. Start Date
 - b. End Date
 - c. **Pay Code** → Click on arrow to reveal drop down menu of codes. Choose the appropriate code: i.e. vacation, holiday, etc.
 - d. Choose the **Time Unit**. You may select a **Full Day**, or to take partial time off **Hours** and entering a Start Time and Amount of Hours.
 - e. Note that your active Accrual Balances displays on the screen as a Check and Balance !!!
 - f. To complete, click on the **Submit** button.

Your requests are sent to the approving manager for approval.

To Retract a Day Off Request:

1. Navigate to the correct date in your My Calendar.
2. Right-Click the Global Time Off Request, and Select Cancel Request.



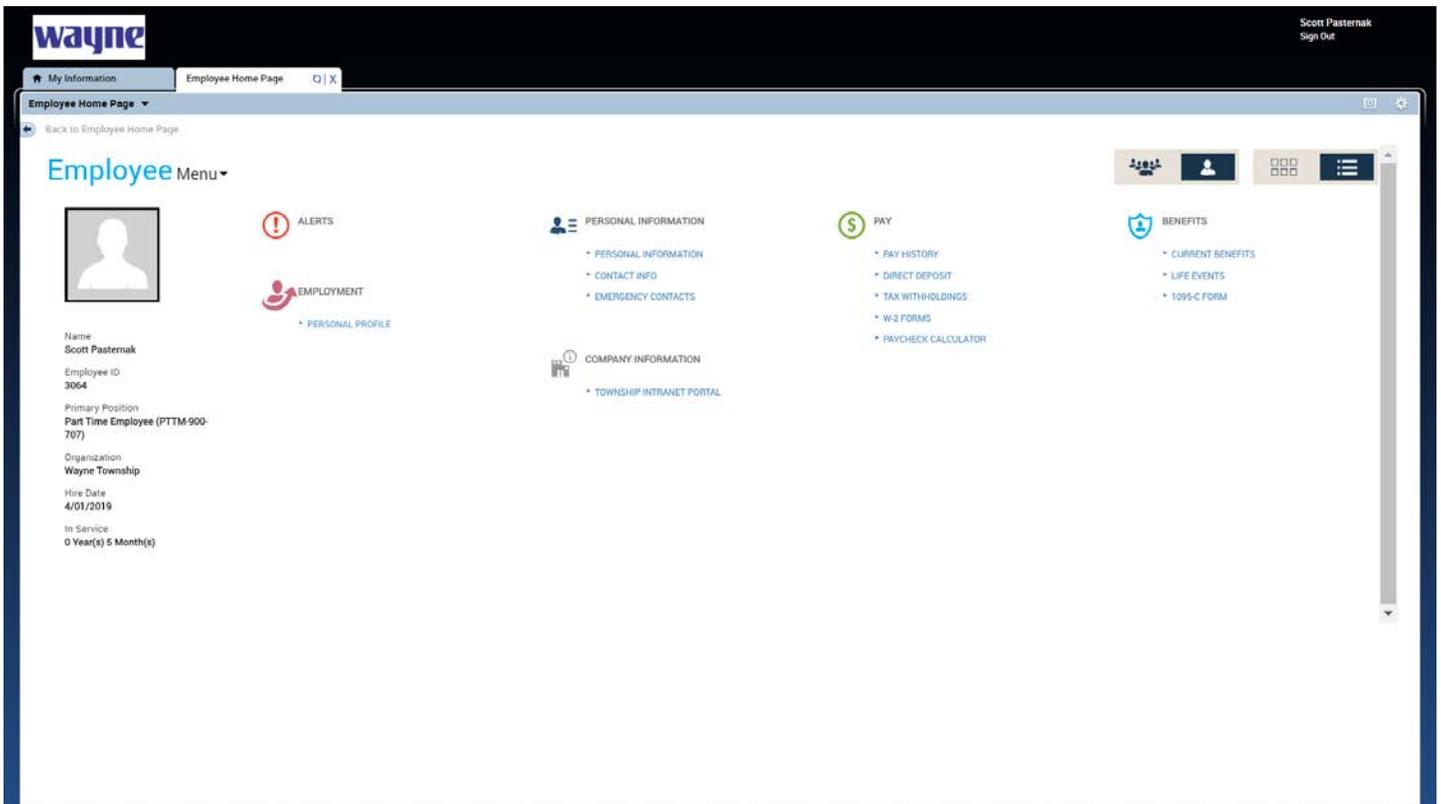
Employee Self Service

(My Information tab... Employee Home Page menu item)

This area is used by all staff as their self-service portal. All sections are self-explanatory.

If you make a change request to your vital information, the request will be forwarded to the appropriate office for review and approval.

You can edit the View by clicking the   icons in the upper right corner to see individual sub menu options.



The screenshot displays the Wayne Employee Self Service portal. At the top left is the Wayne logo. The user is logged in as Scott Pasternak, with a "Sign Out" link. The page title is "Employee Home Page". The main content area is titled "Employee Menu" and features a user profile card on the left with the following details:

- Name: Scott Pasternak
- Employee ID: 3064
- Primary Position: Part Time Employee (PTTM-900-707)
- Organization: Wayne Township
- Hire Date: 4/01/2019
- In Service: 0 Year(s) 5 Month(s)

The main menu is organized into several categories:

- ALERTS** (indicated by a red exclamation mark icon)
- EMPLOYMENT** (indicated by a person icon) with a sub-link for "PERSONAL PROFILE"
- PERSONAL INFORMATION** (indicated by a person icon) with sub-links for "PERSONAL INFORMATION", "CONTACT INFO", and "EMERGENCY CONTACTS"
- PAY** (indicated by a dollar sign icon) with sub-links for "PAY HISTORY", "DIRECT DEPOSIT", "TAX WITHHOLDINGS", "W-2 FORMS", and "PAYCHECK CALCULATOR"
- COMPANY INFORMATION** (indicated by a building icon) with a sub-link for "TOWNSHIP INTRANET PORTAL"
- BENEFITS** (indicated by a shield icon) with sub-links for "CURRENT BENEFITS", "LIFE EVENTS", and "1095-C FORM"

In the top right corner, there are navigation icons: a grid icon and a list icon, which correspond to the text in the paragraph above. The page also includes a search bar and a "Back to Employee Home Page" link.

Employee Self Service – Pay Stubs

(My Information tab... Employee Home Page menu item... Pay sub-menu... Pay History)

Select **View Advice** link to print a copy of your Pay Stub.

wayne

Scott Pasternak
Sign Out

My Information Employee Home Page

Employee Home Page

Back to Employee Home Page

Return to Employee Menu
PAY

Pay History

Year: 2019

Pay Date	Hours	Earnings	Taxes	Deductions	Net Pay	
5/17/2019	25.50	1,402.50	185.18	-556.29	1,773.61	View Advice
5/03/2019	52.25	2,873.75	518.17	-556.29	1,799.29	View Advice

https://waynetownship.kronos.net/wfc_selfservice/Public/index.html

Section Four – Employee Mobile App Access\Self Service

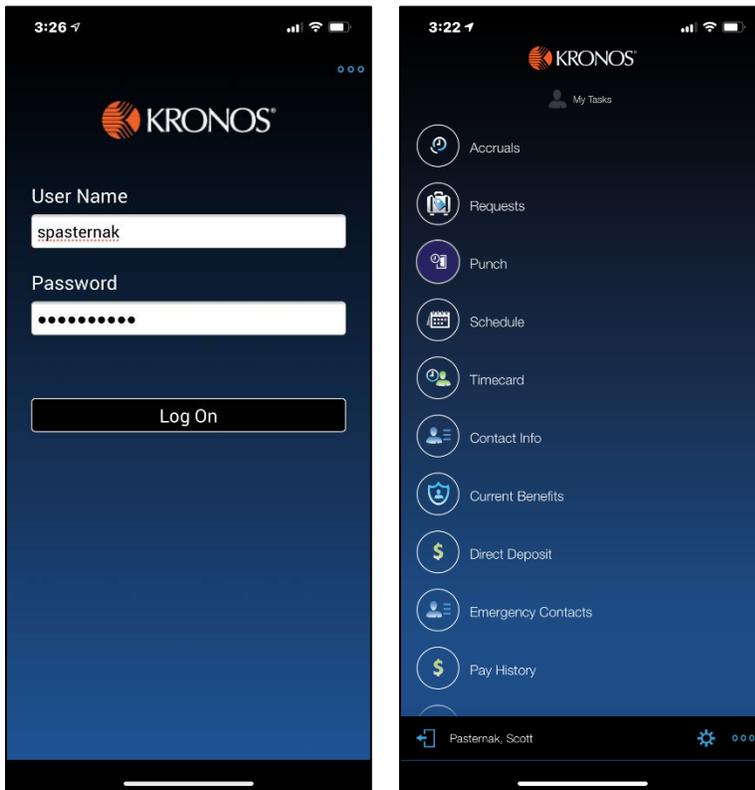
Wayne allows employees to install the “Kronos Mobile” App on their personal or township smartphones should they choose. Kronos Mobile mimics most features and functionality discussed in Section Three of this manual, Employee Web Access/Self Service.

Installing the App

(App Store, Google Play, etc.)

To install Kronos Mobile App on a SmartPhone:

1. Open the Store on your device (e.g. App Store, Google Play, etc.).
2. Search for **Kronos Mobile**, and click the GET, FREE or INSTALL button to begin downloading.
 - a. Do not choose the Kronos Mobile for iSeries app.
 - b. Do not choose any Tablet versions. Wayne only supports SmartPhone versions.
3. Once the app has downloaded, tap the Kronos Mobile icon to launch the app.
4. Enter the following URL in the Server field: **https://waynetownship.kronos.net/wfc**
5. Tap Proceed to access the log on screen.
6. If prompted, tap Allow to have Kronos send you notifications.
7. Enter your Wayne User Name and current network password.
8. Tap Log On.
9. The Home Screen will display showing a list of icons, each discussed further in this manual.



From any sub-screen, you can select the  icon in the top left corner to go back Home.

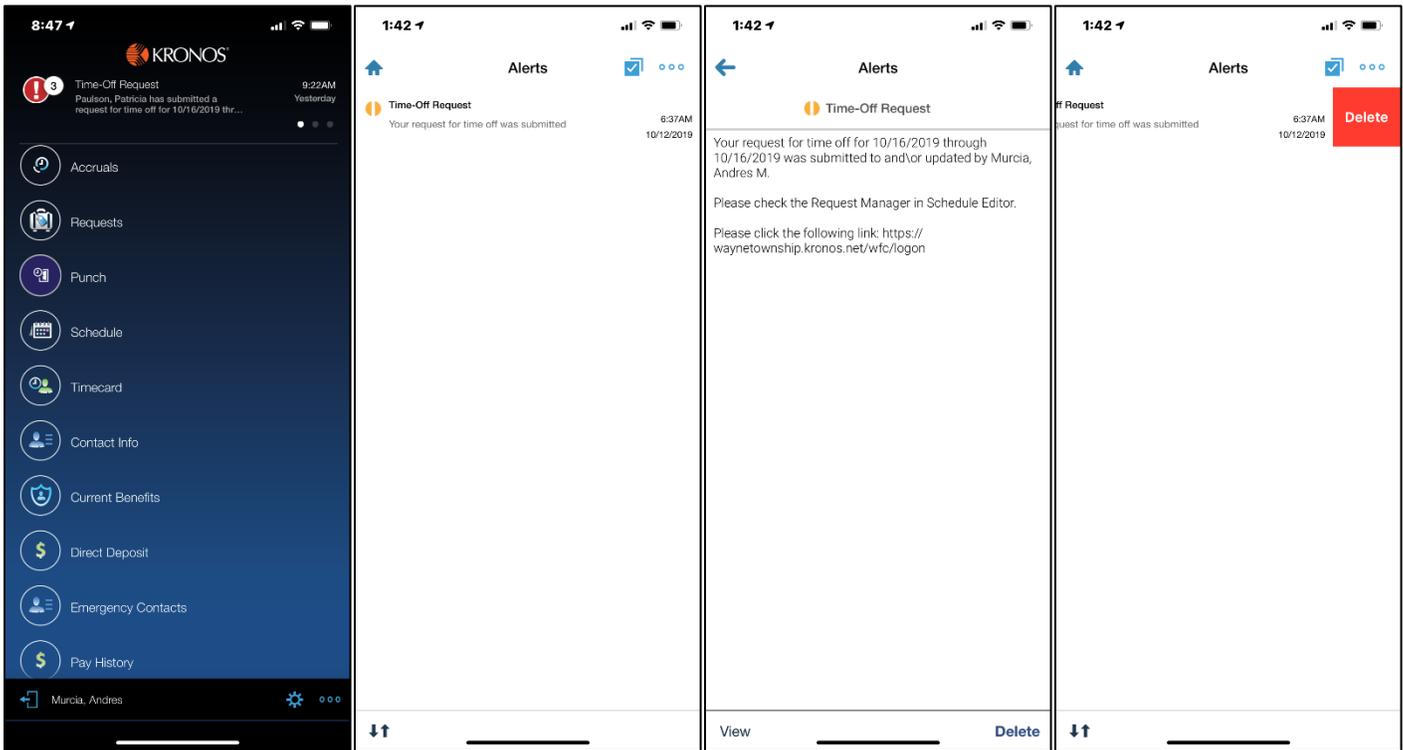
To Logout, select the  icon in the bottom left corner of the Home screen.

Alerts

(From the  screen...  Alerts icon)

Alerts may display at the top of the Home page.

After selecting the Alert, and reviewing them, you may Delete at the bottom of the detail screen or swipe-left on the summary screen.



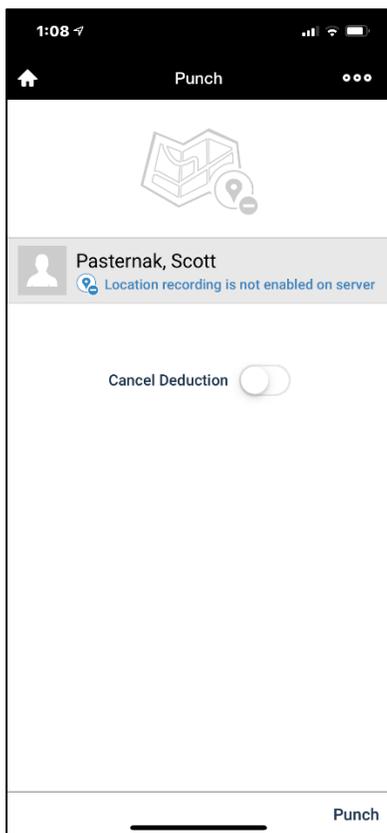
Time Stamp\Punch

(From the  screen...  icon)

Some personnel may be permitted to **Time Stamp** via the App.

For most Employees, this feature will not be visible or may be disabled.

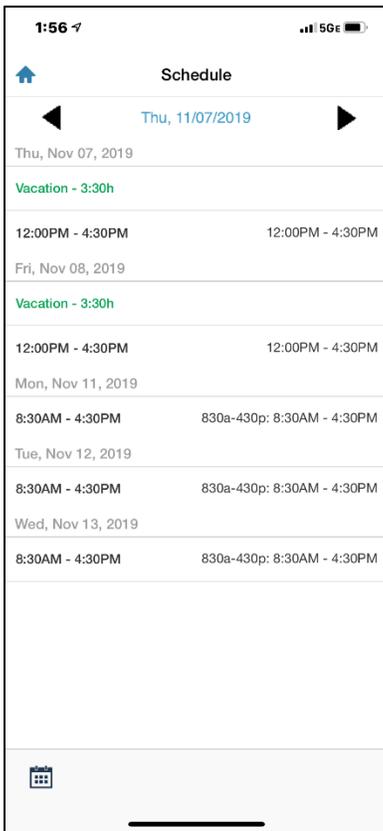
Senior Staff who do not punch a Time Clock may be permitted to **Time Stamp** via the App, especially if they work outside our physical complexes/network often.



Press the **Punch** textual link in the bottom right corner of the screen.

Schedule

(From the  screen...  icon)



Your Schedule will display showing your work hours from the current date forward, and any Exceptions to your schedule, such as days off.

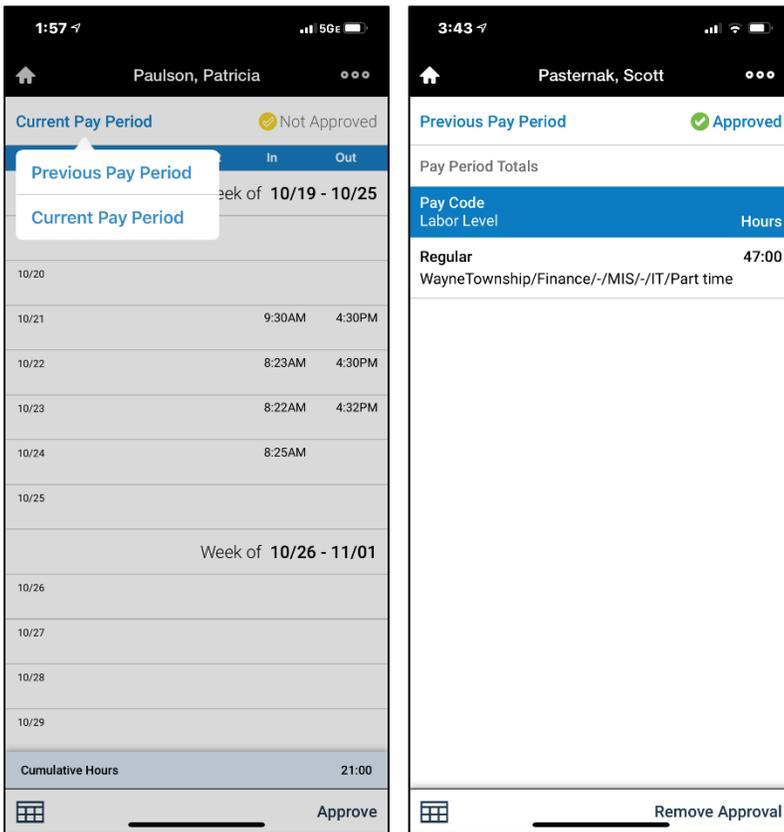
You may view different dates by selecting the Left/Right arrows at the top of the screen.

You may also select the Calendar icon at the bottom left of the screen to change from List View to Calendar View and back.

Timecard

(From the  screen...  icon)

All employees have access to their Timecard. This screen shows in-depth, all their activity.



You may view the **Current** or the **Previous Pay Period** only.

To see **Totals**, select the  icon in the bottom left.

Approving your own Timecard

Some staff may be required to Approve their own time card for the Previous Pay Period in lieu of submitting paper Absence Forms. If required by your department, at some point before payroll is processed, you might be required to perform the following:

Review your time card and communicate any errors to your supervisor for correction.

Once satisfied, select the **Approve** textual link at the bottom right of the screen. The text will change to Remove Approval so that you can toggle back and forth if needed.

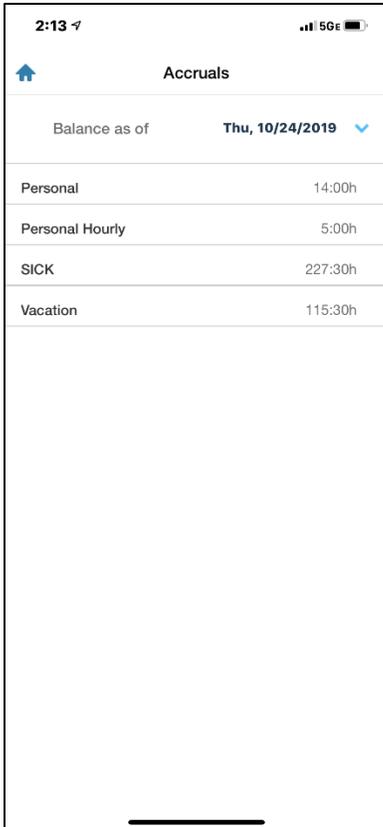
Once the Time Card is approved by an employee, the Time and Attendance Manager will also Approve, followed by a Payroll Sign-Off.

Accruals

(From the  screen...  icon)

You can view your Accrual Balances on any given date.

Accruals display in Hour\Minute increments.

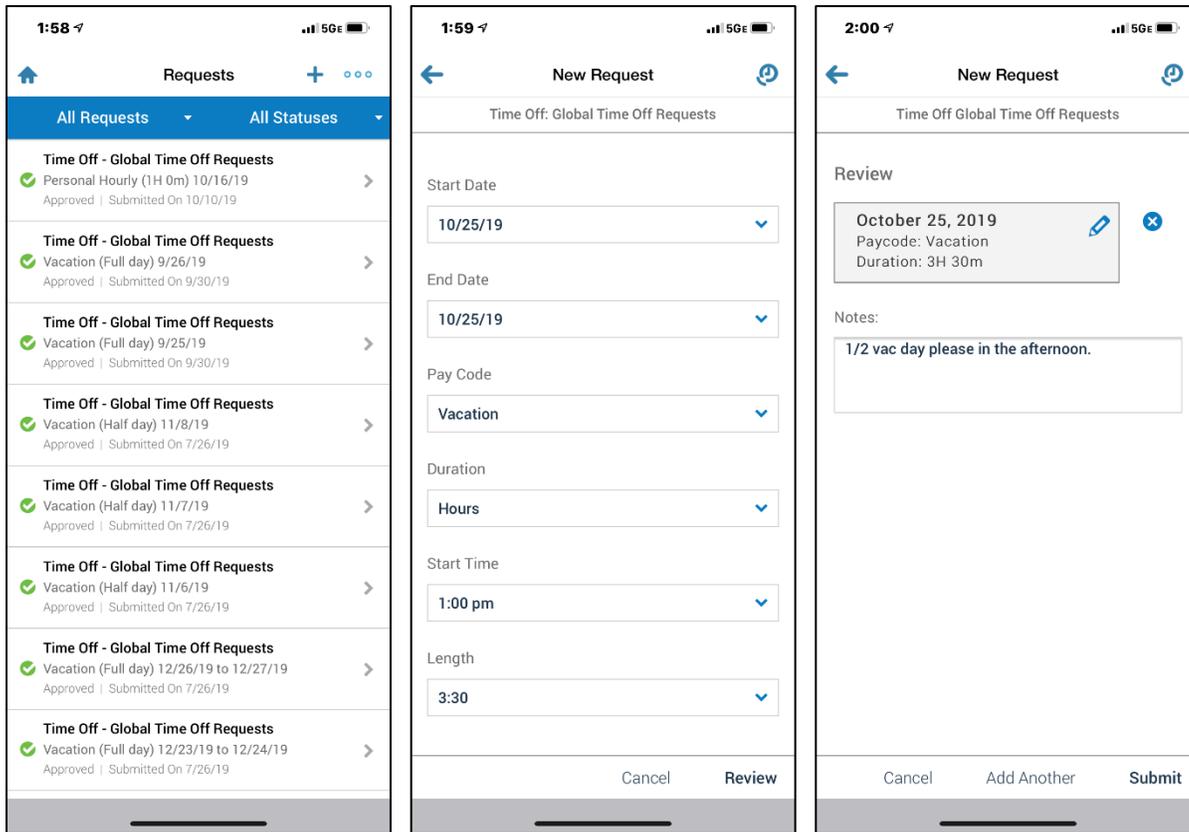


Accruals	
Balance as of	Thu, 10/24/2019
Personal	14:00h
Personal Hourly	5:00h
SICK	227:30h
Vacation	115:30h

Requests (Global Time Off Requests – GTOR)

(From the  screen...  icon)

Your **Requests** will display 30 days back in time. You can select any individual Request to see the specifics of its Approval, Refusal, etc.



- To Request a Day Off, select the **Plus** icon at the top right of the screen, and enter:
 - Start Date
 - End Date
 - **Pay Code** → Choose the appropriate code: i.e. vacation, holiday, etc.
 - Choose the **Time Unit**. Full Days or for partial Days/Hours enter a Start Time and Amount of Hours.
 - Select **Review**
 - And to complete, click on the **Submit** text.

Your requests are sent to your manager for approval.

To Retract a Day Off Request:

- From the main Request screen, select the request you want to retract.
- At the bottom right, select **Retract**.

Pay History

(From the  screen...  icon)

Select Pay History and any specific Pay Date to see detailed information.

You may also **View Advice** for a copy of your pay stub, but you may not print or forward it from the App. To save a copy for your archival purposes, you must access the full web portal from an Internet browser discussed in Section Three of this manual.

2:16 5G

Pay History

Year: 2019

Pay Date	Net Pay
10/18/2019	2,202.30
10/04/2019	2,202.30
9/20/2019	2,121.19
9/06/2019	2,161.75
8/23/2019	274.44
8/09/2019	1,837.26
7/26/2019	2,060.36
7/12/2019	2,182.03
6/28/2019	2,121.19
6/14/2019	1,634.48
5/31/2019	1,406.92
5/17/2019	1,773.61

2:17 5G

Pay History

Pay History

Pay Date: 10/18/2019

Pay Period: 10/05/2019 - 10/18/2019

- ▶ Hours 49.00
- ▶ Earnings 2,695.00
- ▶ Taxes 492.70
- ▶ Deductions 0.00
- ▶ Net Pay 2,202.30

View Advice

Current Period YTD

Hours/Earnings

	Hours	Amount
Salary	49.00	2,695.00

Taxes

	Taxable Wages	Tax Amount
Federal Income Tax	2,695.00	176.48
Federal Medicare Tax	2,695.00	39.08
Federal Social	2,695.00	167.09

Employee Self Service – Additional Features

(From the  screen... various icon)

There are various additional icons on the Home screen that mimic the features and functionality of the Employee Self Service area of the web interface.

Here in the App the individual features are accessed via unique icons for each feature instead of being listed in one common menu, as in the Employee Self Service area of the Web Portal.

All features are self-explanatory.

If you make a change request to your vital information, the request will be forwarded to the appropriate office for review and approval.



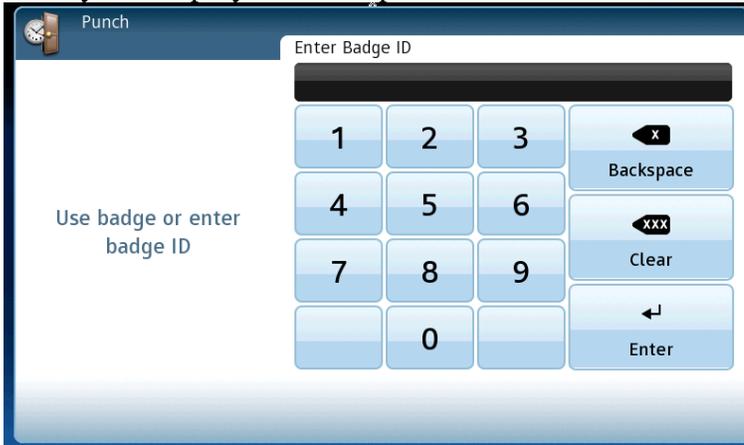
Section Five – Employee Time Clock Operation

Punch In

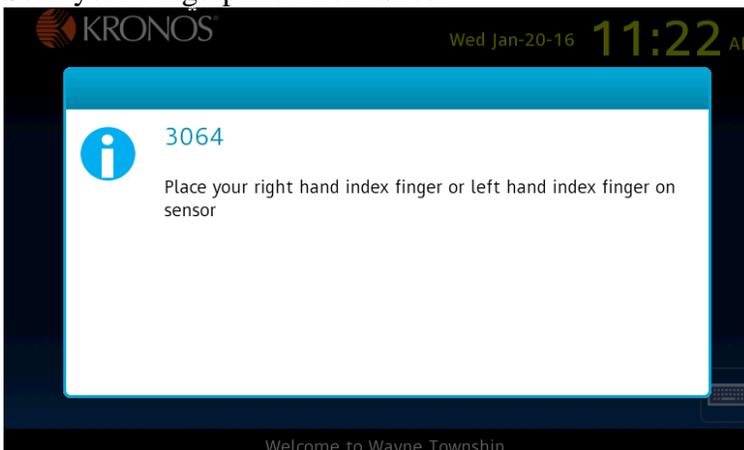
Tap the “Punch” button.



Enter your Employee ID and press Enter.



Scan your Fingerprint when asked:



** Insure you get a success Green Light and Beep in the upper left corner of the Time Clock.

View Your Time Card

Tap on “View Timecard” to view your time stamps.



The first screen allows you to choose the Pay Period that you would like to view.



Navigation arrows allow you to scroll up and down.



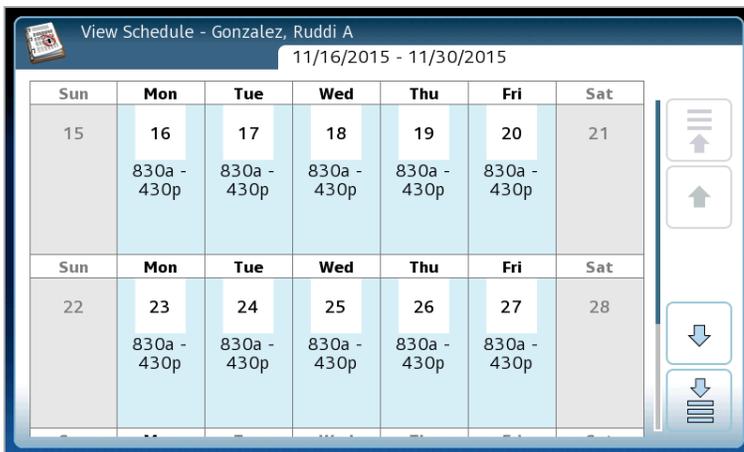
Tap any day above to view details, or the Comment  added by your Supervisor.



Return to the Home screen by Tapping the “House” Hard Button on the Time Clock.

View Your Schedule

Tap on “View Schedule” to see your Hours or any scheduled days off.



The image shows the "View Schedule" screen for Gonzalez, Ruddi A, covering the period from 11/16/2015 to 11/30/2015. The schedule is displayed in a grid format with columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for dates. The current date, 11/16/2015, is highlighted. The schedule shows a regular workday from 8:30a to 4:30p for Monday through Friday. On the right side of the screen, there are navigation controls: a menu icon, an up arrow, a down arrow, and a list icon.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15	16 830a - 430p	17 830a - 430p	18 830a - 430p	19 830a - 430p	20 830a - 430p	21
Sun	Mon	Tue	Wed	Thu	Fri	Sat
22	23 830a - 430p	24 830a - 430p	25 830a - 430p	26 830a - 430p	27 830a - 430p	28

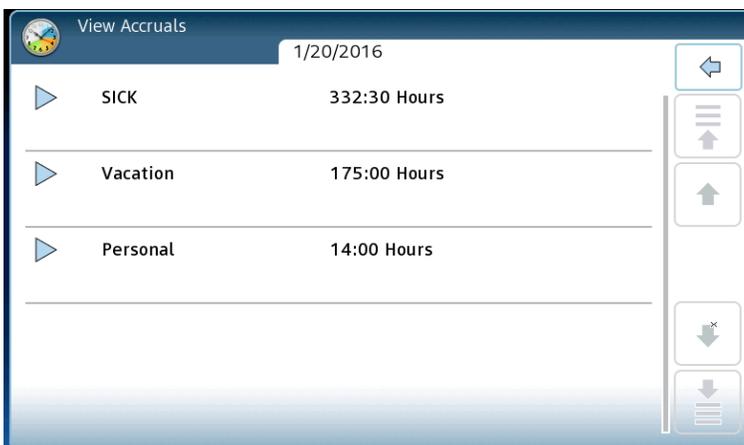
Return to the Home screen by Tapping the “House” Hard Button on the Time Clock.

View Your Accrual (Time Off) Balances

Tap “View Accruals” to see your available vacation, sick time, personal time, etc.



Tap on any date to see the Totals effective this date.



Return to the Home screen by Tapping the “House” Hard Button on the Time Clock.

Request Time Off

Tap on “Request Time Off” to make a time off request



Tap “Global Time Off Requests” to move through the menus.



Tap “Submit request”.

Select a request Start Date.

Request Time Off - Gonzalez, Ruddy A

Start Date

Nov 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Start Date

End Date

Pay Code

Duration

Once selected the screen will automatically move to the next choice.

The next screen will allow you to pick an End date.

Request Time Off - Gonzalez, Ruddy A

End Date

Nov 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Start Date
11/17/2015

End Date

Pay Code

Duration

Scroll down using the Blue arrows on the right to find the correct pay code.

Request Time Off - Gonzalez, Ruddy A

Pay Code

0
Absence Unpaid

1
Bereavement

2
Call Out

3
Call Out Weekend

4

Start Date
11/17/2015

End Date
11/19/2015

Pay Code

Duration

Tap on the desired pay code.

Request Time Off - Gonzalez, Ruddi A

Start Date	11/17/2015
End Date	11/19/2015
Pay Code	24
Duration	

Pay Code	Training
	22
	Triple Time
	23
	Unapproved Premium Time
	<input checked="" type="checkbox"/> 24
	Vacation
	25
	Workers Comp

Navigation arrows: Up, Down, List, Up, Down, List, Up, Down

Choose a duration.

Request Time Off - Gonzalez, Ruddi A

Start Date	11/17/2015
End Date	11/19/2015
Pay Code	24
Duration	0

Duration	<input checked="" type="checkbox"/> 0
	Full day
	1
	Half day
	2
	Hours

Navigation arrows: Up, Down, List, Up, Down, List, Up, Down

Request Time Off - Gonzalez, Ruddi A

End Date	11/19/2015
Pay Code	24
Duration	0
Review	

Duration	<input checked="" type="checkbox"/> 0
	Full day
	1
	Half day
	2
	Hours

Navigation arrows: Up, Down, List, Up, Down, List, Up, Down

Choose a Duration than Tap on Review before continuing.

You may need to use the navigation arrows on the left bottom to get to the Review button.

Review

Start Date	11/17/2015
End Date	11/19/2015
Pay Code	24 Vacation
Duration	0 Full day

Navigation icons: list, up, down, down, list

Buttons: Back, Continue

Continue and Submit

Review

Start Date	11/17/2015
End Date	11/19/2015
Pay Code	Vacation
Duration	Full day

Navigation icons: list, up, down, down, list

Buttons: Add Another, Submit