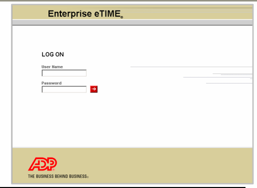
Logging On

- Password is CaSe SenSitive
- Enterprise eTIME will logoff users after a pre-set period of inactivity.



Browser

- While logged into Enterprise eTIME DO NOT use the features of your browser.
- Tools and functions to navigate, refresh, print and save are provided by the EET application

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Password

- Passwords may be 1-50 characters and are CaSe SenSitive

Workspace

The data in a workspace may be sorted by clicking the column heading. You can sort by *either* one or two columns.

- Click a column header to sort the display according to the column
- Click a column header a second time reverses the sort order

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QuickNavs

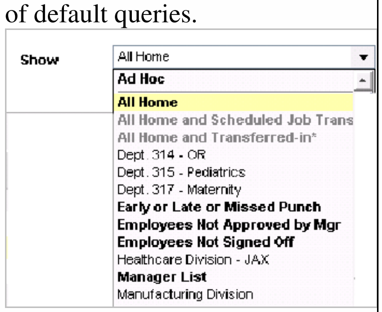
From the **My QuickNavs** tab; fast access to commonly used manager links including:

- **QuickFind-** Search for a person or set of people
- **Reconcile Timecard-** Displays exceptions that appear on an employee timecard.
- **Pay Period Close-** Employee timecards at the end of the pay period that have been approved by the employee and the manager, have missed punches, or an unexcused absence.

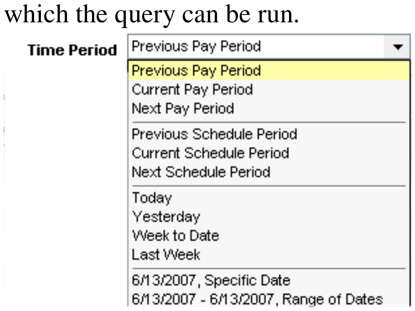
HyperFind Queries

HyperFind Queries provide filters for "who" you want to apply the QuickNav.

- **Show:** Provides a dropdown list of default queries.



Time Period: Provides a dropdown list of pay periods, dates and range of dates in which the query can be run.



Logging Off

- Do NOT "X" out of window (top right corner).
- Use the **Log Off** link (top right in the Header).

Timecard Editor

Managers use the Timecard Editor window to view and edit transactions for a specific pay period to accurately reflect employee worked time. To access select the employee(s):

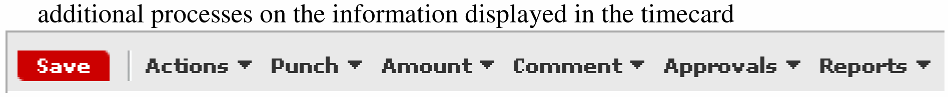
- Use the quick link Timecard in the header
- Double-click an employee name in the workspace
- Right-click and select Timecard

Timecard Editor Tabs

- By default, each timecard will contain the **Totals and Schedule**, **Accruals**, and **Audit tabs**.
- The other content dependent timecard tabs become visible only when the specific content of the tab is entered into the timecard.

Timecard Menu bar

- The menus located above the employee timecard contain options used to perform additional processes on the information displayed in the timecard



Timecard Data Entry

You can enter times in a number of ways:

12 or 24 hour formatting is acceptable (1:00 p.m. or 13:00)	AM is assumed for all hours except 12:00 – 12:59, when PM is assumed
Leading zeros are optional: 7 is converted to 7:00AM	Am, A.M., A, am, a or a.m is converted to AM
Colons are optional: 730 is converted to 7:30AM	Pm, P.M., P, pm, p or p.m is converted to PM

Given these rules, the most efficient way to enter a punch is:

Entry	eTIME Formatting
7	7:00 AM
730	7:30 AM
10p	10:00 PM
1130p	11:30 PM

Timecard Editing

- Edits can be performed by clicking in the cell displaying the time you want to change or via the menu **Punch** > **Edit**

Saving, Refreshing, Calculating

- The name of the QuickNav turns orange and an “*” appears to indicate unsaved changes
- Refresh is a way to undo the changes you have just made on the screen
- You can calculate totals without saving the edits to the database.

Comments

STEP	ACTION
1	Select the time punch you want to edit.
2	Click **Comment > Add.** Alternatively right-click the punch and select **Add Comment.**
3	From the Add Comment drop-down list, select the appropriate comment.
4	In the Note field add a free text note if desired.
5	Click **OK.**
6	Click **Save.**

Cancel a Meal Deduction

STEP	ACTION
1	Select the time punch you want to edit.
2	Click **Punch> Edit.** Alternatively you can right-click the punch and select **Edit Punch** or simply double-click the cell.
3	From the cancel deduction drop-down list, select the appropriate deduction..
4	Click **OK.**
5	Click **Save.**

Labor Account Transfers

STEP	ACTION
1	From the employee's timecard, place your cursor in the **Transfer** cell.
2	The drop-down menu displays the last five labor account transfers for that employee.
3	If the transfer labor level is not listed select **Search.**
4	Choose the desired labor level.
5	Highlight the account code (on right) by selecting an option from the available entries data field (on left).
6	Click **OK** when the correct information has been selected.

Work Rule Transfer

STEP	ACTION
1	Click the transfer cell that corresponds to the shift you want to edit.
2	Click the down arrow. A list of the most resent transfers is displayed.
3	Select search from the drop down list.
4	From the Work Rule drop-down list, select the appropriate work rule.
5	Click **OK.** The new work rule displays in the Transfer cell.

Add Pay Code

STEP	ACTION
1	In the timecard workspace, select an empty row or insert a row for the appropriate date.
2	Click the cell in **Pay Code** column then click the drop-down arrow.
3	Select the appropriate Pay Code from the drop-down list.
4	Enter the appropriate dollars or hours in the Amount column. SAVE.

Group Edits

STEP	ACTION
1	Select a QuickNav and/or HyperFind Query that displays the employees you wish to edit.
2	Select the first employee.
3	Press and hold **Ctrl**, then select each of the other employees you wish to edit. The employees you select are highlighted in yellow.
4	Perform the edit you wish to make.

Move a Pay Code

STEP	ACTION
1	Change the value in the Total & Schedules tab from **All** to **Daily.**
2	Highlight the day of the Pay Code you want to move.
3	Right click in the Totals & Schedules tab, then, left click **Move.**
4	In the field labeled **Pay Code**, select the correct pay code from the list box.
5	In the field labeled **Amount**, enter the correct amount.
6	Select the effective date.
7	Enter the transfer if applicable
8	Enter a comment if applicable.
9	Click **OK**.
10	Click **Save.**

Delete a Pay Code

STEP	ACTION
1	Click in the amount cell associated with pay code and press the **delete** key on the keyboard.
2	Click in the Pay Code cell and press **delete**.
3	Click **Save**.

Add Pay from Schedule

STEP	ACTION
1	Press and hold **Ctrl** and select multiple employees, or select **Actions > Select All** to select all employees.
2	To Add- Select **Schedule> Pay From Schedule > Add.** To Delete- Select **Schedule> Pay From Schedule > Delete**.
3	In the Effective Start Date field, enter the date to begin paying from the schedule.
4	In the Effective End Date field, enter the date to stop paying from the schedule.
5	Click **Comments**.
6	From the Comments lists, select the reason for adding pay from schedule and click **OK.**
7	Click **OK.**

Manager Approval

STEP	ACTION
1	From the Time Period list, select the time period. You can approve an employee's timecard for any time period.
2	Select the names of the employee(s) whose timecards you need to approve. By holding down the **Ctrl** key as you click each row, you can select more than one employee for approval, or you can click **Actions>Select All** and select everyone on the screen.
3	On the Approvals menu, click **Approve.**
4	Click **Yes** in response to the prompt to approve your selections.

QUICK REFERENCE

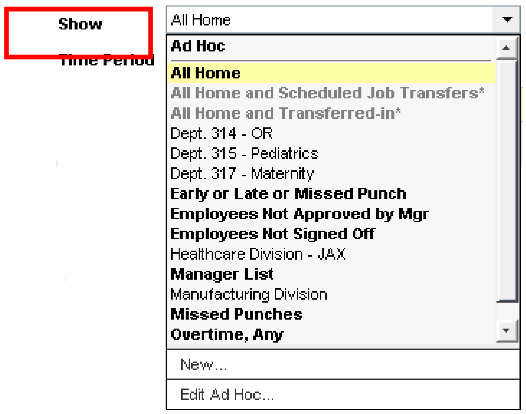
Enterprise eTIME- REPORTS

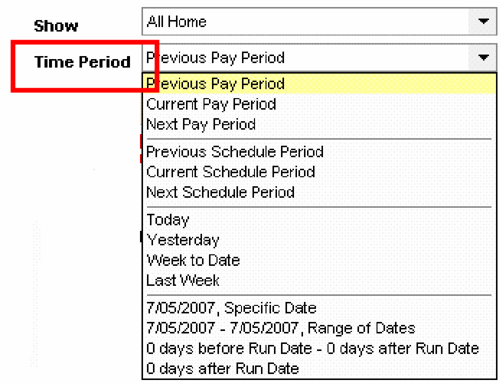
Access

- Click the **Reports** link in the workspace header or
- Select the General menu tab and then select **Reports**.

Selections

After selecting the report you want to run select:
Show: Who and where you want to apply your report
Timeframe: What time period do you want to report on





Options

- Depending on the type of report available options may include

• Actual/Adjusted	• Import Batch
• Absence Types	• Import Types
• Exceptions	• Pay Codes
• Holiday Credit	• Page Break

Generate the Report

Click **Run Report.** Under the Check View Status Tab:

- **View Report** – The Report will display in Adobe PDF Reader
- **Refresh Status** – Will update the report with any additional data.
- **Delete** – Will Delete the selected report
- **Print Screen** – sends all the contents visible on the screen to a printer.

Output

- **View Report** – The report will display in Adobe PDF Reader
- **Print** – Choose a printer to output the report or print from PDF
- **Email** – emails to recipients from within the application. (If enabled).

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Exceptions

Exceptions highlight unexpected or unusual transactions; such as when an employee works outside their scheduled timeframe or scheduled day.

Menu Options

Indicator	Color Code	Description
	Solid Red cell	Indicates that there is either a missed *In* or *Out* punches. Moving the mouse over the cell will provide more information.
Mon 10/01	Red border around a date	Indicates that it is an unexcused absence for the day. Moving the mouse over the cell will provide more information.
4:00PM	Red border around a time	Indicates that there is an exception to the time stamps. Moving the mouse over the cell will provide more information.
Tue 12/25	Blue border around a date	Indicates that it is an excused absence for the day.
11:00AM	Red outlined cell Yellow box inside cell	Indicates that there is an exception associated with the time stamp and a comment associated with the contents of the cell.
7:00PM	Yellow box inside a cell	Indicates that there is a comment associated with the contents of the cell.
11:00PM	Purple transaction (Phantom Punch)	Indicates the transaction was added to the timecard by the totalizer (i.e., system generated). If the cell is gray, the transaction can not be edited.
9:00 4:00	Gray cells	Indicate the transaction can not be edited.
(x)101/201/301/402/...	(X) before a labor account	Indicates that the account is not the primary account that is being indicated in the transfer.

Exception Notes

- Exceptions must be configured in the Enterprise eTIME system.
- Exceptions can be associated with dates, punches or durations.
- If you move the mouse over an exception a message provides more specific information such as “Missed Out-Punch”, “Late” or “Excused”.
- Missed punch exceptions should always be edited.