ACC Faculty Procedures Manual for eTime

Online Electronic Timesheet System
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INTRODUCTION...

The Office of Human Resources and the Information Technology Department are pleased to present eTime, the Online Electronic Timesheet System.

The objective of eTime is to:

♦ Provide a tool for effective time input for all levels of employees;
♦ Minimize the time spent reporting an employee’s work time;
♦ Increase the accuracy of time reporting;
♦ Implement a system for automatic deduction of employee leave;
♦ Reduce manual payroll processes;
♦ Allow supervisors to review and approve employee time reports online;
♦ Provide online review of leave balances for both employees and supervisors; and
♦ Implement payroll controls to achieve organizational goals.

We hope you will find eTime easy, accessible and convenient.

If you need assistance, contact Chista Shiraz, Payroll Manager, Ext. 3-7527 or a Payroll staff member.

We appreciate the untiring efforts of Pauline Hargrave, Programming Director; Eric Emmons, Database Administrator, and Rodney Lyons, Cavalry Software, in designing and implementing eTime.
GETTING STARTED...

1. Open an internet browser and enter the address: (you may want to Bookmark this) https://www3.austincc.edu/ets/
2. You will see the logon screen. Enter your email ID and Password.
3. Click on the Login button to enter the program.

Forgot your password? You may click on the “Send My Password” button and your password will be emailed to you, or you may contact the IT Help Desk at helpdesk@austincc.edu, or at extension 3-4357 for the information.

LOGIN....

After you are logged in, you will get a general information screen. You will see four categories:

♦ My Info
♦ Timesheets
♦ View History
♦ Logout

Please Note: If you supervise employees, you will have additional menu items.
4. The “My Info” button will take you to a screen listing general employee information.

5. The “Timesheet” button will take you to a screen listing the status of your current timesheet(s).
6. The “View History” button will take you to a listing of previously approved timesheets.

7. The “Logout” button will exit you from the system and bring you back to the login screen.
PROCEDURES FOR COMPLETING & SUBMITTING YOUR TIMESHEET

VIEWING/ADDING ABSENces...

1. Click on the “Timesheet” button. You will see a screen with Position title, Position Code, Start Date, End Date, Due Date, Status and Action.

2. To view your timesheet, click on your underscored position title. If you have more than one position, each position will have its own timesheet.

3. A Summary of your Accrued Leave will be displayed in the gray box in the up.

To report sick leave on a particular day or on several non-consecutive days, click on the “Add Absence” button.
4. You will see spaces for entry of the Date of Absence, the number of Hours and the Leave Code. Fill in the appropriate date in mm/dd/yy format, the number of hours taken in quarter-hour increments, and click on the appropriate Leave code from the drop-down box.

5. When finished, click on the “Save” button. To delete any data entered in error, simply press the “Cancel” button and you will be returned to the Summary Screen, or you may type over incorrect entries.

6. After returning to the Summary screen, you will see that the absence time has been added. You may make changes to what was entered by clicking on “Edit” in the Modify column. To delete the entry, click on “Delete” in the Modify column.
7. To add absences for two or more consecutive days, click on “Add Leave Block.” You will see a screen where you may enter the “First Date of Absence,” the “Last Date of Absence,” the “Total Hours” taken and the “Leave Code.” When you have finished entering the information, click on the “Save” button.

8. Oops, I made a mistake....

If you make a mistake calculating the total number of hours absent for the block of days, you will receive an error message. Click on the “Re-enter data for Leave Block” button.
9. Correct the incorrect entry and click “Save.”

10. A summary of your corrected entries will be displayed. If it is incorrect, click the “Re-enter data for Leave Block” button and you will again be returned to the previous screen. If it is correct, click on “Save these new entries.”
11. After the information has been saved you will be returned to the Summary screen, where you will see a list of your entries. The Hours Accumulator box displays the total hours entered in the current timesheet, categorized by types of leave. You may still modify your entries by clicking on either “Edit” or “Delete.” When all entries for the timesheet have been completed and are correct, click on the “Submit Timesheet” button in the middle of the screen.

12. You will be returned to the Menu screen, and the “Status” of your timesheet will now be “Submitted” until your supervisor approves it.
13. Once you have submitted your timesheet, you will not be able to make further changes without first clicking the “Unsubmit” button. When you have completed the changes, click the “Submit Timesheet” button again. This is notification to your supervisor that your timesheet is ready for approval. The “Unsubmit” button will be available until your supervisor approves the timesheet. After he/she has approved it, the status will show “Approved.”

14. Prior to the “Due Date,” if it becomes necessary for you to make corrections and your timesheet has already been approved, your supervisor may “Reject” the timesheet. You will then be able to make corrections and re-submit it. After the due date, your supervisor has one day to “Approve” your timesheet or make corrections to it. After that time corrections must be submitted on a paper Summary of Absence report, and will be processed for the next pay period. The Summary of Absence form is available on the HR web site at the following address: [http://www.austincc.edu/hr/forms.htm#Payroll](http://www.austincc.edu/hr/forms.htm#Payroll).
PROCEDURES FOR APPROVING YOUR EMPLOYEES’ TIMESHEETS

OVERVIEW...

1. The Menu screen that is displayed at the supervisor level has two additional buttons – one for “Employees” and one for “Reports.”

2. The “Reports” button will bring you to a screen with a selection of reports available to help supervisors manage their employees’ time.
3. The “Employees” button gives the supervisor access to timesheets for all his or her employees, categorized by pay period.

4. Click on the link for the appropriate pay period to see a list of your employees’ timesheets for that pay period. If the employee has submitted the timesheet, the status will show “Submitted” and you will see a summary of the hours he or she has entered—hours worked, overtime hours worked, sick leave, vacation leave, other leave, and total paid hours.

5. By clicking on the employee’s name in the first column, the supervisor may view a list of that employee’s direct reports. This allows upper-level management access to all employees in their supervision.
6. Hourly employees without email accounts will have a lock symbol next to their names in the supervisor’s employee list, indicating that they must use the default password for their first login to eTime. **(Default password:** the first 3 letters of the employee’s last name plus the last 4 digits of his or her SSN. The first letter must be capitalized. Example: Smi4321.) By clicking on the lock symbol, the supervisor may reset the employee’s password back to the original default password.

7. Each employee has a clock symbol next to his name. The eTime System will allow a full-time classified employee to enter a maximum of 8 hours leave per day. If the employee’s normal working hours per day is greater than 8, the supervisor may reset the **normal daily** work hours for that employee by clicking on the clock. For example, if the employee’s normal work schedule is four 10-hour days per week, he will only be able to enter 8 hours of vacation leave unless his supervisor changes his normal daily work hours to 10 per day.

When the correct number of normal working hours per day has been entered, click on “Set Working Hours” to save the entry. You will then be returned to the employee timesheet status screen.
8. To view an employee’s individual timesheet entries, click on the “Details” button in the View Details column. You will see all the entries the employee has entered and submitted, and you will see buttons that allow you to “Edit” or “Delete” the entry, or to “View” the audit trail for the entry. You may also click “Show Timesheet Audit History” to view the audit trail for all entries in the timesheet.
9. When viewing the list of employees’ timesheets from the “Employees” list, the supervisor may either approve the timesheet as submitted, “Edit” or “Delete” entries if he or she believes incorrect entries have been made and then approve it, or “Reject” the timesheet entirely, in which case the timesheet returns to the employee to be corrected and resubmitted. If the employee is available to make the corrections, and the submission due date has not passed, the supervisor should reject the timesheet and ask the employee to make the corrections and resubmit the timesheet.

10. To edit a timesheet, click on the “Details” button in the “View Details” column. This will display the timesheet as the employee has submitted it.
DELETING AN ENTRY...

11. To delete an entry, click on the “Delete” button in the Modify column. Because the record of your change to the employee’s timesheet will remain in the audit trail, you must choose a Modification Reason from the drop down list. The Modification Comments area is an optional entry, where you may further explain your deletion of the entry. A reminder appears that the original information is being maintained in the history file.

12. When the page is completed, click the “Delete” button and that entry will be deleted from the submitted timesheet. The option is also available to leave the screen without taking any action by pressing the “Cancel” button.

EDITING AN ENTRY...

13. Choosing the “Edit” option will display a similar screen, where the supervisor may modify the employee’s entry and enter a Modification Reason. The Audit History will retain a record of the employee’s original entry and the supervisor’s modifications.

14. While the timesheet is being modified by the supervisor, the option is still available to the employee to “unsubmit” the timesheet by clicking on the “Unsubmit” button.
15. When finished viewing/editing the timesheet, click the “Approve Timesheet” button. The Summary screen will reflect the hours approved. Prior to the approval due date for the timesheet, the supervisor may make changes to it by clicking the “Modify” button. This will open the timesheet to allow editing and re-approval.

16. Clicking the “Reject” button will remove the supervisor’s approval and change the Status of the timesheet to “Unsubmitted.”

A message will be displayed warning the supervisor to notify the employee that changes are needed to his timesheet, and that he must resubmit it. Once the employee has again submitted the timesheet, the supervisor must then “Approve” it.
17. When the timesheet has been approved, the “Unsubmit” button will no longer be available to the employee, and the “Status” will be “Approved.”

19. The supervisor cannot approve the employee’s timesheet until it has been submitted. If the employee is not available to submit the timesheet, the supervisor may submit it for him by clicking on the “Submit” button. The supervisor may then modify the timesheet and/or approve it, by following the above procedures.

**APPROVING AN UNSUBMITTED TIMESHEET...**
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VIEWING/UPDATING TIMESHEET....

1. Click on the “Timesheet” button. You will see a screen with Position Title, Position Code, Start Date, End Date, Due Date, Status and Action.

2. To view your timesheet, click on an underscored Position Title. If you have more than one position, each position will have its own timesheet.

3. This will bring up a screen listing each day for the pay period the timesheet covers. You will need to enter both time worked and/or hours absent for each day.

To enter the hours and time absent, click on “Add Entry.” This will bring up a timesheet for that day.
4. The first day of the time period is Sunday. If no leave was taken or no hours worked, simply press the “Save” button and the program will take you to the next day. If no time is entered, the system will assume scheduled time to be unpaid at submission time.

5. For the next day, fill in the actual time you started work and left work. Also enter the start time and end time for any time taken off and the appropriate Work/Leave Earnings Code. The column “Work/Leave Earnings Code” box is a drop down box that lists the various types of leave available (i.e., sick, vacation, etc.).

You must enter hours worked and leave hours on separate rows in the timesheet.
EXAMPLE:
If you worked from 8 a.m. until noon, took lunch (which is not calculated) and one hour personal leave, then returned to work from 2 p.m. until 5 p.m., the entries would look like the following:

6. When finished, click on the “Save” button at the bottom of the screen.

7. As you add each day, you will see the hours calculated and totaled on the Summary screen.
8. When entries for each day have been completed, click the “Submit Timesheet” button in the center of the screen. This will return you to the main timesheet screen. Once you have submitted your timesheet, you will not be able to make further changes without first clicking the “Unsubmit” button. When you have completed changes, click the “Submit Timesheet” button again. This is notification to your supervisor that your timesheet is ready for approval. The “Unsubmit” button will be available until your supervisor approves the timesheet. After he/she has approved it, the status will show “Approved.”