Online Electronic Timesheets Instruction and Procedures Manual

“eTime”

Office of Human Resources
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INTRODUCTION...

The Office of Human Resources and the Information Technology Department are pleased to present the pilot program for the Online Electronic Timesheet (“eTime”).

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; and
♦ Implement payroll controls to achieve organizational goals.

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

If you need assistance, contact Chista Shirazi, 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.
TO BEGIN....

1. Bring up an internet browser and enter the address: (Hint: You might Bookmark this)  https://www3.austincc.edu/ets/
2. It will bring up the logon screen. Enter your email ID and Password.
3. Click on the Login button to enter the program.
4. If you do not have an email account set up, use the first three (3) letters of your last name and the last four (4) digits of your Social Security Number.

Forgot your password? You may click on the “Send My Password” button and your password will be emailed to you. During the pilot program, this feature is not working and you will need to contact the HELP Desk at Ext. 34357 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
5. The “My Info” button will take you to a screen listing general employee information.

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

8. The “Logout” button will exit you from the system and bring you back to the login screen.
eTime
for Classified and Hourly Employees
eTime for
Classified and Hourly Employees

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 in hours and time 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.”
eTime
for Monthly Employees

The eTime program automatically calculates 40 hours per week for each employee. Thus, you are asked to report the times that you have not worked during the reporting period to create a Summary of Absences.
eTime
for Monthly Employees

VIEWING/UPDATING A SUMMARY OF ABSENCE....

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. This will bring up a Summary of all leave accrued.

To report an absence on a particular day or on several unconnected days, click on the “Add Absence” button.
4. This will bring up lines to enter 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, and click on the appropriate Leave code.

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.

6. After returning to the Summary screen, you will see that the absence time has been added. You may make changes to what was done by clicking on “Edit” in the Modify column. You may also delete what was entered by clicking on “Delete” in the Modify column.

You may add absence time for several consecutive days by clicking on the “Add Leave Block” button.
7. This will take you to 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 number of hours of absence, you will receive an error message. Click on the “Re-enter data for Leave Block” button, and you will be returned to the previous screen to correct the data.
9. When the Correct data is entered, a list will appear of the days/hours your absence covered. Click on the “Save these new entries” button to add the information to your timesheet. If the information is incorrect, you may click the “Re-enter data for Leave Block” button and you will be returned to the previous screen to make corrections.

10. After the information has been saved, you will be returned to the Summary screen, where you will see a list of the days/hours and a list of the totals in the Summary box in the upper right corner. Once again, the entries may still be modified 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.
11. 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.”
eTime for Supervisors

At the supervisor level, all the criteria for eTime for Monthly timesheets applies for your own personal timesheet. In addition, supervisors have access to and must review and approve the timesheets of the employees they supervise. The log-in system remains the same.
1. The 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 the supervisor manage their employees’ time.
3. The “Employees” button gives the supervisor access to the completed and submitted timesheets of the employees that report to him or her.

4. Example of an original entry.

5. Example of a modified entry reflecting the deleted status of the entry.
6. Hourly employees without email accounts will have a lock symbol next to their name. This allows the supervisor to reset their Password. (Back to Original Password) – first 3 letters of last name and last 4 digits of SSN.

7. Employees who work different schedules (10 hours per day): Each employee has a clock next to their name. The supervisor may set the normal work hours for that employee.

8. When finished editing the timesheet, click the “Approve Timesheet” button. This submits the timesheet to the next level for approval, if necessary. The Summary screen will reflect the hours approved. The timesheet, however, will still be available to the supervisor for further modification until it is approved by the next level. Clicking the “Un-Approve” button will open the timesheet for editing once again after it has been approved.

9. The supervisor may either approve the timesheet as submitted and send it forward for processing at the next level, edit the timesheet if they feel some of the information is incorrect and then send it forward, or reject the timesheet entirely, in which case the timesheet returns to the employee to be corrected and resubmitted.
10. The first column lists the employee’s name. Clicking on it will bring up a list of employees who report to him or her. This allows upper-level management access to all employees in their supervision.

11. The next seven columns list the department of the employee and a summary of what was entered on the timesheet—hours worked, overtime hours worked, sick leave, vacation leave, other leave, and total paid hours.

12. To edit a timesheet, click on the Details in the “View Details” column. This will display the timesheet as the employee has submitted it.

13. Pressing either key under the “Modify” column allows a supervisor to either Delete an entry altogether (although a history of what was submitted is maintained—it can be viewed under the “Audit Trail” column) or Edit an entry.
14. Deleting an Entry
When the Delete modification is chosen, you will be taken to the delete screen. There you will need to specify why you are choosing to delete an entry; an area is provided to further expand on the justification. A reminder appears that the original information is being maintained in the history file.

15. 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.

16. From the employee’s side, while the timesheet is being edited the option is still available to unsubmit the timesheet by clicking on the “Unsubmit” button.
17. When the timesheet has been finally approved, the “Unsubmit” button disappears and the “Status” shows as “Approved.”