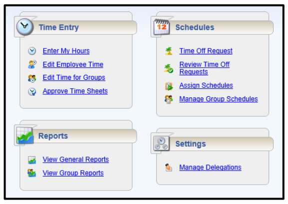
MANAGER FUNCTION JOB AID

DASHBOARD FUNCTIONS

Time Entry



- Enter My Hours: View, enter or update time sheet data through the time sheet.
- Edit Employee Time: View, enter or update employee time sheet data.
- Edit Time for Groups: Add and edit time entries for a group of assignments at once.
- Approve Time Sheets: Approve time sheets for employees or groups of employees.

Schedules

- Time Off Request: Submit time off requests, tracks the status of your request¸ and views the history of past request.
- Review Time Off Request: Approve or reject employee time off requests.
- Assign Schedules: Add and edit schedule for employees.
- Manage Group Schedules: Add and edit schedules for an entire group of assignments at once.

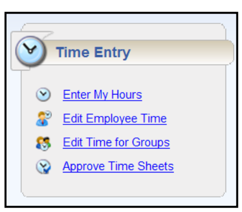
Reports

- View General Reports: Generates and views standard reports.

Settings

- Manage Delegations: The roles for an assignment group can be delegated to another user.

TIME ENTRY



1. Locate **Time Entry** icon.
2. Click **Enter My Hours.**
3. If multiple assignments exist - select the appropriate assignment.
4. Click the respective arrow on the **Pay Period** icon to retreat or advance a pay period.
5. Click the rows in which you want enter or modify time.
6. Record your time and attendance information.
7. Click the **Save** icon after every time sheet change.
8. Click the **Submit** icon at the end of every pay period.

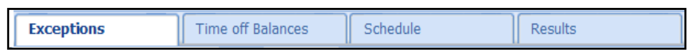
TIME ENTRY - RECALL ICON

If the time sheet has not yet been approved, it recalls the timesheet and allows you to make modifications.

An exception is a conflict noted between your time and attendance information and the rules under which the time sheet is processed.
Exceptions are color –coded to identify the level of severity:

- White – Informational message only
- Yellow – Warning present
- Red – Error present will not be paid

The bottom panel of the Time Entry screen allows you to view the Exceptions, Time Off Balances, Schedule and Results Tabs.



EDIT EMPLOYEE TIME

1. Locate **Time Entry** icon.
2. Click **Edit Employee Time.**
3. Select an assignment group and then select an employee from the assignment group.
4. Click the respective arrow on the **Pay Period** icon to retreat or advance a pay period.
5. Click anywhere in the rows in which you want enter or modify employee's time.
6. Click the **Save** icon after every time sheet change.

EDIT TIME FOR GROUPS

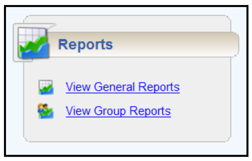
1. Locate **Time Entry** icon.
2. Click **Edit Time Groups.**
3. Select an **Assignment Group** from the drop-down list.
4. Select the **Daily Entry Add/Edit** option to apply changes to individual employees.
5. Click anywhere in the rows in which you want enter or modify employee's time.
6. Click the **Save** icon after every time sheet change, Select **Back** to return to main screen without savings.

MANAGER FUNCTION JOB AID

APPROVE TIME SHEETS

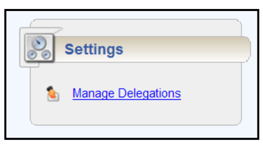
1. Locate **Time Entry** icon.
2. Click **Approve Time Sheets.**
3. Select an assignment group from the assignment tree, the **Approve Current Time Sheets** window appears.
4. Select the checkbox in the **Employees Active On** field to populate a different date range.
5. Select the **Approve** checkbox in the **Manager Approval** field.
6. Click the **Save Approval**.

VIEWING REPORTS



1. Locate **Reports** icon.
2. Click **View General Reports.**
3. Select a report category.
4. Click the name of the report you want to generate.
5. Complete the respective fields.
6. Select the output format.
7. Click **Submit** to generate report.

DELEGATIONS

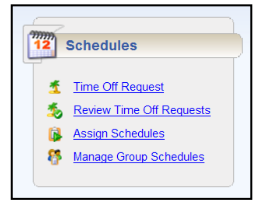


1. Locate **Settings** icon.
2. Click **Manage Delegations.**
3. Click **Delegate Authority**.
4. Click **Search**.
5. Choose your delegations option, click on **Assignment Group** selected.
6. Select role and enter effective date and end effective date.
7. To allow re-delegation click on checkbox provided.
8. Click **Next**.
9. Click **Search** and select user.
10. Click the **Select** button, confirmation message will appear of delegation.

REVOKING DELEGATIONS

1. Locate **Settings** icon.
2. Click **Manage Delegations.**
3. Click **View / Revoking Delegations**.
4. Click the revoke link next to the appropriate assignment group.
5. Select effective date or click revoke immediately checkbox.
6. Click **Confirm**.
7. Confirmation message will appear.

REQUESTING TIME OFF



1. Locate **Schedules** icon.
2. Click **Time Off Request.**
3. Select **Create Time Off Request**.
4. Choose the type of time off from the **Paycode** drop-down list.
5. Enter the start and end dates of your time off.
6. Select **Enter details for this date range**.
7. Click **View and confirm details for this Time Off Request**.
8. Click **Submit this Time Off Request.**

REVIEWING TIME OFF REQUEST

1. Locate **Schedules** icon.
2. Click **Review Time off Request** the **Time Off Approval Summary** screen appears.
3. Select an employee, review accrual bank balance if needed.
4. Select **Approve this Time Off Request** or **Reject this Time Off Request**.

ASSIGNING SCHEDULES

1. Locate **Schedules** icon.
2. Click **Assign Schedules**.
3. Click **Assign Schedule Templates**.
4. Select **Assignment Group**.
5. From the **Schedule Template** drop-down list select the correct schedule template.
6. Enter valid date range and effective dates.
7. Click the **Save** button.

MANAGING GROUP SCHEDULES

1. Locate **Schedules** icon.
2. Click **Manage Group Schedules**.
3. Select and **Assignment Group**.
4. Select the **Daily Entry Add/Edit** option to apply changes to individual employees.
5. Modify schedule for appropriate employee.
6. Select **Save Schedule**.