AccuPay
Your Professional Payroll People

Web Based Time & Labor Management

User Guide for Managers

Web Based Time & Labor Management - User Guide for Managers

Document No.: 05-001

© 2001 - 2014 All rights reserved. Under copyright laws, this document may not be copied, photocopied, reproduced, or translated without prior consent of www.entertimeonline.com.

Table of Contents

INTRODUCTION 1
ABOUT WEB BASED TIME & LABOR MANAGEMENT 2
ABOUT THIS GUIDE 2
GETTING STARTED 3
LOGGING IN 4
CHANGING YOUR PASSWORD 4
COMMON ICONS AND SCREEN FUNCTIONS 4
    Navigation Bars 5
    Filters 5
MANAGER TASKS 8
MANAGING TIMESHEETS 9
    Editing Timesheets 9
    Printing Timesheets 10
    View Employee's Schedule 11
    Viewing, Approving, and Rejecting Timesheets 13
    Approval of Daily Punches 14
    Additional Options 15
MANAGING TIME OFF REQUESTS 17
    Viewing, Approving, and Rejecting Time Off Requests 17
TO DO's 21
EU: Opt-Out Management 21
EU: Open Absence Management 22
EU: Overtime Request Management 22
SCHEDULES 23
RUNNING TIME PREP 34
ACCRUALS 38
RUNNING REPORTS 39
MANAGING GROUPS 44
EMPLOYEE MAINTENANCE 49
MOBILE 51
FAQS 56

Introduction

This chapter provides introductory information about Web Based Time & Labor Management and this guide. It contains the following sections:

- About Web Based Time & Labor Management
- About this Guide

About Web Based Time & Labor Management

Web Based Time & Labor Management is a web-based time and attendance system used for a variety of labor tracking needs such as attendance management, project tracking, benefit entitlements, payroll preparation, and more. Web Based Time & Labor Management is a flexible solution that allows users log into their account from any location via the Internet.

Managers save time by using Web Based Time & Labor Management to automate previously tedious tasks such as collecting timesheets, processing payroll, responding to time off requests, gathering report data, and more. Extensive access settings ensure that managers see data from only those employees they manage. Managers are notified through System Notifications when their response is required, for example, to approve a timesheet. Self-empowerment tools that let employees view their own timesheets and time off balances save managers from having to look up this information for them. Managers have quick access to information without needless paperwork – freeing up time for more important tasks such as managing productivity levels and tracking projects.

About this Guide

This guide describes tasks that are typically only performed by managers using Web Based Time & Labor Management. This guide contains the following chapters:

- **Introduction** - Provides a brief system overview on Web Based Time & Labor Management and describes this guide.
- **Getting Started** - Helps you get started with Web Based Time & Labor Management login information and user interface fundamentals.
- **Manager Tasks** - Describes manager-level functions within Web Based Time & Labor Management.
- **FAQs** - Provides answers to questions frequently asked by managers using Web Based Time & Labor Management.

Separate guides have been created for system administrators and basic employee users. The *Web Based Time & Labor Management System Administration Guide* provides instructions on typical tasks performed by System Administrators in Web Based Time & Labor Management, while the *Web Based Time & Labor Management User Guide for Employees* describes typical tasks performed by employees in Web Based Time & Labor Management.

Getting Started

This chapter provides information to help you get started with Web Based Time & Labor Management. It contains the following sections:

- Logging In
- Changing Your Password
- Common Icons and Screen Functions

Logging In

To log into Web Based Time & Labor Management, simply point your web browser to https://secure.entertimeonline.com/ta/[CompanyShortName].login. Replace the word **CompanyShortName** in the URL with your company's short name. For instance, if your company's name is **XYZ Business** and it's short name is **XYZ**; you would substitute **CompanyShortName** with **XYZ**. The URL would then read as follows: https://secure.entertimeonline.com/ta/XYZ.login. Then enter your username and password and click **Login**.

NOTE: If SS# is used as the username, all but the last 4 digits are 'masked'.

When logging in as a manager, you will have more menu options than basic level employees. Menu options are determined by your security level and the software modules that are enabled on your Web Based Time & Labor Management system. For example, if your company is not using Web Based Time & Labor Management to track benefit accruals, the **Accruals** menu will not appear within your menus. A manager's menu bar typically contains the following options:

- **My Account** - Use this menu to work on your own timesheets and Time Off requests.
- **My Employees -** used to manage users in the company, can also include **Accruals** which would be used to run accrual rules against timesheet data, depending on enabled functionality.
- **Manage Time** - Use this menu to manage all timesheets and Time Off requests.
    1. **Schedules** - used to create, modify and assign schedules to employees on a recurring basis or for one instance.
- **Manage Payroll** -
    1. **Process and Export** -used to apply pay rules against timesheet data and export the data to your payroll provider for processing.
- **My Reports** - Use this menu to run reports.
- **Company Settings -** Use this menu to change your employee's settings in Web Based Time & Labor Management.

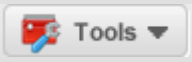
Changing Your Password

To change your password, select **My Account > My Settings > Change Password**. Use the fields on the **Change Password** page to enter your old and new password, and then click **Save**.

Common Icons and Screen Functions

This section describes common icons and screen functions that can be found throughout the Web Based Time & Labor Management interface.

Icon	Function
	Provides calendar pop-up for you to select a date.
	Delete current selection.
	View/Edit current selection.
	View/edit.
	Enter note.
	Punch in and punch out.
	Print timesheet.

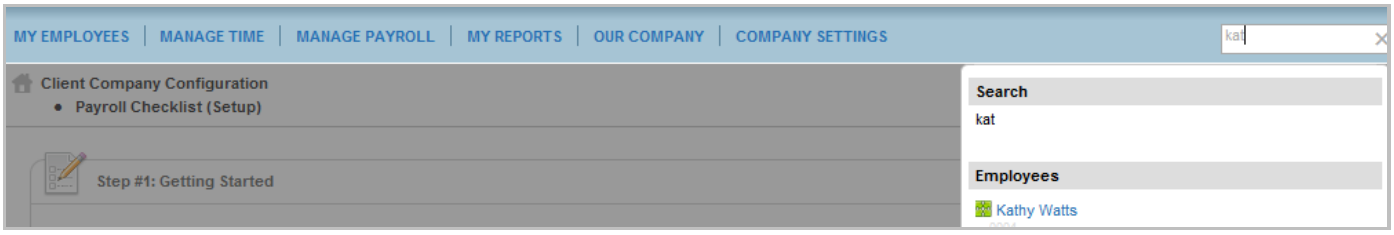
Icon	Function
	View Group Permissions.
	View Approval History.
	Lookup options for current selection.
	View more detail.
	Lookup history.
	View time off counts.
	Select, add, or approve.
	Reject.
	Add/change functions of a report.

Navigation Bars

Each page in Web Based Time & Labor Management contains a navigation bar that provides buttons for performing actions specific to that area of the software (see example below). Always use the navigation bar buttons along with Web Based Time & Labor Management menu options to navigate throughout the application, rather than the “Back” button offered in your Internet Explorer browser.

Search

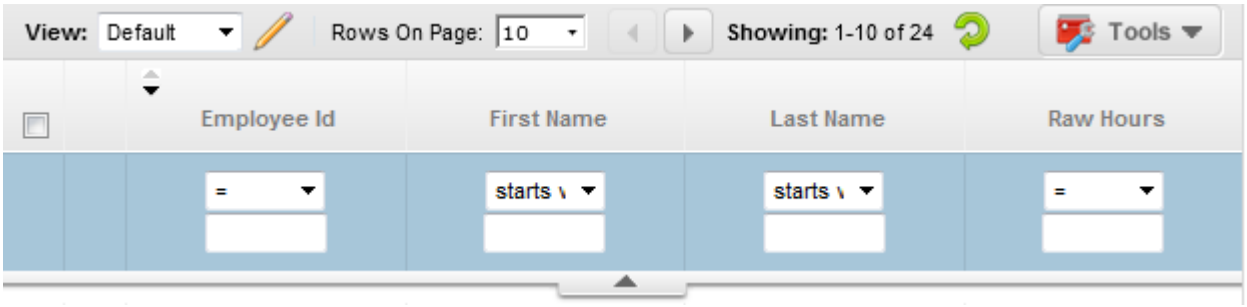
There is a Search Bar within the system that allows you to search for items throughout the system. This field will allow you to search for configuration pieces that are clickable, as well as specific employees (by name, Id, or badge). You will only be able to search for items based on your Security.



Filters

Many pages in Web Based Time & Labor Management offer filters for sorting data that appears on the page (see example on next page). These filters can be very helpful if you are looking for a specific record within a long list of data.

For example, you might be trying to find an employee account to edit amongst a long list of employees. You can find that employee account quickly by entering the first few letters of an employee’s last name in the **Last Name** filter field, selecting the **starts with** option, and clicking **Run**. The page will refresh and display all users who fit the criteria entered. (Ex. If you enter in Smi, both Sally Smith and Jane Smiley will display).

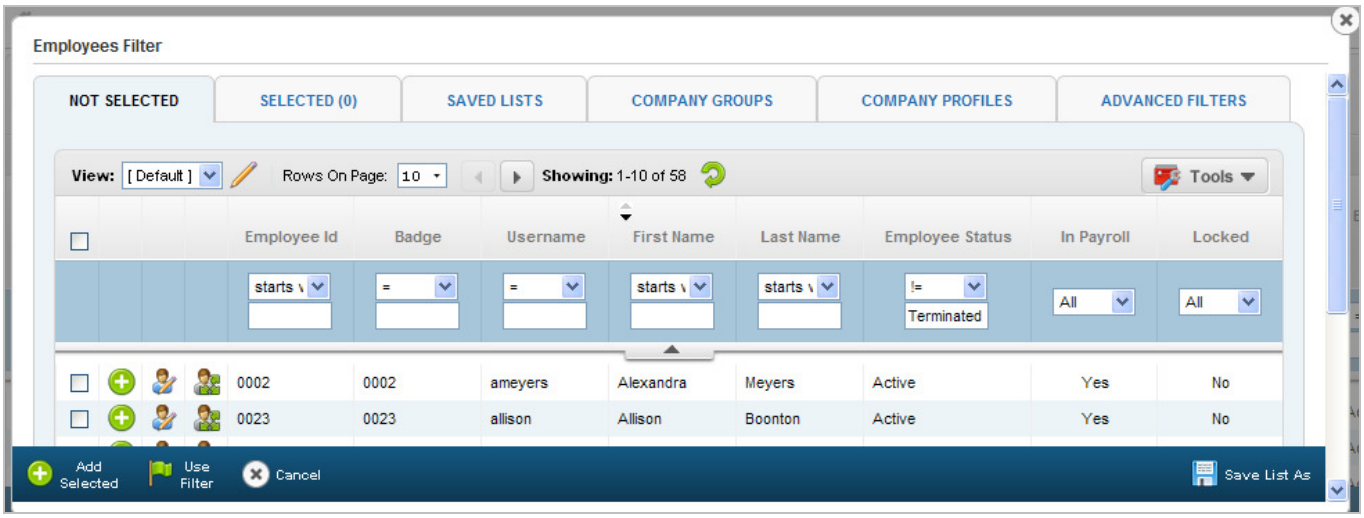


You will notice most column headings in the filter area contain **G** and **X** symbols. The **G** symbol lets you group the data on the page by that data type. The **X** symbol lets you remove that data column altogether from the results on the page.

In the drop down menu, you will also see a variety of other symbols that allow you to search more specifically for an item. The following table defines and provides an example for each symbol.

Symbol	Definition	Example
=	Entry is exactly this	The entry equals 03/30/06
! =	Entry is not this	The entry does not equal 03/30/06
starts with	Entry starts with	Entry starts with abc
not starts with	Entry does not start with	Entry does not start with abc
Like	Entry is like	Entry contains abc
not like	Entry is not like	Entry does not contain abc
<	Entries are less than	The entry is before 03/30/06
>	Entries are greater than	The entry is after 03/30/06
<=	Entries are not less than	The entry is before or on 03/30/06
>=	Entries are not greater than	The entry is on or after 03/30/06
is null	Entries that are blank	The entry is blank
is not null	Entries that are not blank	The entry has been filled in
In	Entries that include	The entry includes 03/30/06
not in	Entries that do not include	The entry does not include 03/30/06

The employee filter icon will allow you to filter reports by choosing specific employees or groups of employees. Once you click on the icon, a screen appears (as shown below) with six tabs at the top of the screen:



- **Not Selected** – Shows all available employees. You can click on the boxes to individually select employees to include in the report. Click

- **Selected** – Shows selected employees.
- **Saved Lists** – Indicates previously saved lists. You can create new lists by clicking on the 'Save List As' button.
- **Company Groups** – Allows you to filter report by company groups.
- **Company Profiles** – Allows you to filter report by company profiles.
- **Advanced Filters** – Allows you to create a custom filter based on the settings that you choose.

Manager Tasks

This chapter provides comprehensive training on Web Based Time & Labor Management functions specific to the manager role. It contains the following sections:

- Managing Timesheets
- Managing Time Off Requests
- Schedules
- Running Time Prep
- Accruals
- Reports
- Managing Groups
- Resetting User Password

Note: As a manager you may also be required to perform system administrator and basic employee tasks in Web Based Time & Labor Management. Refer to the *Web Based Time & Labor Management User Guide for Employees* and *Web Based Time & Labor Management System Administration Guide* to learn how to perform functions specific to these roles.

Managing Timesheets

As a Manager it's likely you've been designated to approve timesheets of some or all employee accounts. This section describes how to view timesheets in detail, edit timesheets, and approve/reject timesheets.

Editing Timesheets

You may notice that an employee made an error on his/her timesheet that must be corrected. As a manager you can access your employees' timesheets and make those corrections when necessary.

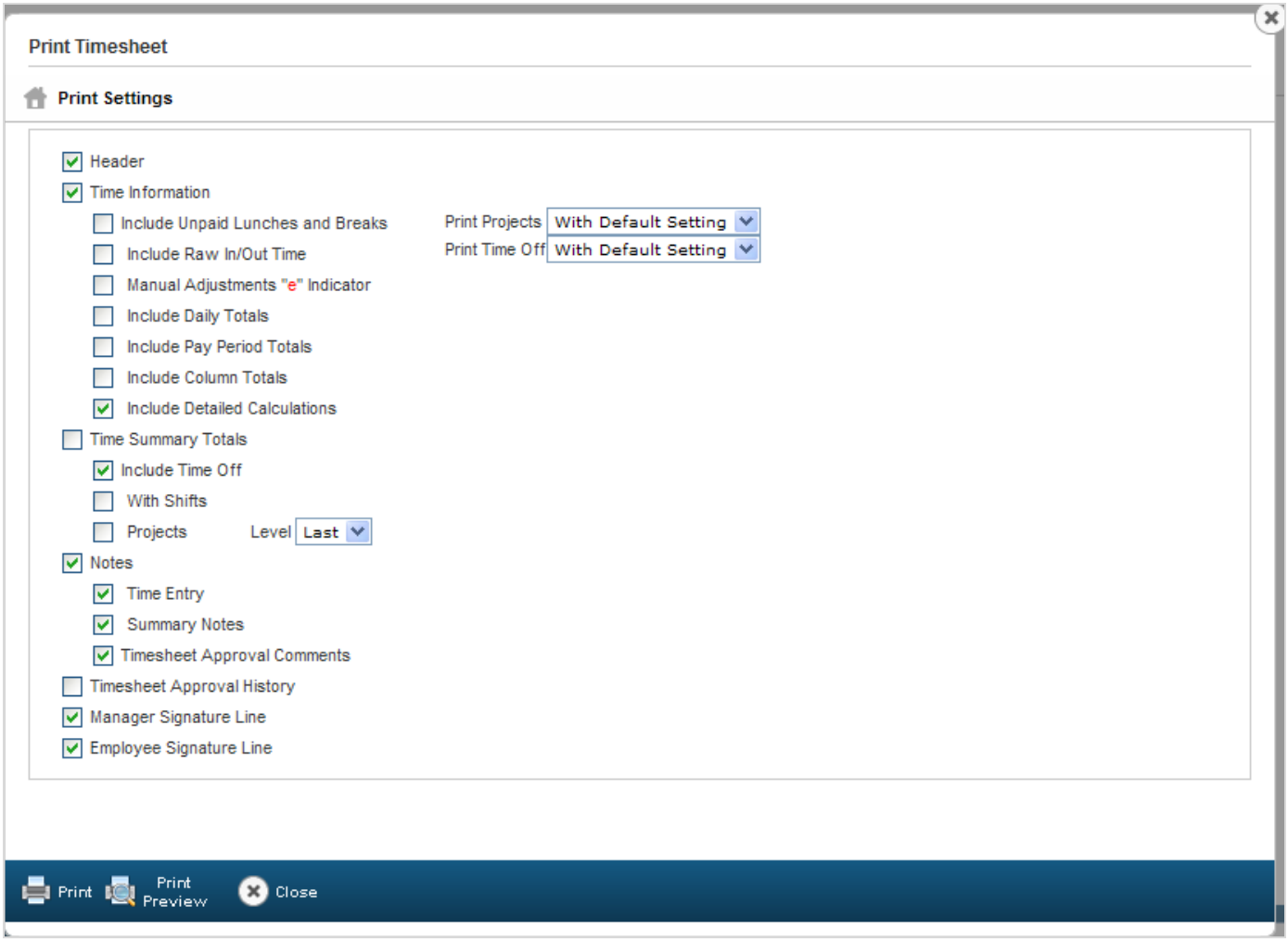
To edit an employee's timesheet:

1. Go to either:
   - **Manage Time > Manage Timesheets > By Pay Period**
   - **Manage Time > Manage Timesheets > Current**
   - **Manage Time > Manage Timesheets > All**
2. Locate the timesheet you want to edit and click the button.
3. Then, using the **Days** tab, choose the date within the drop down menu you wish to edit. On that date, you will view any punches recorded for that day.
4. In the example below, Eva missed her first punch of the day. To edit, click within the **From** box, and enter her start time for that day.
5. To add additional rows, click on the button.

6. After you make your changes to the timesheet, click the **Save** button.

To Print an employee's timesheet:

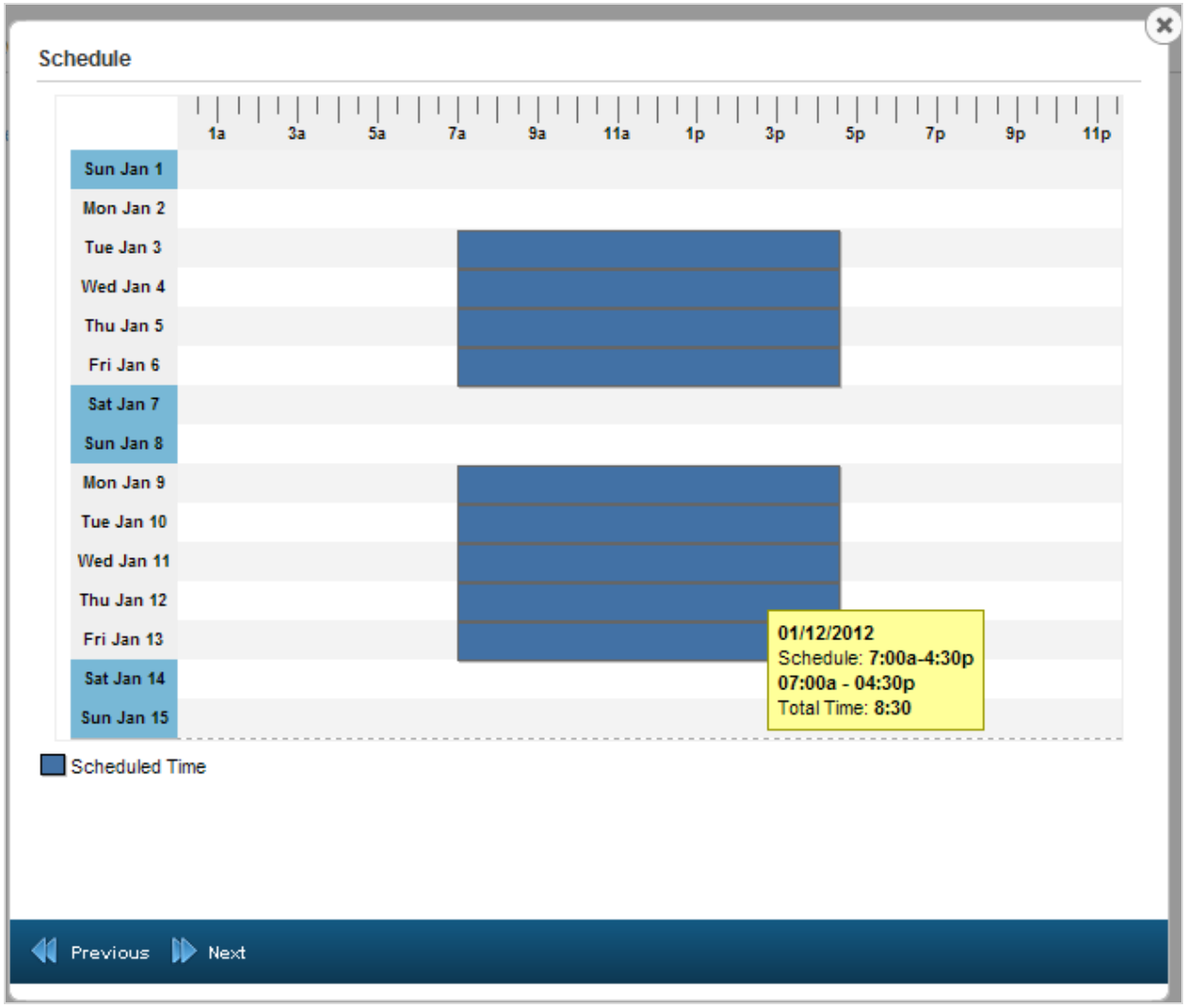
1. In the employee's timesheet, click on the Utilities button. Then click Print. The following options will appear:



- **Header** – will print timesheet with employee's name, Id, pay period dates, the date and time it was printed.
- **Time Information** – will print timesheet with employee's from and to times as well as the calculated regular and overtime.
- **Include Unpaid Lunches and Breaks –** will print the employee's unpaid breaks and lunches
- **Include Raw In/Out Time –** shows the raw in and out punches
- **Manual Adjustments "e" Indicator –** will allow you to see any non-punched (edited) time
- **Include Daily Totals –** will include each day's total hours
- **Include Detailed Calculations –** will include a detailed view of the calculations applied to the timesheet
- **Notes –** will print timesheet with any notes left by the employee or manager (Time entry, daily, bonus, adjustment, and/or approval comments).
- **Timesheet Approval History –** provides a view of the timesheet's approver(s) and the state of the timesheet
- **Extra Pay Information –** will print timesheet extra pay information as well as any codes.
- **Manager Signature Line -** a signature line will appear for the supervisor upon printing the timesheet. You may also customize the label for the signature line.
- **Employee Signature Line -** a signature line will appear for the employee upon printing the timesheet.
- **Print –** will print the employees timesheet
- **Print Preview –** will display a preview of what the timesheet or employee file will look like when printed.

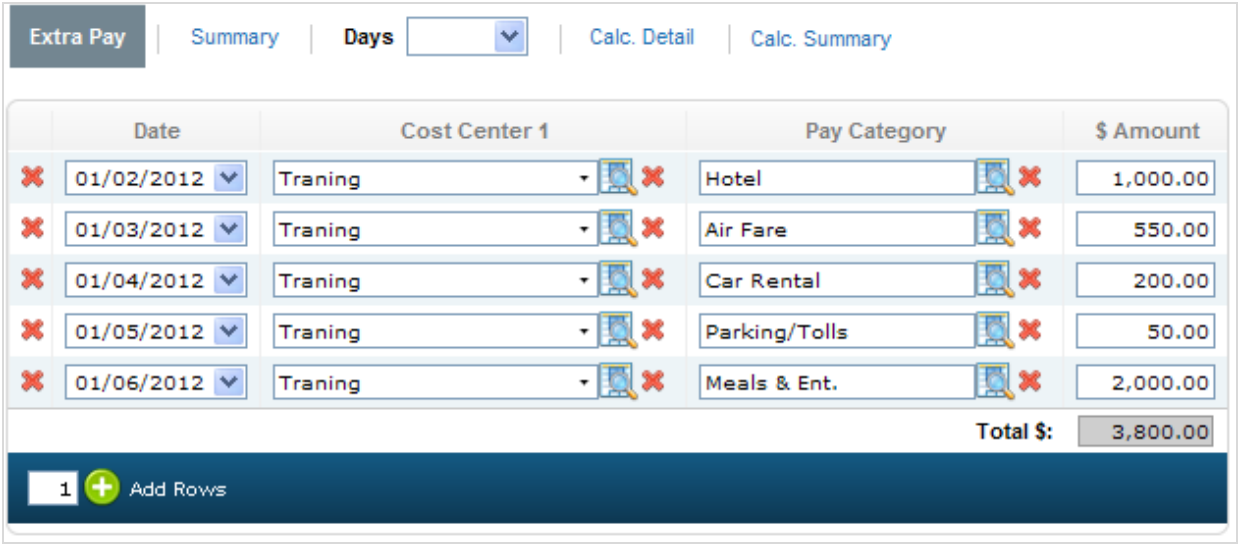
To View an Employee's Schedule

1. In the employee's timesheet, click on the Utilities button. Then click the Schedule button. The following image allows you to view the schedules assigned to the employee for the entire pay period:



To edit an employee's extra pay:

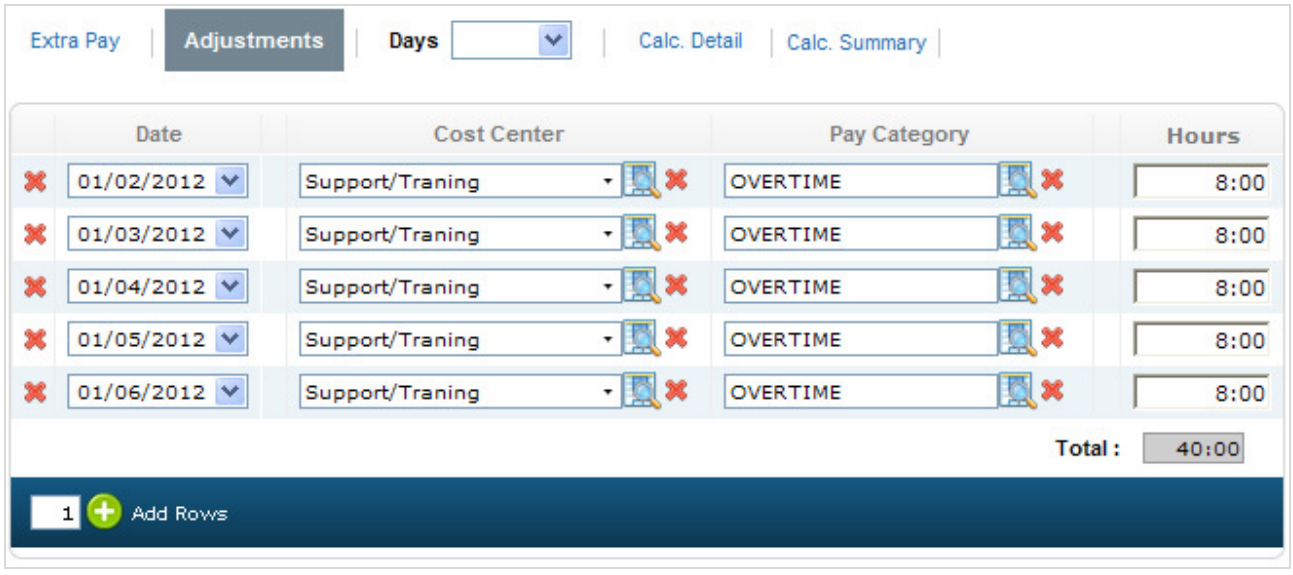
1. Go to **Manage Time > Manage Timesheets > By Pay Period**.
2. Locate the timesheet you want to edit and click the button.
3. Then, using the **Extra Pay** tab, choose the date within the screen menu you wish to edit.
4. Enter in the necessary information in the fields provided including the dollar amount you wish to add or edit.



5. After you make your changes to the timesheet, click the **Save** button.

To edit an employee's adjustment pay:

1. Go to **Manage Time > Manage Timesheets > By Pay Period.**
2. Locate the timesheet you want to edit and click the button.
3. Then, using the **Adjustments** tab, choose the date within the screen menu you wish to edit.
4. Enter in the necessary information in the fields provided including the hours you wish to add or edit.



5. After you make your changes to the timesheet, click the **Save** button.

Editing Timesheet Tip: If 'reason codes' have been enabled for your company, you will be required to choose a 'reason' why you edited the timesheet.

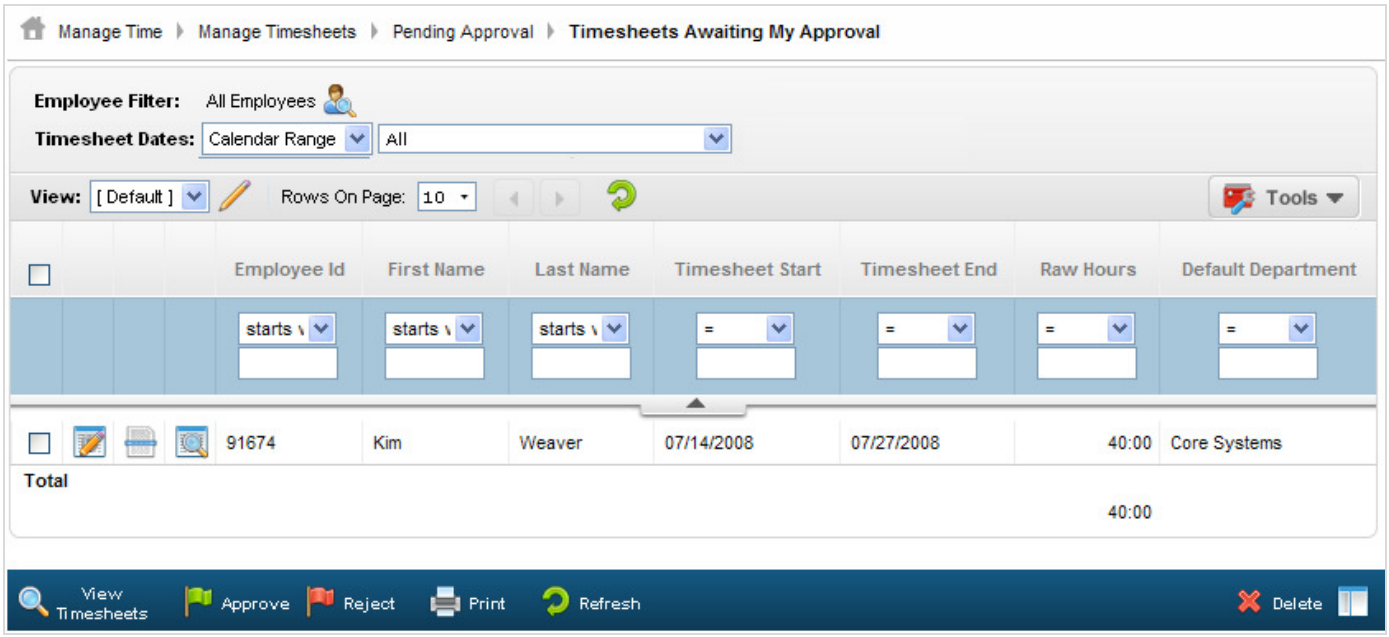
Approving and Rejecting Timesheets

You can view timesheets pending your approval by accessing **Manage Time > Manage Timesheets > Pending Approval.** Doing so displays the **Timesheets Awaiting My Approval** screen, where you can approve and reject submitted timesheets, as well as view the submitted timesheets in detail. . (Please note: users who were not employed during this pay period and don't have a timesheet will not be displayed.)

Tip: Web Based Time & Labor Management also provides a way to view all employee timesheets – regardless of whether the timesheets have been submitted – by accessing **Manage Time > Manage Timesheets > All Open**.

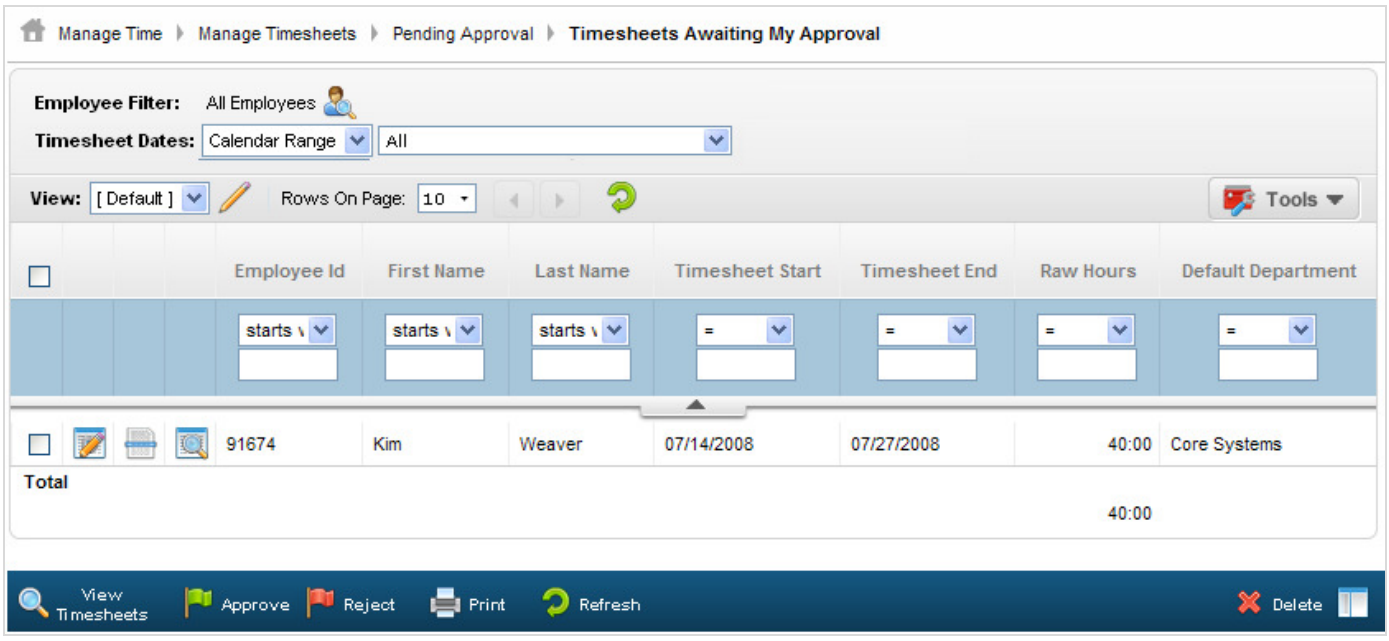
To review timesheets awaiting approval:

1. Select **Manage Time > Manage Timesheets > Pending Approval**. The **Timesheets Awaiting My Approval** screen will display.
2. Click the preview timesheet button that corresponds to the timesheet you want to access. Doing so displays an overview of hours per day within that timesheet.
3. To edit the timesheet, choose the edit button.



To approve a timesheet:

1. Select **Manage Time > Manage Timesheets > Pending Approval**.
2. The **Timesheets Awaiting My Approval** screen will display.

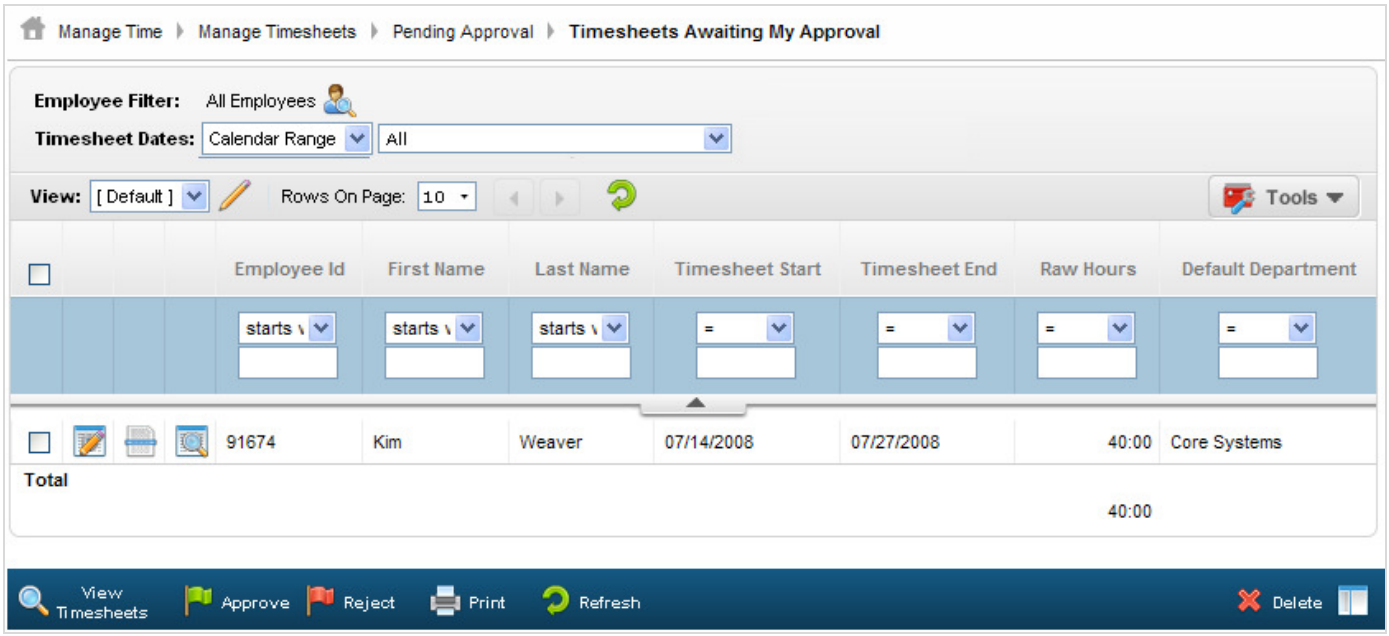


3. Select the checkboxes that correspond to the submitted timesheets you want to approve and click the

button.
4. The system prompts you to confirm your decision and also provides a text box for you to attach any comments regarding your decision. The employee will receive this comment when they review their submitted timesheet.

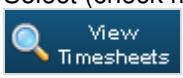
To reject a timesheet:

1. Select **Manage Time > Manage Timesheets > Pending Approval**.
2. The **Timesheets Awaiting My Approval** screen will display.

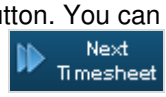


3. Select the checkboxes that correspond to the submitted timesheets you want to reject and click the

button.
4. The system prompts you to confirm your decision and also provides a text box for you to attach any comments regarding your decision. The employee will receive this comment when they review their submitted timesheet.

Tip: Web Based Time & Labor Management also provides a way to view multiple users' timesheets simultaneously. Select (check mark) the users' timesheets that you want to view/edit before approving or rejecting and click on the 

button. You can move back and forth between these selected users' timesheets using the

and 

buttons.

To approve daily punches or piecework:

1. Select **Manage Time > Manage Timesheets > Approve Time Entries.** The **Approve Time Entries** screen will display.
2. Select the checkboxes that correspond to the daily punches to approve and click the

button.

To approve extra pay entries:

1. Select **Manage Time > Manage Timesheets > Approve Extra Pay Entries**. The **Approve Extra Pay Entries** screen will display.
2. Select the checkboxes that correspond to the daily punches to approve and click the

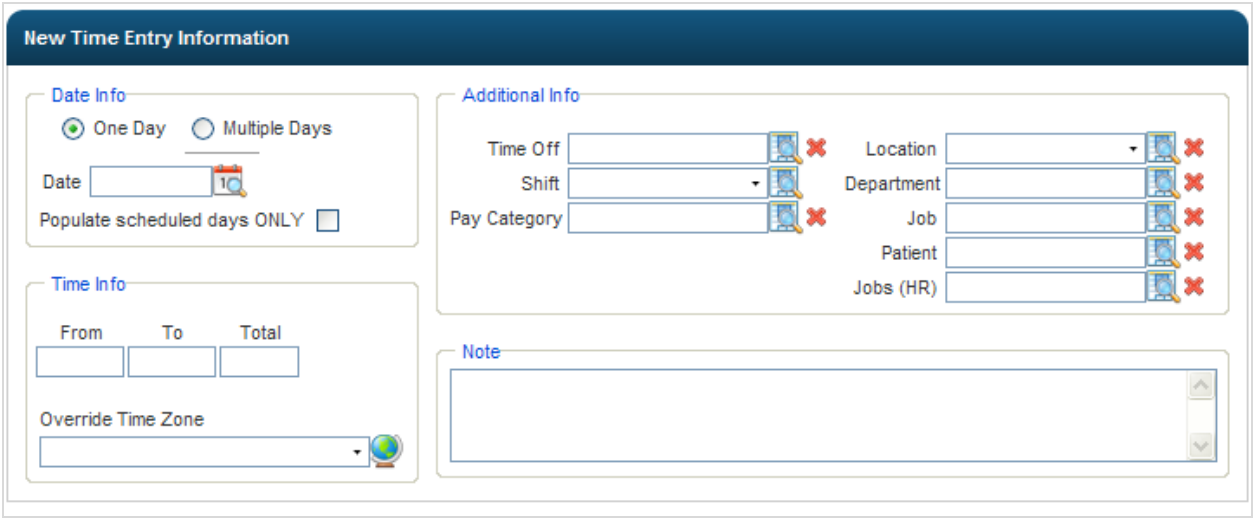
button.

Note: Approving daily punches, instead of approving the timesheet at the end of the pay period, is an optional component of Web Based Time & Labor Management. If your company is not using feature, this option will not appear in your Web Based Time & Labor Management Approval Menu. If you are interested in adding this option to your Web Based Time & Labor Management system, contact your Web Based Time & Labor Management System Administrator.

Additional Options

To mass add time entries:

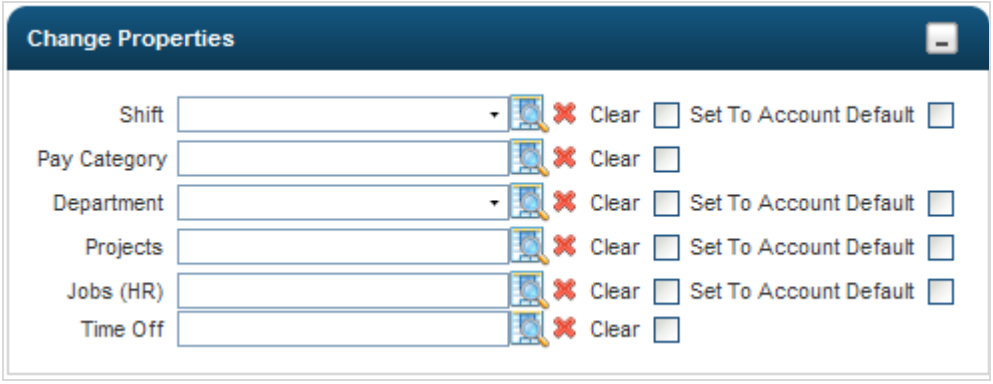
1. Go to **Manage Time > Manage Timesheets > Mass Edit Time Entries > Add Time Entries.**
2. In the **Date Info** section, you can choose one day or a range of days to add time. Use the to select the date or dates to add time. You can also select which days within that date range should be changed by selecting the **Weekdays** checkboxes.
3. In the **Additional Info** box use the to select the appropriate Cost Centers, Pay Categories, Time Off, etc.
4. Then, enter the time information in the **Time Info** box. You can specify and **From** and **To** time or **Total Hours**.



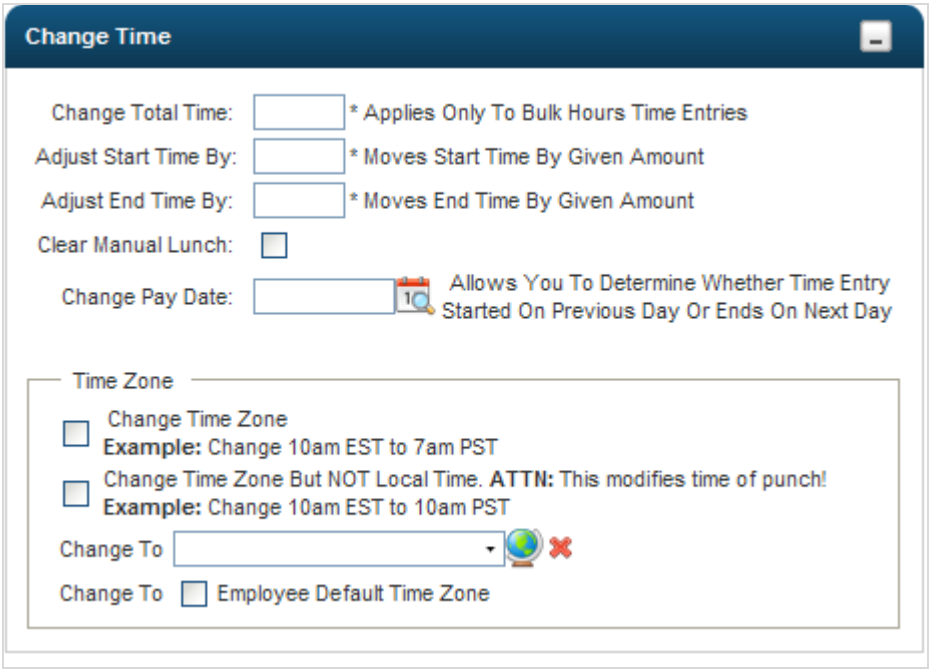
5. From the employee list, select the employees that your changes apply to and click the button.

To mass edit time entries:

1. **Manage Time > Manage Timesheets > Mass Edit Time Entries > Edit Time Entries.**
2. In the **Change Properties** box, use the provided fields to make the necessary changes. For example, overriding the Cost Center for multiple employees at once.



3. Within the **Change Time** box, you have the ability to mass edit time by adjusting the start or end time by a certain amount, or the total time. This allows you to add or remove a specific amount of time (Ex. 30 minutes) for multiple employees at once.



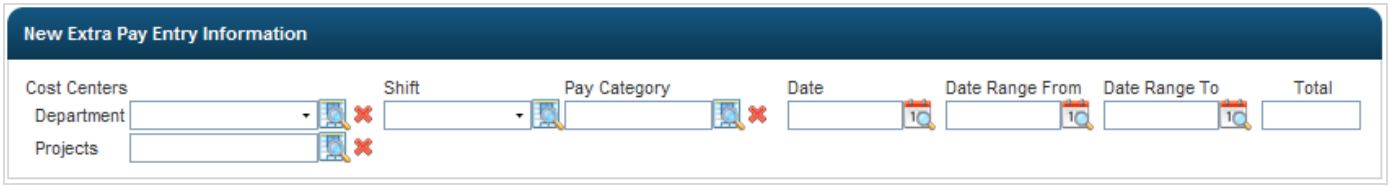
4. From the employee list, select the employees that your changes apply to and click

.
5. You also have the ability to delete multiple entries at once. Select the appropriate employees in a specified date range and click

.

To mass add extra pay entries:

1. Go to **Manage Time > Manage Timesheets > Mass Edit Extra Pay > Add Extra Pay Entries**.
2. In the **New Extra Pay Entry Information** box, use the provided fields to apply to your additions. For example, using the button, choose the Cost Center, Pay Category, etc. to be assigned to the dollars you are adding.
3. In the **Total** box, enter the amount you wish to add.
4. Then, choose the date or date range to which this addition applies.

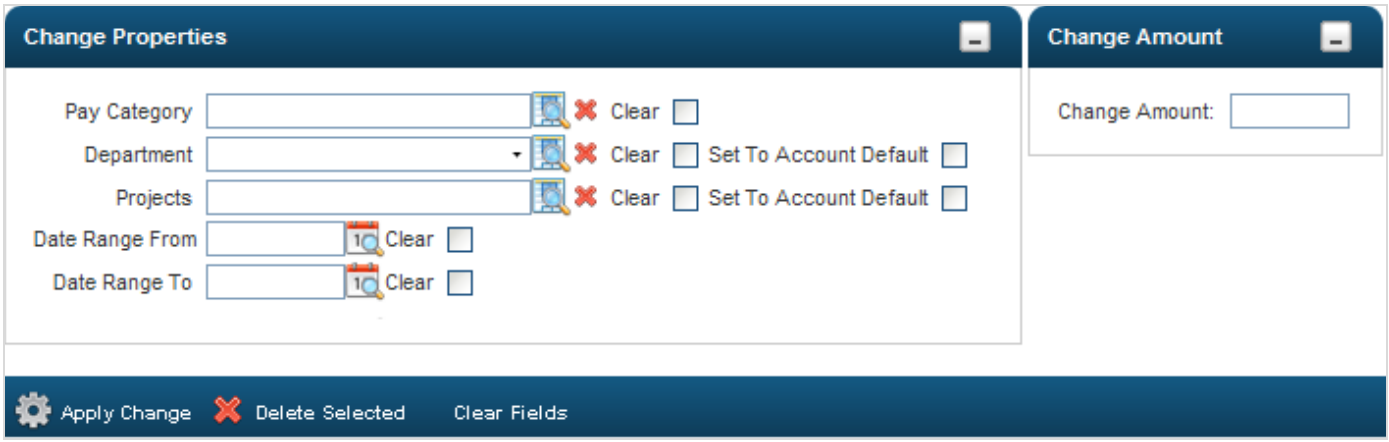


5. From the employee list, select the employees that your changes apply to and click

.

To mass edit extra pay entries:

1. Go to **Manage Time > Manage Timesheets > Mass Edit Extra Pay > Edit Extra Pay Entries**.
2. In the **Change Properties** box, use the provided fields to make the necessary changes. For example, using the button, choose the Cost Center, Pay Category, etc. to be assigned to the dollars you are modifying.
3. In the **Change Amount** box enter the amount to change in dollars. Ex. Placing a zero in this field would zero out the extra pay added.
4. Then, choose the date or date range to which this change applies.



5. From the employee list, select the employees that your changes apply to and click

.

To Reprocess Punches:

1. Go to **Manage Time > Manage Timesheets > Current**.
2. Select the employee(s) Timesheet(s) you would like to Reprocess, and click the "Reprocess Punches" option within the Utilities Button.
3. Select the specific punches you'd like to reprocess.

Managing Time Off Requests

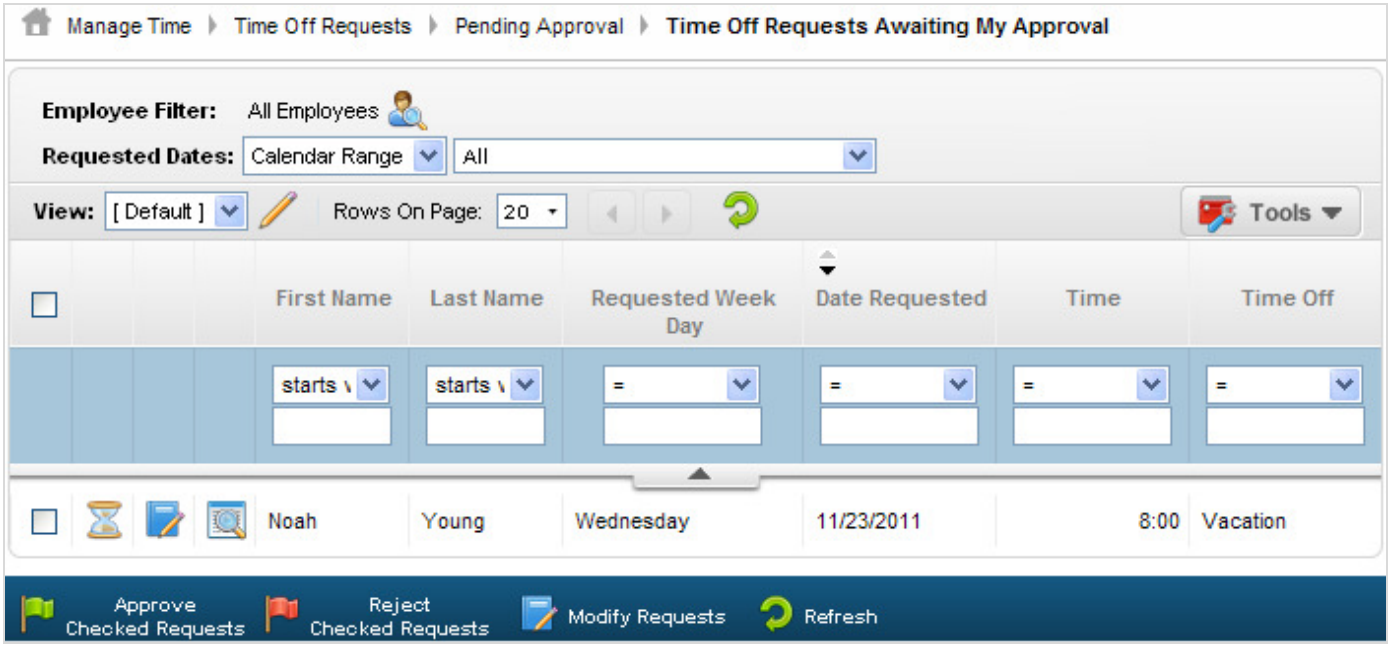
As a Manager you may have been designated to approve Time Off requests of some or all employee accounts. This section describes how to approve and reject Time Off requests, as well as view Time Off counts in detail.

Viewing, Approving, and Rejecting Time Off Requests

You can view Time Off requests pending your approval by going to **Manage Time > Time Off Requests > Pending Approval**. Within the **Time Off Requests Awaiting My Approval** screen you can approve and reject submitted Time Off requests, as well as view Time Off counts in detail.

To approve time off requests:

1. Select **Manage Time > Time Off Requests > Pending Approval**. The **Time Off Requests Awaiting My Approval** screen will display.



2. Select the checkboxes that correspond to the submitted Time Off requests you want to approve and click the

button.
3. The system prompts you to confirm your decision and also provides a text box for you to attach any comments regarding your decision. The employee will receive this comment when they review their submitted Time Off request.

Tip: Web Based Time & Labor Management also provides a way to view what employees have already been approved for the same day as another employee is requesting off. If the **Date Requested** in the **Time Off Requests Awaiting My Approval** screen is **blue**, click on that link to view **Scheduled People**. You can also see a history of all approved time off requests by going to **My Reports > Time and Labor > Time Allocation > Time Off Calendar**, and clicking on the date.

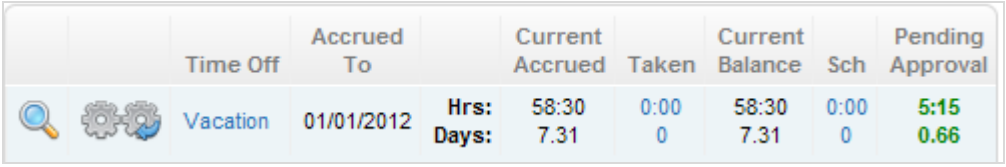
To reject time off requests:

1. Select **Manage Time > Time Off Requests > Pending Approval**. The **Time Off Requests Awaiting My Approval** screen will display.
2. Select the checkboxes that correspond to the submitted Time Off requests you want to reject and click the

button.
3. The system prompts you to confirm your decision and also provides a text box for you to attach any comments regarding your decision. The employee will receive this comment when they review their submitted Time Off request.

To view time off counts:

1. Select **Manage Time > Time Off Requests > Pending Approval**. The **Time Off Requests Awaiting My Approval** screen will display.
2. Click the button next to the Time Off request belonging to the employee whose Time Off counts you want to access.
3. The **Time Off Counts** window for that employee will display, where you can view the employee's Time Off counts in detail. If the numbers in the **Pending Approval** column appear in **green**, the employee has sufficient time off balance for his/her pending request(s). If the numbers in the **Pending Approval** column appear in **red**, the employee *does not* have sufficient time off balance for his/her pending request(s) at this time.

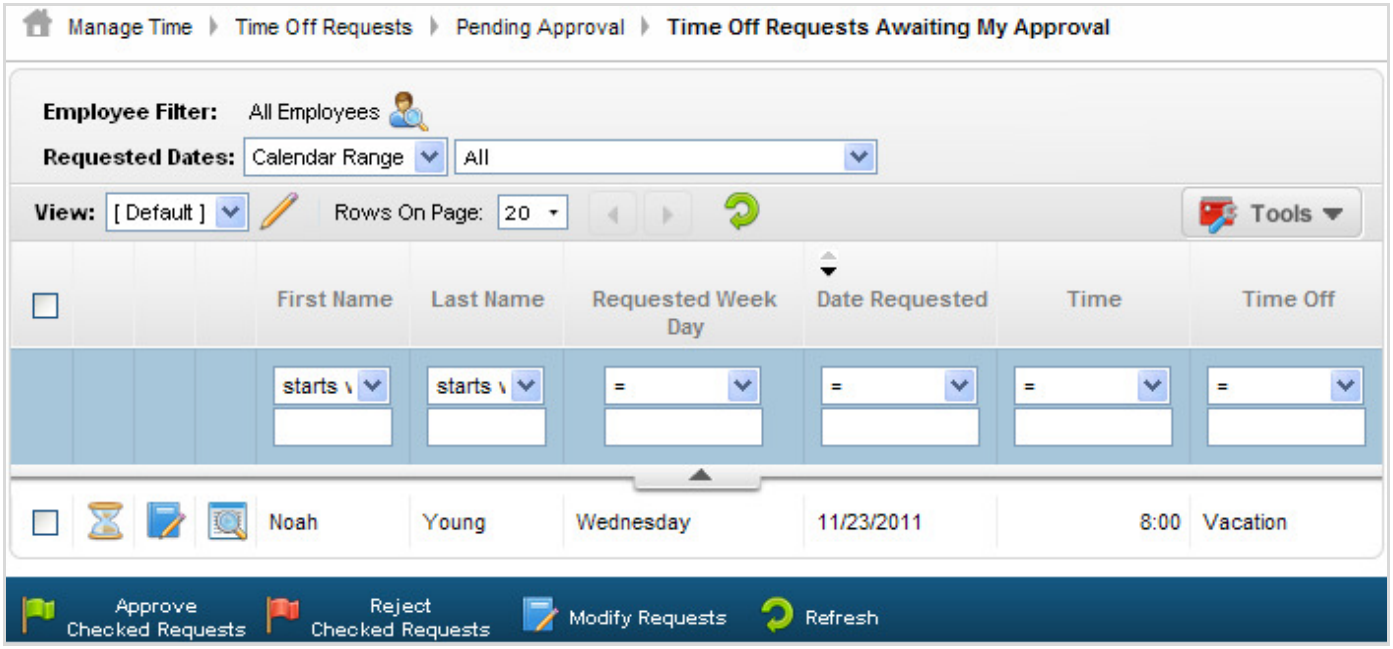


To modify time off requests:

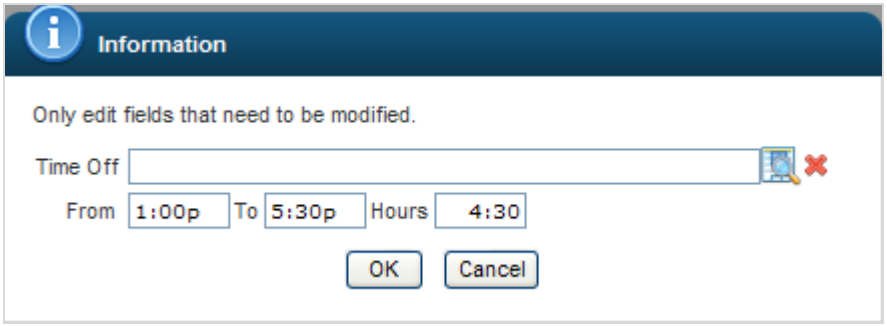
1. Select **Manage Time > Time Off Requests > Pending Approval**.

2. Select the employee's request that you wish to modify and click the

button.

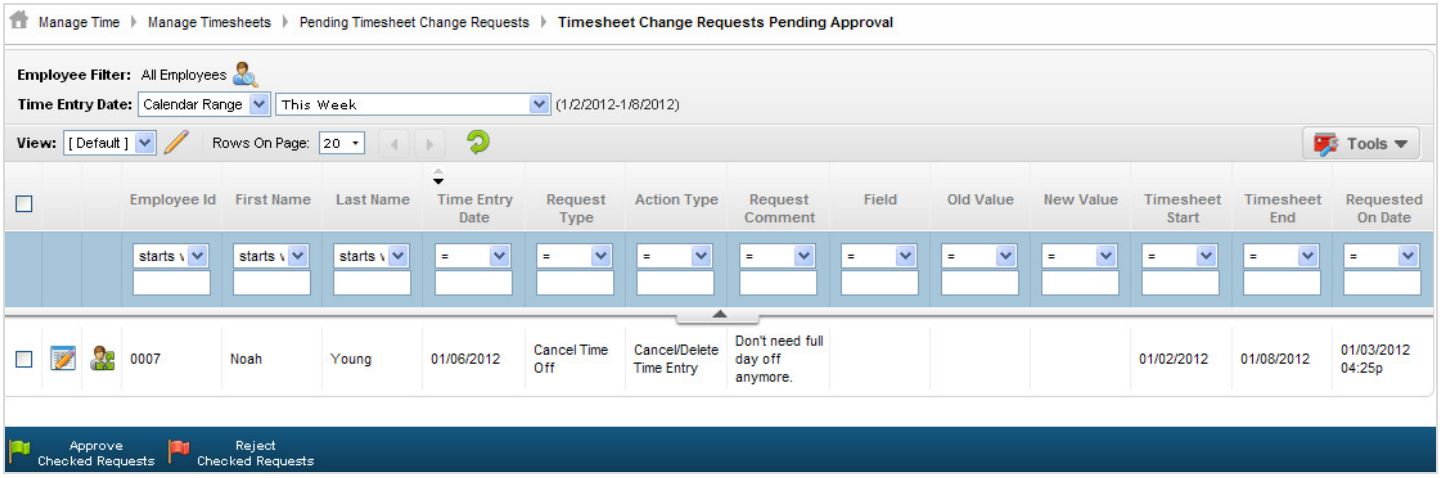


3. You will then see the following screen, which prompts you to edit only what needs to be modified. In the example below, we are modifying the **From** and **To** time requested.



To Approve or Reject a Change Request:

1. Go to **Manage Time > Manage Timesheets > Pending Timesheet Change Requests**



2. Select the checkboxes that correspond to the submitted Timesheet Change Request you want to approve or reject and click the Approve Checked Requests to approve, or the Reject Checked Requests to reject.

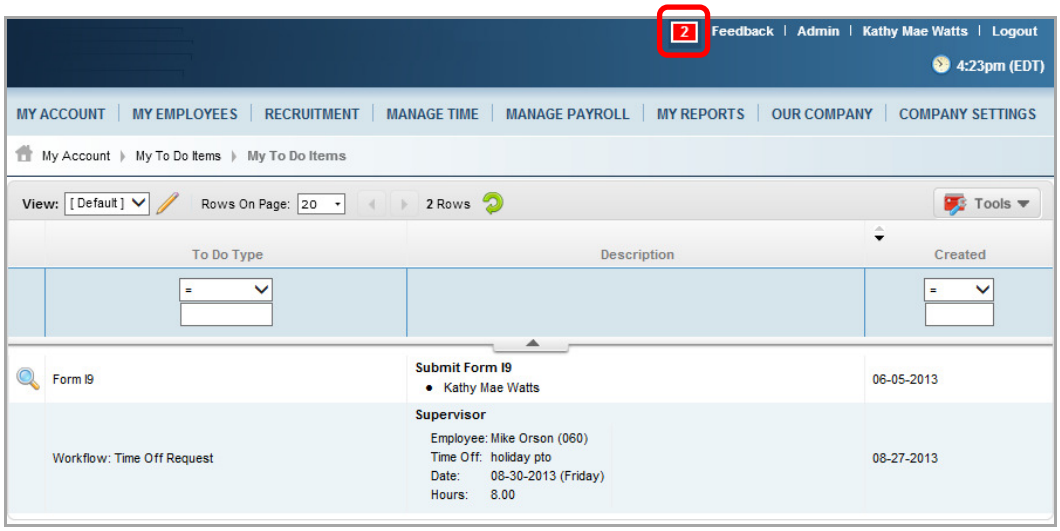
To Approve or Reject a Modified Time Off Request:

1. Go to **Manage Time > Time Off Requests > Timesheet Change Requests**, and Accept or Reject the request as any other timesheet change request.

To Do's

As a Manager within a company, you will be able to view and manage your "To Do's," which will be tied to Time Off and Leave of Absence (if enabled) Requests.

You can view your To Do's under view their To Do's under **My Account > My To Do Items**.



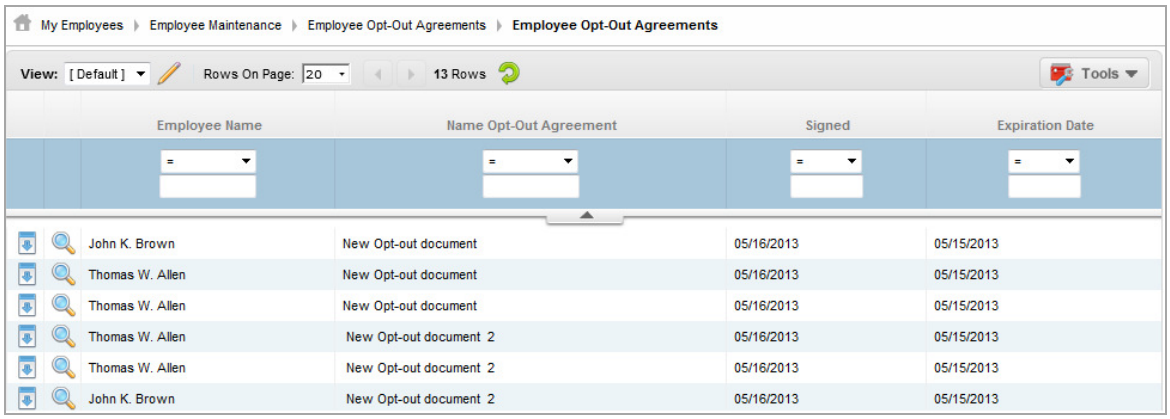
In the example above, Kathy Mae Watts has two To Do Items assigned to her, which she can view under **My Account > My To Do Items**. Additionally, she will now see a number in the upper right-hand corner of her screen, denoting the number of To Do's she has at all times.

EU: Opt-Out Management

As a Manager within a company that has European Market features enabled, your employees have the ability to sign working time Opt-Out Agreements for you to approve. Depending on your access, you may also have the ability to create Opt-Out Agreements on an employee's behalf.

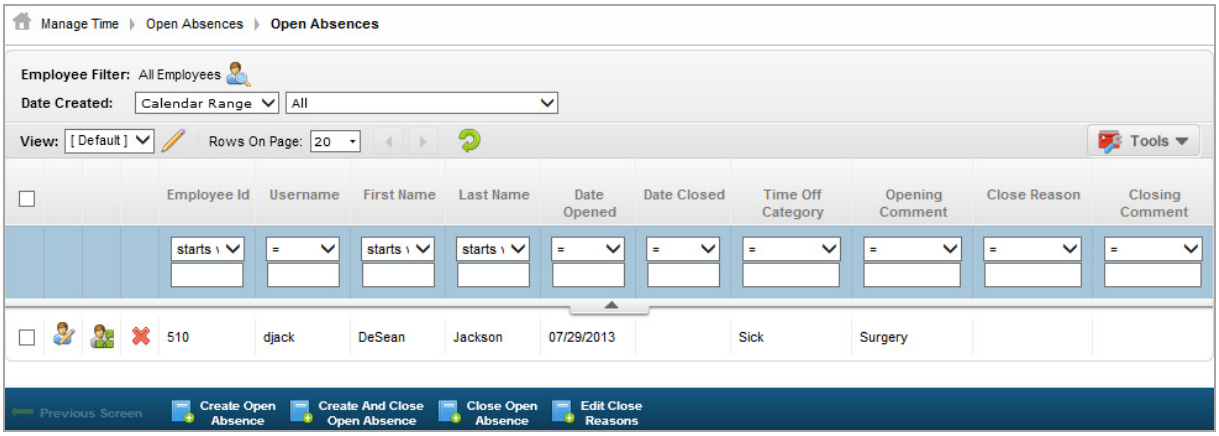
To create an Opt-Out Agreement, go to **Company Settings > Time & Labor Setup > Company Opt-Out Agreement**, and create the agreement as needed.

Once created (by you or the employee), the agreement can be viewed and/or downloaded under My Employees > Employee Maintenance > Employee Opt-Out Agreements.



EU: Open Absence Management

As a Manager within a company that has European Market features enabled, your employees have the ability to utilize the Open Absence feature, which allows for an employee to request or manager to create an extended period of time off that will be populated on the employee's timesheet.
Managers will then have the ability to view, create, close, and create and close Open Absences under **Manage Time > Open Absences**.

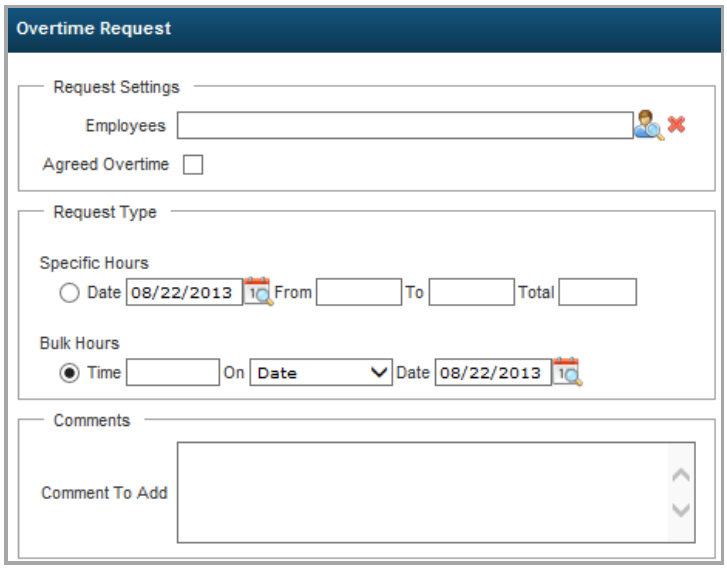


EU: Overtime Request Management

As a Manager within a company that has European Market features enabled, your employees have the ability to Request Overtime, or have you request it on their behalf.

To create an Overtime Request on an Employee's behalf:

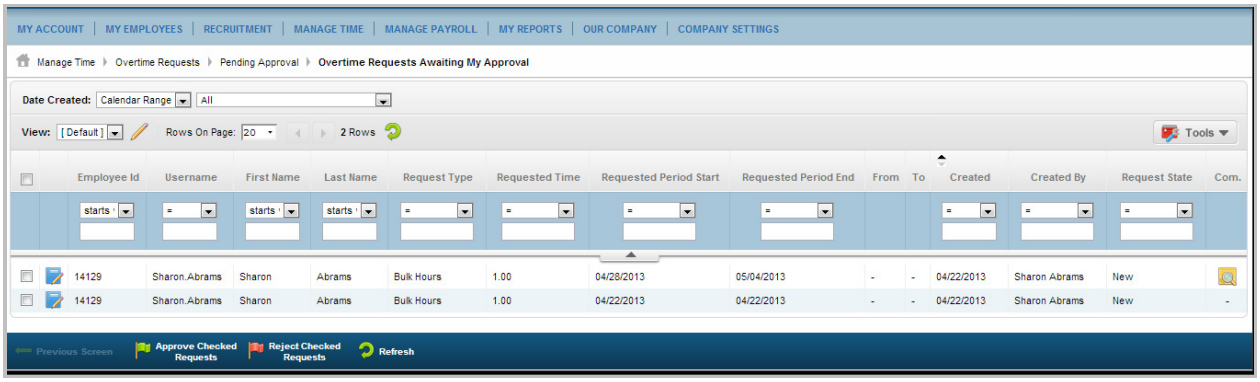
1. Go to **Manage Time > Overtime Requests > Request**.



2. Similar to a Time Off Request, the employee will need to be selected, and the date or date range with hours will need to be entered.

To Approve an Overtime Request:

1. Go to **Manage Time > Overtime Requests > Pending Approval**, and Approve or Reject the request, just as you would a Time Off Request.

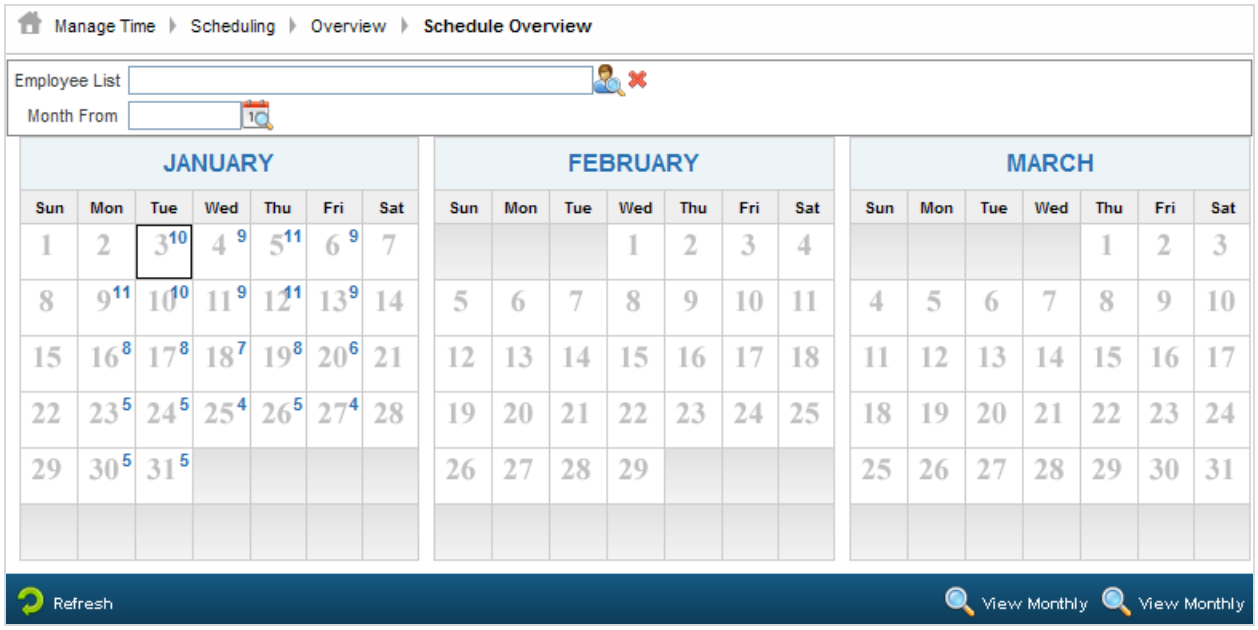


Schedules

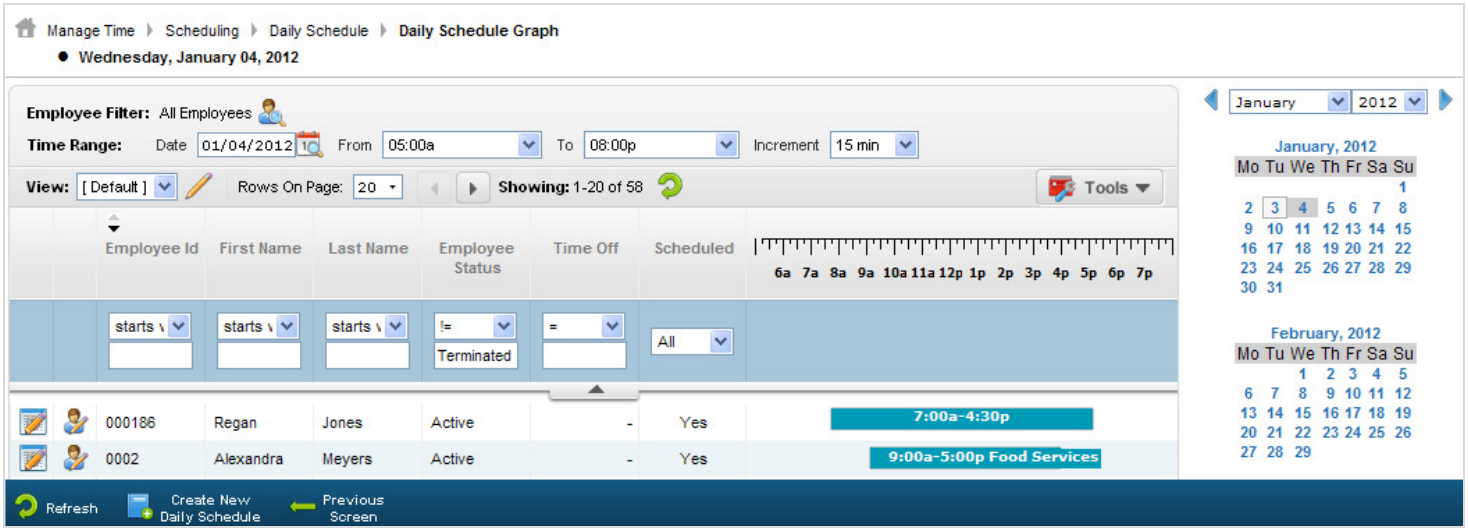
As a Manager it's likely you've been designated to manage some or all of your employee schedules. This section describes how to change a daily schedule and/or weekly schedule for specific days, how to mass edit schedules for several employees, how to change an employee's schedule cycle (permanent change), and how to allow an early punch in.

To view the employees scheduled for a particular day:

1. Select **Manage Time > Scheduling > Overview.**

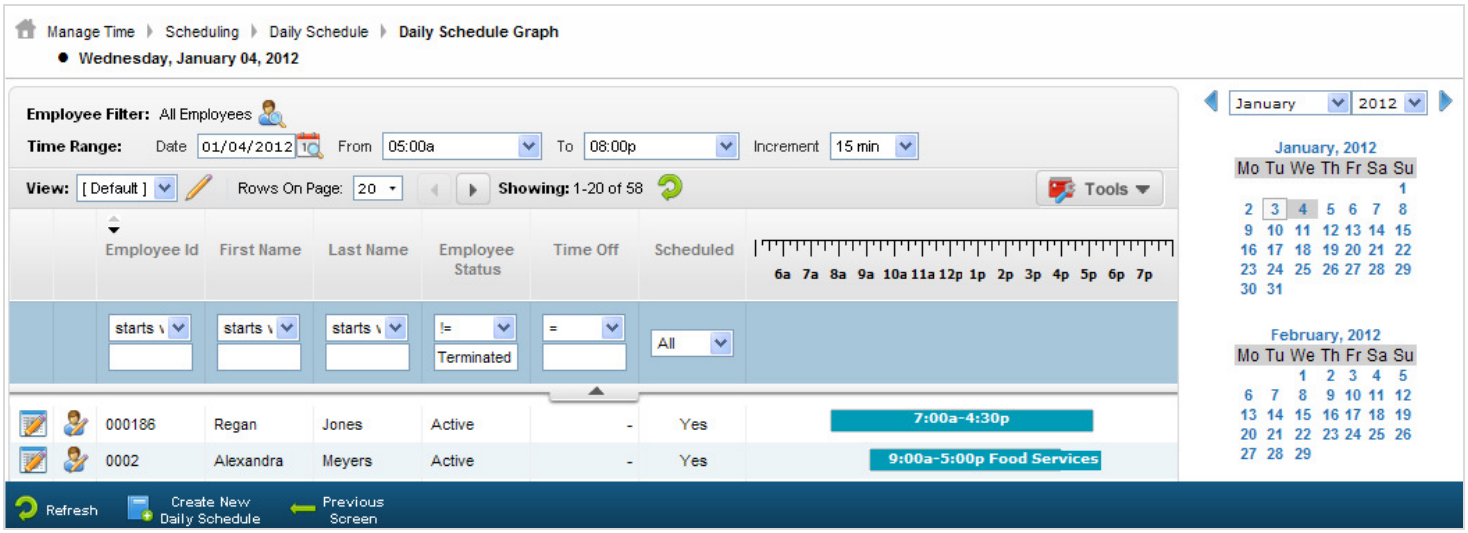


2. By default, you will view all employees you have access to. To view specific employees use the button.
3. Select the particular month you would like to start viewing from using the .
4. Then select the day by clicking on the **blue** numbers in the date. You will then be directed to the **Daily Schedule Graph** window as shown below.

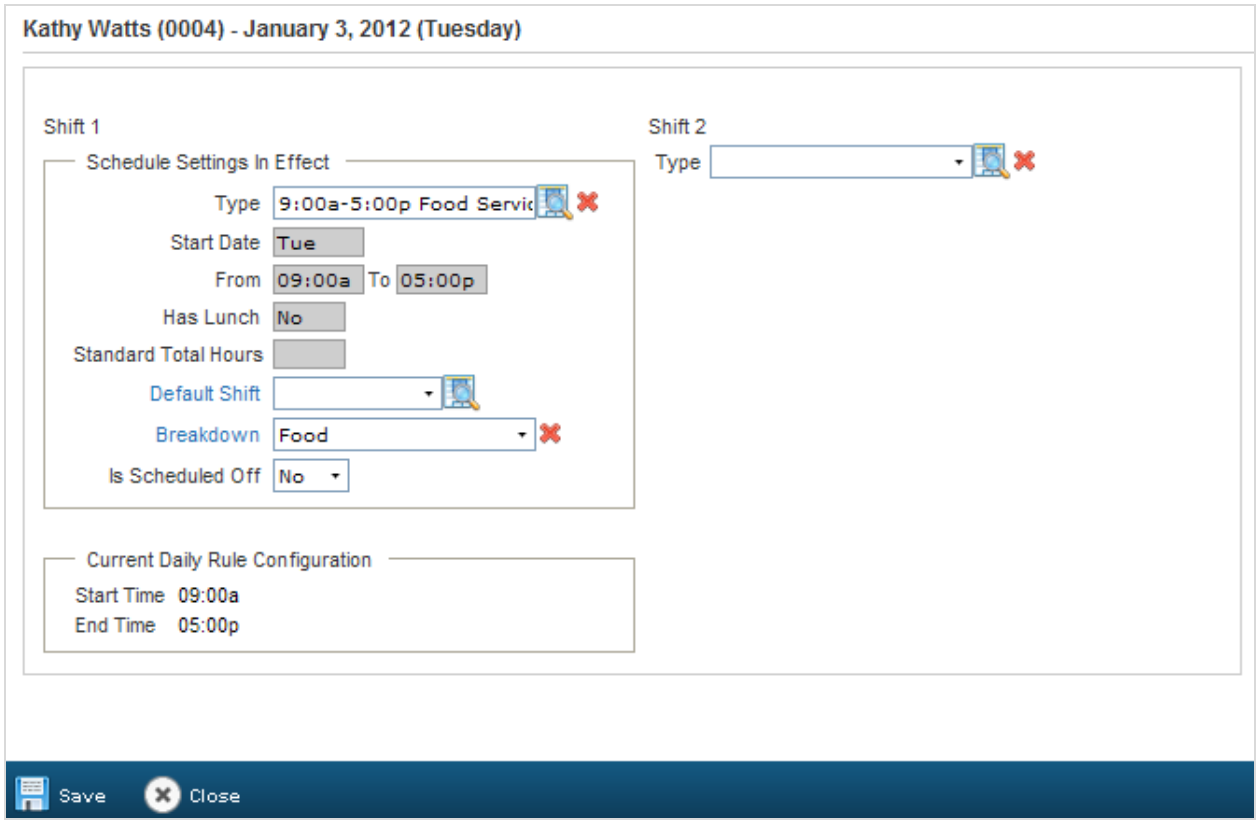


To view or change a daily schedule:

1. Select **Manage Time > Scheduling > Daily Schedule.**
2. The **Daily Schedule Graph** screen for the current date will display. Use the button view a different date.

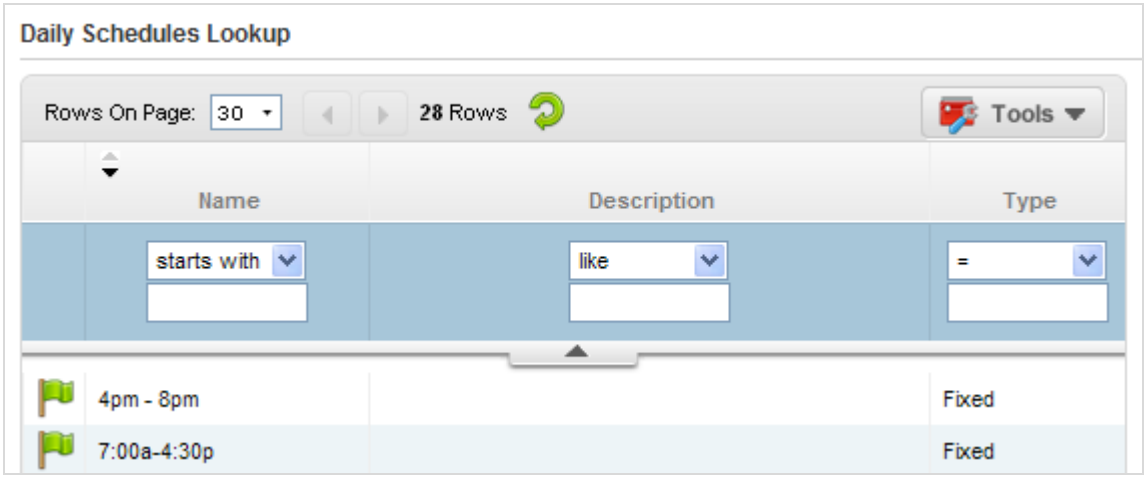


3. The **blue** schedule bar indicates the employee's schedule for that day and the **orange** schedule bar indicates any scheduled time off on that day.
4. To override the schedule for that day, double-click the **blue** or **orange** schedule bar to view the following window.



5. You then have the option to change it to a different schedule.

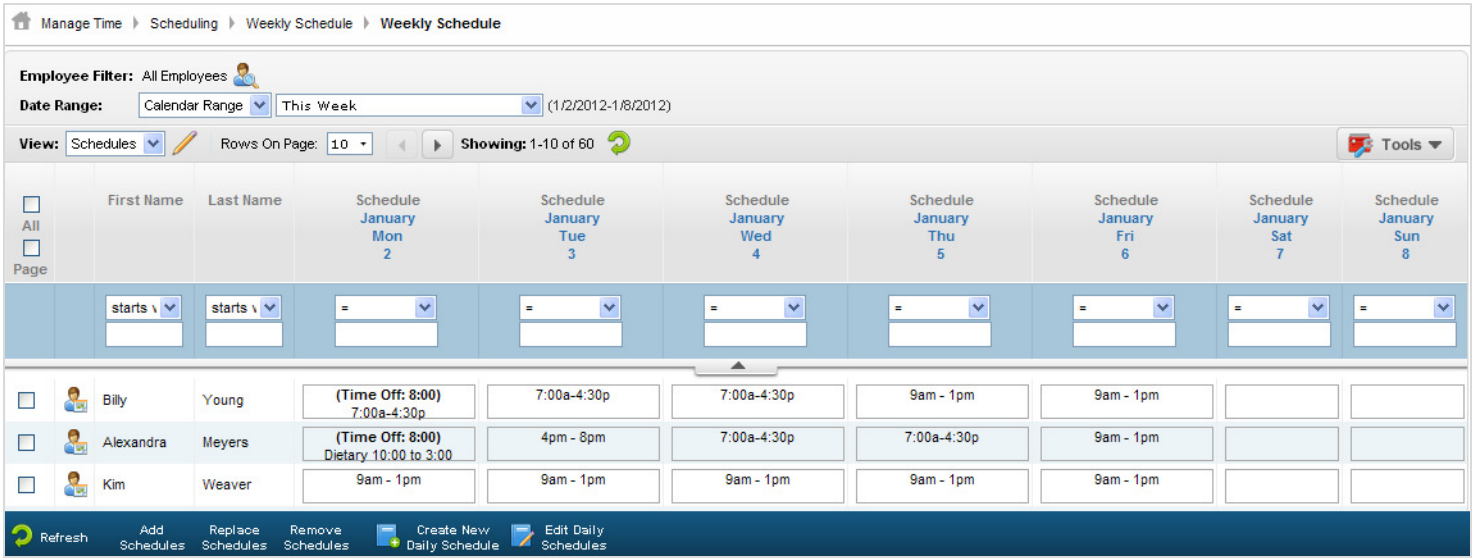
6. When you click in on the for Type, you will then be prompted with the **Day Schedule** window, where you can select the schedule you would like to assign.



7. Choose a new **Daily Schedule** by clicking on the button to the left of the schedule name.

To change a weekly schedule:

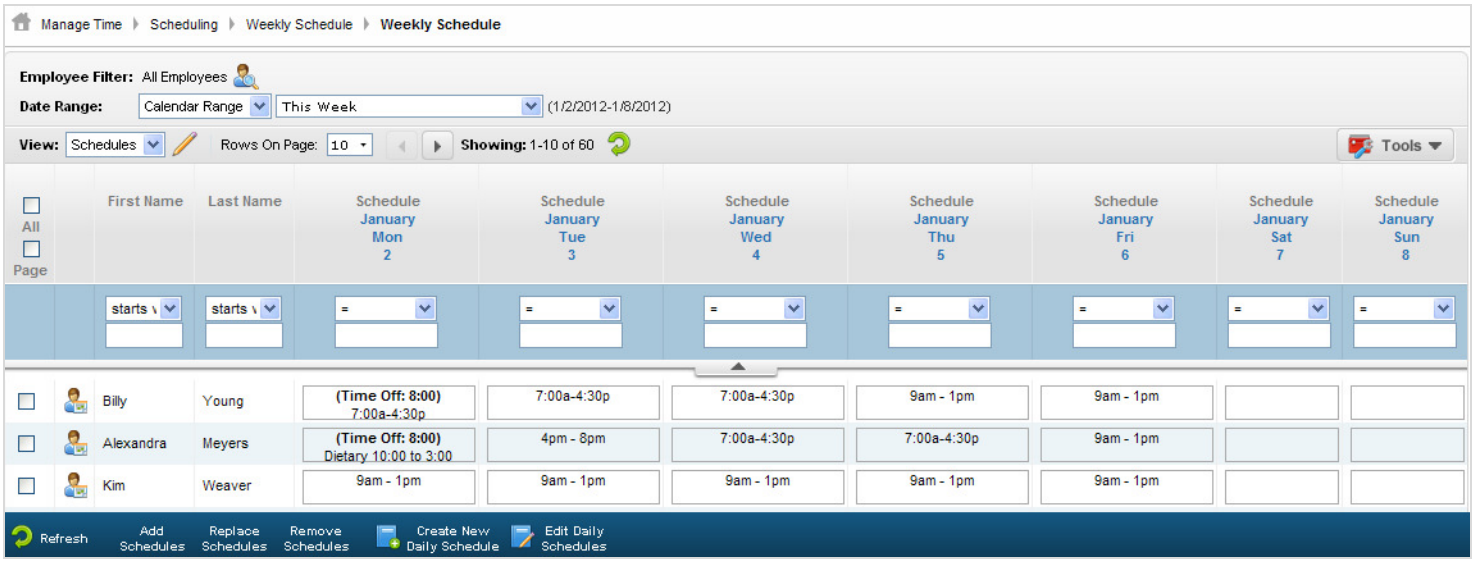
1. Select **Manage Time > Scheduling > Weekly Schedule**.



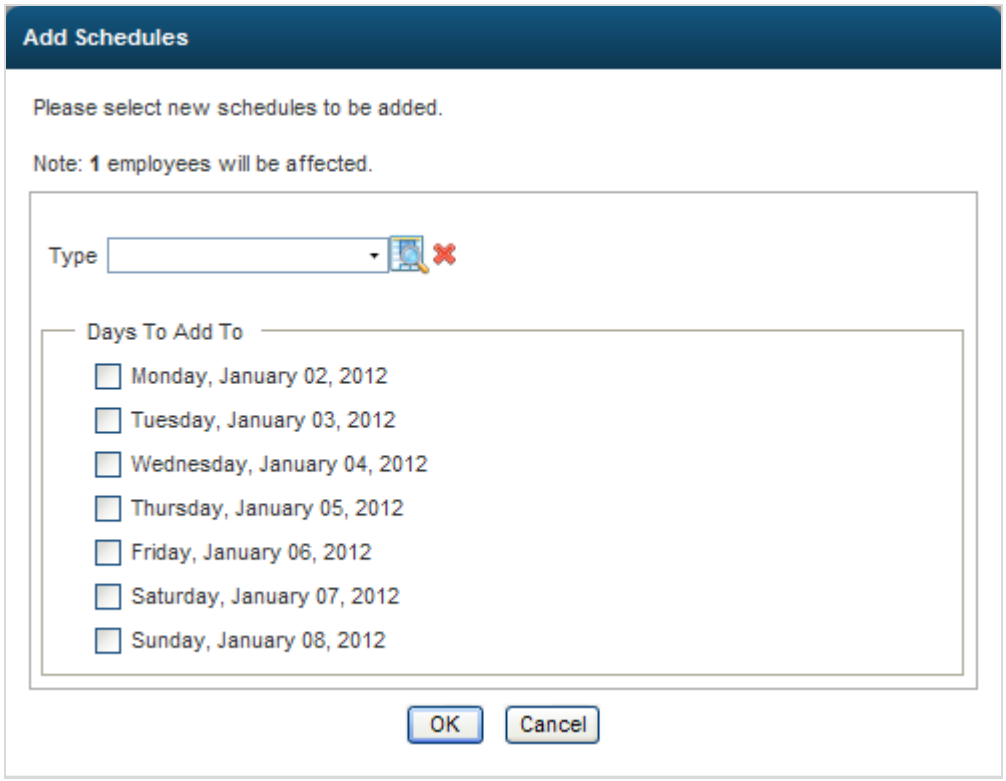
2. By default, you will view all employees you currently have access to. To display only certain employees use the button.
3. Use the buttons at the end of the Date Range row to change to a different week if necessary.
4. Click on the date highlighted in **blue** to take you to that particular date's **Daily Schedule**.
5. Click in the box for the day you'd like to Delete or Change the schedule for. Click on the icon to select a new schedule, or click the to remove it. Then click Save.

To mass edit several schedule entries at one time:

1. Select **Manage Time > Scheduling > Weekly Schedule**.
   The **Weekly Schedule** screen for the current week will display. You can change the **Date Range** by clicking on the arrows, or setting the date in the Date Field.

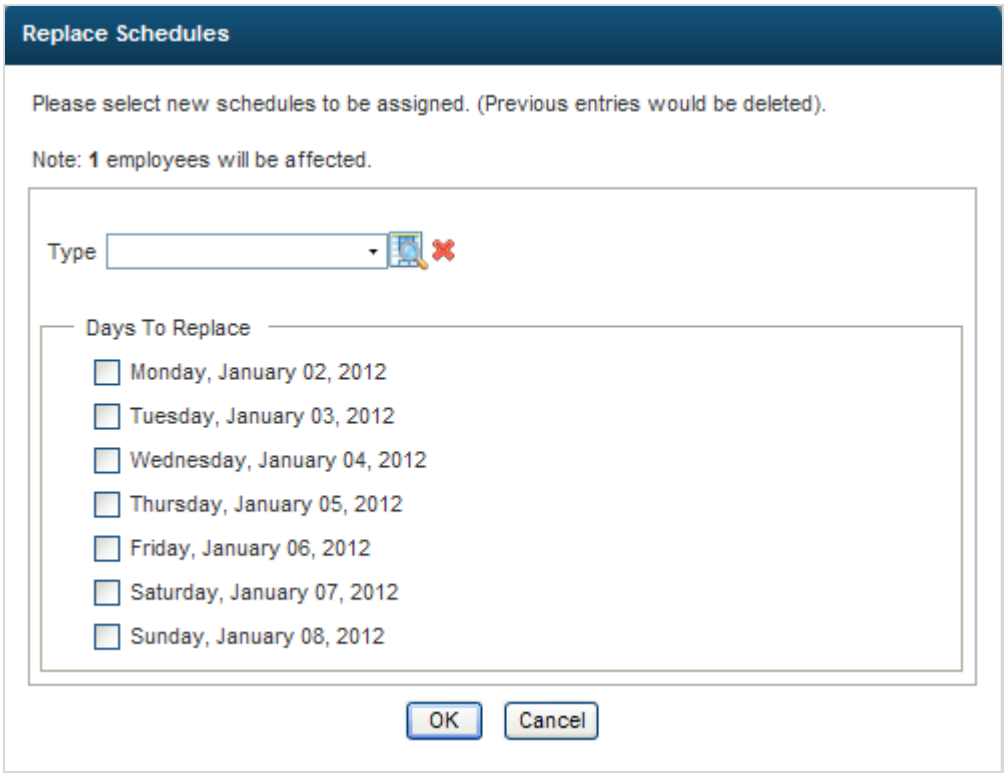


2. Click on the check box to select the employees whose schedule you would like to change.
3. Then, click on the Add Schedules to add a Schedule.
4. Within the **Add Schedules** screen, click the button to select the schedule that you want to add. Then check off the day(s) you are adding a schedule to and click OK.



5. To replace a schedule, click Replace Schedules.

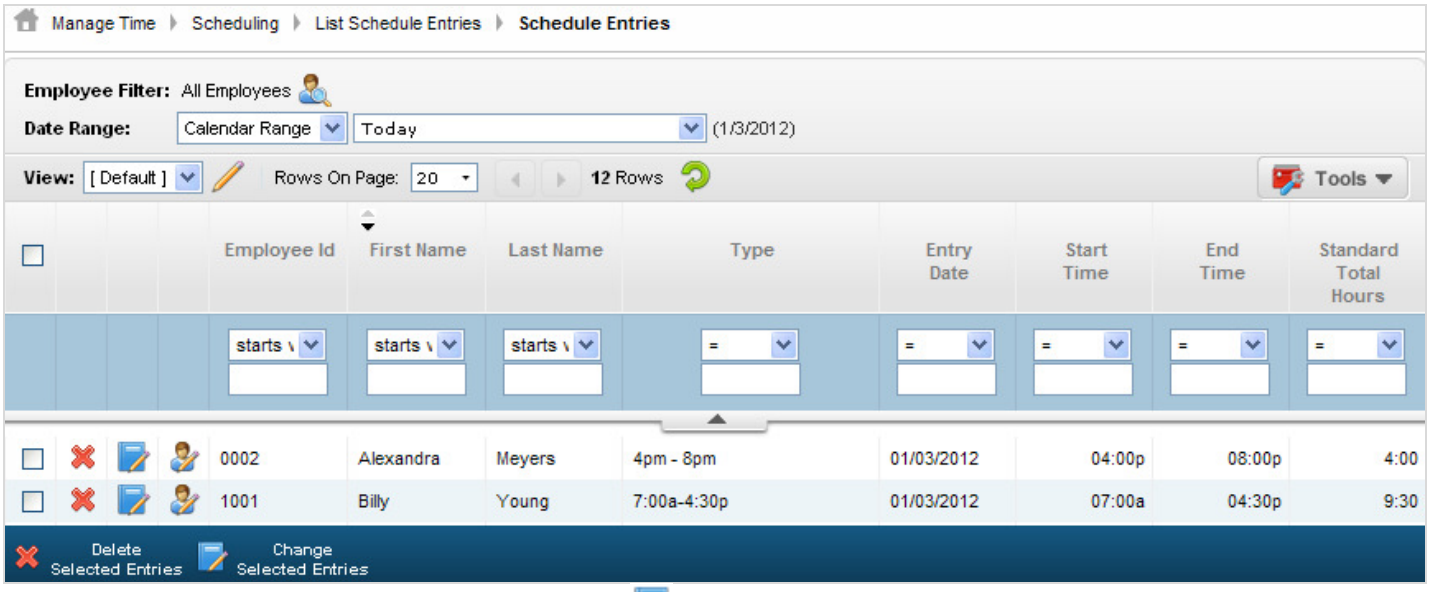
6. Within the **Replace Schedules** screen, click the button to select the schedule that you want to replace. Then check off the day(s) you are adding a schedule to and click OK.



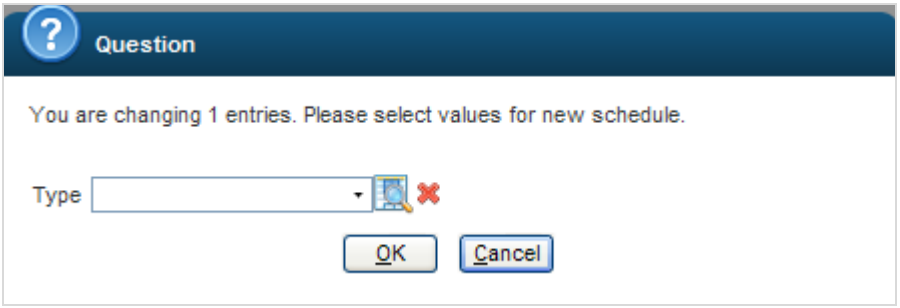
7. To delete a schedule click Remove Schedules button.
8. Within the **Remove Schedules** screen, select the checkbox for which day you want to delete. Then check off the day(s) you are adding a schedule to and click OK.

To view employee's schedule entries:

1. Select **Manage Time > Scheduling > List Schedule Entries**.

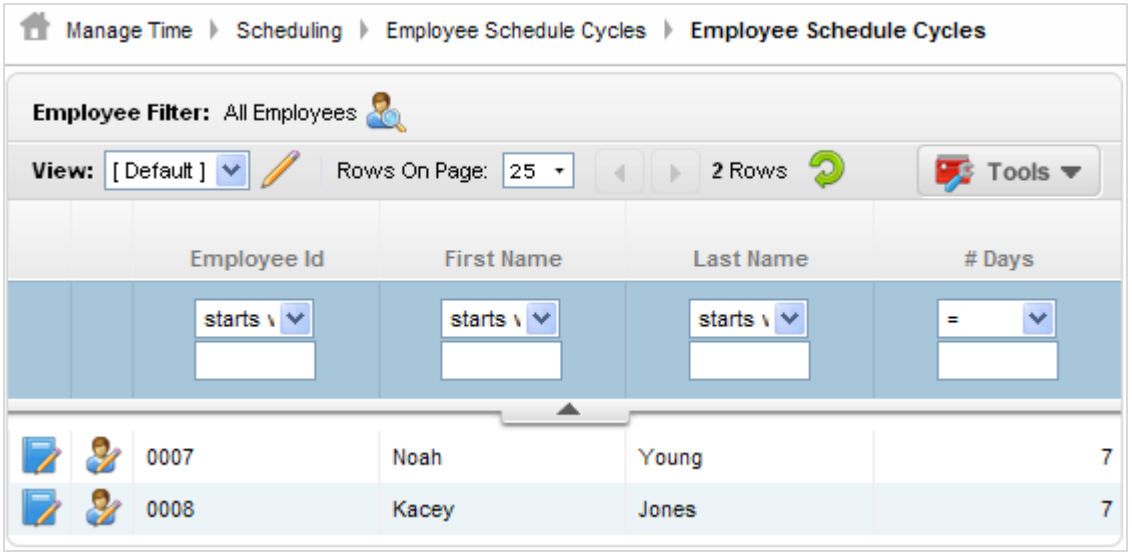


2. To edit one entry one employee's entry, click the button, and make the necessary changes.
3. To edit multiple employee entries, select those employees and click the Change Selected Entries button.
4. You will then be prompted with the **Change Schedule Entries** screen, which allows you to assign a **New Daily Schedule**.

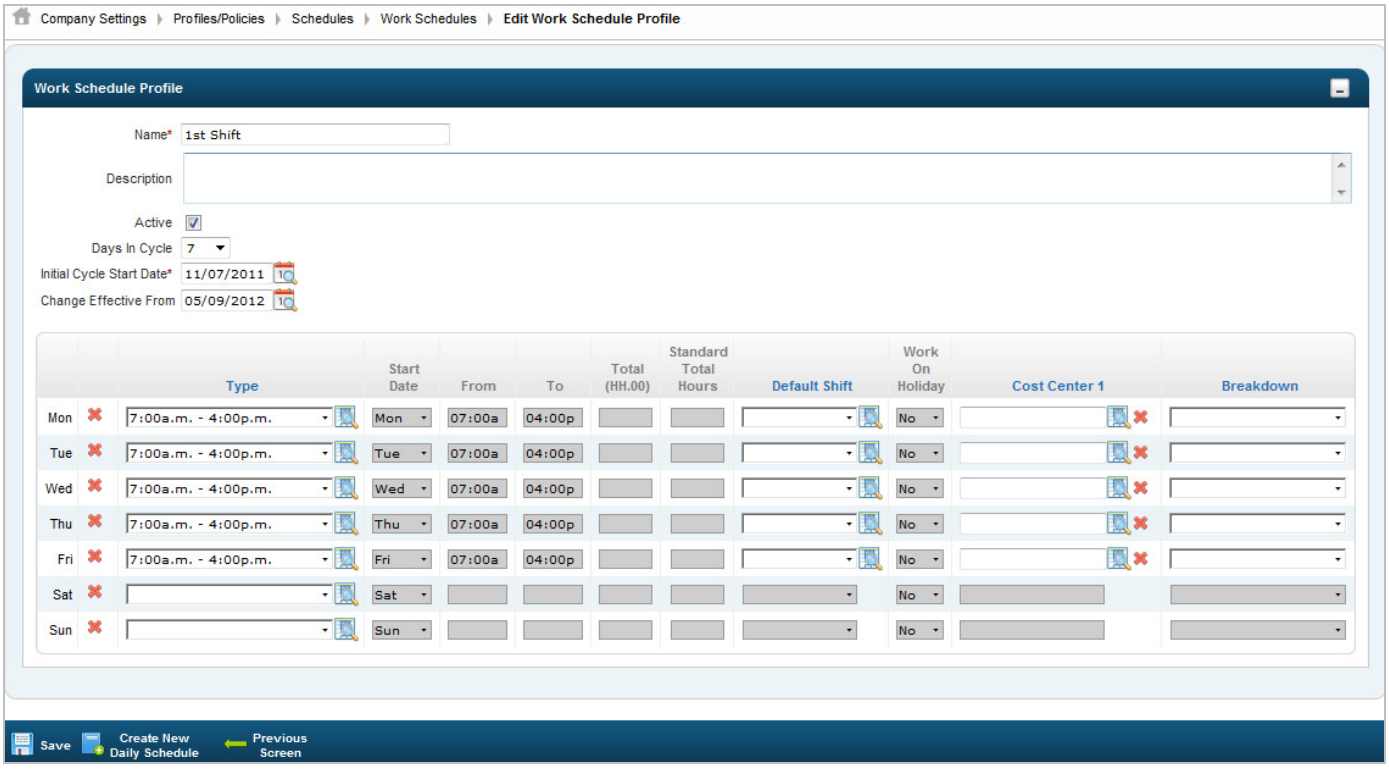


To make a permanent change to an employee's schedule cycle:

1. Select **Manage Time > Scheduling > Employee Schedule Cycles**.



2. Click on the button for the employee schedule cycle you need to change. The **Edit Work Schedule Profile** screen will display.

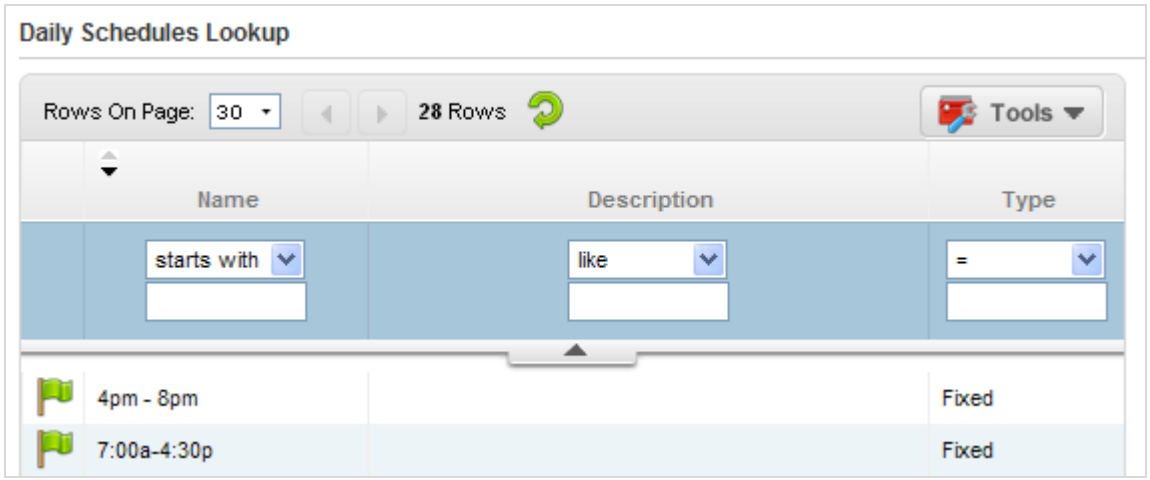


3. Modifying the **Days in Cycle** allows you to specify how many days are in the schedule cycle. In the example above, Tom's schedule reoccurs every 7 days.

4. Modifying the **Cycle Start Date** allows you to specify the date to be considered as day 1 of the cycle. In the example above, day 1 of Tom's schedule starts on 4/24/06 – Monday. (**NOTE**: changing the days in cycle or cycle start date will take affect from this date forward.)

5. **Change Effective From** specifies the date the change is effective as of.

6. Click on the button at the end of the day that you need to change.



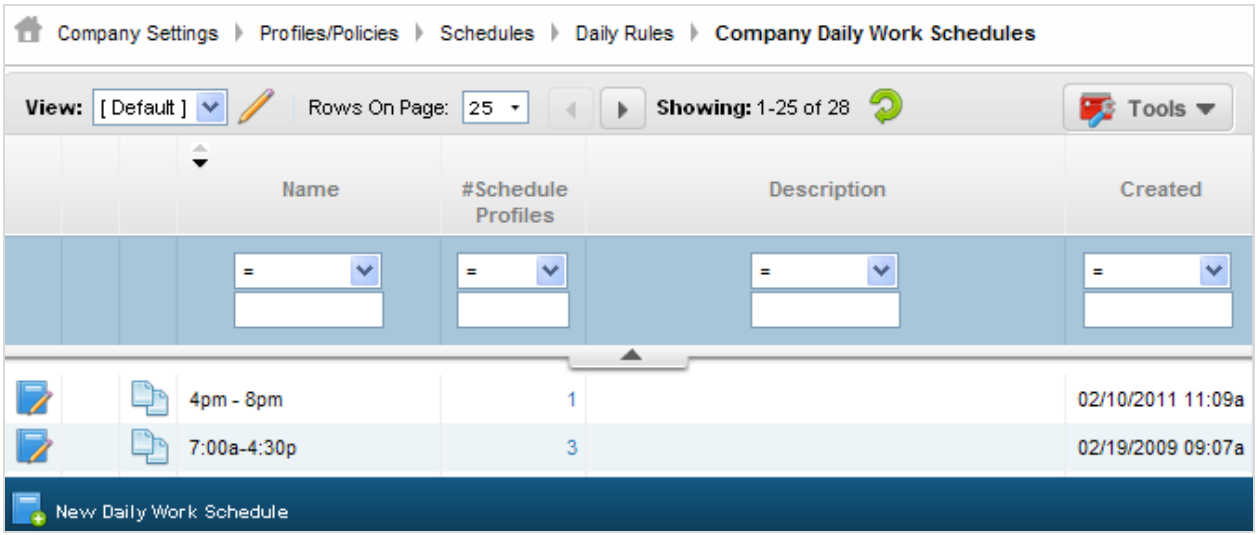
7. Choose a new schedule by clicking on the button to the left of the schedule name.

8. Continue this process until all changes in the cycle are updated.
9. Click on the

button to save the permanent changes to this employee's schedule cycle.

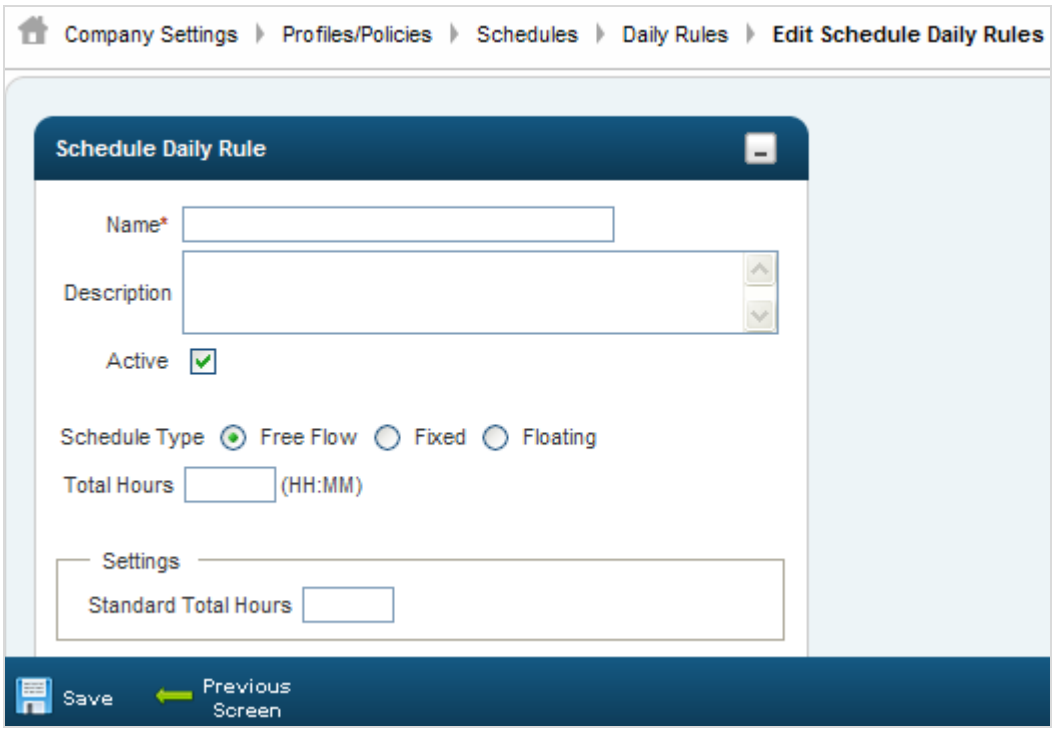
To set up daily schedules:

1. Select **Manage Time > Scheduling > Set Up Schedules > Daily Rules**.



2. Click on the

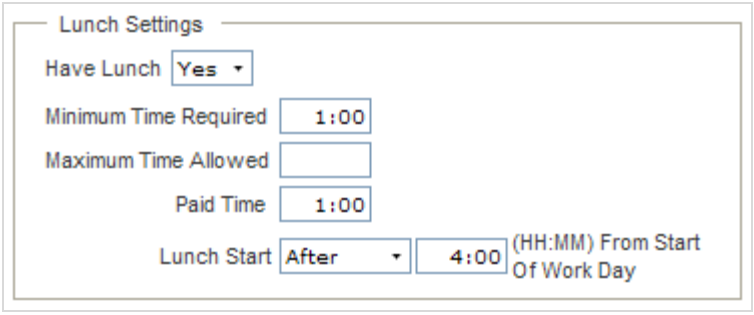
button to bring up the **Edit Daily Work Schedule** window.



3. Enter the Name and Description.
4. Enter in **Standard Total Hours** for the Work Schedule
5. If the Schedule already exists use the button to pick a date the changes will apply from.
6. You have three options for Schedule Type:
    - **Free Flow** – allows you to enter a bulk amount of hours. Ex. 8 hours.

- **Fixed –** allows you to enter a start and stop time for the schedule. Ex. 9AM-5PM.
- **Floating –** allows you to enter in a range of start times and total hours. Ex. The employee can arrive between 8AM-10AM, but they must work a total of 8 hours.

7. If you choose the **Fixed** or **Floating** options, you have the ability to specify settings for that schedules lunch with the following options.



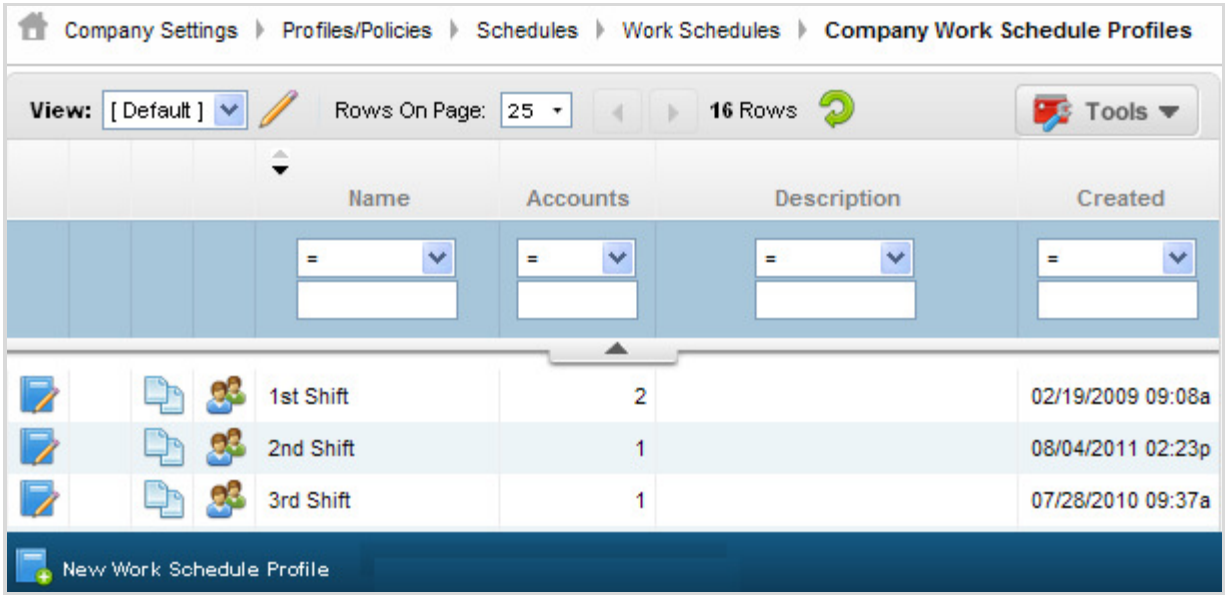
- **Have Lunch –** Yes/No.
- **Minimum Time Required –** the least amount of time an employee is required to take for lunch.
- **Maximum Time Allowed** – the maximum amount of time an employee is required to take for lunch.
- **Paid Time** – the length of the lunch period that is paid.
- **Lunch Start –** either after a certain number of hours from start of workday, or at a specific time of day (12PM).

8. Click the

button when finished.

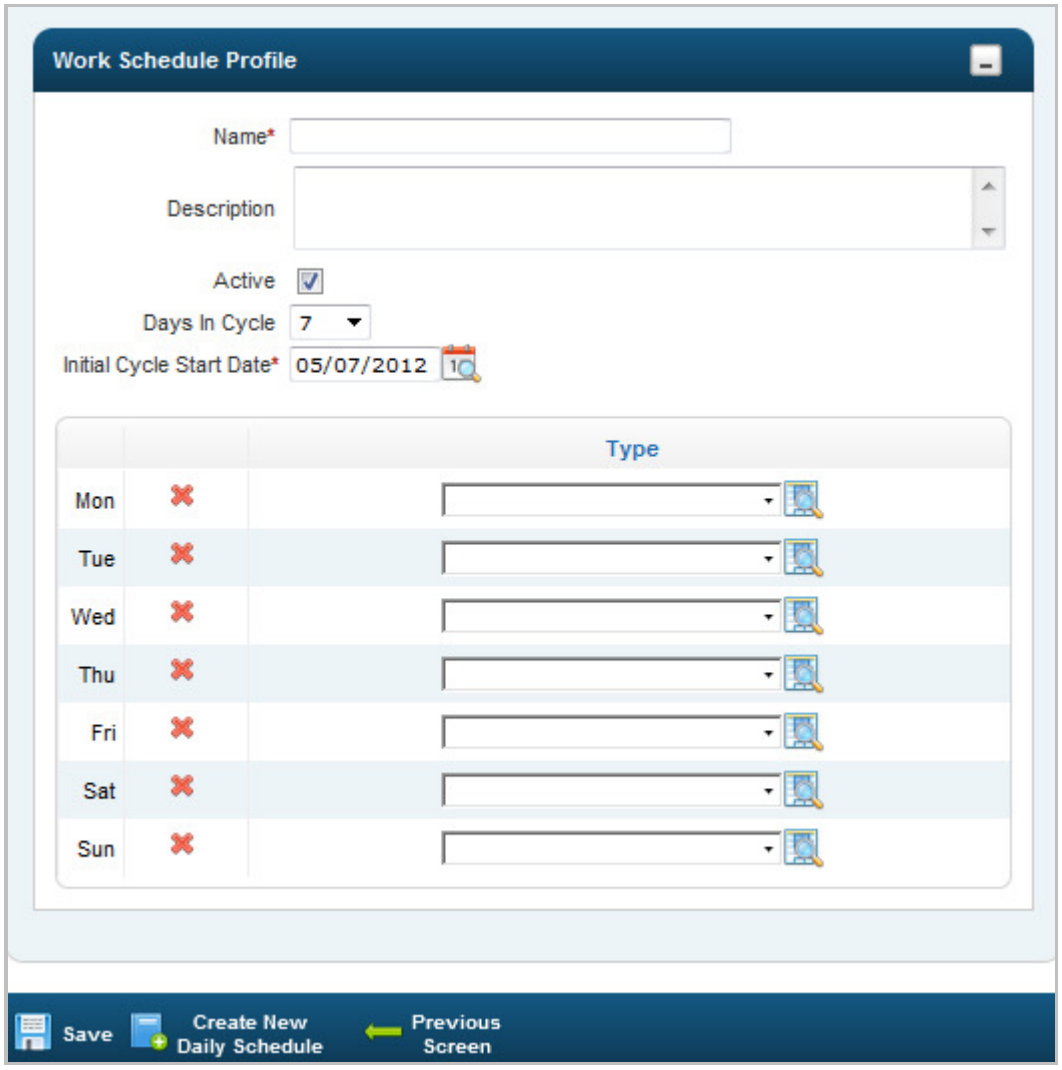
To set up employee schedule cycles:

1. Select **Manage Time > Scheduling > Set Up Schedules > Work Schedules**.



2. Click on the

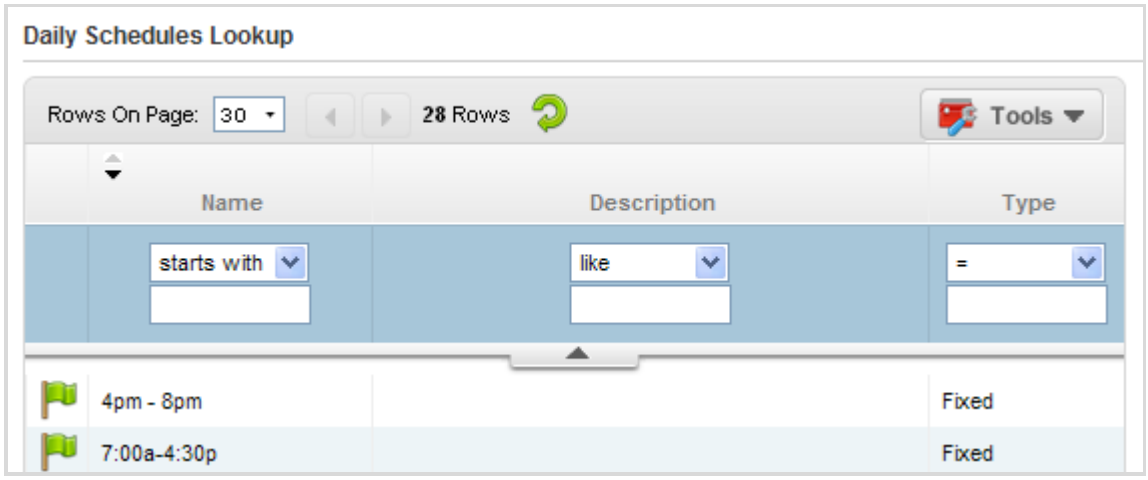
button to open the **Edit Work Schedule Profile** screen



3. Modifying the **Days in Cycle** allows you to specify how many days are in the schedule cycle. Check which days the profile applies to in the provided checkboxes.

4. Modifying the **Initial Cycle Start Date** allows you to specify the date to be considered as day 1 of the cycle. (**NOTE**: changing the days in cycle or cycle start date will take affect from this date forward.)

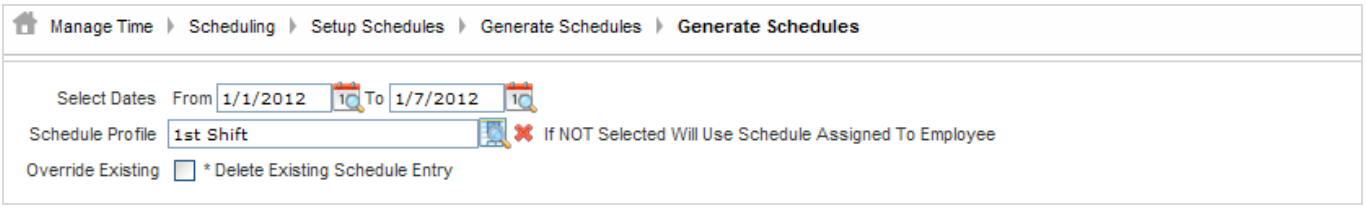
5. Click on the button to assign a schedule to a particular work day.



6. Click on the button to populate the **Schedule To Use** field.
7. Click the Save button when finished.

To have the system generate employee schedules:

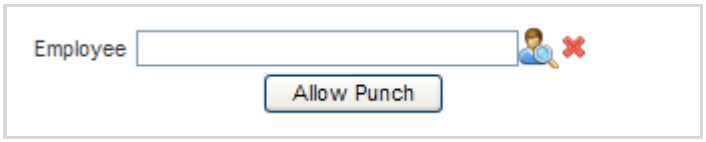
1. Select **Manage Time > Scheduling > Set Up Schedules > Generate Schedules**.



2. Select the date the system will be assigning the generating the schedule for by filling **From** and **To** fields.
3. Select the profile to be used by clicking the button.
4. Then check to **Override Existing** to override existing schedules for employees.
5. Then select the employees that the system generated schedule with pertain to from the list below.
6. Click the Generate button to have the system generate the new schedules.

To allow an early punch:

1. Select **Manage Time > Manage Timesheets > Early/Late Punch Override.**



2. Click on the button. The **Employee Lookup** screen will display.
3. Choose the correct employee by clicking on the button.
4. Click on the Allow Punch button. The employee now has 15 minutes to punch in early.

Running Time Prep

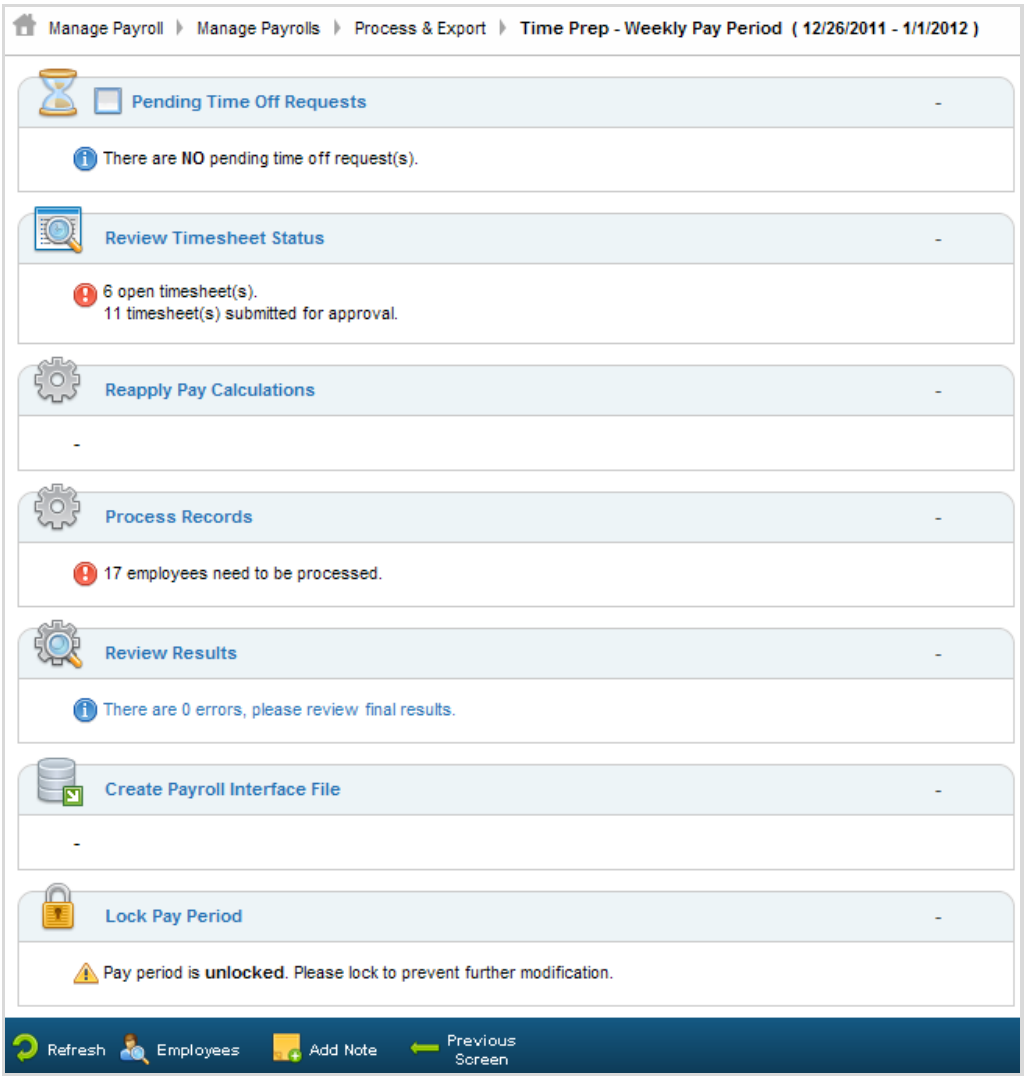
Note: The Time Prep module is optional component of Web Based Time & Labor Management. If your company is not using Web Based Time & Labor Management to process timesheet data for payroll, this module will not appear in your Web Based Time & Labor Management menu. If you are interested in adding this module to your Web Based Time & Labor Management system, contact your Web Based Time & Labor Management representative.

The Time Prep module lets you apply your pay rules to timesheet data in order to prepare the data for payroll processing. Once Time Prep is run you can export the file to your payroll provider. The **Process & Export** menu contains seven options:

- **Process & Export** - lists all open pay periods.
- **View all Pay Periods** - lists all open and closed pay periods.
- **View all Pay Periods by Employee** - lists all open and closed pay periods by employee.
- **View by Employee** - lists all employees. You can select an employee and view their individual time prep results.

The **Time & Labor** menu located under **Our Company > Time & Labor Set-up > Export** contains two options:
- **Payroll Export Formats**-allows you to configure your own payroll export file.
- **Payroll Export Codes**-allows you to configure your own payroll export codes.

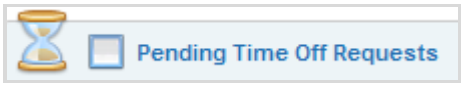
To begin the Time Prep process, select **Manage Payroll > Manage Payrolls > Process & Export**. Click the icon next to the pay period you want to work with. The **Time Prep Process** screen will display:



The **Time Prep Process** guides you through the six simple steps to completing the payroll preparation process:

Step 1: Resolve Pending Time Off Requests

All pending Time Off Requests for the pay period must be resolved to ensure accurate payroll calculations.

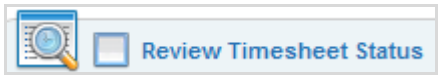
- If a message appears in the first row of the **Notes** column, click the 

to view a report containing all pending Time Off requests for this pay period.
- From the **All Open Time Off Requests** screen, you can approve or reject the pending Time Off requests.
- Once all pending Time Off requests have been addressed, you can click the check box to complete the step. Information will then appear for who completed the step with a timestamp and the step will be grayed out with a .

Note: Clicking the check box to complete the step and getting the check icon is **not required** to complete the Time Prep Process.

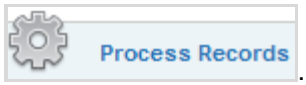
Step 2: Review Timesheet Status

All pending timesheets for the pay period must be resolved to ensure accurate payroll calculations.

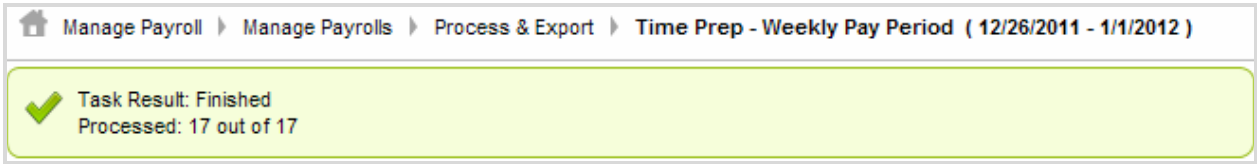
- If a message appears in the second row of the **Notes** column, click the 

button to view a report containing all pending timesheets for this pay period.
- From the **Unapproved Report** screen, you can approve or reject the pending timesheets.
- Once all pending timesheets have been addressed, you can click the check box to complete the step.

Step 3: Process Records

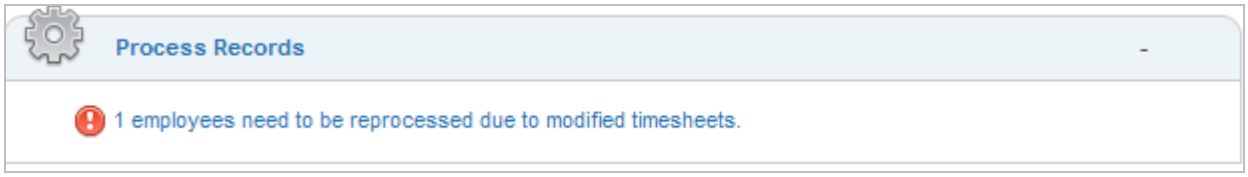
- To calculate payroll hours, click the 

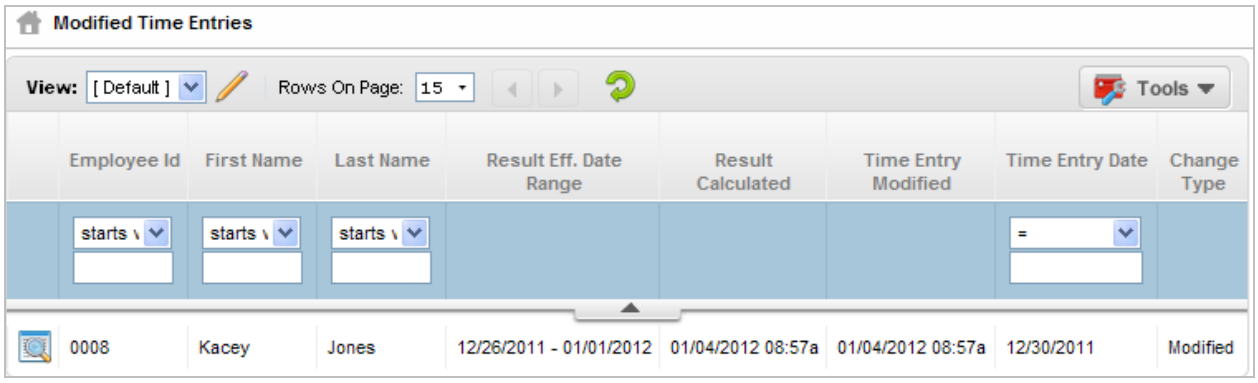
. This applies all pay rules to the time records.
- The system will prompt you to confirm the number of employees you are calculating. Click the **Run** button to continue.
- Once all hours have been calculated, you can click the check box to complete the step.
- Once all hours have been calculated, you will receive the following results letting you know many records were processed.



- Any unprocessed records will appear with in this report. Click on **Previous Screen** to continue the time prep process.
- If any errors occurred during the record processing a hyperlink would appear in the **Review Results** as show below:

- Click on the blue hyperlink to view and correct all the errors in the calculated results. If any time entries were modified, you must reprocess records. Now, you can click on the hyperlink shown below in **Process Records**, to review the **Modified Time Entries**, and click the number to **# employees need to be reprocessed due to modified timesheet(s).**





- You can click the check box to complete the step. The green check icon will display, indicating that you've completed this step.

Step 4: Review Results

- To review calculated hours, click Review Results. This screen will display containing the payroll calculation results for each employee.

- On the **Time Prep** screen, click the check box to complete the step.

Step 5: Create Payroll Interface File

- To generate the payroll export file, click Create Payroll Interface File. Click the export file name listed in the **Export Type** column. Save the payroll export file.

- On the **Time Prep** screen, click the check box to complete the step.

Step 6: Lock Pay Period

- To lock the pay period, simply click Lock Pay Period.

- Click the check box to complete the step.

Accruals

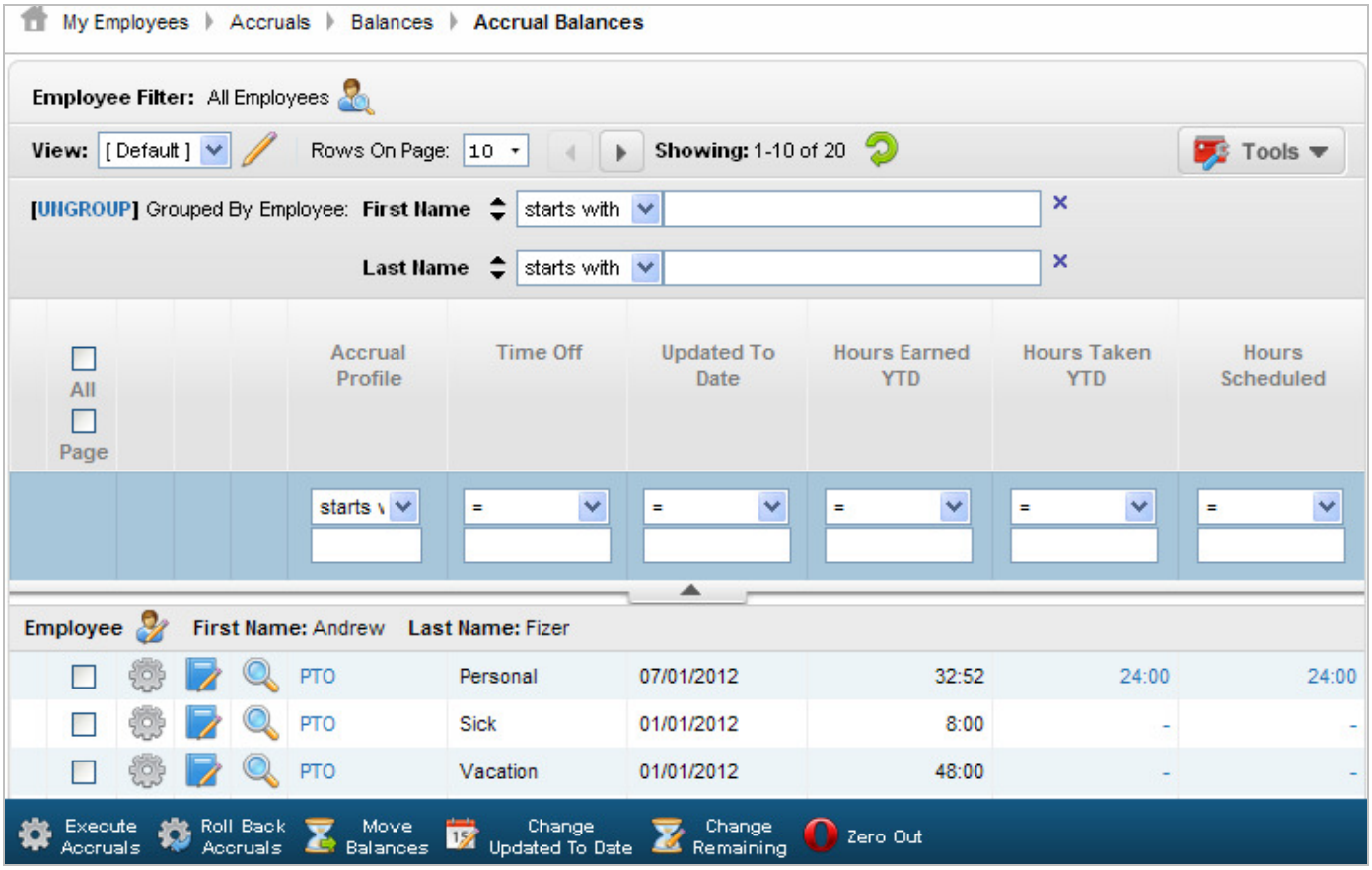
Note: The Benefit Accrual module is an optional component of Web Based Time & Labor Management. If your company is not using Web Based Time & Labor Management to track benefit time, this module will not appear in your

Web Based Time & Labor Management menu. If you are interested in adding this module to your Web Based Time & Labor Management system, contact your Web Based Time & Labor Management representative.

The Accruals module lets you track the benefit time your employees have accrued and used.

To view employee accrual balances:

1. Select **My Employees > Accruals > Balances**. The Accrual Balances page will display, as shown. On the right side you will view the following columns:
   - **Updated To Date** – the date which the balance is updated to or as of.
   - **Hours Earned YTD** – balance earned year-to-date.
   - **Hours Taken YTD** – time off taken year-to-date.
   - **Hours Scheduled** – time off scheduled in the future.
   - **Hours Remaining** – balance remaining.

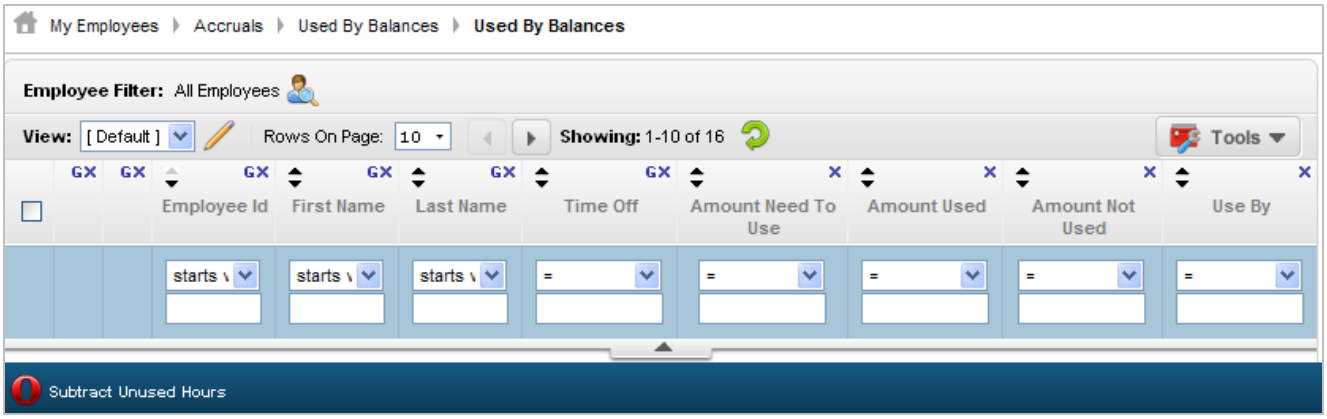


2. As in other reports, you have the ability to export this report by clicking on the

.

To remove hours that are past the Use By Date:

1. Select **My Employees > Accruals > Use By Balances.**
2. In the following window, you have the ability to view carried over hours that are set to be used by a certain date.



3. Using the button, you have the ability to zero out this balance.

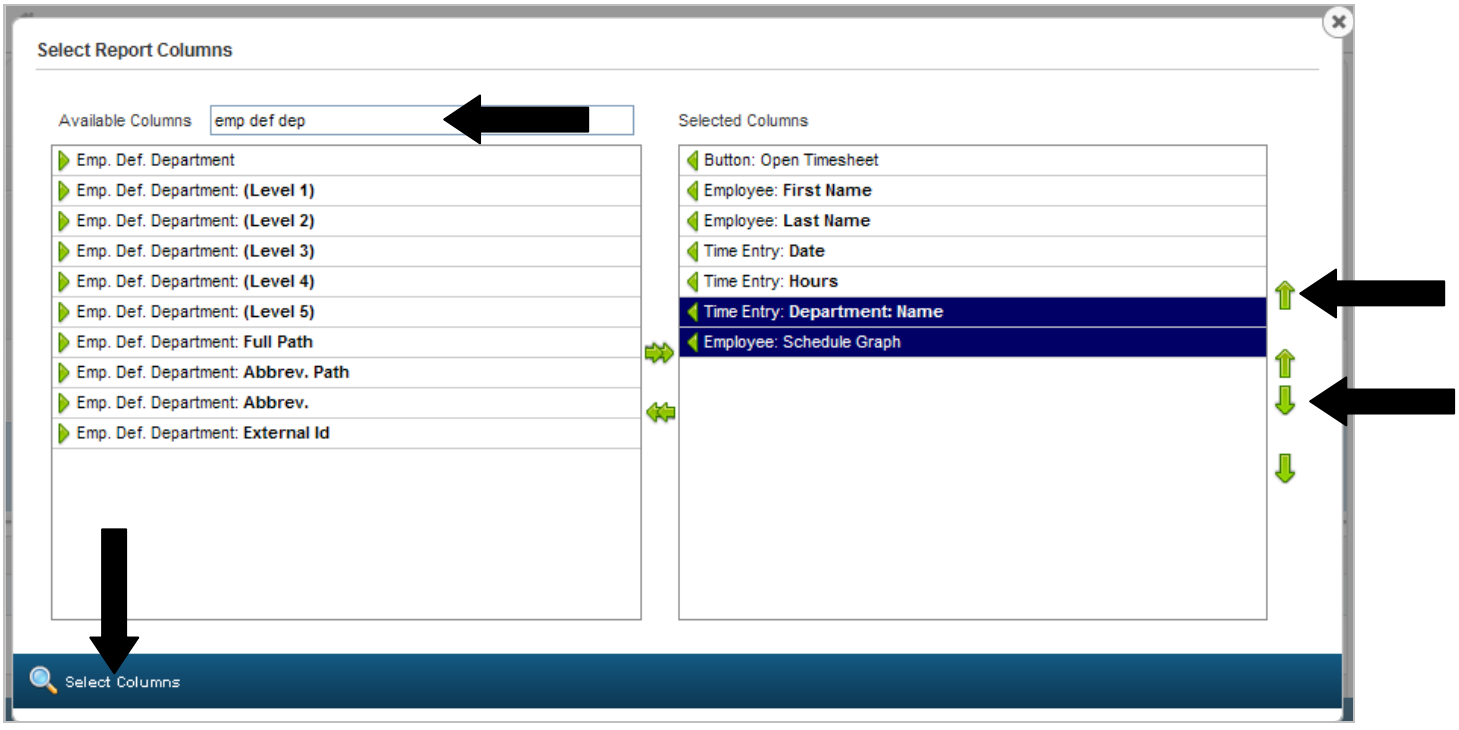
Reports

Web Based Time & Labor Management offers extensive reporting options and capabilities for you to gather and present labor-related data in a variety of ways. Since all Web Based Time & Labor Management reports follow similar creation procedures, general guidelines that apply to all reports are provided below.

Running Reports

To run a report:

1. Select the report you want to run from the **My Reports** menu.
2. This will launch a page for the report you selected, where you can choose the data to be included in the report.
3. Specify the date range you want to report on. You have 3 options:
   - **Calendar Range** – Ex. This Year, This Month, Last Week.
   - **Date Range** – Choose one calendar day to another by clicking the button.
   - **Pay Period** – Choose a specific pay period (previous, current, next).
4. Use the Tools button; choose **Select Columns**, to select the data you want included in the report. The data you select will be the columns in the report output. You can set the order in which the data is presented in the columns by using the up and down arrows. Click **Select Columns** to add new columns to the report.



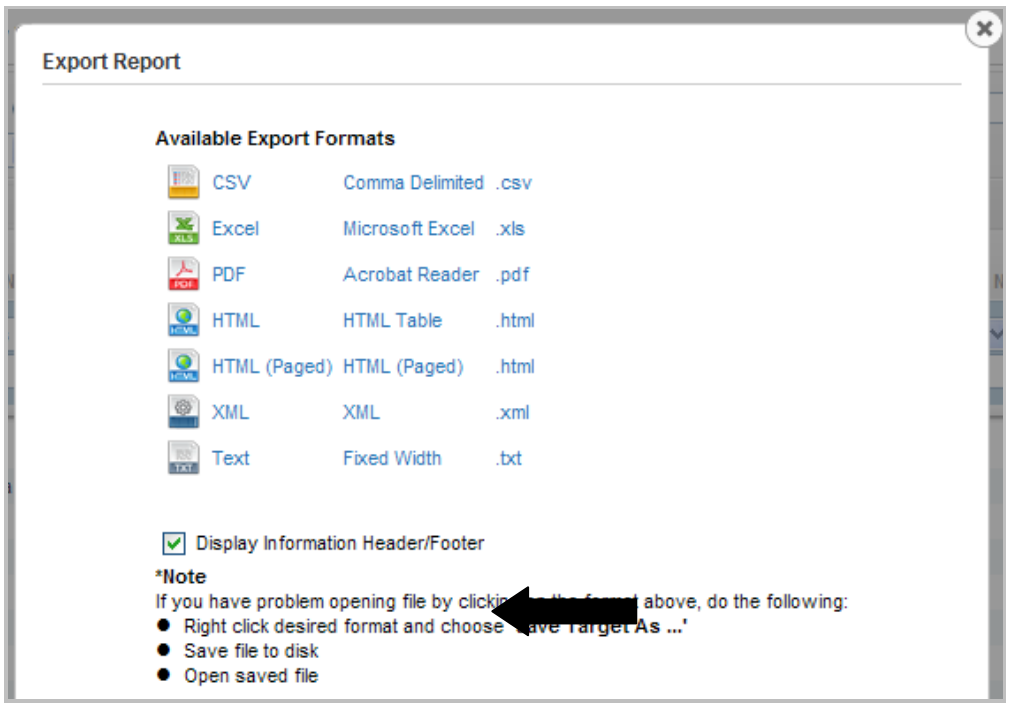
5. To format and reorganize the report output, there are several features you can use. For example, to filter specific data from the report output, you can use the filter fields at the top of the report, as described on page 5.
6. Within any report where you can add/remove columns, you have the ability to search **Available Columns** easily. Using the **Available Columns** field a user can enter a key word search for the column they are looking for. Search parameters are flexible, and a user can enter in one or several key words to find a column.
7. To group information, click the **G** that appears in the top right corner of the column heading for the data type you want grouped. To remove columns from the report output, click the **X** that appears in the top right corner of the column heading.

To save report settings:

1. Click the Tools button and choose **Save Settings**.
2. Provide a name for the settings. If you want this setting to be your default report setting, click the **Default** check box, and then click the **Save** button. For any report where you have to click "Run" to execute, you have the option of overriding this setting my checking off **Run Immediately**.
3. You can easily run the report with the saved settings by clicking the button and choose **Load Save Settings**.
4. Click on the button next to the setting you want to run, and the screen will update.

To export report output:

1. Click the Tools button and choose **Export**. OR, click the Export button. Most pages with filters offer an **Export** option that you can use to export the data to .CSV, .XLS, PDF, HTML, and XML.
2. You can also specify if you would like your report to have an **Information Header** that lists how the report is sorted, grouped, and who generated it.

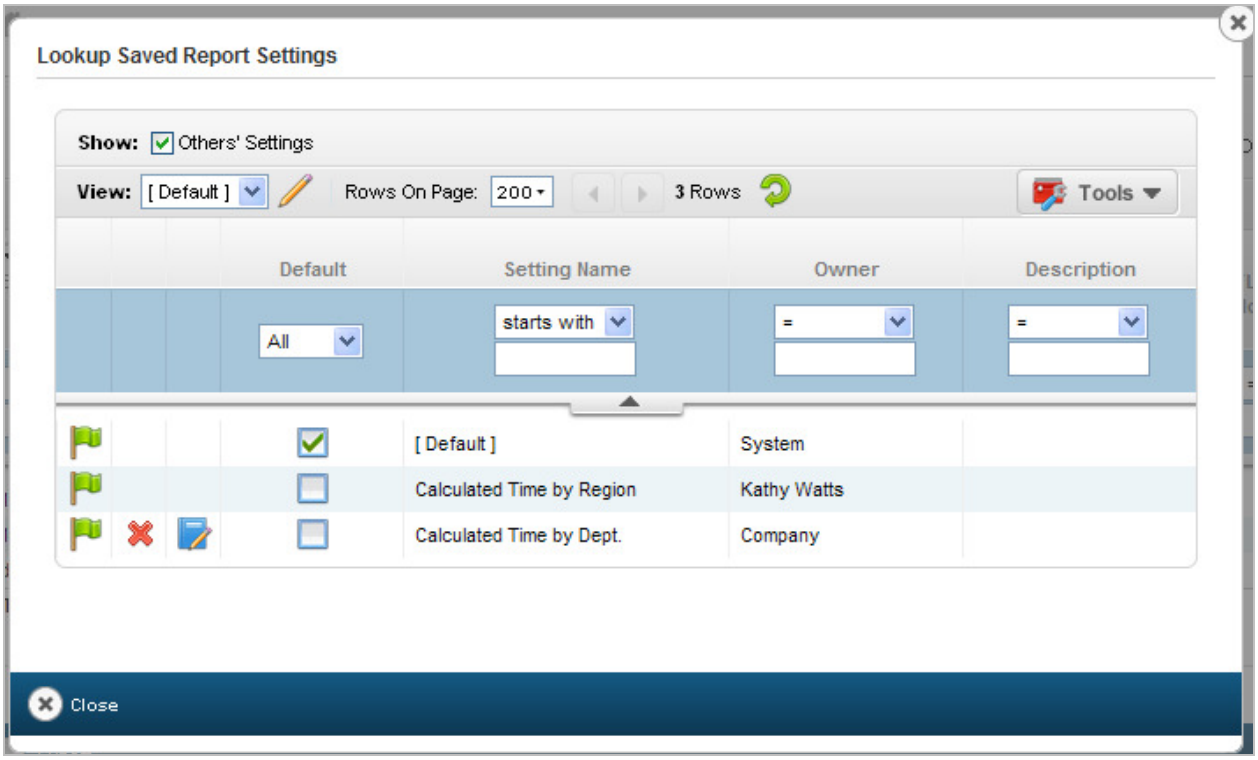


To push out saved settings to others:

1. Go to the button. You will then be prompted with the **Lookup Saved Report Settings** window which provides you with four options:
   - **This is my personal setting** – allows you to designate this setting as only viewable by you.
   - **This is my personal setting and is visible to others** – allows others to see your saved settings.
   - **This is a company setting available to others** – automatically displays as available to others within the **Load Saved Settings** screen.
   - **This is a company global default setting** – makes this setting the default setting for all employees who have access to that report.
2. Select the option that applies to you and click the Save button.

To view other's report settings:

1. Go to the button. You will then be prompted with the **Lookup Saved Report Settings** window.
2. Within this window, select the **Show: Other's Settings** checkbox to view the settings available to you by others.



3. Click the button to view the report.

Report Definitions

1. **My Saved Reports-**shows all reports you have saved

2. **HR > Employee Lists**
   - **Employee Roster**-shows all basic information and main settings for each employee (profiles)
   - **Employee Summary**-shows employee access to cost centers and managers assigned to them
   - **Seniority Report**-shows all employee dates (hired, started, etc.)
   - **Birthday Calendar**-shows all a calendar style page with employee birthdays highlighted.
   - **Anniversary Calendar**-shows a calendar view of Anniversary dates for all employees

3. **Time & Labor > Time Allocation**
   - **Detailed Hours**-shows individual time records.
   - **Detailed Hours Overview**-calendar view of hours per person
   - **Summary Hours**-summary of hours based on columns chosen.
   - **Summary Hours by Employee**
   - **Summary Hours by Cost Center**
   - **Summary Hours by Day**
   - **Summary Hours by Week**

   These are pre-defined settings grouped by specific cost fields or date range.
   - **Time Off Calendar**-shows year worth of time off approved requests.
   - **Dot Board**-shows who's in (red pin) and who's out (blue pin) as of now. Also shows who's been in during the last 24 hours (time since last in/out columns).
   - **Late/Early/Absent Report**-based on a schedule, shows whose early/late/absent.
   - **All Notes**
   - **Exceptions –** shows a more detailed view of the Exceptions.
   - **Exceptions Summary by Week –** will display, per employee, any Exceptions flagged within a specific date range, color-coded based on the Exception configuration. Then, by clicking on an Exception, you will be taken to the employee's timesheet and to the day where the Exception is flagged.

4. **Time & Labor > Calculated Time**
   - **Calculated Time Summary**-summary hours by Pay/Time off (total time)
   - **Calculated Time by Work Day**-detailed calculated time by day
   - **Detailed Calculated Time**-employee workday view separated by pay categories.
   - **Calculated Time By Entry**-shows time work by employee vs. scheduled time on a daily basis
   - **Calculated Time By Calendar Day**-shows employee summary hours by day.
   - **Calculated Time By Employee**-shows time worked by employee vs. scheduled time on a weekly basis
   - **Lunch & Breaks** – shows a summary of hours per day spent on Lunch and Breaks, both paid and unpaid

5. **Time & Labor > Extra Pay**
   - **Detailed Extra Pay**-shows how and when an employee earned extra pay and for which pay category
   - **Extra Pay Summary**-shows all extra pay for a pay period

6. **Time & Labor > Adjustment Pay**
   - **Detailed Adjustment Pay-**shows a detailed report of adjustments made to employees pay
   - **Adjustment Pay Summery-**shows a summary report of all pay adjustments

7. **System > System Utilities**
   - **Global Access**-who logged in when and from where (IP address)
   - **Remote Device Access**-shows who opened what doors
   - **Swipe Summary**-shows employee punches and Access
   - **Unprocessed Punches-**shows a list of unprocessed punches
   - **Group Membership**-shows number of supervisors and employees per group

8. **System > Audit Trail**
   - **Timesheets**-audit of time entries by timesheet (who changed what)
   - **Time Entries**-audit of time entries
   - **Extra Pay Entries-**shows who added extra pay to employee's time sheet.
   - **Time Off Requests**-shows who approved time off.

- **Account Information**-all changes to account information (employee information-no logic)

9. **HR > Accruals**
   - **Balances**-per employee, per time off category being accrued. Shows number of day earned, taken, scheduled and remaining.

Managing Groups

Web Based Time & Labor Management allows you to sort users into **Groups** so that you can assign managers to only those users they should have access to. **Group Permissions** allows you to determine the permission level a manager has over a group.

By default, Web Based Time & Labor Management creates and maintains a group called **All Company Employees**. All newly added users are automatically added to this Group. If after adding user accounts you notice you do not see those accounts when you access **My Employees > Employee Information**, it is because you do not have permissions to the **All Company Employees** Group. Typically, only Company Administrators should have permissions to the **All Company Employees** Group.

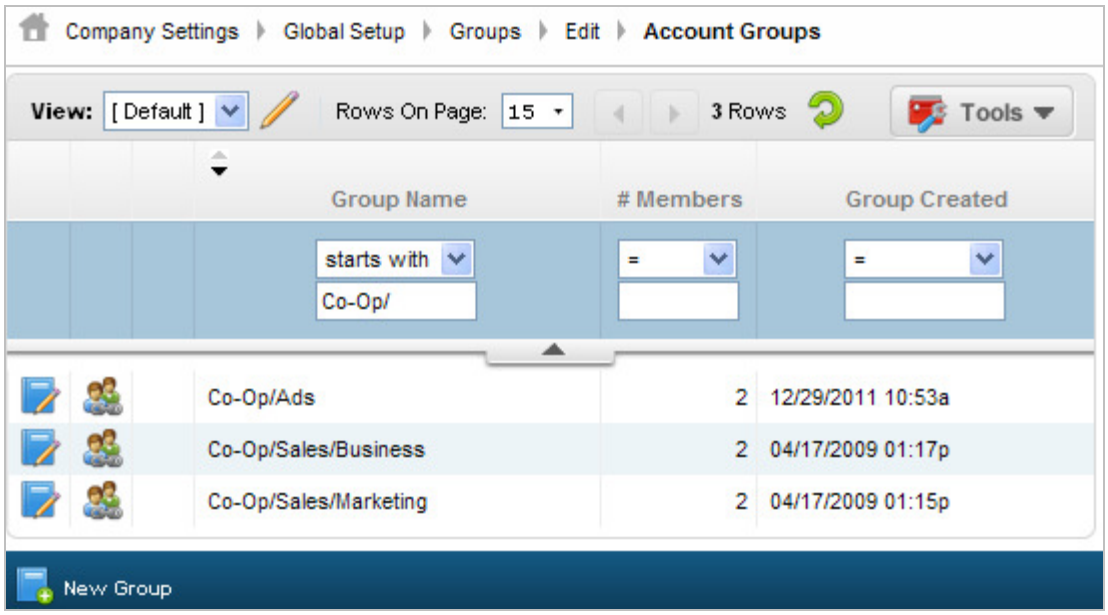
You can create any number of Groups to help organize personnel and management responsibilities. For example, you might create a Group called 'Sales' that includes all users that belong to the Sales department. You would then provide the Manager of that department access to the Group with view, edit, and approve permissions over the user accounts that belong to the Group. When the Sales Manager logs in, he/she would see only those accounts, timesheets, and time off requests belonging to the users in the Sales Group. As the example above indicates, managing Groups involves two processes:

- **Creating Groups (manually, imported or system generated) and adding users that belong to them.**
- **Assigning permission levels to those that should have access Groups.**

You can also provide temporary Group access to a user account if, for example, a manager is on vacation and another user account is substituting for that manager while they are away.

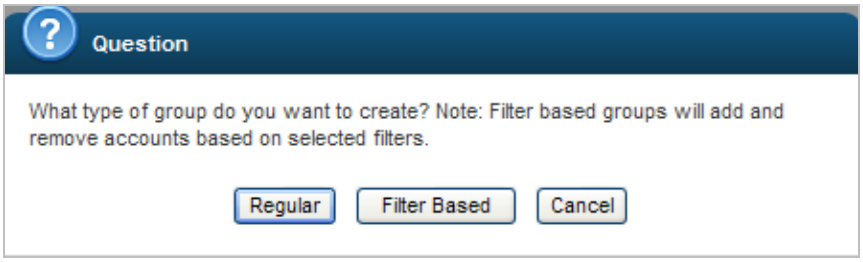
To create a manual Group:

1. Select **Company Settings > Global Set-up > Groups > Edit** to display the following screen.
2. The button allows you to edit the employees within this group.
3. The button allows you to edit the manager permissions of this group.

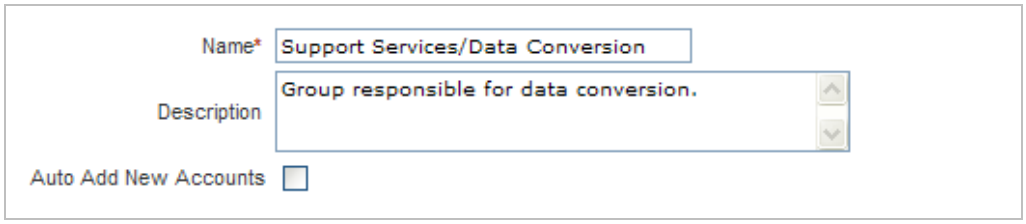


4. Click

to add a new group. **NOTE**: when creating groups in this way, they are not automatically generated by the system, and therefore they have to be maintained and updated manually.
5. You will be prompted with the following window where you can determine whether your group is **Regular** or **Filter Based**. A **Regular** group allows you add employees individually, while the **Filter Based** group allows you to add employees based on specific attributes such as Default Cost Center, Account Status, etc.



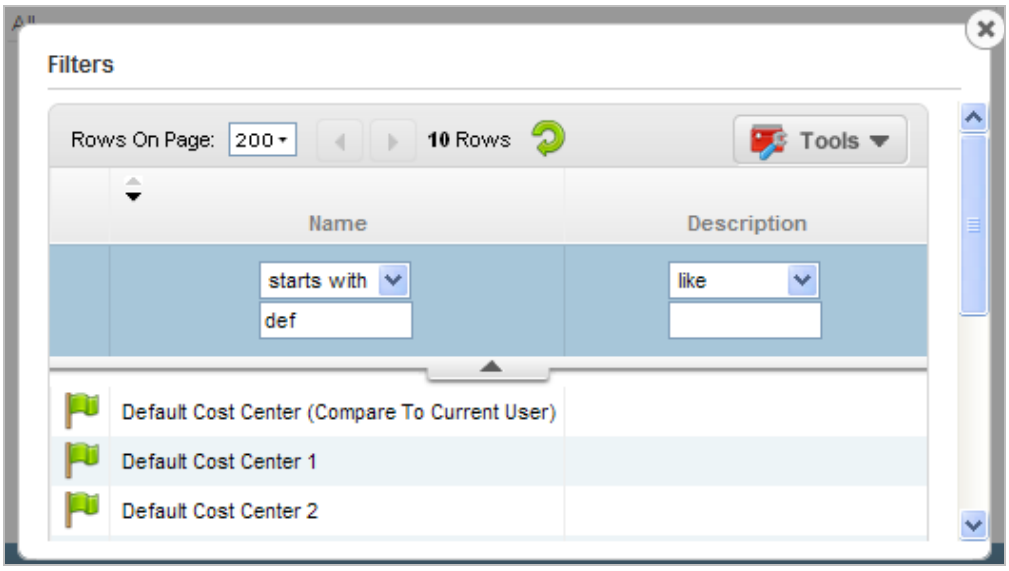
6. In a **Regular** group, you can add employees to this group by clicking the button that corresponds to each user account you want to add to the Group.
7. In a **Filter Based** group, you will first enter the name and give a brief description of the group.



8. Next, click the

button.
9. In a **Filter Based** group, you can add employees by clicking the

button. You will then be prompted with the following window.



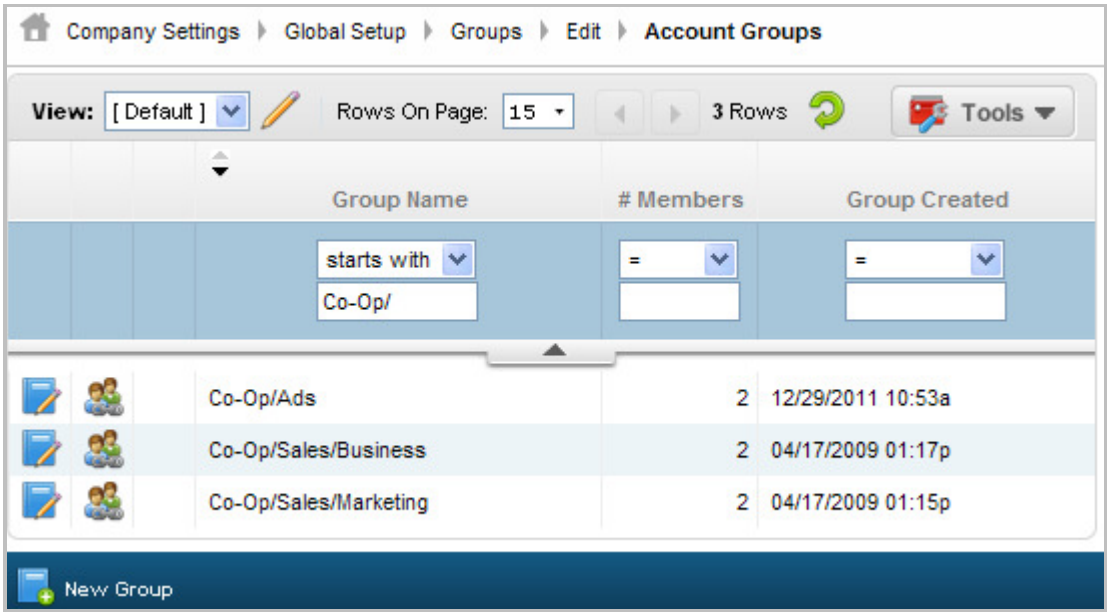
10. Within the window above, you can select which filter you would like to apply to your group by clicking the button. The employees that fall in the criteria defined by the filters will be added to the new group.
11. Click the

button.

Tip: Alternatively, you can select the checkbox that corresponds to each user account you want to add to the Group and click the Add To Group button. Then, click the Save button.

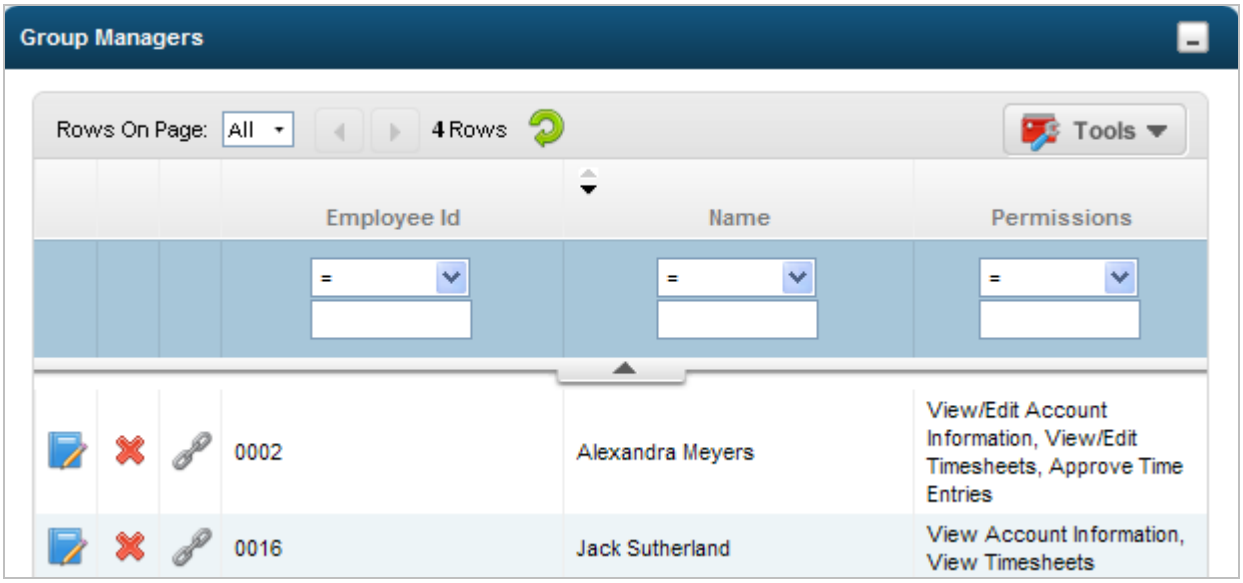
To assign permissions to a Group:

1. Select **Company Settings > Global Set-up > Groups > Edit**. The **Company Groups** screen displays and lists all Groups that have been added.

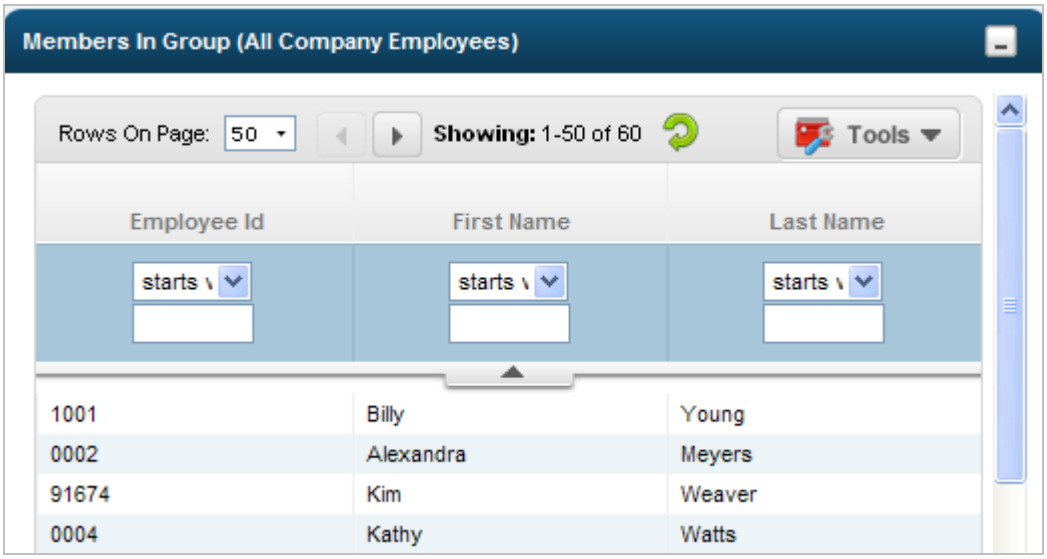


2. Find the Group you want to work with from the list and click its corresponding Group Permissions button. The **Edit Group Permissions** screen will display.

3. The **Group Managers** section allows you to view, edit and add managers that should have permissions to this Group. (If there are already group permissions set up, then the **Group Managers** section would list any users that currently have permissions to this Group, their permission, and approval level)

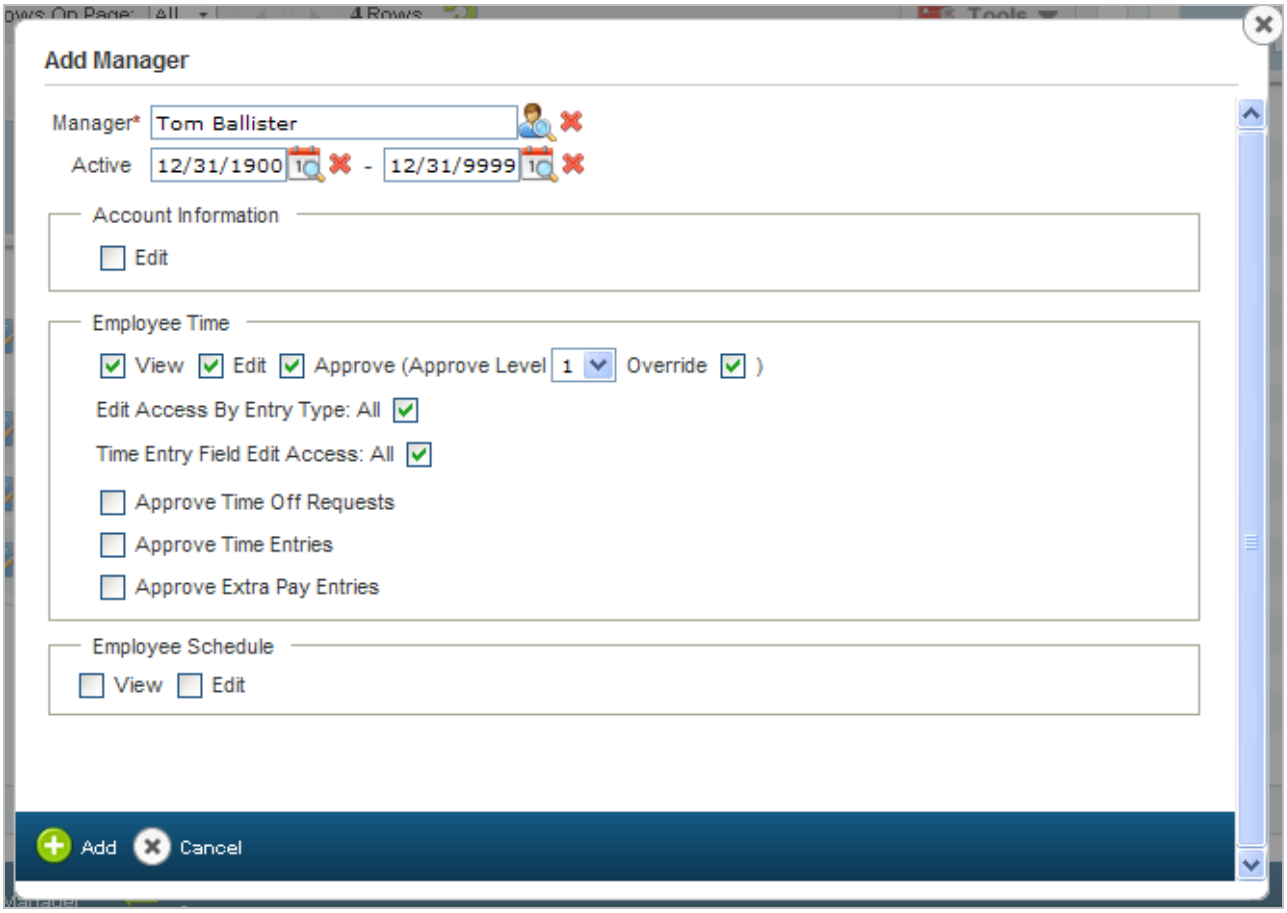


4. The **Employees In Group** section lists the user accounts that belong to this Group.



5. Then, click the

button to view the **Add Manager** window.
6. In the **Add Manager** window, in the **Manager** field, select the user that should have access to this Group by clicking the view list of employees button and selecting the button next to the user account.



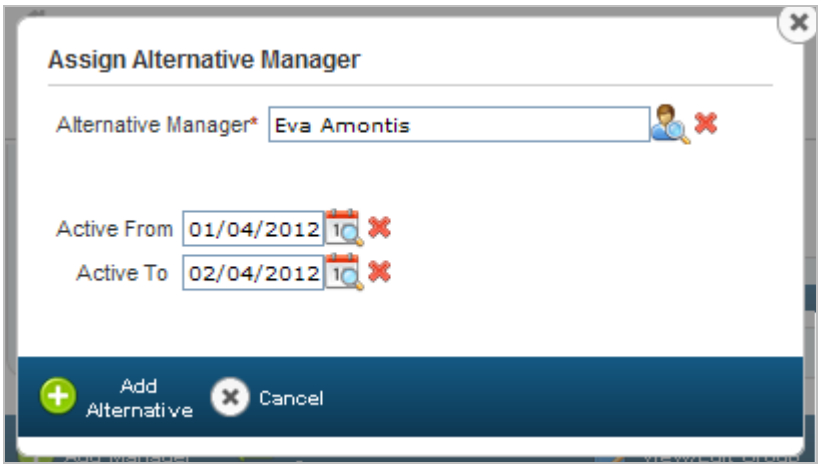
7. In the **Add Manager** window, select the level of permissions you want to give to this user account:
   - **Account Information**
     1. **Edit –** provides the ability to edit user account information (Ex. Badge ID).
   - **Employee Time**
     1. **View –** ability to view employee timesheets.

2. **View/Edit –** ability to view and edit employee timesheets.
3. **View/Edit/Approve –** ability to view and edit employee timesheets, as well as approve timesheets.
4. **Override –** ability to override another manager's approval who has a lower approval level than yours.
5. **Edit Time Entry Type: All –** provides the ability to edit time entry fields such as Time and Time Off.
6. **Time Entry Field Edit Access: All –** provides the ability to limit which fields a manager has access to edit on a timesheet.
7. **Approve Time Off Requests –** provides the ability to approve time off requests.
8. **Approve Time Entries –** provides the ability to approve individual employee time entries.

8. Click the Add button.

To assign temporary Group permissions:

1. Select **Company Settings > Global Set-up > Groups > Edit**.
2. Click the Group Permissions button next to the Group you want to work with.
3. In the **Group Managers** section, click the Assign Alternative Employee button for the user who needs a substitute manager. You will then be prompted with the following screen.



4. In the **Alternative Manager** field, click the button and select the user account that should have temporary Group permissions. The **Alternative Manager** will have the same permissions as the regular manager.
5. In the **Active From** and **Active To** fields, specify the date range this user should have temporary permissions to the Group.
6. Click Add Alternative.

Note: If the user is no longer needed before the date range has expired, you can easily remove their temporary permissions by clicking the Remove Alternative Employee button. Otherwise, once the **Active To** date has expired, the temporary group permission will remain to show as history. If you do not want this to remain to show, you can remove it by clicking the Remove Alternative Employee button.

To manage Group membership:

The following reports are available to manage Group membership:

1. **Company Settings > Global Set-up > Groups > Employee Group Membership** – displays all users and the groups that they are members of.
2. **Company Settings > Global Set-up > Groups > Manager Group Access** –- displays all managers and their permissions over groups.
3. **Company Settings > Global Set-up > Groups > Manager Employees Access –** displays all managers and their permissions over employees.

To add/remove users to/from a Group:

1. Go to **Company Settings > Global Set-up > Groups > Edit**.
2. Click the button that corresponds to the Group you want to modify.
3. Use the and buttons to add and remove users to/from the Group. Click .

To remove a user's permissions to a Group:

1. Go to **Company Settings > Global Set-up > Groups > Edit**.
2. Click the button next to the Group you want to work with.
3. In the **Group Managers** screen, click the button next to each user account you want removed from having permissions to this Group.

To delete a Group:

1. Go to **Company Settings > Global Set-up > Groups > Edit**.
2. Click the button that corresponds to the Group you want to delete.
3. You will then be prompted to confirm the deletion of this group.

Employee Maintenance

To add an employee:

1. Go to **My Employees > Employee Maintenance > Hire**.
2. Fill in the appropriate fields. Those that are required include **Username, First Name, Last Name, Employee ID, Employee Type** (Exempt, Non-Exempt), **Pay Type** (Hourly, Salaried), **Hire Date and Start Date**.
3. Click .

To update an employee's account:

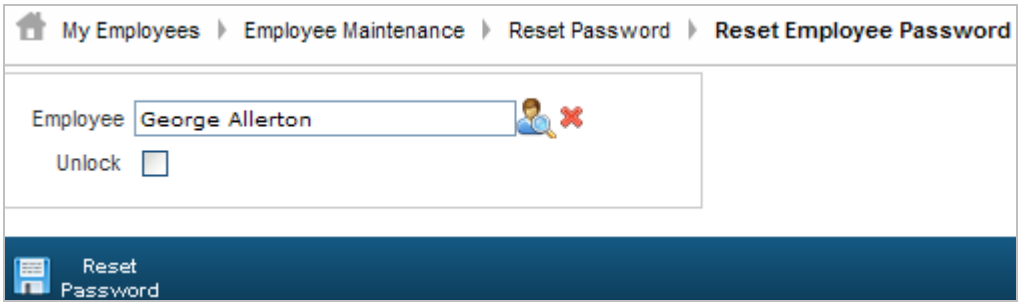
1. Go to **My Employees > Employee Information.**
2. Click on the button for the employee you wish to view or edit.
3. Make the appropriate changes to their profile, and click .

To mass edit employee information:

1. Go to **My Employees > Employee Maintenance > Mass Edit.**
2. Choose the appropriate fields you would like to update, and then select the employees to which your changes apply.
3. Click .

To reset an employee's password:

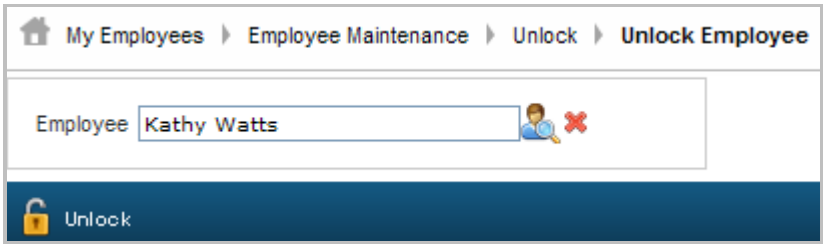
1. From the main menu, select **My Employees > Employee Maintenance > Reset Password**.
2. Filter to find the employee with the button.
3. You can choose the unlock check box if the employee has been locked out of the system. After 3 failed login attempts, an employee is automatically locked out of the system for security purposes.



4. Click on the button.

To unlock an employee's account:

1. Go to **My Employees > Employee Maintenance > Unlock.**
2. Filter to find the employee with the button.



3. Click on the button.

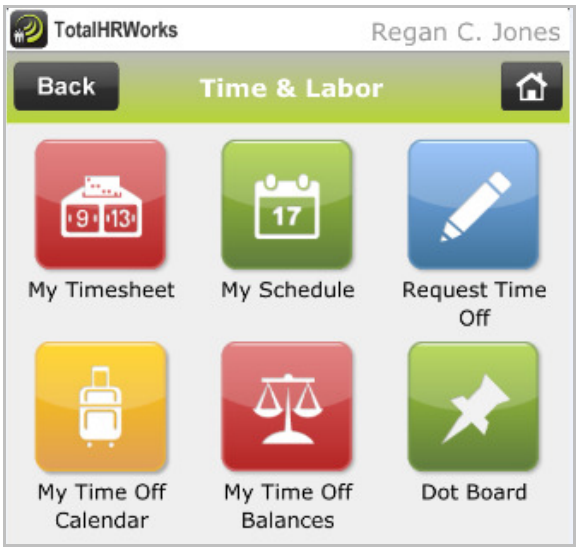
Mobile Application: TotalHRWorks

If the Mobile Application has been enabled within your company, you have the ability to download the application within the App Store for iPhone, or the Play Market for Android devices. Your iPhone will need to be running iOS 4 or higher, and your Android will need to be running 2.2 or higher. Once downloaded, you will have the ability to clock in and out, request time off, view your schedule, view and approve employee's timesheets, view employee's time off requests, and more; all depending on the functionality enabled within your company.

To Login:

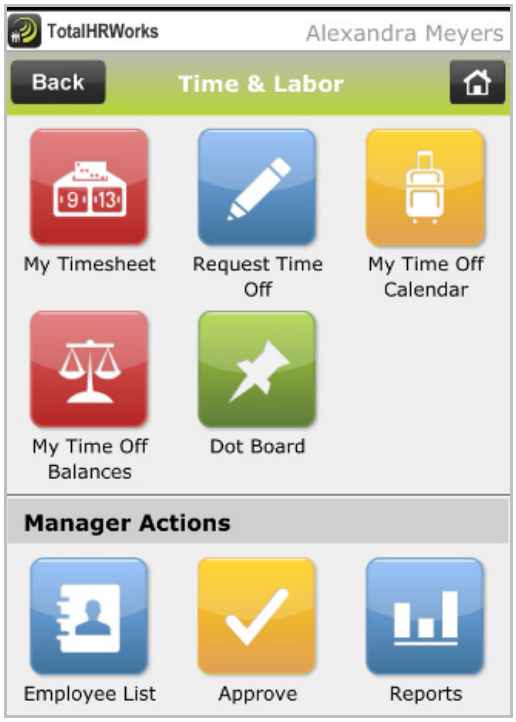
1. Launch the app from your home screen. Enter your username and password, and click the **Login** button.

2. Once logged in, a home screen will appear with different options depending on your company's configuration. You can always return to the previous screen by clicking the Back button.



Employee: Time & Labor Management Options:

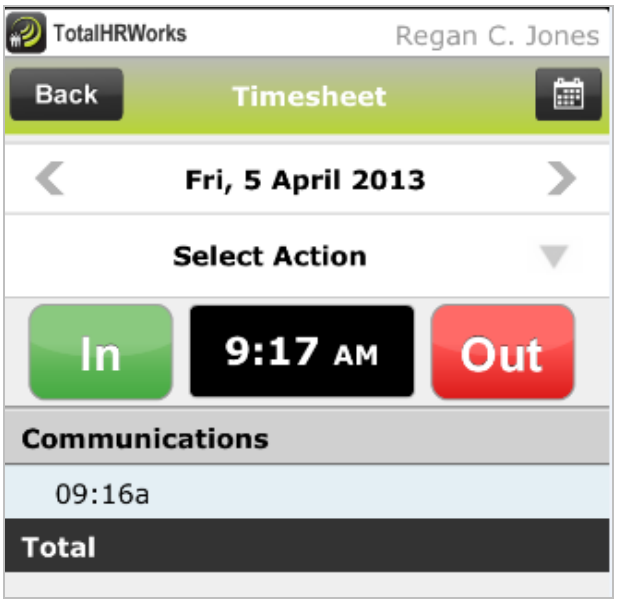
1. Select the **Time & Labor Management** button to view your Timesheet, Clock In or Out, Request Time Off, View Schedules, manage your employees, and more.



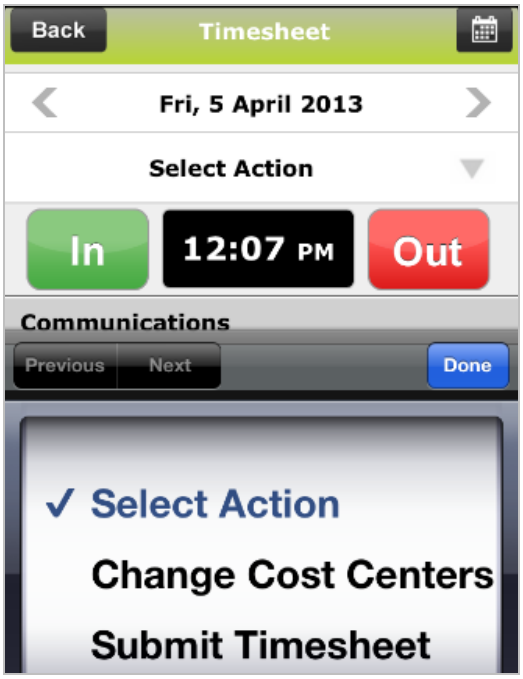
Clicking on the icon will bring you back the home screen.

Employee: To Clock In or Out:

1. Click on the **My Timesheet** option, which will then bring you to click **Clock In** or **Clock Out** button as needed. Any punches already recorded will display in the Communications section, and once there is a complete time entry (an in and out punch), a total amount of hours will display.



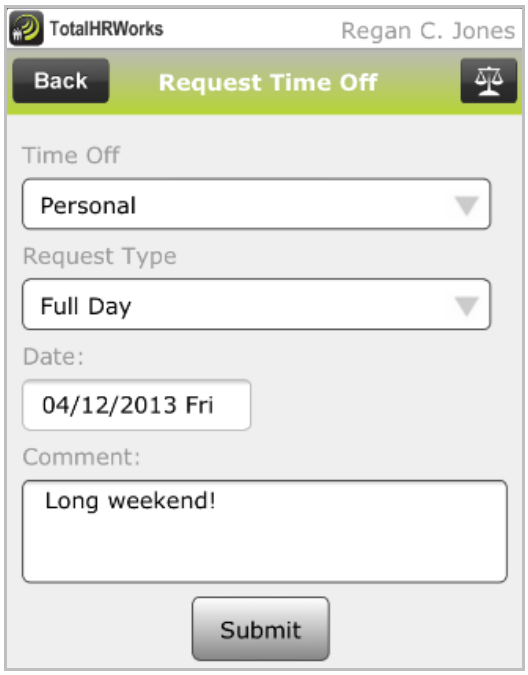
2. The **Select Action** option will allow you to Change Cost center if enabled within your Timesheet, and/or Submit your Timesheet.



Clicking on the icon will allow you to select a different day to view.

Employee: To Request Time Off:

1. Click on the **Request Time Off** icon.
2. Enter the information as you would within the system, and click the **Submit** button.



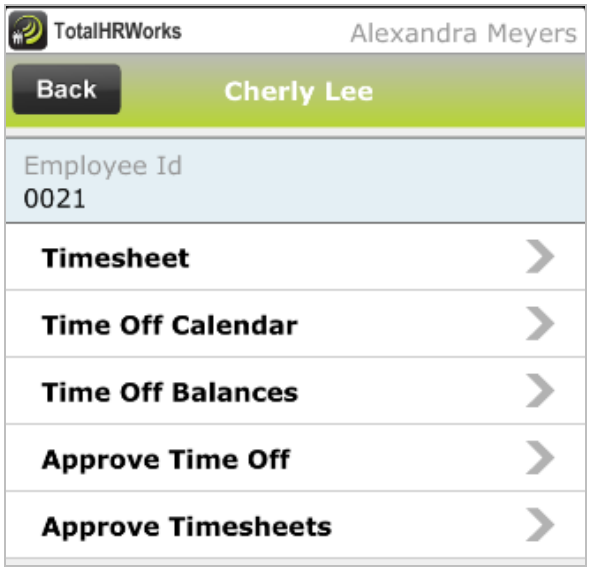
You can click on the icon in the upper right-hand corner to bring you to your Time Off Balances.

Employee: Running Reports

1. You have the ability to view the following **Reports**:
    a. **My Schedule** – will display your assigned schedule per week. You have the ability to view previous and future weeks as needed.
    b. **My Time Off Calendar** – will display any scheduled and already taken time off in a month by month format.
    c. **Time Off Balances** – will display your time off accruals.
    d. **Dot Board** – will display a list of all employees, noting who is currently clocked in and who is currently clocked out.

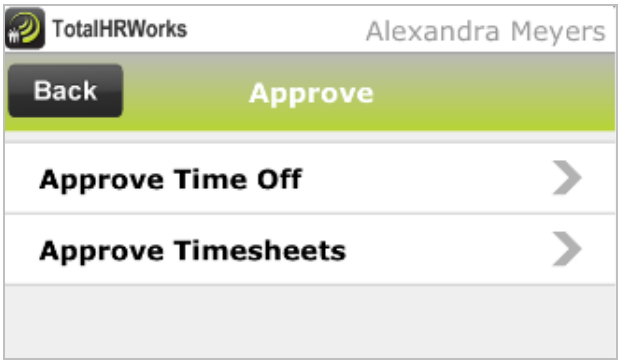
Manager Actions: Employee List

1. By selecting the **Employee List** option, you will be able to view all of the employees you manage, and subsequently select to view their **Timesheet**, **Time Off Calendar**, **Time Off Balances**, or to **Approve Time Off**, or **Approve Timesheets**.



Manager Actions: Approve

1. By selecting the **Approve** option, you will be able to **Approve Time Off**, or **Approve Timesheets**.

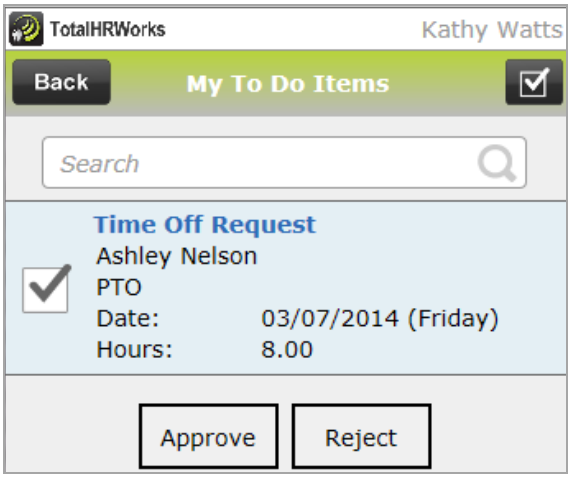


Manager Actions: Reports

2. By selecting the **Reports** option, you will be able to view different system reports, depending on your permissions. Below is a sample of reports you may have access to.

Manager: My To Do Items

3. A Manager has the ability to view and Approve/Reject “To Do’s” within the “My To Do’s” section of the mobile application.



FAQs

This chapter provides answers to questions frequently asked by managers using Web Based Time & Labor Management.

How do I control/change the type of timesheet my employee uses?
The type of timesheet your employee uses is determined by his/her Timesheet Profile. Profiles are typically controlled by system administrators. If you have access to the Profiles menu in Web Based Time & Labor Management, see the *Web Based Time & Labor Management System Administration Guide* to learn how to work with Timesheet Profiles. If you don't have access to the Profiles menu, contact your system administrator to have your employee's timesheet type changed.

A new employee has joined my department but I cannot see their timesheet information in Web Based Time & Labor Management. Why?
While your security level controls the system functions you have access to, Groups control the users you have access to. It is possible this new employee was added to Web Based Time & Labor Management but was not added to your Group. If you have access to the Groups menu in Web Based Time & Labor Management, see the *Web Based Time & Labor Management System Administration Guide* to learn how to work with Groups. If you don't have access to the Groups menu, contact your system administrator to have the new employee added to your Group.

This guide mentions Time Prep and Accruals but I don't have those options in my Web Based Time & Labor Management system. Why?
This could be because your security level profile does not give you access to these modules, or your company is not using Web Based Time & Labor Management to track benefit time or process timesheet data for payroll. If the later is true, the Benefit Accrual and Time Prep modules are not activated on your company's Web Based Time & Labor Management system. To add these modules, speak with your Web Based Time & Labor Management representative. If it is due to your security level, you should speak with your system administrator to have these options added to your security level.

I accidentally approved a timesheet that should not have been approved. Can this be un-done?
Yes. Someone with higher access privileges than yourself needs to log in and reject the timesheet you accidentally approved. This person might be another manager in your Group that has higher View/Edit/Approve rights than you. If you are the only manager in your Group, you should contact your system administrator and ask him/her to reject the timesheet you accidentally approved.

Can I find out from which IP address users are logging in to Web Based Time & Labor Management?
Yes. Use the **Global Access** report to view this information. Go to **Reports > System Utilities > Global Access**. Select the date range you want to report on and include all **Available Columns** in the report output, and then click **Run Report**. The report output will display all log-ins for the date range you selected. The **IP** column displays the IP address that was used for the login.

Can I find out when a user's timesheet was edited?
Yes. Use the **Timesheet Audit Trail** report to view this information. Go to **My Reports > System > Audit Trail > TA > Timesheets**. Select the date range you want to report on and include all **Available Columns** in the report output, and then click **Run Report**. The report output will display all timesheets that have been edited. Click the edit button to view how each timesheet was edited in detail.

How do users work with their timesheets and submit timesheets and time off requests?
Users can edit their current timesheet by selecting **My Account > Current Timesheet**. When they are finished filling out their timesheet they can submit it by simply clicking the Submit For Approval button. Users can submit requests for time off by selecting **My Account > Time Off > Request**. They can fill out the time off request information and

click the **Submit Request** button. For more information, see the *Web Based Time & Labor Management User Guide for Employee*