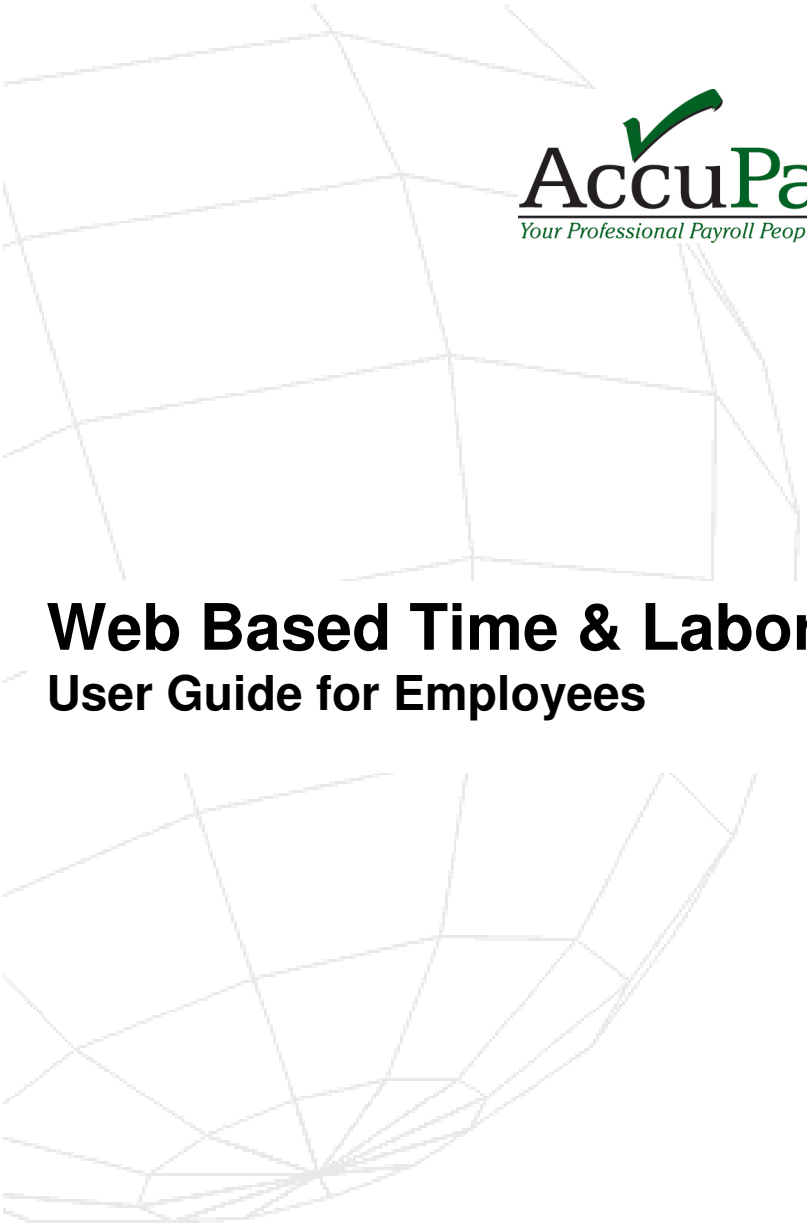

Web Based Time & Labor Management

User Guide for Employees

Web Based Time & Labor Management - User Guide for Employees

Document No.: 05-001

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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 solution used for a variety of labor tracking needs such as attendance management, employee scheduling, project tracking, benefit entitlements, payroll preparation and more. With Web Based Time & Labor Management you can access current and historical timesheets, as well as submit timesheets and time off requests by simply logging into your account via the Internet. Your managers will receive your timesheets and time off requests immediately – saving time and reducing needless paperwork. Self-empowerment tools give you fast access to historical data and benefit entitlement information so you can track of your own progress and plan ahead without interrupting managers for this information.

About this Guide

This guide describes tasks that are typically only performed by employee-level users of Web Based Time & Labor Management. This guide contains the following chapters:

- **Introduction** - provides a brief overview on Web Based Time & Labor Management and describes this guide.
- **Getting Started** - helps you get started with Web Based Time & Labor Management with log-in information and user interface fundamentals.
- **Employee Tasks** - describes each employee function within Web Based Time & Labor Management.
- **FAQs** - Provides answers to questions frequently asked by employees using Web Based Time & Labor Management.

Separate guides have been created for manager and system administrator users. The *Web Based Time & Labor Management User Guide for Managers* provides instructions on typical tasks performed by managers, while the *Web Based Time & Labor Management System Administration Guide* describes typical tasks performed by system administrators.

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 an employee, you will have less menu options than managers and system administrators. An employee's menu bar typically contains the following options:

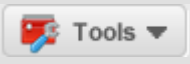
- **My Settings** - Use this menu to change your password.
- **My Timesheet** - Use this menu to work on your own timesheets and Time Off requests.
- **Reports** - Use this menu to run reports.

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.

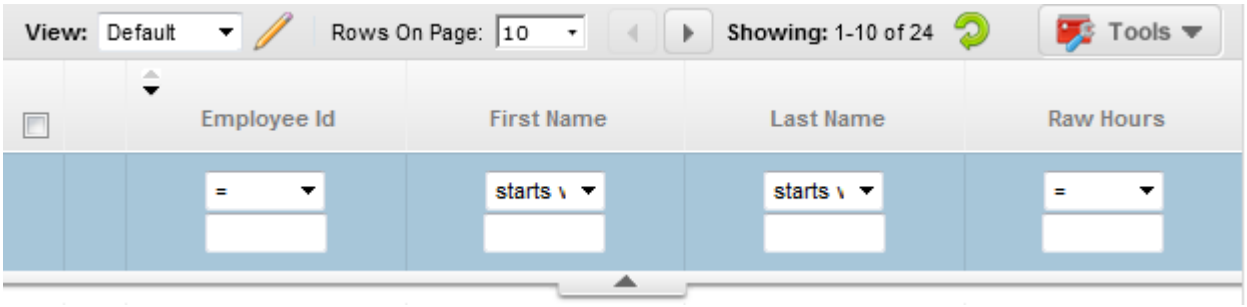
Icon	Function
	Provides calendar pop-up for you to select a date
	Delete current selection
	Punch in and punch out
	Select, add, or approve
	Select or add
	Lookup options for current selection
	Enter note
	View/Edit
	Add/change functions of a report
	Employee report filter
	Run "show me" movie
	Get help on current area

Navigation Bars

Each page in Web Based Time & Labor Management contains a navigation bar at the bottom of the screen 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 web browser.

Filters

Many pages in Web Based Time & Labor Management offer filters for sorting data that appears on the page (see example below). 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 a specific timesheet amongst a long list of timesheets. In this example, you can find that timesheet quickly by entering the timesheet start date in the **Timesheet Start** filter field, selecting the **=** symbol, and clicking the **Run** button. The page will refresh and display only the timesheet you want to work with.

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

Employee Tasks

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

- Using Your Timesheet
- Extra Timesheet Features
- Submitting Timesheets for Approval
- Accessing Historical Timesheets
- Requesting Time Off
- Checking the Status of Your Time Off Request
- Checking Your Accrual Balance
- Time Off Calendar

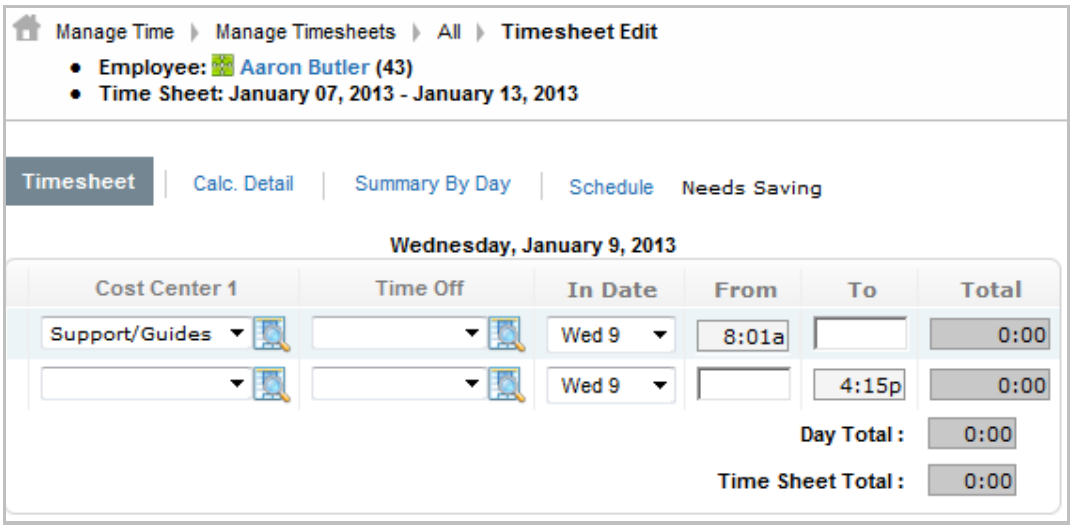
Using Your Timesheet

Web Based Time & Labor Management provides five default timesheet formats: **Bulk Hours, Start/Stop, Time Stamp, Start/End All Days, and Graphical View**. Your system administrator or manager has assigned one of these timesheet formats to your user account. This section describes how to use each timesheet format; follow the instructions pertaining to the timesheet format you've been assigned to use. You can access your current timesheet by selecting **My Account > My Current Timesheet**.

NOTE: Your timesheet view may vary slightly based on the options enabled for your company. Please see your manager if you have any questions.

Frozen Punches Timesheet Format

Similar to the Punch Clock Profile (described below), this profile allows you to clock in and out utilizing the clock in/out buttons without the ability to edit the first or last punch of the day. You can then split the time entry to add additional punches between the first in and last out punch of the day.



To record time on a Frozen Punches timesheet:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period.
2. Click the

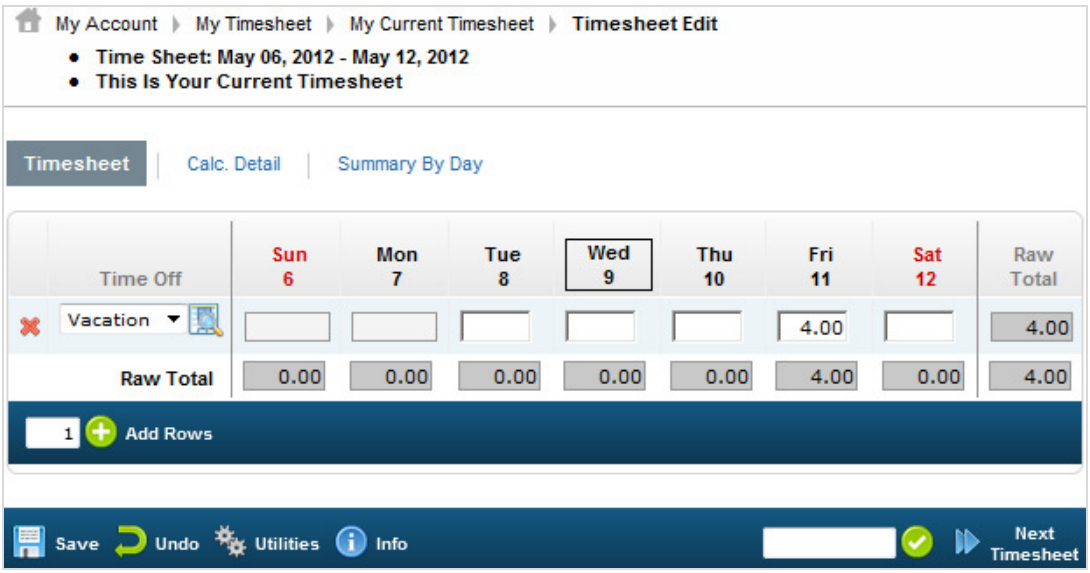
button to punch in. The current time is automatically recorded into the **From** field.
3. Click the

button to punch out. The current time is automatically recorded into the **To** field.
4. Click the Plus sign next to the time entry to add additional rows, and enter the punch times and Cost Centers associated with the additional punches.
5. Click the

button.

Time Off Only Timesheet Format

The Time Off Only timesheet allows you to enter only time off in bulk amounts. Employees would not be able to enter any regular time or punches.

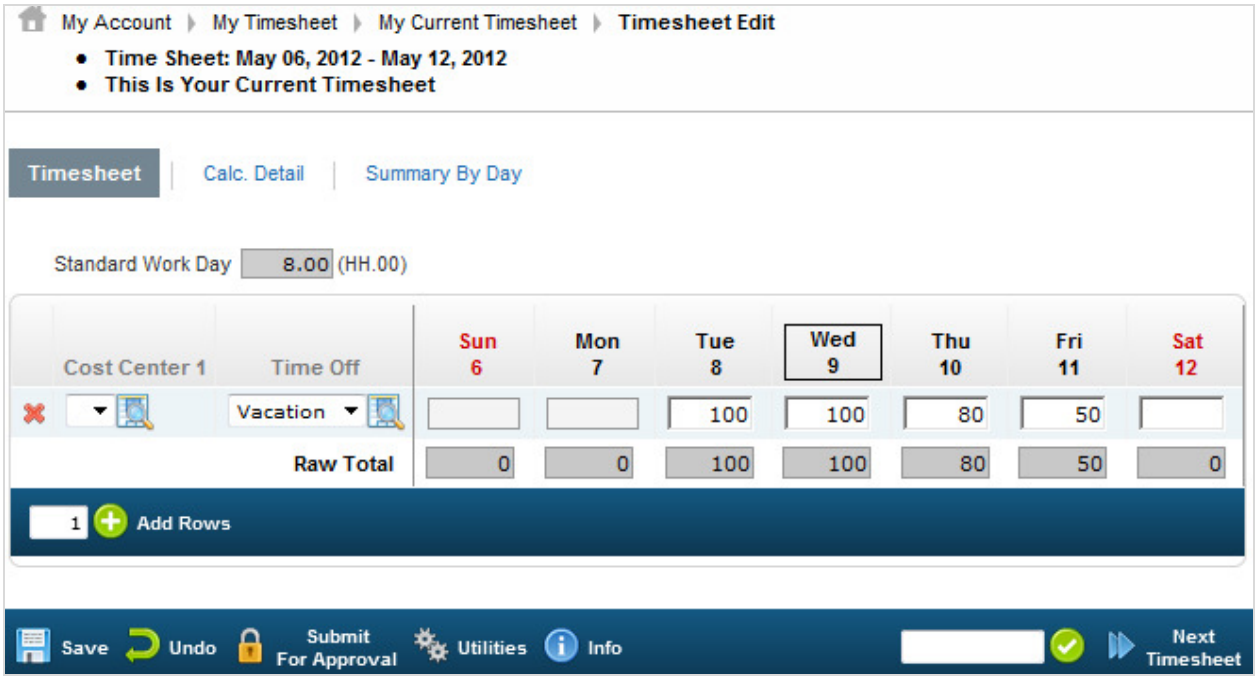


To record time off in a Time Off Only timesheet:

6. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period.
7. Use the Time Off drop-down to select the type of time off you need to enter. If necessary, click the button to browse and select a Time Off.
8. Enter the amount of time off for the corresponding time off, for the correct date.
9. Click the Save button.

Bulk Hours (Percent) Timesheet Format

The Bulk Hours (Percent) timesheet allows you to enter time in a percentage increment, based on your defined standard work day. For example, if you typically work an 8 hour day, entering 100 would mean you worked 8 hours, while entering 50 would mean you worked 40 hours.

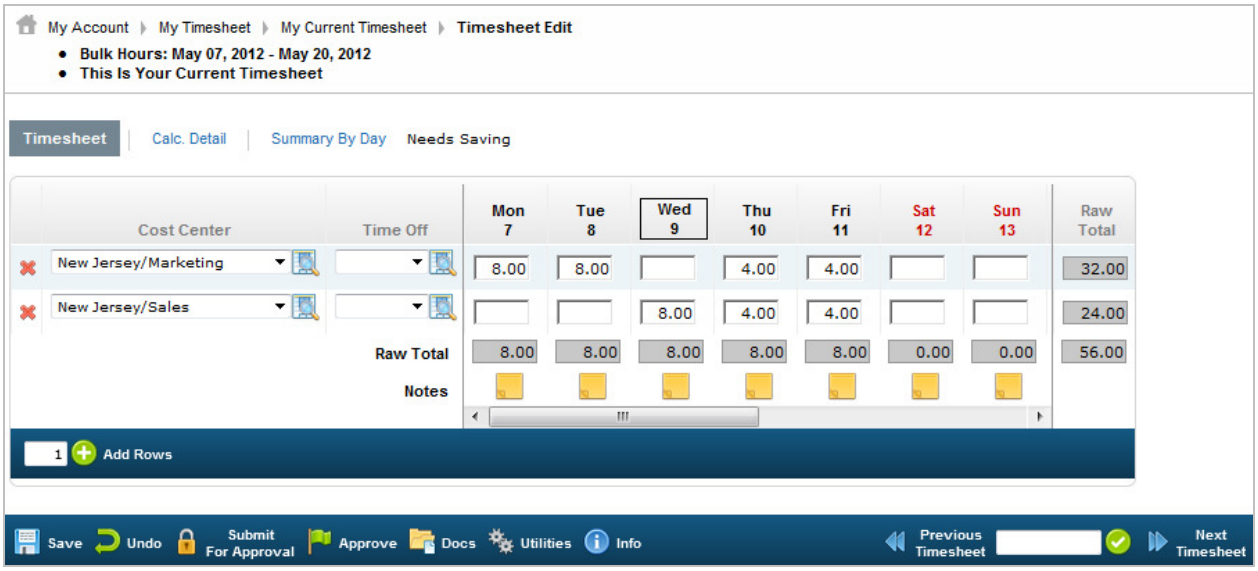


To record time entries in a Bulk Hours (Percent) Timesheet:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period.
2. Use the first available **Cost Center** field to select the task you worked on. If necessary, click the button to browse and select a Cost Center.
3. Enter the percentage amount of time worked in relation to your standard work day in this Cost Center in the corresponding text field, for the correct date.
4. Click the Save button.
5. Continue entering time records as appropriate. If necessary, use the 1 Add Rows button to add more Cost Center rows.

Bulk Hours Timesheet Format

The Bulk Hours timesheet allows you to enter time records in bulk amounts without specifying exact start and end times. You can also indicate the Cost Center you worked on for each bulk amount of time entered in a day.

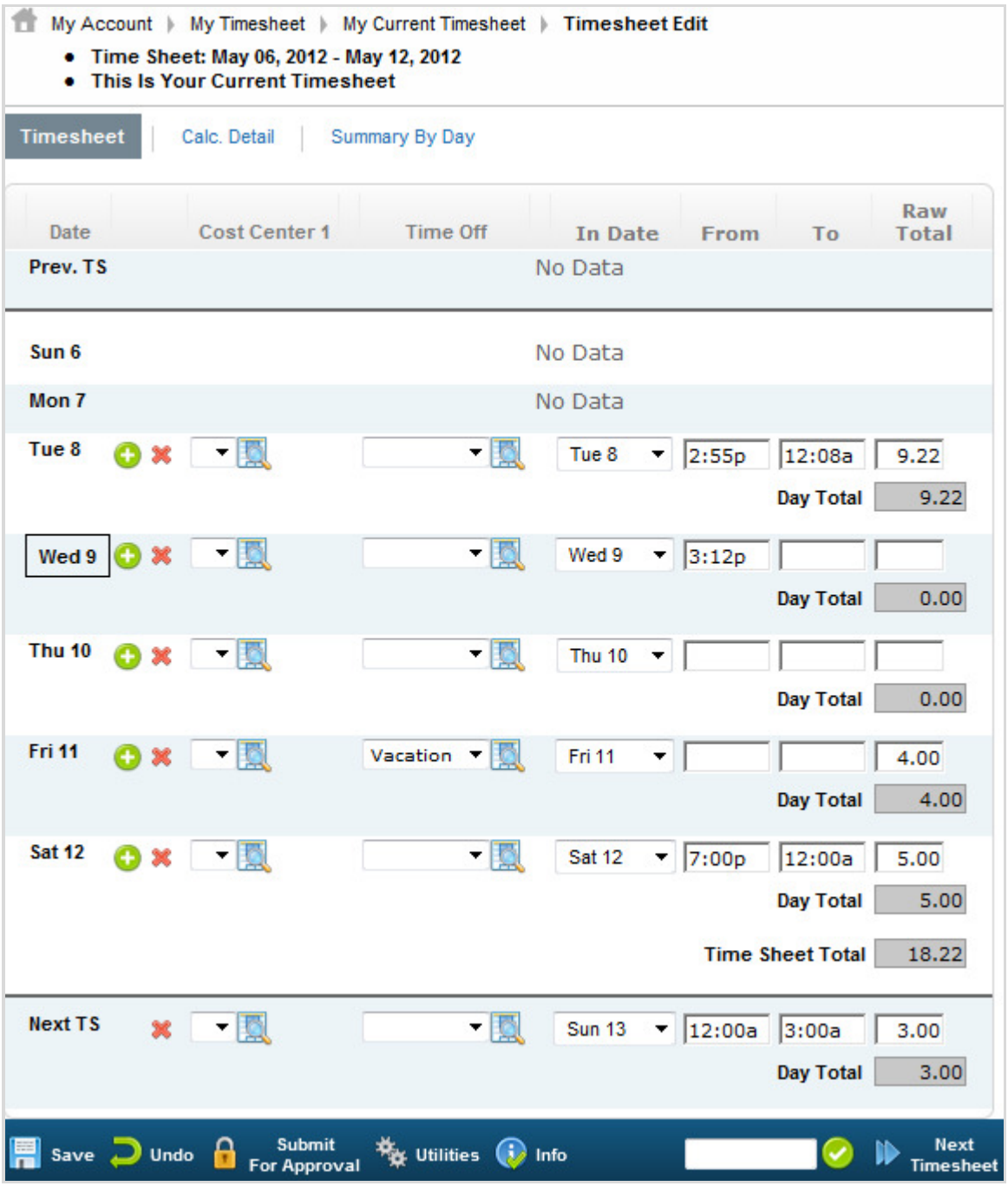


To record time entries in a Bulk Hours timesheet:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period.
2. Use the first available **Cost Center** field to select the task you worked on. If necessary, click the button to browse and select a Cost Center.
3. Enter the amount of time worked in this Cost Center in the corresponding text field, for the correct date.
4. Click the button.
5. Continue entering time records as appropriate. If necessary, use the button to add more Cost Center rows.

Start/End (All Days) With Auto Splits Timesheet Format

The Start/End (All Days) With Auto Splits timesheet allows you to track start and stop times by day, cost center, or other units of measure. This is an “Honor System” concept that does not rely on the server to stamp the timesheet. This particular timesheet will split between pay periods if an employee crosses midnight, similar to the Graph timesheet.



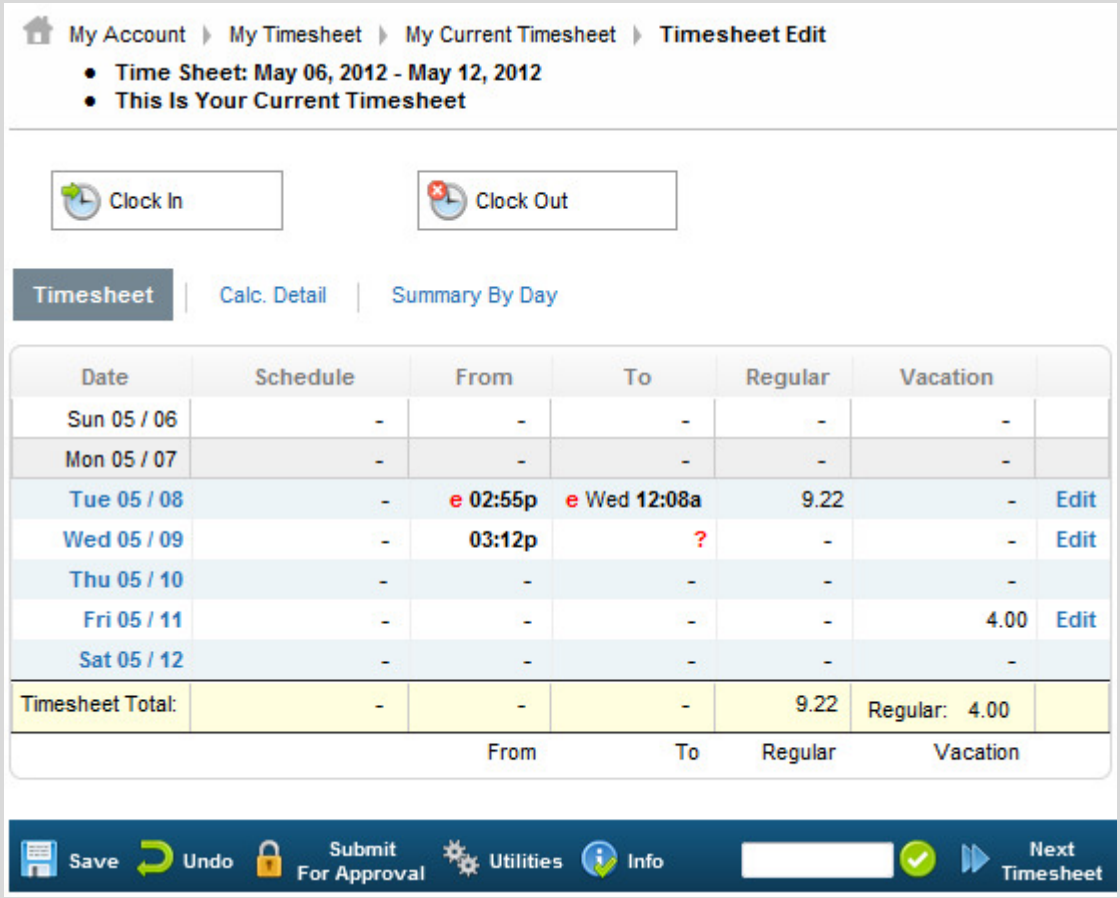
To record time entries in a Start/End (All Days) With Auto Splits timesheet:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period, on today’s date.
2. Use the **Cost Center** field to select the Cost Centers you worked on. If necessary, click the button to browse and select the cost center.

3. Enter your start and end times in the **From** and **To** text fields.
4. Click the Save button.
5. Continue entering time records as appropriate. If necessary, use the 1 Add Rows button to add more Cost Center rows.

Small Business Timesheet Format

The Small Business timesheet allows you to simply track in, out, and cost center punches.

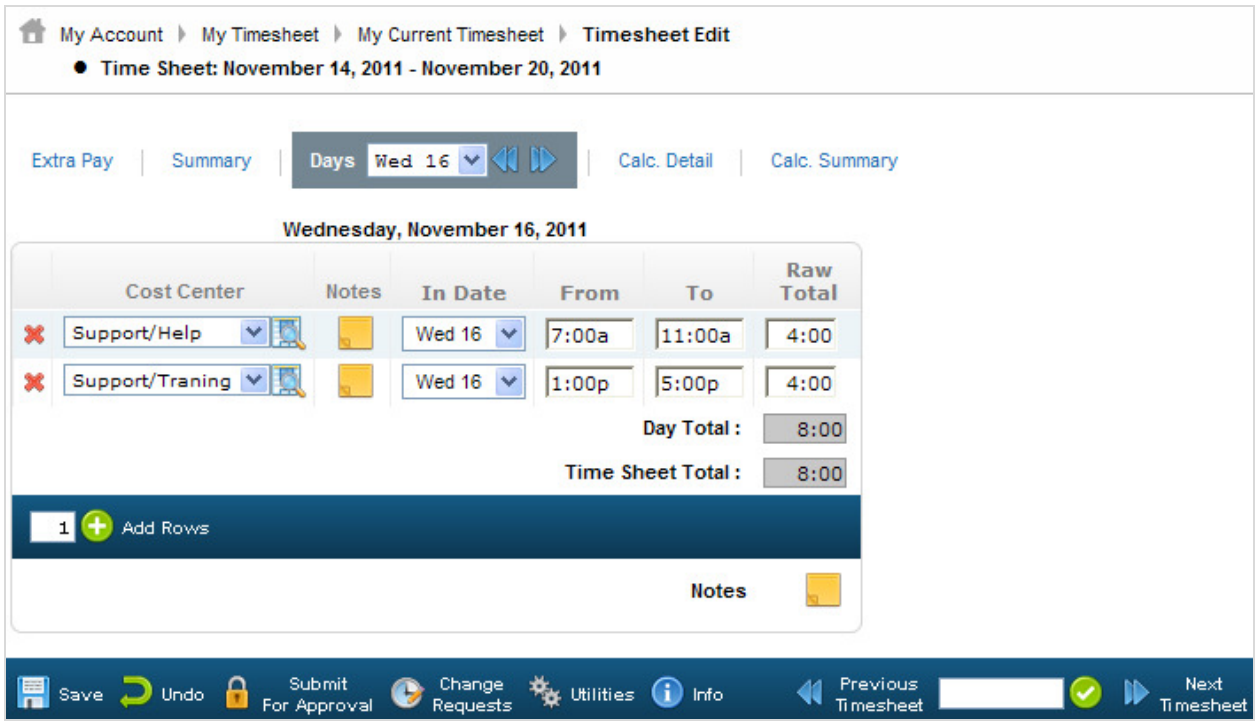


To record time entries in a Small Business timesheet:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period, on today's date.
2. Use the **Cost Center** field to select the Cost Center you are working on. If necessary, click the button to browse and select the Cost Center.
3. Click the Clock In button to punch in. The current time is automatically recorded into the **From** field.
4. Click the Clock Out button to punch out. The current time is automatically recorded into the **To** field.
5. Click the Save button.
6. Each time you punch out, a new line is added for you to punch in again under a different Cost Center.

Start/Stop Timesheet Format

The Start/Stop timesheet allows you to track start and stop times by day, cost center, or other units of measure. This is an “Honor System” concept that does not rely on the server to stamp the timesheet.

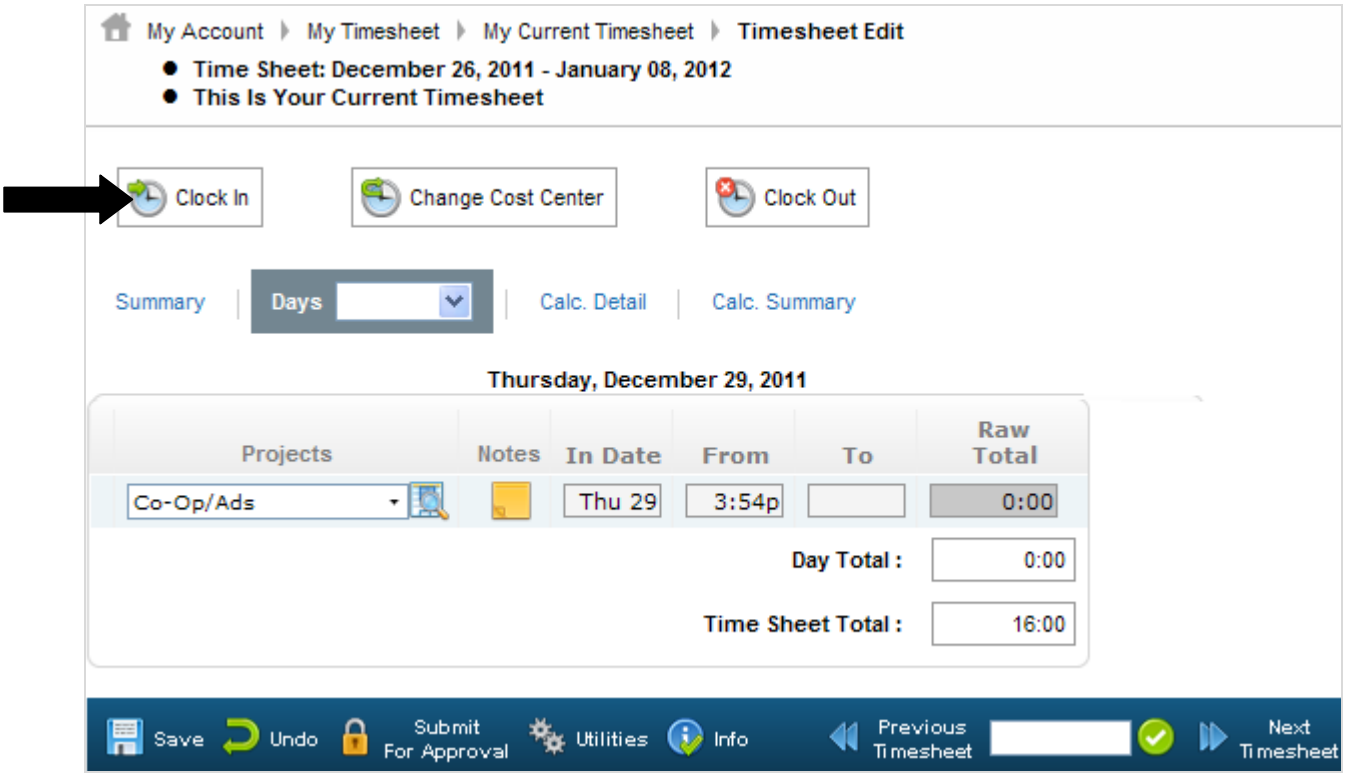


To record time entries in a Start/Stop timesheet:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period, on today’s date.
2. Use the **Cost Center** field to select the Cost Centers you worked on. If necessary, click the button to browse and select the cost center.
3. Enter your start and end times in the **From** and **To** text fields.
4. Click the Save button.
5. Continue entering time records as appropriate. If necessary, use the 1 Add Rows button to add more Cost Center rows.

Time Stamp Timesheet Format

The Time Stamp timesheet is the strictest of the timesheet profiles, allowing you to clock in or out with your time stamped directly from the server time, not the time on your PC. Within this timesheet, you can clock in and out of different Cost Centers.

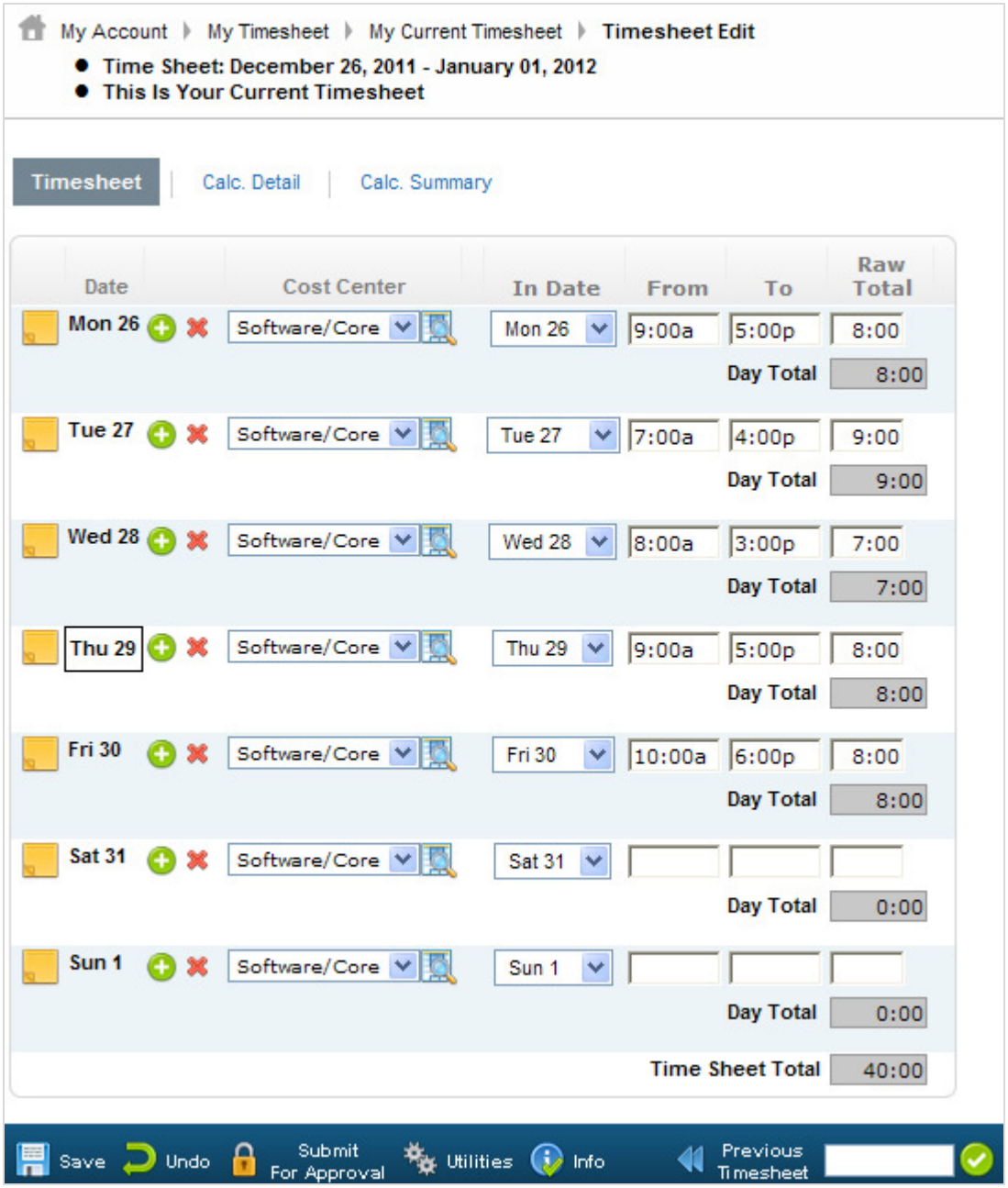


To record time entries in a Time Stamp timesheet:

7. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period, on today's date.
8. Use the **Cost Center** field to select the Cost Center you are working on. If necessary, click the button to browse and select the Cost Center.
9. Click the Clock In button to punch in. The current time is automatically recorded into the **From** field.
10. Click the Clock Out button to punch out. The current time is automatically recorded into the **To** field.
11. Click the Save button.
12. Each time you punch out, a new line is added for you to punch in again under a different Cost Center.

Start/End All Days Format

The Start/End All Days timesheet allows you to view all days within one pay period on one screen, as shown below. This profile can be configured to allow you to stamp time, or enter time.



To record time entries in a Start/End All Days timesheet:

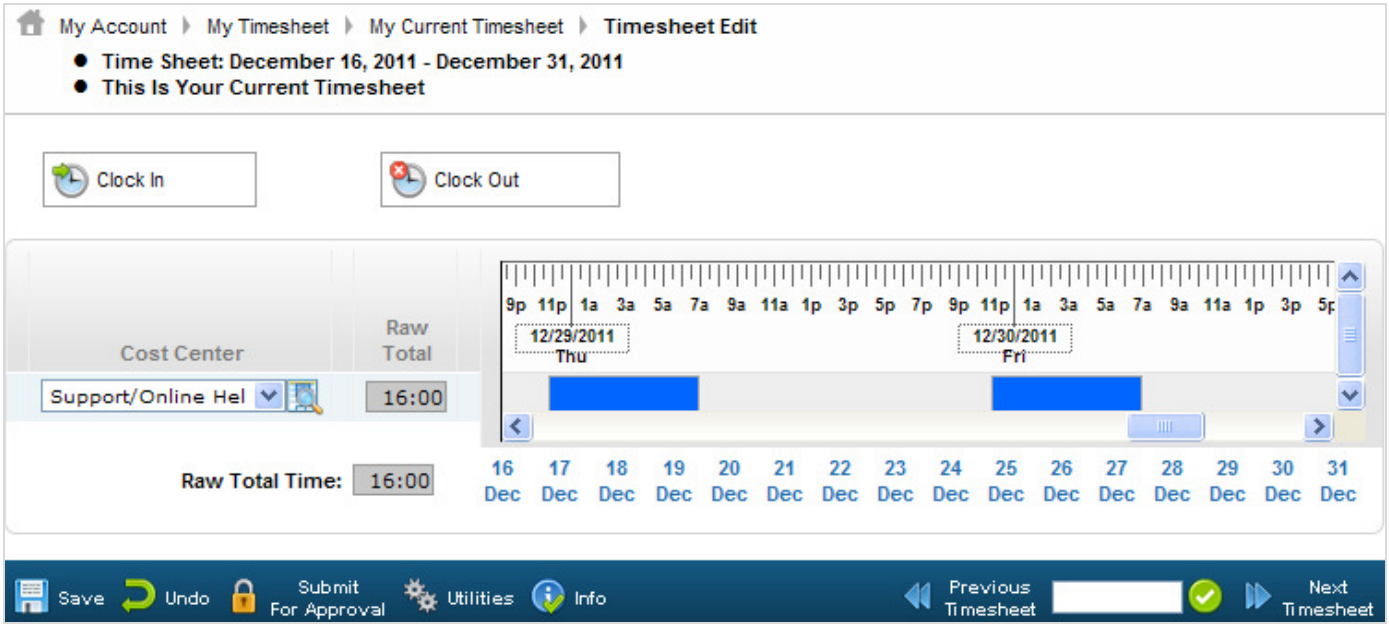
1. Select **My Account > My Current Timesheet**. The timesheet will open to the selected week that corresponds to the date.
2. Use the first available **Cost Center** field to select the task you worked on. If necessary, click the button to browse and select a cost center.
3. Depending on the settings assigned to this timesheet profile, you may enter your start/stop times in the **From** and **To** fields, or click the Clock In or Clock Out buttons to record your time.

4. Click the Save button.

5. Continue entering time records as appropriate. If necessary, use the 1 Add Rows button to add Cost Centers as necessary.

Graphical View

The Graphical View timesheet is especially helpful for a user who works shifts that cross multiple days, as displayed in the example below. This profile can be configured to allow you to stamp time, or enter time.



To record time entries in a Graphical View timesheet:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period.
2. Use the **Cost Center** field to select the Cost Center you are working on. If necessary, click the button to browse and select the Cost Center.
3. Click the Clock In or Clock Out button to record your time.
4. Click the Save button.
5. Continue entering time records as appropriate.

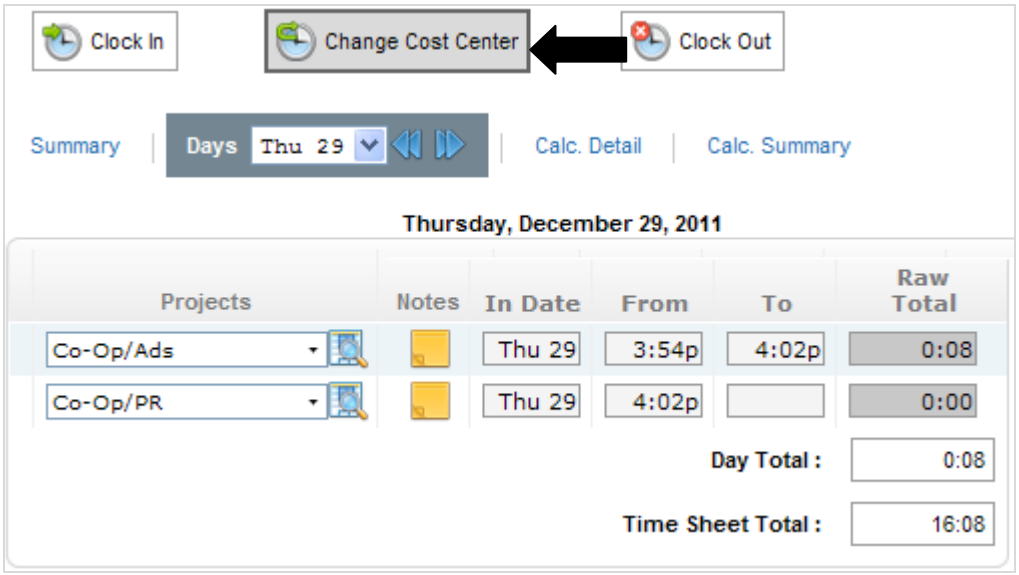
Extra Timesheet Features

Web Based Time & Labor Management provides the ability to configure the timesheet to your company's specifications. The following three features could appear on your timesheet if your company administrator has enabled them.

1. For more detailed reporting, **Cost Centers** and **Time Off** fields can be separated so that time off hours may be allocated to a particular Cost Center within a timesheet.

2. For ease of entering time on the timesheet, a **Change Cost Center** button can be enabled. When clicking the

button, you will be prompted to choose a new Cost Center from the lookup screen. The system will clock you out of the first Cost Center and into the new Cost Center.



3. For negative accrual balance control, a **Timesheet Warning** can be enabled to display if an employee enters time off on a timesheet and does not have enough accrued hours to cover the request.

Including Notes with Your Timesheet

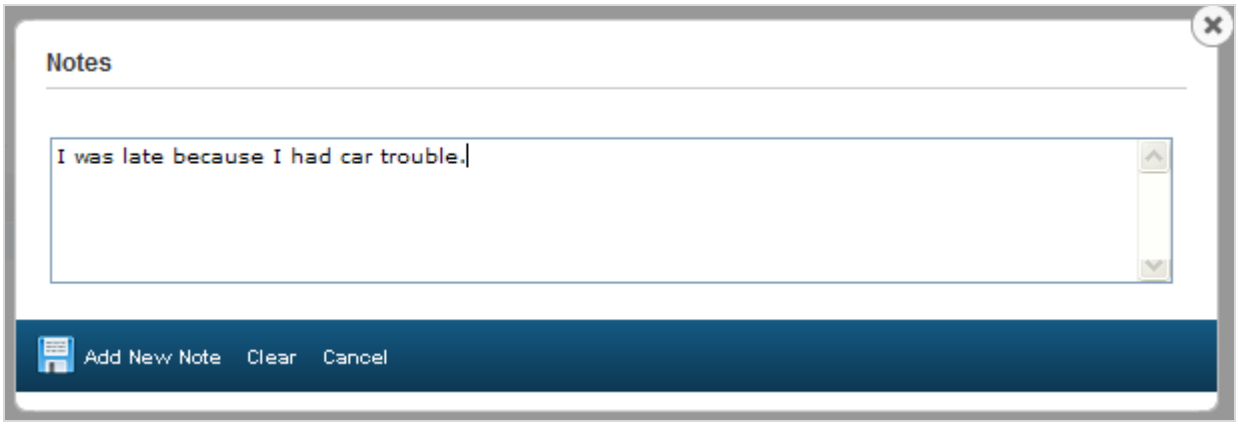
Web Based Time & Labor Management provides the ability to attach Notes to your timesheet that your approver can view. For example, if you were late on a particular day, you can include a brief explanation for the delay.

To enter a Note:

1. Click the button associated with the day or pay period you want to attach a note.

2. Enter your note in the **Notes** window, and click the

button.

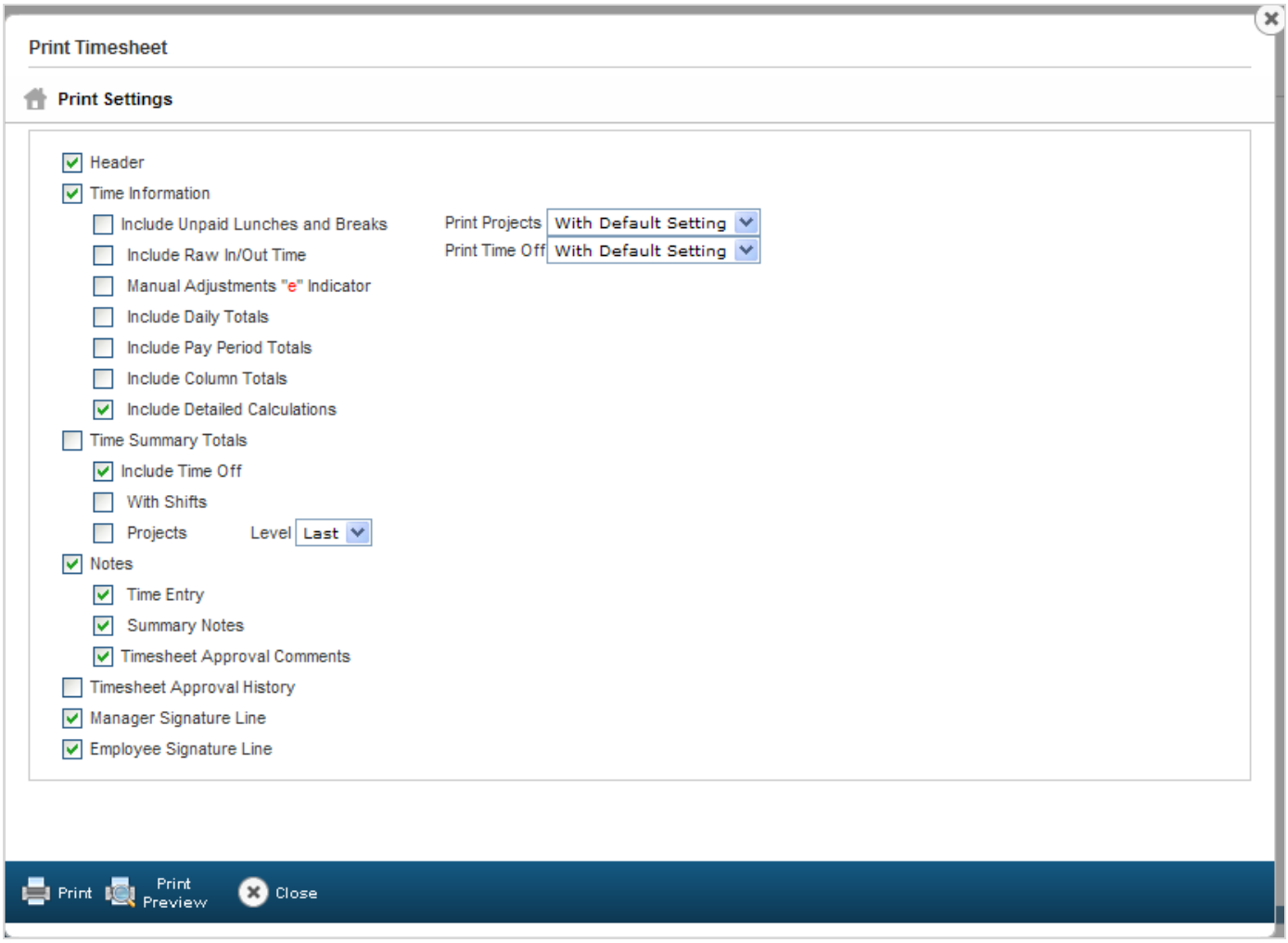


3. You will then see the button where the note was placed, indicating a note has been added.
4. To review the note, click on the button.

Printing Your Timesheet

Web Based Time & Labor Management provides the ability to print your timesheets. Within this option, your timesheet will print with a **Signature** line, allowing both you and your manager to sign the timesheet.

1. First, go to **My Account > My Current Timesheet.**
2. Within your timesheet, go to the Utilities button and select Print. The following options will appear:



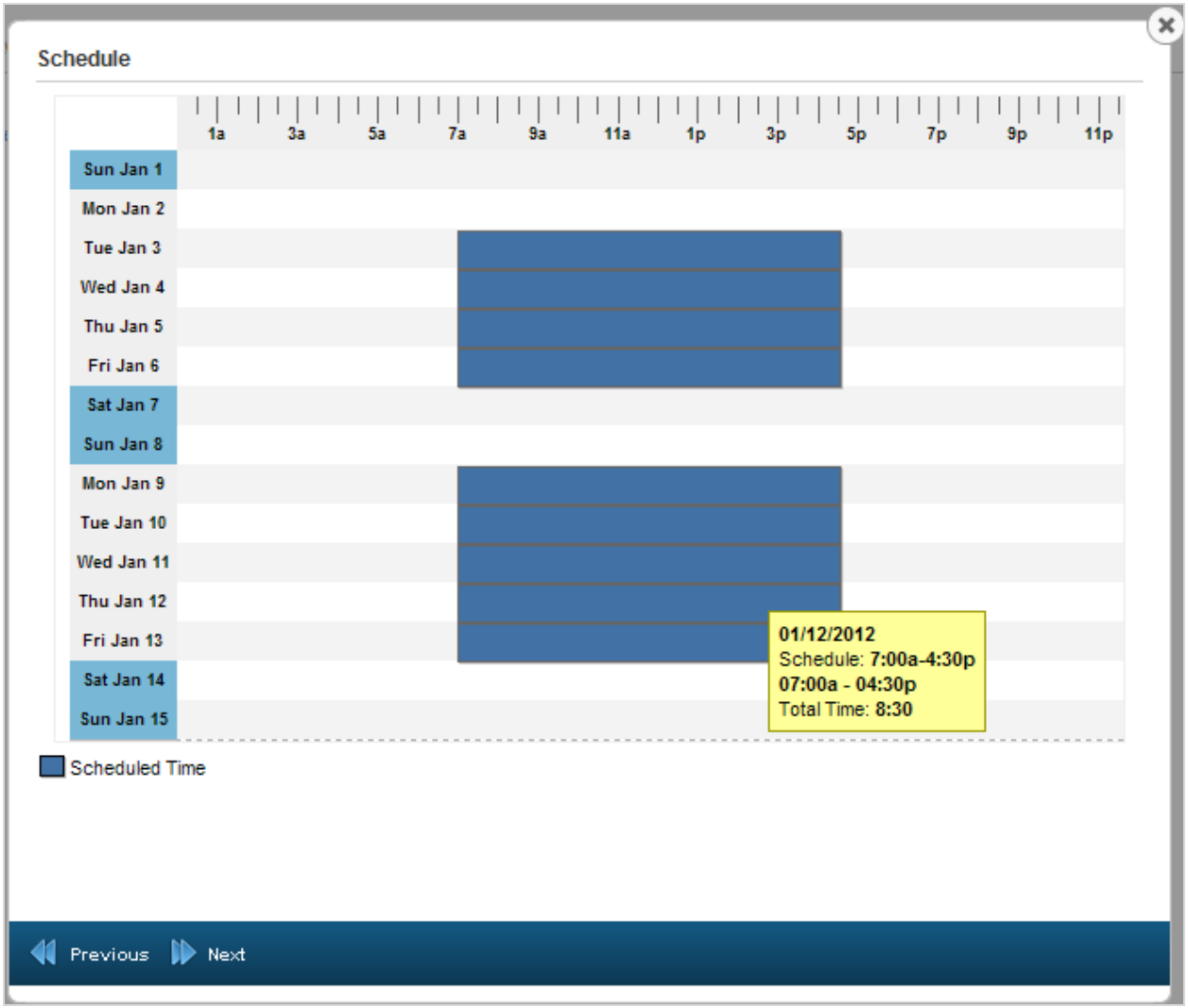
- **Header** – will print timesheet with employee's name, Id, pay period dates, the date and time it was printed.
- **Time Information** – will print timesheet with employee's from and to times as well as the calculated regular and overtime.
- **Include Unpaid Lunches and Breaks –** will print the employee's 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).
- **Extra Pay Information –** will include any extra pay information from the employee's timesheet
- **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.

Viewing Your Schedule

Web Based Time & Labor Management provides the ability to view your schedule. Within this option, you can view your schedule for the previous week, current week, and following week.

1. First, go to **My Account > My Current Timesheet.**

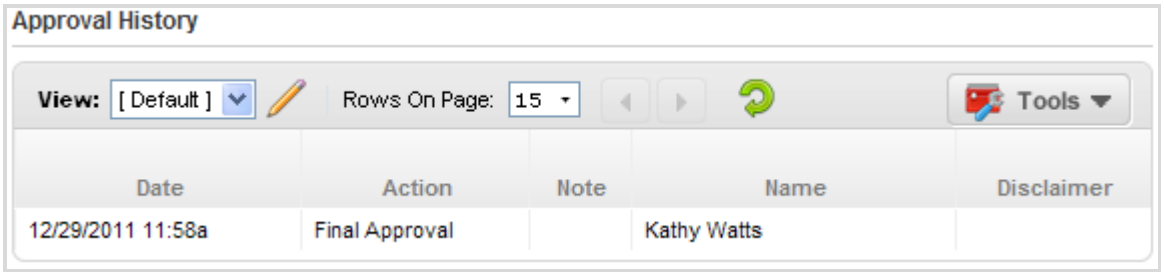
2. Within your timesheet, go to the Utilities button, then to Schedule.
3. You will then be prompted with the **Schedule** window, which displays a graphical representation of your schedule for the entire pay period. By scrolling over the scheduled area, you are able to see the exact time you are scheduled to work.



Viewing Approval History

Web Based Time & Labor Management provides the ability to view the approval history of timesheets.

1. First, go to **My Account > My Current Timesheet.**
2. Within your timesheet, go to the Utilities button, then to Approval History.
3. You will then be prompted with the **Approval History** window, which displays a report listing the managers who have approved of your timesheet.



Submitting Timesheets for Approval

Once you have finished entering time records for an entire pay period, you are ready to submit your timesheet for approval.

To do this, simply click the Submit For Approval button. The system will prompt you to confirm your submission. Please note that once you submit a timesheet you can no longer modify your time records for that pay period.

After you confirm your submission, your manager will see your submitted timesheet in their approval menu. If a System Notification has been enabled for timesheet submissions, your manager will also receive a notification via e-mail alerting him/her to your timesheet submittal.

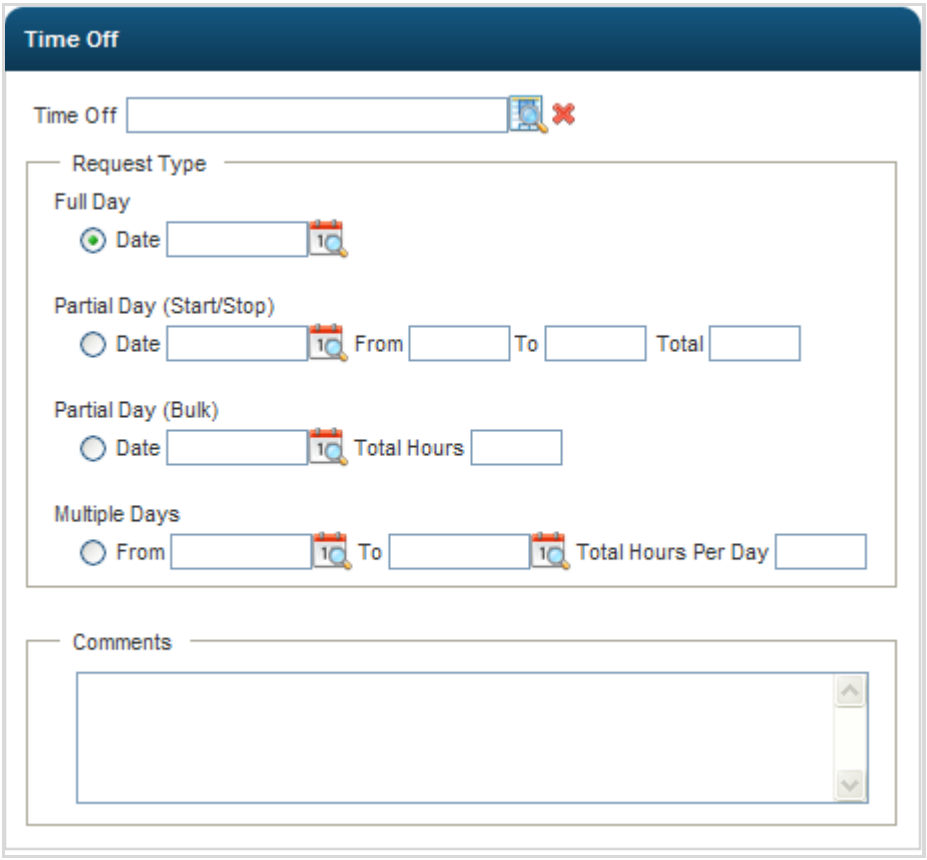
Accessing Historical Timesheets

Web Based Time & Labor Management provides a historical view of all of your timesheets.

1. To access this view, select **My Account > My Historical Timesheets** from the main menu.
2. A table appears listing all of your Open, Submitted, and Approved timesheets by pay period.
3. To view any timesheet in detail, click its corresponding button.
4. Once inside the timesheet view you can use the Previous Timesheet Next Timesheet buttons to scroll back and forth to view/edit other pay period's timesheets.
5. Please note that you cannot modify the contents of any timesheet that was already submitted.

Requesting Time Off & Timesheet Changes

In addition to using Web Based Time & Labor Management for entering time and submitting timesheets, you can use the application to submit requests for time off. Your time off requests can be for one or multiple days and you can even specify the type of time off and the number of hours you want to take. Similar to timesheet submittals, your manager will receive your time off request in his/her Web Based Time & Labor Management approval menu. If your request is approved, the time off will automatically appear in your timesheet.



To Request Time Off:

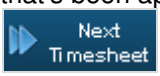
1. Select **My Account > My Time Off > Request**.
2. In the **Time Off** field, select the type of time off you would like to take using the button to browse.
3. To request time off on a single workday; select the **Full Day** radio button. Enter the appropriate date in the **Date** field, or use the button to choose the date from the calendar.
4. To request a **Partial Day**, you have two options:
   - First, you can enter a **Partial Day (Start/Stop)**, where you can request the specific **From** and **To** time you would like off (Ex. 1PM-3PM).
   - Or, you can choose a **Partial Day (Bulk)**, which allows you to request a specific amount of hours (Ex. 2 hours).
5. To request several consecutive days off, select the **Multiple Days** radio button. Enter the date range in the **From** and **To** fields, or use the button to choose the dates from the calendar.
6. Enter any notes you may want to communicate to your approver(s) regarding your request in the **Comments** field.

7. Click the

button.

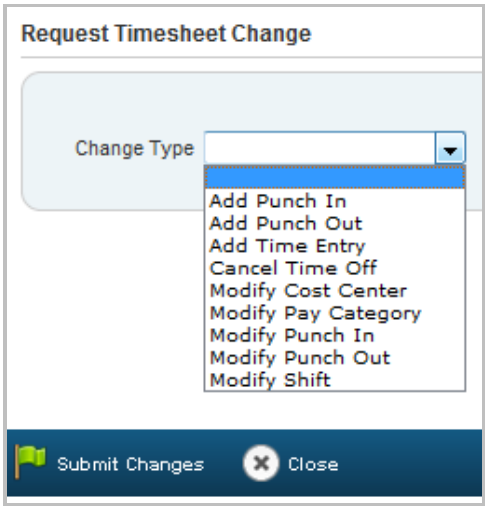
To Request a Timesheet Change:

1. Go to the Timesheet in which the Time Off that's been approved falls on, under **My Account > My Current Timesheet**, and use the

and 

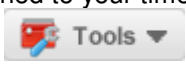
buttons to move from pay period to pay period.
2. In order to make the request, click on the

icon at the bottom of the Timesheet.



3. You will then be prompted to select the **Change Type**. Based on your selection, you can enter the appropriate information, and submit the changes.

Checking the Status of Your Time Off Request

To check the status of your time off requests, go to **My Account > My Time Off > History**. The **Time Off Requests History** page will display listing the status of your time off requests. From this page you can also view any comments your approver may have attached to your time off request, by clicking on the
button for the corresponding request (firs you'll need to click on the 

button and select the Comment Column). For example, they might include a comment explaining why they approved or rejected your request.

Checking Your Accrual Balance

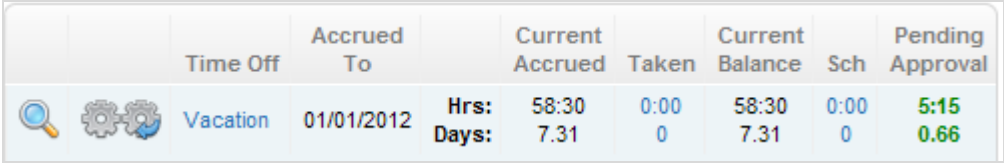
If your organization is using Web Based Time & Labor Management to track benefit accruals, there are two places where you will be able to check your available benefit time balance.

1. First, go to **My Account > My Current Timesheet.**
2. Within your timesheet, go to the

button, then to

.
3. You can also go to **My Account > My Time Off > Request**. Your benefit time information will appear in the top right corner of the page.

4. The **Balances** window displays for each Time Off the **Authorized** (initial balance)**, Remaining** (current balance available)**, Taken** (time off taken previously), **Scheduled** (time off scheduled in the future), and **Pending Approval** (time off not yet approved).
5. If the **Pending Approval** information appears in **green font**, you currently have enough time accrued for your request. If the pending time off information appears in **red font**, you currently do not have enough time accrued for your request.



	Time Off	Accrued To		Current Accrued	Taken	Current Balance	Sch	Pending Approval
	Vacation	01/01/2012	Hrs:	58:30	0:00	58:30	0:00	5:15
			Days:	7.31	0	7.31	0	0.66

Overtime Opt-Out

If your organization has European Market functionality enabled, you will have the ability to view and sign an Opt-Out Agreement, which can be downloaded, renewed, or cancelled.

To view and sign an Opt-Out Agreement:

1. Go to **My Account > My Opt-Out Agreement**.

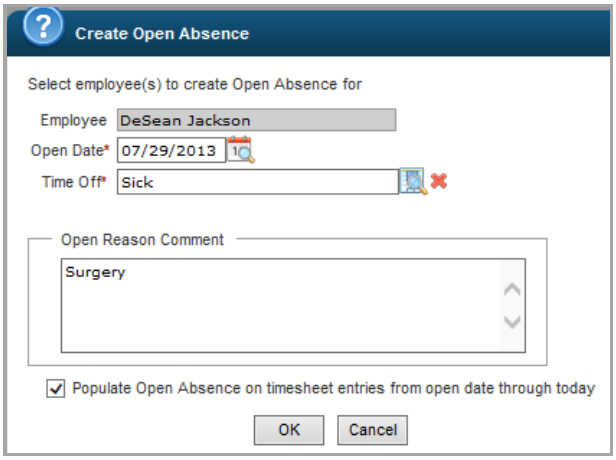
Open Absence

If your organization has European Market functionality enabled, you will have the ability to request an extended period absence that will populated onto your Timesheet.

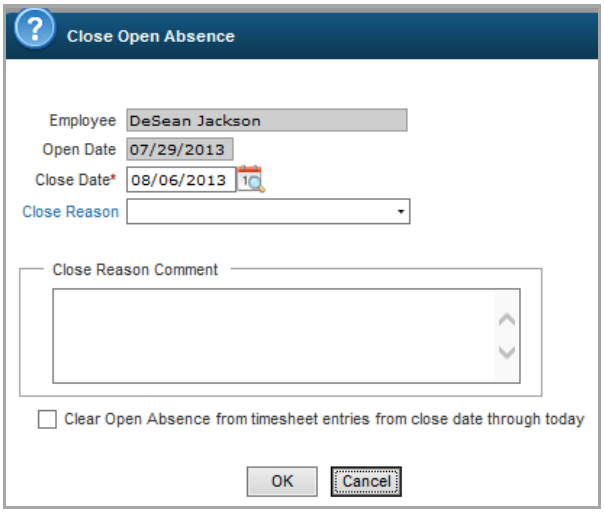
To create an Open Absence Request:

1. Go to **My Account > My Open Absences**.

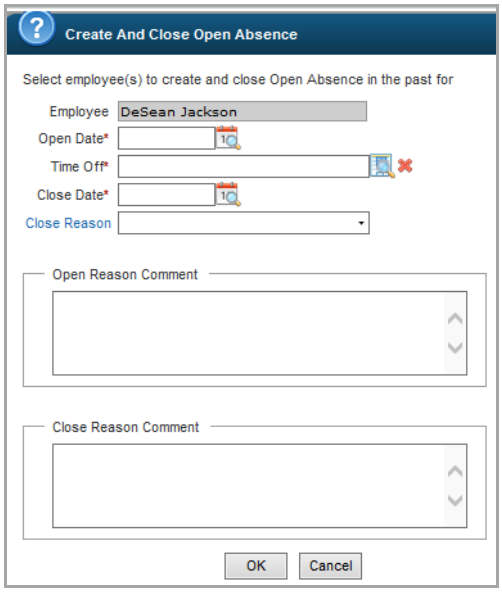
2. When creating an Open Absence, you will be prompted to enter the Date, type of Time Off, and any comments. You will also have the ability to set the Timesheet to populate with the Open Absence Time Off.



3. You can also close an Open Absence.



4. Additionally, you can create and close an Absence (meaning there is a known start and end date), which combine the two Create and Close prompts into one, as seen below.

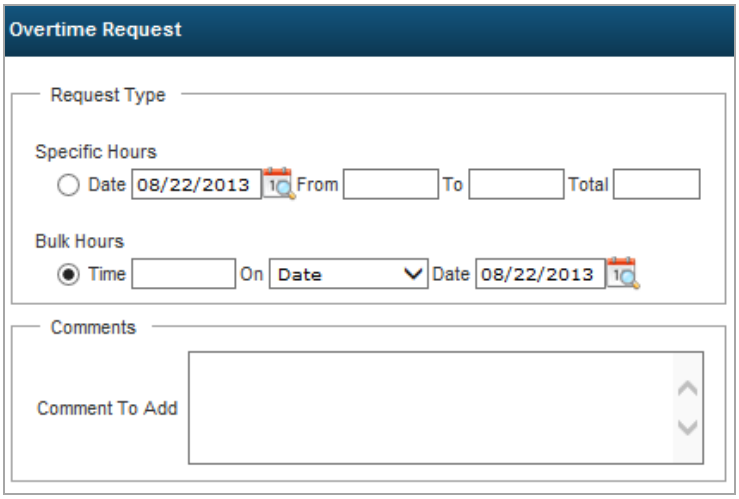


Requesting Overtime

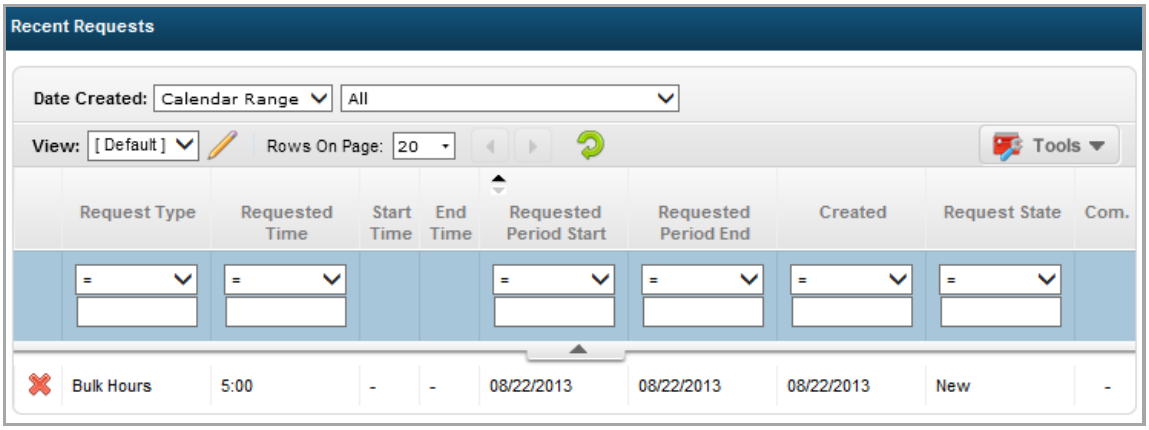
If your organization has European Market functionality enabled, you will have the ability to request Overtime.

To Request Overtime:

1. Go to **My Account > My Overtime Requests > Request**.



2. Similar to a Time Off Request, enter the day and specific from-and-to hours, or a day with a bulk amount of hours.
3. Once Submitted, you can view your requests within the “Recent Requests” field, until they are approved or rejected.

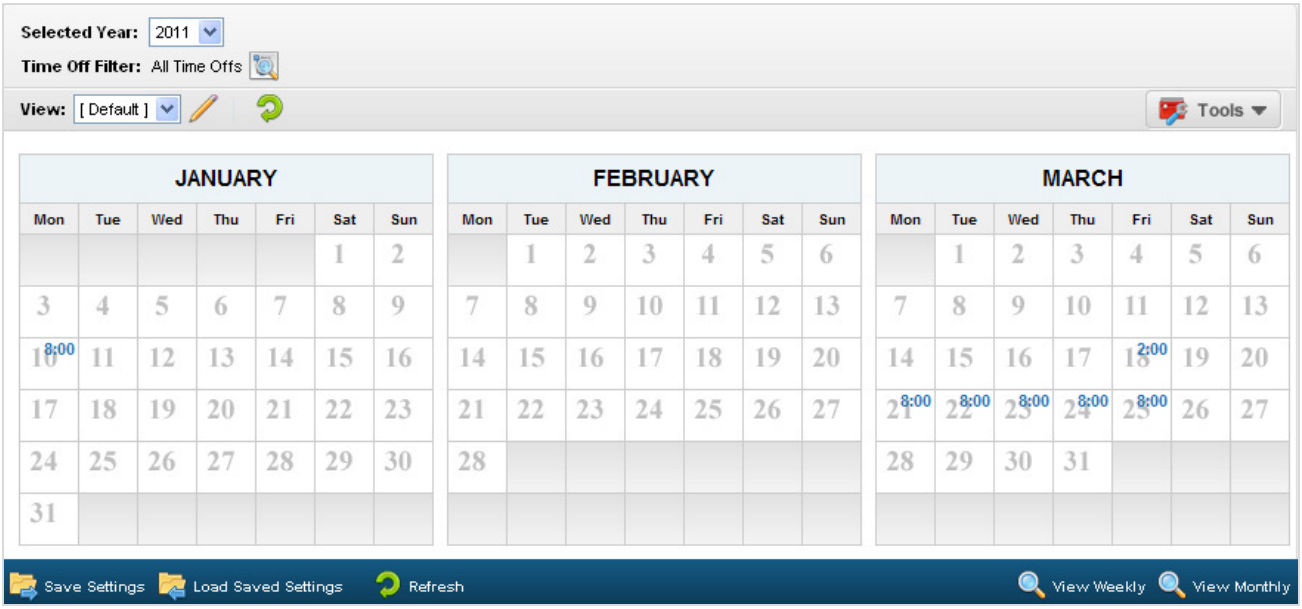


4. You will also have the ability to view any open requests under **My Account > My Overtime Requests > Awaiting Acceptance**, and all requests under **My Account > My Overtime Requests > All**.

Time Off Calendar

Web Based Time & Labor Management provides you with the ability to view a report of your time off taken in the past and scheduled in the future.

1. Go to **My Account > My Time Off > Calendar**.
2. As displayed below, you can filter this report to view a specific year, or specific time off categories. The numbers in **blue** indicate the hours taken on that day.

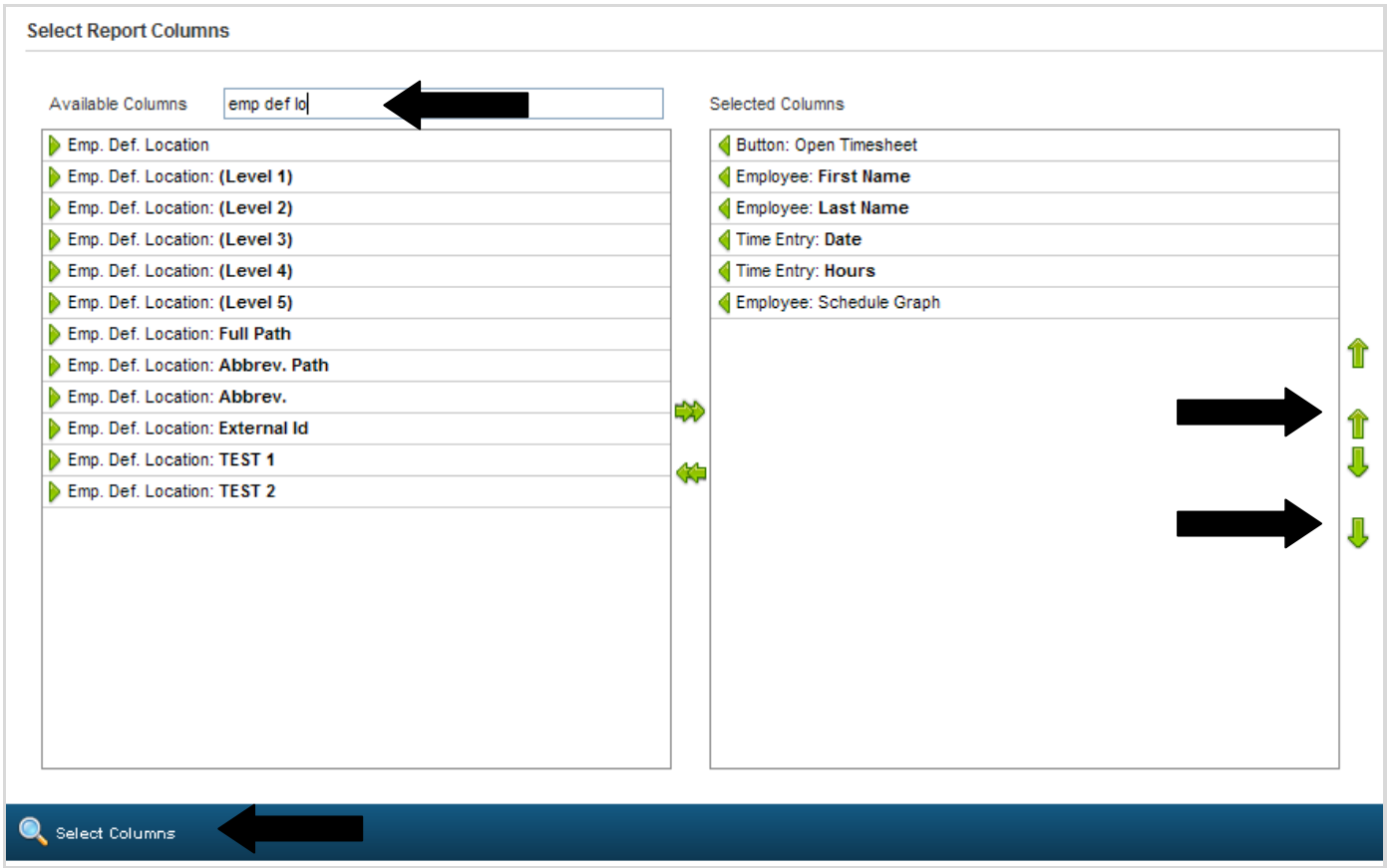


Running Reports

Depending on access privileges associated with your employee security level, you may have access to run reports on your own timesheet information. Since all Web Based Time & Labor Management reports follow similar creation procedures, general guidelines that apply to all reports are provided below.

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.



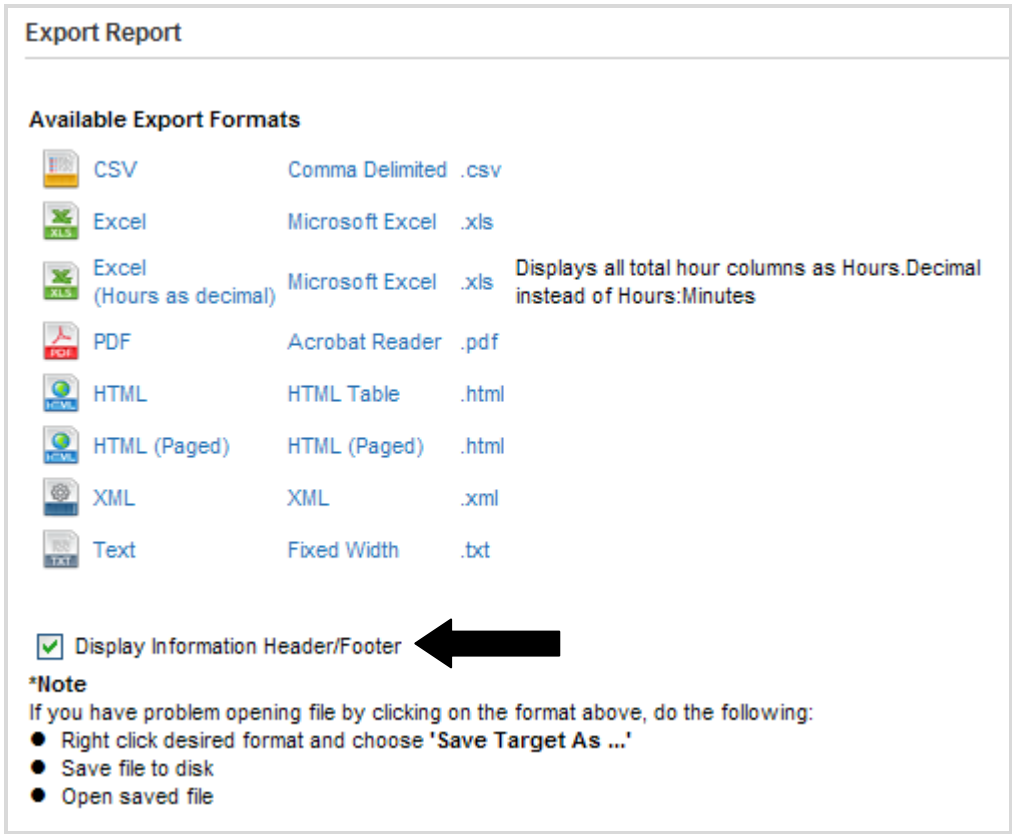
5. Within any report where you can add/remove columns, you have the ability to search **Available Columns** easily. Using the **Available Columns** field a user can enter a key word search for the column they are looking for. Search parameters are flexible, and a user can enter in one or several key words to find a column.
6. 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.
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 Tools 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, select 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.



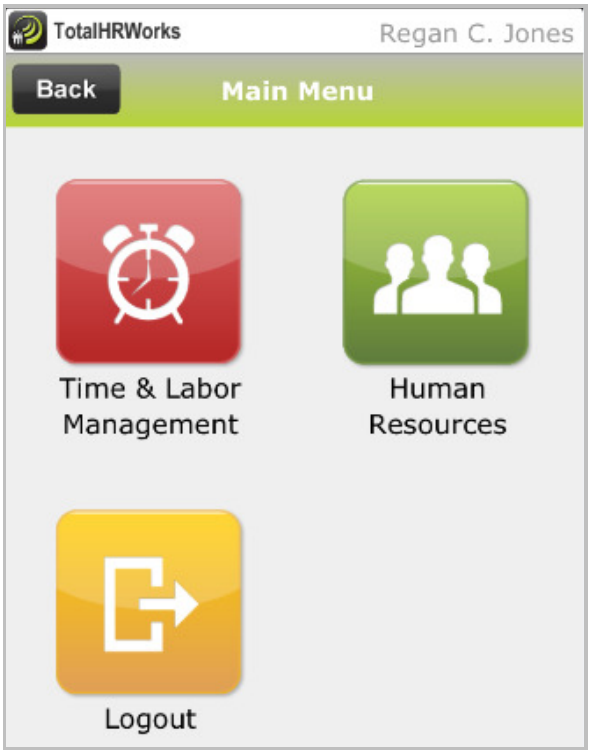
Mobile Application: TotalHRWorks

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, 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.



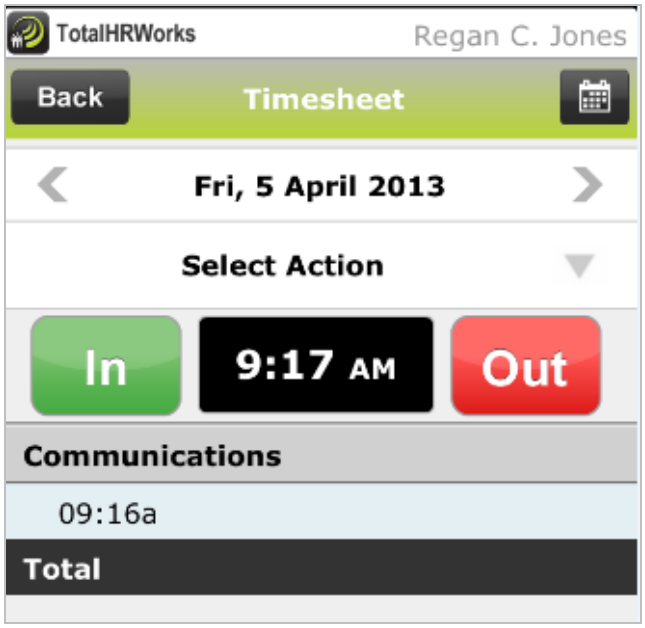
Time & Labor Management Options:

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

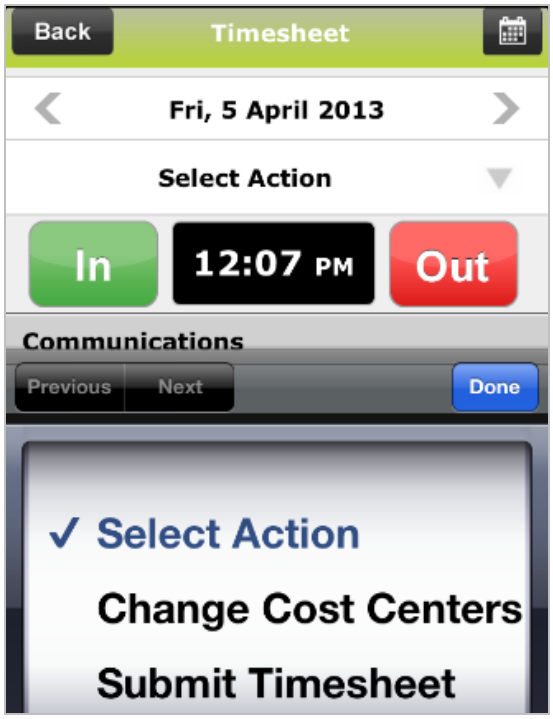
Clicking on the icon will bring you back the home screen.

To Clock In or Out:

1. Click on the **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.



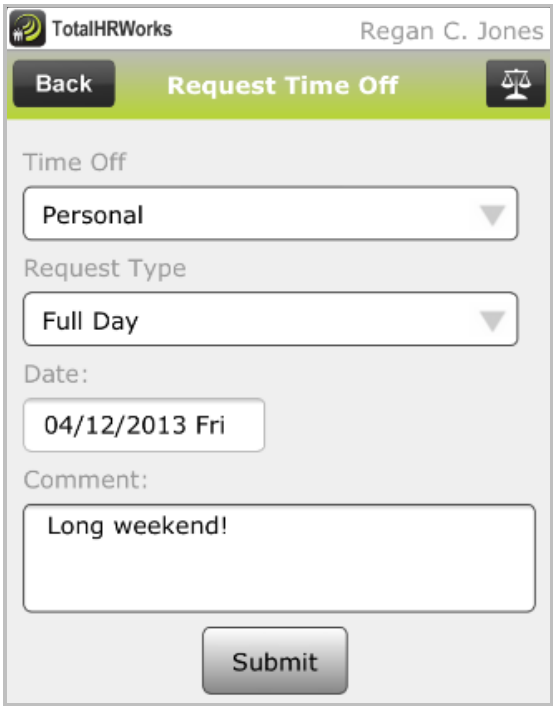
2. The **Select Action** option will allow you to Change Cost center if enabled within your Timesheet, and/or Submit your Timesheet.



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

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.

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.

FAQs

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

Can I go into Web Based Time & Labor Management and change the type of timesheet I use?
Most likely the type of timesheet format you use was assigned to you by a system administrator or by your manager. Most employee-level users do not have the ability to change this.

This guide describes how to run reports but I don't have a Reports menu. Why?
Your Web Based Time & Labor Management system administrator has carefully selected the software functions that users with your security level should have access to. If you do not have a **Reports** menu, this functionality has not been activated with your security level.

My Web Based Time & Labor Management login information used to work but now I am no longer able to log in. Why?
Passwords are case-sensitive. Make sure your Caps Lock is turned off and try to log in again. If you have forgotten your password, contact your manager or Web Based Time & Labor Management system administrator to have your password reset. It is also possible that your account is locked, which would prevent you from logging in and using Web Based Time & Labor Management.

When I try to select a Cost Center in my timesheet, only one Cost Center is displayed. How come I do not have more options?
Most likely you've been assigned to a default Cost Center, which limits you to selecting only this Cost Center when you enter time records. It is also possible that only one Cost Center is set up in your company's Web Based Time & Labor Management system. To have more Cost Centers set up, speak with your manager or Web Based Time & Labor Management system administrator.

There is a mistake on my timesheet but already submitted it. What should I do?
Notify your timesheet approver immediately. He/she can make the necessary changes to your timesheet.

I asked for time off and was approved but never took the time off. The time off appears in my timesheet, what should I do?
Notify your time off approver immediately. He/she can make the necessary changes to your timesheet.