Approver Functions

Version 3.5

for

- Standard Employees
- Transaction Employees
- Elapsed Employees
- Project Employees

Ceridian Time & Attendance Training

Winter/Spring 2007

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Terminology – Employees

Elapsed Employees

Elapsed employees are those who use an Elapsed timecard. There are two types of Elapsed timecards, one with labor distribution columns and one without. Elapsed timecards without labor distribution are “forecasted”. These employees enter accrued time used, but do not enter regular hours. Elapsed timecards with labor distribution are not forecasted. These employees enter regular hours as well as accrued time used. At Milwaukee County, Elapsed employees are generally ECP (i.e. Executive Compensation Plan). Employees that use an Elapsed timecard should sign it before the end of each pay period.

Elected/Appointed Officials and Board Commissioners

Elected/Appointed Officials and Board Commissioners’ regular hours are “forecasted” from Time & Attendance to HPW each pay period. These employees do not accrue or use time, so they do not use timecards. Note: When an Elected/Appointed Official or Board Commissioner is an approver, payroll clerk or editor they will interact with their employee’s timecards.

Project Employees

Project employees are those who use a Project timecard. These employees work in many areas or on multiple projects that require them to change labor distribution frequently. A Project timecard doesn’t show “In” and “Out” times, it shows the number of hours the employee worked for each area or project instead. If a Project employee is entitled to shift premium or weekend differential, it must be entered manually on the timecard. Employees that use a Project timecard should sign it before the end of each pay period.

Standard Employees

Standard employees are those who use a Standard timecard to enter their time and labor distribution. Standard timecards show columns for such things as “In”, “Meal Out”, “Meal In”, “Out”, etc. and have seven timecard tabs instead of eight.

Standard timecards require that the employee enter his or her time daily unless the employee has a schedule entered in the system. When a schedule is entered in the system, the employee’s timecard is automatically completed based upon the schedule so the employee only needs to enter exceptions (changes) to their time.

All Standard employees should sign their timecard before the end of each pay period.

Transaction Employees

Transaction employees are those who use an actual timeclock or the WebClock via the Internet to enter their time and labor distribution. Transaction timecards show columns for such things as “Time”, “Source”, “Type”, “Hours”, etc. and have an extra timecard tab, the Transactions tab.

Transaction employees punch in/out each time they begin or stop working. Timeclock/WebClock punches are displayed on the Transactions tab of their timecard. When a schedule is entered in the system it affects the timecard even though the employee is punching in and out. See the term “Schedules” in this section for examples.

Only the employee’s payroll clerk or editor and approvers are allowed to make corrections to a Transaction employee’s timecard. Employees that use a Transaction timecard do not sign it because a timeclock is used.

Other Terminology

Company

Companies are groupings of Milwaukee County employees by high org. The Company ID is used for reporting purposes and to export data from the system. The Company ID in CTA matches the PSID in HPW. The Company IDs at Milwaukee County are:

- **JGR:** All Organizations in the **1000** series, **2000** series, **3000** series and **4500** series
- **JGS:** All Organizations in the **4000** series, **except** the 4500 series
- **JGT:** All Organizations in the **5000** series, **9000** series
- **JGU:** All Organizations in the **6000** series
- **JGV:** All Organizations in the **7000** series, **8000** series

Exception Reporting

Employees that enter information on their timecard only when they deviate from the schedule entered in the system are using "exception reporting". Some examples of an exception are:

- The employee came in late or left early
- Special Premiums, old Code 24— pager pay, standby etc. entered on the Expenses Tab.
- Accrued Time Used— employee used some accrued time instead of working
- NonRep Overtime— employee wants to be paid instead of accrue overtime
- Union Overtime— employee wants to accrue instead of being paid overtime
- Shift Premium— adjust shift premium calculated by the system (i.e. remove or add)

Forecasting

Forecasting is a method used by the system to automatically send an employee's regular hours from Ceridian Time & Attendance to HPW. There are two types of forecasting:

- Employees that accrue and use accrued time — During the pay period, these forecasted employees use an Elapsed timecard **without** labor distribution columns to enter any accrued time that they use, but do not enter regular hours on their timecard. This is because their regular hours come from CTA to HPW each pay period. At Milwaukee County, these employees are generally ECP.
- Employees that **do not** accrue or use accrued time — These forecasted employees do not need to enter their regular hours on a timecard so they do not use them. This is because their regular hours come from CTA to HPW each pay period. At Milwaukee County, these employees are generally Elected/Appointed Officials or Board Commissioners.

Pay Policy

Pay Policies are specific sets of pay rules for a particular group of employees. An employee's pay policy takes into account such things as, the type of timecard used, the time codes available, overtime paid/accrued, flextime, shift or weekend rules, labor distribution levels, etc.

REMINDER

Rule VII, Section 7 of the Civil Service Rules states that:
Knowingly punching or marking another employee's time card, having one's time card punched or marked by another, altering time card for any unauthorized reason or inaccurately recording time worked is a violation and may be Cause for Discharge, Suspension or Demotion and/or Re-evaluation.

Other Terminology (Continued)

Schedules

A schedule is simply a template for when an employee or group of employees is assigned to work. Whenever an employee's schedule is entered in the system it always affects the hours on the timecard.

If the employee uses a Standard timecard, his timecard is automatically completed based upon the schedule and the employee is responsible for entering "exceptions" (changes) to their time.

If the employee uses a Transaction timecard, their time is entered using a timeclock or the WebClock, but if a schedule is entered in the system it still affects the timecard. For example, a department may decide that an employee can forgo punching meal times and allow the schedule to deduct for the employee's "scheduled" lunch instead. In addition, when a schedule is entered it rounds the employee's time to 15 minutes before their start time and rounds back 10 minutes to their scheduled end time.

EXAMPLES OF TIMECLOCK/WEBCLOCK ROUNDING:
An employee's schedule entered in the system is from 8 am until 4:30 pm.

Punches In	Rounds To
Before 7:45	Nearest 6 minute interval
From 7:45 to 7:59	8:00
After 8:00	Nearest 6 minute interval

Punches Out	Rounds To
Before 4:30	Nearest 6 minute interval
4:31 to 4:40	4:30
After 4:41	Nearest 6 minute interval

CAUTION: Schedules must not be used with Project timecards, Elapsed without labor distribution timecards or Elected/Appointed Officials and Board Commissioners.

Time Codes

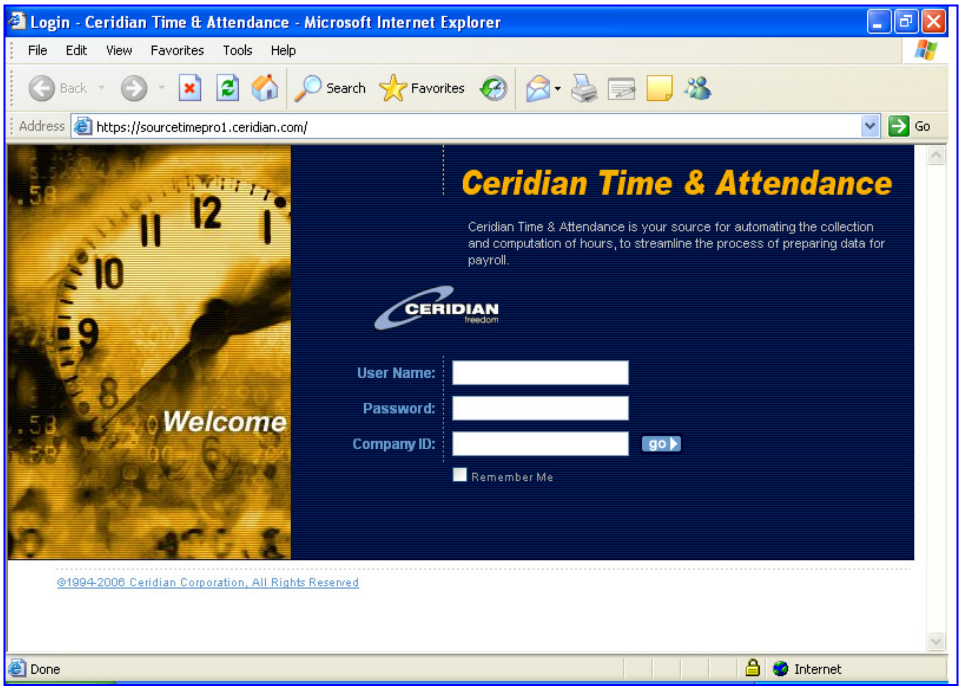
A time code is a unique identifier that is used to track employee time in the system. The time codes in Genesys were listed on the back of the Genesys timesheet. In the new system there is an expanded list of time codes to cover more situations, but employees and approvers will only be able to see the time codes that are available to them. The time codes available to an employee are controlled by the employee's pay policy. A list of oft-used time codes appears on page 14 of this manual.

How Do I Log In?

Logging Into Ceridian Time & Attendance

1. Open up the **Internet Explorer** browser on your computer.

2. At the **Address** field, type: https://sourcetimepro1.ceridian.com
   The "Ceridian Time & Attendance" window appears automatically (shown below).



3. At **User Name**: type your clock number. Press the tab key on your keyboard.
   Note: If you do not know your clock number, contact the Help Desk at 278-7819 or your payroll clerk.

4. At **Password**: type your password and then press the tab key. Note: The **first time** you log in your password is your clock number.

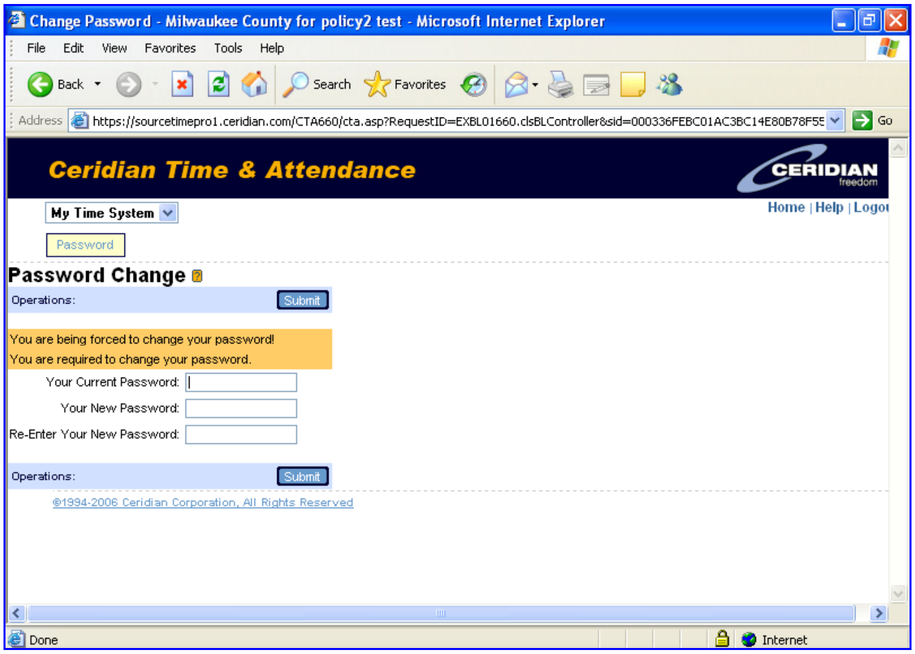
   Note: You must change your password the first time you log in and every 120 days after that. If you forget your password, your approver, payroll clerk or the Help Desk (278-7819) can reset it. Once your password has been reset, it reverts back to your clock number.

5. At **Company ID,** type: MCJ

6. If the "**Remember Me"** check box is not checked, click it now. Note: when the "Remember Me" checkbox is checked, Windows remembers your clock number and Company ID each time you log in.

7. Click the **Go** button.
   - If the Password Change window appears, follow the instructions on the next page.
   - If your personal Home Page appears, skip the next page of this manual. You are logged into Ceridian Time & Attendance and can perform any task for which an approver is authorized (for assistance see the rest of this manual).

Logging Into Ceridian Time & Attendance (Continued)

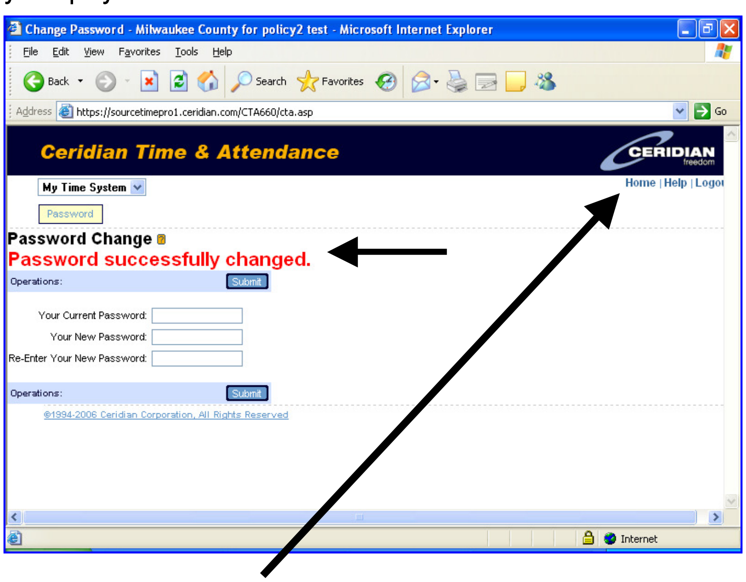


8. At **Your Current Password:** type your clock number.

9. At **Your New Password**: type a new password.

   Note: Your new password must be 6 to 20 characters in length. You may use any combination of numbers or letters. Your password is not case sensitive so you don't have to remember if the Caps Lock key is on.

10. Click the **Submit** button. The "Password Changed Successfully" window appears automatically (shown below). Note: If you need assistance logging in, contact the Help Desk at 278-7819 or your payroll clerk.



11. Click the word **Home** in the right corner. Your Home Page appears.
    Note: the Home Page is the central navigation point. From the Home Page you can locate closed, open and future pay period timecards.

 Searching for Employees

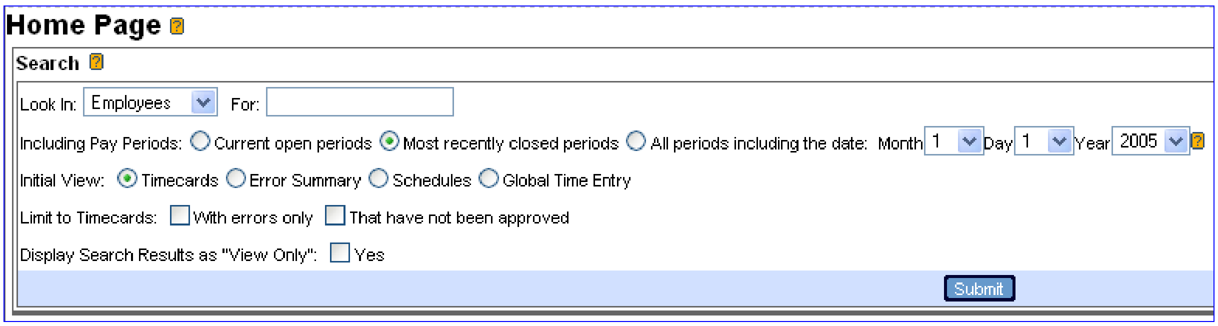
How Do I Search for Employee Timecards? Log In To View Your Home Page

After you log into Ceridian Time & Attendance, your personal Home Page appears. An approver's Home Page is normally divided into three sections: the Search section, the Timecards section and the Accruals section. The Timecards and Accruals sections contain your personal timecards and accrual information. The Search section allows an approver to search for individual employees or workgroups for timecard approval and maintenance operations.

Search Section

If you are an approver, the Search section appears at the top of your Home Page (shown below). You will use it to search for any employees or workgroups for which you are the primary or backup approver. Note: This means you will be unable to use it to search for yourself.

The Search section allows you to find employees or workgroups according to the search criteria that you specify thereby making maintenance and approver operations an easier process. Note: Although department is also an option, only payroll clerks or editors can search by department.



Search Criteria

- **Employees:** The employee's name or clock number.
- **Workgroup:** A group of employees with the same approver(s). Each workgroup is assigned a workgroup ID. Note: Workgroup IDs are generally an acronym, which is easily identified by departmental staff. For example, one County Board workgroup is CBDIST18— this stands for County Board District 18.
- **Department:** A Milw. County department. Each department is known by their low org.
- **Look In** field**:** Select Employees or Workgroup from the drop-down list. What is selected here must agree with what is typed in the For field. Note: only payroll clerks or editors can search by department.
- **For** field**:** What is typed here must agree with what is selected in the Look In field. To maximize search results, leave the For field blank. To minimize search results, type a first or last name or a workgroup ID here.
- **Including Pay Periods** field**:** Select "Current Open Periods" to view open pay periods. Select "Most Recently Closed Periods" to view the most recently closed pay period. Select "All Periods Including" and a date, when you want to open only the pay period with that date.
- **Initial View** field**:** Select Timecards, Error Summary, Schedules or Global Time Entry. What is selected here will determine the type of search results the system will display.

Search Criteria (Continued)

- **Limit to Timecards** checkbox**:** Select "With errors only" to limit your results to timecards with errors. Select "That have not been approved" to limit your results to timecards that are unapproved.

- **Display Search Results as "View" Only** checkbox**:** This checkbox must remain checked so that search results are displayed in "View Only" mode UNLESS you are doing a timecard approval search. CAUTION: failure to do so will lock all of your employee's time cards from being accessible by anyone else for the duration of the time the search results are open.

Sample Searches

Searching for **One or More Employee's** Open Timecards

- At **Look In:** select EMPLOYEES
- At **For:** type employee's name (leave BLANK to get ALL your employees)
- At **Including Pay Periods:** select CURRENT OPEN PERIODS
- At **Initial View:** select TIMECARDS
- At **Display Search Results As View Only:** leave the YES checkbox checked

Searching for **ALL** My Employee's Open Timecards **With Errors**

- At **Look In:** select EMPLOYEES
- At **Including Pay Periods:** select CURRENT OPEN PERIODS
- At **Initial View:** select TIMECARDS
- **Limit to Timecards:** select WITH ERRORS ONLY
- At **Display Search Results As View Only:** leave the YES checkbox checked

Searching by **Workgroup** for Open Timecards That **Have Not Been Approved**

- At **Look In:** select WORKGROUP
- At **For:** type the entire workgroup ID or the first few characters
- At **Including Pay Periods:** select CURRENT OPEN PERIODS
- At **Initial View:** select TIMECARDS
- At **Limit to Timecards:** select THAT HAVE NOT BEEN APPROVED
- At **Display Search Results As View Only:** uncheck the YES checkbox to do approvals

CAUTION: Only payroll clerks or editors are setup so they can search by Department (Low Org).

Searching for My Employee's Timecards

1. **Log in** to Ceridian Time & Attendance. Your personal Home Page appears.
2. At the **Search** section, select or type the desired search criteria in their fields.
3. Click the **Submit** button. The Time Management Summary window displays a list of employees who meet your search criteria (shown below).
4. **To change the sort order of the search results:** simply click the column title and the search results will sort by the column you selected. For example, clicking the column title "Wkgrp" will sort the list by Workgroup ID.

Timecard Management Summary

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BIWEEKLY Pay Period (**Open**): **07/02/2006 - 07/15/2006**

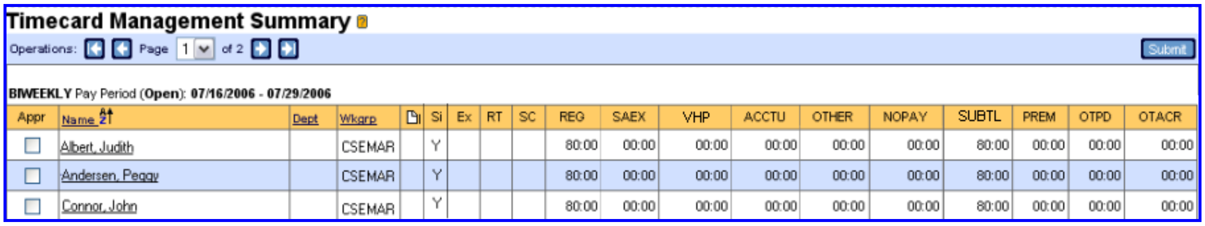
Appr	Name	Dept	Wkgrp		Si	Ex	RT	SC	REG	SAEX	VHP	ACCTU	OTHER	NOPAY	SUBTL	PREM	OTPD	OTACR
	Albert, Judith	2432	CSEMARCINO		Y	$		M	62:00	00:00	00:00	00:00	00:00	00:00	62:00	00:00	00:00	00:00
	Andersen, Peggy	2432	CSEMARCINO						72.00	00:00	00:00	00:00	00:00	00:00	72.00	00:00	00:00	00:00
	Connor, John	2432	CSEMARCINO		Y	$			80:00	00:00	00:00	00:00	00:00	00:00	80:00	00:00	00:00	00:00
	Connor, Sarah	2432	CSEMARCINO						72.00	00:00	00:00	00:00	00:00	00:00	72.00	00:00	00:00	00:00
	Martens, Nell	2432	CSEMARCINO						80:00	00:00	00:00	00:00	00:00	00:00	80:00	00:00	00:00	00:00
✓	Parker, Ludmilla	2432	CSEMARCINO		Y				54:00	02:00	16:00	00:00	00:00	00:00	72:00	00:00	00:00	00:00
✓	Ruso, Rudolf	2432	CSEMARCINO		Y				28:00	00:00	04:00	04:00	00:00	00:00	36:00	00:00	00:00	00:00
	Zimmer, Christine	2432	CSEMARCINO						72.00	00:00	00:00	00:00	00:00	00:00	72.00	00:00	00:00	00:00

Timecard Management Summary Terms

Column Heading	Displays…
Appr	▪ A check box provided for timecard approvals. Note: a check box only appears here when search is NOT in "View Only" mode. ▪ An error icon: Red error→ Yellow error→ ▪ A locked timecard icon: ▪ An approved timecard: ✓
Name	Clicking the underlined name opens the employee's timecard
Dept	The employee's home department (low org)
	When this icon appears in the column, a comment has been added to the employee's timecard.
Wkgrp	The employee's primary Workgroup ID. Workgroup IDs are generally an acronym easily identified by the department. For example, one County Board workgroup is CBDIST18— this stands for County Board District 18.
Ex	When $ appears in the Ex column, expenses (i.e. special premiums etc.) have been added to the Expenses tab of the timecard.
Notes, RT	These columns are not currently used at Milwaukee County.
Si	This column displays a "**Y**" if the employee has signed the timecard.
SC	Displays an "**E**" if there are employee-initiated Schedule changes or an "**M**" if there are manager-initiated Schedule changes.
	All other columns are summaries of the total hours reported on the timecard (i.e. hours worked, paid and accrued, shift etc.)

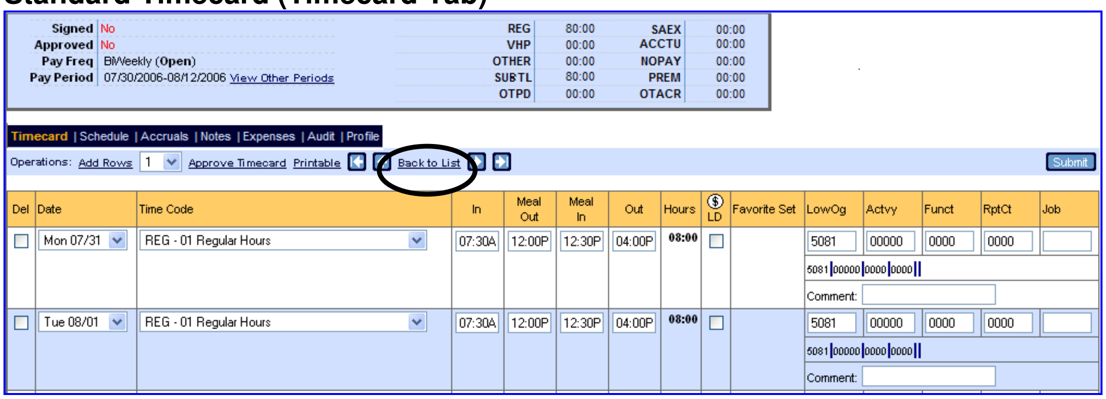
How Do I Open and View a Timecard?

1. **Log in** to Ceridian Time & Attendance. Using the Search section, search for one or more employees. The Timecard Management Summary window displays a list of employees.

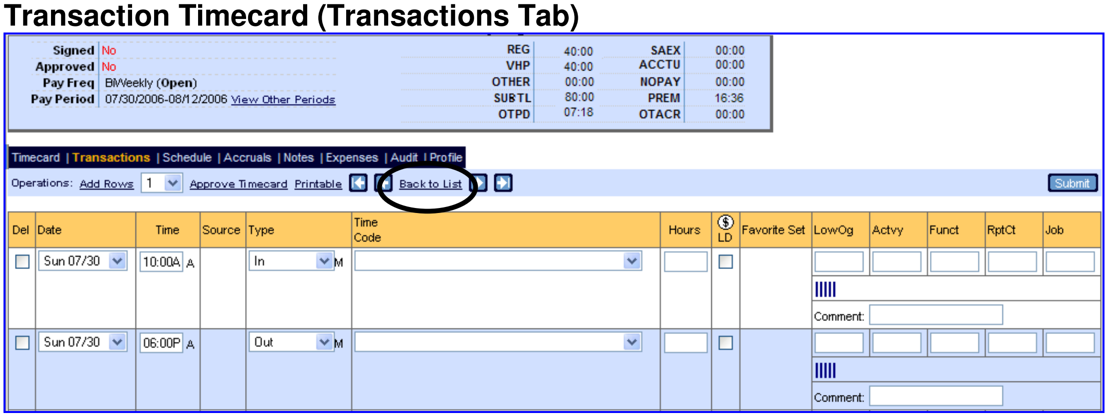


2. **To open a specific timecard:** locate the name of the employee in the Name column. Click the employee's underlined name. Their timecard for the open pay period appears.
   - If the employee uses a Standard timecard, the Timecard tab will be displayed (shown below).
   - If the employee punches a timeclock/WebClock, the Transactions tab will be displayed.

Standard Timecard (Timecard Tab)



Transaction Timecard (Transactions Tab)



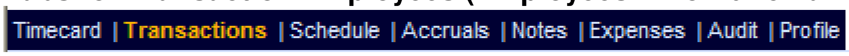
3. **<u>Skip this step unless,</u>** <u>you want to</u>:
   - View a Transaction employee's punches <u>compiled by day</u>: Click the Timecard tab.
   - View employee accrual balances: Click the Accruals tab.
   - View the employee's pay policy: Click the Profile tab.
   - View the employee's schedule: Click the Schedule tab.
   - View the expenses (i.e. special premiums etc) entered: Click the Expenses tab.
   - Find out who made changes to the timecard: Click the Audit tab.

4. **To return to the previous page:** Click the underlined words "Back To List" (circled above). The Timecard Management Summary page reappears.

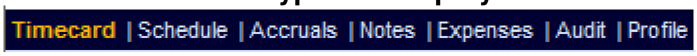
Viewing An Employee's Timecard

A timecard consists of several pages or tabs that display pertinent info for the pay period selected. Tabs are accessed by clicking the tab that contains the info you want to view (tabs shown below).

Tabs for Transaction Employees (Employees Who Punch a Timeclock/WebClock):



Tabs for All Other Types of Employees



Timecard Tab Terms

- **Timecard tab:** An employee using a Standard, Elapsed or Project timecard enters time here, but when an employee punches a timeclock/WebClock, it compiles the punches displaying them by date. This tab shows time rounded to tenths of an hour.
- **Transactions tab:** This tab only appears for employees who punch a timeclock/WebClock. It displays punches exactly as they come from the timeclock/WebClock. Note: Only payroll clerks, editors or approvers can make changes to a timeclock/Webclock punch, but the system displays the letter M in the "Type" column when a punch has been modified.
- **Schedule tab:** Displays the employee's current default schedule. Note: Permanent changes to an employee's schedule are entered by the payroll clerk, but pay-period-specific schedule changes can be entered here by the employee, approvers, payroll clerks or editors.
- **Accruals tab:** Displays year-to-date accruals, 1 week after the prior pay period is processed.
- **Notes tab:** Not used by Milwaukee County.
- **Expenses tab:** Displays any expenses (i.e. special premiums) entered.
- **Audit tab:** Displays any changes that were made to this timecard.
- **Profile tab:** Displays information about the employee such as the date of hire, pay policy, clock number, department number etc. Note: Only payroll clerks can change employee profiles.

Summary Bucket Terms

Summary buckets are pay-period-specific fields that appear on timecards just above the tabs. Summary buckets help employees, approvers, editors and payroll clerks understand how an employee's time will be paid/accrued.

At Milwaukee County, some accrued times are lumped together in a single summary bucket (i.e. VHP includes vacation, holiday paid and personal; PREM includes shift and weekend), but this is only within the summary bucket. Accrued time balances are still maintained separately in the system. In addition, shift and weekend will be paid at the correct rates.

- **REG:** Regular hours worked during the pay period.
- **SAEX:** Sick allowance and excused used during the pay period.
- **VHP:** Vacation, holiday paid and personal used during the pay period.
- **ACCTU:** Overtime and holiday accrued time used during the pay period.
- **OTHER:** Other time with pay used during pay period (i.e. paid leave, paid union release etc)
- **NOPAY:** Time without pay used during the pay period.
- **SUBTL:** Subtotal of all regular hours worked or non-worked. SUBTL adds up hours in the REG, SAEX, VHP, ACCTU, OTHER & NOPAY summary buckets. It does not include hours in the PREM, OTPD or OTACR summary buckets.
- **PREM:** Shift premium and weekend differential to be paid during the pay period.
- **OTPD:** Overtime to be paid during the pay period (includes overtime at 1-1/2 or straight rate).
- **OTACR:** Overtime to be accrued during the pay period (includes overtime at 1-1/2 or straight rate).

How Do I Make Changes to an Employee's Schedule?

Standard & Transaction Employees

When a schedule is entered in the system it can make the process of completing a timecard much easier because the employee is only responsible for entering "exceptions" to their time, but it can also create errors on the timecard when the employee deviates from his or her schedule.

When an employee does not work their scheduled hours, employees (except Transaction employees), approvers, editors and payroll clerks are allowed to temporarily change the schedule. Note: Payroll clerks enter schedules into the system, so if the employee's schedule changes permanently, contact the employee's payroll clerk to update the employee's schedule.

Changing a Schedule for a Pay Period

Note: You must change the schedule before changing the employee's timecard or the changes you make will not be accepted by the system.

1. Using the **Search** section, perform a search for the employee(s). Locate the employee in the list and click their underlined name in the **Name** column. Their timecard appears.
2. Click the Schedule Tab and the employee's schedule appears.
3. At the **Dflt** column, uncheck the checkbox for any day that the employee did not work their scheduled hours.
4. Make changes to the scheduled times (i.e. In, Meal Out, Meal In and Out) to match the time the employee worked.
5. Click the **Submit** button.
6. **If this is a Transaction Timecard,** click the Transactions Tab. Make the same changes to the employee's timecard that you made to their schedule and then click the Submit button.
7. **If this is a Standard Timecard,** click the Timecard Tab. Make the same changes to the employee's timecard that you made to their schedule and then click the Submit button.

Del	Date	Dflt	Prior Day	In	Meal Out	Meal In	Out	Initiated	Total	$ LD	Favorite Set
☐	Mon 07/31	☐	☐	7:00A			3:00P	Mgr	08:00	☐	
☐	Tue 08/01	☐	☐	7:00A			3:00P	Mgr	08:00	☐	
☐	Wed 08/02	☑	☐	7:00A	11:30A	12:30P	4:00P	None	08:00	☐	
☐	Thu 08/03	☑	☐	7:00A	11:30A	12:30P	4:00P	None	08:00	☐	
☐	Fri 08/04	☑	☐	7:00A	11:30A	12:30P	4:00P	None	08:00	☐	
Del	Date	Dflt	Prior Day	In	Meal Out	Meal In	Out	Initiated	Total	$ LD	Favorite Set
☐	Mon 08/07	☑	☐	7:00A	11:30A	12:30P	4:00P	None	08:00	☐	
☐	Tue 08/08	☑	☐	7:00A	11:30A	12:30P	4:00P	None	08:00	☐	
☐	Wed 08/09	☑	☐	7:00A	11:30A	12:30P	4:00P	None	08:00	☐	
☐	Thu 08/10	☑	☐	7:00A	11:30A	12:30P	4:00P	None	08:00	☐	
☐	Fri 08/11	☑	☐	7:00A	11:30A	12:30P	4:00P	None	08:00	☐	

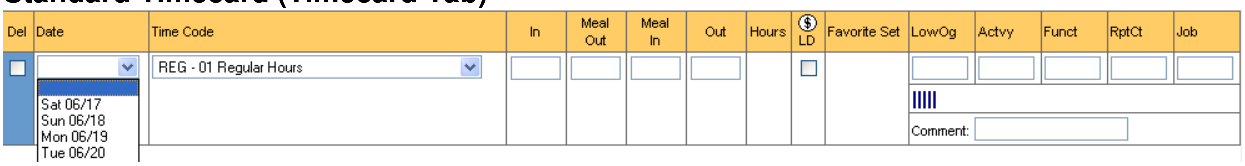
How Do I Add Missing Time? i.e. Hours Worked

Standard Employees

Note: If the employee has a schedule entered and he or she did not work their scheduled hours, you must change the schedule and then change the timecard. See the procedure “How Do I Make Changes to An Employee’s Schedule” for assistance.

1. Using the **Search** section, perform a search for one or more employees. Locate the employee in the list and click their underlined name in the **Name** column. The timecard appears. Locate a **blank** row at the bottom of the timecard.
2. At **Date**, select the date of the missing time (shown below). Note: be sure the date you select is within the current pay period.

Standard Timecard (Timecard Tab)



3. At **Time Code**, select “REG – 01 Regular Hours”.
4. At **In**, type the time the employee started working.
5. At **Meal Out**, type the time the employee stopped working, if applicable.
6. At **Meal In**, type the time the employee started working, if applicable.
7. At **Out**, type time the employee stopped working.
8. **Skip this step unless,** the employee’s default labor distribution must be changed:

   To change this row to a Low Org, Activity, Function and/or Rpt. Category:
   - At **LowOg:** type the low Organization
   - At **Actvy:** type the number **1** followed by the Activity (Note: To skip Activity field, type 10000 instead)
   - At **Funct:** type the Function (Note: To skip Function field, type 0000 instead)
   - At **RptCt:** type the Reporting Category (Note: To skip Reporting Category field, type 0000 instead)

   To change this row to a Job Number:
   - At **LowOg:** type the low Organization
   - At **Job:** type the number **2** followed by the Job Number

   Note: Ceridian offers special features that allow you to search for labor distribution codes and set up “favorite sets” of oft-used codes to eliminate repetitious typing. To learn how to search for codes and set up favorite sets, see the section in this manual called, “Searching for Labor Distribution and Setting Up Favorite Sets”.

9. Click the **Submit** button to save and sort the timecard by date.

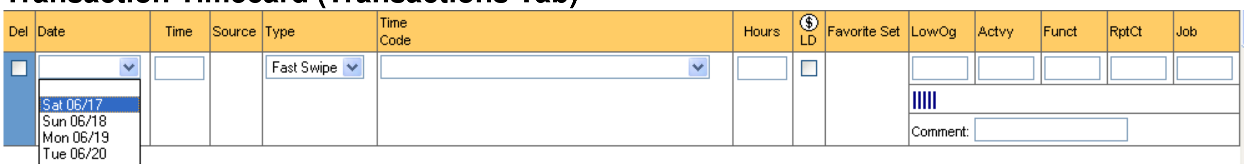
How Do I Add a Missing Punch? i.e. Hours Worked

Transaction Employees

1. Using the **Search** section, perform a search for one or more employees. Locate the employee in the list and click their underlined name in the **Name** column. The timecard appears. Locate a **blank** row at the bottom of the timecard.

2. At **Date**, select the date of the missing punch (shown below). Note: be sure the date you select is within the current pay period.

   Transaction Timecard (Transactions Tab)



3. At **Time**, type the missing in or out time. Note: Each punch must have its own row. This means if you are missing two punches you must enter two rows on the timecard.

4. At **Type,** select “Fast Swipe”. Note: Although other Types may be selected here, “Fast Swipe” is the preferred selection. Selecting Fast Swipe causes the system to determine whether the punch is an in, out or meal punch.

5. **Skip this step unless,** the employee’s default labor distribution must be changed:

   CAUTION: The system will not accept new labor distribution unless the Type selected above was “In”, “Transfer” or “Fast Swipe”.

   To change this row to a Low Org, Activity, Function and/or Rpt. Category:
   - At **LowOg:** type the low Organization
   - At **Actvy:** type the number **1** followed by the Activity
     (Note: To skip Activity field, type 10000 instead)
   - At **Funct:** type the Function
     (Note: To skip Function field, type 0000 instead)
   - At **RptCt:** type the Reporting Category
     (Note: To skip Reporting Category field, type 0000 instead)

   If you want to change this row to a Job Number:
   - At **LowOg:** type the low Organization
   - At **Job:** type the number **2** followed by the Job Number

   Note: Ceridian offers special features that allow you to search for labor distribution codes and set up “favorite sets” of oft-used codes to eliminate repetitious typing. To learn how to search for codes and set up favorite sets, see the section in this manual called, “Searching for Labor Distribution and Setting Up Favorite Sets”.

6. Click the **Submit** button to save and sort the timecard by date.

Non-Worked Time – General Information i.e. Sick, Vacation, Personal etc

Non-Worked Time
All Eligible Employees

Generally, non-worked time is time that an employee does not actually work, but needs to specify on their timecard using a time code. Non-worked time can be paid or non-paid hours and also includes absent hours, however, it does not include special premiums (code 24) such as "standby" or "crew leader". Note: Learn how to enter special premiums by reviewing the section in this manual, "How Do I Add Special Premiums to a Timecard?"

NON-WORKED TIME CODES V 2.0 In order by **Description** as of 8/21/06	CTA TIME CODE
Absent without Pay (21)	AWOP
Approved Leave without Pay (21)	LWOP
Back to Back (41)	BACK
Excused-Bereavement (09)	BERV
Excused-Critical (09)	CRIT
Excused-Medical (09)	MED
Excused-Other Absence (09)	OTHR
Holiday Paid (08)	HP
Holiday Used (20)	HOLU
Holiday-Nurses Preimium (57)	NHOL
Holiday-Pool Nurses (63)	PNHW
Jury Duty (14)	JURY
Medical without Pay (21)	MWOP
Military with Pay (14)	MILP
Military without Pay (38)	MILW
Misc Paid Leave (14)	MISC
Overtime Used (07)	OTUS
Paid Not Worked (16)	PDNW
Personal Hours (05)	PER
Pool Nurses w/Benefits (38)	NWOP
Pulling Fee (55)	S250
Sequester OT 8 Hours (14)	SQOT
Sequester Straight 16 Hours (14)	SEQR
Sick Allowance (03)	SICK
Suspended with Pay (14)	SUSP
Suspended without Pay (21)	SWOP
Tardy without Pay (21)	TWOP
Union Business without Pay (38)	UBWP
Union Release with Pay (14)	UREP
Vacation (04)	VAC
Voluntary Time Off (Budget Reduction) (38)	VTO

CROSS REFERENCE		
OLD CODE	CTA CODE	HPW CODE
03	SICK	4
04	VAC	3
05	PER	7P
07	OTUS	5U
08	HP	2H
09	BERV	4B
09	CRIT	4C
09	MED	4D
09	OTHR	4R
14	JURY	7J
14	MILP	7M
14	MISC	7X
14	SEQR	7Q
14	SQOT	5Q
14	SUSP	7S
14	UREP	7R
16	PDNW	1P
20	HOLU	2U
21	AWOP	7A
21	LWOP	7L
21	MWOP	7D
21	SWOP	7U
21	TWOP	7T
38	MILW	7W
38	NWOP	7B
38	UBWP	7N
38	VTO	7V
41	BACK	5K
55	S250	6P
57	NHOL	2N
63	PNHW	5P

The time codes in Genesys were listed on the back of the Genesys timesheet. In the new system there is an expanded list of time codes to cover more situations. For example excused time (code 9) has been split into several CTA codes.

Remember, the time codes that the employee can see in the Time Code drop-down field on their timecard are controlled by the employee's pay policy. Therefore, employees and approvers should only be able to see the time codes that are available to them.

Standard, Project and Elapsed employees and their approvers are responsible for adding non-worked hours to their timecards, but when Transaction employees need non-worked time added their approver is responsible for adding it (see examples in this section).

Whenever any non-worked time code is entered on a timecard you should follow the procedures in this manual for entering non-worked time.

Note: if you are entering holiday paid, be sure to also review the section in this manual "How Do I Adjust Holiday Paid, Accrued, Worked?"

<u>How Do I Add Non-Worked Time?</u> i.e. Sick, Vacation, Personal etc.

Standard Employees

Note: If the employee has a schedule entered and he or she did not work their scheduled hours, you must change the schedule and then the timecard. See the procedure “How Do I Make Changes to an Employee’s Schedule” for assistance.

1. Using the **Search** section, perform a search for one or more employees. Locate the employee in the list and click their underlined name in the **Name** column. The timecard appears. Locate a **blank** row at the bottom of the timecard.

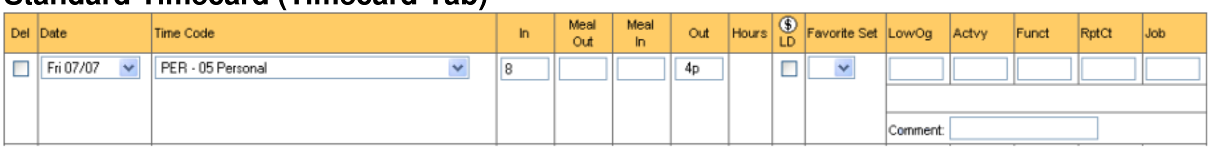
2. At **Date**, select the date of the non-worked time. Note: be sure the date you select is within the <u>current</u> pay period.

3. At **Time Code**, select the appropriate non-worked time code.

4. At **In**, type the employee’s normal start time.

5. At **Out**, type time the employee’s normal stop time.

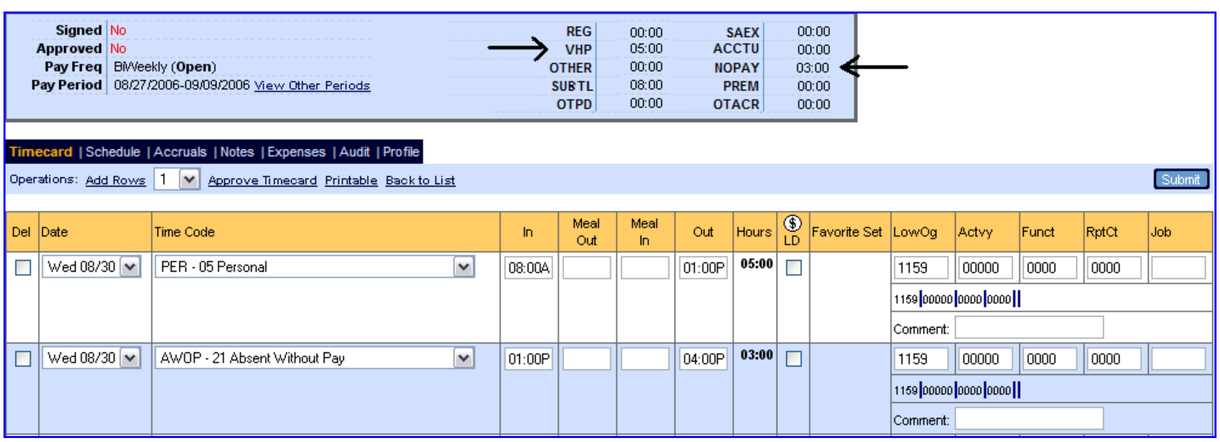
Standard Timecard (Timecard Tab)



6. Click the **Submit** button to save and sort the timecard by date.

7. **Verify** that the number of hours is correct. Note: If the hours calculated by the system are incorrect due to lunches, adjust the “Out” time and click the Submit button again.

EXAMPLE: A <u>full-time</u> Standard employee did not come in on Wednesday. She only has 5 hours of personal time left. The balance of her 8 hours must be absent time (code 21). In this special situation you will need to add two rows to the timecard.



How Do I Add Non-Worked Time? i.e. Sick, Vacation, Personal etc.

Transaction Employees

1. Using the **Search** section, perform a search for one or more employees. The Timecard Management Summary window displays a list of employees. Click the employee's underlined name in the **Name** column. The timecard appears. Locate a **blank** row at the bottom of the timecard.

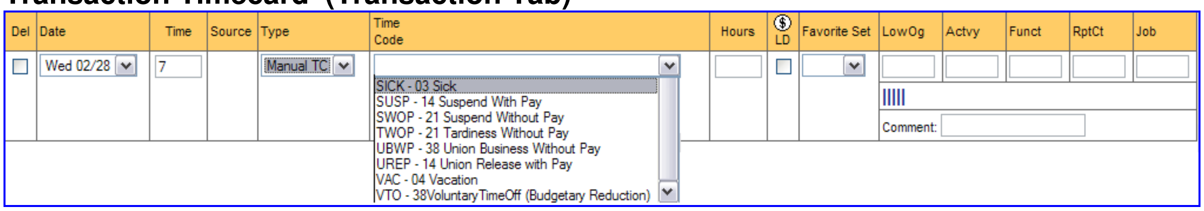
2. At **Date**, select the date of the missing punch. Note: be sure the date you select is within the current pay period.

3. At **Time**, type the employee's normal starting time.

4. At **Type**, select **Manual TC** for all non-worked time.

5. At **Time Code**, select the appropriate non-worked time code.

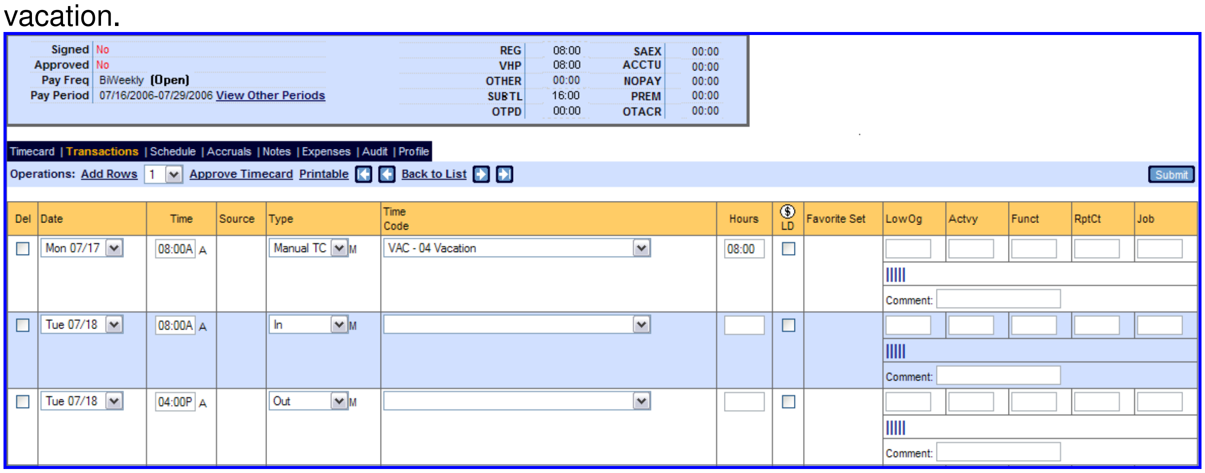
Transaction Timecard (Transaction Tab)



6. At **Hours**, type the number of hours of non-worked time.

7. Click the **Submit** button to save and sort the timecard by date.

EXAMPLE: A Transaction employee was on vacation on Monday and worked 8 hours on Tuesday. With the entries below, he will be paid for 8 hours worked and 8 hours of vacation.



Holidays Paid, Accrued, Worked – General Information

Holidays Paid, Accrued, Worked
All Eligible Employees

Unless otherwise specified by Union contract, when employees that are eligible for holiday pay are off on a major or minor holiday, they must be paid for the holiday— this means that they are not allowed to use vacation or other accrued time instead. This also means that they are not allowed to accrue for a holiday unless they work it.

The system knows when there is a major or minor holiday and automatically enters a row on the employee's timecard as holiday paid. When an employee works on the holiday, the time code must be changed from holiday paid to holiday accrued. When an employee works part of a holiday, there will be at least three "holiday related" rows on the timecard to account for hours worked, holiday accrued and holiday paid.

Unless otherwise specified by union contract, whenever eligible employees work all or part of a holiday:

- Hours Worked are paid in the normal manner. Hours worked on a holiday are entered in the system, as usual, using the time code "REG – 01 Regular Hours".
- Holiday Accrued equals the numbers of hours worked; up to the maximum number of hours the employee is normally paid for a holiday. Holiday accrued is entered using the time code "HOLA – 19 Holiday Accrued".
- Holiday Paid is never more than 8 hours, but it can be less. When it is less, holiday paid is based on the employee's assigned workweek (i.e. 20 hours/week = 4 hours holiday etc). If the employee worked on the holiday, the number of holiday hours to be paid is reduced by the hours worked and they are accrued instead. Holiday paid on a holiday is entered using the time code "HP – 08 Holiday Paid".

When a Standard, Elapsed or Project employee works the holiday, the employee and his or her approver are responsible for adjusting the timecard for hours worked, holiday accrued and/or holiday paid. When a Transaction employee works the holiday the approver is responsible for adjusting the timecard for holiday accrued and/or holiday paid (see examples in this section).

When employees work the holiday, the system automatically records a special internal time code, "**HW** - Holiday Worked". In order to determine which employees have worked the holiday, approvers, payroll clerks and editors can run a History Scan Report (see page 46) that looks for the time code "HW". When this is done the system creates a report that displays the hours worked, accrued and paid on the holiday (see below). Approvers use this report to determine which timecards still need to be adjusted for holiday paid, accrued or worked.

	A	B	C	D	E	F	G	H	I
1	Period Ending	Name	Employee ID	Time Code	Time Code Description	Internal Time Code	Date	Day	Hours
2	02/24/2007	Burns, Jan	904955	HP	08 Holiday Paid	N	02/19/2007	Mon	8.00
3	02/24/2007	Busman, Karen	902525	HP	08 Holiday Paid	N	02/19/2007	Mon	8.00
4	02/24/2007	Connor, Donna	930499	HP	08 Holiday Paid	N	02/19/2007	Mon	8.00
5	02/24/2007	Hudson, Cara	932089	HP	08 Holiday Paid	N	02/19/2007	Mon	8.00
6	02/24/2007	Potts, Patricia	922316	HP	08 Holiday Paid	N	02/19/2007	Mon	8.00
7	02/24/2007	Taylor, Roger	926730	HOLA	19 Holiday Accrued	N	02/19/2007	Mon	8.00
8	02/24/2007	Taylor, Roger	926730	REG	01 Regular Hours	N	02/19/2007	Mon	8.00
9	02/24/2007	Wilkenson, Sally	915742	HP	08 Holiday Paid	N	02/19/2007	Mon	8.00
10	02/24/2007	Wills, Mary Ann	929954	HOLA	19 Holiday Accrued	N	02/19/2007	Mon	8.00
11	02/24/2007	Wills, Mary Ann	929954	REG	01 Regular Hours	N	02/19/2007	Mon	8.00

How Do I Adjust Holiday Paid, Accrued, Worked?

Standard Employees

Adjusting for Holidays— Paid, Accrued, Worked

1. Using the **Search** section, perform a search for the employee(s). Locate the employee in the list and click their underlined name in the **Name** column. Their timecard appears.
2. Using the timecard, **determine** the number of hours the employee worked on the holiday. If time worked on the holiday is missing from the timecard see the procedure, "How Do I Add Missing Time?" for Standard employees to add the missing time before proceeding.
3. **Skip this step unless,** the employee worked **at least** the number of hours he is normally paid for a holiday. Note: He will accrue his normal holiday paid hours.

   To accrue for the holiday:

   - Locate the "**HP – 08 Holiday Paid**" row the system entered on the timecard.
   - At **Time Code,** change the time code to "HOLA – 19 Holiday Accrued".
   - Click the **Submit** button to save and sort the timecard by date.

4. **Skip this step unless**, the employee worked **less than** the number of hours he is normally paid for a holiday. Note: He will be paid for a "partial" holiday and accrue a "partial" holiday.

   To accrue for a "partial" holiday:

   - Locate a **blank** row at the bottom of the timecard.
   - At **Date,** select the date of the holiday.
   - At **Time Code,** select "HOLA – 19 Holiday Accrued".
   - At **In,** type the employee's start time on the holiday.
     Note: The employee's accrued holiday begins when the employee starts working.
   - At **Out,** type the employee's stop time on the holiday.
     Note: The employee's accrued holiday ends when the employee stops working.
   - Click the **Submit** button to save and sort the timecard by date.
   - **Verify** the number of hours is correct. Note: If the hours calculated by the system are incorrect due to lunches, adjust the "Out" time and click the Submit button again.

   To pay a "partial" holiday:

   - **On scratch paper**, calculate the difference between the number of hours the employee is normally paid for a holiday and the hours worked on the holiday. For example, if the normal hours are 4 and the hours worked 2, the difference is 2 hours.
   - Locate the "**HP – 08 Holiday Paid**" row the system entered on the timecard.
   - At **In,** type the employee's stop time on the holiday.
     Note: The employee's holiday pay starts when the employee stops working.
   - At **Out**, type a stop time that when subtracted from the "In" time will equal the number of hours you calculated above.
   - Click the **Submit** button to save and sort the timecard by date.
   - **Verify** the number of hours is correct. Note: If the hours calculated by the system are incorrect due to lunches, adjust the "Out" time and click the Submit button again.

Holidays Paid, Accrued, Worked (Continued)
Standard Employees

EXAMPLE: The full-time Standard employee below worked 8 hours on the holiday. With these entries, he will be paid for 8 hours worked and accrue 8 hours of holiday accrued.

Del	Date	Time Code	In	Meal Out	Meal In	Out	Hours	$ LD	Favorite Set
☐	Tue 07/04	HOLA - 19 Holiday Accrued	12:00A			08:00A	08:00	☐	
☐	Tue 07/04	REG - 01 Regular Hours	08:00A	12:00P	12:30P	04:30P	08:00	☐	

EXAMPLE: The full-time Standard employee below worked 6 hours on the holiday. In order to accrue a partial holiday, one row was added to the timecard. In order to pay a partial holiday, the hours on the row the system added were reduced. With these entries he will be paid for 6 hours worked, 2 hours holiday paid and he will also accrue 6 hours of holiday.

Del	Date	Time Code	In	Meal Out	Meal In	Out	Hours	$ LD	Favorite Set
☐	Tue 07/04	HOLA - 19 Holiday Accrued	08:00A			02:00P	06:00	☐	
☐	Tue 07/04	REG - 01 Regular Hours	08:00A			02:00P	06:00	☐	
☐	Tue 07/04	HP - 08 Holiday Paid	02:00P			04:00P	02:00	☐	

EXAMPLE: The part-time Standard employee below is normally paid for 4 hrs of holiday on a holiday. In this example, the employee worked 6 hours on the holiday. In order to accrue the holiday, the row the system added to the timecard was changed from holiday paid to accrued. With these entries, he will be paid for 6 hours worked and accrue 4 hours holiday.

Signed	No	REG	06:00	SAEX	00:00
Approved	No	VHP	00:00	ACCTU	00:00
Pay Freq	BiWeekly (**Open**)	OTHER	00:00	NOPAY	00:00
Pay Period	08/27/2006-09/09/2006 View Other Periods	SUBTL	06:00	PREM	00:00
		OTPD	00:00	OTACR	00:00

Timecard | Schedule | Accruals | Notes | Expenses | Audit | Profile

Operations: Add Rows 1 Approve Timecard Printable Back to List Submit

Del	Date	Time Code	In	Meal Out	Meal In	Out	Hours	$ LD	Favorite Set	LowOg	Actvy	Funct	RptCt	Job
☐	Mon 09/04	HOLA - 19 Holiday Accrued	08:00A			12:00P	04:00	☐		1159	00000	0000	0000	
										1159 00000 0000 0000				
										Comment:				
☐	Mon 09/04	REG - 01 Regular Hours	08:00A			02:00P	06:00	☐		1159	00000	0000	0000	
										1159 00000 0000 0000				
										Comment:				

How Do I Adjust Holiday Paid, Accrued, Worked?

Transaction Employees

Adjusting for Holidays— Paid, Accrued, Worked

1. Using the **Search** section, perform a search for the employee(s). Locate the employee in the list and click their underlined name in the **Name** column. Their timecard appears.
2. Using the timecard, **determine** the number of hours the employee worked on the holiday. If the employee's holiday worked time is missing from the timecard, see the procedure in this manual, "How Do I Add a Missing Punch?" for Transaction employees before proceeding.
3. **Skip this step unless,** the employee worked **at least** the number of hours he is normally paid for a holiday. Note: She will accrue her normal holiday paid hours.

   To accrue for the holiday:

   - Locate the "**HP – 08 Holiday Paid**" row the system entered on the timecard.
   - At **Time Code,** change the time code to "HOLA – 19 Holiday Accrued".
   - Click the **Submit** button to save and sort the timecard by date.
4. **Skip this step unless**, the employee worked **less than** the number of hours she is normally paid for a holiday. Note: She will be paid for a "partial" holiday and accrue a "partial" holiday.

   To accrue for a "partial" holiday:

   - Locate a **blank** row at the bottom of the timecard.
   - At **Date,** select the date of the holiday.
   - At **Time,** type the employees start time on the holiday.
     Note: The employee's accrued holiday starts when the employee begins working.
   - At **Type,** select Manual TC.
   - At **Time Code,** select "HOLA – 19 Holiday Accrued".
   - At **Hours,** type the number of hours worked on the holiday.
   - Click the **Submit** button to save and sort the timecard by date.

   To pay a "partial" holiday:

   - **On scratch paper,** calculate the difference between the number of hours the employee is normally paid for a holiday and the hours worked on the holiday. For example, if the normal hours are 4 and the hours worked 2, the difference is 2 hours.
   - Locate the "**HP – 08 Holiday Paid**" row the system entered on the timecard.
   - At **Time,** type the employees stop time on the holiday.
     Note: The employee's holiday pay starts when the employee stops working.
   - At **Hours**, type the difference you calculated above.
   - Click the **Submit** button to save and sort the timecard by date.

Holidays Paid, Accrued, Worked (Continued)
Transaction Employees

EXAMPLE: The full-time Transaction employee below worked 8 hours on the holiday. With these entries, he will be paid for 8 hours worked and accrue 8 hours of holiday.

Del	Date	Time	Source	Type	Time Code	Hours	LD	Favorite Set
☐	Mon 05/29	12:00A A	AUTOG	Manual TC M	HOLA - 19 Holiday Accrued	08:00	☐	
☐	Mon 05/29	08:00A A		In			☐	
☐	Mon 05/29	04:00P A		Out			☐	

EXAMPLE: The part-time Transaction employee below is normally paid for 4 hours of holiday on a holiday. In this example, she worked 10 hours on the holiday. In order to accrue the holiday, the row the system added to the timecard was changed from holiday paid to accrued. With these entries, she will be paid for 8 hours straight time, 2 hours overtime and she will also accrue 4 hours of holiday.

Signed	No
Approved	No
Pay Freq	BiWeekly (Open)
Pay Period	07/30/2006-08/12/2006 View Other Periods

REG	08:00	SAEX	00:00
VHP	00:00	ACCTU	00:00
OTHER	00:00	NOPAY	00:00
SUBTL	08:00	PREM	00:00
OTPD	02:00	OTACR	00:00

Timecard | Transactions | Schedule | Accruals | Notes | Expenses | Audit | Profile

Operations: Add Rows 1 Approve Timecard Printable Back to List

Del	Date	Time	Source	Type	Time Code	Hours	LD	Favorite Set
☐	Tues 07/04	07:00A A		In			☐	
☐	Tues 07/04	07:00A A	AUTOG	Manual TC M	HOLA - 19 Holiday Accrued	04:00	☐	
☐	Tues 07/04	05:00P A		Out			☐	

Overtime Paid & Accrued – General Information

Can I Change Overtime Accrued to Paid or **Paid to Accrued?** Yes.
All Eligible Employees

At Milwaukee County, eligible employees generally receive overtime after 8 hours in a day and 40 hours in a week, but there are variations (i.e. flextime etc). In the system, unless otherwise specified by union contract or county ordinance, union employee overtime is defaulted to paid while non-represented employee overtime is defaulted to accrued.

The employee's pay policy governs the payment or accrual of overtime and the system automatically calculates overtime based upon it. Each employee's pay policy is listed on the Profile tab of his or her timecard.

In order to "change" the overtime the system defaulted, another row must be entered on the timecard. The added row "moves" the amount of overtime indicated from paid to accrued or from accrued to paid based upon the time code used.

- Overtime Paid to Accrued: It subtracts the number of hours to be accrued from the OTPD summary bucket, which decreases the amount of overtime to be paid. At the same time it adds the number of hours to be accrued to the OTACR summary bucket, which increases the amount of overtime to be accrued.

- Overtime Accrued to Paid: It subtracts the number of hours to be accrued from the OTACR summary bucket, which decreases the amount of overtime to be accrued. At the same time it adds the number of hours to be accrued to the OTPD summary bucket, which increases the amount of overtime to be paid.

The time code used on the added row varies depending upon several factors such as: the employee's union type, whether overtime is at 1-1/2 or straight rate, whether the employee is covered by FLSA, as well as, whether the overtime worked was FLSA. Note: FLSA overtime is a complicated formula. Generally, the overtime worked is FLSA, if the hours worked in a week plus hours of holiday paid are greater than 40. If you have a question about FLSA overtime, call Milwaukee County Central Payroll for clarification.

When Standard and Project employees work overtime, the employee and his approver are responsible for changing timecard overtime. When Transaction employees work overtime, the approver is responsible for changing timecard overtime.

When employees work overtime, the system automatically records a special internal time code that allows an approver to review the overtime calculated by the system by examining the summary buckets near the top of the employee's timecard. It can also be reviewed by running a History Scan report (see page 46).

How Do I Change Overtime Paid & Accrued?

Changing Overtime
Standard Timecard

Changing Overtime from **Paid** to **Accrued** or from **Accrued** to **Paid**

In order to change the overtime the system calculated based upon the employee's pay policy; another row must be entered on the timecard.

1. Using the **Search** section, perform a search for the employee(s). Locate the employee in the list and click their underlined name in the **Name** column. Their timecard appears. Locate a **blank** row at the bottom of the timecard.

2. At **Date**, select the date the overtime, which you want to change, was worked.

3. At **Time Code,** select the appropriate code:

   Attorneys: Select MNOT – 63 Mandatory Overtime Paid

   DC48/Sheriffs: Select OTAC – 06 Overtime Accrued

   Non-Represented, depends upon the situation causing the overtime:
   - Non-FLSA Overtime at 1-1/2: Select MNOT – 63 Mandatory Overtime Paid
   - FLSA Overtime at 1-1/2: Select OTF – 80 Overtime FLSA
   - Overtime at Straight Rate: Select VOTP – 62 Voluntary OT Paid

   Nurses, Skilled Trades and Machinists: Select MOTA – 67 Mandatory OT Hrs Accrued

   TEAMCO, depends upon the situation causing the overtime:
   - FLSA Overtime at 1-1/2: Select MOTA – 67 Mandatory OT Hrs Accrued
   - Non-FLSA Overtime at Straight Rate: Select VOTA – 66 Voluntary OT Hrs Accrued

4. At **In,** type a valid start time that corresponds to the overtime threshold.
   Note: In our example on the next page, the employee is in an overtime situation from 10:30 pm to 2:30 am. If the employee wants to accrue the 2 hours, enter an "In" time of 10:30 pm so that the accrued time overlaps the worked time.

5. At **Out,** type a valid stop time that corresponds to the overtime threshold.
   Note: In our example on the next page, the employee is in an overtime situation from 10:30 pm to 2:30 am. If the employee wants to accrue the 2 hours, enter an "Out" time of 12:30 am so that the accrued time overlaps the worked time.

6. Click the **Submit** button to save and sort the timecard by date.

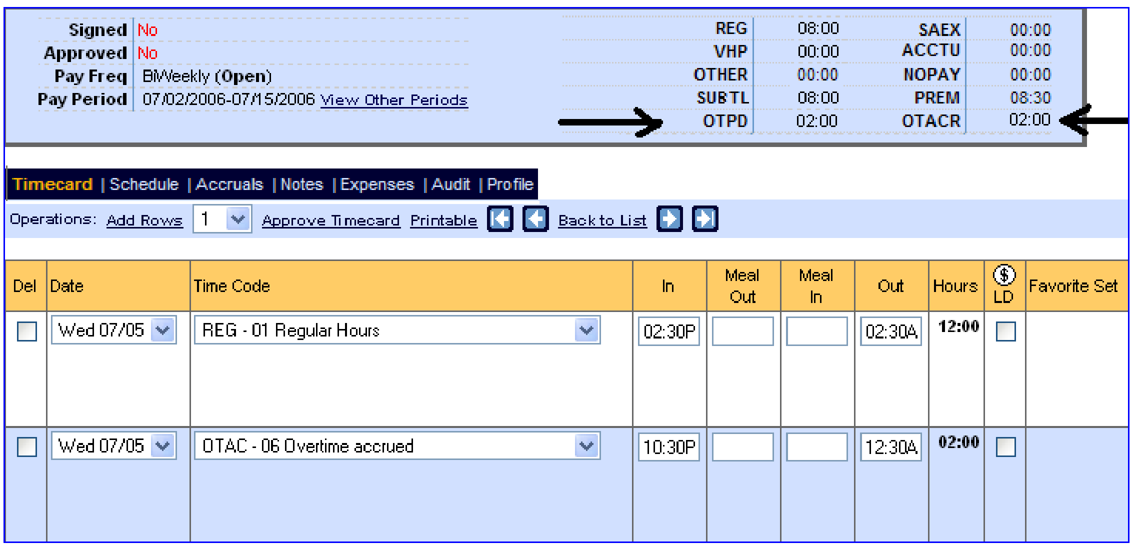
7. **Verify** the **OTACR** and **OTPD** summary buckets near the top of the timecard to be sure the overtime paid and accrued are now correct.

Changing Overtime (Continued)
Standard Timecard
Overtime Paid to Accrued

EXAMPLE: A DC48/Sheriff employee uses a Standard timecard and his pay policy indicates that he receives overtime over 8 hours in a day and over 40 hours in a week. This employee worked daily overtime on Wednesday of 4 hours. The system defaults this employee's overtime to paid. What changes will allow the employee to accrue 2 hours of the overtime instead?

SOLUTION:

- To move all or part of the overtime the system calculated, another row is entered on the timecard.
- Because the employee is from DC48/Sheriff, the time code selected is "OTAC – 06 Overtime Accrued".
- The added row decreases the amount of overtime paid by 2 hours and increases the amount of overtime accrued by 2 hours. Notice the summary buckets below.

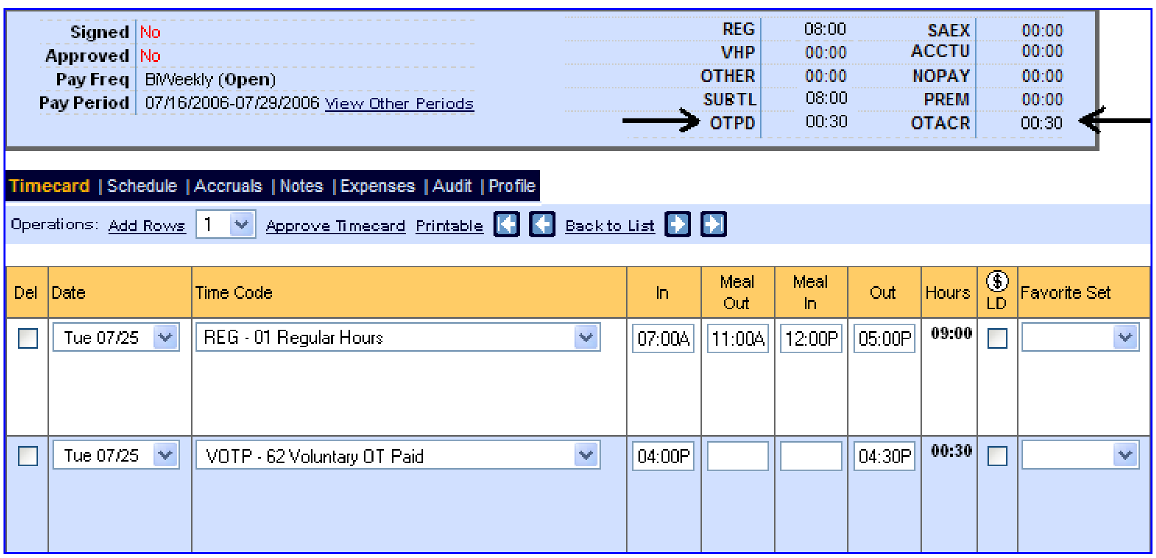


Changing Overtime (Continued)
Standard Timecard
Overtime Accrued to Paid – NonRep

EXAMPLE: A NonRep employee uses a Standard timecard and her pay policy indicates that she receives straight rate overtime. This employee worked daily overtime on Tuesday of 1 hour. The system defaults this employee's overtime to accrued. What changes will allow the employee to be paid for 30 minutes of the overtime instead?

SOLUTION:

- To move all or part of the overtime the system calculated, another row is entered on the timecard.
- Because the employee's overtime is at straight rate, the time code selected is "VOTP – 62 Voluntary OT Paid".
- The added row decreases the amount of overtime accrued by 30 minutes and increases the amount of overtime paid by 30 minutes. Notice the summary buckets below.



How Do I Change Overtime Paid & Accrued?

Changing Overtime Transaction Timecard

Changing Overtime from **Paid** to **Accrued** or from **Accrued** to **Paid**

In order to change the overtime the system calculated based upon the employee's pay policy; another row must be entered on the timecard.

1. Using the **Search** section, perform a search for the employee(s). Locate the employee in the list and click their underlined name in the **Name** column. Their timecard appears. Locate a **blank** row at the bottom of the timecard.

2. At **Date**, select the date the overtime, which you to change, was worked.

3. At **Time,** type a valid start time that corresponds to the overtime threshold. Note: In our example on the next page, the employee is in an overtime situation on Monday from 9:30 pm to 12:00 am. If the employee wants to accrue the 1:30 hour, enter a time of 9:30 pm so that the accrued time overlaps with the worked time.

4. At **Type**, select **Manual TC**.

5. At **Time Code,** select the appropriate code:

   Attorneys: Select MNOT – 63 Mandatory Overtime Paid

   DC48/Sheriffs: Select OTAC – 06 Overtime Accrued

   Non-Represented, depends upon the situation causing the overtime:
   - Non-FLSA Overtime at 1-1/2: Select MNOT – 63 Mandatory Overtime Paid
   - FLSA Overtime at 1-1/2: Select OTF – 80 Overtime FLSA
   - Overtime at Straight Rate: Select VOTP– 62 Voluntary OT Paid

   Nurses, Skilled Trades and Machinists: Select MOTA – 67 Mandatory OT Hrs Accrued

   TEAMCO, depends upon the situation causing the overtime:
   - FLSA Overtime at 1-1/2: Select MOTA – 67 Mandatory OT Hrs Accrued
   - Non-FLSA Overtime at Straight Rate: Select VOTA – 66 Voluntary OT Hrs Accrued

6. At **Hours,** type the number of overtime hours to be changed.

7. Click the **Submit** button to save and sort the timecard by date.

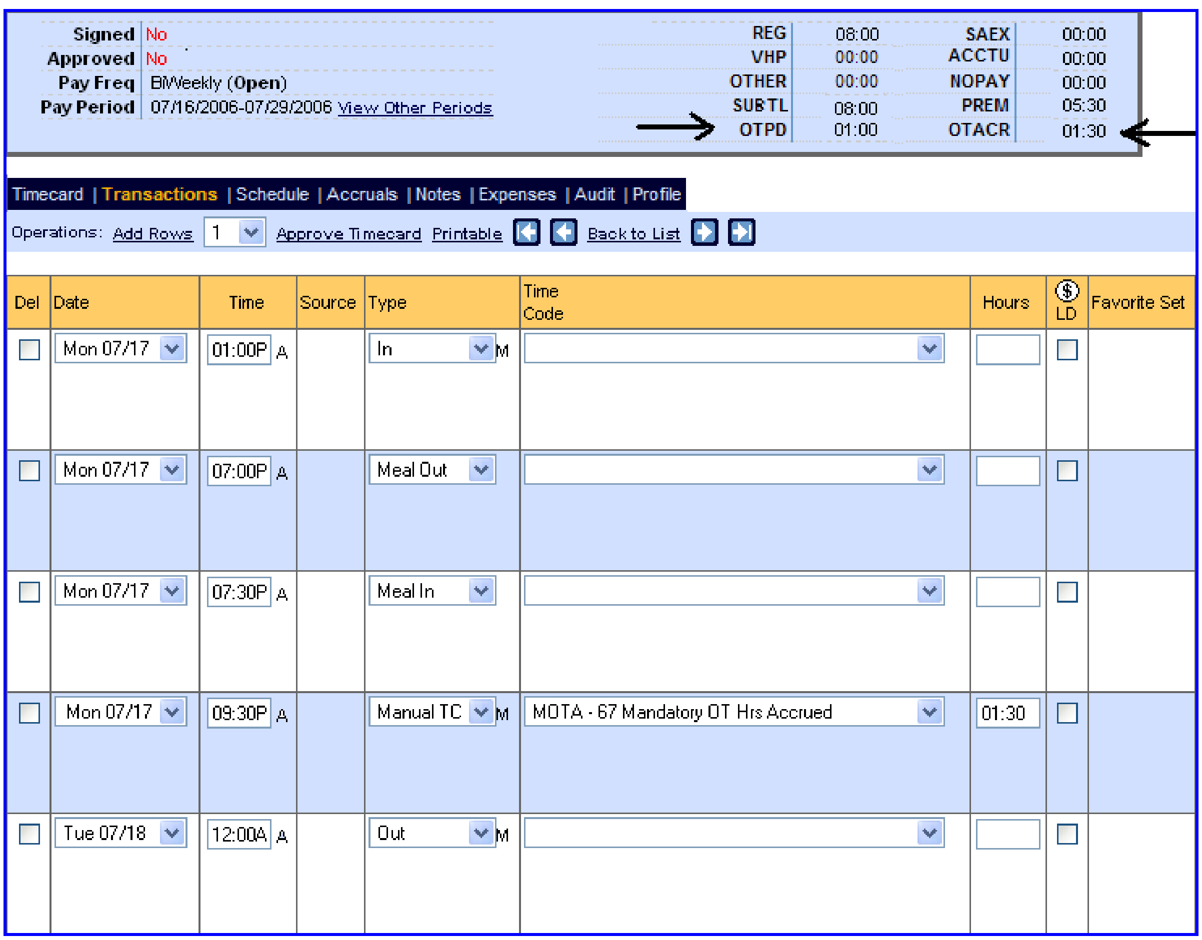
8. **Verify** the **OTACR** and **OTPD** summary buckets near the top of the timecard to be sure the overtime paid and accrued are now correct.

Changing Overtime (Continued)
Transaction Timecard
Overtime Paid to Accrued – Union

EXAMPLE: A Nurses, Skilled Trades or Machinist employee uses a Transaction timecard and his pay policy indicates that he receives overtime over 8 hours in a day and over 40 hours in a week. This employee worked daily overtime on Monday of 2:30 hours. The system defaults this employee's overtime to paid. What changes will allow the employee to accrue 1:30 hours of the overtime instead?

SOLUTION:

- To move all or part of the overtime the system calculated, another row is entered on the timecard.
- Because the employee is a Nurses, Skilled Trades or Machinist employee the time code selected is "MOTA – 67 Mandatory OT Hrs Accrued".
- The added row decreases the amount of overtime paid by 1:30 hours and increases the amount of overtime accrued by 1:30 hours. Notice the summary buckets below.

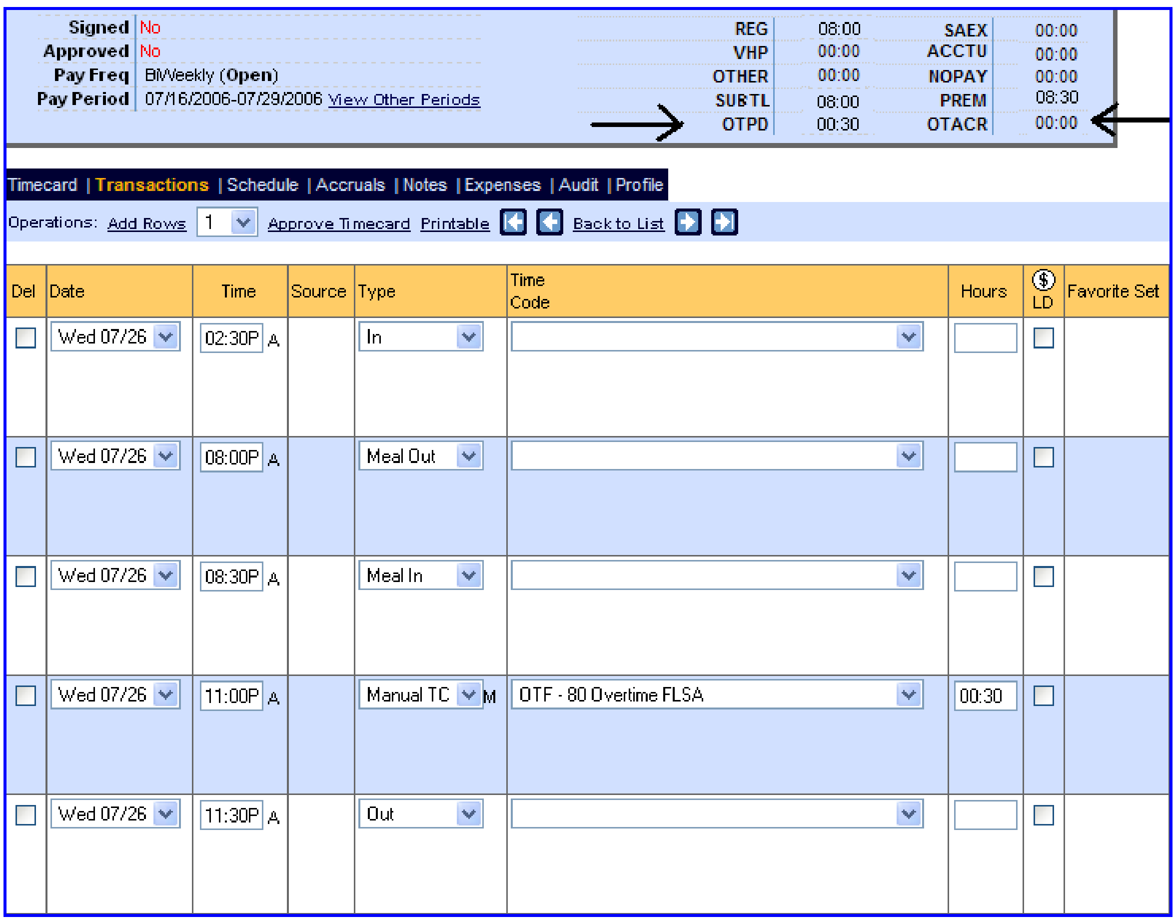


Changing Overtime (Continued)
Transaction Timecard
Overtime Accrued to Paid – NonRep

EXAMPLE: A NonRep FLSA employee uses a Transaction timecard and her pay policy indicates that she receives overtime at 1-1/2, over 8 hours in a day and over 40 hours in a week. This employee worked daily overtime on Wednesday of 30 minutes. The system defaults this employee's overtime to accrued. What changes will allow the employee to be paid for 30 minutes of the overtime instead?

SOLUTION:

- To move all or part of the overtime the system calculated, another row is entered on the timecard.
- Although the timecard is not complete yet, in our scenario this employee will work 40:30 hours this week. Since the overtime was FLSA, the time code selected is "OTF – 80 Overtime FLSA".
- The added row decreases the amount of overtime accrued by 30 minutes and increases the amount of overtime paid by 30 minutes. Notice the summary buckets below.



Manual Overtime – General Information

Can I Add or Remove Overtime Manually? Yes, for Some Employees.

At Milwaukee County, manually adding or removing overtime is not normally necessary because the system automatically calculates overtime based upon the employee's pay policy. However, there are manual overtime codes available to some employees that allow for the manual addition or removal of overtime for special circumstances that may arise.

In general, these employees should be:

- Annual Employees that Receive .5 Overtime
- DC48 and Deputy Sheriff Employees
- Hourly Universal Employee
- Straight Time Overtime Employees

These employees will also have one of the following time codes as a choice in the drop-down list on their timecard:

- "REGO – 01 – Regular No Overtime
- "MOT – 02 Manual Overtime"
- "MMOT – 63 Manual Mandatory Overtime"
- "OTFM – 80 Overtime FLSA Manual"

When Standard and Project employees work overtime, the employee and his approver are responsible for adding or removing manual overtime to/from the timecard. When Transaction employees work overtime, the approver is responsible for adding or removing overtime.

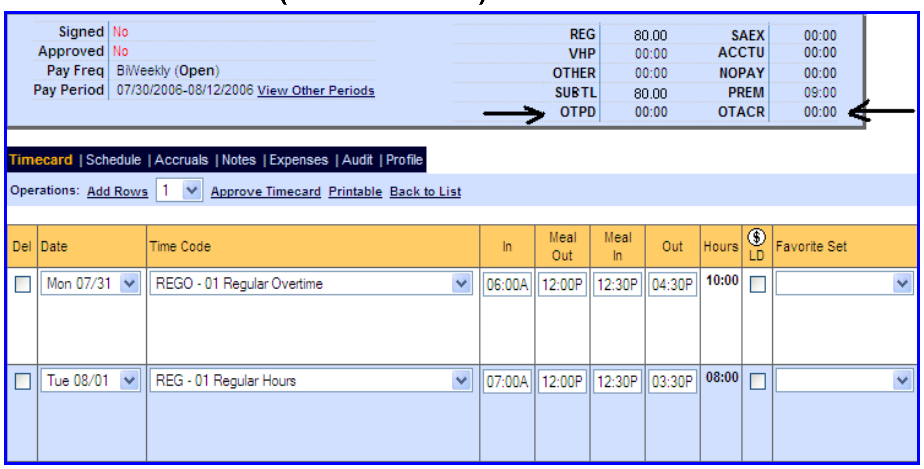
Important Note: If you need to manually add/remove overtime you may also need to manually add/remove shift premium for these hours, if so, follow the procedure found in this manual, "How Do I Add Shift Premium to a Timecard Manually?"

How Do I Remove Overtime from a Timecard Manually?

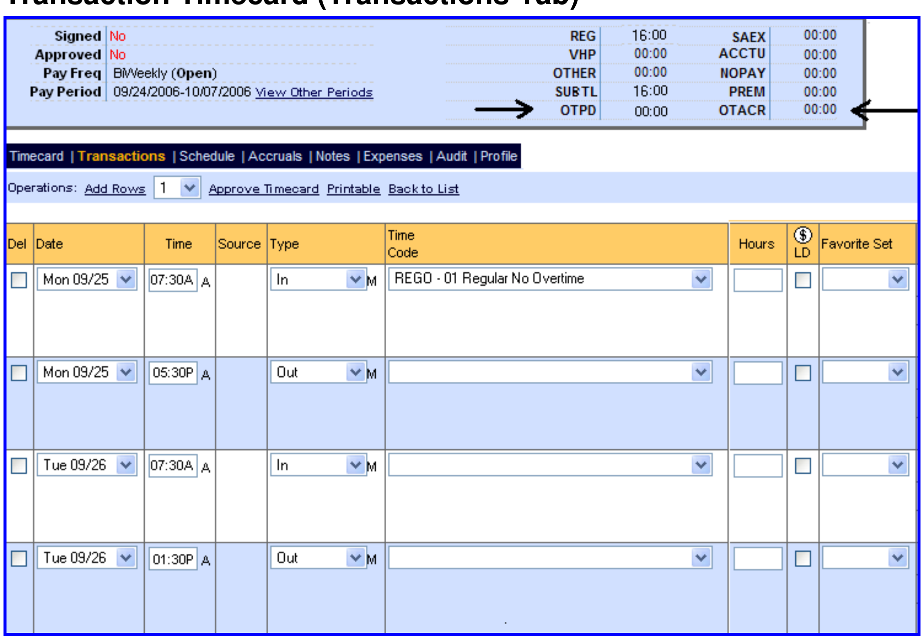
Standard & Transaction Employees

1. Using the **Search** section, perform a search for the employee(s). Locate the employee in the list and click their underlined name in the **Name** column. Their timecard appears.
2. **Locate** the "REG – 01 Hours Worked" row on the timecard for the date you would like to remove overtime. Note: on Transaction timecards, you should locate the "In" row and change its time code.
3. At **Time Code,** change the time code to "**REGO – 01 Regular No Overtime**".
4. Click the **Submit** button to save and sort the timecard by date.
5. **Verify** the **OTPD and OTACR** summary buckets near the top of the timecard are now correct.

Standard Timecard (Timecard Tab)



Transaction Timecard (Transactions Tab)



How Do I Add Overtime to a Timecard Manually?

Standard Employees

1. Using the **Search** section, perform a search for the employee(s). Locate the employee in the list and click their underlined name in the **Name** column. The timecard appears. Locate a **blank** row at the bottom of the timecard.

2. At **Date**, select the date of the overtime that must be entered manually.

3. At **Time Code,** select the appropriate code:

DC48/Sheriffs:	Select MOT – 02 Manual Overtime
TEAMCO	Select OTFM – 80 Overtime FLSA Manual

   Nurses, Skilled Trades and Machinists, depends upon situation causing the overtime:

   - Non-FLSA Overtime at 1-1/2 — Select MMOT – 63 Mandatory Overtime Paid
   - FLSA Overtime at 1-1/2 — Select OTFM – 80 Overtime FLSA Manual

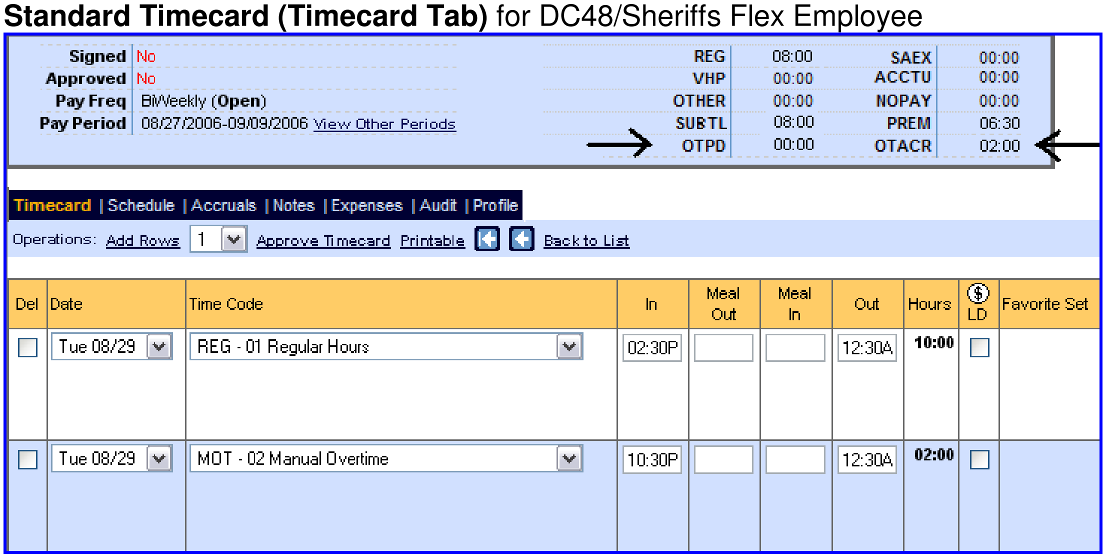
4. At **In,** type a valid start time that corresponds to the overtime threshold. Note: In the example below, the employee is in an overtime situation from 10:30 pm to 12:30 am. To pay the employee for 2 hours, enter an "In" time of 10:30 pm so that the overtime overlaps the worked time.

5. At **Out,** type a valid stop time that corresponds to the overtime threshold. Note: In the example below, the employee is in an overtime situation from 10:30 pm to 12:30 am. To pay the employee for 2 hours, enter an "Out" time of 12:30 am so that the overtime overlaps the worked time.

6. Click the **Submit** button to save and sort the timecard by date.

7. **Verify** the **OTPD** summary bucket near the top of the timecard to be sure the overtime paid is now correct.

Standard Timecard (Timecard Tab) for DC48/Sheriffs Flex Employee



How Do I Add Overtime to a Timecard Manually?

Transaction Employees

1. Using the **Search** section, perform a search for the employee(s). Locate the employee in the list and click their underlined name in the **Name** column. The timecard appears. Locate a **blank** row at the bottom of the timecard.

2. At **Date**, select the date of the overtime that must be entered manually.

3. At **Time**, indicate the time in the day for which you want to apply manual overtime pay. Type a valid start time that corresponds to the overtime threshold. Note: In our example below the employee is in an overtime situation from 3 pm to 5 pm. In order to pay the employee for 2 hours overtime, enter a time of 3:00 pm so the overtime paid overlaps with worked time.

4. At **Type**, select **Manual TC** for manual overtime pay.

5. At **Time Code**, select the appropriate code:

   DC48/Sheriffs: Select MOT – 02 Manual Overtime

   TEAMCO Select OTFM – 80 Overtime FLSA Manual

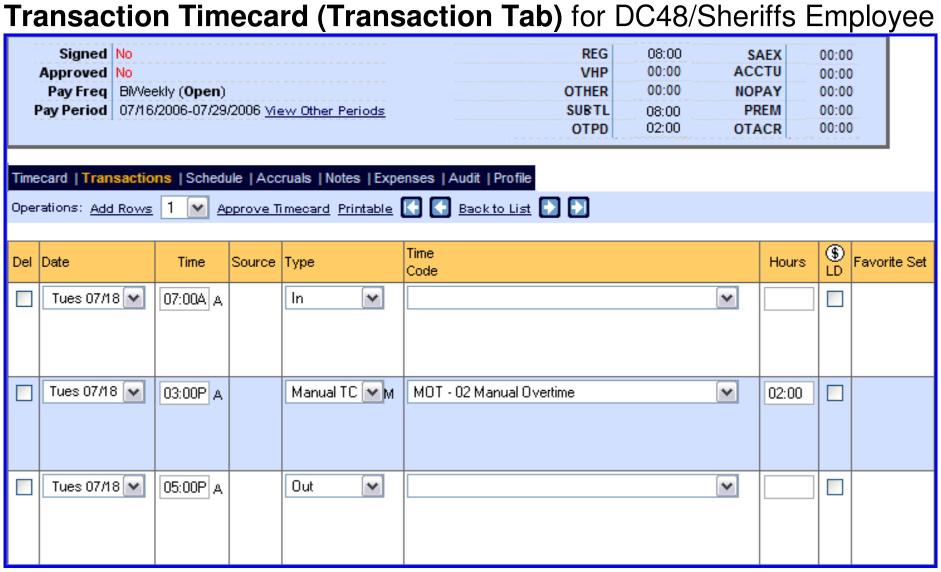
   Nurses, Skilled Trades and Machinists, depends upon situation causing the overtime:
   - Non-FLSA Overtime at 1-1/2 Select MMOT – 63 Mandatory Overtime Paid
   - FLSA Overtime at 1-1/2 Select OTFM – 80 Overtime FLSA Manual

6. At **Hours**, type the number of overtime hours to be entered manually.

7. Click the **Submit** button to save and sort the timecard by date.

8. **Verify** the **OTPD** summary bucket near the top of the timecard to be sure the overtime paid is now correct.

Transaction Timecard (Transaction Tab) for DC48/Sheriffs Employee



Manual Shift Premium – General Information

Can I Remove or Add Shift Premium Manually? Yes, for Some Employees.

At Milwaukee County, manually adding or removing shift premium is not normally necessary because the system automatically calculates shift premium based upon the employee's pay policy. However, there are manual shift premium codes available to some employees that allow you to manually add or remove shift premium for special circumstances that may arise.

These employees can be easily identified because they will have special time codes available as choices in the Time Code drop-down list on their timecard. The time codes are: REGN, M2O, M2S, M3O and M3S.

To Remove Shift Premium, use the code below:

- REGN – 01 Regular No Shift or Weekend

To Add 2nd Shift Premium, depending upon the situation, use applicable time codes below:

- M2S – 10/36/51 Manual Second Shift Premium
- M2O – 10/36.51 Manual Second Shift Overtime

To Add 3rd Shift Premium, depending upon the situation, use applicable time codes below:

- M3S – 10/36/51 Manual Third Shift Premium
- M3O – 10/36/51 Manual Third Shift Overtime

When Standard employees work 2nd or 3rd shift, the employee and his approver are responsible for adding or removing manual shift premium. When Transaction employees work 2nd or 3rd shift, the approver is responsible for adding or removing manual shift premium.

After removing or adding shift premium, your final step will be to verify that PREM summary bucket at the top of the timecard is now correct. Note: Although premiums such as shift and weekend are added together in the PREM bucket, the system will pay them at the correct rates.

How Do I Remove Shift Premium from a Timecard Manually?

Standard & Transaction Employees

1. Using the **Search** section, perform a search for the employee(s). Locate the employee in the list and click their underlined name in the **Name** column. Their timecard appears.

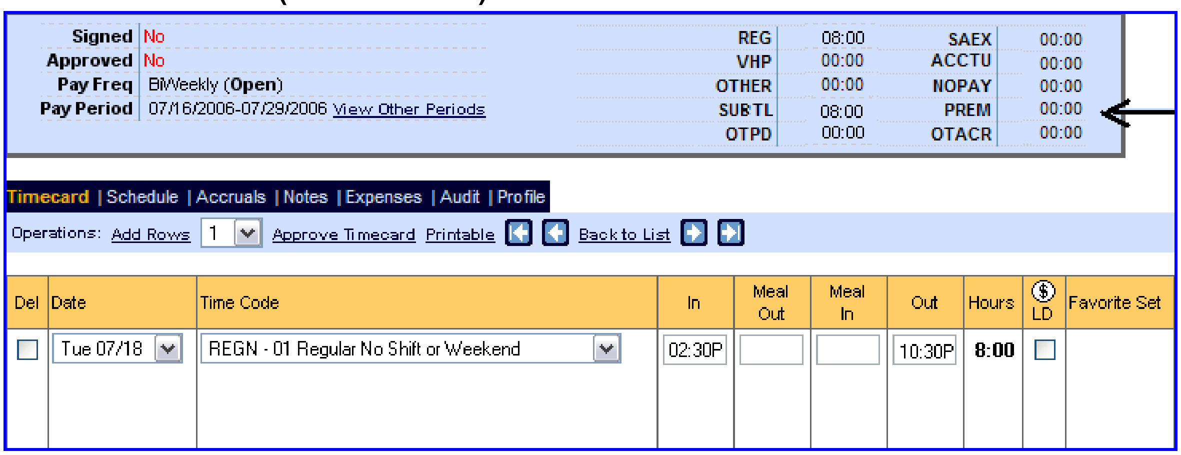
2. **Locate** the "REG – 01 Hours Worked" row on the timecard for the date you would like to remove shift premium. Note: on Transaction timecards, you should locate the "In" row and change its time code.

3. At **Time Code,** change the time code to "**REGN – 01 Regular No Shift or Weekend**". Note: This time code removes both shift premium and weekend differential.

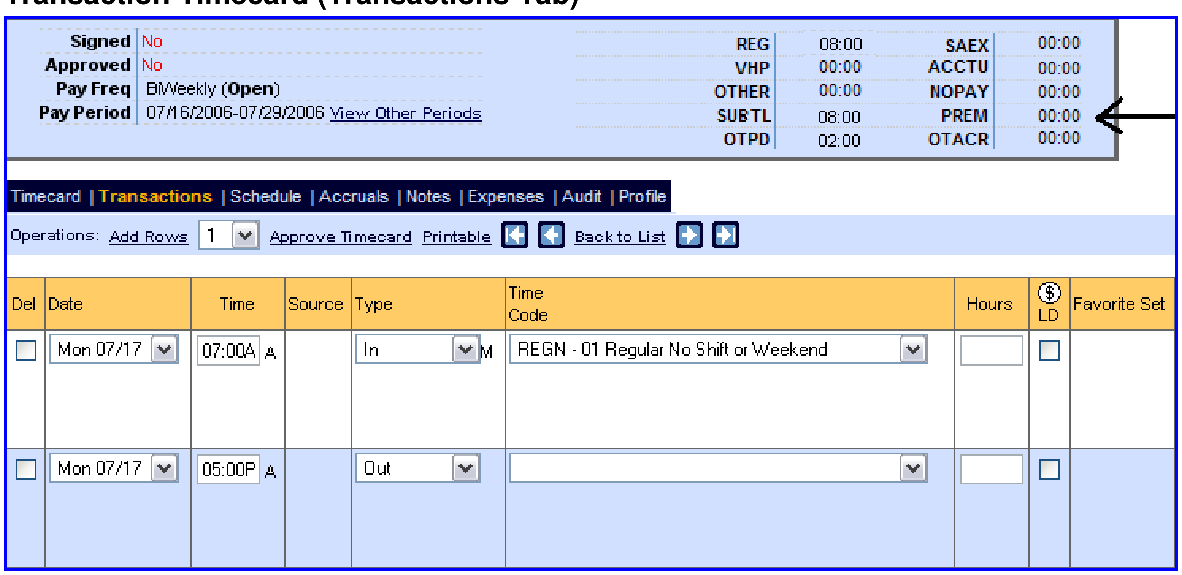
4. Click the **Submit** button to save and sort the timecard by date.

5. **Verify** the **PREM** summary bucket near the top of the timecard is now correct.

Standard Timecard (Timecard Tab)



Transaction Timecard (Transactions Tab)



How Do I Add Shift Premium to a Timecard Manually?

Standard Employees

1. Using the **Search** section, perform a search for the employee(s). Locate the employee in the list and click their underlined name in the **Name** column. Their timecard appears.

2. At **Date,** select the date the shift premium you want to add was worked.

3. At **Time Code,** select the appropriate time code depending upon the situation:

   Note: If you need to pay the employee for 2nd and 3rd shift premium or for shift premium overtime you will need to add more than one row to the timecard using the applicable time codes below.

   2nd Shift Premium
   - Select M2S – 10/36/51 Manual Second Shift Premium
   - Select M2O – 10/36/51 Manual Second Shift Overtime

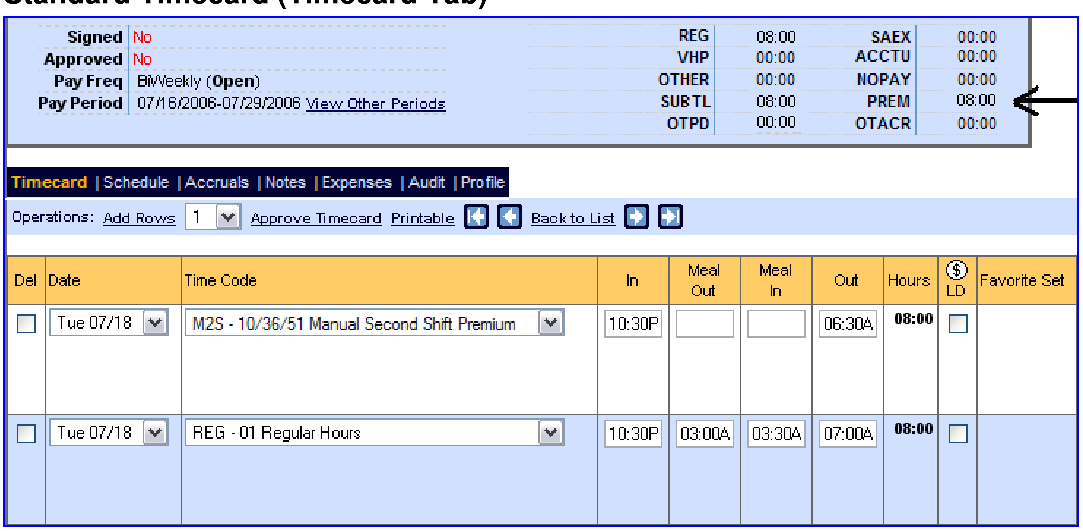
   3rd Shift Premium
   - Select M3S – 10/36/51 Manual Shift Premium
   - Select M3O – 10/36/51 Manual Third Shift Overtime

8\. At **In,** type a valid start time that corresponds to the shift threshold. Note: In the example below, the employee worked 2nd shift from 10:30 pm to 7 am. Enter an "In" time of 10:30 pm so that the shift overlaps the worked time.

4\. At **Out,** type a valid stop time that corresponds to the shift threshold. Note: In the example below, the employee worked 2nd shift from 10:30 pm to 7 am. Enter an "Out" time of 6:30 am instead of 7 am, so that the shift overlaps the worked time, but deducts a half hour lunch.

5\. **Verify** the **PREM** summary bucket near the top of the timecard is now correct. Note: If the hours calculated by the system are incorrect due to lunches, adjust the "Out" time and click the Submit button again.

Standard Timecard (Timecard Tab)



How Do I Add Shift Premium to a Timecard Manually?

Transaction Employees

1. Using the **Search** section, perform a search for the employee(s). Locate the employee in the list and click their underlined name in the **Name** column. Their timecard appears.

2. At **Date,** select the date the shift premium you want to add was worked.

3. At **Time,** indicate the time in the day you want to begin manual shift premium. Note: The time should overlap with the worked time. For example, the employee below should receive shift premium beginning on Monday at 2:30 pm.

4. At **Type,** select Manual TC.

5. At **Time Code,** select the appropriate time code depending upon the situation:

   Note: If you need to pay the employee for 2nd and 3rd shift premium or for shift premium overtime you will need to add more than one row to the timecard using the applicable time codes below.

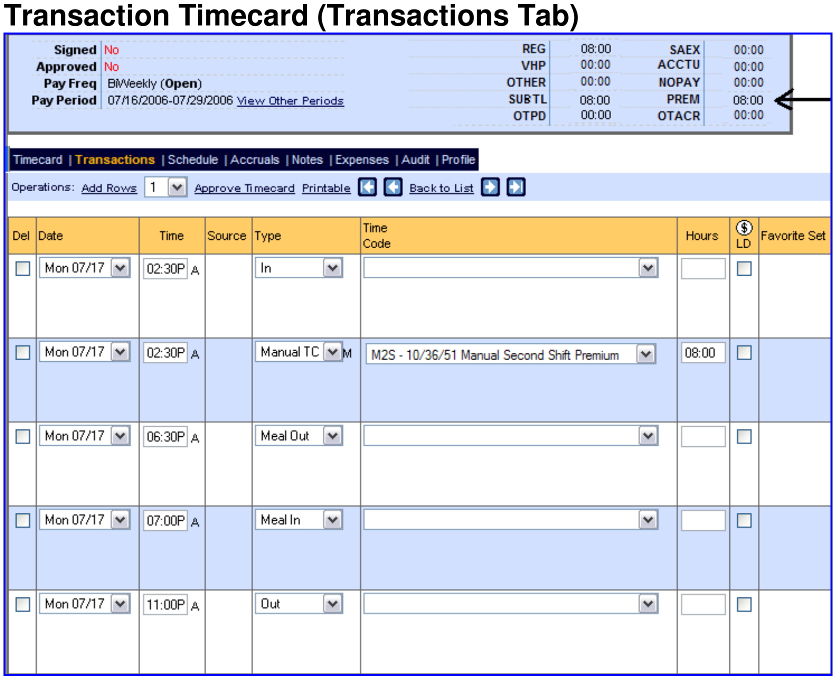
   2nd Shift Premium
   - Select M2S – 10/36/51 Manual Second Shift Premium
   - Select M2O – 10/36/51 Manual Second Shift Overtime

   3rd Shift Premium
   - Select M3S – 10/36/51 Manual Shift Premium
   - Select M3O – 10/36/51 Manual Third Shift Overtime

6. At **Hours**, type the number of shift premium hours to be entered manually.

7. **Verify** the PREM summary bucket near the top of the timecard is now correct.

Transaction Timecard (Transactions Tab)



Manual Weekend Differential – General Information

Eligible Project Employees Only

At Milwaukee County, manually adding weekend differential to a Standard, Transaction or Elapsed timecard is not necessary because the system automatically calculates weekend differential based upon the hours worked and the employee's pay policy. However, the system cannot calculate weekend differential for employees using Project timecards because hours worked are not entered on the timecard. Whenever an eligible Project employee works on the weekend, a row must be added to the timecard. If the hours worked on the weekend were not overtime hours, the time code MWKD – Manual Weekend Differential" is used. If the hours worked on the weekend were overtime, the time code "MWDO – Manual Weekend Differential Overtime" is used instead.

A Project employee and his approver are responsible for adding weekend differential to the timecard when necessary. After adding weekend differential, your final step will be to verify that PREM summary bucket at the top of the timecard is now correct.

How Do I Add Weekend Differential to a Timecard Manually?

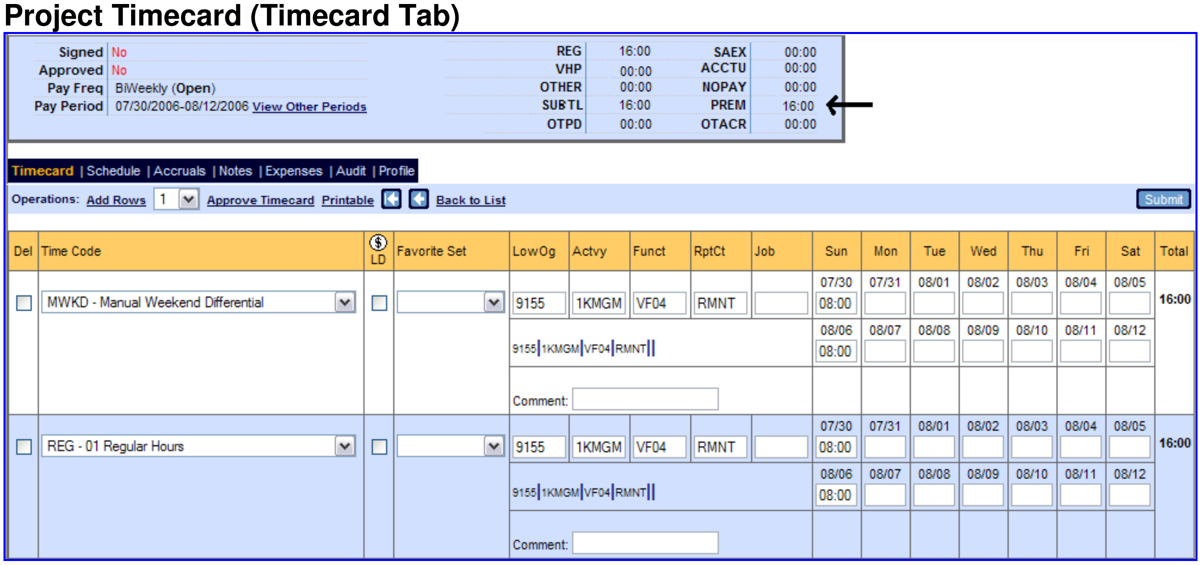
1. Open the timecard that needs changes made to it. Locate a **blank** row at the bottom of the timecard.

2. At **Time Code,** select the appropriate time code:
   - Straight Rate Weekend Hours: Select MWKD – Manual Weekend Differential
   - Overtime Weekend Hours: Select MWKO – Manual Weekend Differential Overtime

3. At **Sun-Sat columns,** type the number of hours (in tenths) of weekend differential on the date worked.

4. Click the **Submit** button to save and sort the timecard by time code and then labor distribution.

Project Timecard (Timecard Tab)



Special Premiums – General Information i.e. Standby, Crew Leader etc.

All Eligible Employees

Special Premiums are entered on the Expenses Tab using a 4-character Expense Code. Expense Codes that are available to an employee are listed in the Expense Code Listing (shown below) near the bottom of the Expense Tab window.

Expense Code Listing			
CIBS	24 Deputy Sheriff Call back .50	**SBSH**	24 Deputy Sheriff Standby Pay 10/day

Each Expense Code is assigned a unit of measure. The unit of measure for most special premiums is "hour", but a few codes are "day". Whenever the special premium is paid by day the Expense Code Listing indicates this (shown above).

How Do I Add Special Premiums to a Timecard? On the Expenses Tab.

1. Open the timecard that needs changes made to it. Select the **Expenses Tab.**
2. **Add a row**.
3. At **Date**, using slashes, type the date the special premium was worked.
4. At **Exp Code**, select an appropriate Expense Code from the drop-down list. Note: The Expense Codes available are listed in the Expense Code Listing (shown above).
5. At **Value**, type the number of "units". Note: The most common unit of measure is hours, but some special premiums are paid by day. When a special premium is paid by day, you enter the number of days, not hours. If the special premium is paid by hours, enter the hours in tenths not hours and minutes.
6. At **Description,** if desired type an optional description of the expense.
7. Click the **Submit** button to save and sort the tab by date.

Expenses Tab showing NonRep Investigator Standby (paid by day) and Nurse Standby Pay (paid by hour) and using Expense Codes 10NR and SBNR

Del	Date	Exp Code	Value	Result	Description	LD	Favo
☐	08/05/2006	10NR	5.00		5 DAYS INVESTIG/	☐	
☐	08/06/2006	SBNR	24.50		24.5 HRS STANDB	☐	

Hours exempt from local tax: 0.00

Operations: Add Rows 1 Printable Back to List

Exp Code	Hours	Units	Mileage	Amount
10NR		**5.00**		
SBNR	24.50			
	24.50	**5.00**	**0.00**	**$0.00**

Expense Code Listing					
10NR	24 NR Investigator Standby Pay 10/Day	**NSNR**	24 NR Nurse Standby Pay 1.25	**SBNR**	24 NR Standby Pay .60

Labor Distribution – General Information

Labor distribution (also known as LD) allows you to charge, or distribute, worked hours to specific departments, jobs, or cost centers on your timecard. You may see up to five fields for labor distribution (LD) on a timecard, they are:

Level	Column Heading	Milwaukee County Accounting Code Type
1	Low Og	Low Organization (a/k/a Department)
2	Actvy	Activity
3	Funct	Function
4	RptCt	Reporting Category
5	Job	Job Number

All employees are assigned a home department (i.e. low Org, Activity, Function and Reporting Category etc). We call this their "default" labor distribution or programmatic string. The system automatically charges time to the employee's default labor distribution, unless the employee, his approvers, editors or payroll clerks change it on the timecard.

- An employee who punches a timeclock may change the labor distribution when he or she punches in by entering the codes on the timeclock keypad or swiping bar codes.
- An employee who punches the WebClock via the Internet may change labor distribution by clicking the Job Transfer button and typing labor distribution codes instead of clicking the Punch button.
- An employee who uses a Standard, Elapsed with labor distribution or Project timecard may type a different labor distribution on the timecard in the labor distribution fields.

Guidelines for Entering Labor Distribution on a Timecard

- **To use the LowOg and Job fields,** leave Actvy, Funct and RptCt fields blank.
- **To use LowOg, Actvy, Funct and RptCt fields**, leave Job blank.
- **To use LowOg and one or more of the Actvy, Funct, RptCt fields**, complete as follows:
  - At LowOg, type the low Organization
  - At Actvy, type the number **1** followed by the Activity **or** to skip Activity type10000
  - At Funct, type the Function **or** to skip Function type 0000
  - At RptCt, type the Reporting Category **or** to skip Reporting Category type 0000
  - At Job, leave the Job field blank
- **Actvy field formatting:** All Milwaukee County Activity codes are four characters long. When you type in the Actvy field, the four-character Activity must include a leading transaction code of 1. For example, if the Activity is 3P6C, type **1**3P6C in the Actvy field.
- **Job field formatting:** Milwaukee County Job numbers are normally eight characters long. When you type in the Job field, the eight-character Job number must include a leading transaction code of 2. For example, if the Job Number is JCDPPUBW, type **2**JCDPPUBW.

Searching for Labor Distribution (LD) and Setting Up "Favorite Sets"

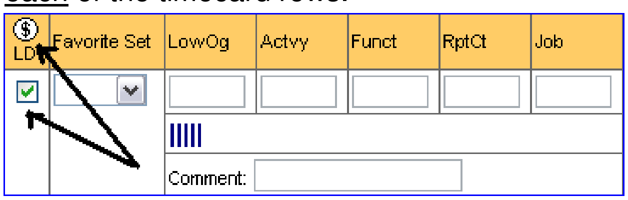
The system allows you to search for labor distribution (LD) codes and create sets of often-used codes called "Favorite Sets". Using Favorite Sets streamlines the process of "posting" LD codes to a timecard. The Manage Labor Distribution page is used to search for codes and create Favorite Sets. It is divided into 4 sections and each section contains 5 labor distribution columns.

- The sections are: Search, Favorite Codes, Results and Favorite Sets
- The columns are: Low Og, Actvy, Funct, RptCt and Job

Each column in the Search section has its own search field. We use the Low Og search field to search for Low Orgs, the Actvy search field to search for Activity codes, etc.

<u>Searching for Labor Distribution and Setting Up "Favorite Sets"</u>

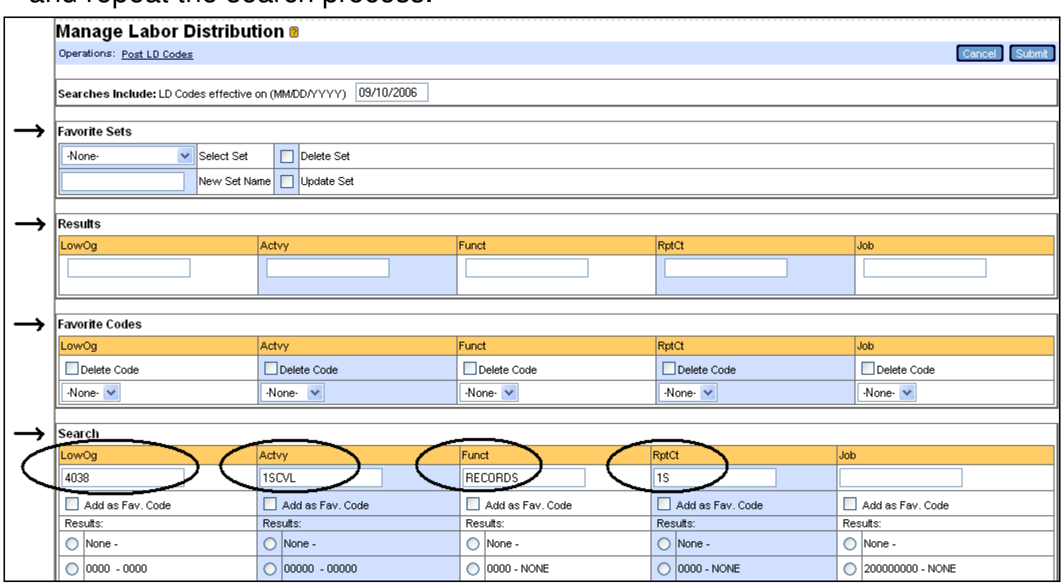
1. **Open the timecard** and at the **LD** column, click the **checkbox** of the row you need to find labor distribution for. Note: If you click more than one row, the codes you select will post to <u>each</u> of the timecard rows.



2. At the **LD column heading**, click the symbol. The Manage Labor Distribution page appears.

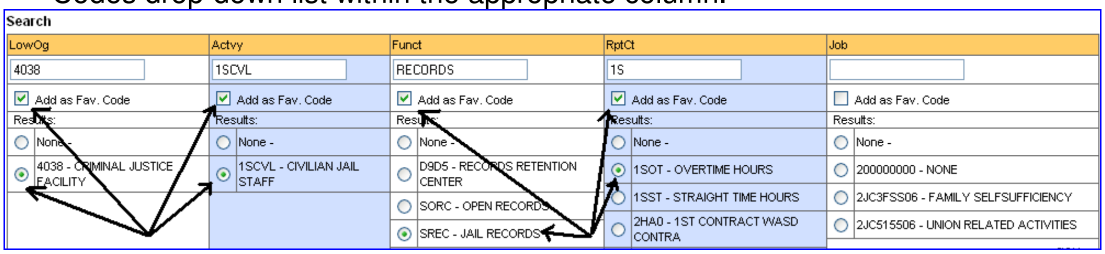
3. Searching for LD Codes in the Search Section Columns:
   - At the appropriate **Search** section column(s); type a partial code <u>or</u> description.

     Search Tips: You can search in multiple columns at the same time. To <u>maximize</u> your results type a partial description or code. To <u>minimize</u> results, type an entire word or code.
   - Click the **Submit** button. Note: The search results display beneath their search fields. To use the codes displayed, proceed to the next step. If not, refine your search criteria and repeat the search process.

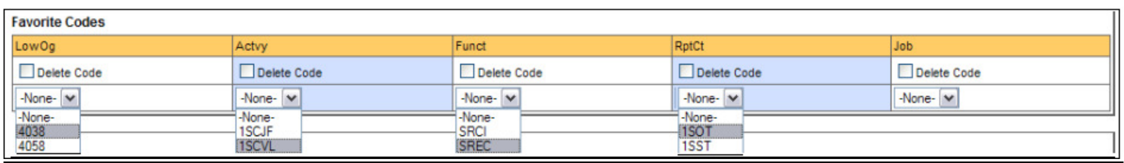


Searching for Labor Distribution and Setting Up “Favorite Sets” (Continued)

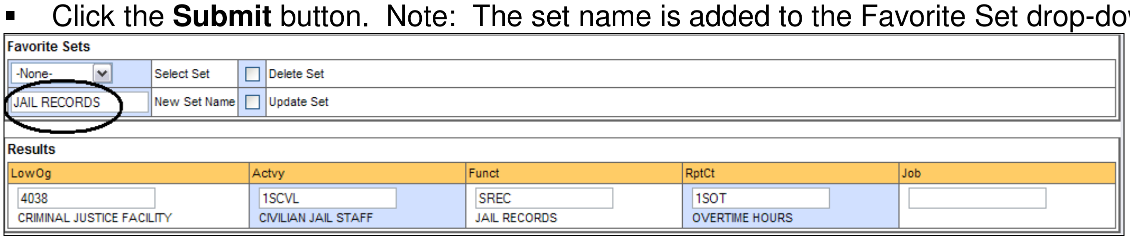
4. Adding codes to the Favorite Codes section:
   - At the **Search** section, click **one radio button i**n each column with a code you want to use.
   - At the **Search** section, click the **Add as Fav. Code** checkbox in the same columns.
     Note: You do this so that you will be able to re-use the code in the future by selecting it from the Favorite Codes drop-down lists instead of having to search for it again.
   - Click the **Submit** button. Note: The codes you selected are added to the Favorite Codes drop-down list within the appropriate column.



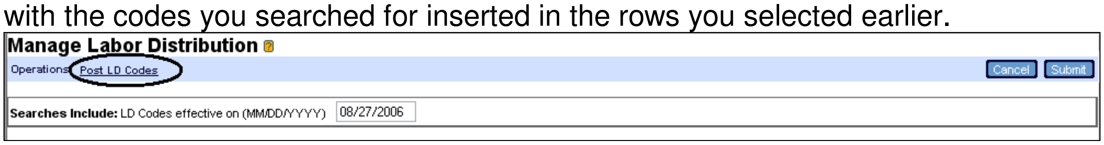
5. Adding codes to the Results section:
   - At the **Favorite Codes** section, using the drop-down list arrow, **select a favorite code** that you want to use in each column.
   - Click the **Submit** button. Note: The favorite codes you selected are added to the Results section with a description written below each.



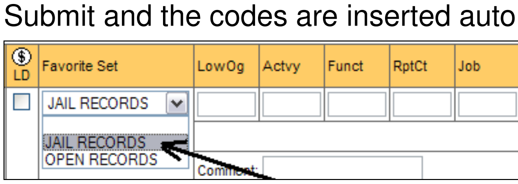
6. Creating a “Favorite Set”:
   - At the **Favorite Sets** section, **type a set name** for the codes in the “New Set Name” field.
   - Click the **Submit** button. Note: The set name is added to the Favorite Set drop-down lists.



7. At the **Operations bar**, click the underlined words **Post LD Codes**. The timecard reappears with the codes you searched for inserted in the rows you selected earlier.



8. **Skip this step until,** you want to use a Favorite Set **on a timecard**. At the Favorite Set column, click the drop-down list arrow and choose the Favorite Set you want to use. Click Submit and the codes are inserted automatically into the applicable field of your timecard.



Using a Favorite Set that has been previously set up is as simple as selecting it from the drop-down list in the Favorite Set column of a timecard.

How Do I Approve An Employee's Timecard?

Standard, Elapsed, Project & Transaction Employees

There are two ways of approving timecards, from the Timecard Management Summary page or from the Employee's Current Timecard.

Approving From the Timecard Management Summary Page

1. At the Search section of your Home Page, **uncheck** the "Display Search Results as View Only" checkbox.
2. Perform a **search for the employee(s)**. The Timecard Management Summary page appears. CAUTION: While this page is open ALL the timecards displayed are locked (inaccessible) to other users including the employee.

Timecard Management Summary

Operations: Page 1 of 2 Submit

BIWEEKLY Pay Period (Open): 07/16/2006 - 07/29/2006

Appr	Name	Dept	Wkgrp		Si	Ex	RT	SC	REG	SAEX	VHP	ACCTU	OTHER	NOPAY	SUBTL	PREM	OTPD	OTACR
☐	Albert, Judith		CSEMAR		Y				80:00	00:00	00:00	00:00	00:00	00:00	80:00	00:00	00:00	00:00
☐	Andersen, Peggy		CSEMAR		Y				80:00	00:00	00:00	00:00	00:00	00:00	80:00	00:00	00:00	00:00
☐	Connor, John		CSEMAR		Y				80:00	00:00	00:00	00:00	00:00	00:00	80:00	00:00	00:00	00:00
☐	Connor, Sarsh		CSEMAR						00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00

3. **Examine** the summary information **for accuracy** in hours logged. If there are errors or if you need to open the employee's timecard to examine it further, go to the approval procedure on the next page (Step 2), "Approving From the Employee's Current Timecard".

4. **Verify** that the employee signed his or her timecard by checking for a "Y" in the **Si** column (see screen shot above). Note: Standard, Elapsed and Project timecards should be signed by the employee prior to applying approval.

5. At the **Appr** column, click the check box for each employee you want to approve.

Timecard Management Summary

Operations: Page 1 of 2 Submit

BIWEEKLY Pay Period (Open): 07/16/2006 - 07/29/2006

Appr	Name	Dept	Wkgrp		Si	Ex	RT	SC	REG	SAEX	VHP	ACCTU	OTHER	NOPAY	SUBTL	PREM	OTPD	OTACR
☑	Albert, Judith		CSEMAR		Y				80:00	00:00	00:00	00:00	00:00	00:00	80:00	00:00	00:00	00:00
☑	Andersen, Peggy		CSEMAR		Y				80:00	00:00	00:00	00:00	00:00	00:00	80:00	00:00	00:00	00:00
☑	Connor, John		CSEMAR		Y				80:00	00:00	00:00	00:00	00:00	00:00	80:00	00:00	00:00	00:00
☐	Connor, Sarsh		CSEMAR						00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00

6. Click the **Submit** button. The message "__ of __ successfully submitted" appears in the left corner of the page (shown below).

Timecard Management Summary

Operations: Page 1 of 2

10 of 43 successfully submitted.

7. **Skip this step unless,** you want to unapprove a timecard(s).

   If you want to make changes to the timecard after it has been approved, it must be unapproved first. To unapprove a timecard, simply uncheck the checkbox in the Appr column for the employees you want to unapprove. Click the Submit button.

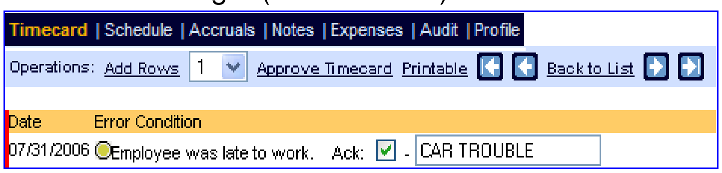
Approving From the Employee's Current Timecard

1. At the Search section on your Home Page, perform a **search for the employee.** The Timecard Management Summary page appears.

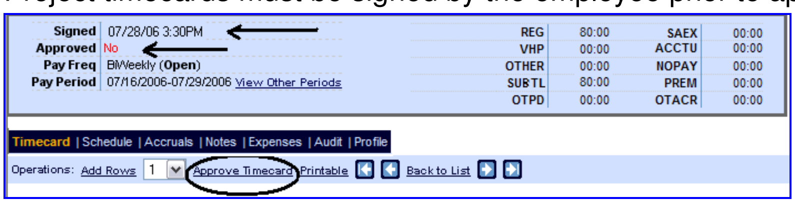
2. Locate the employee in the list and **click their underlined name**. The timecard opens. CAUTION: While this timecard is open, the timecard is locked (inaccessible) to other users including the employee.

3. **Examine** the employee's timecard detail for accuracy in hours logged etc.

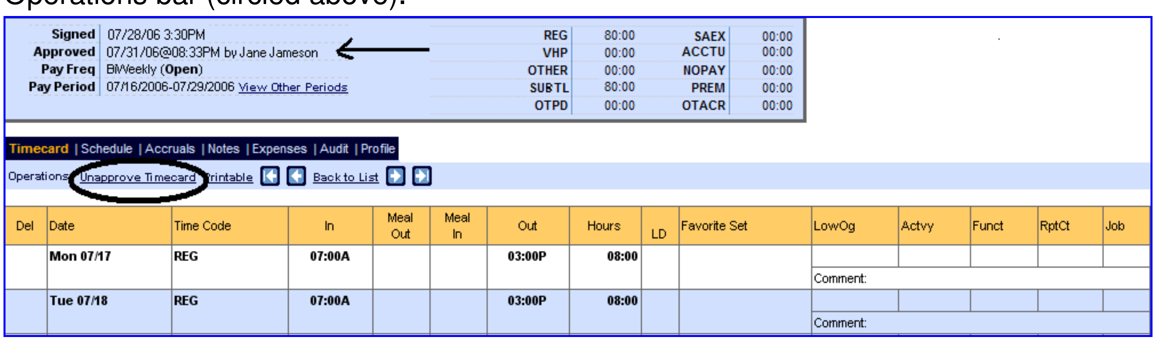
4. **Skip this step unless,** there are errors on the timecard.
   - All "red" errors must be fixed prior to approval.
   - All "yellow" error messages must be acknowledged electronically or fixed. To acknowledge an error, click the "Ack" checkbox and if desired, type a comment in the field to the right (shown below).



5. **Verify** that the employee signed his or her timecard. Note: Standard, Transaction and Project timecards must be signed by the employee prior to approval (see arrow below).



6. **To approve the timecard**, click the underlined words "Approve Timecard" on the Operations bar (circled above).



7. **Skip this step unless, you want to print the timecard**. At the Operations bar, click the underlined word "Printable". Select File, Print and then click the Print button.

How to UnApprove a Timecard

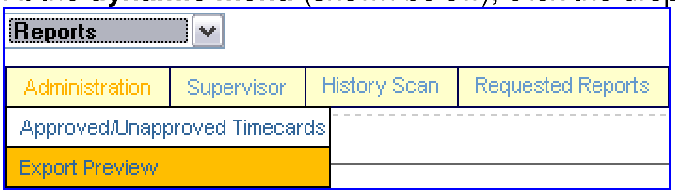
1. If you want to make changes to the timecard after it has been approved, it must be unapproved first. To unapprove a timecard, open it and click the underlined words "Unapprove Timecard" (circled and shown above).

Export Preview Reports i.e Labor Distribution Statistical Report

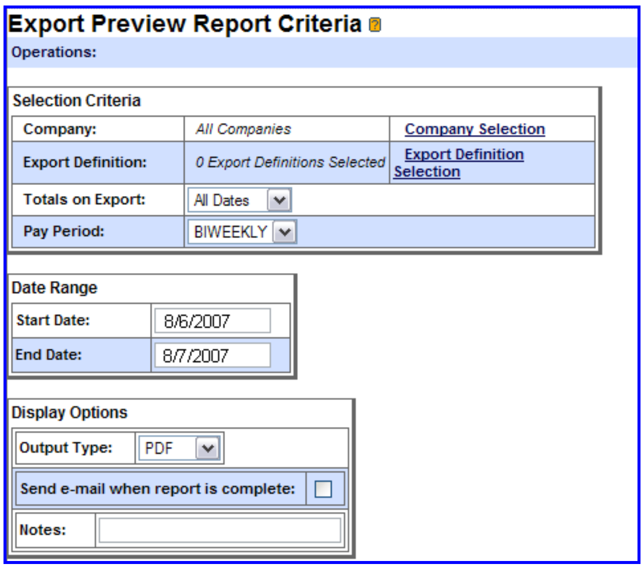
Standard, Elapsed, Project & Transaction Employees

Running an Export Preview Report

1. At the **dynamic menu** (shown below), click the drop-down list arrow and select **Reports.**



2. Click the Administration button and then select Export Preview (shown above). The Export Preview Report Criteria page appears.



3. CAUTION: The Export Preview Report Criteria page automatically saves the criteria of the last report you scheduled.
   - **To run the same report you ran last time,** skip to Step 10 of this procedure.
   - **To run a new report,** click the RESET button in the right corner of the Export Preview Report Criteria page and continue with the steps below.

4. At **Company,** you can select a specific company to be included in the report.
   To include ALL companies that have been assigned to you, leave the field set to "All Companies". To specify a company you want included in the report:
   - Click the underlined words, "Company Selection" (see definition in Terminology section).
   - Click the radio button for the company you would like in the report.
   - Click the Apply Selections button. The Export Preview Report Criteria page reappears.

5. At **Export Definition,** you must choose the type of report you want to run.
   To run a labor distribution report including dollar amounts follow these steps:
   - Click the underlined words, "Export Definition Selection".
   - Click the radio button for the "01_LaborReport".
   - Click the Apply Selections button. The Export Preview Report Criteria page reappears.

Incl	Definition ID	Description	Export Type
◉	01_LaborReport	Labor Distribution with dollars report	Generic Export

Running an Export Preview Report (Continued)

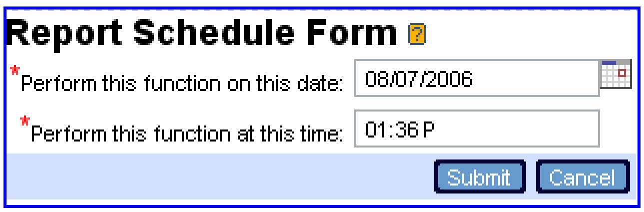
6. At **Totals on Export,** specify how you want the report totaled. Your options are: All Dates, Daily, Weekly or Pay Period.

7. At **Pay Period,** always select Biweekly.

8. At **Date Range,** specify the time period to be included in the report up to a maximum of 30 days. Simply type a starting date in the Start Date field and an ending date in the End Date field.

9. At **Output Type,** specify the type of file you would like created. Your choices are: Excel, HTML or PDF.

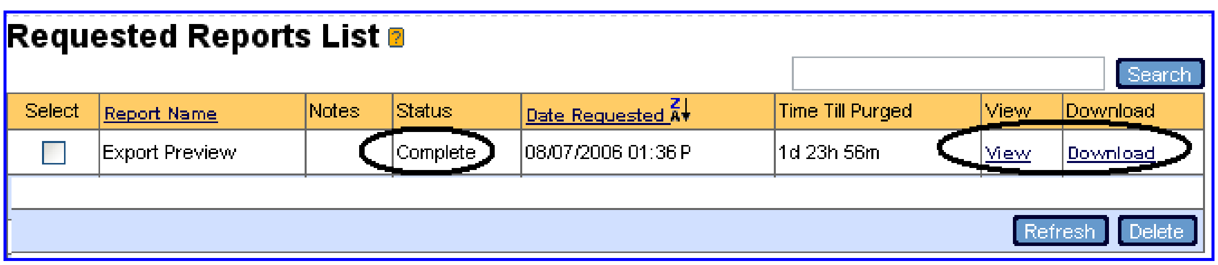
10. Click the **Schedule** Button located in the right corner of the page. The Report Schedule Form page appears.



11. Click the **Submit** button. The report will begin running immediately. Note: time displayed may be Eastern Time.

12. To view the completed report, click the **Requested Reports** button. The Requested Reports List page appears (shown below).

13. If the Status column says, "Pending" or "In Process", the report is not complete. Click the Refresh button every few minutes until it says "Complete" (shown above).



14. When the Status column says "Complete", click the underlined word "View" and a window appears displaying the completed report.
    - To **view the report,** click the maximize button in the right corner of the report window.
    - To **print the report** in the normal manner, select File, Print and OK.
    - To **close the report,** click the X in the right corner of the report window.

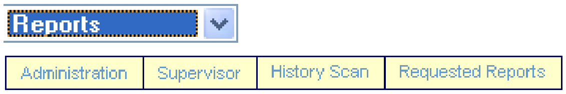
15. To download and save this report to your own computer, click the underlined word "Download" (shown above). The File Download window appears. Save the report by following the instructions in the File Download window.

History Scan Report i.e. Accrued Time Used Report

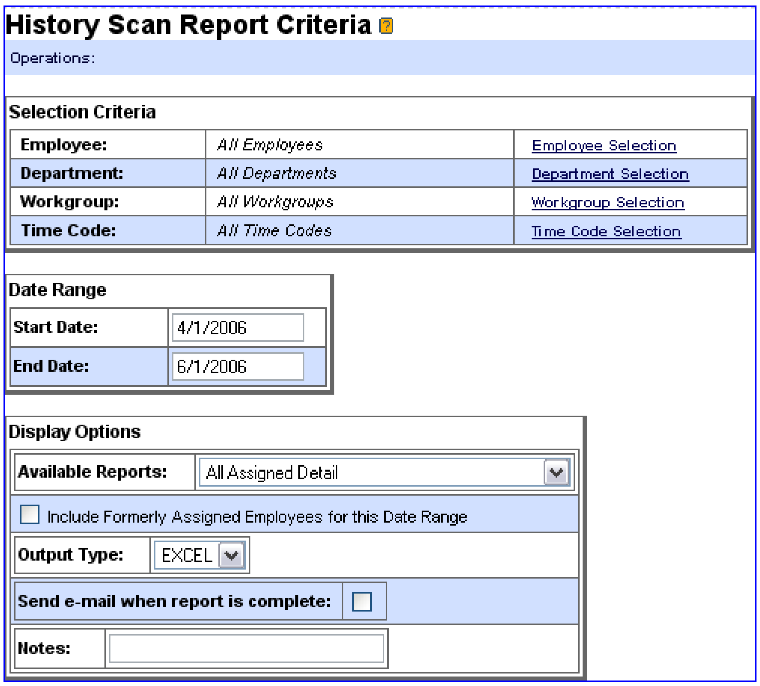
Standard, Elapsed, Project & Transaction Employees

Running a History Scan Report

1. At the **dynamic menu** (shown below), click the drop-down list arrow and select **Reports.**



2. Click the **History Scan** button (shown above). The History Scan Report Criteria page appears (shown below).



3. **CAUTION:** The History Scan Report Criteria page automatically saves the criteria of the last report you scheduled.
   - **To run the same report you ran last time,** skip to Step 11 of this procedure.
   - **To run a new report,** click the RESET button in the right corner of the History Scan Report Criteria page and continue with the steps below.

4. At **Employee,** you can select a specific employee that you want included in the report.
   To include ALL employees that have been assigned to you, leave the field set to "All Employees". To specify the employee you want included in the report:
   - Click the underlined words, "Employee Selection".
   - At the Employee Filter field, type a full or partial name. Press Enter on your keyboard.
   - Click the radio button for the employee you would like included in the report.
   - Click the Apply Selections button. The History Scan Report Criteria page reappears.

5. **CAUTION**: Searches by **Department,** will return no records. This is because only payroll clerks and editors are configured to be able to search by department.

Running a History Scan Report (Continued)

6. At **Workgroup,** you can select a specific workgroup that you want included in the report. To include ALL workgroups that have been assigned to you, leave the field set to "All Workgroups". To specify the workgroups you want included in the report:
   - Click the underlined words, "Workgroup Selection".
   - At the Workgroup Filter field, type a full or partial name. Press Enter on your keyboard.
   - Click the radio button for the workgroup you would like included in the report.
   - Click the Apply Selections button. The History Scan Report Criteria page reappears.

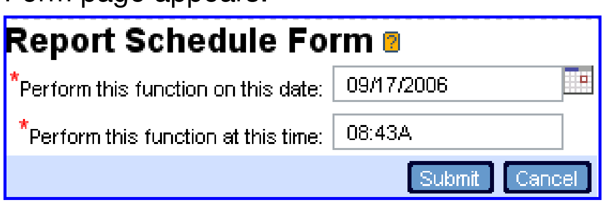
7. At **Time Code,** you can select specific time codes that you want included in the report. To include ALL types of time leave the box set to "All Time Codes". If you're performing a search for employees that worked on the holiday— leave this field set to ALL. If not, you can specify the time codes you want included in the report:
   - Click the underlined words, "Time Code Selection" and the Time Code Search page appears.
   - Uncheck ALL from the "Time Code Category" checkbox.
   - At the Time Code Filter field, type a full or partial code. Press Enter on your keyboard.
   - Click the time code checkbox for each type of time you want included in the report.
   - Click the Apply Selections button. The History Scan Report Criteria page reappears.

8. At **Date Range,** specify the time period to be included in the report. Simply type a starting date in the Start Date field and an ending date in the End Date field.

9. At **Available Reports**, you can specify the type of report you want to run.
   - Select one of the All Assigned report options if you selected ALL earlier.
   - Select one of the Employee report options if you selected an employee earlier.
   - Select one of the Workgroup report options if you selected a workgroup earlier.

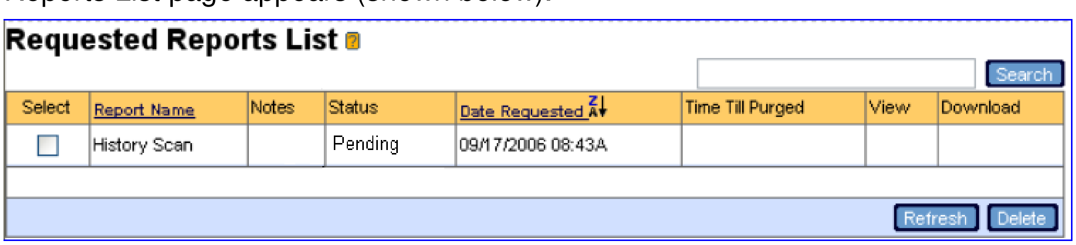
10. At **Output Type,** specify the type of file you would like created: Excel, HTML or PDF.

11. Click the **Schedule** button located in the right corner of the page. The Report Schedule Form page appears.



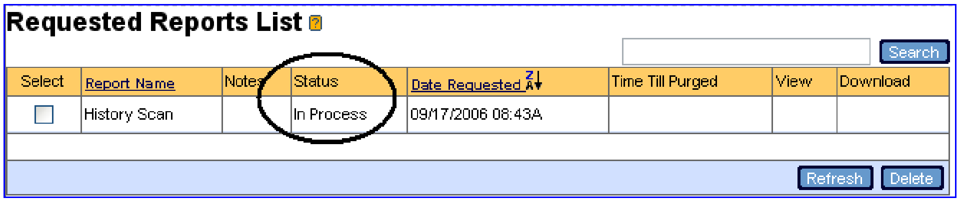
12. Click the **Submit** button. The report will begin running immediately. Note: time displayed may be Eastern Time.

13. To view the completed report, click the **Requested Reports** button. The Requested Reports List page appears (shown below).

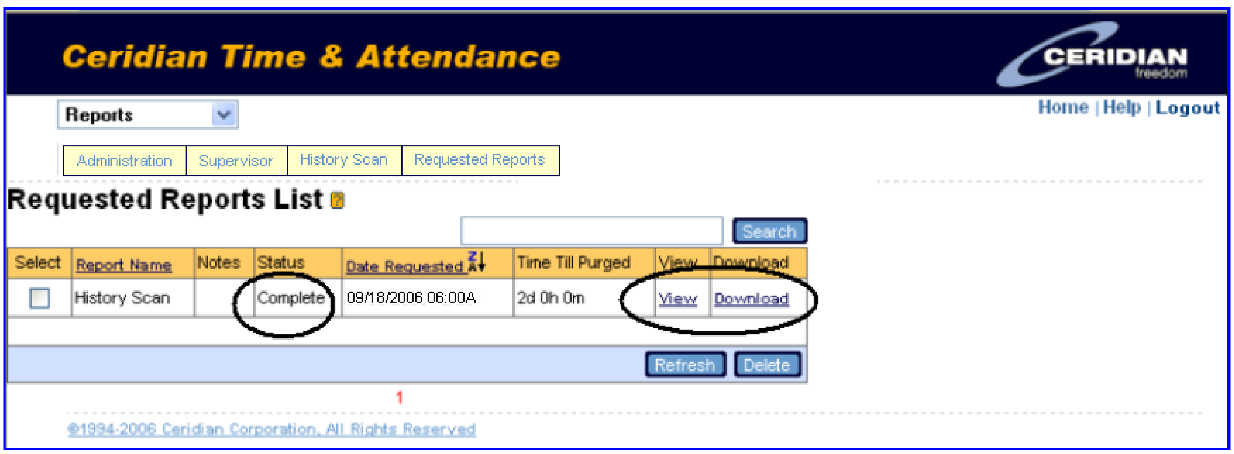


Running a History Scan Report (Continued)

14. If the Status column says “Pending” or “In Process”, the report is not complete. Click the Refresh button every few minutes until it says “Complete”.



15. When the Status column says “Complete”, click the underlined word “View” and a window appears displaying the completed report (shown above).
    - To **view the report**, click the maximize button in the right corner of the report window.
    - To **print the report** in the normal manner, select File, Print and OK.
    - To **close the report**, click the X in the right corner of the report window.



16. To download and save this report to your own computer, click the underlined word “Download”. The File Download window appears. Save the report by following the instructions in the File Download window.

Other System Reports

In the previous two sections, we learned how to run two system reports, the Export Preview and History Scan Reports. In addition to those reports, the system provides several other reports to assist you with Approver Functions. Since all system reports are run similarly, this section will only focus on how to open each report, their purpose and unusual search criteria.

Things to Remember About Running Ceridian Time & Attendance Reports:

- Click the reset button first, unless you want to run the same report you did last time.
- You cannot search for yourself, nor can you search by department or location.
- Selection Criteria section: This section is normally set to ALL, which causes the system to search for all of the items your security allows you to see. To narrow your search results to a few employees, workgroups, accruals, time codes etc. use the “filter” field.
- Sort Options: Most reports allow you to change the sort order of the report using the “Sort Options” drop-down field.
- Employee Status: To run the report for “On Leave” or “Terminated” employees instead of “Active” employees, at the “Employee Status” drop-down/check boxes select the desired status.
- Output Type: To download and manipulate the report data in Excel, at the Display Options section, be sure to change the “Output Type” drop-down to Excel.
- To run any report you must always “Schedule”, “Submit” and go to “Requested Reports” to wait for your report to finish. View, download and/or print the report as usual.

Accrual Balances Report

Used to determine “current” accrual balances for employees. If vacation time or other accrual hours are added to a future timecard, the “future” balance column is adjusted accordingly.

1. To open the report, select Reports > Supervisor > Accrual Balances

Approved/Unapproved Timecards Report

Depending upon the search criteria this report shows the approved or unapproved status of employee timecards. The same columns that are listed in the Time Management Summary window are listed on this report.

1. To open the report, select Reports > Administration > Approved/Unapproved Timecards.
2. Click “Pay Period Ending Date Selection” and select a pay period. Click “Apply Selections”.
3. At “Approval Status”, select “Approved” or “Unapproved”.

Timecards Report

The Timecard Detail Report displays employee timecard data for the selected pay period including labor distribution and summary bucket information. You can view information for an individual employee or a group of employees.

1. To open the report, select Reports > Supervisor > Timecards.
2. Click “Pay Period Ending Dates Selection” and select a pay period. Click “Apply Selections”.

Other System Reports (Continued)

Time Code Calendar Report

This report tracks employee time code usage by date and displays it in calendar format to help you identify patterns. It is a valuable tool that will make scheduling decisions easier and help resolve discrepancies such as, employee accrual balance discrepancies.

1. To open the report, select Reports > Supervisor > Time Code Calendar.
2. Click “Employee Selection” and select one employee. Click “Apply Selections”.
3. Click “Time Code Selection” and select no more than 3 time codes. Click “Apply Selections”
4. At “Date Range”, type a start and an end date.

Transaction On Premises Report (for timeclock/WebClock employees only)

Finding out the names of employees assigned to you that are currently clocked in is a snap with this report. The number of the clock punched can also tell you their location.

1. To open the report, select Reports > Supervisor > On Premises.
2. At “Date Range”, type a start and an end date.
3. To specify a particular range of time for the dates selected, at “Time Range”, type a start and end time.

Transaction History Report (for timeclock/WebClock employees only)

The report lists all the transactions for the specified employees during the specified pay period. It includes both time transaction and expense entry data.

1. To open the report, select Reports > Supervisor > Transactions > Transaction History.
2. Click “Pay Period Ending Date Selection” and select a pay period. Click “Apply Selections”.
3. To include labor distribution on the report, click the desired “Include on Report” check boxes in the Labor Distribution Filter section. They will appear as column headings.
4. To limit the labor distribution codes that appear on the report, use the “LD Code Selection” underlined links in the Labor Distribution Filter section.
5. If you would like to display Summaries or LD Level totals, at the Display Options section, click the “Include Summary” and/or “LD Level Totals” check boxes.

Transaction Summary Report (for timeclock/WebClock employees only)

This report may be a useful tool for resolving issues with employee timecards. It lists all timecard transactions (punches) for the employees selected by date and time. In addition, it lists the number of the timeclock the employee used to punch in, the labor distribution accepted from the clock, as well as, the employee’s current 9-digit badge number.

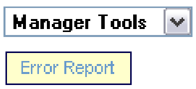
1. To open the report, select Reports > Supervisor > Transactions > Transaction Summary.
2. At “Date Range”, type a start an end date.
3. To specify a particular range of time for the dates selected, at “Time Range”, type a start and end time.

Manager Tools – Timecard Error Report

The Timecard Error Report tracks timecard errors by employee and date to help you identify patterns. Unlike other system reports, there is no Reset button on the Timecard Error Report. It automatically resets itself each time you logout of Ceridian Time & Attendance.

Running a Timecard Error Report

1. At the **dynamic menu**, click the drop-down list arrow and select **Manager Tools.**



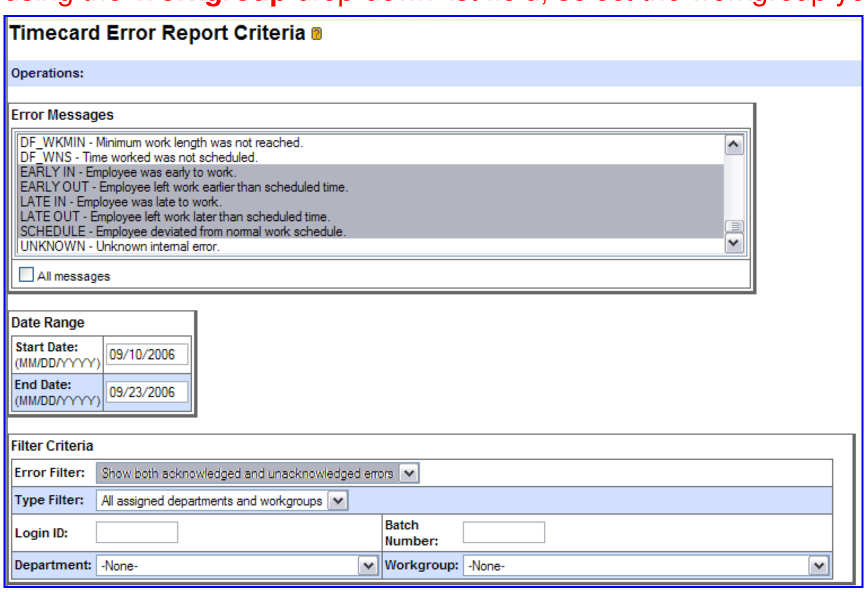
2. Click the **Error Report** button (shown above). The Timecard Error Report Criteria page appears.

3. At **Error Messages,** you can select ALL errors messages or select specific error messages to be included the report.
   - To include ALL error messages: Click the “All Messages” check box.
   - To include one or more error messages: Press and hold the Ctrl key on your keyboard and click each message you want included in the report. Release the Ctrl key.

4. At **Date Range,** specify the time period to be included in the report. Simply type a starting date in the Start Date field and an ending date in the End Date field.

5. By default, the report includes only acknowledged errors, but if desired, you can select unacknowledged errors, or both by using the **Error Filter** drop-down list field.

6. By default, the report includes all the workgroups assigned to you, but if desired, you can select a particular workgroup. Simply change the **Type Filter** to “Individual Workgroup” and using the **Workgroup** drop-down list field, select the workgroup you want to view.



7. Click the **Submit** button. The report begins running immediately. Watch the Progress Meter above the taskbar to determine when the report will finish.

8. To **print the report** in the normal manner, select File, Print and OK. To **close the report**, at the Operations bar, click the underlined words “Return to Criteria Page”.

Project & Elapsed Timecards

In The Beginning…

When we began writing procedures for the new payroll system, we planned to have procedures for all four timecards included in the Approver Functions manual. After writing a few it became clear that doing so was too confusing and redundant. This is because there is little difference between approver's functions for:

- Standard and Elapsed timecards
- Transaction and Project timecards

This means that if you learn how to work with Standard or Transaction timecards you can easily work with Elapsed timecards. And if you know how to work with Standard or Transaction timecards, you can easily work with Project timecards.

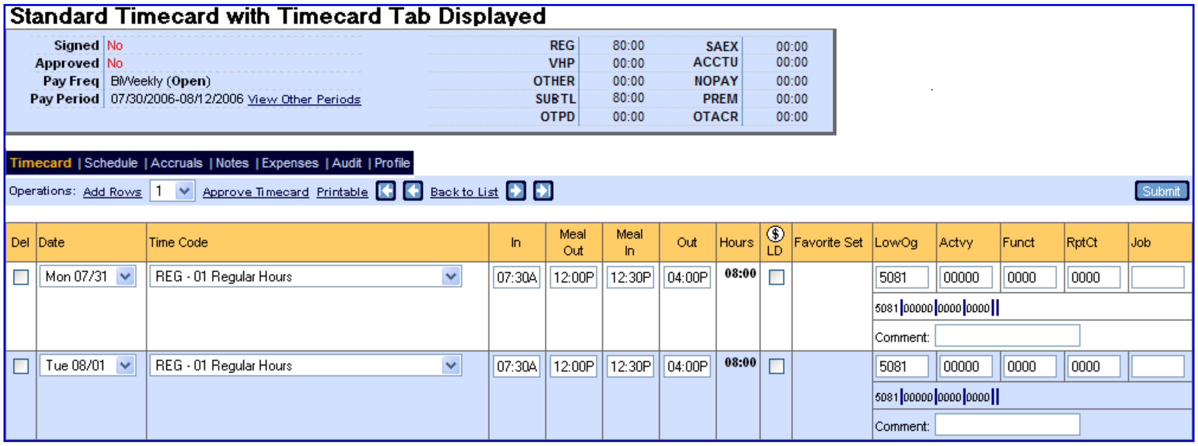
Similarities and Differences

The timecards are more similar than they are different from one another. These are the major differences:

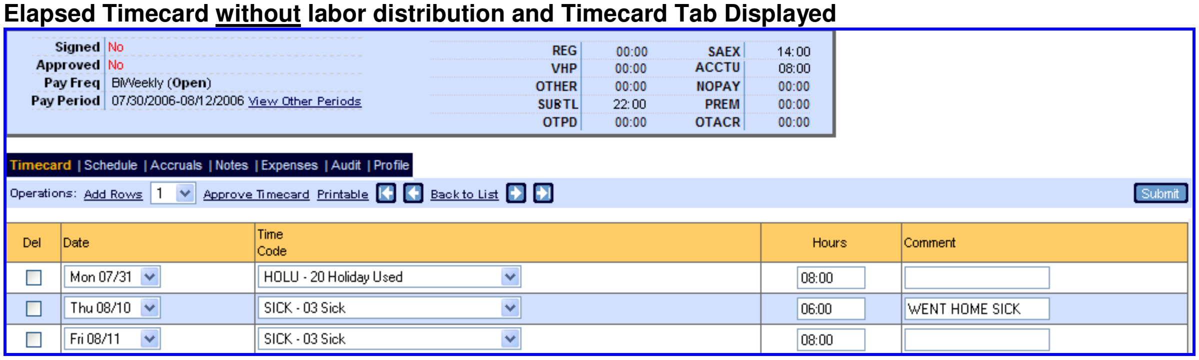
- The Standard timecard has columns for "In", "Meal Out", "Meal In" and "Out" times.
- The Transaction timecard has "Time", "Source" and "Type" columns for timeclock punches.
- The Project timecard has "Date" boxes where the hours worked/taken are entered each day.
- Elapsed timecards with labor distribution allow ECP employees to change labor distribution exactly like a Standard timecard.
- Elapsed timecards without labor distribution only require ECP employees to enter their off time.

Following are screen shots of each timecard:

Standard Timecard with Timecard Tab Displayed

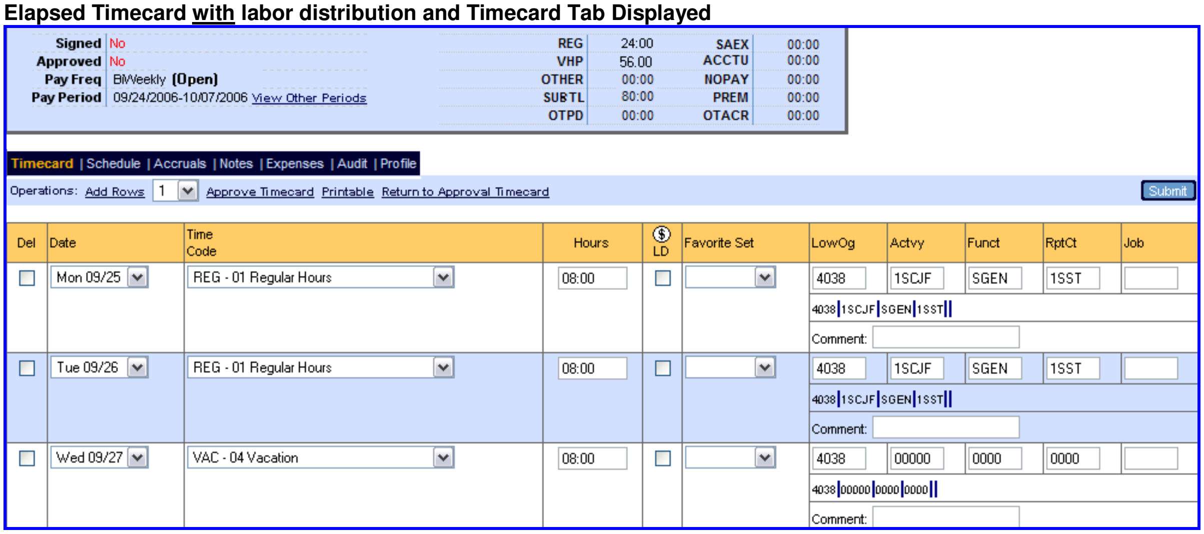


Elapsed Timecard without labor distribution and Timecard Tab Displayed

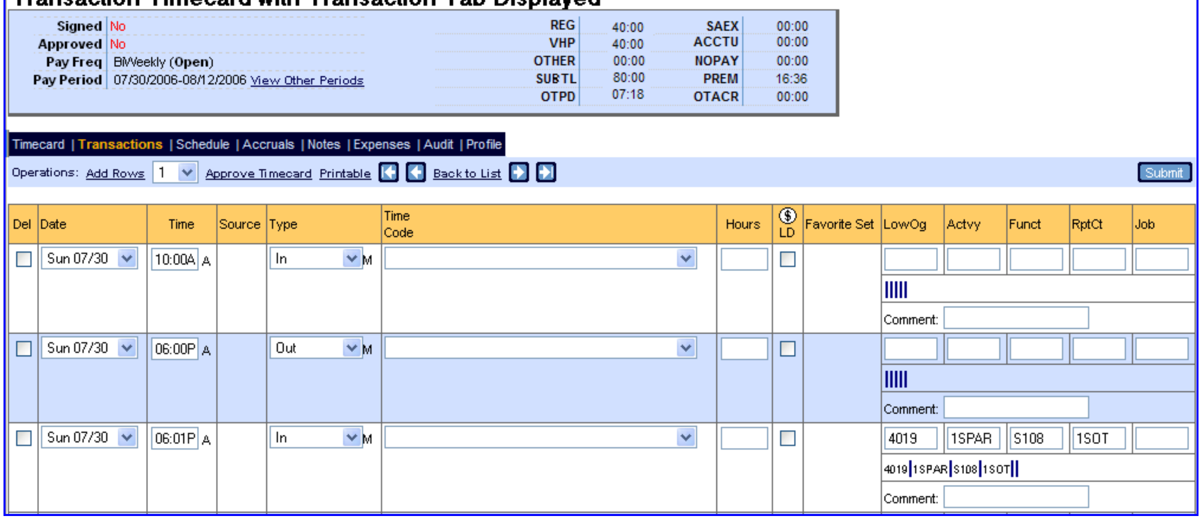


<u>Project & Elapsed Timecards</u> (Continued)

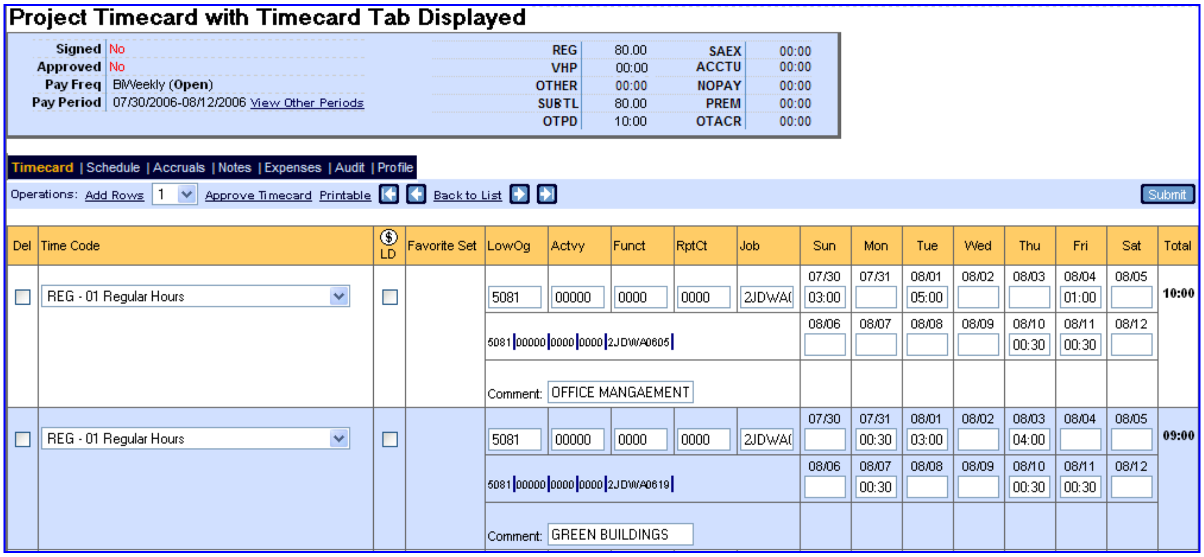
Elapsed Timecard <u>with</u> labor distribution and Timecard Tab Displayed



Transaction Timecard with Transaction Tab Displayed



Project Timecard with Timecard Tab Displayed



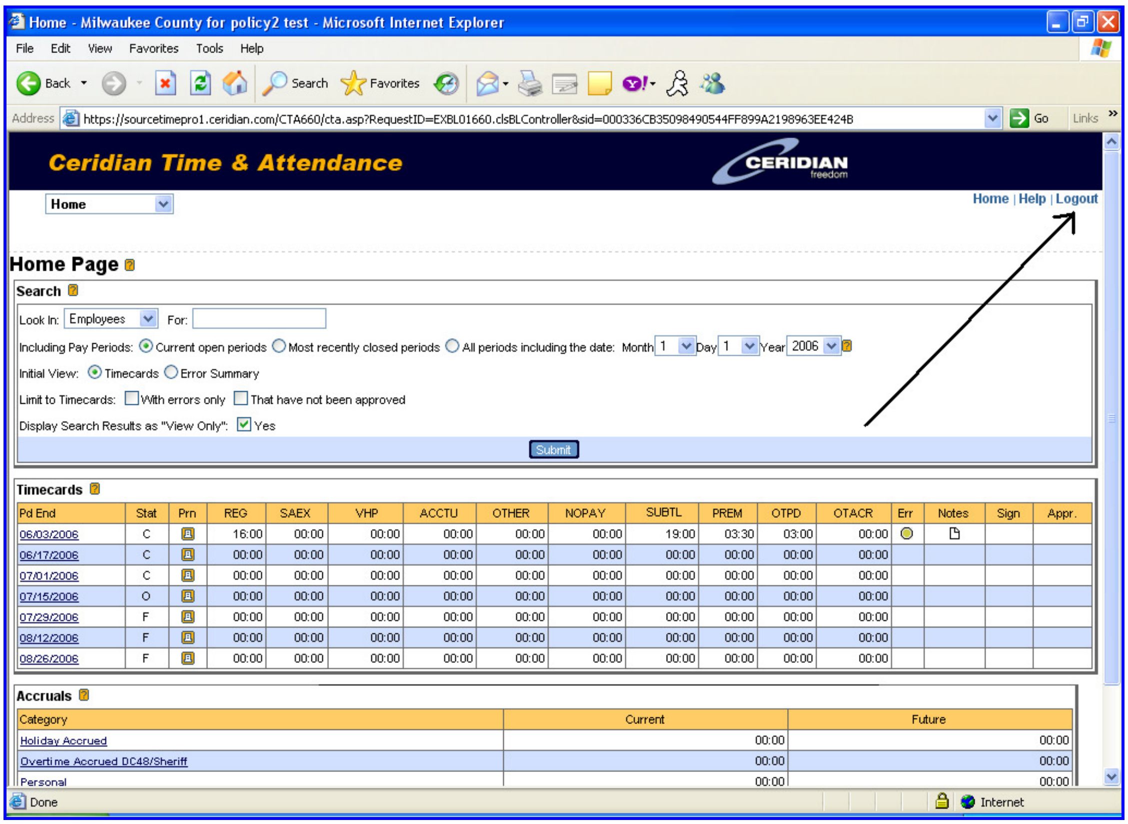
How Do I Log Out?

Logging Out of Ceridian Time & Attendance

Note: Logging out is an essential part of exiting Ceridian Time & Attendance. This is because if you fail to logout properly, the system will lock your timecard (see page 55). If this should happen to you contact the Help Desk at 278-7819 or your payroll clerk to release the lock.

1. Click the word **Logout** near the Ceridian logo in the right corner of the page (shown below).

2. **Close Internet Explorer** by clicking the **X** in the upper right corner of the window.



F.A.Q. – Frequently Asked Questions

What do I do next? Occasionally when you're done with a webpage you may be unsure what to do next. Following are a few suggestions:

- If you have typed something that needs to be entered in the system, click the Submit button.
- If you want to return to your Home Page, click the word Home in the right corner the webpage.
- Otherwise, look for underlined links that apply to your situation and click one of them. For example, you will see underlined words like "View Other Periods", "Back To List", "Post LD Codes", "Sign", "Printable", "Return to Timecard" and "Add Rows" scattered across Ceridian Time & Attendance web pages-- use them to navigate the system.

When I enter time on a timecard, do I need to type AM or PM? No. Following are additional formatting tips for typing in and out times on any timecard:

- Type a **P** not PM
- Type an **A** (or nothing at all) for AM
- Do not type a space
- Do not type a colon unless you also type minutes
- Some correctly formatted AM times are: **7** or **7:00** or **7:00A** or **730** or **7A** or **730A**
- Some correctly formatted PM times are: **6P** or **6:00P** or **630P**

Can I enter time on my timecard using tenths of an hour? Yes. Time can be entered in tenths of an hour (see below). For instance, instead of typing 130p, you would type **13.5** instead. When this is done you must use a decimal point instead of a colon and you should **not** enter A or P.

TIME ENTERED AS:				TIME CONVERTED TO:			
13.5	16.5	1730	2230	01:30P	04:30P	05:30P	10:30P

Can I enter time on my timecard using military time? Yes, time can be entered using military time (see above). When this is done do not enter a colon, decimal point or am/pm. For instance, instead of typing 530p or 17.5, you would type **1730** instead.

I have the red error, "Time is not a multiple of the minimum increment". What does that mean? The hours worked, not "In" or "Out" times, must be recorded in multiples of 6 minutes or you will get a red error after you click the Submit button. Multiples of 6 minutes are: 6, 12, 18, 24, 30, 36, 42, 48, 54 and 60. For example, if you recorded 8:15 am to 4:30 pm = 8 hours and 15 minutes— 15 is not a multiple of 6, you will have a red error. If you recorded 8:07 to 4:19 = 8 hours and 12 minutes, there would be no error.

The row I added disappeared when I clicked Submit. What's wrong? The system does this when there was something wrong with the time you entered. Usually you either formatted the time incorrectly or you forgot to select a date, but sometimes it is because there is a schedule entered in the system. If so, see the procedure on page 11.

I opened a timecard and it says it's locked. It also says I am using it. How did that happen and how can I release it? This happens when you do not logout of the system properly. Contact the Help Desk (278-7819) or payroll clerk to release the lock on the timecard, but in the future, be sure to follow the procedure on page 54 when exiting Ceridian Time & Attendance.

Can I access Ceridian Time & Attendance from another location? Yes. Since the system is accessed via the Internet, you can log in from anywhere as long as you have a broadband connection (i.e. DSL or cable).

F.A.Q. – Frequently Asked Questions (Continued)

One of my employee’s can’t remember his or her password. Can I reset it? Yes. At the dynamic menu, select Administrator > Utilities > Reset Employees Password. Click Select. At the Search field, type the employee’s last name and then click Search. Click the radio button in front of the employee’s name. Click Assign. Click Reset. You should see the message “Employee Password Has Been Reset”. A password that has been reset reverts back to the employee’s clock number. Note: You cannot reset your own password.

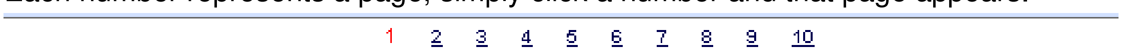
Can I change my own password before 120 days passes? Yes. At the dynamic menu, select My Time System > Password. At the Password Change page, enter your current password and your new password twice. Click Submit.

Whenever I use Internet Explorer’s Back or Forward buttons, I get kicked out of the system. What’s wrong? Whenever you are using the Ceridian Time & Attendance website you should always use the buttons and underlined links that are part of the webpage to navigate and select things. If you use the Internet Explorer buttons you will almost always get kicked out of the system. If that happens to you, at the Menu Bar, select View > Refresh and then click Retry. It that doesn’t work, simply log in again.

When I double click a button or an underlined link my computer takes forever to load the webpage. What’s wrong? You should never double click buttons or underlined links on the Ceridian website. When you double click you slow down the processing of your request because you are really sending two requests.

I searched for my workgroup, but not all my employees are displayed? Where are they? This happens whenever the re are too many items to be displayed on one page. Locate the Operations bar, just under the tabs. To advance the page, click the back or forward arrows.

If you do not see the Operations bar, look for numbers at the bottom of the page instead. Each number represents a page, simply click a number and that page appears.



An employee’s summary bucket is showing a negative balance. What causes that? A negative number (see below) is always related to a mistake on the timecard that does not generate a red or yellow error. If the mistake is not corrected the employee will be under paid. If you do not understand what is causing a negative summary bucket balance, contact the Help Desk at 278-7819 or your payroll clerk.

Signed	No	REG	80:00	SAEX	00:00
Approved	No	VHP	00:00	ACCTU	00:00
Pay Freq	BiWeekly (Open)	OTHER	00:00	NOPAY	00:00
Pay Period	07/16/2006-07/29/2006 View Other Periods	SUBTL	80:00	PREM	00:00
		OTPD	-01:00	OTACR	01:00

How can I get help? You can get general information about Ceridian Time & Attendance by clicking the word HELP In the right corner below the Ceridian logo. Please remember that Milwaukee County has made some modifications to the system so that some information may not apply, however, you should still be able to look up “what is that” questions here. If your question is not answered, please contact the Help Desk (278-7819) or your payroll clerk.