Transaction Employees

Version 3.5

You will use this manual if you:

- Swipe a Timeclock
- Use the WebClock

Ceridian Time and Attendance Training

Winter/Spring 2007

Transaction Table of Contents

Transaction Employees, Timeclock or WebClock?

Transaction employees are those who use an actual timeclock or the WebClock via the Internet to enter their time and labor distribution. All Transaction employees are assigned a home department (i.e. low org, activity, function and reporting category etc). Let's call this their "default" labor distribution.

Employees who punch a timeclock will be issued a badge with their clock number magnetically encoded on it.

Employees who use the WebClock via the Internet will only be issued a clock number, which they'll use to log into Ceridian Time & Attendance to punch their start and stop times.

In both cases their clock number is tied to the employee's default labor distribution. Their default labor distribution is charged for the time they work, unless the employee enters another labor distribution.

In addition, a few departments have opted to designate a "default" labor distribution for each timeclock, as well as, their employee's badges.

At Milwaukee County, when we use the phrase, "employees who use a timeclock," we include all of the following:

- Employees who swipe a timeclock with their badge and labor distribution is:
  - Accepted from the magnetic strip on their badge.
  - Accepted from a wand reader and bar codes near the timeclock.
  - Accepted directly from the timeclock itself.
  - Manually entered on the timeclock keypad.
- Employees who punch the WebClock via the Internet on their Ceridian Time & Attendance Home Page. Labor distribution is accepted from their clock number.
- Employees who have lost their badge and have to manually enter their clock number and labor distribution into a timeclock while a new badge is being ordered.

All Transaction employees are expected to punch a timeclock or the WebClock via the Internet each time they begin or stop working. If there is a problem with a punch or labor distribution, notify the person that approves your timecard. Only your approver(s) and payroll clerk are able to make corrections to a Transaction employee's time.

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.

How Do I Swipe A Timeclock and Change Labor Distribution?

Swiping a timeclock is the same no matter how labor distribution is entered; however, based upon the programming of the timeclock the entry of labor distribution varies. Labor distribution can be accepted from the employee's clock number, from the labor distribution programmed into the timeclock, from a wand reader or from the timeclock's keypad.

Employees cannot enter future punches, nor can they alter previous punches. If there is a problem with a punch, notify the person who approves your timecard. Only your approver(s) and payroll clerk are able to make corrections to a Transaction employee's timecard.

I. Using the Labor Distribution associated with the Magnetic Strip of Your Badge— if you do not need to change the labor distribution that is accepted from the clock number encoded on your badge, follow the procedure below:

1. Using your badge, swipe the timeclock with the magnetic strip facing away from the keypad.

Important Note: You should see a message that your swipe was "accepted". If you do not see an "accepted" message— record the punch on a Supplemental Timesheet and contact payroll.

II. Using the Timeclock's Default Low Org Labor Distribution— Some timeclocks are programmed with a labor distribution. If you want to use the timeclock's default Low Org, Activity, Function and Reporting Category, follow the procedure below. If the timeclock defaults are not the ones you want to use, follow Procedure IV "Changing to a Low Org Labor Distribution using the Timeclock's Keypad".

1. Press **F1** on the keypad. Using your badge, swipe the timeclock with the magnetic strip facing away from the keypad.
2. The timeclock displays ORG. If you want to use the default ORG, press ENTER.
3. The timeclock displays ACTIVITY. If you want to use the default ACTIVITY, press ENTER.
4. The timeclock displays FUNCTION. If you want to use the default FUNCTION, press ENTER.
5. The timeclock displays REPORTING CATEGORY. If you want to use the default REPORTING CATEGORY, press ENTER

Important Note: You should see a message that your swipe was "accepted". If you do not see an "accepted" message— record the punch on a Supplemental Timesheet and contact payroll.

III. Using the Timeclock's Default Job Labor Distribution— Some timeclocks are programmed with a labor distribution. If you want to use the timeclock's default Job Number, follow the procedure below. If the Job Number the timeclock defaults to, is not the one you want to use, follow Procedure V "Changing to a Job Labor Distribution using the Timeclock's Keypad".

1. Press **F2** on the keypad. Using your badge, swipe the timeclock with the magnetic strip facing away from the keypad.
2. The timeclock displays JOB. If you want to use the default Job number, press ENTER.

Important Note: You should see a message that your swipe was "accepted". If you do not see an "accepted" message— record the punch on a Supplemental Timesheet and contact payroll.

How Do I Swipe A Timeclock and Change Labor Distribution? (Continued)

IV. Changing to a Low Org Labor Distribution using the Timeclock's Keypad— If you want to change to a Low Org, Activity, Function and Reporting Category, follow the procedure below:

1. Press **F1** on the keypad. Using your badge, swipe the timeclock with the magnetic strip facing away from the keypad.

The timeclock displays the following messages:

2. **LOW ORG:**
   - Press the 4-digit low Organization and
   - then press Enter

3. **ACTIVITY:**
   - Press the number **1** on the keypad followed by
   - the 4-character Activity and
   - then press Enter

4. **FUNCTION:**
   - Press the 4-character Function and
   - then press Enter

5. **REPORTING CATEGORY:**
   - Press the 4-character Reporting Category and
   - then press Enter

Important Note: You should see a message that your swipe was "accepted". If you do not see an "accepted" message— record the punch on a Supplemental Timesheet and contact payroll.

V. Changing to a Job Labor Distribution using the Timeclock's Keypad— If you want to change to a Job Number, follow the procedure below:

1. Press **F2** on the keypad. Using your badge, swipe the timeclock with the magnetic strip facing away from the keypad.

The timeclock displays the following message:

2. **ORG:**
   - Press the 4-digit low Organization and
   - then press Enter.

3. **JOB:**
   - Press the number **2** on the keypad followed by
   - the Job Number

   For example, if the Job Number you want to enter is **JDWD5418**, you should press **2JDWD5418** on the timeclock keypad.

Important Note: You should see a message that your swipe was "accepted". If you do not see an "accepted" message— record the punch on a Supplemental Timesheet and contact payroll.

How Do I Swipe A Timeclock and Change Labor Distribution? (Continued)

VI. Changing to a Low Org Labor Distribution using Bar Codes— If you want to change the Low Org, Activity, Function and Rpt. Category using a wand reader, follow the procedure below:

1. Press **F1** on the keypad. Using your badge, swipe the timeclock with the magnetic strip facing away from the keypad.

The timeclock displays the following messages:

2. **LOW ORG:** • Swipe the bar code for the low Organization
3. **ACTIVITY:** • Swipe the bar code for the Activity
4. **FUNCTION:** • Swipe the bar code for the Function
5. **REPORTING CATEGORY:** • Swipe the bar code for the Reporting Category

Important Note: You should see a message that your swipe was "accepted". If you do not see an "accepted" message— record the punch on a Supplemental Timesheet and contact payroll.

VII. Changing to a Job Labor Distribution using Bar Codes— If you want to change a Job Number using a wand reader, follow the procedure below:

1. Press **F2** on the keypad. Using your badge, swipe the timeclock with the magnetic strip facing away from the keypad.

The timeclock displays the following message:

2. **LOW ORG:** • Swipe the bar code for the low Organization
3. **JOB**: • Swipe the bar code for the Job Number

Important Note: You should see a message that your swipe was "accepted". If you do not see an "accepted" message— record the punch on a Supplemental Timesheet and contact payroll.

If I Lose or Forget My Badge, Can I Still Use the Timeclock? Yes

Yes, you can still use the timeclock if you lose or forget your badge by substituting the brief procedure below for the swipe of your badge. If your badge is lost, be sure to contact your payroll clerk immediately so a replacement badge can be ordered.

A Note About Replacement Badges and Badge Numbers

- Your badge number is your clock number followed by a 3-digit sequential number.
- If a replacement badge is issued, your clock number will not change, but the 3-digit number will increase by 1.

For example, if your original badge number was117598**001**, the first time you are issued a replacement badge, your new badge number will be 117598**002,** the second time you are issued a replacement badge, your new badge number will be 117598**003** etc.

Follow the “How I Swipe A Timeclock . . .” procedure on pages 2-4 that apply to your situation, but **substitute** the following when it asks you to swipe your badge:

1. Press **PIN** on the timeclock keypad.
2. Press the 9-digit number on your badge (see note above).
3. Press **ENTER** on the timeclock keypad.
4. Continue following the “How I Swipe A Timeclock . . .” procedure that applies to you.

How Do I Punch the WebClock and Change Labor Distribution?

Employees who use the WebClock via the Internet are issued a clock number, which they use to log into Ceridian Time & Attendance to punch start and stop times instead of using a timeclock. A WebClock functions like a timeclock, but when you punch in or out it records the WebClock time displayed in the WebClock section of your personal Home Page.

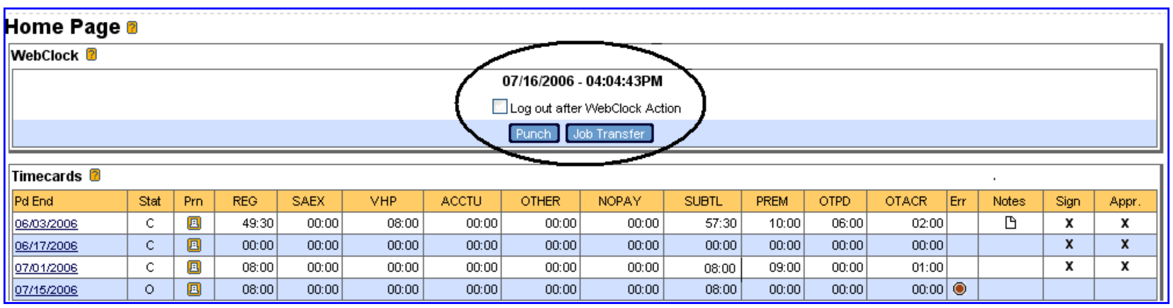
Employees cannot enter future punches, nor can they alter previous punches. If there is a problem with a punch, notify the person who approves your timecard. Only your approver(s) and payroll clerk are able to make corrections to a Transaction employee's timecard.

Transaction employees can use the WebClock to:

- Punch In
- Punch In and change labor distribution
- Punch Out

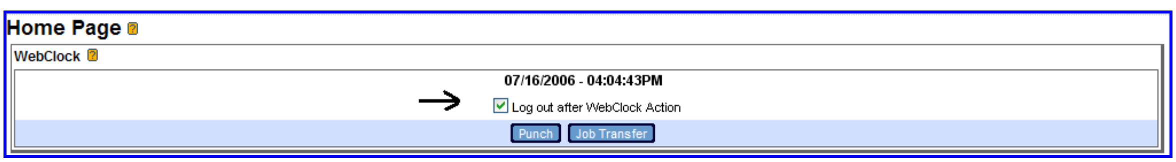
I. Punching In or Out without changing labor distribution

1. Log in to Ceridian Time & Attendance (see page 9). Your personal Home Page appears with the WebClock section displayed near the top of the page (shown below).

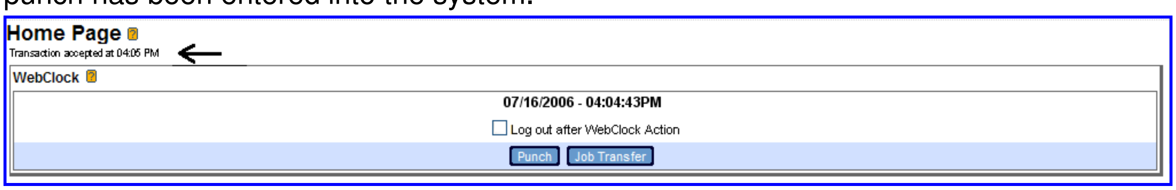


Pd End	Stat	Prn	REG	SAEX	VHP	ACCTU	OTHER	NOPAY	SUBTL	PREM	OTPD	OTACR	Err	Notes	Sign	Appr.
06/03/2006	C		49:30	00:00	08:00	00:00	00:00	00:00	57:30	10:00	06:00	02:00			X	X
06/17/2006	C		00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			X	X
07/01/2006	C		08:00	00:00	00:00	00:00	00:00	00:00	08:00	09:00	00:00	01:00			X	X
07/15/2006	O		08:00	00:00	00:00	00:00	00:00	00:00	08:00	00:00	00:00	00:00				

2. **<u>Skip this step unless,</u>** <u>you want to automatically log off after punching the WebClock</u>. At the "Log out after WebClock Action" checkbox, click the checkbox. Note: If you do not want to automatically log out of the system, <u>do not</u> click the checkbox.



3. Click the **Punch** button. The message "Transaction accepted at…" appears. Your punch has been entered into the system.

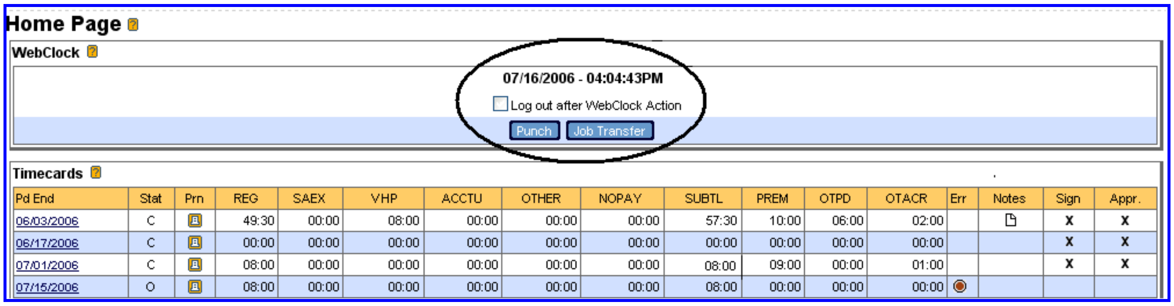


CAUTION: If you do not see an "accepted" message, be sure to record the start/stop time on a Supplemental Timesheet (see Appendix). Contact your payroll clerk for instructions.

How Do I Punch the WebClock and Change Labor Distribution? (Continued)

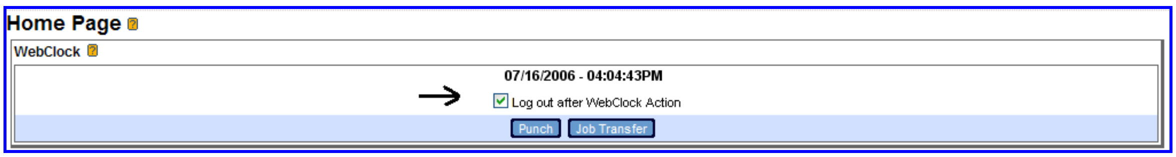
II. **Punching In** when I want to change labor distribution

1. Log in to Ceridian Time & Attendance (see page 9). Your personal Home Page appears with the WebClock section displayed near the top of the page (shown below).



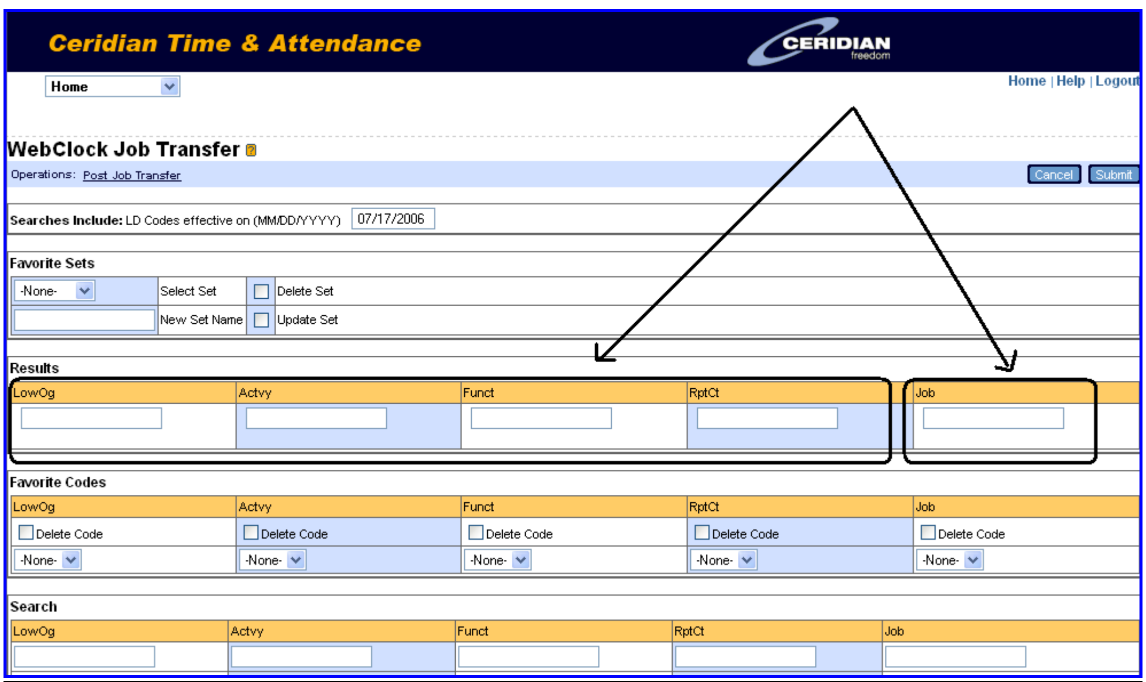
Pd End	Stat	Prn	REG	SAEX	VHP	ACCTU	OTHER	NOPAY	SUBTL	PREM	OTPD	OTACR	Err	Notes	Sign	Appr.
06/03/2006	C		49:30	00:00	08:00	00:00	00:00	00:00	57:30	10:00	06:00	02:00			X	X
06/17/2006	C		00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			X	X
07/01/2006	C		08:00	00:00	00:00	00:00	00:00	00:00	08:00	09:00	00:00	01:00			X	X
07/15/2006	O		08:00	00:00	00:00	00:00	00:00	00:00	08:00	00:00	00:00	00:00				

2. **Skip this step unless,** you want to automatically log off after punching the WebClock. At the "Log out after WebClock Action" checkbox, click the checkbox. Note: If you do not want to automatically log out of the system, do not click the checkbox.



3. Click the **Job Transfer** button. The WebClock Job Transfer page appears.

   Note: The WebClock Job Transfer page is divided into 4 sections and also includes 5 code columns (i.e. LowOg, Actvy, Funct, RptCt and Job). We will focus on the Results section where you will type the labor distribution codes (shown below).



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How Do I Punch the WebClock and Change Labor Distribution? (Continued)

II. (Continued)

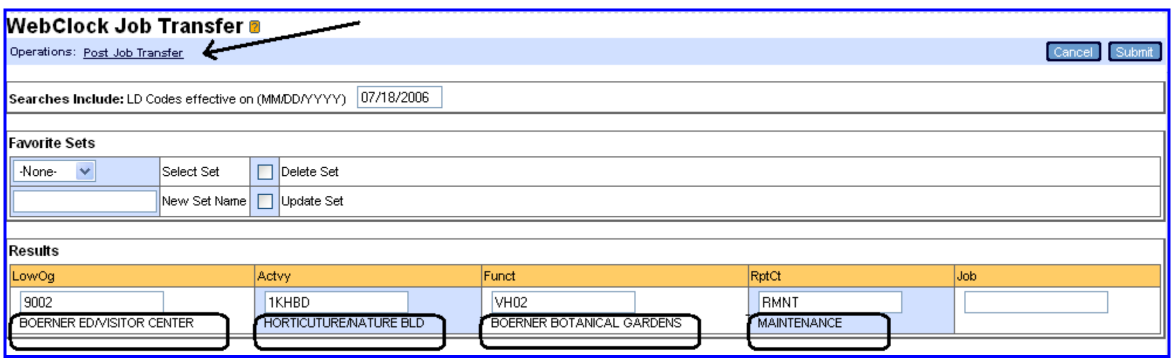
4. To change the labor distribution to a **Low Org, Activity**, **Function** and/or **Reporting Category**, at the **Results** box enter the following:

   - At the **LowOg** field: Type the low Organization
   - At the **Actvy** field: Type the number **1** followed by the Activity (Note: To skip Activity field, type 10000 instead)
   - At the **Funct** field: Type the Function (Note: To skip Function field, type 0000 instead)
   - At the **RptCt** field: Type the Reporting Category (Note: To skip Reporting Category field, type 0000 instead)

5. To change the labor distribution to a **Job Number**, at the **Results** box, enter the following:

   - At the **LowOg** field: Type the low Organization
   - At the **Job** field: Type the number **2** followed by the Job number (Note: For example, if the Job Number you want to enter is **JDWD5418**, you should type **2JDWD5418**

6. Click the **Submit** button. The code's description appears below its field (see circled descriptions below).



7. **Verify** that you typed the correct codes. If necessary, make corrections and click the Submit button again.

8. Click the underlined words, **"Post Job Transfer"** to post the codes to the timecard (see arrow in screen shot above).

   Note: If you see the words "Code Not Found" below a field, the code you typed is invalid. The system will not post the labor distribution to the timecard until the invalid codes are corrected. Simply correct the code(s); click the Submit button and then click Post Job Transfer again.

9. **To view your timecard punches,** at the Timecards section of your Home Page, click the underlined pay period ending date that contains today's date. The Transactions tab of your timecard appears.

10. **To logout of Ceridian Time & Attendance**, click the word **Logout** below the Ceridian logo in the right corner of the page.

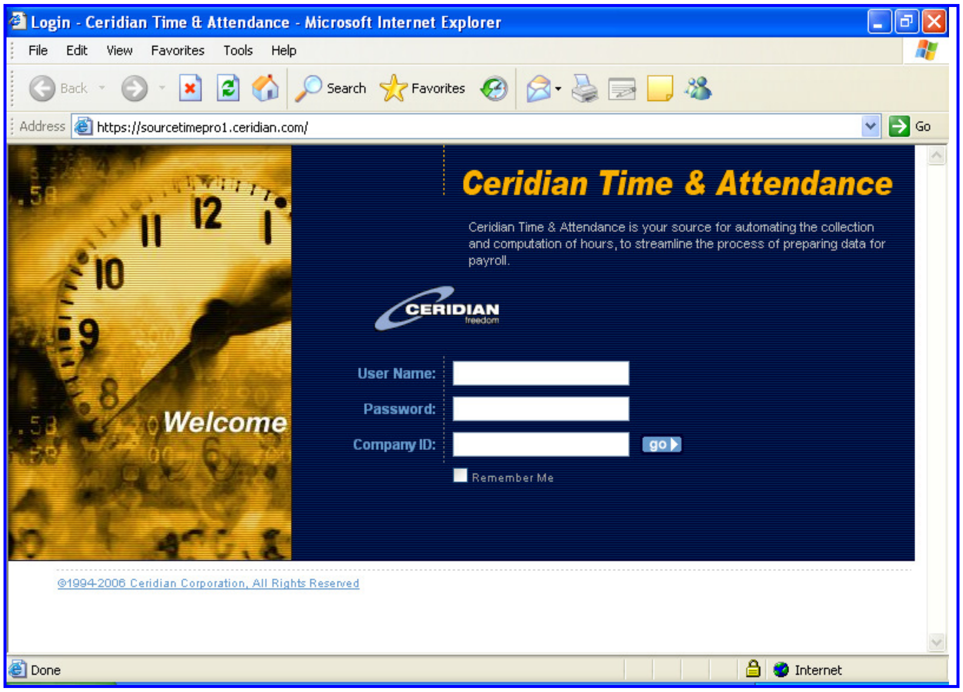
 Logging In

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: Your clock number is the first 6 digits of your badge number.

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.

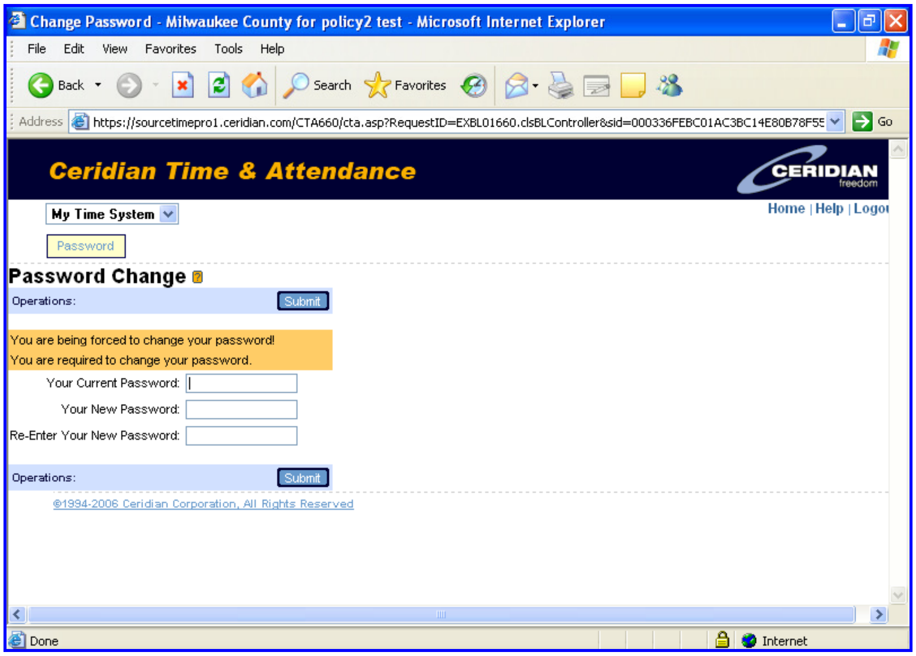
   Note: You must change your password the first time you log in and every 120 days after that. If you forget your password, your approver, payroll clerk or the Help Desk (278-7819) can reset it. Once your password has been reset, it reverts back to your clock number.

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

6. **Skip this step unless,** you are using your own computer at work or home. If the "Remember Me" checkbox is not checked, click it now. Note: When the "Remember Me" checkbox is checked, Windows remembers your clock number and company ID the next time you log in. If you are not using your own computer, for security reasons, skip this step.

7. Click the **Go** button.
   - If 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 a Transaction employee is authorized (for assistance see the rest of this manual).

Logging Into Ceridian Time & Attendance (Continued)



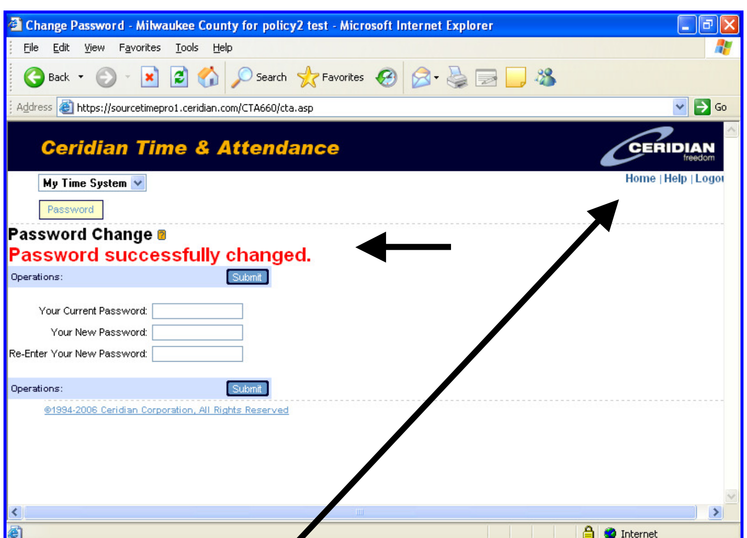
8. At **Your Current Password:** type your clock number.

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).

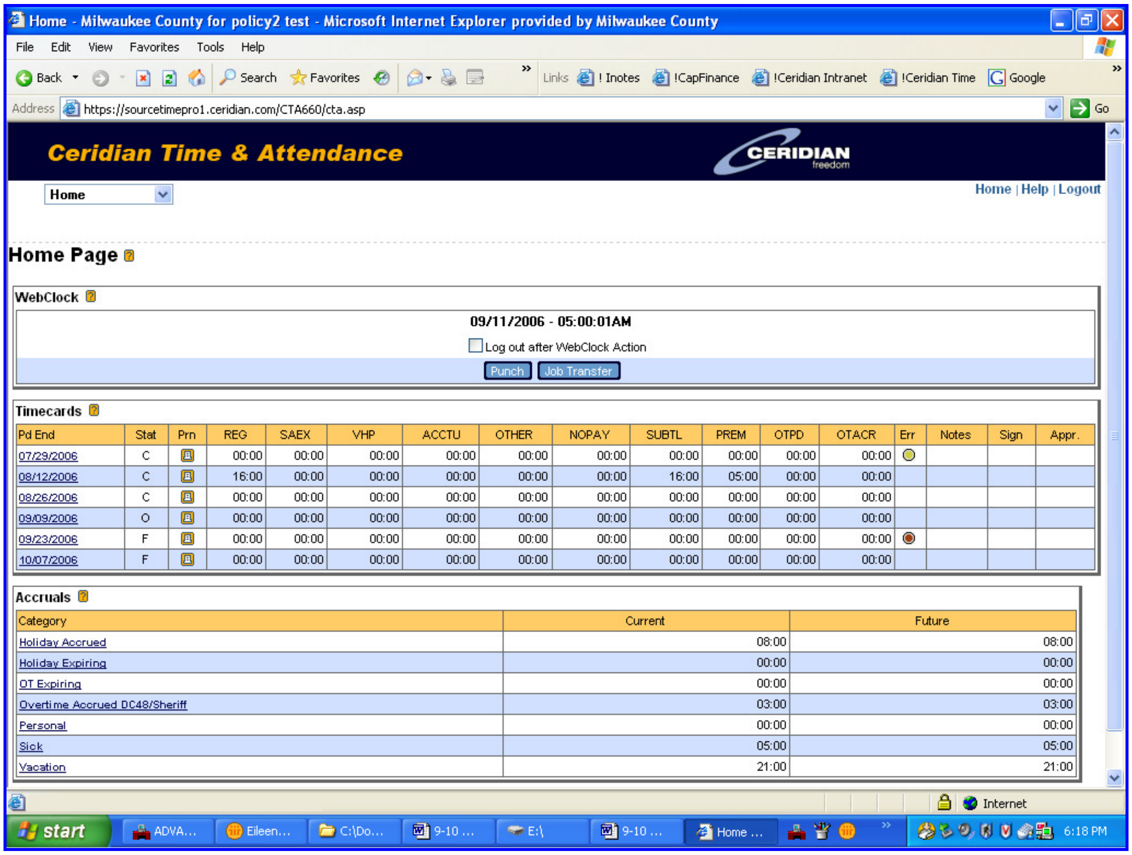
    Note: If you need assistance logging in, contact your payroll clerk.



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.

<u>How Do I View My Timecards?</u> Log In to View Your Home Page

After you log into Ceridian Time & Attendance, your personal Home Page appears (shown below). It is <u>normally</u> divided into 3 sections, the WebClock section, the Timecards section and the Accruals section. Let's discuss the Timecards section next.



<u>Timecards Section</u>

The Timecards section of your Home Page displays a list of underlined closed, open and future pay period ending dates. Each pay period listed shows the hours paid, hours accrued and off time hours for the pay period. You can view your timecard's totals from your Home Page or open a particular timecard to view the timecard's details (shown on page 13).

<u>Timecards Section Terms</u>

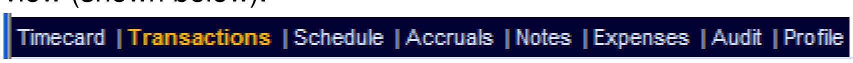
- **Pd End:** This column contains a list of the pay periods for which you are able to view timecard detail. Note: the date listed is the pay period ending date.
- **Stat:** A "C" in this column stands for closed and indicates a <u>prior</u> pay period. An "O" stands for open and indicates the <u>current</u> pay period. An "F" stands for future and indicates a <u>future</u> pay period. Note: a pay period is "open" until Central Payroll closes it— this usually occurs 4 days after the end of the pay period.
- **Prn:** Allows you to view a printer friendly version of a timecard. <u>To print a timecard,</u> click the icon in the Prn column for the timecard you want to print. After the screen resets, select File: Print and then click the Print button.

Timecards Section Terms (Continued)

- **REG:** Regular hours worked during the pay period.
- **SAEX:** Sick allowance and excused time used during the pay period.
- **VHP:** Vacation, holiday paid and personal time used during the pay period.
- **ACCTU:** Overtime and holiday accrued time used during the pay period.
- **OTHER:** Other time with pay used during the 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 columns. It does not include hours in the PREM, OTPD or OTACR columns.
- **PREM:** Shift and weekend hours worked during the pay period.
- **OTPD:** Overtime paid during the pay period (includes overtime at 1-1/2 or straight rate).
- **OTACR:** Overtime accrued during the pay period (includes overtime at 1-1/2 or straight rate).
- **Err:** A circle here indicates that the timecard has an error on it. A "red" circle means there are errors that must be corrected before approval. A "yellow" circle means there are errors that need to be corrected; or acknowledged by your supervisor prior to approval.
- **Notes:** Whenever a comment is entered on a timecard an icon appears here.
- **Sign:** An "X" here indicates that the timecard has been signed, however, at Milwaukee County, employees that use a timeclock/WebClock are not required to sign their timecards.
- **Appr:** An "X" here indicates that the timecard has been approved.

Timecard Tabs

A timecard consists of several pages or tabs that display pertinent information for the pay period selected. Access a specific timecard tab by clicking the tab that contains the information you want to view (shown below).



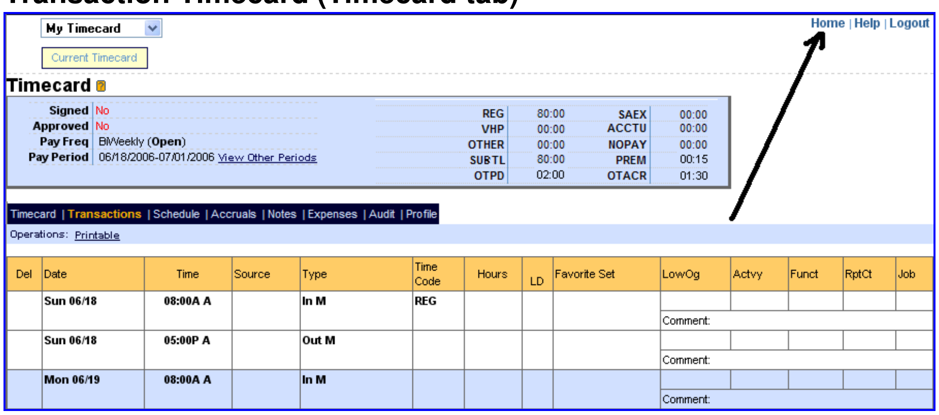
Timecard Tab Terms

- **Timecard tab:** This tab compiles (adds together) your punches and displays them by date. This tab shows time rounded to tenths of an hour.
- **Transactions tab:** Displays each punch as it came in from the timeclock/WebClock. Note: Only a payroll clerk or approver 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:** Permanent changes to an employee's schedule can only be entered by their payroll clerk, but pay-period-specific schedule changes can be entered here by your approver or payroll clerk.
- **Accruals tab:** Displays year-to-date accruals, one week after the prior pay period has been processed.
- **Notes tab:** Not used by Milwaukee County at this time.
- **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 you such as your date of hire, pay policy, clock number, department number etc. Note: Only your payroll clerk can make changes to your profile.

Opening a Timecard To View Its Details

1. Log in to Ceridian Time & Attendance. Your personal Home Page appears.
2. Open a timecard by clicking the underlined pay period ending date that you want to view. The **Transactions tab** appears automatically. You can view all of your punches here.
3. Notice the **Summary Buckets** just below your name on the timecard. Summary buckets are pay-period-specific fields that were created to help employees, editors, approvers and payroll clerks understand how an employee's time will be paid/accrued (see below).
4. **Skip this step unless,** you want to:
   - View your punches compiled daily: Click the Timecard tab (shown below).
   - View your accrual balances: Click the Accruals tab.
   - View your pay policy: Click the Profile tab.
   - View your schedule: Click the Schedule tab.
   - View the expenses (i.e. special premiums etc) entered: Click the Expenses tab.
   - Find out who made changes to your timecard: Click the Audit tab.
5. **To return to your Home Page**, click the word Home in the right corner of the page below the Ceridian logo.

Transaction Timecard (Timecard tab)



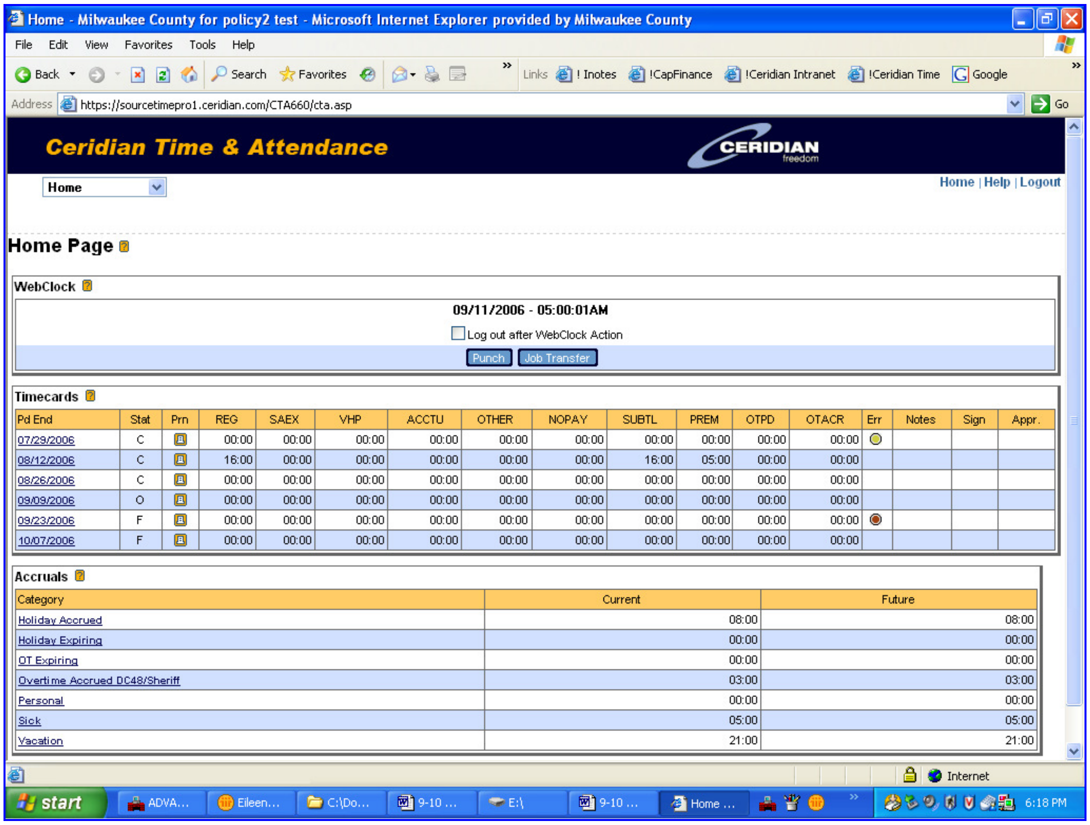
Understanding Summary Buckets

At Milwaukee County, some accrued times are lumped together in a single summary bucket (for example, VHP includes vacation, holiday paid and personal, but this is only within the summary bucket. Your accrued time balances are still maintained separately in the system. Shift and weekend will be paid at the correct rates. The summary buckets are:

- **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.
- **OTACR:** Overtime to be accrued during the pay period.

<u>What Accrued Time Do I Have Available?</u> Log In To View Your Home Page

After you log into Ceridian Time & Attendance, your personal Home Page appears (shown below). It is divided into three sections, the WebClock, the Timecards sections and the Accruals section. We learned about the WebClock and the Timecards sections earlier, now let's learn about the Accruals section.



<u>Accruals Section</u>

The Accruals section of your Home Page displays a list of accrued hours available for your use. The Accruals section is divided into three columns, Category, Current and Future.

<u>Accruals Section Terms</u>

- **Category:** The type of <u>accrued</u> time (i.e. holiday, sick, vacation etc.)
- **Current:** Displays year-to-date accrual balances as of one week <u>after</u> the <u>prior</u> pay period has been processed.
- **Future:** Current column accrual balances <u>minus</u> hours entered on a future (F) timecard.

Transaction Home Page (Accruals Section)

Accruals

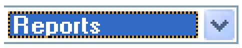
Category	Current	Future
Holiday Accrued	08:00	08:00
Holiday Expiring	00:00	00:00
OT Expiring	00:00	00:00
Overtime Accrued DC48/Sheriff	02:00	00:00
Personal	00:00	00:00
Sick	05:00	05:00
Vacation	21:00	13:00

What Time Have I Been Paid For? Run A History Scan Report

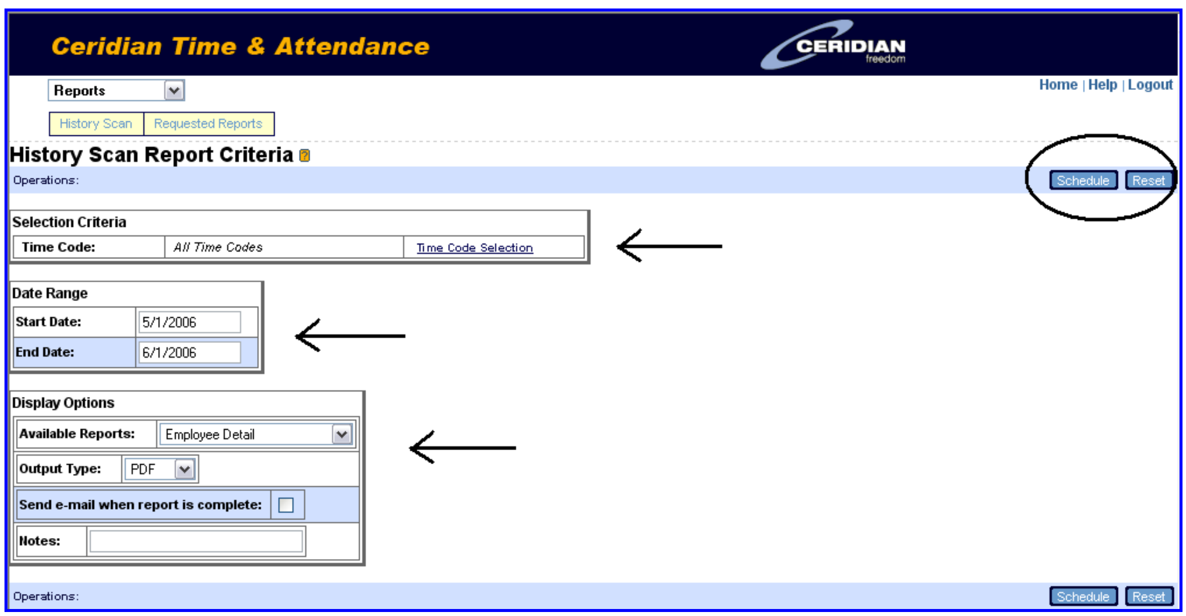
You can find out how much accrued time you have used by running a History Scan Report. Simply log in to Ceridian Time & Attendance and follow the procedure below.

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. 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 7 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 **Time Code,** you can specify the time codes to be included in the report. To include ALL types of time leave the box set to "All Time Codes". To 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.
   - Click the checkbox for each type of time you would like included in the report.
   - Click the Apply Selections button. The History Scan Report Criteria page reappears.

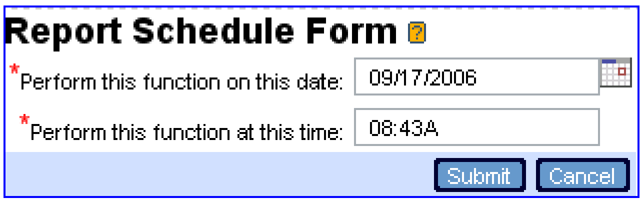
<u>How To Run a History Scan Report</u> (Continued)

5. 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.

6. The **Display Options** box allows you to specify the type of report and file output desired.

   Normally, the Display Options that Transaction employees select will be:
   - At **Available Reports,** using the drop-down list arrow, select Employee Detail.
   - At **Output Type,** using the drop-down list arrow, select PDF.

7. Click the **Schedule** button located in the right corner of the page. The Report Schedule Form page appears (shown below).



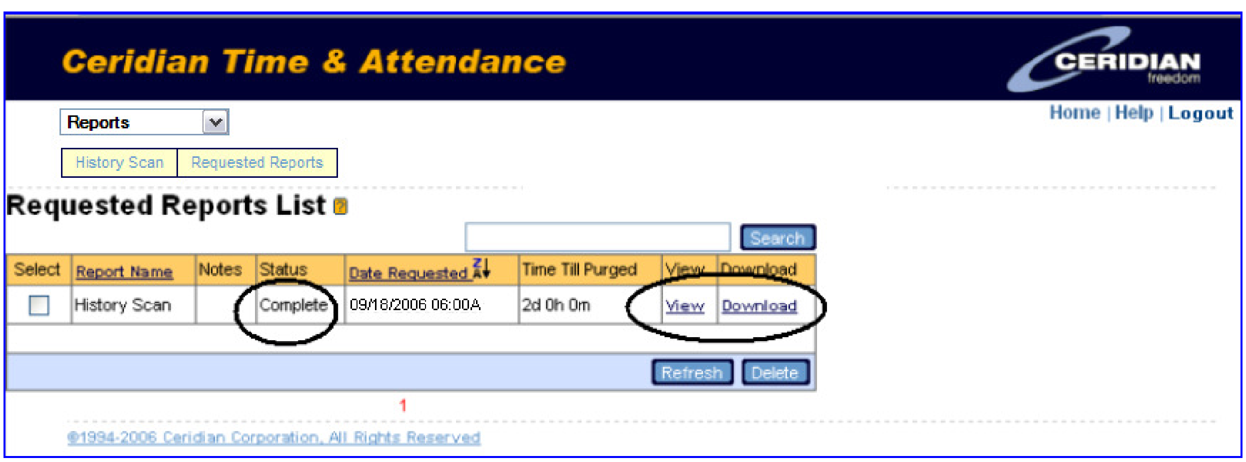
8. Click the **Submit** button. The report will begin running immediately. Note: time displayed may be Eastern Time.

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

10. 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 below).

11. When the Status column says "Complete", click the underlined word "View" (shown below) 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.

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



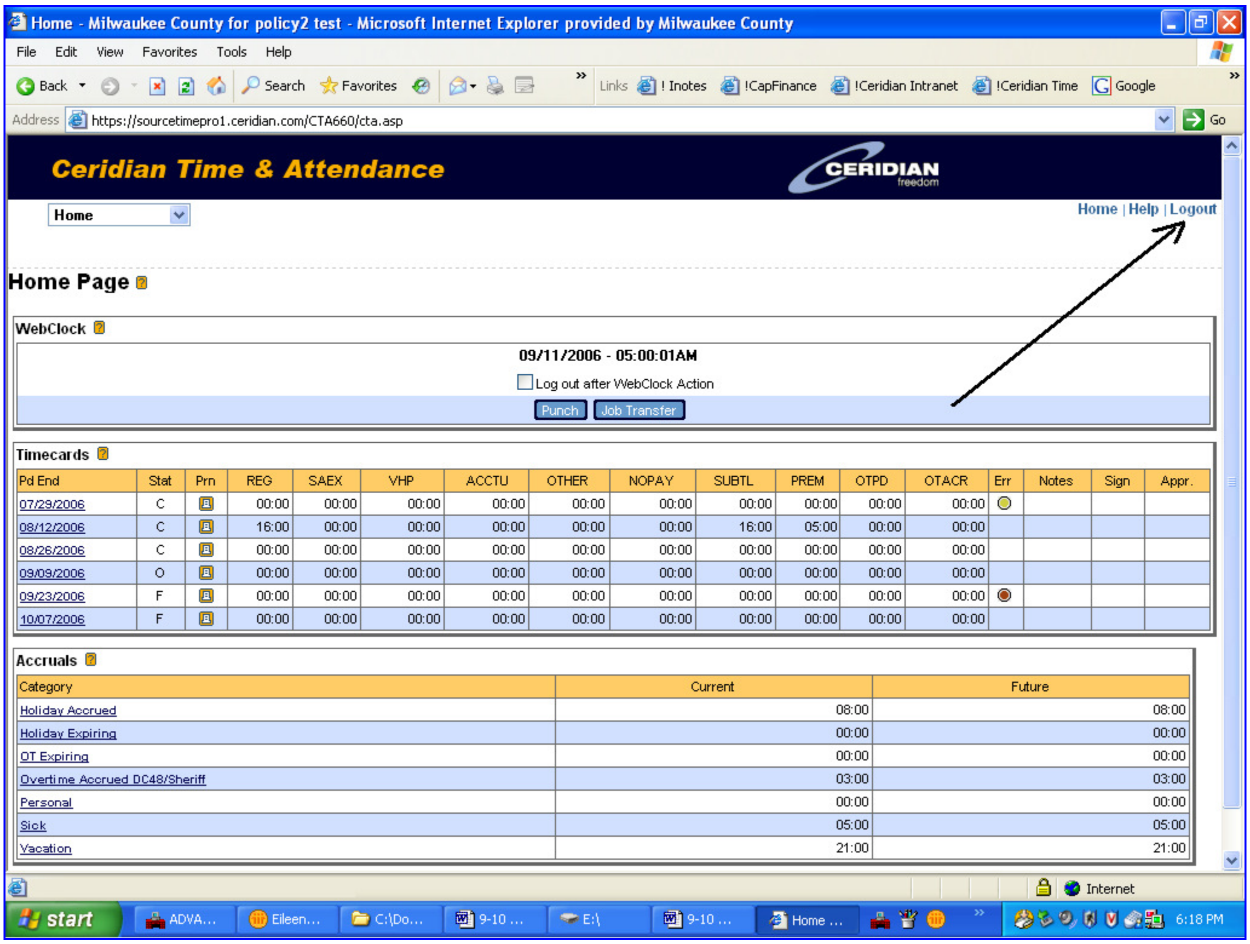
How Do I Log Out?

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. If this should happen to you contact your payroll clerk or approvers 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

I don't have a computer at work. How can I access the Ceridian Time & Attendance website? Since Ceridian Time & Attendance is accessed via the Internet, you can log in from anywhere as long as you have a broadband connection (i.e. DSL or cable). In addition, Milwaukee County has set up kiosks around the County to provide computer access to those employees with no computers. Contact your payroll clerk to find out the closest kiosk to you.

If I forget to punch out, how will I get paid for the time? If I take off a day, how does it get entered on my timecard? Timeclock/WebClock users are allowed to use a paper timesheet to record missing punches or exceptions. Supplemental Timesheets must be signed and turned in to your approver by the end of each pay period. You will find a copy of the current Supplemental Timesheet and a completed sample in this manual. You can obtain a copy of the latest version of the Supplemental Timesheet from your payroll clerk or approver.

Some examples of items you should record on a Supplemental Timesheet are:

- Special Premiums (old code 24)— pager pay, standby, back-to-back etc.
- Accrued Time Used— you used some accrued time instead of working (i.e. sick, excused, vacation, overtime used, personal etc.)
- NonRep Paid Overtime— when a NonRep employee wants to be paid overtime <u>instead of</u> accrue overtime they should note it on the timesheet
- Union Accrued Overtime— when a Union employee wants to accrue overtime <u>instead of</u> being paid overtime they should note it on the timesheet
- Shift Premium— to remove or add shift premium <u>not already calculated</u> by the system

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, look for a Submit button and click it.
- If you want to return to your Home Page, simply click the word Home in the right corner of any 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 Job Transfer", "Printable", "Return to Timecard" scattered across Ceridian Time & Attendance web pages-- use them to navigate the system.

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.

If I forget to logout, how long will I remain connected to Ceridian Time & Attendance? The system will log you out automatically if you have not clicked the Submit button after 30 minutes. To get back into the system, simply log in again.

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

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.

Does it matter what version of Internet Explorer I use? Yes. If your computer does not use Internet Explorer Version 5.5 or higher you may experience problems using the system. Most computers at Milwaukee County already have this version of Internet Explorer. You can tell which version is on your computer by doing the following. Select START > Programs > Internet Explorer. Internet Explorer opens. At the Menu bar, select Help > About Internet Explorer and the "About Internet Explorer" window appears with the version number listed in it. Contact the Help Desk at 278-7819 if your work computer's version is less than 5.5.

I opened my 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 your payroll clerk to release the lock on your timecard, but in the future, be sure to follow the procedure on page 17 when exiting Ceridian Time & Attendance.

How can I get help? Contact your payroll clerk.

Completed Supplemental Timesheet — Completed Timesheet

MILWAUKEE COUNTY SUPPLEMENTAL TIMESHEET Form 2069-1 R4 — PAY PERIOD ENDING: 7/26/06 — PAGE 1 OF 1

For use with Ceridian Time & Attendance

EMPLOYEE NAME: Tom Miller — DEPT #: 4038 — EMPLOYEE CLOCK #: 112234

DATE	IN	MEAL OUT	MEAL IN	OUT	TOTAL HOURS	DESCRIPTION OR TIME CODE	HOME/ WORK ORG	TRAN CODE	ACTIVITY	FUNCTION	RPT CAT
MM/DD/YY	00:00 AM/PM	00:00 AM/PM	00:00 AM/PM	00:00 AM/PM	0.0	SEE PAGE 2	SEE PAGE 2	SEE PAGE 2		JOB NUMBER	
7-17	8:00 am	—	—	12:00 am	16.0						
7-19					2.0	Accrue OT					
7-25					2.0	Med 8-10am					
7-26					8.0	HOLU					
7-28					8.0	VAC					
7-29	8:00 am	12:00 pm			4.0		4052	1	SINV	SXWY	1SST
7-29			1:00 pm	7:00 pm	6.0	Accrue OT 5-6pm	4021	1	SDIG	SGEN	1SOT

LABOR DISTRIBUTION — PROGRAMMATIC STRING SEE PAGE 2

THE FOLLOWING "EXCEPTIONS" WERE NOTED BY THE EMPLOYEE DURING THE PAY PERIOD :

- << Timeclock Not Working
- << Normally, OT is paid; employee wants to accrue
- << Employee went to doctor form 8 am to 10 am
- << Employee off; using Accrued Holiday
- << Employee off; using Vacation
- << No Timeclock at the location where employee was working; Employee worked 2 hours overtime, wants to accrue 1 hour instead of being paid for it

RECORD SPECIAL PREMIUM "HOURS" IN TENTHS, BUT RECORD "DAYS" BY DAY

DATE	EXPENSE CODE	VALUE (I.E TOTAL)	DESCRIPTION	DATE	EXPENSE CODE	VALUE (I.E TOTAL)	DESCRIPTION
MM/DD/YY	SEE PAGE 2	SEE PAGE 2 FOR UNIT OF MEASURE	OPTIONAL FIELD FOR COMMENTS	MM/DD/YY	SEE PAGE 2	SEE PAGE 2 FOR UNIT OF MEASURE	OPTIONAL FIELD FOR COMMENTS
7-22	SBDC	24.0	DC48 Standby				
7-23	SBDC	24.0	" "				
7-29	WWDC	10.0	Wall Washing				

USE THIS SECTION TO REPORT SPECIAL PREMIUMS EARNED:

- << Standby for DC48 Employee
- << Standby for DC48 Employee
- << Wall Washing for DC48 Employee

I CERTIFY THIS TIME SHEET TO BE CORRECT

EMPLOYEE SIGNATURE — SUPERVISOR SIGNATURE

COMMENTS: — RECORD TIME IN TENTHS OF AN HOUR

SUN 16		SUN 23	Standby 24 hrs
MON 17	No "Accepted" Message on Timeclock	MON 24	
TUES 18		TUES 25	DR. Appt 9 AM – excuse attached
WED 19		WED 26	off
THURS 20		THURS 27	
FRI 21		FRI 28	off
SAT 22	Standby 24 hrs	SAT 29	No timeclock at this Location; Wall Washing

Remember: Use Supplemental Timesheet ONLY to Record Exceptions