

Supervisor Reference Guide

December 2018



Right Stuff
SOFTWARE

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1.0 Logging In

Using Internet Explorer, navigate to: <https://cityofhilliard.rightstuffsoft.com/rsPM4Apps/Main.htm>

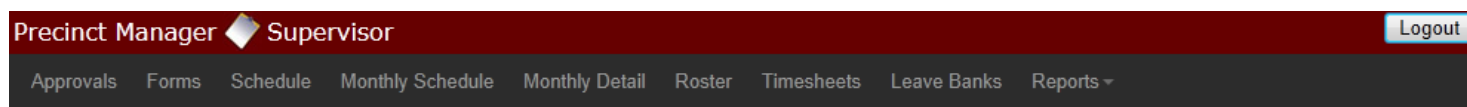
Note: Chrome, Safari, and Firefox may also be used.

When the “City of Hilliard” main menu is displayed click on the Supervisor icon.



2.0 Home Page Navigation

After logging in, the supervisor home page will display. Links used to navigate through the Precinct Manager software are in the menu bar, across the top of the screen.



Approvals - The approvals link takes you to the list of forms submitted by employees that require approval/disapproval action.

Forms - The forms link takes you to the forms list for each employee. You can create and review forms for yourself and/or other employees.

Schedule – A weekly view of the current schedule. In this screen, you can also view the schedules of your co-workers.

Monthly Schedule – A monthly view of the schedule for your bureau.

Monthly Detail – A monthly view of your own schedule. You can also view other employee's monthly schedules on an individual basis using this screen.

Roster – A daily view of the schedule.

Timesheets - The timesheet link will take you to your timesheets. At the end of a two week pay period, employees use this link to review and submit timesheets to their supervisors. You can also view timesheets of other employees using this screen.

Leave Bank – A summary report of your leave banks. Here, you can review your current leave balances and also see recent transactions that either add or subtract time from your leave banks. You can also use this screen to view other employees' leave banks.

Reports – Any reports that have been configured for you are listed on the drop-down under this link.

Logout – Logs you out of Precinct Manager

3.0 Approvals



Click on the Approvals link in the navigation menu at the top of the page. The list of forms that have been “routed” to you for approval are listed on this screen.


3.1 Approvals List

This list houses all forms your employees have submitted for you to approve. These forms can be anything from vacation requests to overtime approvals.

LaVette

Date	Name	Event Type	Status
9/25/2013	LaVette	Vacation	Pending Approval
9/23/2013	Richard	Time Clock	Pending Approval
9/24/2013	Richard	Time Clock	Pending Approval
9/25/2013	Richard	Time Clock	Pending Approval
9/26/2013	Richard	Time Clock	Pending Approval
9/26/2013	Richard	Overtime	Pending Approval
9/29/2013	Richard	Time Clock	Pending Approval
9/29/2013	Richard	Time Clock	Pending Approval
9/29/2013	Richard	Time Clock	Pending Approval
9/29/2013	Richard	Time Clock	Pending Approval
9/29/2013	Richard	Time Clock	Pending Approval
9/30/2013	LaVette	Time Clock	Pending Approval
9/30/2013	LaVette	Time Clock	Pending Approval
9/30/2013	Ann	Time Clock	Pending Approval
9/30/2013	Julie	Time Clock	Pending Approval
9/30/2013	Julie	Time Clock	Pending Approval
9/30/2013	Julie	Time Clock	Pending Approval
9/30/2013	Julie	Time Clock	Pending Approval
9/30/2013	Julie	Time Clock	Pending Approval

View as supervisor:
 

To approve forms for another supervisor, select their name from this list. Once selected, all forms requiring that supervisor's approval will appear.

Double click on a row to open that form, or click on a row to select it, and then click the button labeled “Edit”.

3.2 Approving Forms

Step 1) Click on the radio button labeled either Approved or Disapproved.

Step 2) Add any necessary comments, and click Submit for Approval.

To review a form after you have approved/disapproved it, see the section 4.0 “Forms”

The screenshot shows a form for approving a request for Lt. Jason, Employee # 500, for 6P-6A hours on 10/15/2014. The form includes fields for Date, Holiday Pay (Paid Out), and Holiday OT (Paid Out). There is a 'Cancel Form' checkbox. The 'Approvals' section shows 'Captain:' followed by radio buttons for 'Approved' and 'Disapproved'. A red box labeled 'Step 1' has arrows pointing to these radio buttons. Below the approvals is a 'Remarks' section with a text input field and an 'Add Remarks' button. A red box with text 'Add any necessary remarks – remember you cannot delete any remarks made.' has an arrow pointing to the text input field. At the bottom are 'Submit for Approval' and 'Cancel' buttons. A red box labeled 'Step 2' has an arrow pointing to the 'Submit for Approval' button.

4.0 Forms

You can use this screen to manage your own forms or the forms of any employees you have access to. Please see the Employee Reference Guide for additional information regarding forms.

To review a form you have already approved/disapproved, or to create a form for an employee:

Step 1) Click the link in the main navigation menu at the top of the screen.

Step 2) Select the employee, and double-click the form in their forms list.

Step 3) Make sure you have the correct pay period selected when looking for a form.

Year Period 9/16/2013 - 9/29/2013 Bureau Employee

Richard

Vacation

9/16/2013 - 9/29/2013

Show All Future Forms

Date	Time	Event Type	Total Hours	Status
9/23/2013	8:00 AM	Time Clock	8:30	Pending Approval
9/24/2013	8:00 AM	Time Clock	8:30	Pending Approval
9/25/2013	8:00 AM	Time Clock	8:30	Pending Approval
9/26/2013	8:00 AM	Time Clock	8:30	Pending Approval
9/26/2013	6:30 PM	Overtime	1.00	Pending Approval
9/27/2013	8:00 AM	Time Clock	8:30	Approved
9/29/2013	3:27 PM	Time Clock	0:51	Pending Approval
9/29/2013	4:19 PM	Time Clock	0:00	Pending Approval
9/29/2013	4:19 PM	Time Clock	0:02	Approved
9/29/2013	4:54 PM	Time Clock	0:26	Pending Approval
9/29/2013	5:21 PM	Time Clock	0:00	Approved
9/29/2013	5:23 PM	Time Clock	0:00	Pending Approval
9/29/2013	5:23 PM	Time Clock	17:50	Pending Approval

Select the correct bureau

Select the correct employee

This is the only Delete button accessible in Precinct Manager. You should never delete a form – choose to disapprove or cancel instead. The delete button exists solely for accidental forms.

5.0 Schedule

There are several different ways to view and change the schedule within Precinct Manager.

5.1 Schedule

Navigate to your calendar by clicking on the Schedule link in the main navigation menu. All details described below also apply to the monthly schedule, though the view is more condensed.

The screenshot shows a weekly schedule for September 2013. At the top, there are navigation buttons for 'Previous Week', 'Previous Day', 'Next Day', and 'Next Week'. A 'Date:' field is on the right. Below the navigation is a table with columns for 'Legislative Day' and days of the week (Monday through Sunday) with their respective dates. The rows list employees and their schedules for each day. Callout boxes provide instructions: 'Filter to the bureau and employee(s) you wish to view' points to the 'Legislative' and '10 Selected Employees' dropdowns; 'Navigate between days and weeks' points to the navigation buttons; 'Navigate to a specific date' points to the 'Date:' field; 'Click on the clock icon to view the employee's corresponding timesheet.' points to a clock icon in the employee row; 'Any form that is pending will show up on the schedule with an asterisk next to it. Double-click on a form entry to display it for viewing, editing and/or approval.' points to an asterisk next to a schedule entry; 'To change an employee's schedule, right click on the proper day. See Section 5.2 "Editing the Daily Schedule"' points to a day cell in the schedule table.

Legislative Day	Monday 09/30/2013	Tuesday 10/01/2013	Wednesday 10/02/2013	Thursday 10/03/2013	Friday 10/04/2013	Saturday 10/05/2013	Sunday 10/06/2013
Richard	8A-9A ---11:13A TC* TC 11:13A-11:14A* TC 11:14A-11:15A* TC 11:15A-11:15A TC 11:15A-11:15A	8A-9A	8A-9A	8A-9A	8A-9A	OFF	OFF
J.P.	8A-9A	8A-9A	8A-9A	8A-9A	8A-9A	OFF	OFF
LaVette	8A-4:30P TC 10:59A-10:59A* TC 10:59A-10:59A* TC 10:59A-10:59A	8A-4:30P	8A-4:30P	8A-4:30P	8A-4:30P	OFF	OFF
Julie	8A-9A TC 11:11A-11:11A* TC 11:11A-11:11A*	8A-9A	8A-9A	8A-9A	8A-9A	OFF	OFF
Christopher	8A-9A	8A-9A	8A-9A	8A-9A	8A-9A	OFF	OFF
August	8A-9A	8A-9A	8A-9A	8A-9A	8A-9A	OFF	OFF
Brenda	8A-4:30P	8A-4:30P	8A-4:30P	8A-4:30P	8A-4:30P	OFF	OFF
Ann	8A-9A TC 11:09A-11:09A* TC 11:09A-11:09A	8A-9A	8A-9A	8A-9A	8A-9A	OFF	OFF
James	8A-9A	8A-9A	8A-9A	8A-9A	8A-9A	OFF	OFF
James	8A-9A	8A-9A	8A-9A	8A-9A	8A-9A	OFF	OFF

5.2 Editing the Daily Schedule

Schedule changes should be made when an employee's scheduled day off is changed or their regular hours need to be modified.

Important Note: Do NOT make schedule changes when scheduling overtime. The employee must fill out an overtime form for any time exceeding regular hours. Example: an employee is needed until 6:00 pm on Thursday, and their normal hours are Monday – Friday, 8:00 am – 4:00 pm. The schedule should remain as is, and the employee will need to submit an overtime form for the additional two hours.

	Previous Week	Previous Day	October 2014					Next Day	Next Week
	Civil Day	Thursday 10/30/2014	Friday 10/31/2014	Saturday 11/01/2014	Sunday 11/02/2014	Monday 11/03/2014	Tuesday 11/04/2014	Wednesday 11/05/2014	
Sgt. Roger		8A-4P O 4P-6P	8A-4P	OFF	OFF	8A-4P	8A-4P	8A-4P	
Lt. David		8A-3P	OFF	OFF	OFF	8A-3P	8A-3P	8A-3P	

When making schedule changes, you can choose to do so by using the Schedule, Monthly Schedule, or Monthly Detail screens.

Step 1) Find the employee and the shift you would like to change. Right click on that day.

Step 2) A “Daily Edit” screen will appear. (This also offers the choice of creating new forms).

Precinct Manager Supervisor

Police - Admin | 11 Selected Employees

June 2017

DAILY EDIT [X]

Chf. Anthony | 6/19/2017

Notes [Add Note]

Callout Options [New Form]

Date	Time	Event Type	Total Hours	Status
No Forms				

Shifts [Mark as Day Off] [Copy Schedule to Another Day]

Police Admin 8A-4P [Include In Staffing]

Bureau: ADMINISTRATIONP | Shift: Police Admin | Start: 08:00 | End: 16:00 | Lunch: 00:00 [Delete Segment]

[Add Shift Segment]

[Close]

What you can do on the Daily Edit window

1. Create Forms

2. Change Schedule

- Edit the time of the shift/lunch
- Break the work day into multiple hour segments
- Assign employee to a different Precinct/Apparatus
- Put employee on a day off
- Copy schedule to multiple days

3. Include employee in staffing levels

4. Add Notes

DAILY EDIT List of available Forms

To close Daily Edit window; click the X, click close button or simply click outside the window.

Dillon 6/18/2017

Notes Add note to schedule

Callout Options New Form

List of forms created for selected day, if any

Copy selected day to multiple days

Date	Time	Event Type	Total Hours	Status
1/30/2017	12:00 AM	Callout Options		Approved

Shifts List of predefined shifts for Employees current bureau

Patrol (N) 5P-3:15A

Mark as Day Off Copy Schedule to Another Day

Delete all segments; set to day off

Include In Staffing

Bureau: PATROL Precinct: North Shift: Patrol Evening Start: 17:00 End: 03:15 Lunch: 00:15

Bureau List List of Precinct/Apparatus Hour segment start/end time and lunch duration Delete Segment

Add Shift Segment

Add shift to schedule List of predefined shifts, based on Bureau selected Removes an hour segment from schedule

Close

An hour segment consists of the time of the segment and the lunch duration if any. The first dropdown contains a predefined list of possible hours and/or location for a work shift. If you do not wish to use the predefined hours you can edit these as needed. Also, you can also assign whether or not this segment is included in staffing levels

To add an hour segment(s)

- 1) Select "Add Shift Segment"
- 2) Select a Predefined schedule from the first dropdown **OR**
 - a. If the employee is working for a different bureau; select the bureau
 - b. If the employee is working a predefined shift in that bureau; select the shift
- 3) If applicable, from the Precinct dropdown; select the precinct or apparatus
- 4) If necessary adjust the shift hours
- 5) Repeat steps 1-4 for multiple shift segments
- 6) Select Close; schedule is updated

NOTE: Under normal circumstances hour segments cannot overlap.

Delete an Hour Segment

- 1) Find the hour segment to delete; select Delete segment
- 2) Select Close

Set Day Off

- 1) Delete all hour segments
- 2) Select Close

Multi-Day Edit

Since working times vary for part-time employees, they often do not have a regular schedule. It is necessary to schedule these employees so that they will be able to submit their requests. It is possible to edit the schedule for multiple days at once.

To copy a day

- 1) From any calendar view right click on the day to copy, the daily edit box is displayed
- 2) On Daily Edit dialog box, click on '**Copy Schedule to Another Day**'
- 3) Click on the date(s) you want to '**copy to**'.
- 4) Click the Submit Copy button to save changes
- 5) Click '**Close**' to close Copy Schedule screen and take you back to the Daily Edit dialog box.

NOTE:

- **Change Copy Date** is only active when the day to copy is selected
- **Clear Selected Dates** is only active when dates to copy to have been selected

Select the target days you want to modify:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
12 OFF	13 7A-7A V 7A-7A	14 OFF	15 OFF	16 7A-7A K 7A-7A	17 OFF	18 OFF
19 7A-7A	20 7A-7A (RED)	21 OFF	22 7A-11A 3P-12A	23 OFF (GRAY)	24 OFF	25 7A-7A
26 OFF	27 OFF	28 7A-7A	29 OFF	30 OFF (GRAY)	1 7A-7A	2 OFF
3 OFF	4 OFF	5 7A-7A	6 OFF	7 7A-7A	8 OFF	9 OFF
10 7A-7A	11 OFF (GRAY)	12 OFF (GRAY)	13 7A-7A	14 OFF (GRAY)	15 OFF	16 7A-7A
17 OFF	18 OFF	19 7A-7A	20 OFF	21 OFF	22 7A-7A	23 OFF
24 OFF	25 7A-7A	26 OFF	27 OFF	28 7A-7A K 7A-7A KTON 7A-7A	29 OFF	30 OFF

Click 'Submit Copy' to confirm changes

5.3 Roster

The roster is a detailed one-day view of the schedule, broken down by shift.

Choose which groups/times to view here.

You can add daily notes to the roster here, such as any special events happening on a given day.

You can use this box to hide officers who are on their regular day off.

Expand and collapse the various shifts.

Detailed information on the number of employees during a given shift is located here. When a staffing level shortage occurs, it is highlighted in red.

A breakdown of the employees working the hours you are viewing. If the employee is not to be counted in staffing levels, their hours will be in dark blue.

Bureau: Corrections 4/27/2014 Hours: 10:00 PM - 06:00 AM Custom Hours

Sunday 04/27/2014

Daily Notes Edit Notes

Always Show Minimums

	22:00	22:15	22:30	22:45	23:00	23:15	23:30	23:45	0:00	0:15	0:30	0:45	1:00	1:15	1:30	1:45	2:00	2:15	2:30	2:45	3:00	3:15
Corrections	5/7	5/7	5/7	5/7	5/7	5/7	5/7	5/7	5/7	5/7	5/7	5/7	5/7	5/7	5/7	5/7	5/7	5/7	5/7	5/7	5/7	5/7
Female	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Male	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4

Hide RDO

- Corrections Day - Click to show
- Corrections Afternoon - Click to show
- Corrections Night

410 Sgt. Kenneth	<input type="checkbox"/>	OFF
657 Joy	<input checked="" type="checkbox"/>	10 PM - 6 AM
508 Robert	<input checked="" type="checkbox"/>	10 PM - 6 AM
688 Tiffany	<input checked="" type="checkbox"/>	10 PM - 6 AM
641 Jacob	<input type="checkbox"/>	OFF
404 Vendetta	<input type="checkbox"/>	OFF
709 Kenneth	<input checked="" type="checkbox"/>	10 PM - 6 AM
663 Ryan	<input type="checkbox"/>	OFF
523 Chad	<input checked="" type="checkbox"/>	10 PM - 6 AM
687 Steven	<input checked="" type="checkbox"/>	10 PM - 6 AM
717 Megan	<input type="checkbox"/>	OFF
719 Tyler	<input type="checkbox"/>	OFF
711 Daniel	<input type="checkbox"/>	OFF

6.0 Timesheets

You can use the Timesheet link to view your own timesheet, and to view and approve/disapprove timesheets for other employees. Please see the Timesheet section in the Employee Reference Guide for additional information.

6.1 Approving Timesheets

To approve a timesheet, first check for any error messages (highlighted at the bottom of the timesheet). In this case, the timesheet contains unapproved forms. Navigate to Approvals, and approve all forms within the pay period before proceeding. **NEVER DISAPPROVE A TIMESHEET.** Correct the errors, and then approve.

JACINDA

Date	Start	End	Regular	OKC	FTO	Vacation	Sick	Sick - Bereavement	Sick - Personal	Kelly	Comp Leave	Military Leave	Admin Leave w/ Pay	Wage Continuation	Jury Duty	Leave w/o Pay	FMLA	Overtime 1.5x	Comp Earned 1.5x	Holiday Pay Paid	Holiday Pay Banked	Holiday Leave	Holiday OT	Comp Earned Holiday OT
10/11/2014																								
10/12/2014																								
10/13/2014	8:00	17:00	8																		8		4	
10/14/2014	8:00	17:00	8																					
10/15/2014	8:00	17:00	8										8											
10/16/2014	8:00	17:00	8																					
10/17/2014	8:00	17:00	8																					
10/18/2014																								
10/19/2014																								
10/20/2014	8:00	17:00	8																					
10/21/2014	8:00	17:00	8																					
10/22/2014	8:00	17:00	8																					
10/23/2014	8:00	17:00	8																					
10/24/2014	8:00	17:00	8																					
Totals			72	0	0	0	0	0	0	0	0	0	8	0	0	0	0	0	0	0	8	0	4	0

SAMPLE TIMESHEET

WARNING - This timesheet contains unapproved forms ← ERROR MESSAGE

Upon returning, ensure there are no error messages, click on the button next to the word “Approved” and then click on the button labeled “Submit for Approval”.

SAMPLE TIMESHEET

Step 1: Click on the button next to “Approved”. Remember – NEVER DISAPPROVE A TIMESHEET

Step 2: Click on the button labeled “Submit for Approval”

6.2 Timesheet Reports

At the end of the pay period, you must run the “Timesheet Report”. This report will capture all Time Cards within a given bureau and time period. The default period is the current pay period. To run this report, click on reports, and then “Timesheet Report”.

6.3 Timesheet Status

- If the status reads “New”, you must approve that employee’s Time Card.
- If the status is “Approved (L)” that employee’s Time Card is complete.
- If the status reads “ERROR”, forms were modified/added after the approval.

Name	Status	Submitted By	Uniform Stipend	Longevity Pay	Hour Adjustment	Subtotal	Total Paid	Remarks
TROY	ERROR	System Administrator	0	0	0	80	80	
LARRY	Approved (L)	System Administrator	0	0	0	80	80	
BRIAN	Approved (L)	System Administrator	0	0	0	80	80	
MARK	Approved (L)	System Administrator	0	0	0	80	80	
SHERRIE	New	-	0	0	0	0	0	

6.4 Timesheet Errors

If the timesheet is in error status, go back to the timesheet to find the highlighted error message. In this particular case, a Personal Leave form was created for a day within this pay period after the timesheet was approved.

The format of the error message is: ##/, e.g. 0/8.

The black number indicates the value calculated when the timesheet was approved by the supervisor.

The red number indicates what the value of the timesheet would be based on the current state of the forms and schedule if it was recalculated.

Year: 2014 | Period: 21 | 9/27/2014 - 10/10/2014 | Bureau: Administration | Employee: Troy

SAMPLE TIMESHEET

TROY

Date	Start	End	Regular	OTC	FTD	Vacation	Sick	Sick - Bereavement	Sick - Personal	Kelly	Comp Leave	Military Leave	Admin Leave w/ Pay	Wage Continuation	Leave w/o Pay	FMLA	Overtime 1.5x	Comp Earned 1.5x	Holiday Pay Paid	Holiday Pay Banked	Holiday Leave	Holiday OT	Comp Earned Holiday OT	
9/27/2014																								
9/28/2014																								
9/29/2014	8:00	16:00	8																					
9/30/2014	8:00	16:00	8						0/8															
10/1/2014	8:00	16:00	8																					
10/2/2014	8:00	16:00	8																					
10/3/2014	8:00	16:00	8																					
10/4/2014																								
10/5/2014																								
10/6/2014	8:00	16:00	8																					
10/7/2014	8:00	16:00	8																					
10/8/2014	8:00	16:00	8																					
10/9/2014	8:00	16:00	8																					
10/10/2014	8:00	16:00	8																					
Totals			72	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Notice the 0/8. The timesheet was originally approved with 0 hours of personal time. After the approval was completed, a personal day leave form was submitted for 09/30/14.

Error message to approve pending

WARNING - This timesheet contains errors and unapproved forms

Remarks

[Add Remarks](#)

[Unlock](#)

Totals

Uniform Stipend	Longevity Pay	Hour Adjustment	Subtotal	Total Paid
0	0	0	80	80

Approvals

System Administrator Approved Disapproved

Properties

Status: Approved/Locked

Calculated Date: 10/28/2014 12:41 PM

Submitted Date: 10/16/2014 11:04 AM

Submitted By: System Administrator

6.5 Clearing Timesheet Errors

Timesheets will go into an “ERROR” status when something has changed within the system after the timesheet has been approved. One of the following changes has occurred:

- 1) A form within this pay period was created, modified, or deleted.
- 2) The scheduled hours have been changed in some way, either the hours have been changed or the OFF days have been changed.

In order for all reporting functions to work properly, it is necessary to correct timesheets in this condition. There are two ways to correct the timesheet and update the status:

- 1) Unlock, recalculate and reapprove the timesheet using the current schedule and forms.
- 2) Change the schedule and forms back to the original state that matches the timesheet.

To clear these errors:

Step 1) Unlock the time sheet by either:

- A. Clicking the button labeled “Unlock”.
- B. Clicking the eraser icon.

Step 2) Navigate to the Approvals List and approve any pending forms for this pay period.

SAMPLE TIMESHEET

Year: 2014 | Period: 21 | 9/27/2014 - 10/10/2014 | Bureau: Administration | Employee: Troy

TROY

Date	Start	End	Regular	OTC	FTD	Vacation	Sick	Sick - Bereavement	Sick - Personal	Kelly	Comp Leave	Military Leave	Admin Leave w/ Pay	Wage Continuation	Jury Duty	Leave w/o Pay	FMLA	Overtime 1.5x	Comp Earned 1.5x	Holiday Pay Paid	Holiday Pay Banked	Holiday Leave	Holiday OT	Comp Earned Holiday OT
9/27/2014																								
9/28/2014																								
9/29/2014	8:00	16:00	8																					
9/30/2014	8:00	16:00	8																					
10/1/2014	8:00	16:00	8																					
10/2/2014	8:00	16:00	8																					
10/3/2014	8:00	16:00	8																					
10/4/2014																								
10/5/2014																								
10/6/2014	8:00	16:00	8																					
10/7/2014	8:00	16:00	8																					
10/8/2014	8:00	16:00	8																					
10/9/2014	8:00	16:00	8																					
10/10/2014	8:00	16:00	8																					
Totals			72	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

WARNING - This timesheet contains errors and unapproved forms

Remarks:

Totals: Uniform Stipend: 0, Longevity Pay: 0, Hour Adjustment: 0, Subtotal: 80, Total Paid: 80

Approvals: System Administrator Approved Disapproved

Properties: Status: Approved/Locked, Calculated Date: 10/28/2014 12:41 PM, Submitted Date: 10/16/2014 11:04 AM, Submitted By: System Administrator

Notice the status shows “Approved/Locked”

Step 1 (Choice B): Unlock the timesheet by click the eraser icon

Step 1 (Choice A): Unlock the timesheet by clicking the button labeled “Unlock”

Step 3) Return to the timesheet – you will notice there is no longer an error message.

Step 4) Click on the Recalculate button to ensure that all values are updated properly.

Step 5) Approve the timesheet.

SAMPLE TIMESHEET

Year: 2014 | Period: 21 | 9/27/2014 - 10/10/2014 | Bureau: Administration | Employee: Troy

TROY

Date	Start	End	Regular	OTC	FLO	Vacation	Sick	Sick - Bereavement	Sick - Personal	Kelly	Camp Leave	Military Leave	Admin Leave w/ Pay	Wage Continuation	Jury Duty	Leave w/o Pay	FMLA	Overtime 1.5x	Camp Earned 1.5x	Holiday Pay Paid	Holiday Pay Banked	Holiday Leave	Holiday OT	Camp Earned Holiday OT	
9/27/2014																									
9/28/2014																									
9/29/2014	8:00	16:00	8																						
9/30/2014	8:00	16:00	8																						
10/1/2014	8:00	16:00	8																						
10/2/2014	8:00	16:00	8																						
10/3/2014	8:00	16:00	8																						
10/4/2014																									
10/5/2014																									
10/6/2014	8:00	16:00	8																						
10/7/2014	8:00	16:00	8																						
10/8/2014	8:00	16:00	8																						
10/9/2014	8:00	16:00	8																						
10/10/2014	8:00	16:00	8																						
Totals			72	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Remarks: Add Remarks

Recalculate

Totals

Uniform Stipend	Longevity Pay	Hour Adjustment	Subtotal	Total Paid
0	0	0	80	80

Approvals

System Administrator Approved Disapproved

Properties

Status: Pending Approval
 Calculated Date: 10/28/2014 12:41 PM
 Submitted Date: 10/16/2014 11:04 AM
 Submitted By: System Administrator

The errors no longer exist.

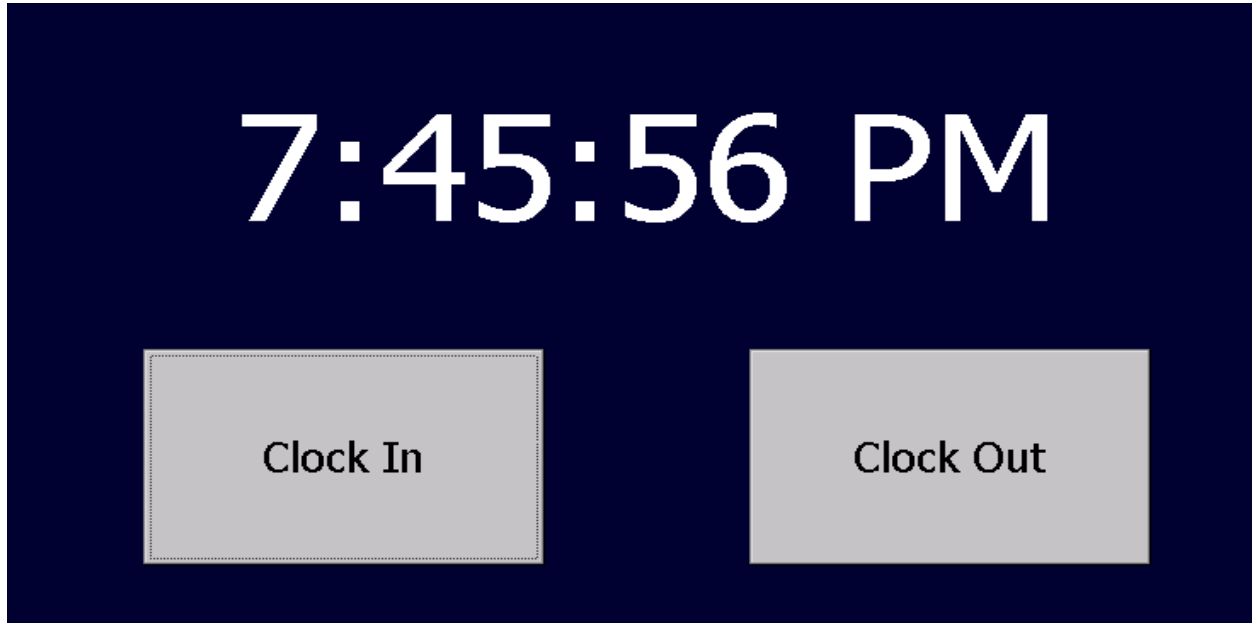
After the timesheet was unlocked, the status changed from "Approved/Locked" to "Pending Approval"

Step 4: Recalculate the timesheet based on the current forms and schedule

Step 5: Approve the timesheet

7.0 Time Cards

The time clock is, aesthetically speaking, a very basic device that makes clocking in/out an effortless process. Once an employee's fingerprints are in the system, he/she can utilize any clock in any location. The employee simply touches the appropriate button, "Clock In" or "Clock Out", and then presses down on the fingerprint scanner.





After an employee clocks in, a Time Card form generates and is, in most cases, automatically approved when the employee clocks out. Additionally, the schedule populates with the employee's clock in and clock out times as seen below.

		October 2014						
		← Previous Week	← Previous Day			Next Day →	Next Week →	
Recreation Day		Sunday 10/26/2014	Monday 10/27/2014	Tuesday 10/28/2014	Wednesday 10/29/2014	Thursday 10/30/2014	Friday 10/31/2014	Saturday 11/01/2014
Hanna		OFF	OFF	OFF	OFF	OFF	OFF	OFF
Tevin		OFF TC 11A-10P	OFF	OFF TC 11A-5P	OFF TC 1P-3P	OFF	OFF	OFF TC 3P-6P

As a supervisor, you will not have to interact with the Time Card forms unless you run into Time Card errors caused by an employee forgetting to clock in or clock out. The following sections will address these different scenarios.

7.1 Time Card Errors: The Employee Forgot to Clock Out

If an employee forgets to clock out for the day, the system will recognize the error when the employee clocks in for his/her next shift. Upon clocking in, the employee will see the following message:



The system will automatically close out the Time Card from the prior shift. The End Date of the Time Card is set to the current time of day, which will need to be corrected by the supervisor. The Time Card will then be routed to the supervisor to be corrected and approved.

In this scenario, the schedule will look as follows:

	← Previous Week	← Previous Day	November 2014					Next Day →	Next Week →
Recreation Day	Sunday 11/02/2014	Monday 11/03/2014	Tuesday 11/04/2014	Wednesday 11/05/2014	Thursday 11/06/2014	Friday 11/07/2014	Saturday 11/08/2014		
Hanna	OFF	OFF	OFF	OFF	OFF	OFF	OFF		
Tevin	OFF TC 1A-8A	OFF TC 2P--*	OFF --1:17P TC* TC 1:17P-	OFF	OFF	OFF	OFF		

Notice the asterisk – an indication that this is a pending form. Double clicking on the pending form will allow you to make edits to the form from the schedule.

As long as the employee clocks out correctly for this shift, the system will automatically approve this Time Card.

Once the form from 11/3/14 is corrected, "--1:17P TC*" will no longer be visible on the schedule.

Editing the End Date & Time

Step 1) Go to your approvals list and open that employee's Time Card.

Step 2) Modify the fields "End Date" and "End Time" with the date and time that the employee ended his/her prior shift.

Step 3) Approve the Time Card.

Step 4) Submit the Time Card.

The screenshot shows a 'Time Card' form for an employee named Tevin (Employee #: 2871, Rank: CIVILIAN, Hours: 12A-12A, Days Off: Mon/Tue/Wed/Thu/Fri/Sat/Sun). The form includes fields for Start Date (11/3/2014), End Date (11/4/2014), Start Time (14:00), and End Time (13:17). A red box highlights the End Date and End Time fields with the annotation: 'Step 2: Adjust to the proper end date and end time.' Below these fields, the Clock In Time is 11/3/2014 2:00 PM and the Clock Out Time is 11/4/2014 1:17 PM. The Status is 'Unchanged' and there is a note: 'Start Time Suspect - Automatically clocked in when employee clocked out'. There is a 'Cancel Form' checkbox. The Approvals section shows 'Supervisor:' and radio buttons for 'Approved' and 'Disapproved'. A red box points to the 'Approved' radio button with the annotation: 'Step 3: Approve the Time Card'. Below the Approvals section is a 'Remarks' field with an 'Add Remarks' button. A red box points to the 'Add Remarks' button with the annotation: 'Step 4: Click Here'. At the bottom are 'Submit for Approval' and 'Cancel' buttons. A red box points to the 'Submit for Approval' button with the annotation: 'Step 4: Click Here'. A red box at the bottom right contains a reminder: 'You may want to add a remark or two for record keeping/tracking purposes. REMINDER: 1. You must click the button labeled "Add Remarks" after making your comments. 2. Once added, it is not possible to change/delete your comments.'

The “End Date” and “End Time” field edits will save after you click the button labeled “Submit for Approval”. The “Clock Out” date and time, however, will remain the way they were originally. This is strictly for reporting and tracking purposes, and is by design. The employee in this example will be paid for working 2:00pm – 10:30pm.

Name: **Tevin** Employee #: **2871** Hours: **12A-12A**
 Assignment: **UMPIRE** Rank: **CIVILIAN** Days Off: **Mon/Tue/Wed/Thu/Fri/Sat/Sun**

Start Date: 11/3/2014 Start Time: 14:00
 End Date: 11/3/2014 End Time: 22:30

Clock In Time: 11/3/2014 2:00 PM
 Clock Out Time: 11/4/2014 11:17 AM
 Status: **Supervisor Modified**

Cancel Form

Approvals
 Supervisor: System Administrator 11/4/2014 Approved Disapproved

This status change will indicate to the employee that the supervisor modified one or both of his/her times. The “Clock In” and “Clock Out” times will show the employee what the original times were.

The schedule will reflect the changes made to the form.

Recreation Day	Sunday 11/02/2014	Monday 11/03/2014	Tuesday 11/04/2014	Wednesday 11/05/2014	Thursday 11/06/2014	Friday 11/07/2014	Saturday 11/08/2014
Hanna	OFF	OFF	OFF	OFF	OFF	OFF	OFF
Tevin	OFF TC 1A-8A	OFF TC 2P-10:30P	OFF TC 1:17P-	OFF	OFF	OFF	OFF

The timesheet will also reflect the edited time.

TEVIN Hours Pay

Date	Start	End	Regular	Vacation	Sick	Personal	Holiday Leave	Workers Comp	Overtime	Holiday Banked	Holiday Pay	Sick Payout	Vacation Payout	Biweekly Stipend
11/2/2014			7											
11/3/2014			8.5											
11/4/2014														

7.2 Time Card Errors: The Employee Forgot to Clock In

Step 1) Instruct the employee to clock in ASAP, regardless of the time.

Step 2) Make a note to adjust the employee's start time. (You may want to make this note on the schedule or on that employee's timesheet). This type of change needs to take place after the employee has clocked out for the day. Additionally, there is not a way for the system to know that the employee clocked in late erroneously; therefore, it will NOT notify you that a change needs to take place.

Step 3) After the employee has clocked out, go into the Supervisor's Console, navigate to "Forms" and locate that employee.

Step 4) Retrieve that days' Time Card form.

Step 5) Click the eraser icon. This will remove the automatic approval.


Time Card

Name: **Tevin** Employee #: **2871** Hours: **12A-12A**
Assignment: **UMPIRE** Rank: **CIVILIAN** Days Off: **Mon/Tue/Wed/Thu/Fri/Sat/Sun**

Start Date: Start Time: 13 : 17
End Date: End Time: 19 : 46

Clock In Time: 11/4/2014 1:17 PM
Clock Out Time: 11/4/2014 7:46 PM
Status: Unchanged

Cancel Form

Approvals
Supervisor: Time Clock 11/4/2014 Approved Disapproved 

Notice the Status is "Unchanged". This means there has not been any intervention with the Time Card.

The Time Clock automatically approves almost all Time Cards. The eraser icon will remove the time clock's approval signature

Step 5) Edit the start time.

Step 6) Click the button next to “Approved”.

Step 7) Click the button “Submit for Approval”.

Time Card

Name: **Tevin** Employee #: **2871** Hours: **12A-12A**
Assignment: **UMPIRE** Rank: **CIVILIAN** Days Off: **Mon/Tue/Wed/Thu/Fri/Sat/Sun**

Start Date: 11/4/2014 Start Time: 13:00
End Date: 11/4/2014 End Time: 19:46

Clock In Time: 11/4/2014 1:17 PM
Clock Out Time: 11/4/2014 7:46 PM
Status: Unchanged

Cancel Form

Approvals
Supervisor:

Remarks

Approved Disapproved

Step 5: Edit the field “Start Time”.

You may want to add a remark or two for record keeping/tracking purposes.

REMINDER:

1. You must click the button labeled “Add Remarks” after making your comments.
2. Once added, it is not possible to change/delete your comments.

Step 6: Click Here

Step 7: Submit the Time Card by clicking this button.

The “Start Time” field edits will save after you have clicked the button labeled “Submit for Approval”. The “Clock In” time, however, will remain at its original time. This is strictly for reporting and tracking purposes, and is by design. The employee in this example will be paid for working 1:00pm – 7:46pm.

Time Card

Name: **Tevin** Employee #: **2871** Hours: **12A-12A**
 Assignment: **UMPIRE** Rank: **CIVILIAN** Days Off: **Mon/Tue/Wed/Thu/Fri/Sat/Sun**

Start Date: 11/4/2014 Start Time: 13:00
 End Date: 11/4/2014 End Time: 19:46

Clock In Time: 11/4/2014 1:17 PM
 Clock Out Time: 11/4/2014 7:46 PM
 Status: **Supervisor Modified**

Cancel Form

Approvals
 Supervisor: System Administrator 11/4/2014 Approved Disapproved

Remarks
 System Administrator 11/4/2014: Tevin was here at 1:00 and just forgot to clock in.

This status change will indicate to the employee that the supervisor modified one or both of his/her times. The “Clock In” and “Clock Out” times will show the employee what the original times were.

Both the schedule and timesheet automatically update once you click the button labeled “Submit for Approval”.

	← Previous Week	← Previous Day	November 2014							Next Day →	Next Week →
Recreation Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
	11/02/2014	11/03/2014	11/04/2014	11/05/2014	11/06/2014	11/07/2014	11/08/2014				
Hanna	OFF	OFF	OFF	OFF	OFF	OFF	OFF				
Tevin	OFF TC 1A-8A	OFF TC 2P-10:30P	OFF TC 1P-7:46P	OFF	OFF	OFF	OFF				

TEVIN Hours Pay

Date	Start	End	Regular	Vacation	Sick	Personal	Holiday Leave	Workers Comp	Overtime	Holiday Banked	Holiday Pay	Sick Payout	Vacation Payout	Biweekly Stipend
11/2/2014			7											
11/3/2014			8.5											
11/4/2014			6.75											

7.3 Time Card Errors: The Employee Clocked Out, but Never Clocked In

If an employee does not realize they did not clock in until he/she clocks out, they will see the following error on the time clock:



As the error suggests, a Time Card form was automatically generated.

Step 1) Edit the Start Time (and date if necessary).

Step 2) Approve the Time Card.

Step 3) Submit the Time Card.

Time Card

Name: **Tevin** Employee #: **2871** Hours: **12A-12A**
Assignment: **UMPIRE** Rank: **CIVILIAN** Days Off: **Mon/Tue/Wed/Thu/Fri/Sat/Sun**

Start Date: 11/4/2014 Start Time: 22:22
End Date: 11/4/2014 End Time: 22:22

Clock In Time: 11/4/2014 10:22 PM
Clock Out Time: 11/4/2014 10:22 PM
Start Time Suspect - Automatically clocked in when employee clocked out
Status: Unchanged

Cancel Form

Approvals
Supervisor:

Approved Disapproved

Remarks
 Add Remarks

Step 1: Adjust the field labeled "Start Time" (And the field labeled "Start Date" if necessary).

Note: There was no auto approval signature to clear.

Step 2: Approve the Time Card.

Step 3: Submit the Time Card.

As with the rest of the edited Time Cards, the status changes to "Supervisor Modified", also the "Clock In" and "Clock Out" dates and times remain as they were originally.

Time Card

Name: **Tevin** Employee #: **2871** Hours: **12A-12A**
Assignment: **UMPIRE** Rank: **CIVILIAN** Days Off: **Mon/Tue/Wed/Thu/Fri/Sat/Sun**

Start Date: 11/4/2014 Start Time: 09:22
End Date: 11/4/2014 End Time: 22:22

Clock In Time: 11/4/2014 10:22 PM
Clock Out Time: 11/4/2014 10:22 PM
Status: Supervisor Modified

Cancel Form

Approvals
Supervisor: System Administrator 11/4/2014 Approved Disapproved

8.0 Leave Banks

You can use the Leave Banks link to view your own leave banks, and to view leave banks for other employees. Please see the Leave Banks section in the Employee Reference Guide for additional information.

9.0 Reports

You can use the Reports link to view whatever reports have been configured for your system. There are typically two reports that are automatically included:

Timesheet Report – Shows you the status of all of the timesheets for a given pay period.

Forms Report – Allows you to create ad-hoc reports for all forms.

Appendix A

These are additional forms that may or may not be available to all Supervisors.

Leave Bank Adjustment – This form is used to manually add or subtract hours (positive amount adds, negative subtracts) from an employee's leave bank. It will offer you a choice from what leave banks an employee has. Remarks on this form will show up on the leave bank report. Depending on your business rules this form may or may not be available to all supervisors.

Overtime Scheduled – This form is used to schedule overtime for an employee. There also needs to be an Overtime form filled out once the overtime is worked for the employee to be paid or receive comp earned. This form is for schedule purposes only and does not affect the timesheets in any way

Pay Adjustment – Fill out this form to adjust an employee's pay. Select the type of pay adjustment and select the department and or pay code to charge the transaction to. Depending on your business rules this form may or may not be available to all supervisors.