TIME & ATTENDANCE MANUAL

Procedural Documentation for Charles County, MD

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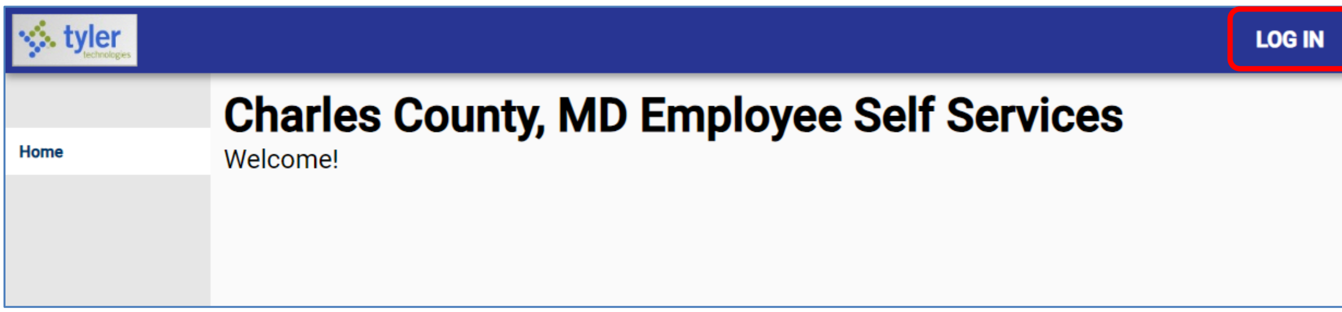
Accessing the Time & Attendance System

The Munis Time & Attendance system will be used to record time worked, submit and approve time-off requests, and approve timesheets. An employee can access the Time & Attendance System on a computer, iPad, or mobile device.

The Munis Time & Attendance (Timekeeping) system is accessed through the Employee Self Service portal (ESS).

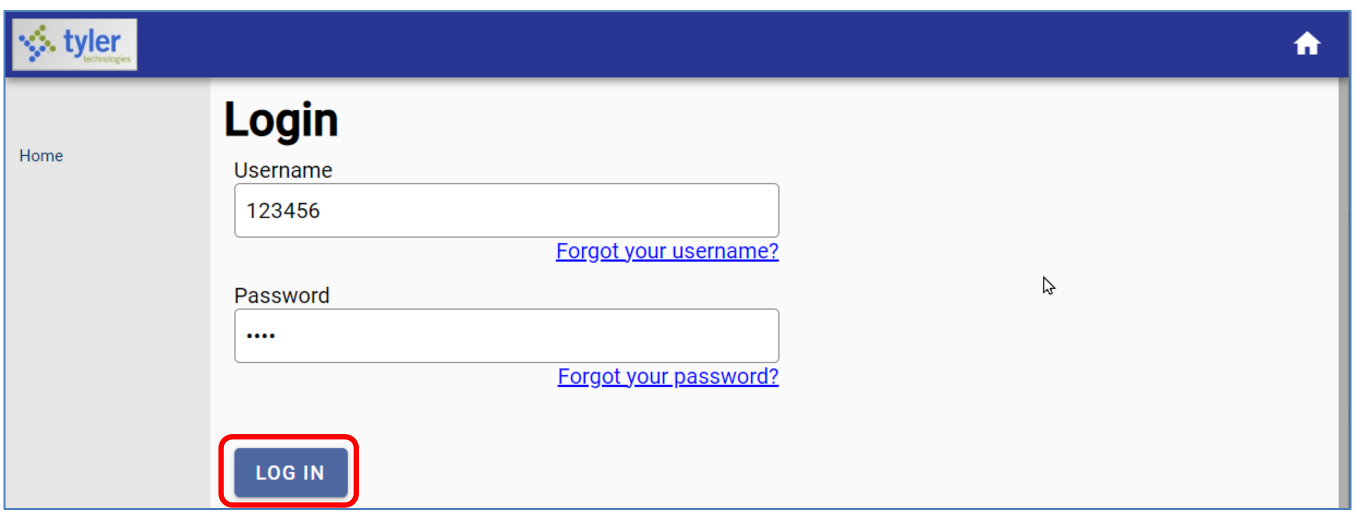
Employee Self Service portal

To access the Employee Self Service portal, navigate to https://charlescountymd.munisselfservice.com/ess/default.aspx from a computer workstation. In the top right corner of the page, click the LOG IN command.

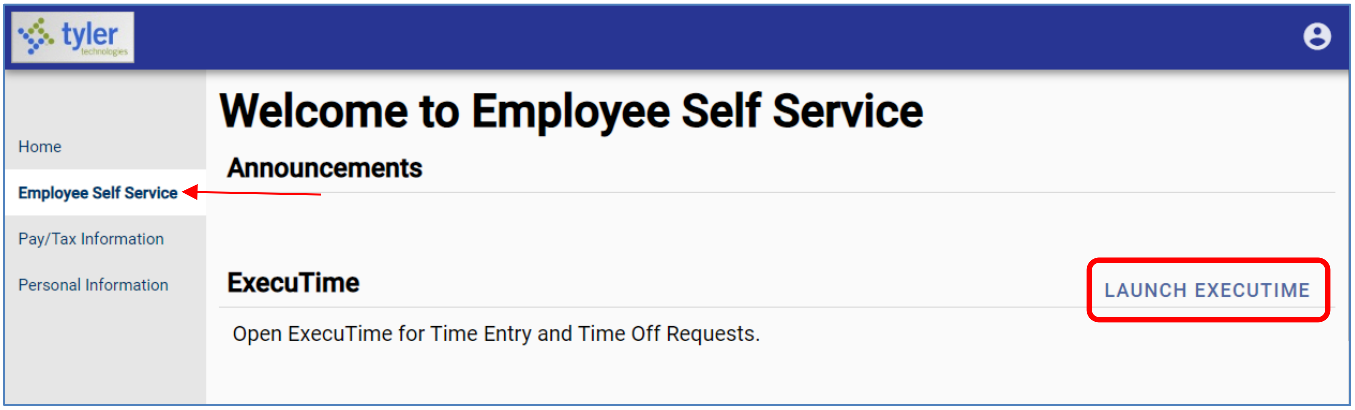


To login, the employee will enter their employee number into the Username field, as shown on the page below.

If this is the first time the employee has signed into ESS, the employee will enter the last 4 digits of their SSN into the Password field and click LOG IN. They will then be prompted to reset their password. The password must be 6 characters long, contain at least 1 numeric character, and at least 1 special character.

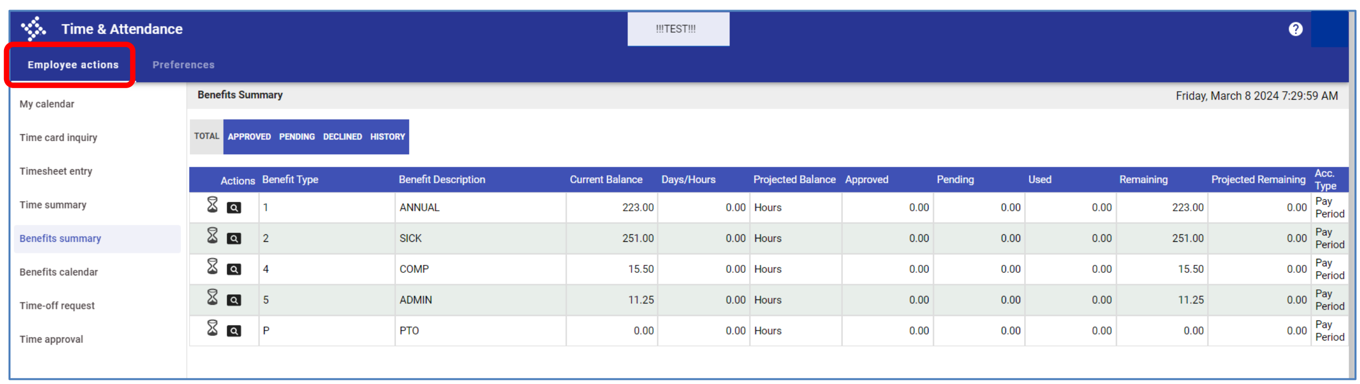


Once the employee has signed in, click the Employee Self Service option on the left-hand menu. This will take the employee to their personal landing page. From this screen the employee will click the LAUNCH EXECUTIME link.



Once the page loads the employee will be in the Timekeeping system (also known as ExecuTime). See page below.

NOTE: The screens depicted in this document may be different depending on the access level of the employee logged in. Employee, supervisor, and timekeeper views will vary.



Actions	Benefit Type	Benefit Description	Current Balance	Days/Hours	Projected Balance	Approved	Pending	Used	Remaining	Projected Remaining	Acc. Type
	1	ANNUAL	223.00	0.00	Hours	0.00	0.00	0.00	223.00	0.00	Pay Period
	2	SICK	251.00	0.00	Hours	0.00	0.00	0.00	251.00	0.00	Pay Period
	4	COMP	15.50	0.00	Hours	0.00	0.00	0.00	15.50	0.00	Pay Period
	5	ADMIN	11.25	0.00	Hours	0.00	0.00	0.00	11.25	0.00	Pay Period
	P	PTO	0.00	0.00	Hours	0.00	0.00	0.00	0.00	0.00	Pay Period

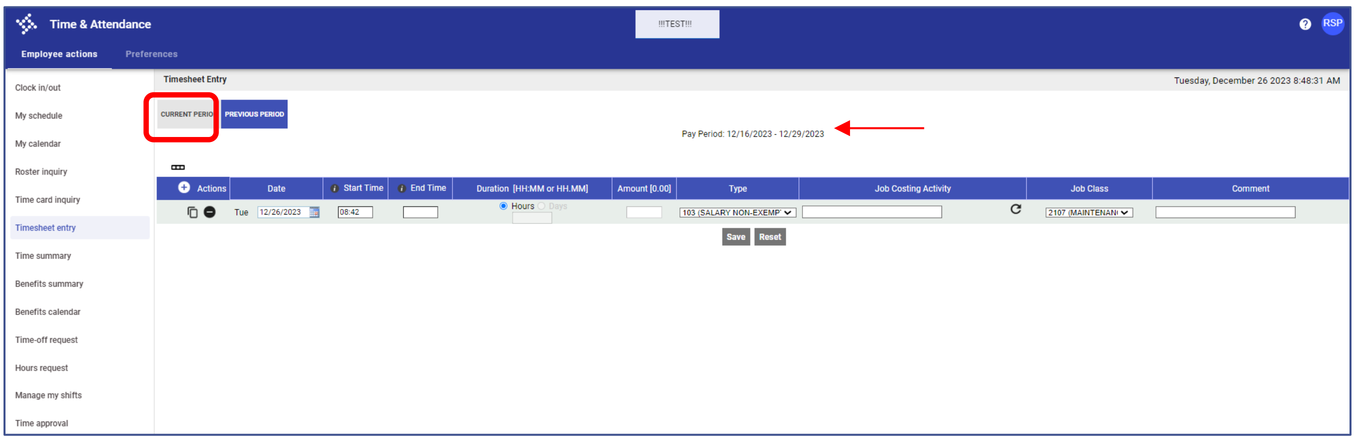
Employee Actions > Timesheet Entry

Employees who record time worked into a timesheet will use the Timesheet Entry option under Employee Actions.

Employees entering, reviewing, and approving timesheets must pay special attention to which Pay Period is selected. Screens will automatically default to CURRENT PERIOD based upon today's date, as depicted in the screenshot below. The center of the screen will show the date range of the pay period.

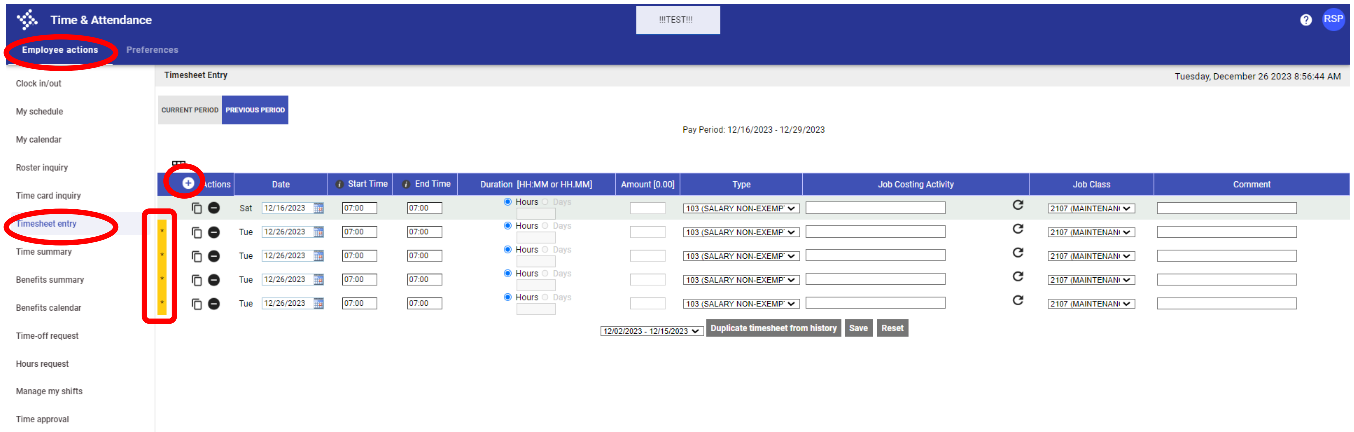
If the employee needs to access their timesheet from the PREVIOUS PERIOD which has not yet been updated to the Payroll system, they can do so by clicking on the PREVIOUS PERIOD tab and the page will reload.

In the example below, we are viewing the timesheet for the current period of 12/16/2023-12/29/2023.



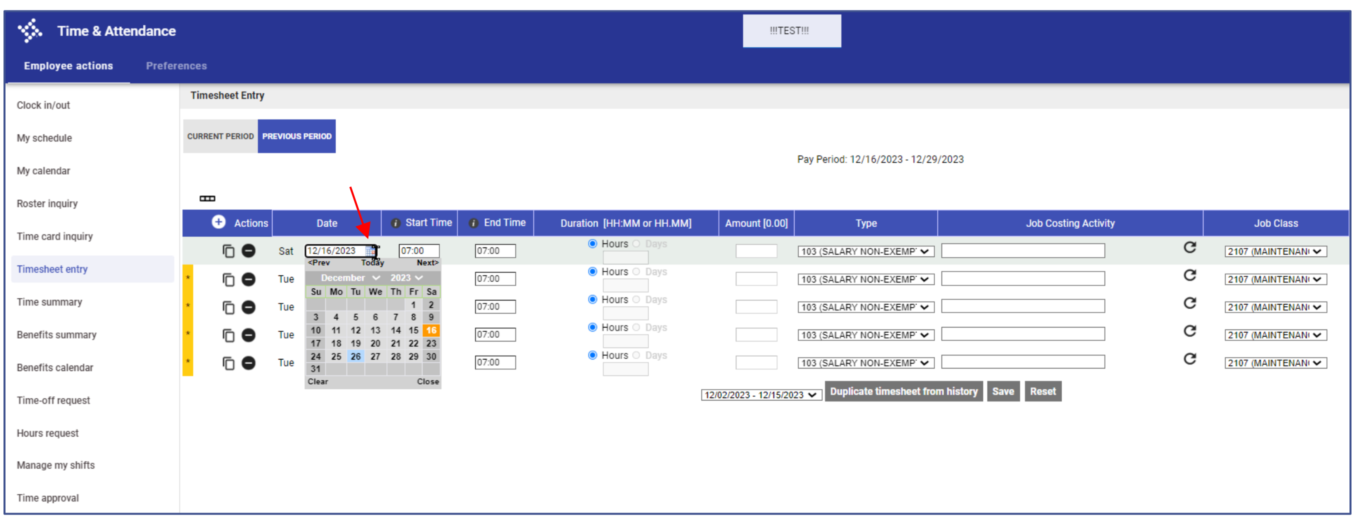
To start entering time worked, under Employee Actions, click on Timesheet Entry and click the Add icon (+) at the top of the Actions column. This will add additional lines to the Timesheet. This command can be clicked multiple times to add multiple lines at one time.

Lines that have been added, but not saved, will be marked with a *.



By default, the Date will be set to today's date. Both Start Time and End Time will default to 7:00. Dates and times can be modified for each day worked.

To modify the date of a timesheet line, click on the Calendar icon located to the right of the date field. This will open a calendar from which the desired date can be selected. Dates can also be manually entered into the date field. If manually entered, dates must be input in MM/DD/YYYY format (e.g., 12/26/2023).



Once the work dates have been populated, the amount of time worked for the day must be specified.

Non-exempt employees will need to enter times in the Start Time and End Time columns. The amount of time worked will be calculated by the system.

Exempt employees will enter the actual time worked under the Duration column.

NOTE: Some pay codes (e.g., Holiday) are configured to only enter a total time in the Duration column, regardless of the employee's exemption status.

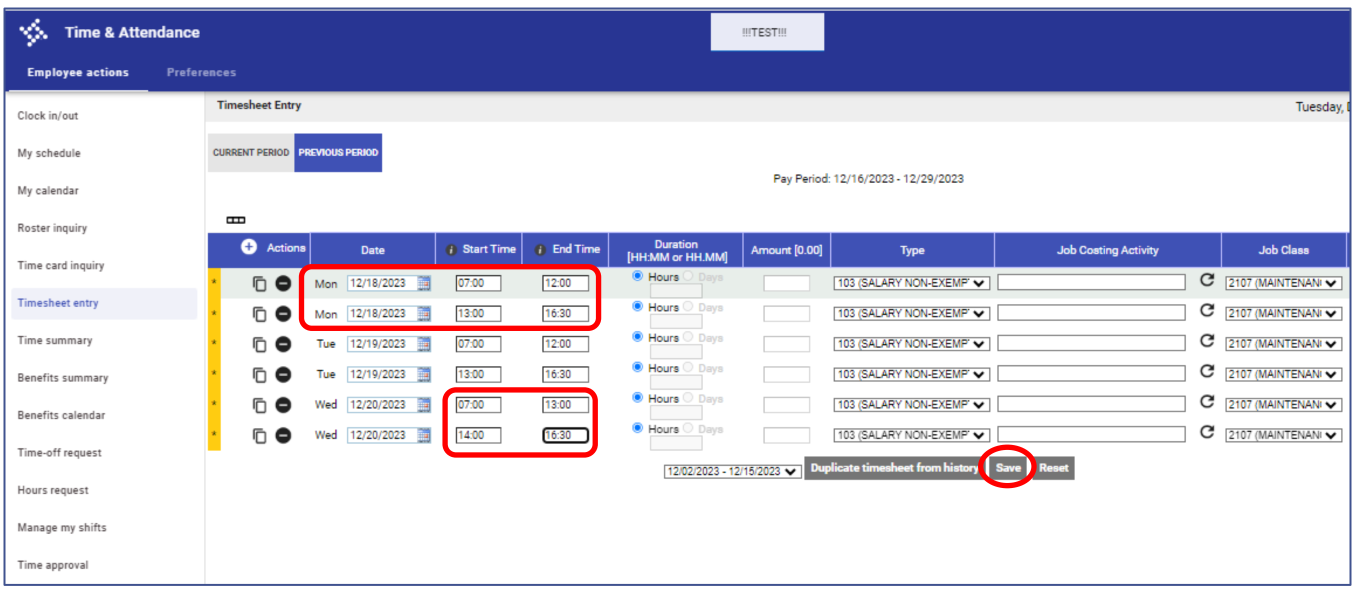
Multiple lines can be added for the same date. This may be necessary to record a break during the day (e.g., lunch, personal appointment, etc.) or a call back after a standard shift.

Time must be entered based upon a 24-hour clock (aka Military Time).

> 08:00 = 8:00 AM
> 11:55 = 11:55 AM
> 13:00 = 1:00 PM
> 16:30 = 4:30 PM
> 18:10 = 6:10 PM

In the example below, two transactions have been entered for each day with a lunch break. On 12/20/2023 the employee did not take their break until 13:00

Once the data has been entered, the employee must click the Save command to record the time entered.



*If this page is navigated away from without clicking Save, all * lines will be lost. The employee must make sure to click Save changes before leaving the Timesheet Entry page.*

Once saved, a timesheet can still be updated if needed.

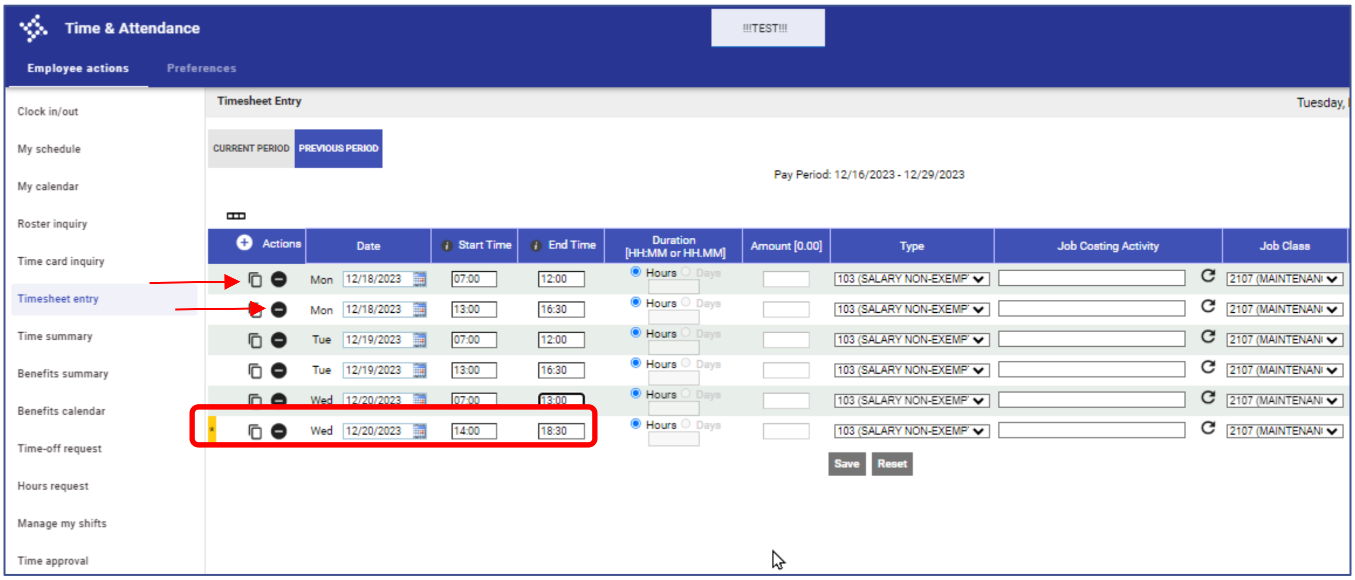
- If the timesheet was previously partially or fully approved, then a subsequent update will reset the approval workflow, requiring both the employee and their assigned approver(s) to re-approve.

Once a pay period has been processed by Payroll, timesheet edits are no longer allowed.

Clicking the Duplicate icon ( ) icon in the Action column will delete the line.

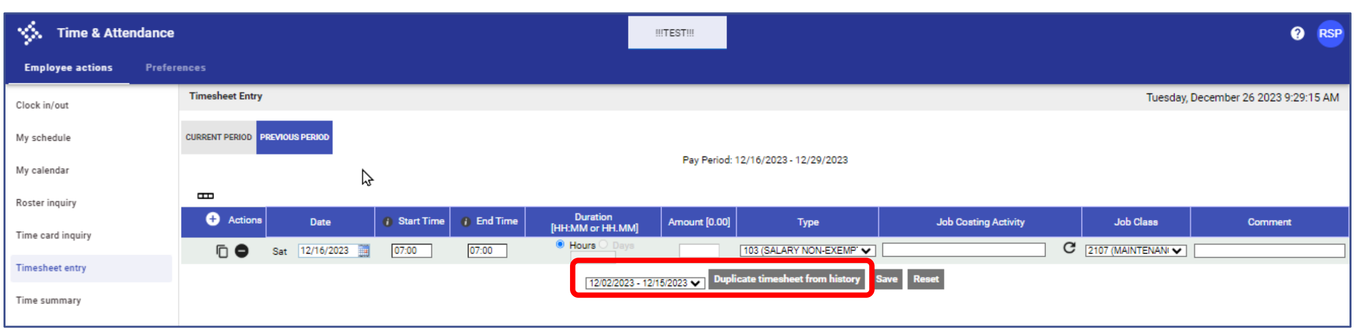
Clicking the Delete icon ( ) in the Action column will delete the line.

In the example below, the End Time for 12/20/2023 was updated from 16:30 to 18:30. The line is showing a * because the change has not been saved yet.

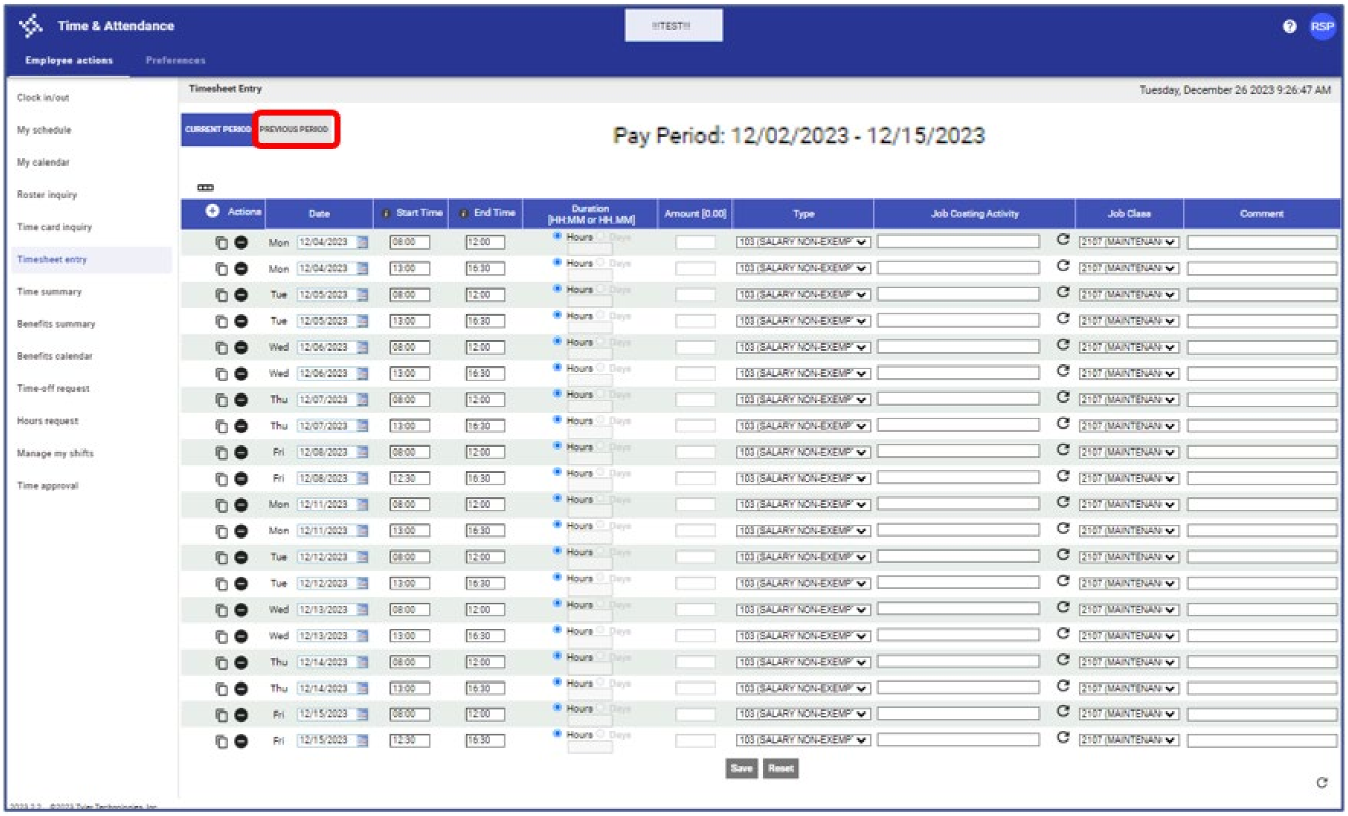


Duplicate Timesheet

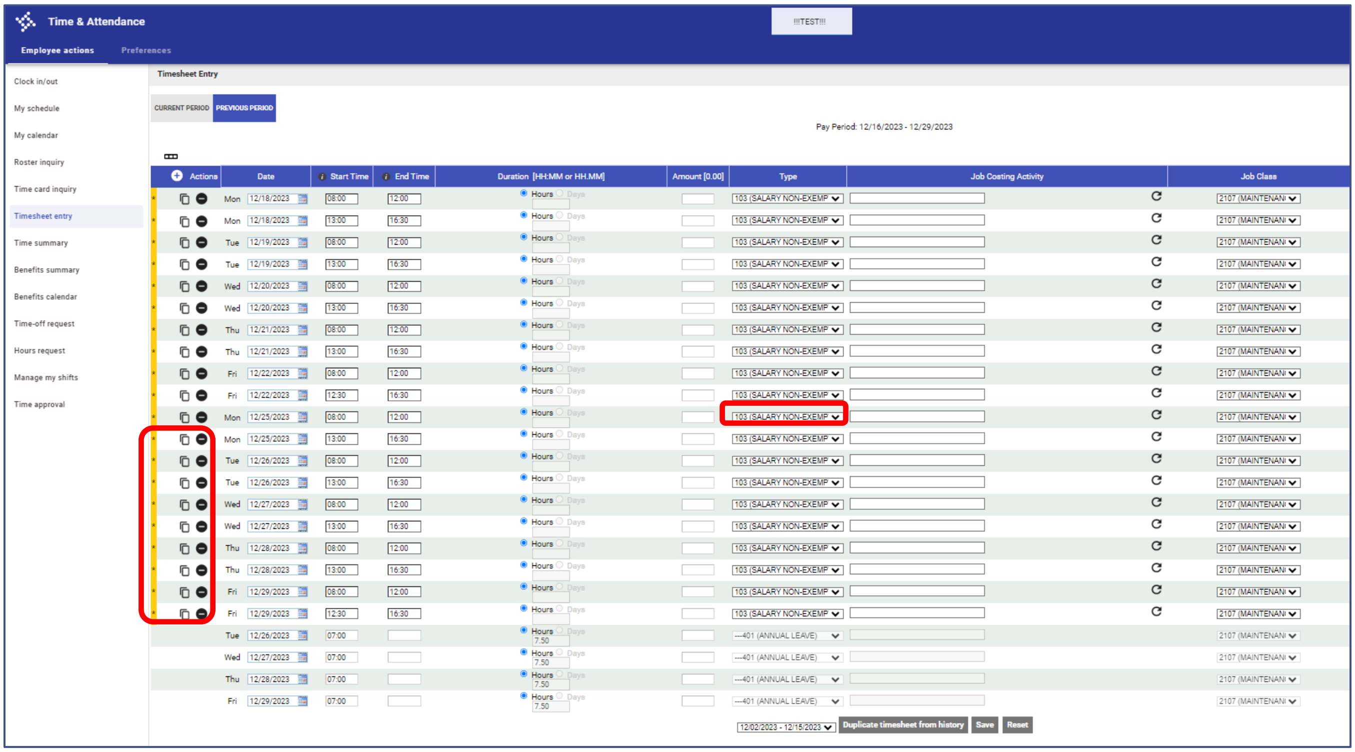
Instead of entering each day at a time, employees also have the option to duplicate previous timesheets. On the screenshot below, the employee can click the Duplicate Timesheet from History button to duplicate a prior period timesheet. By default, the system will pull forward the previous period timesheet, but historic periods can be selected by clicking the drop down.



In the example below, the employee duplicated the previous period's timesheet (12/02/2023-12/16/2023.) The Duplicate Timesheet from History option pulled the previous period's timesheet into the current period. The information can then be modified and saved as needed.

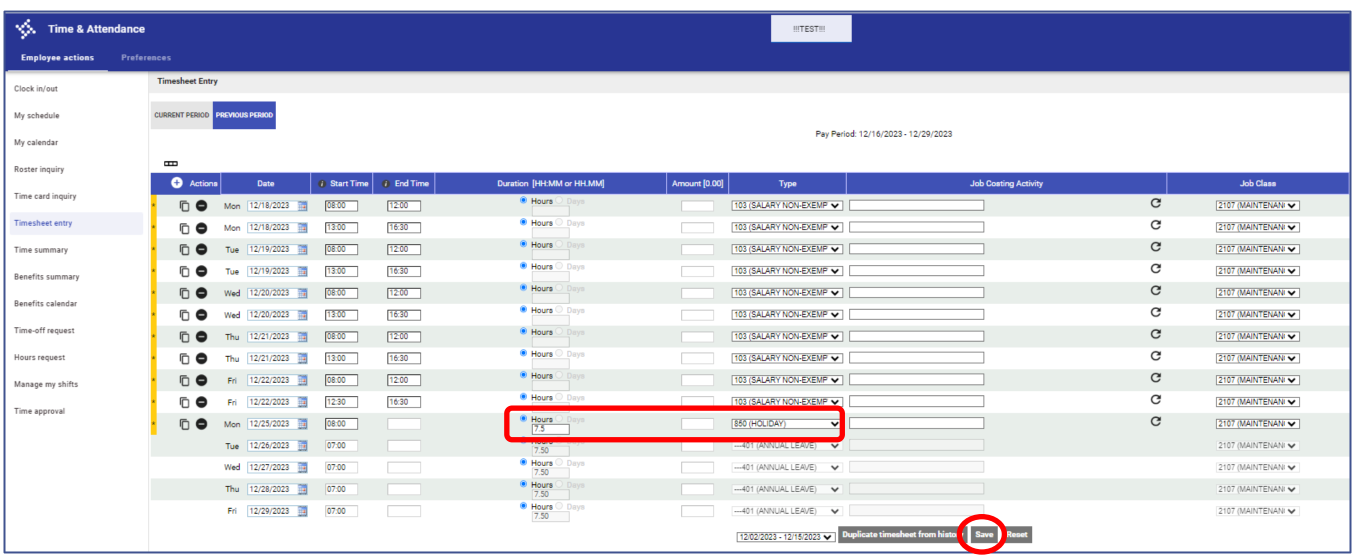


The system automatically populates the timesheet with approved leave requests. In the example below, the employee had approved annual leave for 12/26-12/29.



When entering a holiday (e.g., 850 – Holiday Pay as shown below), both exempt and non-exempt employees will enter the appropriate total time under the Duration column. Start Time and End Time are not used for holidays.

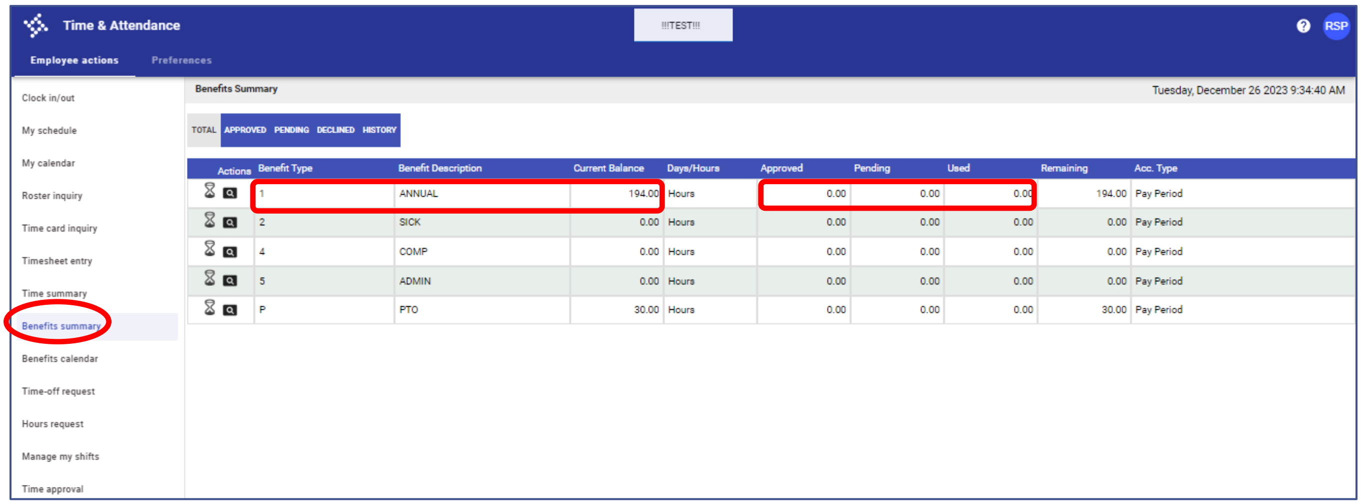
Once fully populated, clicking the Save button will move this timesheet to the Time Approval stage.



Employee Actions > Time-Off Requests

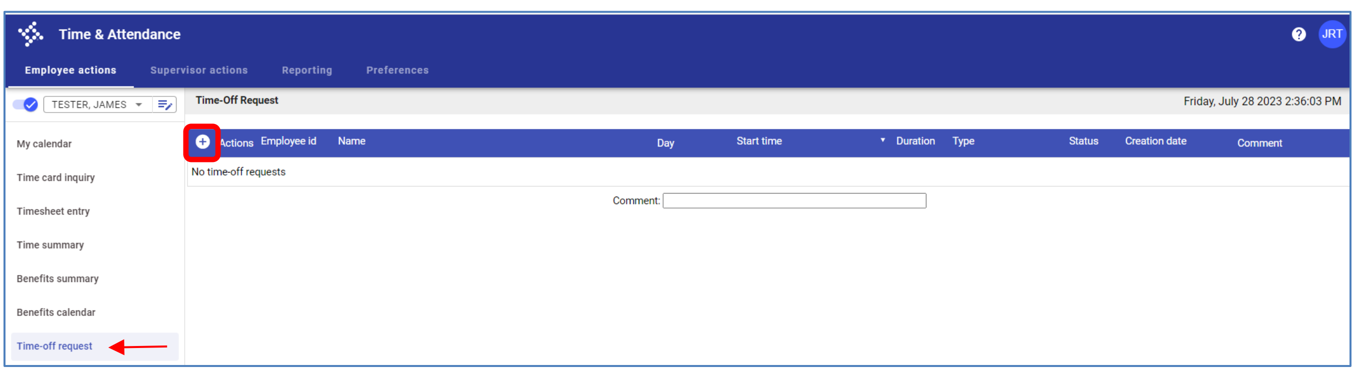
Time-off requests will be entered through the Timekeeping module.

The Benefit Summary option on the left-hand side menu allows an employee to view the summary balance for each leave type. In the example below, the employee has 194.00 hours of ANNUAL leave with nothing approved, pending, or used.



As shown below, to enter a Leave Request, an employee must click on the Time-off Request option on the left-hand side menu under Employee actions. From here, new requests can be entered, and historic ones can be viewed.

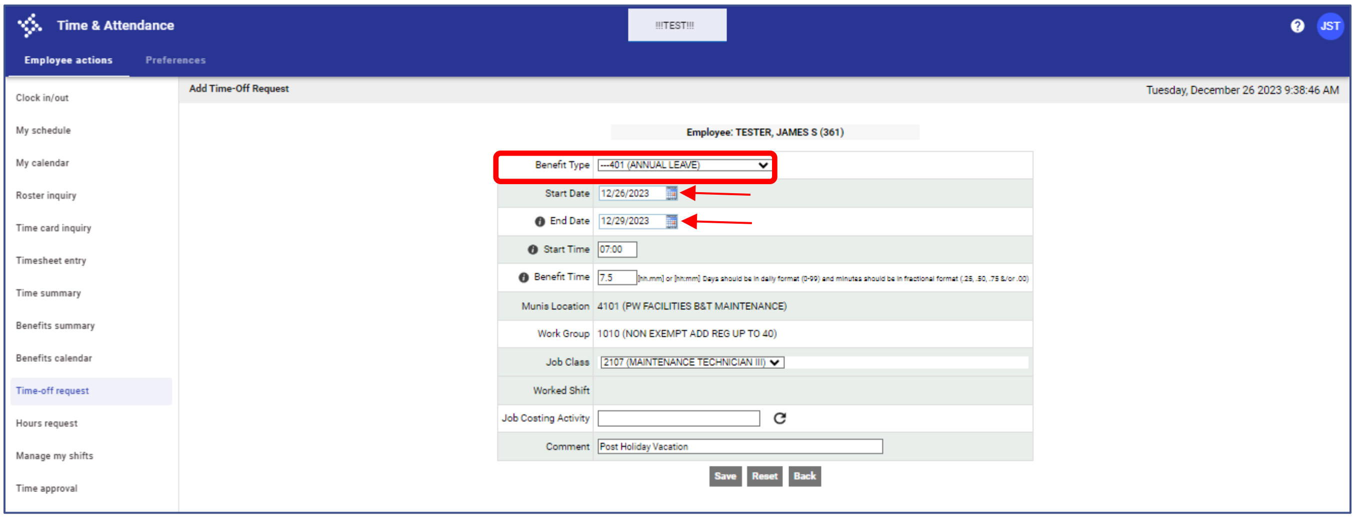
To create a new request, the employee must click the Add Action icon (+).



When adding a new time-off request, the Benefit Type dropdown determines the type of leave being requested. In this example below, a weeklong request of Annual Leave will be entered.

Click the Calendar icon next to the Start Date and End Date fields to enter the date range of the request. A date can also be manually entered. Manually entered dates must be input in MM/DD/YYYY format (e.g. 12/01/2023.)

When entering a single day request, the End Date is not required.
When entering a multi-day request, the End Date must be populated.



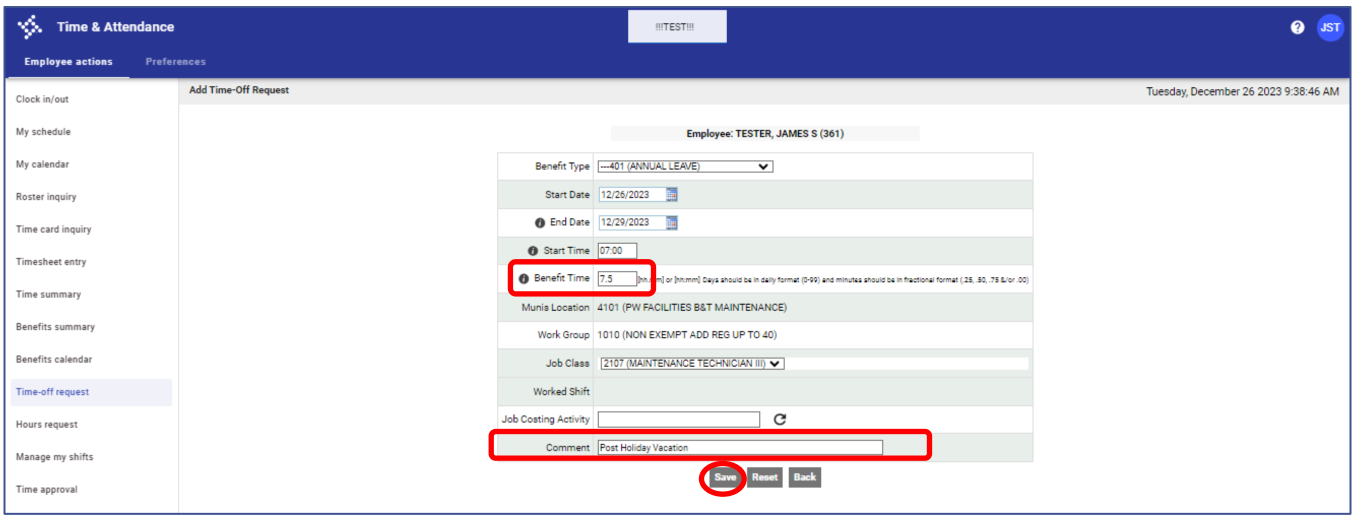
In the example below, the request is starting on 12/26/2023 and is ending on 12/29/2023. This is a total of 4 days.

Enter the amount of leave requested PER DAY in the Benefit Time field. In the example below, a benefit amount of 7.50 hours was entered for a date range of 4 days. The system will save this as a total of 30.00 hours.

Job Costing Activity is only used if the leave has been designated as FMLA. To select FMLA, the employee would click the icon and select FMLA from the drop down.

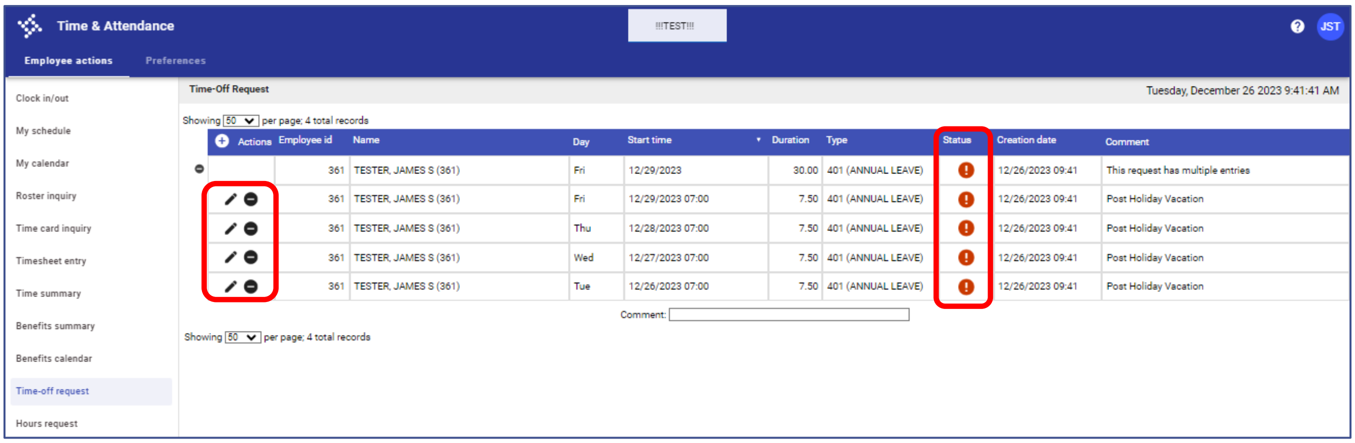
The Comment field is optional. If a comment is entered, it will be visible to both the employee and the approver.

Once all the required fields have been populated, click the Save button to submit for approval.

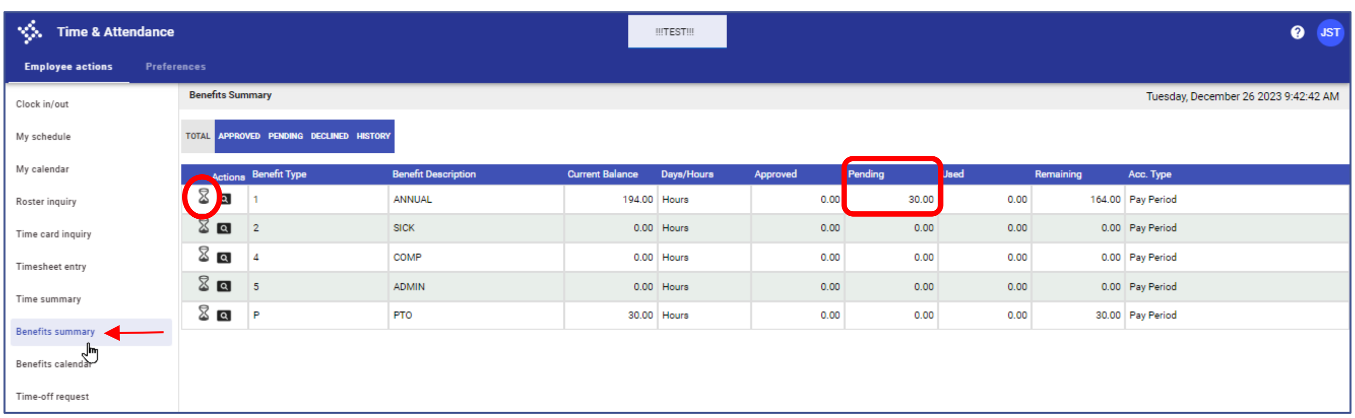


As shown below, once the request has been saved and submitted it will be displayed in the Time-Off Request screen with a Pending Approval status. When the request has been approved, the Status icons will update from a red exclamation to a green checkmark.

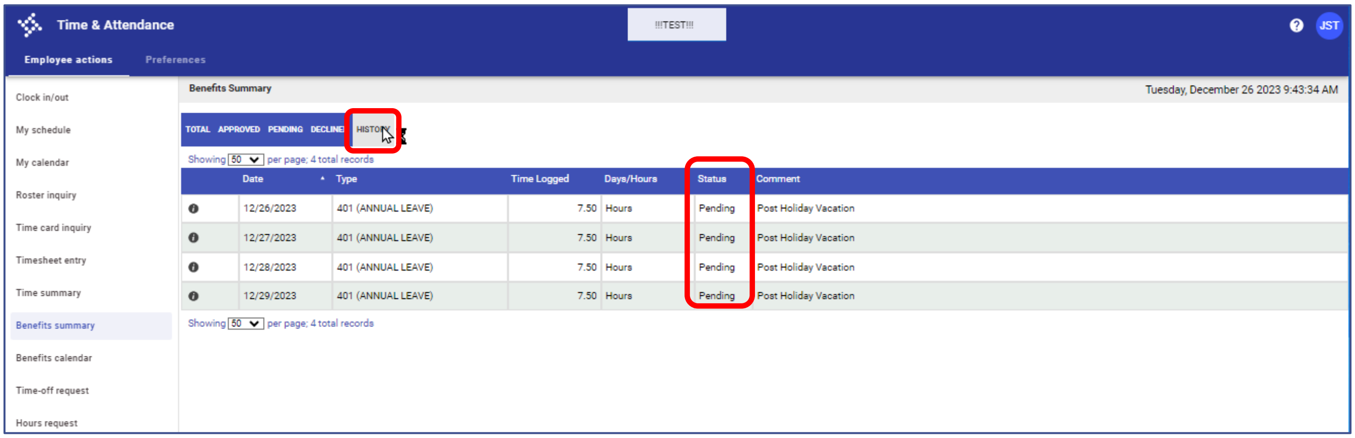
If needed, the employee can modify or delete a Pending Approval request by clicking the pencil or delete icon in the Actions column.



As shown below, once submitted, the pending request can be viewed under Benefit Summary. In this example the Pending column shows the 30.00 hours of Annual Leave. Clicking the Hourglass icon () in the Actions column will pull up the History tab for the Annual Leave type. This can be used to review future and historic requests.

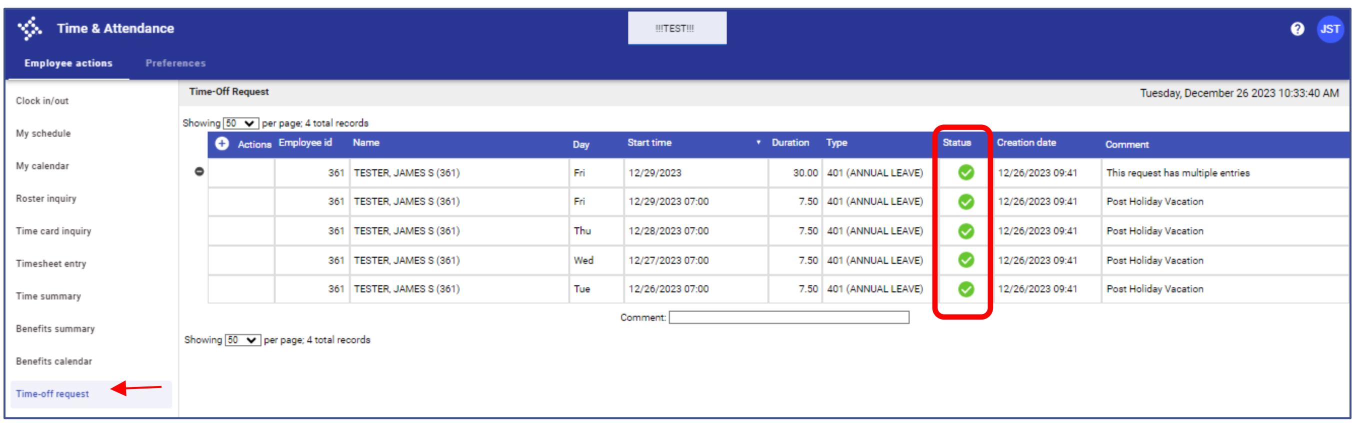


The HISTORY tab in Benefits Summary will show all history for the leave types, as shown below. This can be used by both the employee and their approver to review how much time has been requested.



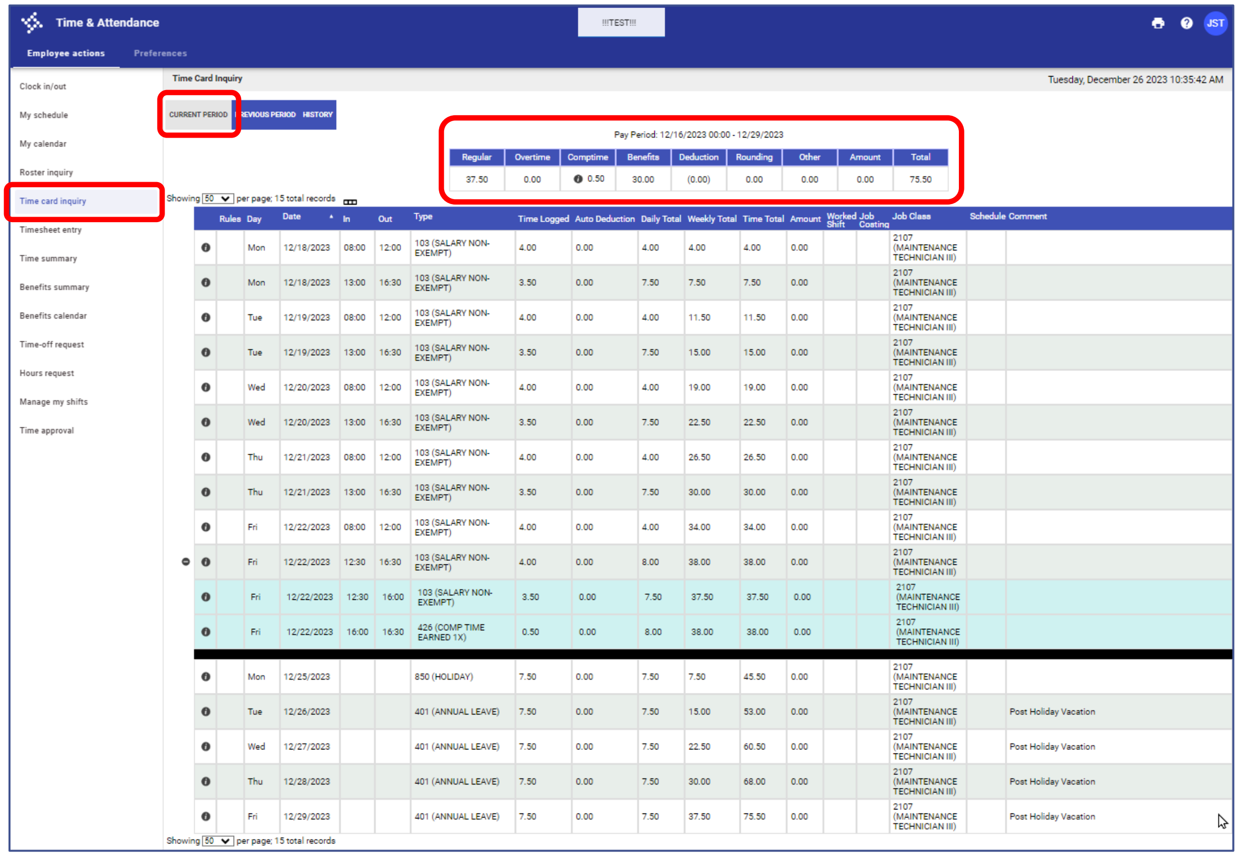
Once the pending request is approved, the employee will see the status updated to a green checkmark, as shown below.

- An approved time-off request cannot be edited or deleted by the requesting employee.
- If an approved time-off request needs to be changed, the approver must reset the request.

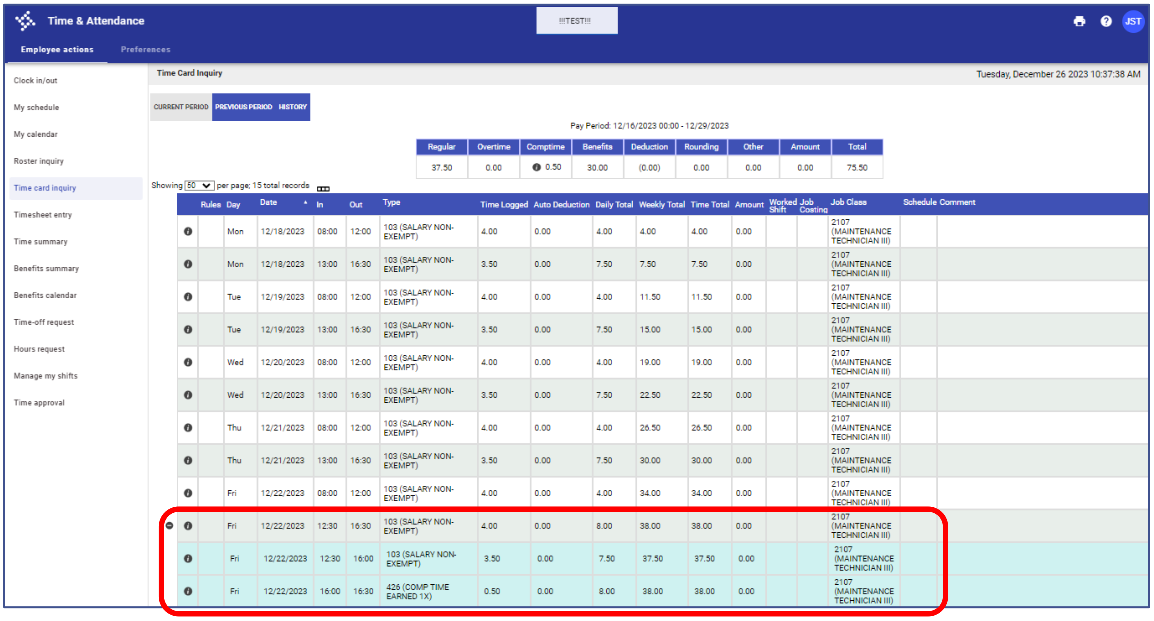


Employee Actions > Time Card Inquiry

After an employee has entered their timesheet through Timesheet Entry, they can use the Time Card Inquiry option to view what was entered. As shown below, the Time Summary bar at the top of the page will provide the employee with a total of each type of hour.



When an employee works more than their scheduled hours, the system will automatically break out the times as shown in the example below. In this example, the afternoon shift of 4.00 is broken into 3.50 hours of Pay Type 103 (Salary Non-Exempt) and 0.50 hours of Pay Type 426 (Comp Time Earned.)



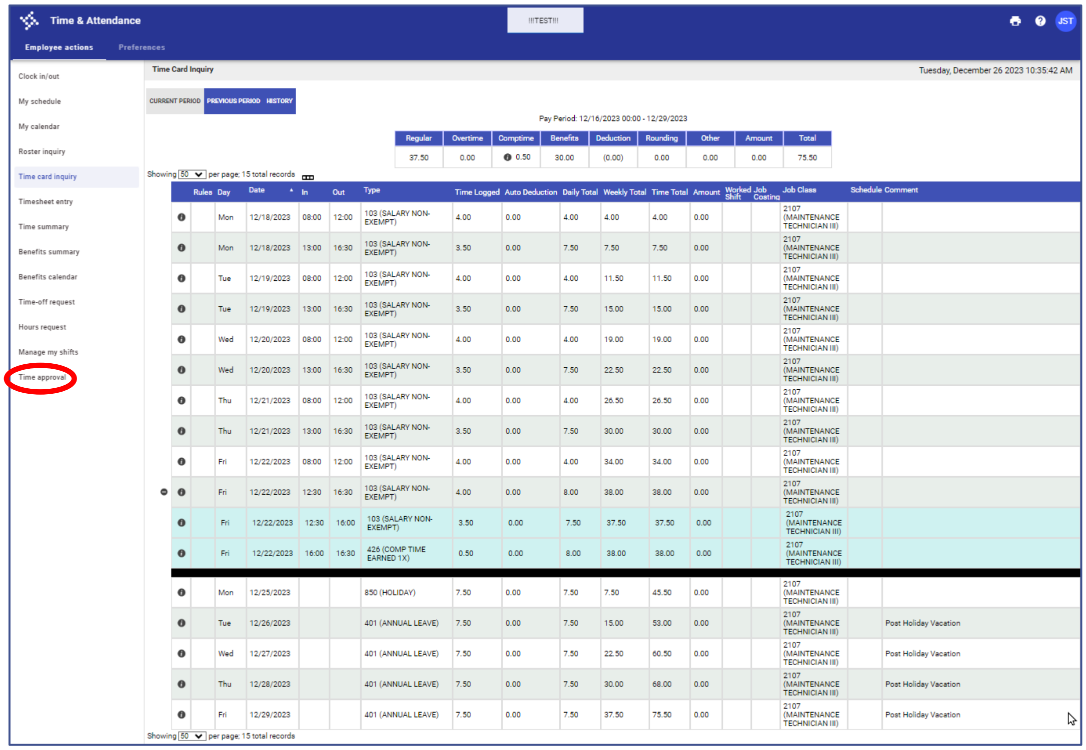
Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Amount	Total
37.50	0.00	0.50	30.00	(0.00)	0.00	0.00	0.00	75.50

Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Weekly Total	Time Total	Amount	Worked Shift	Job Costing	Job Class	Schedule	Comment
	Mon	12/18/2023	08:00	12:00	103 (SALARY NON-EXEMPT)	4.00	0.00	4.00	4.00	4.00	0.00			2107 (MAINTENANCE TECHNICIAN III)		
	Mon	12/18/2023	13:00	16:30	103 (SALARY NON-EXEMPT)	3.50	0.00	7.50	7.50	7.50	0.00			2107 (MAINTENANCE TECHNICIAN III)		
	Tue	12/19/2023	08:00	12:00	103 (SALARY NON-EXEMPT)	4.00	0.00	4.00	11.50	11.50	0.00			2107 (MAINTENANCE TECHNICIAN III)		
	Tue	12/19/2023	13:00	16:30	103 (SALARY NON-EXEMPT)	3.50	0.00	7.50	15.00	15.00	0.00			2107 (MAINTENANCE TECHNICIAN III)		
	Wed	12/20/2023	08:00	12:00	103 (SALARY NON-EXEMPT)	4.00	0.00	4.00	19.00	19.00	0.00			2107 (MAINTENANCE TECHNICIAN III)		
	Wed	12/20/2023	13:00	16:30	103 (SALARY NON-EXEMPT)	3.50	0.00	7.50	22.50	22.50	0.00			2107 (MAINTENANCE TECHNICIAN III)		
	Thu	12/21/2023	08:00	12:00	103 (SALARY NON-EXEMPT)	4.00	0.00	4.00	26.50	26.50	0.00			2107 (MAINTENANCE TECHNICIAN III)		
	Thu	12/21/2023	13:00	16:30	103 (SALARY NON-EXEMPT)	3.50	0.00	7.50	30.00	30.00	0.00			2107 (MAINTENANCE TECHNICIAN III)		
	Fri	12/22/2023	08:00	12:00	103 (SALARY NON-EXEMPT)	4.00	0.00	4.00	34.00	34.00	0.00			2107 (MAINTENANCE TECHNICIAN III)		
	Fri	12/22/2023	12:30	16:30	103 (SALARY NON-EXEMPT)	4.00	0.00	8.00	38.00	38.00	0.00			2107 (MAINTENANCE TECHNICIAN III)		
	Fri	12/22/2023	12:30	16:00	103 (SALARY NON-EXEMPT)	3.50	0.00	7.50	37.50	37.50	0.00			2107 (MAINTENANCE TECHNICIAN III)		
	Fri	12/22/2023	16:00	16:30	426 (COMP TIME EARNED 1X)	0.50	0.00	8.00	38.00	38.00	0.00			2107 (MAINTENANCE TECHNICIAN III)		

Employee Actions > Time Approval

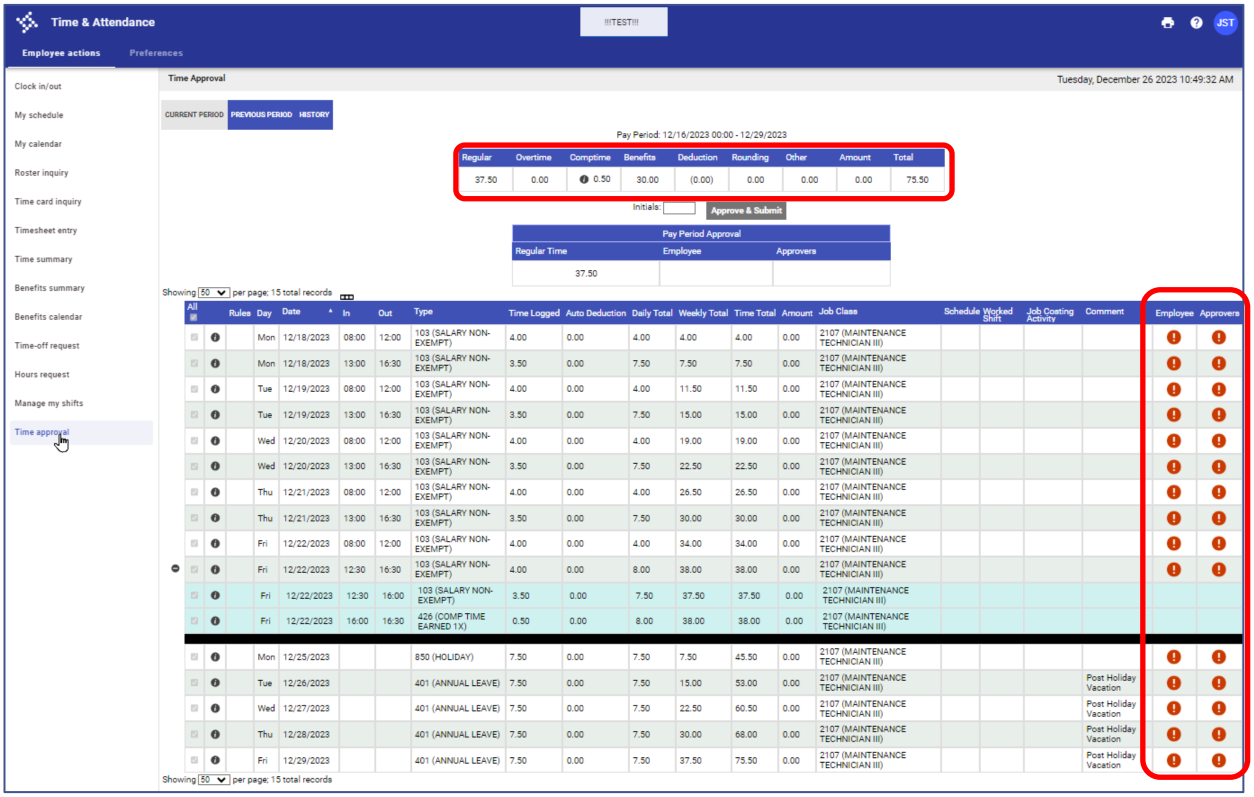
Time Approval provides the ability for an employee to approve their timesheet once they have entered and reviewed all their work and time-off hours.

Below is an example of an employee timesheet. To approve this timesheet, the employee must click on the Time Approval menu option on the left-hand side menu.

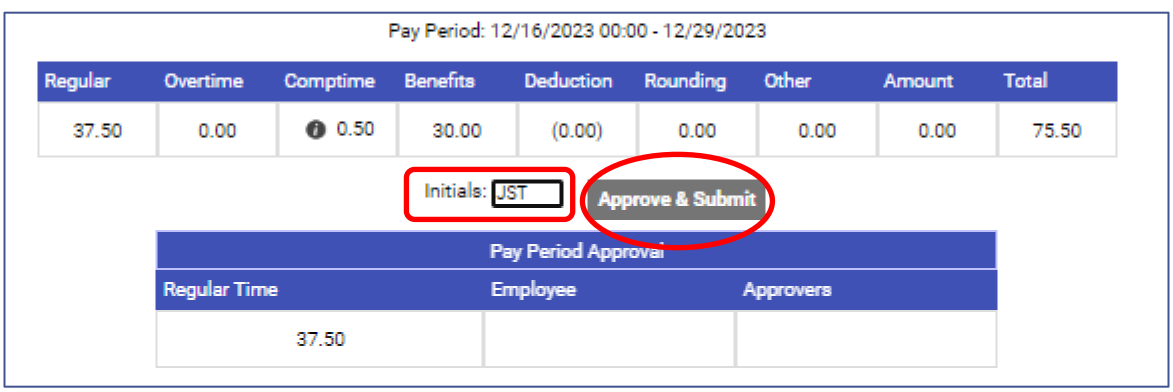


The Time Approval page will display a detailed view of hours entered, as shown below. The Time Summary Bar will provide pay period totals broken out by pay type.

The Employee and Approver column on the right side of the table will show the approval status. In the example below, neither the employer nor their approver have approved any of the entries.

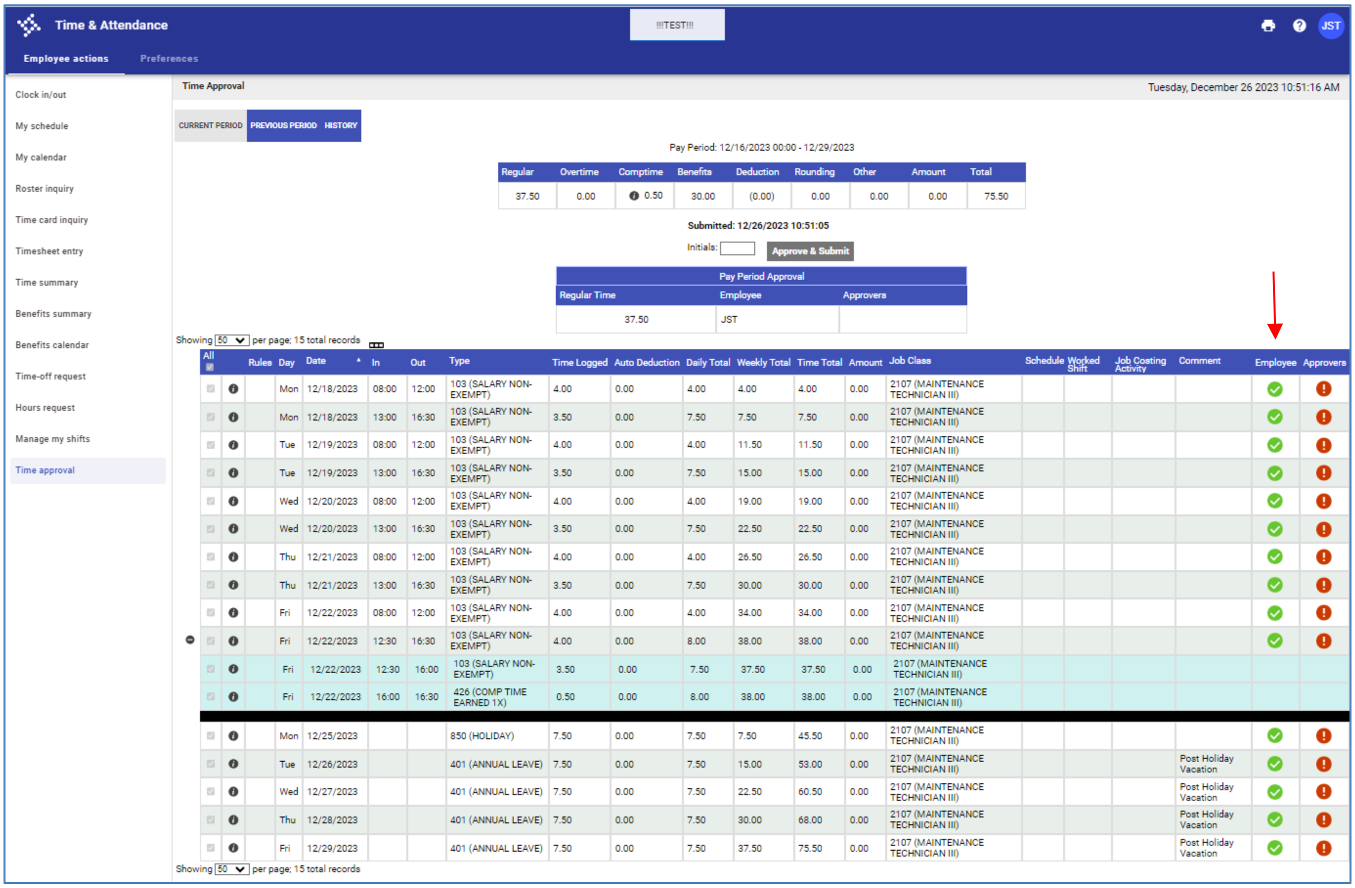


After final review, the employee should enter their initials into the Initials field and click the Approve & Submit button, as shown below.



The Approve & Submit button will update the Employee level approval column to green checkmarks for all lines selected.

Any edits to an approved timesheet will need to be re-approved.



Supervisor & Timekeeper Actions and Filters

Supervisors and Timekeepers will have access to the Supervisor Actions tab at the top of the screen, as shown below. This tab will give access to programs that allow tracking, reporting, management, and approval of multiple employees.

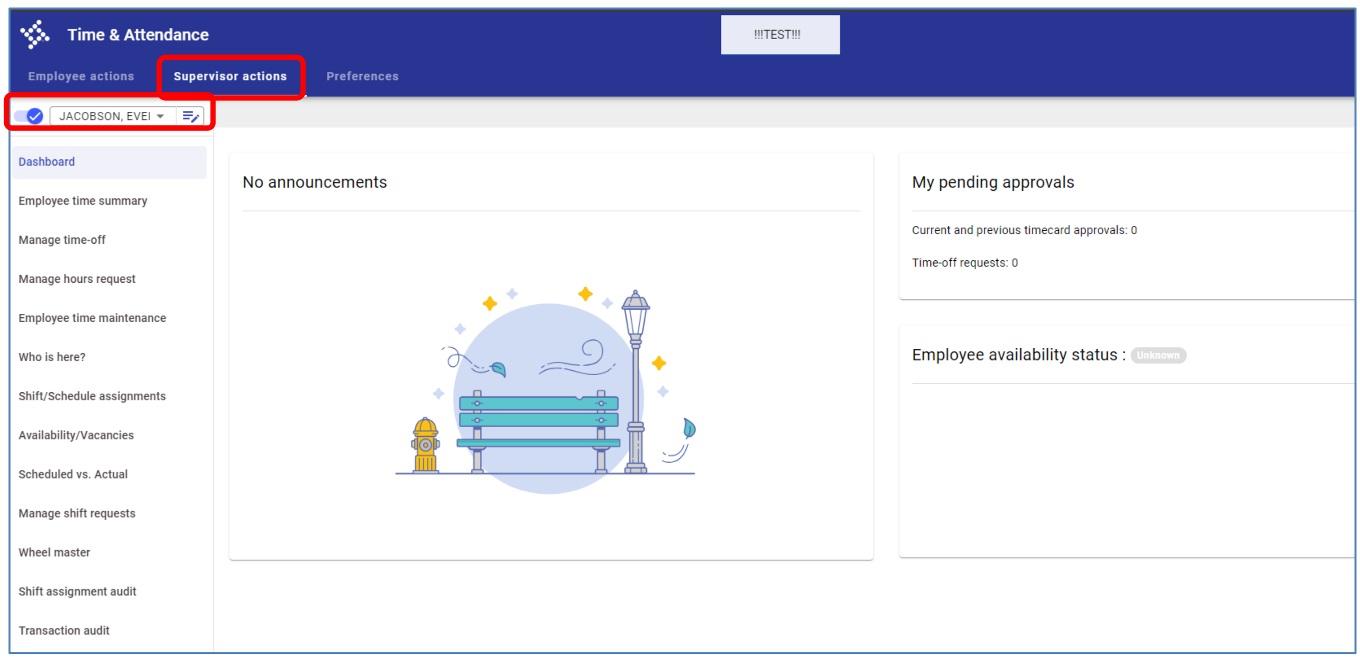
When a Supervisor or Timekeeper is working on their own personal time entry or leave requests, the checkmark in the Employee Filter Box 

must be on (set to blue).

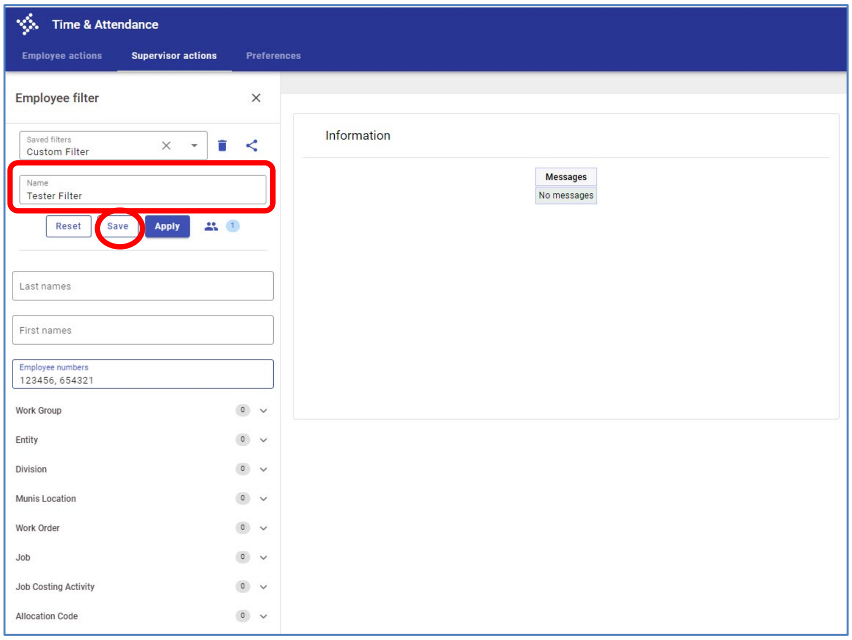
When a Supervisor or Timekeeper is working on their associated employees' time entry or leave requests, the checkmark must be turned off.

To move between working as a supervisor/timekeeper to an employee, the user can toggle the Employee Filter Box selection on and off.

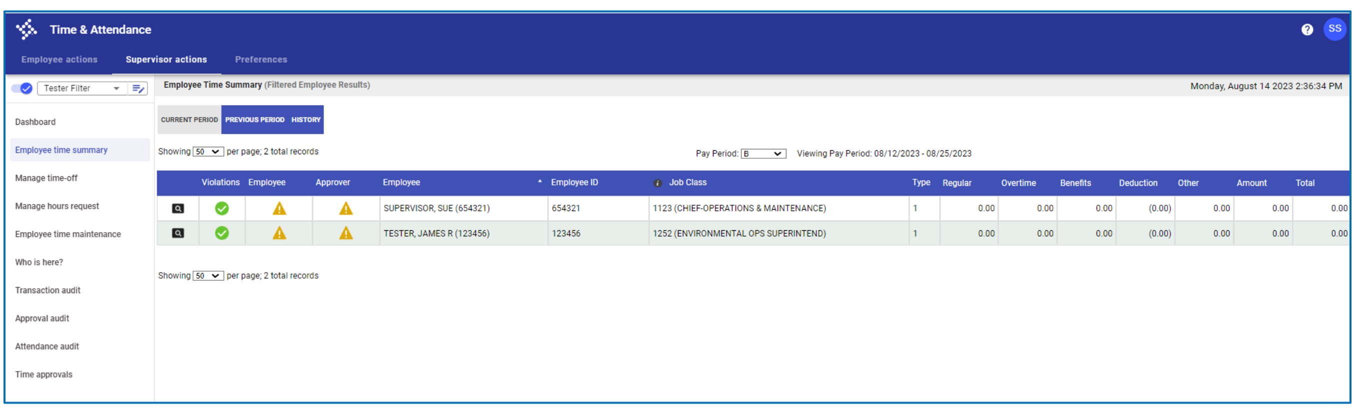
The Employee Filter drop down will allow the approver to control which employees will display. Users can create as many employee filters as needed.



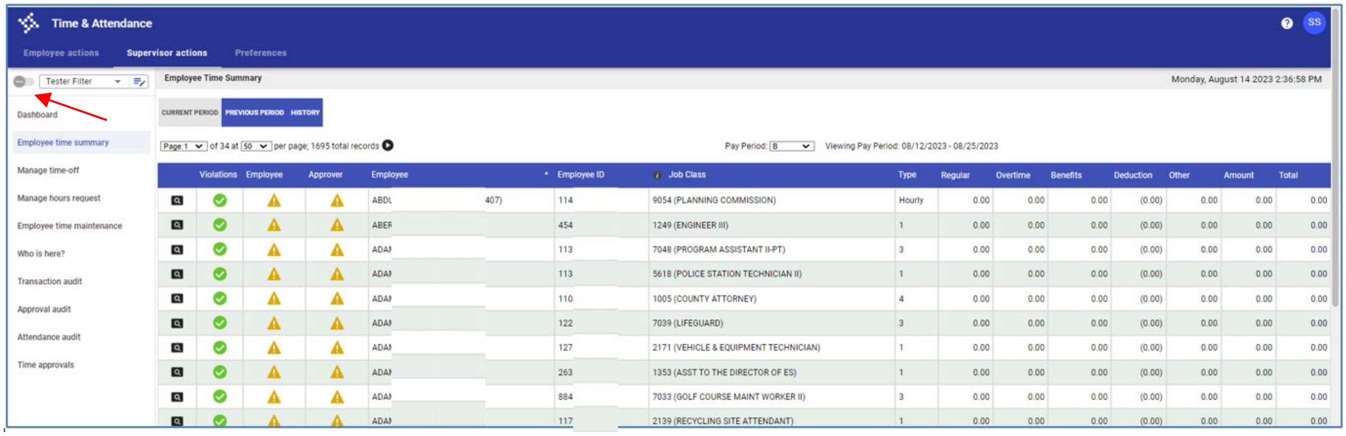
To create a filter, click the Edit icon ( )in the Employee Filter section. In the example below, a filter has been built based upon an employee number. Enter as many employee numbers as required, separated by a comma. Once the numbers have been entered, set a filter Name, and click the Save button. In the example below, the filter has been named “Tester Filter”.



When the Tester Filter is applied, only employees who match the filter will display. In the example below, the Employee Time Summary page only shows employees who match the two employees defined in the filter.



As shown in the screenshot below, the filter can be toggled off by clicking the check mark slider ( ) next to the Filter dropdown. Turning off the filter will display all employees to which the user has access.



By default, when an employee logs in, the system will set the view to the logged in employee.

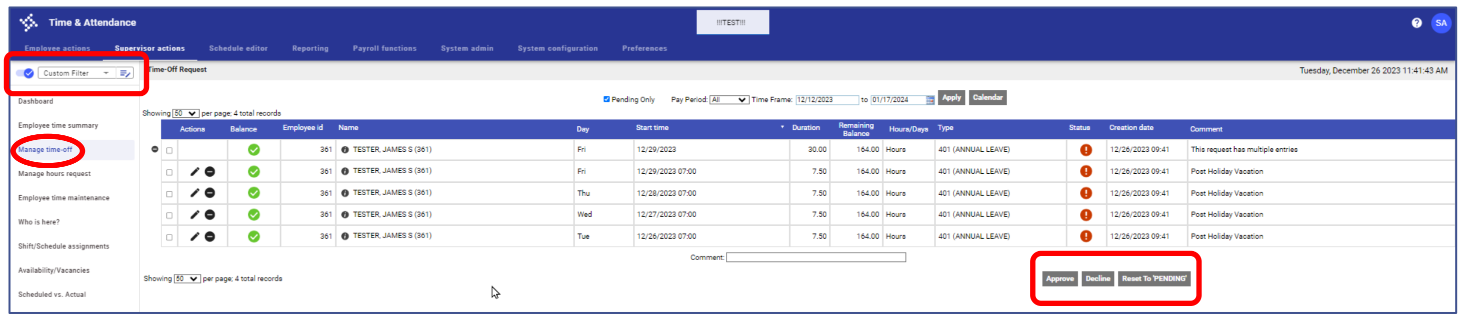
Supervisor Actions > Manage Time-Off

Supervisors who have been granted Time-off approval access will be able to see and approve employees' requests. Clicking on the Manage Time-off option will display pending time-off requests, as shown in the screenshot below. Individual time-off requests can be selected by checking and unchecking the line selection box on the left-hand side of the table.

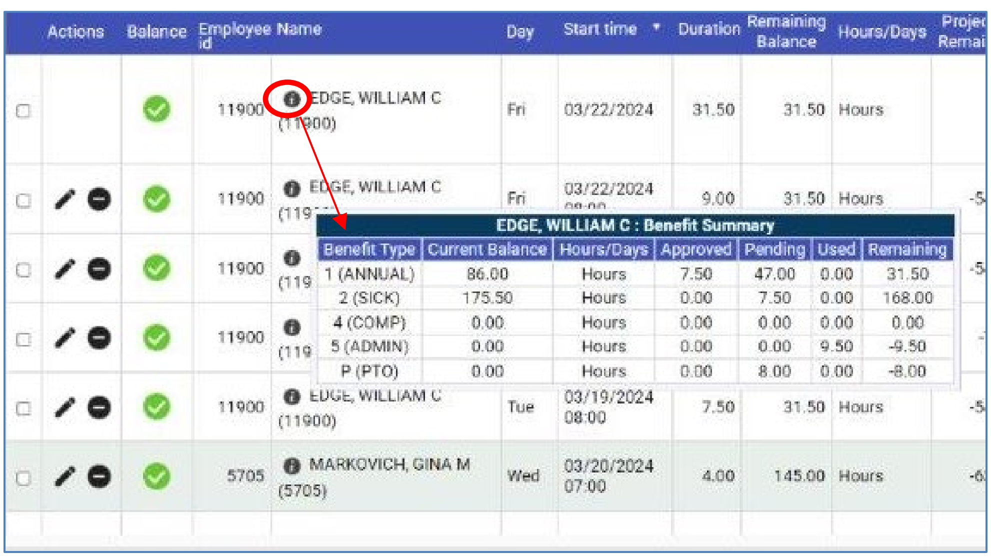
The Manage Time-off page is limited based upon the assigned Employee Filter. If the approver is not seeing the expected records, check to see if an Employee Filter is applied.

The workflow buttons at the bottom of the screen will allow the approver to approve, reject, and reset an approved record back to pending.

The Approve/Decline command will be applied based upon which individual lines have been selected. An approver can approve sick time in the current week while leaving future annual leave in a pending status.

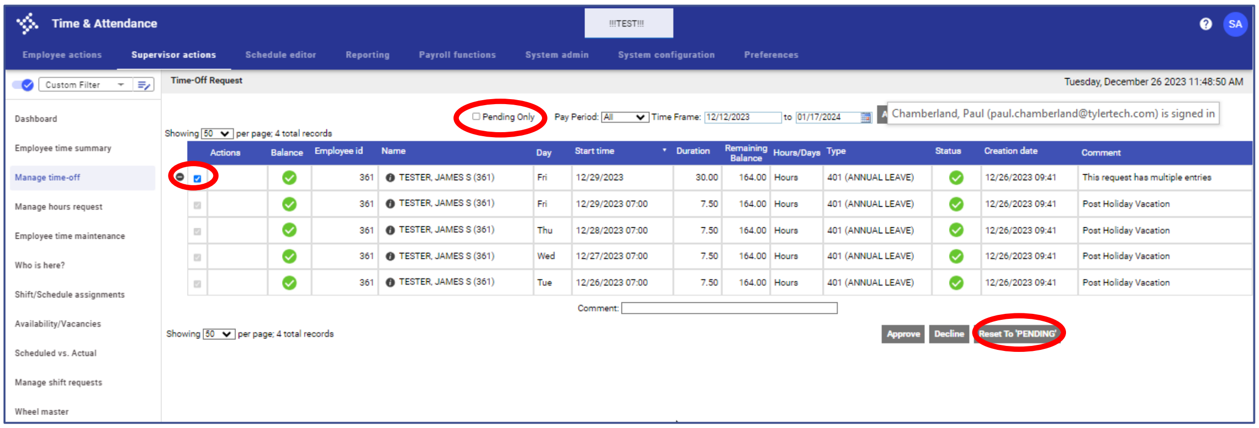


As shown below, the supervisor can review how much leave the employee has before approving. Hovering over the *italic i* next to the employee's name will display the employee's Benefit Summary.



If a time-off request needs to be adjusted after it has been submitted and approved, its status must be reset by the supervisor. To reset the approval status for time-off requests, the approver must uncheck the Pending Only box at the top of the screen. This will display all time-off requests whether they are approved or not.

Next, select the requests to be reset, and then click the Reset To 'PENDING' button at the bottom of the screen. This will update the status from Approved back to Pending, and will allow the approver, or the employee, to update or delete the request as needed.

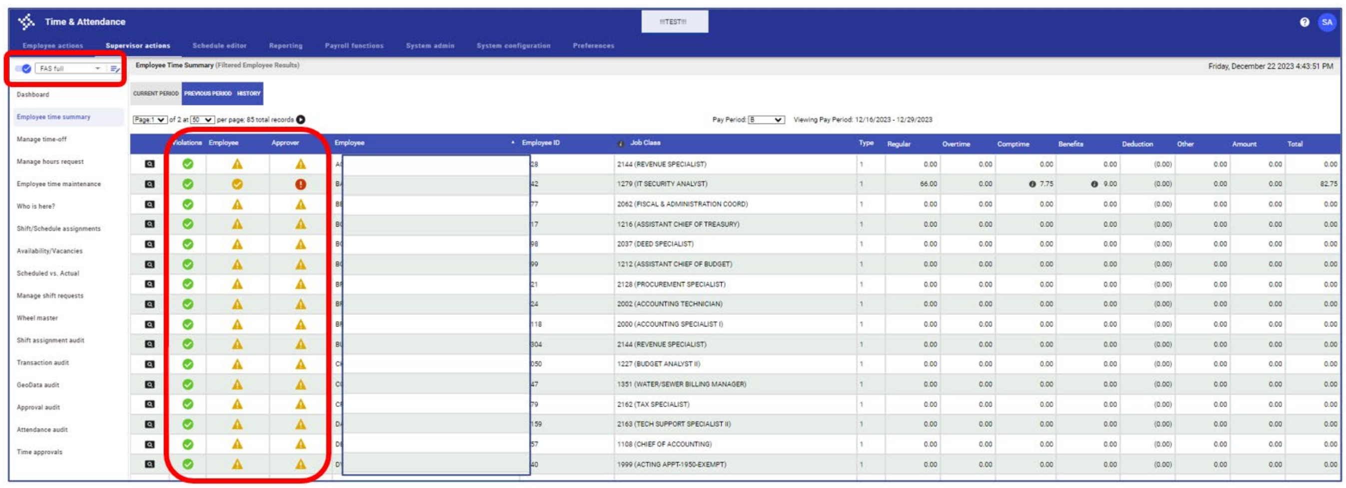


Supervisor & Timekeeper Actions > Employee Time Summary

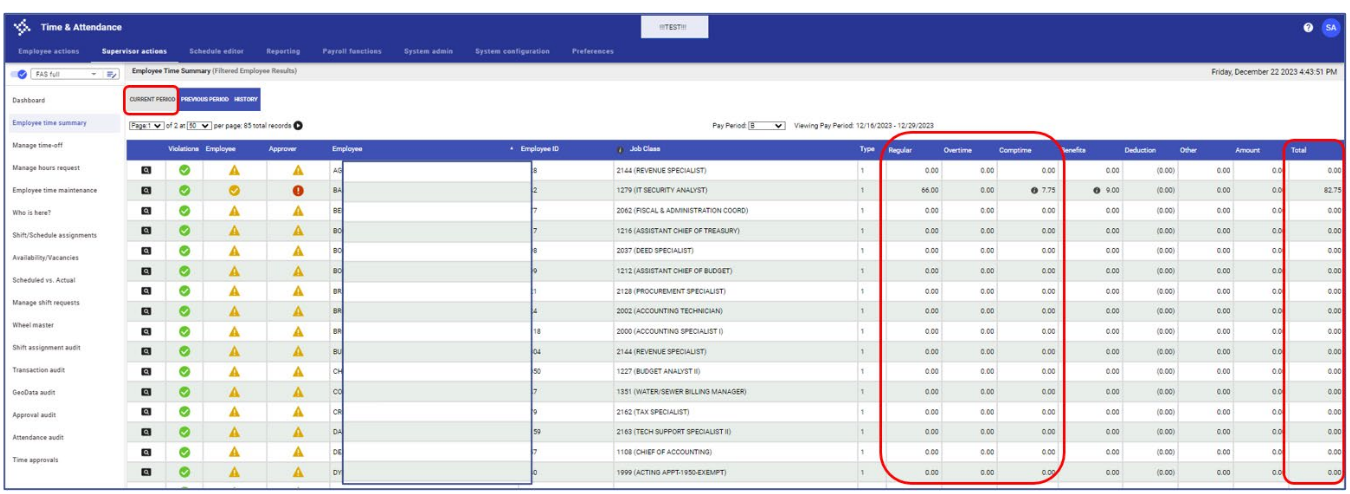
As shown below the Employee Time Summary screen allows the supervisor or timekeeper to view the status of employees' timesheets. If a filter is set, this screen will display only those employees selected via the filter.

The Employee and Approver columns display the timesheet approval status for each employee. The system uses color coded icons to help track status.

Yellow Exclamation = Timesheet with 0.00 hours
Red Exclamation = Timesheet with hours, no approval
Yellow Check = Timesheet with hours, partially approved
Green Check = Timesheet with hours, fully approved



From this screen, the user can control which pay period being viewed. In this example, the CURRENT PERIOD is being displayed. The Regular, Overtime and Comptime columns display the Pay Period total for each pay classification. On the far right, the Total column provides the total number of all pay classifications.



Supervisor & Timekeeper Actions > Time Approvals

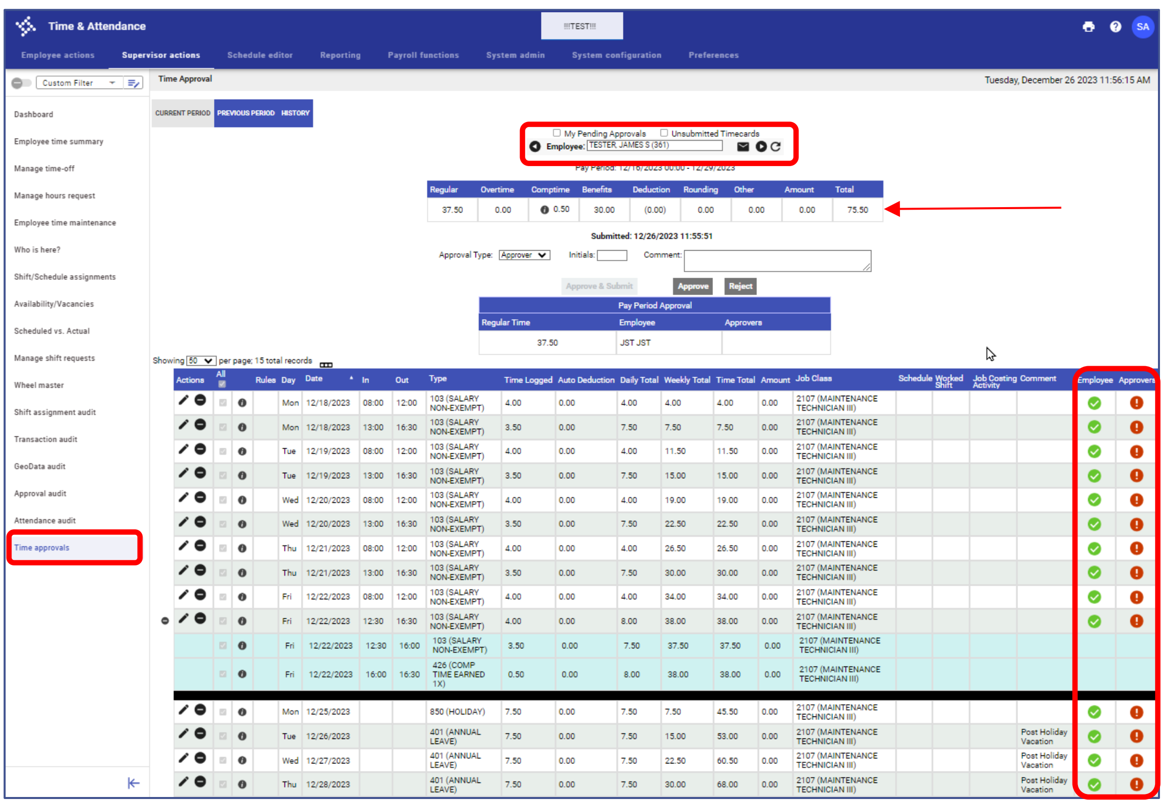
Once the employee has entered and approved all time worked, time-off, overtime, comp time, and job costing information has been entered, the next step will be for the approver(s) to enter their approval. To do this, the approver must select the Time Approvals option from the left-hand menu and the Approval page will display, as shown below.

In the top center of the screen, the supervisor or timekeeper can use the dropdown to select the employee to review. If the dropdown icon is not active, click the icon that looks like a circular arrow directly to the right of the dropdown. If the employee still does not show, uncheck the My Pending Approvals check box above the dropdown.

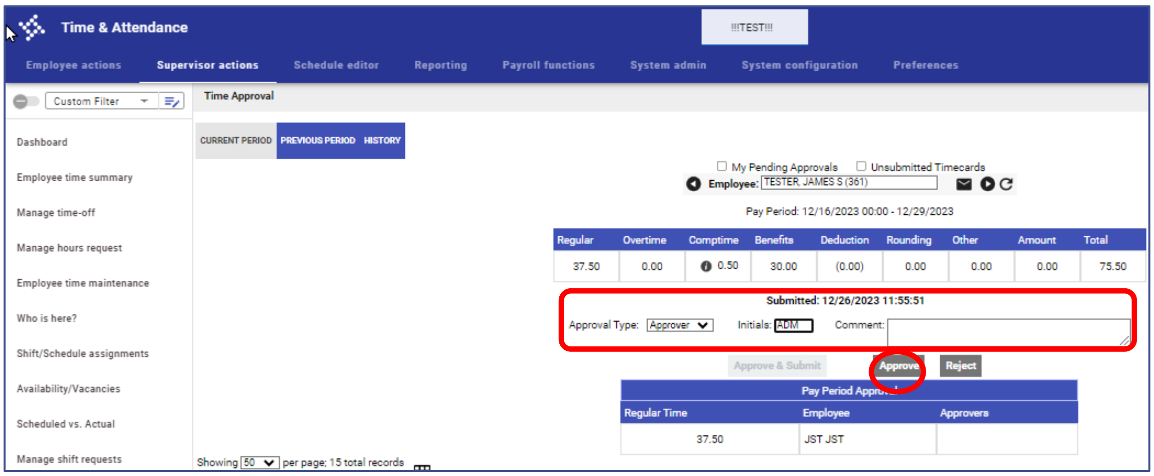
The Time Summary Bar displays below the employee dropdown and shows the pay period totals for the selected employee.

At the bottom of the screen, a detailed table of hours per day will display.

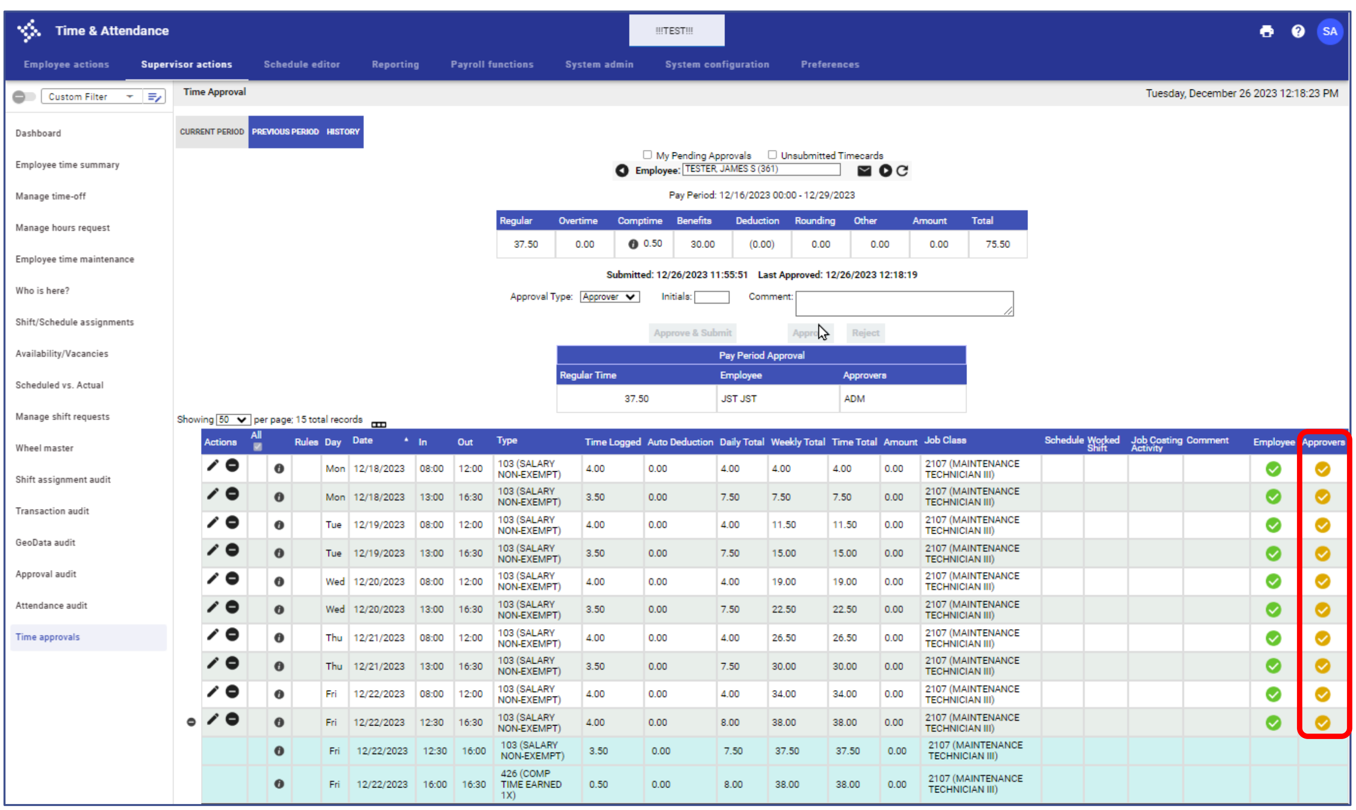
The green checkmarks under the Employee column indicate the employee level approval has been completed. The red exclamation marks under the Approver column indicate that the approver(s) have not yet provided their approvals.



After reviewing, the approver should enter their initials into the Initials field and click the Approve button to complete the approval, as shown below.

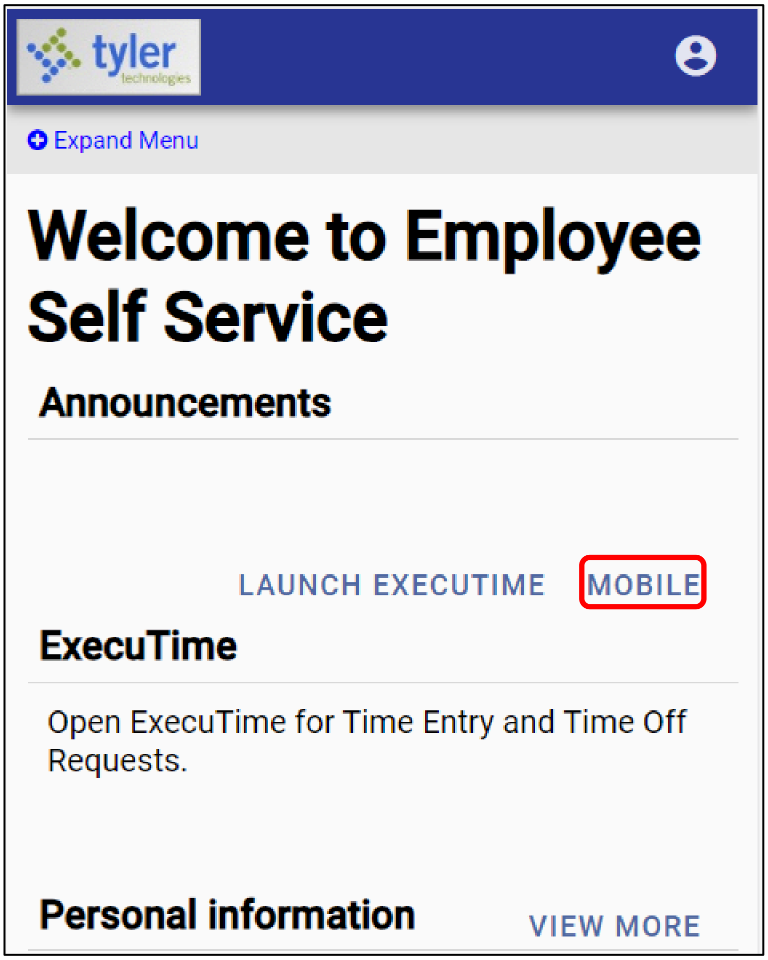


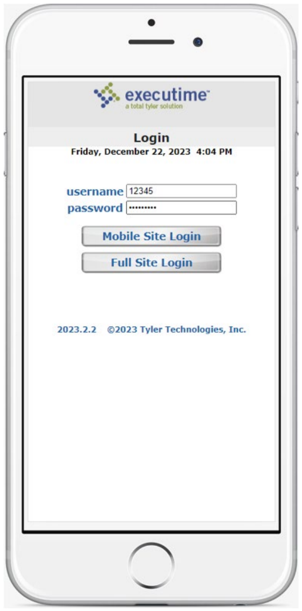
In the screenshot below, the Approvers' status has been updated to a yellow checkmark. This indicates that the timesheet still requires additional approvals, either from additional supervisors or the timekeeper.

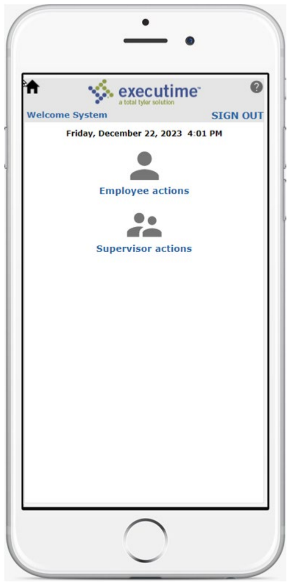


Mobile Access

The Timekeeping system has a mobile view that can be leveraged for a more user-friendly experience for smartphone users. In this example, the employee has launched ESS https://charlescountymd.munisselfservice.com/ess/default.aspx from a mobile device. To use the mobile feature, select the MOBILE button.




executime
Login
Friday, December 22, 2023 4:04 PM
username 12345
password
Mobile Site Login
Full Site Login
2023.2.2 ©2023 Tyler Technologies, Inc.


executime
Welcome System
SIGN OUT
Friday, December 22, 2023 4:01 PM
Employee actions
Supervisor actions


executime
Welcome System
SIGN OUT
Friday, December 22, 2023
Status Unknown
Clock in
Clock out
Edit time
Time card inquiry
Timesheet entry
Benefits summary
Time-off request
Hours request
Time approval

Touchtime Clocks

Physical timeclocks have been placed in employee work areas. The machines will allow employees to record time worked, request time-off, and approve their timesheets.

Employees will be able to use their badge to access the clocks and record their time worked.