



# TIME & ATTENDANCE MANUAL

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*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).

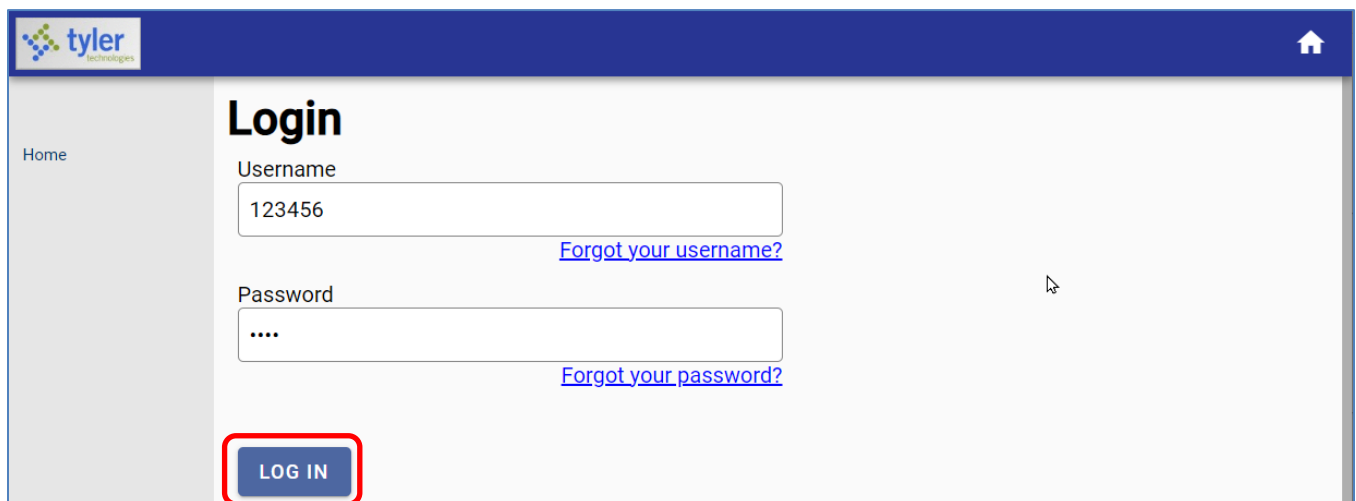
### Employee Self Service portal

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.

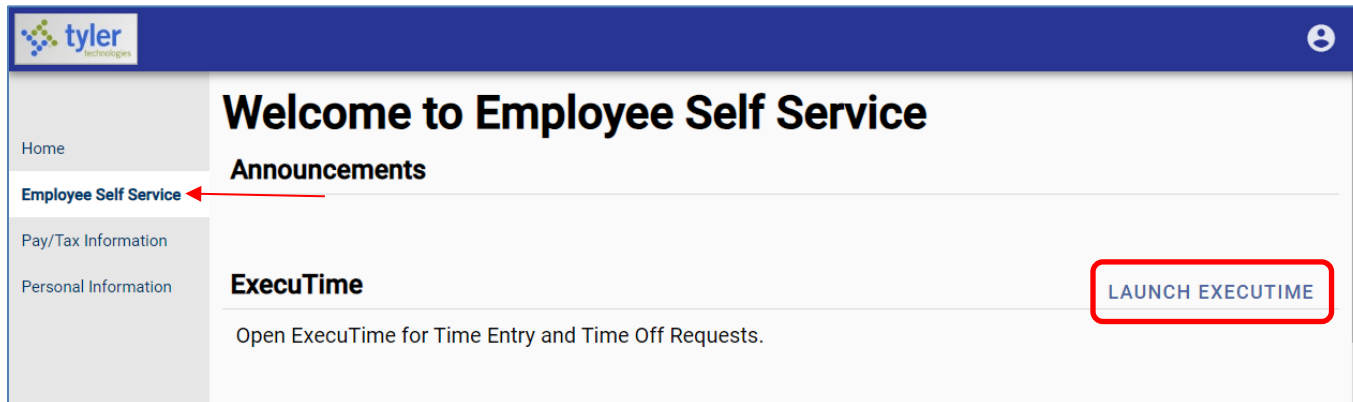


To login, the employee will enter their employee number into the Username field, as shown on the page below.

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.

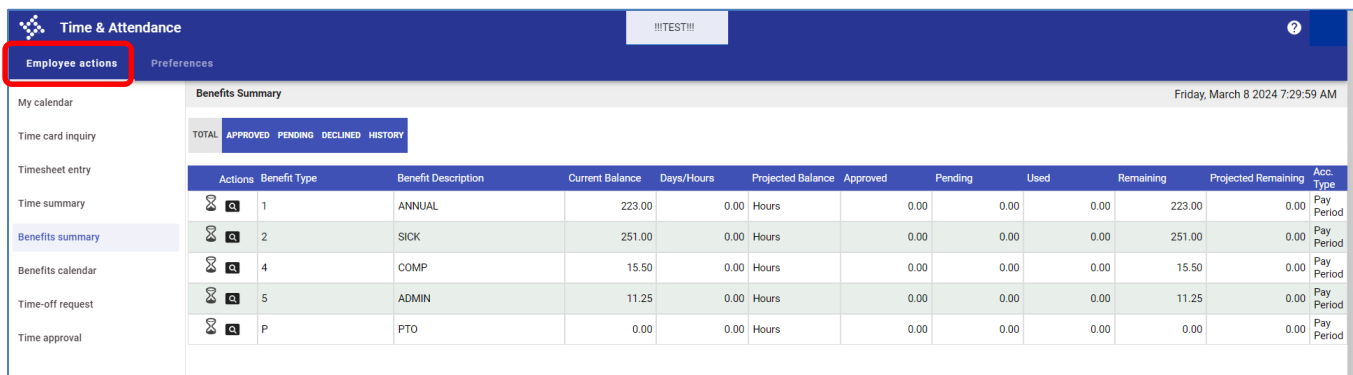


Once the employee has signed in, click the Employee Self Service option on the left-hand menu. This will take the employee to their personal landing page. From this screen the employee will click the LAUNCH EXECUTIME link.



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

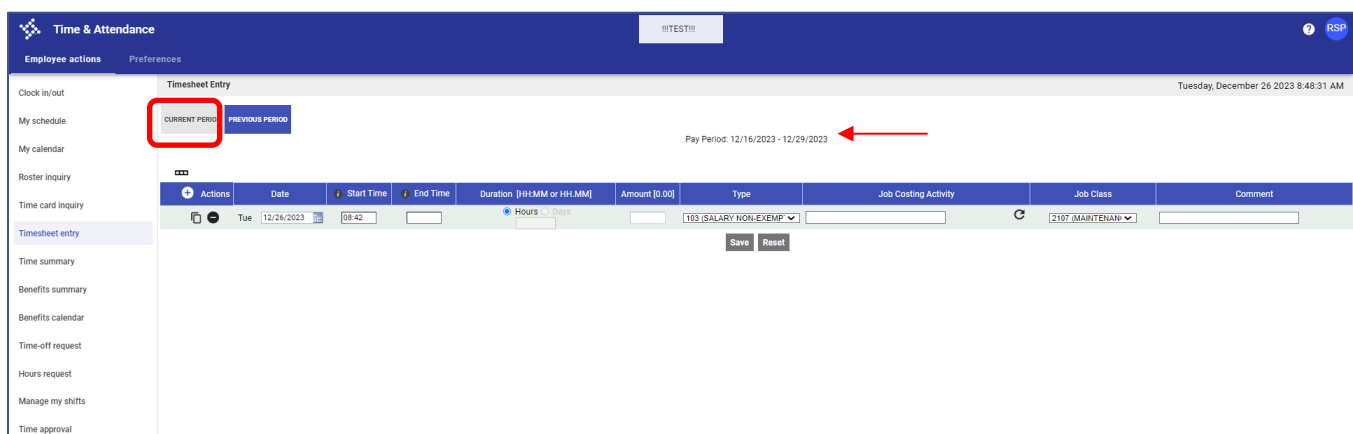
## Employee Actions > Timesheet Entry

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.

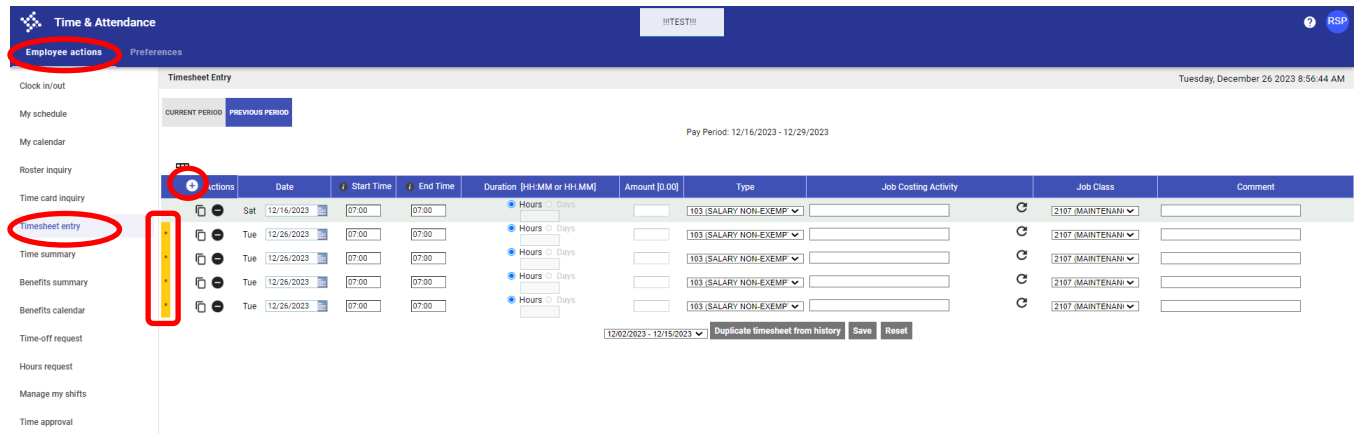
In the example below, we are viewing the timesheet for the current period of 12/16/2023-12/29/2023.



The screenshot shows the 'Time & Attendance' system interface. At the top, there are tabs for 'CURRENT PERIOD' (highlighted with a red box) and 'PREVIOUS PERIOD'. Below these tabs, the 'Pay Period' is displayed as '12/16/2023 - 12/29/2023', with a red arrow pointing to it. The main area contains a table with the following columns: Actions, Date, Start Time, End Time, Duration [HH:MM or HH.MM], Amount [0.00], Type, Job Costing Activity, Job Class, and Comment. A single entry is visible for Tuesday, 12/26/2023, with a start time of 08:42 and a type of '103 (SALARY NON-EXCUSE)'. Below the table are 'Save' and 'Reset' buttons.

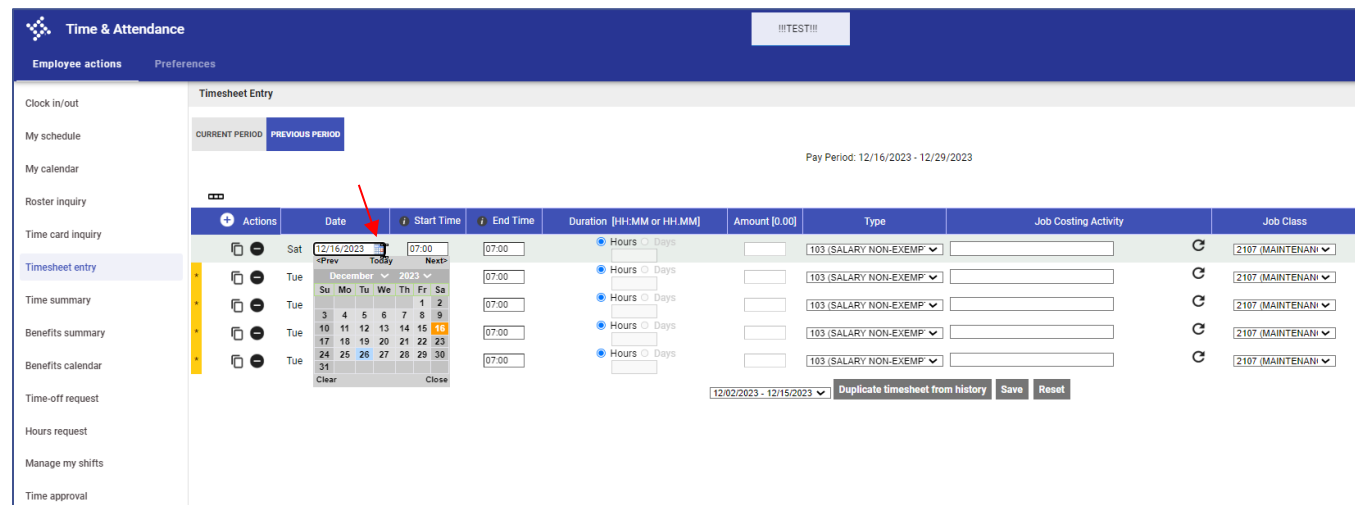
To start entering time worked, under Employee Actions, click on Timesheet Entry and click the Add icon (+) at the top of the Actions column. This will add additional lines to the Timesheet. This command can be clicked multiple times to add multiple lines at one time.

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.

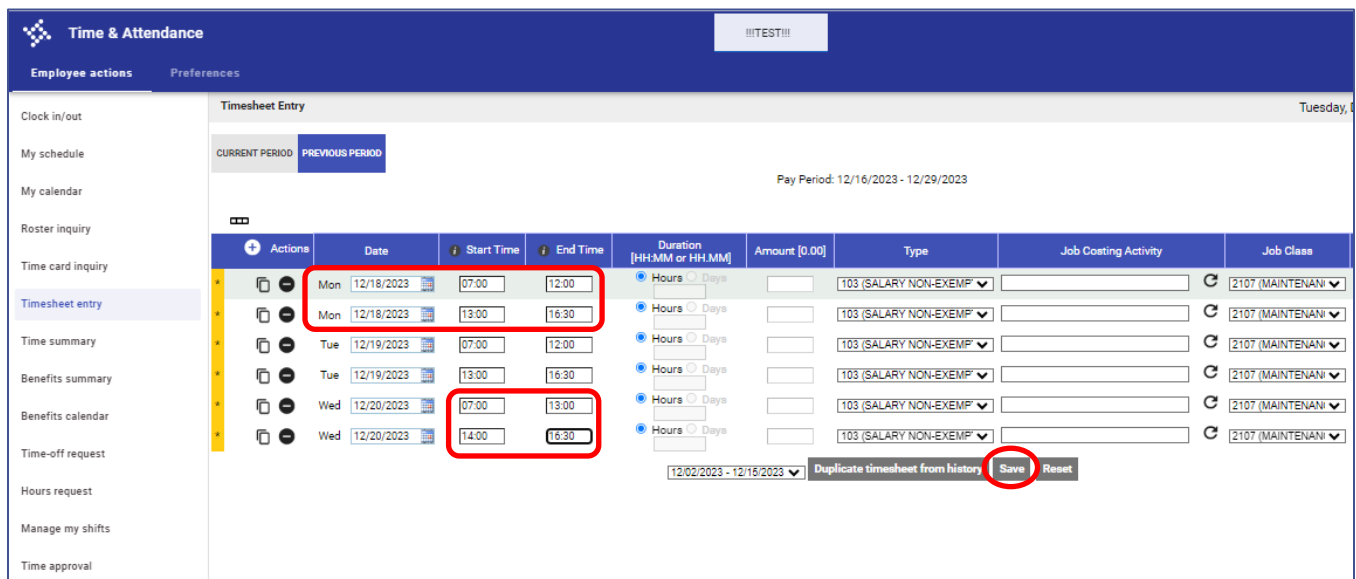
Multiple lines can be added for the same date. This may be necessary to record a break during the day (e.g., lunch, personal appointment, etc.) or a call back after a standard shift.

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.




Actions	Date	Start Time	End Time	Duration [HH:MM or HH.MM]	Amount [0.00]	Type	Job Costing Activity	Job Class
	Mon 12/18/2023	07:00	12:00	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENANI)
	Mon 12/18/2023	13:00	16:30	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENANI)
	Tue 12/19/2023	07:00	12:00	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENANI)
	Tue 12/19/2023	13:00	16:30	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENANI)
	Wed 12/20/2023	07:00	13:00	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENANI)
	Wed 12/20/2023	14:00	16:30	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENANI)

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.

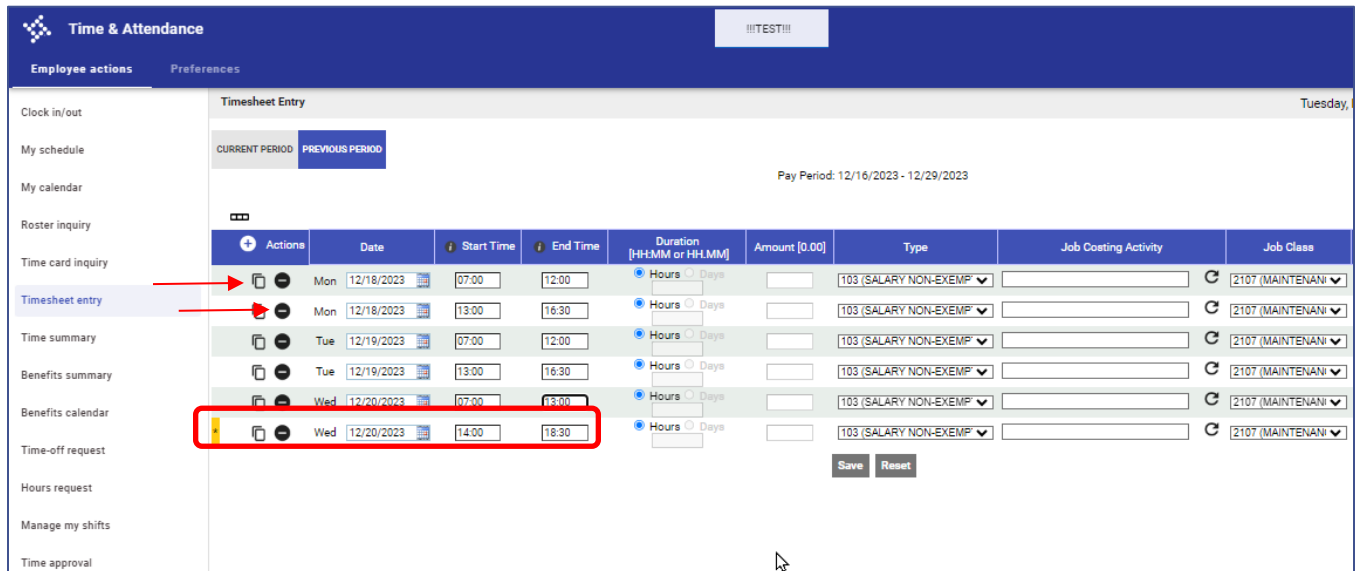
Once a pay period has been processed by Payroll, timesheet edits are no longer allowed.

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.



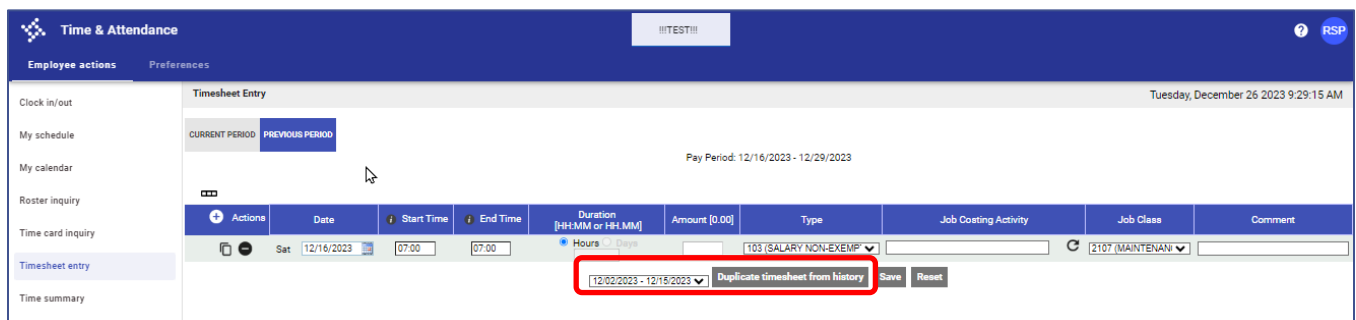
In the example below, the End Time for 12/20/2023 was updated from 16:30 to 18:30. The line is showing a \* because the change has not been saved yet.



Actions	Date	Start Time	End Time	Duration [HH:MM or HH:MM]	Amount [0.00]	Type	Job Costing Activity	Job Class
	Mon 12/18/2023	07:00	12:00	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Mon 12/18/2023	13:00	16:30	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Tue 12/19/2023	07:00	12:00	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Tue 12/19/2023	13:00	16:30	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
*	Wed 12/20/2023	07:00	18:30	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)

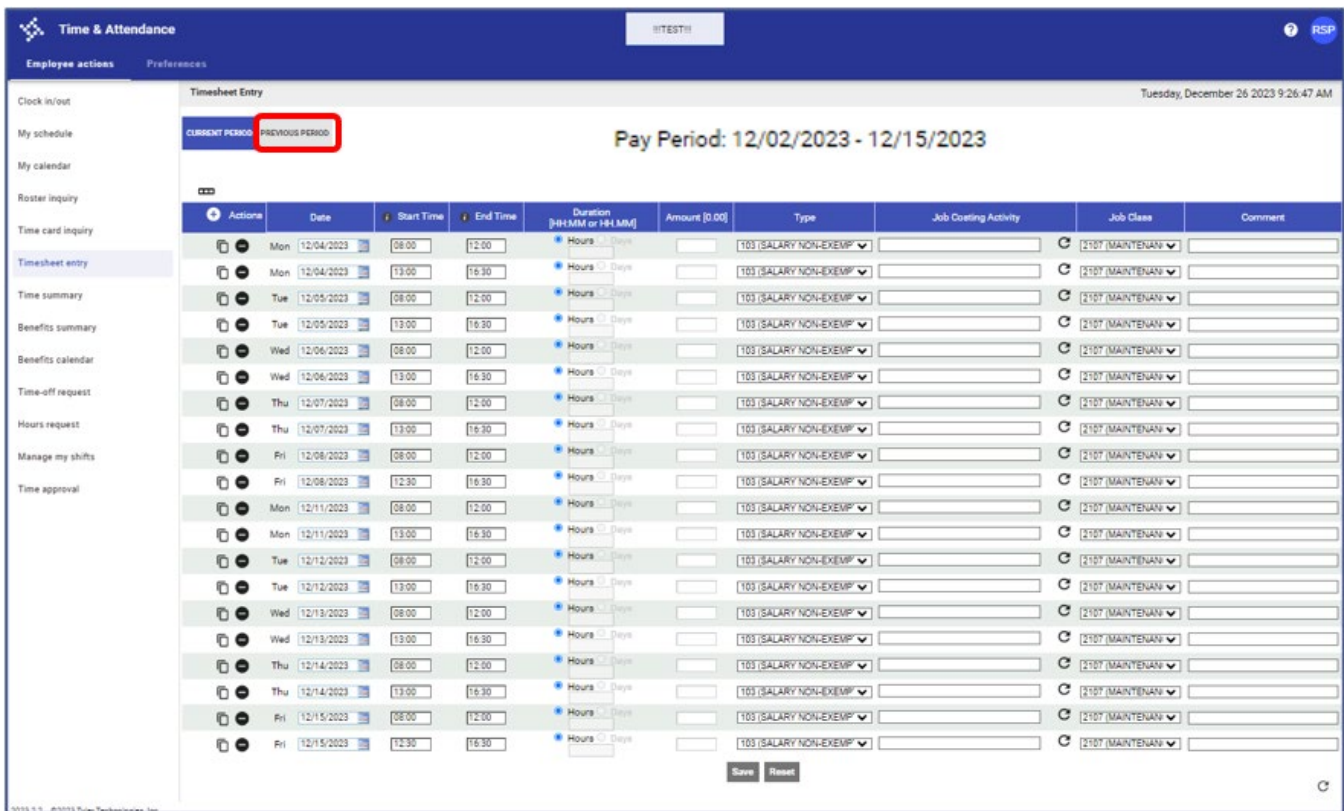
## Duplicate Timesheet

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.



Actions	Date	Start Time	End Time	Duration [HH:MM or HH:MM]	Amount [0.00]	Type	Job Costing Activity	Job Class	Comment
	Sat 12/16/2023	07:00	07:00	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	

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.



**Time & Attendance** | [TESTER] | [RSP]

Employee actions | Preferences

Timesheet Entry | Tuesday, December 26 2023 9:26:47 AM

CLIENT PERIOD: **PREVIOUS PERIOD** | Pay Period: 12/02/2023 - 12/15/2023

Actions	Date	Start Time	End Time	Duration [H:MM or H:MM]	Amount [0.00]	Type	Job Costing Activity	Job Class	Comment
🗑️	Mon 12/04/2023	08:00	12:00	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	
🗑️	Mon 12/04/2023	13:00	16:30	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	
🗑️	Tue 12/05/2023	08:00	12:00	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	
🗑️	Tue 12/05/2023	13:00	16:30	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	
🗑️	Wed 12/06/2023	08:00	12:00	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	
🗑️	Wed 12/06/2023	13:00	16:30	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	
🗑️	Thu 12/07/2023	08:00	12:00	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	
🗑️	Thu 12/07/2023	13:00	16:30	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	
🗑️	Fri 12/08/2023	08:00	12:00	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	
🗑️	Fri 12/08/2023	12:30	16:30	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	
🗑️	Mon 12/11/2023	08:00	12:00	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	
🗑️	Mon 12/11/2023	13:00	16:30	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	
🗑️	Tue 12/12/2023	08:00	12:00	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	
🗑️	Tue 12/12/2023	13:00	16:30	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	
🗑️	Tue 12/13/2023	08:00	12:00	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	
🗑️	Wed 12/13/2023	13:00	16:30	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	
🗑️	Thu 12/14/2023	08:00	12:00	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	
🗑️	Thu 12/14/2023	13:00	16:30	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	
🗑️	Fri 12/15/2023	08:00	12:00	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	
🗑️	Fri 12/15/2023	12:30	16:30	Hours Days		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)	

[Save] [Reset]

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.

Actions	Date	Start Time	End Time	Duration [HH:MM or HH:MM]	Amount [0.00]	Type	Job Costing Activity	Job Class
	Mon 12/18/2023	08:00	12:00	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Mon 12/18/2023	13:00	16:30	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Tue 12/19/2023	08:00	12:00	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Tue 12/19/2023	13:00	16:30	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Wed 12/20/2023	08:00	12:00	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Wed 12/20/2023	13:00	16:30	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Thu 12/21/2023	08:00	12:00	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Thu 12/21/2023	13:00	16:30	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Fri 12/22/2023	08:00	12:00	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Fri 12/22/2023	12:30	16:30	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Mon 12/25/2023	08:00	12:00	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Mon 12/25/2023	13:00	16:30	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Tue 12/26/2023	08:00	12:00	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Tue 12/26/2023	13:00	16:30	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Wed 12/27/2023	08:00	12:00	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Wed 12/27/2023	13:00	16:30	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Thu 12/28/2023	08:00	12:00	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Thu 12/28/2023	13:00	16:30	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Fri 12/29/2023	08:00	12:00	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Fri 12/29/2023	12:30	16:30	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Tue 12/26/2023	07:00		Hours 7.50		-401 (ANNUAL LEAVE)		2107 (MAINTENAN)
	Wed 12/27/2023	07:00		Hours 7.50		-401 (ANNUAL LEAVE)		2107 (MAINTENAN)
	Thu 12/28/2023	07:00		Hours 7.50		-401 (ANNUAL LEAVE)		2107 (MAINTENAN)
	Fri 12/29/2023	07:00		Hours 7.50		-401 (ANNUAL LEAVE)		2107 (MAINTENAN)

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.

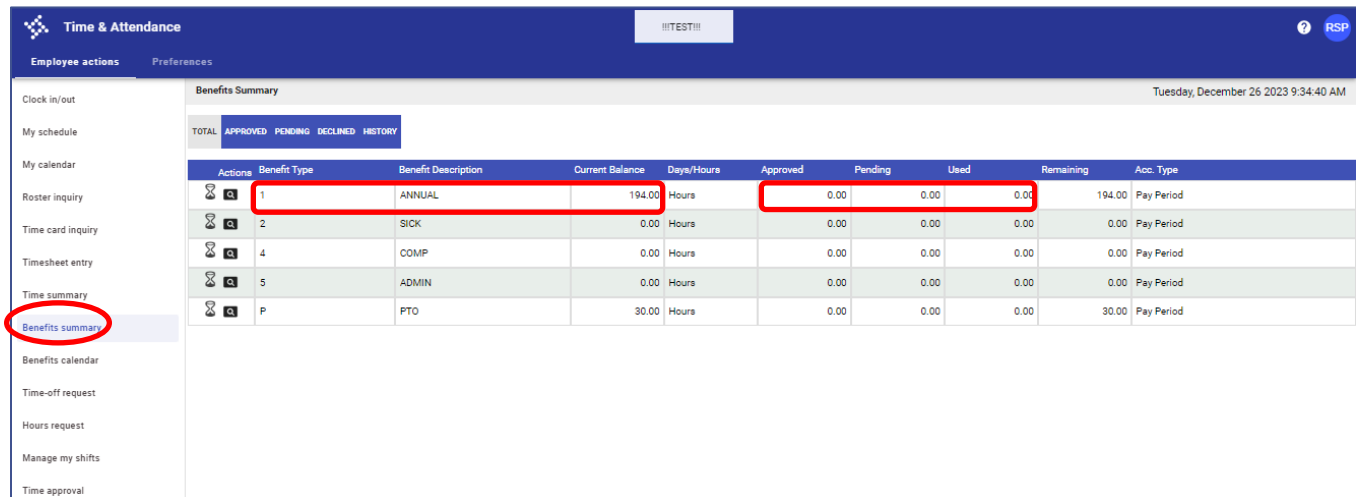
Once fully populated, clicking the Save button will move this timesheet to the Time Approval stage.

Actions	Date	Start Time	End Time	Duration [HH:MM or HH:MM]	Amount [0.00]	Type	Job Costing Activity	Job Class
	Mon 12/18/2023	08:00	12:00	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Mon 12/18/2023	13:00	16:30	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Tue 12/19/2023	08:00	12:00	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Tue 12/19/2023	13:00	16:30	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Wed 12/20/2023	08:00	12:00	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Wed 12/20/2023	13:00	16:30	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Thu 12/21/2023	08:00	12:00	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Thu 12/21/2023	13:00	16:30	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Fri 12/22/2023	08:00	12:00	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Fri 12/22/2023	12:30	16:30	Hours		103 (SALARY NON-EXEMP)		2107 (MAINTENAN)
	Mon 12/25/2023	08:00		Hours 7.5		850 (HOLIDAY)		2107 (MAINTENAN)
	Tue 12/26/2023	07:00		Hours 7.50		-401 (ANNUAL LEAVE)		2107 (MAINTENAN)
	Wed 12/27/2023	07:00		Hours 7.50		-401 (ANNUAL LEAVE)		2107 (MAINTENAN)
	Thu 12/28/2023	07:00		Hours 7.50		-401 (ANNUAL LEAVE)		2107 (MAINTENAN)
	Fri 12/29/2023	07:00		Hours 7.50		-401 (ANNUAL LEAVE)		2107 (MAINTENAN)

## Employee Actions > Time-Off Requests

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

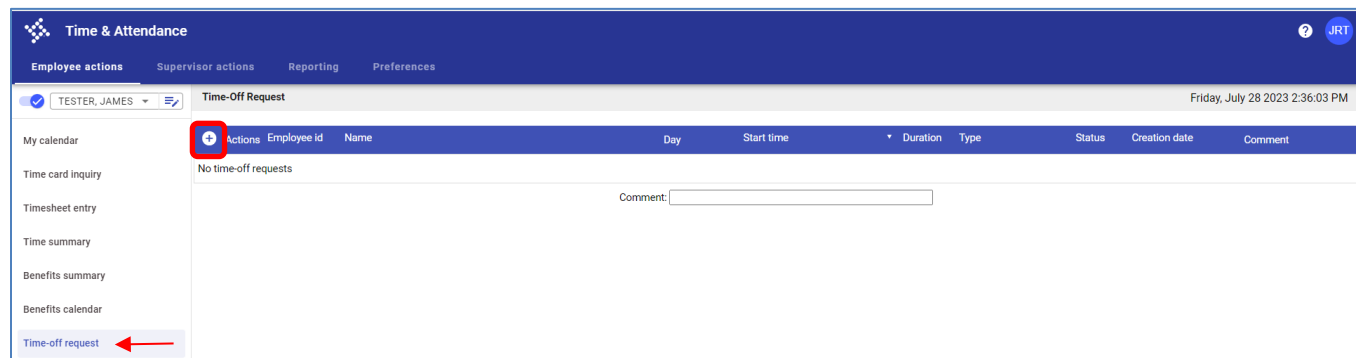
The Benefit Summary option on the left-hand side menu allows an employee to view the summary balance for each leave type. In the example below, the employee has 194.00 hours of ANNUAL leave with nothing approved, pending, or used.



Actions	Benefit Type	Benefit Description	Current Balance	Days/Hours	Approved	Pending	Used	Remaining	Acc. Type
1	ANNUAL	ANNUAL	194.00	Hours	0.00	0.00	0.00	194.00	Pay Period
2	SICK	SICK	0.00	Hours	0.00	0.00	0.00	0.00	Pay Period
4	COMP	COMP	0.00	Hours	0.00	0.00	0.00	0.00	Pay Period
5	ADMIN	ADMIN	0.00	Hours	0.00	0.00	0.00	0.00	Pay Period
P	PTO	PTO	30.00	Hours	0.00	0.00	0.00	30.00	Pay Period

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 (+).



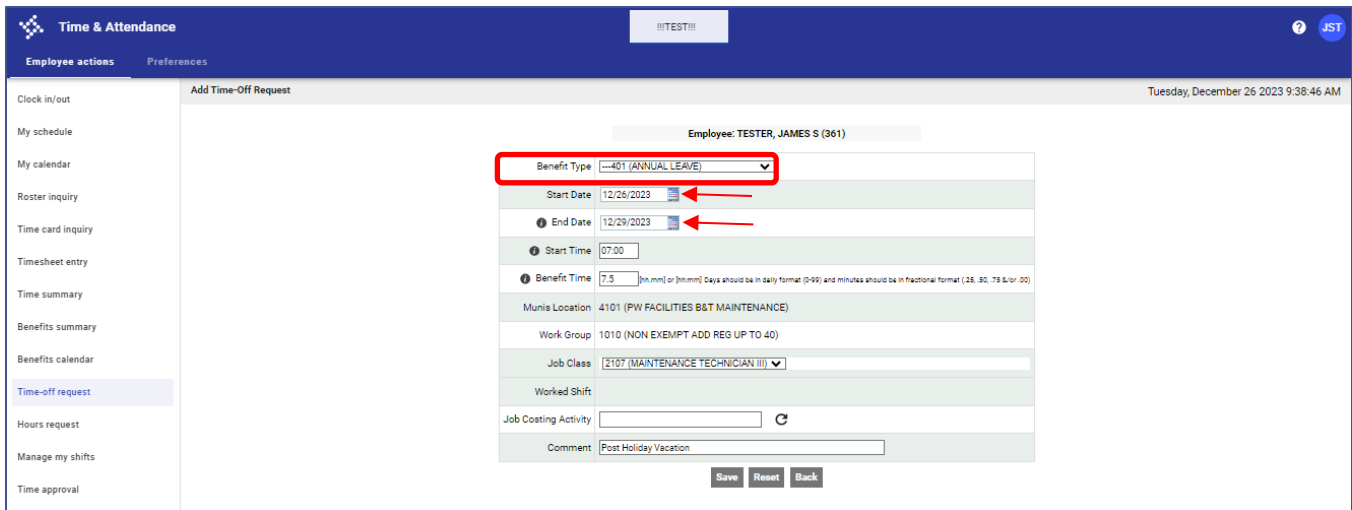
Actions	Employee id	Name	Day	Start time	Duration	Type	Status	Creation date	Comment
No time-off requests									
Comment: <input type="text"/>									

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.




The screenshot shows the 'Add Time-Off Request' form for Employee: TESTER, JAMES S (361). The form includes the following fields:

- Benefit Type:** ---401 (ANNUAL LEAVE) (highlighted with a red box)
- Start Date:** 12/25/2023
- End Date:** 12/29/2023
- Start Time:** 07:00
- Benefit Time:** 7.5
- Munia Location:** 4101 (PW FACILITIES B&T MAINTENANCE)
- Work Group:** 1010 (NON EXEMPT ADD REG UP TO 40)
- Job Class:** 2107 (MAINTENANCE TECHNICIAN III)
- Worked Shift:** (empty)
- Job Coating Activity:** (empty)
- Comment:** Post Holiday Vacation

Buttons: Save, Reset, Back

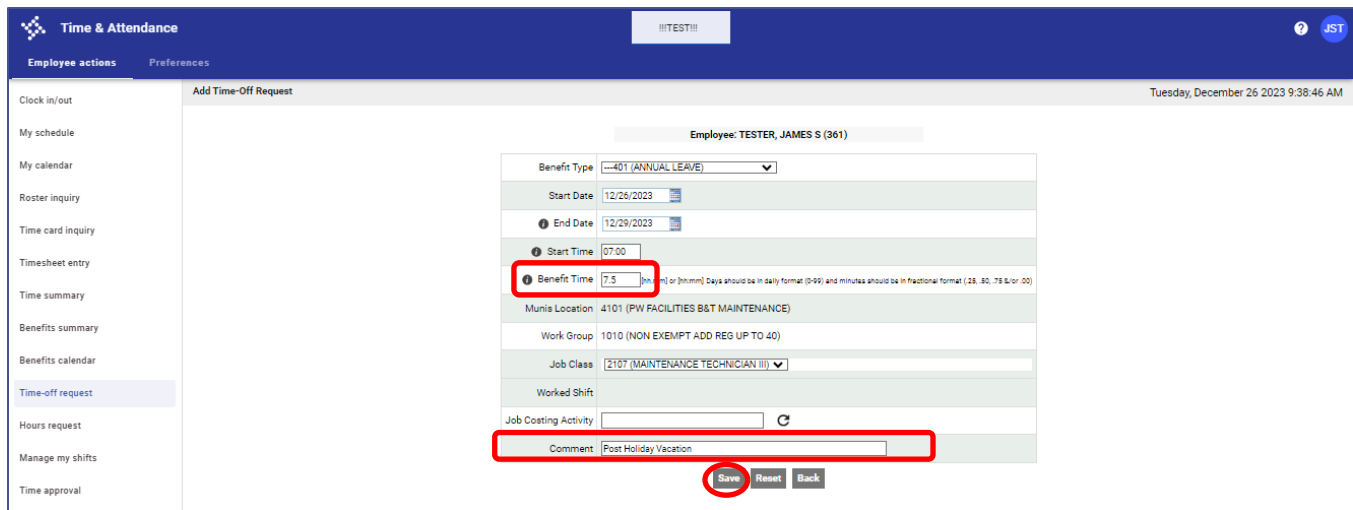
In the example below, the request is starting on 12/26/2023 and is ending on 12/29/2023. This is a total of 4 days.

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.



The screenshot shows the 'Add Time-Off Request' form for Employee: TESTER, JAMES S (361). The form is titled 'Time & Attendance' and includes a navigation menu on the left with options like 'Clock in/out', 'My schedule', 'My calendar', 'Roster inquiry', 'Time card inquiry', 'Timesheet entry', 'Time summary', 'Benefits summary', 'Benefits calendar', 'Time-off request', 'Hours request', 'Manage my shifts', and 'Time approval'. The form fields are as follows:

- Benefit Type: ANNUAL LEAVE
- Start Date: 12/26/2023
- End Date: 12/29/2023
- Start Time: 07:00
- Benefit Time: 7.5
- Munis Location: 4101 (PW FACILITIES B&T MAINTENANCE)
- Work Group: 1010 (NON EXEMPT ADD REG UP TO 40)
- Job Class: 2107 (MAINTENANCE TECHNICIAN III)
- Worked Shift: (empty)
- Job Costing Activity: (empty)
- Comment: Post Holiday Vacation

At the bottom of the form, there are three buttons: Save, Reset, and Back. The Save button is circled in red.

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.

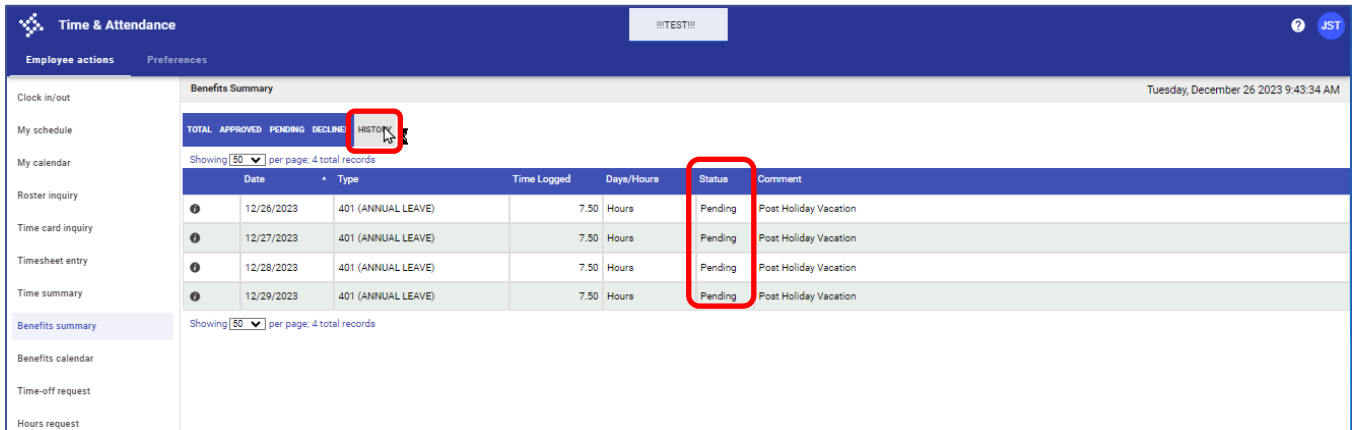
If needed, the employee can modify or delete a Pending Approval request by clicking the pencil or delete icon in the Actions column.

Actions	Employee id	Name	Day	Start time	Duration	Type	Status	Creation date	Comment
	361	TESTER, JAMES S (361)	Fri	12/29/2023	30.00	401 (ANNUAL LEAVE)	!	12/26/2023 09:41	This request has multiple entries
[Pencil] [Trash]	361	TESTER, JAMES S (361)	Fri	12/29/2023 07:00	7.50	401 (ANNUAL LEAVE)	!	12/26/2023 09:41	Post Holiday Vacation
[Pencil] [Trash]	361	TESTER, JAMES S (361)	Thu	12/28/2023 07:00	7.50	401 (ANNUAL LEAVE)	!	12/26/2023 09:41	Post Holiday Vacation
[Pencil] [Trash]	361	TESTER, JAMES S (361)	Wed	12/27/2023 07:00	7.50	401 (ANNUAL LEAVE)	!	12/26/2023 09:41	Post Holiday Vacation
[Pencil] [Trash]	361	TESTER, JAMES S (361)	Tue	12/26/2023 07:00	7.50	401 (ANNUAL LEAVE)	!	12/26/2023 09:41	Post Holiday Vacation

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.

Actions	Benefit Type	Benefit Description	Current Balance	Days/Hours	Approved	Pending	Used	Remaining	Acc. Type
[Hourglass]	1	ANNUAL	194.00	Hours	0.00	30.00	0.00	164.00	Pay Period
[Clock]	2	SICK	0.00	Hours	0.00	0.00	0.00	0.00	Pay Period
[Hourglass]	4	COMP	0.00	Hours	0.00	0.00	0.00	0.00	Pay Period
[Hourglass]	5	ADMIN	0.00	Hours	0.00	0.00	0.00	0.00	Pay Period
[Hourglass]	P	PTO	30.00	Hours	0.00	0.00	0.00	30.00	Pay Period

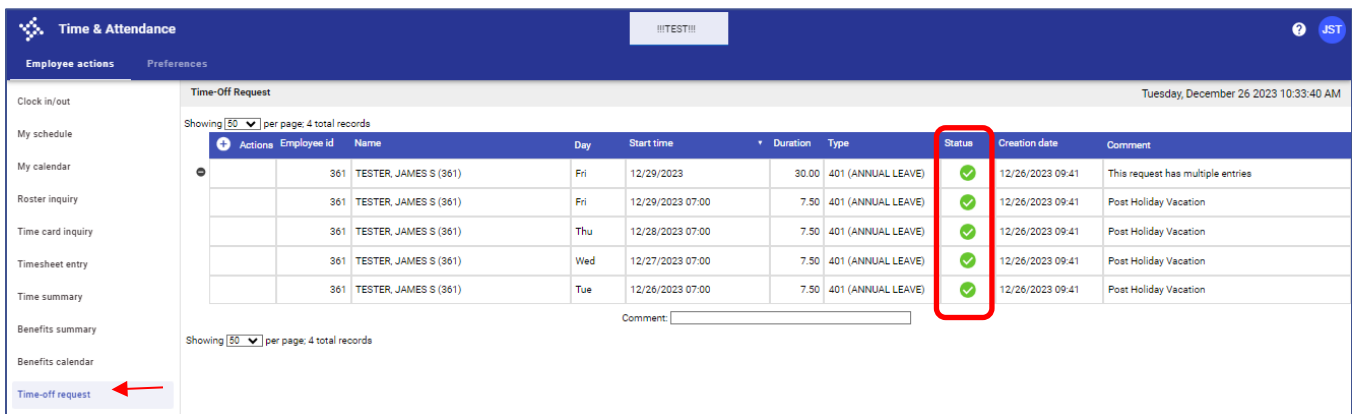
The HISTORY tab in Benefits Summary will show all history for the leave types, as shown below. This can be used by both the employee and their approver to review how much time has been requested.



Date	Type	Time Logged	Days/Hours	Status	Comment
12/26/2023	401 (ANNUAL LEAVE)	7.50	Hours	Pending	Post Holiday Vacation
12/27/2023	401 (ANNUAL LEAVE)	7.50	Hours	Pending	Post Holiday Vacation
12/28/2023	401 (ANNUAL LEAVE)	7.50	Hours	Pending	Post Holiday Vacation
12/29/2023	401 (ANNUAL LEAVE)	7.50	Hours	Pending	Post Holiday Vacation

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.

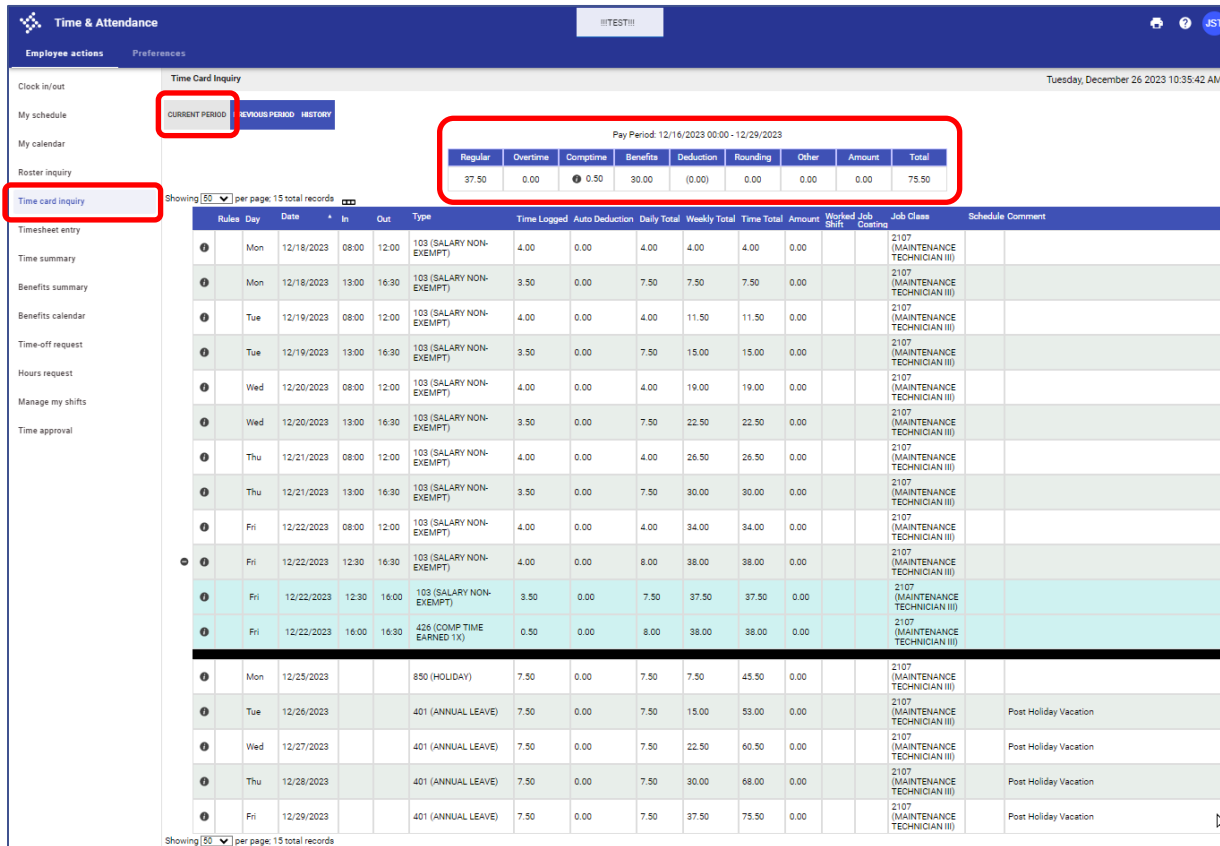


Actions	Employee id	Name	Day	Start time	Duration	Type	Status	Creation date	Comment
	361	TESTER, JAMES S (361)	Fri	12/29/2023	30.00	401 (ANNUAL LEAVE)	✓	12/26/2023 09:41	This request has multiple entries
	361	TESTER, JAMES S (361)	Fri	12/29/2023 07:00	7.50	401 (ANNUAL LEAVE)	✓	12/26/2023 09:41	Post Holiday Vacation
	361	TESTER, JAMES S (361)	Thu	12/28/2023 07:00	7.50	401 (ANNUAL LEAVE)	✓	12/26/2023 09:41	Post Holiday Vacation
	361	TESTER, JAMES S (361)	Wed	12/27/2023 07:00	7.50	401 (ANNUAL LEAVE)	✓	12/26/2023 09:41	Post Holiday Vacation
	361	TESTER, JAMES S (361)	Tue	12/26/2023 07:00	7.50	401 (ANNUAL LEAVE)	✓	12/26/2023 09:41	Post Holiday Vacation



## 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.



**Time Card Inquiry Summary**

Regular	Overtime	Comp time	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
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
426 (COMP TIME EARNED 1X)	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)	
890 (HOLIDAY)	Mon	12/25/2023			890 (HOLIDAY)	7.50	0.00	7.50	7.50	45.50	0.00			2107 (MAINTENANCE TECHNICIAN III)	
401 (ANNUAL LEAVE)	Tue	12/26/2023			401 (ANNUAL LEAVE)	7.50	0.00	7.50	15.00	53.00	0.00			2107 (MAINTENANCE TECHNICIAN III)	Post Holiday Vacation
401 (ANNUAL LEAVE)	Wed	12/27/2023			401 (ANNUAL LEAVE)	7.50	0.00	7.50	22.50	60.50	0.00			2107 (MAINTENANCE TECHNICIAN III)	Post Holiday Vacation
401 (ANNUAL LEAVE)	Thu	12/28/2023			401 (ANNUAL LEAVE)	7.50	0.00	7.50	30.00	68.00	0.00			2107 (MAINTENANCE TECHNICIAN III)	Post Holiday Vacation
401 (ANNUAL LEAVE)	Fri	12/29/2023			401 (ANNUAL LEAVE)	7.50	0.00	7.50	37.50	75.50	0.00			2107 (MAINTENANCE TECHNICIAN III)	Post Holiday Vacation

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.)

Time & Attendance

Employee actions Preferences

Time Card Inquiry

Tuesday, December 26 2023 10:37:38 AM

Pay Period: 12/16/2023 00:00 - 12/29/2023

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

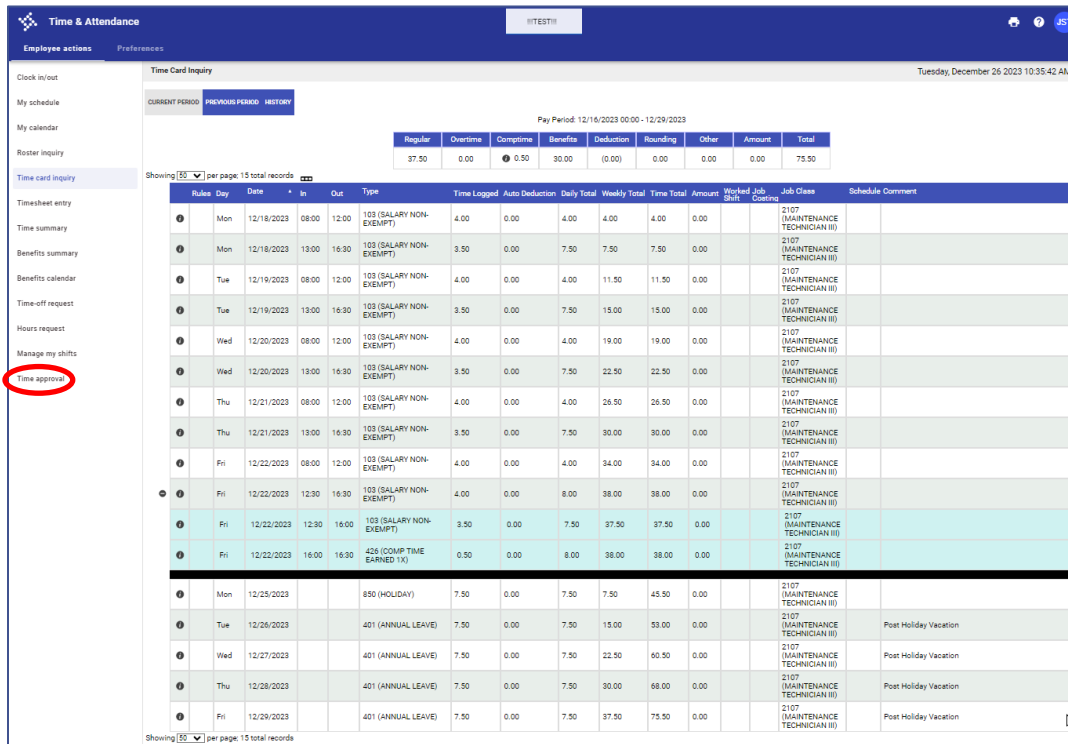
Showing 35 per page. 15 total records

Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Weekly Total	Time Total	Amount	Worked Shift	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 TX)	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 screenshot displays the 'Time & Attendance' system interface. On the left sidebar, the 'Time approval' option is highlighted with a red circle. The main area shows a 'Time Card Inquiry' for employee 'JST' for the pay period 12/16/2023 00:00 - 12/29/2023. A summary table at the top shows: Regular (37.50), Overtime (0.00), Comptime (0.50), Benefits (30.00), Deduction (0.00), Rounding (0.00), Other (0.00), Amount (0.00), and Total (75.50). The main table lists time card entries with columns for Rules, Day, Date, In, Out, Type, Time Logged, Auto Deduction, Daily Total, Weekly Total, Time Total, Amount, Worked Job Shift, Job Class, and Schedule Comment. The entries include regular work hours, overtime, and annual leave (401) for the week of 12/18/2023 to 12/29/2023.

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 Job Shift	Job Class	Schedule Comment
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
103 (SALARY NON-EXEMPT)	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)	
426 (COMP TIME EARNED 1X)	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)	
850 (HOLIDAY)	Mon	12/25/2023			850 (HOLIDAY)	7.50	0.00	7.50	7.50	45.50	0.00		2107 (MAINTENANCE TECHNICIAN III)	
401 (ANNUAL LEAVE)	Tue	12/26/2023			401 (ANNUAL LEAVE)	7.50	0.00	7.50	15.00	53.00	0.00		2107 (MAINTENANCE TECHNICIAN III)	Post Holiday Vacation
401 (ANNUAL LEAVE)	Wed	12/27/2023			401 (ANNUAL LEAVE)	7.50	0.00	7.50	22.50	60.50	0.00		2107 (MAINTENANCE TECHNICIAN III)	Post Holiday Vacation
401 (ANNUAL LEAVE)	Thu	12/28/2023			401 (ANNUAL LEAVE)	7.50	0.00	7.50	30.00	68.00	0.00		2107 (MAINTENANCE TECHNICIAN III)	Post Holiday Vacation
401 (ANNUAL LEAVE)	Fri	12/29/2023			401 (ANNUAL LEAVE)	7.50	0.00	7.50	37.50	75.50	0.00		2107 (MAINTENANCE TECHNICIAN III)	Post Holiday Vacation

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.

Time & Attendance
IIITESTIII

Employee actions
Preferences

CURRENT PERIOD
PREVIOUS PERIOD
HISTORY

Pay Period: 12/16/2023 00:00 - 12/29/2023

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

Submitted: 12/26/2023 10:51:05  
 Initials:  Approve & Submit

Pay Period Approval		
Regular Time	Employee	Approvers
37.50	JST	

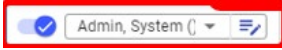
Showing 30 per page: 15 total records

All #	Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Weekly Total	Time Total	Amount	Job Class	Schedule	Worked Shift	Job Costing Activity	Comment	Employee	Approvers
<input type="checkbox"/>		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)					<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		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)					<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		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)					<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		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)					<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		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)					<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		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)					<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		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)					<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		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)					<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		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)					<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		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)					<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		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)					<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Fri	12/22/2023	16:00	16:30	426 (COMP TIME EARNED (X))	0.50	0.00	8.00	38.00	38.00	0.00	2107 (MAINTENANCE TECHNICIAN III)					<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Mon	12/25/2023			850 (HOLIDAY)	7.50	0.00	7.50	7.50	45.50	0.00	2107 (MAINTENANCE TECHNICIAN III)					<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Tue	12/26/2023			401 (ANNUAL LEAVE)	7.50	0.00	7.50	15.00	63.00	0.00	2107 (MAINTENANCE TECHNICIAN III)				Post Holiday Vacation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Wed	12/27/2023			401 (ANNUAL LEAVE)	7.50	0.00	7.50	22.50	60.50	0.00	2107 (MAINTENANCE TECHNICIAN III)				Post Holiday Vacation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Thu	12/28/2023			401 (ANNUAL LEAVE)	7.50	0.00	7.50	30.00	68.00	0.00	2107 (MAINTENANCE TECHNICIAN III)				Post Holiday Vacation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Fri	12/29/2023			401 (ANNUAL LEAVE)	7.50	0.00	7.50	37.50	75.50	0.00	2107 (MAINTENANCE TECHNICIAN III)				Post Holiday Vacation	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Showing 30 per page: 15 total records

## Supervisor & Timekeeper Actions and Filters

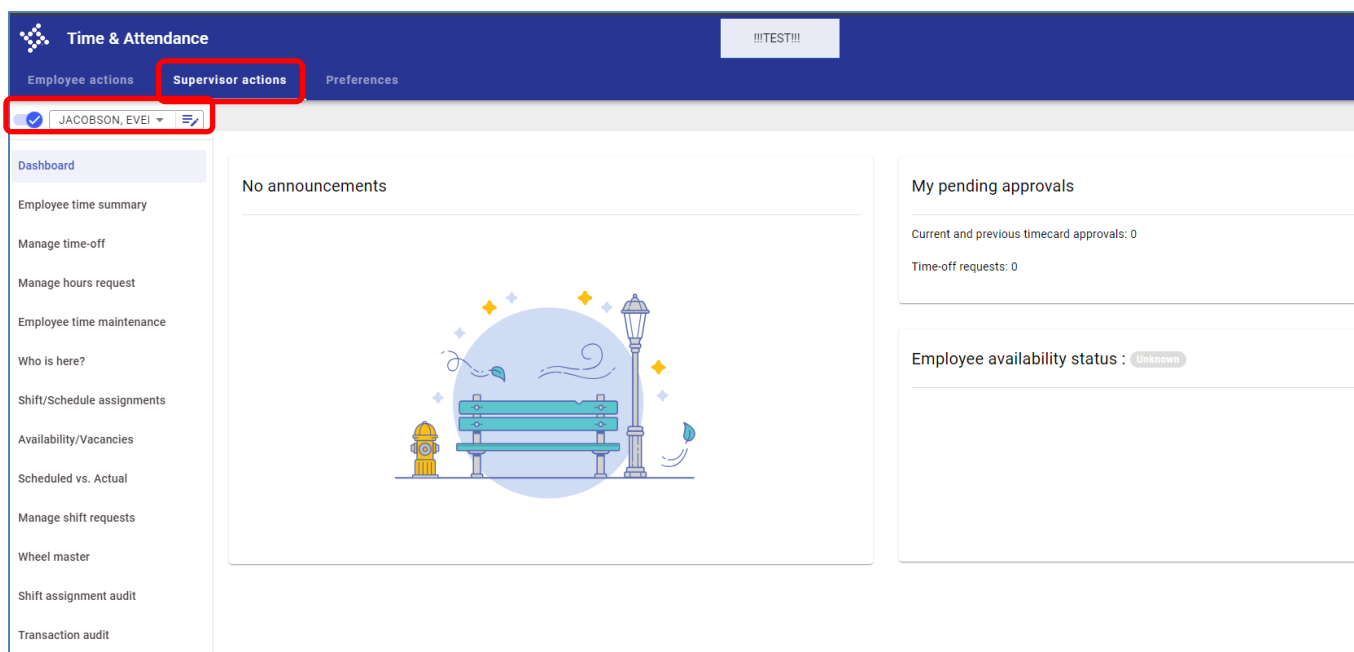
Supervisors and Timekeepers will have access to the Supervisor Actions tab at the top of the screen, as shown below. This tab will give access to programs that allow tracking, reporting, management, and approval of multiple employees.


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).

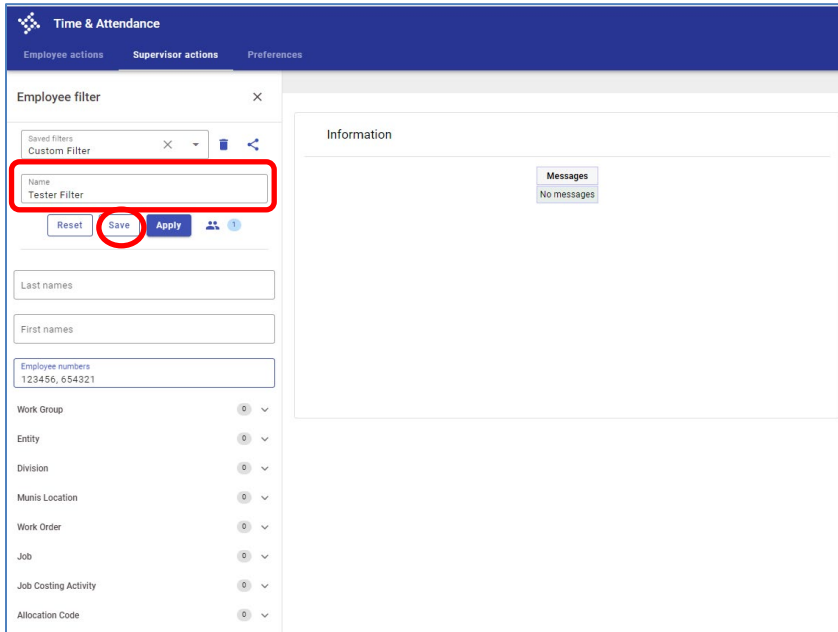
When a Supervisor or Timekeeper is working on their associated employees' time entry or leave requests, the checkmark must be turned off.

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.

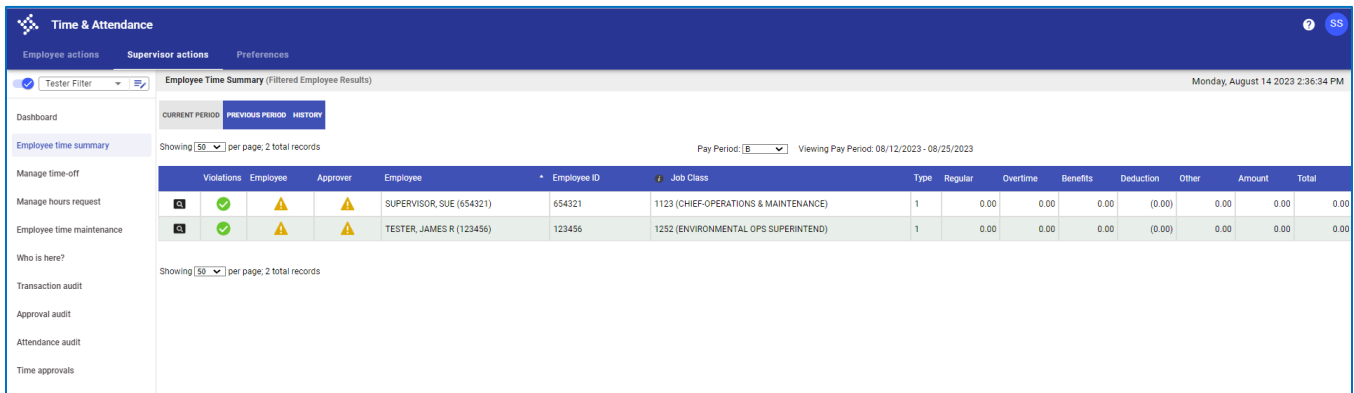


To create a filter, click the Edit icon (  ) in the Employee Filter section. In the example below, a filter has been built based upon an employee number. Enter as many employee numbers as required, separated by a comma. Once the numbers have been entered, set a filter Name, and click the Save button.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












The screenshot shows the 'Employee filter' configuration window. The 'Name' field is 'Tester Filter' and the 'Employee numbers' field is '123456, 654321'. The 'Save' button is circled in red.

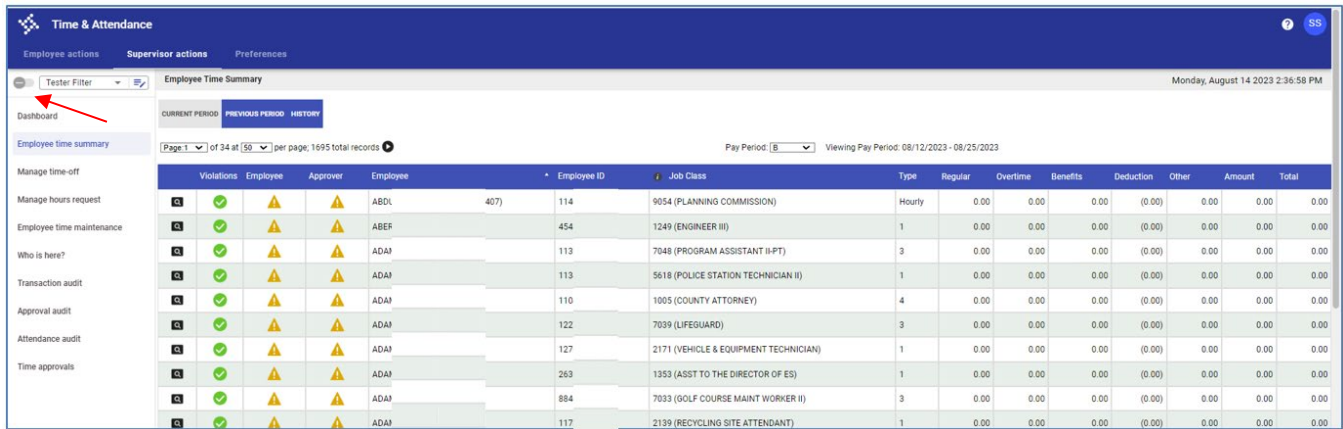
When the Tester Filter is applied, only employees who match the filter will display. In the example below, the Employee Time Summary page only shows employees who match the two employees defined in the filter.



The screenshot shows the 'Employee Time Summary' page with the 'Tester Filter' applied. The table displays the following data:

Violations	Employee	Approver	Employee	Employee ID	Job Class	Type	Regular	Overtime	Benefits	Deduction	Other	Amount	Total
				SUPERVISOR, SUE (654321)	654321	1123 (CHIEF-OPERATIONS & MAINTENANCE)	1	0.00	0.00	0.00	(0.00)	0.00	0.00
				TESTER, JAMES R (123456)	123456	1252 (ENVIRONMENTAL OPS SUPERINTEND)	1	0.00	0.00	0.00	(0.00)	0.00	0.00

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.



The screenshot shows the 'Time & Attendance' system interface. At the top, there are tabs for 'Employee actions', 'Supervisor actions', and 'Preferences'. Below these, there is a 'Tester Filter' dropdown menu with a check mark slider next to it. A red arrow points to this slider. The main area displays the 'Employee Time Summary' table for the current period (08/12/2023 - 08/25/2023). The table has columns for Violations, Employee, Approver, Employee ID, Job Class, Type, Regular, Overtime, Benefits, Deduction, Other, Amount, and Total. The table contains 10 rows of data, each representing an employee's time record.

Violations	Employee	Approver	Employee	Employee ID	Job Class	Type	Regular	Overtime	Benefits	Deduction	Other	Amount	Total
ABDL	407)			114	9054 (PLANNING COMMISSION)	Hourly	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
ABEF				454	1249 (ENGINEER III)	1	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
ADAJ				113	7048 (PROGRAM ASSISTANT II-PFT)	3	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
ADAJ				113	5618 (POLICE STATION TECHNICIAN II)	1	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
ADAJ				110	1005 (COUNTY ATTORNEY)	4	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
ADAJ				122	7039 (LIFEGUARD)	3	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
ADAJ				127	2171 (VEHICLE & EQUIPMENT TECHNICIAN)	1	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
ADAJ				263	1353 (ASST TO THE DIRECTOR OF ES)	1	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
ADAJ				884	7033 (GOLF COURSE MAINT WORKER II)	3	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
ADAJ				117	2139 (RECYCLING SITE ATTENDANT)	1	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00

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.

The screenshot shows the 'Time & Attendance' interface with the 'Time-Off Request' view. A 'Custom Filter' dropdown is highlighted in red. The left sidebar has 'Manage time-off' highlighted in red. At the bottom right, the 'Approve', 'Decline', and 'Reset To PENDING' buttons are highlighted in red.

Actions	Balance	Employee id	Name	Day	Start time	Duration	Remaining Balance	Hours/Days	Type	Status	Creation date	Comment
<input type="checkbox"/>		361	TESTER, JAMES S (361)	Fri	12/29/2023	30.00	164.00	Hours	401 (ANNUAL LEAVE)		12/26/2023 09:41	This request has multiple entries
<input type="checkbox"/>		361	TESTER, JAMES S (361)	Fri	12/29/2023 07:00	7.50	164.00	Hours	401 (ANNUAL LEAVE)		12/26/2023 09:41	Post Holiday Vacation
<input type="checkbox"/>		361	TESTER, JAMES S (361)	Thu	12/28/2023 07:00	7.50	164.00	Hours	401 (ANNUAL LEAVE)		12/26/2023 09:41	Post Holiday Vacation
<input type="checkbox"/>		361	TESTER, JAMES S (361)	Wed	12/27/2023 07:00	7.50	164.00	Hours	401 (ANNUAL LEAVE)		12/26/2023 09:41	Post Holiday Vacation
<input type="checkbox"/>		361	TESTER, JAMES S (361)	Tue	12/26/2023 07:00	7.50	164.00	Hours	401 (ANNUAL LEAVE)		12/26/2023 09:41	Post Holiday Vacation

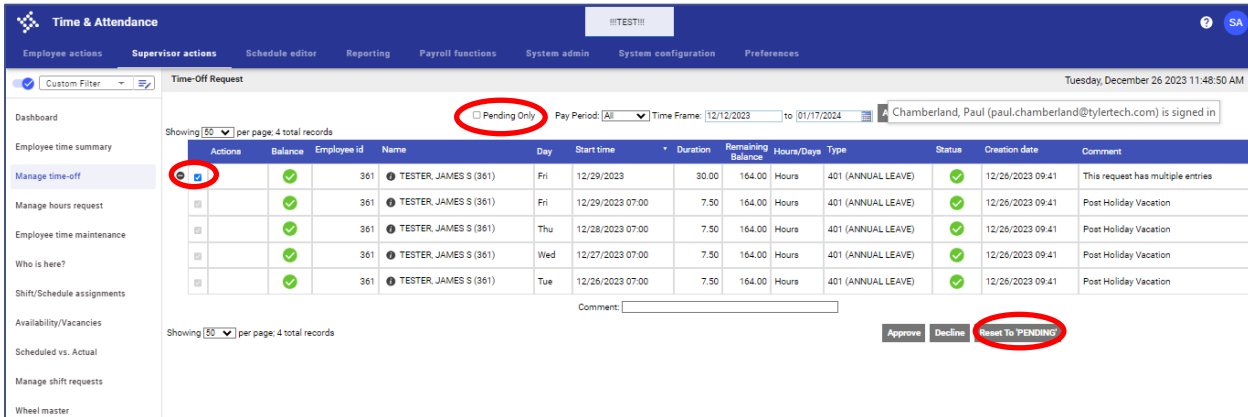
As shown below, the supervisor can review how much leave the employee has before approving. Hovering over the *italic i* next to the employee's name will display the employee's Benefit Summary.

Actions	Balance	Employee Name	Day	Start time	Duration	Remaining Balance	Hours/Days	Project
<input type="checkbox"/>		11900 <i>i</i> EDGE, WILLIAM C (11900)	Fri	03/22/2024	31.50	31.50	Hours	
<input type="checkbox"/>		11900 <i>i</i> EDGE, WILLIAM C (11900)	Fri	03/22/2024	9.00	31.50	Hours	-5
<input type="checkbox"/>		11900 <i>i</i> EDGE, WILLIAM C (11900)						-5
<input type="checkbox"/>		11900 <i>i</i> EDGE, WILLIAM C (11900)						-5
<input type="checkbox"/>		11900 <i>i</i> EDGE, WILLIAM C (11900)	Tue	03/19/2024 08:00	7.50	31.50	Hours	-5
<input type="checkbox"/>		5705 <i>i</i> MARKOVICH, GINA M (5705)	Wed	03/20/2024 07:00	4.00	145.00	Hours	-6

EDGE, WILLIAM C : Benefit Summary						
Benefit Type	Current Balance	Hours/Days	Approved	Pending	Used	Remaining
1 (ANNUAL)	86.00	Hours	7.50	47.00	0.00	31.50
2 (SICK)	175.50	Hours	0.00	7.50	0.00	168.00
4 (COMP)	0.00	Hours	0.00	0.00	0.00	0.00
5 (ADMIN)	0.00	Hours	0.00	0.00	9.50	-9.50
P (PTO)	0.00	Hours	0.00	8.00	0.00	-8.00

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.



The screenshot shows the 'Time-Off Request' management interface. At the top, there is a navigation bar with 'Supervisor actions' selected. Below the navigation bar, there are filters for 'Pending Only' (checked and circled in red), 'Pay Period', and 'Time Frame'. A table lists four time-off requests for James S. Tester, all with a status of 'Approved'. At the bottom right of the table, there are three buttons: 'Approve', 'Decline', and 'Reset To PENDING' (circled in red).

Actions	Balance	Employee id	Name	Day	Start time	Duration	Remaining Balance	Hours/Days	Type	Status	Creation date	Comment
<input checked="" type="checkbox"/>	✓	361	TESTER, JAMES S (361)	Fri	12/29/2023	30.00	164.00	Hours	401 (ANNUAL LEAVE)	✓	12/26/2023 09:41	This request has multiple entries
<input type="checkbox"/>	✓	361	TESTER, JAMES S (361)	Fri	12/29/2023 07:00	7.50	164.00	Hours	401 (ANNUAL LEAVE)	✓	12/26/2023 09:41	Post Holiday Vacation
<input type="checkbox"/>	✓	361	TESTER, JAMES S (361)	Thu	12/28/2023 07:00	7.50	164.00	Hours	401 (ANNUAL LEAVE)	✓	12/26/2023 09:41	Post Holiday Vacation
<input type="checkbox"/>	✓	361	TESTER, JAMES S (361)	Wed	12/27/2023 07:00	7.50	164.00	Hours	401 (ANNUAL LEAVE)	✓	12/26/2023 09:41	Post Holiday Vacation
<input type="checkbox"/>	✓	361	TESTER, JAMES S (361)	Tue	12/26/2023 07:00	7.50	164.00	Hours	401 (ANNUAL LEAVE)	✓	12/26/2023 09:41	Post Holiday Vacation

## 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

The screenshot shows the 'Employee Time Summary' interface. A red box highlights the 'Approver' column, which contains icons for each employee: a green checkmark (fully approved), a yellow checkmark (partially approved), a yellow exclamation mark (0.00 hours), and a red exclamation mark (hours but no approval).

Employee	Approver	Regular	Overtime	Comptime	Benefits	Deduction	Other	Amount	Total
2144 (REVENUE SPECIALIST)	Green Check	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
1279 (IT SECURITY ANALYST)	Yellow Exclamation	66.00	0.00	7.75	0.00	(0.00)	0.00	0.00	82.75
2042 (FISCAL & ADMINISTRATION COORD)	Yellow Exclamation	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
1216 (ASSISTANT CHIEF OF TREASURY)	Yellow Exclamation	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
2037 (DEED SPECIALIST)	Yellow Exclamation	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
1212 (ASSISTANT CHIEF OF BUDGET)	Yellow Exclamation	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
2128 (PROCUREMENT SPECIALIST)	Yellow Exclamation	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
2002 (ACCOUNTING TECHNICIAN)	Yellow Exclamation	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
2000 (ACCOUNTING SPECIALIST (I))	Yellow Exclamation	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
2144 (REVENUE SPECIALIST)	Yellow Exclamation	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
1227 (BUDGET ANALYST (I))	Yellow Exclamation	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
1351 (WATER/SEWER BILLING MANAGER)	Yellow Exclamation	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
2142 (TAX SPECIALIST)	Yellow Exclamation	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
2143 (TECH SUPPORT SPECIALIST (I))	Yellow Exclamation	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
1108 (CHIEF OF ACCOUNTING)	Yellow Exclamation	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
1999 (ACTING APPT:1950-EXEMPT)	Yellow Exclamation	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00

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.

The screenshot shows the same 'Employee Time Summary' interface. A red box highlights the 'Regular', 'Overtime', 'Comptime', and 'Total' columns, showing numerical values for each employee's pay classification.

Employee	Regular	Overtime	Comptime	Benefits	Deduction	Other	Amount	Total
2144 (REVENUE SPECIALIST)	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
1279 (IT SECURITY ANALYST)	66.00	0.00	7.75	0.00	(0.00)	0.00	0.00	82.75
2042 (FISCAL & ADMINISTRATION COORD)	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
1216 (ASSISTANT CHIEF OF TREASURY)	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
2037 (DEED SPECIALIST)	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
1212 (ASSISTANT CHIEF OF BUDGET)	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
2128 (PROCUREMENT SPECIALIST)	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
2002 (ACCOUNTING TECHNICIAN)	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
2000 (ACCOUNTING SPECIALIST (I))	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
2144 (REVENUE SPECIALIST)	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
1227 (BUDGET ANALYST (I))	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
1351 (WATER/SEWER BILLING MANAGER)	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
2142 (TAX SPECIALIST)	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
2143 (TECH SUPPORT SPECIALIST (I))	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
1108 (CHIEF OF ACCOUNTING)	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00
1999 (ACTING APPT:1950-EXEMPT)	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00

## 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.

The screenshot displays the 'Time Approvals' interface for Employee: TESTER, JAMES S (361). At the top, there are checkboxes for 'My Pending Approvals' and 'Unsubmitted Timecards'. Below this is a 'Pay Period Approval' summary bar for the period 12/18/2023 00:00 - 12/29/2023, showing a total of 75.50. A red arrow points to this total. Below the summary bar is an approval form with fields for 'Approval Type', 'Initials', and 'Comment', and buttons for 'Approve & Submit', 'Approve', and 'Reject'. The main part of the screen is a table of time entries. The 'Time Approvals' option in the left sidebar is highlighted with a red box. The table columns include 'Actions', 'Rules', 'Day', 'Date', 'In', 'Out', 'Type', 'Time Logged', 'Auto Deduction', 'Daily Total', 'Weekly Total', 'Time Total', 'Amount', 'Job Class', 'Schedule', 'Worked', 'Job Costing', 'Comment', 'Employee', and 'Approver'. The 'Employee' column contains green checkmarks, and the 'Approver' column contains red exclamation marks. A red box highlights the 'Employee' and 'Approver' columns in the table.

Actions	Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Weekly Total	Time Total	Amount	Job Class	Schedule	Worked	Job Costing	Comment	Employee	Approver
		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)					✓	!
		Mon	12/25/2023			890 (HOLIDAY)	7.50	0.00	7.50	7.50	45.50	0.00	2107 (MAINTENANCE TECHNICIAN III)					✓	!
		Tue	12/26/2023			401 (ANNUAL LEAVE)	7.50	0.00	7.50	15.00	53.00	0.00	2107 (MAINTENANCE TECHNICIAN III)				Post Holiday Vacation	✓	!
		Wed	12/27/2023			401 (ANNUAL LEAVE)	7.50	0.00	7.50	22.50	60.50	0.00	2107 (MAINTENANCE TECHNICIAN III)				Post Holiday Vacation	✓	!
		Thu	12/28/2023			401 (ANNUAL LEAVE)	7.50	0.00	7.50	30.00	68.00	0.00	2107 (MAINTENANCE TECHNICIAN III)				Post Holiday Vacation	✓	!

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

The screenshot shows the 'Time Approval' interface for employee JAMES S (361) for the pay period 12/16/2023 00:00 - 12/29/2023. A summary table shows 37.50 Regular, 0.00 Overtime, 0.50 Comptime, and 30.00 Benefits. The 'Submitted: 12/26/2023 11:55:51' timestamp is visible. The approval form shows 'Approval Type' as 'Approver', 'Initials' as 'ADM', and a red circle around the 'Approve' button.

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

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.

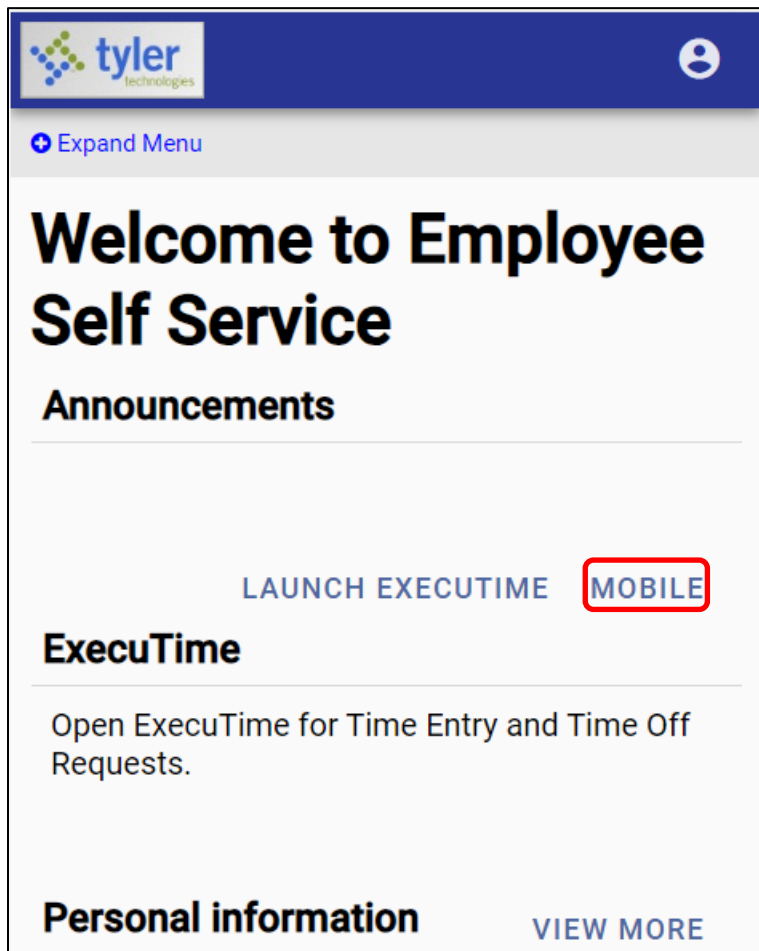
The screenshot shows a detailed timesheet for employee JAMES S (361) for the pay period 12/16/2023 00:00 - 12/29/2023. The 'Last Approved: 12/26/2023 12:18:19' timestamp is visible. The 'Approver' column shows a yellow checkmark for the approver 'ADM'. The timesheet table includes columns for Actions, Rules, Day, Date, In, Out, Type, Time Logged, Auto Deduction, Daily Total, Weekly Total, Time Total, Amount, Job Class, Schedule, Worked Shift, Job Costing, Comment, Employee, and Approver.

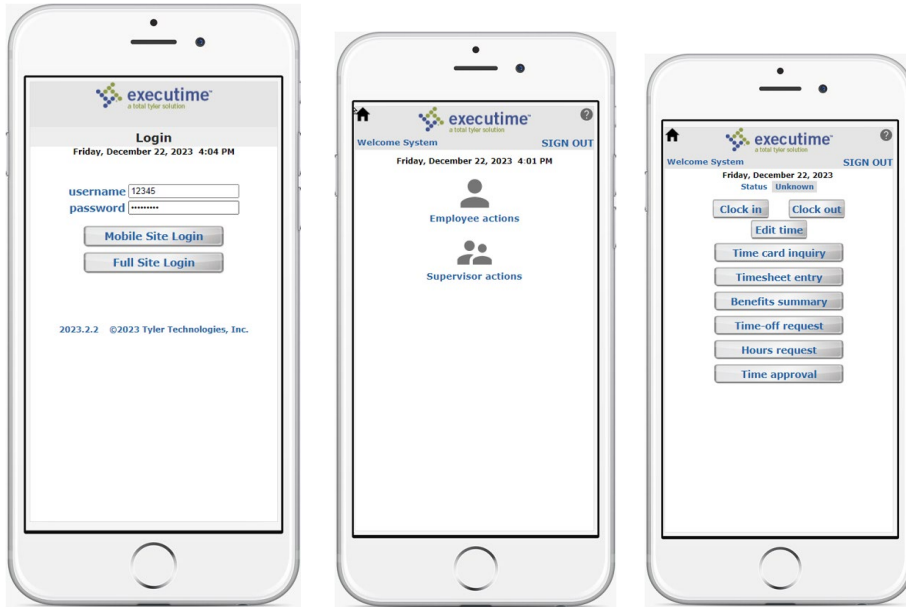
Actions	All	Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Weekly Total	Time Total	Amount	Job Class	Schedule	Worked Shift	Job Costing	Comment	Employee	Approver
✓	●		Mon	12/18/2023	08:00	12:00	103 (SALARY NON-EXEMPT)	4.00	0.00	4.00	4.00	4.00	0.00	2107 (MAINTENANCE TECHNICIAN III)					✓	ADM
✓	●		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)					✓	ADM
✓	●		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)					✓	ADM
✓	●		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)					✓	ADM
✓	●		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)					✓	ADM
✓	●		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)					✓	ADM
✓	●		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)					✓	ADM
✓	●		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)					✓	ADM
✓	●		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)					✓	ADM
✓	●		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)					✓	ADM
✓	●		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)					✓	ADM
✓	●		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)					✓	ADM



## 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.







## 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.

