

# Quick Guide to Time & Attendance (ExecuTime)

## Frequently Asked Questions

- 1) How can I reset my password?
  - a) If the employee forgets their password, employees may reach out to the payroll office for assistance. They can be reached at 301-645-0573. If they have a county email address, they may click on Forgot your password and they will receive an email with further instructions.
  - b) If the employee knows their password and wants to change their password, employees can go to the ESS Portal, under the person icon in the right-hand corner, select My Account and select Change Password, employee will be prompted to change their password.
  
- 2) What is the website for Time & Attendance (ExecuTime)?

Go to <https://charlescountymd.munisselfservice.com/ess/>. A good idea would be to “bookmark” the page so it will be easier to find each time the site needs to be accessed. Simply click on the link to the site. Once there, in the top right-hand corner there will be 3 dots. Click on the dots and select “bookmarks and lists.” From there, click on “bookmark this tab.”
  
- 3) The supervisor listed in Time & Attendance (ExecuTime) is wrong. How do I correct it?
  - a) If it is showing under the ESS Portal Personal Information page, please reach out to the timekeeper and they can advise payroll, who their supervisor is.
  - b) If it is showing under ExecuTime for Time off request or Time Approval, please reach out to the timekeeper, as the workflow needs to be corrected.
  
- 4) My address is wrong on the main landing page (Employee Self Service Portal). How do I correct it?

Employees may click on Personal Information – Add/View Changes – Add an Action – Other – Click on Employee Address Change. Populate all the necessary fields and click submit. The requested change in address will be sent to Payroll for review and approval.
  
- 5) What does “Benefit Leave” mean?

In Time & Attendance (ExecuTime) the word Benefit means Leave.
  
- 6) I need to request time off that is related to FMLA. How do I make sure my leave is counted towards FMLA?

Under Add Time Off Request – Under Job Costing Activity – select FMLA. See example below.

Worked Shift	
Job Costing Activity	17060-1000 (FMLA) ▼

7) As a supervisor, my employee told me that they requested leave 4 months away. It's not showing as a request unless I change the calendar. Can the settings be adjusted so all leave requests appear?

Supervisors will need to change the date time frame; we have recently defaulted the time to show to 2025.

8) Can a supervisor run reports of their employee's leave usage?

a) Supervisors can go under Benefit Summary and review their employees leave at any time. Timekeepers can run leave reports.

**Scenarios:**

- 1) I requested 7 hours of annual leave on April 2, 2024, and my supervisor has already approved it. How do I cancel the approved leave?

The employee needs to reach out to the supervisor and have them reset the leave to pending. Once the leave is reset to pending the employee will be able to edit and/or delete the leave request.

- 2) I am a non-exempt employee and due to workload, I need to work through my lunch period and/or take a shorter lunch period. If ExecuTime already has my lunch included, how do I adjust?

The Supervisor can exclude the auto deduction.  
Under Timesheet Entry for the employee the supervisor will check off Exclude Auto Deduction under the column. See below example.



Actions	Date	Start Time	End Time	Duration [HH:MM or HH.MM]	Amount [0.00]	Type	Exclude Auto Deduction	Job Costing Activity
	Sat 04/20/2024	00:00	07:00	Hours Days		103 (SALARY NON-EXEMPT)	<input checked="" type="checkbox"/>	

- 3) I have a doctor’s appointment scheduled in the first week of the pay period. I plan to be out of the office for 4 hours. Rather than take leave, I am going to flex my schedule so that I will make up the 4 hours within the pay period. How do I reflect this on my timesheet?

Time will need to be made up during the same week. If an employee is short hours in a week, a leave request will have to be entered.

- 4) I work M-F, 8-4:30 p.m. I will be taking a vacation from Wednesday – Wednesday. How do I put in my leave when it includes a weekend.

The employee can select Wednesday to Wednesday; after hitting save, the entry can be edited, and the employee can delete the entry for Saturday and Sunday.

- 5) I am planning to take off on a day from 2:30 p.m. – 4:30 p.m. Can you show me what my request should look like? Do I need to use military time, complete the benefit time, etc?

Start Time is always entered in military time format.  
Start Date & Start Time are mandatory fields.  
Benefit Time is the number of hours requested off per day and is a mandatory field.

See example below:

Benefit Type	---401 (ANNUAL LEAVE) ▼
Start Date	04/23/2024
End Date	<input type="text"/>
Start Time	14:30
Benefit Time	2.0 <small>[hh.mm] or [hh:mm] Days should be in daily format (0-99) and minutes should be in fractional format (.25, .50, .75 &amp;/or .00)</small>

6) I am planning to take 3 days off and want to use 7.5 hours of PTO and 15 hours of Annual Leave. How do I enter that into the system?

The employee will need to enter in 2 different Time Off Requests.

- a. The first leave request would be Benefit Type: Paid Time Off – Select the start date – the Benefit Time would be 7.5.
- b. The second leave request would be Benefit Type: Annual Leave – Select the start date and end date – the Benefit Time would be 7.5.

7) How do I enter a Holiday on my timesheet?

Add a Row, enter the date, select Pay Code 850-Holiday and enter the number of hours you normally work on that day under the duration column. See example below:



The screenshot shows a row in a timesheet system. On the left, there is a minus sign icon and the text 'Fri'. The date is '03/29/2024' with a calendar icon. The start time is '07:00'. There are two radio buttons: 'Hours' (selected) and 'Days'. The duration field contains '8.00'. On the right, a dropdown menu is set to '850 (HOLIDAY)'.

For more detailed information please refer to the Time & Attendance Manual which can be found at:

<https://www.charlescountymd.gov/home/showpublisheddocument/19810/638457567678130000>