



TimeSaver for Hourly Timesheet Employees





TIMESAVER FOR HOURLY TIMESHEET EMPLOYEES

Table of Contents

GETTING STARTED – LOG-ON AND NAVIGATION.....	3
LOGGING ON TO TIMESAVER	3
INTRODUCING TIMESAVER.....	5
USING FULL SCREEN VIEW IN INTERNET EXPLORER	6
CHANGING YOUR WORKSPACE.....	6
TIMING OUT	9
GETTING HELP	10
LOGGING OFF.....	13
USING THE HOURLY TIMECARD VIEW	14
TIMECARD TABS	16
FINDING TIMECARD EXCEPTIONS.....	20
ADDING TIME ENTRIES	21
DELETING ENTRIES (PUNCHES).....	22
ABOUT DURATIONS AMOUNTS:	22
HOLIDAY PAY	23
PAY CODES	24
ADDING A PAY CODE AMOUNT	25
PAY CODE EDITS	26
REFRESHING THE TIMECARD	27
LABOR ACCOUNTS AND WORK RULE TRANSFERS	28
THE SELECT TRANSFER DIALOG BOX	29
LABOR ACCOUNT.....	30
WORK RULE.....	33
WORK RULE.....	34
CALCULATING TIMESHEET TOTALS.....	35
APPROVALS.....	36
APPROVING YOUR TIMESHEET	37
REMOVING APPROVAL	39
PRINTING YOUR TIMESHEET	40
GLOSSARY OF TERMS.....	43
INDEX	48



GETTING STARTED – LOG-ON AND NAVIGATION

Logging On to TimeSaver

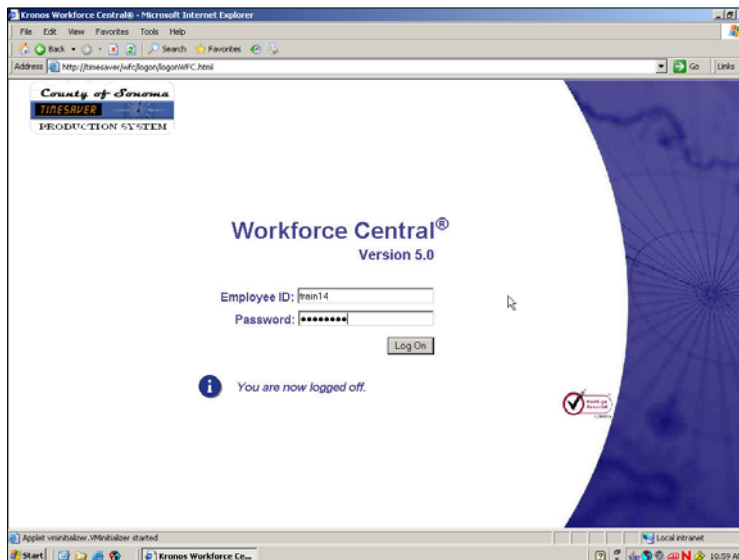
1. Open Internet Explorer by clicking the Start button in Windows, and then Internet Explorer from the top of the Start Menu. (You can also click a shortcut on the desktop or in the taskbar.)
2. Click inside the Address text box in the Address toolbar and type "TimeSaver".
3. Press the Enter key on your keyboard.

Note: If at this point in the process, you are asked to download the java applet or get an error message stating that the page is not found, contact the Help Desk at 565-2030.

4. To add this to your Favorites in Internet Explorer, click Favorites in the menu, and then click Add to Favorites.
5. Type your employee number supplied to you by your department into the Employee ID textbox.
6. Type "password" in the Password text box. This entry is always **case sensitive** so be sure to type it in lower case.

Note: If you type an incorrect password three times during this process, the system will lock you out for 90 minutes. If it is critical that you log on to the system immediately, call the Help Desk and let them know you need to log on before 90 minutes. If you have any other problems with TimeSaver from this point forward, call the Help Desk and if they are unable to resolve the issue, your call will be forwarded to the Central Payroll department.

7. Click the Log On button.





- When prompted to Change Password, type "password" in the Old Password text box, type your new password in the New Password text box and then type your new password again in the Verify Password text box. Remember that your password is case sensitive so be careful to remember the way that you type it in.

It is a good idea to use the same password in TimeSaver as you use for other systems here at the County. Just be aware that when you change your Microsoft Networking password, the password in TimeSaver will not be changed automatically. If you want to keep the passwords synchronized you must change the TimeSaver password manually. You can do this by clicking the *Change Password* link in the Navigation Bar (see section Changing Your Password).

A screenshot of the "Change Password" web form. The form is set against a dark blue background. At the top, the title "Change Password" is displayed in yellow. Below the title, there are four input fields: "User Name" with the value "train14", "Old Password", "New Password", and "Verify Password". Each password field contains a series of black dots to mask the characters. Below the input fields is a button labeled "Change Password Now". At the bottom of the form, a red message reads "Your password has expired." A mouse cursor is visible on the right side of the form.



Introducing TimeSaver

After you log on, TimeSaver checks your access to determine the display profile assigned to you. As an employee, you'll see your current period time card or timesheet. An example of an employee's timesheet is displayed below.

The TimeSaver window is divided into 3 main sections:

Navigation Bar – this is located on the left side of the screen. You can select the links in this navigation bar to access parts of the program you have rights to. Use the Navigation Bar to access the areas of the program such as your timesheet or your reports. You can also use the Back and Forward buttons in Internet Explorer to navigate in this program.

Header – this is located at the top of the page under Internet Explorer's menu and toolbars. Some of the information displayed in the Header includes your name and the time period that you are currently viewing.

Workspace – this is the remaining part of the screen where your timesheet or your reports are displayed.

The screenshot shows the County of Sonoma TimeSaver application running in Microsoft Internet Explorer. The browser title is "County of Sonoma Timesaver - Microsoft Internet Explorer provided by County of Sonoma IE 5.5 Deploy A". The address bar shows "http://kronostaining/mvc/portal".

The application interface includes a navigation bar on the left with links for "Log Off", "Change Password", "My Information", "My Timecard", "My Reports", and "Help". The main content area is titled "My Timecard" and shows the following information:

- Name & ID: Employee, Hourly 17
- Last Saved: 2:00PM
- Time Period: Current Pay Period

Below this information is a table with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily. The table shows data for dates from Tue 2/15 to Sat 2/26. Some cells are highlighted in red, indicating specific times or amounts.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
Tue 2/15			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0
Wed 2/16			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0
Thu 2/17			8:30AM		12:30PM	1:00PM		5:00PM	8.0	8.0
Fri 2/18			7:00AM		12:00PM	1:00PM		4:00PM	8.0	8.0
Sat 2/19										
Sun 2/20										
Mon 2/21	President's	8.0								8.0
Tue 2/22										
Wed 2/23										
Thu 2/24										
Fri 2/25										
Sat 2/26										

Below the main table is a "Totals & Schedule" section with a sub-table:

Account	Pay Code	Amount	Wages
SC01-IHS-9301-000...	Regular Ho...	32.0	320.00
SC01-IHS-9301-000...	Tot Insv Hr ...	40.0	400.00
SC01-IHS-9301-000...	Total Hrs w...	40.0	400.00
SC01-IHS-9301-000...	Holiday Be...	8.0	80.00

At the bottom right, there is another table with columns: Date, In, Out, Pay Code, Amount. It shows data for dates from Tue 2/15 to Wed 2/23.

Date	In	Out	Pay Code	Amount
Tue 2/15	8:00AM	5:00PM		
Wed 2/16	8:00AM	5:00PM		
Thu 2/17	8:00AM	5:00PM		
Fri 2/18	8:00AM	5:00PM		
Sat 2/19				
Sun 2/20				
Mon 2/21	8:00AM	5:00PM		
Tue 2/22	8:00AM	5:00PM		
Wed 2/23	8:00AM	5:00PM		



Using Full Screen View in Internet Explorer

Full Screen View in Internet Explorer collapses the Standard Buttons toolbar, hides the other toolbars, the menu, and the status bar. This view is available anytime you are working in Internet Explorer and is not specific to TimeSaver. The advantage to working in this view is that the toolbars for Internet Explorer are not as visible (though a reduced size of the Standard Buttons toolbar still displays) and you have more screen space for the TimeSaver program itself. The disadvantage to working in this view is that the status bar that contains the progress bar is not displayed and you cannot see the relative time it is taking a page to load.

1. Click inside the Internet Explorer address bar to be sure the window is active, click View in the menu, and then click Full Screen OR press the F11 button on your keyboard.
2. To return to the default view, click inside the Internet Explorer address bar, click View in the menu, and then click Full Screen OR press the F11 button on your keyboard again.

Changing Your Workspace

You can increase the size of your Workspace on the screen in two ways:

Minimizing the Navigation Bar

1. Click the Minimize Navigation Bar button in the upper right corner of the Navigation Bar.
2. To display the Navigation Bar again, click the Maximize Navigation Bar button.

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Cum...
Tue 2/15			8:00AM		12:00PM	1:00PM	5:00PM	8.0
Wed 2/16			8:00AM		12:00PM	1:00PM	5:00PM	16.0
Thu 2/17			8:00AM		12:00PM	1:00PM	5:00PM	24.0
Fri 2/18			7:00AM		12:00PM	1:00PM	4:00PM	32.0
Sat 2/19								32.0
Sun 2/20								32.0
Mon 2/21	President's Day	80.00						40.0
Tue 2/22								40.0
Wed 2/23								40.0
Thu 2/24								40.0
Fri 2/25								40.0

Account	Pay Code	Amount	Wages
SC01-4HS-9301-000...	Regular Hrs...	32.0	320.00
SC01-4HS-9301-000...	Tot Insv Hr...	40.0	400.00
SC01-4HS-9301-000...	Total Hrs w...	40.0	400.00
SC01-4HS-9301-000...	Holiday Be...	8.0	80.00



Resizing the Workspace Area

1. Click the mouse between the panes in the Workspace area of your screen until a double arrow appears.
2. Drag the pane horizontally or vertically to size it.

The screenshot displays the 'My Timecard' interface in a Microsoft Internet Explorer browser. The browser address bar shows 'http://kronostraining/wfc/portal'. The application header includes 'County of Sonoma Timesaver' and 'TRAINING SYSTEM'. The main content area is titled 'My Timecard' and shows details for 'Employee, Hourly' with ID '17'. The 'Time Period' is set to 'Current Pay Period'. Below this is a table with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, and I. The table lists dates from Tue 2/15 to Sat 2/26. A red box highlights the entry for Mon 2/21 with a pay code of 'President's...' and an amount of '8.0'. Below the main table is a 'Totals & Schedule' section with sub-tabs for 'Totals & Schedule', 'Accruals', and 'Audits'. The 'Totals & Schedule' tab is active, showing a table with columns for Account, Pay Code, Amount, and Wages. The table lists various accounts and pay codes, including 'Regular Ho...', 'Tot Insv Hr...', 'Total Hrs w...', and 'Holiday Be...'. The 'Totals & Schedule' table also includes a sub-table with columns for Date, In, Out, Pay Code, and Amou.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	I
Tue 2/15			8:00AM		12:00PM	1:00PM		5:00PM	8.0	€
Wed 2/16			8:00AM		12:00PM	1:00PM		5:00PM	8.0	€
Thu 2/17			8:30AM		12:30PM	1:00PM		5:00PM	8.0	€
Fri 2/18			7:00AM		12:00PM	1:00PM		4:00PM	8.0	€
Sat 2/19										
Sun 2/20										
Mon 2/21	President's...	8.0								€
Tue 2/22										
Wed 2/23										
Thu 2/24										
Fri 2/25										
Sat 2/26										

Account	Pay Code	Amount	Wages
SC01-IHS-9301-000...	Regular Ho...	32.0	320.00
SC01-IHS-9301-000...	Tot Insv Hr...	40.0	400.00
SC01-IHS-9301-000...	Total Hrs w...	40.0	400.00
SC01-IHS-9301-000...	Holiday Be...	8.0	80.00

Date	In	Out	Pay Code	Amou
Tue 2/15	8:00AM	5:00PM		
Wed 2/16	8:00AM	5:00PM		
Thu 2/17	8:00AM	5:00PM		
Fri 2/18	8:00AM	5:00PM		
Sat 2/19				
Sun 2/20				
Mon 2/21	8:00AM	5:00PM		
Tue 2/22	8:00AM	5:00PM		
Wed 2/23	8:00AM	5:00PM		

Changing Your Password

You will probably want to synchronize your password for TimeSaver with your other passwords here at the County of Sonoma. It is not necessary for the operation of the program for this password to be the same as your Microsoft Networking password, however, you'll remember your passwords more easily if they are all the same.

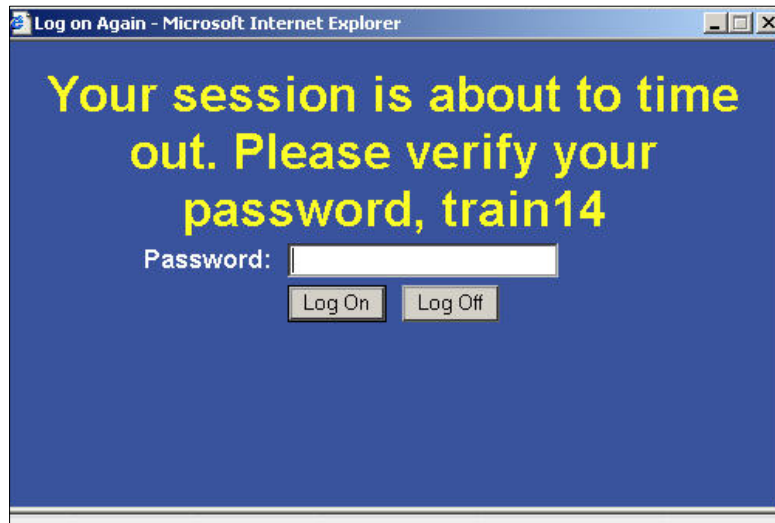
1. Click Change Password at the top of the Navigation Bar to display the Change Password dialog box.
2. Type your current password in the Old Password text box, type your new password in the New Password text box, and then type the new password again in the Verify Password text box.
3. Click the Change Password Now button.

Note: Remember that passwords are always case sensitive in TimeSaver. You might double check your Caps Lock button before beginning this process. You will probably want to use the same password in TimeSaver as you use on the County network. The minimum length for passwords is 6 characters and the best passwords incorporate both letters and numbers. You'll be asked to change your password in 90 days. You will be required to come up with 3 unique passwords before you can begin reusing passwords you have used in the past.

A screenshot of a web browser window titled "Change Password - Microsoft Internet Explorer". The page has a blue background and the heading "Change Password" in yellow. Below the heading are four text input fields: "User Name" with the value "train1", "Old Password", "New Password", and "Verify Password", all containing masked characters (dots). At the bottom of the form are two buttons: "Change Password Now" and "Cancel". A mouse cursor is pointing at the "Change Password Now" button.

Timing Out

When you are logged on to TimeSaver for 30 minutes without keyboard or mouse activity, you receive a timeout message like the one displayed below.



1. To log back on, click in the Password text box, type your password and then click the Log On button. If you choose to log back on, you will be returned to the same point in the application from which you left off.
2. To log off, click the Log Off button to exit the program.

If you are sharing a computer with other users, be sure to log-out of TimeSaver and out of the County network anytime you leave the physical location of the computer. Audit trails in the TimeSaver program will show your name for any activity performed on the computer when you are logged on.



Getting Help

If you are having trouble because:

- Internet Explorer won't launch
- You can't find Internet Explorer (not installed)
- You get an error message when you try to open Internet Explorer
- Internet Explorer tries to install a program (java applet) when you launch TimeSaver

Call the Help Desk at 565-2030.

If you experience difficulty navigating in TimeSaver, use the Help system first (see the section below) or browse the TimeSaver pages on the County Intranet site. If your problem persists, contact the Help Desk and if they are unable to assist you, they will forward your call to the central payroll department. If your problem occurs after hours or on a week-end, contact a supervisor or manager in your department. If you still cannot find help, track your time manually until the problem can be resolved. Be sure to resolve all problems before the end of the pay period to ensure accurate payroll reporting and to prevent unnecessary and costly adjustments.



County Intranet Site

This is your best choice for getting help on TimeSaver. Under My Links in the Navigation Bar is a link called TimeSaver Resources. Clicking this link takes you to additional documents that have been put on the County intranet site for your use.

The *How Do I...?* page contains questions that you might have. These questions have been arranged in categories such as General and Manager. Click on the question and an Adobe Acrobat pdf file is generated that you can print, save, or just read.

Under Training Resources in the Resources tab, you'll find this course material, *TimeSaver for Project Timesheet Employees*. Each handout contains a revision date in the footer. You may want to visit this site periodically to see if there have been revisions to the handout you received in class. When you click this link, an Adobe Acrobat pdf file is also generated.





Using the Help System

The Help system built into TimeSaver is NOT specific to the County. Your best choice for getting help is the County Intranet site (see above).

If you do want to access the Help built in to TimeSaver, there are several ways to do this:

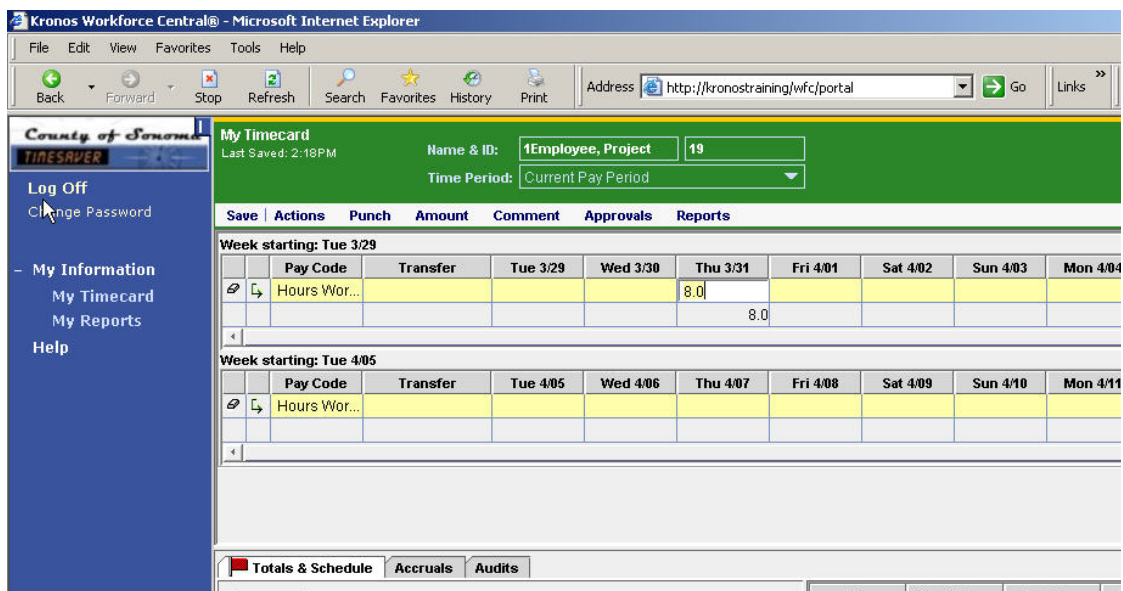
- Click the Help button in a dialog box to obtain context sensitive help about that particular topic.
- Click the Help link at the bottom of the Navigation Bar. This allows you to access the Help system in a table of contents or index format.
- Click the Launch Help icon in the upper right corner of the workspace for context sensitive help about the particular task you are working on.



Logging Off

When you log off and end your work session in TimeSaver, you will lose any changes to your timesheet that you haven't saved.

1. To save your changes, click Save in the menu. There is no shortcut key for Save so you need to click the menu choice. A gold bar at the top of the screen indicates that changes have been made and need to be saved.



2. Click Log Off from the Navigation Bar.

Note: Be sure to log off using the Log Off link in the Navigation Bar rather than the Close button in the upper right corner of Internet Explorer so that you don't lose your changes.



USING THE HOURLY TIMECARD VIEW

Employees who enter their start and stop time will use the Hourly Timecard. Non-worked time and some worked time can be tracked using a pay code such as Sick, Vacation etc. Worked time is tracked as Regular or Overtime according to formulas programmed into the system simply by entering in and out times. Both will default to your home labor codes unless a transfer is performed to charge time to another department or section. Both employees and managers can add pay code amounts to track hours other than regular. Hourly employees' timecards are not populated with start and stop times so employees create entries to account for their normal hours.

The screenshot displays the 'My Timecard' interface for an employee. The main table shows daily entries with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cu. The entry for Fri 2/11 is highlighted, showing a pay code of 'Lincoln's B.' and an amount of 8.0. Below the main table, there are sections for 'Totals & Schedule', 'Accruals', and 'Audits'. The 'Totals & Schedule' section includes a table with columns for Account, Pay Code, Amount, and Wages, showing a total of 720.00 for regular hours.

Date	In	Out	Pay Code	Amount
Tue 2/01	8:00AM	5:00PM		
Wed 2/02	8:00AM	5:00PM		
Thu 2/03	8:00AM	5:00PM		
Fri 2/04	8:00AM	5:00PM		
Sat 2/05				
Sun 2/06				
Mon 2/07	8:00AM	5:00PM		
Tue 2/08	8:00AM	5:00PM		
Wed 2/09	8:00AM	5:00PM		
Thu 2/10	8:00AM	5:00PM		
Fri 2/11	8:00AM	5:00PM	Lincoln's B.	8.0
Sat 2/12				
Sun 2/13				
Mon 2/14				

Account	Pay Code	Amount	Wages
SC01-IHS-9301-000...	Regular Ho...	64.0	640.00
SC01-IHS-9301-000...	Tot Insv Hr ...	72.0	720.00
SC01-IHS-9301-000...	Total Hrs w...	72.0	720.00
SC01-IHS-9301-000...	Holiday Be...	8.0	80.00



To enter in or out times, type that data directly into the In or Out text box. You can also use menu options for editing data in the timescard. The Tab key on the keyboard moves you from one cell to next on the right and Shift+Tab moves you back to left. In addition you can use the arrow keys to move from one item to another.

The screenshot displays the 'My Timecard' interface for an employee. The main grid shows dates from Tue 2/01 to Mon 2/14. The entry for Fri 2/11 is highlighted, showing an In time of 8:00AM, an Out time of 5:00PM, and a total of 8.0 hours. The 'Amount' column for this entry is highlighted in red.

Date	In	Out	Shift	Daily Cu
Tue 2/01	8:00AM	12:00PM	1:00PM	8.0
Wed 2/02	8:00AM	12:00PM	1:00PM	8.0
Thu 2/03	8:00AM	12:00PM	1:00PM	8.0
Fri 2/04	8:00AM	12:00PM	1:00PM	8.0
Sat 2/05				32
Sun 2/06				32
Mon 2/07	8:00AM	12:00PM	1:00PM	8.0
Tue 2/08	8:00AM	12:00PM	1:00PM	8.0
Wed 2/09	8:00AM	12:00PM	1:00PM	8.0
Thu 2/10	8:00AM	12:00PM	1:00PM	8.0
Fri 2/11	8:00AM	12:00PM	1:00PM	8.0
Sat 2/12				72
Sun 2/13				72
Mon 2/14				72

Account	Pay Code	Amount	Wages
SC01-IHS-9301-000...	Regular Ho...	64.0	640.00
SC01-IHS-9301-000...	Tot Insv Hr ...	72.0	720.00
SC01-IHS-9301-000...	Total Hrs w...	72.0	720.00
SC01-IHS-9301-000...	Holiday Be...	8.0	80.00

Date	In	Out	Pay Code	Amount
Tue 2/01	8:00AM	5:00PM		
Wed 2/02	8:00AM	5:00PM		
Thu 2/03	8:00AM	5:00PM		
Fri 2/04	8:00AM	5:00PM		
Sat 2/05				
Sun 2/06				
Mon 2/07	8:00AM	5:00PM		
Tue 2/08	8:00AM	5:00PM		
Wed 2/09	8:00AM	5:00PM		
Thu 2/10	8:00AM	5:00PM		
Fri 2/11	8:00AM	5:00PM		
Sat 2/12				
Sun 2/13				



TimeCard Tabs

An employee's timesheet contains informational tabs at the bottom of the workspace. These tabs are labeled Totals & Schedule, Accruals, Audits, and at times, Sign-offs and Approvals, and Comments.

Totals & Schedule

This tab contains the Totals view that displays accumulated totals by paycode and labor account as entered on your timecard. On the right is the Schedule view that displays the employee's schedule. All employees must have a schedule for the system to perform properly. Notify your manager and/or your Payroll Clerk if your schedule is missing or incorrect.

The Totals view of the Totals & Schedule tab lets you see a breakdown of totals in a number of ways. You can select All, Shift, Daily, or Cumulative totals. If you select a day by clicking on that line in the timecard, then choose Cumulative option from the drop list, you will see the cumulative hours for the pay period up to that date. If you select a day by clicking on it, then select Shift or Daily from the drop list, it will display the hours for that particular date or shift as displayed below.

The screenshot shows the 'My Timecard' interface for an employee. The main table displays the following data:

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cu
Tue 2/01			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	8.1
Wed 2/02			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	16
Thu 2/03			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	24
Fri 2/04			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	32
Sat 2/05											32
Sun 2/06											32
Mon 2/07			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	40
Tue 2/08			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	48
Wed 2/09			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	56
Thu 2/10			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	64
Fri 2/11	Lincoln's D...	8.0								8.0	72
Sat 2/12											72
Sun 2/13											72
Mon 2/14											72

The summary table at the bottom shows the following data:

Account	Pay Code	Amount	Wages
SC01-IHS-9301-000...	Regular Ho...	8.0	80.00
SC01-IHS-9301-000...	Tot Insv Ho...	8.0	80.00
SC01-IHS-9301-000...	Total Hrs w...	8.0	80.00

The Account is the labor account that was charged for the transaction. An (x) in front of a labor account indicates that the account is not the employee's home labor account. Some departments here at the County have employees apply their time to various labor



accounts that represent programs, projects, or events. If you don't have to charge your time to special accounts, it will always default to your home labor account and you don't have to worry about this column.

The Pay Code is the type of time your hours were applied to such as Regular Hours Worked, Vacation, etc. The wage calculation that you see on the timesheet is an estimate only; final computations are performed in the payroll system.

The Totals view can be sorted by each of the columns displayed. Simply click on the column heading to sort by Account, Pay Code, Amount, or Wage.

Each of the columns in this section can also be widened by clicking and dragging on the line between the column headings. You should always widen the Pay Code column so that you can see the entire Pay Code description (and the Account column if you are performing labor level transfers). You can collapse a column that you don't need to see by clicking the triangle in the column heading. For example, you might want to collapse the Account column if you don't have a need to transfer time to various labor accounts.

Note that a Red Flag symbol on the totals tab indicates that totals are out of date due to edits that have not yet been saved.

The Schedule view shows the scheduled start and end times for all the days in the time period selected in the timecard. An (x) after the date indicates a workrule transfer. This means that time worked on this schedule is treated differently than it usually is. For example, standby pay. An employee working during standby is usually paid callback for a minimum number of hours. Scheduled work rule transfers may or may not create phantom entries on the timecard. For example, an employee scheduled for standby will see a phantom or computer generated transaction (purple) paying them their standby premium pay. Schedules must be edited in the Schedule Planner by a manager or supervisor.



Accruals

The Accruals tab provides accrued time figures such as sick or vacation time. Accruals are continually updated with deductions that you take for sick or vacation time as the pay period progresses, however, the balances that you see on your timesheet the first week of the pay period will reflect the balances from the pay period prior to the one that just ended.

After the first week has passed, your accruals will reflect the balances through the most recent pay period less any deductions you have taken. This update to your accruals will be performed after payroll has been processed so by the second Tuesday of the pay period, they will be more accurate.

Accrual Code	Balance as of Selected Date	Units	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance without Projected Credits
Sick Leave	5.52	Hour	2/15/2005	0.0	0.0	5.52	5.52
Vacation	4.6	Hour	2/15/2005	0.0	0.0	4.6	4.6
Vacation ...	0.0	Hour	2/15/2005	0.0	0.0	0.0	0.0



Audits

The Audits tab displays all the edits made to an employee's timesheet for the period displayed in the Time Period drop list in the header. The Audits tab will display the details of the change made by the employee, manager, or payroll clerk and the user name that made the edit. In addition, if a manager or payroll clerk changes an employee's timesheet, an e-mail will automatically be generated by the system and sent to the employee.

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
2/03/2...	5:00PM	Add Punch						Out Pun...	2/13/2005	3:01PM	h1empl...	Timecard ...
2/03/2...	8:00AM	Add Punch						In Punch	2/13/2005	3:01PM	h1empl...	Timecard ...
2/02/2...	5:00PM	Add Punch						Out Pun...	2/13/2005	3:01PM	h1empl...	Timecard ...
2/02/2...	8:00AM	Add Punch						In Punch	2/13/2005	3:01PM	h1empl...	Timecard ...
2/01/2...	5:00PM	Add Punch						Out Pun...	2/13/2005	3:01PM	h1empl...	Timecard ...
2/01/2...	8:00AM	Add Punch						In Punch	2/13/2005	3:01PM	h1empl...	Timecard ...
2/01/2...	12:00...	Edit Punch						Out Pun...	2/13/2005	3:02PM	h1empl...	Timecard ...
2/01/2...	5:00PM	Add Punch						Out Pun...	2/13/2005	3:02PM	h1empl...	Timecard ...
2/01/2...	1:00PM	Add Punch						In Punch	2/13/2005	3:02PM	h1empl...	Timecard ...
2/04/2...	5:00PM	Add Punch						Out Pun...	2/13/2005	3:02PM	h1empl...	Timecard ...



Finding Timecard Exceptions

Workforce Timekeeper uses visual cues to indicate exceptions. These could be solid red cells or cells outlined in red that represent exceptions such as missed entries, late or early entries, or excused absences. If you move the mouse over these visual cues, a message pops up to provide more detailed information. (Don't click on it, it is just there to provide feedback.)

In the Help system, you can open the Timecard chapter, select Using Timecards, Timecard Indicators and Colors to see a table of the various indicators found in this program to indicate exceptions.

Note the red cell in the figure below. This indicates that the employee missed entering the out time or "punch" as it is referred to in TimeSaver.

The figure below shows what the timecard looks like once time is entered. The timecard grid contains two sets of In and Out columns so that you can enter in and out times for multiple shifts and before and after meals. The purple entries indicate a Phantom punch. A phantom punch is an entry that was added to the timecard by the TimeSaver program. If the entry has a gray background you cannot edit it. If the background is not gray, you can edit it. In the case below, holiday pay was added to this employee by Central Payroll and because it has a gray background, cannot be changed. If the entry needs to be changed, it must be changed by the Payroll Clerk or Central Payroll. To add an entry to the timecard for the same day, click the arrow at the left edge of the workspace (this adds a new row).

The screenshot displays the TimeSaver application window. The main area is a grid with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, and Daily. A red cell is visible in the 'Out' column for the date Fri 2/11, with a tooltip that reads 'Missed Out-Punch'. Below the grid, there are sections for 'Totals & Schedule', 'Accruals', and 'Audits'. The 'Totals & Schedule' section shows a summary table with columns for Account, Pay Code, Amount, and Wages. The 'Accruals' section shows a table with columns for Date, In, Out, Pay Code, and Amount.

Date	In	Out	Pay Code	Amount
Tue 2/01	8:00AM	5:00PM		
Wed 2/02	8:00AM	5:00PM		
Thu 2/03	8:00AM	5:00PM		
Fri 2/04	8:00AM	5:00PM		
Sat 2/05				
Sun 2/06				
Mon 2/07	8:00AM	5:00PM		
Tue 2/08	8:00AM	5:00PM		
Wed 2/09	8:00AM	5:00PM		
Thu 2/10	8:00AM	5:00PM		
Fri 2/11	8:00AM	5:00PM		
Sat 2/12				
Sun 2/13				
Mon 2/14	8:00AM	5:00PM		



Adding Time Entries

Time entries are referred to as punches in this program even when time stamping devices are not used.

1. Click in the first In cell for the appropriate date and type the starting time. Type the letter "a" to designate AM or "p" to designate PM. The system defaults to AM if neither is specified.
2. Click in the first Out cell and type the ending time. This could be the end of the day or the beginning of a meal period.
3. Click in the second In cell if coming back from a lunch/break and type the time returning to work.
4. Click in the second Out cell if the meal period was recorded and type the time leaving work for the day.
5. Note the gold bar that appears at the top of the header to indicate that changes have been made that need to be saved. In addition, note the red flag that appears in the Totals and Schedules tab that also indicates that the timecard contains unsaved data.
6. To add additional entries for the same day, click the arrow icon on the left of the grid to add another row and then enter the appropriate data.
7. Click Save in the menu.



Deleting Entries (Punches)

You can delete entries directly from the timecard.

1. Select the entry.
2. Press the Delete key on your keyboard.
3. Click Save in the menu.

You can also delete an entire line by using the erase icon on the left side of the screen to erase a line in the timecard.

About Durations Amounts:

- Durations can be entered as hr:min or hrs.tenths (8:30 or 8.5 both represent eight and a half hours)
- Negative amounts cannot be entered unless a pay code is being used
- Durations are associated with a single day (the day the shift begins on)
- Leading zeros are optional
- Do not use trailing zeros
- Colons are necessary - 830 will not be converted to 8:30; it will be interpreted as 830 hours
- You can enter time in hours and minutes or as a decimal; for example, you can enter 8 ½ hours as 8:30 or as 8.50
- If you enter time as a decimal such as 8.5, TimeSaver could change the amount entered to a slightly different decimal value. This is because each of the 60 distinct minute amounts maps to a single decimal value.
- You can only take vacation or sick time in tenths of an hour. For example, you can enter 6 or 12 minutes of vacation but not 7 or 14 minutes.



HOLIDAY PAY

Because holiday pay is automatically populated by Central Payroll, the holiday pay code and the duration (amount of time) will appear in purple and you cannot change the entry. The TimeSaver system will estimate a holiday benefit credit and place that in the timesheet, however, the holiday hours will appear as 0 on your timesheet until you have entered time for your last **scheduled** day before the holiday. For example, if you have a schedule that is Monday through Friday from 8:00am to 5:00pm, your last scheduled day before a Monday holiday is Friday. If you have a schedule that is Monday through Thursday from 7am to 4:30pm, your last scheduled day before a Monday holiday is Thursday. You do not have to enter Hours Worked on the last scheduled day before the holiday in order to be paid for it; however, you must enter some sort of excused absence such as sick time, vacation time, or compassionate leave.

The payroll clerk receives a report that reflects the correct formulas based on the MOU and will adjust the holiday benefit at the end of the pay period. Employees will be notified via e-mail of any changes made.



PAY CODES

Pay codes are used to classify time and money and use the same formatting explained previously for duration amounts.

Pay codes such as Compassionate Leave, Jury Duty, Vacation, or Sick may be used to organize time.

Employees have access to pay codes based on their bargaining unit and job class. Notify your payroll clerk immediately if you do not have the correct pay codes to choose from. Always use the pay code that most closely reflects the time spent.

For a list of commonly used pay codes and their descriptions, click My Links and then TimeSaver resources. Click on the Pay Code Descriptions link and it will open. The files found here are in a pdf format which means that they can be opened, printed, and saved using Adobe Acrobat Reader.

Adding a Pay Code Amount

1. In the Timesheet workspace, insert a row by clicking the insert row icon on the left edge of the timesheet.
2. Click in the Pay Code cell and a drop-down list appears. If the pay code is difficult to read, you can widen the column by positioning the mouse on the line between Pay Code and Amount and clicking and dragging.
3. Click the list arrow and click a pay code from the drop-down list or key the first few letters of the pay code name.

The screenshot shows the 'My Timecard' interface for 'Train36, Employee' with the time period '1/03/2006 - 1/16/2006'. The main table has columns for Date, Pay Code, Amount, In, Transfer, and Out. A dropdown menu is open for the 'Wed 1/04' row, showing various pay codes like 'Vacation', 'Overtime Comp Earned', 'Overtime Paid', etc. The 'Amount' column for this row is currently empty.

Date	Pay Code	Amount	In	Transfer	Out
Tue 1/03			8:00AM		4:00PM
Wed 1/04	Vacation				
Thu 1/05	Overtime Comp Earned				
Fri 1/06	Overtime Paid				
Sat 1/07	Overtime-double				
Sun 1/08	Sick Leave				
Mon 1/09	Supervisory Leave Taken				
Tue 1/10	Union Release Time				
Wed 1/11	Vacation				
Thu 1/12	Vacation Buyback				
Fri 1/13	Java Applet Window				

4. Enter the number of hours in the Amount cell.
5. Click Save in the menu.

The screenshot shows the same 'My Timecard' interface, but now the 'Amount' cell for the 'Wed 1/04' row contains the value '8.00'. The dropdown menu is closed.

Date	Pay Code	Amount	In	Transfer	Out
Tue 1/03			8:00AM		4:00PM
Wed 1/04	Vacation	8.00			
Thu 1/05					
Fri 1/06					



Pay Code Edits

It is sometimes necessary for you to edit the pay codes that TimeSaver applies your time to. For example, if you are paid daily overtime and you enter your time for a 10 hour day in your Timesheet, TimeSaver will most likely apply that time to 8 hours of Regular Hours Worked and 2 hours of Overtime Paid.

You may, in fact, want those 2 hours to be applied to Overtime Comp. If this is the case, you must add a row to your timesheet as explained above and enter -2 (minus two) hours to Overtime Paid. You then will add another row to your timesheet and enter 2 hours to Overtime Comp.

The same situation may arise if you work on a Holiday and the system assigns the hours to Holiday Worked Paid when you want to bank the hours as comp time. In this instance, you would deduct the hours from Holiday Worked Paid and add them to Holiday Worked Comp.

For a list of commonly used pay code edits, click My Links and then TimeSaver Resources. Click on the TimeSaver Edits Employees or Managers link and it will open. The files found here are in a pdf format which means that they can be opened, printed, and saved using Adobe Acrobat Reader.

My Timecard
Last Saved: 7:52PM
Name & ID: Train36, Employee TRAIN36
Time Period: 1/03/2006 - 1/16/2006, Range of Dates

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
	Tue 1/03			8:00AM		4:00PM			
	Wed 1/04			8:00AM		4:00PM			
	Thu 1/05			7:00AM		5:00PM			
	Thu 1/05	Overtime Comp Earned	2.00						
	Thu 1/05	Overtime Paid	-2.00						
	Fri 1/06								

Totals & Schedule

Pay Code	Amount	Wages
Overtime Paid	0.00	
Total Hrs-balance to expected hr	8.00	80.00
Regular Hours Worked	8.00	80.00
Overtime Comp Earned	2.00	

Date	Start Time	End Time	Pay Code
Tue 1/03	8:00AM	4:00PM	
Wed 1/04	8:00AM	4:00PM	
Thu 1/05	8:00AM	4:00PM	
Fri 1/06	8:00AM	4:00PM	
Sat 1/07			
Sun 1/08			
Mon 1/09	8:00AM	4:00PM	
Tue 1/10	8:00AM	4:00PM	
Wed 1/11	8:00AM	4:00PM	



Refreshing the Timecard

If you haven't saved your edits and you refresh the timecard, your recent unsaved edits will be discarded.

1. Click Actions in the menu, and then click Refresh.
2. The system prompts you that you will lose any changes that you have not saved and asks if you want to continue.
3. Click Yes to discard the changes or click No to cancel the Refresh operation.

The screenshot shows the 'My Timecard' interface in a Microsoft Internet Explorer browser. The browser address bar shows 'http://kronos/training/wfc/portal'. The page title is 'County of Sonoma Timesaver - Microsoft Internet Explorer provided by County of Sonoma IE 5.5 Deploy A'. The application header includes 'County of Sonoma', 'TIMESAVER', and 'TRAINING SYSTEM'. The user is logged in as 'Employee, Hourly' with ID '17'. The time period is set to 'Current Pay Period'. The main table displays timecard data with columns for 'Date', 'In', 'Out', 'Pay Code', and 'Amount'. A context menu is open over the table, with 'Refresh' selected. Below the main table, there are sections for 'Totals & Schedule', 'Accruals', and 'Audits'. The 'Totals & Schedule' section shows a summary table with columns for 'Account', 'Pay Code', 'Amount', and 'Wages'. The 'Accruals' section shows a table with columns for 'Date', 'In', 'Out', 'Pay Code', and 'Amount'.

Date	In	Out	Pay Code	Amount
Tue 2/15	8:00AM	5:00PM		
Wed 2/16	8:00AM	5:00PM		
Thu 2/17	8:00AM	5:00PM		
Fri 2/18	8:00AM	5:00PM		
Sat 2/19				
Sun 2/20				
Mon 2/21	8:00AM	5:00PM		
Tue 2/22	8:00AM	5:00PM		
Wed 2/23	8:00AM	5:00PM		
Thu 2/24	8:00AM	5:00PM		

Account	Pay Code	Amount	Wages
SC01-IHS-9301-000...	Regular Ho...	32.0	320.00
SC01-IHS-9301-000...	Tot Insv Hr ...	40.0	400.00
SC01-IHS-9301-000...	Total Hrs w...	40.0	400.00
SC01-IHS-9301-000...	Holiday Be...	8.0	80.00



LABOR ACCOUNTS AND WORK RULE TRANSFERS

Various codes are used here at the County by administrative and accounting staff in order to separate and group labor costs in a variety of ways. For example, the Sheriff's department has a department code that keeps its labor costs separated from the labor costs of the Park's department. Within each department, costs can be further separated a number of ways including separating them by divisions, sections, and work areas. Some departments also add coding so that they can keep track of labor costs for specific projects, grants, events, etc. These types of codes are commonly referred to as labor codes or accounts in the TimeSaver system.

Individual departments here at the County of Sonoma have designated the labor accounts that they want to use in TimeSaver. In training, we use a set of labor accounts that are not the same as the ones used in your department but the process of assigning time to those labor accounts will be the same throughout the County.

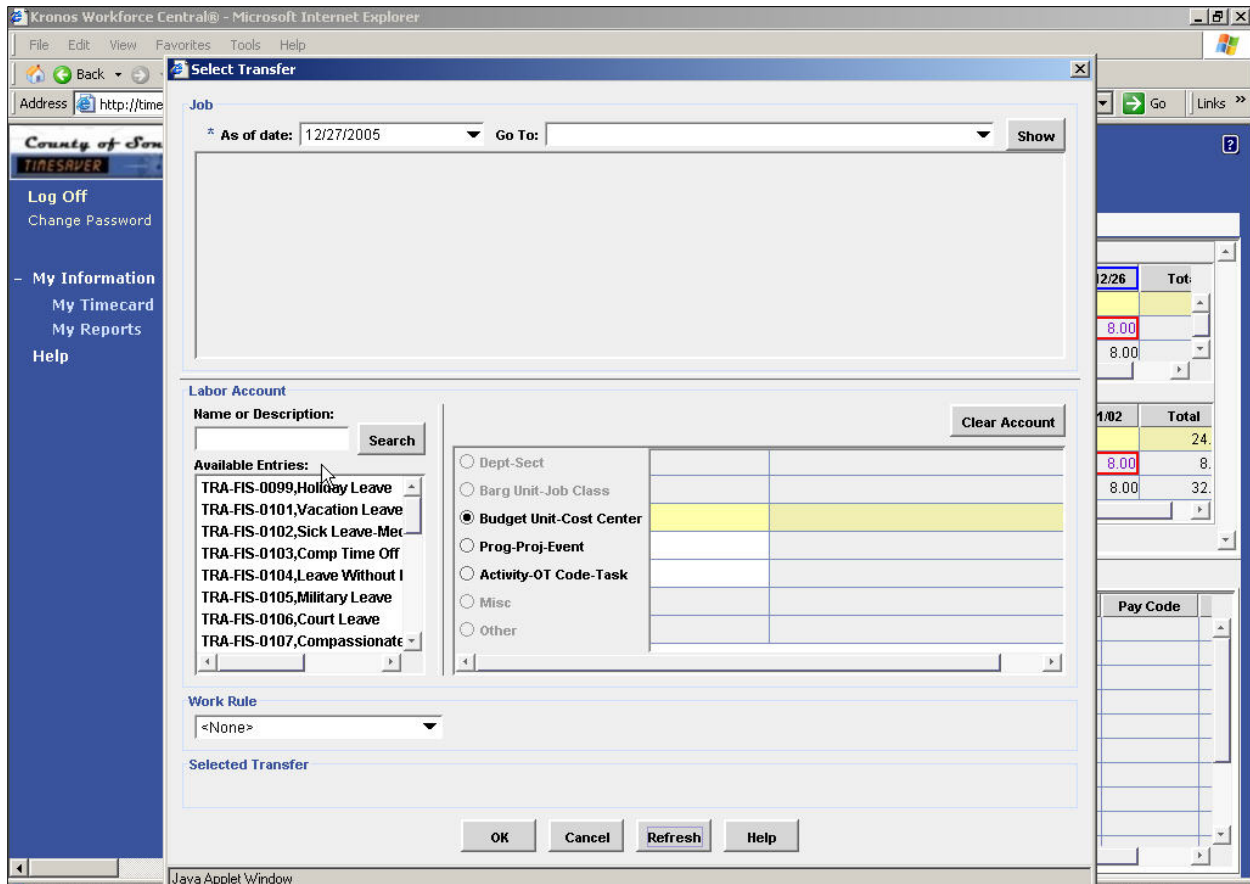
Every employee is assigned to a home labor account and all of your hours entered are applied to that account by default. However, there may be times when your time should be charged to other labor accounts and the Select Transfer dialog box is used for this purpose.

When you transfer hours from one labor account to another, you can apply the entire shift, or a portion of the shift, to a different labor account.



The Select Transfer Dialog Box

The Select Transfer Dialog box is broken down into four sections: Job, Labor Account, Work Rule, and Selected Transfer. For our purposes, the Job portion of the screen is empty and will only be used if you transfer you time to different departments.





Labor Account

Each employee is given a specific set of codes that they can see. Only those codes the employee is eligible to transfer to can be viewed. If you need to charge time to a code that is not visible, contact your supervisor or payroll clerk to so that they can make a correction.

If the dept-sect-job is not listed in the upper portion of the Select Transfer dialog box, or if you have to select other additional codes to properly record your time, you must choose a labor account from the portion of the dialog box labeled Labor Account. This is a multi-step process in which you will select a value from each of the Labor Levels available to you. For example, you will select the correct Dept-Sect that applies, the Barg Unit – Job Class that applies, the Budget Unit – Cost Center that applies, and so on. Only employees working in more than one job class will make transfers to the Barg Unit-Job class. Your home Bargaining Unit job class will always be used unless you make a change to this labor level.

A labor account consists of one labor level entry for each labor level. TimeSaver supports up to seven labor levels and the County of Sonoma is using these as follows:

Dept-Sect – this is your department and section number.

Barg Unit-Job Class – this is the bargaining unit associated with your job class and your specific job class.

Budget Unit-Cost Center – this is a specific cost center defined by your department.

Prog-Proj-Event – this is a specific project, program, or event defined by your department.

Activity-OT Code-Task – this is a specific code defined by your department, which may represent an activity, overtime reason code, or task. Each department's structure is slightly different.

Misc – this is a specific code defined by your department, which may represent a work order, vehicle number, or other identifier. Each department's structure is slightly different.

Other – this is a specific code defined by your department, which may represent a work order, vehicle number, or other identifier. Each department's structure is slightly different.



Some departments do not use all of the levels. Check with your supervisor to determine which you should use. Your department maintains the list of options that apply to you. Be sure to communicate with your payroll clerk if your list has values you do not use or is missing values you need to use.

The screenshot shows a web browser window titled "Kronos Workforce Central® - Microsoft Internet Explorer". The main content area is titled "Select Transfer". At the top, there is a "Job" section with an "As of date" field set to "12/27/2005" and a "Go To:" field. Below this is a large empty rectangular area. The "Labor Account" section contains a "Name or Description:" field with a "Search" button. Underneath is a list of "Available Entries" with a scroll bar, including items like "TRA-FIS-0099, Holiday Leave" and "TRA-FIS-0101, Vacation Leave". To the right of this list are radio button options: "Dept-Sect", "Barg Unit-Job Class", "Budget Unit-Cost Center" (which is selected), "Prog-Proj-Event", "Activity-OT Code-Task", "Misc", and "Other". A table to the right of the "Budget Unit-Cost Center" option shows a table with two columns and one row containing "TRA-FIS-0101" and "Vacation Leave". Below the "Available Entries" list is a "Work Rule" dropdown menu set to "<None>". At the bottom of the form is a "Selected Transfer" field containing "://TRA-FIS-0101//". At the very bottom are buttons for "OK", "Cancel", "Refresh", and "Help".



Selected Transfer

This portion of the Select Transfer dialog box displays the labor account/job that you are transferring to.

The screenshot shows a Java Applet Window titled "Selected Transfer". It contains the following elements:

- Labor Account** section:
 - Name or Description:** A text input field with a "Search" button.
 - Available Entries:** A list box containing:
 - TRA-FIS-0099, Holiday Leave
 - TRA-FIS-0101, Vacation Leave (highlighted)
 - TRA-FIS-0102, Sick Leave-Med
 - TRA-FIS-0103, Comp Time Off
 - TRA-FIS-0104, Leave Without F
 - TRA-FIS-0105, Military Leave
 - TRA-FIS-0106, Court Leave
 - TRA-FIS-0107, Compassionate
- Radio button options:
 - Dept-Sect
 - Barg Unit-Job Class
 - Budget Unit-Cost Center
 - Prog-Proj-Event
 - Activity-OT Code-Task
 - Misc
 - Other
- Work Rule:** A dropdown menu set to "<None>".
- Selected Transfer:** A text field containing "://TRA-FIS-0101////".
- Buttons:** OK, Cancel, Refresh, and Help.

Radio Button	Code	Description
<input type="radio"/>		
<input type="radio"/>		
<input checked="" type="radio"/>	TRA-FIS-0101	Vacation Leave
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		



Entering Labor Account Transfers

1. In the time sheet or schedule, click the Transfer cell for the row containing the entry you wish to transfer to another labor code. A drop-down list appears.
2. Click the list arrow and then select the transfer account from the drop-down list OR click Search. The Select Transfer dialog box appears.
3. If the dept-sect-job you are transferring to is listed in the Job section of the Select Transfer dialog box, click the check box to the left of the job in the correct dept-sect.
4. If the job is not listed in the Job section of this dialog box or if you need to add additional labor coding, make your selection in the Labor Account area of this window by clicking on the radio button to the left of each labor level (e.g. Dept-Sect) and then click the correct value from the list box labeled Available Entries.
5. Repeat this process for each labor level as necessary.
6. Type the first few letters of the name or code in the Name or Description box and click on search to more easily locate the value you want to select if you have a long list of values to choose from.
7. Click the OK button.
8. Click Save in the menu.

The screenshot shows the Kronos Workforce Central interface in a Microsoft Internet Explorer browser. The main window displays a timecard for an employee named 'Employee, Hourly' with ID '17'. The timecard table has columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, and Daily. The row for Thursday 3/31 is highlighted, and the 'Transfer' cell is open, showing a dropdown menu with a search box and an 'Alt+F' key indicator.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
Tue 3/29										
Wed 3/30										
Thu 3/31			1:30PM		5:30PM	6:30PM		12:00AM	9.5	9.5
Fri 4/01										
Sat 4/02										
Sun 4/03										
Mon 4/04										
Tue 4/05										
Wed 4/06										
Thu 4/07										
Fri 4/08										

Below the timecard, there are sections for 'Totals & Schedule', 'Accruals', and 'Audits'. The 'Totals & Schedule' section shows a list of accounts and pay codes with their respective amounts and wages.

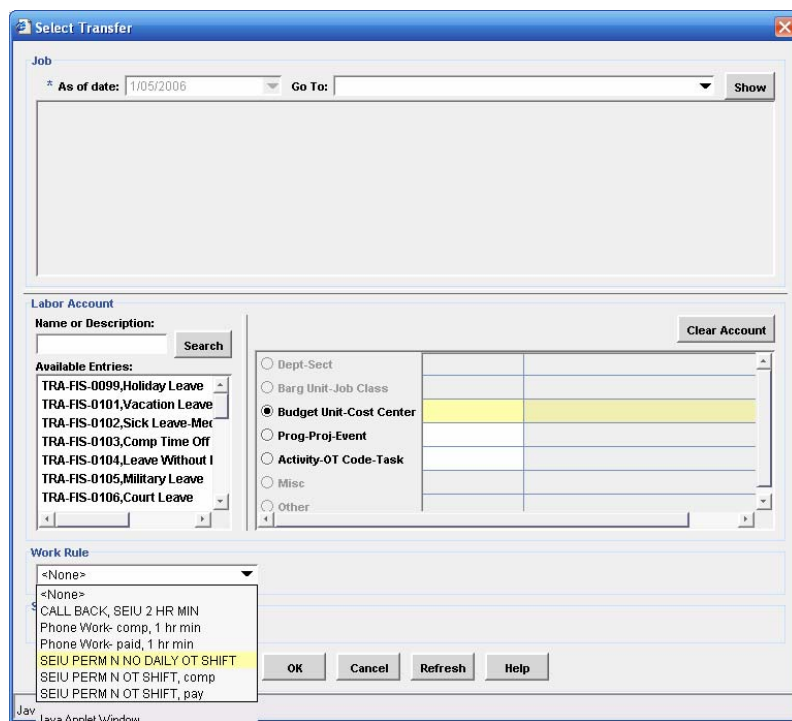
Account	Pay Code	Amount	Wage
...XX-9999/000-9999/000-9999/000-9999	Regular Ho...	8.0	80.00
...XX-9999/000-9999/000-9999/000-9999	ZT balance ...	15.5	83.75
...XX-9999/000-9999/000-9999/000-9999	Total Inserv...	8.0	80.00
...XX-9999/000-9999/000-9999/000-9999	Holiday Elig...	8.0	80.00
...XX-9999/000-9999/000-9999/000-9999	Shift 5 perc...	7.5	3.75
...XX-9999/000-9999/000-9999/000-9999	Total Hrs-b...	8.0	80.00
...XX-9999/000-9999/000-9999/000-9999	TII Insv Hr n...	8.0	80.00
...XX-9999/000-9999/000-9999/000-9999	Overtime P...	1.5	22.50

Work Rule

A work rule transfer is required when you want to waive overtime because you are flexing your time or when you want to force overtime to occur on a particular day. You may also need to perform a work rule transfer if you work in more than one job class. The work rules listed will be the ones that apply to you. There is a drop down list in the Work Rule section of the Select Transfer dialog box. If you are waiving overtime, perform a work rule transfer to a work rule with a title that contains the words “NO DAILY OT” or similar abbreviation.

Entering Work Rule Transfers

1. Click the Transfer cell for the row containing the entry you wish to apply phone work or callback to. A drop-down list appears.
2. Click the list arrow and then click Search. The Select Transfer dialog box appears.
3. Click the list arrow in the Work Rule drop-down list and then click the appropriate work rule.
4. Click the OK button.
5. Click Save in the menu.



The screenshot shows the 'Select Transfer' dialog box. It includes a 'Job' section with a date field set to 1/05/2006 and a 'Show' button. The 'Labor Account' section has a search field and a list of available entries. The 'Work Rule' section has a dropdown menu with 'SEIU PERM N NO DAILY OT SHIFT' selected. At the bottom are 'OK', 'Cancel', 'Refresh', and 'Help' buttons.



CALCULATING TIMESHEET TOTALS

If you want to see the effect of edits before saving them, you can calculate the totals first and then save after you check the results.

1. After entering amounts, click Actions in the menu, and then click Calculate Totals.
2. If you do not want to save your edits, click Actions in the menu, and then click Refresh.
3. To save your edits, click Save in the menu.

The screenshot shows the 'My Timecard' interface in a Microsoft Internet Explorer browser. The browser address bar shows 'http://kronostraining/wfc/portal'. The page title is 'County of Sonoma Timesaver - Microsoft Internet Explorer provided by County of Sonoma IE 5.5 Deploy A'. The interface includes a navigation menu on the left with options like 'Log Off', 'Change Password', 'My Information', 'My Timecard', 'My Reports', and 'Help'. The main content area displays a timesheet grid with columns for 'In', 'Transfer', and 'Out' times, and 'Shift' and 'Daily' amounts. A context menu is open over the grid, showing options like 'Refresh', 'Calculate Totals', 'E-mail...', 'Print...', and 'Print Screen...'. Below the grid, there are tabs for 'Totals & Schedule', 'Accruals', and 'Audits'. The 'Totals & Schedule' tab is active, showing a table with columns for 'Date', 'In', 'Out', 'Pay Code', and 'Amount'. The table lists dates from Tue 2/15 to Thu 2/24 with corresponding in and out times and amounts.

Date	In	Out	Pay Code	Amount
Tue 2/15	8:00AM	5:00PM		
Wed 2/16	8:00AM	5:00PM		
Thu 2/17	8:00AM	5:00PM		
Fri 2/18	8:00AM	5:00PM		
Sat 2/19				
Sun 2/20				
Mon 2/21	8:00AM	5:00PM		
Tue 2/22	8:00AM	5:00PM		
Wed 2/23	8:00AM	5:00PM		
Thu 2/24	8:00AM	5:00PM		



APPROVALS

The Timesaver system accommodates two types of approvals:

- Approval
- Sign-off

Employees should approve their own timesheets before successive approval(s) and sign-off take place. Employees should only approve their timesheet **one time** at the end of the pay period. Once an employee approves their timesheet, they can remove approval in order to make changes. Timesheets need to be approved by managers/supervisors no later than 10:00am on Tuesday following the end of the payroll cycle on Monday. Employees need to approve their timesheets on the last day worked in the pay period and this must be done before manager approval can take place. After an employee's manager/supervisor has approved an employees' timesheet, they can no longer edit their time unless the manager/supervisor removes their approval.

The process of signing off a timesheet prevents further edits to that timesheet. Here at the County, employees and then managers/supervisors are granted the right to approve timesheets before they are reviewed and finalized by the payroll clerk. As mentioned above, the timesheet must be approved by the employee at the end of their last shift of the pay period. Payroll clerks then sign-off the timesheets to allow final review, auditing, and processing by the Auditor Payroll Department.



Approving Your Timesheet

1. Click the Time Period drop-down list, and then select the Previous Pay Period if you are not approving your time on the last day of the pay period (which is recommended).
2. Click Approvals in the menu, and then click Approve.

The screenshot shows the Kronos Workforce Central interface in a Microsoft Internet Explorer browser window. The browser address bar shows 'http://kronostraining/wfc/portal'. The page title is 'My Timecard' and it is loaded at 12:59 PM. The user's Name & ID is 'Employee, Hourly 17'. The Time Period is set to 'Previous Pay Period'. The main table displays a timesheet with columns for Date, Pay Code, Amount, Comment, Approvals, and Reports. The 'Approvals' column has a dropdown menu with 'Approve' selected. Below the timesheet, there are sections for 'Totals & Schedule', 'Accruals', and 'Audits'. The 'Totals & Schedule' section shows a list of accounts with columns for Account, Pay Code, Amount, and Wages. The 'Audits' section shows a list of dates with columns for Date, Start Time, End Time, and Pay Code.

Date	Pay Code	Amount	Comment	Approvals	Reports
Tue 3/01			8:00AM Remove Approval	12:00PM 1:00PM	5:00PM 8:00 8:00
Wed 3/02			8:00AM	12:00PM 1:00PM	5:00PM 8:00 8:00
Thu 3/03			8:00AM	12:00PM 1:00PM	6:00PM 8:00 8:00
Fri 3/04			8:00AM	12:00PM 1:00PM	5:00PM 8:00 8:00
Sat 3/05					
Sun 3/06					
Mon 3/07			8:00AM	12:00PM 1:00PM	5:00PM 8:00 8:00
Tue 3/08			8:00AM	12:00PM 1:00PM	5:00PM 8:00 8:00
Wed 3/09			8:00AM	12:00PM 1:00PM	5:00PM 8:00 8:00
Thu 3/10			8:00AM	12:00PM 1:00PM	5:00PM 8:00 8:00
Fri 3/11			8:00AM	12:00PM 1:00PM	5:00PM 8:00 8:00

Account	Pay Code	Amount	Wages
..0005-0107/0/HS-6100/HS-0100/HS-60	Holiday Elig...	80.00	800.00
..0005-0107/0/HS-6100/HS-0100/HS-60	Total Inserv...	80.00	800.00
..0005-0107/0/HS-6100/HS-0100/HS-60	TI Ins Hr n...	80.00	800.00
..0005-0107/0/HS-6100/HS-0100/HS-60	ZT balance ...	80.00	800.00
..0005-0107/0/HS-6100/HS-0100/HS-60	Total Hrs-G...	80.00	800.00
..0005-0107/0/HS-6100/HS-0100/HS-60	Total Hrs-b...	80.00	800.00
..0005-0107/0/HS-6100/HS-0100/HS-60	Regular Ho...	80.00	800.00

Date	Start Time	End Time	Pay Code
Tue 3/01	8:00AM	5:00PM	
Wed 3/02	8:00AM	5:00PM	
Thu 3/03	8:00AM	5:00PM	
Fri 3/04	8:00AM	5:00PM	
Sat 3/05			
Sun 3/06			
Mon 3/07	8:00AM	5:00PM	
Tue 3/08	8:00AM	5:00PM	
Wed 3/09	8:00AM	5:00PM	
Thu 3/10	8:00AM	5:00PM	



Each approval is recorded in the timesheet's Audits tab and in the Sign-offs & Approval tab, which are displayed at the bottom of the Timesheet workspace.

The screenshot shows a software interface for a timesheet. At the top, there is a grid with columns for dates and times. Below this, there are tabs for 'Totals & Schedule', 'Accruals', 'Audits', and 'Sign-offs & Approvals'. The 'Sign-offs & Approvals' tab is active, displaying a table with the following data:

Action Taken	Date	Time	Amount	User	Start Date	End Date	Comment
Approval by Emplo...	3/15/2005	1:03PM		h1employee	3/01/2005	3/14/2005	

At the bottom of the window, there is a status bar that reads: "Contains commands for working with the selected items."

After you approve your timesheet, you cannot make additional edits. However, you can remove approval from your timesheet if it has not been approved by your supervisor/manager, and then make changes.



Removing Approval

1. Click the Time Period drop-down list, and then select the Previous Pay Period.
2. Click Approvals in the menu, and then click Remove Approval.

The screenshot shows the Kronos Workforce Central interface in a Microsoft Internet Explorer browser window. The page title is "My Timecard" and it is for "Employee, Hourly" with ID "17". The "Time Period" is set to "Previous Pay Period". The "Approvals" tab is active, displaying a table of timecard entries. One entry for 3/10/2005 has a "Remove Approval" button highlighted. Below the timecard table, the "Sign-offs & Approvals" section shows a table with one entry: "Approval by Emplo..." on 3/15/2005 for 1.03PM by user "h1employee".

Date	Pay Code	Amount	Comment	Approvals	Reports
Tue 3/01		8:00AM		Approve	
Wed 3/02		8:00AM		Remove Approval	
Thu 3/03		8:00AM			
Fri 3/04		8:00AM			
Sat 3/05					
Sun 3/06					
Mon 3/07		8:00AM			
Tue 3/08		8:00AM			
Wed 3/09		8:00AM			
Thu 3/10		8:00AM			
Fri 3/11		8:00AM			

Action Taken	Date	Time	Amount	User	Start Date	End Date	Comment
Approval by Emplo...	3/15/2005	1:03PM		h1employee	3/01/2005	3/14/2005	

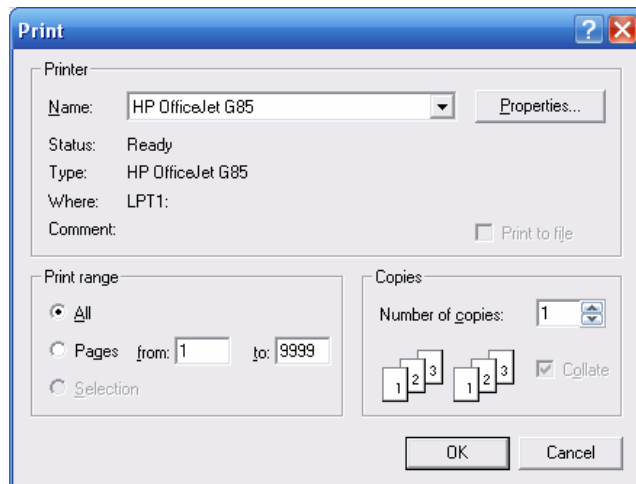
PRINTING YOUR TIMESHEET

Since employees have electronic access to timesheets from previous pay periods, it is not necessary to print your timesheet. If you do want a printed copy for some reason, you can print an entire timesheet or the timesheet as it appears on the screen. To print the entire timesheet:

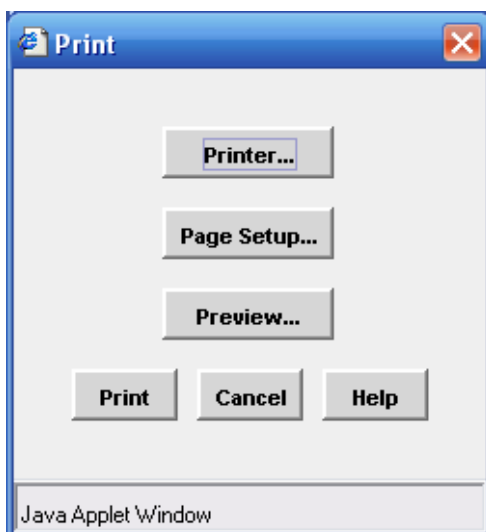
1. Click Actions in the menu and then click Print. The Print dialog box is displayed.



2. Click the Printer... button to send the entire timesheet directly to the printer. The Internet Explorer Print dialog box is displayed.



3. Click the OK button. The TimeSaver Print dialog box is displayed again.



4. Click the Print button.

To print the timesheet as it appears on the screen:

1. Click Actions in the menu and then click Print Screen.
2. Follow steps 2-4 above.

Entire Timesheet

Date	Day	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Rate	Total
1/3/06	Wed	104	2.00							10.00	20.00
1/4/06	Thu	105	2.00							10.00	20.00
1/5/06	Fri	106	2.00							10.00	20.00
1/6/06	Sat	107	2.00							10.00	20.00
1/7/06	Sun	108	2.00							10.00	20.00
1/8/06	Mon	109	2.00							10.00	20.00
1/9/06	Tue	110	2.00							10.00	20.00
1/10/06	Wed	111	2.00							10.00	20.00
1/11/06	Thu	112	2.00							10.00	20.00
1/12/06	Fri	113	2.00							10.00	20.00
1/13/06	Sat	114	2.00							10.00	20.00
1/14/06	Sun	115	2.00							10.00	20.00
1/16/06	Mon	116	2.00							10.00	20.00

Totals

Pay Code	Amount	Wages
Total Hours/Amount Reported To	20.00	20.00
Regular Hours Worked	20.00	20.00

Schedule

Date	Start Time	End Time	Pay Code	Amount
1/3/06	08:00	08:00	104	2.00
1/4/06	08:00	08:00	105	2.00
1/5/06	08:00	08:00	106	2.00
1/6/06	08:00	08:00	107	2.00
1/7/06	08:00	08:00	108	2.00
1/8/06	08:00	08:00	109	2.00
1/9/06	08:00	08:00	110	2.00
1/10/06	08:00	08:00	111	2.00
1/11/06	08:00	08:00	112	2.00
1/12/06	08:00	08:00	113	2.00
1/13/06	08:00	08:00	114	2.00
1/14/06	08:00	08:00	115	2.00
1/16/06	08:00	08:00	116	2.00



Timesheet As It Appears on the Screen

Timecard	Employee	Time Period	Days	Start	End	Rate	Amount	Comments
01	Trainor, Employee	TRAM06	01/01/06	08:00	05:00	15.00	120.00	
02	01/02/06	08:00	05:00	15.00	120.00			
03	01/03/06	08:00	05:00	15.00	120.00			
04	01/04/06	08:00	05:00	15.00	120.00			
05	01/05/06	08:00	05:00	15.00	120.00			
06	01/06/06	08:00	05:00	15.00	120.00			
07	01/07/06	08:00	05:00	15.00	120.00			
08	01/08/06	08:00	05:00	15.00	120.00			
09	01/09/06	08:00	05:00	15.00	120.00			
10	01/10/06	08:00	05:00	15.00	120.00			

Timecard	Employee	Time Period	Days	Start	End	Rate	Amount	Comments
01	Trainor, Employee	TRAM06	01/01/06	08:00	05:00	15.00	120.00	
02	01/02/06	08:00	05:00	15.00	120.00			
03	01/03/06	08:00	05:00	15.00	120.00			
04	01/04/06	08:00	05:00	15.00	120.00			
05	01/05/06	08:00	05:00	15.00	120.00			
06	01/06/06	08:00	05:00	15.00	120.00			
07	01/07/06	08:00	05:00	15.00	120.00			
08	01/08/06	08:00	05:00	15.00	120.00			
09	01/09/06	08:00	05:00	15.00	120.00			
10	01/10/06	08:00	05:00	15.00	120.00			



TIMESAVER

GLOSSARY OF TERMS

Terms and concepts from the TimeSaver (Workforce Timekeeper 5.0) payroll program are defined in this glossary.

- **Application**
A big word that means computer program
- **Accrual**
An accrual is an amount of time or money that an employee earns or accumulates for events such as vacation and sick time. Each event is assigned an accrual code. Each code has an associated measurement unit or type, which is days, hours, or money.
- **Audit Trail**
A window that displays all entry and edit activity performed in a timesheet.
- **Browser**
A browser is a software program that provides access to information on the World Wide Web or on a company's network. Microsoft Internet Explorer is the browser used by the County.
- **Client**
Part of a program that resides on the PC whose job is to connect to and get information from a server. The web browser on your desktop is an example of a client application.
- **Duration**
A span of time entered that does not have a specific start and stop time. Duration amounts follow the same work rules as time entries. Duration amounts can be entered in the project timesheet or hourly timesheet (e.g., with 8 hours vacation; 8 hours is the duration amount).
- **Exception**
An exception is an entry that deviates from the employee's schedule when an employee does not enter their time as expected. For example, if an employee is absent from work or works on their day off, the system records the deviation as an exception. Exceptions are typically triggered by deviations from the schedule that has been set up in Time Saver by the employee's supervisor or scheduling staff.



- **Header**
The top of the page under the Internet Explorer's menu and toolbar; the area of the page that identifies the portion of the application you are currently viewing. Items that appear in the header are the current HyperFind selection (show drop down list), time period, menu bar, and launch icons.
- **Historical Amount**
Any amount that is added to, moved, or deleted in a signed-off pay period.
- **Hourly Timesheet**
The hourly timesheet is used by employees who enter start and stop times. It allows for the entry of transfers, pay code amounts, & duration amounts. This timesheet view is required for employees who are eligible for shift differential.
- **Kronos**
Kronos is the name of the company that makes and distributes the Workforce Timekeeper program.
- **Labor Account**
A labor account is a cost center to which an employee's hours are charged. Every employee is assigned to a home labor account specific to his or her department and job assignment. A labor account consists of combinations of labor level entries to clearly define the account.
- **Labor Level**
A labor level is a category that defines the job and accounting structure. Every labor level has a list of labor level entries.
- **Labor Level Entry**
A selection at a specific labor level.
- **Launch Icons**
Launch icons are buttons at the top right corner of the header. They include Timesheet, Schedule, People and Reports. Your user's profile determines which launch icons you see. When an employee or group of employees is selected in the workspace, the launch icons let you view specific employee information.
- **Navigation Bar**
The navigation bar is located on the left side of the TimeSaver browser page. It contains links that allow you to access the parts of the program you have rights to. The User Profile determines these rights.



- **Password**
Your Time Saver password is a string of characters you make up, that keeps your account secure. The password is connected with the user name. Passwords are case sensitive and must be changed every 90 days.
- **Pay Code**
In TimeSaver, pay codes categorize time or money. Time pay codes hold hours and monetary pay codes hold money amounts.
- **Pay Period**
A pay period is the regular time period for which employees are paid. In the County, this period is biweekly. Pay periods end every other Monday and employees are paid for two weeks.
- **Pay Rule**
A pay rule is a set of rules that calculates hours for employees. A pay rule contains general payroll rules, such as the type of pay period (for example, biweekly). A complete pay rule controls such items as the length of pay period, when shift differential is earned, which holidays have holiday benefits, and the order by which rules are processed.
- **Payroll Lock**
The payroll lock prevents unauthorized users from changing timesheets that have already been sent to payroll central. The payroll administrator performs a payroll lock just after processing the data and printing checks. A payroll lock cannot be removed but historical edits can be used to make changes by authorized payroll staff.
- **People**
TimeSaver defines people as users that have a site license that the County pays for. This includes both employees having data tracked and employees who have access to the data.
- **Project Timesheet**
Project Timesheet is the timesheet used by employees who enter time worked (called duration amounts by TimeSaver). It allows for the entry of transfers, pay code edits and pay period totals.
- **Punch**
A punch is an entry made in a time card showing a start or stop time.
- **Refresh**
A method of updating the workspace with current data from the server and canceling unsaved information.



- **Reload**
This is a choice in the Select Transfer window that updates the Search Results with the latest labor level codes from the database.
- **Sign-Off**
A sign-off prevents further editing to an employee record. A Payroll Clerk generally does the sign-off after all approvals, editing, and corrections have been completed.
- **Time Entry Method**
An employee's time entry method is the method they use to enter their time into TimeSaver. The method for hourly employees might be to enter start and stop times. Project-based employees' method could be to enter hours and duration amounts.
- **TimeSaver**
TimeSaver is the name that was selected here at the County to call the Kronos Workforce Timekeeper program.
- **Transfer, Labor**
A transaction that allows entries to be applied to a labor cost account other than the employee's home labor account.
- **Transfer, Work Rule**
A transaction that allows entries to have a different work rule applied to hours worked (e.g., a transfer to a call back work rule tells the system to apply call back rules to the time worked instead of treating them like normal hours worked).
- **User Account**
User name, password, logon profile and effective dates are contained in the user account. User accounts can have a status of active, inactive, or terminated. A user account is required to access the time entry system.
- **Work Rule**
A work rule is a group of elements that apply payroll rules to hours worked. The rules determine how employee hours are managed. Overtime rules, shift rules, rounding rules, etc., are determined by the defined work rules.
- **Workforce Employee (License)**
A workforce employee is any person who needs access to the system to enter his or her own time and project information.
- **Workforce Manager (License)**
A workforce manager is any employee who enters or edits other employees' information. A workforce manager is also an employee so they can also track their own data.



- **Workforce Timekeeper**
The vendor's name for the program used by the County of Sonoma to manage time sheets.
- **Workforce Timekeeper Employee (License)**
Anyone whose time will be collected in the TimeSaver program even if the time will be entered by someone else (e.g., employees without computer access).
- **Workspace**
A workspace is the area of the page that displays whatever part of the system you are currently viewing. An example of a workspace would be the area in which an employee's timesheet appears.



TIMESAVER FOR HOURLY TIMESHEET EMPLOYEES

INDEX

Account, 15, 16, 32, 43, 45
Account column, 16
Accruals, 17
AM, 20
Application, 42
Approval, 35, 37, 38
Audit Trail, 42
Auditor Payroll Department, 35
Audits, 18, 37
Back and Forward buttons, 4
Browser, 42
Central Payroll, 1
Client, 42
context sensitive help, 11
County intranet site, 10
e-mail, 18, 22
employee number, 1
Exception, 42
exceptions, 19
Favorites, 1
Full Screen View, 5
gold bar, 12
Header, 4, 43
help, 9, 10, 11
Help Desk, 1, 9
Historical Amount, 43
holiday pay, 19, 22
Hourly Timesheet, 43
HyperFind, 43
Internet Explorer, 1, 4, 5, 9, 12, 39, 42, 43
Kronos, 43, 45
Labor Account, 28, 29
Labor Level, 43
labor level transfers, 16
Launch Help icon, 11
Launch Icons, 43
Log Off, 8, 12
Microsoft Networking password, 2
My Links, 10, 23, 25
Navigation Bar, 2, 4, 5, 7, 10, 11, 12, 43
New Password, 2, 7
password, 44, 45
Password, 1, 2, 7, 8
Pay Code, 16, 23, 24, 25, 44
Pay Period, 44
Pay Rule, 44
Payroll clerks, 35
Payroll Lock, 44
People, 43, 44
phantom punch, 19
PM, 20
print, 39, 40
Project Timesheet, 44
Punch, 44
punches, 20
remove approval, 35, 37
Reports, 43
Save, 12, 24, 33, 34
Schedule, 15, 16, 43
Sign-off, 35
Sign-Off, 45
standby pay, 16
Time Period drop-down list, 36, 38
timeout, 8
TimeSaver, 42, 43, 44, 45, 46
TimeSaver Print dialog box, 40
timesheet, 4, 12, 17, 18, 22, 24, 25, 35, 37, 39, 40
Verify Password, 2, 7
waive overtime, 33
Work Rule, 45



*TimeSaver for
Hourly Timesheet Employees*

Workspace, 4, 5, 6, 46