TIMEWARE BASICS
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TimeWare

The TimeWare system is the automated timekeeping system used by MCG for recording and reporting hours for all biweekly employees.

- All non-exempt employees are required to use the time clock unless there are circumstances that prevent them from doing so.

  Exception:
  No time clock available in the employee’s work area.
TimeWare Request

Web link for the form requesting timeware access or *access removal: http://www.mcg.edu/comptroller/pdf_files/timeware_access_request.pdf

Please complete the form and return it to the payroll office

- Campus Mail ------------------HSB 168
- Fax Number-------------------706-721-1948

*Please note once a timeware user terminates or transfers from your department you should complete an access removal form and return it to the payroll office.
Accessing Timeware

THE SYSTEM IS NOT ACCESSABLE BEFORE 9 A.M.

1. Go to the TimeWare link http://host.mcg.edu/wma/tware.asp
2. At prompt type USER ID<TAB>and PASSWORD <ENTER>

Case Sensitive-Use lower case

```
TimeWare

User ID____________________________
Password___________________________
```

Please protect your Time and Attendance password at all times; your password should only be used by you.
Printing Timeware Reports

Print Week- to- Date Report [department]

A Week to Date Report should be printed prior to making any corrections and a final copy after all corrections have been completed. The final printed copy should be signed by the department’s supervisor/manager and kept for 4 years. To print your timeware report, perform functions below.

Main Menu

[1] Time and Attendance Menu
[1] Daily Processing
[2] Print Time and Attendance Reports
  Use down arrow key to select Week-to-Date report
  Press the enter key

[F1] Prints all employees in the department
The system will return to Daily Processing Menu

[F4] Escape back to the Main Menu

[4] Exit
Yes to Exit

Print week- to -date [one employee]

[1] Time and Attendance Menu
[1] Daily Processing
[2] Print Time and Attendance Reports
  Use down arrow key to select Week-to-Date report
  Press the enter key
Tab down to select employee number and enter the employee’s timeware number

[F1] to print
  The system will return to Daily Processing Menu

[F4] Escape back to the Main Menu

[4] Exit
Yes to Exit
Print week-to-date report [prior week]

The week has been rotated and you forgot to print your report. Perform function below.

[1] Time and Attendance Menu

[1] Daily Processing

[2] Print Time and Attendance Reports
   
   Use down arrow key to select Week-to-Date report
   Press the enter key

   Tab down to Prior Pay Period, change No to Yes

   [F1]

   Change the dates as needed and press enter>enter

   The dates on the top page of the report will show the current pay but the body of the report will reflect the prior week’s dates

   [F1] to print

   The system will return to Daily Processing Menu

   [F4] Escape back to the Main Menu

   [4] Exit

   Yes to Exit
Corrections and Adjustments

Performing Changes and Adjustments

Changes and Adjustments screen can be found by accessing the Time and Attendance Menu. Log on the TimeWare system, and choose:

[1] Daily Processing Menu

[1] Corrections Menu

[1] Changes and Adjustments

Corrections Exception Display

The first employee you are authorized to access will automatically be displayed on this screen. At the bottom of the screen you will find a list of available options. Type the letter for the function you want to perform.

[C] for Corrections

[B] for Benefits

[A] for Adjustments to Hours

[T] for Labor Transfers

[S] for Schedules

[R] for Recap Report*

[O] for approve

*The recap function can be used to view an employee’s total paid hours on the screen prior to printing the week-to-date report.

To view another employee for corrections, there are four options. Type the letter for the function you want to perform.

[N] will display Next employee

[P] will display Previous employee

[F] find employee enter employee’s timeware number or use F6 function below

[F6] type the first letters of the employee’s last name, once the employee’s name shows on the screen press enter.
Correcting Punches

The Corrections screen will automatically display any missing punch transactions shown on the week-to-date report or screen for employee(s). The first line will be highlighted and the cursor will be positioned at the menu of possible actions, displayed at the bottom of the screen.

ADD  CHANGE  MERGE  SCHEDULE  REMOVE  LEAVE

Missing Punch

An employee forgot to punch in or out. You will see the message “Missing In”, “Missing Out” on the exception screen and/or report. Perform functions below.

[1 ]Daily Processing
[1 ]Corrections
[1 ]Changes and Adjustments

Exceptions screen (choose function needed)
[C] Correct
Corrections screen
[C] Change

Enter date and time for missing punch

Enter to save

No Punch

An employee fails to clock in and out. You will see the message “Absent” on the screen and/or report. Perform functions below.

[1] Daily Processing
[1] Corrections
[1] Changes and Adjustments

Exceptions screen (choose function needed)
[C] Correct
Corrections screen
[A] Add

Enter date and time for missing punches

[F1] or Enter to save
**Merge Punches**

An employee punched using the incorrect function key (in/out key twice); you will see two records which would need to be corrected and the message “**Missing In**” or “**Missing Out**”. Perform functions below.

1. **Daily Processing**
2. **Corrections**
3. **Changes and Adjustments**

**Exceptions screen (choose function needed)**

- **[C]** Correct
- **[M]** Merge in and out punches
- **[Y]** Yes to verify merge enter
- **[F1]** Save corrections

**Adjusting Hours**

An employee’s total work hours for the day are different from the system’s calculation. Example: time change at the beginning or end of day light savings time. Perform the function below.

1. **Daily Processing**
2. **Corrections Menu**
3. **Changes and Adjustments**

**Exceptions screen (choose function needed)**

- **[A]** Adjust
- **[C]** Correct

Tab and change **total hours only**

Enter the reason code

**[F1]** Save corrections
Manual Entries

Manual entries of an employee’s time should only be performed on an emergency basis.

- The payroll department should be informed of any circumstances that would prevent an employee from using a time clock on a regular basis.
  
  ❖ Example time clock being down.

- If manual entries are required, the timeware user should complete and retain a time sheet for hours entered. (time sheet is located on the web under controller>payroll forms)

Manual entries are required for all work related training.

- When an employee attends work related training/classes, the in and out punches should be entered in timeware, as if it is a normal work day. The benefit code **OC (off campus) is no longer available.**
  
  ❖ Example: An employee normally works 8:00 a.m. to 16:30 p.m. but the class hours are 8:00 a.m. to 18:00 p.m. You would enter 8:00 as in time and 18:00 as the out time.
Adding Benefits

Benefits

Annual Leave, Sick Leave, Holiday, Unscheduled Holiday, On Call, Jury Duty, Military Leave, Leave Without Pay, Comp Time Taken

An employee missed scheduled work time. You will see the message Absent, Early Clock out, Under hours, or Tardy on screen and/or report. Perform the function below.

[B] Benefits
[A] Add
[F6] for list of options in Code Field
Use tab key to move from field to field
[F1] Save corrections

Weekly Benefits

[B] Benefits
[W] Weekly
Enter appropriate dates in date range (press enter)
Enter appropriate benefit code (press enter)
Enter hour amounts per day (press enter)
[F1] Saves corrections
Future Benefits

[I] Daily Processing
[I] Corrections
[I] Changes and Adjustments

Exceptions Screen (choose function needed)

[B] Benefits

[F] Future

[A] Add

Enter available information

[F1] Save corrections

Change incorrect Benefit Code/Hours:

Highlight day in question

[C] Change; enter appropriate code and/or hours

[F1] Save corrections

Remove incorrect Benefit:

Highlight day in question

[R] Removes entire record (only if the record was entered in error)

[F1] Save corrections
Schedules
Change Schedules for Current Week and Next Week

Current Week
An employee is working different hours in the current week. Use the function below to make changes to the current work schedule.

[1] Daily Processing
[1] Corrections Menu
[1] Corrections and Adjustments
[S] Schedule
[C] Change

Make necessary changes, use Tab key to move from field to field

[F6] Option List

Highlight and make necessary changes for the week

[F1] Save changes

Daily
An employee worked off schedule (different hours) for one day. Perform function below

[1] Daily Processing
[1] Corrections Menu
[1] Corrections and Adjustments
[S] Schedule
[C] Change

Make necessary change, use Tab key to move from field to field

[F1] Save changes
**Permanent**

Use the function below to make the employee’s work schedule permanent. The screen will display the schedule change for week in future (next week), not current week schedule, you will need to change the current week’s schedule.

- [2] Employee Menu
- [1] Employee Master
- [1] Edit Employee Master
  
  Edit Hourly Records Screen

- [W] Work Schedule Rotation
  
  Edit Work Schedule Rotation Screen

- [C] Make necessary changes

- [F1] Save changes

**Print Work Schedule Master**

Work Schedule Master is used to reference all available work schedules in timeware. To print the available schedules, perform function below.

**Main Menu**

- [1] Time and Attendance Menu
- [3] Reports Menu
- [1] Company Listings Menu
- [7] Print Work Schedule Master

- [F1] to print

Print Status

Output to file change to local printer (F6 to find local printer)
Employee Status

New Hire

All timeware users are responsible for adding new hire employees in the timeware system. Employees are not entered in timeware by completing an E-PAR for Peoplesoft. Bi-weekly employees are paid by the hours entered in timeware; therefore if an employee is not added in timeware they can not be paid.

Add New Employees:

[2] Employee Menu

[1] Employee Master

Edit Employee Master

[X] For next available employee number (write this number down or memorize it because you will need it later

[F] Find someone with same job title, department number, and work schedule

[D] Dup (duplicate) info

Make necessary changes to only the following mentioned fields using tab key

1. **Employee number field** (use next available number from earlier step)

2. **Badge number field** ( make sure the correct badge number is entered, if the badge number is incorrect the employee’s in/out punches will not show in timeware)

3. **Last Name field** use space bar to move to First Name

4. **First Name field** (should line up under the r in Hourly. Do not enter nick names, use the employee’s legal first name)

5. **Social Security number field** (make sure the social security number match the number that is in Peoplesoft. A wrong social security number can cause an employee not to be paid)

6. **Hire Date**

7. **Pay Group**

8. **Ws rotation**

9. **Schedule** *(Incorrect work schedule will cause incorrect pay).*

[F1] Saves addition
Transferring Employees

Timeware users can not transfer an employee. The payroll staff is responsible for this function; however it is the responsibility of the timeware user to contact the payroll office.

- If you try to enter an employee in timeware and you get the error message, an employee already exist with the social security number you entered. Please contact the payroll staff.

Terminated (Resigned) Employees

All timeware users are responsible for terminating employees from the system. Users should not terminate an employee before the employee has received their final working hours check. If an employee is terminated in timeware too soon, they will not receive a pay check.

Examples:

- Jane Doe terminates the end of the pay period, (07/11) the timeware user should terminate Jane after the non exempt *payroll processing date*.

- Joe Doe terminates the middle of the pay period, (07/04) the timeware users should still wait until after non exempt *payroll processing date*.

*Refer to Payroll Calendars from Human Resources on the payroll web site

[2] Employee Menu

[1] Employee Master Menu

[1] Edit Employee Master

[F] Find

[C] Change

Tab to Status field and enter T in Status field for terminated

[F1] Save changes

An employee that leaves your department and transfers to another is not a terminated employee. Timeware users should not terminate employees that are transferring to another department.
Comp Time

This section describes the steps for converting overtime hours into Comp Time Hours. In order for an employee to be eligible for Comp Time he/she must work over 40 hours per week, not over 8 hours per day. If an employee’s record is not displayed on the comp time screen, check the employee’s record on the Employee Master Menu and make sure the employee’s Pay Group code is 1. An employee can only accrue 60 hours of comp time per quarter.

Converting Overtime to Comp Time

Main Menu

[1] Time and Attendance Menu (Enter)
[1] Daily Processing Menu, press (Enter)
[1] Correction Menu, press (Enter)
[2] Comp Time Menu, press (Enter)
[1] Comp Time Entry, press (Enter)

The overtime worked screen will display employee’s information across the top of the screen. The bottom of the screen will display a list of options that are available.

Type the first letter of the function you wish to perform.

[N] Next employee

[P] Previous employee listed

[F] Find a specific employee

[C] Comp time

[R] Recap hours

Once the employee you wish to convert is displayed, type

[C] for Comp Time

The overtime hours the employee worked for the week will appear. You will be able to adjust the overtime hours worked.

If you wish to change an employee’s overtime to Comp Time, select.

[C] Change.

Your cursor will be flashing and positioned at the Overtime Hours field. You may type in the amount of overtime you wish to pay, the remaining hours will convert to comp time. If all overtime hours worked should be converted to comp time, type 0(zero)

[F1] Save changes
Shortcut to the Comp Time Menu

From the exception screen use the leave [L] or [F4] function to take you to the comp time menu

**CAUTION:** When converting overtime hours to comp time, please be aware that you **MAY NOT** make changes to this record once you have saved the entry. Once you have changed an employee’s overtime hours and converted those hours to Comp Time, **YOU CAN NOT** change the Comp time hours back to overtime hours. If you make a mistake and get the error message contact your system administrator, please contact the payroll office.

Once the conversion has been completed, type

[L] for leave

The system will process the conversion automatically and a reason code of “10” will appear in the Rsn Code field. The Manual Adjust field will read “Yes”. The Comp Time Taken accrued amount will be increased by the Comp Time earned. If the employee worked 8 hours then 12 hours will be added to Comp Time.

When you leave the Comp Time screen, the overtime hours worked will no longer show on the employee’s Overtime Worked screen. You may continue to the next employee or type  [L] for leave.

Comp Time Usage

When an employee uses Comp Time, you would enter it through the normal Changes and Adjustments on the benefits menu. You would enter CT (Comp Time) the same as you would enter any other benefit (vacation/annual leave or sick leave). All comp time accrued in a quarter must be used before the close of the next quarter.

Example: an employee accrues 60 hours in the first quarter (January 1-March 30), these hours must be used by the second quarter (April 1-June 30).

Balance

To View Compensatory Balances in TimeWare

Go to the Comp Time Menu and select

[1] Comp Time Hours Entry

[C] for Comp time

[B] for Balance
Comp Time Balance Pay out
Comp Time balance for a terminated employee or an employee transferring to an exempt position should be reported to the payroll office for pay out. Please send a memo with the employee’s name and his/her balance at the time of termination or transfer.

Comp Time Balance Transfer
Comp Time balance for an employee transferring to another campus department will automatically transfer to the new department the same as vacation (annual) or sick leave.

GCHC, GWVN and Leased employees are not eligible for comp time
- Overtime is paid to employees in these departments
Weekly Close Out

The week is closed out every Monday by 5:00 p.m., with the exception of holiday deadlines.

When there is an exception to the Monday noon deadline all users will receive an e-mail notification from the payroll office.

Main Menu

[1] Time and Attendance Menu
[1] Daily Processing Menu
[1] Corrections Menu
[4] Supervisor Approval

[C] Change
Location 1-MCG (campus, gche, leased)    Location 2- MCGHI

Approve hours (change to yes)

[F1] to save (pay period date will change)

[L] Leave

Corrections after the weekly close out

When a correction is required after the week has been rotated all timeware users are required to complete a Non Exempt Time Correction Form, this form will need to be signed by both the timeware user/requester and the manager for the department. This form can be obtained by contacting the payroll office.