Objective: The purpose of this handbook is to provide your bi-weekly paid employees with a detailed guide to using the TimeNet system.
Terminology

Calendars
Scheduled activity where the employee is NOT clocked in and working. Some examples of Calendar entries are: vacation, sick, jury duty. This is also known as non-productive time. This time is paid to the employees. Furthermore, this time may also be spent in meetings, orientation, or on-call.

Clockings
Time punch entered into the system (similar to “punching a clock”) when an employee starts and ends their shift. This is also known as productive time.

Clocking Pair
Two consecutive punches that the system identifies a specific period of time in order to apply pay policies to the associated time.

Pay Codes
Indicate the type of pay an employee will receive, such as Regular, Overtime, Shift Differential, Vacation, Sick, etc. When productive clockings are entered, the Pay Code is generated automatically by the system based on the time when the work was/is being done.

Special Codes
Special Codes may only be attached to productive clockings to indicate special processing circumstances. When Special Codes are used, they indicate that something other than the normal Pay Code calculation should occur. Examples of special codes are No Lunch, Lunch Out, On Call, etc.
Logging into Timenet

Type in URL for API: [http://timenet.gru.edu/APIHealthcare/login.aspx](http://timenet.gru.edu/APIHealthcare/login.aspx)

The username and password will be the same user name and password that you use to login to all other GHSU programs such as your Outlook Express e-mail box or the My MCG section out on the Georgia Health Sciences Website.

If you accessing the system strictly to badge in then you may select the “Quick Badge Only” option located at the bottom of your login screen, and then click “Login”. You should receive the following message after a successful punch:
Home Section

If you do not choose the “Quick Badge Only” option when logging in you will be taken to the Home Section of the system. You Home Section should look like this:

1. This displays the yellow halo indicating the section you are in.
2. Greeting (For example: Good Morning, Good Afternoon, Good Evening, Happy Birthday, Happy Anniversary), along with your user name.
3. The yellow bars across the screens are referred to as Cards. The Cards displayed here are My Announcements, My Unread Message, My Transaction Requests, My Calendar – Month View, and My Bookmarks. Cards used on the Home Section can be configured specifically to your organization.
4. The red arrows on the far right of the cards are detail buttons. Selecting the red arrow will display the details of that specific card.
5. This is a quick reference to log out of the solution.
My Announcements

The **Announcements** card displays announcements sent to selected labor distribution. Recipients of the Announcement have a Home labor distribution included in the Organization Units selected to receive it.

- The number in parentheses indicates the number of announcement records present on the Announcements card.
- Click on the card arrow ▶ to view the announcements. This red arrow button is used throughout the system to expand and collapse cards.
- The icon in the Importance column indicates if the announcement has a *High* importance ! or a *Low* importance ↓. Announcements with a *Normal* importance do not display an icon.
- An announcement will continue to appear on the Home page until the configured expiration date. If there is no expiration date for the announcement record, it will display indefinitely.

<table>
<thead>
<tr>
<th>Importance</th>
<th>Announcement</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="" /></td>
<td>All Health Insurance Enrollment forms must be completed and submitted to the HR department by January 15.</td>
</tr>
</tbody>
</table>

Add Announcement
My Unread Messages

The **My Unread Messages** card displays any messages sent to the employee which are not marked as *Read*. The screen displays an icon for High or Low priority messages, shows the severity of the message, indicates if there is an attachment, shows who sent the message, displays the subject of the message, and shows the date and time the message was sent.

To open and read a message, click on the folder icon 📥 to the left of the message. Once a message is opened, it is marked as *Read*, and is automatically removed from the My Unread Messages card because it is no longer unread.

To bring a read message back to the My Unread Messages screen, click on the View Messages button open the Actions section > Employee card > Messages screen. Check the box to the left of the record and click on the Mark as Unread button.

- Messages that have been read are still available in the Actions section > Employee card > Messages screen. To permanently remove the message, check the box to the left of the record and click on the Delete Selected button.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Severity</th>
<th>Attachment</th>
<th>From</th>
<th>Subject</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>📥</td>
<td>📥</td>
<td>📥</td>
<td>System Account Employee Change Notification</td>
<td>06/08/2006 11:07</td>
<td></td>
</tr>
<tr>
<td>📥</td>
<td>📥</td>
<td>📥</td>
<td>Andrea Kiefer</td>
<td>Sign up for Benefits</td>
<td>06/08/2006 11:04</td>
</tr>
<tr>
<td>📥</td>
<td>📥</td>
<td>📥</td>
<td>System Account Labor Distribution Effective Notification</td>
<td>06/08/2006 10:52</td>
<td></td>
</tr>
<tr>
<td>📥</td>
<td>📥</td>
<td>📥</td>
<td>System Account Employee Curriculum Effective Notification</td>
<td>06/08/2006 10:21</td>
<td></td>
</tr>
</tbody>
</table>

Add Message  View Messages
My Transaction Requests

The **My Transaction Requests** card lists the status of submitted requests for calendars, clockings, and adjustments for the employee.

- Click on the folder icon to the left of a specific request to open the record and view the details, or to edit or cancel requests that have not been approved or denied.
- Once a request has been viewed, click on the box to the left of the record to enter a check mark, and then click the **Hide Selected** button. The request is now hidden on the card and will no longer display. If the status of the request changes, the record will again be displayed on this card.

<table>
<thead>
<tr>
<th>My Transaction Requests (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td><strong>Add Adjustment</strong></td>
</tr>
<tr>
<td><strong>Edit Adjustment</strong></td>
</tr>
</tbody>
</table>

The following fields are displayed on this card:

- **Folder**
  - Click on the folder icon to open the record and view the details

- **Selection Box**
  - To select records to hide (once they have been viewed), click on the selection box to enter a check mark. Then click on the **Hide Selected** button.

**Type**

The icons under the Type column indicate the type of transaction:

- **Add Adjustment**
  - These icons indicate a request to add, edit, or delete an adjustment transaction.

- **Edit Adjustment**
  - Green color coding indicates the adjustment will pass to the payroll interface, red indicates it will not pass, and gray indicates it has not yet been determined.

- **Delete Adjustment**
  - These icons indicate a request to add, edit, or delete a calendar transaction.
Add Clocking, Edit Clocking, Delete Clocking

Status
The icons under the Status column indicate the status of the transaction request.

- **Approved**: The request is approved by the supervisor, and is added to the employee schedule.
- **Canceled**: The request has been canceled by either the supervisor or the employee.
- **Denied**: The request is not allowed by the supervisor.
- **Requested**: The request has been submitted and is pending approval or denial from the supervisor.
- **Pending Review**: The supervisor is indicating he or she has seen the request but hasn’t updated the status.

Reason
The reason submitted by the employee for the transaction (for example, if submitting PTO, the employee might indicate it is for vacation or for surgery).

Reviewer Comments
A comment entered by the supervisor handling the transaction, giving additional information. For example, if the request is denied, the reason for the denial can be entered in this field.

My Bookmarks allows the user to add their most frequently visited areas for faster and more convenient access. There will be detailed instructions regarding how to make changes to this section later in the handbook.
**My Expiring Licenses**

The **My Expiring Licenses** card displays any licenses for this employee that are expired, will be expiring, and/or any required licenses that are missing from this employee's record.

Note: Required licenses are set up on the Position configuration screen. When employees are assigned a position in a Primary Home, Alternate Home, or Alternate labor distribution, they must have all required licenses for the specified position before they are scheduled to work that position. For more information, see the Configuration screen> Labor Distribution card> Position screen.

<table>
<thead>
<tr>
<th>Status</th>
<th>Code</th>
<th>Description</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiring</td>
<td>CPR</td>
<td>Cardiopulmonary Resuscitation</td>
<td>03/23/2006</td>
</tr>
<tr>
<td>Expired</td>
<td>RN</td>
<td>Registered Nurse</td>
<td>02/28/2006</td>
</tr>
</tbody>
</table>

The following fields are displayed on this card:

**Status**

Indicates whether this license requirement is expired, expiring or missing.

- **Expired** License where the expiration date has already passed.
- **Expiring** License with an expiration date that is within X number of days from the current date.
- **Missing** Licenses where there is currently no matching license code in the employee record

**Code**

The identification code of the license.

**Description**

The label describing the license.

**Expiration**

The date the license will expire and will no longer be valid.
Quick Badge Screen

If an employee chooses to log into the solution and selects the Quick Badge icon from the menu bar.

The following screen will be displayed:

1. Select **Save** if you are working in your home labor distribution, department, etc. Take note of the date and time when selecting save, this will be your clocking time.

2. If you need to alter your labor distribution, department, enter a special code, or quick code, enter the information and select **Save**.

3. Once the clocking information is entered an informational message will appear stating the clocking was submitted.

The clocking entered will be displayed on the Time Card Screen.
List of Special Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Clocking Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXS</td>
<td>Extended Shift</td>
<td>Out</td>
<td>1</td>
</tr>
<tr>
<td>CB</td>
<td>Called Back</td>
<td>Both</td>
<td>2</td>
</tr>
<tr>
<td>LO</td>
<td>Lunch Out</td>
<td>Out</td>
<td>3</td>
</tr>
<tr>
<td>SC</td>
<td>Surge Capacity</td>
<td>Both</td>
<td>4</td>
</tr>
<tr>
<td>TR</td>
<td>Transport Pay</td>
<td>Both</td>
<td>5</td>
</tr>
<tr>
<td>TL</td>
<td>Team Lead</td>
<td>Both</td>
<td>6</td>
</tr>
<tr>
<td>OR</td>
<td>Orientation</td>
<td>Both</td>
<td>7</td>
</tr>
<tr>
<td>VTR</td>
<td>Voting Time Requested</td>
<td>Both</td>
<td>8</td>
</tr>
<tr>
<td>VTV</td>
<td>Voting Time Verified</td>
<td>Both</td>
<td>9</td>
</tr>
<tr>
<td>VTD</td>
<td>Voting Time Denied</td>
<td>Both</td>
<td>10</td>
</tr>
</tbody>
</table>

EXS, SC, TR, & TL will only be used by employees of the Medical Center.

CB: A minimum of three hours will be recorded on the employee’s time card when this code is used. If a call back shift exceeds 3 hours then the employee will be paid for the entire shift.

LO: Lunch out must be used to indicate when an employee is clocking out for lunch. All employees are now required to badge out for lunch and then back in from lunch.

OR: Used to indentify shifts that would be classified as Orientation.

VTR: Employees are required to use the VTR special code on both the Middle In- and Middle Out-Punches to denote the Time Badged Out as Voting time.

The use of the VTR special code generates a Critical exception message. The employee’s Supervisor must change the VTR special code as follows:
**VTV:** Voting Time Verified

**VTD:** Voting Time Denied

The use of VTV will pay the employee back for the Rounded time badged out.

The use of the VTD will **not** pay the employee back for the time badged out.

Voting Time Badged Out is repaid to the employee as Voting Time.
**Employee Section**

Most of your responsibilities and tasks will occur within the Employee section. When the Employee section opens, the Time Card Screen (TCS) appears by default. This is where modifications, time off, benefit balances, and pay information are located.

**Employee Sign off Button:** Located under Employee Actions Card. Employees should sign off on their timecards after they have completed all of their clocking and calendar entries for a pay period. Clicking “Employee Sign Off” button will open an attestation screen. Employee should select the “I Agree” button to complete the Signoff process.
Add Clocking

Select the Pay period to add clocking for, and click on the “Add Clocking” button:

By clicking “Add Clocking” the system displays the screen that allows you to manually add clocking:

all fields that have an “*” next to it are required.
Date

Entering a value of “T” in the date pre-populates the field with today’s date,

OR  Click on the calendar to select a date,

OR  Manually key the date.

The format is mm/dd/yyyy

Time

The time must be entered in a 24 hour format (ie Military Time). If entered in a non 24 hour format, the system reformats the time into a 24 hour format.

Once you have entered the time, click the “Save” button at the bottom of the screen. For entering normal time worked the transaction is finished.
**Edit a Clocking**

Click on the details arrow to edit the necessary clocking.

![Transaction List](image)

Make any modifications or edits to the clocking and then select **Save**.

Notice the tabs available once the clocking details are opened. Supervisors with appropriate authorization can access these tabs and make changes as necessary.

**Delete a Clocking**

Select the clocking you want to delete by selecting the check box next to the transaction.

![Transaction List](image)

Under Transaction List Items on the left pane, select **Delete Selected**.

Select **Yes** when the confirmation dialog box appears.
Add a Transaction Note

- Click on the details arrow ▼.
- Select the Notes tab.
- Enter free-text in the Predefined Note Code field or click on the list selector ⬇️ to choose from pre-defined values.

- Enter the subject and text (if not automatically populated).
- When information is entered and ready to be submitted, select Save.
Add Calendar Entry

To enter non productive time, click on the “Monthly View” button.

This screen displays the current month and highlights the current day. For my example, I am going to enter annual leave on November 2, 2012 – November 4, 2012.

Step 1: Click on forward arrow to navigate to November.

Step 2: Click on November 2 dark bar

Step 3: Hold the Ctrl key and click on the dark bar for November 3 and November 4th

Once you have selected the days they will appear as highlighted, Click on the “Add Calendar” button:
The “Add Calendar” button displays the general employee info screen, verify you have selected the correct date range, and then enter the appropriate pay code:

Click in the Pay Code field. Click on the appropriate Pay Code for the calendar request from the Field Look Up Values pane.
Enter the start of the transaction time:

Click in the Time field. Enter a start time for all entries. Use your common start time for an entry submitted for an entire day. Military format must be used. For example enter 1500 for 3 pm.

Enter the duration of the time you are requesting off, Click Save, this completes your transaction.

Click in the Hours/Units field and enter the number of hours for each day submitted. The system will generate a decimal to two places. For example enter 8 for 8.00 hours, enter 4.5 for 4.50 hours.
List of Calendar Entries:

- **BEREV SICK EX, BEREV SICK NEX:** Can be used during first three days of Bereavement Leave.
- **BEREV VAC EX, BEREV VAC NEX:** Use these codes if employee is on Bereavement Leave for more than 3 days, or if the employee prefers to use AL instead of SL from the beginning of their Bereavement time.
- **BEREV LWOP:** Use this code if employee has no paid time to use for Bereavement Leave.
- **CALLED BACK:** Use this code to add hours to be paid for a Called Back shift.
- **CALLED BACK MIN:** System will populate this code automatically if a Called Back shift is less than 3 hours.
- **HOL BEN:** Records Holidays for Exempt Employees.
- **HOLIDAY:** Records Holidays for Non-Exempt Employees.
- **JURY EX, JURY NEX:** Jury Duty codes.
- **ON CALL:** Use this pay code to pay employees for On Call hours.
- **ORIENT:** Can be used to record Orientation shift.
- **OSC:** Outside Consulting. Faculty Use only.
- **PLA:** Professional Leadership Activities: Faculty Use only.
- **SICK EX, SICK NEX:** Record Sick Leave.
- **TCH:** Teaching at other Institutions. Faculty Use Only.
- **UHLDY EX, UHLDY NEX:** Record Unscheduled Holiday.
- **VAC CO EX, VAC CO NEX:** Only used by Health Inc employees.
- **VAC EX, VAC NEX:** Record Vacation Time.
Employee Sections

The main Employee section offers you the opportunity to look at your general information, your time in the monthly view, educational transactions (if available), as well as other employee-related information.

General
Your general information, including your birth date, hire date, phone number, login, and other information may be kept within the General card. These fields are view only.

Time Card Report: Provides detailed information for pay period that appears in the Employee Navigator screen. The current pay period is available as well as the prior pay period and the next pay period.

TCS (Time Card Screen): Click on this button to access the main time card screen. Here are details on some of the cards that you will find under this section:

Exceptions: These are handled by your supervisors.

Benefit Balances: Will be updated immediately after time off is approved by your supervisor. The system will not wait until the actual day the leave is taken before reducing the balances.

Requests: Shows the status of your calendar requests such as Vacation Time Requested.

Pay Distributions: Available for both weeks of the pay period and can be viewed as a pay period total or broken down by Daily Hours.
Bookmark

The Bookmark page is used to select shortcuts to often-used pages within the system. Individual users can modify this list by accessing the Bookmark icon in the My Preferences card in the Preferences section.

These shortcuts are also visible in the lower left pane of all the main pages. Left mouse click on the link to the selected page to automatically open that page.

The left column displays all the Available Bookmarks in the system, the right column shows the selected Your Bookmarks.

- To add a new bookmark, point with the cursor to the selection in the Available Bookmarks column, hold down the left mouse button, and drag the selection to the Your Bookmarks column.
- To remove a bookmark, point with the cursor to the selection, hold down the left mouse button, and drag the entry back into the Available Bookmarks column.
- Bookmarks may be moved around within the Your Bookmarks column according to the order they should display. Point the cursor to the bookmark, hold down the left mouse button, and drag the entry above or below another entry. The red arrow indicates where the bookmark will display.
- Select the Save button before exiting the screen.

Bookmarks set up in the Preferences>System Preferences section are the defaults for all users in the system. Click on the Reset button to return the bookmarks to default configuration of the System Preferences page.
### 24 Hour Conversion Table

<table>
<thead>
<tr>
<th>Regular Time</th>
<th>Military Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00am</td>
<td>100</td>
</tr>
<tr>
<td>2:00am</td>
<td>200</td>
</tr>
<tr>
<td>3:00am</td>
<td>300</td>
</tr>
<tr>
<td>4:00am</td>
<td>400</td>
</tr>
<tr>
<td>5:00am</td>
<td>500</td>
</tr>
<tr>
<td>6:00am</td>
<td>600</td>
</tr>
<tr>
<td>7:00am</td>
<td>700</td>
</tr>
<tr>
<td>8:00am</td>
<td>800</td>
</tr>
<tr>
<td>9:00am</td>
<td>900</td>
</tr>
<tr>
<td>10:00am</td>
<td>1000</td>
</tr>
<tr>
<td>11:00am</td>
<td>1100</td>
</tr>
<tr>
<td>12:00pm (noon)</td>
<td>1200</td>
</tr>
<tr>
<td>1:00pm</td>
<td>1300</td>
</tr>
<tr>
<td>2:00pm</td>
<td>1400</td>
</tr>
<tr>
<td>3:00pm</td>
<td>1500</td>
</tr>
<tr>
<td>4:00pm</td>
<td>1600</td>
</tr>
<tr>
<td>5:00pm</td>
<td>1700</td>
</tr>
<tr>
<td>6:00pm</td>
<td>1800</td>
</tr>
<tr>
<td>7:00pm</td>
<td>1900</td>
</tr>
<tr>
<td>8:00pm</td>
<td>2000</td>
</tr>
<tr>
<td>9:00pm</td>
<td>2100</td>
</tr>
<tr>
<td>10:00pm</td>
<td>2200</td>
</tr>
<tr>
<td>11:00pm</td>
<td>2300</td>
</tr>
<tr>
<td>12:00am (midnight)</td>
<td>0</td>
</tr>
</tbody>
</table>