Time and Attendance Instructions for Exempt/Monthly Employees
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Introduction to TimeNet

TimeNet is the time and attendance system for all Georgia Regents employees. TimeNet is a web-based system that allows for improved efficiency and robust reporting capabilities. Unlike non-exempt/bi-weekly employees, exempt/monthly employees will not use the system to clock in or out. Exempt employees will use the system to request and report time off as well as to report any additional payments received such as extra pay, extra duty, or on call. TimeNet is very easy to use and will allow for more up-to-date reporting of time off. The following pages will explain the different ways that exempt employees can use the system.
Description of Icons/Pages

Home Page

When you first log into the system, you will be taken to your "Home" page. The home page will display any current announcements, your transactions requests, your calendar, and your bookmarks. These items are located on "cards" that will appear as below:

You can expand each card by clicking on the symbol located on each card.

- My Announcements - This is where the system administrator will post announcements about pay changes or general information of which you should be aware.
- My Transaction Requests - This is where you can go to view the status any requests for time off or other entries you have entered which must be approved by a supervisor prior to processing.
- My Calendar - Month View - Will allow you to view your time off requests or any other entries you make into the system in a calendar view.
- My Bookmarks - This is where you can quickly view items you bookmark for quick reference.

Quick Badge Page

This page will not apply to you. The Quick Badge Page allows non-exempt/biweekly employees to apply special codes or change work locations when they clock in or clock out for shifts.

Employee Page

If you are an approver for other employees, you will be taken to a search page, when you click on this icon. To get to your time card page, you should click on the button located on the left side of the page under the section. You should now see the screen below. What follows will be a description of different sections of the screen.
• Employee Navigator - displays your employee number, name, and the pay period that is displayed in the Transactions (List) section on the right side of the screen. You can view one previous, the current, and one future pay period by clicking on the button located beside the dates.

• Transaction List Items - displays the current items that are displayed in the Transactions (List) section on the right side of the screen.

• Transaction List Actions - buttons you can use to make changes to items displayed in the Transactions (List) section on the right side of the screen.

• Employee Actions - buttons you can use to enter requests.
  o Add Calendar - this is the button you will use to enter different items.
  o Add Clocking - you will not use this button. It is used by non-exempt employees to record missed punches in or out.
  o Add Pay Period Note - this button is used to add any notes to the pay period that you might want to reference in the future.
  o Employee Sign Off - you can use this button to sign off on your time at the end of the pay period.
  o Add Attendance - this button will not be used until the Attendance Tracker system is configured at a later date. Further instructions will be given at that time.

• Employee Sections - buttons you can use to access current information relevant to you.
  o General - This button will display general information about your current status including your Login information.
o Locations - This button will display your current address information.
o Monthly View - This button will display a calendar view of your current entries for
time off, etc.
o Phones - This button will display your current phone numbers.
o TCS - Short for Time Card Screen- This button will take you back to the general
time card screen.
o Benefit Balance - This button will allow you to view your current PTO and
EMLB balance.
o Labor Distributions - This button will allow you to view your current work
locations.
o Time Card Report - This button will allow you to view a report of the pay
period that displays your hours, benefit balances, and sign off information.
o Web Addresses - This button displays your current email address.
o FMLA - This button displays hours worked that count towards your FMLA
requirement.

Reports Page
Any reports you can run will be displayed on this page.

Actions Page
This page will display actions you can perform.
- Transaction Requests - allows you to review any requests entered into the system.
- Announcements - allows you to review any announcements.
- System Checker - allows you to run a system check to determine if you have all of the
  components necessary to view all areas of the system.

Preferences Page
This page allows you to update preferences specific to the way you view items in the system.
- Bookmark - allows you to bookmark specific items for quick reference.
- Event Subscriptions allows you to sign up to receive emails if requests you enter are approved or
denied.
- Home page allows you to change the way your home page looks.
- Notification Method allows you to change the way you receive notifications. The two options are
  via the Portal or Email.
- Report Favorites allows you to quickly reference reports you have set as favorites.
Help Page

This will allow you to access help options specific to where you are in the system.

Log Out

Always log out of the system when you finish.
Calendar Entries

Calendar entries are used to record the following:

- Bereavement PTO – XMPT BEREV PTO
- Bereavement EMLB – XMPT BEREV EMLB
- Regular EMLB – XMPT EMLB
- FMLA EMLB – FMLA EX EMLB
- FMLA PTO – FMLA EX PTO
- FMLA Military or Military Leave – FMLA EX MIL 18
- Jury Duty – XMPT JURY
- FMLA LWOP – XMPT LWOP
- Regular LWOP – XMPT LWOP
- Off Campus – XMPT OC
- Orientation – XMPT ORIENT
- PTO Scheduled – XMPT PTO SCHED – Time off scheduled in advance; examples would be vacation time or holiday
- PTO Unscheduled – XMPT PTO UNSCHED – Time of not scheduled in advance; examples would be someone who is out sick.
- Extra Duty – XMPT EX DUTY
- Extra Pay – XMPT EP xxxx
- On Call – XMPT On Call

*It is very important that you make sure you are picking the EXEMPT/MONTHLY pay code when you are entering your calendar entries. Entering non-exempt pay codes could result in no payment for the entry.*
You are only required to enter something in the date, pay code, and hours/units fields. You would only enter something in the department or job class field if your entry should be charged to a different department. You can only enter Georgia Regents Medical Center department numbers and job class numbers. Entering something else in the department field and the job class field could result in non-payment of those hours.

To enter non productive time for multiple days, 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.

1. Click on the forward arrow to navigate to November.
2. Click on November 2 dark bar
3. Hold the Ctrl key down while clicking on the dark bar for the 3rd and 4th

Click on the dark bar for the 2nd.
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:

Enter the duration of the time you are requesting off, Click Save, this completes your transaction.
Some Notes about Calendar Transactions:

The following icons indicate a request to add, edit, or delete a calendar transaction.

- * Add Calendar
- * Edit Calendar
- * Delete Calendar

The system will not send a request to be paid unless the supervisor has approved the request.
Deleting Calendar Entries

Occasionally you will discover that you are unable to take a day off that you requested earlier in the month. There are several ways to remove the request depending on whether or not your supervisor has approved that day.

If the calendar entry is still a request, you will see it listed on the TCS (Time Card Screen) and on the monthly view as a request with a blue R in the upper left corner of the calendar entry  . To delete this type of entry:

1. You must be on the TCS screen. If you are on the monthly view screen (calendar), then you can return to the TCS screen by clicking on the [TCS] button located on the left side of your screen under the [Employee Sections] section. This will take you back to the transactions list.

2. Locate the entry you wish to delete and then check the box in the front of the entry.

3. Click on the [Delete Selected] button or [Cancel Selected] button located on the left side of the screen located under the [Transaction List Actions] section.

4. A pop-up will display asking you to confirm the deletion. It will be similar to below.

You must see this pop-up box to confirm the deletion or nothing will happen. If you don’t see this box, then you will need to turn off your pop-up blocker.
If the calendar is approved, it will not have the blue R in the upper left corner of the calendar entry. You must request to have these types of entries deleted. Complete the following steps to request removal of the calendar entry:

1. Locate the entry you wish to delete and then check the box in the front of the entry.

2. Click on the **Delete Selected** button located on the left side of the screen located under the **Transaction List Actions** section.

3. A pop-up will display asking you to confirm the deletion. It will be similar to below.

   ![API Healthcare - Delete -- Webpage Dialog](image)

   You must see this pop-up box to confirm the deletion or nothing will happen. If you don’t see this box, then you will need to turn off your pop-up blocker.

**HELPFUL TIPS:**

You can only delete or cancel requests if they occur in a current or future pay period. You can determine if the pay period is still open if you click in the pay period box located in the left side of the screen. The current pay period is identified with a yellow star. Click on the drop down arrow and the system will display one previous, one current, and one future pay period. If the pay period is previous, then you must complete a payroll adjustment form and submit it to your supervisor and then to payroll for entry. Payroll adjustment forms are located on the HR forms page.
Signing Off On Time At the End of the Pay Period

Employees are expected to sign off on their time at the end of the pay period. To sign off on your time:

1. Click on the icon at the top of the screen. This will access your time card screen with the detail of your clockings for the pay period.
2. Check that all of pending requests for the current pay period are approved. You can do this by expanding the requests card in the bottom middle section of your screen.

3. If there are no pending requests and your hours are correct, then you should click on the button located on the left side of your screen under the section.
Frequently Asked Questions

Q: When is time due?
A: You should have all entries for the current month completed early enough so that your supervisor can approve them before the 20th of the current month.

Q: What do I do if I need to change my entries after the payroll period is closed?
A: Complete a payroll adjustment form located on the HR forms page. Your supervisor will need to sign this form and forward it to payroll for processing. You will see the entry in the current month’s pay period and it will be easily identified as an adjustment and the entry will appear as a green calendar in your Transactions list on your TCS screen.

Q: Who completes entries for me if I am out on leave?
A: If you are out for a week or less, then you should enter PTO for that time. Anything longer than that could be covered by FMLA. Please consult the FMLA policy or contact Frances Toole for questions about FMLA. Either you or your supervisor can contact Melissa Sammons or Tammy Foster with questions on how to enter leave.

Q: Does the system automatically generate PTO for holidays or do I need to enter them?
A: Exempt employees must enter XMPT PTO SCHED for their holidays. The system will not auto-generate a PTO entry because there are no schedules in TimeNet so the system wouldn’t know how much time to generate.

Q: How do you delete entries?
A: Follow the instructions that begin on page 13 of this manual.