Supervisor Handbook
Objective: The purpose of this handbook is to provide your timekeepers and approvers with the essential information that they will need to complete their normal tasks within TimeNet.
Terminology ................................................................................................................................. 4
Logging into Timenet ....................................................................................................................... 5
Home Section ................................................................................................................................. 6
My Announcements ......................................................................................................................... 7
My Unread Messages ....................................................................................................................... 8
My Transaction Requests ............................................................................................................... 9
Exception Messages ....................................................................................................................... 11
Employee Pending Requests ......................................................................................................... 13
Employee Overtime Percentages (Actual)/Employe Approval Percentages .................................... 14
My Expiring Licenses .................................................................................................................... 15
Rules/Parameters/Issues with Hire Date or Term Date/Employee Statuses .................................... 16
Rounding Chart/Holiday Pay .......................................................................................................... 17
Daylight Savings/Benefits Reporting ............................................................................................ 18
Quick Badge Screen ...................................................................................................................... 19
List of Special Codes ..................................................................................................................... 20
Employee Section/Searching for Records/Employee Sign Off Button ........................................... 22
Add Clocking Instructions .............................................................................................................. 23
Edit/Delete Clocking ..................................................................................................................... 25
Add Transaction Note .................................................................................................................... 26
Add Calendar Entry ........................................................................................................................ 27
List of Calendar Entries .................................................................................................................. 30
Transactions Lists Actions: ........................................................................................................... 31
Other Buttons under the Employee Actions Card ........................................................................ 32
Employee Sections ....................................................................................................................... 33
Actions Sections, Employee Laborview ........................................................................................ 34
Transaction Requests .................................................................................................................... 35
Auto Forward Employee Assignments ........................................................................................... 36
Bookmark ....................................................................................................................................... 38
24 Hour Conversion Table ............................................................................................................ 39
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**

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>![ ]</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>
</table>
**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 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.

The following fields are displayed on this card:

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Pay Code</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
<th>End Time</th>
<th>Reason</th>
<th>Reviewer Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Add Adjustment</td>
<td>*Edit Adjustment</td>
<td>*Delete Adjustment</td>
<td>OK</td>
<td>02/08/2007</td>
<td>06:45</td>
<td>02/20/2007</td>
<td>06:45</td>
<td>Personal</td>
</tr>
<tr>
<td>PTOS</td>
<td>01/20/2008</td>
<td>07:00</td>
<td>01/20/2008</td>
<td>15:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Type**

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

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

- 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 Calendar-Monthly View**: Not reviewed for the purposes of this training. Enter “My Calendar-Monthly View” in the search window of the help section if you want more detail about using this feature.

**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.
**Employees with Exceptions Counts**

The **Employees with Exception Counts** card displays the number of a supervisor's employees who have Critical exceptions, handled or unhandled Warning exceptions, handled or unhandled Informational exceptions, Pending exceptions, or no exceptions (nothing) in the selected pay group instance. Depending on preference settings, this information can be either displayed as a pie chart or a bar graph.

Click on the **Choose a Pay Group Instance** drop down menu to select a pay group instance, or select **All Current** or **All Future**. The information can be either displayed as a bar graph or a pie chart, depending on the setting in the **Preferences** section > **My Preferences card** > **Home Page screen**.

**Level of Exception Messages**

In addition to the types of exceptions, there are exception messages that are classified as informational, warning, or critical.

- **Critical Messages**

  Employees are not paid for the pay period if a critical message is not corrected; a critical cannot be ‘handled’. For example: An odd clocking occurs if an employee enters their time at the beginning of the day, but does not enter an end time. The system will generate a critical message because there is no designated block of time to apply the pay policy to.

  23 Hour Rule: The solution will detect a punch in the following 23 hours of the initial punch to find another punch to pair with the first. However, if there is not another punch to associate with the punch, there is an odd clocking and therefore a critical message.

- **Warning Messages**

  The employees will be paid, but it may not be how they expected; therefore, this message needs evaluation. For example: If an employee’s vacation balance is 32 hours, but they submit 40 hours of vacation, the system will generate an “Insufficient Benefit Balance” message. This alerts the user that the employee submitted more time than they have available or accumulated.

- **Informational Messages**

  Employees will be paid. Informational messages can be generated for a variety of reasons, but one common example is if organizations assign readers. Therefore, if an employee is assigned specific readers to use and they use a different reader (not assigned to them), the system will generate a message.
Handling Exception Messages

Handling an exception message indicates that the situation causing the exception has been reviewed by the supervisor. Exception messages can be found on the employee’s Time Card Screen.

Handle an Exception Message

Select the employee’s Time Card Screen

Employee section > TCS button

Select the employee’s Exceptions card (default location is the bottom middle pane of the TCS).

Select the exception messages you want to handle and select Handle Selected.

Information Regarding Exception Messages

- Critical exception messages must be corrected. They may not be handled.
- Warning exception messages must be corrected or handled (depending on the exception).
- Informational exception messages may be either corrected or handled.
- Handling a warning exception message eliminates the unhandled warning message from LaborViews.
Employee Pending Requests

The Employee Pending Requests card displays a graph indicating the types of pending requests for a supervisor in the selected pay group instance. This information can be either displayed as a pie chart or a bar graph. Values can either be displayed as counts or percentages, totals can be displayed by either the numbers of employees or in percentage of total employees, and the details can be number of requests or employee name.

Click on the Choose a Pay Group Instance drop down menu to select a pay group instance, or select All Current or All Future.

- Click on the color for Calendar to open the Employee LaborView for the Has Calendar Requests view.
- Click on the color for Clocking to open the Employee LaborView for the Has Clocking Requests view.

For more information on changing the view options see the Preferences section>My Preferences card>Home Page.
Employee Overtime Percentages (Actual)

The Employee Overtime Percentages (Actual) card displays the percentage of a supervisor's employees with Overtime and Non-Overtime hours. Depending on preference settings, this information can be either displayed as a pie chart or a bar graph.

This information is based on actual clocking and calendar information from the time and attendance system.

Click on the Choose a Pay Group Instance drop down menu to select a pay group instance, or select All Current or All Future.

- Click on the graph on the Overtime color to open the Employee LaborView to the Has Overtime view.
- Click on the graph on the Regular color to open the Employee LaborView to the Has No Overtime view.
- Note: Information only displays in this section when accessed by a supervisor with assigned employees.

Employee Approval Percentages

The Employee Approval Percentages section displays the supervisor's employees with Approved and Not Approved time cards. Depending on preference settings, this information can be either displayed as a pie chart or a bar graph.

- Click on the Choose a Pay Group Instance drop down menu to select a pay group instance, or select All Current or All Future.
- Click on the graph in the Approved section to open the Employee LaborView screen to the Is Approved view.
- Click on the graph in the Not Approved color section to open the Employee LaborView screen to the Not Approved view.
- Note: Information only displays in this section when accessed by a supervisor with assigned employees.
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.
Review of Rules and Parameters within the Timenet system:

Issues with Hire Date/ Term Date/Employee Status

• When employees have productive or non-productive hours that occur prior to their hire date, all hours are reported and a Warning exception message is generated on the employee’s time card screen.

• When employees have productive or non-productive hours recorded after their termination date, all hours are reported and a Critical exception message is generated on the employee’s time card screen.

• Employees with an Employee Status of Active will have all hours from productive and non-productive entries reported.

• Employees with an Employee Status of Inactive will have all hours reported from productive and non-productive entries. A Warning exception message is generated on employee’s time card screen.

• Employees with an Employee Status of LOA will have all hours reported from productive and non-productive entries. A Warning exception message is generated on employee’s time card screen.

• Employees with an Employee Status of Terminated have all hours reported and a Critical exception message is generated.

Issues with Posted Day

Productive hours are posted based on the rounded In-Punch of the shift. Hours are posted to the day that contains the rounded In-Punch.

Example: A third shift employee who clocked in at 11:00 Sunday night will have their punches charged to Sunday, but if they clock in later than 11:57 the shift will be charged to Monday.

There are Override Codes available in the system to move shifts to the next day or to the previous day if necessary. Contact Administrator if you have a shift that needs to be moved.
### Rounding Chart:

<table>
<thead>
<tr>
<th>In/Out-Punch Low Value</th>
<th>In/Out-Punch High Value</th>
<th>Rounded Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>:58</td>
<td>:03</td>
<td>:00</td>
</tr>
<tr>
<td>:04</td>
<td>:09</td>
<td>:06</td>
</tr>
<tr>
<td>:10</td>
<td>:15</td>
<td>:12</td>
</tr>
<tr>
<td>:16</td>
<td>:21</td>
<td>:18</td>
</tr>
<tr>
<td>:22</td>
<td>:27</td>
<td>:24</td>
</tr>
<tr>
<td>:28</td>
<td>:33</td>
<td>:30</td>
</tr>
<tr>
<td>:34</td>
<td>:39</td>
<td>:36</td>
</tr>
<tr>
<td>:40</td>
<td>:45</td>
<td>:42</td>
</tr>
<tr>
<td>:46</td>
<td>:51</td>
<td>:48</td>
</tr>
<tr>
<td>:52</td>
<td>:57</td>
<td>:54</td>
</tr>
</tbody>
</table>

Middle In-Punches, Middle Out-Punches and Non-productive hours and times are **not** rounded.

### Holiday Pay:

- Supervisors/Timekeepers will need to manually enter data in Timenet in order for employees to be paid Holiday Pay.
- Select the Holiday Pay Code from the Add Calendar list. Be sure to enter the appropriate amount of Holiday Hours for the employee’s FTE. (FTE multiplied by 8). Employees with a less than 1.0 FTE should not be paid for 8 Holiday hours.
- Employees should not be paid Holiday pay if they weren’t on an active status the day prior to the Holiday. If an employee did not work the day before the Holiday, and has no paid leave to use for that day then they are not entitled to Holiday Pay.
Daylight Savings

- Spring Daylight Savings Period is between 02:00 and 03:00.
- Productive hours that begin before the Spring Daylight Savings Period start time and end after the Spring Daylight Savings Period end time qualify for Daylight Savings processing.
- Productive hours that begin or end within the Spring Daylight Savings Period do not qualify for Daylight Savings processing.
- The Fall Daylight Savings Period is between 01:00 and 02:00.
- Productive hours that begin before the Fall Daylight Savings Period start time and end after the Fall Daylight Savings Period end time qualify for Daylight Savings processing.
- Productive hours that begin or end within the Fall Daylight Savings Period do not qualify for Daylight Savings processing.
- Non-Productive entries do not qualify for Daylight Savings.

Payment

- An hour of REG (all Companies) is deducted at 03:00 when an employee works a qualifying shift that overlaps the Spring Daylight Savings Period.

- An extra hour of REG (all Companies) is automatically added at 01:00 when an employee works a qualifying shift that overlaps the Fall Daylight Savings Period.

Benefits Reporting

- If sick balance is 0, pay vacation.
- If UH balance is 0, pay vacation.
- If AL balance is 0, report LWOP.
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.

**Informational Messages**
- Date: 06/08/2010  Time: 09:08:35 CDT
- Notice: The above Date and Time are used when creating your Quick Badge entry.

---

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.

When the unrounded time between the Middle Out-Punch associated with the LO special code and the next Middle In-Punch is less than 20 minutes, all time is repaid to the employee.

When the unrounded time between the Middle Out-Punch associated with the LO special code and the next Middle In-Punch is 20 minutes or more, the time badged out is considered the employee’s 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.

Searching for Records

On the general Employee search screen, you can search for employees or access their employee information. There are three main ways to search.

1. Leave the search fields blank and click the Search button.
2. Type search criteria in a field and click the Search button.
3. Click Advanced (left menu) to search on more fields.

Search results appear in the lower portion of the window.

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.

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.

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.

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.
- **CLOSE CAMPUS EX, CLOSE CAMPUS NEX:** Use this code for snow days or for other situations when the institution is not operating.
- **COMP TIME, COMP TIME EARNED:** Overtime Equivalent that is only used by certain campus Departments. Not used by GCHC, GA War, or Leased Employees.
- **FMLA:** System has numerous different pay codes that can be used, but the codes will not be functional until historical data is available in the Timenet system. Please refrain from using these codes until further notice.
- **FURLOUGH EX, FURLOUGH NEX:** Will need to be recorded for Furlough days if we have to begin taking those again at some point.
- **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.
Transactions List Actions Section

Approve/Delete/Deny requests can all be done in this section.

Pending Review Selected
The **Pending Review** status is used to let employees know that their request has been seen, but has not yet been handled.

To set the status of a record to **Pending Review**, complete the following steps:

1. Click on the selection box to the left of each record to be set to this status.
2. A check mark ☑ is displayed.
3. Click on the **Pending Review Selected** button.
4. If a single record is open, click on the **Pending Review** button (there are no boxes to select the record).
5. A message is displayed verifying the record should be set to this status. Click on Yes to continue.

Set Requested Selected
The **Set Requested Selected** button is used to change a request that was previously set to **Pending Review** back to the status of **Requested**.

To assign one or more requests to this status, complete the following steps:

1. Click on the selection box to the left of each record to be set.
2. A check mark ☑ is displayed.
3. Click on the **Set Requested Selected** button.
4. A message is displayed verifying the record should be reset. Click on Yes to continue.
5. The status is updated.
Other Buttons under the Employee Actions Card

- **Calc Me Now**: immediately runs the calculation process on the employee
- **Add Pay Period Note**

Use the **Add Pay Period Note** action to add a notation to this pay period. The note can be a Predefined note as selected from the *Field Look Up Values*, or can be a new note.

<table>
<thead>
<tr>
<th>Predefined Note Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC</td>
</tr>
</tbody>
</table>

**Subject**: Sick Child

**Text**: Sick Child

Mary left two hours early to pick up her son from day care.

- **Approve Time Card**: Needs to be for each employee, each pay period. (This can only be done by supervisor).
- **Carbon Copy TCR**: can be used to open a screen to send a copy of this employee's time card report to another supervisor or employee.
- **Courtesy Lock/Courtesy Unlock**

The **Courtesy Lock** indicates an authorized user has taken responsibility for handling this specific time card record. The record is still accessible and editable by other users, but displays the courtesy lock icon in the Employee LaborView.

In the upper left pane of the employee record, point to the icon with the cursor to view a tool tip indicating the supervisor who has placed the courtesy lock.

The **Courtesy Unlock** button releases the courtesy lock from the indicated employee's time card record. This button is only enabled if the courtesy lock was previously set for this employee. The courtesy lock can only be removed by the supervisor who set the lock or by a user with a system role of Administrator or Controller.

- **Unapprove Time Card**
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: See page 11 for information on how to handle these.

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 Distribution cards that may be displayed:

Pay Distribution (Daily Hours)
The number of hours an employee worked per day, which may be broken out by pay type, week, job class, and department.

Pay Distributions (Actual Hours)
The number of hours an employee worked, which may be broken out by the pay type for the pay period (or criteria designated during the implementation process).

Pay Distributions (Standard Categories)
The pay distributions that may appear within this card include: total hours, dollars, units, as well as overtime hours, dollars, and units.

Pay Distributions (Transactions)
Clockings (in/out punches) for employees in the pay period.
**Employee Actions Section (Employee LaborView)**

As a supervisor you can also access Employee LaborViews under the Approval card in the Actions section (in addition to the Link to Employee LaborViews on the Homepage). The initial LaborView that is displayed will be the Default LaborView set in the Preferences section or the last LaborView that was displayed during the session.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>🗂️</td>
<td>Status of the record (For example: Finalized, Pending, Approved)</td>
</tr>
<tr>
<td>📥️</td>
<td>Send carbon copy to authorized users within the system</td>
</tr>
<tr>
<td>🗓️</td>
<td>Open Folder</td>
</tr>
<tr>
<td>🕒️</td>
<td>Courtesy Lock</td>
</tr>
<tr>
<td>🗝️</td>
<td>Lock Employee</td>
</tr>
<tr>
<td>🔒</td>
<td>Lock Supervisor/Employee</td>
</tr>
<tr>
<td>🚨</td>
<td>Critical Exception</td>
</tr>
<tr>
<td>⚠️</td>
<td>Warning Exception</td>
</tr>
<tr>
<td>📜</td>
<td>Informational Exception</td>
</tr>
<tr>
<td>⏳</td>
<td>Pending Exception</td>
</tr>
</tbody>
</table>

*Other icons may be displayed depending on the settings and configuration of the individual LaborViews.*
1. **Choose LaborView**: Use to select specific LaborViews to view; therefore altering the results displayed.

2. **Choose a Pay Group Instance**: Use to select the specific Pay Group to view the appropriate LaborViews.

   To change the sort option, click on the column header to change from ascending to descending. Resorting in descending order can be useful for numeric columns, such as Overtime, to quickly position the largest numeric values at the top of the list.

   To view the description field, place your cursor over the LaborView field to

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**Transaction Requests**

Depending on your authorization, you can view, edit, and handle existing transaction requests for calendars, clockings, adjustments, or deductions on the Transaction Request screen. You can search for specific transactions and handle those transactions accordingly.

**Navigation**: **Actions > Transaction Requests > Add**

![Transaction Request Form]

You can narrow your search by entering values in the Organization Unit fields or Schedule Group. As a supervisor, you may be allowed to approve requests from this screen; however, it is more efficient to approve them from the employee’s TCS.

**Two ways to review requests**

1. **Select the Employee’s Pending Requests or Has Calendar Requests LaborViews on the Homepage.**

2. **Navigate to the Requests card on the employee’s TCS.**
   
   a. Unapproved request have the symbol displayed next to them.
Auto Forwarding Employee Assignments

Complete the following steps to temporarily transfer your employee authorization rights to another supervisor:

1. From the Actions section>Employee card, select the Auto Forward Assignment icon.
2. Select the Employee Forward button.
3. Enter an Effective date and an Expiration date to indicate the date range to forward authorization to another supervisor.

Choose your auto-forward dates, then click ‘Next’. Please note that the effective date must be on or after the current date.

Effective Date:
12/21/2008
Expiration Date:
01/03/2009

1. Click the Next button in the left pane to continue.
2. The Employee Search screen is displayed to search for a supervisor or employee to forward the assignment to. Enter the selection criteria and click on the Search button.
3. A listing of all employees, meeting the specified criteria, is displayed. Click on the icon to the left of the selected supervisor’s name.

<table>
<thead>
<tr>
<th>Code</th>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
<th>Login Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1063</td>
<td>Rose</td>
<td>Daniels</td>
<td></td>
<td>RDaniels104</td>
</tr>
<tr>
<td>20120</td>
<td>Amanda</td>
<td>Wilkes</td>
<td></td>
<td>AWilkes2</td>
</tr>
</tbody>
</table>

1. The list of the current supervisor’s employees is displayed.
   - To auto-forward all employees to the same supervisor, check the box on the very top line. All employees are now selected.
   - To auto-forward some employees to the selected supervisor, and others to another supervisor, check the box to the left of the names of the employees to forward to the indicated supervisor only.

**Informational Messages**

- **Employee Selection:** Selecting Employees to forward to Rose Daniels

Choose the employees to auto-forward to Rose Daniels, then click ‘Forward Selected’:

<table>
<thead>
<tr>
<th>Code</th>
<th>First Name</th>
<th>Last Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1047</td>
<td>Bertha</td>
<td>Anderson</td>
<td>1047</td>
</tr>
<tr>
<td>1006</td>
<td>Thomas</td>
<td>Beaumont</td>
<td>1006</td>
</tr>
<tr>
<td>1076</td>
<td>James</td>
<td>Burlingame</td>
<td>1076</td>
</tr>
<tr>
<td>1048</td>
<td>George</td>
<td>Creed</td>
<td>1048</td>
</tr>
<tr>
<td>1014</td>
<td>Chip</td>
<td>Decker</td>
<td>1014</td>
</tr>
</tbody>
</table>

1. Once employee records are selected, click on the Forward Selected button.
2. To auto-forward unselected employees to a different supervisor, repeat steps 5-8 above. The wizard will not finish until all employees have been forwarded.

3. The employees are now temporarily assigned to the selected supervisor during the indicated effective/expiration date time frame.

Note: To cancel the auto forwarding feature, click the **Disable Auto Forwarding** button in the left pane. This button is only visible if there are employee records set up to be auto-forwarded. When selected, it will only cancel employee auto-forwarded records, not supervisor auto-forwarded records.
**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.
## Time/Data Input Tables

### 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>