



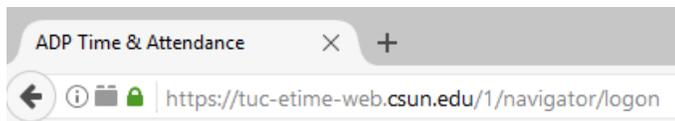
eTIME Version 8

Time & Attendance® Version 8.0

Quick Reference Card for Hourly View Employees

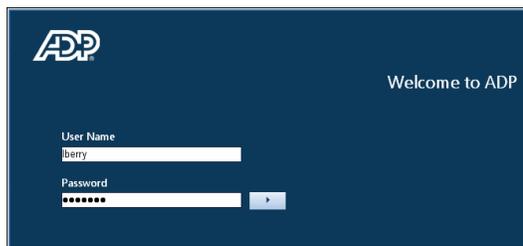
The following instructions describe a typical employee persona configuration. The names and location of widgets and commands may differ in your configuration.

Opening Time & Attendance



Click on the Time & Attendance link, favorite or Shortcut in your browser.

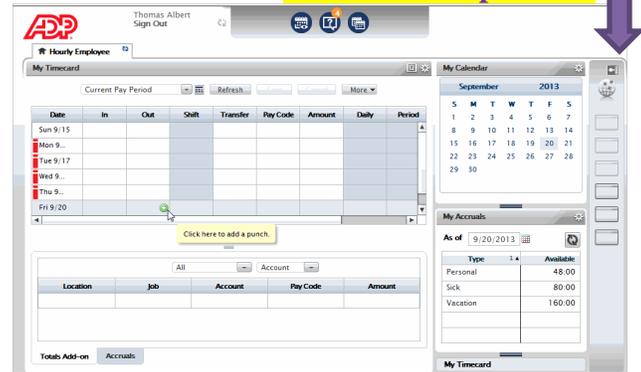
Logging On



To log on, do the following:

1. Type your **User Name** and **Password** (case sensitive). Click the **blue arrow**  to login. After displaying a loading libraries message, Time & Attendance opens your Navigator workspace, which contains the widgets that you need to do your job. The type and placement of widgets is based on your access rights.

Related Items pane ----



2. From your Navigator workspace, you can perform functions such as punch in and out, view My Timecard, and sign out.

Signing Out

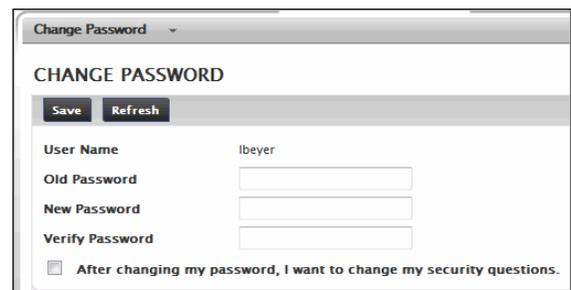
To sign out, do the following:

1. Click **Sign Out** located in the upper-left portion of the view. The system signs you out and returns to the Logon screen.

Note: If you do not sign out before you close your browser, your connection to Time & Attendance may remain open and others may be able to view your information.

Changing Passwords

1. Locate the Change Password widget (it may be in the **Related Items pane**), then click **Change Password**. The Change Password widget opens.



2. Type your **old password**.
3. Type a **new password**.
4. Type the new password again in the **Verify Password** text box.



5. Click **Change Password**.

Entering/Edit Worked Time (Punches)

Date	In	Out	Shift	Transfer	Pay
Sun 4/08					
Mon 4/8	3:00PM	11:30...	8:00		
Tue 4/10	3:00PM	11:30...	8:00		
Wed 4/10	3:00PM	11:30...	8:00		
Thu 4/12	3:00PM	11:30...	8:00		

To enter IN or OUT punches, do the following:

1. If the My Timecard widget is not already primary, make it primary by dragging or using the Pop-out option on the Gear icon
2. Click in the first **In** column and enter your starting time.
3. Press the **TAB** key and move to the first **Out** column and enter your ending time.
4. To add another set of **In** and **Out** punches for the same day, add a new row by clicking the + icon on the far left side of the screen on the line for that day

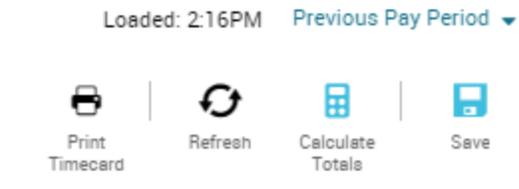
+ X			Tue 3/20	8:00AM	12:00PM
+ X				12:30PM	4:30PM

5. Click **Save**.

To edit IN or OUT punches, do the following:

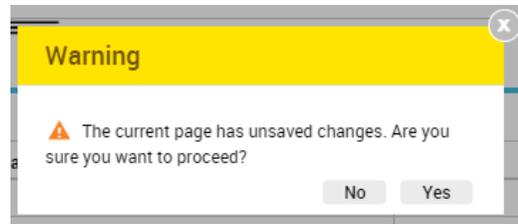
1. If the My Timecard widget is not already primary, make it primary by dragging or using the Pop-out option on the Gear icon
2. Click in the cell you wish to edit.
3. Enter the new **IN** or **OUT** time. The new time replaces the previous time.
4. Press the **TAB** key and move to another cell, if desired, and repeat step 3.
5. Click **Save**.

Saving and Refreshing the Timecard



To save a timecard after editing, do the following:

1. Click **Save**. The changes are saved.
2. Click **Refresh** after saving to ensure that your screen displays the most recent changes.



3. To cancel edits, click **Refresh** or **Cancel** before clicking **Save**. A warning message opens reminding you that you will lose changes.

Refreshing the Workspace





Entering/Editing Non-worked Hours

Date	Schedule	In	Out	Transfer	Pay Code	Amount
Sun 5/31						
Mon 6/01		7:00AM	4:00PM			
Tue 6/02		7:00AM	4:00PM			
Wed 6/03		7:00AM	4:00PM			
Thu 6/04		7:00AM	4:00PM			
Fri 6/05		7:00AM	11:00AM			
Sat 6/06						

If your access rights permit, you may enter or edit non-worked time, such as sick time, vacation...

To enter non-worked hours, do the following:

1. If the My Timecard widget is not already primary, make it primary by dragging or using the Pop-out option on the Gear icon
2. Click to select the day to which you want to add a pay code or amount.

Note: You cannot have an in/out punch and a pay code on the same line. If you already have a punch on a given day, you must add a new row before you enter a pay code.

Date	Schedule	In	Out
Sun 5/31			
Mon 6/01		7:00AM	4:00PM
Tue 6/02		7:00AM	4:00PM
Wed 6/03		7:00AM	4:00PM
Thu 6/04		7:00AM	4:00PM
Fri 6/05		7:00AM	11:00AM
Sat 6/06			

3. If you already have a punch recorded for that day, click the plus + button next to the appropriate day to add a new row for the pay code or amount.



4. Double Click in the **pay code** column. The Pay Code choice list opens.
5. Select the desired **pay code**.
6. Type the **number of hours** in the amount field.

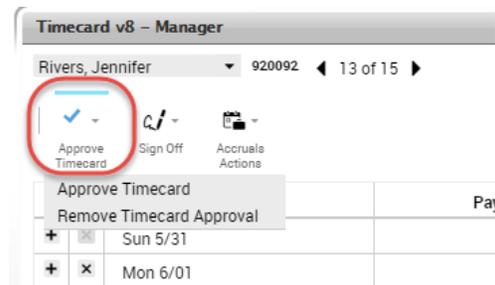
7. Click **Save**. The pay code appears on the appropriate day in the timecard and the Totals Details update to reflect the change.

Note: If you enter a partial hour, separate the hours and minutes with either a decimal point or a colon. For example, enter 8 and one half hours as either **8.5** or **8:30**.

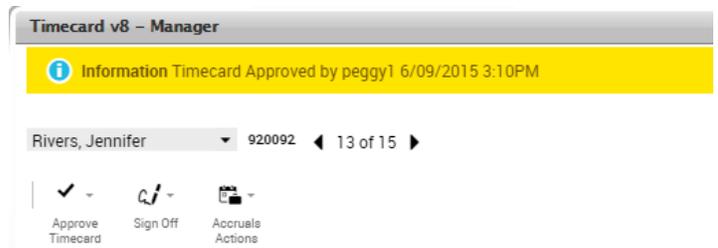
Approving Timecard

Note: If your manager has approved your timecard, you cannot remove their approval or make any changes until they have removed their approval.

To approve timecard, do the following:



1. Open the employee timecard.
2. Select the **The CORRECT Pay Period** from the Time Period choice list.
3. Click **Approve Timecard**.



To remove approval, do the following:

4. Select **Approve Timecard ~ Remove Timecard Approval**. A message briefly appears confirming the removal.



Transferring Labor Account

If your access rights permit, you can transfer time or a pay code to a different labor account.

My Timecard

Approve Timecard
 Sign Off
 Accruals Actions

	Pay Code	Transfer	Sun 6/07
<input type="checkbox"/>	Hours Worked	Please Choose: ▾	
<input type="checkbox"/>	<Enter Pay Code>	Search...	
<input type="checkbox"/>	Schedule		
<input type="checkbox"/>	Daily Total		

To open the Transfer dialog, do the following:

1. If the My Timecard widget is not already primary, make it primary by dragging or using the Pop-out option on the Gear icon .
2. Click a cell in the Transfer column.

	Pay Code	Transfer
<input type="checkbox"/>	Hours Worked	Please Choose: ▾
<input type="checkbox"/>	<Enter Pay Code>	Search...

- If there is data in the cell, click the cell and select **Search** to open the Transfer dialog and select the appropriate labor account.

Transfer

Labor Account
Work Rule

Labor Account | Work Rule

Add Labor Account Clear All

Industry: ▾ Manager: ▾
 Pay Group: ▾ Reserved: ▾
 Location: ▾ Job Code: ▾
 Department: ▾

Smart search...

- 11400 Operations
- 11500 Quality Assura...
- 11510 Final Test
- 11910 Assembly
- 11920 Drill
- 11930 Press
- 11940 Paint
- 11950 Distribution
- 11960 Deburring

Cancel Apply



My Timecard Workspace Summary

To open your timecard, drag the My Timecard widget to the primary view. You might have access to only some of these features depending on how Navigator is configured for you.

The screenshot shows the 'My Timecard' interface. At the top, there are navigation icons for 'Approve Timecard', 'Sign Off', and 'Accruals Actions'. On the right, there are icons for 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The main table has columns for Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. A summary section at the bottom includes 'Totals', 'Accruals', and a table with columns for Account, Pay Code, and Amount.

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 5/31									
Mon 6/01		7:00AM	4:00PM				8:00	8:00	8:00
Tue 6/02		7:00AM	4:00PM				8:00	8:00	16:00
Wed 6/03		7:00AM	4:00PM				8:00	8:00	24:00
Thu 6/04		7:00AM	4:00PM				8:00	8:00	32:00
Fri 6/05		7:00AM	11:00AM	Vacation		4.00			
Sat 6/06							4:00	8:00	40:00

Account	Pay Code	Amount
91900/21J/NY002/11400/920119/0/2654	Regular	36.00
91900/21J/NY002/11400/920119/0/2654	Vacation	4.00

- Save** – Saves your changes
- Comment/Note Indicator** – This blue balloon indicates that there is a comment associated with this punch. Mouse over to read the comment.
- Primary Account** – Area that lists your job information and what accounts are to be charged for your services
- Total Summary Area** – This is a breakdown of your job summary, account summary, and pay code summary.
- Refresh** – Refreshes the timecard without saving any changes.
- Time Period** – Defines the time period you are viewing. Use the drop-down list to select a different time period.
- Shift** – Indicates hours worked in that shift
- Amount** – Defines an amount in hours or money for the pay code or duration
- Transfer** – Defines a job or work rule transfer. If no account or work rules appears in the cell, your time is charged to your home account and calculated through your default work rule.
- Exception indicator—Red with white bar** – Indicates a system generated exception Diagonal bars indicate that multiple exceptions have been made to this punch
- Exception indicators—Blue with white bar** – indicates excused absence
- Maximize/minimize and Gear icon** – Enlarge or shrink widget workspace. Gear icon contains preferences, pop-out, and close.
- Pay Code** – Defines a category for specifying hours or money for worked and non-worked time.