



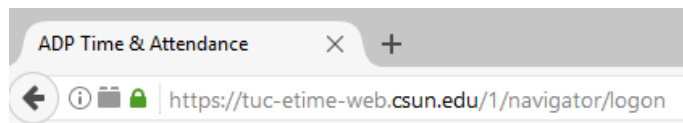
eTIME Version 8

Time & Attendance® Version 8.0

Quick Reference Card for Project View Employees

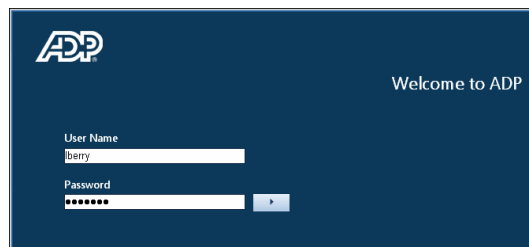
The following instructions describe a standard configuration. The names and location of widgets and commands may differ in your configuration.

Opening Time & Attendance




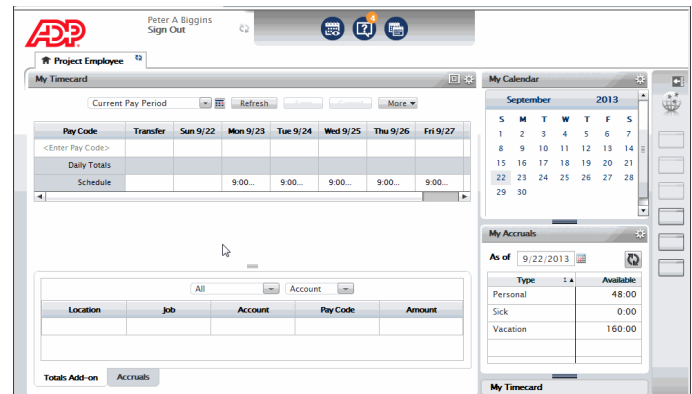
Click on the Time & Attendance link, favorite or Shortcut in your browser.

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 enter your time. The type and placement of widgets is based on your access rights.



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

Signing Out

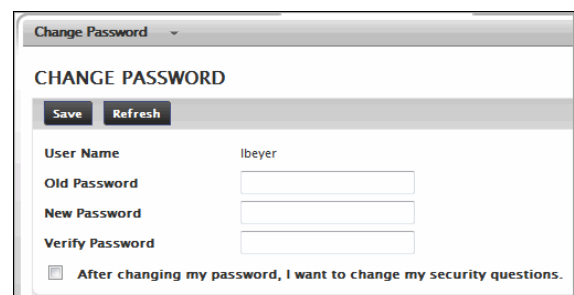
To sign out, do the following:

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.



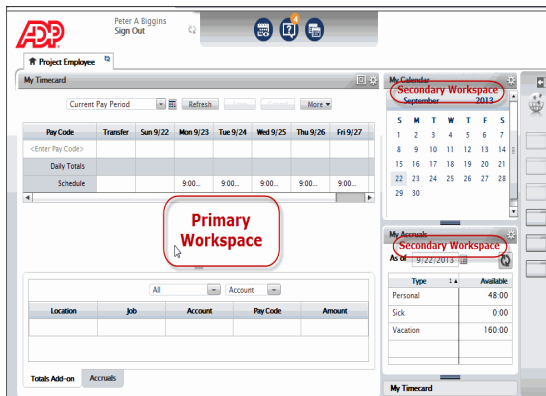
2. Type your **old password**.
3. Type a **new password**.
4. Type the new password again in the **Verify Password** text box.
5. Click **Change Password**.

Related Items pane ----



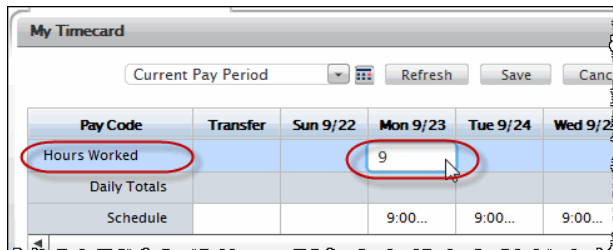


Using Widgets and Workspaces



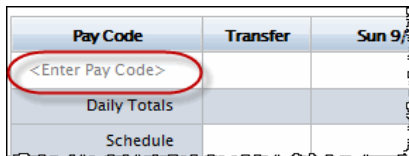
Various primary and secondary widgets appear on your Navigator depending upon your access rights and the configuration of your Navigator. Unused widgets are stored either in the related items pane, or as secondary widgets.

Entering/Editing Worked Time (Durations)



To enter durations, do the following:

1. If the My Timecard widget is not already primary, make it primary by dragging or using the Pop-out options on the Gear icon.



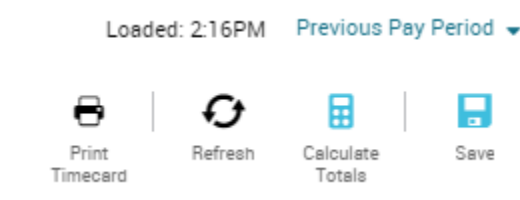
2. Click **<Enter Pay Code>** in the Pay Code column to open the Pay Code choice list.
3. Select **Hours Worked, Vacation, Sick...**

Note: SALARY EXEMPT only enter exception time (i.e. Sick, Vacation, Personal Day...)

4. Click anywhere in the appropriate **date cell**. The amount field opens.
5. Type an **amount** (in hours and minutes).
6. Click **Save**.

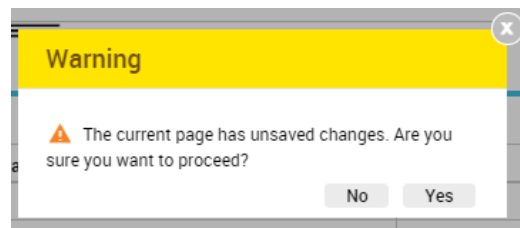
Note: If you enter a partial hour, separate the hours and minutes with either a decimal point or a colon. For example, enter 8 and one half hours as either **8.5** or **8:30**

Saving and Refreshing the Timecard



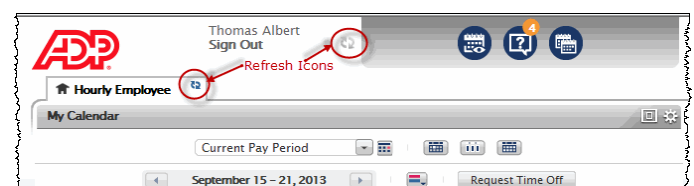
To save a timecard after editing, do the following:

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

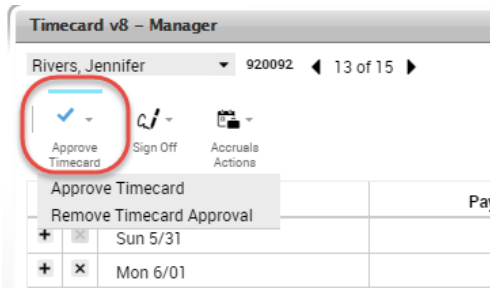




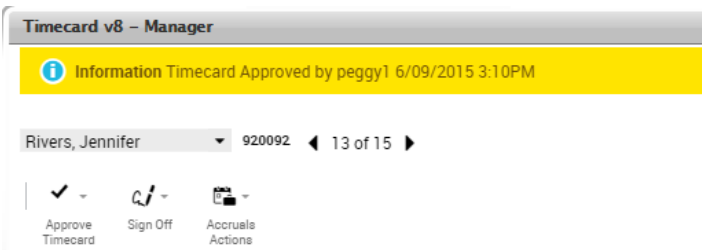
Approving Timecard

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



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 right, there's a 'Loaded: 11:45AM' and 'Previous Pay Period' dropdown (12). Below that are icons for 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save' (6). On the left, there are 'Approve Timecard', 'Sign Off', and 'Accruals Actions' (9). The main grid shows days from Sun 5/24 to Sat 5/30, with a 'Total' column (1). Rows include 'Hours Worked', 'Memorial Day', 'Vacation', '<Enter Pay Code>', 'Schedule', and 'Daily Total' (7). A blue balloon icon (2) is next to a 'Vacation' entry on Tue 5/26. A red bar (10) is in the 'Hours Worked' cell for Tue 5/26. A blue bar (11) is in the 'Hours Worked' cell for Mon 5/25. A 'Transfer' column is also visible. Below the grid is a 'Totals' section (4) with 'All' dropdowns and a table (3) with columns 'Account', 'Pay Code', and 'Amount'. The table lists 'Holiday' (8:00), 'Regular' (56:00), and 'Vacation' (8:00).

- 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.
- 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.
- Daily Totals** – Indicates hours worked in that shift
- Day Columns** – Displays 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.