eSTART

User Guide for

Timekeepers and Administrators

August 2015

General Information About This Manual

This manual is designed to provide State employees with an overview of the eSTART Time and Attendance System. This manual provides basic procedures; however, you may need to seek clarification on specific agency procedures or rules from your agency personnel manager or supervisor.

Nothing in this handbook should be construed to amend any laws, regulations, policies or procedures established by the State of Alabama or specifically the Alabama State Personnel Department.

Certain procedures contained within this manual are subject to change or revision without prior notice. Employees will be notified as soon as possible when changes or revisions occur.

All leave accruals and usages in eSTART are estimates and/or projections that are based on the concept that all employees earn leave and have leave to use. These estimates and projections may not be accurate.

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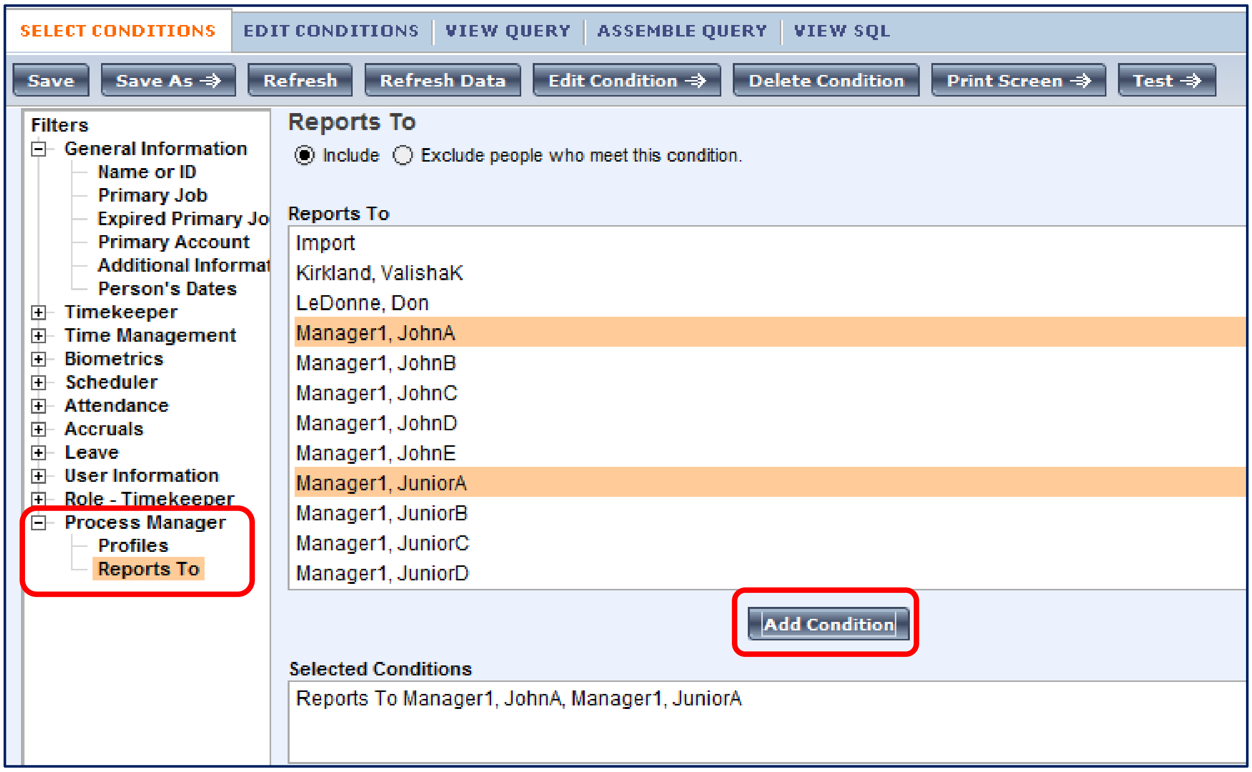
Create HyperFind Query by Manager

HyperFind Queries are used to filter and retrieve lists of employees who meet a specific set of criteria, for example, all employees in a specific agency or division. In this example, we will create a query to retrieve all employees who report to John Manager and Junior Manager.

Creating a New HyperFind Query

1. From the **Related Items** pane, select **Setup**, then select **HyperFind Queries**.
2. Select the **New** button. The HyperFind screen displays.



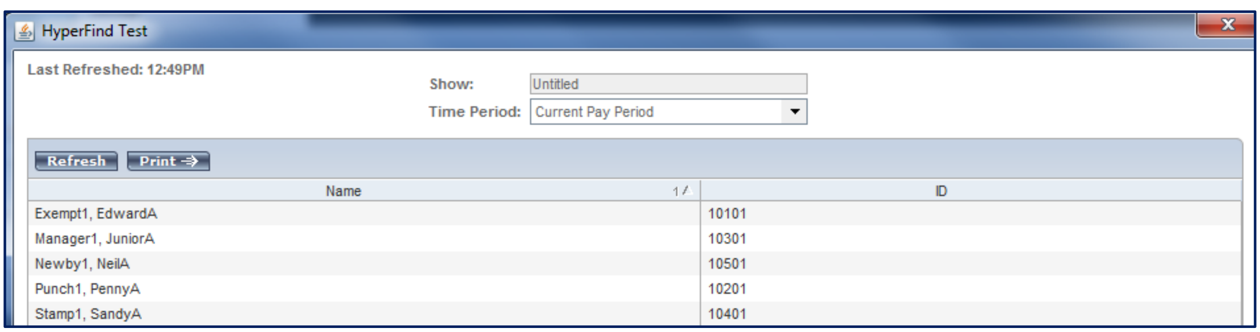
3. From the **Filters** menu, expand the **Process Manager** category. Select **Reports To.**
4. Select **John Manager** and **Junior Manager** from the list.

NOTE: Hold down the **CTRL** key to select more than one manager.

5. Select the **Add Condition** button.
6. From the **Filters** menu, expand the **Timekeepers** category. Select **Employment Status**.

7. To have the query retrieve only employees who are active as of today, no changes are needed to the criteria. Select **Add Condition.**

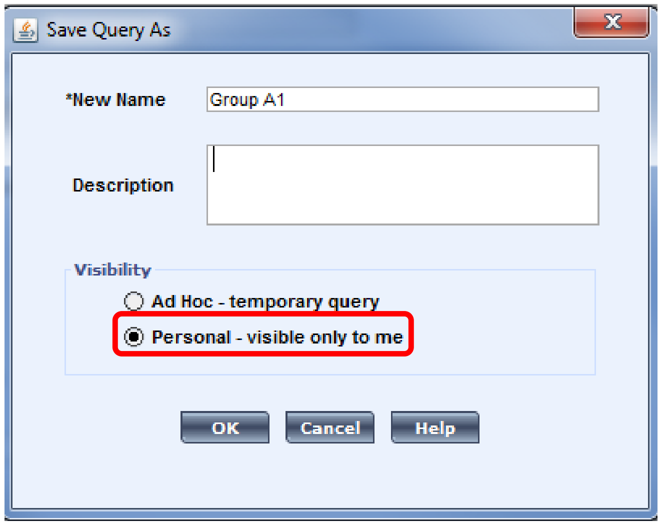
8. To test the query, select the **Test** button. A listing of employees should display.



9. If the employee list is correct, close the test page. Then select **Save**.

NOTE: HYPERFIND in the upper left-hand corner will display as ***HYPERFIND** in orange font until saved.

10. The **Save Query As** window displays.



11. Select **Personal-visible only to me**. The **Description** field is optional.

12. Enter the name of the new query.

13. Select **OK**. You now have access to the HyperFind from any of your **Show** drop-downs.

NOTE: If a public HyperFind query is needed, contact your eSTART Administrator.

New Employee Updates

When a new employee record is added on NEMP in GHRS, a shell record is loaded to eSTART by the GHRS interface nightly. However, certain information will need to be manually updated by the Agency Administrator in eSTART.

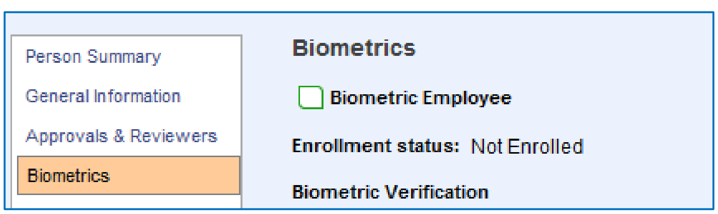
Locate employee records

- Go to **My Genies>Employee Information** and select the employee name(s).
- Select **People** from the **Quick Links** menu or right-click on the name and select **People** from the pop-up menu. The **People Editor** page displays, as below.

NOTE: there are two tabs on this page: **Person** and **Job Assignment**. The left menu for each tab may vary based on the access level of employee.

Edit employee records

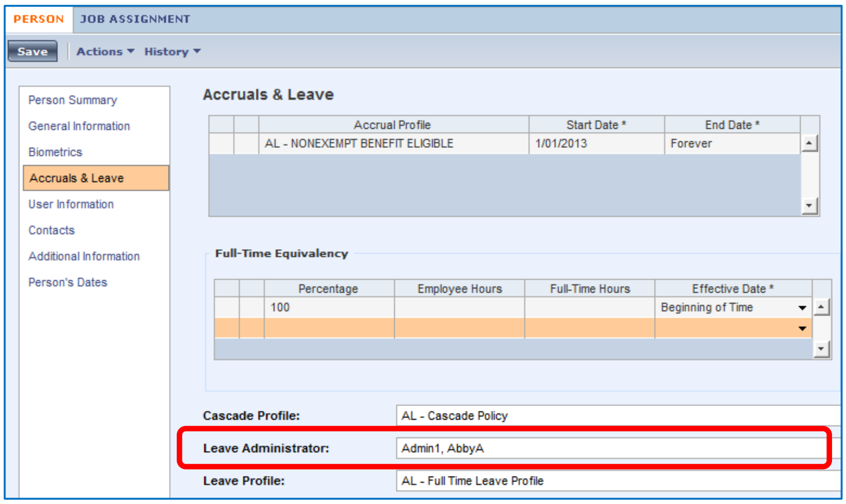
1. If the employee will use a time clock to record time, select the **Biometrics** link from the **Person** tab on the screen above. Then select the **Biometric Employee** check box. If employee will not use time clock, skip to the next step.



2. Select **Accruals & Leave** tab.

   Each employee must be assigned a Leave Administrator. This allows the Leave Administrator to receive notification when the employee submits an extended leave case.

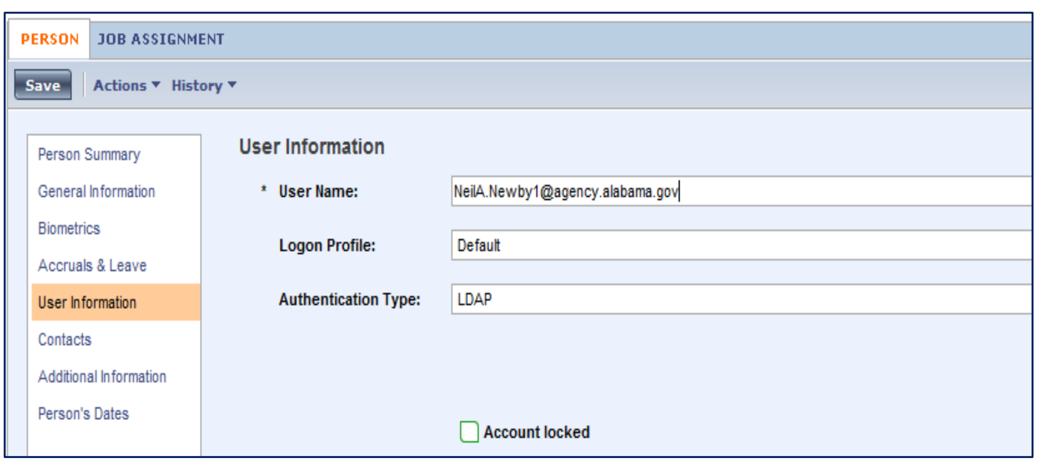
   a. To assign a Leave Administrator to the employee, open the **Leave Administrator** drop-down and select the Leave Administrator's name from the drop-down.



3. Select the **User Information** tab.

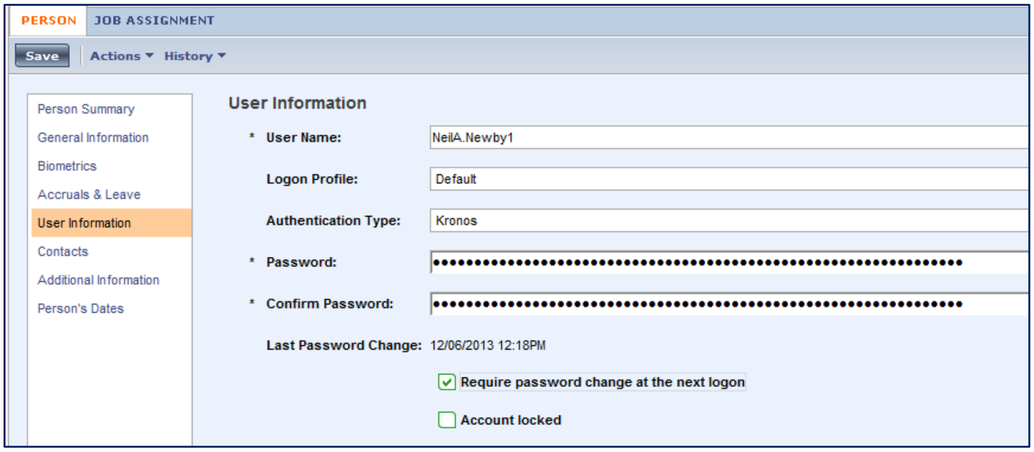
   a. If the user has an Active Directory ID (usually an email address), change the User Name to the employee's email address, i.e. jane.doe@agency.alabama.gov.

   b. Select **LDAP** from the **Authentication Type** drop-down. The user's password will be their network password.

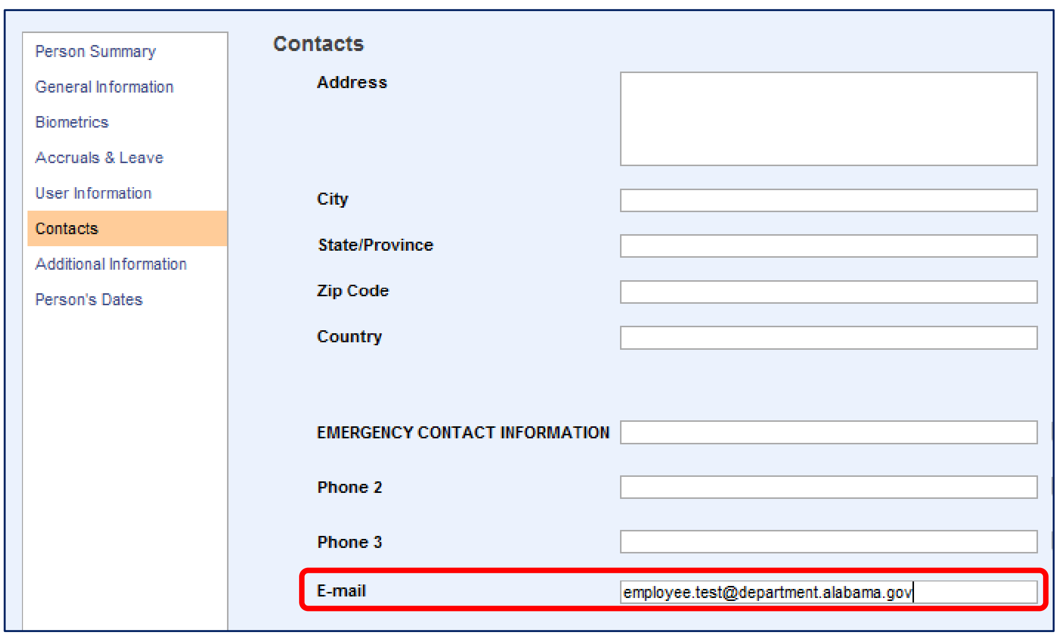


c. However, if the employee does not have an Active Directory ID, the assigned Logon ID and initial password will be populated in the **User Name** field by an interface.

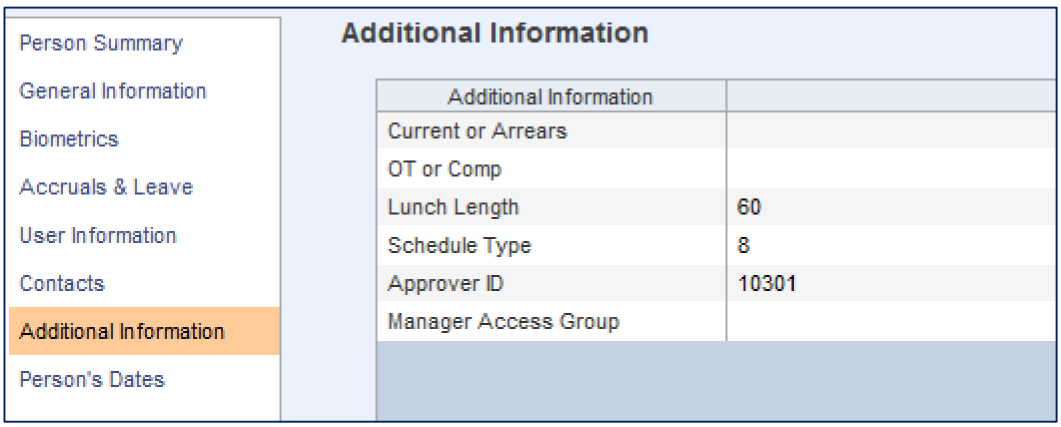
d. The initial password will be **P@ssw0rdxxx** (xxx = your agency number).



4. Next, select the **Contacts** link. If the employee has an Agency email account, the email address should be present in the **E-mail** field. If it is not present, it must be added.



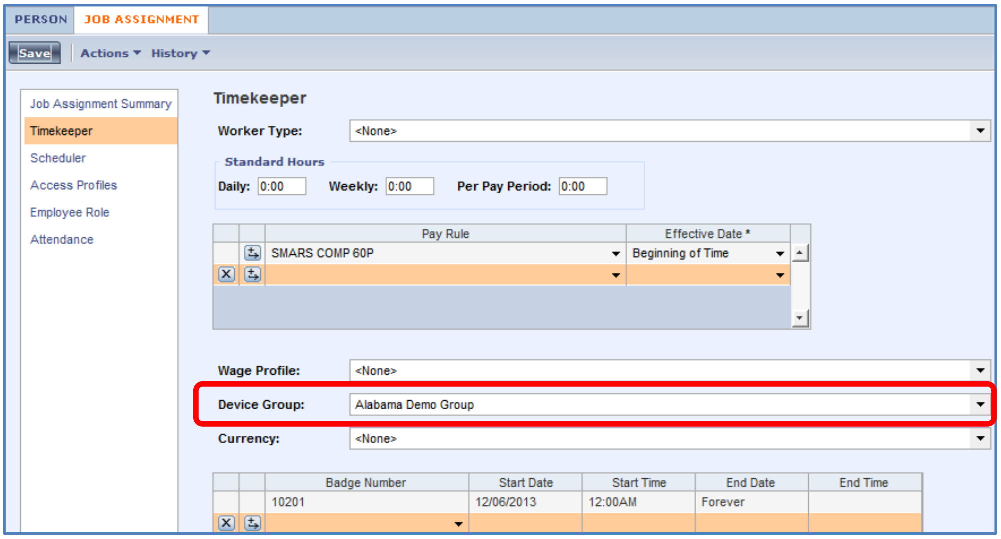
5. Select **Additional Information**.
    a. In the right column of the table, key the information that applies to the employee for:
        i. **Current/Arrears – LEAVE FIELD BLANK – DO NOT KEY**
        ii. **OT/Comp** – If the employee is non-exempt and has been approved for overtime, key **OT** in this field. Else it will default to **Comp**. The field will be blank for Exempt employees who do not earn OT or Comp.
        iii. **Lunch Length** - (0, 30 or 60) – the length of the employee's lunch time.
        iv. **Schedule Type** - See the legend below for the values of this field.
        v. Key the **Approver ID** (employee ID) of the employee's manager.



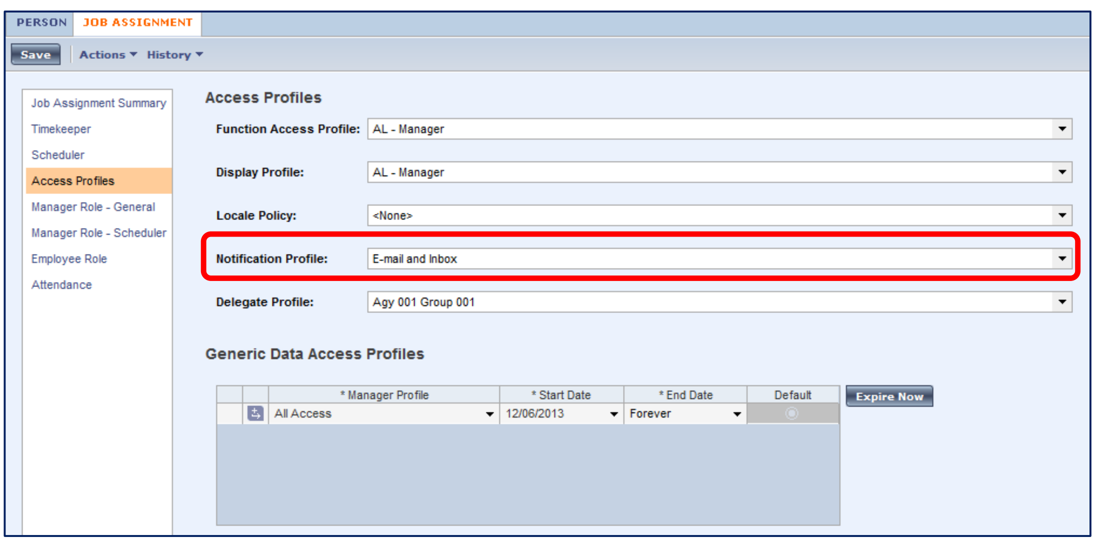
Schedule Type:

8 – 8 hour employee – Traditional schedule
8N – 8 hour employee - Non-Traditional schedule
8PI – 8 hour Exempt employee who punches IN ONLY
8PA – 8 hour Exempt employee who punches IN and OUT
10 – 10 hour employee
12 – 12 hour employee
24 – 24 hour employee

6. If the employee will record time from a time clock, select the **Job Assignment** tab. Then select the **Timekeeper** link**.** Select the time clock device from the **Device Group** drop-down. If the employee will not use a time clock, skip this step.



7. To allow email notification for the employee, select **Access Profiles** from the **Job Assignment** tab.
   a. If the employee uses an Agency mail account, choose **Email and Inbox** from the **Notification Profile** drop-down**.**
   b. If the employee does not have an Agency mail account, choose **Inbox Only**.

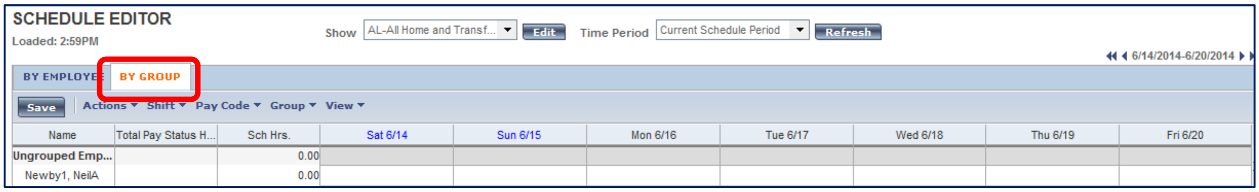


8. **Save** the changes.

NOTE: The update will require an overnight cycle to become effective. Employees who will use a time clock may be enrolled on the clock the following day.

9. Link to **Schedule** from the Quick Links menu or go to **Related Items>Schedule Editor** to add a work schedule for the employee. The **Schedule Editor** page displays.

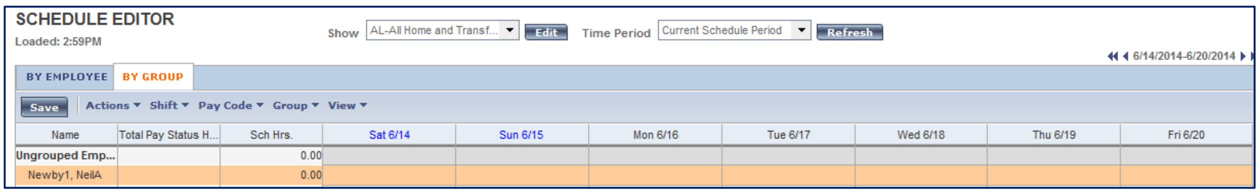
10. Select the **By Group** tab.



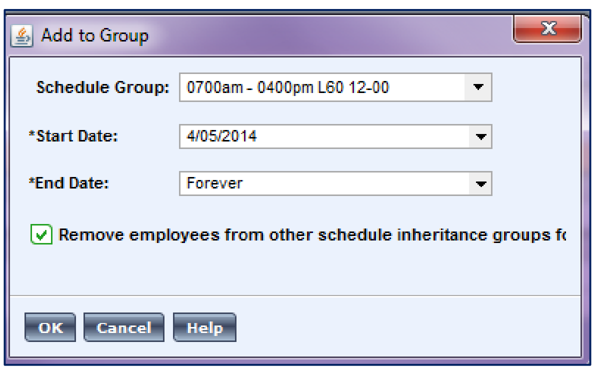
Groups allow multiple employees to be assigned the same work pattern. The pattern is assigned to the group and applied to all employees within the group.

If the employee will have a regular schedule, it is best to add them to an existing group. Contact your eSTART Administrator if a new group is needed.

11. Highlight the row with the employee name.



12. Right-click on the employee and choose **Add to Group** from the menu. Another option is to select **Group>Add to Group** from the Action bar. The window below displays.



13. Select the new **Schedule Group** assignment, **Start Date** and **End Date.** Select **Forever** if no specific End Date.

NOTE: Non-exempt employees must be assigned to a schedule group with a specific lunch time, such as **0700-0400pm L60 12-00**. "L60" refers to the length of the lunch time. There are also groups with 30-minute lunches, which will be denoted as "L30". The "12-00" refers to the start time of the lunch. There are existing groups with varying lunch start times in the list, such as 11:15 or 12:30.

The groups ending with **Auto-PFS** are to be used for **FLSA exempt employees <u>only</u>**.

14. Leave the check box selected for **Remove employees from other schedule inheritance groups for selected date range**. Click **OK**. Then **Save** the page.

Updates to Existing Employee Records

IMPORTANT: Employee and Manager timecard approval, as well as Agency sign-off should occur as soon as possible after the employee transfers or leaves the agency.

Transfers between Agencies

<u>Transfer In</u>

- Employees transferring into an agency will not be viewable via eSTART until all the documentation has been processed through State Personnel and their information has been updated in GHRS.
- Set up the transferred employee in their new agency using the **Edit employee records** section above.

<u>Transfer Out or Separations of Service</u>

- The **employee and manager should approve the final timecard** as soon as the employee completes his last hours with the agency. The **Agency Administrator <u>must</u> sign-off** on the timecard **no later than the next business day**.

NOTE: Failure to immediately sign-off may result in the last timesheet and leave event not being processed accurately. These must be manually corrected in GHRS.

- Once an employee's timecard is signed off, the employee's Approver ID must be removed from the **People>Additional Information** tab after the last pay period has been signed off. If this is not done, the employee will continue to display in the employee listings for the current manager.
- The record may now be updated in GHRS to reflect the transfer.

IMPORTANT! DO NOT update an employee's timecard for any pay period following their last day at the agency. This will be the responsibility of the current agency.

Also, if an employee's separation is updated in GHRS **<u>before</u>** the timecard is signed off, the **Terminated Employees** HyperFind query must be used to locate the employee.

NOTE
An individual timecard may be signed off before the end of the pay period, if necessary.

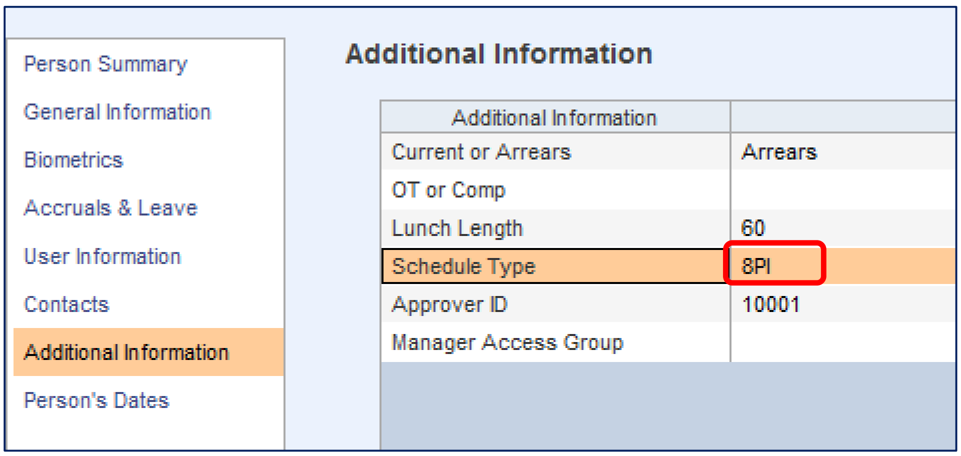
Changing an Exempt Employee to Punch

Punch In

If the Agency decides to have exempt employees punch, the following changes must be made to the People Editor.

The **Punch In** feature is used to allow employees to punch in at the start of their shift only. They will not be required to punch in or out any other time of day. When the decision is made for an exempt employee to punch in, the following change must be made in the People Editor.

1. From the **People Editor**, select **Additional Information** from the **Person** tab.
2. Click the row for the **Schedule Type**.
3. Type **8PI** in the right column of this field.
4. **Save** the page.



Schedule Type:

8 – 8 hour employee – Traditional schedule

8N – 8 hour employee - Non-Traditional schedule

8PI – 8 hour Exempt employee who punches IN ONLY

8PA – 8 hour Exempt employee who punches IN and OUT

10 – 10 hour employee

12 – 12 hour employee

24 – 24 hour employee

NOTE: The update will require an overnight cycle to become effective.

The schedule must then be changed to reflect an **auto deduct (auto PFS) lunch**. From **Schedule Editor** assign the employee to a schedule similar to this one:

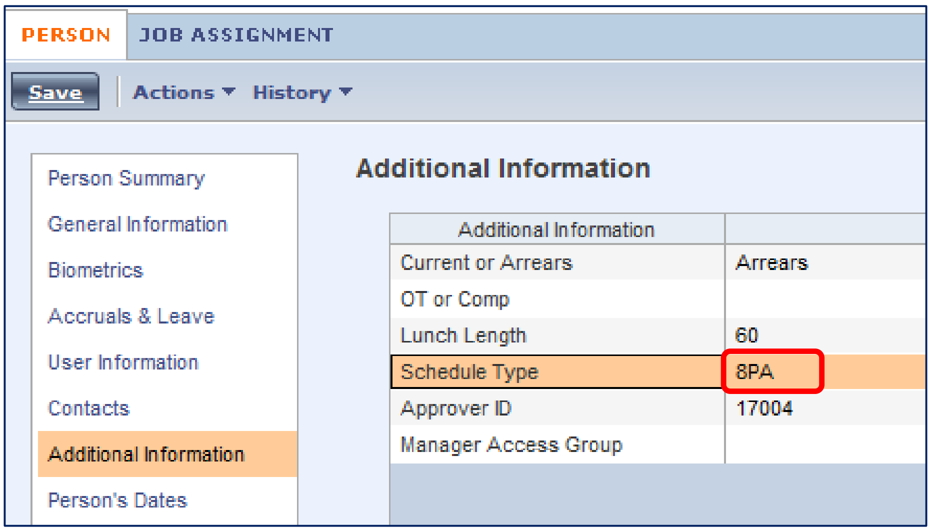
0800am – 0500pm L60 Auto PFS

Punch All

For exempt employees who will punch in and out at the beginning and end of their shifts, as well as in and out for lunch, their **Schedule Type** setting will be **8PA**.

When the decision is made for an exempt employee to punch all their time, the following change must be made in the People Editor.

1. From the **People Editor**, select **Additional Information** from the **Person** tab.
2. Click the row for the **Schedule Type**.
3. Type **8PA** in the right column of this field.
4. **Save** the page.



Schedule Type:

8 – 8 hour employee – Traditional schedule
8N – 8 hour employee - Non-Traditional schedule
8PI – 8 hour Exempt employee who punches IN ONLY
8PA – 8 hour Exempt employee who punches IN and OUT
10 – 10 hour employee
12 – 12 hour employee
24 – 24 hour employee

NOTE: The update will require an overnight cycle to become effective.

Employees who will punch all their time (8PA) **must** have a work schedule with a **non-auto deduct (auto PFS) lunch**. Since the employee will be punching in and out for lunch, their lunch would no longer be automatically deducted. The employee would need to be assigned to a schedule with a lunch time similar to this one:

0800 – 0500pm L60 12:00.

Changing from Non-Exempt Employee to Exempt

When an employee's pay rule is changed from non-exempt to exempt, the change must be updated and approved in GHRS. Once this is done, the interface will update the employee's information in the People Editor.

- If the exempt employee <u>will not punch</u> his time:
  - The schedule **<u>must</u>** then be changed to reflect an **auto deduct (auto PFS) lunch**. The employee would need to be assigned to a schedule similar to this one: **0800 – 0500pm L60 Auto PFS**.

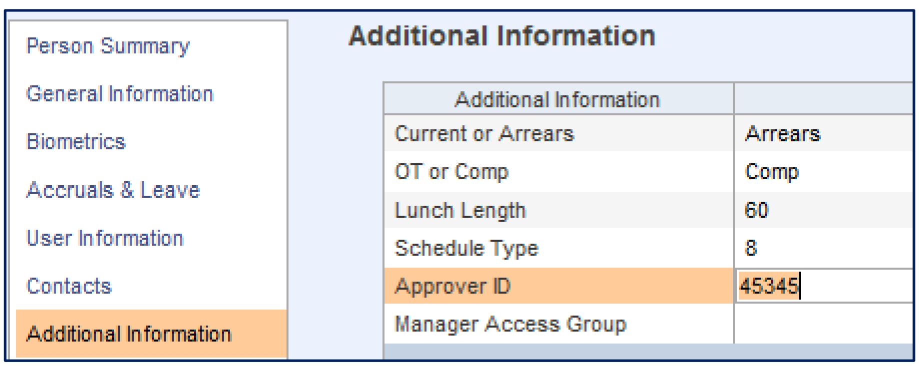
If the agency decides to have the exempt employee punch their time, see the previous section.

Promotion to Manager or Change to Manager's Direct Reports

When a person is promoted to manager, or when the manager's direct reports change, the manager's **employee ID** must be keyed on the **People Editor** for *<u>each</u>* employee. If the ID is not changed, the employee will continue to display in the employee listings for the current manager. However, both managers will continue to see the employee in their listings for the pay period in which the ID was changed.

NOTE: Both managers will continue to see the employee in their listings for the pay period in which the ID was changed.

1. From the **People Editor**, select the **Person** tab, then **Additional Information**.
2. Key the **Approver ID** (employee ID) of the employee's new manager.



NOTE: The update will require an overnight cycle to become effective.

My Views>My Genies

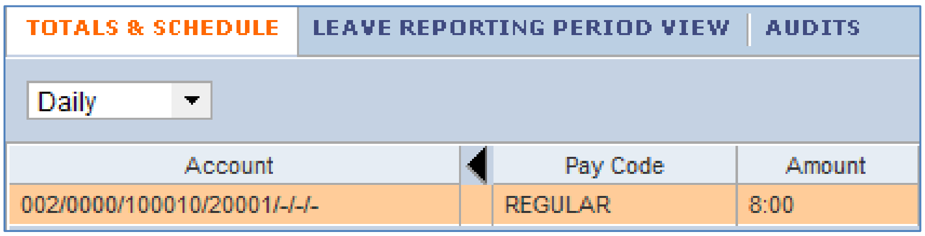
Genies are "customized online reports" that are useful for viewing timecard and employee information. This information has been separated into different views to allow specific information to be retrieved. The columns may also be sorted in order to filter certain information to the top or bottom of the list.

- **Employee Information View** – provides information pertaining to the employee's Name, ID, Pay Rule, Labor Account, Hire Date, Employment Terms, Current/Arrears, Schedule Group and Assigned Manager. It is information from the People Editor that is most commonly needed.
- **Employee Hours View –** provides Name, ID and Pay Rule, contains their Regular and Non-Worked Hours totals, as well as OT and Comp time totals for the Time Period selected.
- **Employee Holiday Credit View** – provides basic Name, ID and Pay Rule information, as well as Holiday Taken and Holiday Earned totals. The Holiday Taken column is for non-exempt employees. The Holiday Taken-Exempt column contains the totals for exempt employees.
- **Custom Field Reporting View** – retrieves information from the Person>Additional Information section of the People Editor. It contains Name, ID, Pay Rule, Schedule Group, Lunch Type, Employee Type, Approver ID, Current/Arrears and OT/Comp.
- **Bereavement Leave View** – will provide Name, ID and Pay Rule, as well as the employee's total amount of sick time in the Sick Hours column and any Bereavement Owed hours.
- **QuickFind –** useful when searching for an individual employee. The search can be conducted by using either a portion of the last name, followed by an asterisk (*), or by keying the Employee ID.
- **Leave Cases View –** used to review case information pertaining to employees on extended leave.
- **Leave Hours View –** used to review leave hours pertaining to employees on extended leave.
- There are several other useful Genies in the **My Genies** drop-down. Some are used to view information on accruals, verify the biometric status, view employees who are on premises and Reconcile Timecard. The **Pay Period Close** genie is used at the end of the pay period during agency sign-off and is referenced in a separate section of this guide.

Move Amounts

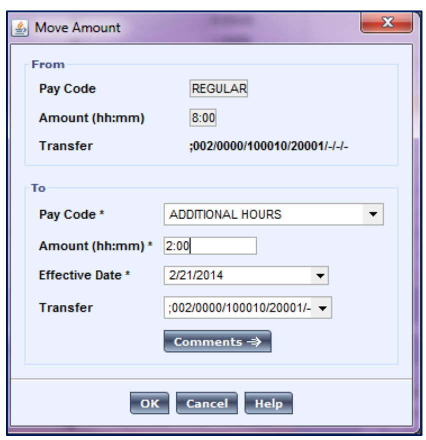
Part-time, semi-monthly workers have a pre-determined number of regular work hours for each payroll cycle. On occasion they may work additional hours or have extra hours due to the number of work hours in the pay period. These additional hours must be moved to a different pay code to post correctly in GHRS.

1. From the employee timecard, select the correct pay period.
2. Highlight the date row in the timecard for the hours you want to move.
3. From the **Totals & Schedule** tab, select **Daily** from the drop-down menu.



4. Choose **Amount>Move** from the Action Bar on the timecard.

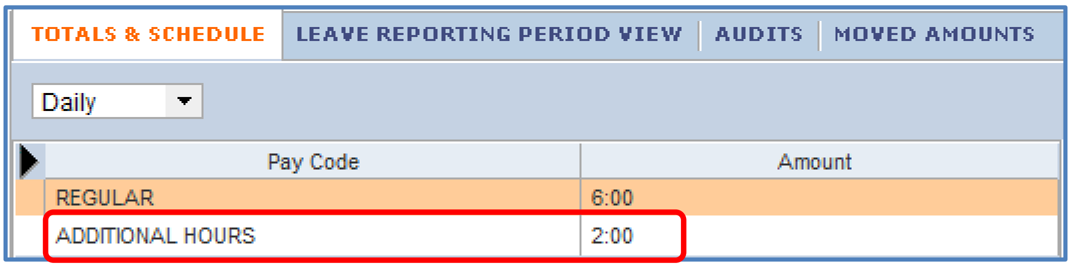
5. The **Move Amount** window displays.
6. Enter the number of hours in the **Amount** field. These are the additional hours over the generated hours in GHRS for the pay period.



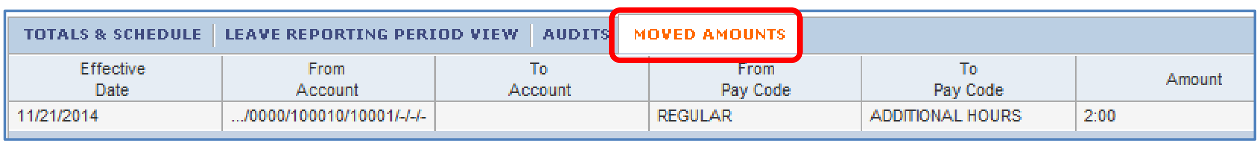
7. Verify the **Effective Date** and **Transfer** field.
8. Select **OK**.

9. Select **Save**.
10. To verify, highlight the **Date** row again in the timecard.
11. From the **Totals & Schedule** tab, select **Daily** from the drop-down menu.

The **Additional Hours** pay code and time should display correctly in the pane.



A **Moved Amounts** tab is also added to the timecard page.



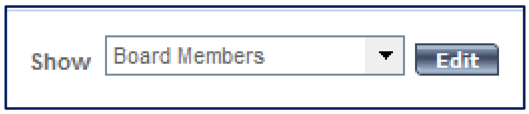
NOTE: For part-time, semi-monthly employees who work fewer than their specified hours for the pay period, the non-worked hours should be added to the timecard using the pay code for **Leave Without Pay** to prevent overpayment.

Board Meeting Pay Code

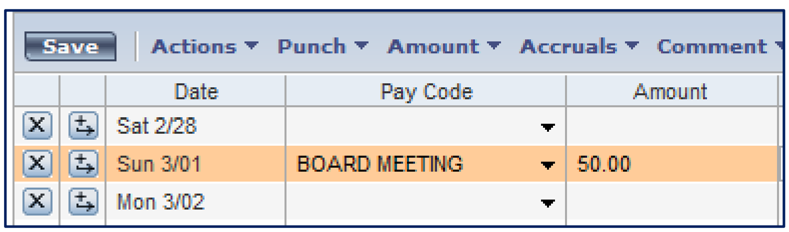
A **Board Meeting** pay code is available to allow an agency to enter the amount of pay for its board members.

The board members will display in your employee listings when using **All Home and Transferred In** from the **Show** drop-down. However, there is a separate selection for **Board Members** that may be used if desired**.** These timecards will need to be signed off if the Board Meeting pay code is present. The board members will not be required to approve their timecards, unless the agency or board requires it.

1. From the **Timecard**, select **Board Members** from the **Show** drop-down.



2. Choose the **Board Meeting** pay code from the drop-down list on the date the meeting was held.
3. In the **Amount** column, key the **AMOUNT OF PAY.** A decimal should be entered in the field to reflect a dollar amount. For instance, $50.00 should be keyed as 50.00 in the Amount column.



4. Select **Save.**

NOTE: If the pay code is keyed into eSTART, it should not be keyed into GHRS, unless the board member is in a subset that is in PILOT mode.

Also, if the pay code is added to the timecard of someone who is not a board member, it will be rejected in GHRS.

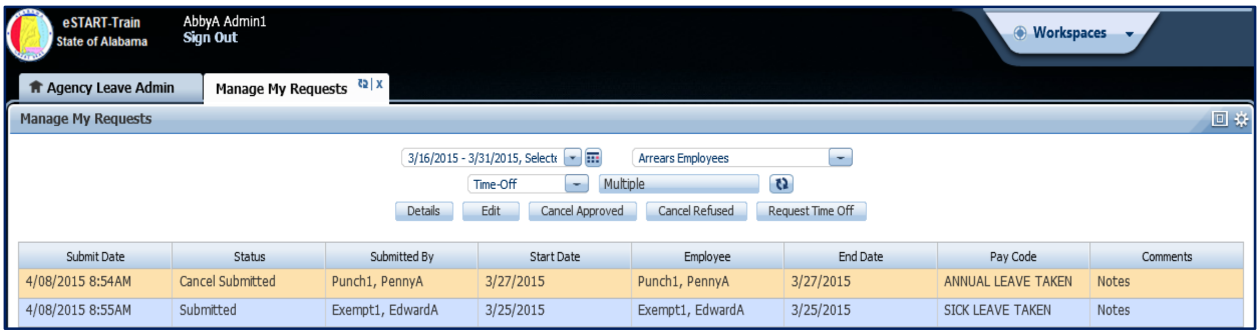
Pay Period Close and Sign-Off

NOTE: To retrieve shorter, more manageable employee listings, set up HyperFind queries by agency/division. See separate section for creating HyperFind queries.

Also, a **Sign-Off Preparation Checklist** job aid is available on the eSTART Online Resources website or can be found in the Appendix section of this course guide.

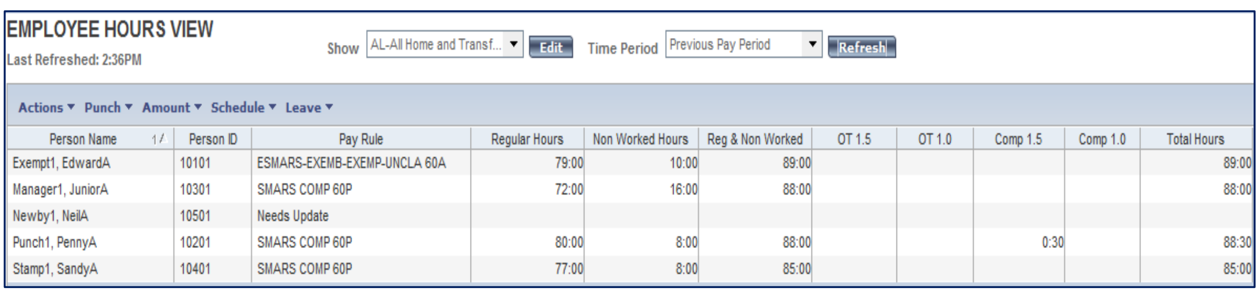
Sign-Off Preparation

1. Begin by accessing the **Manage My Requests** widget to ensure that all time off requests have been appropriately acted upon. This widget is accessed from **Related Items>Manage My Requests**. Any requests in <u>Submitted</u> or <u>Cancel Submitted</u> status must be addressed.



Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
4/08/2015 8:54AM	Cancel Submitted	Punch1, PennyA	3/27/2015	Punch1, PennyA	3/27/2015	ANNUAL LEAVE TAKEN	Notes
4/08/2015 8:55AM	Submitted	Exempt1, EdwardA	3/25/2015	Exempt1, EdwardA	3/25/2015	SICK LEAVE TAKEN	Notes

2. Select **My Genies>Employee Hours View**. This genie provides a view of employee regular hours, non-worked hours, total hours, overtime and comp hours. Review the information on this page for any possible issues with employee time and correct any missing or incorrect time as needed.



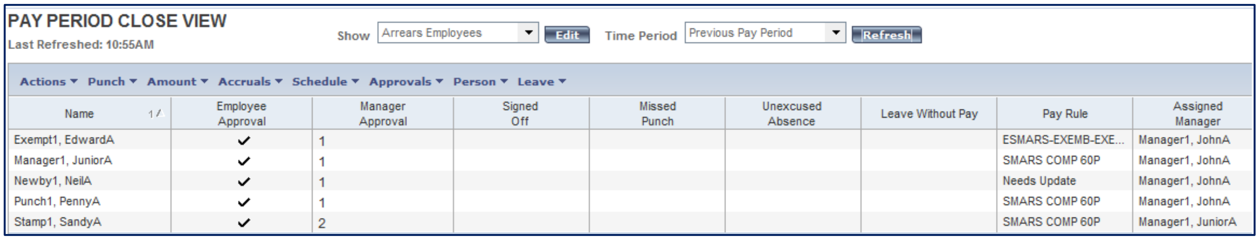
Person Name	Person ID	Pay Rule	Regular Hours	Non Worked Hours	Reg & Non Worked	OT 1.5	OT 1.0	Comp 1.5	Comp 1.0	Total Hours
Exempt1, EdwardA	10101	ESMARS-EXEMB-EXEMP-UNCLA 60A	79:00	10:00	89:00					89:00
Manager1, JuniorA	10301	SMARS COMP 60P	72:00	16:00	88:00					88:00
Newby1, NeilA	10501	Needs Update								
Punch1, PennyA	10201	SMARS COMP 60P	80:00	8:00	88:00			0:30		88:30
Stamp1, SandyA	10401	SMARS COMP 60P	77:00	8:00	85:00					85:00

3. Highlight any employee(s) in the list whose total hours do not appear to be correct. Click the **Timecard** link to review the hours and make any needed corrections.

NOTE: If an exempt employee has too many total hours due to a partial day time off request, see the **Partial Time Off Request Exempt Employee** job aid on the eSTART Online Resources web site. There is also a copy of this job aid in the Appendix section of this guide.

4. Once review is complete, select **Back to My Views**. To review the hours again, select **Employee Hours View**, or proceed to the next step to continue.
5. Select **My Genies>Pay Period Close**.

6. Select **Arrears Employees** from the **Show** drop-down. Then select **Previous Pay Period** from the **Time Period** drop-down.



Name	Employee Approval	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Leave Without Pay	Pay Rule	Assigned Manager
Exempt1, EdwardA	✓	1					ESMARS-EXEMB-EXE...	Manager1, JohnA
Manager1, JuniorA	✓	1					SMARS COMP 60P	Manager1, JohnA
Newby1, NeilA	✓	1					Needs Update	Manager1, JohnA
Punch1, PennyA	✓	1					SMARS COMP 60P	Manager1, JohnA
Stamp1, SandyA	✓	2					SMARS COMP 60P	Manager1, JuniorA

7. Indicators for each column as follows:
   a. A check mark in the **Employee Approval** column indicates employee approval.
   b. A **1** in the **Manager Approval** column indicates one manager has approved. The number will change if more than one manager approves. **Any missing manager approvals will need to be obtained before sign-off can be performed**.
   c. A check mark in the **Missed Punch** or **Unexcused Absence** column indicates the presence of these exceptions in the timecard.
   d. If a check mark is present in the **Unexcused Absence** column **AND** an amount is present in the **Leave Without Pay** column, this is an acceptable exception. However, go to the employee timecard to determine if any other unexcused absences are present that DO NOT have LWOP. These should be corrected by the manager.
   e. If **Needs Update** displays in the **Pay Rule** column for an employee, the employee information must be updated in the People Editor before sign-off can occur. This occurs once all approvals are applied in GHRS and passed to eSTART. If the pay rule is not updated before the sign-off date in eSTART, entries must be completed in GHRS to ensure the employee is paid correctly.
8. Click on any column header to sort indicators to the top of the list. Click a second time to sort for missing indicators.

VERY IMPORTANT: Managers must correct any unexcused absences and missing punches before sign-off can be completed.

Sign-Off

NOTE: The Timekeeper role will not have access to the Sign-Off functionality.

On the 5th business day before each payday, a sign-off reminder notification will be sent to Agency Administrators.

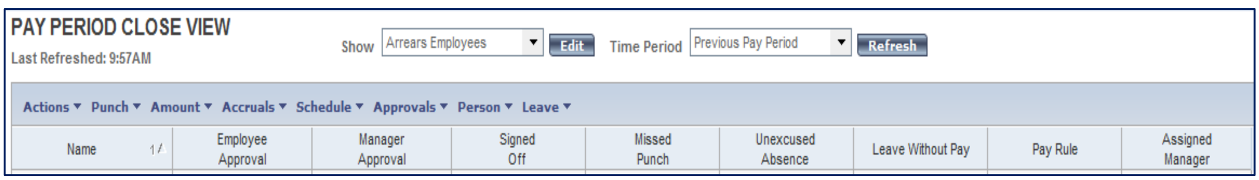
Once all exceptions have been corrected and all approvals obtained, the timecards are ready for sign-off.

VERY IMPORTANT! Sign-off for each of the items below must be done separately.

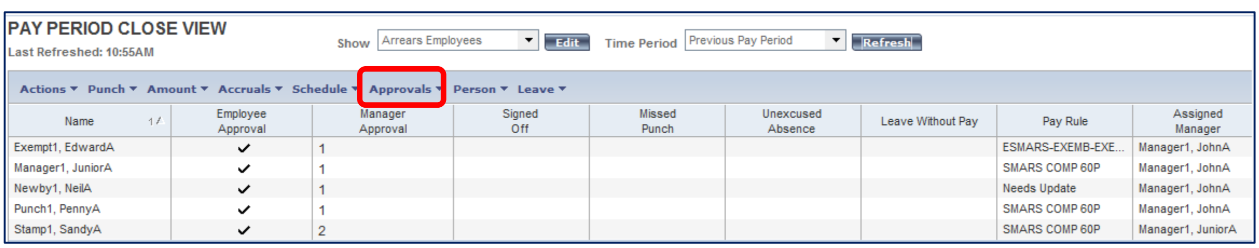
- Sign-off for **Arrears** employees should be completed in **Previous Pay Period**.
- Sign-off for **Current** employees should be completed in **Current Pay Period**.
    - Not all agencies will have employees paid in the current pay period.

Arrears Employee Sign-off

1. From **Pay Period Close,** choose all **Arrears** employees in the list using the **Arrears Employees** selection in the **Show** drop-down.
2. Use **Actions>Select All** to select all the employees in the list.
3. Choose **Previous Pay Period** from the **Time Period** drop-down.



4. Select **Approvals>Sign Off** to sign-off on all timecards.
5. Click the **Refresh** button to view the check marks in the **Signed Off** column.
6. Click the **Signed Off** column header once to sort any non-signed off timecards to the top of the list. Review these and if necessary, make corrections and apply sign-off ONLY to these timecards.



IMPORTANT NOTE!

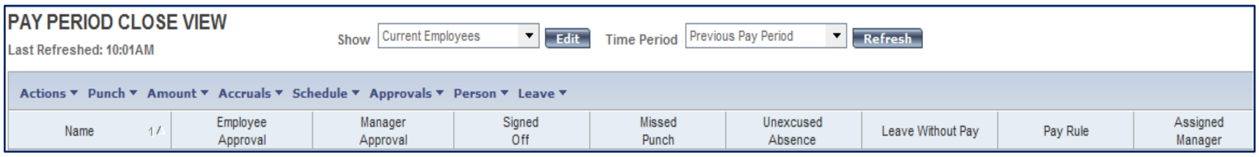
DO NOT re-apply sign-off to timecards that are already signed off. This will apply the sign-off to the <u>Current Pay Period</u>.

After sign-off is complete, check for any failures from **Related Items>Group Edit Results** (See section below for viewing Group Edit Results).

If for some reason sign-off needs to be removed, contact your eSTART Administrator.

Current Employee Sign-Off

1. From **Pay Period Close,** choose all **Current** employees in the list using the **Current Employees** selection in the **Show** drop-down.
2. Use **Actions>Select All** to select all the employees in the list.
3. Choose **Current Pay Period** from the **Time Period** drop-down.



4. Select **Approvals>Sign Off** to sign-off on all timecards.
5. Click the **Refresh** button to view the check marks in the Signed Off column.
6. Click the **Signed Off** column header once to sort any non-signed off timecards to the top of the list. Review these and if necessary, make corrections and apply sign-off again ONLY to these timecards.

After sign-off is complete, check for any failures from **Related Items>Group Edit Results** (see next section for instructions).

VERY IMPORTANT: All employee timecards MUST be signed off by the agency. No employee data is sent to GHRS for timecards that are not signed off.

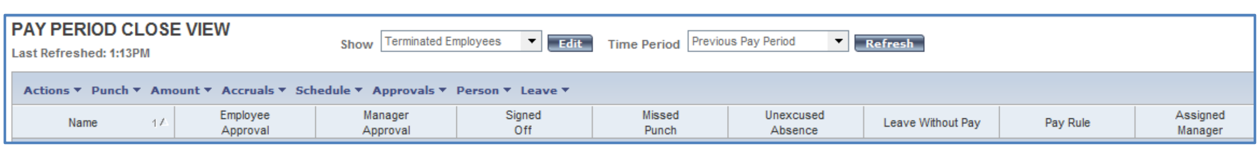
If for some reason sign-off needs to be removed, contact your eSTART Administrator.

Terminated Employee Sign-Off

As instructed earlier, the timecard of a terminated employee should be signed off as soon as the employee completes his last day at the agency and the manager approval is applied. However, this should be verified to ensure these timecards have been signed off.

NOTE: The **Terminated Employees** hyperfind must be used to retrieve employees in terminated status.

1. From **Pay Period Close,** choose all **Terminated** employees in the list using the **Terminated Employees** selection in the **Show** drop-down.
2. Use **Actions>Select All** to select all the employees in the list.
3. Choose **Previous Pay Period** from the **Time Period** drop-down.



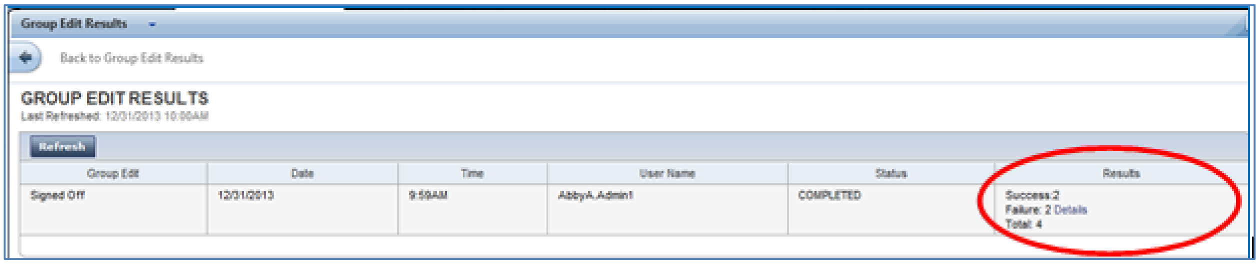
4. Select **Approvals>Sign Off** to sign-off on all timecards.

VERY IMPORTANT! DO NOT update or sign-off on an employee's timecard for any pay period following their last day at the agency. This will be the responsibility of the current agency.

<u>Group Edit Results</u>

This page is used to display the success or failure of the sign-offs.

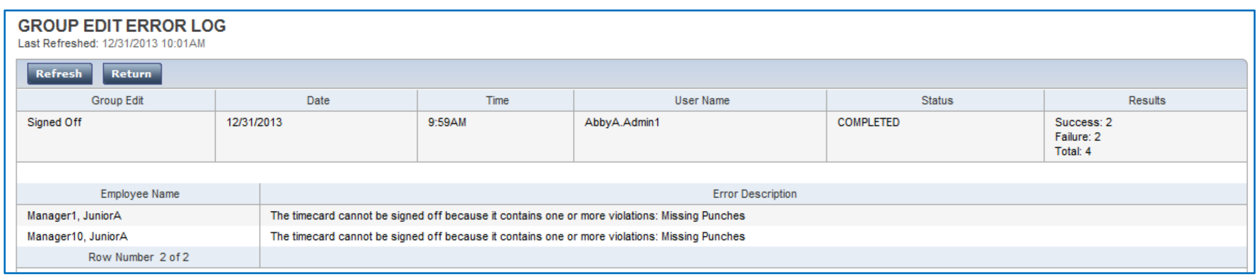
Go to the **Related Items** pane and select **Group Edit Results**.



In the **Results** column, the number of successful sign-offs display here, as well as the number of failed ones.

1. If failures are present, the word **Details** is a link. Select the link to open the error log. A new section of the page will display the failure reason in the Error Description column. The Employee Name displays as well. The manager or manager delegate must correct the timecards before sign-off can be performed on these timecards.

NOTE: If a timecard has already been signed off due to resignation or transfer, this would cause a sign-off failure, but would not require correction.



2. Once errors have been corrected, return to the **Related Items>Pay Period Close**, select the remaining employees and sign-off again.

Return to **Related Items>Group Edit Results** to verify there are no remaining exceptions that require correction.

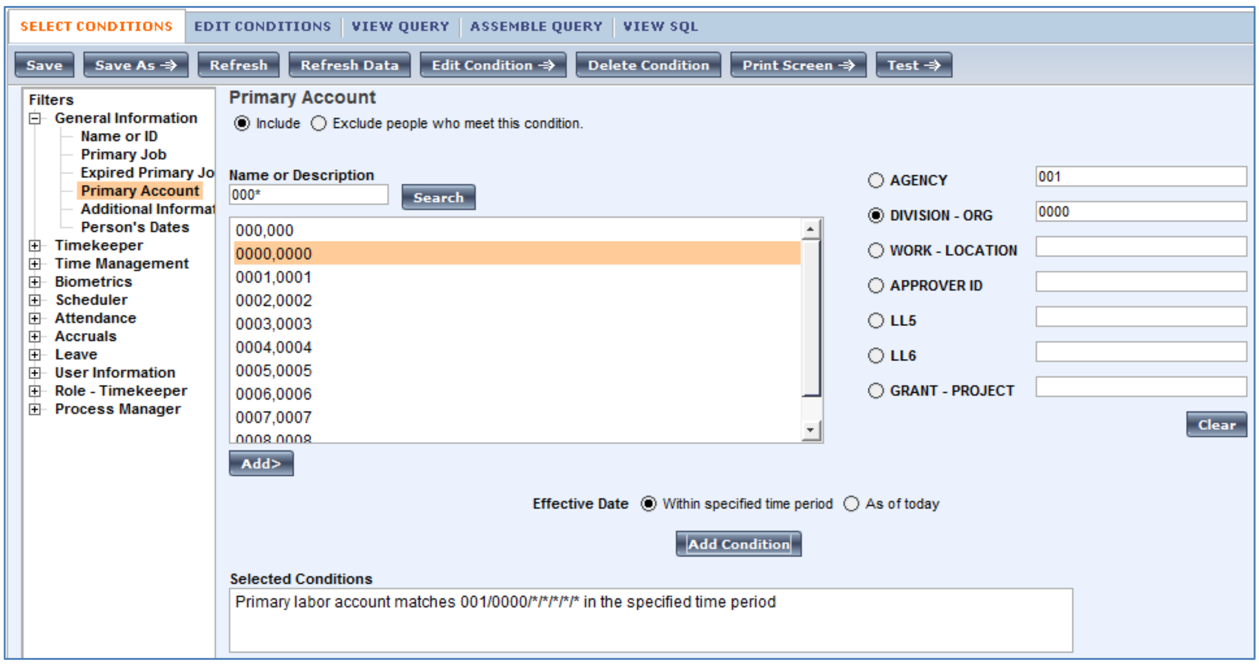
NOTE: An individual timecard sign-off error will not display from **Group Edit Results**. It is used only for *<u>group</u>* edit results. Sign-off on an individual timecard may be verified from the **Sign-Offs, Requests and Approvals** tab of the employee timecard.

HyperFind Query Setup by Agency/Division

HyperFind Queries are used to filter and retrieve lists of employees who meet a specific set of criteria, for example, all employees in a specific agency or division. In this example, we will create a query to retrieve all employees in the Agency, Division 0000.

Creating a New HyperFind Query

1. From the **Related Items** pane, select **Setup**, then select **HyperFind Queries**.
2. Select the **New** button. The HyperFind screen displays.



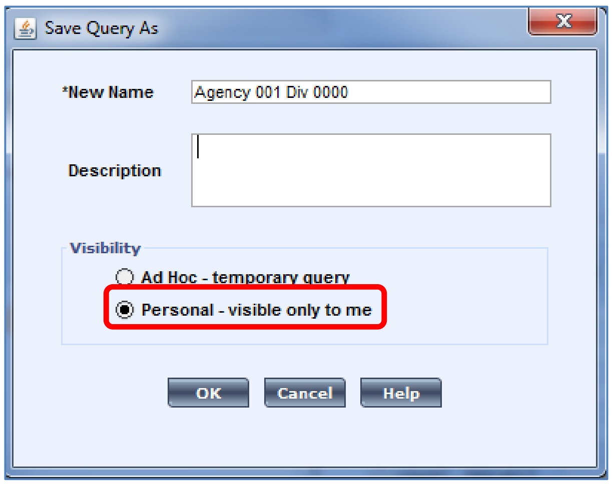
3. Select **Filters**, **General Information,** then select **Primary Account**.
4. Select the **Agency** then the **Add** button. The information will be placed in the **Agency** field to the right.
5. Select the **Division–Org** radio button.
6. Enter the **Name or Description** in the field provided, followed by an asterisk (*), i.e. **000***. Select **Search**. A listing of Division-Orgs display.
7. Choose **0000** from the list, then the **Add** button. The information will be placed in the **Division-Org** field to the right.
8. Select the **Within specified time period** radio button. Select **Add Condition** button. The condition is added to the **Selected Conditions** window.
9. Expand the **Timekeeper** category. Select **Employment Status.** The default fields are **Active** and **As of today**, so no change is needed**.** Select **Add Condition.** This will ensure that only employees currently in active status will be returned by the query.

10. To test the query, select the **Test** button. A listing of employees should display.

11. If correct, close the test page. Then select **Save**.

NOTE: HYPERFIND in the upper left-hand corner will display as ***HYPERFIND** in orange font until saved.

12. The **Save Query As** window displays. **Ad Hoc** creates a temporary query. **Personal-visible only to me** creates a permanent query, visible only to the person creating it. This type of query may be shared with others but must be assigned. See steps in **Assigning a Personal HyperFind Query to Another Person** section below.



13. Select **Personal-visible only to me**.

14. **Description** is an optional field.

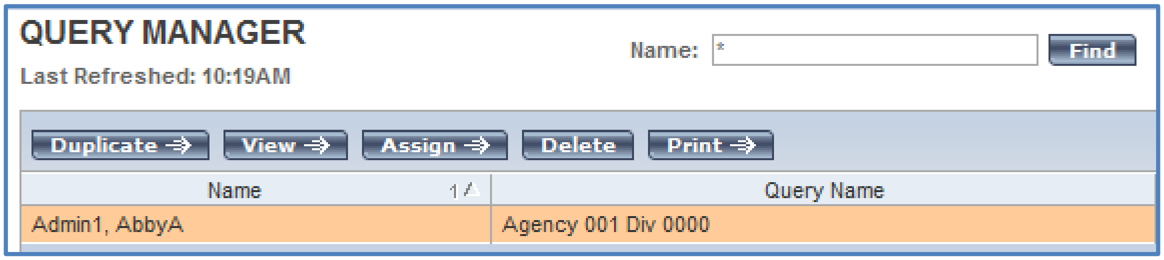
15. Enter the name of the new query.

16. Select **OK**. You now have access to the HyperFind from any of your **Show** drop-downs.

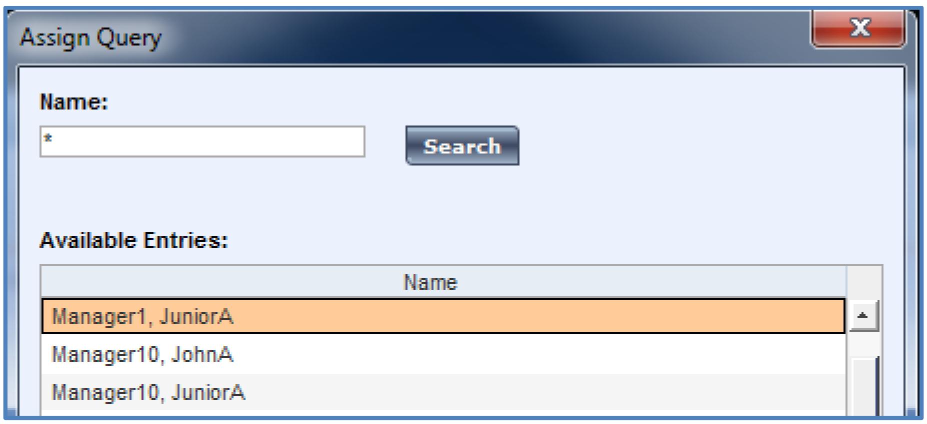
NOTE: If a public HyperFind query is needed, contact your eSTART Administrator.

Assigning a Personal HyperFind Query to Another Person

1. From the **Related Items** pane, select **Setup**. Then select **Query Manager**.



2. Select **Find** to retrieve a list of existing queries.
3. Select the query to be assigned, then the **Assign** button. The **Assign Query** window displays with a list of available names. A **Search** field is available to narrow the search, if needed.



4. Select the desired name.
5. Select the **OK** button. Message displays to indicate whether assignment was successful.

NOTE: Only one name may be selected. Repeat steps to add others, if needed.

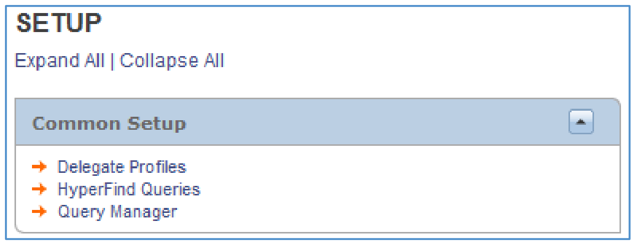
The assigned person now has access to the HyperFind from any of their **Show** drop-downs.

Delegate Profile Setup (Short-Term Delegation)

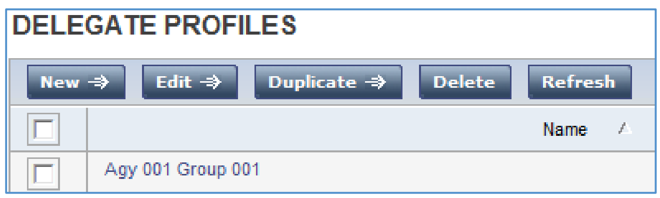
The Delegate Profile is used by managers to temporarily delegate their eSTART duties to another manager when away from the office. It contains a listing of other division managers to which duties can be delegated. Delegate profile setup is a two-step process you must complete for each division in your agency.

Delegate Profile Setup (Step 1)

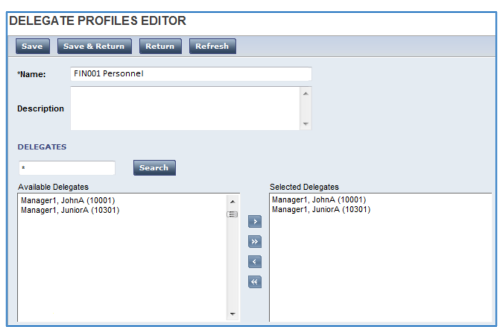
1. From the **Related Items** pane, select **Setup.** Then select **Delegate Profiles**.



2. Select **New** from the **Delegate Profiles** screen.



3. The screen below displays. Enter the name of the profile in the **Name** field.
4. Select the **Search** button to retrieve a list of manager delegates. To narrow the search, enter a letter or letters of the last name in front of the asterisk (*), then select **Search**.



5. The **Available Delegates** display. Select the desired delegate(s), then the right arrow button to move from **Available Delegates** to **Selected Delegates**.

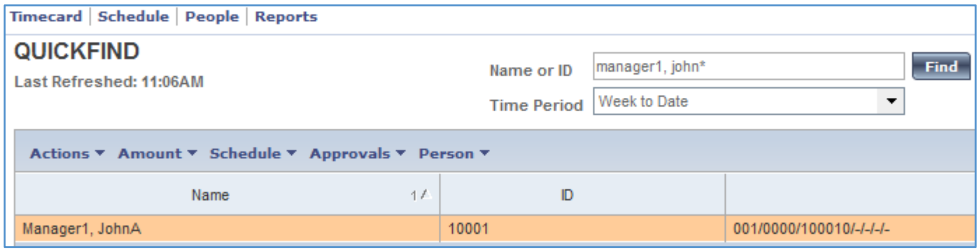
NOTE: To select more than one delegate, hold down the CTRL key and click on each name, then the right arrow button. Additionally, if a new manager is added, the agency administrator will need to manually add the new manager to the delegate profile.

6. Select the **Save** button.

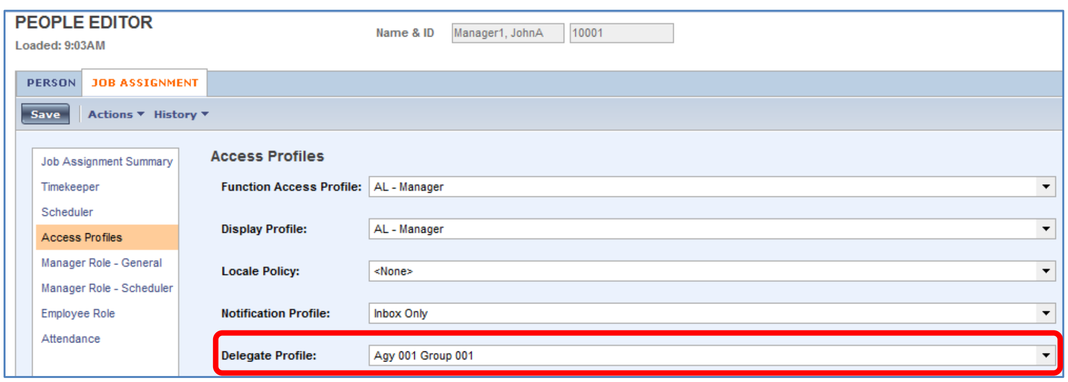
Assigning the Delegate Profile to the People Editor (Step 2)

The Delegate Profile must be added to the manager's People Editor in order to be used.

1. From the Agency Administrator workspace, select **My Genies>QuickFind**. (Both **Reconcile Timecard** and **QuickFind** may be accessed from the **Related Items** pane located on the right-side of the screen.)



2. Locate manager(s) to be added to the delegate profile.
3. Highlight the manager name(s).
4. Select **People** from the **Quick Links** menu.
5. Select **Job Assignment** tab.
6. Select **Access Profiles**.



7. Select the delegate profile name from the **Delegate Profile** drop-down.
8. Click **Save.**

The delegates should now be available on the Temporary Delegate pane. Refer to the **Manager Delegation for Requesting Backup Coverage** job aid for assistance.

9. Repeat for each manager.

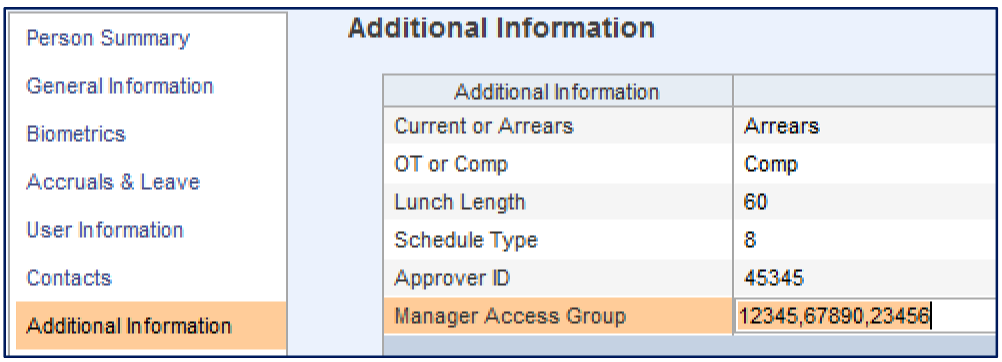
NOTE: A person cannot edit his/her own People Editor record. For those who need to be added to the new Delegate Profile, Step 2 - Assigning the Delegate Profile to the People Editor will need to be completed by another Agency Administrator.

Delegate Manager Setup (Long-Term Delegation)

This process is used to grant a non-manager the long-term ability to complete manager functions for specified manager(s). It should **only** be used for **long-term delegation**.

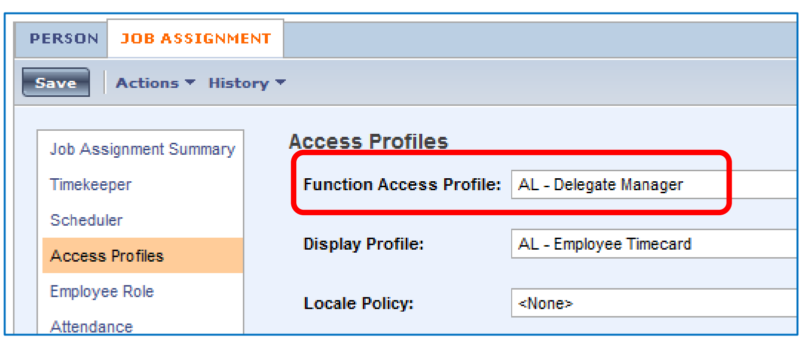
For **short-term delegation coverage**, such as leave time with a specific end date, the Manager Delegation process should be used. This is accessed from **Related Items>Temporary Delegation**.

1. From **My Genies>Reconcile Timecard** or **QuickFind**, select the name of the person to be designated as the Delegate Manager. Right-click and choose **People** from the menu. (Both **Reconcile Timecard** and **QuickFind** may be accessed from the **Related Items** pane located on the right-side of the screen.)
2. In the People Editor, from the **Person** tab, select **Additional Information** from the left menu. In the **Manager Access Group** field, key the Employee ID number(s) of the manager(s) whose employees are being delegated.



NOTE: More than one ID may be keyed, but no more than 11 are allowed. The ID(s) should be keyed in the format below, with a comma separating each number and no spaces: Ex: 12345,56789,90123.

3. Select the **Job Assignment** tab. Select **Access Profiles** from the left menu. From the **Function Access Profile** drop-down choose **AL-Delegate Manager**. Select **Save**.



NOTE: These changes will not become effective until the following business day.

Rules, Cascades and Interfaces

Holiday Credit Rules

For most employees, the holiday will be credited if the employee is in pay status any portion of the work day before and the day after the holiday. One exception to this is a part-time or hourly employee.

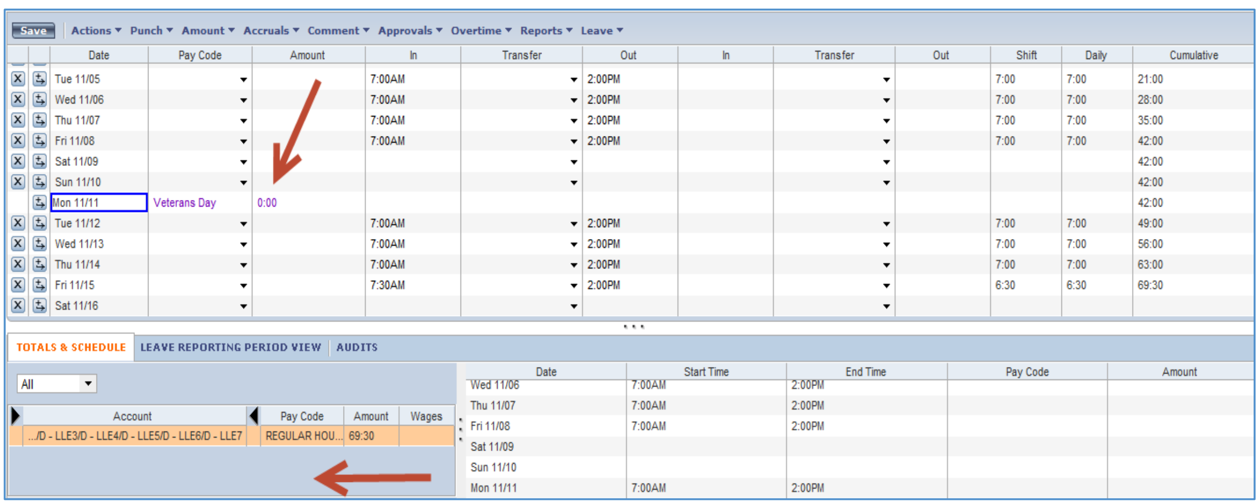
Part-Time Employees

Part-time employees receive holiday credit based on their schedule. If the holiday falls on a scheduled work day and the employee is in pay status the day before and after, the holiday will be granted based on the scheduled number of hours for that day.

If the employee is not scheduled to work on the holiday, no credit will be granted.

Hourly Employees

Hourly employees **will not** automatically receive holiday credit. The timecard will have a placeholder displaying the holiday, but no credit will actually be given to the employee. Therefore, the holiday will need to be manually added to the timecard for the eligible hourly employee.



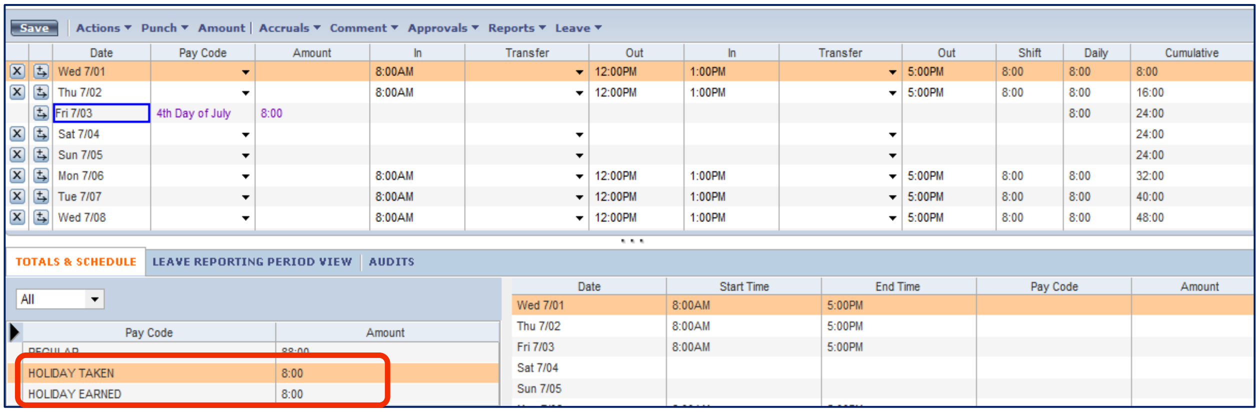
1. On the date of the holiday, select the **Insert Row** button.
2. Select **Holiday Earned** from the **Pay Code** drop-down list.
3. In the **Amount** column, key the number of hours for the holiday.
4. Select the **Save** button.
5. If the employee observed the holiday, insert a second row to the timecard and select **Holiday Taken** in the **Pay Code** column. Enter the number of Holiday hours taken in the **Amount** column. Reminder: punches cannot be entered on the same line as the holiday.
6. Select the **Save** button.

NOTE: The **Totals & Schedule** portion of the timecard displays the number of **Holiday Taken** hours and the **Holiday Earned** hours.

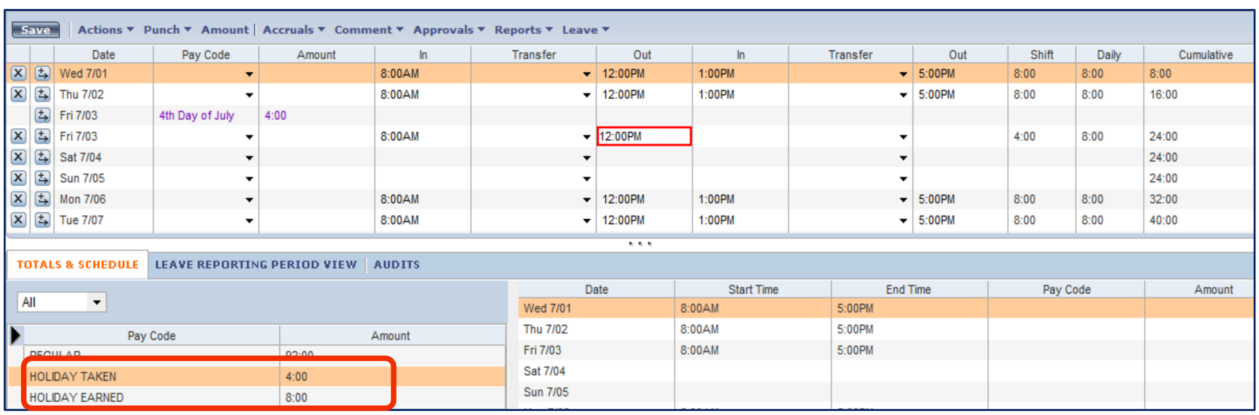
Timestamp/Punch Employee

Timestamp/Punch full-time employees automatically receive holiday credit if the employee is in pay status the scheduled day before and scheduled day after a holiday.

The timecard below is an example that reflects eight hours of holiday credit. The **Holiday Taken** and **Holiday Earned** pay codes display on the **Totals and Schedule** tab at the bottom left-hand portion of the timecard.



If the employee works on the holiday, the hours worked display on the timecard. The holiday credit hours are reflected by the **Holiday Earned** pay code, and the unworked hours automatically go to the **Holiday Taken** pay code. Any **Holiday Earned** hours that are not utilized on the holiday will be banked for use at a later time.

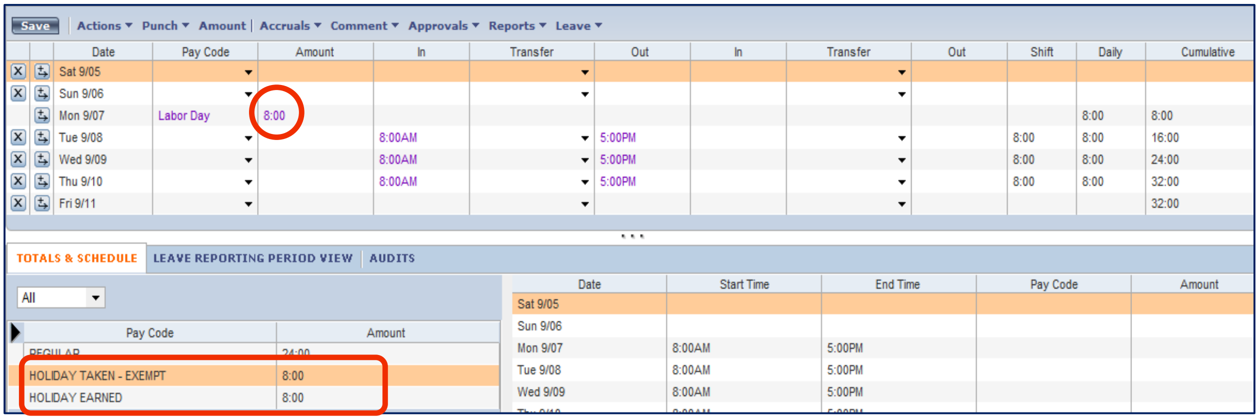


NOTE: If the employee is not in pay status the day scheduled day before or scheduled day after the holiday, the holiday will not be earned. In this case, the manager or Agency Admin must add the pay code for **Leave Without Pay** to the timecard on the date of the holiday to prevent the employee being paid for the holiday.

Exempt Employees

Full-time, exempt employees will automatically receive credit for a holiday but must be in pay status the work day before and after the holiday. The manager does not have to make any changes to the timecard for the employee to receive credit. However, the holiday credit may need to be replaced with Leave Without Pay, if the employee is not eligible for the holiday, based on the agency's policy for pay status.

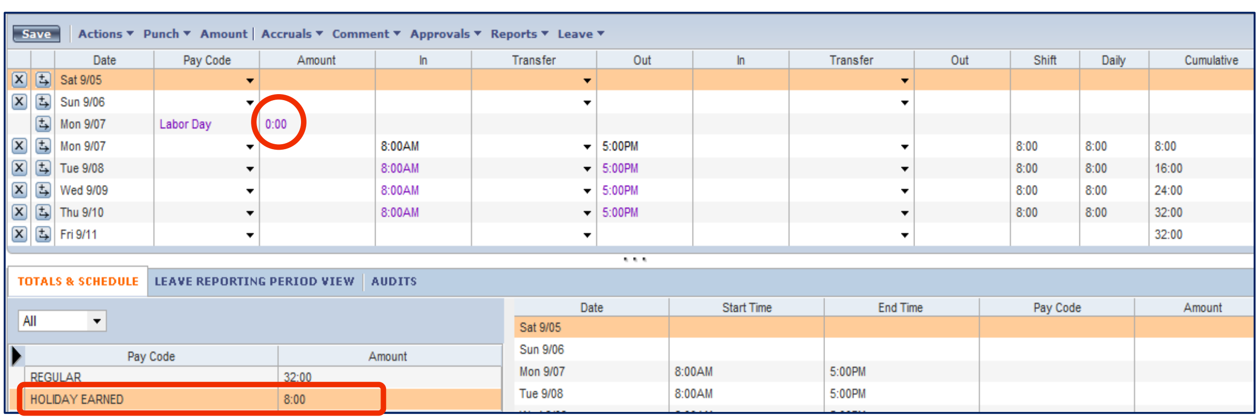
For exempt employees, the **Holiday Earned** and **Holiday Taken – Exempt** pay codes display with the number of holiday hours granted to the employee based on their work schedule.



If the exempt employee works on the holiday and should bank the holiday hours to be used at a later date, the manager will need to make adjustments to the timecard to reflect the correct hours worked.

NOTE: The employee also has the option of punching their time when working on a holiday.

- Using the "insert" icon located to the left of the date of the holiday, insert an additional row into the timecard.
- In the **In** and **Out** columns, enter the time that reflects the schedule that the employee worked. Reminder: punches cannot be entered on the same row as the holiday.
- Select the **Save** button. Notice the **Holiday Earned** pay code below.



Notice the holiday credit amount in the timecard is now zero and only eight hours of **Holiday Earned** displays in the lower left portion of the timecard. The **Holiday Taken** pay code no longer displays.

Non-Traditional Employees

Non-Traditional employees are those whose work schedules fall outside of the normal Monday through Friday work week. For example, those who work overnight shifts or those who work four 10-hour days a week are considered non-traditional employees.

Non-Traditional employees will automatically receive holiday credit hours based on their schedule type. That is, whether their schedule requires an 8, 10, 12 or 24 hour day. eSTART will apply 8, 10, 12 or 24 hours of **Holiday Earned** for these employees, provided the employee is in pay status on the scheduled day before and scheduled day after the holiday. The **Holiday Earned** hours will be automatically banked.

NOTE: The holiday will be credited even if the employee is not scheduled to work on the holiday, provided they are in pay status the scheduled work day before and after.

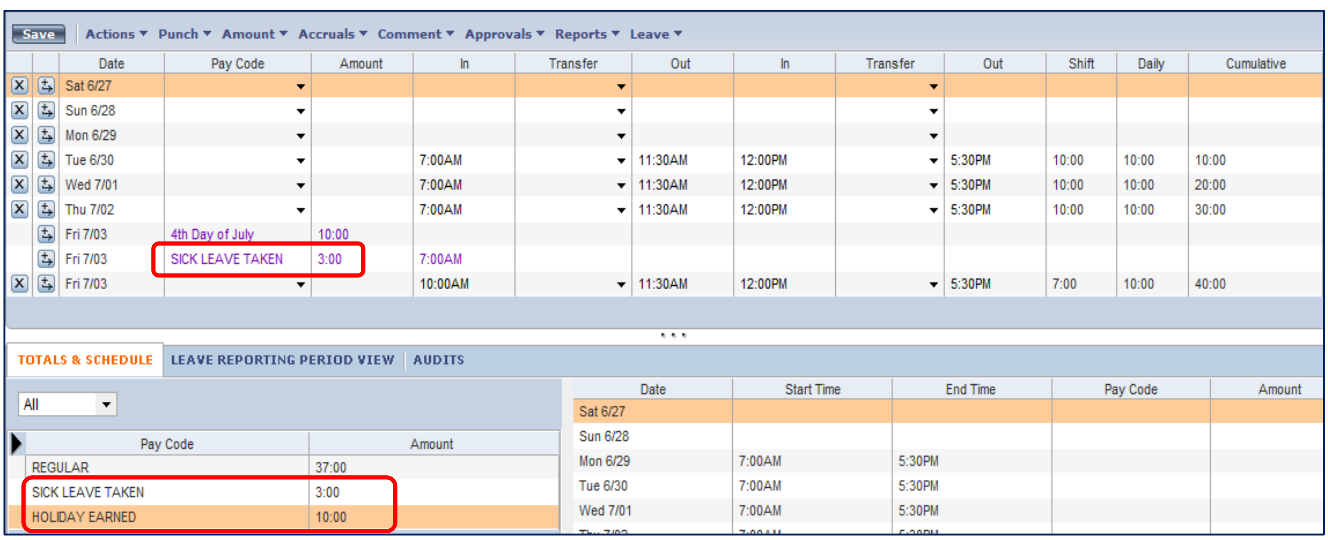
If the employee is not in pay status the scheduled day before or scheduled day after the holiday, the holiday will not be earned. In this case, the manager or Agency Admin must add the pay code for **Leave Without Pay** to the timecard on the date of the holiday to prevent employee payment for the holiday.

A Holiday is a Regular Work Day for a Non-Traditional Employee

For a non-traditional employee, a holiday is considered a regular work day. Therefore, if the holiday is a scheduled work day, the employee must account for the total number of hours on the scheduled work day.

In the example below the employee received ten hours of **Holiday Earned**. He also worked seven hours on the holiday. If the employee is scheduled and works on the Holiday, the hours worked go to either regular or comp/overtime. The holiday hours are still granted and banked for the **Holiday Earned** time.

Since the employee worked seven hours but was scheduled to work ten hours, three hours of leave must be used for the remainder of the scheduled day.



Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports | Leave

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 6/27											
Sun 6/28											
Mon 6/29											
Tue 6/30			7:00AM		11:30AM	12:00PM		5:30PM	10:00	10:00	10:00
Wed 7/01			7:00AM		11:30AM	12:00PM		5:30PM	10:00	10:00	20:00
Thu 7/02			7:00AM		11:30AM	12:00PM		5:30PM	10:00	10:00	30:00
Fri 7/03	4th Day of July	10:00									
Fri 7/03	SICK LEAVE TAKEN	3:00	7:00AM								
Fri 7/03			10:00AM		11:30AM	12:00PM		5:30PM	7:00	10:00	40:00

TOTALS & SCHEDULE | LEAVE REPORTING PERIOD VIEW | AUDITS

All

Pay Code	Amount
REGULAR	37:00
SICK LEAVE TAKEN	3:00
HOLIDAY EARNED	10:00

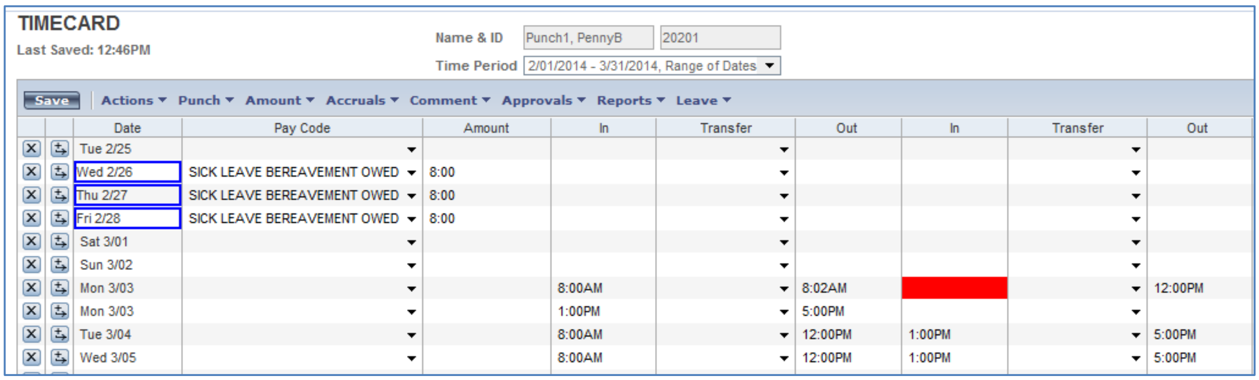
Date	Start Time	End Time	Pay Code	Amount
Sat 6/27				
Sun 6/28				
Mon 6/29	7:00AM	5:30PM		
Tue 6/30	7:00AM	5:30PM		
Wed 7/01	7:00AM	5:30PM		

Bereavement Rules

Bereavement

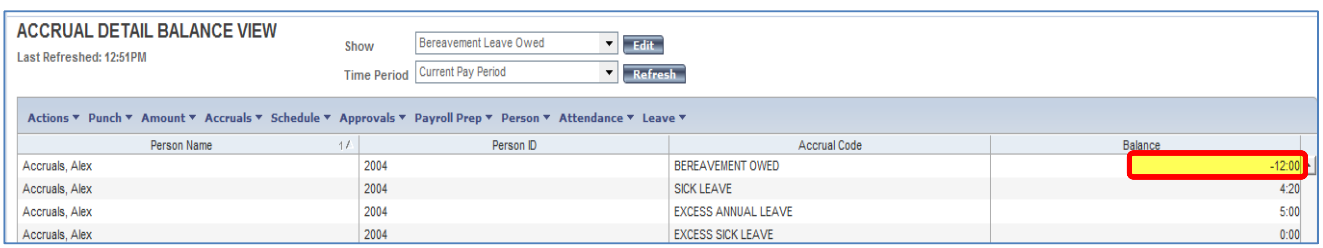
When an employee takes leave for bereavement and does not have a sufficient sick leave accrual balance, the appropriate bereavement payback agreement document must be completed by the employee and forwarded to the Timekeeper/Agency Administrator.

The Timekeeper/Agency Administrator will add the **SICK LEAVE BEREAVEMENT OWED** pay code to the employee's timecard. The amount owed will display a negative balance in the employee's accruals until the balance is paid back.



The bereavement time will then be paid back based on the payback agreement established by the agency. <u>Bereavement payback will continue to be handled in GHRS</u>. The totals will be updated in eSTART through an interface from GHRS.

NOTE: A HyperFind Query for **Bereavement Leave Owed** is available to allow an easy way to track employees who have a negative bereavement owed balance.



Cascades

Annual Leave Cascade

A cascade defines how leave time is processed in the system. If Annual Leave is selected in eSTART, leave will be used, based on the time of the year, in the order as described in the chart below:

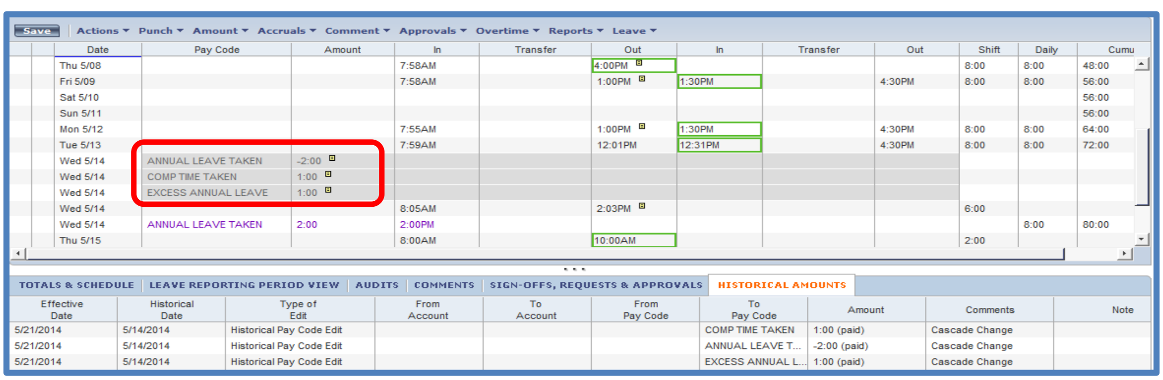
Annual Leave Cascade	
January 1 – July 31	**August 1-December 31**
Comp Time	Personal Day
Excess Annual	Excess Annual
Annual	Comp Time
	Annual

> **NOTE**
> **The following are not impacted by the cascade:**
> - The employee should follow the agency's policy and procedures regarding the usage of personal leave days before August 1st.
> - Holiday banked time should be scheduled by the supervisor in the quarter in which it was earned.

Viewing a timecard change made by the cascade

If the cascade makes a change to the type of leave originally submitted, the timecard will display the information as indicated below. The changes made by the cascade will be shaded in gray. There will be a **Historical Amounts** tab on the lower portion of the page. This tab will display the changes that were made by the cascade.

In this example, the original request was for two hours of annual leave in May. Since the employee had one hour of Comp Time and also had Excess Annual Leave time, the cascade reversed the original request for annual leave, used the Comp Time first, then the Excess Annual Leave.



Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Overtime | Reports | Leave

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumu
Thu 5/08			7:58AM		4:00PM				8:00	8:00	48:00
Fri 5/09			7:58AM		1:00PM	1:30PM		4:30PM	8:00	8:00	56:00
Sat 5/10											56:00
Sun 5/11											56:00
Mon 5/12			7:55AM		1:00PM	1:30PM		4:30PM	8:00	8:00	64:00
Tue 5/13			7:59AM		12:01PM	12:31PM		4:30PM	8:00	8:00	72:00
Wed 5/14	ANNUAL LEAVE TAKEN	-2:00									
Wed 5/14	COMP TIME TAKEN	1:00									
Wed 5/14	EXCESS ANNUAL LEAVE	1:00									
Wed 5/14			8:05AM		2:03PM				6:00		
Wed 5/14	ANNUAL LEAVE TAKEN	2:00	2:00PM							8:00	80:00
Thu 5/15			8:00AM		10:00AM				2:00		

TOTALS & SCHEDULE | LEAVE REPORTING PERIOD VIEW | AUDITS | COMMENTS | SIGN-OFFS, REQUESTS & APPROVALS | HISTORICAL AMOUNTS

Effective Date	Historical Date	Type of Edit	From Account	To Account	From Pay Code	To Pay Code	Amount	Comments	Note
5/21/2014	5/14/2014	Historical Pay Code Edit				COMP TIME TAKEN	1:00 (paid)	Cascade Change	
5/21/2014	5/14/2014	Historical Pay Code Edit				ANNUAL LEAVE T...	-2:00 (paid)	Cascade Change	
5/21/2014	5/14/2014	Historical Pay Code Edit				EXCESS ANNUAL L...	1:00 (paid)	Cascade Change	

The Comments tab will also display a comment to indicate the change was made by the cascade.

Interfaces

Compensatory Time Leave Payout

Comp Time hours over an employee’s regular work hours are sent to a Comp Time Earned bucket. For non-law enforcement employees, the bucket limit is 240 hours. For law enforcement employees, the bucket limit is 480. Any hours earned that exceed the 240 or 480 limit are sent to a Comp Overage bucket.

Once an employee’s balance reaches 220 hours for non-law enforcement or 440 hours for law enforcement, a notification is sent to the employee, the employee’s manager, and all Agency Administrators indicating that the employee’s Comp balance is nearing its limit and needs to be addressed. A liquidation request should then be sent to State Personnel.

eSTART has an automated interface to GHRS that runs on Wednesday and Saturday each week. Any Comp Overage hours for the week will be added to the timecard on the current pay period and sent to GHRS in the next extract file.

Appendix

Sign-Off Preparation Checklist

The following items must be verified and corrected before performing final sign-off of employee timecards.

NOTE: Sign-off occurs 5 business days before the next payday by 2:45 p.m.

☐	1	Manage My Requests	Verify there are no unapproved Time Off Requests for the previous pay period. These must be Approved or Refused by the Manager.
☐	2	Reconcile Timecard	Make sure all exceptions have been reviewed. Missing punches must be corrected and unexcused absences must be corrected unless the absence is due to Leave Without Pay.
☐	3	Employee Hours View	Verify all employees have the correct number of hours for the pay period. Employee hour totals must be in 15-minute increments. Also verify any overtime or compensatory time.
☐	4	Employee Information View	If the agency has board members who are not automatically paid, the amount of pay must be entered into the timecards of the board members. Select the **Board Meeting** pay code. Then enter the dollar amount of pay in the **Amount** column.
☐	5	Leave Cases View	Verify that time for employees who have open FMLA or Military cases has been added to the timecards.
☐	6	Pay Period Close View	• Verify there are no employees with a "Needs Update" pay rule. If approvals have not been applied in GHRS by the sign-off date, it may be necessary to enter this employee's time into GHRS. • Verify non-exempt and hourly employees have approved their timecards. • Verify manager approval.
☐	7	Sign-Off	• Arrears employees – sign-off in Previous Pay Period. • Current Employees – sign-off in Current Pay Period. • Terminated Employees – sign-off in Previous Pay Period. **Note:** use **Terminated Employees** hyperfind.`
☐	8	Group Edit Results	Verify sign-off results. Click the "Details" link to see any failures. Review the timecards for which sign-off failed and re-apply sign-off. Repeat these steps as needed until all timecards are signed off.
☐	9	SUSF in GHRS	The day after sign-off (the 5th business day before next pay day), verify the documents sent from eSTART to GHRS.
☐	10	SUSF in GHRS	Two days after sign-off (the 4th business day before next pay day), check for rejected documents. Any corrections must be made in GHRS.
☐	11	Late submission of leave usages	These must be processed in GHRS, which will later post to eSTART as a historical edit.

Partial Day Time Off Requests for Exempt Employees

Rules for Partial Day Time Off Requests

An exempt employee has an assigned schedule with an automatically generated lunch time of either 30 or 60 minutes. In a normal day, the lunch is automatically deducted once the employee has worked for 4:01 hours. However, if the exempt employee takes a partial day of leave, the following rules apply:

1. If the employee submits a time off request and the start time of the request allows for the employee to work at least 4:01 hours in the morning portion of his shift, the lunch will be automatically deducted. For example, if his schedule is 8am – 5pm and the start time of the request is 12:15pm, he would work at least 4:01 hours before the leave start time. His lunch will be automatically deducted.
2. If the start time of the request allows for the employee to work at least 4:01 hours in the afternoon portion of his shift, the lunch will be automatically deducted. For example, if his schedule is 8am – 5pm and the start time of the request is 9am for 2 hours, he would work at least 4:01 hours in the afternoon. His lunch will be automatically deducted.
3. But, if the start time of the request results in fewer than 4:01 worked hours in the morning and fewer than 4:01 worked hours in the afternoon, the lunch will not be automatically deducted. **This scenario always requires manual intervention from the employee's manager.** See the example below.

Midday Time Off Request Example

The employee's approved request was for 3 hours of annual leave with a start time of 11am. Since the employee worked fewer than 4:01 hours in the morning and fewer than 4:01 hours in the afternoon, the lunch was not automatically deducted. The timecard now reflects 9 total hours for the day instead of 8.

TIMECARD
Loaded: 1:11PM
Name & ID: Exempt1, EdwardA | 10101
Time Period: 3/09/2015 - 3/13/2015, Range of Dates

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports | Leave

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Mon 3/09			8:00AM		5:00PM				8:00	8:00	8:00
Tue 3/10			8:00AM		5:00PM				8:00	8:00	16:00
Wed 3/11			8:00AM		5:00PM				8:00	8:00	24:00
Thu 3/12			8:00AM		11:00AM				3:00		
Thu 3/12	ANNUAL LEA...	3:00	11:00AM								
Thu 3/12			2:00PM		5:00PM				3:00	[illegible]	33:00
Fri 3/13			8:00AM		5:00PM				8:00	8:00	41:00

To add the lunch time, the **manager** may manually change the 1pm in punch to 2pm (provided this was the actual lunch time). This gives the employee a lunch hour and corrects the total time for the day to 8 hours.

NOTE: The **Time Off Request Adjustment** comment may be added to the modified punch.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
Sat 6/27										
Sun 6/28										
Mon 6/29			8:00AM		5:00PM				8:00	8:00
Tue 6/30	ANNUAL LEA...	2:00								
Tue 6/30			8:00AM		11:00AM				3:00	
Tue 6/30			2:00PM		5:00PM				3:00	8:00
Wed 7/01			8:00AM		5:00PM				8:00	8:00
Thu 7/02			8:00AM		5:00PM				8:00	8:00

The schedule may also be changed to reflect the lunch time. Select **Schedule** from the **Quick Links** menu and modify the employee morning or afternoon schedule.

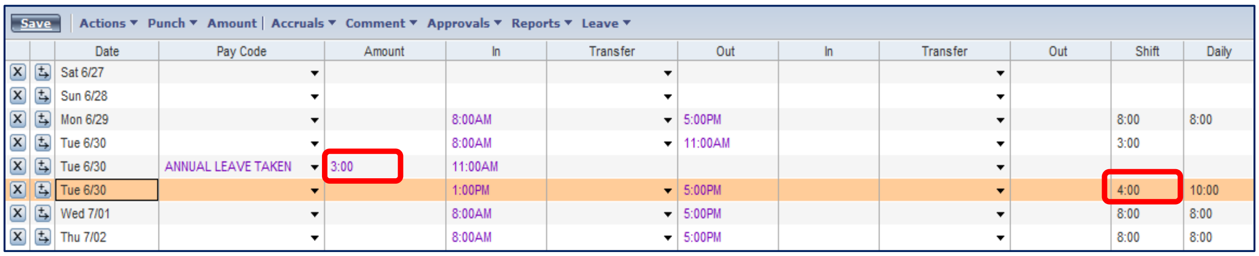
8a - 11a
ANNUAL LEAVE TAKEN 2:00
2p - 5p

Lunch Time Included in the Time Off Request

NOTE: Employees should always submit their requests for only the number of hours of actual leave taken. Lunch time should not be included.

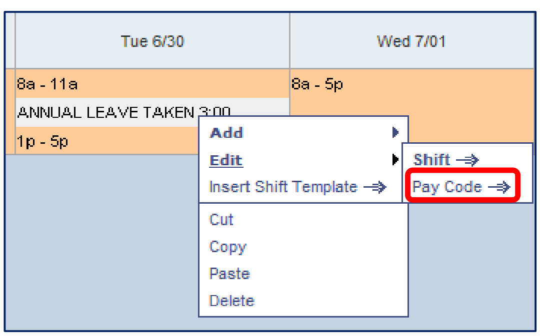
However, if the lunch time was erroneously included in the time off request, the best option is to have the employee cancel and resubmit the request for the correct number of hours. See the **Time Off Requests** job aid for employees on the **eSTART Online Resources** website for instructions on cancelling the request. **Reminder:** The manager must approve the cancelled request and select "Restore Schedule" when approving the cancellation.

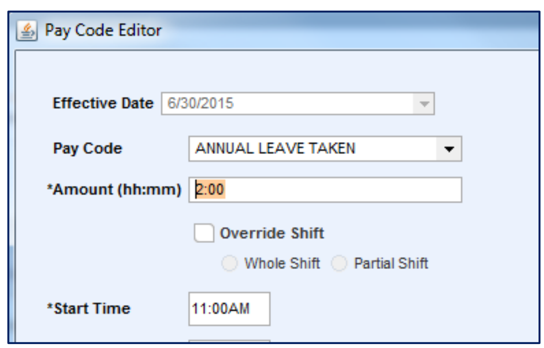
Another option for the manager is to manually change the number of hours of the request from **Schedule Editor**. The schedule will also need to be edited in order to account for the lunch time.



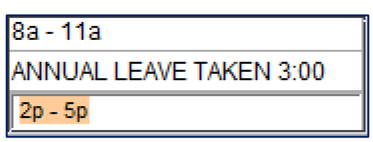
From the employee timecard, click **Schedule** from the Quick Links menu or select **Schedule Editor** from the **Related Items** pane.

1. Select the pay code in the cell of the scheduled day.
2. Right-click and select **Edit>Pay Code** from the pop-up menu**.**
3. The **Pay Code Editor** displays.
4. Change the **Amount** field to **2:00.** The **Pay Code** or **Start Time** of the request may also be edited here if needed.
5. Click **OK** to return to **Schedule Editor.**





6. To modify the schedule for the lunch time, click in the cell for either the morning or afternoon shift and type in the correct time. In the example, **1p** was changed to **2p**.



7. **Save** the **Schedule Editor** page**.**
8. Return to the timecard to verify the change.

9. Select **Actions>Refresh** to update the timecard. The leave time and total hours for the day are now correct.

NOTE: The **Time Off Request Adjustment** comment may be added to the modified punch.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
Sat 6/27										
Sun 6/28										
Mon 6/29			8:00AM		5:00PM				8:00	8:00
Tue 6/30			8:00AM		11:00AM				3:00	
Tue 6/30	ANNUAL LEA...	2:00	11:00AM							
Tue 6/30			2:00PM		5:00PM				3:00	8:00

Two Leave Requests on the Same Date

If the employee submits two leave requests for the same date, the lunch will not be automatically deducted since the 4:01 worked time criteria was not met. **This scenario always requires manual intervention from the employee's manager.** See the example below.

In this scenario, the employee submitted a time off request for Sick Leave in the morning and Excess Annual Leave in the afternoon. The lunch was not automatically deducted because the 4:01 worked time criteria was not met.

Save | Actions ▾ | Punch ▾ | Amount ▾ | Accruals ▾ | Comment ▾ | Approvals ▾ | Overtime ▾ | Reports ▾ | Leave ▾

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum
Sun 3/01											
Mon 3/02			7:30AM		4:30PM				8:00	8:00	8:00
Tue 3/03			7:30AM		4:30PM				8:00	8:00	16:00
Wed 3/04			7:30AM		4:30PM				8:00	8:00	24:00
Thu 3/05			7:30AM		4:30PM				8:00	8:00	32:00
Fri 3/06	SICK LEAVE TAKEN	4:30	7:30AM								
Fri 3/06			12:00PM		1:00PM				1:00		
Fri 3/06	EXCESS ANNUAL LEAVE	3:30	1:00PM							9:00	41:00
Sat 3/07											

To correct, the lunch hour times must be removed from the timecard.

NOTE: The **Time Off Request Adjustment** comment may be added to the modified punch.

Save | Actions ▾ | Punch ▾ | Amount ▾ | Accruals ▾ | Comment ▾ | Approvals ▾ | Overtime ▾ | Reports ▾ | Leave ▾

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum
Sun 3/01											
Mon 3/02			7:30AM		4:30PM				8:00	8:00	8:00
Tue 3/03			7:30AM		4:30PM				8:00	8:00	16:00
Wed 3/04			7:30AM		4:30PM				8:00	8:00	24:00
Thu 3/05			7:30AM		4:30PM				8:00	8:00	32:00
Fri 3/06	EXCESS ANNUAL LEAVE	3:30									
Fri 3/06	SICK LEAVE TAKEN	4:30								8:00	40:00
Sat 3/07											

NOTES: