

Employee -> Time Entry -> Time Stamp

My Settings | My Timesheet Ashley Nelson

Time Sheet Edit July 25, 2005 - July 31, 2005

[Summary](#) [Mon 25](#) [Tue 26](#) [Wed 27](#) [Thu 28](#) [Fri 29](#) [Sat 30](#) [Sun 31](#)

Tuesday, July 26, 2005

Time Sheet Edit

Cost Center	From	To	Break	Total
Support/Guides	8:32a	10:15a		1:43
Support/Data	10:15a	1:05p	1:00	1:50
Support/Help	1:05p	5:34p		4:29
Day Total :				8:02
Time Sheet Total :				17:06

Timesheet Information

Created On: 07/22/2005
Current State: Open

Highlights:

- Simplify or expand data required to track time and attendance
- Configure timesheet formats by individual or group
- Maintain consistency with existing policies through user-defined labels

Employee -> Time Entry -> Bulk Hours

The screenshot shows a web-based timesheet application interface. At the top, there are navigation tabs: Company, Accruals, My Settings, Manage Time, Approval, My Timesheet, and Reports. The user's name, Jack Sutherland, is displayed in the top right corner. The main heading is "Bulk Hours July 11, 2005 - July 24, 2005". Below this, there are tabs for "Timesheet", "Calc. Detailed", and "Calc. Summary".

The interface features a table for entering hours. The columns represent days from Monday 11 to Sunday 24, with a "Total" column on the right. The rows represent different cost centers. The first row is "Executive/Admin" and the second is "TO/Per". The "Total" row shows the sum of hours for each day and the overall total for each cost center.

Cost Center	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16	Sun 17	Mon 18	Tue 19	Wed 20	Thu 21	Fri 22	Sat 23	Sun 24	Total
Executive/Admin	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	6:00			78:00
TO/Per												2:00			2:00
Total	8:00	8:00	8:00	8:00	8:00	0:00	0:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00	80:00

Below the table, there are buttons for "Add Rows" and "Clear All Rows". A "Notes" section is visible, containing a text area with the entry: "Left early to bring daughter to ball game." The interface also includes a "Needs Saving" indicator, "Timesheet Information" (Created On: 07/11/2005, Current State: Open), and a bottom toolbar with "Save", "Undo", "Submit For Appro", and "Next Timesheet" buttons.

Highlights:

- Automatically pre-populate timesheets
- Quickly enter comments or reason codes by exception
- Easily view calculated hours if access is granted

Employee -> Time Entry -> Start / Stop

My Settings | My Timesheet | Kacey Jones

Start/Stop July 11, 2005 - July 17, 2005

Summary | Mon 11 | Tue 12 | Wed 13 | Thu 14 | Fri 15 | Sat 16 | Sun 17 | Calc. Detailed | Calc. Summary

Monday, July 11, 2005

Cost Center	DPS	Module	Notes	From	To	Lunch	Total	After Midnight
Software/Core	ERP Enterprises	Benefit Accruals		8:35a	11:15a		2:40	<input type="checkbox"/>
Software/Core	HR Specialties	Data Synchronization		11:15a	1:40p	1:00	1:25	<input type="checkbox"/>
Software/Core	Payroll Services	Expense Reimbursement		1:40p	5:30p		3:50	<input type="checkbox"/>
Day Total :							7:55	
Time Sheet Total :							27:55	

+ Add Rows

Needs Saving

Timesheet Information

Created On: 03/23/2005
Current State: Open

Save Undo Submit For Approval Close Previous Timesheet GO! Next Timesheet

Highlights:

- Track work time against departments, projects, tasks, etc.
- View additional information such as planned Time Off
- Manual or automatic submission of timesheets

Employee -> Time Entry -> Crossing Midnight

The screenshot displays a web-based timesheet application for 'Dave Geiger'. The main window title is 'My Timesheet' and the subtitle is 'Crossing Midnight July 11, 2005 - July 17, 2005'. There are two tabs: 'Summary' and 'Timesheet'. The 'Summary' tab is active, showing a table with the following data:

Cost Center	Total
Support Services/Training	28:05

Below the table, it shows 'Total Time: 28:05'. A 'Clear All Rows' button is visible. The 'Timesheet Information' panel shows: 'Created On: 07/11/2005' and 'Current State: Open (Rejected)'. The bottom toolbar contains icons for Save, Undo, Submit For Approval, Close, Previous Timesheet, and Next Timesheet.

Highlights:

- Web, barcode, Biometric and wireless data entry available
- Streamlined workflow ensures accurate payroll
- Easy to configure settings address the most complex pay rules

Employee -> Request Time Off

My Settings | My Timesheet | Kacey Jones

Request Time Off

Time Off: TO/Personal

Request Type

Full Day

Date: [Calendar]

Partial Day (Start/Stop)

Date: [Calendar] From: [] To: [] Total: []

Partial Day (Bulk)

Date: 7/22/2005 Total: 2:00

Multiple Days

From: [Calendar] To: [Calendar]

Comments

Leaving early to take daughter to ball game.

Time Off	Accrued To	Hrs	Days	Auth	Rem	Taken	Sch	Pending Approval
TO/Sick	1/1/2006	40:00	5	40:00	5	0:00	0:00	0:00
TO/Vacation	1/1/2006	80:00	10	56:00	7	0:00	24:00	0:00
TO/Personal	1/1/2006	24:00	3	16:00	2	8:00	0:00	3:00

Pending requests

Comment | Request State | Time Off | Date | Approver | From | To | Time | Date Submitted

Submit Request | View History | Close

Highlights:

- Enter Time Off directly into timesheet or require manager approval
- Easily view authorized, taken and scheduled Time Off
- Avoids schedule conflicts and unbiased enforcement of company policy

Manager -> Timesheet Approval

Company | Accruals | My Settings | Manage Time | Approval | My Timesheet | Reports | Jack Sutherland

Timesheets Waiting My Approval

Employee Filter: All Employees

Timesheet Dates: Calendar Range | All

Run | Rows On Page: 20 | 2 Rows | Settings (Demo Screen)

	First Name	Last Name	Timesheet Start	Total Time	# Incomplete Records	Total Overtime Hours	Total Regular Hours
<input type="checkbox"/>	Monique	Ortiz	03/21/2005	38:09	1	-	38:15
<input type="checkbox"/>	Jennifer	Davis	03/21/2005	46:37	0	6:15	40:00
Page Total						6:15	78:15

View Timesheets | Approve | Reject | Refresh | Close

Highlights:

- Easily review, edit and approve timesheets by exception
- Quickly identify missing punches, attendance infractions and overtime
- Identify employee trends including adherence to schedule

Manager -> Time Off Request Approval

Company | Accruals | My Settings | Manage Time | Approval | My Timesheet | Reports Jack Sutherland

Time Off Requests Waiting My Approval

Employee Filter: All Employees

Requested Dates: Calendar Range | All

Run Rows On Page: 20 1 Row Settings (Default)

	First Name GX	Last Name GX	Requested Week Day GX	Date Requested GX	Time X	Time Off GX	Com. X	Region GX
<input type="checkbox"/>	=	=	=	=	=	=	=	=
<input type="checkbox"/>	Kacey	Jones	Friday	07/22/2005	3:00	Time Off/Personal		East

Approve Checked Requests | Reject Checked Requests | Refresh | Close

Highlights:

- Instant access to past Time Off and time scheduled in the future
- System maintains all history of comments for approval and rejects
- Automatic accrual processing notifies of potential negative balances

Manager -> Reports -> Seniority

First Name	Last Name	Hired	Started	Department	Region	Division
Jennifer	Davis	07/23/2001	08/13/2001	Software Development	East	Intellectual Property
Tom	Ballister	11/27/2001	12/10/2001	Support Services	East	Intellectual Property
Kacey	Jones	02/14/2002	03/04/2002	Software Development	East	Intellectual Property
Monique	Ortiz	02/14/2002	03/04/2002	Support Services	East	Intellectual Property
Allison	Booton	03/04/2002	03/18/2002	Marketing Co-Op	East	Intellectual Property
Ashley	Nelson	06/21/2002	07/08/2002	Support Services	East	Intellectual Property
Kim	Weaver	09/02/2003	10/01/2003	Marketing Co-Op	East	Intellectual Property
Dave	Geiger	08/16/2004	08/30/2004	Support Services	East	Intellectual Property
Kathy	Watts	03/01/2005	03/07/2005	Executive Offices	East	Intellectual Property
Jack	Sutherland	11/08/2004	03/15/2005	Executive Offices	East	Intellectual Property

Highlights:

- Quickly filter, sort or group report data
- Send data to screen, CSV, Excel, .PDF, .HTML, .XML
- Data displayed in text, graphical and calendar formats

Manager -> Reports -> Detailed Hours

	First Name	Last Name	Date	Start	End	Hours	Department	Emp. Sch.
Region: East	Kacey	Jones	07/22/2005	08:33a	05:37p	8:04	Software Development	
	Kacey	Jones	07/21/2005	08:25a	05:28p	8:03	Software Development	
	Kacey	Jones	07/20/2005	08:41a	05:30p	7:49	Software Development	
	Kacey	Jones	07/19/2005	08:26a	05:32p	8:06	Software Development	
	Kacey	Jones	07/18/2005	08:32a	05:44p	8:12	Software Development	
Sub Total						40:14		
Totals						40:14		

Highlights:

- Drill-down capability directly from report allows quick change to data
- Limit, expand and place data fields in preferred order
- Easily push saved report settings to individuals or groups to save time

Manager -> Reports -> Time Off Calendar

Company | Pay Prep | Schedule | Accruals | My Settings | Manage Time | Approval | My Timesheet | Reports | Kathy Watts

Time Off Calendar

Selected Year: 2005

Employee Filter: All Employees

July							August							September											
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat					
3	4 9:00	5	6	7	8	9	7	8	9	10	11	12 Labor Day (8:00)	13	14	15	16	17	11	12	13	14	15	16	17	
10	11 8:00	12	13	14	15	16	14	15	16	17	18	19	20	21	22	23	24	25	18	19	20	21	22	23	24
17	18	19	20	21	22	23	21	22	23	24	25	26	27	28	29	30	31	25	26	27	28	29	30	31	
24	25	26	27	28	29	30	28	29	30	31															
31																									

October							November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu		
					1		1	2	3				
2	3	4	5	6	7	8	6	7	8	9	10		
9	10	11	12	13	14	15	13	14	15	16	17		
16	17	18	19	20	21	22	20	21 16:00	22 16:00	23 16:00	24		
23	24	25	26	27	28	29	27	28	29	30			
30	31												

Information: 11/23/2005

Employee Filter: All Employees

Run Settings (Default)

1. [XN GROUP] Grouped By: Employee ID

First Name Last Name Time Off Total Time Off Comment

Employee ID: 0014	Monique	Ott	Time Off/Vacation	0:00	Taking long weekend for Thanksgiving. BR less write on 9/21/2005. OK
Sub Total				0:00	
Employee ID: 0008	Kathy	Jones	Time Off/Vacation	0:00	Taking long weekend for Thanksgiving. Jack Sutherland wrote on 9/21/2005: OK - enjoy the extra time out of the office.
Sub Total				0:00	
Totals				0:00	

Refresh Close

Highlights:

- Graphical view is familiar to all employees
- Employee view based on security settings and group permissions
- Available comments record approval history and prior communication

Manager -> Reports -> Dot Board

Company | Pay Prep | Schedule | Accruals | My Settings | Manage Time | Approval | My Timesheet | Reports | Kathy Watts

Dot Board - Friday, July 22 2005, 09:08 a (EST)

Employee Filter: East(10)

Run | Rows On Page: 30 | 10 Rows | Settings (Default)

Employee Id	First Name	Last Name	In/Out	Last Start	Last End	Last Date	Time Since Last In	Time Since Last Out
0004	Kathy	Watts		-	-		0:00	0:00
0009	Tom	Ballister		07:00a	-	07/22/2005	2:08	0:00
0003	Kim	Weaver		-	-		0:00	0:00
0008	Kacey	Jones		08:33a	-	07/22/2005	0:35	0:00
0019	Ashley	Nelson		-	-		0:00	0:00
0014	Monique	Ortiz		07:00a	-	07/22/2005	2:08	0:00
0023	Allison	Booton		-	-		0:00	0:00
0018	Dave	Geiger		04:00a	08:00a	07/21/2005	0:00	1:08
0013	Jennifer	Davis		07:00a	-	07/22/2005	2:08	0:00
0016	Jack	Sutherland		-	-		0:00	0:00

Refresh | Close

Highlights:

- Know who's working and who's not in remote locations
- Monitor what current projects employees are working on
- Identify the last in or out punch by employee

Manager -> Schedules -> Daily View

Company | Pay Prep | Schedule | Accruals | My Settings | Manage Time | Approval | My Timesheet | Reports | Kathy Watts

Daily Schedule Graph - Friday, July 22, 2005

Employee Filter: East(10)

Time Range: Date 07/22/2005 From 06:00a To 09:00p Increment 15 min

Run Rows On Page: 20 10 Rows Settings (Default)

Employee Id	First Name	Last Name	Schedule
0003	Kim	Weaver	7a - 12p
0004	Kathy	Watts	12p - 3p
0008	Kacey	Jones	7a - 12p
0009	Tom	Ballister	7a - 12p
0013	Jennifer	Davis	3p - 12a
0014	Monique	Ortiz	7a - 12p
0016	Jack	Sutherland	7a - 12p
0018	Dave	Geiger	3p - 6p
0019	Ashley	Nelson	3p - 6p
0023	Allison	Booton	3p - 6p

Scheduled Time: (3:00p.m. - 12:00a.m.)
07/22/2005 03:00p - 07/23/2005 12:00a
Total Time: 8:00

Refresh Create New Daily Schedule Previous Screen Close

Highlights:

- Establish skills, positions and locations by business unit
- Assign skills and work preferences to employees
- Define rules (lowest \$, fewest people, etc.) and generate schedules

Manager -> Notification -> Timesheet Submittal

Company | Pay Prep | Schedule | Accruals | My Settings | Manage Time | Approval | My Timesheet | Reports | Kathy Watts

Description: Employee reminder to submit timesheet.

When: 1 Day(s) Before Pay Period Ends At 1:00a (HH:MM)

Recipients:

- Timesheet Employee
- Next Approver(s)
- Employee: [Text Field]
- Group: [Text Field]
- Email: [Text Field]

Conditions (Optional):

- If Any Day < [Dropdown] [Text Field] Hours
- If Worked On Scheduled Day Off
- If PP Total Time Over [Dropdown] [Text Field] Hours
- If Timesheet Is Not Approved By All Managers
- If Timesheet Is Not Submitted by Employee

Filters (Optional):

- Pay Period Prof: [Text Field]
- Timesheet Prof: Bulk Hours

Message Body:

Dear {TS_OWNER_FIRST_NAME},

Your timesheet starting {TS_FIRST_DAY} has not yet been submitted. As of now, you have a total of {TS_TOTAL_TIME}. Please review for accuracy and submit by end of business.

Available Tags:

- {CURRENT_DATE}
- {TS_LAST_DAY}
- {TS_TOTAL_TIME}
- {TS_TOTAL_WORK_TIME}

Buttons: Save, Previous Screen, Close

Highlights:

- System tracks most processes and core functions for exceptions
- Configurable 'tags' send employee or process specific information
- Notifications sent automatically based on specific occurrences or events