



Time Reporting System

*Employee
Guide*

Time Reporting System

You use the Time Reporting System to report the time you work and submit a weekly time sheet to your supervisor for approval.

Your supervisor approves your time sheet and sends the information to our company's financial systems. These systems process your paycheck.

Employee Guide

The *Employee Guide* has three chapters:

- Chapter 1: *How to Report Time* explains the tasks involved in reporting your time. For example, the chapter explains how to fill in your electronic time sheet and submit it to your supervisor for approval.
- Chapter 2: *Work Schedules* explains what work schedules are and how to use them to fill in time sheets automatically.
- Chapter 3: *Web Page Reference* explains all the information that appears on each Web page in the Time Reporting System.

Help System

The help system appears in a separate Web browser window whenever you click the **Help** button at a Web page in the Time Reporting System. The help system displays the information in chapter 3 for the Web page you are at. From the help system's table of contents, you can display the information in chapter 1, chapter 2, and the index.

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How to Report Time

Reporting your time involves four steps:

- *Log In to the Time Reporting System* on page 6
- *Report your Time* on page 8
- *Add Comments about your Time Sheet* on page 12
- *Submit your Time Sheet for Approval* on page 14

To report paid holidays, paid vacations, or other non-work time, see page 15.

To find a time code for reporting hours, see page 16.

To copy a time sheet for a past week and use it to report time, see page 17.

To change a time sheet after you have submitted it to your supervisor, see page 19.

To change your password, see page 21.

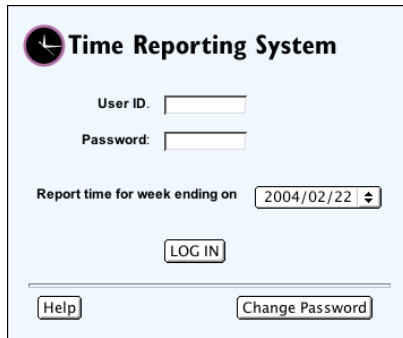
Step 1: Log In to the Time Reporting System

- 1 Click the Time Reporting icon on your computer's desktop.



The Log In Web page appears in your Web browser.

Figure 1
Log In page



- 2 If you have used the Time Reporting System before, your user ID appears.

If you are using the system for the first time, type the user ID that your supervisor gave you.

Note: If the system displays an incorrect user ID, highlight it, type your own, and press the Tab key.

- 3 Type your password.

The first time you use the Time Reporting System, type your social security number without dashes as your password.

Important! The *second* time that you log in, click the **Change Password** button when the Log In page appears. Change your password by following the instructions on page 21. If you forget to change your password the second time that you log in, change it as soon as you can. Don't use your social security number as your permanent password.

- 4 If the date shown is not the last day of the week you want for reporting your time, click the date. A list of dates appears. Select the last day of the week you want. The list displays the last day of the current week, two future weeks, and eight past weeks.

Notes:

- The date shown is usually the last day of the current week, but sometimes it may be the last day of a past week.
 - Unless you are a new employee, the system will not allow you to report time for the current week if you have not yet reported time for a previous week.
 - If you are a new employee, report time for your first week of employment. If you are starting in the second week of a pay period, do not submit a “zero hour” time sheet for the first week in the pay period.
- 5 Click the **LOG IN** button.
If you have not reported time for the week you selected, the Time Reporting page appears.
Note: If you have already reported time for the week you selected, the system displays either the Time Sheet Saved page or the Time Sheet Submitted for Approval page.
 - 6 Go to *Step 2: Report your Time* on page 8.

Step 2: Report your Time

You can report your time daily or weekly and save it before you submit it to your supervisor for approval.

When you start a new time sheet by selecting a week on the Log In page, the Time Reporting page appears. It shows your time sheet for that week.

Figure 2
Time Reporting page

The screenshot displays the 'Time Reporting System' interface. At the top, there is a header table with employee information:

Employee Name	Employee ID	Dept.	Account	Start Date	Schedule	Weekly Hrs.	Status	Employee Type
Smith, James	876020	Publications	4568700	12/11/2002	Regular	40	Non-exempt	Regular

Below the header, the main area is titled 'Time Reporting System' and includes a 'Time Sheet Reporting Status' box with the instruction: 'Report your time for this week and be sure to save your changes.' To the right, there are fields for 'Last Update By' (Not Started) and 'Update Date' (-). A 'Select week ending on' dropdown is set to '2004/02/22', with 'Next Week' and 'Prev. Week' buttons.

The central part of the form is a grid for reporting time. It includes checkboxes for 'SD' and 'Standby'. The grid has columns for days of the week (Mon 02/16 to Sun 02/22) and 'Total Hours'. The first row shows 8 hours for each day from Monday to Friday, with a total of 40 hours. The 'Time Code' column shows '1000' and '1' for the first row. To the right of the grid, there are 'Total Hours for Day' and 'Total Hours for Week' labels, both showing 40. A 'Time Code' dropdown is set to 'Regular Time'. To the right of the grid, there is a summary table:

Regular Hrs.
40.00
Overtime Hrs.
0
Premium Hrs.
0

At the bottom, there are buttons for 'SAVE CHANGES' and 'SUBMIT FOR APPROVAL'. A note says 'Create blank row(s) after you click Save Changes button.' At the very bottom, there are buttons for 'Help', 'Time Codes', 'Copy Time Sheet', 'Load Work Schedule', and 'Save as Work Schedule'.

For information about this page, see page 44.

The time sheets for most employees have time codes, work orders, and hours filled in. The example in Figure 2 has 8 hours per day Monday through Friday filled in for time code 1000 and work order (WO) 1. To change the information that the system fills in, see *Change your Regular Work Schedule* on page 29.

You can replace the time codes, work orders, and hours with information from another time sheet or from a work schedule. For more information, see:

- *Copy a Saved Time Sheet* on page 17
- *Load a Work Schedule into your Time Sheet* on page 35

Paid Holidays

If you receive paid holiday time, the system adds Time Code 4000, Paid Holiday, to your time sheet for the week in which the paid holiday occurs. On the paid holiday, the system removes eight hours from Time Code 1000, Regular Time, and adds eight hours to Time Code 4000.

If you copy information from a saved time sheet or load information from a work schedule into the time sheet you are working on, you will lose the Time Code for your paid holiday time. If that happens, start a new row on the time sheet for Time Code 4000.

Instructions

- 1 In the Time Code column, type the time code to which you are reporting your time. The time code for Regular Time is 1000.

To find a time code for reporting overtime, holiday time, vacation time, and so on, see page 16.

- 2 If you are reporting time to your department's account, skip the WO (Work Order) box. The system automatically puts the number 1 in it.

To report time worked to another department's account, use a different work order number. For example, you work on a project for two departments. To report some of the Regular Time you worked to the account for your department, use time code 1000 and work order 1. To report some of the Regular Time you worked to another department's account, use time code 1000 and work order 2.

Important! To bill your time to another department, your supervisor must initiate an Accounting Adjustment. When you report time to another department, always add a comment with the name of the department. See page 12.

- 3 Press the Tab key to go to each day you worked on the time code and work order. Type the number of hours you worked.

Partial hours: If you worked a partial hour, report it as .25, .5, or .75. For example, if you worked 3 hours and 15 minutes on a time code and work order, type 3.25. If you worked 4 hours and 30 minutes, type 4.5. If you worked 6 hours and 45 minutes, type 6.75.

- 4 If you are eligible for Standby pay on a day, click the day's Standby box. Clicking the box puts an X in it.
- 5 If you are eligible for Shift Differential (SD) pay on a day, type the number of hours that you worked on the shift into the day's SD box. Shift Differential pay is for whole hours only.
- 6 If you are reporting time to two or more rows of time codes and work orders, repeat steps 1-5 for each row.

For example, if you worked two hours of Overtime on Tuesday, type time code 2000, and then type 2 in the box for Tuesday. The system fills in work order 1.

- 7 If you need to report time to three or more rows of time codes and work orders, type the number of extra rows you need in the box following "Create" in "Create __ blank row(s) after you click **SAVE CHANGES** button."

When you click the **SAVE CHANGES** button, the system generates the extra rows you requested. You then report time to the new rows of time codes and work orders.

- 8 At any time while you are reporting your time, you can click the **SAVE CHANGES** button.

When you click the **SAVE CHANGES** button, the Time Sheet Saved page appears. See Figure 3 on page 11. The Time Sheet Saved page looks like the

Time Reporting page but has time sheet update information and a **Comments** button.

If you do not have any errors, the Time Sheet Update Status box displays the following message: “Your updates have been saved successfully.”

If there are errors, the Time Sheet Update Status box lists the problems so you can fix them.

Important! If you go to another Web page without saving your time sheet, you will lose all the information you typed on it.

Figure 3
Time Sheet Saved page

Employee Name	Employee ID	Dept.	Account	Start Date	Schedule	Weekly Hrs.	Status	Employee Type
Smith, James	876020	Publications	4568700	12/11/2002	Regular	40	Non-exempt	Regular

🕒 Time Reporting System

Time Sheet Update Status
 Your updates have been saved successfully.

Last Update By	Update Date
Smith	02/23/04 09:23:20

SD

Standby

Time Code	WO	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Total Hours
1000	1	8	8	8	8	8	0	0	40
2000	1	0	2	0	0	0	0	0	2
Total Hours for Day									42

Create blank row(s) after you click **Save Changes** button.

Select week ending on 2004/02/22

Next Week
Prev. Week

Regular Hrs.	40.00
Overtime Hrs.	2.00
Premium Hrs.	0

SAVE CHANGES
SUBMIT FOR APPROVAL

Help
Comments
Time Codes
Copy Time Sheet
Load Work Schedule
Save as Work Schedule

For information about this page, see page 49.

- 9 To report comments about your projects, overtime, and non-work time, go to page 12.

Note: To exit the Time Reporting System, close your Web browser or go to another Web page. You can log in to the Time Reporting System later to add comments and to submit the time sheet to your supervisor for approval.

Step 3: Add Comments about your Time Sheet

After you save your time sheet, you can add comments about your projects, overtime, and non-work time. Your supervisor will tell you what types of comments you should report.

For example:

- You work unscheduled overtime. Add a comment to the Overtime time code that explains why you had to work overtime.
- You work on two or more projects for your department. Your supervisor wants to track the hours you worked on each project. Add a comment to the Regular Time time code and work order 1 with the name of each project and the hours you worked on it.
- You work on a project for another department. Your supervisor wants to bill the time to that department. You report that time to the Regular Time time code and work order 2, 3, or 4. Add a comment to that time code and work order with the department's name and any other information that your supervisor wants you to report.

Instructions

- 1 On the Time Sheet Saved page, click the **Comments** button.

The Comments page appears.

Figure 4
Comments page

Time Reporting System

Time Sheet Comment Status
Enter your weekly comments for each project and work order.

Time Code	WO	Comments	Select week ending on
1000 - Regular Time	1		2004/02/22
2000 - Overtime	1		

Comments are limited to 508 characters.

Buttons: Help, Time Reporting, Prev. Week, Next Week, SAVE CHANGES

For information about this page, see page 56.

- 2 Type your comments about a time code and work order in the text box next to them. You can type comments with up to 508 characters.
- 3 When you are done, click the **SAVE CHANGES** button.

After you have saved your comments, your supervisor can review them by displaying your Time Sheet Saved page for that week.

- 4 To return to the Time Sheet Saved page, click the **Time Reporting** button.
- 5 When you are ready to submit your time sheet to your supervisor for approval, go to page 14.

Note: To exit the Time Reporting System, close your Web browser or go to another Web page. You can log in to the Time Reporting System later to submit the time sheet to your supervisor for approval.

Step 4: Submit your Time Sheet for Approval


- When you are ready to submit your time sheet to your supervisor for approval, click the **SUBMIT FOR APPROVAL** button.

Note: If you want to save a time sheet as a work schedule for future use, do so *before* you click the **SUBMIT FOR APPROVAL** button. See *Create a Work Schedule* on page 33.

When your time sheet has been successfully sent to your supervisor, the Time Sheet Submitted for Approval page appears. See Figure 5.

Figure 5
Time Sheet Submitted for Approval page

Employee Name	Employee ID	Dept.	Account	Start Date	Schedule	Weekly Hrs.	Status	Employee Type
Smith, James	876020	Publications	4568700	12/11/2002	Regular	40	Non-exempt	Regular



Time Reporting System

Time Sheet Update Status
 Your time sheet has been submitted for approval.

Last Update By	Update Date
Smith	02/23/04 09:47:32

SD
Standby

Select week ending on 2004/02/22

Time Code	WO	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Total Hours	Time Code
1000	1	8	8	8	8	8	0	0	40.00	Regular Time
2000	1	0	2	0	0	0	0	0	2.00	Overtime
Total Hours for Day		8	10	8	8	8	0	0	42.00	Total Hours for Week

Regular Hrs.	40.00
Overtime Hrs.	2.00
Premium Hrs.	0

For information about this page, see page 51.

You are now done reporting your time for the week.

- To exit the Time Reporting System, close your Web browser or go to another Web page.

Report Vacation or Other Non-Work Time

This section explains how to report paid vacation and other non-work time.

Note: If you receive paid holiday time, the system adds Time Code 4000, Paid Holiday, to your time sheet for the week in which the paid holiday occurs. For more information, see *Paid Holidays* on page 9.

Paid Vacation

Before you go on a paid vacation, submit time sheets to your supervisor for the weeks when you will be on vacation.

Start a new row on your time sheet for Time Code 4001, Paid Vacation. Remove any hours that the system has automatically filled in to another Time Code, such as Regular Time, during the days that you will be on vacation.

The system keeps track of your available paid vacation time and will not let you fill in more hours than you have accrued.

If you have questions about your accrued vacation time, contact your supervisor.

Non-Work Time

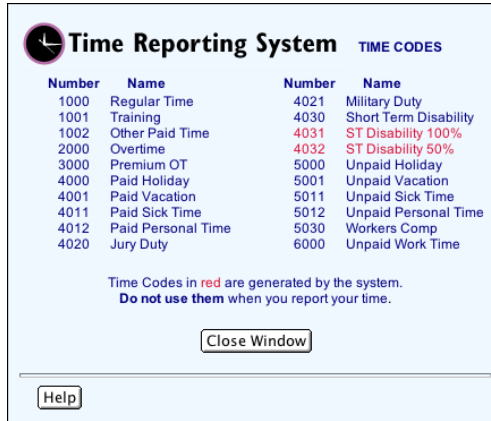
When you are absent from work for any reason, such as paid personal time, unpaid personal time, or jury duty, you must start a new row on your time sheet and report the time to the appropriate Time Code. To find a Time Code, see page 16.

If you have questions about how to report your non-work time, contact your supervisor.

Find a Time Code

- 1 On the Time Reporting page or Time Sheet Saved page, click the **Time Codes** button.
A time-code list appears in a new browser window.

Figure 6
Time Codes page



- 2 Note the time code you are looking for, and then click the **Close Window** button to return to the Time Reporting page or Time Sheet Saved page.

Time Code for Short-Term Disability

To report time to Short-Term (ST) Disability, use 4030. The system calculates the disability percentage that you are at and changes the time code to either 4031 (ST Disability 100%) or 4032 (ST Disability 50%).

Important! Do **not** report time to Short-Term Disability using 4031 or 4032. The system generates these time codes.

Help Choosing a Time Code

If you don't know which time code you should use, ask your supervisor for help or see the Policies Web site on the intranet at http://hr.our_company.com/policies.html

Copy a Saved Time Sheet

You can copy the time codes, work orders, and hours from a saved time sheet into the time sheet that you are working on. Copying a saved time sheet is helpful if making changes to that time sheet is easier than reporting time on your regular time sheet or on a work schedule.

For example, you have been assigned four hours of overtime on Saturday for three weeks. After you fill in and save the first week's time sheet, you can copy it to report time for the second and third weeks.

Instructions

- 1 On the Time Reporting page or the Time Sheet Saved page, click the **Copy Time Sheet** button.

Note: When you click the button, you will lose any data that you have typed but not saved.

The Copy Time Sheet page appears.

Figure 7

Copy Time Sheet page



For information about this page, see page 57.

- 2 Select the last day of the week whose time sheet you want to copy.
- 3 Click the **Copy Time Sheet** button.

The system copies the time codes, work orders, and hours from the time sheet you have selected into the time sheet that you are working on.

Note: If you made changes to the time sheet that you are working on, you will lose all the changes.

When the system finishes copying the information from the saved time sheet, the time sheet that you were working on when you clicked the **Copy Time Sheet** button reappears. The time sheet has the time codes, work orders, and hours from the copied time sheet.

- 4 Follow the instructions on page 9 to report your time, save it, and submit it to your supervisor for approval.

Change a Time Sheet after You Have Submitted It

You can make changes on a time sheet that you have submitted for approval.

If you have a change to a submitted time sheet, tell your supervisor about the change before you make it.

Important! Don't change a submitted time sheet unless your supervisor tells you to make the change.

Note: You cannot change a time sheet that has been processed through Payroll. To report changes, contact your supervisor.

Instructions

- 1 If you are at the Log In page, click the date next to "Report time for week ending on."

If you are at the Time Reporting page or Time Sheet Saved page, click the date next to "Select week ending on."


A list of dates appears. The list displays the last day of the current week, two future weeks, and eight past weeks.

- 2 Select the last day of the week whose time sheet you want to change.

The submitted time sheet appears. See Figure 8 on page 20.

Figure 8
Time Sheet Submitted for Approval page

Employee Name	Employee ID	Dept.	Account	Start Date	Schedule	Weekly Hrs.	Status	Employee Type
Smith, James	876020	Publications	4568700	12/11/2002	Regular	40	Non-exempt	Regular



Time Reporting System

Time Sheet Update Status

Your time sheet has been submitted for approval.

Last Update By	Update Date
Smith	02/23/04 09:47:32

SD

Standby

Time Code	WO	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Total Hours	Time Code
1000	1	8	8	8	8	8	0	0	40.00	Regular Time
2000	1	0	2	0	0	0	0	0	2.00	Overtime
Total Hours for Day		8	10	8	8	8	0	0	42.00	Total Hours for Week

Select week ending on 2004/02/22

Next Week
Prev. Week

Regular Hrs.
40.00
Overtime Hrs.
2.00
Premium Hrs.
0

Change Time Sheet

Help

For information about this page, see page 51.

- 3 Click the **Change Time Sheet** button.

The time sheet appears in the Time Sheet Saved page. See Figure 3 on page 11.

- 4 Highlight the information you want to replace, and type the new information.
- 5 When you are done making changes on the Time Sheet Saved page, click the **SAVE CHANGES** button.
- 6 If you need to add or change your time-sheet comments, click the **Comments** button. Follow the instructions on page 12.
- 7 Click the **SUBMIT FOR APPROVAL** button to resubmit the modified time sheet to your supervisor.

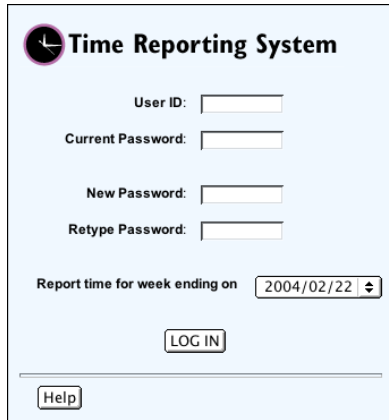
Change your Password

- 1 At the Log In page, click the **Change Password** button *before* you log in.

The Change Password page appears.

Figure 9

Change Password page



The screenshot shows a web form titled "Time Reporting System" with a clock icon. The form contains the following fields and controls:

- User ID:
- Current Password:
- New Password:
- Retype Password:
- Report time for week ending on: (with a dropdown arrow)
- LOG IN button
- Help button

- 2 Type your user ID and your current password.
- 3 In the New Password and Retype Password boxes, type your new password.

A password can have up to 12 characters, including letters and numbers.

Don't use spaces or punctuation.

The system doesn't care whether you capitalize the letters. For example, *mypassword*, *MyPassword*, and *MYPASSWORD* are all the same password.

Write down your password and keep it in a safe place. Don't put your password on a sticky note next to your computer!

- 4 If the date shown is not the last day of the week you want for reporting your time, click the date. A list of dates appears. Select the last day of the week you

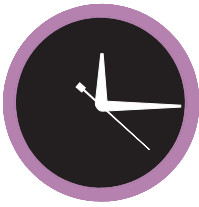
want. The list displays the last day of the current week, two future weeks, and eight past weeks.

5 Click the **LOG IN** button.

If you changed your password successfully, the system displays the message “Your password has been successfully changed.” Then:

- The Time Reporting page appears if you have not yet reported time for the week you selected.
- The Time Sheet Saved page appears if you have saved the time sheet for the week you selected.
- The Time Sheet Submitted for Approval page appears if you have submitted the time sheet for the selected week to your supervisor for approval.

If you made an error when you typed and retyped your new password, the system displays the following message: “Password error. Please type and retype your new password.”



Work Schedules

This chapter explains how to:

- View a Work Schedule
- Change your Regular Work Schedule
- Create a Work Schedule
- Load a Work Schedule into your Time Sheet
- Change a Work Schedule that You Created
- Delete a Work Schedule

What Is a Work Schedule?

A *work schedule* in the Time Reporting System is a set of time codes, work orders, and hours used to automatically fill in the information on a time sheet.

To see what a Time Reporting System work schedule looks like, go to *View a Work Schedule* on page 26.

What is a Regular Work Schedule?

When you start to report time for a week, the Time Reporting System fills in time codes, work orders, and hours on that week's time sheet for you based on your *regular* work schedule.

If you normally work the same hours and shifts for both weeks in a pay period, the name of your regular work schedule is SCHEDULE.

If you normally work different hours and shifts for each week in a pay period, the name of your regular work schedule for the first week is SCHEDULE1. The name of your regular work schedule for the second week is SCHEDULE2.

You can change the time codes, work orders, and hours on your regular work schedule, but you can't delete the work schedule itself.

Do I Need to Change My Regular Work Schedule?

You need to make sure that your regular work schedule matches the time codes, work orders, and hours that you normally work each week. When your regular work schedule matches this information, you won't need to type the information on your time sheet unless your time codes, work orders, and hours for a week change.

To check your regular work schedule and make changes if you need to, see *Change your Regular Work Schedule* on page 29.

Can I Create My Own Work Schedules?

You can have up to 20 different work schedules (including your regular work schedule). Different work schedules are useful when you work different days, hours, shifts, or overtime on a regular basis.

For example, one week a month you work four ten-hour days instead of five eight-hour days. Unless you create a work schedule for a week with four ten-hour days, you must type those changes on your time sheet whenever you work four ten-hour days.

If you create a work schedule with four ten-hour days, you can use that work schedule in place of your regular work schedule whenever you work four ten-hour days.

How Do I Create a Work Schedule?

You create a work schedule by saving a filled in time sheet as a work schedule. After you create a work schedule, you can load its time codes, work orders, and hours into a new time sheet in place of the information from your regular work schedule.

To create a work schedule, go to *Create a Work Schedule* on page 33.

To load the information from the work schedule that you created into a new time sheet, go to *Load a Work Schedule into your Time Sheet* on page 35.

If you need to change the work schedule, see *Change a Work Schedule that You Created* on page 36.

For example, you created a work schedule with four ten-hour days on Monday through Thursday. If you start working four ten-hour days on Tuesday through Friday, you can change your four-day, ten-hour work schedule.

If you sometimes work four ten-hour days on Monday through Thursday, and you sometimes work four ten-hour days on Tuesday through Friday, you should create two different work schedules.

When you no longer need a work schedule, delete it. Go to *Delete a Work Schedule* on page 38.

View a Work Schedule

Viewing a work schedule lets you:

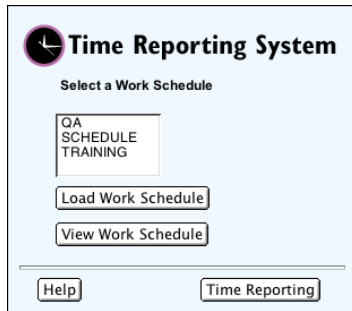
- See how your regular work schedule is set up
- Check the contents of work schedules that you have created before you load them into your time sheet, change them, or delete them

Instructions

- 1 Click the **Load Work Schedule** button on the Time Reporting page or the Time Sheet Saved page.
The Select Work Schedule page appears.

Figure 10

Select Work Schedule page



For information about this page, see page 58.

- 2 Highlight the name of the work schedule you want to view, and click the **View Work Schedule** button.
The View Work Schedule page appears.

Figure 11 shows a regular work schedule named SCHEDULE.

Figure 12 shows a work schedule named QA. This work schedule lets an employee report four hours of work each day to the QA department's account. The employee's supervisor bills the time to the QA department by initiating an Accounting Adjustment.

Figure 11

View Work Schedule page for SCHEDULE

Time Reporting System Work Schedule name: SCHEDULE

SD
Standby

Time Code	WO	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours	Time Code							
1000	1	8	8	8	8	8	0	0	40.00	Regular Time							
Total Hours for Day									8	8	8	8	8	0	0	40.00	Total Hours for Week

LOAD INTO TIME SHEET DELETE

Help Time Reporting

Figure 12

View Work Schedule page for QA

Time Reporting System Work Schedule name: QA

SD 4 4 4 4 4 20.00
Standby

Time Code	WO	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours	Time Code							
1000	1	4	4	4	4	4	0	0	20.00	Regular Time							
1000	2	4	4	4	4	4	0	0	20.00	Regular Time							
Total Hours for Day									8	8	8	8	8	0	0	40.00	Total Hours for Week

LOAD INTO TIME SHEET DELETE

Help Time Reporting

For information about the View Work Schedule page, see page 59.

- To return to the Time Reporting page or the Time Sheet Saved page, click the **Time Reporting** button.

Notes:

- To replace the time codes, work orders, and hours in the time sheet that you are working on with the time codes, work orders, and hours in this work schedule, click the **LOAD INTO TIME SHEET** button.
- To delete the work schedule, click the **DELETE** button. You can change your regular work schedule (SCHEDULE, SCHEDULE 1, or SCHEDULE 2), but you can't delete it.

Change your Regular Work Schedule

The Time Reporting System assigns all employees either one regular work schedule or two regular work schedules.

If you normally work the same hours and shifts for both weeks in a pay period, you have one regular work schedule named SCHEDULE.

If you normally work different hours and shifts for each week in a pay period, you have two regular work schedules named SCHEDULE1 and SCHEDULE2.

The regular work schedules that the Time Reporting System assigns to new employees have eight hours per day Monday through Friday filled in for time code 1000 and work order 1.

If you are a full-time employee and you normally do not work five eight-hour days from Monday through Friday, you must change your Time Reporting System regular work schedule. See *Instructions for Changing One Regular Work Schedule* on page 30.

If you are a full-time employee, and you normally work different hours and shifts for each week in a pay period, you must change at least one of your Time Reporting System regular work schedules. If you don't work five eight-hour days from Monday through Friday in either week of a pay period, you must change both of your regular work schedules. See *Instructions for Changing Two Regular Work Schedules* on page 31.

If you are a part-time employee, you must change your Time Reporting System regular work schedule (or schedules) to match the hours that you work each week.

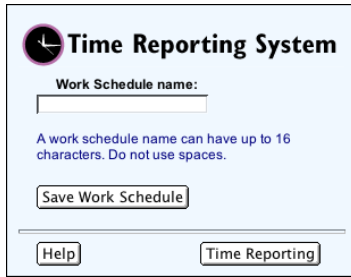
If you don't work regular hours, you may want to remove all the hours from your Time Reporting System regular work schedule.

Important! Whenever your normal work days and hours change, you should change your regular work schedule in the Time Reporting System.

Instructions for Changing One Regular Work Schedule

- 1 On a time sheet, fill in the new hours that you normally work.
Don't fill in any overtime.
- 2 Click the **Save as Work Schedule** button.
The Save Work Schedule page appears.

Figure 13
Save Work Schedule page



For information about this page, see page 61.

- 3 Type SCHEDULE in the Work Schedule name box.
- 4 Click the **Save Work Schedule** button.
Note: If the system displays this error message: “You have two regular work schedules, you must save your regular work schedule with the name SCHEDULE1 or SCHEDULE2,” see *Instructions for Changing Two Regular Work Schedules* on page 31.
- 5 To return to the Time Reporting page or the Time Sheet Saved page, click the **Time Reporting** button.

When you start a new time sheet on the Time Reporting page, the system will display the time codes, work orders, and hours that you just saved as your new regular work schedule.

Instructions for Changing Two Regular Work Schedules

- 1 On a time sheet for the first week in the pay period, fill in the new hours that you normally work.
Don't fill in any overtime.
- 2 Click the **Save as Work Schedule** button.
The Save Work Schedule page appears.

Figure 14

Save Work Schedule page

For information about this page, see page 61.

- 3 Type SCHEDULE1 in the Work Schedule name box.
- 4 Click the **Save Work Schedule** button.
Note: If the system displays this error message: “You have one regular work schedule, you must save your regular work schedule with the name SCHEDULE,” see *Instructions for Changing One Regular Work Schedule* on page 30.
- 5 On a time sheet for the second week in the pay period, fill in the new hours that you normally work.
Don't fill in any overtime.
- 6 Click the **Save as Work Schedule** button.
The Save Work Schedule page appears. See Figure 14.
- 7 Type SCHEDULE2 in the Work Schedule name box.

- 8 Click the **Save Work Schedule** button.
- 9 To return to the Time Reporting page or the Time Sheet Saved page, click the **Time Reporting** button.

When you start a new time sheet on the Time Reporting page, the system will display the time codes, work orders, and hours that you just saved as your new regular work schedule for the first or second week in the pay period.

Create a Work Schedule

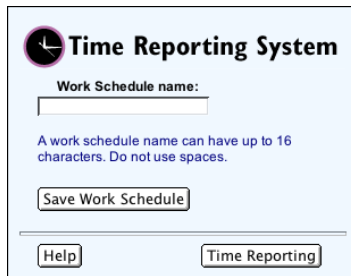
To create a work schedule, you save the information you have typed into a time sheet as a work schedule. Saving work schedules is useful when you work different days, hours, shifts, or overtime on a regular basis. Figure 12 on page 27 shows a work schedule that an employee created to report time to the QA department.

Instructions

- 1 Fill in a time sheet with time codes, work orders, and hours that you want to save as a new work schedule.
- 2 Click the **Save as Work Schedule** button on the Time Reporting page or Time Sheet Saved page. The Save Work Schedule page appears.

Figure 15

Save Work Schedule page



The screenshot shows a web form titled "Time Reporting System" with a clock icon. Below the title is a label "Work Schedule name:" followed by a text input field. A note below the field states: "A work schedule name can have up to 16 characters. Do not use spaces." At the bottom of the form is a "Save Work Schedule" button. Below the form area are two buttons: "Help" and "Time Reporting".

For information about this page, see page 61.

- 3 Type a name for your work schedule in the Work Schedule name box.
- 4 Click the **Save Work Schedule** button.

Note: If you already have a work schedule with the name you typed, the system displays this message: "You are changing an existing work schedule. Do you want to continue?" Click the **No** button and type another name in the box.

- 5 Click the **Time Reporting** button to go to the Time Reporting page or the Time Sheet Saved page.

The work schedule that you created is now available when you click the **Load Work Schedule** button on the Time Reporting page or the Time Sheet Saved page.

To view the new work schedule, go to *View a Work Schedule* on page 26.

Load a Work Schedule into your Time Sheet

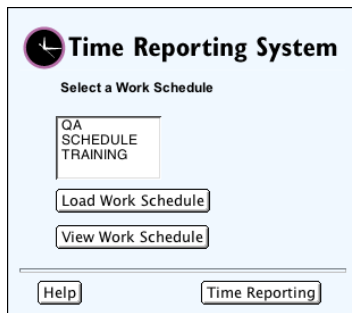
Loading a work schedule into your time sheet is useful if you work different days, hours, shifts, or overtime on a regular basis. If you have created a work schedule with those days, hours, shifts, and overtime, you can load the work schedule into your time sheet instead of typing the information. For instructions on creating a work schedule, see page 33.

Instructions

- 1 Click the **Load Work Schedule** button on the Time Reporting page or the Time Sheet Saved page.
The Select Work Schedule page appears.

Figure 16

Select Work Schedule page



For information about this page, see page 58.

- 2 Highlight the name of the work schedule that you want to load into your time sheet, and click the **Load Work Schedule** button.

The system replaces the time codes, work orders, and hours on the Time Reporting page or the Time Sheet Saved page with the information from the work schedule you selected.

You can also load a work schedule while you are viewing it. See *View a Work Schedule* on page 26.

Change a Work Schedule that You Created

Sooner or later, the information that you want to load into your current time sheet from a work schedule that you created is going to change. When that happens, you can change the information on the work schedule, or you can delete it.

Changing a work schedule is just like creating a work schedule with one difference. When you save the time sheet as a work schedule, you use the name of the work schedule that you want to change.

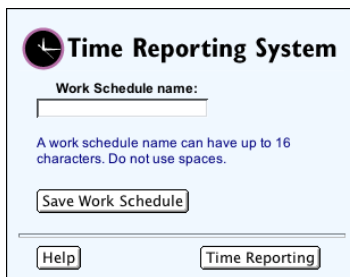
Instructions

- 1 Fill in a time sheet with time codes, work orders, and hours that you want to save as an existing work schedule.
- 2 Click the **Save as Work Schedule** button on the Time Reporting page or the Time Sheet Saved page.

The Save Work Schedule page appears.

Figure 17

Save Work Schedule page



Time Reporting System

Work Schedule name:

A work schedule name can have up to 16 characters. Do not use spaces.

For information about this page, see page 61.

- 3 Type the name of your existing work schedule in the Work Schedule name box.

For example, if you want to make changes to a work schedule named QA, type: QA

- 4 Click the **Save Work Schedule** button.

The system displays this message: “You are changing an existing work schedule. Do you want to continue?”

- 5 Click the **Yes** button.

Note: If you accidentally type a new name for the work schedule, the system will save the work schedule with that name. The system won’t display a message. If this happens, resave the work schedule with the correct name and then delete the work schedule with the new name.

- 6 To return to the Time Reporting page or the Time Sheet Saved page, click the **Time Reporting** button.

The changed work schedule is now available when you click the **Load Work Schedule** button on the Time Reporting page or the Time Sheet Saved page.

To view the changed work schedule, go to *View a Work Schedule* on page 26.

Delete a Work Schedule

- 1 Click the **Load Work Schedule** button on the Time Reporting page or the Time Sheet Saved page.

The Select Work Schedule page appears. For more information about this page, see the page 58.

- 2 Highlight the name of the work schedule you want to delete, and click the **View Work Schedule** button.

The View Work Schedule page appears.

Figure 18

View Work Schedule page

Time Reporting System Work Schedule name: QA

Time Code	WO	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours	Time Code
1000	1	4	4	4	4	4	0	0	20.00	Regular Time
1000	2	4	4	4	4	4	0	0	20.00	Regular Time
Total Hours for Day	8	8	8	8	8	8	0	0	40.00	Total Hours for Week

Buttons: **LOAD INTO TIME SHEET** **DELETE**

Bottom navigation: **Help** **Time Reporting**

For information about this page, see page 59.

- 3 Make sure that you want to delete this work schedule, and then click the **DELETE** button.

The system prompts you to make sure that you want to delete the work schedule.

The system won't delete a regular work schedule.

- 4 Click the **Yes** button.

The system deletes the work schedule and redisplay the Select Work Schedule page.

- 5 Click the **Time Reporting** button to go to the Time Reporting page or the Time Sheet Saved page.



Web Page Reference

This chapter describes these Web pages:

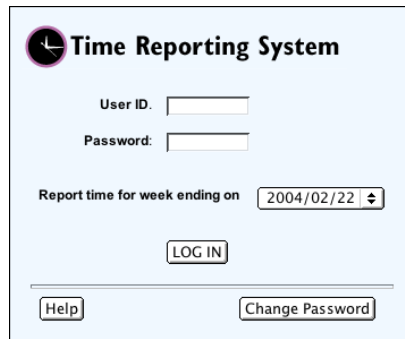
- Log In Page
- Change Password Page
- Time Reporting Page
- Time Sheet Saved Page
- Time Sheet Submitted for Approval Page
- Comments Page
- Time Codes Page
- Copy Time Sheet Page
- Select Work Schedule Page
- View Work Schedule Page
- Save Work Schedule Page

While you are at a Time Reporting System Web page, you can display the reference information about that page by clicking the **Help** button.

Log In Page

This page lets you log in to the Time Reporting System and select a weekly time sheet.

Figure 19
Log In page



The screenshot shows a light blue login interface for the Time Reporting System. At the top left is a clock icon. The title "Time Reporting System" is centered. Below the title are two input fields: "User ID:" and "Password:". Underneath these is a label "Report time for week ending on" followed by a date selector showing "2004/02/22" with a dropdown arrow. A "LOG IN" button is centered below the date selector. At the bottom of the form are two buttons: "Help" on the left and "Change Password" on the right.

Information You Supply

User ID. The Time Reporting System user ID that your supervisor gave you.

Password. Your Time Reporting System password. The system doesn't care whether you capitalize the letters. For example, *mypassword*, *MyPassword*, and *MYPASSWORD* are all the same password.

The first time that you log in to the Time Reporting System, use your social security number without the dashes. If your social security number is 123-45-6789, type 123456789 for your password.

Important! The *second* time that you log in, click the **Change Password** button when the Log In page appears. Change your password by following the instructions on page 21. If you forget to change your password the second time that you log in, change it as soon as you can. Don't use your social security number as your permanent password.

Time Sheet Selection

Report time for week ending on *DATE*.

DATE is the last day of a work week. For example, 0004/02/22 (February 22, 2004).

If the date shown is not the last day of the week you want for reporting your time, click the date. A list of dates appears. Select the last day of the week you want. The list displays the last day of the current week, two future weeks, and eight past weeks.

Notes:

- The date shown is usually the last day of the current week, but sometimes it may be the last day of a past week.
- Unless you are a new employee, the system will not allow you to report time for the current week if you have not yet reported time for a previous week.

Buttons

LOG IN. Click this button after you have typed your user ID and password, and you have selected the last day of the week you want.

- The *Time Reporting Page* on page 44 appears if you have not reported time for the week you selected.
- The *Time Sheet Saved Page* on page 49 appears if you have saved the time sheet for the week you selected.
- The *Time Sheet Submitted for Approval Page* on page 51 appears if you have submitted the time sheet for the selected week to your supervisor for approval.

If you type your user ID or password incorrectly, the system asks you to retype them.

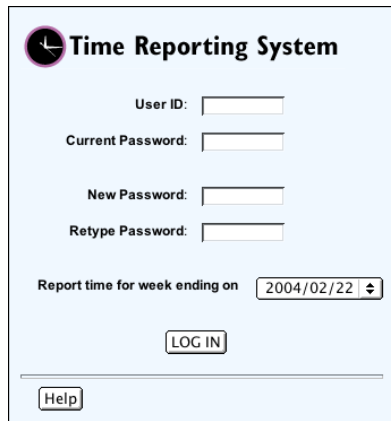
Help displays this information.

Change Password lets you change your Time Reporting System password. The *Change Password Page* on page 42 appears.

Change Password Page

This page lets you change your password and log in to the Time Reporting System with the new password.

Figure 20
Password Change page



The screenshot shows a web form titled "Time Reporting System" with a clock icon. It contains the following fields and elements:

- User ID:** A text input field.
- Current Password:** A text input field.
- New Password:** A text input field.
- Retype Password:** A text input field.
- Report time for week ending on:** A dropdown menu showing "2004/02/22".
- LOG IN:** A button.
- Help:** A button at the bottom left.

Information You Supply

User ID. The Time Reporting System user ID that your supervisor gave you.

Current Password. Your Time Reporting System password. The system doesn't care whether you capitalize the letters. For example, *mypassword*, *MyPassword*, and *MYPASSWORD* are all the same password.

New Password. Your new password. A password can have up to 12 characters, including letters and numbers. Don't use spaces or punctuation. The system doesn't care whether you capitalize the letters. Write down your password in a safe place.

Retype Password. The system asks you to retype your new password to make sure that you didn't make a mistake the first time that you typed it.

Time Sheet Selection

Report time for week ending on DATE.

DATE is the last day of a work week. For example, 0004/02/22 (February 22, 2004).

If the date shown is not the last day of the week you want for reporting your time, click the date. A list of dates appears. Select the last day of the week you want. The list displays the last day of the current week, two future weeks, and eight past weeks.

Buttons

LOG IN. Click this button after you have:

- Typed your user ID, current password, and new password
- Retyped your new password
- Selected the last day of the week you want.

The system displays the one of the following pages:

- The *Time Reporting Page* on page 44 appears if you have not reported time for the week you selected.
- The *Time Sheet Saved Page* on page 49 appears if you have saved the time sheet for the week you selected.
- The *Time Sheet Submitted for Approval Page* on page 51 appears if you have submitted the time sheet for the selected week to your supervisor for approval.

If you type your user ID and current password incorrectly, or if you make a mistake when you type and retype your new password, the system asks you to retype them.

Help displays this information.

Time Reporting Page

This page lets you report your time for a week on an electronic time sheet.

Figure 21
Time Reporting page

Employee Name	Employee ID	Dept.	Account	Start Date	Schedule	Weekly Hrs.	Status	Employee Type
Smith, James	876020	Publications	4568700	12/11/2002	Regular	40	Non-exempt	Regular

Time Reporting System

Time Sheet Reporting Status

Report your time for this week and be sure to save your changes.

Last Update By	Update Date
Not Started	-

SD

Standby

Time Code	WO	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Total Hours
1000	1	8	8	8	8	8			40
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Hours for Day		8	8	8	8	8			40

Create blank row(s) after you click **Save Changes** button.

Select week ending on

Regular Hrs.
40.00
Overtime Hrs.
0
Premium Hrs.
0

Information about You

This information, in dark blue at the top of the page, is from the human resources system. If you need to change any of this information, contact your supervisor.

Employee Name displays your name.

Employee ID displays your employee ID number.

Dept. displays the name of your department.

Account displays the financial system account number for your department.

Start Date displays the date on which you started working at our company.

Schedule shows your employment status as either Regular (40 hours a week) or Flexible (anything else).

Weekly Hrs. shows your scheduled number of work hours per week.

Status shows whether you are a non-exempt (hourly) or exempt (salaried) employee. Non-exempt employees are eligible for overtime. Exempt employees are exempt from overtime.

Employee Type shows whether you are Regular (permanent, full-time), Regular-PT (permanent, part-time), Temporary, or Temporary-PT.

Information about your Time Sheet

This information appears in black. It changes as the status of your time sheet changes.

Time Sheet Reporting Status displays messages and warnings about time sheet activities. For example:

- “Report your time for this week and be sure to save your changes.”
- “Your updates have been saved successfully.”
- “Warning: You can’t save a time sheet with no hours.”

Last Update By shows the user ID of the person who last updated the time sheet (usually you, sometimes your supervisor). Until you save your time sheet, “Not Started” appears here.

Update Date shows the date and time when the time sheet was last updated.

Information You Supply

You report your time by typing information into the boxes described below.

SD (Shift Differential). If you are eligible for shift differential pay, you are paid a “shift differential”

amount for each hour you work on an evening or night shift. In the box for each day, type the number of hours you worked on an evening or night shift.

Standby. If you are eligible for standby pay, you are paid a “standby” amount for each day that you are on call. This pay is in addition to the actual hours that you work while on call. If you are on stand-by during a day, click the box above that day. Clicking the box puts an X in it.

Time Code (next to WO). Type the time code to which you are reporting your time. The time code for Regular Time is 1000. To see a list of available time codes, click the **Time Codes** button.

WO is the work order number. Every time code in the Time Reporting System has work order numbers 1 through 4. Work order 1 is for your department. When you enter a time code, the work order number defaults to 1. To change the work order number to 2, 3 or 4, type the number in the WO box.

To report time worked to another department’s account, use a different work order number. For example, you work on a project for two departments. To report some of the Regular Time you worked to the account for your department, use time code 1000 and work order 1. To report some of the Regular Time you worked to another department’s account, use time code 1000 and work order 2, 3, or 4.

Mon through **Sun.** For each day, type the hours that you worked on each time code and work order.

Total Hours displays the total hours you have reported for each time code and work order. You can’t type in these boxes.

Total Hours for Day displays the hours you have reported for each work day. You can’t type in these boxes.

Total Hours for Week displays the hours you have reported for the week. You can't type in this box.

Time Code (next to Total Hours) displays the name of each time code. For example, the name of time code 1000 is Regular Time, and the name of time code 2000 is Overtime.

Regular Hrs. shows the number of regular hours you have reported on the time sheet.

Overtime Hrs. shows the number of overtime hours (not including premium overtime hours) you have reported on the time sheet.

Premium Hrs. shows the number of premium, or double, overtime hours you have reported on the time sheet.

Create __ blank row(s) after you click Save Changes button specifies the number of blank rows that you want the Time Reporting System to add to the time sheet when you save it. If you don't type a number, the system does not add any rows when you save the time sheet.

Time Sheet Selection

Select week ending on DATE.

DATE is the last day of a work week. For example, 0004/02/22 (February 22, 2004).

If you want to display the time sheet for another week, click the date. A list of dates appears. Select the last day of the week you want. The list displays the last day of the current week, two future weeks, and eight past weeks. If you select another week before you save your changes to the current time sheet, you will lose all the data you typed.

Buttons

Next Week and **Prev. Week** move you to time sheets following and preceding the displayed time sheet. If you click one of these buttons before you save your changes to the current time sheet, you will lose all the information you typed.

SAVE CHANGES saves the information that you typed on the time sheet, copied from a saved time sheet, or loaded from a work schedule. The *Time Sheet Saved Page* on page 49 appears.

SUBMIT FOR APPROVAL saves any changes and sends your time sheet to your supervisor for approval. The *Time Sheet Submitted for Approval Page* on page 51 appears.

Help displays this information.

Time Codes displays a list of time codes in a separate browser window. The *Time Codes Page* on page 56 appears.

Copy Time Sheet copies the time codes, work orders, and hours from a saved time sheet time into the time sheet that you are working on. The *Copy Time Sheet Page* on page 57 appears.

Load Work Schedule lets you load information from a work schedule into the Time Reporting page. The *Select Work Schedule Page* on page 58 appears.

Save as Work Schedule saves the information on a completed time sheet for future use. The *Save Work Schedule Page* on page 61 appears.


Time Sheet Saved Page

This page appears after you save your time sheet.

Figure 22

Time Sheet Saved page

Employee Name	Employee ID	Dept.	Account	Start Date	Schedule	Weekly Hrs.	Status	Employee Type
Smith, James	876020	Publications	4568700	12/11/2002	Regular	40	Non-exempt	Regular



Time Reporting System

Time Sheet Update Status
 Your updates have been saved successfully.

Last Update By	Update Date
Smith	02/23/04 09:23:20

SD

Standby

Select week ending on 2004/02/22

Next Week Prev. Week

Time Code	WO	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Total Hours	Time Code
1000	1	8	8	8	8	8	0	0	40	Regular Time
2000	1	0	2	0	0	0	0	0	2	Overtime
Total Hours for Day		8	10	8	8	8	0	0	42	Total Hours for Week

Create blank row(s) after you click **Save Changes** button.

SAVE CHANGES
SUBMIT FOR APPROVAL

Help
Comments
Time Codes
Copy Time Sheet
Load Work Schedule
Save as Work Schedule

Information about You

This information, in dark blue at the top of the page, is also on the Time Reporting Page. See *Information about You* on page 44.

Information about your Time Sheet

This information appears in black. It changes as the status of your time sheet changes.

Time Sheet Update Status displays messages and warnings about time sheet activities. For example:

- “Your updates have been saved successfully.”
- “Your time sheet has been submitted for approval.”
- “Warning: You can’t submit this time sheet for approval until you have submitted all your time sheets for previous weeks.”

Last Update By shows the user ID of the person who last updated the time sheet (usually you, sometimes your supervisor).

Update Date shows the date and time when the time sheet was last updated.

Information You Supply

You report your time by typing information into the boxes on your time sheet. These boxes are also on the Time Reporting Page. See *Information You Supply* on page 45.

Time Sheet Selection

Select week ending on DATE.

DATE is the last day of a work week. For example, 0004/02/22 (February 22, 2004).

If you want to display the time sheet for another week, click the date. A list of dates appears. Select the last day of the week you want. The list displays the last day of the current week, two future weeks, and eight past weeks.

Buttons

These buttons, with one exception, are also on the Time Reporting Page. See *Buttons* on page 48.

Comments lets you report comments about your projects, time codes, and work orders. The *Comments Page* on page 54 appears.


Time Sheet Submitted for Approval Page

This page appears after you submit your time sheet to your supervisor for approval.

Figure 23

Time Sheet Submitted for Approval page

Employee Name	Employee ID	Dept.	Account	Start Date	Schedule	Weekly Hrs.	Status	Employee Type
Smith, James	876020	Publications	4568700	12/11/2002	Regular	40	Non-exempt	Regular



Time Reporting System

Time Sheet Update Status

Your time sheet has been submitted for approval.

Last Update By	Update Date
Smith	02/23/04 09:47:32

SD

Standby

Time Code	WO	Mon 02/16	Tue 02/17	Wed 02/18	Thu 02/19	Fri 02/20	Sat 02/21	Sun 02/22	Total Hours	Time Code
1000	1	8	8	8	8	8	0	0	40.00	Regular Time
2000	1	0	2	0	0	0	0	0	2.00	Overtime
Total Hours for Day		8	10	8	8	8	0	0	42.00	Total Hours for Week

Select week ending on 2004/02/22

Next Week
Prev. Week

Regular Hrs.
40.00
Overtime Hrs.
2.00
Premium Hrs.
0

Change Time Sheet

Help

Information about You

This information, in dark blue at the top of the page, is also on the Time Reporting Page. See *Information about You* on page 44.

Information about your Time Sheet

This information appears in black. It changes as the status of your time sheet changes.

Time Sheet Update Status displays messages about the time-sheet approval process. For example:

- “Your time sheet has been submitted for approval.”
- “Your supervisor has approved your time sheet.”
You can still change your time sheet, if you need to.
- “Your Time sheet has been processed.” Payroll has processed your time sheet; you can no longer

change it. To make adjustments, contact your supervisor.

Last Update By shows the user ID of the person who last updated the time sheet (usually you) or approved it (your supervisor).

Update Date shows the date and time when the time sheet was last updated or approved.

Information You Reported on your Time Sheet

This is the information that you typed on the Time Reporting page or the Time Sheet Saved page. The information appears in dark blue because you can't change it on this page.

SD (Shift Differential) shows the number of hours you worked on an evening or night shift.

Standby. An X shows that you were on standby during a day.

Time Code (next to WO) shows the time codes to which you are reported your time.

WO. The work order numbers to which you reported your time on each Time Code.

Mon through **Sun** show the hours you worked on each day of the week.

Total Hours shows the total hours you reported for each time code and work order.

Total Hours for Day shows the hours you reported for each work day.

Total Hours for Week shows the hours you have reported for the week.

Time Code (next to Total Hours) shows the name of each time code. For example, the name of time code 1000 is Regular Time, and the name of time code 2000 is Overtime.

Regular Hrs. shows the number of regular hours you reported on the time sheet.

Overtime Hrs. shows the number of overtime hours (not including premium overtime hours) you reported on the time sheet.

Premium Hrs. shows how the number of premium, or double, overtime hours you reported on the time sheet.

Time Sheet Selection

Select week ending on DATE.

DATE is the last day of a work week. For example, 0004/02/22 (February 22, 2004).

If you want to display the time sheet for another week, click the date. A list of dates appears. Select the last day of the week you want.

Buttons

Next Week and **Prev. Week** move you to time sheets following and preceding the displayed time sheet.

Change Time Sheet lets you change a time sheet that you have submitted to your supervisor for approval. The *Time Sheet Saved Page* on page 49 appears.

Help displays this information.

Comments Page

This page lets you add comments about your projects, time codes, and non-work time.

Your supervisor will tell you what types of comments you should report. For examples of comments, see page 12.

Figure 24
Comments page

Time Code	WO	Comments	Select week ending on
1000 - Regular Time	1		2004/02/22
2000 - Overtime	1		

Information about your Time Sheet

Time Sheet Comment Status displays messages and warnings about time sheet activities. For example:

- “Enter your weekly comments for each project and work order.”

Time Code shows the numbers and names of all time codes to which you reported time on your time sheet.

WO shows all the work order numbers for each time code to which you reported time on your time sheet.

Information You Supply

You add comments by typing information in the Comments boxes. You can type up to 508 characters including punctuation and spaces in each box.

Time Sheet Selection

Select week ending on DATE.

DATE is the last day of a work week. For example, 0004/02/22 (February 22, 2004).

If you want to display the comments page for another week's time sheet, click the date. A list of dates appears. Select the last day of the week you want.

Buttons

Next Week and **Prev. Week** move you to the comments pages for time sheets following and preceding the comments page for the time sheet you are displaying. This feature allows you to add or review comments on several time sheets at the same time.

SAVE CHANGES saves the comments you typed in the text boxes.

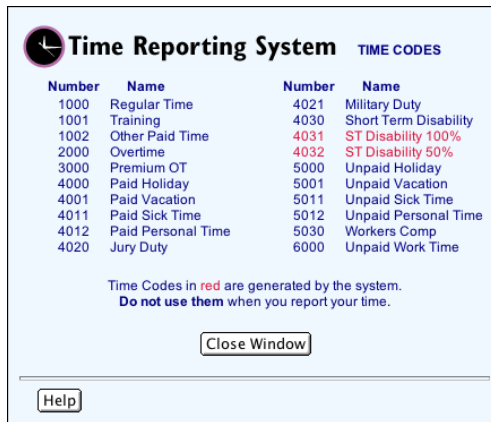
Help displays this information.

Time Reporting returns you to the Time Reporting page or the Time Sheet Saved page.

Time Codes Page

This page shows all the time codes in the Time Reporting System.

Figure 25
Time Codes page



Information about Time Codes

Number. The four-digit time code you type in the Time Code boxes on your time sheet.

Name. The name of the time code.

Buttons

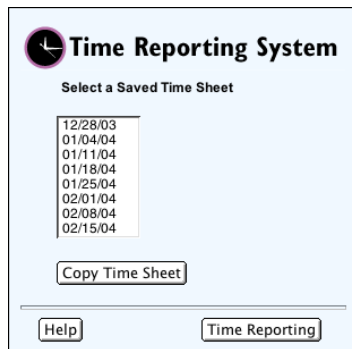
Close Window closes the Time Codes window.

Help displays this information.

Copy Time Sheet Page

This page lets you copy the time codes, work orders, and hours from a saved time sheet into the time sheet that you are working on. Copying a saved time sheet is helpful if making changes to that time sheet is easier than reporting time on your regular time sheet or on a work schedule.

Figure 26
Copy Time Sheet page



The screenshot shows a web page titled "Time Reporting System" with a clock icon. Below the title is the heading "Select a Saved Time Sheet". A list box contains the following dates: 12/28/03, 01/04/04, 01/11/04, 01/18/04, 01/25/04, 02/01/04, 02/08/04, and 02/15/04. Below the list is a button labeled "Copy Time Sheet". At the bottom of the page are two buttons: "Help" and "Time Reporting".

Time Sheet Selection

Select a Saved Time Sheet

From the list of saved time sheets, highlight the last day of the week whose time sheet you want to copy.

Buttons

Copy Time Sheet copies the time codes, work orders, and hours for the week you have selected into the time sheet that you are working on.

If you saved the time sheet that you are working on, you will lose all the data that you saved.

Help displays this information.

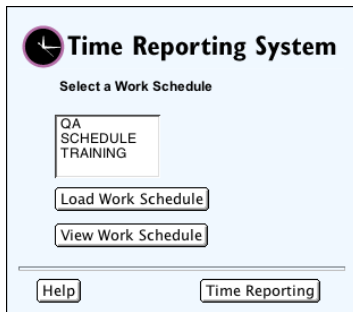
Time Reporting returns you to the Time Reporting page or the Time Sheet Saved page.

Select Work Schedule Page

This page lets you select a work schedule to view or load into the time sheet that you are working on.

Figure 27

Select Work Schedule page



Work Schedule Selection

Select a Work Schedule

From the list of work schedules, highlight the one you want.

Buttons

Load Work Schedule replaces the time codes, work orders, and hours in the time sheet that you are working on with the information from the work schedule you selected. You can also load a work schedule while you are viewing it.

View Work Schedule displays the work schedule that you selected. The *View Work Schedule Page* on page 59 appears.

Help displays this information.

Time Reporting returns you to the Time Reporting page or the Time Sheet Saved page.

View Work Schedule Page

This page lets you view the contents of a work schedule.

Figure 28

View Work Schedule page

Time Reporting System		Work Schedule name: QA								
	SD	4	4	4	4	4	4	4	20.00	
	Standby									
Time Code	WO	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours	Time Code
1000	1	4	4	4	4	4	0	0	20.00	Regular Time
1000	2	4	4	4	4	4	0	0	20.00	Regular Time
	Total Hours for Day	8	8	8	8	8	0	0	40.00	Total Hours for Week
<input type="button" value="LOAD INTO TIME SHEET"/> <input type="button" value="DELETE"/>										
<input type="button" value="Help"/> <input type="button" value="Time Reporting"/>										

Work Schedule Information

The information appears in dark blue because you can't change it on this page.

Note: To change the information on a work schedule, you must report it on a time sheet on the Time Reporting page or the Time Sheet Saved page and then click the **Save as Work Schedule** button.

Work Schedule name shows the name of the work schedule you are viewing. SCHEDULE, SCHEDULE1, and SCHEDULE 2 are regular work schedules. You can view them and change their contents, but you can't delete them.

SD (Shift Differential) shows the number of hours scheduled for work on an evening or night shift.

Standby. An X shows that standby duty is scheduled for a day.

Time Code (next to WO) shows the time codes to which your time is scheduled.

WO. The work order numbers to which time is scheduled for each time code.

Mon through **Sun** show the hours scheduled for each time code and work order on each day of the week.

Total Hours shows the total hours scheduled for each time code and work order.

Total Hours for Day shows the hours scheduled for each work day.

Total Hours for Week shows the hours scheduled for the week.

Time Code (next to Total Hours) shows the name of each time code.

Buttons

LOAD INTO TIME SHEET replaces the time codes, work orders, and hours in the time sheet that you are working on with the information from the work schedule that you are viewing.

DELETE removes the work schedule from the Time Reporting System. You can't delete a regular schedule (SCHEDULE, SCHEDULE1, or SCHEDULE2).

Help displays this information.

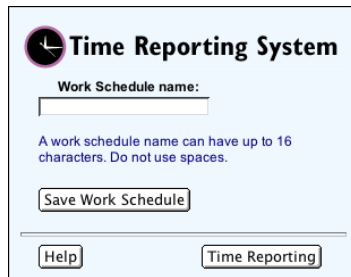
Time Reporting returns you to the Time Reporting page or the Time Sheet Saved page.

Save Work Schedule Page

This page lets you save the information on the time sheet that you are working on as a work schedule.

Figure 29

Save Work Schedule page



The screenshot shows a web form titled "Time Reporting System". At the top left is a clock icon. Below the title is a label "Work Schedule name:" followed by a text input field. Underneath the input field is a note: "A work schedule name can have up to 16 characters. Do not use spaces." Below this note is a "Save Work Schedule" button. At the bottom of the form are two buttons: "Help" and "Time Reporting".

Information You Supply

Work Schedule name is the name that you assign to the work schedule you are saving.

To create a work schedule, you type a new work schedule name in the box.

To change the information on an existing work schedule, you type the name of the existing work schedule.

Buttons

Save Work Schedule saves the information from the time sheet you are working on as a work schedule with the name you specified.

Help displays this information.

Time Reporting returns you to the Time Reporting page or the Time Sheet Saved page.

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Time Reporting System Help Resources

Technical Support

Call 1-800-555-TIME (1-800-555-8463).

Policy Information

For information about employee policies related to reporting your work time, holidays, vacations, sick time, and other non-work time, go to:

http://hr.our_company.com/policies.html

This *Time Reporting System Employee Guide* and its companion help system are examples of Impact Technical Publication's technical communication work. We created the Time Reporting System from scratch as a simple Web application with 11 pages. We then captured the knowledge required to use the Web application in a sample help system and user guide. Our hypothetical Time Reporting System is complicated enough to require documentation and yet simple enough that we can post the complete help system and user guide on our Web site.

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