The UNIVERSITY of OKLAHOMA

Employee Functions

Time & Attendance

Experience the Workforce system from the employee perspective. Learn Workforce navigation fundamentals and functions related to reporting time, activities, and absences in the system.

Notice: Falsification of timesheets, whether submitting or approving, can be grounds for immediate termination.

University time system:
http://time.ou.edu

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About This Guide

This guide will help you learn the most commonly used functions in Workforce Time and Attendance.

Access to Workforce is browser-based. Workforce supports Internet Explorer, Firefox, and Safari.

Objectives

This guide will help you learn how to:

- Log in to Workforce and navigate through the application as a manager
- Edit employee timesheet information
- Review bank balances and pay calculations
- Approve and amend employee timesheets
- Process time-off requests
- Perform end-of-period activities as a manager
- Delegate privileges to others
- Generate reports

Conventions

This guide uses the following notational conventions:

- **Bold text** depicts tab labels, menu names, policy labels (**Pay Code** policy), function buttons (**Submit Timesheet** button), and computer keyboard keys (press **Enter**).
- **Bold text** and the right arrow symbol (➔) depict hierarchical choices in menus.
- ***Bold italics*** represents field labels (***Status_Code_1*** field).

> *Bordered text depicts notes, cautions, or warnings.*

University time system:
http://time.ou.edu

Home Screen Navigation

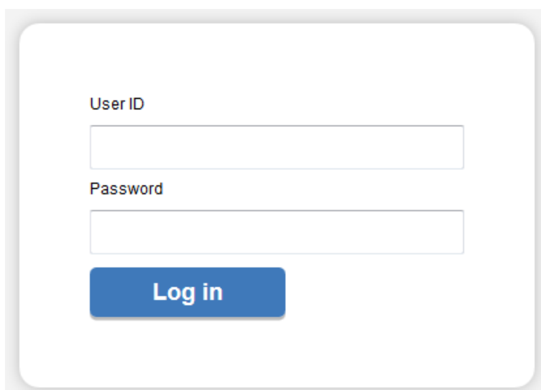
You will access the University time system, Workforce software, through a web browser at http://time.ou.edu or clock interface to perform functions such as entering time, time-off requests, work schedules, requesting FMLA, and reviewing leave balances. The method you use to report time depends on your department preference.

You might access Workforce in one or more of the following ways:

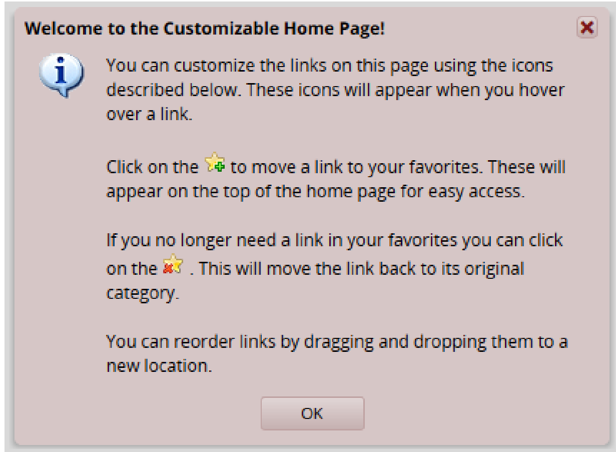
- Web-based interface on a workstation. Workforce supports the *Microsoft Internet Explorer*, *Mozilla Firefox*, and *Apple Safari* web browsers.
- WebClock on a personal computer or kiosk
- Workforce Mobile
- Time Clock

Logging into the Home Screen

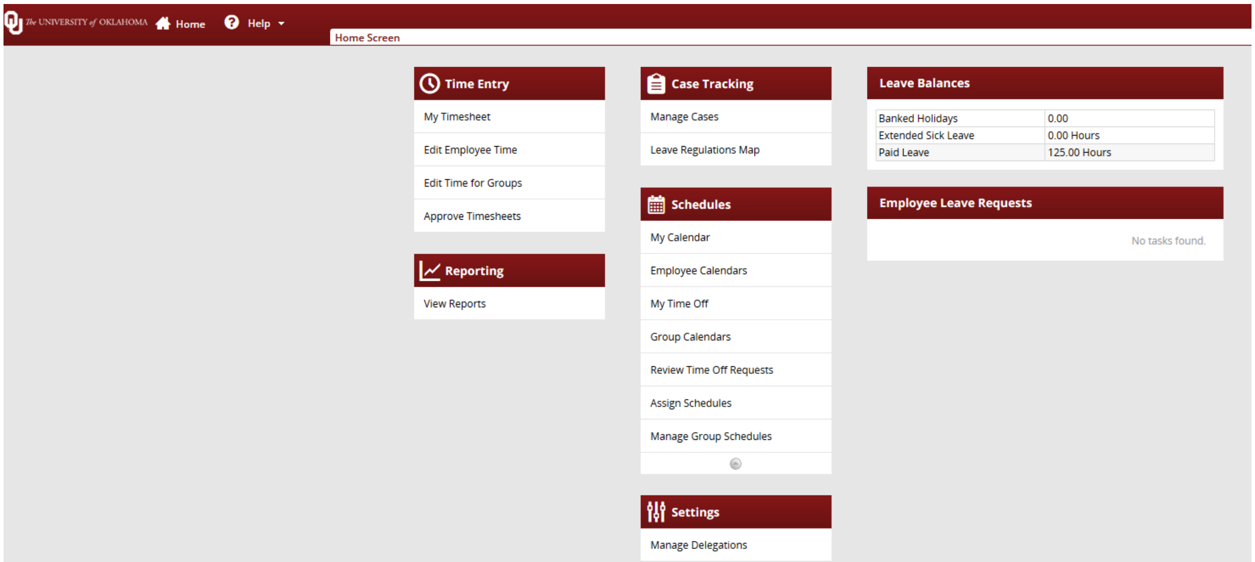
1. Log into Workforce by entering your **OUNet ID** and **Password** into the Login window.



2. The first time you log into Workforce, the following dialog appears. Click **OK**.


Welcome to the Customizable Home Page!
You can customize the links on this page using the icons described below. These icons will appear when you hover over a link.
Click on the to move a link to your favorites. These will appear on the top of the home page for easy access.
If you no longer need a link in your favorites you can click on the . This will move the link back to its original category.
You can reorder links by dragging and dropping them to a new location.
OK

3. The Manager Home Screen appears. The following is a sample of the employee Home Screen.



Workforce Manager Functions

The employee Home Screen provides links to the following Time & Attendance related functions. The functions on your Home Screen may vary from those described here based on your security and access.

Actions

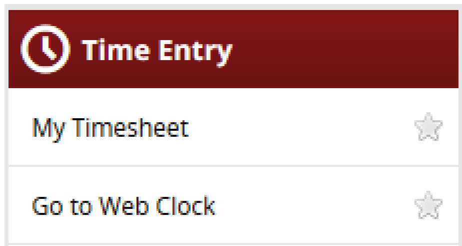
- **My Timesheet**: View, enter or update timesheet data.
- **My Time Off**: Submit time off requests, track the status of your requests, and view past request history.
- **My Calendar**: Shows your personal calendar which displays events such as time off, pending time off, and holidays.
- **View Reports**: Workforce includes reports for both employees and managers. Employees can access general reports to view timesheet information for a certain period, roles delegated to them, or comments on timesheets.

Customizing the Home Screen

Workforce supports the following Time & Attendance Home Screen customizations:

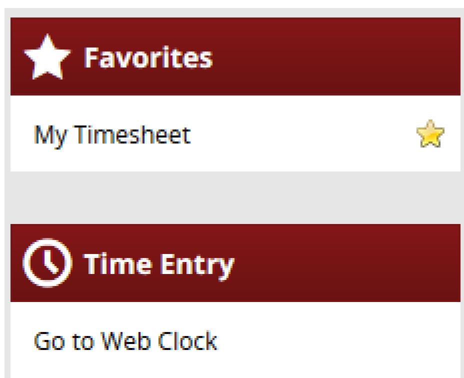
Rearranging Function Links

To rearrange the order in which functions appear within a category, click and drag the function link.



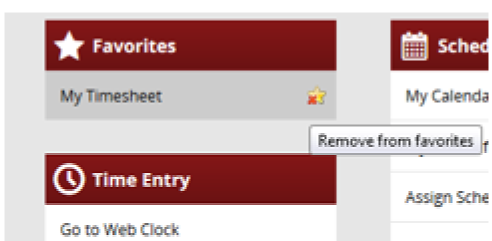
Creating a Favorites category for frequently-used functions

Hover the mouse pointer over the function's star icon and click to move the function to the Favorites section of the Home Screen.



Removing a Function from Favorites

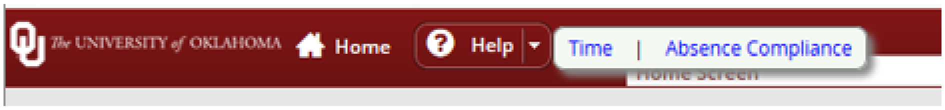
Hover the pointer over the respective function link and click the star icon.



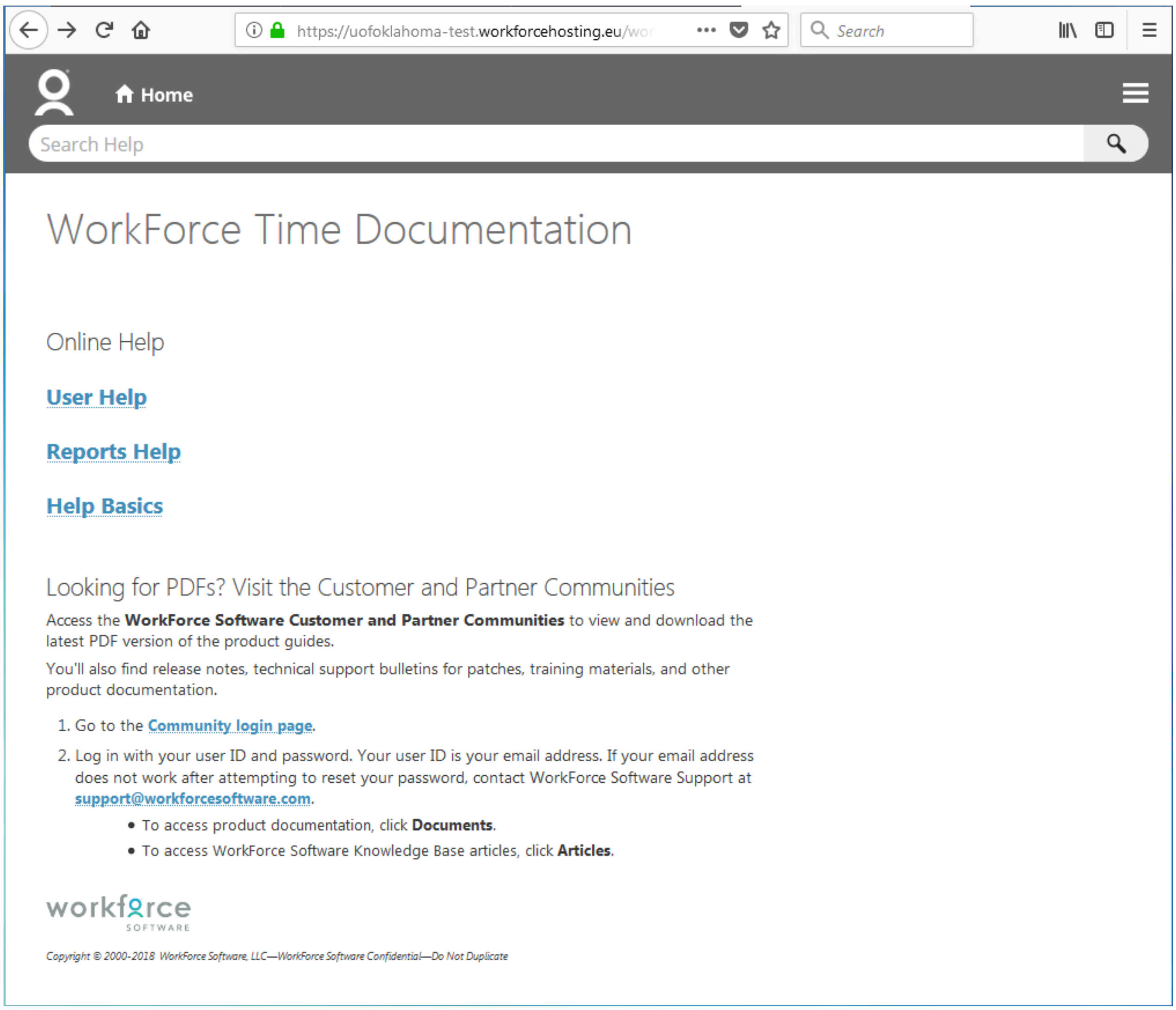
The function returns to its original category.

Online Help

Once logged into Workforce, you have access to online documentation for **Time** and **Absence Compliance** through the **Help** link.

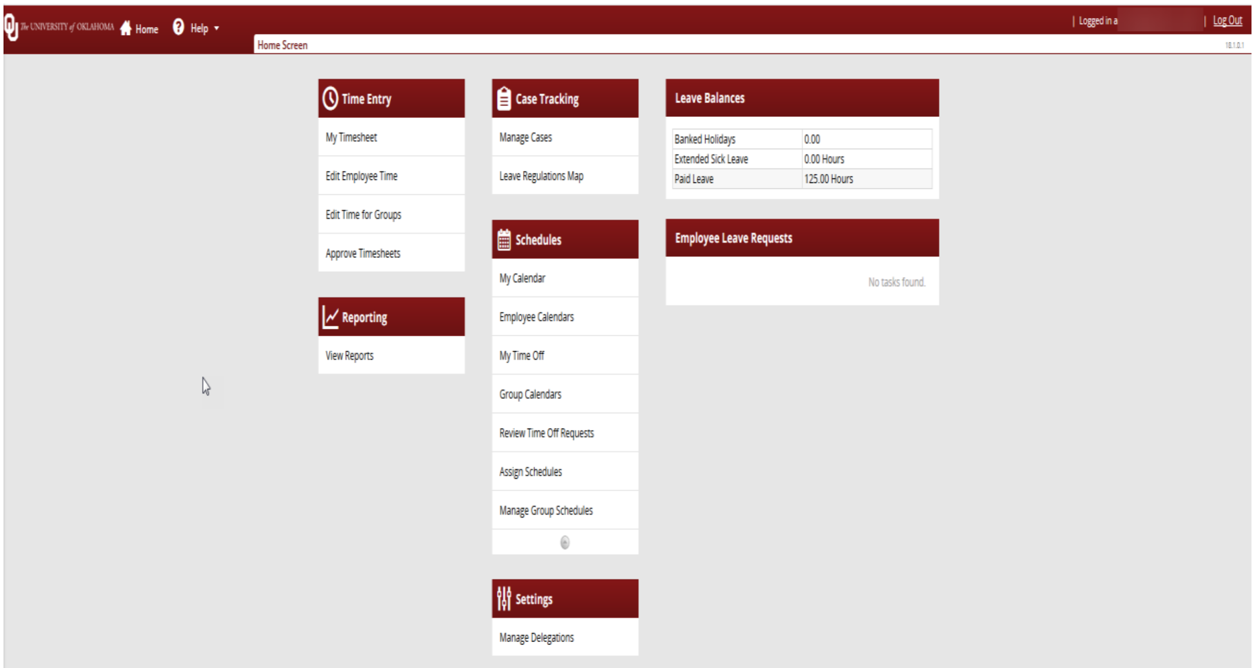


The **Time** and **Absence Compliance** link opens the online help options in a new browser window.



The Manager Dashboard

The functions available on the Workforce dashboard depend on the type of role of the user. The manager's dashboard offers functions not available to non-management employees to assist managers in handling the time and attendance data of their employees. Managers can use these options to perform such functions as editing and approving employee timesheets, assigning schedules, or reviewing employee time off requests.



Manager Functions

The functions available on the dashboard are arranged in groups of related tasks. See below for a description of each of the links on your dashboard.

Time Entry

- **My Timesheet**: View, enter or update timesheet data through the timesheet.
- **Edit Employee Time**: View and edit employee timesheets.
- **Edit Time for Groups**: Add and edit time entries for a group of assignments at once.
- **Approve Timesheets**: Approve timesheets for groups of employee assignments. Instead of approving timesheets individually, you can approve the timesheets for all employee assignments in a group.

Reports

- **View Reports**: Generate general reports to view timesheet information for a certain period, delegated roles, or comments on timesheets.

Schedules

- **My Calendar:** View your calendar.
- **Employee Calendars:** View your employee calendars.
- **Group Calendars:** View your groups calendars.
- **My Time Off**: Submit time off requests, track the status of your requests, and view the history of past requests.
- **Review Time off Requests**: Approve or reject employee time off requests.
- **Assign Schedules**: Assign schedules or schedule cycles to employees.
- **Manage Group Schedules**: Enables the adding and editing of schedules for an entire group of assignments at once. Managers should use this window for one-time schedule modifications.

Settings

- **Manage Delegations**: The roles for an assignment group can be delegated to another user. When delegating assignment group roles, the owner can delegate only those roles that are at or below the owner's role for the group; i.e., an owner with manager role for a group cannot delegate the Payroll administrator role to the group. The owner delegating the roles can indicate if the recipient of the delegation is allowed to re-delegate the role to another user. Once an owner has delegated a role, that owner can also cancel the delegation.

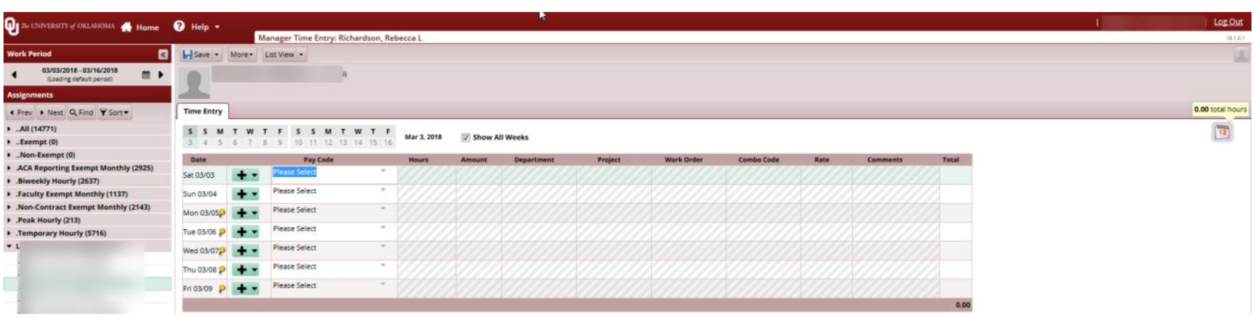
Timesheet Components

When viewing and editing individual employee timesheets or schedules, the work area of the manager's window resembles the work area of an employee's window, and includes buttons that perform similar tasks. ***No preferred names will appear in Workforce for any employee.***

Timesheet Window Buttons

Button	Button Function
« »	The **Minimize** button lets you hide the assignment tree. When hidden, the button toggles to a **Maximize** button.
Prev Next	The **Prev** and **Next** buttons move you to the previous or next record available, respectively, based on your selection criteria.
Find	The **Find** button locates records based on a common set of search criteria. To sort your search results, click the top of any column in the **Find Employees** window.
Sort	The **Sort** button arranges employee records in a specific order.
03/31/2018 - 04/13/2018	The **Work Period** button, in Table and List view, displays the timesheet's period. In Day View, this button indicates the date displayed in the timesheet. This button opens a pop-up calendar from which you can select a pay period.

1. Click an assignment in the assignment tree on the left side of the window to reveal the group's employees.
2. Click a name to open the employee's timesheet.



Setting Date and Save Options

You can specify date and save options that help you locate and process employee timesheets or schedules more efficiently. The options you select remain valid for the current session only.

1. To set the date and save options, click the **Pay Period** button to access a pop-up calendar.
2. Select the period from the calendar by doing one of the following:
    - Click the desired date. The period containing that date appears.
    - Click the **Current Period** button to specify the current period.
    - Click the **Today** button to specify the period containing today's date. The selected period appears in yellow.
3. Click the arrow in the **Save** button to access its drop-down menu, and choose what the system will do whenever you save an employee's timesheet. By default, the system saves just the employee's timesheet and performs no further action.
    - Select **Save and Next** to direct the system to save the employee's timesheet, then close it, and display the timesheet of the next employee in the group.
    - Select **Save and Find** to direct the system to save the employee's timesheet, then close it and open the **Find Employees** pop-up window.

Finding Timesheets

Use the **Find** button to quickly locate the timesheet for an employee or a set of employees based on specific search criteria.

1. Click the **Find** button to display the **Find Employees** pop-up window.
2. Enter your search criteria. For example, you may enter a Last Name or Employee ID. You can also use a character string and or the wildcard character (*) to retrieve a list of employees matching the characters you enter.
3. Click **Search** to find the records, or click **Cancel** to exit the pop-up without searching.

    When the search completes, the results expand within the **Find Employees** pop-up window and appear in a table. You are able to sort your search results by clicking the top of any column in the **Find Employees** pop-up window.

4. Click a row in the table to display the record for that employee. To refine your search, click the plus button to expand **Search Criteria**, make any changes, and click **Search**.

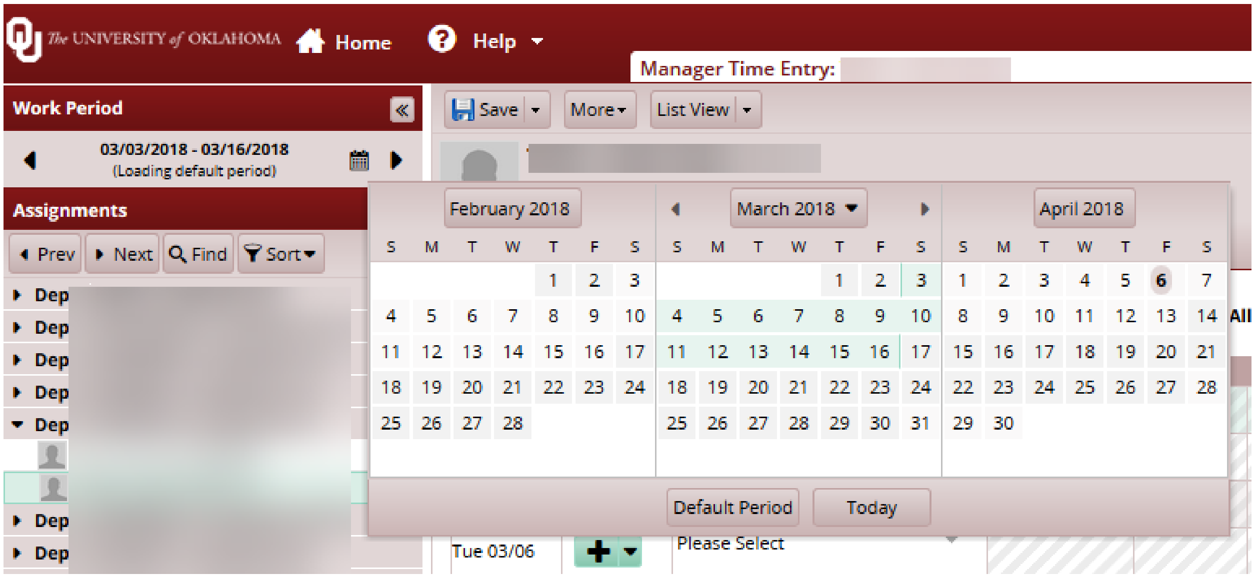
Sorting Timesheets

Use **Sort** to specify the order in which to arrange records.

- To sort records, click the **Sort** button to display the **Sort** drop-down list.
- Select the option by which you want the records sorted.

Navigating Timesheets

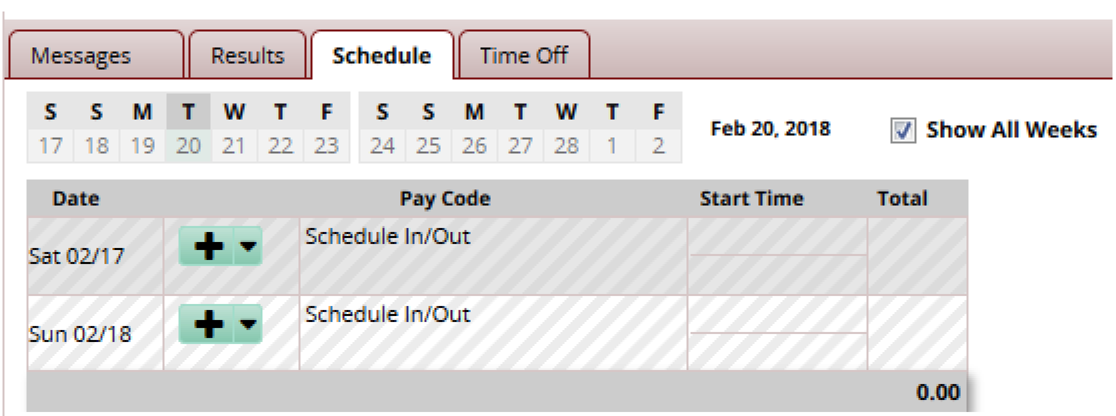
1. To select a pay period for viewing or editing, click the **Work Period** button to access the pop-up calendar, and select a pay period.



2. Use the **Minimize** and **Maximize**  buttons to collapse or expand the left panel.

3. Use **Tab** or **Shift + Tab** to move between fields on the timesheet.

4. Click the **Schedule** tab to display the employee's work schedule.

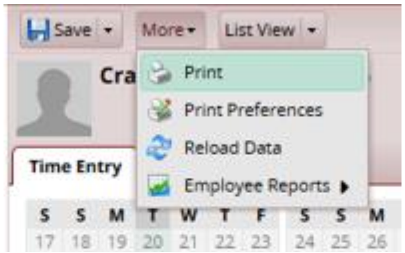


5. Click the **Exceptions** tab on the bottom panel to display system-generated messages related to the timesheet.

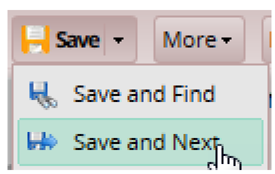
6. Click the **Time Off** tab to view the employee's bank balances.

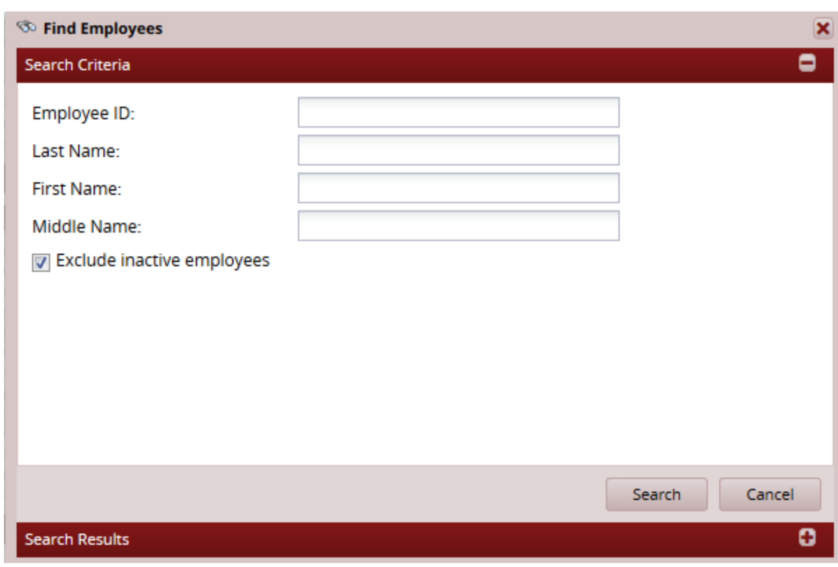
7. Click the **Results** tab to view a pay summary of the timesheet.

8. Select and click the **Print** item from the **More** button to print the timesheet.



9. Click the **Save** icon to save any changes you make.
   - Select and click the **Save and Find** option from the **Save** button to save the timesheet and automatically open the **Find Employees** window.
   - Select the **Save and Next** option to save the timesheet and automatically open the timesheet of the next employee in the group.





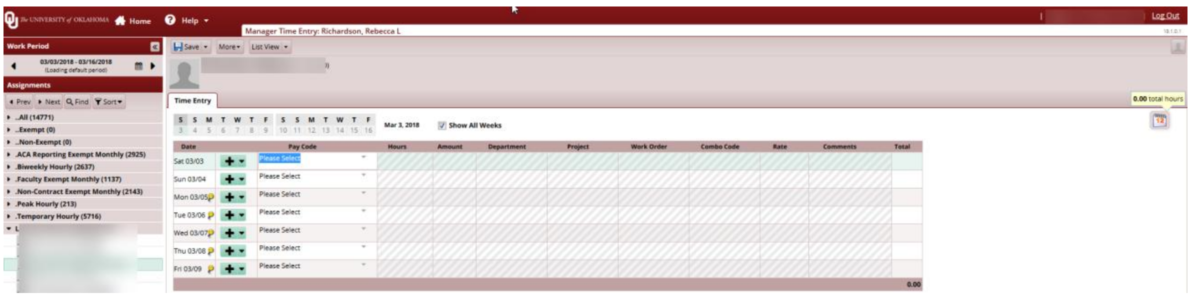
Working with Employee Timesheets

Editing Employee Time

The **Manager Time Entry** window enables you to:

- Edit employee timesheets
- View an employee’s time off balances and pay preview

1. Select **Time Entry > Edit Employee Time** in the dashboard. The **Manager Time Entry** window appears.
2. Select an assignment group if you have been delegated more than one group of employees.
3. Select an employee from that assignment group. The employee’s timesheet appears.



Editing the timesheet for an assignment in the **Manager Time Entry** window is the same as working in the Personal Time Entry window.

CAUTION: It is always recommended for a supervisor to return a timesheet to an employee and have the employee make the correction/change. There are some instances where the employee is unable to make the correction (ex. Time/web clock punches) and the supervisor must update the employee’s timesheet. In these instances, be sure to note in the comments why you are making the change and keep back up for your records.

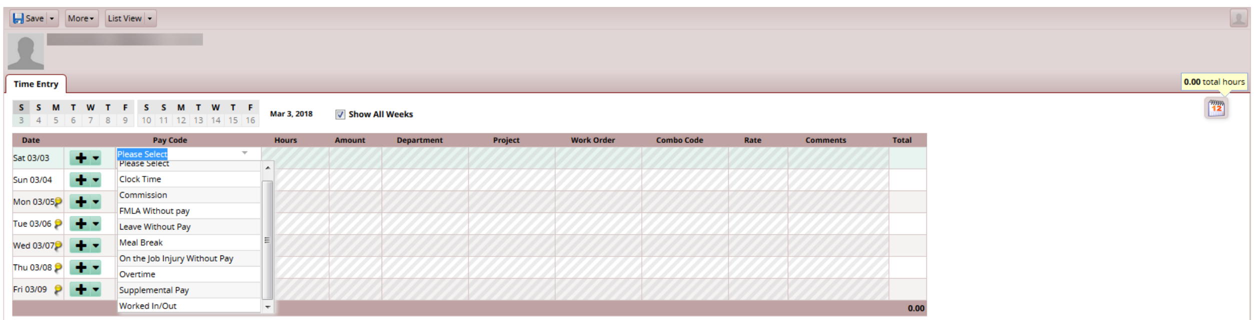
Using Pay Codes

A pay code is an entry-type identifier required for every transaction recorded on a timesheet or schedule. Each pay code has an entry type such as amount, elapsed time, or in/out time. Managers may have access to certain pay codes which are unavailable to employees and can modify employee timesheets by selecting from a number of additional pay codes.

Pay codes such as vacation, paid leave scheduled or paid leave unscheduled will decrease time off banks.

1. Open an employee's timesheet.

2. Select the needed pay code.



3. Enter the hours for the pay code or the elapsed time.

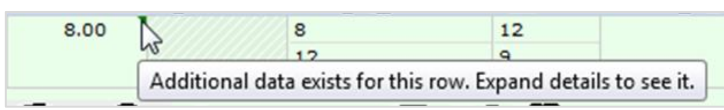
Entering Timesheet Details

The **Comments** field can be used to enter details about an infrequently used pay code to a timesheet entry or to enter any additional information related to a particular time entry. If a timesheet entry contains any details, a Comment Indicator appears in the field associated with the comment.

1. Click the small black arrow to expand and collapse the **Comments** field.

An alternative method is to press the Shift and Enter keys at the same time.

By default, when the **Comments** field contains data, the comment indicator and comment toggle are green. If the **Comments** field contains any invalid data, such as an invalid date format or too many characters, the comment indicator is red.



2. To hide the **Comments** field, click the small black arrow.

Exception Handling

An exception is a conflict noted between time and attendance information and the rules under which the timesheet is processed. Exceptions generate messages which appear in the **Exceptions** tab on the **Time Entry** window. Some messages are informational and require no action; others require a satisfactory resolution before the timesheet can be successfully submitted. Error level exceptions must be corrected before the respective time is paid.

The **Exceptions** tab presents exceptions. Each exception shows the:

- Date of the exception
- Exception message describing the problem
- Severity of the exception (Informational, Error, or Warning)
- Any action which may be required

If a time entry has a related exception, a color-coded exception pin appears which, when clicked, displays the **Exception** tab. The exception messages are also color-coded to identify the level of severity, and sometimes the system is configured to automatically send e-mail notification of the exception to you or another appropriate party. To view exceptions for a specific day, select the **Filter exception by day** checkbox.

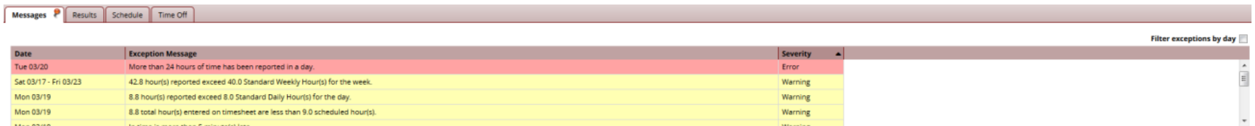
- **White**: No exceptions or only informational messages present
- **Yellow**: Warnings present
- **Red**: Errors present

By default, exception messages are displayed in decreasing order of severity. The rank of severity codes, from lowest to highest, is as follows:

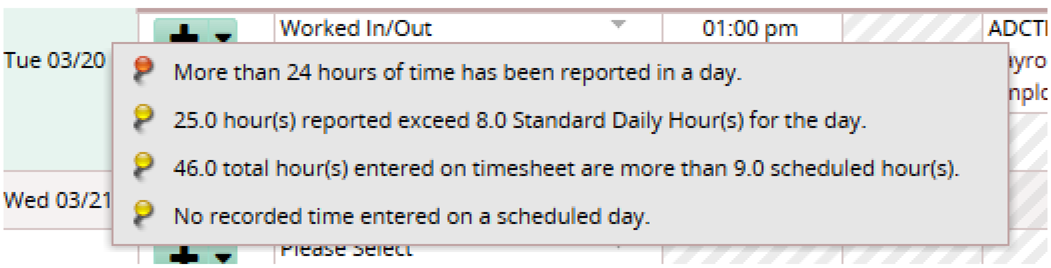
Severity Level	Field Options
Least Severe	No Exceptions
	Informational message – no action required
	Informational message – action may be
	Warning
	Warning – paid differently than entered
	Error – record not paid
Most Severe	Error – entire timesheet not paid/held

1. Select any column header (Date, Exception Message, or Action Required) to reorder the list.

2. Click the arrow which appears next to the column name to select a different sort order.



3. Time entries associated with exceptions appear on the timesheet marked with a colored pin.



Deleting a Time Entry

You can delete a row of time, a time transaction commonly called a slice, in Table View.

1. Switch to Table view if necessary.

2. To delete a time slice, select the time slice to delete.

3. Right-click and select **Delete Entry**.

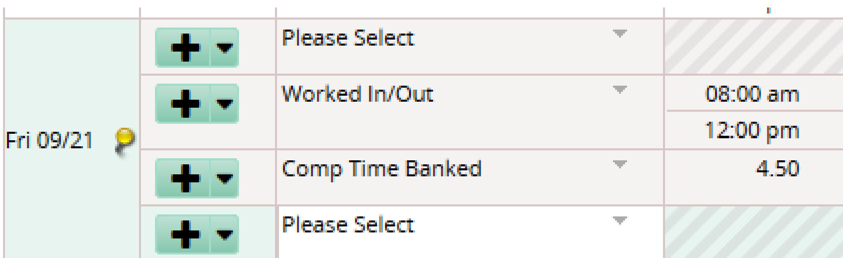
Comp Time vs Overtime

Depending on your departmental policies, most overtime worked is accrued as Comp Time at a 1 ½ rate. You can store earned overtime by using the pay code “Comp Time Banked”. To do so enter Comp Time Banked on your timesheet on the Friday of the week in which overtime was earned (make sure to use the value the system provides to fully bank all overtime), as this is the last day of the weekly schedule.

1. If you work more than 40-hours during the work week you will receive an exception message explaining that overtime has been earned for the pay period and can be banked as Comp Time.

Fri 03/02	Overtime has been earned and can be banked as Comp Time. Up to 4.5 hours can be banked by entering or adjusting the Comp Time Banked pay code from 2018-02-24 to 2018-03-02.	Warning

2. Add a new row to Friday of that week and select pay code Comp Time Banked and enter the number of hours in the exception message.



3. In this example, the overtime worked was 3hrs but accrued as Comp Time at the 1 ½ rate which is 4.50hrs.
4. Comp time to be banked must be approved/acknowledged (check box checked) by the manager for the time to accrue into their bank. If the manager does not approve, the hours are paid as overtime.

When an employee banks comp time, the supervisor will notice a warning on the employees timesheet requesting acknowledgement by the supervisor.

Fri 03/30	Comp Time banked by employee. Approval is needed.	Warning	☐

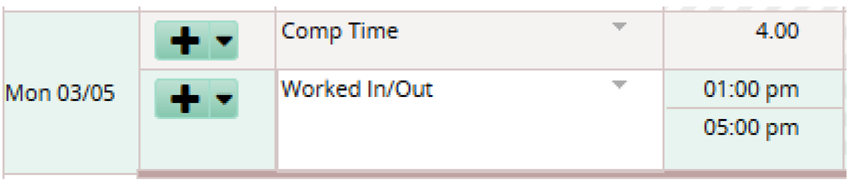
Once the supervisor click the acknowledgement indicator and saves the page, the exeption message changes to informational and is no longer highlighted.

Fri 03/30	Comp Time has been banked.	Info.	☑

5. **Comp time to be banked must be approved/acknowledged (check box checked) by the employees manager for the time to accrue into their bank. If the manager does not approve the comp time, the hours are paid as overtime.**

Using Banked Comp Time

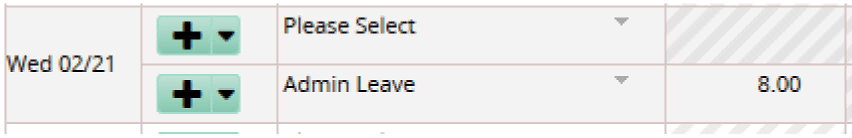
1. To Enter banked comp time, select the pay code Comp Time and enter the number of hours taken. The system will require an employee to use any hours accrued in their Comp Time Bank prior to using paid or extended sick leave.



2. If you have an employee that has multiple assignments, they can only take comp time used with the department where the hours were accrued.

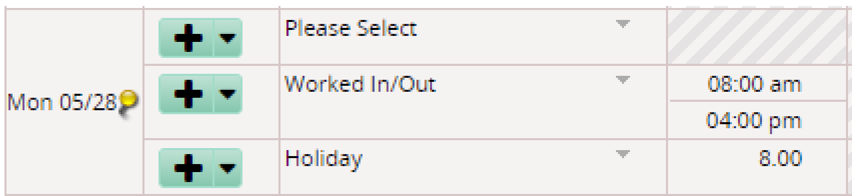
Holiday and Administrative Leave

When the University is closed due to Holiday or Administrative Leave (bad weather, icy roads, etc.) the number of hours, based on your FTE, will automatically be entered onto your timesheet.

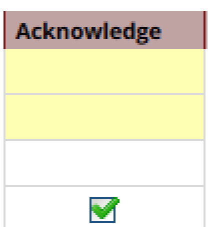


If you are required to work over a Holiday, depending on your departmental policies, you can bank the Holiday hours on your timesheet to use at a later date.

1. Leave the Holiday hours populated and add your hours worked for the day.

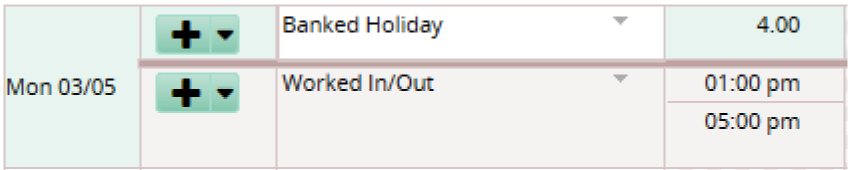


2. After adding daily time entry you will be prompted in the "messages" tab to acknowledge the time transfer to your Holiday leave bank. Check the Acknowledge box and save the timesheet, if you do not check the message and save your timesheet you will be paid in addition to your holiday hours and the holiday time will "not" be banked.



Using Banked Holiday Time

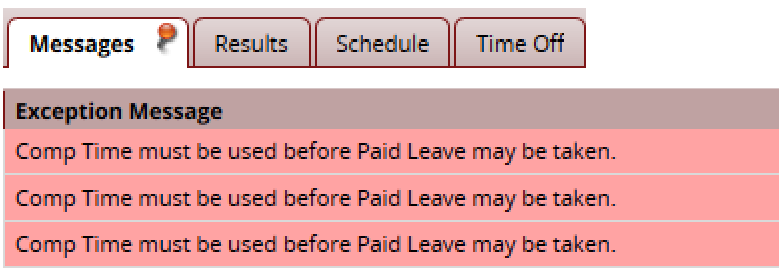
1. To use banked Holiday Time, select Banked Holiday and enter the number of hours taken.



Winter Break PTO Rules – Editing Employee Leave

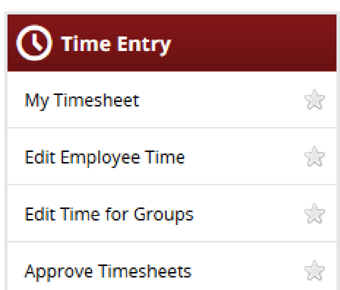
Each winter break there are 2 days in which Paid Time Off (PTO) is used to complete the time period. In Workforce the each benefits eligible employees' timesheet will be pre-populated with the pay code "Paid Leave Scheduled" in accordance to the empoyees FTE for these days.

This may cause an error to be displayed for any employee that has a "comp time" bank balance, Comp Time must be exhausted prior to using Paid Leave. If this happens, there will will be a red error in the "messages" tab in that states the "comp time" must be used prior to scheduled paid leave, this error must be corrected by the manager or timekeeper in order for the timesheet to pay.

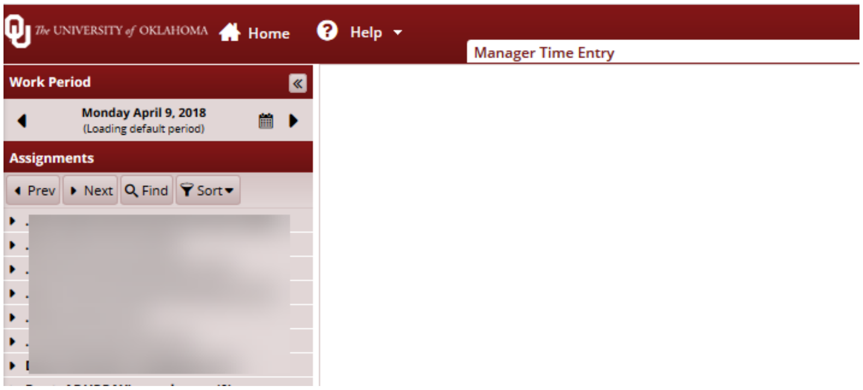


To correct this the timekeeper will need to "edit" any affected employees' time by using any available comp time balances prior to paid leave scheduled. To edit an employees' time please reference the following steps:

1. Select Time Entry > Edit Employee Time

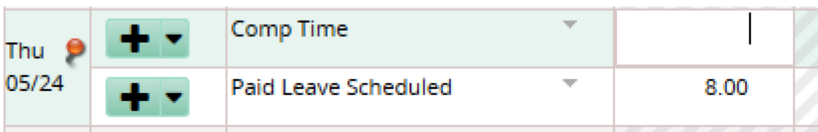


2. Select the employee group.



3. Choose the hourly employee whom has an error that needs correction and select their timesheet.

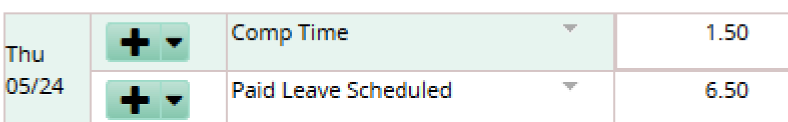
4. Select the day you are correcting leave for on the timesheet. In the drop down, select the pay code Comp Time on a new line and enter either the full hour value for the day or the amount of comp time to be use prior to Paid Leave Scheduled.



5. Enter 1.5 hours of Comp Time to exhaust the bank, for the remainder of the day you can use 6.5 hours of Paid Leave Scheduled to removed the error pin.

Comp Time	Hours
Initial Balance Sat 05/12	1.50
Credits	0.00
Debits	0.00
Ending Balance Fri 05/25	1.50
	No Details

6. You will see now that the error message and red pin have been removed from the timesheet and the messages tab. The results will also be reflected in the “time off” tab below the timesheet for the current changes.

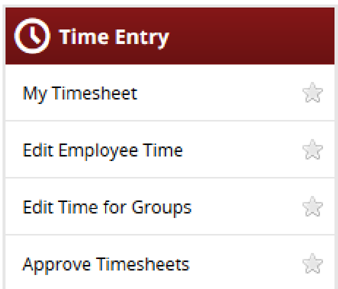


7. Save the timesheet. You may now approve time if necessary and the timesheet will pay, so long as there are no further error messages that need to be addressed.

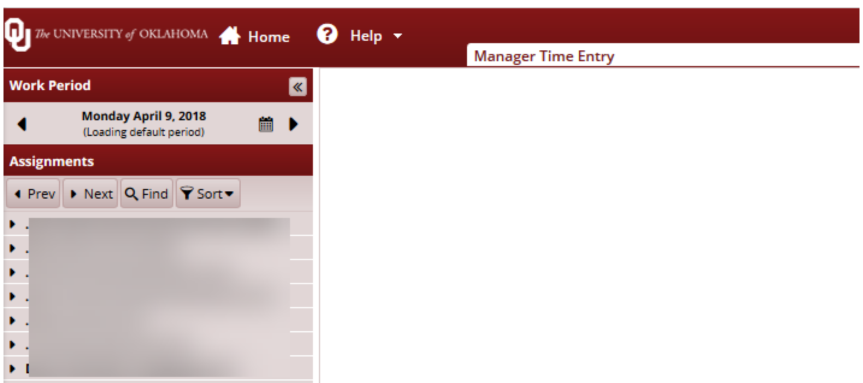
Supplemental Payments

Supplemental payments may be added to hourly employee timesheets that are working in your department. No supplemental payments may be added to any monthly employee timesheets. Follow these steps to add a supplemental payment to an hourly employees timesheet for the current pay period:

8. Select Time Entry > Edit Employee Time

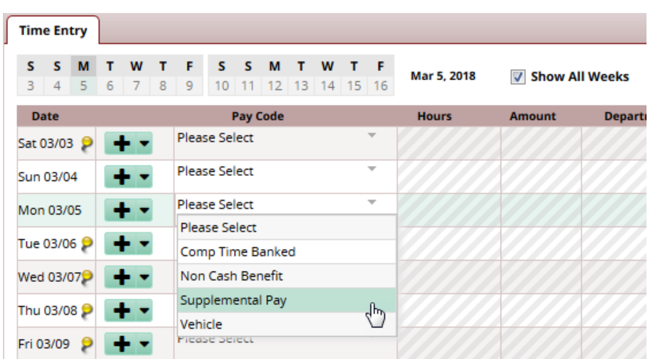


9. Select the employee group.

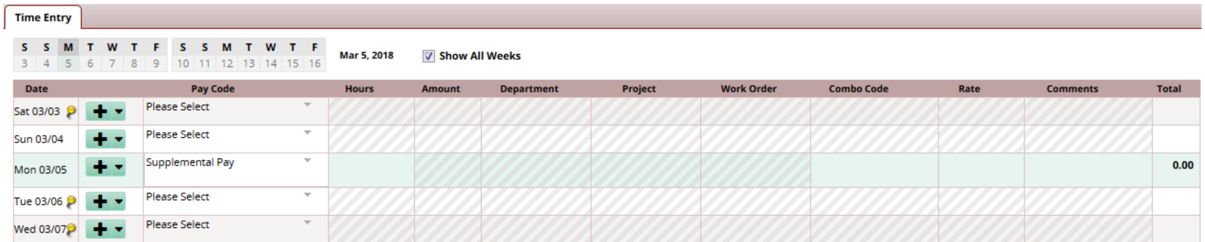


10. Choose the hourly employee you are entering the supplemental payment for and select their timesheet.

11. Select the day you are entering the payment for on the timesheet. In the drop down, select the pay code supplemental payment.



12. The Hours, Combo Code, Rate and Comments field will be open for entry.



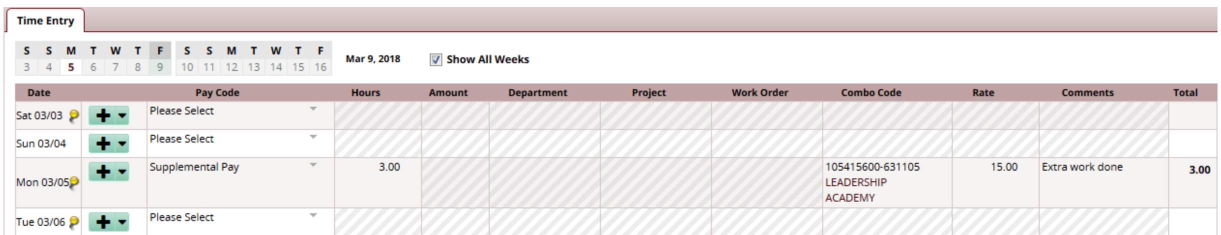
Time Entry

S S M T W T F S S M T W T F
3 4 5 6 7 8 9 10 11 12 13 14 15 16

Mar 5, 2018 Show All Weeks

Date	Pay Code	Hours	Amount	Department	Project	Work Order	Combo Code	Rate	Comments	Total
Sat 03/03	Please Select									
Sun 03/04	Please Select									
Mon 03/05	Supplemental Pay									0.00
Tue 03/06	Please Select									
Wed 03/07	Please Select									

13. Enter the appropriate Hours, Rate and Combo Code for the payment. Add any necessary comment and save the timesheet.



Time Entry

S S M T W T F S S M T W T F
3 4 5 6 7 8 9 10 11 12 13 14 15 16

Mar 9, 2018 Show All Weeks

Date	Pay Code	Hours	Amount	Department	Project	Work Order	Combo Code	Rate	Comments	Total
Sat 03/03	Please Select									
Sun 03/04	Please Select									
Mon 03/05	Supplemental Pay	3.00					105415600-631105 LEADERSHIP ACADEMY	15.00	Extra work done	3.00
Tue 03/06	Please Select									

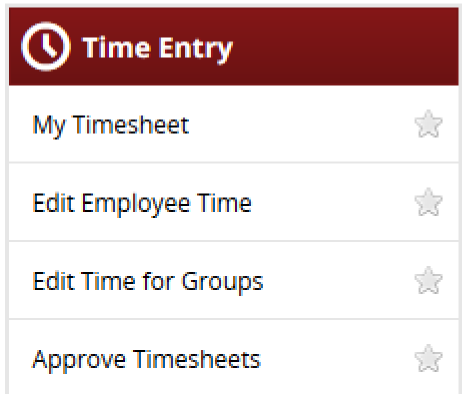
14. Supplemental payments do not require approval above your access. Make sure that you have all the necessary documentation and a signed supplemental payment form on file to justify the supplemental payment. In an audit, you will be asked to provide the documentation.

*For a prior pay period, you will need to **Amend** the timesheet before entering the supplemental payment details. Adding a supplemental payment to a prior pay period may cause the employee to be owed overtime.*

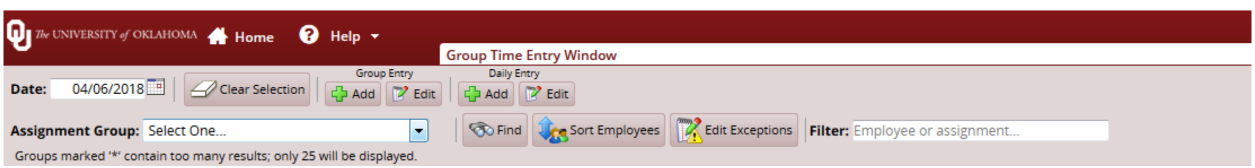
Group Time Entry

The **Group Time Entry** window enables managers to perform bulk time entry tasks for groups of employees. You can edit an entire or partial group of employees. For example, you can add a week of training to a group of employees in a division or add a holiday for an entire unit.

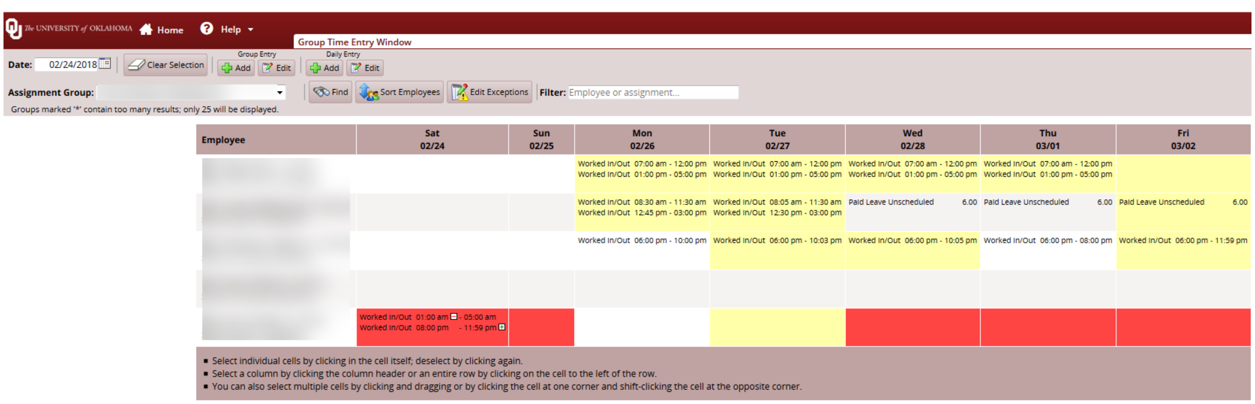
1. To display the **Group Time Entry** window, select **Edit Time for Groups** from the **Time Entry** area of the dashboard.



The **Group Time Entry** window appears. The **Group Time Entry** window enables you to select and edit entries for multiple timesheets. Your window may also contain buttons for other tools, depending on the system configuration.



2. To select group entries, select the appropriate assignment group from the **Assignment Group** drop-down menu. Once the relevant information loads, a grid displays employee names, days, and dates.

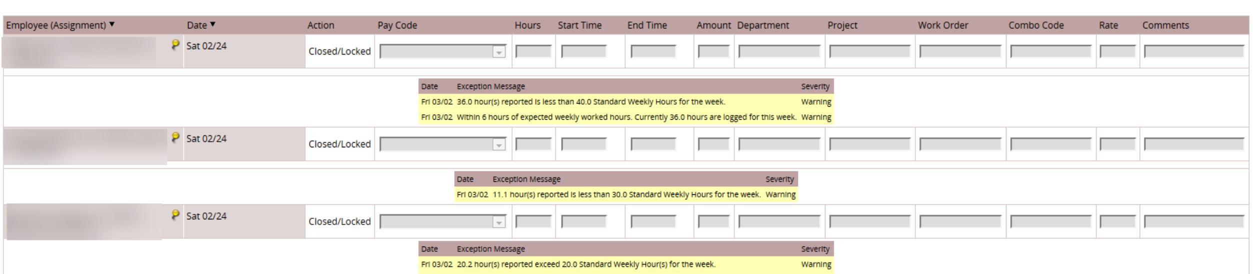


For large groups, only the first 25 members display. Use the filter button to refine your results.

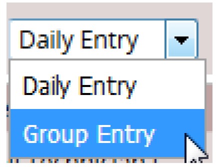
 Time entries associated with warning and error exceptions appear with a shaded background. Yellow indicates exception warnings, while red indicates error exceptions. If your system has been configured to include cross-period exceptions, a cross-period exception button appears to the right of the employee name.

1. In most cases, the grid's default view displays the current pay period. To choose a different pay period, select a date that falls within that pay period by doing one of the following:
    - Enter a date in the **Date** field. Use the following format: MM/DD/YY, including the slashes or dashes.
    - Alternatively, click the Calendar button (if available) and select a date. After selecting a new date, the grid automatically updates to that date.
2. Select entries to modify by clicking the appropriate cells in the grid.
    - To select all dates in the time period, click the cell containing the employee (assignment) name.
    - To select a specific date for all members in the group (i.e., a column), click the cell containing the date (the column header).
    - To select specific dates for specific members, click the cells you would like to edit.
    - To select a range of cells, click the first cell in the range, and then press SHIFT while clicking the last cell in the range.
    - To select multiple concurrent cells, click a cell and drag the mouse across additional cells while holding down the mouse button.
    - Click the **Clear Selection** button to start over.
3. Select the **Daily Entry Add/Edit** option to apply different changes to individual employees.

4. Edit the timesheet as you would in the Manager Time Entry window.



5. You can use the drop down menu to switch between the Daily Entry and the Group Entry.



6. Select the **Group Entry Add/Edit** option to apply a single change to all employees.
7. After you've made the desired edits, select Save and Return to save the changes and return to the main Group Time Entry Window.

- Select **Save** to save changes and remain on the same page.
- Select **Back** to return to the main window without saving the changes.

8. To edit the assignments of employees in a different group, select a different group from the **Assignment Group** drop-down menu.

Adding and Editing Group Entries

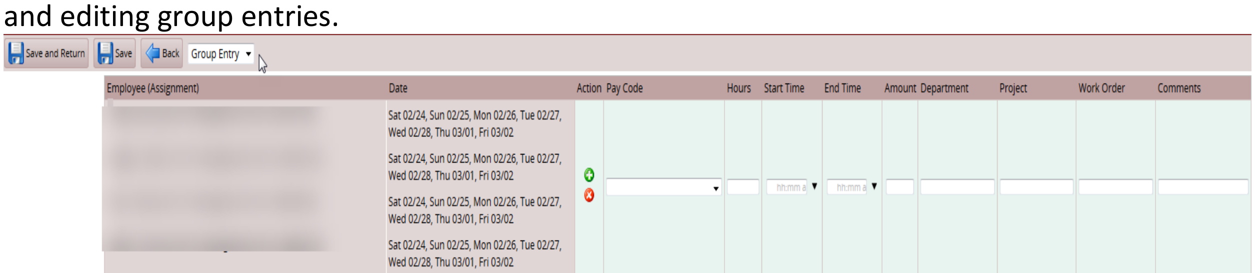
You can add and edit entries for just a few records or a large number of records.

1. To add or edit group entries, select the cells for which entries are to be added or modified.
2. Choose the task and method to be performed.

- In the **Group Entry** area, click **Add** or **Edit** to add or edit large groups of entries. This is a good choice when you have selected dates for entire groups of assignments.

- In the **Daily Entry** area, click **Add** or **Edit** to add or edit daily entries. This is a good choice when you have selected just a few assignments or an individual assignment.

The **Group Time Entry** window opens in either **Group Entry** view or **Day** view for adding and editing group entries.



When you select one or more assignments for editing, the window displays the pay code for the in and out times, and groups consecutive in and out times with the same pay code. In and out times are grouped even if there are gaps between them, provided the times are not separated by another in and out time with a different pay code.

For example, in the **Group Entry** view, the Regular pay codes are grouped together in one row, and the OVERTIME pay code is grouped in a different row, similar to the Table View in the Time Entry Window. The **Day View** lists each employee's worked days in a separate row, similar to the List View in the Time Entry Window.

3. Make the necessary changes or additions.

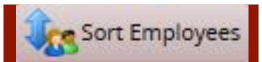
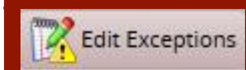
- Click the **Insert** button to add time or schedule entries.
- Click the **Delete** button to delete time or schedule entries.
- Use **Tab** or **Shift + Tab** to move between fields.

4. Save your work.

- Click the **Save** button to save your changes.
- Click the **Save and Return** button to save your changes and go back to the entry grid.
- Click the **Back** button to exit the window without saving your changes.

Using Other Group Time Entry Tools

In addition to the standard tools used for working with multiple entries, you can use the following options if your system has been configured to include them.

Button	Description
	Arranges your records in a specific order.
	Lets you take action on exceptions.

Sort Employees

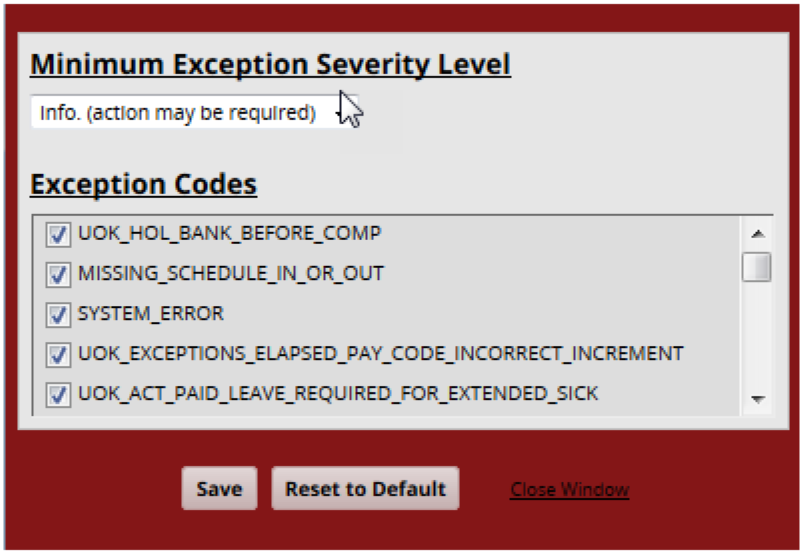
1. In the list of sort options, arrange the options in the order by which the records will sort. For example, you can sort first by hire date, then by last name, etc.

2. Click **Sort** to use the sort hierarchy you have specified, or click **Close Window** to exit the pop-up without sorting.

Edit Exceptions

1. Select exceptions to modify by clicking the appropriate cells in the grid.
    - To select all dates in the time period, click the cell containing the employee (assignment) name.
    - To select a specific date for all members in the group (i.e., a column), click the cell containing the date (the column header).
    - To select specific dates for specific members, click the cells you would like to edit.
    - Select a range of cells, click the first cell in the range, and then press the Shift key while clicking the last cell in the range.
    - To select multiple concurrent cells, click a cell and drag the mouse across additional cells while holding down the mouse button.
2. Click the **Edit Exceptions** button. A new window opens for addressing and resolving exceptions. Depending on your configuration, the appearance of this window can vary.

3. To select certain exception types, do the following:
    a. Click the **Exception Filter** button. The **Exception Filter** dialog box opens to let you select specific exceptions and to filter exceptions by severity level.



b. From the **Minimum Exception Severity Level** drop-down list, select the lowest level exception you want to view or edit.
c. In **Exception Codes**, select the specific exceptions you want to view or edit. By default, the system selects all exception codes.
d. Do one of the following:
   i. To save your changes, click **Save**. The Exception Filter dialog closes and the Group Time Entry window displays the filtered results.
   ii. To display all exceptions, click **Reset to Default**. The Exception Filter dialog closes and the Group Time Entry Window displays unfiltered results.
   iii. To cancel any filter changes, click **Close Window**. The Exception Filter dialog closes and the Group Time Entry Window display does not change.

4. Make the necessary changes or additions.
   a. Click the **Insert** button to add time or schedule entries.
   b. Click the **Delete** button to delete time or schedule entries.
   c. Select the **Acknowledged** checkbox to acknowledge the exception.
5. Save your work.
   a. Click the **Save** button to save your changes.
   b. Click the **Save and Return** button to save your changes and go back to the entry grid.
   c. Click the **Back** button to exit the window without saving your changes.

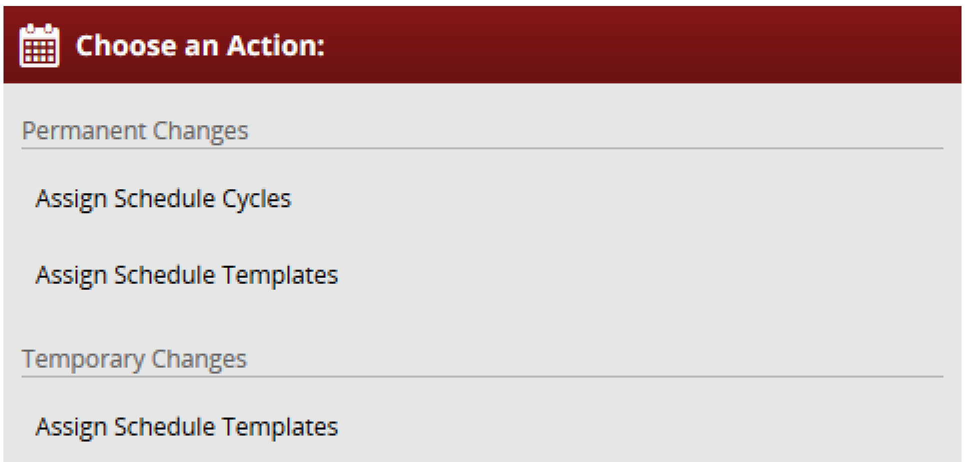
Working with Schedules

There are a variety of ways to assign schedules, develop, or edit them in Workforce. This chapter describes each of the methods available to you.

Standard Schedule Assignment

Workforce has basic scheduling functionality for departments to utilize when it is beneficial for their organization. Once schedules and schedule cycles (optional, for rotating schedule needs) have been created, managers can easily assign them to individuals or to groups of employees.

1. To assign either a permanent or temporary schedule template, begin by selecting **Assign Schedules** from the **Schedules** area of the dashboard. The **Schedule Maintenance** window appears.



2. Choose **Assign Schedule Templates** from the **Permanent Changes** section or **Assign Schedule Templates** from the **Temporary Changes** section.

Assigning Permanent Schedule Templates

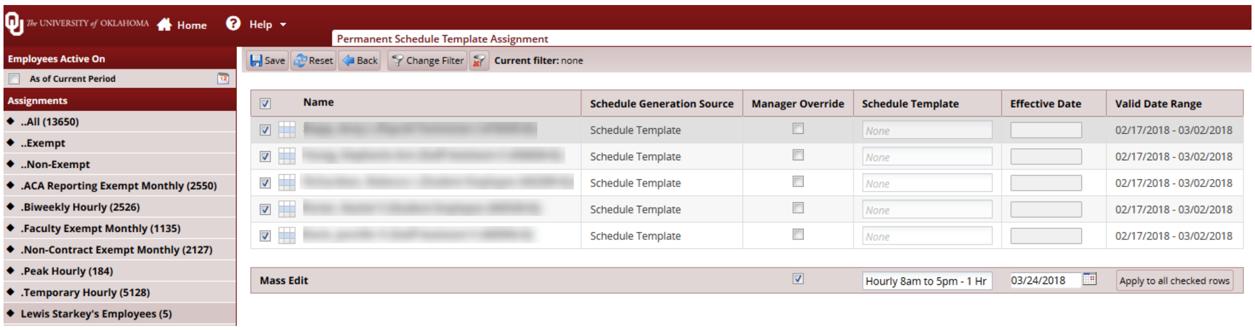
An administrator may develop schedule templates for employees with work activities that follow a regular pattern from pay period to pay period. Managers can then assign the schedule template once and have it applied on a permanent basis to successive pay periods.

1. In the **Permanent Changes** area of the Schedule Maintenance window, click **Assign Schedule Templates**.
   Select an assignment group from the assignment tree on the left. A window appears listing the employees in the selected group.

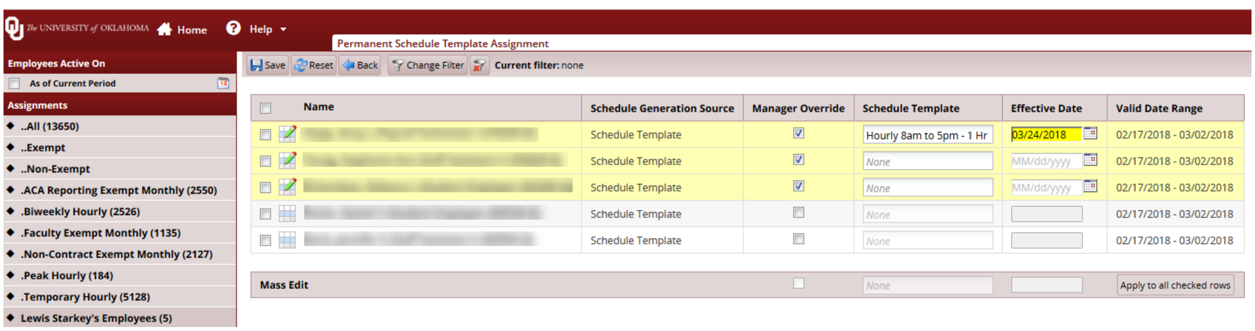
2. For a Mass Edit, select the checkbox next to the names of the employees you wish to change.
3. Click on the Mass Edit checkbox.

4. From the **Schedule Template** drop-down list, select the correct schedule template.

5. Enter the date on which to begin the schedule in the **Effective Date** field. The date must fall within the period defined in the **Valid Date Range** field.



6. For individual edits, select the **Manager Override** checkbox to make the **Schedule Template** field active.



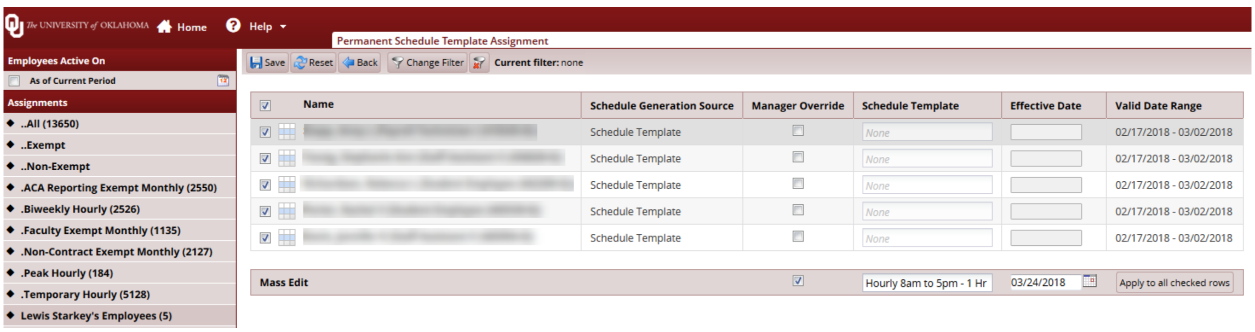
7. From the **Schedule Template** drop-down list, select the correct schedule template.

8. Enter the date on which to begin the schedule in the **Effective Date** field. The date must fall within the period defined in the **Valid Date Range** field.
   - The recommended best practice is to select the first date in the pay period whenever possible.
   - A second recommended best practice is to select the first date in the work week.
9. After completing your permanent schedule template assignments, choose how to proceed.
   - Click the **Save** icon to save your changes.
   - Click the **Reset** icon to clear your changes and start again.
     Click the **Back** icon to return to the Schedule Maintenance window without saving your changes.

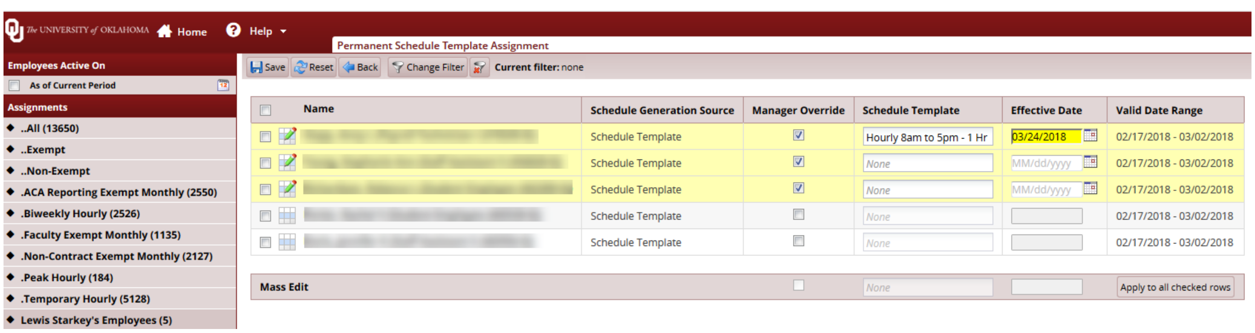
Assigning Temporary Schedule Templates

An administrator may develop schedule templates for employees to follow on a temporary basis; i.e., within a specific pay period or for a limited length of time. Managers can then assign the schedule template on an “as needed” basis.

1. In the **Temporary Changes** area of the Schedule Maintenance window, click **Assign Schedule Templates**.
   Select an assignment group from the assignment tree on the left. A window appears listing the employees in the selected group.
2. For a Mass Edit, select the checkbox next to the names of the employees you wish to change.
3. Click on the Mass Edit checkbox.
4. From the **Schedule Template** drop-down list, select the correct schedule template.
5. Enter the date on which to begin the schedule in the **Effective Date** field. The date must fall within the period defined in the **Valid Date Range** field.



6. For individual edits, select the **Manager Override** checkbox to make the **Schedule Template** field active.



7. From the **Schedule Template** drop-down list, select the correct schedule template.

8. Enter the date on which to begin the schedule in the **Effective Date** field. The date must fall within the period defined in the **Valid Date Range** field.
   - The recommended best practice is to select the first date in the pay period whenever possible.
9. A second recommended best practice is to select the first date in the work week.

10. After completing your temporary schedule template assignments, choose how you want to proceed.

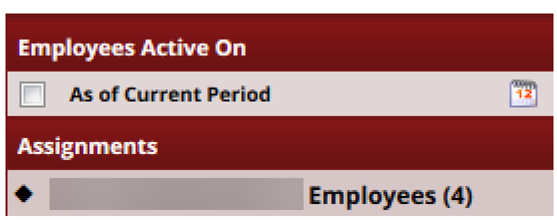
   - Click the **Save** icon to save your changes.
   - Click the **Reset** icon to clear your changes and start again.
   - Click the **Back** icon to return to the Schedule Maintenance window without saving your changes.

> *Schedule assignments using this method will remain in effect for exactly one pay period. After that, the employee will revert back to his or her normally assigned schedule.*

Assigning Schedules to Dates Outside of Current Pay Period

Managers can schedule employees for assignments to dates outside of the current pay period. Examples are employees with schedules different from other assignments, or for employees who will be temporarily working on a project or schedule that is outside of their normal duties.

1. To assign either a permanent or temporary schedule template, begin by selecting **Assign Schedules** from the **Schedules** area of the dashboard. The **Schedule Maintenance** window appears.
2. In the **Permanent Changes** area of the **Schedule Maintenance** window, click **Assign Schedule Templates**.
3. Click the checkbox below **Employees Active On** and select the week you want to assign from the calendar. The range in the **Valid Date Range** column at the right of the screen will change to a pay period that includes the week you've just selected.

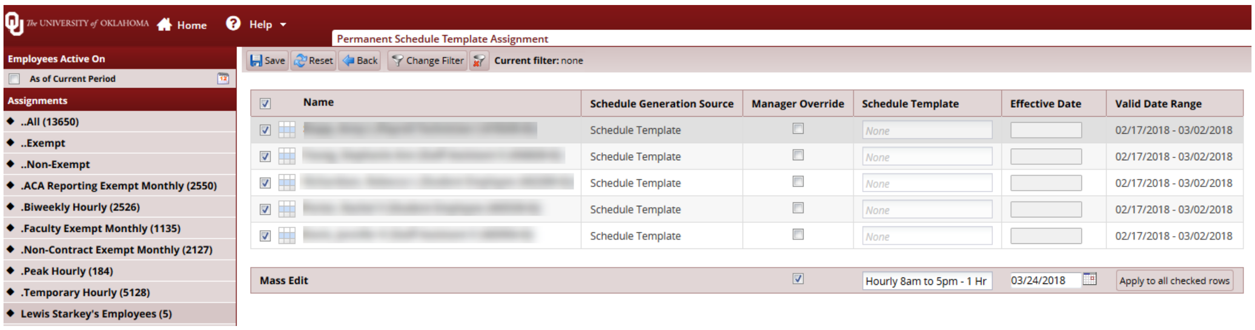


4. Select an assignment group from the assignment tree on the left. A window appears that lists the employees in the selected group.

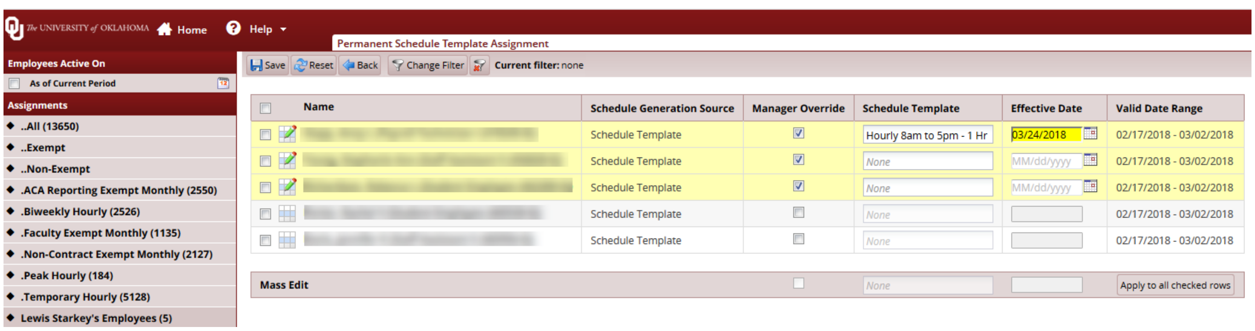
5. For a Mass Edit, select the checkbox next to the names of the employees you wish to change.
6. Click on the Mass Edit checkbox.

7. From the **Schedule Template** drop-down list, select the correct schedule template.

8. Enter the date on which to begin the schedule in the **Effective Date** field. The date must fall within the period defined in the **Valid Date Range** field.



9. For individual edits, select the **Manager Override** checkbox to make the **Schedule Template** field active.



10. From the **Schedule Template** drop-down list, select the correct schedule template.

11. Enter the date on which to begin the schedule in the **Effective Date** field. The date must fall within the period defined in the **Valid Date Range** field.

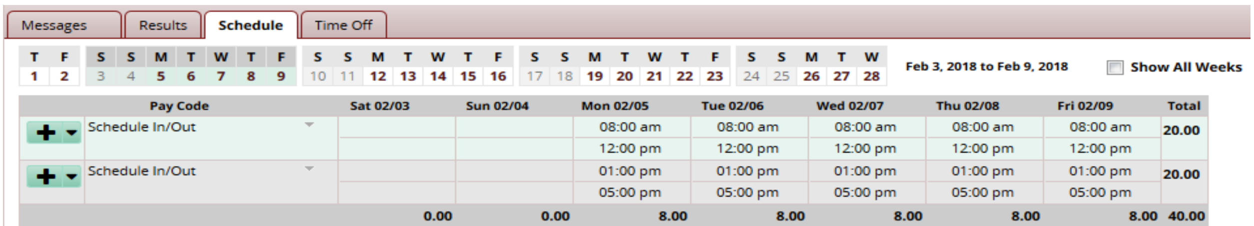
12. After completing your future dated schedule template assignments, choose how you want to proceed.

    - Click the **Save** icon to save your changes.
    - Click the **Reset** icon to clear your changes and start again.
    - Click the **Back** icon to return to the Schedule Maintenance window without saving your changes.

Edit an Assigned Schedule

Employees are occasionally asked to deviate from their normal schedule for a very short amount of time, perhaps a single day or one week. When that happens, it can be easier to change the schedule from the Manager Time Entry window. This method works well for assignments with schedules that are different than most other assignments or for employees who temporarily work on a project or schedule outside of their normal duties.

1. Use the Schedule tab from the Edit Employee Time window.
2. Select an assignment group.
3. Select an employee to develop individual schedules for employee assignments.



Schedule changes using this method will remain in effect only for the dates affected. After that, the employee will revert back to his or her normally assigned schedule.

Other Manager Functions

Managers have responsibilities to perform other tasks in Workforce such as assigning schedules or approving timesheets. Each of those additional functions is described in this chapter.

End-of-Period Reminders

At the end of each pay period, most time entry employees will submit their timesheets, and managers will review and approve employee timesheets using the Approve Timesheets function. Reminder messages are sent to remind employees that timesheets need to be entered and submitted near or at the end of a work period. Reminders are sent to remind managers to approve employee timesheets. Reminders are sent only to managers who have not approved all of their employee timesheets. Reminder e-mails are sent as indicated in the following table.

Biweekly Reminders

Date/Time	Sent to
Monday of the payroll week	Employee email 1 – 8am
Monday of the payroll week	Employee email 2 - Noon
Monday of the payroll week	Manager Reminder 1 – 3pm
Tuesday of the payroll week	Manager Reminder 2 – 8am

Monthly Reminders

Date/Time	Sent to
Last working day of the month	Employee email 1 - Noon
5th day of new month	Employee email 2- Noon
6th day of the new month	Manager Reminder 1 – 8am
7th day of the new month	Manager Reminder 2 – 8am

Approving Timesheets

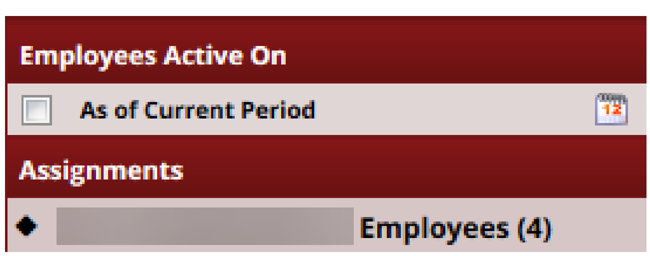
Managers can approve hours for individual employees or for an entire group. When you review employee hours, the system allows you to see whether an employee's timesheet contains any exception messages.

Timesheets with errors need attention before approval. You can choose to open and edit timesheets to correct any condition causing an exception, to reject timesheets and direct employees to correct them, or approve them despite exceptions. If there is a mixture of error-free timesheets and timesheets with exceptions, you have the option of approving the error-free timesheets immediately. The primary focus of approving or rejecting hours is to correct timesheets to eliminate exceptions.

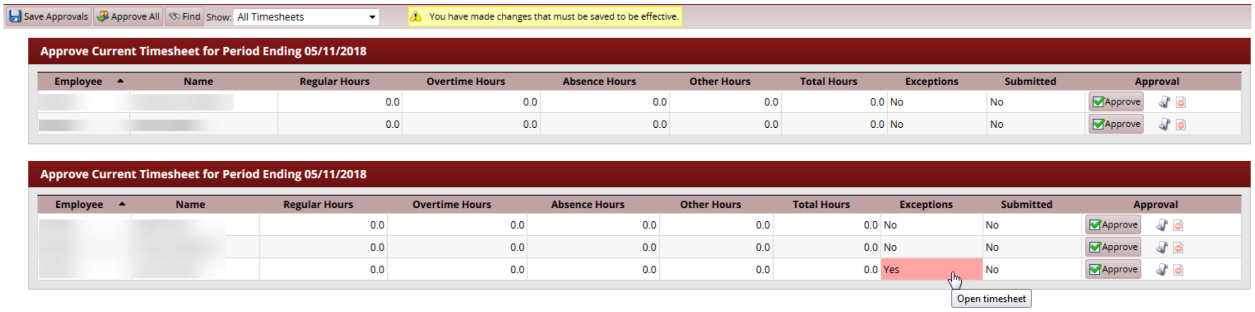
CAUTION: It is always recommended for a supervisor to return a timesheet to an employee and have the employee make the correction/change. There are some instances where the employee is unable to make the correction (ex. Time/web clock punches) and the supervisor must update the employees timesheet. In these instances, be sure to note in the comments why you are making the change and keep back up for your records.

1. To approve or reject employee time, select **Time Entry ➔ Approve Timesheets**.
   The **Approve Timesheets** window appears.

2. From the assignment tree, select the group for which you want to approve or reject hours.

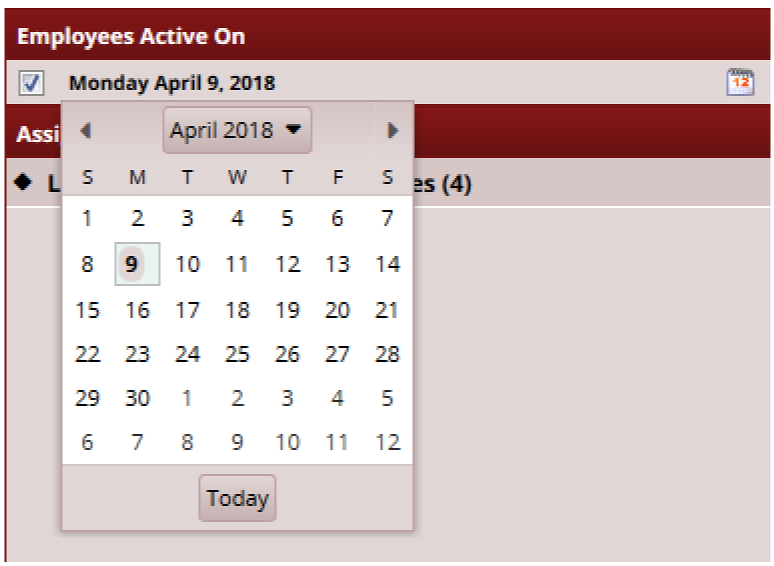


3. The **Approve Current Timesheets** window appears. The names of the employees in the group populate the main window.



4. You can view an employee’s timesheet by clicking on the row of the respective employee.

5. If you would like to view timesheets ending on a different date than the default (the current date), do the following:
   a. Select the checkbox in the **Employees Active On** field. A pop-up calendar appears.



   b. Select a different date. The window updates with timesheet information for the period containing the date you selected.
   c. If you would like to return to the current date, deselect the checkbox in the **Employees Active On** field.

6. To approve employee timesheets, do the following:

a. To approve an individual employee's hours, select the **Approve** checkbox in the **Manager's Approval** field. The **Approve** button for an accepted timesheet includes a green check mark.

This is a toggle; you can click it again to undo the approval.

b. If the timesheet data indicates that all timesheets have been submitted without any errors or exceptions that will prevent you from approving them, you can approve them at once using the **Approve All** button.

c. If the timesheet data indicates a mixture of error-free timesheets and timesheets with exceptions, you can approve the error-free timesheets immediately by checking the box for **Manager's Approval**. Of course, you may choose to correct all timesheet errors first, and then approve all employees at once.

7. Click **Save Approvals**.
The hours for the applicable employees are saved for the specified work period. When employees access their timesheet for that work period, a note appears informing them that the hours have been approved. They will not be able to enter changes to their timesheet for that work period.

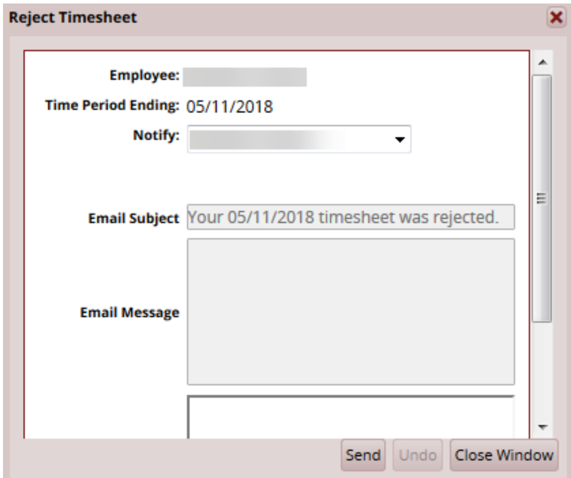
Notice: Falsification of timesheets, whether submitting or approving, can be grounds for immediate termination.

Rejecting Timesheets

To reject an employee timesheet, do the following:

1. Click the **Reject** timesheet button in the **Manager Approval** field.

2. The **Reject Timesheet** window appears.



3. If the employee has an email address on file you can send an email notification to the employee about their rejected timesheet. Complete the fields in the **Reject Timesheet** dialog, using the following table as a guideline.

Field	Description
Notify	The employee to be notified about the rejected timesheet.
Email subject	The subject title of the email to be sent to the employee. (The email subject can be changed.)
Email message	A message to convey to the employee about the rejected timesheet.
Comments	Additional information about the rejected timesheet.

4. Do one of the following:

- Click **Reject** to reject the timesheet and send the e-mail message.
- Click **Close Window** to quit the **Reject Timesheet** window without rejecting the timesheet.

- Click **Undo** to rescind the previous rejection of a timesheet. This option is enabled only if you previously rejected the timesheet.

> ***Note***: *Clicking Undo moves the timesheet to a neutral status. You can also undo a rejected timesheet by selecting the checkbox on the Approve button and clicking Save Approval. This method will save the timesheet as "approved."*

5. If you have rejected the timesheet, the **Approve** button is "grayed out." Click **Save Approvals**. Once saved, the **Approve** button for a rejected timesheet is no longer "grayed out".

6. Click the **History** button to view the approval or rejection history for an employee timesheet.

7. The **Approval History for Employee** window appears. The **Approval History** window displays the action taken, who took action, the date and time of the action, any e-mail messages sent, and comments made.

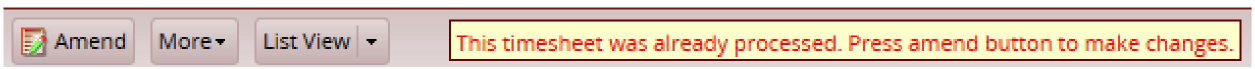
8. Review and click **Close Window**.

Amending Timesheets

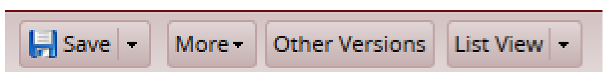
Managers can amend timesheets for past pay periods for employees in assignment groups delegated to them. How far back in the past amendments are permitted is determined by your organizational rules and can differ by role.

- Data from amended timesheets are not included in reports unless the amended timesheet has been approved or approved and locked.
- Amended timesheets must be approved by a manager, or a higher role, to be included in end of period processing and paid.
- Any changes made to a timesheet that has already been paid will cascade through all timesheets up through the current pay period. The difference will be applied to the current pay and bank balances.
  - If you amend a past timesheet to account for a vacation day that that was entered as a work day, then that change – because it affects the vacation bank – is used to recalculate the bank balances for each successive timesheet up through the current pay period.

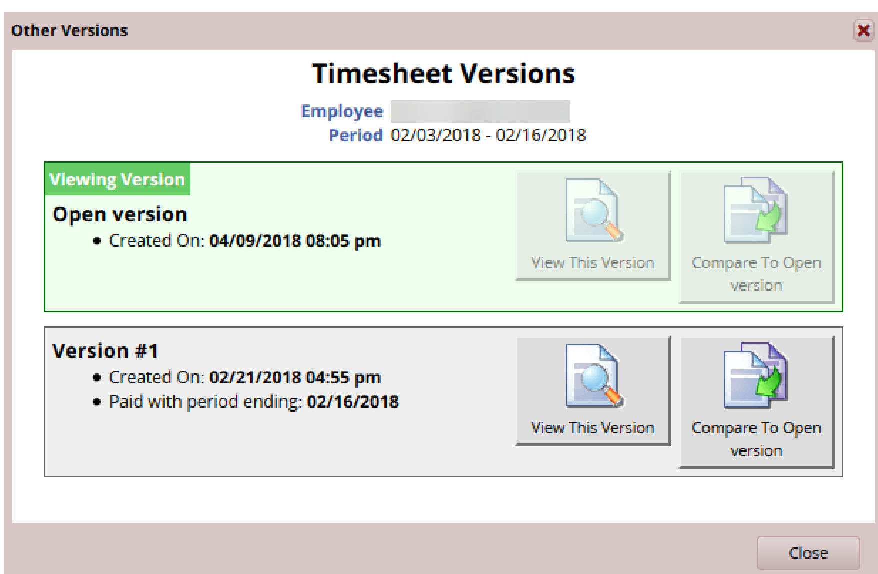
1. To amend a timesheet, click the **Amend** button for the timesheet in the pay period that needs to be modified.



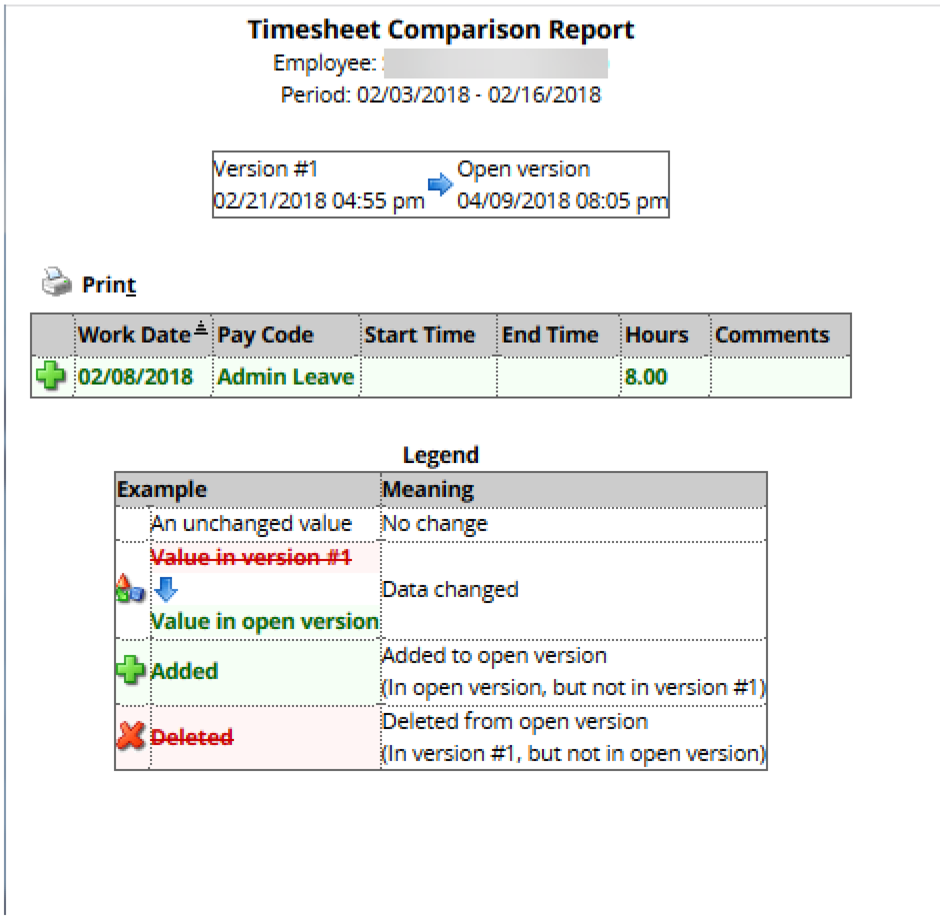
2. The timesheet opens for edits. Edit and **Save** the timesheet. The **Other Versions** button appears.



3. Click the **Other Versions** button. The **Timesheet Versions** window appears.



4. Click **View This Version** to display the original version of the timesheet.
5. Click **Compare To Open Version** to list the differences between the two versions. A pop-up window displays the results of the comparison.



Timesheet Comparison Report

Employee:

Period: 02/03/2018 - 02/16/2018

Version #1 02/21/2018 04:55 pm	Open version 04/09/2018 08:05 pm

Print

	Work Date	Pay Code	Start Time	End Time	Hours	Comments
	02/08/2018	Admin Leave			8.00	

Legend

Example	Meaning
An unchanged value	No change
~~Value in version #1~~ Value in open version	Data changed
Added	Added to open version (In open version, but not in version #1)
~~Deleted~~	Deleted from open version (In version #1, but not in open version)

6. After viewing the comparison, you can print the results, or close the window to return to the timesheet.

Comp Time Banked & Amending Timesheets:

Please Note: When amending a past timesheet in Workforce any **Comp Time** that has previously been banked and approved must be 're-acknowledged' by a supervisor after the amendment has been made; otherwise, the previous banked comp time will be paid out as overtime and subsequent pay period leave bank balances will be updated respectively.

In addition, if an amendment increases or reduces the amount of hours worked - the previous 'banked' comp time will need to be updated in accordance to the new weekly total.

Rejecting Amended Timesheets

All timesheet amendments will remain on the 'Approve Timesheets' screen until approved and processed during an active payroll cycle.

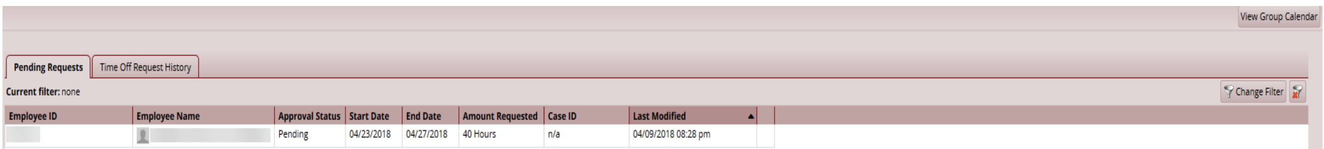
When an amendment is 'rejected', the amended timesheet must be modified by the employee to correct the amendment for processing. When this is not an option the department may make the necessary changes to correct the amendment for processing; however, when doing so the department must retain sufficient documentation for why the change was not performed by the employee directly.

After the amended timesheet has been modified and approved changes to the original timesheet (if any) will be processed during the following payroll cycle and the amendment will no longer be shown on the Approve Timesheets screen.

Approving Time Off Requests

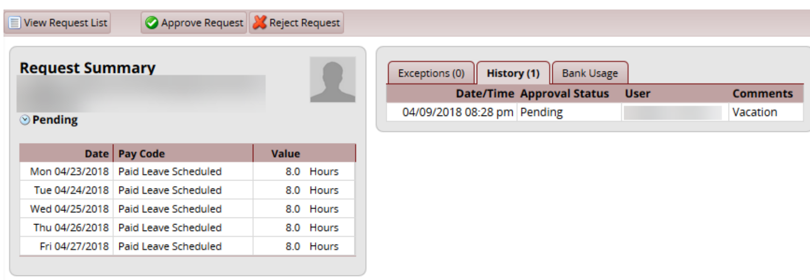
When an employee submits a time off request, the request is forwarded to the employee's manager for review. The manager can then approve or reject the request.

1. To view a listing of the time off requests that have been submitted by employees, select **Schedules ➔ Review Time Off Requests** on the dashboard. The **Time Off Review Summary** window appears, listing pending requests, if any, and a history of past requests.

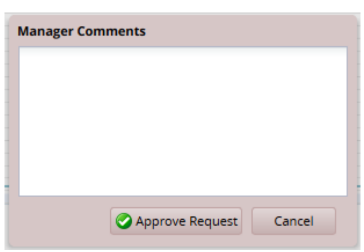


2. Select an employee. The request for that employee appears, including the hours requested, remaining bank balances, and history of the request.

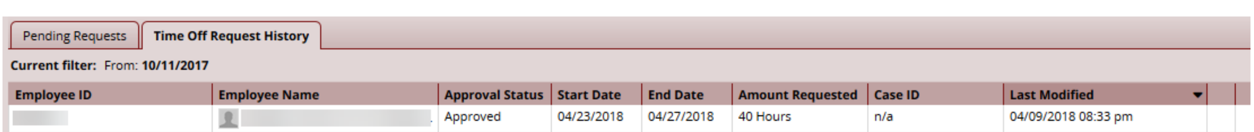
   Notice that the **Request Summary** window includes a link to the Group Calendar window (**Open the Group Calendar**), which enables you to ensure that staffing needs will be met during the time period affected by the request. The **Group Schedule** window also displays any other time off requests already approved.



3. Select **Approve this Time Off Request**. Use the **Manager Comments** field to forward comments about the request to the employee.

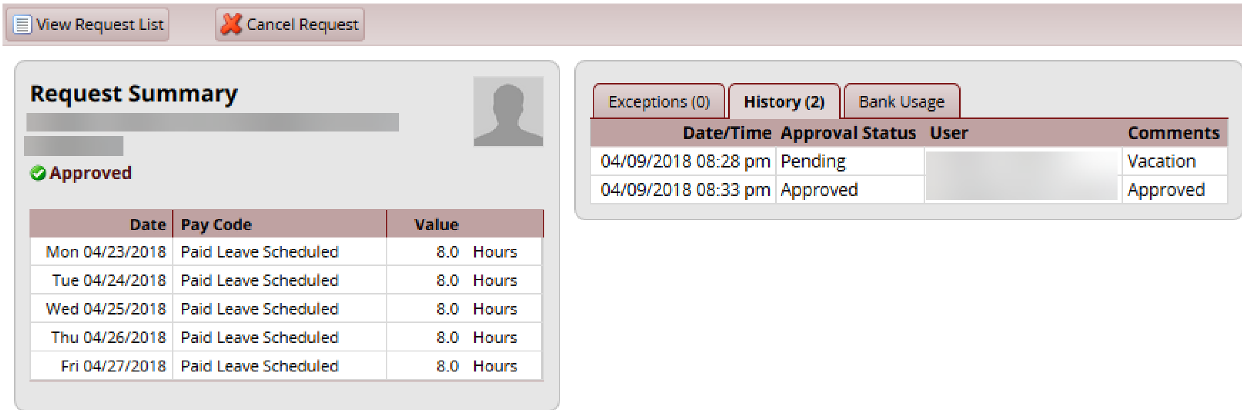


4. The Request Summary window appears again. The previous request now appears on the **Time Off Request History** tab.

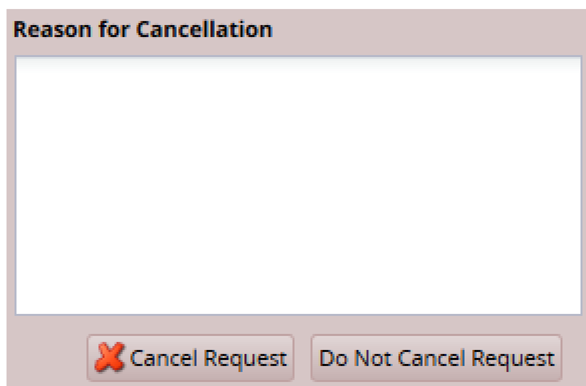


Cancelling an Approved Time-Off Request

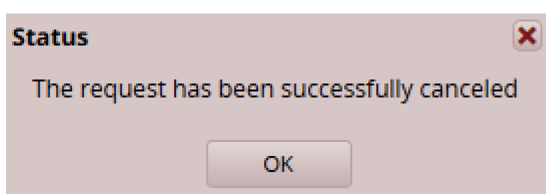
1. To cancel an approved time off request, select a request from the **Time Off Request History** tab. The **Request Summary** window appears.



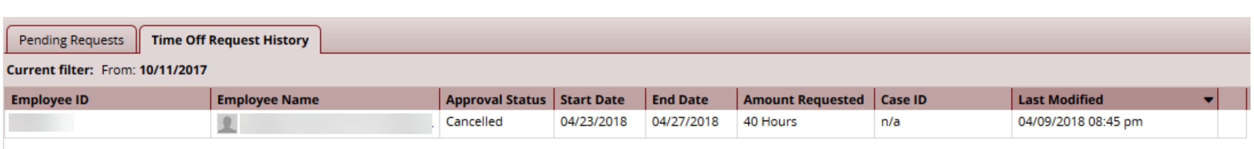
2. Click **Cancel Request**. The **Reason for Cancellation** window appears.



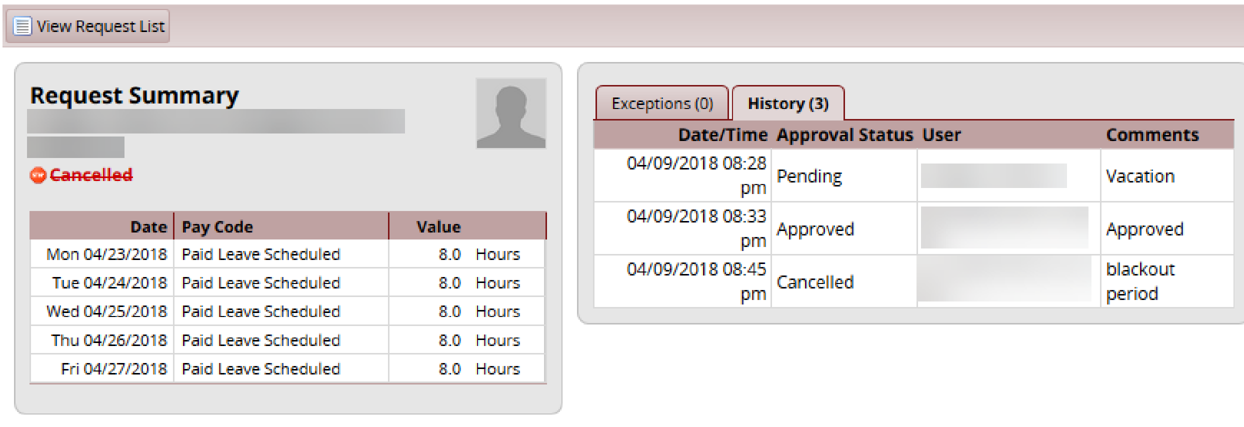
3. Enter a reason for cancellation, if necessary. The cancellation is in effect after you select **Cancel Request**. A confirmation message displays.



4. The status of the request on the **Time Off Request History** tab is changed from "Approved" to "Cancelled".



5. Click the cancelled request to see a detailed history of the request.



Delegation

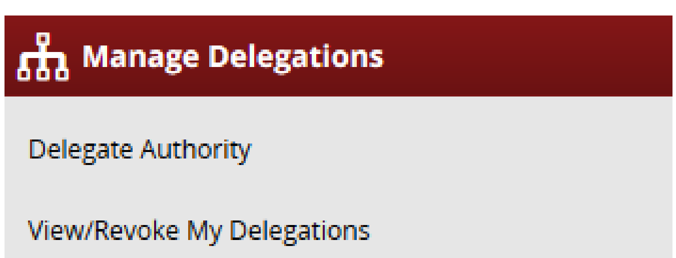
Delegation is the act of granting another member of the organization authority over a group of employees (an assignment group) when the typically assigned person is not available. For example, a manager going on vacation for a week can delegate authority over his or her employees to another manager to ensure timesheets are reviewed and approved in his or her absence.

A user can delegate an assignment group and grant the delegation recipient his or her role to define the delegation recipient’s access to the group. When delegating, the owner can delegate only those roles that are at or below the owner’s role for the group; i.e., someone with manager role for a group cannot delegate the Administrator role to others.

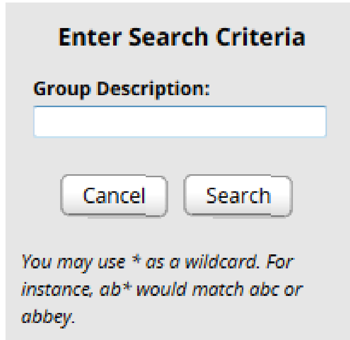
First, delegation is restricted such that only users of designated roles are permitted to receive delegations. This was described in the User Role section above.

Second, when you delegate responsibility for an assignment group to another user, you can only delegate the set of responsibilities associated with your own user role, and optionally “lower” roles in the user role hierarchy.

1. To delegate roles, select **Settings ➔ Manage Delegations** from the dashboard. **The Manage Delegations** window appears.

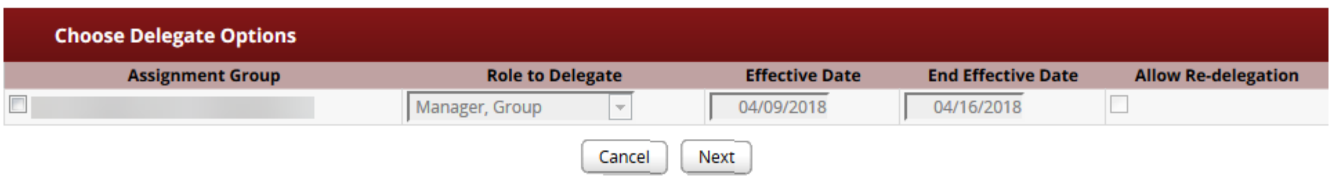


2. Click **Delegate Authority**. The **Enter Search Criteria** window appears which lets you search for one or more assignment groups.



3. Enter your search criteria. You can enter a the employee group and/or the wildcard character (*) to retrieve a list of groups you have delegation rights too.

4. Click **Search**. A window lists the assignment groups matching your search, along with the roles you are granted for each group.



5. For each assignment group being delegated, choose your delegation options.

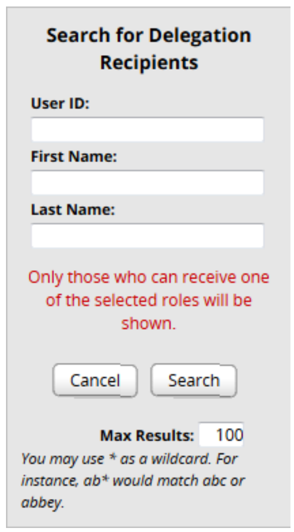
   - In the **Assignment Group** column, select the checkbox next to the assignment group name.
   - In the **Role to Delegate** column, use the drop-down menu to select the roles to be delegated for the assignment group.
   - In the **Effective Date** and **End Effective Date** columns, enter the dates during which the assignment group roles will be delegated.
     - **Effective Date** defaults to today.
     - **End Effective Date** defaults to one week from today. To make a delegation permanent, enter an **End Effective Date** of 12/31/3000.
     - If you are delegating many groups and entering many dates, you can omit the slashes. The system will insert them for you as you exit the date fields.
   - In the **Allow Re-delegation** column, place a checkmark in the checkbox to allow the delegation recipient to delegate the assignment group to another user.

> ***IMPORTANT!*** *Allowing redelegation lets the delegate share authority over the assignment group with another user. If that happens, the system will not automatically*

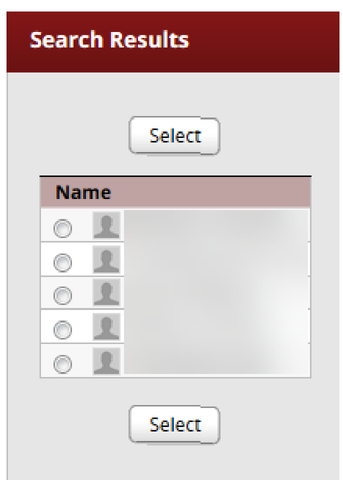
*notify you and employee information could be inadvertently shared with others who should not see it. Best practice is to never check the **Allow Re-delegation** checkbox.*

6. Click **Next** to display a search window for selecting the user who will be delegated that assignment group.

7. In the search window, enter your search criteria. You can also use a character string, the wildcard character (*), or a combination to retrieve a list of users matching the characters you enter. If you are including a wildcard, use the **Max Results** field to limit the number of displayed records.



8. Click **Search**. A window appears with the results of the search.



9. Select a delegate.

10. Click **Select**. A confirmation message appears that indicates a successful delegation.

If any delegations fail, a status message appears listing the unsuccessful delegations and why they failed. For example, a delegation could fail because the assignment group is already delegated to the selected delegate.

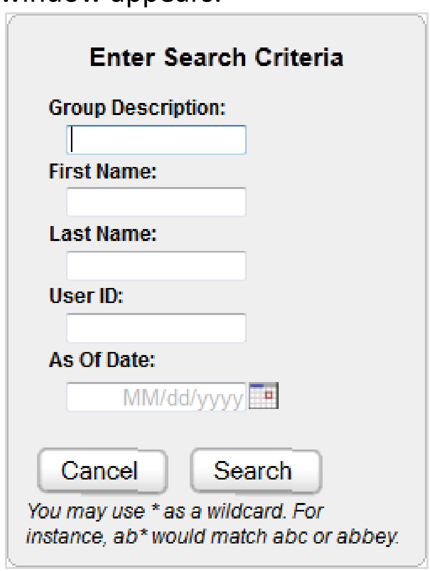
11. Click **Continue** to return to the **Manage Delegations** window.

Cancelling or Revoking a Delegated Role

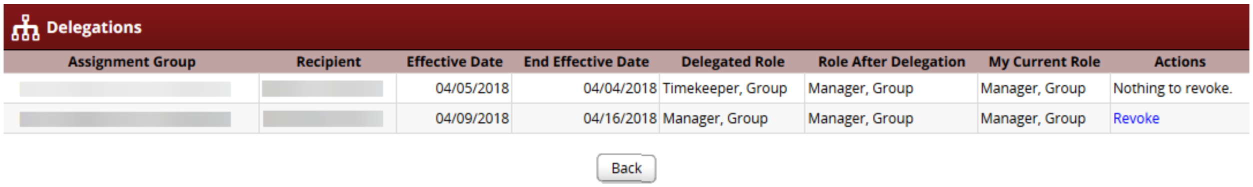
Once an owner has delegated a role, that owner can also cancel the delegation.

1. Select **Settings ➔ Manage Delegations** in the in the Dashboard.

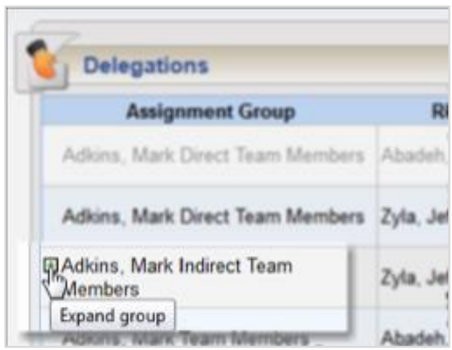
2. In the **Manage Delegations** dialog box, click **View/Revoke Delegations**.
   The **Enter Search Criteria** window appears.



3. Enter your search criteria. A window appears that lists the roles currently delegated within your assignment groups, along with your role for each group.



4. If an assignment group contains more than one delegated role, click the **Expand Group** button displayed next to the **Assignment Group** name to see all of the delegated roles.



5. In the **Actions** column, select the delegation to be cancelled.

- Selecting **Revoke** cancels only the delegation appearing in a single row.

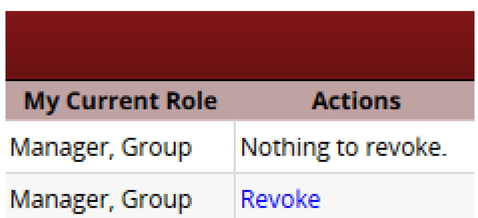


Figure : Actions – Revoke.

- Selecting **Revoke All** (if shown) cancels all delegations for that assignment group.

Figure : Action – Revoke All.

A new window appears listing the delegated right to be cancelled.

6. Choose the date on which the revocation is to be in effect or select the **Revoke Immediate** checkbox.

7. Click **Confirm** to proceed with the cancellation.
   A message appears verifying the cancelled delegation.

8. Click **Continue** to return to the **Delegations** window.

Generating Reports

General Reports

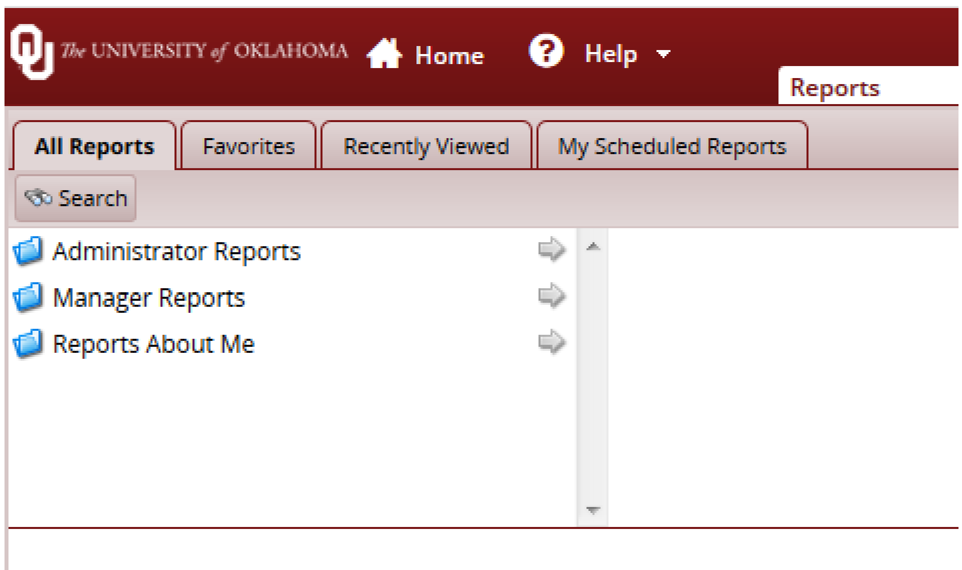
Managers access reports to view information including about timesheets, schedules, and employees—many of the reports with information restricted to their assignment groups. See the *Workforce Time & Attendance Report Reference Guide* for more information.

View Reports

Reports provide specific information about select groups of employees.

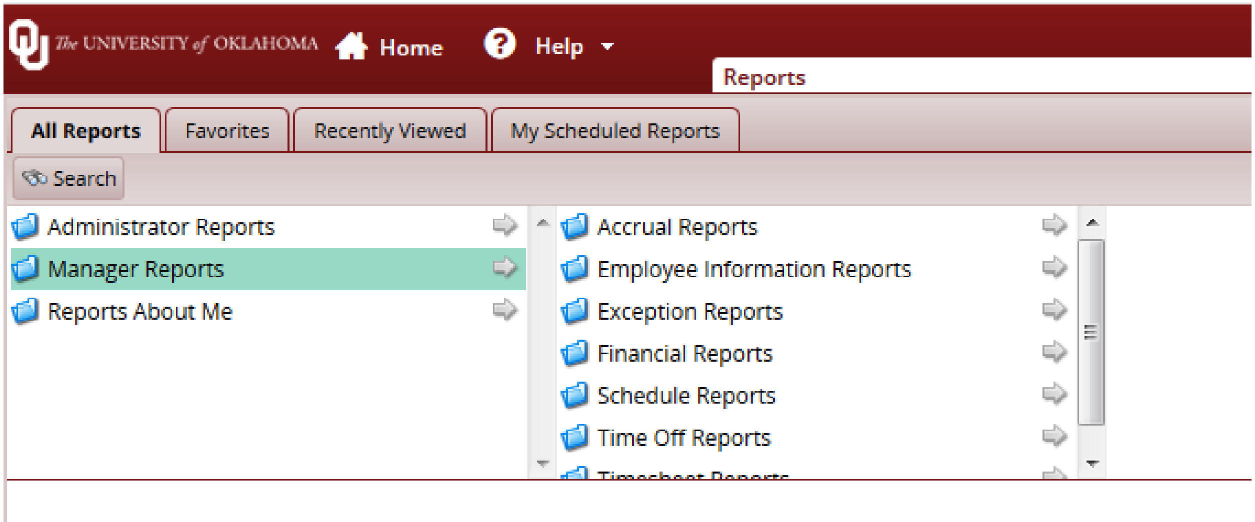
1. To view a group report, click **View Reports** from the **Reporting** area on the dashboard.

2. A list of report categories appears.



3. Do one of the following:
   - Scroll to the name of the report you want to generate.
   - View reports in a report category.

4. Select the category; for example, **Manager Reports**. The right field populates with the various reports or subcategories in that category.

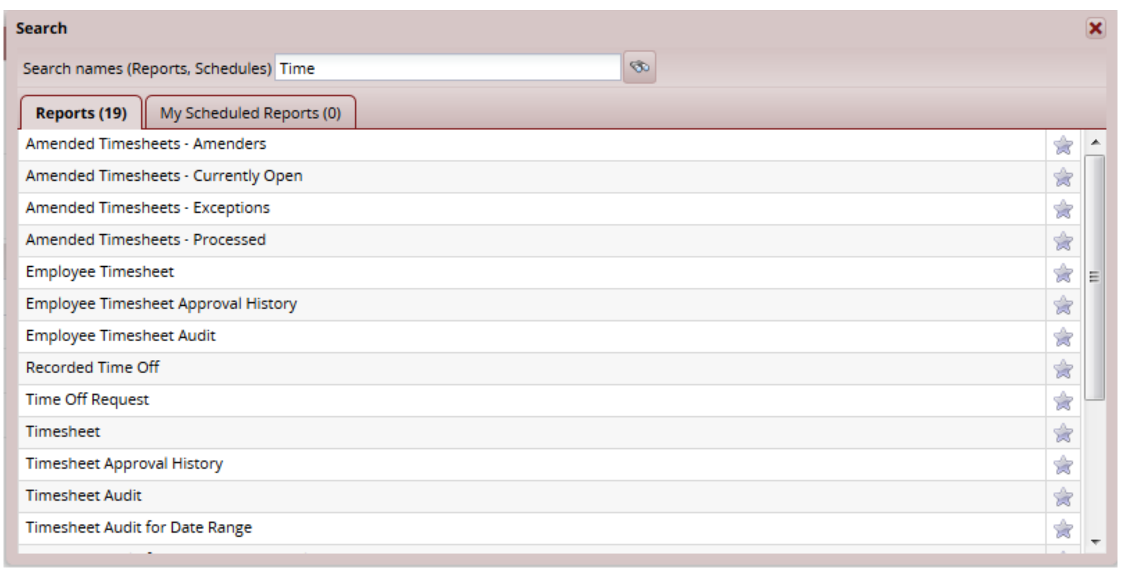


i. Select a subcategory if necessary.
ii. In the right-most field, select the name of the report to generate.

- Search for the report.

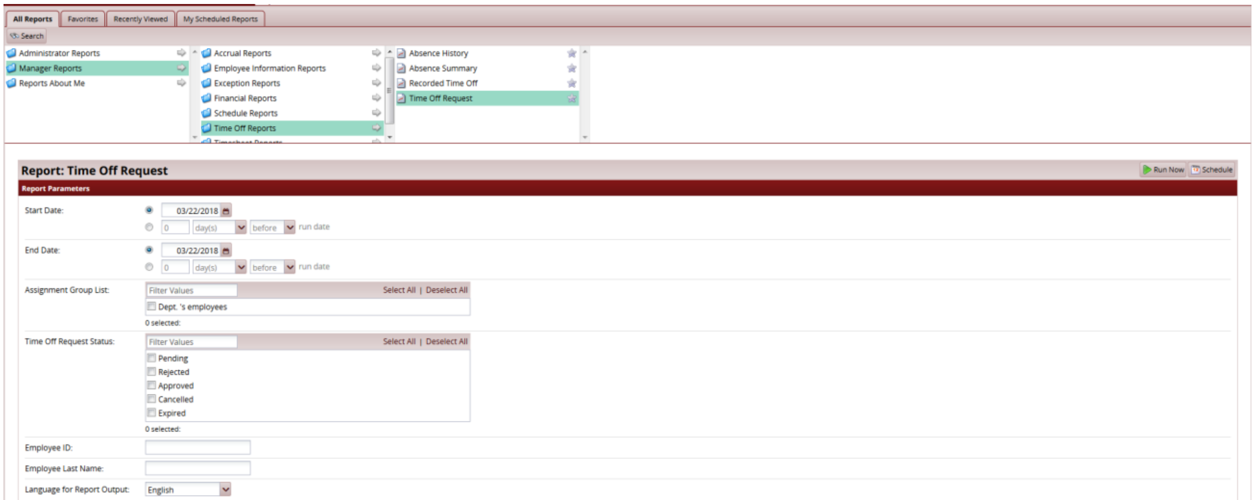
i. Enter the name or part of the name of the report in the **Search** field.
ii. Press the **Enter** key.

5. Reports with the search criteria in their name appear in a **Search Results** pane.

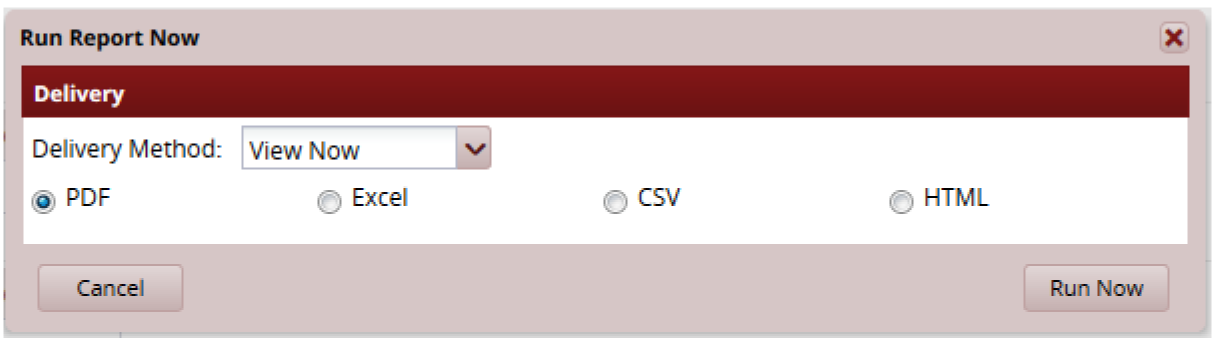


6. Click the name of the report you want to generate.

7. A second pane appears, allowing you to specify report criteria. Complete the various fields. Click **Run Now**.



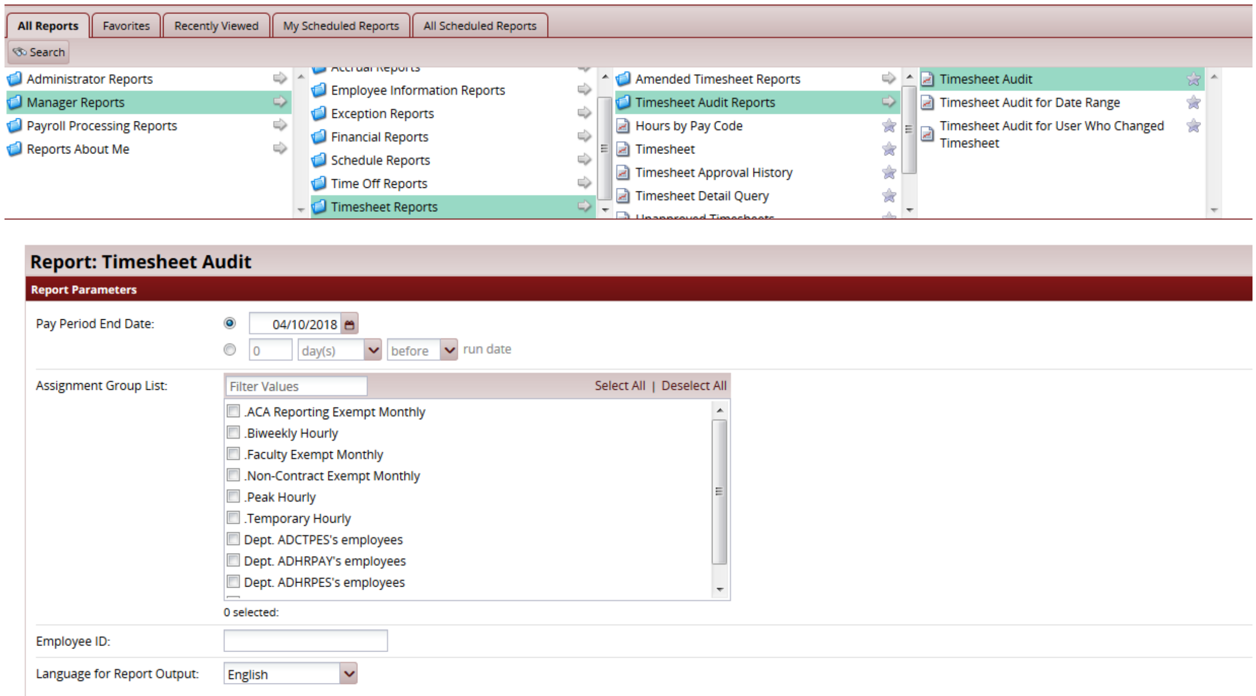
8. Select your preferred output format:



- **Excel** to view/print the output in an Excel spreadsheet.
- **HTML** to view the report in the browser window as a web page.
- **PDF** to view/print the output in Adobe PDF format.

9. Click **Run Now** to process the report. Workforce displays the report in a separate window.

Managers can audit timesheets to see who entered information onto the timesheets. On the All Reports tab, click Manager Reports > Timesheet Reports > Timesheet Audit Reports > Timesheet Audit.


All Reports
Favorites
Recently Viewed
My Scheduled Reports
All Scheduled Reports
Search
Administrator Reports
Manager Reports
Payroll Processing Reports
Reports About Me
Employee Information Reports
Exception Reports
Financial Reports
Schedule Reports
Time Off Reports
Timesheet Reports
Amended Timesheet Reports
Timesheet Audit Reports
Hours by Pay Code
Timesheet
Timesheet Approval History
Timesheet Detail Query
Timesheet Audit
Timesheet Audit for Date Range
Timesheet Audit for User Who Changed Timesheet
Report: Timesheet Audit
Report Parameters
Pay Period End Date:
04/10/2018
0
day(s)
before
run date
Assignment Group List:
Filter Values
Select All | Deselect All
.ACA Reporting Exempt Monthly
.Biweekly Hourly
.Faculty Exempt Monthly
.Non-Contract Exempt Monthly
.Peak Hourly
.Temporary Hourly
Dept. ADCTPES's employees
Dept. ADHRPAY's employees
Dept. ADHRPES's employees
0 selected:
Employee ID:
Language for Report Output:
English

Conversion Chart

The below conversion chart is used for all timesheet calculations. The time conversions may be different than what you are used to.

NOTE: The following chart must be followed in converting all fractional hours from minutes to tenths for entry of time on the hourly time record. Fractions of an hour less than 6-minutes do not count.

Minute	Tenths	Minute	Tenths	Minute	Tenths
01	.0	21	.4	41	.7
02	.0	22	.4	42	.7
03	.0	23	.4	43	.7
04	.0	24	.4	44	.7
05	.0	25	.4	45	.8
06	.1	26	.4	46	.8
07	.1	27	.5	47	.8
08	.1	28	.5	48	.8
09	.2	29	.5	49	.8
10	.2	30	.5	50	.8
11	.2	31	.5	51	.9
12	.2	32	.5	52	.9
13	.2	33	.6	53	.9
14	.2	34	.6	54	.9
15	.3	35	.6	55	.9
16	.3	36	.6	56	.9
17	.3	37	.6	57	1 hour
18	.3	38	.6	58	1 hour
19	.3	39	.7	59	1 hour
20	.3	40	.7	60	1 hour

Note: Time entry rounds based on each completed in/out punch enter to define time totals throughout a workday, time in excess of a whole hour is measure using the chart above.

Example: An employee returns from lunch at 11:26am and finishes for the day at 2:27pm. The total time would equal 3.0 hours worked after the lunch break.

11:26a – 12:00p = 34 minutes
12:00p – 2:00p = 120 minutes
2:00p – 2:27p = 27 minutes

Total time logged after lunch = 181 minutes = 3 hours and 1 minute:

Using the chart above any time between 01 minute and 05 minutes registers as a 0.0; therefore, the total time after the break is **3.0** hours.