

## Chapter 6

### EMPLOYEE TIME ENTRY:

#### ***Premise of ReportWare's Timekeeping Software:***

ReportWare's Timekeeping Software is designed to give you exceptional control over your own time tracking and interaction with your payroll department. From your computer, you mark yourself in each morning, out at lunch or on company business, and out at the end of your work day. Because this information is available live over your company's network, it is then used by your co-workers and receptionist to know whether they can call you in your office or need to take messages for you because you're out.

You may come and go as many times a day as you need to, marking yourself in or out as appropriate. At any time, you may review your times for the current day or past days. If there are any errors, for example, if you got busy with a call first thing in the morning and forgot to mark yourself in, you may place a note to your supervisor and payroll department indicating the correct time. You may leave a notation on each request to let them know the reason. By checking your time regularly and making any needed notations, you can stay on top of your times.

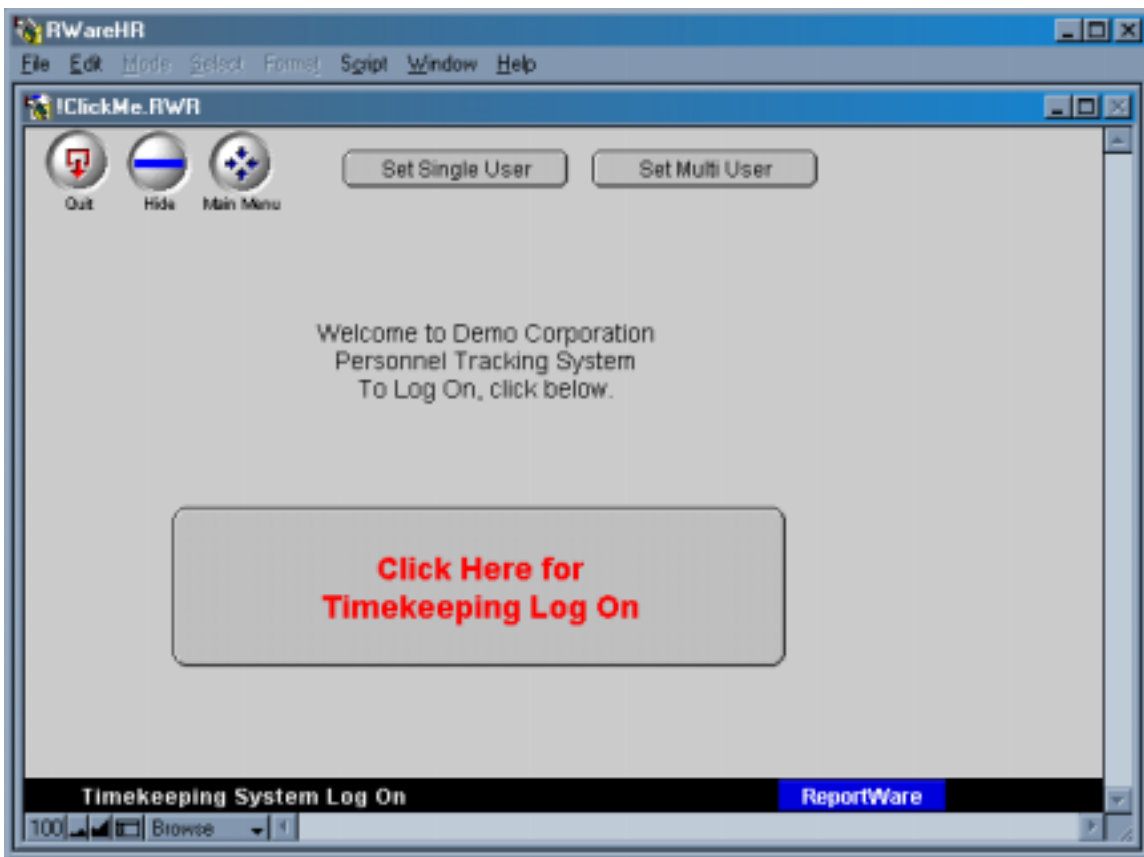
You may also review your work week and make notes on any vacation or sick time you use. By doing this, you ensure that everything gets to your supervisor and payroll department in an accurate and timely manner. You no longer have to send notes in with your timesheet, call them, or send them emails. After they make requested corrections, you will see them reflected on your timekeeping screens. This saves a lot of time and effort for others, in that they are not interrupted and may process your information whenever it's convenient.

***Enter Employee Time - System Setup:***

Your system administrator will place a shortcut on your computer, which you simply double-click to launch the software. This will locate needed files on your network and get you started. If your network is extremely busy or you are accessing the system over a WAN, there may be a short delay as files load.

***Enter Employee Time - Initial Log On Screen:***

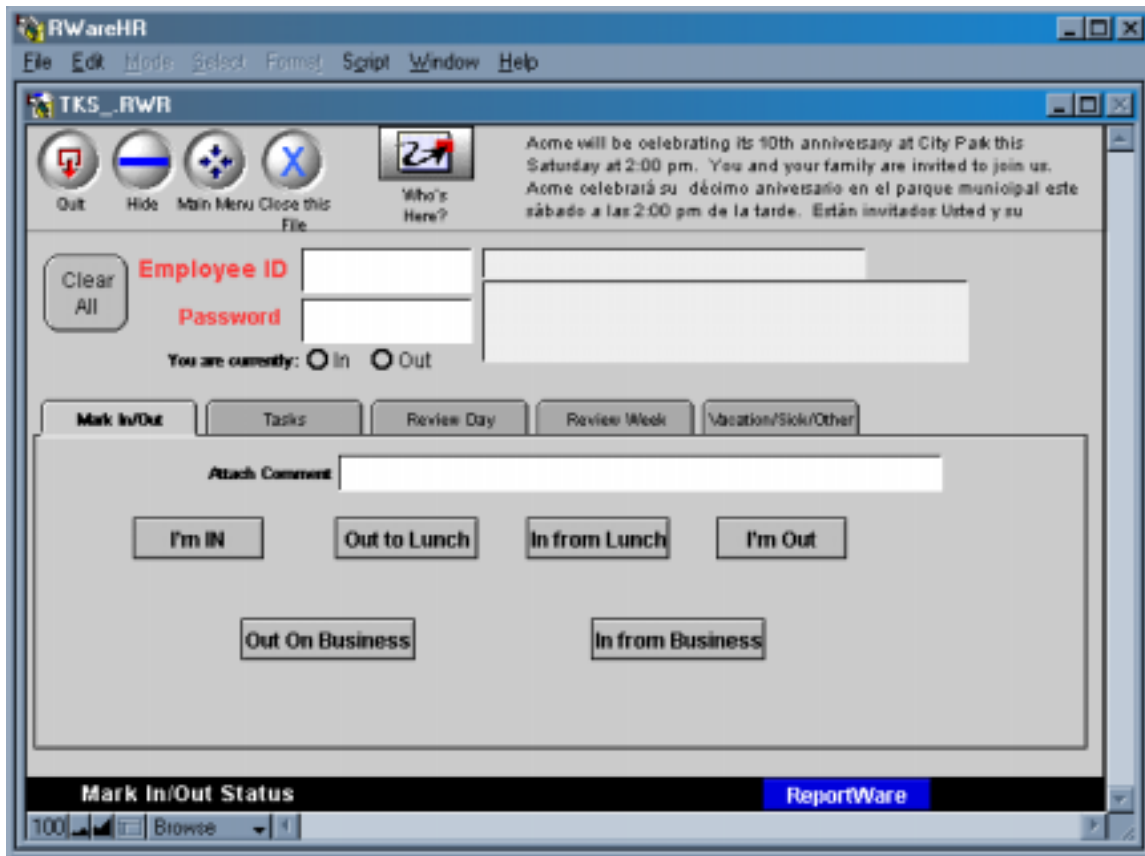
You will initially see a screen similar to this:



Employee Time Entry – Initial Log On Screen

Just click on the big button to proceed. You will next see:

***Enter Employee Time - Clock In / Out Screen:***



Employee Time Entry – Clock In / Out Screen

Use this screen to mark yourself in and out and to see any messages your payroll department may leave for you. The message in small type at the top of the screen is for everyone in the company; the message just below your name is specifically for you. If you want to leave a comment to be reflected in the “Who’s Here” screen (you’ll see it below), type in the comment in the “Attach Comment” box. An example would be: “Gone to Doctor-be back at 3:00”. If the comment appears to be too large to fit in the box, don’t worry -- what you type is never lost, it just doesn’t fully display until you click in the box.

**To log on:** type in your Employee ID in the space provided, then hit tab to go to the password box. Type in the password you are assigned. Passwords are case sensitive. After doing this, click any of the “I’m IN” or similar buttons if you want to mark yourself in or out.

If you want to review your times or enter tasks, without clocking in or out, click on any of the folder tabs (“Mark In/Out”, “Tasks”, “Review Day”, etc.). Clicking any tab will check your password and take you to that screen. You must enter your ID and password to see your own information.

**To log out:** so that someone else may log in on your computer, or when you’re away from your desk and want to keep your information private, click the “Clear All” button.

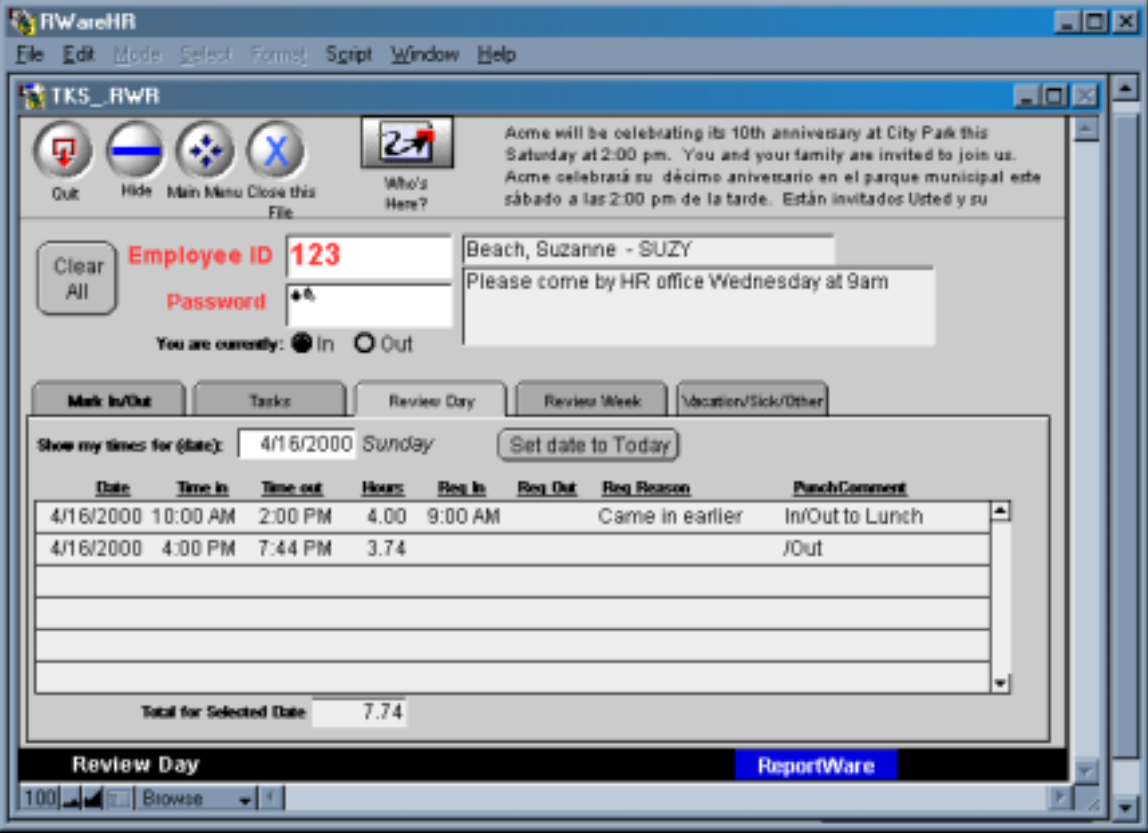
**ReportWare**

This will not clock you out; it will remove your Employee ID and password, thus disabling access to your personal information.



**Enter Employee Time - Review Day Screen:**

To review a specific day click on the “Review Day” button to see the following screen:

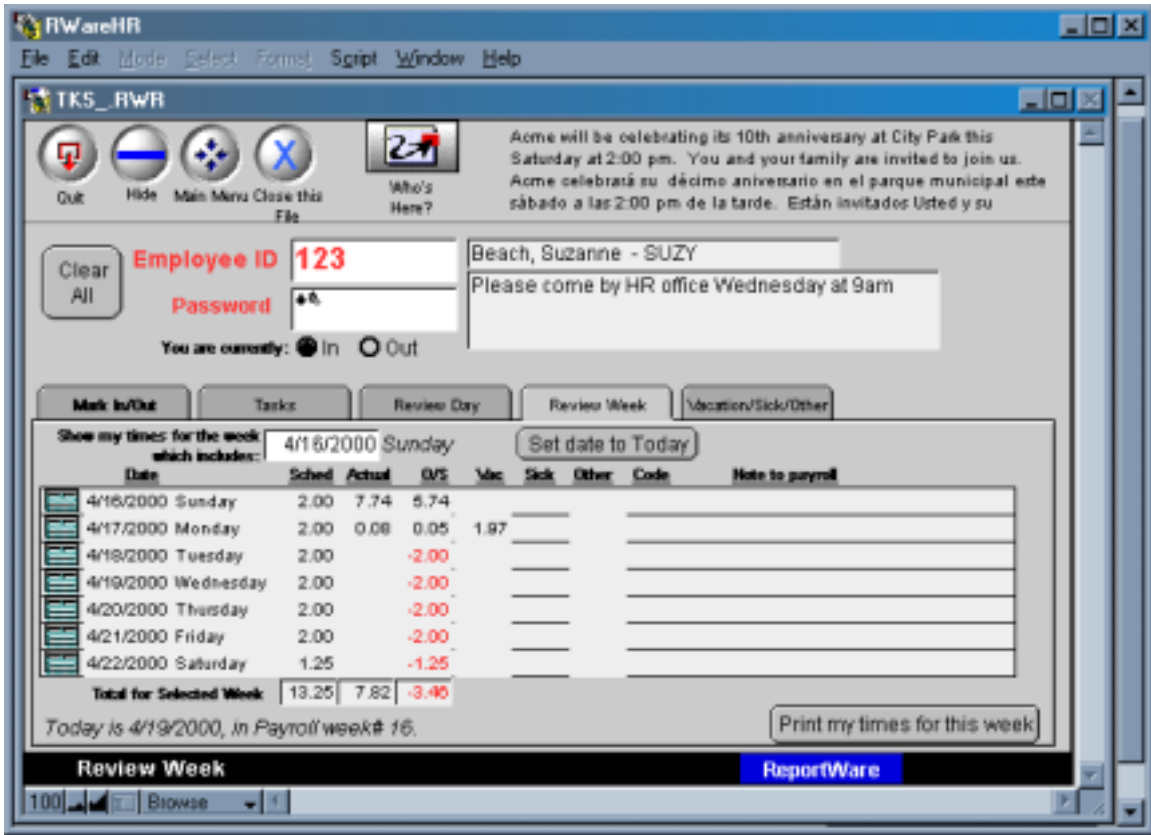


Employee Time Entry – Review Day Screen

On this screen, you will see details of every transaction for the specified date. You may type in any past date to see details for it. If you notice any errors, you may note them here. In the example above, you see that Suzy keeps funny hours. She came in at 10:00 AM, then left for lunch at 2:00 PM. She came back at 4:00 PM and left at 4:43 PM. She typed in “9:00 AM” in the “Req In” box for the first line and left a note in “Req Reason” that she came in earlier than she clocked in. Her supervisor will adjust her time accordingly. After adjustments are made, they will be reflected in the “Time in” or “Time out” columns. Please check regularly to ensure that all your times worked are accurate.

**Enter Employee Time - Review Week Screen:**

To review your work week click on the “Review Week” tab to see your times for every day of the week:



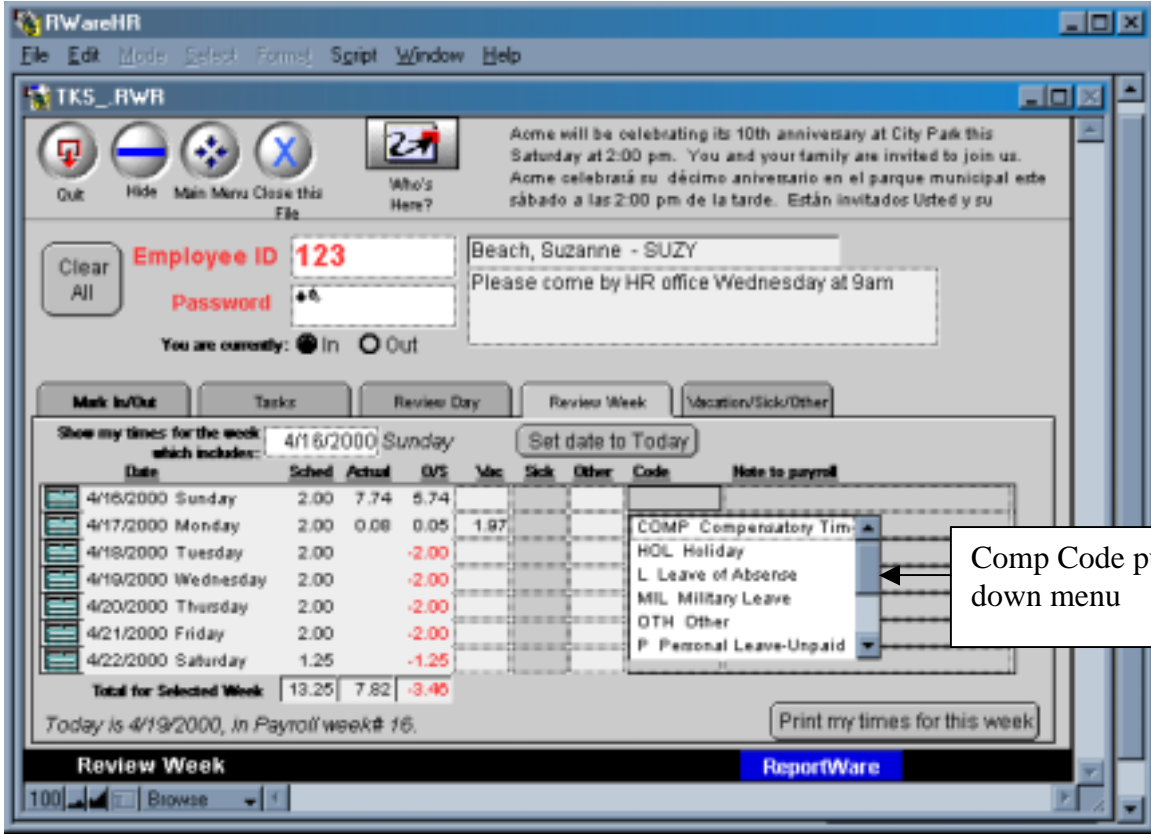
Employee Time Entry – Review Week Screen

If you happen to be the first person in your office to check times for a new week, there will be a prompt asking you to set up files for that week. Telling the system to proceed will cause it to set up files for that week for everyone in your office, so it may take a couple of minutes.

In the example above, Suzy has a very strange schedule. She was scheduled to work two hours every day except Saturday, when she was scheduled to work 1.25 hours. Unhappy with her schedule, she didn't work it. She worked 7.74 hours on Sunday and about 8 minutes on Monday. She then put in requests to use 1.97 hours of vacation on Monday.

To request Sick time, you enter the time requested in the Sick column. You may enter a note to Payroll explaining the request if you wish.

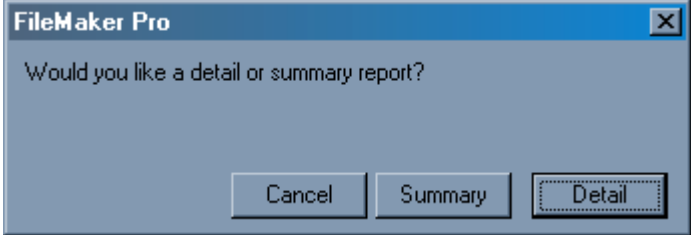
To request Comp time or LOA time, you enter the time requested in the Other column and then select the desired code from the pull down box located under the Code column. You may enter a note to Payroll explaining the request if you wish.



Employee Time Entry – Review Week Screen (Comp Code Pull Down Menu)

***Enter Employee Time - Print Employee Timesheet:***

To print your timesheet for your own records or for your supervisor’s signature, press the “Print my times for this week” button. You will be prompted as to whether you want detail, which shows all ins and outs, or a summary, which just shows totals for each day.



Employee Time Entry – Print Timesheet Prompt

Select the level of detail that you wish by clicking on the box. You will see a copy of the report on your screen. Press the continue button and a print dialog box will be displayed.

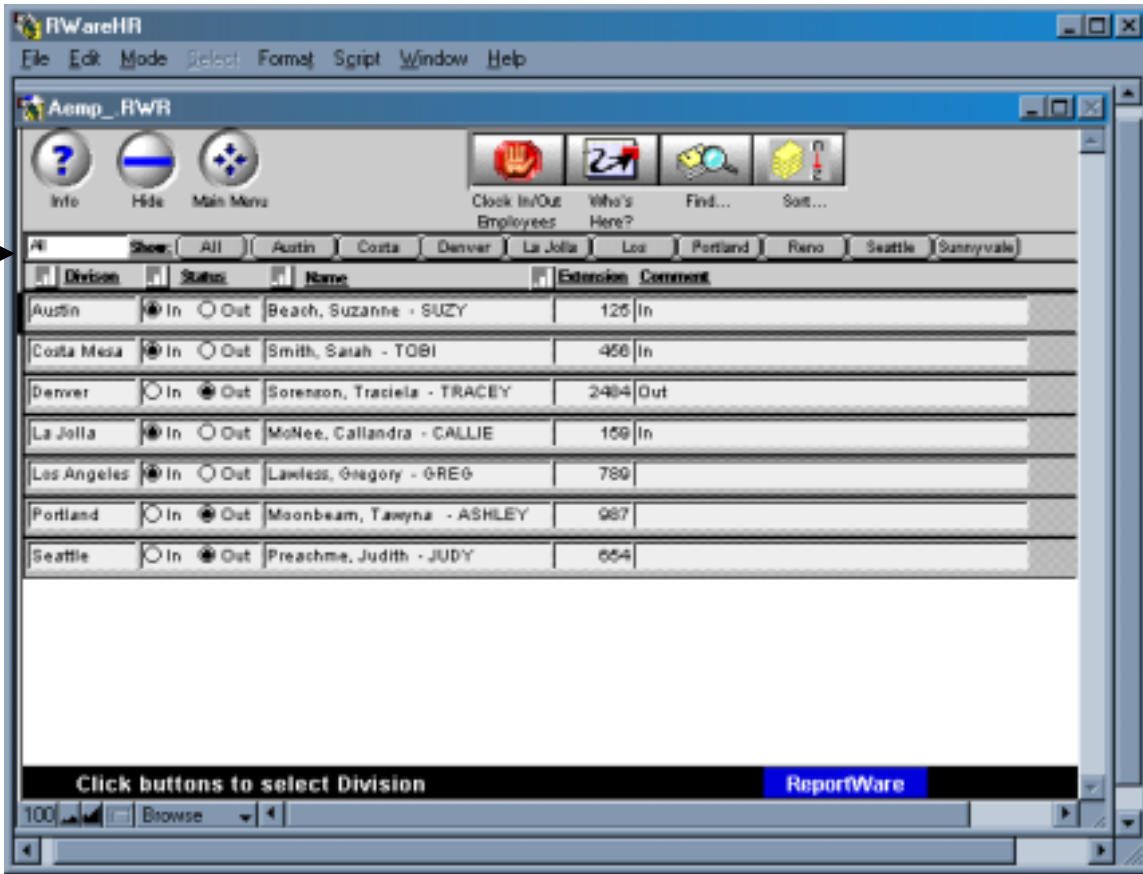


Print Dialog Box

Verify the name of your printer and press OK. The timesheet will print on your printer.

***Enter Employee Time – Who’s Here:***

At the top of each screen, you may notice a button with a caption of “Who’s Here”. Click on this to see the in/out status of your co-workers.



Employee Time Entry – Who’s Here

In the example above, you see all current employees from all offices. You can see that it’s all offices by noting the word “All” in the box above the division column. If you want to see who is in a particular office, click on the oval button at the top to display information for that division. You may also use the Find button to search for a particular person. You sort each column by clicking on the gray graph symbol at the top of the column. Each person’s nickname is displayed in caps, since the person whose proper name is “Elgobert Wycyzinski” may be better known to everyone as “Red”. To go back to your own time screen, click on the “Clock in/out Employees” button or click on the “Hide” button.