

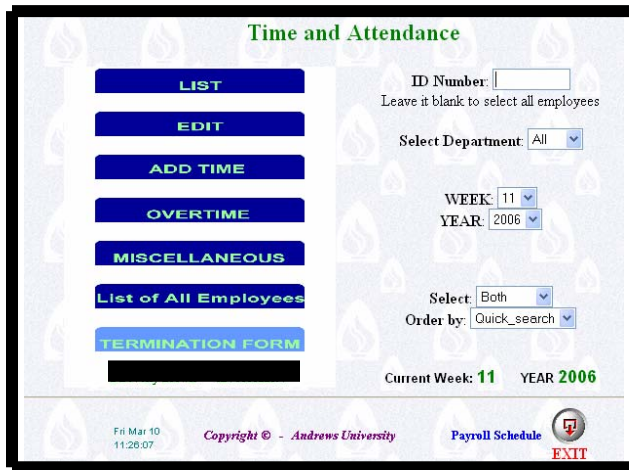
# TIME MANAGER'S MANUAL

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# Time & Attendance Website



Address : <https://secure.andrews.edu/admsvs/managers/>

Login : email user name and password

## A. VIEWING TIME:

To see the total time for all employees under your departments:

- ID Number field - leave blank if viewing whole department
- Select Department - all, or one department
- Week - number
- Year - calendar year
- Select - to view only staff, or students, or both
- Order by - lists by ID or Name
- press the LIST button

To see individual time for a particular week:

- fill in ID Number field
- select the week and year
- press EDIT; or
- click on their name when under LIST

When looking at an individual's time entries, you can also view current Paid Leave and Long Term Sick banks by looking on the bottom row underneath the time entries.

Date	Week	IN	OUT	IN	OUT	Day Total	Week Total
<a href="#">06-Mar-2006</a>	11	<a href="#">09:08</a>	<a href="#">17:12</a>			8.07	8.07
<a href="#">07-Mar-2006</a>	11	<a href="#">08:40</a>	<a href="#">14:08</a>	<a href="#">15:13</a>	<a href="#">17:27</a>	7.70	15.77
<a href="#">08-Mar-2006</a>	11	<a href="#">09:27</a>	<a href="#">13:47</a>	<a href="#">14:58</a>	<a href="#">17:48</a>	7.17	22.94
<a href="#">09-Mar-2006</a>	11	<a href="#">09:07</a>	<a href="#">12:00</a>	<a href="#">12:57</a>	<a href="#">18:17</a>	8.22	31.16
Paid-leave Available (Hours.Mins) :		30.13		Long Term Sick Available (Hours.Mins) :		34.06	

### Note:

- The Paid Leave and Long Term Sick banks will always show the current balance even if previous weeks/years time is viewed.
- The banks will only be updated when the payroll for the current two weeks are processed on pay week, NOT when the leave hours are entered online.

## B. FORMAT OF ENTRIES:

The correct format is: (found under HELP at EDIT and ADD TIME screens)

AM=a	PM=p	Hour=h		
TIME			MILITARY TIME	
8:00am		800a	8:00	800a
8:30am		830a	15:00	1500p
8:00pm		800p	HOURS	
Midnight		1200a	8 hours	800h
Noon		1200p	8 1/2 hours	830h

## C. TO ADD TIME:

### First Submissions (no existing record for the week):

1. Enter ID number of employee.
2. Select the week and year.
3. Press the ADD TIME button.
4. Choose the appropriate position.
5. Choose the Pay Type.
6. Enter time using correct format (see section B above).
7. Press correct date to submit time.

Supervisor: [REDACTED]

Due Time to Post 21-Mar-06 17:00 PM

Employee ID: [REDACTED]

Select Posn: Posn: H55010 Clock: 06 5500

Pay Type: Regular Hour

Enter Time [ ] [Help](#)

Week # MARCH 2006

11 05 06 07 08 09 10 11

Clear MARCH 2006

Paid leave Long Term Sick

(Hours.Mins) 30.13 (Hours.Mins) 34.06

**TIME SAVING HINT:** you may use blocks of time instead of individual entries. For example, instead of entering 1200p to 300p for 3hrs, enter 300h.

### Entering Time on Existing Time Record (see picture on next page):

- Once the person has an existing time record, use the EDIT button (instead of ADD TIME) for faster submission and to see all time entries.
- Click on the desired date located both along the left hand column and across the top (see below) to enter time using the correct format (see section B above).

Due Time to Post : 21-Mar-2006 17:00

Name: ██████████ Position: 55004R Record Number 1  
ID No: 0 ██████████ Department:  
Supervisor: ██████████ 5500 HUMAN RESOURCES ADMINISTRATION

Sun 05 Mon 06 Tue 07 Wed 08 Thu 09 Fri 10 Sat 11

Dates

Date	Week	IN	OUT	IN	OUT	IN	OUT	IN	OUT	Day Total	Week Total
<a href="#">06-Mar-2006</a>	11	16:28	18:13							1.75	1.75
<a href="#">07-Mar-2006</a>	11	16:13	18:03							1.83	3.58
<a href="#">08-Mar-2006</a>	11	14:43	18:11							3.47	7.05
<a href="#">09-Mar-2006</a>	11	16:23	18:16							1.88	8.93

[Return to Main Page](#) [Return to: List All Employees Page](#)

Enter Time

ID No.	Date	Time	
000095940	06-Mar-2006		<input type="button" value="Submit"/>
<input type="button" value="Help"/>	Pay Type :	Regular Hour	<input type="button" value="Clear"/>

**Entering Paid Leave/Jury Duty Leave/Funeral Leave:**

This can be done from either the ADD or EDIT.

1. Choose either ADD or EDIT.
2. Under Pay Type, change to PAID LEAVE/JURY DUTY LEAVE/FUNERAL LEAVE.
3. Submit time.
- Long-term sick hours can not be entered online. Please submit to the Payroll Office a Long-term Sick Leave application form with an attached a physician's statement.

**D. AFTER MIDNIGHT AND SATURDAY-TO-SUNDAY TIME:**

Time that spans two days will cause an error on each day it appears.

To correct:

1. Calculate the total time worked from start to finish.
2. Erase both punches on both days so that there are no errors.
3. Enter as a set hour amount on the appropriate day(s).
4. Or on the first day, ADD 1159p and on the second day ADD 1201a.

**E. TIME SUBMISSION:**

- This is to be completed by each MONDAY.
- **DEADLINE** for both weeks of the pay period is MONDAY of Pay Week at 1PM.
- **NO EXCEPTIONS!**
- ❖ Due date and time is posted on the top of webpage when using LIST, EDIT, ADD TIME functions.
- ❖ If possible, submit time on Friday afternoon or over weekend before pay week starts in order to avoid the delays that are encountered on Monday mornings.
- ❖ If hours for your department or an employee are manually entered hours, if possible, do time entries as the hours are.

**Reviewing Time before Submission:**

Total time can be seen:

- through individual ID numbers; or
- by pulling up everyone in the department using the EDIT (individual hours for all employees in the department) or LIST (a summary total of each employees’ hours for the week) screens. See sample of LIST below.

\* Denotes Missing Hours.  
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Week 11		Manager	Beg Date : 03-05-2006	End Date : 03-11-2006	
ID:	Name:	Dept	Position	Submitted Hours	Week Total
00		5500		0.00	7.37
00		5500		0.00	39.28
00		5500		0.00	10.91
00		5500		0.00	8.93
00		5500		0.00	* 12.10
00		5500		0.00	6.96
00		5500		0.00	12.44
00		5500		0.00	34.38
00		5500		0.00	4.53
00		5500		0.00	35.18
10 Records			Total Hours	0	172.08

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- If hours have not yet been submitted for the week, the columns “Submitted Hours” and “Week Total” will be have a red background as shown above.
- If hours have been submitted for the week, the columns will have a light yellow background.
- Notice that employees with missing punches during the week will have an asterisk next to the week total hours. These need to be taken care of before final submission.

**How to Submit:**

Each department needs to be submitted separately.

1. Choose department number you wish to submit.
2. Select the week and year.
3. Press the EDIT button.
4. Please review that all hours for each week are entered and/or accurately reported.
5. Scroll to bottom and press the SUBMIT TO PAYROLL button
6. After it has been submitted, print the first screen to appear that is entitled “The Following Record has been posted to Payroll”.
7. **Print this page!**
8. Repeat for other departments, if applicable.

**Number of Times Hours Can Be Submitted:**

- A department can submit as many times as needed for both weeks of the pay period as long as it is before the Monday deadline.
- Then submit to Payroll the LAST submission for each week of the pay period, signed by the department head or chair.

**Holiday Submission:**

If the Monday of pay week is a holiday:

- ➡ Online time submission **DEADLINE is 12pm TUESDAY. NO EXCEPTIONS!**

## F. DOCUMENTATION SUBMISSION:

The sheet to be submitted:

- Is printed out at the end of the Submission process and is entitled *"The Following Record has been Submitted to Payroll"*.
- Is to be signed by the department head or chair.
- ➡ A documentation of the time submitted for each week needs to be sent to the Payroll Department.
- ➡ Submit documentation for both weeks by the end of Pay Week.
- ➡ This is very important for any future audits of the time reports.

### Unacceptable Submissions:

1. Printouts with additional papers attached such as Paid Leave/Jury Duty Leave/Funeral Leave. Once entered in the computer, these documents are for your records only.
2. The detailed EDIT screen of the department before the final submission. This is information that can be accessed at anytime online. It does not show what has been submitted and is therefore not valid for auditing purposes.
3. Printouts without proper signatures.

## G. COLOR CODES:

The background on time entries will alter in color depending on several factors. In order to decipher these codes, see the meanings below.

<b>Red</b>	Error or No Time (missing punch)
<b>Blue</b>	Manual Entry
<b>Green</b>	Waiting on Time from Current Day
<b>Yellow</b>	Blocks of Time or Paid Leave entered

## H. OTHER WEBPAGE FUNCTIONS:

<b>Overtime</b>	View employees' overtime hours for the week
<b>Miscellaneous</b>	View any deleted hours (may be restored)
<b>List of All Employees</b>	View all (current & non-current) employees under your dept Time can not be viewed in this function
<b>Termination</b>	You can generate a termination for an employee here Generate a termination request for an employee

## I. PROBLEM SOLVING:

- ❖ If an employee can not clock in, or if you have any problem entering time, call the Payroll Department (ext. 3325) **before Monday of Pay Week.**
- ❖ If an employee has two positions in the same building or department, under the same clock, request Payroll to have one of the positions on the manual entry clock.
- ❖ As there is a processing time for new employees, you may not be able to make time entries for them for the first few days. Continue to check the webpage to see if they have been set up, at which time their hours are then to be entered.
- ❖ If the employee is not activated by 12pm on Monday of pay week, email their hours worked to [payroll@andrews.edu](mailto:payroll@andrews.edu).

## J. FREQUENTLY ASKED QUESTIONS:

Can you enter your own time?

*No. Timekeepers do not have access to their own time. Your supervisor or the alternate timekeeper will have to make those corrections for you.*

Can you swipe into the time clock if you forgot to check in/out?

*Yes, continue swiping as normal. The missed time can be manually entered.*

Can the Payroll Office enter missed time for our department?

*No. Timekeepers are responsible to enter time for their departments. If there is a problem with entering time, timekeepers need to inform the Payroll Office **before pay week** to have the problem corrected.*

Can time worked but not entered be paid on the upcoming pay day as entered time?

*No. Time not entered is late time and will be paid on the next (**not** upcoming) pay day. The Payroll Office does not issue advances for late time, however, the employee's department may opt to make cash advances.*

*The Payroll Office is not responsible for the delay in processing rate sheets due to incomplete employment paperwork. No advances will be given for hours worked during this period. Time accumulated that is not current time is considered late time and should be emailed to the Payroll Office for processing on the pay period following the completion of the employee set up process.*

If an employee's time is adjusted after the department's hours has been submitted, can the timekeeper re-submit only for the employee?

*No. Hours are submitted by department, not individually. You must return to the main page and click on LIST where you will see the SUBMIT TO PAYROLL button at the bottom of the screen. This button is not available when viewing an individual employee.*

If the hours for the week have been submitted, can I still make changes?

*Yes, as long as it is **before** the deadline of 1pm on Monday of pay week. Once you've made the changes, you must resubmit for the whole department (NOT the individual).*

Should I terminate an employee on the last day of work or the last day of the pay period?

*You may terminate an employee on the last day of work. This will not automatically delete them from the system. The Payroll Office will only terminate the employee after the last pay check has been paid out to the employee.*

If an employee has been away from work due to an illness, when can they use long-term sick hours?

*For time off work due to illness (other than surgery that requires an extended recovery period), employees must use the equivalent hours of 3 work days from their paid-leave bank before they can use their long-term sick bank. The paid-leave bank constitutes hours accrued for vacation time, short-term sick, holidays, and personal time off.*

*To apply for long-term sick hours, please fill out a long-term sick leave application form, attach a physician's statement covering all dates of illness, and submit to the Payroll Office.*