Employee Training

Employee Training

Employee Training will review everything a employee needs to be successful in using their TimeForce system. Upon completions of Employee Training, you will be able to change your TimeForce Preferences; fully understand the Time Card; My Screen functions; Reports and Employee Tab.

Logging In

Your Manager will give you the web address to TimeForce

If you forgot your password, you can click on the link to retrieve it

Check box if computer is not used by one user only

Employee Training

Preferences

As you login to TimeForce, **Preferences** will be on the upper right-hand corner right under the **Logout** button. This will allow you to define some general viewing and usage settings. You can make changes for the person who is currently logged in, making it easy for each person to customize their TimeForce page. Review each function of the Preferences page and make any necessary changes.

- **Password:** If you want to change or update your password, you can do that here.
- **Hours Format:** Allows you to change the way you see your hours in the system. For example, you would view your hours at .17 for 15 minutes in the Decimal Hours formal as appose to 15 minutes in the hours and minutes format. Select the number of decimal places you would like to see displayed in the program. 0-8 are available. Note: Displayed hours totals may vary slightly from final hours calculations depending on the setting specified here.
- **Punch View:** Allows you to select whether you would like to view the "Rounded" or "Actual" punches for your employees.
- Click **Update** when all changes have been made

Time Card Tab

The Time Card screen is where you will see all the totals for each pay period.

- The Time Card data is displayed on a per-employee basis.

The **View** field in the top left-hand corner of the Time Card table allows you to select the range of punches displayed. By default the "Weekly" setting is selected, displaying Time Card data one week at a time. The Pay Period view can also be selected (as in "Bi-Weekly" or "Semi-Monthly"). This setting displays punch data for the entire pay period.

Important: With the **View** setting set to "Weekly," the hours and earnings information displays totals for the range of days currently shown on the Time Card *only*. Select the Pay Period view to view totals for the entire pay period.

CTR™

Employee Training

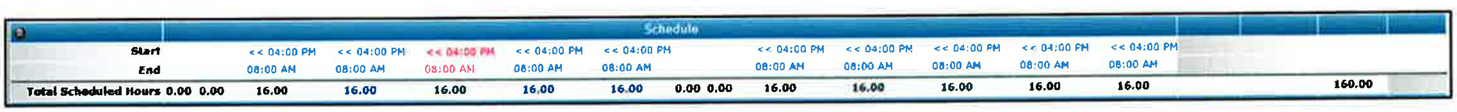
The displayed date range is shown in the header at the top of the Time Card table. Click on the and icons to scroll by week, and the and icons to scroll by pay period.

- The Time Card screen is shown in a table format, with each column representing a day of the week.

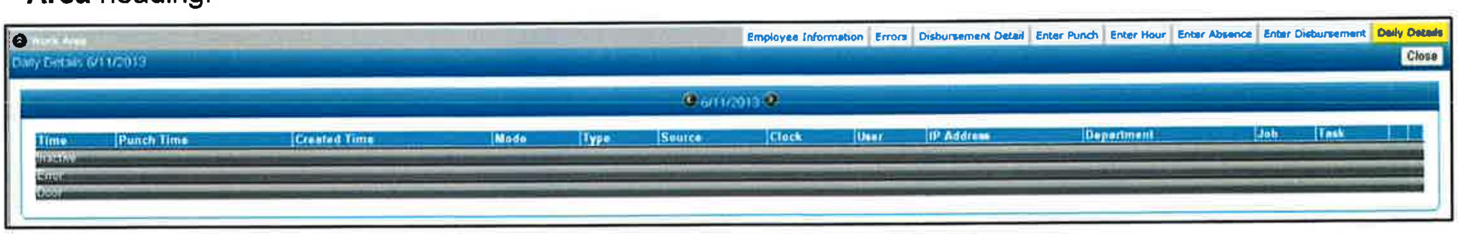
- The column on the left-hand side of the screen shows the row headers. The time clock punches, total hours, pay codes, grand totals, etc. are all displayed as rows in the table.

- The main body of the table displays the punches under the days of the week headers. The punches are totaled under the **Accumulated Hours** section of the screen. Any totals assigned to a pay code are displayed under the **Pay Codes** section of the screen. Hours are totaled under the **Grand Totals** header.

- If you are assigned to a schedule in the system, scheduled hours are displayed under the **Schedule** section of the screen.



- Any time you click on a punch or insert a new entry into the Time Card, the **Work Area** appears at the top of the screen (directly above the Time Card table). All functions are performed from the Work Area. This section of the screen can be expanded or collapsed by clicking on the or icon located to the left of the **Work Area** heading.



- When a pay period ends, verification must be performed.
- Recalculate Employee List allows you to apply any changes to the entire employee list. Recalculate Employee allows you to apply any changes to just the employee.

Employee Training

Punch Errors	MB NS UH	MB NS UH	MB NS UH	MB NS UH

If your punches contain errors, a code will be displayed in the Punch Errors row of the table. Hover your cursor over the error code to view a definition of each error. Errors are generated based on the rules that have been specified in the Error Monitoring section of the program.

- Punches on the Time Card are displayed with symbols or certain colors, depending on the punch details.
- The Time Punch Legend is at the bottom left of the page.
- Hovering over punches with symbols displays more information.

Symbol	Definition
*	The displayed punch has been edited.
†	The displayed punch contains "Punch Notes." To view the notes, either hover your cursor over the punch or click on it to bring up the "Punch Details" screen.
‡	The displayed punch has been edited *and* contains "Punch Notes." To view the notes, either hover your cursor over the punch or click on it to bring up the "Punch Details" screen.
»	The displayed punch belongs to a schedule that crosses midnight.
•	The displayed punch was manually created.
(Orange Punch)	Lunch punches are displayed in orange. This means that the employee used the <LUNCH> key on the clock keypad when punching.
(Green Punch)	Break punches are displayed in green. This means that the employee used the <BREAK> key on the clock keypad when punching.
(Blue Punch)	Punches that you are allowed to edit are displayed in blue. Click on the punch to bring up the "Punch Details" screen.
(Black Punch)	Punches that you are not allowed to edit are displayed in black. This means that you do not have the access rights required to edit the punch.
(Red Hours)	Hours totals that are displayed in red have been manually edited.

Employee Training

Entering Punches

A Supervisor user has the ability to manually **edit** the punch data on the Time Cards of their assigned employees.

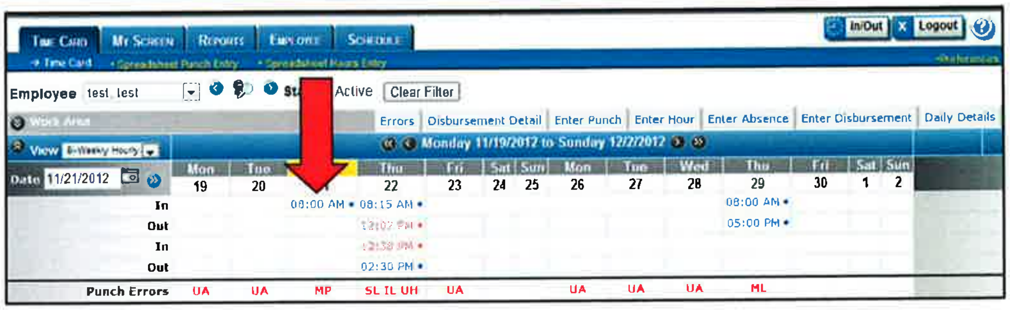
To enter a punch click on the "**Enter Punch**" link located in the row of links directly above the main Time Card table. The **Punch** window appears at the top of the screen. **Note:** Only the **Punch** and **Date** fields are required.

- **Punch:** This is the time of the punch in 24-hour format.
- **Date:** This is the date assigned to the punch. Click on the icon to select the date from a calendar.
- **In Punch Date:** If this is a punch other than the first IN punch of the day, this field will display the date on which the IN punch for this schedule fell. This field is used when you have employees working a graveyard schedule that runs past midnight. This field is not editable.
- **Do Not Round:** With this option selected, any rounding policies assigned to the employee will not be applied to this punch.
- **Type:** The punch type specifies whether the punch is a "NORMAL," "LUNCH" or "BREAK" punch. In most cases, a punch type of "NORMAL" is used.
- **Created Date:** This field displays the date that the punch was created. For example, if you manually insert a punch for yesterday's date, today's date is displayed in this field.
- **Created Time:** This field displays the actual time that the punch was created. This field can vary from the "Punch" field if the punch has been manually edited, or if the punch has been rounded according to the policies that the employee is assigned to.
- **Mode:** This field allows you to select whether the punch is specified as an "IN" or "OUT" punch. A setting of "AUTO" allows the system to automatically determine the in/out status of a punch, based on the punch order on the Time Card.
- **Department:** This field allows you to assign the punch to a department level. Select the desired department from the drop-down menu.
- **Notes:** Enter any desired additional notes about this punch or punch edit into this field. There is a maximum of 150 characters.
- Click on the **Create** icon to save the punch. Click on **Cancel** to cancel the changes that you have made.

Employee Training

Viewing Existing Punches

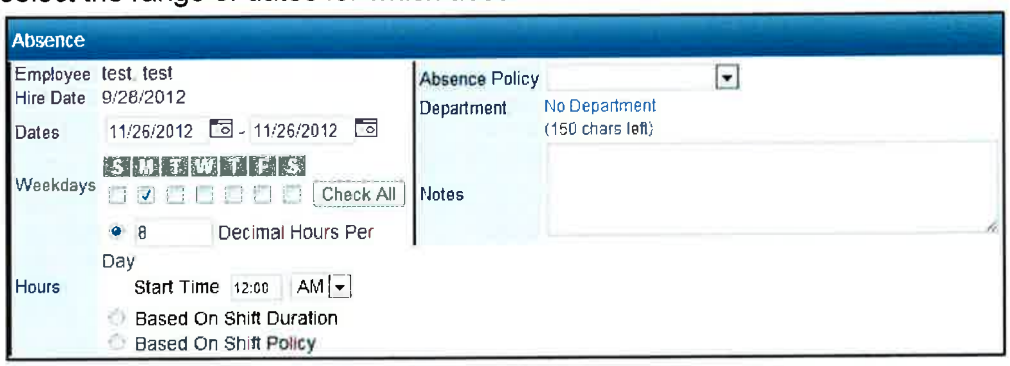
Each punch on the Time Card screen is a link. Click on the link to bring up the **Punch** screen at the top of the screen containing the selected punch's information. The information displayed for existing punches is identical to the fields described in the previous section.



Entering Absences

Click on the "**Enter Absence**" link located in the row of links directly above the main Time Card table to enter absences on the time cards of the employees you supervise. The **Absence** window appears at the top of the screen.

- **Hire Date:** The date of the employee's hire is displayed. This setting is not editable.
- **Dates:** The date field allows you to select the range of dates for which absences will be created. Enter the desired dates, or click on the icons to select the dates from a calendar.
- **Weekdays:** Put a check mark in the box for each day of the week that you would like absences to be created. For example, if the date range selected crosses the weekend, leaving the boxes for Saturday and Sunday unchecked specifies that no absences are to be created for those days. Click on the [CHECK ALL] icon to check all of the boxes.



- **Hours:** This field contains three options:
- Select **Decimal Hours Per Day** if you would like the system to award the employee with a set number of absence hours for each day specified. Enter the desired number of hours, and enter a Start Time. The **Start Time** is the time at which the hours total will begin on the Time Card.
- **Based on Shift Duration: N/A**
- **Based on Shift Policy: N/A**
- **Absence Policy:** If you would like to assign this absence to an Absence Policy in the system, make the desired selection from the drop-down menu.
- **Department:** If you would like to assign this absence to a department level, make the desired selection from the drop-down menu. **Notes:** Enter any desired notes about the absence. Absence notes can be viewed from the Time Card. There is a maximum of 150 characters.
- Click on the [CREATE] icon to create the absence. Click on [CANCEL] to cancel the changes that you have made.

Employee Training

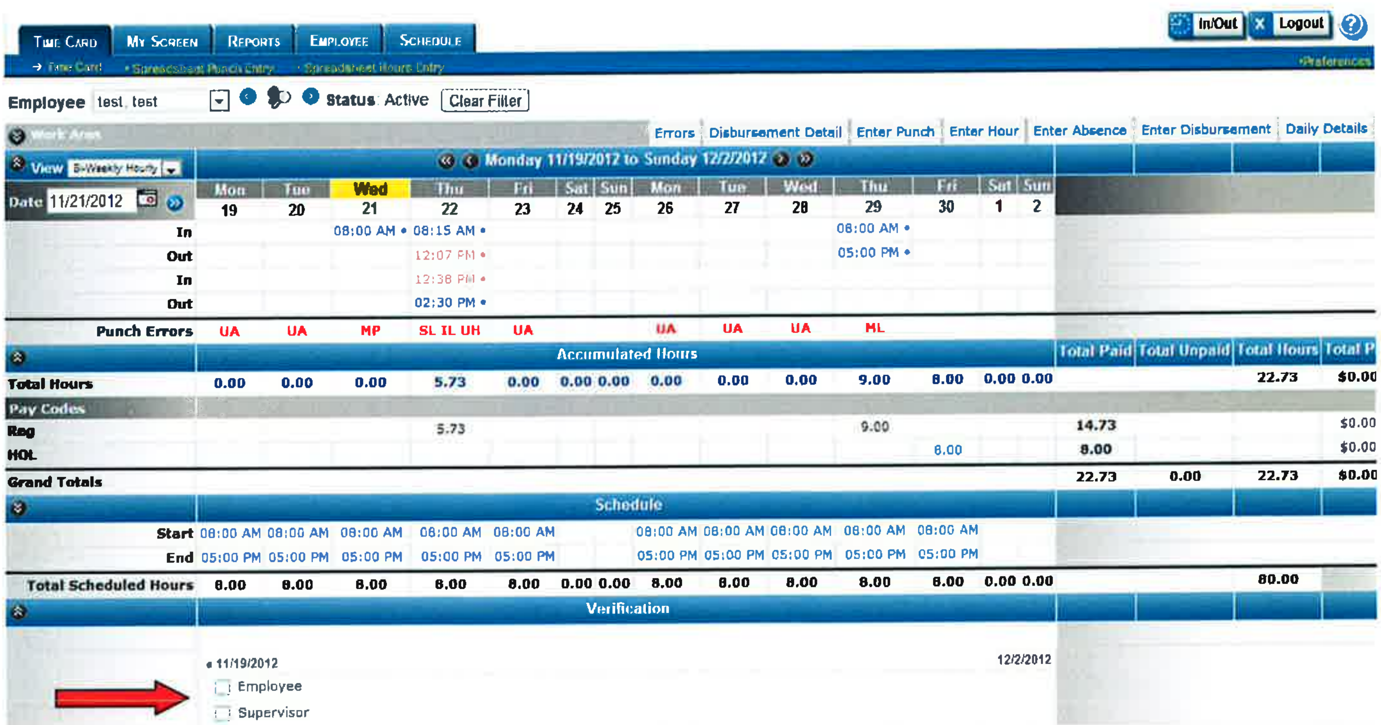
Verifying Time Cards

A pay period can only be verified once it has ended. If the notification option on the verification policy is enabled, the system will notify you upon login to the system that there is a completed pay period awaiting verification.

From the Time Card screen, the **View** setting in the upper left-hand corner of the screen is set to "Weekly" by default. Select the pay period view from the drop-down menu (as in "Bi-Weekly," "Semi-Monthly," etc.).

The **Verification** section is displayed at the bottom of the screen below the hours totals. To verify the pay period, the supervisor must click on the box under the **Verification** section of the screen. A green check mark appears, denoting that the pay period has been verified.

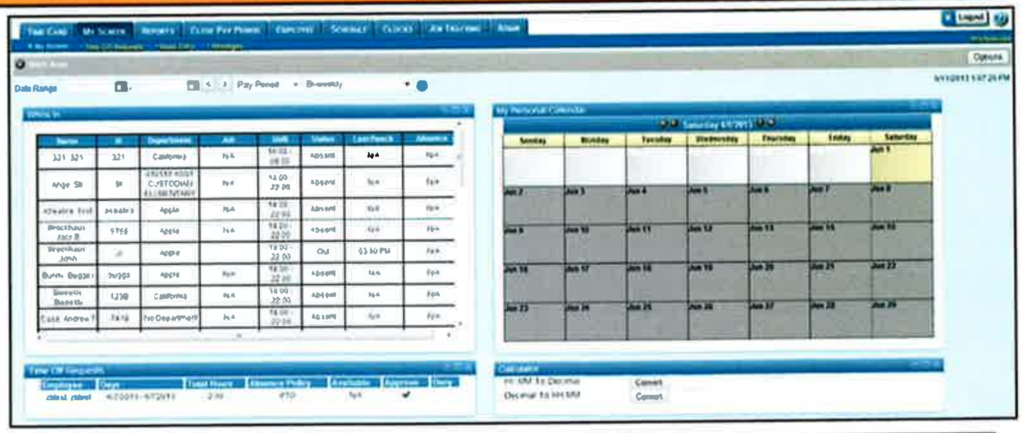
NOTE: Only Verify the time card after all punch errors have been corrected. If a supervisor has made any corrections to your verified time card, your time card will then become un-verified. You will then get a notification to re-verify your time card. You will then have to log into the system and re-verify.



Employee Training

My Screen Tab

The My Screen section is intended to provide you with up-to-date information, as well as provide you with one screen in which all major Time Card functions can be performed. This screen can be configured to display various types of information.



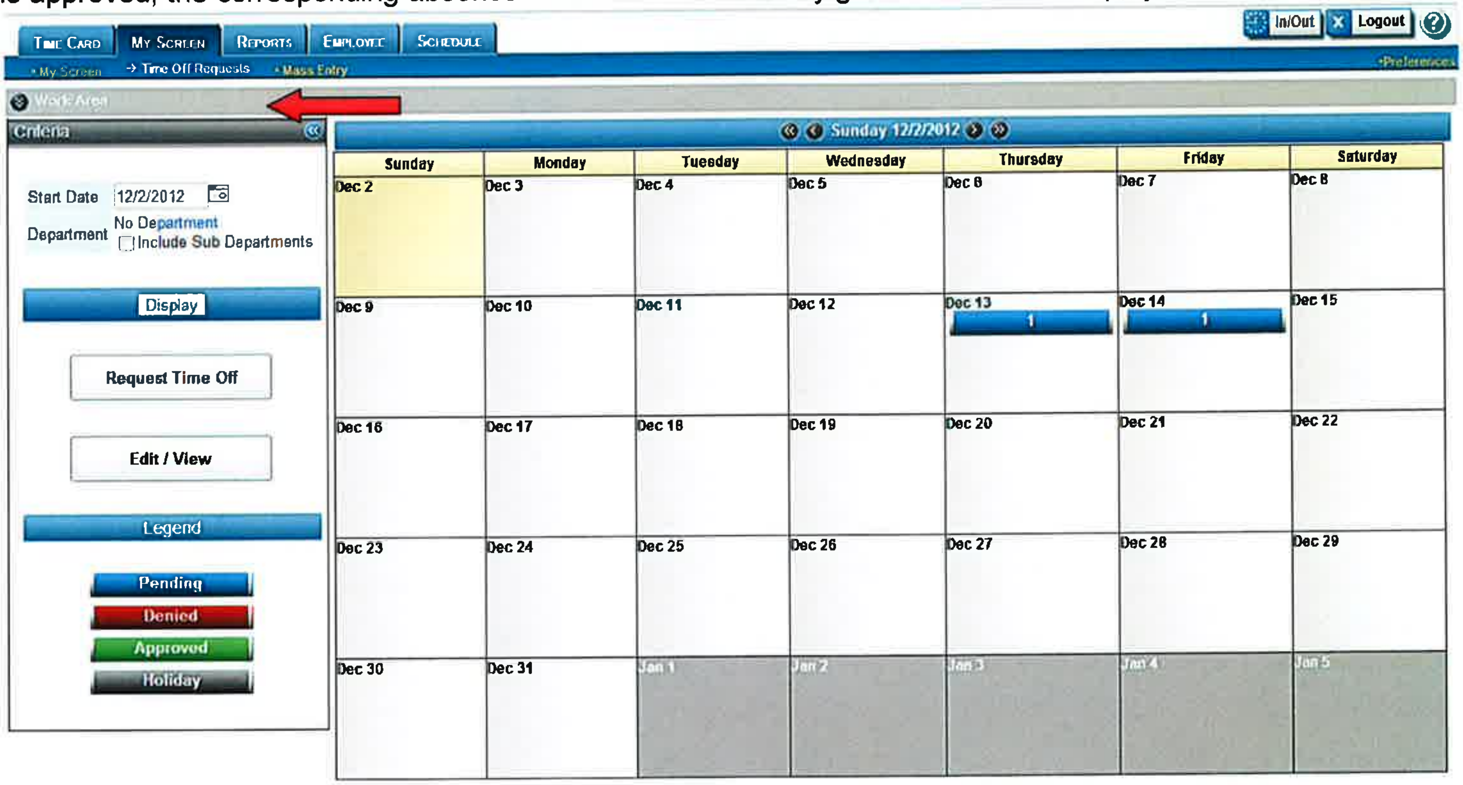
Important: Punch information must be downloaded from your time clock(s) before it will appear in the system. TimeForce II cannot report on data that is being stored in the physical memory of a time clock.

Option Name	Option Details
Time Off Requests	Displays all time off requests and shows current approval status.
Unapproved Errors	Displays information about time card errors.
Hours Summary	Displays information about the worked hours on the time card.
Calendar	Displays information about schedule and days off.
Calculator	Used to convert hours from Decimal Hours to Hours and Minutes format and vice versa.
Approaching Threshold	Displays all employees that have more worked hours than the specified number in the time frame.
Upcoming Events	Displays information about upcoming events: Birthdays, Incident Follow-up, Scheduled Review, and Certification Expiration.

Employee Training

Time Off Request

The "Time Off Requests" screen allows supervisors to view the absence requests that have been submitted to them by their employees. Requests can be viewed, approved or denied as desired. When a time off request is approved, the corresponding absence hours are automatically generated on the employee's time card.



To select the starting date of the displayed calendar, enter the desired date into the **Start Date** field. Click on the icon to select the date from a calendar.

- To view requests for a desired department level only, make the desired selection from the **Department** drop-down menu.
- Click on the [DISPLAY] icon to update the calendar.
- A colored bar is displayed on the calendar to denote requested time off. The color of the bar defines the status of the time off request.
- A **BLUE** bar means that the time off request is pending, and has not yet been reviewed.
- A **RED** bar means that the time off request has been denied.
- A **GREEN** bar means that the requested time off has been approved. Absence hours for the requested time off will appear on the employee's time card.
- A **GREY** bar denotes approved time off that is specified as a company holiday.
- Click on any colored bar to display the time off request. The request details appear in the "Work Area" section at the top of the screen.
- Review the request details as desired. Click on the [APPROVE] icon to approve the request, creating the absence on the employee's time card. Click on the [DENY] icon to deny the time off request. Click on the [CANCEL] icon to leave the request as "Pending."

Employee Training

Reports Tab

The reports section of the program allows you to print comprehensive reports containing your Time Card. . This report can be viewed, printed, or exported to an Excel spreadsheet or Acrobat (PDF) file.

Time Card-This is the most commonly used time & attendance report. The report gives you a detailed breakdown of the hours and punches for the specified date range. Multiple levels of information can be displayed.

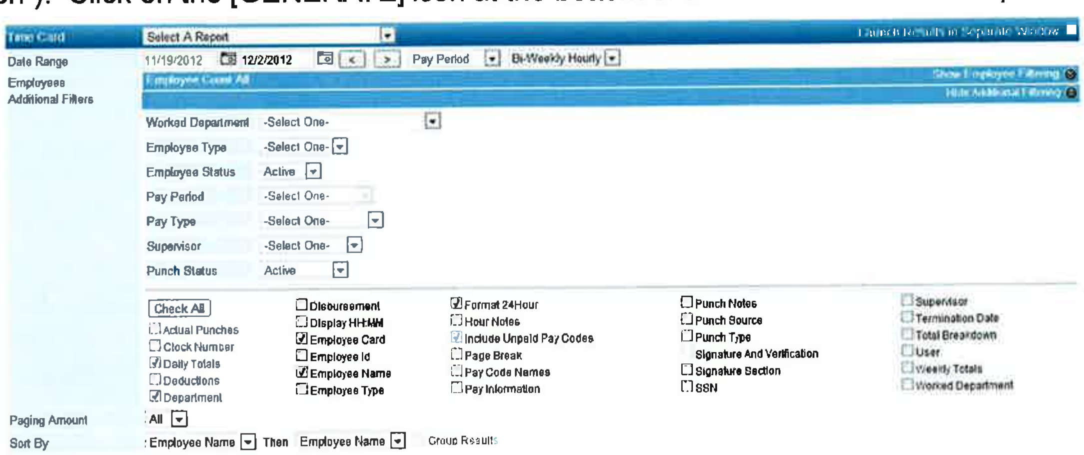
Report Criteria and Filters

When you click on any report in the system, the "report criteria" screen opens. This screen is used to set filters, specifying the types of data that you would like to see on the report.

The available filters vary greatly depending on the report being printed. However, the process of specifying filters and generating reports is generally the same.

- The header of each report displays the selected report group, and allows you to select a different report from the drop-down menu. Put a check mark in the box at the right-hand corner of the header to open the report in a separate browser window.
- A **Date Range** allows you to print only the data that falls within the selected dates. The range can be automatically specified using the drop-down menus at the end of the field, or "Custom" can be selected, allowing you to specify your own range. Click on the icon to select the dates from a calendar.

The **Additional Filters** section of the screen allows you to specify additional filters for the report. The available filters vary greatly depending on the report being used. Select a setting from the dropdown menus to *only* view the specified data (as in data for a specific department, or employee type only). Put a check mark in the box next to each type of information that you would like to be included in the report (as in pay information or "Signature Section"). Click on the [GENERATE] icon at the bottom of the screen to view the report.



Employee Training

Employee Tab

The Employee Tab will show you:

- **Demographics**
- **Accruals**

If you need to make any changes to your demographics, contact your manager.