





Attendance on Demand

Supervisor Training

Aiken County School District Aug 14 & 15 2017

Attendance Enterprise – Supervisor Training

Agenda


- Login to Attendance Enterprise
- Changing Password
- Locating Employee
- Calendar Dashboard
- Employee Messages
- Editing Time Cards
- Interactive Summaries
- Learning Center




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Login to Attendance Enterprise

- URL: <https://aiken.attendanceondemand.com/operator/>
- Login (user ID): FirstLast123
- Password : Welcome123





Attendance Enterprise – Supervisor Training

Attendance Enterprise
Employee Attendance System

5 Supervisor
Supervisor Browser Profile
Daily Operations
Time Cards
Scheduling
Employee Schedules
Interactive Summaries
Location Hours
Department Hours
Cost Center Hours
Employee Hours
Employee Exceptions
Personal Information
Reports
Shared Reports
Private Reports
Operations
My Account
Employee Lists
Terminated Employees
Addresses
Badge Usage

Using the Menu Bar

- » The Menu Bar will give you a list of options you may use.
- » One of the first actions will be to change your password.
- » This option is available under the Operations; My Account

» Select My Account and you will see this window:

My Account

USER (Typical User)

Basic Preferences Private VWS Sets Adj. Pattern Recent Adjs.

General

Operator's Name Typical User
eMail Address
Account Code: USDR
Browser Profile: Supervisor Browser Profile
User Group: System Administrators

Change

Password

Password: Click change to change password.
Last changed: None

Change

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How to change your Password

- Click on Change to open the Password Wizard

Access Account Change Password

Password

Enter account password.

Repeat Password

Enter account password again.

☒ eMail new Password to Operator

eMail this operator's new password. Note: The password is transmitted in clear text (not encrypted).

Ok Cancel

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- Enter your new Password and repeat on the Repeat Password line. If you have an email address in your account, you may email the new password to yourself. If you do not want an email deselect the box.
- Finish by clicking OK and your new Password is now active.


Attendance Enterprise – Supervisor Training

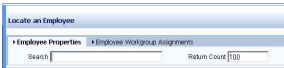
Locating Employee



7


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To find an employee, click  located at the top of the menu.



Type the employee's name (first or last) in the Search field on the Employee Properties tab. To return results, either press ENTER or wait a few seconds. Click the appropriate employee to browse to his or her information.


Alternately, you can find an employee by workgroup. Click on the Workgroups tab. Type the workgroup name, number or code in the search field.



8


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You may also use the Time Card and Personal Summary to get a alphabetic list.



Selecting an employee from the Time Cards list will take you to their Time Card.

Selecting an employee from the Personal Information list will take them to their Personal Information.



9

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10

Once you have selected an employee depending on what list you selected their screen of information will be displayed. In this example we went to their Time Card. There are certain items that display on the header of each page. The next couple of slides we will review those items.

Pages, will get to different pages(screens) of information for the employee you currently have up on the screen. There are 6 pages of information for each employee.

10

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11

Personal Information
Demographic, Workgroup, Active Status, and Hourly rates are a few of the items on the Personal Information screen.

Time Cards
Shows Previous, Current and Next Time Cards.

Schedules
Shows the employees schedule by month

History
Shows an historic summary view of earned hours, exceptions and time off.

Archives
Shows employees Archived Time Cards.

Benefits
Shows employees benefit balances and detailed days off.

11

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12

Other items you will see on the top of the page is the employee name drop down box with Prev. Empl. And Next Empl. Beside it. This allows you to change employees without going back out to the list.

The different parts of the Workgroup will also display with drop downs. This will allow you to filter your employee list to certain Locations, Department, Cost Center and/or Position.

12

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13

Some Screens will have information displayed that pertain only to that screen. As we visit each screen we will discuss those fields.

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14

Calendar Dashboard

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Calendar Dashboard, is used by Supervisors to view employees schedules, employees working, leave request and time cards that require edits in a weekly calendar view. It is the responsibility of the supervisor to address items on the calendar dashboard daily. Certain gauges must be resolved before Payroll can be processed.

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Working Now– Clicking on Working Now takes you to a On Premise list of employees. This list will show you general information for the employee and most recent punch. It is possible to drill down to the employees time card by clicking on the employees name.

Period: Current Week

Calendar Dashboard

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Schedules 4	Schedules 76	Schedules 76	Schedules 82	Schedules 79	Schedules
Shifts Worked 76	Shifts Worked 76	Shifts Worked 82	Shifts Worked 82	Shifts Worked 82	
Overtime 10:45	Overtime 2:45	Overtime 123:00	Overtime 2:15		
Non-Critical Exceptions 2	Non-Critical Exceptions 4	Non-Critical Exceptions 3	Leave Requests 40		
Critical Exceptions 1	Critical Exceptions 1	Critical Exceptions 1	Critical Exceptions 1		

Counting off Production this Week
1 Error

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News Items– Display only when their related conditions are met. You can expand the default new item to see the list of employees who are coming off probation. For example, the 90 day probationary period ends within the next 5 days. Click the employee name to drill to the employee’s personal information. Other common News Items are Messages and Unauthorized Time Cards.

Period: Current Week

Calendar Dashboard

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Schedules 4	Schedules 76	Schedules 76	Schedules 82	Schedules 79	Schedules
Shifts Worked 76	Shifts Worked 76	Shifts Worked 82	Shifts Worked 82	Shifts Worked 82	
Overtime 10:45	Overtime 2:45	Overtime 123:00	Overtime 2:15		
Non-Critical Exceptions 2	Non-Critical Exceptions 4	Non-Critical Exceptions 3	Leave Requests 40		
Critical Exceptions 1	Critical Exceptions 1	Critical Exceptions 1	Critical Exceptions 1		

Counting off Production this Week
1 Error

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Employee Messages

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Employees can send you messages from Employee Time Clock(ETC) System. You may see the messages on the day it was sent or at the bottom of your Calendar Dashboard as a news items.

22

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When you have a message, expand the Employee Messages to see new messages from your employees:

Click on the Employee’s name to go to their Personal Information Page.

23

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Click on the Message tab to see the new message and a history of messages for this employee. To respond, click on “Reply”

24

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Adding Punches, There are 2 ways to add punches from the time card:

Direct Punch Entry- Directly key into in/out column.


Last Name	First Name	ID	Pay Class	Location	Department	Cost Center	Head
1	10-17	0500	0500	0500	0500	0500	0500
2	10-18	0500	0500	0500	0500	0500	0500
3	10-19	0500	0500	0500	0500	0500	0500
4	10-20	0500	0500	0500	0500	0500	0500
5	10-21	0500	0500	0500	0500	0500	0500
6	10-22	0500	0500	0500	0500	0500	0500
7	10-23	0500	0500	0500	0500	0500	0500
8	10-24	0500	0500	0500	0500	0500	0500
9	10-25	0500	0500	0500	0500	0500	0500
10	10-26	0500	0500	0500	0500	0500	0500
11	10-27	0500	0500	0500	0500	0500	0500
12	10-28	0500	0500	0500	0500	0500	0500
13	10-29	0500	0500	0500	0500	0500	0500
14	10-30	0500	0500	0500	0500	0500	0500
15	10-31	0500	0500	0500	0500	0500	0500
16	11-01	0500	0500	0500	0500	0500	0500
17	11-02	0500	0500	0500	0500	0500	0500
18	11-03	0500	0500	0500	0500	0500	0500
19	11-04	0500	0500	0500	0500	0500	0500
20	11-05	0500	0500	0500	0500	0500	0500
21	11-06	0500	0500	0500	0500	0500	0500
22	11-07	0500	0500	0500	0500	0500	0500
23	11-08	0500	0500	0500	0500	0500	0500
24	11-09	0500	0500	0500	0500	0500	0500
25	11-10	0500	0500	0500	0500	0500	0500
26	11-11	0500	0500	0500	0500	0500	0500
27	11-12	0500	0500	0500	0500	0500	0500
28	11-13	0500	0500	0500	0500	0500	0500
29	11-14	0500	0500	0500	0500	0500	0500
30	11-15	0500	0500	0500	0500	0500	0500
31	11-16	0500	0500	0500	0500	0500	0500
32	11-17	0500	0500	0500	0500	0500	0500
33	11-18	0500	0500	0500	0500	0500	0500
34	11-19	0500	0500	0500	0500	0500	0500
35	11-20	0500	0500	0500	0500	0500	0500
36	11-21	0500	0500	0500	0500	0500	0500
37	11-22	0500	0500	0500	0500	0500	0500
38	11-23	0500	0500	0500	0500	0500	0500
39	11-24	0500	0500	0500	0500	0500	0500
40	11-25	0500	0500	0500	0500	0500	0500
41	11-26	0500	0500	0500	0500	0500	0500
42	11-27	0500	0500	0500	0500	0500	0500
43	11-28	0500	0500	0500	0500	0500	0500
44	11-29	0500	0500	0500	0500	0500	0500
45	11-30	0500	0500	0500	0500	0500	0500
46	12-01	0500	0500	0500	0500	0500	0500
47	12-02	0500	0500	0500	0500	0500	0500
48	12-03	0500	0500	0500	0500	0500	0500
49	12-04	0500	0500	0500	0500	0500	0500
50	12-05	0500	0500	0500	0500	0500	0500
51	12-06	0500	0500	0500	0500	0500	0500
52	12-07	0500	0500	0500	0500	0500	0500
53	12-08	0500	0500	0500	0500	0500	0500
54	12-09	0500	0500	0500	0500	0500	0500
55	12-10	0500	0500	0500	0500	0500	0500
56	12-11	0500	0500	0500	0500	0500	0500
57	12-12	0500	0500	0500	0500	0500	0500
58	12-13	0500	0500	0500	0500	0500	0500
59	12-14	0500	0500	0500	0500	0500	0500
60	12-15	0500	0500	0500	0500	0500	0500
61	12-16	0500	0500	0500	0500	0500	0500
62	12-17	0500	0500	0500	0500	0500	0500
63	12-18	0500	0500	0500	0500	0500	0500
64	12-19	0500	0500	0500	0500	0500	0500
65	12-20	0500	0500	0500	0500	0500	0500
66	12-21	0500	0500	0500	0500	0500	0500
67	12-22	0500	0500	0500	0500	0500	0500
68	12-23	0500	0500	0500	0500	0500	0500
69	12-24	0500	0500	0500	0500	0500	0500
70	12-25	0500	0500	0500	0500	0500	0500
71	12-26	0500	0500	0500	0500	0500	0500
72	12-27	0500	0500	0500	0500	0500	0500
73	12-28	0500	0500	0500	0500	0500	0500
74	12-29	0500	0500	0500	0500	0500	0500
75	12-30	0500	0500	0500	0500	0500	0500
76	12-31	0500	0500	0500	0500	0500	0500
77	01-01	0500	0500	0500	0500	0500	0500
78	01-02	0500	0500	0500	0500	0500	0500
79	01-03	0500	0500	0500	0500	0500	0500
80	01-04	0500	0500	0500	0500	0500	0500
81	01-05	0500	0500	0500	0500	0500	0500
82	01-06	0500	0500	0500	0500	0500	0500
83	01-07	0500	0500	0500	0500	0500	0500
84	01-08	0500	0500	0500	0500	0500	0500
85	01-09	0500	0500	0500	0500	0500	0500
86	01-10	0500	0500	0500	0500	0500	0500
87	01-11	0500	0500	0500	0500	0500	0500
88	01-12	0500	0500	0500	0500	0500	0500
89	01-13	0500	0500	0500	0500	0500	0500
90	01-14	0500	0500	0500	0500	0500	0500
91	01-15	0500	0500	0500	0500	0500	0500
92	01-16	0500	0500	0500	0500	0500	0500
93	01-17	0500	0500	0500	0500	0500	0500
94	01-18	0500	0500	0500	0500	0500	0500
95	01-19	0500	0500	0500	0500	0500	0500
96	01-20	0500	0500	0500	0500	0500	0500
97	01-21	0500	0500	0500	0500	0500	0500
98	01-22	0500	0500	0500	0500	0500	0500
99	01-23	0500	0500	0500	0500	0500	0500
100	01-24	0500	0500	0500	0500	0500	0500
101	01-25	0500	0500	0500	0500	0500	0500
102	01-26	0500	0500	0500	0500	0500	0500
103	01-27	0500	0500	0500	0500	0500	0500
104	01-28	0500	0500	0500	0500	0500	0500
105	01-29	0500	0500	0500	0500	0500	0500
106	01-30	0500	0500	0500	0500	0500	0500
107	01-31	0500	0500	0500	0500	0500	0500
108	02-01	0500	0500	0500	0500	0500	0500
109	02-02	0500	0500	0500	0500	0500	0500
110	02-03	0500	0500	0500	0500	0500	0500
111	02-04	0500	0500	0500	0500	0500	0500
112	02-05	0500	0500	0500	0500	0500	0500
113	02-06	0500	0500	0500	0500	0500	0500
114	02-07	0500	0500	0500	0500	0500	0500
115	02-08	0500	0500	0500	0500	0500	0500
116	02-09	0500	0500	0500	0500	0500	0500
117	02-10	0500	0500	0500	0500	0500	0500
118	02-11	0500	0500	0500	0500	0500	0500
119	02-12	0500	0500	0500	0500	0500	0500
120	02-13	0500	0500	0500	0500	0500	0500
121	02-14	0500	0500	0500	0500	0500	0500
122	02-15	0500	0500	0500	0500	0500	0500
123	02-16	0500	0500	0500	0500	0500	0500
124	02-17	0500	0500	0500	0500	0500	0500
125	02-18	0500	0500	0500	0500	0500	0500
126	02-19	0500	0500	0500	0500	0500	0500
127	02-20	0500	0500	0500	0500	0500	0500
128	02-21	0500	0500	0500	0500	0500	0500
129	02-22	0500	0500	0500	0500	0500	0500
130	02-23	0500	0500	0500	0500	0500	0500
131	02-24	0500	0500	0500	0500	0500	0500
132	02-25	0500	0500	0500	0500	0500	0500
133	02-26	0500	0500	0500	0500	0500	0500
134	02-27	0500	0500	0500	0500	0500	0500
135	02-28	0500	0500	0500	0500	0500	0500
136	02-29	0500	0500	0500	0500	0500	0500
137	02-30	0500	0500	0500	0500	0500	0500
138	03-01	0500	0500	0500	0500	0500	0500
139	03-02	0500	0500	0500	0500	0500	0500
140	03-03	0500	0500	0500	0500	0500	0500
141	03-04	0500	0500	0500	0500	0500	0500
142	03-05	0500	0500	0500	0500	0500	0500
143	03-06	0500	0500	0500	0500	0500	0500
144	03-07	0500	0500	0500	0500	0500	0500
145	03-08	0500	0500	0500	0500	0500	0500
146	03-09	0500	0500	0500	0500	0500	0500
147	03-10	0500	0500	0500	0500	0500	0500
148	03-11	0500	0500	0500	0500	0500	0500
149	03-12	0500	0500	0500	0500	0500	0500
150	03-13	0500	0500	0500	0500	0500	0500
151	03-14	0500	0500	0500	0500	0500	0500
152	03-15	0500	0500	0500	0500	0500	0500
153	03-16	0500	0500	0500	0500	0500	0500
154	03-17	0500	0500	0500	0500	0500	0500
155	03-18	0500	0500	0500	0500	0500	0500
156	03-19	0500	0500	0500	0500	0500	0500
157	03-20	0500	0500	0500	0500	0500	0500
158	03-21	0500	0500	0500	0500	0500	0500
159	03-22	0500	0500	0500	0500	0500	0500
160	03-23	0500	0500	0500	0500	0500	0500
161	03-24	0500	0500	0500	0500	0500	0500
162	03-25	0500	0500	0500	0500	0500	0500
163	03-26	0500	0500	0500	0500	0500	0500
164	03-27	0500	0500	0500			

Attendance Enterprise – Supervisor Training

Canceling Workgroup Transfers


If a transfer needs to be removed due to employee transferred by mistake, or supervisor entered an incorrect transfer - right-click in the Date column and choose Workgroups Ops and Cancel Transfer Adjs.

34




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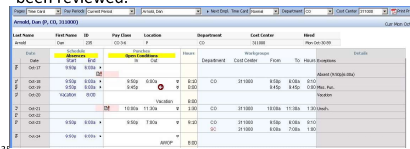

Acknowledge Exceptions

If employees are absent when they are scheduled to work, or if they work when unscheduled, the time card indicates the exception with  and specifies it in the Exceptions column.

When supervisors acknowledge these conditions, it is easier to see which diversions from the schedule have been reviewed and which have not. If employees are only paid for scheduled work, a schedule can be added. If an employee works off site and cannot punch, the absence can be acknowledged and the hours can be credited to the employee. If the exception is correct, it can be acknowledged, indicating it has already been reviewed.


Right-click  or in the Exceptions column




35

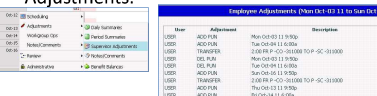

Attendance Enterprise – Supervisor Training

Reviewing Supervisor Edits

Supervisor edits are displayed in the time card using  to the left of the Hours column. When clicked, supervisor edits for the current day are displayed. The supervisor's name and the action taken are listed, along with the date of the edit.


Clicking  hides the supervisor edits. You may be able to delete  or cancel  a supervisor edit. To review all supervisor adjustments for a pay period, right-click in the Date column and choose Review then Supervisor Adjustments.

36



Attendance Enterprise – Supervisor Training

Deleting or Canceling Supervisor Edits

You can delete or cancel a supervisor edit, depending on your user rights. Supervisor edits are displayed in the time card using . When clicked, supervisor edits for the current day are displayed. The supervisor's name and the action taken are listed, along with the date of the edit.

#	On 13	8:50p	8:50a	#	On 14	8:50p	8:50a	#	On 15	8:50p	8:50a	#	On 16	8:50p	8:50a
1	On 13	8:50p	8:50a	1	On 14	8:50p	8:50a	1	On 15	8:50p	8:50a	1	On 16	8:50p	8:50a
2	On 14			2	On 15			2	On 16			2	On 17		
3	On 15			3	On 16			3	On 17			3	On 18		
4	On 16			4	On 17			4	On 18			4	On 19		
5	On 17			5	On 18			5	On 19			5	On 20		
6	On 18			6	On 19			6	On 20			6	On 21		
7	On 19			7	On 20			7	On 21			7	On 22		
8	On 20			8	On 21			8	On 22			8	On 23		
9	On 21			9	On 22			9	On 23			9	On 24		
10	On 22			10	On 23			10	On 24			10	On 25		
11	On 23			11	On 24			11	On 25			11	On 26		
12	On 24			12	On 25			12	On 26			12	On 27		
13	On 25			13	On 26			13	On 27			13	On 28		
14	On 26			14	On 27			14	On 28			14	On 29		
15	On 27			15	On 28			15	On 29			15	On 30		
16	On 28			16	On 29			16	On 30			16	On 31		
17	On 29			17	On 30			17	On 31			17	On 1		
18	On 30			18	On 31			18	On 1			18	On 2		
19	On 31			19	On 1			19	On 2			19	On 3		
20	On 1			20	On 2			20	On 3			20	On 4		
21	On 2			21	On 3			21	On 4			21	On 5		
22	On 3			22	On 4			22	On 5			22	On 6		
23	On 4			23	On 5			23	On 6			23	On 7		
24	On 5			24	On 6			24	On 7			24	On 8		
25	On 6			25	On 7			25	On 8			25	On 9		
26	On 7			26	On 8			26	On 9			26	On 10		
27	On 8			27	On 9			27	On 10			27	On 11		
28	On 9			28	On 10			28	On 11			28	On 12		
29	On 10			29	On 11			29	On 12			29	On 13		
30	On 11			30	On 12			30	On 13			30	On 14		
31	On 12			31	On 13			31	On 14			31	On 15		
32	On 13			32	On 14			32	On 15			32	On 16		
33	On 14			33	On 15			33	On 16			33	On 17		
34	On 15			34	On 16			34	On 17			34	On 18		
35	On 16			35	On 17			35	On 18			35	On 19		
36	On 17			36	On 18			36	On 19			36	On 20		
37	On 18			37	On 19			37	On 20			37	On 21		
38	On 19			38	On 20			38	On 21			38	On 22		
39	On 20			39	On 21			39	On 22			39	On 23		
40	On 21			40	On 22			40	On 23			40	On 24		
41	On 22			41	On 23			41	On 24			41	On 25		
42	On 23			42	On 24			42	On 25			42	On 26		
43	On 24			43	On 25			43	On 26			43	On 27		
44	On 25			44	On 26			44	On 27			44	On 28		
45	On 26			45	On 27			45	On 28			45	On 29		
46	On 27			46	On 28			46	On 29			46	On 30		
47	On 28			47	On 29			47	On 30			47	On 31		
48	On 29			48	On 30			48	On 31			48	On 1		
49	On 30			49	On 31			49	On 1			49	On 2		
50	On 31			50	On 1			50	On 2			50	On 3		
51	On 1			51	On 2			51	On 3			51	On 4		
52	On 2			52	On 3			52	On 4			52	On 5		
53	On 3			53	On 4			53	On 5			53	On 6		
54	On 4			54	On 5			54	On 6			54	On 7		
55	On 5			55	On 6			55	On 7			55	On 8		
56	On 6			56	On 7			56	On 8			56	On 9		
57	On 7			57	On 8			57	On 9			57	On 10		
58	On 8			58	On 9			58	On 10			58	On 11		
59	On 9			59	On 10			59	On 11			59	On 12		
60	On 10			60	On 11			60	On 12			60	On 13		
61	On 11			61	On 12			61	On 13			61	On 14		
62	On 12			62	On 13			62	On 14			62	On 15		
63	On 13			63	On 14			63	On 15			63	On 16		
64	On 14			64	On 15			64	On 16			64	On 17		
65	On 15			65	On 16			65	On 17			65	On 18		
66	On 16			66	On 17			66	On 18			66	On 19		
67	On 17			67	On 18			67	On 19			67	On 20		
68	On 18			68	On 19			68	On 20			68	On 21		
69	On 19			69	On 20			69	On 21			69	On 22		
70	On 20			70	On 21			70	On 22			70	On 23		
71	On 21			71	On 22			71	On 23			71	On 24		
72	On 22			72	On 23			72	On 24			72	On 25		
73	On 23			73	On 24			73	On 25			73	On 26		
74	On 24			74	On 25			74	On 26			74	On 27		
75	On 25			75	On 26			75	On 27			75	On 28		
76	On 26			76	On 27			76	On 28			76	On 29		
77	On 27			77	On 28			77	On 29			77	On 30		
78	On 28			78	On 29			78	On 30			78	On 31		
79	On 29			79	On 30			79	On 31			79	On 1		
80	On 30			80	On 31			80	On 1			80	On 2		
81	On 31			81	On 1			81	On 2			81	On 3		
82	On 1			82	On 2			82	On 3			82	On 4		
83	On 2			83	On 3			83	On 4			83	On 5		
84	On 3			84	On 4			84	On 5			84	On 6		
85	On 4			85	On 5			85	On 6			85	On 7		
86	On 5			86	On 6			86	On 7			86	On 8		
87	On 6			87	On 7			87	On 8			87	On 9		
88	On 7			88	On 8			88	On 9			88	On 10		
89	On 8			89	On 9			89	On 10			89	On 11		
90	On 9			90	On 10			90	On 11			90	On 12		
91	On 10			91	On 11			91	On 12			91	On 13		
92	On 11			92	On 12			92	On 13			92	On 14		
93	On 12			93	On 13			93	On 14			93	On 15		
94	On 13			94	On 14			94	On 15			94	On 16		
95	On 14			95	On 15			95	On 16			95	On 17		
96	On 15			96	On 16			96	On 17			96	On 18		
97	On 16			97	On 17			97	On 18			97	On 19		
98	On 17			98	On 18			98	On 19			98	On 20		
99	On 18			99	On 19			99	On 20			99	On 21		
100	On 19			100	On 20			100	On 21			100	On 22		

Clicking hides the supervisor edits.

You may be able to delete  or cancel  a supervisor edit. Cancelling a supervisor edit means it no longer is acted upon, but still exists in the system.

Deleting an edit removes it from the system.



37

Attendance Enterprise – Supervisor Training

Authorizing Time Cards

Authorizing time cards is one way for organizations to make sure supervisors are reviewing employee time cards. By authorizing a time card, a supervisor verifies that the information in the time card is correct. You may also set the system up so that the employee authorizes the time cards instead of the supervisor. Here are some common approval processes.

Option #1 by Pay Period	Option #2 by Pay Period
Supervisor Approves Time card	Employee Approves Time Card
Payroll Manager Locks	Supervisor Locks



38

Attendance Enterprise – Supervisor Training

Time cards can be authorized by pay period or by day.

Pay Period—Authorizing the time card verifies that the supervisor or employee has reviewed the information and approves it. Click [Time Card Not Yet Approved](#) to authorize the entire pay periods time card. After it is clicked, the text changes to [Time Card Approved](#). Locking the time card prevents further edits in the time card. The only way to unlock a time card is to cancel the supervisor edit from the first day of the pay period. Click [Time Card Not Yet Locked](#) to lock the time card. After it is clicked, the text changes to [Time Card Locked](#).

By Day – Daily authorization is used to verify that supervisors review time card information daily. To authorize a day in the time card, select the check box next to the date column.

9:50p	8:00a	9:50p	8:00a	8:10	BC	311000	9:50p	11:50p	2.00
CO						311000	11:50p	8:00a	6.10



39

Attendance Enterprise – Supervisor Training

There are two different types of summary views.
The first set are located at the bottom of the time card screen.

Period Summary				Daily Summary				Adjustments				Awarded Minutes			
Pay Period	Department, Cost Center	Hours	Rate	Dollars	Day	Start	End	Start	End	Start	End	Start	End	Start	End
Pay Per	CS, 311000	14.00	0.0000	0.0000											
Pay Per	CS, 311000	1.00	0.0000	0.0000											
Overline	CS, 311000	0.20	0.0000	0.0000											
Pay Per	CS, 311000	14.00	0.0000	0.0000											
Pay Per	CS, 311000	1.00	0.0000	0.0000											
Total		22.20													

40



Attendance Enterprise – Supervisor Training

The second set Right-click in the date column and select Review.

Period Summary				Daily Summary				Adjustments				Awarded Minutes			
Pay Period	Department, Cost Center	Hours	Rate	Dollars	Day	Start	End	Start	End	Start	End	Start	End	Start	End
Pay Per	CS, 311000	14.00	0.0000	0.0000											
Pay Per	CS, 311000	1.00	0.0000	0.0000											
Overline	CS, 311000	0.20	0.0000	0.0000											
Pay Per	CS, 311000	14.00	0.0000	0.0000											
Pay Per	CS, 311000	1.00	0.0000	0.0000											
Total		22.20													

41



Attendance Enterprise – Supervisor Training

For each day you have the options of putting in Notes/Comments for each employee. These notes could be notes stating employee forgot to punch and you punched them in. Right-click in the date column and select Notes/Comments. From here you can Add or Remove.

Period Summary				Daily Summary				Adjustments				Awarded Minutes			
Pay Period	Department, Cost Center	Hours	Rate	Dollars	Day	Start	End	Start	End	Start	End	Start	End	Start	End
Pay Per	CS, 311000	14.00	0.0000	0.0000											
Pay Per	CS, 311000	1.00	0.0000	0.0000											
Overline	CS, 311000	0.20	0.0000	0.0000											
Pay Per	CS, 311000	14.00	0.0000	0.0000											
Pay Per	CS, 311000	1.00	0.0000	0.0000											
Total		22.20													


42



Attendance Enterprise – Supervisor Training

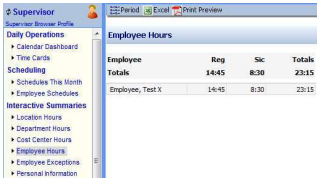
Interactive Summaries

43




Attendance Enterprise – Supervisor Training

Interactive Summaries offer summary information of several different types. The Employee Hours Summary allows you to see the total hours worked for your employees for this pay period.



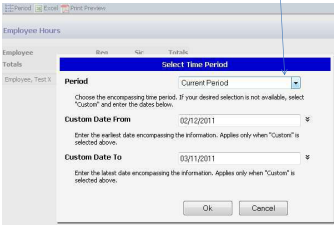
44




Attendance Enterprise – Supervisor Training

You may change the Period by clicking on Period to get the Select Time Period window.

You may click the drop down arrow to select Previous Period or you may select Custom and set your own date range. Remember to scroll up in the selection window



45



Attendance Enterprise – Supervisor Training

Interactive Summaries may be printed using the Print Preview option.

You may export the summary to Excel using the Excel option.

You may drill down on an employee to view their detail time card.

The screenshot shows the 'Employee Hours' summary with columns for Employee, Reg, Sick, and Totals. Below the summary, there are three buttons: 'Print Preview', 'Excel', and 'Drill Down'. Arrows point from the text instructions to these buttons. The 'Drill Down' button is highlighted with a red box.

Employee	Reg	Sick	Totals
Totals	14:45	8:30	23:15
Employee, Test X	14:45	8:30	23:15

46

Attendance Enterprise – Supervisor Training

The Workgroup Hours Summary allows you to change which workgroups you want to summarize on. The default will be all parts of the workgroup like shown below.

If you want a department summary click on the Workgroup icon and remove the Location.

The screenshot shows the 'Location Hours' summary with columns for Location, Department, Cost Center, REG, 016, and Totals. Below the summary, there is a 'Workgroup Components' dialog box with 'Location Code' and 'Department Code' selected. The 'Location Code' is highlighted with a red box.

Location	Department	Cost Center	REG	016	Totals
Totals			48:00	8:00	56:00
Prison	ADM	311000	8:00	8:00	8:00
Prison	Corrections Officer Level I	311000	40:00	8:00	48:00

47

Attendance Enterprise – Supervisor Training

Learning Center

The screenshot shows the 'Learning Center' interface with the Harris School Solutions logo in the bottom right corner.

48

Attendance Enterprise – Supervisor Training

Supervisor

Supervisor Profile

Daily Operations

- Calendar Dashboard
- Time Cards

Scheduling

- Schedules This Month
- Employee Schedules

Interactive Summaries

- Location Hours
- Department Hours
- Cost Center Hours
- Employee Hours
- Employee Exceptions
- Personal Information

Reports

- Shared Reports
- Private Reports

Operations

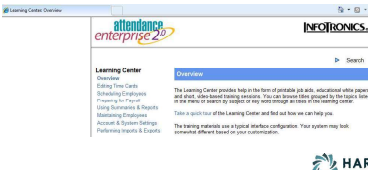
- By Account
- Employee Lists
- Terminated Employees
- Addresses
- Badge Usage

Learning Center

» An online Learning Center is available to offer help with functions you may wish to perform in Attendance Enterprise.

» Click on Learning Center.

» You will be taken to the Attendance Enterprise 2.0 Learning Center. You will see a list of topics available to view.



49

Attendance Enterprise – Supervisor Training

You may select a topic such as Editing Time Cards. You will see a list of choices for the topic.

Some will be PDF documents

others will be Videos you may view.

Learning Center

Overview

- Editing Time Cards
- Scheduling Employees
- Preparing for Payroll
- Using Summaries & Reports
- Maintaining Employees
- Accounts & System Settings
- Performing Imports & Exports


Editing Time Cards

The time card lists the employee's punch times, schedules schedule. Supervisors can correct any mistakes and add a card.

Editing Time Cards topics include:

- Making Time Card Edits
- Managing Exceptions

Title	Type	Description
Employee Time Card	PDF (105 K)	Describes the s
Reviewing and Correcting Employee Time	Video (2:55 min)	Introduces time managers and o how to credit or time, and so on.



50

Attendance Enterprise – Supervisor Training



Questions?



51
