

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







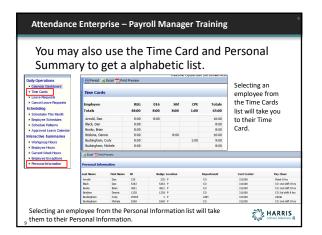
• Enter your new Password and repeat on the Repeat Password line. If you have an email address in your account, you may email the new password to yourself. If you do not want an email deselect the box.

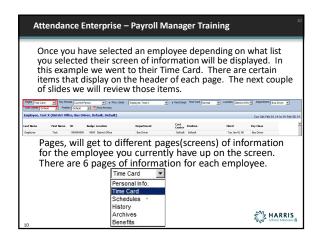
• Finish by clicking OK and your new Password is now active.

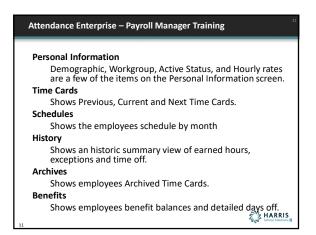


To find an employee, click located at the top of the menu. Type the employee's name (first or last) in the Search field on the Employee Properties tab. To return results, either press ENTER or wait a few seconds. Click the appropriate employee to browse to his or her information. Alternately, you can find an employee by workgroup. Click on the Workgroups tab. Type the workgroup name, number or code in the search field.

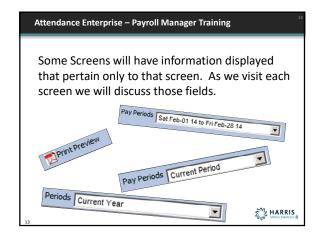
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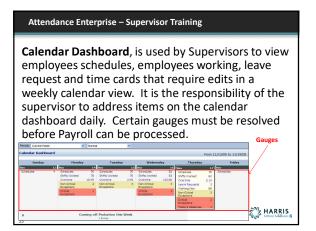




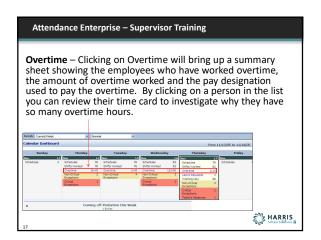
Attendance Enterprise – Payroll Manager Training
Other items you will see on the top of the page is the employee name drop down box with Prev. Empl. And Next Empl. Beside it. This allows you to change employees without going back out to the list.
← Prev. Empl. Employee, Test X
The different parts of 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.
Location District Offic Department Bus Driver Cost Center Default Position Default
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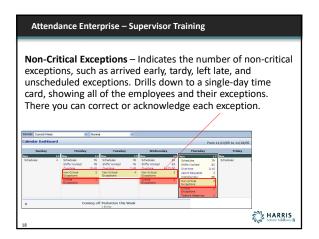






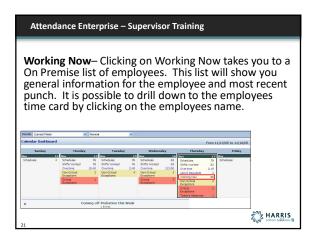
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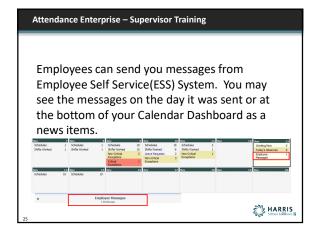




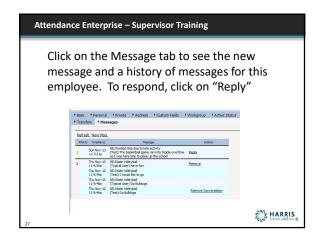
Today's Absences— Clicking on Today's Absences will give you a list of employees who were scheduled to work and who have not punched in. In some companies this gauge is considered a non or critical item and it needs to be acknowledged just like other exceptions.

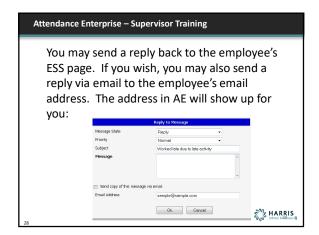
News Items— Display only when their related conditions are met. You can expand the default new item to see the list of employees who are coming off probation. For example, the 90 day probationary period ends within the next 5 days. Click the employee name to drill to the employee's personal information.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



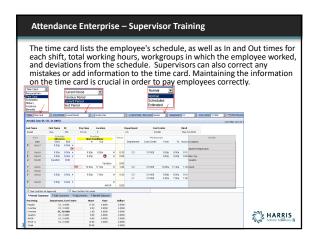


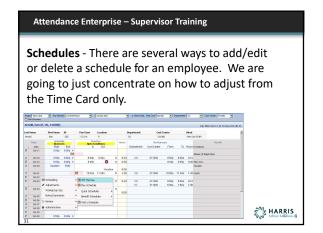


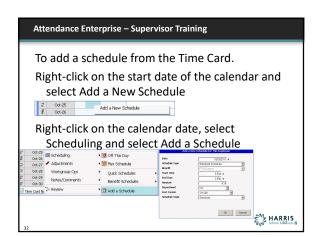


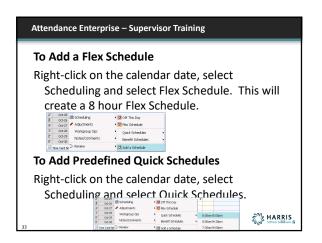


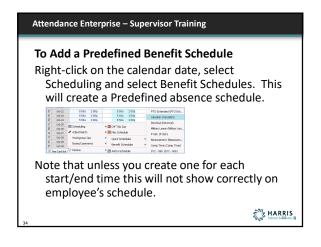


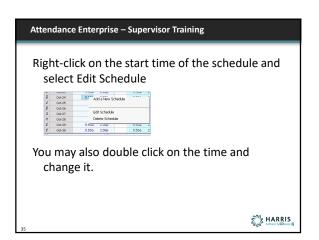


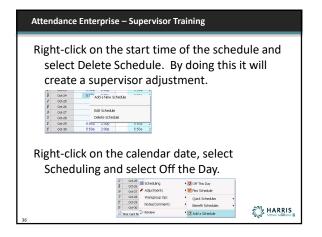


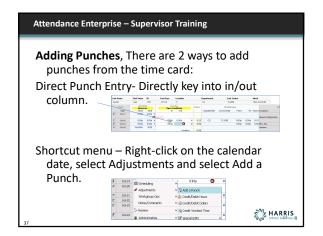


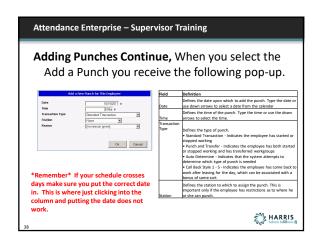


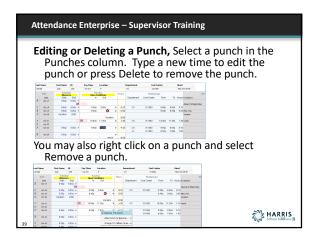






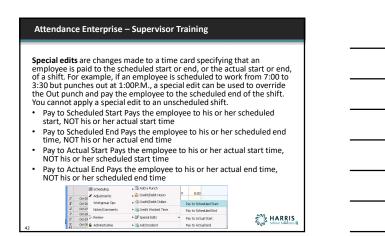






Attendance Enterprise – Supervisor Training
Altering Punches Punches that are earlier or later than planned can be altered to be standard punches. In other words, the actual In or Out time can be altered to be the same as the scheduled Start or End times. This action, in effect, credits or debits time for the employee. A punch can also be altered to be the beginning or end of a shift. This action gives more information in the case of a more complicated punching situation. For example, if an employee works the night shift one day and then comes back in a few hours for the early morning shift, it could be hard to determine whether the employee is late returning from a lunch break or early to another shift (depending on system setup and the employee's schedule). In the case of the employee taking a long lunch and the In punch is misidentified as the In punch of a new shift, the punch can be altered to be part of the previous shift.
100 100
40 After

Call Backs - Companies often guarantee a minimum amount of pay when employees are called back to work after completing an earlier shift or when employees are on-call to work as needed. This way, if employees are sent home after working only a short time, they are adequately compensated for coming into work. In addition, call back shifts can use a different pay designation (with a multiplier greater than 1.0) to enhance pay. There are 5 different Call Back Styles. When a shift is considered a call back the supervisor will need to alter the punch to which call back style is used.



Attendance Enterprise - Supervisor Training **Credit/Debit Hours or Dollars** There are times when an employee does not get paid for hours he or she is entitled to. For example, if an employee works through his or her (usually unpaid) lunch you can credit the employee for that time. This is called crediting worked time. In another example, you can pay an employee 8 hours of sick time for the time he was absent on Monday. This is called crediting non-worked hours. You can also credit the employee with dollars. Right-click in the Date column and choose Adjustments and choose one of the Credit/Debit Hours or Dollars or Worked Time. On the next slide will give details on each option. Oct-25 Scheduling Oct-26 Adjustments Oct-28 Workgroup Ops Oct-29 Notes/Comments & Credit/Debit Hours . @ Credit/Debit Dollars HARRIS School Solidinor • onerial Edits Time Card Not • 😘 Add Inciden Attendance Enterprise - Supervisor Training Credit an employee for worked time. The amount of time you want to credit the employee. Debit hours by adding a minus sign before the hour amount. Choose whether to pay the employee the designated amount, of the amount automatically deducted for lunch. Add a reason code for this edit if needed. Credit an employee for non-worked time. Definition The Date of the credit. The amount of time you want to credit the employee. Debit sours by adding a minus sign before the hour amount. Those the pay designation of the time. For example, you can any an employee his/her regular or overtime wage. And a reason code for this self it rededed. Credit dollars to an employee The Date of the credit. HARRIS School Soletions Choose the pay designation of the dollars, if needed. Add a reason code for this edit if pended. Attendance Enterprise - Supervisor Training Workgroup transters Workgroups track the employee's job, supervisor, location, or other important organizational indicators. Your workgroups are customized for your needs. Workgroup transfers can track a change in pay rate for working a different job; track the work done for a specific department or at a certain location; or maintain data about the person hours spent on each task.

There are 2 ways to transfer an employee's hours from one workgroup to another (usually from his or her home workgroup to another workgroup):

1. Transfer at Time of Day, Transferring workgroups at time of day is a way to indicate when the employee changes workgroups. The transfer takes effect from the selected time until the end of the work day. It is used if the transfer is done before the end of the day.

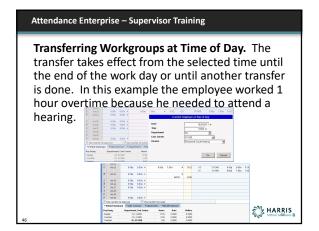
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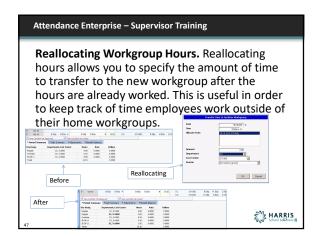
Reallocate Workgroup Hours. Reallocating hours allows you to specify the amount of time to transfer to the new workgroup. It is used if the transfer is done after the hours are already worked.

Right-click in the

workgroups columns and choose which transfer you want to do. You can also Right-click in the Date column and choose Workgroups Ops

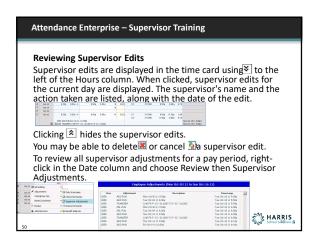
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Canceling Workgroup Transfers Workgroup transfers can track a change in pay rate for working a different job; track the work done for a specific department or at a certain location; or maintain data about the person hours spent on each task. If many workgroup transfers are added for a day and you want to remove all of them, you can cancel workgroup transfers from the time card. Right-click in the Date column and choose Workgroups Ops and Cancel Transfer Adjs.

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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

 Option #1 by Pay Period
 Option #2 by Pay Period

 Supervisor Approves Time card Payroll Manager Locks
 Employee Approves Time Card Supervisor Locks



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 Incardate deposed authorize the entire pay periods time card. After it is clicked, the text changes to Incardate the card. 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 Incardate related to lock the time card. After it is clicked, the text changes to

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.



Attendance Enterprise - Supervisor Training



Something new with 2.1 Notice Vacation balance of 95.09. This includes future planned absences. This is the benefit screen that also now shows Planned Absences.

