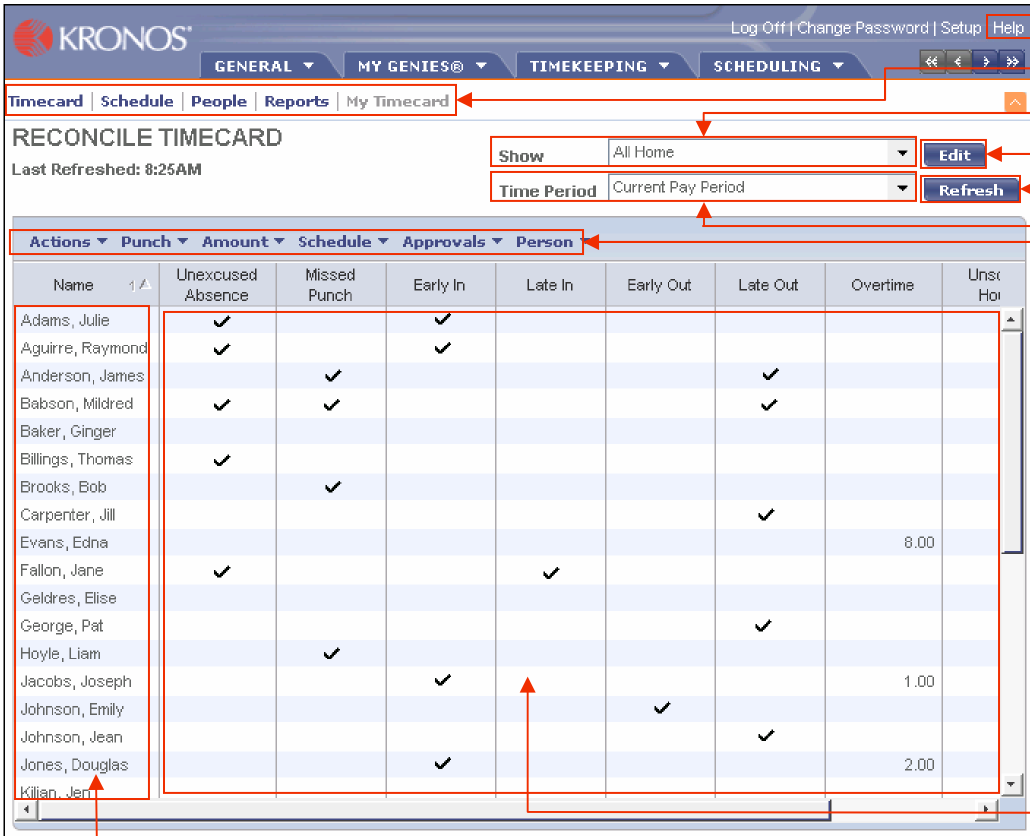
Workforce Timekeeper™

Common Tasks for Managers

Viewing the Reconcile Timecard Genie

> Click the My Genies™ tab in the banner and then click Reconcile Timecard.

The Reconcile Timecard Genie is a detail Genie that displays information specific to each employee to whom you have access.



Help
Displays the online Help for the Workforce Central components to which you have access.

Quick links
Opens other Workforce Central components to which you have access.

Show
Identifies the employees who appear on the page.

Edit
Accesses the HyperFind Editor for creating and modifying HyperFind queries (searches) .

Refresh
Displays the most current information from the Workforce Timekeeper database.

Time period
Defines the time span you are viewing.

Action menu
Displays actions and categories for performing tasks within Workforce Timekeeper.

Exceptions
Identifies actions that do not conform to your organization's pay rules. Exceptions might include missed punches and overtime.

Name
Identifies the employee.

Selecting and Displaying Employee Timecards

1. From the Show list, select the HyperFind query that contains the employees you want to view.
2. From the Time Period list, select the time span for which you want to view the employees' time.
3. In the workspace, select one or more employees by holding the Control key and clicking each employee's name.
4. Select the Timecard quick link.

Note: You might have access to only some of these features depending on how Workforce Timekeeper is configured for you.

Acceptable Formats for Punches

- Time can be entered in either 12-hour or 24-hour format (1:00P or 13:00).
- Leading and trailing zeros are optional (0700 and 7 will be converted to 7:00AM).
- Colons are optional (730 will be converted to 7:30AM).
- AM is assumed for all entries except for 12:00 to 12:59, when PM is assumed.

Acceptable Formats for Amounts

- Leading zeros are optional (07 will be converted to 7:00).
- Trailing zeros should not be used (0700 will be converted to 700 hours).
- Decimal entries are supported (7.5 will be converted to 7:30).
- Either a colon or a decimal is necessary when entering minutes (for 7-1/2 hours, enter either 7.5 or 7:30).

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Editing Start and Stop Times

1. Click in the In or Out cell.
2. Enter the new time; for example, 3:30P.

Best Practices

- Make sure that every in-punch has a corresponding out-punch.
- To enter more than four punches for one day, add another row for that day.
- If your system uses the AM/PM time format, be sure to enter “p” for 12:01PM to 11:59PM punches.

Editing Worked and Non-Worked Hours

1. Do punches appear in the row?
   - Click the Eraser icon to remove the punches.
   - Click the Arrow icon to add a row.
2. Select the appropriate pay code, such as Vacation for non-worked hours or Hours Worked for worked hours.
3. Enter the number of hours in the Amount or Date cell.

Best Practices

- Make sure you enter a new pay code category on a separate line. Pay codes cannot reside in the same row as punches or other pay codes.
- Be sure to use a colon or decimal when entering hours and minutes.
- Make sure each row that specifies a pay code has a corresponding hours or money amount.

Changing Jobs or Tasks

1. Are you transferring the entire shift or part of the shift?
   - To transfer the entire shift, enter the start time in the In cell.
   - To transfer part of a shift, enter the transfer time in the second In cell.
2. Click the Transfer cell. Either select an entry from the list or click Search to choose the new job or labor account.
3. Enter the out-punch in the corresponding Out cell.

Best Practices

- To transfer hours to a different job or task when two or more consecutive transfers appear for the same day, always leave the first Out cell empty and enter the transfer time in the second In cell.
- To transfer hours to an employee’s primary job or labor account after he or she has worked in a different job or labor account, be sure to enter the employee’s primary job or labor account in the second Transfer cell.

Adding Comments

1. Select the punch or amount to which you want to add a comment.
2. Select Comment > Add Comment.
3. Select one or more comments.

Best Practices

- To view a comment associated with a punch or pay code amount, select the Comments tab and then click the comment icon.
- To remove a comment, select the comment in the Comments tab and then select Delete from the Comment menu.

Canceling Automatic Meal Deductions

1. Select the punch for which you want to cancel the deduction.
2. Select Punch > Edit.
3. Select the appropriate deduction from the Cancel Deduction list.

Best Practices

- Select “All” if you are unsure of which break or meal deduction the employee uses.
- Apply the deduction to either an in-punch or out-punch; we suggest you always apply the deduction to an out-punch.
- To reverse the canceled deduction, select <None>.

Moving Amounts

1. In the Totals & Schedule tab, select the amount you want to move.
2. Select Amount > Move.
3. Select a pay code, and then enter an amount and an effective date.

Best Practices

- View moved amounts in the Moved Amounts tab; they will not appear in the timecard.
- To remove a moved amount, select the amount in the Moved Amounts tab and then select Delete Moved from the Amounts menu.

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