

TIMEPIECE APPROVAL





Welcome

Logging In to Timepiece

Reviewing Employee Punches

Adding Events (Vacation, Sick, etc.)

Reporting Overtime

Submitting for Next Level Approval/Payroll

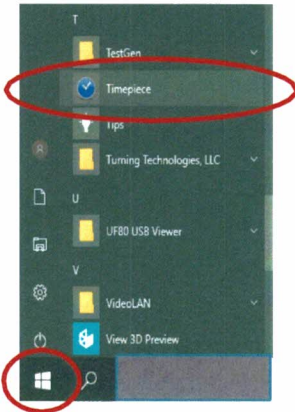
Adding or Changing a Schedule Shift

Payroll Calendar

Docking Form

Cheat Sheet

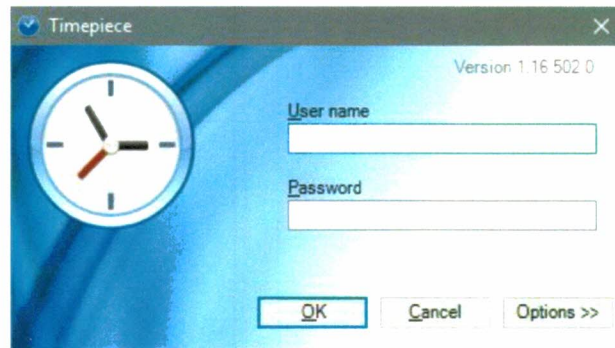
Logging In to Timepiece



User name: same as for the computer network

Password: Wplains1

(Default – you will be prompted to change)



Review Employee Punch

Click *Review Employee Punch* and select appropriate payroll period:

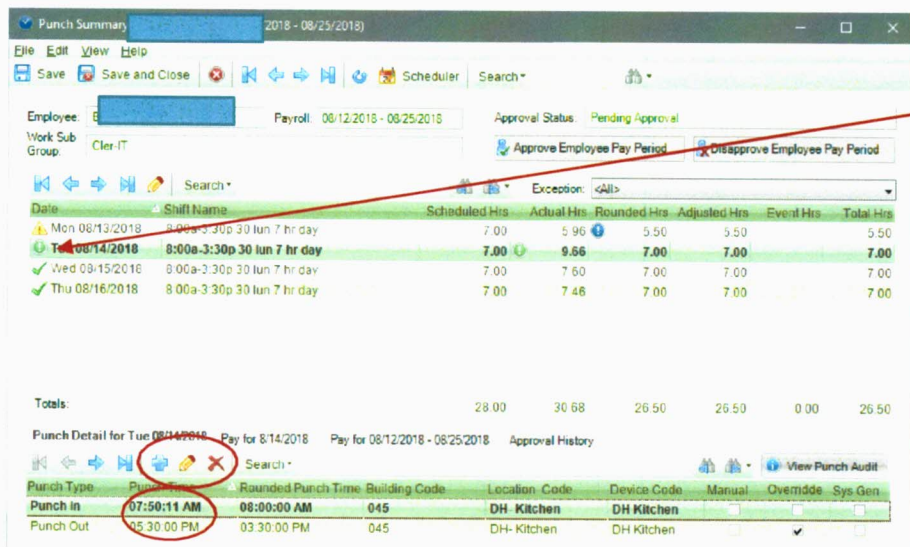
Employee Name	Emp I.	Work Sub Group	Current A.	Leve	Status	Sched Hr.	Actual Hrs	Rounded Hrs	Adjusted	Event Hr.	Total Hr
8839 Cler-IT	ronvelez	1	Pending Approval		28.00	32.34	28.00	28.00		28.00	
5134 IT Sub-TA	ronvelez	1	Pending Approval		32.00	31.07	27.00	27.00		27.00	
8890 Cler-IT	ronvelez	1	Pending Approval		28.00	30.19	28.00	28.00		28.00	
2284 IT Sub-TA	ronvelez	1	Pending Approval		32.00	24.55	21.25	21.25		21.25	
258 IT Sub-TA	ronvelez	1	Pending Approval		32.00	24.39	21.00	21.00		21.00	
8860 IT Sub-TA	ronvelez	1	Pending Approval		32.00	24.22	21.00	21.00		21.00	
5742 IT Sub-TA	ronvelez	1	Pending Approval		32.00	24.16	21.00	21.00		21.00	
7498 Cler-IT	ronvelez	1	Pending Approval		28.00	24.15	21.00	21.00		21.00	
7387 IT Sub-TA	ronvelez	1	Pending Approval		32.00	24.10	21.00	21.00		21.00	
8859 IT Sub-TA	ronvelez	1	Pending Approval		32.00	24.07	21.00	21.00		21.00	
8862 IT Sub-TA	ronvelez	1	Pending Approval		32.00	24.06	21.00	21.00		21.00	
5785 IT Sub-TA	ronvelez	1	Pending Approval		32.00	24.04	21.00	21.00		21.00	
2249 Sum-IT-Cler	ronvelez	1	Pending Approval		32.00	24.03	21.00	21.00		21.00	
7399 IT Sub-TA	ronvelez	1	Pending Approval		32.00	23.27	20.25	20.25		20.25	
5614 IT Sub-TA	ronvelez	1	Pending Approval		32.00	22.62	21.00	21.00		21.00	
5787 IT Sub-TA	ronvelez	1	Pending Approval		32.00	16.02	14.00	14.00		14.00	
5985 IT Sub-TA	ronvelez	1	Pending Approval								
88	Sum-IT-Cler	ronvelez	1	Pending Approval							
8857 IT Sub-TA	ronvelez	1	Pending Approval		32.00					0.00	
5977 IT Sub-TA	ronvelez	1	Pending Approval								
7643 IT Sub-TA	ronvelez	1	Pending Approval								
6188 IT Sub-TA	ronvelez	1	Pending Approval								
5984 IT Sub-TA	ronvelez	1	Pending Approval								
848	Sum-Tech-Cler	ronvelez	1	Pending Approval							
Totals						532.00	397.28	348.50	348.50	0.00	348.50

Review the employee punches (Generally for Level 1 Approvers).

Green check box = no exceptions or punch issues and usually does not need to be reviewed further.

Any other symbols displaying next to a person's name is some sort of exception and/or punch issue that needs to be resolved. The legend is at the bottom of the screen.

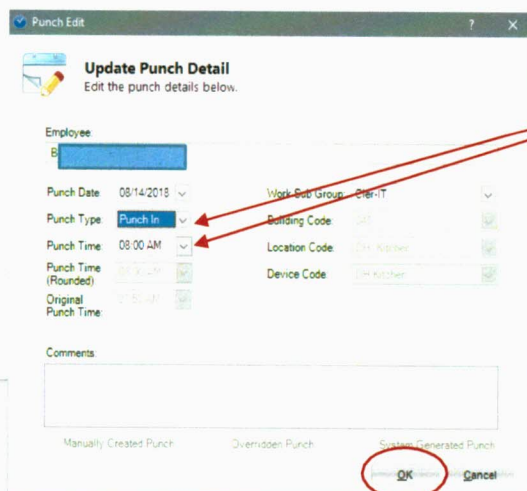
To review an employee's punch – double click the employee name in the list



Click on the date(s) with the exceptions.

The punches will appear at the bottom of screen for the date chosen.

If a punch needs to be adjusted, click on Punch In, Punch Out, etc. and click the Pencil to edit the punch or Blue Plus Sign to add a punch or the Red X to delete a punch.



Verify the Punch Type and adjust punch time if necessary.

Click OK when done.

Adding Events

(Sick, Vacation, Personal, Etc.)

Example:

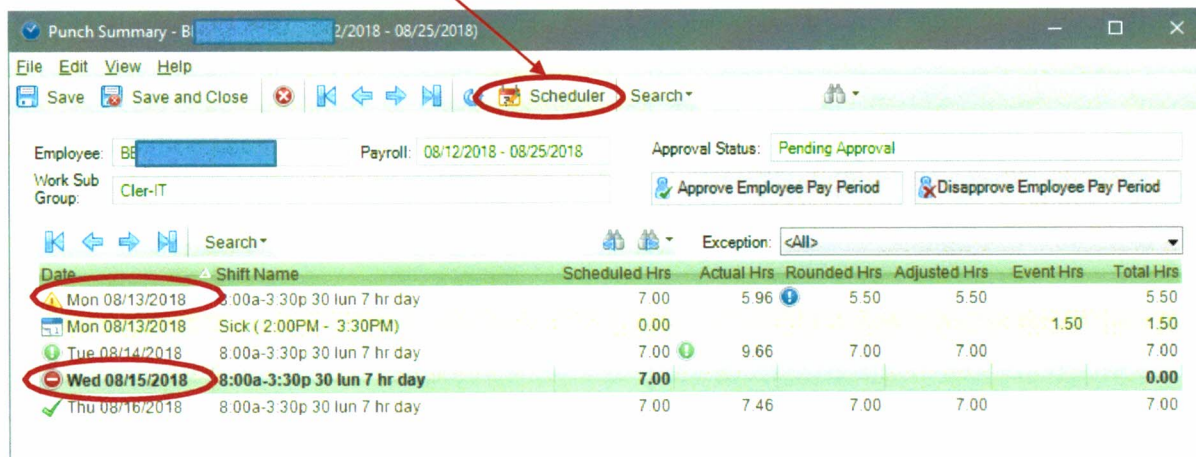
- 8/13/18; Employee punched out early at 2:00PM. Shift schedule is for 3:30PM. (The employee left early due to illness.)
- 8/15/18; Employee had no punches. (Employee requested a vacation day.)

Approver needs to determine what the time is to be filled in with: Sick, Vacation, Personal, etc. (This is called an *event*).

If the event time is not completed – it will be considered a DOCK by payroll.

(Example: the employee does not have any sick, vacation, personal, etc. time remaining or an employee is late and supervisor does not approve the use of event time to cover the lateness).

To enter the Event, click Scheduler.



Punch Summary - BI [redacted] 2/2018 - 08/25/2018

File Edit View Help

Save Save and Close Scheduler Search

Employee: BB [redacted] Payroll: 08/12/2018 - 08/25/2018 Approval Status: Pending Approval

Work Sub Group: Cler-IT Approve Employee Pay Period Disapprove Employee Pay Period

Date	Shift Name	Scheduled Hrs	Actual Hrs	Rounded Hrs	Adjusted Hrs	Event Hrs	Total Hrs
Mon 08/13/2018	8:00a-3:30p 30 lun 7 hr day	7.00	5.96	5.50	5.50		5.50
Mon 08/13/2018	Sick (2:00PM - 3:30PM)	0.00				1.50	1.50
Tue 08/14/2018	8:00a-3:30p 30 lun 7 hr day	7.00	9.66	7.00	7.00		7.00
Wed 08/15/2018	8:00a-3:30p 30 lun 7 hr day	7.00					0.00
Thu 08/16/2018	8:00a-3:30p 30 lun 7 hr day	7.00	7.46	7.00	7.00		7.00

Schedule Screen

Click the date and click Assign Event

(FYI: You can select multiple dates – hold down CTRL key and click dates).

Schedule for BE

Schedule shifts and events using the options below

Assign Shift(s)... Clear Shifts... **Assign Event...** Clear Events... Reset To Work Group Default... Cancel Changes Save Changes

Calendar View: 2 Week View

August 2018							September 2018							October 2018							November 2018							December 2018							January 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	31	1	2	3	4	1	2	3	4	5	6	7	8	9	10	11	12	13	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
5	6	7	8	9	10	11	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
12	13	14	15	16	17	18	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
19	20	21	22	23	24	25	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	16	17	18	19	20	21	22	23	24	25	26	27	28	29				
26	27	28	29	30	31	30	28	29	30	31	26	27	28	29	30	30	31	23	24	25	26	27	28	29	30	31	27	28	29	30	31	1	2	3	4	5	6	7	8	9	

Monday Aug 13 8:00a-3:30p 30 lun 7 hr d

Tuesday Aug 14 8:00a-3:30p 30 lun 7 hr d

Wednesday Aug 15 8:00a-3:30p 30 lun 7 hr d

Thursday Aug 16 8:00a-3:30p 30 lun 7 hr d

Friday Aug 17 8:00a-3:30p 30 lun 7 hr d

Sat/Sun Aug 18

Aug 19

Aug 20

Aug 21

Aug 22

Aug 23

Aug 24

Aug 25

Assign Events for BE

Select an Event for each day specified

Select Event to Assign

Event Name	Description	Event Group	Attendance Code
Recess Unpaid	Recess Unpaid		
School Business	School Business		D
Sick	Sick		S
Sick - F/S - June only	Sick		S
Sick without Pay	Sick without Pay		N
Snow Day	PAID SNOW DAY		
Snow Day Custodial	Custodial Snow Day		
Snow Day Unpaid	UNPAID SNOW DAY		

Days to Assign Event

Start Date: 08/13/2018 End Date: 08/13/2018

Event Type: **Partial Day**

Description: Full Day

Status: Approved

Substitute:

Hours: 1.500

Start Time: 02:00 PM End Time: 03:30 PM

Days: ☒ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Add Cancel

Select the event type from the list

Verify/edit the date range.

Select Partial or Full Day
(only select Full Day if the person will be out the entire day under that reason)

For Partial Day – enter in the Start Time and End Time

Click **Add**

Assign Events for BE

One or more punches exist during this partial event time period. Are you sure you want to continue?

Yes No

Schedule for BE

Schedule shifts and events using the options below

Assign Shift(s)... Clear Shifts... **Assign Event...** Clear Events... Reset To Work Group Default... Cancel Changes **Save Changes**

Calendar View: 2 Week View

August 2018							September 2018							October 2018							November 2018							December 2018							January 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	31	1	2	3	4	1	2	3	4	5	6	7	8	9	10	11	12	13	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
5	6	7	8	9	10	11	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
12	13	14	15	16	17	18	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
19	20	21	22	23	24	25	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	16	17	18	19	20	21	22	23	24	25	26	27	28	29				
26	27	28	29	30	31	30	28	29	30	31	26	27	28	29	30	30	31	23	24	25	26	27	28	29	30	31	27	28	29	30	31	1	2	3	4	5	6	7	8	9	

Monday Aug 13 8:00a-3:30p 30 lun 7 hr d

Tuesday Aug 14 8:00a-3:30p 30 lun 7 hr d

Wednesday Aug 15 8:00a-3:30p 30 lun 7 hr d

Thursday Aug 16 8:00a-3:30p 30 lun 7 hr d

Friday Aug 17 8:00a-3:30p 30 lun 7 hr d

Sat/Sun Aug 18

Aug 19

Aug 20

Aug 21

Aug 22

Aug 23

Aug 24

Aug 25

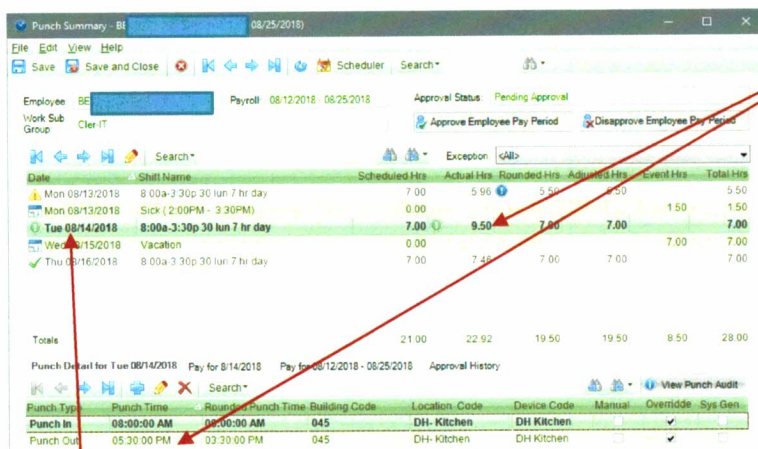
Click **Save Changes** when done.

Click X to close the screen.

Overtime

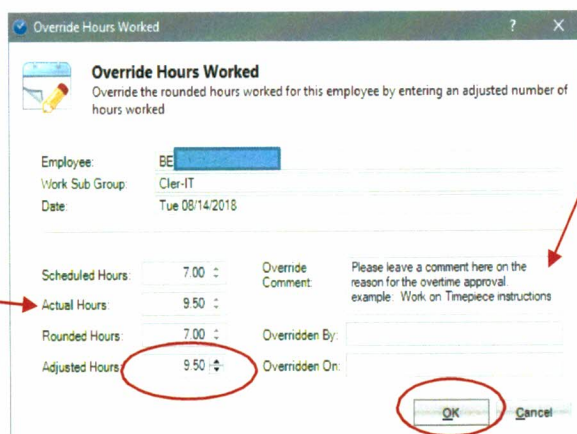
Example:

On 8/14/18 - the Actual Hrs column is 9.50 hours, which is over the approved shift time. Employee worked until 5:30pm (shift was only approved until 3:30PM).



Date	Shift Name	Scheduled Hrs	Actual Hrs	Rounded Hrs	Adjusted Hrs	Event Hrs	Total Hrs
Mon 08/13/2018	8:00a-3:30p 30 hr day	7.00	5.96	5.50	5.50		5.50
Mon 08/13/2018	Sick (2:00PM - 3:30PM)	0.00				1.50	1.50
Tue 08/14/2018	8:00a-3:30p 30 hr day	7.00	9.50	7.00	7.00		7.00
Wed 08/15/2018	Vacation	0.00				7.00	7.00
Thu 08/16/2018	8:00a-3:30p 30 hr day	7.00	7.46	7.00	7.00		7.00
Totals		21.00	22.92	19.50	19.50	8.50	28.00

Double click the date to review



Override Hours Worked
Override the rounded hours worked for this employee by entering an adjusted number of hours worked

Employee: BE [redacted]
Work Sub Group: Cler-IT
Date: Tue 08/14/2018

Scheduled Hours: 7.00
Actual Hours: 9.50
Rounded Hours: 7.00
Adjusted Hours: 9.50

Override Comment: Please leave a comment here on the reason for the overtime approval. example: Work on Timepiece instructions
Overridden By: [redacted]
Overridden On: [redacted]

OK Cancel

REQUIRED (if approving overtime):

Leave a note as to the reason for the overtime.

If you are approving the overtime, then increase the Adjusted hours to match the Actual hours.

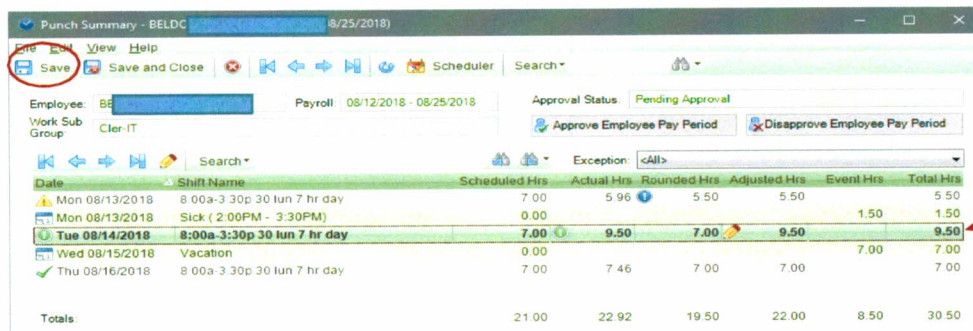
If you are NOT approving the overtime, then leave alone and click OK.

NOTE: Please check your overtime budget by running the appropriations report in nVision before approving overtime.

Click **OK** when done

Click Save

You will see the overtime updates made under the Total Hrs column.



Punch Summary - BELDC (8/25/2018)

File Edit View Help

Save Save and Close Scheduler Search

Employee: BE Payroll: 08/12/2018 - 08/25/2018 Approval Status: Pending Approval

Work Sub Group: Cler-IT Approve Employee Pay Period Disapprove Employee Pay Period

Exception: <All>

Date	Shift Name	Scheduled Hrs	Actual Hrs	Rounded Hrs	Adjusted Hrs	Event Hrs	Total Hrs
Mon 08/13/2018	8:00a-3:30p 30 lun 7 hr day	7.00	5.96	5.50	5.50		5.50
Mon 08/13/2018	Sick (2:00PM - 3:30PM)	0.00				1.50	1.50
Tue 08/14/2018	8:00a-3:30p 30 lun 7 hr day	7.00	9.50	7.00	9.50		9.50
Wed 08/15/2018	Vacation	0.00				7.00	7.00
Thu 08/16/2018	8:00a-3:30p 30 lun 7 hr day	7.00	7.46	7.00	7.00		7.00
Totals:		21.00	22.92	19.50	22.00	8.50	30.50

Submitting Employees for Next Level Approval

NOTE: PLEASE PAY CLOSE ATTENTION TO THE PAYROLL CALENDAR

Once you have reviewed all of the employee punches, you must approve everyone so the next level of approvals can take place and/or move on to payroll.

You can click one, multiple (hold CTLR key and click) or click Select All.

Names will highlight a darker green.

The screenshot shows the 'Review Employee Punch' window in the Timepiece software. The window has a menu bar (File, Edit, View, Navigation, Tools, Window, Help) and a toolbar. The left sidebar contains navigation icons and labels: Management, Employee Dashboard, Review Employee Punch, Close Pay Period, Open Pay Period, Payroll Export, HR Export, Employee Enrollments, and Offline Punch Processing. The main area displays a table of employee punches. The table has columns for Employee Name, Emp ID, Work Sub Group, Current A, Leave Status, Sched Hr, Actual Hrs, Rounded Hrs, Adjusted, Event Hr, and Total Hr. The table is filtered by Pay Cycle (Normal Biweekly), Payroll (08/12/2018 - 08/25/2018), Work Group (All), and Exception (All). The table shows 32 rows of data. At the bottom of the table, there are buttons for 'Select All', 'Approve Selection', and 'Disapprove Selection'. The 'Approve Selection' button is highlighted with a red circle. The bottom status bar shows 'Organization: White Plains City SD', 'User ID: ronvelez', and '32 Rows Loaded'.

Employee Name	Emp ID	Work Sub Group	Current A	Leave Status	Sched Hr	Actual Hrs	Rounded Hrs	Adjusted	Event Hr	Total Hr
M...	8839	Cler-IT	ronvelez	1	Pending Approval	28.00	32.34	28.00	28.00	28.00
D...	5134	IT Sub-TA	ronvelez	1	Pending Approval	32.00	31.07	27.00	27.00	27.00
B...	8890	Cler-IT	ronvelez	1	Pending Approval	28.00	22.92	19.50	22.00	22.00
T...	2284	IT Sub-TA	ronvelez	1	Pending Approval	32.00	24.55	21.25	21.25	21.25
B...	258	IT Sub-TA	ronvelez	1	Pending Approval	32.00	24.39	21.00	21.00	21.00
G...	8860	IT Sub-TA	ronvelez	1	Pending Approval	32.00	24.22	21.00	21.00	21.00
B...	5742	IT Sub-TA	ronvelez	1	Pending Approval	32.00	24.16	21.00	21.00	21.00
G...	7496	Cler-IT	ronvelez	1	Pending Approval	28.00	24.15	21.00	21.00	21.00
C...	7387	IT Sub-TA	ronvelez	1	Pending Approval	32.00	24.10	21.00	21.00	21.00
P...	8859	IT Sub-TA	ronvelez	1	Pending Approval	32.00	24.07	21.00	21.00	21.00
W...	8862	IT Sub-TA	ronvelez	1	Pending Approval	32.00	24.06	21.00	21.00	21.00
D...	5785	IT Sub-TA	ronvelez	1	Pending Approval	32.00	24.04	21.00	21.00	21.00
W...	2249	Sum-IT-Cler	ronvelez	1	Pending Approval	32.00	24.03	21.00	21.00	21.00
V...	7399	IT Sub-TA	ronvelez	1	Pending Approval	32.00	23.27	20.25	20.25	20.25
G...	5614	IT Sub-TA	ronvelez	1	Pending Approval	32.00	22.62	21.00	21.00	21.00
R...	5787	IT Sub-TA	ronvelez	1	Pending Approval	32.00	16.02	14.00	14.00	14.00
A...	5985	IT Sub-TA	ronvelez	1	Pending Approval					
B...	88	Sum-IT-Cler	ronvelez	1	Pending Approval					
D...	8857	IT Sub-TA	ronvelez	1	Pending Approval	32.00				0.00
E...	5977	IT Sub-TA	ronvelez	1	Pending Approval					
G...	7643	IT Sub-TA	ronvelez	1	Pending Approval					
G...	6188	IT Sub-TA	ronvelez	1	Pending Approval					
G...	5984	IT Sub-TA	ronvelez	1	Pending Approval					
H...	848	Sum-Tech-Cler	ronvelez	1	Pending Approval					
Totals					532.00	390.01	340.00	342.50	0.00	342.50

Click Approve Selection for the employees you want to submit to the next approver level and/or payroll.

*****If the above is not done per the payroll schedule, employees in your school or department will not be paid.*****

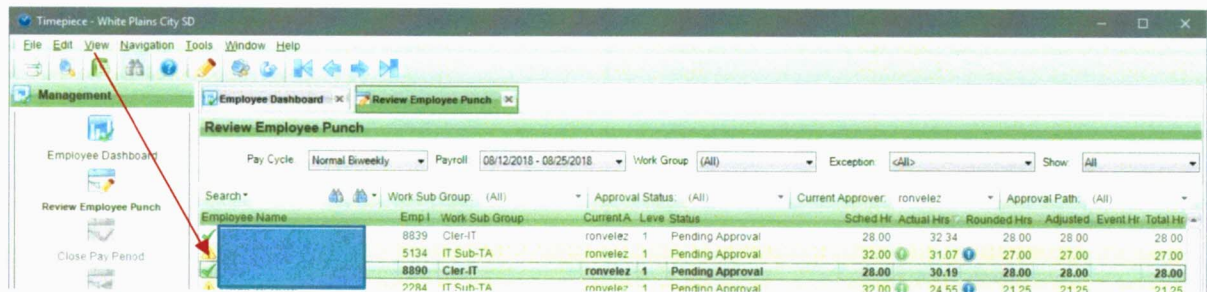
Adding or Changing a Schedule Shift

(Generally for Level 1 Approvers)

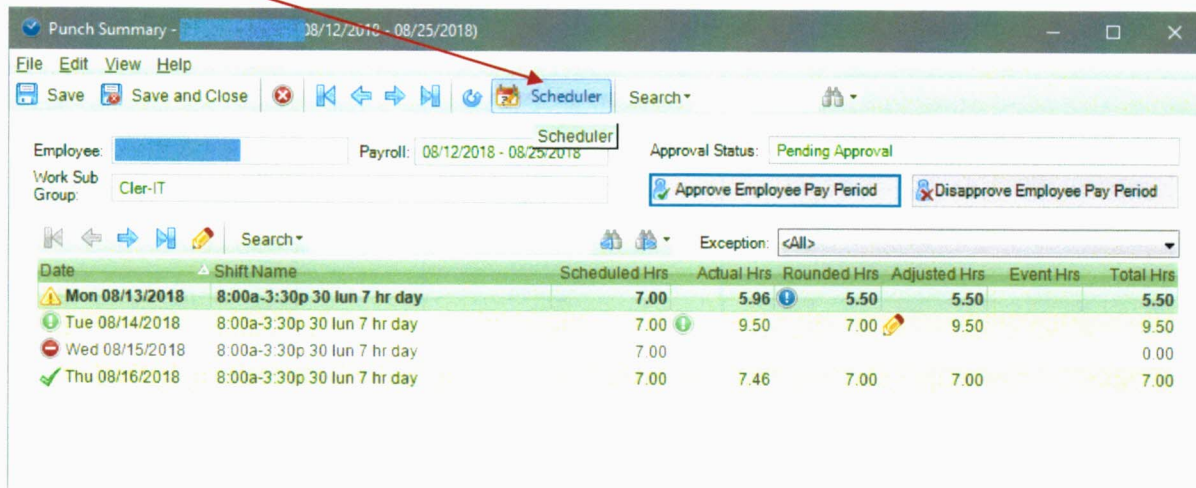
Notes:

- This must be done annually in June for the following school year for each employee that uses the Timepiece clock (each school or department is responsible for this).
- This must be done for every new employee that uses the Timepiece clock (each school or department is responsible for this).

Click on an employee's name



Click Scheduler



Click Assign Shifts:

Schedule for BE

Schedule shifts and events using the options below

Calendar View
2 Week View

August 2018	September 2018	October 2018	November 2018	December 2018	January 2019
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
29 30 31 1 2 3 4	2 3 4 5 6 7 8	1 2 3 4 5 6	1 2 3	2 3 4 5 6 7 8	1 2 3 4 5
5 6 7 8 9 10 11	9 10 11 12 13 14 15	7 8 9 10 11 12 13	4 5 6 7 8 9 10	9 10 11 12 13 14 15	6 7 8 9 10 11 12
12 13 14 15 16 17 18	16 17 18 19 20 21 22	14 15 16 17 18 19 20	11 12 13 14 15 16 17	16 17 18 19 20 21 22	13 14 15 16 17 18 19
19 20 21 22 23 24 25	23 24 25 26 27 28 29	21 22 23 24 25 26 27	18 19 20 21 22 23 24	23 24 25 26 27 28 29	20 21 22 23 24 25 26
26 27 28 29 30 31	30	28 29 30 31	25 26 27 28 29 30	30 31	27 28 29 30 31 1 2

Monday Aug 13 8:00a-3:30p 30 lun 7 hr d
Tuesday Aug 14 8:00a-3:30p 30 lun 7 hr d
Wednesday Aug 15 8:00a-3:30p 30 lun 7 hr d
Thursday Aug 16 8:00a-3:30p 30 lun 7 hr d
Friday Aug 17 8:00a-3:30p 30 lun 7 hr d
Sat/Sun Aug 18
Aug 19

Select the correct shift from the list

(if you are not sure which one to select, please contact Human Resources).

Assign Shifts for BE

Select a shift for each day specified

Select Shift to Assign

Search*

Shift Name	Shift Group	Start Time	End Time	Late Min.	Early Leave Min.
8:00a-3:15p 30 lu	TA Group	8:00 AM	3:15 PM	7	3
8:00a-3:30p 30 lu	TA Group	8:00 AM	3:30 PM	7	3
8:00a-3:30p 30 lu...	Cler/SecureNurse...	8:00 AM	3:30 PM	7	3
8:00a-3:30p 40 lu	TA Group	8:00 AM	3:30 PM	7	3
8:00a-3:50p 30 lu	Cler/SecureNurse	8:00 AM	3:50 PM	7	3
8:00a-4:00p 30 lu	Cler/SecureNurse	8:00 AM	4:00 PM	7	3
8:00a-4:00p 60 lu	Cler/SecureNurse	8:00 AM	4:00 PM	7	3
8:00a-4:30p 30 lu	Cust Group	8:00 AM	4:30 PM	7	3
8:00a-4:30p 30 lu	Cust Group	8:00 AM	4:30 PM	7	3
8:00a-5:00p 60 lu	Cust Group	8:00 AM	5:00 PM	7	3
8:00a-9:30a no lu	FS Group	8:00 AM	9:30 AM	7	3

Days to Assign Shift

Start Date: 07/01/2018 End Date: 06/30/2018

Description:

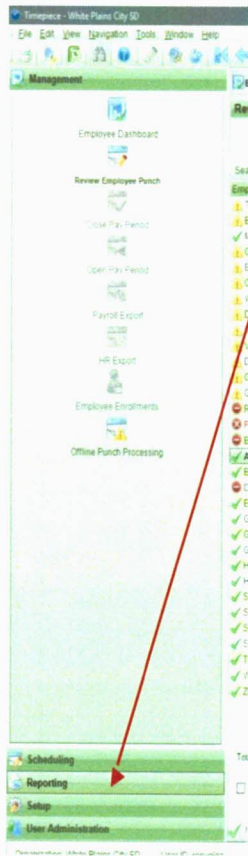
☐ Sunday ☒ Thursday
☒ Monday ☒ Friday
☒ Tuesday ☐ Saturday
☒ Wednesday

Select the dates that the shift will apply to and verify the days of the week the shift applies to.

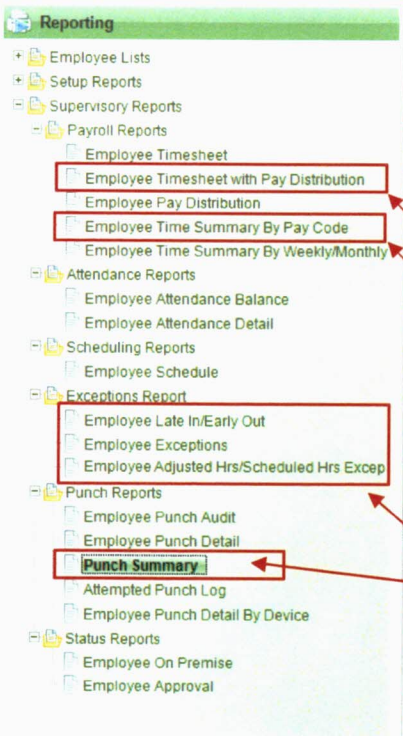
Click ADD when done.

Click Save Changes when done.

Reports



Click Reporting on the left menu



Report Screens generally all function similar to this screen. Enter the dates you want to review the reports for and click Run.

Employee Late Time In/Early Time Out

Employee Late Time In/Early Time Out Report

Select the work group, employees within the work groups, date range and exception type to view a list of employees with exceptions

Report Criteria

Work Group	(All Selected)	
Work Sub Group	(All Selected)	
Employees	(All Selected)	
Start Date	08/01/2018	
End Date	08/10/2018	
Exception Type	All	

Run Cancel

Recommended reports to review:

- Employee Timesheet with Pay Distribution
- Employee Time Summary by Pay Code
- Employee Late In/Early Out
- Employee Exceptions (Sick, Vacation, etc.)
- Employee Adjusted Hrs/Schedule Hrs Exceptions (overtime)

Payroll Calendar

WHITE PLAINS CITY SCHOOL DISTRICT-PAYROLL SCHEDULE			
2018-2019 FISCAL YEAR			
CONTRACTUAL PAYROLL CALENDAR			
PAYDATE THURSDAYS, EXCEPT WHERE INDICATED	# of Pay Periods		
	12 mo	11 mo	10 mo
7/12/18	1	1	n/a
7/26/18	2	n/a	n/a
8/9/18	3	n/a	n/a
8/23/18	4	2	n/a
8/30/2018**	n/a	n/a	.50
9/6/18	5	3	.50
9/20/18	6	4	2
10/4/18	7	5	3
10/18/18	8	6	4
11/1/18	9	7	5
11/15/18	10	8	6
11/29/18	11	9	7
12/13/18	12	10	8
12/27/18	13	11	9
1/10/19	14	12	10
1/24/19	15	13	11
2/7/19	16	14	12
2/21/19	17	15	13
3/7/19	18	16	14
3/21/19	19	17	15
4/4/19	20	18	16
4/18/19	21	19	17
5/2/19	22	20	18
5/16/19	23	21	19
5/30/19	24	22	20
6/13/19	25	23	21
6/25/19	n/a	n/a	21.5
6/26/19	n/a	26	25.5
6/27/19	26	24	n/a
** Please note there will be adjustments made to the frequency of pay for the 2019-2020.			

Docking Form

WHITE PLAINS CITY SCHOOL DISTRICT

SALARY DOCKING FORM

This form is to be used by the building attendance secretary to report an employee's (all types of employees) absence after an employee has exhausted all of his/her paid sick, personal and/or vacation time. Each time an employee is absent, this form must be email to payrolloffice@wpcsd.us and cc: humanresources@wpcsd.us, immediately on the day of each absence.

TO: PAYROLL OFFICE

FROM: _____ (School, Bldg., Dept.)

DATE: _____

RE: _____ (Employee Name; Position)

The above employee is absent on _____ (date). This employee has exhausted all of his/her _____ (sick, personal, vacation), as of _____ (date).

_____/_____
Principal/Building Supervisor Date

FOR PAYROLL PURPOSES ONLY:

Payroll Date: _____ Hourly/Daily rate of Pay: _____

Total # of Hours/Days Docked: _____ Total Amount Docked this P/R \$ _____

Attachments/Salary Information - PR

Calculated by: _____ Approved by: _____

Cc: Human Resources
Employee

TIMEPIECE “CHEAT” SHEET

- **Review Employee Punches** (Generally for Level 1)

Details on page 2-3

- Green check box = no exceptions or punch issues and usually does not need to be reviewed further.
- Any other symbols displaying next to a person’s name is some sort of exception and/or punch issue that needs to be reviewed. The legend is at the bottom of the screen.
- To review an employee’s punch – double click the employee name in the list

- **Adding Event to an Employee’s Schedule (Sick, Vacation, Personal, etc.)** – *if necessary*

Details on pages 4-5

- Approver needs to determine what the time is to be filled in with: Sick, Vacation, Personal, etc. (this is called an Event)
- **If the event time is not completed – it will be considered a dock by payroll.**
- To enter the Event, click Scheduler.

- **Overtime** – *if necessary*

Details on pages 6-7

- Double click the date to review
- If you are approving the overtime, then increase the **Adjusted** hours to match the **Actual** hours.
- If you NOT approving the overtime, then leave alone and click OK.
- REQUIRED (if approving overtime): Leave a note as to the reason for the overtime.
- NOTE: Please check your overtime budget by running the appropriations report in nVision before approving overtime.

- **Submitting Employees to the next approver level and/or to payroll**

Details on page 8

- **NOTE: PLEASE PAY CLOSE ATTENTION TO THE PAYROLL CALENDAR**
- Once you have reviewed all of the employee punches, you must approve everyone so the next level of approvals can take place and/or move on to payroll.
- You can click one, multiple (hold CTRL key and click) or click Select All.
- Names will highlight a darker green.
- Click Approve Selection for the employees you want to submit to the next approver level and/or to payroll.