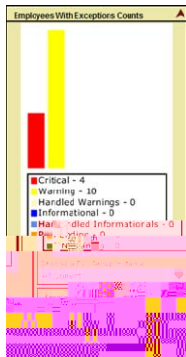

APPROVAL PROCESS

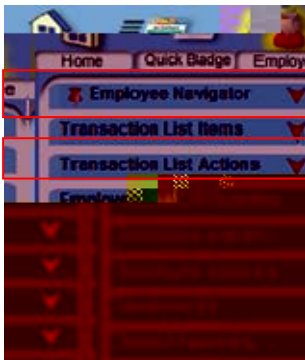
Employee LaborViews

1. On right side of Home page
2. Click red arrows to show detail of the desired LaborView,
3. Monitor Daily: *Employees with Exceptions Counts, Pending Requests, Pay Period Overview*

Click colored bars to view exception detail in the Employee Section



Employee > Left Pane



Overview of Sections



Employee : To manage transactions, view benefits and pay distribution

Reports : To run reports

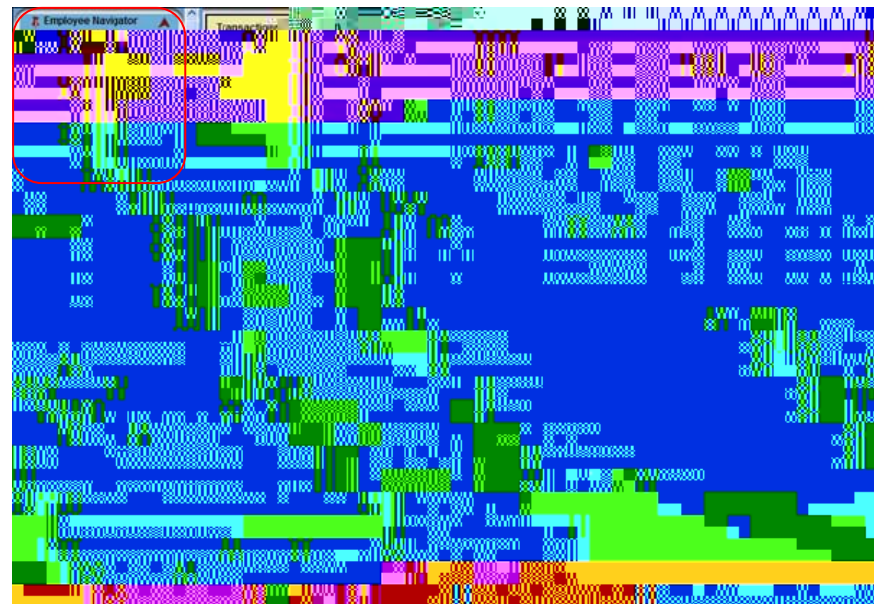
Actions : Lists action cards for functions and processing options

Preferences : To change displays and notifications

Employee : *Time Card Screen*(Default screen when opening an employee)

Select TCS button on left pane under Employee Sections

Search for employees in the Employee Navigator at the top of the left pane



Actions: Cards for Approval, Employee, General, Processes, Scheduling, and System actions.

Printing the Time Card Report:

Employee tab > Select an employee; Employee Section > Time Card Report – Scroll over report or from the left pane select Print or Email

Display the Time Card Screen
Add – select either Add Clocking or Add Calendar in left pane; enter appropriate information

Transaction List Actions

Delete a Clocking or Calendar

1. Click check box next to record
2. Select Delete Selected under the Transaction List Actions

Edit a clocking

1. Click check box next to clocking record
2. Expand details and modify the record

Edit Calendar

1. Click check box next to calendar record
2. Expand details and modify the record

Add Transaction Note

When editing a clocking or calendar select the Notes tab; Either select Predefined Note Code or enter text in the Text box; Save

Enter Adjustments to Pay Info

1. Open the employee TCS in Transaction List view
2. Click Add Adjustment in the Employee Actions section in the left pane
3. Enter fields with red and other applicable fields.
4. (*On the Indicators tab; verify or change the TA Interface Standard field on the TA Interface Processes card*).