

EasyChoice[®]

Time & Attendance















Employee User Guide

Changing Your Password

To change your password, select **My Account > My Settings> Change Password**. Use the fields on the **Change Password** page to enter your old and new password, and then click **Save**.

Common Icons and Screen Functions

This section describes common icons and screen functions that can be found throughout the TimeVantage interface.

Icon	Function
	Provides calendar pop-up for you to select a date
	Delete current selection
 Clock In  Clock Out	Punch in and punch out
	Select, add, or approve
	Select or add
	Lookup options for current selection
	Enter note
	View/Edit
	View more detail
	Add/change functions of a report
	Employee report filter
	Run “show me” movie
	Get help on current area

Using Your Timesheet

TimeVantage provides five default timesheet formats: **Bulk Hours, Start/Stop, Time Stamp, Start/End All Days, and Graphical View**. Your system administrator or manager has assigned the following timesheet formats to your user account. You can access your current timesheet by selecting **My Account >My Current Timesheets (or Historical Timesheets)**.

Time Stamp Timesheet Format

The Time Stamp timesheet is the strictest of the timesheet profiles, allowing you to clock in or out with your time stamped directly from the server time, not the time on your PC. Within this timesheet, you can clock in and out of different Cost Centers.

Time Stamp March 12, 2007 - March 18, 2007 ⓘ This is your current timesheet.

Clock In Change Cost Center Clock Out

Summary Days Thu 15 << >> Calc. Detailed Calc. Summary

Thursday, March 15, 2007

Projects	Notes	From	To	Break	Raw Total
Co-Op/Ads		3:54p			0:00

Day Total : 0:00
Time Sheet Total : 0:00

Timesheet Information ⓘ

Created On: 03/12/2007
Current State: Open
Default Projects: Marketing Co-Op/Advertising

Save Undo Submit For Approval Utilities Close Previous Timesheet GO!

To record time entries in a Time Stamp timesheet:

1. Select **My Account > My Current Timesheet** . The timesheet will open to the current pay period, on today's date.
2. Click the **Clock In** button to punch in. The current time is automatically recorded into the **From** field.
3. Click the **Clock Out** button to punch out. The current time is automatically recorded into the **To** field.
4. Click the **Save** button.
5. Each time you punch out, a new line is added for you to punch in again.
6. At the end of the pay period, you will hit the **Submit For Approval** button. Once timesheet has been submitted, all changes will need to be made by your supervisor or company administrator.

Bulk Hours Timesheet Format

Adjustments Timesheet Calc. Detailed Summary By Day

Time Off	Pay Category	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat 8	Sun 9	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Raw Total
X			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	8.00		72.0
X	OVERTIME					1.50								1.00		2.50
X	PTO									8.00						8.00
	Raw Total	0.00	8.00	8.00	8.00	9.50	8.00	0.00	0.00	8.00	8.00	8.00	8.00	9.00	0.00	82.5
	Notes															



1 Add Rows

Needs Saving

Timesheet Information

Created On: 11/01/2008
Current State: Open



To record time entries in a Bulk Hours timesheet:

1. Select **My Account > My Current Timesheet** . The timesheet will open to the current pay period, on today's date.
2. Click the  button.
3. Hours in each row are allocated by Time Off or Pay Category. In above example, Overtime pay category was chosen in row 2. Those hours are considered OT
4. In above example, PTO hours are in row 3.
5. At the end of the pay period, you will hit the  button. Once timesheet has been submitted, all changes will need to be made by your supervisor or company administrator.

Including Notes with Your Timesheet

TimeVantage provides the ability to attach Notes to your timesheet that your approver can view. For example, if you were late on a particular day, you can include a brief explanation for the delay.

To enter a Note:


1. Click the  button associated with the day or pay period you want to attach a note.
2. Enter your note in the **Notes** window, and click the  button.

Notes

I was late because I had car trouble.

Add New Note Clear Cancel

3. You will then see the  button where the note was placed, indicating a note has been added.

- To review the note, click on the  button.

Printing Your Timesheet

TimeVantage provides the ability to print your timesheets. Within this option, your timesheet will print with a **Signature** line, allowing both you and your manager to sign the timesheet.

- First, go to **My Account > My Current (or historical) Timesheet**


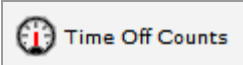
- Within your timesheet, go to the  button, then to  or .

- You will then be prompted to follow your web browser's printing options.

Checking Your Accrual Balance

If your organization is using TimeVantage to track benefit accruals, there are two places where you will be able to check your available benefit time balance.

- First, go to **My Account > My Current Timesheet**



- Within your timesheet, go to the  button, then to .
- You can also go to **My Account > My Time Off > Request** Your benefit time information will appear in the top right corner of the page.
- The **Balances** window displays for each Time Off the **Authorized** (initial balance), **Remaining** (current balance available), **Taken** (time off taken previously), **Scheduled** (time off scheduled in the future), and **Pending Approval** (time off not yet approved).
- If the **Pending Approval** information appears in **green font**, you currently have enough time accrued for your request. If the pending time off information appears in **red font**, you currently do not have enough time accrued for your request.

Balances						
Time Off	Accrued To	Auth	Rem	Taken	Sch	Pending Approval
Sick	1/1/2006	Hrs: 139:23	139:23	0:00	0:00	0:00
		Days: 17.42	17.42	0	0	0
Personal	1/1/2006	Hrs: 83:38	83:38	0:00	0:00	16:00
		Days: 10.45	10.45	0	0	2
Vacation	1/1/2007	Hrs: 278:44	190:44	88:00	0:00	48:00
		Days: 34.84	23.84	11	0	6

Requesting Time Off


In addition to using TimeVantage for entering time and submitting timesheets, you can use the application to submit requests for time off. Your time off requests can be for one or multiple days and you can even specify the type of time off and the number of hours you want to take. Similar to timesheet submittals, your manager will receive your time off request in his/her TimeVantage approval menu. If your request is approved, the time off will automatically appear in your timesheet.

Time Off


Time Off  

Request Type


Full Day

Date 



Partial Day (Start/Stop)

Date  From To Total

Partial Day (Bulk)





Date  Total

Multiple Days

From  To 

Comments

To Request Time Off:

1. Select **My Account > My Time Off > Request**
2. In the **Time Off** field, select the type of time off you would like to take using the  button to browse.
3. To request time off on a single workday; select the **Full Day** radio button. Enter the appropriate date in the **Date** field, or use the  button to choose the date from the calendar.
4. To request a **Partial Day**, you have two options:
 - First, you can enter a **Partial Day (Start/Stop)**, where you can request the specific **From** and **To** time you would like off (Ex. 1PM-3PM).
 - Or, you can choose a **Partial Day (Bulk)**, which allows you to request a specific amount of hours (Ex. 2 hours).
5. To request several consecutive days off, select the **Multiple Days** radio button. Enter the date range in the **From** and **To** fields, or use the  button to choose the dates from the calendar.
6. Enter any notes you may want to communicate to your approver(s) regarding your request in the **Comments** field.
7. Click the  button