ezLaborManager

Employee Quick Reference Card

Filling Out Your Time Sheet

Home

1. Enter Daily Hours:

From the Home Page:

- Click on the Time Sheet button.
- Click on the arrow in the **Pay Date Range** drop-down box and select the time period that you want to view. **Note:** If you change the **Pay Date Range**, the system will remember your settings the next time you log in.

<u>To Enter Hours Worked</u>:

- In the **Hours** field, enter the amount of hours worked.
- To charge this time to a specific department (and/or other labor category), click in the **Department** (or other labor category) field, then click on the button that pops up to display a list of department codes. Click on the department to which you want to charge the time.

<u>To Enter Non-Worked Time</u>: *(e.g., sick time or vacation)*

- In the **Hours** field, enter the amount of non-worked hours.
- Click in the **Earnings Code** field, then click on the button that pops up to display a list of earnings codes. Click on the appropriate earnings code (e.g., SICK or VACATION).

<u>To Insert an Additional Line for a Day</u>:

- Click on the + button. Enter your time as instructed above.

<u>To Enter Time from Your Defined Schedule</u>: *(If applicable, the time will appear grayed-out.)*

- Click in the **Select** check box for the scheduled day(s) that you wish to submit.
- When you have finished entering hours, click on the Submit button.
  - ➢ *You will receive an **Operation Successful** message.*

2. Record Supplemental Earnings: *(If applicable)*

From the Home Page:

- Click on the Supplemental Earnings button.
- Click on the arrow in the **Pay Date Range** drop-down box and select the time period that you want to view. **Note:** If you change the **Pay Date Range**, the system will remember your settings the next time you log in.
- In the **Pay Date** field, enter the date to which you want to apply the supplemental earnings (or click on the button and select the date from the calendar).
- In the **Earnings Code** field, click on the button to display a list of earnings codes. Click on the appropriate earnings code (e.g., TIPS or GRRCPTS).
- In the **Entered Amount** field, enter the supplemental earnings amount (e.g., **100.00** for $100).
- To allocate the amount to a different labor category, such as "department," click on the button in the **Department** (or other labor category) field to display a list of department codes. Click on the department to which you want to allocate the amount.
- To insert an additional line for a day, click on the + button. Enter your supplemental earnings as instructed above.
- When you have finished entering supplemental earnings, click on the Submit button.
  - ➢ *You will receive an **Operation Successful** message.*

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3. Approve Your Timecard:

From the Home Page:

- Click on the Time Sheet button.
- Click on the arrow in the **Pay Date Range** drop-down box and select **Current Pay Period**.
- Click on the **Employee Approval Required** link.
- Verify your timecard information, then click on the Approve button.
- Click **OK** in the pop-up message box to confirm approval of your timecard information.
  - *You will receive an **Operation Successful** message. The link will change to **Employee Approval Done** on the Employee Time Sheet page.*

Viewing Your Time and Attendance Details

Home

To Print Your Timecard Information:

- Click on the **Home** tab.
- Click on the Time Sheet button.
- Click on the arrow in the **Pay Date Range** drop-down box and select the time period that you want to view.
- Click on the **Printable View** link.
  - *A window will open that displays the timecard details for the selected dates. You may collapse or expand the individual categories to view their details. Only expanded categories will print.*
- Click on the Print button.

To View Your Schedule: *(If applicable)*

- Click on the **Home** tab.
  - *Your schedule for the current week is displayed in the Schedule at a Glance box.*
- Click on the **View Schedule** link.
  - *A 4-week calendar with your schedule will be displayed.*
- Use the arrows ◄► to scroll back or forward four weeks at a time.

My Labor

To View Your Timecard History:

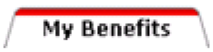
- Click on the **My Labor** tab.
- Click on the arrow in the **Date Selection** drop-down box and select the pay period that you wish to view.
- To view a different pay period, click on the button to display a list of pay periods. Click on the pay period that you wish to view.

My Attendance

To View Your Attendance Exceptions: *(If applicable)*

- Click on the **My Attendance** tab.
- Click on the **Attendance Exceptions** link on the left side of the screen.
- In the **Number of Records** column of the table, click on the number link (e.g., 2) for an attendance exception type (e.g., sick time or vacation) to view the exception details.
  - *Details include the date on which the exceptions occurred and the amount of time for each occurrence.*

Employee Quick Reference Card



To View Your Benefit Balances and Company Holidays: *(If applicable)*

- Click on the **My Benefits** tab.
  - *Your benefit balances and company holidays will be displayed.*
- To view a summary of your benefits activity, click on the link in the **Description** column for the benefit that you wish to view (e.g. **Sick Time** or **Vacation**).
  - *A summary of the selected benefit activity will be displayed.*
- To view a detailed history of the selected benefit, click on the hours link (e.g., **80.00**) in the **Total Hours Balance** row at the bottom of the table.
  - *A detailed transaction breakdown of the selected benefit will be displayed.*