Swarthmore College

Electronic Timekeeping
Supervisors Manual

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Navigating Through Attendance on Demand User Manual

Using the Attendance on Demand is intuitive and task-based. When you perform one task, like editing an employee’s time card, you can often go right to your next task quickly and easily.

When a user logs into Attendance on Demand, the main window is displayed.

**Header Area** – This area contains active and inactive employee counts, current date, current pay period dates, user welcome message and a Log Off option.

**Menu Area** - This is a series of buttons or tools available for use while performing certain tasks. The menu can be refreshed separately from the rest of the page. All menu groups can also be expanded and collapsed by clicking on the header name.

**Interactive View Area** – Information displayed in this view area is dynamic relative to the menu option selected or the drill-down selection and can change based on the items selected.
Locating Comprehensive Employee Information  Attendance on Demand User Manual

The Attendance on Demand allows you to check on a particular employee or employees by using the Locate feature.

Locating a Single Employee
Use this method to browse to an employee's information directly.

- Click the Locating an Employee icon on the menu title bar
- Select the Employee Properties link
- Specify the employee’s name in the Search field
- Press the Enter key or wait a few seconds for the results
- Click the appropriate employee name to browse to his/her information

Locating a Single Employee by Workgroup
Use this method to browse to an employee's information by indicating a workgroup (i.e. Department).

- Click the Locating an Employee icon on the menu title bar
- Select the Employee Workgroup Assignments link
- Specify the workgroup code (i.e. 2200) in the Search Field
- Press the Enter key or wait a few seconds for the results
- Click the appropriate employee name to brows to his/her information
Understanding the Time Card  Attendance on Demand User Manual

Elements of the Time Card

Information about each shift is displayed in the columns on the time card. Each row represents a shift or credit for the date specified in the left-most column. Other columns from left to right are:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Schedule</strong></td>
<td>Shows the standard or the planned absence schedule for the day.</td>
</tr>
<tr>
<td>![icon]</td>
<td>indicates an unacknowledged critical exception</td>
</tr>
<tr>
<td>![icon]</td>
<td>indicates an acknowledged exception</td>
</tr>
<tr>
<td><strong>Punches</strong></td>
<td>Displays punches in each shift.</td>
</tr>
<tr>
<td>![icon]</td>
<td>indicates an unacknowledged critical exception</td>
</tr>
<tr>
<td>![icon]</td>
<td>indicates an acknowledged exception</td>
</tr>
<tr>
<td>![icon]</td>
<td>indicates a Missing Punch exception</td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td>Displays shift totals. Totals may take into account automatic lunch deductions when an employee does not punch out for lunch.</td>
</tr>
<tr>
<td><strong>Workgroups</strong></td>
<td>Shows the workgroup combination applied to the shift hours for the day.</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>Identifies how the shift differs from the schedule and which exceptions were flagged as a result.</td>
</tr>
</tbody>
</table>
Summaries of the Time Card

Daily and Period summaries are displayed at the bottom of the time card window. A calendar-type view of Scheduled planned absences is also available.

<table>
<thead>
<tr>
<th>Pay Desig.</th>
<th>Station, Cost Center, Department, Job, Special Pay</th>
<th>Hours</th>
<th>Rate</th>
<th>Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>MDA, 2003, 14A, AC21, GOP</td>
<td>43155</td>
<td>16.3500</td>
<td>391.0375</td>
</tr>
<tr>
<td>O/T Hrs</td>
<td>MDA, 2003, 14A, AC21, ESP</td>
<td>1:00</td>
<td>24.5000</td>
<td>36.7950</td>
</tr>
<tr>
<td>Total</td>
<td>MDA, 2003, 14A, AC21, GOP</td>
<td>6:00</td>
<td>16.3500</td>
<td>130.8000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>December 2000</th>
<th>January 2001</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fri</td>
<td>Sat</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>22</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>36</td>
<td>36</td>
<td>37</td>
</tr>
</tbody>
</table>

View | Description
---|--------------------------------------------------
Period Summaries | Specifies information based upon the entire pay period. Pay Desig. – Pay Designation assignment Workgroups – Specifies the workgroup assignment the shift hours were allocated to Hours – Calculated shift hours Rate – Pay rate calculated based upon Pay Designation multiplier Dollars – Calculated gross dollars
Daily Summaries | Specifies information based upon each day of the pay period (same format as Period Summaries).
Scheduled Time Off | Planned Absences scheduled within a 3 month period.
Adding a Punch in the Time Card

The Time Card allows you to add a transaction to an employee’s Punches section. You do this, for example, when an employee forgets to punch out.

Adding a New Punch

- Right-click on the Date field
- Select Adjustments
- Select Add a Punch
- Specify the punch date
- Specify the punch time
  - Use 24-hour clock (i.e. 1530)
  - Use 12-hour clock (i.e. 330p)
- Specify a reason code in the Reason field
- Click OK

Shortcut...
Click on the cell to the left of the Missing Punch icon and enter the punch time.
Deleting a Punch for a Single Employee Attendance on Demand User Manual

Deleting a Punch in the Time Card
When a supervisor is adjusting an employee’s Time Card, they may add a punch transaction time that is incorrect. A supervisor deletes the incorrect punch using the Delete a Punch button.

Deleting a New Punch
- Right-click on the punch time
- Select Remove this Punch
Crediting/Debiting Hours or Dollars in the Time Card

You can credit or debit hours or dollars on an individual employee's time card on the Time Card. You credit hours to a specific day when employees should be paid for time that they did not work. For example, you use credits for sick or vacation time.

You debit hours or dollars by using a negative number in the edit. Debiting is used to deduct hours or dollars for extra time on the time card (for example, when an employee punches out an hour after stopping work). Debiting can also correct a mistake in crediting hours or dollars.

Crediting/Debiting Hours

- Right-click on the Date field
- Select Adjustments
- Select Credit/Debit Hours
- Specify the edit date
- Enter the hour amount
  - Use HH:mm format (i.e. 4:30)
  - Use HH.hh format (i.e. 4.50)
- Select an hour pay designation
- Specify the appropriate workgroups if different from the listed home workgroup assignments
- Specify a reason code in the Reason field
- Click OK

Crediting/Debiting Dollars

- Right-click on the Date field
- Select Adjustments
- Select Credit/Debit Dollars
- Specify the edit date
- Enter the dollar amount
- Select a dollar pay designation
- Specify the appropriate workgroups if different from the listed home workgroup assignments
- Specify a reason code in the Reason field
- Click OK
Changing Pay Designations for a Shift  Attendance on Demand User Manual

Transferring a Pay Designation in the Time Card

You can change/transfer the pay designation Attendance on Demand uses for a full or partial shift. The pay designation returns to the original pay designation when the employee punches in for the next shift.

Transferring a Pay Designation

- Right-click on the shift hours in the **Hours** field
- Select **Reallocate Pay Designation Hours**
- Select the hours to be assigned to the new pay designation in the **Allocate From** field
- Enter the number of hours to be transferred in the **Amount** field
  - Use HH:mm format (i.e. 4:30)
  - Use HH.hh format (i.e. 4.50)
- Select the new pay designation in the **Pay Designation** field
- Enter the hour amount
- Specify a reason code in the **Reason** field
- Click **OK**
Transferring a Block of Time to a Different Workgroup

Use this function (sometimes known as “distributing labor”) when you are reviewing an employee’s hours for a day or a pay period and you determine that some of the hours should be assigned a different workgroup (i.e. Department). Block Hours Transfers re-assign hours without regard to a specific time of day or specific shift.

Transferring a Different Workgroup

- Right-click on the Date field
- Select Workgroup Ops
- Select Reallocate Hours
- Select the hours to be assigned to the new workgroup in the Allocate From field
- Enter the number of hours to be transferred in the Amount field
  - Use HH:mm format (i.e. 4:30)
  - Use HH.hh format (i.e. 4.50)
- Select the new workgroup in the Location, Department, Cost Center fields
- Specify a reason code in the Reason field
- Click OK
Paying Employees to Actual or Scheduled Shift Time Using Special Edits

Special edits are changes made to a time card specifying that an employee is paid to the scheduled start/end or actual start/end of a shift.

Pay to Actual Start and Pay to Actual End are used to override rounding areas, or authorize Overtime. You cannot apply a special edit to an unscheduled shift.

Authorizing Extra Hours with Special Edits

- Right-click on the Date field
- Select Adjustments
- Select Special Edits
- Specify the edit type
  - Pay to Scheduled Start
  - Pay to Scheduled End
  - Pay to Actual Start
  - Pay to Actual End
- Click OK
Crediting Deducted Lunch Time Attendance on Demand User Manual

Crediting Deducted Lunch Time in the Time Card
The Credit Worked Time function calculates the amount of automatically deducted time and lets you credit the employee for that amount. Worked hours that are credited this way are always assigned to the Regular pay designation.

Crediting a Deducted Lunch Time

- Right-click on the Date field
- Select Adjustments
- Select Credit Worked Time
- Enter the number of auto deducted hours to be credited in the Amount field
  - Use HH:mm format (i.e. 4:30)
  - Use HH.hh format (i.e. 4.50)
- Specify the credit rule in the Worked Time to Compensate field
  - Pay Amount Indicated – Credits the lunch amount as specified in the Amount field
  - Pay Lunch Amount Deducted – Credits the full lunch amount automatically deducted; the Amount field is ignored
- Specify a reason code in the Reason field
- Click OK
Managing Schedules in the Time Card

A schedule in Attendance on Demand is not just the range of time the employee is expected to be at work. Schedules can also indicate a planned absence, such as Sick time.

Adding a Schedule

- Right-click on the **Date** field
- Select **Scheduling**
- Select **Add a Schedule**
- Define the schedule properties as described in the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Specifies the schedule date.</td>
</tr>
<tr>
<td>Schedule Type</td>
<td>Standard – defined using the Start Time and End Time fields. Abs(ence) Plan(ned) – defined using the Benefit field.</td>
</tr>
<tr>
<td>Start Time</td>
<td>Specifies schedule start time in a Standard schedule type.</td>
</tr>
<tr>
<td>End Time</td>
<td>Specifies schedule end time in a Standard schedule type.</td>
</tr>
<tr>
<td>Amount</td>
<td>Specifies the number of hours worked in a Standard schedule type or the number of hours credited in an Absence Planned schedule type.</td>
</tr>
<tr>
<td>Location</td>
<td>Specifies the workgroups associated with the schedule. Use the pull down menu to specify the workgroup if it is other than the home workgroup.</td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Cost Center</td>
<td></td>
</tr>
</tbody>
</table>
Managing Schedules in the Time Card  
Attendance on Demand User Manual

Schedule Shortcuts in the Time Card
There are several shortcuts available in the Time Card to manage schedules.

Scheduling a Planned Absence
- Right-click on the **Date** field
- Select **Scheduling**
- Select **Benefit Schedules**
  - Default value is 8 hours
  - Replaces original schedule (if present)

Editing an Existing Schedule
- Right-click on the start/end time in the **Schedule** column
- Select **Edit Schedule**
- Completed fields in schedule properties
  - See Adding a Schedule for options

Deleting an Existing Schedule
- Right-click on the start/end time in the **Schedule** column
- Select **Delete Schedule**
Acknowlegding Exceptions in the Time Card

If employees are Absent when they are scheduled to work or Tardy when they punch IN late, the Time Card indicates the exception with the critical

Acknowledging a Single Exception

- Right-click on the critical exception icon
- Select **Acknowledge (exception name)**
  - The acknowledged exception icon will appear in the Punches column
  - An asterisk (*) symbol appears to the upper right of each acknowledged exception in the Exceptions column

Acknowledging All Exceptions for a Single Day

- Right-click in the **Exceptions** column
- Select **Acknowledge All Exceptions**
  - The acknowledged exceptions icon will appear in the Punches column
  - An asterisk (*) symbol appears to the upper right of each
Managing Supervisor Edits

Managing Supervisor Edits in the Time Card
Supervisor edits are adjustments made to an employee’s Time Card and are displayed with the icon in the Punches column. When clicked, supervisor edits for the current day are displayed – supervisor’s name, the action taken and the date of the edit.

Reviewing a Single Day’s Supervisor Edits
- Click on the icon in the Punches column
  - The supervisor edits for the current day will be listed
  - Click on the icon to hide the supervisor edits

Reviewing all Supervisor Edits
- Right-click on the Date field
- Select Review
- Select Supervisor Adjustments

Canceling a Supervisor Edit
- Click on the icon in the Punches column
- Click the cancel icon to the left of the exception to be cancelled
Managing Notes in the Time Card
Notes are available to add to an employee’s Time Card to indicate comments, such as why an employee was Tardy.

Adding a Note
- Right-click on the **Date** field
- Select **Notes/Comments**
- Select **Add Note/Comment**
- Specify the comment
- Click **OK**
  - The date field will be in a **bold** type
  - Move the mouse over the bold date to review note

Reviewing all Notes
- Right-click on the **Date** field
- Select **Review**
- Select **Notes/Comments**

Removing a Note
- Right-click on the **Date** field
- Select **Notes/Comments**
- Select **Remove Notes/Comments**
Accessing Schedules Attendance on Demand User Manual

Accessing Employee Schedules by Group

Group schedules lists employees who are grouped together for faster and easier scheduling. Views can be filtered to show schedules for employees who are Absent today, have no schedules for today or are scheduled to be Absent next week.

All group schedule views can be accessed from the Scheduling menu group. To view an individual employee’s schedule, click on the employee’s name link.

Use the navigation toolbar to browse schedules from page to page or week to week.

Use the workgroups toolbar to view employee schedules for a specific workgroup (i.e. Cost Center).
Accessing Schedules Attendance on Demand User Manual

Accessing Employee Schedules by Individual

The employee schedule gives you a detailed overview of an employee’s work schedule and planned absences (paid and unpaid) by month.

Use the navigation toolbar to browse different information about the employee (i.e. Time Card), a different employee in the same workgroup or month to month.

<table>
<thead>
<tr>
<th>Schedule Color</th>
<th>Schedule Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuchsia</td>
<td><img src="image" alt="Fuchsia Icon" /></td>
<td>Indicates a pattern schedule applied via an automatic process.</td>
</tr>
<tr>
<td>Blue</td>
<td><img src="image" alt="Blue Icon" /></td>
<td>Indicates a benefit or planned absence schedule.</td>
</tr>
<tr>
<td>Green</td>
<td><img src="image" alt="Green Icon" /></td>
<td>Indicates a workgroup transfer schedule.</td>
</tr>
<tr>
<td>Black</td>
<td><img src="image" alt="Black Icon" /></td>
<td>Indicates a supervisor-edited schedule.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Black Icon" /></td>
<td>Indicates a company holiday.</td>
</tr>
</tbody>
</table>
Defining Schedules Attendance on Demand User Manual

Defining Schedule Properties
There are many ways to create a schedule, either in the employee’s monthly schedule view or a group schedule view. To access the schedule menu for a calendar day, right-click inside the calendar cell and the schedule options will be displayed.

Adding a Schedule
- Right-click in a calendar cell
- Select Add a Schedule
- Define the schedule properties as described in the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Specifies the schedule date.</td>
</tr>
<tr>
<td>Schedule Type</td>
<td>Standard – defined using the Start Time and End Time fields.  Abs(ence) Plan(ned) – defined using the Benefit field.</td>
</tr>
<tr>
<td>Start Time</td>
<td>Specifies schedule start time in a Standard schedule type.</td>
</tr>
<tr>
<td>End Time</td>
<td>Specifies schedule end time in a Standard schedule type.</td>
</tr>
<tr>
<td>Amount</td>
<td>Specifies the number of hours worked in a Standard schedule type or the number of hours credited in an Absence Planned schedule type.</td>
</tr>
<tr>
<td>Location</td>
<td>Specifies the workgroups associated with the schedule. Use the pull down menu to specify the workgroup if it is other than the home workgroup.</td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Cost Center</td>
<td></td>
</tr>
</tbody>
</table>

Shortcut...
Click on the Insert Schedule icon within the calendar cell.
Defining Schedules  Attendance on Demand User Manual

Editing an Existing Schedule
Once a schedule is created, you can edit the schedule by double-clicking on the schedule. Make changes to the schedule properties as necessary and click OK to confirm.

- Double-click on a schedule in the calendar cell
- Complete fields in schedule properties
  - See Adding a New Schedule for options

Deleting an Existing Schedule
Schedules can be deleted from a calendar cell using the Cut options in the schedule menu. When you select Cut, the selected schedule in the calendar cell is removed.

- Right-click on a schedule in the calendar cell
- Select the Cut option
  - Cut (Off this Day) – Deletes schedule for a single day
  - Cut (Off this Week) – Deletes schedules for entire week

Shortcut...
Click on the Delete Schedule icon within the calendar cell.

Using Copy and Paste Functions
After entering a schedule in one or more calendar cells, you can Copy or Paste cells using the options in the schedule menu.

- Right-click on a schedule in the calendar cell
- Select the Copy option to save a schedule to Windows clipboard
- Select the Paste option to write a Windows clipboard schedule to a new calendar cell.
Defining Schedules Attendance on Demand User Manual

Scheduling a Benefit (Planned Absence) Day
The schedule menu provides the Benefit Schedules option, which allows you to specify a calendar day as a planned absence.

- Right-click in a calendar cell
- Select Benefit Schedules
- Select the desired benefit type (i.e. Vacation)
  - The selected Benefit type will appear in the calendar day cell with a default value of 8 hours
  - See Editing an Existing Schedule to alter the hours value for a scheduled Benefit day

![Calendar Schedule Example]

Clark, Joseph (JKF, 2200, A1A, ACE, D50)

- Home Cost Center: 2200
- Home Department: A1A
- Last Name: Clark
- First Name: Joseph
- ID: 000169
- Badge: 130

<table>
<thead>
<tr>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/15 30</td>
<td>Off</td>
<td>Off</td>
<td>7/16 30</td>
<td>Off</td>
<td>7/18 30</td>
<td>Off</td>
<td>30.00</td>
</tr>
<tr>
<td>7/15 30</td>
<td>Off</td>
<td>Off</td>
<td>7/16 30</td>
<td>Cut (Off This Day)</td>
<td>7/18 30</td>
<td>Off</td>
<td>40.00</td>
</tr>
</tbody>
</table>

- Sick (Sick)
- Vacation (Vacation)
- Jury Duty (Jury Duty)
- Bereavement (Bereavement)
- Floating Holiday (Floating Day)
- NP Wincomb (NP Wincomb)
- Travel His (FPTP)
- NP Training (NTR)
- Pars Day Off (PER)
- Suspend NP (SND)
Using Schedule Patterns  Attendance on Demand User Manual

A Schedule Pattern is a combination of daily schedules that repeats for a definite or indefinite period of time. Once an employee is assigned to a pattern, his or her schedule is generated automatically.

Adding a Schedule Pattern

You create a schedule pattern using the Schedule Patterns option in the Scheduling menu. After you create a schedule pattern, it is available for all employees in the Attendance on Demand system that you are responsible for.

Creating a Schedule Pattern

- Select Schedule Patterns from the Scheduling menu group
- Click the Add New Schedule Pattern icon on the navigation toolbar
- Complete the wizard fields as described in the following table

<table>
<thead>
<tr>
<th>Screen</th>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule Pattern Type</td>
<td>Pattern Applies Schedule</td>
<td>The schedule pattern applies the schedules you add to the assigned employees. This is the recommended default.</td>
</tr>
<tr>
<td>Repeat of Schedules Period</td>
<td>Weekly Pattern</td>
<td>Specifies that a weekly (7-day) schedule cycle will be repeated.</td>
</tr>
<tr>
<td></td>
<td>Bi-Weekly Pattern</td>
<td>Specifies that a biweekly (14-day) schedule cycle will be repeated.</td>
</tr>
<tr>
<td>Life of Schedule Pattern</td>
<td>Pattern Begins</td>
<td>Specifies the earliest date when the schedule pattern can be assigned to employees.</td>
</tr>
<tr>
<td></td>
<td>Ending Rules</td>
<td>Specifies the lifespan of the schedule pattern. Pattern Runs Forever is the recommended default.</td>
</tr>
<tr>
<td>Beginning of Week</td>
<td>Pattern Repeats</td>
<td>Specifies the first day of the pay week.</td>
</tr>
<tr>
<td></td>
<td>Every</td>
<td></td>
</tr>
<tr>
<td>Schedule Pattern Properties</td>
<td>Place Schedules on Holidays</td>
<td>Specifies if the schedule pattern should place schedule on company holidays.</td>
</tr>
<tr>
<td></td>
<td>Use Emp. Workgroup</td>
<td>Specifies if the schedule pattern should use the employee’s home workgroup and home rate of pay for the schedules. Yes is the recommended default.</td>
</tr>
<tr>
<td></td>
<td>Use Emp. Rate of Pay</td>
<td></td>
</tr>
</tbody>
</table>
Using Schedule Patterns Attendance on Demand User Manual

A Schedule Pattern is a combination of daily schedules that repeats for a definite or indefinite period of time. Once an employee is assigned to a pattern, his or her schedule is generated automatically.

Adding a Schedule Pattern (continued)

<table>
<thead>
<tr>
<th>Screen</th>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Future Application of Schedules</td>
<td>Days to Build from Today Apply Beginning From</td>
<td>Specifies the number of days to which the schedule pattern is applied beginning with today’s date. Choose from the recommended options: - Default (uses the date listed in Pattern Begins field) - Beginning of Current Pay Period - Beginning of Next Pay Period</td>
</tr>
<tr>
<td>Visual Presentation</td>
<td>Week Begins On</td>
<td>Specifies the first day of the pay week.</td>
</tr>
<tr>
<td>Week by Week Scheduling Forward</td>
<td>Name Description</td>
<td>Specifies the name of the schedule pattern. Specifies comments about the schedule pattern.</td>
</tr>
<tr>
<td>Application</td>
<td>Save Only</td>
<td>Specifies that schedule pattern properties are to be saved.</td>
</tr>
</tbody>
</table>
Using Schedule Patterns Attendance on Demand User Manual

Building the Schedule Pattern Entries

You define schedule start/end times in the Schedule Pattern entries section using the schedule shortcut menu within a calendar cell.

Adding a New Schedule to a Calendar Cell

Click on the Add Schedule icon within the calendar cell. Define the schedule properties as described in the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Schedule Type</strong></td>
<td>Standard – defined using the Start Time and End Time fields.</td>
</tr>
<tr>
<td></td>
<td>Abs(ence) Plan(ned) – defined using the Benefit field.</td>
</tr>
<tr>
<td><strong>Start Time</strong></td>
<td>Specifies schedule start time in a Standard schedule type.</td>
</tr>
<tr>
<td><strong>End Time</strong></td>
<td>Specifies schedule end time in a Standard schedule type.</td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td>Specifies the number of hours worked in a Standard schedule type or the number of hours credited in an Absence Planned schedule type.</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Specifies the workgroups associated with the schedule. Use the pull down menu to specify the workgroup if it is other than the home workgroup.</td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cost Center</strong></td>
<td></td>
</tr>
</tbody>
</table>

Home is the recommended default for each workgroup field.
Assigning a Schedule Pattern to an Employee

Schedule patterns can be assigned to employees using the Assign command on the schedule pattern shortcuts menu. You can also assign a schedule pattern to an employee in the employee’s Personal Information.

Assigning a Schedule Pattern

- Click the Assign icon on the navigation tool bar
- Complete the wizard fields described in the following table

<table>
<thead>
<tr>
<th>Screen</th>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees to Assign</td>
<td>Currently Unassigned</td>
<td>Lists employees who are not assigned to a schedule pattern.</td>
</tr>
<tr>
<td></td>
<td>Currently Assigned Elsewhere</td>
<td>Lists employees by their schedule pattern assignment.</td>
</tr>
<tr>
<td></td>
<td>Free Form Selection</td>
<td>Lists of all employees by their home workgroup assignment.</td>
</tr>
<tr>
<td>Apply Date</td>
<td>Apply Beginning</td>
<td>Specifies the date the schedule pattern begins.</td>
</tr>
<tr>
<td>Existing Schedules</td>
<td>Change Existing Pattern Schedules</td>
<td>Specifies that only existing pattern schedules be replaced. This is the</td>
</tr>
<tr>
<td></td>
<td>Change All Schedules</td>
<td>recommended default.</td>
</tr>
<tr>
<td>Confirmation</td>
<td>Notes</td>
<td>Specifies the number of employee affected by this schedule pattern.</td>
</tr>
</tbody>
</table>
Understanding Reports Attendance on Demand User Manual

Attendance on Demand provides a variety of reports that gather and sort information about your employees. All reports are generated, managed and stored in the Report menu group.

Types of System Reports

System Reports are a collection of reports available to all Attendance on Demand users.

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Period Reports</td>
<td>These reports display information about the employee time card, schedules and exceptions for the current period.</td>
</tr>
<tr>
<td>Previous Period Reports</td>
<td>These reports display information about the employee time card, schedules and exceptions for the previous period.</td>
</tr>
<tr>
<td>Employment History</td>
<td>These reports show all exceptions incurred by employees during the specified date range.</td>
</tr>
<tr>
<td>Employee Lists</td>
<td>These reports are used to review basic information about the employee such as name, payroll ID, badge number, home workgroup assignment and date of hire.</td>
</tr>
<tr>
<td>Schedules</td>
<td>These reports are used to review employee schedules for the specified date range.</td>
</tr>
</tbody>
</table>

Generating a System Report

- Select System Reports from the Reports menu group
- Select the desired report type link from the System Reports menu option
- Select the desired report name from the Report Title section
- Designate the properties of the report by using the applicable selection lists
  - Employees
  - Workgroups
  - Period
- Select View Report Now
  - Click Run Report
  - Click the Print Preview icon on the navigation toolbar
    - Printer option available
    - File save option available
Types of My Saved Reports

My Saved Reports are a collection of reports that users create and modify themselves.

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Reports</td>
<td>These reports display information about the employee time card, schedules and exceptions.</td>
</tr>
<tr>
<td>Employee Lists</td>
<td>These reports are used to review basic information about the employee such as name, payroll ID, badge number, home workgroup assignment and date of hire.</td>
</tr>
<tr>
<td>Schedules</td>
<td>These reports are used to review employee schedules for the specified date range.</td>
</tr>
<tr>
<td>History</td>
<td>These reports display employee work history during the specified date range.</td>
</tr>
</tbody>
</table>

Generating a My Saved Report

- Select **My Saved Reports** from the Reports menu group
- Select the desired report type link from the My Saved Reports menu option
- Select the desired report name from the Report Title section
- Designate the properties of the report by using the applicable selection lists
  - Employees
  - Workgroups
  - Period
- Select **View Report Now**
- Click **Run Report**
- Click the **Print Preview** icon on the navigation toolbar
  - Printer option available
  - File save option available
Managing My Saved Reports

My Saved Reports can easily be edited by using the navigation icon. The Add New Report option allows a user to setup reports individually while the Revert to defaults option creates a standard group of reports quickly.

Modifying a My Saved Report

Click the Manage My Reports icon on the My Saved Reports menu option navigation toolbar

Define the report properties as described in the following table:

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Specifies the report title, report contents and report group that this report belongs to.</td>
</tr>
<tr>
<td>Fields</td>
<td>Specifies the fields to be included in the report (i.e. full name).</td>
</tr>
<tr>
<td>Group By</td>
<td>Specifies how the report fields are grouped (i.e. workgroup).</td>
</tr>
<tr>
<td>Period</td>
<td>Specifies the duration for the report.</td>
</tr>
<tr>
<td>Includes</td>
<td>Specifies the kind of employees to be included in the report (i.e. active).</td>
</tr>
<tr>
<td>Format</td>
<td>Specifies the format preference (i.e. portrait mode).</td>
</tr>
<tr>
<td>Execution</td>
<td>Specifies to generate report manually or automatically.</td>
</tr>
</tbody>
</table>
Daily Procedures Attendance on Demand User Manual

Search for Exceptions

Exceptions are deviations from the employee’s schedule or potential problems with a shift. Attendance on Demand tracks exceptions and flags them on the time card. The Labor Dashboard makes it easy to identify critical and non-critical issues on a daily basis.

Using the Labor Dashboard

Select the Critical Exceptions link on any day and a group editing sheet displays those employees in need of correction.
Correct Exceptions in the Time Card

The Time Card lets you view and modify employee time cards and related information. You can view time card punches and totals, and supervisor edits. You can also make changes to punches, hours, and pay designations.

See Using Time Cards for detailed directions on each of the recommended Time Card edit functions.

Missing Punch Exception
- Right-click on the Date field
- Select Adjustments
- Select Add Punch

Absent Exception
- Right-click on the Date field
- Select Scheduling
- Select Benefit Schedules to indicate a planned absence schedule (i.e. Vacation)
- OR
- Right-click on the Absent exception icon
- Select Acknowledge Absence to indicate the exception has been reviewed only

Arrived Early Exception
- Right-click on the Date field
- Select Adjustments
- Select Special Edits to Pay to Actual Start (authorizing early start time)
- OR
- Right-click on the Arrived Early exception icon
- Select Acknowledge Arrived Early to indicate the exception has been reviewed only
Daily Procedures Attendance on Demand User Manual

Tardy Exception

- Right-click on the Tardy exception icon
- Select Acknowledge Tardy to indicate the exception has been reviewed only

Left Early Exception

- Right-click on the Left Early exception icon
- Select Acknowledge Left Early to indicate the exception has been reviewed only

Left Late Exception

- Right-click on the Date field
- Select Adjustments
- Select Special Edits to Pay to Actual End (authorizing late end time)
  OR
- Right-click on the Left Late exception icon
- Select Acknowledge Left Late to indicate the exception has been reviewed only

Unscheduled Exception

- Right-click on the Date field
- Select Scheduling
  - Select Add a Schedule to indicate a standard shift (i.e. 0800 to 1630)
  OR
- Right-click on the Unscheduled exception icon
- Select Acknowledge Unscheduled to indicate the exception has been reviewed only
Preparing for Payroll Procedures Attendance on Demand User Manual

Search for Issues Prior to Payroll

Attendance on Demand makes it easy to see if all required information is available before payroll is processed. The Payroll Monitor is a quick indicator of whether or not all issues have been addressed before your payroll file can be created.

Using the Payroll Monitor

When clicking on the Issues link, the Payroll Monitor leads you to a list of employees in need of correction.

- Select Payroll Monitor from the Daily Operations menu group
- Click on the Issues link for the desired pay period
  - Conditions in bold type are critical issues
- Click on the employee’s name link to access the Time Card
Correct Final Exceptions in the Time Card

Make any final modifications to employee Time Cards. See Daily Procedures-Correcting Exceptions in the Time Card for commonly used Time Card edits.

Generate the Period Totals Report

Utilize the Period Totals Report to verify the previous pay period information in preparation for authorizing and locking the employee Time Cards.

Generating a Period Totals Report

- Select **System Reports** from the Reports menu group
- Select the Period Totals Report in the Available Reports section
- Select **View Report Now**
- Click **Run Report**

- Click the **Print Preview** icon on the navigation toolbar
  - Printer option available
  - File save option available
Authorize & Lock Time Cards

Attendance on Demand allows users to authorize and lock time cards. When a time card is authorized, an edit is recorded that includes the user’s name, the time of the authorization, and the start date of the pay period. When a time card is locked, the edit log also indicates that the time card is secured.

By Single Employee

Users can review an employee’s time card for accuracy and then approve it within the Time Card. The following are steps to authorize a single employee’s Time Card:

- Access an employee’s Time Card
- Select the desired pay period (i.e. Previous)
- Click the Time Card Not Yet Locked icon
- The Time Card Locked icon is displayed

By Group of Employees

Users can authorize and lock time cards for an entire work group using a single edit. The following are steps to authorize Time Cards for a group of employees:

- Select Editing Time Cards from the Daily Operations menu group
- Click the Group Adjustment icon on the navigation toolbar
- Click Next to begin the Perform Group Adjustment wizard
- Select Approve
- Select Approve Time Card
- Select Approve and Lock Time Card
- Specify the desired period in the Pay Period field (i.e. previous)
- Check the box next to each employee’s name whose Timecard you wish to approve and lock
  - Click the Employees column label to select all employees
- The wizard will confirm the number of employees selected in the Review field
- Click Finish