Swarthmore College

Electronic Timekeeping

Employee Manual
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logging-into Attendance Enterprise</td>
<td>3</td>
</tr>
<tr>
<td>Network Authenticated Users via mySwarthmore</td>
<td>3</td>
</tr>
<tr>
<td>Network Authenticated Users via Payroll website</td>
<td>3</td>
</tr>
<tr>
<td>Users Requiring Badge/Pin Authorization - Logging in with Badge and PIN</td>
<td>4</td>
</tr>
<tr>
<td>Navigating your Employee portal via Timesheet View</td>
<td>5</td>
</tr>
<tr>
<td>Activity Screen -- Elements</td>
<td>5</td>
</tr>
<tr>
<td>Activity Screen -- Daily Operations</td>
<td>6</td>
</tr>
<tr>
<td>Full Day Off Request</td>
<td>6</td>
</tr>
<tr>
<td>Partial Day Off Request</td>
<td>7</td>
</tr>
<tr>
<td>Consecutive Full Days Off Request</td>
<td>8</td>
</tr>
<tr>
<td>Administrative Leave Request</td>
<td>10</td>
</tr>
<tr>
<td>Time Card Screen</td>
<td>12</td>
</tr>
<tr>
<td>Entering Time In/Time Out</td>
<td>13</td>
</tr>
<tr>
<td>Schedule Screen</td>
<td>15</td>
</tr>
<tr>
<td>Personal Screen</td>
<td>16</td>
</tr>
<tr>
<td>Benefits Screen</td>
<td>17</td>
</tr>
<tr>
<td>Archives Screen</td>
<td>18</td>
</tr>
<tr>
<td>Navigating your Employee Portal via the Worksheet View</td>
<td>19</td>
</tr>
<tr>
<td>Activity Screen -- Elements</td>
<td>19</td>
</tr>
<tr>
<td>Worksheet Screen</td>
<td>19</td>
</tr>
<tr>
<td>Entering Daily Hours – Regular Time</td>
<td>20</td>
</tr>
<tr>
<td>Entering Daily Hours – Personal Time Off (includes: MLK, Sick, Vacation, Parental Leave, Administrative Leave, Holiday, Jury Duty, Bereavement)</td>
<td>20</td>
</tr>
<tr>
<td>Approving the Timecard</td>
<td>21</td>
</tr>
<tr>
<td>Schedule Screen</td>
<td>22</td>
</tr>
<tr>
<td>Personal Screen</td>
<td>22</td>
</tr>
<tr>
<td>Benefits Screen</td>
<td>23</td>
</tr>
<tr>
<td>Archives Screen</td>
<td>24</td>
</tr>
</tbody>
</table>
LOGGING INTO ATTENDANCE ENTERPRISE

Two options are available to you to access Attendance Enterprise - Employee Self-Service. You may either log in via mySwarthmore, or you may log in directly from the Payroll website. Review the steps below for more information about each login option:

NETWORK AUTHENTICATED USERS VIA MYSWARTHMORE

- Click on Employee Self-service menu
- Click on Attendance Enterprise Employee Self-Service Login

NETWORK AUTHENTICATED USERS VIA PAYROLL WEBSITE

- Navigate to Swarthmore College’s Payroll Website
- Under Payroll Menu, click on Time and Attendance Tracking
- Click on Attendance Enterprise – Employees Using Network Authentication
Accessing Time and Attendance Tracking Systems

- [Attendance Enterprise - Employees using Network Authentication](#) (requires VPN from off-campus)
- [Attendance Enterprise - Employees using Banner ID and PIN](#) (requires VPN from off-campus)
- [Attendance Enterprise - Managers](#)
- [Exempt Sick/Vacation Reporting](#)

**Users Requiring Badge/PIN Authorization - Logging in with Badge and PIN**

- Navigate to Swarthmore College’s Payroll Website
- Under Payroll Menu, click on Time and Attendance Tracking
- Click on Attendance Enterprise – Employees Banner ID and PIN
- Type assigned Badge and type assigned PIN, Click **LOGIN**
NIRVNG AYO R CLEDIEY PORTAL VIA TIMSETVIEW

ACTIVITY SCREEN -- ELEMENTS

- **Shortcut Bar** – Daily operation actions available
- **Change PIN** option – Ability to alter your ESS PIN
- **Refresh** option – Refresh your ESS data
- **Log Off** option – Exit the ESS program
- **Activity** – Pay Period activity
  - Recent Activity – Any function performed via ESS
  - Time Off Requests – Detailing list of requested, approved and/or denied requests
ACTIVITY SCREEN – DAILY OPERATIONS

FULL DAY OFF REQUEST

- Click Request Full Day Off
- Specify the day to be absent in the Date field
- Leave Amount of Time field blank
- Specify the type of request in the Personal Time field
- Specify a reason for the absence in the Notes field (optional)
- Click OK
- Verification of request will be displayed in Activity | Time Off Requests window
Activity Screen – Daily Operations  (continued)

PARTIAL DAY OFF REQUEST

- Click Request Partial Day Off

- Specify the day to be absent in the Date field

- Specify the part of shift to be absent in the Portion of Shift field
  - Beginning of Shift (Arrive Later)
  - End of Shift (Leave Earlier)
  - Middle of Shift

- Specify the requested partial day hours in the Amount of Time field

- Specify the type of request in the Personal Time field

- Specify a reason for the absence in the Notes field (optional)

- Click OK

- Verification of request will be displayed in Activity | Time Off Requests window
Activity Screen – Daily Operations  (continued)

**CONSECUTIVE FULL DAYS OFF REQUEST**

- Click **Request Consecutive Days Off**
- Specify the beginning day to be absent in the **Take Time Off From**... field
- Specify the ending day to be absent in the **...Until** field
- Specify the total number of consecutive hours to be off in the **Amount of Time** field
- Specify the type of request in the **Benefit** field
- Specify a reason for the absence in the Notes field (optional)
- Click **OK**
• Verification of request will be displayed in Activity | Time Off Requests window
Activity Screen – Daily Operations (continued)

**Administrative Leave Request**

- Click **Request Partial Day Off**
- Specify the day to be absent in the **Date** field
- Specify the part of shift to be absent in the **Portion of Shift** field
  - Beginning of Shift (Arrive Later)
  - End of Shift (Leave Earlier)
  - Middle of Shift
- Specify the requested partial day hours in the **Amount of Time** field
- Specify ‘Administrative’ in the **Personal Time** field
- Specify a reason for the absence in the **Notes** field (optional)
- Click **OK**
- Verification of request will be displayed in Activity | Time Off Requests window
Enter Time Off Request

Date: 2/11/2014
- Select this day you will be absent.

Portion of Shift: Beginning of Shift (Arrive Later)
- Select the part of your shift where you will be absent.

Amount of Time: 2.5
- Enter the amount of time to take off. The minimum amount permitted is 0.15 (hours).

Personal Time: Admin Leave
- Select the type of personal time to use.

Notes: Late opening due to weather.

### Vacation and Sick Time

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Credit</th>
<th>Debit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon Apr 15</td>
<td>Balance In</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Wed Sep 11</td>
<td>Vacation</td>
<td>249.00</td>
<td></td>
<td>249.00</td>
</tr>
<tr>
<td>Tue Apr 15</td>
<td>Balance Out</td>
<td></td>
<td>249.00</td>
<td></td>
</tr>
</tbody>
</table>
TIME CARD SCREEN

- Ability to view activity for previous or current period
- Ability to approve time card
- **Transactions** – Time card punch activity
- **Weekly Summaries** - Hours worked by Pay Designation and Workgroup; distributed by day per week
- **Period Summaries** - Hours worked by Pay Designation and Workgroup; distributed by pay period
- **Supervisor Edits** – Any editing activity by your Supervisor
- **Time Off Requests** - Requests sent to your Supervisor
ENTERING TIME IN/TIME OUT

- Click in an IN/OUT box – enter Time In, followed by ‘a’ for AM and ‘p’ for PM
- Press the Tab key
- Enter Time Out, followed by ‘a’ for AM and ‘p’ for PM
- Click \(\text{Accept}\) button
- Visually confirm total hours
- When hours are entered for entire pay period, click ‘Approve Time Card’
**SCHEDULE SCREEN**

- View daily scheduled START/END times & hours
- View scheduled days OFF
- View approved planned absences (i.e. Vacation)
- View company legal holidays (starburst symbol)
**PERSONAL SCREEN**

- View BASIC HR information
- View PERSONAL HR information
- View PRIVATE HR information

<table>
<thead>
<tr>
<th>Personal Screen</th>
<th>Personal Information</th>
<th>Workgroup Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Info</strong></td>
<td>Last Name: Adolph</td>
<td>Position: 000001</td>
</tr>
<tr>
<td></td>
<td>First Name: Joseph</td>
<td>Department: 7151</td>
</tr>
<tr>
<td></td>
<td>ID Number: 000112</td>
<td>Fund: 12000</td>
</tr>
<tr>
<td></td>
<td>Badge Number: 107</td>
<td>Program: 11</td>
</tr>
<tr>
<td></td>
<td>Date of Hire: Sat Dec-30 99</td>
<td>Pay Class: Public Safety</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clock Group: Drivers Only</td>
</tr>
<tr>
<td><strong>Assign</strong></td>
<td>Pay Class Eff. Date: Tue Feb-16 88</td>
<td>Schedule Pattern: 07:00 to 15:30 (M-F)</td>
</tr>
<tr>
<td></td>
<td>Clock Group: Drivers Only</td>
<td>Sch Patt Eff. Date: Mon Jun-05 00</td>
</tr>
<tr>
<td><strong>Workgroup</strong></td>
<td>Position: 000001</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Department: 7151</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fund: 12000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Program: 11</td>
<td></td>
</tr>
</tbody>
</table>
BENEFITS SCREEN

- View available benefit balances
- View benefit time accrued
- View benefit time taken

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Credit</th>
<th>Debit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed Dec-01 99</td>
<td>Balance In</td>
<td></td>
<td></td>
<td>0:00</td>
</tr>
<tr>
<td>Sat Aug-26 00</td>
<td>Payment</td>
<td></td>
<td>40:00</td>
<td>-40:00</td>
</tr>
<tr>
<td>Wed Nov-01 00</td>
<td>120:00 Vacation</td>
<td></td>
<td>120:00</td>
<td></td>
</tr>
<tr>
<td>Sat Nov-04 00</td>
<td>Payment</td>
<td></td>
<td>40:00</td>
<td>80:00</td>
</tr>
<tr>
<td>Fri Dec-01 00</td>
<td>Balance Out</td>
<td></td>
<td></td>
<td>80:00</td>
</tr>
</tbody>
</table>
ARCHIVES SCREEN

- Ability to view historical activity for a previous period
- **Transactions** – Time card punch activity
- **Weekly Summaries** - Hours worked by Pay Designation and Workgroup; distributed by day per week
- **Period Summaries** - Hours worked by Pay Designation and Workgroup; distributed by pay period
- **Supervisor Edits** – Any editing activity by your Supervisor
- **Time Off Requests** - Requests sent to your Supervisor
Navigating Your Employee Portal via the Worksheet View

Activity Screen -- Elements

- **Shortcut Bar** – Daily operation actions available
- **Change PIN** option – Ability to alter your ESS PIN
- **Refresh** option – Refresh your ESS data
- **Log Off** option – Exit the ESS program
- **Activity** – Pay Period activity
  - Recent Activity – Any function performed via ESS

Worksheet Screen

- Ability to view time entered for previous or current period
- Ability to approve time card
- **Weekly Summaries** - Hours worked by Pay Designation and Workgroup; distributed by day per week
Swarthmore College – Electronic Timekeeping Employee User Manual

**Entering Daily Hours – Regular Time**

- Enter the total REGULAR hours worked up to quarter hour increments into the cell associated with the day and correct position

- Press the Tab key

- Visually confirm total hours on Summary line

**Entering Daily Hours – Personal Time Off (includes: MLK, Sick, Vacation, Parental Leave, Administrative Leave, Holiday, Jury Duty, Bereavement)**

- Enter any PTO Hours used up to quarter hour increments into the cell associated with the day and correct PTO type
For days in which you used PTO for a partial day, enter the correct number of PTO Hours used up to quarter hour increments into the cell associated with the day and correct PTO type AND enter the total regular hours worked up to quarter hour increments in the cell associated with the correct day and position.

- Press the Tab key
- Visually confirm total hours on Summary line

**APPROVING THE TIMECARD**

- Visually confirm total hours on Summary line once all hours are entered
- Click Approve Time Card
SCHEDULE SCREEN

- No schedule is used in this profile, so this screen is not applicable

PERSONAL SCREEN

- View BASIC HR information
- View PERSONAL HR information
- View PRIVATE HR information
**Benefits Screen**

- View available benefit balances
- View benefit time accrued
- View benefit time taken

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Credit</th>
<th>Debit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed Feb-19 14</td>
<td>Balance In</td>
<td></td>
<td></td>
<td>40:00</td>
</tr>
<tr>
<td>Mon Mar-17 14</td>
<td>Payment</td>
<td></td>
<td>8:00</td>
<td>32:00</td>
</tr>
<tr>
<td>Thu Feb-19 15</td>
<td>Balance Out</td>
<td></td>
<td></td>
<td>32:00</td>
</tr>
</tbody>
</table>

*Vacation* activity from Wed Feb-19 14 to Wed Feb-18 15
(earliest adjustment date is Aug-5-2007)
ARCHIVES SCREEN

- Ability to view historical hours submitted for previous pay periods
- Weekly Summaries - Hours worked by Pay Designation and Workgroup; distributed by day per week
- Activity – log of all ESS activity that occurred during a particular pay period

![Weekly Summaries Example]

- 8-Feb: REG 7:00, REG 7:00, REG 7:00, REG 7:30, REG 4:30, REG 5:00
- 10-Feb: REG 7:00, SCK 1:00, SCK 2:30
- 15-Feb: MLK 7:00, MLK 7:00
- 18-Feb: YAC 7:00
- 20-Feb: YAC
- 21-Feb: MLK 7:00

Showing period from Sun Feb-08 15 to Sat Feb-21 15