



The Art Institute of Chicago
School of the Art Institute of Chicago

**ARTICtime (WorkForce Software Time and Attendance System)
Student Employment Supervisor Guide**

Updated May 11, 2012

This guide supplements instructor-led classroom training and helps you learn the most commonly used student employee and supervisor functions in the ARTICtime Time and Attendance application. The intended audience is those who will review and/or approve employee timesheets, review and/or approve time off requests, and generate reports.



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Introduction

Welcome to the ARTICtime student supervisor guide and training class. This guide supplements instructor-led classroom training and helps you learn the most commonly used functions. The intended audience is those who will use ARTICtime to review and/or approve timesheets, approve time off requests, and generate reports.

Conventions

This guide uses the following notational conventions:

- **Bold text** represents exact text that appears in the program's user interface. This includes items such as button text, menu selections, and dialog box elements.
Example: Click **OK** to begin the operation.
- A right arrow (➔) represents successive menu selections.
Example: Choose File ➔ Print to print the document.
Monospaced text represents code, command names, file paths, variable text, or other text that you would type exactly as described. Example: `https://time-entry-aic.workforcehosting.com`
- *Italicized* text represents a reference to other published material.
Example: *Microsoft Internet Explorer*

ARTICtime Reporting - FLSA & Policy Considerations

Workweek & Work Schedule

- AIC workweek starts Monday and ends the following Sunday.
- Schedules, including lunches/breaks vary based on department need.
- If an employee is scheduled to work 7.5 continuous hours or more, state law requires at least a 20 minute unpaid meal break must be taken.

Reporting Hours Worked

- Fair Labor Standards Act (FLSA) and Illinois law requires hourly employees to accurately report all hours worked within a workweek.
 - This means recording the exact number of hours worked each day.
- Hourly employees may not “volunteer” time in connection with work responsibilities.

Overtime Compensation

- Hourly employees must be paid overtime (OT) at time and half for all hours over 40 during a workweek.
- Manager approval required for OT, but once worked, even if unapproved, it must be paid.
- Providing Compensatory (Comp) time, off at a later date in lieu of overtime for hourly employees is not permitted.

Manager Responsibilities

- Clearly communicate work-time and reporting expectations to new and current employees.
- Monitor work to ensure accurate reporting of all hours worked. For example, if an employee lunches at his/her desk and answers/transfers calls or answers emails, this is work-time and must be reported and paid.
- ARTICtime does not replace dialogue with employee regarding overtime and PTO approval.
- Ensure timely processing of submitted hours for employee pay.
- Changes to submitted employee hours must be documented with an employee acknowledgment.

Employee Responsibilities

- Accurately record the exact number of hours worked on a daily basis.
- Obtain supervisor approval before working overtime.
- Take designated lunch breaks as established by your department or supervisor.
- Do not perform work during lunch breaks, i.e., answering phone/emails etc.
- If you believe you are not being compensated fairly for work performed (straight time or overtime) contact Human Resources Employee Relations @ 9-3378 or 9-3380.

ARTICtime Student Employee

Student Employee Access –WebClock

- Can access the WebClock (on the premises)
- Can view/print timesheets
- Can submit timesheets
- Can request time off
- Can view Job Eligibility Info
- Can run general reports
- Can access My Calendar to view work and class schedule (if schedule exists)

Student Employee Access – Elapsed time entry (TAs & Co-op)

- Can edit personal timesheet
- Can amend personal timesheets for the most recent prior pay period (max. 14 days in the past)
- Can submit timesheets
- Can request time off
- Can view Job Eligibility Info
- Can run general reports
- Can access My Calendar to view work schedule (if schedule exists)

Student Employee Functionality

Most student employees will record their time worked via a WebClock. (*For TA, Co-op elapsed time entry see pg. 14*).

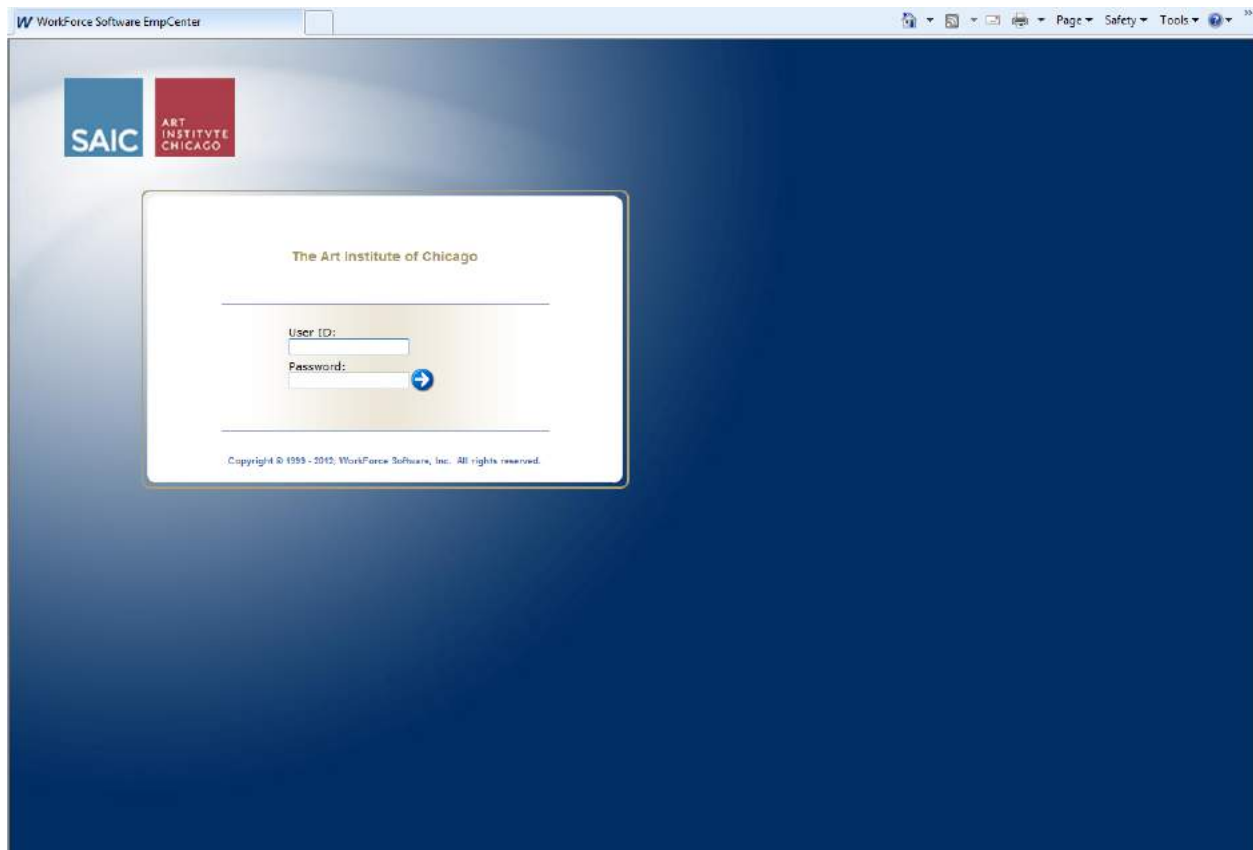
The WebClock

Access to the WebClock is browser-based, which means you will enter and review your time and attendance information on a computer using a web browser. ARTICtime supports *Microsoft Internet Explorer*, *Mozilla Firefox*, and *Apple Safari* web browsers from the Art Institute network.

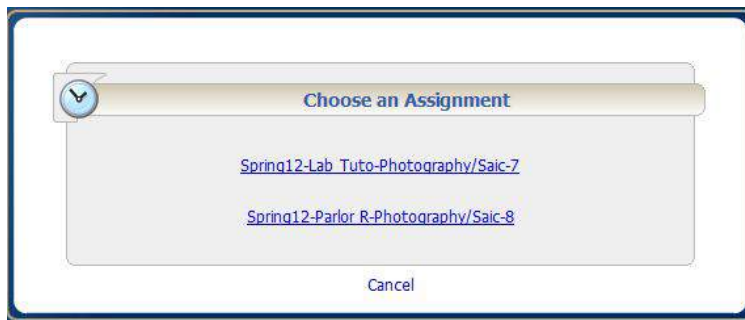
Logging into the WebClock

Student employees will access the WebClock on a specific computer or computers designated by their supervisor by clicking on the ARTICtime desktop icon.

Enter your ARTIC Account and password (same as your portal login and password).



A student employee with multiple assignments will need to choose which job they are punching In or Out for. The **Choose an Assignment** dialog box appears:

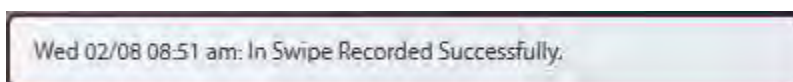


After selecting an assignment, the WebClock interface appears:



The WebClock interface includes the following buttons:

In: Records the start of work time OR when you clock in from an unpaid lunch break.
A successfully recorded **In** swipe is reported as follows:

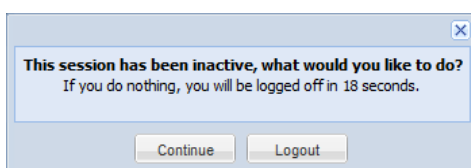


Out: Records the end of the work day OR when you clock Out for unpaid lunch.

Logout: Logs you out of ARTICtime.

Switch Assignments: Login to a different work assignment.

Note: The WebClock inactivity timeout is 30 seconds. The following message appears with 20 seconds left until automatic logout.



The Dashboard

To access the Dashboard, click on the ARTICtime logo located on the SAIC portal or AIC Intranet

Student Employee Dashboard Functions



Time Entry

- **Enter My Hours:** WebClock Student Employees can only view/print timesheet data. Elapsed Time Student Employees can enter time worked. All Student Employees will submit timesheets.

Reports

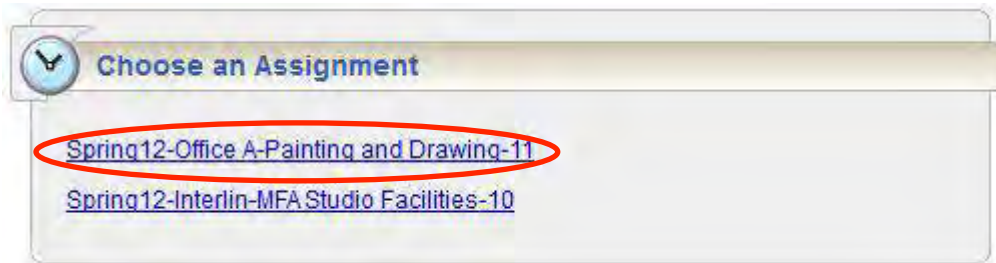
- **View General Reports:** Generate reports to view timesheet information, or comments on timesheets.
- **Student Job Eligibility Information:** View Earning Eligibility reports for students

Schedules

- **My Calendar:** Provides access to your calendar.
- **My Time Off:** Submit time off requests, track the status of requests, and view the history of past requests.

Time Entry Window

The time entry window comprises various fields and tabs which allow easy view and entry of your time. Login to the system and open your timesheet by selecting **Enter My Hours** from the **Time Entry** area of the dashboard. If necessary, select the appropriate assignment.



The assignment link is made up of the Term (Spring12), assignment description (Office A), department description (Painting and Drawing) and assignment number (11).

Assignments

In ARTICtime, the job you perform for a specific manager in a specific department is referred to as an *assignment*. When you enter time into a timesheet or use a WebClock as part of your time entry, you are recording the information needed to process your time and attendance for a particular job.

Assignments and employee information are imported from PeopleSoft nightly. So, if a student employee does not have a completed/approved work authorization in PeopleSoft, they will not be imported. Supervisors will not be entering or updating employee information in ARTICtime.



Each student employee has a primary supervisor and alternate supervisor that come directly from the Work Authorization in PeopleSoft.

Pay Codes

A pay code is the identifier required for every transaction recorded on a timesheet or schedule. Each pay code has an entry type such as amount, elapsed time, or in/out time. Different categories of employees have access to different pay codes. **Elapsed time student employees will be using the Worked Hours pay code. WebClock Student Employees do not have access to edit time!**

Click in a **Pay Code** cell to see the list of pay codes to which you have access.

If a pay code cannot be modified, it will appear with a shaded grey background and the cursor will change into a “Stop” symbol when placed over that row:

Pay Code		Hours	Total
	Select a Pay Code		
	Clock	12:15 pm	
			0.00

1. Enter the time in the **Hours** column.

For pay codes associated with In/Out times, enter the In time on the first row of the Hours column and the Out time on the second row. In/Out times can be entered in a variety of ways. For example:

- Enter “5” on the first row and click outside the cell. The system will interpret the time as 5 a.m. and enter it on the timesheet in the correct format.
- Enter “5p” to enter 5 p.m.
- 5 p.m. can also be entered as “17” (i.e. military time).

The system will prevent you from entering out times that are before in times or in times that are after out times. The system will highlight the error and display a warning message.

- For shifts which start on the previous day, type a “-” (minus sign) before the number
- For shifts that end the next day, type a “+” (plus sign) before the number

Below is an example of an employee clocking in at 8:00PM on day 1 and clocking out on day 2 at 2:00AM.

Hours	Amount	Total
08:00 pm		6.00
+ 02:00 am		

Note: Please see pg. 59 for a list of Pay Codes you may see.

Elapsed Time Entry

Elapsed time is entered into ARTICtime by student employees not required to use the WebClock (TAs & Co-op). Time entered should NOT include time taken for lunch.

1. Select the Worked Hours pay code from the drop-down box.

Date	Pay Code	Hours	Location	Amount	Total
Mon 02/13	Select a Pay Code				
Tue 02/14	Select a Pay Code				
Wed 02/15	PTO				
Thu 02/16	Jury Duty				
Fri 02/17	Furlough				
Sat 02/18	Select a Pay Code				
Sun 02/19	Select a Pay Code				
				0.00	0.00

2. Enter the appropriate hours in the Hours column.

Date	Pay Code	Hours	Location	Amount	Total
Mon 02/13	Worked Hours	7.00			7.00
Tue 02/14	Select a Pay Code				
Wed 02/15	Select a Pay Code				
Thu 02/16	Select a Pay Code				
Fri 02/17	Select a Pay Code				
Sat 02/18	Select a Pay Code				
Sun 02/19	Select a Pay Code				
				0.00	7.00

3. Click the Save button.

Deleting a Time Slice

A row of data is referred to as a time slice. The only time slice that can be deleted is elapsed time.

1. To delete a time slice, select the time slice to delete.
2. Right-click and select **Delete Row**.
3. Click Yes to “Are you sure you want to delete this row?”
4. Click the Save button.

Note: If an employee clocked into the wrong assignment, they must clock an Out punch to or notify their supervisor of the issue. The supervisor will modify the Out punch to be the same as the In punch (i.e. time slice nets to zero time for the wrong assignment). Deleting the In punch will not remove the clocked slice from the system.

Reusing Timesheet Data

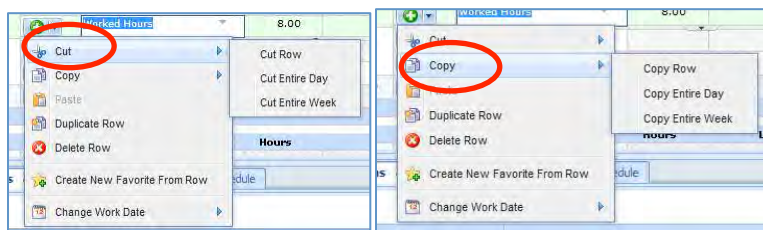
Copying or Cutting Data to be pasted

Click the drop-down arrow next to the green plus sign that represents the “Insert” icon on the timesheet.



1. Select **Cut or Copy**, and one of the following:

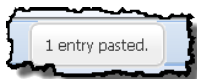
- Cut or Copy Row
- Cut or Copy Entire Day
- Cut or Copy Entire Week



2. Navigate to where you want to paste the copied information. From the drop-down arrow next to the Insert icon, select **Paste 1 Entry**.



The **Paste** event is acknowledged.



Changing the Pay Period

The pay period selector allows the user to move forward or backward one period at a time, using the arrow icons, or to select a specific period using the calendar icon.

Click the respective arrow on the **Pay Period** icon to retreat or advance a pay period.

07/02/2012 - 07/15/2012

Save Submit More List View

Timesheet

June 2012 July 2012 August 2012

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9		8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16		15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23		22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30		29	30	31					26	27	28	29	30	31	

Mon 07/02 Tue 07/03 Wed 07/04 Thu 07/05 Fri 07/06 Sat 07/07 Sun 07/08

Select a Pay Code

Default Period Today

0.00 7.00

OR - Click the calendar icon to access a pop-up calendar, and then select a pay period or click the **Default Period** or **Today** button.

Timesheet Views

ARTICtime provides three views (or formats) for displaying timesheet information: List View, Table View and Day View.



List View

The **List View** is the default view; it displays the days in the selected Pay Period as a list.

Totals per row (referred to as a time slice) appear on the right side of the screen, with the total for the week displayed in the bottom right corner.

Elapsed time example:

The screenshot shows the 'Timesheet' interface for the period 02/27/2012 - 03/11/2012. The view is set to 'List View'. The table displays the following data:

Date	Pay Code	Hours	Location	Amount	Total
Mon 02/27	Worked Hours	7.00			7.00
Tue 02/28	Worked Hours	7.00			7.00
Wed 02/29	Worked Hours	7.00			7.00
Thu 03/01	Worked Hours	7.00			7.00
Fri 03/02	Worked Hours	7.00			7.00
Sat 03/03	Select a Pay Code				
Sun 03/04	Select a Pay Code				
				0.00	35.00

WebClock example:

The screenshot shows the 'Timesheet' interface for the period 02/27/2012 - 03/11/2012. The view is set to 'List View'. The table displays the following data:

Date	Pay Code	Hours	Location	Amount	Total
Mon 02/27	Worked In/Out	08:57 am 03:57 pm			6.00
Tue 02/28	Worked In/Out	08:39 am 02:06 pm			6.45
Wed 02/29	Worked In/Out	09:19 am 12:04 pm			3.25
Thu 03/01	Worked In/Out	08:28 am 04:18 pm			7.83
Fri 03/02	Worked In/Out	09:12 am 04:07 pm			6.92
Sat 03/03	Select a Pay Code				
Sun 03/04	Select a Pay Code				
				0.00	32.45

Table View

The **Table View** eliminates the need to enter repetitive information for each entry on your timesheet. For example, instead of selecting a pay code for each day, you can enter this information once in Table View and simply enter hours for each day of the Pay Period.

Totals per pay code appear on the right side of the screen, and totals for the week at the bottom of the screen.

Elapsed time example:



02/27/2012 - 03/11/2012 Save Submit More Table View Data saved.

Timesheet

Feb 27, 2012 to Mar 4, 2012 Show All Weeks

Pay Code	Mon 02/27	Tue 02/28	Wed 02/29	Thu 03/01	Fri 03/02	Sat 03/03	Sun 03/04	Total
Select a Pay Code								
Worked Hours	7.00	7.00	7.00	7.00	7.00			35.00
Total	7.00	7.00	7.00	7.00	7.00	0.00	0.00	35.00

WebClock example:



02/27/2012 - 03/11/2012 Save Submit More Table View

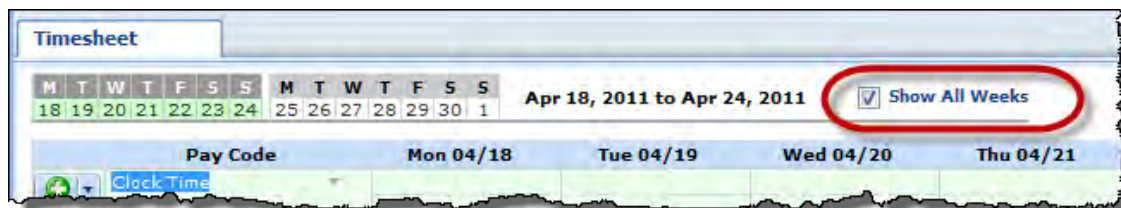
Timesheet

Feb 27, 2012 to Mar 4, 2012 Show All Weeks

Pay Code	Mon 02/27	Tue 02/28	Wed 02/29	Thu 03/01	Fri 03/02	Sat 03/03	Sun 03/04	Total
Select a Pay Code								
Worked In/Out	09:57 am 03:57 pm	08:39 am 05:06 pm	09:19 am 12:34 pm	08:28 am 04:18 pm	09:12 am 04:07 pm			32.45
Lunch Adjust				0.25				
Total	6.00	8.45	3.25	7.83	6.92	0.00	0.00	32.45

Show all Pay Period Weeks

Select the **Show All Weeks** checkbox in order to view 2 weeks at a time.



Timesheet

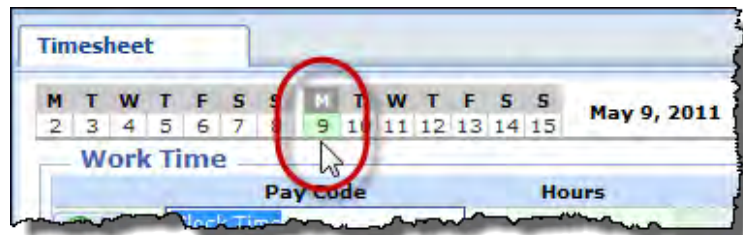
Apr 18, 2011 to Apr 24, 2011 ☒ Show All Weeks

Pay Code	Mon 04/18	Tue 04/19	Wed 04/20	Thu 04/21
Clock Time				

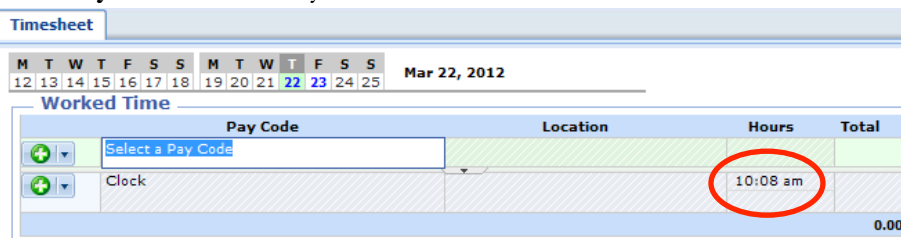
Day View

The **Day View** displays only one day of time and attendance information.

To view a specific day, click the date in the calendar bar.



The **Day View** is the only view that has actual Clock on the Wall time recorded:



The three timesheet views include the following tabs in the bottom panel. These are the **Exceptions**, **Pay Period Summary**, **Job Eligibility Info**, and **Schedule** tabs.

Notice the following features:



- (1) Hover the pointer on the line separating the panels to activate the “adjust height” control. Click and drag the line up or down to adjust the relative height of the panels.
- (2) Click on the arrow to hide the bottom panel. Click it again to display the panel.

Timesheet Tabs

Exceptions Tab

An exception is a conflict between the time and attendance information and the rules under which the timesheet is processed. Exceptions generate messages which appear in the **Exceptions** tab on the **Time Entry** screen, and, in very few cases, generate email messages. Some messages are informational and require no action; others require a resolution before the timesheet can be successfully submitted. Error level exceptions must be corrected before the respective time is paid.

Each exception shows the:

- Date of the exception
- Exception message describing the problem and action that must be taken.
- Severity of the exception (Informational, Error, or Warning)

Exceptions	
Pay Period Summary Job Eligibility Info Schedule	
Date	Exception Message
Mon 03/26 - Sun 04/08	ERROR! - E24 One work performance pay code must be entered on student's time sheet for every pay period.
Mon 03/26 - Sun 04/08	NOTICE - N07 Your timesheet was saved by another user.
<input type="checkbox"/> Thu 03/29 (2)	NOTICE - N12 Missing In or Out time on 03/29/2012 has been corrected.

Exception messages are color-coded to identify the level of severity:

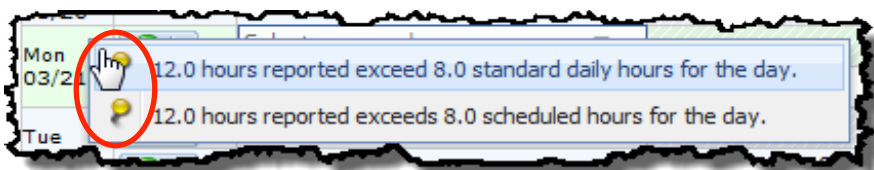
White: Notices -Informational messages

Yellow: Warnings

Red: Errors

Time entries associated with exceptions appear on the timesheet marked with a colored pin.

Click on the pin to display the exception message.



Note: For a list of Exceptions and how to handle them, refer to page 60.

Pay Period Summary Tab

The Pay Period Summary Tab shows the calculated results of the data input on the main timesheet by week, by pay code. All columns are available for grouping; by default the data will be grouped by Pay Code. The Week # column is used to summarize hours by pay code, by week.

Timesheet

M T W T F S S

12 13 14 15 16 17 18

M T W T F S S

19 20 21 22 23 24 25

Mar 19, 2012

☒ Show All Weeks

Date	Pay Code	Hours	Total
Mon 03/12	Select a Pay Code		
Tue 03/13	Select a Pay Code		
	Worked In/Out	05:00 am 09:00 am	4.00
Wed 03/14	Select a Pay Code		
Thu 03/15	Select a Pay Code		
Fri 03/16	Select a Pay Code		
Sat 03/17	Select a Pay Code		
Sun 03/18	Select a Pay Code		
			4.00

Date	Pay Code	Hours	Total
Mon 03/19	Select a Pay Code		
Tue 03/20	Select a Pay Code		
	Worked In/Out	05:00 pm 09:00 pm	4.00
Wed 03/21	Select a Pay Code		
Thu 03/22	Select a Pay Code		
Fri 03/23	Select a Pay Code		
			4.00

Exceptions

Pay Period Summary

Job Eligibility Info

Schedule

Assignment	Week #	Pay Code	Hours	GL Chartfield
Spring12-Lab Moni-Com...	1	Non Need Earnings	4.00	A 50113 00000 571
Spring12-Lab Moni-Com...	2	Non Need Earnings	4.00	A 50113 00000 571

Job Eligibility Info Tab

The Job Eligibility Info tab shows the student employee's earning eligibility balance for a particular assignment as of the current pay period and any activity for that period. Student employees and supervisors can see this tab.

Exceptions	Pay Period Summary	Job Eligibility Info	Schedule
------------	--------------------	-----------------------------	----------

Authorizations - Federal Work-Study		Dollars
Initial Balance Mon 03/12		2,014.00
Adjustments		0.00
Used this Pay Period		-76.00
Ending Balance Sun 03/25		1,938.00
Show Details >>		

Schedule Tab

The Schedule tab displays the student employee's scheduled work hours and class schedules. Class schedules are imported nightly from PeopleSoft. Work Schedules are input by Supervisors (optional). Student employees have read-only access to their schedules.

Exceptions	Pay Period Summary	Job Eligibility Info	Schedule
------------	--------------------	----------------------	-----------------

<table style="width: 100%; text-align: center; font-weight: bold;"> <tr> <td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td> <td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td> </tr> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> </tr> </table>	M	T	W	T	F	S	S	M	T	W	T	F	S	S	26	27	28	29	30	31	1	2	3	4	5	6	7	8	<div style="display: flex; justify-content: space-between; align-items: center;"> Mar 27, 2012 <input checked="" type="checkbox"/> Show All Weeks </div>
M	T	W	T	F	S	S	M	T	W	T	F	S	S																
26	27	28	29	30	31	1	2	3	4	5	6	7	8																

Date		Pay Code	In	Total
Mon 03/26		Work Schedule		
		Class Schedule	<input type="checkbox"/> 09:00 am <input type="checkbox"/> 12:00 pm	
		Class Schedule	<input type="checkbox"/> 01:00 pm <input type="checkbox"/> 04:00 pm	
		Class Schedule	<input type="checkbox"/> 07:30 am <input type="checkbox"/> 09:00 am	
Tue 03/27		Work Schedule	<div style="border: 1px solid #000; padding: 2px;">05:00 pm</div> 09:00 pm	
		Class Schedule	<input type="checkbox"/> 09:00 am <input type="checkbox"/> 04:00 pm	
Wed 03/28		Work Schedule		
		Class Schedule	<input type="checkbox"/> 09:00 am <input type="checkbox"/> 04:00 pm	

0.00

Submitting Timesheets

Student employees must submit their timesheets at the end of each pay period, no later than 10:00 am on the Monday directly following pay period end (Sunday).

1. To submit your timesheet for approval, you must first confirm all time is correct and click the Submit button.



☐ I certify that the hours submitted are accurate and are the actual hours I worked on each day reported. I understand that falsely reporting more hours or fewer hours than I actually worked may result in disciplinary action up to and including termination. I also understand that no supervisor has the authority to tell me to falsely over or under report my hours, and that if I am instructed to do so I must report that immediately to the V.P. of Human Resources or the Chief Financial Officer.*

* = required field

Submit Time Sheet

2. Employees are prompted to certify the accuracy of your submitted time. Click the button next to the message in the above screenshot. Then click the **Submit Timesheet** button.

If any exceptions exist, they may need to be corrected before the timesheet can be submitted. The message “Timesheet submitted” appears if the submission was successful. A **Recall** button then replaces the **Submit** button.

Recalling a Submitted Timesheet

A submitted timesheet can be recalled IF it has not yet been approved by the supervisor.

1. Select the pay period using the **Pay Period** icon. If the timesheet has not yet been approved, the **Recall** icon will be present.
2. Click the **Recall** icon. A dialog window appears, prompting you to confirm your decision.



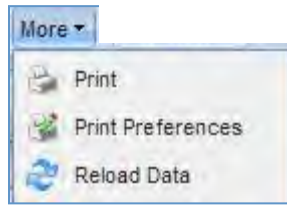
3. Click **OK** to display the timesheet.
4. Update the information recorded in the timesheet, then save and resubmit the timesheet. Notice that after recalling the timesheet, the **Save** button is reactivated and the **Submit** button reappears.



Printing the Timesheet

You can print the information from all of the tabs in your Time Entry window.

In the Time Entry window, click the **More** button and select **Print**.



Example of output:

My Time Entry		ael, ID# 0020569, Assignment 34100 Sr Art Pck-0, Status A,				
Std Daily Hrs 7						
Monday February 27, 2012 to Sunday March 11, 2012						
Timesheet						
Monday, February 27, 2012 to Sunday March 4, 2012						
Date	Pay Code	Hours	Location	Amount	Total	
Mon 02/27	Select a Pay Code Worked Hours	7.00			7.00	
Tue 02/28	Select a Pay Code Worked Hours	7.00			7.00	
Wed 02/29	Select a Pay Code Worked Hours	7.00			7.00	
Thu 03/01	Select a Pay Code Worked Hours	7.00			7.00	
Fri 03/02	Select a Pay Code Worked Hours	7.00			7.00	
Sat 03/03	Select a Pay Code					
Sun 03/04	Select a Pay Code					
				0.00	35.00	
Monday, March 5, 2012 to Sunday March 11, 2012						
Date	Pay Code	Hours	Location	Amount	Total	
Mon 03/05	Select a Pay Code Worked Hours	7.00			7.00	
Tue 03/06	Select a Pay Code Worked Hours	7.00			7.00	
Wed 03/07	Select a Pay Code Worked Hours	7.00			7.00	
Thu 03/08	Select a Pay Code Worked Hours	7.00			7.00	
Fri 03/09	Select a Pay Code Worked Hours	7.00			7.00	
Sat 03/10	Select a Pay Code					
Sun 03/11	Select a Pay Code					
				0.00	35.00	
Exceptions						
Date	Exception Message			Severity		
Mon 02/27 - Sun 03/11	NOTICE - N07 Your timesheet was saved by another user.			Info.		
Pay Period Summary						
Assignment	Week #	Pay Code	Hours	Location	Amount	Unpaid Hours
34100 Sr Art Pck-0	1	Regular	35.00		0.00	0.00
34100 Sr Art Pck-0	2	Regular	35.00		0.00	0.00

Amending Timesheets

Only elapsed time student employees (TAs & Co-op) can amend timesheets for the most recent pay period.

- Any changes must be approved by a supervisor to be considered for recalculation.
 - Any changes made to a timesheet for which an employee has been paid will cascade through all timesheets up through the current pay period. The difference will be applied to current pay and bank balances.
 - Data from amended timesheets are not included in reports unless the amended timesheet has been approved.
1. To amend a timesheet, click the **Amend** button for the timesheet in the pay period that needs to be modified.

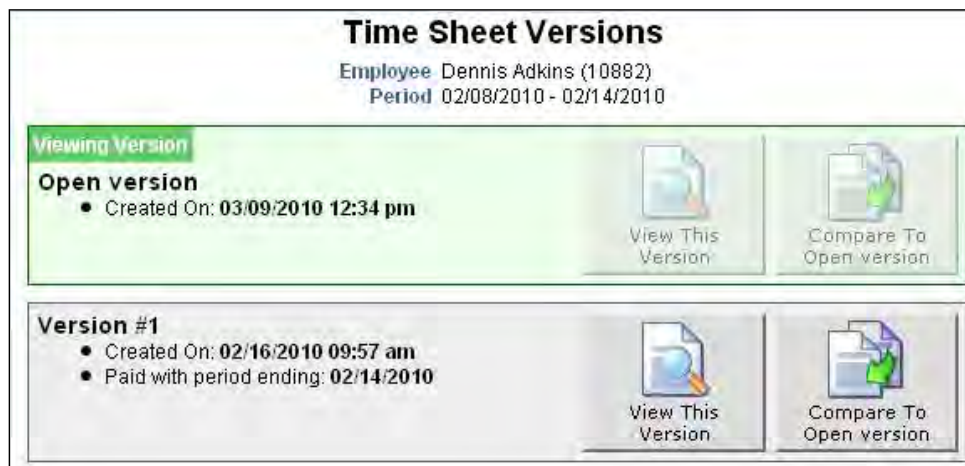


2. Edit and **Save** the timesheet.

The **Other Versions** button appears.



3. Click the **Other Versions** button.



4. Click **View This Version** to display the original version of the timesheet.
5. Click **Compare To Open version** to list the differences between the two versions. A pop-up window displays the results of the comparison.

Other Versions

Time Sheet Comparison Report

Employee: Adkins, Dennis (10882)
Period: 02/08/2010 - 02/14/2010

Version #1
02/16/2010 09:57 am
 ➡
 Open version
03/09/2010 12:34 pm

Print

Amendmended Timesheet

Work Date	Pay Code	In	Out	Hours	Location	Department	Shift	Comments
02/09/2010	BEREAVEMENT			8.00				

Example	Legend
An unchanged value	No change
Value in version #1	Data changed
Value in open version	
Added	Added to open version (In open version, but not in version #1)
Deleted	Deleted from open version (In version #1, but not in open version)

Close

6. After viewing the comparison, print the results, or close the window to return to the timesheet.
7. The supervisor will then approve the timesheet at the end of the pay period.

Time-Off Requests

Student employees can submit time off requests, track the status of requests, and view the history of past requests using the **My Time Off** function. When student employees request time-off, an e-mail is sent to notify their supervisor of the request.

Submitting a Time Off Request

1. Select **Schedules** ➔ **My Time Off** in the dashboard.
2. Select **Create New Request**.
3. Choose **Time Off** from the **Pay Code** drop-down list.
4. Enter the **Start Date** and **End Date** or use the Calendar icons to select the dates.

Note: Be aware that if you select multiple days, it will create a row for each day including weekends. Use the delete row function to modify the request.

5. Enter the **Hours Requested**. The default is the employee's scheduled or standard daily hours.
6. Click **View and confirm details for this Time Off Request**. The **Review/Finish Time Off Request** window displays the requested hours off, adjusted bank balances, and **Comments to Manager** field.
7. Enter a note to accompany your request in the **Comments to Manager** field as necessary.
8. Click **Submit this Time Off Request** to submit your request.
9. The **My Time Off** window reappears, listing the status of all your time off requests.

Note: When the supervisor approves the Time-Off Request, the employee will receive an email.

Cancelling an Approved Time-Off Request

You can cancel a time-off request at any time unless the date of the request has past.

1. Select **Schedules** ➔ **My Time Off** in the dashboard.
2. Click the request from the **Time off Approval Summary** window.
3. Click **Cancel this Time Off Request**.
4. Enter a reason for cancellation, if necessary, in the **Cancel Time off Request** window.
5. Click **Cancel this Time Off Request**.
6. The status in the **Request History** area is changed to “Cancelled”.

Email Notifications

Email messages are sent to the following recipients when time off requests are submitted. The following table shows when an event triggers the e-mail, the recipients of the email, and the content of the message.

Event	Message subject	Recipient(s)	Message
Submission of time off request	Time Off Request – Pending	Supervisor and Delegates	“ <i>Employee Name</i> ” has requested time off on <i>Date to Date</i> . Please review.
Approval of time off request	Time Off Request – Approved	Employee, all Timekeepers	Your request for time-off on <i>Date to Date</i> has been approved.
Rejection of time off request	Time Off Request – Rejected	Employee	Your time off request on <i>Date to Date</i> has been rejected.
Submission of cancelled time off request	Time Off Request – Cancelled	Supervisors, All Timekeepers and Delegates	“ <i>Employee Name</i> ” has cancelled his or her request for time off on <i>Date to Date</i> .

ARTICtime Student Employment Supervisor

Supervisor Functionality

The Dashboard

Supervisor Dashboard Functions

The supervisor's dashboard resembles an employee's dashboard, and includes buttons that perform similar tasks. A timekeeper has a supervisor's access except for approving timesheets. The functions available on the dashboard depend on the type of role (supervisor, timekeeper, employee, payroll, etc.) Logging in as a supervisor displays the supervisor's view of the dashboard with the following options:



Time Entry

- **Edit Employee Time:** View and edit employee timesheets.
- **Edit Time for Groups:** Add and edit time entries for a group of assignments.
- **Approve Timesheets:** Approve timesheets for groups of employee assignments.

Reports

- **View Group Reports:** Run reports available to supervisors.

Schedules

- **Employee Calendars:** Provides access to employee calendars.
- **Review Time off Requests:** Approve or reject employee time off requests.
- **Assign Schedules:** Assign schedules to employees.
- **Manage Group Schedules:** Enables the adding and editing of schedules for a group of assignments at one time. Supervisors should use this window for one-time schedule modifications.

Settings

- **Manage Delegations:** Roles for an assignment group can be delegated to another supervisor.

Viewing / Editing Employee Time

The Supervisor Time Entry window enables you to:

- Edit student employee timesheets
- View a student employee's pay period summary and job eligibility info
- Review timesheet exceptions
- Review and edit individual student employees' schedules

1. Select **Time Entry ➔ Edit Employee Time**.
2. Select an assignment group.
3. Select a student employee from that assignment group.
4. Edit the student employee's timesheet as necessary.

Finding Records

Use the **Find** button to quickly locate a student employee or a set of employees based on specific search criteria.



1. Click the **Find** button to display the **Find Employees** pop-up window.
2. Enter your search criteria. For example, you may enter a **Last Name, First Name or Employee Number**. You can use a character string and/or the wildcard character (*) to retrieve a list of employees matching the characters you enter.
3. Click **Search** to find the records, or click **Cancel** to exit the pop-up without searching.
4. When the search completes, the results expand within the **Find Employees** pop-up window and appear in a table. You can sort the search results by clicking the top of any column in the window.
5. Click the row that contains the employee to display.

Pay Codes

A pay code is the identifier required for every transaction recorded on a timesheet or schedule. Each pay code has an entry type such as amount, elapsed time, or in/out time. Different categories of employees have access to different pay codes.

1. Click in a **Pay Code** cell to see the list of pay codes to which you have access.

If a pay code cannot be modified, it will appear with a shaded grey background and the cursor will change into a “Stop” symbol when placed over that row:

Pay Code		Hours	Total
	Select a Pay Code		
	Clock	12:15 pm	
			0.00

2. Enter the time in the **Hours** column.

For pay codes associated with In/Out times, enter the In time on the first row of the Hours column and the Out time on the second row. In/Out times can be entered in a variety of ways.

For example:

- Enter “5” on the first row and click outside the cell. The system will interpret the time as 5 a.m. and enter it on the timesheet in the correct format.
- Enter “5p” to enter 5 p.m.
- 5 p.m. can also be entered as “17” (i.e. military time).

The system will prevent you from entering out times that are before in times or in times that are after out times. The system will highlight the error and display a warning message.

- For shifts which start on the previous day, type a “-” (minus sign) before the number
- For shifts that end the next day, type a “+” (plus sign) before the number

Below is an example of an employee clocking in at 8:00PM on day 1 and clocking out on day 2 at 2:00AM.

Hours	Amount	Total
08:00 pm		6.00
+ 02:00 am		

Note: Please see pg. 59 for a list of Pay Codes you may see.

Entering Timesheet Details

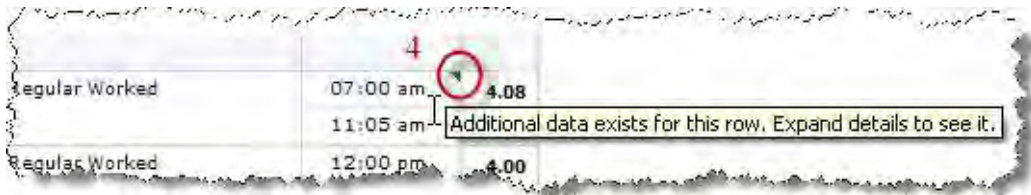
The **Comments** field can be used to enter details about a particular time entry.

Click the **Comment** tab to expand and collapse the **Comments** field.



Add comments (maximum of 255 characters).

When a timesheet cell shows a green triangle in the upper right corner, you can click the cell to activate the “details” tab.



By default, when the **Comments** field contains data, the comment indicator and comment toggle are green. If the **Comments** field contains any invalid data, such as an invalid date format or too many characters, the comment indicator is red.

Reusing Timesheet Data

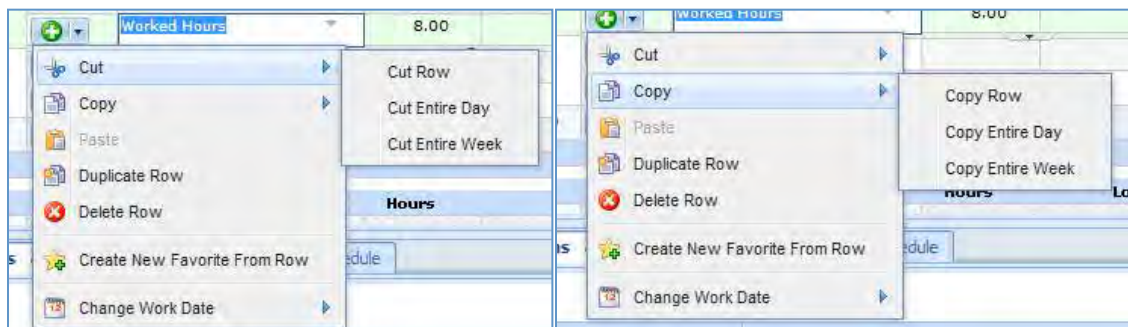
Copying or Cutting Data to be pasted

Click the drop-down arrow next to the green plus sign that represents the “Insert” icon on the timesheet.



2. Select **Cut or Copy**, and one of the following:

- Cut or Copy Row
- Cut or Copy Entire Day
- Cut or Copy Entire Week



3. Navigate to where you want to paste the copied information. From the drop-down arrow next to the Insert icon, select **Paste 1 Entry**.



The **Paste** event is acknowledged.



Delete a Time Slice

A row of data is referred to as a time slice. The only slice of time that can be deleted is time on an elapsed timesheet.

1. To delete a time slice (row of data), select the time slice to delete.
2. Right-click and select **Delete Row**.
3. Click Yes to “Are you sure you want to delete this row?”
4. Click the Save button.

IMPORTANT: If an employee clocked into the wrong assignment, the supervisor must clock an Out punch and modify it to be the same as the In punch (i.e. time slice nets to zero time for the wrong assignment). Deleting the In punch will not remove the clocked slice from the system.

Lunch Adjust

Supervisors of student employees can use this pay code to subtract time from a student who worked over 7.5 hours and did not clock In and Out for lunch. Only deduct time for lunches actually taken.

Example: A WebClock student took a lunch break but did not clock in and out. A red exception error has been generated. This is an unpaid error that must be fixed in order for the student to get paid for that slice of time.

Date	Pay Code	Hours	Total
Mon 04/23	Select a Pay Code		
Tue 04/24	Worked In/Out	09:00 am 05:00 pm	0.00

Date	Exception Message
Tue 04/24	ERROR! - E17 Rachel Brightman / ID # 2330421 - The student worker did not take the required break when worked time exceeded 7.5 hours, as required by law.

If the student actually took a lunch break and forgot to clock in/out follow steps below. If the student did not take a break (they still must be paid), simply acknowledge the error (Step #6 below).

1. Add a row by clicking on the Green Plus sign.
2. Select the Lunch Adjust pay code.

Date	Pay Code
Mon 04/23	Select a Pay Code
Tue 04/24	Worked In/Out
Wed 04/25	Worked In/Out
Thu 04/26	Worked Hours
Fri 04/27	Satisfactory work by student
Sat 04/28	Unsatisfactory work by student
	Lunch Adjust

3. In the Hours Column, enter a negative number to subtract time (ex: -1 to subtract 1 hour).
4. You must enter a comment when using the Lunch Adjust Pay Code.
5. To enter a comment, click on the



Tue 04/24	Worked In/Out	09:00 am 05:00 pm	8.00
	Lunch Adjust	{1.00}	0.00
	GL Chartfield		
	Comments		
	Forgot to clock in!		

6. You must acknowledge the Error! Exception Message by clicking the check box.
7. Click Save.

Note: This is not applicable for elapsed time recorded.

Working with Groups of Records

Editing Time for Groups

The **Group Time Entry** window enables you to edit an entire or partial group of employees.

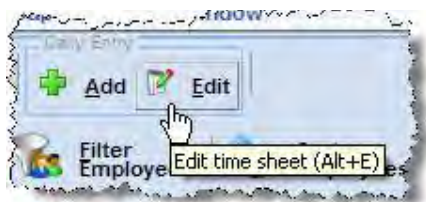
1. Select **Time Entry** ➔ **Edit Time for Groups** in the dashboard.
2. Select a group from the **Assignment Group** drop-down list.

Once the relevant information loads, a grid displays employee names, and dates. Time entries associated with exceptions appear with a shaded background.

Employee	Sun 01/09	Mon 01/10	Tue 01/11	Wed 01/12	Thu 01/13	Fri 01/14	
Employee (010833)						Holiday	8.00
Employee (011219)				Regular Worked 08:00 am - 11:00 am	Regular Worked 08:00 am - 12:00 pm	Holiday	8.00
Employee (010463)						Holiday	8.00
Employee (010532)				Regular Worked 08:00 am - 12:00 pm		Regular Worked 08:00 am - 12:00 pm	8.00

Note: For large groups, only the first 50 members display. Use the filter button to refine your results.

3. Select the **Daily Entry Add/Edit** option to apply different changes to individual employees.



4. Edit the timesheet as you would in the **Supervisor Time Entry** window.
5. You can use the drop down menu to switch between the **Daily Entry** and the **Group Entry**.



6. Select the **Group Entry Add/Edit** option to apply a single change to all employees.
7. After you've made the desired edits, select **Save and Return** to save the changes and return to the main Group Time Entry Window.



Select **Save** to save changes and remain on the same page.

Select **Back** to return to the main window without saving the changes.



Editing Exceptions

Exceptions for an entire or partial group of employees can be edited from **Group Time Entry**.


1. From the assignment group within **Edit Time for Groups**, select exceptions to modify by clicking the appropriate cells in the grid.
2. Click the **Edit Exceptions** button.
3. To select certain exception types, click the **Exception Filter** button. This filter allows you to select specific exceptions and filter exceptions by severity level.
 - a. From the **Minimum Exception Severity Level** drop-down list, select the lowest level exception you want to view or edit.
 - b. In Exception Codes, select the specific exceptions you want to view or edit. By default, the system selects all exception codes.
 - c. Select one of the following:
 - To save your changes, click **Save**.
 - To display all exceptions, click **Reset to Default**.
 - To cancel any filter changes, click **Close Window**.
4. Make the necessary changes or additions.
 - Click the **Insert** button  to add time or schedule entries.
 - Click the **Delete** button  to delete time or schedule entries.
 - Select the **Acknowledged** checkbox ☐ to acknowledge the exception.
5. **Save** your work.
 - Click the **Save** button to save your changes.
 - Click the **Save & Return** button to save your changes and go back to the entry grid.
 - Click the **Back** button to exit the window without saving your changes.

Satisfactory or Unsatisfactory Work by Student

It is a Federal Requirement that supervisors indicate each pay period whether the student has performed satisfactory or unsatisfactory work. In ARTICtime, this is handled through the use of pay codes. You can indicate this on each timesheet individually OR add it to several students at a time.

Adding the Satisfactory/Unsatisfactory Pay Code to an Individual

1. Select **Time Entry ➔ Edit Employee Time**.
2. Select an assignment group.
3. Select a student employee from that assignment group.
4. Select the last day of the pay period (Sunday).
5. Click on the arrow next to “Select a Pay Code” and choose either “Satisfactory work by student” or “Unsatisfactory work by student.”
6. In the Hours Column, enter a 1.

Date		Pay Code	Hours	Total
Sun 05/06		Satisfactory work by student▼	1	

7. If you select the “Unsatisfactory work by student” pay code, you must enter a comment by clicking on the comment tab and entering details.



8. Click “Save.”

Adding the Satisfactory/Unsatisfactory Pay Code to a Group

1. Select **Time Entry ➔ Edit Time for Groups**.
2. Select an assignment group.
3. From the assignment group within **Edit Time for Groups**, click on a particular day for each person you want to add the pay code to (ex. Click Sunday for all students).
4. Click the Add button under Group Entry.



5. Under Select a Pay Code, choose Satisfactory or Unsatisfactory work by student.
6. Enter the number 1 in the box marked "Unit"

Employee (Assignment)	Date	Action	Pay Code	Hours	In	Out	Unit	Comments
Gutierrez, Diego (Spring12-Ta-b: Ptdw-Painting and Drawing-2)	Sun 05/06						1	
Fryer, Shonita R (Spring12-Ta-b: Collage-Painting and Drawing-8)	Sun 05/06							
Siemens, William J (Spring12-Ta-b-Painting and Drawing-10)	Sun 05/06							
Thomson, Robert H (Spring12-Ta-b-Painting and Drawing-2)	Sun 05/06							
Employee (Assignment)	Date	Action	Pay Code	Hours	In	Out	Unit	Comments

7. Click Save and Return.
8. You should see the changes as follows:

Employee	Mon 04/30	Tue 05/01	Wed 05/02	Thu 05/03	Fri 05/04	Sat 05/05	Sun 05/06
Gutierrez, Diego (2245422) Spring12-Ta-b: Ptdw-Painting and Drawing-2							Satisfactory work by student 1
Fryer, Shonita R (2243476) Spring12-Ta-b: Collage-Painting and Drawing-8							Satisfactory work by student 1
Siemens, William J (2244275) Spring12-Ta-b-Painting and Drawing-10							Satisfactory work by student 1
Thomson, Robert H (2239424) Spring12-Ta-b-Painting and Drawing-2							Satisfactory work by student 1

Approving Timesheets

Supervisors can approve hours for individual employees or for an entire group. When you review employee hours, the system allows you to see whether an employee's timesheet contains any exception messages.

IMPORTANT: Timesheets with exceptions need attention before approval. You must open and edit timesheets to correct exceptions. If the timesheet data indicates a mixture of error-free timesheets and timesheets with exceptions, you have the option of approving the error-free timesheets immediately. The primary focus of approving or rejecting hours is to correct timesheets to eliminate exceptions.

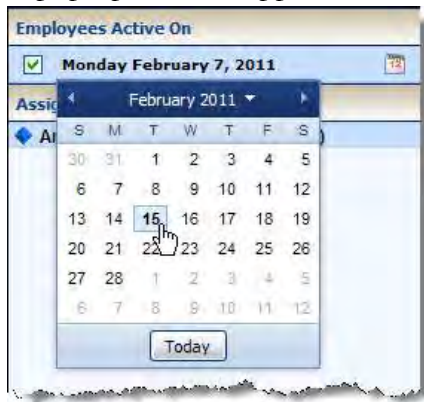
Students will not get paid for any slice of time that has the Red Error exceptions listed below. You must correct or acknowledge them before approving the timesheet.

Error Code:	Action Required by Supervisor:
ERROR 01	You must enter a Worked I/O time slice to correct the hours worked due to a missing punch.
ERROR 10	In/Out times must be chronological.
ERROR 09	If an employee works a shift which lasts over 24 hours, it needs to be reported on multiple days.
ERROR 17	The law requires lunch breaks if working over a 7.5 hour shift.

1. To approve or reject employee time, select **Time Entry ➔ Approve Timesheets**.
2. Select the assignment group.
3. You can view an employee's timesheet by clicking on the row of the respective employee.
4. If you would like to view timesheets ending on a different date than the default (the current date), do the following:
 - a) Select the checkbox in the **Employees Active On** field.



A pop-up calendar appears.



- b) Select a different date.
- c) If you would like to return to the current date, deselect the checkbox in the **Employees Active On** field.
- 5. Select the **Approve** checkbox in the **Supervisor's Approval** field. The **Approve** button for an accepted timesheet includes a green check mark. This is a toggle; you can click it again to undo the approval.
- 6. Click **Save Approvals**.

The hours for the applicable employees are saved for the specified pay period. When employees access their timesheet for that pay period, a note appears informing them that the hours have been approved. They will not be able to enter changes to their timesheet for that period.

Note: Timesheets must be approved by 3:00PM on Monday after the end of a pay period. (Pay period calendars are posted on the Intranet.)

Rejecting Timesheets

To reject an employee timesheet, do the following:

1. Select **Time Entry → Approve Timesheet** in the dashboard.
2. Select the Assignment.
3. Click the **Reject timesheet** button in the **Supervisors Approval** field.
4. Complete the fields in the **Reject Timesheet** dialog, using the following table as a guideline, to send email to the employee.

Field	Description
Notify	The employee who will be notified about the rejected timesheet.
Email subject	The subject title of the email to be sent to the employee. (The email subject can be changed.)
Email message	A message to convey the rejected timesheet.
Comments	Additional information about the rejected timesheet.

5. Do one of the following:
 - Click **Send** to reject the timesheet and send the e-mail message.
 - Click **Close Window** to quit the **Reject Timesheet** window without rejecting the timesheet.
 - Click **Undo** to rescind the previous rejection of a timesheet. (This option is enabled only if you previously rejected the timesheet.)

*Note: Clicking **Undo** moves the timesheet to a neutral status. You can also undo a rejected timesheet by selecting the checkbox on the **Approve** button and clicking **Save Approval**. This method will save the timesheet as “approved.”*



6. If you rejected the timesheet, the **Approve** button is “grayed out.”



7. Click **Save Approvals**.



8. The **Approve** for a rejected timesheet is no longer “grayed out”.



6. The approval (or rejection) history for the employee is viewable by clicking the “**History**” button. The **Approval History** window displays the action taken, who took action, the date and time of the action, any e-mail messages sent, and comments.

Help Logged in as Schoff, Devin Log Off

Approve Time Sheets for Schoff, Devin Employees Hourly

Save Approvals Approve All Find Show: All Time Sheets Information saved.

Approve Current Time Sheet for Period Ending 03/11/2012

Name	Employee ID	Assignment	REG	SO	OT	PTO	Holiday	Other	Amount	Total Hrs	Timesheet Submitted	Exceptions	Supervisors Approval
	18000	Accounting-2065916-0	0.0	0.0	0.0	10.0	0.0	0.0	0.0	10.0	No	Yes	 

End-of-Period Reminders

At the end of each pay period, student employees submit their timesheets and supervisors review and approve timesheets. Reminder messages are sent to these employees that timesheets need to be entered and submitted near or at the end of a pay period.

Reminders are sent only to supervisors who have not approved all of their employee timesheets. The following table lists the reminder email notification schedule for hourly staff.

Reminder	Date/time	To	Message
First Reminder to Employee	Friday at 10:00 am	Student Employee	First Reminder – Your timesheet needs to be submitted by 10:00am on Monday
Second Reminder to Employee	Monday at 8:00 am	Student Employee	Second Reminder – Your timesheet must be submitted TODAY by 10:00am.
First Reminder to Supervisor	Friday at 10:00am	Supervisor	First Reminder – Time sheets are due from employees by 10:00am Monday for approval.
Second Reminder to Supervisor	Monday at 8:00am	Supervisor	Reminder – Timesheets for the following employee(s) have not yet been approved: %List Names% Timesheets must be approved by 3:00pm today.

Amending Timesheets

If necessary, supervisors can amend timesheets going back 4 months (120 days).

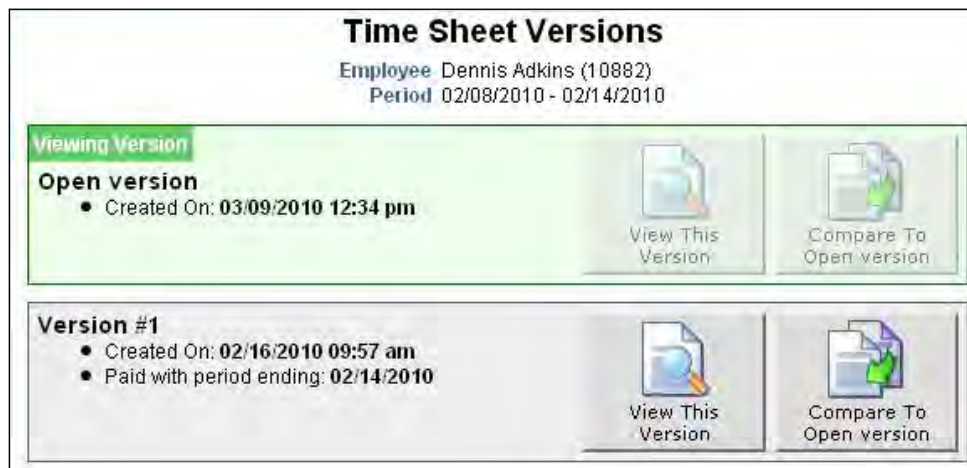
- Any changes made to a timesheet for which an employee has been paid will cascade through all timesheets up through the current pay period. The difference will be applied to current pay and bank balances.
 - Data from amended timesheets are not included in reports unless the amended timesheet has been approved.
7. To amend a timesheet, click the **Amend** button for the timesheet in the pay period that needs to be modified.



8. Edit and **Save** the timesheet.
- The **Other Versions** button appears.



9. Click the **Other Versions** button.



10. Click **View This Version** to display the original version of the timesheet.
11. Click **Compare To Open version** to list the differences between the two versions. A pop-up window displays the results of the comparison.

Other Versions

Time Sheet Comparison Report

Employee: Adkins, Dennis (10882)

Period: 02/08/2010 - 02/14/2010

Version #1

02/16/2010 09:57 am

Open version

03/09/2010 12:34 pm

Print

Amendmended Timesheet

Work Date	Pay Code	In	Out	Hours	Location	Department	Shift	Comments
02/09/2010	BEREAVEMENT			8.00				

Legend

Example	Meaning
An unchanged value	No change
Value in version #1	Data changed
Value in open version	Added to open version (In open version, but not in version #1)
Deleted	Deleted from open version (In version #1, but not in open version)

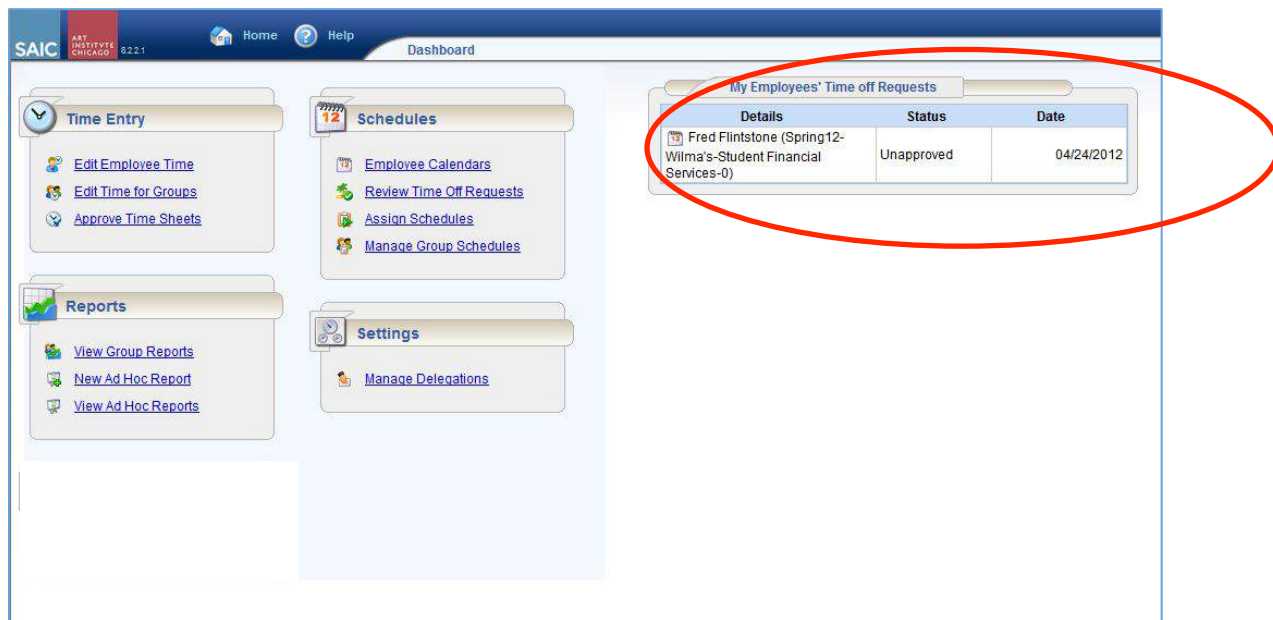
Close

12. After viewing the comparison, print the results, or close the window to return to the timesheet.

Time Off Requests

Approving Time Off Requests

When a student employee submits a time off request, the request is forwarded to the student's supervisor for review. Requests appear on the Dashboard under **My Employees' Time off Requests**. The supervisor can approve or reject the request.



1. Select a time off request from the Dashboard.
2. The request appears with the dates and hours requested and request history.

Notice that the **Time Off Approval Summary** window includes a link to the Group Schedule window (**Open the Group Schedule**). This enables you to review schedules to confirm that staffing needs will be met during the time period of the request. The **Group Schedule** window also displays other approved time off requests.

3. Use the **Manager Comments** field to forward comments to the employee.
4. Select **Approve this Time Off Request**.

The **Time Off Approval Summary** window appears again. The previous request now appears in the Request History area.

Reject Time-Off Requests

1. Follow the steps 1-3 above.
2. Select **Reject this Time Off Request**.

The **Time Off Approval Summary** window appears again. The previous request now appears in the Request History area.

Schedules

Supervisors can develop schedules for employees to save time and reduce errors in employee time entry. There are two ways to accomplish this:

- Use the **Schedule** tab in an individual employee timesheet to develop schedules for employee assignments. This method works well for employees with schedules that are different than most other employees or for employees who temporarily work on a project or schedule outside of their normal duties.
- Use the Group Schedule window to create schedules for groups of employees which have similar time and attendance requirements.


Modifying Individual Schedules

To develop individual schedules for employee assignments.

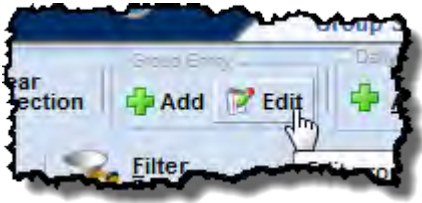
1. Select **Time Entry → Edit Employee Time**.
 1. Select an assignment group
 2. Select the employee.
 3. In the **Schedule** tab, enter the In/Out times for each workday.



Managing Group Schedules

Group Schedule entry lets supervisors add and edit schedules for an entire group of employees at once. Supervisors should use this window for one-time schedule modifications, and not for recurring or temporary changes.

1. Select **Schedules → Manage Group Schedules**.
2. Select an assignment group from the **Assignment Group** drop-down menu. A grid displays employee names and dates. The grid's default view displays the current pay period.
3. To choose a different pay period, enter a date in the Date field or click the Calendar button  and select a date.
4. Select entries to modify by clicking the appropriate cells in the grid.
5. There are multiple ways to select dates to modify.
 - Click the cell containing the employee name to select the entire row.
 - Select a specific date for all members in the group (i.e., a column); click the cell containing the date (the column header).
 - Select specific dates for specific members; click the cells you need to edit.
 - Select a range of cells, click the first cell in the range, and then press SHIFT while clicking the last cell in the range.
 - Select multiple concurrent cells, click a cell and drag the mouse across additional cells while holding down the mouse button.

- Click the **Clear Selection** button to clear the grid if you need to start over.
6. In the **Group Entry** area, click **Edit**. The **Group Schedule** window appears.



7. Make the necessary changes.
- Click the Insert  button to add time or schedule entries.
 - Click the Delete  button to delete time or schedule entries.
 - Use Tab or Shift + Tab to move between fields.
8. Save your changes:
- Click the **Save** button to save your changes.
 - Click the **Save & Return** button to save your changes and go back to the entry grid.
 - Click the **Back** button to exit the window without saving your changes.

Assign Schedule Templates

If your group of employees have a regular set of work hours, supervisors can request a schedule template for the job assignment.

1. To assign either a permanent or temporary schedule template, begin by selecting **Schedules** ➔ **Assign Schedules**.
2. The **Schedule Maintenance** window appears.

Assign Permanent Schedule Templates

Once the template has been created supervisors can assign the schedule template once and have it applied on a permanent basis to successive pay periods.

1. In the **Permanent Changes** area of the Schedule Maintenance window, click **Assign Schedule Templates**.
2. Select an assignment group from the assignment tree on the left. A window appears that lists the assignments for the selected group.
3. (Optional) To apply the same values to more than one employee in the group, select the checkbox beside the name of each employee or select the checkbox at the top of the **Name** field to select all employees listed. Make all changes in the **Mass Edit** section at the bottom of the window.

Step 3	Step 4	Step 5	Step 6	
Name	Schedule Generation Source	Manager Override	Schedule Template	Effective Date
<input checked="" type="checkbox"/> TrainAC, Abigail (TrainAC, Abigail)	None	<input checked="" type="checkbox"/>	None	MM/dd/yyyy
<input type="checkbox"/> TrainAC, Andrew (TrainAC, Andrew)	None	<input type="checkbox"/>	zz DO NOT USE	
<input type="checkbox"/> TrainAC, Ashley (TrainAC, Ashley)	None	<input type="checkbox"/>	M-F, 2:30 pm-11:00 pm	
<input type="checkbox"/> TrainAC, Christopher (TrainAC, Christopher)	None	<input type="checkbox"/>	M-F, 6:00 am-2:30 pm	
<input type="checkbox"/> TrainAC, Daniel (TrainAC, Daniel)	None	<input type="checkbox"/>	M-F, 7 am-4 pm	
			M-F, 8:00 am-4:30 pm	
			Exempt M-F, 8 Hours	

4. Select the **Manager Override** checkbox.
5. From the Schedule Template drop-down list, select the schedule template.
6. Enter the date on which to begin the schedule in the **Effective Date** field. The date must fall within the period defined in the **Valid Date Range** field.
7. (Optional) If making changes to more than one assignment in the group, click **Apply to all checked rows**.

<input checked="" type="checkbox"/> TrainAC, William (TrainAC, William)	None	<input type="checkbox"/>		01/02/2011 - 01/15/2011
Mass Edit				
<input checked="" type="checkbox"/>	None		MM/dd/yyyy	Step 7
Apply to all checked rows				

8. After completing your permanent schedule template assignments, choose how you want to proceed.
 - Click the **Save** icon to save your changes.
 - Click the **Reset** icon to clear your changes and start again.
 - Click the **Back** icon to return to the Schedule Maintenance window without saving your changes.

Assign Temporary Schedule Templates

Accounting may develop schedule templates for assignments to follow on a temporary basis; i.e., within a specific pay period or for a limited length of time. Supervisors can assign the schedule template on an “as needed” basis.

1. In the **Temporary Changes** area of the **Schedule Maintenance** window, click **Assign Schedule Templates**.
2. Select an assignment group from the assignment tree on the left. A window lists the employees for the selected group.
3. (Optional) To apply the same values to more than one employee in the group, select the checkbox beside the name of each employee or select the checkbox at the top of the **Name** field to select all employees listed. Make all changes in the **Mass Edit** section.
4. From the **Schedule Template** drop-down list, select the schedule template.
5. Enter the date on which to begin the schedule in the **Start Date** field. The date must fall within the period defined in the **Valid Date Range** field.
6. (Optional) If making changes to more than one assignment in the group, click **Apply to all checked rows**.
7. After completing your temporary schedule template assignments, choose how you want to proceed.
 - Click the **Save** icon to save your changes.
 - Click the **Reset** icon to clear your changes and start again.
 - Click the **Back** icon to return to the Schedule Maintenance window without saving your changes.

Delegation

Delegation is granting another member of the Institute the right to perform certain tasks when the supervisor or timekeeper is not able to complete their timekeeping responsibilities. All assignment groups will be setup automatically with an alternative (Alt) supervisor. On the rare occasion, if both the supervisor and the Alt supervisor are on PTO, for example, then the supervisor will need to delegate their assignment groups. It will then be the delegator's responsibility to review and/or approve timesheets for the delegated time frame. Once a supervisor has delegated an assignment group, that supervisor can also cancel the delegation.

8. To delegate roles, select **Settings → Manage Delegations**.
9. Click **Delegate Authority**.



10. Enter your search criteria. You can enter a character string and/or the wildcard character (*) to retrieve a list of assignment groups matching the characters you enter. Click **Search**.
11. For each assignment group being delegated, choose your delegation options.
 - In the **Assignment Group** column, select the checkbox next to the assignment group name.
 - In the **Your Role** column, use the drop-down menu to select the role to be delegated for the assignment group.
 - In the **Effective Date** and **End Effective Date** columns, enter the dates during which the assignment group role will be delegated.
 - Never check the box in the **Allow Re-delegation** column.



12. Click **Next** to display a search window for selecting the supervisor who will be delegated that assignment group.
13. In the search window, enter your criteria to find the employee to delegate to. Click **Search**.
14. Choose a supervisor.
15. Click **Select**.

16. A confirmation message appears indicating a successful delegation. If any delegations fail, a status message appears listing the unsuccessful delegations and why they failed. For example, a delegation could fail because the assignment group is currently delegated to the selected supervisor.
17. Click **Continue** to return to the **Manage Delegations** window.

Cancelling or Revoking a Delegated Role

You can cancel or revoke the delegated role at any time by following these steps.

18. Select **Settings** → **Manage Delegations**.
19. Click **View/Revoke Delegations**.
20. Enter your search criteria. You can enter a character string and/or the wildcard character (*) to retrieve a list of assignment groups matching the characters you enter. Click **Search**.
21. If an assignment group contains more than one delegated role, click the **Expand** button displayed next to the **Assignment Group** name.
22. In the **Actions** column, select the delegation to be cancelled.
 - Selecting **Revoke** cancels only the delegation appearing in that row.
 - Selecting **Revoke All**, if available, cancels all delegations for that assignment group.



A new window appears listing the delegated role to be cancelled.

Revoke Delegated Roles

Assignment Group	Recipient	Effective Date	End Effective Date	Delegated Role	My Current Role
PAUL MCGUINNESS Employees	ANGEL, JULIAN	05/11/2011	05/18/2011	T_MANAGER_GROUP	T_MANAGER_GROUP

Revoke Is Effective As Of: ☐ Revoke Immediate

Cancel
Previous
Confirm

23. Choose the date on which the revocation is to be in effect or select the **Revoke Immediate** checkbox.
24. Click **Confirm** to proceed with the cancellation.
25. Click **Continue** to return to the Delegations window.

Customizing the Dashboard

Rearranging Function Links

To rearrange the function links order within a category, click and drag the function link to another position. Note: Function links can only be moved to the **Favorites** category.

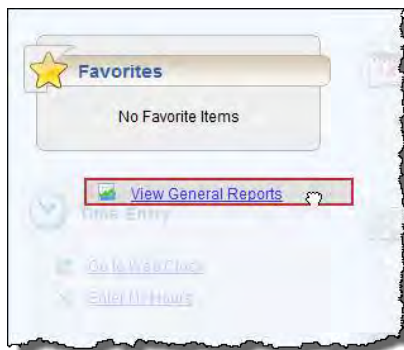
Creating a Favorites category for frequently-used functions

1. Hover the mouse pointer over the function's star icon.



2. Click and drag it to move the function to the **Favorites** section of the dashboard.

By default, the **Favorites** section is hidden from view. Dragging the function to the upper left area of the dashboard reveals the **Favorites** section.



Removing a Function from Favorites

Hover the pointer over the respective function link and click the star icon.



The function returns to its original category.

Reports

- **General reports:** Employees can access general reports to view timesheet information for a certain period, roles delegated to them, or timesheet comments.
- **Group reports:** These reports provide specific information about select groups of employees.

To generate a report:

1. Select **Reports** ➔ **View Group Reports** or **View General Reports**.
2. A list of report categories appears.
3. Do one of the following:
 - Scroll to the name of the report you want to generate.
 - View reports in a report category.
 - Search for the report using the **Search** field.
4. Click the name of the report you want to generate.
5. Complete the report criteria.
6. Select your preferred output format:
 - **Excel** to view/print the output in an Excel spreadsheet.
 - **HTML** to view the report as a web page.
 - **PDF** to view/print the output in Adobe PDF format.
7. Click **Submit** to process the report. ARTICtime displays the report in a separate window.

Report Favorites

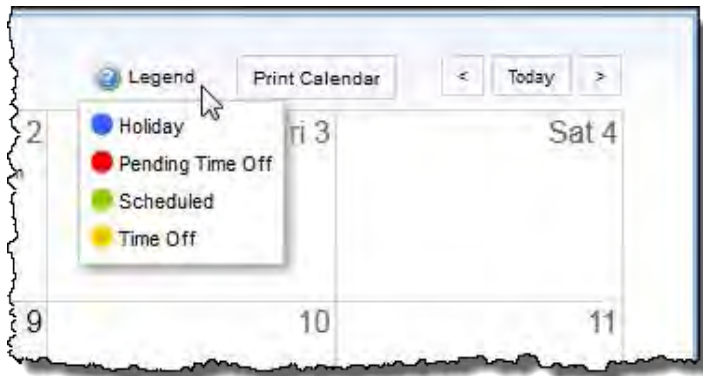
Report favorites give you quick access to frequently run reports by allowing you to store those reports in the Favorites folder.

1. Select the report.
2. Click the Star near the bottom right of the reports pane to add to the Report Favorites.

Employee Calendars

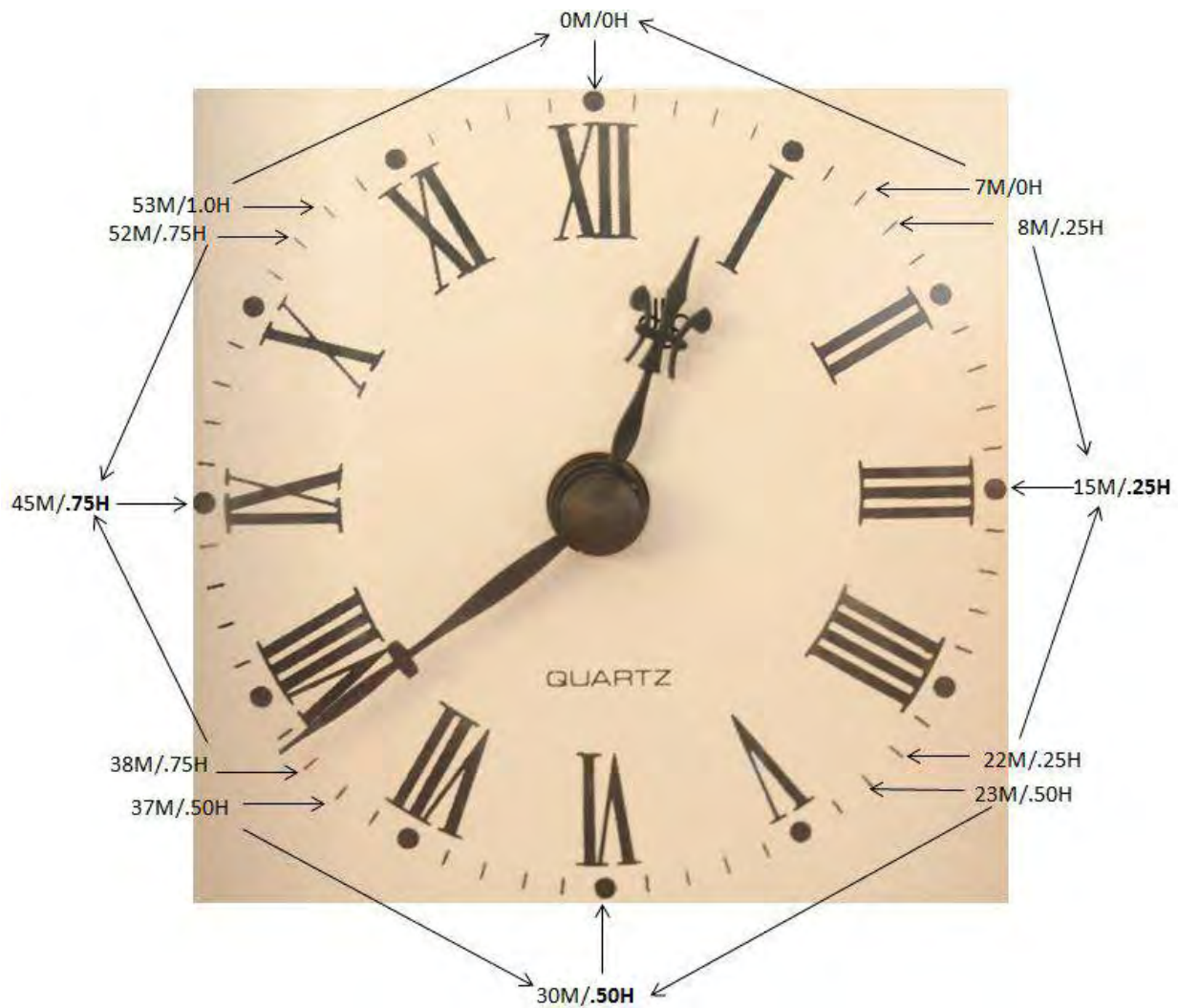
The Employee Calendar function allows view access to employee's calendars. You can view employee's PTO, schedules (if created) and company holidays.

1. Select **Schedules** ➔ **Employee Calendars**.
2. Select an employee assignment from the **Assignments** menu.
3. The employee calendar appears. The upper right corner of the calendar shows a legend and a **Print Calendar** button.



ARTICtime WebClock Rounding

Rounding will be applied to elapsed time once the total time is calculated for a time slice. Rounding for WebClock will be applied to the nearest $\frac{1}{4}$ hours after calculating the length of time between the in and out punches for a time slice.



Examples:

Clock in at 12:07, rounded to 12:00, Clock in at 12:10, rounded to 12:15, Clock in at 12:20, rounded to 12:15, Clock in at 12:35, rounded to 12:30

Appendix A: Glossary of Terms

Amending = Editing Past Pay Periods, requires approval to process.

Assignments = Jobs in PeopleSoft, each assignment can have a supervisor and an ALT supervisor.

Chartfield = GL Account code.

Dashboard = Graphical user interface via Web Browser.

List view / Table view/ Day view = Available timesheet views.

Delegation = Granting another person access to your group of employees while out of the office (i.e. leave).

Exceptions = Errors, Notices, or Warnings on a single slice of time, day or period.

Import Schedule = Pay Period for PTO, nightly for new hires.

Pay Period Summary Tab = Week 1 & 2 hours summary.

Pay codes = Worked I/O, Jury, PTO, Holiday, G codes, Lunch Adjust, Perform UnSat or Perform Sat, etc...

PTO = Paid Time Off

Roles = Supervisor, Timekeeper, Employee

Schedule Templates = Schedules setup up in system for reoccurring work schedules.

Slice = Row identified by a pay code.

Slice Details = comments, gl chartfield combo, etc. are on the detail of each slice.

System of Record = PeopleSoft

TOR = Time Off Request

WebClock = Virtual Clock accessed through an Internet browser.

WorkForce Software = Company

Appendix B: Possible Exceptions

Error Code:	Action Required by Supervisor:
ERROR 01	You must enter a Worked I/O time slice to correct the hours worked due to a missing punch.
ERROR 10	In Out times must be chronological.
ERROR 09	If an employee works a shift which lasts over 24 hours, it needs to be reported on multiple days.
ERROR 17	The law requires lunch breaks if working over a 7.5 hour shift.
ERROR 26	You have entered both Unsatisfactory and Satisfactory work by student Pay Codes. You must remove one of them.
ERROR 29	The Out Time is before the In Time. Correct the slice.
WARNING 01	International Student has exceeded 20 hours per week (fall and spring terms). The student cannot work for the remainder of the week.
WARNING 02	International Student has worked %HOURS% this week. Please do not exceed 20 hours per week (fall and spring terms).
WARNING 03	International Student has exceeded 40 hours per week (winter and summer terms). The student cannot work for the remainder of the week.
WARNING 04	International Student has worked %HOURS% this week. Please do not exceed 40 hours per week (fall and spring terms).
WARNING 05	Student's I-9 documentation will expire soon. Student must submit an updated I-9 form to the SFS office before the expiration date.
WARNING 06	Student's I-9 documentation has expired. A student cannot work until they have a valid I-9 form on file with SFS.
WARNING 07	Student has not completed the I-9 process. A student cannot work until they have a valid I-9 form on file with SFS.
WARNING 09	Student has worked hours during a time they were scheduled in class. Review.
WARNING 12	Student was scheduled for work, but no time was recorded.
WARNING 13	Student has \$300 or less remaining in authorized earning eligibility for this job assignment.
WARNING 14	Student has \$50 or less remaining in authorized earning eligibility for this job assignment.
WARNING 15	Student has reached their authorized earning eligibility for this job assignment according to their Work Authorization. Contact SFS for information about remaining eligibility.
WARNING 20	One work performance pay code must be entered on student's time sheet for every pay period.
WARNING 21	You must add a comment when using the "Unsatisfactory work by student" Pay Code.
Notice 02	Be aware that the employee has worked more than their scheduled hours for the day.
Notice 04	Be aware that the student employee has worked less than their scheduled hours for the day.
Notice 05	Student Employee was late, based on the work schedule.
Notice 06	Student Employee left early, based on the work schedule.
Notice 07	Timesheet was saved by another user.
Notice 09	Student is eligible for continued funding for this job assignment. Please contact Student Payroll to complete a revised work authorization online.
Notice 12	Missing In/Out time has been corrected.

Appendix C: Pay Codes

Pay Code	Short Description	Long Description
CLOCK	Clock	Pay code used when clocking in or out from a Clock or the WebClock, which is then converted to WORK_IO to allow for editing the timesheet.
PERFORM_SAT	Satisfactory Work by Student	Pay Code to be added by student supervisor each pay period to indicate that student performed satisfactory work over this time span.
PERFORM_UNSAT	Unsatisfactory Work by Student	Pay Code to be added by student supervisor each pay period to indicate that student performed unsatisfactory work over this time span. A comment is required when using this pay code.
LUNCH_ADJ	Lunch Adjust	Use this Pay Code to adjust In/Out time that does not include a lunch break. A comment is required when using this pay code.
TIMEOFF_REQ	Time Off Request	Used for Student Time Off Requests. The TOR will show In/Out times and default to scheduled work time if possible
WORK_HRS	Worked Hours	Elapsed work time entered on timesheet by employees, timekeepers or supervisors.
WORK_IO	Worked In/Out	In/Out work time edited on timesheet by timekeepers and supervisors.