

# CSTime User Manual

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# CONTENTS

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- GETTING STARTED.....3**
  - Logging In ..... 3
  - Welcome Tab ..... 4
  - Time and Attendance Tab..... 5
- EMPLOYEES AND SCHEDULING .....9**
  - Editing Employees..... 10
  - Editing Jobs ..... 11
  - Setting Schedules..... 13
- TIMECARD INFORMATION .....14**
  - Viewing Timecards..... 14
  - Group Timecards..... 16
- TIME SLICE MODIFICATION .....18**
  - Adding Time Slices ..... 19
  - Editing Time Slices..... 22
  - Deleting Time Slices ..... 23
  - Printing Time Slices ..... 24
- TIME SLICE ERRORS .....25**
  - Identifying Errors ..... 25
  - Fixing Errors ..... 26
  - Error Punch Panel ..... 27
- REPORTS.....28**
  - Report Overview ..... 28
  - Types of Reports ..... 31
  - “Hours Worked” Report..... 32
  - “Missing Punches” Report ..... 33
  - “Tenure Hours” Report ..... 34
  - Report Options..... 35

# GETTING STARTED

## Logging In

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1. Navigate to: <https://umcardswipe.umd.edu/web/>
2. Type your Directory ID or UID into the first field.
3. Type your corresponding password into the second field.
4. Click “Login” to enter the system.

Your login information is the same as used for logging into all University services.

University of Maryland Time & Attendance Manager



## University of Maryland Time & Attendance Manager

### Enter Login Information

To find out your Directory ID, go to the [Identity Verification](#) page. To set your Directory password, use the [Password Change](#) page.

**NOTICE:** Unauthorized access to this site is in violation of Md. Annotated Code, Criminal Law Article §§ 8-606 and 7-302 and the Computer Fraud and Abuse Act, 18 U.S.C. §§ 1030 et seq. The University may monitor use of its computing resources as permitted by state and federal law, including the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521 and the Md. Annotated Code, Courts and Judicial Proceedings Article, Section 10, Subtitle 4. Anyone using this system acknowledges that all use is subject to University of Maryland Policy on the Acceptable Use of Information Technology Resources available at <http://www.nethics.umd.edu/aup>.

By logging in to this/these application(s) I acknowledge and agree to all terms and conditions regarding my access and the information contained therein.

# Welcome Tab

After logging into CStime, you will be directed to the welcome tab, which provides a summary of all clock activity for a selected pay period. The pay period can be changed from the dropdown menu.

**University of Maryland Time & Attendance Manager**

Welcome | Time & Attendance | Tools | Reports

Select Pay Period: 201502 (07/13/2014 - 07/26/2014) - Current

### Pay period 201502 summary

<b>4280</b> TOTAL COLLECTED PUNCHES	2171 IN PUNCHES	2109 OUT PUNCHES	1976 TRANSFERRED	259 NOT TRANSFERRED	207 MISSING PUNCHES
	2229 CLOCK	326 PHR	1 IVR	3 WEB	2 MOBILE

These numbers do not include the current day.

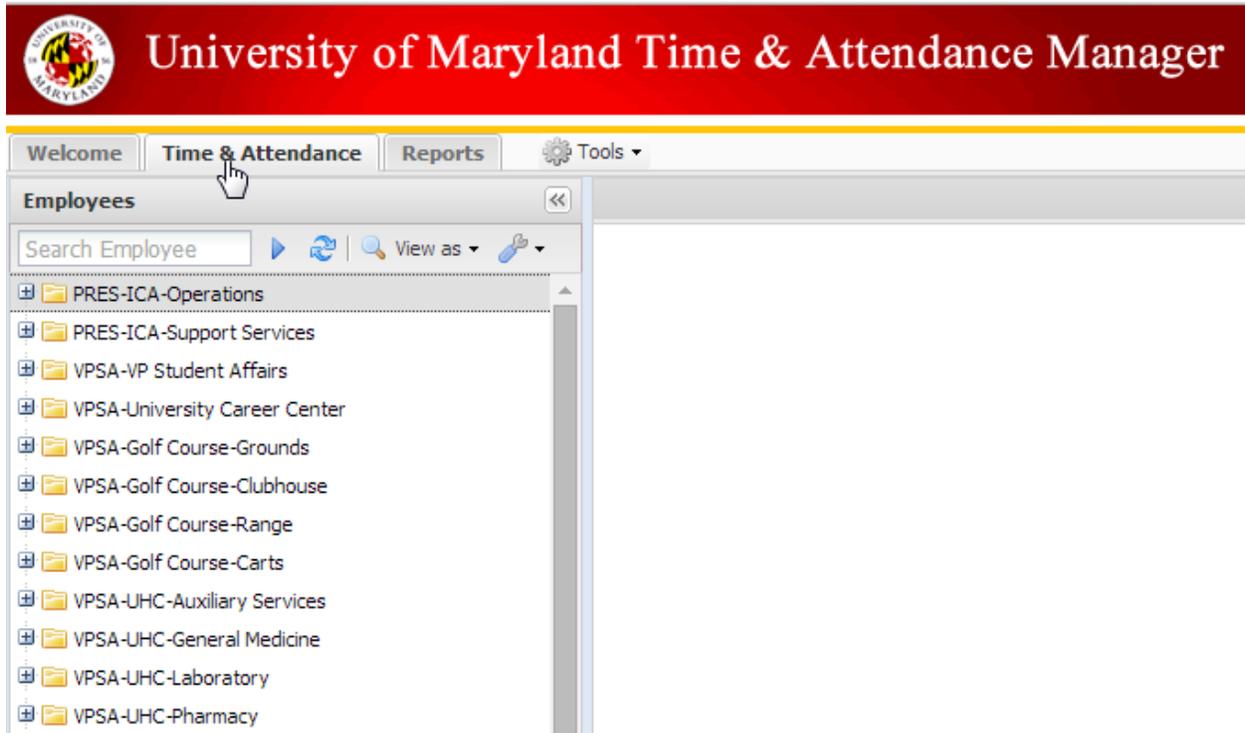
The welcome tab also has an error punch panel that displays all time slice errors within your departments. This will allow you to quickly fix errors with punches. You can find detailed instructions for fixing time slice errors in the “Time Slice Errors” section.

Error Punches: Refresh Add Slice Edit Slice Delete Slice

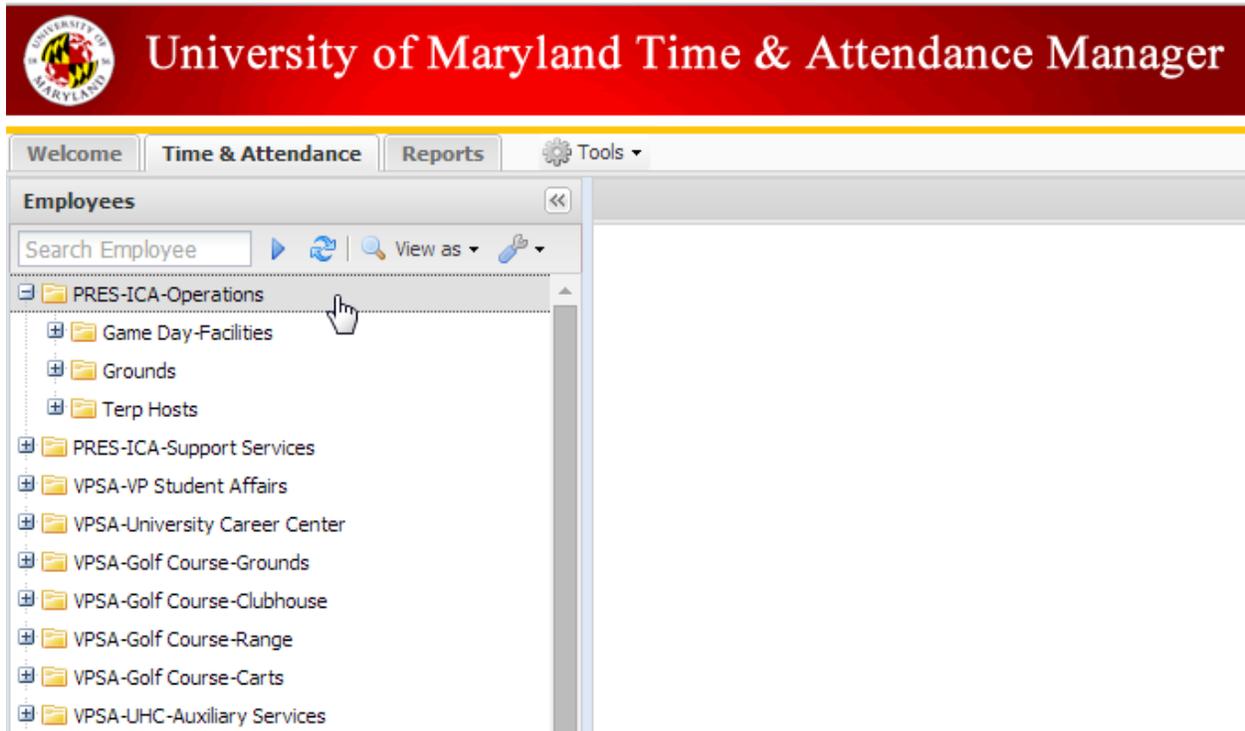
	Last, First Name	Work Date	Work Day	Start		End		Status
				Time	Clock	Time	Clock	
1	User, Test	07/14/2014	Monday	8:02 AM	15		--	CST
2	User, Test	07/15/2014	Tuesday		--	8:29 PM	91	CST
3	User, Test	07/13/2014	Sunday		--	8:14 PM	59	CST
4	User, Test	07/13/2014	Sunday	3:35 PM	29		--	CST
5	User, Test	07/13/2014	Sunday		--	12:46 AM	13	CST
6	User, Test	07/15/2014	Tuesday	5:39 AM	43		--	CST
7	User, Test	07/14/2014	Monday	2:58 PM	43		--	CST

# Time and Attendance Tab

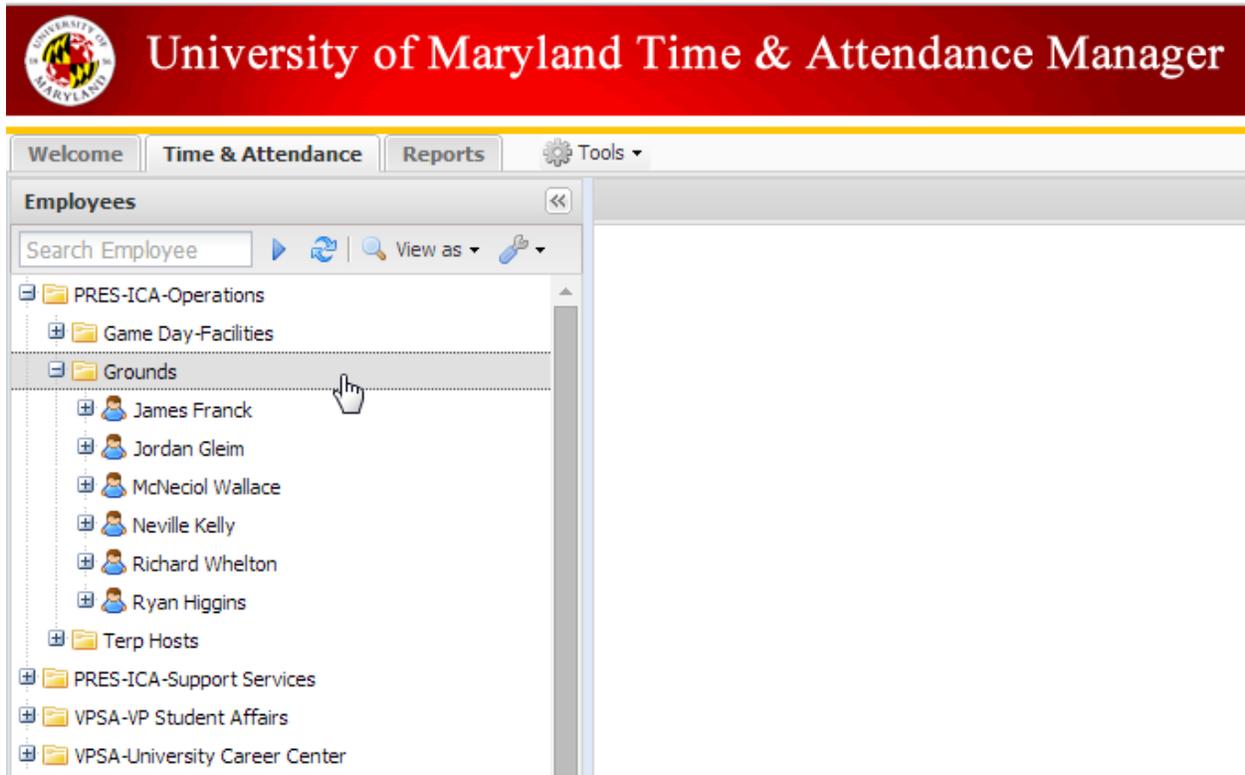
Clicking on the “Time & Attendance” tab changes CStime to view your department folder(s). This is a list of all of the departments that you manage.



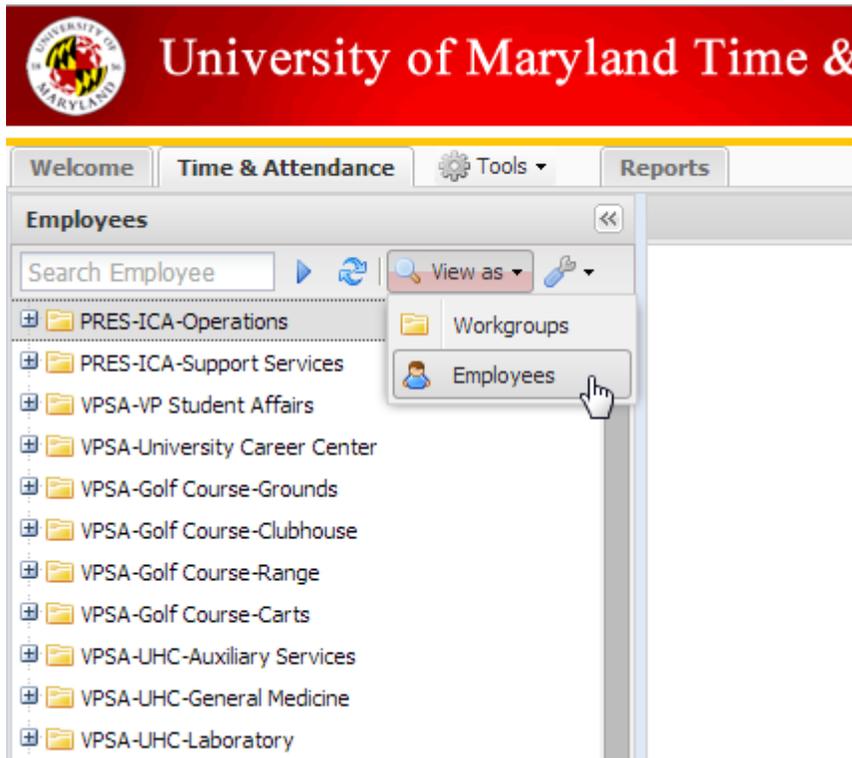
By double-clicking on a department folder, you can view any workgroup folders underneath that department.



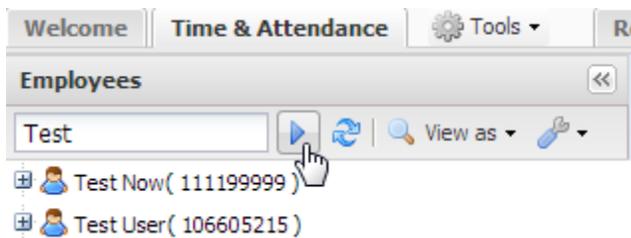
These workgroup folders contain employees, which can be viewed by double-clicking on the workgroup folder.



By clicking on “View as”, a menu will drop down with the option to view a list of employees, rather than organizing them inside of workgroup folders.



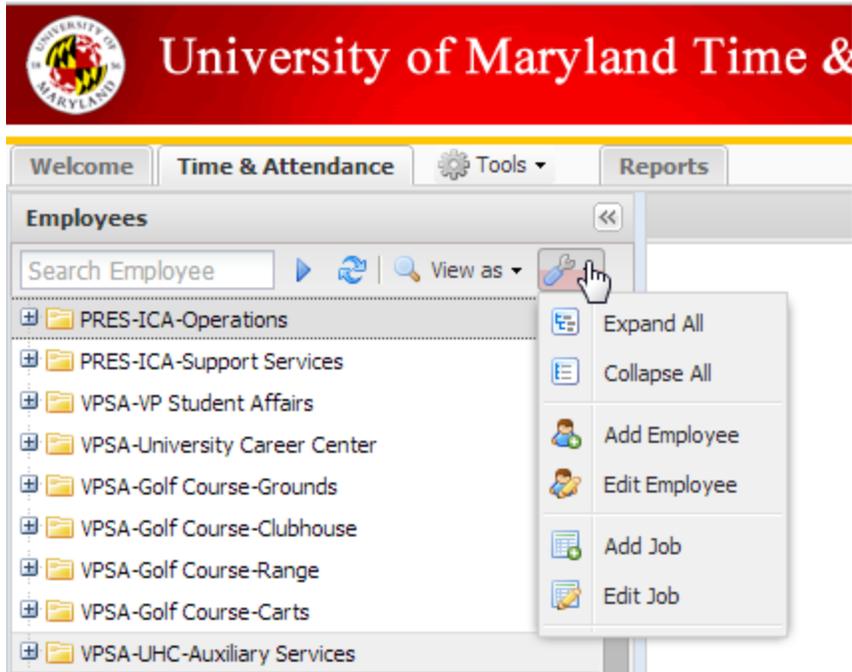
By typing a name into the “Search Employee” box and pressing the button to the right, you can search for all employees with that name.



# EMPLOYEES AND SCHEDULING

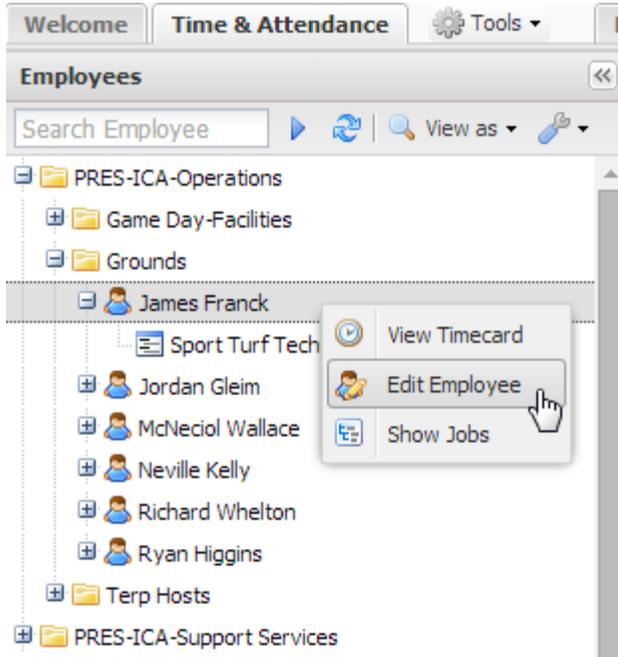
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By clicking on the Wrench Icon, a menu will drop down with several options for editing employees and their schedules.



# Editing Employees

By right-clicking on an employee's name, a menu appears with several options.



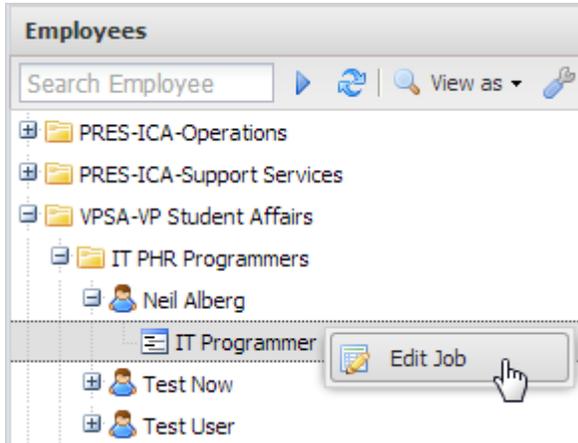
“View Timecard” will open up information about the employee’s timecard.

“Edit Employee” opens up information about the employee that can be edited. Only certain fields can be changed.

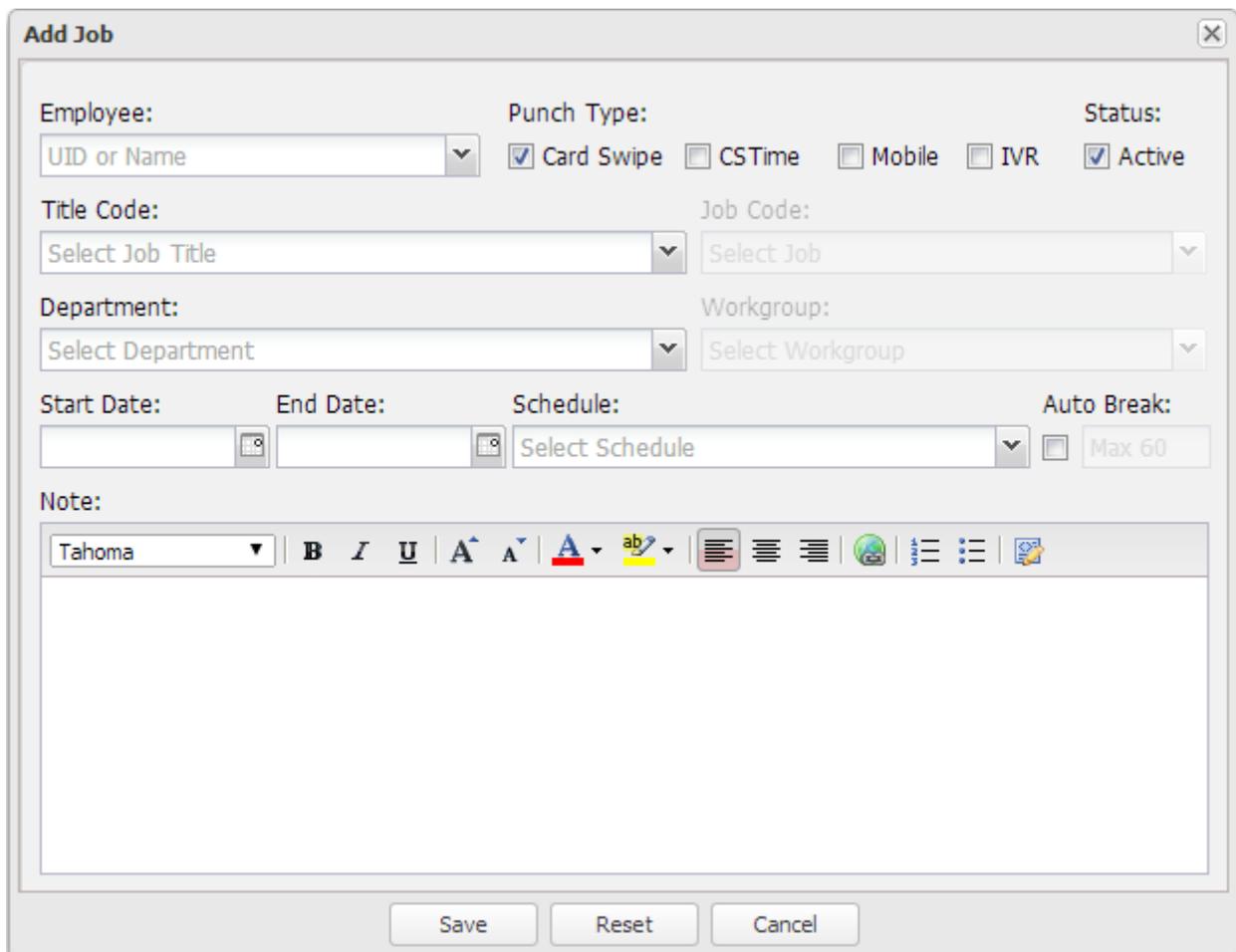
A screenshot of the 'Edit Employee' dialog box. It features a silhouette icon on the left with a 'Change Picture' button below it. To the right, there are several input fields: a checked 'Active' checkbox, 'Badge:' (123456789099026), 'UID:' (123456789), 'First Name:' (John), 'Middle Name:' (Middle), 'Last Name:' (Doe), 'Birthday:' (07/04/1776), 'Phone:' (301-314-2929), and 'Address:' (1109 South Campus Dining Hall, College Park, MD 20740). At the bottom, there are 'Save' and 'Cancel' buttons.

# Editing Jobs

By right-clicking on an employee's job, a menu appears with the option to edit that job.



Clicking on "Edit Job" will open up that job's information. Only certain fields can be edited.

A screenshot of a dialog box titled "Add Job". The dialog contains several fields and options for configuring a job. At the top, there are three sections: "Employee:" with a dropdown menu labeled "UID or Name"; "Punch Type:" with checkboxes for "Card Swipe" (checked), "CSTime", "Mobile", and "IVR"; and "Status:" with a checked "Active" checkbox. Below these are "Title Code:" and "Job Code:" dropdown menus, both labeled "Select Job Title" and "Select Job" respectively. Further down are "Department:" and "Workgroup:" dropdown menus, both labeled "Select Department" and "Select Workgroup". The "Start Date:" and "End Date:" fields are empty with calendar icons. The "Schedule:" dropdown is labeled "Select Schedule". The "Auto Break:" field has a checkbox and is set to "Max 60". At the bottom, there is a "Note:" section with a text area containing the word "Tahoma" and a rich text editor toolbar with icons for bold, italic, underline, font color, background color, bulleted list, numbered list, and link. At the very bottom of the dialog are three buttons: "Save", "Reset", and "Cancel".

“Punch Type” grants/removes access for employees to punch in and out using different methods. Most employees will only be given “Card Swipe” access.

“CSTime” allows employees to punch in and out using the CSTime website.

“Mobile” allows employees to punch in and out using the CSTime mobile application.

“IVR” allows employees to punch in and out using Interactive Voice Response (IVR) over the phone.

Both “Title Code” and “Department” are fields that can either be selected from the dropdown menu, or can be searched for by typing into the field.

“Workgroup” is a field that can be completed in the same way once the “Department” field has been completed.

“Schedule” is a field that can either be selected from the dropdown menu, or can be searched for by typing into the field.

“Note” is a text box that can be filled out with any additional information about the employee and their job. These notes can be edited or deleted later.

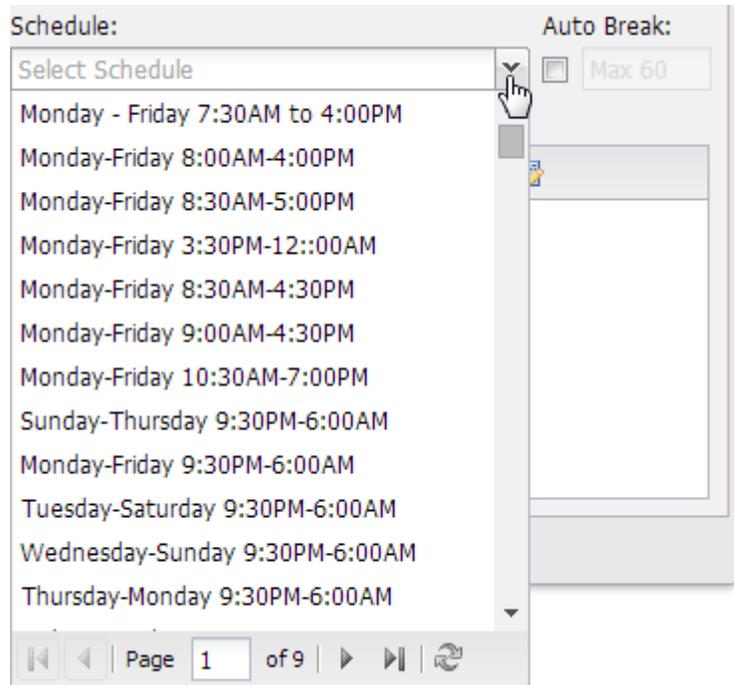
Once all information about an employee’s job is completed, press “Save” to save the information.

# Setting Schedules

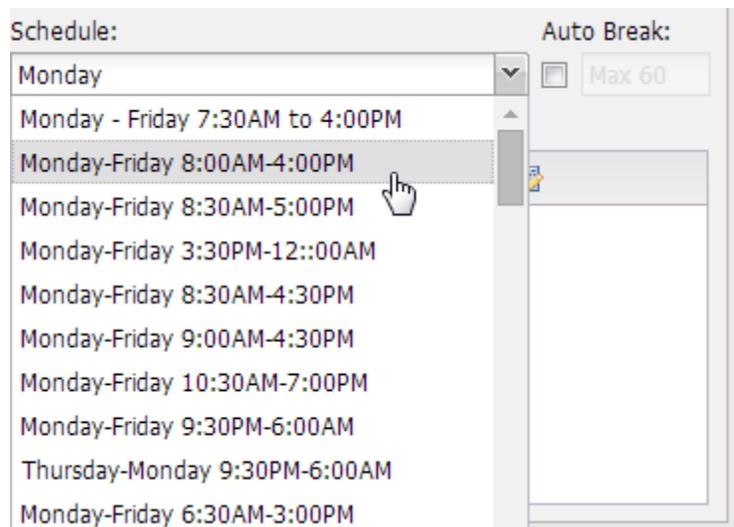
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To begin setting an employee’s schedule for a certain job, follow the previous instructions on “Editing Jobs” to open up the job’s information.

By clicking on the arrow, a dropdown menu will appear with all possible schedules for employees. The pages can be scrolled through by clicking the arrows at the bottom.



By typing into the box at the top, you can search for schedules by day of the week and time. Here, you can see that only schedules that contain “Monday” are being displayed.



# TIMECARD INFORMATION

## Viewing Timecards

By clicking on “View Timecard” or double-clicking on an employee’s name, it opens up two additional panels to the right: Pay Period Summaries, and detailed Pay Period Information.

The screenshot displays the 'University of Maryland Time & Attendance Manager' interface. The top navigation bar includes 'Welcome', 'Time & Attendance', 'Reports', and 'Tools'. The main content area is divided into three panels:

- Employees:** A tree view showing organizational structure. 'James Franck' is selected under 'Sport Turf Technician'.
- Pay Period Summaries:** A table listing past pay periods for James Franck. The current pay period (06/15/2014 - 06/28/2014) is selected.
- Current Pay Period (06/15/2014 - 06/28/2014):** A detailed view of the selected pay period, showing a table for 'Work Date', 'Work Day', and 'Start' (Time and Clock).

Pay Period End	Total	Error
<input type="checkbox"/> 07/26/2014	-	-
<input type="checkbox"/> 07/12/2014	-	-
<input checked="" type="checkbox"/> 06/28/2014	-	-
<input type="checkbox"/> 06/14/2014	64:00	-
<input type="checkbox"/> 05/31/2014	72:00	-
<input type="checkbox"/> 05/17/2014	81:30	-
<input type="checkbox"/> 05/03/2014	71:30	-
<input type="checkbox"/> 04/19/2014	96:30	-
<input type="checkbox"/> 04/05/2014	74:30	-
<input type="checkbox"/> 03/22/2014	80:30	-
<input type="checkbox"/> 03/08/2014	80:00	-
<input type="checkbox"/> 02/22/2014	72:00	-
<input type="checkbox"/> 02/08/2014	80:00	-

The “Pay Period Summaries” panel lists all of the past pay periods for this employee, and displays the total number of hours the employee worked in each pay period, as well as any errors with the employee’s punches.

The “Pay Period Information” panel provides detailed information about all of the employee’s time slices for a given Pay Period. This is also where the administrative options allow you to modify an employee’s time slices.

By double-clicking on a pay period in the “Pay Period Summaries” panel, the employee’s detailed time slices appear in the “Pay Period Information” panel on the right.

Pay Period Summaries			Current Pay Period (06/15/2014 - 06/28/2014)		Pay Period (06/01/2014 - 06/14/2014)						
Refresh list View Timecard			Refresh Add Slice Edit Slice Delete Slice Print Include								
Pay Period End	Total	Error	Work Date	Work Day	Start		End		Total Break	Total	
					Time	Clock	Time	Clock			
<input type="checkbox"/>	07/26/2014	-	-								
<input type="checkbox"/>	07/12/2014	-	-								
<input type="checkbox"/>	06/28/2014	-	-								
<input checked="" type="checkbox"/>	06/14/2014	64:00	-	<b>Sport Turf Technician (9 Time Slices)</b>							
<input type="checkbox"/>	05/31/2014	72:00	-	06/13/2014	Friday	7:00 AM	PHR	11:00 AM	PHR	---	4:00 hrs
<input type="checkbox"/>	05/17/2014	81:30	-	06/12/2014	Thursday	7:00 AM	PHR	3:30 PM	PHR	30 mins	8:00 hrs
<input type="checkbox"/>	05/03/2014	71:30	-	06/11/2014	Wednesday	7:00 AM	PHR	3:30 PM	PHR	30 mins	8:00 hrs
<input type="checkbox"/>	04/19/2014	96:30	-	06/10/2014	Tuesday	7:00 AM	PHR	3:30 PM	PHR	30 mins	8:00 hrs
<input type="checkbox"/>	04/05/2014	74:30	-	06/09/2014	Monday	7:00 AM	PHR	3:30 PM	PHR	30 mins	8:00 hrs
<input type="checkbox"/>	03/22/2014	80:30	-	06/05/2014	Thursday	7:00 AM	PHR	3:30 PM	PHR	30 mins	8:00 hrs
<input type="checkbox"/>	03/08/2014	80:00	-	06/04/2014	Wednesday	7:00 AM	PHR	11:00 AM	PHR	---	4:00 hrs
<input type="checkbox"/>	02/22/2014	72:00	-	06/03/2014	Tuesday	7:00 AM	PHR	3:30 PM	PHR	30 mins	8:00 hrs
<input type="checkbox"/>	02/08/2014	80:00	-	06/02/2014	Monday	7:00 AM	PHR	3:30 PM	PHR	30 mins	8:00 hrs
				(9 records)						3:30 hrs	64:00 hrs

# Group Timecards

By right-clicking on a specific workgroup, you can select to view the timecard for all of the employees within the entire workgroup.

The screenshot displays the 'University of Maryland Time & Attendance Manager' interface. The top navigation bar includes 'Welcome', 'Time & Attendance', 'Tools', and 'Reports'. The main area is divided into three panes:

- Employees:** A tree view showing a hierarchy: PRES-ICA-Operations > Game Day-Facilities > Grounds. A right-click context menu is open over the 'Grounds' folder, with options: 'Expand', 'Collapse', and 'Group Timecard' (highlighted by a mouse cursor).
- Pay Period Summaries:** A table with columns 'Pay Period End', 'Total', and 'Error'. It lists several dates, with '06/28/2014' selected. Buttons for 'Refresh list' and 'View Timecard' are present.
- Current Pay Period (06/15/2014 - 06/28/2014):** A table with columns 'UID', 'Work Date', 'Work Day', and 'Job Title'. It contains a header row and one empty data row. Buttons for 'Refresh', 'Add Slice', 'Edit Slice', 'Delete Slice', 'Print', and 'Include' are visible.

Once the workgroup has been opened, you can double-click on a pay period to view the entire workgroup's timecard.

The screenshot displays a software interface for managing workgroup timecards. On the left, a 'Pay Period Summaries' table lists various dates with their corresponding total hours and error counts. The date 06/14/2014 is selected. On the right, the 'Current Pay Period (06/15/2014 - 06/28/2014)' is expanded to show a detailed timecard for 'Test User'. This timecard lists individual work dates, days of the week, job titles, and start times for each day.

Pay Period Summaries		
Pay Period End	Total	Error
<input type="checkbox"/> 07/26/2014	-	-
<input type="checkbox"/> 07/12/2014	-	-
<input type="checkbox"/> 06/28/2014	-	-
<input checked="" type="checkbox"/> 06/14/2014	318:00	-
<input type="checkbox"/> 05/31/2014	303:00	-
<input type="checkbox"/> 05/17/2014	344:00	-
<input type="checkbox"/> 05/03/2014	343:30	-
<input type="checkbox"/> 04/19/2014	386:30	-
<input type="checkbox"/> 04/05/2014	381:00	-
<input type="checkbox"/> 03/22/2014	379:00	-
<input type="checkbox"/> 03/08/2014	355:00	-
<input type="checkbox"/> 02/22/2014	349:30	-
<input type="checkbox"/> 02/08/2014	296:30	-
<input type="checkbox"/> 01/25/2014	159:30	-
<input type="checkbox"/> 01/11/2014	76:00	-
<input type="checkbox"/> 12/28/2013	72:00	-
<input type="checkbox"/> 12/14/2013	325:30	-
<input type="checkbox"/> 11/30/2013	283:45	-
<input type="checkbox"/> 11/16/2013	363:30	-
<input type="checkbox"/> 11/02/2013	391:00	-
<input type="checkbox"/> 10/19/2013	746:00	-
<input type="checkbox"/> 10/05/2013	916:00	-
<input type="checkbox"/> 09/21/2013	-	-
<input type="checkbox"/> 09/07/2013	324:45	-

Current Pay Period (06/15/2014 - 06/28/2014)						
UID	Work Date	Work Day	Job Title	Start		
				Time	Clock	
Test User						
107163745	06/13/2014	Friday	Sport Turf Tech...	7:00 AM	PHR	
107163745	06/12/2014	Thursday	Sport Turf Tech...	7:00 AM	PHR	
107163745	06/11/2014	Wednesday	Sport Turf Tech...	7:00 AM	PHR	
107163745	06/10/2014	Tuesday	Sport Turf Tech...	7:00 AM	PHR	
107163745	06/09/2014	Monday	Sport Turf Tech...	7:00 AM	PHR	
107163745	06/05/2014	Thursday	Sport Turf Tech...	7:00 AM	PHR	
107163745	06/04/2014	Wednesday	Sport Turf Tech...	7:00 AM	PHR	
107163745	06/03/2014	Tuesday	Sport Turf Tech...	7:00 AM	PHR	
107163745	06/02/2014	Monday	Sport Turf Tech...	7:00 AM	PHR	
(9 records)						
Test User						
102316443	06/13/2014	Friday	Sport Turf Tech...	7:00 AM	PHR	
102316443	06/12/2014	Thursday	Sport Turf Tech...	7:00 AM	PHR	
102316443	06/11/2014	Wednesday	Sport Turf Tech...	7:00 AM	PHR	
102316443	06/10/2014	Tuesday	Sport Turf Tech...	7:00 AM	PHR	
102316443	06/09/2014	Monday	Sport Turf Tech...	7:00 AM	PHR	
102316443	06/06/2014	Friday	Sport Turf Tech...	7:00 AM	PHR	
102316443	06/05/2014	Thursday	Sport Turf Tech...	7:00 AM	PHR	
102316443	06/04/2014	Wednesday	Sport Turf Tech...	7:00 AM	PHR	
102316443	06/03/2014	Tuesday	Sport Turf Tech...	7:00 AM	PHR	
102316443	06/02/2014	Monday	Sport Turf Tech...	7:00 AM	PHR	

# TIME SLICE MODIFICATION

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These are the options available to modify time slices:



“Refresh” updates the time slices again after a time slice is added or changed.

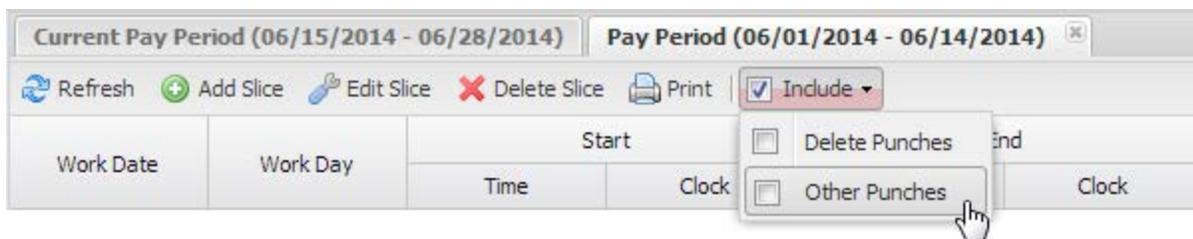
“Add Slice” opens another window to add a time slice for the current pay period.

“Edit Slice” opens another window to edit a time slice for the current pay period.

“Delete Slice” prompts if you'd like to delete a time slice for the current pay period.

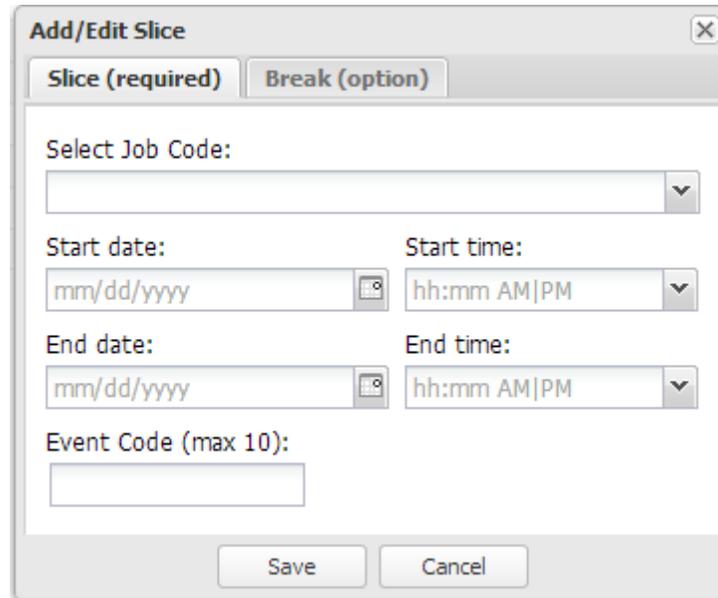
“Print” opens a printable page for the employee’s time slices for the current pay period.

“Include” opens another dropdown menu that allows you to view punches that have been deleted, as well as punches that are from other departments.



# Adding Time Slices

“Add Slice” opens another window to add a time slice for the current pay period.

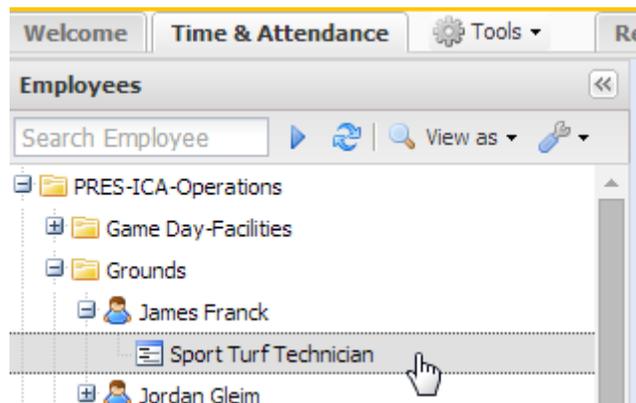


The "Add/Edit Slice" dialog box features two tabs: "Slice (required)" and "Break (option)". The "Slice (required)" tab is active. It contains the following fields:

- Select Job Code:** A dropdown menu.
- Start date:** A text field with the placeholder "mm/dd/yyyy" and a calendar icon.
- Start time:** A dropdown menu with the placeholder "hh:mm AM|PM".
- End date:** A text field with the placeholder "mm/dd/yyyy" and a calendar icon.
- End time:** A dropdown menu with the placeholder "hh:mm AM|PM".
- Event Code (max 10):** A text field.

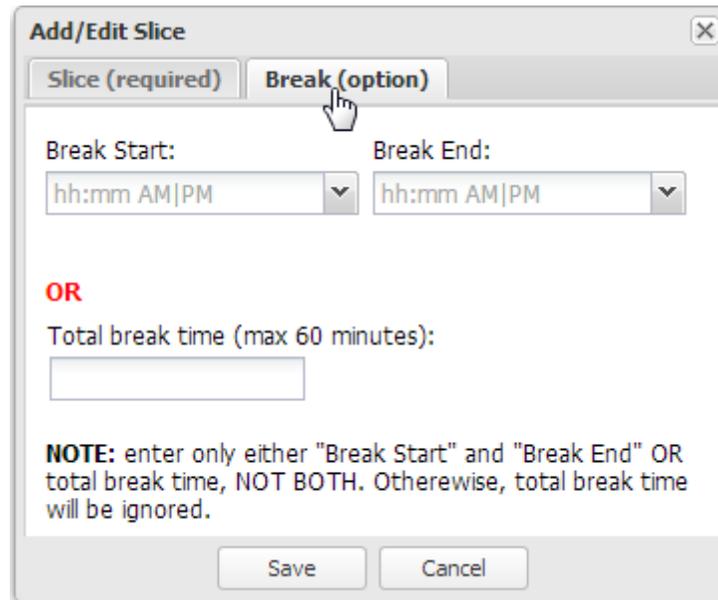
At the bottom of the dialog are "Save" and "Cancel" buttons.

For “Select Job Code”, open the dropdown menu and select the current job for the employee. If the employee has multiple jobs, make sure that the job that you select matches the job from the “Employees” Panel on the left. For Example:



For this slice, the Job Code would be “Sport Turf Technician”, because that is what you already selected from the left panel.

If you would like to add in a break for the time slice, click on the “Break (option) tab.



The image shows a software dialog box titled "Add/Edit Slice" with a close button in the top right corner. It has two tabs: "Slice (required)" and "Break (option)". A mouse cursor is pointing at the "Break (option)" tab. The "Break (option)" tab contains the following fields:

- "Break Start:" followed by a text input field containing "hh:mm AM|PM" and a dropdown arrow.
- "Break End:" followed by a text input field containing "hh:mm AM|PM" and a dropdown arrow.
- A red "OR" separator.
- "Total break time (max 60 minutes):" followed by an empty text input field.
- A "NOTE:" section stating: "enter only either 'Break Start' and 'Break End' OR total break time, NOT BOTH. Otherwise, total break time will be ignored."
- At the bottom, there are "Save" and "Cancel" buttons.

Once you are done with filling out all of the information in the “Slice” tab and have filled out the “Break” tab if there was a break, press “Save” to save the time slice to the employee’s record.

By right-clicking on a time slice, you can also view the same editing options as listed above.

Current Pay Period (06/15/2014 - 06/28/2014)		Pay Period (06/01/2014 - 06/14/2014)			
Refresh Add Slice Edit Slice Delete Slice Print Include					
Work Date	Work Day	Start		End	
		Time	Clock	Time	Clock
<b>Sport Turf Technician (9 Time Slices)</b>					
06/13/2014	Friday	7:00 AM		11:00 AM	PHR
06/12/2014	Thursday	7:00 AM		3:30 PM	PHR
06/11/2014	Wednesday	7:00 AM		3:30 PM	PHR
06/10/2014	Tuesday	7:00 AM		3:30 PM	PHR
06/09/2014	Monday	7:00 AM		3:30 PM	PHR
06/05/2014	Thursday	7:00 AM		3:30 PM	PHR
06/04/2014	Wednesday	7:00 AM		11:00 AM	PHR
06/03/2014	Tuesday	7:00 AM		3:30 PM	PHR
06/02/2014	Monday	7:00 AM		3:30 PM	PHR
(9 records)					

The only additional button is “Audit”, which allows you to view any changes that have been made to a time slice.

Time Slice Audit View								
UID	Record Date	Record IN	Record OUT	Original IN	Original OUT	Insert Time	Modify Date	Modify By
111199999	07/02/2014	10:33 AM	5:45 PM	10:33 AM		10:29 AM	07/09/2014 11:02 AM	Austin Kim
111199999	07/02/2014	10:33 AM		10:33 AM		10:29 AM		System

In this example, we can see that there was a missing Out Punch, but was later added in by the administrator.

# Editing Time Slices

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Double-clicking on the time slice or selecting the “Edit Slice” option opens up the same menu used to add a time slice, only there will already be the information for the time slice in the fields. Time slices that have already transferred to PHR cannot be edited.

The screenshot shows a dialog box titled "Add/Edit Slice" with a close button (X) in the top right corner. It features two tabs: "Slice (required)" and "Break (option)". The "Slice (required)" tab is selected. The dialog contains the following fields and values:

- Select Job Code: Sport Turf Technician ( 07/01/2006 - )
- Start date: 06/13/2014
- Start time: 7:00 AM
- End date: 06/13/2014
- End time: 11:00 AM
- Event Code (max 10):

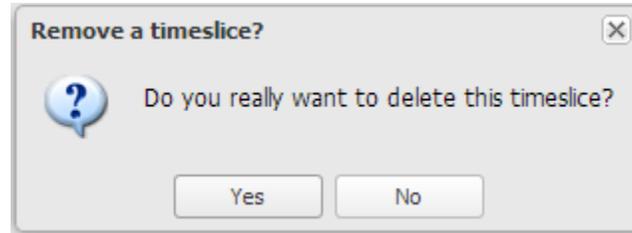
At the bottom of the dialog are two buttons: "Save" and "Cancel".

Most users will not have privileges to edit time slices.

# Deleting Time Slices

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“Delete Slice” prompts if you'd like to delete a time slice for the current pay period.



Most users will not have privileges to delete time slices.

# Printing Time Slices

---

“Print Slice” opens a printable page for the employee’s time slices for the current pay period.



Work Date	Work Day	Time	Clock
06/13/2014	Friday	7:00 AM	PHR
06/12/2014	Thursday	7:00 AM	PHR
06/11/2014	Wednesday	7:00 AM	PHR
06/10/2014	Tuesday	7:00 AM	PHR
06/09/2014	Monday	7:00 AM	PHR
06/05/2014	Thursday	7:00 AM	PHR
06/04/2014	Wednesday	7:00 AM	PHR
06/03/2014	Tuesday	7:00 AM	PHR
06/02/2014	Monday	7:00 AM	PHR

Clicking on “Print” will print out the page for the selected pay period.

# TIME SLICE ERRORS

## Identifying Errors

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An important usage of editing time slices is fixing errors with missing punches.

As you can see in this department’s “Pay Period Summaries” tab, there are 2 errors for the punches in the pay period ending on 7/12/2014.

<input type="checkbox"/>	Pay Period End	Total	Error
<input type="checkbox"/>	08/09/2014	-	-
<input type="checkbox"/>	07/26/2014	-	-
<input checked="" type="checkbox"/>	07/12/2014	46:01	2 errors
<input type="checkbox"/>	06/28/2014	65:57	2 errors
<input type="checkbox"/>	06/14/2014	-	6 errors
<input type="checkbox"/>	05/31/2014	17:12	4 errors
<input type="checkbox"/>	05/17/2014	51:23	2 errors
<input type="checkbox"/>	05/03/2014	44:14	-
<input type="checkbox"/>	04/19/2014	19:12	-

By opening the pay period information as before, you can see that the employee punched in at 11:03 AM, but did not punch out.

UID	Work Date	Work Day	Job Title	Start		End		Total
				Time	Clock	Time	Clock	
Test User								
106605215	07/02/2014	Wednesday	Information Tec...	11:03 AM	92	!	--	---
	(1 record)							

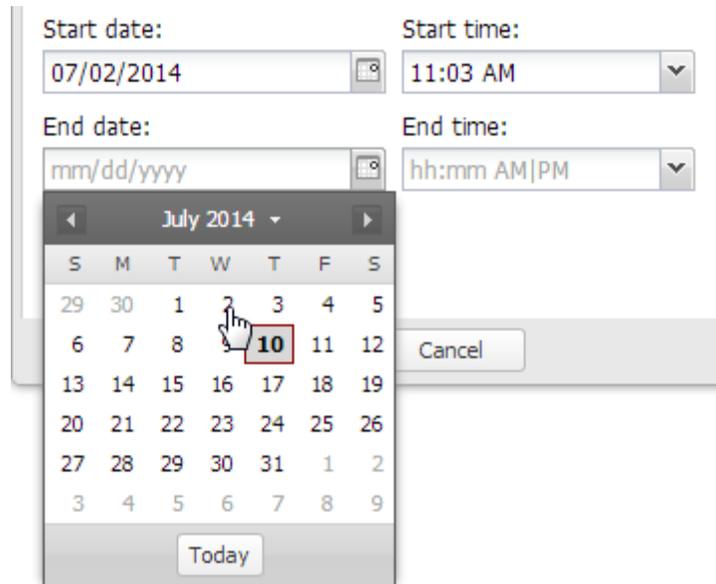
By double-clicking on the time slice or selecting the “Edit Slice” option, the menu to edit the slice will open.

# Fixing Errors

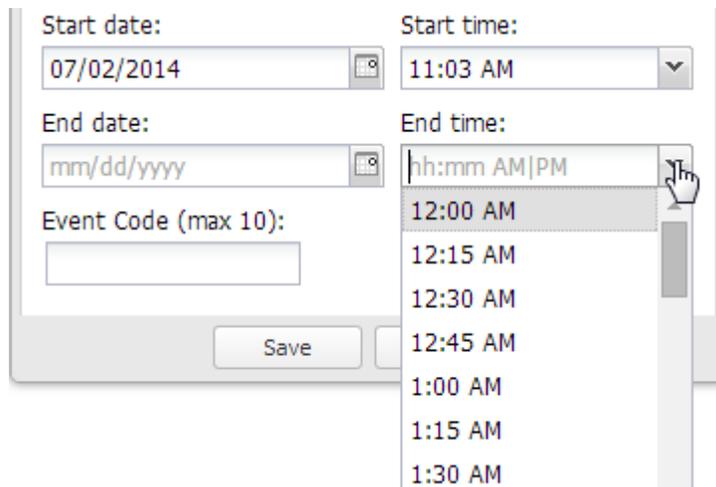
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In this case, we are going to have to edit the “End date” and “End time”.

By clicking on the calendar icon to the right of the date, we can either select the date for the punch, or choose to type it in manually.



By clicking on the arrow to the right of the time, we can either select the time for the punch in 15 minute intervals, or choose to type it in manually.



Once we are finished entering this information, pressing “Save” will save the punch to the employee’s timecard.

# Error Punch Panel

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The error punch panel is a tool located on the welcome tab that allows you quickly identify and fix errors with time slices.

Error Punches:  Refresh  Add Slice  Edit Slice  Delete Slice								
	Last, First Name	Work Date	Work Day	Start		End		Status
				Time	Clock	Time	Clock	
1	User, Test	07/14/2014	Monday	8:02 AM	15		--	CST
2	User, Test	07/15/2014	Tuesday		--	8:29 PM	91	CST
3	User, Test	07/13/2014	Sunday		--	8:14 PM	59	CST
4	User, Test	07/13/2014	Sunday	3:35 PM	29		--	CST
5	User, Test	07/13/2014	Sunday		--	12:46 AM	13	CST
6	User, Test	07/15/2014	Tuesday	5:39 AM	43		--	CST
7	User, Test	07/14/2014	Monday	2:58 PM	43		--	CST

The error punch panel displays all time slice errors within your departments. The time slices displayed here can all be fixed directly in the error punch panel by using the same methods described in the previous section.

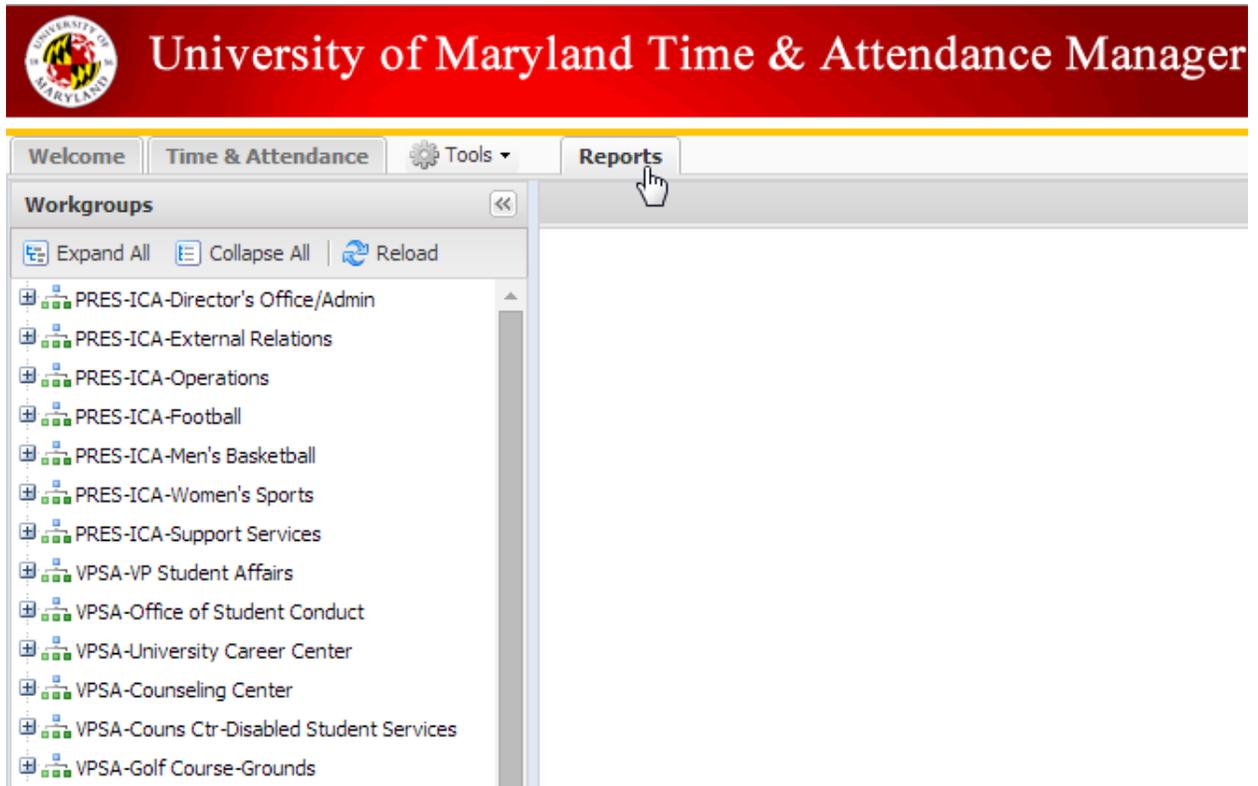
By double-clicking on the time slice or selecting the “Edit Slice” option, the menu to edit the slice will open.

# REPORTS

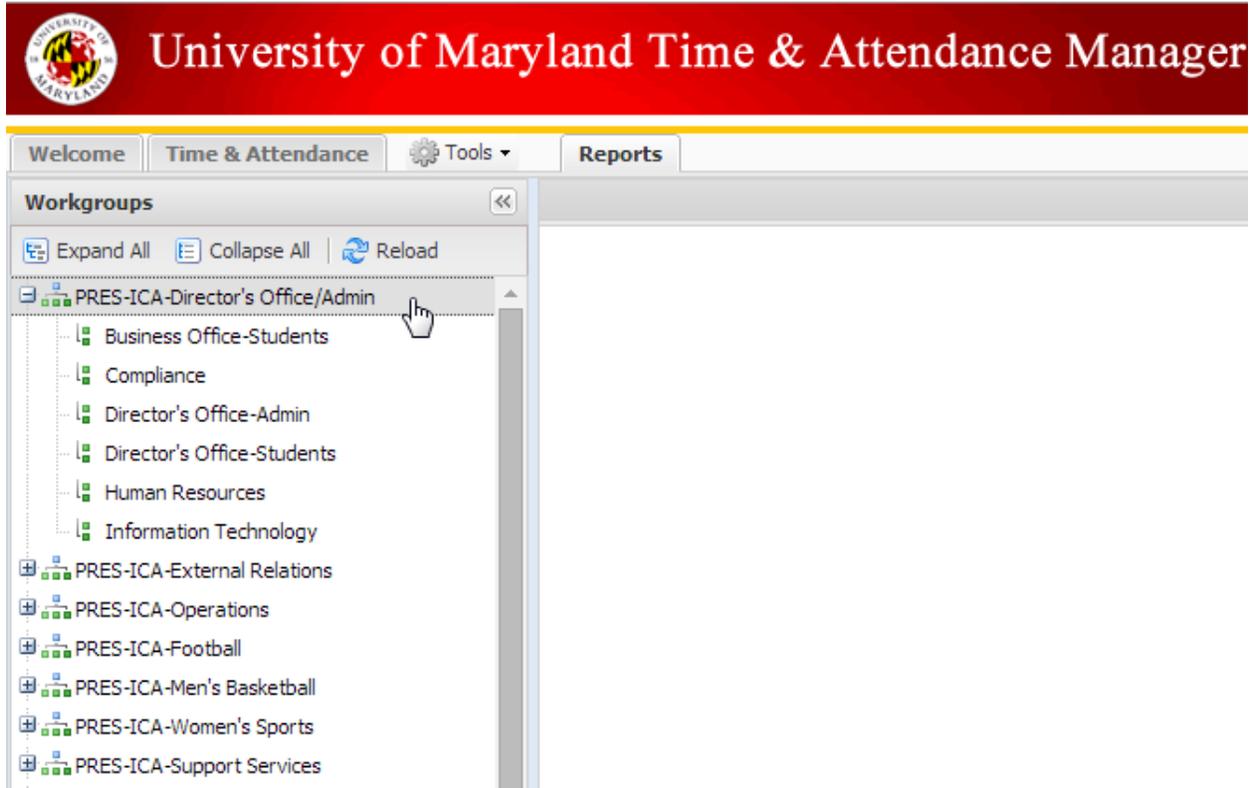
## Report Overview

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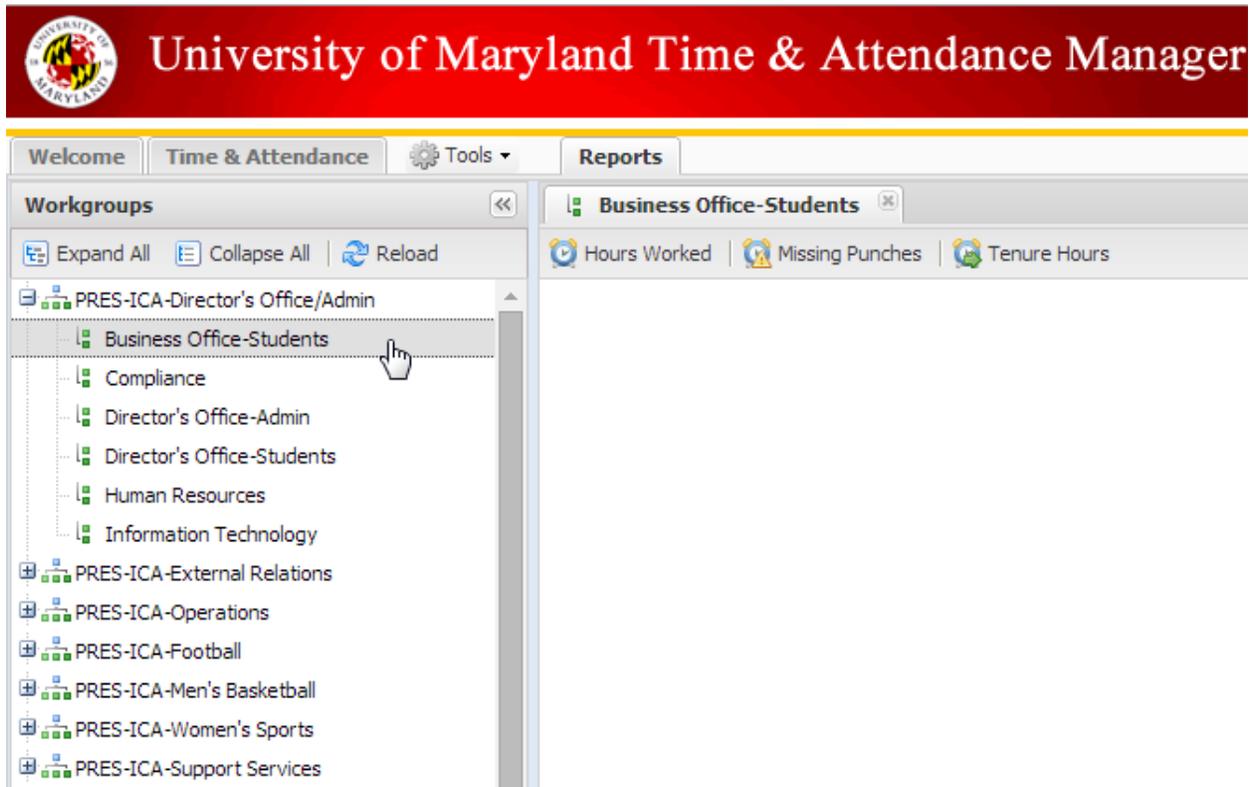
Clicking on the “Reports” tab will allow you to view timecard reports.



By double-clicking on a department, you can view any workgroups underneath that department.



By double-clicking on a workgroup, another panel is opened to the right with buttons for different reports.



# Types of Reports

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These are the different types of reports that can be viewed:



“Hours Worked” opens a report that details the hours worked by each employee under the workgroup, as well as their wages for each day.

“Missing Punches” opens a report that details any missing punches for the employees under the workgroup.

“Tenure Hours” opens a report that details the tenure hours worked by the employees under the workgroup.

# “Hours Worked” Report

Clicking on “Hours Worked” opens a report that details the hours worked by each employee under the workgroup, as well as their wages for each day.

Hours Worked   Missing Punches   Tenure Hours					
Select Pay Period: 201426 (06/15/2014 - 06/28/2014)		Download:   			
Date	Clock In	Clock Out	Record Hour(s)	Total Hour(s)	Amount
<b>Student (111111111) Test User Hourly Rate - \$7.75</b>					
06/16/2014	10:41 AM	03:28 PM	4:47 hrs	4:47 hrs	\$37.07
06/18/2014	10:41 AM	05:24 PM	6:43 hrs	6:43 hrs	\$52.05
06/20/2014	10:34 AM	05:32 PM	6:58 hrs	6:58 hrs	\$53.99
06/25/2014	10:03 AM	05:42 PM	7:39 hrs	7:39 hrs	\$59.29
06/27/2014	11:01 AM	05:32 PM	6:31 hrs	6:31 hrs	\$50.50
<b>TOTAL</b>			32:38 hours	32:38 hours	\$252.90

# “Missing Punches” Report

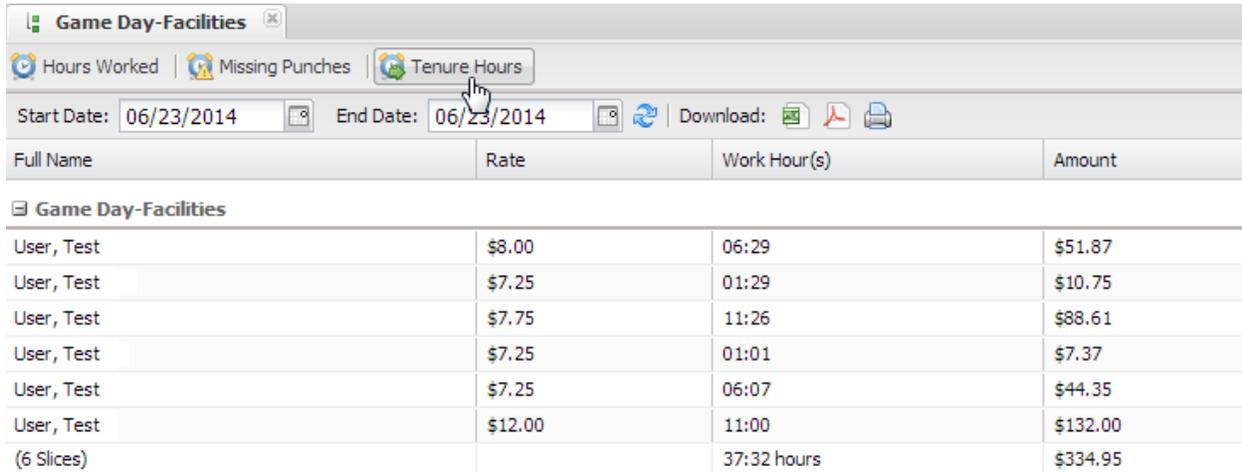
Clicking on “Missing Punches” opens a report that details any missing punches for the employees under the workgroup.

Full Name	Date	Clock In	Clock Out	Missing
User, Test	09-JUN-14	07:53 PM		OUT PUNCH
User, Test	09-JUN-14	09:55 AM		OUT PUNCH
User, Test	03-JUN-14	08:41 PM		OUT PUNCH

In this example, you can see that there are three different time slices where the employee did not punch out. These would need to be updated under the “Time & Attendance” tab. Missing punches cannot be edited straight from the report.

# “Tenure Hours” Report

Clicking on “Tenure Hours” opens a report that details the tenure hours worked by the employees under the workgroup.



The screenshot shows a web application interface with a tabbed menu at the top. The active tab is 'Tenure Hours'. Below the menu, there are date selection fields for 'Start Date' (06/23/2014) and 'End Date' (06/23/2014), along with a 'Download' button and icons for document, PDF, and print. The main content is a table with the following columns: Full Name, Rate, Work Hour(s), and Amount. The table is titled 'Game Day-Facilities' and contains six rows of data for 'User, Test' and a summary row for '(6 Slices)'. The data is as follows:

Full Name	Rate	Work Hour(s)	Amount
User, Test	\$8.00	06:29	\$51.87
User, Test	\$7.25	01:29	\$10.75
User, Test	\$7.75	11:26	\$88.61
User, Test	\$7.25	01:01	\$7.37
User, Test	\$7.25	06:07	\$44.35
User, Test	\$12.00	11:00	\$132.00
(6 Slices)		37:32 hours	\$334.95

The date for this report can be adjusted above by changing either the “Start Date” or “End Date” fields above the report.

# Report Options

By moving your mouse to the right-hand side of the column labels of the report, a small arrow will appear. Clicking on this arrow will open a dropdown menu with more options for reports.

Date	Clock In	Clock Out
<b>Student (1112408)</b>		
07/01/2014		Hourly Rate - \$7.75
07/02/2014		05:20 PM
07/09/2014		03:59 PM
<b>TOTAL</b>		05:29 PM
<b>Student (1117649)</b>		
07/02/2014	06:40 PM	Hourly Rate - \$10.00
<b>TOTAL</b>		08:25 PM

Clicking on “Columns” will open another dropdown menu that shows which fields are being currently being displayed on the report. Checking the boxes next to each field will display additional information.

Date	Clock In	Clock Out
<b>Student (1112408)</b>		
07/01/2014		Hourly Rate - \$7.75
07/02/2014		05:20 PM
07/09/2014		03:59 PM
<b>TOTAL</b>		05:29 PM
<b>Student (1117649)</b>		
07/02/2014	06:40 PM	Hourly Rate - \$10.00
<b>TOTAL</b>		08:25 PM
<b>Student/FWS (113038402)</b>		
06/30/2014	08:20 AM	
07/01/2014	08:30 AM	
07/02/2014	08:30 AM	
07/03/2014	08:30 AM	
07/07/2014	08:30 AM	
07/08/2014	08:30 AM	
07/09/2014	08:30 AM	12:30 PM