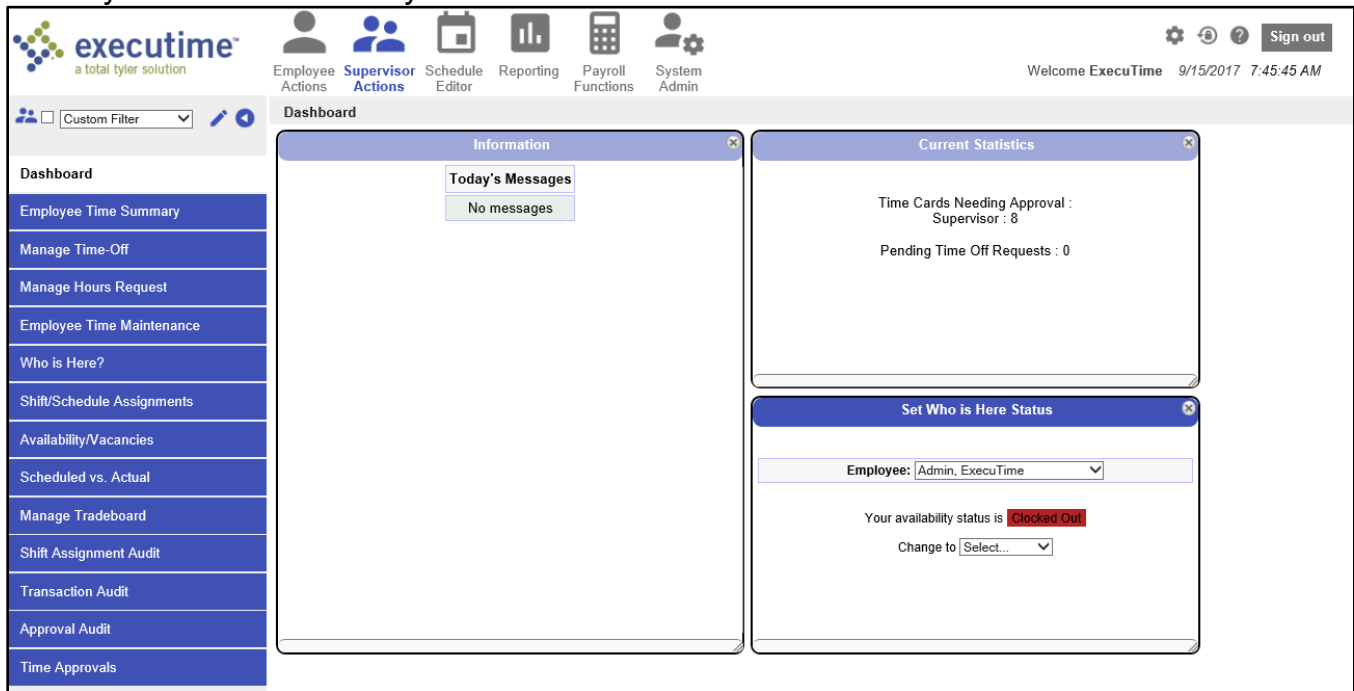


Supervisor Actions

Supervisor Actions provides the tools for management personnel to perform supervisory functions associated with reviewing, editing, or approving time records. All transactions are recorded in an audit file for archival purposes.

Dashboard

The main screen for Supervisor Actions is the Dashboard, which displays messages and provides details for time card approvals and pending time-off requests. The Set Who is Here Status field allows you to indicate when you are available.



The Dashboard allows you to quickly review how many time cards need to be approved, as well as how many time-off requests are pending. Each group on this screen can be minimized, resized, and closed independently of each other. If you are assigned the appropriate permissions for changing your own status, the option is available on this screen.

Current Statistics

The Current Statistics group indicates the number of time cards that need approval. It also displays the number of pending time-off requests.

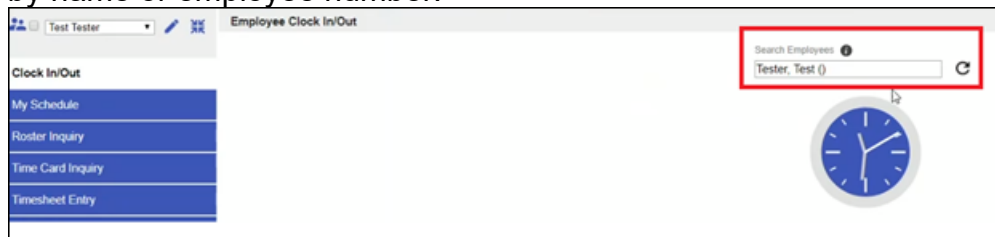
For more information on approving time cards, see [Time Approvals](#). For more information on approving Time-Off Requests, see [Manage Time-Off](#).

Set Who is Here Status

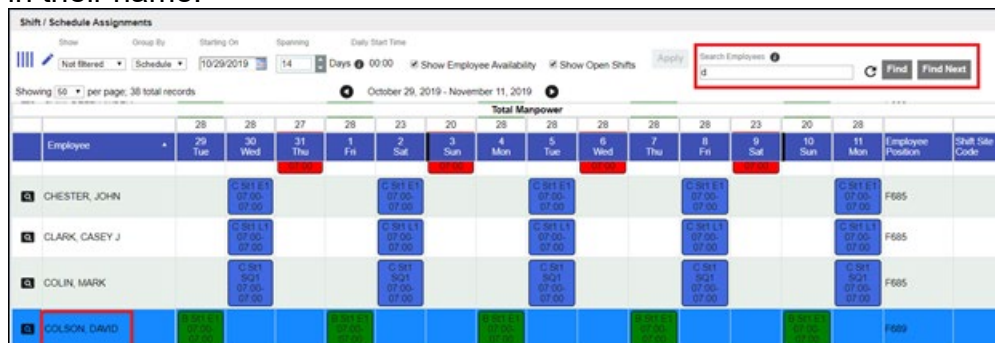
The Set Who is Here Status group not only allows you to define your status, but, if filtering is enabled, it allows you to review the status of the employee currently selected in the primary ExecuTime program filter. If the employee's role is configured to allow changing the availability status, you can modify the status here as well.

Employee Number Search

The Search Employees field allows supervisors or system administrators to search for employees by name or employee number.



If you are using Advanced Scheduling, ExecuTime makes the Search Employees field available under Shift/Schedule Assignments. Enter a character or set of characters by which you want to search and click Find. Click Find Next to go to the next employee with that character or characters in their name.



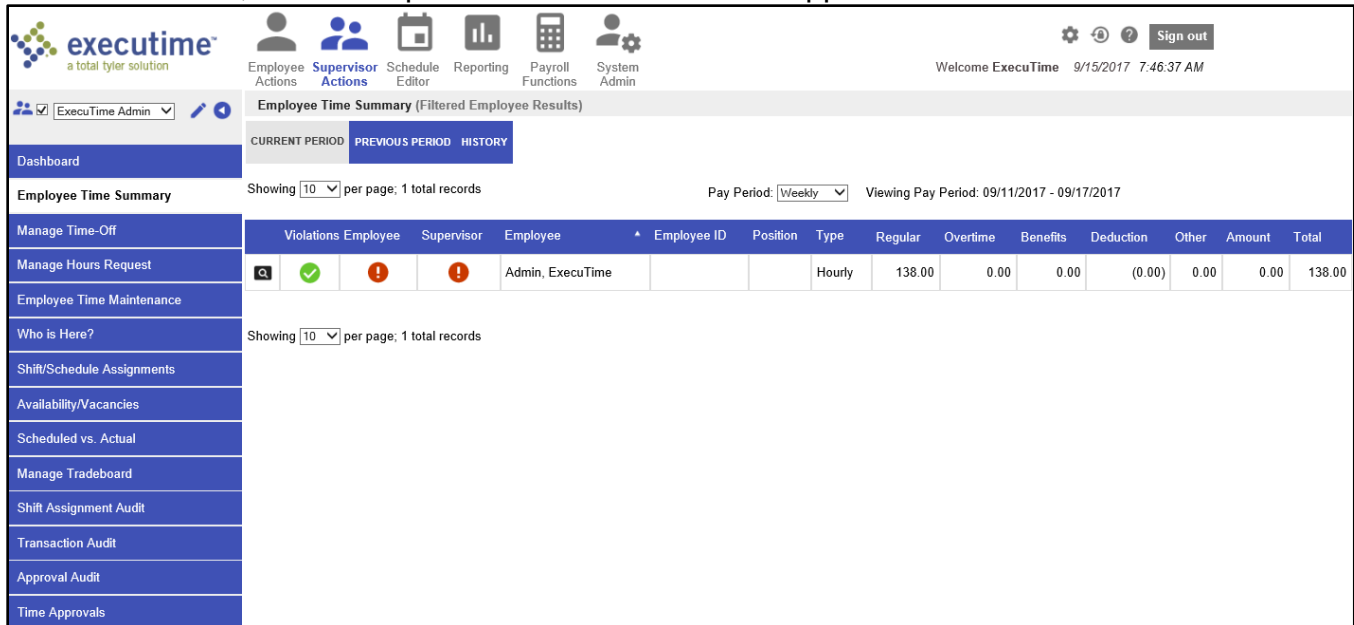
The screenshot shows the 'Shift / Schedule Assignments' interface. At the top, there is a search field labeled 'Search Employees' with a magnifying glass icon. Below the search field are 'Find' and 'Find Next' buttons. The main area is a schedule grid showing assignments for employees from October 29, 2019, to November 11, 2019. The grid has columns for days of the week and rows for employees. The employees listed are CHESTER, JOHN; CLARK, CASEY J; COLIN, MARK; and GOLDSON, DAVID. The grid shows various shift assignments with start and end times.

Employee	29 Tue	30 Wed	31 Thu	1 Fri	2 Sat	3 Sun	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri	9 Sat	10 Sun	11 Mon	Employee Position	Shift Site Code
CHESTER, JOHN		C 581 E 1 07:00-07:00			C 581 E 1 07:00-07:00			C 581 E 1 07:00-07:00			C 581 E 1 07:00-07:00			C 581 E 1 07:00-07:00	F665	
CLARK, CASEY J		C 581 L 1 07:00-07:00			C 581 L 1 07:00-07:00			C 581 L 1 07:00-07:00			C 581 L 1 07:00-07:00			C 581 L 1 07:00-07:00	F665	
COLIN, MARK		C 581 07:00-07:00			C 581 07:00-07:00			C 581 07:00-07:00			C 581 07:00-07:00			C 581 07:00-07:00	F665	
GOLDSON, DAVID															F669	

Employee Time Summary

The Employee Time Summary menu option provides an at-a-glance view of all employee time for current and previous payroll periods. It indicates if time has been approved, if policies have been managed for any violations in the employee's time sheet, if employees have viewed or approved

their time sheets, and if a supervisor has reviewed and approved the time sheets.







To review employee transactions for the current, previous, or historical payroll period:

1. Select the Current Period, Previous Period, or History tab.
2. Specify the pay period type (that is, weekly, biweekly, monthly, and so on) from the Pay Period field.
3. Click Details to display the Time Approvals screen, where you can add, update, or delete transactions on the employee’s time card. (**Note:** All transactions are recorded in an audit file.)

By default, the program sorts the details according to the Violations column, with the order from employees with the most violations to the least. The secondary sort option is last name. Use the column headings to sort the Violations, Employee, Supervisor, Name, and Type columns in ascending or descending order. (The default value for each sort order is ascending; click the header to refresh the data in descending order. Click the header again to return to ascending order.)

The Time Summary screen includes multiple symbols that indicate the status of certain time items or provide additional details. The following table describes these symbols.

Symbol	Description
Complete 	Indicates that time card entries for this pay period have been approved. In the Employee and Supervisor columns, indicates that the approval has been completed. In these columns, hover your pointer over the symbol to view approval details.
Incomplete	Indicates time has not been approved at the employee or supervisor level. The program displays the symbol in the applicable column.

Symbol	Description
	
Yield 	Indicates there is no time to be approved for the selected pay period.
Information 	Displays additional details for the entry.

To approve multiple employees at one time for either the current, previous, or historical payroll period:

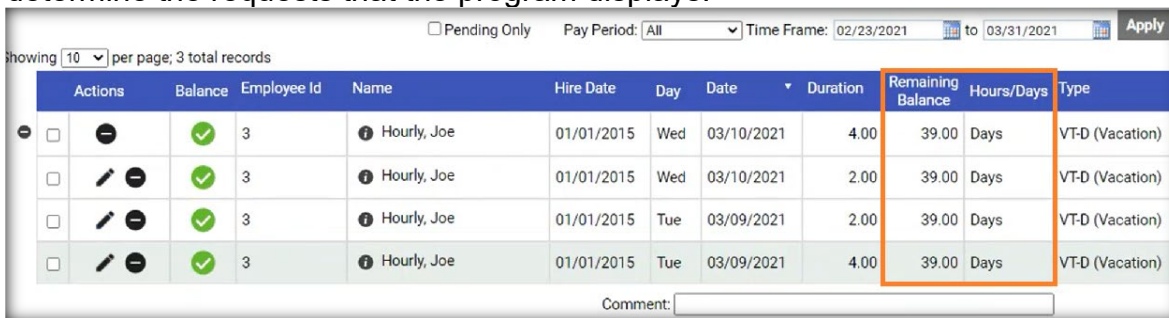
1. Specify the pay period by selecting the Current Period, Previous Period, or History tab.
2. Select the checkbox for each employee to approve.
3. Select your approval type, if applicable.
4. Enter your initials.
5. Click Approve Selection.

The Time Summary option is only available when it is enabled by your system administrator through the UI Environment Flags option in System Administration.

Your initials are logged in an audit field and serve as a digital signature for recordkeeping.

Manage Time-Off

Manage Time Off allows you to review employee time-off requests, and then to approve, decline, or reset the status of each request. Use the Pending Only checkbox or Pay Period filter to determine the requests that the program displays.



Actions	Balance	Employee Id	Name	Hire Date	Day	Date	Duration	Remaining Balance	Hours/Days	Type
<input type="checkbox"/>			Hourly, Joe	01/01/2015	Wed	03/10/2021	4.00	39.00	Days	VT-D (Vacation)
<input type="checkbox"/>			Hourly, Joe	01/01/2015	Wed	03/10/2021	2.00	39.00	Days	VT-D (Vacation)
<input type="checkbox"/>			Hourly, Joe	01/01/2015	Tue	03/09/2021	2.00	39.00	Days	VT-D (Vacation)
<input type="checkbox"/>			Hourly, Joe	01/01/2015	Tue	03/09/2021	4.00	39.00	Days	VT-D (Vacation)

Completing or Declining Approvals

To approve or decline time-off requests:

1. Select the pay period type (for example, weekly or biweekly).
2. Define a date range, if applicable.

3. Click Apply to view the approvals within the defined criteria.
4. Select the checkbox for an employee.
5. Select Approve, Decline, or Reset to Pending to assign a status to the request as it was entered.
6. Click Edit to modify a request, as applicable.

The Completed symbol in the Balance column indicates that the requested time is available to the employee. If the Stop symbol is in the Balance column, it indicates that the employee's request exceeds the balance available. Hover your pointer over the Information symbol to review a summary of the employee's benefits for this request type.

If time-off requests spanning multiple days are grouped, collapse the entry list and then select the single Approve checkbox for the group. If you expand the grouped time-off requests, you can approve the entries individually.

Editing Requests

To modify a time-off request:

1. Select the pay period type (for example, biweekly or monthly).
2. Define a time frame, if applicable.
3. Click Apply to display the requests that meet the selected criteria.
4. Click the Edit button for individual requests to adjust.
5. Make necessary changes to the Type, Start Time, or Total Hours fields. If a clocking policy is set for changing Department, Location, Shift, or Job Costing Code fields, you can also update those values.
6. Enter a comment, as appropriate.
7. Click Approve, Decline, or Reset to Pending to complete the process.

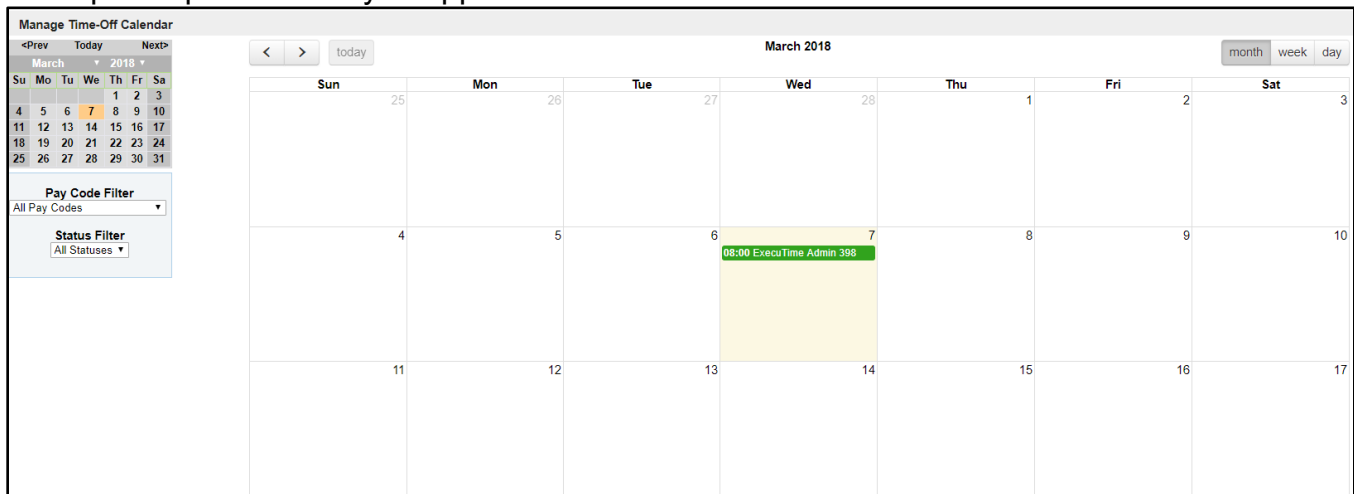
If you click Save, the changes are saved with the status of pending. Click Back to return to the Time-Off Request screen without saving changes.

If time-off requests spanning multiple days are grouped, you must expand the group to edit individual entries.

Reviewing Requests in the Calendar

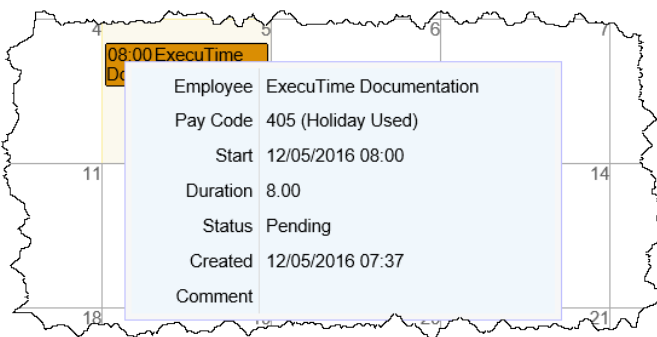
The Calendar option allows you to review hours-type requests and time-off-type requests, as well as approve, decline, or reset benefits entries to a pending status. The Calendar screen displays approved entries in green, declined entries in gray, and pending entries in orange.

When you select an entry on the calendar, all other entries associated with that one are highlighted and selected as well. For the highlighted entry, the calendar displays the request details. If an employee requests multiple days of time, you only must select one to approve them all. To approve some but not all of the requested days, you must clear the Apply Action to All Days in Request option before you approve or decline an item.



Time types available using the Calendar option are determined by the system administrator using the Pay Code option in System Admin.

Hover your pointer over any entry on the calendar to display when the entry was made, the dates to which it applies, the amount of time requested, and the type of entry.



Using the Calendar Filter

By default, the Calendar screen shows all pending, approved, and declined requests. The Time Type filter on the Calendar screen resets the display to include only the type of time selected. Additionally, use the Status filter to display only requests for a specific status. For example, to view only pending entries, select Pending from the Status filter list. To view entries that have already been exported to payroll, select the Processed or Transferred option for the Status filter.

The Time Type and the Status filters can be used concurrently. For example, select Vacation from the Time Type filter and Pending from the Status filter to view only pending vacation entries.

Approving and Declining Requests

To review, approve, decline, or reset pending time-off requests from the Calendar screen:

1. Select the employee.
The program displays all available requests for that employee.
2. Select Approve Request, Decline Request, or Reset to Pending to complete the process.

If entries span multiple days, you can approve all the entries at one time by selecting the Apply Action to All Days in Request checkbox. To approve individual entries, this checkbox must be cleared.

Manage Hours Request

Manage Hours Request allows you to review employee hours requests, and then to approve, decline, or reset the status of each request.

Hours Request

Pending Only Pay Period: All Time Frame: 09/01/2017 to 10/07/2017 Apply

Showing 10 per page; 1 total records

Actions	Employee Id	Name	Day	Date	Duration	Type	Status	Creation Date	Comment
<input type="checkbox"/>		Admin, SJC	Tue	09/12/2017	8.00	07 (Military Leave)	Pending	09/15/2017 09:15 AM	

Comment:

Showing 10 per page; 1 total records

Approve Decline Reset To 'PENDING'

Use the Pending Only checkbox, Pay Period filter, and Time Frame filter to define the requests that are displayed.

Approving and Declining Requests

To approve or decline hours requests:

1. Select the pay period type (for example, weekly or biweekly).
2. Define a data range, if applicable.
3. Click Apply to view the approvals within the defined criteria.
4. Select the checkbox for an employee.
5. Select Approve, Decline, or Reset to Pending to assign a status to the request as it was entered.
6. Click Edit to modify a request, as applicable.

If hours requests spanning multiple days are grouped, collapse the entry list and then select the single checkbox for the group. If you expand the grouped time-off requests, you can approve the entries individually.

Editing Requests

To modify an hours request:

1. Select the pay period type (for example, biweekly or monthly).
2. Define a time frame, if applicable.
3. Click Apply to display the requests that meet the selected criteria.
4. Click the Edit button for individual entries to adjust.
5. Make necessary changes to the Type, Start Time, or Total Hours fields. If a clocking policy is set for changing Department, Location, Shift, or Job Costing Code fields, you can also update those values.
6. Enter a comment, as appropriate.
7. Click Approve, Decline, or Reset to Pending to complete the process.

If you click Save, the changes are saved with the status of pending. Click Back to return to the Hours Request screen without saving changes.

If hours requests spanning multiple days are grouped, you must expand the group to edit individual entries.

Employee Time Maintenance

Employee Time Maintenance manages transactions on an employee's time card by providing options for adding, updating, or deleting entries. With the appropriate permissions, you can also manage the details for your own time card.

All employee time maintenance transactions are recorded in an audit file.

Supervisors can add or remove attendance check-ins by using the Add or Subtract button, respectively.

Editing Employee Time Records

To update employee transactions for current or previous payroll periods for the employee selected in the program filter:

1. Select the Current Period or Previous Period tab.
2. In the Actions column, click Edit for an individual entry.
3. Modify any necessary information.
4. Click Save.
The program displays a verification screen and then returns to the main Employee Time Maintenance screen.
5. Use the program filter to navigate to other employees, reviewing or updating details as needed.

Use the Calendar button to select a specific date, click Back to return to the Employee Time Maintenance screen without saving changes, and click Reset to return all fields to their original values.

Adding Clock In/Out Entries to Employee Time Records

To update Clock In/Clock Out entries:

1. Navigate to the employee record to update.
2. Select the Current Period or Previous Period tab.
3. Click Add Clock In/Out Entry to add a Clock In or Clock Out record.
4. Enter the start and end dates.
5. Specify the in and out times for the defined date.
6. Update department or job costing details as required.
7. Select the time type. Only timekeeping types that are identified as Allowed for a Clock In/Out Entry are available.
8. Select Exclude Auto Deduction if this transaction should not include an automatic deduction.
9. Enter a comment, if required.
10. If the Override Schedule Violations option is set to Yes, the time card does not display the Incomplete symbol, even if the entry violates the employee's schedule. When the value of this option is No, the employee record indicates violations.
11. If the Override Auto Deduct Violations is set to Yes, the time card does not show the Violation symbol if the entry violated automatic deductions.
12. Click Save.
The program displays a verification screen and returns to the main Employee Time Maintenance screen.

Use the Calendar button to select a specific date, click Back to return to the Employee Time Maintenance screen without saving changes, and click Reset to return all fields to their original values.

Adding Benefit or Other Entries to an Employee Time Records

To add a benefit or other entry:



1. Navigate to the employee record to update.
2. Select the Current Period or Previous Period tab.
3. Click Add New Time Entry.
4. Select the time type from the list. Only timekeeping types that are identified as Allowed for a Clock In/Out Entry are available.

5. Update any Department, Location, or Job Costing information, as required. These options are only available for update when enabled by a clocking policy.
6. Enter a start date.
7. Specify a start time, if enabled.
8. Enter an end date. If you do not specify an end date, the entry is created for a single date based on the start date. If you enter an end date, all days between the start and end date, inclusive, are included.
9. Enter the Hours per Day or Amount for the transaction.
10. If the Override Schedule Violations setting is Yes, the time card does not show the Incomplete symbol if the entry violates the employee's schedule. If this value is No, schedule violations are indicated.
11. Enter a comment, if applicable.
12. Click Save.
The program displays a verification screen and then returns to the main Employee Time Maintenance screen.

Use the Calendar button to select a specific date, click Back to return to the Employee Time Maintenance screen without saving changes, and click Reset to return all fields to their original values.

Who is Here

Who is Here provides a list of all employees who are currently clocked in or out, whether they are hourly, temporary, contract, or exempt/salary.

Who is Here? (Filtered Employee Results)					
Showing 10 per page; 1 total records					
Employee	Status	Time	Phone Number	Email Address	
 Admin, ExecuTime	Clocked Out	2017-09-14 09:00:00.0	0		
Showing 10 per page; 1 total records					

On the Who is Here screen, color indicates an employee's status. The default values are green and red. If the employee is clocked in, the entry is highlighted in green; if the employee is clocked out, the entry displays in red.

System administrators determine the availability of statuses and the color highlights for each. The Master File Management option in System Administration contains these settings. Through user roles, administrators can also assign permissions that allow employees to change their availability status.

If configured by your system administrator, the screen provides an email option for each employee. To send an email, click the Email button next to an employee's name to open your email application with a new message automatically addressed to the selected employee.

Transaction Audit

Transaction Audit provides a summary of all modifications, additions, or deletions for transactions processed in Tyler ExecuTime. The data displays for the employee selected using the main program filter and is sorted by the Current Period, Previous Period, and History tabs.

Transaction Audit													
CURRENT PERIOD		PREVIOUS PERIOD		HISTORY									
Pay Period: 09/11/2017 - 09/17/2017													
Page: 1 of 17 at 10 per page; 166 total records													
Actions	Date	In	Out	Time	Amount	Type	Status	Modified On	Modified By	Operation	Input Method	IP Address	
		09/17/2017	08:00	09:00	1.00	0.00	IO	Pending	2017-09-01 14:24:30.51	ExecuTime Admin	Add	Bulk Transaction Save Job	127.0.0.1
		09/16/2017	08:00	09:00	1.00	0.00	IO	Pending	2017-09-01 14:24:30.043	ExecuTime Admin	Add	Bulk Transaction Save Job	127.0.0.1
		09/17/2017	08:00	09:00	1.00	0.00	IO	Pending	2017-09-01 14:24:29.62	ExecuTime Admin	Add	Bulk Transaction Save Job	127.0.0.1
		09/15/2017	08:00	09:00	1.00	0.00	IO	Pending	2017-09-01 14:24:29.557	ExecuTime Admin	Add	Bulk Transaction Save Job	127.0.0.1
		09/16/2017	08:00	09:00	1.00	0.00	IO	Pending	2017-09-01 14:24:29.137	ExecuTime Admin	Add	Bulk Transaction Save Job	127.0.0.1
		09/14/2017	08:00	09:00	1.00	0.00	IO	Pending	2017-09-01 14:24:29.09	ExecuTime Admin	Add	Bulk Transaction Save Job	127.0.0.1
		09/13/2017	08:00	09:00	1.00	0.00	IO	Pending	2017-09-01 14:24:28.603	ExecuTime Admin	Add	Bulk Transaction Save Job	127.0.0.1
		09/15/2017	08:00	09:00	1.00	0.00	IO	Pending	2017-09-01 14:24:28.543	ExecuTime Admin	Add	Bulk Transaction Save Job	127.0.0.1
		09/12/2017	08:00	09:00	1.00	0.00	IO	Pending	2017-09-01 14:24:28.073	ExecuTime Admin	Add	Bulk Transaction Save Job	127.0.0.1
		09/14/2017	08:00	09:00	1.00	0.00	IO	Pending	2017-09-01 14:24:28.04	ExecuTime Admin	Add	Bulk Transaction Save Job	127.0.0.1
Page: 1 of 17 at 10 per page; 166 total records													

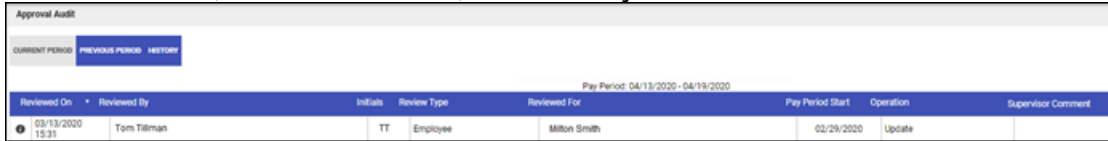
The Transaction Audit screen displays the following details:

- Date of transaction
- In and out times
- Time total
- Amount
- Pay code type
- Status of transaction
- Modification time stamp
- Transaction modified by identifier
- Operation that was completed (add, modified, deleted)
- Input method
 - Web Browser (including using the mobile module)
 - Time Clock
 - Bulk Transaction
 - Advanced Scheduling Publishing Job
- IP address

The Transaction Audit information is display-only and cannot be modified. It is for verification purposes only.

Approval Audit

Approval Audit provides all detailed information required to determine when and who entered or updated an approval in an employee's time record. The details are sorted and display on the Current Period, Previous Period, and History tabs.




Reviewed On	Reviewed By	Initials	Review Type	Reviewed For	Pay Period Start	Operation	Supervisor Comment
09/13/2020 15:31	Tom Tillman	TT	Employee	Milton Smith	02/29/2020	Update	

The Approval Audit information is display-only and cannot be modified. It is for verification purposes only. To modify an existing entry on an employee's time card, use the Employee Time Maintenance menu option.

Field	Description
Reviewed On	Stores the date the reviewal was made.
Reviewed By	Provide the names of the person reviewing the entry and the name of the person for whom the approval was made.
Initials	Displays the initials of the person who entered the approval.
Review Type	Indicates at what level the entry was approved.
Reviewed For	Provides the name of the person for whom the approval was made.
Pay Period Start	Indicates the beginning date for the pay period containing the time that was approved.
Operation	Indicates whether the approval was added, or if an existing approval was modified.
Supervisor Comment	Includes a supervisor comment, if one was entered.

Attendance Audit

Attendance Audit provides detailed information about an attendance check-in. This information includes who modified an attendance check-in, as well as how and when they modified it.



Attendance Date	Operation	Input	IP Address	Modified On	Modified By
10/31/2018	Check In	Browser	127.0.0.1	2018-10-31 10:08:17.007	Test Tester
10/31/2018	Delete	Browser	127.0.0.1	2018-10-31 10:08:01.043	Test Tester
10/31/2018	Check In	Browser	127.0.0.1	2018-10-31 10:07:25.173	Test Tester
10/23/2018	Check In	Browser	127.0.0.1	2018-10-31 10:05:16.487	Test Tester
10/22/2018	Check In	Browser	127.0.0.1	2018-10-31 10:06:07.077	Test Tester

Time Approval

Time Approval provides the time entry activity and time approval options. Use this screen to review and approve employees' time records prior to submitting the records to payroll. The History tab provides approval information for processed payrolls.

Time Approval

CURRENT PERIOD
PREVIOUS PERIOD
HISTORY

Employee: Admin, ExecuTime

Pay Period: 09/11/2017 00:00 - 09/17/2017

Regular	Overtime	Benefits	Deduction	Rounding	Other	Amount	Total
138.00	0.00	0.00	(0.00)	0.00	0.00	0.00	138.00

Approval Type: Supervisor Initials: Approve Approve and Next

Regular Time	Employee	Supervisor
138.00		

Page: 1 of 14 at 10 per page; 138 total records

Actions	All	Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Amount	Position	Schedule	Shift	Comment
	<input checked="" type="checkbox"/>		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	1.00	1.00	0.00				
	<input checked="" type="checkbox"/>		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	2.00	2.00	0.00				
	<input checked="" type="checkbox"/>		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	3.00	3.00	0.00				
	<input checked="" type="checkbox"/>		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	4.00	4.00	0.00				
	<input checked="" type="checkbox"/>		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	5.00	5.00	0.00				
	<input checked="" type="checkbox"/>		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	6.00	6.00	0.00				
	<input checked="" type="checkbox"/>		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	7.00	7.00	0.00				
	<input checked="" type="checkbox"/>		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	8.00	8.00	0.00				
	<input checked="" type="checkbox"/>		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	9.00	9.00	0.00				
	<input checked="" type="checkbox"/>		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	10.00	10.00	0.00				test

Page: 1 of 14 at 10 per page; 138 total records
Add New Time Entry
Add New Clock In/Out Entry

The levels of approval, as well as the level a supervisor is allowed to approve, are determined by your system administrator using the Approval Types tab of the Master File Management option in System Administration. Approvals can be completed on a line-by-line basis or all at once.

If you use the page navigation options (< and >), the program skips the current time card and moves to the next one without making any changes.

The Edit, Delete, and Add Time Entry options can be disabled on the UI screen of the UI Environment Flags option in System Administration. These options are available by default.

To review and approve a time transaction:

1. Select the applicable pay period tab: Current Period or Previous Period.
2. From the Approval Type field, select the approval level.
3. Select the checkboxes for the entries to approve or use the All checkbox to select all available entries.

4. Enter your initials.
5. Click Approve.
The program completes the applicable approval type column with your initials.

If you select Approve and Next, the time is approved and you are redirected to the next time card needing approval.

Editing Time

With the appropriate permissions, you can edit time sheet entries from the Time Approval screen.

1. Click the Edit button for the record to update.
2. Enter the appropriate dates.
3. Update the details as required.
4. Click Save.
The program displays a verification screen and then returns to the Time Approval screen.

Use the Reset option to return all fields to their original values, or to return to the Time Approval screen without saving changes, use the Back button.

Adding Clock In/Out Entries

The Add New Clock In/Out Entry option allows you to add a new time entry record. This option is available if you have the appropriate permissions assigned to your user role.

To enter a record:

1. Click Add Clock In/Out Entry to display the Add Clock In/Out Entry screen.

Add Clock In/Out Entry

Selected Employee: SJC Admin

Pay Period: 09/11/2017 00:00 - 09/17/2017

Added entries must fall in the Pay Period dates shown above.

In	09/15/2017	09:29
Out	09/15/2017	09:29
Department	Department 1 (Department 1 Div 1)	
Location	Corporate (Corporate)	
Shift		
Position		
Type	IO (Clock In/Out)	
Comment	<input type="text"/>	
Override Schedule Violations	<input type="radio"/> yes <input checked="" type="radio"/> no	
Override Auto Deduct Violations	<input type="radio"/> yes <input checked="" type="radio"/> no	

The fields on this screen vary according to the requirements of your organization.

2. Enter the start date and time for the record.
3. Enter the end date and time for the record.
4. Update a department or job costing information, as required.
5. If applicable, select the time type from the Type list. Only timekeeping types that are Allowed for a Clock In/Out Entry are available.
6. If enabled, select the Exclude Auto Deduction checkbox to indicate that this transaction should not include an automatic deduction.
7. Enter a comment, if applicable.
8. Select the Override Schedule Violations option to allow this entry to violate the employee's schedule. If this option is not selected and the time entry record violates the schedule, the time card entry displays the Incomplete symbol and includes a schedule violation.
9. Select the Override Auto Deduction Violations option to override automatic deductions. If this option is not selected, the time card displays the Incomplete symbol for the entry.
10. Click Save.
The program displays a verification screen and then returns to the main Time Approval screen.

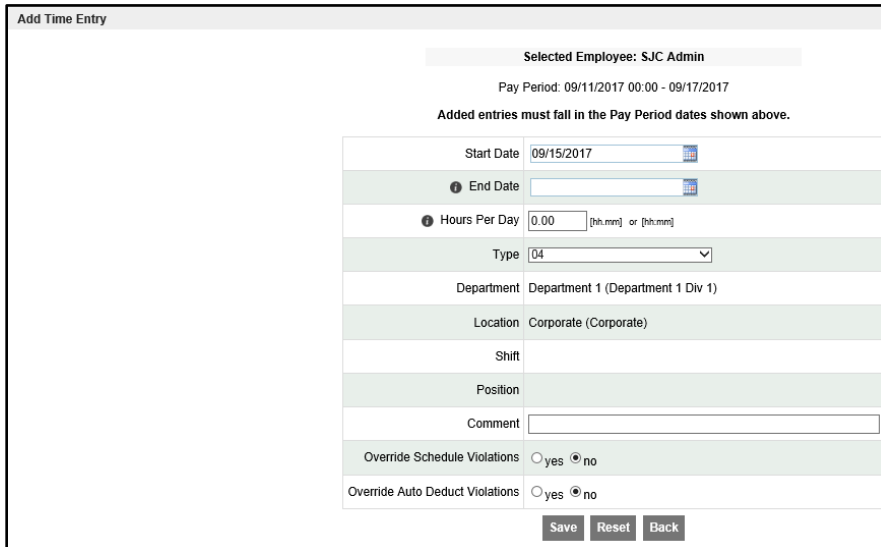
Use the Reset option to return all fields to their original values, or to return to the Time Approval screen without saving changes, use the Back button.

Adding Benefit or Other Entries

The Add New Time Entry option allows you to add a new time entry record. This option is available if you have the appropriate permissions assigned to your user role.

To add a new time entry record:

1. Click Add New Time Entry.



2. Select the time type from the Type list.
3. Update the Department, Location, or Job Costing information as needed. These options are available if enabled by a clocking policy.
4. Enter the start and end dates.
5. Indicate the hours per day. Use the hh.mm or hh:mm format.
6. Add a comment, as applicable.
7. Select the Override Schedule Violations option to allow this entry to violate the employee's schedule. If this option is not selected and the time entry record violates the schedule, the time card entry displays the Incomplete symbol and includes a schedule violation.
8. Select the Override Auto Deduction Violations option to override automatic deductions. If this option is not selected, the time card displays the Incomplete symbol for the entry.
9. Click Save.
The program displays a verification screen and then returns to the main Time Approval screen.

Use the Reset option to return all fields to their original values, or to return to the Time Approval screen without saving changes, use the Back button.