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

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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

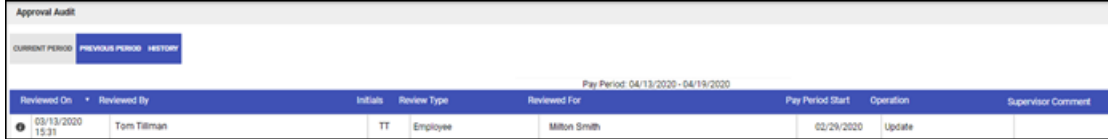Page:1 ⌄ of 17 at 10 ⌄ per page; 166 total records ▶

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.
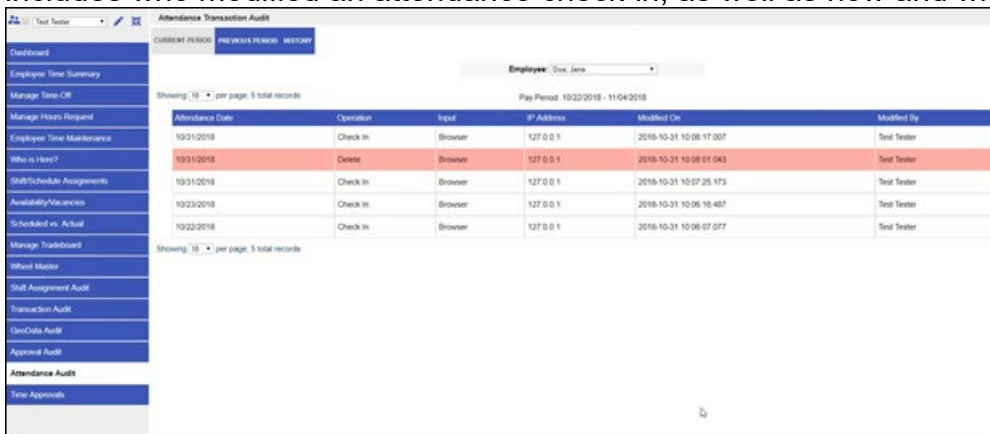

The Approval Audit information is display-only and cannot be modified. It is for verification purposes only. To modify an existing entry on an employee's time card, use the Employee Time Maintenance menu option.

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.

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		

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Actions	All ☑		Rules	Day	Date ▲	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Amount	Position	Schedule	Shift	Comment	E
✏ ⊖	☑	❶		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	1.00	1.00	0.00					
✏ ⊖	☑	❶		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	2.00	2.00	0.00					
✏ ⊖	☑	❶		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	3.00	3.00	0.00					
✏ ⊖	☑	❶		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	4.00	4.00	0.00					
✏ ⊖	☑	❶		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	5.00	5.00	0.00					
✏ ⊖	☑	❶		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	6.00	6.00	0.00					
✏ ⊖	☑	❶		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	7.00	7.00	0.00					
✏ ⊖	☑	❶		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	8.00	8.00	0.00					
✏ ⊖	☑	❶		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	9.00	9.00	0.00					
✏ ⊖	☑	❶		Mon	09/11/2017	08:00	09:00	IO (Clock In/Out)	1.00	0.00	10.00	10.00	0.00				test	

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[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.

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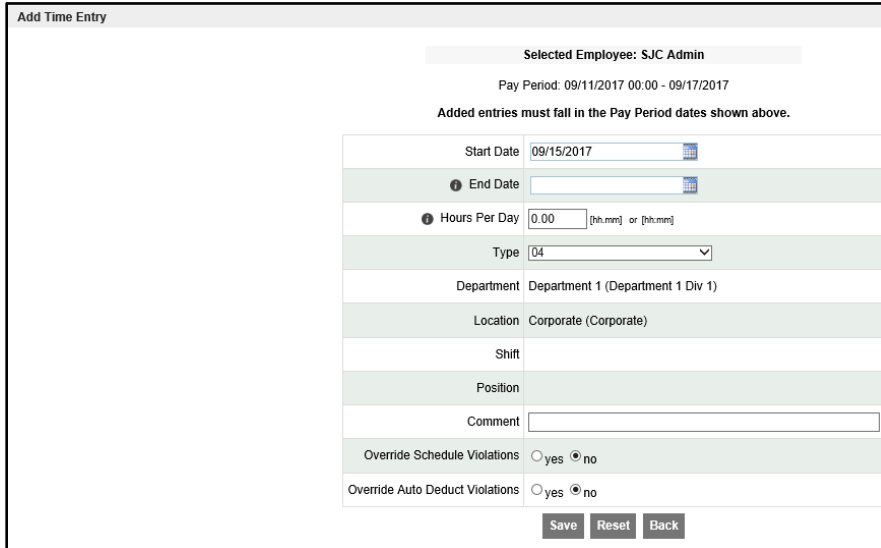
Use the Reset option to return all fields to their original values, or to return to the Time Approval screen without saving changes, use the Back button.

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.