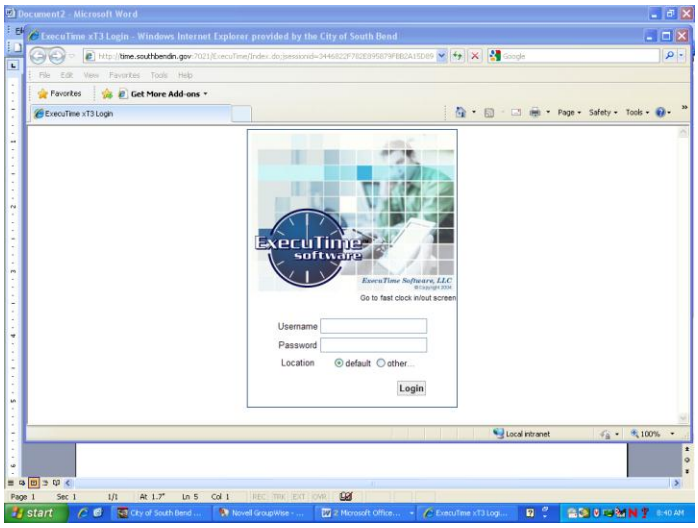
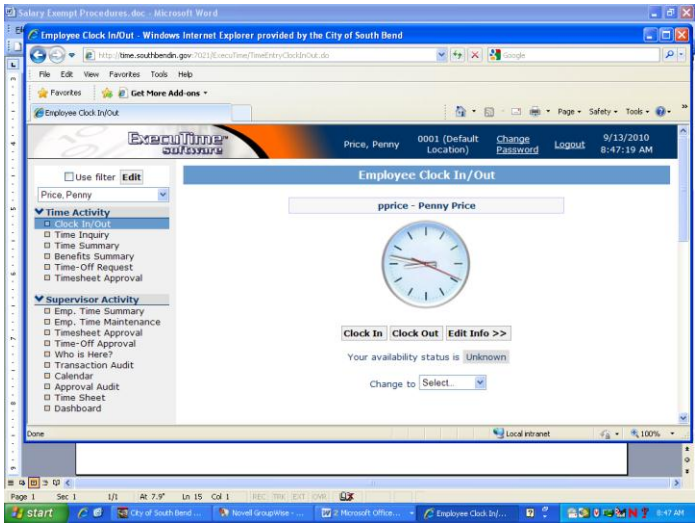
ExecuTime Payroll
Salary Exempt Procedures
Dated 10/11/10

Login to ExecuTime

Click on ExecuTime icon
ExecuTime will open the login screen



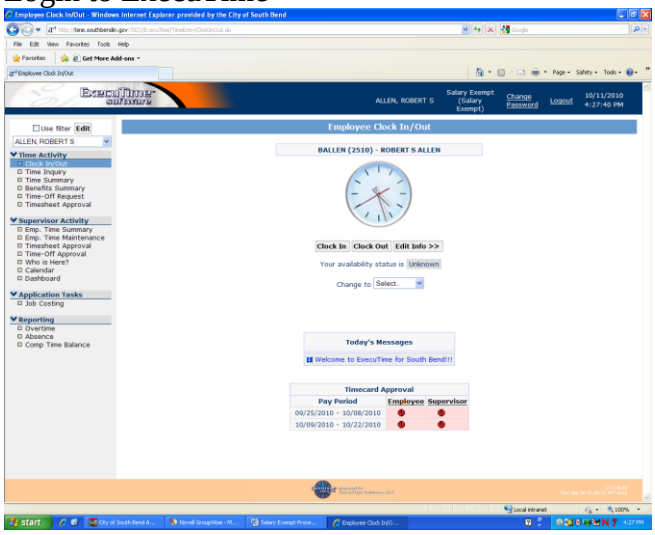
Enter Username (usually first initial of first name, followed by last name)
Enter Password (birthday in mmdd format)
Location is "default"
Click Login
ExecuTime will open the "Employee Clock In/Out" screen. See screen shot below. If you are a supervisor, you will open to a "Dashboard" screen instead.
From this point, you have several options, listed on the left side of the screen.



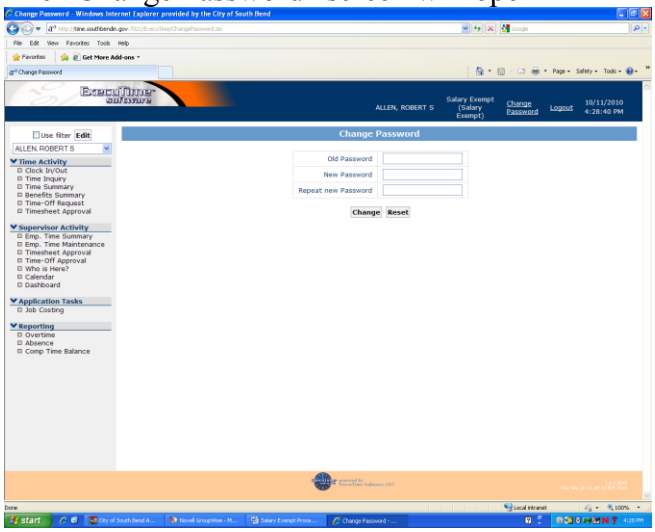
ExecuTime Payroll
Salary Exempt Procedures
Dated 10/11/10

To Change Password

Login to ExecuTime

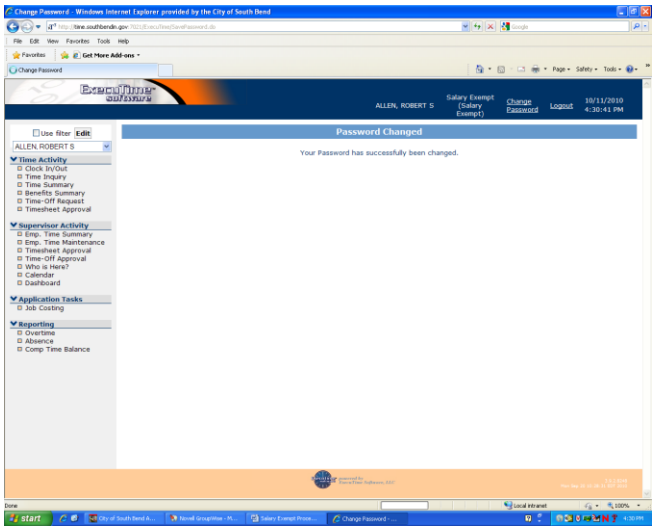


Click on “Change Password” at the top
The “Change Password” screen will open



Fill in boxes
Click “Change”
You will receive a message that the password has been changed.

ExecuTime Payroll
Salary Exempt Procedures
Dated 10/11/10

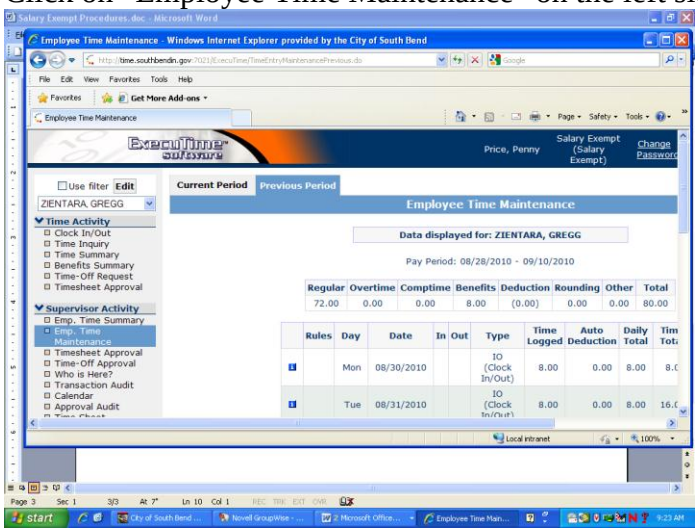


ExecuTime Payroll
Salary Exempt Procedures
Dated 10/11/10

To Record Time

Login to ExecuTime

Click on "Employee Time Maintenance" on the left side

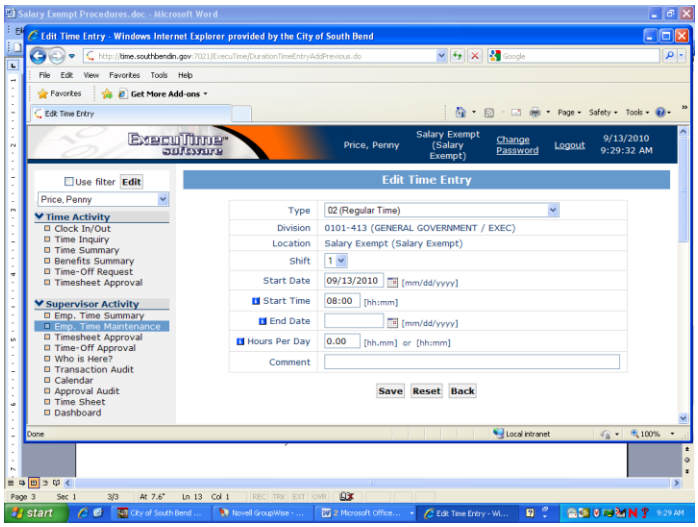


Choose "Current Period" or "Previous Period"

ExecuTime will show a summary of time that is already in the system. Note that for Salaried Exempt employees, time will already be defaulted in. You will only need to enter your exception reporting.

Click on "Add a new time entry" on the bottom

ExecuTime will open the "Edit Time Entry" screen



ExecuTime Payroll
Salary Exempt Procedures
Dated 10/11/10

Click on the drop down menus and make your choices:

For additional time worked/earned (only choice you should make)

Type: 13 Comp Time Earned

For benefit time taken (most common)

Type: 08 Sick
10 Vacation
20 Floating Holiday
26 Funeral/Bereavement
U3 Comp Time Taken

Shift: Ignore

Start Date: choose date

Start Time: Ignore

End Date: Ignore if start date and end date are the same. Otherwise, choose date.

Hours per Day: enter appropriate number of hours relating to "Type" above

Comment: Enter a comment if your supervisor directs you to do so

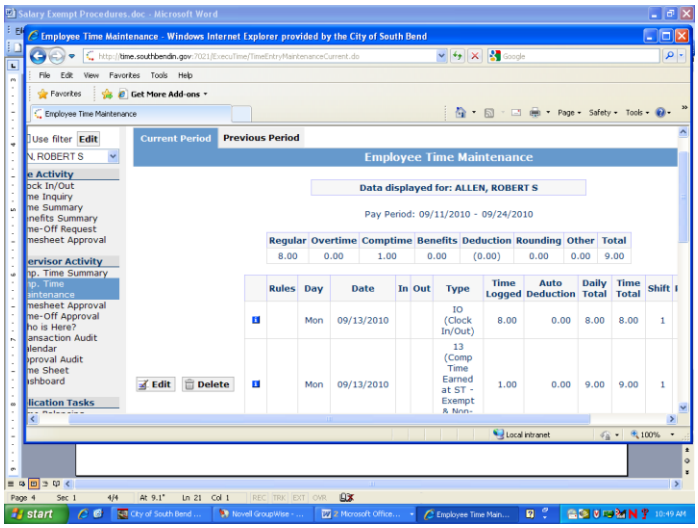
Click Save

Review your entry for accuracy

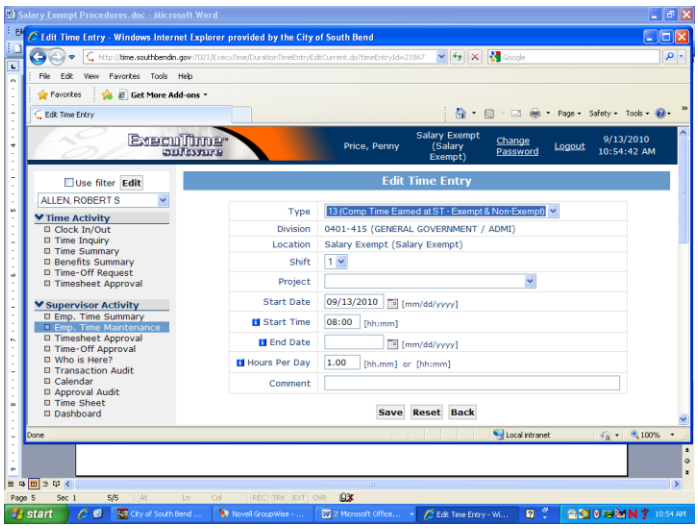
ExecuTime Payroll
Salary Exempt Procedures
Dated 10/11/10

To Edit Time Entry

Go to "Employee Time Maintenance" screen as shown below



Find entry that needs to be edited
Click "Edit"
ExecuTime will open the "Edit Time Entry" window as shown below

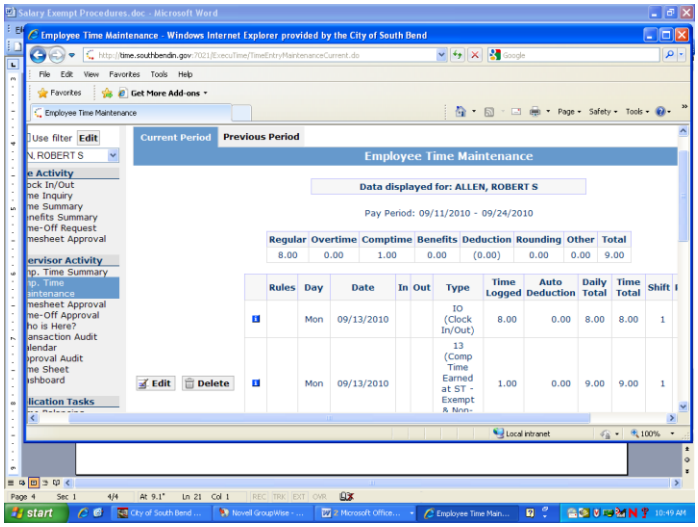


Change entry as needed
Click Save
Review your entry for accuracy

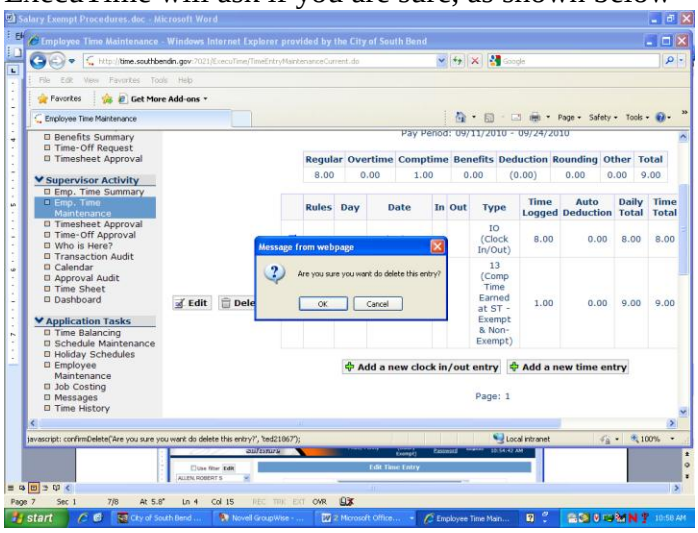
ExecuTime Payroll
Salary Exempt Procedures
Dated 10/11/10

To Delete Entry

Go to the "Employee Time Maintenance" screen as shown below



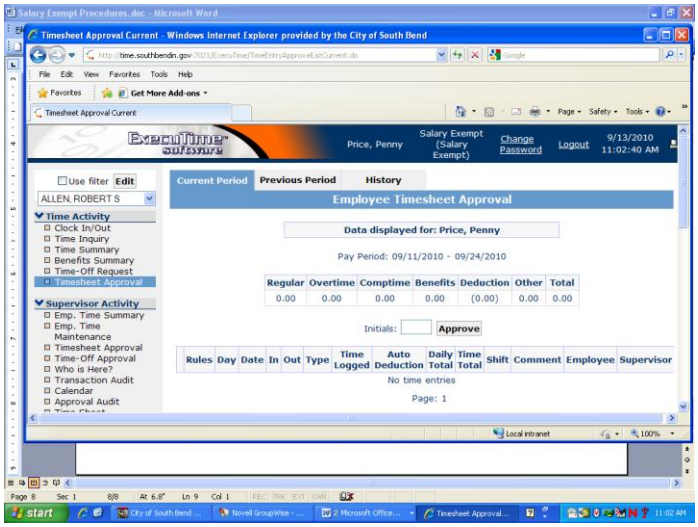
Find entry that needs to be edited
Click "Delete"
ExecuTime will ask if you are sure, as shown below



Click OK
Review your entry for accuracy

ExecuTime Payroll
Salary Exempt Procedures
Dated 10/11/10

To Approve Electronic Time Record
Click on "Timesheet Approval" on the left

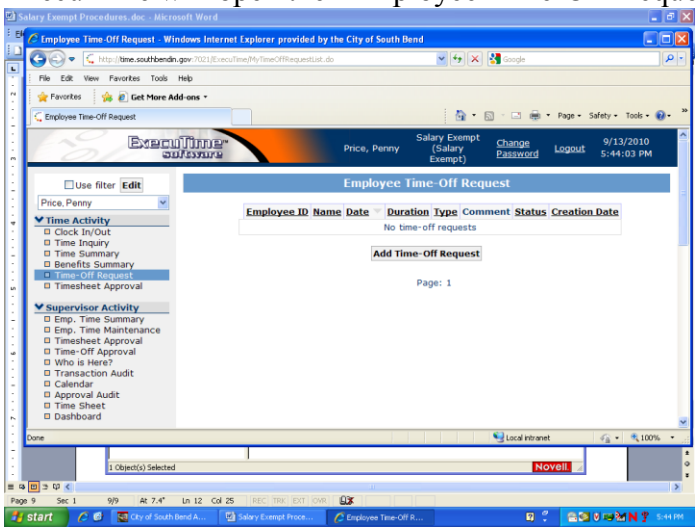


Choose "Current Period", "Previous Period", or "History"
If you choose "History", you will also need to choose the appropriate time period
Review your time entries
Edit time entries as necessary
Put initials in "Initials" box
Click "Approve"

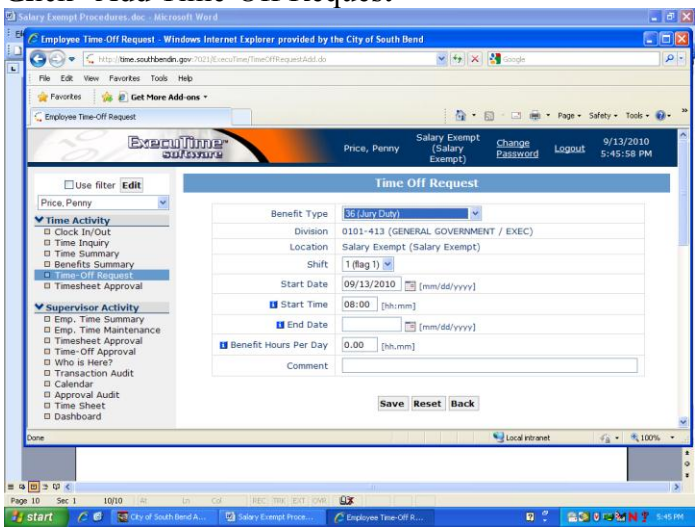
ExecuTime Payroll
Salary Exempt Procedures
Dated 10/11/10

To Request Time Off

Login to ExecuTime
Click "Time-Off Request" on the left side
ExecuTime will open the "Employee Time-Off Request" screen, as shown below



Click "Add Time-Off Request"



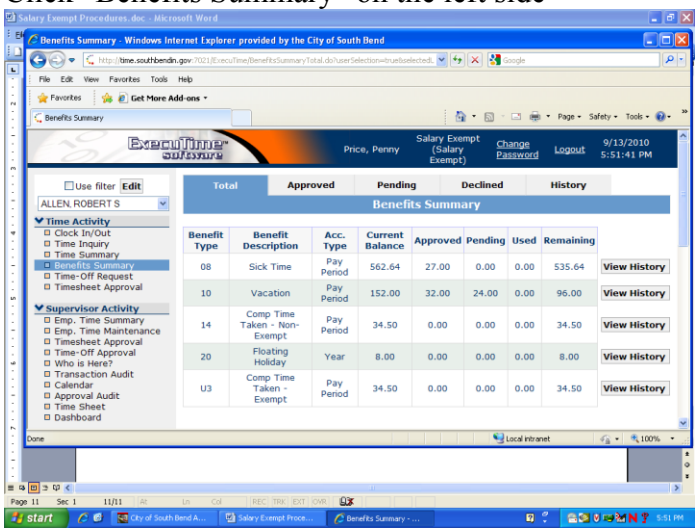
Choose "Benefit Type" from the drop down menu
Shift: Ignore
Start Date: choose date
Start Time: Ignore
End Date: Ignore if start date and end date are the same. Otherwise, choose date.
Hours per Day: enter appropriate number of hours relating to "Type" above
Comment: Enter a comment if your supervisor directs you to do so
Click Save
Review your entry for accuracy

ExecuTime Payroll
Salary Exempt Procedures
Dated 10/11/10

To Check Benefits

Login to ExecuTime

Click "Benefits Summary" on the left side



Choose "Total", "Approved", "Pending", "Declined" or "History"

Review benefits

Note: Presently the Comp Time Accrual shows up on 2 line items. We are working with ExecuTime to get this resolved.

You may also click "View History" to see the details on a particular benefit.