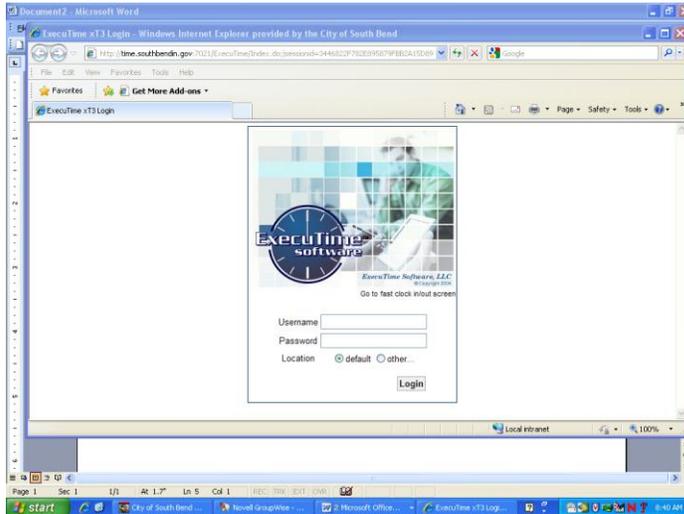


# ExecuTime Payroll Supervisor Procedures for Teamsters 10/19/10

## Login to ExecuTime

Click on ExecuTime icon

ExecuTime will open the login screen



Enter Username (usually first initial of first name, followed by 1<sup>st</sup> 7 digits of last name)

Enter Password (birthday in mmdd format)

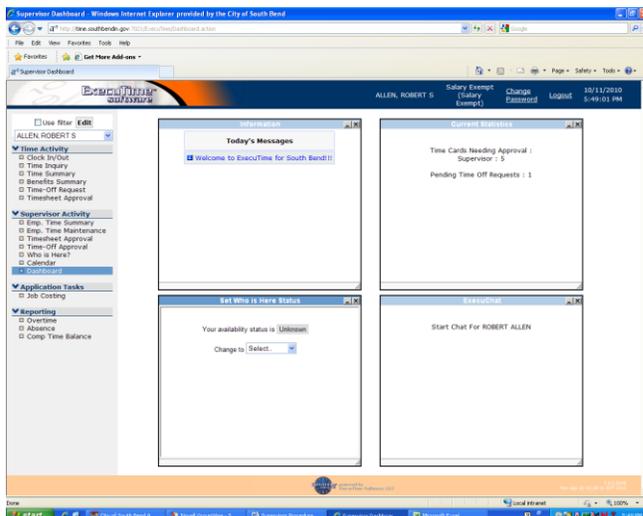
Location is “default”

Click Login

ExecuTime will open the “Employee Clock In/Out” screen. Supervisors will open to a “Dashboard” screen.

The “Dashboard” screen will show you if you have time cards or time off requests to approve.

From the “Dashboard” screen, you can access several options, listed on the left side of the screen.

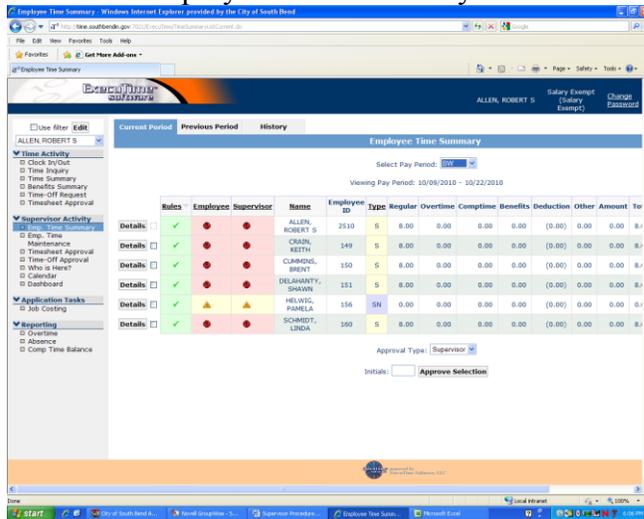


# ExecuTime Payroll Supervisor Procedures for Teamsters 10/19/10

## To Approve Time Cards

Login to ExecuTime

Click on “Employee Time Summary” on the left



Choose appropriate period from the top.

There are columns entitled “Rules”, “Employee” and “Supervisor”

- “Rules” refers to schedule violations, etc.
- “Employee” refers to approval of the time card by the employee
- “Supervisor” refers to approval of the time card by the supervisor

Codes are as follows:

- Green check mark – okay or approved
- Yellow yield sign – warning
- Red stop sign – schedule violation or not approved

Click “Details” to review time card.

Make changes as needed through “Employee Time Maintenance”

To approve time card:

- Click the box next to details
- Type initials in box
- Click “Approve Selection”

The “Employee Time Summary” screen will show a green check mark under the supervisor column next to the employee that was approved.

# ExecuTime Payroll Supervisor Procedures for Teamsters 10/19/10

The screenshot shows the 'Employee Time Summary' page in a web browser. The page title is 'Employee Time Summary - Windows Internet Explorer provided by the City of South Bend'. The browser address bar shows 'http://time.aouthbend.gov/1023/ExecuTime/Supervisor/Summary.do'. The page has a navigation menu on the left with options like 'Time Activity', 'Supervisor Activity', 'Application Tasks', and 'Reporting'. The main content area displays a table with columns: Rules, Employee, Supervisor, Name, Employee ID, Type, Regular, Overtime, Comptime, Benefits, Deduction, Other, Amount, and Total. Below the table, there are 'Approval Type' and 'Approve Selection' options.

Rules	Employee	Supervisor	Name	Employee ID	Type	Regular	Overtime	Comptime	Benefits	Deduction	Other	Amount	Total
Details	✓	✓	•	ALLEN, ROBERT S	2510	S	80.00	0.00	3.50	0.00	(0.00)	0.00	83
Details	✓	•	•	CHAD, KEITH	149	S	24.00	0.00	2.75	56.00	(0.00)	0.00	82
Details	✓	•	•	CUMMINS, BRENT	150	S	78.50	0.00	5.00	1.00	(0.00)	0.00	85
Details	✓	•	•	DELANEY, SHAWN	151	S	78.50	0.00	2.50	1.50	(0.00)	0.00	82
Details	✓	•	•	HELVIG, PAMELA	156	SN	74.25	0.00	0.00	5.75	(0.00)	0.00	80
Details	✓	•	✓	SCHMIDT, LINDA	160	S	72.00	0.00	1.50	8.00	(0.00)	0.00	81

Approval Type: Supervisor  
 Initials:  Approve Selection

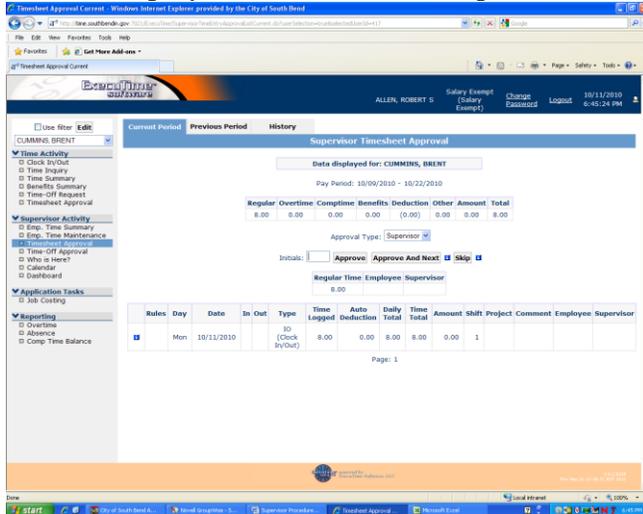
# ExecuTime Payroll Supervisor Procedures for Teamsters 10/19/10

## Alternative Way to Approve Time Cards

Login to ExecuTime

Click on “Timesheet Approval” on the left

Choose employee name from the drop down menu at the top



Review data

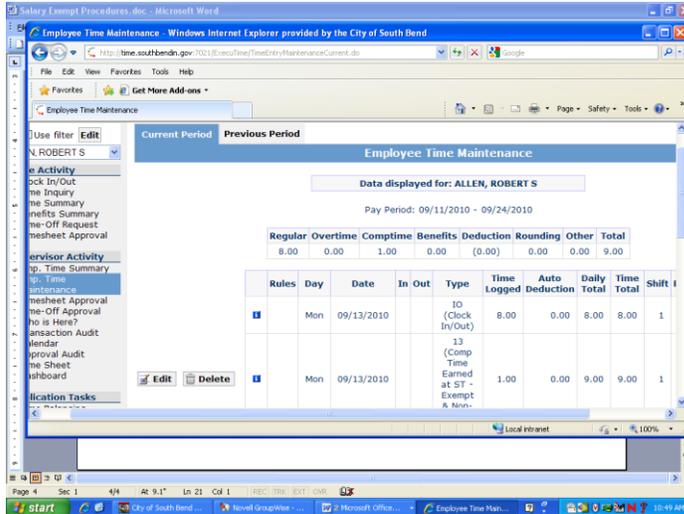
Enter initials

Click “Approve” or “Approve and Next” or “Skip”

# ExecuTime Payroll Supervisor Procedures for Teamsters 10/19/10

## To Edit Time Entry

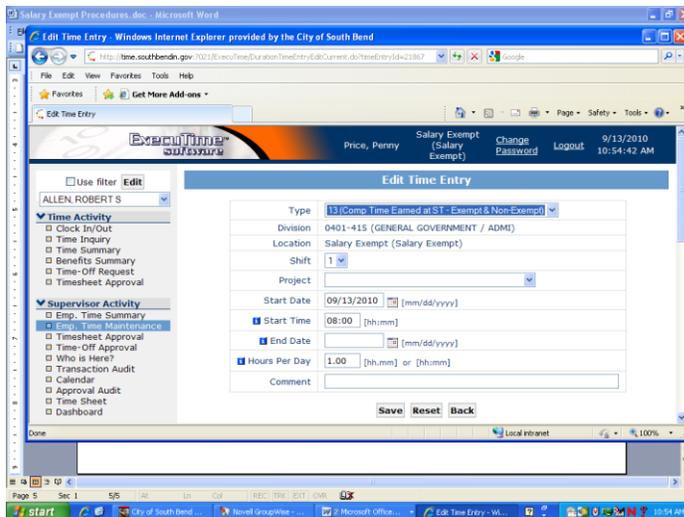
Go to “Employee Time Maintenance” screen as shown below  
Choose employee name in the drop down menu at the top



Find entry that needs to be edited

Click “Edit”

ExecuTime will open the “Edit Time Entry” window as shown below



Change entry as needed. **See Note below.**

Click Save

Review your entry for accuracy

**ExecuTime Payroll  
Supervisor Procedures for Teamsters  
10/19/10**

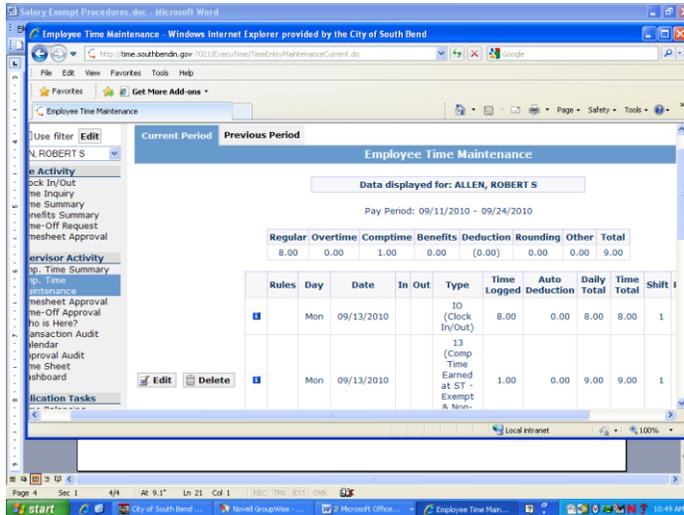
**Note:** Because the decision was made to not allow Teamsters to edit their own time card, the following types of time will have to be entered/edited by the supervisor:

- Stand-by time (since the employees do not clock in/out)
- Call back time – will need to be edited when minimums apply
- Sunday work at double time rates
- Out-of-grade – choose job title performed
- Benefit time (vacation, sick, jury duty, etc.)
- Holiday – edit if taking alternate day off
- Holiday – remove for introductory employees
- Shift differential – edit for employees who normally don't receive it.
- Night premium
- Lunch period different than usual amount of time – edit for longer or shorter

# ExecuTime Payroll Supervisor Procedures for Teamsters 10/19/10

## To Delete Entry

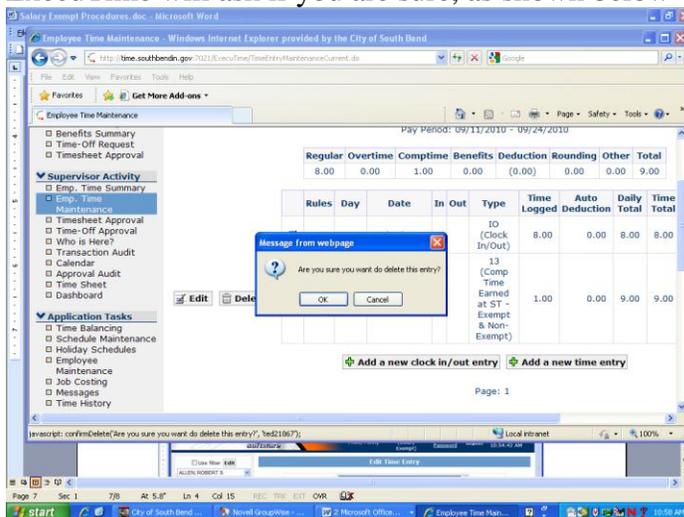
Go to the “Employee Time Maintenance” screen as shown below



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

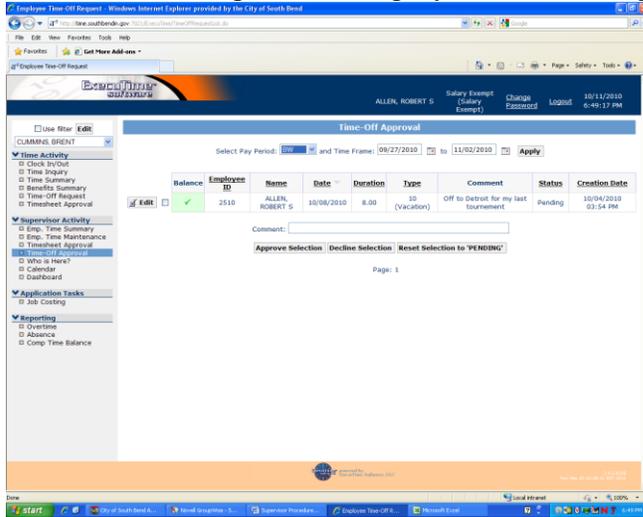
# ExecuTime Payroll Supervisor Procedures for Teamsters 10/19/10

## To Approve Time Off Request

Login to ExecuTime

Click “Time-Off Approval” on the left side

ExecuTime will open the “Employee Time-Off Approval” screen, as shown below



Select appropriate time period (choose end date several months away in order to pick up all requests).

Click “Approve Selection” or “Decline Selection”

# ExecuTime Payroll Supervisor Procedures for Teamsters 10/19/10

## To Check Benefits

Login to ExecuTime

Click “Benefits Summary” on the left side

Choose employee name at the top

The screenshot shows the ExecuTime web application interface. At the top, there is a header with the ExecuTime logo and user information: Price, Penny; Salary Exempt (Salary Exempt); Change Password; Logout; 9/13/2010 5:51:41 PM. Below the header is a navigation menu with options like Use filter, Edit, and a dropdown menu for ALLEN ROBERT S. The main content area displays a table titled "Benefits Summary" with columns for Total, Approved, Pending, Declined, and History. The table lists several benefit types with their descriptions, accrual types, current balances, and approved/pending amounts. Each row has a "View History" link.

Benefit Type	Benefit Description	Acc. Type	Current Balance	Approved	Pending	Declined	Used	Remaining	
08	Sick Time	Pay Period	562.64	27.00	0.00	0.00	0.00	535.64	<a href="#">View History</a>
10	Vacation	Pay Period	152.00	32.00	24.00	0.00	0.00	96.00	<a href="#">View History</a>
14	Comp Time Taken - Non-Exempt	Pay Period	34.50	0.00	0.00	0.00	0.00	34.50	<a href="#">View History</a>
20	Floating Holiday	Year	8.00	0.00	0.00	0.00	0.00	8.00	<a href="#">View History</a>
U3	Comp Time Taken - Exempt	Pay Period	34.50	0.00	0.00	0.00	0.00	34.50	<a href="#">View History</a>

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.

**ExecuTime Payroll**  
**Supervisor Procedures for Teamsters**  
**10/19/10**

**To Enroll or Delete employees in the Time Clock**

Login to Time Clock

Press "Enroll Employee"

Type in Employee Number

Press appropriate "F" key to Enroll or Delete

Employee should place finger on biometric reader

Screen will say "Employee Enrolled"

Press "CLR" to finish

To enroll multiple employees, do not press "CLR"

Instead, backspace to clear out employee number

Type in new Employee Number

Press appropriate "F" key to Enroll or Delete

Employee should place finger on biometric reader

Screen will say "Employee Enrolled"

Backspace to clear out employee number

Continue as needed

**Other**

Notify payroll department (at the same time you notify Teamsters) when winter/summer schedules change

Notify payroll department when employee shows schedule violations, but is clocking in/out within grace periods. This indicates that the employee has been set up with the wrong schedule.