We’re Ready, You’re Set

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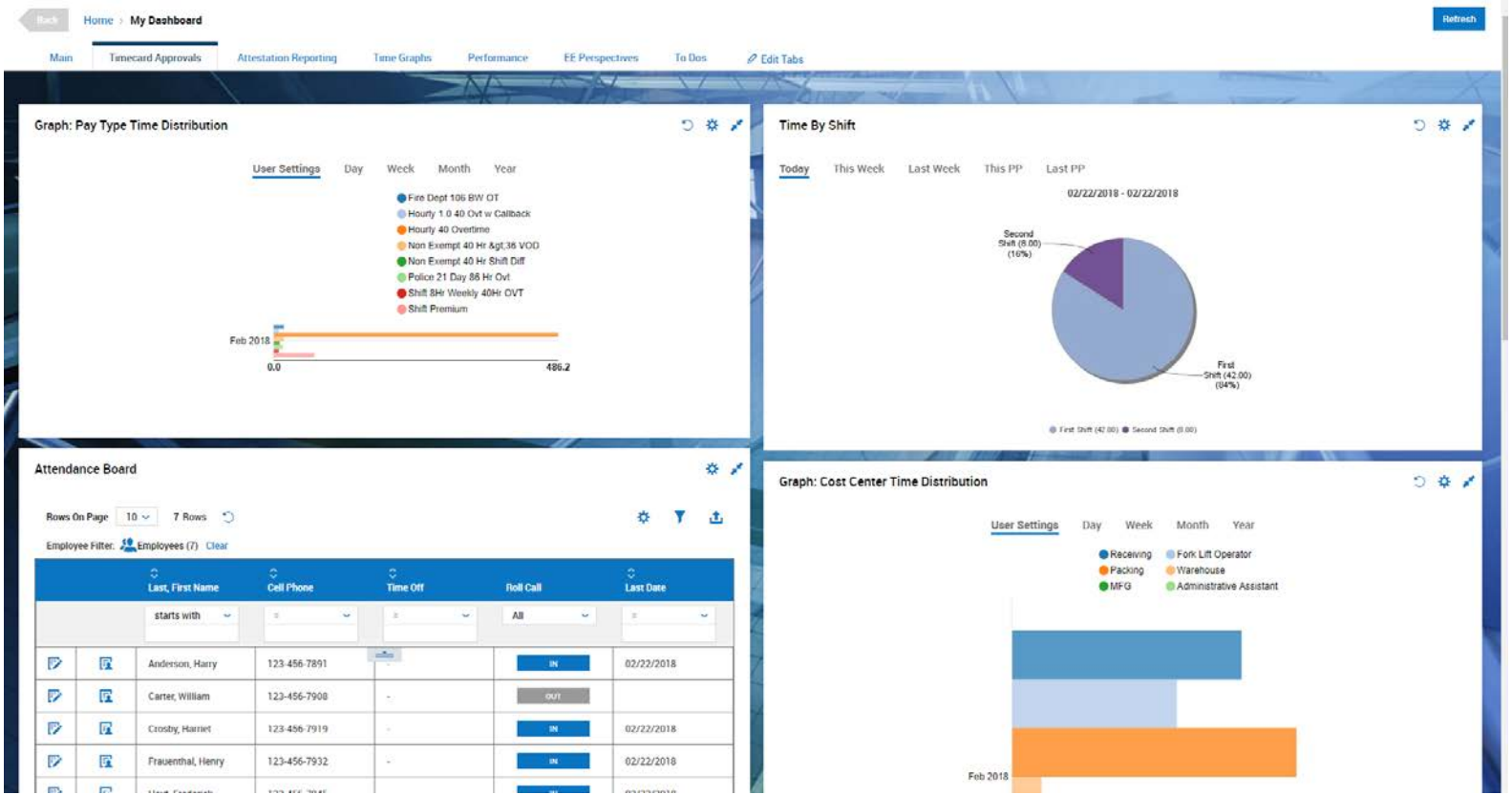
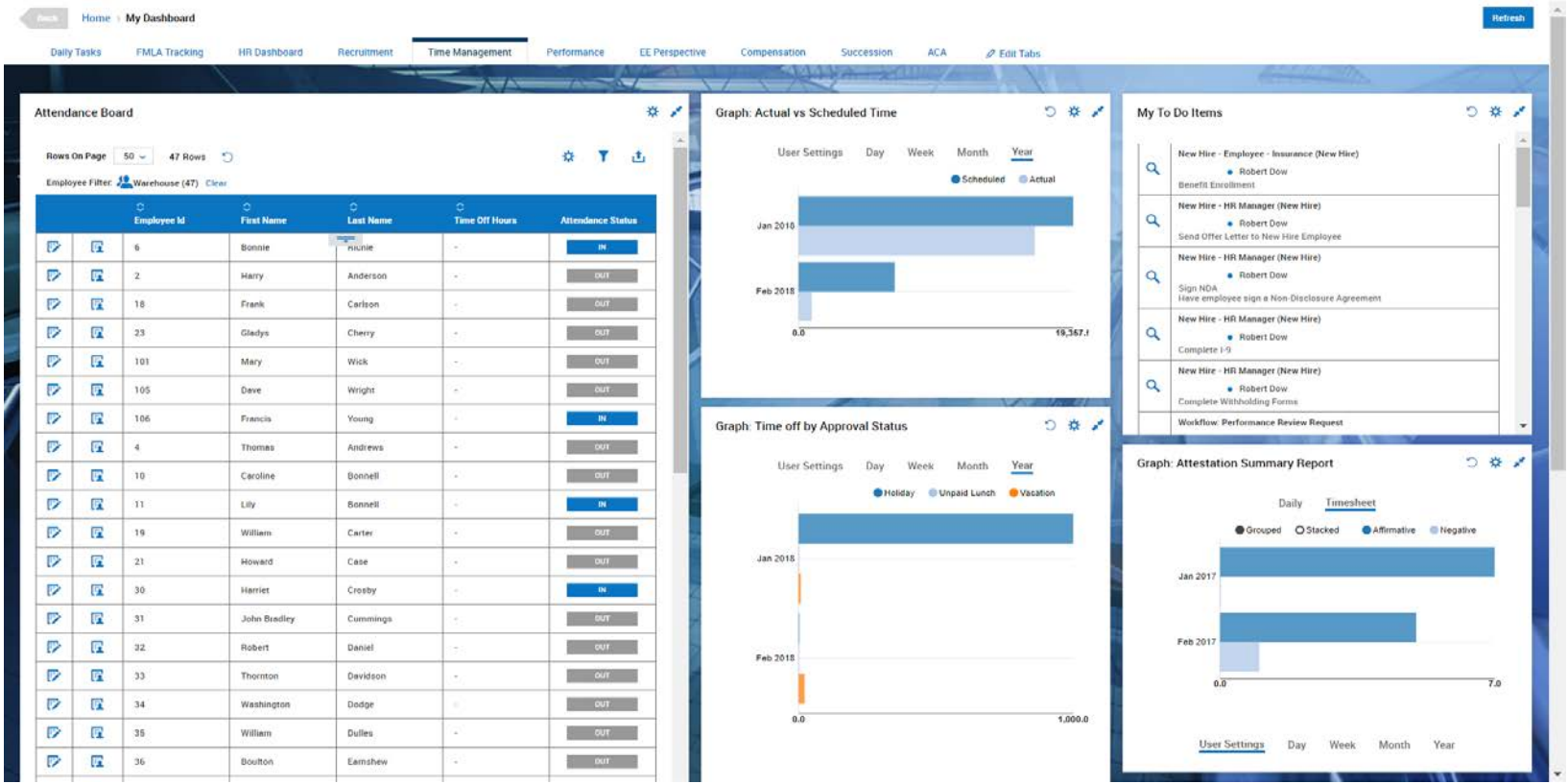
Time Keeping

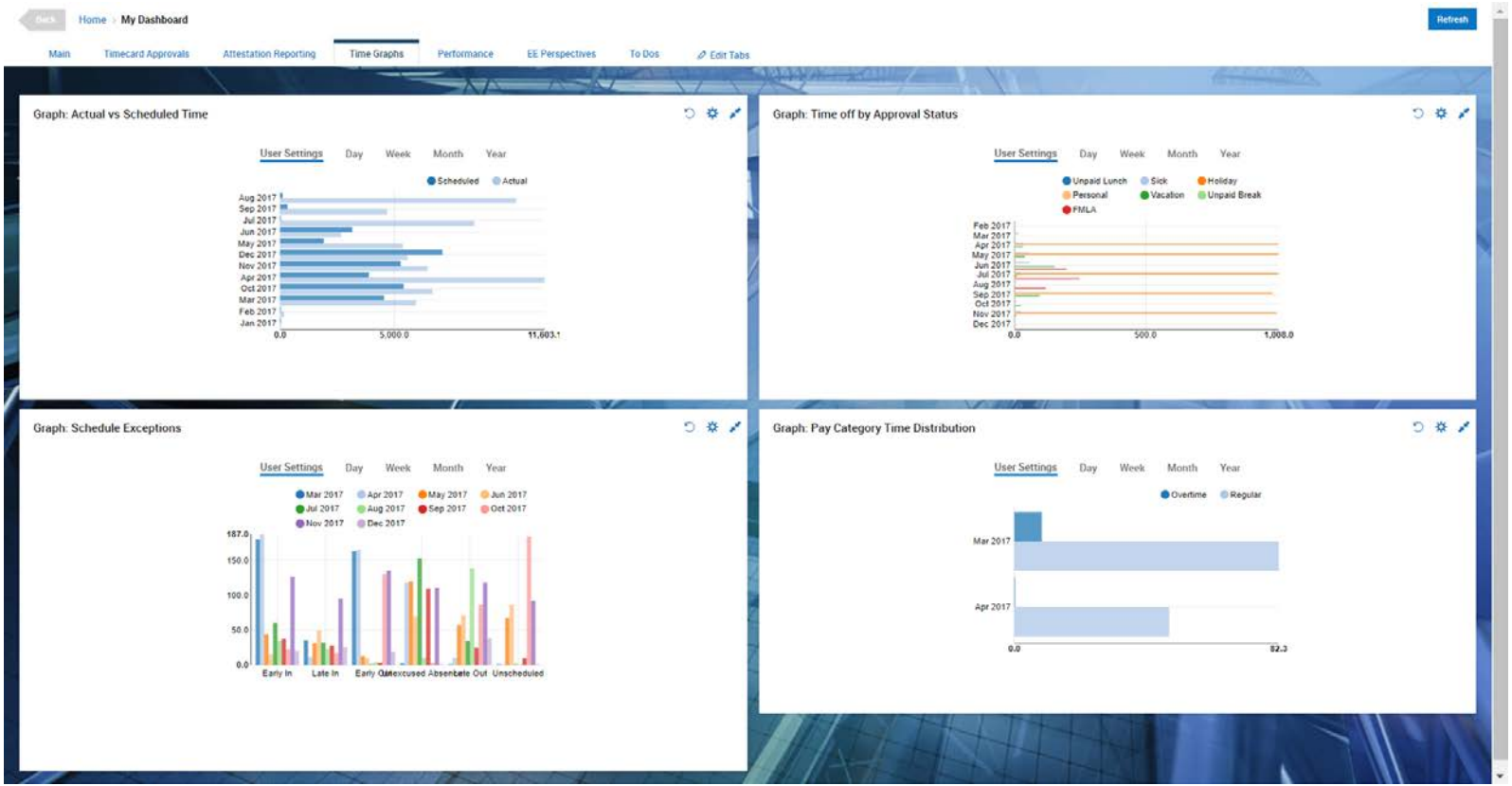
Dashboard


Back
Home › My Dashboard
Refresh
Main
Timecard Approvals
Attestation Reporting
Time Graphs
Performance
EE Perspectives
To Dos
Edit Tabs
Graph: Pay Type Time Distribution
User Settings
Day
Week
Month
Year
Fire Dept 106 BW OT
Hourly 1.0 40 Ovt w Callback
Hourly 40 Overtime
Non Exempt 40 Hr >36 VOD
Non Exempt 40 Hr Shift Diff
Police 21 Day 86 Hr Ovt
Shift 8Hr Weekly 40Hr OVT
Shift Premium
Feb 2018
0.0
486.2
Time By Shift
Today
This Week
Last Week
This PP
Last PP
02/22/2018 - 02/22/2018
Second Shift (8.00) (16%)
First Shift (42.00) (84%)
Attendance Board
Rows On Page
10
7 Rows
Employee Filter:
Employees (7)
Clear
Last, First Name
Cell Phone
Time Off
Roll Call
Last Date
starts with
All
Anderson, Harry
123-456-7891
IN
02/22/2018
Carter, William
123-456-7908
OUT
Crosby, Harriet
123-456-7919
IN
02/22/2018
Frauenthal, Henry
123-456-7932
IN
02/22/2018
Graph: Cost Center Time Distribution
User Settings
Day
Week
Month
Year
Receiving
Fork Lift Operator
Packing
Warehouse
MFG
Administrative Assistant
Feb 2018

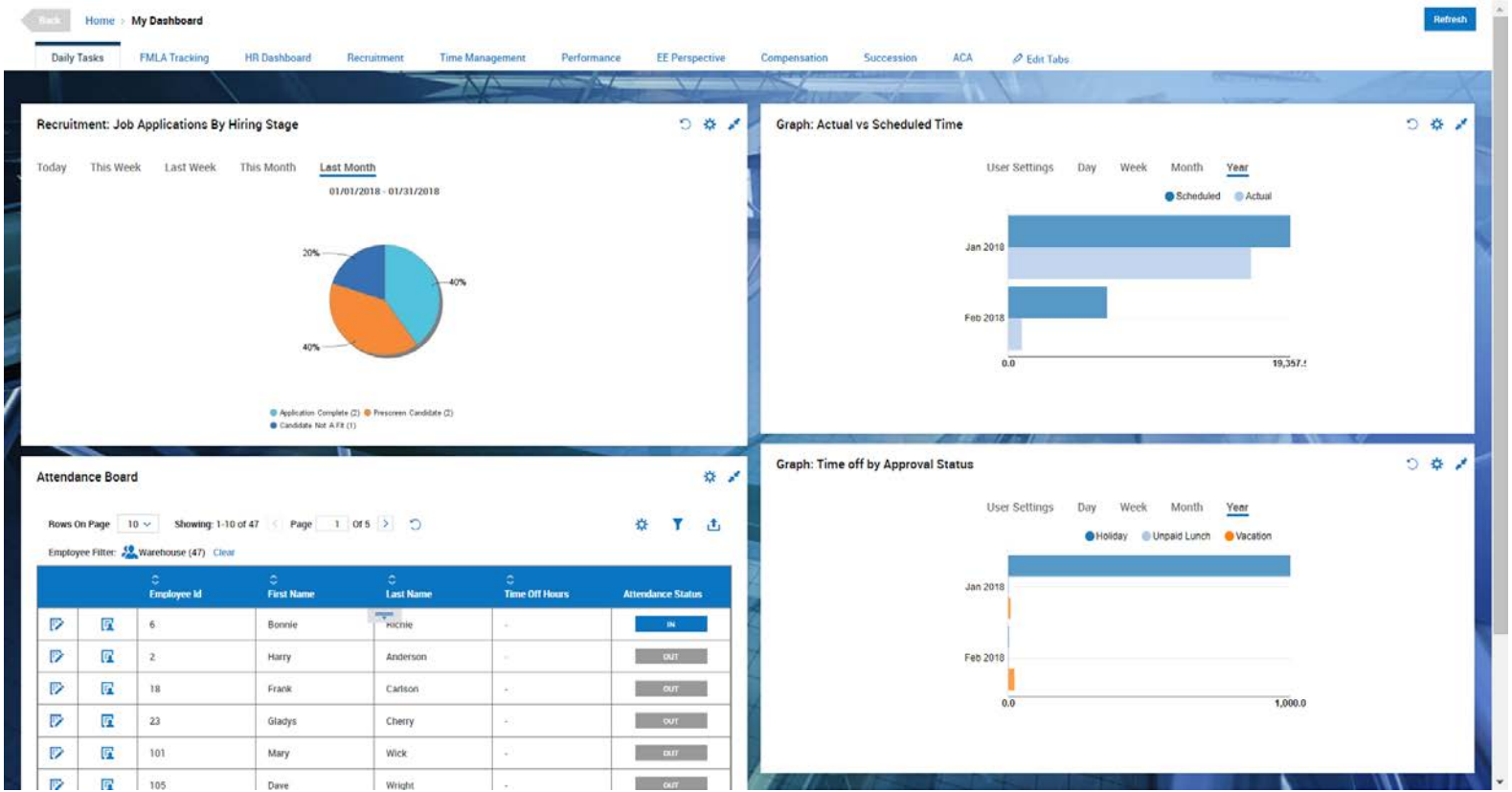
Dashboard


Home
My Dashboard
Refresh
Daily Tasks
FMLA Tracking
HR Dashboard
Recruitment
Time Management
Performance
EE Perspective
Compensation
Succession
ACA
Edit Tabs
Attendance Board
Rows On Page 50
47 Rows
Employee Filter: Warehouse (47) Clear
Employee Id
First Name
Last Name
Time Off Hours
Attendance Status
Graph: Actual vs Scheduled Time
User Settings
Day
Week
Month
Year
Scheduled
Actual
Jan 2018
Feb 2018
0.0
19,367.1
My To Do Items
New Hire - Employee - Insurance (New Hire)
Robert Dow
Benefit Enrollment
New Hire - HR Manager (New Hire)
Robert Dow
Send Offer Letter to New Hire Employee
New Hire - HR Manager (New Hire)
Robert Dow
Sign NDA
Have employee sign a Non-Disclosure Agreement
New Hire - HR Manager (New Hire)
Robert Dow
Complete I-9
New Hire - HR Manager (New Hire)
Robert Dow
Complete Withholding Forms
Workflow: Performance Review Request
Graph: Time off by Approval Status
User Settings
Day
Week
Month
Year
Holiday
Unpaid Lunch
Vacation
Jan 2018
Feb 2018
0.0
1,000.0
Graph: Attestation Summary Report
Daily
Timesheet
Grouped
Stacked
Affirmative
Negative
Jan 2017
Feb 2017
0.0
7.0
User Settings
Day
Week
Month
Year

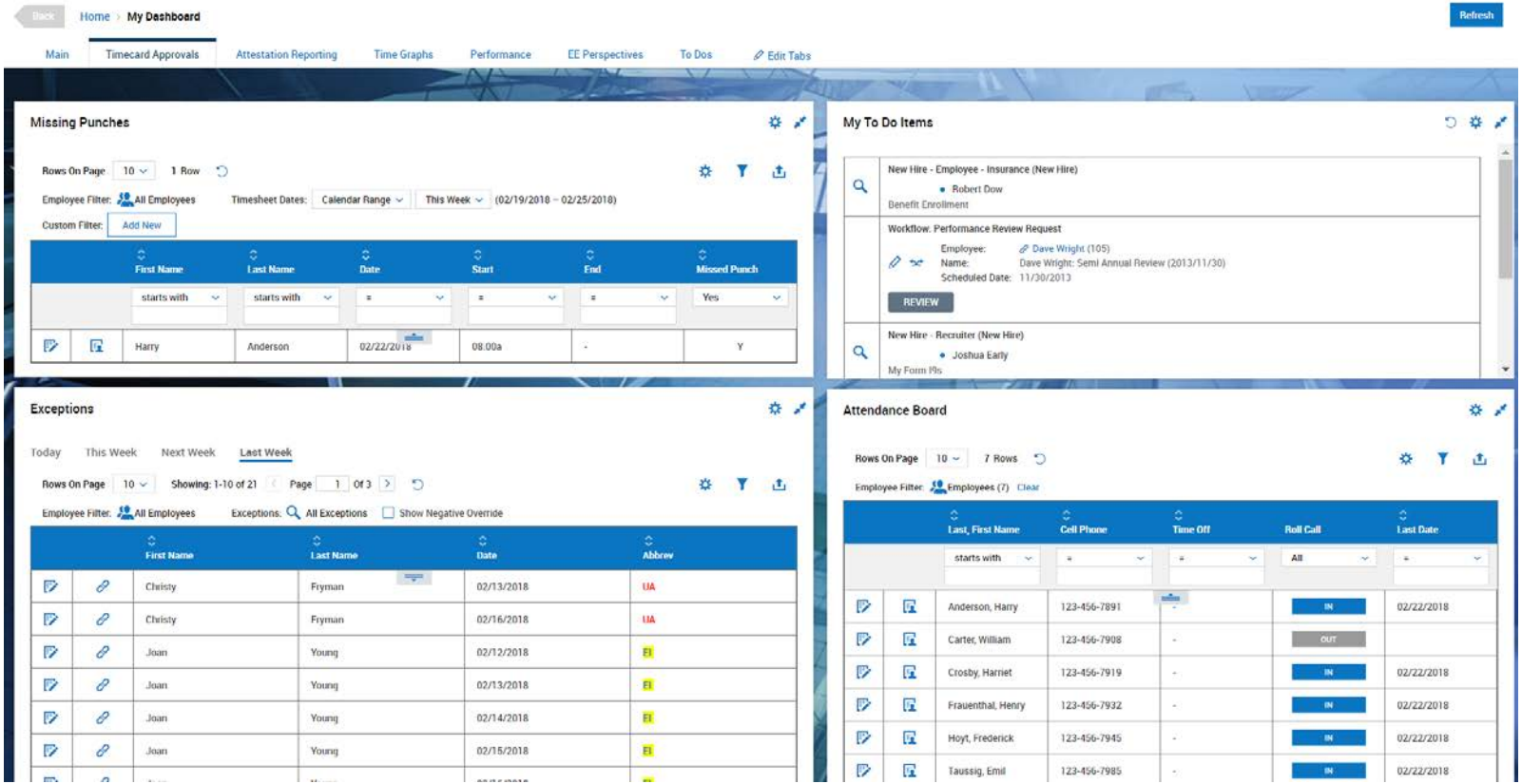
Dashboard


Back
Home
My Dashboard
Refresh
Main
Timecard Approvals
Attestation Reporting
Time Graphs
Performance
EE Perspectives
To Dos
Edit Tabs
Graph: Actual vs Scheduled Time
User Settings
Day
Week
Month
Year
Scheduled
Actual
Aug 2017
Sep 2017
Jul 2017
Jun 2017
May 2017
Dec 2017
Nov 2017
Apr 2017
Oct 2017
Mar 2017
Feb 2017
Jan 2017
0.0
5,000.0
11,603.1
Graph: Time off by Approval Status
User Settings
Day
Week
Month
Year
Unpaid Lunch
Sick
Holiday
Personal
Vacation
Unpaid Break
FMLA
Feb 2017
Mar 2017
Apr 2017
May 2017
Jun 2017
Jul 2017
Aug 2017
Sep 2017
Oct 2017
Nov 2017
Dec 2017
0.0
500.0
1,000.0
Graph: Schedule Exceptions
User Settings
Day
Week
Month
Year
Mar 2017
Apr 2017
May 2017
Jun 2017
Jul 2017
Aug 2017
Sep 2017
Oct 2017
Nov 2017
Dec 2017
187.0
150.0
100.0
50.0
0.0
Early In
Late In
Early Out
Unexcused Absence
Late Out
Unscheduled
Graph: Pay Category Time Distribution
User Settings
Day
Week
Month
Year
Overtime
Regular
Mar 2017
Apr 2017
0.0
82.3

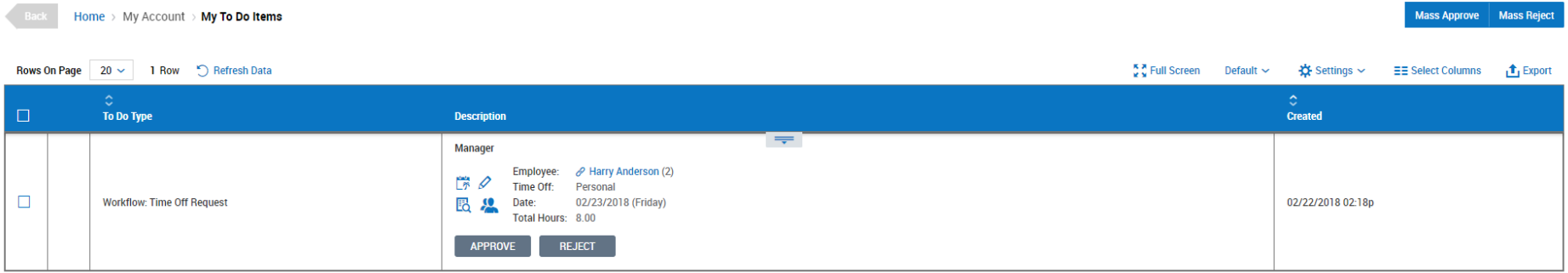
Dashboard


Back
Home
My Dashboard
Refresh
Daily Tasks
FMLA Tracking
HR Dashboard
Recruitment
Time Management
Performance
EE Perspective
Compensation
Succession
ACA
Edit Tabs
Recruitment: Job Applications By Hiring Stage
Today
This Week
Last Week
This Month
Last Month
01/01/2018 - 01/31/2018
20%
40%
40%
Application Complete (2)
Prescreen Candidate (2)
Candidate Not A Fit (1)
Graph: Actual vs Scheduled Time
User Settings
Day
Week
Month
Year
Scheduled
Actual
Jan 2018
Feb 2018
0.0
19,357.
Attendance Board
Rows On Page
10
Showing: 1-10 of 47
Page
1
Of 5
Employee Filter:
Warehouse (47)
Clear
Employee Id
First Name
Last Name
Time Off Hours
Attendance Status
6
Bonnie
Richie
IN
2
Harry
Anderson
OUT
18
Frank
Carlson
OUT
23
Gladys
Cherry
OUT
101
Mary
Wick
OUT
105
Dave
Wright
OUT
Graph: Time off by Approval Status
User Settings
Day
Week
Month
Year
Holiday
Unpaid Lunch
Vacation
Jan 2018
Feb 2018
0.0
1,000.0

Dashboard


Back
Home
My Dashboard
Refresh
Main
Timecard Approvals
Attestation Reporting
Time Graphs
Performance
EE Perspectives
To Dos
Edit Tabs
Missing Punches
Rows On Page 10 1 Row
Employee Filter: All Employees
Timesheet Dates: Calendar Range This Week (02/19/2018 - 02/25/2018)
Custom Filter: Add New
First Name
Last Name
Date
Start
End
Missed Punch
starts with
starts with
=
=
=
Yes
Harry
Anderson
02/22/2018
08:00a
-
Y
My To Do Items
New Hire - Employee - Insurance (New Hire)
Robert Dow
Benefit Enrollment
Workflow: Performance Review Request
Employee: Dave Wright (105)
Name: Dave Wright: Semi Annual Review (2013/11/30)
Scheduled Date: 11/30/2013
REVIEW
New Hire - Recruiter (New Hire)
Joshua Early
My Form PIs
Exceptions
Today
This Week
Next Week
Last Week
Rows On Page 10 Showing: 1-10 of 21 Page 1 Of 3
Employee Filter: All Employees
Exceptions: All Exceptions
Show Negative Override
First Name
Last Name
Date
Abbrev
Christy
Fryman
02/13/2018
UA
Christy
Fryman
02/16/2018
UA
Joan
Young
02/12/2018
EI
Joan
Young
02/13/2018
EI
Joan
Young
02/14/2018
EI
Joan
Young
02/15/2018
EI
Attendance Board
Rows On Page 10 7 Rows
Employee Filter: Employees (7) Clear
Last, First Name
Cell Phone
Time Off
Roll Call
Last Date
starts with
All
Anderson, Harry
123-456-7891
IN
02/22/2018
Carter, William
123-456-7908
OUT
Crosby, Harriet
123-456-7919
IN
02/22/2018
Frauenthal, Henry
123-456-7932
IN
02/22/2018
Hoyt, Frederick
123-456-7945
IN
02/22/2018
Taussig, Emil
123-456-7985
IN
02/22/2018

Time-off request



Weekly schedule

Back | Home › Manage Time › Scheduling › **Weekly Schedule**

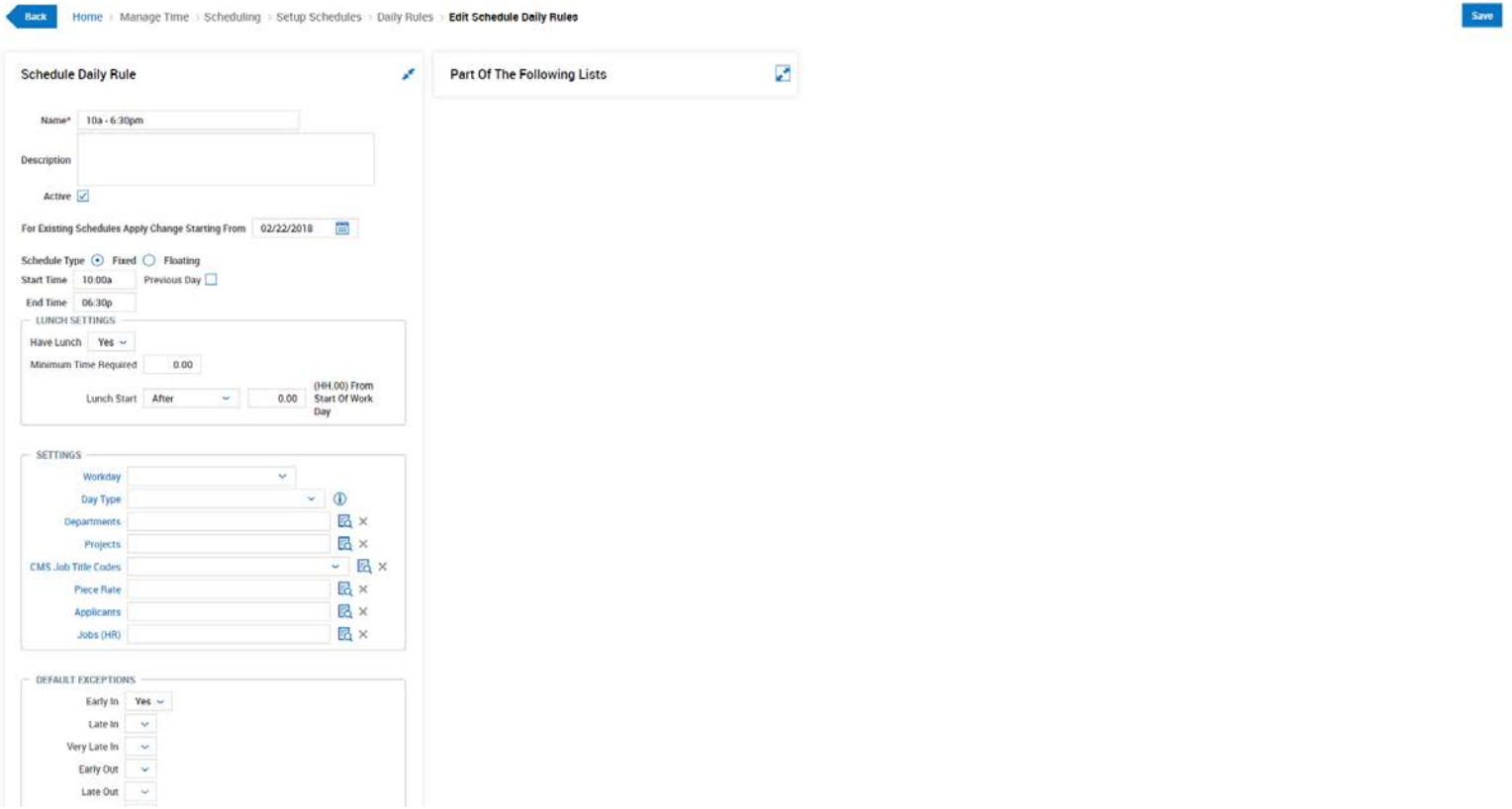
Refresh | Add Schedules | Replace Schedules | ...

Rows On Page 10 | 6 Rows | Refresh Data | Full Screen | MFG Sch View T... | Settings | Filter | Select Columns | Export

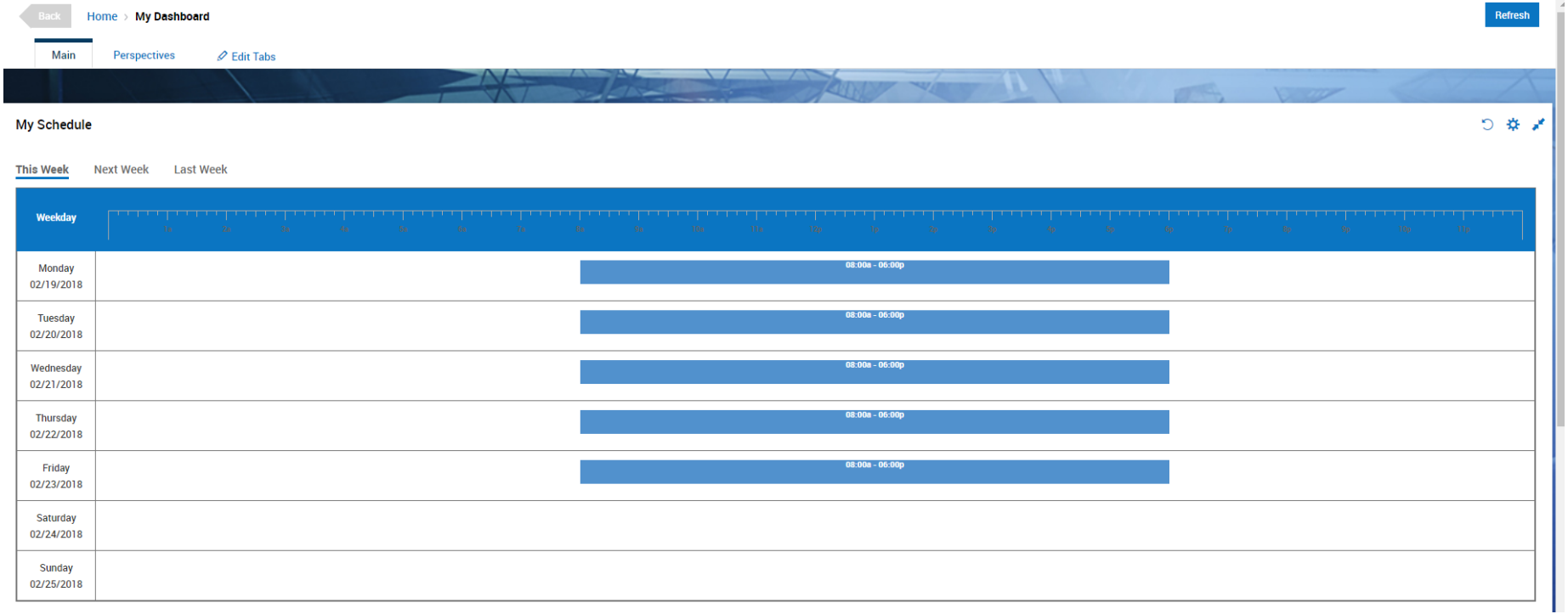
Employee Filter: All Employees | Date Range: Calendar Range | This Week | (02/19/2018 – 02/25/2018) | Extra Settings: ☑ Show Time Off ☐ Show Cost Center Name ☐ Show Cost Center Path ☑ Highlight Last Opened Schedule ☐ Group by Scheduled Cost Center ☐ Show Headcount

☐ All ☐ Page			Departments(Business Unit)	Departments(Department)	Last, First Name	Schedule Mon Feb 19	Schedule Tue Feb 20	Schedule Wed Feb 21	Schedule Thu Feb 22	Schedule Fri Feb 23	Schedule Sat Feb 24	Schedule Sun Feb 25	Total Worked Time	Total Sch. Time
			starts with Production	=	starts with	=	=	=	=	=	=	=	=	=
☐	🔗	✎	Production	Machinist I	Clifford, George Quincy	7AM - 330PM	7AM - 330PM	7AM - 330PM	7AM - 330PM	7AM - 330PM			34.00	4
☐	🔗	✎	Production	Sheet Metal Operator	Kent, Edward	7AM - 330PM	7AM - 330PM	7AM - 330PM	7AM - 330PM	7AM - 330PM			32.00	4
☐	🔗	✎	Production	Sheet Metal Operator	Moch, Pkdtp	7AM - 330PM	7AM - 330PM	7AM - 330PM	7AM - 330PM	7AM - 330PM			32.00	4
☐	🔗	✎	Production	ISO 9001 Inspector	White, Percival	7AM - 330PM	7AM - 330PM	7AM - 330PM	7AM - 330PM	7AM - 330PM			32.00	4
☐	🔗	✎	Production	Casting & Molding Op	Willard, Constance	7AM - 330PM	7AM - 330PM	7AM - 330PM	7AM - 330PM	7AM - 330PM			32.00	4
☐	🔗	✎	Production	Line Operator	Woolner, Hugh	7AM - 330PM	7AM - 330PM	7AM - 330PM	7AM - 330PM	7AM - 330PM			32.00	4
Total						51.00	51.00	51.00	51.00	51.00	0.00	0.00	194.00	25

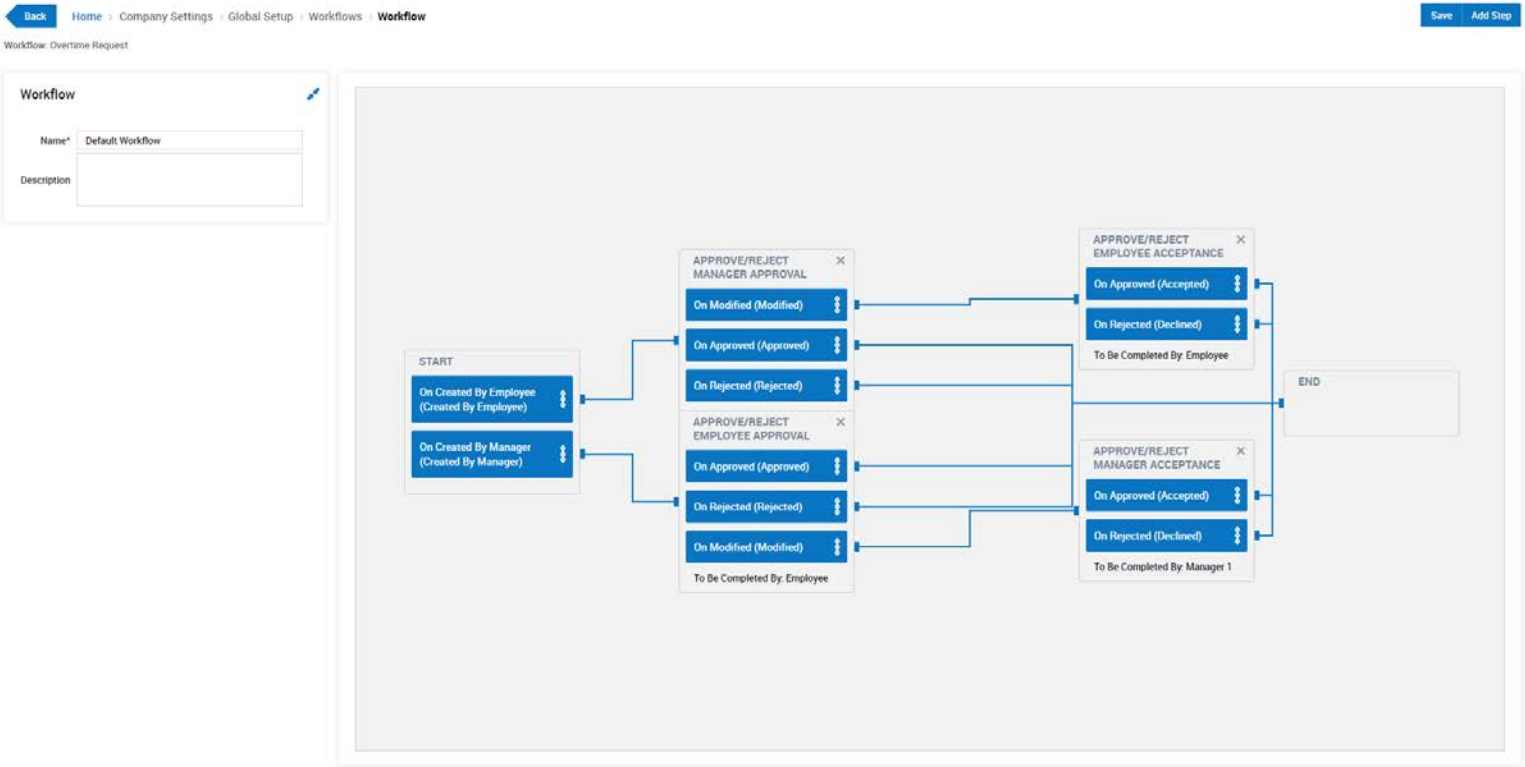
Schedule daily rules



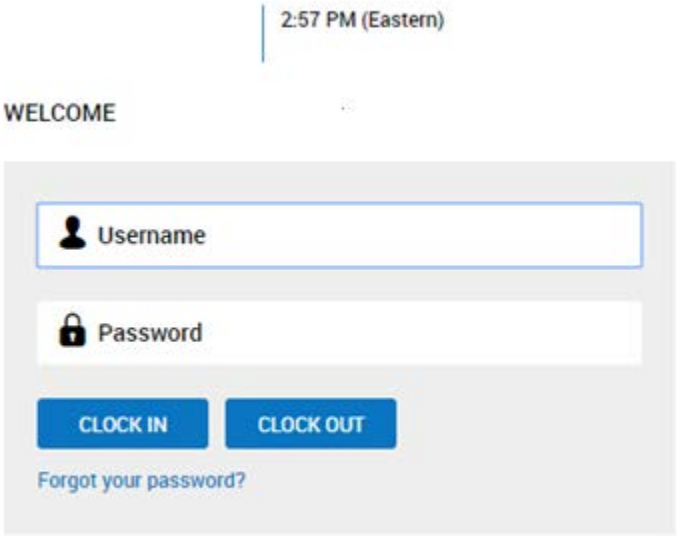
Employee schedule view



Workflow – overtime request



Employee clock in/out



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Accruals

Accrual balances

Balances

	TIME OFF	ACCRUED TO		CURRENT ACCRUED	TAKEN	CURRENT BALANCE	SCH	PENDING APPROVAL
	Personal	01/02/2019	Hrs: Days:	40.04 5.01	0.00 0.00	40.04 5.01	0.00 0.00	0.00 0.00
01/02/2018 - 01/02/2019								
	Sick	01/01/2019	Hrs: Days:	128.08 16.01	0.00 0.00	128.08 16.01	0.00 0.00	0.00 0.00
01/01/2018 - 01/01/2019								
	Vacation	01/01/2019	Hrs: Days:	136.08 17.01	30.00 3.75	106.08 13.26	0.00 0.00	0.00 0.00
01/01/2018 - 01/01/2019								

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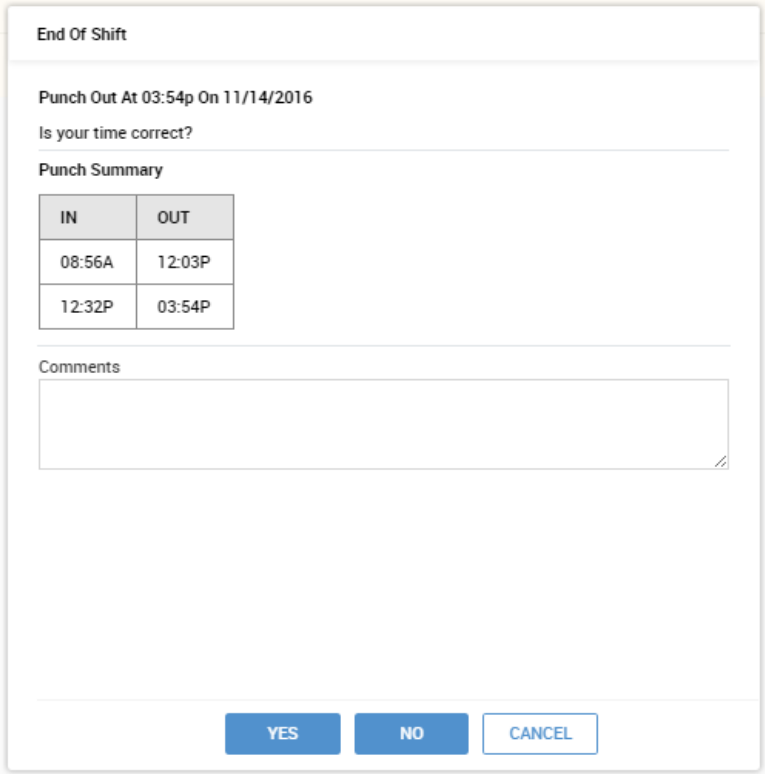
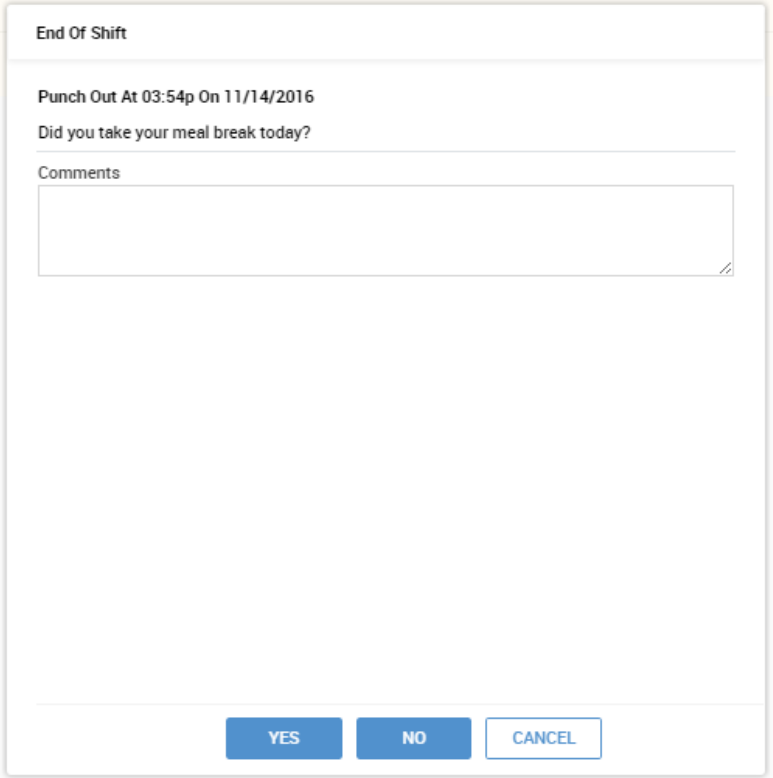
Attestation

Timesheet clock prompts

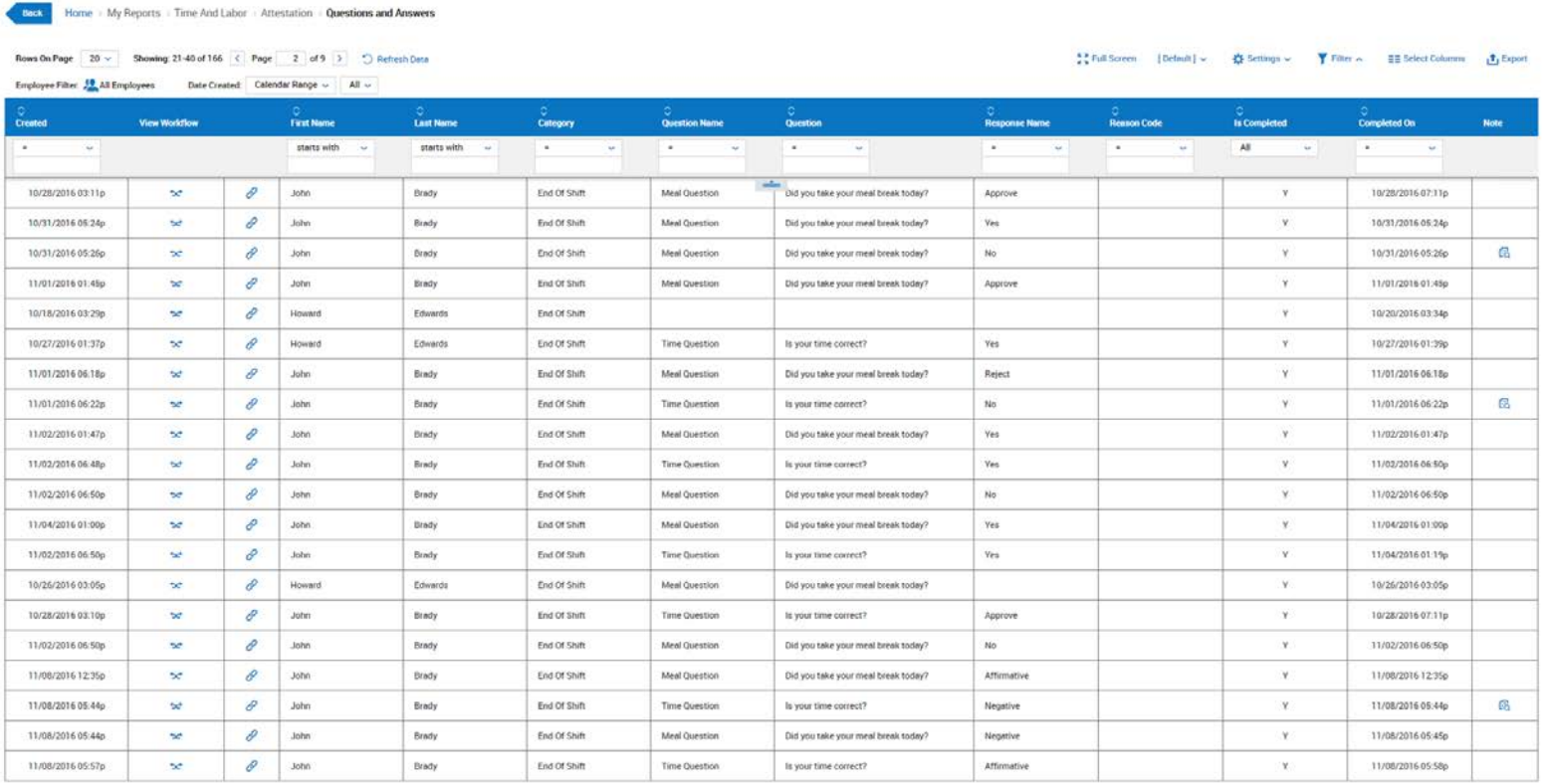




InTouch prompt: meal/break

InTouch prompt: hours/time

Attestation questions and answers report



Back | Home | My Reports | Time And Labor | Attestation | Questions and Answers

Rows On Page: 20 | Showing: 21-40 of 166 | Page: 2 of 9 | Refresh Data | Full Screen | [Default] | Settings | Filter | Select Columns | Export

Employee Filter: All Employees | Date Created: Calendar Range | All

Created	View Workflow		First Name	Last Name	Category	Question Name	Question	Response Name	Reason Code	Is Completed	Completed On	Note
			starts with	starts with						All		
10/28/2016 03:11p			John	Brady	End Of Shift	Meal Question	Did you take your meal break today?	Approve		Y	10/28/2016 07:11p	
10/31/2016 05:24p			John	Brady	End Of Shift	Meal Question	Did you take your meal break today?	Yes		Y	10/31/2016 05:24p	
10/31/2016 05:26p			John	Brady	End Of Shift	Meal Question	Did you take your meal break today?	No		Y	10/31/2016 05:26p	
11/01/2016 01:48p			John	Brady	End Of Shift	Meal Question	Did you take your meal break today?	Approve		Y	11/01/2016 01:48p	
10/18/2016 03:29p			Howard	Edwards	End Of Shift					Y	10/20/2016 03:34p	
10/27/2016 01:37p			Howard	Edwards	End Of Shift	Time Question	Is your time correct?	Yes		Y	10/27/2016 01:39p	
11/01/2016 06:18p			John	Brady	End Of Shift	Meal Question	Did you take your meal break today?	Reject		Y	11/01/2016 06:18p	
11/01/2016 06:22p			John	Brady	End Of Shift	Time Question	Is your time correct?	No		Y	11/01/2016 06:22p	
11/02/2016 01:47p			John	Brady	End Of Shift	Meal Question	Did you take your meal break today?	Yes		Y	11/02/2016 01:47p	
11/02/2016 06:48p			John	Brady	End Of Shift	Time Question	Is your time correct?	Yes		Y	11/02/2016 06:50p	
11/02/2016 06:50p			John	Brady	End Of Shift	Meal Question	Did you take your meal break today?	No		Y	11/02/2016 06:50p	
11/04/2016 01:00p			John	Brady	End Of Shift	Meal Question	Did you take your meal break today?	Yes		Y	11/04/2016 01:00p	
11/02/2016 06:50p			John	Brady	End Of Shift	Time Question	Is your time correct?	Yes		Y	11/04/2016 01:19p	
10/26/2016 03:05p			Howard	Edwards	End Of Shift	Meal Question	Did you take your meal break today?			Y	10/26/2016 03:05p	
10/28/2016 03:10p			John	Brady	End Of Shift	Time Question	Is your time correct?	Approve		Y	10/28/2016 07:11p	
11/02/2016 06:50p			John	Brady	End Of Shift	Meal Question	Did you take your meal break today?	No		Y	11/02/2016 06:50p	
11/08/2016 12:35p			John	Brady	End Of Shift	Meal Question	Did you take your meal break today?	Affirmative		Y	11/08/2016 12:35p	
11/08/2016 05:44p			John	Brady	End Of Shift	Time Question	Is your time correct?	Negative		Y	11/08/2016 05:44p	
11/08/2016 05:44p			John	Brady	End Of Shift	Meal Question	Did you take your meal break today?	Negative		Y	11/08/2016 05:45p	
11/08/2016 05:57p			John	Brady	End Of Shift	Time Question	Is your time correct?	Affirmative		Y	11/08/2016 05:58p	

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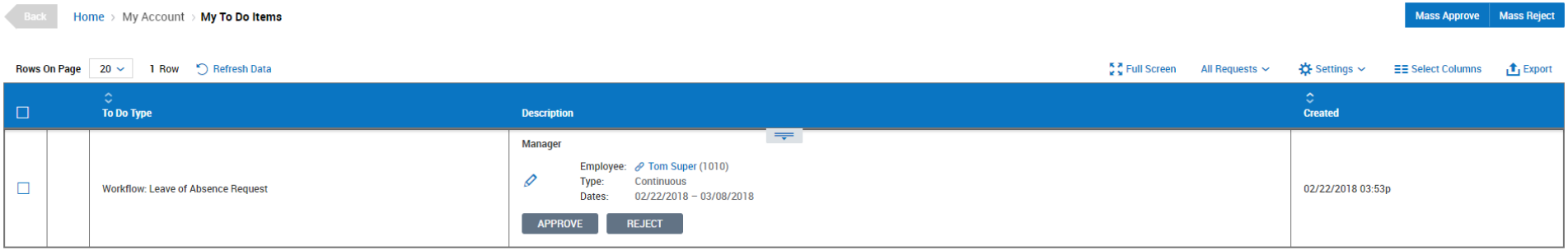
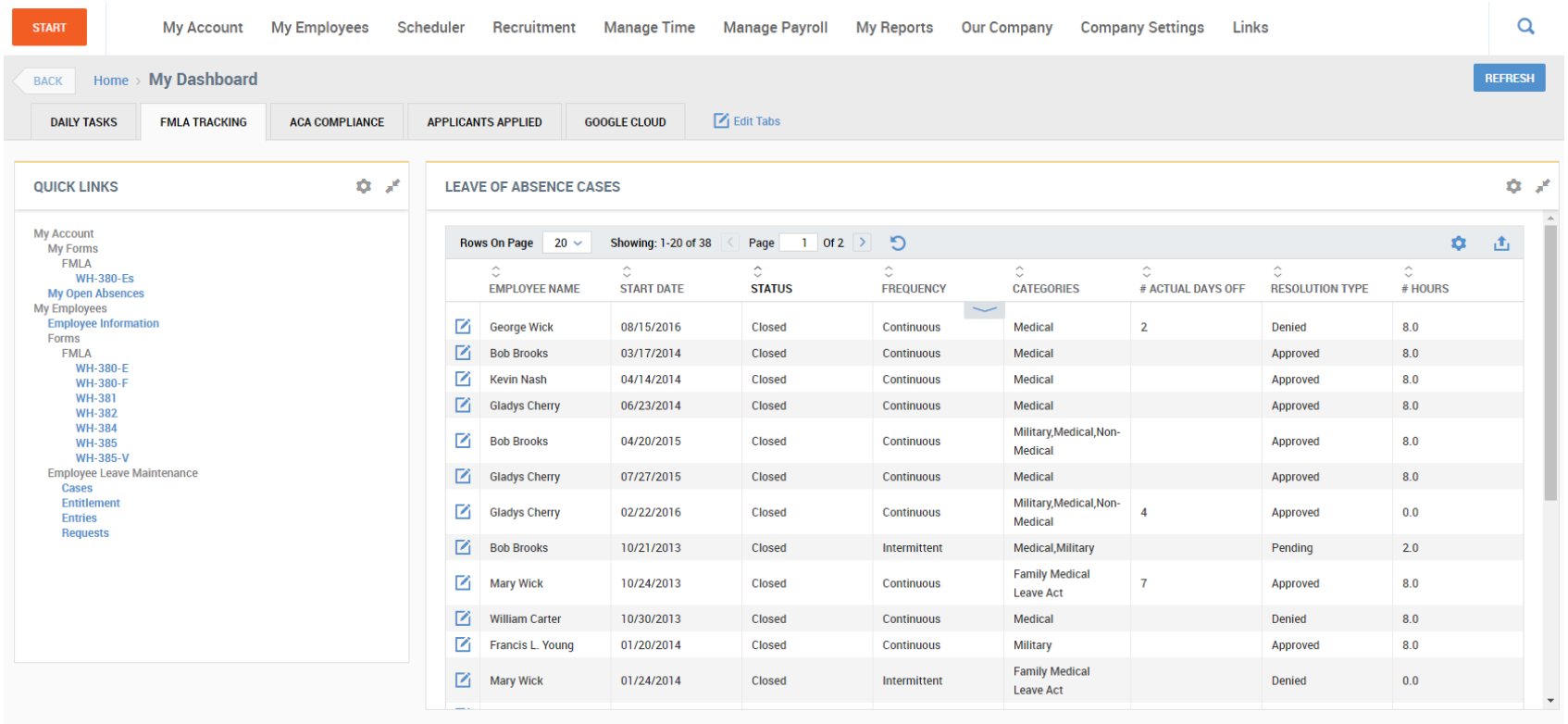
Leave Manager

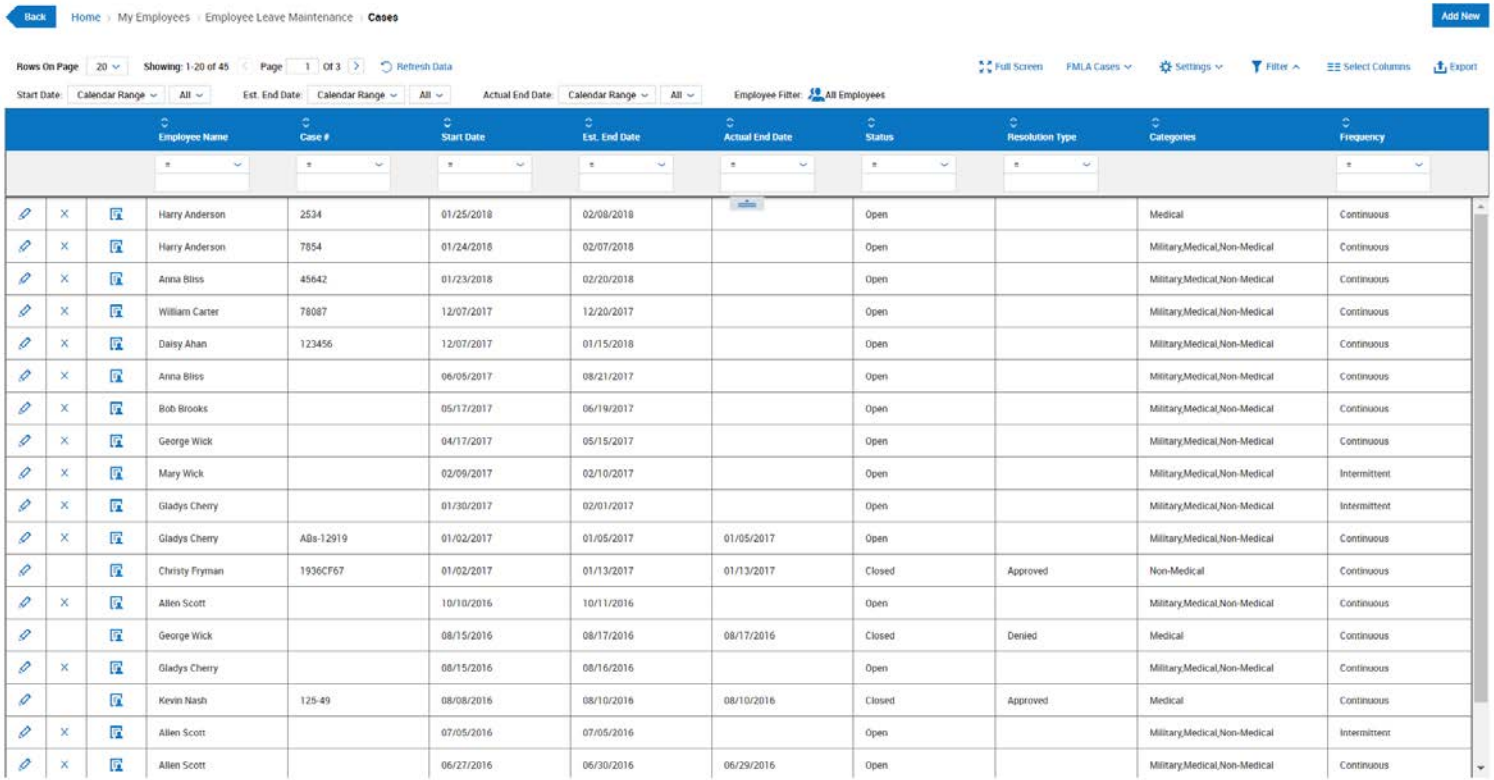
Leave request



Leave dashboard



Leave cases



Employee Name	Case #	Start Date	Est. End Date	Actual End Date	Status	Resolution Type	Categories	Frequency
Harry Anderson	2534	01/25/2018	02/08/2018		Open		Medical	Continuous
Harry Anderson	7854	01/24/2018	02/07/2018		Open		Military,Medical,Non-Medical	Continuous
Anna Bliss	45642	01/23/2018	02/20/2018		Open		Military,Medical,Non-Medical	Continuous
William Carter	78087	12/07/2017	12/20/2017		Open		Military,Medical,Non-Medical	Continuous
Daisy Ahan	123456	12/07/2017	01/15/2018		Open		Military,Medical,Non-Medical	Continuous
Anna Bliss		06/05/2017	08/21/2017		Open		Military,Medical,Non-Medical	Continuous
Bob Brooks		05/17/2017	06/19/2017		Open		Military,Medical,Non-Medical	Continuous
George Wick		04/17/2017	05/15/2017		Open		Military,Medical,Non-Medical	Continuous
Mary Wick		02/09/2017	02/10/2017		Open		Military,Medical,Non-Medical	Intermittent
Gladys Cherry		01/30/2017	02/01/2017		Open		Military,Medical,Non-Medical	Intermittent
Gladys Cherry	ABs-12919	01/02/2017	01/05/2017	01/05/2017	Open		Military,Medical,Non-Medical	Continuous
Christy Fryman	1936CF67	01/02/2017	01/13/2017	01/13/2017	Closed	Approved	Non-Medical	Continuous
Allen Scott		10/10/2016	10/11/2016		Open		Military,Medical,Non-Medical	Continuous
George Wick		08/15/2016	08/17/2016	08/17/2016	Closed	Denied	Medical	Continuous
Gladys Cherry		08/15/2016	08/16/2016		Open		Military,Medical,Non-Medical	Continuous
Kevin Nash	125-49	08/08/2016	08/10/2016	08/10/2016	Closed	Approved	Medical	Continuous
Allen Scott		07/05/2016	07/05/2016		Open		Military,Medical,Non-Medical	Intermittent
Allen Scott		06/27/2016	06/30/2016	06/29/2016	Open		Military,Medical,Non-Medical	Continuous

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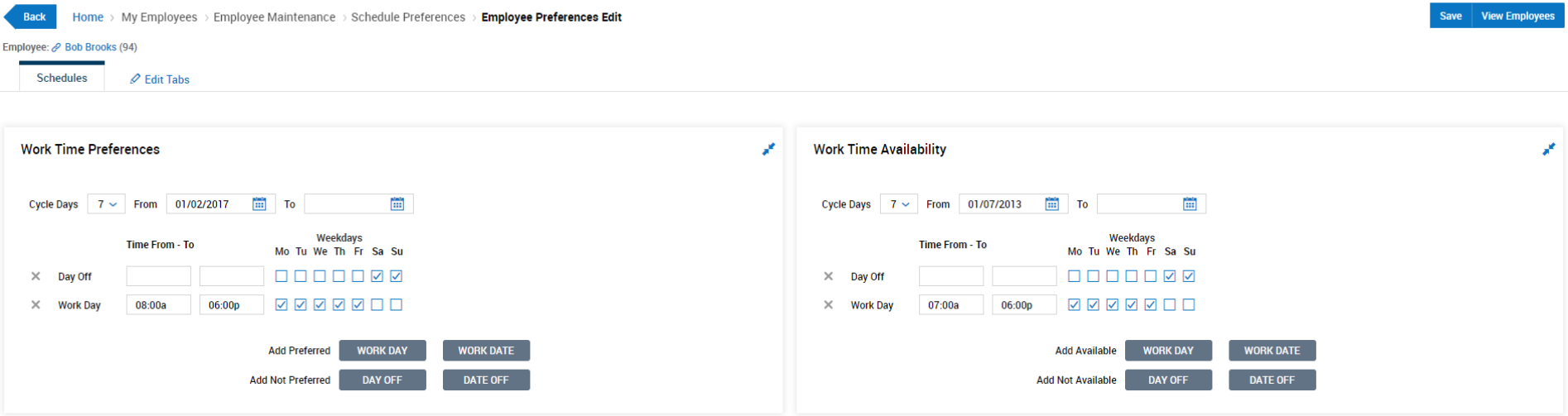
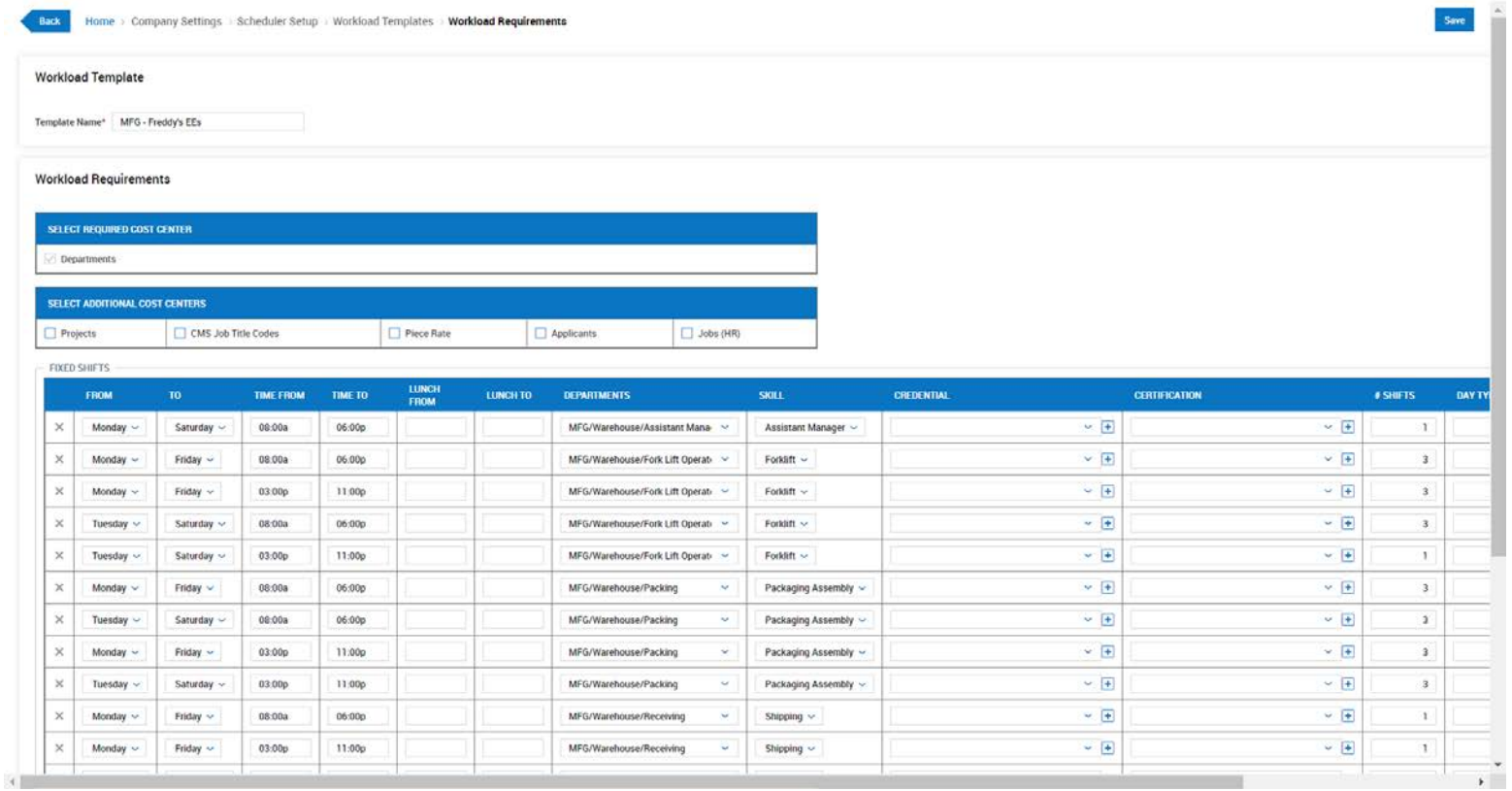
Scheduler

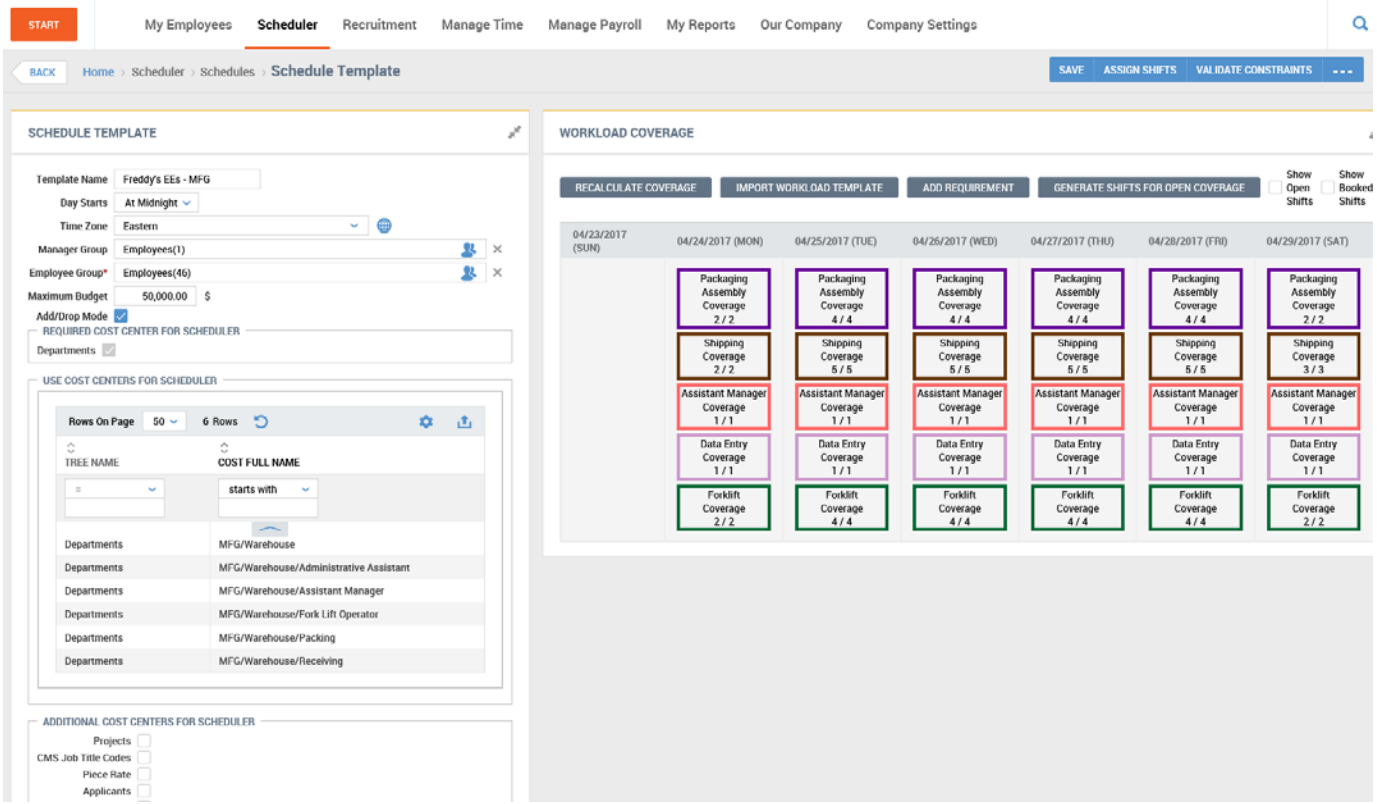
Edit employee availability and preferences



Workload template



Schedule template



Scheduler imports

Back | Home › Company Settings › Imports › Overview › **Import Overview**

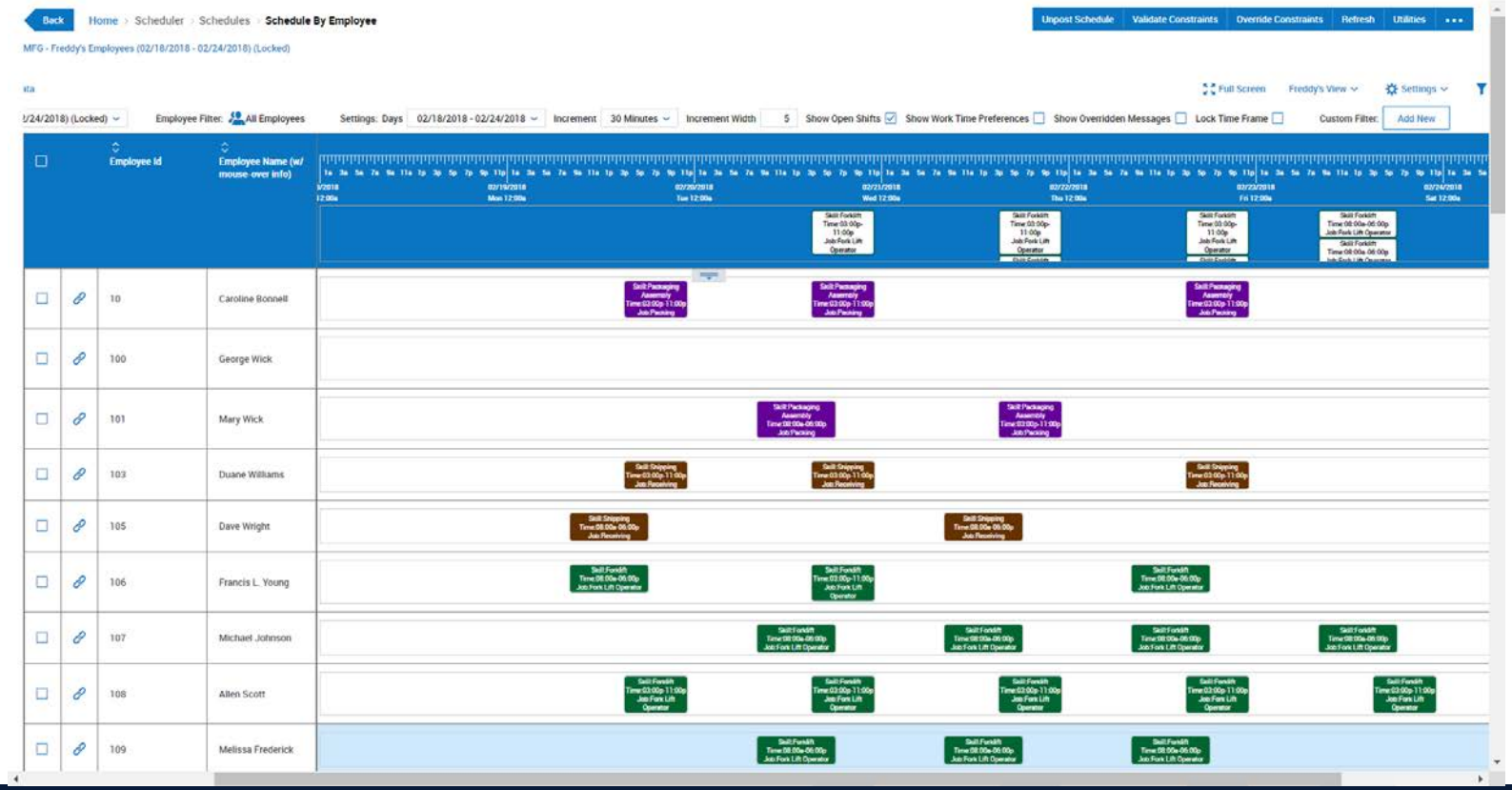
Rows On Page 10 | 104 Rows | Refresh Data | Full Screen | [Default] | Settings | Select Columns | Export

Click here to expand grouped columns

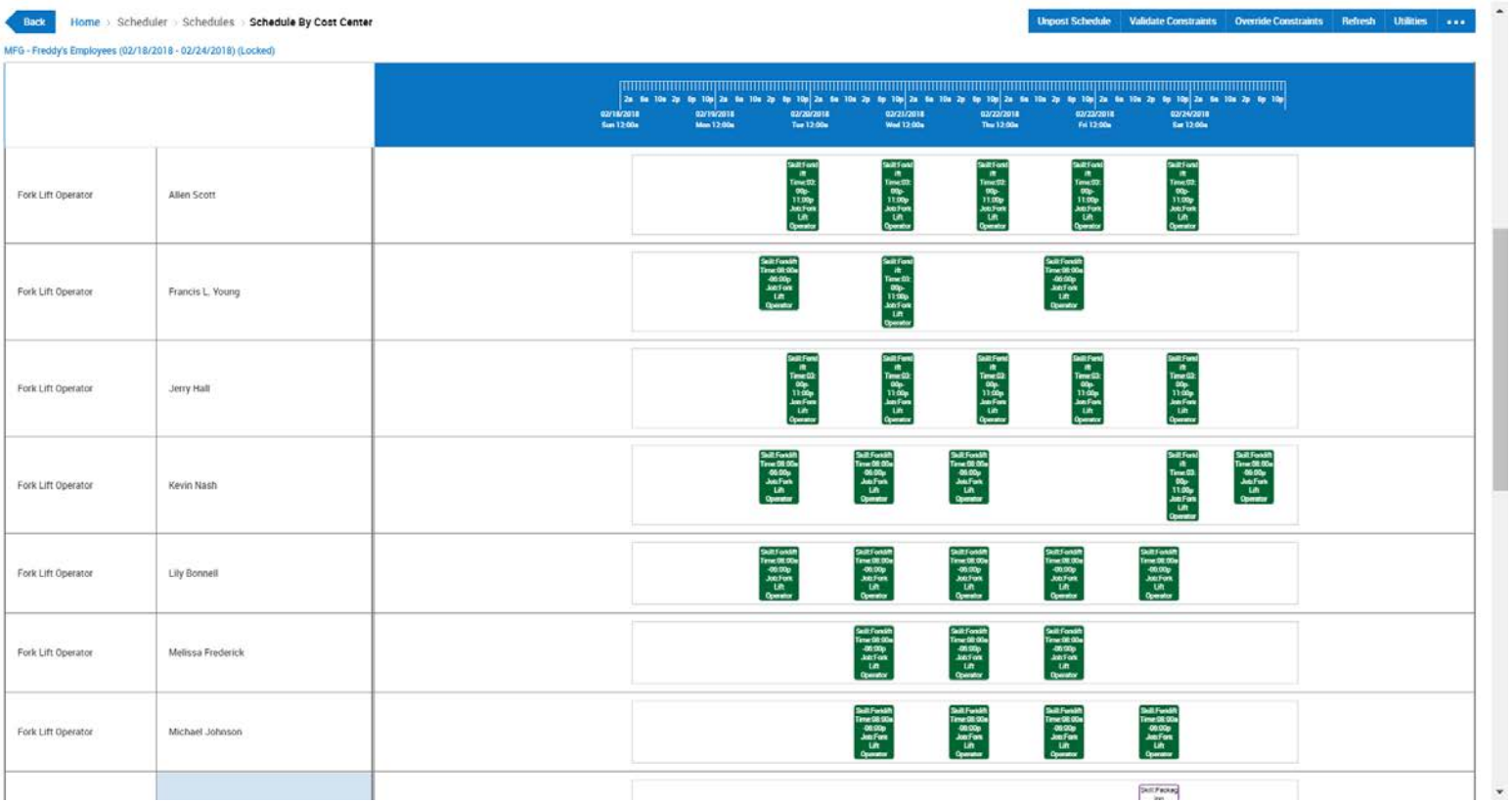
Category: Scheduler | Ungroup

Download	Type of Import	Description
Excel	Managed Scheduled Cost Centers	Import Scheduled Cost Centers
Excel	Schedule Shifts	Import Schedule Shifts
Excel	Scheduled Cost Centers	Import Scheduled Cost Centers
Excel	Staffing Matrix	Import Staffing Matrix
Excel	Template Shifts	Import Template Shifts
Excel	Workload Manager Forecasts	Import Workload Manager Forecast
Excel	Workload Manager Transactions	Import Workload Manager Transaction
Excel	Workload Templates	Import Workload Templates

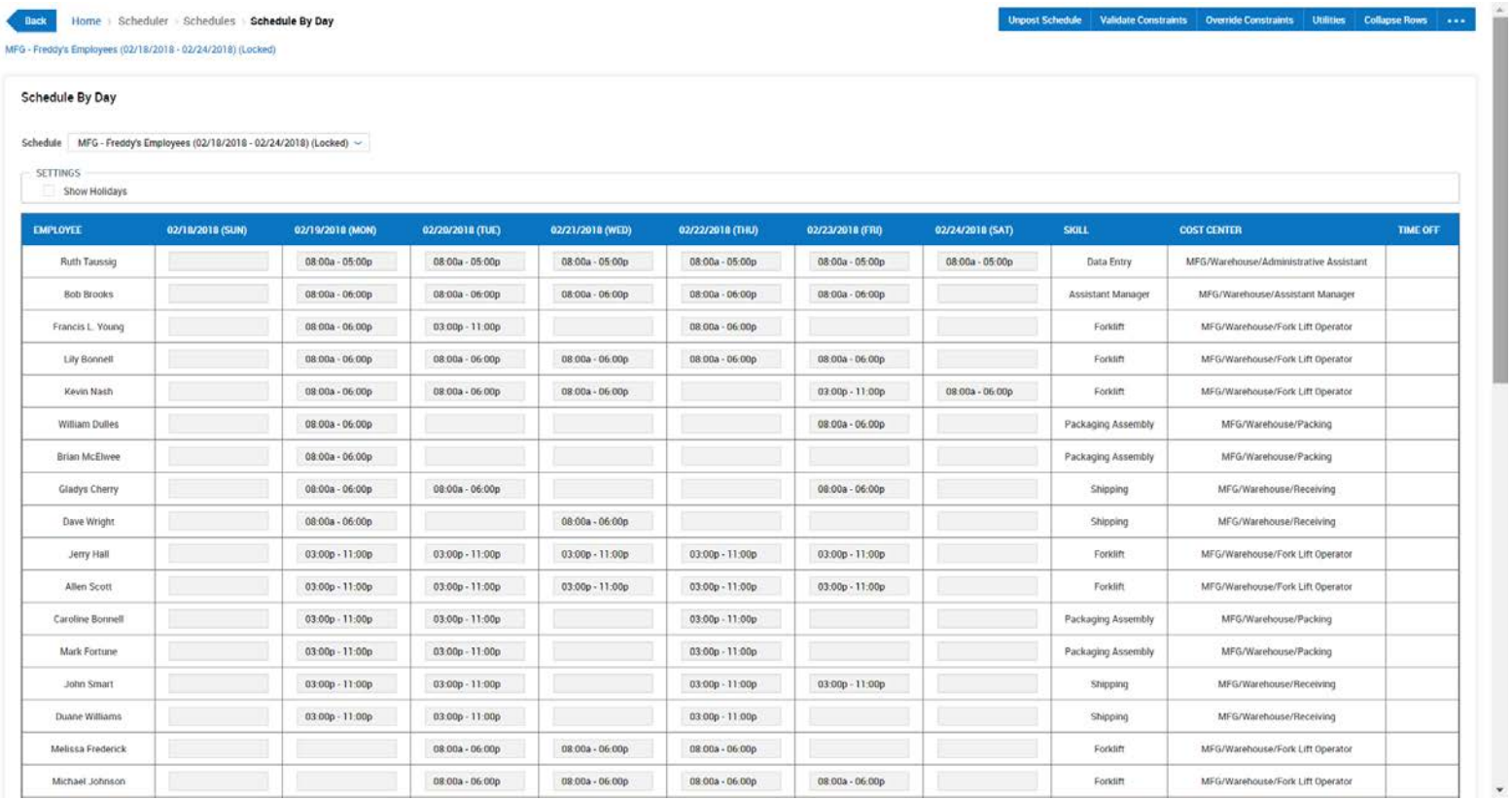
Schedule by employee



Schedule by cost center



Schedule by day



EMPLOYEE	02/18/2018 (SUN)	02/19/2018 (MON)	02/20/2018 (TUE)	02/21/2018 (WED)	02/22/2018 (THU)	02/23/2018 (FRI)	02/24/2018 (SAT)	SKILL	COST CENTER	TIME OFF
Ruth Taussig		08:00a - 05:00p	08:00a - 05:00p	08:00a - 05:00p	08:00a - 05:00p	08:00a - 05:00p	08:00a - 05:00p	Data Entry	MFG/Warehouse/Administrative Assistant	
Bob Brooks		08:00a - 06:00p	08:00a - 06:00p	08:00a - 06:00p	08:00a - 06:00p	08:00a - 06:00p		Assistant Manager	MFG/Warehouse/Assistant Manager	
Francis L. Young		08:00a - 06:00p	03:00p - 11:00p		08:00a - 06:00p			Forklift	MFG/Warehouse/Fork Lift Operator	
Lily Bonnell		08:00a - 06:00p	08:00a - 06:00p	08:00a - 06:00p	08:00a - 06:00p	08:00a - 06:00p		Forklift	MFG/Warehouse/Fork Lift Operator	
Kevin Nash		08:00a - 06:00p	08:00a - 06:00p	08:00a - 06:00p		03:00p - 11:00p	08:00a - 06:00p	Forklift	MFG/Warehouse/Fork Lift Operator	
William Dulles		08:00a - 06:00p				08:00a - 06:00p		Packaging Assembly	MFG/Warehouse/Packing	
Brian McElwee		08:00a - 06:00p						Packaging Assembly	MFG/Warehouse/Packing	
Gladys Cherry		08:00a - 06:00p	08:00a - 06:00p			08:00a - 06:00p		Shipping	MFG/Warehouse/Receiving	
Dave Wright		08:00a - 06:00p		08:00a - 06:00p				Shipping	MFG/Warehouse/Receiving	
Jerry Hall		03:00p - 11:00p	03:00p - 11:00p	03:00p - 11:00p	03:00p - 11:00p	03:00p - 11:00p		Forklift	MFG/Warehouse/Fork Lift Operator	
Allen Scott		03:00p - 11:00p	03:00p - 11:00p	03:00p - 11:00p	03:00p - 11:00p	03:00p - 11:00p		Forklift	MFG/Warehouse/Fork Lift Operator	
Caroline Bonnell		03:00p - 11:00p	03:00p - 11:00p		03:00p - 11:00p			Packaging Assembly	MFG/Warehouse/Packing	
Mark Fortune		03:00p - 11:00p	03:00p - 11:00p		03:00p - 11:00p			Packaging Assembly	MFG/Warehouse/Packing	
John Smart		03:00p - 11:00p	03:00p - 11:00p		03:00p - 11:00p	03:00p - 11:00p		Shipping	MFG/Warehouse/Receiving	
Duane Williams		03:00p - 11:00p	03:00p - 11:00p		03:00p - 11:00p			Shipping	MFG/Warehouse/Receiving	
Melissa Frederick			08:00a - 06:00p	08:00a - 06:00p	08:00a - 06:00p			Forklift	MFG/Warehouse/Fork Lift Operator	
Michael Johnson			08:00a - 06:00p	08:00a - 06:00p	08:00a - 06:00p	08:00a - 06:00p		Forklift	MFG/Warehouse/Fork Lift Operator	

Scheduler open shifts

Back | Home › My Reports › Scheduler › Staffing › **Open Shifts**

Warnings (1) | Hide All

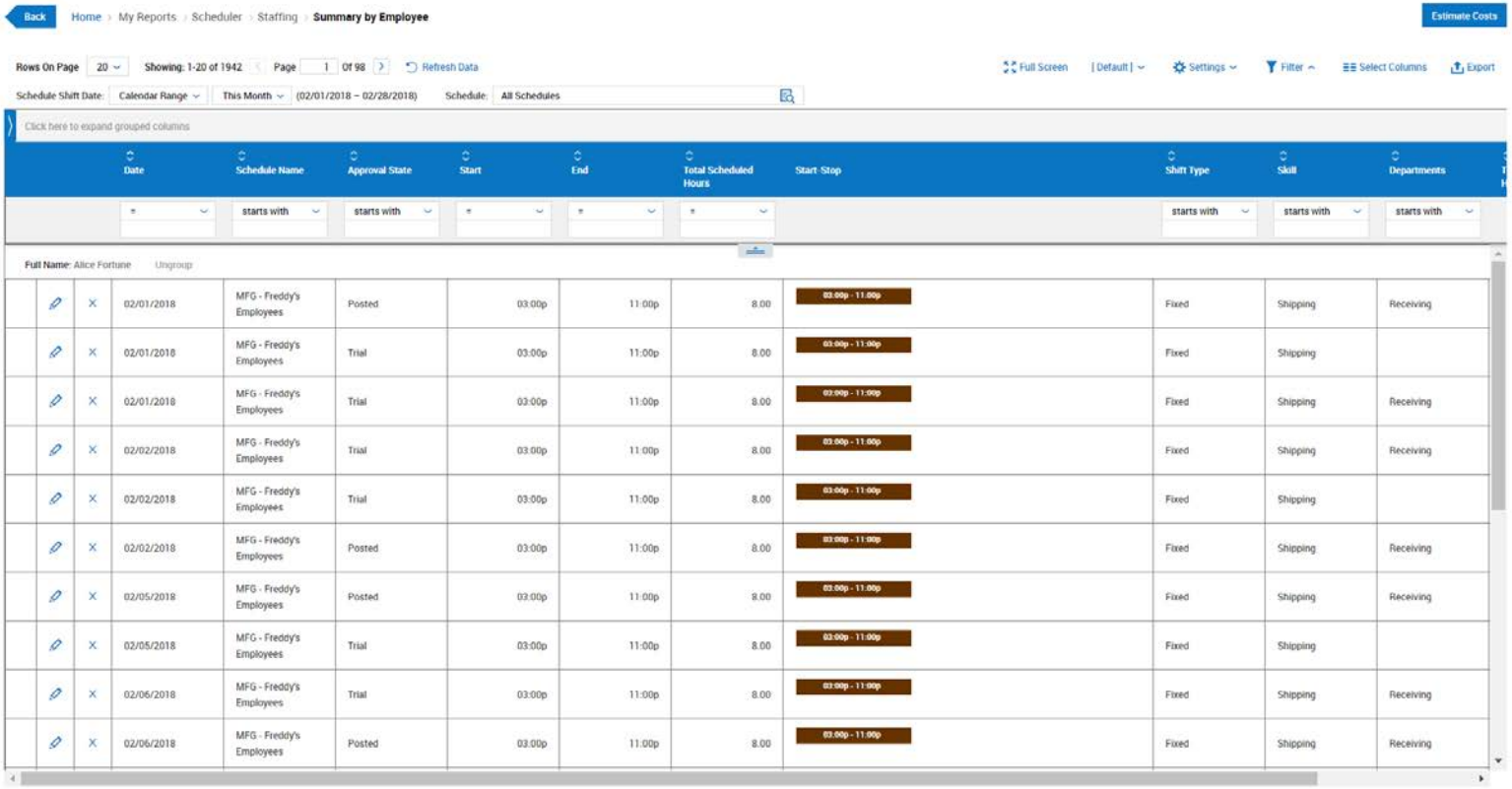
Scheduled Changes made through this screen will not trigger a change request workflow. All changes that need employee approval must be made in the Schedule View by Employee.

Rows On Page 10 | Showing: 1-10 of 238 | Page 1 Of 24 | Refresh Data | Full Screen | [Default] | Settings | Filter | Select Columns | Export

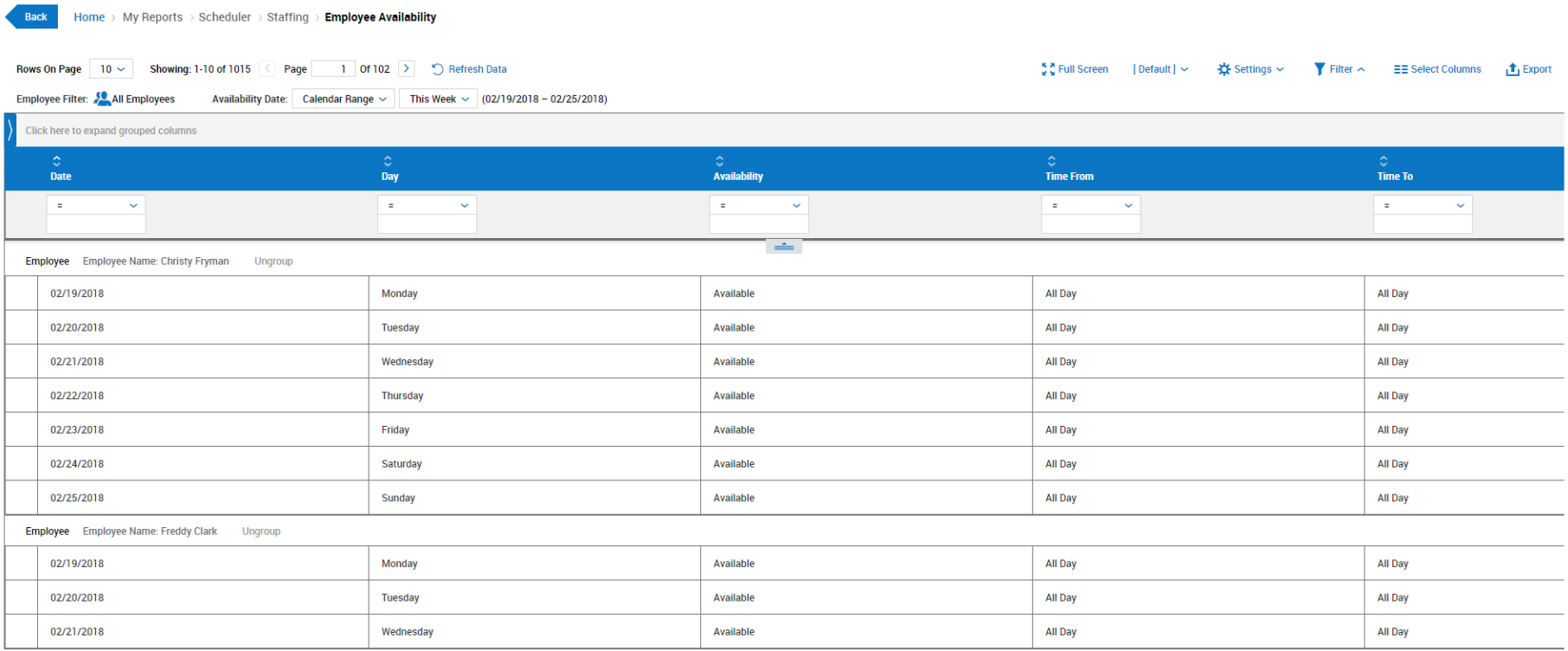
Schedule Shift Date: Calendar Range | This Week (02/19/2018 – 02/25/2018)

		Date	Departments	Start	End	Start-Stop	Shift Type	Skill
		=	starts with	=	=		starts with	starts with
✎	✕	02/24/2018	Assistant Manager	08:00a	06:00p	08:00a - 06:00p	Fixed	Assistant Manager
✎	✕	02/23/2018	Packing	08:00a	06:00p	08:00a - 06:00p	Fixed	Packaging Assembly
✎	✕	02/21/2018	Fork Lift Operator	08:00a	06:00p	08:00a - 06:00p	Fixed	Forklift
✎	✕	02/21/2018	Assistant Manager	08:00a	06:00p	08:00a - 06:00p	Fixed	Assistant Manager
✎	✕	02/21/2018	Receiving	08:00a	06:00p	08:00a - 06:00p	Fixed	Shipping
✎	✕	02/21/2018	Receiving	08:00a	06:00p	08:00a - 06:00p	Fixed	Shipping
✎	✕	02/21/2018	Packing	08:00a	06:00p	08:00a - 06:00p	Fixed	Packaging Assembly
✎	✕	02/21/2018	Packing	08:00a	06:00p	08:00a - 06:00p	Fixed	Packaging Assembly
✎	✕	02/22/2018	Packing	08:00a	06:00p	08:00a - 06:00p	Fixed	Packaging Assembly
✎	✕	02/22/2018	Fork Lift Operator	08:00a	06:00p	08:00a - 06:00p	Fixed	Forklift

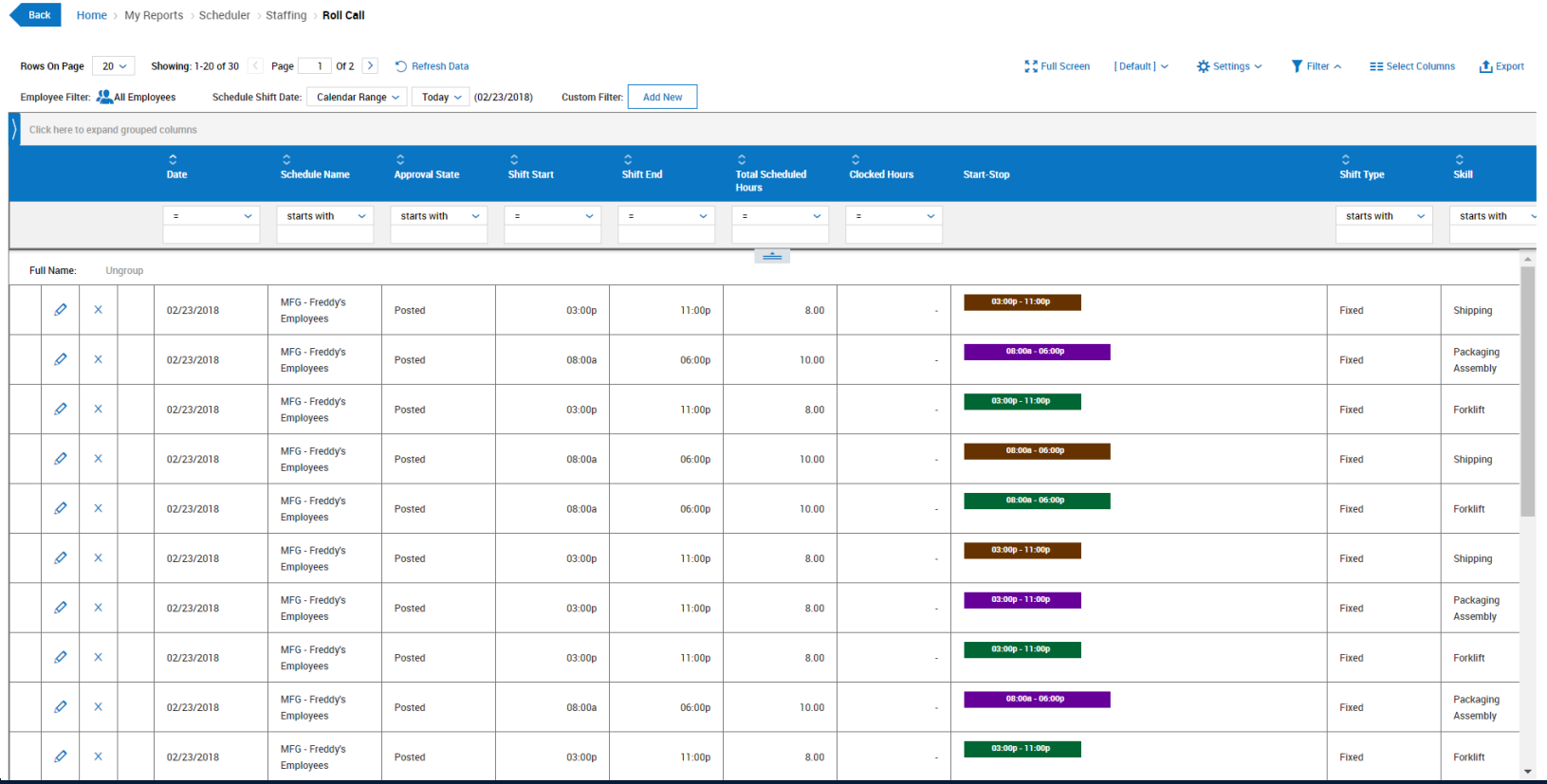
Scheduler summary by employee



Scheduler employee availability

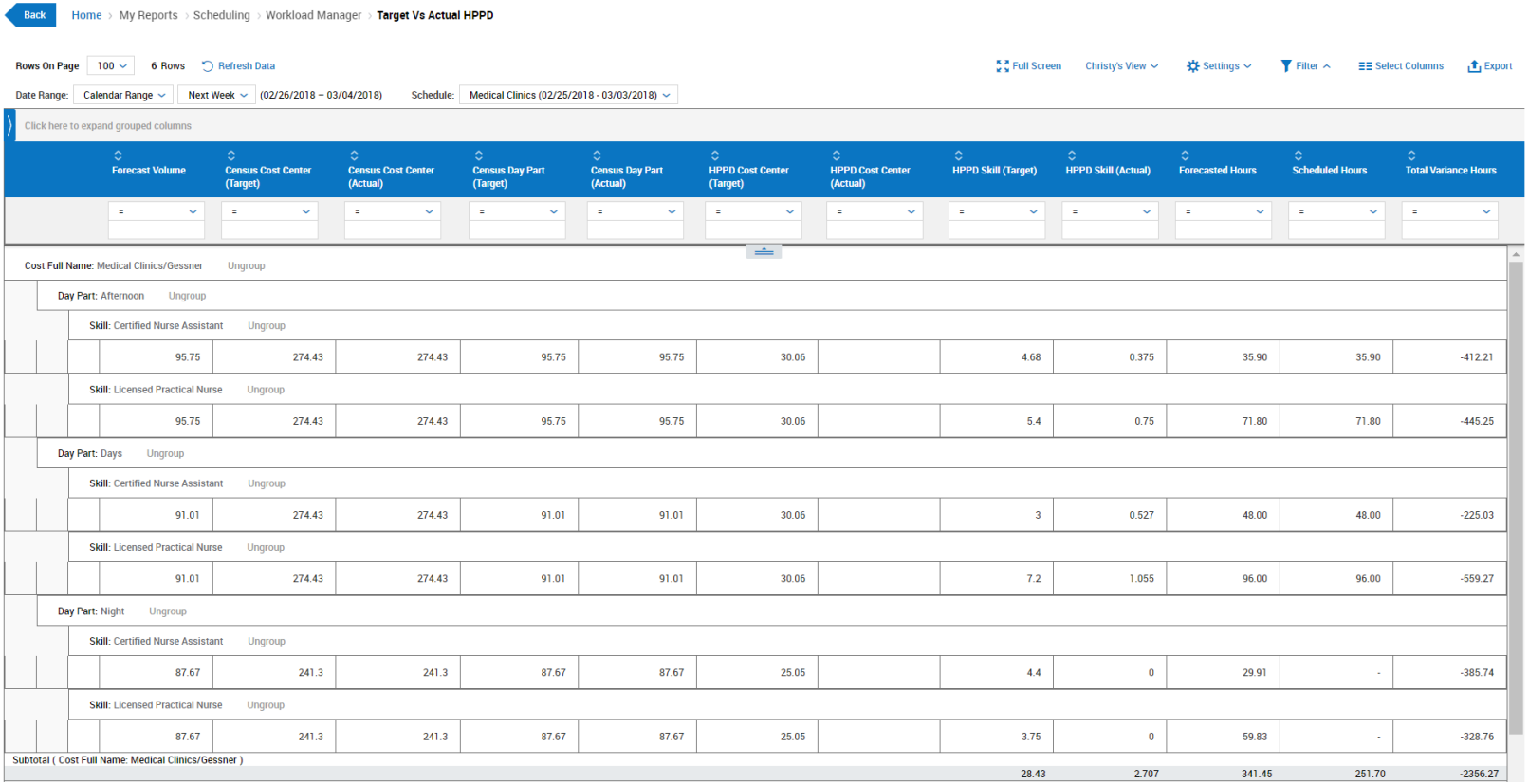


Roll call



Date	Schedule Name	Approval State	Shift Start	Shift End	Total Scheduled Hours	Clocked Hours	Start-Stop	Shift Type	Skill
02/23/2018	MFG - Freddy's Employees	Posted	03:00p	11:00p	8.00	-	03:00p - 11:00p	Fixed	Shipping
02/23/2018	MFG - Freddy's Employees	Posted	08:00a	06:00p	10.00	-	08:00a - 06:00p	Fixed	Packaging Assembly
02/23/2018	MFG - Freddy's Employees	Posted	03:00p	11:00p	8.00	-	03:00p - 11:00p	Fixed	Forklift
02/23/2018	MFG - Freddy's Employees	Posted	08:00a	06:00p	10.00	-	08:00a - 06:00p	Fixed	Shipping
02/23/2018	MFG - Freddy's Employees	Posted	08:00a	06:00p	10.00	-	08:00a - 06:00p	Fixed	Forklift
02/23/2018	MFG - Freddy's Employees	Posted	03:00p	11:00p	8.00	-	03:00p - 11:00p	Fixed	Shipping
02/23/2018	MFG - Freddy's Employees	Posted	03:00p	11:00p	8.00	-	03:00p - 11:00p	Fixed	Packaging Assembly
02/23/2018	MFG - Freddy's Employees	Posted	03:00p	11:00p	8.00	-	03:00p - 11:00p	Fixed	Forklift
02/23/2018	MFG - Freddy's Employees	Posted	08:00a	06:00p	10.00	-	08:00a - 06:00p	Fixed	Packaging Assembly
02/23/2018	MFG - Freddy's Employees	Posted	03:00p	11:00p	8.00	-	03:00p - 11:00p	Fixed	Forklift

Target vs. actual HPPD



WORKFORCE GO!...BEYOND PAYROLL