ADI-TIME

Version 10.0

Quick Reference Guide - Employees

Jove, LLC d.b.a. ADI
855 Waterman Avenue

East Providence, RI 02914-1713

(401) 438-5500

Fax (401) 438-5590

www.aditime.com

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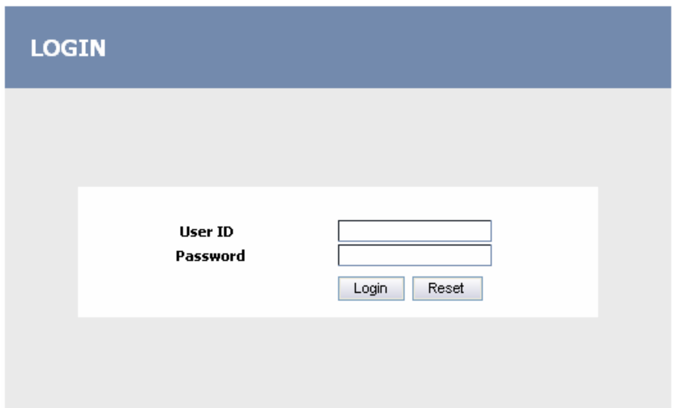
Introduction

The purpose of this guide is to teach you the most common functions of ADI Time so that you can get started right away. For more detailed instructions, click the **Help** link on any page of ADI Time for context-sensitive help information.

Accessing ADI Time

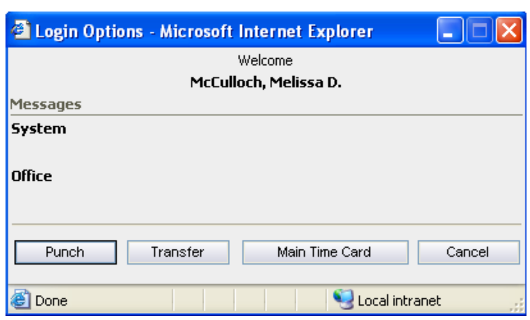
Type the ADI Time URL (provided by your ADI Time system administrator) into your Internet Explorer web browser to display the ADI Time login page.



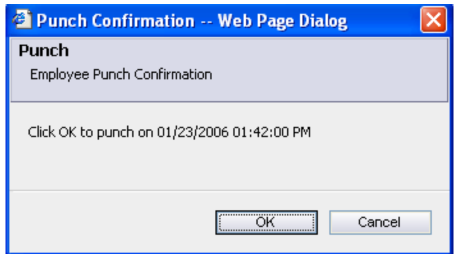
Type your **User ID** and **Password** and then click the **Login** button.

Depending on your system configuration, you may be greeted with the **Punch on Login** dialog when you login to the application. Here your name appears along with any new messages.

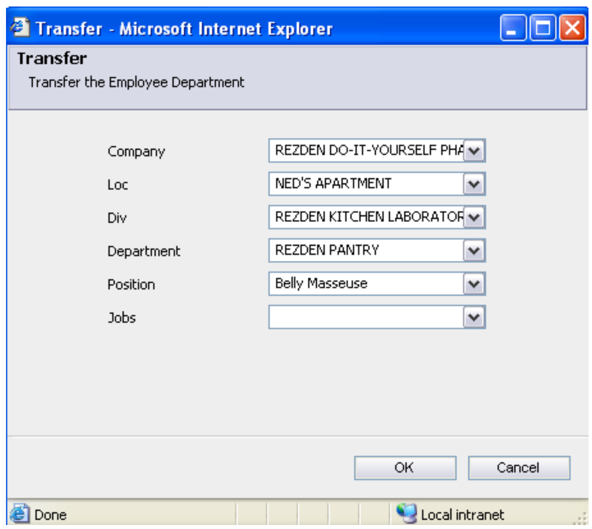
If the welcome message appears as shown here, you have four options from which to choose: **Punch, Transfer, Main Time Card,** or **Cancel:**



- Click the **Punch** button to enter a time punch. When the **Punch Confirmation** page appears, click **OK** to confirm the punch, or **Cancel** to cancel the punch:



- Click the **Transfer** button to enter a punch to a different company, location, division, department, or position. Choose your transfer destination from the hierarchy drop-down lists and then click **OK.** When the **Confirmation** dialog appears, click **OK** to confirm the transfer, or **Cancel** to cancel the transfer:



- Click the **Main Time Card** button to open your time card.
- **Cancel:** Return to the Login screen.

If an **Invalid Login** message appears, it may be due to one of the following reasons:

- You have not correctly typed in your **User ID** and/or **Password**. Click **OK** and re-enter them.
- You do not have permission to use ADI Time. See your supervisor or system administrator.

To exit the system, click **Log Off** on any page.

Note - After a specified period of inactivity, ADI Time automatically logs you off from the system.

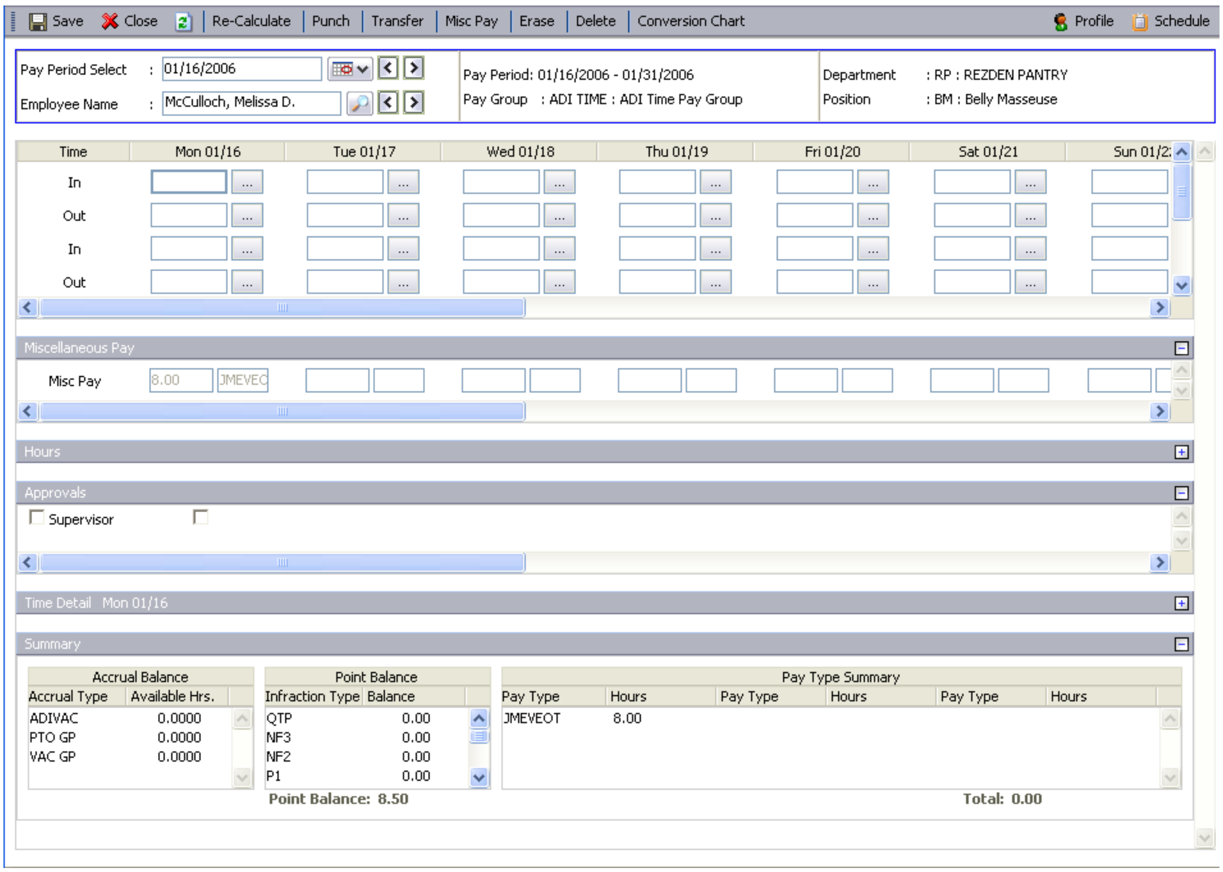
Employee Features

Time Card

There are three Time Card types: **Punch Entry** and **Time In/Out Entry** (which look the same), and **Bulk Entry**. Each employee is assigned one of the three types.

Punch Entry

If your time card resembles the image shown below, you are configured for **Punch Entry.** Please note that some features may not be available due to your system configuration.



Punch Entry Time Card page

Recording your hours

If your system is configured to **Allow Punch on Login**, you will see a **Punch** button on the ADI Time Welcome page (the first page that appears after you log on to ADI Time). You can click this button to punch in or out without opening your time card. You will then be prompted to confirm the punch; if you click **OK** the punch is recorded and you are logged off from ADI Time. You can also access your time card by clicking the **Main Time Card** button on the Welcome page, and you have the option to punch in or out from the Time card.

1. Login to ADI Time by entering your User ID and Password and clicking **OK.**

2. To punch in, click **Punch**. A dialog box with the current time appears.
3. Click **OK** to finish punching in; click **Cancel** to return to your time card without recording the entry.
4. To punch out, repeat steps one, two, and three.

Transferring to another department, position or job

If you have already punched in for the day and are changing to a different department, position, or job, or if you are starting your day in a department, position, or job that is different from your schedule, follow the instructions below:

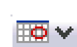
1. Login to ADI Time by entering your User ID and Password, and then click **OK.**
2. Click **Transfer**.
3. Select your transfer destination from the appropriate drop-down lists and then click **OK.**
4. A dialog box with your selections and the current time will appear. Click **OK** to complete the transfer; click **Cancel** to return to the welcome screen without recording the entry.
5. Repeat the above steps each time you transfer.
6. Use the **Punch** button if you punch out for lunch and when you are finished working for the day.

Viewing your time card

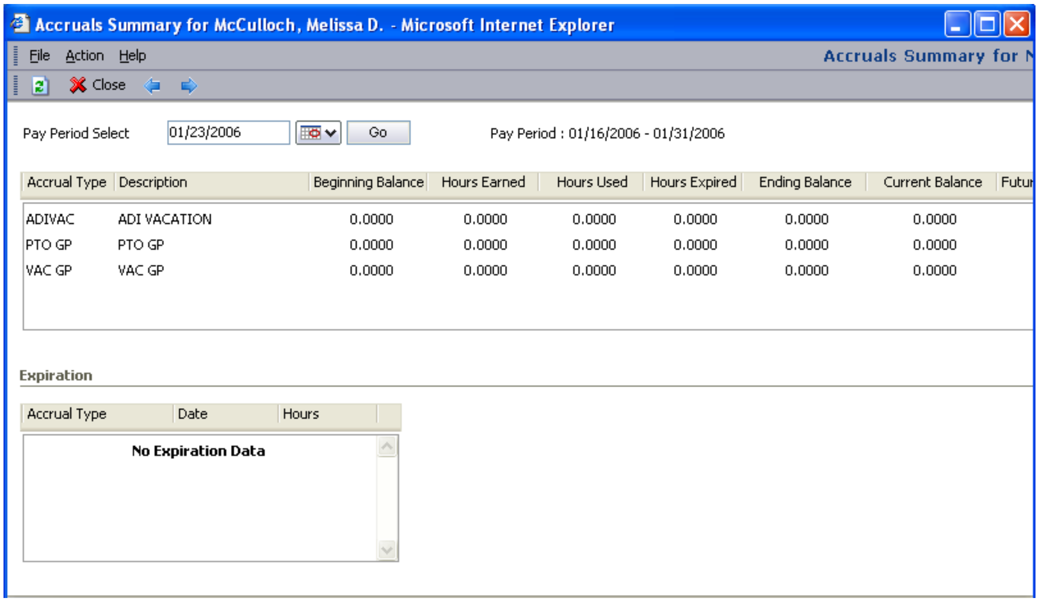
1. Login to ADI Time by entering your User ID and Password, and then click **OK.**
2. Click **Main Time Card.**
3. Click **Log Off** to close your time card.

Viewing your accrual balances

Click the **Accruals Tab**. Here you can view your accruals information including both current balances and expired accruals hours. Note that a summary of current pay period accrual balances can be viewed on your time card:

1. Select the **Pay Period** for which you want to view your accruals; by default the current pay period is displayed. To view accruals for a different pay period click  , choose the pay period by clicking any day within that pay period, and then click **Go.**
2. In the accruals window is a listing of all the accrual types for which you accrue hours. Displayed for each accrual type is the beginning balance of hours, the hours earned, hours used, and hours expired in this pay period, as well as ending balance (for this pay period) and current balance.
3. To view details for an accrual type listing, double click the **accrual type's display line.** This view is helpful in seeing a bigger picture of your accruals activity; you can select a date range by selecting a **Start Date** and **End Date** on the corresponding pop-up calendar.

4. If you have accruals hours that will expire in the future, the **Accrual Type, Date,** and number of **Hours** are displayed in the **Expiration** window

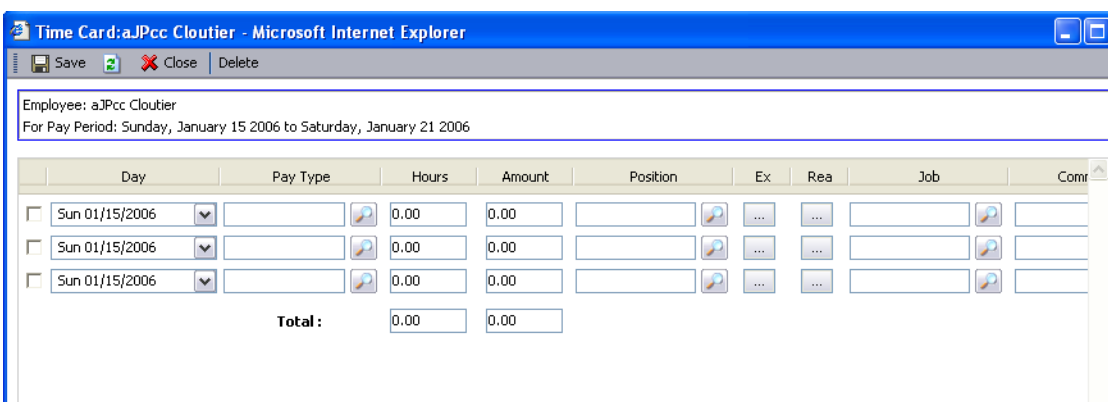


Accrual Balances screen

Recording hours charged against your accrual balances

(e.g. vacation or sick time) or against other worked time (e.g. travel or training)

1. Click the **Misc Pay** button on your time card screen.



Miscellaneous Pay screen

2. Click and select a day from the **Day** drop-down list.

3. (Optional) To enter a different **Pay Type,** click and in the pop-up dialog choose the appropriate pay type.

4. Type either the number of hours in the **Hours** field (use decimals for partial hours, e.g. *8.25*) or type a dollar amount in the **Amount** field.

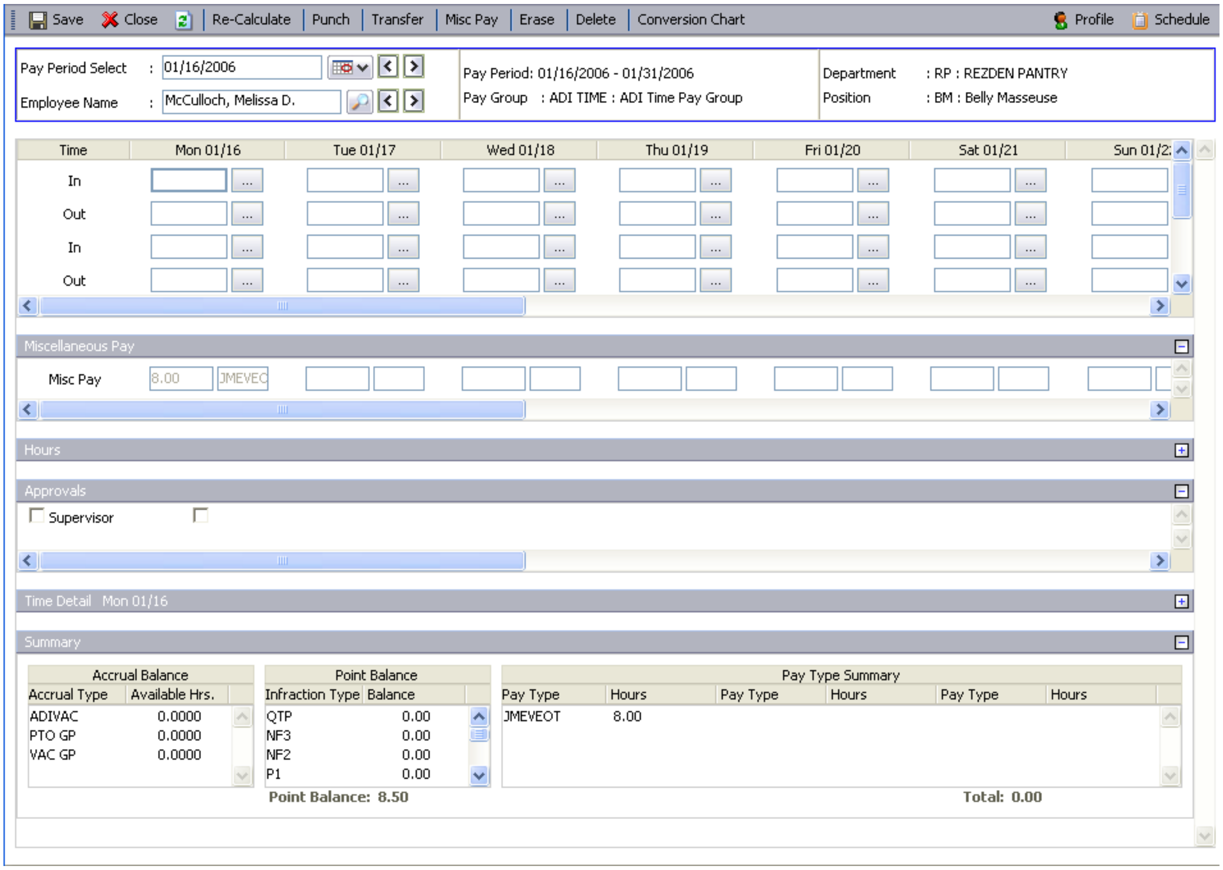
5. (Optional) To enter a **Position** different from your regular position, click  and in the pop-up dialog select the appropriate position.
6. (Optional) To enter an **Exception Code,** click the ellipse button (**…**) in the **Ex** column and then select the appropriate exception code.
7. (Optional) To enter a **Reason Code,** click the ellipse button (**…**) in the **Rea** column and then select the appropriate reason code.
8. (Optional) To select a **Job,** click  and in the pop-up dialog select the appropriate job.
9. (Optional) To enter comments, type them in the **Comments** field.
10. If there are any time card user-defined fields (fields that are unique to your organization), these will appear to the right of the Comments field.
11. Click **Save** to save your entry.

Approving your time card

Select the Employee approval check box to approve your time card and then click **Save** to save the change. (This field is visible only if your system is configured to require Employee approval.)

Time In/Out Entry

If your time card resembles the image shown below, you are configured for **Time In/Out Entry.** Please note that some features may not be available due to your system configuration.



Time In/Out Entry Time Card page

Recording your start time

1. Click the **Time In** box under the appropriate day.
2. Type your start time for the day. Type the hour, minutes, and ***a*** for AM or ***p*** for PM (e.g. ***8a*** for 8:00 AM or ***415p*** for 4:15 PM).
3. If you are entering both your start and end times right now, type your end time in the **Time Out** box.
4. Once you have entered the Time In, you can use the bottom portion of the screen to enter additional information.

   - **Position—**If you are working in a position other than your home position, click  to the right of the Position field to select a position.

- **Pay Type—**The default pay type is automatically selected. You can change this selection by clicking the to the right of the **Pay Type** field to select a pay type.

- **Job—**To select a job, click to the right of the **Job** field and select the appropriate job.

5. Click **Save** (near the top of the page) to save your entry.

Note - If your system is configured to **Allow Punch on Login**, you will see a **Punch** button on the ADI Time Welcome page (the first page that appears after you login to ADI Time). You can click this button to punch in or out without opening your time card. You will then be prompted to confirm the punch; if you click OK, the punch is recorded and you are logged off from ADI Time. You can also access your time card by clicking the **Main Time Card** button on the Welcome page, and you have the option to punch in or out from your time card.

Recording your end time

1. Click the **Time Out** box under the appropriate day.
2. Type your stop time for the day. Type the hour, minutes, and ***a*** for AM or ***p*** for PM (e.g. ***8a*** for 8:00 AM or ***415p*** for 4:15 PM).
3. Click the **Save** button to save your entry.

Time card color codes

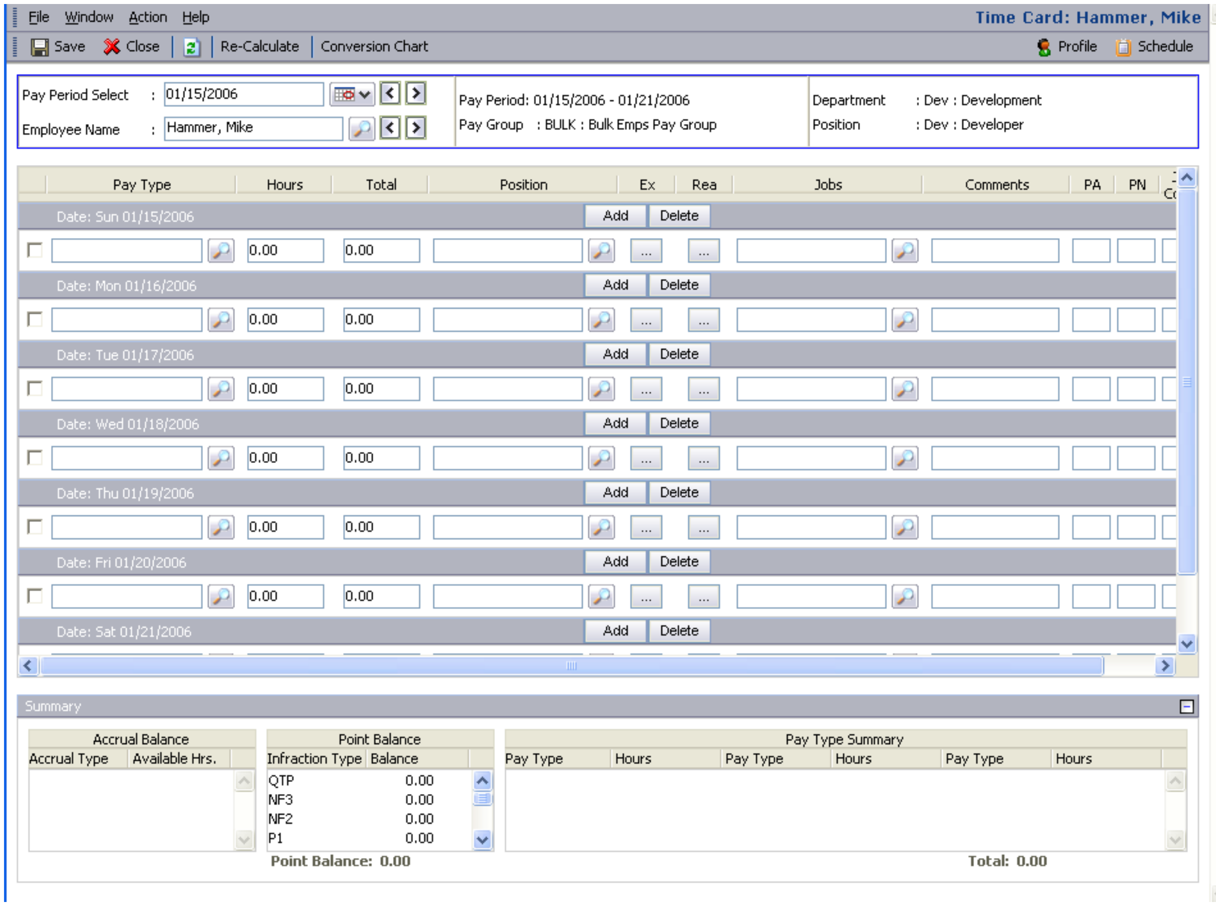
- **Blue:** System punch
- **Red:** Supervisor punch
- **Green:** Global punch
- **Black:** Employee punch

Approving your time card

Select this check box to approve your time card and then click **Save** to save the change. (This field is visible only if your system is configured to require Employee approval.)

Bulk Entry

If your time card resembles the image shown below, you are configured for **Bulk Entry.** Please note that some features may not be available due to your system configuration.



Bulk Entry Time Card page

Recording your hours worked or hours charged against accrual balances

Under the correct Date:.

1. Select a pay type by clicking the  to the right of the **Pay Type** field and choose the appropriate pay type.
2. Type either the number of hours worked or charged against accrual balances in the **Hours** field (use decimals for partial hours, e.g. *8.25*) or type a dollar amount in the **Amount** field.
3. (Optional) To enter a position different from your regular position, click the  to the right of the **Position** field and select the appropriate position.
4. (Optional) To enter an exception code, click the ellipse button (**…**) in the **Ex** column and then select the appropriate exception code.

5. (Optional) To enter a reason code, click the ellipse button (**…**) in the **Rea** column and then select the appropriate reason code.

6. (Optional) To select a job, click  to the right of the **Jobs** field and select the appropriate job.

7. (Optional) To enter comments, type them in the **Comments** field.

8. Click the **Save** button to save your entry.

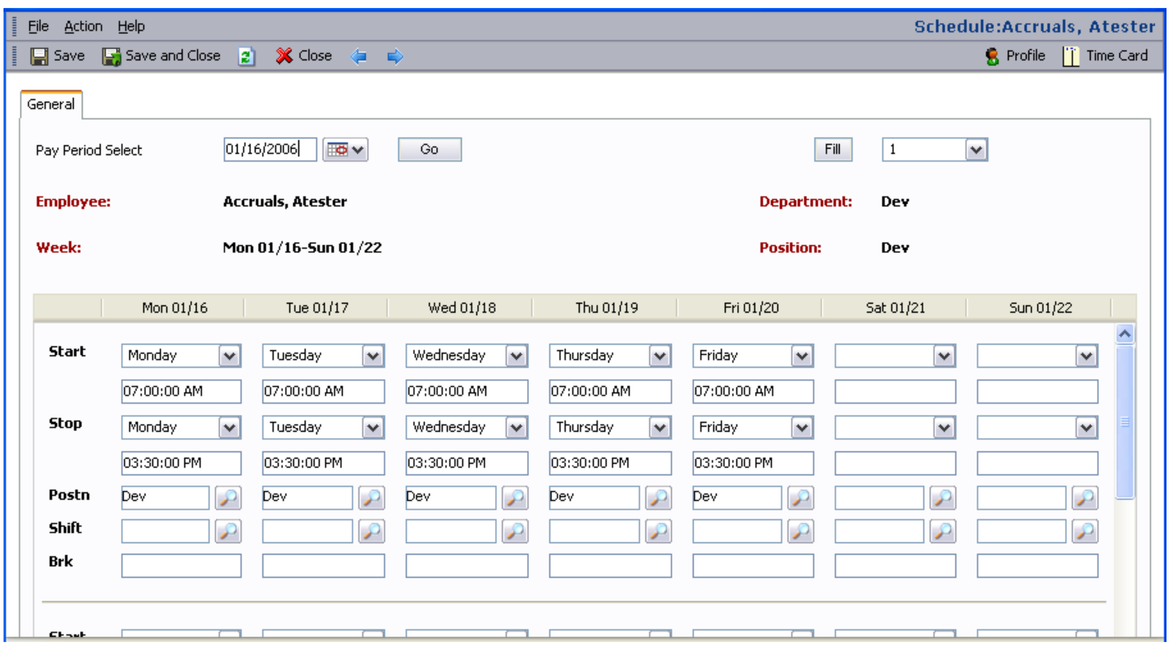
Note - You will not be able to record any entries if the time card has already been approved for the pay period or the system administrator has closed the pay period.

Approving your time card

Select this check box to approve your time card and then click **Save** to save the change. (This field is only if your system is configured to require Employee approval).

View schedule

You can view your schedule for any pay period.



Employee Schedule page

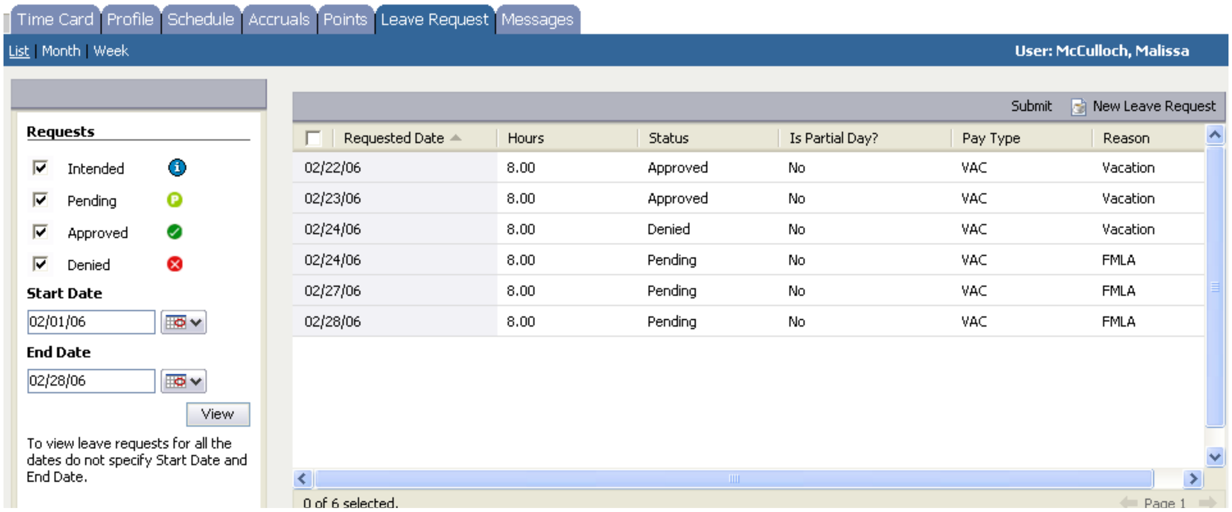
1. Click the **Schedule tab** at the top of the page or the Schedule icon on your time card. This will display your schedule for the week in which the selected date falls. (If this feature is inactive, you will not have a Schedule tab.)

2. To view a different week, click the calendar button and select a date within the week you wish to view.

If you exchanged schedules with another employee on a particular day, the schedule screen will display a link; click this link to see the details of the exchange.

Leave Request

When you click the **Leave Request** tab, the Leave Request page opens. Here you can enter new leave requests, view accrual balances, and view intended, pending, approved, and denied leave requests. When you submit a leave request, your supervisor receives email notification (if email notification is activated).



Employee Leave Request page

Entering a new leave request

1. On the Leave Request screen, click **New Leave Request.** The **Leave Requests: New** dialog appears.
2. Enter the **Begin Date** and **End Date** of your new leave request in the corresponding date box. You can enter the dates manually, or simply click to choose the dates from the pop-up calendar.

   Note - If weekdays and/or holidays do not factor into your schedule and accruals balances, leave the **Skip Weekend** and **Skip Holidays** fields checked (default).

3. Click to select a **pay type** from the pop-up list.
4. Click to select a **time off reason** from the pop-up list.
5. Click to enter the number of **hours** and **minutes** you are requesting per day. To specify a time range, click to place a check mark next to **Specific Time** and then click to select **From** and **To** times from the corresponding drop-down lists.
6. You can provide notes in the **Comments** box. If you do enter comments, select either **Single Day** to apply the comments to the first day in the date range or select **All Days** to apply the comments to all days.

7. Click **Save and Close** to save your request and retain it in your "Intended" queue; click **Submit and Close** to send it immediately to your supervisor for approval.

   Important! Saving your request does not submit it to your supervisor. When you save a request, the status of the request becomes Intended. You can view, modify, delete, and **submit** your intended requests on the Leave Requests main screen.

Modifying a saved leave request

You can easily make changes to a leave request. Depending upon your security level, you may be able to modify a request that is pending or has been approved. If the request has been approved, it will be re-sent to your supervisor in "pending" status.

1. On the left side of the **Leave Requests** main screen, click to place a check mark next to **Intended.** To clarify your display, it is helpful to remove the other status check marks.
2. You can specify a different date range by clicking and selecting the **Start Date** and **End Date.**
3. Click **View.** A listing of your **Intended** (saved) leave requests are displayed.
4. To open the request you want to modify, double-click anywhere on the **Request's display line.**
5. Make changes to the leave request as needed. For more information about the various fields, see Entering a new leave request above.
6. Click **Save** to save your modified request.

   Note - Saving your updated request does not submit it to your supervisor. When you save a modified request, the status of the request remains Intended. You **submit** your intended requests on the Leave Requests main screen.

Submitting a saved leave request

You can submit one or more Intended (saved) leave requests to your supervisor at one time. When you submit a request, its status becomes **Pending**. Note that you can modify a pending request if you have security permission to do so.

1. On the left side of the **Leave Requests** main screen, click to place a check mark next to **Intended.** To clarify your display, it is helpful to remove the other status check marks.
2. If you want, specify a different date range by clicking and selecting the **Start Date** and **End Date.**
3. Click **View.** A listing of your **Intended** (saved) leave requests are displayed.
4. Click to highlight the row of the leave request you want to submit. To select multiple leave requests, hold down the **Ctrl** key. To select all requests, click the check box in the header row.
5. Click **Submit.**

   To view submitted requests that have not yet been approved/denied, click to place a check mark next to **Pending** and click **View.**

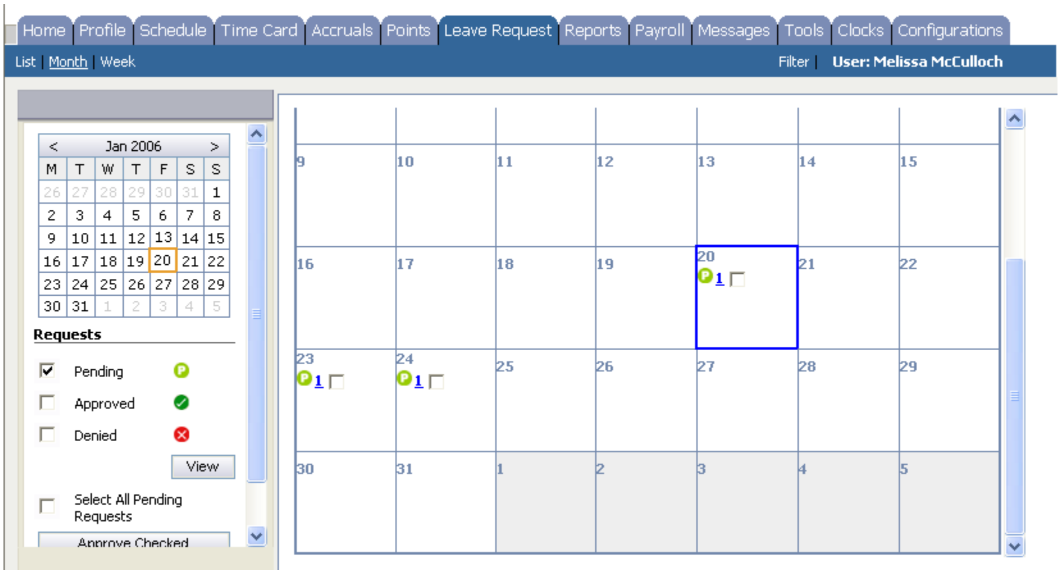
Deleting a saved leave request

You can, depending upon your security level, delete a leave request that is in Intended, Pending, Approved, or Denied status.

1. On the left side of the **Leave Requests** main screen, click to place a check mark next to **Intended.** To clarify your display, it is helpful to remove the other status check marks.
2. If you want, specify a different date range by clicking  and selecting the **Start Date** and **End Date.**
3. Click **View.** A listing of your **Intended** (saved) leave requests are displayed.
4. Click to highlight the row of the leave request you want to delete. To select multiple leave requests, hold down the **Ctrl** key. To select all requests, click the check box in the header row.
5. Click **Delete Leave Request.**
6. A confirmation prompt appears. Click **OK** to delete this leave request.

Employee Leave Request (Month View)

- Click the **Month** link of the Employee **Leave Request tab** to display all of your leave requests for one calendar month. You can click any request to view details of the request. To view a different month, click the Month heading on the calendar display; this will enable you to select a different month and to move easily to a different year.



Employee Leave Request (Month) page

Leave Request Icons

These icons will appear on the monthly calendars on the Leave Request page.

Intended Request: A request that has been saved, but not yet submitted to your supervisor.

Pending Request: A request that you have submitted to your supervisor.

Approved Request: A request that your supervisor has approved. Once the pay period in which the leave is taken has been calculated, your the time card will reflect the leave.

Denied: A request that your supervisor has denied.

Preferences

Use **Preferences** to set the display and performance of the program to your liking. When you login, the program remembers your saved settings.

Note - Selections available in Preferences are based on the permissions assigned to your security role. Not all options are available to all users.

1. Click **Preferences**. The **Set User Preferences** dialog appears. By default the **General** tab is displayed.
2. Set the **calendar week begin date.** Click **Yes** to set program display calendars to the pay period week. For example, if the first day of the pay period is Monday, program calendars display Monday as the first day of the week.
3. Set **confirmation options.**
    - **Confirm exit:** Click yes if you want to be prompted before closing a page (e.g. an employee profile).
    - **Confirm save:** Click yes if you want to be prompted before saving changes to a page.
    - **Confirm save on exit/change:** Click yes if you want to be prompted to save changes to a page when you close the page.
4. If you want to change your password, type your current password, and then type your new password in both the **New Password** and **Confirm Password** fields.
5. Click the **Time Card** tab.
    - **Set the default view of time card on load:** For each timecard section, select whether you want the default view to be **expanded** or **collapsed**. This affects only the default view; once you've open your time card, you can expand/collapse any section.
    - **Set the hours visible in hours summary:** Choose to either **show** or **hide** the various types of hours worked.
6. When you are finished setting your preferences, click **OK.**

Note - Changes made to your preferences do not take effect until the next time you log into the program.