



# PC Entry

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## User Guide



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# Introduction

PC Entry offers employees and their supervisors the ability to view daily schedules, accrued benefit time and perform position/department transfers from the PC. By entering their personnel identification number, employees can punch in and out. By logging on in "Manager Mode" supervisors can review employee hours and add miscellaneous adjustments such as holiday hours. All transactions are handled through the time and attendance software.

## Benefits

- PC Entry provides employees with a quick and easy way to enter time using a PC instead of a timeclock or timesheets.
- PC Entry provides managers with a quick and easy way to view/update employee time records.

## Criteria

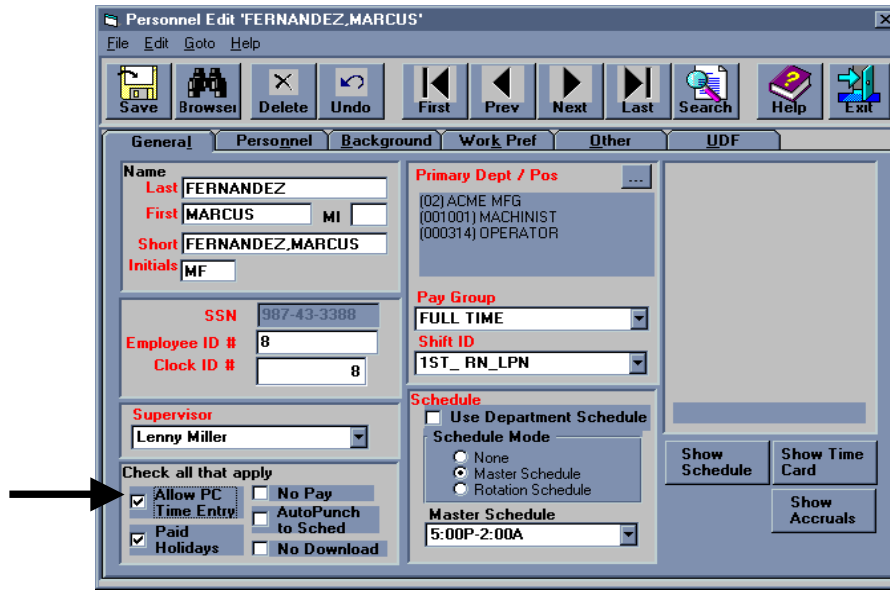
- PC Entry must be designated on the "burn sheet" for your payroll interface.
- Access to PC Entry is controlled by a designated number of users.
- In order for designated employees to use PC Entry, the "Allow PC Entry" field located on the employees **Personnel Profile** must be checked.
- The Time and Attendance system must be installed on a network so that the file containing the time data entered by the employees can be accessed for processing to their timecard.
- PC Entry can be configured to enable employees to enter time in one of two ways:
  1. A time punch can be generated by clicking the **Time Entry** button.
  2. Clicking the **Time Entry** button can result in the display of the employee's time card.

This configuration is controlled on the **Labor Config|System Parameters Time and Attendance** flag, by setting the **Use as Timecard Entry** field.

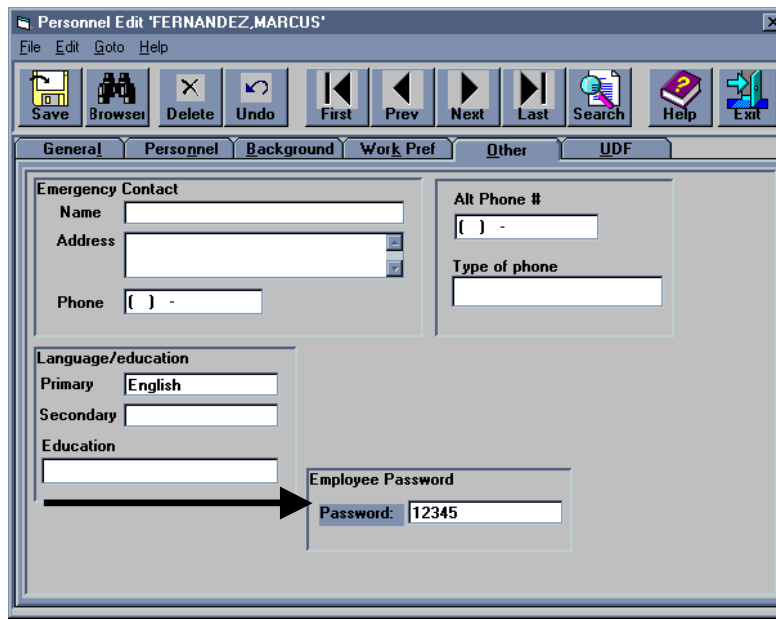
# Configuring PC Entry

## Personnel Tab

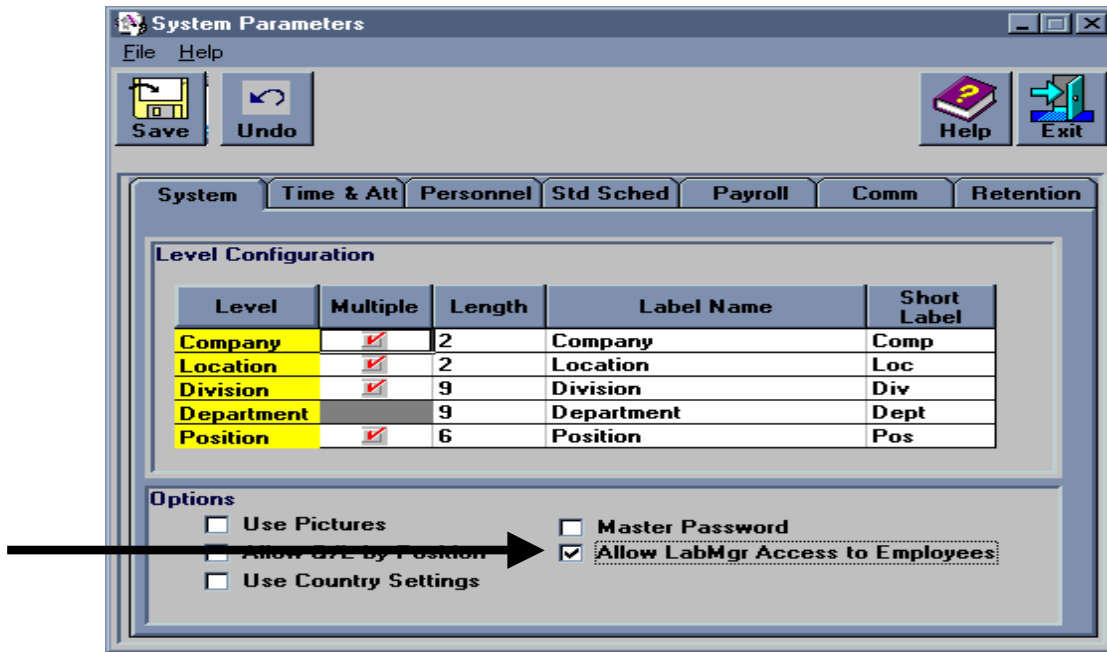
- In order for designated employees to use PC Entry, the **Allow PC Entry** field located on the employees **Personnel Profile** must be checked.



- For an employee to use the view/edit functionality of **PC Entry** a password must be assigned to them under the password section located in the tab.



- **PC Entry can now be configured to either generate Punches (as it has worked in the past) OR to provide access to the Time Card.**
  - On the System Parameters Time and Attendance tab, there is a field for PC Entry called **Use as Timecard Entry**.
  - If this field is checked, employees will be taken to the time card when they click the PC Entry **Time Entry** button.
  - If it is unchecked, a time punch will be generated when employees click the **Time Entry** button.
  - When "Use as Timecard Entry" is checked, the employee security profile must be configured.



# Employee Functions

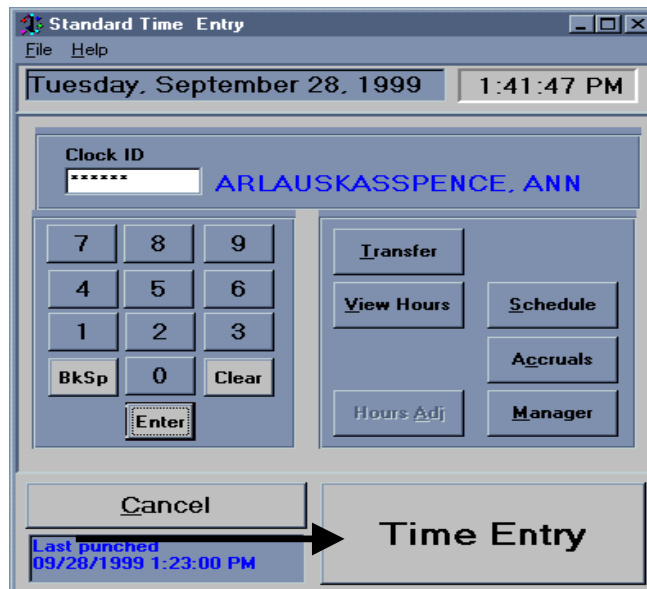
Employees have access to all functions on the PC Entry screen with the exception of the **Hours Adj.** button. To access this button an employee must be **designated as a supervisor or manager** in their personnel profile.

You can use PC Entry to do the following:

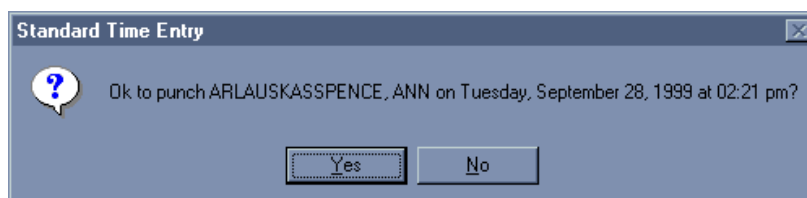
- Generate Time Punches.
- View your daily schedules, hours, and accrual allotments.
- Perform a transfer to a different position or department.
- Approve your timecard (only if the timecard approval feature is turned on for employees – see the *Timecard Approval Feature* section of this manual on page 21).

## Generating Time Punches

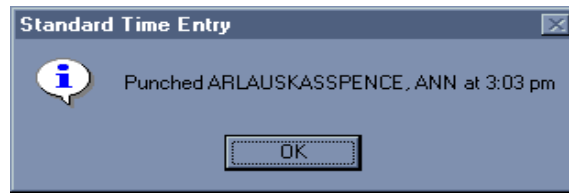
1. Double-click the **Standard PC Entry 32** icon.
2. Log on to the **Clock ID** field using your employee badge number.
3. Click **Enter** on the numeric keypad displayed in the **Standard Time Entry** screen.
4. Click the **Time Entry** button.



5. Click **Yes** to confirm the *date and time* of the entry.



- You will receive a confirmation message. Click OK.

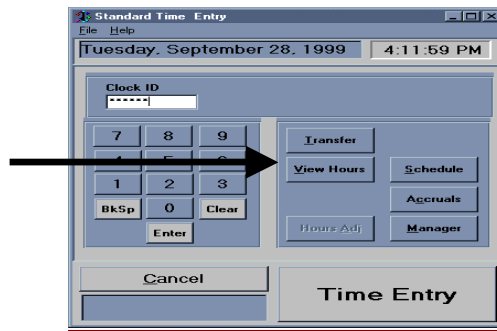


Note: The entry will not appear on the your timecard until a posting has been done from the LabCom 32 application

## Viewing Hours

The **View Hours** button is used to view the pay period totals. The data on the hours screen is broken down by **day/date, start/stop time, position, pay type, and total hours.**

- Double-click the **Standard PC Entry 32** icon.
- Login to the **Clock ID** field with your employee badge number. Click **Enter** on the numeric keypad displayed on the **Standard Time Entry** screen.
- Click the **View Hours** button.



- You can review all worked and miscellaneous pay hours.

Hours for BECKETT, DEBORAH from Sunday, September 26, 1999 to Saturday, October 02, 1999						
Date	Start	Stop	Position	Pay Type	Hours	
Tuesday, September 28, 1999	03:10 pm	11:09 pm	CASH OFFICE	REG	7.00	
Wednesday, September 29, 1999	11:00 am	03:00 pm	CASH OFFICE	REG	4.00	
Sunday, September 26, 1999			Misc	ABS	10.50	
Monday, September 27, 1999			Misc	H	8.00	
Thursday, September 30, 1999			Misc	P	10.00	
			<b>Total</b>		<b>39.50</b>	

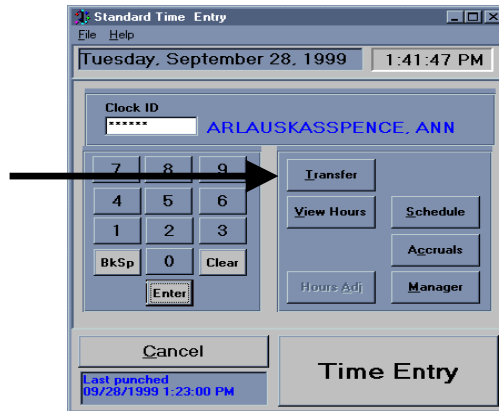
Print Prev Next Finish

- Clicking on **Next** or **Finish** will bring you back to the Standard Time Entry login screen.
- Clicking on the **X** in the upper right hand corner will close out the Standard Time Entry application.

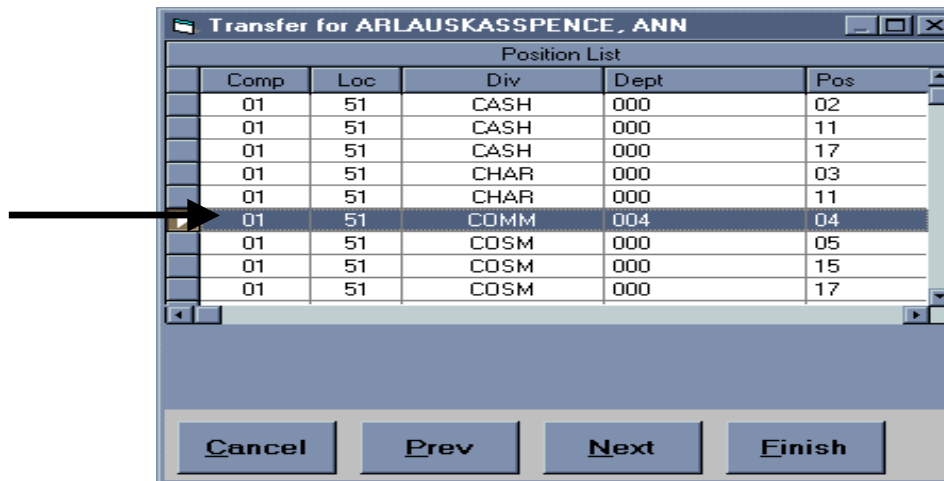
## Transferring Department/Position:

The **Transfer** button is used to perform **position/department transfers**. You may select a position/department transfer from the position list.

1. Double-click the **Standard PC Entry 32** icon.
2. Login to the **Clock ID** field with your employee badge number. Click **Enter** on the numeric keypad displayed on the **Standard Time Entry** screen.

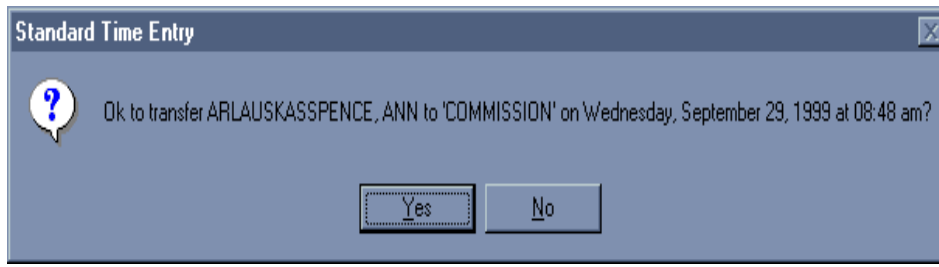


3. Select a **position/department** from the position list by highlighting the **position/department** you are *transferring* to.

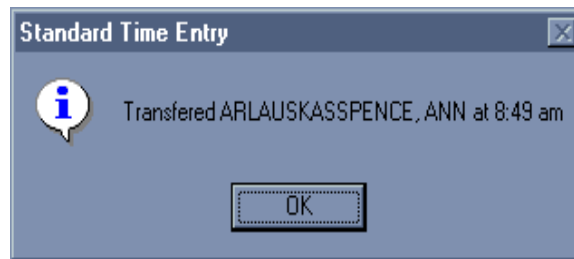


4. Click **Next**.

5. A confirmation prompt will appear.



6. Clicking **Yes** at the confirmation prompt brings another confirmation prompt confirming the transfer was successful.

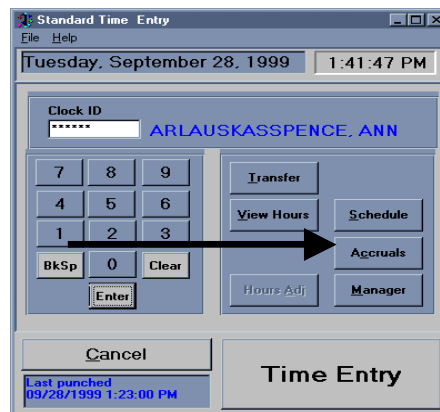


7. Clicking **OK** will bring you back to the Standard Time entry screen.

## Benefits/Accruals

The *Accruals* button is used to view accruals (*i.e. sick/vacation/personal*). Hours allotted and remaining are displayed.

1. Double-click the **Standard PC Entry 32** icon.
2. Login to the **Clock ID** field with your employee badge number. Click **Enter** on the numeric keypad displayed on the **Standard Time Entry** screen.
3. Click the **Accruals** button.



4. You can view your **Allotted** and **Remaining** hours.

Pay Type	Description	Allotted Hours	Remaining Hours	Last Posted
F	Funeral Hours	0.00	0.00	
H	Holiday Pay	0.00	0.00	
J	Jury Duty	0.00	0.00	
P	Personal	8.00	0.00	05/20/1999
S	Sick Time	0.00	0.00	
V1	Advance Vacation 1 Week	40.00	22.50	03/29/1999
V2	Advance Vacation 2 Weeks	0.00	0.00	
VAC	Vacation	0.00	0.00	

Print Prev **Next** Finish

**Note: This is a view only screen and is not open to editing**

5. Clicking **Next** or **Finish** will bring you back to the Standard Time Entry Screen.

# Manager Functions

Managers have access to all functions on the PC Entry screen including the *Hours Adj.* button.

1. To access this button you must first login on the PC Entry Screen using the **Manager** button.
2. After logging in under the **Manager** button, login on the original PC Entry Screen and perform manager-designated functions.
3. The employee must be designated as a supervisor or a manager on the **General Tab** of their personnel profile.
4. The **Managers Pin** is the clock id (badge number) entered on the **General Tab** of their personnel profile.

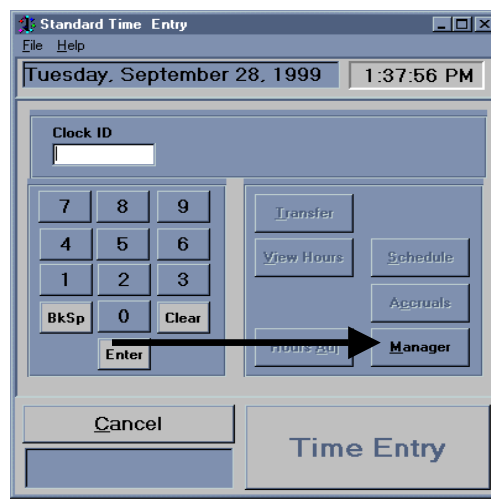
Managers/Supervisors have the ability to do the following:

- Login employees on the PC Entry screen and perform a variety of functions.
- The manager/supervisor can punch employees in and out.
- The manager can view employee schedules, employee hours, and employee accruals.
- The manager can also add in miscellaneous hours, using the **Hours Adj.** button; this can only be done to the current pay period.

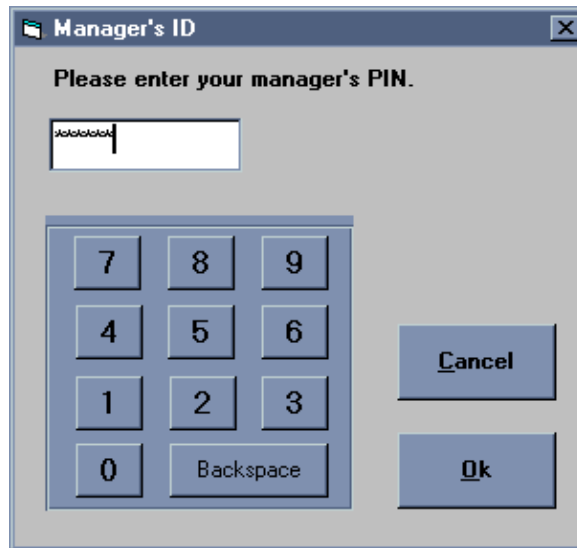
## Logging In As a Manager

Logging in a manager allows the manager/supervisor a higher level of access in the PC Entry application. However, it is important to note that the associate must first login using the manager button. If a manager/supervisor first logs in on the employee screen and then logs in under the **Manager** button the rights afforded to a manager will still not be accessible.

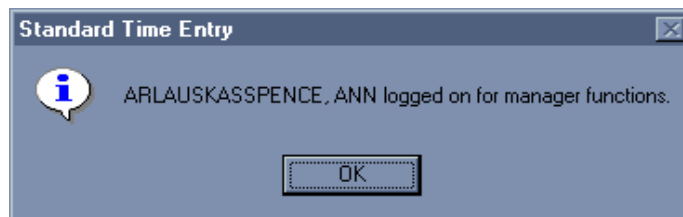
1. Double-click the **Standard PC Entry 32** icon.
2. Click the **Manager** button



3. Login on the manager screen using your **manager's PIN**.



4. Clicking **OK** will bring up a verification prompt indicating that the associate is signed on as a manager.

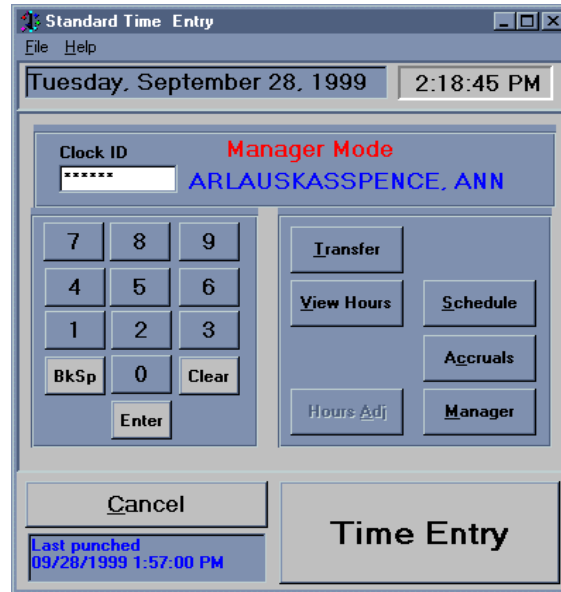


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If an associate who is not authorized to access manager functions attempts to login with an incorrect password the following prompt will appear.



- Clicking **OK** will bring up the Standard Time Entry screen, which will now indicate **Manager Mode**.

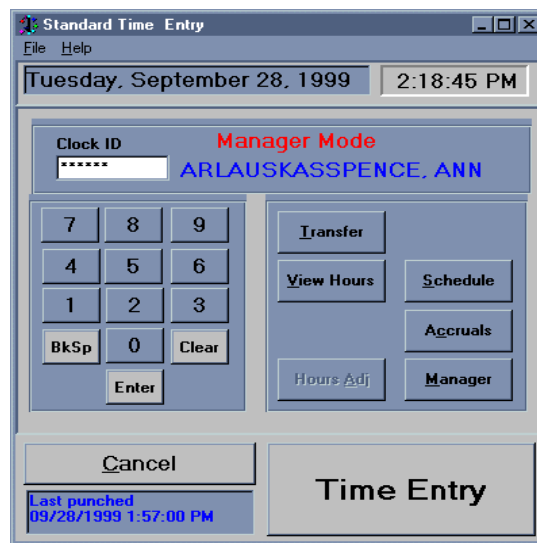


- The manager/supervisor can now perform manager level functions.

## Generating Time Punches (Manager Mode)

The major difference between a manager generating a time punch for an employee and an employee generating a time punch is that a manager can select the day and time to generate the punch. When an employee generates a time punch they must accept the system date and time.

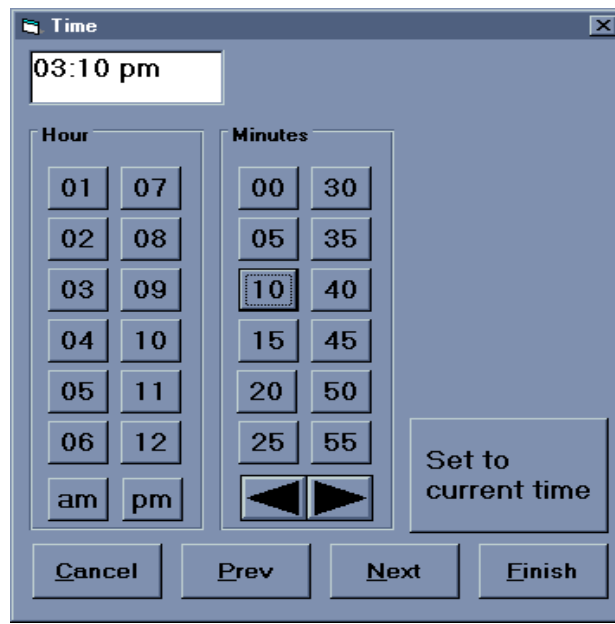
- Login as a manager
- Enter the **Clock ID** of the employee to generate the time punch for.
- Click the **Time Entry** Button



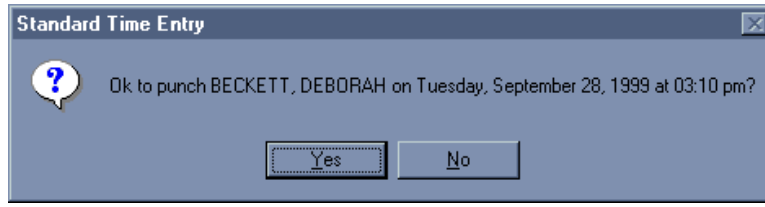
4. A **Calendar** will appear and prompt for a date to be selected.
5. Double-click the selected day.



6. A time entry screen will appear with system time of the PC appearing in the upper left-hand corner. Click **Set to current time** to accept the system time or enter a different time using the hour and minutes fields.



- Click **Finish** to bring up a confirmation prompt.



- Clicking **Yes** will bring up a confirmation prompt indicating that the time punch has been generated for this employee.



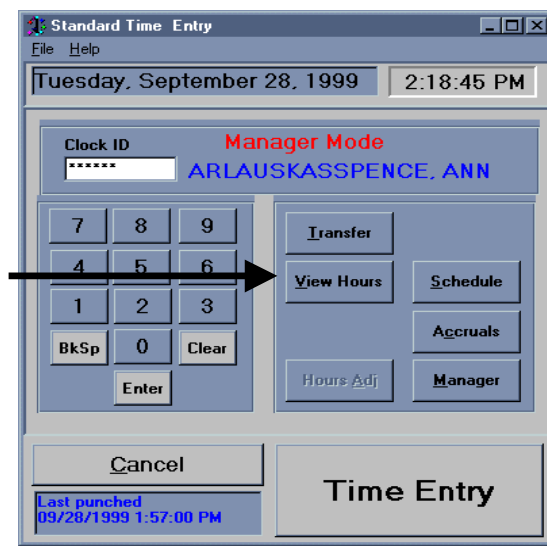
- Clicking **OK** will bring you back to the Standard Time entry screen.
- You can continue on or exit the Standard Time entry application.

**Note: The entry will not appear on the employee's timecard until a posting has been done from the LabCom 32 application**

## Viewing Hours (Manager Mode)

Viewing hours in *Manager Mode* only differs in the fact that a manager can view the hours of all employees. The manager cannot edit or add hours on this screen.

- Double-click the **Standard PC Entry 32** icon
- Login as a manager
- Enter the **Clock ID** of the employee whose hours you want to view.



4. Click the **View Hours** button

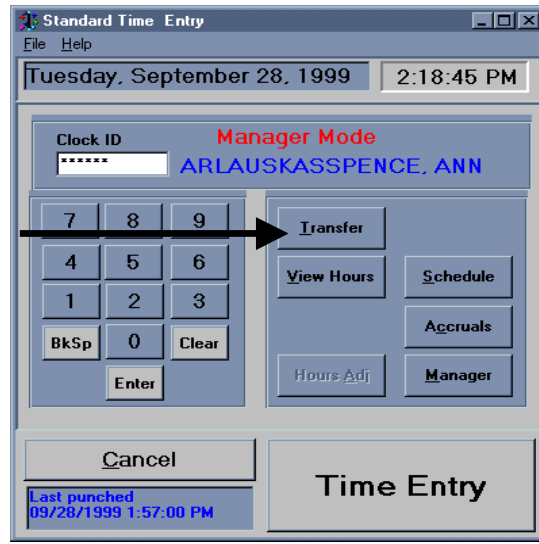
Date	Start	Stop	Position	Pay Type	Hours
Tuesday, September 28, 1999	03:10 pm	11:09 pm	CASH OFFICE	REG	7.00
Wednesday, September 29, 1999	11:00 am	03:00 pm	CASH OFFICE	REG	4.00
Sunday, September 26, 1999			Misc	ABS	10.50
Monday, September 27, 1999			Misc	H	8.00
Thursday, September 30, 1999			Misc	P	10.00
			Total		39.50

5. You can review all worked and miscellaneous pay hours for this employee.
6. Clicking on **Next** or **Finish** will bring you back to the Standard Time Entry login screen.
7. You can continue on or exit the Standard Time entry application.

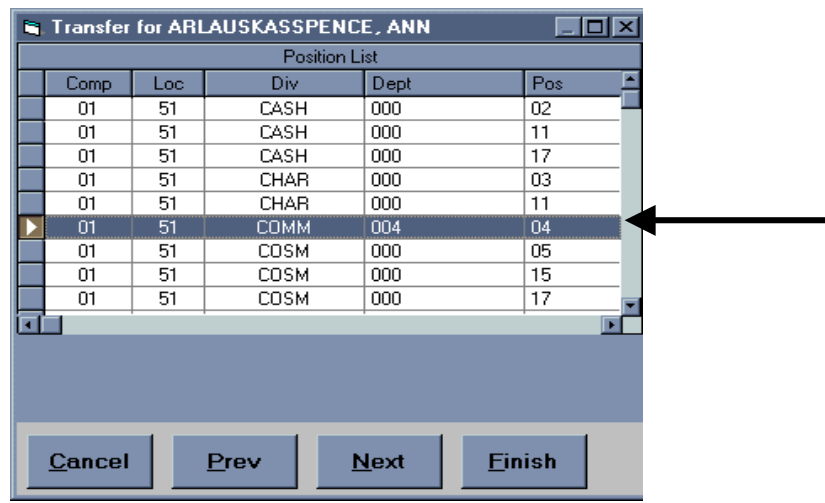
## Transfer (Manager Mode)

Transferring in manager mode differs from employee mode in the fact that a manager can transfer multiple employees to a different position/department. An employee can only transfer himself or herself to a different position/department.

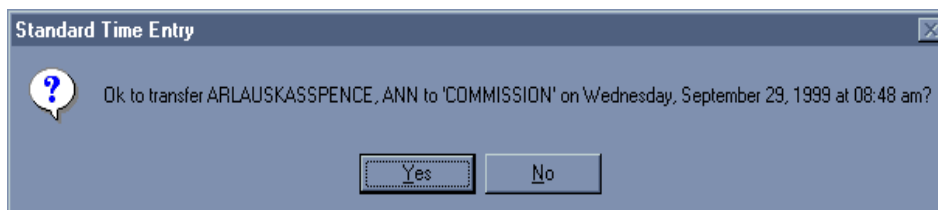
1. Double-click the **Standard PC Entry 32** icon
2. Login as a manager
3. Enter the **Clock ID** of the employee who is being transferred.



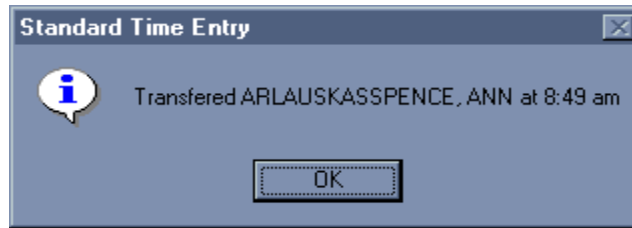
4. Select a **position/department** from the position list by highlighting the **position/department** the employee wants to transfer to.



5. Click **Next**
6. A confirmation prompt will appear.



7. Clicking **Yes** at the confirmation prompt will bring another confirmation prompt to confirm that the transfer was successful.

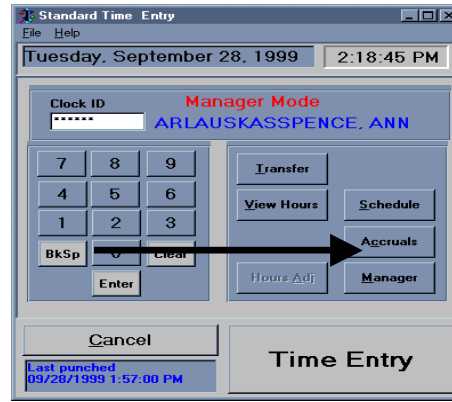


8. Clicking **OK** will bring you back to the Standard Time entry screen.
9. You can continue on or exit the Standard Time entry application.

## Accruals (Manager Mode)

Viewing accruals in **Manager Mode** only differs in the fact that a manager can view the accruals of all employees. **The manager cannot edit the allotted or remaining hours from this screen.**

1. Double-click the **Standard PC Entry 32** icon.
2. Login as a manager.
3. Enter the **Clock ID** of the employee whose accruals you want to view.



4. Click the **Accruals** button
5. You can view your **Allotted** and **Remaining** hours of the designated employee.

Pay Type	Description	Allotted Hours	Remaining Hours	Last Posted
F	Funeral Hours	0.00	0.00	
H	Holiday Pay	0.00	0.00	
J	Jury Duty	0.00	0.00	
P	Personal	8.00	0.00	05/20/1999
S	Sick Time	0.00	0.00	
V1	Advance Vacation 1 Week	40.00	22.50	03/29/1999
V2	Advance Vacation 2 Weeks	0.00	0.00	
VAC	Vacation	0.00	0.00	

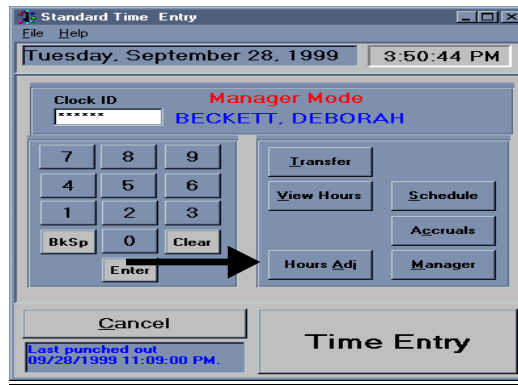
**This is a view only screen and is not open to editing**

6. Clicking **Next** or **Finish** will bring you back to the Standard Time entry Screen.
7. You can continue on or exit the Standard Time entry application.

## Hours Adj.

The *Hours Adj.* button is only accessible to managers/supervisors. This button allows managers/supervisors to enter miscellaneous hours for employees. This button will not be accessible unless the associate first signs on to the Standard Time entry screen using the *Manager* button.

1. Double-click the **Standard PC Entry 32** icon.
2. Login as a manager.
3. Enter the **Clock ID** of the employee to enter miscellaneous hours for.



4. A **Calendar** will appear and prompt for a date to be selected.
5. Double-click the selected day.



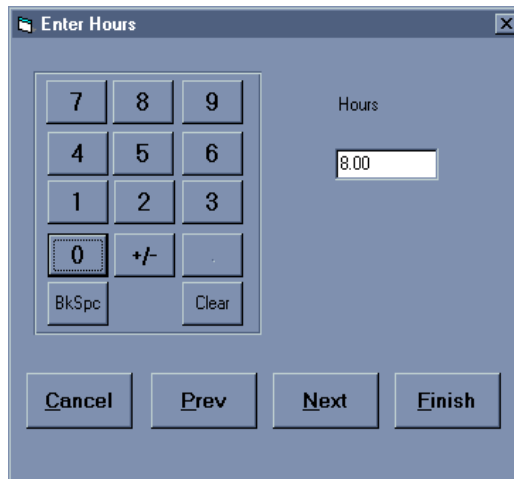
6. Highlight the selected pay type from the **Pay Type List** and click **Next**.



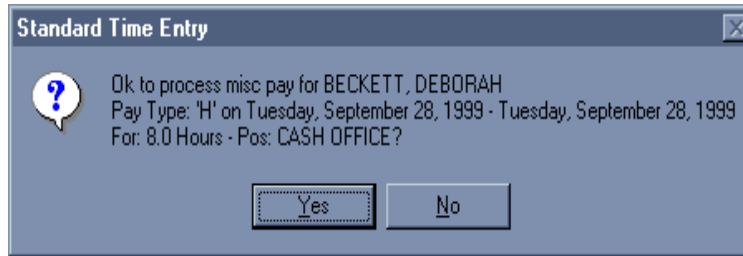
7. Highlight and select the **position/department** from the **Position List** and click **Next**.



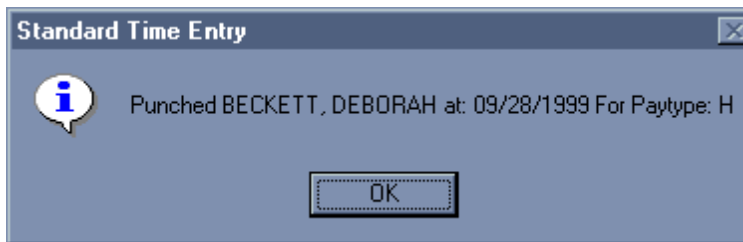
8. Enter the amount of hours be allotted for this entry and click **Next**.



9. Clicking **Next** will bring up a confirmation prompt.



10. Clicking **Yes** on the confirmation prompt will bring up a confirmation prompt indicating that the miscellaneous pay entry was punched to the employee's timecard.



11. Clicking **OK** will bring you back to the Standard Time entry Screen.

12. You can continue on or exit the Standard Time entry application.

**Note: The miscellaneous entry will not appear on the employee's timecard until posting has been done from the LabCom 32 application**

# Time Card Approval Feature

## Time Card Approval

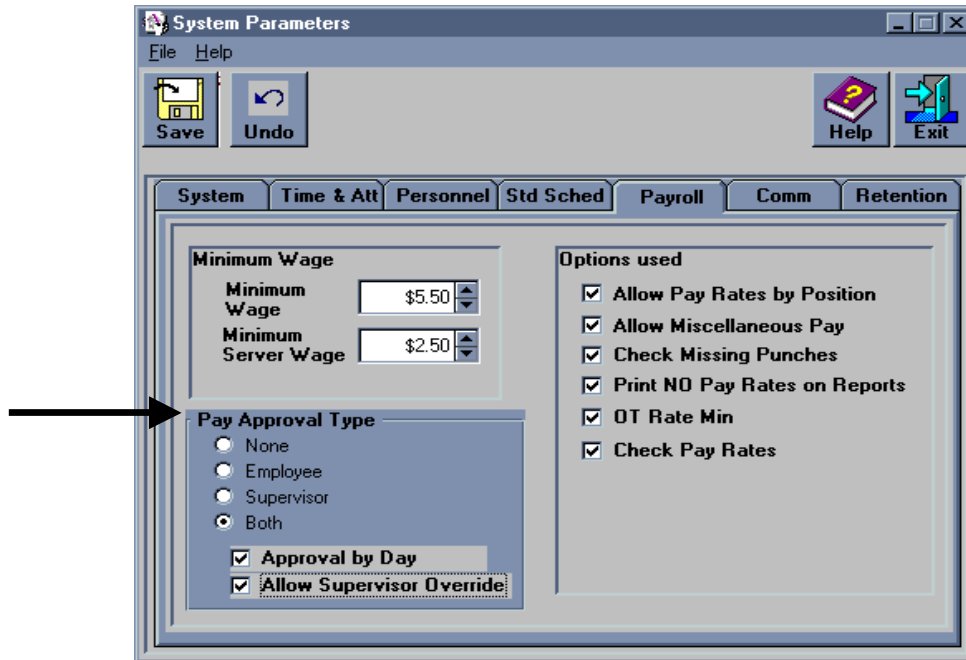
- Time Card Approval allows *employees and/or supervisors* the *ability to review and approve* a timecard before payroll is processed.
- The feature is available through *Labor Manager* and *PC Entry*.
- It is *optional* and can be turned off completely.
- It can be set up for *employee approval only*, *supervisor approval only*, or *approval by both* employee and supervisor.
- It can be configured for *daily approval* or *approval for the pay period* as a whole.
- Access to the Time Card Approvals feature can be *limited* by a *Pay Group* setting
- When Time Card Approvals is activated, a new field appears on the *Pay Group General tab: Allow Pay Approvals*.
- If unchecked, an employee assigned to that pay group will get a message indicating he/she is not permitted access to the time card.
- Be sure to set this field for pay groups whose employees are to use the approval feature.

## Time Card Approval Process

- To approve a time card, the employee/supervisor navigates to the time card screen. There is a check box at the bottom of the time card totals area that is checked to approve the timecard.
- When both the employee and supervisor have to approve the time card, the supervisor can only sign-off after the employee signs off, unless the system has been configured for supervisor override.
- Once the supervisor has approved the time card, the employee cannot revoke his/her approval or change the time card.
- If an employee's timecard has not been approved before payroll is processed, a warning message is displayed and the operator has the ability to review those employees' timecards.
- When the system has been configured to allow employees access to their timecards, the Labor Manager menu displays a third field labeled *Clock ID*. Employees enter his/her badge number and personal password to gain entry into the system. The employee has access only to his/her time card.
- The ability to edit the time card and Miscellaneous Pay information is controlled by the special security profile that is configured.
- Supervisors use their personal security logins to access employee time cards; employees use their badge number plus a password assigned in their "Employee Profile" record.

## Time Card Approval Configuration

1. Determine whether the employee and/or supervisor will use the approval feature.
2. On the **Labor Configuration|System Parameters|Payroll Tab**, set the **Pay Approval Type**.

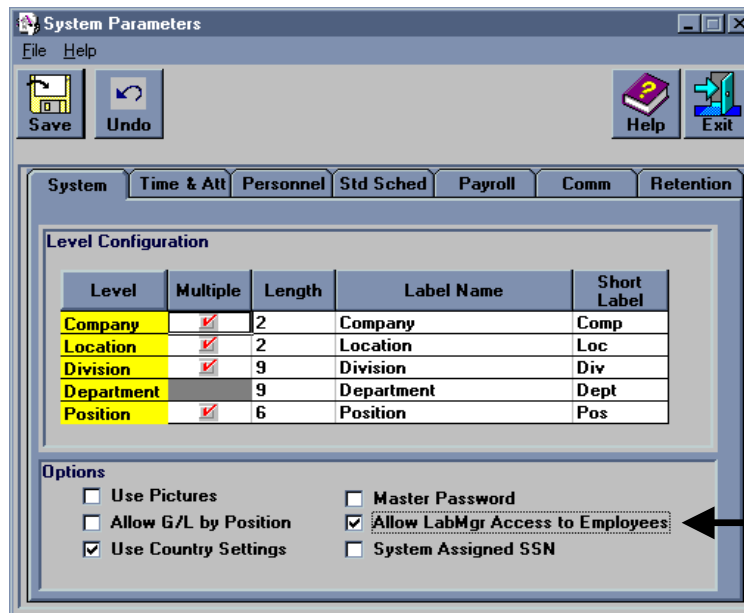


Available Choices: **None, Employee, Supervisor, Both**

**Approval By Day:** If checked, a sign-off check box will appear for every day of the pay period. If **Unchecked**, one check box will appear for the pay period.

**Allow Supervisor Override:** If **checked**, the *supervisor can sign-off* even if the employee has not signed-off for the day/pay period. If **unchecked**, the *supervisor must wait* until the employee signs-off before approving the time card for the day/pay period.

3. On the **Labor Configuration|System Parameters|System Tab**, there is a field labeled **Allow LabMgr Access to Employees**.

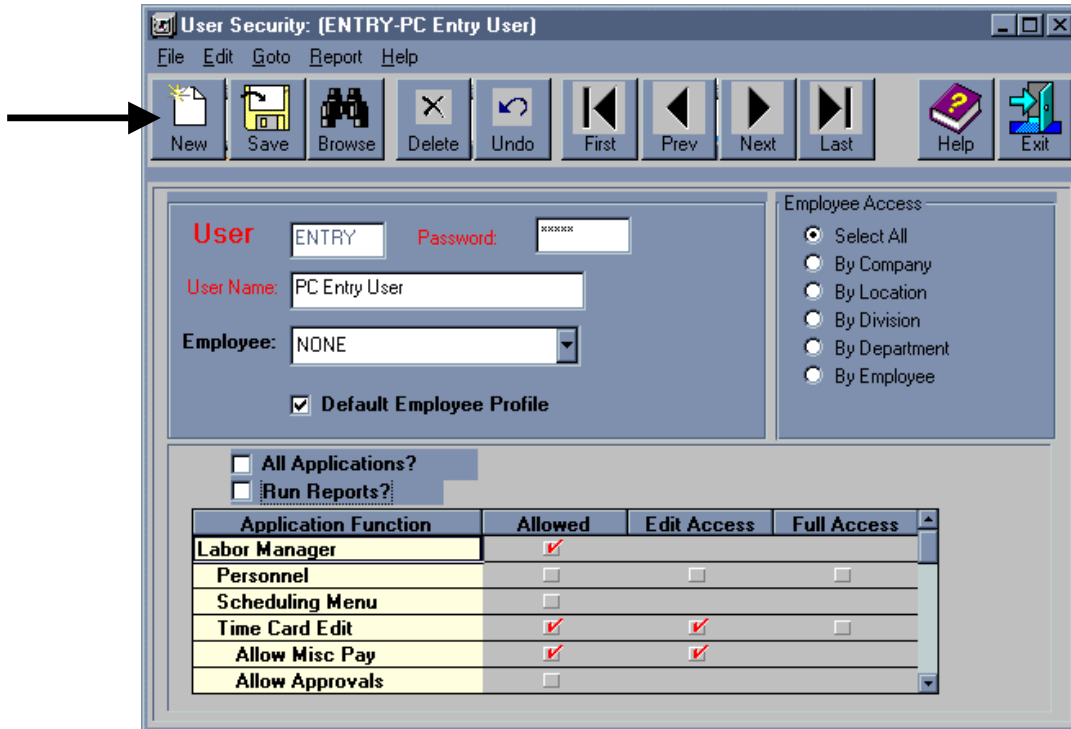


If employees are to sign-off on their timecards, check this box. Otherwise, leave this field unchecked.

Checking this box will cause a third field to appear on the Labor Manager login screen, for entry of the employee's badge number.

4. If employees are to use the sign-off feature, a special security profile must be set up. From the Labor Configuration menu, click **Special Maintenance**. Click **Security**.

5. Add a New Profile, granting access to the Labor Manager Time Card



- ONLY: Set it to *Allowed*, and *Edit* (if the employee is allowed to change their timecard)
- Grant access to the *Miscellaneous Pay* screen if the employee is allowed to *view/edit* miscellaneous pay entries.
- Check the *Default Profile field* (note: only one security profile can be set as the default)

6. Employees who are to use the sign-off feature need to have a password assigned to them. The password is entered on the "Other" tab of the *Labor Manager|Employee Profile* Screen.