

ADI  TIME

PC Entry

Version 9

User's 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. Employees can punch in and out by entering their personnel identification number. When logged on in "Manager Mode" supervisors can review employee hours and add miscellaneous adjustments such as holiday hours. All transactions are handled through the Labor Manager program.

Benefits

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

Criteria

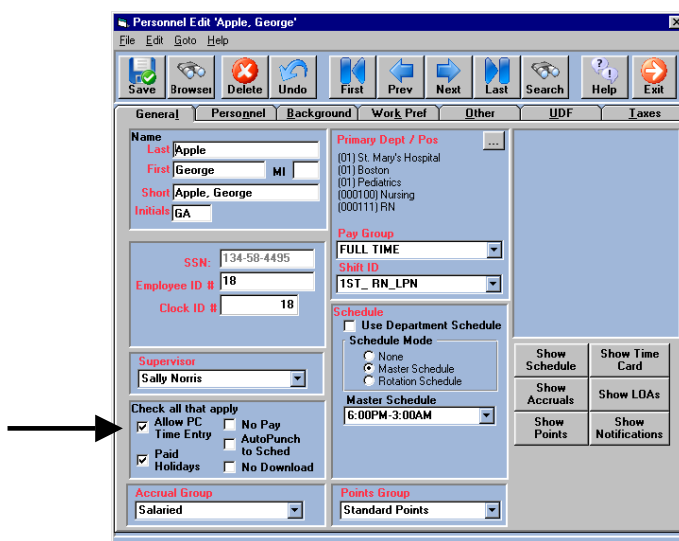
- PC Entry must be designated in your software branding.
- Access to PC Entry is limited to a designated number of users.
- The Time and Attendance system must be installed on a network so that the file containing the time data entered by the employees can be accessed for processing to their timecard.
- The Time and Attendance System must be configured for PC Entry (refer to next section).

Configuring PC Entry

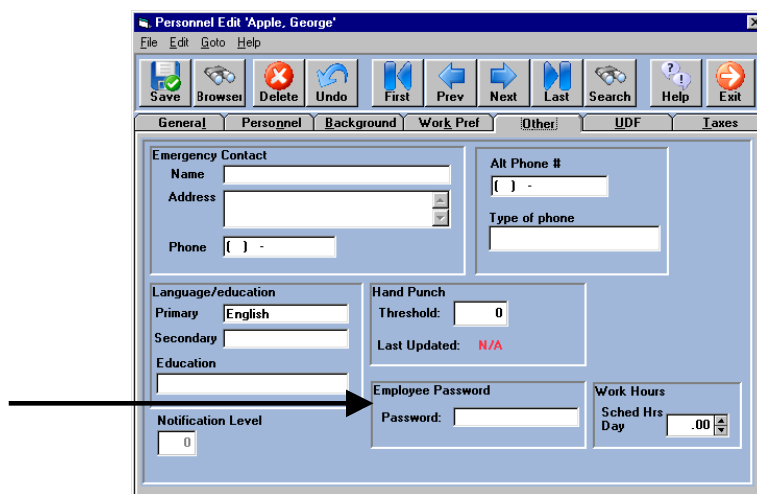
Personnel Tab

In order for a designated employee to use PC Entry, the **Allow PC Entry** field located on the employee's **Personnel Profile** must be checked. Personnel Profiles are accessed in the Labor Manager program.

1. To open the **Labor Manager** program click **Start>Programs>ADI Time>Labor Manager**.
2. Sign in using your username and password.
3. Click **Personnel** and use the Employee Browser to locate the employee.
4. On the employee profile's **General** tab, click to place a check mark next to **Allow PC Entry**.



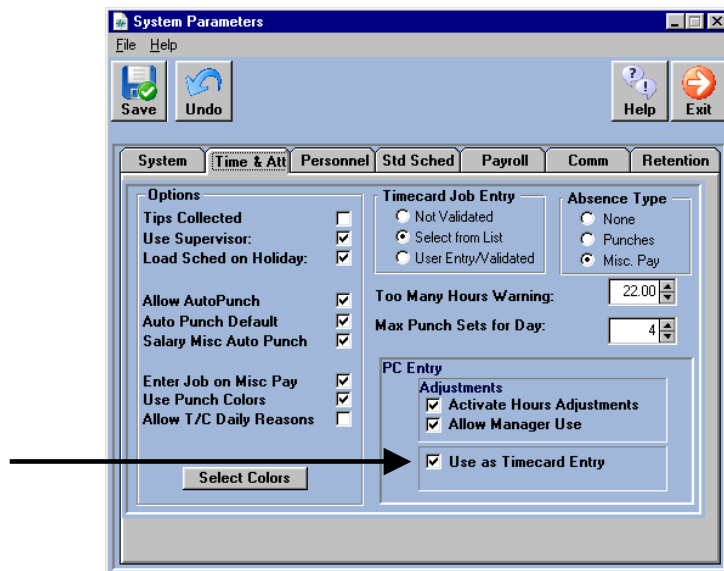
5. Click the profile's **Other** tab and assign an **Employee Password**.



6. Click **Save** to save the changes made to the employee profile.

PC Entry can be configured, using the **Configuration Manager** program, to either generate Punches or provide access to the Time Card by setting the **Use as Timecard Entry** field.

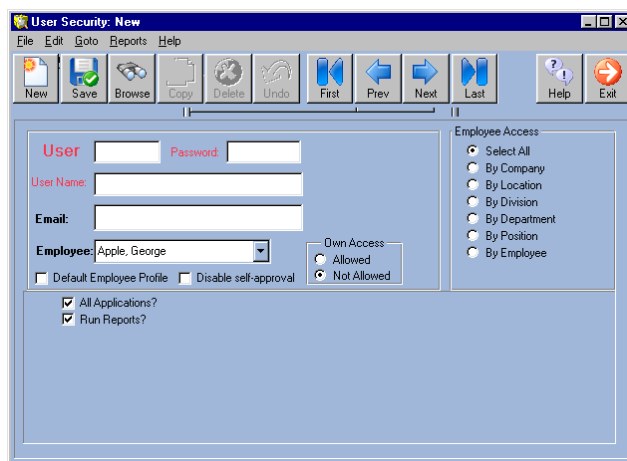
1. To open the **Configuration Manager** program, click **Start>Programs>ADI Time>Labor Configuration**.
2. Choose **System Parameters** and click the **Time & Att** tab. In the PC Entry area of this screen you will find the **Use as Timecard Entry** field.



3. If you want employees to be taken to their time card when they click the PC Entry **Time Entry** button, click to place a check mark next to **Use as Timecard Entry**.

If you want employees to generate a time punch when they click the PC Entry **Time Entry** button, click to *remove* the check mark next to **Use as Timecard Entry**.

A **security profile** must be configured when the **Use as Timecard Entry** field is checked and/or if the **Activate Hierarchy List Limitation** (System tab) feature is used. On the **Configuration Manager** program's main screen choose **Special Maintenance** and select **Security**.



Note: When the Time Card Approval feature is used, additional configuration is required. See page 20 for more information.

Employee Functions

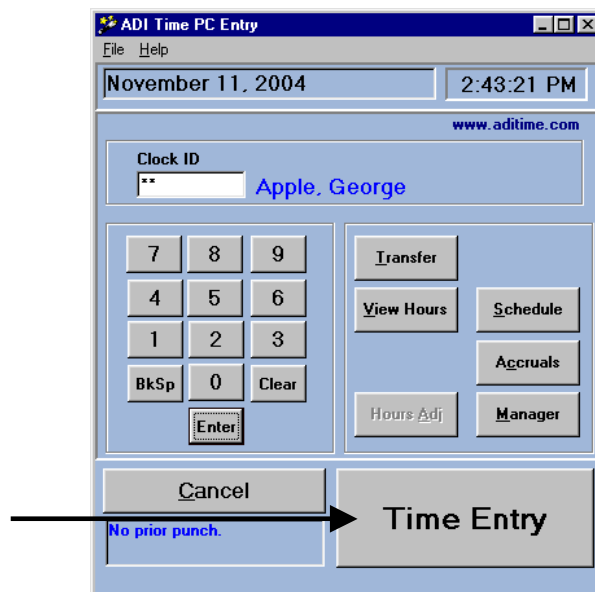
Employees have access to all functions on the PC Entry screen with the exception of the **Hours Adj.** button. To access this button an employee must be **designated as a supervisor or manager** in their personnel profile.

You can use PC Entry for the following functions:

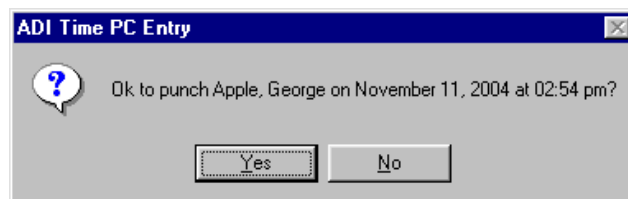
- Generate Time Punches
- View your daily schedules, hours, and accrual allotments
- Perform a transfer to a different position or department
- Approve your timecard (only when the timecard approval feature is turned on for employees – see the **Timecard Approval Feature** section of this manual on page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

Generating Time Punches

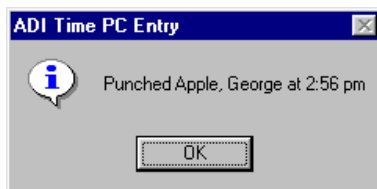
1. Choose **Start>Programs>ADI Time>PC Entry** or double-click the **PC Entry** icon.
2. Enter your employee badge number in the **Clock ID** field and click **Enter** on the numeric keypad.
3. Click **Time Entry**.



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



5. A confirmation message is displayed. Click **OK**.

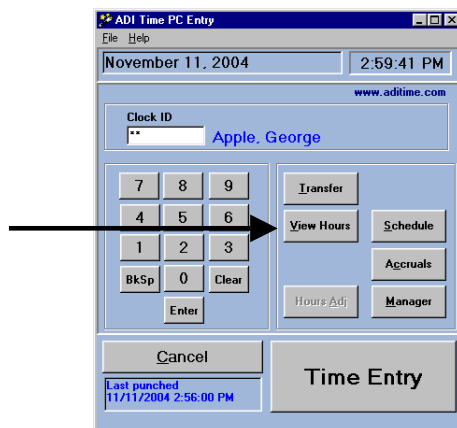


Note: The entry does not appear on your time card until it is posted within the **Labor Manager** program.

Viewing Hours

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

1. Choose **Start>Programs>ADI Time>PC Entry** or double-click the **PC Entry** icon.
2. Enter your employee badge number in the **Clock ID** field and click **Enter** on the numeric keypad.
3. Click **View Hours**.



4. Here you review all worked and miscellaneous pay hours.

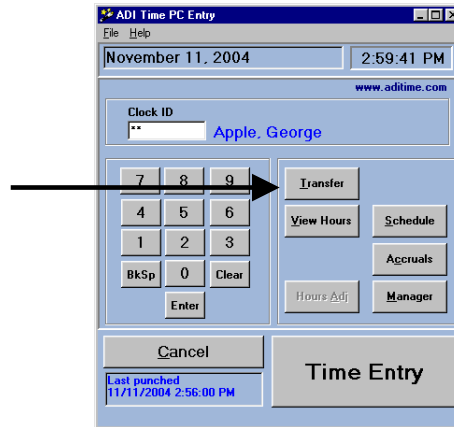
Date	Start	Stop	Position	Pay Type	Hours
November 08, 2004	07:00 am	03:30 pm	CNA	REG	8.0
November 09, 2004	06:59 am	03:35 pm	SHIFT SUPERVISOR	PREMIUM	8.5
November 10, 2004	07:01 am	03:32 pm	CNA	REG	8.0
November 11, 2004	07:00 am	03:30 pm	SHIFT SUPERVISOR	PREMIUM	8.5
November 12, 2004	07:02 am	03:30 pm	CNA	REG	8.0
Total					41.0

5. Click **Next** or **Finish** to return to the PC Entry login screen.
6. Click the **X** in the upper right hand corner to close the ADI Time PC Entry program.

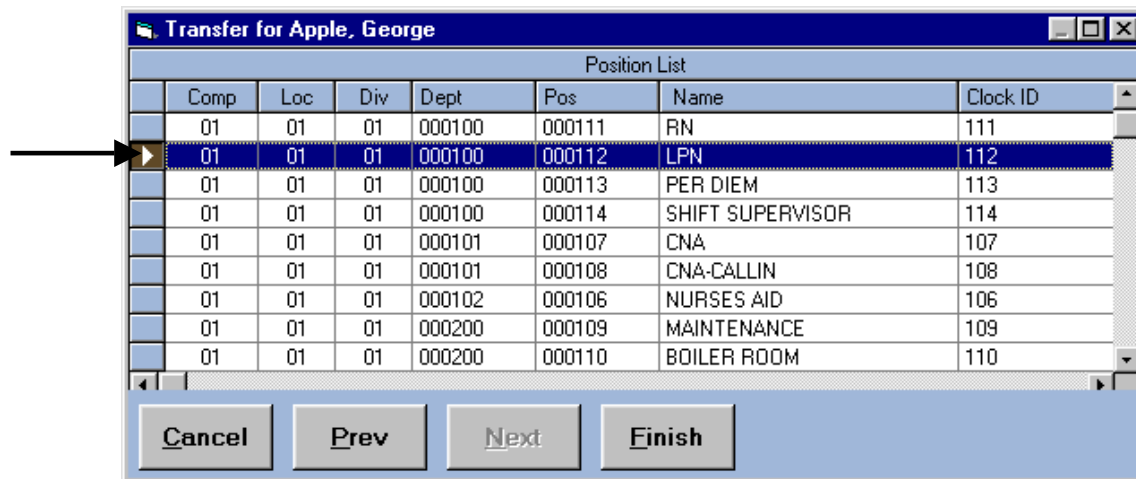
Transferring Department/Position

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

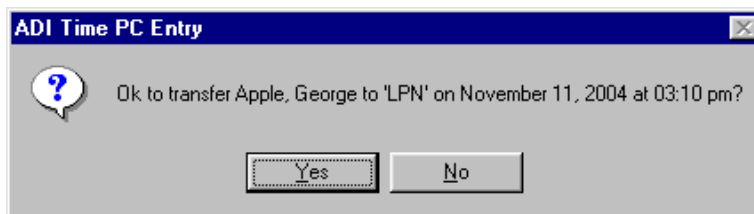
1. Choose **Start>Programs>ADI Time>PC Entry** or double-click the **PC Entry** icon.
2. Enter your employee badge number in the **Clock ID** field and click **Enter** on the numeric keypad.
3. Click **Transfer** on the numeric keypad.



4. Click a line to highlight the **position/department** to which you want to transfer.



5. Click **Finish**. A confirmation prompt appears.

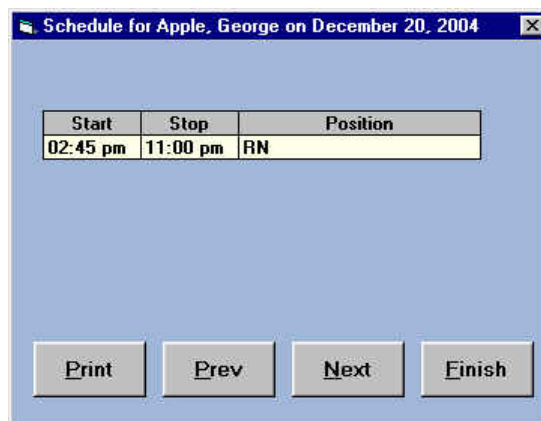


6. Click **Yes**. A verification prompt appears indicating that the transfer generated successfully.
7. Click **OK** to return to the ADI Time PC Entry screen.

Viewing Your Schedule

The **Schedule** function is used to view your schedule for a selected day.

1. Choose **Start>Programs>ADI Time>PC Entry** or double-click the **PC Entry** icon.
2. Enter your employee badge number in the **Clock ID** field and click **Enter** on the numeric keypad.
3. Click **Schedule**.
4. A **Calendar** appears. Double-click the specific calendar day of the schedule you want to view. Use the arrow keys to navigate to a different month.
5. Your scheduled **start time**, **stop time**, and **position** for the selected day is displayed.

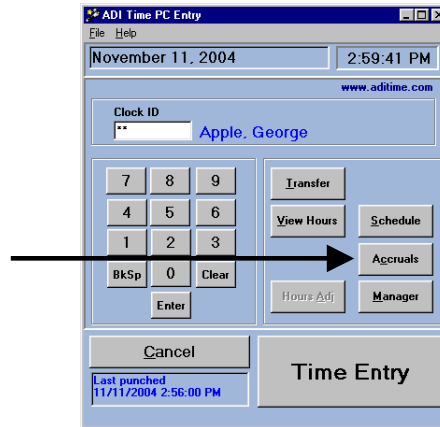


6. Click **Next** or **Finish** when you are finished viewing the schedule.

Accruals

Accruals is used to view allotted and remaining accrual hours (i.e. sick/vacation/personal).

1. Choose **Start>Programs>ADI Time>PC Entry** or double-click the **PC Entry** icon.
2. Enter your employee badge number in the **Clock ID** field and click **Enter** on the numeric keypad.
3. Click **Accruals**.



4. Here you view your **Allotted** and **Remaining** hours. This screen is *not* open to editing.

Accruals for Jones, Peter				
ID	Accrual Type Desc	Accrued	Available	Expiration Date
HOL	Sick	24.00	24.00	
VAC	Vacation	80.00	64.00	

Print Prev Next Finish

5. Click **Next** or **Finish** to return to the PC Entry screen.

Manager Functions

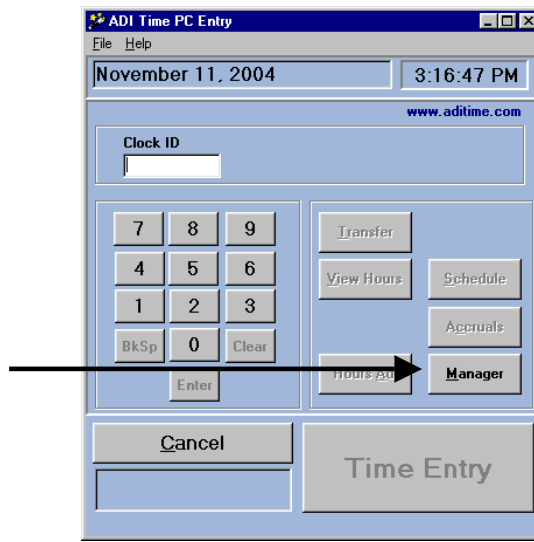
Managers have access to all functions on the PC Entry screen including the **Hours Adj.** function. To access **Hours Adj.**, you must be logged in as a manager. Designate supervisor or manager status for an employee on the **General Tab** of their personnel profile. The **Manager's PIN** is the employee's clock ID (badge number).

Managers/Supervisors have the ability to perform the following:

- Log employees in on the PC Entry screen and perform a variety of functions
- Punch employees in and out
- View employee schedules, employee hours, and employee accruals
- Add miscellaneous hours, using the **Hours Adj.** function, to the *current* pay period

Logging In as a Manager

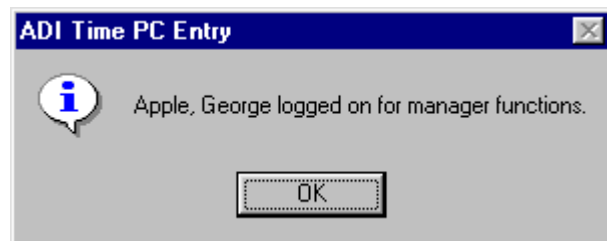
1. Choose **Start>Programs>ADI Time>PC Entry** or double-click the **PC Entry** icon.
2. Click **Manager**. The Manager's ID screen appears.



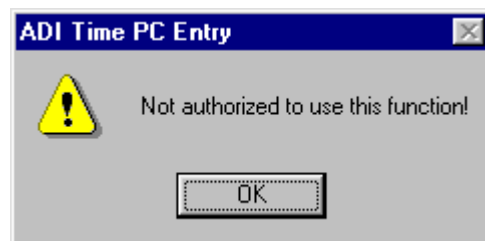
3. Enter your **Manager's PIN** and click **OK**.



After clicking **OK** a verification prompt confirms that you are signed on as a manager.



If an employee not authorized to access manager functions attempts to log in as a manager, the following prompt appears.



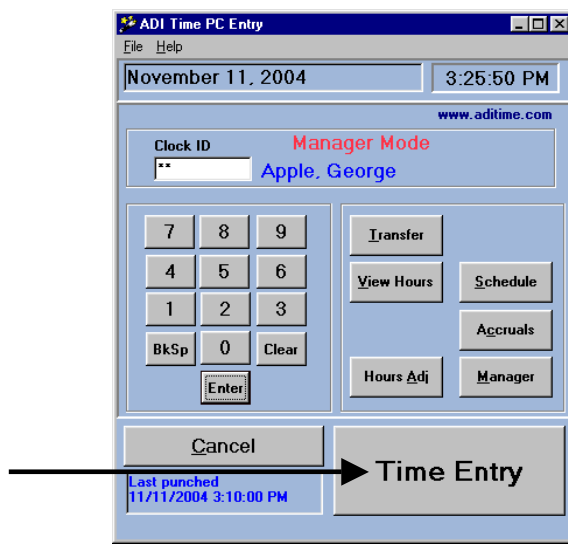
4. Clicking **OK** brings up the ADI Time PC Entry screen, which now indicates **Manager Mode**. The manager/supervisor may now perform manager level functions



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 specify the day and time of the punch. When an employee generates a time punch they must accept the system date and time.

1. Choose **Start>Programs>ADI Time>PC Entry** or double-click the **PC Entry** icon.
2. Log in as a **manager**.
3. Enter the **Clock ID** of the employee for whom you want to generate the time punch.
4. Click **Time Entry**.

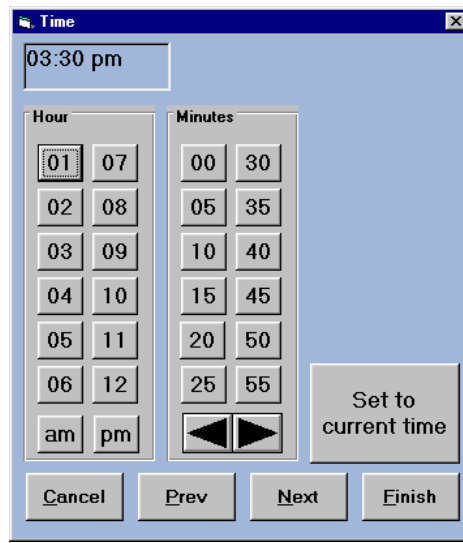


5. A **Calendar** appears. Double-click the specific calendar day you want to use.

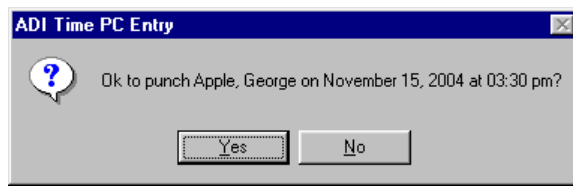


6. A time entry screen appears with the system time of the PC displayed in the upper left-hand corner.

- To accept the system time click **Set to current time**.
- To enter a different time, use the **Time window's buttons** to specify hours and minutes. Note that the minute buttons increment by five minutes. To select by one-minute increments, use the Time window's **arrow keys**.



7. Click **Finish**. A confirmation prompt appears.



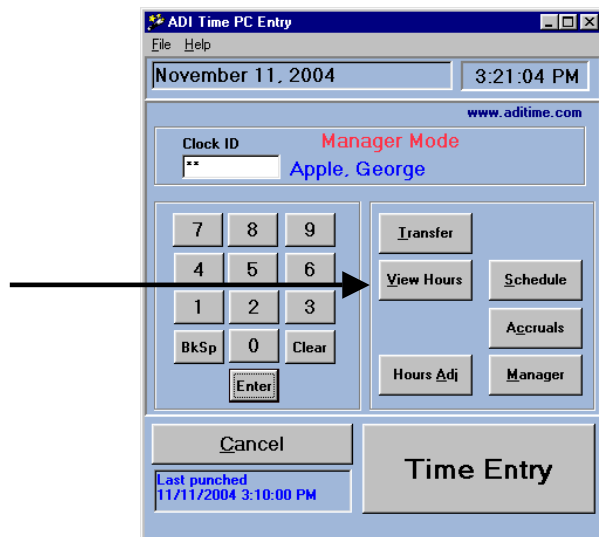
8. Click **Yes**. A verification prompt appears indicating that the punch generated successfully.
9. Click **OK** to return to the ADI Time PC Entry login screen.

Note: The entry does not appear on your time card until it is posted within the **Labor Manager** program.

Viewing Hours (Manager Mode)

Viewing hours in **Manager Mode** differs only in the fact that a manager can view hours for any employee. The manager cannot, however, edit or add hours on this screen.

1. Choose **Start>Programs>ADI Time>PC Entry** or double-click the **PC Entry** icon.
2. Log in as a **manager**.
3. Enter the **Clock ID** of the employee for whom you want to view hours.



- Click **View Hours**. Here you can review all worked and/or miscellaneous pay hours for this employee.

Date	Start	Stop	Position	Pay Type	Hours
November 08, 2004	07:00 am	03:30 pm	CNA	REG	8.0
November 09, 2004	06:59 am	03:35 pm	SHIFT SUPERVISOR	PREMIUM	8.5
November 10, 2004	07:01 am	03:32 pm	CNA	REG	8.0
November 11, 2004	07:00 am	03:30 pm	SHIFT SUPERVISOR	PREMIUM	8.5
November 12, 2004	07:02 am	03:30 pm	CNA	REG	8.0
Total					41.0

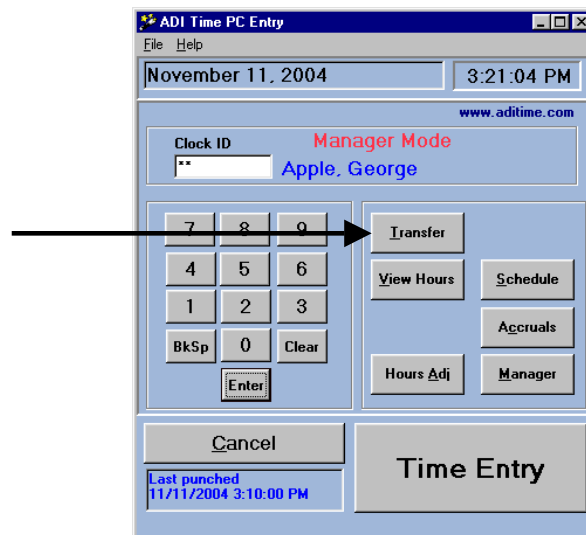
Print Prev Next Finish

- Click **Next** to view hours for another employee; click **Finish** to return to the PC Entry login screen.

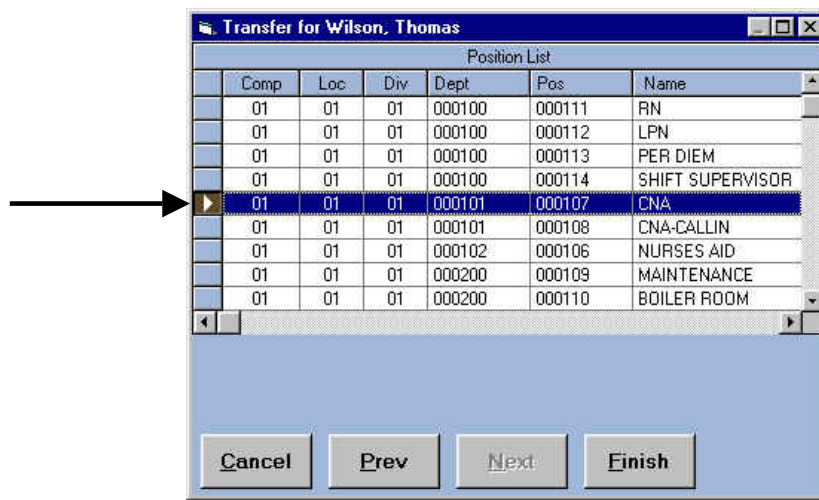
Transfer (Manager Mode)

Transfer in manager mode differs from employee mode in the fact that a manager can transfer multiple employees to a different position/department. Employees can only transfer themselves to a different position/department.

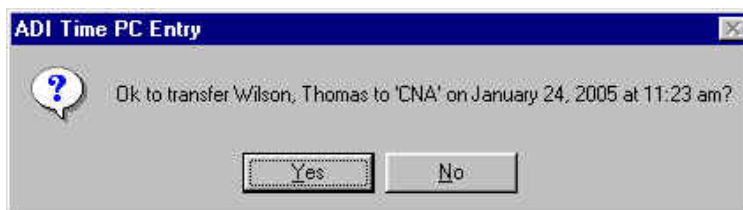
- Choose **Start>Programs>ADI Time>PC Entry** or double-click the **PC Entry** icon.
- Log in as a **manager**.
- Enter the **Clock ID** of the employee you want to transfer.
- Click **Transfer**.



5. A **Calendar** appears. Double-click the specific calendar day you want to use.
6. A time entry screen appears with the system time of the PC displayed in the upper left-hand corner.
 - To accept the system time click **Set to current time**.
 - To enter a different time, use the **Time window's buttons** to specify hours and minutes. Note that the minute buttons increment by five minutes. To select by one-minute increments, use the Time window's **arrow keys**.
7. Click a line to highlight the **position/department** to which the employee wants to transfer.



8. Click **Finish**. A confirmation prompt appears.



Clicking **Yes** returns a verification prompt indicating that the transfer was successful.

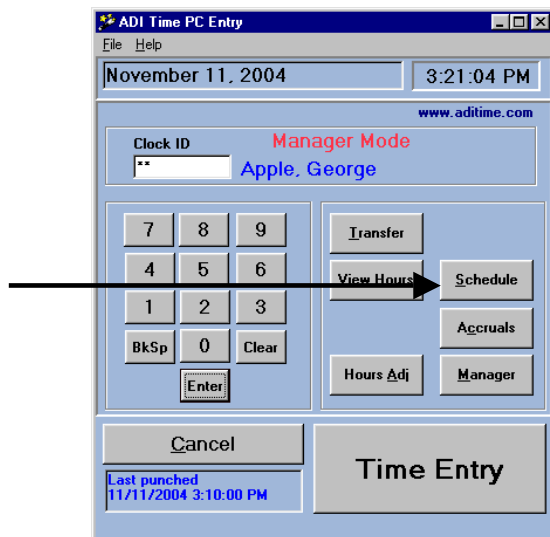


9. Click **OK** to return to the ADI Time PC Entry screen.

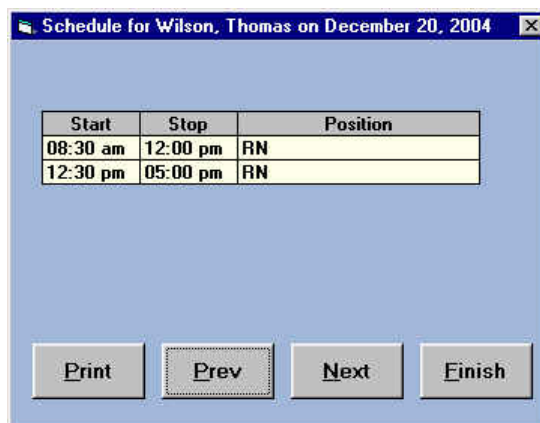
Viewing a Schedule (Manager Mode)

Viewing a schedule in **Manager Mode** differs only in the fact that a manager can view the schedule for any employee. The manager cannot edit a schedule from this screen.

1. Choose **Start>Programs>ADI Time>PC Entry** or double-click the **PC Entry** icon.
2. Log in as a **manager**.
3. Enter the **Clock ID** of the employee for whom you want to view a schedule.



4. Click **Schedule**.
5. A **Calendar** appears. Double-click the specific calendar day of the schedule you want to view. Use the arrow keys to navigate to a different month.
6. The employee's scheduled **start time**, **stop time**, and **position** for the selected day is displayed.

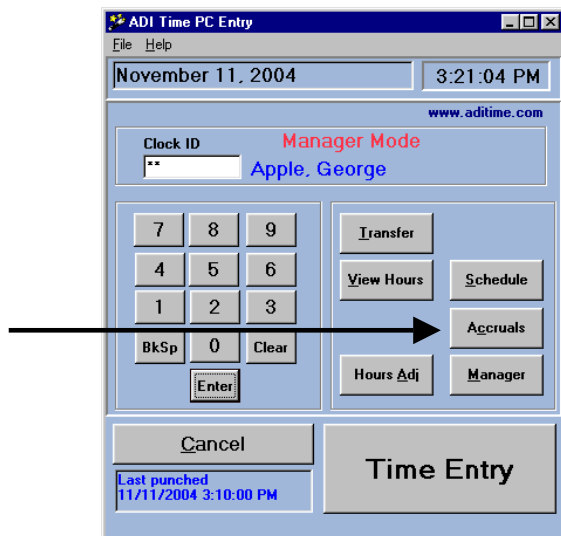


7. Click **Next** to view a schedule for another employee; click **Finish** to return to the PC Entry login screen.

Accruals (Manager Mode)

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

1. Choose **Start>Programs>ADI Time>PC Entry** or double-click the **PC Entry** icon.
2. Log in as a **manager**.
3. Enter the **Clock ID** of the employee for whom you want to view accruals.



4. Click **Accruals**. Here you can view **Allotted** and **Remaining** hours of the selected employee.

Accruals for Jones, Peter				
ID	Accrual Type Desc	Accrued	Available	Expiration Date
HOL	Sick	24.00	24.00	
VAC	Vacation	80.00	64.00	

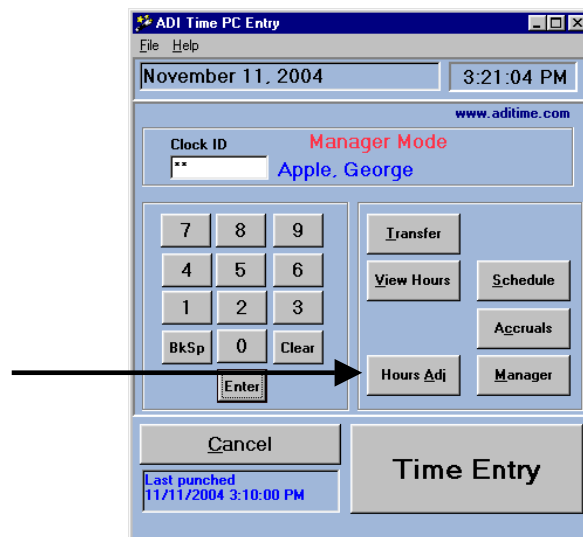
Print Prev Next Finish

5. Click **Next** to view accruals for another employee; click **Finish** to return to the PC Entry login screen.

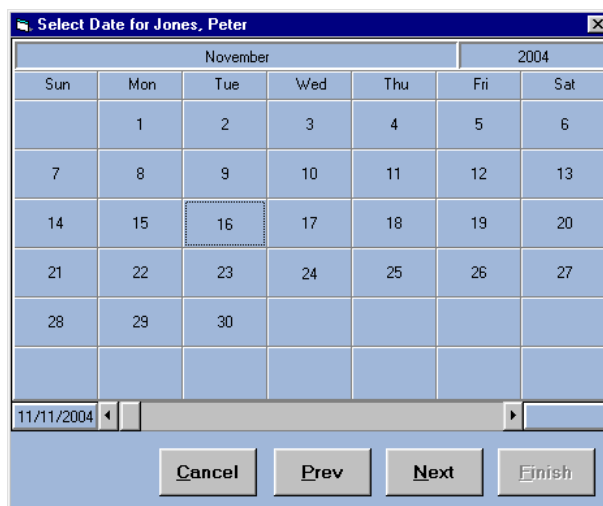
Hours Adj.

The **Hours Adj.** function is accessible only to managers/supervisors. This function allows managers/supervisors to enter miscellaneous hours for employees. Note that **Hours Adj.** is not accessible unless the manager/supervisor first signs on to the ADI Time PC Entry screen using the **Manager** button.

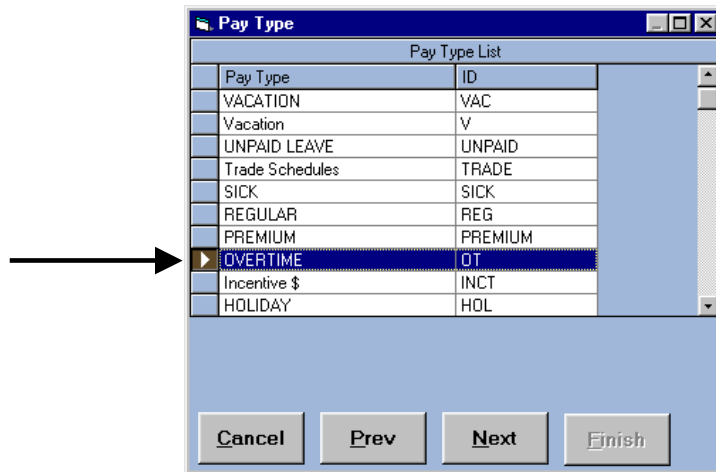
1. Choose **Start>Programs>ADI Time>PC Entry** or double-click the **PC Entry** icon.
2. Log in as a **manager**.
3. Enter the **Clock ID** of the employee for whom you want to enter miscellaneous hours.
4. Click **Hours Adj.** A **Calendar** appears and prompt for a date to be selected:



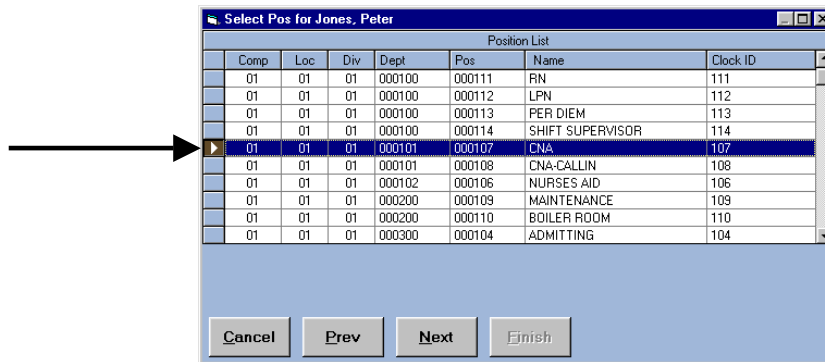
5. A **Calendar** appears. Double-click the specific calendar day you want to use.



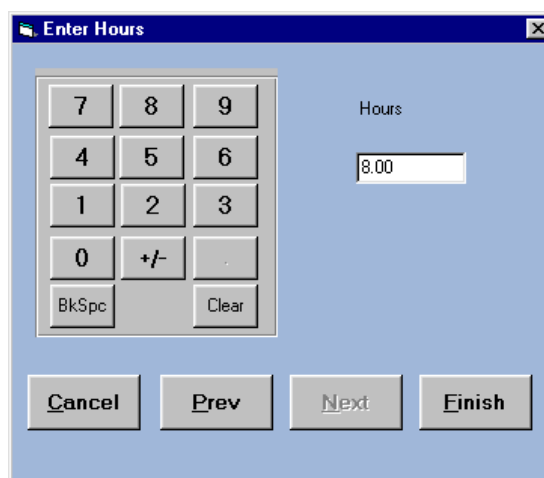
- Click a line to highlight the **Pay Type** for which you want adjust hours and click **Next**.



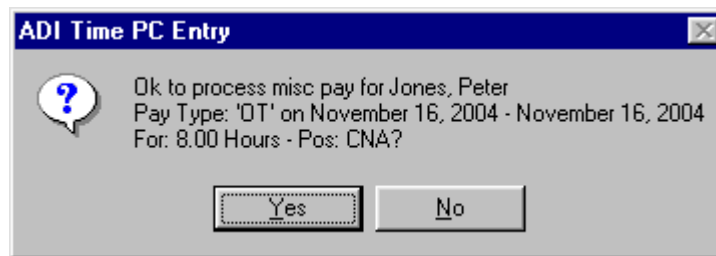
- Click a line to highlight the **Position/Department** to which you want assign the hours and click **Next**.



- Enter the number of hours to be allotted this entry.



9. Click **Next**. A confirmation prompt appears.



10. Click **Yes**. A verification prompt appears indicating that the process pay generated successfully.
11. Click **OK** to return to the ADI Time PC Entry screen.

Note: The entry does not appear on the employee's timecard until it is posted within the **Labor Manager** program.

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 in **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, **Allow Pay Approvals**, appears on the Pay Group General tab.
- When left unchecked, an employee assigned to that pay group receives a message indicating he/she is not permitted to access to the time card.
- Be sure to set this field for pay groups whose employees are to use the approval feature.

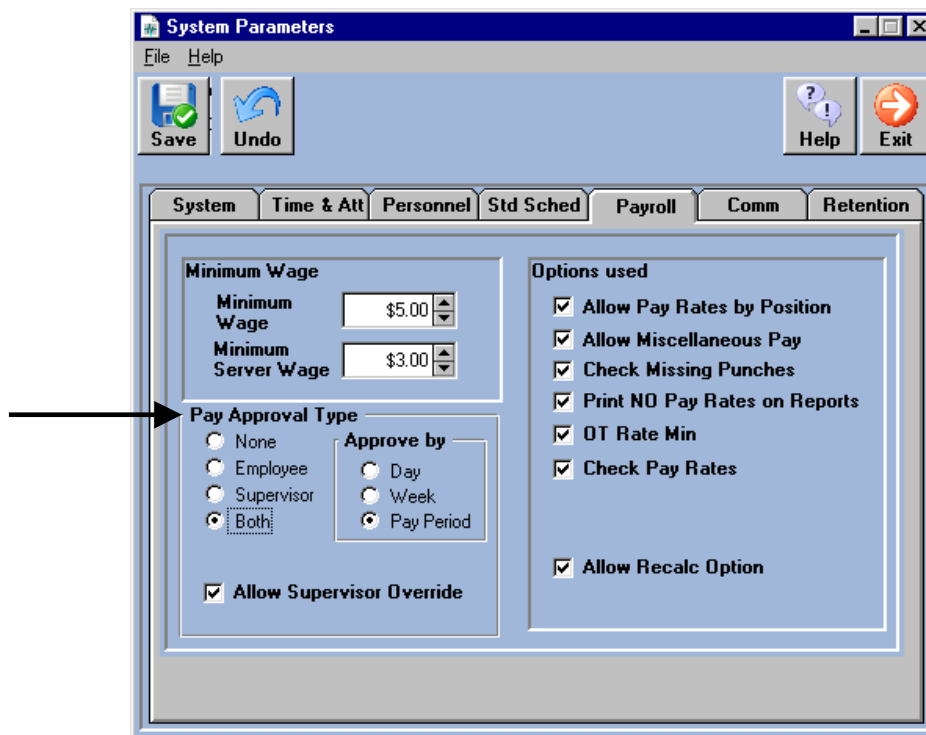
Time Card Approval Process

- 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 employee and supervisor must approve the time card, the employee *must* sign off before the supervisor, unless the system is configured for supervisor override.
- After the supervisor approves the time card, the employee cannot revoke his/her approval or change the time card.
- If an employee's time card is not approved before payroll is processed, a warning message is displayed. The operator can then review those employees' time cards.
- When the system is configured to allow employees access to their time cards, the Labor Manager menu displays a third field labeled **Clock ID**. Employees enter their badge number and password to gain entry into the system. The employee has access only to his/her time card.
- The ability to edit time card and miscellaneous pay information is controlled by a special security profile.
- Supervisors use their personal security logins to access employee time cards; employees use their badge number plus a password assigned in their employee profile.

Time Card Approval Configuration

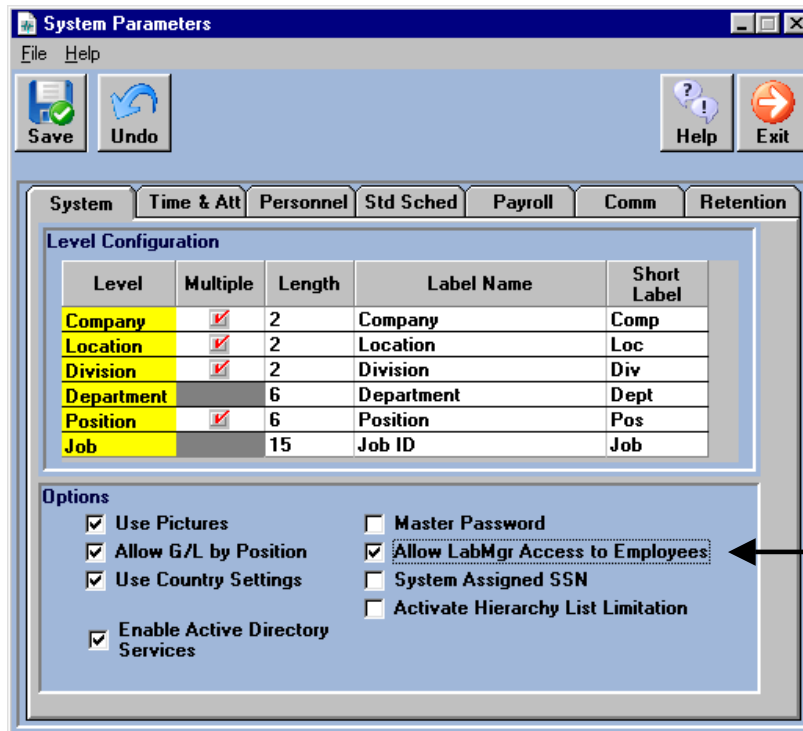
Determine whether the employees and/or supervisors are to use the approval feature.

1. Open the **Configuration Manager** program.
2. Select **System Parameters** and click the **Payroll** tab.
3. Set the **Pay Approval Type**:



- Available choices: **None, Employee, Supervisor, Both**
- **Approval By Day:** When *checked*, a sign-off check box appears for every day of the pay period. If left *unchecked*, one check box appears for the pay period.
- **Allow Supervisor Override:** When *checked*, the supervisor can sign-off even if the employee has not yet signed-off for the day/pay period. If left *unchecked*, the supervisor must wait until the employee signs-off before approving the time card for the day/pay period.

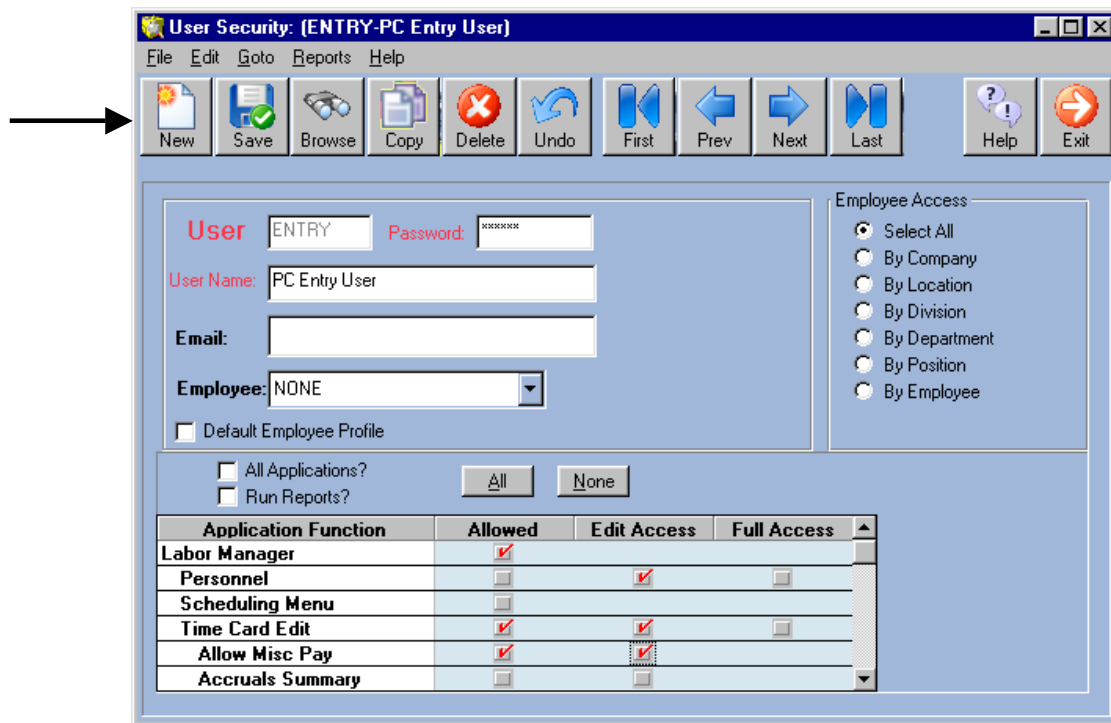
- In the Labor Configuration program on the System Parameters System tab, there is a field labeled **Allow LabMgr Access to Employees**.



- If employees are to sign-off on their timecards, check this box. Otherwise, leave it unchecked.
 - Checking this box causes a third field, entry of the employee's badge number, to appear on the Labor Manager login screen.
- If employees are to use the sign-off feature, a special security profile must be set up. On the **Configuration Manager's** main menu, click **Special Maintenance** and choose **Security**. The following prompt appears:



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



- Select the **Allowed** check box for **Time Card Edit**. If the employee should also have access to edit the time card, select the **Edit Access** check box.
- Select the **Allowed** check box for **Allow Misc Pay**. If the employee should also have access to edit miscellaneous pay, select the **Edit Access** check box.
- Check the **Default Employee Profile** field. Note that only one security profile can be set as the default.

7. Employees who are to use the **sign-off** feature must have a password assigned to them. The password is entered in the **Labor Manager** program on the **Employee Profile** screen's **Other** tab.