WEST CHESTER AREA SCHOOL DISTRICT

AND

APPROVER

USER GUIDE

Payroll Basics

- The payroll period consists of two weeks, beginning on alternative Wednesdays and ending on alternative Tuesdays

- All time is recorded in hours and tenths of hours (6 minute intervals).

- All overtime must be preapproved by the principal or the appropriate supervisor. Overtime is paid in accordance with employee's bargaining agreement and Board policy. Current contracts stipulate that overtime is paid for time worked over 40 hours per week. Under this calculation, overtime occurs when the employee shows over 40 hours on their time card. For employees working less than 40 hours but more than their schedule, the payroll system will account for time beyond their regular schedule as "Regular Overtime" up until 40 hours.

- Employees must approve their electronic timecard by 3:00 PM on the Wednesday following the close of the pay period.

- Principals or supervisors are approvers. Approvers must approve the electronic timecards to authorize payment for time worked. Approvers must approve electronic timecards by 3:00 PM on the Wednesday following the close of the pay period.

- Approvers are responsible for making corrections to timecards and entering paid time off (sick, vacation, personal, comp).

- Paid holidays will be automatically populated by the system.

- The Payroll Department will populate time cards with pay for time not worked related to snow days and early dismissals.

- Lunch breaks are automatically deducted from timecards. Approvers have the ability to change the lunch break deductions on a daily basis.

- Approvers have the ability to change incorrect punches, add missed punches and change overtime to comp time accumulated.

- All corrections to system defaults should be reported to payroll for correction.

Logging into TimeForce

TimeForce is a web based application. To access the program you must have Internet Explorer installed on your computer.

LOG INTO TIMEFORCE

1.   Open TimeForce in the browser. The browser link can be found on your portal page. We recommend that you make this a favorite in your browser for easy access.

2.   Enter your **Username, Password and Company Code.**

      Your Username is your District Username.

      On the initial login, the approver Password is Wcasd123. You will be prompted to change your password

      The Company Code is WCASD.

3.   Click the "Remember Me" box to save your Username and Company Code.

4.   Select **"Login."**

TimeForce Overview

Users can log into the TimeForce system from any District computer that has intranet access. Simply enter your District user name, your TimeForce password and the Company Code of WCASD. The first time you login, your initial password will be wcasd123 and you will be prompted to create a new password.

Approver users have access to the following sections of the TimeForce program:

- **Time Cards:** This section of the program is where time and attendance punches and hours and earnings totals for each pay period are displayed.

- **My Screen:** This section of the program provides some easy tools for you to manage the system. Common tools that appear in this screen include an error monitoring report that shows punch errors, a report that shows who has punched in for the day and a calculator that converts the hours and minutes to decimals. This screen can be customized through the Options button in the top right hand corner.

- **Reports:** This section of the program allows you to generate comprehensive reports detailing your Time Card information.

- **Employee:** This screen allows users to view the employee profile for the employees assigned to you.

Preferences
The "Preferences" link in the upper right-hand corner of the screen allows you to specify user options. From here you can change your login password, email address, and specify various display options.

- The **Role** field displays your user "type" (as in "Admin," "Employee," "Supervisor," etc.). This field is not editable.

- The **User** field displays the user name that is used when logging into the system. This field is not editable.

- The **Password** field allows you to specify the password that you will use when logging into the system.
    - When changing your login password you are required to re-type the chosen password into the **Confirm Password** field.

- The **Start Tab** is the screen that will open by default upon login to the system. Make the desired selection from the drop-down menu.

- Select the appropriate **Culture** from the drop-down menu.

- Select the desired **Hours Format** from the drop-down menu. The available options are "Decimal Hours" and "Hours and Minutes."

- The **Decimal Places** field allows you to select the number of decimal places to be displayed in total hours. The system uses a default of two decimal places.

Correcting Time Cards

The Time Card section of the program is where the punches, paid time off and totals for each pay period are displayed. Click on the main "Time Card" navigation tab at the top of the screen.

An Approver has access to the time and attendance data of the employees that they supervise. The employees have only "Employee-level" access to their own data.

The **Employee** drop-down menu at the top of the screen allows you to select the employee whose record you would like to view or edit. Click on the arrow icons to scroll though employees. Click on the icon to search for the desired employee by name, card number, pay type, etc.

Creating, Editing and Deleting Punches
An Approver has the ability to manually edit the punch data on the Time Cards of their assigned employees.

Entering Punches
If the employee forgets to punch in or misses a punch in another way, the Approver must enter the missed punch.

To enter a missed punch, click on the "Enter Punch" link located in the row of links directly above the main Time Card table. The **Punch** window appears at the top of the screen.

Enter punch information as desired. Only the **Punch** and **Date** fields are required.

The left-hand corner of the screen contains basic punch information.
- **Punch:** This is the time of the punch.
- **Date:** This is the date assigned to the punch. Click on the date icon to select the date from the calendar.
- **Type:** Use the default type of "NORMAL".
- We are not currently using the "Do Not Round", "Transfer" and "Override' fields, so leave these blank.

The right-hand corner of the screen contains various punch assignments and punch notes.

- **Mode:** This field allows you to select whether the punch is specified as an "IN" or "OUT" punch. A setting of "AUTO" allows the system to automatically determine the in/out status of a punch, based on the punch order on the Time Card. We recommend entering the punch as an "AUTO" punch.

- **Department:** This field allows you to assign the punch to a department level. In most situations, this will be the default.

- **Job:** This field is only used by the Facilities Department for premium pay assignments. When members of the Facilities Department are called in for an Emergency, the Emergency job can be assigned to ensure that the employees receive the contract required two hours of pay. When custodians perform the duties of head custodian, the Acting Lead job should be assigned so that the employee is paid at acting lead rates.

- **Notes:** Enter any desired additional notes about this punch or punch edit into this field. There is a maximum of 150 characters.

Click on the [CREATE] icon to save the punch. Click on [CANCEL] to cancel the changes that you have made.

Viewing and Editing Existing Punches

Each punch on the Time Card screen is a link. Click on the link to bring up the **Punch** screen at the top of the screen containing the selected punch's information.

Some additional fields are visible in this screen:

- **In Punch Date:** If this is a punch other than the first IN punch of the day, this field will display the date on which the IN punch for this schedule fell. This field is used when you have employees working a graveyard schedule that runs past midnight. This field is not editable.

- **Created Date:** This field displays the date that the punch was created. For example, if you manually insert a punch for yesterday's date, today's date is displayed in this field.

- **Created Time:** This field displays the actual time that the punch was created. This field can vary from the "Punch" field if the punch has been manually edited, or if the punch has been rounded according to the policies assigned to the employee.

The information displayed for existing punches is identical to the fields described in the previous section.

After making changes to the punch, click "Update" to save the changes, click "Cancel" to revert back to the original data. Click "Deactivate" to delete the original punch.

Comp Time Earned

Converting overtime to comp time earned

Time Force – Converting Overtime to Comp Time

There are times in which employees would like to earn comp time instead of overtime. The following provides directions for approvers to change overtime into comp time. In the example below, the employee has earned overtime on the 31st that they would like to convert to comp time.

		Wed 25	Thu 26	Fri 27	Sat 28	Sun 29	Mon 30	Tue 31	Wed 1	
In			08:00 AM • *	08:00 AM •			08:00 AM •	08:00 AM •		08:0
Out			05:00 PM •	05:00 PM •			04:30 PM • *	04:30 PM • *		
Punch Errors										
Lunch Deductions			0.50	0.50			0.50	0.00		
							Accumulated Hours			
Total Hours		8.00	8.50	8.50	0.00	0.00	8.00	8.50	8.00	
Pay Codes										
HOL		8.00							8.00	
REG			8.50	8.50			8.00	7.00		
REG > OT								1.50		
VAC										
Grand Totals										

I certify that I have reviewed the above time card and that it is accurate.

« 12/25/2013

☐ Employee

☐ Manager

Take the following action to convert this time to comp time:
- Click on the total hours on day when overtime was earned.

- This will bring up the hours panel.
- Click on + sign beside the Date to add a new line.

- To change the overtime to comp time, you need to change two fields. The first change is to change the base field to "Comp Earned".
- The second change is to change the overtime field to the appropriate comp time (1.0 COMP, 1.5 COMP or 2.0 COMP).

- Make sure that the total punched hours equal the allocated hours.
- Click Save to save these changes to the timecard.

The overtime should now show as comp time earned. It should show up as unpaid time in the total unpaid columns on the left side. The time represented should equate to the time worked.

Holidays and Snow Days

In situations where employees are granted paid time off on a global basis, such as holidays and paid snow days, this paid time is entered by the payroll department. Contact the payroll department if holiday or snow pay is missing from a timecard.

Creating, Editing and Deleting Absences

Use the following instructions to create, edit and delete absences on the Time Cards of employees that you supervise. Absences include Sick, Vacation, Personal, Bereavement and Comp Time used.

Entering Absences

Click on the "Enter Absence" link located in the row of links directly above the main Time Card table. The **Absence** window appears at the top of the screen.

The right-hand section of the screen contains basic absence information.

- **Hire Date:** The date of the employee's hire is displayed. This setting is not editable.

- **Dates:** The date fields allow you to select the range of dates for which absences will be created. Enter the desired dates, or click on the icons to select the dates from the calendar.

- **Weekdays:** Put a check mark in the box for each day of the week that you would like absences to be created. For example, if the date range selected crosses the weekend, leaving the boxes for Saturday and Sunday unchecked specifies that no absences are to be created for those days. Click on the [CHECK ALL] icon to check all of the boxes.

- **Hours:** This field contains three options but only one option is available for the West Chester Area School District:
  - Use **Decimal Hours Per Day.** Enter the number of hours that should be added to the timecard for that absence. Current policy requires employees to take paid time off in half day increments. Enter a Start Time for the absence. The **Start Time** is the time at which the hours calculation will begin on the Time Card.
  - The West Chester Area School District does not use "Based on Shift Duration" and "Based on Shift Policy"

The right-hand section of the screen allows you to make various assignments to the absence, and leave absence notes.

- **Absence Policy:** Select the type of leave from the drop-down menu.

- **Department:** Use the default department assigned to the employee.

- **Job:** Use the default job of "No Job".

- **Notes:** Enter any desired notes about the absence. Absence notes can be viewed from the Time Card. There is a maximum of 150 characters.

Click on the [CREATE] icon to save the punch. Click on [CANCEL] to cancel the changes that you have made.

Approving Time Cards

A pay period can only be verified once the pay period has ended.

From the Time Card screen, select the desired employee from the **Employee** drop-down menu at the top of the screen.

The **Verification** section is displayed at the bottom of the screen below the total hours. In the Verification section, the following statement appears: "I certify that I have reviewed the above time card and that it is accurate." If you agree with this statement, click on the box next to the word Supervisor. A green check mark appears, denoting that the pay period has been approved. Repeat these steps for each assigned employee.

Generating Reports

The reports section of the program allows you to print comprehensive reports of your Time Card, Employee and Schedule information.

Click on the main "Reports" navigation tab at the top of the screen. Reports are broken into several sections:

- The **Audit Reports** group allows you to monitor your employees' punch exceptions, verifications, etc.

- The **Employee Reports** group details employee information such as birthdays, hire dates, anniversaries, etc.

- The **Schedule Reports** group is used to view and print data based on the schedules that employees are assigned to work in the system.

- **Time Reports** display the hours and earnings totals for your employees, as well as basic employee tracking information.

The majority of reports that are typically used at the end of a pay period are located in the "Time Reports" group.

Brief descriptions of the most commonly used Time reports are as follows:

Hours Detail
This report displays a total of the hours that employees have worked for the specified date range. Totals are broken up by "Regular," "Overtime," "Holiday" hours, etc. All hours are totaled at the bottom of the report.

Time Card
This is the most commonly used time & attendance report. The report gives you a detailed breakdown of the hours and punches for the specified date range. Multiple levels of information can be displayed.

Report Criteria and Filters

When you click on any report in the system, the "report criteria" screen opens. This screen is used to set filters, specifying the types of data that you would like to see on the report.

The available filters vary greatly depending on the report being printed. However, the process of specifying filters and generating reports is generally the same.

- The header of each report displays the selected report group, and allows you to select a different report from the drop-down menu. Put a check mark in the box at the right-hand corner of the header to open the report in a separate browser window.

- A **Date Range** allows you to print only the data that falls within the selected dates. The range can be automatically specified using the drop-down menus at the end of the field, or "Custom" can be selected, allowing you to specify your own range. Click on the icon to select the dates from the calendar.

- The **Employees** section allows you to select a range of employees whose data you would like to view. This setting includes four selection boxes. Two each for "Department," and "Employee." Any department or employee listed in the **Invisible** box will not be included on the report. Select the desired departments/employees and use the arrow icons to move them to the **Visible** section of the screen. **Note:** By default, *all* employees are included on the report.

- The **Additional Filters** section of the screen allows you to specify additional filters for the report. The available filters vary greatly depending on the report being used. Select a setting from the dropdown menus to *only* view the specified data (as in data for a specific department, or employee type only). Put a check mark in the box next to each type of information that you would like to be included in the report (as in pay information or "Signature Section").

Error Monitoring

Error Monitoring allows you to track discrepancies on employee Time Cards. The primary error that West Chester Area School District approvers will monitor will be punch errors:

- **Punch Errors:** This type of error notifies you of any punches on the employee's Time Card that should be corrected before the pay period is processed (as in missed or duplicate punches, etc.).

In the event that an employee misses a punch, the TimeForce system will email the approver a punch error the day after the punch is missed. It is the approver's responsibility to investigate and correct the error by 3:00 PM on the Wednesday after the close of the pay period.