SUPERVISOR TRAININGS

BUSINESS OFFICE-PAYROLL

BUDGET/POSITION CONTROL

INTRODUCTION

Objectives

- Notice of Employment (NOE) funding source information and approval
- Position Control Transfer Form
- > HR Module versus Finance Module

			NOF Canad	Intian/Delation
Employee Information	Today's Date	Original NOE L Revised	NOE Cance	Hatton/Deletion
Name of EmployeeLast	First	Middle Soc. Sec. 1		
Division	Department	Home Org	ganization Code	
Campus Bldg./Room	m # Office Phone #	Supervisor	(same	as below)
Assignment Start Date	Assignment End	Date	_ Extended Date	
Position Title		Position Number		
Employee Status – Check One Box O For all special assignments a	nly SALARIED	EMPLOYEE	dum of Understan	ding
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	performing		TAL ACCIONNE	NIT
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Total Special Assignment or	Stipend Payment \$	Total LHE's	LHE Ra	te \$
FOR HR USE ONLY A	nnual Salary \$	Pay Grade	Level	Step
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FUNDING SOURCE INFORMATION NEEDED

- Indicate how position will be funded by providing a position number.
 - Direct Wage Pool or Salary Savings
- If position will be split funded, or funded by a grant, use the "Split Funded" option:
 - Provide Percent Distribution, Fund Code and Organization Code for each funding source
 - Provide the Pool or Salary Savings position number(s)
- State the total amount of funding needed
- Obtain Financial Manager Approval
- Incomplete NOEs will be forwarded back to the department
 - Missing the above information
 - NOE is missing Department and/or Home Organization Code employee will working for (top of NOE)

FUNDING SOURCE EXAMPLES

FUNDING SOURCE INFORMATION This section is <u>only</u> required for the <u>RESTRICTED FUNDS positions</u> , <u>special assignments</u> , <u>stipends and direct wage assignments</u> .	
1. To be Paid from One of the Following: Direct Wage Pool Position Number 841184 Salary Savings from Position Number	-
Split Funded Fund Code Organization Code and Percent Fund Code Organization Code	
2. Amount of Funding for Temporary Position \$ 8.50 Hrly. Rate X 15 Hrs. per Week X 12 # of Weeks = 1,530.00 Total Amount	
Financial Manager 10/20/08 Financial Manager (2) (For Split-Funded positions)	
Budget Control	
FUNDING SOURCE INFORMATION This section is <u>only</u> required for the <u>RESTRICTED FUNDS positions</u> , <u>special assignments</u> , <u>stipends and direct wage assignments</u> .	
1. To be Paid from One of the Following: □ Direct Wage Pool Position Number <u>841184; 841423</u> □ Salary Savings from Position Number	
Split Funded50%110000320004and50%110000410013PercentFund CodeOrganization CodeOrganization CodePercentFund CodeOrganization Code	÷.
2. Amount of Funding for Temporary Position \$ $\frac{8.50}{\text{Hrly. Rate}}$ X $\frac{15}{\text{Hrs. per Week}}$ X $\frac{12}{\# \text{ of Weeks}}$ = \$ $\frac{1,530.00}{\text{Total Amount}}$	22
Financial Manager <u>Financial Manager</u> 10/20/08 Financial Manager (2) <u>Financial Manager 2</u> 10/20/08 (For Split-Funded positions)	_
Budget Control	

INCORRECT FUNDING SOURCE EXAMPLE

FUNDING SOURCE INFORMATIO		FUNDING	SOURCE	INFORMA	TIO
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This section is only required for the RESTRICTED FUNDS positions, special assignments, stipends and direct wage assignments.

To be Paid from One of the Following: Direct Wage Pool Position Number	Salary Savings	from Position Number	
Split Funded <u>100%</u> <u>1100</u> Percent Fund Code	00 410013 and Organization Code Percent	Fund Code	Organization Code
2. Amount of Funding for Temporary Position \$	8.50 X 15 X	12 = \$	1,530.00 Total Amount
Financial Manager Financial Manager Budget Control	<i>10/20/08</i> Financial Manager (2) (F	or Split-Funded positions)	



Notice of Employment for "The Partnership for Business and Industrial Training"

Employee Name	:	r	P1-1		Emp ID:	:	
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Assignment Start	Date:	12 - 14 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	Assign	Then End Da	.e:	Rate:	1 ot. Hrs:
ampus Location	ä		Contact	Telephone #:		YOE:	Degree:
ТО	BE P.	AID AS F	OLLOWS:	ORG C	ODE:		
	-	1st pymt 2nd pymt 3rd pymt 4th pyt		umt Sthipy			
Mont	1						Assignment Total
Hour	5						\$:
Amou	nt	\$	\$	S	\$	\$	
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			TR	AINER AG	REEMENT		
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POSITION CONTROL TRANSFER FORM

Purpose

- > To transfer only salary funds between positions
 - To clear salary deficits
 - To replenish pools
- Usage
 - > When assignment will be funded differently than stated on the NOE
 - > As requested by Financial Managers
- Completed by Budget/Position Control Specialist and forwarded for approval signatures

POSITION CONTROL TRANSFER FORM



SOUTH TEXAS COLLEGE

REQUEST FOR CHANGE IN POSITION CONTROL FUNDING



equired Signatures for Approval

All transfers require approval from the Financial Manager and Vice-President

All transfers \$1,000 and over require approval from the Financial Manager, Vice-President and President Transfers between different organizations require approval from each Financial Manager and Vice-President

Transfers for adjunct or overload positions require Financial Manager and the Vice-President for Instruction's approval

Special Assignment 611481 110000 401013 61010 100000 4 1,80000 8,0000 Non Student Direct Wage Pool 84056 110000 10010 61010 100000 1,8000 8,0000 1,8000 8,0000 1,8000 8,0000 1,8000 1,8000 8,0000 1,8000 1,8000 1,8000 1,8000 8,0000 1,8000	BOARD APPROVED JOB TITLE	POSITION NUMBER	FUND CODE	ORGANIZATION CODE	ACCOUNT CODE	BUDGETED	INCREASE	DECREASE	NET BUDGET	STATUS
Non Student Direct Wage Pool 840526 11000 410013 61010 10,000,00 . 1,8000 8,2000 I </td <td>1. Special Assignment</td> <td>621481</td> <td>110000</td> <td>410013</td> <td>610040</td> <td>\$ -</td> <td>\$ 1,800.00</td> <td>\$ -</td> <td>\$ 1,800.00</td> <td></td>	1. Special Assignment	621481	110000	410013	610040	\$ -	\$ 1,800.00	\$ -	\$ 1,800.00	
Image: state s	2. Non Student Direct Wage Pool	840526	110000	410013	610110	10,000.00		1,800.00	8,200.00	
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To fund position(s) from pool.	To fund position(s) from pool.									

Jinancial Manager 8/14/07 Date Vice President 8/15/07 Vice President Shirley A. Reed Dr. Shirley A. Reed - President

0/10/01	
Date	Vice-President
8/16/07	
Date	Entered by-Business Office

Date

Date

Date

Financial Manager 2

Business Office Revised 11/06 BO-3700

EFFECT OF OVERTIME ON BALANCES

An organization's available balance is reduced by the amount of overtime earned by staff.

 Consider future overtime expenditures when hiring new personnel and transferring funds.

HR MODULE EFFECTS ON FINANCE MODULE

Changes made in the HR Module are reflected in the Finance Module on a monthly basis
 + Budgeted amounts
 + Payroll feeds
 + Encumbrances

WORKING HOURS

- In accordance with STC policies and guidelines and the U.S. DOL, Wage and Hour Division, Fair Labor Standards Act (FLSA).
 - Compensable Travel Time shall be in accordance with the Business Office Travel Guidelines and the U.S. DOL, Wage and Hour Division, Fair Labor Standards Act (FLSA). (Non-exempt personnel).
 - Travel by Automobile as a Driver Working Hours during regular or nonregular workweek day
 - Travel by Automobile as a Passenger Working Hours during regular or non-regular workweek day when travel time overlaps with regular working hours
 - Travel by Airline, Train, Boat or Bus as a Passenger Working Hours during regular or non-regular workweek day when travel time overlaps with regular working hours
 - Travel by Private Automobile instead of Public Transportation offered by Employer – Working Hours are either those hours considered working hours driving an automobile or as a passenger of the public transportation

WORKING HOURS (CONT'D)

- Conferences, Lectures, Meetings and Training Programs
 - Attendance at lectures, meetings, training programs and similar activities need not be counted as working time if the following four criteria are met:
 - a) Attendance is outside of the employee's regular working hours;
 - b) Attendance is in fact voluntary;
 - c) The course, lecture, or meeting is not directly related to the employee's job; and
 - d) The employee does not perform any productive work during such attendance.

Note: The time is considered working time if these four criteria are not met.

WORKING HOURS (CONT'D)

> Waiting Time

- Work time if the facts show the employee was engaged to wait. The time is usually of short duration and the employee cannot use the time for their own benefit.
- Not work time if employee is completely relieved from duty and allowed to leave the job, relieved until a definite or specified time, or relieved long enough for employee to use the time effectively for his/her own purpose.
- Note: A new BO Form "Working Hours Worksheet" (B0-0610) for internal department use only has been created to help determine working hours.

TimeForce Procedures for Supervisors

TimeForce Staff

Nereyda Olivares I njolivares@southtexascollege.edu

Payroll Assistant 872-4629

Timekeeping Responsibilities

Timekeeping staff manage the College's time and attendance system (TimeForce).

 Process TimeForce Access Authorization Forms in a timely manner.

 Assist employees, designees, and supervisors with TimeForce questions and concerns.

DEPARTMENT TIMEFORCE PROCEDURES

- Every department should maintain timekeeping procedures.
 - Department Working Hours
 Lunch Hours
 Overtime Request

TIMEFORCE SETUP

- The Office of Human Resources sets up all new employee finger templates for use of <u>time clocks</u>.
- The Payroll Office sets up employees in TimeForce based on the "TimeForce Account Request" form submitted by the Human Resources Department.
- * Employees must call the Payroll Office for <u>online web access</u>.
 - Online web access and access to an STC network computer are necessary for reviewing and verifying timecards.

EMPLOYEE RESPONSIBILITY

- Clocks in using either a time clock, online web access (<u>https://timeforce.stcc.loc</u>), or manual timecards.
 - > Hours physically worked will be recorded on the date it actually occurred.
 - Manual timecards are <u>only</u> used by employees who don't have access to a time clock or STC network computer on a regular basis (i.e. employees that work outside STC premises).
- Responsible for punching in/out at the nearest time clock location or their assigned computers.
- Reviews timecard for missing hours causing total work week hours to be less than 40 (applies to non-exempt salaried employees only)
 - > Time Adjustment Request Form (BO-7700) <u>must</u> be submitted to supervisor for <u>all</u> corrections made to the online timecard.
 - STC Employee Leave Form must be submitted to supervisor for appropriate absence.

EMPLOYEE RESPONSIBILITY (CONT'D)

- Verifies online timecard.
 - In the event employee cannot verify online timecard a printout of the timecard must be signed by the employee.
- Ensures supervisor checks off the "Supervisor" verification box.
- Complies with College-wide policies on code of ethics; reporting suspected or known fraud, abuse and other improprieties; hours of work policy; leave policy; overtime policy and all other Collegewide personnel, payroll and benefits policies and procedures.

SUPERVISOR RESPONSIBILITY

- All respective employees are set up under their department.
- Review TimeForce drop down list to ensure all employees are actual and current employees.
 - If there are employees that must be added and/or deleted from their drop down list, supervisors must submit the TimeForce Access Authorization Form (BO-7710).
- Audits, enters missing punches from BO-7700 form submitted by employee, enters absences, and verifies the employees online timecard.
 - > Time worked must be reported to the nearest quarter hour (1/4, 1/2, & 3/4). When entering a punch; "round punch" must be checked.
 - Verifies that total hours worked by employee are not under 40 for each work week (non-exempt salaried employees only).
- Ensures all corrected punches have a BO-7700 form on file signed by the employee and supervisor.
 - > The BO-7700 form must be filed by the department and made available for audit purposes.

SUPERVISOR RESPONSIBILITY (CONT'D)

- Ensures that timecard verification is made by the due date (2 business days after the end of the pay period).
- If employee is not available to verify timecard, then the supervisor may print the timecard and verify as "supervisor" without the "employee's" verification. A written statement explaining the reason the employee did not verify must be kept for audit purposes.
- Ensures that overtime/straight time payments to employees has prior written approval from supervisor, Vice President or Dean and President.
- Makes sure NOE's for new hires, changes, and terminations are submitted timely to the Office of Human Resources

SUPERVISOR RESPONSIBILITY (CONT'D)

- * Ensures employees are clocking in/out at the nearest clock location to their workstation or their assigned computer to prevent employees from distorting arrival/departure time (e.g. clocking in at a different building, then drive to the building where their workstation is located).
 - To facilitate the monitoring of clock in/out locations, supervisors have access to the "Punch Detail" report. This report shows the employee name, employee ID, the ID (a number) of the clock the employee is using to punch in/out, and the IP address of the computer the employee is using to log in/out.
- Complies with College-wide policies on code of ethics; reporting suspected or known fraud, abuse and other improprieties; hours of work policy; leave policy; overtime policy and all other Collegewide personnel, payroll and benefits policies and procedures.

OVERTIME/STRAIGHT TIME REQUEST AND APPROVAL PROCESS

- All non-exempt employees must have prior written approval when working overtime and/or straight time hours.
- Supervisors must submit the request for overtime/straight time hours using the "South Texas College Request for Overtime" form (BO-7721). The form must include the department name, month and year, employee names, and expected overtime/straight time hours to be worked by each employee.
 - The BO-7721 form must be signed by the following persons:
 - Supervisor
 - Dean or Director (if applicable)
 - Financial Manager (if applicable)
 - Vice President
 - President

MASS PUNCH

- * Mass punches are used to create the same punch or total hours for a list of employees. These are occasionally used when employees either travel or attend special events (conferences, etc.) and don't have access to our clocks or online system.
- Supervisors <u>must</u> request a mass punch creation by sending an email request to the Business Office Comptroller.
 - Email must include the reason for the mass punch request, the date(s), punches or total hours to be processed, employee names, and their respective employee IDs (A number).
 - Once approved by the Business Office Comptroller, the mass punch will be processed by the TimeForce Administrator.

HOW TO POST AN ABSENCE IN TIMEFORCE

- 1. Click on Enter Absence (a window will pop up)
- 2. Make sure to select the correct date
- 3. Enter total hours
- 4. Use arrow to select the corresponding leave type (e.g. sick, vacation, etc.)
- 5. Notes write the "Reason for Absence" provided by the employee
- 6. Press Enter
- 7. Always click on the "Recalculate Employee" button.

IMPORTANT: Never enter an absence without the approved leave form.

EXAMPLE

TIME CARD PAY PROCESSING REPORTS EMPLOYEE SCHEDULE ADMIN													
→Time Card •Daily Details	•Super	visor	•Enter P 1	•Enter Absence •Enter Disbursement •Reque	ests	 Absence 	Request	s •Suppo	rt Forn	1		 Prefe 	rences
Department: All Departmen	Department: All Departments 🛛 🐨 🗔 Inc Sub Employee: Employee, TesT 🖓 📢 🕽 🔪 Print 🚝									Print 🎒			
View Monthly		(South Tex	vas College - Add Absence - Win	2			(3	Thursda	y 7/1/20	10 to Sa	aturday
Date 7/20/2010 🗔 📎	Т		Journ 16/			S	S	М	Т	W	Т	F	S
	1		Te https://time	eforce.southtexascollege.edu/qqest/time/timeAt 📉 🎽		10	11	12	13	14	15	16	17
In	08:00•			Enter Absence									
UUL	12:00•	_	Name	TesT Employee	_ -								
In Out	13:00•		Hire Date	10/3/2002									
Punch Errors	9	-		7/20/2010	⊢								
T unch Errors		2	Date(s)								Accur	nulated	Hours
Total Hours	4.00	0			- D	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Regular Hours	4.00			Ex: 8									
Department		3	Hours	C Ex: 08:00 - 15:00									
Cashiers Office	4.00			O Based on Schedule Rule Absence Hours									
Absences				(Only for Scheduled Days)									
Holidays				Sick	4					_			
Settings 🔊 Legend 📎			Туре	Accrual Policy: None	<u> </u>					Pay	ay Period: 7/1/2010 - 7/		
Verification: Employee	•			Available Balance: N/A	o	rked Hours		4.	00 F	egular Hou	irs		12.00
			Department	Cashiers Office	- 1	day Hours		8.	00 1	otal Hours	_		12.00
I certify that I did not work	overtime	hou		Notes (200 chars left)		al Hours		12.	00	lours Pay	>		\$0.00
policies. I certify that I did	not suffe	an			1				T	otal Pay			\$0.00
period. The hours submitte	ed for this	рау	5							7			
						Depar	tment &	Premium I	Hours	Red	alculate	Employe	
				×									
				6 Enter									
				😜 Internet 🔍 100% 🔻	.:								
<		Ľ											>

HOW TO POST A PUNCH IN TIMEFORCE

- 1. Click on Enter Punch (a window will pop up)
- 2. Enter punch (military time only)
- 3. Make sure to enter the correct date.
- 4. Always check "Round Punch".
 - Punch Type must always be "NORMAL"
- 5. Notes write the "Justification for Punch Adjustment" provided by the employee.
- 6. Click on "Submit"
- 7. Always click on the "Recalculate Employee" button.

IMPORTANT: Never enter a missed punch or an adjustment without the approved "Time Adjustment Request Form" (BO-7700).

EXAMPLE

TIME CARD	PAY PROD	ESSING	REPORT	s Емр	PLOYEE	SCHEDUL	e Admin			2	Logo	ut 🕕) 🕜	
→Time Card •C	Daily Details	•Super	1 •En	ter Punc	h •Ente	r Absence	•Enter Disburse	ment •Requests •Absence Request	s •Support Form			•Prefer	rences	
Department:	All Departmen	ts		~		Inc Sub	🏉 South Texas College - Time Punch - Windows Inte 🖃 🗖 💈				Print 🎒			
View Monthly	~						10 https://timefo	rce.southtexascollege.edu/ggest/time/time	Punch.asp?pi 🗸 🔒	hursda	y 7/1/20	10 to Sa	turday	
Date 7/26/2010	🗔 📎	Т	F	S	S	М		Punch Properties		W	Т	F	S	
		1	2	3	4	5	Full Name	TooT Employee		14	15	16	17	
	In Out	12:00					i uli Name	Test Employee						
	- Unit	13:00					Punch Time	08:00 hh:mm (Military time only.)						
	Out	13.00-				3	Punch Date	7/26/2010						
Pun	ch Errors	9					Round Punch	☑ 4			Accur	nulated	Hours	
Total Hours		4.00	0.00	0.00	0.00	8.00	Transfer Dept			0.00	0.00	0.00	0.00	
Regular Hours	5	4.00				8.00								
Department							Punch Type	NORMAL 💌						
Cashiers Offic	e	4.00				8.00	Department	Cashiers Office	Image: Second					
Absences							In/Out							
Holidays						8.00	in/Out							
Settings 🕑 Le	egend 📎 🛛							Notes (131 chars left)		Pay	Period	7/1/201	0 - 7/31	
Verification:	Employee				Su	pervisor				ar Hou	rs		12.00	
						· [5 Forgot	to punch in.		Hours	_	· · · ·	12.00	
I certify that I d	id not work	overtime	hours wit	hout prid	r written	approval i				; Pay (>		\$0.00	
policies. I certif	fy that I did i	not suffer	an unrep	orted wo	ork relate	ed injury of				Pay			\$0.00	
period. The hou	irs submitte	d for this	payperio	d are a t	rue acco	ount of hou			~				7	
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									6 Submit					
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TIMEFORCE ACCESS AUTHORIZATION FORM (BO-7710)

- The form serves two purposes:
 - > Create or delete supervisors/designees TimeForce accounts.
 - Add/remove employees from supervisors/designees drop down lists.
- Supervisors are responsible for submitting this form when:
 - > An employee transfers from another department.
 - An employee resigns or transfers to another department.
- Delays in submitting this form will create inaccuracies in the employees' department and/or supervisor information.

BO-7710 INSTRUCTIONS

The first portion of the form is only used to create/delete supervisors and/or designees TimeForce accounts. Do not use this portion to add or remove employees from a supervisor/designee drop down list. See example below.

REQUEST FOR SUPERVISOR AND/OR DESIGNEE ACCESS

Please use this section to create or to delete access for department supervisor and/or designee(s). Designees do not have access to verify timecards. Designees can enter adjustments on employee timecards.

<u>Act</u>	<u>ion</u>			<u>Acce</u>	<u>255</u>
Create	Delete	Employee Name	Employee ID	Supervisor	Designee
X		Mary Smith	A000000	X	
ustificatio	n for profile re	equest: Mary will superv	íse the X department. She v	víll enter adjustn	ients and
prify the e	moloures tíme	cards			

BO-7710 INSTRUCTIONS (CONT'D)

 The second portion of this form is only used to add or remove assigned employees from a supervisor and/or designee drop down list. Always indicate a justification checking the corresponding box (es). See example below.

SUPERVISOR AND/OR DESIGNEE ASSIGNED EMPLOYEES

Please use this section to add or to remove employees assigned to the supervisor and/or designee drop down list. (Note: Only Supervisors are allowed to verify employee timecards).

<u>A</u>	<u>ction</u>					Add to/Remov	<u>ve from list</u>
Add	Remove	Employee Na	ame	Employ	yee ID	Supervisor	Designee
	Х	Anna Johns	on	A000	0000	<u> </u>	
Justificati	on: (Please cł	neck one of the follo	wing):		_		
Depa	rtment Chang	e	Sup	pervisor Change	X Er	mployee Resign	ation from STC
Super	rvisor/Design	ee Access Chan	Ne Ne	ew Hire	o	ther	

BO-7710 INSTRUCTIONS (CONT'D)

Please read the "Statement of Compliance" located on the form.

- * "REQUIRED SIGNATURE APPROVAL" The financial manager signature is always required. No forms will be accepted without this signature. Designees are required to sign any time there is a change in their account access and their supervisors must sign to approve the change. If a new supervisor account is requested, the new supervisor must sign and his/her respective immediate supervisor must approve the account creation by signing the form too (both signatures must be in the supervisor signature line separated by a slash).
- Note: Supervisors/designees must sign in the correct section.
 Supervisors must not sign in the designee signature line and designees must not sign in the supervisor signature line.

TIME ADJUSTMENT REQUEST FORM (BO-7700)

- The BO-7700 form is used to enter missed punches or corrections in an employee's timecard.
- The form must be prepared and submitted by the employee to his/her supervisor for approval.
- **The supervisor must sign the form if approval is granted.**
- The person entering the adjustment (supervisor/designee) must sign the last portion of the form. Information requested in this portion must also be provided by the person entering the adjustment. See example.

TIMEFORCE REPORTS

PUNCH DETAIL REPORT

- ✤ Go to the "REPORTS" tab.
- **Solution** Under the "Audit Reports" section you will find the "Punch Detail" report.
- * Click on "Punch Detail" link to access report.
- Select the date range for your report.
- The report will give you the following data. You can select the options you need.
 - Employee Card.
 - Employee Name.
 - Employee ID.
 - Clock ID (of the time clock the employee is using to clock in/out)
 - Created Time.
 - > Department.
 - Supervisor.
 - > User.
- Place a check in "Launch in Separate Window "to open the report in a new window.
- * Click "Display Report" to view your results.

EXAMPLE

TIME CARD PAY	PROCESSING REPORTS EMPLOYEE SCHEE	DULE ADMIN	🗴 Logout 🕕 🕐						
•Report List •Report	Bar •Employee •Schedule •Time →Audit •Me	ssages •Edit Favorites	•Preferences						
& Audit Report:	AUDIT REPORT: Punch Detail 🔽 Launch in Separate Window 🗹								
Employees	Will use all employees.	Vill use all employees. Show Employees 🛞							
Worked Department	Will use all departments.		Show Departments 🛞						
Date Range	e Range 7/1/2010 🖾 - 7/31/2010 🐼 👂 Pay Period 💌 Monthly								
Punch Status	Select a Status 💌	ect a Status- 💌							
Punch Type	Select a Punch Type 💌	Select a Punch Type 🔽							
Entry type	Select an Entry Type 🔽								
Pay Period	Select a Pay Period 💌								
Schedule Rule	Select a Rule 💌								
Supervisor	Select a Supervisor 💌								
Sort by	Employee Name 💌 then Employee Name 💌 🗌 G	broup Results							
Employee Card	Clock ID	Page Break	Supervisor						
Employee ID	Created Time	Page Break (2nd Sort)	User						
🗹 Employee Name	Department	Punch Notes	Worked Department						
Create Favorite 🕥		Display Report							

REPORT RESULTS



EXCEPTIONS REPORT

- The Exceptions report is an important tool supervisors use to verify the completeness of the end of pay period time cards. This report displays timecard errors that need to be fixed before the Payroll department runs the payroll.
 - Go to "REPORTS" tab
 - Run "Exceptions" report
 - Select Date Range and Pay Period
 - Select the following options:
 - Employee name
 - Department
 - Page Break
 - Duplicate Punch
 - Missed Punch
 - > Place a check in "Launch in Separate Window" box
 - > Click on "Display Report"

FIX ERRORS

- If the report displays errors such as missed and/or duplicate punches, the timecard needs to be fixed before it is verified.
 - Employee must submit the "BO-7700 Time Adjustment Request Form" for all corrections that need to be done.
 - Supervisor must approve the corrections by signing the form.
 - Supervisor or designee must enter the corrections before the Payroll department locks access. Once the access is locked, no adjustments can be entered in the employee's timecard.
- Note: All timecard adjustments must only be entered when the BO-7700 has been submitted by the employee and approved by the supervisor.

UNDER HOURS

- Supervisors also have access to the "Under Hours" report. The report will display all non-exempt salaried employees that did not complete 40 hours in a work week.
 - > Go to "REPORTS" tab.
 - > The "Under Hours" report is located under the "Time Reports" section.
 - Click on the "Under Hours" link.
 - Select the date range (must be weekly)
 - > On Pay Period select "Monthly"
 - > On "Hours Threshold" key in: 39.99
 - Select the following options:
 - > Employee ID Employee Name Department Regular Hours Total Hours
 - Employees that have less thank 40 hours in a week may submit a leave form.
 - If the employee does not submit a leave form to complete the 40 hours, he/she will be doc for the hours shortage.