STC
South Texas College

Business Office

Supervisor/Designee Training

TimeForce Time and Attendance System and NOE Life Cycle

TimeForce
powered by Qqest software systems

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South Texas College
Business Office
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Introduction

Overview

As of May 1 2006, all non-exempt employees paid on a monthly pay period have been using TimeForce by Qqest time keeping system. As of May 16th 2006, all non-exempt employees paid on a semi-monthly pay period have also been using TimeForce. All non-exempt employees are required to submit time records of time worked and leave absences through electronic time cards.

Accessing TimeForce

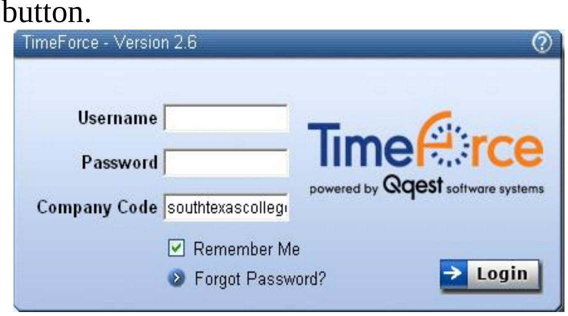
Please do the following to access the TimeForce Server:
Use Server Address:
https://timeforce.southtexascollege.edu/qqest/login/login.asp
Click “yes” to the prompts to access log on screen, if applicable to your computer.

Access to the time server is limited to South Texas College networked computers. Computers connected to other networks or internet service providers will not have access to this website.

First Time Log-In

Employees should be advised to contact the Payroll Office to have user access issued. Employee will be asked to verify information before access is granted.

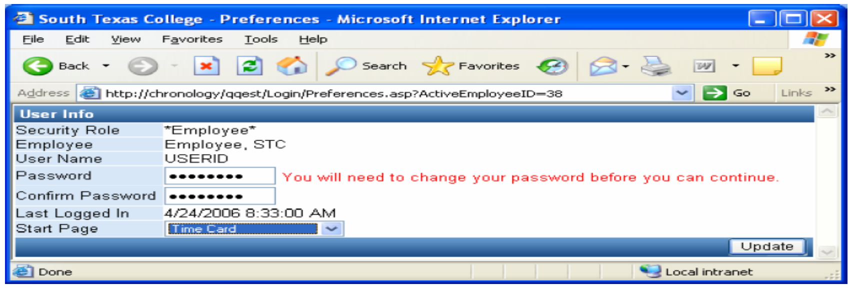
Enter username, password, and company code (southtexascollege) then click on Login button.



Note: Placing a check on the Remember Me box will remember your username and company code but NOT your password. Do not check the Remember Me box if you are using a shared computer.

First time Log-in -*cont.*

You will be prompted to change your password.



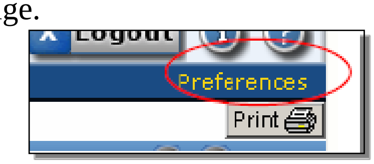
Hint: Make sure to delete the black dots before entering your new password.

- Enter new password
- Confirm new password
- Select Start Page to be "Supervisor Dashboard"
- Click on "Update" button to save

Message will display acknowledging the change.
Browse to the time card view by clicking on the "Time Card" tab located on the top left page.

Preferences

You can return to this form from the time card view by selecting "Preferences" on the top right corner of the page.



If you experience any problems logging in please contact the Payroll Office at (956) 872-4629.

Time Clocks

Overview

Time Clocks are used to collect time punches for all employees. Biometric fingerprint verification is required to enter punches. Finger templates are created at Human Resources. Once an employee is setup in TimeForce, the templates are loaded to the system and sent to all the other time clocks. Employees are added daily. The clocks update overnight.

If your employee has been registered but cannot punch in at your time location, please contact the Payroll Office to verify finger registration.

Punches collected on time clocks are loaded in a batch process. There will be a delay between the time a punch is collected and the time it is viewable on-line. Please advise employees not to punch in if they have already used the clock. Punching in on-line will result in a double punch once the batch has been loaded to TimeForce.

Locations

Currently the college has 33 time clock locations. Below is a listing and brief description of their location. Other locations will be released when time clocks are available.

Hint: Use the Clock ID to identify punch locations in Daily Details.

Pecan Campus **Location Total: 14**

Building	Room	Description	Clock ID
X	154	Open Area	**20**
B			**39**
C	Front Counter	Next to Copy Machine	**21**
E	E110	Hallway	**22**
F		1st floor - Hallway	**23**
G	G216	Faculty Lounge	**24**
H	H212	Waiting Area-off the elevator to the right	**25**
J	L-2.802		**26**
K	Kiosk	1st floor next to Kiosk in front of Student Info Center	**27**
K		1st floor by cashiers back door	**36**
K	K2.500	2nd Floor	**28**
L	Open Area	Hallway	**37**
M	Open Area	1st floor-left side of room 160	**29**
N	Open Area	Close to south side exit door	**35**
T	Open Area	1st Floor open area of south entrance	**47**

Locations –*cont.*

NAH — **Location Total: 2**

Building	Room	Description	Clock ID
NAH	Break Room	1st Floor Hallway in new construction side	**15**
NAH	Copy Room	4th Floor	**16**

Mid Valley — **Location Total: 6**

Building	Room	Description	Clock ID
B	B202C	Work Room - west wall	**30**
D	103	Workforce Area-west wall	**31**
E	E117	Main Hall in front of Library Circulation Area-west wall	**32**
F	F114	Career Center - west wall	**33**
G	G140	East Wall	**34**
H	H140	Main Hall between AED and H140 Media storage room	**48**
WE	Childcare	Room 216	**38**

Tech Center — **Location Total: 2**

Building	Room	Description	Clock ID
East	Atrium	Next to Information Center	**10**
West	Atrium	Next to Information Center	**11**

Starr Co. Campus — **Location Total: 6**

Building	Room	Description	Clock ID
A	A113	West side of outside wall of A113	**40**
B	B201	Next to door on corner of outer wall of room B201A	**41**
D	D1.152	Inside WR 1.152, left side wall from entrance door	**42**
F	F1.522	Outside wall of 1.522	**43**
E	E2.400	In lounge area on left wall at doorway to 2.500	**44**
G	G1.202	Outer wall of Network room	**45**

Pecan Plaza — **Location Total: 1**

Building	Room	Description	Clock ID
Human Resources		Reception	**2**
Continuing Ed		Reception Area	**46**

Using the Time Clock

To "Punch In/Out"

1. Enter the last 4 digits of SSN or assigned Card ID, press Enter.
2. Place your right Index finger on the reader. 👆
3. Press Enter.
4. Verify on the screen and listen for the single "beep" indicating your punch has been accepted.

Do's and Don'ts for Clocking In/Out

Do's

1. Clock in/out using the time clock in your department's building or your assigned STC computer when entering or leaving work
2. Properly clock in/out at appropriate time to begin/finish work
3. Use STC Time Adjustment Form when correcting a punch
4. Use STC Leave Form when requesting sick, vacation, leave w/out pay, funeral or personal leave

Don'ts

1. Share your TimeForce online web access username and password
2. Clock in/out or authorize another individual to clock you in/out for non-working hours
3. Clock in/out in a building you don't work in to distort your arrival/departure time
4. Abuse working hours
    a. Clock in, go park your car, and then go back to work.
    b. Clock in/out of another building when going to lunch or returning from lunch.
    c. Clock in and use working time for personal use.

TimeForce Self Service

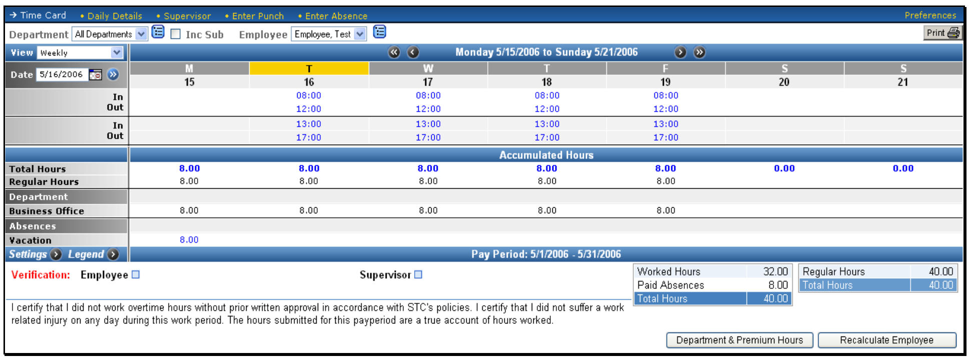
Overview

Supervisors have the ability to access time information for their assigned employees. You may use TimeForce self service to enter leaves, enter missed punches, and correct any errors. TimeForce is also used to run a variety of reports and to facilitate verification or electronic signing of the time card for end of pay period processing.

The following pages outline all of the items available to supervisors.

Time Card

The Time Card section of the program is where the time and attendance punches and hours totals for each pay period are displayed.



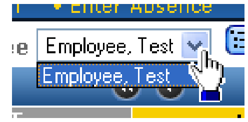
As a Supervisor you will have access to your own time and attendance data, as well as the data of the employees that you supervise. You will have Supervisor-level access to your assigned employees, but only Employee-level access to your own data.

Worked Time

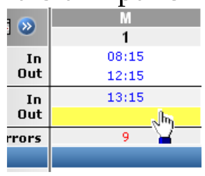
Worked time is captured by punches initiated by the employee originating from on-line punching or time clocks. This is found in the In/Out section of the time card.

Enter Punch

Start by selecting the employee you wish to edit.



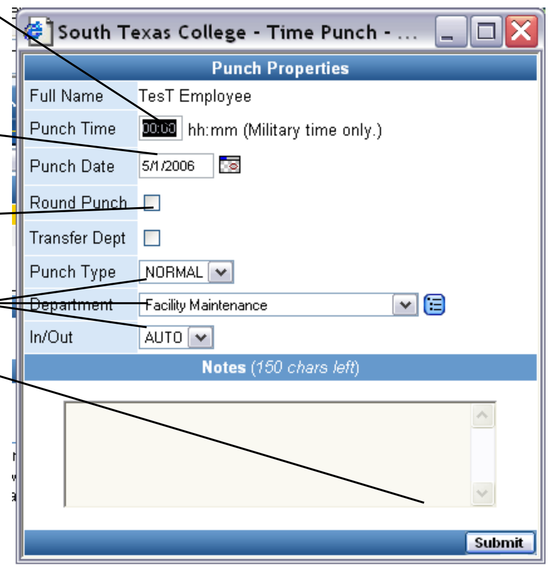
Click on a blank punch space on the day you would like to enter punch.



or Click "Enter Punch"

Punch Properties window will open up.

1. Enter Punch time in Military time only
2. Verify Punch Date
3. Select Round Punch
4. Do Not Change
5. Click Submit



***Note:** Do not enter any punches until employee has filled out a **Time Adjustment Request Form (BO-7700)**. You must keep the form on file in your department for auditing purposes.*

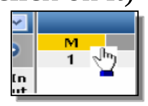
Editing Punches

Editing Using Punch Properties

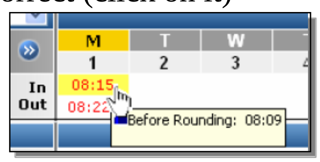
Note: *Do not edit any punches until employee has filled out a* ***Time Adjustment Request Form (BO-7700)****. You must keep the form on file in your department for auditing purposes.*

Login to TimeForce

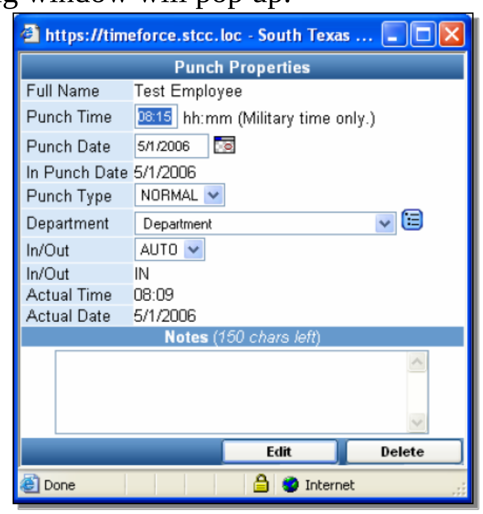
- Select timecard tab and click on timecard option
- Under Employee select the employee to be edited from the drop down list
- Select the day to correct (click on it)



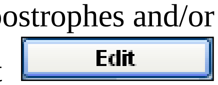
- Select the time to correct (click on it)



- The following window will pop up.



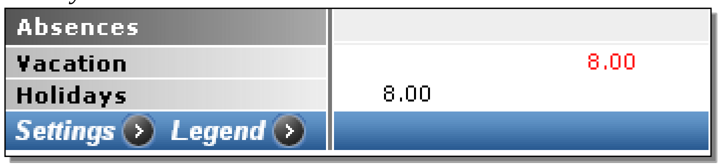
Punch Type will always be "NORMAL" and use "AUTO" for In/Out.

- Edit Punch properties
  1. Time should be entered in the punch time field (military time only) and rounded to the nearest quarter.
  2. Click in the notes field at the bottom of the window to add a brief explanation for future reference (notes that contain apostrophes and/or any punctuation cause display errors).
- Select  to update.
- After punch editing is complete, click on time card to view the results of your edits and click the recalculate employee button. All time punch changes will be denoted with a symbol.

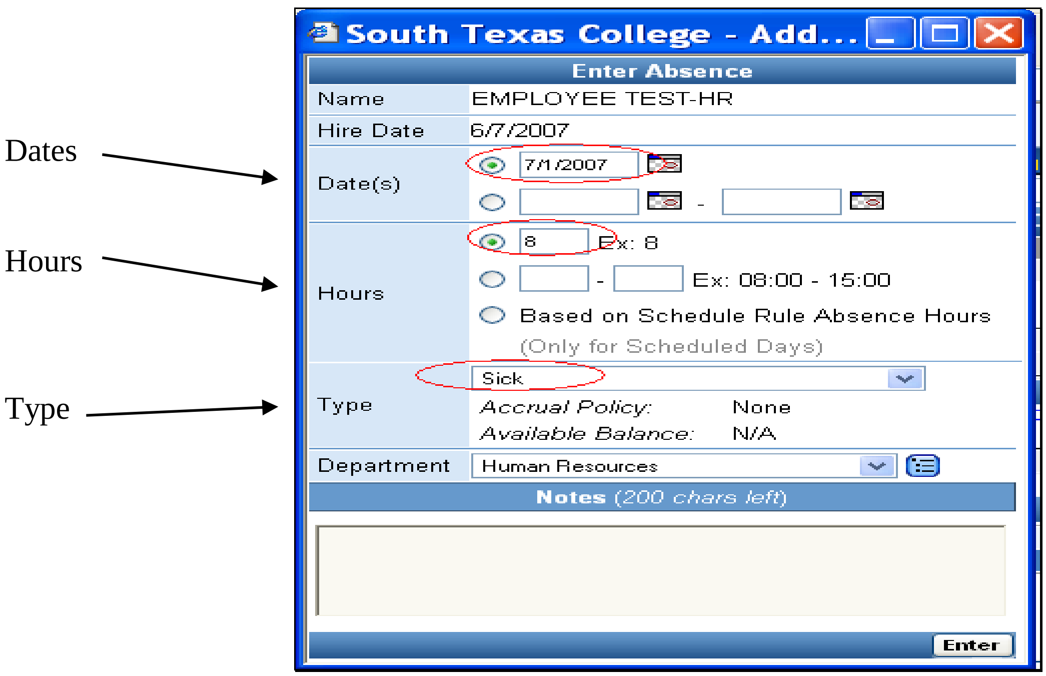
Leave Hours

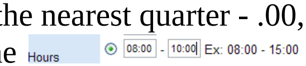
Approved Leave Hours are entered by Designees / Supervisors and appear in the absence section of the time card.

Note: For exempt employees, do not enter any leaves on time card. Send leave form directly to Human Resources.



Click on "Enter Absence"



1. Verify Date in Date(s) field
2. Enter total hours of leave (round to the nearest quarter - .00, .25, .50, .75) or enter the leave time in the  section.
3. Choose type of leave (example: sick, vacation, jury duty, etc.)
4. Click Enter to submit leave hours
5. Recalculate the timecard.

End of Pay Period Procedures

Overview

The following pages describe the necessary steps needed to complete the end of pay period time cards for payroll.

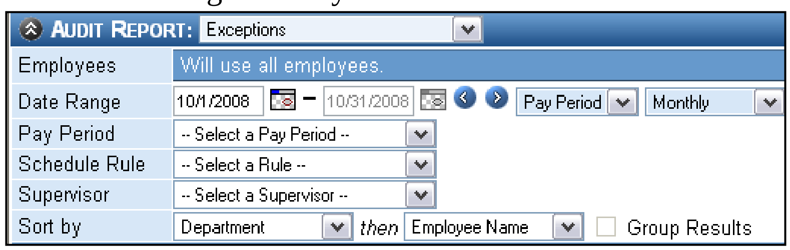
1. Run Exceptions Report
2. Fix Errors
3. Recalculate Employee
4. Have Employees verify their time card
5. Supervisor verifies time cards by placing a check in the box

Step 1 Run Exceptions Report

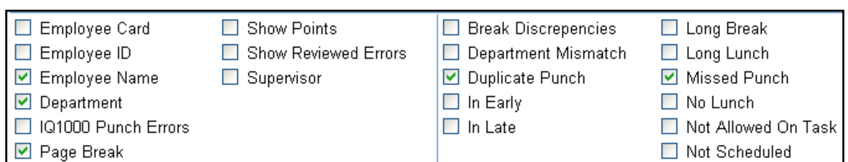
1. Go to Report Tab 

2. Run Exceptions Report 

3. Select Date Range and Pay Period



4. Select options



5. Place a check in box 

6. Click on the 

Report Output:

A separate table is generated for each employee. The employee's name and ID are displayed at the top of each table.

- The **Exception** column displays the type of punch exception.

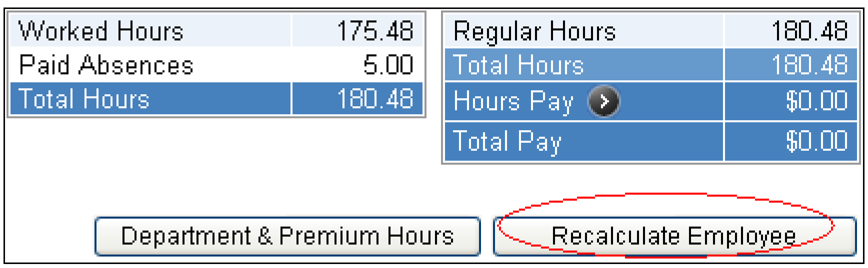
Step 2
Fix Errors

Click on the blue color date to go to the employee's time card and fix the error.

Note: *The **Time Adjustment Request Form (BO-7700)** must be turned in by the employee and approved by the supervisor.*

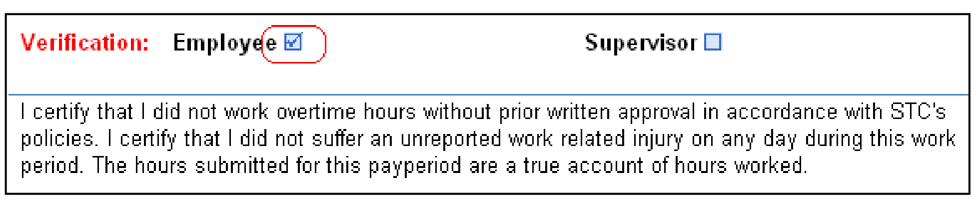
Step 3
Recalculate

Always recalculate when you are finished making changes to a time card.



Step 4
Employee Verify

Employees will be required to verify their timecards by logging into TimeForce and placing a "check in the box" and notifying their supervisors after the employee approves their time.



Step 5
Time Card

Description:

This report gives you a detailed breakdown of the hours that your employee(s) have worked during the specified date range. This is the most commonly used time & attendance report.

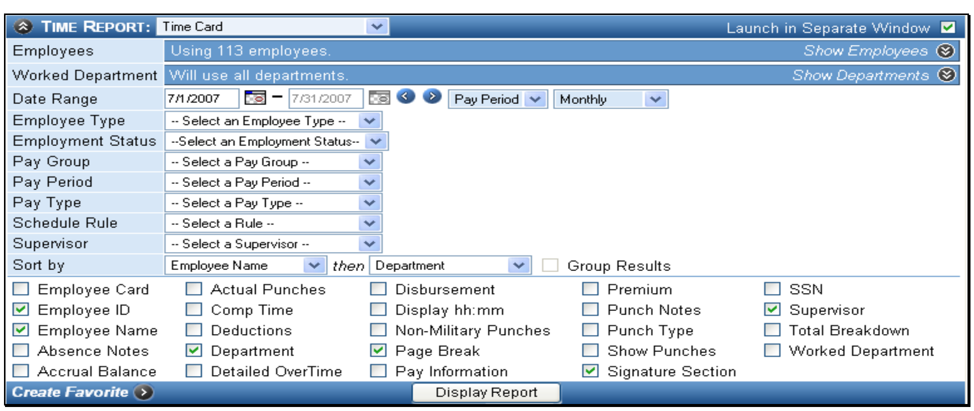
Report Criteria:

The Report Criteria screen opens when you click on the report name from the main "Reports" section of the software. This screen is where you tell the system what data you would like it to report on.

- Place a check mark in the **Launch Report in Separate Window** box if you would like the report to open in a new web browser window.
- Enter beginning and end date of the pay period in the **Date Range** fields.
- The **Employees** field allows you to select which employees will be included in this report. Click on the down arrow icon located to the right of the **Show Employees** header to select employees.
    1. All of your employees are listed in the **Unused Employees** box. The **Viewed Employees** box lists the employees that will be reported on. Select the desired employees from the Unused Employees box and click on the [>>] icon to assign them to the report. The selected employee names are moved to the Viewed Employees box. *If you leave the Viewed Employees box empty, the report will display all employees.*
       Note: The Viewed Employees box is empty by default, thus including all employees in the report.
    2. To unassign employees from a report, select the desired employee names in the Viewed Employees box and click on the [<<] icon. The selected employees are moved to the Unused Employees box.
- Select the pay period from **Pay Period** drop-down menu.

Click on the [DISPLAY REPORT] icon located directly below the **Options** section of the screen to generate the report.

Use this report criteria to generate the Time Card.



Report Output:

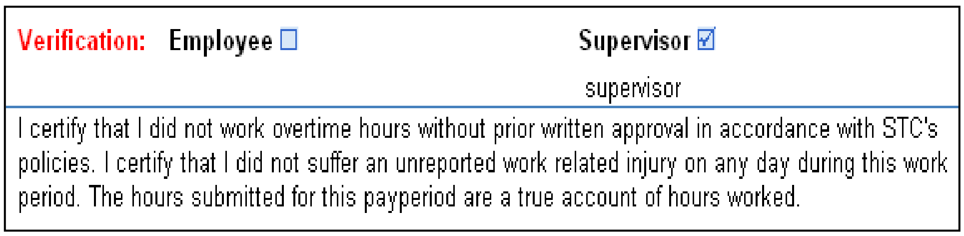
A report is generated that shows each employee's hours. The employee's name and ID are displayed in the header of the table.

***Note:** The report output will vary greatly depending on which **Options** you have selected from the Report Criteria section of the screen.*

Click on the [PRINT] icon to print the report.

Step 6 Supervisor Verify

Check the Box to electronically sign the time card.
This will identify the time card as being approved and ready for processing.



***Note:** Supervisors <u>must</u> verify each employee's timecard unless total hours are zero. Supervisors are <u>not</u> allowed to do a mass verification for all their employees.*

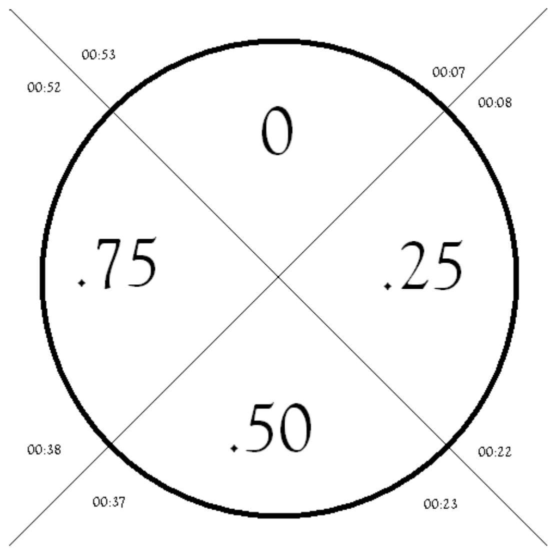
Things to Remember

Less than 40 Total hours during workweek

It is important to review your employee's hours on a *weekly* basis. Every employee paid on a monthly basis should complete at least 40 hours per workweek. These hours can be comprised of work and/or leave hours. If 40 hours have not been met for the week, Human Resources will initiate "dock pay" which will deduct the amount equal to the hours under 40 for each workweek. It is important to make all adjustments before the announced deadlines to avoid "dock pay".

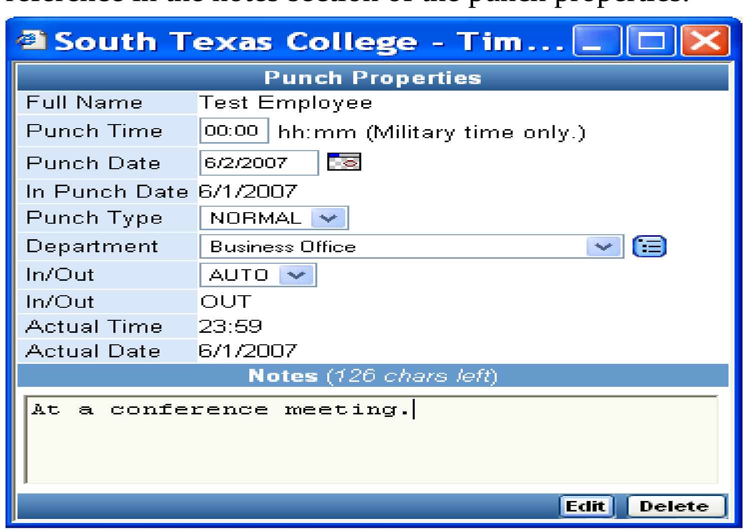
Rounding

Rounding is used to record hours in quarter time. This allows for whole or quarter hour totals.



Document changes

When editing a punch, document an explanation of the change for future reference in the notes section of the punch properties.

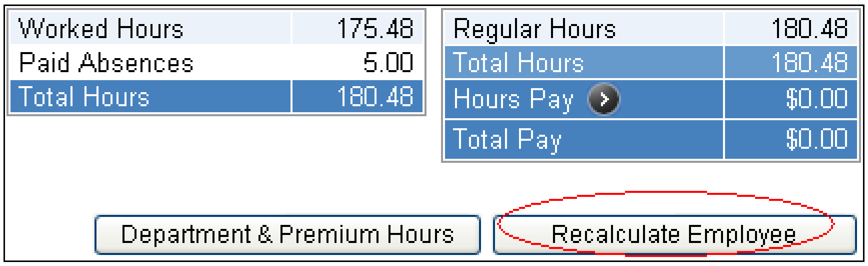


***Note**: Do not edit any punch until employee has filled out a **Time Adjustment Request Form (BO-7700)**. You must keep the form on file in your department for auditing purposes.*

Supervisors should ensure that employees who routinely generate a large number of BO-7700 (Time Adjustment) forms are referred to the Payroll Office for re-training on the correct use of the system.

Recalculate!

Always recalculate when you are finished making changes to a timecard.



TimeForce Access

When requesting or updating Supervisor/Designee access, you must fill out a TimeForce Access Authorization Form (BO-7710). A designee may only enter adjustments on employee timecards. A designee may not verify timecards. A supervisor has the ability to make adjustments and verify the employees' timecard.

When an employee needs to be added or deleted from a supervisor and/or designee drop down list, you must fill out a TimeForce Access Authorization Form (BO-7710).

***Note:** Please advise us of employee changes with this form (i.e. change in supervisor and/or department, etc.).*

The first portion of BO-7710 form is only used to create/delete supervisor and/or designee 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.

Action				Access	
Create	Delete	Employee Name	Employee ID	Supervisor	Designee
X		Mary Smith	A0000000	X	

Justification for profile request: Mary will supervise the X department. She will enter adjustments and verify the employees timecards.

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 by clicking on 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).

Action				Add to/Remove from list	
Add	Remove	Employee Name	Employee ID	Supervisor	Designee
	X	Anna Johnson	A0000000	X	

Justification: (Please check one of the following):

- [ ] Department Change
- [ ] Supervisor Change
- [x] Employee Resignation from STC
- [ ] Supervisor/Designee Access Char
- [ ] New Hire
- [ ] Other ____________

Note: Supervisors are responsible for submitting this form as soon as a new employee is hired or transfers from another department. Supervisors and designees are also responsible for submitting this form as soon as an employee resigns or transfers to another department. Delays in the submission of this form for the changes mentioned above will create inaccuracies in the employees’ department and/or supervisor information and payroll processing.

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.

Original form must be submitted to the Business Office.

Mass Entry

Mass entries 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.

Financial Managers must request a mass entry creation by sending an email request to the Business Office Comptroller. The email must include the reason for the mass entry request, the date(s), punches or total hours to be processed, and employee names with their respective employee IDs (A#). Once approved by the Business Office Comptroller, the mass entry will be processed by the TimeForce Administrator.

The Business Office generates mass entries for Professional Development days, College closures, etc. If adjustments to these entries are needed, supervisors must submit the Mass Entry Adjustment Form (BO-7705) to the Business Office Payroll Department for processing.

Punch Detail Report

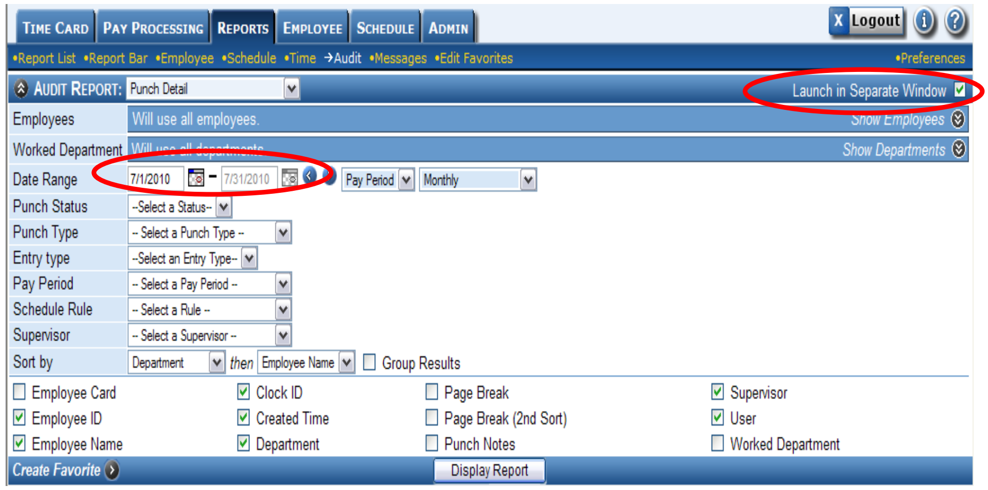
Supervisors shall ensure that employees are clocking in/out at the nearest clock location to their workstation and not at a different clock location with the purpose of distorting arrival-departure time.

The "Punch Detail" report provides supervisors with the employee name, employee ID, the clock ID and the IP address of the computer the employee is using to punch in/out.

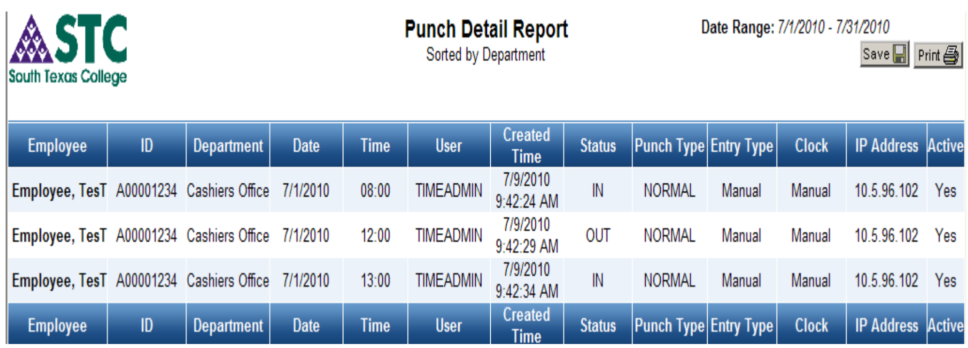
Steps:

1. Go to REPORTS tab.
2. Under Audit Reports you will find the "Punch Detail" report.
3. Click on Punch Detail to access report.
4. Select the date range for your report.
5. The report will give you the following data. You can select the options you need.
    a. Employee Card.
    b. Employee Name.
    c. Employee ID.
    d. Clock ID (of the time clock the employee is using to clock in/out)
    e. Created Time.
    f. Department.
    g. Supervisor.
    h. User.
6. Place a check in "Launch in Separate Window to open the report in a new window.
7. Click "Display Report" to view your results.

See below.



Report Example:



Punch Detail Report
Sorted by Department

Date Range: *7/1/2010 - 7/31/2010*

Save Print

Employee	ID	Department	Date	Time	User	Created Time	Status	Punch Type	Entry Type	Clock	IP Address	Active
Employee, TesT	A00001234	Cashiers Office	7/1/2010	08:00	TIMEADMIN	7/9/2010 9:42:24 AM	IN	NORMAL	Manual	Manual	10.5.96.102	Yes
Employee, TesT	A00001234	Cashiers Office	7/1/2010	12:00	TIMEADMIN	7/9/2010 9:42:29 AM	OUT	NORMAL	Manual	Manual	10.5.96.102	Yes
Employee, TesT	A00001234	Cashiers Office	7/1/2010	13:00	TIMEADMIN	7/9/2010 9:42:34 AM	IN	NORMAL	Manual	Manual	10.5.96.102	Yes
Employee	ID	Department	Date	Time	User	Created Time	Status	Punch Type	Entry Type	Clock	IP Address	Active

Life Cycle of an NOE

1. An NOE is born
2. Supervisor Signature
3. Director/Dean Signature
4. Financial Manager signature
5. VP/President signature
6. NOE sent to HR for processing
7. NOE sent to Business Office for funding approval
8. NOE returned to HR for HR Director signature
9. NOE is keyed into Banner for payroll

Factors that may delay processing:

- ✓ Inaccurate funding information or insufficient funding
- ✓ Missing signatures or missing information on NOE
- ✓ Missing paperwork for new hires
- ✓ Incorrect dates/overlapping dates