

ready?

get set.

go live!

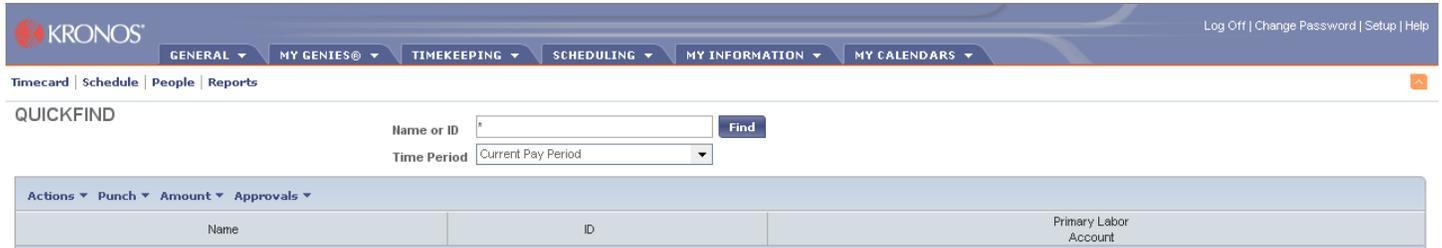
One Lab. One System.
Fermilab Time & Labor electronic reporting.

FTL Timekeeper

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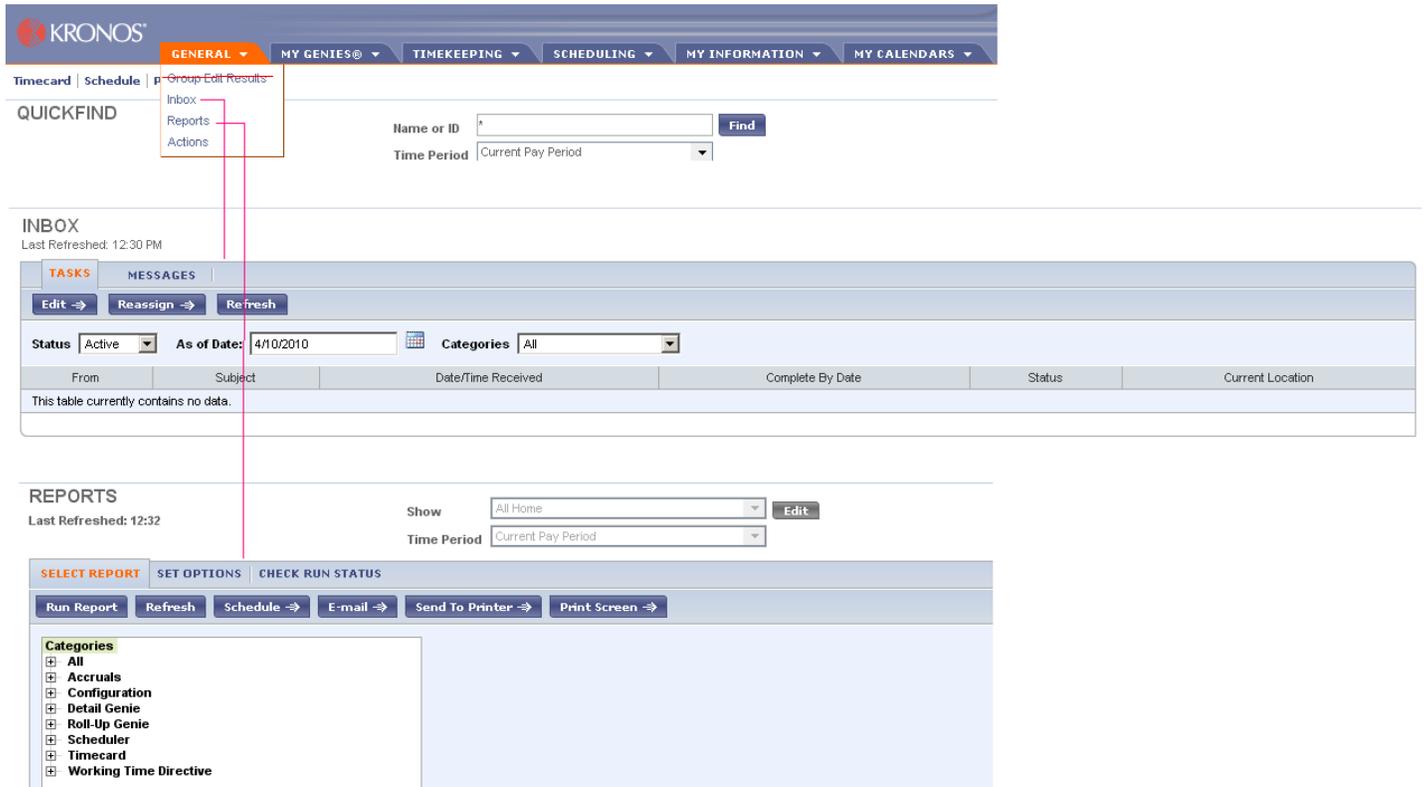
NAVIGATION of TABS

Timekeepers and Approvers will default to the 'Quickfind' window- This window allows you to query and open any employee's timecard that is included in your Employee Group



The screenshot shows the Kronos application interface. At the top, there is a navigation bar with the Kronos logo and several tabs: GENERAL, MY GENIES@, TIMEKEEPING, SCHEDULING, MY INFORMATION, and MY CALENDARS. Below the navigation bar, there is a sub-navigation bar with links for Timecard, Schedule, People, and Reports. The main content area is titled "QUICKFIND" and contains a search form with a "Name or ID" input field, a "Time Period" dropdown menu, and a "Find" button. Below the search form, there is a table with columns for Name, ID, and Primary Labor Account.

The GENERAL Tab allows you to access your MAILBOX, Any Reports and the Actions Page



The screenshot shows the Kronos application interface with the "GENERAL" tab selected. The navigation bar at the top includes the Kronos logo and tabs for GENERAL, MY GENIES@, TIMEKEEPING, SCHEDULING, MY INFORMATION, and MY CALENDARS. Below the navigation bar, there is a sub-navigation bar with links for Timecard, Schedule, People, and Reports. The main content area is divided into two sections: "INBOX" and "REPORTS".

The "INBOX" section is titled "INBOX" and has a "Last Refreshed: 12:30 PM" timestamp. It contains a "TASKS" and "MESSAGES" tab, with "MESSAGES" selected. Below the tabs, there are buttons for "Edit", "Reassign", and "Refresh". The "Status" is set to "Active" and "As of Date" is "4/10/2010". The "Categories" are set to "All". Below this, there is a table with columns for From, Subject, Date/Time Received, Complete By Date, Status, and Current Location. The table is empty, with the message "This table currently contains no data."

The "REPORTS" section is titled "REPORTS" and has a "Last Refreshed: 12:32" timestamp. It contains a "Show" dropdown menu set to "All Home" and an "Edit" button. Below this, there is a "Time Period" dropdown menu set to "Current Pay Period".

Below the "REPORTS" section, there is a "SELECT REPORT" tab, a "SET OPTIONS" tab, and a "CHECK RUN STATUS" tab. Below these tabs, there are buttons for "Run Report", "Refresh", "Schedule", "E-mail", "Send To Printer", and "Print Screen". Below the buttons, there is a "Categories" list with the following items: All, Accruals, Configuration, Detail Genie, Roll-Up Genie, Scheduler, Timecard, and Working Time Directive.

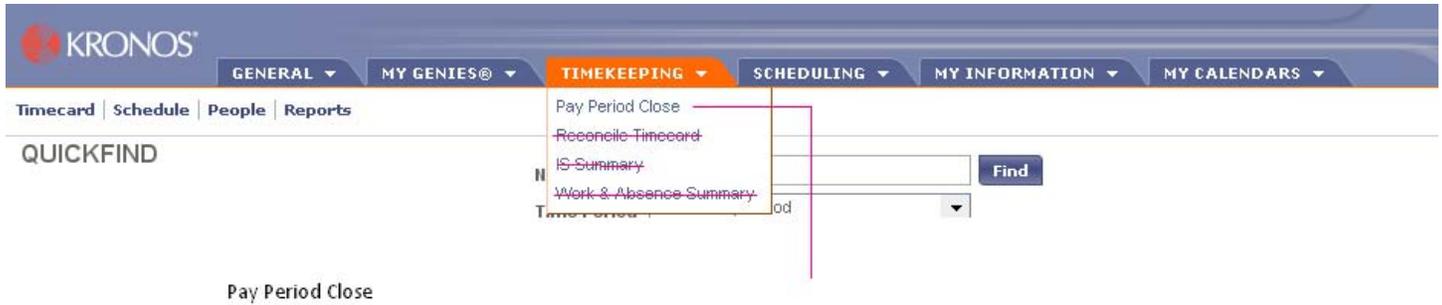
The Actions screen allows a Timekeeper / Approver to create delegation rules for themselves and others.

The screenshot shows the KRONOS user interface. At the top, there is a navigation bar with the KRONOS logo on the left and 'Log Off | Change Password' on the right. The navigation bar includes several tabs: 'GENERAL', 'MY GENIES@', 'TIMEKEEPING', 'SCHEDULING', 'MY INFORMATION', and 'MY CALENDARS'. A dropdown menu is open under 'GENERAL', showing options: 'Group Edit Results', 'Inbox', 'Reports', and 'Actions'. A red line connects the 'Actions' option to the 'ACTIONS' section below. The 'ACTIONS' section has a sub-header 'ACTIONS' and a timestamp 'Last Refreshed: 12:34 PM'. Below this is a 'Refresh' button and a 'Categories' dropdown menu set to 'All'. Underneath, there is an 'Actions' section with a list of items: 'Admin_Delegation', 'Mgr_Delegation', and 'TimeOffRequest'. A red line connects 'Admin_Delegation' to the annotation 'Delegate Authorities for others (Vacation Rule Setup for others)'. Another red line connects 'Mgr_Delegation' to the annotation 'Delegate Authority for yourself (Vacation Rule for yourself)'.

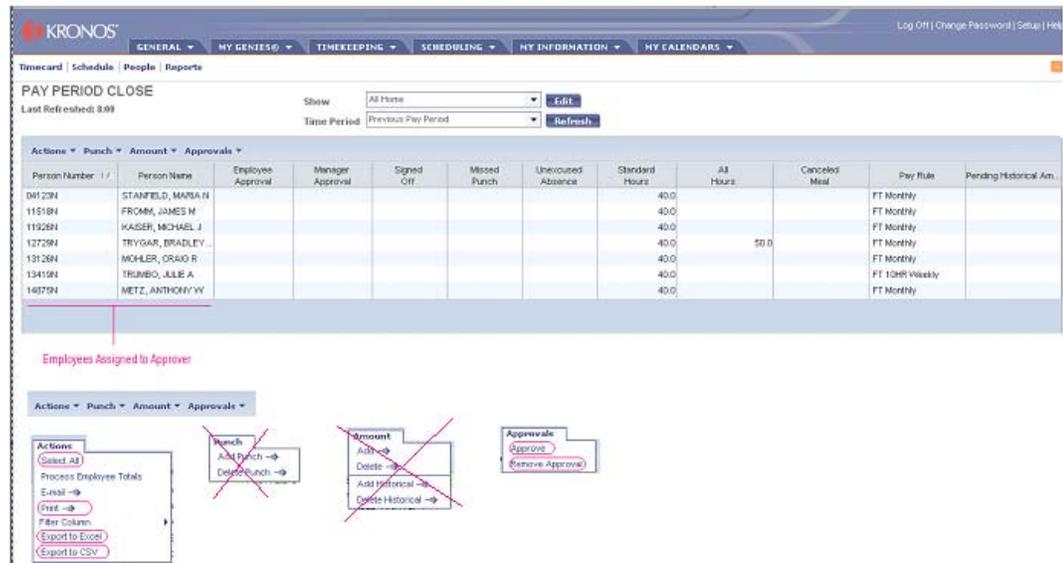
MY GENIES tab - The 'Quickfind' screen is available under tab

The screenshot shows the KRONOS user interface with the 'MY GENIES@' tab selected. The navigation bar includes the KRONOS logo, 'Log Off | Change Password', and tabs for 'GENERAL', 'MY GENIES@', 'TIMEKEEPING', 'SCHEDULING', 'MY INFORMATION', and 'MY CALENDARS'. Below the navigation bar, there is a sub-navigation bar with links for 'Timecard', 'Schedule', 'People', and 'Reports'. A dropdown menu is open under 'MY GENIES@', showing the option 'QuickFind'. A red line connects 'QuickFind' to the annotation 'Access employees timecards (employees must be assigned to you)'.

TIMEKEEPING Tab -The Pay Period Close screen displays the employees in your 'Employee Group'. You can open, update and approve timecards from this screen.



Pay Period Close



The SCHEDULES tab only has meaning to those groups that implement 'Schedules'



The MY INFORMATION tab allows you to access YOUR timecard in lieu of querying via 'QUICKFIND'



The MY CALENDAR tabs is not configured at this time



Create a Delegation on someone else's behalf

NAVIGATION

LOGIN (via Services Account)

NAVIGATION: General Tab -> Actions -> Admin_Delegation

- Used for: MANAGER DELEGATION – Manage Forward Authority btw Approver / Approver and Timekeeper / Timekeeper

Used for the following conditions:

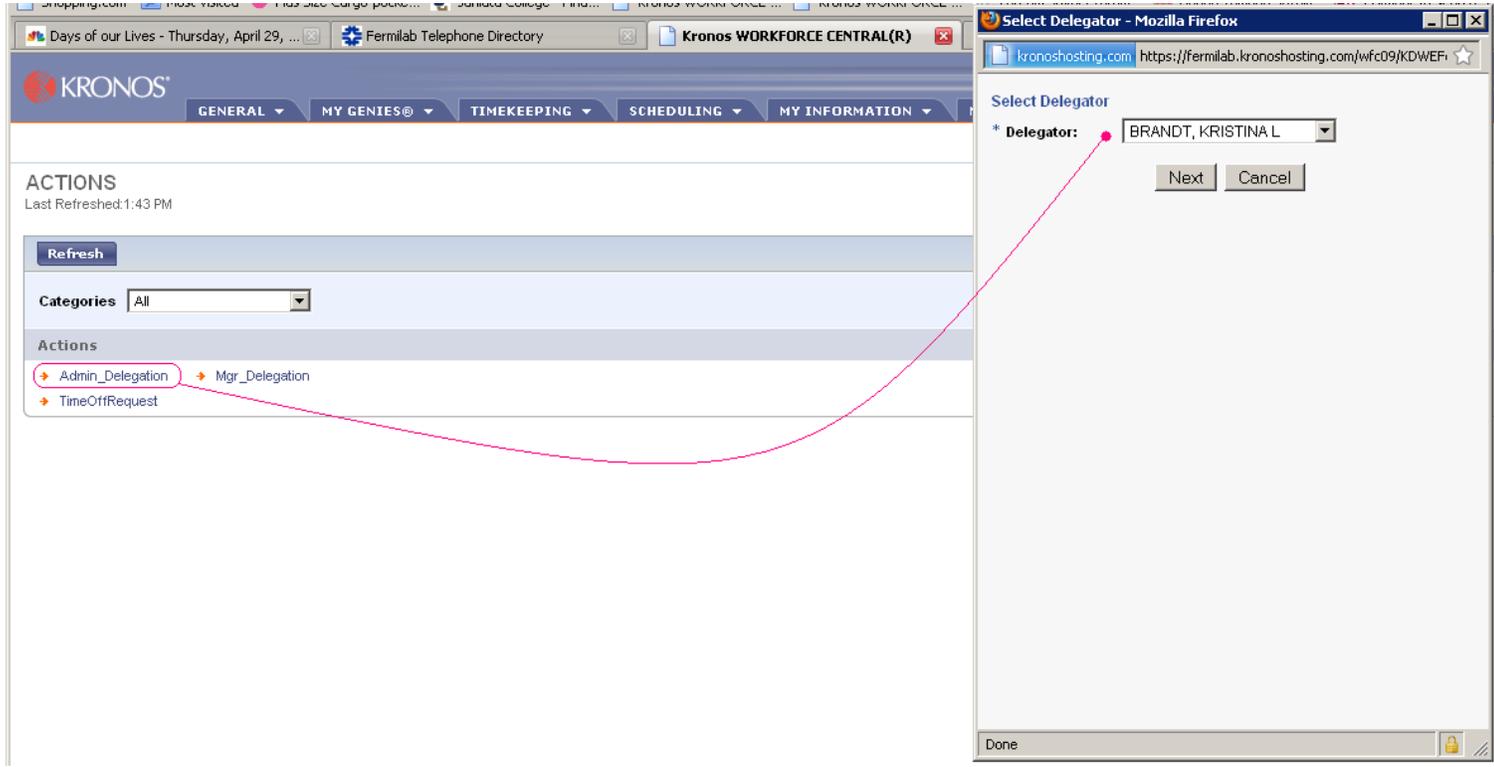
Manager/Timekeeper did not setup a delegation rule

Delegation Rule was not Accepted

On the Fly Delegation



Select the Appropriate Delegator



The following screen will appear for completion

Create Delegation - Mozilla Firefox

kronoshosting.com https://fermilab.kronoshosting.com/wfc09/KDWEFormServlet?id=292

Delegator
Name: FEDERWITZ, JODY L

Existing Delegations
None

New Delegation

* **Delegate:** MCKENNA, CHERYLE

* **Start Date:** 5/03/2010

* **End Date:** 5/09/2010

* **Role:** Delegation - with Approval

Save & Close Cancel

Done

Assigned Manager / Timekeeper

Delegate Authority to

As Of

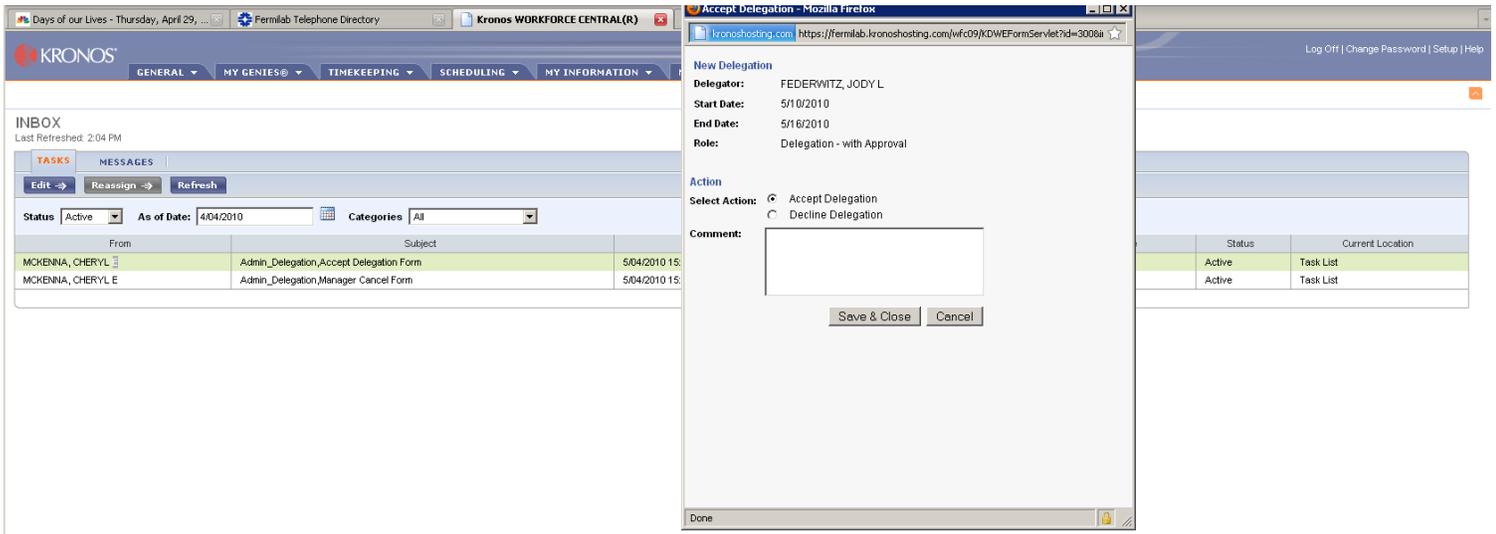
Through

Default / only choice

A Task and a Message will appear in the 'Delegates' InBox



The delegate should open (double click) on the **Admin_Delegation,Accept Delegation Form** task and the follow will appear



The delegate should choose to either 'Save&Close'

A Message will also be delivered to the Delegate and the Delegator that the delegation has been accepted

I chose to accept the delegation and a hyperlink is now available under the tabs that allow me to 'switch roles'.



Via 'TIMEKEEPING TAB' 'Pay Period Close' -> Click on the switch role hyper link



and the following will appear



Choose FEDERWITZ, JODY and Click on the 'Switch Role' button and Jody's Employee Group will populate



To Switch back to your employee group ... Click on the Switch Role: hyper link



Switch Role: FEDERWITZ, JODY L

SWITCH ROLE

Switch Role Refresh

Delegator	
<input checked="" type="radio"/>	Myself
<input type="radio"/>	FEDERWITZ, JODY L

Delegation - w

Switch Role: FEDERWITZ, JODY L

SWITCH ROLE

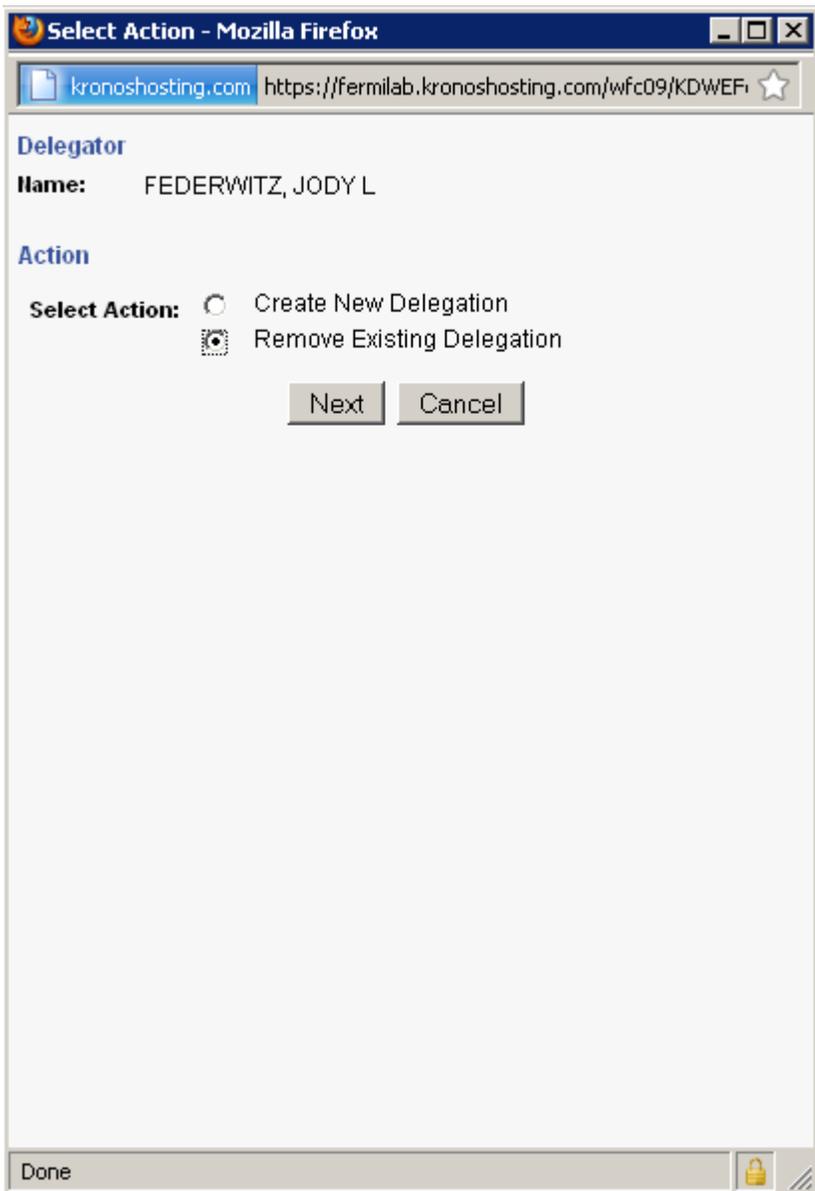
Switch Role Refresh

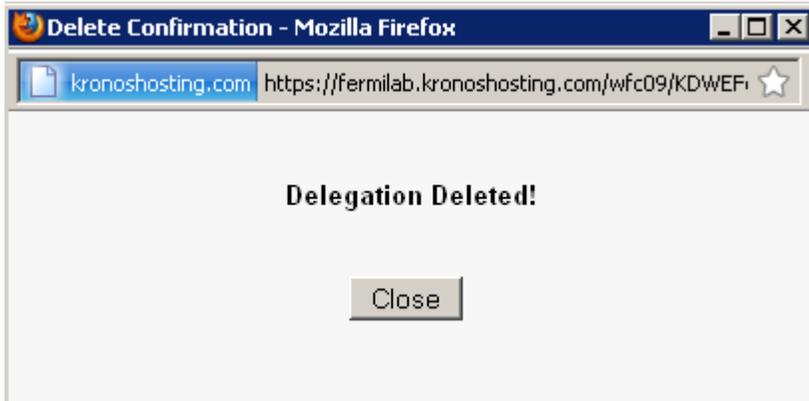
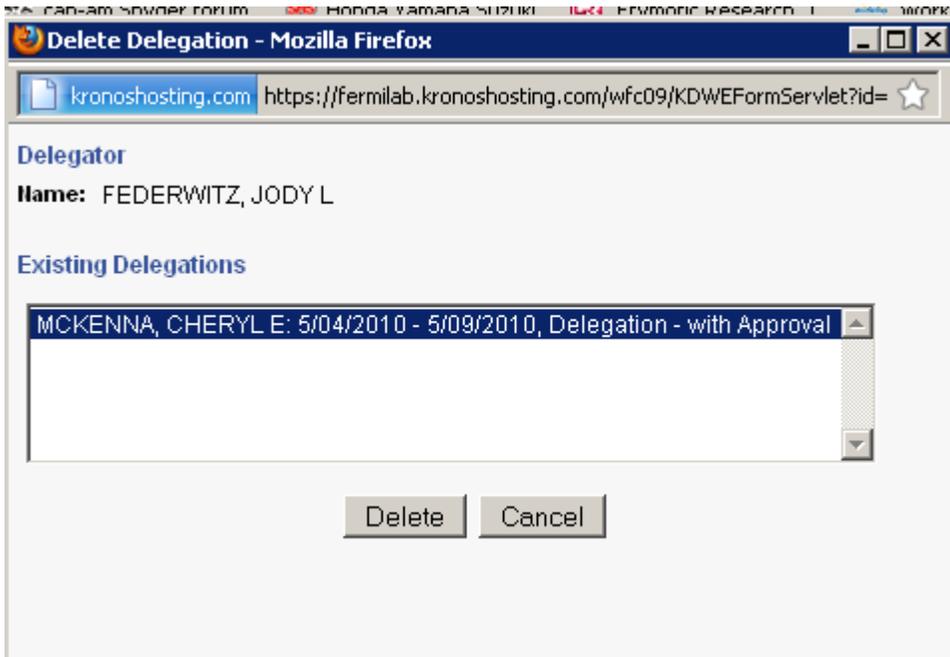
Click on 'Myself' and click on the 'Switch Role' button

and your group will appear

Remove an Existing Delegation

I want to remove a delegation I setup for Jody to Cheri





TASKS		MESSAGES	
New		Open	
Reply		Delete	
Refresh			
As of Date:		<input type="text"/>	
From	Subject		
MCKENNA, CHERYL E	Delegation deleted for FEDERWITZ, JODY L		



From: MCKENNA, CHERYL E

Subject: Delegation deleted for FEDERWMTZ, JODY L

Received: 5/04/2010 15:45 (GMT -05:00) Eastern Time

The delegation for FEDERWMTZ, JODY L has been deleted.

Delegation Details:

Delegator: FEDERWMTZ, JODY L

Start Date: 5/04/2010

End Date: 5/09/2010

Role: Delegation - with Approval

[Close](#) [Reply](#) [Delete](#) [Print](#) [Help](#)

CREATE DELEGATION FOR YOURSELF

Choose Mgr_Delegataion from your Actions screen

ACTIONS

Last Refreshed: 2:08 PM



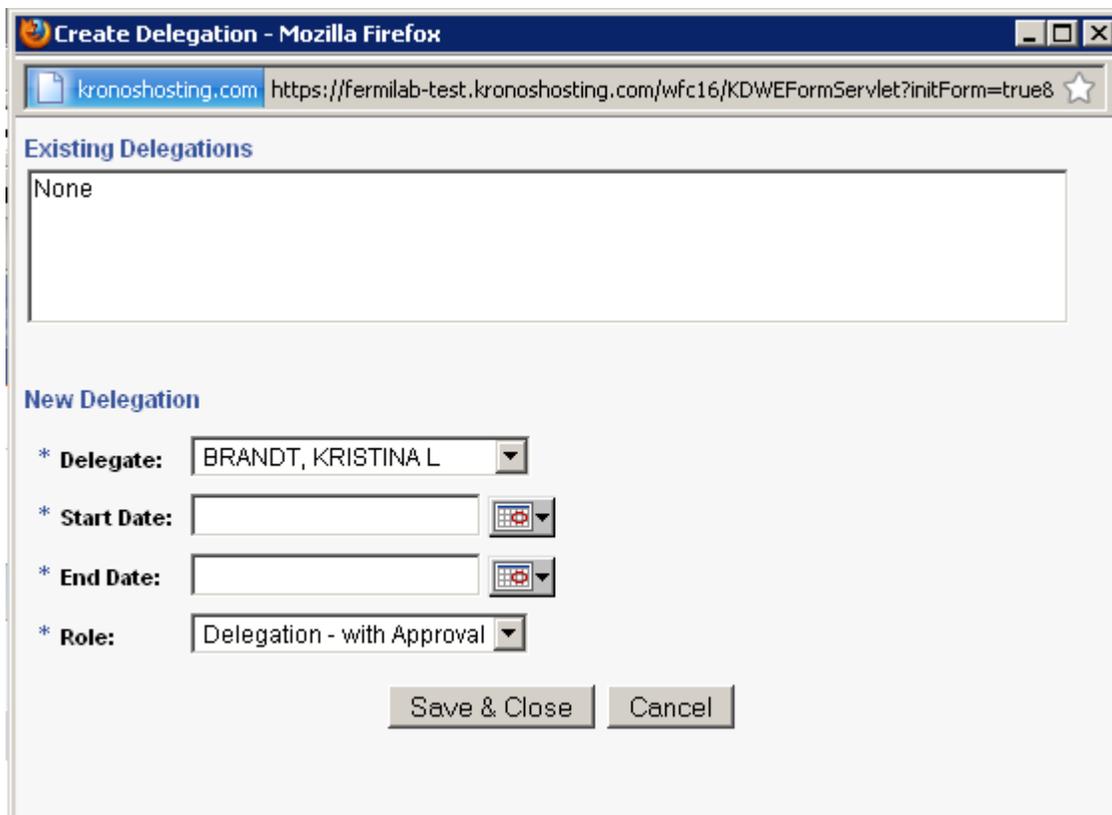
Refresh

Categories All

Actions

- Admin_Delegation
- Mgr_Delegation
- TimeOffRequest

Repeat the steps above – (you will not have to select a Delegator – you are logged in .. the system knows who you are)



Create Delegation - Mozilla Firefox

kronoshosting.com https://fermilab-test.kronoshosting.com/wfc16/KDWEFormServlet?initForm=true&

Existing Delegations

None

New Delegation

* Delegate: BRANDT, KRISTINA L

* Start Date: [] []

* End Date: [] []

* Role: Delegation - with Approval

Save & Close Cancel

PAY PERIOD CLOSE - The Pay Period Close screen displays the employees in your 'Employee Group'. You can open, update and approve timecards from this screen.

PAY PERIOD CLOSE
Last Refreshed: 13:30

Show: All Home Edit
Time Period: 5/03/2010 - 5/09/2010, Range of Dates Refresh

Person Number	Person Name	Employee Approval	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Standard Hours	All Hours	Canceled Meal	Pay Rule	Pending His
07722N	FEDERWITZ, JODY L	✓	1				40.0	40.0		FT Monthly	
10100N	MCKENNA, CHERYL E	✓	1				40.0	40.0		FT Monthly	
11913N	FETZNER, BARBAR...	✓	1				40.0	29.0		FT Monthly	
12700N	KENNEDY, CINDY L	✓	1				40.0			FT Weekly	
13267N	HURD, DIRK G	✓					40.0	56.5	✓	FT Weekly	
33333	Test, Fermilab						0.0			FT Monthly	
123456	Desktop02, Test						40.0			FT Monthly	

The checkmark in the 'Employee Approval' column designates that the employee him/herself has approved their timecard and that it is ready for the Timecard Approver to approve for Payroll

The 1 or 2 in the 'Manager Approval' column demonstrates that the Timecard Approver has approved the timecard and it is ready for Payroll

A check box in the 'Signed Off' column designates that the timecard is locked by payroll and cannot be updated .. any changes to a signed off timecard must be handled by the designated 'Historical Edit' person(s) in your Div/Sec.

Standard hours defines the # of hours the Employee is hired to work

TIME ENTRY EXAMPLES

Remember your Time Period begins on 'Monday' AND ends on 'Sunday'

DAY SHIFT

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Cumulative
Sun 4/25								
Mon 4/26		7:00	7:00		15:30			
Tue 4/27								
Wed 4/28								
Thu 4/29								
Fri 4/30								
Sat 5/01								
Sun 5/02								
Mon 5/03								

MIDNIGHT SHIFT (11pm – 7am)

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Cumulative
Sun 4/25								
Mon 4/26		23:00	23:00		7:00			
Tue 4/27								
Wed 4/28								
Thu 4/29								
Fri 4/30								
Sat 5/01								
Sun 5/02								
Mon 5/03								

ABSENCE / LEAVE (Sick Vacation etc ...)

Date	Pay Code	Amount	In	Transfer
Sun 4/25				
Mon 4/26	Vacation - Weekly	8		
Tue 4/27				
Wed 4/28				
Thu 4/29				
Fri 4/30				
Sat 5/01				
Sun 5/02				
Mon 5/03				

- Vacation - Weekly
- Jury Duty - Weekly
- LWOP - Weekly Discip
- LWOP - Weekly Excuse
- LWOP - Weekly Unexcu
- Military - Weekly
- Sick - Weekly
- Travl Diff - Weekly
- Vacation - Weekly

ABSENCE / LEAVE (Partial day)

Enter your first set of In/Out times (punches)

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Overtime ▾ Reports ▾							
		Date	Pay Code	Amount	In	Transfer	Out
x	↕	Sun 4/25					
x	↕	Mon 4/26			7:00		11:00

click on the 'insert row' icon

In this example a new line for 'Monday' has been created for me to create my absence

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Overtime ▾ Reports ▾							
		Date	Pay Code	Amount	In	Transfer	Out
x	↕	Sun 4/25					
x	↕	Mon 4/26			7:00		11:00
x	↕	Mon 4/26					
x	↕	Tue 4/27					

		Date	Pay Code	Amount	In	Transfer	Out
x	↕	Sun 4/25					
x	↕	Mon 4/26			7:00		11:00
x	↕	Mon 4/26	Sick - Weekly	2.0			

fyi: tabbing or clicking anywhere on the timecard screen will 'resort' your entries

		Date	Pay Code	Amount	In	Transfer	Out
x	↕	Sun 4/25					
x	↕	Mon 4/26	Sick - Weekly	2.0			
x	↕	Mon 4/26			7:00		11:00
x	↕	Tue 4/27					

click on the 'insert row' icon to continue entering your In/Out times (punches)

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Overtime ▾ Reports ▾							
		Date	Pay Code	Amount	In	Transfer	Out
x	↕	Sun 4/25					
x	↕	Mon 4/26	Sick - Weekly	2.0			
x	↕	Mon 4/26			7:00		11:00
x	↕	Mon 4/26					
x	↕	Tue 4/27					

JURY DUTY

Save Actions Punch Amount Accruals Comment Approvals Overtime Reports							
	Date	Pay Code	Amount	In	Transfer	Out	
X	Sun 4/25						
X	Mon 4/26	Jury Duty - W...	8.0				
X	Tue 4/27						
X	Wed 4/28						

right click on 'Add Comment ...'

or click on the 'Comment' pulldown from the action bar and choose 'Add Comment ->'

Save Actions Punch Amount Accruals Comment Approval							
	Date	Pay Code	Amount	In	Transfer	Out	
X	Sun 4/25						
X	Mon 4/26	Jury Duty - W...	8.0				
X	Tue 4/27						

- Add Comment ->
- Delete Comment ->
- Add Note ->
- Delete Note ->

Choose Comments type and type your note .. in the case of Jury Duty - County you need to insert the County that you served your Jury Duty in

Add Comment
Comments

- Death
- Foreman Machinist
- Foreman Machinist OT
- Historical Move
- Jury Duty - County
- Lead Machinist
- Lead Machinist OT
- Rejected

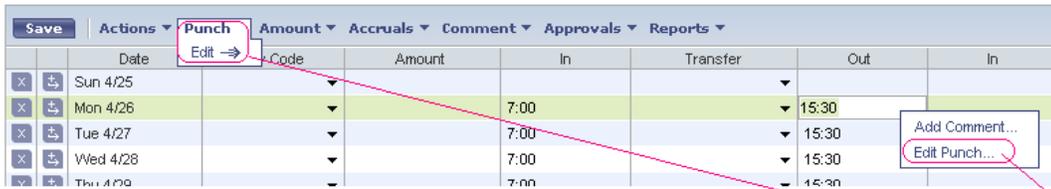
Note

Lasalle County

OK Cancel Help

click on 'OK'

PAY FOR HOURS SHOWN (formerly known as PH)



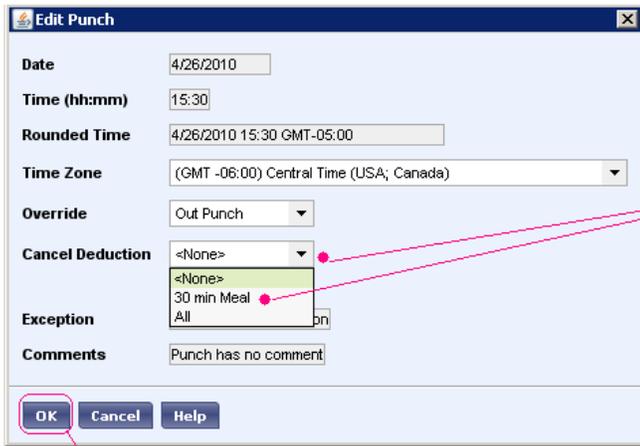
	Date	Punch	Code	Amount	In	Transfer	Out	In
X	Sun 4/25							
X	Mon 4/26				7:00		15:30	
X	Tue 4/27				7:00		15:30	
X	Wed 4/28				7:00		15:30	
X	Thu 4/29				7:00		15:30	

Add Comment...
Edit Punch...

Click on 'Edit Punch....'

or

Click on the 'Punch' pull down and choose 'Edit ->' the 'Edit Punch' form will appear



Edit Punch

Date: 4/26/2010
Time (hh:mm): 15:30
Rounded Time: 4/26/2010 15:30 GMT-05:00
Time Zone: (GMT -06:00) Central Time (USA; Canada)
Override: Out Punch
Cancel Deduction: <None>
Exception: All
Comments: Punch has no comment

Buttons: OK, Cancel, Help

Click in the field associated with 'Cancel Deduction' and click on '30 min Meal'

Click on 'OK' button

WORK RULES

WORK RULES are currently associated to the MEM'S and Firefighter bargaining Units) and to NonExempt employees that will be moving their 'Holiday' to another day with a week of the holiday.

Work rules affect your pay rate and do not increase the number of hours you work; there for time allocated to work rules are not additionally considered in overtime calculations.

Save Actions Punch Amount Accruals Comment Approvals Reports												
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum
X	Sun 5/02											
X	Mon 5/03			8:00		16:30				8.0	8.0	8.0
X	Tue 5/04			8:00		16:30				8.0	8.0	16.0
X	Wed 5/05			8:00		16:30				8.0	8.0	24.0
X	Thu 5/06			8:00		16:30				8.0	8.0	32.0
X	Fri 5/07			8:00		16:30				8.0	8.0	40.0
X	Sat 5/08											40.0
X	Sun 5/09											40.0
X	Mon 5/10											

TOTALS & SCHEDULE		ACCRUALS	AUDITS
All			
Account	Pay Code	Amount	
...0N/FES - OPERATIONS/60-60.03.14.01./-/SKT/-/	Regular - Weekly	40.0	

Date	Start Time	End Time	Pay Code	Amount
Mon 5/03				
Tue 5/04				
Wed 5/05				
Thu 5/06				
Fri 5/07				
Sat 5/08				

Click on the pulldown in the 'Transfer' field

Click on 'Search' to choose the appropriate Work Rule

The last 15 codes historically used will appear in this scroll

Select Transfer

Labor Account

Name or Description: **Search** **Clear Account**

Available Entries:

- Supervisor
- Organization
- PA-Project Task
- Activity
- Job Functional Code
- Reserved2
- Reserved3

Work Rule

<None>

- Duty MEM
- EMR Call In MEM
- Foreman MEM
- Lead MEM
- Pager MEM
- Report In MEM
- Special Coverage MEM

OK **Help**

Chose the appropriate 'Work Rule' and click on the 'OK' button

Work Rule

Foreman MEM

Selected Transfer

;Foreman MEM

OK **Cancel** **Refresh** **Help**

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
<input type="checkbox"/>	Sun 5/02											
<input type="checkbox"/>	Mon 5/03			8:00		16:30				8.0	8.0	8.0
<input type="checkbox"/>	Tue 5/04			8:00	;Foreman MEM	16:30				8.0	8.0	16.0
<input type="checkbox"/>	Wed 5/05			8:00		16:30				8.0	8.0	24.0
<input type="checkbox"/>	Thu 5/06			8:00		16:30				8.0	8.0	32.0
<input type="checkbox"/>	Fri 5/07			8:00		16:30				8.0	8.0	40.0
<input type="checkbox"/>	Sat 5/08											40.0
<input type="checkbox"/>	Sun 5/09											40.0
<input type="checkbox"/>	Mon 5/10											

TOTALS & SCHEDULE | ACCRUALS | AUDITS

Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
...ON/FES - OPERATIONS/60-60.03.14.01.-/SKT/..	Regular - Weekly	32.0	Mon 5/03				
...ON/FES - OPERATIONS/60-60.03.14.01.-/SKT/..	Working Foreman - ...	8.0	Tue 5/04				
			Wed 5/05				
			Thu 5/06				

The 'Work Rule' will display on the appropriate day for the activity and It will apply the time for that entry in the 'TOTALS & SCHEDULES' tab.

OVERTIME CALCULATION / PREMIUM CALCULATION – EXAMPLE

Based on the time entry's the timecard will automatically calculate 'Overtime' and 'Shift Premiums' and display the totals in the 'TOTALS & SCHEDULE' tab

Save Actions Punch Amount Accruals Comment Approvals Reports												
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	
X	Sun 5/02											
X	Mon 5/03			8:00		16:30				8.0	8.0	8.0
X	Tue 5/04			8:00	;Foreman MEM	16:30				8.0	8.0	16.0
X	Wed 5/05			3:00		11:00				8.0	8.0	24.0
X	Thu 5/06			8:00		16:30				8.0	8.0	32.0
X	Fri 5/07			8:00		16:30				8.0	8.0	40.0
X	Sat 5/08			6:00		14:00				7.5	7.5	47.5
X	Sun 5/09			15:00		23:00				8.0	8.0	55.5
X	Mon 5/10											

TOTALS & SCHEDULE ACCRUALS AUDITS			
All			
Account	Pay Code	Amount	
...0N\FES - OPERATIONS\60-60.03.14.01.01\--SKT\--	Regular - Weekly	32.0	
...0N\FES - OPERATIONS\60-60.03.14.01.01\--SKT\--	Working Foreman - ...	8.0	
...0N\FES - OPERATIONS\60-60.03.14.01.01\--SKT\--	Overtime	15.5	
...0N\FES - OPERATIONS\60-60.03.14.01.01\--SKT\--	Shift OT	8.0	

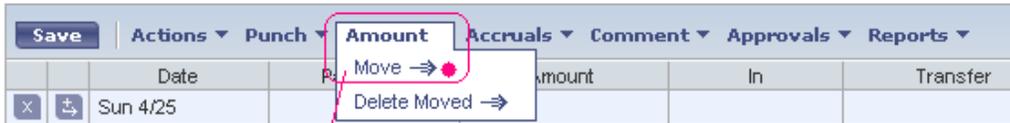
Date	Start Time	End Time	Pay Code
Mon 5/03			
Tue 5/04			
Wed 5/05			
Thu 5/06			
Fri 5/07			
Sat 5/08			
Sun 5/09			

EFFORT / TRANSFER TIME

All time entered in the workspace of the time card (Pay Code, In/Out Punch section of the timecard defaults to your Home Code.

Weekly employees will transfer their time associated to 'Regular', and 'Overtime' pay codes only.

Time will be transferred in increments of 15min, summarized for the pay period.



Click on the 'Amount' pull down and choose 'Move'
or
Right Click / Double click on the 'Pay Code' line that you will be Efforting Against and choose 'Move'

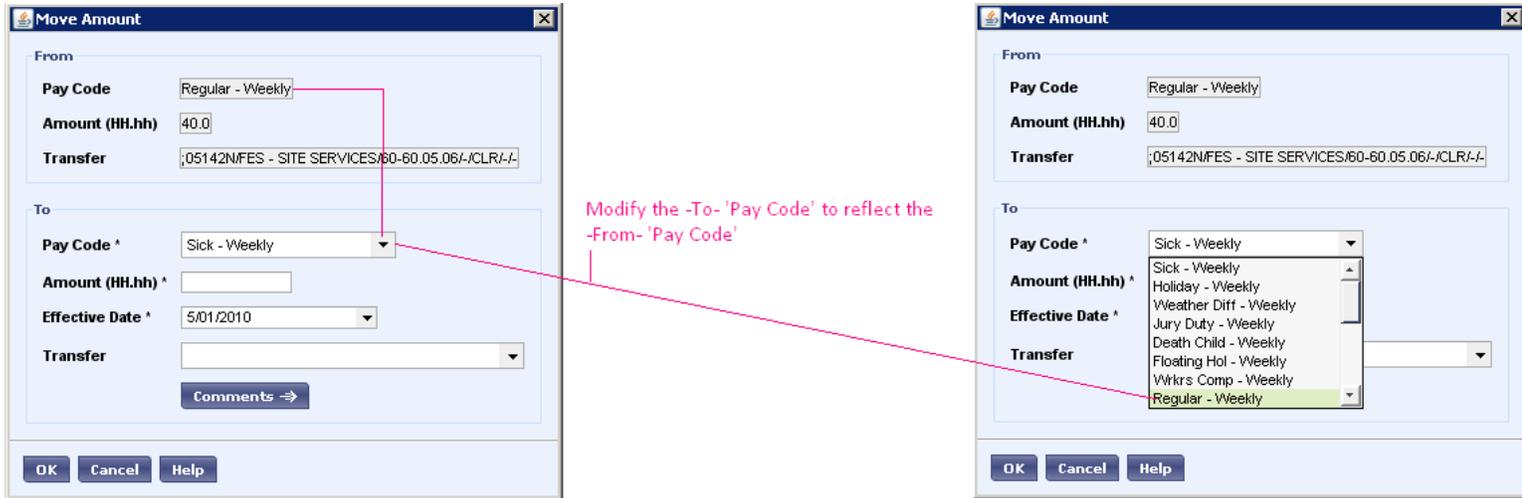


The 'Move Amount' form will appear

The 'From' portion of this form represents the time you are going to 'Transfer' time from

The 'To' portion of this form represents how that time should be allocated and Transferred

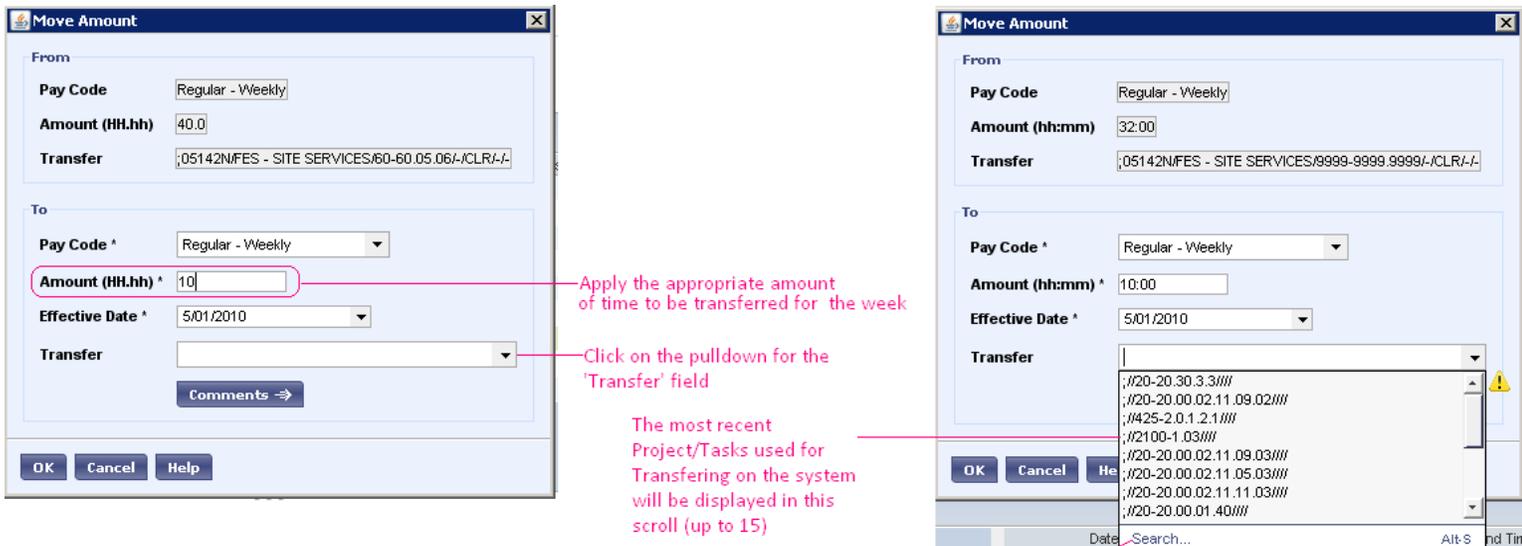
Choosing the appropriate 'Pay Code' to Transfer To



Modify the -To- 'Pay Code' to reflect the -From- 'Pay Code'

The 'Effective Date * **Effective Date *** 5/01/2010 field defaults to the day that the transfer is being done or the date that appears in the line that is highlighted in the workspace. You should make sure that the date is within the 'Pay Period' of the timecard that you are working on.

Entering Hours and Choosing the appropriate Project Task / Activity to Transfer To.....



Apply the appropriate amount of time to be transferred for the week

Click on the pulldown for the 'Transfer' field

The most recent Project/Tasks used for Transferring on the system will be displayed in this scroll (up to 15)

If the Project Task and/or Activity is not available via this scroll you will need to click on the 'Search' value

The 'Select Transfer' form will appear when you click on the 'Search' in the pull down

Select Transfer

Job

As of date: 5/01/2010 Go To: [] Show

Labor Account

Name or Description: [] Search Clear Account

Available Entries:

- 00012N,SAZAMA, CYNTHIA
- 00208N,MISEK, JOEL
- 00315N,JENSEN, ROBERT
- 00322N,KRAFczyk, GEORGE
- 00336N,DAVIDSON, GEORGE
- 00362N,HILLER, ROGER
- 00565N,LEGAN, ALBERT
- 00735N,BOURKLAND, KENNETH
- 00761N,EDWARDS, HELEN
- 00843N,MAU, ROBERT

Supervisor

Organization

PA-Project Task

Activity

Job Functional Code

Reserved2

Reserved3

Click on the 'PA-Project Task' or 'Activity' radio button as appropriate for your Transfer

The following 'warning' will appear if you have access to more than 1,000 Project/Task's or Activities.

Workforce Central

! Too many entries in this level, please refine the search.

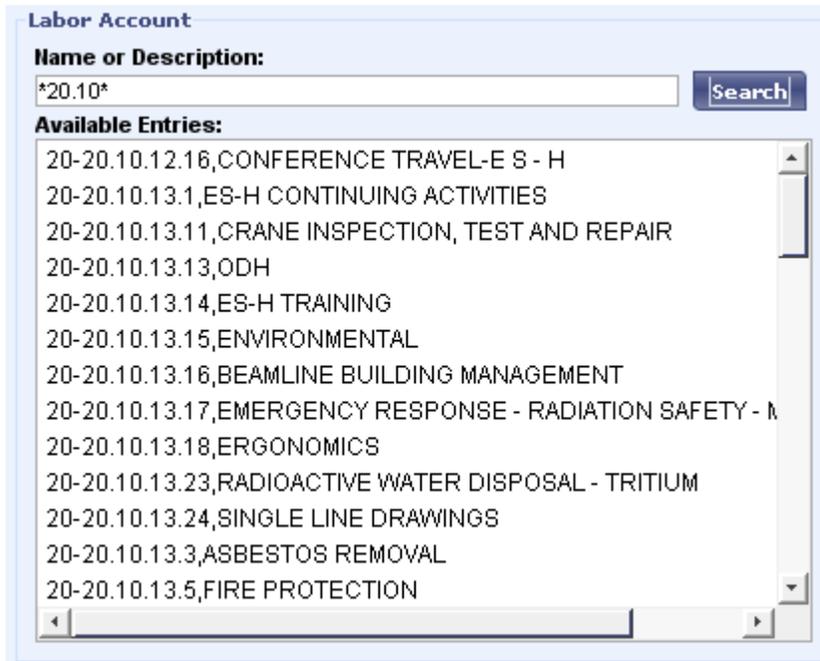
OK

Click on 'OK' to continue

SEARCHING FOR THE APPROPRIATE PROJECT / TASK

Search for the Project/Task by either the 'Name' or Description by clicking in the 'Search' field and typing a partial entry of what you are searching for and include the asterisk * (* acts as a wildcard) before and after the entry you have made. Click on 'Search'

Example *20.10.* - as displayed below.. anything that includes the value of 20.10 appears in the list of 'Available Entries'



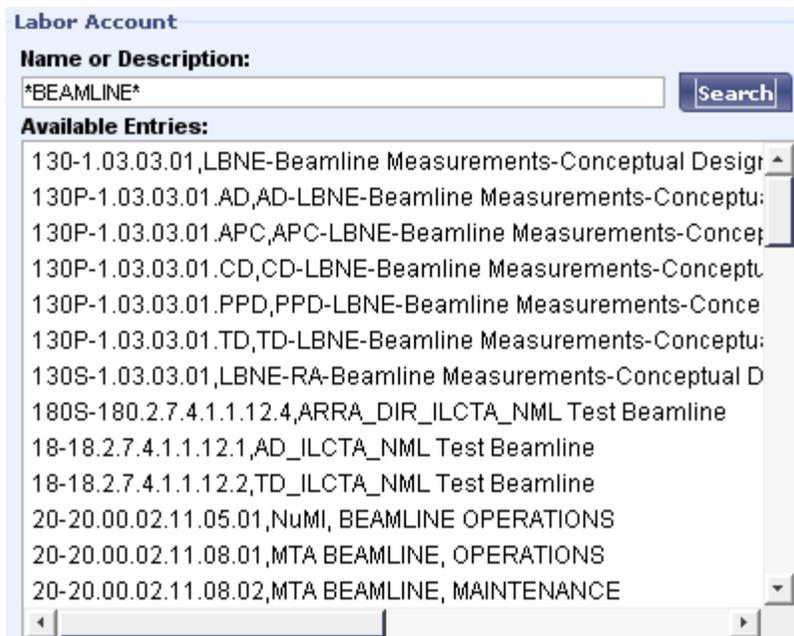
Labor Account

Name or Description:

Available Entries:

- 20-20.10.12.16,CONFERENCE TRAVEL-E S - H
- 20-20.10.13.1,ES-H CONTINUING ACTIVITIES
- 20-20.10.13.11,CRANE INSPECTION, TEST AND REPAIR
- 20-20.10.13.13,ODH
- 20-20.10.13.14,ES-H TRAINING
- 20-20.10.13.15,ENVIRONMENTAL
- 20-20.10.13.16,BEAMLINE BUILDING MANAGEMENT
- 20-20.10.13.17,EMERGENCY RESPONSE - RADIATION SAFETY - M
- 20-20.10.13.18,ERGONOMICS
- 20-20.10.13.23,RADIOACTIVE WATER DISPOSAL - TRITIUM
- 20-20.10.13.24,SINGLE LINE DRAWINGS
- 20-20.10.13.3,ASBESTOS REMOVAL
- 20-20.10.13.5,FIRE PROTECTION

Example *BEAMLINE* - returns all items available with that word in the task description



Labor Account

Name or Description:

Available Entries:

- 130-1.03.03.01,LBNE-Beamline Measurements-Conceptual Design
- 130P-1.03.03.01.AD,AD-LBNE-Beamline Measurements-Conceptu:
- 130P-1.03.03.01.APC,APC-LBNE-Beamline Measurements-Concep
- 130P-1.03.03.01.CD,CD-LBNE-Beamline Measurements-Conceptu
- 130P-1.03.03.01.PPD,PPD-LBNE-Beamline Measurements-Conce
- 130P-1.03.03.01.TD,TD-LBNE-Beamline Measurements-Conceptu:
- 130S-1.03.03.01,LBNE-RA-Beamline Measurements-Conceptual D
- 180S-180.2.7.4.1.1.12.4,ARRA_DIR_ILCTA_NML Test Beamline
- 18-18.2.7.4.1.1.12.1,AD_ILCTA_NML Test Beamline
- 18-18.2.7.4.1.1.12.2,TD_ILCTA_NML Test Beamline
- 20-20.00.02.11.05.01,NuMI, BEAMLINE OPERATIONS
- 20-20.00.02.11.08.01,MTA BEAMLINE, OPERATIONS
- 20-20.00.02.11.08.02,MTA BEAMLINE, MAINTENANCE

SEARCH FOR THE APPROPRIATE ACTIVITY

If you are an employee that is assigned to Transfer time to 'Activities' the 'Labor Account' list will automatically populate with the Activities that have been assigned to you. (Contact your Div/Sec Financial office personnel if your list is incomplete.)

Labor Account

Name or Description:

Available Entries:

-
- 0,RESET
- CD-1099,ADMIN-OTHER-TIME - LAB HOLIDAYS
- CD-1101,ADMIN-OTHER-TIME - Leave without pay
- CD-1198,ASTROPHYSICS - JDEM - ROF
- CD-129,ADMIN-OTHER-TIME - OPTO -Sick, Jury Duty, etc.-
- CD-130,ADMIN-OTHER-TIME - VACATION
- CD-131,ADMIN-OTHER-TIME - FLOATING HOLIDAY
- CD-132,DIVISION ADMINISTRATION - Administrative Support - Dorr
- CD-133,DIVISION ADMINISTRATION - Administrative Support - Fore
- CD-1533,GRID - CLOUD COMPUTING - Grid Services - CEDPS
- CD-1644,SERVERS FARMS - DISKS OPERATIONS - System Admin
- CD-1646,GRID - CLOUD COMPUTING - Open Science Grid

Selected Transfer

You can also search for 'Activities' as follows

Example *GRID* - All Activities that include the word GRID will populate in the 'Available Entries' list.

Labor Account

Name or Description:

Available Entries:

- CD-1533,GRID - CLOUD COMPUTING - Grid Services - CEDPS
- CD-1646,GRID - CLOUD COMPUTING - Open Science Grid
- CD-1657,GRID - CLOUD COMPUTING - Grid Services - Accounting
- CD-1673,GRID - CLOUD COMPUTING - FermiGrid
- CD-2014,GRID - CLOUD COMPUTING - FermiGrid - Cloud Comput
- CD-2016,GRID - CLOUD COMPUTING - FermiGrid - MPI
- CD-2019,GRID - CLOUD COMPUTING - Grid Services - Security
- CD-2020,GRID - CLOUD COMPUTING - Open Science Grid - Secur
- CD-2091,GRID - CLOUD COMPUTING - Grid Services - Authorizatio
- CD-2439,CMS - USCMS Grid Services and Interfaces
- CD-2453,GRID - CLOUD COMPUTING - Open Science Grid - User &
- CD-2454,GRID - CLOUD COMPUTING - Open Science Grid - Secur
- CD-2455,GRID - CLOUD COMPUTING - Open Science Grid - Coord

Move Amount [X]

From

Pay Code Regular - Weekly

Amount (hh:mm) 32:00

Transfer ;05142N/FES - SITE SERVICES/9999-9999.9999/-/CLR/-/

To

Pay Code * Regular - Weekly

Amount (hh:mm) * 10:00

Effective Date * 5/01/2010

Transfer ;///CD-2014///

Comments →

OK Cancel Help

The value will appear in the 'Transfer' field on the 'Move Amount Form

Click on 'OK' button

TOTALS & SCHEDULE	ACCRUALS	AUDITS	MOVED AMOUNTS
All			
Account	Pay Code	Amount	Wages
...ES - SITE SERVICES/9999-9999-/CLR/-/-	Regular - Weekly	32:00	

A new tab called 'MOVED AMOUNTS' will appear on your timecard

The details of the 'Transfer' will appear in this tab

TOTALS & SCHEDULE	ACCRUALS	AUDITS	MOVED AMOUNTS			
Effective Date	From Account	To Account	From Pay Code	To Pay Code	Amount	
5/01/2010	...S/9999-9999-/CLR/-/-	;/CD-2014//	Regular - Weekly	Regular - Weekly	10:00	

You should continue to complete any additional transfers from the 'TOTALS & SCHEDULES' tab ...

When you have finished your Transfers (Effort Reporting) for this timecards time period .. SAVE and APPROVE your timecard.

OVERVIEW OF NONEXEMPT TIMECARD

TIMECARD

Loaded: 13:05

Name & ID: BENESCH, STEVEN K | 03326N
 Time Period: Current Pay Period

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Sun 5/16											
X	Mon 5/17			7:00		15:30				8.5	8.5	8.5
X	Tue 5/18			7:00		15:30				8.0	8.0	16.5
X	Wed 5/19	Jury Duty - Wk...	8.0								8.0	24.5
X	Thu 5/20	Sick - Weekly	2.0									
X	Thu 5/20			7:00		9:00				2.0		
X	Thu 5/20			11:00		15:30				4.0	8.0	32.5
X	Fri 5/21	Vacation - We...	8.0								8.0	40.5
X	Sat 5/22											40.5
X	Sun 5/23											40.5
X	Mon 5/24											

TOTALS & SCHEDULE	ACCRUALS	AUDITS	COMMENTS	SIGN-OFFS, REQUESTS & APPROVALS	MOVED AMOUNTS			
All								
Account	Pay Code	Amount		Date	Start Time	End Time	Pay Code	Amount
..S-H - RADIATION PROTECTION/70-70.3.1.1-/TCH/-/-	Jury Duty - Weekly	8.0		Mon 5/17				
..S-H - RADIATION PROTECTION/70-70.4.4.1-/TCH/-/-	Regular - Weekly	5.0		Tue 5/18				
..S-H - RADIATION PROTECTION/70-70.3.1.1-/TCH/-/-	Vacation - Weekly	8.0		Wed 5/19				
..S-H - RADIATION PROTECTION/70-70.3.1.1-/TCH/-/-	Regular - Weekly	17.5		Thu 5/20				
				Fri 5/21				
				Sat 5/22				
				Sun 5/23				

Commented added to entry - click 'COMMENTS' to view the comment

Work Rules would be applied / displayed here

Time / Effort moved/transferred off of the Home Code

RED border reflects (PH) on the timecard - .5 added to day total