Fermilab Time and Labor – NonExempt Employee

ready?

get set.

go live!

One Lab. One System.

Fermilab Time & Labor electronic reporting.

FTL NonExempt Timecard

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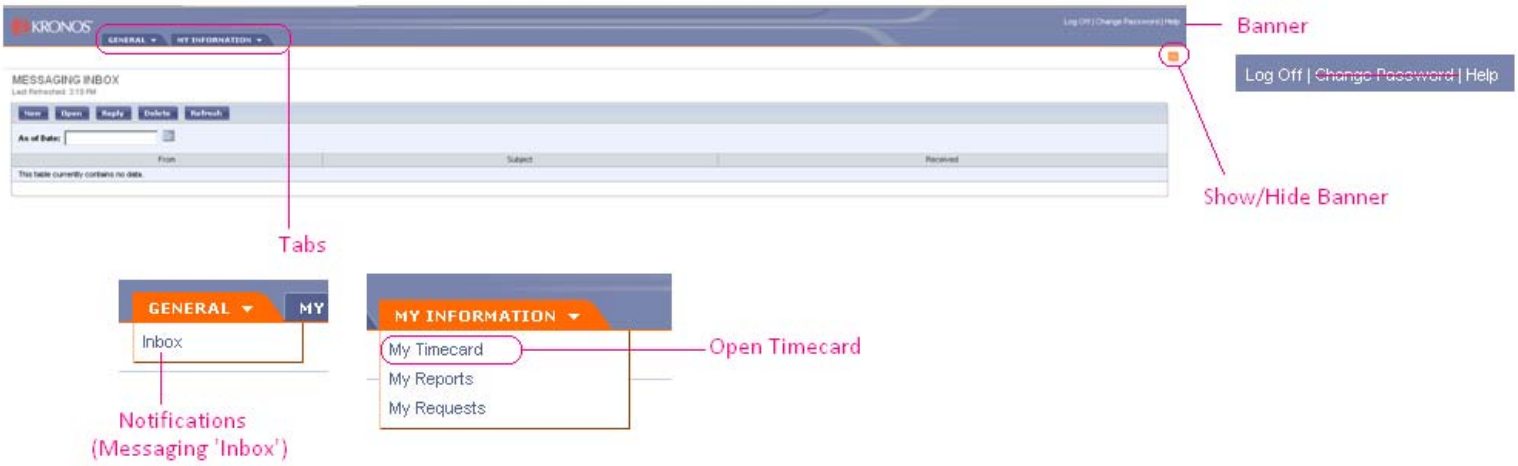
NAVIGATION

LOGIN (via Services Account)



GENERAL Tab

Upon login the 'MESSAGING INBOX' screen will appear. This screen will contain any notifications relating to your timecard.

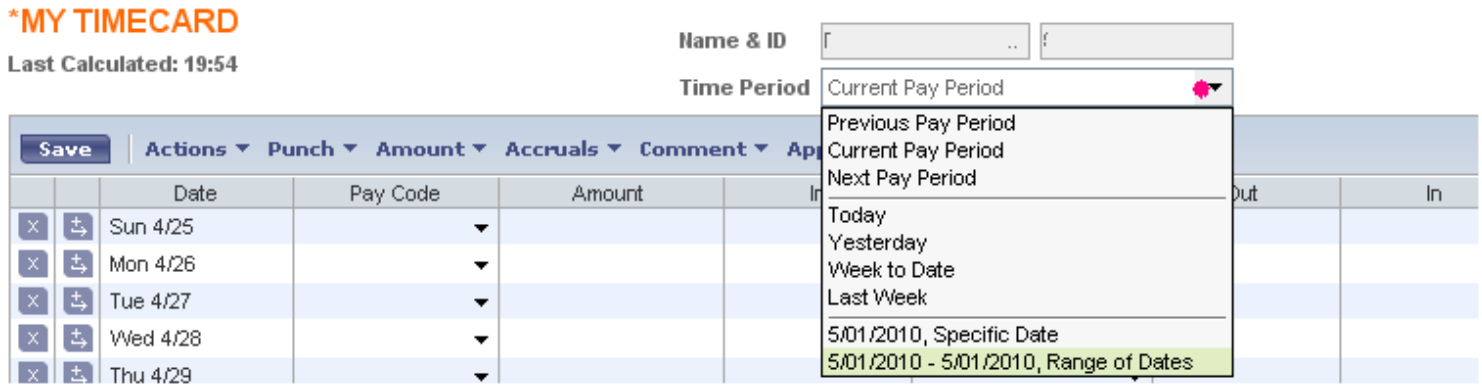
You can access your InBox at any time through the 'GENERAL' Tab

MY INFORMATION Tab

To access your timecard click on the 'MY INFORMATION' tab located on the Banner and choose 'My Timecard' from the pulldown.

TIME PERIOD

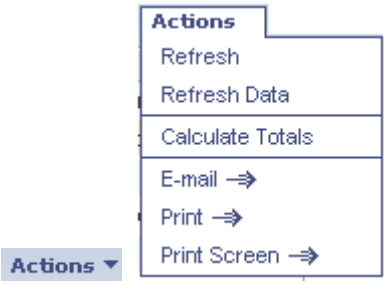
Your timecard will open to the 'Current Time Period' – Click on 'Time Period' pull down to choose a different time period



If choosing a range of dates … you should insert the Sun – Mon Timeperiod

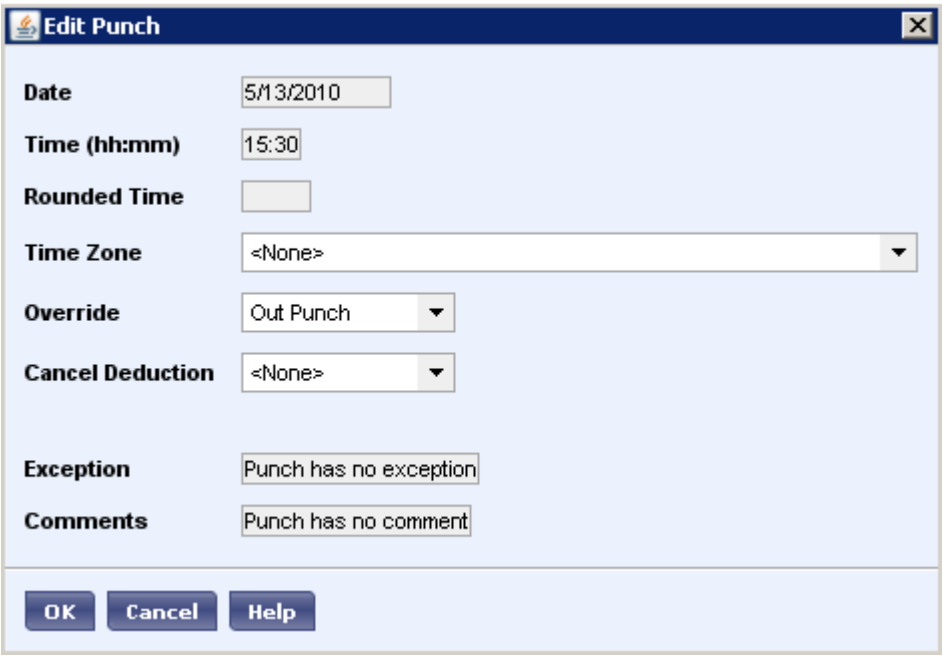
ACTION BAR

- Click the 'Save' button to save changes made to your timecard



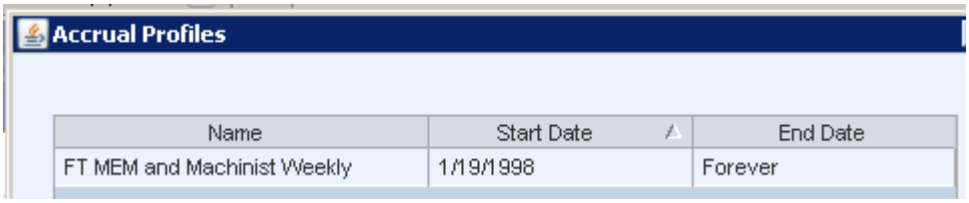
- 'Refresh] will remove entries made after the last 'Save'
- 'Refresh Data' will highlight the data field you are in so that you can overwrite the unsaved/unneutered data
- 'Calculate Totals' will calculate and populate the 'TOTALS & SUMMARY' tab as well as the 'Shift'', 'Daily' and 'Cumulative columns. Ours system is set to auto calculate so you won't need to choose this option to display changes
-'Email ->' allows you to send an email to another employee .. We are not configured to use this feature at this time.
-'Print' Print your timecard
- 'Print Screen' –Same as above

- Place your cursor in the Out time and click on 'Edit ->' use this form to 'Override' and entry – In the case of a NonExempt / Hourly employee this form would be used to override the 30 min meal break



- This would be used to Effort/Transfer time or remove time transferred

- This will display your Profile



- Add a Comment to a Pay Code, Work Rule etc … or Delete a comment already made

- The 'Note' is not configured in our system

- Approve your timecard, or remove your approval if changes are going to be made.

Reports ▾ | Reports | Time Detail ⇒ - Runs the 'Time Detail Report' for the timecard that is open on your screen

TIME DETAIL

Time Period: Previous Pay Period
Dates: 4/19/2010 - 4/25/2010

Printed: 5/01/2010

Name: [illegible] ID: [illegible] Pay Rule: FT MEM
Primary Account(s): 4/14/2010 - forever [illegible]/FES - OPERATIONS/60-60.03.14.01.01/-/SKT/-/-

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	($)Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Mon 4/19		8:00		16:30				8.0	8.0	
Tue 4/20		8:00		20:00	CD			12.0	20.0	
Wed 4/21		8:00		20:00	CD			12.0	32.0	
Thu 4/22									32.0	
Fri 4/23		20:00		0:00				4.0	36.0	
Sat 4/24		0:01		8:00	CD			8.0	44.0	
Sun 4/25		0:00		8:00	CD			8.0	52.0	
Totals						0.00	0.0	52.0	52.0	

Account Summary

Account	Pay Code	Money	Hours
05340N/FES - OPERATIONS/60-60.03.14.01.01/-/SKT/-/-			
	Midnt Shift		4.0
	Midnt Shift OT		12.0
	Overtime		12.0
	Regular - Weekly		40.0
	Shift Premium		4.0

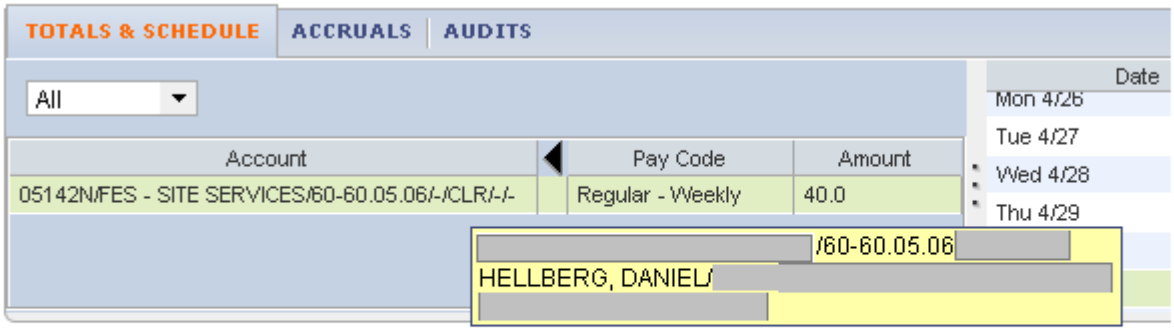
Pay Code Summary

Pay Code	Money	Hours
Midnt Shift		4.0
Midnt Shift OT		12.0
Overtime		12.0
Regular - Weekly		40.0
Shift Premium		4.0
Totals	0.00	72.0

TOTALS & SCHEDULES Tab

If you are an employee who 'Effort Reports' to either Project/Tasks or Activities other than your Home Code, you will complete your effort reporting in this area.

The 'TOTALS & SCHEDULE' tab can be equated to your paystub, The 'Pay Code' column display all of the calculations of your hours as they associate to your pay. (Regular …, Overtime, Shift Premiums, Holiday Pay, Absence taken, etc etc)



Hover over the data populated under the Account column for the 'Pay Code' 'Regular - Weekly' and you will see your associated 'Labor Account'

The value important to you is your 'Home Project / Task' and your assigned 'Timecard Approver'

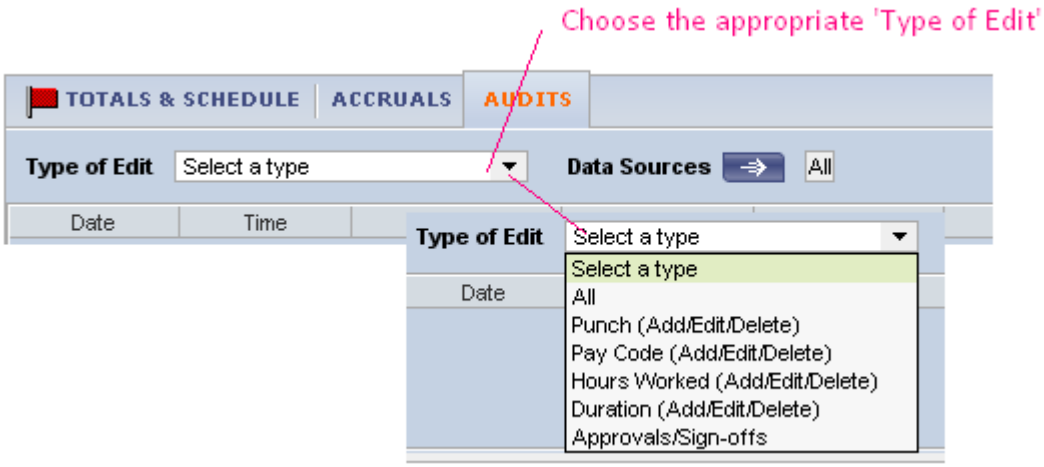
ACCRUALS Tab

Your Vacation and Floating Holiday balance will be displayed on this tab

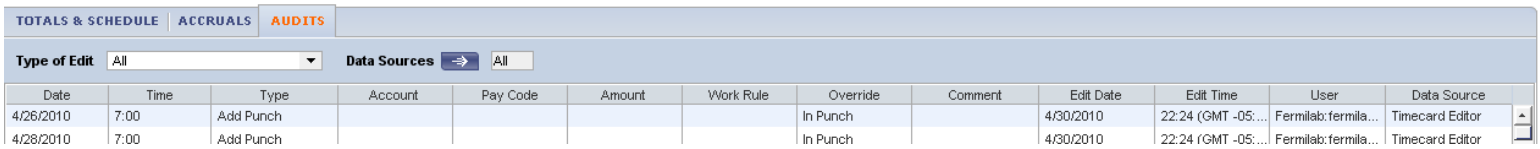
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
Floating Holiday	0:00	Hour	5/03/2010	0:00	0:00	0:00	0:00
Vacation	45:41	Hour	5/03/2010	0:00	0:00	45:41	45:41

AUDITS Tab

Actions taken on the timecard are tracked and available on the 'AUDITS' tab



Data will populate



Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
4/26/2010	7:00	Add Punch					In Punch		4/30/2010	22:24 (GMT -05:...	Fermilab:fermila...	Timecard Editor
4/28/2010	7:00	Add Punch					In Punch		4/30/2010	22:24 (GMT -05:...	Fermilab:fermila...	Timecard Editor

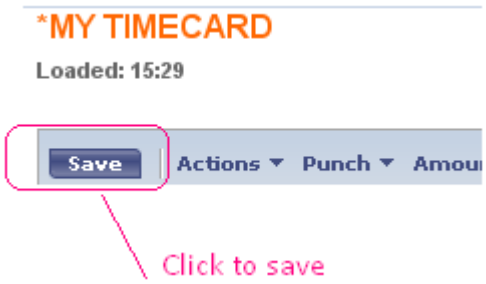
ENTERING TIME

Acceptable formats for entering punches

ACCEPTABLE FORMAT	EXAMPLE	MORNING/EVENING TIME CONVERSION
Morning/evening time	730 ; 510p	7:30 A.M. ; 5:10 P.M.
Universal time	0800 ; 1300	8:00 A.M. ; 1:00 P.M.
Trailing zero's (optional)	9 ; 4p	9:00A.M. ; 4:00P.M.
Colon (optional)	615 ; 902p	6:15 A.M. ; 9:02 P.M.
Leading zero's (optional)	0100 ; 0830	1:00 A.M. ; 8:30 A.M.

SAVING YOUR TIMECARD

An orange 'MY TIMECARD' indicates that changes have been made since the last save (in this case the last save was @ 15:29)



APPROVING YOUR TIMECARD (formally known as 'submit')

Save your Timecard and click on the 'Approve' in the action bar … and choose 'Approve'

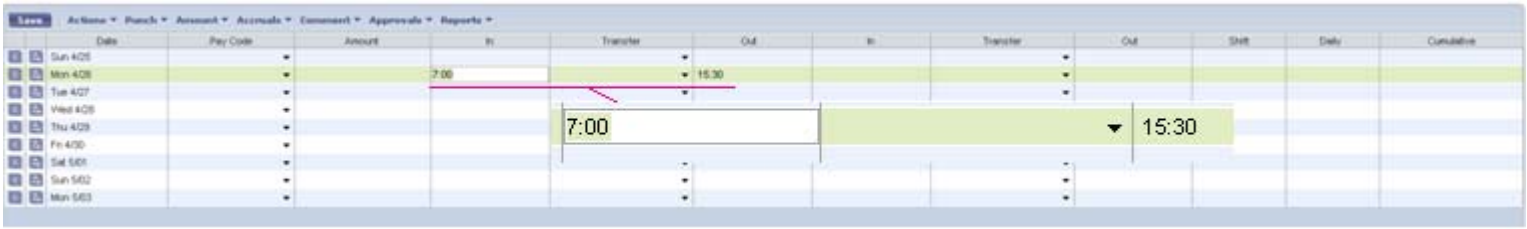
UNAPPROVING YOUR TIMECARD

UnApprove your timecard if you are going to make changes – so that your Approver does not approve timecards prior to changes being made.

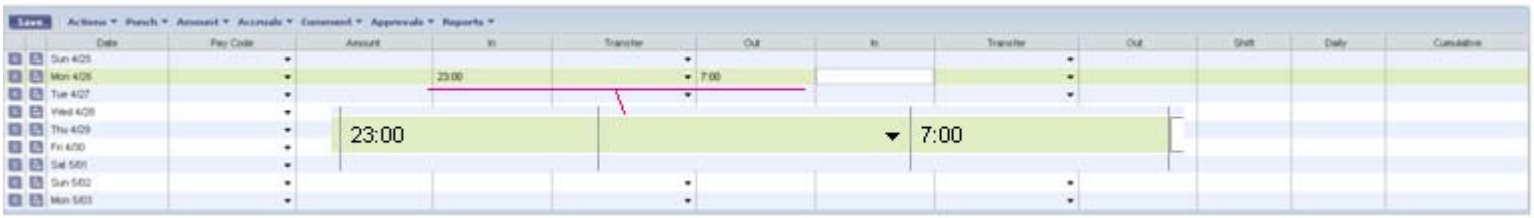
TIME ENTRY EXAMPLES

Remember your Time Period begins on ‘Monday’ AND ends on ‘Sunday’

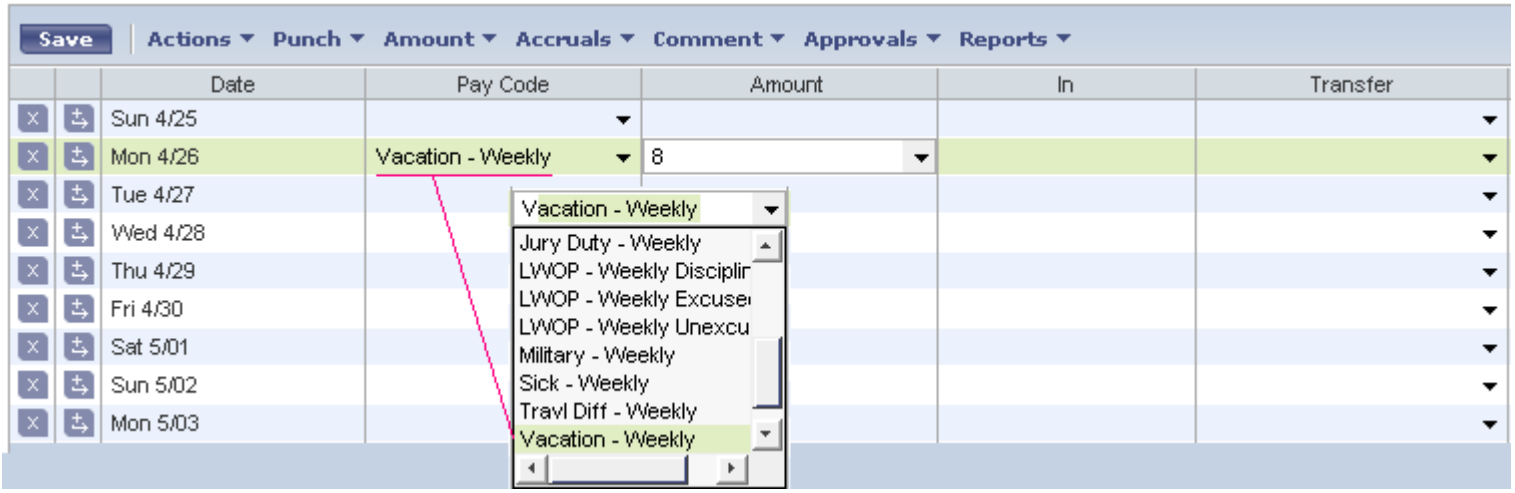
DAY SHIFT



MIDNIGHT SHIFT (11pm – 7am)



ABSENCE / LEAVE (Sick Vacation etc …)



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
Sun 4/25					
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
Sun 4/25					
Mon 4/26			7:00		11:00
Mon 4/26					
Tue 4/27					

Sun 4/25					
Mon 4/26			7:00		11:00
Mon 4/26	Sick - Weekly	2.0			

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

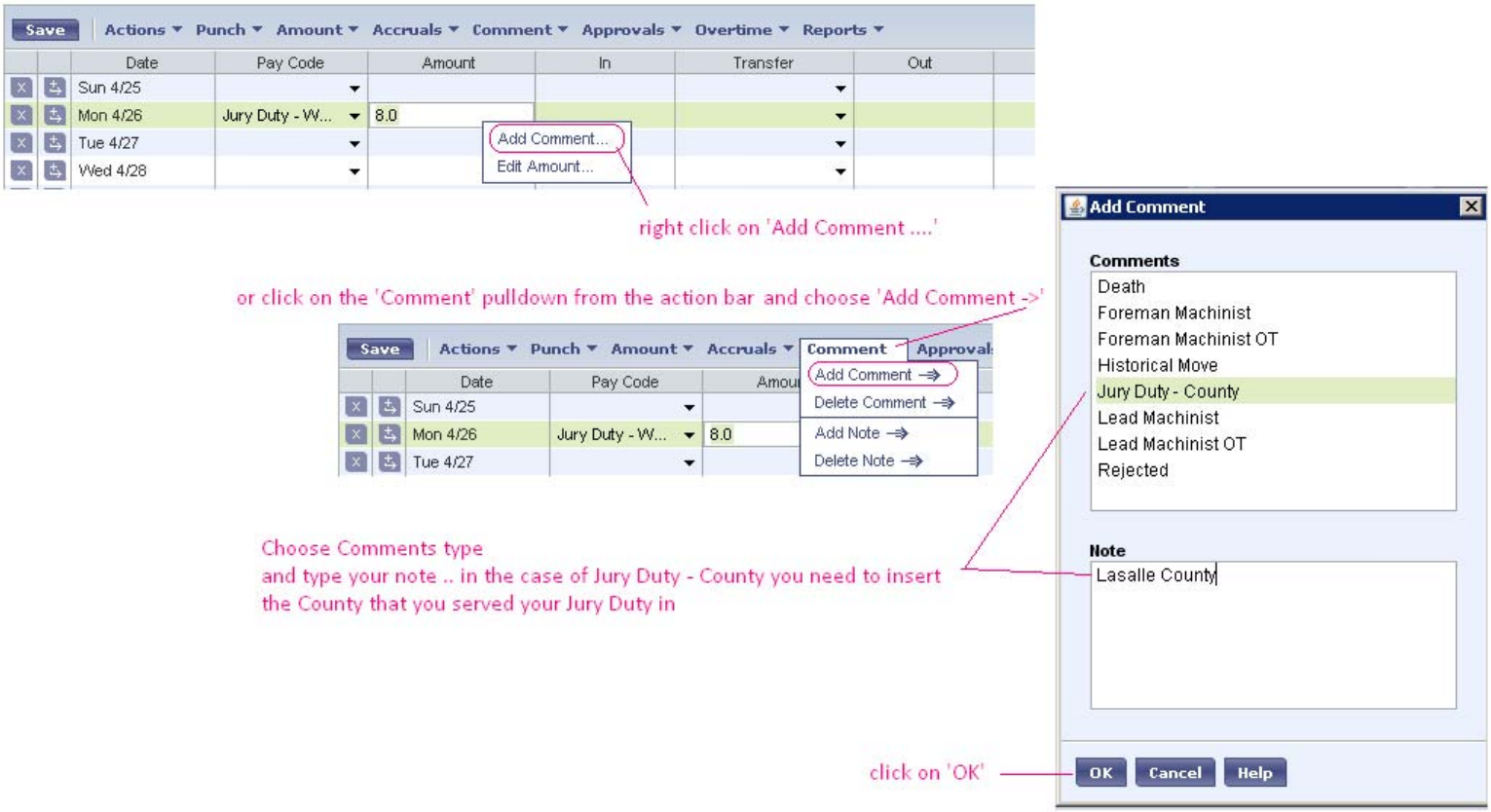
Sun 4/25					
Mon 4/26	Sick - Weekly	2.0			
Mon 4/26			7:00		11:00

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

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

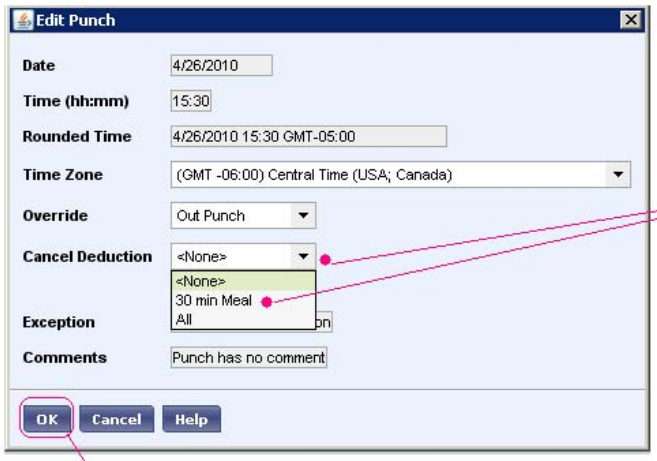
Date	Pay Code	Amount	In	Transfer	Out
Sun 4/25					
Mon 4/26	Sick - Weekly	2.0			
Mon 4/26			7:00		11:00
Mon 4/26					
Tue 4/27					

JURY DUTY


Save
Actions
Punch
Amount
Accruals
Comment
Approvals
Overtime
Reports
Date
Pay Code
Amount
In
Transfer
Out
Sun 4/25
Mon 4/26
Jury Duty - W...
8.0
Tue 4/27
Wed 4/28
Add Comment...
Edit Amount...
right click on 'Add Comment ....'
or click on the 'Comment' pulldown from the action bar and choose 'Add Comment ->'
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
click on 'OK'
OK
Cancel
Help

PAY FOR HOURS SHOWN (formerly known as PH)

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



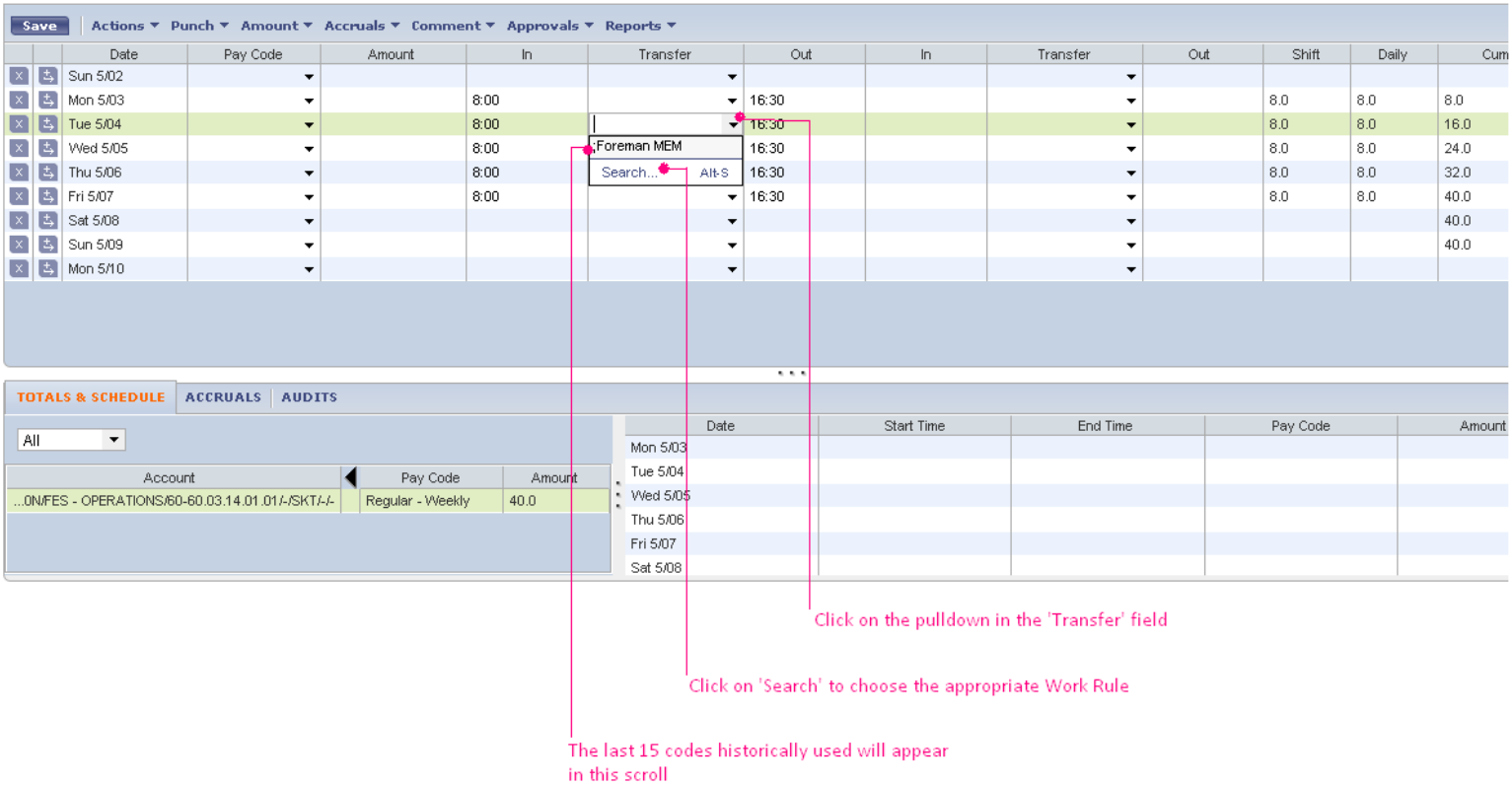
Click in the field associated with 'Cancel Deduction' and click on '30 min Meal'

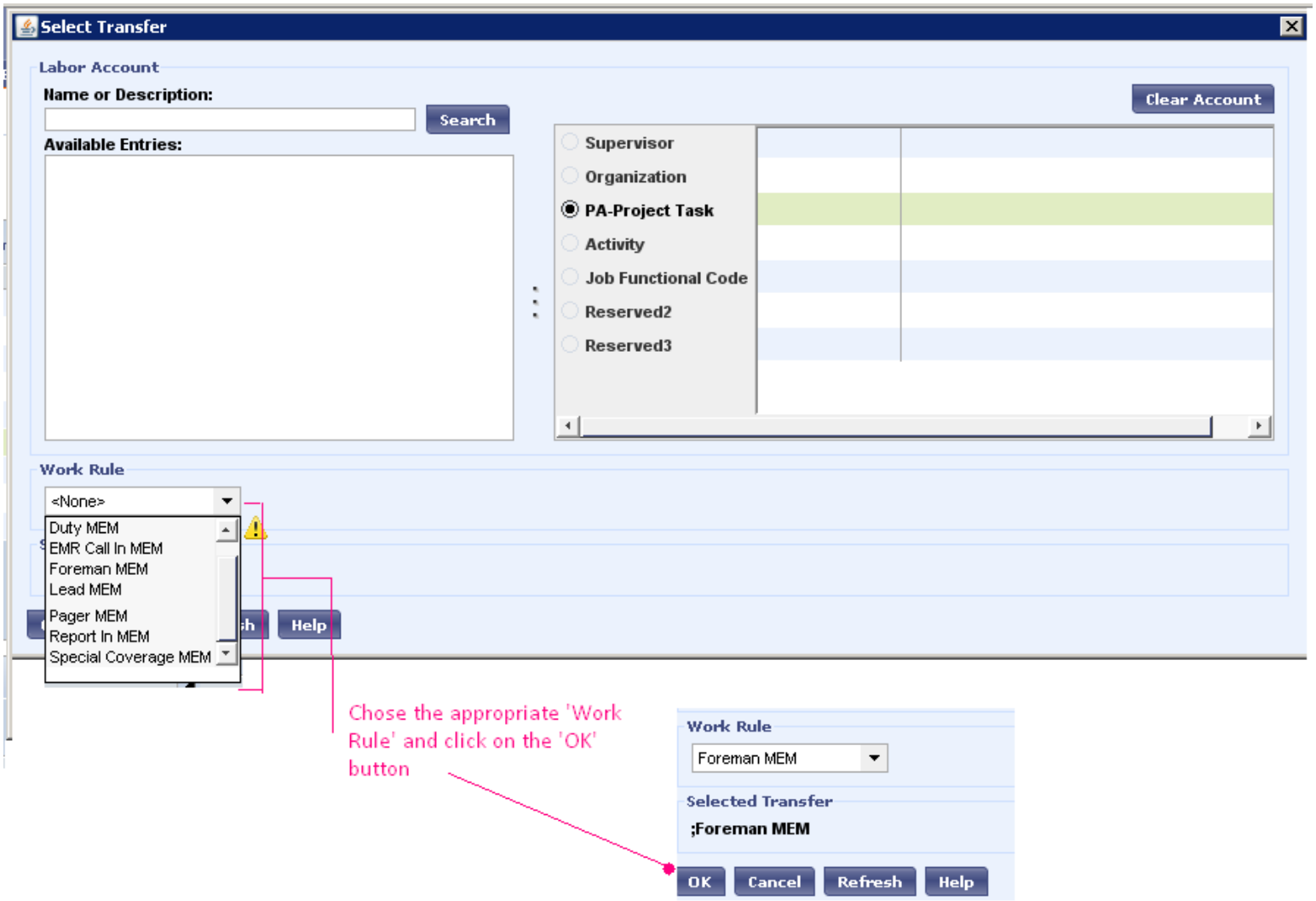
Click on 'OK' button

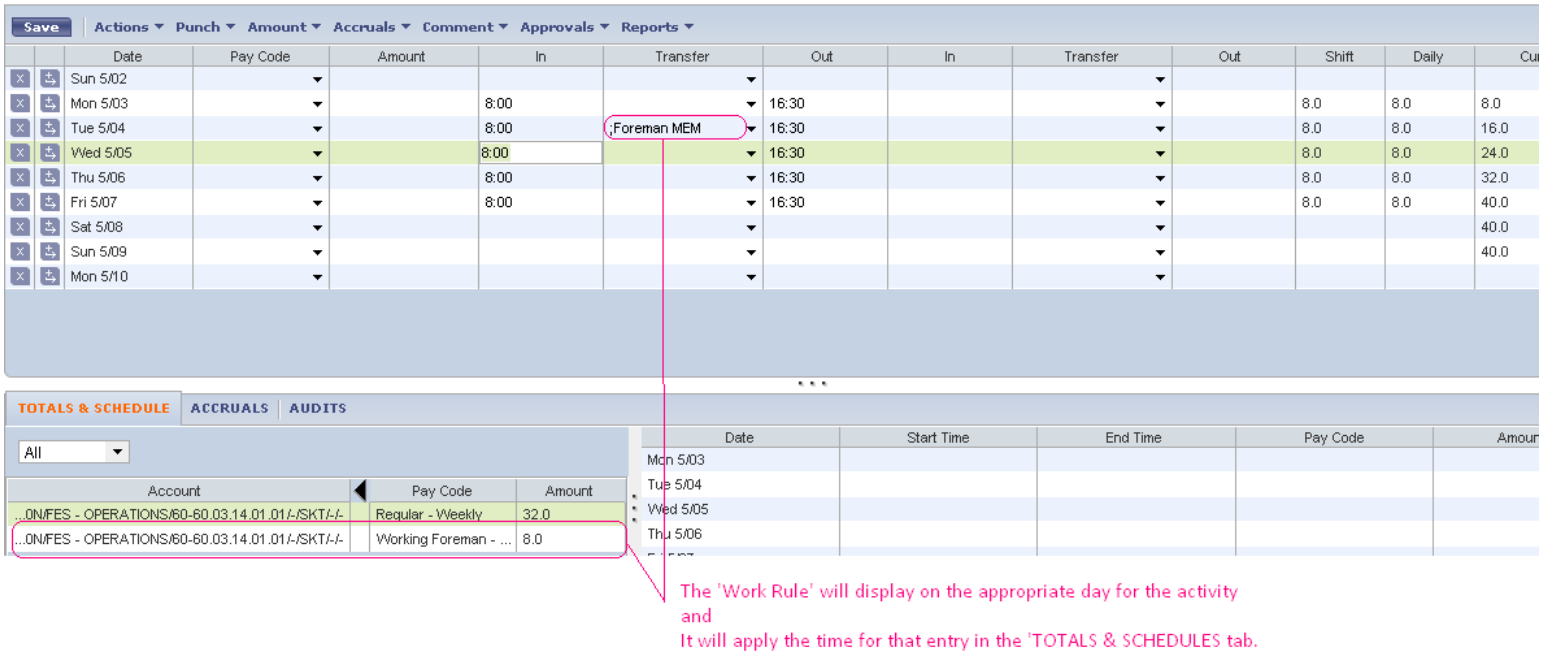
WORK RULES

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.







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 CALULATION / 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	
Sun 5/02											
Mon 5/03			8:00		16:30				8.0	8.0	8.0
Tue 5/04			8:00	;Foreman MEM	16:30				8.0	8.0	16.0
Wed 5/05			3:00		11:00				8.0	8.0	24.0
Thu 5/06			8:00		16:30				8.0	8.0	32.0
Fri 5/07			8:00		16:30				8.0	8.0	40.0
Sat 5/08			6:00		14:00				7.5	7.5	47.5
Sun 5/09			15:00		23:00				8.0	8.0	55.5
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.

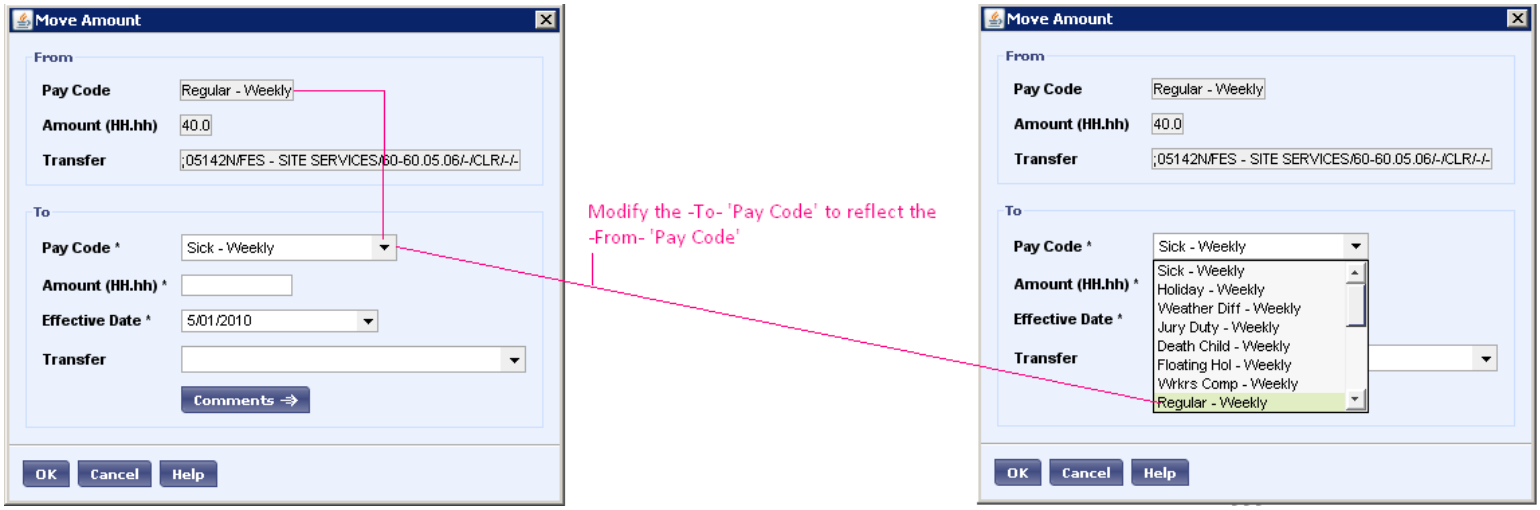
Click on the 'Amount' pull down and choose 'Move'
or
Right Click / Double click on the 'Pay Code' line that you will be Efforting Against and choose 'Move'

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

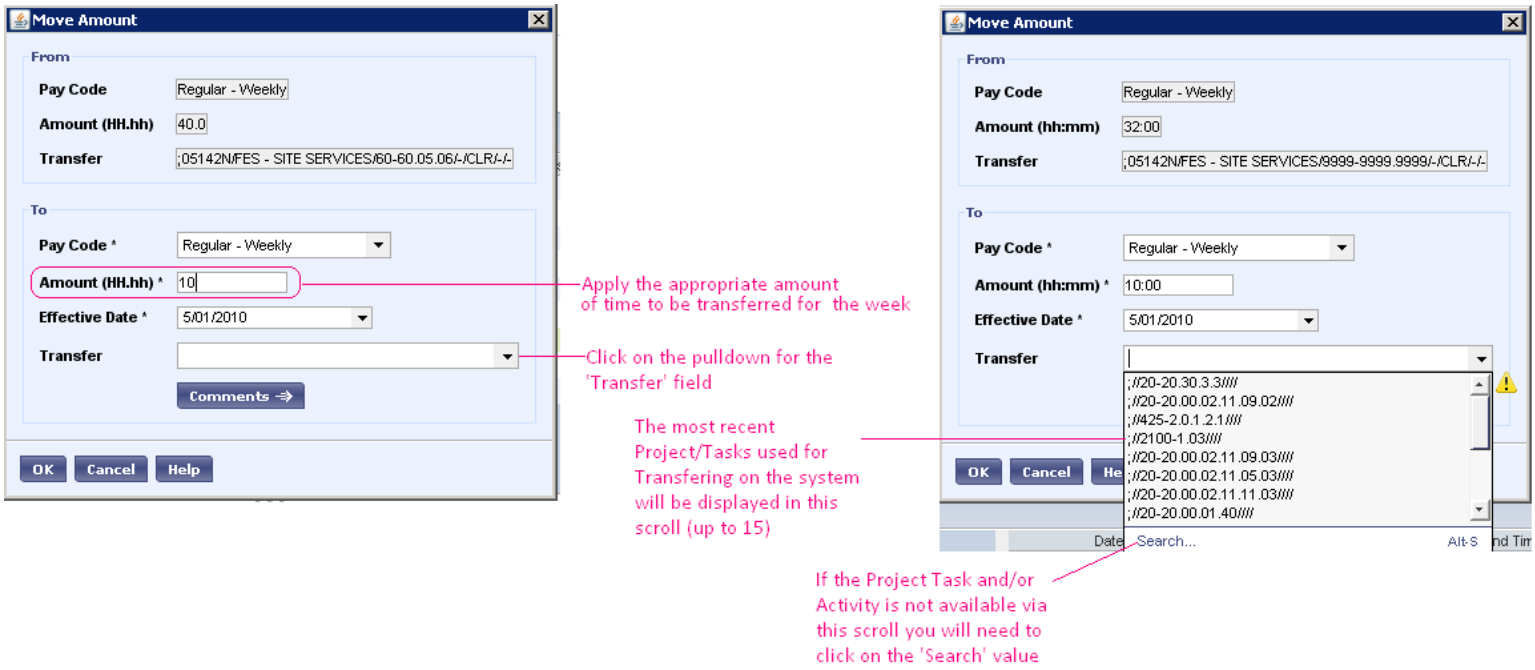
Choosing the appropriate 'Pay Code' to Transfer To .....



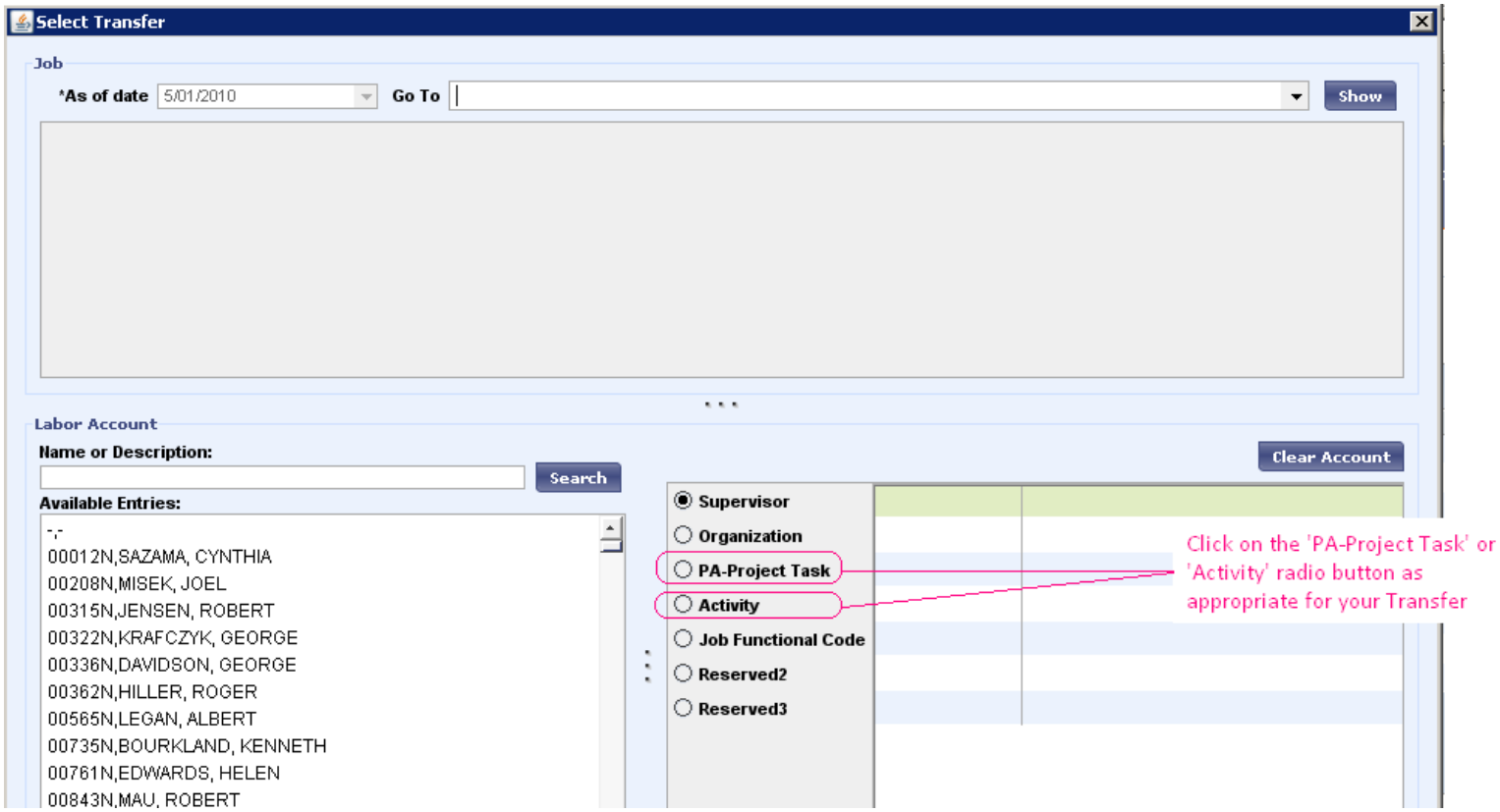
The 'Effective Date *

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.

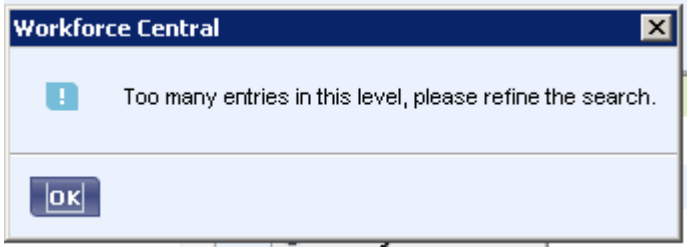
Entering Hours and Choosing the appropriate Project Task / Activity to Transfer To.....



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



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

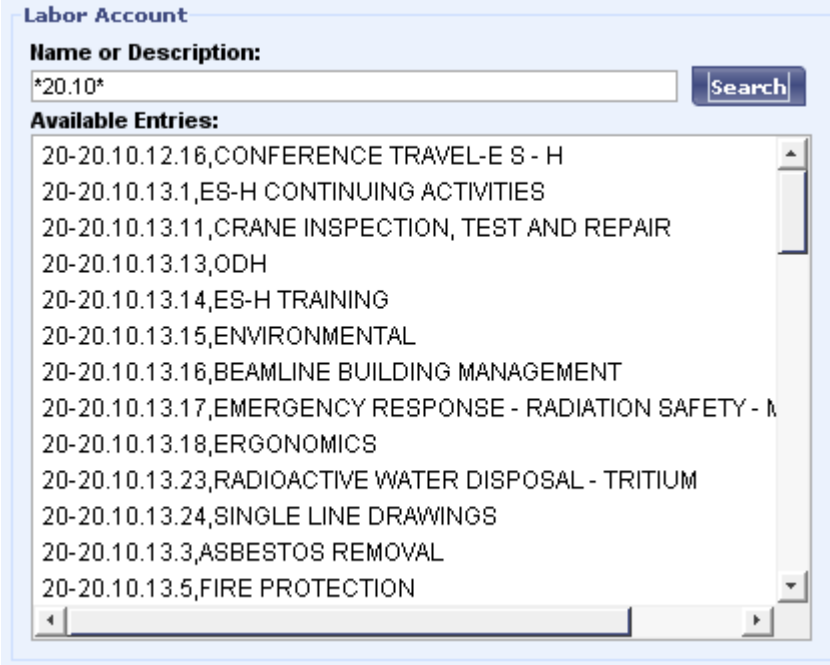


Click on 'OK' to continue

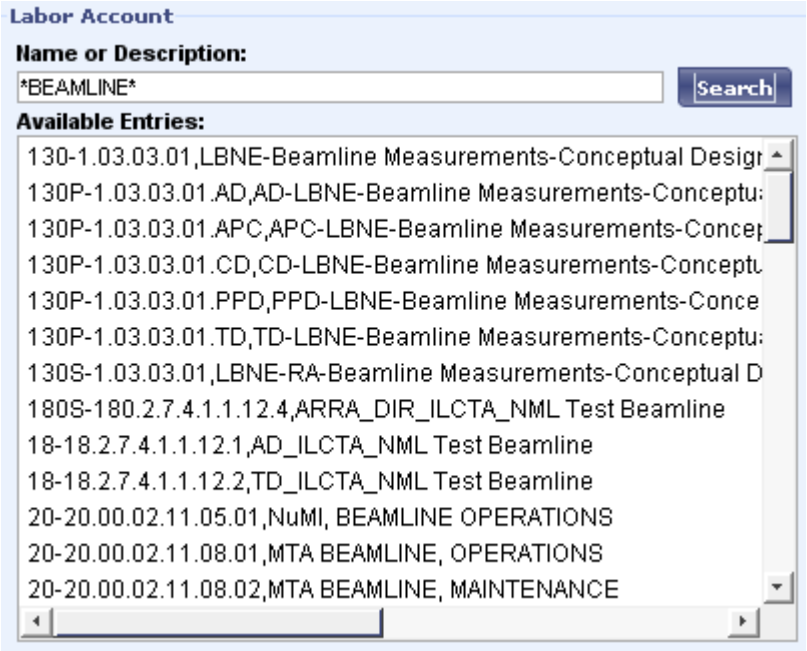
SEARCHING FOR THE APPROPRIATE PROJECT / TASK

Search for the Project/Task by either the 'Name' or Description by clicking in the 'Search' field and typing a partial entry of what your 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'

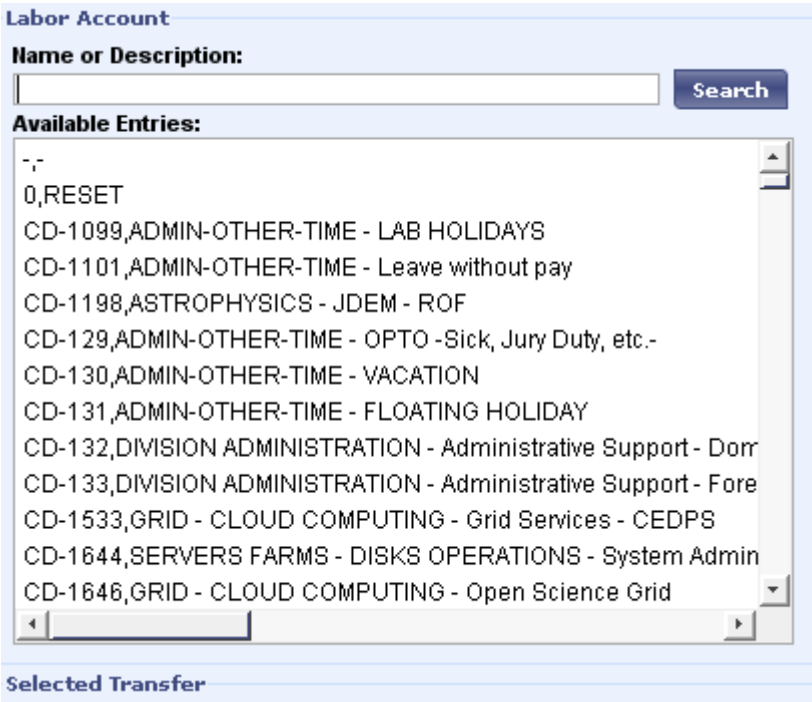


Example *BEAMLINE* - returns all items available with that word in the task description



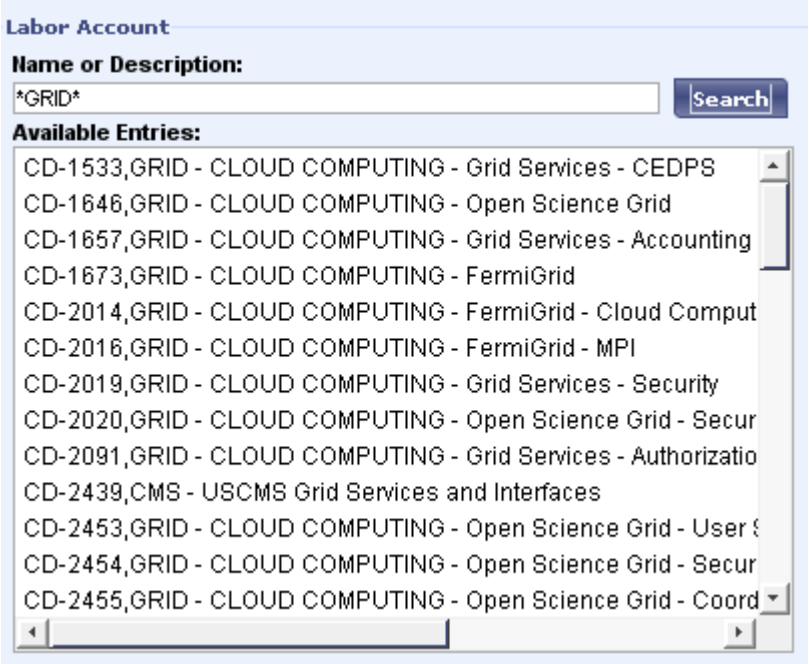
SEARCH FOR THE APPROPRIATE ACTIVITY

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.)

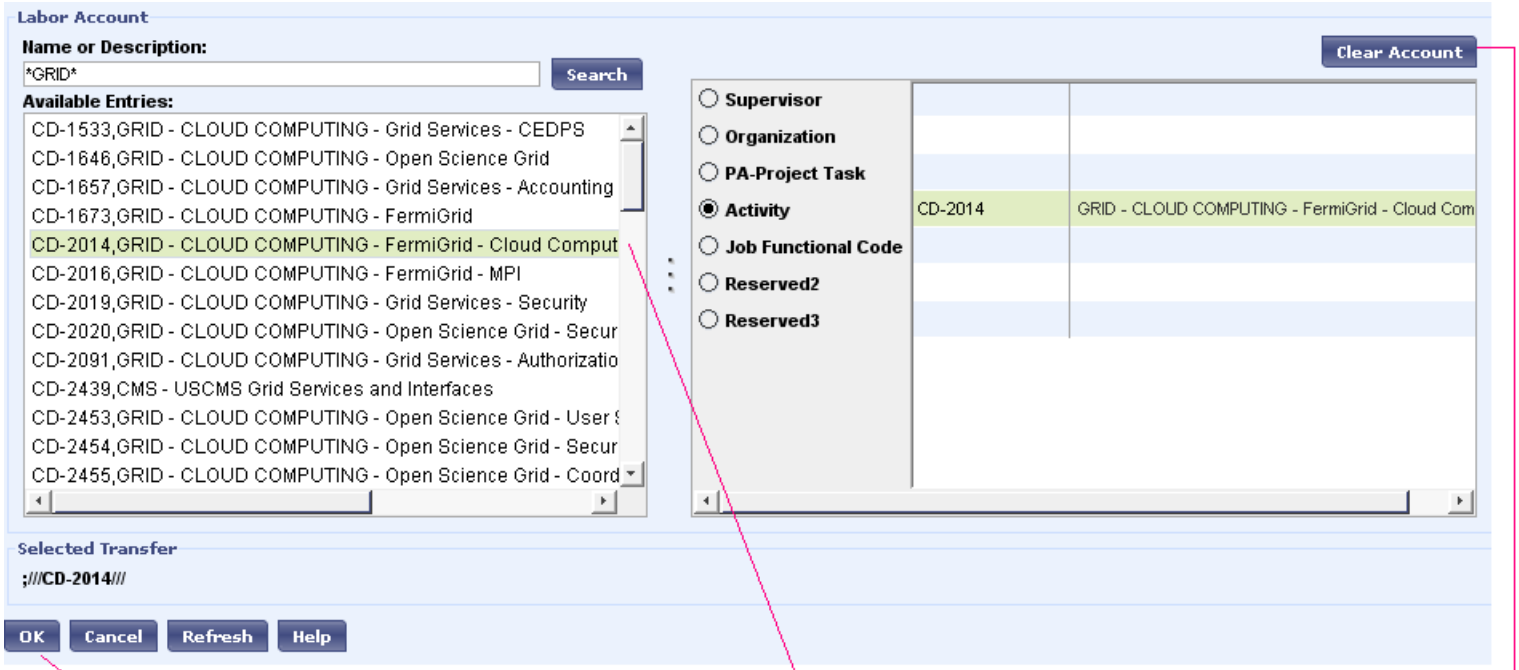


You can also search for 'Activities' as follows

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

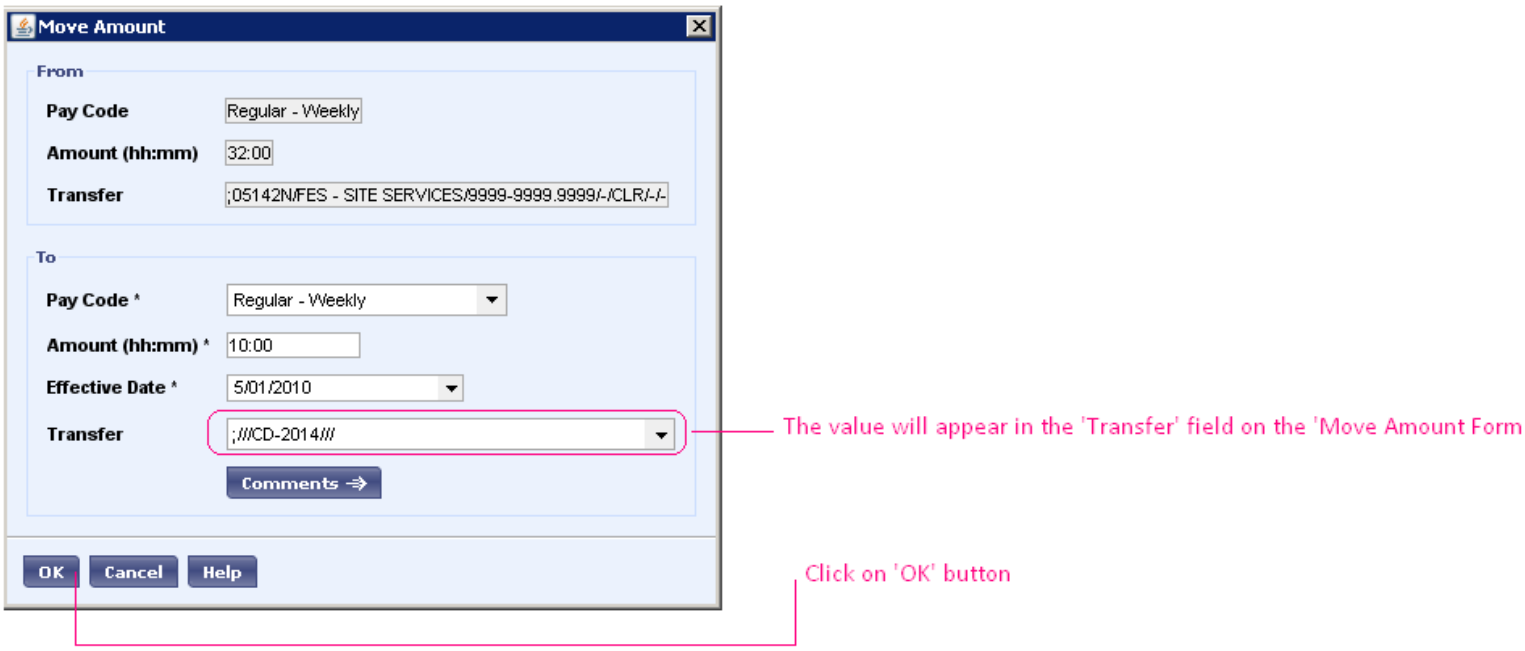


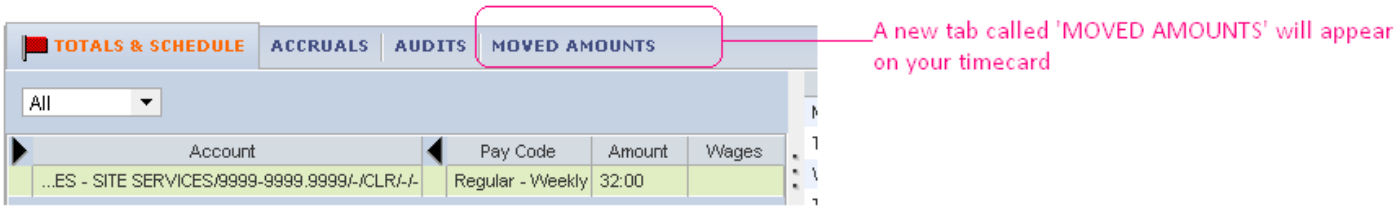
Choosing the appropriate Project/Task or Activity to Transfer time to …



Click on OK when you have chosen the appropriate Project/Task or Activity

Click on the Project/Task or Activity of choice and it will populate in the colums to the right. Should you choose to pick a different value .. click on the 'Clear Account' button


Move Amount
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



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

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.