



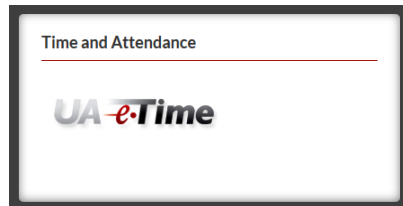
Approver and Timekeeper's Guide

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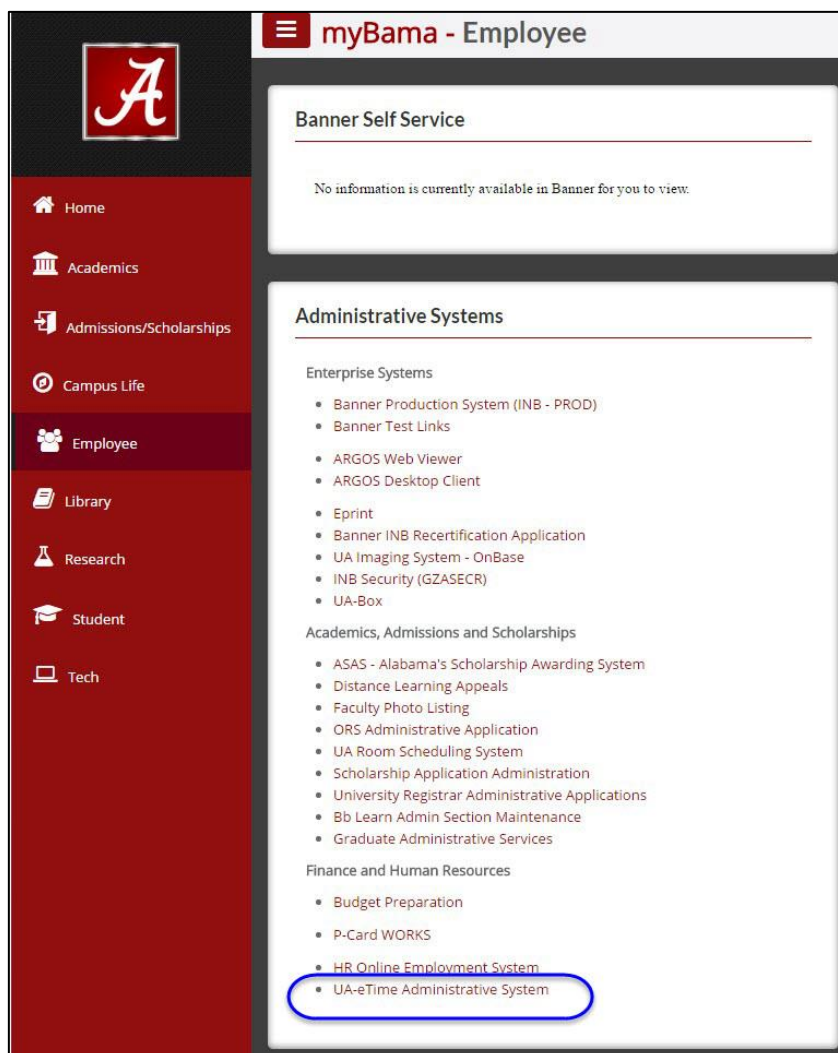
Logging in to UA-eTime from myBama for Nonexempt eTime Approvers

1. Log into myBama
2. Go to the Employee Tab
3. Click "UA-eTime Icon"



Logging in to UA-eTime from myBama for Exempt eTime Approvers

1. Log into myBama
2. Go to the Employee Tab
3. Click "UA-eTime Administrative System" in the Administrative Systems box.



4. You will be directed to the UA –eTime administrative system. Log in with your myBama User name and Password.

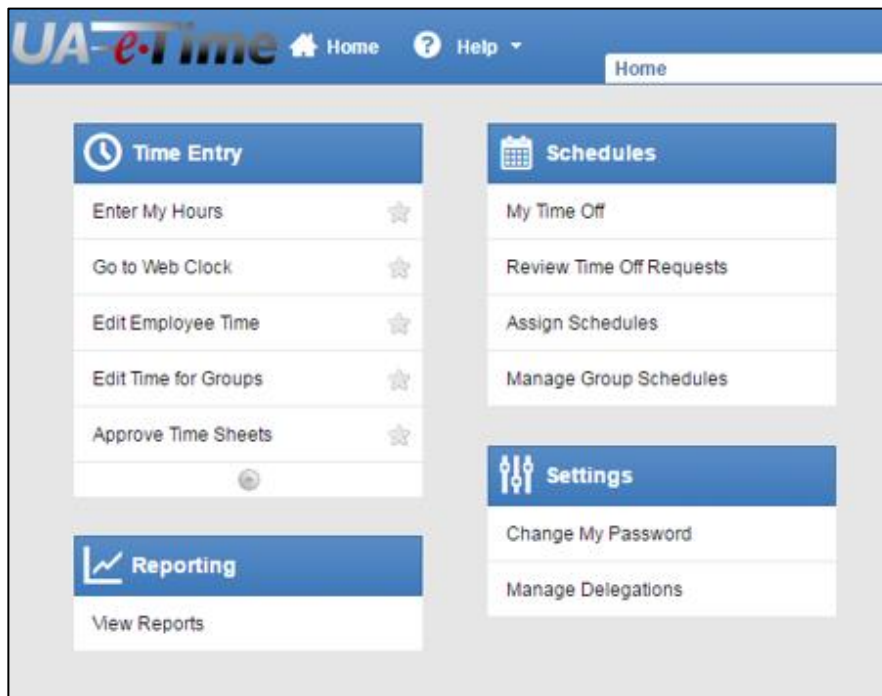


The screenshot shows a web browser window displaying the UA eTime administrative system login page. The browser's address bar shows "Page" and "Tools" menus. The page header features the "UA eTime" logo on the left and "The University of Alabama" on the right. The main content area is titled "The University of Alabama" and contains a login form with the following fields:

- User ID:
- Password:
- Login button

At the bottom of the page, the copyright notice reads: "Copyright © 1999 - 2010 WorkForce Software, Inc. All rights reserved." The background of the page features a faint, large clock face.

UA-eTime Approver Dashboard

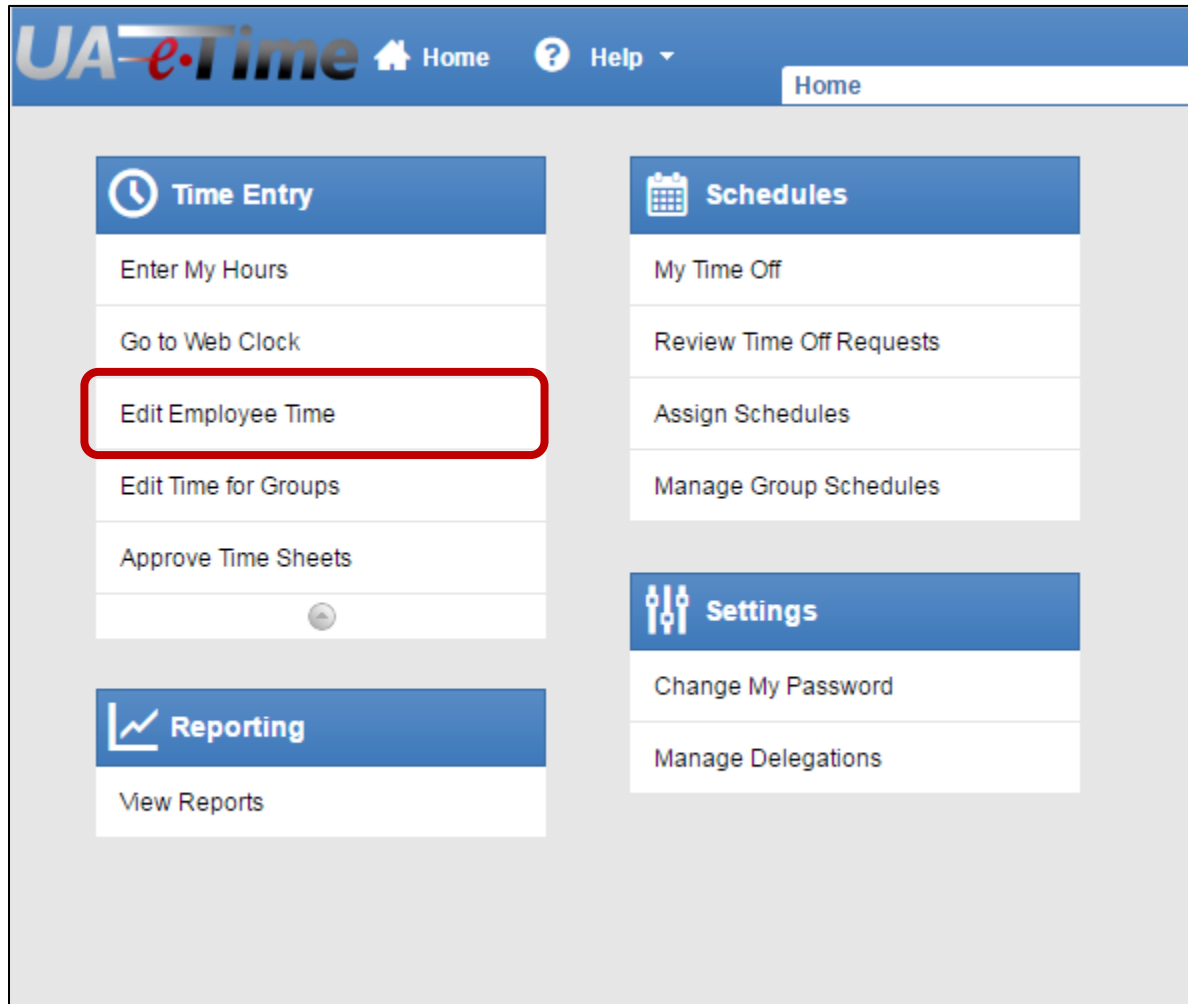


<div data-bbox="191 1087 587 1150"> Time Entry </div> <p>Edit Employee Time</p> <ul style="list-style-type: none"> Review and Edit time for your employees View time off balances Preview the timesheet <p>Edit Time for Groups</p> <ul style="list-style-type: none"> Edit Time for Groups of Employees <p>Approve Time Sheets</p> <ul style="list-style-type: none"> Approve Timesheets for Your Employees <div data-bbox="191 1633 532 1696"> Reporting </div> <p>View Group Reports</p> <ul style="list-style-type: none"> Run Reports for Your Employees 	<div data-bbox="824 1087 1140 1150"> Schedules </div> <p>Review Time Off Requests</p> <ul style="list-style-type: none"> Review and Approve Employee Time Off Requests <p>Assign Schedules</p> <ul style="list-style-type: none"> Assign Schedules Templates <p>Manage Group Schedules</p> <ul style="list-style-type: none"> Add and Edit Daily Schedules for Groups of Employees <div data-bbox="824 1549 1140 1612"> Settings </div> <p>Change My Password</p> <p>Manage Delegations</p> <ul style="list-style-type: none"> Delegate Assignment Groups to Other Approvers
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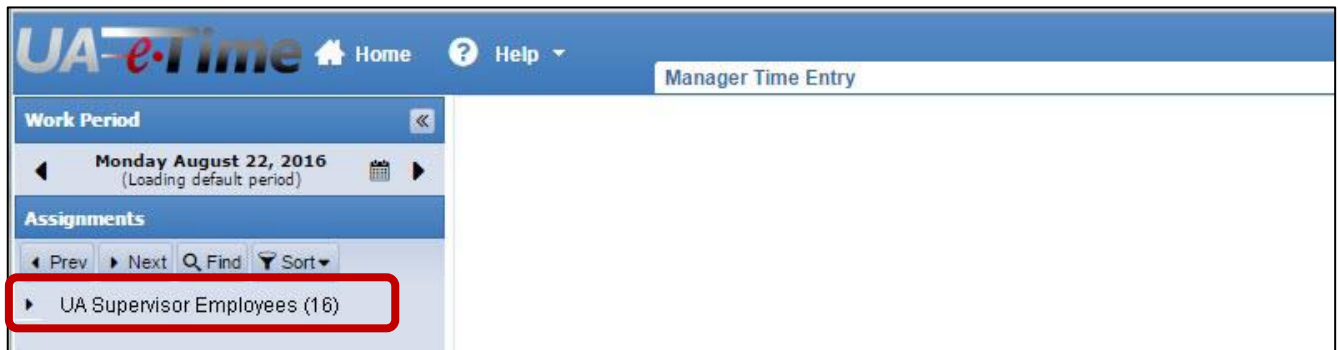
Manager Time Entry


The Manager Time Entry screen allows managers to edit employee timesheets prior to approval. Managers can also view an employee's time off balances and preview their timesheet for a pay period.

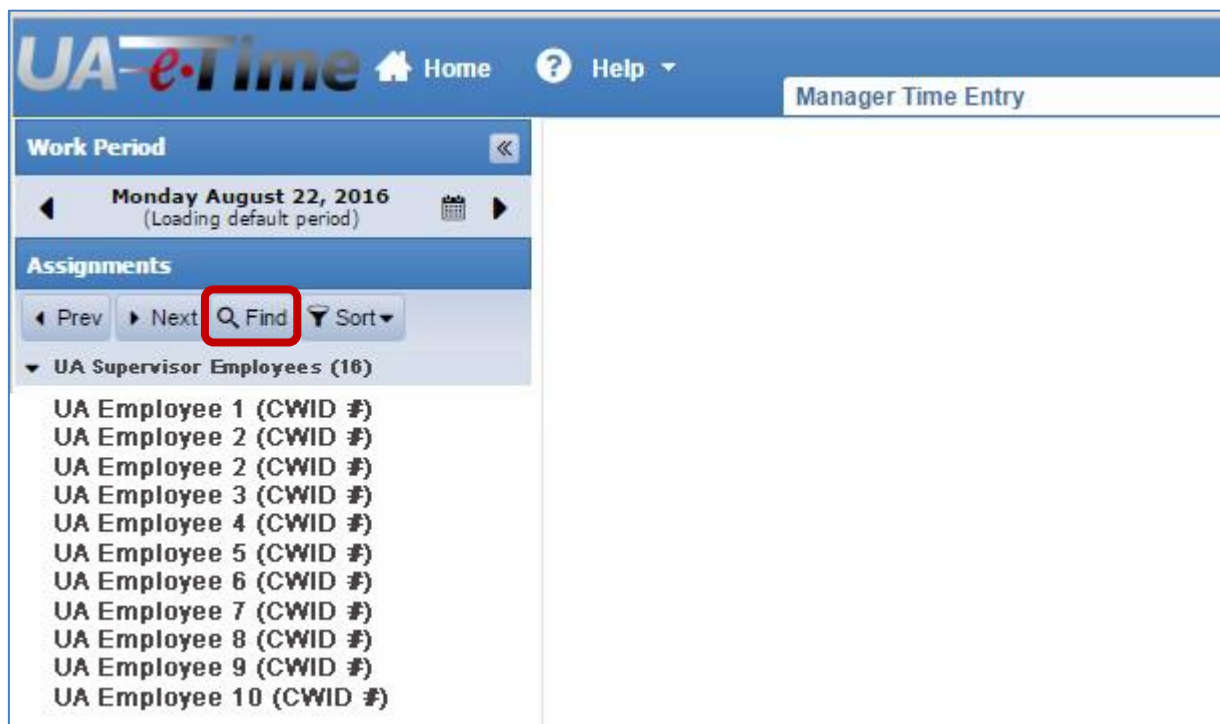
1. To access the Manager Time Entry screen click  [Edit Employee Time](#) on the Dash Board.



- The Manager Time Entry Window will be displayed. A manager or timekeeper may have multiple groups assigned for review. Click the Assignment Group name to display the list of employees in the group.



- The employees in the Assignment group will be displayed. Click the name of the employee whose timesheet you want to view. If an employee has more than one position, select the position to view. You can also search for employees by clicking  the Find button.



- Find Employees allows you to search by Last Name, First Name, or CWID. Note: the name fields are case sensitive. If you are unsure of the spelling enter as much of the name as you know and an "*" as a wild card.

Find Employees

Search Criteria

Assignment Description:

Employee Number:

Last Name:

First Name:

Hire Date:

Exclude inactive employees

Search Cancel

Search Results

- The employees will be displayed based on the search criteria. Click the name of the employee whose timesheet you want to view. If an employee has more than one position, select the position to view.

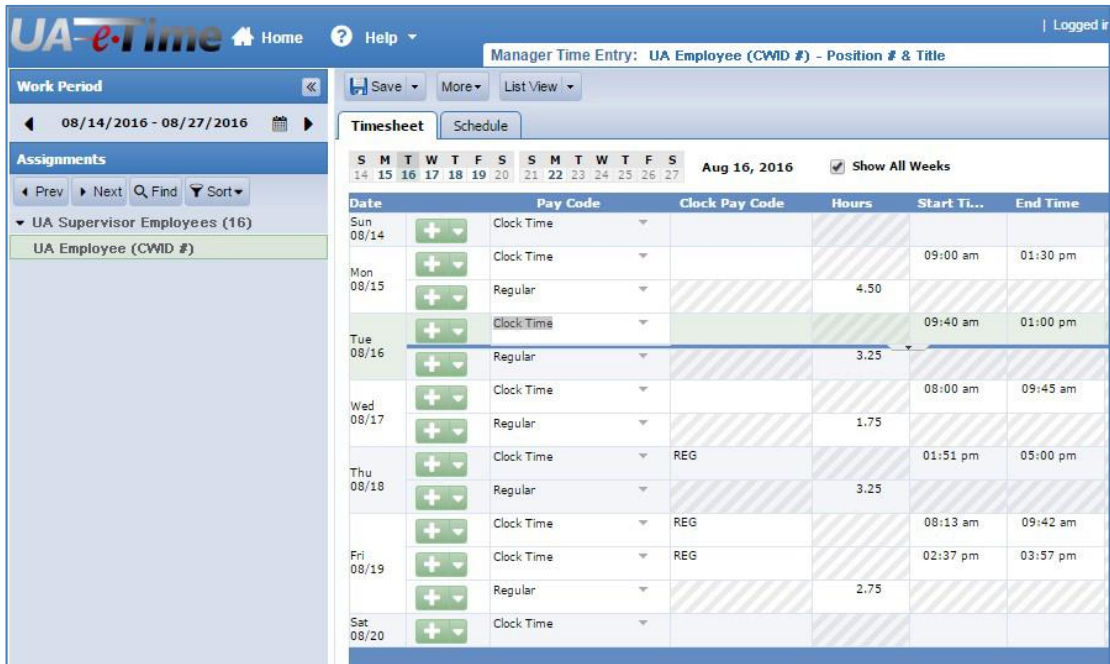
Find Employees

Search Criteria

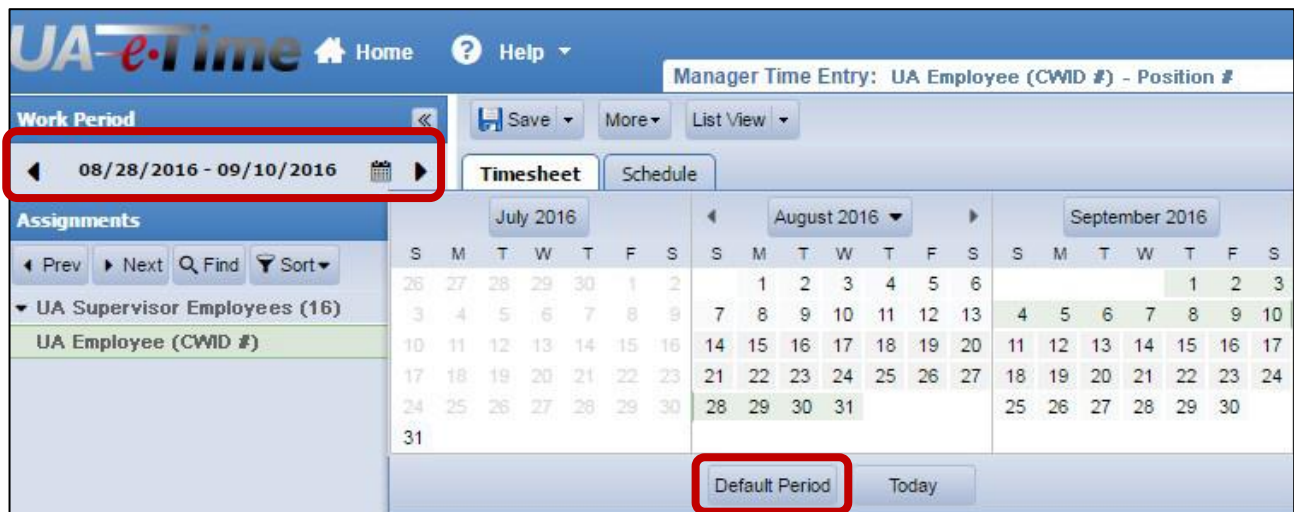
Search Results

Your Role	Employee Nu...	First Name	Last Name	Assignment D...	Hire Date
	CWID #	UA	Employee 1		11/12/2015
	CWID #	UA	Employee 2		11/12/2015

- The timesheet for the selected employee and position will be displayed. The timesheet will open in the current pay period.



- Previous or future timesheets can be displayed by clicking in the date range field under the Work Period. Click any day in a pay period to view the timesheet for the pay period, click the "Default Period" button to select the timesheet for the current pay period.



The Timesheet

Sections of the Timesheet:

1. Function Icons – Clickable images that provide short cuts to certain program functions.
 - Select a previous pay period to view
 - Print the timesheet
 - Change the format in which a timesheet is displayed
2. Time Entry Tabs
 - Timesheet Tab- Enter time on the timesheet
 - Schedule Tab - View the employee's schedule
 - Select the pay week to review
3. Information Tabs
 - Exceptions – View errors or warnings that may affect your pay
 - Timesheet Preview – View the timesheet summary for the pay period by type of earnings
 - Time Off Balances – View Annual, Sick, and Comp time balances as of the end of the previous pay period.
 - FMLA – View FMLA hours available to you (not used at this time)
 - Military – View Military or State Emergency Leave used in the current calendar year.
 - Detail – View any comments entered on your timesheet

The screenshot displays the UA eTime Timesheet interface. It is organized into three main sections:

- Section 1 (Function Icons):** Located at the top, it includes a 'Save' button, a 'More' dropdown menu, and a 'List View' dropdown menu.
- Section 2 (Time Entry Tabs):** This section contains the 'Timesheet' and 'Schedule' tabs. Below the tabs is a calendar for August 14, 2016, and a 'Show All Weeks' checkbox. The main area is a table with the following columns: Date, Pay Code, Clock Pay Code, Hours, Start Time, End Time, Amount, and Comment. The table shows time entries for Sunday (08/14) through Friday (08/19).
- Section 3 (Information Tabs):** This section contains the 'Exceptions', 'Timesheet Preview', and 'FMLA' tabs. Below the tabs is a 'Filter exceptions by day' dropdown menu and a table with columns for Date, Exception Message, and Severity.

Function Icons on the Timesheet



1. Change Pay Period
2. Save- Save changes to your timesheet
3. More - Print employee timesheet
4. Change the display format of your timesheet
5. Switch Assignments

Timesheet Tabs

1. Timesheet - View and change the employee's timesheet
2. Schedule - View the Schedule

S M T W T F S		S M T W T F S		Aug 14, 2016	<input checked="" type="checkbox"/> Show All Weeks
Date	Pay Code	Clock Pay Code	Hours	Start Ti...	End Time
Sun 08/14	+ Clock Time				
Mon 08/15	+ Clock Time			09:00 am	01:30 pm
	+ Regular		4.50		
Tue 08/16	+ Clock Time			09:40 am	01:00 pm
	+ Regular		3.25		
Wed 08/17	+ Clock Time			08:00 am	09:45 am
	+ Regular		1.75		
Thu 08/18	+ Clock Time	REG		01:51 pm	05:00 pm
	+ Regular		3.25		
Fri 08/19	+ Clock Time	REG		08:13 am	09:42 am
	+ Clock Time	REG		02:37 pm	03:57 pm

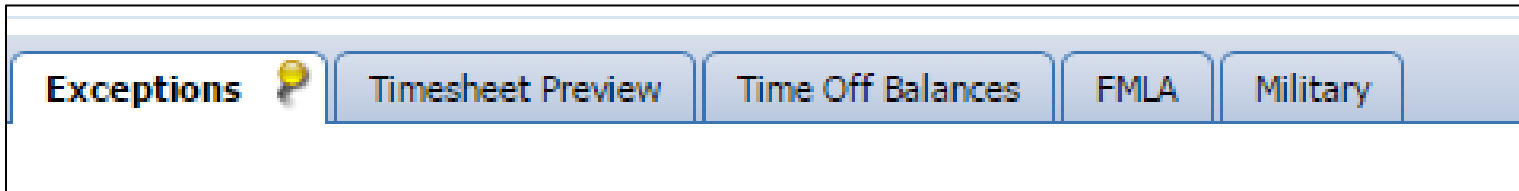
Columns on the Timesheet

1. Date – Days in the pay period.
2. Pay Code – Identifies the type of pay.
3. Clock Pay Code – This column is used to identify Call Out or Event pay.
4. Hours – This column is used to record an employee's In and Out times for the Clock Time pay code.
 - i. It is also used to record employee's Leave Hours for all other Pay Codes.
5. Amount – Not used at this time.
6. Comments – Column for timekeepers and managers to enter comments related to an employee's time for the day. Column for employees to enter comments when using leave time.
7. Total – Displays total daily hours by Pay Code.

Timesheet		Schedule		Aug 14, 2016 <input checked="" type="checkbox"/> Show All Weeks													
S M T W T F S		S M T W T F S															
14 15 16 17 18 19 20		21 22 23 24 25 26 27															
1 Date	2 Pay Code	3 Clock Pay Code	4 Hours	Start Ti...	End Time	5 Amount	6 Comments	7 Total									
Sun 08/14	+ Clock Time																
Mon 08/15	+ Clock Time			09:00 am	01:30 pm												
	+ Regular		4.50														
Tue 08/16	+ Clock Time			09:40 am	01:00 pm												
	+ Regular		3.25														
Wed 08/17	+ Clock Time			08:00 am	09:45 am												
	+ Regular		1.75														
Thu 08/18	+ Clock Time	REG		01:51 pm	05:00 pm												
	+ Regular		3.25														
Fri 08/19	+ Clock Time	REG		08:13 am	09:42 am												
	+ Clock Time	REG		02:37 pm	03:57 pm												
						0.00											

Information Tabs on the Timesheet

- Exceptions – View warnings and errors that may affect an employee’s pay.
- Timesheet Preview – View total hours by pay code for the current pay period.
- Time Off Balances – View annual, sick, and comp time balances.
- FMLA – View available FMLA time (not used at this time).
- Military – View Military and National Guard Time used in the current calendar year.



Timesheet Exceptions Tab

This tab displays Errors and Warnings that may affect an employee’s pay.

- Exceptions in red show when there is an error on the timesheet.
- Exceptions in yellow show as a warning to information on the timesheet, such as, a clock in time more than 7 minutes before or after their scheduled time.

Exceptions				
Timesheet Preview Time Off Balances FMLA Military Detail				
This information may be out of date. Click to reload				
Date	Exception Message	Severity ^	Action Required	
Thu 09/10	Comp Time balance has reached 0 hours.	Error (not paid)		
<input type="checkbox"/> Several, ranging: Fri 09/11 - Thu 09/17 (3)	Punch entered more than 7 minutes before or after schedule.	Warning		
..... Fri 09/11	Punch entered more than 7 minutes before or after schedule.	Warning		
..... Tue 09/15	Punch entered more than 7 minutes before or after schedule.	Warning		
..... Thu 09/17	Punch entered more than 7 minutes before or after schedule.	Warning		

Timesheet Preview Tab

The Timesheet Preview tab displays the total hours by pay code an employee will be paid for a pay period.

Exceptions						
Timesheet Prev... Time Off Balances FMLA Military Detail						
Assignment	Pay Code	Banner Code ^	Shift	Hours	Amount	Comments
997666-00 Accounting Specialist	Regular	020	1	67.00	0.00	
997666-00 Accounting Specialist	Overtime	030	1	2.00	0.00	
997666-00 Accounting Specialist	Holiday	150	1	8.00	0.00	
997666-00 Accounting Specialist	Annual Leave	170	1	1.00	0.00	
997666-00 Accounting Specialist	Sick Leave	180	1	4.00	0.00	
997666-00 Accounting Specialist	Call-Out Minimum	240	1	2.00	0.00	
997666-00 Accounting Specialist	Call-Out	241	1	2.00	0.00	

Time Off Balances Tab

The Time Off Balances tab displays current leave balances.

- Initial Balance – Balance at the end of the previous pay period
- Credits – Estimated accrual for the current pay period
- Debits – Leave time to be paid in the current pay period
- Ending Balance – Estimated balance as of the end of the current pay period

Exceptions		Timesheet Preview		Time Off Balances		FMLA		Military		Detail	
Annual Leave						Hours					
Initial Balance Sun 09/06						51.45					
Credits						3.75					
Debits						(1.00)					
Ending Balance Sat 09/19						54.20					
Show Details >>											
Sick Leave						Hours					
Initial Balance Sun 09/06						154.99					
Credits						3.65					
Debits						(4.00)					
Ending Balance Sat 09/19						154.64					
Show Details >>											
Comp Time						Hours					
Initial Balance Sun 09/06						0.00					
Credits						0.00					
Debits						0.00					
Ending Balance Sat 09/19						0.00					
No Details											

Military Leave Tab

Displays Military Leave used and State Emergency Leave used for the calendar year for employees who are in the National Guard or Military Reserve.

Exceptions		Timesheet Preview		Time Off Balances		FMLA		Military		Detail	
Military Used						Hours					
Initial Balance Sun 09/06						0.00					
Credits						0.00					
Debits						0.00					
Ending Balance Sat 09/19						0.00					
No Details											
State Emergency Used						Hours					
Initial Balance Sun 09/06						0.00					
Credits						0.00					
Debits						0.00					
Ending Balance Sat 09/19						0.00					
No Details											

Review and Edit Employee Time

After selecting the employee timesheet to edit, changes or additions can be made to the time reported on the timesheet.



- Select the day to edit.
- Enter the correct time for a missed In or Out punch in the Start-Time or End-Time column. Changing an existing In or Out punch made by the employee should rarely occur and should not be made without notifying the employee.
- Click Save to save any changes.

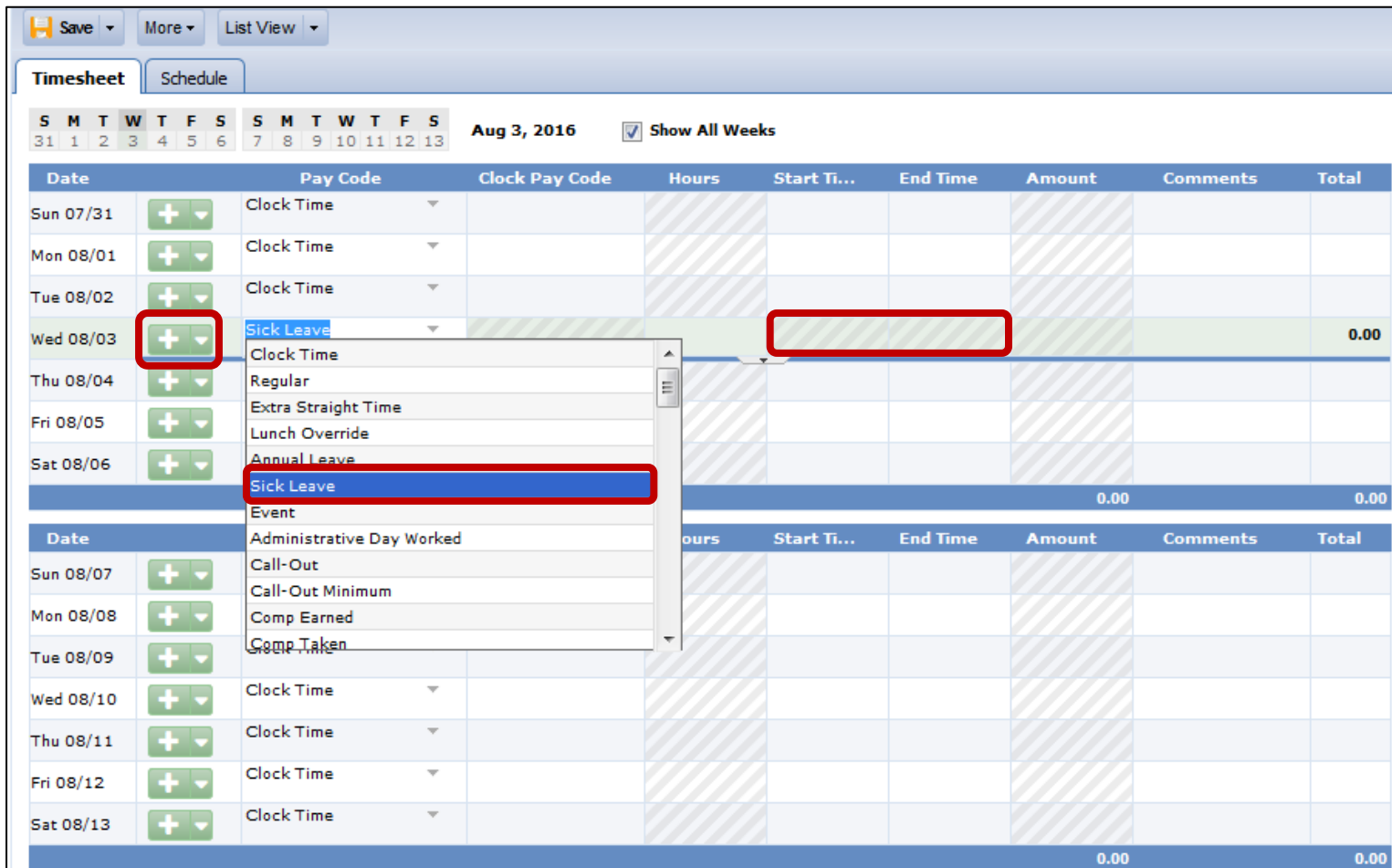
The time must be entered as 8:15a with the colon between hours and minutes and “a” for AM on morning times or “p” for PM on afternoon times. Click Save to save your entries for the day.

Date	Pay Code	Clock Pay Code	Hours	Start Time	End Time	Amount
Sun 08/14	Clock Time					
Mon 08/15	Clock Time			09:00 am	01:30 pm	
	Regular		4.50			
Tue 08/16	Clock Time			09:40 am	01:00 pm	
	Regular		3.25			
Wed 08/17	Clock Time			08:00 am	09:45 am	
	Regular		1.75			
Thu 08/18	Clock Time	REG		01:51 pm	05:00 pm	
	Regular		3.25			
Fri 08/19	Clock Time	REG		08:13 am	09:42 am	
	Clock Time	REG		02:37 pm	03:57 pm	
	Regular		2.75			
						0.00

Adding Paid Leave to an Employees Time

Supervisors will use this for Annual Leave, Sick Leave, Birthday leave, Admin Leave, Funeral Leave, Comp Time, etc. To Add Benefit Hours to an employee's timesheet a new timesheet row must be inserted in the timesheet:

- Select the day to edit. Click  the on the last timesheet row for the day. This will insert a new timesheet row.
- Click the drop down arrow  next to the row inserted in the Pay Code column.
- Select the type of benefit pay to insert in the Pay Code column from the drop down list.
- Tab to the Hours column and enter the number of hours to pay for the day. Make any other necessary changes to the employee's timesheet and **click Save**.



The screenshot shows the eTime Timesheet interface for August 3, 2016. The interface includes a top navigation bar with 'Save', 'More', and 'List View' options. Below this, there are tabs for 'Timesheet' and 'Schedule'. The main area displays a calendar grid for the week of August 31st to August 13th. The 'Timesheet' view is active, showing a table with columns for Date, Pay Code, Clock Pay Code, Hours, Start Time, End Time, Amount, Comments, and Total. The row for Wednesday, August 3rd, 2016, is highlighted in green. A dropdown menu is open for the Pay Code column of this row, showing various options including 'Sick Leave', which is selected and highlighted in blue. Red boxes are drawn around the plus icon in the Date column, the dropdown arrow in the Pay Code column, and the 'Sick Leave' option in the dropdown menu. A red box also highlights the 'Hours' column for the selected date, which is currently empty.

Date	Pay Code	Clock Pay Code	Hours	Start Ti...	End Time	Amount	Comments	Total
Sun 07/31	+	Clock Time						
Mon 08/01	+	Clock Time						
Tue 08/02	+	Clock Time						
Wed 08/03	+ (dropdown: Sick Leave)							0.00
Thu 08/04	+ (dropdown: Regular)							
Fri 08/05	+ (dropdown: Extra Straight Time)							
Sat 08/06	+ (dropdown: Lunch Override)							
						0.00		0.00
Event								
Administrative Day Worked								
Sun 08/07	+ (dropdown: Call-Out)							
Mon 08/08	+ (dropdown: Call-Out Minimum)							
Tue 08/09	+ (dropdown: Comp Earned)							
Wed 08/10	+ (dropdown: Comp Taken)							
Thu 08/11	+ (dropdown: Clock Time)							
Fri 08/12	+ (dropdown: Clock Time)							
Sat 08/13	+ (dropdown: Clock Time)							
						0.00		0.00

Employee Schedules

To review an employee's schedule select the Schedule tab. There are 2 types of standard schedules which allow for handling of lunch periods depending on your departmental policy. To change an employee's schedule, see Managing Schedules instructions on page 31.

1. **Employee records time off for lunch.** Employee clocks "out" when they leave for lunch and "In" when they return from lunch. Time off for lunch will be based on the actual time elapsed between punches.

Save		More		List View											
Timesheet		Schedule													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	Aug 5, 2016	<input checked="" type="checkbox"/> Show All Weeks
31	1	2	3	4	5	6	7	8	9	10	11	12	13		
Date		Pay Code	Start Ti...	End Time	Hours	Total									
Sun 07/31	+ ▼	Clock Time ▼													
Mon 08/01	+ ▼	Clock Time ▼	08:00 am	12:00 pm		4.00									
	+ ▼	Clock Time ▼	01:00 pm	05:00 pm		4.00									
Tue 08/02	+ ▼	Clock Time ▼	08:00 am	12:00 pm		4.00									
	+ ▼	Clock Time ▼	01:00 pm	05:00 pm		4.00									
Wed 08/03	+ ▼	Clock Time ▼	08:00 am	12:00 pm		4.00									
	+ ▼	Clock Time ▼	01:00 pm	05:00 pm		4.00									
Thu 08/04	+ ▼	Clock Time ▼	08:00 am	12:00 pm		4.00									
	+ ▼	Clock Time ▼	01:00 pm	05:00 pm		4.00									
Fri 08/05	+ ▼	Clock Time ▼	08:00 am	12:00 pm		4.00									
	+ ▼	Clock Time ▼	01:00 pm	05:00 pm		4.00									
						40.00									

- Employee does not clock out for lunch.** The employee clocks In at the beginning of the work day and Out at the end of the work day. A lunch period is automatically deducted from the employee's total time for the day if they work at least 6 hours. If the employee takes more or less time off for lunch than they are scheduled for the supervisor can adjust the time using the Lunch Override Pay Code on the employee timesheet. These schedules are identified by a "Lunch" Pay Code with the number of hours an employee is normally scheduled for a lunch break. To change an employee's schedule, see Managing Schedules instructions on page 31.

Save More List View

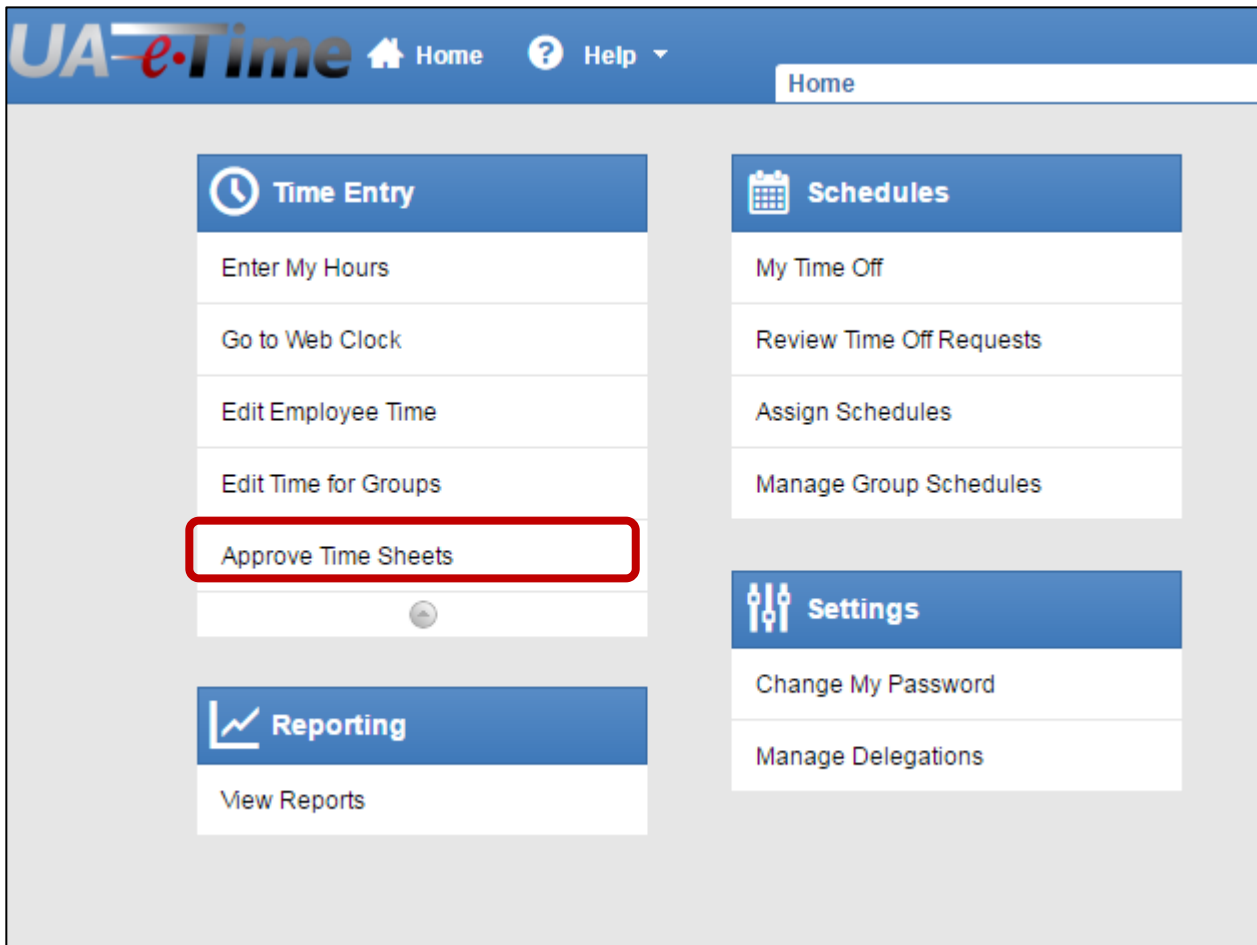
Timesheet **Schedule**

S M T W T F S S M T W T F S Aug 5, 2016 Show All Weeks

Date		Pay Code	Start Ti...	End Time	Hours	Total
Sun 07/31	+ ▾	Clock Time				
Mon 08/01	+ ▾	Clock Time	08:00 am	05:00 pm		9.00
	+ ▾	Lunch			1.00	(1.00)
Tue 08/02	+ ▾	Clock Time	08:00 am	05:00 pm		9.00
	+ ▾	Lunch			1.00	(1.00)
Wed 08/03	+ ▾	Clock Time	08:00 am	05:00 pm		9.00
	+ ▾	Lunch			1.00	(1.00)
Thu 08/04	+ ▾	Clock Time	08:00 am	05:00 pm		9.00
	+ ▾	Lunch			1.00	(1.00)
Fri 08/05	+ ▾	Clock Time	08:00 am	05:00 pm		9.00
	+ ▾	Lunch			1.00	(1.00)
						40.00

Approve Timesheets

1. From the Dashboard select Approve Timesheets



2. Select the Assignment/Approval Group to review and approve.



3. The list of employees in the assigned to the Approver is displayed for review.

Employee	Name	Assignment	Total Hrs	Reg Hrs	Ovt Hrs	Ex Straight Hrs	Event/CO Hrs	Leave Hrs	Other Hrs	Exceptions	Manager's Approval
		996356-00 Athletic Field Tech Work Lead	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		993897-00 Athletic Field Tech Work Lead	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		996828-00 Athletic Field Tech Sr	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		994470-00 Athletic Field Tech Sr	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		993322-00 Athletic Field Tech Sr	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		993324-00 Athletic Field Tech Sr	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		973907-00 Athletic Field Tech	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		972198-00 Baseball/Softball Field Mgr	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve

4. Review a timesheet for an employee by clicking on the employee'

- A new window is opened displaying the employee's timesheet.
- Make any required changes to the timesheet, then click Save and close the window.

Date	Pay Code	Clock Pay Code	Hours	Start Time	End Time	Amount	Comments
Sun 08/14	Clock Time						
Mon 08/15	Clock Time			09:00 am	01:30 pm		
	Regular		4.50				
Tue 08/16	Clock Time			09:40 am	01:00 pm		
	Regular		3.25				
Wed 08/17	Clock Time			08:00 am	09:45 am		
	Regular		1.75				
Thu 08/18	Clock Time	REG		01:51 pm	05:00 pm		
	Regular		3.25				
	Clock Time	REG		08:13 am	09:42 am		
	Regular	REG		02:37 am	03:57 am		

- To approve a timesheet, scroll to the right and click the Approve box for each employee. Alternatively, click the Approve All button to select all employee timesheets on the screen. After the timesheets have been approved click Save Approvals to submit the timesheets to payroll for processing.

Save Approvals Approve All Find Show: All Time Sheets

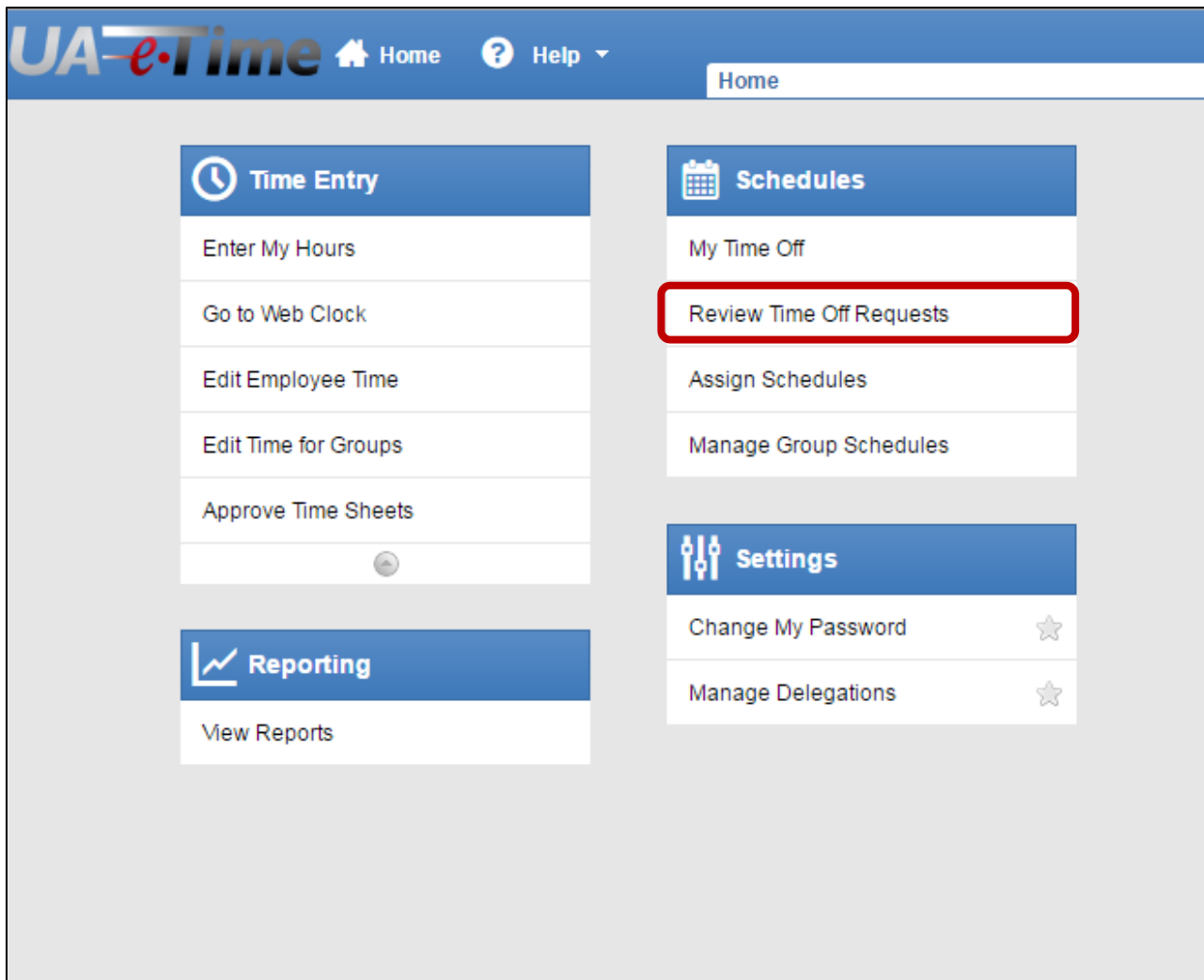
Approve Current Time Sheet for Period Ending 10/08/2016

Employee	Name	Assignment	Total Hrs	Reg Hrs	Ovt Hrs	Ex Straight Hrs	Event/CO Hrs	Leave Hrs	Other Hrs	Exceptions	Manager's Approval
		996356-00 Athletic Field Tech Work Lead	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input checked="" type="checkbox"/> Approve
		993897-00 Athletic Field Tech Work Lead	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input checked="" type="checkbox"/> Approve
		996828-00 Athletic Field Tech Sr	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		994470-00 Athletic Field Tech Sr	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input checked="" type="checkbox"/> Approve
		993322-00 Athletic Field Tech Sr	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input checked="" type="checkbox"/> Approve
		993324-00 Athletic Field Tech Sr	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		973907-00 Athletic Field Tech	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		972198-00 Baseball/Softball Field Mgr	0.0	0.0	0.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve

Review Time-Off Requests

Employees can enter time off requests for current or future pay periods. Requests are forwarded to the employee's manager for review. If a time off request is made for a future pay period the system estimates the employee's annual or sick leave balance on the future date based on the employee's current leave balance and the employee's regularly scheduled hours.

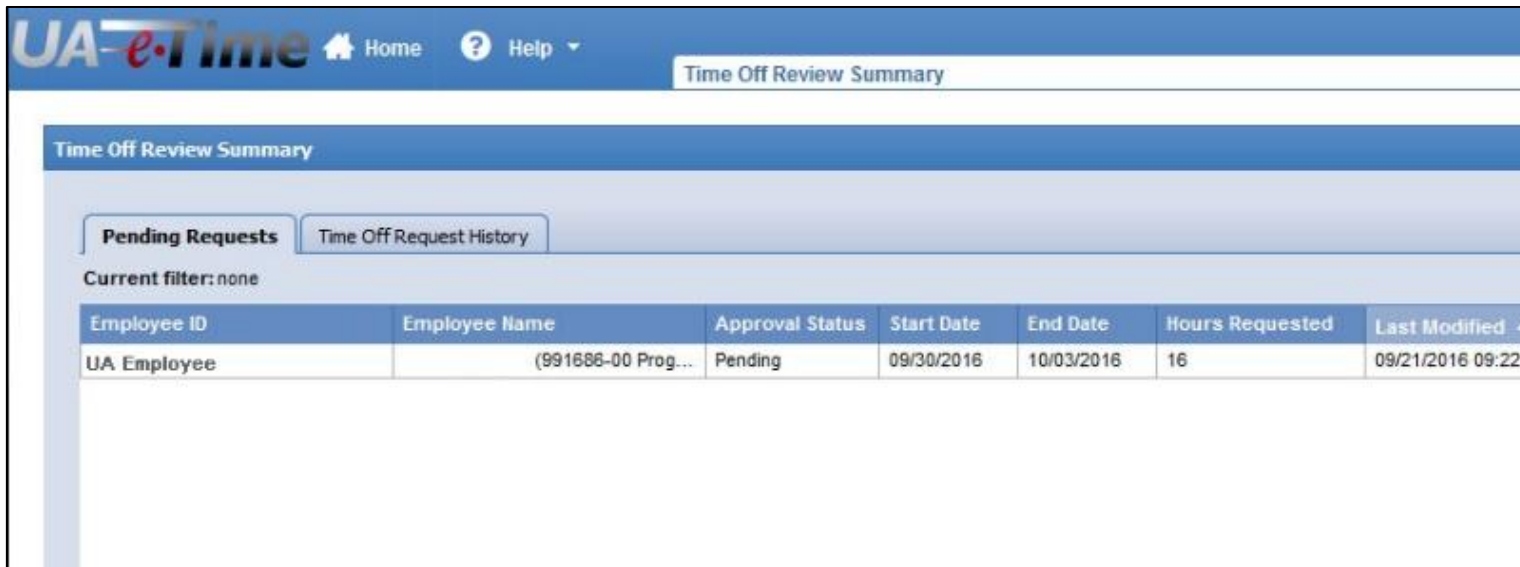
- To review time off requests submitted by your employees, select the Review Time off Requests link on the dashboard. Approved time off requests will be inserted into the employee's timesheet for the day requested. No further action is required to record the time off on the employee's timesheet.



The screenshot displays the UA eTime dashboard interface. At the top, there is a navigation bar with the UA eTime logo, a Home icon, and a Help dropdown menu. Below the navigation bar, the dashboard is organized into several sections:

- Time Entry**: A section with a clock icon containing links for "Enter My Hours", "Go to Web Clock", "Edit Employee Time", "Edit Time for Groups", and "Approve Time Sheets".
- Reporting**: A section with a line graph icon containing a link for "View Reports".
- Schedules**: A section with a calendar icon containing links for "My Time Off", "Review Time Off Requests" (highlighted with a red border), "Assign Schedules", and "Manage Group Schedules".
- Settings**: A section with a gear icon containing links for "Change My Password" and "Manage Delegations", each with a star icon.

- A list of time off requests for your employees is displayed. Select the employee leave request to be reviewed.



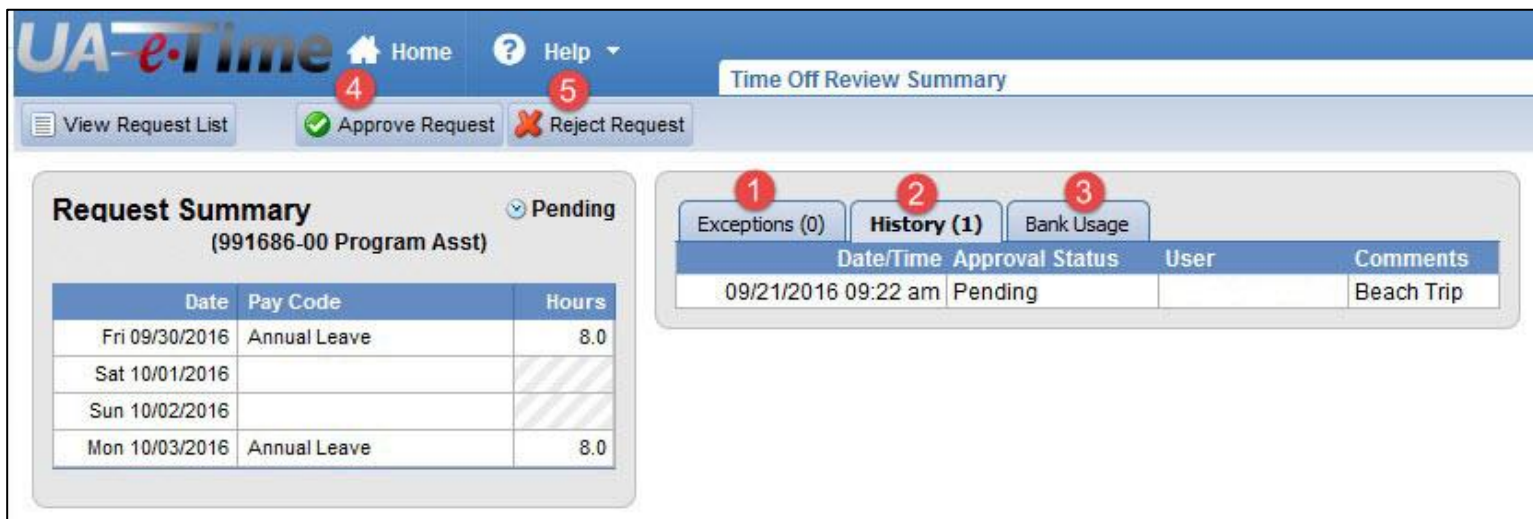
- The date and number hours requested by the employee are displayed in the Request Summary section. Estimated leave balances as of the date of the request are displayed in the "Adjusted Bank Balances" section.

The Time Off Approval Review page displays:

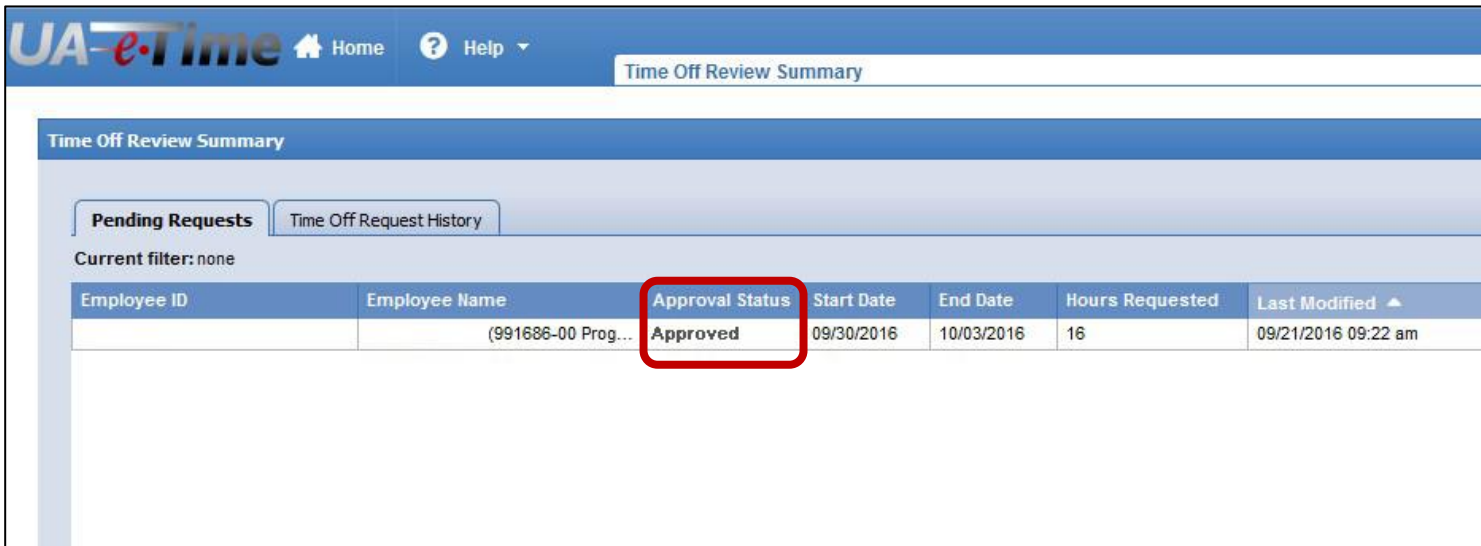
1. Exceptions shows if the request exceeds the leave balance
2. History shows the previous requests and approval status
3. Bank Usage shows available and prior usage

After reviewing the request, select an action to take:

4. Approve this Time Off Request
5. Reject this Time Off Request



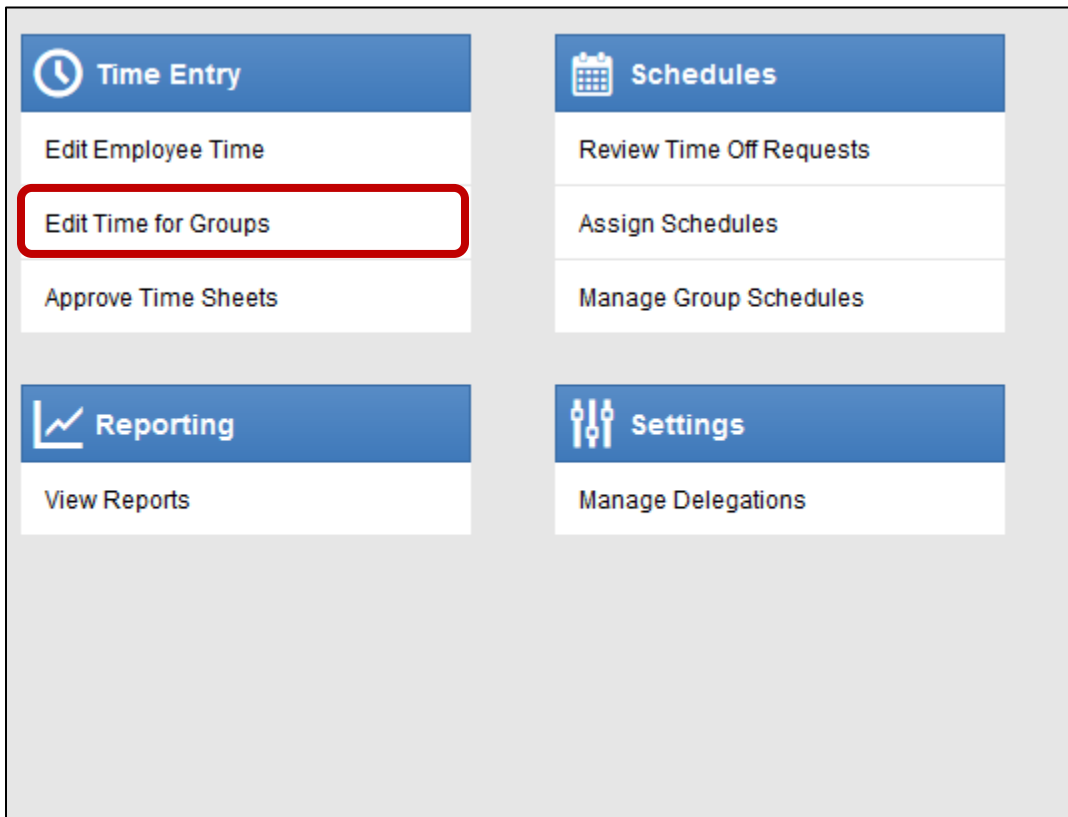
- After the request is “Approved” or “Rejected” the request moves to Request History.



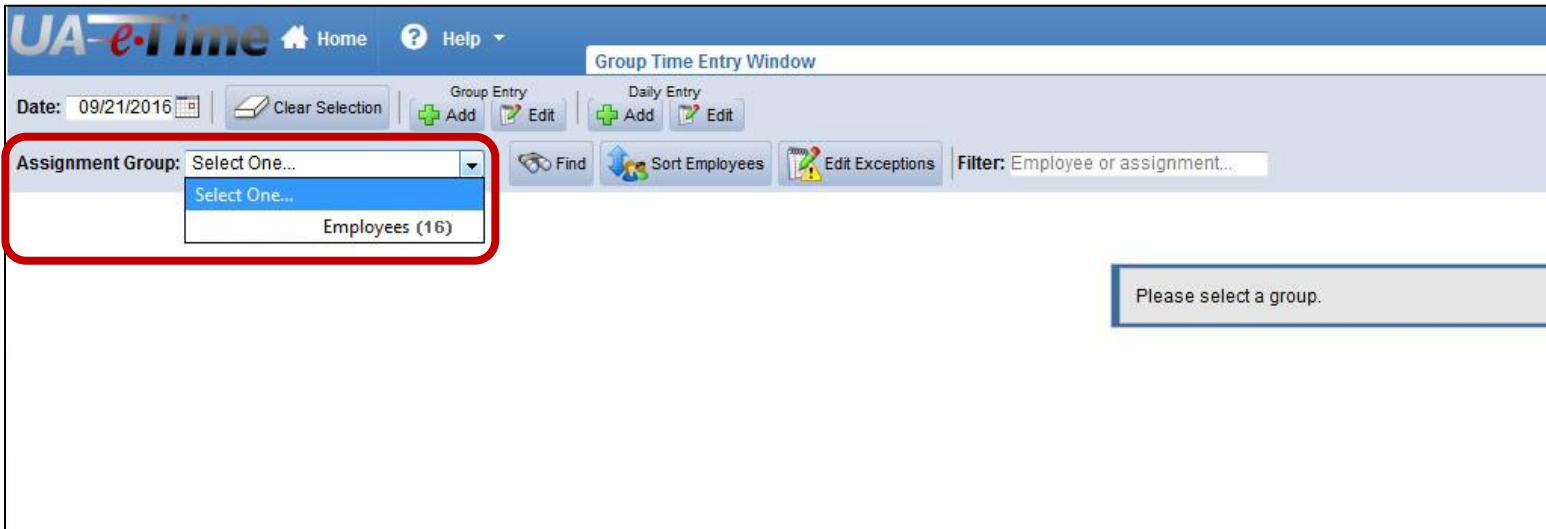
Edit Time for Groups

The Group Time Entry screen allows managers to add and edit time for an entire group of employee assignments at one time. An example of this is Administrative Leave time for employees when the University suspends normal operations during the work day.

- To display the Group Time Entry screen select the Edit Time for Groups menu option on the Dashboard.



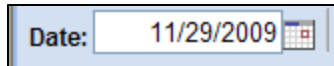
- The Group Time Entry Window will be displayed. Select the Assignment Group to work with from the drop down list.



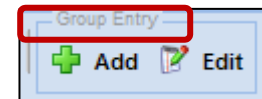
Employees in the Assignment Group

From this window the options are:

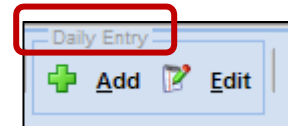
- Change the work week to review by entering any day in the work week or by clicking the calendar in the "Date " field.



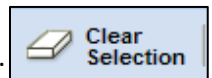
- Edit time for a group of employees from the Group Entry options.



- Edit by day for a group of employees from the Daily Entry options.



- Erase all changes on the window and start over by selecting the Clear Selection option.



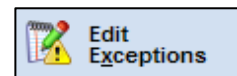
- Retrieve a list of employees matching a specific set of criteria.



- Arrange the employees on the window in a specific order.

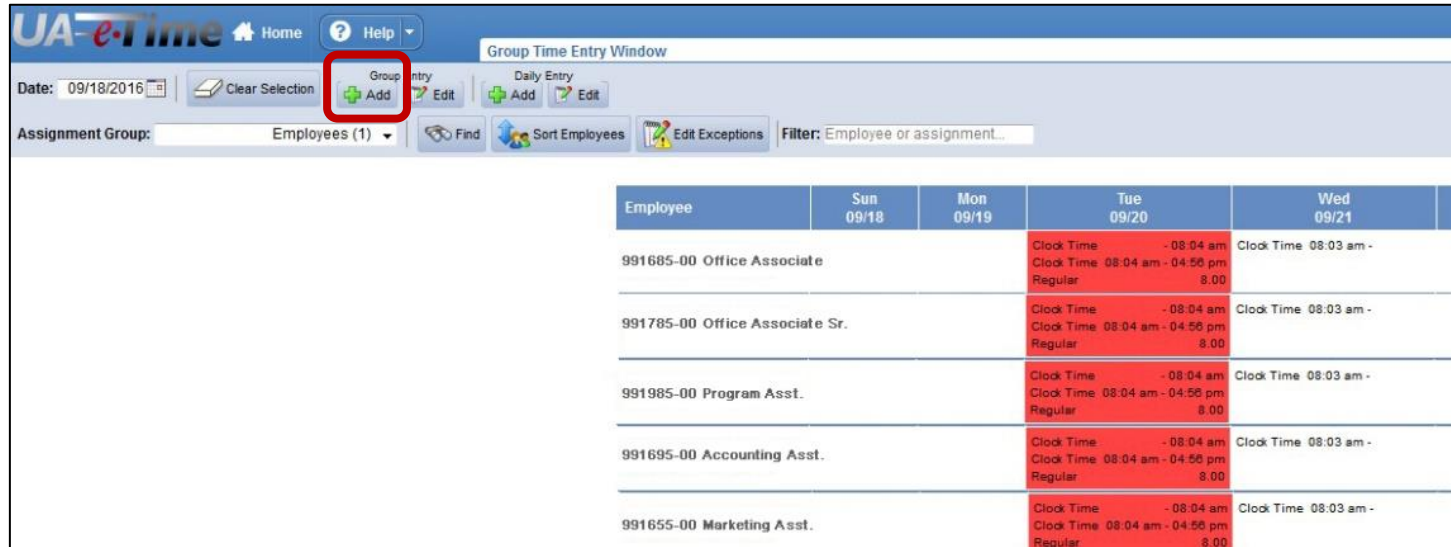


- Highlight days with entry exceptions for easy identification.

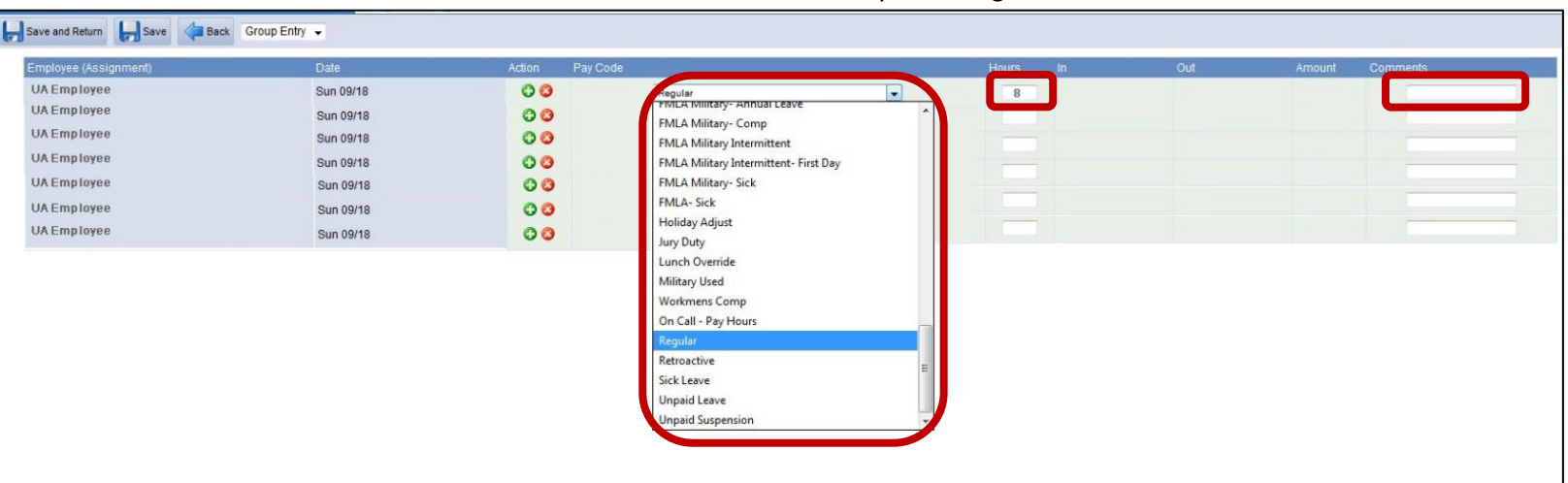


Add or Edit time for multiple days for a Group of Employees with a Single Entry

1. Select the days to edit by clicking in the days to update for each employee
2. Click the Group Entry Add or Edit button

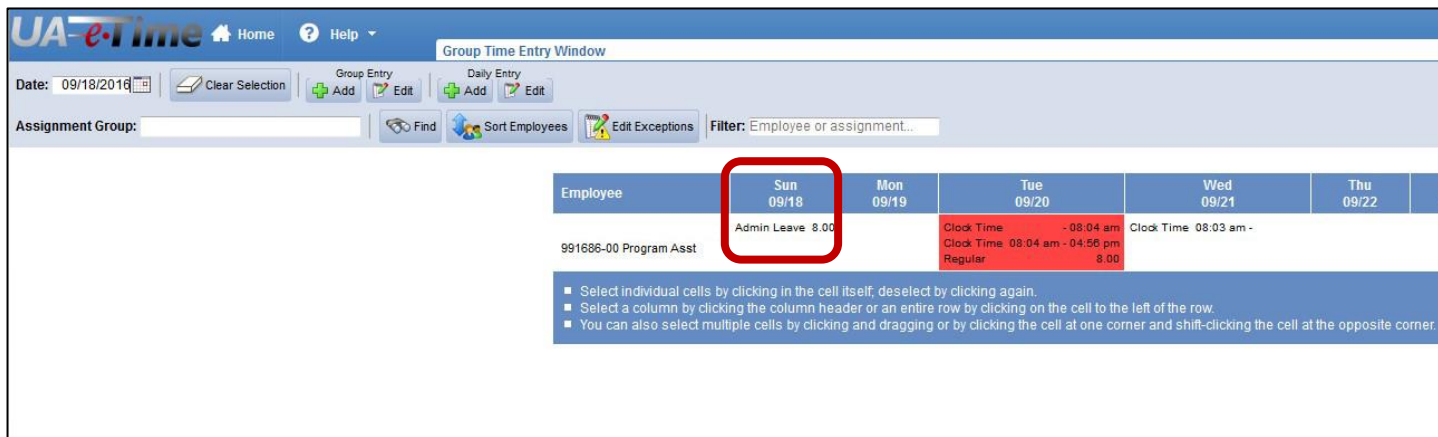


3. The employees and days to add time will be displayed.
4. Select the Pay Code to update from the drop down list and enter the time to pay. If Clock Time is selected enter the Time In and Time Out for the day. If a Benefit Hours pay code is selected enter the number of hours to pay for the day. Add any necessary comments.
5. Click the Save or Save and Return button to save your changes.



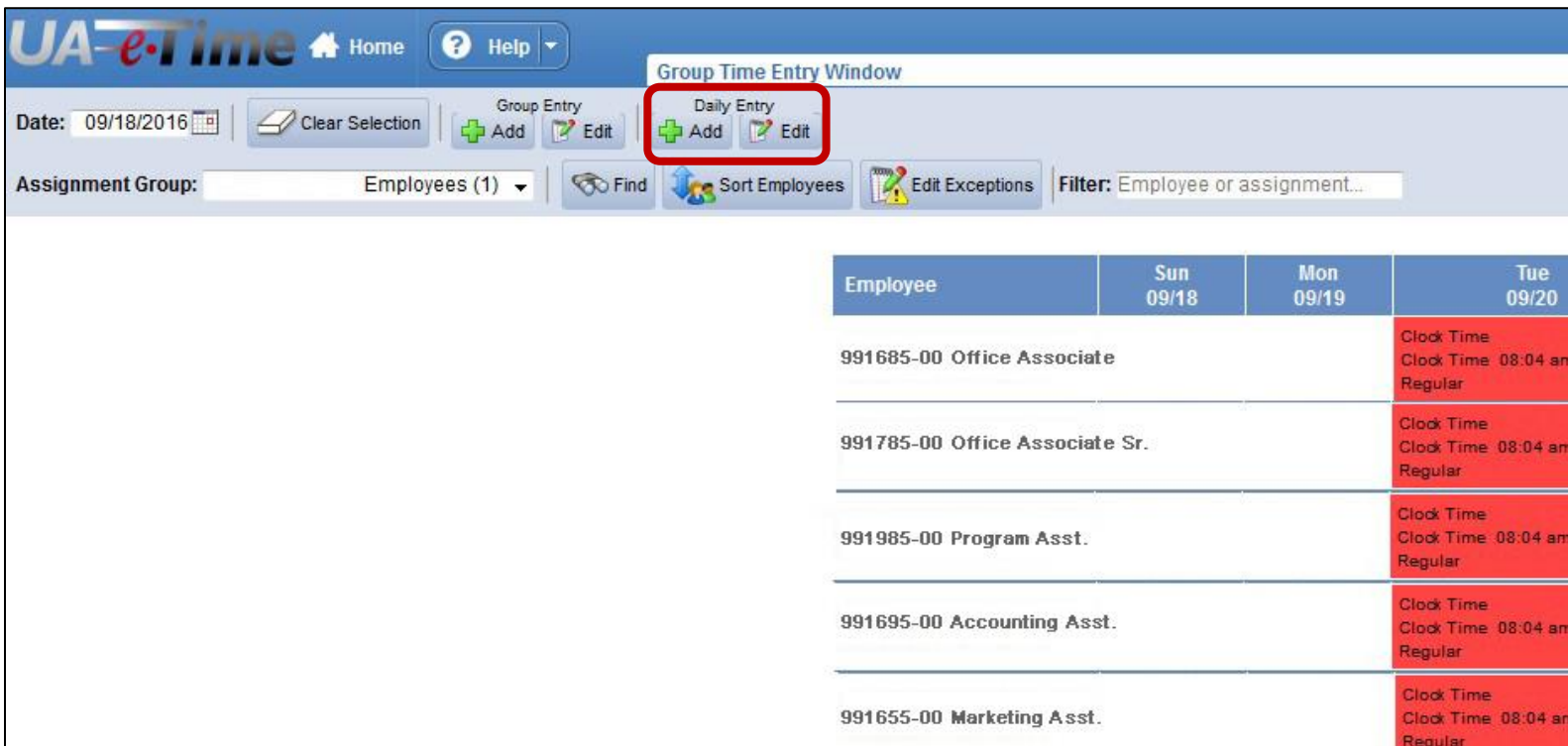
6. The changes will be recorded on the Group Time Entry window and on the employee's timesheet.

7. If Save and Return is selected you are returned to the employee list which will display the changes that were made to the timesheet.



Add or Edit time for multiple days for a Group of Employees by Day

1. Select the days to edit by clicking in the days to update for each employee.
2. Click the Daily Entry Add or Edit button.
3. Selecting the Save Option will display the employees selected with the changes to their times. You have the opportunity to make any changes for exceptions.



4. The employees and days to edit will be displayed.
5. For each employee and date listed, select the pay code from the drop down list, enter the time to be paid and comments if needed.
6. Click Save and Return or Save to save the changes and update the employee timesheets for the days changed.

UA eTime Group Time Entry Window

Save and Return Save Back Daily Entry You have made changes that must be saved to be effective.

Employee (Assignment)	Date	Action	Pay Code	Hours	In	Out	Amount	Comments
(P99084-00) Office Associate	Sat 09/24	+	On Call - Pay Hours	4.0				
(P99084) Office Associate	Sat 09/24	+	On Call - Pay Hours	4.0				
(P99084) Program Asst.	Sat 09/24	+	Admin Leave	4.0				Inclement weather
(979436-00) Accounting Asst.	Sat 09/24	+	FMLA Military - Sick	4.0				
(973222-00) Marketing Asst.	Sat 09/24	+	Workmens Comp	4.0				
(P90892-00) Office Pool	Sat 09/24	+	Regular	4.0				
(GXNS01-)	Sat 09/24	+	On Call - Pay Hours	4.0				

- If Save and Return is selected you are returned to the employee list which will display the changes that were made to the timesheets.

UA eTime Group Time Entry Window

Date: 09/18/2016

Assignment Group: (89)

Employee	Sun 09/18	Mon 09/19	Tue 09/20	Wed 09/21	Thu 09/22	Fri 09/23	Sat 09/24
P99084-00 Tutor							Inclement weather 4.00
P99084-00 Tutor							Inclement weather 4.00
P99084-00 Tutor							Inclement weather 4.00
979436-00 Environmental Safety Asst							Inclement weather 4.00
973222-00 TV News Reporter II							Inclement weather 4.00
P90892-00 Office Pool							Inclement weather 4.00
GXNS01-00							Inclement weather 4.00
973595-00 Radiologic Technologist							Inclement weather 4.00
GXNS01-00							Inclement weather 4.00
993216-00 Recreation Field Technician							Inclement weather 4.00
994064-00 Traffic Maint Field Coord							Inclement weather 4.00

- If Save is selected, this will display the employees selected with the changes to their times. You will have the opportunity to make any changes for exceptions.

UA eTime Group Time Entry Window

Save and Return Save Back Daily Entry

You have made changes that must be saved to be effective.

Employee (Assignment)	Date	Action	Pay Code	Hours	In	Out	Amount	Comments
(P99084-00 Office Associate	Sat 09/24	+	On Call - Pay Hours	4.0				
(P99084 Office Associate	Sat 09/24	+	Clock Time		08:00 am	05:00 pm		forgot to clock in

Date	Exception Message	Severity	Action Required
Thu 11:05	Punch entered more than 7 minutes before or after schedule.	Warning	None

(979436-00 Accounting Asst.	Sat 09/24	+	On Call - Pay Hours	4.0				
(973222-00 Marketing Asst.	Sat 09/24	+	On Call - Pay Hours	4.0				
(P90892-00 Office Pool	Sat 09/24	+	On Call - Pay Hours	4.0				

Managing Schedules

Maintain Employee Schedules

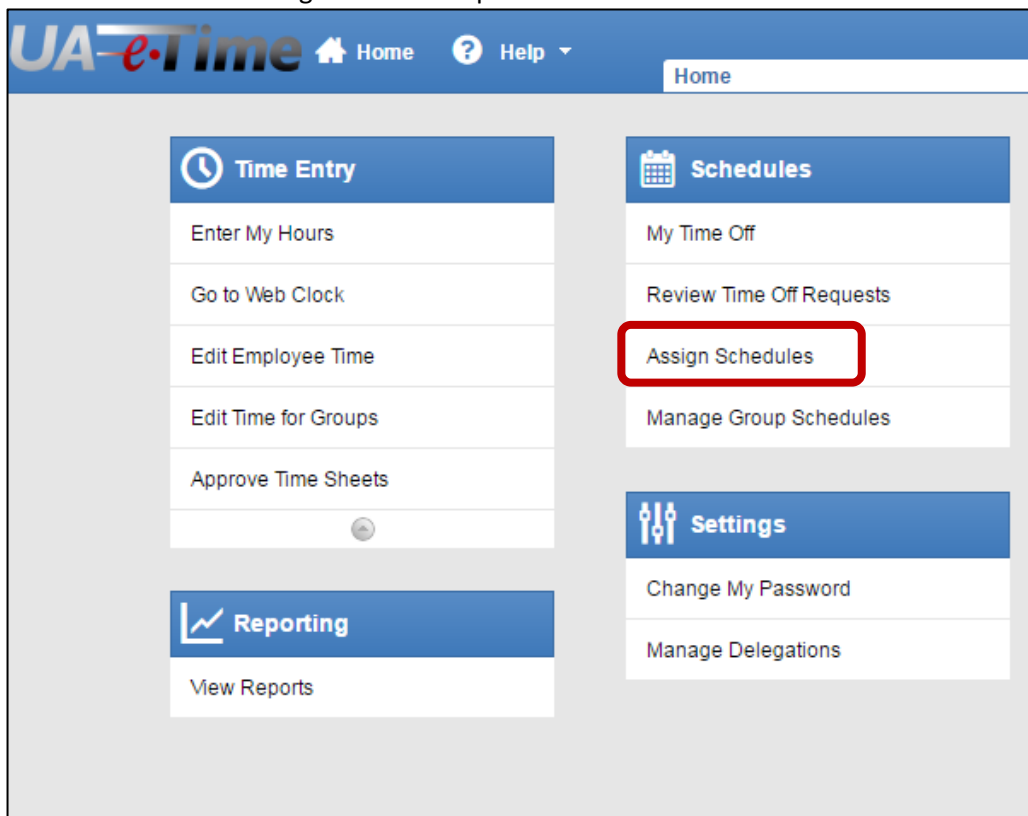
Schedules are used in the system to allow for comparison of actual time to scheduled time and aid in your work force management. They can also be used to aid in employee discipline by tracking tardy employees. Employees are not penalized if they do not clock in or out according to schedule.

Schedules should be assigned to regular full time and regular part time employees. Students, temporary and contingent on call employees do not require schedules. The system also uses schedules to identify employees who should be paid holiday pay when the University suspends normal operations for a holiday period and administrative leave when the University suspends normal operations for any other reason (inclement weather, power outages, and any other unscheduled closure).

Schedule templates will initially be assigned to all employees in an organization based on the standard schedule selected by the department manager. However, employees can be assigned any schedule that is established in the system in order to properly cover your department. The system allows for schedule templates to be assigned on a permanent or temporary basis. Temporary schedules are valid only for a current pay period.

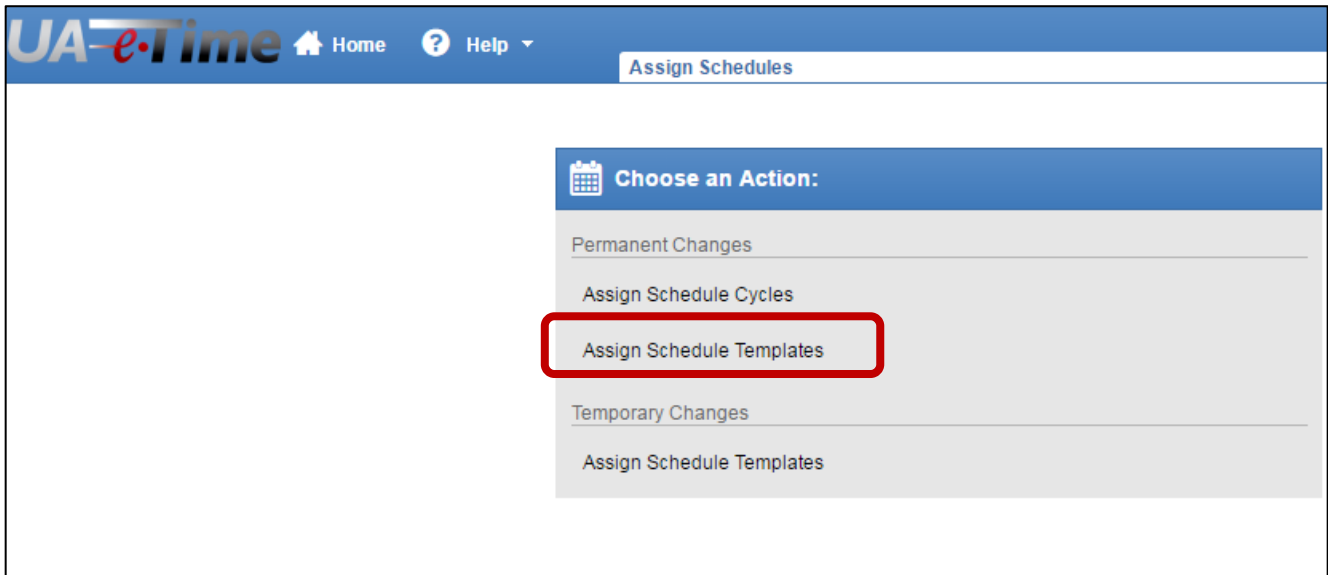
Change an employee's permanent schedule

1. Select the Assign Schedules option from the Dashboard.

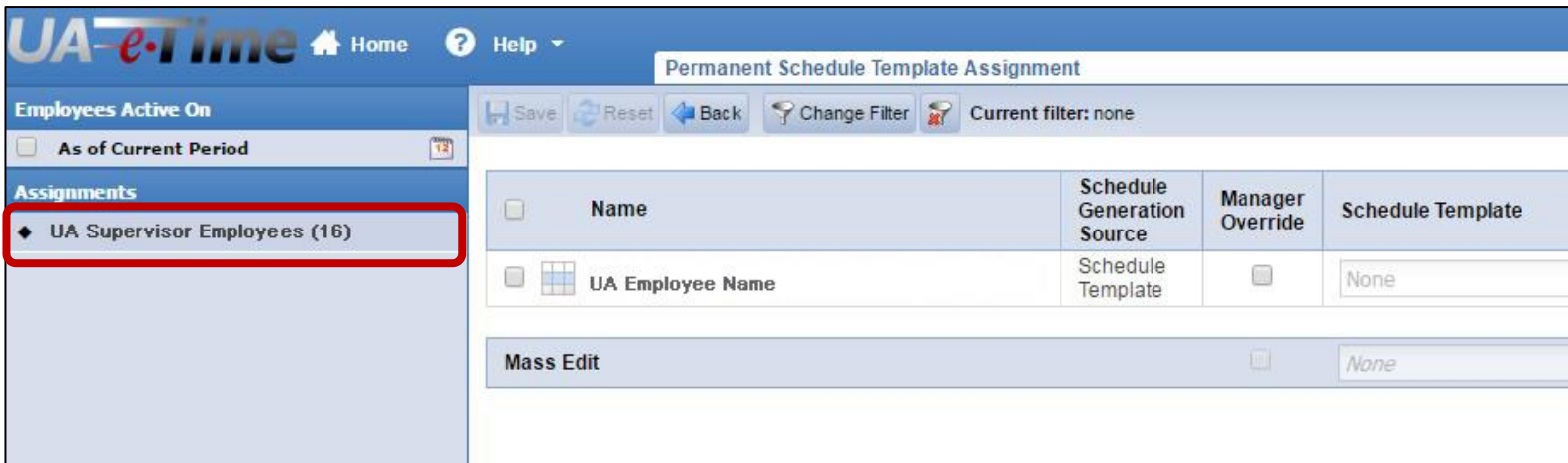


The screenshot displays the UA eTime dashboard interface. At the top, there is a navigation bar with the UA eTime logo, a Home icon, and a Help icon. Below the navigation bar, the dashboard is divided into three main sections: Time Entry, Schedules, and Reporting. The Time Entry section includes options like 'Enter My Hours', 'Go to Web Clock', 'Edit Employee Time', 'Edit Time for Groups', and 'Approve Time Sheets'. The Schedules section includes 'My Time Off', 'Review Time Off Requests', 'Assign Schedules' (highlighted with a red box), and 'Manage Group Schedules'. The Reporting section includes 'View Reports'. The Settings section includes 'Change My Password' and 'Manage Delegations'.

- The Schedule Maintenance screen will be displayed. In the **Permanent Changes** section select the Assign Schedule Templates option.



- Select the Assignment Group to update.



- This will display the employees in that assignment group with their current schedule template.

Name	Schedule Generation Source	Manager Override	Schedule Template
UA Employee Name	Schedule Template	<input type="checkbox"/>	Monday to Friday 8am to
UA Employee Name	Schedule Template	<input type="checkbox"/>	Monday to Friday 8am to
UA Employee Name	Schedule Template	<input type="checkbox"/>	Monday to Friday 8am to
UA Employee Name	Schedule Template	<input type="checkbox"/>	Monday to Friday 8am to

- The schedule template change screen allows a manager or timekeeper to change the schedule for any employee displayed on the screen. If all employee schedules are to be changed to be the same, check the box at the top of the screen titled **“Make the values for all assignments the same as the first one”**.

To make a Permanent change to an employee’s schedule:

- Check the Manager Override box for the employee to be changed.
- Select the Schedule Template from the dropdown box.
- Enter the effective date of the change. The date of the change must be in the Valid Date Range column.
- If all employee schedules are to be changed, check the box titled

“ Make the values for all assignments the same as the first one. ”

- Before saving the changes they can be reversed back to the original templates by clicking



the option.

- Click the Save to save the schedule template changes.

- The schedules are effective for the current and future pay periods. The new schedule will be displayed in the Schedule Tab on the employee timesheet.

Make the values for all assignments the same as the first one.

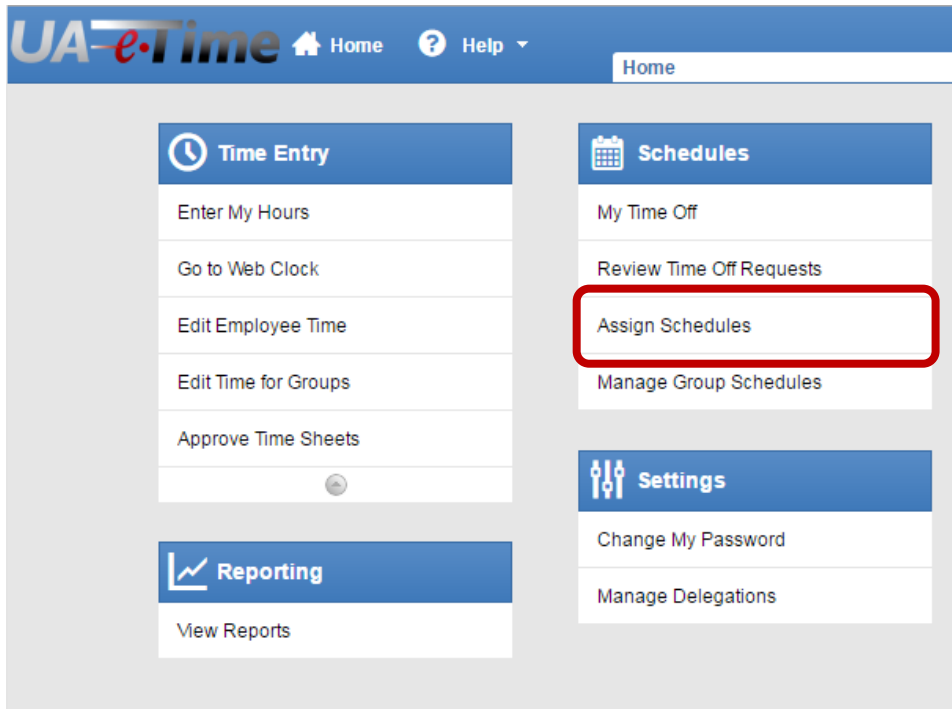
Name	Schedule Generation Source	Manager Override	Schedule Template	Effective Date	Valid Date Range
	Schedule Template	<input checked="" type="checkbox"/>	None	MM/dd/yyyy	08/14/2016 -

- Friday to Tuesday 2:50 pm - 11:00 pm with lunch
- Friday to Tuesday 4:00 pm to 12:15 am with NO Lunch (SR)
- Friday to Tuesday 5:50am-2:00pm, 10 min lunch
- Friday to Tuesday 6:00 am-2:10 pm with lunch
- Friday to Tuesday 6:50 am - 3:00 pm with lunch
- Friday to Tuesday 8:00am to 4:10pm with No Lunch (SR)
- Friday to Tuesday 9:50pm-6:00am 10 min lunch
- Friday to Tuesday, 10:50 pm - 7:00 am with lunch
- MF, 4a-12p, TT, 8a-12p, 2p-6p, W, 9a-5p, 15 min lunch
- Mon 6:00 am-2:00 pm, Tues, Wed,Thurs 8:15 am to 12:15 pm

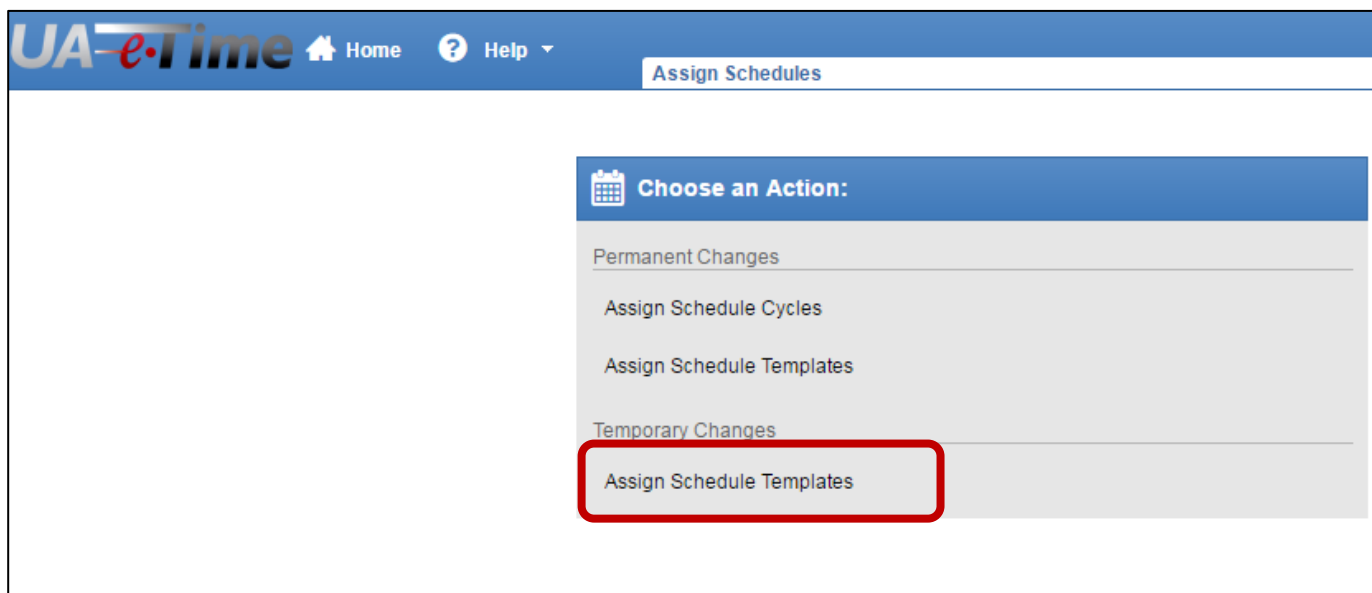
Change an employee's schedule on a temporary basis for the current pay period

The process to make a temporary change to an employee's schedule for the current pay period is the same as making a permanent change, but temporary schedules are valid only for a current pay period.

1. Select the assign schedules option from the Dashboard



2. The Schedule Maintenance screen will be displayed. In the **Temporary Changes** section select the Assign Schedule Templates option.



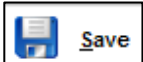
To make a Temporary change to an employee's schedule:

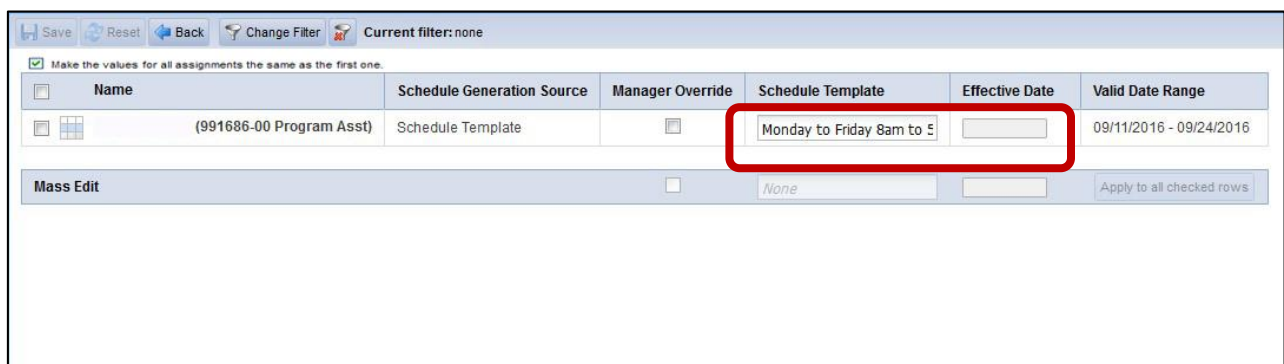
1. Select the Schedule Template from the dropdown box. Note: for temporary changes the Manager Override check box cannot be selected.
2. Enter the effective date of the change. The date of the change must be in the Valid Date Range column. Note: schedule will revert back to the employee's regular schedule at the end of the current pay period.
3. If the schedule for all employees is to be changed check the box titled "

Make the values for all assignments the same as the first one. "

4. Before saving the changes they can be reversed back to the original templates by clicking the

option. 

5. Click the  to save the schedule template changes.

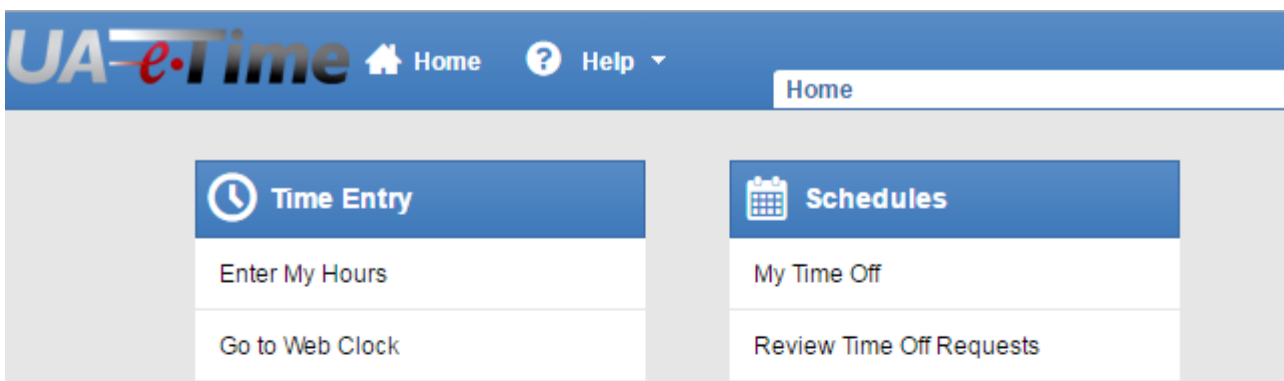


Note: schedule changes can also be made by clicking on Edit Employee Time and then on the Schedule Tab.

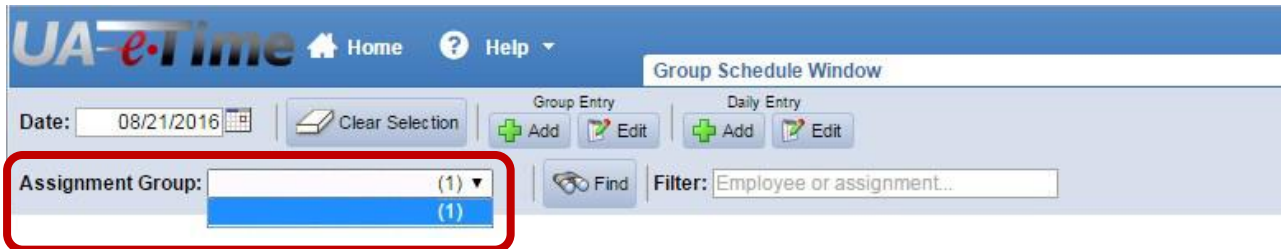
Manage Group Schedules

The Manage Group Schedules option allows managers and timekeepers to edit schedules for an entire group of employee assignments at one time. This screen should be used for one-time schedule modifications and not for recurring or temporary changes.

1. To access the Group Schedule Window select the Manage Group Schedules option from the Dashboard.

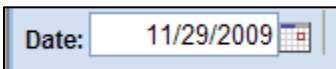


2. Select the Assignment Group to work with from the drop down list.

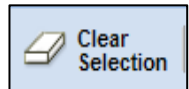


The employees in that Assignment group scheduled in the current pay week will be displayed. From this window the options are:

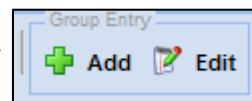
1. Change the work week to review by entering any day in the work week or by clicking the calendar in the "Date " field.



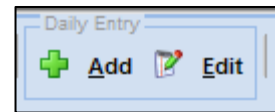
2. Erase all changes on the window and start over by selecting the Clear Selection option.



3. Edit time for a group of employees from the Group Entry options.



4. Edit by day for a group of employees from the Daily Entry options.

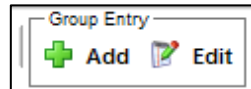


5. Retrieve a list of employees matching a specific set of criteria.



Employee	Sun 09/18	Mon 09/19	Tue 09/20	Wed 09/21	Thu 09/22	Fr 09/23
992916-00 Payroll Assistant I		Clock Time 06:00 am - 06:00 pm Lunch 1.00	Clock Time 06:00 am - 06:00 pm Lunch 1.00	Clock Time 08:00 am - 05:00 pm Lunch 1.00	Clock Time 08:00 am - 05:00 pm Lunch 1.00	Clock Time 08:00 am - 05:00 pm Lunch 1.00
993244-00 Payroll Assistant II		Clock Time 06:00 am - 06:00 pm Lunch 1.00	Clock Time 06:00 am - 06:00 pm Lunch 1.00	Clock Time 08:00 am - 05:00 pm Lunch 1.00	Clock Time 08:00 am - 05:00 pm Lunch 1.00	Clock Time 08:00 am - 05:00 pm Lunch 1.00
995605-00 Payroll Specialist		Clock Time 07:00 am - 04:00 pm Lunch 1.00	Clock Time 07:00 am - 04:00 pm Lunch 1.00	Clock Time 07:00 am - 04:00 pm Lunch 1.00	Clock Time 07:00 am - 04:00 pm Lunch 1.00	Clock Time 07:00 am - 04:00 pm Lunch 1.00
996633-00 Payroll Specialist		Clock Time 06:00 am - 06:00 pm Lunch 1.00	Clock Time 06:00 am - 06:00 pm Lunch 1.00	Clock Time 08:00 am - 05:00 pm Lunch 1.00	Clock Time 08:00 am - 05:00 pm Lunch 1.00	Clock Time 08:00 am - 05:00 pm Lunch 1.00
WS9962-00 Work Study Assistant						

- To make a schedule change for a group of employees select the cells for which entries are to be changed and click the Edit in the Group Entry block.



UA eTime Group Schedule Window 18.1.0.6

Date: 09/18/2016 Clear Selection Group Entry Add Edit Daily Entry Add Edit

Assignment Group: Employees (5) Find Filter:

Groups marked ** contain too many results; only 175 will be displayed.

Employee	Sun 09/18	Mon 09/19	Tue 09/20	Wed 09/21	Thu 09/22	Fri 09/23
992916-00 Payroll Assistant I		Clock Time 06:00 am - 06:00 pm Lunch 1.00	Clock Time 06:00 am - 06:00 pm Lunch 1.00	Clock Time 06:00 am - 05:00 pm Lunch 1.00	Clock Time 06:00 am - 05:00 pm Lunch 1.00	Clock Time 06:00 am - 05:00 pm Lunch 1.00
993244-00 Payroll Assistant II		Clock Time 06:00 am - 06:00 pm Lunch 1.00	Clock Time 06:00 am - 06:00 pm Lunch 1.00	Clock Time 06:00 am - 05:00 pm Lunch 1.00	Clock Time 06:00 am - 05:00 pm Lunch 1.00	Clock Time 06:00 am - 05:00 pm Lunch 1.00
995605-00 Payroll Specialist		Clock Time 07:00 am - 04:00 pm Lunch 1.00	Clock Time 07:00 am - 04:00 pm Lunch 1.00	Clock Time 07:00 am - 04:00 pm Lunch 1.00	Clock Time 07:00 am - 04:00 pm Lunch 1.00	Clock Time 07:00 am - 04:00 pm Lunch 1.00
996633-00 Payroll Specialist		Clock Time 06:00 am - 06:00 pm Lunch 1.00	Clock Time 06:00 am - 06:00 pm Lunch 1.00	Clock Time 08:00 am - 05:00 pm Lunch 1.00	Clock Time 08:00 am - 05:00 pm Lunch 1.00	Clock Time 08:00 am - 05:00 pm Lunch 1.00
WS9982-00 Work Study Assistant						

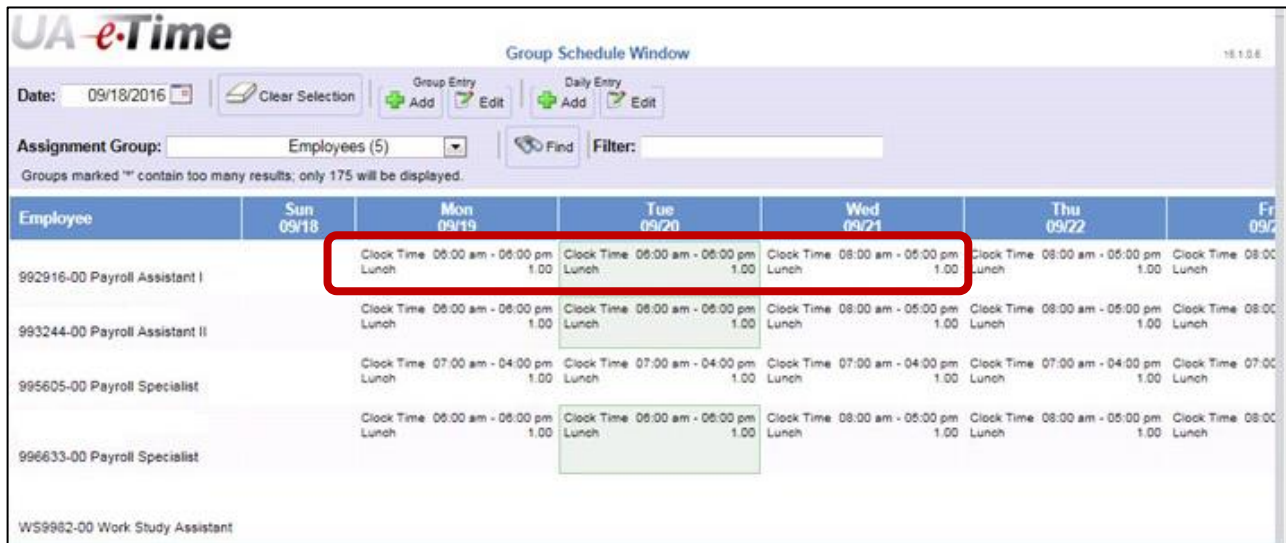
- Make the changes to the schedule by entering the new In or Out time of day for the schedule. Select Save and Return or Save Schedule to make the changes effective.

UA eTime Group Schedule Window 18.1.0.6

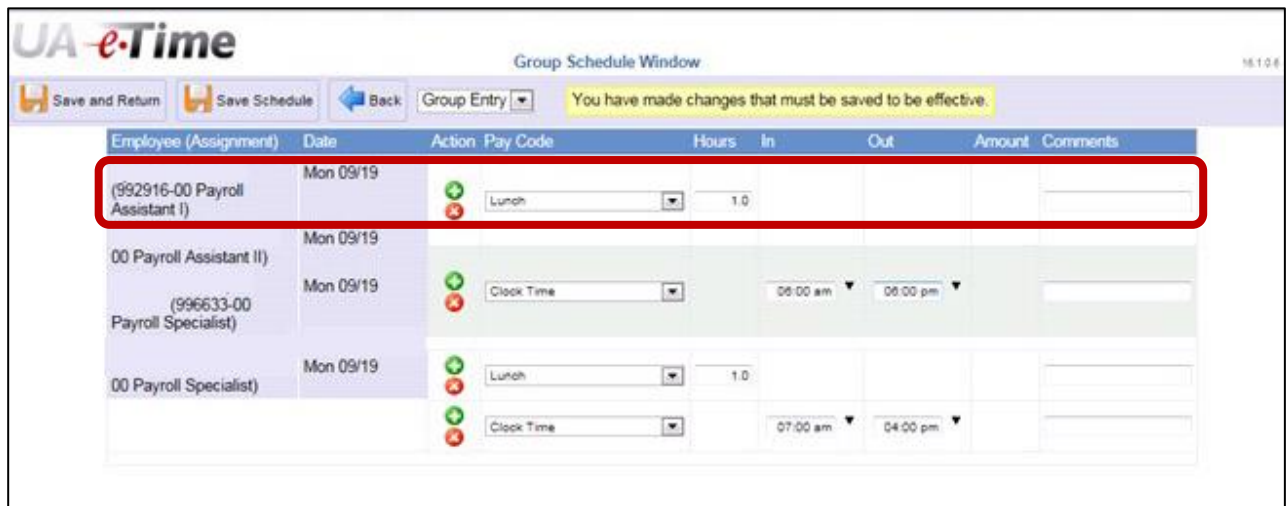
Save and Return Save Schedule Back Group Entry You have made changes that must be saved to be effective.

Employee (Assignment)	Date	Action	Pay Code	Hours	In	Out	Amount	Comments
(992916-00 Payroll Assistant I)	Mon 09/19	+	Lunch	1.00				
00 Payroll Assistant II)	Mon 09/19							
(996633-00 Payroll Specialist)	Mon 09/19	+	Clock Time		06:00 am	06:00 pm		
00 Payroll Specialist)	Mon 09/19	+	Lunch	1.00				
		+	Clock Time		07:00 am	04:00 pm		

- The Save and Return saves the schedule changes on the Group Schedule window and updates the Schedule tab on the employee timesheet.



- The Save Schedule option saves the schedule changes on the Group Schedule window and on the Schedule tab on the employee timesheet and returns a window that allows for the manager to make changes by exception. Enter changes to the In or Out times for a day for an employee and select Save and Return or Save Schedule to save the changes.

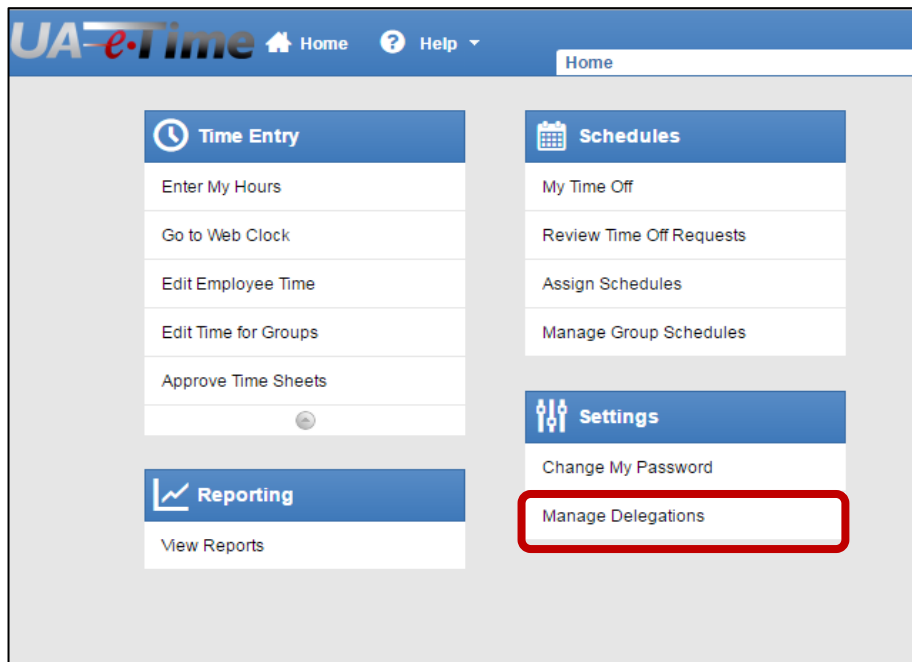


Manage Delegations

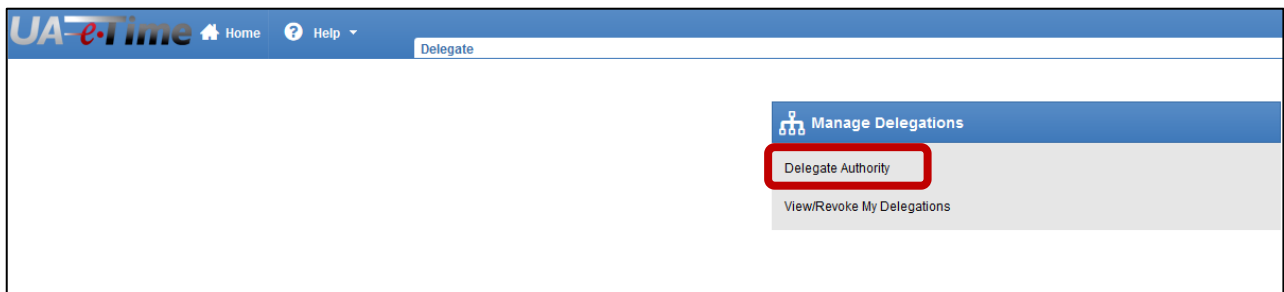
Approval authority can be delegated to another user in eTime. This is helpful for times when the original Approver is not available to review and approve timesheets by the stated deadline.

Delegate Authority

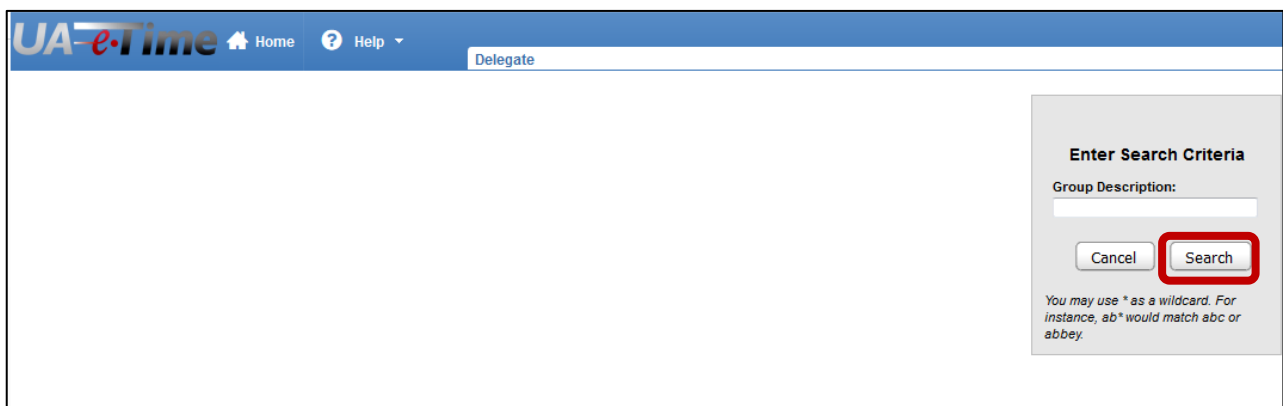
1. Log into UA-eTime.
2. From the Settings block click Manage Delegations.



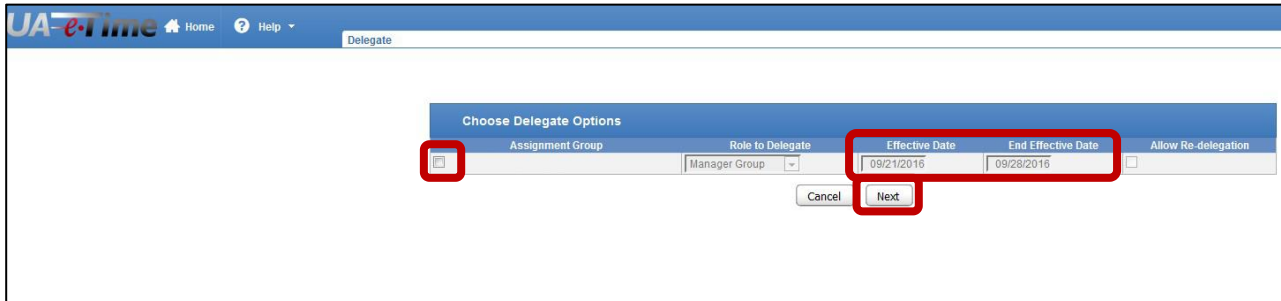
3. Click Delegate Authority.



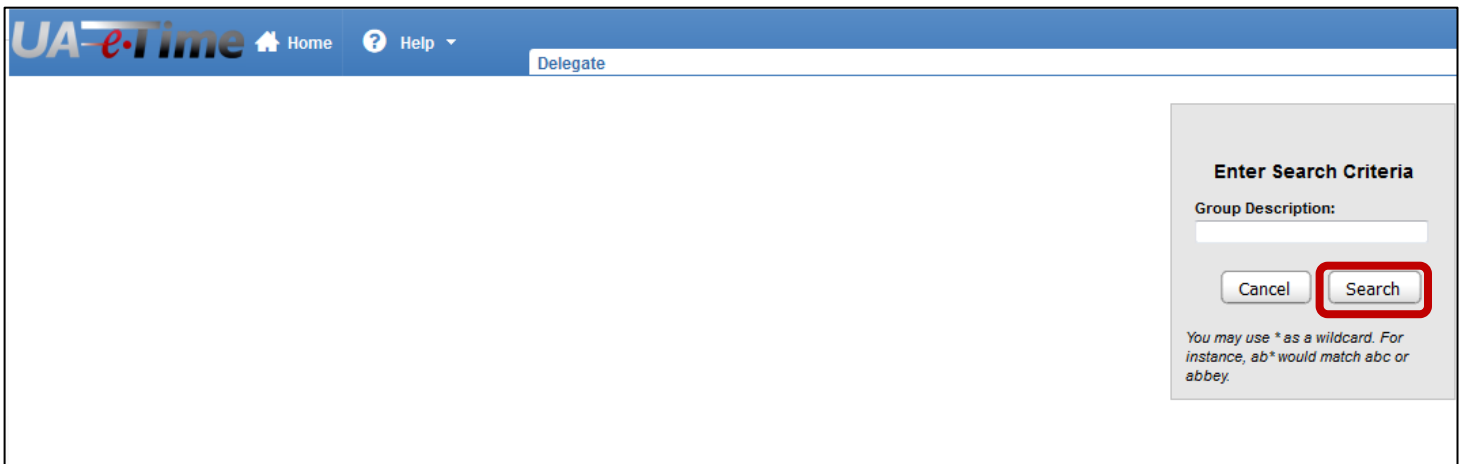
4. Click Search for a list of Assignment Groups.



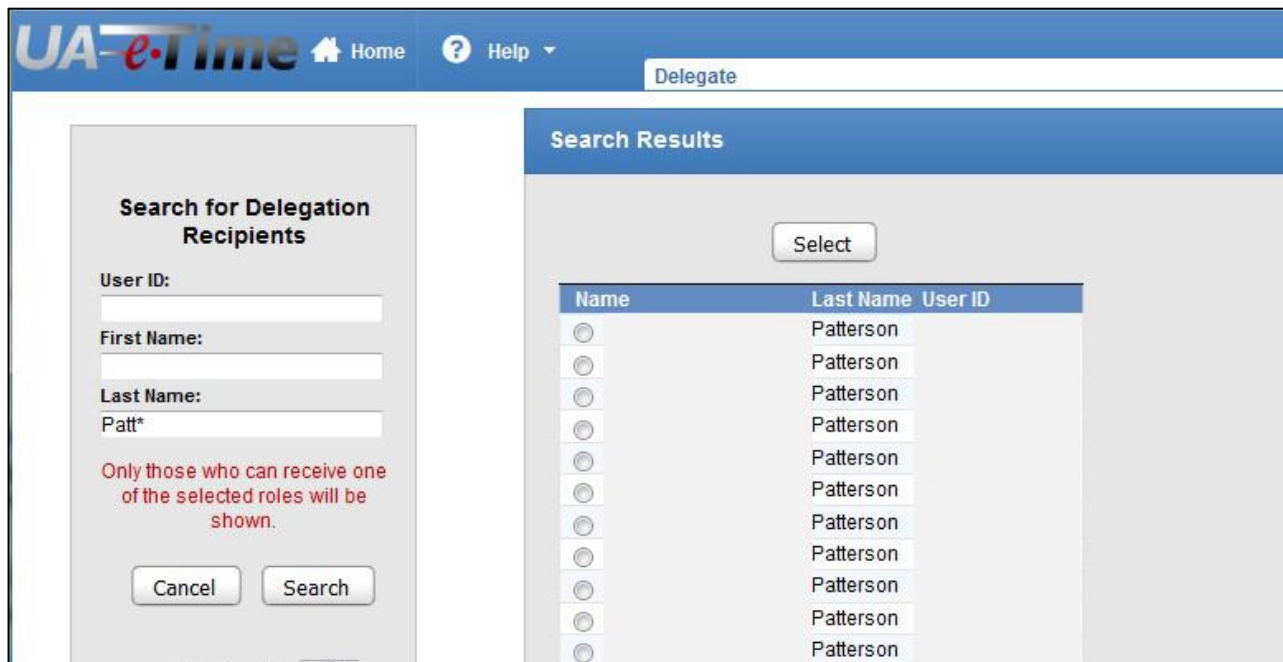
6. Click the check box next to the Assignment Group to Delegate.
7. Enter the Effective Date and End Effective Date for the delegation to be effective. The screen defaults the current date into Effective Date with the End Effective Date set to 1 week later. If the time period for the delegation is until further notice enter 01/01/2999 in the End Effective Date field.
8. Click Next.



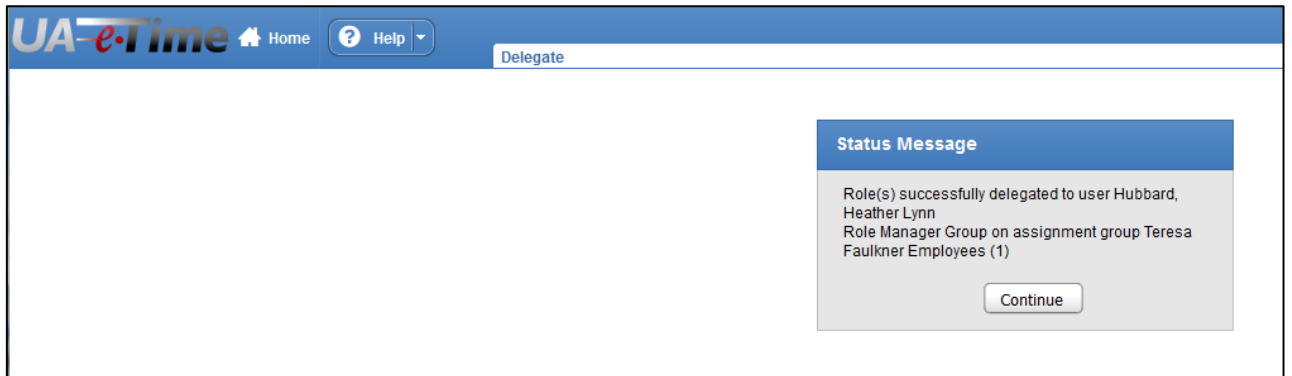
5. Search for the person to receive the delegation. The person can be searched by any field in the Search for Delegation Recipients box. Click Search



6. Select the person to receive the delegation. Use the wild card "*" to narrow the search. Click Select.

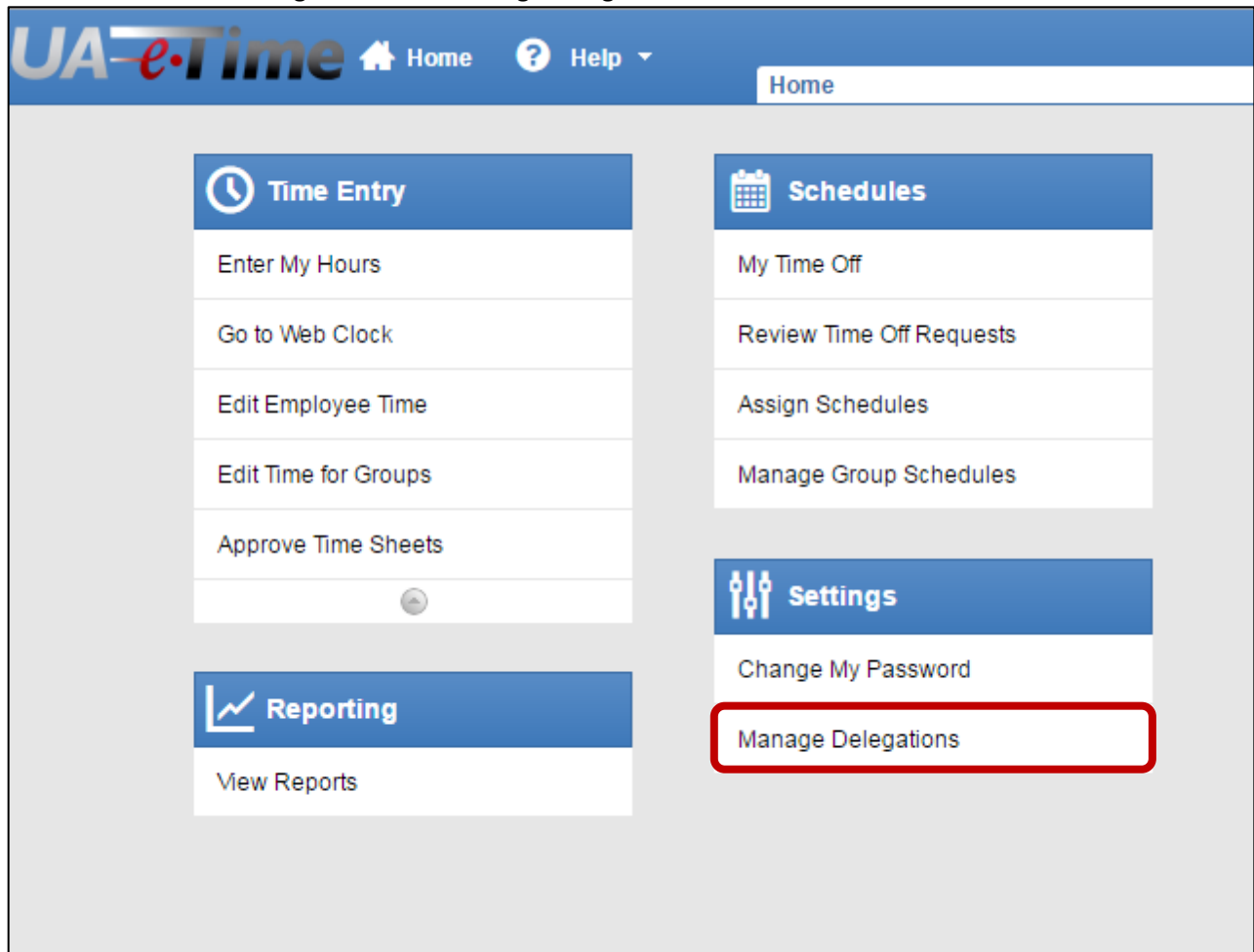


7. Delegation is complete.

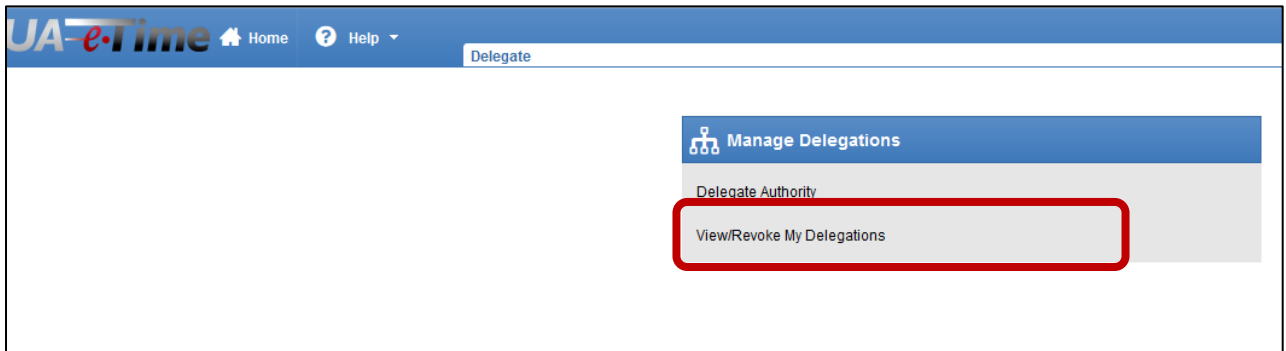


Revoke Delegation

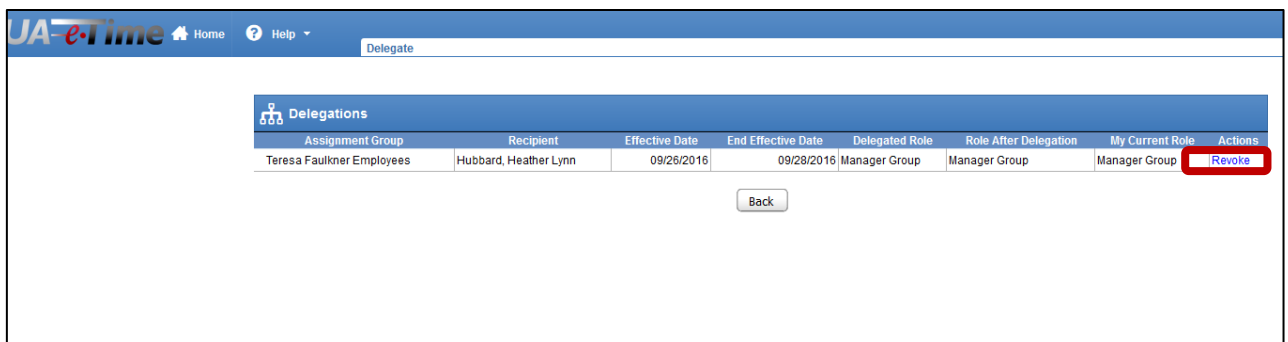
1. Log into UA-eTime.
2. From the Settings block click Manage Delegations.



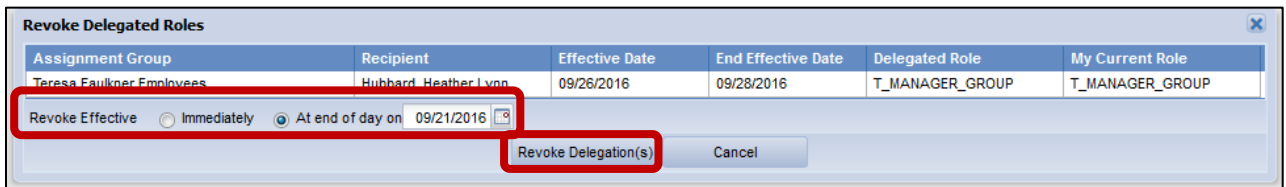
- Click View/Revoke Delegations.



- All current and previous delegations will be listed. Inactive delegations will be "grayed out". Click Revoke All next to the delegation to be ended.



- Select immediately or a specific date to end the delegations. Click Revoke Delegations.



- Delegation has been revoked.

