



Version 12.0

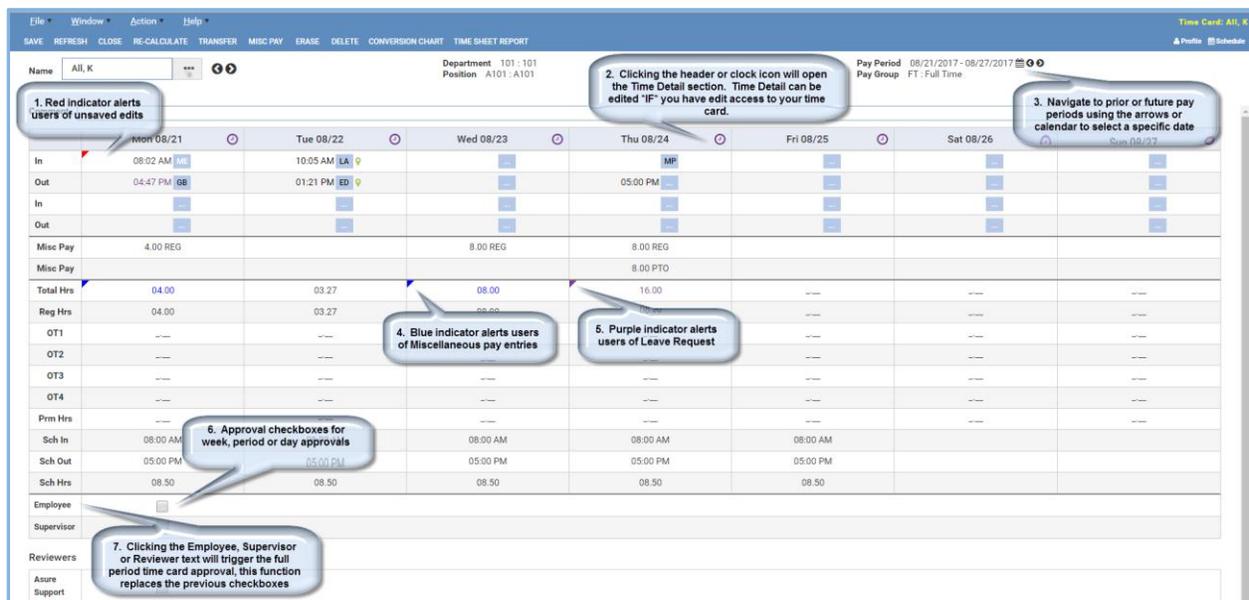
Time Card Edits INFORMATION

In/Out Time Card

Understanding the enhanced in/out time card layout:

We have enhanced the user experience within the In/Out time card, please note the following changes:

1. Red indicator will be shown in the top left corner of the cell to alert users of unsaved time entries.
2. Click the clock icon to open the Time Detail section of the time card, this not only saves unnecessary scrolling but allows for quicker access to these details for viewing and editing. Alternatively, you can also click the day header to open the Time Detail.
3. Pay Period select is now located on the right-hand side of the header pane.
4. Blue indicator will be shown in the top left corner of a cell to alert users of a miscellaneous pay entries.
5. Purple indicator will be shown in the top left corner of the miscellaneous pay to alert users of leave requests.
6. Approval check boxes for day, week or period approvals remain under the hours section and will remain in line with the sections above when resizing the window.
7. The first approval checkbox has been replaced with text for approving the full pay period. Click the Employee, Supervisor or Reviewer text to place approval for the entire pay period¹.



Editing in the enhanced in/out time card layout²:

¹ Requires time card approvals be enabled in system settings.

² This section assumes the user has edit access to the time card.

1. Clicking into a cell to edit, you can type the time or use the clock icon to select from specific times in 30-minute increments.

The screenshot shows the main Time Card interface. At the top, there are menu options: File, Window, Action, and Help. Below that are buttons for SAVE, REFRESH, CLOSE, RE-CALCULATE, PUNCH, TRANSFER, MISC PAY, ERASE, DELETE, CONVERSION CHART, and TIME SHEET REPORT. The user's name is 'All, K' and the department is '101 : 101'. The pay period is '08/28/2017 - 09/03/2017'. A red arrow points to a dropdown menu on the Tuesday, 08/29 header, which lists times from 12:00 AM to 03:00 AM in 30-minute increments. A red text overlay says: 'Click in or out cell and enter time; or click the clock icon to select from a pre-defined list'.

2. Users can click the day header or clock icon to access the Time Detail section, this saves you from unnecessary scrolling and allows you to keep the days in view while editing. To close the time detail section, simply click the X (located in the right corner of the Time Detail panel).

The first screenshot on the left shows a vertical 'Time Detail Mon 08/28' panel. A green arrow points to a clock icon in the top right corner of the panel. The second screenshot on the right shows the main Time Card interface with a 'Time Detail Mon 08/28' panel open at the bottom. A green arrow points to the clock icon in the top right corner of the panel. The panel contains a table with columns for Ex-In, Ovr-In, Out, Ex-Out, Ovr-Out, Hours, Position, Pay Type, Frz Ex, Rea, JobID, In Comment, and Out Comment. A red box highlights the 'Time Detail Mon 08/28' panel, and a small 'X' icon is visible in the top right corner of this panel.

- Users will always have a new punch set available as they edit the time card; this is automatically added when the user enters a punch on the previous punch set³.

	Mon 08/28	Tue 08/29	Wed 08/30	Thu 08/31	Fri 09/01	Sat 09/02	Sun 09/03
In	MP	03:21 PM LA	08:22 AM LA				
Out	04:00 PM ED	03:28 PM ED	04:30 PM ED				
In	06:00 PM ME						
Out							
In							
Out							
Misc Pay	8.00 PTO	8.00 PTO	8.00 PTO				

- Click the location icon to view punches on the map, use the + and – buttons to zoom in or out or navigation arrows to move throughout the map⁴. To close the map, simply click the X (located in the right corner of the map panel).

The screenshot displays the software interface for a time card. At the top, there are menu options: File, Window, Action, and Help. Below the menu is a toolbar with buttons for SAVE, REFRESH, CLOSE, RE-CALCULATE, PUNCH, TRANSFER, MISC PAY, ERASE, DELETE, CONVERSION CHART, and TIME SHEET REPORT. The user's name is 'All, K' and the department is '101:101'. The position is 'A101:A101' and the pay period is '08/28/2017 - 09/03/2017'. The pay group is 'FT: Full Time'. A comment field is present below the user information.

The main area shows a time card for 'All, K' with columns for days from Mon 08/28 to Sun 09/03. The 'In' and 'Out' times are listed for each day. For Mon 08/28, the 'In' time is 'MP' and the 'Out' time is '04:00 PM ED'. For Tue 08/29, the 'In' time is '03:21 PM LA' and the 'Out' time is '03:28 PM ED'. For Wed 08/30, the 'In' time is '08:22 AM LA' and the 'Out' time is '04:30 PM ED'. For Thu 08/31, the 'In' and 'Out' times are '...'. For Fri 09/01, the 'In' and 'Out' times are '...'. For Sat 09/02, the 'In' and 'Out' times are '...'. For Sun 09/03, the 'In' and 'Out' times are '...'. Below the time card, there is a map view for 'Mon 08/28' showing a location in Raynham, MA. The map includes a location pin, zoom in (+) and zoom out (-) buttons, and navigation arrows. The map shows streets like W Main St, S Worcester St, and John B Scott Blvd, and landmarks like Watson Pond State Park and Lake Sabbatia.

³ Max punch sets per day setting in the pay group configuration no longer applies

⁴ Location and map apply to punches accepted from AsureForce Mobile

- Adding miscellaneous pay is now easier, by double clicking the Misc Pay row this opens the Miscellaneous pay panel. Users can now Add, Edit and Delete without having to navigate to a separate screen.⁵ To close the Misc Pay panel, simply click the X (located in the right corner of the misc pay panel).

Important notes:

- Entries in miscellaneous pay that were generated via the Leave Request cannot be edited. To update a leave request, navigate to the leave request tab.
- Saving the time card will also save any changes made in the miscellaneous pay panel.
- Collapsing of sections (via User Preferences) has been discontinued in lieu of the new time card layout. Users can still choose to hide rows (e.g. Total Hrs, Reg, etc) via User Preferences.

⁵ The misc pay button on the top menu bar will be removed in lieu of the new panel. It will remain while we transition to the new panel.