



# **TIMECARD CHANGES AND IMPROVEMENTS**

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# Select Staff – Changes / Improvements

**Time Cards** <sup>1</sup>

Select Staff | Time Cards | Approval View

Clear All | Export | Select saved search

Pay Period Group: ALL PAYROLLS | Pay Period: 08/04/2025 to 08/17/2025 <sup>4</sup>

<input type="checkbox"/>	Staff ID <sup>2</sup>	Last Name	First Name	Middle	Employee Work Location	Bargaining Unit	Department	Active	Working Months
<input type="checkbox"/>	11928	Last Name 1	L	M	78	NR	Community Education	✓	
<input type="checkbox"/>	6721	Last Name 2	KE		14	KTA1	Hoover Elementary School	✓	
<input type="checkbox"/>	13029	Last Name 3	J	D	63	SUBS	Holmes Elementary School	✓	
<input type="checkbox"/>	13722	Last Name 4	S		62	CS9	Transportation Department	✓	
<input type="checkbox"/>	11755	Last Name 5	M		61	CSS	Non-Instructional Substitutes	✓	
<input checked="" type="checkbox"/>	14152	Last Name 6	J		62	CS9	Transportation Department	✓	
<input checked="" type="checkbox"/>	13838	Last Name 7	D		16	CS7	Edison Elementary School	✓	
<input checked="" type="checkbox"/>	4302	Last Name 8	T	M	63	SUBS		✓	
<input checked="" type="checkbox"/>	13453	Last Name 9	R		10	KTA1		✓	
<input checked="" type="checkbox"/>	11919	Last Name 10	D		61	CSS	Holmes Elementary School	—	
<input checked="" type="checkbox"/>	13587	Last Name 11	M		01	CS6	Kenmore West High School	✓	
<input checked="" type="checkbox"/>	13030	Last Name 12	N		61	CSS	Non-Instructional Substitutes	✓	
<input checked="" type="checkbox"/>	11835	Last Name 13	J		01	KTA1		✓	
<input type="checkbox"/>	7848	Last Name 14	L		02	C73F	Kenmore East High School	✓	
<input type="checkbox"/>	14112	Last Name 15	M		61	CSS	Hoover Middle School	—	
<input type="checkbox"/>	14241	Last Name 16	P		62	CS9	Transportation Department	✓	
<input type="checkbox"/>	11409	Last Name 17	J		71	NR	Administration-Business Office	✓	
<input type="checkbox"/>	4590	Last Name 18	D	J	02	KTA1	Coaching	✓	
<input type="checkbox"/>	11466	Last Name 19	K		10	CS7	Lindbergh Elementary School	—	
<input type="checkbox"/>	6674	Last Name 20	J	L	01	KTA1		✓	
<input type="checkbox"/>	14034	Last Name 21	E		62	CS9	Transportation Department	✓	

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[Select Staff] page changes and improvements:

1. Page load times significantly improved
2. The page displays only active Staff Positions with Timekeeping enabled
3. Staff checked here become the set of timecards for both the [Time Cards] and [Approval View] pages
4. Pay Period column is now a pulldown at the top of the page. Pay Period selection is also retained across the above pages

# Approval View – Changes / Improvements

**Time Cards**

Select Staff | Time Cards | Approval View

Note: Totals display the current stored value. You may need to view the time card or click recalculate to update selected totals.

Clear All | Pay Period: 08/04/2025 to 08/17/2025 | Select Action | Export | No saved searches | Default

View/Create	Last Name	First Name	Approved	Locked	Errors	Payroll Sign Off Date	Hours	OT Hours	Shift Diff Hours	Straight Time	Absences	Early In	Late In	Early Out
<input type="checkbox"/> View	ZWIRECKI	Last Name 1	L	✓		8/19/2025	?	?	?	?	0.000	0.000	0.000	0.000
<input type="checkbox"/> Create	ZWIERLEIN	Last Name 2	KE	?		?	?	?	?	?	0.000	?	?	?
<input type="checkbox"/> View	ZUNNER	Last Name 3	J	✓		8/19/2025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	ZUMMO	Last Name 4	S	✓		8/18/2025	?	?	?	?	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	ZUCCARI	Last Name 5	M	✓		8/19/2025	?	?	?	?	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	ZONA	Last Name 6	J	✓		8/19/2025	3.750	0.000	0.000	0.000	3.750	0.000	0.000	0.000
<input type="checkbox"/> View	ZOMERFELD	Last Name 7	D	✓		8/19/2025	1.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	ZOLDOWSKI	Last Name 8	T	✓		8/19/2025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	ZIRNHELD	Last Name 9	R	—		?	80.000	0.250	0.000	0.000	19.000	0.000	0.000	11.867
<input type="checkbox"/> View	ZIRNHELD	Last Name 10	D	✓		8/20/2025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	ZIRNHELD	Last Name 11	M	—		?	32.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> Create	ZIOLKOWSKI	Last Name 12	N	?		?	?	?	?	?	0.000	?	?	?
<input type="checkbox"/> View	ZIMMER	Last Name 13	J	✓		8/18/2025	1.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	ZILLIOX	Last Name 14	L	✓		8/21/2025	6.250	0.000	0.000	0.000	0.000	0.000	4.367	2.117
<input type="checkbox"/> View	ZIEGLER	Last Name 15	M	✓		8/21/2025	?	?	?	?	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	ZEMLA	Last Name 16	P	✓		8/19/2025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	ZEBULSKE	Last Name 17	J	✓		8/20/2025	?	?	?	?	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	ZANGHI	Last Name 18	D	✓		8/18/2025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	ZAKRZEWSKI	Last Name 19	K	✓		8/19/2025	?	?	?	?	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	ZACK	Last Name 20	J	—		?	40.000	0.000	0.000	0.000	0.000	0.000	0.350	1.283
<input type="checkbox"/> View	ZACCARIA	Last Name 21	E	✓		8/18/2025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

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## The [Approval View] page changes and Improvements:

- Significantly improved page load times
- Now a Standard Grid. Added:
  - a. Sort, Filter, Export,
  - b. Custom Layout, and Pagination Capabilities
- Column and row headers locked for both horizontal and vertical scrolling
- New columns for:
  - a. “Shift Diff Hours”
  - b. “Straight Time Hours”
  - c. “Approval Count”
  - d. “I am an Approver”
  - e. “Pending my Approval”
- Timecard “Action” buttons are grouped into a more space efficient pull-down list
- Wider Columns for reduced vertical scrolling:
  - a. “Errors”
  - b. “Approvers 1-3”
  - c. “Payroll Sign-off”
  - d. “Comments”

# Approval View – is now a Standard Grid

**Time Cards**

Select Staff | Time Cards | Approval View

Note: Totals display the current stored value. You may need to view the time card or click recalculate to update selected totals.

Clear All | Pay Period: 08/04/2025 to 08/17/2025 | Select Action | Export | No saved searches | Default

View/Create	Last Name	First Name	Approved	Locked	Errors	Payroll Sign Off Date	Hours	OT Hours	Shift Diff Hours	Straight Time	Absences	Early In	Late In	Early Out
<input type="checkbox"/> View	Last Name 1	L	—	✓		8/19/2025	?	?	?	?	0.000	0.000	0.000	0.000
<input type="checkbox"/> Create	Last Name 2	KE	—	?		?	?	?	?	?	0.000	?	?	?
<input type="checkbox"/> View	Last Name 3	J	—	✓		8/19/2025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 4	S	—	✓		8/18/2025	?	?	?	?	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 5	M	—	✓		8/19/2025	?	?	?	?	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 6	J	—	✓		8/19/2025	3.750	0.000	0.000	0.000	3.750	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 7	D	—	✓		8/19/2025	1.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 8	T	—	✓		8/19/2025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 9	R	✓	—		?	80.000	0.250	0.000	0.000	19.000	0.000	0.000	11.867
<input type="checkbox"/> View	Last Name 10	D	—	✓		8/20/2025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 11	M	✓	—		?	32.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> Create	Last Name 12	N	—	?		?	?	?	?	?	0.000	?	?	?
<input type="checkbox"/> View	Last Name 13	J	—	✓		8/18/2025	1.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 14	L	—	✓		8/21/2025	6.250	0.000	0.000	0.000	0.000	0.000	4.367	2.117
<input type="checkbox"/> View	Last Name 15	M	—	✓		8/21/2025	?	?	?	?	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 16	P	—	✓		8/19/2025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 17	J	—	✓		8/20/2025	?	?	?	?	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 18	D	—	✓		8/18/2025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 19	K	—	✓		8/19/2025	?	?	?	?	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 20	J	✓	—		?	40.000	0.000	0.000	0.000	0.000	0.000	0.350	1.283
<input type="checkbox"/> View	Last Name 21	E	—	✓		8/18/2025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Page 1 of 54 (1335 items) | Next | Show 25 items per page.

The [Approvals View] page is now a Standard Grid which has the following built-in capabilities:

- Sort** **Last Name** ▲  
Click the column header to sort the list in Ascending or Descending order
- Filter**   
Click the icon to filter the list
- Export** **Export**  
Select the rows to export, then click
- Custom Layout Settings**   
Add / remove or rearrange columns, then name and save the layout. Can set as default and/or share the layout.
- Pagination Settings**  
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- Menu Bar is now locked while scrolling vertically
- First 5 columns are also locked while scrolling horizontally

# Approval View – New Columns

**Time Cards**

Select Staff | Time Cards | Approval View

Note: Totals display the current stored value. You may need to view the time card or click recalculate to update selected totals.

Clear All | Pay Period: 08/04/2025 to 08/17/2025 | Select Action | Export | No saved searches | Default

View/Create	Last Name	First Name	Approved	Locked	Errors	Hours	OT Hours	Shift Diff Hours	Straight Time	Approval Count	I am an Approver	Pending My Approval	Absences	Estimated
<input type="checkbox"/> View	Last Name 1	L	—	?		?	?	?	?	?	?	—	0.000	
<input type="checkbox"/> Create	Last Name 2	KE	—	—		17.250	0.000	0.000	0.000	0	—	—	0.000	
<input type="checkbox"/> View	Last Name 3	J	—	?		?	?	?	?	?	?	—	0.000	
<input type="checkbox"/> View	Last Name 4	S	—	?		?	?	?	?	?	?	—	0.000	
<input type="checkbox"/> View	Last Name 5	M	—	?		?	?	?	?	?	?	—	0.000	
<input type="checkbox"/> View	Last Name 6	J	—	?		?	?	?	?	?	?	—	0.000	
<input type="checkbox"/> View	Last Name 7	D	—	?		?	?	?	?	?	?	—	0.000	
<input type="checkbox"/> View	Last Name 8	T	—	—		?	?	?	?	0	—	—	0.000	
<input type="checkbox"/> View	Last Name 9	R	✓	—		?	?	?	?	0	—	—	0.000	
<input type="checkbox"/> View	Last Name 10	D	—	?		?	?	?	?	?	?	—	0.000	
<input type="checkbox"/> View	Last Name 11	M	✓	—		?	?	?	?	0	—	—	0.000	
<input type="checkbox"/> Create	Last Name 12	N	—	?		?	?	?	?	?	?	—	0.000	
<input type="checkbox"/> View	Last Name 13	J	—	?		?	?	?	?	?	?	—	0.000	
<input type="checkbox"/> View	Last Name 14	L	—	—		?	?	?	?	0	—	—	0.000	
<input type="checkbox"/> View	Last Name 15	M	—	?		?	?	?	?	?	?	—	0.000	
<input type="checkbox"/> View	Last Name 16	P	—	?		?	?	?	?	?	?	—	0.000	
<input type="checkbox"/> View	Last Name 17	J	—	?		?	?	?	?	?	?	—	0.000	
<input type="checkbox"/> View	Last Name 18	D	—	?		?	?	?	?	?	?	—	0.000	
<input type="checkbox"/> View	Last Name 19	K	—	?		?	?	?	?	?	?	—	0.000	
<input type="checkbox"/> View	Last Name 20	J	✓	?		?	?	?	?	?	?	—	0.000	
<input type="checkbox"/> View	Last Name 21	E	—	?		?	?	?	?	?	?	—	0.000	

Page 1 of 54 (1335 items) | Show 25 items per page.

## Added new columns for:

- “Shift Diff Hours”  
Total worked hours that count toward Shift Differential 1-3 rates
- “Straight Time”  
Total worked hours that count as Straight Time
- “Approval Count”  
Total count (0-4) of approvers that have approved the timecard
- “I am an Approver”  
True: When the logged in user is an Approver of the timecard
- “Pending my Approval”  
True: When the logged in user is an Approver and has not yet approved the timecard

# Approval View – Moved the Actions Buttons

**Time Cards**

Select Staff | Time Cards | Approval View

Note: Totals display the current stored value. You may need to view the time card or click recalculate to update selected totals.

Clear All | Pay Period: 08/04/2025 to 08/17/2025 | Select Action | Export | No saved searches | Default

View/ Create	Last Name	First Name	Select Action	Locked	Errors	Payroll Sign Off Date	Hours	OT Hours	Shift Diff Hours	Straight Time	Absences	Early In	Late In	Early Out
<input type="checkbox"/> View	Last Name 1	L	Recalculate	✓		8/19/2025	?	?	?	?	0.000	0.000	0.000	0.000
<input type="checkbox"/> Create	Last Name 2	KE	Approve	?			?	?	?	?	0.000	?	?	?
<input type="checkbox"/> View	Last Name 3	J	Remove Approval	✓		8/19/2025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 4	S	Add Comment	✓		8/18/2025	?	?	?	?	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 5	M	Commit & Lock	✓		8/19/2025	?	?	?	?	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 6	J	Unlock	✓		8/19/2025	3.750	0.000	0.000	0.000	3.750	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 7	D		✓		8/19/2025	1.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 8	T		✓		8/19/2025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 9	R		✓			?	80.000	0.250	0.000	0.000	19.000	0.000	11.867
<input type="checkbox"/> View	Last Name 10	D		✓		8/20/2025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 11	M		✓			?	32.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> Create	Last Name 12	N		?			?	?	?	?	0.000	?	?	?
<input type="checkbox"/> View	Last Name 13	J		✓		8/18/2025	1.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 14	L		✓		8/21/2025	6.250	0.000	0.000	0.000	0.000	0.000	4.367	2.117
<input type="checkbox"/> View	Last Name 15	M		✓		8/21/2025	?	?	?	?	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 16	P		✓		8/19/2025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 17	J		✓		8/20/2025	?	?	?	?	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 18	D		✓		8/18/2025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 19	K		✓		8/19/2025	?	?	?	?	0.000	0.000	0.000	0.000
<input type="checkbox"/> View	Last Name 20	J		✓			?	40.000	0.000	0.000	0.000	0.000	0.350	1.283
<input type="checkbox"/> View	Last Name 21	E		✓		8/18/2025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

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The Timecard “Action” buttons are now grouped into a more space efficient pull-down list on the menu bar<sup>1</sup>:

- “Recalculate”  
Pops up a confirmation then performs a Recalculate on the checked<sup>2</sup> Timecards if confirmed
- “Approve”  
Approves the checked<sup>2</sup> Timecards after confirmation
- “Remove Approval”  
Removes your approval on the checked<sup>2</sup> Timecards after confirmation
- “Add Comment”  
Pops up a confirmation windows where you enter a comment and (when confirmed) appends the comment to the checked<sup>2</sup> timecards
- “Commit & Lock”  
Locks the checked<sup>2</sup> Timecards after confirmation  
Note: The confirmation window highlights the Pay Period being locked in red to help prevent you from locking the wrong Pay Period
- “Unlock”  
Unlocks the checked<sup>2</sup> Timecards after confirmation

<sup>1</sup> Rows where the action cannot be completed are skipped. Skipped rows are displayed after the action is finished in a pop-up window

<sup>2</sup> NOT checking at least one item is the same as checking ALL items

# Timecard – Improvements

The screenshot displays the 'Time Cards' interface for SMITH, ROBERT. The main table shows daily entries with columns for Date, Calendar Event Hours, Position & Schedule, Round In / Actual In, Round Out / Actual Out, Lunch (Minutes), Hours, Absence, Day Sum, and Week Sum. A summary table at the bottom provides totals for Position, Type, Hours, Shift Differential Hours, Hours Override, Base Pay Rate, Factor, Factor Override, Convert to Accrual, Conversion Amount (Hours), Final Pay Rate, Pay Rate Override, Pay Type, Pay, Budget Code, Budget Code Override, Allocation, and Comments.

## Timecard operability and performance improvements:

1. Improved page load times
2. You can now rebuild select parameters in the timecard (Position, Calendar, Schedule, Budget Codes, and/ or Pay Modifiers) without deleting the entire timecard
3. Traceability, approval workflow, and notification capabilities added to attendance overrides using Process Forms:
  - a. New Absence
  - b. Edit / Change / Cancel Absence
4. Timecard auditing improvements
5. Button display is “smarter”. They are not shown if your Role doesn’t allow the action, greyed out if the current conditions don’t allow the action but under other conditions it’s allowed
6. System will notify you now with a “Red Box” error when changing to a Pay Period that the current Timecard’s Staff Position is not active in
7. Shift Notes can now be individually edited or deleted

# Timecard – Improvements (cont'd)

Time Cards

Select Staff: SMITH, ROBERT | Time Cards | Approval View | CUSTO: APPROVER 1 | APPROVER 2 | APPROVER 3 | 10a

Pay Period: 06/23/2025 to 07/06/2025

Buttons: Delete Row, Approve, Remove Approval, Remove Lower Approvals, Commit & Lock, Reapply Parameters, Save/Recalculate

Date	Calendar Event Hours	Position & Schedule	Round In / Actual In	Round Out / Actual Out	Lunch (Minutes)	Hours	Absence	Day Sum	Week Sum	Shift Note
Mon 6/23		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:56 AM	2:30 PM / 2:32 PM	30	8.000		8.000	8.000	
Tue 6/24		CUSTO: 6:00 AM - 2:30 PM					8 (8.000H)	8.000	16.000	
Wed 6/25		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:59 AM	2:30 PM / 2:27 PM	30	8.000		8.000	24.000	
Thu 6/26		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:51 AM	2:30 PM / 2:25 PM	30	8.000		8.000	32.000	
Fri 6/27		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:52 AM	2:30 PM / 2:27 PM	30	8.000		8.000	40.000	
Sat 6/28		AncJob: Building Check K	10:15 AM / 10:20 AM	1:00 PM / 12:58 PM		2.750		2.750	42.750	
Sun 6/29		AncJob: Building Check K	9:30 AM / 9:28 AM	12:00 PM / 12:01 PM		2.500		2.500	45.250	
Mon 6/30		CUSTO: 6:00 AM - 2:30 PM	6:30 AM / 6:28 AM	2:30 PM / 2:35 PM	30	8.000	LW (0.500H)	8.000	8.000	
Tue 7/01		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 6:00 AM	2:30 PM / 2:27 PM	30	8.000		8.000	16.000	
Wed 7/02		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 6:00 AM	11:00 AM / 10:59 AM		5.000	8 (3.500H)	8.500	24.500	
Thu 7/03		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:59 AM	2:30 PM / 2:28 PM	30	8.000		8.000	32.500	
Fri 7/04	8.000	CUSTO: - - - - -						8.000	40.500	
Sat 7/05								-	-	
Sun 7/06								-	-	

Totals: 77.750 0.00 77.750 \$1523.58

Position	Type	Hours	Shift Differential	Hours Override	Base Pay Rate	Factor	Factor Override	Convert to Accrual	Conversion Amount (Hours)	Final Pay Rate	Pay Rate Override	Pay Type	Pay	Budget Code	Budget Code Override	Allocation	Comments
CUSTODIAN	Regular Hours	48.000			\$19.41	1.00				\$19.41		Hourly	\$931.68	A-1620-160-99-0000	Fund	100.00000	
CUSTODIAN	Regular Hours	24.500			\$20.00	1.00				\$20.00		Hourly	\$490.00	A-1620-160-99-0000	Fund	100.00000	
CUSTODIAN	Ancillary Job: Building Check K	5.250			\$19.41	1.50				\$29.12		Hourly	\$101.90	A-1620-160-99-8000	Fund	100.00000	
Totals		77.750	0.00										\$1523.58				

Buttons: Add Totals Row, Delete Row, Save/Recalculate

## More efficient use of space:

- Condensed the legacy timecard's "Add Row" button and "Ancillary Job" columns into the new add row button
- Punch info reduced to one line
- Eliminated columns:
  - "Approvals" – moved to the top of the page. Now Lists the approver 1-3's name and the status of their approval
  - "Calendar Event" column – is now an Icon
- Combined "Cancel", "Absence Request", "Accrual Amount", "Cancel", "Accrual Amount Override", and "Accrual Units" into a single "Absence" Column
- Combined "Schedule In", "Schedule" Out into a single "Position & Schedule" column

# Timecard Operability – Adding Shifts

The screenshot displays the 'Time Cards' interface for user SMITH, ROBERT. A modal window 'Add Row on 9/4/2025' is open, showing the employee name (ROBERT SMITH), position (BUS DRIVER RPT), and an 'Anc. Job' field. A 'Create' button is highlighted with a blue circle and the number 3. A red box highlights the plus icon on the calendar for Friday, 9/4/2025, with a blue circle and the number 1. A blue circle with the number 2 points to the Position dropdown menu. Below the calendar is a summary table with columns for Position, Type, Hours, Shift Differential Hours, Hours Override, Base Pay Rate, Factor, Factor Override, Convert to Accrual, Conversion Amount (Hours), Final Pay Rate, Pay Rate Override, Pay Type, Pay, Budget Code, Budget Code Override, Allocation, and Comments. The summary table shows a total of 77.750 hours and a total pay of \$1523.58.

Click **+** to add a shift to the Timecard. Elevated Users<sup>1</sup>, Approvers<sup>3</sup>, and Employees<sup>2</sup> can add shifts to Timecards:

1. Click the plus icon **+** on the day you need to add a shift
2. Select the Position from the pull-down list
3. Click [Create]
4. The system will add a blank row\* to the Timecard for you to populate

\* You can add multiple rows, [Save/Recalculate] is no longer required for each row

<sup>1</sup> Administrators, Attendance Administrator, HR Admin, Business Office

<sup>2</sup> The Employee for the Timecard when allowed by a Position setting.

<sup>3</sup> Approvers 1-3 are set on the Position

# Timecard Operability – Adding Ancillary Jobs

**Add Row on 9/4/2025**

Employee: ROBERT SMITH  
 Position: BUS DRIVER RPT  
 Anc. Job: Field Trip

Buttons: Create, Cancel

Position	Type	Hours	Shift Differential Hours	Hours Override	Base Pay Rate	Factor	Factor Override	Convert to Accrual	Conversion Amount (Hours)	Final Pay Rate	Pay Rate Override	Pay Type	Pay	Budget Code	Budget Code Override	Allocation	Comments
CUSTODIAN	Regular Hours	48.000			\$19.41	1.00				\$19.41		Hourly	\$931.68	A-1620-160-99-0000	Fund	100.00000	
CUSTODIAN	Regular Hours	24.500			\$20.00	1.00				\$20.00		Hourly	\$490.00	A-1620-160-99-0000	Fund	100.00000	
CUSTODIAN	Ancillary Job: Building Check K	5.250			\$19.41	1.50				\$29.12		Hourly	\$101.90	A-1620-160-99-8000	Fund	100.00000	
<b>Totals</b>		<b>77.750</b>	<b>0.00</b>										<b>\$1523.58</b>				

Click **+** to add an Ancillary Job to the Timecard. Elevated Users<sup>1</sup>, Approvers<sup>3</sup>, and Employees<sup>2</sup> can add Ancillary Jobs to Timecards:

1. Click the plus **+** icon on the day you need to add an Ancillary Job
2. Select the Position from the pull-down list
3. Select “Anc. Job” from the pull-down list
  - If “Anc. Job” is not selectable, the Position does not have Ancillary Jobs setup. Contact your Solution Architect or Administrator
4. Click [Create]
5. The system will add a blank Ancillary Job row to the Timecard for you to populate

<sup>1</sup> Administrators, Attendance Administrator, HR Admin, Business Office

<sup>2</sup> The Employee for the Timecard when allowed by a Position setting.

<sup>3</sup> Approvers 1-3 are set on the Position

# Timecard Operability – Deleting Rows

**Delete Row Confirmation**

Selected record(s): 3 Confirm selected record(s): 3

Please confirm you would like to delete the selected rows and all of their corresponding content. Note: Punch data will not be deleted, if desired please use the delete button next to the punch to remove.

Confirm Delete(s) Cancel

Position	Type	Hours	Shift Differential Hours	Hours Override	Base Pay Rate	Factor	Factor Override	Convert to Accrual	Conversion Amount (Hours)	Final Pay Rate	Pay Rate Override	Pay Type	Pay	Budget Code	Budget Code Override	Allocation	Comments
CUSTODIAN	Regular Hours	48.000			\$19.41	1.00				\$19.41		Hourly	\$931.68	A-1620-160-99-0000	Fund	100.00000	
CUSTODIAN	Regular Hours	24.500			\$20.00	1.00				\$20.00		Hourly	\$490.00	A-1620-160-99-0000	Fund	100.00000	
CUSTODIAN	Ancillary Job: Building Check K	5.250			\$19.41	1.50				\$29.12		Hourly	\$101.90	A-1620-160-99-8000	Fund	100.00000	
Totals		77.750	0.00	77.750									\$1523.58				

Click **Delete Row** to delete a row on the Timecard. Elevated Users<sup>1</sup>, Approvers<sup>3</sup>, and Employees<sup>2</sup> can delete rows:

1. Check the row(s) you want deleted
2. Click **Delete Row**
3. Confirm the selected record count in the pop-up
4. Click [Confirm Delete(s)]

Note:

- Remove all row Punches before deleting, otherwise [Delete Row] will only clear the schedule, comments, and overrides
- [Reapply Parameters] will restore the row (unless it was manually entered)

<sup>1</sup> Administrators, Attendance Administrator, HR Admin, Business Office

<sup>2</sup> The Employee for the Timecard when allowed by a Position setting.

<sup>3</sup> Approvers 1-3 are set on the Position

# Timecard Operability – Overrides

The screenshot displays the 'Time Cards' interface for user SMITH, ROBERT. The main table shows a calendar view from Monday, August 23 to Sunday, August 30. Each row represents a day with columns for Date, Calendar Event Hours, Position & Schedule, Round In / Actual In, Round Out / Actual Out, Lunch (Minutes), Hours, Absence, Day Sum, Week Sum, and Shift Note. Several cells are highlighted in orange, indicating overrides. A pop-up window titled 'Edit Absence' is visible, showing options to 'Submit Change Request' or 'View Form'. Below the main table is a 'Totals' tab with a detailed breakdown of hours, rates, and pay for each day.

Position	Type	Hours	Shift Differential Hours	Hours Override	Base Pay Rate	Factor	Factor Override	Convert to Accrual	Conversion Amount (Hours)	Final Pay Rate	Pay Rate Override	Pay Type	Pay	Budget Code	Budget Code Override	Allocation	Comments
CUSTODIAN	Regular Hours	48.000			\$19.41	1.00				\$19.41		Hourly	\$931.68	A-1620-160-99-0000		100.00000	
CUSTODIAN	Regular Hours	24.500			\$20.00	1.00				\$20.00		Hourly	\$490.00	A-1620-160-99-0000		100.00000	
CUSTODIAN	Ancillary Job: Building Check K	5.250			\$19.41	1.50				\$29.12		Hourly	\$101.90	A-1620-160-99-8000		100.00000	
Totals		77.750	0.00	77.750									\$1523.58				

Most fields on the Timecard and Totals Tab can be overridden:

1. Timecard Overrides: Elevated Users<sup>1</sup>, Approvers<sup>3</sup>, and Employees<sup>2</sup> can override values on the Timecard (top panel)
2. Totals Tab Overrides: Only Elevated Users<sup>1</sup> can override values on the timecard's Totals Tab (lower panel)
3. Cells that have been overridden are highlighted orange
4. Attendance overrides have an orange (edit) or grey (new) pencil icon
5. Clicking the wrench will pop-up override details
6. Clicking the orange pencil will allow you to view the completed absence form, cancel or edit the request

<sup>1</sup> Administrators, Attendance Administrator, HR Admin, Business Office

<sup>2</sup> The Employee for the Timecard when allowed by a Position setting.

<sup>3</sup> Approvers 1-3 are set on the Position

# Timecard Operability – Overrides (Attendance)

**Edit Absence** (5b)  
The Absence you are editing is not fully approved, please select an action below to continue.  
Please pick an Action\*  
 Cancel Existing Request  
 Cancel Existing Request and Submit new Request  
 View Form  
**Warning: Selecting a Cancel option and clicking Continue will immediately cancel the existing form and require a resubmission of the form to recover the Absence.**  
 Continue Cancel

**Initiate** (4)  
Selected record(s): 1  
Absence Information  
Please select the digital process you would like to start:  
Form Category\* Form\*  
Absence Request Forms Absence Request  
Date Range\* [Full day]  
Start Date\* 8/20/2025 [Update Date]  
Position\* DIRECTOR REGIONAL EDUCATION CTR FOR ECO  
Absence Code\* (Sick - Available: 180.25 (Hours))  
Comments  
Absence Request  
Create Form(s) Cancel

**Edit Absence** (5a)  
The Absence you are editing can be changed by submitting a change request form, please select an action below to continue.  
Please pick an Action\*  
 Submit Change Request  
 View Form  
 Continue Cancel

**Edit Absence** (5c)  
The Absence you are editing has an Existing Change Request associated, please select an action below to continue.  
Please pick an Action\*  
 Cancel Existing Change Request  
 Cancel Existing Change Request and Submit new Change Request  
 View Form  
**Warning: Selecting a Cancel option and clicking Continue will immediately cancel the existing form and require a resubmission of the form to recover the Absence.**  
 Continue Cancel

1. Timecard Attendance Overrides now use Process Forms. Use your existing (or setup a new) form for Timecard Attendance overrides as you would any other Absence or Change Request form

2. Entries are still Color Coded by status:

- Green = Approved S (8.000H)
- Red = Pending P (8.000H)

3. The legacy “Cancel”, “Absence Request”, “Accrual Amount”, “Cancel, Accrual Amount Override”, and “Accrual Units” Columns consolidated into a single “Absences” Column to minimize scrolling:

- Absence Code
- Accrual Amount
- Accrual Units (H = Hours, D = Days)

4. Clicking will now pop up a window where you select from of list of pre-configured Absence Request forms

5. Clicking will allow you to change, edit, or cancel an existing request based on its state:

- Past / Approved Absence Requests:** Submit a Change Request, or Cancel
- Pending or Future Request:** Cancel, or Edit\* it
- Approved Change Request:** Cancel, or Edit\* it

\* Edit will Cancel the existing and resubmit a new request form of the same type

# Timecard Operability – Overrides (New Absences)


The screenshot displays the 'Time Cards' interface for SMITH, ROBERT. The main table shows a grid of dates from Mon 6/23 to Mon 6/30. A red box highlights a specific timecard entry for Mon 6/23, which shows an absence of 8.000 hours. A blue arrow points from this entry to a pop-up form titled 'Initiate'.

The 'Initiate' form contains the following fields:

- Selected record(s):** 1
- Absence Information**
- Please select the digital process you would like to start:**
- Form Category\*:** Absence Request Forms
- Form\*:** Absence Request
- Date Range\*:** Full day
- Start Date\*:** 8/20/2025
- Position\*:** DIRECTOR REGIONAL EDUCATION CTR FOR ECO
- Absence Code\*:** Sick - Available: 180.25 (Hours)
- Comments:** (Text area)

At the bottom of the form, there are buttons for 'Create Form(s)' and 'Cancel'.

## New Absences now open a preconfigured Absence Request Process Form:

1. Click  on the timecard
2. From the pop-up, select a "Form\*" from the drop-down list
  - If the list is empty, contact your Solution Architect
3. Select a "Date Range\*" from the drop-down list
4. Select a "Position\*" from the drop-down list
5. Select an "Absence Code\*" from the drop-down list
6. Click [Create Form(s)]

# Timecard Operability – Overrides (Edit Absences)

The screenshot displays the 'Time Cards' interface for user SMITH, ROBERT. The main view is a calendar grid for the pay period 06/23/2025 to 07/06/2025. The grid shows dates from Mon 6/23 to Sun 7/06. The 'Absence' column for Mon 6/23 is highlighted in red, and a pencil icon is visible next to it. A pop-up window titled 'Edit Absence' is overlaid on the calendar, containing instructions and action options. Below the calendar, an 'Initiate' form is shown, which includes fields for 'Absence Information', 'Form Category', 'Date Range', 'Position', and 'Absence Code'. The form is also annotated with numbered steps 1 through 5.

**Edit Absence Pop-up:**

The Absence you are editing is in the future and can not be changed with a change request, please select an action below to continue.

Please pick an Action\*

- Cancel Existing Request
- Cancel Existing Request and Submit new Request
- View Form

Warning: Selecting a Cancel option and clicking Continue will immediately cancel the existing form and require a resubmission of the form to recover the Absence.

Buttons: Continue, Cancel

**Initiate Form:**

1. Selected record(s): Absence Information

Please select the digital process you would like to start:

Form Category\*  
Absence Request Forms

Form\*  
Attendance Grid Initiated Absence Request

4. Date Range\*  
Full day  
Start Date\*  
9/11/2025

Position\*  
DIRECTOR REGIONAL EDUCATION CTR FOR ECO

Absence Code\*

Comments

5. Attendance Grid Initiated Absence Request

Buttons: Create Form(s), Cancel

Pending, future requests **P (8.000H)** and approved Change Requests **S (8.000H)** can be Edited:

1. Select any future pending or approved Absence Request by clicking on the pencil
2. From the “Edit Absence” Pop-up select:
  - a. “Cancel Existing Request and Submit a new Request”
3. Click [Continue]
4. The system will then:
  - a. Cancel the exiting form and credit your balances
  - b. Launch a new Absence Request Form
5. Fill out the new form and click [Create Form]

# Timecard Operability – Overrides (Cancel Absences)

**Edit Absence**  
The Absence you are editing is not fully approved, please select an action below to continue.

Please pick an Action\*

- Cancel Existing Request **2**
- Cancel Existing Request and Submit new Request
- View Form

**Warning: Selecting a Cancel option and clicking Continue will immediately cancel the existing form and require a resubmission of the form to recover the Absence.**

Date	Shift	Start	End	Hours	Rate	Amount	Day Sum	Week Sum	Shift Note
Mon 6/23							0.000	8.000	
Tue 6/24							0.000	16.000	
Wed 6/25							0.000	24.000	
Thu 6/26							0.000	32.000	
Fri 6/27							8.000	40.000	
Sat 6/28	AncJob: Building Check K	10:15 AM / 10:20 AM	1:00 PM / 12:58 PM	2.750			2.750	42.750	
Sun 6/29	AncJob: Building Check K	9:30 AM / 9:28 AM	12:00 PM / 12:01 PM	2.500			2.500	45.250	
Mon 6/30	CUSTO: 6:00 AM - 2:30 PM	6:30 AM / 6:28 AM	2:30 PM / 2:35 PM	30	8.000		8.000	8.000	
Tue 7/01	CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 6:00 AM	2:30 PM / 2:27 PM	30	8.000		8.000	16.000	
Wed 7/02	CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 6:00 AM	11:00 AM / 10:59 AM	5.000	8.000		8.000	24.500	
Thu 7/03	CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:59 AM	2:30 PM / 2:28 PM	30	8.000		8.000	32.500	
Fri 7/04	CUSTO: 8.000						8.000	40.500	
Sat 7/05							-	-	
Sun 7/06							-	-	

Position	Type	Hours	Shift Differential Hours	Hours Override	Base Pay Rate	Factor	Factor Override	Convert to Accrual	Conversion Amount (Hours)	Final Pay Rate	Pay Rate Override	Pay Type	Pay	Budget Code	Budget Code Override	Allocation	Comments
CUSTODIAN	Regular Hours	48.000			\$19.41	1.00				\$19.41		Hourly	\$931.68	A-1620-160-99-0000	Fund Code	100.00000	
CUSTODIAN	Regular Hours	24.500			\$20.00	1.00				\$20.00		Hourly	\$490.00	A-1620-160-99-0000	Fund Code	100.00000	
CUSTODIAN	Ancillary Job: Building Check K	5.250			\$19.41	1.50				\$29.12		Hourly	\$101.90	A-1620-160-99-8000	Fund Code	100.00000	
Totals		77.750	0.00	77.750									\$1523.58				

Absence Requests can be canceled from the timecard:

1. Select any Absence Request by clicking on its orange pencil
2. From the “Edit Absence” Pop-up select:
  - a. “Cancel Existing Request”
3. Click [Continue]

The system will then remove the Absence from the timecard by canceling the existing form and crediting your balance

# Timecard Operability – Overrides (Change Requests)

**Edit Absence**  
The Absence you are editing can be changed by submitting a change request form, please select an action below to continue.

Please pick an Action\*

Submit Change Request

View Form

**Initiate**  
Selected record(s):  
Attendance Change Information

Please select the digital process you would like to start:  
Form Category\*  
Change Absence Requests

Form\*  
Attendance Grid Initiated Change Request

Select\*

Remove Absence Request (I was present)

Edit Absence

Date	Last Name	First Name	Absence Code	Total Time	Am / Pre	Accrual Units	Start Time	End Time
9/2/2025	SMITH	LIZA	S	7.5	Hours		9/2/2025	9/2/2025

Absence Code\*  
Sick - Available: 165.25 (Hours)

From  
Hour\* 8 AM Minute\* 0

To  
Hour\* 4 PM Minute\* 0

1 Check "Deduct Scheduled Lunch" when you want your scheduled lunch to be deducted from the total duration of the absence request.

Comments

Attendance Grid Initiated Change Request

Hours	Absence	Day	Day Sum	Week Sum	Shift Note
8.000	-	-	8.000	8.000	
8.000	S (8.000H)	-	8.000	16.000	
8.000	-	-	8.000	24.000	
8.000	-	-	8.000	32.000	
8.000	-	-	8.000	40.000	
2.750	-	-	2.750	42.750	
2.500	-	-	2.500	45.250	
8.000	LW (8.000H)	-	8.000	8.000	
8.000	-	-	8.000	16.000	
5.000	S (3.500H)	-	5.000	24.500	
8.000	-	-	8.000	32.500	
-	-	-	-	40.500	
-	-	-	-	-	
-	-	-	-	-	

Hourly Pay Rate	Pay Rate Override	Pay Type	Pay	Budget Code	Budget Code Override	Allocation	Comments
\$19.41		Hourly	\$931.68	A-1620-160-99-0000	Fund Code	100.00000	
\$20.00		Hourly	\$490.00	A-1620-160-99-0000	Budget Code	100.00000	
\$29.12		Hourly	\$101.90	A-1620-160-99-8000	Budget Code	100.00000	
\$1523.58							

Past / Approved Absence Requests are now overridden using a Change Request Process form:

1. Click S (8.000H) any approved Absence Request (green)
2. IF the Absence is a Past / Approved Absence Request, then the system will prompt you to:
  - a. Submit a Change Request form, or
  - b. View the form
3. Select "Submit a Change Request"
4. Click [Continue]
5. From the pop-up, select a "Form\*" from the dropdown list
  - If the list is empty, contact your Solution Architect
6. IF you want to cancel the request, select
  - a. "Remove the Absence Request (I was present)"
 and the system will remove the request and credit your balances
7. Otherwise, Select "Edit Absence"
  - a. You can then change the "Absence Code\*" from the drop-down list and/or
  - b. Change "From" and/or "To" times
8. Click [Create Form(s)]

# Timecard Operability – Overrides (Punches)

**Time Cards**  
 Select Staff: SMITH, ROBERT | Time Cards | Approval View | CUSTO: APPROVER 1 | APPROVER 2 | APPROVER 3

Pay Period: 06/23/2025 to 07/06/2025

Date	Calendar Event Hours	Position & Schedule	Round In / Actual In	Round Out / Actual Out	Lunch (Minutes)	Hours	Absence	Day Sum	Week Sum	Shift Note
Mon 6/23		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:56 AM	2:30 PM / 2:32 PM	30	8.000		8.000	8.000	
Tue 6/24		CUSTO: 6:00 AM - 2:30 PM						8.000	16.000	
Wed 6/25		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 8:00 AM	3:00 PM / 3:00 PM				8.000	24.000	
Thu 6/26		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:51 AM	2:30 PM / 2:25 PM	30	8.000		8.000	32.000	
Fri 6/27		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:52 AM	2:30 PM / 2:27 PM	30	8.000		8.000	40.000	
Sat 6/28		AncJob: Building Check K	10:15 AM / 10:20 AM	1:00 PM / 12:58 PM				2.750	42.750	
Sun 6/29		AncJob: Building Check K	9:30 AM / 9:28 AM	12:00 PM / 12:01 PM				2.500	45.250	
Mon 6/30		CUSTO: 6:00 AM - 2:30 PM	6:30 AM / 6:28 AM	2:30 PM / 2:30 PM				8.000	8.000	
Tue 7/01		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 6:00 AM	2:30 PM / 2:27 PM				8.000	16.000	
Wed 7/02		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 6:00 AM	11:00 AM / 10:59 AM		5.000		8.500	24.500	
Thu 7/03		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:59 AM	2:30 PM / 2:28 PM	30	8.000		8.000	32.500	
Fri 7/04	8.000	CUSTO: -						8.000	40.500	

**Totals** | Comments | History | Information | Calculation Parameters | Leave Balances | Legacy History

Position	Type	Hours	Shift Differential Hours	Hours Override	Base Pay Rate	Factor	Factor Override	Convert to Accrual	Conversion Amount (Hours)	Final Pay Rate	Pay Rate Override	Pay Type	Pay	Budget Code	Budget Code Override	Allocation	Comments
CUSTODIAN	Regular Hours	48.000			\$19.41	1.00				\$19.41		Hourly	\$931.68	A-1620-160-99-0000	Fund	100.00000	
CUSTODIAN	Regular Hours	24.500			\$20.00	1.00				\$20.00		Hourly	\$490.00	A-1620-160-99-0000	Fund	100.00000	
CUSTODIAN	Ancillary Job: Building Check K	5.250			\$19.41	1.50				\$29.12		Hourly	\$101.90	A-1620-160-99-8000	Fund	100.00000	
<b>Totals</b>		77.750	0.00										\$1523.58				

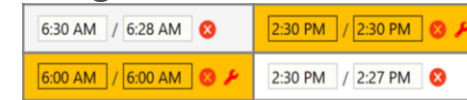
Add Totals Row | Delete Row | Save/Recalculate

Punches can be overridden on unlocked / unapproved<sup>1</sup> timecards:

1. New / overridden punches are highlighted orange with a blue wrench



2. Missed / overridden punches are highlighted orange with a red wrench



3. Clicking the red X deletes the punch

<sup>1</sup>Approved timecards (top panel) can *not* be modified. The Totals Tab (lower panel) however, can be modified when approved but not after it's been locked

# Timecard Operability – Overrides (Fields and Shift Notes)

**Time Cards**  
 Select Staff: SMITH, ROBERT | Time Cards | Approval View | CUSTO: APPROVER 1 | APPROVER 2 | APPROVER 3  
 Pay Period: 06/23/2025 to 07/06/2025  
 Actions: Delete Row, Approve, Remove Approval, Remove Lower Approvals, Commit & Lock, Reapply Parameters, Save/Recalculate

Date	Calendar Event Hours	Position & Schedule	Round In / Actual In	Round Out / Actual Out	Lunch (Minutes)	Hours	Absence	Day Sum	Week Sum	Shift Note
Mon 6/23		CUSTO: 6:30 AM - 2:30 PM	6:00 AM / 5:56 AM	2:30 PM / 2:32 PM	60	8.000	-	8.000	8.000	
Tue 6/24		CUSTO: 6:00 AM - 2:30 PM					S (8.000H)	8.000	16.000	
Wed 6/25		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 8:00 AM	3:00 PM / 3:00 PM	30	8.000	-	8.000	24.000	
Thu 6/26		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:51 AM	2:30 PM / 2:25 PM	30	8.000	-	8.000	32.000	
Fri 6/27		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:52 AM	2:30 PM / 2:27 PM	30	8.000	-	8.000	40.000	
Sat 6/28		AncJob: Building Check K	10:15 AM / 10:20 AM	1:00 PM / 12:58 PM		2.750	-	2.750	42.750	
Sun 6/29		AncJob: Building Check K	9:30 AM / 9:28 AM	12:00 PM / 12:01 PM		2.500	-	2.500	45.250	
Mon 6/30		CUSTO: 6:00 AM - 2:30 PM	6:30 AM / 6:28 AM	2:30 PM / 2:30 PM	30	8.000	LW (0.500H)	8.000	8.000	
Tue 7/01		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 6:00 AM	2:30 PM / 2:27 PM	30	8.000	-	8.000	16.000	
Wed 7/02		Calendar Event Hours Override Original Hours: 3.0000 Original Rate: 3.0000 on: 06/26/2025 10:24 AM By: James M. Galloway (SchoolFront Support)	6:00 AM / 6:00 AM	11:00 AM / 10:59 AM		5.000	S (3.500H)	8.500	24.500	
Thu 7/03		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:59 AM	2:30 PM / 2:28 PM	30	8.000	-	8.000	32.500	
Fri 7/04		CUSTO: 6:00 AM - 2:30 PM					-	8.000	40.500	
Sat 7/05							-	-	-	
Sun 7/06							-	-	-	

Position	Type	Hours	Shift Differential Hours	Hours Override	Base Pay Rate	Factor	Factor Override	Convert to Accrual	Conversion Amount (Hours)	Final Pay Rate	Pay Rate Override	Pay Type	Pay	Budget Code	Budget Code Override	Allocation	Comments
CUSTODIAN	Regular Hours	48.000			\$19.41	1.00				\$19.41		Hourly	\$931.68	A-1620-160-99-0000	Fund	100.00000	
CUSTODIAN	Regular Hours	24.500			\$20.00	1.00				\$20.00		Hourly	\$490.00	A-1620-160-99-0000	Fund	100.00000	
CUSTODIAN	Ancillary Job: Building Check K	5.250			\$19.41	1.50				\$29.12		Hourly	\$101.90	A-1620-160-99-8000	Fund	100.00000	
<b>Totals</b>		<b>77.750</b>	<b>0.00</b>										<b>\$1523.58</b>				

Most fields can be overridden on unlocked / un-approved timecards by Elevated Users<sup>1</sup>, Approvers<sup>3</sup>, and Employees<sup>2</sup>:

- Overridable Timecard Fields:
  - “Calendar Event Hours”
  - “Position & Schedule”
  - “Lunch (minutes)” and
  - “Hours”
- Cells that have been overridden are highlighted orange
- Clicking the blue wrench will pop-up override details
- Click to add a Shift Note

<sup>1</sup> Administrators, Attendance Administrator, HR Admin, Business Office

<sup>2</sup> The Employee for the Timecard when allowed by a Position setting

<sup>3</sup> Approvers 1-3 are set on the Position

# Timecard Operability – Overrides (Totals Tab)

**Time Cards**  
 Select Staff: SMITH, ROBERT | Prev | 1 of 1 | Next | Pay Period: 06/23/2025 to 07/06/2025

Date	Calendar Event Hours	Position & Schedule	Round In / Actual In	Round Out / Actual Out	Lunch (Minutes)	Hours	Absence	Day Sum	Week Sum	Shift Note
Mon 6/23		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:56 AM	2:30 PM / 2:32 PM	30	8.000		8.000	8.000	
Tue 6/24		CUSTO: 6:00 AM - 2:30 PM					S (6.000H)	8.000	16.000	
Wed 6/25		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 8:00 AM	3:00 PM / 3:00 PM	30	8.000		8.000	24.000	
Thu 6/26		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:51 AM	2:30 PM / 2:25 PM	30	8.000		8.000	32.000	
Fri 6/27		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:52 AM	2:30 PM / 2:27 PM	30	8.000		8.000	40.000	
Sat 6/28		AncJob: Building Check K	10:15 AM / 10:20 AM	1:00 PM / 12:58 PM		2.750		2.750	42.750	
Sun 6/29		AncJob: Building Check K	9:30 AM / 9:28 AM	12:00 PM / 12:01 PM		2.500		2.500	45.250	
Mon 6/30		CUSTO: 6:00 AM - 2:30 PM	6:30 AM / 6:28 AM	2:30 PM / 2:30 PM	30	8.000	LW (0.500H)	8.000	8.000	
Tue 7/01		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 6:00 AM	2:30 PM / 2:27 PM	30	8.000		8.000	16.000	
Wed 7/02		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 6:00 AM	11:00 AM / 10:59 AM		5.000	S (3.500H)	8.500	24.500	
Thu 7/03		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:59 AM	2:30 PM / 2:28 PM	30	8.000		8.000	32.500	
Fri 7/04	8.000	CUSTO: -						8.000	40.500	
Sat 7/05								-	-	
Sun 7/06								-	-	

**Totals Tab**

Position	Type	Hours	Shift Differential Hours	Hours Override	Base Pay Rate	Factor	Factor Override	Convert to Accrual	Conversion Amount (Hours)	Final Pay Rate	Pay Rate Override	Pay Type	Pay	Budget Code	Budget Code Override	Allocation	Comments
CUSTODIAN	Regular Hours	47.500		50.000	\$19.41	1.00				\$19.41		Hourly	\$970.50	A-1620-160-99-0000	Fund	100.00000	
CUSTODIAN	Regular Hours	40.500			\$20.00	1.00				\$20.00		Hourly	\$810.00	A-1620-160-99-0000	Fund	100.00000	
CUSTODIAN	Ancillary Job: Building Check K	5.250			\$19.41	1.50	1.00			\$19.41	30.00	Hourly	\$157.50	A-1620-160-99-8000	Fund	100.00000	
<b>Totals</b>		<b>93.250</b>	<b>0.00</b>										<b>\$1938.00</b>				

**Unassigned**  
 Straight Time  
 Weekly Overtime  
 Holiday  
 Consecutive Days  
 Shift Differential 1  
 Shift Differential 2  
 Shift Differential 3

**Position:** CUSTODIAN | **Totals Type:** Unassigned

**Add Row To Totals** | **Cancel**

Most Totals Tab fields can be overridden on unlocked timecards by Elevated Users<sup>1</sup>:

- Add Totals Row** adds a new blank row to the Totals Tab
- Delete Row** removes selected row(s) from the totals tab
- Like the timecard pane, overridden cells are highlighted orange (without a wrench)
- Both Regular and OT Hours can be converted to Accruals
- Totals tab override details can be viewed on the History tab

<sup>1</sup> Administrators, Attendance Administrator, HR Admin, Business Office

# Timecard Operability – Approvals

**Time Cards**  
 Select Staff: SMITH, ROBERT  
 Pay Period: 06/23/2025 to 07/06/2025  
 Approver View: CUSTO: Emp APPROVER ONE APPROVER TWO APPROVER THREE

Date	Calendar Event Hours	Position & Schedule	Round In / Actual In	Round Out / Actual Out	Lunch (Minutes)	Hours	Absence	Day Sum	Week Sum	Shift Note
Mon 6/23		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:56 AM	2:30 PM / 2:32 PM	30	8.000		8.000	8.000	
Tue 6/24		CUSTO: 6:00 AM - 2:30 PM					S (8.000H)	8.000	16.000	
Wed 6/25		CUSTO: 6:00 AM - 2:30 PM								
Thu 6/26		CUSTO: 6:00 AM - 2:30 PM								
Fri 6/27		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:52 AM	2:30 PM / 2:27 PM	30	8.000		8.000	40.000	
Sat 6/28		AncJob: Building Check K	10:15 AM / 10:20 AM	1:00 PM / 12:58 PM		2.750		2.750	42.750	
Sun 6/29		AncJob: Building Check K	9:30 AM / 9:28 AM	12:00 PM / 12:01 PM		2.500		2.500	45.250	
Mon 6/30		CUSTO: 6:00 AM - 2:30 PM	6:30 AM / 6:28 AM	2:30 PM / 2:30 PM	30	8.000	LW (0.500H)	8.000	8.000	
Tue 7/01		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 6:00 AM	2:30 PM / 2:27 PM	30	8.000		8.000	16.000	
Wed 7/02		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 6:00 AM	11:00 AM / 10:59 AM		5.000	S (3.500H)	8.500	24.500	
Thu 7/03		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:59 AM	2:30 PM / 2:28 PM	30	8.000		8.000	32.500	
Fri 7/04	8.000	CUSTO: - - -						8.000	40.500	
Sat 7/05										
Sun 7/06										

**Totals**  
 Comments | History | Information | Calculation Parameters | Leave Balances | Legacy History

Position	Type	Hours	Shift Differential Hours	Hours Override	Base Pay Rate	Factor	Factor Override	Convert to Accrual	Conversion Amount (Hours)	Final Pay Rate	Pay Rate Override	Pay Type	Pay	Budget Code	Budget Code Override	Allocation	Comments
CUSTODIAN	Regular Hours	48.000			\$19.41	1.00				\$19.41		Hourly	\$931.68	A-1620-160-99-0000		100.00000	
CUSTODIAN	Regular Hours	24.500			\$20.00	1.00				\$20.00		Hourly	\$490.00	A-1620-160-99-0000		100.00000	
CUSTODIAN	Ancillary Job: Building Check K	5.250			\$19.41	1.50				\$29.12		Hourly	\$101.90	A-1620-160-99-8000		100.00000	
<b>Totals</b>		<b>77.750</b>	<b>0.00</b>										<b>\$1523.58</b>				

## Timecard Approval Status:

- The Approvers and status of their approval are now listed for each of the Employee's Position(s) at the top of the page:

CUSTO: Emp APPROVER ONE APPROVER TWO APPROVER THREE

- The timecards approval status is represented by the following icons:

CUSTO: No Position 1-3 Approvers have approved the Timecard for this Position "CUSTO" (Timecard Display Name\*)

CUSTO: Approved, but not by all Approvers

CUSTO: Fully Approved by all Approvers

- The Approver status is represented by the following icons:

APPROVER THREE Approved

APPROVER THREE Has not Approved the Timecard

- IF the Employee is setup to be an Approver, the status of their approval will appear as:

Emp Approved

Emp Employee has not Approved their Timecard

\*"CUSTO" is the abbreviated version of "CUSTODIAN" from the Totals tab. It can be customized by changing the Position's "Timecard Display Name"

# Timecard Operability – Auditing

**Time Cards**  
 Select Staff: SMITH, ROBERT | Time Cards | Approval View | CUSTO: APPROVER 1 | APPROVER 2 | APPROVER 3

Pay Period: 06/23/2025 to 07/06/2025

Date	Calendar Event Hours	Position & Schedule	Round In / Actual In	Round Out / Actual Out	Lunch (Minutes)	Hours	Absence	Day Sum	Week Sum	Shift Note
Mon 6/23		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:56 AM	2:30 PM / 2:32 PM	30	8.000	-	8.000	8.000	
Tue 6/24		CUSTO: 6:00 AM - 2:30 PM					S (6.000H)	8.000	16.000	
Wed 6/25		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:59 AM	2:30 PM / 2:27 PM	30	8.000	-	8.000	24.000	
Thu 6/26		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:51 AM	2:30 PM / 2:25 PM	30	8.000	-	8.000	32.000	
Fri 6/27		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:52 AM	2:30 PM / 2:27 PM	30	8.000	-	8.000	40.000	
Sat 6/28		AncJob: Building Check K	10:15 AM / 10:20 AM	1:00 PM / 12:58 PM		2.750	-	2.750	42.750	
Sun 6/29		AncJob: Building Check K	9:30 AM / 9:28 AM	12:00 PM / 12:01 PM		2.500	-	2.500	45.250	
Mon 6/30		CUSTO: 6:00 AM - 2:30 PM	6:30 AM / 6:28 AM	2:30 PM / 2:30 PM	30	8.000	LW (0.500H)	8.000	8.000	
Tue 7/01		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 6:00 AM	2:30 PM / 2:27 PM	30	8.000	-	8.000	16.000	
Wed 7/02		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 6:00 AM	11:00 AM / 10:59 AM		5.000	S (3.500H)	8.500	24.500	
Thu 7/03		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:59 AM	2:30 PM / 2:28 PM	30	8.000	-	8.000	32.500	
Fri 7/04	8.000	CUSTO: -					-	8.000	40.500	
Sat 7/05							-	-	-	
Sun 7/06							-	-	-	

Totals | Comments | **History** | Information | Calculation Parameters | Leave Balances | Legacy History

**Timecard History Log**

Time Stamp	Event ID	Object Type	Identifier	Source	Action	Fields	Old Value	New Value
9/8/2025 10:28:46.320 am	BZ52RQ7EUM	Timecard Content	ROBERT SMITH   6/23/2025   CUSTODIAN   6:00 AM to 2:30 PM   227313	Manual	Edit	Worked Hours Override	7.000	8.000
9/8/2025 10:28:02.660 am	BZ52RQ6HEV	Timecard Content	ROBERT SMITH   6/23/2025   CUSTODIAN   6:00 AM to 2:30 PM   227313	Manual	Edit	Worked Hours Override		7.000
9/8/2025 10:27:47.730 am	BZ52RQ5VMO	Timecard Content	ROBERT SMITH   6/23/2025   CUSTODIAN   6:00 AM to 2:30 PM   227313	Manual	Edit	Schedule In Override		06:30 AM
9/8/2025 10:27:29.073 am	BZ52RQ5SIN	Timecard Content	ROBERT SMITH   6/23/2025   CUSTODIAN   6:00 AM to 2:30 PM   227313	Manual	Edit	Lunch Minutes Override		60
9/8/2025 11:16:34.770 am	B7C7MVMVURTE	Timecard Total	230926   ROBERT SMITH   6/23/2025   CUSTODIAN	Manual	Edit	Budget Code Override		386A,140,0000

Page 1 of 2 (30 Items) | Show 25 Items per page.

## The History Tab:

1. The History Tab now lists all employee timecard related auditing events from the system Audit Log
2. The legacy auditing functionality remains but has been moved to the “Legacy History” tab

# Timecard Operability – Reapply Parameters

**Time Cards**  
 Select Staff: SMITH, ROBERT | Time Cards | Approval View | CUSTO: APPROVER 1 | APPROVER 2 | APPROVER 3

Pay Period: 06/23/2025 to 07/06/2025

Buttons: Delete Row | Approve | Remove Approval | Remove Lower Approvals | Commit & Lock | **Reapply Parameters** | Save/Recalculate

Date	Calendar Event Hours	Position & Schedule	Round In / Actual In	Round Out / Actual Out	Lunch (Minutes)	Hours	Absence	Day Sum	Week Sum	Shift Note
Mon 6/23		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:56 AM	2:30 PM / 2:32 PM	30	8.000	-	8.000	8.000	
Tue 6/24		CUSTO: 6:00 AM - 2:30 PM								
Wed 6/25		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 8:00 AM	3:00 PM / 3:00 PM						
Thu 6/26		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:51 AM	2:30 PM / 2:25 PM						
Fri 6/27		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:52 AM	2:30 PM / 2:27 PM						
Sat 6/28		AncJob: Building Check K	10:15 AM / 10:20 AM	1:00 PM / 12:58 PM						
Sun 6/29		AncJob: Building Check K	9:30 AM / 9:28 AM	12:00 PM / 12:01 PM						
Mon 6/30		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 6:28 AM	2:30 PM / 2:30 PM						
Tue 7/01		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 6:00 AM	2:30 PM / 2:27 PM						
Wed 7/02		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 6:00 AM	11:00 AM / 10:59 AM						
Thu 7/03		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:59 AM	2:30 PM / 2:28 PM						
Fri 7/04	8.000	CUSTO: -								
Sat 7/05										
Sun 7/06										

**Select Parameters to Reapply:**

Work Schedule & Calendar

Base Pay Rates

Pay Modifier Group

Position Parameters

Position Staff Parameters

Budget Codes

Remove ALL Overrides

Next >>

Cancel Reapply

Position	Type	Hours	Shift Differential Hours	Hours Override	Base Pay Rate	Factor	Factor Override	Convert to Accrual	Conversion Amount (Hours)	Final Pay Rate	Pay Rate Override	Pay Type	Pay	Budget Code	Budget Code Override	Allocation	Comments
CUSTODIAN	Regular Hours	48.000			\$19.41	1.00				\$19.41		Hourly	\$931.68	A-1620-160-99-0000	Fund	100.00000	
CUSTODIAN	Regular Hours	24.500			\$20.00	1.00				\$20.00		Hourly	\$490.00	A-1620-160-99-0000	Fund	100.00000	
CUSTODIAN	Ancillary Job: Building Check K	5.250			\$19.41	1.50				\$29.12		Hourly	\$101.90	A-1620-160-99-8000	Fund	100.00000	
<b>Totals</b>		77.750	0.00										\$1523.58				

Buttons: Add Totals Row | Delete Row | Save/Recalculate

Reapply Parameters now allows an Elevated User<sup>1</sup> to rebuild selectable parameters in the timecard:

- Work Schedule & Calendar
- Base Pay Rates
- Pay Modifier Group
- Position Parameters
- Position Staff Parameters
- Budget Codes
- Remove All Overrides & Shift Notes

without deleting the entire timecard

<sup>1</sup> Administrators, Attendance Administrator, HR Admin, Business Office

# Timecard Operability – Commit & Lock

Time Cards | Select Staff | Time Cards | Approval View | CUSTO: APPROVER 1 | APPROVER 2 | APPROVER 3

SMITH, ROBERT | 1 of 1 | Next | Pay Period: 06/23/2025 to 07/06/2025 | Delete Row | Remove Lower Approvals | Remove Lock | Reapply Parameters | Save/Recalculate

Date	Calendar Event Hours	Position & Schedule	Round In / Actual In	Round Out / Actual Out	Lunch (Minutes)	Hours	Absence	Day Sum	Week Sum	Shift Note
Mon 6/23		CUSTO: 6:30 AM - 2:30 PM	6:00 AM / 5:56 AM	2:30 PM / 2:32 PM	60	8.000	-	8.000	8.000	
Tue 6/24		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:49 AM	2:30 PM / 2:32 PM	30	8.000	-	8.000	16.000	
Wed 6/25		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:59 AM	2:30 PM / 2:27 PM	30	8.000	-	8.000	24.000	
Thu 6/26		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:51 AM	2:30 PM / 2:25 PM	30	8.000	-	8.000	32.000	
Fri 6/27		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:52 AM	2:30 PM / 2:27 PM	30	8.000	-	8.000	40.000	
Sat 6/28		AncJob: Building Check K	10:15 AM / 10:20 AM	1:00 PM / 12:58 PM		2.750	-	2.750	42.750	
Sun 6/29		AncJob: Building Check K	9:30 AM / 9:28 AM	12:00 PM / 12:01 PM		2.500	-	2.500	45.250	
Mon 6/30		CUSTO: 6:00 AM - 2:30 PM	6:30 AM / 6:28 AM	2:30 PM /	30	7.500	LW (0.500H)	7.500	7.500	
Tue 7/01		CUSTO: 6:00 AM - 2:30 PM	6:00 AM /	2:30 PM / 2:27 PM	30	8.000	-	8.000	15.500	
Wed 7/02		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 6:00 AM	11:00 AM / 10:59 AM		5.000	S (3.500H)	8.500	24.000	
Thu 7/03		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:59 AM	2:30 PM / 2:28 PM	30	8.000	-	8.000	32.000	
Fri 7/04	8.000	CUSTO: 6:00 AM - 2:30 PM	/	/	0	8.000	-	16.000	48.000	
Sat 7/05							-	-	-	
Sun 7/06							-	-	-	

Totals | Comments | History | Information | Calculation Parameters | Leave Balances | Legacy History

Position	Type	Hours	Shift Differential Hours	Hours Override	Base Pay Rate	Factor	Factor Override	Convert to Accrual	Conversion Amount (Hours)	Final Pay Rate	Pay Rate Override	Pay Type	Pay	Budget Code	Budget Code Override	Allocation	Comments
CUSTODIAN	Regular Hours	47.500		50.000	\$19.41	1.00				\$19.41		Hourly	\$970.50	A-1620-160-99-0000	Fund Budget Code	100.00000	
CUSTODIAN	Regular Hours	32.500			\$20.00	1.00				\$20.00		Hourly	\$650.00	A-1620-160-99-0000	Fund Budget Code	100.00000	
CUSTODIAN	Ancillary Job: Building Check K	5.250			\$19.41	1.50	1.00			\$19.41	30.00	Hourly	\$157.50	A-1620-160-99-8000	Fund Budget Code	100.00000	
<b>Totals</b>		<b>85.250</b>	<b>0.00</b>	<b>87.750</b>									<b>\$1778.00</b>				

Add Totals Row | Delete Row | Save/Recalculate

Committed and locked Elevated User on 9/8/2025.

## Commit & Lock Information:

1. When Timecards are locked, Date, Time and User information is now listed at the top of the timecard. Elevated Users<sup>1</sup> can lock timecards

🔒 Elevated User 9/8/2025 11:31 AM

Remove Lock | Reapply Parameters | Save/Recalculate

<sup>1</sup> Administrators, Attendance Administrator, HR Admin, Business Office

# Timecard Calculations Changes – Weekly OT



## Weekly Overtime logic for users with *multiple* Positions has changed:

- **When a user's Positions share a Pay Modifier:** For each Position that shares the Pay Modifier, the system combines their worked hours to calculate Weekly Overtime
  - The system will use the highest Pay Rate of all the Positions
  - Totals Tab row will be listed under the Primary Position
- **When a User's Positions have *different* Pay Modifiers:** The system calculates OT separately for each Position
- **For Positions without a Pay modifier or it's not set:** the system does not calculate OT for Positions without a Pay Modifier or a Pay Modifier without a weekly overtime rule configured:
  - Hours for these Positions will not count towards the weekly OT threshold or the OT threshold of any another Position

# Timecard Calculations Changes – Daily Overtime

A new “Daily Overtime” section has been added to the Pay Modifier Group. It allows districts to set a daily threshold where a user will receive the Daily Overtime Rate (“Factor” \* Regular Rate) for worked hours beyond that threshold on that day

- New Pay Modifier settings:

## Daily Overtime

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start After (Hours)	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>
Factor	<input type="text" value="1.50"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1.50"/>

- **Start After (Hours)** - For each day in the week, worked hours greater than this value will be considered overtime  
NOTE: 0 value means all worked hours are overtime, NULL, means none are overtime
- **Factor** - Multiplication factor for the Daily OT calculation on the timecard.
- Daily Overtime hours are NOT counted towards the Weekly Overtime threshold.
- Daily Overtime has its own row on the user's timecard Totals tab section

# Timecard Calculations Changes – Shift Differentials

## A new option has been added to the “Shift Differential” section of Pay Modifiers Groups:

- Added a new “All worked hours that occur within the defined time bracket will receive the Hourly Rate Increase regardless of when the shift started” option

### Special Category Rate: Shift Differential

Note: Shift Differential 1, Shift Differential 2, and Shift Differential 3 Start and End times can't overlap

#### Shift Start Time

- Not Applicable
- A shift must start within the defined start and end time to receive the Hourly Rate Increase for the entire shift
- All worked hours that occur within the defined start and end time will receive the Hourly Rate Increase regardless of when the shift started

#### Shift Differential 1

Start	End	Hourly Rate Increase (\$)	Worked Minutes Threshold
12:00 PM	03:00 AM	0.40	0

#### Shift Differential 2

Start	End	Hourly Rate Increase (\$)	Worked Minutes Threshold
--:--	--:--		0

#### Shift Differential 3

Start	End	Hourly Rate Increase (\$)	Worked Minutes Threshold
--:--	--:--		0

- When checked, "Start" time has no bearing, all worked hours between Start and End times for an Employees shift will receive the Hourly Rate Increase (\$)

# Timecard Calculations Changes – Primary Position

**A Primary Position *is recommended* but no longer required. If one is not set, the system uses the following rules to determine which Position is Primary:**

- IF Primary Position is set AND there is not more than one Position for an Employee
  - Use the single Primary Position
- ELSE Use oldest Position by Start Date as the Primary
- ELSE IF they all have the same Start Dates
  - Use the Position first in the list when sorted alphabetically by Title as the Primary
- ELSE
  - Use the Position with the smallest primary key as the Primary

# Removing an Absence from the system (Mistakes)

**Forms I Submitted Management**

Start Date: 3/19/2025 End Date: 9/15/2025 Update

Clear All Change Status PDF Package Delete

Name	Process Form Name	Status	Count	Count	Count
SMITH, ANN T	Absence Request	Cancelled	2	2	0
SMITH, ANN T	Absence Request	Cancelled	2	2	0
SMITH, ANN T	Absence Request	Cancelled	2	2	0
SMITH, ANN T	Absence Request	Cancelled	2	2	0

**Change Status**

Selected record(s): 5 Confirm selected record(s): 5

Status\* Canceled

Comment

Save Cancel

**Mass Delete Confirmation**

Selected record(s): 5 Confirm selected record(s): 5

Confirm Delete Cancel

Remove Attendance Grid or Daily Attendance Initiated Absence(s) from the system like you would any other form:

1. If you submitted the absences:
  - Go to **Process Forms > Forms I Submitted >**
2. Otherwise
  - Go to **Process Forms > All Forms >**
3. Use the filter functions to find the form(s). Use any of the following:
  - Process Form Name
  - Process Category
  - Date Created
4. Select the forms(s) to remove from the system, then:
  - a. Select **Change Status**
  - b. Set the Status = "Canceled"
  - c. Check [Save]
5. You can now mass delete the selected form(s):
  - a. Check **Delete**
  - b. Check [Confirm Delete]

# Backup



# Timecard – Intelligent Icons / Fields

The screenshot displays the Timecard application interface. At the top, there are navigation tabs for 'Select Staff', 'Time Cards', and 'Approval View'. Below this, a table shows timecard entries for SMITH, ROBERT. The table columns include Date, Calendar Event Hours, Position & Schedule, Round In / Actual In, Round Out / Actual Out, Lunch (Minutes), Hours, Absence, Day Sum, and Week Sum. Numbered callouts 1-12 point to various icons and fields: 1. Commit & Lock icon; 2. Reapply Parameters icon; 3. Save/Recalculate icon; 4. Approve icon; 5. Remove Approval icon; 6. Remove Lower Approval icon; 7. Delete Row icon; 8. Add Totals Row icon; 9. Absence icon; 10. Absence icon; 11. Lunch icon; 12. Add Totals Row icon.

Position	Type	Hours	Shift Differential Hours	Hours Override	Base Pay Rate	Factor	Factor Override	Convert to Accrual	Conversion Amount (Hours)	Final Pay Rate	Pay Rate Override	Pay Type	Pay	Budget Code	Budget Code Override	Allocation	Comments
CUSTODIAN	Regular Hours	48.0000			\$19.41	1.00				\$19.41		Hourly	\$931.68	A-1620-160-99-0000	Fund	100.000000	
CUSTODIAN	Regular Hours	24.5000			\$20.00	1.00				\$20.00		Hourly	\$490.00	A-1620-160-99-0000	Fund	100.000000	
CUSTODIAN	Ancillary Job: Building Check K	5.2500			\$19.41	1.50				\$29.12		Hourly	\$101.90	A-1620-160-99-0000	Fund	100.000000	
Totals		77.7500	0.00										\$1523.58				

## Icons are now visible and selectable intelligently:

1. **[Commit & Lock]** is visible to Elevated Users<sup>1</sup>. Selectable when timecard is unlocked
2. **[Reapply Parameters]** is visible to Elevated Users<sup>1</sup>. Selectable when timecard is unlocked / unapproved
3. **[Save/Recalculate]** is visible to Approvers 1-3, Employee<sup>2</sup>, and Elevated Users<sup>1</sup>. Selectable when timecard is unlocked / unapproved
4. **[Approve]** is visible to Approvers. Selectable when timecard is unlocked, no errors, and has not been approved by a higher approver<sup>3</sup>
5. **[Remove Approval]** is visible to Approvers and Elevated Users<sup>1</sup>. Selectable when timecard is unlocked, User has Approved, and has not been approved by a higher approver<sup>3</sup>
6. **[Remove Lower Approval]** is visible to Approvers and Elevated Users<sup>1</sup>. Selectable when timecard is unlocked and a Lower Approver<sup>3</sup> has approved the timecard

<sup>1</sup> Administrators, Attendance Administrator, HR Admin, Business Office

<sup>2</sup> The Employee for the Timecard when allowed by a Position setting.

<sup>3</sup> Approver 1 is a "Lower Approver" to Approver 2-3 as is Approver 2 to Approver 3, and the Employee is the lowest Approver to all 3

# Timecard – Intelligent Icons / Fields (cont'd)

The screenshot displays a timecard interface for SMITH, ROBERT. It features a grid of timecard entries with columns for Date, Calendar Event Hours, Position & Schedule, Round In / Actual In, Round Out / Actual Out, Lunch (Minutes), Hours, Absence, Day Sum, and Week Sum. Below the grid is a summary table with columns for Position, Type, Hours, Shift Differential Hours, Hours Override, Base Pay Rate, Factor, Factor Override, Convert to Accrual, Conversion Amount (Hours), Final Pay Rate, Pay Rate Override, Pay Type, Pay, Budget Code, Budget Code Override, Allocation, and Comments.

## Buttons are now visible and selectable intelligently:

7. **[Delete Row]** is visible to Approvers 1-3, Employee<sup>2</sup>, and Elevated Users<sup>1</sup>. Selectable when timecard is unlocked / unapproved
8. **[Add Row +]** is visible to Approvers 1-3, Employee<sup>2</sup>, and Elevated Users<sup>1</sup>. Selectable when timecard is unlocked / unapproved
9. **[Absence Requests]** are visible when timecard is unlocked / unapproved. Selectable by Approvers 1-3, Employee, and Elevated Users<sup>1</sup>
10. **[Change Requests]** are always selectable. Editable when timecard is unlocked / unapproved by Approvers 1-3, Employee, or Elevated Users<sup>1</sup>
11. **[Delete Punch]** is visible when timecard is unlocked / unapproved. Selectable by Approvers 1-3, Employee, and Elevated Users<sup>1</sup>
12. **[Add Totals Row]**, **[Delete Row]** is visible when timecard is unlocked. Selectable by Elevated Users<sup>1</sup>

<sup>1</sup> Administrators, Attendance Administrator, HR Admin, Business Office

<sup>2</sup> The Employee for the Timecard when allowed by a Position setting.

<sup>3</sup> Approver 1 is a "Lower Approver" to Approver 2-3 as is Approver 2 to Approver 3, and the Employee is the lowest Approver to all 3

# Timecard – Intelligent Icons / Fields (cont'd)

The screenshot displays the 'Time Cards' interface for user SMITH, ROBERT. It features a grid of daily timecard entries and a summary table at the bottom. Numbered callouts (1-12) identify specific fields and icons:

- 1: Calendar Event Hours
- 2: Position & Schedule
- 3: Round In / Actual In
- 4: Lunch (Minutes)
- 5: Hours
- 6: Shift Note
- 7: Hours Override
- 8: Factor Override
- 9: Convert to Accrual
- 10: Pay Rate Override
- 11: Budget Code Override
- 12: Comments

Date	Calendar Event Hours	Position & Schedule	Round In / Actual In	Round Out / Actual Out	Lunch (Minutes)	Hours	Absence	Day Sum	Week Sum	Shift Note
Mon 6/23		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:56 AM	2:30 PM / 2:32 PM	30	8.000		8.000	8.000	
Tue 6/24		CUSTO: 6:00 AM - 2:30 PM					8.000H	8.000	16.000	
Wed 6/25		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:59 AM	2:30 PM / 2:27 PM	30	8.000		8.000	24.000	
Thu 6/26		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:51 AM	2:30 PM / 2:25 PM	30	8.000		8.000	32.000	
Fri 6/27		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:52 AM	2:30 PM / 2:27 PM	30	8.000		8.000	40.000	
Sat 6/28		AncJob: Building Check K	10:15 AM / 10:20 AM	1:00 PM / 12:58 PM		2.750		2.750	42.750	
Sun 6/29		AncJob: Building Check K	9:30 AM / 9:28 AM	12:00 PM / 12:01 PM		2.500		2.500	45.250	
Mon 6/30		CUSTO: 6:00 AM - 2:30 PM	6:30 AM / 6:28 AM	2:30 PM / 2:35 PM	30	8.000	5.000H	8.000	8.000	
Tue 7/01		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 6:00 AM	2:30 PM / 2:27 PM	30	8.000		8.000	16.000	
Wed 7/02		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 6:00 AM	11:00 AM / 10:59 AM		5.000	3.500H	8.500	24.500	
Thu 7/03		CUSTO: 6:00 AM - 2:30 PM	6:00 AM / 5:59 AM	2:30 PM / 2:28 PM	30	8.000		8.000	32.500	
Fri 7/04	8.000	CUSTO: - - - - -						8.000	40.500	
Sat 7/05								-	-	
Sun 7/06								-	-	

Position	Type	Hours	Shift Differential Hours	Hours Override	Base Pay Rate	Factor	Factor Override	Convert to Accrual	Conversion Amount (Hours)	Final Pay Rate	Pay Rate Override	Pay Type	Pay	Budget Code	Budget Code Override	Allocation	Comments
CUSTODIAN	Regular Hours	48.000			\$19.41	1.00				\$19.41		Hourly	\$931.68	A-1620-160-99-0000	Fund	100.00000	
CUSTODIAN	Regular Hours	24.500			\$20.00	1.00				\$20.00		Hourly	\$490.00	A-1620-160-99-0000	Fund	100.00000	
CUSTODIAN	Ancillary Job: Building Check K	5.250			\$19.41	1.50				\$29.12		Hourly	\$101.90	A-1620-160-99-0000	Fund	100.00000	
Totals		77.750	0.00										\$1523.58				

Fields are also editable (overridable) intelligently:

1. “Calendar Events”
2. “Position & Schedule”
3. “In/Out Punches”
4. “Lunch Minutes” and
5. “Hours” are editable to Approvers 1-3, Employee<sup>2</sup>, and Elevated Users<sup>1</sup> when the timecard is unlocked / unapproved
6. “Shift Notes” are editable by anyone that can view the timecard at anytime
7. “Hours Override”
8. “Factor Override”
9. “Convert to Accrual”
10. “Pay Rate Override”
11. “Budget Code Override”, and
12. “Comments” are editable by Elevated Users<sup>1</sup> when the timecard is unlocked

<sup>1</sup> Administrators, Attendance Administrator, HR Admin, Business Office

<sup>2</sup> The Employee for the Timecard when allowed by a Position setting.

<sup>3</sup> Approver 1 is a “Lower Approver” to Approver 2-3 as is Approver 2 to Approver 3, and the Employee is the lowest Approver to all 3

# Timecard – Intelligent Icons / Fields (Action Matrix)

Inputs			Actions																						
Locked	Employee Approved	Approver N Approved	Rows		Schedule	Punches				Hours	Lunch	Shift Note	Absence	Timecard Comment	Timecard Total		Approve (No Errors)	Remove Approval	Remove Lower Approvals	Commit & Lock (No Errors)	Unlock	Reapply Param	Save / Recalc		
			Add	Delete	Override	Edit Round	Edit In	Edit Round	Edit out	Override	Override	Add / Edit	Add / Edit		Override (Hours,Fact)	Convert Accrual									
Y	Y	Y												A,E,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>	A,E,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>								A,BO, HR <sup>T1</sup> ,AA <sup>T2</sup>		
Y	Y	N												A,E,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>	A,E,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>								A,BO, HR <sup>T1</sup> ,AA <sup>T2</sup>		
Y	N	Y												A,E,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>	A,E,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>								A,BO, HR <sup>T1</sup> ,AA <sup>T2</sup>		
Y	N	N												A,E,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>	A,E,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>								A,BO, HR <sup>T1</sup> ,AA <sup>T2</sup>		
N	Y	Y												A,E,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>	A,E,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>	A,BO, HR <sup>T1</sup> ,AA <sup>T2</sup>	A,BO, HR <sup>T1</sup> ,AA <sup>T2</sup>		A,E <sup>P11</sup> ,BO, AN,HR <sup>T1</sup> , AA <sup>T2</sup>	A,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>	A,BO, HR <sup>T1</sup> ,AA <sup>T2</sup>			A,BO,HR <sup>T1</sup> , AA <sup>T2</sup>	
N	Y	N												A,E,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>	A,E,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>	A,BO, HR <sup>T1</sup> ,AA <sup>T2</sup>	A,BO, HR <sup>T1</sup> ,AA <sup>T2</sup>	AN	A,E <sup>P11</sup> ,BO, HR <sup>T1</sup> ,AA <sup>T2</sup>	A,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>	A,BO, HR <sup>T1</sup> ,AA <sup>T2</sup>			A,BO,HR <sup>T1</sup> , AA <sup>T2</sup>	
N	N	Y												A,E,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>	A,E,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>	A,BO, HR <sup>T1</sup> ,AA <sup>T2</sup>	A,BO, HR <sup>T1</sup> ,AA <sup>T2</sup>	E <sup>P11</sup>	A,BO, AN,HR <sup>T1</sup> , AA <sup>T2</sup>	A,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>	A,BO, HR <sup>T1</sup> ,AA <sup>T2</sup>			A,BO,HR <sup>T1</sup> , AA <sup>T2</sup>	
N	N	N	A,E <sup>P10</sup> ,BO, HR <sup>T1</sup> ,AN, AA <sup>T2</sup>	A,E <sup>P10</sup> ,BO, HR <sup>T1</sup> ,AN, AA <sup>T2</sup>	A,E <sup>P3</sup> ,BO, HR <sup>T1</sup> ,AN, AA <sup>T2</sup>	A,E <sup>P4</sup> ,BO, HR <sup>T1</sup> ,AN, AA <sup>T2</sup>	A,E <sup>P10</sup> ,BO, HR <sup>T1</sup> ,AN, AA <sup>T2</sup>	A,E <sup>P4</sup> ,BO, HR <sup>T1</sup> ,AN, AA <sup>T2</sup>	A,E <sup>P10</sup> ,BO, HR <sup>T1</sup> ,AN, AA <sup>T2</sup>	A,E <sup>P8</sup> ,BO, HR <sup>T1</sup> ,AN, AA <sup>T2</sup>	A,E <sup>P9</sup> ,BO, HR <sup>T1</sup> ,AN, AA <sup>T2</sup>	A,E,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>	E,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>	A,E,BO,AN HR <sup>T1</sup> ,AA <sup>T2</sup>	A,BO, HR <sup>T1</sup> ,AA <sup>T2</sup>	A,BO, HR <sup>T1</sup> ,AA <sup>T2</sup>	AN,E <sup>P11</sup>				A,BO, HR <sup>T1</sup> ,AA <sup>T2</sup>		A,BO, HR <sup>T1</sup> ,AA <sup>T2</sup>	A,E <sup>PX</sup> ,BO, AN,HR <sup>T1</sup> , AA <sup>T2</sup>	

User Legend		Config Legend			
E	Employee	P2	Position Employee Can Override Event Hours	T1	Allow HR admin to Manage is enabled
AN	Approver N	P3	Position Employee Can Override Schedule	T2	TR Settings Allow Attendance Admin to Manage
P	Business Office	P4	Position Employee Can Override In/Out		Time Keeping Settings
BO	HR Admin	P5	Position Employee Can Override Ancillary Jobs		Enable Time Keeping <input checked="" type="checkbox"/>
HR	Attendance Admin	P8	Position Employee Can Override Worked Hours		Enable Time Clock <input checked="" type="checkbox"/>
AA	Administrator	P9	Position Employee Can Override Lunch Hours		Enable Time Card Generation Based On Schedule <input checked="" type="checkbox"/>
A		P10	Position Create Edit Remove Punches		Allow HR Admin to manage Timecards <input checked="" type="checkbox"/>
		P11	Position Employee Can Approve		Allow Attendance Admin to manage Timecards <input checked="" type="checkbox"/>
		PX	Any of the above		Reverse Pay Rate on Timecards <input type="checkbox"/>
					Override Pay Rate Calculation Method Max Pay Rate: _____ <input type="button" value="Save"/>

For Red Cells, the ability to accomplish the task should be represented by a disabled ability if the user can under certain conditions accomplish the task. The ability to accomplish the task should be hidden if the user can never do it. The approval button should be disabled if the card is locked.