

## Clock In With Quick Badge

Use Quick Badge when using special codes such as No Lunch, Education, Meetings, or other events for changes from the normal schedule.

1. Click **Quick Badge** on the toolbar
2. Make changes to fields as appropriate:

Special Code 1

Special Code 2

Special Code 3

Special Code 4

Special Code 5

3. Click a Special Code field, then select a code from the lookup list.

Field Look Up Values		
Facility: SJH		
Code	Description	Category
CI	Called-In	Both
CIP	Called-In Phone	Both
CNPJ	CN3/CN4 Project Time	Both

Change Department, Job Class, Hours, etc. as needed.

Facility

Cost Center

Reporting Unit

Job Class

Quick Code

Position

Hours

Start/End Time

Project

Field Look Up Values		
Facility: SJH		
Code	Description	
1201.30100	Nursing Administration	
1201.30101	Nursing Administration Critical Care University	
1201.30110	Nursing Float - Supplemental Staffing	
1201.30400	ICU	

Field Look Up Values		
Facility: SJH		
Code	Description	
0002	Director, Environmental Services	
0004	Director, Respiratory Therapy	
0008	Director, Facilities	
0009	Director, Food & Nutrition	

4. Click **Save** when finished

## Tips

- Click red arrows to expand cards and lists
- Click folder icons, calendar icons, etc. to see more detail
- Click any transaction to view its details
- Hover the mouse over transactions to see informational tags about the items
- Red checkmarks indicate information is entered correctly
- The Navigation Pane on the left side is dependent on the Section selected
- A red \* indicates required fields
- Time Format (start and end times): four digit format Ex. 0730
- Hours/Units Format: the hours to be used Ex 8 for full day; 4 for a half day
- Blue R on calendars = requested time

## Customize Preferences

Choose a Notification Method for system messages to be sent to your email, or kept in the portal message area.

- **Preferences > My Preferences card > Notification Method**
- Select **Email** to send messages to Outlook mail
- When **Portal** is selected, you can view messages in **Actions > Employee > Messages**, or on the Home page

Sign up for Event Subscription to be notified when an event occurs

- **Preferences > My Preferences card > Event Subscription**
- Select a card; then either Portal or Email for the notification delivery method



## API Healthcare Time and Attendance Quick Reference Version 09.01

### Open Time and Attendance ESS

1. Enter User Name and Password on the log in screen
2. (Select **Quick Badge Only** on the log on screen if you are not opening Time and Attendance.)
3. Click the **Login** button

### Clock In - Basic

- A. Swipe badge at a Badge Reader
- B. **Or** use **Quick Badge** on a computer

### Employee Sign Off

At the end of each pay period review your time card, and confirm its accuracy by clicking the **Employee Sign Off** button, then the **Approval** button under Employee Actions section.



Appears when time card is complete

## Employee Section

### Request Clocking

#### To enter work time

1. Open Employee section
2. Click **Add Clocking** in the Employee Actions or Employee Favorites
3. Enter fields with red \* (Date, Time, Special Codes) and other applicable fields on the clocking form. See 'Tips' for formats

4. Click **Save**

**Edit/Delete Clocking or Calendars** (Only unapproved items can be changed by the employee. Supervisors can change approved entries.)

1. Click the check box in the Transaction list in TCS or the calendar icon in Monthly View
  2. Select a cancel or delete action in the Transaction List Actions menu
- Or click the red arrow to view the detail
- Edit the entry screen, then **Save**

## Overview - Sections



**Home:** To quickly access Messages, Workflow Actions, Transaction Requests, Bookmarks, Calendar

**Quick Badge:** To clock in or out using special codes

**Employee:** To manage transactions, view benefits and pay distribution

**Reports:** To run reports

**Actions:** For functions and processing options; lists action cards and bookmarks

**Preferences:** To change displays and notifications

❖ Sections are divided into Cards

❖ The Navigation pane on the left side is specific to the section selected

### Time Card View (Open Employee section)

Transaction List across top; Benefits- Lower left; Pay Distribution – Lower right

<input type="checkbox"/>	IN	b	Tue 02/01/2011	06:28	~~~~~	1201.32210	0120	▼
<input type="checkbox"/>	OUT	b	Tue 02/01/2011	14:33	~~~~~	1201.32210	0120	▼
<input type="checkbox"/>	IN	b	Wed 02/02/2011	06:28	~~~~~	1201.32210	0120	▼
<input type="checkbox"/>	OUT	b	Wed 02/02/2011	14:30	~~~~~	1201.32210	0120	▼

  

Requests	▲	Pay Distributions (Daily Hours) AH: 64.00 Total: 72.30	▼
Requested	▼	Pay Distributions (Actual Hours) AH: 64.00 Total: 72.30	▼
Pending Review	▼	Pay Distributions (Actual Dollars)	▼
Benefit Balances	▼	Pay Distributions (Scheduled Hours) AH: 64.00 Total: 0.00	▼
Assignments	▼		

Clocking Form

Calendar Form

## Employee Section

### Request Time Off

**To request vacation, sick time, jury duty, and other benefit time**

1. Open **Employee** in Time Card view (TCS under Employee Sections)
2. Click **Add Calendar** under Employee Actions
3. Enter Date, Pay Code, and other applicable fields on the calendar form. See Tips for formats

### Add Multiple Day Calendar

1. Open **Employee** in **Monthly View** (under Employee Sections)
2. Click first day; hold **Shift** key down and select last day to include, or hold **Ctrl** Key down and click individual days \*Do not include weekend days if not part of your regular schedule
3. Click **Add Calendar**
4. Complete other fields; **Save**