APPROVAL PROCESS

Before a time card may be approved …
- Resolve critical & warning exceptions
- Approve or deny any requests for the current pay period

A. Handle Warning Exceptions

1. **Employee section>TCS button**
2. View employee's **Exceptions** card
3. Select the message(s) to handle
4. Click **Handle Selected** button to remove Warnings from the Home Page graph (your "to do" list.)

Critical – Must be corrected for the employee to be paid

Warning – Either correct or handle these; employee may still be paid if has warning

Information

B. Approve Calendar Requests

1. **Employee > TCS** button
2. Check box next to request(s) to approve
3. Open **Transaction List Actions** card
4. Click **Approve Selected** button

C. Approve Time Card(s)

When all exceptions and requests are handled

1. Open **Actions > Employee LaborView**
2. Choose **All Employees** LaborView at left
3. Ensure all employee boxes are checked
4. Select **Approve Time Card** button

*** 3 things to check daily***

- Check your critical and warning exceptions
- Check for any new requests
- Review your **All Employee** LaborView

Tips

- Click red arrows to expand cards and lists to see detail
- Click folder icons, calendar icons, etc. to see more detail
- A red * indicates required fields

Forward Assignment to Other Supervisor

1. To transfer employee timecard approval rights to another supervisor: you can forward all employees to one supervisor or divide them among several supervisors
2. **Actions > Employee** card **> Auto Forward Assignment**
3. Click **Employee Forward**
4. Enter **Effective dates** and click **Next**
5. Select the supervisor to whom to forward your employees
6. Select the employees to forward
7. Click **Forward Selected**

To remove forwarding

1. **Actions > Employee card > Auto Forward Assignment**
2. Select **Disable Auto Forwarding**

Quick Guide Step-by-Step

- Guides found in the **Help** section

Training Locations

- Training Guide: ______________________
- Training URL: ______________________

API Healthcare Time and Attendance Quick Reference For Supervisors

Version 2014+

Open Time and Attendance Portal

1. Enter Network User Name and Password on the log in screen
2. Click the **Login** button

Find and Open Employee Record

A. Open the **Employee** section

B. Click **Search** in left pane if the search screen is not already open

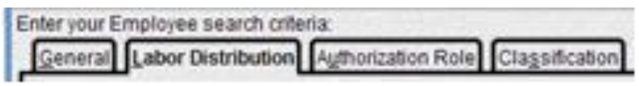
C. On "Enter your Employee search criteria" screen, either enter a single name to find one person, or leave the fields empty to get a list of all employees assigned to you

D. Wild card symbol percent (%) may be used to search for characters appearing anywhere in any alpha-numeric field selected

E. Click **Search**. Results appear below

F. Use **Advanced** search button on left pane to search other field information

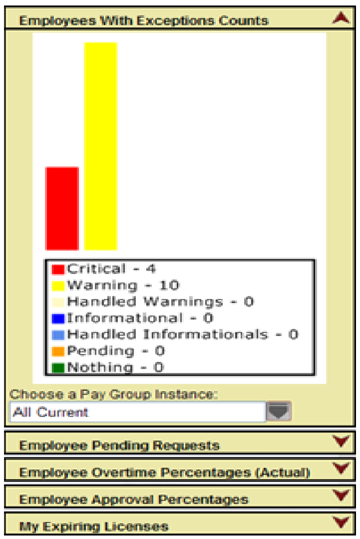
G. Select a tab, select field criteria, and then click **Search**



Employee LaborViews

1. On right side of **Home** page
2. Click red detail button to show detail of the desired LaborView,
3. Monitor Daily: *Employees with Exceptions Counts, Pending Requests, All Employee LaborView*

   Click colored bars to view exception detail on the LaborView screen.



Employee > Left Pane

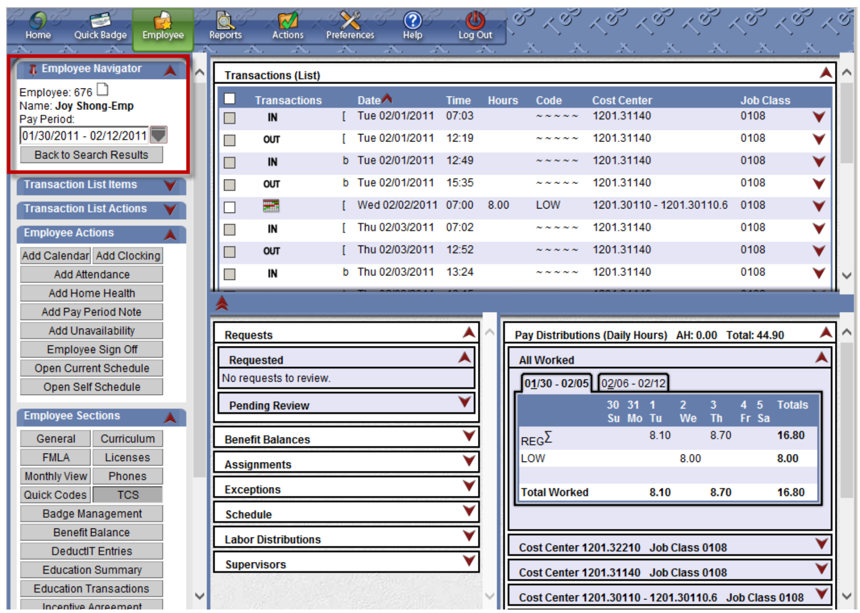
Overview of Sections

Employee: To manage transactions, view benefits and pay distribution
Reports: To run reports
Actions: Lists action cards for functions and processing options
Preferences: To change your personal display and notifications

Employee: *Time Card Screen*

Select the TCS button in the left pane under *Employee Favorites* if not displaying the Transaction List screen

Select **Search** in the *Employee Navigator* area at the top of the left pane to display the employee Search screen.



Actions: Cards for Approval, Employee, General, Processes, Scheduling, and System actions.
Printing the Time Card Report:
Employee tab > Select an employee; **Employee** Section > **Time Card Report –** Scroll over report or from the left pane select **Print** or Email

Employee Actions Section

Add new clocking or calendar

1. Select either **Add Clocking** or **Add Calendar** in left pane
2. Enter appropriate information

Delete a Clocking or Calendar

3. Click check box next to record
4. Select **Delete Selected** under the Transaction List Actions

Edit a Clocking or Calendar

1. Click check box next to record
2. Expand **Detail** button
3. Modify the record and click **Save**

Add a Transaction Note to a Clocking or Calendar

1. When editing a clocking or calendar select the Notes tab
2. Either select a *Predefined Note Code* or enter text in the text box
3. Click **Save**

Personal Notes …