Virtual Timecard Interface (VTI) Training Manual

User Edition

IntelliTime
Systems Corporation

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Prepared for:

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Your First Log In

Welcome to the IntelliTime Virtual Timecard Interface, or VTI for short. This system is designed to help make keeping track of your work time and vacation as easy as possible so your paychecks can be accurate every pay period. Let's get started.

VTI is opened using an internet browser, like Internet Explorer, Firefox, or Chrome. To begin working with VTI open your browser of choice, then enter your VTI server name into the address bar, followed by your VTI site name (ex. http://yourserver/yoursite). Your organization may create a redirect (or nickname) for your VTI site so you can type a word or acronym in the address field (no http://, www. or .com) and then press enter.

To access VTI at work, I need to enter:____

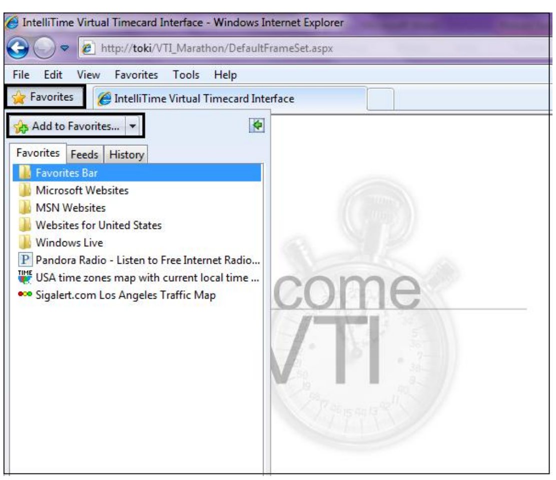
The redirect is: ________________

Creating a Favorite and Desktop Shortcut

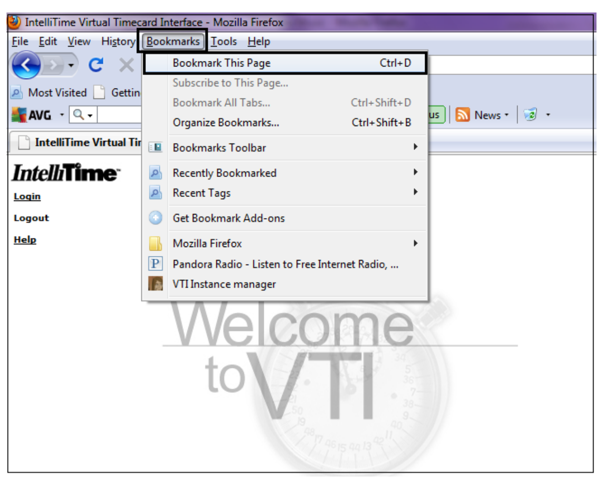
Once you have successfully navigated to the site for the first time, you will want to do two things to make site access easier in the future: Add the site to your Favorites folder and create a desktop shortcut.

After you are on the site, if you are using Internet Explorer, click on the Favorites button then click the Add to Favorites button. If you are using FireFox, click on the Bookmark link on the menu bar, then click on Book mark this page.

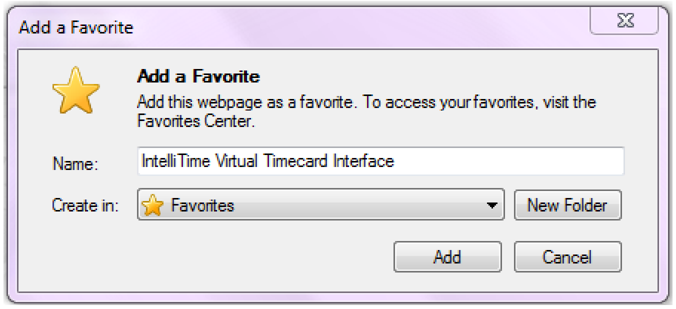
Internet Explorer



FireFox

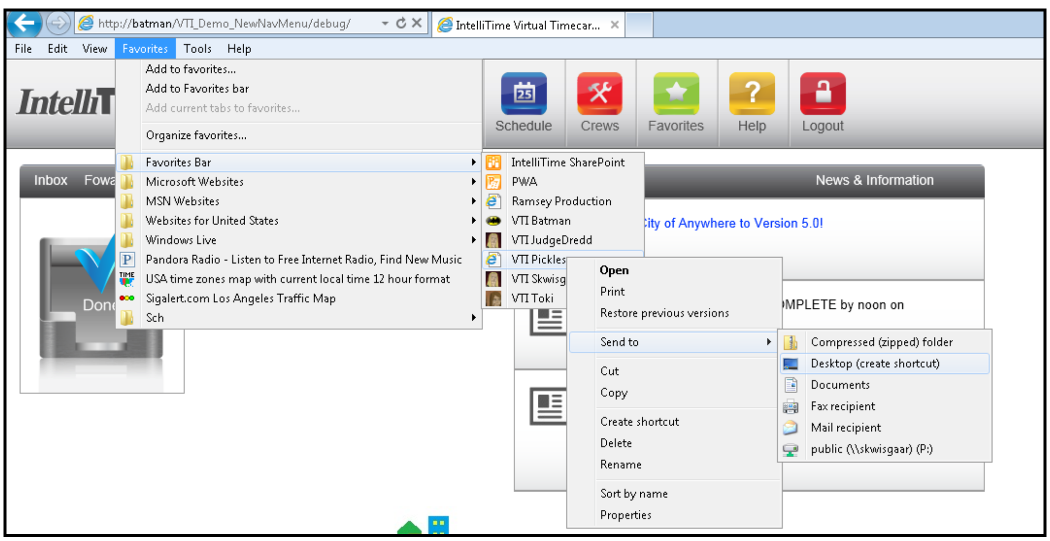


Both internet browsers will open an Add Favorites window. You can rename the link to be whatever you'd like. Click Add (Internet Explorer) or Done (FireFox) to make the link.



From then on, you can simply open your browser, and then select the VTI site from the pick list. This will point you right to the proper site.

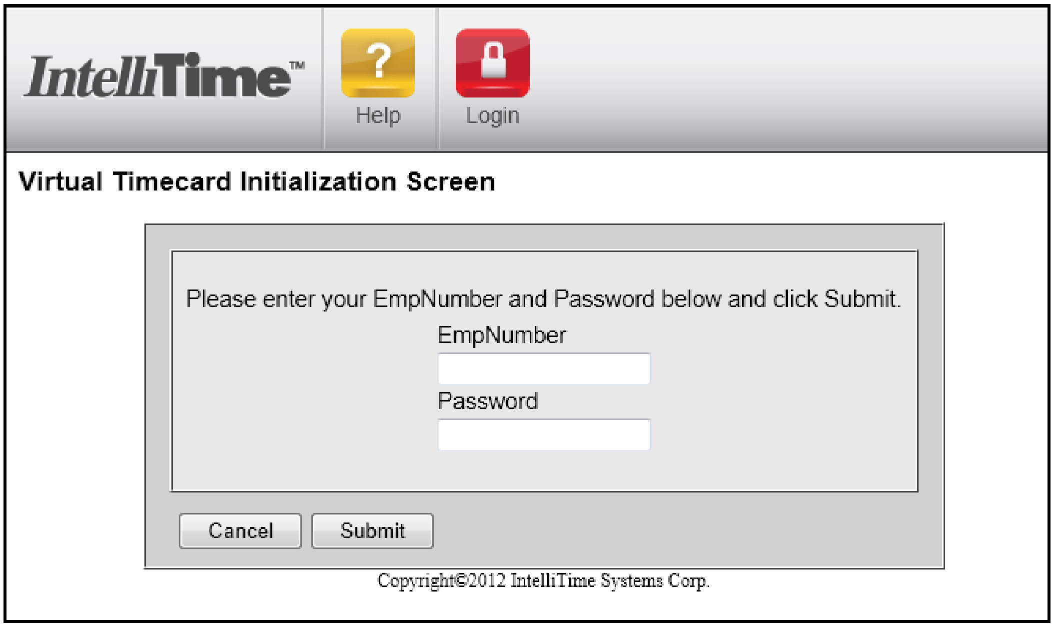
You may also want to add a shortcut for the site to your PC's desktop. In Internet Explorer, after you are on the site, click Favorites, mouse over Favorites Bar then Send to, and select the Desktop (create Shortcut) option. You can rename the shortcut whatever you'd like, and assign it a more distinct icon, if you'd like.



From here on, you can simply double-click the icon on your desktop, and this will open Internet Explorer and then take you to the VTI site. Now you are ready to click the Login link and get started.

Logging On

The first time you come to attempt to log onto VTI you will see the following screen:

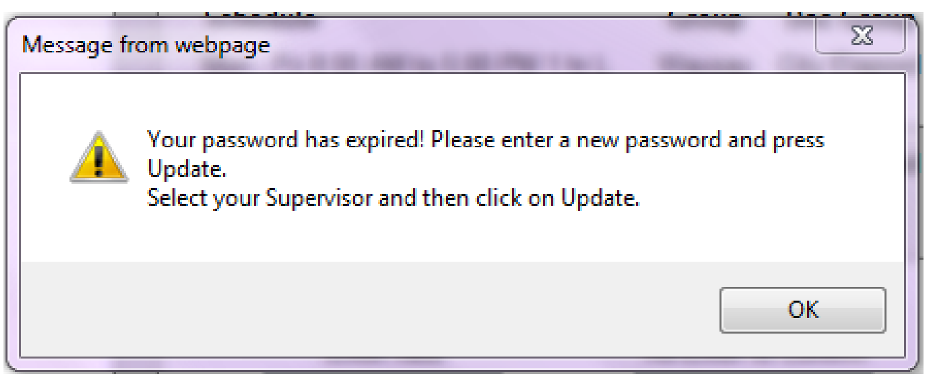


You will need to enter your employee number and temporary password. Some organization will link VTI to Active Directory. This is the password system that allows you to sign in to your work computers. If this is the case, whenever you are logged into a work computer with your user name and password, clicking Login on VTI will check your Active Directory password, skip you over the login screen and take you directly into the system.

*My organization is using Active Directory Login : Yes____ No____ It will start___________________

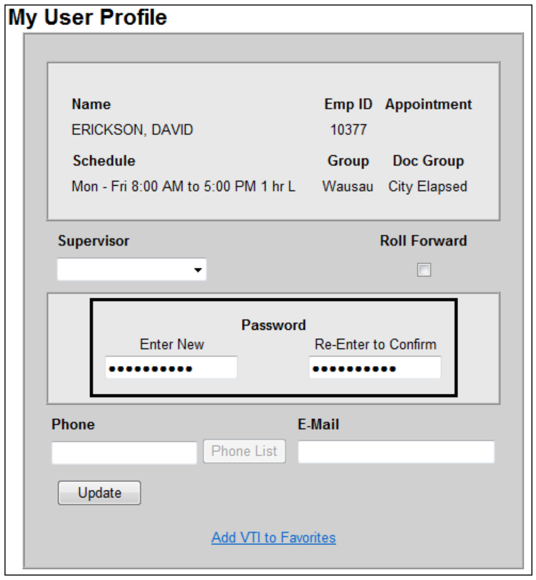
Selecting your Supervisor and Setting Your Password

After your initial log in, a popup will appear, asking you to change your password. If your supervisor hasn't been preset, the popup will also ask you to select one.



The System requires a secure password because you will be electrically signing documents. The secure password allows for your supervisor and payroll clerk to be able to insure that you are the only one who can sign your name to a document. Even those users with the Active Directory login will be asked to create a password in case you will be accessing VTI from a computer that is not part of the organization's network.

Passwords are set on the My User Profile Screen.

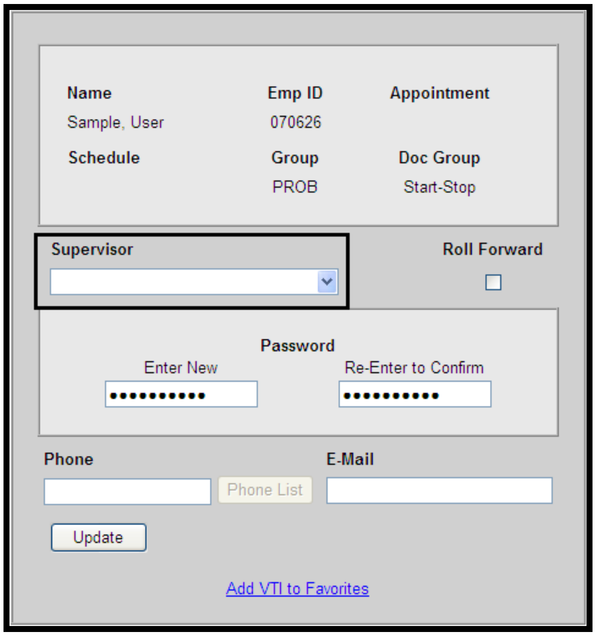


You will need to enter the password twice, once in the Enter New field and again in the Re-Enter to Confirm field, and it will need to meet security settings. The default settings are that the password have letters and numbers, be at least 6 characters long and no longer than 9 characters. Your IT department can also decide if they want to make you change your password every so often and how many passwords you have to have before you can reuse one.

*My password rules are: Alpha/Numeric/Both Length:_____ Age:____ #Remembered_____

The system will require you to select a supervisor the first time you log in. In some cases, your Supervisor may be pre-set for you. You must have a supervisor assigned before you can continue navigating through the system. This is so the system who will approve and sign your timecard when it is completed, as well as who will be approving your leave requests.

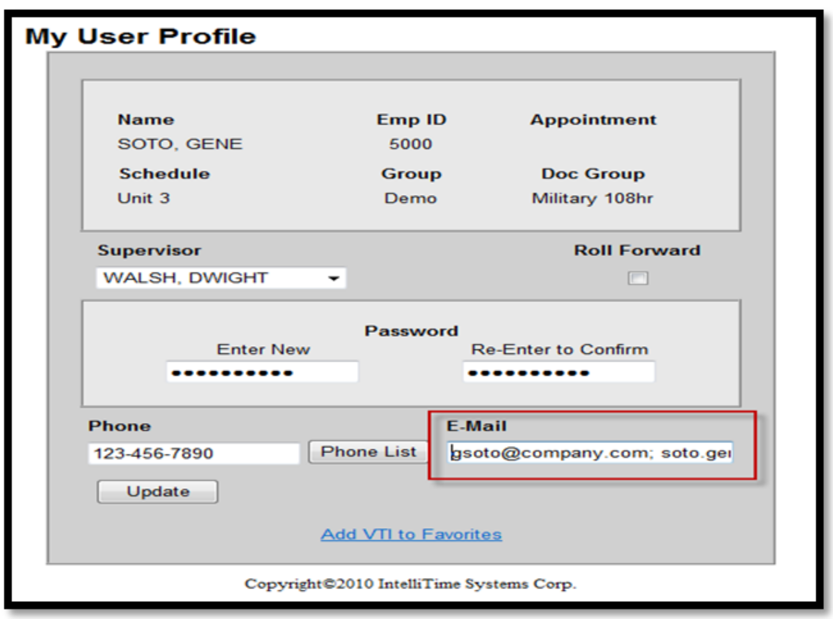
The white box with the down-pointing arrow in it indicates that you have access to what is called a “pick list”. Use the pick list to select your supervisor from the list of names. If your supervisor has been pre-set for you, this box may be grayed out. In that case, just make sure the name you see here is the person you report to.



When you've created your new password and selected your supervisor, click UPDATE to save your changes.

Adding E-mail Addresses

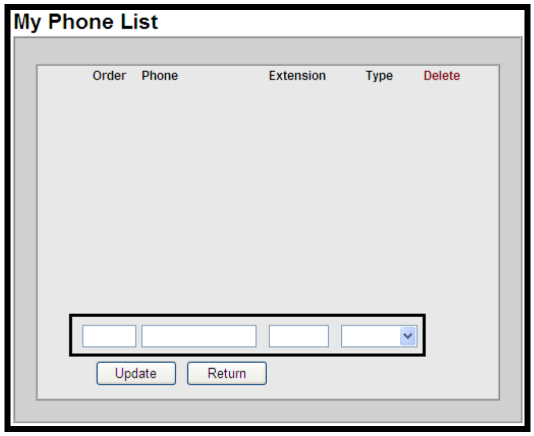
VTI includes integration with e-mail to notify system users and other roles of specific events, such as Timecard Approval or Leave Request Return. Enter the e-mail address(es), by which you wish to be contacted separated by a semi-colon, if more than one is entered. You can enter a maximum of 2 email addresses. If the information is already entered then please check for accuracy. Click Update to save your changes.



Adding Contact Phone Numbers

Once the password is reset, the phone list button is available. The Phone List is used to store the user's phone numbers in priority order, which are referenced when contacting a user about a timecard question or to offer overtime.

To enter phone number(s) select the Admin tab to access the User profile page. Click the button labeled Phone List and a new screen will open.



In the first blank box at the bottom, enter a 1 in the Order field. In the next box, enter your phone number; be sure to include the area code if your organization has more than one area code or if your cell phone has a different area code than the rest of the organization. The next box is for an extension if the number has one. Finally, from the Type pick list, select cell, fax, home, on duty or work to identify what kind of number it is and then click Update. If you want to add another number place a 2 in the Order field and so on. You can enter as many phone numbers as you want.

> **Note:** A phone number might already exist. If so, please check for accuracy of the number and the type. If necessary, make the change and click the **Update** button

Hands-On Practice

***Log in and set your password, supervisor and phone number**

Now that you know everyone has the same temporary password, you decide to update your user profile before an overzealous, "helpful" coworker does it for you.

1.) Log into VTI using your employee number and temporary password.
2.) Click **OK** on the pop message
3.) Click on the down arrow on the box below Supervisor and pick your supervisor from the list.
4.) Click on the Enter New box in Password and enter your new password
5.) Enter the password again in the Re-Enter to Confirm box.
6.) Click **Update** to save changes.
7.) You've been taken back to the main Welcome screen. Click on the **ADMIN** tab at the top of the screen to go back to <u>My User Profile</u>
8.) Click on **Phone List.**
9.) Enter your work phone number, and then click **Update**.
10.) Click on the **TIMECARD** tab at the top, left of the screen to set up for the next section.

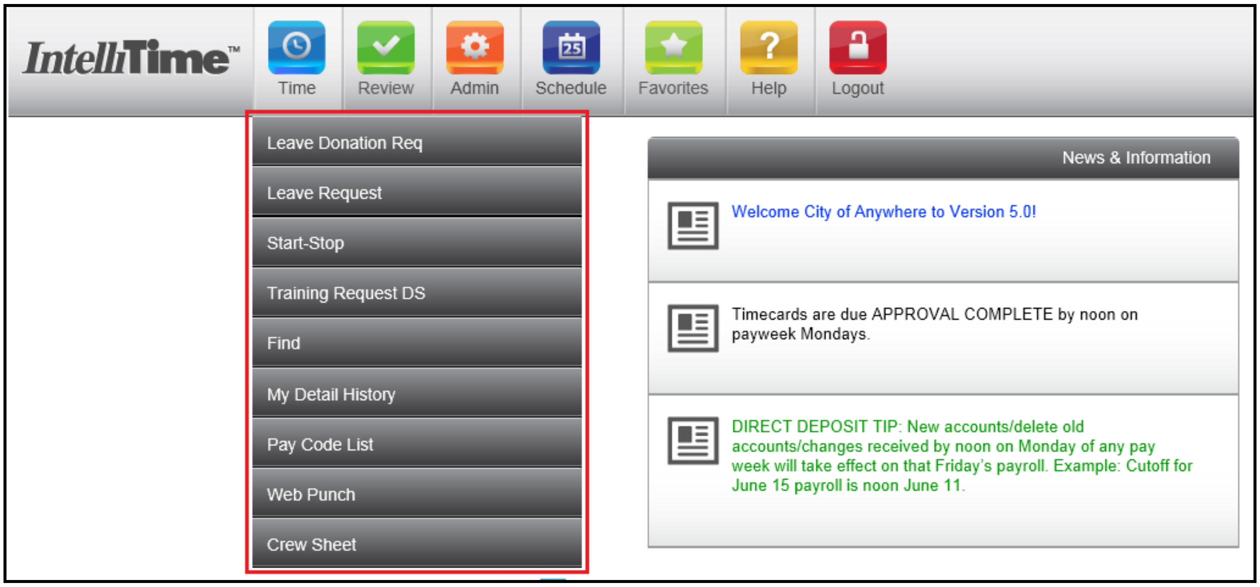
Navigating the System

Navigation Tabs

Across the top of the screen you will see a set of colored tabs. The tabs you will see will depend on the settings your organization set, but most people will see the **Time, Admin, Schedule, Favorites, Help** and **Logout.** These tabs are used to group similar functions into one drop menu of navigation links.

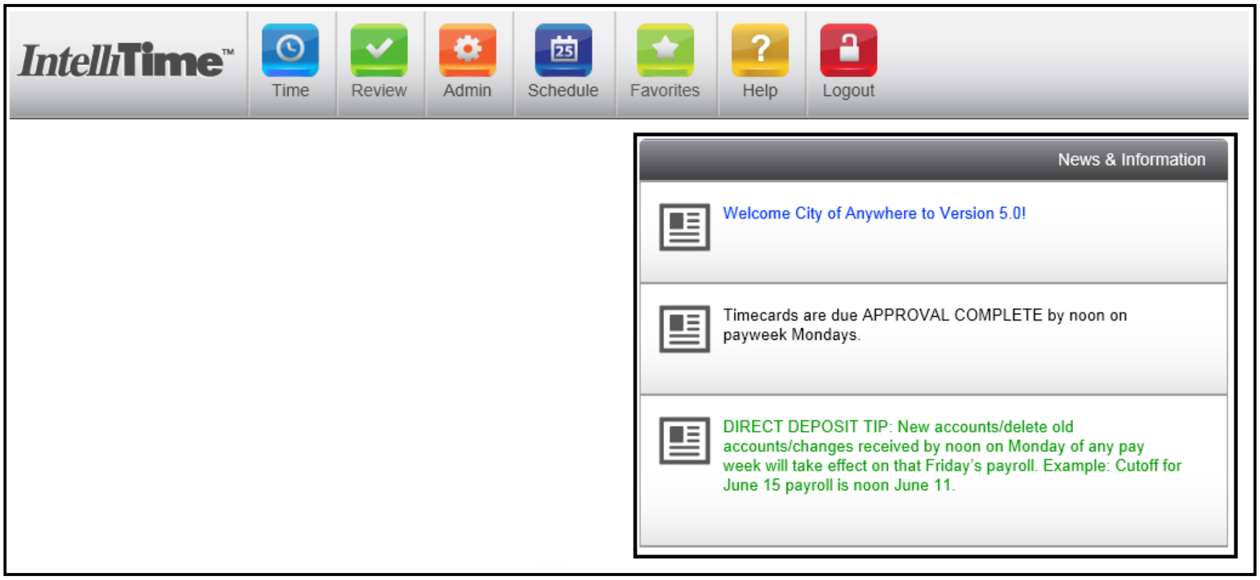
Navigation Menu Links

The navigation menu under each tab will list the different links for pages associated with the selected tab. Some menu options also contain Sub-menus. These will be marked with an arrow on the right. When you mouse over these links, more links will appear. Clicking on a link will open a page in VTI and allow you to perform actions within the system.



News and Information

The News and Information window will display on the right hand side at the top of the main VTI screen. Your System Administrator maintains the information in this window. It will contain messages available for viewing by your role (e.g., User, Supervisor, etc.)



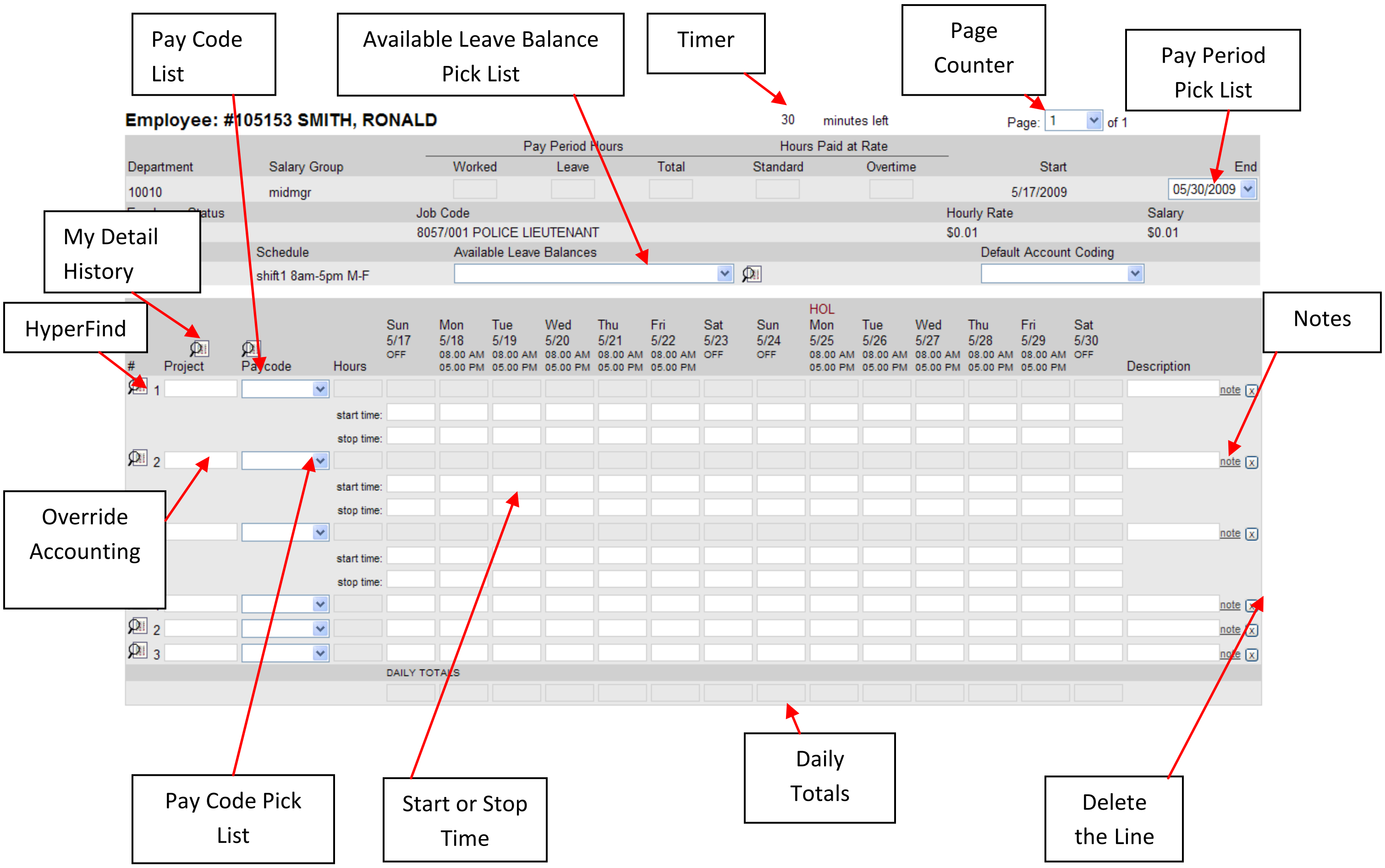
Timecards

The main function you will be performing in VTI is filling out your timecard and thereby get paid for the hours you worked. You open your time card by clicking the link on the left. There are two types of timecards in the system, start-stop and elapsed.

Start-Stop Timecards

The Start-Stop Timecard is typically used by non-exempt employees who need to track the start and end times of their worked shifts.

Timecard Components



Available Leave Balance Pick List – The balances are based on data from your organization's payroll and human resources system, and cannot be edited by users. To view all of your leave balances, click on the arrow to the right side of the field to open the drop-down list. Leave balances will only display if the balance value is greater than zero. The pick list will close automatically when the user clicks anywhere else on the VTI Time screen. When you click on the Submit button, VTI will check the usage of pay codes associated with the balances, and display alerts if the current timecard entries will exceed the available leave balances.

Timer – For security reasons, a user will be logged out of VTI after a period of inactivity. To prevent the inadvertent loss of timecard information, the timecard module will save any entered data, and exit automatically after the Minutes Left field has counted down to zero. This is usually set to start at 30 minutes.

Page Counter – The VTI timecard has an indicator that displays the current page number of the timecard. When two or more pages exist, the page numbers display in a pick list. You can navigate directly to the desired page number by selecting it from the pick list.

Pay Period Pick List – This field is a pick list. Verify that the current open pay period end date is displayed in this field. If you want to submit a timecard for a future pay period end date, click on the arrow to the right of the field, and select the desired pay period end date. Submitting a future timecard might be done because you are not going to be at work the following pay period. You can work on the current timecard and two future timecards.

My Detail History –This screen displays override accounting detail lines that have been assigned by your supervisor, manually added by the user, or previously used on your timecard.

HyperFind – provides a fast, easy to use tool for locating valid *combinations* of override accounting fields.

Override Accounting Field(s) – These fields allow you to override the default accounting fields. These fields designate what project or fund your work will be billed to.

Pay Code - Pay Codes indicate the type of pay event reported on a timecard. Examples would be Regular hours, Sick time and Vacation time.

Pay Code Pick List – The pick list includes only those pay codes that are valid for your timecard. Each time sheet line that contains hours requires a pay code.

Start or Stop Time – This field shows the start or stop time entry.

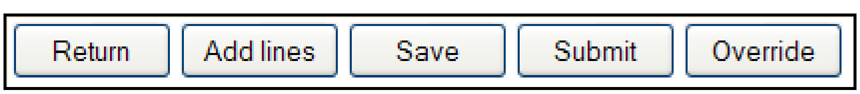
Daily Totals - This is a Sub-total column, which is automatically computed.

Delete the Line – This enables you to delete a line of information.

Notes – This is where you can provide an explanation of a time entry.

Command Buttons

There are also five buttons at the bottom of the timecard screen:



Return – This button will take you back to the main screen without saving any changes you have made.

Add Lines – This button will add lines (1 to 4 depending on the configuration) to your timecard. Use this feature if you need to report more than 3 different override accounting combinations or hour codes.

Save – Use this button to save and close your timecard. Save OFTEN to avoid accidentally leaving the timecard without saving your data.

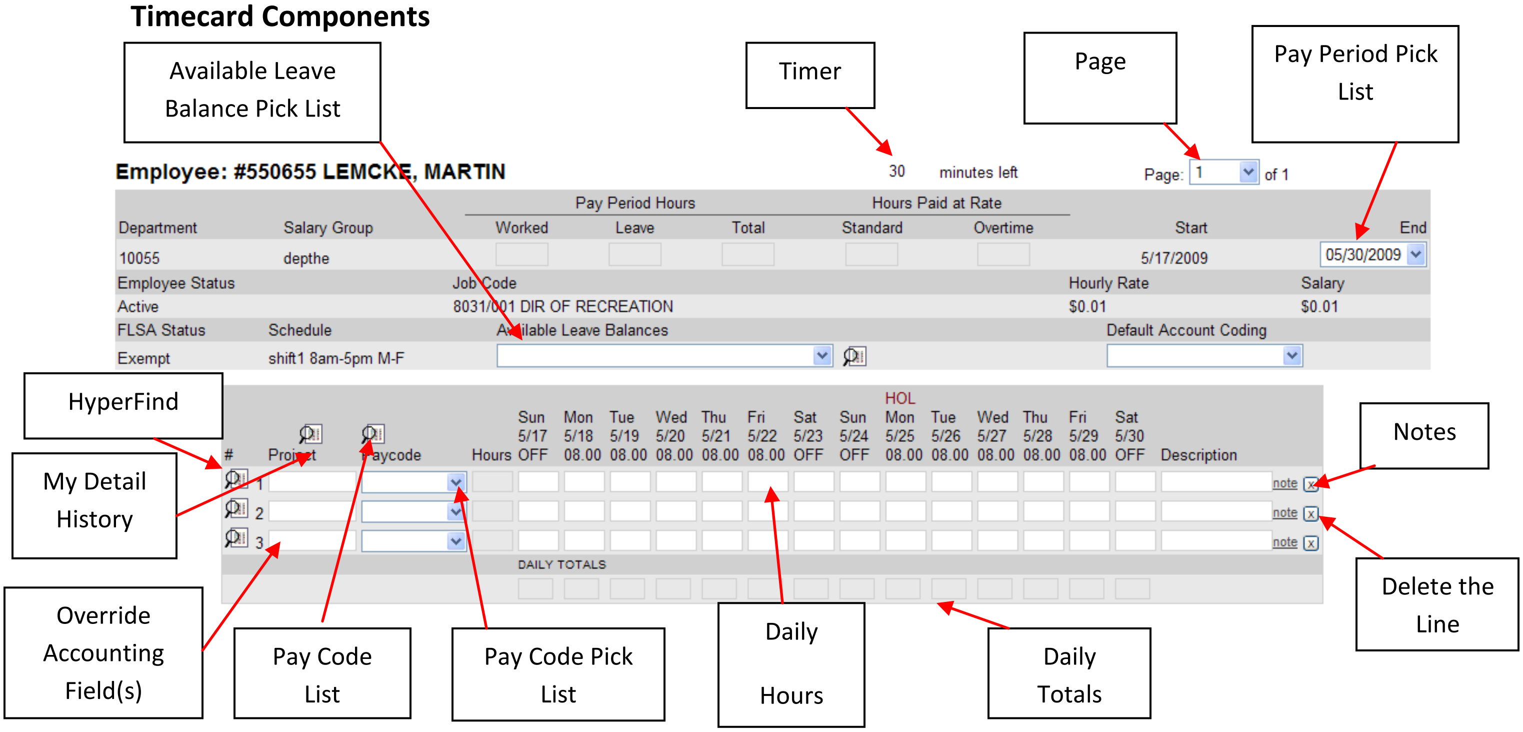
Submit – Use this button when you think you have correctly filled in your timecard. This will send your timecard through a "rules engine" which will check to see if you have correctly entered all of your time and calculate any pay code auto-post such as overtime.

Override – Part of the process is to check your timecard for any discrepancies in how you entered your time. If a discrepancy exists the system will not let you forward your timecard to your supervisor, instead, you will be shuttled back to the timecard screen and Edit Messages will appear at the bottom of the screen indicating what needs to be corrected. Clicking Override will force your timecard ahead in the workflow to your supervisor without requiring you to fix the discrepancies. However, this means your supervisor will have to fix the errors! You should not use Override without your supervisor's prior knowledge and consent.

Elapsed Timecards

The Elapsed Timecard is primarily used by exempt employees who track their hours by spans of time.

Timecard Components



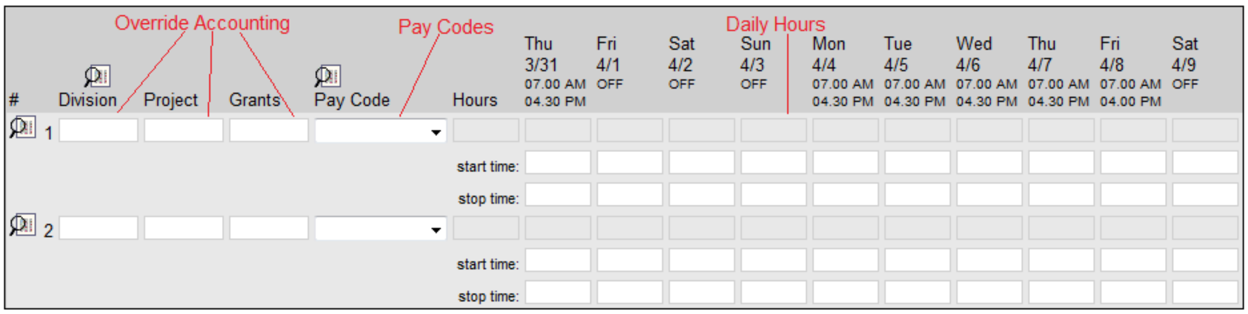
The fields and buttons on the elapsed timecard are the same as on the start-stop timecard except the area where the hours are reported. Instead of filling the exact time you stared and left work, the elapsed timecard only records the total number of hours you worked that day.

Completing Timecards

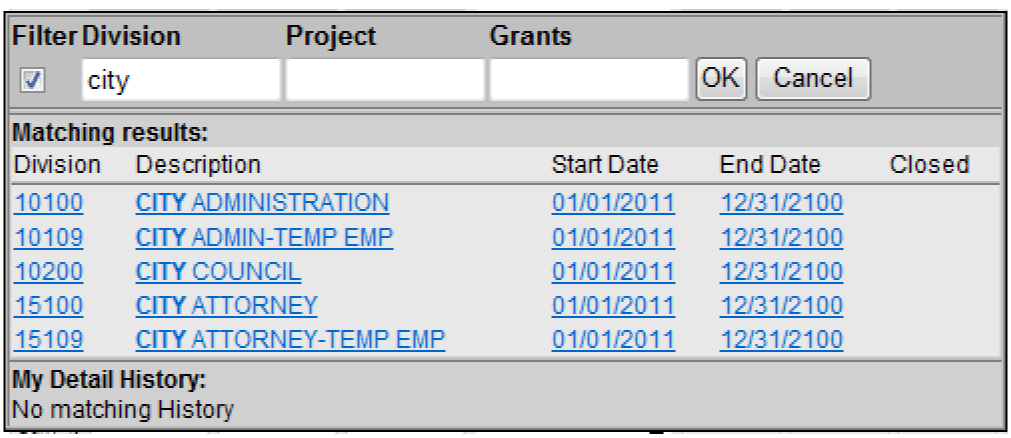
There are many ways to fill in your timecard depending on what settings your organization has put into place. You may be responsible for typing your time onto your timecard or it may be filled in for you from a schedule or punch clock.

Manual Entry

If you have manual entry, you will be typing in your time from week to week.



As you look at the timecard from left to right, the first area you see is for override accounting. This is where you can enter project, grant or fund codes that may be paying for you work. Hyperfind is especially helpful here. Clicking on the spy glass at the front of the line will open a filter box. As you enter information in the box, VTI will look for codes that match what you type and list them at the bottom. Clicking the name of the code will fill in the box.



The next area is for the pay code, or what you're getting paid for. Each row with time on it needs to have a pay code assigned to it. The last area is when you enter your time, either in start-stop or elapsed format.

Time Clock Entry

If your organization has purchased time clocks, then your time can be filled in on your timecard by the clock.

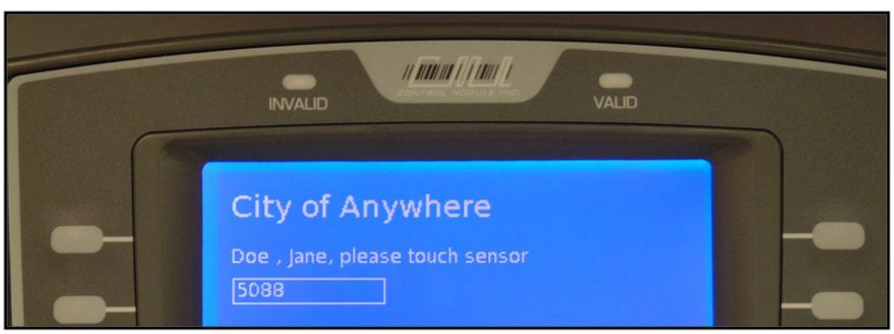
These are the directions to using a biometric time clock. There are badge reading clocks that work very similarly.

Locate the Time Clocks for your organization.

Enter your Employee ID

by using the number Pad and then press Enter

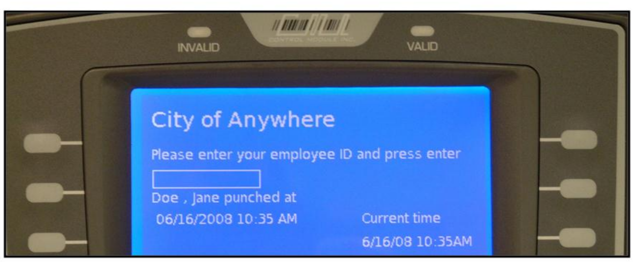
You will be prompted to touch the sensor



Touch the sensor

Note: If there is an error, you will be asked to "Touch Sensor Again", if there is still an error the message "Employee Not Found" will display. Make sure you are using one of the two fingers you registered with, and if there is still an error see your supervisor.

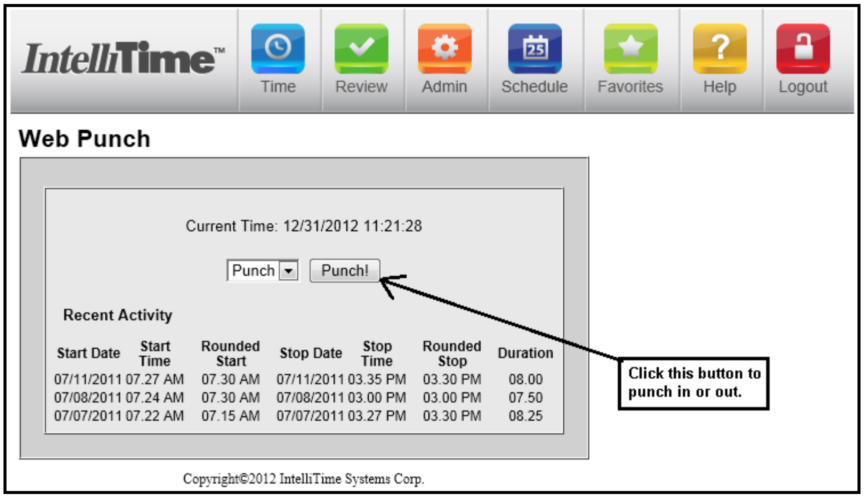
The clock will acknowledge your punch with the actual date and time



Web Punch Entry

Web punch allows you to record the time you came in and out through the VTI interface.

Locate Web Punch on the left side of the screen

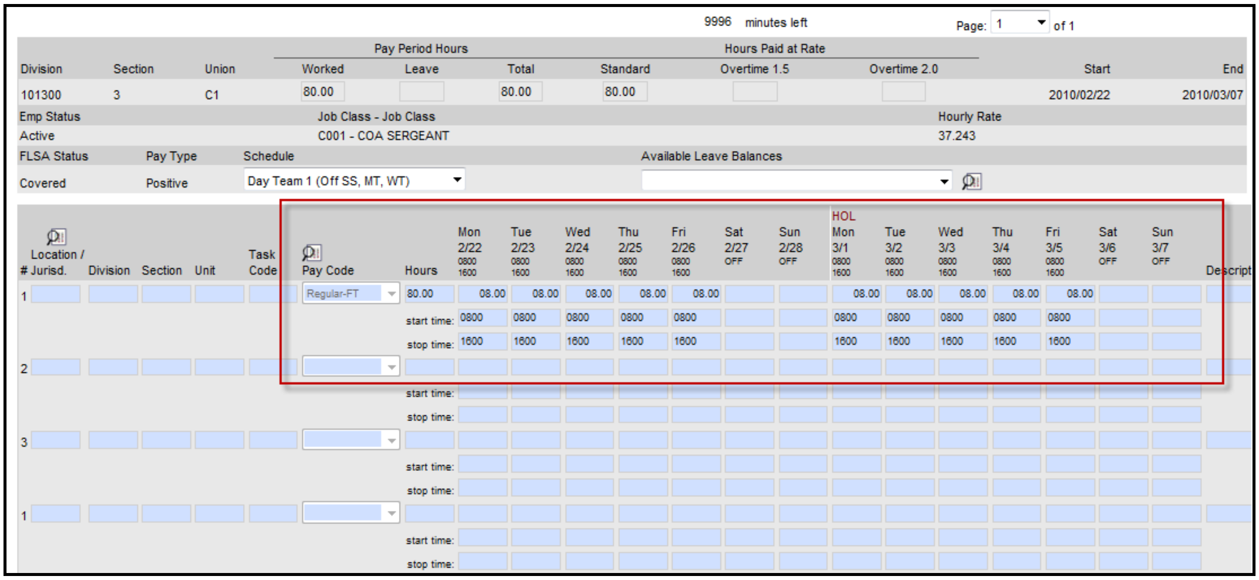


Clicking on the Punch button will record the day and time you clicked it, just like if you were at a time clock. The time would later be reported on your timecard.

Schedule Entry

Your organization may also choose to have your timecard filled in using your schedule. Using this method, the timecard gets completed based on how you are scheduled for the pay period.

If your organization has chosen a method that fills in your timecard for you, the timecard will appear blue instead of white as in the previous examples. Whenever a timecard is blue, it means it is read only. In this instance, only the schedule or time clock can write information on the timecard. You just need to check the information for accuracy and sign it. If you were to find an error, you would need to contact your supervisor to make the needed changes.



Submitting a Timecard

Reviewing For Accuracy

Once you have entered your time on your timecard for the current pay period, do a visual check of your timecard to make sure everything matches the shifts you worked and any leave you used this pay period. Once you have done this, click the Submit button. VTI will put your timecard through a "rules check", where it will verify that you followed the correct rules when you entered your time. Some examples of what the system checks for:

- *Leave usage*: Did you use more leave than you had available?
- Did you use an invalid Project override accounting code?
- Is there a discrepancy in the number of hours worked? In other words, did you work more or less than expected?
- Did the hours you worked qualify you for special pay like a night or weekend differential?

Edit Messages

If the system determines that you need to edit your timecard, you will remain in the timecard screen and Edit Messages indicating what you need to change will appear in the bottom left hand corner of the screen. Messages will look similar to the following:

00.25 Vacation hours used more than 00.00 hours maximum limit, for Probationary 12 months HireDate 01/01/2011 - 01/01/2012 12.01 AM. Please remove Vacation Pay Code and click Submit to Override this message.

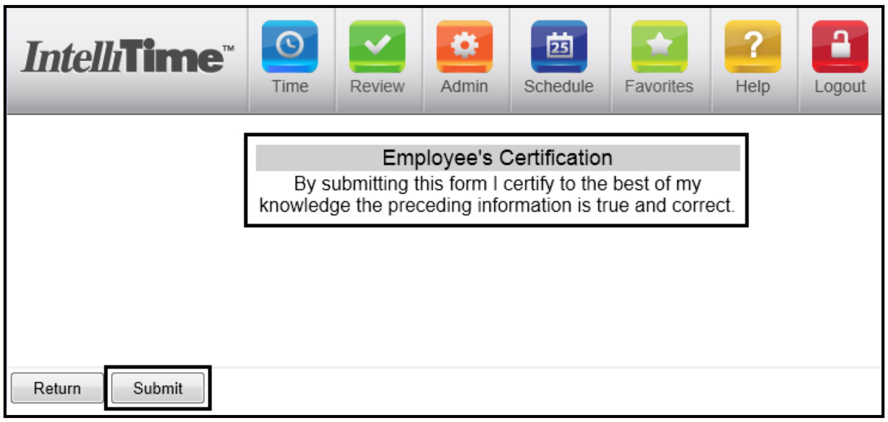
Page: 1, Line: 1 For 'VC PY-101' 00.75 Vacation hours used less than 01.00 hours minimum limit, for Day 04/12/2011 - 04/12/2011

At this point, you should read the Edit Messages and change your timecard based on the message feedback. If you have already informed your supervisor, AND the Supervisor has given their approval, you may use the Override button to send your timecard, with errors to your supervisor, who will have to fix those errors or Override the timecard as well. The ideal is not to use Override without Supervisor Approval.

Signing Your Timecard

Once you have corrected your timecard so that all Edit Messages disappear, you will be forwarded to the Employee Certification screen. This screen is your electronic signature page and will be considered to be your signature from a legal standpoint. Clicking Submit on this screen is the same thing as signing your timecard with a pen.

Clicking Submit also forwards your timecard to your Supervisor for approval.



If you see that VTI takes you to this screen, this means your timecard has no remaining Edit Messages, or you used the Override key to bypass the Edit Messages with your Supervisor's approval.

If you would like to go back and still work with this timecard and not send it to your Supervisor, clicking Return on this screen will take you back to the VTI welcome page and you can open your timecard again to make additional changes.

If you want to send your timecard to your Supervisor, click Submit on this screen.

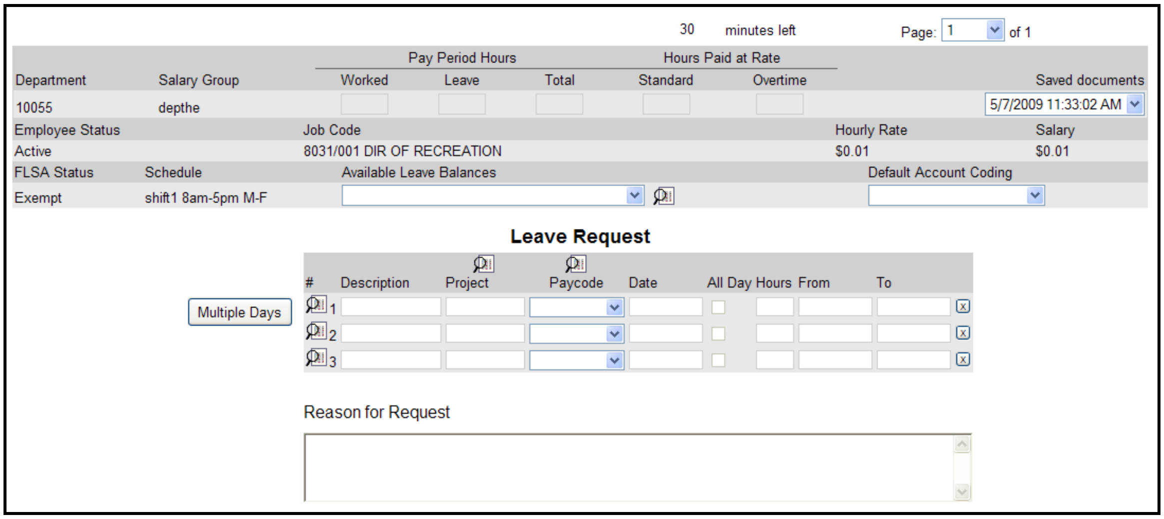
If you remember you still have changes to make to your timecard once you have used Submit to send your timecard to your Supervisor, you can ask your Supervisor to make the changes for you. If there is time before timecards are due, your supervisor can return your timecard to you. You will receive an email to this effect, and will once again be able to edit your timecard.

If your Supervisor returns the timecard to you, please remember to submit it again once you have made your changes.

Submitting a Leave Request

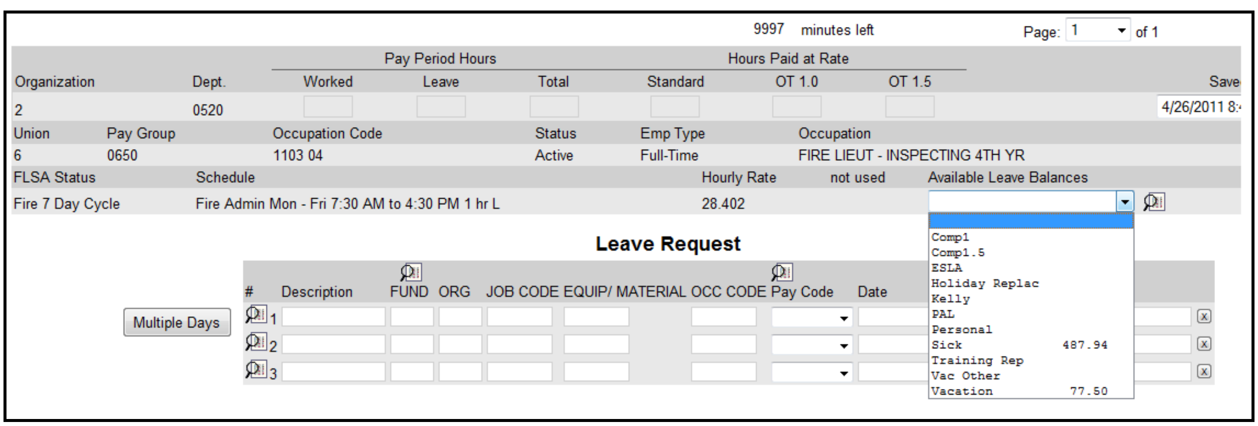
Asking for time off through VTI is simple. All Leave Requests start on the **Time** tab by clicking the Leave Request link.

This will open the leave request form seen below:



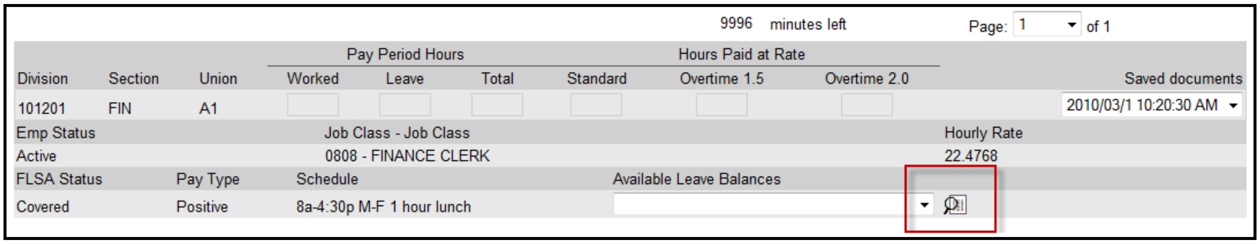
Available Leave Balance

At the top of the leave request is a pick list box labeled "Available Leave Balances". Clicking the arrow here will show you a list of all the leave types available to you as well as how much leave you had as of the start of the pay period. This is helpful for making sure you only use as much leave as you have on the books.

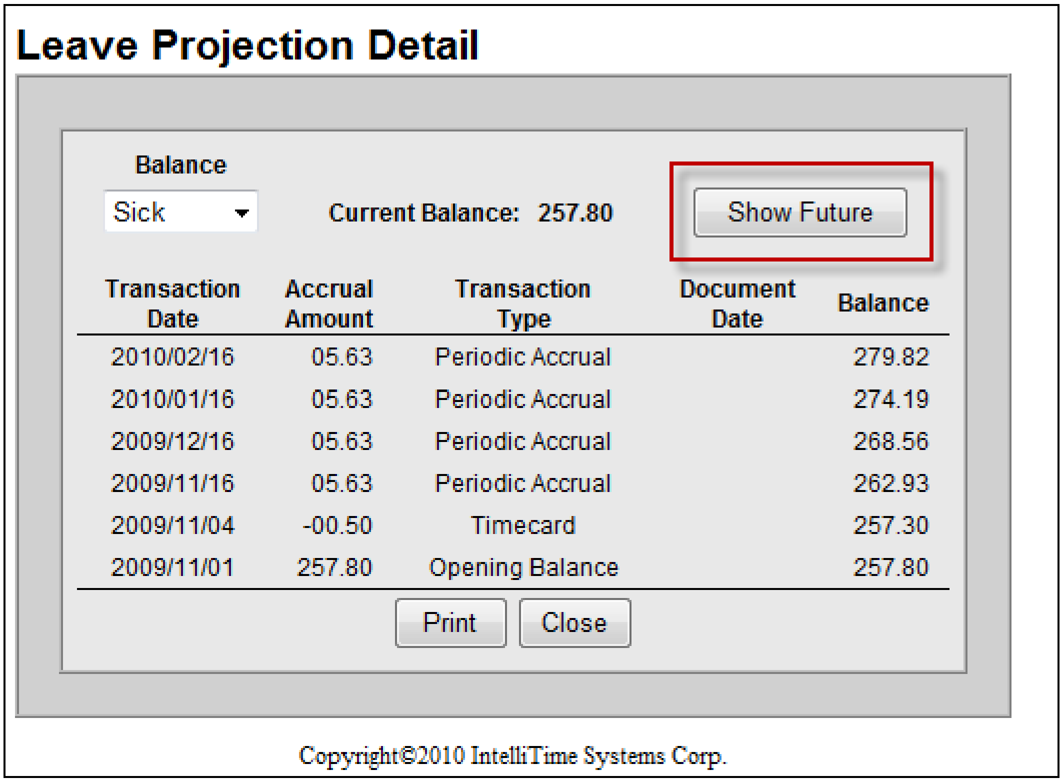


Leave Projection Detail

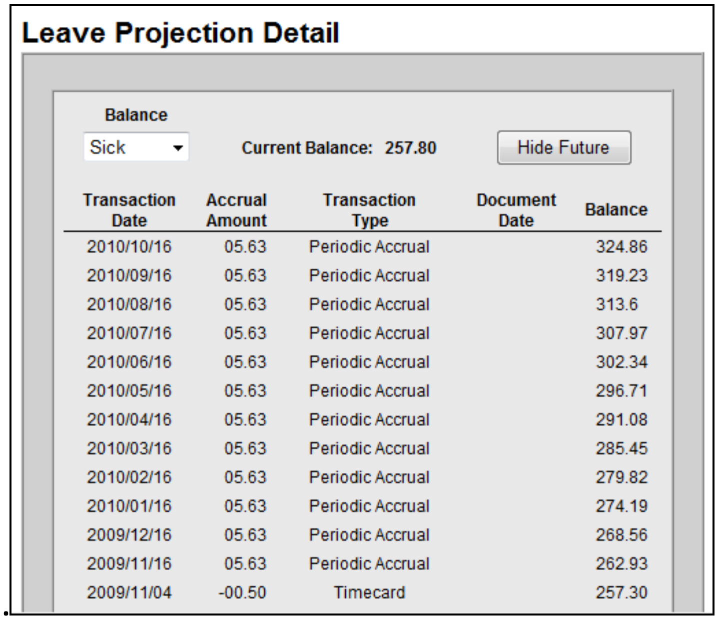
You can check future leave accruals by selecting the icon to the right of the Available Leave Balance pick list on the Timecard or Leave Request documents.



This will open another window which allows you to view the Leave Projection Details.



Select an Accrual code from the accrual pick list located under the Balance label on the upper left-hand corner of the screen. Then click the Show Future button located at the top right-hand corner to view future accruals for the accrual selected. This screen will display your current balance as well as future accruals



Leave Projection Detail

Balance

Sick

Current Balance: 257.80

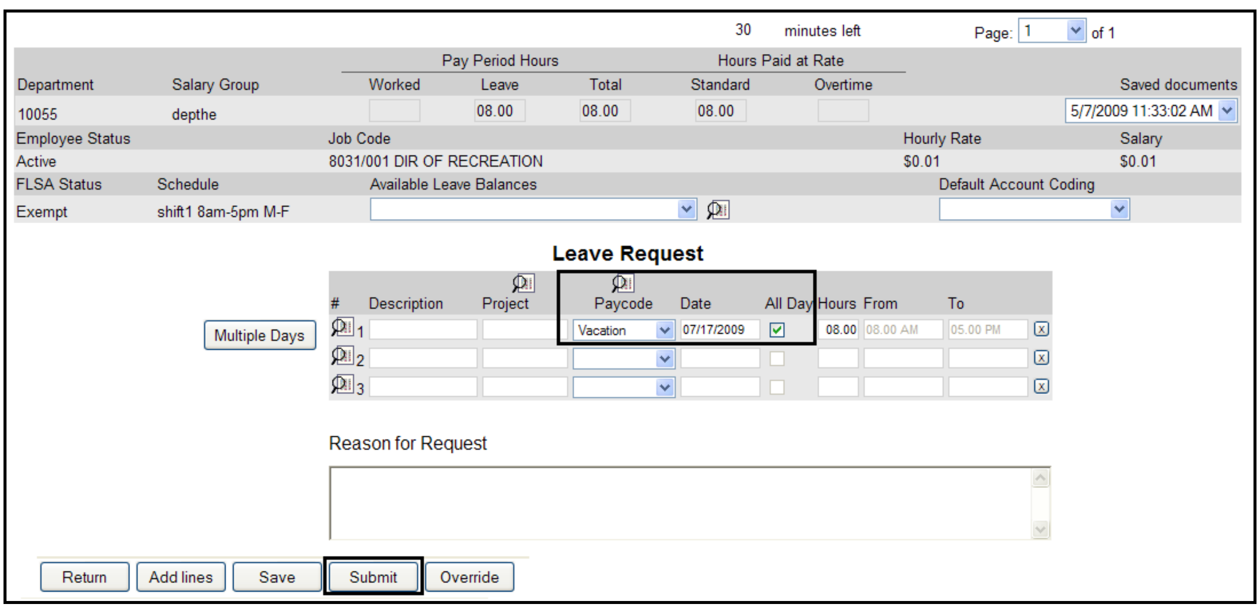
Hide Future

Transaction Date	Accrual Amount	Transaction Type	Document Date	Balance
2010/10/16	05.63	Periodic Accrual		324.86
2010/09/16	05.63	Periodic Accrual		319.23
2010/08/16	05.63	Periodic Accrual		313.6
2010/07/16	05.63	Periodic Accrual		307.97
2010/06/16	05.63	Periodic Accrual		302.34
2010/05/16	05.63	Periodic Accrual		296.71
2010/04/16	05.63	Periodic Accrual		291.08
2010/03/16	05.63	Periodic Accrual		285.45
2010/02/16	05.63	Periodic Accrual		279.82
2010/01/16	05.63	Periodic Accrual		274.19
2009/12/16	05.63	Periodic Accrual		268.56
2009/11/16	05.63	Periodic Accrual		262.93
2009/11/04	-00.50	Timecard		257.30

Single Day Leave Request

If you are requesting one day of leave , select the Pay Code for the type of leave you are requesting, enter the date, enter the number of hours you are requesting off, or check the All Day box if you are requesting your entire shift off.

Click the Submit button at the bottom of the screen



30 minutes left Page: 1 of 1

Department	Salary Group	Worked	Leave	Total	Standard	Overtime	Saved documents
10055	depthe		08.00	08.00	08.00		5/7/2009 11:33:02 AM

Pay Period Hours; Hours Paid at Rate

Employee Status: Active
Job Code: 8031/001 DIR OF RECREATION
Hourly Rate: $0.01
Salary: $0.01
FLSA Status: Exempt
Schedule: shift1 8am-5pm M-F
Available Leave Balances
Default Account Coding

Leave Request

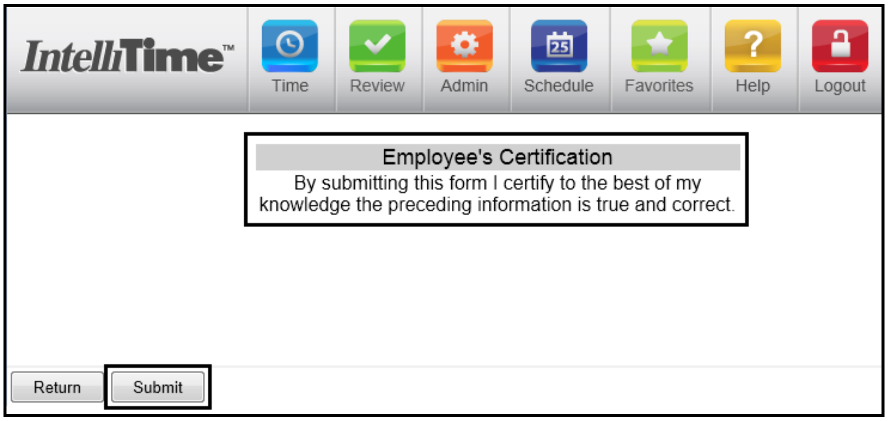
Multiple Days

#	Description	Project	Paycode	Date	All Day	Hours	From	To
1			Vacation	07/17/2009	☑	08.00	08.00 AM	05.00 PM
2								
3								

Reason for Request

Return | Add lines | Save | Submit | Override

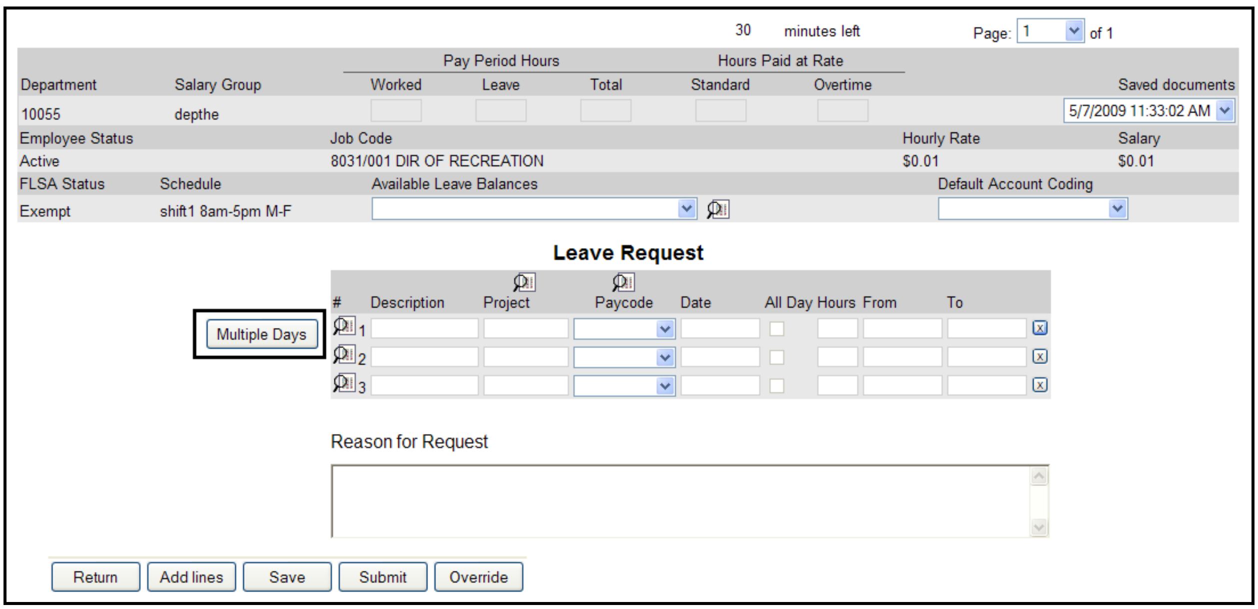
The following screen will open so that you can sign your leave request. Click the Submit button to sign.



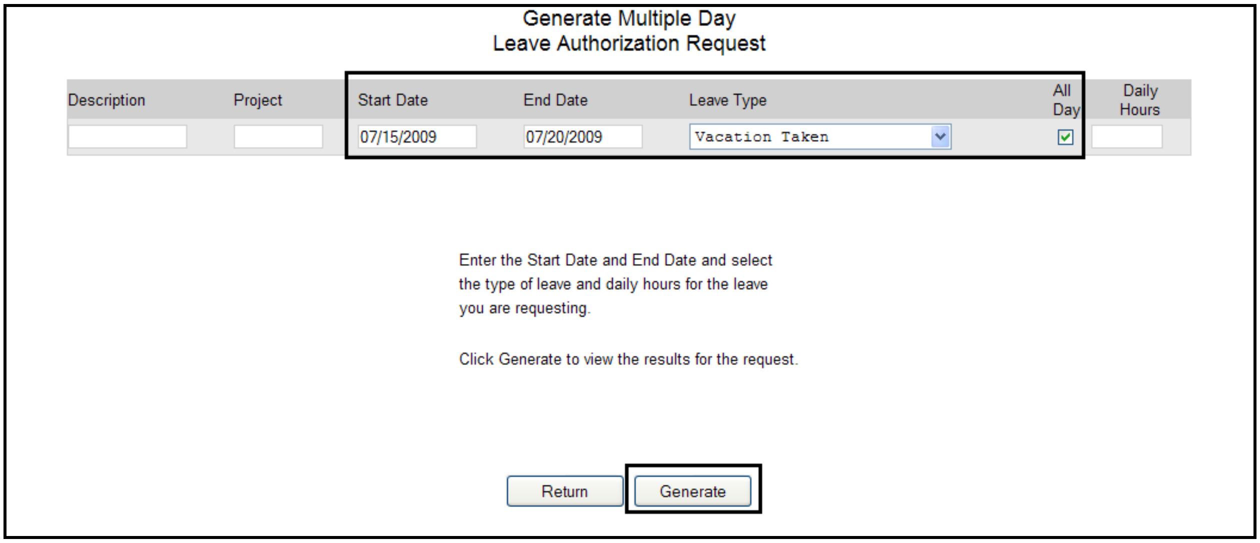
Multiple Day Leave Request

If you want to request multiple days off, there is a feature to help make it easier for you.

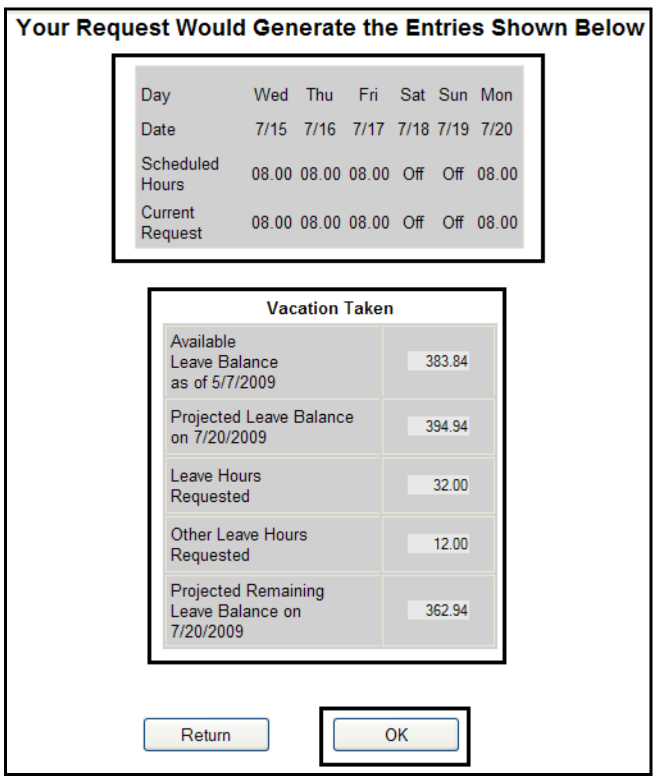
First, click on the Multiple Days button.



Enter the date range and the type of leave you are requesting, check the all day box, and then click on the Generate button.



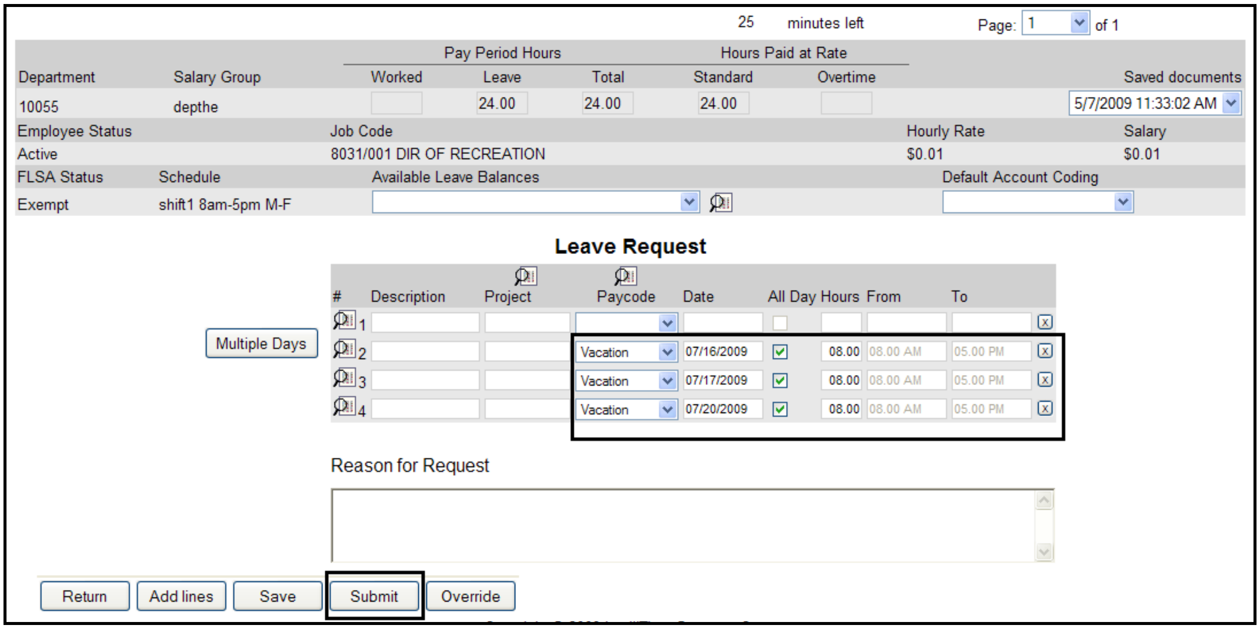
The system will compare the days you requested leave to your schedule and calculate the total requested hours of leave.



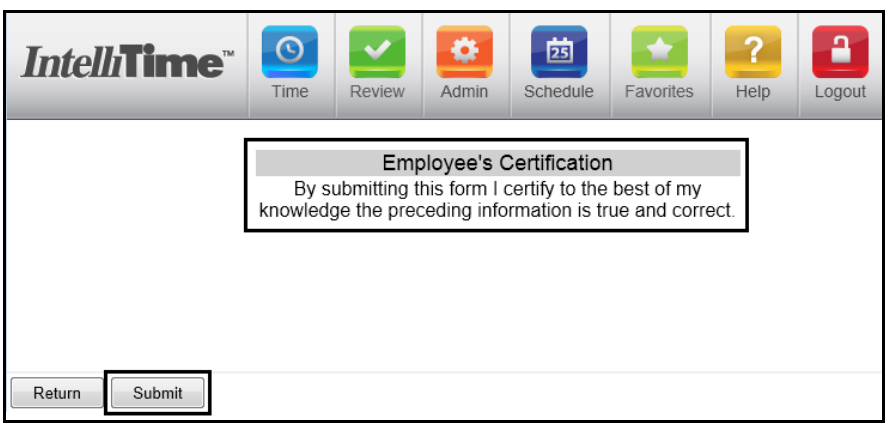
Notice you will not be charged leave for regularly scheduled days of with your requested leave. It will also show any other leaves between when you submit the leave request and when it will complete that will deduct from this leave bucket to give you a final projected total of remaining leave at the end of your request. If you overestimated your leave balance, the Projected Remaining Leave Balance number will be negative, so you know that changes will need to me made.

Click OK to request the selected hours.

The leave request will populate with the selected leave. If you want to change the pay code for one or all of the days, you can do so now by clicking the pick list, just like you did for the single day request. Click on the Submit button at the bottom of the screen.



The following screen will open so that you can sign your leave request. Click the Submit button to sign.



You may know well in advance all the days you want off for the calendar year and want to ask for them all at once to beat the rush on popular days. VTI will let you submit for dates well into the future. The best practice it to submit one leave request for each consecutive amount of time. For example, if you wanted to take March 3-6, July 5, and July 28-31 off, you would submit three separate leave requests. If all those dates were on one form, and July 5th could not be approved, the March and late July dates could not be approved either; they would all have to be returned for you to remove or change the July 5th date. If they were on separate sheets, the March and late July dates could be approved and the July 5th date could be returned alone for adjustment, thereby securing they majority of your plans.

<u>Homework</u> – I need a Leave Request Form for . . .

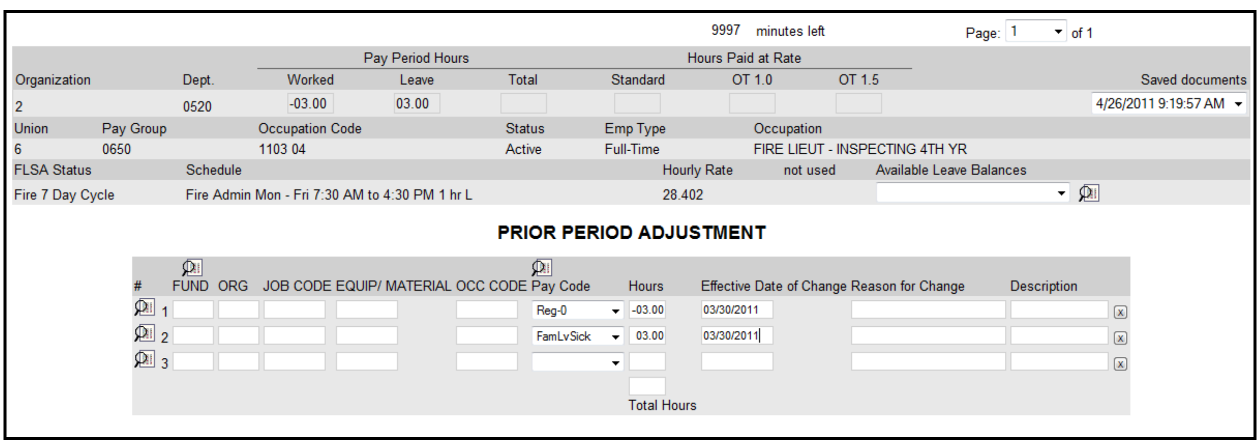
Every organization has different rules for what types of leave need an official leave request form and which leaves just need a verbal approval. Usually planned vacations always need a leave request, but events like caring for a sick family member can vary. Please check with your supervisor on what your policy will be regarding calling in sick and other unpredictable leave's need for documentation.

Submitting a Prior Period Adjustment

We and your payroll department are working hard to make sure your paycheck is accurate, but occasionally, a mistake might slip through, like you went home sick on the last day of the pay period, but no one placed that on your timecard, or an offsite training, three weeks ago, lasted longer than originally planned and you just found out you get overtime pay for it. In these cases, you could use a Prior Period Adjustment to set the records right.

The PPA Form

The Prior Period Adjustment (PPA) is opened by clicking on the <u>Adjustment</u> link on the **Timecard** tab.



The HyperFind icon from the timecard is here in case the adjustment if for chagrining your work to a specific fund. If you are making a correction like changing regular hours to sick leave, you will enter a negative number for the hours you want to remove and a positive number for the hours you want to add. You know it is right when the total is blank. Clicking **Submit** will allow you to sign the PPA and send it on to your Supervisor for approval.

<u>Homework</u> – I need to submit a PPA when . . .

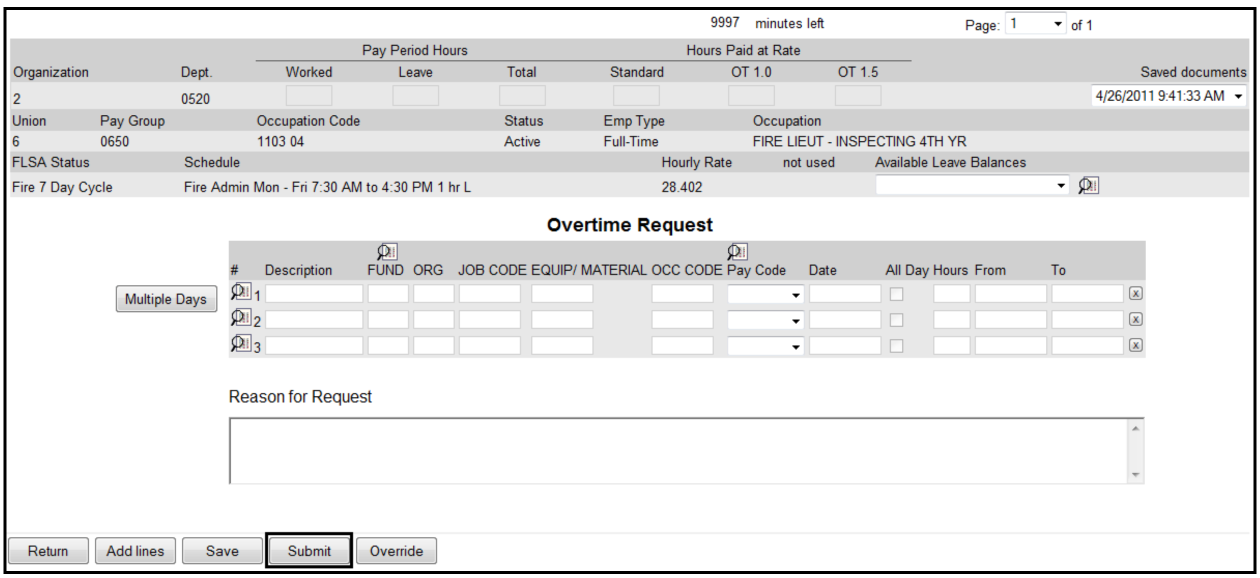
Prior Period Adjustments are only needed to correct something on a timecard that has already been sent to payroll and usually need supervisor approval before starting the process. Please check with your supervisor as to your organizations rules on when PPA's are needed.

Submitting an Overtime Request

Overtime happens all the time; the Founder's day parade needs extra people for crowd and traffic control, an emergency call comes in 30 minutes before shift change and you have to stay late. These and many other reasons may generate overtime. Some organization requires that any time outside your schedule be documented and approved. That is where the Overtime Request comes in.

The Overtime Request Form

The Overtime Request form works just like the Leave Request from. Fill in the date, pay code and time of the overtime and click submit. If the overtime is for a multiple days, like working several days off to cover someone out for several days, you can use the multiple days button.

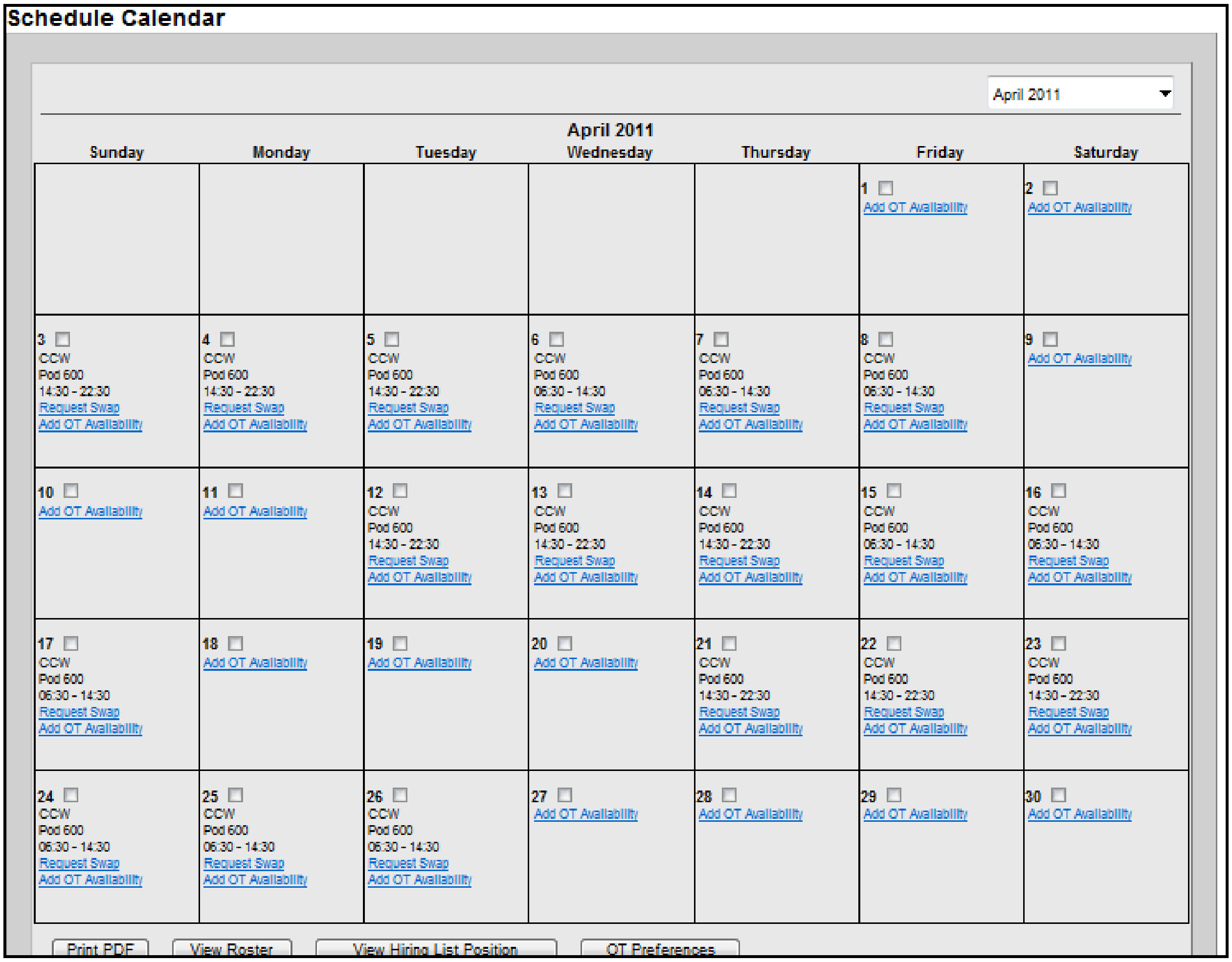


<u>Homework</u> – I need to submit and Overtime Request when . . .

Some organizations only require Overtime Requests for unexpected overtime like court running long or incident that overlapped you shift end. Others use Overtime Requests to volunteer for special assignments. Please check with you supervisor as to when you would need to fill out a leave request.

Employee Schedule Calendar

Your organization is also using Dynamic Scheduling, to track when everyone will be working. Because of this, you have the Employee Schedule Calendar. To access this screen, click on the Schedule tab.



Schedule Calendar

April 2011

April 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Add OT Availability	2 Add OT Availability
3 CCW Pod 600 14:30 - 22:30 Request Swap Add OT Availability	4 CCW Pod 600 14:30 - 22:30 Request Swap Add OT Availability	5 CCW Pod 600 14:30 - 22:30 Request Swap Add OT Availability	6 CCW Pod 600 06:30 - 14:30 Request Swap Add OT Availability	7 CCW Pod 600 06:30 - 14:30 Request Swap Add OT Availability	8 CCW Pod 600 06:30 - 14:30 Request Swap Add OT Availability	9 Add OT Availability
10 Add OT Availability	11 Add OT Availability	12 CCW Pod 600 14:30 - 22:30 Request Swap Add OT Availability	13 CCW Pod 600 14:30 - 22:30 Request Swap Add OT Availability	14 CCW Pod 600 14:30 - 22:30 Request Swap Add OT Availability	15 CCW Pod 600 06:30 - 14:30 Request Swap Add OT Availability	16 CCW Pod 600 06:30 - 14:30 Request Swap Add OT Availability
17 CCW Pod 600 06:30 - 14:30 Request Swap Add OT Availability	18 Add OT Availability	19 Add OT Availability	20 Add OT Availability	21 CCW Pod 600 14:30 - 22:30 Request Swap Add OT Availability	22 CCW Pod 600 14:30 - 22:30 Request Swap Add OT Availability	23 CCW Pod 600 14:30 - 22:30 Request Swap Add OT Availability
24 CCW Pod 600 06:30 - 14:30 Request Swap Add OT Availability	25 CCW Pod 600 06:30 - 14:30 Request Swap Add OT Availability	26 CCW Pod 600 06:30 - 14:30 Request Swap Add OT Availability	27 Add OT Availability	28 Add OT Availability	29 Add OT Availability	30 Add OT Availability

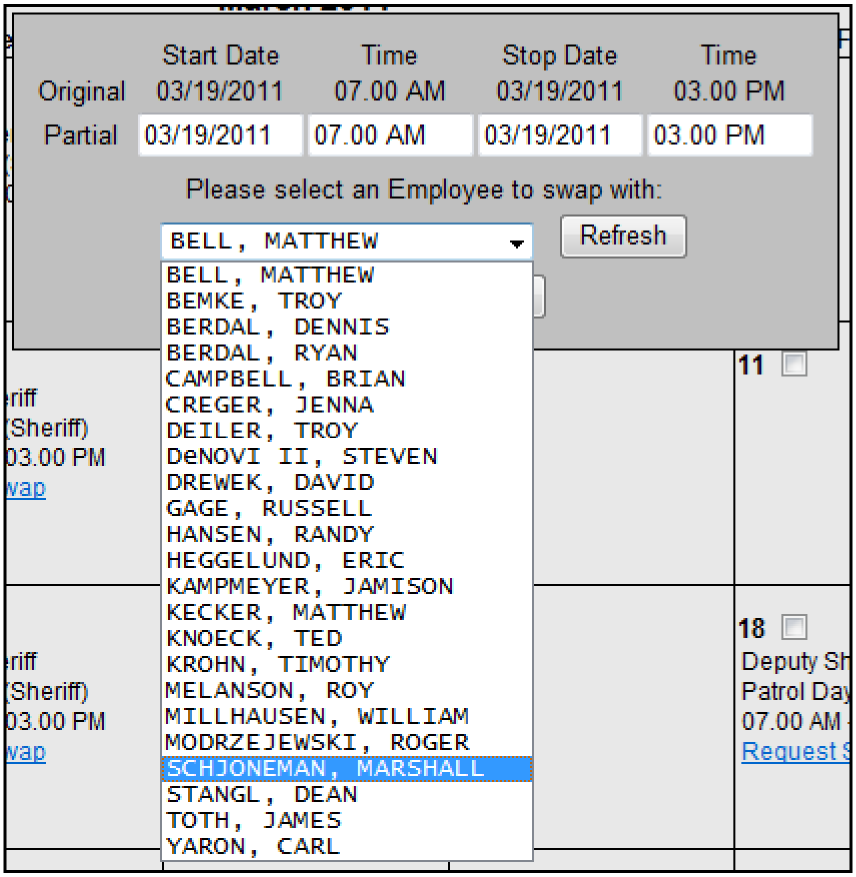
Print PDF | View Roster | View Hiring List Position | OT Preferences

Viewing Your Schedule

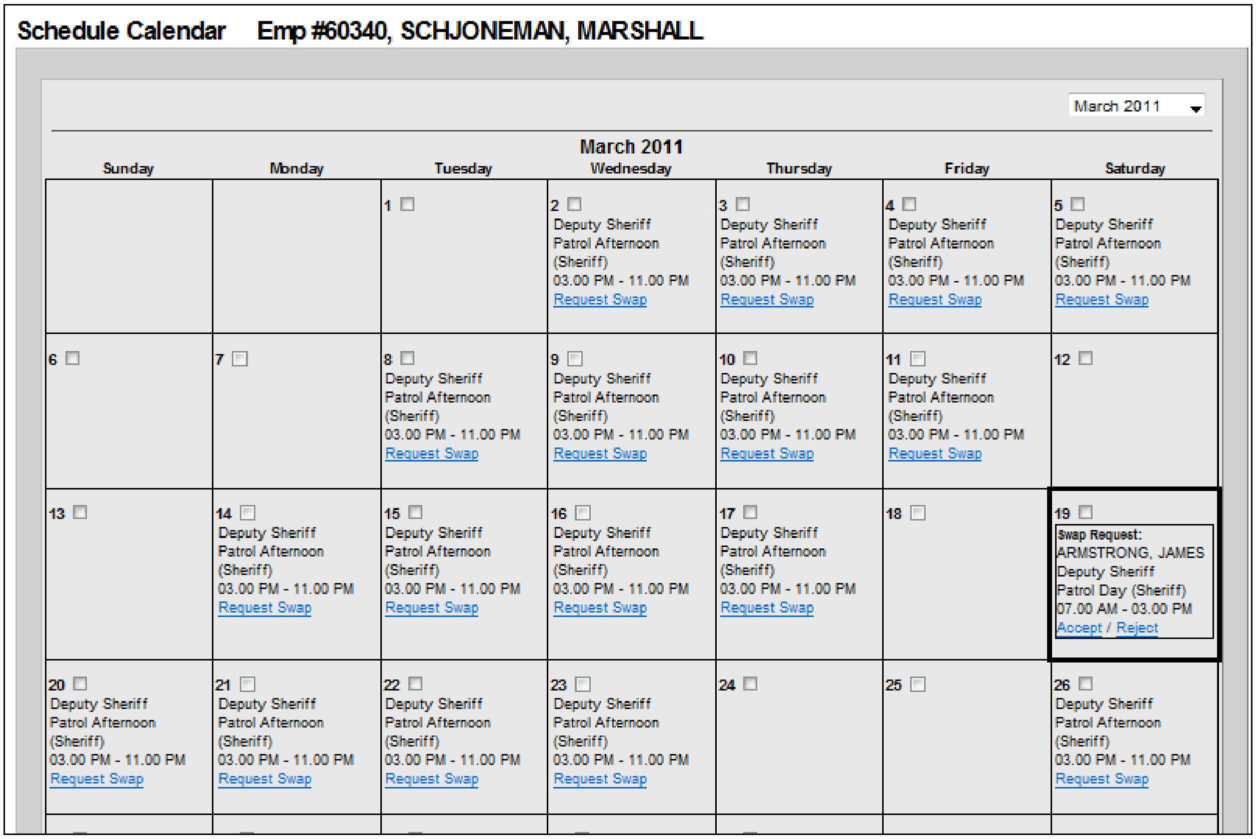
As you can see, each day you are scheduled to work will be filled in with the job you will be performing, the location you are to report to and at what time. At the top is a month pick list so you can see your schedule into the future.

Swapping Shifts

If your organization allows you to swap shifts with other coworkers, this can be done from this calendar. There will be a Request Swap link on any day after the current day. Clicking this link will open a pop-up window that will list all the people with available and qualified to fill the shift. You then click on the name of the person you want to trade with and click **Select.**



The person you are swapping with would then open their calendar and click the Accept link to confirm the swap.



Some organizations allow for swaps to remain between the users who are trading, if this is the case for you, then at this point the swap is approved and your schedules traded. Other organizations require that a supervisor or shift commander approve all swaps beforehand. If this is the case, then the second person clicks accept, a document is sent to the supervisor for review and signature in order to approve the swap. Either way, it is best to talk to everyone involved BEFORE you start the paperwork, so they know it is coming.

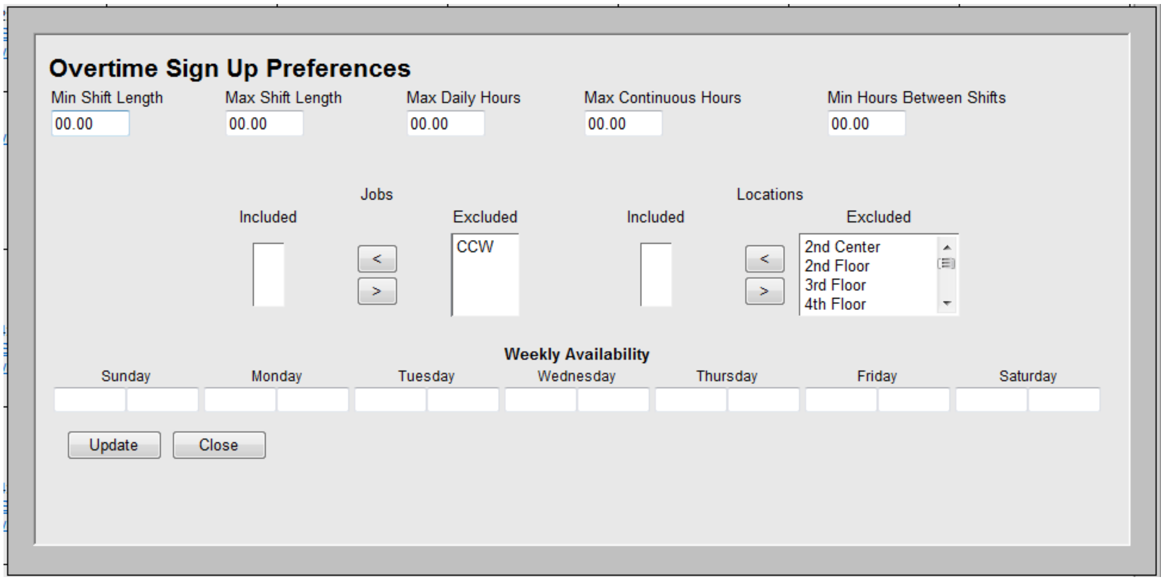
Every organization has its own rules on how soon a swap must be paid back. Please check with your supervisor if you are unsure about your organizations policy.

Signing Up for Overtime

If your organization allows for overtime signup you can do so from this calendar, by either clicking on the Add OT Availability link or clicking the OT Preferences button.

The Add OT Availability link allows you to volunteer for Overtime on a specific day. Clicking this link will offer you times to volunteer for, or you can type in a specific range using the Manual OT link.

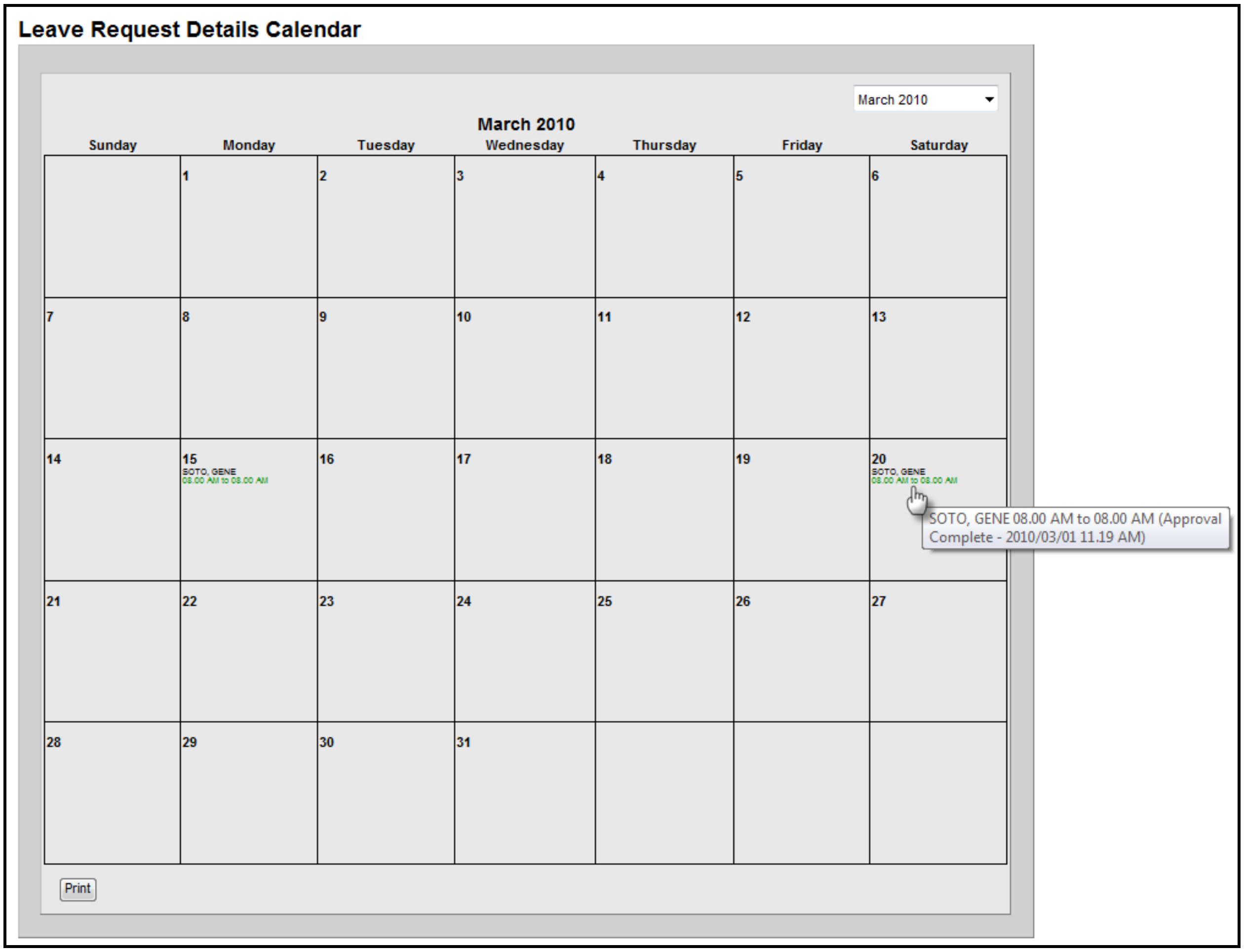
Use the OT Preferences button if your availability is the same from week to week. Clicking the button will open the following screen:



From here, you can specify what days and times you are available for overtime. You can also specify which locations and jobs you would prefer and how long of a shift you would like to work. The shift length, location and jobs are just preferences, however, and do not preclude you from volunteering from other open positions on days you're available.

Leave Details Calendar

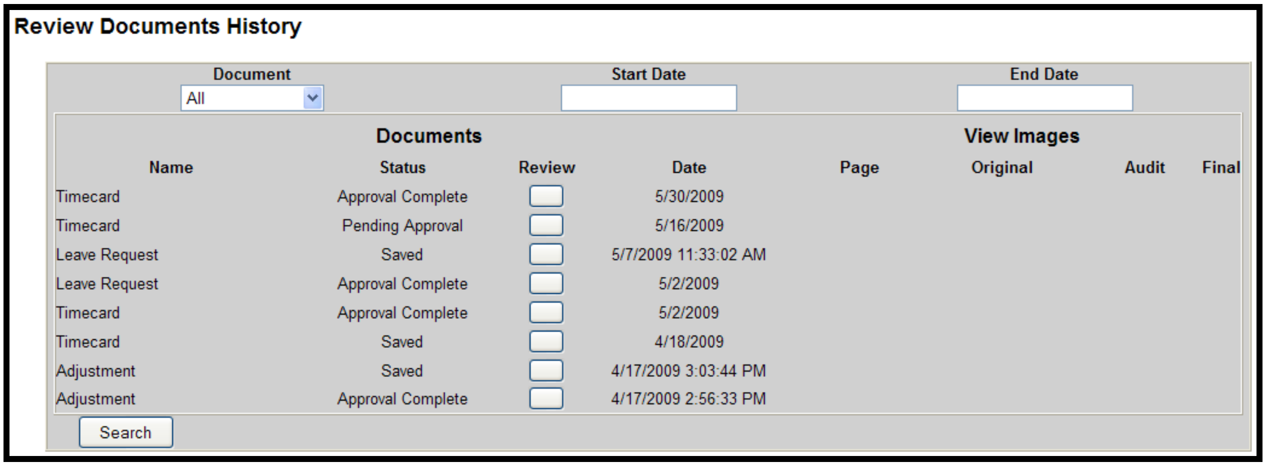
The Leave Calendar, located on the Navigation Menu under the Schedule Tab. This calendar displays not only the leave you've requested, but also the leave of everyone in your range. Your range is determined by your OrgLevel1, OrgLevel2 and OrgLevel3.



This calendar is helpful when planning future leaves. Most organizations have a rule about how many people can be out at time (even if it is only spoken). With the Leave Detail calendar, you can see if the dates you want are already taken or are free to ask for. It will also let you know if you need to plead your case to a supervisor for a “non-negotiable” day off, like a wedding or graduation that’s fallen on a highly coveted day off.

Document History

You can still see your documents once you have submitted them to your supervisor. Click on the Admin Tab then Document History link to view your historical timecards. The Status field will tell you if the timecard is Pending Approval , meaning it is waiting for your supervisor to sign it, or Approval Complete, meaning it has been approved by your supervisor. A Status of Uploaded means the timecard has been processed by Payroll.



Review Documents History

Document: All | Start Date: | End Date:

Documents					View Images		
Name	Status	Review	Date	Page	Original	Audit	Final
Timecard	Approval Complete		5/30/2009				
Timecard	Pending Approval		5/16/2009				
Leave Request	Saved		5/7/2009 11:33:02 AM				
Leave Request	Approval Complete		5/2/2009				
Timecard	Approval Complete		5/2/2009				
Timecard	Saved		4/18/2009				
Adjustment	Saved		4/17/2009 3:03:44 PM				
Adjustment	Approval Complete		4/17/2009 2:56:33 PM				

Search

Use the boxes at the top of the screen to set the criteria for the search. After doing so and clicking Search, any documents that match the search criteria will display. Clicking on the box that appears under the Review column will take you to a "read-only" version of your document that you may view but may not edit. You will know that the timecard is read-only because the fields where you enter information will be blue instead of their normal white.

If you wish to print a hard copy (paper) of your timecard, you may do so by opening the document and use your print feature within your browser.

Users are reminded that one of the important features in VTI is that the documents are stored electronically and can be viewed at anytime. This feature is intended to minimize the need for printed copies of the document. It is not necessary to print a copy of your timecard "for your records" since an electronic version will always be available to you.

Hands-On Practice

*** Enter time for the current pay period and request leave for the future.**

It's the end of the pay period and you need to make sure you enter, sign, and Submit your time for the current pay period. Also, you need to request Wednesday and Thursday off for the following week.

1.) Select the **Timecard** tab and click on the timecard link under the Navigation Menu on the left side of the page.

*My timecard link is ____

2.) Enter the appropriate punch times or hours, according to your timecard type, for the entire pay period, or confirm the schedule has filled in your timecard correctly.

3.) Click **Submit** at the bottom of the page to run the rules engine.

4.) Click **Submit** at the bottom of the page to sign the document and send it to the next level in the workflow.

5.) While still under the **Timecard** tab, click on the Leave Request link under the Navigation Menu on the left side of the page.

6.) Click on the **Multiple Days** button.

7.) Enter "Practice Request" in the description filed; enter Wednesday's date of the following week in the Start Date field and Thursday's date in the End Date field.

8.) Enter the appropriate pay code for vacation in the Leave Type field and click on the All Day field to place a check in the box.

9.) Click the **Generate** button at the bottom of the page.

10.) Review the entries that will generate and click **OK** at the bottom of the page.

11.) Verify that your Leave Request has the correct dates entered and click **Submit** at the bottom of the page to run the rules engine.

12.) Click **Submit** to sign and submit the Lave Request.