



Timecard Approval for Right Track Employee Timecards

As a time approver for Right Track employees, you will use IntelliTime's Virtual Timecard Interface (VTI) to approve your employees' hours and send them to Payroll.

In order to do that, you'll have an account set up in the City's TASS system, and you will be assigned an Employee ID number to use as a login.

- If you are a City employee, you'll use your existing login. Please note, these instructions do not replace your regular VTI training, but are specific to the timekeeping process for Right Track employees.
- If you are not a City employee, you do not need to do your own timecard in VTI. Please do NOT 'explore' outside the steps in this handout – you may create data in the system that Payroll needs to clean up before they can run the Citywide payroll.

A. Daily tasks

Follow your current procedure for scheduling and recording your Right Track employees' work hours.

B. At the end of each pay period

Your responsibility as a Right Track approver is to:

1. Log in to IntelliTime VTI
2. Retrieve your Right Track employees' timecards
3. Review the hours worked
 - a. Most Right Track employees do *not* punch their start/stop times. For these employees, you must enter the total hours they work each day, and then approve the timecard. The steps to complete those steps are included in this handout.
 - b. Some Right Track employees punch their daily start and stop times. If your employee does, please check with your Right Track manager about getting the appropriate training materials for the start/stop punch timecard.
4. Approve (submit) the timecard so it goes to Payroll

C. Questions / Problems?

Send a help request: Payroll-TASS@ci.stpaul.mn.us



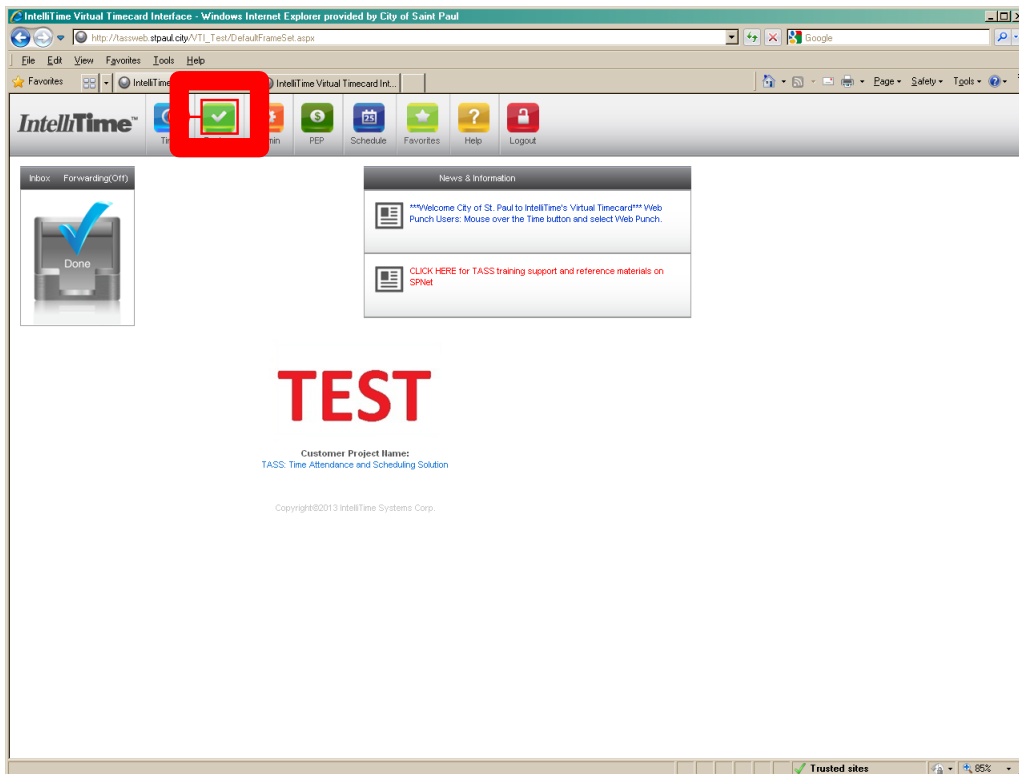
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1. Log in to IntelliTime VTI

Please refer to the “Getting Started” handout for information about logging in, maintaining your user profile, and technical requirements for using VTI.

2. Retrieve your employees’ timecards

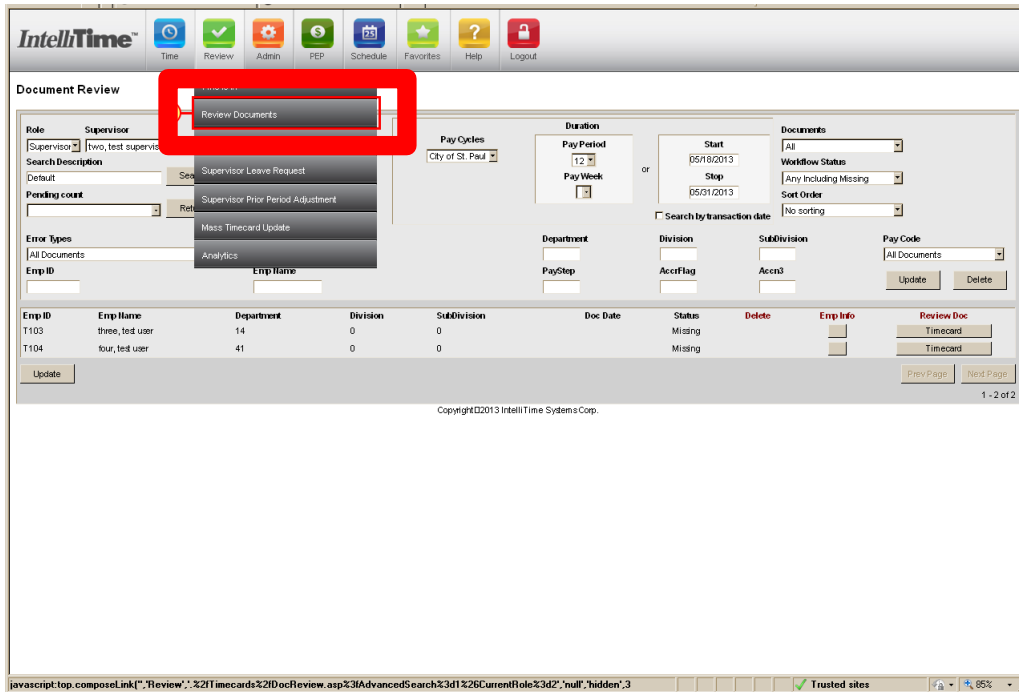
These steps assume you have already logged in to IntelliTime VTI:



Step	Action
(1)	Click  to open the Review menu.
Notes	
The VTI home page has a number of features that are not used for Right Track time approval, including the Inbox, and the Time, PEP, and Schedule buttons. In addition, the link to the TASS learning support page is accessible only by users within the City network. If you are outside the City network, this link will not work.	



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Step	Action
(2)	Click  to open the Doc Review screen.



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3. Open an employee's timecard and review or enter the hours worked

Document Review

Role Supervisor: <input type="text" value="Supervisor"/>	Supervisor Henspeter, Trenton R	Pay Cycles City of St. Paul	Duration Pay Period: 21 Pay Week: <input type="text"/>	Start: 09/19/2015 Stop: 10/02/2015	Documents All
Search Description Default <input type="text"/> <input type="button" value="Search"/>		<input type="checkbox"/> Search by transaction date		Workflow Status Any Including Missing	
Pending count <input type="text"/> <input type="button" value="Return"/>		Department <input type="text"/>		Pay Code All Documents	
Error Types All Documents		Division <input type="text"/>		<input type="button" value="Update"/> <input type="button" value="Delete"/>	
Emp ID <input type="text"/>		SubDivision <input type="text"/>		<input type="button" value="Review Doc"/>	
Emp Name <input type="text"/>		PayStep <input type="text"/>		<input type="button" value="Elapsed AutoFill"/>	
<input type="text"/>		AccrFlag <input type="text"/>		<input type="button" value="Elapsed AutoFill"/>	
<input type="text"/>		Accn3 <input type="text"/>		<input type="button" value="Timecard"/>	
<input type="text"/>		<input type="text"/>		<input type="button" value="Elapsed AutoFill"/>	

Emp ID	Emp Name	Department	Division	SubDivision	Doc Date	Status	Delete	Emp Info	Review Doc
YJC9103	Fischer, Kirsten	41	07	0		Missing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Elapsed AutoFill"/>
37063	Herbst, Monica D	41	01	06		Missing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Elapsed AutoFill"/>
40238	Jumbe, Katherine L	41	07	02		Missing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Timecard"/>
37398	Kanneh, Faith R	41	07	02		Missing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Elapsed AutoFill"/>

Step	Action
(3)	Click the button in the Review Doc column to open an employee timecard. Please note: different timecard types are labelled differently. This example shows both the 'Elapsed' and regular timecards. Most Right track employees will use the Elapsed timecard: <input type="button" value="Elapsed AutoFill"/>

Notes

The Document Review screen displays the employees assigned to you.

There is no need to change the filters in the top of the screen, however if the display is missing employees you know you should see, the filters may have been changed inadvertently. Make sure the fields in the upper-right corner have the following values:

- Documents = All
- Workflow Status = Any Including Missing
- Sort Order = *this is optional*; sorting by Emp Name is probably the simplest

Save these settings by clicking the **[Update]** button. Next time you open the Document Review screen, you should see all your employees, sorted by last name.



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Q: What is Timecard Status? Status lets you know where a timecard is in its workflow. The four stages are:

Missing	This status indicates a timecard that has never been opened and holds no data. <i>This is the typical status that you will see when you start your timecard approval for employees with the Elapsed timecard.</i> In order to fill it out, you will need to open and [Get] it.
Saved	The timecard has been opened and may contain data--typically, start and stop punches. When you open this timecard it will be in 'read only' mode. In order to fill it out, you will need to open and [Get] it.
Pending Approval	This status will show after you have done the open and [Get] steps, and saved the timecard. It does NOT necessarily mean that the timecard is complete and ready to submit to Payroll.
Approval Complete	This status will show after you have used the [Submit] button to approve the timecard and clicked [Submit] to pass the Certification (signature) page. You can view it as 'read-only'.



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Employee: #T104 four.test user minutes left Page: 1 of 1

Department	Division	Worked	Leave	Total	Diff	Hours Paid at Rate	OT 1.0	OT 1.5	Start	End
41	0								5/18/2013	05/31/2013
EmpGroup	Benefited	PayGrade	EmpStatus	Special Processing	EmpPosition					
33	NO	0	TEMP	Default	920011 - PWS AND REC WORKER II					
FLSA Status	Schedule	HourlyRate		not used		Available Leave Balances				
[+48 hrs 1.5 Pay]	Parks1800-2000-4hr-NoBreak(M,W,F)	2								

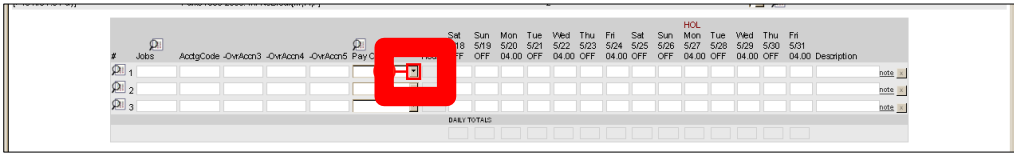
# Jobs	AcctgCode	-OvrAcct3	-OvrAcct4	-OvrAcct5	Pay Code	Hours	Sat 5/18	Sun 5/19	Mon 5/20	Tue 5/21	Wed 5/22	Thu 5/23	Fri 5/24	Sat 5/25	Sun 5/26	Mon 5/27	Tue 5/28	Wed 5/29	Thu 5/30	Fri 5/31	Description
1							OFF	OFF	04.00	OFF	04.00	OFF	04.00	OFF	OFF	04.00	OFF	04.00	OFF	04.00	totla
2																					totla
3																					totla
BACK TO TABS																					

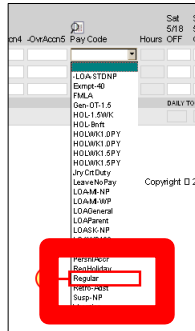
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Step	Action
(4)	Click <input type="button" value="Get"/> to open the timecard for editing.
Notes	
<p>When you first open an employee's timecard it is displayed in 'read-only' mode, as indicated by the blue-shaded rows. In order to modify the timecard, you must 'Get' it from the employee's stage of the workflow (Saved) into your own (Pending Approval).</p> <ul style="list-style-type: none"> • If your Right Track employee uses the Elapsed timecard, it will be blank the first time you open and [Get] it. Continue to step 5 to learn how to enter hours. • If your Right Track employee punches their start and stop times, you'll see punches on each day that they worked. If these punches are correct, you do not need to make any changes. Skip to step 9 (on page 9) to approve (Submit) the timecard. 	



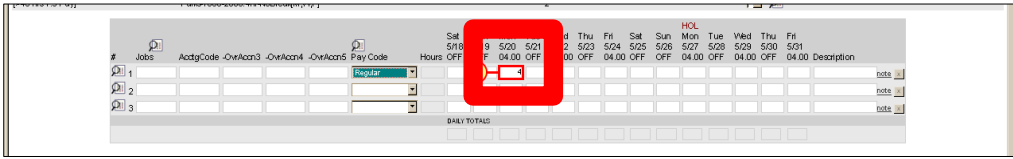
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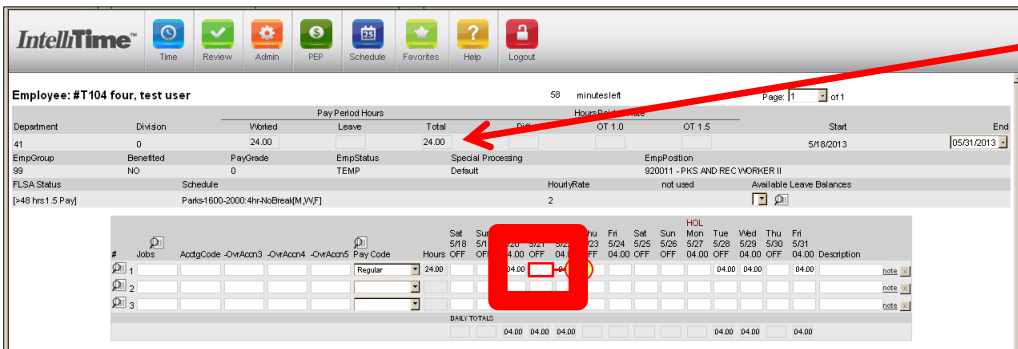
Step	Action
(5)	On a blank row, click the dropdown arrow to select a Pay Code.
(6)	<p>Select <input type="text" value="Regular"/> to record hours worked.</p> <p>Right Track employees will ONLY work Regular hours, so that is the only pay code you should select.</p> <p>‘Regular’ should be available on any of the rows of an Elapsed timecard. However, if it is not, try looking on a row farther down. Some timecards have multiple sections that record different types of information.</p> 
Notes	
<p>All hours on a timecard must have a pay code. The list of pay codes includes Vacation, Sick leave, etc. These are available to City employees based on their employment status.</p> <p>If you also supervise other City employees, you’ll notice that other pay codes are used on their timecards, and there may be more lines available for hours and pay codes.</p>	



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Step	Action
(7)	Record the hours worked: Click in the first day that your employee worked and enter the number of hours.
Notes	
Enter the number of hours the employee has worked directly into the timecard. <ul style="list-style-type: none"> All hours with the same pay code should be entered on the same row. Use quarter-hour increments, ex: 4.25 = 4 hours 15 minutes. Move from one day to the next using the <Tab> key or clicking with the mouse.	



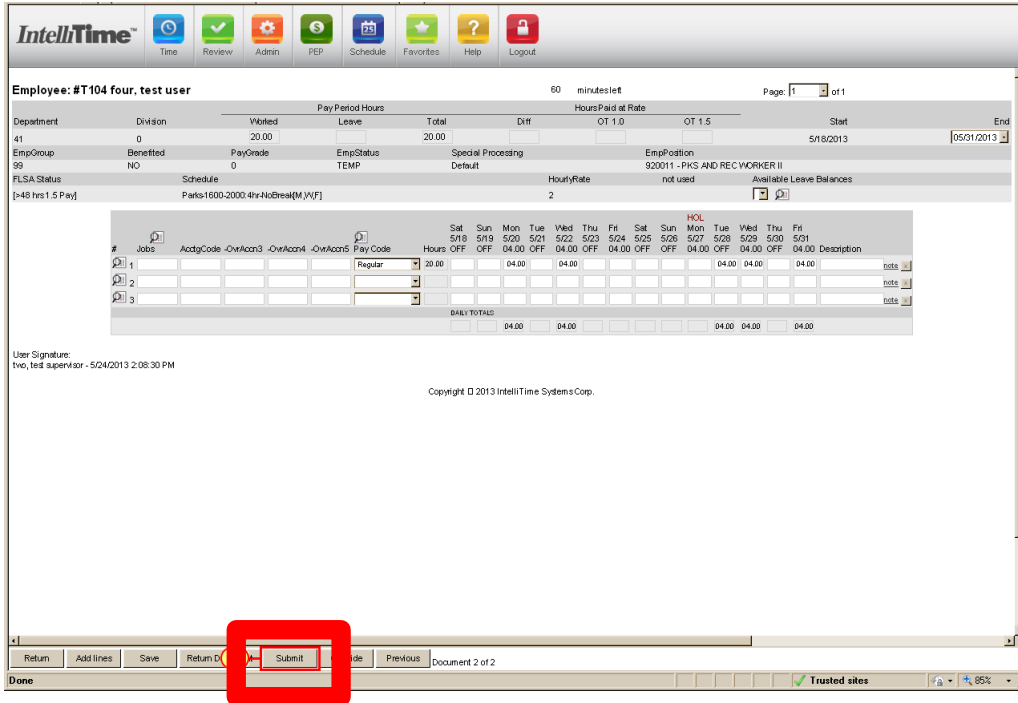
Total field shows cumulative hours worked.

Step	Action
(8)	This example shows hours entered for several days. You can modify or remove hours anytime if necessary. If you open the timecard but are not ready to Submit it, ALWAYS remember to [Save] your changes before exiting the timecard or closing the browser window. VTI will lock the timecard if you exit the timecard without saving. The current lockout period is 30 minutes. [Save] will close the timecard without changing its status, so you will be able to open it at a future time.
Notes	
As you add hours to a timecard, you will see the total for each day display in the Daily Totals at the bottom of the grid, and a cumulative total for worked hours in the header.	



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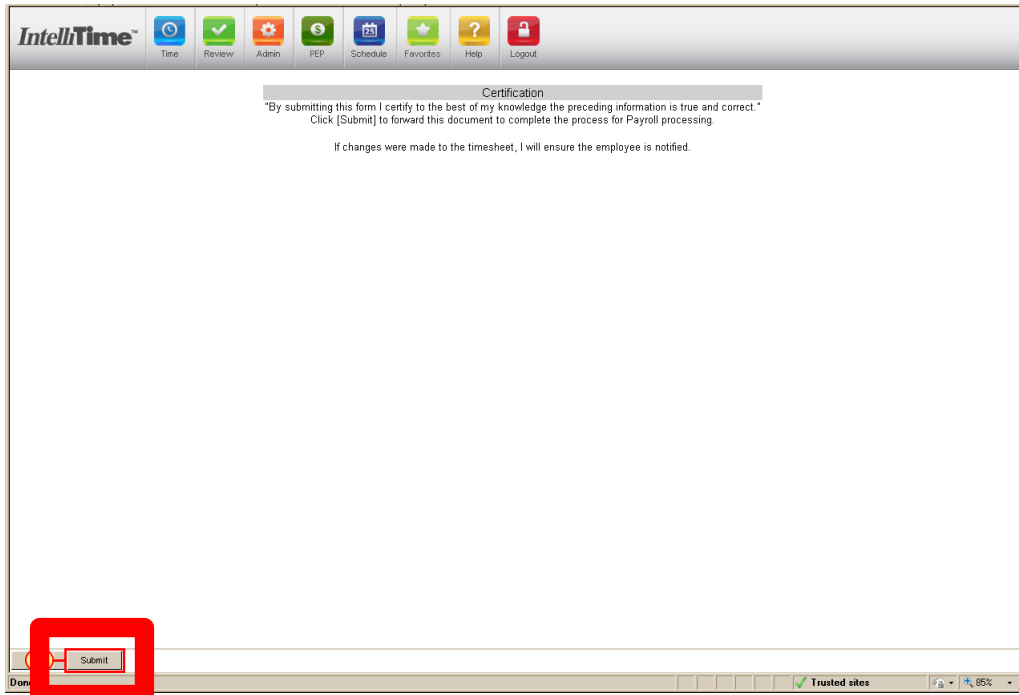
4. Submit the timecard, which indicates your approval of the hours.

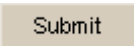
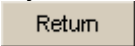


Step	Action
(9)	When you are sure that the timecard is complete and accurate, click <input type="button" value="Submit"/> .
Notes	
<p>When you click [Submit], IntelliTime will 'run the rules' on the timecard, i.e. check the hours against the employee's contract rules. If the employee is eligible for overtime, holiday benefit, shift differential, etc. the Submit process will display those details.</p> <p>Most Right Track employees will not have those benefits.</p> <p>If you are not ready to approve the timecard, click [Save] to close it. You can re-open it later and continue adding hours, as in step 5 above.</p>	



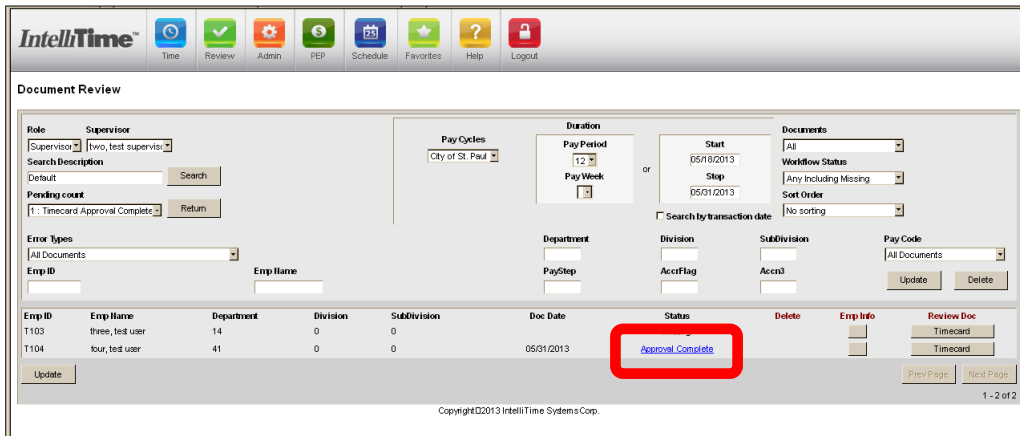
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Step	Action
(18)	<p>The [Submit] button on the Certification Page is the final step in processing each timecard for payroll. DO NOT SKIP THIS STEP.</p> <p>Depending on the size of your computer screen, you may need to scroll down to see the [Submit] button.</p> <p>To complete the process, click . The timecard status will change to Approval Complete, and you will return to the Document Review queue. If you have more timecards to review, the next one will display automatically.</p>
Notes	
<p>After you click [Submit] on the Certification page, you will NOT be able to make any more changes to the timecard. Only Payroll staff will be able to make changes after this point.</p> <p>If you realized that you are not ready to submit the timecard, this screen also shows a  button. Click it to return to the Document Review screen. The timecard will be saved in Pending Approval status. CAUTION: If you do this, the timecard will NOT go to Payroll. If you need to make more changes on the timecard, it's best to do so promptly so you don't forget the final Submit steps.</p>	



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Step	Action
(19)	Notice that the status for T104's timecard is now "Approval Complete." You will not be able to edit the timecard further.

Notes

The next step of the process is in the City's Payroll area. Payroll staff may find problems that need correction, for example:

- timecards that still show a status of Missing, Saved, or Pending Approval
- timecards whose hours total less than the schedule that the employee has been assigned
- timecards with pay codes that are not used correctly

Payroll staff may need to contact you to clear up these issues. Make sure the email address and phone number in your User Profile are correct, so the issues can be resolved without delay.