

Timekeeping: Manager Guide

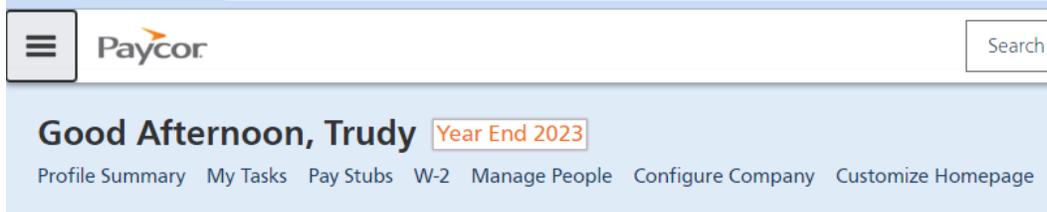
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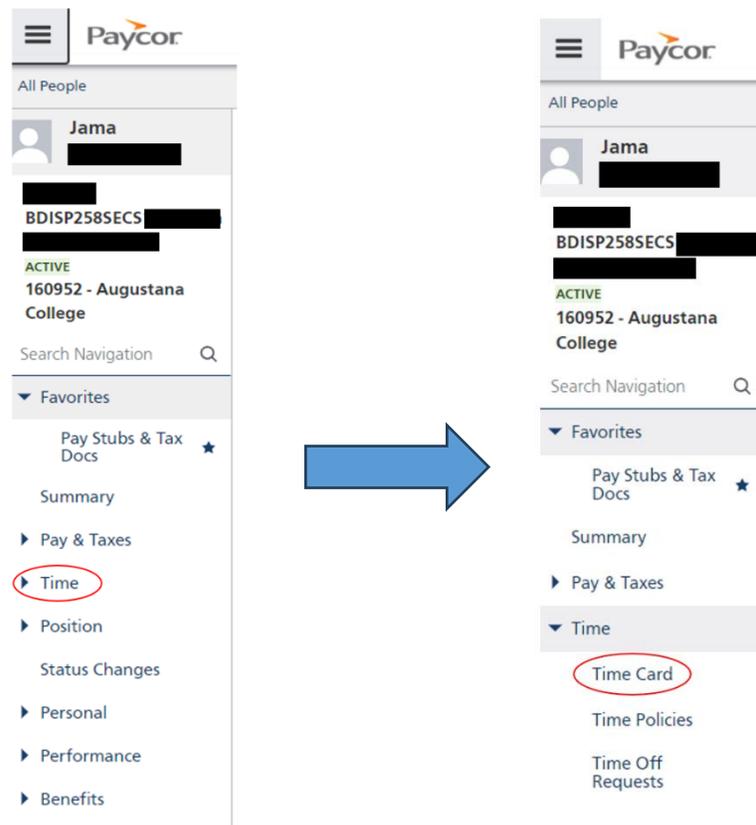
[ACCESSING EMPLOYEE TIMECARD](#)

Follow these steps to find you employee's time card:

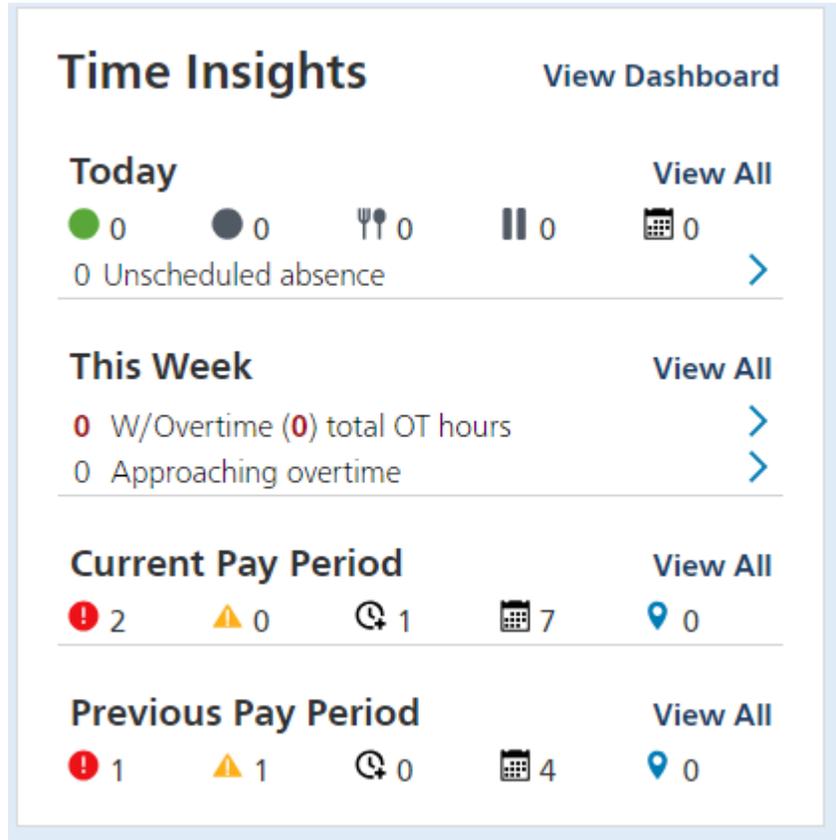
Option 1: To access Timecards: sign into <https://augustana.edu/paycor> , on the home page, click **Profile Summary**, and then click **Time > Timecard**.



1. On an employee's profile, under **Time**, select **Time Card**



Option 2: You can also access an Employee Timecard and other information on the Homepage by going to “**Time Insights**”



You can click and follow specific links under “Today”, “This Week”, “Current Pay Period”, “Previous Pay Period” and “View Dashboard”

“View Dashboard will take you to the [“Time Dashboard”](#) for all of your employees.



You can click on each of these:

- Green: employees currently clocked in
- Gray: employees currently clocked out
- Fork and Spoon: employees out on meal
- Two Vertical Lines: employees out on break
- Calendar: employees with approved time off

This Week

[View All](#)

0 W/Overtime (0) total OT hours

0 Approaching overtime



You can click on each of these:

Current Pay Period

[View All](#)

2 0 1 7 0

Previous Pay Period

[View All](#)

1 1 0 4 0

You can click on each of these and this will take you **Directly to the Employee's Timecard**

- Red: Critical Exceptions
- Yellow: Non-Critical Exceptions
- Clock: Missed Punch Requests
- Calendar: Time Off Requests
- Blue: Punch Location Restrictions

Clicking on View All will take you to your employee's time cards.

[TIME DASHBOARD](#)

The **"Time Dashboard"** can be reached on your Homepage under **"Time Insights."** It provides an overview of all your employees. This allows you to quickly review all "Critical Exceptions", "Non-Critical Exceptions", "Missed Punch Requests", "Time Off Requests" and "Punch Location Restrictions"

Time Dashboard Print

Custom Filters ▼ Paygroups: Staff - Bi-weekly ▼ Departments (0) ▼ Managers (1) ▼ Employee Types ▼ Save Filters

TODAY WEEKLY PAY PERIOD Previous Pay Period Current Pay Period

Pay Period: 02/12/2024 - 02/25/2024 Exceptions Restricted Punches Time Off Requests Export Hours

Last Updated: 12:32 PM 02/18/2024 Export Attestation

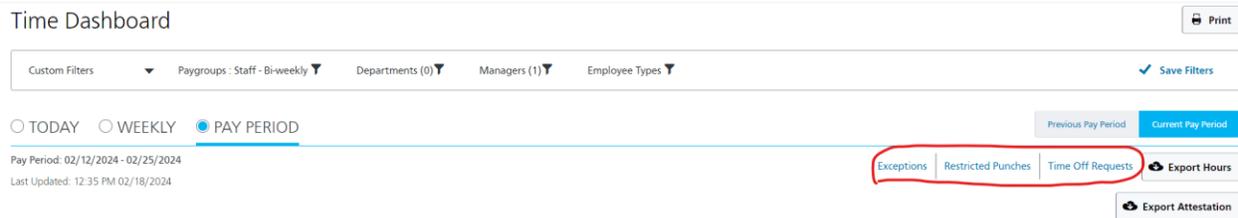
2 Total Time Cards 1 w/ Critical Exceptions 0 w/ Non-Critical Exceptions 0 w/ Missed Punch Requests 0 w/ Time Off Requests 0 w/ Punch Location Restriction

Employee Name	#	Reg	OT	Total	Scheduled Hours	Outstanding Items	Restrictions	Actions
Hall, Kelly				00.0000				
Sitnick, Trudy		03.7500		03.7500		2		

You can apply filters at the top of the screen. And can also toggle between “Today”, “Weekly” and this “Pay Period”

This menu will summarize all employees.

- Clicking on the “Employee Name” on the left hand side will take you directly to the employee’s timecard.
- Clicking on the column heads of “Critical Exceptions”, “Non-Critical Exceptions”, “Missed Punch Requests”, “Time Off Requests” and “Punch Location Restrictions” will filter the table to those applicable employees.



- Clicking on “Exceptions” will take you to “Manage Exceptions”
- Clicking on “Restricted Punches” will filter down to those applicable employees
- Clicking on “Time Off Requests” will take you to the “Time Off Requests” menu (see Time Off Manager Guide)

TIMECARD APPROVAL

- Note: Time card approvals are **per Pay Period (biweekly)**.

1. Mark the checkbox next to your organization’s approval message, and then click **Submit**.

Period Summary		Time and Hours			
Dates	Schedule	Time Entry	Department	Job Codes	Pay Item
Mon, 02/12	+	+ ▼			+
Tue, 02/13	+	+ ▼			+
Wed, 02/14	+	+ ▼			+

Approve Timesheet for 02/12/2024 - 02/25/2024



I certify that this time card is correct.

Cancel

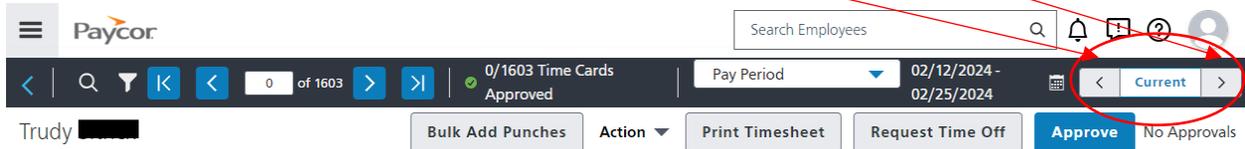
Submit

TIME CARD APPROVAL NOTES AND BEST PRACTICES

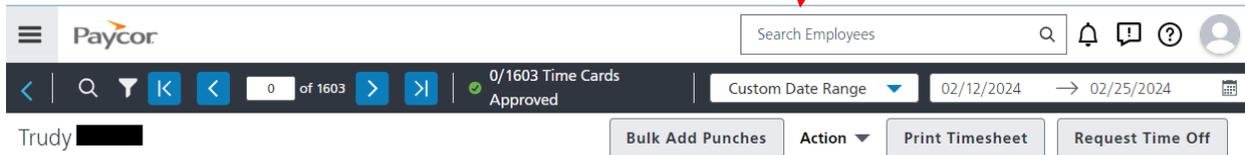
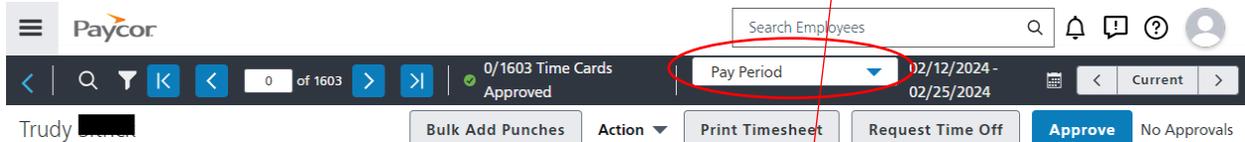
- Note: Time cards become **unapproved** if there is additional clock activity or other changes to the time card after approval.
- It is a best practice to not apply a time card approval until after the pay period has ended, to prevent the time card from being unapproved due to additional clock activity.

TIMECARD SETTINGS

- Navigate between periods using the **Previous Pay Period** and **Next Pay Period** buttons on either side of the date at the top right.



- View a specific date by clicking the **Pay Period** menu. Click **Custom Date Range**. The selected date range remains in view even when switching to view different employees.



REVIEWING THE TIMECARD

If you have the ability to sign into Paycor and view your timecard, these functions are available:

Note: To see a more detailed view of a day's punches, under the date section on the timecard, click the vertical ellipsis **⋮**, then click **View Daily Audit**. This opens the **Timecard Daily Audit** view, which shows **Active** and **Deleted** punches.

Paycor

Search Employees

0/1604 Time Cards Approved

Pay Period

Trudy [REDACTED] **Bulk Add Punches** Action Print Timesheet

EE: [REDACTED] Badge: [REDACTED] Manager: Jacob Bobbitt, Department: 22633030001526 - Pay & Benefits Specialist I

Period Summary

Dates		Time Entry	Department
Mon, 02/12	⋮	+ ▼	
Tue, 02/13	⋮	+ ▼	
Wed, 02/14	⋮	+ ▼	
Thu, 02/15	⋮ +	+ ▼	
Fri, 02/16	⋮ +	+ ▼	
Sat, 02/17	⋮ +	+ ▼	
Sun, 02/18	⋮ +	+ ▼	

The **Period Summary** section at the top of the time card can be expanded by clicking anywhere in the **Period Summary** bar or by clicking the down arrow at the far right. Note the **Period Summary** does **not** update until the Timecard saves, because processing needs to occur to make sure all earnings are accurate.

Search Employees

0/1604 Time Cards Approved

Pay Period 02/12/2024 - 02/25/2024

Trudy [REDACTED] **Bulk Add Punches** Action Print Timesheet Request Time Off Approve No Approvals

EE: [REDACTED] Badge: [REDACTED] Manager: Jacob Bobbitt, Department: 22633030001526 - Pay & Benefits Specialist I

Period Summary Total Scheduled: 0.0000 Total Hours: 0.0000

There is no time data for this pay period to display

Time Off (Year to Date)

Type	Accrued	Used	Available
PTO	46.5940	0.0000	46.5940

Dates	Schedule	Time Entry	Department	Job Codes	Pay Item	AI
Mon, 02/12	+	+ ▼			+	
Tue, 02/13	+	+ ▼			+	

You might have certain exception flags on one of your employee's time card. Open exceptions are indicated with a yellow icon if the exception has been set up as non-critical, or a red icon if it is critical.

Please see the [Exception Section](#) of the Handbook.

ADDING OR REMOVING PUNCHES AND HOURS

Note: Hours are not displayed for punches prior to saving when editing punches, as the hours might already exist.

- When adding punches, the system has a quick method for input. It supports the format 7:00 PM.
- The quick method of entering punches on the timecard assumes an Auto In/Out status, meaning that the system can switch punches between IN and OUT as it sees fit to correctly pair punches together.

To add a punch:

1. Expand the day you want to edit and click **+ Add**. Select **+ Punch**.

The screenshot shows the Paycor interface for editing a timecard. At the top, there is a search bar for employees and navigation controls. Below that, the employee's name (Trudy) and department information are displayed. The main area is a table with columns for Dates, Schedule, Time Entry, and Department. The 'Time Entry' column for the selected date (Mon, 02/12) is expanded, showing a dropdown menu with options: '+', 'Add Punch(s)', 'Add Detail Punch', 'Add Time Off', and 'Add Hours'. A red circle highlights the 'Add Punch(s)' option, and a red arrow points from the 'Mon, 02/12' date cell to this option.

Dates	Schedule	Time Entry	Department
Mon, 02/12	+	+ ▾ Add Punch(s) Add Detail Punch Add Time Off Add Hours	
Tue, 02/13	+		
Wed, 02/14	+		
Thu, 02/15	+		
Fri, 02/16	+		
Sat, 02/17	+		
Sun, 02/18	+		

Scenario to use **Add Punch**: employee lets you know they forgot to punch in that morning. They need to be punched in at 8:00 AM on February 13.

To Add Punch, go to employee's Timecard and click the dropdown arrow under Time Entry on the specified day.

Click on Add Punch.

Enter 8:00 AM in the open field directly above the word "Cancel". Click Save.

Paycor Search Employees

0/3 Time Cards Approved Pay Period 02/12/2024 - 02/25/2024

Jennifer [redacted] Welcome to the new time card! Bulk Add Punches Action Print Timesheet Approve No Approvals

EE: [redacted] Badge: [redacted] Manager: Darin Lamont, Department: 22633030001524 - Accounts Payable Specialist II

Period Summary Total Scheduled: 0.0000 Total Hours: 16.0000

Dates	Schedule	Time Entry	Department	Job Codes	Reg	PTO	D
Mon, 02/12	Not Scheduled	+ ▼					
Tue, 02/13	Not Scheduled	08:00 AM	22633030001..	Select			

You will see 8:00 AM with a green dot, which signifies an “In” punch on February 13.

You do **NOT** need to enter anything for the Department and Job Codes. This will default to the correct codes.

Note – the red dot in the Date box represents a Critical Exception for a Missing Punch, since the employee has not clocked out for that day.

Paycor Search Employees

0/3 Time Cards Approved Pay Period 02/12/2024 - 02/25/2024

Jennifer [redacted] Welcome to the new time card! Bulk Add Punches Action Print Timesheet Approve No Approvals

EE: [redacted] Badge: [redacted] Manager: Darin Lamont, Department: 22633030001524 - Accounts Payable Specialist II

Period Summary Total Scheduled: 0.0000 Total Hours: 16.0000

Dates	Schedule	Time Entry	Department	Job Codes	Reg	PTO	D
Mon, 02/12	Not Scheduled	+ ▼					
Tue, 02/13	Not Scheduled	● 08:00 AM	22633030001..	Select			

If you need to edit that punch to 8:15 AM, click on the 3 black dots next to the time, and click View/Edit Punch Details. You can also Delete that punch from that screen if necessary.

Paycor Search Employees

138 of 178 0/178 Time Cards Approved Pay Period 01/29/2024 - 02/11/2024

Jama [redacted] Welcome to the new time card! Bulk Add Punches Action Print Timesheet Approve No Approvals

EE [redacted] Badge [redacted] Manager: Thomas Phillis, Department: 22702580001587 - Dispatcher - Publ Safety

Period Summary Total Scheduled: 0.0000 Total Hours: 15.7500

Dates	Schedule	Time Entry	Department	Job Codes	Reg	Daily Totals
Mon, 01/29	+	+ ▼				
Tue, 01/30	+	● 03:00 PM : ● 11:00 PM : 2270			8.0000	8.0000
Wed, 01/31	+	● 03:00 PM : ● 10:45 PM : 2270			7.7500	7.7500
Thu, 02/01	+	+ ▼				
Fri, 02/02	+	+ ▼				
Sat, 02/03	+	+ ▼				
Sun, 02/04	+	+ ▼				

Dropdown menu options: Recalculate, Edit Settings, View Active Policies, Go to Employee Profile, View Timesheet History

To add a detailed punch:

Paycor Search Employees

2 of 3 0/3 Time Cards Approved Pay Period 02/12/2024 - 02/25/2024

Jennifer [redacted] Welcome to the new time card! Bulk Add Punches Action Print Timesheet Approve No Approvals

EE [redacted] Badge [redacted] Manager: Darin Lamont, Department: 22633030001524 - Accounts Payable Specialist II

Period Summary Total Scheduled: 0.0000 Total Hours: 16.0000

Dates	Schedule	Time Entry	Department	Job Codes	Reg	PTO	D
Mon, 02/12	Not Scheduled	+ ▼					
Tue, 02/13	Not Scheduled	+ ▼					
Wed, 02/14	Not Scheduled	Add Punch(s)	22633030001...	Select	8.0000		
Thu, 02/15	Not Scheduled	Add Detail Punch	22633030001...	Select	4.0000		
Fri, 02/16	Not Scheduled	Add Time Off	22633030001...	Select		4.0000	
Sat, 02/17	Not Scheduled	Add Hours			4.0000	4.0000	
Sun, 02/18	Not Scheduled	+ ▼					

Dropdown menu options: Add Punch(s), Add Detail Punch, Add Time Off, Add Hours

Scenario to use **Add Detail Punch**: employee lets you know they forgot to punch out for lunch. They need to be punched out at 12:00 PM on February 13.

To Add Detail Punch, go to employee's Timecard and click the dropdown arrow under Time Entry on the specified day. Note - this arrow is underneath the 8:00 AM entry.

Click on Add Detail Punch. This screen pops up.

The screenshot shows the 'Punch Details' form with the following fields and values:

- Actual Date:** 02/13/2024
- Display Date:** Tue, 02/13/2024
- Punch Time:** (Empty)
- Status:** Auto
- Activity:** Work
- Department:** 22633030001524 - Accounts Payable Sp.
- Labor Categories:** Job Codes: Select
- Use Scheduled Job Codes:**
- Notes:** (Empty)

At the bottom, there are 'Cancel' and 'Save' buttons.

Enter the "Punch Time", choose "Meal" for Activity, and enter a note in the "Notes" box. Click Save.

The screenshot shows the 'Punch Details' form with the following user input:

- Punch Time:** 12:00 PM
- Activity:** Meal
- Notes:** Forgot to punch out for lunch

The 'Notes' field now shows a character count of 30/300. The 'Cancel' and 'Save' buttons are at the bottom.

You do **NOT** need to enter anything for the Department and Job Codes. This will default to the correct codes.

The Timecard now shows the 12:00 punch. The yellow dot and the silverware icon represent a Meal punch.

The screenshot shows the Paycor interface for Jennifer [redacted]. The top navigation bar includes the Paycor logo, a search bar for employees, and notification icons. Below the navigation bar, there are filters for '0/3 Time Cards Approved' and a 'Pay Period' dropdown set to '02/12/2024 - 02/25/2024'. The user's name 'Jennifer [redacted]' and 'Welcome to the new time card!' message are visible. Action buttons include 'Bulk Add Punches', 'Action', 'Print Timesheet', and 'Approve'. A 'Period Summary' section shows 'Total Scheduled: 0.0000' and 'Total Hours: 20.0000'. The main table, titled 'Time and Hours', has columns for Dates, Schedule, Time Entry, Department, Job Codes, Reg, and PTO. The entry for Tuesday, 02/13, shows a meal punch at 12:00 PM, indicated by a yellow dot and a silverware icon, which is circled in red.

Dates	Schedule	Time Entry	Department	Job Codes	Reg	PTO
Mon, 02/12	Not Scheduled	+ ▼				
Tue, 02/13	Not Scheduled	● 08:00 AM : 12:00 PM ●	22633030001...	Select	4.0000	

To add hours, click the + Add, then + Hours. This populates a new Hour, and Department field. Type in the desired hours

The screenshot shows the Paycor interface for Trudy [redacted]. The top navigation bar includes the Paycor logo, a search bar for employees, and notification icons. Below the navigation bar, there are filters for '0/1604 Time Cards Approved' and a 'Pay Period' dropdown. The user's name 'Trudy [redacted]' and 'Welcome to the new time card!' message are visible. Action buttons include 'Bulk Add Punches', 'Action', and 'Print Timesheet'. A 'Period Summary' section shows '0/1604 Time Cards Approved'. The main table, titled 'Time and Hours', has columns for Dates, Schedule, Time Entry, and Department. The entry for Monday, 02/12, is circled in red. A dropdown menu is open for this date, showing options: 'Add Punch(s)', 'Add Detail Punch', 'Add Time Off', and 'Add Hours', with 'Add Hours' circled in red. A red arrow points from the circled date to the 'Add Hours' option.

Dates	Schedule	Time Entry	Department
Mon, 02/12	+	+ ▼	
Tue, 02/13	+	Add Punch(s)	
Wed, 02/14	+	Add Detail Punch	
Thu, 02/15	+	Add Time Off	
Fri, 02/16	+	Add Hours	
Sat, 02/17	+		
Sun, 02/18	+		

Scenario to use **Add Hours**: The preferred method for adding time is to add the actual Punch In and Punch Out times. In rare instances, you may have to enter total number of hours.

To Add Hours, go to employee's Timecard and click the dropdown arrow under Time Entry on the specified day.

Click on Add Hours. This screen pops up.

- Enter number of hours worked under Hours Amount.
- Enter time they started working under Start Time.
- Leave other fields at their default.
- Enter note stating reason you are entering Hours rather than Punches.
- Click Save.

Hours Entry Details

Date
Thu, 02/15/24

Hours Amount
0

Start Time
12:00 AM

Apply All Policies ⓘ
 Apply All

Earning
Reg

Activity Type
Work

Department
22633030001529 - Stu Accounts Co.

Labor Categories
Job Codes
Select

Notes
0/300

Cancel Save

When you have access to edit your employee's timecard and make changes, such as a policy addition or deletion, the time card needs to be recalculated by clicking **Action > Recalculate**.

The screenshot shows the Paycor interface for an employee's timecard. At the top, there is a search bar for employees and a navigation bar with various icons. Below this, the employee's name 'Jama' and a 'Welcome to the new time card!' message are visible. A navigation bar contains buttons for 'Bulk Add Punches', 'Action', 'Print Timesheet', and 'Approve'. The 'Action' dropdown menu is open, showing options like 'Recalculate', 'Edit Settings', 'View Active Policies', 'Go to Employee Profile', and 'View Timesheet History'. Below the navigation bar is a 'Period Summary' section with a table showing time entries for various dates.

Dates	Schedule	Time Entry	Department	Job Codes	Reg	Daily Totals
Mon, 01/29	+	+ ▼				
Tue, 01/30	+	● 03:00 PM : ● 11:00 PM : + ▼	22702580001...	Select ▼	8.0000 :	8.0000
Wed, 01/31	+	● 03:00 PM : ● 10:45 PM : + ▼	22702580001...	Select ▼	7.7500 :	7.7500
Thu, 02/01	+	+ ▼				
Fri, 02/02	+	+ ▼				
Sat, 02/03	+	+ ▼				
Sun, 02/04	+	+ ▼				

This screenshot is similar to the one above, but the 'Action' dropdown menu is open, and the 'Recalculate' option is highlighted with a red circle. The rest of the interface, including the navigation bar and the 'Period Summary' table, remains the same.

Dates	Schedule	Time Entry	Department	Job Codes	Reg	Daily Totals
Mon, 01/29	+	+ ▼				
Tue, 01/30	+	● 03:00 PM : ● 11:00 PM : + ▼	2270		8.0000 :	8.0000
Wed, 01/31	+	● 03:00 PM : ● 10:45 PM : + ▼	2270		7.7500 :	7.7500
Thu, 02/01	+	+ ▼				
Fri, 02/02	+	+ ▼				
Sat, 02/03	+	+ ▼				
Sun, 02/04	+	+ ▼				

To see a more detailed view of a day's punches, click **Daily Audit View**. This opens the **Timecard Daily Audit** view, which shows **Active** and **Deleted** punches and applied policies that are impacting the timecard, such as premium pay.

The screenshot displays the Paycor interface. At the top left is the Paycor logo. A search bar is located at the top right. Below the logo is a navigation bar with various icons and a status indicator: '0/1604 Time Cards Approved'. To the right of this bar is a 'Pay Period' dropdown menu. Below the navigation bar, the user's name 'Trudy' is displayed, along with buttons for 'Bulk Add Punches', 'Action', and 'Print Timesheet'. Below the name, the user's details are listed: 'EE: [redacted] Badge: [redacted] Manager: Jacob Bobbitt, Department: 22633030001526 - Pay & Benefits Specialist I'. The main content area is titled 'Period Summary' and contains a table with columns for 'Dates', 'Time Entry', and 'Department'. A dropdown menu is open for the first row (Mon, 02/12), with 'View Daily Audit' circled in red. The table shows a series of dates from Monday to Sunday, each with a plus sign and a dropdown arrow in the 'Time Entry' column.

Dates	Time Entry	Department
Mon, 02/12	+ ▼	
Tue, 02/13	+ ▼	
Wed, 02/14	+ ▼	
Thu, 02/15	+ ▼	
Fri, 02/16	+ ▼	
Sat, 02/17	+ ▼	
Sun, 02/18	+ ▼	

EDITING or REMOVING A PUNCH OR HOURS

Click on the 3 dots next to the punch or hours that you want to edit or remove.

Paycor Search Employees

0/178 Time Cards Approved Pay Period 01/29/2024 - 02/11/2024

James [redacted] Welcome to the new time card! Bulk Add Punches Action Print Timesheet Approve No Approvals

EE [redacted] Badge: [redacted] Manager: Thomas Phillis, Department: 22702580001587 - Dispatcher - Publ Safety

Period Summary Total Scheduled: 0.0000 Total Hours: 15.7500

Dates	Schedule	Time Entry	Department	Job Codes	Reg	Daily Totals
Mon, 01/29	+	+ ▼				
Tue, 01/30	+	● 03:00 PM : ● 11:00 PM : 22702580001... Select			8.0000	
▲1		+ ▼			8.0000	8.0000
Wed, 01/31	+	● 03:00 PM : ● 10:45 PM : 22702580001... Select			7.7500	
▲1		+ ▼			7.7500	7.7500
Thu, 02/01	+	+ ▼				
Fri, 02/02	+	+ ▼				
Sat, 02/03	+	+ ▼				
Sun, 02/04	+	+ ▼				
OT Week End						
Mon, 02/05	+	● 03:00 PM :	22702580001... Select			0.0000
●1		+ ▼				
Tue, 02/06	+	+ ▼				

THIS RED DOT DENOTES A CRITICAL EXCEPTION

Paycor Search Employees

0/178 Time Cards Approved Pay Period 01/29/2024 - 02/11/2024

James [redacted] Welcome to the new time card! Bulk Add Punches Action Print Timesheet Approve No Approvals

EE [redacted] Badge: [redacted] Manager: Thomas Phillis, Department: 22702580001587 - Dispatcher - Publ Safety

Period Summary Total Scheduled: 0.0000 Total Hours: 15.7500

Dates	Schedule	Time Entry	Department	Job Codes	Reg	Daily Totals
Mon, 01/29	+	+ ▼				
Tue, 01/30	+	● 03:00 PM : ● 11:00 PM : 22702580001... Select			8.0000	
▲1		+ ▼			8.0000	8.0000
Wed, 01/31	+	● 03:00 PM : ● 10:45 PM : 22702580001... Select			7.7500	
▲1		+ ▼			7.7500	7.7500
Thu, 02/01	+	+ ▼				
Fri, 02/02	+	+ ▼				
Sat, 02/03	+	+ ▼				
Sun, 02/04	+	+ ▼				
OT Week End						
Mon, 02/05	+	● 03:00 PM :	22702580001... Select			0.0000
●1		+ ▼				
Tue, 02/06	+	+ ▼				
Wed, 02/07	+	+ ▼				
Thu, 02/08	+	+ ▼				

By clicking on “View/Edit Punch Details”, you can adjust the actual Punch Time and include a note.

Remember to “Save”

× Punch Details

Actual Date ⓘ  Display Date ⓘ Wed, 02/14/2024

Punch Time Rounded Time ⓘ 12:00 PM

Use Scheduled Department
 Follow Rounding Policy

Status  Activity 

Department 

Labor Categories

Job Codes 

Use Scheduled Job Codes

Notes
0/300

[Cancel](#) [Save](#)

By clicking on “Delete Punch”, you can delete the actual Punch Time

APPROVING / CORRECTING EXCEPTIONS

The system recognizes two types of Exceptions → Critical and Non-Critical.

Critical Exceptions are shown with a red icon on an employee's Timecard. Examples of Critical Exceptions are Missed Punch and Over Hours for a shift. The maximum number of hours allowed in one shift are 10 hours. If the shift is longer than 10 hours, the Manager will have to acknowledge the Exception, before the Timecard can be approved.

Rhonda [redacted] Timesheet Resources
EE: [redacted] Badge: [redacted] Manager: Diane McCann, Department: 22633030001528 - Stus Account Coord II
Welcome to the new time card! Bulk Add Punches Action Print Timesheet Approve

Period Summary Total Scheduled: 0.0000 Total Hours:

Dates	Schedule	Time Entry	Department	Job Codes	Reg	Daily Totals	Pay Item
Mon, 01/29	Not Scheduled	8.00 Hours Added	22633030001...	Select	8.0000	8.0000	+
Tue, 01/30	Not Scheduled	08:00 AM	22633030001...	Select		0.0000	+

Exception Details

Date
Tue, 01/30/2024

Exception
Missed Punch

Done

To correct a critical exception enter the correct punch out time or edit the hours.

Tue, 01/30	Not Scheduled	08:00 AM	22633030001...	Select
		10:00 AM	22633030001...	Select
		Cancel	Save	

Non-Critical Exceptions are shown with a **yellow** icon on an employee's Timecard. An example of a Non-Critical Exception is a Missed Meal. This Exception will not prevent a Timecard from being approved. The Manager still needs to acknowledge (clear) the Exception, to show it has been verified.

Jama [redacted] Timesheet Resources Welcome to the new time card! ▼ Bulk Add Punches Action ▼ Print Timesheet

EE: [redacted] Badge [redacted], Manager: Thomas Phillis, Department: 22702580001587 - Dispatcher - Publ Safety

Period Summary Total Scheduled: 0.0000

Dates	Schedule	Time Entry	Department	Job Codes	Reg	Daily Totals
Mon, 01/29	+	+ ▼				
Tue, 01/30	+	● 03:00 PM ● 11:00 PM	22702580001...	Select ▼	8.0000	
		+ ▼			8.0000	8.0000
Wed, 01/31	+	● 03:00 PM ● 10:45 PM	22702580001...	Select ▼	7.7500	
		+ ▼			7.7500	7.7500

Click on the Yellow Icon and Acknowledge the Exception Detail. You can also add a note.

✕ Exception Details

Date
Tue, 01/30/2024

Exception
▲ Missed Meal

Notes

0/300

Cancel Acknowledge

Errors can either be Critical or Non-Critical Exceptions; both should be reviewed and acknowledged, but **Critical Exceptions must be corrected in order for payroll to be processed.**

CORRECTING MISSED PUNCHES

Within the employee timecard, the missed punch will show on the right hand side as a “Clock”

Period Summary		
Dates	Schedule	Time Entry
Mon, 02/12	+	+ ▼
Tue, 02/13	+	+ ▼
Wed, 02/14	+	● 12:00 PM : ● 12:00 PM : ● 12:00 PM : + ▼
Thu, 02/15	+	● 11:45 AM : 🕒 12:45 PM : ● 08:00 AM 🟡 : + ▼

Click on the “**Clock**” – Pending Missed Punch Request(s) – new window opens that gives you the ability to “**Delete**” or “**Approve**”

✕ Missed Punch Request

Date
Thu, 02/15/2024

Punch Time Status
08:00 AM In

Activity Department
Work 22633030001526 - Pay & Benefits Specialist I

Note
TEST - I forgot to punch in this morning.

Delete Approve

TOGGLE BETWEEN EMPLOYEES

At the top of the timecards, you can toggle between employees.

Paycor

6 of 8

0/8 Time Cards Approved

Trudy [REDACTED] Welcome to the new time card! ▾

EE: [REDACTED] Badge: [REDACTED] Manager: Jacob Bobbitt, Department: 22633030001526 - Pay & Benefits Specialist I

Period Summary

Dates	Schedule	Time Entry	Department	Job Codes	Reg	Daily Totals
Mon, 02/12	+	+ ▾				
Tue, 02/13	+	+ ▾				
Wed, 02/14	+	● 12:00 PM : ● 12:00 PM : 22633030001... ▾ Select ▾				
		● 12:00 PM : 22633030001... ▾ Select ▾				
		+ ▾				0.0000
Thu, 02/15	+	↑ 12:45 PM : 22633030001... ▾ Select ▾				
		● 08:00 AM ● 11:45 AM : 22633030001... ▾ Select ▾			3.7500	
		+ ▾			3.7500	3.7500
Fri, 02/16	+	+ ▾				
Sat, 02/17	+	+ ▾				
Sun, 02/18	+	+ ▾				

Click on the arrows to access the next employee's Timecard.

Paycor

Search Employees

2 of 3

0/3 Time Cards Approved

Pay Period 02/12/2024 - 02/25/2024

Jennifer [REDACTED] Welcome to the new time card! ▾ Bulk Add Punches Action ▾ Print Timesheet Approve No Approvals

EE: [REDACTED] Badge: [REDACTED] Manager: Darin Lamont, Department: 22633030001524 - Accounts Payable Specialist II

Period Summary Total Scheduled: 0.0000 Total Hours: 0.0000 ▾

Dates	Schedule	Time Entry	Department	Job Codes	Pay Item	Ar
Mon, 02/12	Not Scheduled	+ ▾			+	
Tue, 02/13	Not Scheduled	+ ▾			+	
Wed, 02/14	Not Scheduled	+ ▾			+	
Thu, 02/15	Not Scheduled	+ ▾			+	

PAY ITEMS ON EMPLOYEE TIMECARD

The employee Timecard is divided into two sections: "Time and Hours" and "Pay Items".

Managers are **NOT** to enter any data in "Pay Items". An example of a Pay Item is a Stipend, and those are entered in a different screen, which only Payroll Administrators can access.

Period Summary Total Scheduled: 0.0000 Total Hours: 0.0000

Dates	Time and Hours				Pay Items		
	Time Entry	Department	Job Codes	Pay Item	Amount	Department	Job Codes
Mon, 02/12	+ ▾			+			
Tue, 02/13	+ ▾			+			
Wed, 02/14	+ ▾			+			
Thu, 02/15	+ ▾			+			
Fri, 02/16	+ ▾			+			
Sat, 02/17	+ ▾			+			
Sun, 02/18	+ ▾			+			

ENTER BEREAVEMENT, JURY DUTY, ER2, VACATION AND CIP (CALL IN PAY: FACILITIES ONLY)

Bring up employee's Timecard.

Period Summary Total Scheduled: 0.0000 Total Hours: 0.0000

Dates	Schedule	Time and Hours				Pay Item	Amount	Department	Job Codes
		Time Entry	Department	Job Codes	Pay Item				
Mon, 02/12	Not Scheduled	+ ▾			+				
Tue, 02/13	Not Scheduled	+ ▾			+				
Wed, 02/14	Not Scheduled	+ ▾			+				
Thu, 02/15	Not Scheduled	+ ▾			+				
Fri, 02/16	Not Scheduled	+ ▾			+				
Sat, 02/17	Not Scheduled	+ ▾			+				
Sun, 02/18	Not Scheduled	+ ▾			+				

Scenario – employee will be absent on February 12 for Bereavement (Funeral).

Click on the down arrow under Time Entry. Click Add Hours.

Paycor

Search Employees

0/3 Time Cards Approved

Pay Period: 02/12/2024 - 02/25/2024

Kristen Day

Welcome to the new time card!

Bulk Add Punches Action Print Timesheet Approve No Approvals

EE: [Redacted] Badge: [Redacted] Manager: Darin Lamont, Department: 22633030001524 - Accounts Payable Specialist II

Period Summary Total Scheduled: 0.0000 Total Hours: 0.0000

Dates	Schedule	Time Entry	Department	Job Codes	Pay Item	A
Mon, 02/12	Not Scheduled	+ ▼			+	
Tue, 02/13	Not Scheduled	Add Punch(s)			+	
Wed, 02/14	Not Scheduled	Add Detail Punch			+	
Fri, 02/16	Not Scheduled	Add Time Off			+	
Sat, 02/17	Not Scheduled	Add Hours			+	
Sun, 02/18	Not Scheduled				+	

The screen will pop up.

Hours Entry Details

Date
Mon, 02/12/24

Hours Amount

Start Time

Apply All Policies ?
 Apply All

Earning

Activity Type

Department

Labor Categories
Job Codes

Notes

0/300

If the absence will be for a full day, enter 8 under Hours Amount. Note – If employee does not have an 8 hour per day schedule, enter the number of hours that would consist of a full day for them.

Enter the Start Time as if they would have worked.

Use the drop down arrow under Earning, and click on BRV (Bereavement).

Keep the remaining fields at their Default settings.

You are not required to enter a Note.

× Hours Entry Details

Date
Mon, 02/12/24

Hours Amount

Start Time

Apply All Policies ⓘ
 Apply All

Earning

Activity Type

Department

Labor Categories
Job Codes

Notes

You will see “8 Hours Added” under Time Entry on February 12.

Use this same process for entering other Earnings codes. The codes are as follows:

BRV – Bereavement

JUR – Jury Duty

VAC – Vacation

ER2 – Emergency Call-in Pay at Double Time

CIP – Call-in Pay

DO NOT use the other earning codes. These are only used by the Payroll Department.

***NOTE – Managers will NO longer need to enter Holiday Pay, as the system is set up to do this automatically!**