Employee Handbook

Objective: The purpose of this handbook is to provide your bi-weekly paid employees with a detailed guide to using the TimeNet system.

Terminology

Calendars

Scheduled activity where the employee is NOT clocked in and working. Some examples of Calendar entries are: vacation, sick, jury duty. This is also known as non-productive time. This time is paid to the employees. Furthermore, this time may also be spent in meetings, orientation, or on-call.

Clockings

Time punch entered into the system (similar to "punching a clock") when an employee starts and ends their shift. This is also known as productive time.

Clocking Pair

Two consecutive punches that the system identifies a specific period of time in order to apply pay policies to the associated time.

Pay Codes

Indicate the type of pay an employee will receive, such as Regular, Overtime, Shift Differential, Vacation, Sick, etc. When productive clockings are entered, the Pay Code is generated automatically by the system based on the time when the work was/is being done.

Special Codes

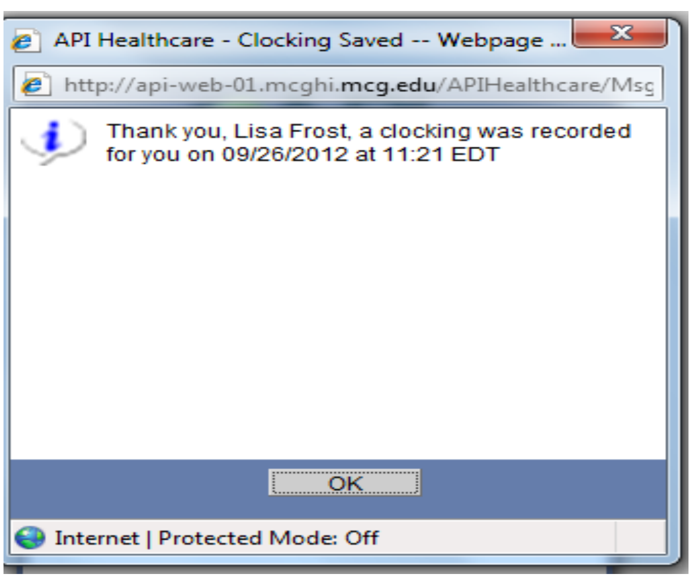
Special Codes may only be attached to productive clockings to indicate special processing circumstances. When Special Codes are used, they indicate that something other than the normal Pay Code calculation should occur. Examples of special codes are No Lunch, Lunch Out, On Call, etc.

Logging into TimeNet

Type in URL for API: https://timenet.augusta.edu/APIHealthcare/Login.aspx

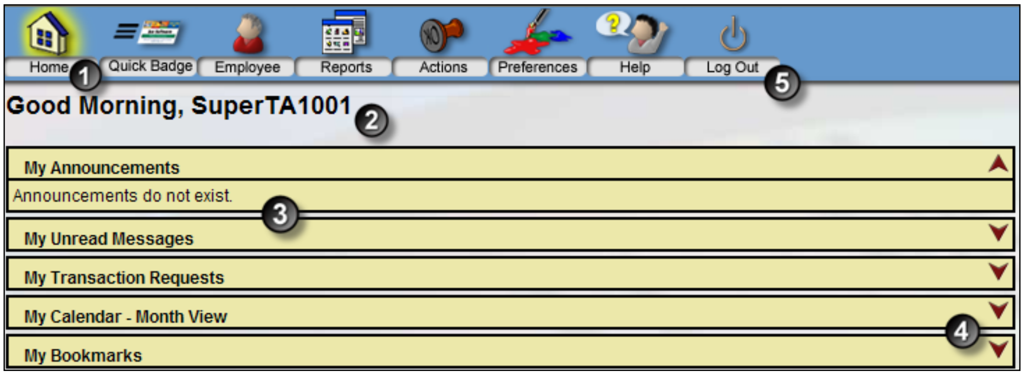
The username and password will be the same user name and password that you use to login to all other Augusta University programs such as your Outlook Express e-mail box or the My MCG section out on the Augusta University Website.

If you accessing the system strictly to badge in then you may select the “Quick Badge Only” option located at the bottom of your login screen, and then click “Login”. You should receive the following message after a successful punch:



Home Section

If you do not choose the "Quick Badge Only" option when logging in you will be taken to the Home Section of the system. You Home Section should look like this:

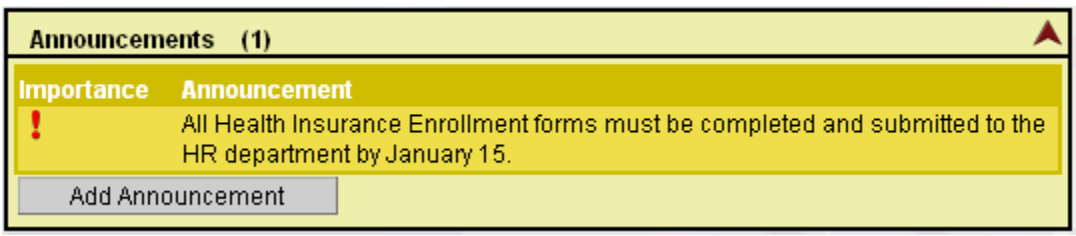


1. This displays the yellow halo indicating the section you are in.
2. Greeting (For example: Good Morning, Good Afternoon, Good Evening, Happy Birthday, Happy Anniversary), along with your user name.
3. The yellow bars across the screens are referred to as Cards. The Cards displayed here are My Announcements, My Unread Message, My Transaction Requests, My Calendar – Month View, and My Bookmarks. Cards used on the Home Section can be configured specifically to your organization.
4. The red arrows on the far right of the cards are detail buttons. Selecting the red arrow will display the details of that specific card.
5. This is a quick reference to log out of the solution.

My Announcements

The **Announcements** card displays announcements sent to selected labor distribution. Recipients of the Announcement have a Home labor distribution included in the Organization Units selected to receive it.

- The number in parentheses indicates the number of announcement records present on the Announcements card.
- Click on the card arrow to view the announcements. This red arrow button is used throughout the system to expand and collapse cards.
- The icon in the Importance column indicates if the announcement has a *High* importance or a *Low* importance. Announcements with a *Normal* importance do not display an icon.
- An announcement will continue to appear on the Home page until the configured expiration date. If there is no expiration date for the announcement record, it will display indefinitely.



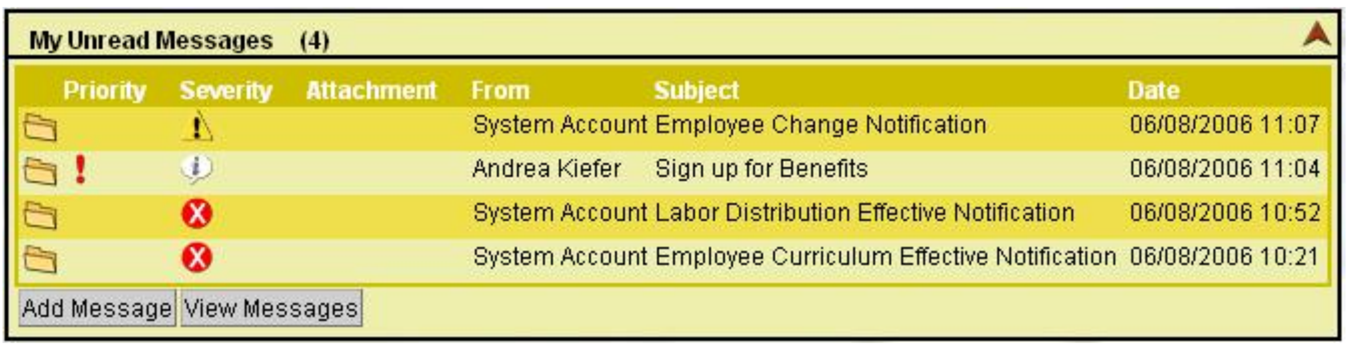
My Unread Messages

The **My Unread Messages** card displays any messages sent to the employee which are not marked as *Read*. The screen displays an icon for High or Low priority messages, shows the severity of the message, indicates if there is an attachment, shows who sent the message, displays the subject of the message, and shows the date and time the message was sent.

To open and read a message, click on the folder icon to the left of the message. Once a message is opened, it is marked as *Read*, and is automatically removed from the My Unread Messages card because it is no longer unread.

To bring a read message back to the My Unread Messages screen, click on the **View Messages** button open the *Actions* section>*Employee* card>*Messages* screen. Check the box to the left of the record and click on the **Mark as Unread** button.

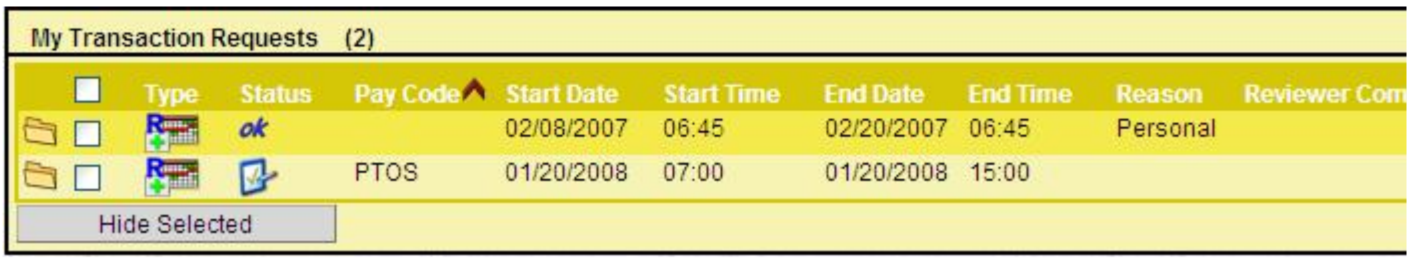
- Messages that have been read are still available in the *Actions* section>*Employee* card>*Messages* screen. To permanently remove the message, check the box to the left of the record and click on the **Delete Selected** button.



My Transaction Requests

The **My Transaction Requests** card lists the status of submitted requests for calendars, clockings, and adjustments for the employee.

- Click on the folder to the left of a specific request to open the record and view the details, or to edit or cancel requests that have not been approved or denied.
- Once a request has been viewed, click on the box to the left of the record to enter a check mark . and then click the **Hide Selected** button. The request is now hidden on the card and will no longer display. If the status of the request changes, the record will again be displayed on this card.


My Transaction Requests (2)

		Type	Status	Pay Code	Start Date	Start Time	End Date	End Time	Reason	Reviewer Com
			ok		02/08/2007	06:45	02/20/2007	06:45	Personal	
				PTOS	01/20/2008	07:00	01/20/2008	15:00		

Hide Selected

The following fields are displayed on this card:

	Folder	Click on the folder icon to open the record and view the details
	Selection Box	To select records to hide (once they have been viewed), click on the selection box to enter a check mark . Then click on the **Hide Selected** button.

Type

The icons under the Type column indicate the type of transaction:

	* Add Adjustment * Edit Adjustment * Delete Adjustment	These icons indicate a request to add, edit, or delete an adjustment transaction. Green color coding indicates the adjustment will pass to the payroll interface, red indicates it will not pass, and gray indicates it has not yet been determined.
	* Add Calendar * Edit Calendar * Delete Calendar	These icons indicate a request to add, edit, or delete a calendar transaction.

* Add Clocking * Edit Clocking * Delete Clocking	These icons indicate a request to add, edit, or delete a clocking transaction.

Status

The icons under the Status column indicate the status of the transaction request.

Approved	The request is approved by the supervisor, and is added to the employee schedule.
Canceled	The request has been canceled by either the supervisor or the employee.
Denied	The request is not allowed by the supervisor.
Requested	The request has been submitted and is pending approval or denial from the supervisor.
Pending Review	The supervisor is indicating he or she has seen the request but hasn't updated the status.

Reason

The reason submitted by the employee for the transaction (for example, if submitting PTO, the employee might indicate it is for vacation or for surgery).

Reviewer Comments

A comment entered by the supervisor handling the transaction, giving additional information. For example, if the request is denied, the reason for the denial can be entered in this field.

My Bookmarks allows the user to add their most frequently visited areas for faster and more convenient access. There will be detailed instructions regarding how to make changes to this section later in the handbook.

My Expiring Licenses

The **My Expiring Licenses** card displays any licenses for this employee that are expired, will be expiring, and/or any required licenses that are missing from this employee's record.

> Note: Required licenses are set up on the Position configuration screen. When employees are assigned a position in a Primary Home, Alternate Home, or Alternate labor distribution, they must have all required licenses for the specified position before they are scheduled to work that position. For more information, see the *Configuration* screen>*Labor Distribution* card>*Position* screen.

My Expiring Licenses (2)

Status	Code	Description	Expiration
Expiring	CPR	Cardiopulmonary Resuscitation	03/23/2006
Expired	RN	Registered Nurse	02/28/2006

The following fields are displayed on this card:

Status

Indicates whether this license requirement is expired, expiring or missing.

- **Expired** License where the expiration date has already passed.
- **Expiring** License with an expiration date that is within X number of days from the current date.
- **Missing** Licenses where there is currently no matching license code in the employee record

Code

The identification code of the license.

Description

The label describing the license.

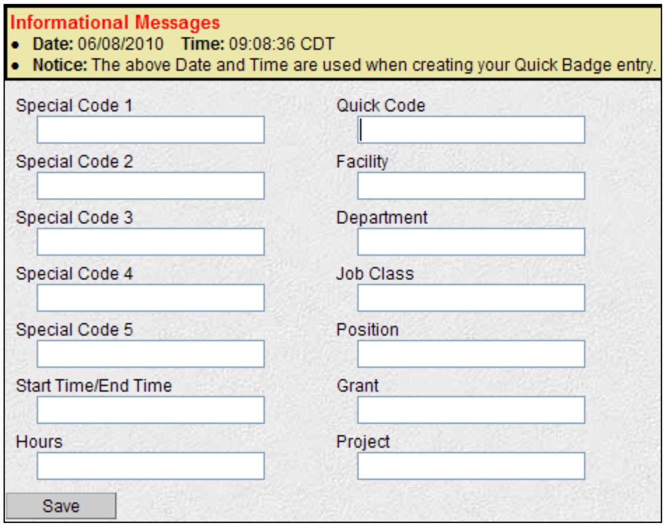
Expiration

The date the license will expire and will no longer be valid.

Quick Badge Screen

If an employee chooses to log into the solution and selects the Quick Badge icon from the menu bar. 

The following screen will be displayed:

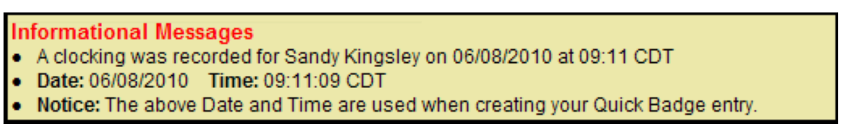


1. Select **Save** if you are working in your home labor distribution, department, etc.

Take note of the date and time when selecting save, this will be your clocking time.

2. If you need to alter your labor distribution, department, enter a special code, or quick code, enter the information and select **Save**.

3. Once the clocking information is entered an informational message will appear stating the clocking was submitted.



The clocking entered will be displayed on the Time Card Screen.

List of Special Codes

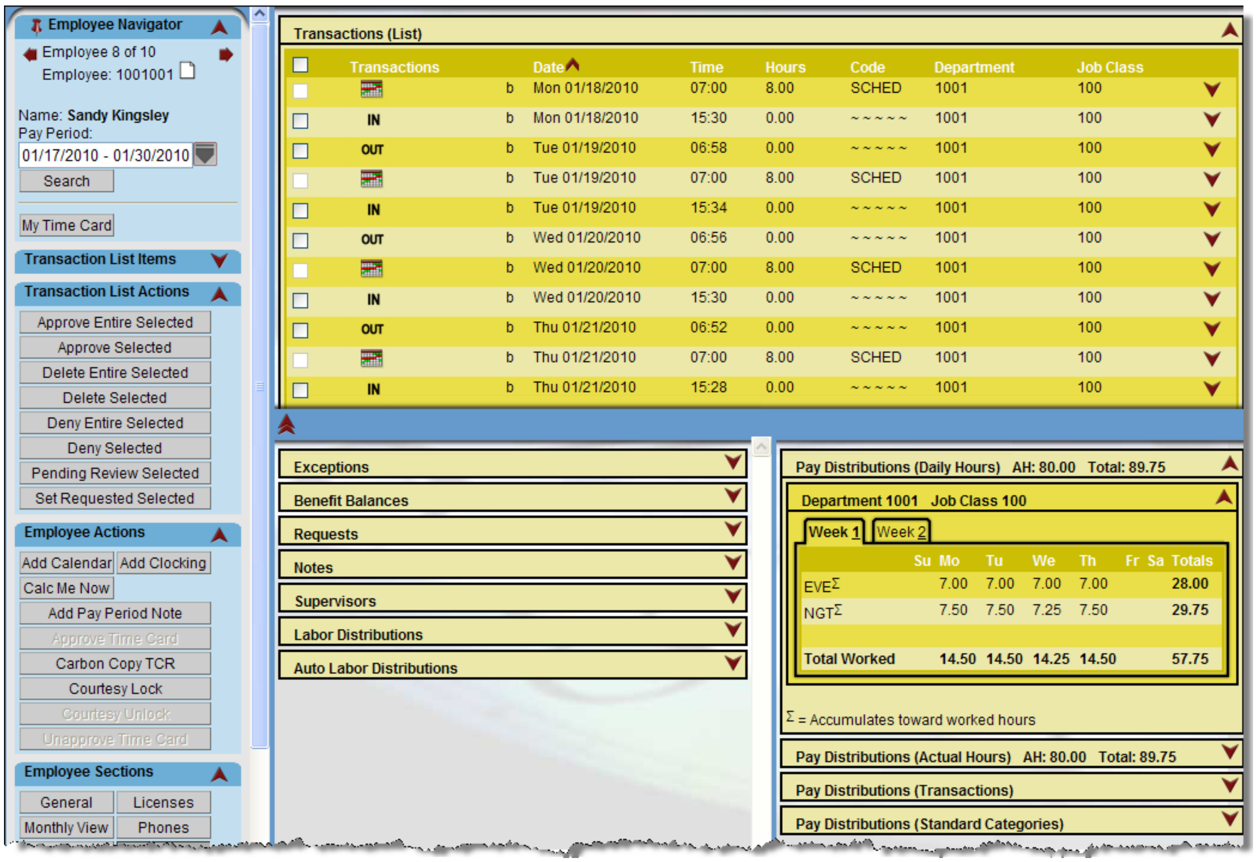
Code	Description	Clocking Category	Number
CB	Called Back	Both	1
CL	Class	Both	2
LO	Lunch Out	Out	3
MT	Meeting	Both	4
NL	No Lunch	Out	5
OR	Orientation	Both	6

CB: A minimum of three hours will be recorded on the employee's time card when this code is used. If a call back shift exceeds 3 hours then the employee will be paid for the entire shift.

LO: Lunch out must be used to indicate when an employee is clocking out for lunch. All employees are now required to badge out for lunch and then back in from lunch.

Employee Section

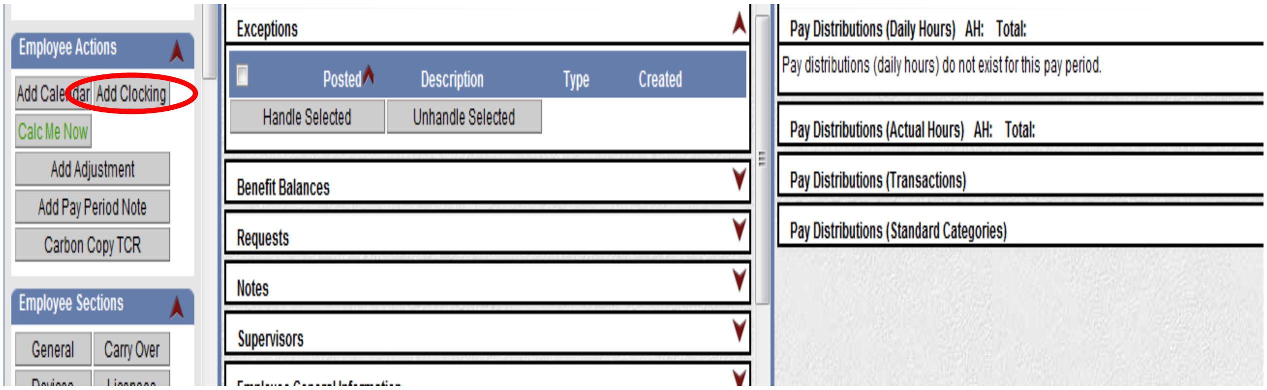
Most of your responsibilities and tasks will occur within the Employee section. When the Employee section opens, the Time Card Screen (TCS) appears by default. This is where modifications, time off, benefit balances, and pay information are located.



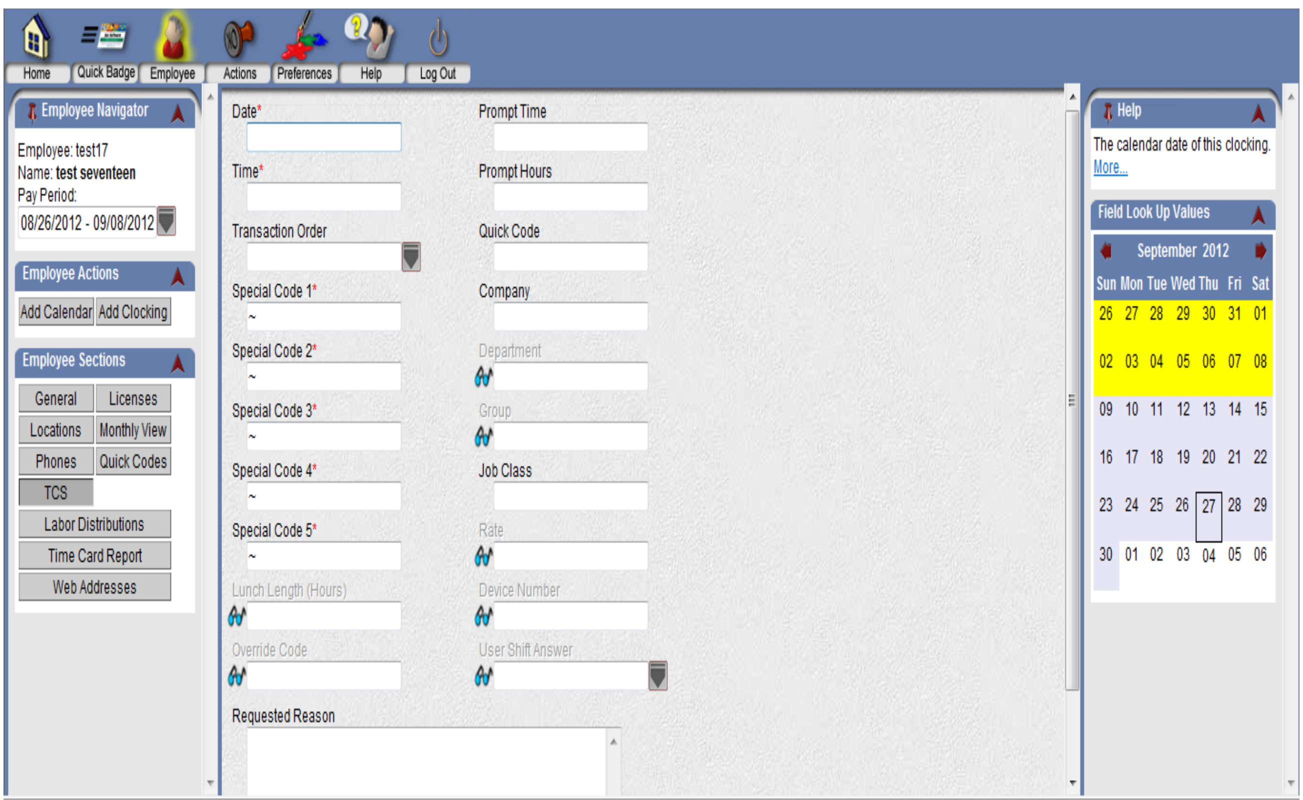
Employee Sign off Button: Located under Employee Actions Card. Employees should sign off on their timecards after they have completed all of their clocking and calendar entries for a pay period. Clicking “Employee Sign Off” button will open an attestation screen. Employee should select the “I Agree” button to complete the Signoff process.

Add Clocking

Select the Pay period to add clocking for, and click on the "Add Clocking" button:



By clicking "Add Clocking" the system displays the screen that allows you to manually add clocking:



all fields that have an "*"next to it are required.

Date

Entering a value of "T" in the date pre-populates the field with today's date,

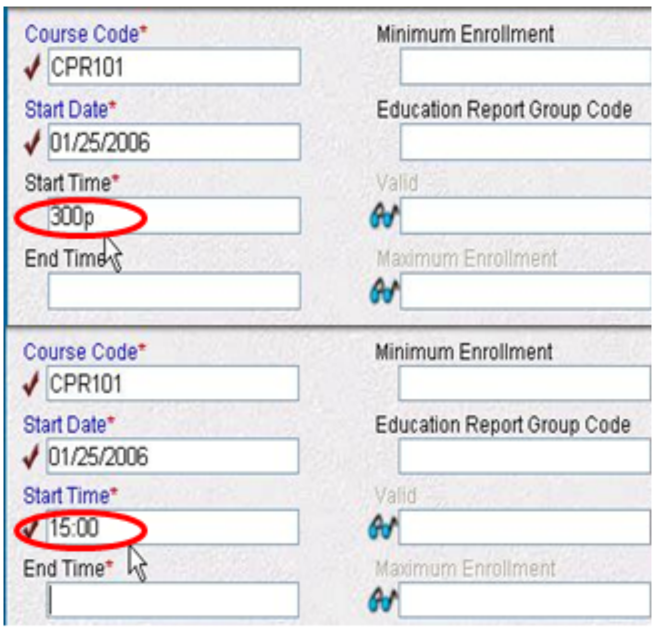
OR Click on the calendar to select a date,

OR Manually key the date.

The format is mm/dd/yyyy

Time

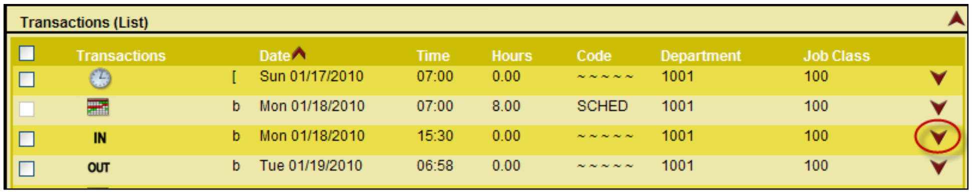
The time must be entered in a 24 hour format (ie Military Time). If entered in a non 24 hour format, the system reformats the time into a 24 hour format.



Once you have entered the time, click the "Save" button at the bottom of the screen. For entering normal time worked the transaction is finished.

Edit a Clocking

Click on the details arrow to edit the necessary clocking.

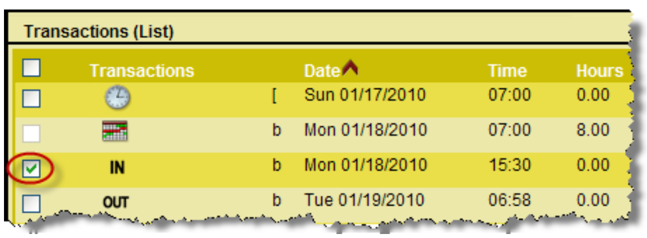


Make any modifications or edits to the clocking and then select **Save**.

Notice the tabs available once the clocking details are opened. Supervisors with appropriate authorization can access these tabs and make changes as necessary.

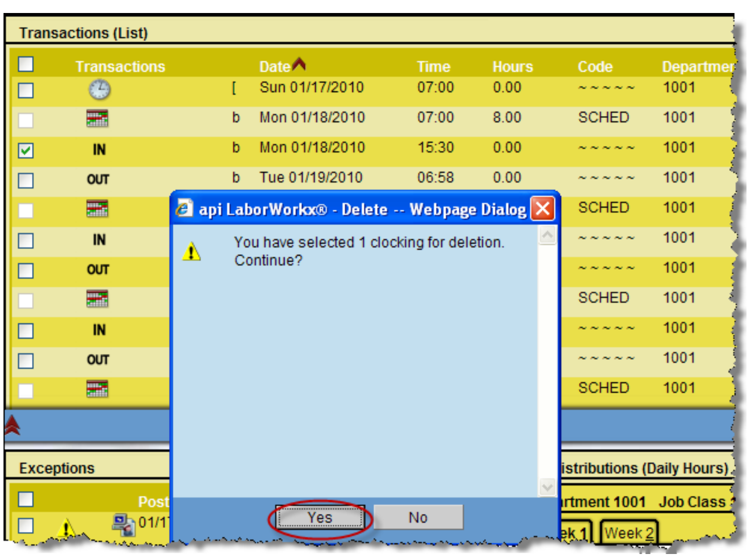
Delete a Clocking

Select the clocking you want to delete by selecting the check box next to the transaction.

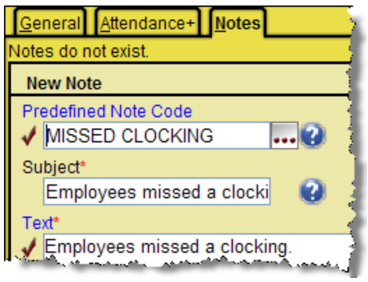


Under Transaction List Items on the left pane, select **Delete Selected**.

Select **Yes** when the confirmation dialog box appears.



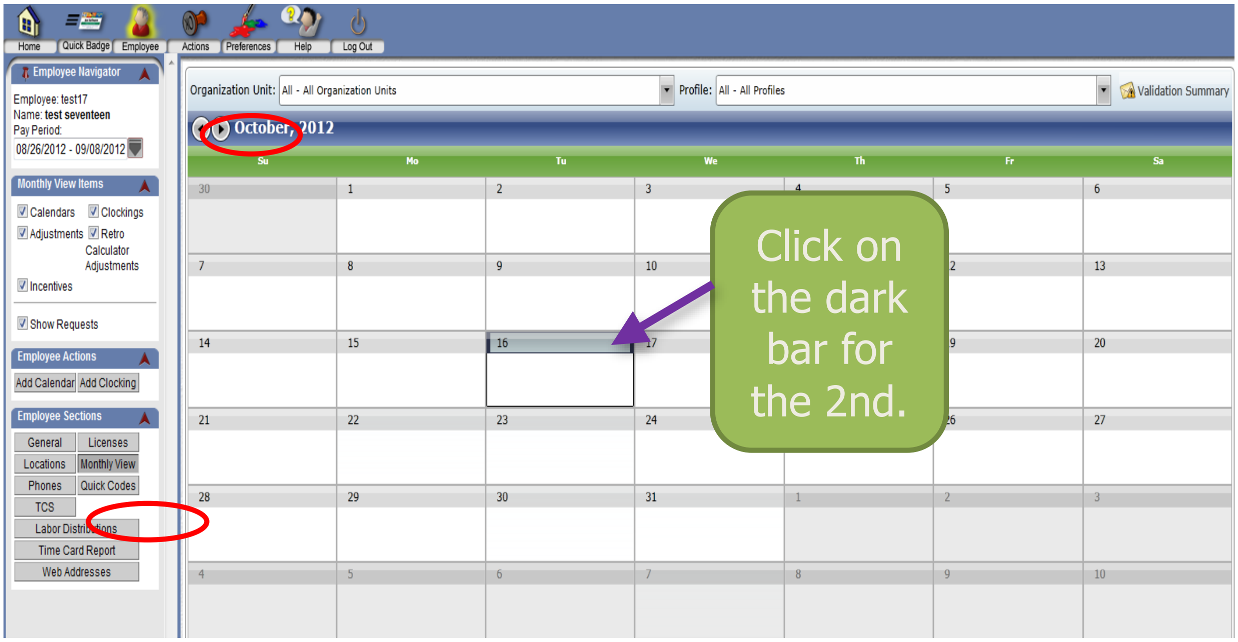
Add a Transaction Note

- Click on the details arrow .
- Select the **Notes** tab.
- Enter free-text in the Predefined Note Code field or click on the list selector to choose from pre-defined values.
    - 

- Enter the subject and text (if not automatically populated).
- When information is entered and ready to be submitted, select **Save**.

Add Calendar Entry

To enter non productive time, click on the “Monthly View” button.

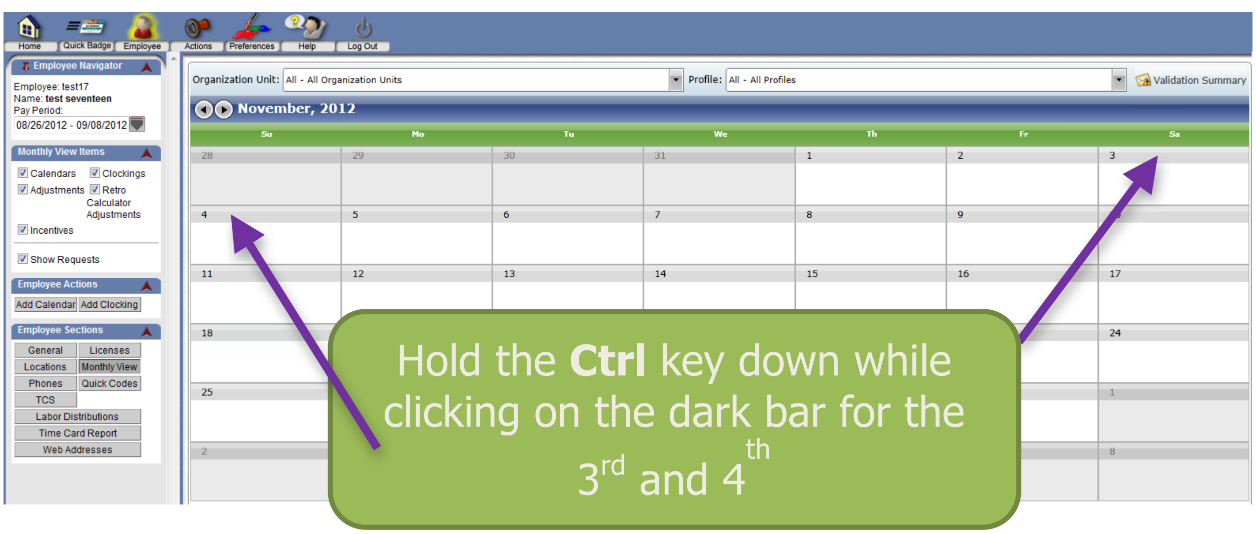


This screen displays the current month and highlights the current day. For my example, I am going to enter annual leave on November 2, 2012 – November 4, 2012.

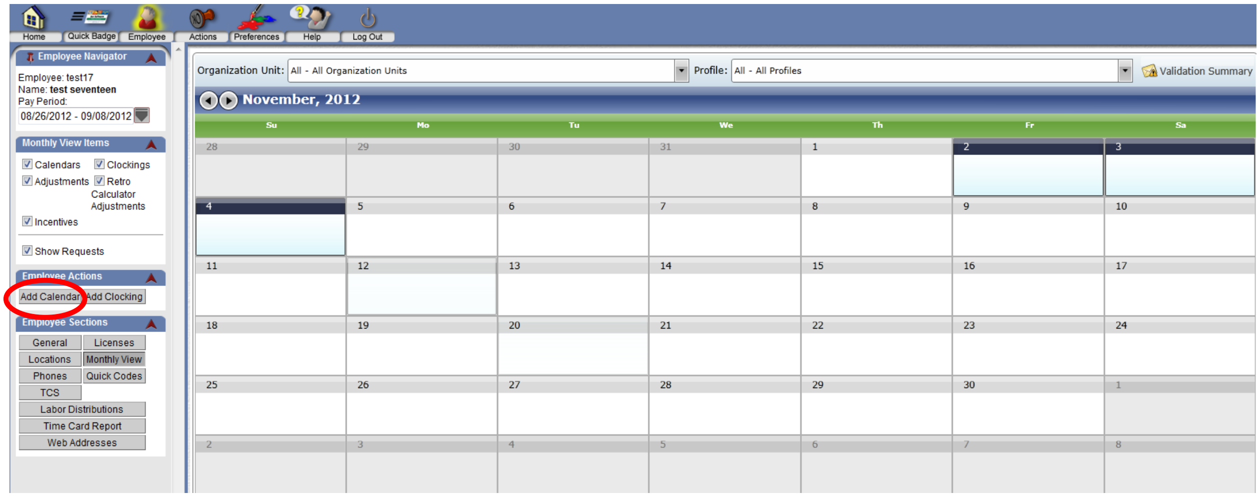
Step 1: Click on forward arrow to navigate to November.

Step 2: Click on November 2 dark bar

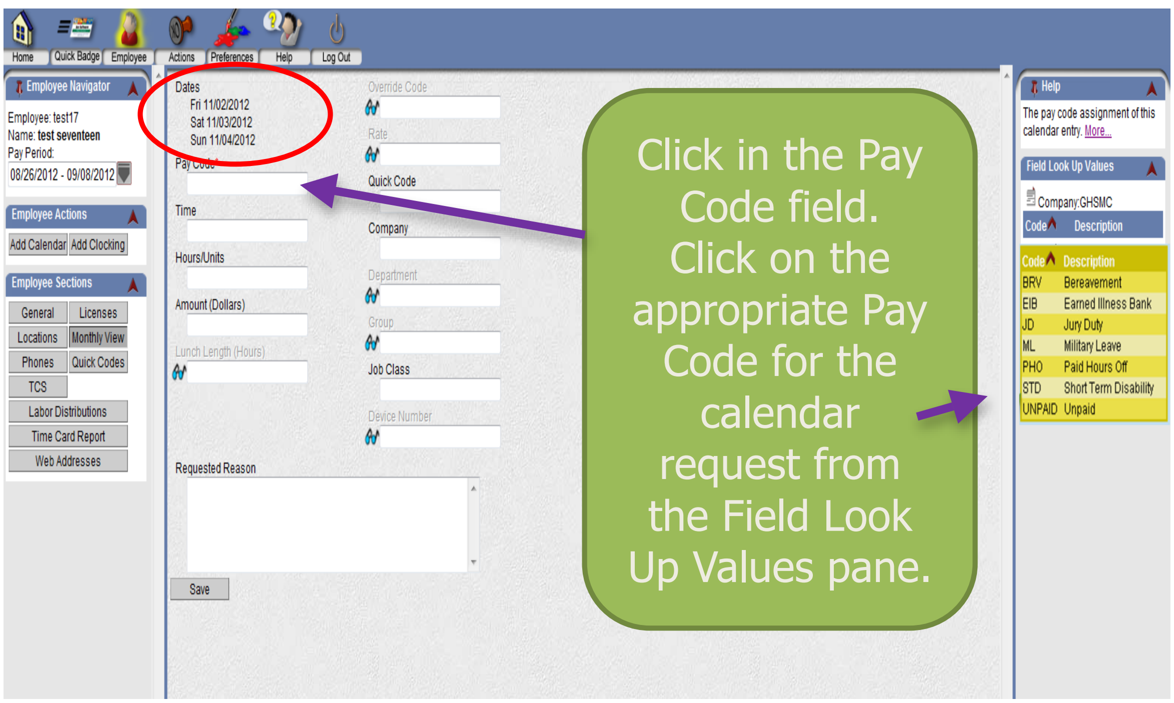
Step 3: Hold the Ctrl key and click on the dark bar for November 3 and November 4th



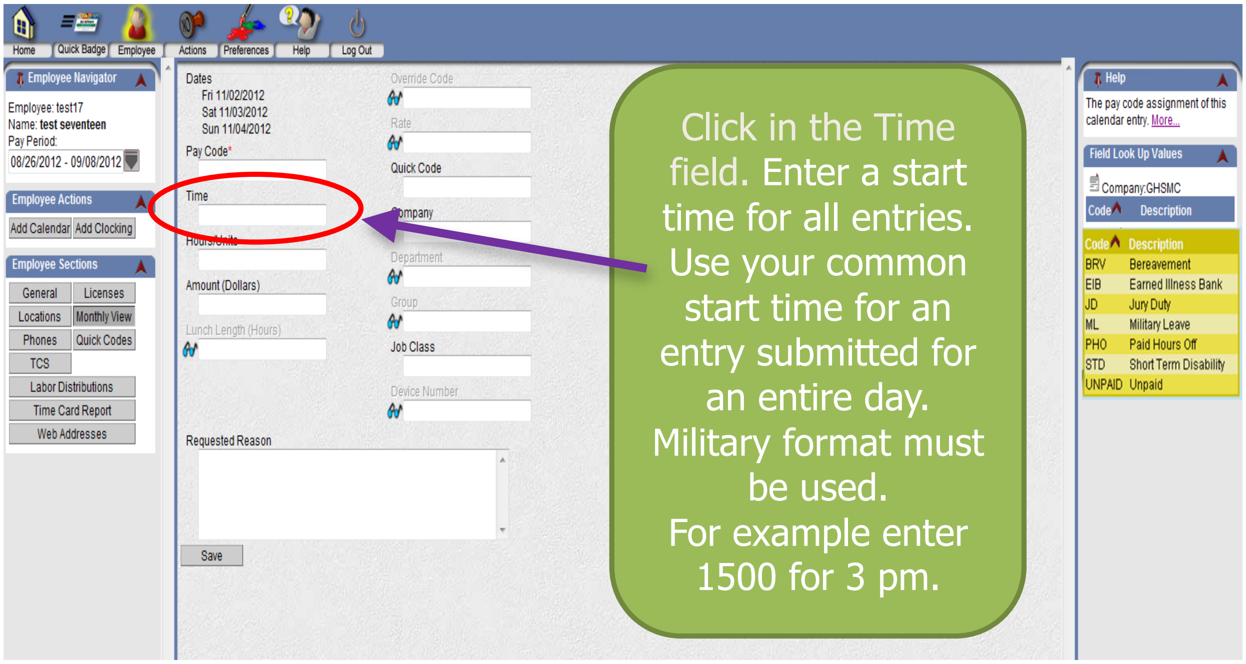
Once you have selected the days they will appear as highlighted, Click on the “Add Calendar” button:



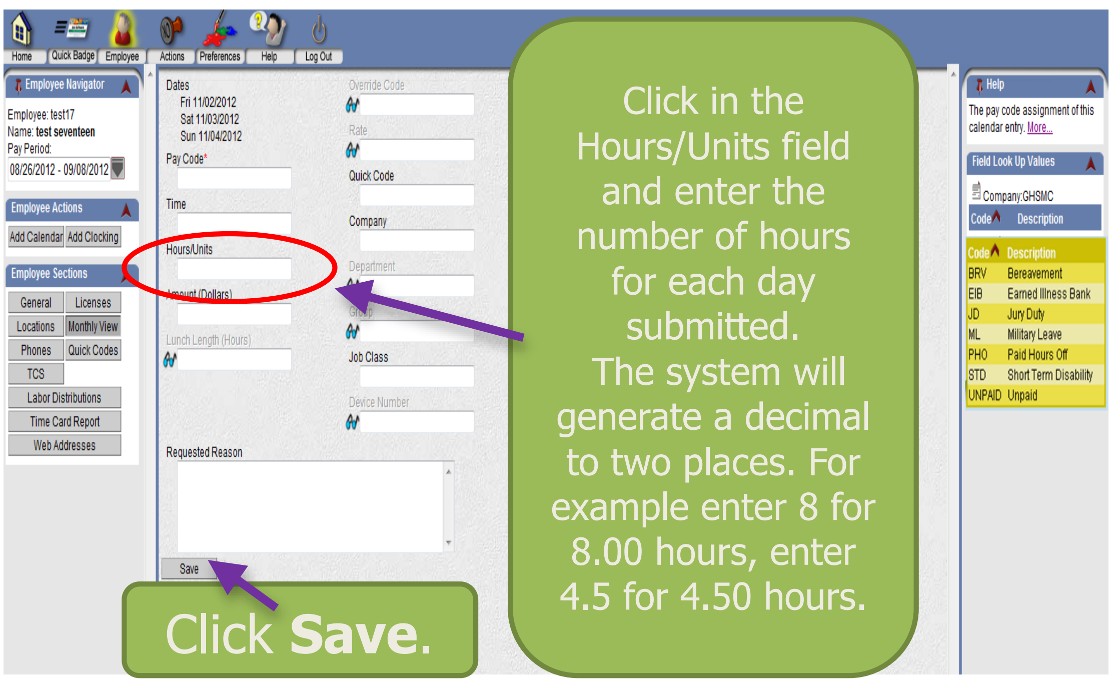
The “Add Calendar” button displays the general employee info screen, verify you have selected the correct date range, and then enter the appropriate pay code:



Enter the start of the transaction time:



Enter the duration of the time you are requesting off, Click Save, this completes your transaction.



List of Calendar Entries:

- NEX CLOSE CAMPUS: Close Campus
- NEX ECUCATION: Education Leave for a child’s school function
- CALLED BACK: Use this code to add hours to be paid for a Called Back shift.
- CALLED BACK MIN: System will populate this code automatically if a Called Back shift is less than 3 hours.
- NEX HOL BEN: Records Holidays for Exempt Employees.
- NEX HOLIDAY: Records Holidays for Non-Exempt Employees.
- NEX JURY: Jury Duty codes.
- ON CALL: Use this pay code to pay employees for On Call hours.
- NEX MIL: Military leave
- NEX SICK: Record Sick Leave
- NEX UHLDY: Record Unscheduled Holiday
- NEX VAC: Record Vacation Time.

Employee Sections

The main Employee section offers you the opportunity to look at your general information, your time in the monthly view, educational transactions (if available), as well as other employee-related information.

General
Your general information, including your birth date, hire date, phone number, login, and other information may be kept within the General card. These fields are view only.

Time Card Report: Provides detailed information for pay period that appears in the Employee Navigator screen. The current pay period is available as well as the prior pay period and the next pay period.

TCS (Time Card Screen): Click on this button to access the main time card screen. Here are details on some of the cards that you will find under this section:

Exceptions: These are handled by your supervisors.

Benefit Balances: Will be updated immediately after time off is approved by your supervisor. The system will not wait until the actual day the leave is taken before reducing the balances.

Requests: Shows the status of your calendar requests such as Vacation Time Requested.

Pay Distributions: Available for both weeks of the pay period and can be viewed as a pay period total or broken down by Daily Hours.

Bookmark

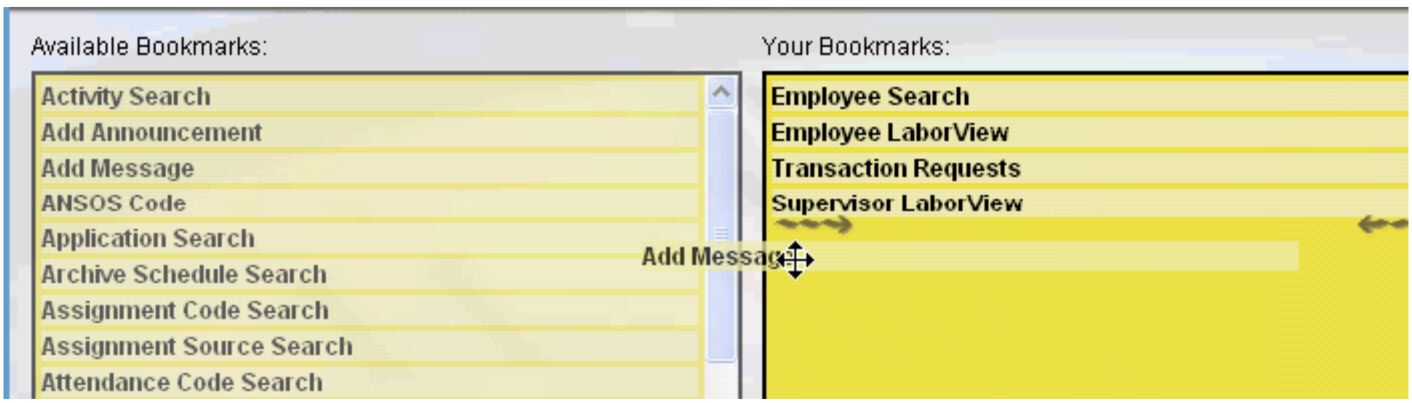
The Bookmark page is used to select shortcuts to often-used pages within the system. Individual users can modify this list in by accessing the *Bookmark* icon in the *My Preferences* card in the *Preferences* section.

These shortcuts are also visible in the lower left pane of all the main pages. Left mouse click on the link to the selected page to automatically open that page.

The left column displays all the *Available Bookmarks* in the system, the right column shows the selected *Your Bookmarks.*

- To add a new bookmark, point with the cursor to the selection in the Available Bookmarks column, hold down the left mouse button, and drag the selection to the *Your Bookmarks* column.
- To remove a bookmark, point with the cursor to the selection, hold down the left mouse button, and drag the entry back into the *Available Bookmarks* column.
- Bookmarks may be moved around within the *Your Bookmarks* column according to the order they should display. Point the cursor to the bookmark, hold down the left mouse button, and drag the entry above or below another entry. The red arrow indicates where the bookmark will display.
- Select the **Save** button before exiting the screen.

Bookmarks set up in the *Preferences>System Preferences* section are the defaults for all users in the system. Click on the **Reset** button to return the bookmarks to default configuration of the System Preferences page.



Time/Data Input Tables

24 Hour Conversion Table

Regular Time	Military Time
1:00am	100
2:00am	200
3:00am	300
4:00am	400
5:00am	500
6:00am	600
7:00am	700
8:00am	800
9:00am	900
10:00am	1000
11:00am	1100
12:00pm (noon)	1200
1:00pm	1300
2:00pm	1400
3:00pm	1500
4:00pm	1600
5:00pm	1700
6:00pm	1800
7:00pm	1900
8:00pm	2000
9:00pm	2100
10:00pm	2200
11:00pm	2300
12:00am (midnight)	0