



IN THE BUSINESS OF YOUR SUCCESSSM

ADP TimeSaver[®]

Time Entry User's Guide



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Contents

About This Guide

Audience for this Guidevi
Introducing the TimeSaver Documentation Library	vii
What's in this Book	viii
Documentation Conventions	ix
Providing Comments	xi

1 Using Time Entry

Introduction	1-2
Reviewing Time Entry Functionality	1-2
Logging on to Time Entry	1-3
Understanding Validation	1-5
Changing Your Password	1-6
Understanding Time Entry Header Fields	1-8
Printing Time Entry Information	1-9
Recording Transactions for an Unlisted Department/Position	1-10
Selecting an Unlisted Department/Position Using a Transfer Code	1-10
Selecting an Unlisted Department/Position by Entering Department and Position Codes	1-12
Understanding Labor Levels	1-14

2 Recording Timestamp Transactions

Introduction	2-2
Recording Timestamp Transactions	2-2

3 Recording Various Transactions

Introduction	3-2
Entering Transactions on the Time Entries Tab	3-3
Accessing Time Entries	3-3
Applying Templates	3-4
Entering Transactions One at a Time	3-5
Editing Transactions	3-12
Deleting Transactions	3-14
Attaching Notes to Transactions	3-15
Editing Pay-to-Schedule Transactions	3-17
Editing Salaried Transactions	3-19

4 Viewing Schedules

Introduction	4-2
Viewing Your Schedule	4-3

5 Viewing Audits

Introduction	5-2
Viewing History of Changes to Your Time Card	5-3

6 Viewing and Requesting Benefits

Introduction	6-2
Viewing and Editing Benefit Information	6-3
Viewing Balances and Requests	6-3
Editing an Existing Request	6-6
Requesting Time Off	6-7
Printing Benefit Balances	6-11
Deleting Benefit Requests	6-12

7 Creating Templates

Introduction	7-2
Starting the Template	7-3
Entering Specific Transaction Information	7-5
Editing Template Transactions	7-10
Deleting Template Transactions	7-10
Saving the Template	7-11
Deleting a Complete Template	7-13

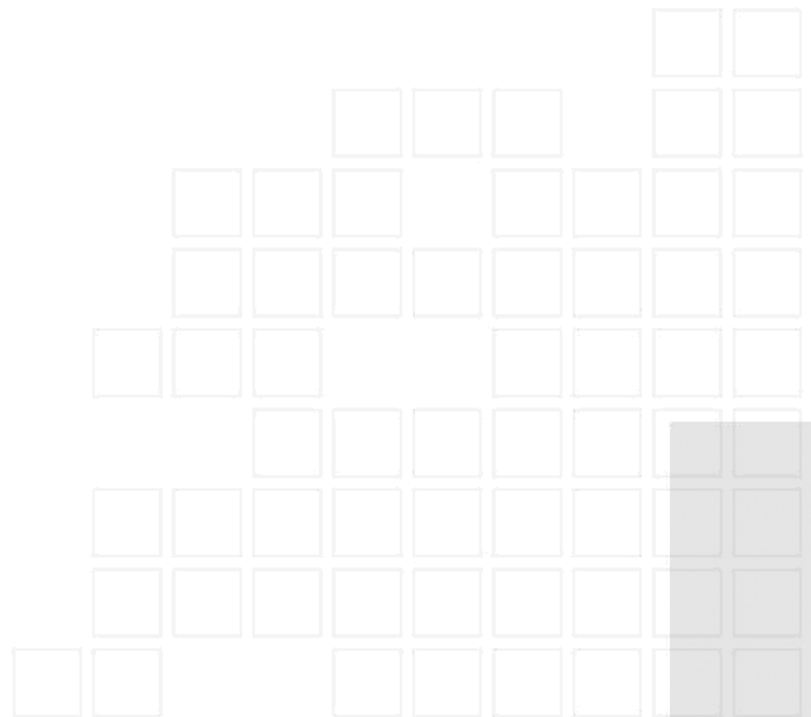
8 Approving Time Cards

Introduction	8-2
Approving Time Cards	8-3
Reversing Time Card Approvals	8-6

Index

About This Guide

<u>PAGE</u>	<u>TOPIC</u>
vi	Audience for this Guide
vii	Introducing the TimeSaver Documentation Library
viii	What's in this Book
ix	Documentation Conventions
xi	Providing Comments



Audience for this Guide

This guide is written for employees who use one or more of the employee self service options available in Time Entry. These options include entering In and Out punches and other transactions using a computer rather a time clock.

To take full advantage of this guide, you should be comfortable using a web browser such as Microsoft Internet Explorer[®] or Mozilla Firefox[®]. This guide is not intended to be a tutorial.

Introducing the TimeSaver Documentation Library

The TimeSaver library consists of the following guides:

- *TimeSaver User's Guide* - Describes all of the time and labor management tasks you can complete through the TimeSaver web application.
- *Time Entry User's Guide* - Describes the Time Entry system, which allows an employee to perform several self service tasks such as entering time and attendance transactions with a computer, viewing and requesting benefits, and approving time cards.
- *Quick Steps for Ethernet Setup ADP 5000 Series Time Clocks* - Provides quick steps for setting up Ethernet time clocks to receive downloads and employee transactions.
- *Quick Steps for Ethernet Setup ADP 6000 Series Time Clocks* - Provides quick steps for setting up Ethernet time clocks to receive downloads and employee transactions.
- *ClockAdmin Host and ClockAdmin Client Short Reference for Installation* - Provides steps for installing the two clock administration applications that connect the time clocks with TimeSaver.
- *ADP 5000/500 Series Time and Attendance Terminals User's Guide* - Explains how to set up the 5000 series clock hardware to receive downloads and employee transactions.
- *ADP 6000/600 Series Time and Attendance Terminals User's Guide* - Explains how to set up the 6000 series clock hardware to receive downloads and employee transactions.
- *TimeSaver Release Notes* - Provides information about new features and other updates for TimeSaver.

What's in this Book

This guide, the *Time Entry User's Guide*, covers the following topics:

Chapter 1, "Using Time Entry," provides background information on the Time Entry application and an overview of the key features of the system.

Chapter 2, "Recording Timestamp Transactions," explains how to record timestamps in Time Entry.

Chapter 3, "Recording Various Transactions," explains how to view your transactions as well as those entered by your manager. It also explains how to enter new transactions, edit existing transactions, and/or delete transactions.

Chapter 4, "Viewing Schedules," shows you how to view your schedule in Time Entry (if your company is using the optional Scheduling module and you have existing work schedules for the selected time period).

Chapter 5, "Viewing Audits," explains how to view a history of changes made to transactions in the selected time period.

Chapter 6, "Viewing and Requesting Benefits," explains how to view your benefit balances in Time Entry (if your organization is using the optional Benefit Tracking functionality and a benefit plan has been assigned to you) and how to request time off.

Chapter 7, "Creating Templates," provides instructions for creating templates of multiple transactions that can be applied all at once to a time period.

Chapter 8, "Approving Time Cards," shows you how to approve your time card for the selected period, how to reverse your approval, and how to check the status of your manager's approval.

Documentation Conventions

Table 1 describes the documentation conventions used in this guide.











 TimeSaver allows different labels (names) to be assigned to web page fields, tabs, and column headings for the labor levels in the TimeSaver system. The default labor levels are site, department, and position. The online help and user's guides reflect the default labels. If your administrator has requested to change the default labels, text references and illustrations in the documentation may vary from what you see on the web pages. For more information, see "[Understanding Labor Levels](#)" on page 1-14.

Table 1. Documentation Conventions

Documentation convention	Description
bold	In procedures, user interface items that you select, click, or enter information for are shown in bold. For instance, panel names, buttons, and field names.
command	Indicates that you should type the command on your computer.
	Signifies important additional information.
	Signifies very important additional information.
	Identifies helpful—but not necessary—information.
	Signifies that a failure to follow the recommended procedure could result in a loss of data or could result in the product not performing properly.
	Used to indicate either of the following: <ul style="list-style-type: none"> You can find additional information in the online Help. You can find additional information on interface shortcuts and tips in the user's guide.
 What's next	Indicates that you have reached the end of one step in a multiple-step process. Instructions are given after this convention to help you find the next step in the process and other related information.

Documentation convention	Description
 End of procedure	<p>Indicates that you have reached the end of a procedure. If additional information is available, it is noted after this convention.</p>
 More info Click the question mark icon in the upper right corner of the web page to access online help.	<p>Indicates where you can find a complete description of every field on a panel.</p> <p>This convention is placed either to the left, below, or less often, to the right of a web page illustration.</p>
 Tasks MULTI-STEP PROCESS First step in process Second step in process <input checked="" type="checkbox"/> Third step in process	<p>Lists each step in a multi-step process, and indicates which step the current section is documenting.</p> <p>In this example, the third step is currently being documented. Note that this step is highlighted in bold and is preceded by a check box with a check mark inside.</p> <p>If you are viewing an online manual, click the highlighted text to jump to the desired section.</p>

Providing Comments

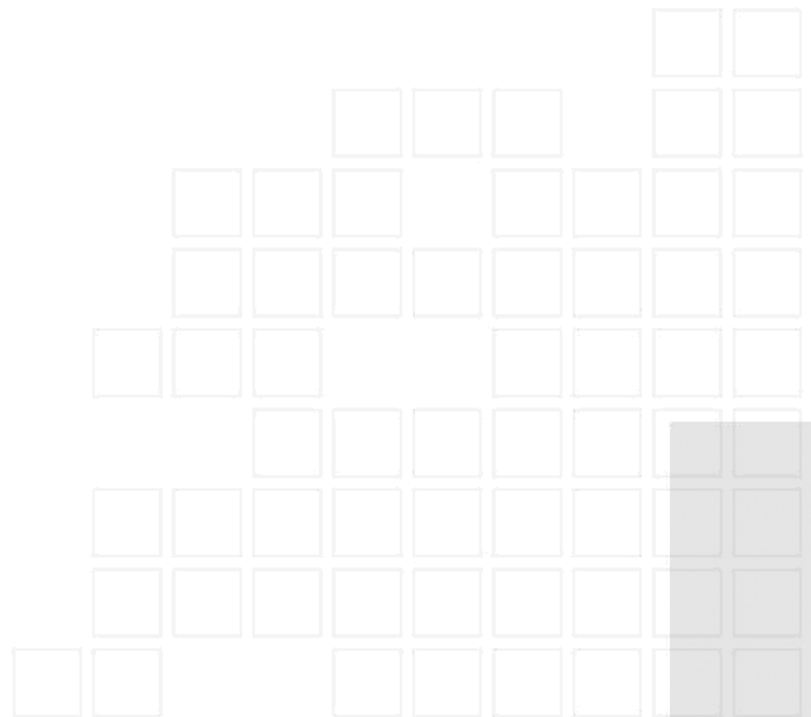
We welcome your comments and suggestions about all the documentation delivered with TimeSaver. That way, we can continue to improve the manuals and online help. You can provide comments in the following way:

- Give us feedback by visiting the web at adp4me.adp.com. From the **Contact Us** area in the upper right corner of the page, select **Via Email**. Enter your message and click **Send**.

Chapter 1

Using Time Entry

<u>PAGE</u>	<u>TOPIC</u>
1-2	Introduction
1-2	Reviewing Time Entry Functionality
1-3	Logging on to Time Entry
1-5	Understanding Validation
1-6	Changing Your Password
1-8	Understanding Time Entry Header Fields
1-9	Printing Time Entry Information
1-10	Recording Transactions for an Unlisted Department/Position
1-14	Understanding Labor Levels




Introduction

This chapter explains some of the basic functionality used throughout Time Entry. It explains how to log on and how to change your password. This chapter also describes how to print information in Time Entry, and how to use certain fields that appear throughout the application.



Reviewing Time Entry Functionality

The Time Entry module allows you to enter time and attendance transactions without a time clock. You can use an Internet connection and a PC to enter your transactions.

 If you are accessing TimeSaver for the first time, see the Introduction chapter of the *TimeSaver User's Guide* for directions on how to install a security certificate and eliminate security popup messages.

Depending upon the options set up when you were enrolled as a Time Entry user, you can do one or more of the following tasks:

- Enter timestamp, in/out, pay code, and project transactions.
- Enter units, hours, or dollars for a defined set of pay codes.
- Update and delete transactions in Time Entry as long as your time card has not been approved or signed off.
- Attach notes to a transaction.
- Create a template for entering multiple transactions at once.
- View and print an audit trail of all transaction edits, including edits your manager made if you are a validated employee.
- View and print transactions for the selected time period.
- View and print your schedule based on the pay period displayed (if your organization uses the optional Scheduling module in TimeSaver).
- View and print a list of pay codes you can use.
- View and print a list of project codes you can use.
- Request time off and view and print benefit balances.
- Approve or undo approval of your time card for the pay period displayed.
- Change your Time Entry password.

 Click  (Help) in the upper right corner of the Time Entry page to access online help.

Logging on to Time Entry

To access Time Entry, do the following:

1. Go to the TimeSaver log-on page. Someone in your organization (such as your supervisor) can provide you with a link to the log-on page.

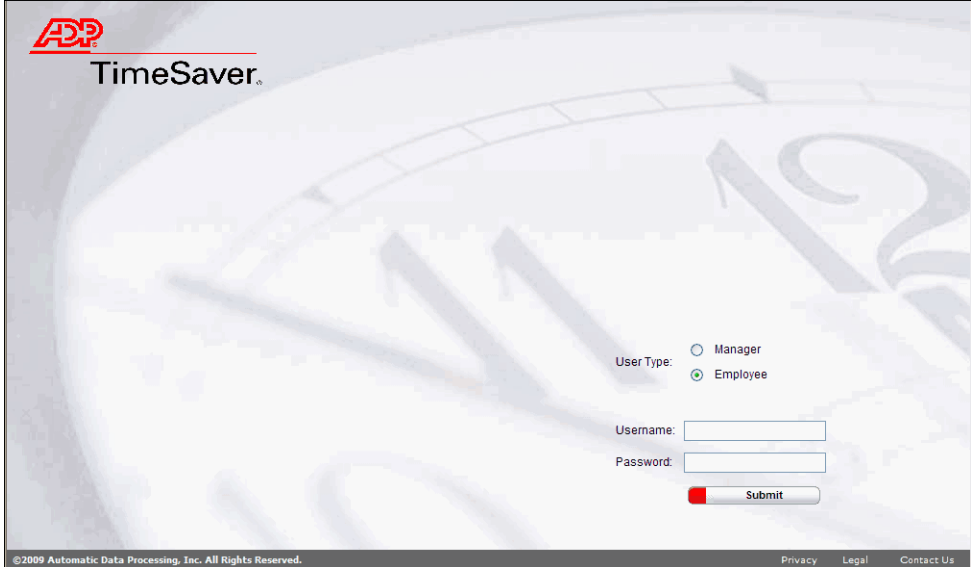


Figure 1-1. TimeSaver Page

2. From the **User Type** area, select the **Employee** option.
3. In the **Username** field, enter your assigned user name.
4. Enter your password in the **Password** field.
 - 📄 The first time you log on to Time Entry, enter the password that your supervisor gave to you.
5. Click **Submit** to log on. The Time Entry page displays.
 - 📄 If this is the first time you've logged on, the Change Password page displays. For information about changing your password, see "[Changing Your Password](#)" on page 1-6.

The following figure illustrates the Time Entry page.

- The tabs that display on the Time Entry page depend upon the modules your organization is using, as well as the enrollment options your manager specified for you. For example, you may see only the **Timestamp** tab if your manager specified that you are only authorized to enter timestamp transactions. The **Employee Schedule** tab displays only if your organization uses the TimeSaver Scheduling module. The **Benefits** tab displays only if your organization is using the optional Benefit Tracking functionality and if you have been assigned a benefit plan.

More info

Click the question mark icon in the upper right corner of the web page to access online help.

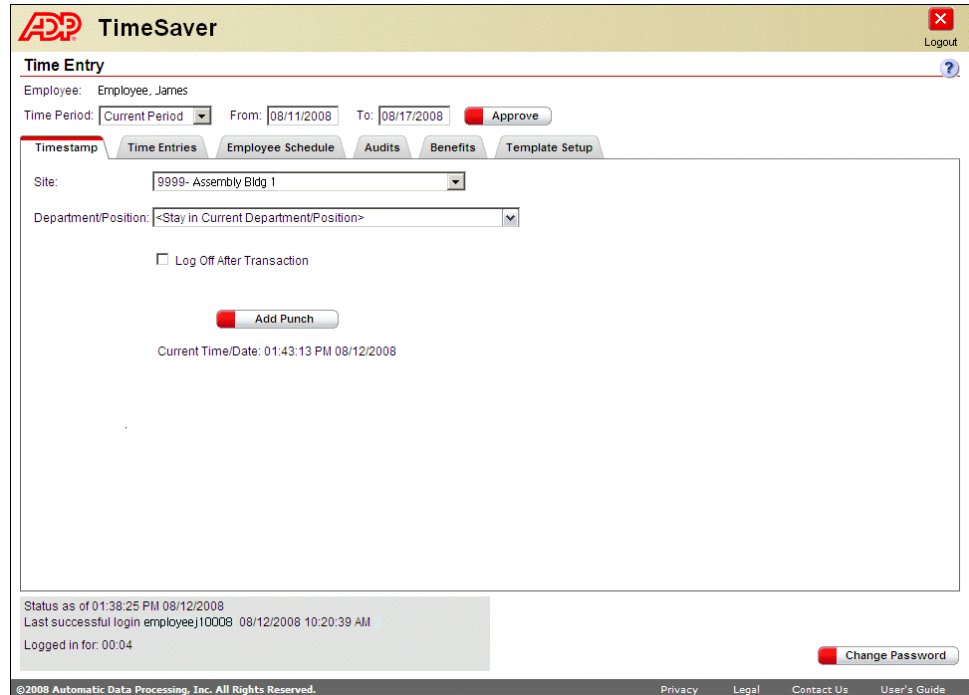



Figure 1-2. Time Entry Page

- When finished performing tasks in Time Entry, click  (Logout).

- If you select the **Log Off After Transaction** check box (or if your manager selected this option for you during enrollment), you are automatically logged off after entering a Timestamp punch.



End of procedure

You have just finished learning how to log on to Time Entry.

Understanding Validation

After you log on to Time Entry, a **(Validated)** or **(Not Validated)** label displays in the title bar of your web page browser next to your user ID.

The Validated label means that you have a matching badge number and are recorded as an active employee in the main TimeSaver application. The Not Validated label can mean one of the following:

- You are enrolled as a Time Entry user with no matching information in the main TimeSaver application.
- You have matching information in the main TimeSaver application but your status is inactive (perhaps you are on leave).
- Your TimeSaver records have an effective date in the future.


If your designation is Not Validated, you can enter transactions in Time Entry, but the In and Out punches disappear after you save them. They are sent to the View Invalid Transactions module of TimeSaver where your manager must correct the transaction or complete your validation in TimeSaver.


Changing Your Password

The Change Password page allows you to create your own secure password for logging on to Time Entry.

To change your password, do the following:

1. Log on to Time Entry. The first time you log on to Time Entry, the Change Password page displays.

 You can also access the Change Password page by clicking **Change Password** at the bottom of any Time Entry tab. When you access the page using the button, a Back button is also available.

 **More info**
Click the question mark icon in the upper right corner of the web page to access online help.

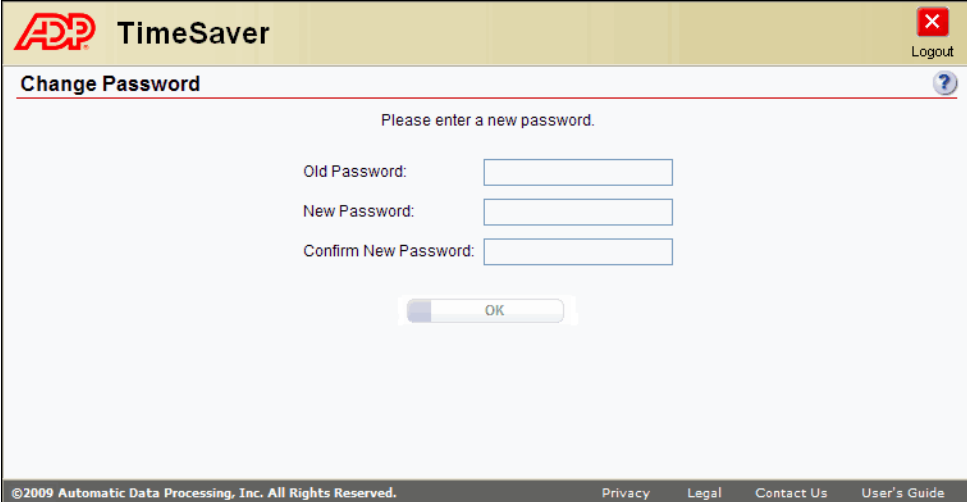



Figure 1-3. Change Password Page

2. In the **Old Password** field, enter your assigned password.
3. In the **New Password** field, enter your new password using the following guidelines. Your password:
 - Cannot be the same as your user ID.
 - Must consist of a minimum of 8 characters and a maximum of 20.
 - Must contain at least one number and one letter.
 - May contain the following special characters: the “at” sign (@); a hyphen (-); an exclamation point (!); a pound sign (#); and the dollar sign (\$).
 - Cannot contain repeating strings of more than 3 characters. For example, “AAA” is allowed, but “AAAA” is not.
 - Is case-sensitive.
 - Cannot be changed more than once in a 24-hour period.

4. In the **Confirm New Password** field, enter the new password again.
5. After filling in the fields on the page, click **OK** to change your password. The Time Entry page displays.

 **More info**
 Click the question mark icon in the upper right corner of the web page to access online help.

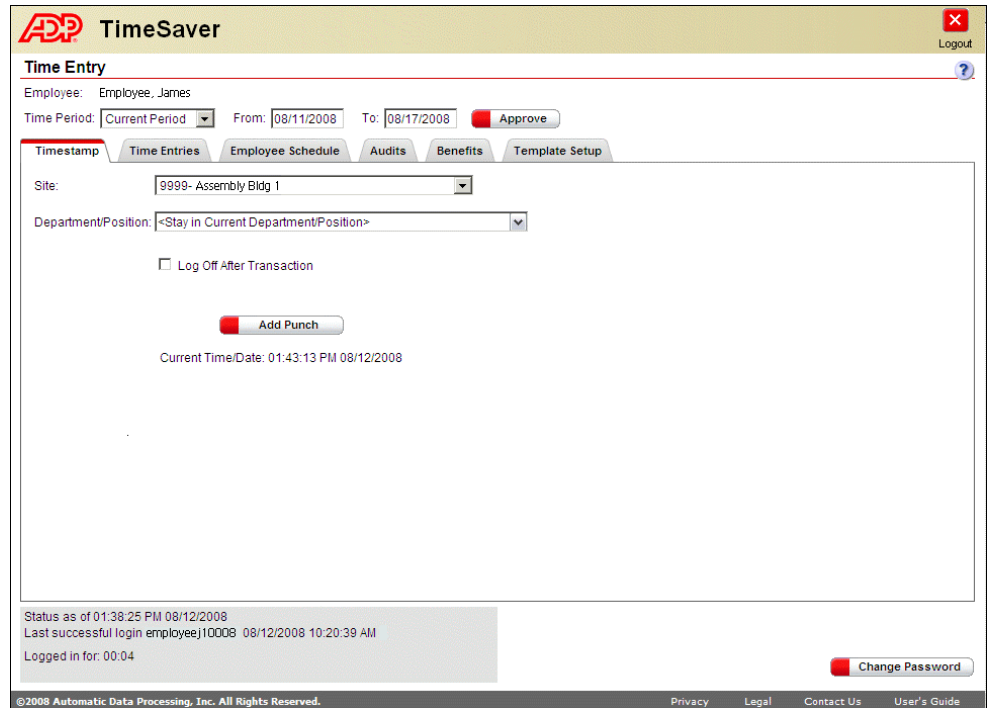




Figure 1-4. Timestamp Tab



6. When finished performing tasks in Time Entry, click  (Logout).
 -  If you select the **Log Off After Transaction** check box (or if your manager selected this option for you during enrollment), you are automatically logged off after entering a Timestamp punch.

 **End of procedure**

You just finished changing your Time Entry password.

Understanding Time Entry Header Fields

Following are descriptions of the fields that display at the top of the Time Entry page.

Field	Description
Employee	Displays your name.
Time Period	<p>This field defaults to Current Period (pay period). You can also select Previous Period, Next Period, or Date Range to record the types of transactions for which you have security rights.</p> <p> If you select Date Range, the date range must contain the boundaries of a pay period for you to approve or undo approval of your time card.</p>
From and To Dates	If you selected Date Range in the Time Period field, enter a date or click the calendar icons to select a specific date in each field.
Refresh (button)	Click to refresh a tab with data for the selected time period.
Approve (button)	Click to approve your time card. For more information about the approval process, see “Introduction” on page 8-2.
Undo Approval (button)	After you approve your time card, Undo Approval displays if you have rights for reversing your approval. For more information about this, see “Reversing Time Card Approvals” on page 8-6.
Change Password (button)	Click to change your password.
Status	<p>This area at bottom left of the page displays status as of the current date and time, the date and time you last logged on, and the number of minutes you have been logged on. When appropriate, it also shows the ID of the user who signed off on your time card, and the date and time of your approval.</p> <p> If you are looking at a date range, sign-off information displays when the boundaries of a pay period are within the selected date range.</p>
Hours Worked/Hours Paid	If you are a salaried or nonexempt employee, this field displays on the right above the grid on the Time Entries tab. When you click the Time Entries tab, Hours Paid or Hours Worked displays first depending upon your pay frequency. Use this field to toggle back and forth between the Hours Paid and Hours Worked view. Learn more about this field in Chapter 3, “Recording Various Transactions.”




End of procedure

You just finished reviewing the descriptions of the header fields that display at the top of the Time Entry page.

Printing Time Entry Information

While logged on to Time Entry, you can print various types of information. You can view the information online or send the information to a printer.

 Your ability to view and print information in Time Entry depends upon the enrollment options your manager specified.


To print information in Time Entry, do the following:

1. Log on to Time Entry.

 For step-by-step instructions, see “[Logging on to Time Entry](#)” on page 1-3.


2. Select the tab from which you would like to print information.

- To view or print transactions for the selected time period, select the **Time Entries** tab.
- To view or print your schedule based on the time period displayed, select the **Employee Schedule** tab.


 This applies only if your organization is using the optional Scheduling module in TimeSaver.

- To view or print an audit trail of all transaction edits (including edits made by your manager if you are a validated employee), select the **Audits** tab.
- To view or print benefit balance information, select the **Benefits** tab.
- On the Time Entries tab, click **Pay Codes List** or **Projects List** to print those lists.

3. Click **Print**. A page report displays.

 **Print** displays only if there are entries on the page. (It displays as **Print Balances** on the Benefits tab.)

4. If desired, send the page report to the printer using your browser’s printing functionality.

 You may want to select landscape format from the browser’s Print menu.

5. When finished viewing or printing the information, close the report.




End of procedure

You just finished learning how to print information in Time Entry.

Recording Transactions for an Unlisted Department/Position

Several tabs in Time Entry contain a **Department/Position** field. If you have been set up with the ability to select secondary department/position combinations, you can select another department/position combination from the list in this field.

Occasionally you may need to record a transaction for a department/position to which you have not been assigned (and does not appear in the list). There are two ways to do this. You can use a transfer code that has been provided to you, or you can enter valid department and position codes.

 The **Unlist** option displays only if you are a validated user, and if your manager enrolled you with access to select secondary department/position combinations. Your manager may have specified an option during enrollment that restricts your ability to enter transactions for secondary departments. In that case, the **Unlist** option is not available.

The **Unlist** option displays in the **Department/Position** field when you are recording a new transaction. It does not display when you are editing an existing transaction.

To select an unassigned department/position, continue with one of the following topics:

- [Selecting an Unlisted Department/Position Using a Transfer Code](#)
- [Selecting an Unlisted Department/Position by Entering Department and Position Codes](#)

Selecting an Unlisted Department/Position Using a Transfer Code

To enter a transaction for an unassigned department/position by using a transfer code, do the following:

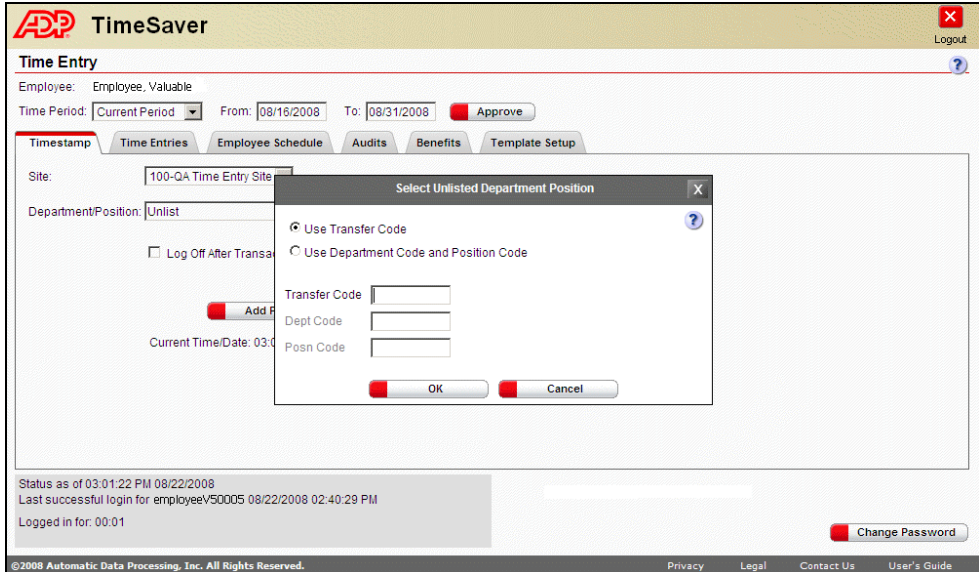
1. Log on to Time Entry and navigate to the tab where you would like to record your transaction. You can select a department/position combination from the following areas:
 - For a timestamp transaction, go to the **Timestamp** tab and select **Unlist** from the **Department/Position** field. The Select Unlisted Department Position popup window displays.
 - To enter an unlisted department-position combination on the **Time Entries** tab, add a new transaction row and then go to the **Dept-Position** column and select **Unlist**. The Select Unlisted Department Position popup window displays.

 On the Time Entries tab, you can only select **Unlist** in a new transaction row.

The following figure illustrates the Select Unlisted Department Position window on the Timestamp tab.

More info

Click the question mark icon in the upper right corner of the web page to access online help.



The screenshot shows the ADP TimeSaver web application interface. The main window is titled "Time Entry" and displays the "Timestamp" tab. A "Select Unlisted Department Position" dialog box is open in the center. The dialog box contains two radio button options: "Use Transfer Code" (which is selected) and "Use Department Code and Position Code". Below these options are three input fields: "Transfer Code", "Dept Code", and "Posn Code". At the bottom of the dialog box are "OK" and "Cancel" buttons. The background interface shows the "Time Entry" page with fields for "Employee: Employee, Valuable", "Time Period: Current Period", "From: 08/16/2008", "To: 08/31/2008", and "Approve" button. The "Site" field is set to "100-QA Time Entry Site" and the "Department/Position" field is set to "Unlist". There is also a "Log Off After Transa" checkbox and an "Add F" button. The status bar at the bottom shows "Status as of 03:01:22 PM 08/22/2008", "Last successful login for employeeV50005 08/22/2008 02:40:29 PM", and "Logged in for: 00:01".

Figure 1-5. Select Unlisted Department Position Window

2. Select the **Use Transfer Code** option.
3. Enter the correct transfer code in the **Transfer Code** field. An error message displays if you enter an incorrect code.
4. Click **OK**.



Because the department-position combination was not assigned to you, the transaction flows to the View Invalid Transactions module of TimeSaver where your manager views the transaction and decides whether to assign the new department and position to you or delete the transaction. The new transaction row in which you entered the unlisted department and position no longer displays on the Time Entries tab.




What's next


You just learned how to select an unlisted department/position by entering a transfer code. Now learn how to do so using department and position codes.

Selecting an Unlisted Department/Position by Entering Department and Position Codes

You can enter a transaction for an unassigned department/position by entering a valid department and position code.

 If you enter invalid codes, an error message displays and you cannot record the transaction.

To enter valid department and position codes, do the following:

1. Log on to Time Entry and navigate to the page where you would like to record your transaction. You can select a department/position combination from the following areas:
 - For a timestamp transaction, go to the **Timestamp** tab and select **Unlist** from the **Department/Position** field. The Select Unlisted Department Position popup window displays.
 - To enter an unlisted department-position combination on the **Time Entries** tab, add a new transaction row and then go to the **Dept-Position** column and select **Unlist**. The Select Unlisted Department Position popup window displays.
-  On the Time Entries tab, you can select **Unlist** in a new transaction row only.

The following figure illustrates the Select Unlisted Department Position popup window on the Time Entries tab.

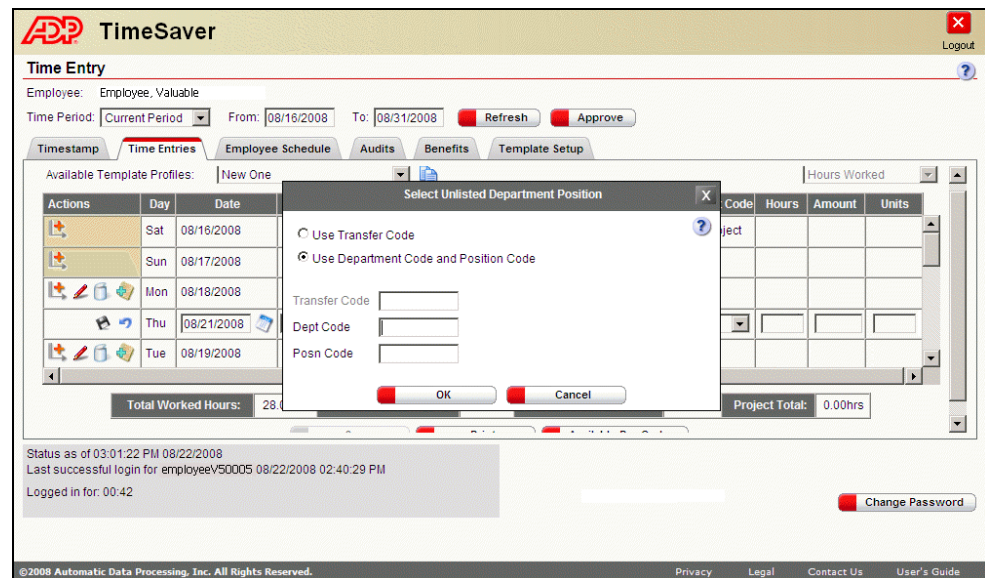


Figure 1-6. Select Unlisted Department Position Window

2. Select the **Use Department Code and Position Code** option.
3. Enter the correct department code in the **Dept Code** field.

More info

Click the question mark icon in the upper right corner of the web page to access online help.

4. Enter the correct position code in the **Posn Code** field.
5. Click **OK**.



Because the department-position combination was not assigned to you, the transaction flows to the View Invalid Transactions module of TimeSaver where your manager must assign the new department and position to you or delete the transaction. The new transaction row in which you entered the unlisted department and position no longer displays on the Time Entries tab.




End of procedure

You just learned how to select an unlisted department/position by entering a transfer code.

Understanding Labor Levels

TimeSaver allows different labels (names) to be assigned to labor levels. The default labels are site, department, and position.

The online help and user's guides reflect the default labels. If your administrator requested different labels, text references and illustrations in the documentation may vary from what you see on the web pages.

 Additional information about labor levels is included in the *TimeSaver User's Guide*.

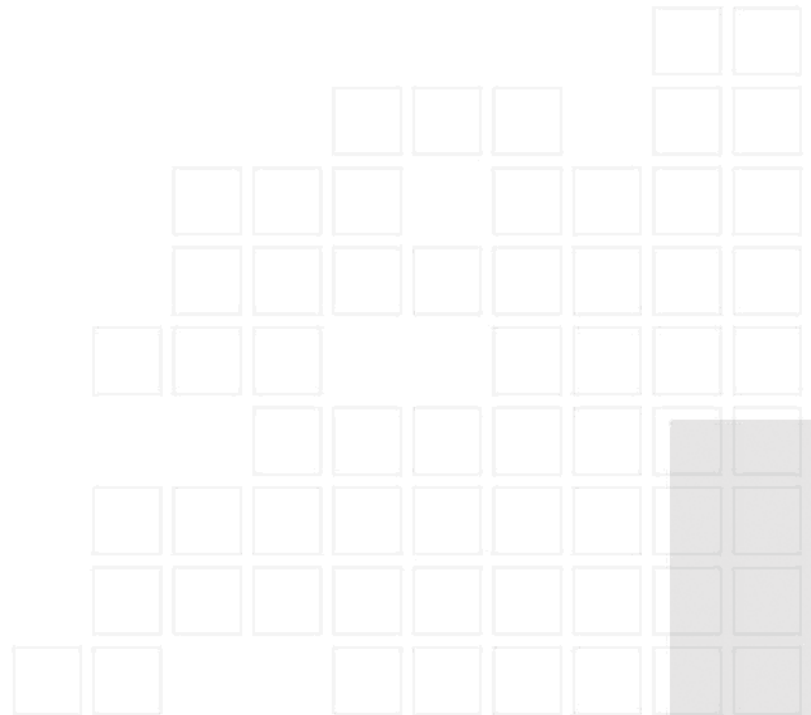


End of procedure

Now you know there may be some variation in field names on your Time Entry web page.

Recording Timestamp Transactions

<u>PAGE</u>	<u>TOPIC</u>
2-2	Introduction
2-2	Recording Timestamp Transactions




Introduction

The first active tab on the Time Entry page is the **Timestamp** tab (if you are enrolled to enter timestamp transactions). Recording a timestamp is similar to using a time clock.

Recording Timestamp Transactions

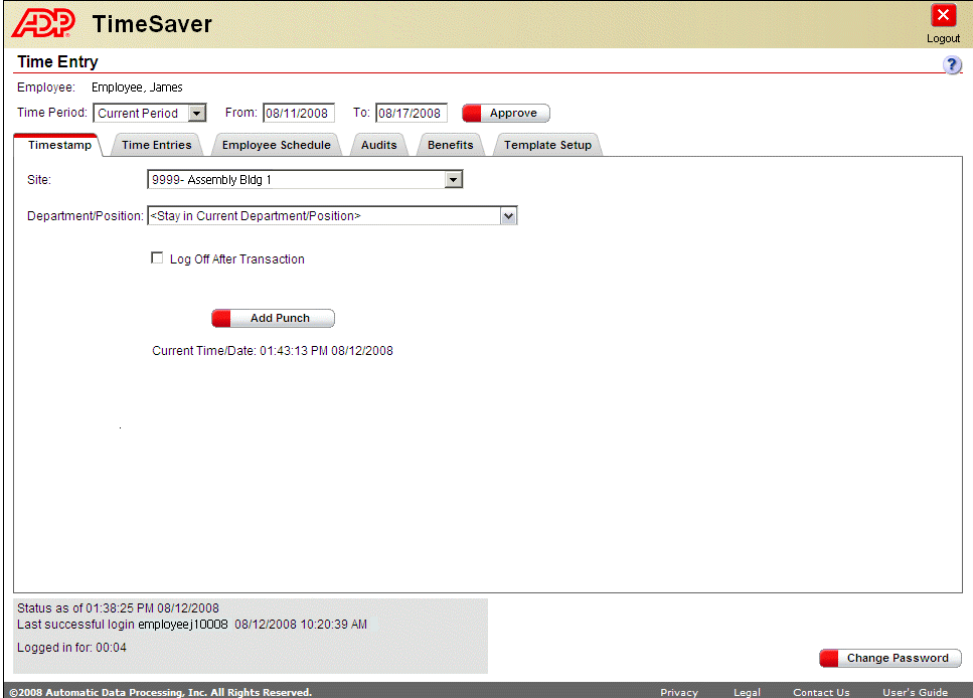
To record a timestamp transaction, do the following:

1. Log on to Time Entry and make sure the **Timestamp** tab is selected.

 Instead of a mouse, use the tab key on your keyboard to access the Timestamp fields. When you access a drop-down field, use the down arrow key to access its list and press **Enter** when your selection is highlighted.

More info


Click the question mark icon in the upper right corner of the web page to access online help.




The screenshot displays the ADP TimeSaver interface for recording a timestamp transaction. At the top, the user is logged in as 'Employee, James'. The 'Time Entry' section includes a 'Time Period' dropdown set to 'Current Period', 'From' and 'To' date fields (08/11/2008 and 08/17/2008), and an 'Approve' button. Below this is a navigation bar with tabs for 'Timestamp', 'Time Entries', 'Employee Schedule', 'Audits', 'Benefits', and 'Template Setup'. The 'Timestamp' tab is selected, showing a 'Site' dropdown menu (currently '9999- Assembly Bldg 1') and a 'Department/Position' dropdown menu (currently '<Stay in Current Department/Position>'). There is an unchecked checkbox for 'Log Off After Transaction', an 'Add Punch' button, and a 'Current Time/Date' field showing '01:43:13 PM 08/12/2008'. At the bottom, a status bar indicates the user's status as of '01:38:25 PM 08/12/2008', the last successful login, and a 'Change Password' button. The footer contains copyright information and links for Privacy, Legal, Contact Us, and User's Guide.


Figure 2-1. Timestamp Tab

2. If you need to record a transaction for a site other than your home site, select another site from the **Site** field. Your home site is the default selection.


 This field displays only if your manager enrolled you to enter transactions for sites other than your home site, and if secondary sites were assigned to you in TimeSaver.

- If you need to record a transaction for a different department/position, choose from the selections in the **Department/Position** field. The **Stay in Current Department/Position** option is the default setting.


 Your manager may have specified an option during enrollment that restricts your ability to enter secondary departments. In this case, the **Department/Position** field does not display.

 If you need to record a transaction for a department/position to which you have not been assigned, select **Unlist** from this field. For more information, see “Recording Transactions for an Unlisted Department/Position” on page 1-10.

- Select the **Log Off After Transaction** check box if you want to log off from Time Entry without returning to the Time Entry page after the transaction has been recorded.

 This option may have been selected for you during enrollment.

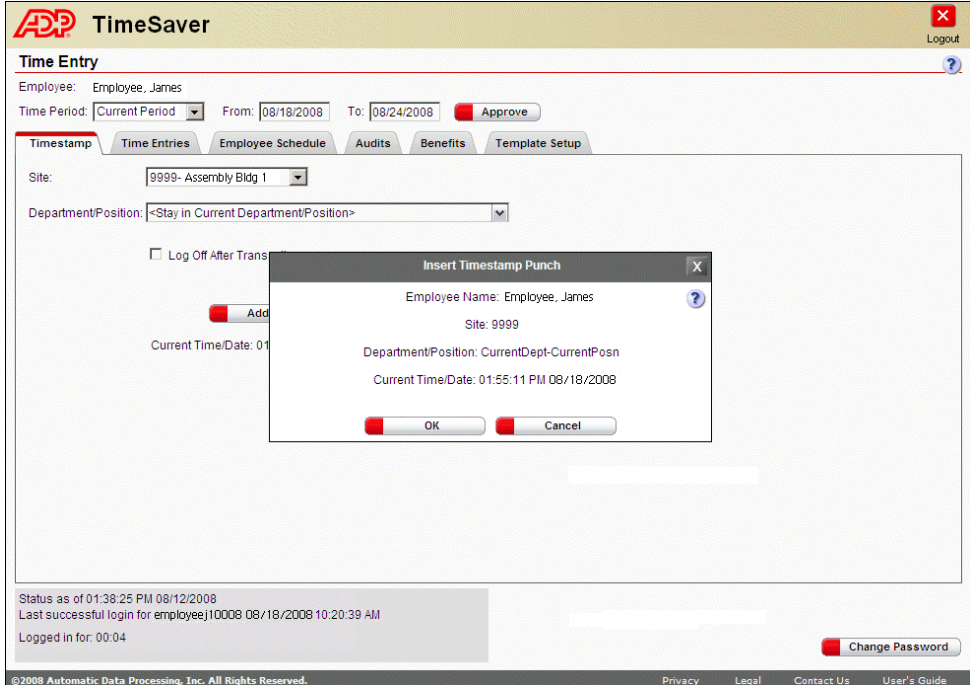
- Click **Add Punch** to enter your timestamp transaction. The current date and time displays just under **Add Punch**. The date and time are synchronized to your home site time (adjusting for time zone and daylight saving time as needed).

 If schedule restrictions were set for you and you enter a punch outside of those times, a warning message prevents you from recording the punch.

After clicking **Add Punch**, the Insert Timestamp Punch popup window displays (if you were enrolled to see the confirmation).

More info


Click the question mark icon in the upper right corner of the web page to access online help.



The screenshot shows the ADP TimeSaver Time Entry interface. The main window has a title bar with the ADP logo and "TimeSaver". Below the title bar, it says "Time Entry" and "Employee: Employee, James". There are fields for "Time Period: Current Period", "From: 08/18/2008", and "To: 08/24/2008" with an "Approve" button. A navigation bar includes "Timestamp", "Time Entries", "Employee Schedule", "Audits", "Benefits", and "Template Setup". The "Timestamp" tab is active, showing a "Site:" dropdown set to "9999- Assembly Bldg 1" and a "Department/Position:" dropdown set to "<Stay in Current Department/Position>". There is a checkbox for "Log Off After Transaction" and an "Add" button. A "Current Time/Date: 01:55:11 PM 08/18/2008" is displayed. An "Insert Timestamp Punch" popup window is open, showing "Employee Name: Employee, James", "Site: 9999", "Department/Position: CurrentDept-CurrentPosn", and "Current Time/Date: 01:55:11 PM 08/18/2008". The popup has "OK" and "Cancel" buttons. At the bottom of the main window, there is a status bar with "Status as of 01:38:25 PM 08/12/2008", "Last successful login for employeej10008 08/18/2008 10:20:39 AM", "Logged in for: 00:04", and a "Change Password" button. The footer contains "©2008 Automatic Data Processing, Inc. All Rights Reserved.", "Privacy", "Legal", "Contact Us", and "User's Guide".


Figure 2-2. Insert Timestamp Punch Window

6. From the Insert Timestamp Punch window (if applicable), click **OK** to save the timestamp transaction.

 The Insert Timestamp Punch window displays for a certain number of seconds. If you do not click **OK** or **Cancel** in that amount of time, the transaction is automatically recorded. If the window never displays, check with your manager to see if the confirmation popup was not activated in your Time Entry enrollment.

If you were enrolled in Time Entry with punch restrictions, you are not allowed to punch back in too soon after punching out.

If you work to a schedule and your manager or organization has set up restrictions around your in and out punches, you cannot record a punch that is too early for the start of your schedule or too late for the end of your schedule for the day.

 If you select the **Log Off After Transaction** check box (or if your manager selected this option for you during enrollment), you are automatically logged off after entering a timestamp punch.

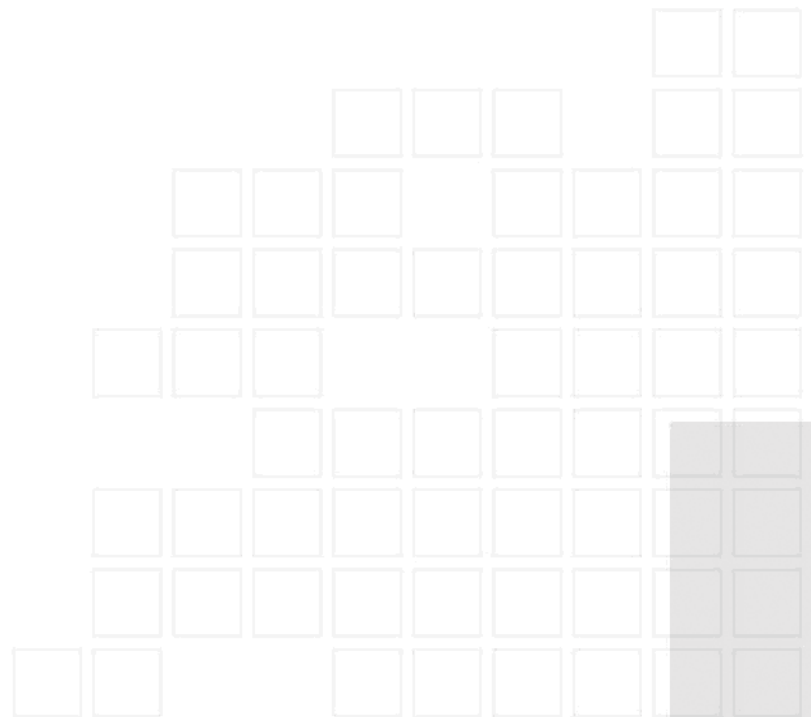


End of procedure

You just finished learning how to enter a timestamp transaction.


Recording Various Transactions

<u>PAGE</u>	<u>TOPIC</u>
3-2	Introduction
3-3	Entering Transactions on the Time Entries Tab



Introduction

Depending on how you are enrolled in Time Entry, you may be able to enter new transactions, edit existing transactions, enter transactions using templates, and delete transactions on the **Time Entries** tab. The **Time Entries** tab also displays transactions entered at time clocks and those your manager entered.

-  The **Time Entries** tab displays only if you were enrolled with access to the tab. Likewise, some of the fields and buttons on the **Time Entries** tab display only if you were enrolled with access to them.

Entering Transactions on the Time Entries Tab


This section describes the following topics:

- [Accessing Time Entries](#)
- [Applying Templates](#)
- [Entering Transactions One at a Time](#)

Accessing Time Entries

To access the Time Entries tab, do the following:

1. Log on to Time Entry and select the **Time Entries** tab.

 Apart from using the mouse, you can also use the arrow keys on your keyboard to access the tab. (The previous Time Entry tab must be highlighted in order to move to the next one.) Then use the **Tab** key to access other fields. Press **Shift** and **Tab** to move back to a previous field. After you type or select transaction information, press **Enter**. You can also use the arrow keys to scroll, if needed.

The following figure illustrates the Time Entries tab for a new time period with no transactions entered yet.



Introduction

[Accessing Time Entries](#)

[Applying Templates](#)

[Entering Transactions One at a Time](#)

[Editing Transactions](#)

[Deleting Transactions](#)

[Attaching Notes to Transactions](#)

[Editing Pay-to-Schedule Transactions](#)

[Editing Salaried Transactions](#)




Click the question mark icon in the upper right corner of the web page to access online help.

Figure 3-1. Time Entries Tab

2. View the entries displayed in the grid, if any.

 If you are a salaried employee, see [“Editing Salaried Transactions”](#) on page 3-20 for more information about the salaried transactions views.

As transactions are saved, **Total Hours Worked**, the **Hour Pay Code Total**, the **Dollar Pay Code Total**, and the **Project Total** display below the transactions grid.


- **Total Hours** includes the hours for In and Out transactions, hours pay code transactions, and project hour pay code transactions.
 - **Hour Pay Code Total** includes hours type pay codes and project hour pay code transactions.
 - **Dollar Pay Code Total** includes dollar type pay codes and project dollar pay code transactions. (Hours or unit pay codes are not included in this total.)
 - **Project Total** includes project hours and project hour pay codes.
3. Optionally, click **Print** to print transactions for the selected pay period. (Or, use the tab key to tab to the Print button and press **Enter**.)
 -  Your ability to print reports depends on whether you were enrolled with access to reports. For more information, see “[Printing Time Entry Information](#)” on page 1-9.
 4. To view a report of the pay codes available to you, click **Pay Codes List**. When the report displays, you can use your browser’s printing functionality to send the report to a printer.

What's next

You just finished learning how to access and view the **Time Entries** tab. Now learn how to use a template to enter multiple transactions at one time.

Applying Templates

If you have created templates of transactions on the **Template Setup** tab, you can record multiple transactions at one time by applying a template on the Time Entries tab. Read about templates in [Chapter 7, “Creating Templates.”](#)

 If you are paid according to a pre-set schedule, templates cannot be used because your transactions for a complete time period are automatically entered in the Time Entries grid.

To apply a template, do the following:

1. From the Time Entries tab, select the time period to which you want to apply the template in the **Time Period** or **From** and **To** fields.
2. Select the desired template from the **Available Template Profiles** field.

Tasks

Introduction

Accessing Time Entries

Applying Templates

Entering Transactions One at a Time


Editing Transactions

Deleting Transactions

Attaching Notes to Transactions

Editing Pay-to-Schedule Transactions

Editing Salaried Transactions



- Click  (Apply Template). The template applies its transactions to the time period you selected in the **Time Period** field.



If the selected time period covers more than one week, the template applies the same week of transactions to the next week and so on until the selected time period is filled.



A yellow background displays in the **Actions** column for each new transaction row. The yellow background indicates the transaction is pre-saved and ready to be edited or saved to the TimeSaver database.

If a template transaction is incomplete,  (Pre-save) and  (Undo Action) display in the transaction row until you add the required data or undo the whole row.

- Make edits to the template transactions, if necessary, by using the steps for “[Entering Transactions One at a Time](#)” on page 3-5.
- Click **Save** to save the new transactions to the database.



The template does not apply transactions on a day that already has transactions.



What's next

Now that you know how to apply templates, learn how to work with transactions one at a time.

Entering Transactions One at a Time



Introduction

[Accessing Time Entries](#)

[Applying Templates](#)

[Entering Transactions One at a Time](#)

[Editing Transactions](#)

[Deleting Transactions](#)

[Attaching Notes to Transactions](#)

[Editing Pay-to-Schedule Transactions](#)

[Editing Salaried Transactions](#)

On the **Time Entries** tab, you can add or edit transactions one row at a time. There are three types of transactions you can enter.

- In and Out transactions
- Pay Code transactions
- Project (covering hours and pay codes) transactions



The transaction function is available to the user based upon their enrollment.

Follow these steps to enter or edit transactions in the Time Entries grid.

- Log on to Time Entry and select the **Time Entries** tab.
- From the **Time Period** field, select the period for which you want to enter or edit transactions.



For more information about the fields and buttons that display at the top of the page, see “[Understanding Time Entry Header Fields](#)” on page 1-8.

The following figure illustrates a Time Entries tab with no transactions.

 **More info**

Click the question mark icon in the upper right corner of the web page to access online help.

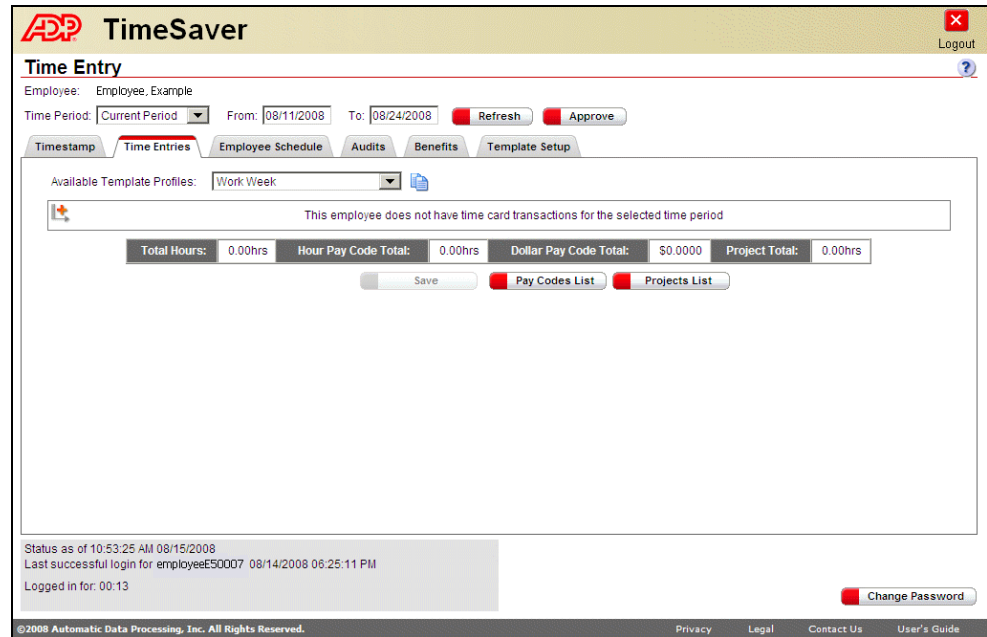








Figure 3-2. Time Entries Tab

3. If you are entering transactions in the selected time period for the first time, click  (Insert Row) to create a new row that contains the start date of the selected pay period, your home site, and your home department and position combination. Follow instructions in [Step 5](#) through [Step 10](#) to complete the transaction.

 [Figure 3-12](#) on page 3-21 illustrates a salaried employee's Time Entries grid with transactions already generated by TimeSaver.

4. If the selected time period already contains transactions, click  (Insert Row) from an existing transaction row. The date, site, and department-position information in the row you clicked is copied to create a new row in which you can add or edit information as necessary. (You cannot copy notes, pay codes, and other transactions to which only your manager has access.)

 Press **Ctrl** and click the insert row icon to copy all information for which you have security access (including the transactions) and to add a day to the transaction date in the new row.

 A  (Blue Triangle) in the corner of a transaction field indicates that a specific transaction is created based on employees request. Read more about editing these transactions in ["Editing Pay-to-Schedule Transactions"](#) on page 3-18.

The following figure illustrates the first row inserted in a Time Entries grid.

More info

Click the question mark icon in the upper right corner of the web page to access online help.

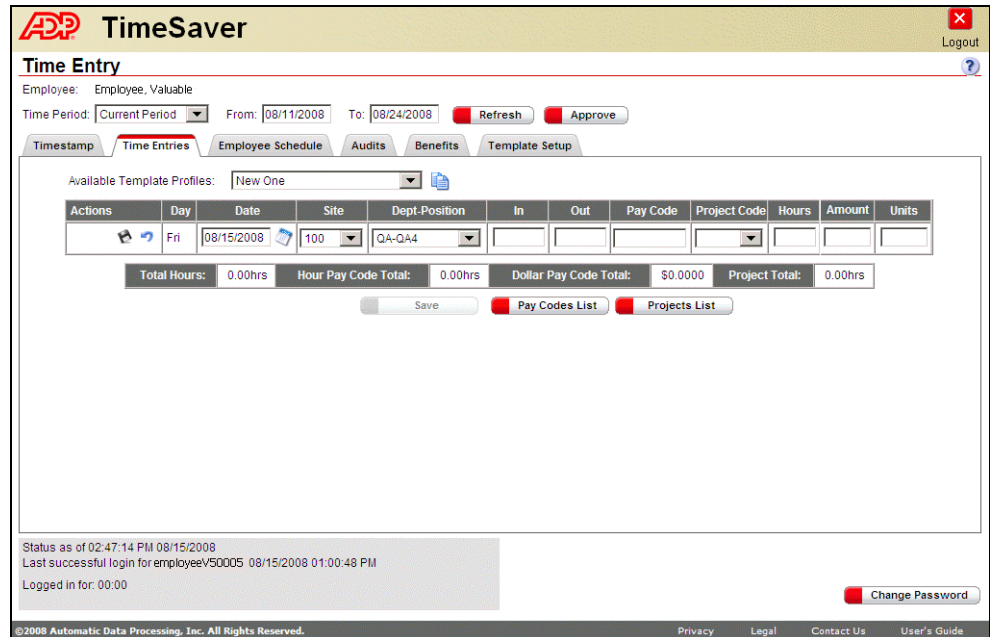


Figure 3-3. Time Entries Tab

5. Enter the correct date or use the calendar icon to select a **Date.**

The date you enter must fall within the date range selected at the top of the Time Entry page, unless the transaction is a pay code or project pay code that needs to be applied to a date in the future.

Transactions for projects with start and end dates must occur on or within those dates.


If you are entering a transaction for a future date, select **Date Range** in the Time Period field, and then select the date in the **To** field to match or exceed the date of the future transaction.

6. In the **Site column, select the site code for which the transaction is being recorded.**

If you have access to more than 24 sites, this field changes so you can type some or all of the site code or description in the column. When you enter the first character, sites that match the character display and you can select from the list.

Secondary sites are available for selection if you were enrolled with access to secondary sites, and if secondary sites were assigned to you in the main TimeSaver application.

7. Select the appropriate department and position combination in the **Dept-Position** column.

 The options in this field vary, depending on whether you have been set up to enter transactions for department-position combinations other than your home department-position.


If you need to record a transaction for a department-position to which you have not been assigned, select **Unlist** from this field. The **Unlist** option displays under these circumstances:

- You are inserting a new transaction
- Your user ID has been validated
- Your manager enrolled you with access to select secondary department/position combinations.

For more information, see [“Recording Transactions for an Unlisted Department/Position”](#) on page 1-10.


8. If you are entering an **In** and **Out** transaction, do the following:


- a. Enter a time in the **In** column.
- b. Enter a time in the **Out** column.


 There are two formats for entering In and Out times: military 24-hour format and standard clock 12-hour format. Your time format is determined when you are enrolled as a Time Entry user.


If you are set up to enter time in military format, enter a start time between 0000 and 2359. Enter a stop time between 0001 and 2400.

If you are using standard time, enter an **a** at the end of the time to indicate A.M., or a **p** at the end of the time for P.M. punches. You can enter the time in several ways, and you do not need to enter a colon between the hours and minutes. For example, to enter an Out punch of 5:00 P.M., you can just enter 5**p**, and when you tab out of the cell, TimeSaver formats the time to 05:00 P.M. You can also enter all four numbers (in this example, 0500) with or without the colon. If you do not enter an **a** or **p** after the time, TimeSaver automatically enters the time in A.M. format, except for 12 that defaults to P.M. (Therefore, if you want to enter an In punch for 7:00 A.M., you can just enter the number 7. When you tab out of the cell, TimeSaver formats the time to 07:00 A.M.)


 Transactions entered during the “spring ahead” Daylight Saving Time transition hour (2 a.m. to 2:59 a.m.) cannot be saved. A warning message notes the invalid transaction when you try to save the time card.

Click  (Edit Icon) on the transaction row; correct the entry, and then pre-save the transaction.

- c. Click  (Pre-save) to enter the transaction into the grid. A yellow background displays in the Actions column, indicating the transaction has not been saved to the database.

 You can click **Save** to save each transaction to the database, or you can wait until you have several transactions or a full time period of transactions to save all to the database.

The following figure illustrates a Time Entries tab with an In and Out transaction.

 **More info**
 Click the question mark icon in the upper right corner of the web page to access online help.

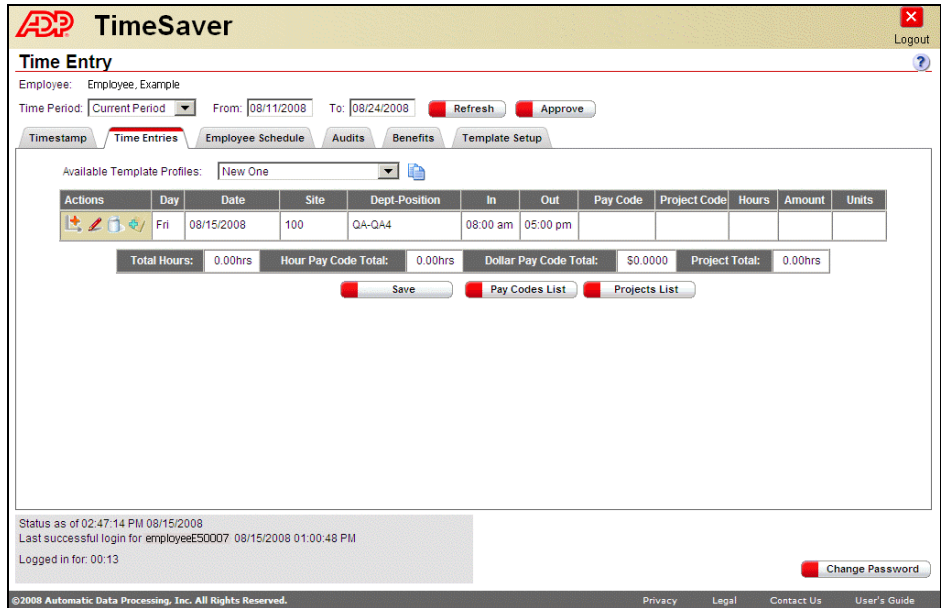





Figure 3-4. Time Entries Tab

9. If you are entering a **Pay Code** transaction, do the following:
 - a. Select the appropriate pay code in the **Pay Code** column.
 -  If you have access to more than 24 pay codes, this field changes so you can type some or all of the pay code or its description in the column. When you enter the first character, pay codes that match the character display and you can select from the display.
 - In some cases, your manager may enter a transaction using a pay code that is outside of your pay code group. You can see the transaction on the Time Entries tab, but you cannot edit it or list it into a new row.
 - You can also display and print a copy of the pay codes available to you by clicking **Pay Codes List** and using your browser's **Print** menu.
 - b. Enter a value in the **Hours**, **Dollars**, or **Units** column based on the type of pay code you selected.
 -  If you select an hours pay code (such as vacation), the **Hours** column is active. If you select a dollar pay code (such as tips or commissions), the **Dollars** column is active. If you select a units pay code (such as mileage), the **Units** column is active.
 - c. Click  (Pre-save) to enter the transaction into the grid. The yellow background in the Actions column indicates it is not yet saved to the database.

The following figure illustrates a Time Entries tab with a pay code transaction entered in the second row.

More info

Click the question mark icon in the upper right corner of the web page to access online help.

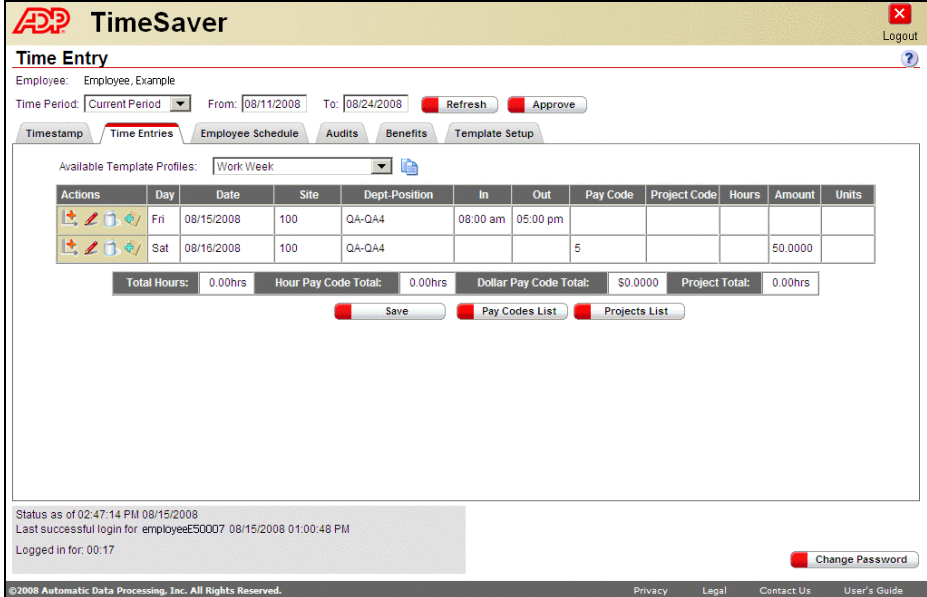


Figure 3-5. Time Entries Tab

10. If you are entering a **Project** transaction, do the following:

- a. Select the appropriate project code in the **Project Code** column. You can select project codes from your assigned project group.



If you have access to more than 24 project codes, this field changes so you can type some or all of the project code and its description in the column. When you enter the first character, project codes that match the character display, and you can select from the display.

In some cases, your manager may enter a transaction for a special project that is outside of your project group. You can see the transaction on the Time Entries tab, but you cannot edit it or copy it into a new row.




Click **Project List** to see a list of project codes you can use. Use the browser's **Print** menu to print a copy of the list.


- b. After selecting the project code, enter hours in the **Hours** column for a simple hours transaction, or select the appropriate pay code in the **Pay Code** column.



Click **Pay List** to see a list of pay codes you can use. Use the browser's **Print** menu to print a copy of the list.

- c. Enter a value in the **Hours**, **Dollars**, or **Units** column based on the type of project pay code transaction you are entering.

 If your project pay code transaction requires hours (such as vacation), the **Hours** column is active. If the project pay code transaction requires dollars (such as tips or commissions), the **Dollars** column is active. If the project pay code transaction requires a number of units (such as mileage), the **Units** column is active.

- d. Click  (Pre-save) to enter the transaction into the grid. The yellow background in the **Actions** column indicates it is not yet saved to the database.

The following figure illustrates a Time Entries tab with a project transaction entered in the third row.

 **More info**

Click the question mark icon in the upper right corner of the web page to access online help.

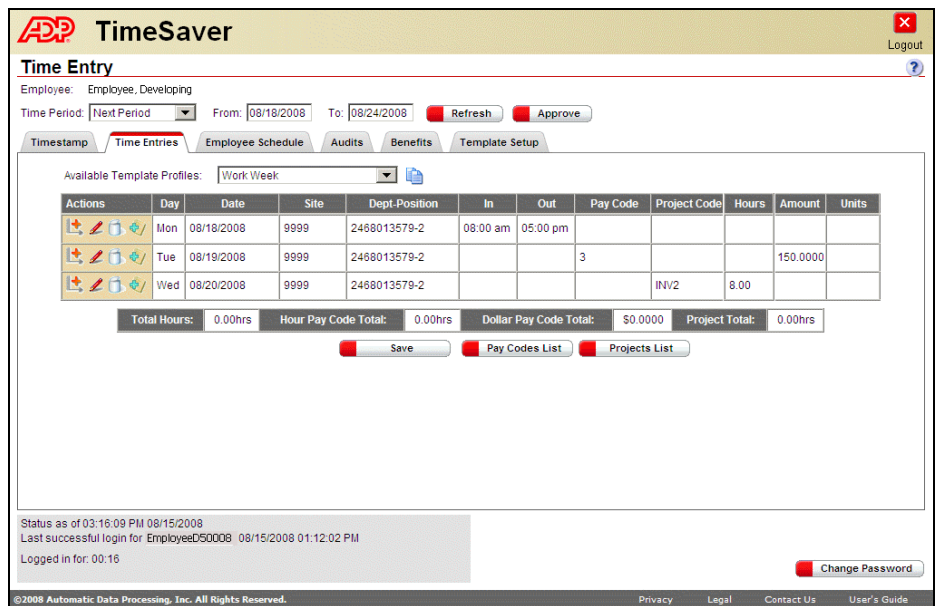


Figure 3-6. Time Entries Tab





- e. Click **Save**.


 **What's next**

Now that you know how to enter transactions one at a time, learn how to edit them.

Editing Transactions


If you have the required security access, you can edit pre-saved or saved transactions. Follow these steps:

1. Log on to Time Entry and select the **Time Entries** tab.
2. From the **Time Period** field, select the period for which you want to edit transactions.
 -  For more information about the fields and buttons that display at the top of the page, see “Understanding Time Entry Header Fields” on page 1-8.
3. To edit a pre-saved or saved transaction, do the following:
 - a. Click  (Edit).
 - b. Enter or select the new information.
 - c. Click  (Pre-save). If you don't want to keep the changes, click  (Undo Action) before pre-saving.


 If you want to change a saved transaction to a different *type* (for example, changing an In and Out punch transaction to a pay code transaction), you must delete the transaction row and add a new row to enter the different transaction type.

Remember that you cannot edit some system-generated transactions. Shift premiums and pay codes that only your manager can access are examples of transactions that you cannot edit in Time Entry. [Figure 3-12](#) illustrates a salaried employee's automatically- (system) generated transactions.

4. Click **Save** to save all new transactions in the grid to the TimeSaver database. Click **Refresh** to clear the grid of all new entries if you don't want to save them.

 When you click **Save**, new data in the grid is merged and calculated. Calculated totals display at the bottom of the tab and are used in other TimeSaver modules.

A number of your organization's rules may change the times of In and Out punches after you save them. These rules include rounding rules, grace parameters, work rules, and other settings. You may also notice a calculation adjustment made for punches that span the “spring ahead” transition hour to Daylight Saving Time. If you need additional information, please contact your corporate payroll administrator or HR resource who can partner with the ADP TimeSaver Support Center.

 You cannot delete the following Pay Periods:

- Pay periods that are closed
- Pay periods that are signed off by the manager
- Pay periods for which the time card has already been approved



Introduction

Accessing Time Entries

Applying Templates

Entering Transactions One at a Time

Editing Transactions

Deleting Transactions

Attaching Notes to Transactions

Editing Pay-to-Schedule Transactions

Editing Salaried Transactions

The following figure illustrates a Time Entries tab with all transactions saved to the database.

More info

Click the question mark icon in the upper right corner of the web page to access online help.

ADP TimeSaver

Time Entry

Transactions updated successfully

Employee: Employee, Developing

Time Period: Current Period From: 08/11/2008 To: 08/17/2008 Refresh Approve

Timestamp Time Entries Employee Schedule Audits Benefits Template Setup

Available Template Profiles: Work Week

Actions	Day	Date	Site	Dept-Position	In	Out	Pay Code	Project Code	Hours	Amount	Units
	Mon	08/11/2008	9999	2468013579-2	08:00 am	05:00 pm			9.00		
	Tue	08/12/2008	9999	2468013579-2	08:00 am	05:00 pm			9.00		
	Wed	08/13/2008	9999	2468013579-2	08:00 am	05:00 pm			9.00		
	Thu	08/14/2008	9999	2468013579-2			Mile				75
		08/14/2008	9999	2468013579-2	08:00 am	05:00 pm			9.00		
	Fri	08/15/2008	9999	2468013579-2	08:00 am	05:00 pm			9.00		

Total Hours: 57.00hrs Hour Pay Code Total: 0.00hrs Dollar Pay Code Total: \$3750.0000 Project Total: 0.00hrs

Save Print Pay Codes List Projects List

Status as of 03:40:44 PM 08/15/2008
Last successful login for employee050008 08/15/2008 03:16:18 PM
Logged in for: 00:08

Change Password

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Figure 3-7. Time Entries Tab

What's next

Now that you know how to edit transactions, learn how to delete them.

Deleting Transactions



Introduction

Accessing Time Entries

Applying Templates

Entering Transactions One at a Time

Editing Transactions

Deleting Transactions

Attaching Notes to Transactions

Editing Pay-to-Schedule Transactions

Editing Salaried Transactions

If you have security access for deleting transactions, you can do so in the grid of the Time Entries tab.

1. Log on to Time Entry and select the **Time Entries** tab.
2. From the **Time Period** field, select the period that contains the transaction you want to delete.

For more information about the fields and buttons that display at the top of the page, see “Understanding Time Entry Header Fields” on page 1-8.

3. Click the (Trash Can) in the row of the transaction you want to delete. A **Time Entry Delete** window requires you to complete or cancel the deletion.

The choices on the Time Entry Delete window vary according to the type of transaction you are deleting. If you are deleting in a row containing a punch pair, you have a choice of deleting the In, the Out, or Both transactions. If you are deleting a pay code, the pay code and its value are displayed. If you are deleting project hours, the number of hours display.

The following figure illustrates a deleted transaction row with the (Restore Original Transaction) icon displaying in the **Actions** column. There is also a gray background in the **Actions** column of the deleted row.




Click the question mark icon in the upper right corner of the web page to access online help.

The screenshot shows the ADP TimeSaver Time Entry interface. At the top, there's a header with the ADP logo and 'TimeSaver'. Below that, the 'Time Entry' section shows the employee name 'Employee, Valuable' and the time period 'Current Period' from '09/16/2008' to '09/30/2008'. There are 'Refresh' and 'Approve' buttons. Below this, there are tabs for 'Timestamp', 'Time Entries', 'Employee Schedule', 'Audits', 'Benefits', and 'Template Setup'. The 'Time Entries' tab is active, showing a grid of transactions. The grid has columns for 'Actions', 'Day', 'Date', 'Company', 'Wgrp-Job', 'In', 'Out', 'Pay Code', 'Project Code', 'Hours', 'Amount', and 'Units'. The row for 'Tue 09/27/2008' is highlighted in gray, indicating it has been deleted. In the 'Actions' column of this row, there is a 'Restore Original Transaction' icon (a green circular arrow). Below the grid, there are summary statistics: 'Total Worked Hours: 50.00hrs', 'Hour Pay Code Total: 0.00hrs', 'Dollar Pay Code Total: \$100.0000', and 'Project Total: 0.00hrs'. There are also buttons for 'Save', 'Print', 'Pay Codes List', and 'Projects List'. At the bottom, there's a status bar with login information and a 'Change Password' button.

Actions	Day	Date	Company	Wgrp-Job	In	Out	Pay Code	Project Code	Hours	Amount	Units
	Tue	09/23/2008	100	QA-QA4	0800	1700			9.00		
	Wed	09/24/2008	100	QA-QA4	0800	1700			9.00		
	Sat	09/27/2008	100	QA-QA4			89			50.0000	
		09/27/2008	100	QA-QA4	0400	0900			5.00		
	Tue	09/30/2008	100	QA-QA4	0800	1700			9.00		

Figure 3-8. Time Entries Tab

4. Click (Restore Original Transaction) if you want to retrieve the deleted transaction.
5. Click **Save** if you want to make the deletion permanent. The deleted row no longer displays after you save the grid's transactions to the database.

 You cannot delete the following Pay Periods:

- Pay periods that are closed
- Pay periods that are signed off by the manager
- Pay periods for which the time card has already been approved

What's next

Now that you've learned how to delete transactions, learn how to attach notes to your transactions.

Attaching Notes to Transactions

Tasks

Introduction

Accessing Time Entries

Applying Templates

Entering Transactions One at a Time

Editing Transactions


Deleting Transactions


Attaching Notes to Transactions


Editing Pay-to-Schedule Transactions


Editing Salaried Transactions


If you have been enrolled with the necessary access, you can attach notes to transactions in pay periods that have not been approved or signed off. Follow these steps to attach a note to an existing transaction:

 You cannot attach notes to certain system-generated pay codes such as Tip/Tokes, Meal Penalties and Makeup Pay. Therefore, the **Add Note** icon does not display for these system-generated pay code transactions. However, some pay codes that are system-generated can also be entered manually. If your manager has manually entered pay codes that are in your pay code group, you can attach notes to them.

1. Log on to Time Entry and select the **Time Entries** tab.
2. From the **Time Period** field, select the period that contains the transaction for the note.
 -  For more information about the fields and buttons that display at the top of the page, see ["Understanding Time Entry Header Fields"](#) on page 1-8.

- Click  (Add Note) in the row of the transaction for which you want to add a note. The **Add Note** window displays.

 You can move the popup window by holding down a left-click on the window's title bar or bottom button row and moving your mouse.

 **More info**
Click the question mark icon in the upper right corner of the web page to access online help.

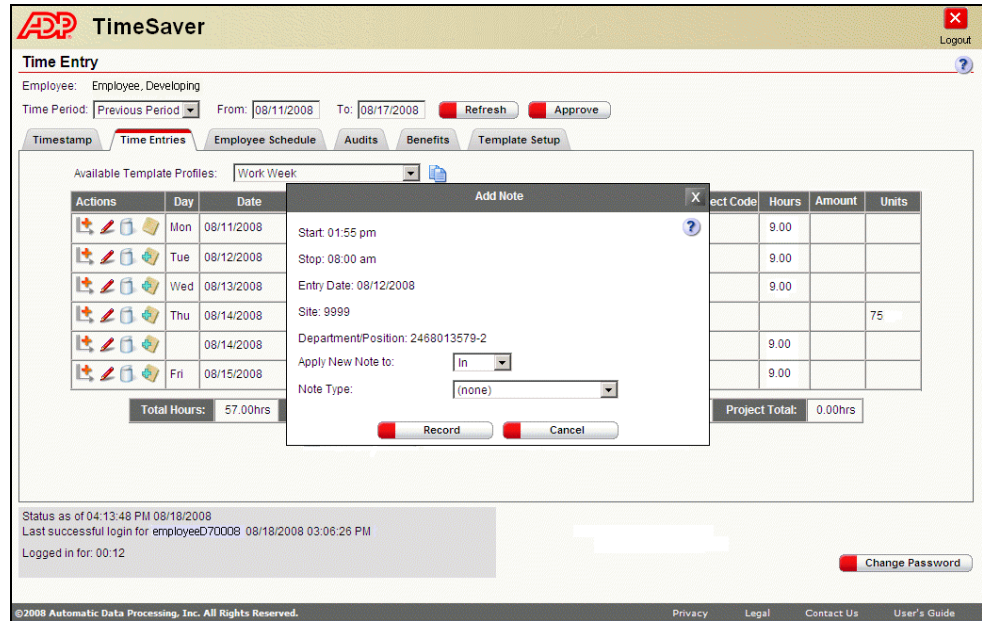



Figure 3-9. Time Entries Tab


- In the **Apply New Note to** field, select whether to attach the note to an **In** time, **Out** time, or **Both** times.


 This field is not displayed for other types of transactions such as pay codes.


- Select the **Note Type**, either custom or a reason code.

a. If you select **Custom Note**, type your note in the **Custom Note** text box.

b. If you want to **Select from Reason Codes**, choose from the **Reason Code** field.

 ADP works with you to set up reason codes for this option to display in the **Note Type** field. If you need additional information about defining reason codes, please contact your corporate payroll administrator or HR resource who can partner with the ADP TimeSaver Support Center.

- Click **Record**. The note is pre-saved to the Time Entries grid and  (Note Available) displays in the **Actions** column of the transaction row.

 Hover the mouse over the saved note to view the note.

- To edit a pre-saved or saved note, click  (Note Available) and make your change.

- To completely delete a note from the transaction, click the note icon and select **(none)** in the **Apply New Note to** or **Note Type** fields.

9. Click **Save** to save the notes to the TimeSaver database, or make other additions and edits in the grid before saving to the database.

 **What's next**

Next, learn how to work with pay-to-schedule transactions.

Editing Pay-to-Schedule Transactions

Tasks

Introduction

Accessing Time Entries

Applying Templates

Entering Transactions One at a Time

Editing Transactions

Deleting Transactions

Attaching Notes to Transactions

Editing Pay-to-Schedule Transactions

Editing Salaried Transactions

More info

Click the question mark icon in the upper right corner of the web page to access online help.

If you are paid to a pre-set schedule, the scheduled transactions display automatically when you access the **Time Entries** tab. To work with pay-to-schedule transactions, do the following:

1. Log on to Time Entry and select the **Time Entries** tab.
2. From the **Time Period** field, select the appropriate time period.

For more information about the fields and buttons that display at the top of the page, see “Understanding Time Entry Header Fields” on page 1-8.

The following figure illustrates a grid of pay-to-schedule transactions. The small, blue triangle in the corner of the transaction field indicates TimeSaver automatically entered the transaction based on your schedule.

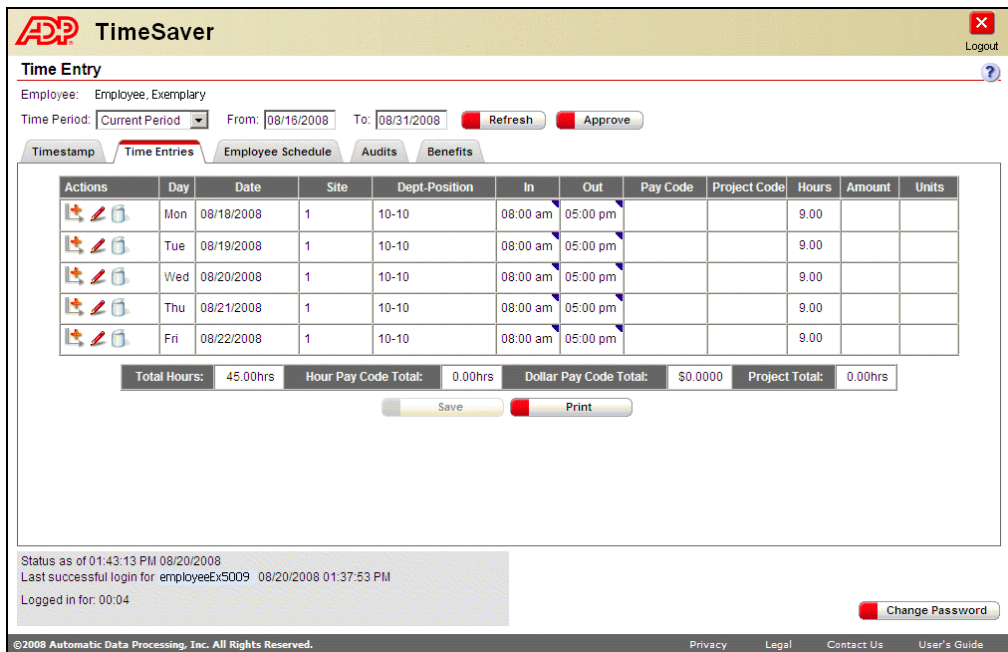


Figure 3-10. Time Entries Tab

3. To edit a pay-to-schedule punch transaction, click (Edit) and enter the correct time in the **In** or **Out** column of the transaction row.

If you insert a punch that is outside of the thresholds for your pre-set schedule, the pay-to-schedule punches display in addition to the new punch.

The (Blue Triangle) does not display for an hour pay code that is setup as Override Pay to Schedule because the pay to schedule transaction for the day is removed. For example, while pay to schedule employee is scheduled from 08:00 A.M. - 05:00 P.M. for a day then the transactions are displayed with a (Blue Triangle). For the same day if an employee enters 8 hours pay code then the punches between 08:00 A.M. - 05:00 P.M are not displayed on the time card. Instead, 8 hour vacation pay code is displayed.

- To enter or edit other types of transactions, follow the instructions in “Entering Transactions One at a Time” on page 3-5.

The following figure illustrates a pay-to-schedule time entries grid with edited transactions.

More info

Click the question mark icon in the upper right corner of the web page to access online help.

ADP TimeSaver

Time Entry

Transactions updated successfully

Employee: Employee, Example

Time Period: Current Period From: 08/18/2008 To: 08/31/2008 Refresh Approve

Timestamp Time Entries Employee Schedule Audits Benefits

Actions	Day	Date	Site	Dept. Position	In	Out	Pay Code	Project Code	Hours	Amount	Units
	Mon	08/18/2008	1	10-10	08:00 am	08:00 pm			9.00		
	Tue	08/19/2008	1	10-10			MUP	INV2		0.2500	
	Wed	08/20/2008	1	10-10	08:00 am	05:00 pm			9.00		
	Thu	08/21/2008	1	10-10			10		8.00		
	Fri	08/22/2008	1	10-10	08:00 am	05:00 pm			9.00		

Total Hours: 36.00hrs Hour Pay Code Total: 8.00hrs Dollar Pay Code Total: \$0.0000 Project Total: 0.00hrs

Save Print Pay Codes List Projects List

Status as of 02:46:40 PM 08/20/2008
Last successful login employeeE50007 08/20/2008 01:43:10 PM
Logged in for: 00:01

Change Password

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Figure 3-11. Time Entries Tab

What's next

Now learn how to view and add to system-generated salaried transactions.

Editing Salaried Transactions



Introduction

Accessing Time Entries

Applying Templates

Entering Transactions One at a Time

Editing Transactions

Deleting Transactions

Attaching Notes to Transactions


Editing Pay-to-Schedule Transactions

Editing Salaried Transactions

If you are a salaried or non-exempt salaried employee, TimeSaver automatically enters your regular salaried hours in the Time Entries grid.


The following conditions apply to the display of a salaried employee's Time Entries grid:

- If you are paid on a monthly or semi-monthly frequency, **Hours Worked** display in the grid first, and the **Hours Worked/Hours Paid** field displays at the top right of the grid. Use this field to toggle between the two views.
- If you are paid on a biweekly or weekly frequency, **Hours Paid** display in the grid first, and the **Hours Worked/Hours Paid** field is only available if you also enter transactions at a time clock, or if your manager has entered transactions for you in the main TimeSaver application.

 The total fields below the Time Entries grid also reflect the view on display. For example, **Total Worked Hours** display when you are in the **Hours Worked** view, and **Total Salaried Hours** display when you are in the **Hours Paid** view. The selected view also controls what displays in the other fields on the totals row.

To work with salaried transactions, do the following:

1. Log on to Time Entry and select the **Time Entries** tab.
2. From the **Time Period** field, select the appropriate time period.

 For more information about the fields and buttons that display at the top of the page, see ["Understanding Time Entry Header Fields"](#) on page 1-8.

The following figure illustrates the Time Entries grid for a salaried employee who is paid on a semi-monthly basis. Notice the edit, delete, and note action icons are not available for automatically-generated transactions.

i More info

Click the question mark icon in the upper right corner of the web page to access online help.

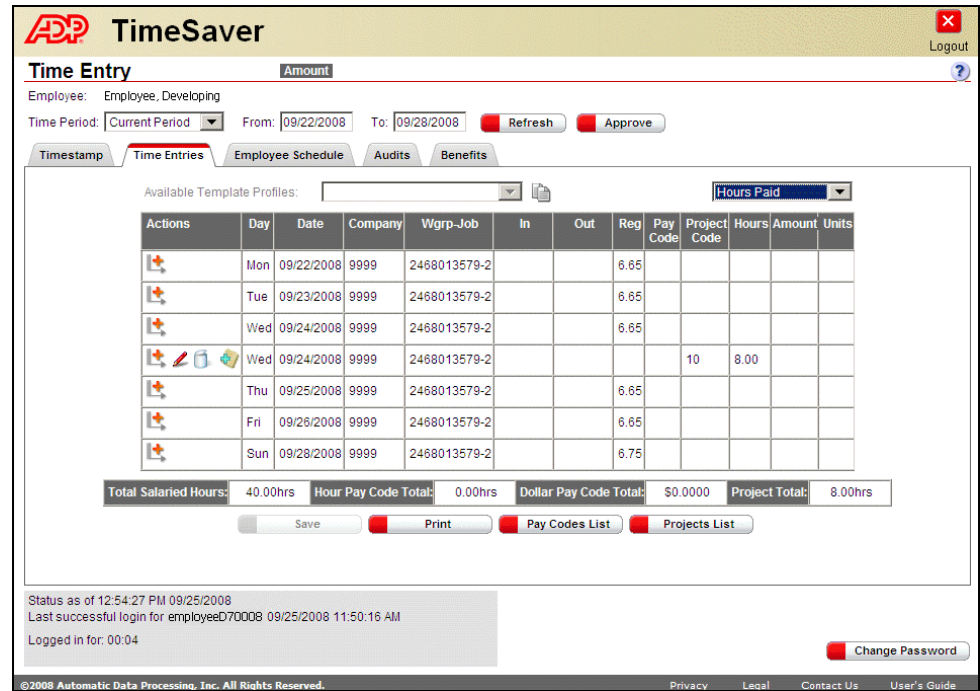


Figure 3-12. Time Entries Tab

You cannot edit automatically-generated salaried transactions; however, you can *add* transactions to the selected time period by following these steps:

3. Click to create a new transaction row.
4. Enter the new transaction information according to Step 5 through Step 10 in “Entering Transactions One at a Time.”
5. Click (Pre-save). The new transaction displays with the (Edit), (Delete), and (Add Note) icons available.
6. Click **Save** if you want to save the new transaction to the TimeSaver database. Notice that you are switched to the Hours Worked view with all the Action icons available.

You can see and edit Hours Worked transactions only in the **Hours Worked** view. You can view In and Out transactions only in the **Hours Worked** view, but you can also view pay code and project transactions in the **Hours Paid** view.

The following figure illustrates the **Hours Worked** view with added transactions that have been saved to the database. If you are paid to a pre-set schedule, you may also see pay-to-schedule transactions in this view. For more about pay-to-schedule punches, see “Editing Pay-to-Schedule Transactions” on page 3-18.

More info

Click the question mark icon in the upper right corner of the web page to access online help.

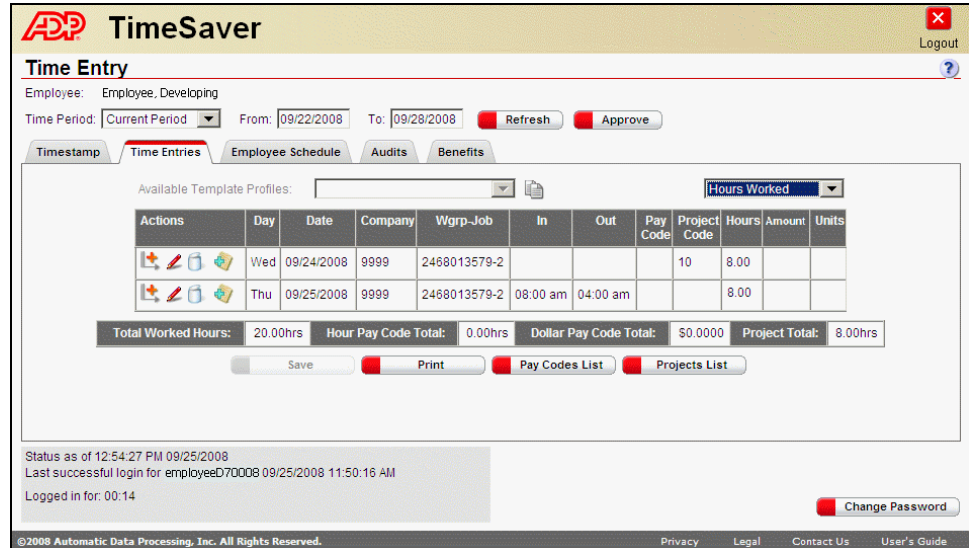


Figure 3-13. Time Entries Tab

7. To add a template of transactions to a salaried transactions grid, do the following:
 - a. Choose the desired template from the **Available Template Profiles** field.
 - b. Click (Apply Template). The following figure illustrates an applied template in the pre-saved stage.

More info

Click the question mark icon in the upper right corner of the web page to access online help.

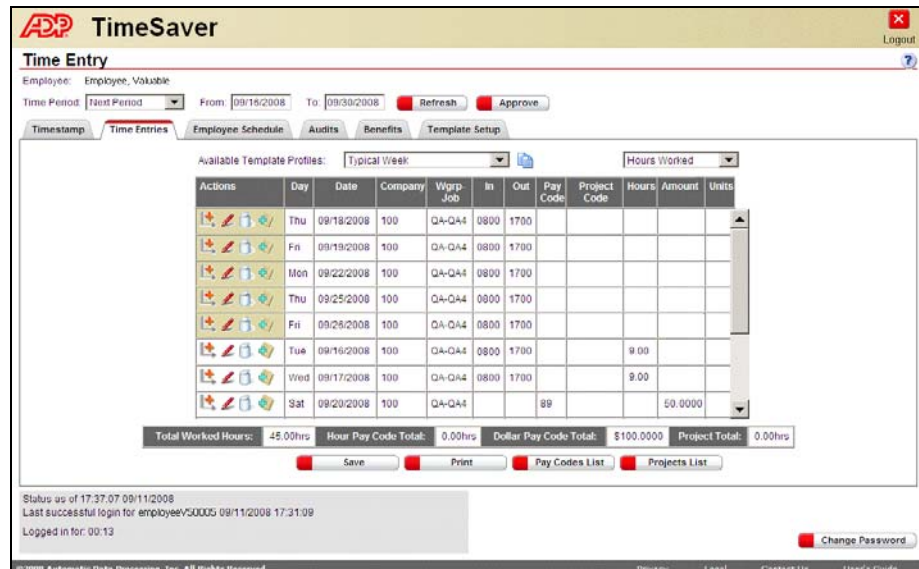


Figure 3-14. Time Entries Tab

- c. Click **Save** to save the template transactions to the TimeSaver database.



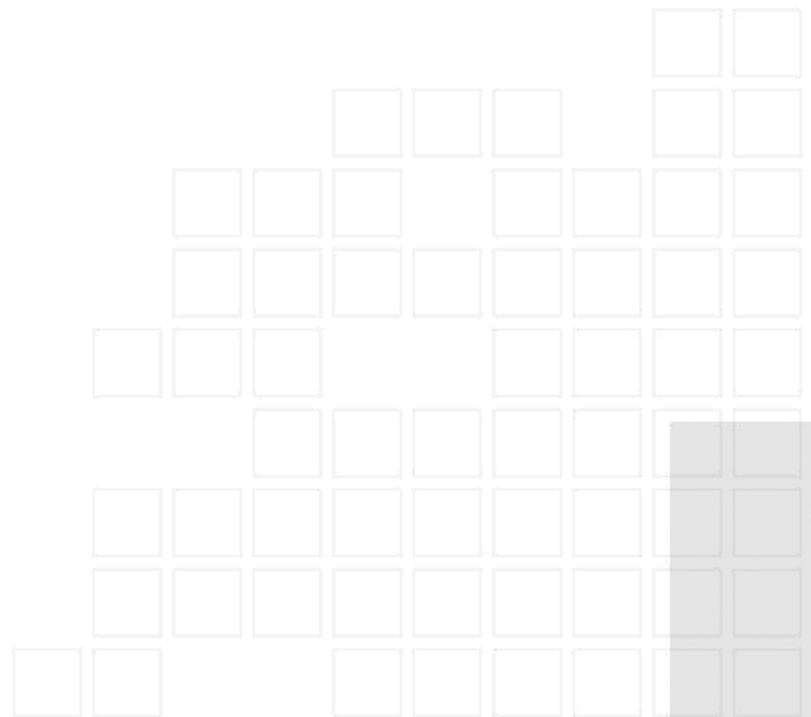
End of procedure

You've just learned about all the tasks you can perform on the Time Entries tab.

Chapter 4

Viewing Schedules

<u>PAGE</u>	<u>TOPIC</u>
4-2	Introduction
4-3	Viewing Your Schedule



Introduction


You can view schedule information on the **Employee Schedule** tab. When you click the tab you see the information if your organization is using the optional Scheduling module, or you see a notation that there is no schedule for the selected time period.

 The information on the **Employee Schedule** tab is for viewing and printing purposes only.

Viewing Your Schedule

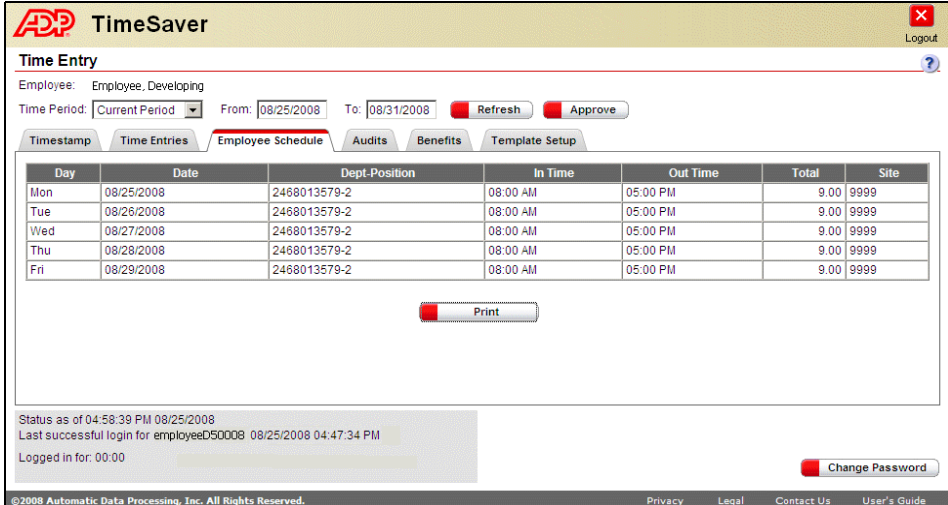
To view employee schedules, do the following:

1. Log on to Time Entry and click the **Employee Schedule** tab.

 Instead of using a mouse, use the arrow key on your keyboard to access the tab. (The previous Time Entry tab must be highlighted in order to move to the next one.) Then use the **Tab** key to access other fields. To print your schedule, click **Enter** when the **Print** key is selected. Press **Shift** and **Tab** to move back to a previous field. You can also use the arrow keys to scroll.

More info

Click the question mark icon in the upper right corner of the web page to access online help.



ADP TimeSaver Time Entry

Employee: Employee, Developing

Time Period: Current Period From: 08/25/2008 To: 08/31/2008 Refresh Approve

Timestamp Time Entries **Employee Schedule** Audits Benefits Template Setup

Day	Date	Dept-Position	In Time	Out Time	Total	Site
Mon	08/25/2008	2468013579-2	08:00 AM	05:00 PM	9.00	9999
Tue	08/26/2008	2468013579-2	08:00 AM	05:00 PM	9.00	9999
Wed	08/27/2008	2468013579-2	08:00 AM	05:00 PM	9.00	9999
Thu	08/28/2008	2468013579-2	08:00 AM	05:00 PM	9.00	9999
Fri	08/29/2008	2468013579-2	08:00 AM	05:00 PM	9.00	9999

Print


Status as of 04:58:39 PM 08/25/2008
Last successful login for employee050008 08/25/2008 04:47:34 PM
Logged in for: 00:00

Change Password

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Figure 4-1. Employee Schedule Tab

2. From the **Time Period** field, select the period for which you want to view schedules.

 For more information about the fields and buttons that display at the top of the page, see [“Understanding Time Entry Header Fields”](#) on page 1-8.

3. View the scheduling information listed in the grid.

4. Optionally, click **Print** to print the scheduling information.

 Your ability to print reports depends on whether you were enrolled with access to reports. For more information about printing reports, see [“Printing Time Entry Information”](#) on page 1-9.



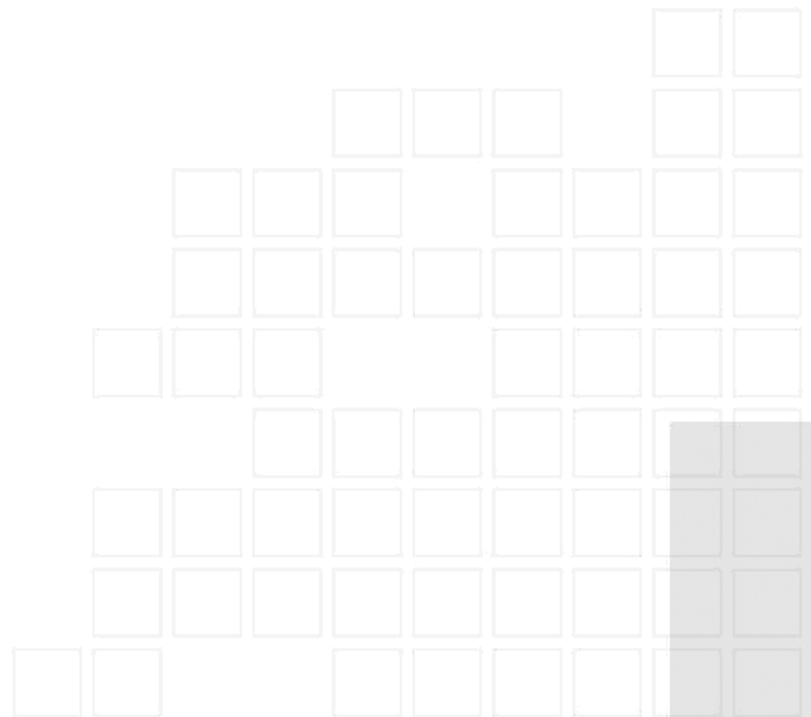
End of procedure

You just finished learning how to view your schedule in Time Entry.

Chapter 5


Viewing Audits

<u>PAGE</u>	<u>TOPIC</u>
5-2	Introduction
5-3	Viewing History of Changes to Your Time Card



Introduction


The **Audits** tab displays a history of changes made to transactions in the selected time period.

 The **Audits** tab displays only if you were enrolled with access to it.

Viewing History of Changes to Your Time Card

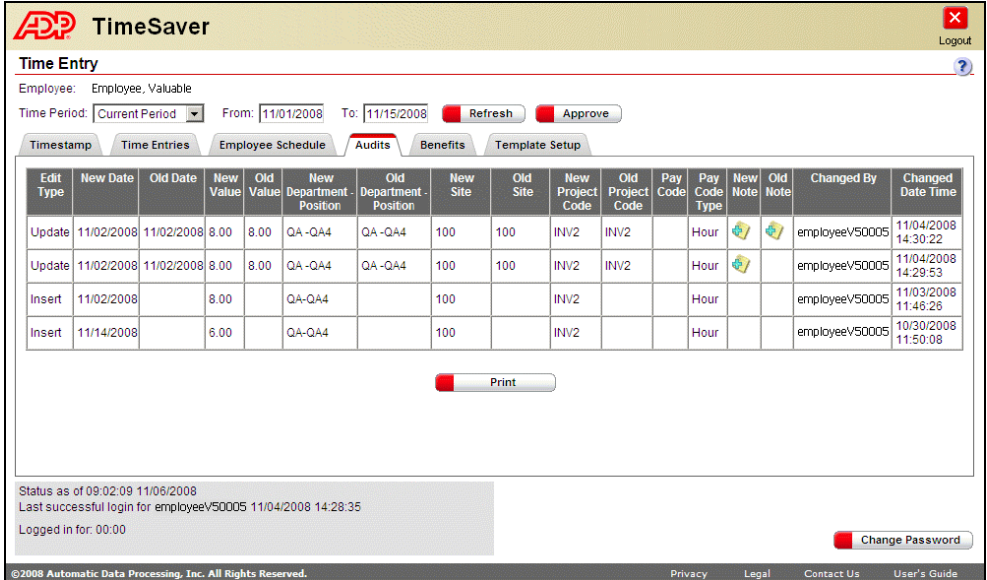
To view audits, do the following:

1. Log on to Time Entry and click the **Audits** tab.

 Instead of using a mouse, use the arrow key on your keyboard to access the tab. (The previous Time Entry tab must be highlighted in order to move to the next one.) Then use the **Tab** key to access other fields. Press **Shift** and **Tab** to move back to a previous field. You can also use the arrow keys to scroll.




More info

Click the question mark icon in the upper right corner of the web page to access online help.



Edit Type	New Date	Old Date	New Value	Old Value	New Department-Position	Old Department-Position	New Site	Old Site	New Project Code	Old Project Code	Pay Code	Pay Code Type	New Note	Old Note	Changed By	Changed Date Time
Update	11/02/2008	11/02/2008	8.00	8.00	QA-QA4	QA-QA4	100	100	INV2	INV2	Hour				employeeV50005	11/04/2008 14:30:22
Update	11/02/2008	11/02/2008	8.00	8.00	QA-QA4	QA-QA4	100	100	INV2	INV2	Hour				employeeV50005	11/04/2008 14:29:53
Insert	11/02/2008		8.00		QA-QA4		100		INV2		Hour				employeeV50005	11/03/2008 11:46:26
Insert	11/14/2008		8.00		QA-QA4		100		INV2		Hour				employeeV50005	10/30/2008 11:50:08

Figure 5-1. Audits Tab

2. From the **Time Period** field, select the period for which you want to view audits.
 -  For more information about the fields and buttons that display at the top of the page, see [“Understanding Time Entry Header Fields”](#) on page 1-8.
3. View the information listed in the grid.
 -  The columns that display depend upon the type of transaction and its history.
4. Optionally, click **Print** to print the audit information.
 -  Your ability to print reports depends on whether you were enrolled with access to reports. For more information about printing reports, see [“Printing Time Entry Information”](#) on page 1-9.

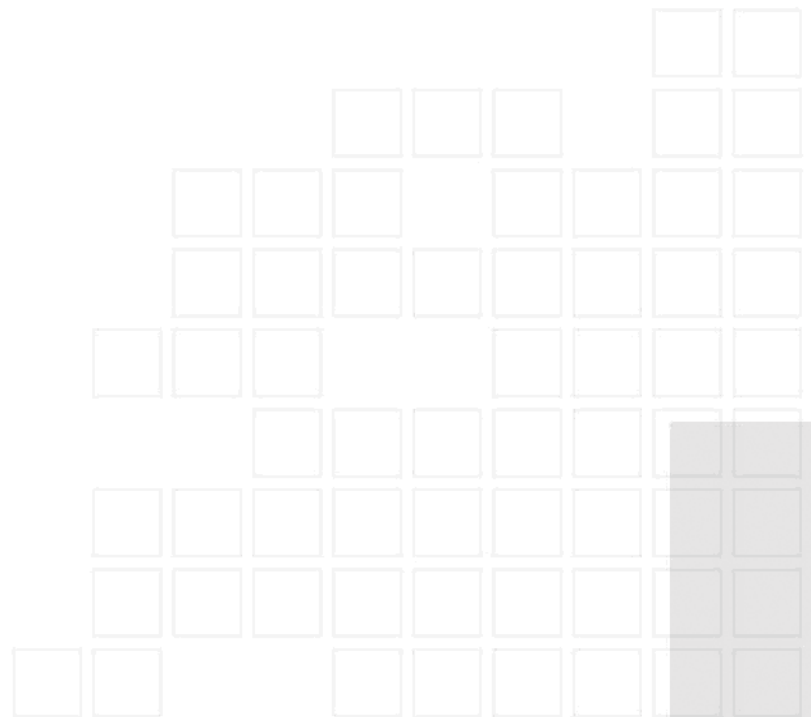


End of procedure

You just finished learning how to view audits in Time Entry.

Viewing and Requesting Benefits

<u>PAGE</u>	<u>TOPIC</u>
6-2	Introduction
6-3	Viewing and Editing Benefit Information
6-7	Requesting Time Off
6-11	Printing Benefit Balances
6-12	Deleting Benefit Requests



Introduction

The Benefits tab in Time Entry enables you to view benefit balances and view, add, and edit benefit requests. You see the **Benefits** tab in Time Entry under the following conditions: your organization is using the optional Benefit Tracking functionality, you have been assigned to a benefit plan, and you were enrolled with access for viewing benefit balances.

This chapter covers the following tasks on the **Benefits** tab:

- [Viewing and Editing Benefit Information](#)
- [Requesting Time Off](#)
- [Printing Benefit Balances](#)
- [Deleting Benefit Requests](#)

Viewing and Editing Benefit Information

On the **Benefits** tab, you can view benefit balances, view the details of specific requests, and add new requests for benefits (time off). Note that the Benefit Requests functionality is based on how it is setup. Some clients may not use the request functionality but allow employees to view their balances.

Viewing Balances and Requests




Viewing and Editing Benefit Information

☑ Viewing Balances and Requests

Editing an Existing Request

To view information about balances and specific benefit requests, do the following:

1. Log on to Time Entry and click the **Benefits** tab.

 Apart from using the mouse, you can also use the arrow keys on your keyboard to access the tab. (The previous Time Entry tab must be highlighted in order to move to the next one.) After accessing the tab, use the **Tab** key to access other fields. Press **Shift** and **Tab** to move back to a previous field. After you type or select information, press **Enter**. You can also use the arrow keys to scroll.

The following figure illustrates the Benefits tab. In some cases, the Benefits tab is the only tab displayed. And for some users, only the Benefit Balances grid displays on the tab. For instructions on printing balances, read “[Printing Benefit Balances](#)” on page 6-11.



Click the question mark icon in the upper right corner of the web page to access online help.

Benefit Type	Total Used	Available Balance
PTO(Day)	0.00	7.50
Vacation1(Day)	1.00	4.00


Figure 6-1. Time Entry Benefits Tab

2. Review the **Benefit Balances** grid.


If you only have rights to the balances grid, the following is true:

- The first column displays the types of benefits in your plan and whether you take them in increments of hours or days.
- The second column displays how much time you have used
- The third column displays how much time off you have left.


The balances reflect transactions entered from all sources.

 If you have access to only the balances grid, you see your benefit balances as of the end of the selected pay period.


If you have access to the benefit requests calendar (as shown in [Figure 6-2](#)), you see benefit balances as of the date you selected on the calendar

 Click **Refresh** to update the balances.


3. Click the appropriate month button or use the calendar control to select the month for which you want to view information about benefit requests.

 The month button displays in bold type if there are existing benefit requests for the month. For more information about the fields and buttons that display at the top of the page, see “[Understanding Time Entry Header Fields](#)” on page 1-8.

4. On the calendar, click the day of the month. You can read summary information about the benefit request in the text box below the calendar or by hovering your mouse pointer over the date.

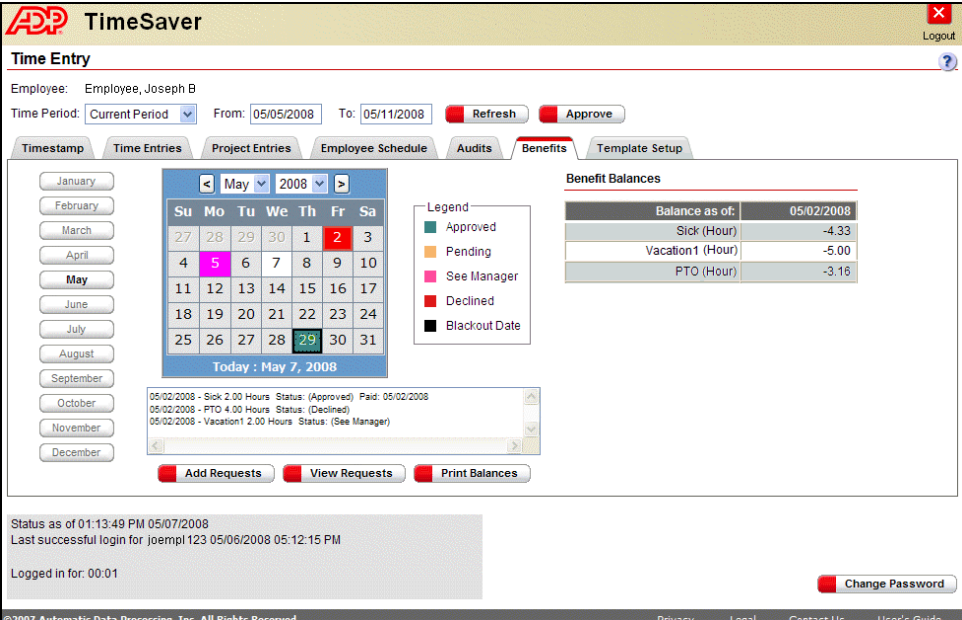
 You can select more than one day at a time on the calendar by holding down the **Ctrl** key as you click each day. Summary information for each day displays in the text box.

The following figure illustrates the summary information for the selected date of May 2. Notice there are several types of requests for the one day.



More info

Click the question mark icon in the upper right corner of the web page to access online help.



The screenshot shows the ADP TimeSaver interface. At the top, it displays 'Employee: Employee, Joseph B' and 'Time Period: Current Period' with date filters for 'From: 05/05/2008' and 'To: 05/11/2008'. There are 'Refresh' and 'Approve' buttons. Below this is a navigation bar with tabs: 'Timestamp', 'Time Entries', 'Project Entries', 'Employee Schedule', 'Audits', 'Benefits' (selected), and 'Template Setup'. The main content area features a calendar for May 2008. The calendar shows dates from 27 to 31. The 2nd of May is highlighted in pink, indicating a benefit request. To the right of the calendar is a legend with color-coded boxes: Approved (green), Pending (orange), See Manager (pink), Declined (red), and Blackout Date (black). Below the calendar is a text box listing requests for 05/02/2008: Sick 2.00 Hours (Approved), PTO 4.00 Hours (Declined), and Vacation1 2.00 Hours (See Manager). At the bottom right of the main area is a 'Benefit Balances' table:

Benefit Balances	
Balance as of:	05/02/2008
Sick (Hour)	-4.33
Vacation1 (Hour)	-5.00
PTO (Hour)	-3.18

At the bottom of the interface, there are buttons for 'Add Requests', 'View Requests', and 'Print Balances'. A status bar at the very bottom shows the current time and date, and a 'Change Password' button.

Figure 6-2. Time Entry Benefits Tab

5. Review the color legend to the right of the calendar. It explains what the colors on the calendar represent. If a day contains benefit requests, the date in the calendar is color coded to show the status of the request as follows:


- Green represents Approved requests.
- Yellow represents Pending requests.
- Magenta represents requests with a status of See Manager.
- Red represents Declined requests.
- Black represents a Blackout Date.

If you have multiple requests on the same day and each has a different status, the background color of the date displays according to the following hierarchy:

- Declined
- See Manager
- Pending
- Approved
- Blackout Date

Example:


You requested a half-day of vacation time and a half-day of personal time on the same date. Your manager approved the request to use a half-day of vacation time, but declined the request to use a half-day of personal time. In this case, the background color of the date cell is red because the **Declined** (red) status is higher on the hierarchy than the **Approved** (green) status.

 If your manager overrides a blackout date to approve time off for part of a blacked out date, the date displays a green background with a black border.

If a benefit request requires more than one manager's approval, it displays the yellow pending status until both managers approve it. The higher manager's status is final; in other words, the higher-level manager can reverse the status granted by the lower-level manager.

6. Click **View Requests** to see more detailed information about the benefit request.

 You can also double-click the date or right-click the date and select **View Requests**.

 Details for requests on multiple days display at the same time when the requests are for the same type of benefit, same amount, and in the same status.

If a single date contains more than one type of benefit request, select the request you want to view from the **Type** field on the View Benefit Request page. (Access the View Benefit Request page by making these selections: **Benefits** tab ~ Select request date ~ click **View Requests**.)

The following figure illustrates details for a single request.

Time Entry

View Benefit Request

Employee: Employee, Jane L.

Type: PTO

Time Off: 1 Days

Request Details

Dates	Type	Time	Status
04/30/2008	PTO	1.00	Pending

Post Pay Period Early

Comments

Comments to Manager: Child's graduation

Comments from Manager:

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More info

Click the question mark icon in the upper right corner of the web page to access online help.

Figure 6-3. Time Entry View Benefit Request Page



What's next

Now that you know how to view benefit requests, you can learn how to edit them.

Editing an Existing Request



Tasks

Viewing and Editing Benefit Information

Viewing Balances and Requests

Editing an Existing Request

You can edit requests that your manager has not yet processed.

1. From the **Benefits** tab, click the day of the month that contains the benefit you want to edit.
2. Click **View Requests**.
3. Make changes to the request by following [Step 5](#) through [Step 10](#) in “Requesting Time Off” on page 6-7.



End of procedure


You just finished learning how to view benefit balances and view or edit benefit requests in Time Entry.

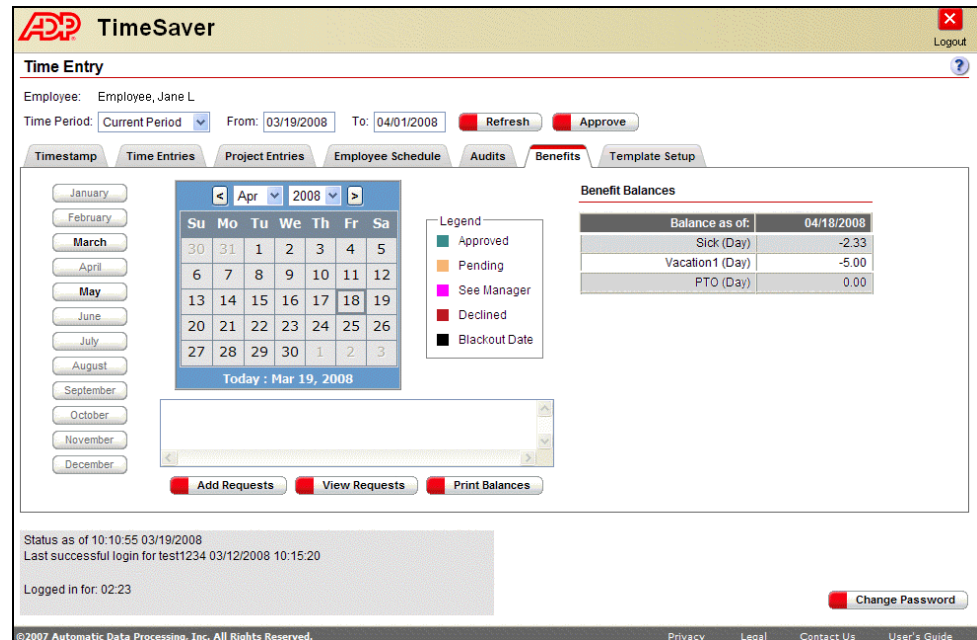
Requesting Time Off

Use the **Benefits** tab of Time Entry to request time off benefits such as vacation and sick time.

1. From the Time Entry page, click the **Benefits** tab.

The following figure illustrates a month with no requests.

 **More info**
Click the question mark icon in the upper right corner of the web page to access online help.



ADP TimeSaver Time Entry

Employee: Employee, Jane L
Time Period: Current Period From: 03/19/2008 To: 04/01/2008 Refresh Approve

Timestamp Time Entries Project Entries Employee Schedule Audits **Benefits** Template Setup

Legend
 Approved
 Pending
 See Manager
 Declined
 Blackout Date

Benefit Balances

Balance as of:	04/18/2008
Sick (Day)	-2.33
Vacation1 (Day)	-5.00
PTO (Day)	0.00


Status as of 10:10:55 03/19/2008
Last successful login for test1234 03/12/2008 10:15:20
Logged in for: 02:23

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Figure 6-4. Time Entry Benefits Tab Page

2. Select the month in which you want to use the benefit by clicking the appropriate month button or by using the calendar control arrows.


- On the calendar, click the day or days for which you are requesting time off. A border displays around the date you clicked.

 You can select multiple dates by holding the **Ctrl** key as you click the dates. If you request time off for multiple dates at a time, the requests must be for the same benefit type and amount. The multiple dates must be in the same month, also.


You can request multiple benefits on the same day as long as each benefit type is unique and the total hours requested do not exceed the Work Hours Per Day entered in the main TimeSaver application.

A day that already has a benefit request cannot be included in multiple date selections for new requests. Select that day by itself if you want to add another request to it.

If you click a date that is blacked out, a message states that you cannot enter time off requests for that date. However, your manager may be able to override the blackout date. If your manager approves time off on a blackout date, you can see the green background color on the date and see the summary of the benefit when you click the date or hover your mouse over it. But you cannot access the View Requests page.

 The dates you select must be in an open pay period that is no older than two pay periods back.

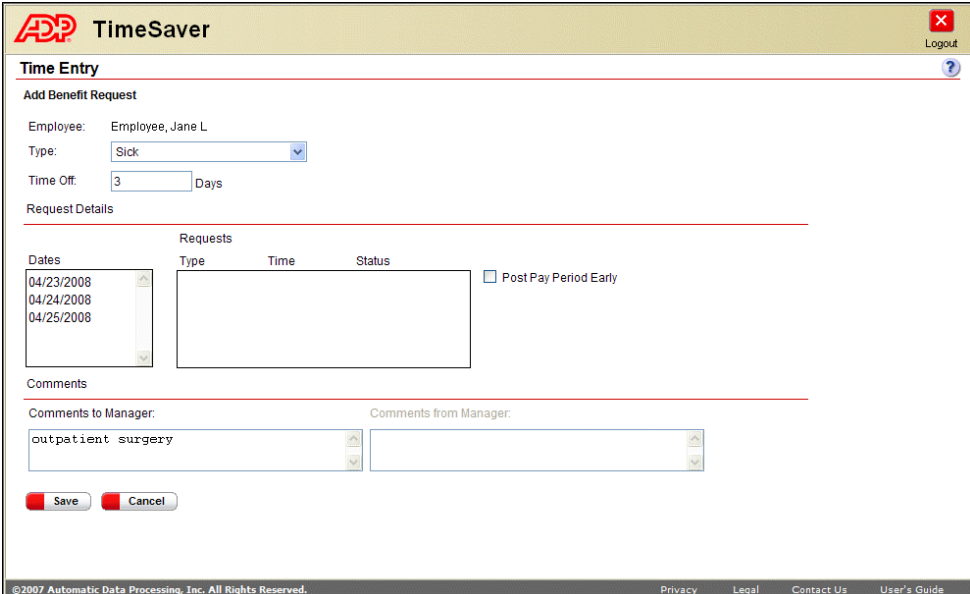
- Click **Add Requests**. The Add Benefit Request page displays.

 For a single date, you can also double-click or right-click the date and select **Add Requests**.

The following figure illustrates a request for multiple days off (for the same benefit type and amount). The **Type**, **Time**, and **Status** information displays after the request is saved.

More info

Click the question mark icon in the upper right corner of the web page to access online help.



ADP TimeSaver Logout

Time Entry ?

Add Benefit Request

Employee: Employee, Jane L
 Type: Sick
 Time Off: 3 Days

Request Details

Dates	Requests	Type	Time	Status
04/23/2008				
04/24/2008				
04/25/2008				

Post Pay Period Early

Comments


Comments to Manager: outpatient surgery
 Comments from Manager:

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Figure 6-5. Time Entry Add Benefit Request Page

- In the **Type** field, select the type of benefit such as vacation or sick time.

6. In the **Time Off** field, enter the number of hours you are requesting or review the number of days you selected from the calendar. The **Days** or **Hours** label displays to the right of this field depending upon the benefit type selected and the policies for your benefit plan.


 Also, the **Time Off** field cannot be edited when you are entering a request for multiple days at a time.

7. Review the information in the **Request Details** area. The date you selected displays in the **Dates** box. The **Type**, **Time**, and **Status** display if you save the request and return to this page later to view the details.


8. Select the **Post Pay Period Early** check box if you want to be paid on the last day of the pay period prior to taking the time off.

 Some benefit policies prohibit early payment.


9. In the **Comments** area, enter your comments about the request in the **Comments to Manager** box. You can enter up to 100 alphanumeric characters.

 If you return to view details after your request is processed, the **Comments from Manager** box displays comments entered when your request was approved, declined, or placed in “see manager” status.

10. Click **Save**. The Benefits tab displays again with the requested days in yellow (pending).

 If you are requesting time off that exceeds your balance for the benefit period, one of three results occurs. The results depend on settings that your organization worked with ADP to set up:

- The request is submitted for approval as usual.
- A detailed message about your balance displays and tells you that you cannot submit the request.
- A detailed message about your balance gives you a choice to submit or not submit the request.

 If you use a time clock to enter a benefit transaction that exceeds your balance, your request transmits as an invalid transaction. Your manager must process the transaction and activate the recalculation of your balance.

The following figure illustrates the Benefits tab after a new request is saved. The date of the new request displays yellow because it is pending the manager’s response. The status area at the bottom of the tab displays the current date and time, the time and your user ID for the last successful logon, and how long you have been logged on for this session.

i More info
 Click the question mark icon in the upper right corner of the web page to access online help.

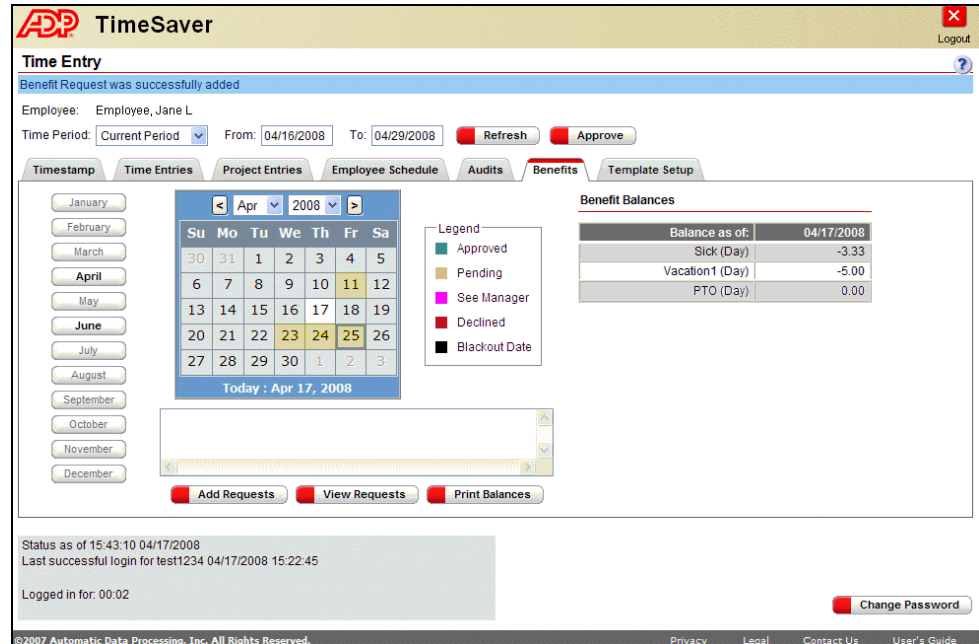


Figure 6-6. Time Entry Benefits Tab Page

STOP End of procedure

You’ve just learned how to request time off.

Printing Benefit Balances

If you were enrolled with access to the print feature, you can view and print a copy of your benefit balances. Follow these steps:

1. Log on to Time Entry and click the **Benefits** tab.
2. Click **Print** if you see only the Benefit Balances grid on the tab. It contains your balances as of the end of the selected pay period, including approved future requests within the same benefit year.
3. Click **Print Balances** if you have access to the benefit request features as illustrated in [Figure 6-1](#) on page 6-3. If you have access to the benefit request features, you can click a specific date on the calendar to display and print a grid containing your balances as of the selected date.



The **Print** and **Print Balances** grids contain an extra column displaying the total amounts you have used as well as the columns for the benefit types and remaining balances.

4. When the balances grid displays in a browser window, use the browser's **Print** menu to print a copy of the grid.





End of procedure

Now you know how to print a copy of your time-off benefit balances.

Deleting Benefit Requests

You can delete a benefit request that is still waiting to be processed. Follow these steps:

1. From the Time Entry page, click the **Benefits** tab.
2. Select the date for which you want to delete a benefit request.
3. Click **View Requests**.
 -  If you are viewing a day with multiple benefit requests, select the one you want to delete from the **Type** field.
4. Click **Delete**. You are prompted to confirm the deletion of the request you selected.
 -  You can delete multiple requests if they are for the same benefit amount and benefit type.
5. Click **OK**. The deletion is confirmed with a success message at the top of the Time Entry page.



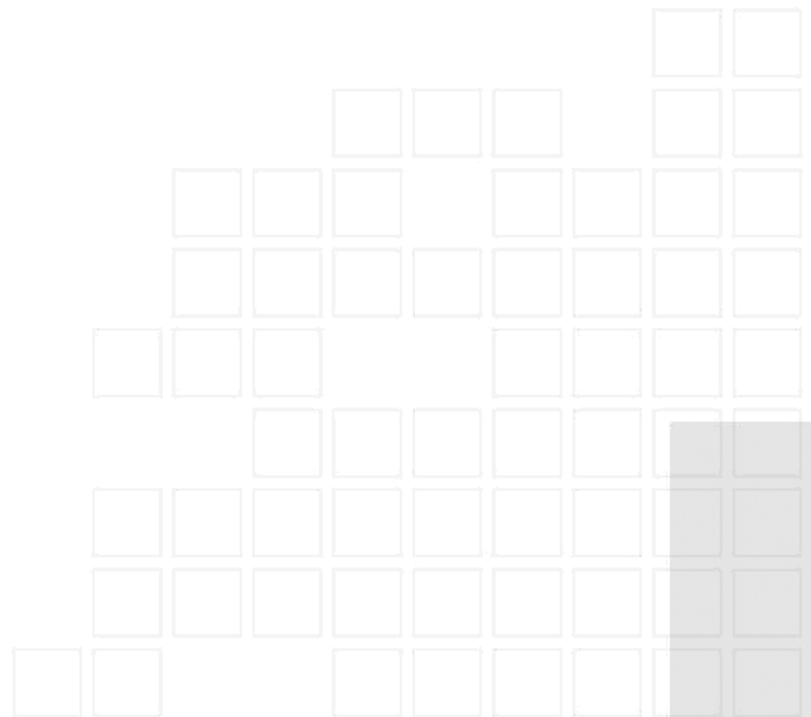
End of procedure

You've just learned how to delete a pending benefit request.

Chapter 7

Creating Templates

<u>PAGE</u>	<u>TOPIC</u>
7-2	Introduction
7-3	Starting the Template
7-5	Entering Specific Transaction Information
7-11	Saving the Template
7-13	Deleting a Complete Template



Introduction

If you are enrolled with the necessary access and you are not paid to a pre-set schedule, you can set up templates for entering multiple transactions at one time.

A single template holds a week of transactions.


Working with templates involves the following tasks:



- [Starting the Template](#)
- [Entering Specific Transaction Information](#)
- [Saving the Template](#)

Starting the Template

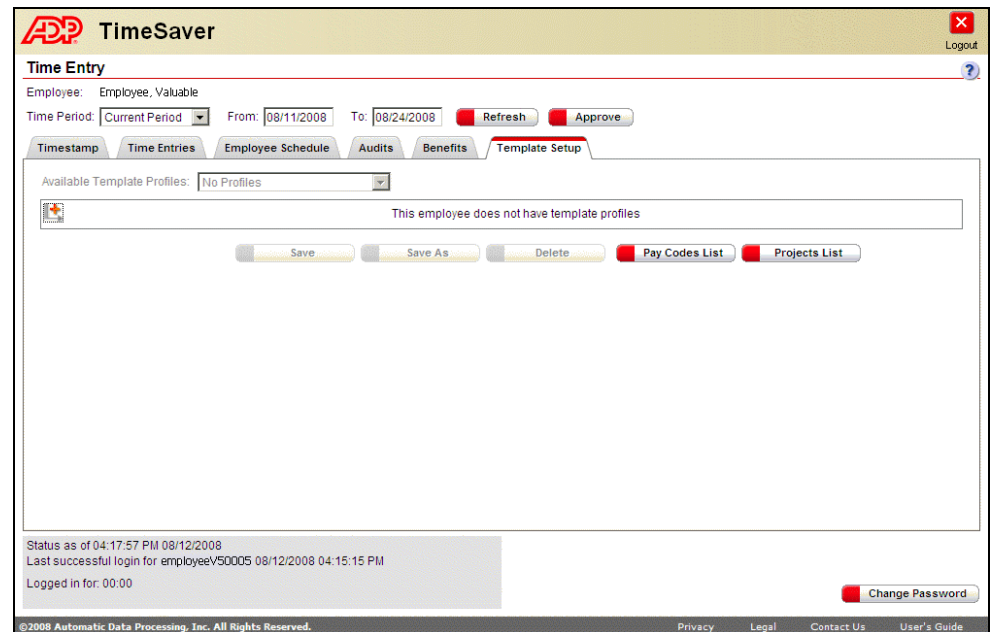
To enter transactions for a template, do the following:

1. Log on to Time Entry and select the **Template Setup** tab.

 Instead of using a mouse, use the arrow key on your keyboard to access the tab. (The previous Time Entry tab must be highlighted in order to move to the next one.) Then use the **Tab** key to access other fields. After you type or select transaction information, press **Enter**. Press **Shift** and **Tab** to move back to a previous field. You can also use the arrow keys to scroll.

 If there are existing templates, transactions from the first one listed in the **Available Template Profiles** field show in the grid. If you are creating the first template, **No Profiles** displays in the profile field and  (Insert Row) displays in the empty grid.

The following figure illustrates a blank Template Setup tab.





More info

Click the question mark icon in the upper right corner of the web page to access online help.

Figure 7-1. Template Setup Tab

2. Select a template from the **Available Template Profile** field if you want to modify an existing template or use it to create a new one.

3. Click  (Insert Row) to add a new row in a template.

 If this is a completely new template, the new row contains your home site and home department-position as default information. If this is an existing template, the information in the new row is the same as the row that was copied, except for transaction information. Press **Ctrl** and click when you insert a new row to copy *all* the information from the previous row and increment the day.

The following figure illustrates a new row inserted as the first step in creating a template.

i More info

Click the question mark icon in the upper right corner of the web page to access online help.

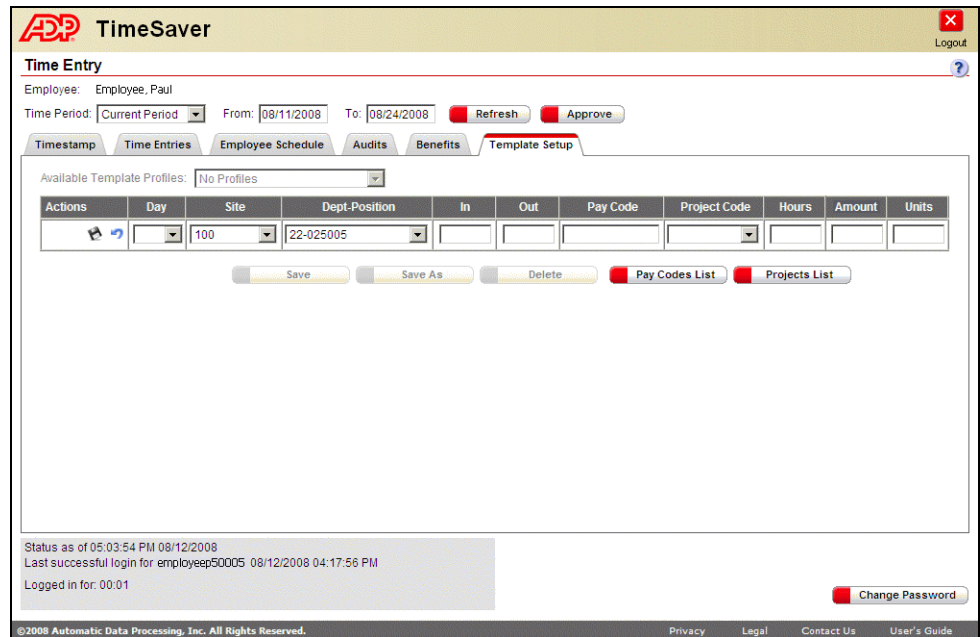


Figure 7-2. Template Setup Tab

Entering Specific Transaction Information

After you establish a new row in a template, you can change or enter information according to the type of transaction.

There are three types of transactions you can enter.

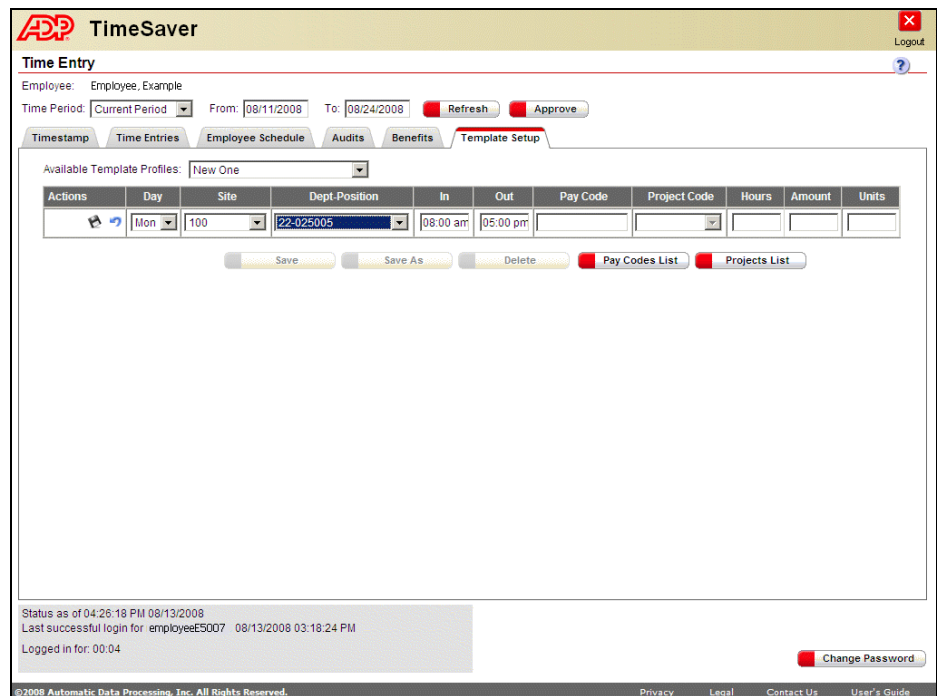
- In and Out transactions
- Pay Code transactions
- Project (covering hours or pay codes) transactions

Follow these steps to enter or edit transactions in the template:

1. To add **In** and **Out** transactions to the template, follow these steps:

- a. Click  (Insert Row).

The following figure illustrates a new row ready for a transaction to be completed.





ADP TimeSaver Time Entry

Employee: Employee, Example

Time Period: Current Period From: 08/11/2008 To: 08/24/2008 Refresh Approve

Timestamp Time Entries Employee Schedule Audits Benefits **Template Setup**

Available Template Profiles: New One

Actions	Day	Site	Dept-Position	In	Out	Pay Code	Project Code	Hours	Amount	Units
 	Mon	100	P2-025005	08:00 am	05:00 pm					

Save Save As Delete Pay Codes List Projects List

Status as of 04:28:18 PM 08/13/2008
Last successful login for: employeeE5007 08/13/2008 03:18:24 PM
Logged in for: 00:04

Change Password

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More info

Click the question mark icon in the upper right corner of the web page to access online help.

Figure 7-3. Template Setup Tab


- b. Select the day of the week in the **Day** column.

- c. In the **Site** column, select the site code for the transactions that occur on the selected day of the week.

 If you have access to more than 24 sites, this field changes so you can type some or all of the site code description in the column. When you enter the first character, sites that match the character display and you can select from the list.


You can select secondary sites if you were enrolled with access to them and they were assigned to you in the main TimeSaver application.

- d. Select the appropriate department and position combination in the **Dept-Position** column.

 The options in this field vary, depending on whether you were enrolled to enter transactions for department/position combinations other than your home department/position.


- e. Enter a time in the **In** column.

- f. Enter a time in the **Out** column.

 There are two formats for entering start and stop times: military 24-hour format and standard clock 12-hour format. Your time format is determined when you are enrolled as a Time Entry user.

If you are set up to enter time in military format, then enter a start time between 0000 and 2359. Enter a stop time between 0001 and 2400.

If you are using standard time, enter an **a** at the end of the time to indicate A.M., or a **p** at the end of the time for P.M. punches. You can enter the time in several ways, and you do not need to enter a colon between the hours and minutes. For example, to enter an Out punch of 5:00 P.M., you can just enter 5**p**, and when you tab out of the cell, TimeSaver formats the time to 05:00 P.M. You can also enter all four numbers (in this example, 0500) with or without the colon. If you do not enter an **a** or **p** after the time, TimeSaver automatically enters the time in A.M. format, except for 12 that defaults to P.M. (Therefore, if you want to enter an In punch for 7:00 A.M., you can just enter the number 7. When you tab out of the cell, TimeSaver formats the time to 07:00 A.M.)

2. Click  (Pre-save) to enter the new transaction in the template grid. The actions column of the row displays a yellow background indicating the transaction is not yet saved to the database.

The following figure illustrates a pre-saved template row for an In and Out transaction.

i More info
 Click the question mark icon in the upper right corner of the web page to access online help.

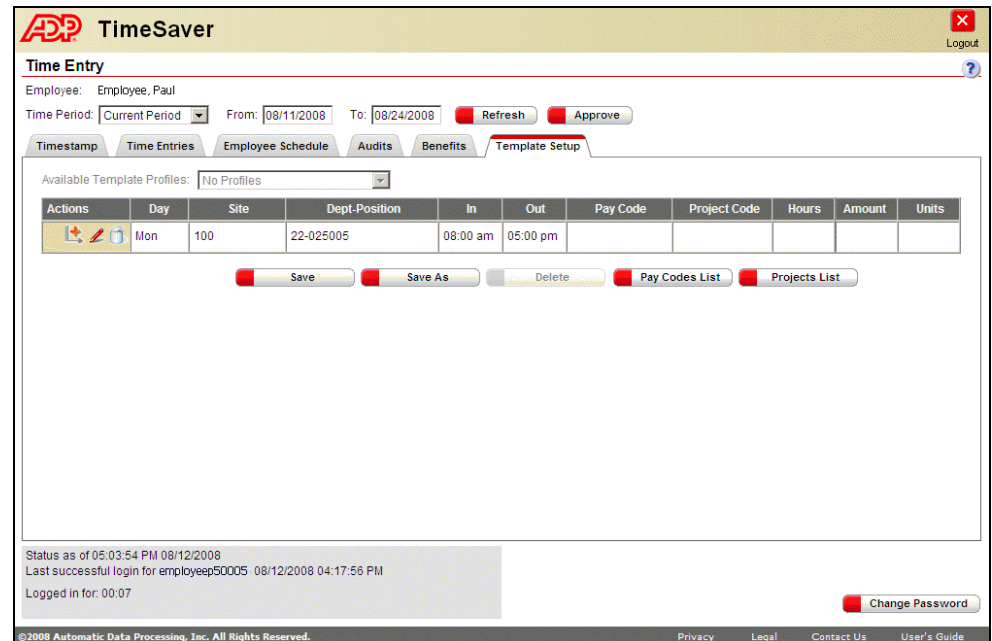






Figure 7-4. Template Setup Tab

3. To add a **pay code** transaction, do the following:

- a. Click  (Insert Row).
- a. Select the day of the week in the **Day** column.
- b. In the **Site** column, select the site code for which the transaction is being recorded.
 -  If you have access to more than 24 sites, this field changes so you can type some or all of the site code or description in the column. When you enter the first character, sites that match the character display and you can select from the list.


You can select secondary sites if you were enrolled with access to them and they were assigned to you in the main TimeSaver application.
- c. Select the appropriate department and position combination in the **Dept-Position** column.
 -  The options in this field vary, depending on whether you were enrolled to enter transactions for department/position combinations other than your home department/position. If you have access to more than 24 department-position combinations, this field changes so you can type some or all of the department-position description in the column. When you enter the first character, department-positions that match the character display and you can select from the list.


- d. Select the appropriate pay code in the **Pay Code** column. You can select pay codes from your assigned pay code group.

 If you have access to more than 24 pay codes, this field changes so you can type some or all of the pay code or its description in the column's text box. When you enter the first character, pay codes that match the character display and you can select from the list.


You can also display and print a copy of the pay codes available to you by clicking the **Pay Codes List** button and using your browser's **Print** menu.

- e. Enter a value in the **Hours, Dollars, or Units** column based on the type of pay code you selected.

 If you select an hour pay code (such as vacation), the next editable field is in the **Hours column**. If you select a dollar pay code (such as tips or commissions), the next editable field is in the **Dollars** column. If you select a units pay code (such as mileage), the next editable field is in the **Units** column.

- f. Click  (Pre-save) to enter the new transaction in the template grid. The actions column of the row displays a yellow background indicating the transaction is not yet saved to the database.

The following figure illustrates a pre-saved pay code transaction in the second row of the template grid.

 **More info**
Click the question mark icon in the upper right corner of the web page to access online help.

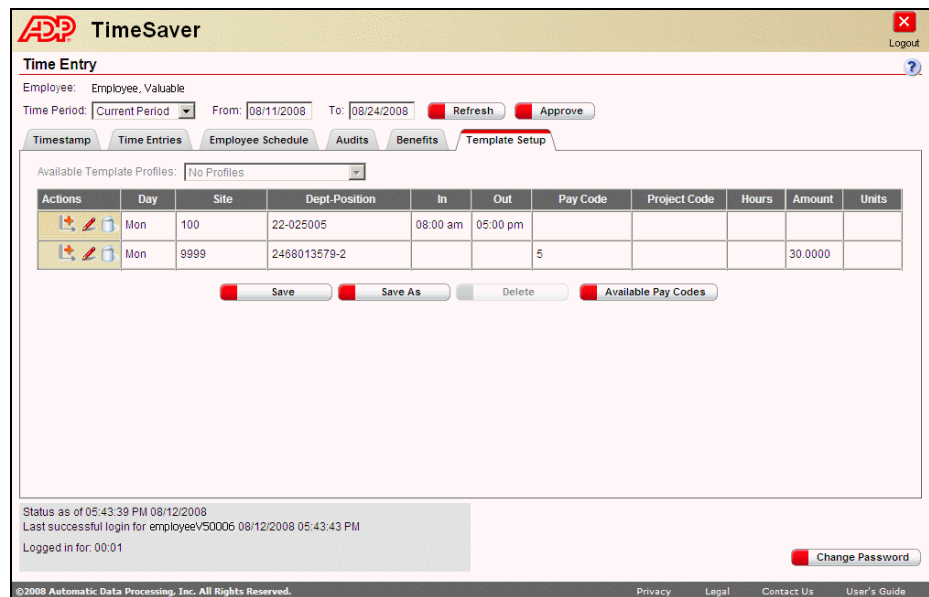




Figure 7-5. Template Setup Tab


- 4. To add a **project** transaction to the template, do the following:
 - a. Click  (Insert Row).
 - b. Select the day of the week in the **Day** column.

- c. In the **Site** column, select the site code for which the transaction is being recorded.


 If you have access to more than 24 sites, this field changes so you can type some or all of the site code or description in the column. When you enter the first character, sites that match the character display and you can select from the list.

You can select secondary sites if you were enrolled with access to them and they were assigned to you in the main TimeSaver application.

- d. Select the appropriate department and position combination in the **Dept-Position** column.

 The options in this field vary, depending on whether you were enrolled to enter transactions for department-position combinations other than your home department-position. If you have access to more than 24 department-position combinations, this field changes so you can type some or all of the department-position description in the column. When you enter the first character, department-positions that match the character display and you can select from the list.


- e. Select the appropriate project code in the **Project Code** column. You can select project codes from your assigned project group.


 If you have access to more than 24 project codes, this field changes so you can type some or all of the project code description in the column. When you enter the first character, project codes that match the character display and you can select from the list.


- f. If you are setting up a template transaction for hours that you work on the project, enter the number of hours in the **Hours** column.

- g. If you are setting up a template transaction for something other than the hours worked on the project, select the appropriate pay code in the **Pay Code** column.

Enter a value in the **Hours**, **Dollars**, or **Units** column based on the type of project pay code transaction you are entering.

 If you select a project pay code that uses hours (such as vacation), the next editable field is in the **Hours** column. If you select a project pay code that uses dollars (such as tips or commissions), the next editable field is in the **Dollars** column. If you select a project pay code that uses units (such as mileage), the next editable field is in the **Units** column.

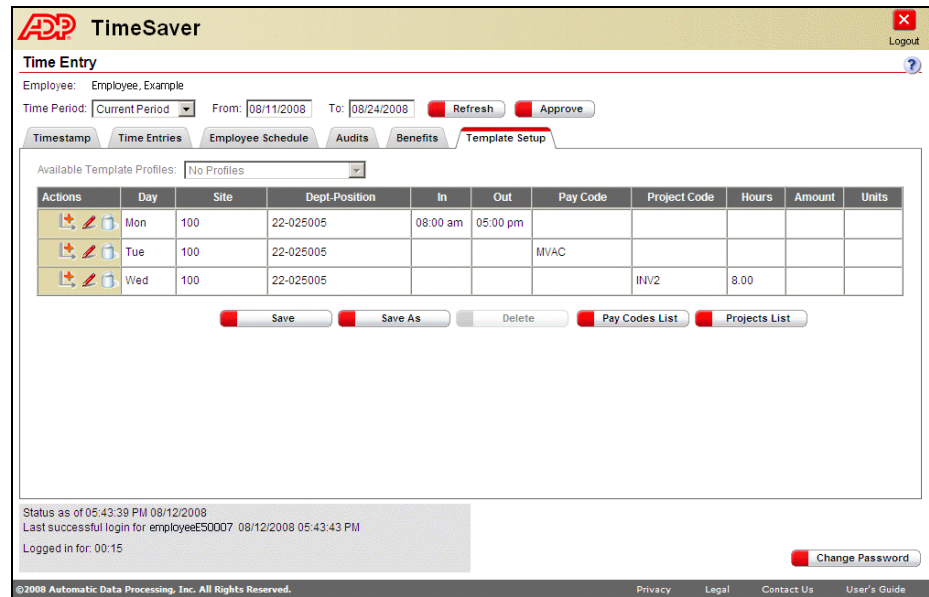
 Click **Pay Codes List** to see a list of pay codes you can use.

- h. Click  (Pre-save) to enter the new transaction in the template grid. The actions column of the row displays a yellow background indicating the transaction is not yet saved to the database.

The following figure illustrates a pre-saved project transaction in the third row of the template setup grid. This example is a simple Hours project transaction.

More info

Click the question mark icon in the upper right corner of the web page to access online help.



ADP TimeSaver




Time Entry

Employee: Employee, Example

Time Period: Current Period From: 08/11/2008 To: 08/24/2008 Refresh Approve

Timestamp Time Entries Employee Schedule Audits Benefits **Template Setup**

Available Template Profiles: No Profiles

Actions	Day	Site	Dept-Position	In	Out	Pay Code	Project Code	Hours	Amount	Units
	Mon	100	22-025005	08:00 am	05:00 pm					
	Tue	100	22-025005			MVAC				
	Wed	100	22-025005				INV2	8.00		

Save Save As Delete Pay Codes List Projects List

Status as of 05:43:39 PM 08/12/2008
Last successful login for employeeE50007 08/12/2008 05:43:43 PM
Logged in for: 00:15




Change Password

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Figure 7-6. Template Setup


Editing Template Transactions

To edit a pre-saved or saved template transaction, follow these steps

1. Log on to Time Entry and select the **Template Setup** tab.
2. Click  (Edit) in the transaction row.
3. Enter or select the new information.
4. Click  (Pre-save). If you don't want to keep the changes, click  (Undo) before pre-saving.

Deleting Template Transactions

To delete a pre-saved or saved template transaction, follow these steps

1. Log on to Time Entry and select the **Template Setup** tab.
2. In the **Available Template Profiles** field, select the template in which you want to perform the deletion.
3. Click the  (Trash Can) next to the specific transaction. A **Time Entry Delete** popup window requires you to complete or cancel the deletion.

Tasks

Entering Specific Transaction Information


Editing Template Transactions

Deleting Template Transactions

Saving the Template

After you have entered and pre-saved new or edited transactions for a typical work pattern, you can give the template a name and save it.

1. Click **Save As** if this is a new template. A **Save Template** popup window displays.

 Click **Save** if you are making a change in an existing template.

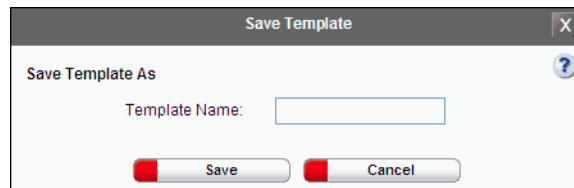




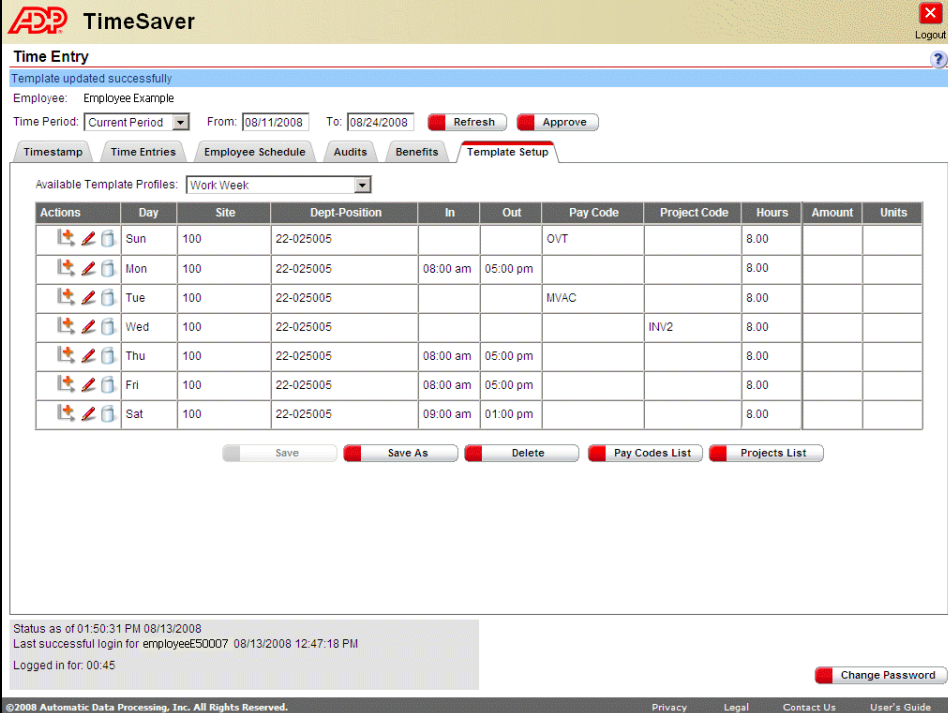
Figure 7-7. Save Template Window

2. Enter a name in the **Save Template As** field and click **Save**. The saved template displays. The name of the template displays in the **Available Template Profiles** field on this tab and also at the top of the Time Entries tab. See [“Applying Templates”](#) on page 3-4 to learn how to use the template for recording transactions.

The following figure illustrates a completed template.

 You can save incomplete transactions into the template. For example, you may work in a certain department and position on a certain day of the week; however, the hours may vary each week. You can save the day with the department and position as a row in the template, but leave the punches or pay code fields blank. When you apply the template to a time period on the Time Entries tab, the incomplete transaction displays in edit mode until you enter the remaining information for the transaction.

 **More info**
 Click the question mark icon in the upper right corner of the web page to access online help.



ADP TimeSaver Logout

Time Entry ?

Template updated successfully

Employee: Employee Example

Time Period: Current Period From: 08/11/2008 To: 08/24/2008 Refresh Approve

Timestamp **Time Entries** Employee Schedule Audits Benefits **Template Setup**

Available Template Profiles: Work Week

Actions	Day	Site	Dept-Position	In	Out	Pay Code	Project Code	Hours	Amount	Units
	Sun	100	22-025005			OVT		8.00		
	Mon	100	22-025005	08:00 am	05:00 pm			8.00		
	Tue	100	22-025005			MVAC		8.00		
	Wed	100	22-025005				INV2	8.00		
	Thu	100	22-025005	08:00 am	05:00 pm			8.00		
	Fri	100	22-025005	08:00 am	05:00 pm			8.00		
	Sat	100	22-025005	09:00 am	01:00 pm			8.00		

Save Save As Delete Pay Codes List Projects List

Status as of 01:50:31 PM 08/13/2008
 Last successful login for employeeE50007 08/13/2008 12:47:18 PM
 Logged in for: 00:45 Change Password

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Figure 7-8. Template Setup Tab

Deleting a Complete Template

To delete an entire template, follow these steps:

1. Log on to Time Entry and select the **Template Setup** tab.
2. In the **Available Template Profiles** field, select the template you want to delete.
3. Click **Delete**. A message prompts you to confirm the deletion, and a success message displays at the top of the page.



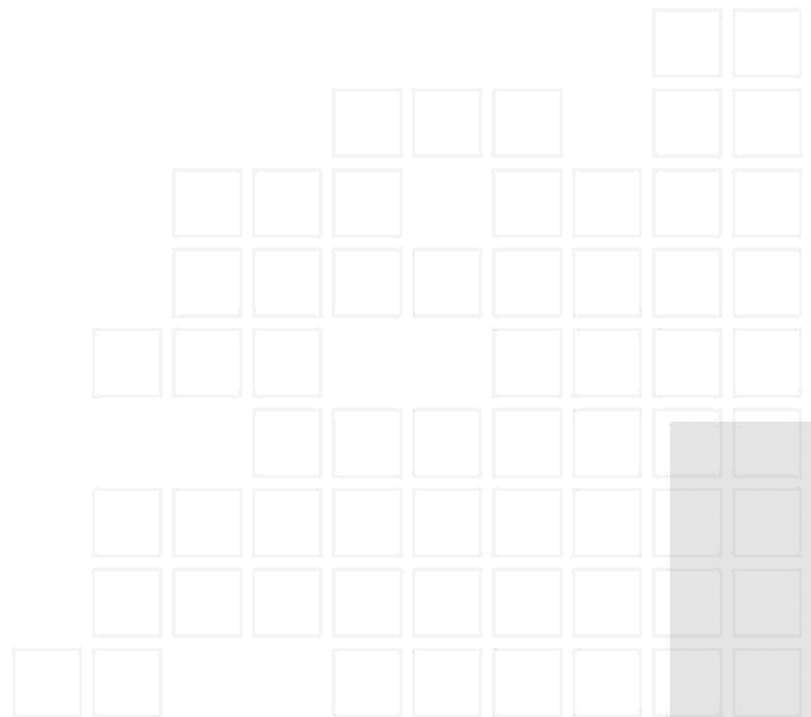
End of procedure

You just learned how to set up a template for entering multiple transactions at one time.

Chapter 8


Approving Time Cards

<u>PAGE</u>	<u>TOPIC</u>
8-2	Introduction
8-3	Approving Time Cards
8-6	Reversing Time Card Approvals



Introduction


From the Time Entry page, you can approve (and undo approval of) your time card for the previous, current, or next pay period.


-  The ability to approve and undo approval of your time card depends upon whether you were enrolled with access to one or both features.

Approving Time Cards


To approve your time card, do the following:

1. Log on to Time Entry.
2. From the **Time Period** field, select the period for which you want to approve your time card.


 Instead of using a mouse, use the **Tab** key on your keyboard to access fields and buttons. Once you have made a selection, press **Enter**. Press **Shift** and **Tab** to move back to a previous field or button. You can also use the arrow keys to scroll.

 For more information about the fields and buttons that display at the top of the page, see [“Understanding Time Entry Header Fields”](#) on page 1-8.

3. After transactions are saved for the entire pay period, click **Approve**. The Approve Time Card popup window displays, warning that you cannot enter new transactions after you have approved the time card.

 The **Approve** button does not display if the pay period has been signed off by your manager.

Also, you cannot approve a time card for a selected date range unless the boundaries of the date range represent a pay period.

 **More info**
Click the question mark icon in the upper right corner of the web page to access online help.

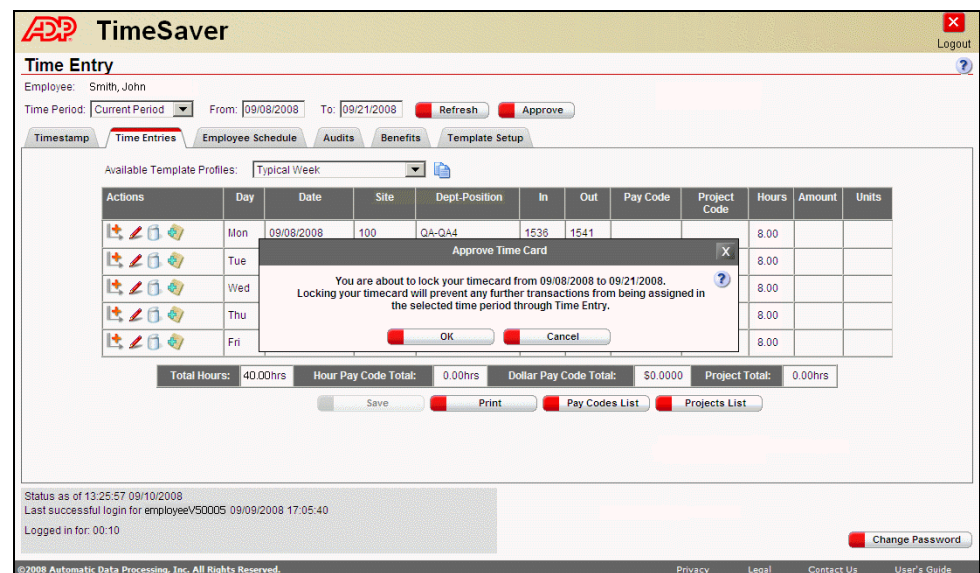


Figure 8-1. Approve Time Card Window

- Click **OK** to approve your time card. If your organization requires that you attest to the accuracy of your timecard, the Approve Time Card popup window contains a statement such as the one in the following illustration.

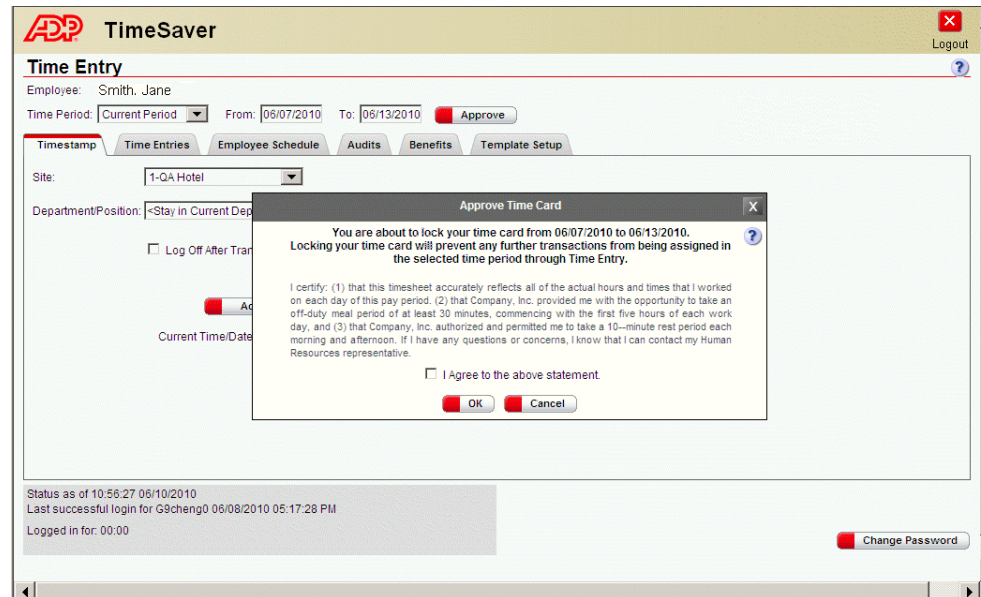


Figure 8-2. Approve Time Card Window with Attestation Statement

- If you are presented with an attestation statement, select the **I Agree to the above statement** option and then click **OK**. If you approve the time card without attesting to its accuracy, a message will ask you if you still want to proceed with the approval.

After you approve your time card, the approval date and time are noted in the status area at the lower left of the Time Entry page.

- Approving a pay period also approves all previous unapproved pay periods. Reversing approval for a pay period does the same for the approved pay periods that follow it.

The following figure illustrates transactions that have been approved by the Time Entry employee and signed off by the employee’s manager. Details of the employee’s approval and the manager’s sign off display in the lower left corner of the Time Entry page. Action icons and the **Approve/Unapprove** button are no longer available.

More info
 Click the question mark icon in the upper right corner of the web page to access online help.

ADP TimeSaver Time Entry

Employee: Smith, Jane

Time Period: Current Period From: 05/24/2010 To: 05/30/2010 Refresh

Timestamp Time Entries Employee Schedule Audits Benefits Template Setup

Available Template Profiles: No Profiles

Actions	Day	Date	Site	Dept-Position	In	Out	Reg	Pay Code	Project Code	Hours	Amount	Units
	Mon	05/24/2010	9999	2468013579-2				6.00				
	Tue	05/25/2010	9999	2468013579-2				6.00				
	Wed	05/26/2010	9999	2468013579-2				6.00				
	Thu	05/27/2010	9999	2468013579-2				6.00				
	Fri	05/28/2010	9999	2468013579-2				6.00				
	Sun	05/30/2010	9999	2468013579-2				6.00				

Total Hours: 36.00hrs Hour Pay Code Total: 0.00hrs Dollar Pay Code Total: \$0.0000 Project Total: 0.00hrs

Save Print Pay Codes List Projects List

Status as of 04:29:02 PM 05/30/2010
 Last successful login for employeedev50008 05/30/2010 04:14:28 PM
 Logged in for: 00:00
 Approved by employeedev50008 05/30/2010 04:26:56 PM
 Signed Off by Manager Jane23user 05/30/2010 04:28:19 PM

Change Password

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Figure 8-3. Time Entries Tab



End of procedure

You just finished learning how to approve your time card.

Reversing Time Card Approvals

If your manager has not yet signed off on your time card, you can reverse approval of the time card by clicking the **Undo Approval** button.

After your manager has signed off on time cards for your pay group and site, you cannot make any changes to your Time Entry transactions unless the manager reverses the sign off. You can see notation of the manager's sign off in the status area at the lower left of the Time Entry page.

The ability to approve and undo approval of your time card depends upon whether you were enrolled with access to one or both features.

To reverse approval of your time card, do the following:

1. Log on to Time Entry. The Time Entry page displays.
2. Click **Undo Approval** to reverse approval (and the attestation statement) of your time card. The Undo Time Card Approval popup window displays.

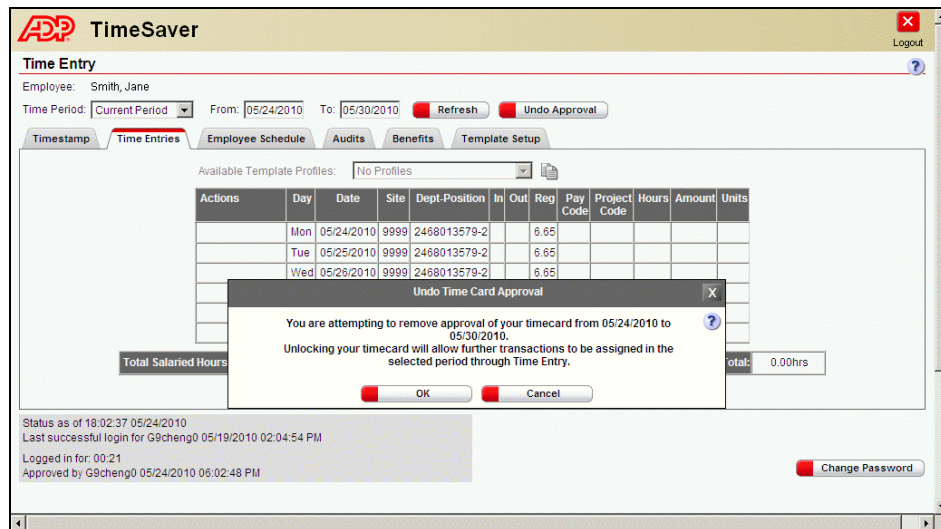


Figure 8-4. Undo Time Card Approval Window

3. Click **OK** to undo your approval. You can then record new entries or edit previous entries on the time card if you have editing rights.

Reversing approval also reverses the attestation.



End of procedure

You just finished learning how to reverse your time card approval in Time Entry.

More info
Click the question mark icon in the upper right corner of the web page to access online help.

A

- Actions column 3-5, 3-11, 3-16
- Add Benefit Request page
 - Comments area 6-9
 - exceeding balances 6-9
 - Post Pay Period Early check box 6-9
 - Request Details area 6-9
 - Time Off field 6-9
 - Type field 6-8
- Add Note icon 3-20
- Add Note window
 - illustration of 3-15
- Add Punch button 2-3
- Apply New Note to field 3-16
- Apply Template icon 3-5, 3-21
- Applying templates 3-4
- Approve button 1-8, 8-3
- Approve time card
 - signed off pay period 8-3
 - status area 8-4
- Approve Time Card page
 - illustration of 8-3
- Approve Time Card popup window
 - illustration of 8-3
- Approve Time Card window
 - accessing 8-3
- Approving time cards 8-2, 8-3
- Attaching 3-15
- Attestation statement
 - Time Entry time card 8-4
- Audience
 - for this guide vi
- Audits tab
 - accessing 5-3
 - illustration of 5-3
 - keyboard shortcuts 5-3
 - printing information 1-9
- Available Template Profiles field 3-4, 3-21, 7-3

B

- Benefit Balances grid 6-3
 - columns 6-3
- Benefit requests
 - approval hierarchy 6-5
 - blackout dates 6-8
 - Comments from Manager text box 6-9
 - Comments to Manager text box 6-9
 - deleting 6-12
 - editing 6-6
 - entering 6-7
 - entering multiples 6-8
 - overriding blackout dates 6-5
 - Print Balances button 6-11
 - printing balances 6-11
 - summary information
 - illustration of 6-4
 - time clocks
 - exceeds balance 6-9
 - Type field 6-5
 - View Requests button 6-5
 - viewing details
 - illustration of 6-6
- Benefit requests calendar 6-4
 - color legend
 - explanation of 6-5
 - month button 6-7
 - selecting more than one day 6-4
 - summary information 6-4
- Benefits tab
 - accessing 6-3, 6-11
 - Add Requests button 6-8
 - illustration of 6-3, 6-7
 - keyboard shortcuts 6-3
 - printing information 1-9

C

- Change Password button 1-8
- Change Password page
 - accessing 1-6
 - illustration of 1-6

Changing passwords 1-6

Comments

 providing for this guide xi

Confirm New Password field 1-7

Custom Note text box 3-16

D

Daylight Saving Time transition 3-8

Delete (trash can) icon 3-14, 3-20

Department/Position field 2-3

Departments

 selecting unlisted 1-10

Dept Code field 1-12

Dept-Position column 3-8

Documentation

 audience for this guide vi

 contents of this guide viii

 conventions 3-ix

 list of TimeSaver manuals vii

 providing comments xi

Dollars column 3-9, 7-8

E

Edit icon 3-12, 3-20

Employee field 1-8

Employee option 1-3

Employee Schedule tab

 accessing 4-3

 illustration of 4-3

 keyboard shortcuts 4-3

 printing information 1-9

F

From date field 1-8, 3-4

G

Guides

 See Documentation

H

Hours column 3-9, 7-8

Hours Paid view 3-19, 3-20

Hours Worked view 3-19, 3-20

Hours Worked/Hours Paid field 1-8, 3-19

HR resource 3-12

I

In and out punches

 restrictions 2-4

In column 3-8

Insert Row icon 3-6, 7-3

Insert Timestamp Punch page

 accessing 2-3

 illustration of 2-3

Insert Timestamp Punch window

 illustration of 2-3

L

Labor level labels 1-14

Log Off After Transaction check box 2-3

Logging on 1-3

M

Manager approval

 viewing status 8-6

Manuals

 list of TimeSaver guides vii

N

New Password field 1-6

Non-exempt employee 3-19

Note Available icon 3-16

Note Type field 3-16

O

Old Password field 1-6

Online manuals

 TimeSaver PDF files vii

Out column 3-8

P

Password field 1-3

Passwords

 changing 1-6

Pay Code column 3-9

Pay Codes

 searching for 3-9

Pay Codes List

 printing 1-9

Pay Codes List button 3-4

Pay frequency

 semi-monthly 3-20

Pay to Schedule
 blue triangle icon 3-17
 Pay to Schedule grid
 blue triangle icon 3-6
 illustration of 3-17, 3-18
 Pay to Schedule thresholds 3-17
 Pay to Schedule transactions
 editing 3-17
 Payroll administrator 3-12
 Posn Code field 1-13
 Pre-save icon 3-20
 Print Balances button 1-9
 Print Balances grid
 extra column 6-11
 Printing
 audit information 1-9
 benefit balances 1-9
 landscape format 1-9
 schedules 1-9
 time entries 1-9
 Project Code column 3-10
 Project Entries tab
 illustration of 7-3
 Project transactions
 Hours column 3-10
 Pay Code column 3-10
 Projects
 recording hours 7-2
 recording pay codes 7-2
 Projects List
 printing 1-9

R

Reason Code field 3-16
 Record button 3-16
 Refresh button 1-8
 Reversing time card approvals 8-6

S

Salaried transactions
 adding to 3-20
 Salaried transactions grid
 illustration of 3-20, 3-21
 Save Template window
 illustration of 7-11
 Schedules
 printing 1-9
 viewing 4-2, 4-3
 Select from Reason Codes option 3-16

Select Unlisted Department Position page
 accessing 1-10, 1-12
 illustration of 1-11, 1-12
 Select Unlisted Department/Position popup window
 illustration of 1-11, 1-12
 Site column 3-7
 secondary sites 3-7
 Site field 2-2
 Sites
 searching for 3-7
 Status area 1-8
 Stay in Current Department/Position selection 2-3
 Submit button 1-3
 summary 6-4
 System-generated transactions 3-12

T

Template Setup tab 7-3
 Available Template Profiles field 7-11
 copying a row
 adding a day 7-3
 Day column 7-7, 7-8
 deleting a template 7-13
 deleting transactions 7-10
 department/positions
 searching for 7-7
 Dept-Position column 7-7, 7-9
 editing transactions 7-10
 home department/position 7-7
 Hours column 7-9
 illustration of 7-3, 7-4, 7-7, 7-10, 7-12
 In and Out transactions 7-5
 In column 7-6
 incomplete transactions 7-12
 keyboard shortcuts 7-3
 Out column 7-6
 Pay Code column 7-8, 7-9
 pay code transactions 7-7
 Project Code column 7-9
 Project transactions 7-8
 Save Template As field 7-11
 Save Template window 7-11
 illustration of 7-11
 saving the template 7-11
 Site column 7-7, 7-9
 sites
 searching for 7-7
 Time Entry Delete window 7-10
 time formats 7-6
 yellow background 7-6

- Template transactions
 - editing 7-10
 - Time cards
 - approving 8-2, 8-3
 - reversing approvals 8-6
 - Time entries
 - adding 3-2, 3-3
 - approval
 - security 8-6
 - approved and signed off
 - illustration of 8-5
 - attaching notes 3-15
 - deleting 3-14
 - printing 1-9
 - Undo Approval button 8-6
 - Undo Time Card Approval popup window
 - illustration of 8-6
 - Time Entries tab
 - accessing 3-3, 3-5, 3-12, 3-14, 3-15, 3-17, 3-19
 - add note icon 3-15
 - Add Note window 3-15
 - applying templates 3-4
 - calendar icon 3-7
 - Dept-Position column 3-8
 - Dollar Pay Code Total field 3-4
 - Hour Pay Code Total field 3-4
 - illustration of 3-3, 3-6, 3-7, 3-9, 3-10, 3-11, 3-13, 3-14, 3-15
 - insert row
 - add day 3-6
 - keyboard shortcuts 3-3
 - printing information 3-4
 - Project Total field 3-4
 - restore original transaction icon 3-14
 - salaried hours 3-19
 - security 3-2
 - Site column 3-7
 - system-generated transactions 3-12
 - Total Hours field 3-4
 - Time Entry
 - not validated 1-5
 - validated
 - understanding 1-5
 - Time Entry approval
 - attestation statement 8-4
 - Time Entry attestation statement
 - illustration of 8-4
 - Time Entry Delete window 3-14
 - Time Entry Page
 - illustration of 1-4
 - Time Entry page
 - field descriptions for 1-8
 - Time format 3-8
 - Time Period field 1-8, 3-4, 3-5, 3-19, 4-3
 - Date Range selection 3-7
 - TimeSaver documentation library vii
 - TimeSaver page
 - illustration of 1-3
 - logging on 1-3
 - Timestamp tab
 - accessing 2-2
 - adding a punch 2-3
 - illustration of 1-7, 2-2
 - unlisted department/position 1-12
 - To date field 1-8, 3-4, 3-7
 - Total Salaried Hours field 3-19
 - Total Worked Hours field 3-19
 - Transaction notes
 - deleting 3-16
 - Transactions
 - projects 7-2
 - Transfer Code field 1-11
- ## U
- Unassigned Department/Position 1-10
 - Undo Action icon 3-5, 3-12
 - Undo Approval button 1-8, 8-6
 - Undo Time Card Approval page
 - accessing 8-6
 - illustration of 8-6
 - Units column 3-9, 7-8
 - Unlist
 - Dept-Position column 1-12
 - Unlist selection 3-8
 - Unlisted Department/Position
 - entering department and position codes 1-12
 - using transfer code 1-10
 - Use Department Code and Position Code field 1-12
 - Use Transfer Code option 1-11
 - User Type area 1-3
 - Username field 1-3
- ## V
- Validated (not) 1-5
 - Validated employee 1-9
 - Validated user
 - Unlist option 1-10
 - Validation
 - understanding 1-5
 - View Invalid Transactions module 1-11, 1-13
 - View Requests button 6-5