

# How to Manage Time cards in Stratustime

The Time Cards section of the Manager Dashboard allows you to view and edit your employee's hours. Ensuring that all of your employee's time cards and hours are correct and accurate is an essential part of the payroll process.

This document will review how to:

Edit Time Cards

Acknowledge Exceptions

Add/Edit Pay Adjustments

Approve Time Cards

## EDIT TIME CARDS

To navigate to employees' time cards, go to the **Manager Dashboard**, then click **Time Cards**.




Within this section, all of your employees will be listed on the left of the screen. When you select an employee's name, it will pull up their time card detail. Be sure to select the correct date range at the top of the employee's time card to ensure you are verify the correct pay period's hours.

More Information		Pay Period		Week					
Badge: 1111		06/14/2015 - 06/20/2015		Badge: 1111					
Add Shift	Type	In	Labor Level	Type	Out	Reg	OT	Unpaid	
Monday	06/15/2015								
	Clock In	08:00 AM		Clock Out	05:00 PM	Total:	8h 00m	0h 00m 1h 00m	
Tuesday	06/16/2015								
	Clock In			Clock Out	05:00 PM	Total:	3h 30m	0h 00m 1h 00m	
Wednesday	06/17/2015								
	Clock In	08:00 AM		Clock Out	05:00 PM	Total:	8h 00m	0h 00m 1h 00m	
Thursday	06/18/2015								
	Clock In	08:00 AM		Clock Out	05:00 PM	Total:	8h 00m	0h 00m 1h 00m	
Friday	06/19/2015								
	Clock In	08:00 AM		Clock Out	05:00 PM	Total:	8h 00m	0h 00m 1h 00m	
<b>Total Summary</b>							Works:	35h 30m	
							Meal:		5h 00m
							<b>Total:</b>	<b>35h 30m</b>	<b>0h 00m 5h 00m</b>

## FIXING MISSING PUNCHES

Any missing punches on an employee's time card will be designated by a stop sign icon (1) next to their name in the list of employees and on their time card itself.



Tuesday		06/16/2015	
	Clock In		
	Clock Out	05:00 PM	
Total:	3h 30m	0h 00m	1h 00m

To fix the missing punch:

1. Click the red rectangle for the missing punch.
2. Enter in the correct date and punch time.
3. Click **Save**. You may be prompted to enter in a note before to saving the updated punch information.

## MODIFYING EXISTING PUNCHES

On the employee's time card, you will see separate fields for the punch type, punch time, and Labor Level/Org Unit. To modify any of these fields, simply click into the field itself to make any necessary changes.

If you need to make changes to an entire shift at once:

1. Hover to the left of the punch type for the shift you are editing.
2. Click the pencil icon.
3. Edit the necessary information.
4. Click **Save**.

When you add a work shift, enter two corresponding punches into an employee's time card. These may be an employee's Clock In & Clock Out or their Begin Meal & End Meal.

To add in a work shift:

1. Click **Add Shift**.

1. Select **Add Work Shift**.

Enter in shift information. Punch Type

Date

Punch Times

Labor Assignments

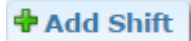
Click **Save**

## ADDING A NON-WORK SHIFT

A non-work shift allows you to add in sick, vacation, personal time, etc., onto an employee's time card. These hours are added to an employee's time card as a duration of hours.

To add in a non-work shift:

1. Click **Add Shift**.



2. Select **Add Non Work Shift**.
3. Enter in information, as needed
4. Click Save

A screenshot of a web form for adding a shift. The form is divided into several sections. The top section is titled "Type" and contains a dropdown menu set to "Personal Time", a date field with "07/05/2015", a time field with "11:00 AM", and a duration field with "0 hrs". To the right of this section is a "Time Off Available Hours" field. Further right is a "Duplicate this entry for" field set to "0" and two checkboxes: "Include Saturdays when creating recurring entries" and "Include Sundays when creating recurring entries". Below these sections is a "Labor Levels" section with three dropdown menus: "Level 1" set to "1-Org 1", "Job Costing" set to "<unassigned>", and "Labor Distribution" set to "La1-La1".

## ACKNOWLEDGING EXCEPTIONS

Exceptions are variances from an employee's schedule. Some examples of exceptions are Late In, Late Out, Absence, Early Out, etc. Exceptions are indicated by a yellow icon:



To acknowledge an exception:

1. Select the Exception icon on the Quick Action menu.
2. A new window opens listing all employees who have exceptions.
3. To acknowledge the exception, click the box in the acknowledge column.
  - Acknowledging an exception means that it will no longer show within the Quick Action Icons.
4. To view/edit an employee's time card from this screen, click the pencil icon in the Edit column.

Attendance Exceptions						
« Month »		08/01/2013 - 09/30/2013		« Week »		
EE#	Name	Date	Exception Type	Acknowledge	Edit	
2222	Berries, Billy	08/26/2013	Very Early out - Clock Out: 04:21 PM	<input type="checkbox"/>		
2222	Berries, Billy	08/27/2013	Very Early out - Clock Out: 03:35 PM	<input type="checkbox"/>		

## PAY ADJUSTMENTS

A pay adjustment is a monetary amount that is added to an employee's pay, such as a bonus, commission, or mileage.

To add an adjustment:

1. Navigate to the Pay Adjustments tab under Time Cards.
2. Select the employee's name from the list on the left.
3. Click **Add**.

Enter adjustment information, as needed: Date

Type (Bonus, Mileage, etc.)

Unit or Amount

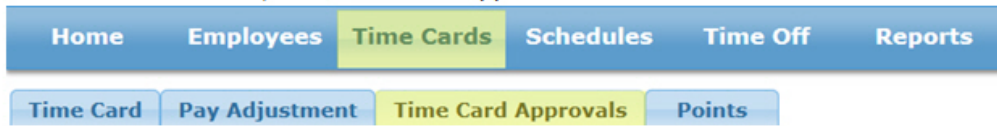
Labor Assignments

Click **Apply**.

<b>Date:</b> 07/05/2015	<b>Type:</b> ▼	<b>Units:</b> 0.00	<b>Amount:</b> \$0.0000	<b>Calculation:</b>
Duplicate this entry for <input type="text" value="0"/> additional days.				
<input type="checkbox"/> Include Saturdays when creating recurring entries				
<input type="checkbox"/> Include Sundays when creating recurring entries				
<b>Notes:</b> <input type="text"/>				
▶ Labor Levels				
		<input type="button" value="Cancel"/> <input type="button" value="Apply"/>		

## TIME CARD APPROVALS

Administrators and managers approve employee's time card within the Manager Dashboard. Select Time Cards section, then Time Card Approvals.



There are four steps to approve time cards:

1. Select filters- including the date range, payroll policy, and employees to view.
2. Review Employee Approvals: See which employees have already approved their time.
3. Review Manager Approvals
4. Approve Time Cards
  - a. Manager will check off the box for every employee who's hours look correct
  - b. Managers can verify hours prior to approval and if hours are incorrect double click on employees name to access their time card.
  - c. Managers can add/delete fields from the approval page by click on the gear icon in the upper right of step 4



When all of the time cards are approved, the graphs for Manager Approval will be all green. If there are any partial approvals, it will be notified by a yellow segment and red is unapproved.



Approving employee's time cards is an essential step in ensuring payroll runs smoothly. Time card approvals is typically completed right after a pay period has ended.

To approve employee's hours:

1. Select the **Time Card Approvals**, under Time Cards.
2. Select the Date Range in Step 1.

## Step 1 - Select Filter

« **Current Week** »

07/08/2015 - 07/14/2015

Default Payroll Policy

**View Employees:** Direct Reports

- Review Employee Approvals in Step 2.
- Review Supervisor Approvals in Step 3:
  - Red is unapproved
  - Yellow is partially approved
  - Green is fully approved
- Approve each employee's hours in Step 4, by selecting the boxes in the Approval Column.

Step 4 - Approve Time Cards							
<input type="checkbox"/> Show employees having no time cards							
<input type="checkbox"/> Employee -	Regular	OT	Non Work	Emp	Mgr		
<input checked="" type="checkbox"/> BNY Last Name, NY First Name	22.00	5.00	0.00	●	●		
<input checked="" type="checkbox"/> CWY Last Name, WY First Name	24.00	6.00	0.00	●	●		

Before approving hours, click the gear icon to add the Regular, OT, and Non Work columns to the selected fields.