

eTimesheets User's Guide

new world ERP – eSuite: eEmployee



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INTRODUCTION

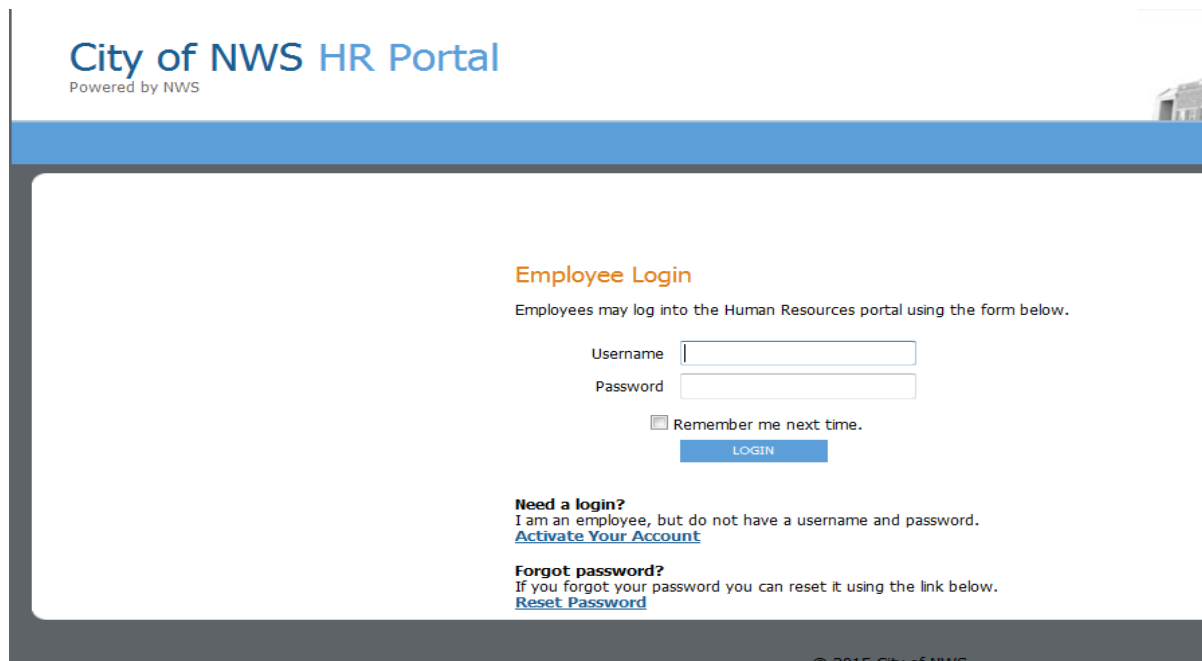
Welcome to the *eTimesheets User's Guide*. This manual will assist you through the steps of entering your timesheet electronically.

The guide is divided into two sections: Time Entry and Supervisor Approval.

This document is available in Microsoft Word format to allow for customization to your organization's particular needs and procedures.

TIME ENTRY

Begin by opening your internet browser and navigating to the website provided by your employer. A screen similar to the following will appear.

The screenshot shows the 'City of NWS HR Portal' login interface. At the top, the header reads 'City of NWS HR Portal' with 'Powered by NWS' underneath. The main content area is titled 'Employee Login' in orange. Below this, a message states: 'Employees may log into the Human Resources portal using the form below.' The login form includes two input fields for 'Username' and 'Password', a checkbox for 'Remember me next time.', and a blue 'LOGIN' button. Below the login fields, there are two links: 'Need a login? I am an employee, but do not have a username and password. [Activate Your Account](#)' and 'Forgot password? If you forgot your password you can reset it using the link below. [Reset Password](#)'. The footer of the page indicates '© 2015 City of NWS'.

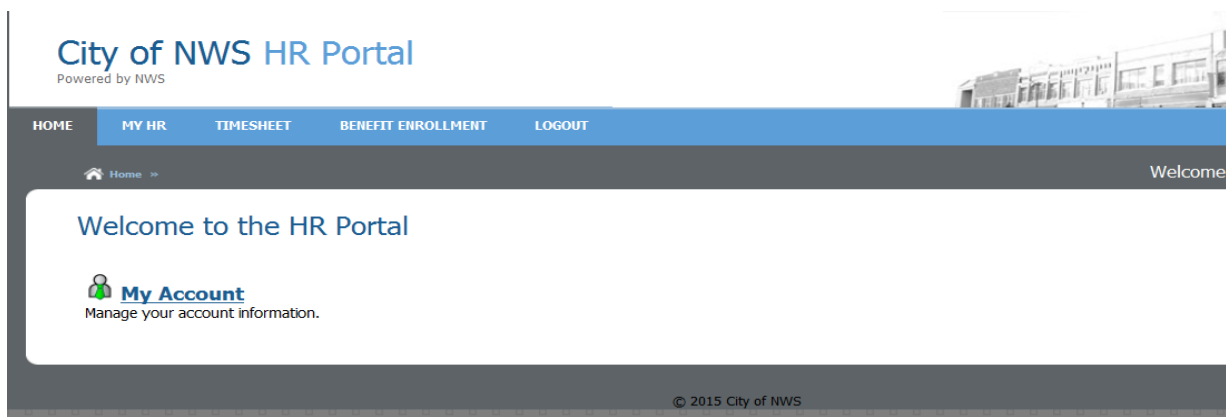
If you have been provided with a Username and Password, please enter and click LOGIN.

If you have been instructed to create your own Username and Password, click on Active Your Account. You will be required to provide your last name and Social Security Number and then asked to create a unique Username and Password.

Your Username must be at least seven characters long. Your Password must be between five and twenty-five characters long.

Note: It is imperative that you do not share this information with anyone, including coworkers, supervisors or spouses.

Once you have created you Username and Password, you will then enter them on the screen shown above to access your account. After clicking LOGIN, a screen similar to the following will appear.



To begin entering time to your electronic timecard, using your mouse, hover over the word **TIMESHEET** on the blue bar and then click on the words **Time Entry**. A screen similar to the following will appear.

01/11/2015 - 01/24/2015 STATUS: AVAILABLE 0.0000 HOURS TOTAL **PRINT**

SUMMARY INFORMATION [expand](#)

JAN 11, 2015 [NEXT WEEK](#) **LOAD SCHEDULE** **COPY PREVIOUS**

JOB *	HOURS CODE *	SHIFT	SUN 11	MON 12	TUE 13	WED 14	THU 15	FRI 16	SAT 17	TOTAL	DELETE
+ ADD NEW ENTRY											
TOTAL										0.0000	

* Required Field **SAVE** **SUBMIT** [PAY PERIOD HISTORY](#)


The time period for time entry defaults to the one that includes today's date. To change the time period, use the down arrow next to the date range to select the time period for which you wish to enter time.

City of NWS HR Portal

Powered by NWS

HOME MY HR **TIMESHEET** BENEFIT ENROLLMENT LOGOUT

Home » Timesheet Entry


01/25/2015 - 02/07/2015  STATUS: AVAILABLE 8.0000 HOURS TOTAL

JAN 25, 2015 NEXT \

JOB *	HOURS CODE *	SHIFT	SUN 25	MON 26	TUE 27
+ ADD NEW ENTRY					

At this point, no time has been entered and no values appear in the time entry screen. The appropriate date for the first week of time entry will appear below each of the days of the week.

Next you will click on Load Schedule in Blue, unless, for this pay period, you did not work any regularly scheduled hours. Once you click, you will receive a warning: "Are you sure you want to load entries? All existing entries will be overwritten." Click Continue.

01/11/2015 - 01/24/2015  STATUS: AVAILABLE 0.0000 HOURS TOTAL

SUMMARY INFORMATION expand ►

JAN 11, 2015 NEXT WEEK


LOAD SCHEDULE COPY PREVIOUS

JOB *	HOURS CODE *	SHIFT	SUN 11	MON 12	TUE 13	WED 14	THU 15	FRI 16	SAT 17	TOTAL	DELETE
+ ADD NEW ENTRY											
TOTAL										0.0000	

* Required Field

SAVE SUBMIT

Your regularly scheduled work hours have now been loaded into the time entry screen and will look similar to the screen below. Time entry is completed in weekly increments, so you will view and edit time per week. Changes made to weekly time should be saved, but the submit button should not be used until all days in the period are completed.

JOB *	HOURS CODE *	SHIFT	SUN 11	MON 12	TUE 13	WED 14	THU 15	FRI 16	SAT 17	TOTAL	DELETE
+ ADD NEW ENTRY											
	Reg Hours		8.0000	8.0000	8.0000	8.0000	8.0000	8.0000		40.0000	✗
TOTAL			8.0000	8.0000	8.0000	8.0000	8.0000	8.0000		40.0000	

* Required Field

SAVE SUBMIT

Another option for loading hours is the Copy Previous button. The entries from the previous payroll time period for hours codes, jobs, shift codes, general ledger and projects will be loaded but without a quantity of hours. After clicking on this button, a message will appear, “Are you sure you want to load entries? All existing entries will be overwritten.” Click Continue.

The scheduled hours that were loaded, either from the schedule or the previous pay period, may need to be modified or added to for a number of reasons:

1. Different Job
2. Different Hours Code (Vacation, Sick, Holiday, etc.)
3. Different Shift
4. Different or New Project
5. Different G/L

To begin making changes, click on +Add New Entry. A screen similar to the following will appear.

01/11/2015 - 01/24/2015 STATUS: AVAILABLE 80.0000 HOURS TOTAL [PRINT](#)

SUMMARY INFORMATION [expand](#)

JAN 11, 2015 [NEXT WEEK](#) [LOAD SCHEDULE](#) [COPY PREVIOUS](#)

JOB *	HOURS CODE *	SHIFT	SUN 11	MON 12	TUE 13	WED 14	THU 15	FRI 16	SAT 17	TOTAL	DELETE
	Reg Hours			8.0000	8.0000	8.0000	8.0000	8.0000			
				8.0000	8.0000	8.0000	8.0000	8.0000		40.0000	

* Required Field

[APPLY](#) [CANCEL](#) [SAVE](#) [SUBMIT](#) [PAY PERIOD HISTORY](#)

Your primary, or main, job defaults in the first section. To change the job, use the dropdown arrow to the right of the box to choose the job for which you wish to add hours.





Next, click in the box below the words Hours Code. This is a mandatory field. You will receive an error message if you try to save without populating this field. Use the dropdown arrow to the right of the box to choose the hours code for which you are adding hours. For example if you took a four hours of vacation time on Tuesday, select the Vacation hours code. Another example, if you also worked Overtime on Wednesday, you will need to add another entry in order to choose the overtime hours code.

The next column, Shift, will be completed by using the dropdown if your organization uses Shift Codes and you worked a shift other than what was loaded from your schedule. In this example, select Regular as the hours code and the appropriate Shift code from the dropdown for eight hours worked on Friday on 2nd shift.

The number of hours worked will now be entered by clicking in the box below the appropriate day. Using the numbers on your keyboard, type in the correct quantity of hours.

After adding necessary entries, click Apply on the right side of the screen below the entries you just added.

The examples, four hours of vacation on Tuesday, overtime on Wednesday and eight hours worked Friday on 2nd shift would look similar to the following screen after entry.





JOB *	HOURS CODE *	SHIFT	SUN 11	MON 12	TUE 13	WED 14	THU 15	FRI 16	SAT 17	TOTAL	DELETE
+ ADD NEW ENTRY											
 Reg Hours				8.0000	8.0000	8.0000	8.0000	8.0000		40.0000	×
 Vacation					4.0000					4.0000	×
 Overtime						2.0000				2.0000	×
 Reg Hours		2nd Shift						8.0000		8.0000	×
TOTAL				8.0000	12.0000	10.0000	8.0000	16.0000		54.0000	

* Required Field

SAVE

SUBMIT

Notice that the totals for Tuesday and Friday are now incorrect. The time that was loaded from your schedule needs to be adjusted. Click on the number of hours that need to be changed or deleted. Once you have made the appropriate changes, your screen will look similar to the following.

JOB *	HOURS CODE *	SHIFT	SUN 11	MON 12	TUE 13	WED 14	THU 15	FRI 16	SAT 17	TOTAL	DELETE
+ ADD NEW ENTRY											
 Reg Hours				8.0000	4.0000	8.0000	8.0000			28.0000	×
 Vacation					4.0000					4.0000	×
 Overtime						2.0000				2.0000	×
 Reg Hours		2nd Shift						8.0000		8.0000	×
TOTAL				8.0000	8.0000	10.0000	8.0000	8.0000		42.0000	

* Required Field

SAVE

SUBMIT

During time entry, if you attempt to use an hours code for time off that does not have a sufficient balance, after clicking Save, a pop-up will appear with the following message: “Your timesheet has errors. Please review.” Click on OK and scroll to the top of the page to view the errors. In the example below, the employee attempted to use four hours of Wellness time.

• Your timesheet has the following errors:
 • WELLNESS - The time entered is more than the available balance.

01/11/2015 - 01/24/2015 STATUS: AVAILABLE 82.0000 HOURS TOTAL PRINT

SUMMARY INFORMATION expand

JAN 11, 2015 NEXT WEEK LOAD SCHEDULE COPY PREVIOUS

JOB	HOURS CODE	SHIFT	PROJECT	G/L ORG	SUN 11	MON 12	TUE 13	WED 14	THU 15	FRI 16	SAT 17	TOTAL	DELETE
+ ADD NEW ENTRY													
REG HOURS	Reg Hours					8.0000	4.0000	8.0000	8.0000			28.0000	×
VACATION	Vacation						4.0000					4.0000	×
OVERTIME	Overtime							2.0000				2.0000	×
REG HOURS	Reg Hours	2nd Shift								8.0000		8.0000	×
WELLNESS	Wellness									4.0000		4.0000	×

All errors must be corrected before your timesheet can be saved and submitted. To assist you, a summary view of your employee information, time entered and accrual balances are available. Click the word “[expand](#)” next to Summary Information to review the number of hours that are available for use during this pay period. In the example below, the employee only has two hours of Wellness time. The error message was received because four hours of Wellness was entered.

• Your timesheet has the following errors:
 • WELLNESS - The time entered is more than the available balance.

01/11/2015 - 01/24/2015 STATUS: AVAILABLE 82.0000 HOURS TOTAL PRINT

SUMMARY INFORMATION collapse

EMPLOYEE INFORMATION		PAY PERIOD TOTALS		ACCRUAL CATEGORY		BALANCE
EMPLOYEE		OVERTIME	2.0000	FLOATING HOLIDAY		8.0000
PRIMARY DEPARTMENT		REGULAR	76.0000	HOLIDAY		0.0000
PRIMARY POSITION		VACATION	4.0000	SICK		367.2500
				VACATION		132.5000
		TOTAL HOURS	82.0000	WELLNESS		2.0000

Once you are finished reviewing the summary information, click on “[collapse](#)” to view just the timesheet.

An additional time entry option is the ability to add comments with reason codes. For example, your employer may require that you explain why overtime was worked. After clicking on the entry for two hours of overtime on Wednesday, type the letter “C” on your keyboard. A popup screen will appear for you to enter comments and, if authorized, a reason code.

Click OK after typing your comments.

JOB *	HOURS CODE *	SHIFT
+ ADD NEW ENTRY		
1100-1603 - City Manager	Reg Hours	
1100-1603 - City Manager	Overtime	
TOTAL		
* Required Field		

Comments for Monday, 07/27/2015

Reason Code

EX - EXTRA DUTY REQUIRED

OK CANCEL

Once you are satisfied that the entries are correct, click Save in the bottom right corner. This only saves your entries for this week and does not send your timesheet to your supervisor for approval. **You will not click Submit until both weeks of time have been entered.**

Two additional columns may be available to you, Project and G/L Org. These columns will appear on your timesheet as shown below if your employer requires you to submit time against a project or if you need to change the G/L to which your time will be expensed.

					LOAD SCHEDULE							COPY
JOB *	HOURS CODE *	SHIFT	PROJECT	G/L ORG	SUN 11	MON 12	TUE 13	WED 14	THU 15	FRI 16	SAT 17	TOTAL
+ ADD NEW ENTRY												
1100-1603 - City Manager	Reg Hours					8.0000	4.0000	8.0000	8.0000			28.0000
1100-1603 - City Manager	Vacation						4.0000					4.0000
1100-1603 - City Manager	Overtime							2.0000				2.0000
1100-1603 - City Manager	Reg Hours	2nd Shift								8.0000		8.0000
TOTAL						8.0000	8.0000	10.0000	8.0000	8.0000		42.0000

Required Field

To add time against a Project or G/L Org, click +ADD NEW ENTRY. Add the appropriate hours code using the dropdown menu. Click on the field below Project or G/L Org. Use the dropdown to the right to select the correct entry. Click Apply. Click Save when you are satisfied that the entries are correct.

To begin time entry for the second week of the pay period, click Next Week above the time sheet.

01/11/2015 - 01/24/2015

STATUS: AVAILABLE

84.0000 HOURS TOTAL

SUMMARY INFORMATION

JAN 11, 2015 NEXT WEEK

LOAD SCHEDULE

JOB *	HOURS CODE *	SHIFT	PROJECT	G/L ORG	SUN 11	MON 12	TUE 13	WED 14	THU 15	FRI 16	SAT 17
+ ADD NEW ENTRY											
Reg Hours						6.0000	4.0000	8.0000	8.0000		

Your regularly scheduled hours will be populated for the second week as well as a copy of the first weeks' time entries with the quantity of hours left blank. These blank lines can be populated with number of hours worked as appropriate or left empty. You may also add additional lines of time for codes that were not used in the first week. After completing the second week of time, click Save.

After completing your timesheet for the entire pay period and saving your entries, click Submit in the bottom right corner. A pop-up will appear asking you to confirm that your entries are correct. Click Agree to send your timesheet on for approval or Disagree to make corrections. Once you agree your time entries are no longer available to make changes. However, if you realize that you have made an error, you can use the Recall button to remove your submission. This must be done prior to supervisor approval.

To print a copy of the Timesheet Report, click the PRINT button in the top right hand corner under your name. A pop-up report will appear for you to send to a printer.

When you are finished completing time entry, click on LOGOUT at the top of the page.

SUPERVISOR APPROVAL

To add your approval to employee's time entry, using your mouse, hover over the word TIMESHEET on the blue bar and then click on the words Time Approval. A screen similar to the following will appear.

The pay period that includes today's date will default in the PAY PERIOD drop down. Click on the arrow next to the dropdown to select the pay period for which you are adding approvals. Then choose the department for which you are approving by using the arrow under DEPARTMENT and clicking on the appropriate department. Click APPLY in Blue. The page will refresh and you will then scroll down the page to see a screen similar to the following.

NAME	TOTAL HOURS	DETAILS	APPROVE	REJECT	CANCEL	PRINT	EDIT	<	SUN 26	MON 27	TUE 28	WED 29	THU 30	FRI 31	SAT 01	>
1100 - City Manager's Admin	100.0000															
Johnson, Timothy Z	55.0000								0.0000	8.0000	5.0000	5.0000	5.0000	8.0000	0.0000	
Kallen, Jordyn A	0.0000		Not Submitted													
Pfizenberger, Jeffrey B	0.0000		Not Submitted													
Thewes, Noah	0.0000		Not Submitted													
Williams, Serenity D	45.0000								0.0000	9.0000	9.0000	9.0000	9.0000	9.0000	0.0000	
3360 - Communications	17.0000															
Johnson, Timothy Z	17.0000		Approved						0.0000	0.0000	0.0000	3.0000	3.0000	3.0000	0.0000	
McCredie, Vernon R	0.0000		Not Submitted													
Nusz, Quintan M	0.0000		Not Submitted													

If you are authorized to edit an employee's timesheet, click the pencil icon in the employee's row. To review an employee's time entry on the screen, click on the symbol in the details column. This symbol only appears in the column after an employee has entered and submitted time for approval. After clicking on the symbol, a screen similar to the following will appear that details the time entry for the employee for the selected pay period.

YOU ARE CURRENTLY VIEWING THE TIMESHEET OF 3547 - WILLIAMS, SERENITY D

EDIT

DEPARTMENT: 1100 - CITY MANAGER'S ADMIN

EMPLOYEE: 3547 - WILLIAMS, SERENITY D

07/26/2015 - 08/08/2015

STATUS: SUBMITTED

45.0000 HOURS TOTAL

APPROVE

REJECT

PRINT

SUMMARY INFORMATION

collapse

EMPLOYEE INFORMATION

EMPLOYEE

3547 - WILLIAMS, SERENITY D

PRIMARY DEPARTMENT

1100 - CITY MANAGER'S ADMIN

PRIMARY POSITION

1100-1604 - ADMINISTRATIVE SERVICES DIRECTOR

PAY PERIOD TOTALS

REGULAR

45.0000

TOTAL HOURS

45.0000

ACCUAL CATEGORY

FLOATING HOLIDAY

8.0000

PURCHASED LEAVE

24.0000

SICK

64.0000

VACATION

83.5000

WELLNESS

2.0000

BALANCE

JUL 26, 2015

NEXT WEEK

LOAD SCHEDULE

JOB	HOURS CODE	SHIFT	PROJECT	G/L ORG	SUN 26	MON 27	TUE 28	WED 29	THU 30	FRI 31	SAT 01	TOTAL
100-1604 - Administrative Services Director	Reg Hours					9.0000	9.0000	9.0000	9.0000	9.0000		45.0000
TOTAL						9.0000	9.0000	9.0000	9.0000	9.0000		45.0000

Required Field

SAVE

SUBMIT

PAY PERIOD HISTORY

CHANGED ON	STATUS	MADE BY	DEPARTMENT	COMMENTS
7/27/2015 3:39 PM	Submitted	Williams, Serenity D	1100 - City Manager's Admin	

If you are reviewing the timesheet and are authorized to edit it, you may click the red **Edit** button in the top-right border of the display. The timesheet will be enabled for editing.

To review employee information, pay period totals and accrual balances, click the word *expand* near the top-right of the display (below the **Print** button).

If a blue line appears under a time entry, the employee has entered a comment regarding the hours. Using your mouse, hover over the entry and the comment will appear on the screen for your review.

Once the time has been reviewed and you are ready to approve or reject the time entry, you will close the window using the red X in the top right hand corner. You also have the option of printing the Employee Timesheet Report from this screen prior to closing the window. Click the **PRINT** button at the top of the page and the report will generate in the pop up window. From here you can send the report to your printer.

Another option for printing the Employee Timesheet Report is to use the print icon in the Print column. You can choose to print the report for all employees in the department by clicking on the icon in the row for the Department or you can choose to print just an individual's report by clicking on the icon in the row with the employee's name.

Once time has been reviewed, you will now either reject or approve the time entered. If an employee has made an error in their time entry that you wish them to fix, click the red X in the row next to their name in the **REJECT** column. A pop up similar to the following will appear.

Fill out the comments to send the employee a notice:


EMPLOYEE

EMAIL

No email address on record, notification will not be sent.

COMMENTS

If the employee's email has been set up, not only will the time be rejected, but a notification of the rejection will be sent to the email on file. If the email has not been set up, the time will just be rejected and any comments completed by you will only appear on the employee's time entry screen in eTimesheets. The COMMENTS section is not required, but is recommended so that the employee knows why the time was rejected and corrections can be made. Click CONFIRM to reject the time.

If you wish to Approve an employee's time, click on the word APPROVE at the bottom of the detail pop up or the green checkmark in the row next to their name in the APPROVE column on the summary screen. Time is now approved and the green checkmark is replaced with the word Approved. If the approval was added in error, you can remove the approval by clicking on  symbol in the Cancel column. Once time has been imported by your payroll department, this option is no longer available.

If all of the employees in your department(s) have submitted time and you have approved time for all of them, you are now finished with the approval process. However, if any of your employees did not enter time for the period, you must now complete your payroll. Under Approvals, change the status from In Process to Completed and click APPLY. This will signal to the payroll department that departmental time is finished even if some employees did not have time entered.

FILTER

DEPARTMENT

All Departments ▾

STATUS

All Statuses ▾

APPLY

APPROVALS

DEPARTMENT STATUS

Completed ▾

APPLY