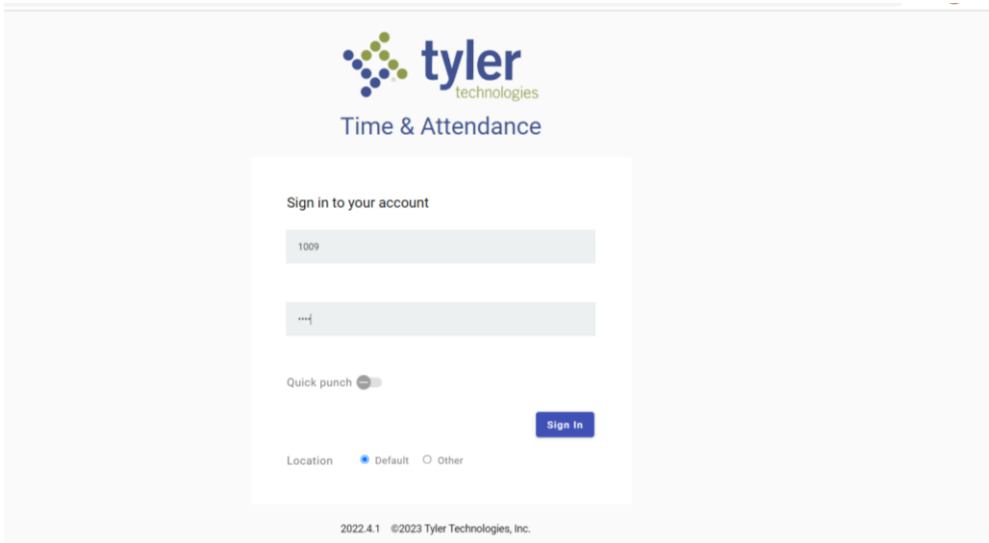


TIME AND ATTENDANCE TIME ENTRY AND TIME OFF REQUESTS

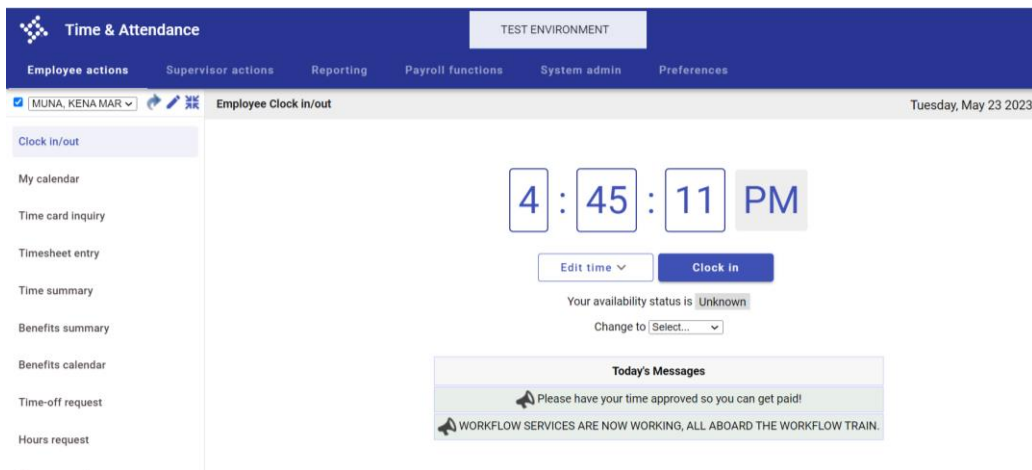
SIGN IN VIA ESS OR CLICK ON TIME AND ATTENDANCE URL

USER NAME IS EMPLOYEE ID NUMBER, FIRST TIME PASSWORD IS EMPLOYEE ID NUMBER



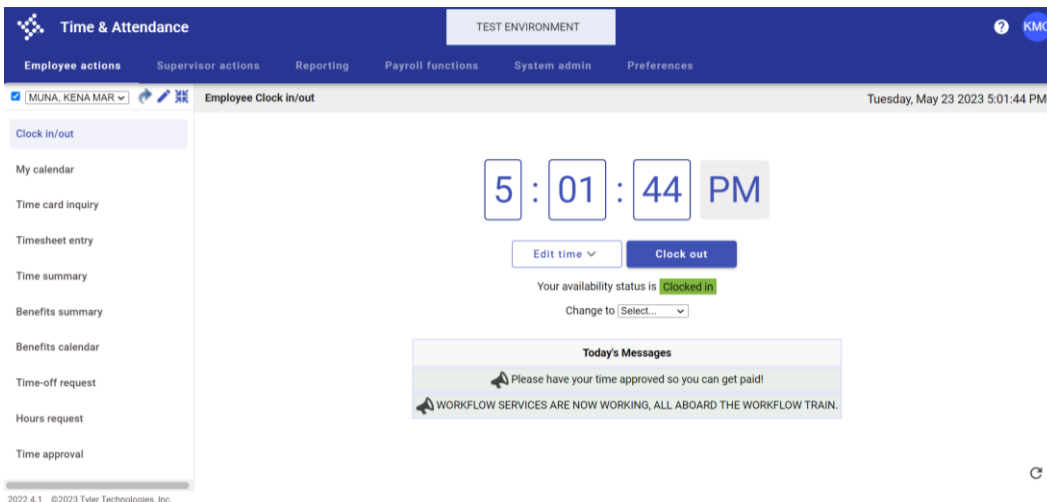
The image shows the sign-in page for Tyler Technologies' Time & Attendance system. At the top is the Tyler Technologies logo and the text "Time & Attendance". Below this is a "Sign in to your account" section with two input fields: one for the employee ID (containing "1009") and one for the password (containing "1009"). There is a "Quick punch" toggle switch and a "Sign In" button. At the bottom, there is a "Location" section with radio buttons for "Default" (selected) and "Other". The footer contains the text "2022.4.1 ©2023 Tyler Technologies, Inc."

ON LEFT SIDE UNDER CLOCK IN/OUT TAB, CLICK ON CLOCK IN.



The image shows the "Employee Clock in/out" screen in a test environment. The top navigation bar includes "Time & Attendance" and "TEST ENVIRONMENT". Below the navigation bar are tabs for "Employee actions", "Supervisor actions", "Reporting", "Payroll functions", "System admin", and "Preferences". The user is identified as "MUNA, KENA MAR" and the date is "Tuesday, May 23 2023". The main content area shows a digital clock displaying "4 : 45 : 11 PM". Below the clock are "Edit time" and "Clock in" buttons. The availability status is "Unknown" with a "Change to" dropdown menu. A "Today's Messages" section contains two messages: "Please have your time approved so you can get paid!" and "WORKFLOW SERVICES ARE NOW WORKING, ALL ABOARD THE WORKFLOW TRAIN."

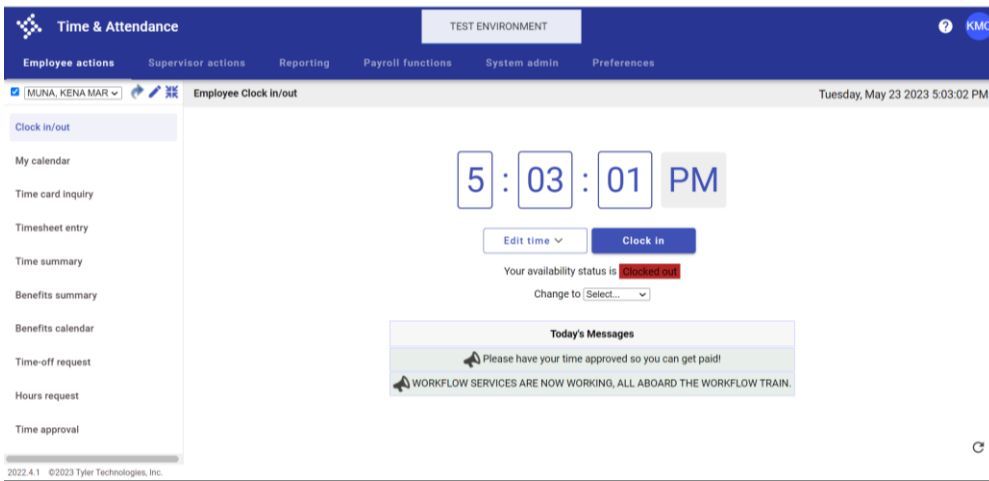
THE AVAILABILITY STATUS CHANGES TO CLOKED IN.



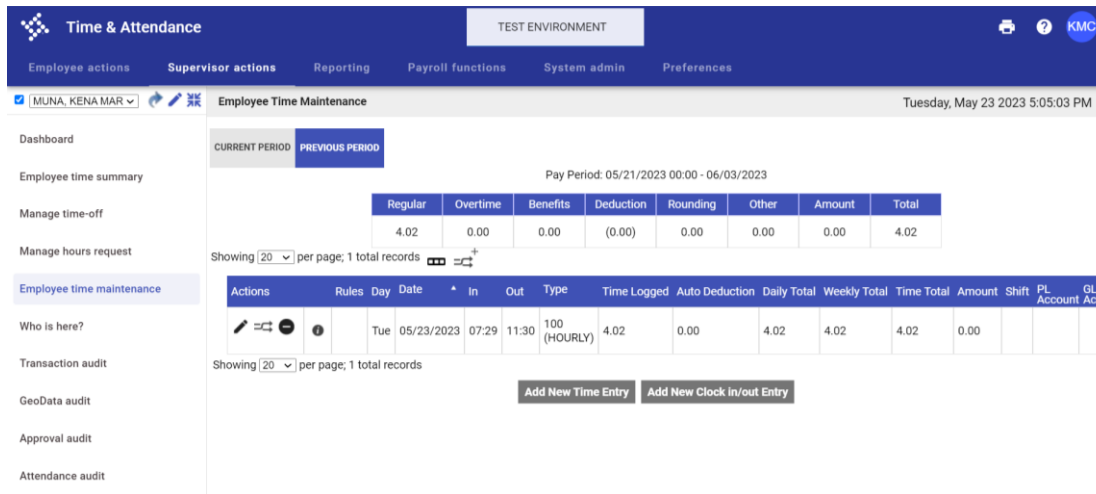
The image shows the "Employee Clock in/out" screen after the user has clocked in. The digital clock now displays "5 : 01 : 44 PM". The "Clock out" button is now visible, and the availability status has changed to "Clocked in" (highlighted in green). The "Today's Messages" section remains the same. The footer contains the text "2022.4.1 ©2023 Tyler Technologies, Inc." and a small "G" icon in the bottom right corner.

TIME AND ATTENDANCE TIME ENTRY AND TIME OFF REQUESTS

YOU CAN CLOCK OUT FOR LUNCH OR AT END OF THE DAY. STATUS SHOWS CLOCKED OUT.



CLICK ON TIME SUMMARY TO VIEW HOURS SUMMARY BY DAY. (SHOWS CLOCK IN/OUT)



CLICK ON TIME SUMMARY TO VIEW HOURS SUMMARY BY DAY. (SHOWS TIMESHEET ENTRY)

TIME AND ATTENDANCE TIME ENTRY AND TIME OFF REQUESTS

My calendar

Time card inquiry

Timesheet entry

Time summary

Benefits summary

Benefits calendar

Time-off request

Hours request

Time approval

Pay Period: 04/23/2023 - 05/06/2023

Regular	Overtime	Benefits	Deduction	Rounding	Other	Amount	Total
72.00	0.00	0.00	(0.00)	0.29	8.00	0.00	80.00

Showing 20 per page; 13 total records

NOTE: Time Entries for this pay period have been exported to payroll and are only available to view through the History tabs of Time Inquiry or Timesheet Approval

Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Weekly Total	Time Total	Amount	Shift PL	GL Account	Allocation Code
365 (AUSTERITY)	Mon	04/24/2023				8.00	0.00	8.00	8.00	8.00	0.00			
100 (HOURLY)	Tue	04/25/2023	08:20	16:30		8.25	0.00	8.25	16.25	16.25	0.00			
100 (HOURLY)	Wed	04/26/2023	07:39	16:30		8.75	0.00	8.75	25.00	25.00	0.00			
100 (HOURLY)	Thu	04/27/2023	07:46	11:30		3.75	0.00	3.75	28.75	28.75	0.00			
100 (HOURLY)	Thu	04/27/2023	12:33	16:30		4.00	0.00	7.75	32.75	32.75	0.00			
100 (HOURLY)	Fri	04/28/2023	07:47	15:00		7.25	0.00	7.25	40.00	40.00	0.00			

YOU CAN CLICK ON TIMESHEET ENTRY TO ENTRY AUSTERITY PAY CODE, ANNUAL LEAVE PAY CODE OR SICK PAY CODE, ETC.

Clock in/out

My calendar

Time card inquiry

Timesheet entry

Time summary

Benefits summary

Benefits calendar

Time-off request

Hours request

Time approval

Pay Period: 05/07/2023 - 05/20/2023

Some Time Entries were not duplicated due to restrictions on the Pay Code

Actions	Date	Start Time	End Time	Duration [HH:MM or HH.MM]	Amount [0.00]	Type	Allocation Code
	Mon 05/08/2023	07:30		8.00		365 (AUSTERITY)	
	Tue 05/09/2023	07:30	11:33			300 (ANNUAL LEAVE)	
	Tue 05/09/2023	12:35	16:30			305 (SICK LEAVE)	
	Wed 05/10/2023	07:30	15:30			210 (COMP OT 1.5)	
	Thu 05/11/2023	07:30	15:30			100 (HOURLY)	
	Fri 05/12/2023	07:30				202 (MANUAL OVERTIME 1.1)	
	Fri 05/12/2023	07:30	15:30			100 (HOURLY)	

Save Reset

AN EXEMPT EMPLOYEE CAN HAVE DEFAULT TIME SHEET AND ENTER AND SAVE TIME INSTEAD OF CLOCK IN/OUT.

Time card inquiry

Timesheet entry

Time summary

Benefits summary

Benefits calendar

Time-off request

Hours request

Time approval

Pay Period: 05/21/2023 - 06/03/2023

Actions	Date	Start Time	End Time	Duration [HH:MM or HH.MM]	Amount [0.00]	Type	Comment
	Mon 05/22/2023	07:30		8.00		120 (APPOINTED)	
	Tue 05/23/2023	07:30		8.00		120 (APPOINTED)	
	Wed 05/24/2023	07:30		8.00		120 (APPOINTED)	
	Thu 05/25/2023	07:30		8.00		120 (APPOINTED)	
	Fri 05/26/2023	07:30		8.00		120 (APPOINTED)	
	Mon 05/29/2023	07:30		8.00		120 (APPOINTED)	
	Tue 05/30/2023	07:30		8.00		120 (APPOINTED)	
	Wed 05/31/2023	07:30		8.00		120 (APPOINTED)	
	Thu 06/01/2023	07:30		8.00		120 (APPOINTED)	
	Fri 06/02/2023	07:30		8.00		120 (APPOINTED)	

05/07/2023 - 05/20/2023 Duplicate timesheet from history Save Reset

IF EXEMPT EMPLOYEE HAS NO DEFAULT TIMESHEET ASSIGNED, ENTER START AND END DATE BY DAY.

YOU CAN USE THE PLUS BUTTON OR DUPLICATE BUTTON TO ADD DAYS

TIME AND ATTENDANCE TIME ENTRY AND TIME OFF REQUESTS

CLICK ON SAVE BUTTON ON BOTTOM OF PAGE TO SAVE TIMESHEET ENTRIES.

FOR APPOINTED PAY CODE, ONLY NEED TO ENTER TOTAL HOURS BY DAY. THEN ABLE TO VIEW IN TIME INQUIRY.

TIME CARD INQUIRY SHOW HOURS BY DAY AND TOTAL BY EACH WEEK AFTER SAVE.

TIME AND ATTENDANCE TIME ENTRY AND TIME OFF REQUESTS

My calendar

Time card inquiry

Timesheet entry

Time summary

Benefits summary

Benefits calendar

Time-off request

Hours request

Time approval

Regular	Overtime	Benefits	Deduction	Rounding	Other	Amount	Total
72.00	0.00	0.00	(0.00)	0.00	8.00	0.00	80.00

Pay Period: 05/07/2023 00:00 - 05/20/2023

Showing 20 per page; 10 total records

Actions	Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Amount	Shift	JOB CLASS CODE	Comment
		Mon	05/08/2023			365 (AUSTERITY)	8.00	0.00	8.00	8.00	0.00		9051 (DIRECTOR OF PERSONNEL)	
		Tue	05/09/2023			120 (APPOINTED)	8.00	0.00	8.00	16.00	0.00		9051 (DIRECTOR OF PERSONNEL)	
		Wed	05/10/2023			120 (APPOINTED)	8.00	0.00	8.00	24.00	0.00		9051 (DIRECTOR OF PERSONNEL)	
		Thu	05/11/2023			120 (APPOINTED)	8.00	0.00	8.00	32.00	0.00		9051 (DIRECTOR OF PERSONNEL)	
		Fri	05/12/2023			120 (APPOINTED)	8.00	0.00	8.00	40.00	0.00		9051 (DIRECTOR OF PERSONNEL)	
		Mon	05/15/2023			120 (APPOINTED)	8.00	0.00	8.00	48.00	0.00		9051 (DIRECTOR OF PERSONNEL)	
		Tue	05/16/2023			120 (APPOINTED)	8.00	0.00	8.00	56.00	0.00		9051 (DIRECTOR OF PERSONNEL)	
													9051 (DIRECTOR OF PERSONNEL)	

TIME CARD INQUIRY SHOW HOURS BY DAY FOR CLOCK IN/OUT AND RUNNING TOTAL BY EACH WEEK.

Clock in/out

My calendar

Time card inquiry

Timesheet entry

Time summary

Benefits summary

Benefits calendar

Time-off request

Hours request

Time approval

Regular	Overtime	Benefits	Deduction	Rounding	Other	Amount	Total
72.00	0.00	0.00	(0.00)	0.29	8.00	0.00	80.00

Pay Period: 04/23/2023 - 05/06/2023

Showing 20 per page; 13 total records

NOTE: Time Entries for this pay period have been exported to payroll and are only available to view through the History tabs of Time Inquiry or Timesheet Approval

Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Weekly Total	Time Total	Amount	Shift	PL Account	GL Account Code	Allocat
	Mon	04/24/2023			365 (AUSTERITY)	8.00	0.00	8.00	8.00	8.00	0.00				
	Tue	04/25/2023	08:20	16:30	100 (HOURLY)	8.25	0.00	8.25	16.25	16.25	0.00				
	Wed	04/26/2023	07:39	16:30	100 (HOURLY)	8.75	0.00	8.75	25.00	25.00	0.00				
	Thu	04/27/2023	07:46	11:30	100 (HOURLY)	3.75	0.00	3.75	28.75	28.75	0.00				
	Thu	04/27/2023	12:33	16:30	100 (HOURLY)	4.00	0.00	7.75	32.75	32.75	0.00				
	Fri	04/28/2023	07:47	15:00	100 (HOURLY)	7.25	0.00	7.25	40.00	40.00	0.00				

TIME AND ATTENDANCE TIME ENTRY AND TIME OFF REQUESTS APPROVALS

APPROVALS ARE COMPLETED UNDER THE PREVIOUS PERIOD TAB. NOTE PAY PERIOD DATES.

ONCE TIME REVIEWED AND COMPLETED, CLICK ON TIME APPROVAL BUTTON LEFT SIDE. ENTER INITIALS IN BOX AND CLICK ON 'APPROVE AND SUBMIT' BUTTON.

my calendar

Time card inquiry

Timesheet entry

Time summary

Benefits summary

Benefits calendar

Time-off request

Hours request

Time approval

CURRENT PERIOD PREVIOUS PERIOD HISTORY

Pay Period: 05/07/2023 00:00 - 05/20/2023

Regular	Overtime	Benefits	Deduction	Rounding	Other	Amount	Total
72.00	0.00	0.00	(0.00)	0.00	8.00	0.00	80.00

Initials: Approve & Submit

Please enter your initials and click the approve button. MUST HAVE Time approved by employee and supervisor!!

Pay Period Approval		
Regular Time	Employee	Approvers
72.00		

Showing 20 per page; 10 total records

Actions	All	Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Amount	JOB CLASS CODE	Shift Comment	Employee	Approvers
	<input checked="" type="checkbox"/>		Mon	05/08/2023			365 (AUSTERITY)	8.00	0.00	8.00	8.00	0.00	9051 (DIRECTOR OF PERSONNEL)			
	<input checked="" type="checkbox"/>		Tue	05/09/2023			120 (APPOINTED)	8.00	0.00	8.00	16.00	0.00	9051 (DIRECTOR OF PERSONNEL)			
	<input checked="" type="checkbox"/>		Wed	05/10/2023			120 (APPOINTED)	8.00	0.00	8.00	24.00	0.00	9051 (DIRECTOR OF PERSONNEL)			
	<input checked="" type="checkbox"/>		Thu	05/11/2023			120 (APPOINTED)	8.00	0.00	8.00	32.00	0.00	9051 (DIRECTOR OF PERSONNEL)			
	<input checked="" type="checkbox"/>		Fri	05/12/2023			120 (APPOINTED)	8.00	0.00	8.00	40.00	0.00	9051 (DIRECTOR OF PERSONNEL)			
	<input checked="" type="checkbox"/>		Mon	05/15/2023			120 (APPOINTED)	8.00	0.00	8.00	48.00	0.00	9051 (DIRECTOR OF PERSONNEL)			
	<input checked="" type="checkbox"/>		Tue	05/16/2023			120 (APPOINTED)	8.00	0.00	8.00	56.00	0.00	9051 (DIRECTOR OF PERSONNEL)			
	<input checked="" type="checkbox"/>		Wed	05/17/2023			120 (APPOINTED)	8.00	0.00	8.00	64.00	0.00	9051 (DIRECTOR OF PERSONNEL)			
	<input checked="" type="checkbox"/>		Thu	05/18/2023			120 (APPOINTED)	8.00	0.00	8.00	72.00	0.00	9051 (DIRECTOR OF PERSONNEL)			

REGULAR HOURS DISPLAY IN BOX IN APPROVAL BOX. ALSO, THE EMPLOYEE COLUMN NOW SHOWS GREEN CHECK SINCE APPROVED.

Timesheet entry

Time summary

Benefits summary

Benefits calendar

Time-off request

Hours request

Time approval

CURRENT PERIOD PREVIOUS PERIOD HISTORY

Submitted: 05/23/2023 17:39:42

Regular	Overtime	Benefits	Deduction	Rounding	Other	Amount	Total
72.00	0.00	0.00	(0.00)	0.00	8.00	0.00	80.00

Initials: Approve & Submit

Please enter your initials and click the approve button. MUST HAVE Time approved by employee and supervisor!!

Pay Period Approval		
Regular Time	Employee	Approvers
72.00	VFT	

Showing 20 per page; 10 total records

Actions	All	Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Amount	JOB CLASS CODE	Shift Comment	Employee	Approvers
	<input checked="" type="checkbox"/>		Mon	05/08/2023			365 (AUSTERITY)	8.00	0.00	8.00	8.00	0.00	9051 (DIRECTOR OF PERSONNEL)			
	<input checked="" type="checkbox"/>		Tue	05/09/2023			120 (APPOINTED)	8.00	0.00	8.00	16.00	0.00	9051 (DIRECTOR OF PERSONNEL)			
	<input checked="" type="checkbox"/>		Wed	05/10/2023			120 (APPOINTED)	8.00	0.00	8.00	24.00	0.00	9051 (DIRECTOR OF PERSONNEL)			
	<input checked="" type="checkbox"/>		Thu	05/11/2023			120 (APPOINTED)	8.00	0.00	8.00	32.00	0.00	9051 (DIRECTOR OF PERSONNEL)			
	<input checked="" type="checkbox"/>		Fri	05/12/2023			120 (APPOINTED)	8.00	0.00	8.00	40.00	0.00	9051 (DIRECTOR OF PERSONNEL)			
	<input checked="" type="checkbox"/>		Mon	05/15/2023			120 (APPOINTED)	8.00	0.00	8.00	48.00	0.00	9051 (DIRECTOR OF PERSONNEL)			
	<input checked="" type="checkbox"/>		Tue	05/16/2023			120 (APPOINTED)	8.00	0.00	8.00	56.00	0.00	9051 (DIRECTOR OF PERSONNEL)			
	<input checked="" type="checkbox"/>		Wed	05/17/2023			120 (APPOINTED)	8.00	0.00	8.00	64.00	0.00	9051 (DIRECTOR OF PERSONNEL)			
	<input checked="" type="checkbox"/>		Thu	05/18/2023			120 (APPOINTED)	8.00	0.00	8.00	72.00	0.00	9051 (DIRECTOR OF PERSONNEL)			

TIME AND ATTENDANCE TIME ENTRY AND TIME OFF REQUESTS

FUTURE TIME OFF REQUESTS

CLICK ON BENEFIT SUMMARY LEFT SIDE TAB TO VIEW ANNUAL AND SICK BALANCES

Benefits Summary

executime.dof.gov.mp.7140/ExecuTime/BenefitsSummaryTotal.do?roleBasedTaskId=4

Time & Attendance TEST ENVIRONMENT

Employee actions Supervisor actions Reporting Payroll functions System admin Preferences

4486 DAVIS Benefits Summary Friday, May 26 2023 11:44:12 AM

Clock in/out

My calendar

Time card inquiry

Timesheet entry

Time summary

Benefits summary

Benefits calendar

Time-off request

Hours request

Time approval

Actions	Benefit Type	Benefit Description	Current Balance	Days/Hours	Approved	Pending	Used	Remaining	Acc. Type
🕒	1	LEAVE	120.50	Hours	0.00	0.00	40.00	80.50	Pay Period
🕒	2	SICK	97.00	Hours	0.00	0.00	0.00	97.00	Pay Period

2022.4.1 ©2023 Tyler Technologies, Inc.

CLICK ON TIME OFF REQUEST LEFT SIDE BUTTON TO SUBMIT FUTURE REQUESTS.

Employee Time-Off Request

executime.dof.gov.mp.7140/ExecuTime/MyTimeOffRequestList.action?roleBasedTaskId=6

Time & Attendance TEST ENVIRONMENT

Employee actions Supervisor actions Reporting Payroll functions System admin Preferences

4486 DAVIS Time-Off Request Friday, May 26 2023 11:44:34 AM

Clock in/out

My calendar

Time card inquiry

Timesheet entry

Time summary

Benefits summary

Benefits calendar

Time-off request

Hours request

Time approval

Actions	Employee id	Name	Day	Start time	Duration	Type	Status	Creation date	Comment
No time-off requests									

Comment:

javascriptvoid(0); technologies, inc.

TIME AND ATTENDANCE TIME ENTRY AND TIME OFF REQUESTS

ENTER START AND END DATE FOR EACH DAY. ENTER NUMBER OF HOURS IN BENEFIT TIME FIELD.

Employee: DAVIS, SHALEE M (4486)

Benefit Type: 300 (ANNUAL LEAVE)

Start Date: 05/26/2023

End Date: 05/26/2023

Start Time: 07:30

Benefit Time: 8.00 (in min) or (in min) Days should be in daily format (0-99) and minutes should be in fractional format (.25, .50, .75 & or .00)

MUNIS LOCATION: 1701 (SECRETARY OF FINANCE)

WORK GROUP: 6000 (EXCEPTED SERVICE/CONTRACT)

JOB CLASS CODE: 1676 (BUSINESS SYSTEM ANALYST)

Shift:

Activity Codes:

Allocation Code:

PL Account:

GL Account:

Comment:

Buttons: Save, Reset, Back

CLICK ON SAVE, RECORD WILL BE DISPLAY WITH STATUS NOT APPROVED.

Employee: DAVIS, SHALEE M (4486)

Showing 20 per page; 1 total records

Actions	Employee id	Name	Day	Start time	Duration	Type	Status	Creation date	Comment
	4486	DAVIS, SHALEE M (4486)	Fri	05/26/2023 07:30	8.00	300 (ANNUAL LEAVE)		05/26/2023 11:49	

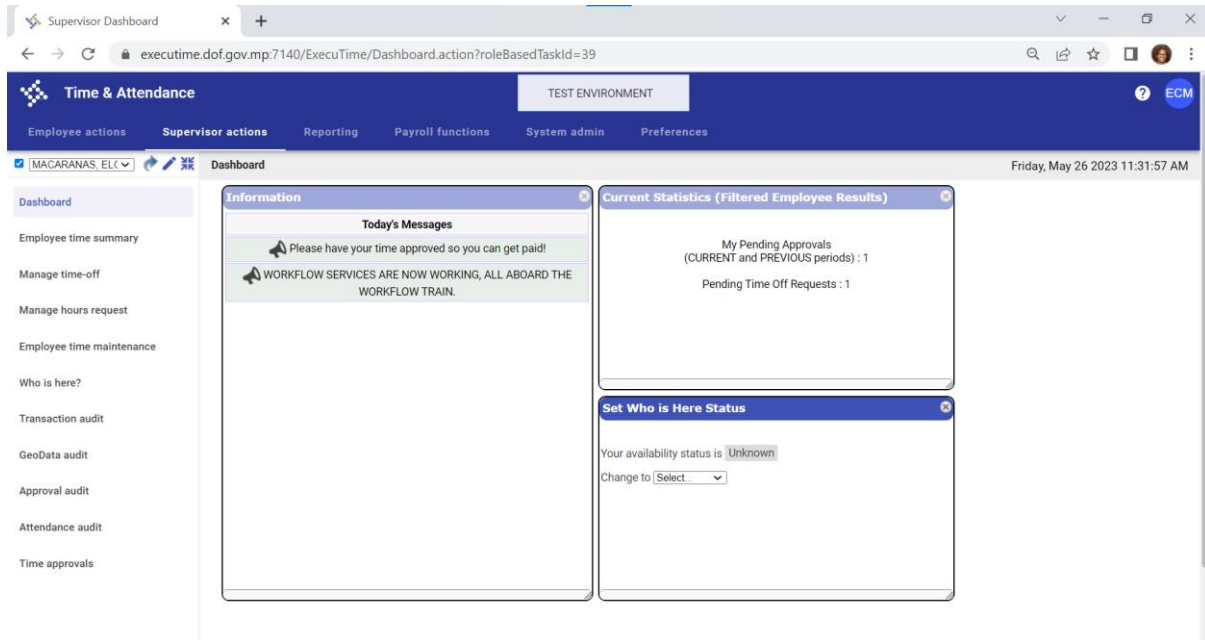
Showing 20 per page; 1 total records

Comment:

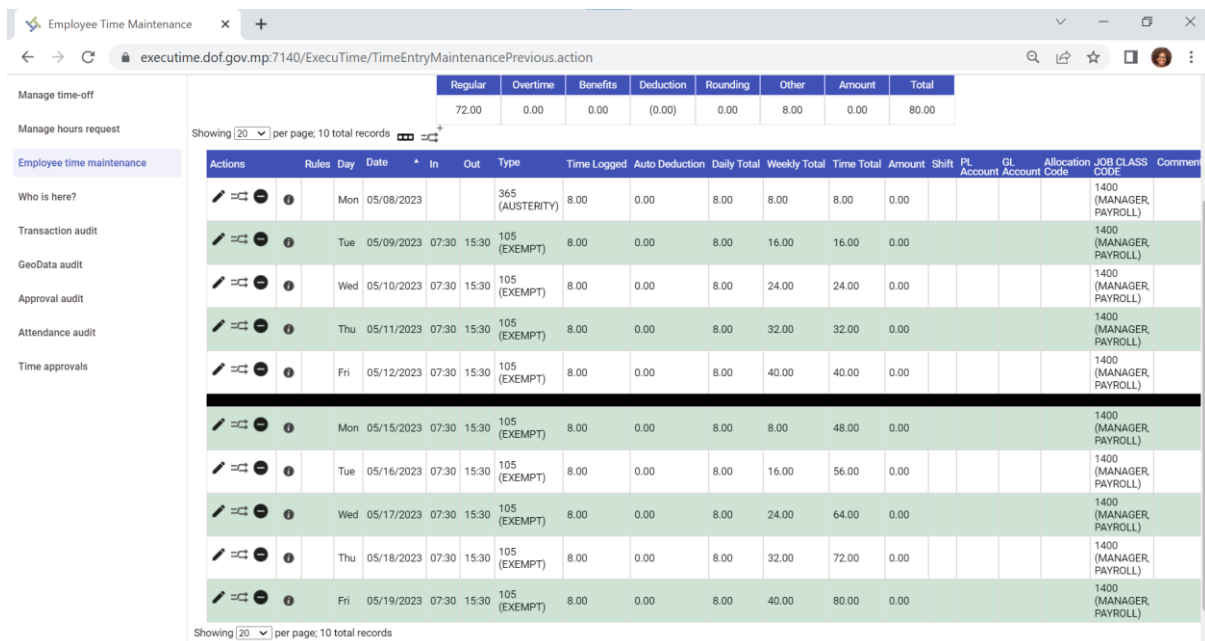
TIME AND ATTENDANCE TIME ENTRY AND TIME OFF REQUESTS SUPERVISOR APPROVALS

CLICK ON SUPERVISOR ACTIONS WHICH AUTOMATICALLY DISPLAYS DASHBOARD AND SHOWS PENDING APPROVALS.

UNCHECK FILTER TO SEE PENDING APPROVALS FOR YOUR EMPLOYEES



THEN CLICK ON EMPLOYEE TIME MAINTENANCE ON LEFT SIDETO VIEW TIME SUMMARY CAN CLICK ON PENCIL TO EDIT TIME, OR ON BUTTONS ON BOTTOM OF SCREEN ADD TIME ENTRY RECORDS FOR EACH DAY.



TIME AND ATTENDANCE TIME ENTRY AND TIME OFF REQUESTS

CLICK ON TIME APPROVALS ON LEFT SIDE TO CAN VIEW TIME SUMMARY AND APPROVAL FOR EACH EMPLOYEE. MAKE SURE TO CLICK ON PREVIOUS PERIOD TAB

ENTER INITIALS UNDER APPROVAL TYPE APPROVER AND ANY COMMENTS AND CLICK ON APPROVE.

AFTER APPROVAL, APPROVERS COLUMN WILL TURN GREEN.

TIME AND ATTENDANCE TIME ENTRY AND TIME OFF REQUESTS

Bulk Approvals for Supervisors/Timekeepers

Under the Supervisor Actions column click on Employee time summary

The screenshot shows the 'Time & Attendance' system interface. The top navigation bar includes 'Employee actions', 'Supervisor actions', 'Reporting', and 'Payroll fu'. The 'Supervisor actions' menu is open, showing options like 'Dashboard', 'Employee time summary', 'Manage time-off', 'Manage hours request', 'Employee time maintenance', 'Who is here?', 'Transaction audit', 'GeoData audit', 'Approval audit', 'Attendance audit', and 'Time approvals'. The 'Employee time summary' option is selected.

The main content area displays the 'Employee Time Summary (Filtered Employee Re' page. It includes a filter dropdown set to 'FS', a refresh icon, and a search icon. Below this, there are tabs for 'CURRENT PERIOD', 'PREVIOUS PERIOD', and 'HISTORY'. A pagination control shows 'Page:1 of 2 at 20 per page; 25 total recor'. A table with columns 'All', 'Violations', 'Employee', and 'Approver' is displayed. The table contains 15 rows of data, each with a search icon, a checkbox, and status indicators (green checkmarks or red exclamation marks) in the 'Violations', 'Employee', and 'Approver' columns.

	All	Violations	Employee	Approver
<input type="checkbox"/>	<input type="checkbox"/>	!	!	!
<input type="checkbox"/>	<input type="checkbox"/>	!	!	!
<input type="checkbox"/>	<input type="checkbox"/>	!	!	!
<input type="checkbox"/>	<input type="checkbox"/>	!	!	!
<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	!
<input type="checkbox"/>	<input type="checkbox"/>	!	!	!
<input type="checkbox"/>	<input type="checkbox"/>	✓	!	!
<input type="checkbox"/>	<input type="checkbox"/>	✓	!	!
<input type="checkbox"/>	<input type="checkbox"/>	!	!	!
<input type="checkbox"/>	<input type="checkbox"/>	!	!	!
<input type="checkbox"/>	<input type="checkbox"/>	✓	!	!
<input type="checkbox"/>	<input type="checkbox"/>	!	!	!
<input type="checkbox"/>	<input type="checkbox"/>	!	!	!
<input type="checkbox"/>	<input type="checkbox"/>	!	!	!
<input type="checkbox"/>	<input type="checkbox"/>	✓	!	!

Click on All Checkbox if you want to select all or simply click on the checkbox on which rows you want to approve for.

TIME AND ATTENDANCE TIME ENTRY AND TIME OFF REQUESTS

Page: 1 of 2 at 20 per page; 25 total records

Approval Type: Approver Initials:

Approve & Submit **Approve**

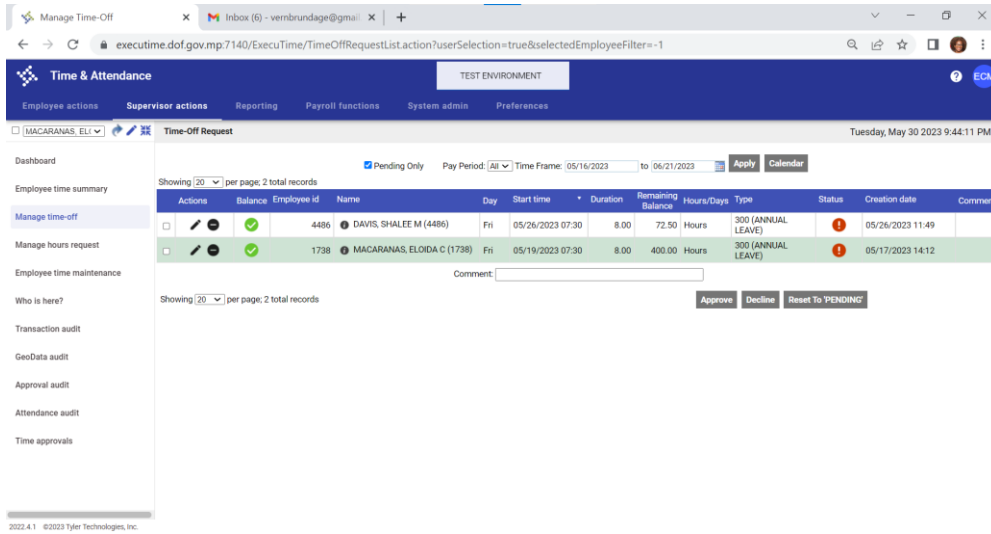
2022.4.1 ©2023 Tyler Technologies, Inc.

To finalize the approvals you have selected, scroll to the bottom of the page, put your initials in the initials box, and Click Approve

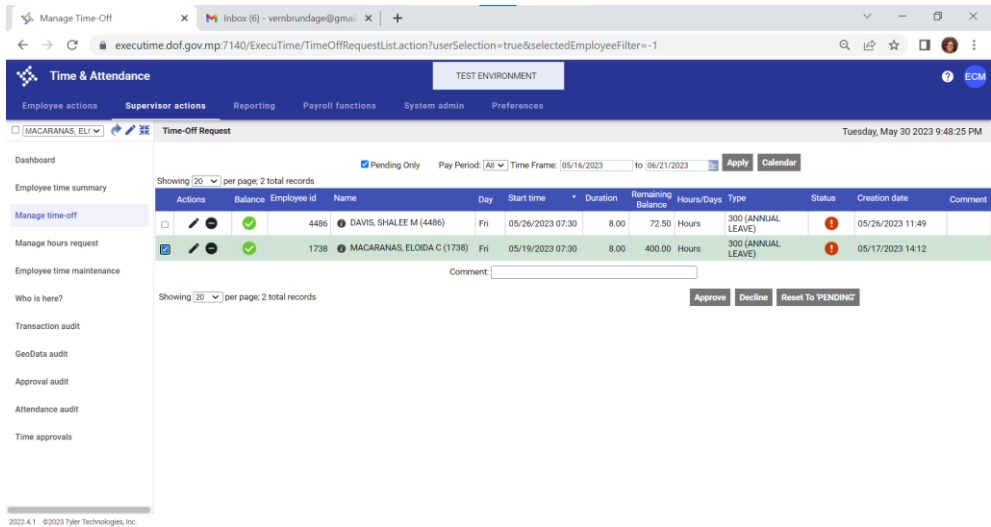
TIME AND ATTENDANCE TIME ENTRY AND TIME OFF REQUESTS

FUTURE TIME OFF REQUESTS

UNDER SUPERVISOR ACTIONS, CLICK ON 'MANGE TIME OFF' BUTTON ON LEFT SIDE



CLICK ON CHECK BOX, ENTER COMMENT, THEN CLICK ON APPROVE BUTTON.



EMPLOYEE WILL SEE TIME OFF REQUEST IS APPROVED WHEN VIEW UNDER TIME OFF REQUEST.

TIME AND ATTENDANCE TIME ENTRY AND TIME OFF REQUESTS

Employee: DAVIS, SHALEE M (4486)

Actions	Employee id	Name	Day	Start time	Duration	Type	Status	Creation date	Comment
	4486	DAVIS, SHALEE M (4486)	Fri	05/26/2023 07:30	8.00	300 (ANNUAL LEAVE)	Approved	05/26/2023 11:49	

TIME OFF WILL DISPLAY ON TIME CARD INQUIRY AND TIMESHEET ENTRY

Employee: DAVIS, SHALEE M (4486)

Pay Period: 05/21/2023 00:00 - 06/03/2023

Regular	Overtime	Benefits	Deduction	Rounding	Other	Amount	Total
8.00	0.00	8.00	(0.00)	0.00	0.00	0.00	8.00

Actions	Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Weekly Total	Time Total	Amount	Shift	Activity Codes	PL	GL	Allocation	JOB CLASS	Comment
		Fri	05/26/2023			300 (ANNUAL LEAVE)	8.00	0.00	8.00	8.00	8.00	0.00						1676 (BUSINESS SYSTEM ANALYST)	

TIME OFF WILL ALSO DISPLAY ON AND TIMESHEET ENTRY

Employee: DAVIS, SHALEE M (4486)

Pay Period: 05/21/2023 - 06/03/2023

Actions	Date	Start Time	End Time	Duration [H-H:MM or H-H:MM]	Amount [0.00]	Type	Activity Codes	Allocation Code
	Fri 05/26/2023	07:30		8.00		300 (ANNUAL LEAVE)		

05/07/2023 - 05/20/2023 Duplicate timesheet from history Save Reset