SIGN IN VIA ESS OR CLICK ON TIME AND ATTENDANCE URL USER NAME IS EMPLOYEE ID NUMBER, FIRST TIME PASSWORD IS EMPLOYEE ID NUMBER

Sign in to your account	Sign in to your account
····] Quick punch 💭	٠٠٠٩ Quick punch کے Location • Default • Other
	Sign in

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

🐝 Time & Attenda	ance		TEST	ENVIRONMENT		
Employee actions S						
MUNA, KENA MAR 🗸 🥐	Employee Clock	in/out				Tuesday, May 23 2023
Clock in/out						
My calendar						
Time card inquiry			4	4 : 45		
Timesheet entry				Edit time 🗸	Clock in	
Time summary				Your availability	status is Unknown	
Benefits summary				Change to	Select V	
Benefits calendar				Today's	s Messages	
Time-off request			-	Please have your time	approved so you can get paid!	
Hours request			WORKFLOW S	SERVICES ARE NOW WO	RKING, ALL ABOARD THE WORKFLOW TRAIN.	

THE AVAILABILIITY STATUS CHANGES TO CLOCKED IN.

Time & Attendance			т	EST ENVIRONMENT		🧿 KMC
Employee actions Superv						
MUNA, KENA MAR 🗸 🕐 🗡 💥	Employee Clock	in/out				Tuesday, May 23 2023 5:01:44 PM
Clock in/out						
My calendar						
Time card inquiry				5:01	: 44 PM	
Timesheet entry				Edit time 🗸	Clock out	
Time summary				Your availability	status is Clocked in	
Benefits summary				Change to	Select V	
Benefits calendar				Today	s Messages	
Time-off request				Please have your time	approved so you can get paid!	
Hours request				OW SERVICES ARE NOW WO	RKING, ALL ABOARD THE WORKFLOW TRAIN.	
Time approval						C
2022.4.1 ©2023 Tyler Technologies, Inc.						

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

STIME & Attend	dance		TES	T ENVIRONMENT		o 🚾
Employee actions						
MUNA, KENA MAR 🗸 🥏	Employee Cloc	k in/out				Tuesday, May 23 2023 5:03:02 PM
Clock in/out						
My calendar			Г			
Time card inquiry				5:03	: 01 PM	
Timesheet entry				Edit time 🗸	Clock in	
Time summary				Your availability	status is Clocked out	
Benefits summary				Change to	o Select V	
Benefits calendar				Today	r's Messages	
Time-off request				Please have your tim	e approved so you can get paid!	
Hours request			WORKFLOW	SERVICES ARE NOW W	ORKING, ALL ABOARD THE WORKFLOW TRAIN.	
Time approval						~
022.4.1 ©2023 Tyler Technologies	s, Inc.					G

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

Time & Attendance				T	TEST EN	VIRONME	NT						1	Ð	?	кмс
Employee actions Superv	visor actions F	Reporting					admin									
MUNA, KENA MAR 🗸 📌 🗡 💥	Employee Time Mai	ntenance										Tuesday,	May 23 2	2023 5	:05:03	3 PM
Dashboard		VIOUS PERIOD														
Employee time summary						Pay Perio	d: 05/21/202	3 00:00 - 06/0	3/2023							
Manage time-off		F	Regular	Overtime	Ber	nefits	Deduction	Rounding	Othe	r .	Amount	Total				
Manage hours request	Showing 20 v per	page; 1 total re	4.02	0.00 ==	0	0.00	(0.00)	0.00	0.00		0.00	4.02				
Employee time maintenance	Actions	Rules Day	Date 4	• In	Out	Туре	Time Logge	ed Auto Dedu	ction Da	aily Total	Weekly To	tal Time Total	Amount	Shift	PL Accol	GL Int Acc
Who is here?	∕≕≑⊜ (T ue	05/23/202	3 07:29	11:30	100 (HOURLY)	4.02	0.00	4.	02	4.02	4.02	0.00			
Transaction audit	Showing 20 🗸 per	page; 1 total re	ecords													
GeoData audit					Add	l New Tim	e Entry Ac	ld New Clock i	n/out En	try						
Approval audit																
Attendance audit																

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

My calendar								Pay Per	iod: 04/23/2023 -	05/06/2023 🗸)						
Time card inquiry					Regula	ar i	Overtime	Benefits [eduction Ro	unding	Other A	nount	Total				- 1
Timesheet entry	Showi	ng 20	✓ per	page; 13 tot	72.00 al record	s 🚥	0.00	0.00	(0.00)	0.29	8.00	0.00	80.00				- 1
Time summary	=⊄+	NOTE	Time	Entries for th	is pay pe	riod ha	ve been export	ed to payroll a	nd are only avail	able to view t	hrough the His	tory tabs of	Time Inqu	iry or	Timeshee	et Approv	al
Benefits summary		Rules	Day	Date 🔺	In	Out	Туре	Time Logge	d Auto Deductio	n Daily Total	Weekly Total	Time Total	Amount	Shift	PL Account	GL Account	Allocatio Code
Benefits calendar	0		Mon	04/24/2023			365 (AUSTERITY)	8.00	0.00	8.00	8.00	8.00	0.00				
Time-off request	0		Tue	04/25/2023	08:20	16:30	100 (HOURLY)	8.25	0.00	8.25	16.25	16.25	0.00				
Hours request	0		Wed	04/26/2023	07:39	16:30	100 (HOURLY)	8.75	0.00	8.75	25.00	25.00	0.00				
типе арргоча	0		Thu	04/27/2023	07:46	11:30	100 (HOURLY)	3.75	0.00	3.75	28.75	28.75	0.00				
	0		Thu	04/27/2023	12:33	16:30	100 (HOURLY)	4.00	0.00	7.75	32.75	32.75	0.00				
	0		Fri	04/28/2023	07:47	15:00	100 (HOURLY)	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		REVIOUS PERIOD							
1y calendar				Pay Pe	riod: 05/07/2023 - 05/20	0/2023			
ime card inquiry			Some T	ime Entries were i	not duplicated due to rest	trictions on the Pa	iy Code		
Imesheet entry									
lime summary	+ Actions	Date	🚯 Start Time	🚯 End Time	Duration [HH:MM or HH.MM]	Amount [0.00]	Туре		Allocation C
ine summary		Mon 05/08/2023 🏢	07:30		Hours Days 8.00		365 (AUSTERITY)	~	
lenefits summary		Tue 05/09/2023 🔢	07:30	11:33	🖲 Hours 🔿 Days				
enefits calendar		Tue 05/09/2023	12:35	16:30	Hours Days		365 (AUSTERITY) 100 (HOURLY)	~	
ime-off request	1	Wed 05/10/2023 📑	07:30	15:30	🖲 Hours 🔿 Days		100 (HOURLY)	~	
ours request		Thu 05/11/2023 📑	07:30	15:30	Hours O Days		100 (HOURLY)	~	
ime approval		Fri 05/12/2023 🏢	07:30		Hours Days 3.00		202 (MANUAL OVERTIME	1.1~	
		Fri 05/12/2023 📑	07:30	15:30	Hours Imp		100 (HOURLY)	~	
					Save Reset				0
									G

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

l'ime card inquiry				Pay Per	MLHS, FRANCES TENORIO	/2023			
Timesheet entry									
Time summary	+ Actions	Date	 Start Time 	🚯 End Time	Duration [HH:MM or HH.MM]	Amount [0.00]	Туре		Comment
Benefits summary	6	Mon 05/22/2023	07:30		Hours O Days 8.00		120 (APPOINTED)	~	
enefits calendar *	6	Tue 05/23/2023	07:30		Hours Days 8.00		120 (APPOINTED)	~	
ime-off request	6	Wed 05/24/2023	07:30		Hours O Days 8.00		120 (APPOINTED)	~	
ours request	6	Thu 05/25/2023	07:30		Hours Days 8.00		120 (APPOINTED)	~	
	6	Fri 05/26/2023	07:30		Hours O Days 8.00		120 (APPOINTED)	~	
*	6	Mon 05/29/2023	07:30		Hours Days 8.00		120 (APPOINTED)	~	
	6	Tue 05/30/2023	07:30		Hours O Days 8.00		120 (APPOINTED)	~	
	6	Wed 05/31/2023	07:30		Hours Days 8.00		120 (APPOINTED)	~	
	6	Thu 06/01/2023	07:30		Hours O Days 8.00		120 (APPOINTED)	~	
	6	Fri 06/02/2023	07:30		Hours Days 8.00		120 (APPOINTED)	~	
			05/07/2023	05/20/2023 -	Duplicate timesheet fror	n history Save	e 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 & Attendance		TEST ENVIRONMENT		? SMD
Employee actions Prefer	ences			
Clock in/out	Timesheet Entry			Tuesday, May 23 2023 5:00:10 PM
My calendar	CURRENT PERIOD PREVIOUS PERIOD			
Time card inquiry		Pay Period: 05/21/20	23 - 06/03/2023	
Timesheet entry				
Time summary	Actions Date Date	me 👔 End Time Duratio	n H.MM] Amount [0.00] Type	e Activity Codes
Benefits summary	Tue 05/23/2023 🛅 07:30	07:30	105 (EXEMPT)	~
Benefits calendar	05/07	/2023 - 05/20/2023 - Duplicate time	sheet from history Save Reset	
Time-off request				
Hours request				
Time approval				

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

My calendar	CURRENT PERIOD PREVIOUS PERIOD	
Time card inquiry	Pay Period: 05/07/2023 - 05/20/2023	
Timesheet entry		
Time summary	Actions Date () Start Time () End Time Duration [HH:MM or HH.MM] Amount [0.00] Type Comm	
Benefits summary	Mon 05/08/2023 🔝 07:30 PHours Days 120 (APPOINTED)	
Benefits calendar	Tue 05/09/2023 Save Confirmation Image: Days 120 (APPOINTED) Image: Days Image: Days <thimage: days<="" th=""> Image: Days</thimage:>	
Time-off request	Wed 05/10/2023 Saving the timesheet will result in overriding any previously entered	
Time-off request	Thu 05/11/2023 approvals. 120 (APPOINTED)	
Hours request	Are you sure you want to save? Days 120 (APPOINTED)	
Time approval	Yes No 05/15/2023	
	Tue 05/16/2023 07:30 8:00 120 (APPOINTED)	
	Wed 05/17/2023 O7:30 O	
	Thu 05/18/2023 07:30 Or:30 Of Hours 0 Days 120 (APPOINTED)	
	Fri 05/19/2023 07:30 Or:30 Or:30	
(1000 4.1 — 60000 Tudar Taskaslandan Jan	05/07/2023 - 05/20/2023 V Duplicate timesheet from history Save Reset	G

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

My calendar	CURRENT PERIOD	PREVIOUS PERIOD							
Time card inquiry				Pay Pe	riod: 05/07/2023 - 05/2	0/2023			
Timesheet entry									
Time summary	+ Actions	Date	👔 Start Time	🚯 End Time	Duration [HH:MM or HH.MM]	Amount [0.00]	Туре		Comment
Benefits summary	60	Mon 05/08/2023	07:30		Hours Days 8.00		120 (APPOINTED)	~	
Benefits calendar	6	Tue 05/09/2023 🃷	07:30		Hours Days 8.00		120 (APPOINTED)	v	
Time-off request	60	Wed 05/10/2023	07:30		Hours Days 8.00		120 (APPOINTED)	¥	
Time of request	6	Thu 05/11/2023	07:30		Hours O Days 8.00		120 (APPOINTED)	• [
Hours request	60	Fri 05/12/2023	07:30		Hours Days 8.00		120 (APPOINTED)	~	
Time approval	6	Mon 05/15/2023 🏬	07:30		Hours Days 8.00		120 (APPOINTED)	~	
	60	Tue 05/16/2023	07:30		Hours Days 8.00		120 (APPOINTED)	~	
	6	Wed 05/17/2023	07:30		Hours O Days 8.00		120 (APPOINTED)	•	
	60	Thu 05/18/2023	07:30		Hours Days 8.00		120 (APPOINTED)	~	
	60	Fri 05/19/2023 🏬	07:30		Hours O Days 8.00		120 (APPOINTED)	v]	
					Save Reset				C

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

My calendar	CURRENT P	PERIOD	PREV	IOUS PERIO	OD HISTORY												
Time card inquiry										Pay Peri	od: 05/07/202	3 00:00 - 05/20	/2023				
Timesheet entry								Regular	Overtime	Benefits	Deduction	Rounding	Other	Amount		Total	
Time summary	Showing	20 🗸	nern	age: 10 t	rotal records		+	72.00	0.00	0.00	(0.00)	0.00	8.00	0.00		80.00	
enefits summary	Actions		Rules	Day	Date •	ln	Out	Туре		Time Logged	Auto Deducti	ion Daily Total	Time Total	Amount	Shift	JOB CLASS	Cor
Benefits calendar	=4	0		Mon	05/08/2023			365 (AUST	ERITY)	8.00	0.00	8.00	8.00	0.00		9051 (DIRECTOR OF PERSONNEL)	
ime-off request lours request	=4	0		Tue	05/09/2023			120 (APPO	INTED)	8.00	0.00	8.00	16.00	0.00		9051 (DIRECTOR OF PERSONNEL)	
lime approval	=⊄	0		Wed	05/10/2023	8		120 (APPO	INTED)	8.00	0.00	8.00	24.00	0.00		9051 (DIRECTOR OF PERSONNEL)	
	====	0		Thu	05/11/2023			120 (APPO	INTED)	8.00	0.00	8.00	32.00	0.00		9051 (DIRECTOR OF PERSONNEL)	
	=4	0		Fri	05/12/2023	1		120 (APPO	INTED)	8.00	0.00	8.00	40.00	0.00		9051 (DIRECTOR OF PERSONNEL)	
	=	0		Mon	05/15/2023			120 (APPO	INTED)	8.00	0.00	8.00	48.00	0.00		9051 (DIRECTOR OF PERSONNEL)	
	=4	0		Tue	05/16/2023			120 (APPO	INTED)	8.00	0.00	8.00	56.00	0.00		9051 (DIRECTOR OF PERSONNEL)	
																9051	

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

Clock in/out	CURRE	INT PERI	OD PR	EVIOUS PERIO		RY											
My calendar								Pay Perio	od: 04/23/2023 - 0	05/06/2023 ~]						
Time card inquiry					Regu	lar	Overtime	Benefits D	eduction Rou	nding	Other A	mount	Total				
Timesheet entry	Showi	ng 20	∽ per	page; 13 to	72.0 tal recor	ds 🚥	0.00	0.00	(0.00) 0	.29	8.00	0.00	80.00				
Time summary	=4	NOTE:	Time	Entries for t	his pay p	eriod ha	ve been export	ed to payroll ar	nd are only availa	ble to view t	hrough the His	tory tabs of	Time Inqu	iry or	Timeshe	et Approv	al
Benefits summary		Rules	Day	Date	In	Out	Туре	Time Logged	Auto Deduction	Daily Total	Weekly Total	Time Total	Amount	Shift	PL Account	GL Account	Allocatio Code
Benefits calendar	0		Mon	04/24/202	3		365 (AUSTERITY)	8.00	0.00	8.00	8.00	8.00	0.00				
Time-off request	0		Tue	04/25/202	3 08:20	16:30	100 (HOURLY)	8.25	0.00	8.25	16.25	16.25	0.00				
Hours request	0		Wed	04/26/202	3 07:39	16:30	100 (HOURLY)	8.75	0.00	8.75	25.00	25.00	0.00				
	0		Thu	04/27/202	3 07:46	11:30	100 (HOURLY)	3.75	0.00	3.75	28.75	28.75	0.00				
	0		Thu	04/27/202	3 12:33	16:30	100 (HOURLY)	4.00	0.00	7.75	32.75	32.75	0.00				
	0		Fri	04/28/202	3 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 <u>APPROVALS</u>

APPROVALS ARE COMPLETED UNDER THE PREVIOUS PEROD 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	CURRENT P	PERIO	D PRI	EVIOUS P	ERIOD	HISTORY											
Time card inquiry									Pay Peri	od: 05/07/2023	00:00 - 05/2	0/2023					
w							Regular	Overtime	Benefits	Deduction Re	ounding	Other	Amount	Total			
Timesheet entry							72.00	0.00	0.00	(0.00)	0.00	8.00	0.00	80.00			
Time summary																	
Benefits summary									Initi	als: VFT	Approve & S	lubmit					
,						P	ease ent	er your initials a	nd click the app	rove button. MUS	ST HAVE Tir	ne approved b	oy employe	ee and supervisor!!			
Benefits calendar										Pay Period A	pproval						
Time-off request								Regul	lar Time	Employee		Approvers					
Hours request									72.00								
Hours request	Showing 2	20	per	page; 1	0 tota	al records 🗖	∍⇒⇒⁺										
Time approval	Actions			Rules	Day	Date *	In Out	Туре	Time Logged	Auto Deduction	n Daily Tota	I Time Total	Amount	JOB CLASS CODE	Shift	Comment Employee	Approvers
	⊐⇔		0		Mon	05/08/2023		365 (AUSTERITY)	8.00	0.00	8.00	8.00	0.00	9051 (DIRECTOR PERSONNEL))F	9	0
	==		0		Tue	05/09/2023		120 (APPOINTED)	8.00	0.00	8.00	16.00	0.00	9051 (DIRECTOR) PERSONNEL)	0F	0	0
	==		0		Wed	05/10/2023		120 (APPOINTED)	8.00	0.00	8.00	24.00	0.00	9051 (DIRECTOR PERSONNEL)	DF	0	0
	=		0		Thu	05/11/2023		120 (APPOINTED)	8.00	0.00	8.00	32.00	0.00	9051 (DIRECTOR) PERSONNEL)	DF	0	9
	⇒⇔		0		Fri	05/12/2023		120 (APPOINTED)	8.00	0.00	8.00	40.00	0.00	9051 (DIRECTOR PERSONNEL)	0F	•	9
	=		0		Mon	05/15/2023		120 (APPOINTED)	8.00	0.00	8.00	48.00	0.00	9051 (DIRECTOR PERSONNEL)	DF	0	9
	⇒⇔		0		Tue	05/16/2023		120 (APPOINTED)	8.00	0.00	8.00	56.00	0.00	9051 (DIRECTOR PERSONNEL))F	•	0
	==		0		Wed	05/17/2023		120 (APPOINTED)	8.00	0.00	8.00	64.00	0.00	9051 (DIRECTOR PERSONNEL))F	0	9
	=ct	-			Thu	0.5.14.0.100000		120	0.00	0.00	0.00	70.00	0.00	9051 (DIRECTOR	0F	•	•

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

Timesheet entry						Regular	Overtir	ne Benefits	Deduction	Rounding	Other	Amount	Total			
,						72.00	0.0	00.00	(0.00)	0.00	8.00	0.00	80.00			
me summary								Su	bmitted: 05/23	3/2023 17:39:4	42					
enefits summary								Ini	tials:	Approva 8.	Submit					
enefits calendar							lor upur initi	ale and aliek the an	areus hutten A		Subinit		as and supervisoril			
						Please en	ter your initi	ais and click the ap	prove button. N	NUST HAVE TH	ne approved i	by employ	ee and supervisor!!			
ne-off request							,	Regular Time	Pay Perio Emplo		Approvers					
urs request								72.00	VET							
me approval	Showing	20 .	✓ period	r page; 10 t	total records	m =ct ⁺										
	Actions	, All		Rules Da	ay Date 🧳	In Out	Туре	Time Logge	d Auto Deduc	tion Daily Tot	al Time Total	Amount	JOB CLASS CODE	Shift Comme	^{it} Employee	
	=\$		0	м	on 05/08/202	3	365 (AUSTERI	8.00	0.00	8.00	8.00	0.00	9051 (DIRECTOR OF PERSONNEL)			I
	==		0	π	ue 05/09/202	3	120	(ED) 8.00	0.00	8.00	16.00	0.00	9051 (DIRECTOR OF			Ì
	==		0	w	ed 05/10/202	3	120 (APPOINT	(ED) 8.00	0.00	8.00	24.00	0.00	9051 (DIRECTOR OF			ľ
	==		0	т	nu 05/11/202	3	120	8.00	0.00	8.00	32.00	0.00	9051 (DIRECTOR OF			h
	-17						(APPOINT 120	ED)			10.00		PERSONNEL) 9051 (DIRECTOR OF			ľ
			0	Fr	1 05/12/202	3	(APPOINT	ED) 8.00	0.00	8.00	40.00	0.00	PERSONNEL)		V	l
	==		0	м	on 05/15/202	3	(APPOINT	ED) ^{8.00}	0.00	8.00	48.00	0.00	PERSONNEL)			
	=		0	Tu	ue 05/16/202	3	120 (APPOINT	ED) 8.00	0.00	8.00	56.00	0.00	9051 (DIRECTOR OF PERSONNEL)		\bigcirc	
	==		0	w	ed 05/17/202	3	120 (APPOINT	ED) 8.00	0.00	8.00	64.00	0.00	9051 (DIRECTOR OF PERSONNEL)		~	
	==		0	т	nu 05/18/202	3	120 (APPOINT	ED) 8.00	0.00	8.00	72.00	0.00	9051 (DIRECTOR OF PERSONNEL)		0	1

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	×·	+				_							\sim	-	٥	×
\leftrightarrow \rightarrow C \triangleq execution	ne.dof.gov.m	np:7140/ExecuTime	e/BenefitsSummaryTot	al.do?rol	eBasedTaskId	=4						Q	Ê.	☆	•) :
🐝 Time & Attendance					TEST ENVIRO	NMENT									?	ECM
Employee actions Superv																
🗹 4486 DAVIS 🗸 🔶 🗡 💥	Benefits Sum	nmary										Fric	lay, Ma	y 26 20	23 11:44	12 AM
Clock in/out		ved pending declined	HISTORY													
My calendar					Em	ployee: DAVIS, S	HALEE M (4486)		\sim							
Time card inquiry	Actions	Benefit Type	Benefit Description		Current Balance	Days/Hours	Approved	Pending	Used		Remaining	Acc.	Туре			
Timesheet entry	8 Q	1	LEAVE		120.50	Hours	0.00)	0.00	40.00	80.50	Pay	Period			_
Time summary	۵ ۵	2	SICK		97.00	Hours	0.00)	0.00	0.00	97.00	Pay	Period			
Benefits summary																
Benefits calendar																
Time-off request																
Hours request																
Time approval																
2022.4.1 ©2023 Tyler Technologies, Inc.																

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

Semployee Time-Off Request	× +								\sim	-	٥	\times
\leftarrow \rightarrow C $$ executin	ne.dof.gov.mp:7140/Exec	uTime/MyTimeOffReque	stList.action?roleBa	sedTaskId=6					QÊ	☆	•	E
🐝 Time & Attendance			TEST	ENVIRONMENT							?	ECM
Employee actions Superv												
🗹 4486 DAVIS 🗸 🔶 🗡 💥	Time-Off Request								Friday, M	lay 26 2	023 11:44:	:34 AM
Clock in/out				Employee: Da	AVIS, SHALEE M (4486)		\sim					
My calendar	Actions Employee id	Name		Day	Start time •	Duration	Type Sta	atus Ci	eation date		Comment	
Time card inquiry	No time-off requests											
Timesheet entry			Comme	ent								
Time summary												
Benefits summary												
Benefits calendar												
Time-off request												
Hours request												
Time approval												
javascript:void(0); echnologies, 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.

Semployee Time-Off Request × +		~ - Ø ×
← → C	OffRequestAdd.do	९ 🖻 🖈 🔲 🌖 :
Employee actions Supervisor actions Reporting Playte	n runcitons system summin Prenerences	
4486 DAVIS V V R Add Time-Off Request		Friday, May 26 2023 11:49:04 AM
Clock in/out	Employee: DAVIS, SHALEE M (4486)	
My calendar	Benefit Type300 (ANNUAL LEAVE) V	
Time card inquiry	Start Date 05/26/2023	
Timesheet entry	End Date 05/26/2023	
Time summary	Start Time 07:30	
Benefits summary	Benefit Time [8.00] [hh.mm] Clays should be in daily format (0-99) and minutes should be in fractional format (.25, .50, .75 &/or .00))
Benefits calendar	MUNIS LOCATION 1701 (SECRETARY OF FINANCE)	
	WORK GROUP 6000 (EXCEPTED SERVICE/CONTRACT)	
Time-off request	JOB CLASS CODE 1676 (BUSINESS SYSTEM ANALYST)	
Hours request	Shift	
Time approval	Activity Codes C	
	Allocation Code C	
	PL Account C	
	GL Account	
	Comment	
	Save Reset Back	
2022.4.1 @2023 Tyler Technologies, inc.		G

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

Second Se	t × -	+								~ -	đ	×
← → C	me.dof.gov.m	ıp:7140/Ехесі	uTime/MyTimeOffReque	stList.action						Q @ ☆) E
🐝 Time & Attendance				TES	T ENVIRON	MENT					?	ECM
• Employee actions Super				System admin	Prefe	rences						
🗹 4486 DAVIS 🗸 🔶 🗡 💥	Time-Off Req	luest								Friday, May 26 2	2023 11:49:	:35 AM
Clock in/out		_			Empl	oyee: DAVIS, SHALEE M (4	4486)	\succ				
My calendar	Actions	 per page; 1 to Employee id 	Name		Day	Start time	 Duration 	Туре	Status	Creation date	Commen	ıt
Time card inquiry	/0	4486	DAVIS, SHALEE M (4486)		Fri	05/26/2023 07:30	8.	00 300 (ANNUAL LEAVE)	0	05/26/2023 11:49		
Timesheet entry				Com	ment							
Time summary	Showing 20	 per page; 1 to 	otal records									
Benefits summary												
Benefits calendar												
Time-off request												
Hours request												
Time approval												
2022.4.1 ©2023 Tyler Technologies, Inc.												

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.

Semployee Time Maintena	ince × +															\sim	- c	J.
\leftrightarrow \rightarrow C $($ \triangleq execu	time.dof.gov.mp:	7140/Exec	uTim	e/TimeEntr	yMain	tenan	cePrevious.a	action							Q	Ŀ?	☆□	6
Manage time-off					R	egular	Overtime	Benefits	Deduction	Rounding	Other	Amount	Total					
Manage hours request	Showing 20 V	per page; 10	total n	ecords 🚥 =		2.00	0.00	0.00	(0.00)	0.00	8.00	0.00	80.00					
Employee time maintenance	Actions	Rules	a Day	Date *	In	Out	Туре	Time Logged	Auto Deduction	Daily Total	Weekly Total	Time Total	Amount Shi	ft PL Account	GL t Account	Allocation	JOB CLASS	Comn
Nho is here?	∕ =:= ●	0	Mon	05/08/2023			365 (AUSTERITY)	8.00	0.00	8.00	8.00	8.00	0.00				1400 (MANAGER PAYROLL)	6
Transaction audit	∕ =⊂ ●	0	Tue	05/09/2023	07:30	15:30	105 (EXEMPT)	8.00	0.00	8.00	16.00	16.00	0.00				1400 (MANAGER PAYROLL)	t.
GeoData audit Approval audit	∕ ≈≎ ⊜	0	Wed	05/10/2023	07:30	15:30	105 (EXEMPT)	8.00	0.00	8.00	24.00	24.00	0.00				1400 (MANAGER PAYROLL)	L.
Attendance audit	∕ =⊂ ●	0	Thu	05/11/2023	07:30	15:30	105 (EXEMPT)	8.00	0.00	8.00	32.00	32.00	0.00				1400 (MANAGER PAYROLL)	¢.
Time approvals	∕≕⊄ ●	0	Fri	05/12/2023	07:30	15:30	105 (EXEMPT)	8.00	0.00	8.00	40.00	40.00	0.00				1400 (MANAGER PAYROLL)	L
	∕≕⇒⊜	0	Mon	05/15/2023	07:30	15:30	105 (EXEMPT)	8.00	0.00	8.00	8.00	48.00	0.00				1400 (MANAGER PAYROLL)	L
	∕ =⊄ ⊖	0	Tue	05/16/2023	07:30	15:30	105 (EXEMPT)	8.00	0.00	8.00	16.00	56.00	0.00				1400 (MANAGER PAYROLL)	c.
	∕ === ●	0	Wed	05/17/2023	07:30	15:30	105 (EXEMPT)	8.00	0.00	8.00	24.00	64.00	0.00				1400 (MANAGER PAYROLL)	L
	∕ =:: ●	0	Thu	05/18/2023	07:30	15:30	105 (EXEMPT)	8.00	0.00	8.00	32.00	72.00	0.00				1400 (MANAGER PAYROLL)	c.
	∕≕≑⊜	0	Fri	05/19/2023	07:30	15:30	105 (EXEMPT)	8.00	0.00	8.00	40.00	80.00	0.00				1400 (MANAGER PAYROLL)	L

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

🌾 Timesheet Approval Previous 🗙 🕂					\sim	- 6	\times
← → C	pprovalListPrevious.action				QET	- 🗆 🌖	:
🔆 Time & Attendance	TEST ENVIRONMENT					ō 0	ЕСМ
Employee actions Supervisor actions Reporting Payroll functions S	System admin Preference:	:					
MACARANAS, ELC Time Approval					Friday, May 26	2023 11:33:43	8 AM
Dashboard CURRENT PERIOD PREVIOUS PERIOD HISTORY							- 1
Employee time summary	My Pending Appr Employee: MACAR	ovals Unsubmitted Ti NAS, ELOIDA C (1738)	mecards D C				- 1
Manage time-off	Pay Period: 05	/07/2023 00:00 - 05/20/202	23				- 1
Manage hours request Regular	Overtime Benefits Dedu	tion Rounding Other	Amount T	otal			- 1
Employee time maintenance 72.00	0.00 0.00 (0.	00) 0.00 8	.00 0.00	80.00			- 1
Who is here?	Submittee	: 05/20/2023 16:23:50					- 1
Approval Type: Transaction audit	Approver 🗸 Initials:	Comment:		li			
GeoData audit	Approve & Subm	Approve	Reject				
Approval audit Please enter	your initials and click the approve be	utton. MUST HAVE Time app	proved by employee and	supervisor!!			
Attantissea sudit	Pa Docuder Time	y Period Approval					
	72.00	sd	overs				
Showing 20 v per page; 10 total records m ====							
Actions All Rules Day Date * In Out	Type Time Logged Au	o Deduction Daily Total W	leekly Total Time Total	Amount JOB CLASS CODE	Shift PL GL Account Acco	Allocation and Code	Comme
✓ =< ● 2 ● Mon 05/08/2023	365 (AUSTERITY) 8.00 0.0	0 8.00 8	.00 8.00	0.00 (MANAGER, PAYROLL)			
	105			1400			

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

S Timesheet Approval Previou	us × +	÷														\sim	-	ť	5	×
\leftrightarrow \rightarrow C $rac{}$ execution	me.dof.gov.m	p:71	40/Exe	cuTime	/SupervisorT	imeEnt	tryApprovall	.istPrevious.	action						Q	Ê	$\dot{\mathbf{x}}$		(÷
Manage time-orr								Payl	Period: 05/07	/2023 00:00 - 05	/20/2023									
Manage hours request						Regular	r Overtim	Benefits	Deductio	n Rounding	Other	Amount	Total							
Employee time maintenance						72.0	00.00	0.00	(0.00)	0.00	8.00	0.00	80	00						
Who is here?									Submitted: 0	5/23/2023 17:39	:42									
Transaction audit					A	oproval T	ype: Approver	✓ Initial	S: VEM	Comment: MG	R APPROVEDE)								
THE PROPERTY INCOME.								Approv	e & Submit	Appro	ve Reject									
GeoData audit						nvisorll														
Approval audit						rease e	nier your mittai	s and click the t	Pay P	eriod Approval	ine approved	by employee	ana aapi	11100						
Attendance audit							Regul	ar Time	Em	ployee	Approvers									
Time approvals								72.00	VFT											
	Showing 20 🗸	• per	page; 1) total re	cords 🚥 ==	+														
	Actions		R	ules Day	Date *	In Out	Туре	Time Logger	d Auto Dedu	ction Daily Total	Weekly Total	Time Total	Amount	JOB CLASS CODE	Shift	Comm	ient Em	ployee	Appro	vers
	∕≕⊂ ●		0	Mo	n 05/08/2023		365 (AUSTERITY)	8.00	0.00	8.00	8.00	8.00	0.00	9051 (DIRECTOR OF PERSONNEL)				0	e	
	∕≕⊂ ●		0	Tui	05/09/2023		120 (APPOINTED)	8.00	0.00	8.00	16.00	16.00	0.00	9051 (DIRECTOR OF PERSONNEL)				0	e	
	∕≕⊂ ●		0	We	d 05/10/2023		120 (APPOINTED)	8.00	0.00	8.00	24.00	24.00	0.00	9051 (DIRECTOR OF PERSONNEL)				0	e	
	∕≕⊂ ●		0	The	05/11/2023		120 (APPOINTED)	8.00	0.00	8.00	32.00	32.00	0.00	9051 (DIRECTOR OF PERSONNEL)				0	e	
	∕ =⊂ ●		0	Fri	05/12/2023		120 (ARROINTED)	8.00	0.00	8.00	40.00	40.00	0.00	9051 (DIRECTOR				0	e	
							(AFFOINTED)							OF PERSONNELL)						
	∕=⊂●		0	Mo	n 05/15/2023		120 (APPOINTED)	8.00	0.00	8.00	8.00	48.00	0.00	9051 (DIRECTOR OF PERSONNEL)				0	e	
	∕≕⊂ ●		0	Tue	05/16/2023		120 (APPOINTED)	8.00	0.00	8.00	16.00	56.00	0.00	9051 (DIRECTOR OF PERSONNEL)				0	e	
	/===		0	We	d 05/17/2023		120	8.00	0.00	8.00	24.00	64.00	0.00	9051 (DIRECTOR						

AFTER APPROVAL, APPROVERS COLUMN WILL TURN GREEN.



Bulk Approvals for Supervisors/Timekeepers

Under the Supervisor Actions column click on Employee time summary

Time & Attendance					
Employee actions Superv	isor acti	ions	s Rep	oorting	Payroll fu
🛛 FS 🗸 🔶 💥	Employ	/ee	Time Summ	ary (Filtered	Employee Re
Dashboard	CURRENT	r pef		US PERIOD H	ISTORY
Employee time summary	Page:1	v (of 2 at 20 •	per page;	25 total recor
Manage time-off		All			A
Manage hours request			violations	Employee	Approver
Employee time maintenance	Q		0	0	0
Who is here?	Q		0	0	0
Transaction audit	٩		0	0	0
GeoData audit	۹				0
Approval audit	٩		0	0	0
Attendance audit	٩			0	0
Time approvals	٩		0	0	0
	٩		•		0
	٩		0	0	0
	٩		Ø	0	•
	۹		0	0	0
	٩		•	•	9
	٩		•	0	0
	Q			0	0

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

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

2022.4.1 ©2023 Tyler Technologies, Inc.

Approval Type: Approver
Initials:

Approve & Submit Approve

ණ

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

🐝 Manage Time-Off	× M	Inbox (6) - ven	nbrundage@	gmail × +									\sim	-	٥	\times
\leftarrow \rightarrow C \triangleq executin	ne.dof.gov.mp	:7140/ExecuT	ime/TimeC	OffRequestList.action	?userSele	ction=	true&selectedEn	nployeeFil	ter=-1			Q	Ē	☆	•	:
🔆 Time & Attendance					TEST	ENVIR	ONMENT								?	ECM
Employee actions Superv	risor actions															
🗆 MACARANAS, EL 🗸 🕐 🖊 💥	Time-Off Requ	iest										Π	uesday, N	/lay 30 2	023 9:44:	11 PM
Dashboard	Showing 20 M	Dor page 2 tota	Imoorde	Pending Only	Pay Peric	d: All 🗸	Time Frame: 05/1	5/2023	to 06/21/2	023 📑	Apply Calendar					
Employee time summary	Actions	Balance Em	nployee id	Name		Day	Start time *	Duration	Remaining Balance	Hours/Days	Туре	Status	Creatio	in date	C	omment
Manage time-off		0	4486	O DAVIS, SHALEE M (4	486)	Fri	05/26/2023 07:30	8.00	72.50	Hours	300 (ANNUAL LEAVE)	0	05/26/	2023 11:4	49	
Manage hours request		0	1738	MACARANAS, ELOID	A C (1738)	Fri	05/19/2023 07:30	8.00	400.00	Hours	300 (ANNUAL LEAVE)	0	05/17/	2023 14:	12	
Employee time maintenance					Comm	ent:										
Who is here?	Showing 20 v	• per page; 2 tota	al records							Approv	e Decline Reset	To 'PENDIN	G'			
Transaction audit																
GeoData audit																
Approval audit																
Attendance audit																
Time approvals																
2022.4.1 ©2023 Tyler Technologies, Inc.																

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

🐝 Manage Time-Off	× M Inbox (6) - vernbrundage@gmail × +								~ -	0 ×			
← → C executime.dof.gov.mp.7140/ExecuTime/TimeOffRequestList.action?userSelection=true&selectedEmployeeFilter=-1								Q	. @ ☆ □	() :			
Time & Attendance TEST ENVIRONMENT										0 ECM			
Employee actions Super	visor actions		roll functions System admin	Pr	references								
🗆 MACARANAS, EL 💌 🕐 🖊 💥	Time-Off Reque	st							Tuesday, May 30 2023 9:48:25 PM				
Dashboard			Pending Only Pay Peri	od: All •	 Time Frame: 05/16 	/2023	to 06/21/2023	Apply Calendar					
Employee time summary	Showing 20 🗸	per page; 2 total records	Nomo		Start time *	Duration	Remaining		Status	Croation data	0		
Manage time-off	Actions	Balance Employee Id	Rame DAVIS, SHALEE M (4486)	Day	05/26/2023 07:30	8.00	Balance Hours/Day	300 (ANNUAL	Status	05/26/2023 11:49	Comment		
Manage hours request		 17 	38 MACARANAS, ELOIDA C (1738)	Fri	05/19/2023 07:30	8.00	400.00 Hours	LEAVE) 300 (ANNUAL	0	05/17/2023 14:12			
Employee time maintenance			Com	nent:				LEAVE)					
Who is here?	Showing 20 👻	per page; 2 total records					Appro	ve Decline Reset	To 'PENDIN	G			
Transaction audit													
GeoData audit													
Approval audit													
Attendance audit													
Time approvals													
2022.4.1 ©2023 Tyler Technologies, Inc.													

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

S Employee Time-Off Reques	t 🗙 M Inbox (6) - ve	mbrundage@gmail × +						 ✓ – 				
\leftrightarrow \rightarrow C $\hat{\bullet}$ execution	🗧 🔆 🔿 😋 🌲 executime.dof.gov.mp.7140/ExecuTime/MyTimeOffRequestList.action?userSelection=true&useFilter=true&selectedEmployeeFilter=140 🔍 🖄 🖈 🔲 🌒											
🔆 Time & Attendance TEST ENVIRONMENT								0 🚥				
Employee actions Super												
🛛 4496 DAVIS 🔍 🥐 🖍 💥	4466 DAVIS ✓ 🛃 Time-Off Request								Tuesday, May 30 2023 10:21:16 PM			
Clock in/out	Employee: DAVIS, SHALEE M (4486)											
My calendar	+ Actions Employee id	Name	Day	Start time	 Duration 	Туре	Status	Creation date	Comment			
Time card inquiry	4486	DAVIS, SHALEE M (4486)	Fri	05/26/2023 07:30	8.00	300 (ANNUAL LEAVE)	0	05/26/2023 11:49				
Timesheet entry			Comment:									
Time summary	Showing 20 v per page; 1 to	tal records										
Benefits summary												
Benefits calendar												
Time-off request												
Hours request												
Time approval												
2022 A 1 #2023 Tyler Technologies Inc												

TIME OFF WILL DISPLAY ON TIME CARD INQUIRY AND TIMESHEET ENTRY

🐝 Employee Time Inquiry	🗙 M Inbox (6) - vernbrundage@gmai	× +								\sim	-	٥	×
\leftrightarrow \rightarrow C $$ executin	me.dof.gov.mp:7140/ExecuTime/TimeInquin	yCurrent.actio	n						Q	Ē	☆□	6	:
🐝 Time & Attendance			TEST ENVIRO	IMENT							÷	?	ЕСМ
Employee actions Superv													
🗹 4486 DAVIS 🗸 🔶 🗡 💥	Time Card Inquiry								Tu	esday, Maj	y 30 2023 1	10:25:01	PM
Clock in/out	CURRENT PERIOD PREVIOUS PERIOD HISTORY												
My calendar			Emp	loyee: DAVIS, S	SHALEE M (4486)		$\mathbf{>}$						
Time card inquiry			Payl	Period: 05/21/2	023 00:00 - 06/03	/2023							
Timesheet entry		Regular	Overtime Benefits	Deduction	Rounding	Other	Amount	Total					
Time summary	Showing 20 v per page; 1 total records	0.00	0.00 8.00	(0.00)	0.00	0.00	0.00	8.00					
Benefits summary	Actions Rules Day Date * In Ou	t Туре	Time Logged A	to Deduction	Daily Total Week	ly Total Time	e Total Amoun	t Shift Activity Codes	y PL GL Account Acco	Allocat	tion JOB CL CODE	ASS Co	mment
Benefits calendar	⊐⊂ 0 Fri 05/26/2023	300 (ANNUAL LEAVE)	8.00 0.	00	8.00 8.00	8.00	0.00				1676 (BUSIN SYSTEI	ESS M ST)	
Time-off request	Showing 20 v per page; 1 total records											/	
Hours request													
Time approval													
2022.4.1 ©2023 Tyler Technologies, Inc.													

TIME OFF WILL ALSO DISPLAY ON AND TIMESHEET ENTRY

Timecheet	X M Inbox (6) - uambrundana@mail X +		\sim	_	đ	×
y minesheet					- 0	
$\leftarrow \rightarrow C$ \triangleq executin	me.dof.gov.mp:7140/ExecuTime/TimeSheetCurrent.action?roleBasedTaskId=38		QB	☆ [:
🐝 Time & Attendance	TEST ENVIRONMENT				?	ECM
Employee actions Superv	visor actions Reporting Payroll functions System admin Preferences					
🗹 4486 DAVIS 🗸 🥐 🗡 💥	Timesheet Entry		Tuesday, N	1ay 30 202	3 10:30:0	2 PM
Clock in/out	CURRENT PERIOD PREVIOUS PERIOD					
My calendar	Employee: DAVIS, SHALEE M (4486)					
Time card inquiry	Pay Period: 05/21/2023 - 06/03/2023					
Timesheet entry	m					
Time summary	Actions Date 0 Start Time 0 End Time Duration [HH:MM or HH.IMM] Amount (0.00) Type	Activity Codes			Allocatio	n Code
Benefits summary			G			
Benefits calendar	0507/2023 - 05/20/2023 V Duplicate timesheet from history Save Reset					
Time-off request						
Hours request						
Time approval						
						G