



Infor WFM for Schedulers & Supervisors
Time and Attendance Guide

Revised: 1/2021

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Alerts (Supervisors)

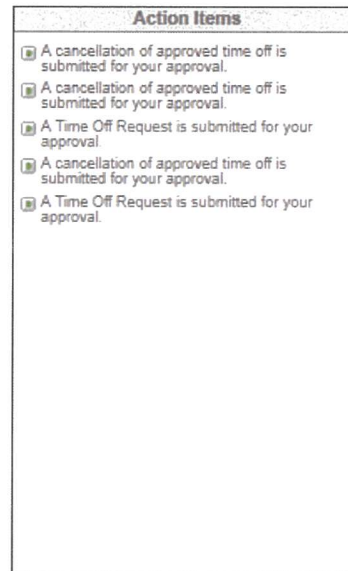
Alerts are actionable items and should be monitored regularly as some can affect time sheets, attendance violations and payroll. Alerts appear on the bottom right of your screen. As you click on each alert type, you will get a brief message about the alert. The message acts as a hyperlink that can be selected to bring you to the place where the alert can be acted on. You'll want to pay attention to and act on these alerts in a timely manner. As alerts are worked, the alert will no longer appear.



Action Items 1

Action Item alerts include Time Off approval requests. As each staff member submits a time off approval request, you will get an action item alert to work. Schedulers will **not** receive these types of alerts but can still act on time off requests through the Time Off Approval activity.

1. Select the Action Item Alerts icon in the bottom right of your screen.
2. Action Items include a brief message and a hyperlink to bring you to the Workmail message associated with this alert.
3. The Workmail message will include a hyperlink to bring you to the activity to act on the alert. For time off approval request action item alerts, you will be brought to the Time Off Approval activity.



Alerts 4

Alerts are meant to be informational and do not necessarily require action. For example, you may see an alert here when you open or close a self-scheduling process for staff.

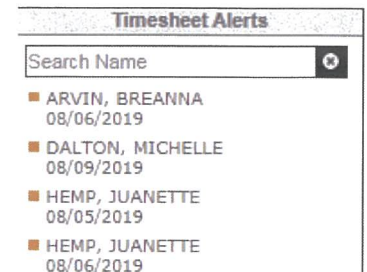
1. Select the Alerts icon
2. Alerts include a brief message and a hyperlink to bring you to the Workmail message associated with this alert. Select the alert.
3. The Workmail message gives you more detailed information about the alert. For self-scheduling alerts, the Workmail message will include a hyperlink to bring you to the self-scheduling process. Self-scheduling can only be accessed through the ETM webpage.



Timesheet Alerts 8

Timesheet Alerts appear when a timesheet error occurred that requires authorization by a supervisor.

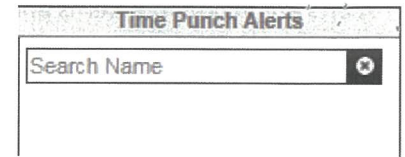
1. Select the Timesheet Alerts icon
2. Timesheet Alerts will include the employee's name and the timesheet date. Click on the employee's name.
3. You are brought to the employee's daily timesheet. You can see the day's that need authorized designated by a red X. At this point you will want to review the timesheet time code summary for any errors. This section will show you any flags when an employee was tardy, missed a lunch, and left early.



Time Punch Alerts

Time Punch alerts appear when a time punch was missed.






1. Select the Time Punch Alerts icon
2. Time Punch Alerts will include the employee's name and the timesheet date affected. Select the time punch alert.
3. You are brought to the employee's daily timesheet. You can edit and authorize the timesheet from here. To learn more about authorizing the Daily Timesheet, see the Daily Timesheet lesson.

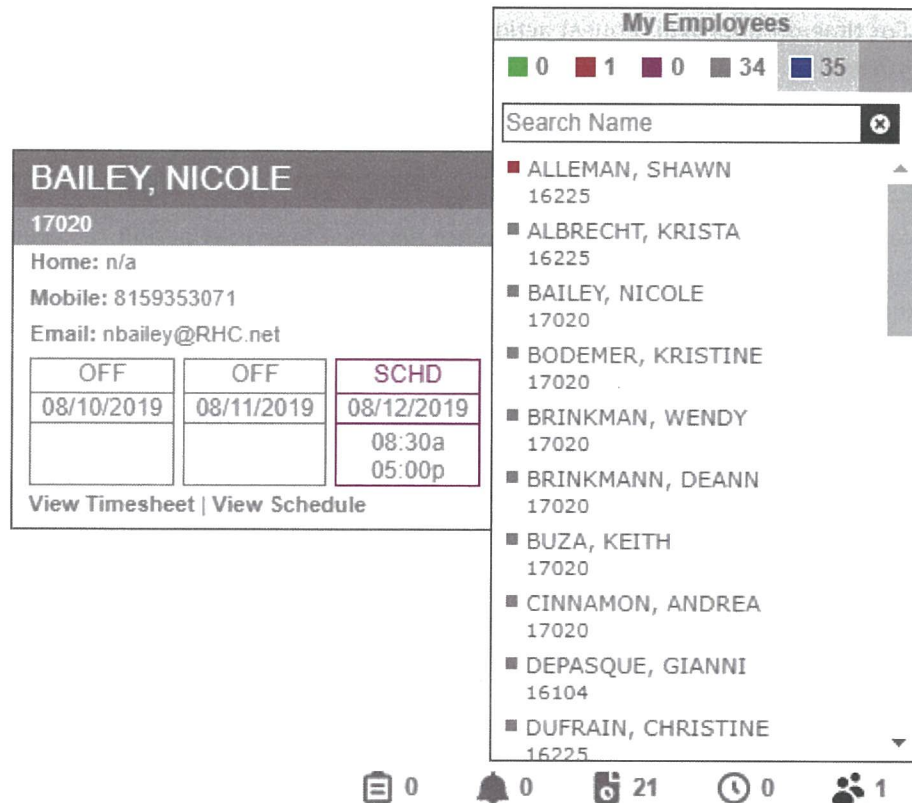


My Employees

My Employees displays your employees and their different statuses pertaining to the schedule. Within the My Employees tab, you can view staff that are currently at work, absent or late, scheduled, not scheduled, and all employees in your cost centers.

1. Select the My Employees icon
2. You can hover over the different colored squares to know what that tab will show you.

- a.  = Employees currently clocked in at work.
- b.  = Absent or Late
- c.  = Scheduled
- d.  = Not Scheduled
- e.  = Access the Timesheet or Schedule of any of your employees (shown below).



BAILEY, NICOLE
17020
Home: n/a
Mobile: 8159353071
Email: nbailey@RHC.net

OFF	OFF	SCHD
08/10/2019	08/11/2019	08/12/2019
		08:30a 05:00p

[View Timesheet](#) | [View Schedule](#)

My Employees
0 1 0 34 35
Search Name

- ALLEMAN, SHAWN 16225
- ALBRECHT, KRISTA 16225
- BAILEY, NICOLE 17020
- BODEMER, KRISTINE 17020
- BRINKMAN, WENDY 17020
- BRINKMANN, DEANN 17020
- BUZA, KEITH 17020
- CINNAMON, ANDREA 17020
- DEPASQUE, GIANNI 16104
- DUFRAIN, CHRISTINE 16225

0 0 21 0 1

Accessing Your Team's Timesheet via the Timesheet or Team View

The daily timesheet is typically used to record and track an hourly employee's time. The timesheet tracks exceptions to schedules such as sick days or working late and is used to charge hours worked against metrics such as specific jobs, projects or departments. The daily timesheet can be viewed at any time but the supervisor will be responsible for manually authorizing the timesheet if there are any exceptions to the scheduled time such as overtime, late arrival and call offs. Any exception to the timesheet will also appear as an alert on the bottom right of the screen. If you keep up on working the alerts, your timesheets should be up to date and accurate for time and attendance. You have full rights to edit the timesheet to add any changes not noted from the schedule here although that is not recommended due to how timesheet overrides can impact areas using call pay particularly.

Below is an example of an entire two week employee's timesheet via the Team View (identical to the Timesheet view—just a different pathway to access the timesheet). You can view timesheets by any date range you wish by using the Date Selection option as we did to view the Schedule under Team.

Reminder: Only individuals with Supervisor security access (set by the HR Department) can add missing clocks on the timesheet or authorize exceptions to the schedule.

Employee	Trace	Date	Scheduled	Worked	Start	End	Clocks	Time Code Summary	Hour Type Summary	Time Approval Status
ALBERICO, ELIZABETH	X	03/24/2019 Sun	04:00	04:00	8:00a	12:00p	+	WRK 4 00	REG 4 00	CREATE
	X	03/25/2019 Mon	08:00	08:01	8:00a	4:30p	+	WRK 8 01, MEAL 0 29	REG 8 01	CREATE
	X	03/26/2019 Tue	04:30		8:00a	4:30p	+			CREATE
	X	03/27/2019 Wed	08:00		8:00a	3:00p	+	MEAL 0 30		CREATE
	X	03/28/2019 Thu	08:00		7:00a	3:30p	+	WRK 4 00	REG 4 00	CREATE
	X	03/29/2019 Fri	04:00		8:00a	12:00p	+			CREATE
	X	03/30/2019 Sat	08:30		8:00a	4:30p	+			CREATE
	X	03/31/2019 Sun	07:30		8:00a	4:00p	+	MEAL 0 30		CREATE
	X	04/01/2019 Mon	04:00		8:00a	12:00p	+			CREATE
	X	04/02/2019 Tue	08:00		7:00a	3:30p	+	MEAL 0 30		CREATE
	X	04/03/2019 Wed					+			CREATE
	X	04/04/2019 Thu					+			CREATE
	X	04/05/2019 Fri					+			CREATE
	X	04/06/2019 Sat					+			CREATE

Code	Total
WRK	16 01
Total	16 01 16 01

Timesheet Overview: Review of all Elements

By clicking on the Blue letters for **Timesheet**, you can open up advanced search capabilities (second screenshot below). You can click on Timesheet again to close that view.

infor Infor WFM

Home Attendance Control Messages (0) Maintenance **Timesheet** My Timesheet Supervisor Approval Scheduling My Reports **Team** Weekly Time

Team: 15000 Sub Teams: Pay Group: Date Selection: Current Pay Period Start Date: End Date: Action: Timesheet

Timesheet Load 03/24/2019 - 04/06/2019

Employee: ALBERICO, ELIZABETH (ALBERICO, ELIZABETH - 7489)

	Trace	Detail	Scheduled	Worked	Start	End	Clocks
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
<input type="checkbox"/>	<input checked="" type="checkbox"/>	03/24/2019 Sun	04:00	04:00	8:00a	12:00p	+ 08:00a 12:00p
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/25/2019 Mon	08:00	08:01	8:00a	4:30p	+ 08:00a << 12:00p 12:29p 4:30p

Timesheet 03/24/2019 - 04/06/2019

Employee: ALL

Team: 15000 ALL

Include Sub Teams:

Pay Group: ALL

Calculation Group: ALL

Shift: ALL

Dates: Date Selection: Current Pay Period Start Date: 03/24/2019 End Date: 04/06/2019

Authorization:

Order By:

Home Attendance Control Messages (0) Maintenance **Timesheet** My Timesheet Supervisor Approval Scheduling My Reports Team Weekly Time

Team: 15000 Sub Teams: Pay Group: Date Selection: Current Pay Period Start Date: End Date: Action: Schedule

Timesheet Load 03/24/2019 - 04/06/2019

Employee: ALBERICO, ELIZABETH

- ALBERICO, ELIZABETH - 7489
- ALBERICO, ELIZABETH - 7489
- BEDELL, JAMIE - 92
- BERGAN, ROXANNE - 110**
- BLANCHETTE, MIA - 145
- BOUDREAU, ANNETTE - 171
- BRADLEY, COURTNEY - 2664
- BROOKS, MATTHEW - 8834
- CELOT, MICHELA - 2810

Click on the drop-down arrow to navigate to any employee's timesheet.

	Trace	Detail	Scheduled	Worked	Start	End	Clocks
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9 Sun	04:00	04:00	8:00a	12:00p	+ 08:00a 12:00p
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9 Mon	08:00	08:01	8:00a	4:30p	+ 08:00a << 12:00p 12:29p 4:30p

Timesheet Details

Employee: ALBERICO, ELIZABETH | ALBERICO, ELIZABETH - 7489

Trace	Detail	Scheduled	Worked	Start	End	Checks	Hour Type Summary	Time Code Summary	Time Approval Status
3	03/24/2019 Sun	04:00	04:00	8:00a	12:00p	+	REG 4.00	WRK 4.00	CREATE
2	03/25/2019 Mon	08:00	08:01	8:00a	4:30p	+	REG 8.01	WRK 8.01, MEAL 0.29	CREATE
4	03/26/2019 Tue	08:30	08:30	8:00a	4:30p	+			CREATE
	03/27/2019 Wed	09:00	09:00	9:00a	3:00p	+			CREATE
	03/28/2019 Thu	08:00	08:00	7:00a	3:30p	+		MEAL 0.30	CREATE
	03/29/2019 Fri	04:00	04:00	8:00a	12:00p	+	REG 4.00	WRK 4.00	CREATE

Essential Elements:

- On 3/24, the employee was scheduled for 4 hours from 8A to Noon and worked four hours. There was no meal break. Green clocks are in-punches to a shift, red clocks represent the out time for a shift. It was a regular shift (not call, orientation or education time).
- On 3/25, the employee was scheduled for 8 hrs from 8A to 4:30P. The employee clocked in on time, clocked in and out for lunch but returned from the unpaid meal break 1 minute early, resulting in a 29 minute meal break. When clocking out on time, the employee was paid 8hrs and 1 minute for the shift as a result.
- on the left of the screen, we see **green checkmarks**. This means the system authorized these (the timesheet and the schedule matched) so there are no edits or authorizations to be made.
- On 3/26 thru 3/28, we see the employee was scheduled from 8A to 4:30P but there are no clocks. This resulted in a red X on the left--the system unauthorized the day to prompt supervisor attention to missed clocks or to update the schedule. Red X's mean the schedule and timesheet do not match and always require supervisor intervention to reconcile the timesheet for what occurred on that day. Supervisors can simply click on the Red X to turn it to a **green checkmark** to authorize the employee to be paid for the time.
- The Code Summary at the bottom reflects the current paycodes of WRK (Regular Time) and the total hours for the date range we are viewing (the pay period) that this employee is currently being paid.
- Always click the **SUBMIT** button when you make edits or authorizations on the timesheet to Save your work and update the timesheet.

Code Summary 5

	REG	Total
WRK	16.01	16.01
Total	16.01	16.01

Essential Elements Displayed Above:

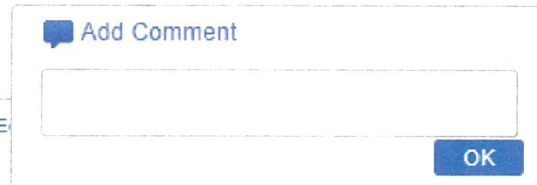
- On 3/24, the employee was scheduled for 4 hours from 8A to Noon and worked four hours. There was no meal break. Green clocks are in-punches to a shift; red clocks represent the out time for a shift. It was a regular shift (not call, orientation or education time).
- On 3/25, the employee was scheduled for 8 hrs from 8A to 4:30P. The employee clocked in on time, clocked in and out for lunch but returned from the unpaid meal break 1 minute early, resulting in a 29 minute meal break. When clocking out on time, the employee was paid 8hrs and 1 minute for the shift as a result.
- On the left of the screen, we see **green checkmarks**. This means the computer or a leader authorized these (the timesheet and the schedule matched) so there are no edits or authorizations to be made as far as the computer knows. That does NOT mean that the coding, or the cost center or job code expensed to is correct as it defaults to the schedule. In addition, we have the ability to view comments from the schedule (any overrides on the schedule or timesheet will turn the icons **blue**) or gray if unused. The pencil allows us to make any adjustments not completed on the schedule, and the X allows us to book off the employee from here if not done via the schedule. Note: Comments do not currently print to any reports but remain attached to the timesheet record.
- On 3/26 thru 3/28, we see the employee was scheduled from 8A to 4:30P but there are no clocks. This resulted in a **red X** on the left--the system unauthorized the day to prompt supervisor attention to missed clocks or to update the schedule. **Red X's** mean the schedule and timesheet do not match and always require supervisor intervention to reconcile the timesheet for what occurred on that day. Supervisors can simply click on the **Red X** to turn it to a **green checkmark** to authorize the employee to be paid for the time. **The act of changing a Red X to a green checkmark does NOT fix the issue. You must fix the issue before making it a green checkmark ALWAYS. Payroll cannot run Payroll if any red x's.**
- The **Code Summary** at the bottom reflects the current timecodes of WRK (Regular Time) and the total hours for the date range we are viewing (the pay period) that this employee is being paid.
- Always click the **SUBMIT** button when you make edits or authorizations on the timesheet to Save your work and update the timesheet.





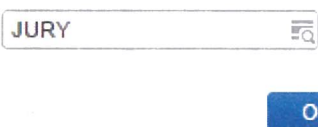



Add a Comment to the Timesheet

1. Click the **Comment** icon. 

2. Free-text the comment in this box.



3. Click **OK**
4. You can see the icon turns **blue**. 
5. You can click on the icon to read and edit the comment as a Supervisor.

Mark as Absent – Full Day Override	
Process Description:	This process describes the steps used to mark an employee absent for the full day.
Objective / Expected Results:	Select an employee timesheet and mark the employee absent for the full day using the mark as absent functionality. Once the timesheet is submitted the absence time code changes will be applied to the timesheet and the work detail records will be updated accordingly.
Steps:	
<ol style="list-style-type: none"> 1. Select Timesheet 2. Select an employee using the Employee lookup 3. Select Current Pay Period for the Date Selection 4. Click Load 5. Find a date where the employee is scheduled to mark as absent and click  Mark as Absent  6. Select a time code using the Mark as Absent lookup (Note: when you have an accurate schedule for this day, the time posted will auto-complete for salaried staff to the entire shift/day; for hourly staff, will automatically fill in the time missing between the clocks and the schedule.) 7. Click OK 8. The mark as absence icon  will turn blue  to show the employee is absent for the full day 9. Click Submit to apply to timesheet 10. Click  beside the work day to view the work details 	

Edit Scheduled Times

1. Click on the pencil to display this menu. Choose **Work Detail** to add IVO time for the last 30 minutes of the shift.

Employee: ALBERICO, ELIZABETH

ALBERICO, ELIZABETH - 7489



	<input type="checkbox"/>	Trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detail
▶	<input type="checkbox"/>	Trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03/24/2019 Sun
▶	<input type="checkbox"/>	Trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03/25/2019 Mon
▶	<input type="checkbox"/>	Trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03/26/2019 Tue
▶	<input type="checkbox"/>	Trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03/27/2019 Wed
▶	<input type="checkbox"/>	Trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03/28/2019 Thu
▶	<input type="checkbox"/>	Trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job Work Detail
▶	<input type="checkbox"/>	Trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work Premium
▶	<input type="checkbox"/>	Trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flat Rate
▶	<input type="checkbox"/>	Trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shift
▶	<input type="checkbox"/>	Trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sched Times
▶	<input type="checkbox"/>	Trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LTA
▶	<input type="checkbox"/>	Trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete Details
▶	<input type="checkbox"/>	Trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee Holiday



2. You must choose the correct **TimeCode** and the applicable **start and end times** that represent the IVO hrs. Click **Submit**.
3. You may need to click **Submit** again to post the time on the timesheet and update the Code Summary.

Override Shifts on the Timesheet due to a one day change





Process Description:	This process describes the steps used to schedule an employee using a shift override to be applied for one or more days
Objective / Expected Results:	Select an employee timesheet and apply a shift override that will schedule the employee based on the shift start time and end time. Once the timesheet is submitted the schedule will be applied using the shift start and end times and applied to the days specified and the work detail records should be updated accordingly.

Steps:

1. Select **Timesheet**
2. Select an employee from the **Employee** lookup
3. Select Current Pay Period for the **Date Selection**
4. Click **Load**
5. Click  next to a work day and select the **Shift** override
 Override - Shift: HOURLY, TEST - TESTHOURLY - 04/13

Shift	Start Date	End Date	Override Comment
<input type="text" value=""/>	04/13/2019 	04/13/2019 	<input type="text" value=""/>

6. Select a shift that is different from the currently assigned shift using the **Shift** lookup
7. Enter **Start Date** if the schedule change should apply to more than 1 day
8. Enter **End Date** if the schedule change should apply to more than 1 day
9. Optionally enter **Comment**
10. Click **Submit**

▶ <input type="checkbox"/>	<input checked="" type="checkbox"/>					06/10/2017 Sat	08:00	08:00	8:00 - 16:00	+
----------------------------	-------------------------------------	---	---	---	---	----------------	-------	-------	--------------	----------

Both attendance control and ET accrue at the end of the pay period, thus, make sure the schedule reflects the reality of what you asked the employee to work to prevent inappropriate tardy/absenteeism messages. Remember: making it a green checkmark does NOT prevent the attendance point or fix the issue.


A Green checkmark means you are attesting the timesheet is fully accurate and coded for all elements for each day. Green checkmarks means YOUR electronic signature, or the system thought it looked OK.

You should verify all green checkmarks daily for each employee to prevent errors.


Ability to Manage Schedule Times via the Timesheet for one shift


Process Description:	This process describes the steps used to schedule an employee using a schedule time override that can only be applied to one day
Objective / Expected Results:	Select an employee timesheet and apply a shift override that will schedule the employee based on the shift start time and end time. Once the timesheet is submitted the schedule start and times will be applied to the timesheet and the work detail records should be updated accordingly.

Steps:

1. Select **Timesheet**
2. Select an employee from the **Employee** lookup
3. Select Current Pay Period for the **Date Selection** or a **manual date range** for which you have a schedule built
4. Click **Load**
5. Click  next to a work day and select the **Schedule Time** override

Override - Sched Times: HOURLY, TEST - TESTHOURLY - 04/08

Start Time	End Time	Start Time	Date	Override	Comment
<input type="text"/>	<input type="text"/>	04/08/2019		<input type="text"/>	<input type="text"/>

6. Enter **Start Time** (Ex. 0800)
7. Enter **End Time** (Ex. 1600)
8. Optionally enter **Comment**
9. Click **Submit**
10. Click  beside the work day to view the work details

Time Code Summary – Reading the Hidden Details

The Time Code Summary column details all the paycodes for an employee for the day.

You can click on the arrow on the far left of the timesheet to view the details behind the codes (to expand the view). Let's take a look at 3/24

Hour Type Summary	Time Code Summary	Hour Type Summary
REG 4:00	WRK 4:00	REG 4:00
REG 8:01	WRK 8:01, MEAL 0:29	REG 8:01

Below is the detailed view behind 3/24. You can also make further overrides/adjustments if the schedule was not updated. This is where I can view the float detail and I can also add shifts and premium codes here if needed.

Trace	Detail	Worked	Scheduled	Start	End	Checks	Hour Type Summary
<input type="checkbox"/>		04:00	04:00	8:00a	12:00p	+	WRK 4:00
<input type="checkbox"/>		08:01	08:00	8:00a	4:30p	+	WRK 8:01, MEAL 0:29

Here is another example if work and IVO time with the meal break reflected for an hourly employee- all expensed to the same job code and cost center for the employee.



Trace	Detail	Worked	Scheduled	Start	End	Checks	Hour Type Summary
<input type="checkbox"/>		04:00	04:00	8:00a	12:00p	+	WRK 4:00
<input type="checkbox"/>		07:30	07:30	7:00a	3:30p	+	WRK 7:30, ETIVO 0:30, MEAL 0:30

You can also view the **Audit Trail** for any timesheet edits by clicking on **SHOW Edits** or **Hide Edits** to see the details behind the above date. Here is what the edit detail looks like for 3/28 (below). In this case, the supervisor had to make all the edits as the employee did not clock at all on this day, and added ETIVO time.

Trace	Detail	Worked	Scheduled	Start	End	Checks	Hour Type Summary
<input type="checkbox"/>		08:00	08:00	7:00a	3:30p	+	WRK 7:30, ETIVO 0:30, MEAL 0:30
<input type="checkbox"/>		07:30	07:30	7:00a	3:30p	+	WRK 7:30, ETIVO 0:30, MEAL 0:30


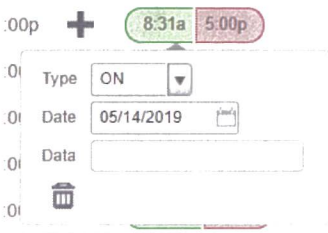


Add Clocks (Adding Missed Punches for In/Out or Meal/Shift Gaps)

Process Description:	This process describes the steps involved in adding clocks on the timesheet
Objective / Expected Results:	<ul style="list-style-type: none"> ● Select an employee timesheet and add the clocks. ● Once the timesheet is submitted the clock punches will be applied to the timesheet and the work detail records should be updated accordingly.

Steps:
<ol style="list-style-type: none"> 1. Select Timesheet 2. Select an employee from the Employee lookup 3. Select Date Selection Current Pay Period 4. Click Load 5. Choose a work day to enter clock punches manually 6. Click + to add a clock punch 7. Enter clock time (ex. 1200) using the Time field 8. Make sure clock punch type ON is selected in the Type drop down list 9. Hit the Enter key on the keyboard or click ADD 10. Enter clock time (ex. 2000) using the Time field 11. Make sure clock punch type OFF is selected in the Type drop down list 12. Hit the Enter key on the keyboard or click ADD 13. Click  to apply changes to timesheet 14. Click on the  beside the work day to view the work details and the applied changes

Edit Clocks

Objective / Expected Results:	<ul style="list-style-type: none"> ● Select an employee timesheet and update the clocks. ● Once the timesheet is submitted the clock punches will be applied to the timesheet and the work detail records should be updated accordingly.
--------------------------------------	--


Steps:
<ol style="list-style-type: none"> 1. Select Timesheet 2. Select an employee from the Employee lookup 3. Select Date Selection Current Pay Period 4. Click Load 5. Click on the ON clock punch.  In this example, click on the green "8:31a"  <ol style="list-style-type: none"> 6. Update start time to 8:15a 7. Click  to apply changes to timesheet 8. Click on the  beside the work day to view the work details and the applied changes

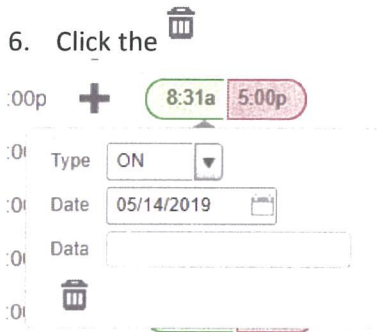
NOTE: Per our timekeeping policy, you must retain documentation for four years of any edits for missed clocks or other adjustments the employee asks you to make on the timesheet.

Delete Clocks



Process Description:	This process describes the steps involved in deleting clocks on the timesheet
Objective / Expected Results:	<ul style="list-style-type: none"> ● Select an employee timesheet and delete the clocks. ● Once the timesheet is submitted the clock punches will be applied to the timesheet and the work detail records should be updated accordingly.

Steps:



1. Select **Timesheet**
2. Select an employee from the **Employee** lookup
3. Select Date Selection Current Pay Period
4. Click **Load**
5. Click on the ON clock punch.  In this example, click on the green "8:31a"



- Click on the OFF clock punch.  In this example, click on the red "5:00p"

7. Click the 
 8. Click **Submit** to apply changes to timesheet
 9. Click on the  beside the work day to view the work details and the applied changes
- NOTE: Per our timekeeping policy, you must retain documentation for four years of any edits for missed clocks or other adjustments the employee asks you to make on the timesheet.

Missed Meal Break Clocks – Unauthorized on Timesheet for Hourly Employees

  Unauthorized by the system.

Employee did not clock out for a Meal break. Please review Clocks.

Start Time	End Time	Hours	WRK	REG	CASHIER	0	Override	Cost Center Worked	Charge	Preceptor	GN Preceptor	Asst Sup	Amb
08:00	14:30	8.30	WRK					EMVS DEMC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14:30	14:33	0.03	LL					EMVS DEMC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

08:33 **6:00a** **2:30p** **+** **06:00a** **2:33p**

Add Work **Add Premium** **...**




Pay Period Close: Supervisor Approval Worksheet (Supervisor)































The Supervisor Approval Worksheet or SAW is an effective tool to approve large groups of employees. It quickly identifies areas of issue. It provides a grid format with hours and payment summaries and allows for one click approval.

CAUTION: This is a fast way to authorize timesheets and is NOT recommended unless you have looked at the detail and reconciled all timecards daily.

1. Click **Supervisor Approval** on the Menu Bar.
2. Click on **Supervisor Approval** (blue text) to expand the search options. You can enter an employee or cost center # as well as specify a date range. You can also choose to view all or only unauthorized timesheets.
3. Click **Load** to display the screen below.

Supervisor Approval ◀ 08/04/2019 - 08/10/2019 ▶

Results *i*   

Employee	Summary	Sun Aug 4, 2019	Mon Aug 5, 2019	Tue Aug 6, 2019	Wed Aug 7, 2019	Thu Aug 8, 2019	Fri Aug 9, 2019	Sat Aug 10, 2019
ALVARADO, YANCY - 8129	 Sched.: 0:00 Worked: 0:00 7/7 Approved	  Sched.: OFF Worked: -	  Sched.: OFF Worked: -	  Sched.: OFF Worked: -	  Sched.: OFF Worked: -	  Sched.: OFF Worked: -	  Sched.: OFF Worked: -	  Sched.: OFF Worked: -
ARVIN, BREANNA - 9710	 Sched.: 12:00 Worked: 0:00 6/7 Approved	  Sched.: OFF Worked: -	  Sched.: OFF Worked: -	  Sched.: 12:00 Worked: -	  Sched.: OFF Worked: -	  Sched.: OFF Worked: -	  Sched.: OFF Worked: -	  Sched.: OFF Worked: -

In the screen below, we are viewing the unauthorized day for one employee and can authorize or correct the timesheet from here. This is a great way to check for anything to address at the end of the pay period, assuming you checked the system daily.

Supervisor Approval

1) Choose an employee or team for supervisory approval each day (there can be no Red X's at the end of the pay period for anyone in your cost center(s).
 2) Choose the day(s) you wish to authorize.
 3) Leave Authorization set to All to assure accuracy of timesheets.
 4) Choose Load.
 5) Click the arrow by any Red X to open the timesheet detail and edit as needed or click on the red X to authorize (make green checkmark).

Employee: [] ALL
 Team: 17020 ALL
 Include Sub Teams:
 Pay Group: [] ALL
 Calculation Group: [] ALL

2 Dates: Date Selection: MANUAL DATE RANGE
 SAW FROM DATE: 09/08/2019 SAW TO DATE: 09/14/2019

3 Authorization: All
 Order By: Employee Last Name

4 Load

Results


Employee	Summary	Sun Sep 8, 2019	Mon Sep 9, 2019	Tue Sep 10, 2019
BAILEY, NICOLE	38.30 1.00 Approved	OFF 3.00 Approved	<div style="border: 1px solid red; padding: 2px;"> 5 [Red X] </div>	3.00 Approved

Employee: BAILEY, NICOLE

Trace	Detail	Scheduled	Worked	Start	End	Clocks
<input type="checkbox"/>	[Red X] [Lock] [Edit] [Delete]	09/09/2019 Mon	08:30	8:30a	5:00p	+

Submit Show Edits

Employee	Summary	Sun Sep 8, 2019	Mon Sep 9, 2019	Tue Sep 10, 2019
BAILEY, NICOLE	42.00 40.00 Approved	OFF 3.00 Approved	10.30 10.30 Approved	10.30 10.00 Approved

- The SAW lists all employees in one cost center on the screen. You can easily identify which staff need timesheets authorized and which day is affected by the red X. You can also, at a glance, view the scheduled and worked hours for that day.
- To make the SAW easier to use, there are filters that you can select so that you are only viewing staff that have unauthorized timesheets on the upper right. 
- Now you are only viewing the staff with unauthorized timesheets for a given time frame. If you click the down arrow on any given day, you can view the individual timesheet for that day while remaining in the SAW.
- The individual timesheet data will display all the same data that the Daily Timesheet activity displays such as scheduled and worked hours, clocks, and time code errors. Once any necessary edits have been made, you can authorize and submit the timesheet.
- Hide the individual's timesheet details by clicking the up arrow
- You can continue authorizing each timesheet until the Supervisor Approval Worksheet is free of errors/Red Xs. The expectation is that you will do this daily.

Team: Unauthorized Exceptions (Supervisor)

The Team Authorized Exceptions activity is a report that shows current timesheet exceptions that have not been authorized yet. This report provides a link to bring you directly to the employee's timesheet where the error occurred. It is another tool to use to quickly identify and fix unauthorized timesheets and can be useful to run at the end of a pay period to verify you have not missed any unauthorized timesheets.

1. Select Team on the top menu bar.
2. Enter a cost center and date range to view
3. Select **Exception – Unauthorized** in the Action drop down menu as shown below.
4. Click **Go**

Team: 14035 Sub Teams: Pay Group: Date Selection: Manual Date Range Start Date: 08/04/2019 End Date: 08/17/2019 Action: Exception - Unauthorized

5. You can view all the unauthorized timesheets that need to be worked in a list format. To be brought to the timesheet to edit and authorize any errors, click [Details](#)

Employee	Team	Work Date	Authorized	Earnings Code	Details
	14035	08/09/2019	No	4.0ATTPT	Details
	14035	08/05/2019	No	LATE	Details
	14035	08/05/2019	No	0.5ATTPT	Details
	14035	08/06/2019	No	UAT	Details
	14035	08/08/2019	No	UAT	Details
	14035	08/09/2019	No	UAT	Details
	14035	08/10/2019	No	UAT	Details
	14035	08/11/2019	No	UAT	Details
	14035	08/14/2019	No	UAT	Details
	14035	08/15/2019	No	UAT	Details
	14035	08/16/2019	No	UAT	Details
	14035	08/09/2019	No	1.0ATTPT	Details
	14035	08/10/2019	No	1.0ATTPT	Details

6. You are brought to the daily timesheet activity to edit and authorize the timesheet for that day – again—the goal is no Red Xs at pay period end. Red Xs mean an error on a timesheet or a schedule.
 - a. Jump to the Daily Timesheet lesson for more information on editing and authorizing timesheets
7. From this report, you can continue working all the unauthorized timesheets for any given period until none remain. There must be no Red Xs for any cost center by 11AM on Mondays for the previous pay period so Payroll can be run.

Workmail Messages (Supervisor)

Workmail messages act like e-mail. You can send, receive, reply and forward messages. As a supervisor, you will receive messages about time off requests from staff and when disciplinary action is necessary. All workmail messages will be forwarded to your Riverside e-mail so you are notified when messages are received within WFM. If the Workmail message includes a hyperlink to perform an action, you will not be able to access the hyperlink from your Riverside e-mail, you will need to log in to WFM to complete the action.

Del	All	From	Subject	Date	Type
<input type="checkbox"/>		BREANNA-ARVIN	A Time Off Request is submitted for your approval.	Aug 5, 7:15 PM	Todo
<input type="checkbox"/>		BREANNA-ARVIN	A Time Off Request is submitted for your approval.	Aug 5, 12:21 AM	Todo
<input type="checkbox"/>		WORKBRAIN	S-S Window: TELE RN TEAM Opening	Aug 2, 6:22 PM	Alert
<input type="checkbox"/>		WORKBRAIN	S-S Window: TELE RN TEAM Opening	Aug 1, 8:38 AM	Alert
<input type="checkbox"/>		WORKBRAIN	S-S Window: TELE RN TEAM Opening	Aug 1, 8:37 AM	Alert
<input type="checkbox"/>		WORKBRAIN	S-S Window: TELE RN TEAM Opening	Aug 1, 8:35 AM	Alert
<input type="checkbox"/>		BREANNA-ARVIN	A cancellation of approved time off is submitted for your approval.	Jul 30, 9:50 PM	Todo
<input type="checkbox"/>		BREANNA-ARVIN	A Time Off Request is submitted for your approval.	Jul 30, 9:50 PM	Todo
<input type="checkbox"/>		BREANNA-ARVIN	A Time Off Request is submitted for your approval.	Jul 30, 9:08 PM	Todo
<input type="checkbox"/>		BONNIE-BOWERS	Your Shift Trade interaction has been rejected.	Jul 30, 8:22 PM	Interaction Reply
<input type="checkbox"/>		WORKBRAIN	Your shift trade for Jul 31, 2019 has been rejected.	Jul 30, 8:21 PM	Mail
<input type="checkbox"/>		JUANETTE-HEMP	A Time Off Request is submitted for your approval.	Jul 30, 6:21 PM	Todo
<input type="checkbox"/>		BONNIE-BOWERS	Exception Timesheet - 9710 [07/15/2019]	Jul 30, 6:08 PM	Mail

1. Select **Messages** from the Menu Bar.
2. Tabs within Workmail Message:
 - a. Inbox: View received, sent, deleted, and draft mail
 - b. Compose: write and send messages to WFM users
 - c. Address Book: View your team and cost center and select users to send a message to
 - d. Folders: Can create a new folder to organize mail
 - e. Forms: view the status of submitted form requests (includes swapped shifts needing authorization and attendance violations)
 - f. Batch Approvals: allows authorized users to accept or reject form requests

All messages go to WFM messages. We will turn on the mail forwarder which will send them to their stored email address. Some functionality is only available in the WFM message. i.e – links to the module that requires action, forms that need submitting.

Messages that exist:

 - Time off request to department supervisor(s)
 - Attendance violation notices to department supervisor(s)
 - Payroll end approaching message to all staff to prompt employees to attest their timesheet
 - ET balance approaching maximum to all staff (within 10 hours of maximum should receive message)
 - Successful or failed payroll export (payroll administrator only)

Between scheduled reports and new custom alert messages there are unlimited options for ‘automatic’ WFM messages.
3. **Time off requests/approvals/denials:** These message types are only sent to supervisors. They are not sent to schedulers. Schedulers can still act on time off requests by going to the Time Off Approval activity.

- a. In a time off request message, you will see the employee requesting time off and the dates and times they are requesting. There is a hyperlink within the message to bring you to the time off approval activity to act on this request.
4. **Report messages:** You can build reports to send to yourself on a regular basis.
 - a. In a report message, there is a hyperlink to bring you to the report.
5. **Attendance control messages:** These are sent to you when an employee requires disciplinary action due to their associated point value for time and attendance violations.
 - a. In an attendance control message, there is a hyperlink to bring you to the attendance control form to be filled out with the employee present.
6. **Shift Trade:** Shift Trade or swap message that are approved or rejected.
 - a. IF two staff members make a swap via ETM or Mobility and no schedule compliance issues are raised the Supervisor will not be notified in WFM Messages—the shifts will auto-swap on the ASV. IF the swap would cause a compliance issue (weekly rest for example) the Supervisor will be messaged to approve or deny the swap before the 2nd employee is messaged to approve or deny. The system will reject all other swaps that shouldn't happen. i.e Employee not available or employee not qualified to cover the work being swapped.
7. **Billboard Opening:** Announces billboards are now open for scheduling.

Attendance Control (Supervisors Only)

Attendance Control is an activity that tracks time code errors and attendance violations requiring disciplinary action based off the rules built in WFM. When you have WFM supervisor permissions, you can manually add items/points under **Attendance Control** in the **Event Log**. Those points that you add there are to roll into the log for calculating violations (need for corrective action). Remember—if you make an error in adding a point, you can have HR remove the point (s).

If you need to remove points generated by the system on an earlier date or discover an error, contact HR as only they can remove points.

You can go in and browse the Event Log and fill out or practice the fields—just don't hit SAVE if you are playing. If you hit SAVE and make an error, email HR and they can make the invalid point go away.

Event Log

Events are flagged when a time code error occurs that requires supervisor authorization on the timesheet.

1. Click Attendance Control on the top toolbar
2. Click Event Log. You can VIEW by searching by date, employee name or employee ID number. All column headers are clickable to sort (work date may be useful in looking at an individual employee's record).
3. You can see each employee that had a time code error and the event that occurred (such as tardy, no call no show, or left more than 2 hours prior to the end of their shift). You can also see the date that the event occurred, the time code and its associated point value, whether it was triggered manually by a user or automatically by the system, the date the occurrence was entered, any documented reason by the employee, any supervisor notes entered, who authorized this time and attendance code error, and the date the authorization was entered among other miscellaneous items.
4. Click **Create new Entry** and add the points desired and any comments to be stored in the record in WFM. I filled out a sample log below for a tardy as a supervisor. Pending means that I haven't spoken with the employee about it. Processed (you may not have that exact option as my access and yours will be a little different) means I talked to the employee about it. Click **Save** when you have completed the log. Remember - .5 points for Tardy, 1.0 point for calloff, 4.0 points for no-call, no-show.

Events are flagged when a time code error occurs that requires supervisor authorization on the timesheet. Be sure to adjust the schedule from the schedule or timesheet to remove incorrect points before pay period ends. Supervisor authorization (green checkmark) means you authorized the points and the pay for the employee.

	Employee	Employee ▲	Event	Work Date ▲	Time Code	Log Points	User	Date ▲	E
Edit			EARLY DEP. MORE THAN 2 HOURS	06/03/2019	LE	1.00000	SYSTEM	06/24/2019	
Edit			NO CALL - NO SHOW	07/15/2019	4.0ATTPT	4.00000	SYSTEM	07/23/2019	
Edit			TARDINESS LESS THAN 2 HOURS	07/16/2019	0.5ATTPT	0.50000	SYSTEM	07/23/2019	
Edit			TARDINESS LESS THAN 2 HOURS	07/15/2019	0.5ATTPT	0.50000	SYSTEM	07/23/2019	
Edit			EARLY DEP. LESS THAN 2 HOURS	07/15/2019	0.5ATTPT	0.50000	SYSTEM	07/23/2019	
Edit			NO CALL - NO SHOW	07/16/2019	4.0ATTPT	4.00000	SYSTEM	07/23/2019	
Edit			EARLY DEP. LESS THAN 2 HOURS	07/15/2019	0.5ATTPT	0.50000	SYSTEM	07/23/2019	
Edit			EARLY DEP. MORE THAN 2 HOURS	07/16/2019	1.0ATTPT	1.00000	SYSTEM	07/23/2019	
Edit			EARLY DEP. MORE THAN 2 HOURS	07/17/2019	1.0ATTPT	1.00000	SYSTEM	07/23/2019	
Edit			EARLY DEP. MORE THAN 2 HOURS	07/18/2019	1.0ATTPT	1.00000	SYSTEM	07/23/2019	

1 2 ▶ [1-10 / 11]

- You can see each employee that had a time code error and the event that occurred (such as tardy, no call no show, or left more than 2 hours prior to the end of their shift) in the Event Log as shown above. You can also see the date that the event occurred, the time code and its associated point value, whether it was triggered manually by a user or automatically by the system, the date the occurrence was entered, any documented reason by the employee, any supervisor notes entered, who authorized this time and attendance code error, and the date the authorization was entered among other miscellaneous items.
- Select Edit to view the event log details
- You can edit and add details to fields from the Event Log Details screen with supervisory access. (See example screenshot below for sample of how to create an event for no lunch punch infractions which are not auto-generated). Processed means the system or the supervisor authorized the points in the log. Pending means the system has not marked it complete (during the same pay period) or the supervisor has not yet processed the point or infraction notice.
- Select Edit to view an event detail already in the file for your staff.
-
- Click **Save**

Attendance Control / Event Log / Create New

Event Log - Details

Employee *

Employee

Event *

Work Date *

Time Code *

Log Points *

User *

Date *

Employee Reason

Supervisor Notes

Instructed employee that we depend on her and to leave for work early when we know there may be poor traffic conditions.

Auth By

Auth Date

Calc Groups *

Pay Group *

Status *

Event Setup

- Click Attendance Control on the top toolbar
- Click Event Setup
- You can view all of the time code events that can be flagged as an error as well as the associated point value and minute duration.

	Event Name	Description	Time Codes	Pay Groups	Calc Groups	Minimum Duration	Maximum Duration	Points
Edit	NO CALL - NO SHOW	No Call - No Show	4.0ATTPT		NON-EXEMPT			4
Edit	EARLY DEP. LESS THAN 2 HOURS	EARLY DEP. LESS THAN 2 HOURS	0.5ATTPT		NON-EXEMPT	120	120	0.5
Edit	TARDINESS LESS THAN 2 HOURS - NEW/TEMP	Tardiness less than 2 hours - New/Temp	0.5ATTPT-NT		NON-EXEMPT	60	60	0.5
Edit	WORKED LESS THAN 2 HOURS	WORKED LESS THAN 2 HOURS	1.0ATTPT		NON-EXEMPT	120	120	1
Edit	TARDINESS LESS THAN 2 HOURS	Tardiness less than 2 hours	0.5ATTPT		NON-EXEMPT	60	60	0.5
Edit	WORKED LESS THAN 2 HOURS - NEW/TEMP	WORKED LESS THAN 2 HOURS - NEW/TEMP	1.0ATTPT-NT		NON-EXEMPT	120	120	1
Edit	EARLY DEP. LESS THAN 2 HOURS - NEW/TEMP	EARLY DEP. LESS THAN 2 HOURS - NEW/TEMP	0.5ATTPT-NT		NON-EXEMPT	120	120	0.5
Edit	EARLY DEP. MORE THAN 2 HOURS - NEW/TEMP	Early departure 2 hours or more - New/Temp	1.0ATTPT-NT		NON-EXEMPT	120		1
Edit	NO CALL - NO SHOW - NEW/TEMP	NO CALL - NO SHOW - NEW/TEMP	4.0ATTPT-NT		NON-EXEMPT			4
Edit	EARLY DEP. MORE THAN 2 HOURS	Early departure 2 hours or more	1.0ATTPT		NON-EXEMPT	60	60	1

Attendance Control - Violation Log and Messages

Violations are flagged when an employee's time and attendance code errors add up to a specific point value that warrants disciplinary action. Violations are not flagged until timesheets for an employee have been authorized meaning you as a supervisor have agreed with all time and attendance code errors.

1. Click Attendance Control on the top toolbar
2. Click Violation Log

Violation Log

	Employee	Employee ▲	Violation	Work Date ▲	User	Log Date ▲
Edit			DOCUMENTED VERBAL WARNING	07/16/2019	SYSTEM	07/23/2019
Edit			DOCUMENTED VERBAL WARNING	07/19/2019	SYSTEM	07/23/2019
Edit	2318		WRITTEN WARNING	07/24/2019	BONNIE-BOWERS	07/24/2019

3. Violation logs are similar to Event logs as it lists the employee, the violation that occurred, the last work date that brought the employee above a certain point value to warrant disciplinary action, how the violation was flagged and the date it was flagged as well as who notified the employee of the violation, the date of notification, the documented employee reason for the violation, any supervisor notes and the current status of the violation.
4. Click Edit to view the violation log.
5. When a violation occurs, you as a supervisor will receive a Workmail message (sample below) with a brief description about the violation and a hyperlink to view the violation form. The violation form is to be filled out with the employee and has the same fields that you see here in the Violation Log Details screen. You can add an employee reason, supervisor notes, notification information and update the status to processed.
 - a. Note: This notice does NOT talk to the Employee Relations module in GHR/ESS for corrective action and you have the ability to select YES or NO to authorize the points or not. Click SUBMIT after choosing YES/NO on the message. If an error is made, contact HR.

Home Attendance Control Messages (4) Maintenance Timesheet My Timesheet Supervisor Approval Scheduling My Reports Team Weekly Timesheet Payroll

Inbox Compose Address Book Folders Forms Batch Approvals

Inbox-4 Unread Messages

Move Checked Items To [Folder] Go Browse Folder INBOX

Del	All	From	Subject	Date	Type
<input type="checkbox"/>	<input type="checkbox"/>	WORKBRAIN	ATTENDANCE CONTROL Employee [REDACTED] DOCUMENTED VERBAL WARNING _ 07/16/2019	Jul 23 2 14 PM	Mail
<input type="checkbox"/>	<input type="checkbox"/>	KRISTINE-BODEMER	A time off request pending your approval has been denied	Jul 23, 10:14 AM	Mail
<input type="checkbox"/>	<input type="checkbox"/>	KRISTINE-BODEMER	Your Time Off Request was Denied	Jul 23, 10:14 AM	Mail
<input type="checkbox"/>	<input type="checkbox"/>	KRISTINE-BODEMER	A time off request pending for your approval has been withdrawn	Jul 22, 4:19 PM	Mail

Read Message

From: WORKBRAIN Date: Jul 23, 2:14 PM
 To: ANGELIA-NEWBROUGH
 Cc:
 Subject: ATTENDANCE CONTROL:Employee [REDACTED] - DOCUMENTED VERBAL WARNING _ 07/16/2019

Reply Reply All Forward < Prev Next > Delete Close

[Click here to open Attendance Control Authorization Form](#) ←

Reply Reply All Forward < Prev Next > Delete Close

Submit Submit & New Cancel Draft Open Draft Print

Attendance Control Authorization Form							
Complete this form to authorize the selected Violation.							
Violation: *	#10005 - [REDACTED] DOCUMENTED VERBAL WARNING - 2019-07-19 ▼						
Related Events:	#10005 - [REDACTED] EARLY DEP. LESS THAN 2 HOURS - 2019-07-19 ▼						
Date Emp. Notified:	<input type="text"/>						
Employee Reason:	<input type="text"/>						
Supervisor Notes:	<input type="text"/>						
Authorize Selected Violation?: *	Yes ▼						
<p>Warning!: Selecting 'No' and Submitting will prevent the selected Violation from appearing in the future. Only a System Administrator will subsequently be able to authorize the selected Violation.</p>							
<table border="1"> <tr> <td colspan="2">Auditing</td> </tr> <tr> <td>Submitted By:</td> <td>JENSEN, JANET</td> </tr> <tr> <td>Date Submitted:</td> <td>08/10/2019</td> </tr> </table>		Auditing		Submitted By:	JENSEN, JANET	Date Submitted:	08/10/2019
Auditing							
Submitted By:	JENSEN, JANET						
Date Submitted:	08/10/2019						
* - indicates a required field							

Violation Setup – Reference Area for how points are generated in WFM

1. Click Attendance Control on the top toolbar
2. Click Violation Setup
3. Similar to event setup, violation setup shows you the different violations that can occur. All of the violations are set up on a rolling 12 month calendar meaning the point values for an employee and the associated violations remain active from today through the last 12 months on any given day.
4. Missed lunch punches are not currently included in the violations.

Violation Name	Description	Period Type	Pay Groups	Calc Groups	Event Names
DOCUMENTED VERBAL WARNING	Documented Verbal Warning	ROLLING YEAR		NON-EXEMPT	EARLY DEP. LESS THAN 2 HOURS,NO CALL - NO SHOW,TA
DOCUMENTED VERBAL WARNING - NEW/TEMP	Documented Verbal Warning - New/Temp	ROLLING YEAR		NON-EXEMPT	EARLY DEP. LESS THAN 2 HOURS - NEW/TEMP,EARLY DEF
WRITTEN WARNING	Written warning	ROLLING YEAR		NON-EXEMPT	EARLY DEP. LESS THAN 2 HOURS,NO CALL - NO SHOW,TA
WRITTEN WARNING - NEW/TEMP	WRITTEN WARNING - NEW/TEMP	ROLLING YEAR		NON-EXEMPT	EARLY DEP. LESS THAN 2 HOURS - NEW/TEMP,EARLY DEF
WORKING SUSPENSION	Working suspension	ROLLING YEAR		NON-EXEMPT	NO CALL - NO SHOW,EARLY DEP. LESS THAN 2 HOURS,EA
WORKING SUSPENSION - NEW/TEMP	WORKING SUSPENSION - NEW/TEMP	ROLLING YEAR		NON-EXEMPT	EARLY DEP. LESS THAN 2 HOURS - NEW/TEMP,EARLY DEF
TERMINATION	Termination	ROLLING YEAR		NON-EXEMPT	NO CALL - NO SHOW,EARLY DEP. LESS THAN 2 HOURS,EA
TERMINATION - NEW/TEMP	TERMINATION - NEW/TEMP	ROLLING YEAR		NON-EXEMPT	EARLY DEP. LESS THAN 2 HOURS - NEW/TEMP,EARLY DEF

Running Standard Reports

Standard reports can be run similar to on-demand reports or they can be scheduled to run. If they are run on demand, their results are displayed on the screen in either HTML, PDF, or Microsoft Excel format. They can be scheduled to run automatically at any time. The specified recipients receive the report in their WFM Messages Inbox.

1. Click **My Reports**, select the report you want to run. The **Selection Parameters** page is displayed. This page shows the different criteria you use to specify what information is included in the report. The criteria varies between reports. A description of the report is displayed on the right when you choose a report name.
2. Specify the selection parameters to limit the information that is included in the report, as required. Only the information matching your criteria is displayed in the report.. The parameters that are available depend on the report that is being run.
3. Click **Go**. The selection parameters are displayed at the top of the report (unless you selected **No** from the **Show Parameters** drop-down list when you ran the report). The page number is displayed at the bottom of the page. If you print the reports, please shred when done using.
4. See the screenshot below. Once you've run one report, the steps to run them are the same other than choosing what parameters you wish to view (e.g. date range, team(s), and file format).

infor Infor WFM

Home Attendance Control Messages (0) Maintenance Timesheet My Timesheet Supervisor Approval Scheduling My Reports Team W

[My Reports](#) > Time Code by Team Report

Time Code by Team Report

Selection Parameters

Employee ID ALL

Teams ALL

Include Sub Teams

Pay Group ALL

Calculation Group ALL

Time Code ALL

* Date Selection

* Start Date

* End Date

Authorization

* Group By

* Second Group By

* Order By

* Direction

* Show Parameters

Report Format

Go **Cancel**

Report Description

The Timecode By Team report displays employee work detail records for time code occurrences for a specified date range

You must specify a date range and time code(s) for the report. You can specify additional selection criteria such as Calc Group, Team, and Employee. If you only specify a date range and time code(s), the report displays all employee time code records for the specified time period

The columns and rows that are displayed depend on the report and the parameters that you selected. You can use these buttons on the upper right of the report window to change your report view output:





Go back to report parameters selection page

Returns to the **Selection Parameters** page. The report parameters are preserved so you can rerun the report (and retrieve the most current data) without re-entering all the parameter values.

Note: If you selected **All** for a parameter value, a blank value is displayed when you return to the **Selection Parameters** page. A blank value is the same as **All**.



Run Report as HTML

Views the report in HTML format.

When you view a multi-page report in HTML format, clicking the **Bottom** link might cause the page numbers to display incorrectly. We recommended that you use the **Page down** links instead.



Run Report as PDF

Views the report in PDF format.



Run Report as Excel

Views the report in Microsoft Excel format.

Note: You must open the Microsoft Excel file before saving it to your computer for the file to function properly. If you are presented with the option of either opening or saving the Microsoft Excel file, open the report first, and then save it.

Dashboard Reports – a Work In Progress and not all live yet

From each of these 3 dashboards leaders can view various reports such as Attendance, Overtime, and Exceptions. You can also view and edit employee data, schedules, and daily timesheets. Each dashboard enables you to access relevant information.

Other Reports that may be useful:

Timesheets are to be reconciled daily for the prior day/shift. Reports are only as accurate as the schedule or timesheet is. If items are not reconciled and authorized as corrected and accurate on the timesheet, reports will be wrong.

- **MultiScheduler Reports:** Daily Staffing Sheets and reports can be run here. Useful for taking notes on the staffing sheet for the day at a nurses' station. Only reflects what is noted in WFM for the work schedule.
- **Timecode by Team Report:** allows you to run a report for all timecodes for a specified team (department) and date range. Useful for monitoring meal breaks, overtime, attendance points.
- **Timecode by Employee Report:** allows you to view all timecodes for an individual employee.

Note: Reports entitled "Cost Override" display activity that was floated to another department or cost center when the 'cost override' field is populated via the schedule or on the timesheet.

Running a report for Attendance Points:

Standard reports can be run similar to on-demand reports or they can be scheduled to run. If they are run on demand, their results are displayed on the screen in either HTML, PDF, or Microsoft Excel format. They can be scheduled to run automatically at any time. The specified recipients receive the report in their WFM Messages Inbox.

1. Click **My Reports**, and choose **Time Code by Team** report to run the attendance points report for all staff in a particular team—or pick the employee ID only to run this report for one employee.

2. The **Selection Parameters** page is displayed. This page shows the different criteria you use to specify what information is included in the report. The criteria varies between reports. A description of the report is displayed on the right when you choose a report name.
3. Specify the selection parameters to limit the information that is included in the report, as required. Only the information matching your criteria is displayed in the report.. The parameters that are available depend on the report that is being run.
 - a. To run the attendance points report, fill in Employee ID if running report for one person. Leave employee ID blank of running report for an entire cost center and instead, choose the cost center in TEAMS as shown below.
 - b. Go to Time Code and click on the magnifying glass.
 - i. In the Description box, type 0.5 (this will locate tardy points for both new hires and current staff); 1 (calloff points), 2, and 4 (no-call/no-show points). Click SUBMIT only after choosing all six timecode options associated with attendance points (see partial list below).

Time Code by Team Report

Selection Parameters

Report Description

Employee ID: [] ALL

Teams: 15013 ALL

Include Sub Teams:

Pay Group: [] ALL

Calculation Group: [] ALL

Time Code: 0.5ATTPT,0.5ATTPT-NT,1.0ATTPT,1.0ATTPT-NT ALL

* Date Selection: []

* Start Date: []

* End Date: []

Authorization: []

* Group By: []

* Second Group By: []

* Order By: []

Find	Time Code	Description
<input checked="" type="checkbox"/>	4.0ATTPT	4 attendance points full-time/part-time
<input checked="" type="checkbox"/>	4.0ATTPT-NT	4 attendance points newtemp

Prev 1 Next Submit Reset

0.5ATTPT
0.5ATTPT-NT
1.0ATTPT
1.0ATTPT-NT Remove

- ii.
4. Choose the Start Date. Attendance Points are a 12 month rolling calendar so look 12 months back from the current date you are running the report to view all points currently adding up to the threshold for corrective actions.
5. Choose the report format (I recommend Excel or PDF for ease in printing and viewing).

6. Click **Go**. The selection parameters are displayed at the top of the report (unless you selected **No** from the **Show Parameters** drop-down list when you ran the report). The page number is displayed at the bottom of the page. If you print the reports, please shred when done using. See the screenshot below. Once you've run one report, the steps to run them are the same other than choosing what parameters you wish to view (e.g. date range, team(s), and file format.

The screenshot shows the 'Time Code by Team Report' page in the Infor WFM system. The 'Selection Parameters' section includes fields for Employee ID, Teams (15013), Date Selection (Manual Date), Start Date (07/28/2019), End Date (08/10/2019), Authorization (All Records), Group By (Time Code), Second Group By (Team Name), Order By (Employee ID), Direction (Ascending), Show Parameters (Yes), and Report Format (Excel). The 'Go' button is highlighted in blue at the bottom left.

TimeCode and Pay Policies Crosswalk: When to use what code, what it pays, policy reference and where to access in WFM

PayCode Name as it Appears in Kronos	WFM TimeCode on Reports (and Paystub?)	What it Pays	When to Use	Policy Reference (HR Global Policies)	ASV (Advanced Schedule View) and Staffing Center	Timesheet
UNPAID - UNEXCUSED	ABS-UN NO SHOW	Pays nothing.	Use this tracking code to track hours the employee was scheduled to work but failed to call off in advance of his/her shift or was a no-call, no-show and does not have ET or is in the introductory period when he/she cannot use ET.	Earned Time (ET)	Activity (No Show) Bookoff (No Show)	Bookoff (ABS-UN) Pencil..LTA (ABS-UN) Timecode (ABS-UN)
ADJ STIPEND	ADJSTIPEND	1/2 shift or full shift only for exempt staff picking up hourly work and as approved by HR before the staff member works the role.	For exempt staff picking up hourly work and as approved by HR before the staff member works the role. Salaried Staff with a stipend set up by HR should clock in and out for shifts and the stipend will auto-post to the WFM timesheet.	Exempt Staff Stipend for Work Beyond Regular Position		Flat Rate/Timesheet/Premium – see HR as they may handle
FUNERAL	BRV FUNERAL	Regular hourly wage for amount of hours posted	Use for benefits-eligible employees who meet the policy criteria to be paid for time off due to a death in the immediate family. Must be at Riverside 90 days--completely separate from ET (can have no ET hours and still be paid Funeral)	Bereavement Leave	Activity (funeral) Bookoff (funeral)	Bookoff (BRV) Pencil.....LTA (BRV)

PayCode Name as it Appears in Kronos	WFM TimeCode on Reports (and Paystub?)	What it Pays	When to Use	Policy Reference (HR Global Policies)	ASV (Advanced Schedule View) and Staffing Center	Timesheet
CALL FEE \$	CALLFEE	\$25.00/multiplier (if you put 1, pays \$25.00; if you put 2 in the amount column, pays \$50.00, and so on)	Use to record Call Fee as appropriate to employee. If hourly staff members respond to a disaster and their hours put them over 40 hrs/workweek, they will receive time and a half on those hours and the \$25.00 call fee bonus expensed to the home dept. Also may be used in Disaster situations.	Call Time		
UNIT CHARGE	CHARGE	Pays \$1.00/hr differential for hours in the charge role.	Use for nursing unit charge person for # of hours the nurse was in the unit charge role and only when the nurse manager or team leader is not on the campus. This is not paid to employees in team leader or supervisory roles. This is for a general staff member to pick up supervisory responsibilities in the absence of a team leader or manager during shift. Exempt staff are exempt from differentials.		Premium (check for meal break)	Pencil...Work Premium or Add Premium May see as WRK-CHG or CALL-CHG in timecodes

PayCode Name as it Appears in Kronos	WFM TimeCode on Reports (and Paystub?)	What it Pays	When to Use	Policy Reference (HR Global Policies)	ASV (Advanced Schedule View) and Staffing Center	Timesheet
EDUCATION	EDU	Regular hourly wage for amount of hours posted - expensed to home dept (not floated)	Use to capture hours for an employee attending paid (mandatory training must be paid) education hours (e.g. CPR class).		Activity	Timecode
Education with Shift	EDU-SHIFT	Shift Diff on Education Hours for staff that meet the shift diff rule	Use to capture hours for an employee attending paid (mandatory training must be paid) education hours (e.g. CPR class).	Pay Differentials for Shift Work	Activity	Timecode
ET - IVO	ETIVO	Regular hourly wage for amount of hours posted (Earned Time Involuntary)	Used with low volume/low census, where employees choose to use ET hours or have greater than 120 hours in their ET bank. These hours are treated like regular worked hours and used for accruing more ET into their ET bank. Exempt staff may only be IVOed in 1/2 shift or full shifts and must be use IVO-ET unless being IVO'ed for an entire workweek; hourly staff may be IVO'ed in 30 minute increments.	Earned Time (ET) Involuntary Time Off (IVO)	IVO-ET – Activity and Bookoff Also available combined with IVO-ET- Standby	ETIVO (under Add Premium and under Pencil...Work Premium, Pencil....LTA, and under BookOff

PayCode Name as it Appears in Kronos	WFM TimeCode on Reports (and Paystub?)	What it Pays	When to Use	Policy Reference (HR Global Policies)	ASV (Advanced Schedule View) and Staffing Center	Timesheet
ET - SCHEDULED	ETSCHED	Regular hourly wage for amount of hours posted from ET bank.	Use for pre-approved time off (e.g. vacation, holiday) for eligible employees to pay up to employee's expected hours/assigned FTE PER PAY PERIOD for eligible staff (.5 FTE here 90+ days). Salaried staff = full or half-shifts; hourly staff = 3 min increments. Please note the exceptions in the policy.	Earned Time (ET)	ETSCHED – Activity, Bookoff (also see Earned Time)	VAC, PTO (Timecode), ETSCH (Add Premium), Bookoff, Pencil...LTA (VAC, PTO, ETSCH)
ET - UNSCHED	ETUNSCH	Regular hourly wage for amount of hours posted	Use for eligible employees who were scheduled to work and call off (e.g. sick calloff). ET is required for any/all calloffs	Earned Time (ET)	Activity – Calloff, Bookoff-Calloff	Timecode, Bookoff-ETUNSCH; Pencil...LTA
EXTENDED ILLNESS	EXTILL	Regular hourly wage for amount of hours posted ONLY by HR	Use for eligible employees as designated by HR for medical leaves, etc.	Leaves of Absence (FMLA and Other)	N/A	Timecode Add Premium or Pencil..Work Premium Pencil.....LTA
UNPAID - FMLA	FMLA	Pays nothing. ONLY HR POSTS this code.	This is a tracking code that is used to track hours employee was scheduled to work when on a family or medical leave, or VESSA leave with prior HR approval. ONLY HR POSTS this code.	Leaves of Absence (FMLA and Other)		

PayCode Name as it Appears in Kronos	WFM TimeCode on Reports (and Paystub?)	What it Pays	When to Use	Policy Reference (HR Global Policies)	ASV (Advanced Schedule View) and Staffing Center	Timesheet
GN PREC NURSE	GNPREC WRK-PRC = Work + Preceptor pay	\$1.00/designated hours - premium on ASV to designate for partial/full shift	Only for RNs in WCS, Med-Peds; 3Ortho-Neuro, Tele, ICU, Rehab, Med-Surg, SBHU, MH Spec., MHU to be paid an hourly differential for hours spent precepting new grad nurses/nurses new to your specialty area for his/her first 6 months. RN must have completed preceptor training.	Education - Nurse Preceptor	Checkbox for Meal and Shift	Premium (Add Premium or Pencil...Work premium)
HALF TIME	HALFTIME	Pays half of regular hourly wage for designated hours - autopopulates with on-call shifts	Used with On-Call to assure employees receive time and a half when appropriate per policy. Use for Weekend Nurses to pay time a half. Check with HR re: Weekend RNs' practices.	Call Time		
HALF TIME HOLIDAY	HOL	Pays time and a half for hourly staff working the 25 hour holiday as designated by health system policy.	Pays automatically--no edit required for eligible staff clocked on the holiday	Holidays		
ADJ - INCENTIVE and ADJ-PCS INCENT	INCENTIVE					

PayCode Name as it Appears in Kronos	WFM TimeCode on Reports (and Paystub?)	What it Pays	When to Use	Policy Reference (HR Global Policies)	ASV (Advanced Schedule View) and Staffing Center	Timesheet
UNPAID - IVO	IVO-UNPAID	Pays nothing but does result in re-accrual like worked hours into ET banks for eligible employees.	This is a tracking code (unpaid time)for hourly employees who are taking involuntary time off due to low volume/low census and may be used in 30 min increments. NOTE: If employees have greater than 120 hours in their ET bank they may be required to use ET-IVO. Like the ET-IVO paycode, the Unpaid-IVO tracking code assures these hours are treated like regular worked hours and used for accruing more ET into the employee's ET bank. EXEMPT staff may only be Unpaid IVO'ed for an entire workweek (see the IVO policy for more information). Encourage staff to know the policy and post at the timeclock (Work Rule functionality).	Involuntary Time Off (IVO)	Activity Bookoff	Timecode Bookoff Pencil..LTA

PayCode Name as it Appears in Kronos	WFM TimeCode on Reports (and Paystub?)	What it Pays	When to Use	Policy Reference (HR Global Policies)	ASV (Advanced Schedule View) and Staffing Center	Timesheet
JURY DUTY	JURY	Regular hourly wage for amount of hours posted – do not accrue ET on jury duty hours	Use to pay employees for regularly scheduled work days they are off participating in jury duty upon receiving copy of jury duty voucher. If an exempt staff member released for a 1/2 day, they may be paid Jury Duty for 4 hours and Regular pay for 4 hours (1/2 days) – Staff who are released early from Jury duty are to contact department work and if hourly and no work is available, can be coded for remainder of shift as IVO time	Jury Duty	Activity Bookoff	Pencil....LTA and Book off Timecode
LIGHT DUTY	LIGHTDUTY Lightduty Shift	Regular hourly wage for amount of hours posted - direction on use provided by Risk Mgmt/Employee Health	Use to code hours and pay employee who is working with light duty/work restrictions. Use the workrule functionality for the employee's pay rule (HRLY, HFC, NH, SLC) for appropriate coding. Lightduty with shift is shift differential for staff working 5+ consecutive hours between	Compensation for Treatment of Work Related Injuries	Activity	Timecode

PayCode Name as it Appears in Kronos	WFM TimeCode on Reports (and Paystub?)	What it Pays	When to Use	Policy Reference (HR Global Policies)	ASV (Advanced Schedule View) and Staffing Center	Timesheet
			3P and 7:30A (night shift)			
SHIFT for Light Duty	LIGHTDUTY-SHIFT	Pays Shift differential and is automatically calculated and paid by WFM (make sure all clocks are on the timesheet).	Pay SHIFT automatically based on work times for eligible hourly employees and is reflected in the TOTALS tab.	Pay Differentials for Shift Work	Activity	Timecode
MILITARY DUTY	MLTRY	Only HR posts this code--and what is pays varies based upon years of service at Riverside and the employee's military pay rate	The employee must provide documentation of Military Orders when called to duty as soon as possible in advance of departure. Employees with at least one year of service will receive partial pay for up to 2 weeks in a year for training assignments or active duty if their Riverside pay rate is greater than their military pay rate. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base pay and the pay (excluding	Leaves of Absence (FMLA and Other)	N/A	Pencil...LTA Bookoff Timecode

PayCode Name as it Appears in Kronos	WFM TimeCode on Reports (and Paystub?)	What it Pays	When to Use	Policy Reference (HR Global Policies)	ASV (Advanced Schedule View) and Staffing Center	Timesheet
			<p>expense pay) received while on military duty. The portion of any military leave in excess of two weeks will be unpaid. Employees will be allowed to use Earned Time hours to supplement lost pay due to military leave.</p> <p>ONLY HR POSTS this code.</p>			
NON WORKED CALL	NONWRKCALL	Regular hourly wage for amount of hours posted (Call Minimum Premium)	If the employee was called in to work for less than the approved minimum call hours for their job/department (see the Call Time policy-- must have HR approval first), this code shows to assure the employee is paid the guaranteed minimum call pay (auto-flows from scheduled oncall shifts and clocks) for eligible hourly staff in eligible departments (per the policy).	Call Time	N/A	Pencil...Work Premium or Add Premium

PayCode Name as it Appears in Kronos	WFM TimeCode on Reports (and Paystub?)	What it Pays	When to Use	Policy Reference (HR Global Policies)	ASV (Advanced Schedule View) and Staffing Center	Timesheet
OR FACILITATOR	ORFAC	Hrly differential	Differential for OR only		Premium for OR?	Pencil...Work Premium or Add Premium
ORIENTATION	ORIENT	Regular hourly wage for amount of hours posted	Use this paycode to track orientation hours for employees separately from Education hours.		Activity	Timecode
ORIENTATION with SHIFT	ORIENT-SHIFT	Regular hourly wage for amount of hours posted + shift diff for eligible staff under the shift diff policy.	Use this paycode to track orientation hours for employees separately from Education hours.	Pay Differentials for Shift Work	Activity	Timecode
OVERTIME	OT1.5 OTS (Straight Overtime) OT 2 (Double time)	Pays time and a half for hours worked over 40 hrs during the work week (Sunday through Saturday). YOU NEVER should post or use this code...make sure swipes are posted and WFM will handle. does the rest.	WFM automatically calculates and posts Overtime for eligible employees based upon the 40 hour workweek (Sunday thru Saturday)	Overtime		

PayCode Name as it Appears in Kronos	WFM TimeCode on Reports (and Paystub?)	What it Pays	When to Use	Policy Reference (HR Global Policies)	ASV (Advanced Schedule View) and Staffing Center	Timesheet
CALL-IN and Call-In Minimum	Recall and Recall-Shift and Prem	Used with On-Call Shifts and populates from schedule to timesheet with clocks by employee during on-call shifts. Recall-Shift is shift diff for eligible hourly employees. Prem is to make up the Call-Min if not meeting the minimum call-in hours	This is a tracking code to track call-in hours per Call-In policy. Exempt staff are ineligible for call pay. A minimum of 2 hours pay will be paid for the areas designated with HR. Any variances from this policy must be patient need and approved by the Director of the area, the VP of Nursing, and the VP of Human Resources.	Call Time		
STANDBY/Standby CVOR/Standby AMB	SB; STANDBY; SB-AMB (Ambulance); SB-AMB-EMTP (Standby EMT-P) SB-CVOR (requires notice of eligible staff to HR)	Pays hrly differential for staff on standby.	When employees are asked to be available by telephone to report to work when asked, they are on standby. Refer to the policy for eligible hourly staff.	Call Time	Call Activity Book off with IVO-Unpaid-Standby or IVO-ET-Standby	Timecode (Drop-down to associate with other work codes on timesheet (eg. IVO-ET with Standby))
UNPAID - SICK	SICK Calloff-Unpaid (ASV)	Pays nothing.	Use this tracking code to track hours the employee was scheduled to work but called off sick during the employee's introductory period when he/she cannot use ET or for	Earned Time (ET)	Activity Bookoff	Timecode (Sick) Bookoff Pencil..LTA

PayCode Name as it Appears in Kronos	WFM TimeCode on Reports (and Paystub?)	What it Pays	When to Use	Policy Reference (HR Global Policies)	ASV (Advanced Schedule View) and Staffing Center	Timesheet
			employees scheduled to work who do not have ET.			
EXCUSED-UNPAID	Spec_Request Unpaid-Excused	Regular hourly wage for amount of hours posted	Use for employees who do not have ET for pre-approved days off to track nonworked hours.	Earned Time (ET)	Activity = SPEC Request, Unpaid-Excused; Bookoff= SPEC Request, Unpaid-Excused;	Timecode=Request, ABS Pencil..LTA = ABS, Request
STD	STD	Pays short-term disability. HR only will use this paycode	Pay short-term disability to employees approved by Human Resources. ONLY HR POSTS this code.	Leaves of Absence (FMLA and Other)		Add Premium Bookoff
ASST SUPV AMB	SUPAMB		Only for Ambulance Dept.			
SUSPENDED WITH PAY	SUSP	Pays regular hourly wage - ONLY SUSPEND with prior HR approval.	Pays regular hourly wage for hours employee was scheduled to work when suspended with pay (must have prior HR approval to take this corrective action step).	Disciplinary Guidelines		Bookoff Pencil..LTA Timecode
UNPAID - SUSPENDED	SUSP-U	Pays nothing.	This is a tracking code that is used to track hours employee was scheduled to work when suspended without pay (must have prior HR approval to take this	Disciplinary Guidelines		Bookoff Pencil..LTA Timecode

PayCode Name as it Appears in Kronos	WFM TimeCode on Reports (and Paystub?)	What it Pays	When to Use	Policy Reference (HR Global Policies)	ASV (Advanced Schedule View) and Staffing Center	Timesheet
			corrective action step).			
OR CHARGE NURSE	Unit Charge	\$2.00/hr. differential.	Differential for OR Charge - autopopulates when Charge box is selected on schedule for eligible hourly staff.		Premium (check for meal break)	Pencil...Work Premium or Add Premium May see as WRK-CHG or CALL-CHG in timecodes
CHARGE PERSON	Unit Charge	Differential.	To pay differential			
WEEKEND-	WKN	Schedule only for eligible roles - See HR	Paid automatically for those Weekend RNs with the commitment on file.			
REGULAR	WRK WRK-WKN WRK-LR (clocked in during late release oncall) WRK-Xray (Xray Modality + Work) Early (regular hourly wage for early clock compared to shift) LL – Left Late compared to schedule and pays regular hourly wage)	Pays regular hourly wage for the employee. WRK-WKN is the weekend RN placeholder.	This is the paycode that reflects all clock activity automatically for employees--and reflects worked hours.		Activity	Timecode

PayCode Name as it Appears in Kronos	WFM TimeCode on Reports (and Paystub?)	What it Pays	When to Use	Policy Reference (HR Global Policies)	ASV (Advanced Schedule View) and Staffing Center	Timesheet
REGULAR WITH SHIFT	<p>WRK-SHIFT</p> <p>WRK-LR-SHIFT (Late Release+ Shift Diff+ Regular)</p> <p>WRK-XRAY-SHIFT (Work+Xray Modality+ Shift Differential)</p> <p>LL-SHIFT (left late with shift)</p> <p>Recall-SHIFT (called back in to work at time and a half plus shift differential)</p> <p>Early-SHIFT (Regular hourly wage for clocking in early plus shift differential)</p>	Pays regular hourly wage for the employees with shift diff for eligible hourly staff.	This is the paycode that reflects all clock activity automatically for employees--and reflects worked hours.	Pay Differentials for Shift Work	Activity	Timecode
XRAY 2ND MODALITY	XRAYMOD	Differential (Check Premium on ASV)	Xray only -- See HR for questions		Premium (add to meal in shift)	Premium

New WFM Codes on Timesheets	What It Means
0.5ATTPT	0.5 attendance point (Tardy compared to scheduled start time)
1.0 ATTPT	1.0 attendance point (absence/calloff for shift)
4.0ATTPT	4.0 attendance points (no-call, no-show) for scheduled shift
ADJ	ASV bookoff and Activity (Adjust to schedule?)

New WFM Codes on Timesheets	What It Means
BRK	ASV Break and Timesheet Timecode
BRKP	Break Paid as less than 20 minutes
Early	Early Clock in compared to schedule
ETBUMP	Add hours to eligible max
ETHOL	ET Usage for Holiday (can go above assigned FTE) (premium or LTA or bookoff on designated holidays)
ETPPMOVE	Move the Per Pay Period Total Accrual (shows on Sunday timesheets for all eligible staff earning ET previous pay period)
FLOAT	(Activity and Book Off codes in ASV only)
GAP or LB (long break)	Flexible staff shifts—use to account for shift gap and not accrue Attendance points – unpaid time
LATE	Late Clock compared to the schedule (tardy) and assigns 0.5 ATTPT
Late -Release	ASV Call Shift
LE	Left Early compared to schedule.
LL or LL-Shift	Left Late compared to schedule (Left Late with shift diff)
Meal on Timesheet and Lunch on ASV	Clocked in and out for shifts greater than six hours for unpaid meal break (30 minutes) – shows amount of time taken for lunch in/lunch out period
Offsite-Unpaid	Offsite Break (e.g. Smoking break, leaving campus for meal break,etc.).
On-CALL	ASV Call Activity
Recall (Recall-Shift)	Indicates called back in to work during an on-call shift at time and a half. Recall-shift means that the recall back to work had shift differential (generally five consecutive hours between 3P and 7:30A)
SLEEP	Ambulance Sleep time only
SWAP	(Activity and Book Off codes in ASV only)
UAT	Pays Nothing (Unallocated/Unassigned Time = Unpaid Meal Break for example or may indicate lack of a scheduled shift or gap in shift for employee)
UNPAID	Unpaid hours from one of the previous timecodes used

- **Note: If you do not assign a shift to an employee and manage the schedule, it causes SHIFT diff to not be paid AND ATT PTS to be assigned.**

- Rates such as for Standby, SB-CVOR, or Call Fees may not display accurately on the timesheet for what the employee will be paid or in Mobility. Pay Rates are all handled via Infor and pay rates are not handled or stored in WFM.
- NOTE: not all timecodes will display in the Time Code Summary as of 10/2019.