

# **Elapsed Employees**

Version **3.5**

Elapsed employees are those  
who use an Elapsed timecard.

At Milwaukee County  
these employees are  
generally ECP.

**Ceridian Time and Attendance Training**

**Winter/Spring 2007**



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## Am I an Elapsed Employee?

You are an Elapsed employee if you use an Elapsed timecard. At Milwaukee County, these employees are generally ECP (i.e. Executive Compensation Plan), but some ECP employees need to record labor distribution while others do not. For this reason there are two types of Elapsed timecards:

- Elapsed **with** labor distribution columns
- Elapsed **without** labor distribution columns

**Elapsed timecards without labor distribution columns are forecasted.** Forecasting is a method used by the system to automatically send the employee's regular hours from Ceridian Time & Attendance to HPW. These employees enter their non-worked time (i.e. sick, personal, absent etc.) on their timecards, but they do not enter regular hours worked. If these employees enter regular hours worked, the system will pay them incorrectly.

**Elapsed timecards with labor distribution columns are not forecasted.** These timecards are completed exactly like Standard timecards, except the employee does not need to enter in or out times. If these employees forget to enter their regular hours worked, the system will pay them incorrectly.

All employees using an Elapsed timecard should sign their timecard before the end of each pay period. You are not an Elapsed employee if you:

- Punch a timeclock/WebClock
- Work in many areas or on multiple projects that require you to change labor distribution frequently
- Are an Elected/[Appointed](#) Official or Board Commissioner
- Use a Standard timecard (this is the timecard used by most employees that are classified civil service)

If you fall into one of these groups, contact your payroll clerk to obtain a different manual.

### REMINDER

Rule VII, Section 7 of the Civil Service Rules states that:  
Knowingly punching or marking another employee's time card, having one's time card punched or marked by another, altering time card for any unauthorized reason or inaccurately recording time worked is a violation and may be Cause for Discharge, Suspension or Demotion and/or Re-evaluation.

**Timecard Examples**

The timecard below is for the pay period July 30 thru August 12<sup>th</sup> for an Elapsed employee that does not record labor distribution. She normally works from 7:00 am to 3:30 pm, but you do not see this on her timecard because her regular hours will be “forecasted” from **CTA to HPW**.

**Elapsed Timecard without labor distribution (Timecard tab)**

Signed	No	REG	00:00	SAEX	14:00
Approved	No	VHP	00:00	ACCTU	08:00
Pay Freq	BiWeekly (Open)	OTHER	00:00	NOPAY	00:00
Pay Period	07/30/2006-08/12/2006 <a href="#">View Other Periods</a>	SUBTL	22:00	PREM	00:00
		OTPD	00:00	OTACR	00:00

Timecard | Schedule | Accruals | Notes | Expenses | Audit | Profile

Operations: Add Rows 1 | Approve Timecard | Printable | Back to List | Submit

Del	Date	Time Code	Hours	Comment
<input type="checkbox"/>	Mon 07/31	HOLU - 20 Holiday Used	08:00	
<input type="checkbox"/>	Thu 08/10	SICK - 03 Sick	06:00	WENT HOME SICK
<input type="checkbox"/>	Fri 08/11	SICK - 03 Sick	08:00	
<input type="checkbox"/>		REG - 01 Regular Hours		

The timecard below is for the pay period September 24 thru October 7<sup>th</sup> for an Elapsed employee that records labor distribution. His regular hours worked appear on the timecard because he is **not** a forecasted employee.

**Elapsed Timecard with labor distribution (Timecard tab)**

Signed	No	REG	24:00	SAEX	00:00
Approved	No	VHP	56:00	ACCTU	00:00
Pay Freq	BiWeekly (Open)	OTHER	00:00	NOPAY	00:00
Pay Period	09/24/2006-10/07/2006 <a href="#">View Other Periods</a>	SUBTL	80:00	PREM	00:00
		OTPD	00:00	OTACR	00:00

Timecard | Schedule | Accruals | Notes | Expenses | Audit | Profile

Operations: Add Rows 1 | Approve Timecard | Printable | Return to Approval Timecard | Submit

Del	Date	Time Code	Hours	LD	Favorite Set	LowOg	Actvy	Funct	RptCt	Job
<input type="checkbox"/>	Mon 09/25	REG - 01 Regular Hours	08:00	<input type="checkbox"/>		4038	1SCJF	SGEN	1SST	
						4038 1SCJF SGEN 1SST				
						Comment:				
<input type="checkbox"/>	Tue 09/26	REG - 01 Regular Hours	08:00	<input type="checkbox"/>		4038	1SCJF	SGEN	1SST	
						4038 1SCJF SGEN 1SST				
						Comment:				
<input type="checkbox"/>	Wed 09/27	VAC - 04 Vacation	08:00	<input type="checkbox"/>		4038	00000	0000	0000	
						4038 00000 0000 0000				
						Comment:				
<input type="checkbox"/>	Thu 09/28	REG - 01 Regular Hours	08:00	<input type="checkbox"/>		4038	1SCJF	SGEN	1SST	
						4038 1SCJF SGEN 1SST				
						Comment:				
<input type="checkbox"/>	Fri 10/06	VAC - 04 Vacation	08:00	<input type="checkbox"/>		4038	00000	0000	0000	
						4038 00000 0000 0000				
						Comment:				

## Terminology

### Exception Reporting

Employees that enter information on their timecard only when they deviate from the schedule entered in the system are using “exception reporting”. Some examples of an exception are:

- The employee came in late or left early
- Special Premiums (old code 24)— pager pay, standby etc. [entered on the Expenses Tab.](#)
- Accrued Time Used— employee used some accrued time instead of working
- NonRep Overtime— employee wants to be paid instead of accrue overtime
- Union Overtime— employee wants to accrue instead of being paid overtime
- Shift Premium— adjust shift premium calculated by the system (i.e. remove or add)

### Forecasting

Forecasting is a method used by the system to automatically send an employee’s regular hours from Ceridian Time & Attendance to HPW. There are two types of forecasting:

- Employees that accrue and use accrued time — During the pay period, these forecasted employees use an Elapsed timecard **without** labor distribution columns to enter any accrued time that they use, but do not enter regular hours on their timecard. This is because their regular hours come from CTA to HPW each pay period. At Milwaukee County, these employees are generally ECP.
- Employees that **do not** accrue or use accrued time — These forecasted employees do not need to enter their regular hours on a timecard so they do not use them. This is because their regular hours come from CTA to HPW each pay period. At Milwaukee County, these employees are generally Elected/[Appointed](#) Officials or Board Commissioners.

### Pay Policy

Pay Policies are specific sets of pay rules for a particular group of employees. An employee’s pay policy takes into account such things as, the type of timecard used, the time codes available, overtime paid/accrued, flextime, shift or weekend rules, labor distribution levels, etc.

### Schedules

A schedule is simply a template for when an employee or group of employees is assigned to work. When a schedule is entered the employee’s regular hours are automatically completed based upon the schedule and the employee is only responsible for entering “exceptions” (changes) to their time. Elapsed timecards with labor distribution are not forecasted so these employees are allowed to have schedules. Elapsed timecards without labor distribution are forecasted so these employees are not allowed to have schedules.

### Time Codes

A time code is a unique identifier that is used to track employee time in the system. In the new system there is an expanded list of payroll time codes to cover more situations, but an employee will only see time codes that they can use. The time codes available to you are determined by the pay policy assigned to you and can be viewed in the “Time Code” drop-down list on your timecard. A list of oft-used time codes appears on page 15 of this manual.

## How Do I Log In?

### Logging Into Ceridian Time & Attendance

1. Open up the **Internet Explorer** browser on your computer.
2. At the **Address** field, type: <https://sourcetimepro1.ceridian.com>  
The “Ceridian Time & Attendance” window appears automatically (shown below).

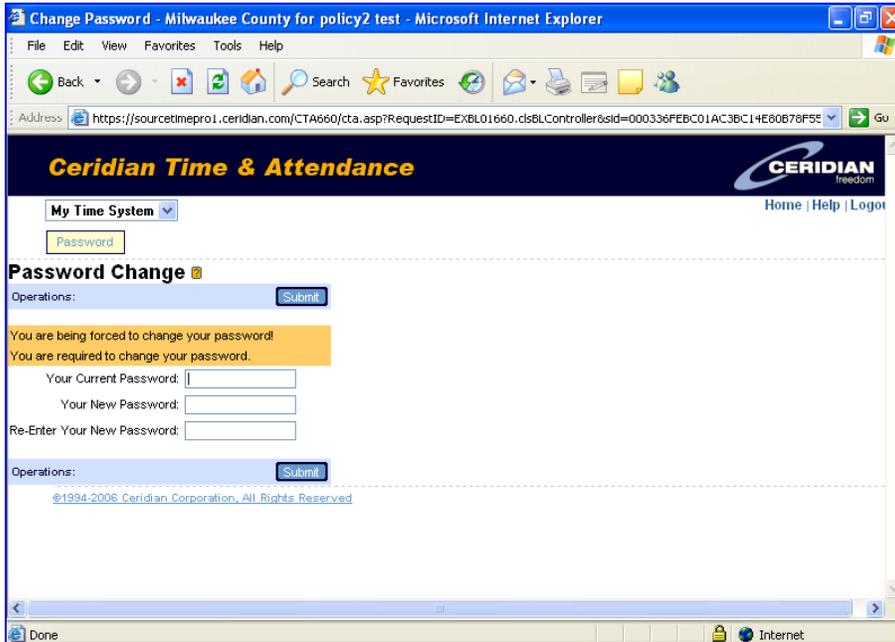


3. At **User Name**: type your clock number. Press the tab key on your keyboard.  
Note: If you do not know your clock number, contact your payroll clerk or approver.
4. At **Password**: type your password and then press the tab key. Note: The first time you log in your password is your clock number.

Note: You must change your password the first time you log in and every 120 days after that. **If you forget your password, your approver, payroll clerk or the Help Desk (278-7819) can reset it.** Once your password has been reset, it reverts back to your clock number.

5. At **Company ID**, type: MCJ
6. If the “**Remember Me**” check box is not checked, click it now. Note: when the “Remember Me” checkbox is checked, Windows remembers your clock number and Company ID each time you log in.
7. Click the **Go** button.
  - If the Password Change window appears, follow the instructions on the next page.
  - If your personal Home Page appears, skip the next page of this manual. You are logged into Ceridian Time & Attendance and can perform any task for which an Elapsed employee is authorized (for assistance see the rest of this manual).

Logging Into Ceridian Time & Attendance (Continued)

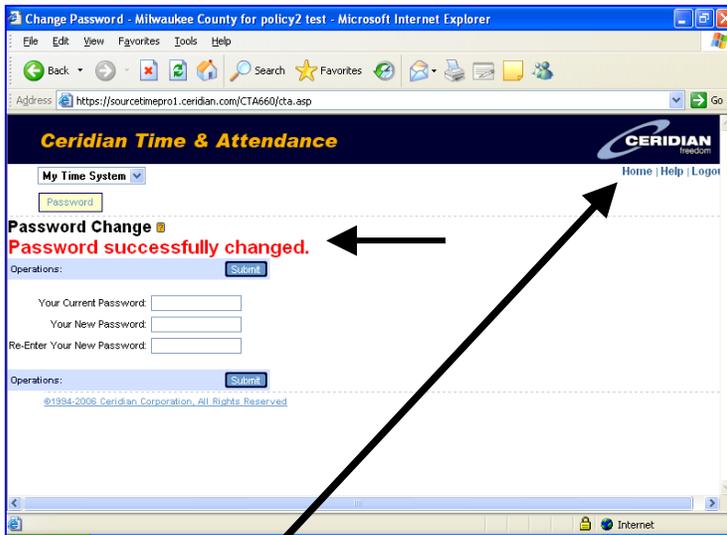


8. At **Your Current Password:** type your clock number.

9. At **Your New Password:** type a new password.

Note: Your new password must be 6 to 20 characters in length. You may use any combination of numbers or letters. Your password is not case sensitive so you don't have to remember if the Caps Lock key is on.

10. Click the **Submit** button. The "Password Changed Successfully" window appears automatically (shown below). Note: If you need assistance logging in, contact your payroll clerk.

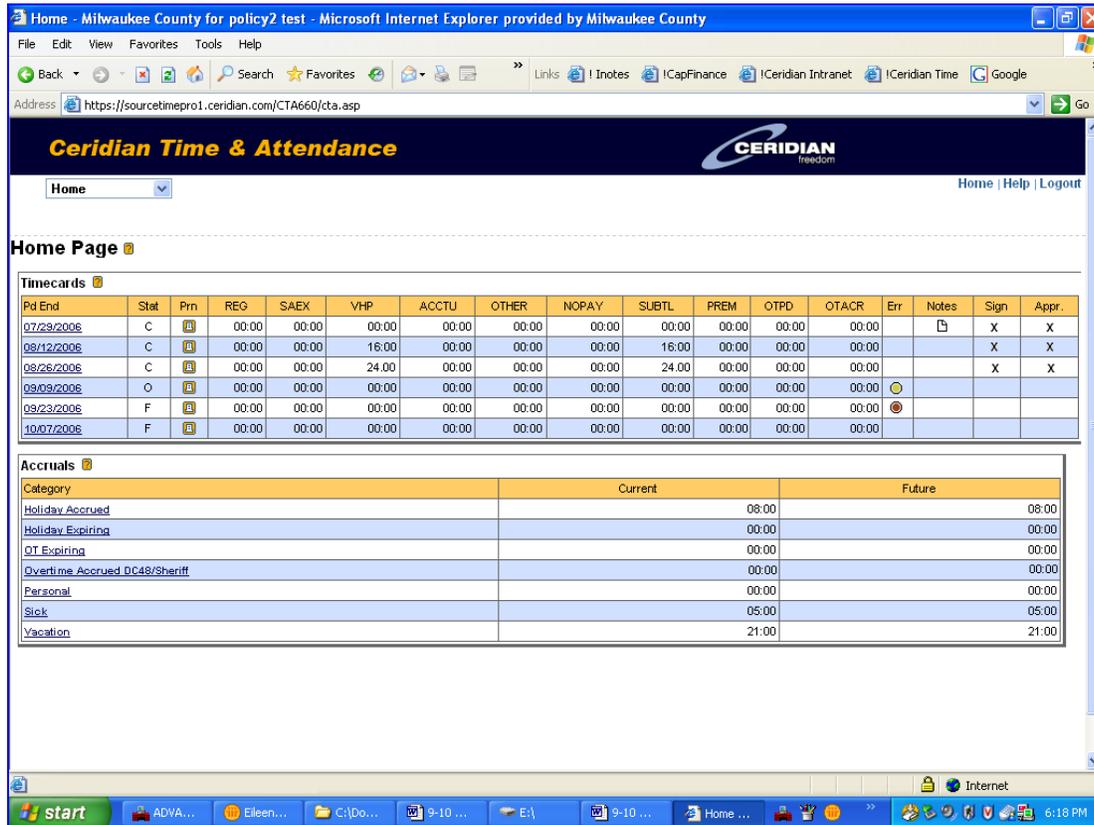


11. Click the word **Home** in the right corner. [Your Home Page appears.](#)

Note: the Home Page is the central navigation point. From the Home Page you can locate closed, open and future pay period timecards.

## How Do I View My Timecards? Log In to View Your Home Page

After you log into Ceridian Time & Attendance, your personal Home Page appears (shown below). It is divided into 2 sections, the Timecards section and the Accruals section. Let's discuss the Timecards section first. Note: Most Elapsed employees are also approvers. If you are an approver your Home Page will include a third section, the Search section. Using the Search section is covered in the Approver Functions manual.



### Timecards Section

The Timecards section of your Home Page displays a list of underlined closed, open and future pay period ending dates. Each pay period listed shows the hours paid, hours accrued and off time hours for the pay period. You can view your timecard's totals from your Home Page or open a particular timecard to view the timecard's details (shown on page 8).

#### Timecards Section Terms

- **Pd End:** This column contains a list of the pay periods for which you are able to view timecard detail. Note: the date listed is the pay period ending date.
- **Stat:** A "C" in this column stands for closed and indicates a prior pay period. An "O" stands for open and indicates the current pay period. An "F" stands for future and indicates a future pay period. Note: a pay period is "open" until Central Payroll closes it— this usually occurs 4 days after the end of the pay period.
- **Prn:** Allows you to view a printer friendly version of a timecard. To print a timecard, click the icon in the Prn column for the timecard you want to print. After the screen resets, select File: Print and then click the Print button.

Timecards Section Terms (Continued)

- **REG:** Regular hours worked during the pay period.
- **SAEX:** Sick allowance and excused time used during the pay period.
- **VHP:** Vacation, holiday paid and personal time used during the pay period.
- **ACCTU:** Overtime and holiday accrued time used during the pay period.
- **OTHER:** Other time with pay used during the pay period (i.e. paid leave, paid union release etc).
- **NOPAY:** Time without pay used during the pay period.
- **SUBTL:** Subtotal of all regular hours worked or non-worked. SUBTL adds up hours in the REG, SAEX, VHP, ACCTU, OTHER & NOPAY columns. It does not include hours in the PREM, OTPD or OTACR columns.
- **PREM:** Shift and weekend hours worked during the pay period.
- **OTPD:** Overtime to be paid during the pay period (includes overtime at 1-1/2 or straight rate).
- **OTACR:** Overtime to be accrued during the pay period (includes overtime at 1-1/2 or straight rate).
- **Err:** A circle here indicates that the timecard has an error on it. A “red” circle means there are errors that must be corrected before approval. A “yellow” circle means there are errors that need to be corrected; or acknowledged by your supervisor prior to approval.
- **Notes:** Whenever a comment is entered on a timecard an icon appears here.
- **Sign:** An “X” here indicates that the timecard has been signed, however, at Milwaukee County, employees that use a timeclock/WebClock are not required to sign their timecards.
- **Appr:** An “X” here indicates that the timecard has been approved.

Timecard Tabs

A timecard consists of several pages or tabs that display pertinent information for the pay period selected. Access a specific timecard tab by clicking the tab that contains the information you want to view (shown below).

**Timecard** | Schedule | Accruals | Notes | Expenses | Audit | Profile

Timecard Tab Terms

- **Timecard tab:** This tab shows time rounded to tenths of an hour.
- **Schedule tab:** Displays your current default schedule, if applicable. Elapsed timecards without labor distribution do not use schedules because their regular hours are forecasted.
- **Accruals tab:** Displays year-to-date accruals, one week after the prior pay period has been processed.
- **Notes tab:** Not used by Milwaukee County at this time.
- **Expenses tab:** Displays any expenses (i.e. special premiums) entered.
- **Audit tab:** Displays any changes that were made to this timecard.
- **Profile tab:** Displays information about you such as your date of hire, pay policy, clock number, department number etc. Note: Only your payroll clerk can make changes to your profile.

## Opening a Timecard To View Its Details

1. Log in to Ceridian Time & Attendance. Your personal Home Page appears.
2. Open a timecard by clicking the underlined pay period ending date that you want to view. The Timecard tab appears automatically.
3. **Skip this step unless, you want to:**
  - View your accrual balances: Click the Accruals tab.
  - View your pay policy: Click the Profile tab (Profile tab shown below).
  - View your schedule: Click the Schedule tab.
  - [View the expenses \(i.e. special premiums etc\) entered: Click the Expenses tab.](#)
  - Find out who made changes to your timecard: Click the Audit tab.
4. **To return to your Home Page**, click the word Home in the right corner of the page below the Ceridian logo.

## Elapsed Timecard (Profile tab)

The screenshot shows the Ceridian Time & Attendance web application in a Microsoft Internet Explorer browser window. The page title is "Timecard - Milwaukee County for Eileen Rossow". The browser address bar shows the URL: <https://sourcetimepro1.ceridian.com/CTA660/cta.asp>. The page header features the Ceridian logo and a navigation menu with "Home", "Help", and "Logout" links. The main content area displays the "Timecard for John Harrison" with a "Profile" tab selected. A table shows timecard details for the pay period 07/30/2006-08/12/2006. Below the table, there are navigation buttons for "Printable" and "Back to List". The employee details section shows: Serial Number: 31, Pay Policy: 31 ECP Forecast, Hire Date: 04/09/2006, Status: Active, and Status Effective Date: 04/09/2006. A copyright notice at the bottom reads: ©1994-2006 Ceridian Corporation, All Rights Reserved. An arrow points to the "Home" link in the top right corner of the page.

Signed	No	REG	00:00	SAEX	00:00
Approved	No	VHP	00:00	ACCTU	00:00
Pay Freq	BiWeekly (Open)	OTHER	00:00	NOPAY	00:00
Pay Period	07/30/2006-08/12/2006 <a href="#">View Other Periods</a>	SUBTL	00:00	PREM	00:00
		OTPD	00:00	OTACR	00:00

**Timecard Basics**

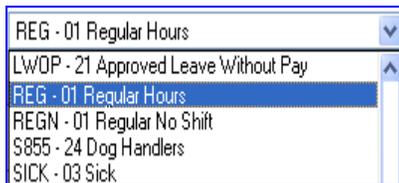
**Adding Rows** – When you open your timecard one row is available for your use, but you can add from 1 to 10 rows at a time by following these steps. At the Operations bar, click the drop-down list arrow, select the number of rows you want to add and then click the underlined words “Add Rows”.



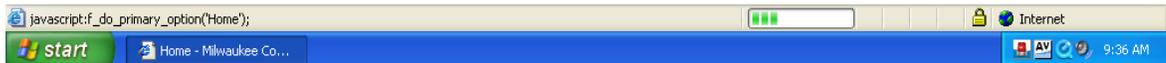
**Deleting Rows** – At the “Del” column on your timecard, click the checkbox and then click the Submit button.

Del	Date	Time Code	Hours
<input type="checkbox"/>	Mon 07/03	VAC - 04 Vacation	08:00

**Drop-down Lists** are the fields on your timecard with an arrow button on the right side. When the arrow is clicked a list of choices appears. Simply click the item in the list that you want and it pops into the field. The drop-down fields on your timecard are Date and Time Code.



**Progress Meter** – After you click a button or a link, for example, the Submit button or underlined words like “Home” or “Back to List”, be sure to wait long enough for the system to process your request. Whenever a request is still in process, you see a progress meter above the taskbar. The more squares on the meter— the closer your request is to being processed.



**Tab Key (on Your Keyboard)** can be used to skip from one field to the next. If you hold down the tab key it skips through fields quickly until you let up the tab key. If you tab past the field you want, simply select Shift +Tab as many times as needed to backup to the field you want.

Timecard Basics (Continued)

**Locked Timecards** – If your approver or payroll clerk has your timecard open, your timecard will be locked (inaccessible) to you. When your timecard is locked you will see a lock icon and a message above the tabs (shown below). Contact your payroll clerk to release your timecard.

<b>Signed</b>	No	REG	00:00	SAEX	14:00
<b>Approved</b>	No	VHP	00:00	ACCTU	08:00
<b>Pay Freq</b>	BiWeekly (Open)	OTHER	00:00	NOPAY	00:00
<b>Pay Period</b>	07/30/2006-08/12/2006 <a href="#">View Other Periods</a>	SUBTL	22:00	PREM	00:00
		OTPD	00:00	OTACR	00:00

Timecard in use by Jayne Reynolds

**Timecard** | Schedule | Accruals | Notes | Expenses | Audit | Profile

Operations: [Printable](#) [Back to List](#)

Del	Date	Time Code	Hours	Comment
	Mon 07/31	HOLU	08:00	
	Thu 08/10	SICK	06:00	WENT HOME SICK
	Fri 08/11	SICK	08:00	

**Summary Buckets** – Summary buckets are pay-period-specific fields that appear on timecards just above the tabs. Summary buckets were created to help employees, approvers, editors and payroll clerks understand how an employee’s time will be paid/accrued.

At Milwaukee County, some accrued times are lumped together in a single summary bucket (for example, VHP includes vacation, holiday paid and personal; PREM includes shift and weekend), but this is only within the summary bucket. Your accrued time balances are still maintained separately in the system. In addition, shift and weekend will be paid at the correct rates.

Summary Bucket Terms

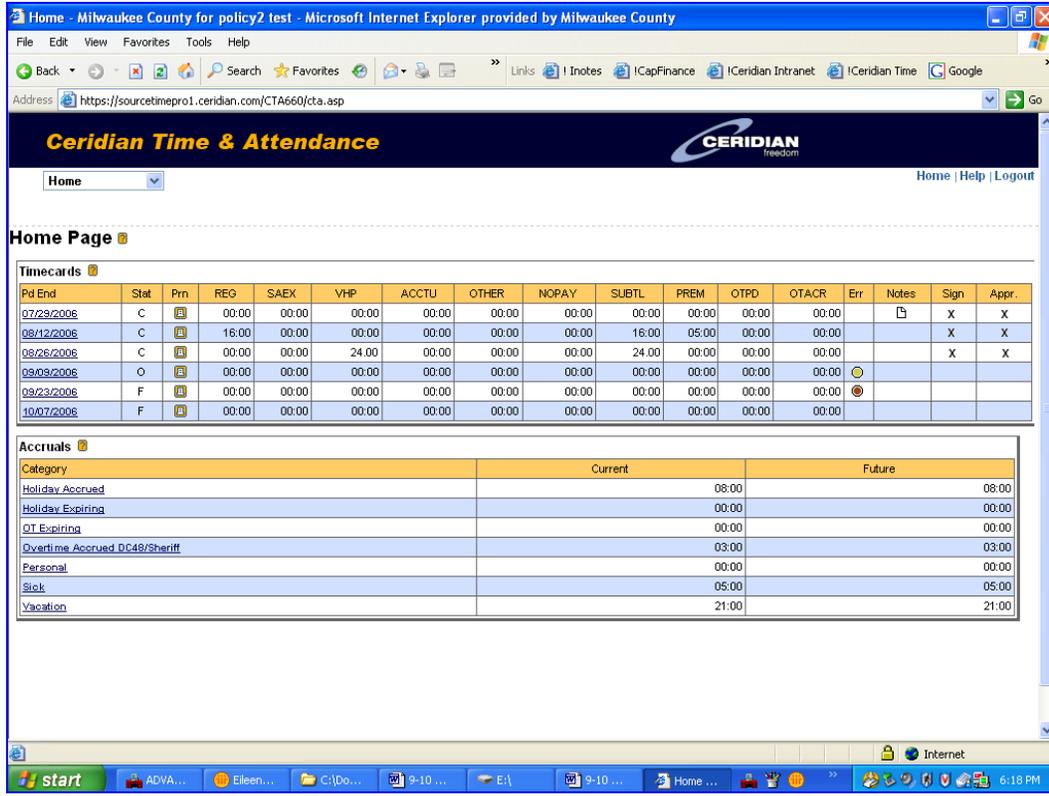
- **REG:** Regular hours worked during the pay period.
- **SAEX:** Sick allowance and excused used during the pay period.
- **VHP:** Vacation, holiday paid and personal used during the pay period.
- **ACCTU:** Overtime and holiday accrued time used during the pay period.
- **OTHER:** Other time with pay used during pay period (i.e. paid leave, paid union release etc)
- **NOPAY:** Time without pay used during the pay period.
- **SUBTL:** Subtotal of all regular hours worked or non-worked. SUBTL adds up hours in the REG, SAEX, VHP, ACCTU, OTHER & NOPAY summary buckets. It does not include hours in the PREM, OTPD or OTACR summary buckets.
- **PREM:** Shift premium and weekend differential to be paid during the pay period.
- **OTPD:** Overtime to be paid during the pay period (includes overtime at 1-1/2 or straight rate).
- **OTACR:** Overtime to be accrued during the pay period (includes overtime at 1-1/2 or straight rate).

Timecard Highlights

- **Approval of Your Timecard:** Your approver or the approver's backup must approve your timecard electronically. Afterward, no changes can be made to the timecard unless it is unapproved.
- **Hours "In", "Out", "Meal Out" or "Meal In" Formatting on Elapsed Timecards with Labor Distribution:**  
Following are formatting rules for typing your time in the fields of your timecard:
  - Type a **P** not PM
  - Type an **A** (or nothing at all) for AM
  - Do not type a space
  - Do not type a colon unless you also type minutes
  - Some correctly formatted AM times are: **7** or **7:00** or **7:00A** or **730** or **7A** or **730A**
  - Some correctly formatted PM times are: **6P** or **6:00P** or **630P**
- **Idle Time:** The system will log you out automatically if you have not clicked the Submit button after 30 minutes. To get back into the system, simply log in again.
- **Pay Policies:** Every employee is assigned a pay policy. The pay policy assigned to them controls the type of timecard used, the time codes available to use, how your overtime is calculated, paid and/or accrued. It also controls such things as, flextime, shift and weekend.
- **Red Errors and Yellow Errors:** A red error indicates a serious problem with your timecard that must be fixed before it can be approved. A yellow error indicates that a situation exists that must be fixed or "acknowledged" electronically by your approver before he or she can proceed to approving your timecard.
- **Signing Your Timecard:** You must sign your timecard electronically. Just as they do now, your approver and payroll clerk are allowed to correct your timecard after it has been signed.
- **Submit Button:** Clicking the Submit button saves and edits your timecard for errors.
- **Time Codes:** A time code is a unique identifier that is used to track employee time in the system. The time codes in Genesys were listed on the back of the Genesys timesheet. In the new system there is an expanded list of payroll time codes to cover more situations. The time codes available are controlled by the pay policy assigned to you and can be viewed in the "Time Code" drop-down list on their timecard.

**What Accrued Time Do I Have Available?** Log In To View Your Home Page

After you log into Ceridian Time & Attendance, your personal Home Page appears (shown below). It is divided into 2 sections, the Timecards section and the Accruals section. We learned about the Timecards sections earlier, now let's learn about the Accruals section.



Accruals Section

The Accruals section of your Home Page displays a list of accrued hours available for your use. The Accruals section is divided into three columns, Category, Current and Future.

Accruals Section Terms

- **Category:** The type of accrued time (i.e. holiday, sick, vacation etc.)
- **Current:** Displays year-to-date accrual balances as of one week after the prior pay period has been processed.
- **Future:** Current column accrual balances minus hours entered on an open (O) or future (F) timecard.

**Elapsed Home Page (Accruals Section)**

Category	Current	Future
Holiday Accrued		52:00
Holiday Expiring	00:00	00:00
OT Expiring	00:00	00:00
Overtime Accrued NR/Other Unions	00:00	00:00
Personal	24:00	24:00
Sick	390:48	390:48
Vacation	173:00	173:00

**How Do I Make Changes to My Schedule?**

**Elapsed Employees with Labor Distribution Only**

CAUTION: Elapsed timecards without labor distribution columns do not need to use schedules because their regular hours are forecasted. If your timecard is Elapsed **without** labor distribution and you have a schedule in the system, contact your payroll clerk to have it removed.

Elapsed timecards **with** labor distribution columns are allowed to use schedules because they are not forecasted. When you use a schedule, the system automatically adds regular hours to the your timecard based upon the in and out times on your schedule. If your timecard is Elapsed with labor distribution, when you deviate from the schedule your timecard must be corrected to show actual in and out times, but your schedule for the pay period must be modified first.

Changing a Schedule for a Pay Period

Note: You must change your schedule before making changes to your timecard or the changes to your timecard will not be accepted by the system.

1. Log in to Ceridian Time & Attendance and your Home Page appears. Open the timecard that needs schedule changes made to it.
2. Click the Schedule Tab and your schedule appears.
3. At the **Dflt** column, uncheck the checkbox for any day that you did not work your scheduled hours.
4. Make changes to the scheduled times (i.e. In, Meal Out, Meal In and Out) to match the time you worked.
5. Click the **Submit** button.
6. Click the **Timecard Tab**.
7. **Make the same changes** that you made to your schedule on your timecard.
8. Click the **Submit** button.

**EXAMPLE:** On Tuesday, an employee with a schedule was on vacation for 8 hours. On Wednesday, she worked 5 hours and used 3 hours of personal. On both days she was “scheduled” for 8 hours. She must modify her schedule on Wednesday to match the hours she worked before she can modify her timecard. Note: Tuesday does not need to be modified since the “Total” hours are the same.

Del	Date	Dflt	Prior Day	In	Meal Out	Meal In	Out	Initiated	Total
<input type="checkbox"/>	Mon 07/31	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7:00A	12:00P	12:30P	3:30P	None	08:00
<input type="checkbox"/>	Tue 08/01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7:00A	12:00P	12:30P	3:30P	None	08:00
<input type="checkbox"/>	Wed 08/02	<input type="checkbox"/>	<input type="checkbox"/>	7:00A			12:00P	Emp	05:00
<input type="checkbox"/>	Thu 08/03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7:00A	12:00P	12:30P	3:30P	None	08:00
<input type="checkbox"/>	Fri 08/04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7:00A	12:00P	12:30P	3:30P	None	08:00



**How Do I Add Hours Worked to My Timecard?**

**Elapsed Employees with Labor Distribution Only**

CAUTION: You must not enter hours worked on an Elapsed timecard without labor distribution columns. If you do, you will be paid incorrectly.

Note: This procedure assumes that you are entering hours worked before leaving at the end of the day and that no schedule is entered in the system for you. If you have a schedule entered and you did not work your scheduled hours, change the schedule and then change your timecard. For assistance, see the procedure “How Do I Make Changes to My Schedule” for assistance.

1. **Open the timecard** with today’s date within the pay period. Locate a **blank** row on the timecard.
2. At **Date**, select today’s date (shown below).
3. At **Time Code**, select “REG – 01 Regular Hours”.
4. At **Hours**, type the number of hours worked.
5. **Skip this step unless, your default labor distribution must be changed:**

**To change this row to a Low Org, Activity, Function and/or Rpt. Category:**

- At **LowOg:** type the low Organization
- At **Actvy:** type the number **1** followed by the Activity  
(Note: To skip Activity field, type 10000 instead)
- At **Funct:** type the Function  
(Note: To skip Function field, type 0000 instead)
- At **RptCt:** type the Reporting Category  
(Note: To skip Reporting Category field, type 0000 instead)

**To change this row to a Job Number:**

- At **LowOg:** type the low Organization
- At **Job:** type the number **2** followed by the Job Number

**Elapsed Timecard with labor distribution (Timecard Tab)**

Del	Date	Time Code	Hours	LD	Favorite Set	LowOg	Actvy	Funct	RptCt	Job
<input type="checkbox"/>	Mon 07/31	REG - 01 Regular Hours	8	<input type="checkbox"/>		4038	1SCJF	SGEN	1SST	
										
						Comment: <input type="text"/>				

6. Click the **Submit** button to save and sort the timecard by date.

## Non-Worked Time – General Information

### Non-Worked Time – General Information i.e. Sick, Vacation, Personal etc

#### Non-Worked Time

Generally, non-worked time is time that an employee does not actually work, but needs to specify on their timecard using a time code. Non-worked time can be paid or non-paid hours and also includes absent hours, [however, it does not include special premiums \(code 24\) such as “standby” or “crew leader”.](#)

Elapsed employees and their approvers are responsible for adding non-worked hours to their timecards (see examples in this section).

Whenever a non-worked time code is entered on a timecard you should follow the procedures in this manual for entering non-worked time.

Note: if you are entering holiday paid, be sure to also review the section in this manual [“How Do I Adjust Holiday Paid, Accrued, Worked?”](#)

NON-WORKED TIME CODES V 2.0		CROSS REFERENCE		
In order by <b>Description</b> as of 8/21/06		OLD CODE	CTA CODE	HPW CODE
Absent without Pay (21)	AWOP	03	SICK	4
Approved Leave without Pay (21)	LWOP	04	VAC	3
Back to Back (41)	BACK	05	PER	7P
Excused-Bereavement (09)	BERV	07	OTUS	5U
Excused-Critical (09)	CRIT	08	HP	2H
Excused-Medical (09)	MED	09	BERV	4B
Excused-Other Absence (09)	OTHR	09	CRIT	4C
Holiday Paid (08)	HP	09	MED	4D
Holiday Used (20)	HOLU	09	OTHR	4R
Holiday-Nurses Premium (57)	NHOL	14	JURY	7J
Holiday-Pool Nurses (63)	PNHW	14	MILP	7M
Jury Duty (14)	JURY	14	MISC	7X
Medical without Pay (21)	MWOP	14	SEQR	7Q
Military with Pay (14)	MILP	14	SQOT	5Q
Military without Pay (38)	MILW	14	SUSP	7S
Misc Paid Leave (14)	MISC	14	UREP	7R
Overtime Used (07)	OTUS	16	PDNW	1P
Paid Not Worked (16)	PDNW	20	HOLU	2U
Personal Hours (05)	PER	21	AWOP	7A
Pool Nurses w/Benefits (38)	NWOP	21	LWOP	7L
Pulling Fee (55)	S250	21	MWOP	7D
Sequester OT 8 Hours (14)	SQOT	21	SWOP	7U
Sequester Straight 16 Hours (14)	SEQR	21	TWOP	7T
Sick Allowance (03)	SICK	38	MILW	7W
Suspended with Pay (14)	SUSP	38	NWOP	7B
Suspended without Pay (21)	SWOP	38	UBWP	7N
Tardy without Pay (21)	TWOP	38	VTO	7V
Union Business without Pay (38)	UBWP	41	BACK	5K
Union Release with Pay (14)	UREP	55	S250	6P
Vacation (04)	VAC	57	NHOL	2N
Voluntary Time Off (Budget Reduction) (38)	VTO	63	PNHW	5P

**How Do I Add Non-Worked Time?** i.e. Sick, Vacation, Personal etc.

**Elapsed Employees**

1. Open the timecard that needs changes made to it. Locate a **blank** row at the bottom of the timecard.
2. At **Date**, select the date of the non-worked time. Note: be sure the date you select is within the current pay period.
3. At **Time Code**, select the appropriate non-worked time code.
4. At **Hours**, type the number of hours of non-worked time.
5. At **Comment**, type a comment about this row, if applicable.

**Elapsed Timecard (Timecard Tab)**

Del	Date	Time Code	Hours	Comment
<input type="checkbox"/>	Mon 07/31	VAC - 04 Vacation	8	

6. Click the **Submit** button to save and sort the timecard by date.
7. **Verify** that the number of hours is correct.

## Holidays Paid, Accrued, Worked – General Information

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### Holidays Paid, Accrued, Worked – General Information

#### **Holidays Paid/Accrued/Worked All Eligible Employees**

Unless otherwise specified by Union contract, when employees that are eligible for holiday pay are off on a major or minor holiday, they must be paid for the holiday— this means that they are not allowed to use vacation or other accrued time instead. This also means that they are not allowed to accrue for a holiday unless they work it.

The system knows when there is a major or minor holiday and automatically enters a row on the employee's timecard as holiday paid. When an employee works on the holiday, the time code must be changed from holiday paid to holiday accrued. When an employee works part of a holiday, there will be at two "holiday related" rows on the timecard to account holiday accrued and holiday paid.

Whenever eligible Elapsed employees work all or part of a holiday:

- Hours Worked are not recorded on an Elapsed timecard **without** labor distribution since the employee's regular hours are forecasted. However, if an Elapsed timecard **with** labor distribution is used, holiday worked hours are recorded.
- Holiday Accrued equals the numbers of hours worked; up to the maximum number of hours the employee is normally paid for a holiday. Holiday accrued is entered using the time code "HOLA – 19 Holiday Accrued".
- Holiday Paid is never more than 8 hours, but it can be less. When it is less, holiday paid is based on the employee's assigned workweek (i.e. 20 hours/week = 4 hours holiday etc). If the employee worked on the holiday the number of holiday hours to be paid is reduced by the hours worked and they are accrued instead. Holiday paid on a holiday is entered using the time code "HP – 08 Holiday Paid".

When an Elapsed employee works the holiday, the employee and his or her approver are responsible for adjusting the timecard for holiday accrued and/or holiday paid (see examples in this section).

**How Do I Adjust  
Holiday Paid, Accrued, Worked?**

**Elapsed Employees**

Adjusting for Holidays Paid, Accrued, Worked

1. Open the timecard that needs changes made to it. Locate a **blank** row at the bottom of the timecard.
2. **Determine** the number of hours you worked on the holiday.
3. **Skip this step unless, you worked at least the number of hours you are normally paid for a holiday.** Note: You will accrue your normal holiday paid hours.

To accrue for the holiday:

- Locate the “**HP – 08 Holiday Paid**” row the system entered on the timecard.
- At **Time Code**, change the time code to “HOLA – 19 Holiday Accrued”.
- Click the **Submit** button to save and sort the timecard by date.

4. **Skip this step unless, you worked less than the number of hours you are normally paid for a holiday.** Note: You will be paid for a “partial” holiday and accrue a “partial” holiday.

To accrue for a “partial” holiday:

- Locate a **blank** row at the bottom of the timecard.
- At **Date**, select the date of the holiday.
- At **Time Code**, select “HOLA – 19 Holiday Accrued”.
- At **Hours**, type the number of hours you worked on the holiday.  
Note: You accrue the same number of hours that you worked on the holiday.
- Click the **Submit** button to save and sort the timecard by date.

To pay a “partial” holiday:

- **On scratch paper**, calculate the difference between the number of hours you are normally paid for a holiday and the hours worked on the holiday. For example, if the normal hours are 8 and the hours worked 2, the difference is 6 hours.
- Locate the “**HP – 08 Holiday Paid**” row the system entered on the timecard.
- At **Hours**, type the number of hours you calculated above.
- Click the **Submit** button to save and sort the timecard by date.

## Holidays Paid, Accrued, Worked

## Holidays Elapsed

### Adjusting for Holidays Paid, Accrued, Worked (Continued)

**EXAMPLE:** The employee below uses an Elapsed timecard **without** labor distribution. This employee worked 4 hours on the holiday, but since worked time is forecasted from CTA to HPW **no regular hours worked are entered on the timecard**. With these entries, she will be paid for 4 hours worked, accrue 4 hours on the holiday and be paid for 4 hours holiday paid.

Del	Date	Time Code	Hours
<input type="checkbox"/>	Tue 07/04	HOLA - 19 Holiday Accrued	04:00
<input type="checkbox"/>	Tue 07/04	HP - 08 Holiday Paid	04:00
<input type="checkbox"/>		REG - 01 Regular Hours	

**EXAMPLE:** The employee below uses an Elapsed timecard **with** labor distribution. These employees are **not** forecasted so **regular hours worked must be entered** on her timecard. With these entries, she will be paid for 4 hours worked, accrue 4 hours on the holiday and be paid for 4 hours holiday paid.

Del	Date	Time Code	Hours	LD	Favorite Set	LowOg	Actvy	Funct	RptCt	Job
<input type="checkbox"/>	Mon 09/04	HOLA - 19 Holiday Accrued	04:00	<input type="checkbox"/>		4038	1SCJF	SGEN	1SST	
4038 1SCJF SGEN 1SST										
Comment:										
<input type="checkbox"/>	Mon 09/04	HP - 08 Holiday Paid	04:00	<input type="checkbox"/>		4038	1SCJF	SGEN	1SST	
4038 1SCJF SGEN 1SST										
Comment:										
<input type="checkbox"/>	Mon 09/04	REG - 01 Regular Hours	04:00	<input type="checkbox"/>		4038	1SCJF	SGEN	1SST	
4038 1SCJF SGEN 1SST										
Comment:										

## How Do I Sign/UnSign My Timecard?

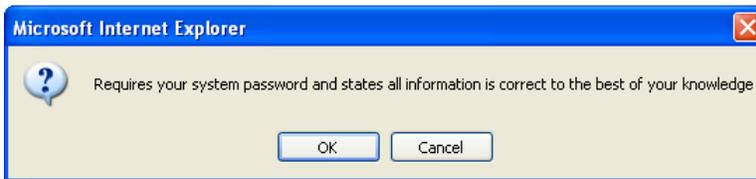
At Milwaukee County, employees are required to sign their timecards before the end of each pay period unless they punch a timeclock/WebClock or are Elected/Appointed Officials and Board Commissioners. Ceridian Time & Attendance uses your password as an electronic signature, indicating to your approver that your timecard is complete and ready for review.

### How to Sign Your Timecard

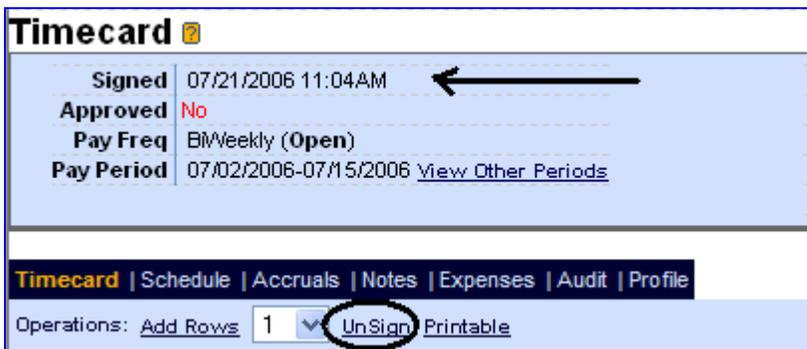
1. At the Timecards section of your Home Page, open your current timecard by clicking its underlined pay period ending date.
2. At the **Password** field, located on the Operations bar, type your Ceridian password.  
Note: Your password displays as asterisks.



3. At the Operations bar, click the underlined word, **Sign** (shown above). A pop-up message displays, indicating that you are signing your timecard.



4. Click **OK**. Note: At the Timecard section of your timecard, the "Signed" line displays the date and time of your electronic signature (shown below).



5. **Skip this step unless, you want to print the timecard.** At the Operations bar, click the underlined word "Printable". After the screen resets, select File, Print and then click the Print button.

### How to UnSign Your Timecard

1. At the Operations bar, click the underlined lined word, **UnSign** (shown above).

### What Time Have I Been Paid For? Run A History Scan Report

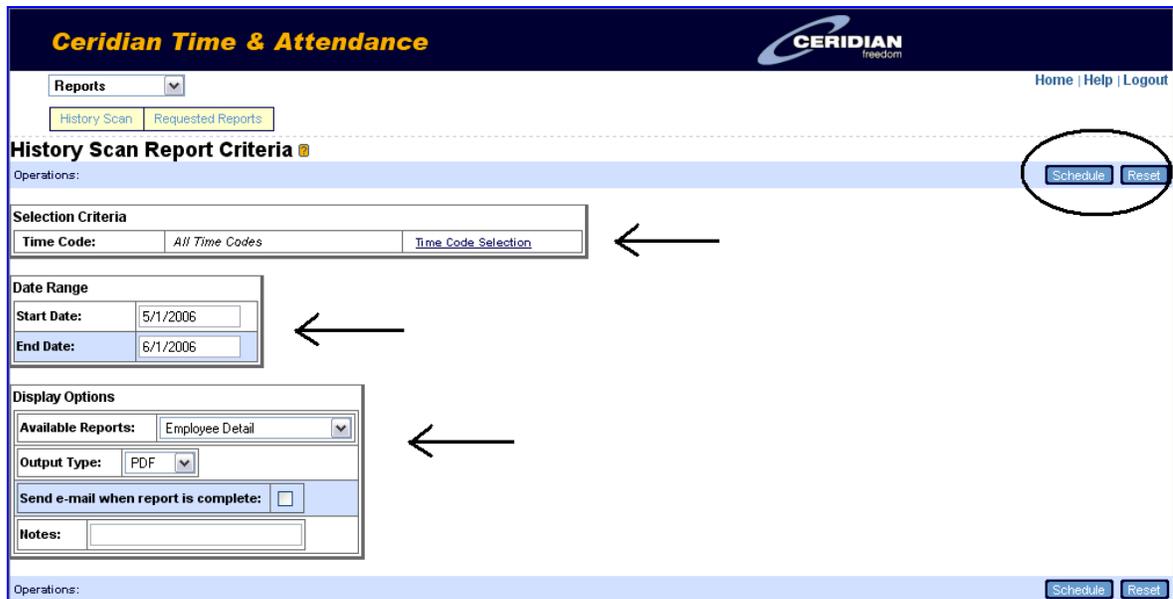
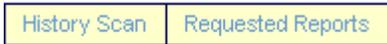
You can find out how much accrued time you have used by running a History Scan Report. Simply log in to Ceridian Time & Attendance and follow the procedure below.

#### Running a History Scan Report

1. At the **dynamic menu** (shown below), click the drop-down list arrow and select **Reports**.



2. Click the **History Scan** button. The History Scan Report Criteria page appears (shown below)



3. **CAUTION:** The History Scan Report Criteria page automatically saves the criteria of the last report you scheduled.
  - **To run the same report you ran last time**, skip to Step 7 of this procedure.
  - **To run a new report**, click the RESET button in the right corner of the History Scan Report Criteria page and continue with the steps below.
4. At **Time Code**, you can specify the time codes to be included in the report. To include ALL types of time leave the box set to "All Time Codes". To specify the time codes you want included in the report:
  - Click the underlined words, "Time Code Selection" and the Time Code Search page appears.
  - Uncheck ALL from the "Time Code Category" checkbox.
  - Click the checkbox for each type of time you would like included in the report.
  - Click the Apply Selections button. The History Scan Report Criteria page reappears.

How To Run a History Scan Report (Continued)

5. At **Date Range**, specify the time period to be included in the report. Simply type a starting date in the Start Date field and an ending date in the End Date field.
6. The **Display Options** box allows you to specify the type of report and file output desired. Normally, the Display Options that Elapsed employees select will be:
  - At **Available Reports**, using the drop-down list arrow, select Employee Detail.
  - At **Output Type**, using the drop-down list arrow, select PDF or Excel.
7. Click the **Schedule** button located in the right corner of the page. The Report Schedule Form page appears (shown below).

8. Click the **Submit** button. The report will begin running immediately. Note: time displayed may be Eastern Time.
9. To view the completed report, click the **Requested Reports** button. The Requested Reports List page appears (shown below).
10. If the Status column says “Pending” or “In Process”, the report is not complete. Click the Refresh button every few minutes until it says “Complete”.
11. When the Status column says “Complete”, click the underlined word “View” (shown below) and a window appears displaying the completed report.
  - To **view the report**, click the maximize button in the right corner of the report window.
  - To **print the report** in the normal manner, select File, Print and OK.
  - To **close the report**, click the X in the right corner of the report window.
12. To download and save this report to your own computer, click the underlined word “Download” (shown below). The File Download window appears. Save the report by following the instructions in the File Download window.

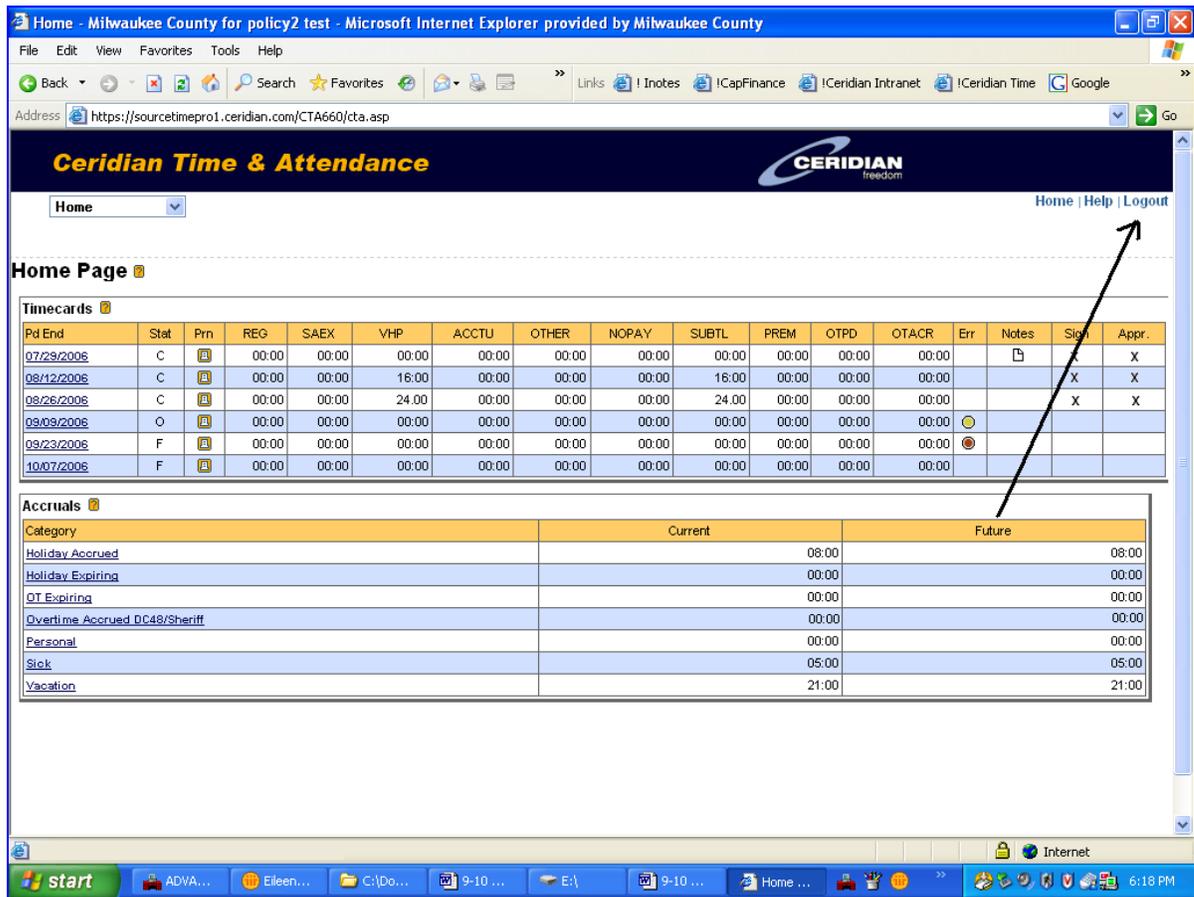
Select	Report Name	Notes	Status	Date Requested	Time Till Purged	View	Download
<input type="checkbox"/>	History Scan		Complete	09/18/2006 06:00A	2d 0h 0m	<a href="#">View</a>	<a href="#">Download</a>

## How Do I Log Out?

### Logging Out of Ceridian Time & Attendance

Note: Logging out is an essential part of exiting Ceridian Time & Attendance. This is because if you fail to logout properly, the system will lock your timecard (see page 10). If this should happen to you contact your payroll clerk to release the lock.

1. Click the word **Logout** near the Ceridian logo in the right corner of the page (shown below).
2. **Close Internet Explorer** by clicking the **X** in the upper right corner of the window.



## **F.A.Q. – Frequently Asked Questions**

**What do I do next?** Occasionally when you're done with a webpage you may be unsure what to do next. Following are a few suggestions:

- If you have typed something that needs to be entered in the system, look for a Submit button and click it.
- If you want to return to your Home Page, simply click the word Home in the right corner of any webpage.
- Otherwise, look for underlined links that apply to your situation and click one of them. For example, you will see underlined words like "View Other Periods", "Back To List", "Post LD Codes", "Sign", "Printable", "Return to Timecard" and "Add Rows" scattered across Ceridian Time & Attendance web pages-- use them to navigate the system.

**The row I added disappeared when I clicked Submit. What's wrong?** The system does this when there was something wrong with the time you entered. Usually you formatted the time incorrectly or you forgot to select a date. Try again.

**Whenever I use Internet Explorer's Back or Forward buttons, I get kicked out of the system. What's wrong?** Whenever you are using the Ceridian Time & Attendance website you should always use the buttons and underlined links that are part of the webpage to navigate and select things. If you use the Internet Explorer buttons you will almost always get kicked out of the system. If that happens to you, at the Menu Bar, select View > Refresh and then click Retry. If that doesn't work, simply log in again.

**When I double click a button or an underlined link my computer takes forever to load the webpage. What's wrong?** You should never double click buttons or underlined links on the Ceridian website. When you double click you slow down the processing of your request because you are really sending two requests.

**Can I access Ceridian Time & Attendance from another location?** Yes. Since the system is accessed via the Internet, you can log in from anywhere as long as you have a broadband connection (i.e. DSL or cable).

**I opened my timecard and it says it is locked. It also says I am using it. How did that happen and how can I release it?** This happens when you do not logout of the system properly. Contact your payroll clerk to release the lock on your timecard, but in the future, be sure to follow the procedure on page 23 when exiting Ceridian Time & Attendance.

**Does it matter what version of Internet Explorer I use?** Yes. If your computer does not use Internet Explorer Version 5.5 or higher you may experience problems using the system. Most computers at Milwaukee County already have this version of Internet Explorer. You can tell which version is on your computer by doing the following. Select START > Programs > Internet Explorer. Internet Explorer opens. At the Menu bar, select Help > About Internet Explorer and the "About Internet Explorer" window appears with the version number listed in it. Contact the Help Desk at 278-7819 if your work computer's version is less than 5.5.

F.A.Q. – Frequently Asked Questions (Continued)

**The report I’m running is asking for a “Company”. What is mine?**

Companies are groupings of Milwaukee County employees by high org. The Company ID is used for reporting purposes and to export data from the system. **The Company ID in CTA matches the PSID in HPW.** The Company IDs at Milwaukee County are:

- **JGR:** All Organizations in the **1000** series, **2000** series, **3000** series and **4500** series
- **JGS:** All Organizations in the **4000** series, **except** the 4500 series
- **JGT:** All Organizations in the **5000** series, **9000** series
- **JGU:** All Organizations in the **6000** series
- **JGV:** All Organizations in the **7000** series, **8000** series

**A summary bucket is showing a negative balance. What causes that?** A negative number (see below) is always related to a mistake on the timecard that does not generate a red or yellow error. If the mistake is not corrected you will be under paid. If you do not understand what is causing a negative summary bucket balance contact the Help Desk at 278-7819 or your payroll clerk.

Signed	No	REG	80:00	SAEX	00:00
Approved	No	VHP	00:00	ACCTU	00:00
Pay Freq	BiWeekly (Open)	OTHER	00:00	HOPAY	00:00
Pay Period	07/16/2006-07/29/2006 <a href="#">View Other Periods</a>	SUBTL	80:00	PREM	00:00
		OTPD	-01:00	OTACR	01:00

**Can I change my own password before 120 days passes?** Yes. At the dynamic menu, select My Time System > Password. At the Password Change page, enter your current password and your new password twice. Click Submit.

**How can I get help?** You can get general information about Ceridian Time & Attendance by clicking the word HELP In the right corner below the Ceridian logo. Please remember that Milwaukee County has made some modifications to the system so that some information may not apply, however, you should still be able to look up “what is that” questions here. If your question is not answered, please contact your payroll clerk.