

Project Employees

Version 3.5

Project employees work in many areas or on multiple projects that require them to change labor distribution frequently.

Ceridian Time and Attendance Training

Winter/Spring 2007

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Am I a Project Employee?

Project employees are those that use the Project timecard. The Project timecard does not show “In” and “Out” times-- it shows the date, the number of hours and labor distribution for each area or project for which the employee worked. If a Project employee is entitled to shift premium or weekend differential, it must be entered manually on the timecard.

If you do not work in many areas or on multiple projects that require you to change your labor distribution frequently, contact your payroll clerk to find out if you should use a different manual.

Project Timecard (Timecard Tab)

Signed	No	REG	80:00	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 View Other Periods	SUBTL	80:00	PREM	00:00
		OTPD	10:00	OTACR	00:00

Timecard Schedule Accruals Notes Expenses Audit Profile																	
Operations: Add Rows 1 Approve Timecard Printable Back to List Submit																	
Del	Time Code	LD	Favorite Set	LowOg	Actvy	Funct	RptCt	Job	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
<input type="checkbox"/>	REG - 01 Regular Hours			5081	00000	0000	0000	2JDWA	07/30 03:00	07/31	08/01 05:00	08/02	08/03	08/04 01:00	08/05	10:00	
				5081 00000 0000 0000 2JDWA0605					08/06	08/07	08/08	08/09	08/10 00:30	08/11 00:30	08/12		
				Comment: OFFICE MANGAEMENT													
<input type="checkbox"/>	REG - 01 Regular Hours			5081	00000	0000	0000	2JDWA	07/30	07/31 00:30	08/01 03:00	08/02	08/03 04:00	08/04	08/05	09:00	
				5081 00000 0000 0000 2JDWA0619					08/06	08/07 00:30	08/08	08/09	08/10 00:30	08/11 00:30	08/12		
				Comment: GREEN BUILDINGS													
<input type="checkbox"/>	REG - 01 Regular Hours			5081	00000	0000	0000	2JDWA	07/30	07/31	08/01	08/02 02:00	08/03	08/04	08/05	03:00	
				5081 00000 0000 0000 2JDWA0623					08/06	08/07	08/08	08/09 01:00	08/10	08/11	08/12		
				Comment: PROJECT CLOSE OUT													
<input type="checkbox"/>	REG - 01 Regular Hours			5081	00000	0000	0000	2JDWD	07/30	07/31	08/01	08/02 05:00	08/03 03:00	08/04	08/05	15:00	
				5081 00000 0000 0000 2JDWD4415					08/06	08/07	08/08 02:00	08/09	08/10	08/11	08/12 05:00		
				Comment: HVAC STUDY													

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.

Terminology

Company

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

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.

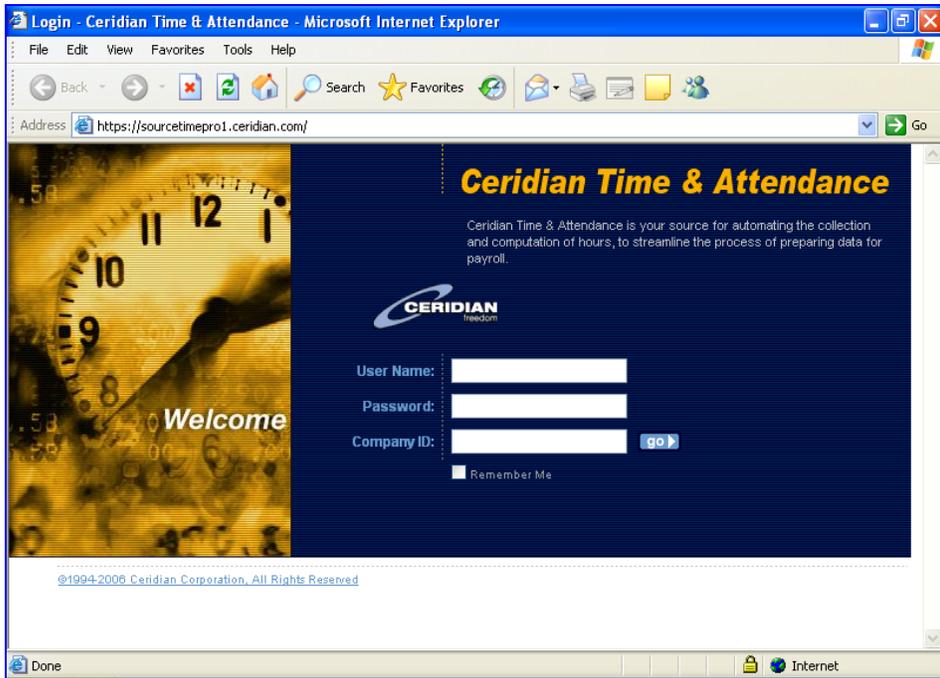
Time Codes

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 time codes to cover more situations, but employees and approvers will only be able to see the time codes that are available to them. The time codes available to an employee are controlled by the employee's pay policy. A list of off-used time codes appears on page 17 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).

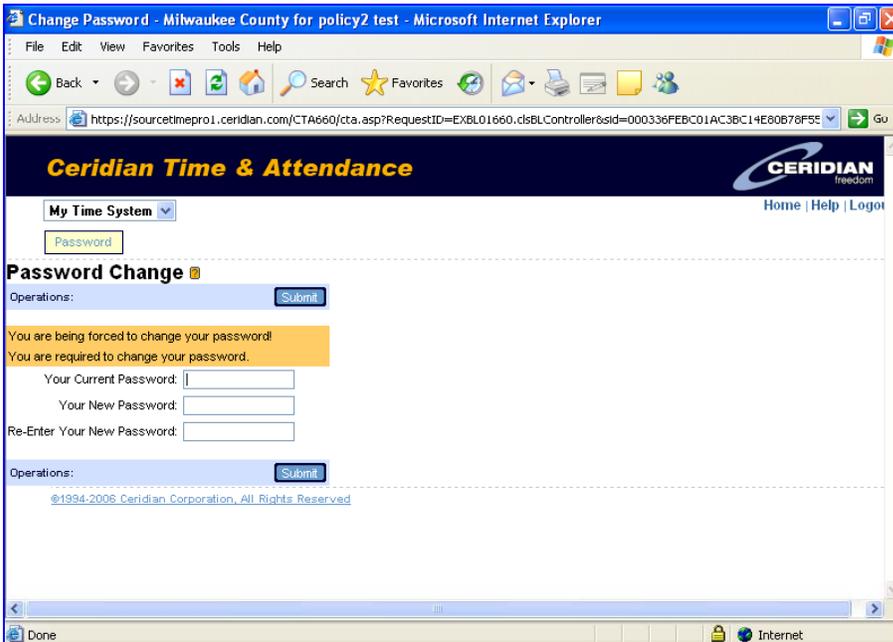


3. At **User Name:** type your clock number. Press the tab key on your keyboard.
Note: If you do not know your clock number, contact your payroll clerk or approver.
4. At **Password:** type your password and then press the tab key. Note: The **first time** you log in your password is your clock number.

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 a Project employee is authorized (for assistance see the rest of this manual).

Logging Into Ceridian Time & Attendance (Continued)

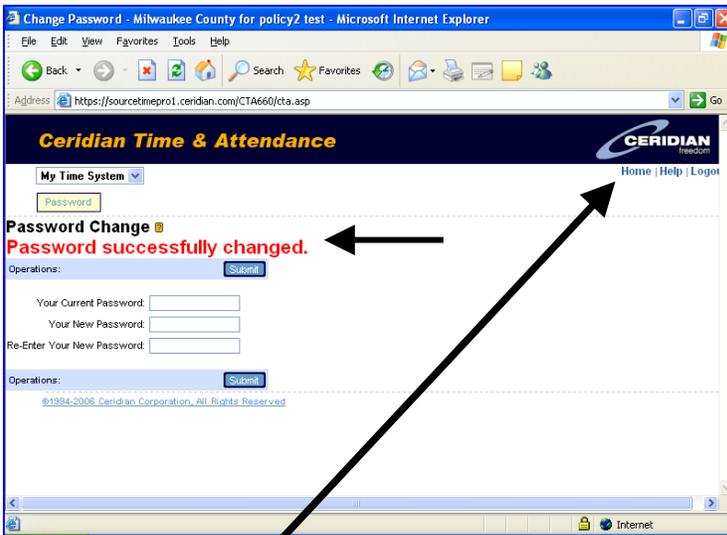


8. At **Your Current Password:** type your clock number.

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.

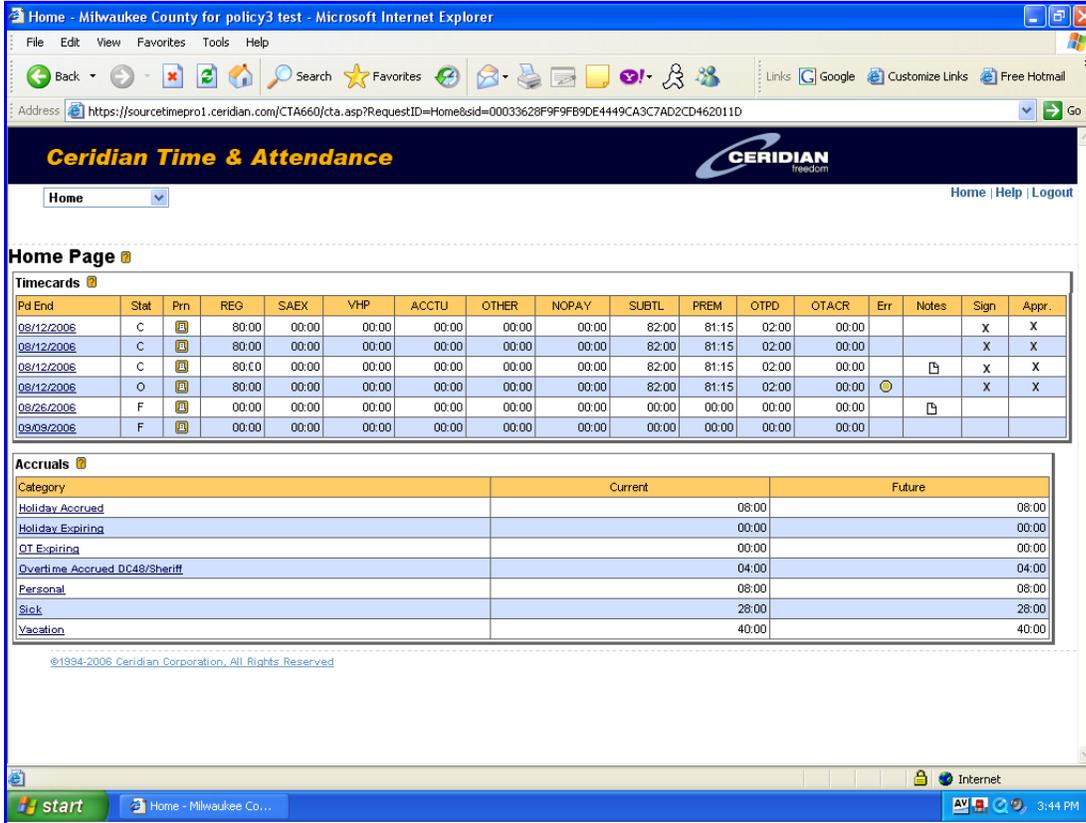
10. Click the **Submit** button. The "Password Changed Successfully" window appears automatically (shown below). Note: If you need assistance logging in, contact your payroll clerk.



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.



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 7).

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 the 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 paid during the pay period (includes overtime at 1-1/2 or straight rate).
- **OTACR:** Overtime 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:** An employee using a Standard, Elapsed or Project timecard enters time here. This tab shows time rounded to tenths of an hour.
- **Schedule tab:** If an employee has scheduled hours, their schedule may be entered here. Project employees do not use schedules.
- **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, 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.

Project Timecard (Profile tab)

Home - Milwaukee County for policy31 test - Microsoft Internet Explorer provided by Milwaukee County

Address: https://sourcetimepro1.ceridian.com/CTA660/cta.asp?RequestID=EXBL01660.cs&BLController&sid=0003366354DB4099EB4F079C10F2D4DD8CE300

Ceridian Time & Attendance

Home | Help | Logout

Timecard for Walter Krysten

Signed	No	REG	80:00	SAEX	00:00
Approved	No	VHP	00:00	ACCTU	00:00
Pay Freq	Bi/Weekly (Open)	OTHER	00:00	NOPAY	00:00
Pay Period	07/02/2006-07/15/2006 View Other Periods	SUBTL	80:00	PREM	00:00
		OTPD	00:00	OTACR	00:00

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

Operations: Printable | Back to List

Serial Number: 100578
Department: Architech/Eng Svcs
Workgroups: DPW Arch (Primary)
Location: Wisconsin
Company: Parks DPW Zoo
Pay Policy: 59 ECP Labor Tracking Project
Employee Type: Actual Time and Programmatic Data
Hire Date: 06/01/2001
Status: Active
Status Effective Date: 06/01/2001
Clock Number: 100578
Check Sequence: 5080

Operations: Printable | Back to List

Done

start Home - Milwaukee Co... 6:07 PM

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	Time Code	LD	Favorite Set	LowOg	Actvy	Funct	RptCt	Job	Sun	Mon	Tue	Wed	Thu	Fri
<input checked="" type="checkbox"/>	REG - 01 Regular Hours	<input type="checkbox"/>		5081				2JDWAI	07/02	07/03 00:30	07/04	07/05 01:00	07/06	07/07
				5081		2JDWA06230000			07/09	07/10 00:30	07/11	07/12	07/13	07/14
				Comment: Project Closeout										

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 Time Code and Favorite Set.



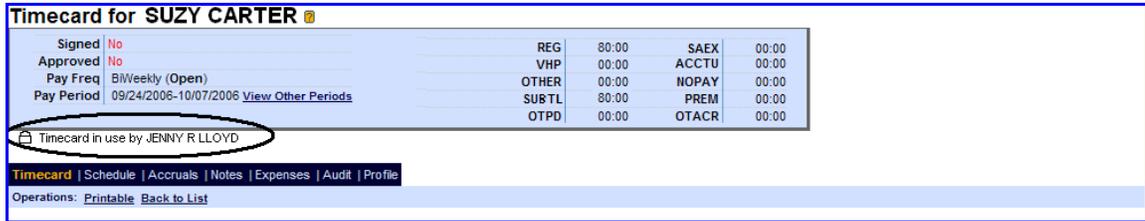
Progress Meter – After you click a button or a link, for example, the Submit button or underlined words like “Home” or “Back to List”, be sure to wait long enough for the system to process your request. Whenever a request is still in process, you see a progress meter above the taskbar. The more squares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



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

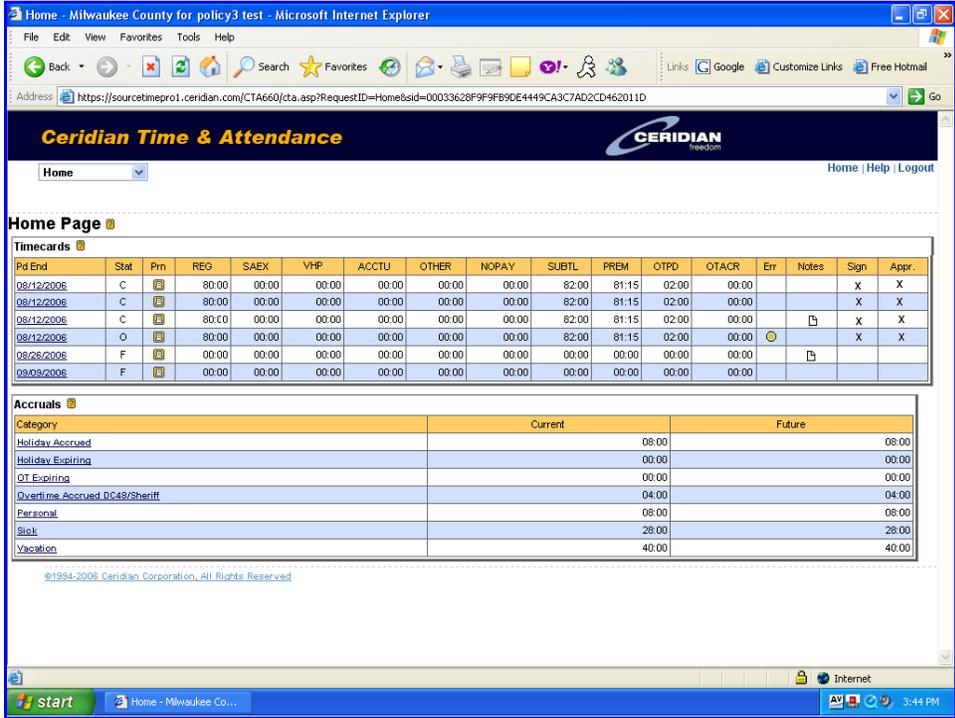
- **REG:** Regular hours worked during the pay period.
- **SAEX:** Sick allowance and excused used during the pay period.
- **VHP:** Vacation, holiday paid and personal used during the pay period.
- **ACCTU:** Overtime and holiday accrued time used during the pay period.
- **OTHER:** Other time with 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 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 and Minutes Should be Entered in Multiples of 6 Minutes:** The hours worked on a project, must be recorded in multiples of 6 minutes (or tenths of an hour). If you do not do this you will get a red error after you click the Submit button. Multiples of 6 minutes are: 6, 12, 18, 24, 30, 36, 42, 48, 54 and 60. For example, if you recorded hours of 8:03 = 8 hours and 3 minutes— 3 is not a multiple of 6, you will have a red error. If you recorded 8:06 = 8 hours and 6 minutes, there would be no error.
- **Hours Can Also Be Entered in Tenths Instead of Hours and Minutes:** Your hours worked can also be recorded in tenths of an hour. This means you use a decimal point instead of a colon with one decimal place after the decimal point. For example, the system will allow 8.1 (8 hours and 6 minutes) or 8.5 (8 hours and 30 minutes), but not 8.15 or 8.25 because they are not recorded in tenths of an hour.
- **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, overtime, 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 time codes to cover more situations, but employees and approvers will only be able to see the time codes that are available to them. The time codes available to an employee are controlled by the employee's pay policy 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 a future (F) timecard.

Project Home Page (Accruals Section)

Category	Current	Future
Holiday Accrued	08:00	08:00
Holiday Expiring	00:00	00:00
OT Expiring	00:00	00:00
Overtime Accrued DC48/Sheriff	02:00	00:00
Personal	00:00	00:00
Sick	05:00	05:00
Vacation	21:00	13:00

Special Premiums – General Information i.e. Standby, Crew Leader etc.

Project Employees

Special Premiums are entered on the Expenses Tab using a 4-character Expense Code. Expense Codes that are available to an employee are listed in the Expense Code Listing (shown below) near the bottom of the Expense Tab window.

Expense Code Listing					
AMDC	24 DC48 Auto Mechanic 2.00	CLDC	24 DC48 Crew Leader .25	DHDC	24 DC48 Dog Handlers 8.55
SBDC	24 DC48 Standby Pay .60	W7DC	24 DC48 Working 7ft or higher .25	WWDC	24 DC48 Wall Washing .42

Each Expense Code is assigned a unit of measure. The unit of measure for most special premiums is “hour”, but a few codes are “day”. Whenever the special premium is paid by day the Expense Code Listing says “/day”. Note: All of the codes in the screen shot above are paid by hour.

How Do I Add Special Premiums to a Timecard? On the Expenses Tab.

1. Open the timecard that needs changes made to it. Select the **Expenses Tab**.
2. **Add a row.**
3. At **Date**, using slashes, type the date the special premium was worked.
4. At **Exp Code**, select an appropriate Expense Code from the drop-down list. Note: The Expense Codes available are listed in the Expense Code Listing (shown above).
5. At **Value**, type the number of “units”. Note: The most common unit of measure is hours, but some special premiums are paid by day. When a special premium is paid by day, you enter the number of days, not hours. If the special premium is paid by hours, enter the hours in tenths not hours and minutes.
6. At **Description**, if desired type an optional description of the expense.
7. Click the **Submit** button to save and sort the tab by date.

Expenses Tab for DC48 Crew Leader Pay is entered using Expense Code CLDC

Del	Date	Exp Code	Value	Result	Description	\$ LD	Favorite S															
<input type="checkbox"/>	08/04/2006	CLDC <input type="button" value="v"/>	24.50		24.5 HRS CREW L	<input type="checkbox"/>																
Hours exempt from local tax: <input type="text" value="0.00"/>																						
Operations: <input type="button" value="Add Rows"/> <input type="button" value="1"/> <input type="button" value="Printable"/> <input type="button" value="Back to List"/>																						
<table border="1"> <thead> <tr> <th>Exp Code</th> <th>Hours</th> <th>Units</th> <th>Mileage</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>CLDC</td> <td>24.50</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>24.50</td> <td>0.00</td> <td>0.00</td> <td>\$0.00</td> </tr> </tbody> </table>								Exp Code	Hours	Units	Mileage	Amount	CLDC	24.50					24.50	0.00	0.00	\$0.00
Exp Code	Hours	Units	Mileage	Amount																		
CLDC	24.50																					
	24.50	0.00	0.00	\$0.00																		
Expense Code Listing																						
AMDC	24 DC48 Auto Mechanic 2.00	CLDC	24 DC48 Crew Leader .25	DHDC	24 DC48 Dog Handlers 8.55																	
SBDC	24 DC48 Standby Pay .60	W7DC	24 DC48 Working 7ft or higher .25	WWDC	24 DC48 Wall Washing .42																	

Labor Distribution – General Information

Labor distribution (also known as LD) allows you to charge, or distribute, worked hours to specific departments, jobs, or cost centers on your timecard. You may see up to five fields for labor distribution (LD) on a timecard, they are:

Level	Column Heading	Milwaukee County Accounting Code Type
1	Low Og	Low Organization (a/k/a Department)
2	Actvy	Activity
3	Funct	Function
4	RptCt	Reporting Category
5	Job	Job Number

All employees are assigned a home department (i.e. low Org, Activity, Function and Reporting Category etc). We call this their “default” labor distribution or programmatic string. The system automatically charges your time to your default labor distribution, unless you and/or your approvers change it on the timecard.

- An employee who punches a timeclock may change the labor distribution when he or she punches in by entering the codes on the timeclock keypad or swiping bar codes.
- An employee who punches the WebClock via the Internet may change labor distribution by clicking the Job Transfer button and typing labor distribution codes instead of clicking the Punch button.
- An employee who uses a Project timecard may type a different labor distribution in the labor distribution fields of his or her timecard.

Guidelines for Entering Labor Distribution on a Timecard

- **To use the LowOg and Job fields**, leave Actvy, Funct and RptCt fields blank.
- **To use LowOg, Actvy, Funct and RptCt fields**, leave Job blank.
- **To use LowOg and one or more of the Actvy, Funct, RptCt fields**, complete as follows:
 - At LowOg, type the low Organization
 - At Actvy, type the number **1** followed by the Activity **or** to skip Activity type 10000
 - At Funct, type the Function **or** to skip Function type 0000
 - At RptCt, type the Reporting Category **or** to skip Reporting Category type 0000
 - At Job, leave the Job field blank
- **Actvy field formatting:** All Milwaukee County Activity codes are four characters long. When you type in the Actvy field, the four-character Activity must include a leading transaction code of 1. For example, if the Activity is 3P6C, type **13P6C** in the Actvy field.
- **Job field formatting:** Milwaukee County Job numbers are normally eight characters long. When you type in the Job field, the eight-character Job number must include a leading transaction code of 2. For example, if the Job Number is JCDPPUBW, type **2JCDPPUBW**.

Searching for Labor Distribution (LD) and Setting Up “Favorite Sets”

The system allows you to search for labor distribution (LD) codes and create sets of often-used codes called “Favorite Sets”. Using Favorite Sets streamlines the process of “posting” LD codes to a timecard. The Manage Labor Distribution page is used to search for codes and create Favorite Sets. It is divided into 4 sections and each section contains 5 labor distribution columns.

- The sections are: Search, Favorite Codes, Results and Favorite Sets
- The columns are: Low Og, Actvy, Funct, RptCt and Job

Each column in the Search section has its own search field. We use the Low Og search field to search for Low Orgs, the Actvy search field to search for Activity codes, etc.

Searching for Labor Distribution and Setting Up “Favorite Sets”

1. **Open the timecard** and at the **LD** column, click the **checkbox** of the row you need to find labor distribution for. Note: If you click more than one row, the codes you select will post to **each** of the timecard rows.

LD	Favorite Set	LowOg	Actvy	Funct	RptCt	Job
<input checked="" type="checkbox"/>						2JDWA

|||2JDWA06050000|

Comment: Office Management

2. At the **LD column heading**, click the **⌘** symbol. The Manage Labor Distribution page appears.
3. Searching for LD Codes in the Search Section Columns:
 - At the appropriate **Search** section column(s); type a partial code or description. Search Tips: You can search in multiple columns at the same time. To maximize your results type a partial description or code. To minimize results, type an entire word or code.
 - Click the **Submit** button. Note: The search results display beneath their search fields. To use the codes displayed, proceed to the next step. If not, refine your search criteria and repeat the search process.

Manage Labor Distribution

Operations: Post LD Codes [Cancel] [Submit]

Searches Include: LD Codes effective on (MMDD/YYYY) 09/10/2006

Favorite Sets

-None- Select Set [Delete Set] [Update Set]

Results

LowOg	Actvy	Funct	RptCt	Job

Favorite Codes

LowOg	Actvy	Funct	RptCt	Job
[Delete Code]				
-None-	-None-	-None-	-None-	-None-

Search

LowOg	Actvy	Funct	RptCt	Job
4038	1SCVL	RECORDS	15	
[Add as Fav. Code]				
Results: [None -]				
[0000 - 0000]	[00000 - 00000]	[0000 - NONE]	[0000 - NONE]	[200000000 - NONE]

Searching for Labor Distribution and Setting Up "Favorite Sets" (Continued)

4. Adding codes to the Favorite Codes section:

- At the **Search** section, click **one radio button** in each column with a code you want to use.
- At the **Search** section, click the **Add as Fav. Code** checkbox in the same columns.
Note: You do this so that you will be able to re-use the code in the future by selecting it from the Favorite Codes drop-down lists instead of having to search for it again.
- Click the **Submit** button. Note: The codes you selected are added to the Favorite Codes drop-down list within the appropriate column.

LowOg	Actvy	Funct	RptCt	Job
4038	1SCVL	RECORDS	1S	
<input checked="" type="checkbox"/> Add as Fav. Code	<input checked="" type="checkbox"/> Add as Fav. Code	<input checked="" type="checkbox"/> Add as Fav. Code	<input checked="" type="checkbox"/> Add as Fav. Code	<input type="checkbox"/> Add as Fav. Code
Results: <input type="radio"/> None - <input checked="" type="radio"/> 4038 - CRIMINAL JUSTICE FACILITY	Results: <input type="radio"/> None - <input checked="" type="radio"/> 1SCVL - CIVILIAN JAIL STAFF	Results: <input type="radio"/> None - <input type="radio"/> D9DS - RECORDS RETENTION CENTER <input type="radio"/> SORC - OPEN RECORDS <input checked="" type="radio"/> SREC - JAIL RECORDS	Results: <input type="radio"/> None - <input checked="" type="radio"/> 1SOT - OVERTIME HOURS <input type="radio"/> 1SST - STRAIGHT TIME HOURS <input type="radio"/> 2HAD - 1ST CONTRACT W/ASD CONTRA	Results: <input type="radio"/> None - <input type="radio"/> 200000000 - NONE <input type="radio"/> 2JC3FSS06 - FAMILY SELFSUFFICIENCY <input type="radio"/> 2JC515506 - UNION RELATED ACTIVITIES

5. Adding codes to the Results section:

- At the **Favorite Codes** section, using the drop-down list arrow, **select a favorite code** that you want to use in each column.
- Click the **Submit** button. Note: The favorite codes you selected are added to the Results section with a description written below each.

LowOg	Actvy	Funct	RptCt	Job
<input type="checkbox"/> Delete Code				
-None-	-None-	-None-	-None-	-None-
4038	1SCJF	SREC	1SOT	
4038	1SCVL	SREC	1SST	

6. Creating a "Favorite Set":

- At the **Favorite Sets** section, **type a set name** for the codes in the "New Set Name" field.
- Click the **Submit** button. Note: The set name is added to the Favorite Set drop-down lists.

LowOg	Actvy	Funct	RptCt	Job
4038	1SCVL	SREC	1SOT	
CRIMINAL JUSTICE FACILITY	CIVILIAN JAIL STAFF	JAIL RECORDS	OVERTIME HOURS	

7. At the **Operations bar**, click the underlined words **Post LD Codes**. The timecard reappears with the codes you searched for inserted in the rows you selected earlier.

Manage Labor Distribution

Operations: Post LD Codes [Cancel] [Submit]

Searches Include: LD Codes effective on (MMDD/YYYY) 08/27/2006

8. **Skip this step until**, you want to use a Favorite Set **on a timecard**. At the Favorite Set column, click the drop-down list arrow and choose the Favorite Set you want to use. Click Submit and the codes are inserted automatically into the applicable field of your timecard.

LD	Favorite Set	LowOg	Actvy	Funct	RptCt	Job
<input type="checkbox"/>	JAIL RECORDS					
	JAIL RECORDS					
	OPEN RECORDS					
						Comments

Using a Favorite Set that has been previously set up is as simple as selecting it from the drop-down list in the Favorite Set column of a timecard.

How Do I Add Hours Worked to My Timecard?

Project Employees

Note: Project timecards depend heavily upon labor distribution. There are three ways to enter labor distribution on your timecard: 1) Type it in the labor distribution fields; 2) Search for it and “post” it to your timecard; 3) Create “favorite sets” of oft-used codes to eliminate repetitious typing and select the favorite set on your timecard when desired. To learn how to search for codes and/or set up favorite sets, see the section in this manual called, “Searching for Labor Distribution and Setting Up Favorite Sets”.

1. **Open the timecard** with today’s date within the pay period. Locate a **blank** row on the timecard.
2. At **Time Code**, select “REG – 01 Regular Hours”.
3. **Skip this step unless, you want to enter the labor distribution (LD) for a Project:**

To enter LD using a previously created “favorite set” of labor distribution codes:

- At the Favorite Set field, click the drop-down list arrow and select the name of the favorite set that you would like to use.
- When finished, go to Step 4.

To search for LD and/or create a favorite set of labor distribution codes:

- Follow the procedure called “Setting Up Labor Distribution Favorite Sets”.
- When finished, go to Step 4.

To type LD directly into the labor distribution fields of the timecard:

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

4. At **Sun-Sat columns**, type the number of hours worked (in tenths) on the date worked.

Project Timecard (Timecard Tab)

Del	Time Code	LD	Favorite Set	LowOg	Actvy	Funct	RptCt	Job	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>	REG - 01 Regular Hours	<input type="checkbox"/>		5081				2JDWA	07/30	07/31	08/01	08/02	08/03	08/04	08/05	
									08/06	08/07	08/08	08/09	08/10	08/11	08/12	
												0.5	0.5			
									Comment: Office Management							

5. Click the **Submit** button to save and sort the timecard by time code and labor distribution.

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”](#). Note: [Learn how to enter special premiums by reviewing the section in this manual, “How Do I Add Special Premiums to a Timecard?”](#)

Project 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.

NON-WORKED TIME CODES V 2.0 In order by Description as of 8/21/06	CTA TIME CODE	CROSS REFERENCE		
		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

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?”](#)

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

Project 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 **Sun-Sat columns**, type the number of hours (in tenths) of non-worked time on the date taken.

Project Timecard (Timecard Tab)

Del	Time Code	LD	Favorite Set	LowOg	Actvy	Funct	RptCt	Job	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
<input type="checkbox"/>	VAC - 04 Vacation	<input type="checkbox"/>							07/02	07/03	07/04	07/05	07/06	07/07	07/08		
									07/09	07/10	07/11	07/12	07/13	07/14	07/15		
										8	8	8	8	8			
				Comment: <input type="text"/>													

5. Click the **Submit** button to save and sort the timecard by time code and labor distribution.

Holidays Paid, Accrued, Worked – General Information

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 least three "holiday related" rows on the timecard to account for hours worked, holiday accrued and holiday paid.

Unless otherwise specified by union contract, whenever eligible employees work all or part of a holiday:

- Hours Worked are paid in the normal manner. Hours worked on a holiday are entered in the system, as usual, using the time code "REG – 01 Regular Hours".
- 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 a Project employee works the holiday, the employee and his or her approver are responsible for adjusting the timecard for hours worked, holiday accrued and/or holiday paid (see examples in this section).

How Do I Adjust Holiday Paid, Accrued, Worked?

Project 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. Using the timecard, **determine** the number of hours you worked on the holiday. If time worked on the holiday is missing from the timecard see the procedure, "How Do I Add Hours Worked to My Timecard?" to add the hours worked before proceeding.
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 time code and labor distribution.

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 **Time Code**, select "HOLA – 19 Holiday Accrued".
- At **Sun-Sat columns**, type the number of hours that you worked on the date of the holiday.
- Click the **Submit** button to save and sort the timecard by time code and labor distribution.

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 4 and the hours worked 2, the difference is 2 hours.
- Locate the "**HP – 08 Holiday Paid**" row the system entered on the timecard.
- At **Sun-Sat columns**, type the difference you calculated above on the date of the holiday.
- Click the **Submit** button to save and sort the timecard by time code and labor distribution.

Holidays Paid, Accrued, Worked

Holidays Project

Holidays Paid/Accrued/Worked (Continued) Project Employees

EXAMPLE: The full-time TEAMCO Project employee below worked 4 hours on the holiday. With the entries below she will be paid for 4 hours worked, 4 hours holiday paid and accrued 4 hours of holiday accrued.

Signed No		REG	04:00	SAEX	00:00						
Approved No		VHP	04:00	ACCTU	00:00						
Pay Freq BiWeekly (Open)		OTHER	00:00	NOPAY	00:00						
Pay Period 08/27/2006-09/09/2006 View Other Periods		SUBTL	08:00	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	Time Code	LD	Favorite Set	LowOg	Actvy	Funct	RptCt	Job	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
<input type="checkbox"/>	HOLA - 19 Holiday Accrued			5081	00000	0000	0000		08/27	08/28	08/29	08/30	08/31	09/01	09/02	04:00	
				5081	00000	0000	0000		09/03	09/04	09/05	09/06	09/07	09/08	09/09		
				5081 00000 0000 0000						04:00							
				Comment: _____													
<input type="checkbox"/>	HP - 08 Holiday Paid			5081	00000	0000	0000		08/27	08/28	08/29	08/30	08/31	09/01	09/02	04:00	
				5081	00000	0000	0000		09/03	09/04	09/05	09/06	09/07	09/08	09/09		
				5081 00000 0000 0000						04:00							
				Comment: _____													
<input type="checkbox"/>	REG - 01 Regular Hours			5081	00000	0000	0000	2JDWA6	08/27	08/28	08/29	08/30	08/31	09/01	09/02	04:00	
				5081	00000	0000	0000	2JDWA6e19	09/03	09/04	09/05	09/06	09/07	09/08	09/09		
				5081 00000 0000 0000 2JDWA6e19													
				Comment: _____													

EXAMPLE: The part-time DC48 Project employee below is normally paid for 4 hours of holiday on a holiday. In this example, the employee worked 6 hours on the holiday. In order to accrue the holiday, the row the system added to the timecard was changed from holiday paid to accrued. With these entries, he will be paid for 6 hours worked and accrue 4 hours holiday.

Signed No		REG	06:00	SAEX	00:00						
Approved No		VHP	00:00	ACCTU	00:00						
Pay Freq BiWeekly (Open)		OTHER	00:00	NOPAY	00:00						
Pay Period 08/27/2006-09/09/2006 View Other Periods		SUBTL	06:00	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	Time Code	LD	Favorite Set	LowOg	Actvy	Funct	RptCt	Job	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
<input type="checkbox"/>	HOLA - 19 Holiday Accrued								08/27	08/28	08/29	08/30	08/31	09/01	09/02	04:00	
									09/03	09/04	09/05	09/06	09/07	09/08	09/09		
										04:00							
				Comment: _____													
<input type="checkbox"/>	REG - 01 Regular Hours			9155	1KMG	VF01	RMNT		08/27	08/28	08/29	08/30	08/31	09/01	09/02	06:00	
				9155	1KMG	VF01	RMNT		09/03	09/04	09/05	09/06	09/07	09/08	09/09		
				9155 1KMG VF01 RMNT						06:00							
				Comment: _____													

Overtime Paid & Accrued – General Information

Overtime Paid & Accrued – General Information

At Milwaukee County, employees generally receive overtime after 8 hours in a day and 40 hours in a week, but there are variations (i.e. flextime etc). In the system, unless otherwise specified by union contract or county ordinance, union employee overtime is defaulted to paid while non-represented employee overtime is defaulted to accrued.

The employee's pay policy governs the payment or accrual of overtime and the system automatically calculates overtime based upon it. Each employee's pay policy is listed on the Profile tab of his or her timecard.

In order to "change" the overtime the system defaulted, another row must be entered on the timecard. The added row "moves" the amount of overtime indicated from paid to accrued or from accrued to paid based upon the time code used.

- Overtime Paid to Accrued: It subtracts the number of hours to be accrued from the OTPD summary bucket, which decreases the amount of overtime to be paid. At the same time it adds the number of hours to be accrued to the OTACR summary bucket, which increases the amount of overtime to be accrued.
- Overtime Accrued to Paid: It subtracts the number of hours to be accrued from the OTACR summary bucket, which decreases the amount of overtime to be accrued. At the same time it adds the number of hours to be accrued to the OTPD summary bucket, which increases the amount of overtime to be paid.

The time code used on the added row varies depending upon several factors such as: the employee's union type, whether overtime is at 1-1/2 or straight rate, whether the employee is covered by FLSA, as well as, whether the overtime worked was FLSA. Note: FLSA overtime is a complicated formula. Generally, the overtime worked is FLSA, if the hours worked in a week plus hours of holiday paid are greater than 40. If you have a question about FLSA overtime, call Milwaukee County Central Payroll for clarification.

When Project employees work overtime, the employee and his or her approver are responsible for changing timecard overtime.

How Do I Change Overtime Paid & Accrued?

Changing Overtime Project Timecard

Changing Overtime from Paid to Accrued or from Accrued to Paid

In order to change the overtime the system calculated based upon your pay policy; another row must be entered on the timecard.

1. Open the timecard that needs changes made to it. Locate a **blank** row at the bottom of the timecard.
2. At **Time Code**, select the appropriate code. .

DC48/Sheriffs: Select OTAC – 06 Overtime Accrued

TEAMCO, depends upon the situation causing the overtime:

- FLSA Overtime at 1-1/2: Select MOTA – 67 Mandatory OT Hrs Accrued
- Non-FLSA Overtime at Straight Rate: Select VOTA – 66 Voluntary OT Hrs Accrued

3. At **Sun-Sat columns**, type the number of hours that you worked on the date you worked the hours.
4. Click the Submit button to save and sort the timecard by time code and labor distribution.
5. **Verify** the **OTACR** and **OTPD** summary buckets near the top of the timecard to be sure the overtime paid and accrued are now correct.

Changing Overtime (Continued)
 Project Timecard
 Overtime Paid to Accrued

EXAMPLE: A TEAMCO employee uses a Project timecard and his pay policy indicates that he receives overtime at 1-1/2 if he works over 40 hours in a week (FLSA overtime). If he did not work over 40 hours in a week, he receives overtime at straight rate for hours worked over 8 in a day. The employee below worked FLSA overtime on Monday of 2 hours. The system defaults this employee's overtime to paid. What changes will allow the employee to accrue the overtime instead?

SOLUTION:

- To move all or part of the overtime the system calculated, another row is entered on the timecard.
- Because the employee is from TEAMCO, the time code selected is "MOTA – 67 Mandatory OT Hrs Accrued".
- The added row decreases the amount of overtime paid by 2 hours and increases the amount of overtime accrued by 2 hours. Notice the summary buckets below.

Project Timecard (Timecard Tab)

Signed No		REG	40:00	SAEX	00:00
Approved No		VHP	40:00	ACCTU	00:00
Pay Freq Bi/Weekly (Open)		OTHER	00:00	NOPAY	00:00
Pay Period 08/13/2006-08/26/2006 View Other Periods		SUBTL	80:00	PREM	00:00
		OTPD	00:00	OTACR	02:00

← →

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

Operations: [Add Rows](#) 1 [Approve Timecard](#) [Printable](#) [Back to List](#) [Submit](#)

Del	Time Code	LD	Favorite Set	LowOg	Actvy	Funct	RptCt	Job	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>	REG - 01 Regular Hours	<input type="checkbox"/>		5081	00000	0000	0000	2JCAIR5	08/13	08/14	08/15	08/16	08/17	08/18	08/19	42:00
				5081	00000	0000	0000	2JCAIR506	08/20	08/21	08/22	08/23	08/24	08/25	08/26	
				Comment: <input type="text"/>												
<input type="checkbox"/>	VAC - 04 Vacation	<input type="checkbox"/>		5081	00000	0000	0000		08/13	08/14	08/15	08/16	08/17	08/18	08/19	40:00
				5081	00000	0000	0000		08/20	08/21	08/22	08/23	08/24	08/25	08/26	
				Comment: <input type="text"/>												
<input type="checkbox"/>	MOTA - 67 Mandatory OT Hrs Accrued	<input type="checkbox"/>		5081	00000	0000	0000		08/13	08/14	08/15	08/16	08/17	08/18	08/19	02:00
				5081	00000	0000	0000		08/20	08/21	08/22	08/23	08/24	08/25	08/26	
				Comment: <input type="text"/>												

Manual Overtime – General Information

Manual Overtime – General Information

Can I Add or Remove Overtime Manually? Yes, for Some Employees.

At Milwaukee County, manually adding or removing overtime is not normally necessary because the system automatically calculates overtime based upon the employee's pay policy. However, there are manual overtime codes available to some employees that allow for the manual addition or removal of overtime for special circumstances that may arise.

In general, these employees should be:

- Annual Employees that Receive .5 Overtime
- DC48 and Deputy Sheriff Employees
- Hourly Universal Employee
- Straight Time Overtime Employees

These employees will also have the following time code as a choice in the drop-down list on their timecard:

- “REGO – 01 Regular No Overtime”
- “OTFM – 80 Overtime FLSA Manual”
- “[MOT – 02 Manual Overtime](#)”

Important Notes: If you need to manually add/remove overtime you may also need to manually add/remove shift premium for these hours. If so, follow the procedure found in this manual “How Do I Add Shift Premium to a Timecard Manually”?

How Do I Remove Overtime from a Timecard Manually?

Project Employees

1. Open the timecard that needs changes made to it. Locate a **blank** row at the bottom of the timecard.
2. At **Time Code**, select “REGO – 01 Regular No Overtime” for TEAMCO employees.
3. At **Sun-Sat columns**, type the number of hours that you worked on the date you worked the hours.
4. Click the **Submit** button to save and sort the timecard by time code and labor distribution.
5. **Verify** the **OTPD** summary bucket near the top of the timecard to be sure the overtime paid is now correct.

Project Timecard (Timecard tab)

Signed	No	REG	10:00	SAEX	00:00
Approved	No	VHP	00:00	ACCTU	00:00
Pay Freq	BiWeekly (Open)	OTHER	00:00	NOPAY	00:00
Pay Period	08/13/2006-08/26/2006 View Other Periods	SUBTL	10:00	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	Time Code	LD	Favorite Set	LowOg	Actvy	Funct	RptCt	Job	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>	REGO - 01 Regular No Overtime	<input type="checkbox"/>		5081	00000	0000	0000	2\CAIR\$	08/13	08/14 10:00	08/15	08/16	08/17	08/18	08/19	10:00
				5081	00000	0000	2\CAIR\$06		08/20	08/21	08/22	08/23	08/24	08/25	08/26	
				Comment: <input type="text"/>												

How Do I Add Overtime to a Timecard Manually?

Project Employees

1. Open the timecard that needs changes made to it. Locate a **blank** row at the bottom of the timecard.
2. At **Time Code**, select the appropriate time code:
 - DC48/Sheriffs: Select MOT – 02 Manual Overtime
 - TEAMCO: Select OTFM – 80 Overtime FLSA Manual
3. At **Sun-Sat columns**, type the number of hours that you worked on the date you worked the hours.
4. Click the **Submit** button to save and sort the timecard by time code and labor distribution.
5. **Verify** the **OTPD** summary bucket near the top of the timecard to be sure the overtime paid is now correct.

Project Timecard (Timecard Tab)

Signed <input type="checkbox"/> No		REG	40:00	SAEX	00:00
Approved <input type="checkbox"/> No		VHP	40:00	ACCTU	00:00
Pay Freq <input type="checkbox"/> BiWeekly (Open)		OTHER	00:00	NOPAY	00:00
Pay Period 08/13/2006-08/26/2006 View Other Periods		SUBTL	80:00	PREM	00:00
		OTPD	02:00	OTACR	00:00

Timecard Schedule Accruals Notes Expenses Audit Profile																
Operations: Add Rows: 1 Approve Timecard Printable Back to List																
Del	Time Code	LD	Favorite Set	LowOg	Actvy	Funct	RptCt	Job	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>	OTFM - 80 Overtime FLSA Manual	<input type="checkbox"/>		5081	00000	0000	0000		08/13	08/14	08/15	08/16	08/17	08/18	08/19	02:00
				5081	00000	0000	0000		08/20	08/21	08/22	08/23	08/24	08/25	08/26	
				Comment:												
<input type="checkbox"/>	REG - 01 Regular Hours	<input type="checkbox"/>		5081	00000	0000	0000	2JCAIRS	08/13	08/14	08/15	08/16	08/17	08/18	08/19	42:00
				5081	00000	0000	0000	2JCAIRS06	08/20	08/21	08/22	08/23	08/24	08/25	08/26	
				Comment:												
<input type="checkbox"/>	VAC - 04 Vacation	<input type="checkbox"/>		5081	00000	0000	0000		08/13	08/14	08/15	08/16	08/17	08/18	08/19	40:00
				5081	00000	0000	0000		08/20	08/21	08/22	08/23	08/24	08/25	08/26	
				Comment:												

How Do I Add Shift Premium to a Timecard Manually?

Eligible Project Employees

When a Project Employee is eligible for shift premium, it is not figured automatically by the system. Therefore, it must be manually entered on a blank row of the Project timecard.

1. Open the timecard that needs changes made to it. Locate a **blank** row at the bottom of the timecard.
2. At **Time Code**, depending upon the situation, select the appropriate time code:

2nd Shift Premium

- M2S – 10/36/51 Manual Second Shift Premium
- M2O – 10/36/51 Manual Second Shift Overtime

3rd Shift Premium

- M3S – 10/36/51 Manual Third Shift Premium
- M3O – 10/36/51 Manual Third Shift Overtime

3. At **Sun-Sat columns**, type the number of hours that you worked on the date you worked the hours.
4. Click the **Submit** button to save and sort the timecard by time code and by labor distribution.
5. **Verify** the **OTPD** and **OTACR** summary buckets near the top of the timecard to be sure the overtime paid/accrued is now correct.

Project Timecard (Timecard tab)

Signed No		REG	16.00	SAEX	00:00
Approved No		VHP	00:00	ACCTU	00:00
Pay Freq Bi/Weekly (Open)		OTHER	00:00	NOPAY	00:00
Pay Period 09/24/2006-10/07/2006 View Other Periods		SUBTL	16.00	PREM	04:00
		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	Time Code	LD	Favorite Set	LowOg	Actvy	Funct	RptCt	Job	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>	M2S - 10/36/51 Manual Second Shift Premium			9155	1KMGM	VF10	RMNT		09/24	09/25 02:00	09/26 02:00	09/27	09/28	09/29	09/30	04:00
				9155 1KMGM VF10 RMNT					10/01	10/02	10/03	10/04	10/05	10/06	10/07	
	Comment: <input type="text"/>															
<input type="checkbox"/>	REG - 01 Regular Hours			9155	1KMGM	VF10	RMNT		09/24	09/25 08:00	09/26 08:00	09/27	09/28	09/29	09/30	16:00
				9155 1KMGM VF10 RMNT					10/01	10/02	10/03	10/04	10/05	10/06	10/07	
	Comment: <input type="text"/>															

Manual Weekend Differential – General Information

Eligible Project Employees

When a Project Employee is eligible for weekend differential, it is not figured automatically by the system. Whenever an eligible Project employee works on the weekend, a row must be added to the timecard. If the hours worked on the weekend were not overtime hours, the time code MWKD – Manual Weekend Differential” is used. If the hours worked on the weekend were overtime, the time code “MWDO – Manual Weekend Differential Overtime” is used instead.

Project employees and their approvers are responsible for adding weekend differential to the timecard when necessary. After adding weekend differential, your final step will be to verify that PREM summary bucket at the top of the timecard is now correct.

How Do I Add Weekend Differential to a Timecard Manually?

1. Open the timecard that needs changes made to it. Locate a **blank** row at the bottom of the timecard.
2. At **Time Code**, select the appropriate time code:
 - Straight Rate Weekend Hours: Select MWKD – Manual Weekend Differential
 - Overtime Weekend Hours: Select MWKO – Manual Weekend Differential Overtime
3. At **Sun-Sat columns**, type the number of hours (in tenths) of weekend differential on the date worked.
4. Click the **Submit** button to save and sort the timecard by time code and labor distribution.

Project Timecard (Timecard Tab)

Signed No		REG	16:00	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 View Other Periods		SUBTL	16:00	PREM	16:00													
		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	Time Code	LD	Favorite Set	LowOg	Actvy	Funct	RptCt	Job	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
<input type="checkbox"/>	MWKD - Manual Weekend Differential			9155	1KMG	VF04	RMNT		07/30 08:00	07/31	08/01	08/02	08/03	08/04	08/05	16:00	
				9155 1KMG VF04 RMNT					08/06 08:00	08/07	08/08	08/09	08/10	08/11	08/12		
				Comment: <input type="text"/>													
<input type="checkbox"/>	REG - 01 Regular Hours			9155	1KMG	VF04	RMNT		07/30 08:00	07/31	08/01	08/02	08/03	08/04	08/05	16:00	
				9155 1KMG VF04 RMNT					08/06 08:00	08/07	08/08	08/09	08/10	08/11	08/12		
				Comment: <input type="text"/>													

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 word, **UnSign** (shown above).

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

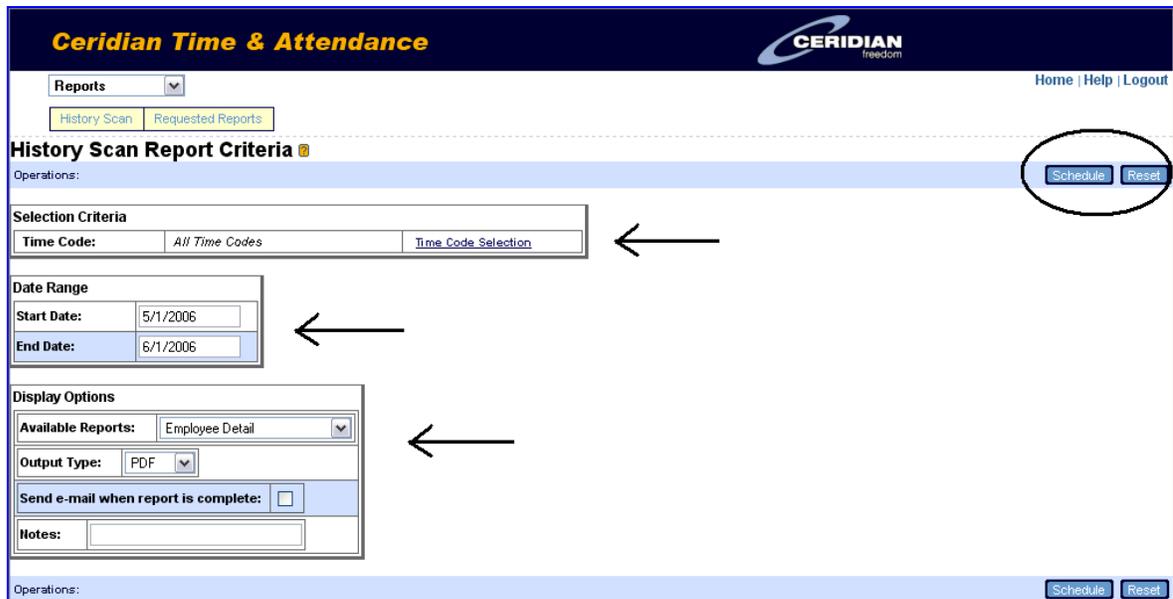
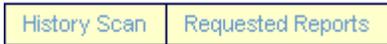
You can find out how much accrued time you have used by running a History Scan Report. Simply log in to Ceridian Time & Attendance and follow the procedure below.

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 Project 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.

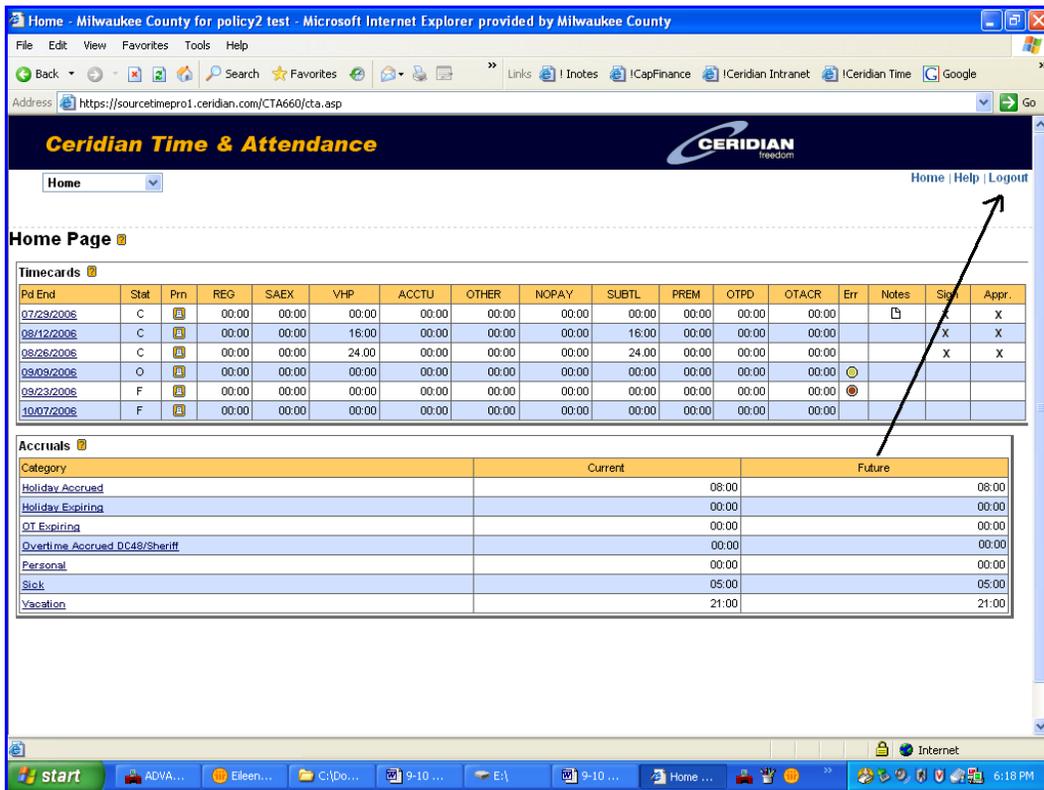
Select	Report Name	Notes	Status	Date Requested	Time Till Purged	View	Download
<input type="checkbox"/>	History Scan		Complete	09/18/2006 06:00A	2d 0h 0m	View	Download

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 9). 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. Remember, hours must be record in tenths. 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).

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.

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 View Other Periods	SUBTL	80:00	PREM	00:00
		OTPD	-01:00	OTACR	01:00

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

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 33 when exiting Ceridian Time & Attendance.

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.