IX. Timekeeping

A. Contacts

Things to Know:

o THIS SECTION APPLIES ONLY TO MOSWIMS ADMINISTRATORS.

o Fields with a red asterisk are required fields.

o Clicking the back button on your browser while editing or adding a record may result in a loss of the record.

o The user must be added in the Security Administration section prior to adding them as a timekeeping contact. Instructions on how to add a user can be found on page I-6 of the MoSWIMS training manual.
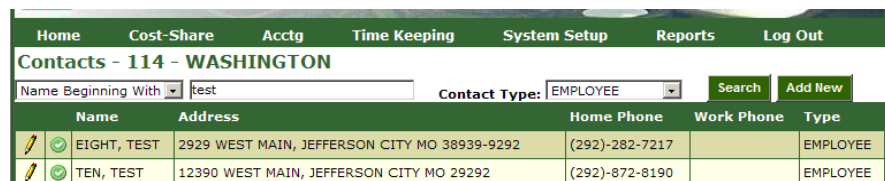
Enter Information:

Search for Employees:

1. From the main menu, select "Timekeeping," and then choose "Contacts."

2. Search for a name by using the first dropdown menu with the options: "Name Beginning With," "Name Matching," "Name Sounds Like," "Name Containing."

3. Under "Address Type" choose "Employee," and then search.

Add/Update Employees:

1. To add a new employee click "Add New."

2. A screen will appear to populate the employee's information. On the "Contact Type" dropdown menu, choose "Employee." The screen will repopulate with timekeeping information.

3. Enter the name, address, phone number, and email information.

4. If the employee is an active employee, put a checkmark in the "Active" box found on the right-hand side of the screen.

5. Under "Employee Details," choose the appropriate position and user ID.

6. Under "Workweek Type" indicate if the employee works a "Normal" or "Compressed" schedule.

   a. Normal schedule is five, eight-hour days; four, ten-hour days; or part-time hours.

Home	Cost-Share	Acctg	Time Keeping	System Setup	Reports	Log Out

Employee Work Schedule   Return to Previous Page

Period Type: NORMAL

Week 1		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Employee Start Time		7:30 AM	7:30 AM	7:30 AM	7:30 AM	7:30 AM		
Employee End Time		4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM		
Work Hours		8	8	8	8	8		

Week 2		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Employee Start Time		7:30 AM	7:30 AM	7:30 AM	7:30 AM	7:30 AM		
Employee End Time		4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM		
Work Hours		8	8	8	8	8		

   b. Compressed is working 44 hours in a Monday through Friday period, and working 36 hours in the next Monday through Friday period, with a day off every other week. The workweek must start in the middle of the day that the employee will be off every other week.

Home	Cost-Share	Acctg	Time Keeping	System Setup	Reports	Log Out

Employee Work Schedule   Return to Previous Page

Period Type: COMPRESSED FULL DAY OFF

Week 1	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Time	12:00 PM							12:00 PM
Employee Start Time	12:00 PM			06:30 AM	06:30 AM	06:30 AM	06:30 AM	
Employee End Time	04:00 PM			04:00 PM	04:00 PM	04:00 PM	04:00 PM	
Work Hours	4	0	0	9	9	9	9	0

Week 2	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Time	12:00 PM							12:00 PM
Employee Start Time				06:30 AM	06:30 AM	06:30 AM	06:30 AM	07:30 AM
Employee End Time				04:00 PM	04:00 PM	04:00 PM	04:00 PM	12:00 PM
Work Hours	0	0	0	9	9	9	9	4

7. For employees who are already established, record the date of the last performance review if the district wants to use the system for tracking performance reviews. This field is not required.

8. Indicate if the employee is active military by checking the box "Active Military." When an employee is marked as "Active Military", they will have military leave available to use based on Federal law.

9. Indicate if the employee is a temporary employee by checking the box "Temporary employee"

   a. A temporary employee is defined as an employee that does not accrue leave.

Contacts - 114 - WASHINGTON

Add / Edit Contact   *Contact Type: EMPLOYEE   ☑ Active

*First Name TEST   MI ☐   *Last Name EIGHT

Address

*Address Line 1 2929 WEST MAIN   Address Line 2 ☐

*City JEFFERSON CITY   *State MISSOURI   *Zip 38939 - 9292

Phone / Fax / Email

**Home Phone (292) 282 - 7217   **Work Phone ( ) -

**Fax Phone ( ) -   **Cell Phone ( ) -

E-mail ☐

Employee Details

*Position: TECHNICIAN 2   Date Last Perf. Review: 05/06/2009

User ID: NR.TEST8   ☐ Active Military

*Workweek Type: COMPRESSED FULL DAY OFF   Work Schedule   *Employee Category: CATEGORY TWO

Override Comp Time (Employee Paid OT) ☐   Temporary Employee ☐

Employment Information				Salary Information		
Start Date	End Date	Entered/Updated		Effective Date	Pay Rate	Brd. Est. FT Hrs.
05/07/2008		05/05/2010 11:31:57 AM	✖	05/07/2008	12.00	40	✖

*Start Date: ☐   End Date: ☐   *Effective Date: ☐   *Pay Rate: ☐   *Brd. Est. FT Hrs.: ☐

Add Dates   Clear Date   Add Pay Rate / Hours   Clear Pay Rate / Hours

FY Hours Worked:	0:00	Years / Months of Service:	2 Years 5 Months
Annual Leave Balance:	0:00	Sick Leave Balance:	0:00
Compensation Time Balance:	0:00	Military Leave Balance:	0:00

Certifications

Certification	Date Certified	Renewal Date

Add New Certification   Clear   Update   Cancel

10. Under "Employee Category" field, indicate whether the employee is a Category Zero, Category One, or Category Two.

    a. Category Zero earns zero hours of compensatory time when working over 40 hours per week according to the Fair Labor Standard Act.

    b. Category One earns compensatory time at a rate of one hour for every hour worked over 40 hours per week according to the Fair Labor Standard Act.

    c. Category Two earns compensatory time at a rate of one and a half hours for every hour worked over 40 hours per week according to the Fair Labor Standard Act.

11. Put a checkmark in the "Employee Paid OT" field if the employee will be paid overtime in lieu of accruing compensatory time hours to use later.

12. Under "Start Date," enter the date the individual became employed with the district, and then click "Add Dates" to save the date. If an erroneous date is entered it can be deleted by clicking on the red "X" to the right of the field.

13. The "End Date" field will be filled out whenever the employee's district employment ends.

14. Fill out the "Effective Date," "Pay Rate," and "Brd Est. FT Hrs." Then click "Add Pay Rate/Hours" to save pay rate. If these change, new records can be added in the future.

    a. Effective Date is the date the Pay Rate will take effect.

    b. Pay Rate is the hourly rate the employee earns.

    c. Brd Est. FT Hrs. is the minimum number of hours established by the board that the individual employee has to work in a workweek to be considered full time. The field will be used to accrue compensation time at a rate of an hour for hour for employees that are established fulltime by the board at less than 40 hours however once that employee exceeds 40 hours worked, compensation time will be based on the FLSA. The field will also be used to calculate the percentage of leave an employee will accrue if the timesheet is less than their board established fulltime hours.

15. If the employee has been certificated as Technician II click on "Add New Certification" to track the type of "Certification," "Date Certified," and the "Renewal Date." Then click "Add Certification."

16. Once the employee contact page is populated, click the "Add" button to save your changes. If you are editing an already established contact, click the "Update" button to save your changes.

17. After adding/updating the employee, select the employee again and click on the "Work Schedule" button to enter the employee's "Starting" and "Stopping" times for the day. Also enter the number of hours worked in a day. When entering the times, include AM and PM with the time.

B. Create Time Periods

Things to Know:

o   THIS SECTION APPLIES ONLY TO MOSWIMS ADMINISTRATORS.

o   Employees will not be able to fill out timesheets until the time periods are created by the MOSWIMS administrator.

o   Creating the time periods will calculate the time period for a normal or compressed work week based on the established starting date of the district's workweek.

Enter Information:

1. From the main menu, the MOSWIMS administrator selects "Timekeeping" and the subheading "Timesheet Approval."

2. At the bottom of the page, the MOSWIMS administrator will choose the "Number of Periods" from the dropdown menu.

3. The MOSWIMS administrator will then click on "Create New Time Period" on the bottom left hand side of the page. The time periods will load to the employee's timekeeping account according to the number of periods selected by the MOSWIMS administrator.

C. Building Timesheets:

Things to know:

o Time code definitions are available on multiple screens for reference.

o Multiple time codes and multiple types of time codes can be added before clicking on the "Associate Time code to Timesheet" button.

o Remember to always click the "Update" button before clicking the "Submit" button to ensure changes are not lost.

o If at any time the user needs to delete a time code on a timesheet, the user can do so by first deleting any time associated with a time code, and then clicking on the red "X" next to that particular time code.

o Clicking the back button on the browser while editing or adding a record may result in a loss of the record.

o While in the timesheet, the user can click on "Work Schedule" to show the default work schedule.

o Employees can work on two time sheets at once. Employees cannot work on timesheets beyond the current two until one or both of the current timesheets is approved.

o Time will be entered into the timesheet at a minimum of 15 minute increments.

Enter Information:

1. Select "Timekeeping" from the main menu, and then select the subheading "Timesheet."

2. Choose "Create New Timesheet." The timesheet should automatically populate with the employee's default start and stop times and work hours. If the employee's start or stop time is different than the default time, the employee can change it by typing in the actual start and ending times.

3. If the same or similar codes are used from week to week, check the box "Copy," and then "Create New Timesheet." The time codes will copy from the previous timesheet to the new timesheet.

4. Click "Add Time Codes" button on the bottom left-hand side of the screen. A page titled "Time Code Selection" will load. For reference, click on "Time Code Definitions" on this same screen, and it will provide a definition of each time code.

5. Under "Select Time Code Type," choose either: "Paid Work," "Paid Leave," "Unpaid," or "Worker's Comp."

6. Once an option is chosen it will narrow the subsequent drop down menus to reflect subcategories.

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a. **Paid Work**

1) If "Paid Work" is chosen, the second dropdown menu titled "Select Parent Time Code" will have the options: "State C-S Practice" or "Work."

| | Time Code Selection | | Time Code Definitions | Return to Previous Page |

Select Time Code Type: PAID WORK

Select Parent Time Code: STATE C-S PRACTICE

Select Practice

	Practice	Description
☐	BDSP-31	BUFFER SINKHOLE IMPROVEMENT INCENTIVE TO PROTECT GROUNDWATER
☐	C100	TIMBER HARVEST PLANS
☐	C650	STREAMBANK STABILIZATION
☐	DFR-04	FOREST PLANTATION
☐	DFR-05	WOODLAND PROTECTION - LIVESTOCK EXCLUSION
☐	DSL-01	PERMANENT VEGETATIVE COVER ESTABLISHMENT
☐	DSL-02	PERMANENT VEGETATIVE COVER IMPROVEMENT
☐	DSL-04	TERRACE SYSTEMS
☐	DSL-05	DIVERSIONS
☐	DSL-11	PERMANENT VEGETATIVE COVER - CRITICAL AREA
☐	DSL-111	PERMANENT VEGETATIVE COVER - CRITICAL AREAS CONFINED ANIMAL FEED LOTS
☐	DSL-15	NO-TILL SYSTEMS
☐	DSL-44	TERRACE SYSTEMS WITH TILE
☐	DSP 3.1	GRAZING SYSTEM WATER DEVELOPMENT
☐	DSP 3.2	GRAZING SYSTEM WATER DISTRIBUTION
☐	DSP 3.3	GRAZING SYSTEM FENCE
☐	DSP 3.4	GRAZING SYSTEM LIME
☐	DSP 3.5	GRAZING SYSTEM SEED
☐	DSP-02	PERMANENT VEGETATIVE COVER ENHANCEMENT
☐	DSP-31	SINKHOLE IMPROVEMENT
☐	DWC-01	WATER IMPOUNDMENT RESERVOIRS
☐	DWP-01	SEDIMENT RETENTION CONTROL STRUCTURES
☐	DWP-03	SOD WATERWAY
☐	N312 BEEF	BEEF WASTE MANAGEMENT

2) If "Work" is chosen from the second dropdown menu, the third dropdown menu will populate general time codes. (Example: MRBI, board meeting, accounting.) Once a code is selected, click on "build time codes," and the code will be added to a list below. The user can then return to add additional codes, if necessary.

3) If "State C-S Practice" is chosen in the second dropdown menu, all the state cost-share practices will be displayed for selection. The user can select as many of the practices as needed by clicking in the white box to the left of the practice to accurately report time spent on each of the practices.

   a) After selecting the appropriate practice, use the dropdown menu titled "Select Time Code" and select either "Technical" or "Administrative" as applicable.

4) Click "Build Time Codes" and these will be added to the list at the bottom of the page.

5) A description may be included for each time code selected now, or it may be added later.

6) Click "Associate Time Codes to Timesheet" to add the selected time codes to the timesheet, or go back to step 1 to add more time codes before associating the codes to the timesheet.

b. **Paid Leave**

1) If the user selects "Paid Leave," the second dropdown menu titled "Select Parent Time Code" will have all the paid leave options. Choose the applicable leave option.

2) If the leave will be coded to the Family Medical Leave Act (FMLA), choose this option in the third dropdown menu titled "Select Time Code."

3) Next, click "Build Time Codes" and these will be added to the list at the bottom of the page.

4) A description may be included for each time code selected now, or it may be added later.

5) Click on "Associate Time Codes to Timesheet" to add the selected time codes to the timesheet, or go back to step 1 to add more time codes to the timesheet.

c. **Unpaid Leave**

1) If the user selects "Unpaid," the second dropdown menu titled "Select Parent Time Code" will have all the unpaid leave options. Choose the applicable leave option.

2) If the unpaid leave will be coded to the Family Medical Leave Act (FMLA), choose this option in the third dropdown menu titled "Select Time Code."

3) Next, click "Build Time Codes," and these will be added to the list at the bottom of the page.

4) A description may be included for each time code selected now, or it may be added later.

5) Click on "Associate Time Codes to Timesheet" to add the selected time codes to the timesheet, or go back to step 1 to add more time codes before associating the codes to the timesheet.

d. **Worker's Comp**

1) If the user chooses "Worker's Comp," select "Worker's Compensation" from the second dropdown menu titled "Select Parent Time Code." This code is selected when an employee has filed a worker's compensation claim.

2) If the worker's compensation will be coded to the Family Medical Leave Act (FMLA), choose this option in the third dropdown menu, titled "Select Time Code."

3) Next, click "Build Time Codes," and these are added to the list at the bottom of the page.

4) A description may be included for each time code selected now, or it may be added later.

5) Click on "Associate Time Codes to Timesheet" to add the selected time codes to the timesheet, or go back to step 1 to add more time codes before associating the codes to the timesheet.

Update was successful

Employee Timesheet   [Time Code Definitions] [Work Schedule]

Time Period Ending: 12/27/2010 12:00:00 AM

Name: TEN, TEST   Status: Pending Board Approval

Line Item	Mon 13	Tue 14	Wed 15	Thu 16	Fri 17	Sat 18	Sun 19	Total
START TIME	07:30 AM	07:30 AM	07:30 AM	07:30 AM	07:30 AM			
STOP TIME	04:00 PM	04:00 PM	04:00 PM	04:00 PM	04:00 PM			
ANNUAL LEAVE	4:00	0:00	0:00	0:00	0:00	0:00	0:00	4:00
DSL-01 - TECHNICAL	0:00	0:00	0:00	4:00	1:00	0:00	0:00	5:00
WQ10 - TECHNICAL	2:00	0:00	1:00	4:00	3:00	0:00	0:00	10:00
WORK - 319 PROJECT MANAGEMENT	2:00	5:00	7:00	0:00	4:00	0:00	0:00	18:00
WORK - BOARD MEETING	0:00	3:00	0:00	0:00	0:00	0:00	0:00	3:00
Total	8:00	8:00	8:00	8:00	8:00	0:00	0:00	40:00

Line Item	Mon 20	Tue 21	Wed 22	Thu 23	Fri 24	Sat 25	Sun 26	Total
START TIME	07:30 AM	07:30 AM	07:30 AM	07:30 AM	07:30 AM			
STOP TIME	04:00 PM	04:00 PM	04:00 PM	04:00 PM	04:00 PM			
ANNUAL LEAVE	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
DSL-01 - TECHNICAL	0:00	0:00	8:00	0:00	0:00	0:00	0:00	8:00
WQ10 - TECHNICAL	0:00	8:00	0:00	4:00	6:00	0:00	0:00	18:00
WORK - 319 PROJECT MANAGEMENT	8:00	0:00	0:00	4:00	2:00	0:00	0:00	14:00
WORK - BOARD MEETING	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Total	8:00	8:00	8:00	8:00	8:00	0:00	0:00	40:00

Leave balances are as of the last approved timesheet

Annual Leave Balance: 78:00   Compensation Time Balance: 44:00
Sick Leave Balance: 102:00   Military Leave Balance: 120:00
Pay Rate: $12.29

☐ Copy Timecodes

[Create New Timesheet] [Print Timesheet]

7. Once the time codes are associated with the timesheet, the timesheet page will load with all the chosen time codes. The user can select "Associate Time Codes to Timesheet" after selecting only one time code or after all the necessary time codes have been selected.

8. Enter the amount of time worked in 15 minute increments. Once the hours are entered for each time code, click "Update," which will save a draft of the timesheet.

9. Click on the time code to add additional comments or edit comments for an established timesheet. Click on "Save Description" when finished adding or editing comments.

10. Once the timesheet is filled out accurately, the user will click "Submit Timesheet" at the bottom of the page. If there are any mistakes or discrepancies on the timesheet, the user will be notified of the error in red at the top of the page. The user can then correct the error and click "Submit" again.

11. Once a user has submitted the timesheet, they will have the ability to print a copy by clicking "Print."

12. Once the timesheet has been submitted, the timesheet will be locked and can only be edited if it is returned to the employee by the MOSWIMS administrator.

D. Approving, Uploading and Returning Timesheets

Things to Know:

o   THIS SECTION APPLIES ONLY TO THE MOSWIMS ADMINISTRATORS.

Enter Information:

1.   From the main menu select "Timekeeping," and then select the subheading "Timesheet Approval."

2.   The screen will have three sections: "Pending Approval," "Approved," and "Create New Period." For the approval process, the user will use the first two sections.

3.   Under "Pending Approval" a line showing the user's name, time period, and status will appear. This line also has an "Action" column. In the "Action" column, there may be up to three buttons to manage the timesheet.
The MOSWIMS administrator can use this "Action" section to view the timesheet, return the timesheet to the user, or enter a board approval date and upload the timesheet to the Enterprise Content Management Program (ECM) for data storage.

4.   Use "Actions" to view the timesheets of all district employees. After reviewing a timesheet, either return the timesheet for corrections or print a copy of the timesheet and prepare it for the board's signature.

   Note: The district needs to determine who will print the timesheets for signatures. All employees will be able to print their own timesheets once submitted for approval.

5.   Once the board approves and signs the timesheet, scan a copy and save it on the computer.

6.   Access "Timesheet Approval" again and choose the employee whose timesheet has been board approved.

7.   Click the "Upload" button under "Action".

8.   Once the "Upload"

button is selected, a new screen appears with the employee and time period automatically loaded. Enter the board "Approval Date."

8. Browse "File Locations" to find the appropriate board-signed copy of the employee's timesheet. After a timesheet has been chosen, select "Upload."

9. A screen will appear showing the uploaded timesheets. View the scanned copy of the timesheet by clicking on the pencil icon on the left side of each uploaded timesheet.