



Manager and Timekeeper Reference Guide



Introduction

Welcome to the CCCWorks Time and Attendance Manager Reference Guide

CCCWorks Time and Attendance application delivers the functionality and flexibility to enforce HR, payroll, and union policies across City Colleges of Chicago. With CCCWorks, CCC is able to align its workforce to meet its business goals, control labor costs, and improve workforce productivity and satisfaction. The purpose of this reference guide is to provide managers with resources and tools that will enable them to effectively manage the following processes:

- Employee Timesheets
- Schedules
- Time-Off Requests
- Approve Timesheets
- Run Group Reports
- Delegations

The benefits of the CCCWorks application are that it allows managers to:

- Align their workforce to meet its business goals
- Control Labor Costs
- Monitor absenteeism trends
- Move COA's from paper based to electronic form
- Gives flexibility of allowing temporary delegation to other managers or designees
- Provides reporting capabilities
- Have direct control over payment to employees
- Streamline payroll process

Access to the system is browser-based. **CCCWorks supports the Microsoft Internet Explorer, Mozilla Firefox, and Apple Safari web browsers.**

Note: Images shown in this guide are sample images. As such, the screens depicted in this training may differ from the screens once the CCCWorks system goes live.

Managers should check CCCWorks every other day or at least twice a week to make sure time swipes are accurate, time off is approved, and exception time is entered.

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Managing Timesheets

CCCWorks Time and Attendance application is driven by an automated Timesheet.

The timesheet is an electronic sheet for recording the time of arrival and departure of employees and for recording the amount of time spent on each job. It is also used for summarizing hours worked by each employee during a pay period that is used for payroll services to generate payment every two weeks.

Employees have four methods to have hours generated on their timesheets:

- Physical swipe at a clock
- Virtual swipe at the web clock
- Self-service request that has been approved
- Manual entry done by manager/delegate/timekeeper

With the Time Sheet function managers are able to navigate and complete the following:

- Review timesheets
- Resolve exceptions
- Edit timesheets
- Approve timesheets
- Reject timesheets
- Perform timesheet amendments

Roles & Responsibilities

Roles and responsibilities are denoted for Managers and Timekeepers as follows:

Manager Responsibilities

- Work with timekeeper to ensure employees are paid properly
- Report direct reports list
- Review schedule for hourly employees
- Request new schedule if desired schedule is not found to HR CCCWorks@ccc.edu
- Assign employees temporary/permanent schedules
- Review employee timesheets every other day or at least twice a week
- Manage self-service requests
- Edit timesheets
- Approve/Reject timesheets
- Create timesheet amendments
- Run reports for employee verification and auditing purposes

- Manage employee delegations from other managers

Timekeeper Responsibilities

- Work with managers to ensure employees are paid properly
- Review employee list
- Review schedule for hourly employees
 - Request new schedule if desired schedule is not found to HR CCCWorks@ccc.edu
- Assign employees temporary/permanent schedules
- Review employee timesheets every other day or at least twice a week
- If manager/delegate is not available to perform responsibilities
 - Manage self-service requests(approve, reject/cancel)
 - Edit timesheets
 - Approve/Reject timesheets
 - Create timesheet amendments
- Run reports for employee verification and auditing purposes
- Manage employee delegations from other managers
- Work with payroll to resolve any employee issues

Employee Types

- **Full-time Exempt (Salaried)**
 - Swipe once a day
 - No Schedule needed
- **Part-time Exempt(Salaried)**
 - Swipe once a day
 - Schedule needed
- **Full-time Non-Exempt(Hourly)**
 - Swipe four times/a day
 - Schedule needed
 - Grace period is 7 minutes
- **Part-time Non-Exempt (Hourly)**
 - Swipe four times/a day
 - Schedule needed
 - Grace period is 7 minutes

Manager Functions: CCCWorks Dashboard

The manager's dashboard offers functions not available to non-management employees to assist managers in handling the time and attendance data of their employees.

The screenshot shows the CCCWorks Manager Dashboard with the following sections and callouts:

- 1** Time Entry: Includes links for Enter My Hours, Go to Web Clock, Edit Employee Time, Edit Time for Groups, and Approve Time Sheets.
- 2** Reports: Includes links for View General Reports and View Group Reports.
- 3** Schedules: Includes links for My Calendar, Employee Calendars, My Time Off, Review Time Off Requests, Assign Schedules, and Manage Group Schedules.
- 4** Settings: Includes a link for Manage Delegations.
- 5** Time Off Balances: A table showing balances for Floating Holiday (2.00 Days), Personal (3.00 Days), Sick (78.42 Days), and Vacation (30.00 Days). Below it are sections for Employees' Time Off Request and Personal Time Off Request, both showing "No tasks found."

② Sample manager view of dashboard

The functions available on the dashboard are arranged in groups of related tasks.

1. Time Entry

- **Enter My Hours:** View, enter or update time sheet data through the time sheet.
- **Edit Employee Time:** View and edit employee time sheets.
- **Edit Time for Groups:** Add and edit time entries for a group of assignments at once.

2. Reports

- **View General Reports:** Generate general reports to view time sheet information for a certain period, delegated roles, or comments on time sheets.
- **View Group Reports:** Reports available to managers and payroll administrators. Available reports are based upon system configuration and depend on the Group Rights granted by your system administrator.

3. Schedules

- **My Calendar:** View your personal calendar to display calendar items, including time off, pending time off, and holidays.
- **Employee Calendars:** View your employees' calendars.
- **My Time Off:** Submit time off requests, track the status of your requests, and view past request history.
- **Review Time off Requests:** Approve or reject employee time off requests.
- **Assign Schedules:** Assign schedules or schedule cycles to employees.
- **Manage Group Schedules:** Enables the adding and editing of schedules for an entire group of assignments at once. Managers should use this window for one-time schedule modifications.

4. Settings

- **Manage Delegations:** The roles for an assignment group can be delegated to another user. When delegating assignment group roles, the owner can delegate only those roles that are at or below the owner's role for the group.

5. Time Off Balances, Employee's Time Off Request and Personal Time Off



Time Sheet Operations

1. Click an assignment in the assignment tree on the left side of the window to reveal the group's employees.
2. Click a name to open the employee's time sheet.

The screenshot shows the 'EmpCenter' Manager Time Entry interface for Greg Harrison. The 'Work Period' is set to 03/18/2012 - 03/24/2012. The 'Timesheet' table shows the following data:

Pay Code	Project	Task	Sun 03/18	Mon 03/19	Tue 03/20	Wed 03/21	Thu 03/22	Fri 03/23	Sat 03/24	Total
Work					07:55 am 04:02 pm	07:57 am 04:01 pm	08:02 am			16.00
Vacation				8.00						8.00
			0.00	8.00	8.00	8.00	0.00	0.00	0.00	24.00

Below the timesheet, there is a 'Messages' section with the following entries:

Date	Exception Message	Severity
Thu 03/22	Missing Out Punch	Error (not paid)
Thu 03/22 - Fri 03/23 (2)	No hours reported on a scheduled work day.	Warning

Sample manager's view of an employee's time sheet

Setting Date and Save Options

You can specify date and save options that help you locate and process employee time sheets or schedules more efficiently. The options you select remain valid for the current session only.

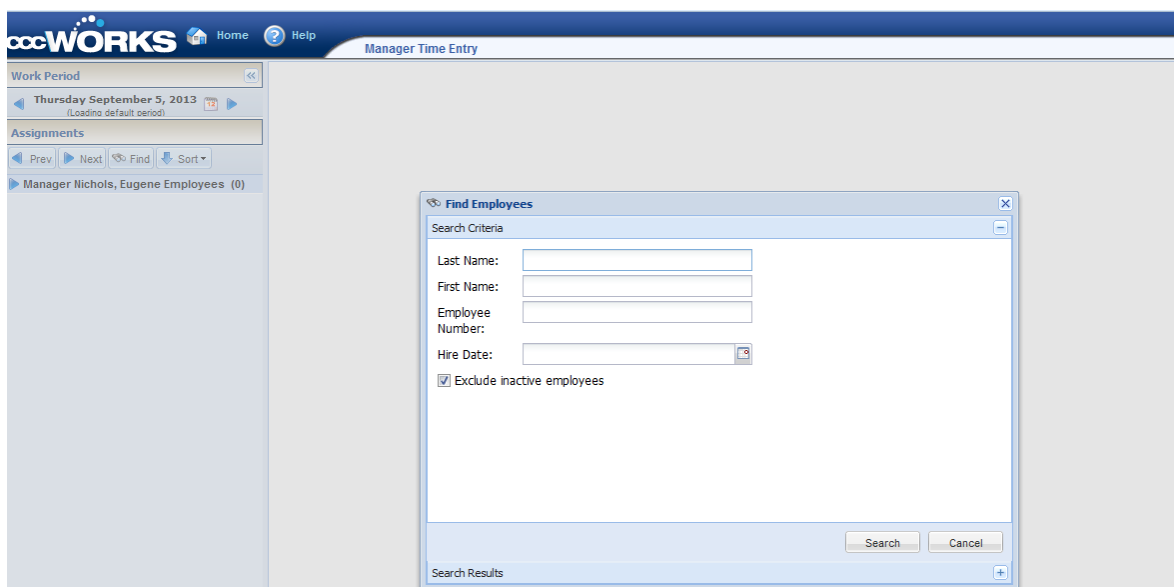
1. To set the date and save options, click the **Pay Period** button to access a pop-up calendar.
2. Select the period from the calendar by doing one of the following:

- Click the desired date. The period containing that date appears.
 - Click the **Current Period** button to specify the current period.
 - Click the **Today** button to specify the period containing today's date. The selected period appears in yellow.
3. Click the arrow in the **Save** button to access its drop-down menu, and choose what the system will do whenever you save an employee's time sheet. By default, the system saves just the employee's time sheet and performs no further action.
 - Select **Save and Next** to direct the system to save the employee's time sheet, then close it, and display at the time sheet of the next employee in the group.
 - Select **Save and Find** to direct the system to save the employee's time sheet then close it and open the **Find Employees** pop-up window.

Finding Time Sheets


Use the **Find** button to quickly locate the time sheet for an employee or a set of employees based on specific search criteria.

1. Click the **Find** button to display the **Find Employees** pop-up window.



2. Enter your search criteria. For example, you may enter a Last Name, Employee Number, or Policy Profile. You can also use a character string and or the wildcard character (*) to retrieve a list of employees matching the characters you enter.
3. Click **Search** to find the records, or click **Cancel** to exit the pop-up without searching.

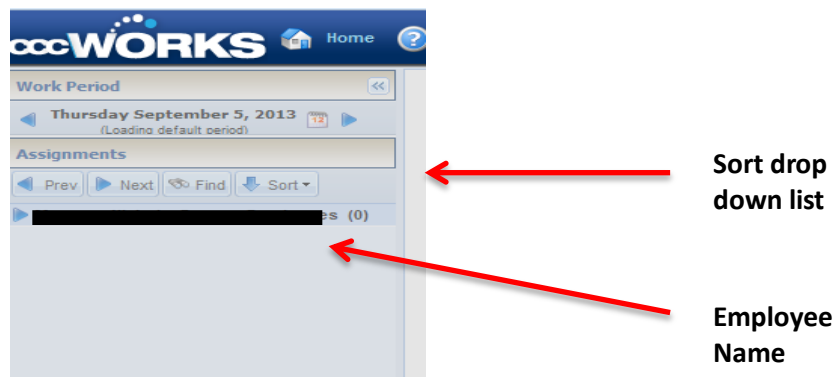
When the search completes, the results expand within the **Find Employees** pop-up window and appear in a table. You are able to sort your search results by clicking the top of any column in the **Find Employees** pop-up window.

- Click a row in the table to display the record for that employee. To refine your search, click the plus button  to expand **Search Criteria**, make any changes, and click **Search**.

Sorting Time Sheets

Use **Sort** to specify the order in which to arrange records.

- To sort records, click the **Sort** button to display the **Sort** drop-down list.
- Select the option by which you want the records sorted.



Navigating Time Sheets

- To select a pay period for viewing or editing, click the **Work Period** button to access the pop-up calendar, and select a pay period.
- Use the **Minimize** and **Maximize** buttons to collapse or expand the left panel.

May 2012							June 2012							July 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

Default Period Today

Use **Tab** or **Shift + Tab** to move between fields on the time sheet.

- Click the **Schedule** tab to display the employee's work schedule.

4. Click the **Exceptions** tab on the bottom panel to display system-generated messages related to the time sheet.
5. Click the **Time Off Balance** tab to view the employee's bank balances.
6. Click the **Results** tab to view a pay summary of the time sheet.
7. Select and click the **Print** item from the **More** button to print the time sheet.
8. Click the **Save** icon to save any changes you make.
 - Select and click the **Save and Find** option from the **Save** button to save the time sheet and automatically open the **Find Employees** window.
 - Select the **Save and Next** option to save the time sheet and automatically open the time sheet of the next employee in the group.

Editing Employees Time Sheet

The **Manager Time Entry** window enables you to:

- Edit employee time sheets
 - View an employee's time off balances and pay preview
1. Select **Time Entry > Edit Employee Time** in the dashboard. The **Manager Time Entry** window appears.
 2. Select an assignment group if you have been delegated more than one group of employees.
 3. Select an employee from that assignment group. The employee's time sheet appears.

Pay Code	Project	Task	Sun 04/08	Mon 04/09	Tue 04/10	Wed 04/11	Thu 04/12	Fri 04/13	Sat 04/14	Total
Work				08:00 am 04:00 pm	08:00 am 04:00 pm	08:00 am 04:00 pm	08:00 am 04:00 pm	08:00 am 04:00 pm	08:00 am 04:00 pm	0.00 40.00

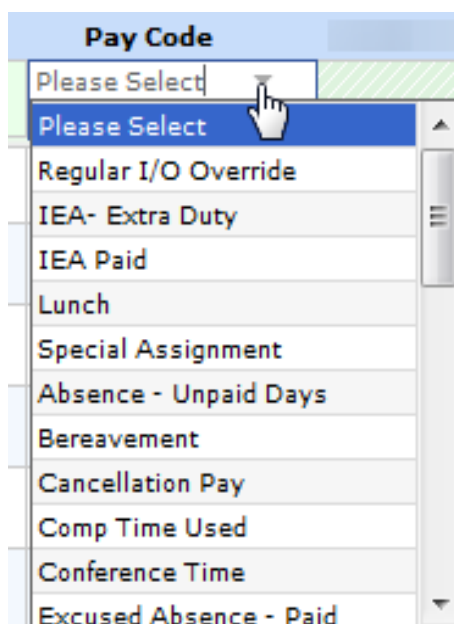
Using Pay Codes

A pay code is a time-related identifier required for every transaction recorded on a time sheet or schedule. Each pay code has an entry type such as amount, elapsed time, or in/out time.

Managers may have access to certain pay codes which are unavailable to employees and can modify employee time sheets by selecting from a number of additional pay codes.

Pay codes such as vacation or sick will increase or decrease time off banks.

1. Open an employee's time sheet.
2. Select the needed pay code.



Entering Time Sheet Details

The **Comments** field can be used to enter details about an infrequently used pay code to a time sheet entry or to enter any additional information related to a particular time entry. If a time sheet entry contains any details, a Comment Indicator appears in the field associated with the comment.

3. Click the **Comment** tab to expand and collapse the **Comments** field.



By default, when the **Comments** field contains data, the comment indicator and comment toggle are green. If the **Comments** field contains any invalid data, such as an invalid date format or too many characters, the comment indicator is red.

Exceptions

An exception is a conflict noted between time and attendance information and the rules under which the time sheet is processed. Exceptions generate messages which appear in the **Exceptions** tab on the **Time Entry** window. Some messages are informational and require no action; others require a satisfactory resolution before the time sheet can be successfully submitted. Error level exceptions must be corrected before the respective time is paid.

The **Exceptions** tab presents exceptions. Each exception shows the:

- Date of the exception
- Exception message describing the problem
- Severity of the exception (Informational, Error, or Warning)
- Any action which may be required

If a time entry has a related exception, a color-coded exception pin appears which, when clicked, displays the **Exception** tab. The exception messages are also color-coded to identify the level of severity, and sometimes the system is configured to automatically send e-mail notification of the exception to you or another appropriate party. To view exceptions for a specific day, select the

Filter exception by day checkbox.

- **White:** No exceptions or only informational messages present
- **Yellow:** Warnings present
- **Red:** Errors present

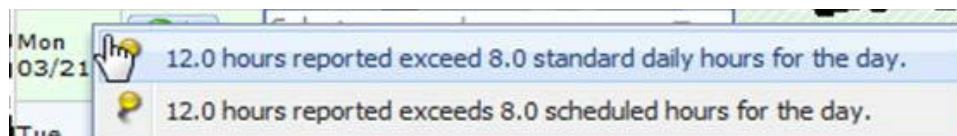
1. Select any column header (Date, Exception Message, or Action Required) to reorder the list.
2. Click the arrow which appears next to the column name to select a different sort order.

Date	Exception Message	Severity	Action Required
Mon 04/18 - Wed 04/20 (3)	Site is required	Warning	
Wed 04/20	8.0 hours reported exceeds 0.0 scheduled hours for the day.	Info. (action may be required)	
Mon 04/18 - Tue 04/19 (2)	9.0 hours reported exceed 8.0 Standard Daily Hours for the day.	Info. (action may be required)	
Mon 04/18 - Tue 04/19 (2)	9.0 hours reported exceeds 0.0 scheduled hours for the day.	Info. (action may be required)	

3. Time entries associated with exceptions appear on the time sheet marked with a colored pin.

Date	Pay Code
Mon 04/18	Clock Time
Tue 04/19	Site is required
Wed 04/20	Clock Time

- Click the pin to display the exception message.



Deleting a Time Entry

You can delete a row of time, a time transaction commonly called a slice, in Table View.

- Switch to Table view if necessary.
- To delete a time slice, select the time slice to delete.
- Right-click and select **Delete Entry**.

Working with Schedules

There are a variety of ways to assign schedules, develop, or edit them in CCCWorks. This chapter describes each of the methods available to you.

Standard Schedule Assignment

- To assign either a permanent or temporary schedule template, begin by selecting **Assign Schedules** from the **Schedules** area of the dashboard. The **Schedule Maintenance** window appears.



- Choose **Assign Schedule Templates** from the **Permanent Changes** section or **Assign Schedule Templates** from the **Temporary Changes** section.

Assigning Permanent Schedule Templates

A manager may develop schedule templates for employees with work activities that follow a regular pattern from pay period to pay period. Managers can then assign the schedule template once and have it applied on a permanent basis to successive pay periods.

1. In the **Permanent Changes** area of the Schedule Maintenance window, click **Assign Schedule Templates**.
2. Select an assignment group from the assignment tree on the left. A window appears that lists the employees in the selected group.
3. Select the checkbox next to the name of the employee.

Employees Active On		Save Reset Back					
<input type="checkbox"/> As of Current Period		Name	Schedule Generation Source	Manager Override	Schedule Template	Effective Date	Valid Date Range
Assignments Production (10)		<input checked="" type="checkbox"/> Corvin, John J. (Corvin, John)	Schedule Template	<input checked="" type="checkbox"/>	Start/Stop M-F 8am - 4		03/18/2012 - 03/24/2012
		<input type="checkbox"/> Harrison, Greg S. (Harrison, Greg)	Schedule Template	<input checked="" type="checkbox"/>	Start/Stop M-F 8am - 4		03/18/2012 - 03/24/2012
		<input type="checkbox"/> Jurosek, James J. (Jurosek, James)	Schedule Template	<input type="checkbox"/>	None		03/18/2012 - 03/24/2012
		<input type="checkbox"/> Khan, Shakira V. (Khan, Shakira)	Schedule Template	<input checked="" type="checkbox"/>	Start/Stop M-F 8am - 4		03/18/2012 - 03/24/2012
		<input type="checkbox"/> Kramer, Jeffrey K. (Kramer, Jeffrey)	Schedule Template	<input checked="" type="checkbox"/>	Start/Stop M-F 8am - 4		03/18/2012 - 03/24/2012
		<input type="checkbox"/> Lathia, Umang S. (Lathia, Umang)	Schedule Template	<input type="checkbox"/>	None		03/18/2012 - 03/24/2012
		<input type="checkbox"/> Pace, Diane A. (Pace, Diane)	Schedule Template	<input checked="" type="checkbox"/>	Start/Stop M-F 8am - 4		03/18/2012 - 03/24/2012
		<input type="checkbox"/> Parker, Louise W. (Parker, Louise)	Schedule Template	<input checked="" type="checkbox"/>	Start/Stop M-F 8am - 4		03/18/2012 - 03/24/2012
		<input type="checkbox"/> Parnell, Daniel F. (Parnell, Daniel)	Schedule Template	<input checked="" type="checkbox"/>	Start/Stop M-F 8am - 4		03/18/2012 - 03/24/2012
		<input type="checkbox"/> Zeale, Jamie R. (Zeale, Jamie)	Schedule Template	<input checked="" type="checkbox"/>	Start/Stop M-F 8am - 4		03/18/2012 - 03/24/2012
		Mass Edit	<input type="checkbox"/>	None	MM/dd/yyyy	Apply to all checked rows	

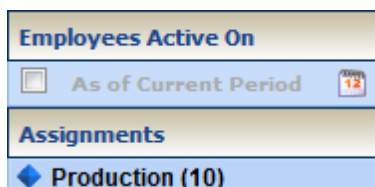
4. Select the **Manager Override** checkbox to make the **Schedule Template** field active.
5. From the **Schedule Template** drop-down list, select the correct schedule template.
6. Enter the date on which to begin the schedule in the **Effective Date** field. The date must fall within the period defined in the **Valid Date Range** field.
 - The recommended best practice is to select the first date in the pay period whenever possible.
 - A second recommended best practice is to select the first date in the work week.
 - After completing your permanent schedule template assignments, choose how to proceed.
 - Click the **Save** icon to save your changes.
 - Click the **Reset** icon to clear your changes and start again.

- Click the **Back** icon to return to the Schedule Maintenance window without saving your changes.

Assigning Schedules to Dates Outside of Current Pay Period

Managers can schedule employees for assignments to dates outside of the current pay period. Examples are employees with schedules different from other assignments, or for employees who will be temporarily working on a project or schedule that is outside of their normal duties.

- To assign either a permanent or temporary schedule template, begin by selecting **Assign Schedules** from the **Schedules** area of the dashboard. The **Schedule Maintenance** window appears.
- In the **Permanent Changes** area of the **Schedule Maintenance** window, click **Assign Schedule Templates**.
- Click the checkbox below **Employees Active On** and select the week you want to assign from the calendar. The range in the **Valid Date Range** column at the right of the screen will change to a pay period that includes the week you've just selected.



- Select an assignment group from the assignment tree on the left. A window appears that lists the employees in the selected group.
- Select the checkbox next to the name of the employee.
- Select the **Manager Override** checkbox to make the **Schedule Template** field active.
- From the **Schedule Template** drop-down list, select the correct schedule template.

<input type="checkbox"/>	Name	Schedule Generation Source	Manager Override	Schedule Template	Effective Date	Valid Date Range
<input checked="" type="checkbox"/>	Butler, Abe K. (Butler, Abe)	Schedule Template	<input checked="" type="checkbox"/>	None	MM/dd/yyyy	09/02/2012 - 09/08/2012
<input type="checkbox"/>	Flores, Penelope D. (Flores, Penelope)	Schedule Template	<input type="checkbox"/>	Rotation C Week 2 - SS Day 12		09/02/2012 - 09/08/2012
<input type="checkbox"/>	Foster, Olive A. (Foster, Olive)	Schedule Template	<input type="checkbox"/>	Rotation C Week 3 - T-F Night 8		09/02/2012 - 09/08/2012
<input type="checkbox"/>	Gonzales, Juan L. (Gonzales, Juan)	Schedule Template	<input type="checkbox"/>	Rotation C Week 4 - SS Night 12		09/02/2012 - 09/08/2012
<input type="checkbox"/>	Simmons, Mandy O. (Simmons, Mandy)	Schedule Template	<input type="checkbox"/>	Rotation D Week 1-10x4		09/02/2012 - 09/08/2012
<input type="checkbox"/>	Washington, Sybil L. (Washington, Sybil)	Schedule Template	<input type="checkbox"/>	Rotation D Week 2-10x4		09/02/2012 - 09/08/2012
				Sample Schedule Template for Training - DZ		09/02/2012 - 09/08/2012
				Building Closure Calendar		09/02/2012 - 09/08/2012
				District Closure Calendar		09/02/2012 - 09/08/2012
				Job Closure Calendar		09/02/2012 - 09/08/2012
	Mass Edit		<input type="checkbox"/>	None		Apply to all checked rows

- Enter the date on which to begin the schedule in the **Effective Date** field. The date must fall within the period defined in the **Valid Date Range** field.
 - The recommended best practice is to select the first date in the pay period whenever possible.

- A second recommended best practice is to select the first date in the work week.
9. After completing your permanent schedule template assignments, choose how you want to proceed.
- Click the **Save** icon to save your changes.
 - Click the **Reset** icon to clear your changes and start again.
 - Click the **Back** icon to return to the Schedule Maintenance window without saving your changes.

Edit an Assigned Schedule

Employees are occasionally asked to deviate from their normal schedule for a very short amount of time, perhaps a single day or one week. When that happens, it can be easier to change the schedule from the Manager Time Entry window.

This method works well for assignments with schedules that are different than most other assignments or for employees who temporarily work on a project or schedule outside of their normal duties.

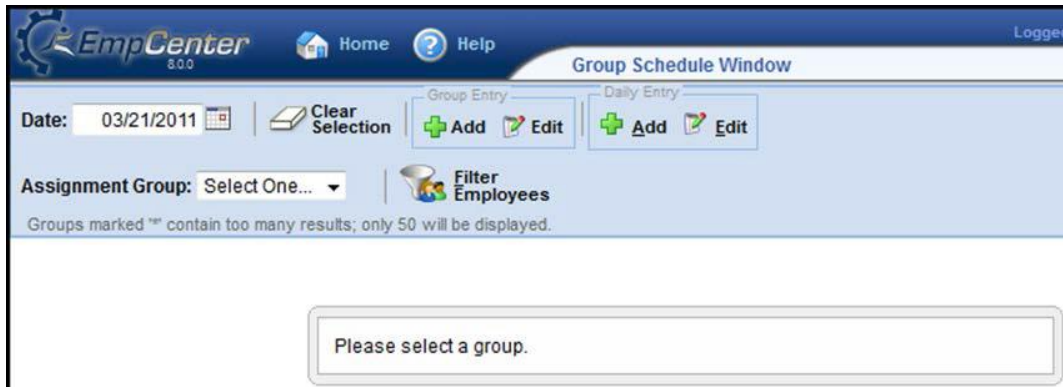
- Use the Schedule tab from the Manager Time Entry window.
- Select an assignment group.
- Select an employee to develop individual schedules for employee assignments.

Pay Code	Sun 03/18	Mon 03/19	Tue 03/20	Wed 03/21	Thu 03/22	Fri 03/23	Sat 03/24
Work		08:00 am	08:00 am	08:00 am	08:00 am	06:00 am	
		04:00 pm	04:00 pm	04:00 pm	04:00 pm	02:00 pm	

Group Schedule Entry

Group Schedule entry lets managers add and edit schedules for an entire group of assignments at once. Managers should use this window for one-time schedule modifications, and not for recurring or temporary changes.

1. From the dashboard, select **Schedules** > **Manage Group Schedules**. The **Group Schedule Window** appears



2. To select or edit schedule entries for multiple employees, select an assignment group from the **Assignment Group** drop-down menu. A grid displays employee names, days, and dates.

Date: 03/18/2012 | Clear Selection | Group Entry: Add Edit | Daily Entry: Add Edit

Assignment Group: Project Management (6) | Filter Employees

Employee	Sun 03/18	Mon 03/19	Tue 03/20	Wed 03/21	Thu 03/22	Fri 03/23	Sat 03/24
Butler, Abe K. (A015-0003)		Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	
Flores, Penelope D. (A015-0001)		Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	
Foster, Olive A. (A015-0005)		Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	
Gonzales, Juan L. (A015-0006)		Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	
Simmons, Mandy O. (A015-0004)		Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	
Washington, Sybil L. (A015-0002)		Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	Work 08:00 am - 04:00 pm	

- Select individual cells by clicking in the cell itself; deselect by clicking again.
- Select a column by clicking the column header or an entire row by clicking on the cell to the left of the row.
- You can also select multiple cells by clicking and dragging or by clicking the cell at one corner and shift-clicking the cell at the opposite corner.

The maximum number of assignments displayed in the grid depends on the maximum number defined by your system administrator. If an assignment group exceeds the maximum number allowed for display, a message appears above the grid.

Assignment Group: All (720) * | Filter Employees

Groups marked ** contain too many results; only 50 will be displayed.

This group contains too many results; only the first 50 have been displayed.
Please use the filter button to refine your results.

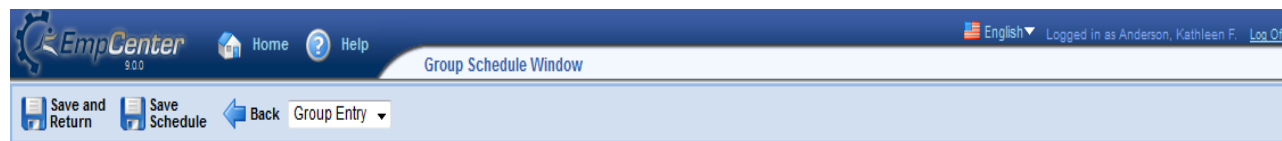
3. In most cases, the default view displays the current pay period. To choose a different pay period, select a date that falls within that pay period by doing one of the following:
 - a. Enter a date in the **Date** field. Use one of the following formats: **MM/DD/YY**, **MM/DD/YYYY**, **YY/MM/DD**, or **MM-DD-YY**, including the slashes or dashes.
 - b. Alternatively, click the **Calendar** button and select a date.

After selecting a new date, the grid automatically updates to that date.

4. Select entries to modify by clicking the appropriate cells in the grid.
 - To select all dates in the time period, click the cell containing the Employee name.
 - To select a specific date for all members in the group (i.e., a column), click the cell containing the date (the column header).
 - To select specific dates for specific members, click the cells you need to edit.
 - To select a range of cells, click the first cell in the range, and then press the Shift key while clicking the last cell in the range.
 - To select multiple concurrent cells, click a cell and drag the mouse across additional cells while holding down the mouse button.

The **Clear Selection** button clears the grid if you made a mistake or need to start over.

5. To edit the assignments of employees in a different group, select a different group from the **Assignment Group** drop-down menu.
6. In the **Group Entry** area, click **Edit**. The **Group Schedule Window** appears.



Employee (Assignment)	Date	Action	Pay Code	In Time	Out Time	Hours
Butler, Abe K.	Mon 03/19					
Flores, Penelope D.	Mon 03/19					
Foster, Olive A.	Mon 03/19					
Gonzales, Juan L.	Mon 03/19		Work	08:00 am	04:00 pm	
Simmons, Mandy O.	Mon 03/19					
Washington, Sybil L.	Mon 03/19					
Employee (Assignment)	Date	Action	Pay Code	In Time	Out Time	Hours

7. Make the necessary changes.
 - Click the **Insert** button to add time or schedule entries.
 - Click the **Delete** button to delete time or schedule entries.
 - Use **Tab** or **Shift + Tab** to move between fields.

8. Save your changes:

- Click the **Save** button to save your changes and continue.
- Click the **Save and Return** button to save your changes and go back to the entry grid.
- Click the **Back** button to exit the window without saving your changes.

End of Period Reminders

At the end of each pay period, most time entry employees will submit their time sheets, and managers will review and approve employee time sheets using the Approve Time Sheets function.

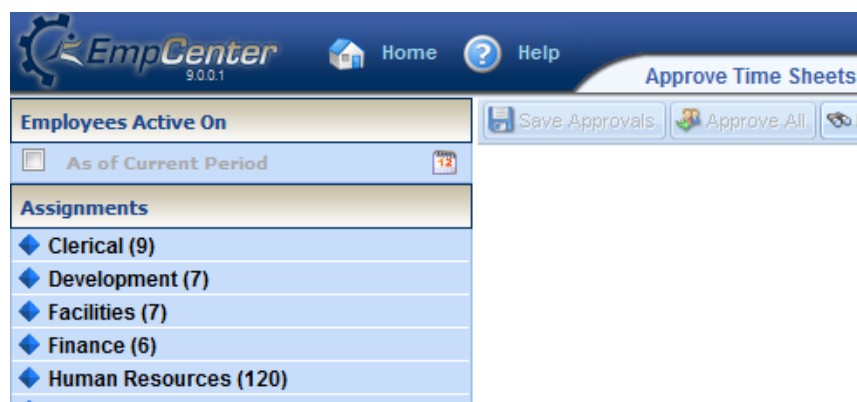
Reminder messages are sent to remind employees that time sheets need to be entered and submitted near or at the end of a work period. Reminders are sent to remind managers to approve employee time sheets. Reminders are sent only to managers who have not approved all of their employee time sheets.

Approving Time Sheets

Managers can approve hours for individual employees or for an entire group. When you review employee hours, the system allows you to see whether an employee's time sheet contains any exception messages.

Time sheets with errors need attention before approval. You can choose to open and edit time sheets to correct any condition causing an exception, to reject time sheets and direct employees to correct them, or approve them despite exceptions. If there is a mixture of error-free time sheets and time sheets with exceptions, you have the option of approving the error-free time sheets immediately. The primary focus of approving or rejecting hours is to correct time sheets to eliminate exceptions.

To approve or reject employee time, select **Time Entry** > **Approve Time Sheets**. The **Approve Time Sheets** window appears.



2. From the assignment tree, select the group for which you want to approve or reject hours.

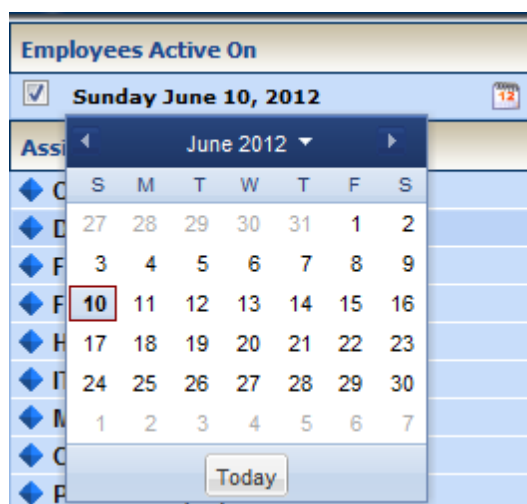


The **Approve Current Time Sheets** window appears. The names of the employees in the group populate the main window.

Approve Current Time Sheet for Period Ending 03/25/2012								
Employee	Name	Ttl Hrs	Reg. Hrs	OT/DT Hrs	Leave Hrs	Submitted	Exceptions	Manager's Approval
A012-0001	Frey,Jim	40.00	40.00			No		<input type="checkbox"/> Approve
A012-0002	Hatch,Stacey	40.00	40.00			No		<input type="checkbox"/> Approve
A012-0003	Colbert,Becky	40.00	16.00		24.00	No	Yes	<input type="checkbox"/> Approve
A012-0004	Lowry,Graham	40.00	40.00			No		<input type="checkbox"/> Approve
A012-0005	Fink,Frank	40.50	40.00	0.50		No		<input type="checkbox"/> Approve
A012-0006	Greenwood,Morgan	40.00	40.00			No		<input type="checkbox"/> Approve
A012-0007	Paige,Jackson	40.25	40.00	0.25		No		<input type="checkbox"/> Approve

You can view an employee's time sheet by clicking on the row of the respective employee. If you would like to view time sheets ending on a different date than the default (the current date), do the following:

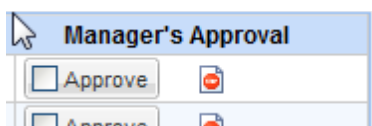
- a. Select the checkbox in the **Employees Active On** field. A pop-up calendar appears.



- b. Select a different date. The window updates with time sheet information for the period containing the date you selected.
- c. If you would like to return to the current date, deselect the checkbox in the **Employees Active On** field.

To approve employee time sheets, do the following:

- a. Approve the employee hours. To approve an individual employee's hours, select the **Approve** checkbox in the **Manager's Approval** field. The **Approve** button for an accepted time sheet includes a green check mark.



This is a toggle; you can click it again to undo the approval.

- b. If the time sheet data indicates that all time sheets have been submitted without any errors or exceptions that will prevent you from approving them, you can approve them at once using the **Approve All** button.
- c. If the time sheet data indicates a mixture of error-free time sheets and time sheets with exceptions, you can approve the error-free time sheets immediately by checking the box for
- d. **Manager's Approval**. Of course, you may choose to correct all time sheet errors first, and then approve all employees at once.
- e. Click **Save Approvals**.

The hours for the applicable employees are saved for the specified work period. When employees access their time sheet for that work period, a note appears informing them that the hours have been approved. They will not be able to enter changes to their time sheet for that work period.

Rejecting Time Sheets

To reject an employee time sheet, do the following:

Click the Reject time sheet button in the Manager Approval field.



The Reject Time Sheet window appears.

If the employee has an email address on file you can send an email notification to the employee about their rejected time sheet. Complete the fields in the **Reject Time Sheet** dialog, using the following table as a guideline.

Do one of the following:

- Click **Reject** to reject the time sheet and send the e-mail message.
- Click **Close Window** to quit the **Reject Time Sheet** window without rejecting the time sheet.
- Click **Undo** to rescind the previous rejection of a time sheet. This option is enabled only if you previously rejected the time sheet.

If you have rejected the time sheet, the **Approve** button is “grayed out.” Click **Save Approvals**. Once saved, the **Approve** button for a rejected time sheet is no longer “grayed out”.



Click the **History** button to view the approval or rejection history for an employee time sheet.



The **Approval History for Employee** window appears. The **Approval History** window displays the action taken, who took action, the date and time of the action, any e-mail messages sent, and comments made.

Review and click **Close Window**.

Action	Level	Name	ID	Time	E-Mail	Comment
Rejection	0	Adams, Jessica L.	ADAMS	Jun 11, 2012 07:30 am	To: wfs-demo@localhost Subject: Your time sheet of 03/24/2012 was rejected.	
Approval	1	Khan, Shakira V.	KHAN	Mar 22, 2012 01:34 pm		

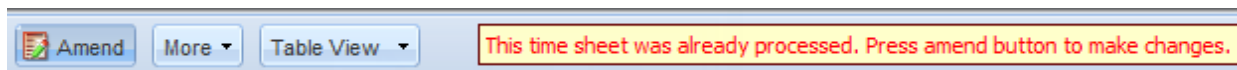
Amending Time Sheets

Managers can amend time sheets for past pay periods for employees in assignment groups delegated to them. How far back in the past amendments are permitted is determined by your organizational rules and can differ by role. The limits in your organization are as follows:

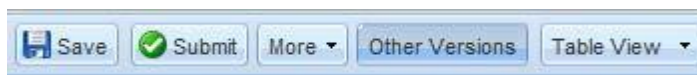
Data from amended time sheets are not included in reports unless the amended time sheet has been manager approved.

- Amended time sheets must be approved by a manager, or a higher role, to be included in end of period processing and paid.
- Any changes made to a time sheet that has already been paid will cascade through all time sheets up through the current pay period. The difference will be applied to the current pay and bank balances.
- If you amend a past time sheet to account for a vacation day that that was entered as a work day, then that change – because it affects the vacation bank – is used to recalculate the bank balances for each successive time sheet up through the current pay period.

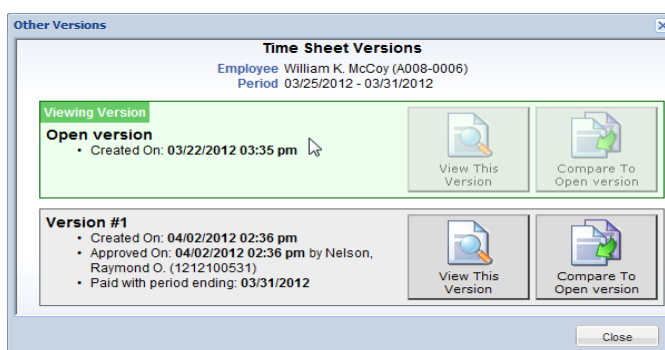
1. To amend a time sheet, click the **Amend** button for the time sheet in the pay period that needs to be modified.



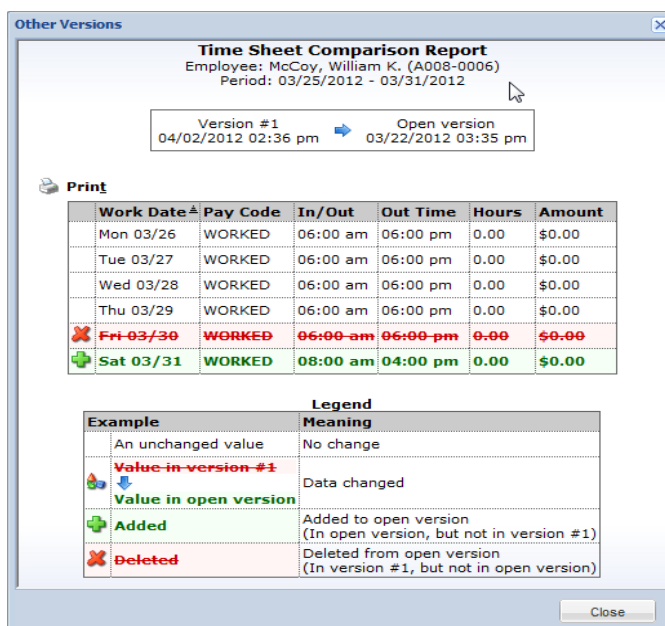
2. The time sheet opens for edits. Edit and **Save** the time sheet. The **Other Versions** button appears.



3. Click the **Other Versions** button. The **Time Sheet Versions** window appears.



4. Click **View This Version** to display the original version of the time sheet. Click **Compare To Open Version** to list the differences between the two versions. A pop-up window displays the results of the comparison.



6. After viewing the comparison, you can print the results, or close the window to return to the time sheet.

Approving Time Off Requests

When an employee submits a time off request, the request is forwarded to the employee's manager for review. The manager can then approve or reject the request.

1. To view a listing of the time off requests that have been submitted by employees, select **Schedules** **Review Time Off Requests** on the dashboard. The **Time Off Review Summary** window appears, listing pending requests, if any, and a history of past requests.
2. Select an employee. The request for that employee appears, including the hours requested, remaining bank balances, and history of the request.

Notice that the **Request Summary** window includes a link to the Group Schedule window (**Open the Group Schedule**), which enables you to ensure that staffing needs will be met during the time period affected by the request. The **Group Schedule** window also displays any other time off requests already approved.

Date	Pay Code	Hours
Thu 06/14/2012	PTO	8
Fri 06/15/2012	PTO	8

Bank Type	Start Date	End Date	Used	Available
PTO	Thu 06/14	Fri 06/15	16.00	61.00
FMLA	Thu 06/14	Fri 06/15	0.00	100.00

Date/Time	Approval Status	User	Comments
06/11/2012 08:35 am	Pending	Jurgutis, Duane S.	I'm going to the beach with my family!

Use the **Manager Comments** field to forward comments about the request to the employee.

4. Select **Approve this Time Off Request**. The Request Summary window appears again. The previous request now appears on the **Time Off Request History** tab.

Time Off Review Summary

Pending Requests | **Time Off Request History**

Current filter: none Change Filter

Employee ID	Approval Status	Employee Name	Assignment Description	Start Date	End Date	Last Modified
A008-0004	Approved	Jurgutis, Duane S.	Jurgutis, Duane S. (Jurgutis, Duane)	06/14/2012	06/15/2012	06/11/2012 08:42 am

Page 1 of 1 | Displaying 1 - 1 of 1

Canceling an Approved Time-Off Request

1. To cancel an approved time off request, select a request from the **Time Off Request History** tab. The **Request Summary** window appears.

View Request List | **Cancel Request**

Request Summary

Date	Pay Code	Hours
Thu 06/14/2012	PTO	8
Fri 06/15/2012	PTO	8

Bank Usage

Thu 06/14 | Fri 06/15

PTO: 16.00 Hours used | 61.00 | 45.00

FMLA: 0.00 Hours used | 100.00 | 100.00

Exceptions (0) | **History (2)**

Date/Time	Approval Status	User	Comments
06/11/2012 08:35 am	Pending	Jurgutis, Duane S.	I'm going to the beach with my family!
06/11/2012 08:42 am	Approved	Nelson, Raymond O.	Have fun!

- Click **Cancel Request**. The **Reason for Cancellation** window appears.

The dialog box titled "Reason for Cancellation" contains a large empty text area for input. At the bottom, there are two buttons: "Cancel Request" (with a red 'X' icon) and "Do Not Cancel Request".

- Enter a reason for cancellation, if necessary. The cancellation is in effect after you select **Cancel Request**. A confirmation message displays.

The dialog box titled "Status" displays the message "The request has been successfully canceled" and has an "OK" button at the bottom.

- The status of the request on the **Time Off Request History** tab is changed from "Approved" to "Cancelled".

The screenshot shows the "Time Off Review Summary" interface. The "Time Off Request History" tab is selected. The table below shows a request for employee A008-0004, which has been cancelled.

Employee ID	Approval Status	Employee Name	Assignment Description	Start Date	End Date	Last Modified
A008-0004	Cancelled	Jurgutis, Duane S.	Jurgutis, Duane S. (Jurgutis, Duane)	06/14/2012	06/15/2012	06/11/2012 08:50 am

- Click the cancelled request to see a detailed history of the request.

The "History" table shows the following entries:

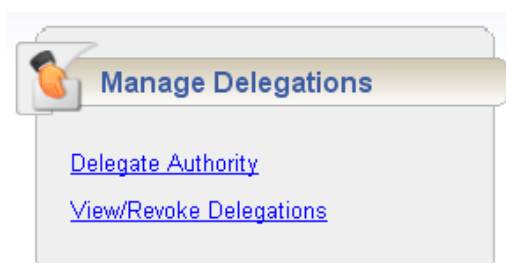
Date/Time	Approval Status	User	Comments
06/11/2012 08:35 am	Pending	Jurgutis, Duane S.	I'm going to the beach with my family!
06/11/2012 08:42 am	Approved	Nelson, Raymond O.	Have fun!
06/11/2012 08:50 am	Cancelled	Nelson, Raymond O.	

Managing Delegations

Delegation is the act of granting another manager the authority over a group of employees (an assignment group) when the typically assigned person is not available. For example, a manager going on vacation for a week can delegate authority over his or her employees to another manager to ensure time sheets are reviewed and approved in his or her absence.

A user can delegate an assignment group and grant the delegation recipient his or her role or, in some cases, a lower role to define the delegation recipient's access to the group. When delegating, the owner can delegate only those roles that are at or below the owner's role for the group; i.e., someone with manager role for a group cannot delegate the Administrator role to others.

To delegate roles, select **Settings** >> **Manage Delegations** from the dashboard. The **Manage Delegations** window appears.



Click **Delegate Authority**. The **Enter Search Criteria** window appears which lets you search for one or more assignment groups.

A screenshot of a dialog box titled "Enter Search Criteria". It has a light gray background and a black border. At the top, the title "Enter Search Criteria" is centered. Below the title, the text "Group Description:" is followed by a white text input field. At the bottom, there are two buttons: "Cancel" and "Search". Below the buttons, there is a small italicized note: "You may use * as a wildcard. For instance, ab* would match abc or abbey."

Enter your search criteria. You can enter a character string and/or the wildcard character (*) to retrieve a list of groups matching the characters you enter.

Click **Search**. A window lists the assignment groups matching your search, along with the roles you are granted for each group.

Assignment Group	Your Role	Effective Date	End Effective Date	Allow Re-delegation
<input checked="" type="checkbox"/> Production (10)	Manager Manager Assistant Manager	06/11/2012	06/18/2012	<input type="checkbox"/>

Buttons: Cancel, Next

For each assignment group being delegated, choose your delegation options.

- In the **Assignment Group** column, select the checkbox next to the assignment group name.
- In the **Your Role** column, use the drop-down menu to select the roles to be delegated for the assignment group.
- In the **Effective Date** and **End Effective Date** columns, enter the dates during which the assignment group roles will be delegated.
- **Effective Date** defaults to today.
- **End Effective Date** defaults to one week from today. To make a delegation permanent, enter an **End Effective Date** of 12/31/3000.
- If you are delegating many groups and entering many dates, you can omit the slashes. The system will insert them for you as you exit the date fields.
- In the **Allow Re-delegation** column, place a checkmark in the checkbox to allow the delegation recipient to delegate the assignment group to another user.

Click **Next** to display a search window for selecting the user who will be delegated that assignment group.

In the search window, enter your search criteria. You can also use a character string, the wildcard character (*), or a combination to retrieve a list of users matching the characters you enter. If you are including a wildcard, use the **Max Results** field to limit the number of displayed records.

Search for Delegation Recipients

User ID: *

First Name:

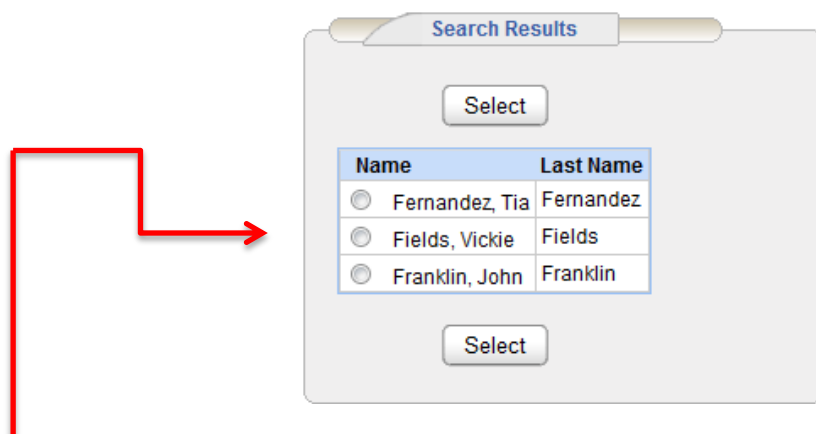
Last Name:

Buttons: Cancel, Search

Max Results: 100

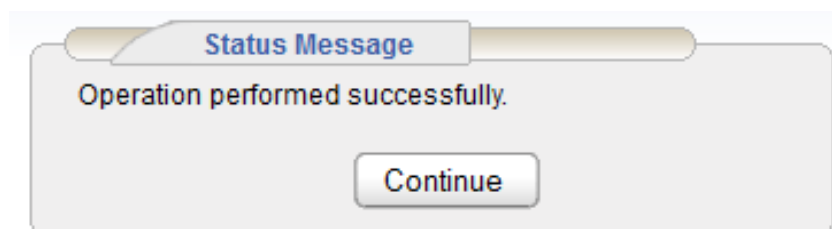
You may use * as a wildcard. For instance, ab* would match abc or abbey.

Click **Search**. A window appears with the results of the search.



Select a **delegate**.

Click **Select**. A confirmation message appears that indicates a successful delegation.



If any delegations fail, a status message appears listing the unsuccessful delegations and why they failed. For example, a delegation could fail because the assignment group is already delegated to the selected delegate.

Click **Continue** to return to the **Manage Delegations** window.

Cancelling or Revoking a Delegated Role

Once an owner has delegated a role, that owner can also cancel the delegation.

1. Select **Settings** > **Manage Delegations** in the in the Dashboard.
2. In the **Manage Delegations** dialog box, click **View/Revoke Delegations**.

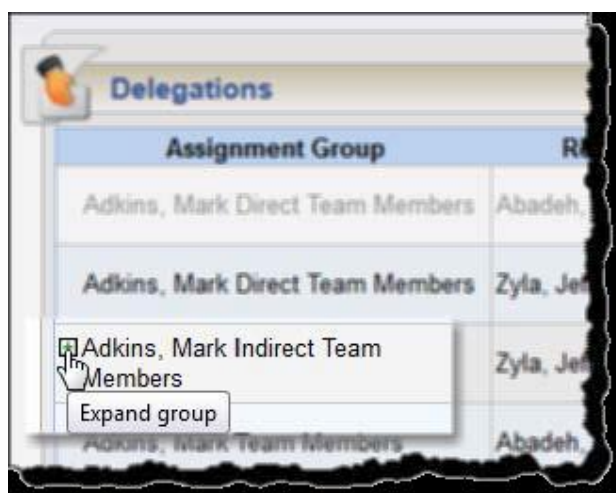
The **Enter Search Criteria** window appears.

3. Enter your search criteria.

A window appears that lists the roles currently delegated within your assignment groups, along with your role for each group.

Delegations							
Assignment Group	Recipient	Effective Date	End Effective Date	Delegated Role	Role After Delegation	My Current Role	Actions
Adkins, Mark Direct Team Members	Abadeh, Al A	09/13/2012	09/12/2012	Server Administrator (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Nothing to revoke.
Adkins, Mark Direct Team Members	Abakporo, Maria	09/14/2012	09/21/2012	Delegator (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Revoke
Adkins, Mark Direct Team Members	Zyla, Jeffrey Michael	09/13/2012	09/20/2012	Delegator (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Revoke
<input checked="" type="checkbox"/> Adkins, Mark Indirect Team Members	Zyla, Jeffrey Michael	09/13/2012	09/20/2012	Delegator (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Revoke All Revoke
Adkins, Mark Team Members	Abadeh, Al A	09/13/2012	09/20/2012	HR Rep (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Revoke
Adkins, Mark Team Members	Aberle, Scott Nicholas	09/13/2012	09/20/2012	Team Leader (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Revoke
Adkins, Mark Team Members	Adams, Carrie Ann	09/14/2012	09/21/2012	Timekeeper (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Revoke
Adkins, Mark Team Members	Johnson, AJ Patrick	09/14/2012	09/21/2012	HR Rep (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Revoke
Adkins, Mark Team Members	Saab, Ali N	09/13/2012	09/20/2012	Team Leader (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Revoke
Adkins, Mark Team Members	Zyla, Jeffrey Michael	09/13/2012	09/20/2012	Team Leader (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Revoke

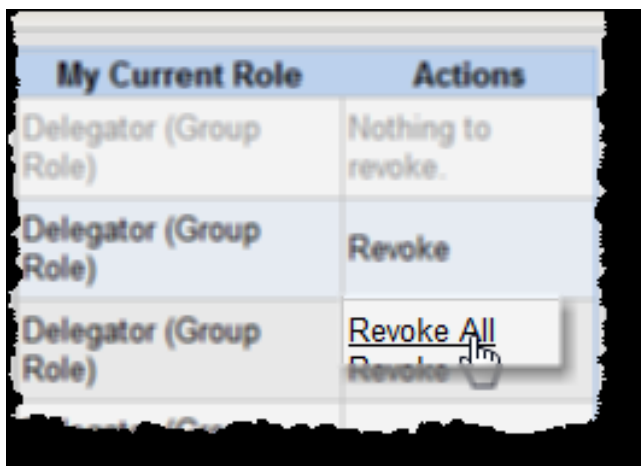
If an assignment group contains more than one delegated role, click the **Expand Group** button displayed next to the **Assignment Group** name to see all of the delegated roles.



In the **Actions** column, select the delegation to be cancelled.

- Selecting **Revoke** cancels only the delegation appearing in a single row.

Selecting **Revoke All** (if shown) cancels all delegations for that assignment group.



A new window appears listing the delegated right to be cancelled.

Revoke Delegated Roles

Assignment Group	Recipient	Effective Date	End Effective Date	Delegated Role	My Current Role
Production	Fernandez, Tia	06/11/2012	06/18/2012	MANAGER_GROUP_CTE	MANAGER_GROUP_CTE
Production	Montgomery, Elizabeth	06/11/2012	06/18/2012	MANAGER_GROUP_CTE	MANAGER_GROUP_CTE

Revoke Is Effective As Of: Revoke Immediate

Choose the date on which the revocation is to be in effect or select the **Revoke Immediate** checkbox.

Click **Confirm** to proceed with the cancellation.

A message appears verifying the cancelled delegation.



Click **Continue** to return to the **Delegations** window.

Generating Reports

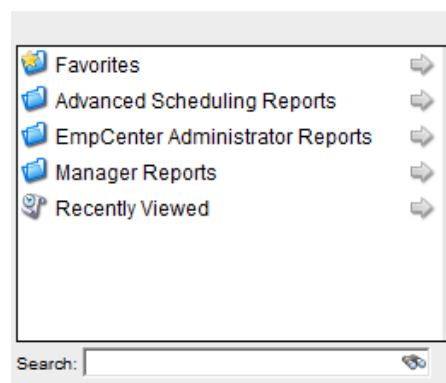
Group Reports

Group reports provide specific information about select groups of employees.

To view a group report, click **View Group Reports** from the **Reports** area on the dashboard.



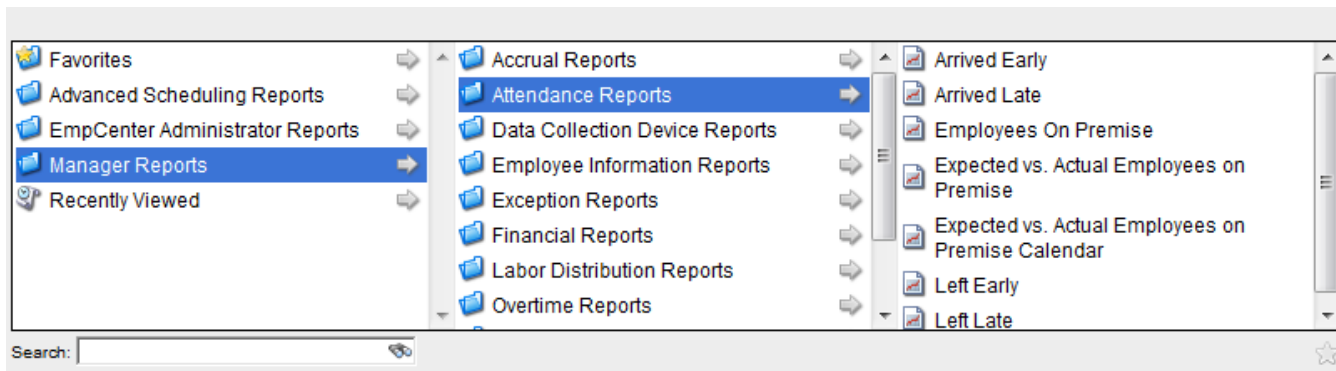
A list of report categories appears.



Do one of the following:

- Scroll to the name of the report you want to generate.
- View reports in a report category.

Select the category; for example, **Manager Reports**. The right field populates with the various reports or subcategories in that category.



Select a subcategory if necessary.

In the right-most field, select the name of the report to generate.

1. Search for the report.
2. Enter the name or part of the name of the report in the **Search** field.
3. Press the **Enter** key.

Reports with the search criteria in their name appear in a **Search Results** pane. Click the name of the report you want to generate. A second pane appears, allowing you to specify report criteria. Complete the various fields.

 A screenshot of a configuration dialog box titled 'Employees On Premise'. The dialog has a title bar with a green checkmark icon and the text 'Employees On Premise'. Below the title bar, there is a section labeled 'Assignment Group List (Required)' with a dropdown menu showing 'Production'. Underneath, there are two input fields: 'Employee ID' and 'Employee Last Name'. Below these fields is a section labeled 'Generate Output As:' with three radio button options: 'Excel', 'HTML' (which is selected), and 'PDF'. At the bottom center of the dialog is a 'Submit' button.

Select your preferred output format:

- **Excel** to view/print the output in an Excel spreadsheet.
- **HTML** to view the report in the browser window as a web page.
- **PDF** to view/print the output in Adobe PDF format.

Click **Submit** to process the report. CCCWorks displays the report in a separate window.

Appendix: Function Hotkeys

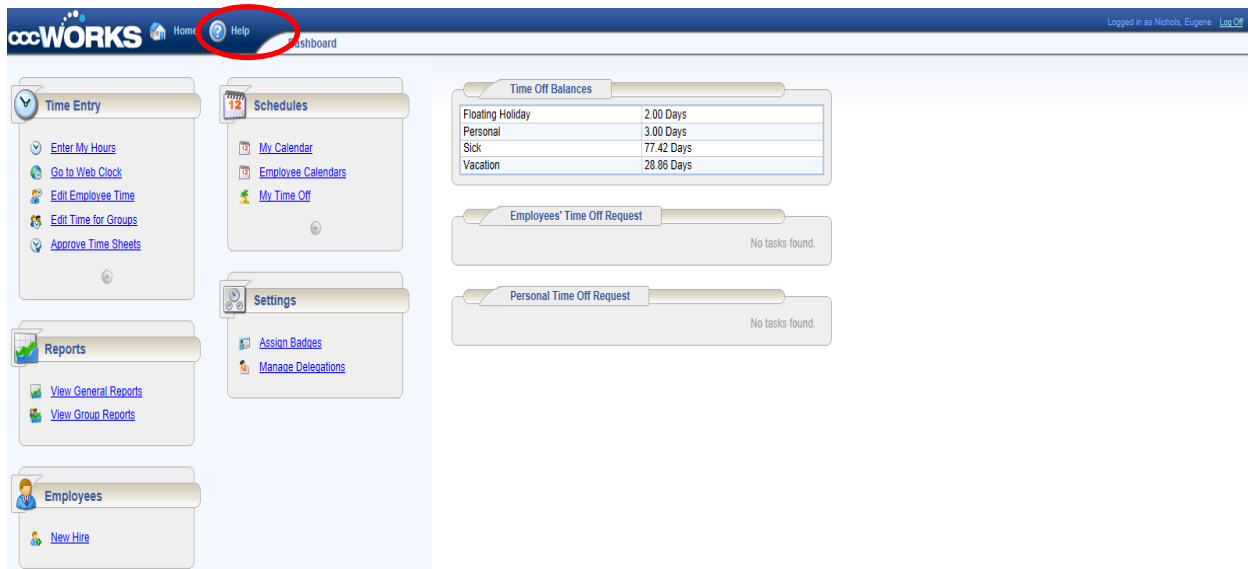
Many of the functions and commands used in CCCWorks can be performed using a hotkey, a combination of key strokes. The hotkeys available for a particular screen can vary depending upon the nature of the tasks being performed, and hotkeys for specific functions can also vary on different screens.

To display hotkeys for a time entry window, press **Ctrl+Shift+H**. The following hotkeys are available from within each screen:

Save time sheet	Ctrl + Shift + S
Submit time sheet	Ctrl + Shift + B
Recalculate and reload the Time Entry Window	Ctrl + Shift + R
Insert a row after the currently selected row	Ctrl + Shift + I
Cut a row and place the row on the clipboard	Ctrl+ Shift +X
Copy a row to the clipboard	Ctrl + Shift + C
Paste a row to the clipboard	Ctrl + Shift + V
Delete a row	Ctrl + Shift + D
Insert a copy of the currently selected row immediately below that row	Ctrl + Shift + U
Use high-contrast colors for alternating rows on time sheet and schedule	Ctrl + Shift + ~
(Table view only)Opens and closes the details section for a time slice	Shift + Enter
Enter time for the previous day. This hotkey works only when cursor is in an In/Out field	-or _
Enter time for the next day. This works only when the cursor is in an In/Out field	+or =

For Assistance- Online Help is Available

Once logged into the CCCWorks employee dashboard, employees have access to online documentation through the **Help** link.



1. Click the Help link. The online version of the CCCWorks employee guide opens in a new browser window. Only the Time and Attendance Help topics are viewable.
2. Click any of the links to view the topics for Time and Attendance Help.



*Thank you in advance for your support, send your comments to HR_CCCWorks
CCCWorks Implementation Team*