



Employee Guide



Introduction

Welcome to the CCCWorks Time and Attendance Employee Guide.

This guide supplements instructor-led classroom training and helps CCC employees learn the most commonly used functions in the CCCWorks application.

The CCCWorks application automates and standardizes the time collection, time review and approval processes for City Colleges of Chicago. CCCWorks 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.

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.*

Employees should check CCCWorks every day to make sure time swipes are accurate, time off is approved, and exception time is entered.

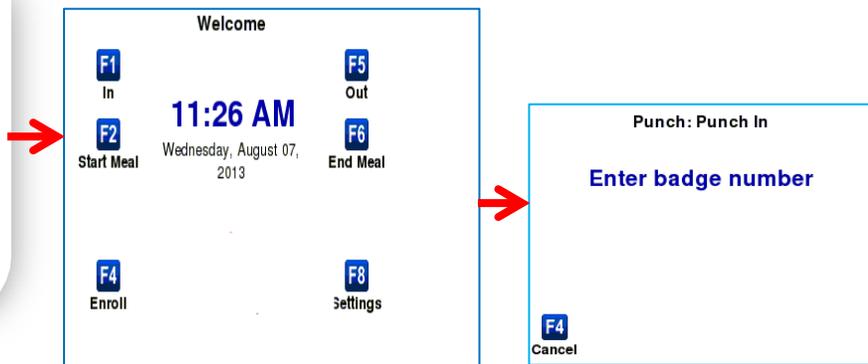
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Navigation Basics

All employees can access CCCWorks daily to record hours worked and attendance in one of the following ways:

1. Time clocks (data collection terminal)



Step 1: Go to Time Clock

Step 2: Select a Function Key

Step 3: Swipe ID badge or enter employee ID



Step 4: Place Finger on Scanner



Step 5: View Screen to Ensure Log in was successful

Non Exempt Employees

Nonexempt employees will press “In” (function key F1) on the key pad. Employees will be prompted on the time clock screen to “enter badge number”. At this time the employees will swipe either their employee ID badge on the time clock or enter their employee ID number. ([Employees can locate their ID number on the upper left of their CCC timesheet](#)). Employees will then be prompted to place a finger on the biometric scanner. Nonexempt employees will perform these functions at the time clock daily before the start of their work schedule

(F1) start of their work schedule

(F2) start of meal period

(F6) returning from a meal period and

(F5) at the end of their work day

(Note: All employees must use the same finger each time when using the biometric scanner at the time clock.)

Exempt Employees

All salaried employees will press “In” (function key F1) on the key pad. Employees will be prompted on the time clock screen to “enter the badge number”. At this time the employees will either swipe their employee ID badge on the time clock or enter their employee ID number. ([Employees can locate their ID number on the upper left of their CCC timesheet](#)). Employees will then be prompted to place a finger on the biometric scanner. Exempt employees will perform these functions at the time clock daily at the start of their work schedule (F1). (Exception: If exempt employees start their work schedule at a non-CCC location, they must access the WebClock in order to record their attendance. Instructions on accessing the WebClock are presented later in this guide. *(Note: All employees must use the same finger each time when using the biometric scanner at the time clock.)*)

Note

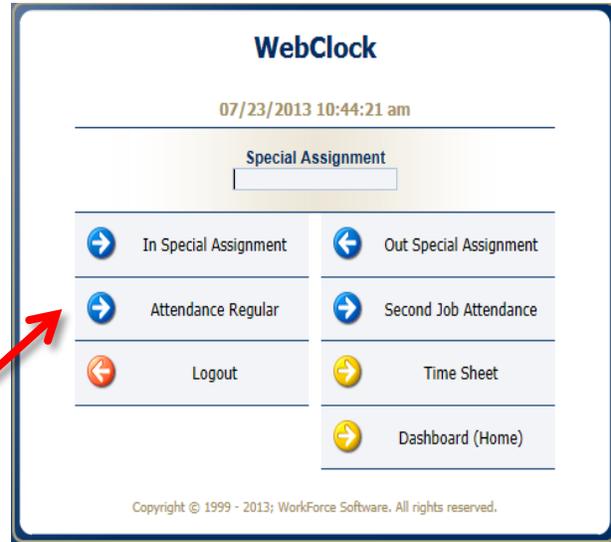
If the transaction fails perform steps 1 – 5 again. If you continue to experience issues, please go to another time clock terminal to perform the appropriate steps again. Nonexempt employees can also go to the CCCWorks application and submit a self-service request for the missed swipe. Exempt employees can access the WebClock in order to record their attendance for the missed swipe at the time clock terminal.

2. WebClock on a personal computer

Nonexempt Employees

Nonexempt employees will **NOT** access the WebClock for time entry.

(Note: All nonexempt employees are required to go to a time clock daily to record hours worked).



Exempt Employees

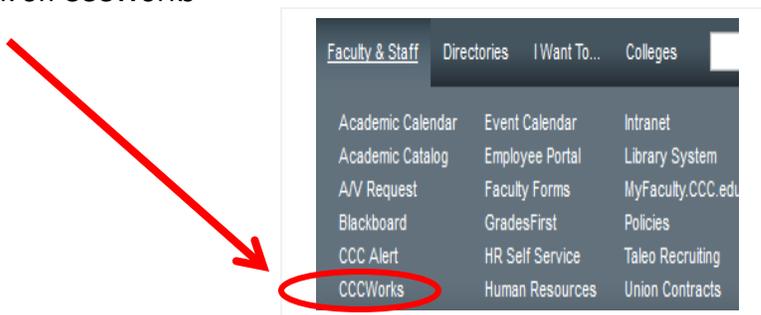
If exempt employees start their work schedule at a non-CCC location, they can access the WebClock in order to record their attendance. Instructions on accessing the WebClock are presented later in this training guide.

Logging into CCCWorks

The CCCWorks application allows employees to record their hours worked, track attendance and request a type of leave of absence. Employees can also perform other tasks such as viewing time reports and submitting missed swipes.

Logging In

1. Log in to CCCWorks at the CCC.edu Home Directory
2. Click on Faculty and Staff
3. Click on CCCWorks





CCCWorks

User ID:

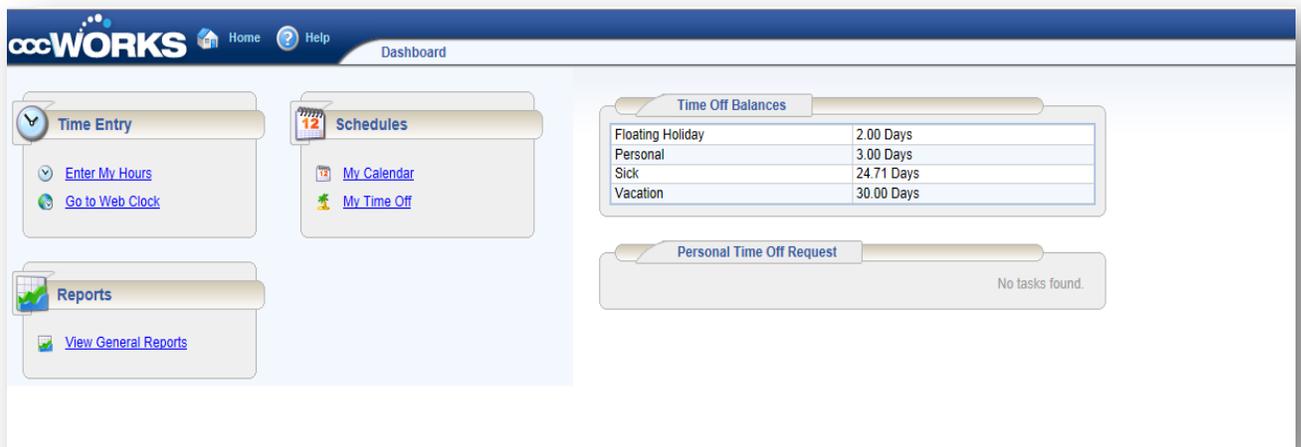
Password:

[Login](#)

Note

Enter your same user Novell ID and password you use when you log into the City Colleges

4. Click on the CCCWorks Login button [Login](#).
5. You are now logged in and will be taken to the Dashboard.



cccWORKS Home Help Dashboard

Time Entry

- [Enter My Hours](#)
- [Go to Web Clock](#)

Schedules

- [My Calendar](#)
- [My Time Off](#)

Time Off Balances

Floating Holiday	2.00 Days
Personal	3.00 Days
Sick	24.71 Days
Vacation	30.00 Days

Reports

- [View General Reports](#)

Personal Time Off Request

No tasks found.

Sample of Employee Dashboard

Employee Functions: CCCWorks Dashboard

The CCCWorks employee dashboard supports the following functions:

Time Entry

- **Enter My Hours:** View, enter or update the timesheet
- **Go to WebClock:** View time sheet

Schedules

- **My Calendar:** Request time off
- **My Time Off:** Submit time off requests, track the status and view the history of a request

Reports

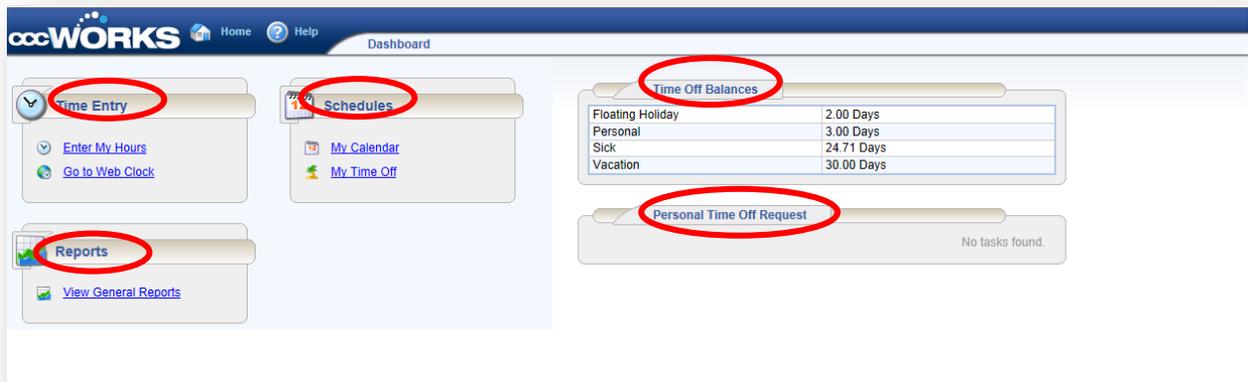
- **View General Reports:** Employees can access basic reports to view time sheet information for a certain period, roles delegated to them or comments on time sheets.

Time Off Balances

- **View Time Off Balances:** Employees can time off balances and self-service requests.

Personal Time Off Request

- **View Personal Time Off Request:** Employees can view pending personal leave requests.



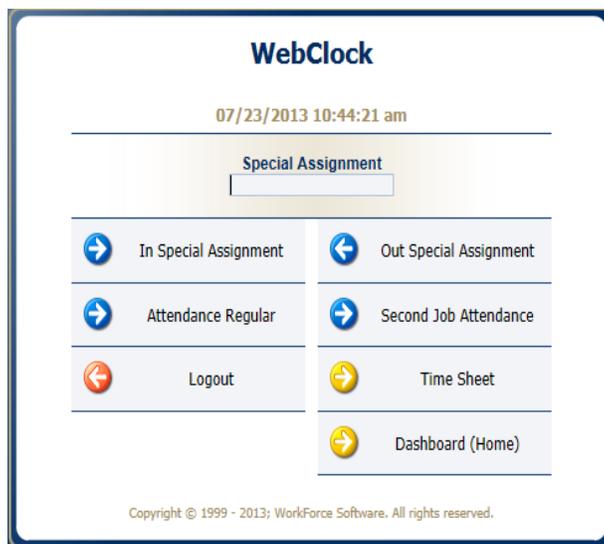
The WebClock

Exempt employees who are starting the work day at a non-CCC location, may access the WebClock through the CCCWorks dashboard or through <https://www.ccc.edu/cccworks> to clock in for attendance.

1. To access the WebClock, see the **Time Entry** heading.
2. Click on **Go to WebClock** from the CCCWorks dashboard.



3. The WebClock interface appears.



Sample View for Designated Employees

The WebClock interface can include the following fields/buttons. The buttons you see vary according to your assignment.

- **In Special Assignment:** Clock into a valid special assignment. (future phase)
- **Out Special Assignment:** Clock out a valid special assignment.(future phase)
- **Attendance Regular:** *Punch in for regular job for designated employees.*
- **Second Job Attendance:** Punch in for a lectureship each day. (future phase)
- **Time Sheet:** Takes you to your time sheet.
- **Logout:** Logs you out of CCCWorks.

The Time Entry Window

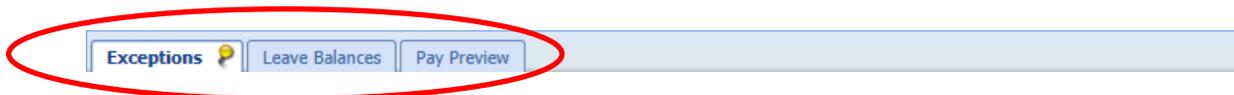
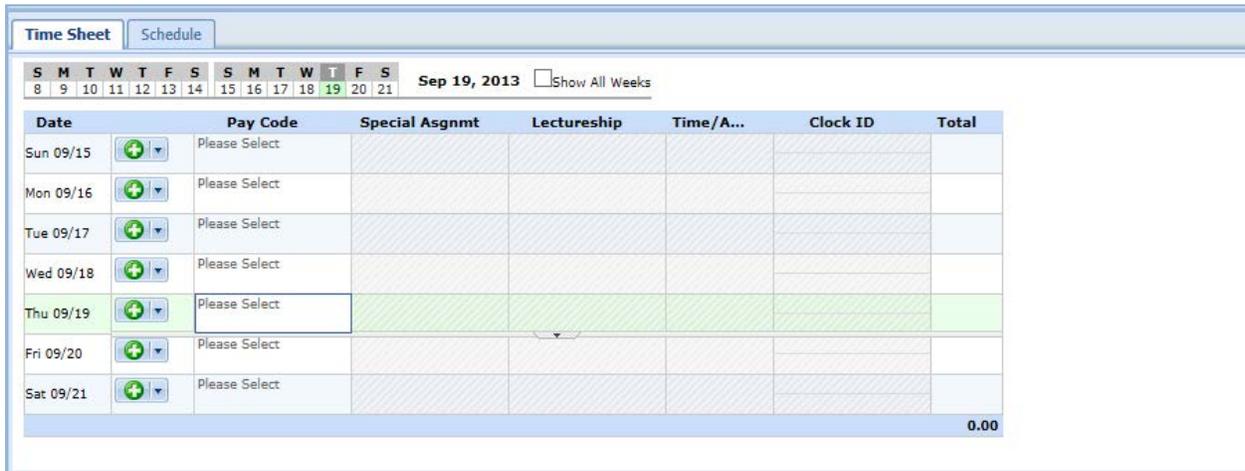
The time entry window comprises various fields and tabs which allow easy view of your time. After you login to the system and (if necessary) select the appropriate assignment, open your timesheet by selecting Enter My Hours from the Time Entry area of the dashboard.



The time entry window provides the options necessary for completing time entry. From this window, you can perform one or more of the following tasks:

- View time on your timesheet
- View your schedule
- View or acknowledge any exceptions (errors or warnings) about your timesheet
- View details of available time off
- See a summary of time entered on the timesheet

The following is an example of an employee time entry window. The upper panel displays the **Time Sheet** and **Schedule** tabs.

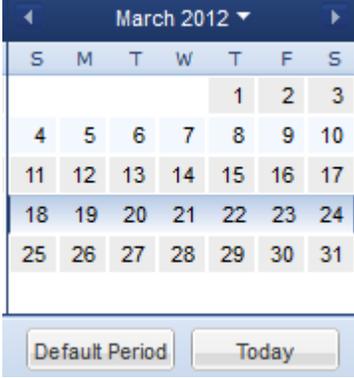


While the lower panel includes the **Exceptions**, **Leave Balances**, and **Pay Preview** tabs. Further explanation of each tab is on page 10.

Function Buttons

Several buttons reside at the top of your time sheet. These buttons execute certain program functions.

Button	Function
	Selects the pay period to view. Click the calendar button to access a pop-up calendar from which to select a Pay Period.
	Sends your completed time sheet to your manager for approval.
	Saves your time sheet data. This is typically done every time you enter new data or make changes.
	The More button reveals the Print , Print Preferences , Reload Data , and Timesheet Comments buttons. The Print Preferences function enables you to include or exclude the following fields to print:: Reload Data refreshes the timesheet with the previously saved data. Timesheet Comments adds comments to your time sheet.
	Displays the List View, Table View or Day View of the time sheet. The view you select alters the presentation of the data on the Timesheet tab.

	 <p>Opens an interactive calendar from which you can navigate to a specific date or pay period. Additionally, this calendar may be configured to display days containing time sheet exceptions or planned time off. Click the question mark button to access a legend that details the colors used in the calendar.</p>
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Information Tabs

The time entry layout shows two or three information tabs, depending on your role.

Exceptions Tab

An exception is a conflict noted between your time and attendance information and the rules under which your 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 by your manager or timekeeper.

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 that may be required

Note: Exception messages are color-coded to identify the level of severity:

- **White:** No exceptions or only informational messages present
- **Yellow:** Warnings present
- **Red:** Errors present: Will not pay until error is resolved

To view the exception, click the **Exception** button.

Date	Exception Message	Severity ^	Action Required
Sun 03/22	Violation - (B34/9): For 12 hours of covered work in [03/22/09 0600-1800] missing min 34 hour break in [03/14/09 - 3/22/09]	Error (not paid)	

The **Time Entry** window opens the time sheet in the period containing the message exception.

Leave Balances Tab

The Leave Balances tab displays the number of hours available in various time off banks, taking into account any hours used during the current period. It includes initial and ending balances for the period.

For any given bank, notice the interface functions in the following example:

1. Click the **Show Details** link in the lower right corner of a bank to see more details about the period's bank transactions.

Messages Schedule **Leave Balances** Attendance Results

PTO		Hours	FMLA		Hours
Initial Balance Sun 04/01		25.00	Initial Balance Sun 04/01		100.00
Credits		12.00	Credits		0.00
Debits		0.00	Debits		0.00
Ending Balance Sat 04/07		37.00	Ending Balance Sat 04/07		100.00
Show Details >>			No Details		

Note

Leaves accruals are granted the first of the month. Employees can view their current available bank balances on the employee dashboard and for up to 365 days in the future.

2. Click the **Hide Details** link to return to the summary view.

PTO					
Date	Credit	Debit	Balance	Action	Source
Sun 04/01			25.00	Balance Forward	
Sun 04/01	12.00		37.00	Accrual	
Hours	12.00	0.00	37.00		Hide Details <<

Results (or Pay Preview) Tab

The **Results** tab reports the calculated results of the data input on the main time sheet, including overtime, shift premiums, etc.

Pay Code	Hours	Other Hours	Rate	Gross Pay
Regular	40.00	0.00	\$10.00	\$400.00
Overtime	13.00	0.00	\$15.00	\$195.00
Double Time	1.00	0.00	\$20.00	\$20.00
Shift Diff 10%	0.00	2.00	\$1.00	\$2.00
CA Meal Pena...	0.00	2.00	\$10.00	\$20.00
FLSA	0.00	0.00	\$0.00	\$0.28
Total	54.00	4.00		\$637.28

Schedule Tab

The Schedule tab displays schedules—which are your start and end times. Lunch is a place holder and can be taken at anytime during the work period by using F2 and F6.

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 12:00 pm					
Work		01:00 pm 05:00 pm					

Schedules are used for e-mail notifications. Your manager may have developed a schedule template for your position and can use this template to assign schedules to you.

Submitting and Amending Time Sheets

To submit your time sheet for approval, click the **Submit** button after ensuring all time is correct and saving the time sheet

09/08/2013 - 09/21/2013 Save **Submit** More List View

Time Sheet Schedule

S M T W T F S S M T W T F S Sep 15, 2013 Show All Weeks

Date	Pay Code	Special Asgmt	Lectureship	Time/A...	Clock ID	Total
Sun 09/15	Please Select					
Mon 09/16	Please Select					
Tue 09/17	Please Select					
Wed 09/18	Please Select					
Thu 09/19	Please Select					
Fri 09/20	Please Select					
						0.00

Exceptions Leave Balances Pay Preview

The following dialog box appears, prompting you to confirm your decision.

Submit Time Sheet

By submitting this time sheet, I am certifying these hours are accurate.*

* = required field

Submit Time Sheet

Filter exceptions by day

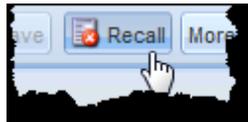
Close

To certify that your hours are accurate, check the “By submitting this time sheet, I am certifying these hours are accurate’ check box and click the **Submit Time Sheet** button. The message “Time sheet submitted” appears if the submission was successful.

Note: Do not submit your timesheet if you have pending self-service requests. Once your manager approves all your requests you can submit your timesheet.

Recalling a Submitted Time Sheet

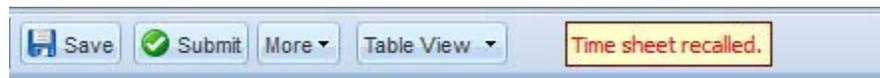
You can recall a submitted time sheet if it has not yet been approved by your manager. If your time sheet has not yet been approved the **Recall** button appears with the function buttons. You can also use this feature in instances where you would need to submit a self-service request due to missing information on your timesheet.



To recall a submitted time sheet, click the **Recall** button.



Clicking the **Recall** button generates the “Time Sheet Recalled: message:



In addition, after a recall, the **Save** button is reactivated and the **Submit** button reappears.

Update the information recorded in the time sheet, then **Save** and resubmit the time sheet.

Requesting Time-Off Request or Self-Service Request for Missed Swipes

You can submit time off requests, self-service requests for missed swipes, track the status of your requests, and view the history of past requests using the **My Time Off** function. When employees request time-off, an e-mail is sent to notify the manager that a request was made.

From the dashboard, select **Schedules > My Time Off**.

The **Request List** window appears.

Select **Create New Request**.
The **Create Time Off Request** window appears.

Choose the type of time off from the **Pay Code** drop-down list.

Enter the day on which you want to begin your time off in the **Start Date** field, or click the Calendar button on the right of the date field to display a calendar from which you can choose the date. Ensure that the **Start Date** is today's date or later.

Note

When selecting a leave request make sure that you look closely at the pay code to determine if the request should be in hours or days. Example: The pay code for conference time shows in (Hours). You can enter four (4) hours or the appropriate number of hours taken for the conference. The pay code for vacation shows in (Days). You can enter one (1) for a whole day or .5 for a half day. There are some paycodes that also require a start and end time.

Example of a request for time off for jury duty that should be made in hours.

Enter the day on which you want to end your time off in the **End Date** field, or use the **Calendar** button.

It is recommended that you enter a note to accompany your request in the **Comments** field.

Select **Next** to display the details of your time off request.

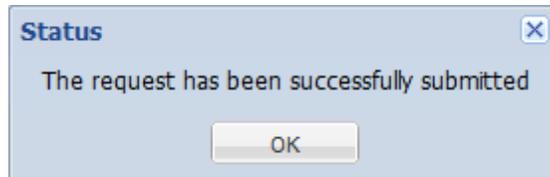
The **Request Details** window appears. The hours request defaults to the scheduled hours for that day. You can modify the hours requested and also select another pay code from the **Pay Code** column.

Click the **Insert** button in the **Action** field of a row to add another row for that day, select the Pay code and enter the hours for that type. Remember to adjust the other hours for that day accordingly, if necessary.

If exceptions prevent you from submitting the request, do one of the following:

- Click the **Back** button to return to the previous window and make a different selection,
or
- Reduce the hours selected by the clicking the **Delete** button in the **Action** field of a row to remove the hours from that row, and then click the **Update** button.

If no exceptions prevent you from submitting the request, click the **Submit** button to submit your request. You are notified of a successful submission.

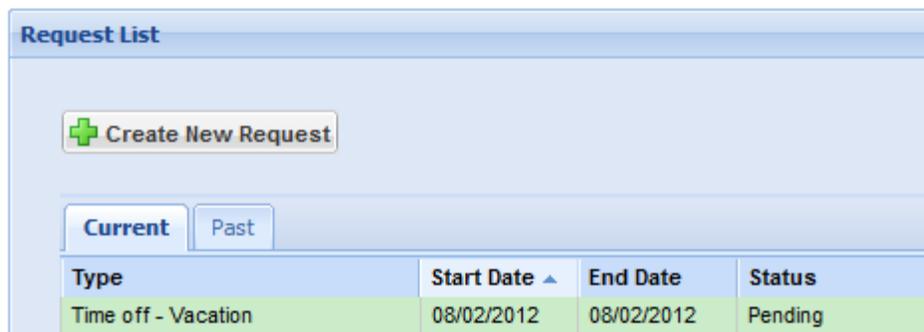


Click **OK**. The following events occur:

- You are returned to the **Request List** window.
- Your new request appears in the **Request List** window as **Pending** if the date is in the future. If the request is in the past, the request will be in the past list.

A request email is sent to your manager.

Your request has been submitted.



Type	Start Date ▲	End Date	Status
Time off - Vacation	08/02/2012	08/02/2012	Pending

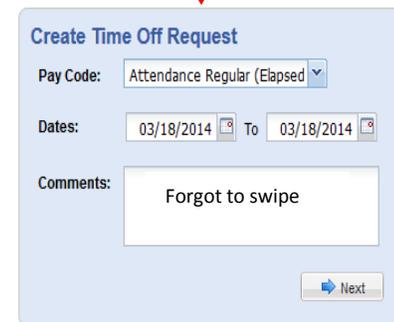
Note: When your manager approves the Time-Off Request, the requested time posts to your time sheet as time off. You receive an email message when your manager approves or rejects your request.

Request for Missed Swipes Exempt (Salary)

1. If an employee misses a swipe, a Time Off request is needed. From the dashboard, select **Schedules > My Time Off**. The **Request List** window appears.



2. Choose the type of time off from the **Pay Code** drop-down list. Select **Attendance Regular (Elapsed)** from the drop down menu.
3. Select the Start and End date or Use the Calendar
4. Add a comment as to why the swipe was missed (required)
5. Click Next



The Request Details screen appears.

- ✓ Enter the number of days
- ✓ Click on the +sign to add an action (new row)
- ✓ Click on the x sign to delete an action
- ✓ Click on Update

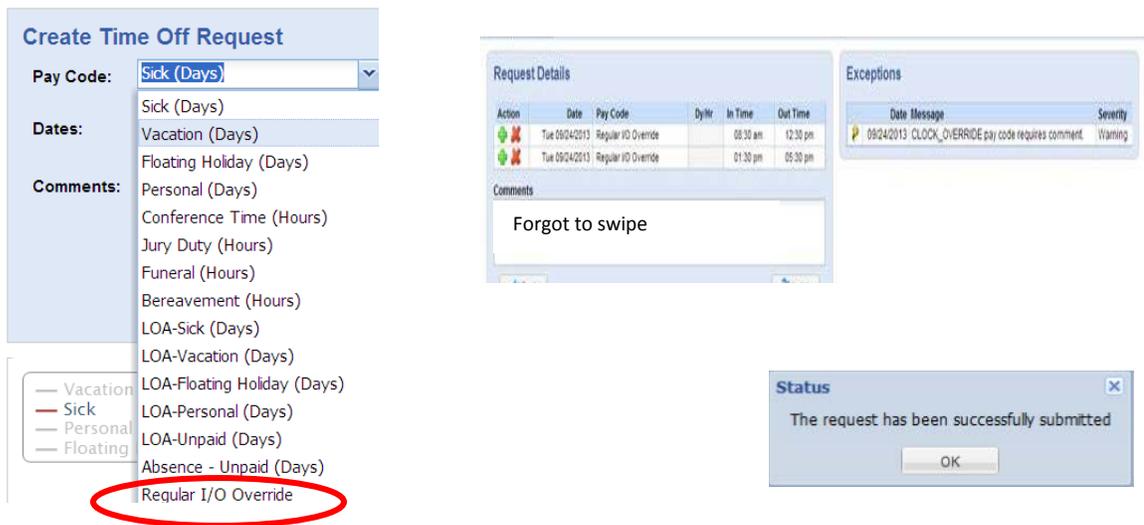
If there are no exceptions, you will see a successfully submitted status.

Note: Exempt employees have to complete a missed swipe request one time for the day.



Request for Missed Swipes Non-Exempt (Hourly)

1. If an employee misses a swipe, a Time Off request is needed. From the dashboard, select **Schedules > My Time Off**.
 - a. The **Request List** window appears. Follow steps 1-5 of the preceding page
2. Complete Dates: Date (s) you missed swipe
3. Hourly employees will select Pay code “Regular I/O” for missed swipes
4. Comments: Add a comment as to why you did not swipe in (required)
5. Time In: Add the time in you started work (i.e. 8:30 am)
6. Out Time: The time you started meal time (i.e. 12:30 pm)
7. Time you ended meal time (i.e. 1:30 pm)
8. Time Out: Add the time you finished work (i.e. 5:30 pm)
9. Click Update and Submit



10. The Request Details screen appears.
 - ✓ Enter the number of days
 - ✓ Click on the +sign to add an action (new row)
 - ✓ Click on the x sign to delete an action
 - ✓ Click on Update

If there are no exceptions, you will see a successfully submitted status.

Email Notifications

Email messages are sent to the following recipients when a time off request is submitted. The following table shows the event triggering the email, the recipients, and the content of the message.

Message subject	When email is sent	Recipient(s)	Message
Missed Swipe	Day after missed swipe occurred on scheduled work day	Employee, Manager (s), Delegate(s), Timekeeper	Employee missing swipe In or Out time. <Employee Name> has a missing In or Out swipe in the timesheet period ending xx/xx/201x.
Time Off Request – Pending	Submission of time off request	Manager(s), Delegate(s), and Timekeeper	<Employee Name> has requested time off. Please review.
Time Off Request – Approved	Approval of time off request	Employee	Your time off request has been approved.
Time Off Request – Rejected	Rejection of time off request	Employee	Please see your manager(s) regarding rejection.
Time Off Request – Cancelled	Cancellation of time off request	Manager(s), Delegate(s), and Timekeeper	<Employee Name> has cancelled his or her request for time off.

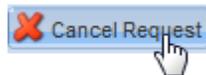
Canceling a Time Off Request

You can cancel a time off request before or after it has been approved.

1. Go to **Schedules > My Time Off**.
2. Select the **Current** tab.
3. Select the respective time off request.

The **View/Cancel Time Off Request** window appears listing the details and history of the request.

4. Click **Cancel Request** button to withdraw your request.



The **Reason for Cancellation** window appears. Enter your reason for cancellation, if necessary.

5. Select **Cancel Request**.

The **My Time Off** window appears again, showing the status of the request as cancelled.

Current		Past	
Type	Start Date ▲	End Date	Status
Time off - Vacation	08/02/2012	08/02/2012	Cancelled

Note: If you submitted a time off request but came to work, you should cancel the time off request.

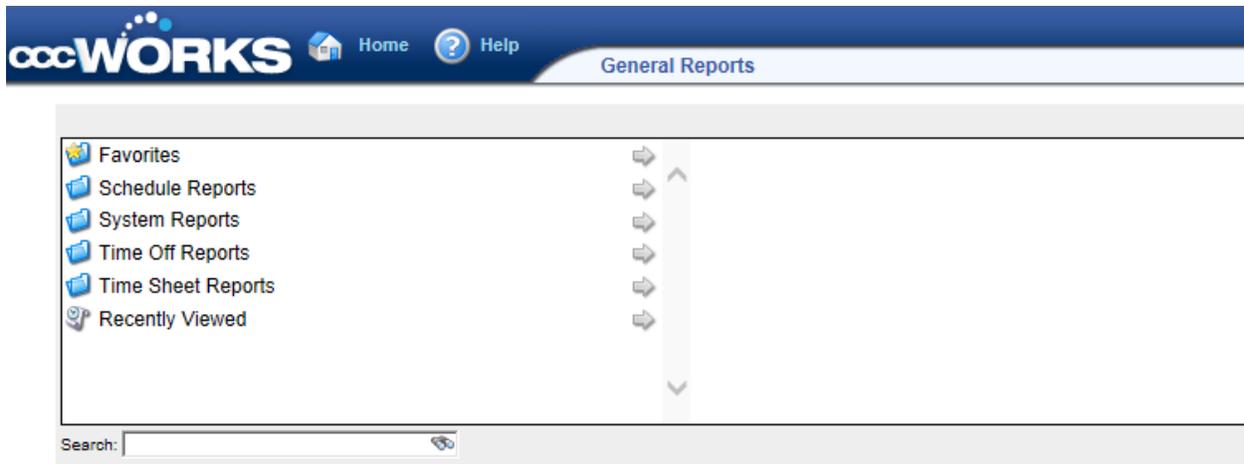
Running General Reports

CCCWorks supports report generation for employees. Employees can access general reports to view time sheet information for a certain period, roles delegated to them, time spent by project, or comments on time sheets.

1. To generate a report: from the CCCWorks dashboard, click **Reports > View General Reports**.



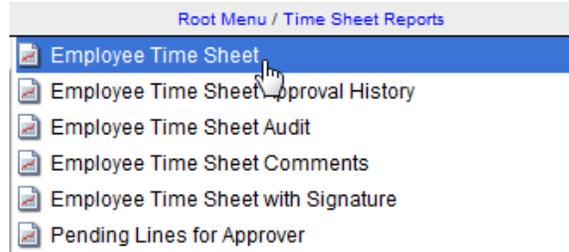
A list of report categories appears.



2. Do one of the following:

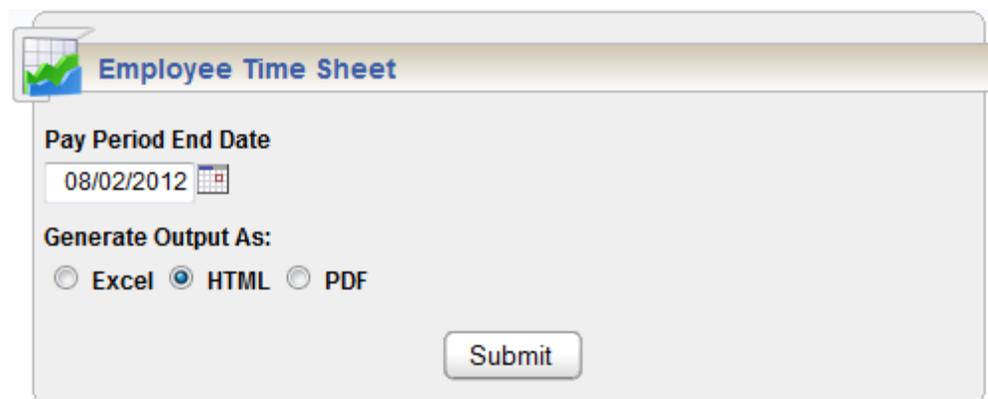
- Select a report category to display the respective reports
- or
- Search for the report.
- Enter the name or part of the name of the report in the **Search** field.

Reports with the search criteria in their name appear in the **Search Results** pane as you type.



3. Click the name of the report you want to generate.

A second pane appears, allowing you to specify report criteria.



4. Complete the respective fields.

5. Select your preferred output format:

- **Excel** to view/print the report as a *Microsoft Excel* spreadsheet.
- **HTML** (the default) to view the report in the browser window as a web page.
- **PDF** to view/print the report in *Adobe Acrobat* PDF format.

Adobe Acrobat Reader is required to view this format. The Reader is available at: <http://get.adobe.com/reader/>.

Note: Make sure the pop up blocker is turned off your computer.

6. Click **Submit** to generate the report.

The following figure shows a sample report in PDF format.



Employee Time Sheet Report For Period Ending On 8/10/2013

City Colleges of Chicago

Employee	Assignment	Time Sheet Version	Work Date	Pay Code	In Time	Out Time	Hours
Falcon, Araceli (001118927)	001118927	0.00					
			08/05/2013	Regular Hours			8.00
			08/06/2013	Regular Hours			8.00
			08/07/2013	Regular Hours			8.00
			08/08/2013	Regular Hours			8.00
			08/09/2013	Regular Hours			8.00
			07/29/2013	Regular Hours			8.00
			07/30/2013	Regular Hours			8.00
			07/31/2013	Regular Hours			8.00
			07/31/2013	Regular Hours			8.00
			08/01/2013	Regular Hours			8.00
			08/02/2013	Regular Hours			8.00
			08/02/2013	Regular I/O	9:54 am		0.00
			08/02/2013	Regular I/O	10:41 am		0.00
			08/02/2013	Regular I/O	1:40 pm	1:41 pm	0.02
			08/02/2013	Regular I/O	1:41 pm		0.00
			07/31/2013	Attendance Regular	6:17 pm		0.00
		1.00					
			08/05/2013	Regular Hours			8.00
			08/06/2013	Regular Hours			8.00
			08/07/2013	Regular Hours			8.00
			08/08/2013	Regular Hours			8.00

Run on: 8/10/2013 6:03:19PM
Created by: 001118927

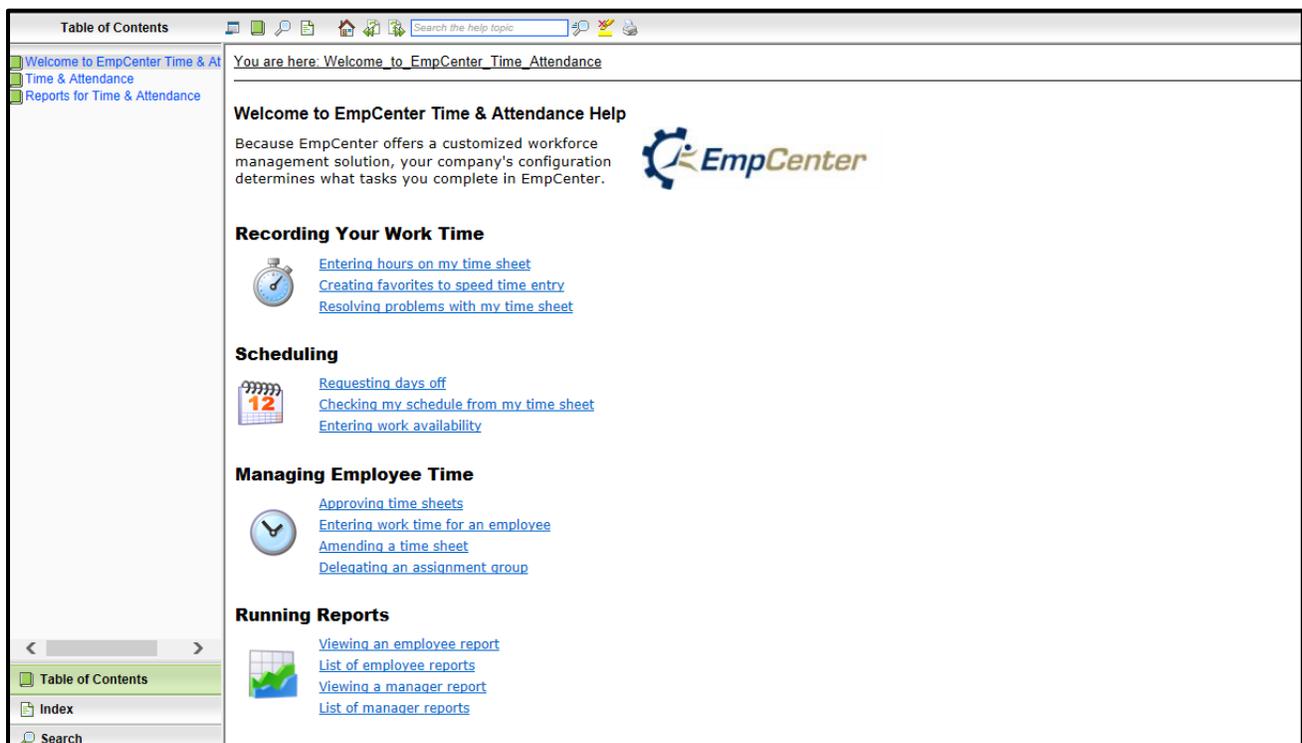
© 2008 WorkForce Software

If You Need 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.



Sample of CCCWorks Help window

2. Click any of the links to view the topics for Time and Attendance Help.
3. If you need further assistance please e-mail CCCWorks@ccc.edu.