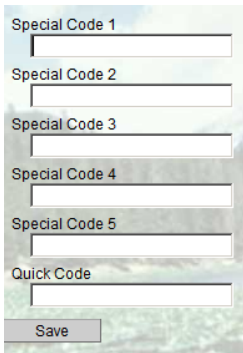


Clock In With Quick Badge

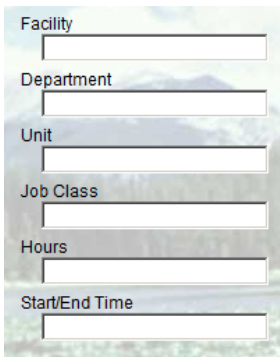
Use Quick Badge when using special codes such as No Lunch, Education, Meetings, or other events for changes from the normal schedule.

1. Click **Quick Badge** on the toolbar
2. Make changes to fields as appropriate:
3. Click a Special Code field, then select a code from the lookup list.



Field Look Up Values		
Facility:1		
Code	Description	Category
CI	CALLED-IN	Both
MT	MEETING	Both
NL	NO LUNCH	Out
OR	ORIENTATION	Both
TR	TRAINING	Both

Change Department, Job Class, Hours, etc. as needed.



Field Look Up Values		
Facility:1		
Code	Description	
1001	Employee Training Department 1001	
1002	Employee Training Department 1002	
1003	Employee Training Department 1003	

Field Look Up Values		
Facility:1		
Code	Description	
100	Licensed Practical Nurse	
200	Certified Nursing Assistant	
300	Registered Nurse	
400	Health Unit Coordinator	

4. Click **Save** when finished

Tips

- Click red arrows to expand cards and lists
- Click folder icons, calendar icons, etc. to see more detail
- Click any transaction to view its details
- Hover the mouse over transactions to see informational tags about the items
- Red checkmarks indicate information is entered correctly
- The Navigation Pane on the left side is dependent on the Section selected
- A red * indicates required fields
- Time Format (start and end times): four digit format Ex. 0730
- Hours/Units Format: the hours to be used Ex 8 for full day; 4 for a half day
- Blue R on calendars = requested time

Customize Preferences

Choose a Notification Method for system messages to be sent to your email, or kept in the portal message area.

- **Preferences > My Preferences card > Notification Method**
- Select **Email** to send messages to Outlook mail
- When **Portal** is selected, you can view messages in **Actions > Employee > Messages**, or on the Home page

Sign up for Event Subscription to be notified when an event occurs

- **Preferences > My Preferences card > Event Subscription**
- Select a card; then either Portal or Email for the notification delivery method



API Healthcare Time and Attendance Quick Reference Version 09.01

Open Time and Attendance ESS

1. Enter User Name and Password on the log in screen
2. (Select **Quick Badge Only** on the log on screen if you are not opening Time and Attendance.)
3. Click the **Login** button

Clock In - Basic

- A. Swipe badge at a Badge Reader
- B. Or use **Quick Badge** on a computer

Employee Sign Off

At the end of each pay period review your time card, and confirm its accuracy by clicking the **Employee Sign Off** button, then the **Approval** button under Employee Actions section.



Appears when time card is complete

Employee Section

Request Clocking

To enter work time

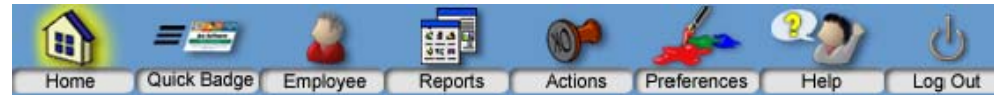
1. Open Employee section
2. Click **Add Clocking** in the Employee Actions or Employee Favorites
3. Enter fields with red * (Date, Time, Special Codes) and other applicable fields on the clocking form. See 'Tips' for formats
4. Click **Save**

Edit/Delete Clocking or

Calendars (Only unapproved items can be changed by the employee. Supervisors can change approved entries.)

1. Click the check box in the Transaction list in TCS or the calendar icon in Monthly View
 2. Select a cancel or delete action in the Transaction List Actions menu
- Or click the red arrow to view the detail
- Edit the entry screen, then **Save**

Overview - Sections



Home: To quickly access Messages, Workflow Actions, Transaction Requests, Bookmarks, Calendar

Quick Badge: To clock in or out using special codes

Employee: To manage transactions, view benefits and pay distribution

Reports: To run reports

Actions: For functions and processing options; lists action cards and bookmarks

Preferences: To change displays and notifications

❖ Sections are divided into Cards

❖ The Navigation pane on the left side is specific to the section selected

Time Card View (Open Employee section)

Transaction List across top; Benefits- Lower left; Pay Distribution – Lower right

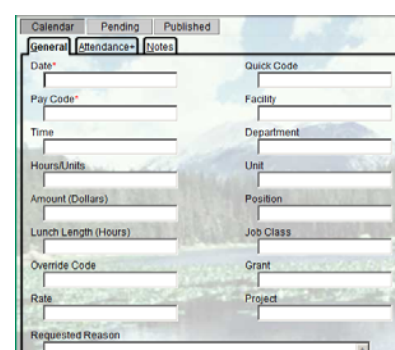
Transactions (List)							
Transactions	Date	Time	Hours	Code	Department Level	Job Class	
<input type="checkbox"/>	Mon 08/27/2012	07:30	8.00	REGS	730	121	
<input type="checkbox"/>	Tue 08/28/2012	07:30	8.00	REGS	730	121	
<input type="checkbox"/>	Wed 08/29/2012	08:00	8.00	PTOS	730	121	

Requests	Pay Distributions (Daily Hours) AH: 80.00 Total: 64.00
Employee General Information	Pay Distributions (Actual Dollars)
Benefit Balances	Schedule

Clocking Form



Calendar Form



Employee Section

Request Time Off

To request vacation, sick time, jury duty, and other benefit time

1. Open **Employee** in Time Card view (TCS under Employee Sections)
2. Click **Add Calendar** under Employee Actions
3. Enter Date, Pay Code, and other applicable fields on the calendar form. See *Tips for formats*

Add Multiple Day Calendar

1. Open **Employee** in **Monthly View** (under Employee Sections)
2. Click first day; hold **Shift** key down and select last day to include, or hold **Ctrl** Key down and click individual days * *Do not include weekend days if not part of your regular schedule*
3. Click **Add Calendar**
4. Complete other fields; **Save**