

Allocating Hours to Projects In STATS (TimeForce)

Once Employee log on to STATS (TimeForce) via link, <https://gvistats.vi.gov/Timeforceii/Login.net> the time card opens. To allocate hours to specific projects, click **Spreadsheet Hours Entry** option.

Next click plus sign button to add rows for hours breakdown to assign a project for each block of time. Enter amount of hours and Start Time for segment of hours worked.

Next click **No Job** in Job column and select **DPW – Highway Engineering**.

▼ Add	No Department	DPW- Highway Engineering	DPW- F
▼ Add	No Department	DPW- Highway Engineering	DPW- F
▼ Add	No Department	No Job	▼
▼ Add	No Department	No Job	▼
▼ Add	No Department	No Job	▼

TIME CARD MY SCREEN EMPLOYEE In/Out Logout

Employee: TECH, QQUEST (100001) Status: Active Clear Filter Current Status: You are Clocked IN

Spreadsheet Hours Entry

In this screen you can create, edit, or delete hours. When finished click the save button.

Options

Start Time Overtime Pay Code Shift Premium Pay Code
 Department Hours Detail Job Task Notes

Hours Sunday 9/30/2018 to Saturday 10/13/2018 Save

Save Hours	Start Time	Base Pay Code	Overtime Pay Code	Shift	Premium Pay Code	Department	Job	Task
Sunday 9/30/2018								
Save Hours	Start Time	Base Pay Code	Overtime Pay Code	Shift	Premium Pay Code	Department	Job	Task
2.0000	01:00	AM	Regular	▼	▼ Add	No Department	DPW- Highway Engineering	DPW- FW053 TROPICAL STORM OT
2.0000	03:00	AM	Regular	▼	▼ Add	No Department	DPW- Highway Engineering	DPW- FW650 VETERANS DRIVE (A3
2.0000	08:00	AM	Regular	▼	▼ Add	No Department	DPW- Highway Engineering	DPW- F6161 CLIFTON HILL (75-004)
2.0000	10:00	AM	Regular	▼	▼ Add	No Department	DPW- Highway Engineering	DPW- FW650 VETERANS DRIVE (A3
Tuesday 10/2/2018								
Save Hours	Start Time	Base Pay Code	Overtime Pay Code	Shift	Premium Pay Code	Department	Job	Task
8.0000	08:00	AM	Regular	▼	▼ Add	No Department	DPW- Highway Engineering	DPW- FW191 TROPICAL STORM OT
		AM	Regular	▼	▼ Add	No Department	No Job	▼
Wednesday 10/3/2018								
Save Hours	Start Time	Base Pay Code	Overtime Pay Code	Shift	Premium Pay Code	Department	Job	Task
8.0000	08:00	AM	Regular	▼	▼ Add	No Department	No Job	▼
Thursday 10/4/2018								
Save Hours	Start Time	Base Pay Code	Overtime Pay Code	Shift	Premium Pay Code	Department	Job	Task
8.0000	08:00	AM	Regular	▼	▼ Add	No Department	No Job	▼
Friday 10/5/2018								
Saturday 10/6/2018								
Sunday 10/7/2018								
Monday 10/8/2018								

Tree View Search X

- No Job
- L DPNR - Fish And Wildlife [4]
- L DPNR - Historic Preservation [5]
- L DPNR - Libraries [8]
- L DPNR - Permits [8]
- L DPW- Highway Engineering [17]
- L VIDE [1]

Next select down-arrow for **Task** column and select the appropriate project.

(100001) Status: Active Clear Filter Current Status: You are Clocked IN

ie, edit, or delete hours. When finished click the save button.

Overtime Pay Code Shift Premium Pay Code
 Hours Detail Job Task Notes

Sunday 9/30/2018 to Saturday 10/13/2018 Save

ne	Base Pay Code	Overtime Pay Code	Shift	Premium Pay Code	Department	Job	Task
ne	Base Pay Code	Overtime Pay Code	Shift	Premium Pay Code	Department	Job	Task
VM	Regular			Add	No Department	DPW- Highway Engineering	DPW- FW053 TROPICAL STORM OTTO (1)
VM	Regular			Add	No Department	DPW- Highway Engineering	DPW- FW650 VETERANS DRIVE (A34-1)
VM	Regular			Add	No Department	DPW- Highway Engineering	DPW- F6161 CLIFTON HILL (75-004)
VM	Regular			Add	No Department	DPW- Highway Engineering	DPW- FW650 VETERANS DRIVE (A34-1)
ne	Base Pay Code	Overtime Pay Code	Shift	Premium Pay Code	Department	Job	Task
VM	Regular			Add	No Department	DPW- Highway Engineering	DPW- FW191 TROPICAL STORM OTTO(10-004)
VM	Regular			Add	No Department	DPW- Highway Engineering	
118	Base Pay Code	Overtime Pay Code	Shift	Premium Pay Code	Department	Job	Task
VM	Regular			Add	No Department	No Job	
ne	Base Pay Code	Overtime Pay Code	Shift	Premium Pay Code	Department	Job	Task
VM	Regular			Add	No Department	No Job	
ne	Base Pay Code	Overtime Pay Code	Shift	Premium Pay Code	Department	Job	Task
ne	Base Pay Code	Overtime Pay Code	Shift	Premium Pay Code	Department	Job	Task
ne	Base Pay Code	Overtime Pay Code	Shift	Premium Pay Code	Department	Job	Task

Once you've completed assignment of hours to projects, click **Save** button.

Options

Start Time Overtime Pay Code Shift Premium Pay Code
 Department Hours Detail Job Task Notes

Hours Sunday 9/30/2018 to Saturday 10/13/2018 Save

Save Hours	Start Time	Base Pay Code	Overtime Pay Code	Shift	Premium Pay Code	Department	Job	Task
Sunday 9/30/2018								
Save Hours Start Time Base Pay Code Overtime Pay Code Shift Premium Pay Code Department Job Task								
Monday 10/1/2018								
Save Hours Start Time Base Pay Code Overtime Pay Code Shift Premium Pay Code Department Job Task								
2.0000	01:00	AM Regular			Add	No Department	DPW- Highway Engineering	DPW- FW053 TROPICAL STORM OTTO (1)
2.0000	03:00	AM Regular			Add	No Department	DPW- Highway Engineering	DPW- FW650 VETERANS DRIVE (A34-1)
2.0000	08:00	AM Regular			Add	No Department	DPW- Highway Engineering	DPW- F6161 CLIFTON HILL (75-004)
2.0000	10:00	AM Regular			Add	No Department	DPW- Highway Engineering	DPW- FW650 VETERANS DRIVE (A34-1)
Tuesday 10/2/2018								
Save Hours Start Time Base Pay Code Overtime Pay Code Shift Premium Pay Code Department Job Task								
4.0000	08:00	AM Regular			Add	No Department	DPW- Highway Engineering	DPW- FW191 TROPICAL STORM OTTO(10-004)
4.0000	01:00	AM Regular			Add	No Department	DPW- Highway Engineering	DPW-FU188 RTE 7025 BRIDGE REHA
Wednesday 10/3/2018								
Save Hours Start Time Base Pay Code Overtime Pay Code Shift Premium Pay Code Department Job Task								
3.0000	08:00	AM Regular			Add	No Department	DPW- Highway Engineering	DPW-FUMST MAINSTREET ENHANCE
2.0000	10:00	AM Regular			Add	No Department	DPW- Highway Engineering	DPW-FU189 RTE 64 BRIDGE REHA
3.0000	01:00	AM Regular			Add	No Department	DPW- Highway Engineering	DPW- FW948 PERMANENT REPAIR(3)
Thursday 10/4/2018								
Save Hours Start Time Base Pay Code Overtime Pay Code Shift Premium Pay Code Department Job Task								
4.0000	08:00	AM Regular			Add	No Department	DPW- Highway Engineering	DPW-FUMST MAINSTREET ENHANCE
2.0000	10:00	AM Regular			Add	No Department	DPW- Highway Engineering	DPW- FW948 PERMANENT REPAIR(3)
2.0000	01:00	AM Regular			Add	No Department	DPW- Highway Engineering	DPW-FU189 RTE 64 BRIDGE REHA
Friday 10/5/2018								
Save Hours Start Time Base Pay Code Overtime Pay Code Shift Premium Pay Code Department Job Task								
Saturday 10/6/2018								
Save Hours Start Time Base Pay Code Overtime Pay Code Shift Premium Pay Code Department Job Task								
Sunday 10/7/2018								
Save Hours Start Time Base Pay Code Overtime Pay Code Shift Premium Pay Code Department Job Task								
Monday 10/8/2018								