TimeForce II

Employee Kiosk Guide

Government of the United States Virgin Islands

STATS

Qqest Employer Services Inc.
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Chapter Overview

Logging into TimeForce II

**TimeForce II
Login Page**
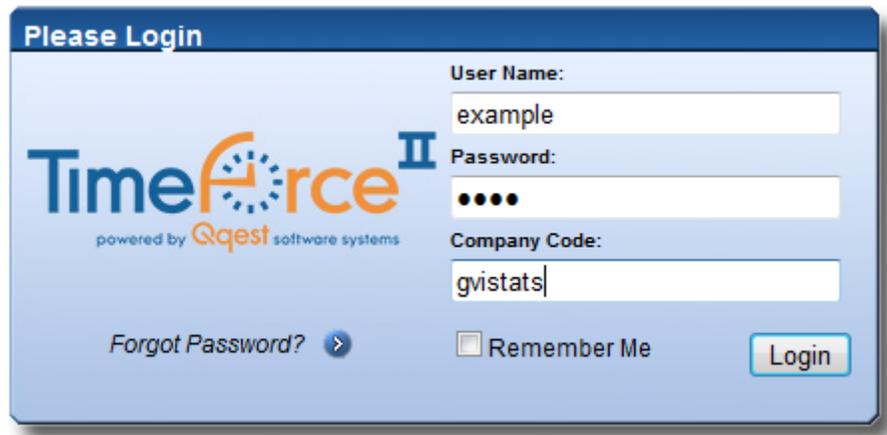
The TimeForce II system is a web-based time and attendance product. As it is web-based, all users access the program using a web browser on their computer. The TimeForce II system is compatible with the following web browsers:

- Internet Explorer 7.0 and above.
- Mozilla Firefox 2.0 and above.

The login URL for TimeForce II is https://gvistats.vi.gov/timeforceii/login.net .

All users will see the page shown in the example above and must provide the following information to log into TimeForce II:

- **User Name –** This is assigned to you by a system administrator within the TimeForce II system and is unique to you and will be in the format of your first initial and last name put together. For example if your name is John Doe, your user name will be JDoe.
- **Password –** This is also assigned to you by a system administrator but can be updated by you at any point when you are logged into the TimeForce II system by going to the Preferences link. Please see the preferences section later in this guide for details.
- **Company Code –** This is the company code that you are logging into TimeForce II with. The company code for everyone is GVISTATS.

Of these pieces of data, only the password is case sensitive and must be the same every time.

The [Remember Me] option on the page is used to have the web browser keep the User Name and Company Code from the last user in memory. That means that if you are using a computer that only you use, you can check this checkbox and the User Name and Company Code will automatically fill in for you each time you go to the login page.

The [Forgot Password?] link is used to have the TimeForce II system email your Password to you in case you do not remember it. If that doesn't work, you also can contact a company administrator to reset your Password.

The [Login] button is used to log into TimeForce II once all of the required information has been entered.

Employee Kiosk

Shown above is an example of the employee kiosk view. Using this interface, you will note that all of the different areas that an employee can view or use are listed on the left hand side of the screen. Below is a description of what each section is used for.

View Time Card

Previous Pay Period		Sunday 10/9/2011 to Saturday 10/22/2011													Next Pay Period		
Overtime Week	Sun 9	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22			
In		8:00 AM •	8:00 AM •	8:00 AM •	8:00 AM •	8:00 AM •											
Out		12:00 PM •	5:00 PM •	5:00 PM •	5:00 PM •	5:00 PM •											
In		1:00 PM • *															
Out		5:00 PM •															
⊗		Accumulated Hours													Total Paid	Total Unpaid	Total Hours
Total Hours	0.00	8.00	9.00	9.00	9.00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			44.00
Pay Codes																	
REG		8.00	9.00	9.00	9.00	9.00									44.00		
Grand Totals															44.00	0.00	44.00

Any punches made at a clock appear in the In/Out lines section of the time card. As you can see in the above example, all of the punches have a symbol next to them. These symbols indicate that the punches were entered manually (solid circle), or edited (asterisk). Typically, punches from a clock do not have these symbols next to them.

Once you have a minimum of two punches on a given day, you will see hours appear under the Total Hours section. In the example, we can see the employee has regular hours for Monday through Friday.

To view the previous or next pay period, you can click on the [Previous Pay Period] or [Next Pay Period] buttons.

The [Overtime Week] button is used to view the time card in a weekly format instead of the pay period format.

Note: The hours breakdown on the right hand side of the time card view may change depending on the view you are using.

View Schedule

To view your schedule, you must first click on the [View Schedule] button with the mouse. The example above shows that the employee has a schedule starting at 8 am going to 5 pm Monday through Friday.

To view the schedule for a previous week or for the next week, click on the [Previous Week] or [Next Week] button.

View Accrual Balances

To view the current balances for your own accruals, click on the [View Accrual Balances] button to view the accrual balances page.

Request Time Off

Employee, Example

Time Off Requests	
Absence Name	**Balance**
Bereavement Leave	N/A
Excused Unpaid Absence	N/A
FMLA	N/A
Jury Duty	N/A
Sick	N/A
Standard Annual Leave	**25.00**
Unexcused Unpaid Absence	N/A
Vacation	N/A

Click on an Absence Policy then click Request Absence.

[Request Absence]

The TimeForce II allows you to input requests for time off electronically via the employee kiosk interface.

Step	Action
1	To begin the absence request process, click on the [**Request Time Off**] button.
2	Using your mouse, click on the name of the absence type you are requesting to use. The absence name will highlight in blue as shown above.
3	Click on the [Request Absence] button to continue to the next step.

Employee, Example

Time Off Requests

Hours		(Decimal Hours)

Enter the number of absence hours per day and click submit.

1	2	3
4	5	6
7	8	9
CLR	0	.

Submit

Sample Conversions

.25 = 15 Minutes
.50 = 30 Minutes
.75 = 45 Minutes

Step	Action
4	Input the number of hours you wish to request (per day) for the absence type selected in step 2. This number must be entered in a decimal format.
5	Click on the Submit button to continue to the next step.

Employee, Example

Time Off Requests

< Last		October 2011			Next >	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Clear

Submit

Legend

Pending
Approved
Denied

Step	Action
6	Using the calendar, click on the date that you wish to request off with the mouse. You will see the date you selected turn a different color. You can also select multiple days, if you wish.
7	Click on the Submit button to submit the absence request.

Approve Time Card

Once the time card has all of the correct punch and absence data showing, you can click on the

 button with the mouse to approve your time card for payroll. It is usually best to wait until the first day of the next pay period to give your supervisor the opportunity to fix any issues with your time card. Once you have approved your time card, the button will turn grey.

Preferences

The Preferences page can be reached by clicking on the button. This page shows data on your preferences within the TimeForce II system.

Role	This is the name of the security role to which your login is assigned.
User	This displays the username of the current user.
Password	Allows the current user to change their password.
Confirm Password	Allows the current user to confirm their password change.
Culture	This setting determines the language and other regional settings for this user.
	The TimeForce II system currently supports the following languages: • English • Spanish • French
Last Logged In	This shows the last time the current user logged into the TimeForce II system.
Hours Format	This setting modifies the TimeForce II system to displaying hours in either Decimal Format (15.50 hours) or Hours and Minutes Format (15:30 hours).
Decimal Places	This setting specifies how many decimal places TimeForce II will display throughout the system.
	Note: The TimeForce II system does not feature any sort of automatic logout if the user is inactive. It is highly recommended that all users logout when finished or lock their computers when not in use to prevent accidental data exposure to unauthorized parties.