TimeForce II

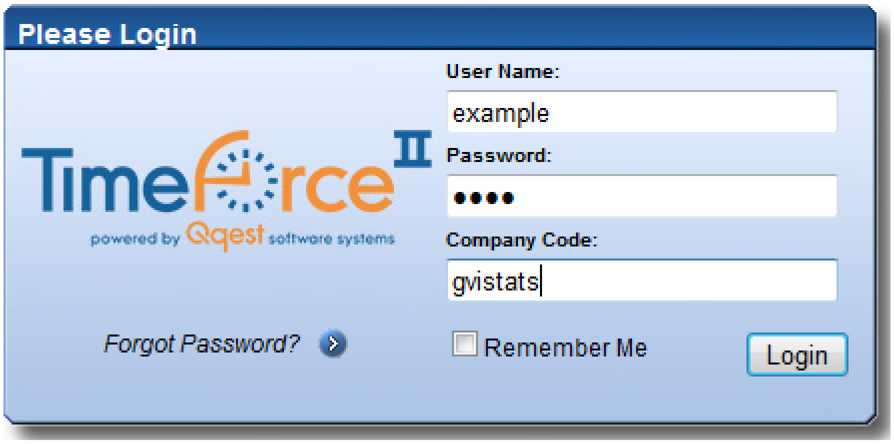
Supervisor User Guide

Table of Contents

Time Card
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:

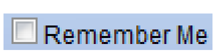
- Internet Explorer 7.0 and above.
- Mozilla Firefox 2.0 and above.

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

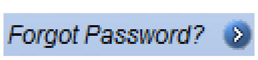
All users will see the page shown in the example above and must provide the following information to log into TimeForce II:

- **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.

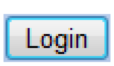
Of these pieces of data, only the Password is case-sensitive and must be the same every time.

The 

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, the User Name and Company Code will automatically fill in each time you go to the login page.

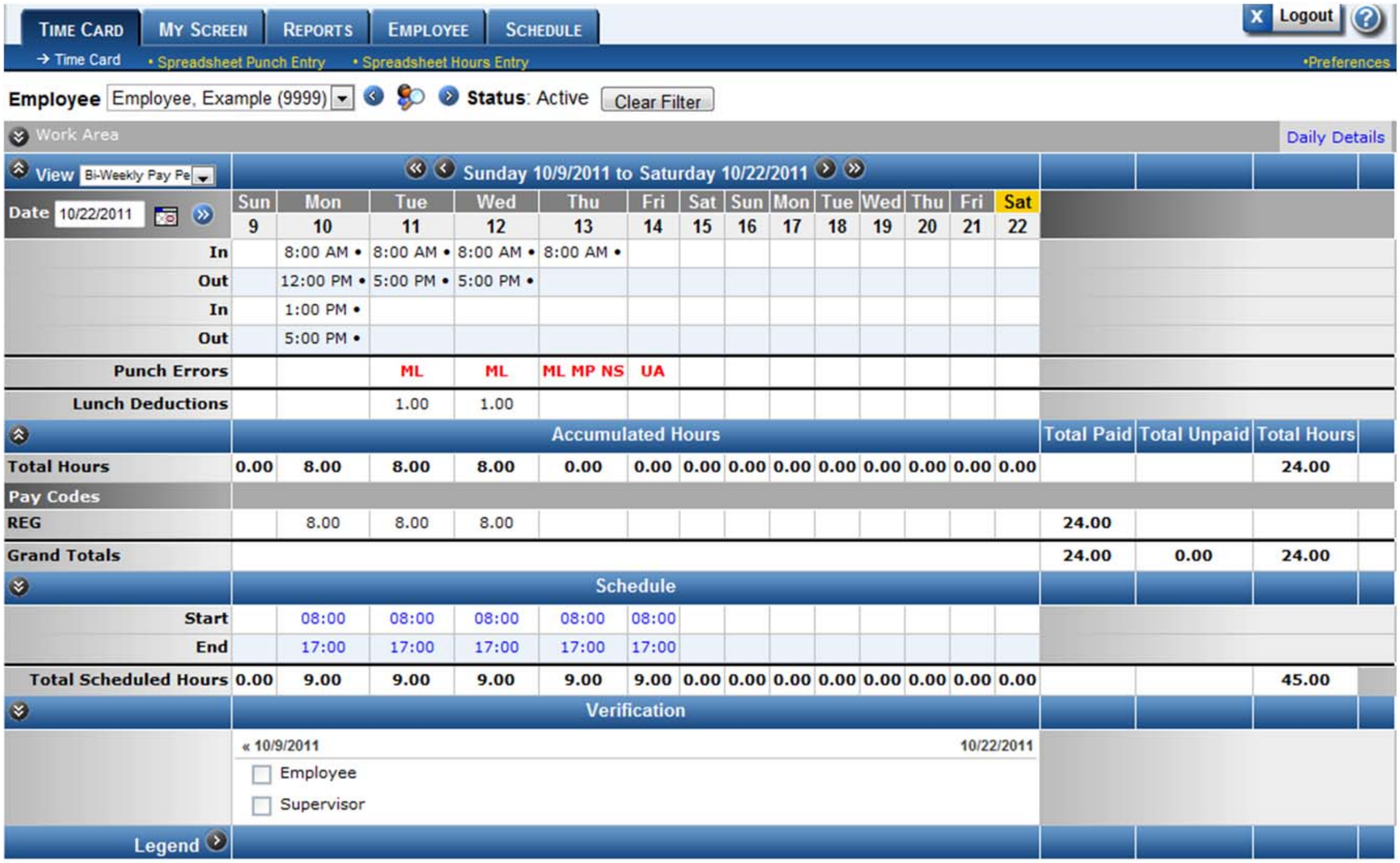
The 

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 

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

The Time Card



This is an example of the time card view for supervisors. From this interface, you can view employee time card data, update employee time card data, view time card exceptions, verify the time card as a supervisor, and view the employee's schedule.

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). Typical punches from a clock do not have these symbols next to them. To see a full list of all time card symbols and their meanings, click on the Legend link with your mouse.

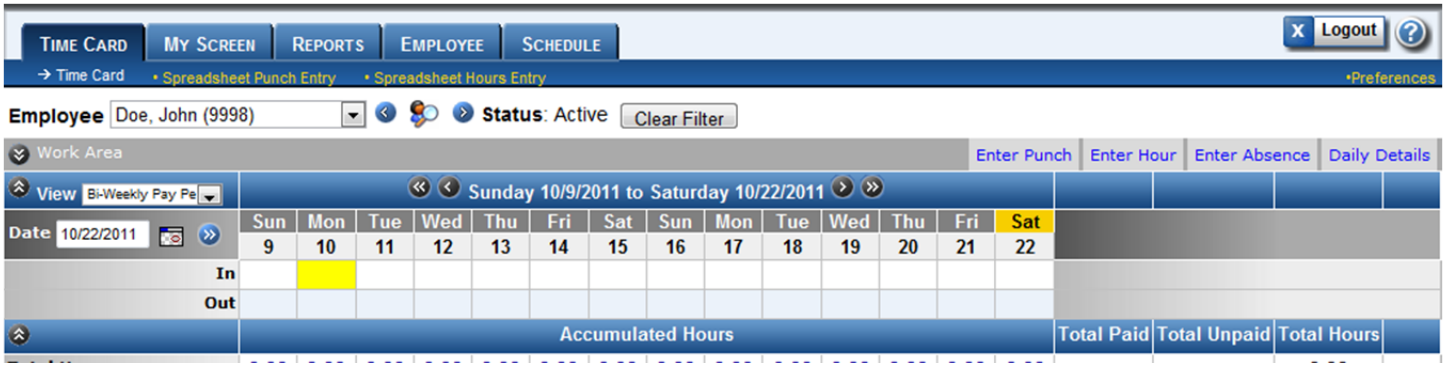
Once you have a minimum of two punches for the day, you will see hours appear under the Total Hours section. In the example above, we can see the employee has hours on Monday through Wednesday.

To view another time card, use the mouse to select another employee on the Employee drop-down list at the top left. You can also click on the left and right arrows to the immediate right of the drop-down list to go to the previous or next Employee in the list.

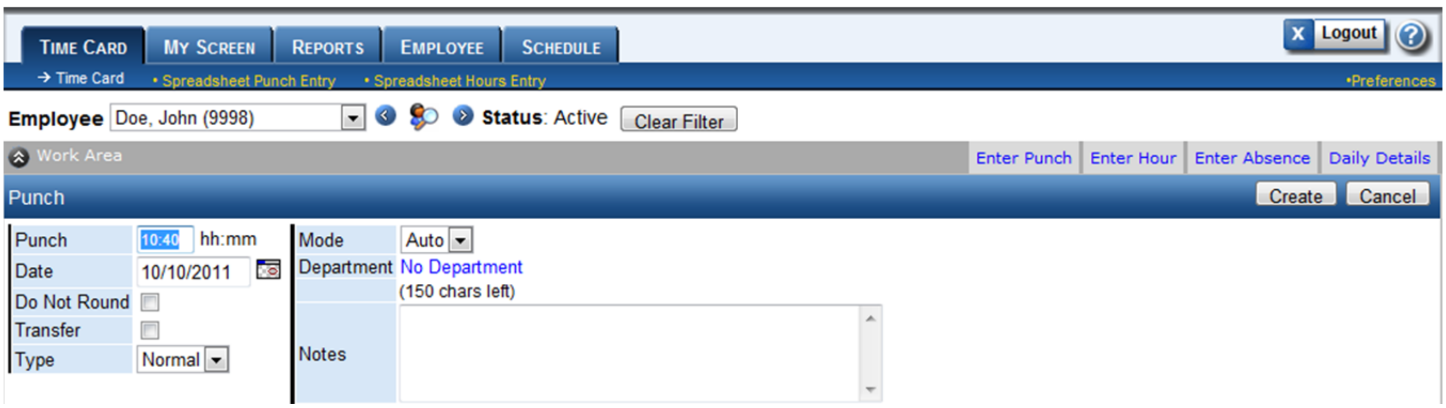
To verify the time card as a supervisor, use your mouse and click on the Supervisor verification box for the pay period in the Verification section.

Once you have done this correctly, a ✓ will appear in the box.

Add Time Card Punches



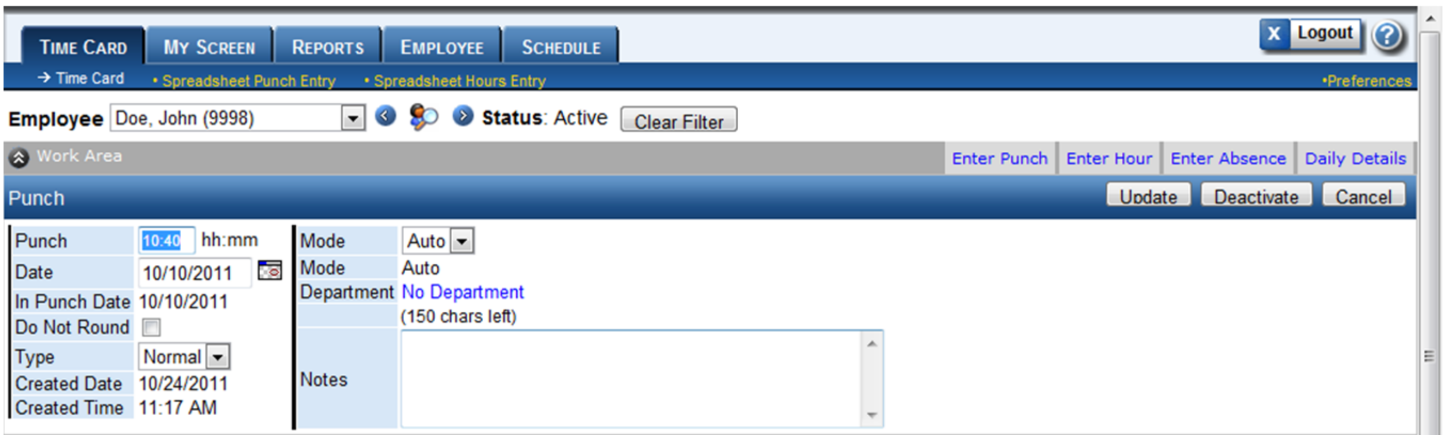
As a supervisor, you can access both your own time card and the time card of any employee that you have access in TimeForce II to manage. However, you do not have the ability to add, edit, or delete punches from your own time card, but you do have that ability on the time card of any employee that you manage. As you can see in the example above, we are looking at the time card of John Doe, and the In box for the date of October 10th is highlighted. The box is highlighted because you as a supervisor have the ability to add or edit punches on this time card.



Step	Action
1	There are two ways to add punches to a time card for an employee: • Using the mouse, click on any open punch box on the time card for the day you wish to add the punch. • Click on the Enter Punch link on the time card Either way, the punch entry work area (pictured above) will open.
2	Enter the time for the punch in military time.
3	Enter the date for the punch.
4	Click on the “Do Not Round” checkbox if you do not want the TimeForce II system to round this punch.
5	Specify if this punch is a department transfer punch.
6	Select the “Type” for the punch. The options are: • Normal • Break • Lunch

7	Select the “Mode” for the punch. The options are: • In • Out • Auto
8	Specify the department you want attached to this punch by clicking on the blue link next to the “Department” section. The TimeForce II system will automatically assume the employee’s default department if specified.
9	Enter any notes you want to attach to the punch in the “Notes” field.
10	Click on the Create button when finished.

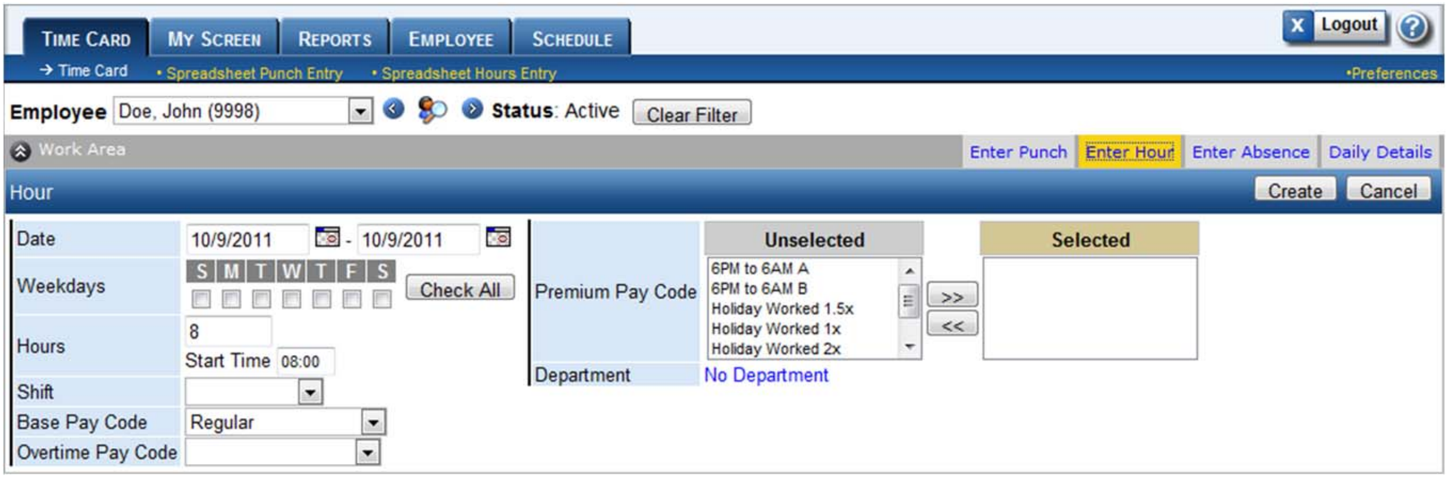
Edit/Deactivate Punches



Step	**Action**
1	To edit an existing punch, click on the punch with your mouse. The punch edit work area (pictured above) will open.
2	Enter the time for the punch in military time.
3	Enter the date for the punch.
4	Click on the “Do Not Round” checkbox if you do not want the TimeForce II system to round this punch.
5	Select the “Type” for the punch. The options are: • Normal • Break • Lunch
6	Select the “Mode” for the punch. The options are: • In • Out • Auto
7	Specify the department you want attached to this punch by clicking on the blue link next to the “Department” section. The TimeForce II system will automatically assume the employee’s default department if any.
8	Enter any notes you want to attach to the punch in the “Notes” field.
9	Click on the Update button when finished.

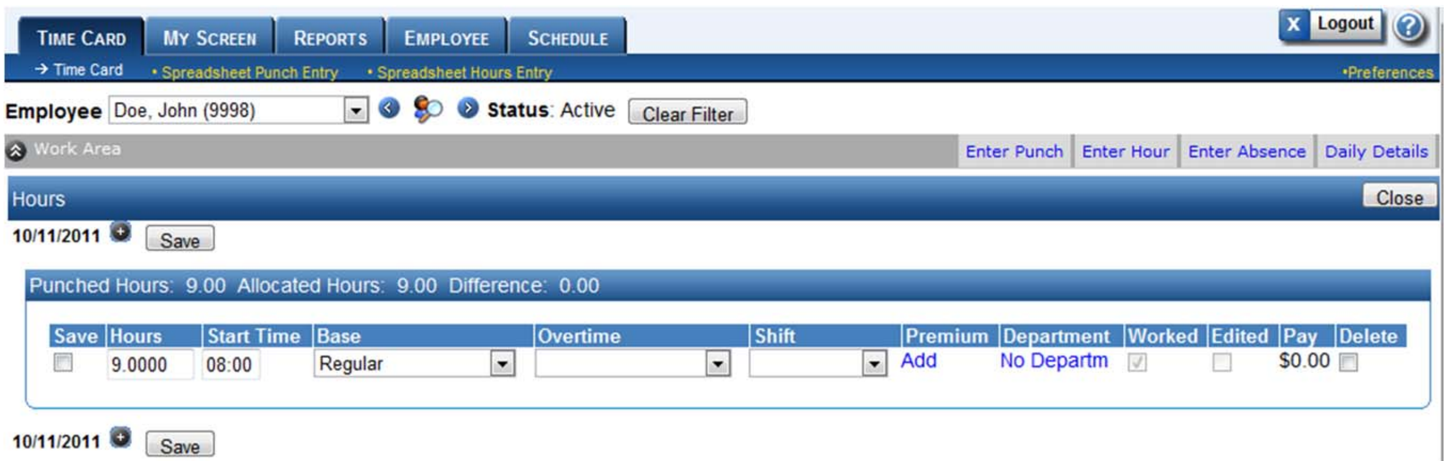
	Note: To deactivate a punch, click on the Deactivate button. All punches that are deactivated are no longer used for calculating hours and can be viewed under the Daily Details section of the time card.

Enter Hours



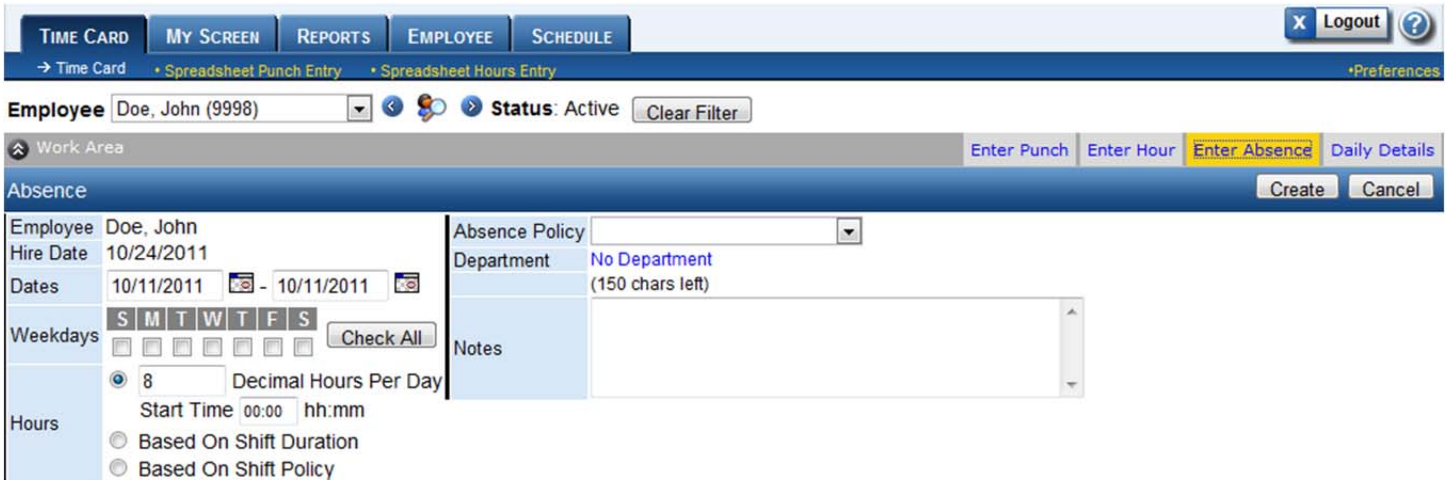
Step	**Action**
1	Click on the Enter Hour link on the time card.
2	Enter the date or date range you wish to create hours for using the date fields.
3	Enter the day or days of the week that you wish to use for your hours creation.
4	Enter the number of hours you wish to create.
5	Enter the start time for the hour block that you are creating. It is recommended that you do not overlap hour blocks or an hour block with an absence.
6	Select a Shift Policy to apply to the hour block.
7	Select the base pay code you wish to attach to the hour record.
8	Select the overtime pay code you wish to attach to the hour record, if any.
9	Select the premium pay code or codes that you wish to attach to the hour record by selecting the premiums with the mouse and using the >> button to move the selected premium pay codes from the left column to the right column.
10	Select the department that you wish to attach to the hour record by clicking on the No Department link and selecting the department with you mouse.
11	Click on the Create button to save the hour record.

Edit/Delete Hours



Step	**Action**
1	Click on the total hours link on the time card.
2	Edit the information that you wish to change on the hour record.
3	Click on the Save button to save the hour record.
Note	To delete the hour record, click on the “Delete” check box and then click on the Save button.

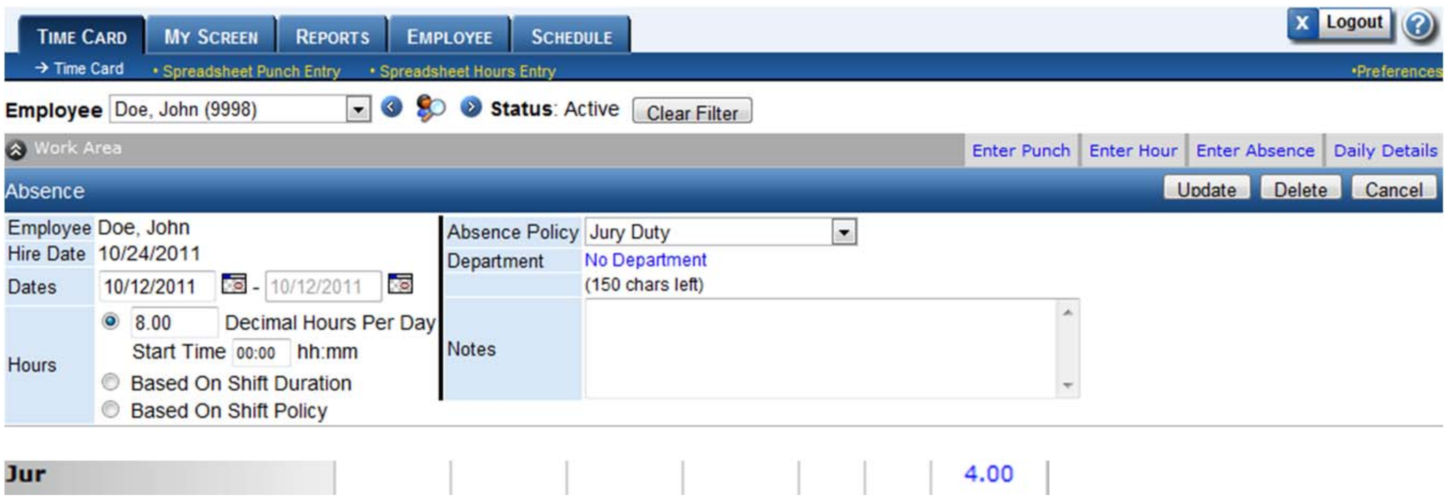
Add Absence



Step	Action
1	Click on the Enter Absence link on the time card.
2	Enter the date or dates that you want to create an absence on.
3	Using the mouse, check the days of the week that you want the absences to be entered for the date range entered in step 2.
4	Enter the number of hours for the absence. There are 3 options for this setting: • Number of Hours o Specifies the number of hours for the absence/absences. • Based on Shift Duration o This is based on the scheduled shift duration for the employee for that day. • Based on Shift Policy o This is based on the Absence Hours setting on the Shift Rule that is attached to the schedule for the day.
	**Note:** The options for Shift Duration and Shift Policy require that the employee be scheduled on the day for the absence to use the correct number of hours.
5	Select the absence policy to be used for the absence by using the “Absence Policy” drop down menu.
6	Specify if you want to attach a department to this absence by using the No Department link.
	**Note:** If the option for the department is not used, the TimeForce II system will automatically assume the employees default department if specified by their employee profile.
7	Enter any notes that you want to attach to the absence in the “Notes” field.
8	Click on the Create button.

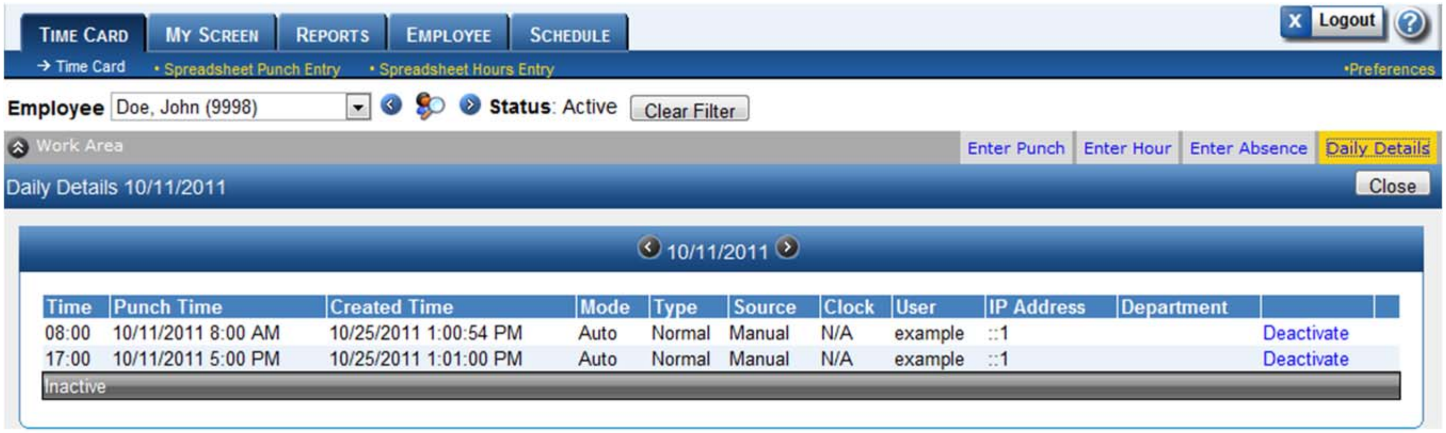
Once created, the absence will appear on its own line on the time card similar to the example below.

Edit/Delete Absence



Step	Action
1	Click on the absence hour entry for the absence on the time card (the 4.00 in blue above this table).
2	Enter the date or dates that you want to create an absence on.
3	Using the mouse, check the days of the week that you want the absences to be entered for the date range entered in step 2.
4	Enter the number of hours for the absence. There are 3 options for this setting: • Number of Hours o Specifies the number of hours for the absence/absences. • Based on Shift Duration o This is based on the scheduled shift duration for the employee for that day. • Based on Shift Policy o This is based on the Absence Hours setting on the Shift Rule that is attached to the schedule for the day.
	Note: The options for Shift Duration and Shift Policy require that the employee be scheduled on the day for the absence to use the correct number of hours.
5	Select the absence policy to be used for the absence by using the “Absence Policy” drop down menu.
6	Specify if you want to attach a department to this absence by using the No Department link.
	Note: If the option for the department is not used, the TimeForce II system will automatically assume the employees default department if specified by their employee profile.
8	Enter any notes that you want to attach to the absence in the “Notes” field.
10	Click on the Update button.
	Note: To delete an absence, open it up as instructed above and click on the Delete button.

Daily Details

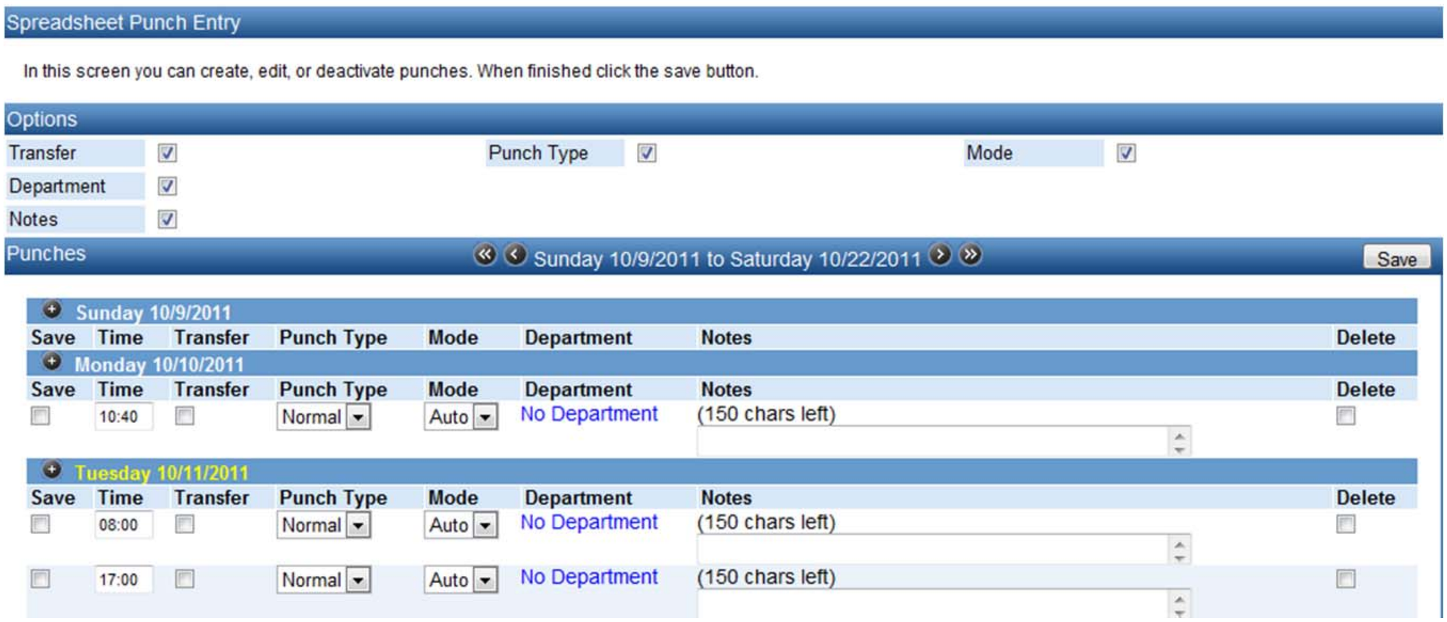


The Daily Details page is used to view detailed information about all of the punches that have been entered on the day in the time card.

The following table contains the definitions for all of the data options shown in the Daily Details section.

Data Name	Data Description
Time	Time that the punch is currently set to.
Punch Time	Detailed time with date information included.
Created Time	Date and time that punch was created.
Mode	The Mode type used for the punch.
Type	The punch type used for the punch.
Source	The source used for the punch creation.
Clock	The id number of the clock that this punch was created at if applicable.
User	The user id that created or downloaded the punch.
IP Address	The IP address of the terminal that was used to create the punch.
Department	The department attached to the punch.
Deactivate	Used to deactivate the punch from the time card.
Activate	Used to reactivate a punch to the time card.
X	Used to delete an inactive punch from the TimeForce II system.

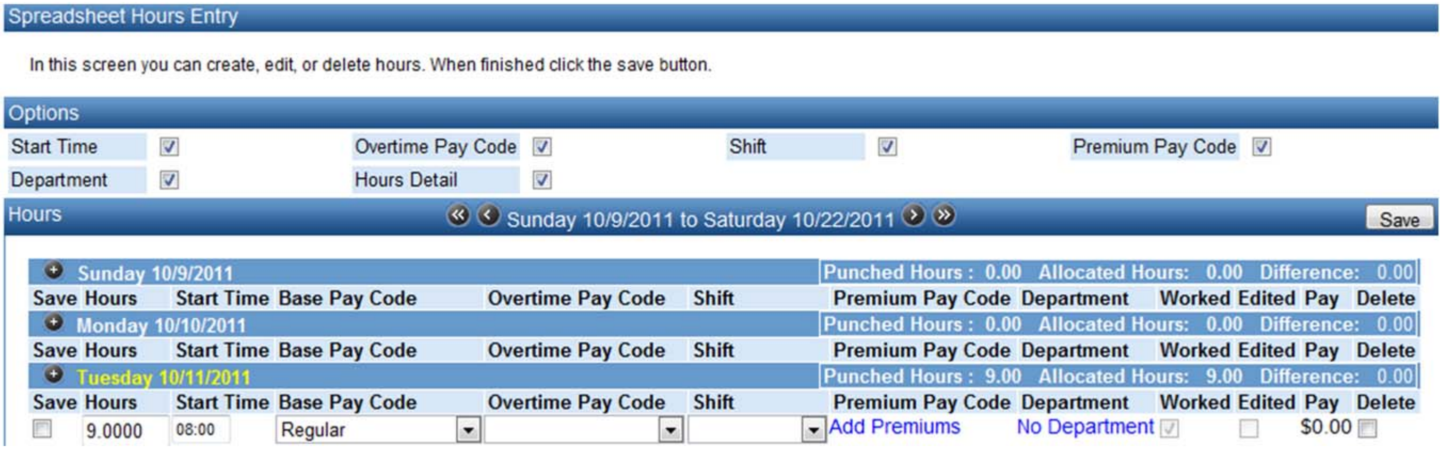
Spreadsheet Punch Entry



The Spreadsheet Punch Entry page is used to enter or edit more than one punch at the same time for any day on the time card.

Step	**Action**
1	Click on the button next to the date that you want to add a punch. Each time you click on the button, an additional punch line is displayed.
2	Enter the time for the punches lines you wish to use.
3	Specify if any of the punches are transfers.
4	Select the punch type by using the “Punch Type” drop down menu.
5	Select the mode by using the “Mode” drop down menu.
6	Specify if you want to attach a department to the punch by using the No Department link.
	Note: If the option for the department is not used, the TimeForce II system will automatically assume the employees default department if specified by their employee profile.
7	Enter any notes that you want attached to the punch in the “Notes” field.
8	Click on the Save button.

Spreadsheet Hours Entry



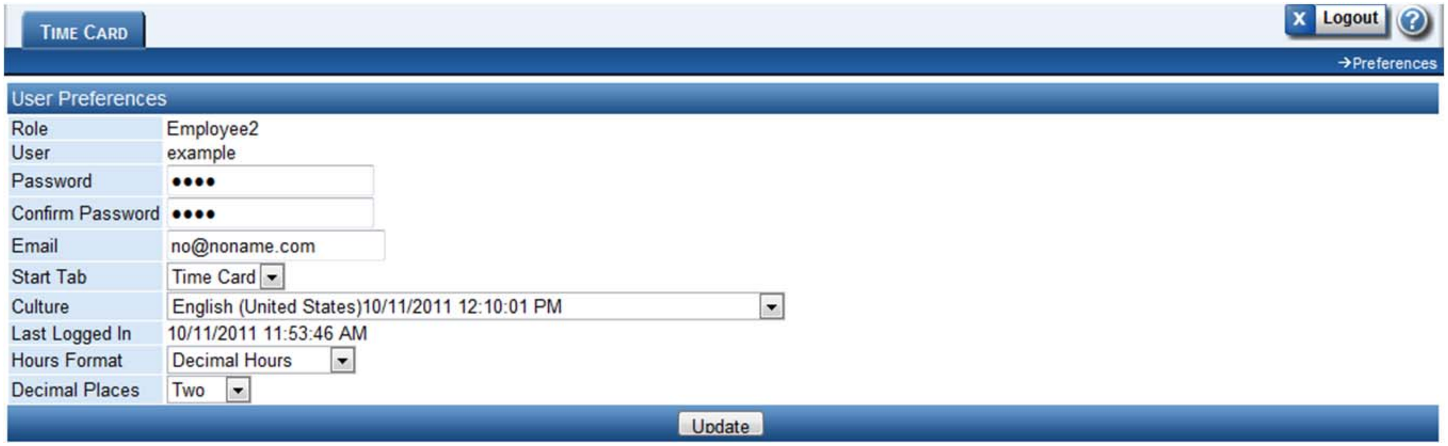
The Spreadsheet Hours Entry page is used to enter/edit blocks of hours for any date on the time card. This is helpful for employees that input an hour allocation at the end of the day.

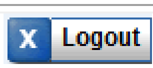
Step	Action
1	Click on the button next to the date that you want to add the hour record. Each time you click on the button, an additional hour block line is displayed.
2	Enter the number of hours for each of the hour blocks.
3	Enter the start time for each hour block.
4	Select the base pay code to be used for the hour blocks.
5	Select the overtime pay code to be used for the hour blocks.
6	Specify the shift that you want applied to the hour block.
7	Specify if the shift is to have a premium pay code attached by clicking on the Add Premiums link.
8	Specify if you want to attach a department to the hour block by using the No Department link.
	Note: If the options for the department, job, and task are not used, the TimeForce II system will automatically assume the employees default department, job, and task if specified by their employee profile.
9	Click on the Save button.

Preferences

The Preferences page can be reached by clicking on the 

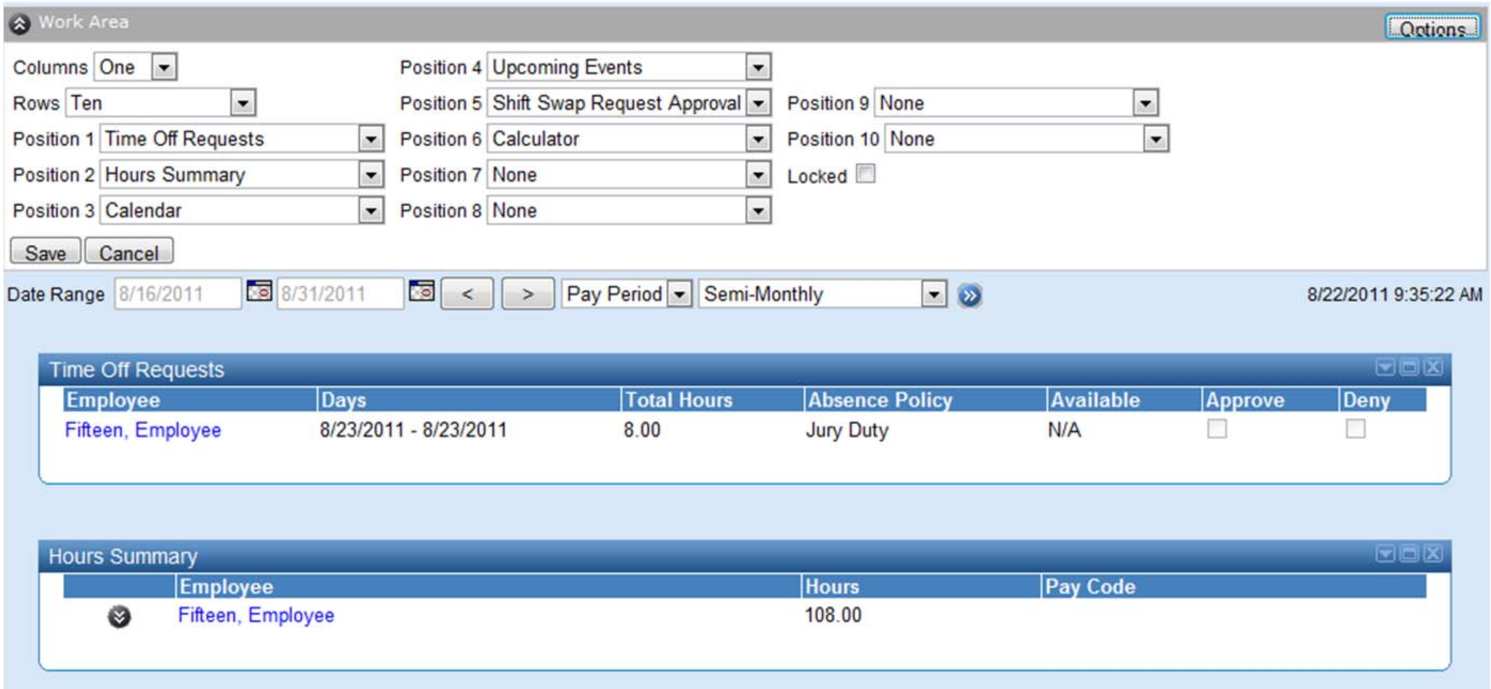
link on the time card. This page shows data on your preferences within the TimeForce II system.



Role	This is the name of the security role to which the current user 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.
Email	The email address of the current user.
Start Tab	This setting determines the page that the user is taken to in the TimeForce II system upon login. The options are: • Time Card
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.
	The  button is used to open the TimeForce II intergrated help system. This launches a separate web browser window and shows help content for the current TimeForce II page being viewed.
	The  button is used to log out of the TimeForce II system.
	**<u>Note:</u>** 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.

My Screen
Chapter Overview

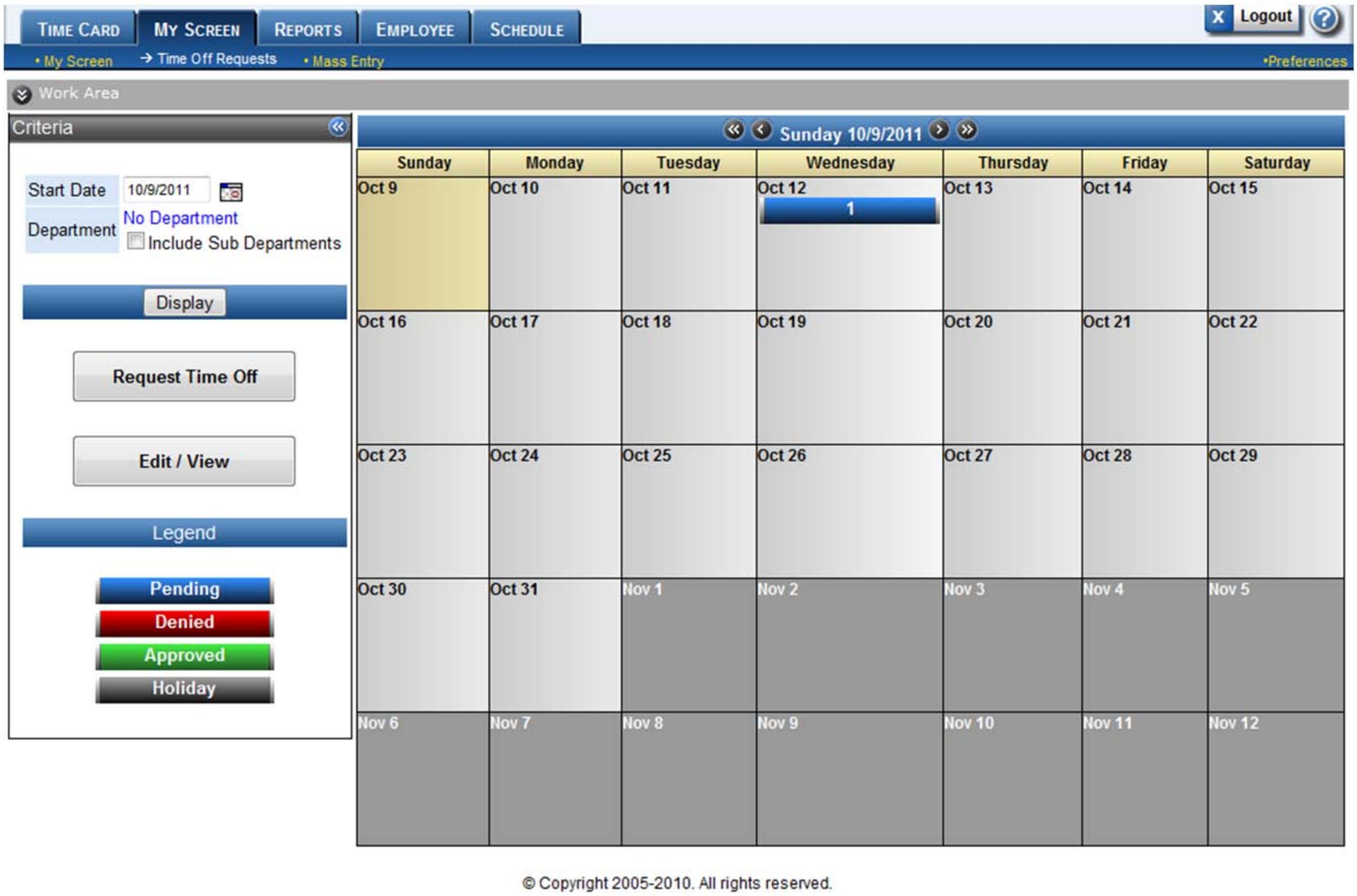
My Screen



The My Screen page is used by all users in the TimeForce II system. This page is a resource that shows data from different sections of the TimeForce II system and displays it all in one screen. The available options are:

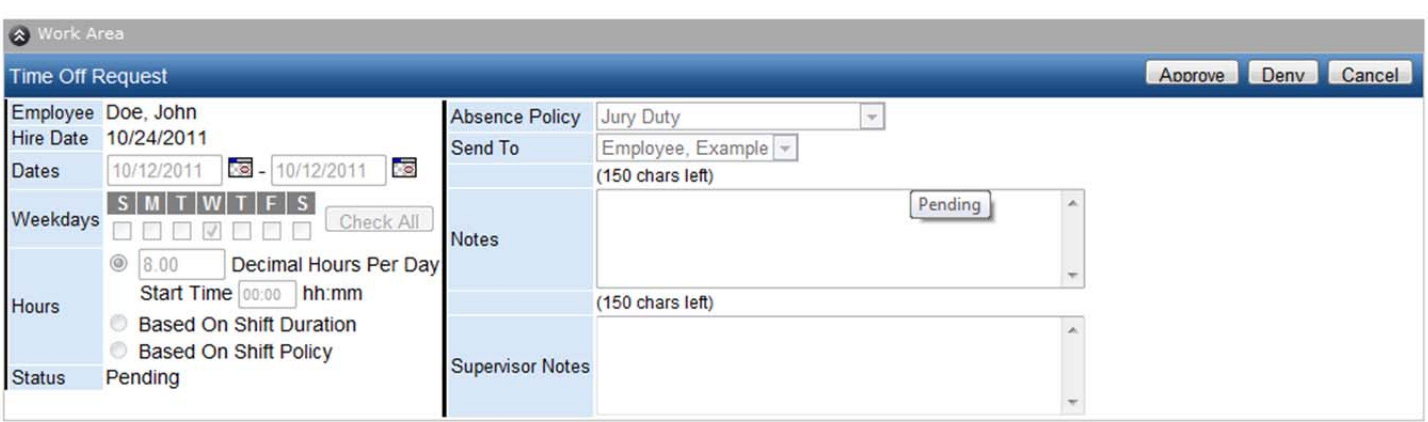
Option Name	**Option Details**
Time Off Requests	Displays all time off requests and shows current approval status.
Unapproved Errors	Displays information about time card errors.
Hours Summary	Displays information about the worked hours on the time card.
Calendar	Displays information about schedule and days off.
Calculator	Used to convert hours from Decimal Hours to Hours and Minutes format and vice versa.
Approaching Threshold	Displays all employees that have more worked hours than the specified number in the time frame.
Upcoming Events	Displays information about upcoming events: Birthdays, Incident Follow-up, Scheduled Review, and Certification Expiration.
Shift Swap Request Approval	Displays information about any shift swap requests and the current approval status.

Approving Time Off Requests



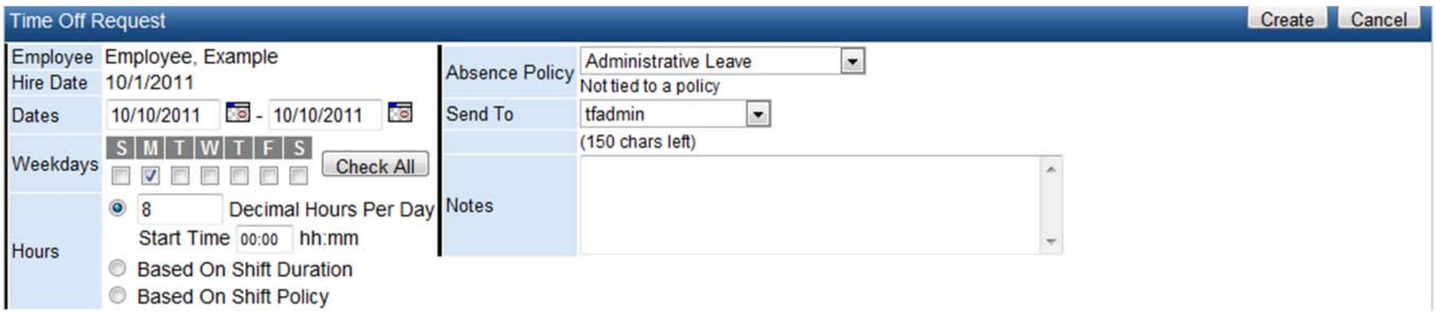
The Time off Requests page is used to submit a request for time off to a supervisor electronically. Once the request has been sent, the employee can view the current status from here as the request will display on the calendar and will be color coded according to its current approval status.

To view the details of time off request, click on the request on the calendar (shown as the absence request in blue on October 12th) with you mouse.



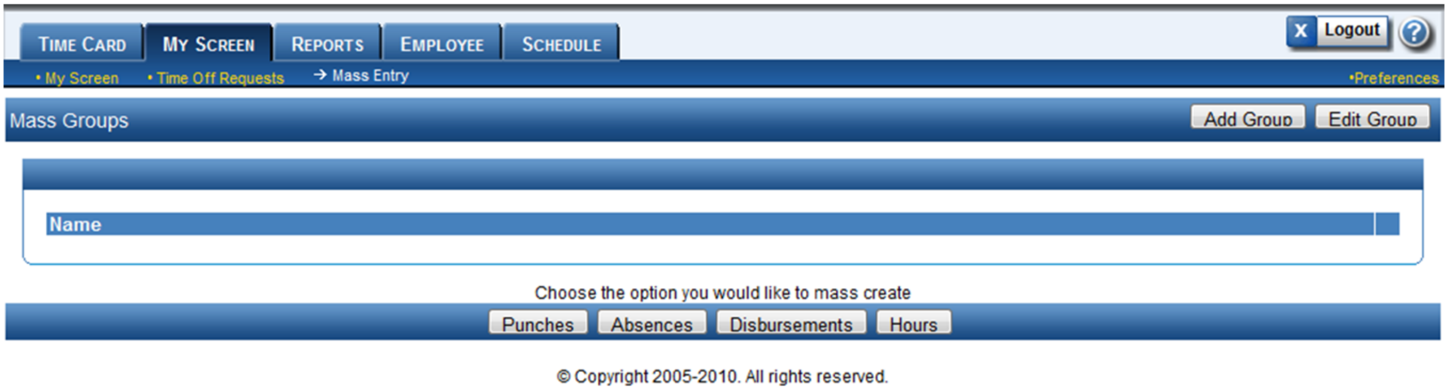
To approve or deny the absence request, click on the Approve or Deny button. To leave the absence request as pending, click on the Cancel.

Create Time Off Request



Step	Action
1	Click on the **Request Time Off** button on the My Screen.
2	Enter the date or dates that you want to create an absence on.
3	Using the mouse, check the days of the week that you want the absences to be entered for the date range entered in step 2.
4	Enter the number of hours for the absence. There are 3 options for this setting: • Number of Hours o Specifies the number of hours for the absence/absences. • Based on Shift Duration o This is based on the scheduled shift duration for the employee for that day. • Based on Shift Policy o This is based on the Absence Hours setting on the Shift Rule that is attached to the schedule for the day.
	Note: The options for Shift Duration and Shift Policy require that the employee be scheduled on the day for the absence to use the correct number of hours.
5	Select the absence policy to be used for the absence by using the “Absence Policy” drop down menu.
6	Select the supervisor or administrator you want to send the absence request to in the “Send To” drop down menu.
7	Enter any notes that you want to attach to the absence in the “Notes” field.
8	Click on the Create button.

Mass Entry

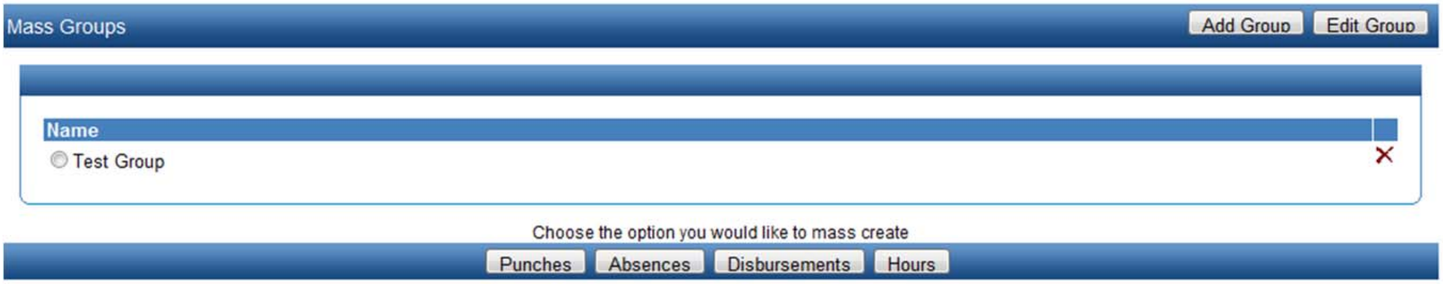


The Mass Entry page can be used to enter data on multiple employees simultaneously. Before the Mass Entry utility can be used, you must click on the Add Group button to create an employee group.

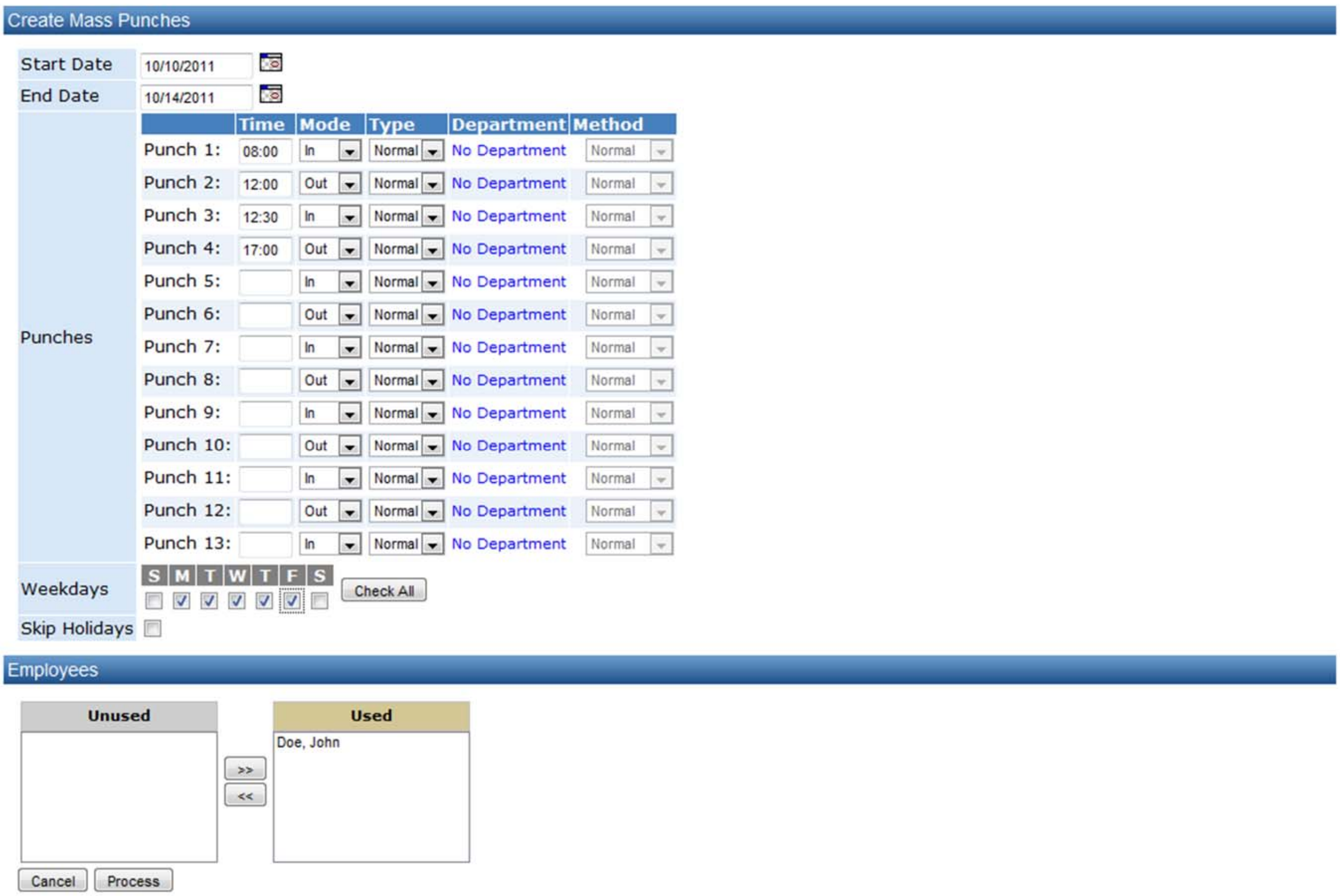
Create Employee Group

Step	Action
1	Name the employee group in the “Name” field.
2	Using the mouse, select the employees that you want to include in this group and move them from the left column to the right column by clicking on the >> button.
3	Click on the Create button when finished to save the group.

Create Data with Mass Entry



Now that there is an employee group, click on the radio button next to the group you want to use with the mouse, then click on the option button that you wish to create data for. Below is an example of inputting mass punches using Mass Entry.



Step	**Action**
1	Enter the start date and end date to create the window in which you want to create the data selected.
2	Enter the punch data that you want to create for this mass entry (punch time, mode, type, and department).
3	Select the days of the week you want to create the punch within the date range input in step 1.
4	If you want the mass entry to skip any holidays, click on the “Skip Holidays” check box.

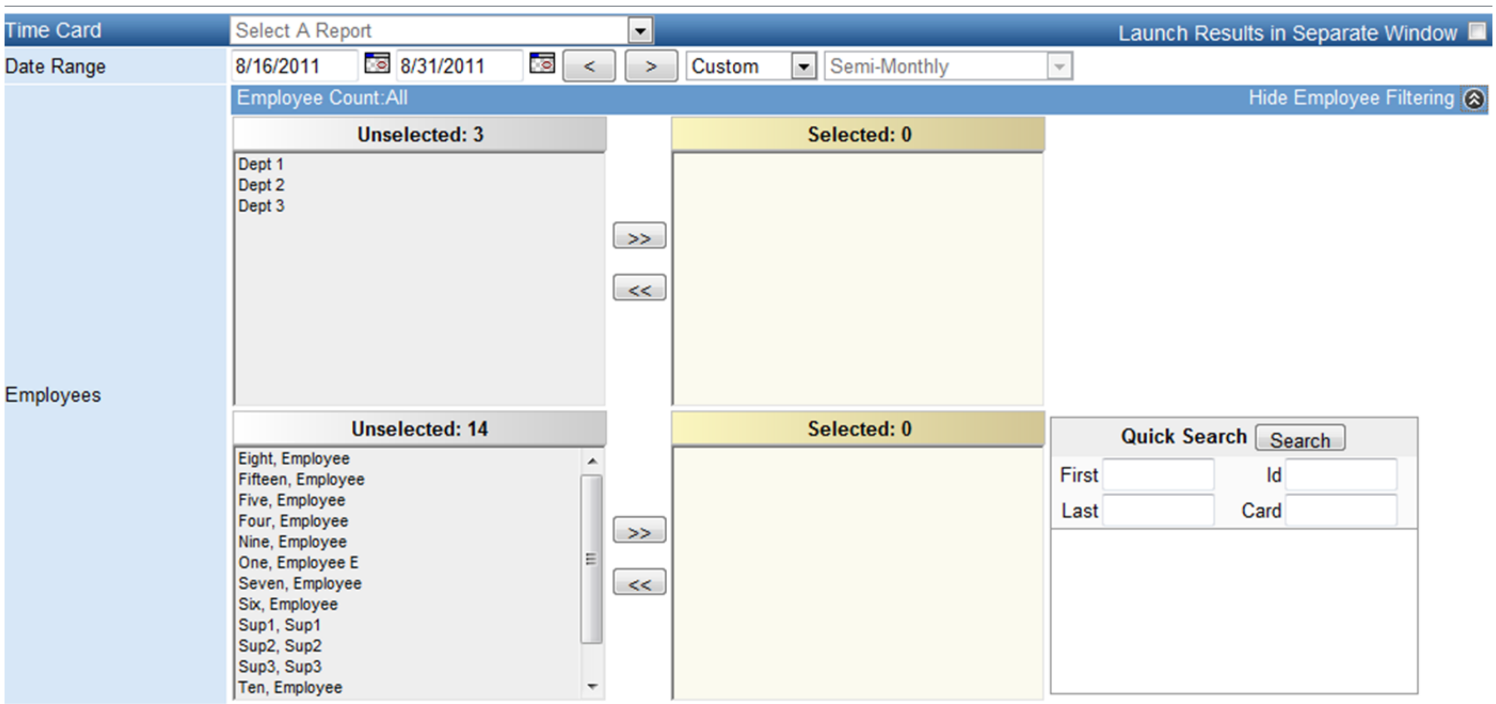
5	Click on the Process button to process the mass entry data you specified.

Reports Tab
Chapter Overview

Configure and Run a Report

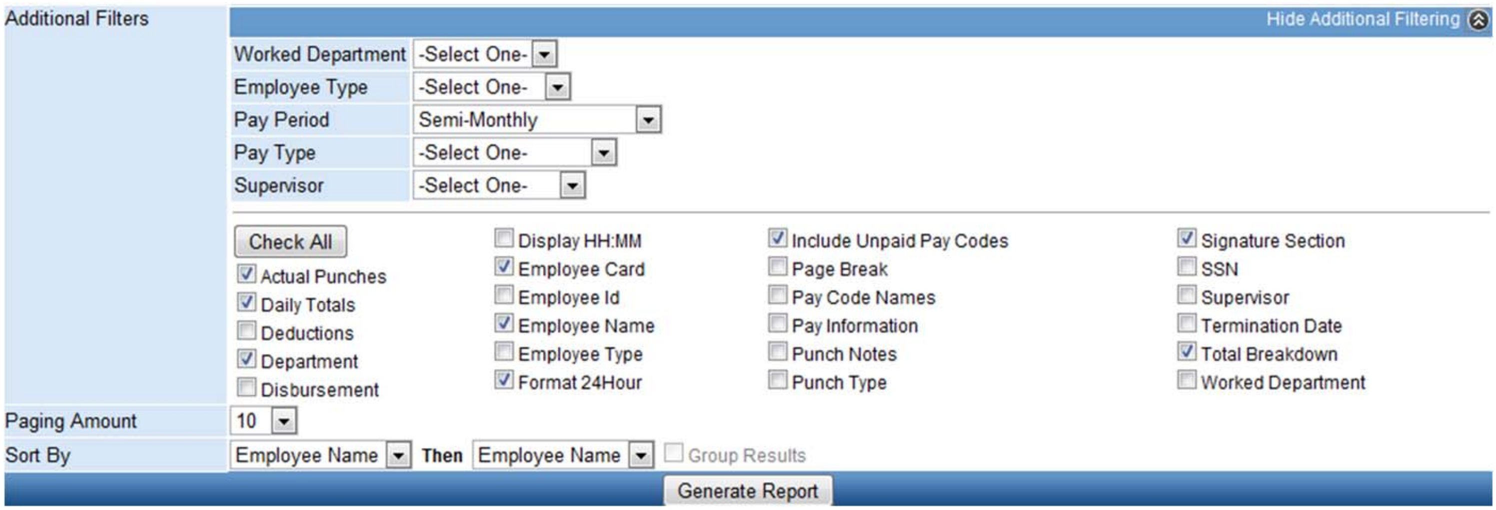
In this example, we are running the Time Card report found under the Time section.

	<u>Note:</u> Not all of the options used in the following examples apply to all reports in the TimeForce II system. This is a step by step walk through on how to run a TimeForce II report.



<u>Step</u>	**<u>Action</u>**
1	Specify the date range that you want to run the report for. There is a drop down menu that has different time interval options. The options are: • Custom – Specify the beginning and end dates for the report. • Pay Period • One Day • Seven Day • Month With the other time interval options, you can use the < > buttons to move that interval forward or backword after you specify the starting date in the date range field.
2	Click on the Show Employee Filtering button to open the department/employee filtering section.
3	Hold down the [CTRL] key on your keyboard and using the mouse, select the department or departments that you want to report on.
4	, to the right hand column. This will automatically select any employee with the departments selects as their home department.
5	Hold down the [CTRL] key on your keyboard and using the mouse, select the employees that you don't want to report on.
6	Click on the << button to move the employees from the right hand column to the left hand column.

7	Click on the Hide Employee Filtering button to hide the department/employee filtering section.
8	Click on the Show Additional Filtering button to open the report parameter section.



Step	Action
9	Select the filter you want to apply to the report using the mouse. The filters are: • Worked Department – Shows hours worked the employee only in this specific department. • Employee Type (Full Time, Part Time) • Pay Period – Show only the employees assigned to this specific pay period. • Pay Type – (Hourly, Salary Exempt) • Supervisor – Only show employees with the specific supervisor.
10	Select the parameters you want the report to show. These in the bottom section of the additional filters section.
11	The paging amount option tells the TimeForce II system how many employees to put on a page. It is recommended that you use all and let the report put the maximum number of employees on each page.
12	The Sort By options affects the grouping of data on the report.
13	Click on the Generate Report buton to run the report.

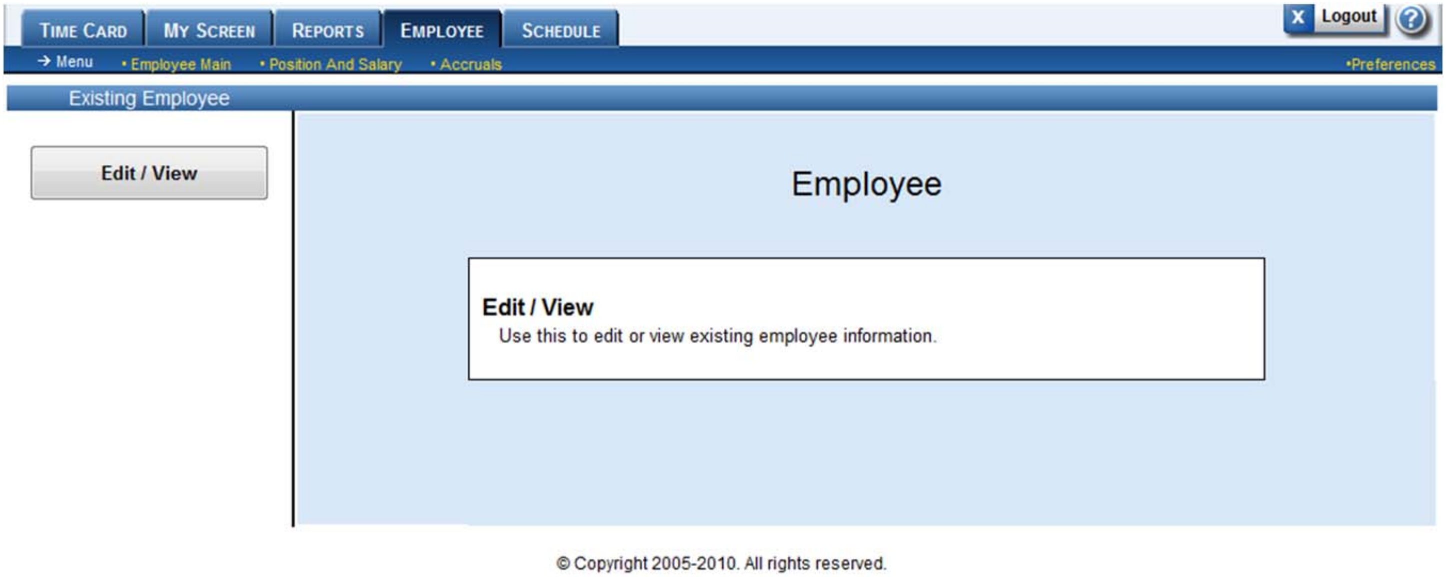
Report Descriptions

Below is a table with report descriptions of all reports available to supervisors as of when this guide was produced.

Report Name	**Report Description**
Audit	
Exceptions	Used to view and total time card exceptions (errors).
Verification Audit	Displays a history of the employee and supervisor verification records.
Employee	
Absence History	Displays information about employee absence data.
Accrual	Displays accrual balance data including details on used and earned hours.
Time	
Hours Detail	Displays information about employee daily worked hours.
Hours Summary	Displays information about employee worked hour’s totals.
Over/Under Hours	Displays information about employees with worked hours on the time card over or under the amount specified.
Punch Detail	Displays detailed information about punches on employee time cards.
Time Card	Displays a detailed breakdown of hours on employee time cards.
Who’s In	Shows the current status for all employees, their schedules, and last punch time.

Employee Tab
Chapter Overview

Employee Menu

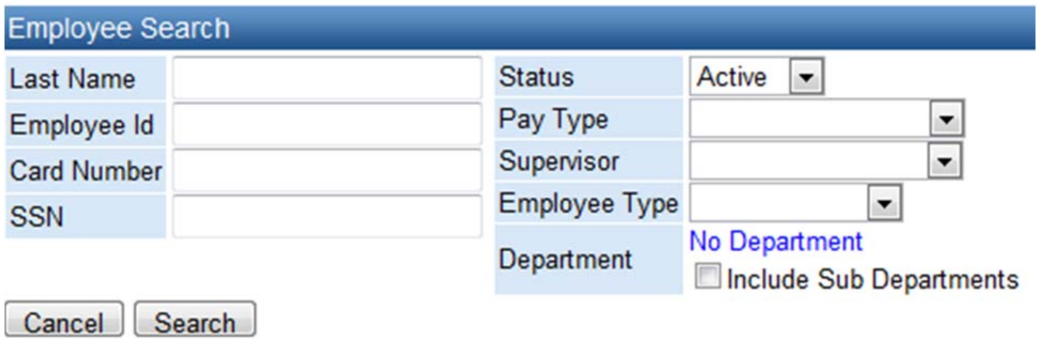


	The [Edit/View] button is used to navigate to the Employee Main page to view or update existing employee information.

View Employee

The Employee Main page is used to view active and inactive employee demographic data in the TimeForce II system.

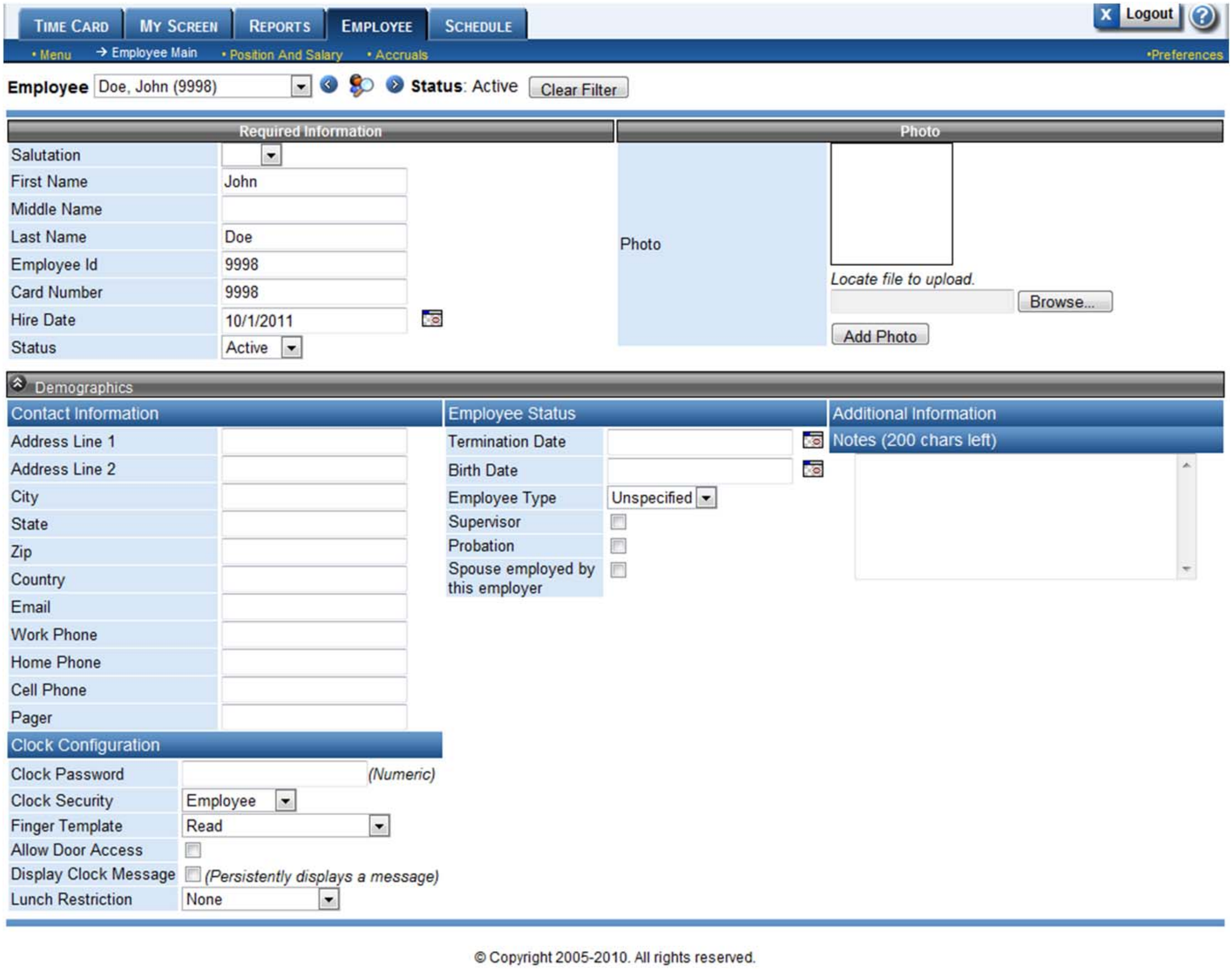
When you select this option, the Employee Search page is loaded which assists in searching for the employees that you wish to view. A list of the search options is in the table below:



Search Option Name	Option
Last Name	Search by a partial or whole last name.
Employee Id	Search by Employee Id number.
Card Number	Search by Employee Card number.
SSN	Search by employee social security number.
Status	Search for Active or Inactive employees.
Pay Type	Search by pay type. Options are: • Hourly • Exempt Salary • Non-Exempt Salary • Base Commission • Commission
Supervisor	Search by Supervisor assignment.
Employee Type	Search by employee type. Options are: • Full Time • Part Time • Seasonal • Temporary
	Note: If you have added custom values to the “Employee Type” section in the System Customization, you will see other options on the “Employee Type” drop down menu.
Departement	Apply a department filter to only show employees in a specific department or departments that match the other search parameters.
	Note: If you want to bypass the search option, you can click on the • Employee Main link which will take you to the next page.

Once you locate the employee you wish to view, click on their name in blue to go to their Employee Main page.

Employee Main

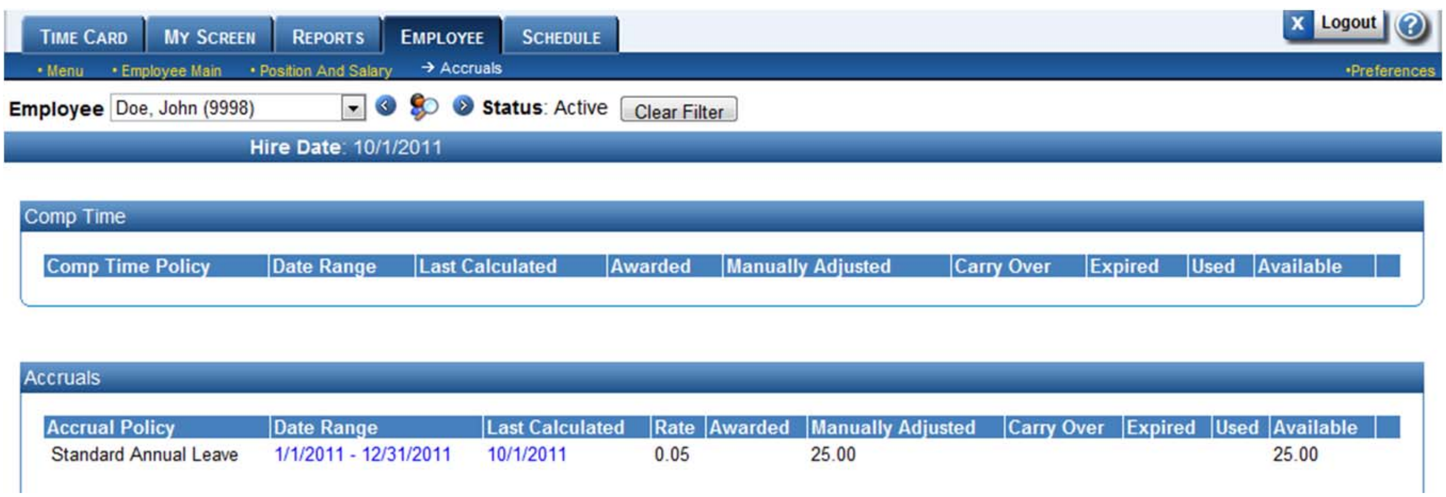


Pictured above is the Employee Main page which contains demographic data for the employee. Note that supervisors currently cannot update this data.

Position and Salary

The Position and Salary page is used to view the current department, position, supervisor, and pay data for an employee. Like the Employee Main page, supervisors cannot update this data at this time.

Accruals



The Accruals page is used to view the accrual policies currently assigned to the employee. This data includes the following:

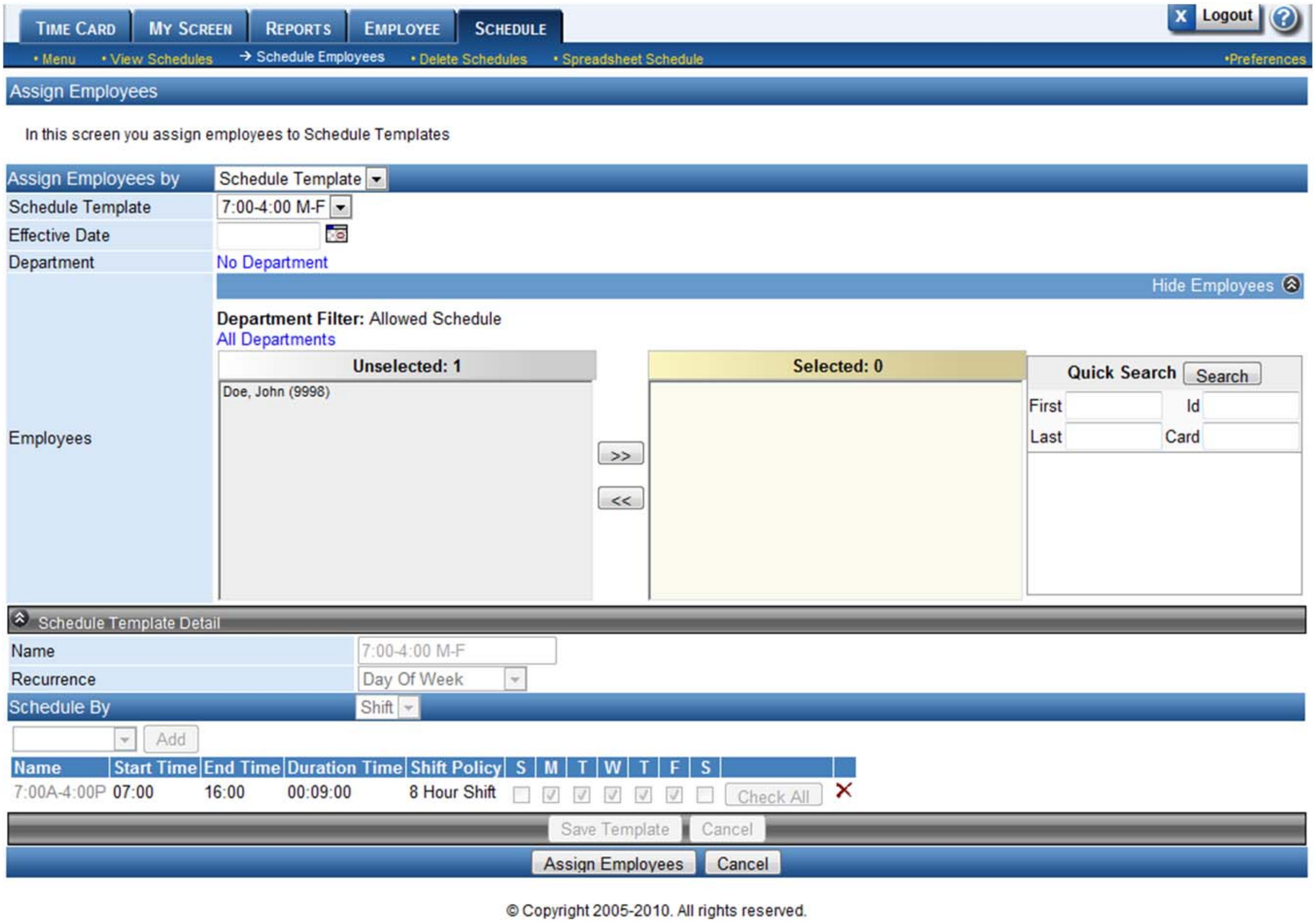
Accrual Policy Name	Name of the accrual policy.
Date Range	Date range for which the accrual screen is currently displaying data.
Last Calculated Date	Last date that the accrual was processed and updated.
Rate	Rate of accrual award for this employee based on accrual policy milestone.
Awarded	Number of hours awarded by this accrual policy for the accrual year.
Manually Adjusted	Number of hours manually adjusted on the accrual policy.
Carry Over	Number of hours carried over to this accrual year from a prior year if allowed.
Expired	Number of hours expired based on accrual policy configuration if allowed.
Used	Number of hours used in the current accrual year.
Available	Number of hours currently available to the employee.

Note: If the employee has an amount under the “Used” section, you can click on that number using the mouse to see a detailed breakdown of the used hours for the current accrual year.

Schedule
Chapter Overview

Schedule Employees – Schedule Template

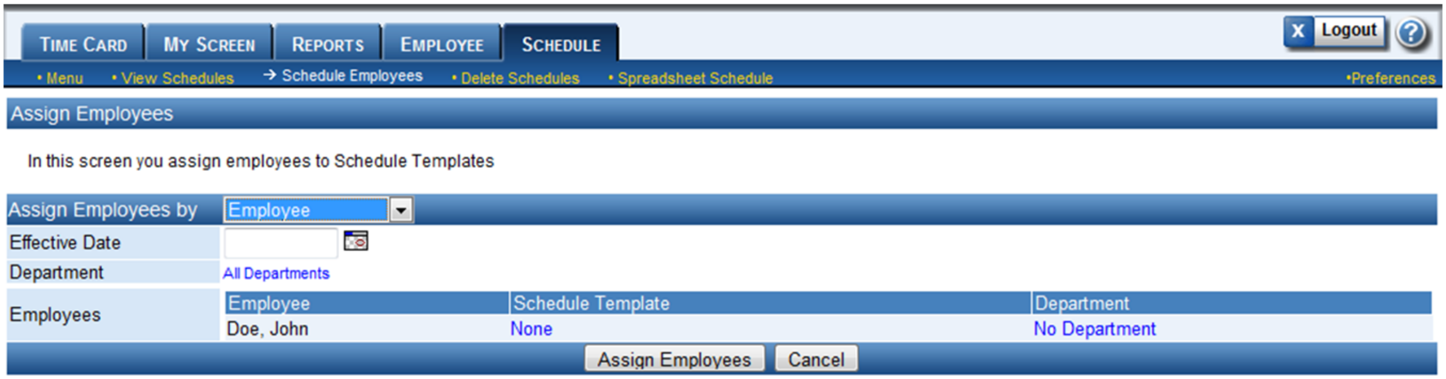
The Schedule Employees page is used to assign the schedule templates to the employees.



Step	Action
1	Click on the Schedule Employees link.
2	Select "Schedule Template" in the "Assign Employees By" drop down menu.
3	Select the schedule template that you wish to assign to the employees by using the "Schedule Template" drop down menu.
4	Input the effective date that this schedule is to start.
5	If you want to schedule the employee to a specific department, use the No Department link to select a specific department.
6	Specify the employees that you want to attach this schedule to by using the "Employee" section.
7	Click on the Assign Employees button.

Schedule Employees – Employee

The Schedule Employees page is used to assign the schedule templates to the employees.



Step	**Action**
1	Click on the Schedule Employees link.
2	Select “Employee” in the “Assign Employees By” drop down menu.
3	Input the effective date that this schedule is to start.
4	Click on the None link for each employee to pick the schedule template to assign using the drop down menu.
5	If you want to schedule the employee to a specific department, use the No Department link to select a specific department.
6	Click on the Assign Employees button.

Delete Schedules

The Delete Schedules page is used to delete an existing schedule template from an employee in preparation for assigning a new one.

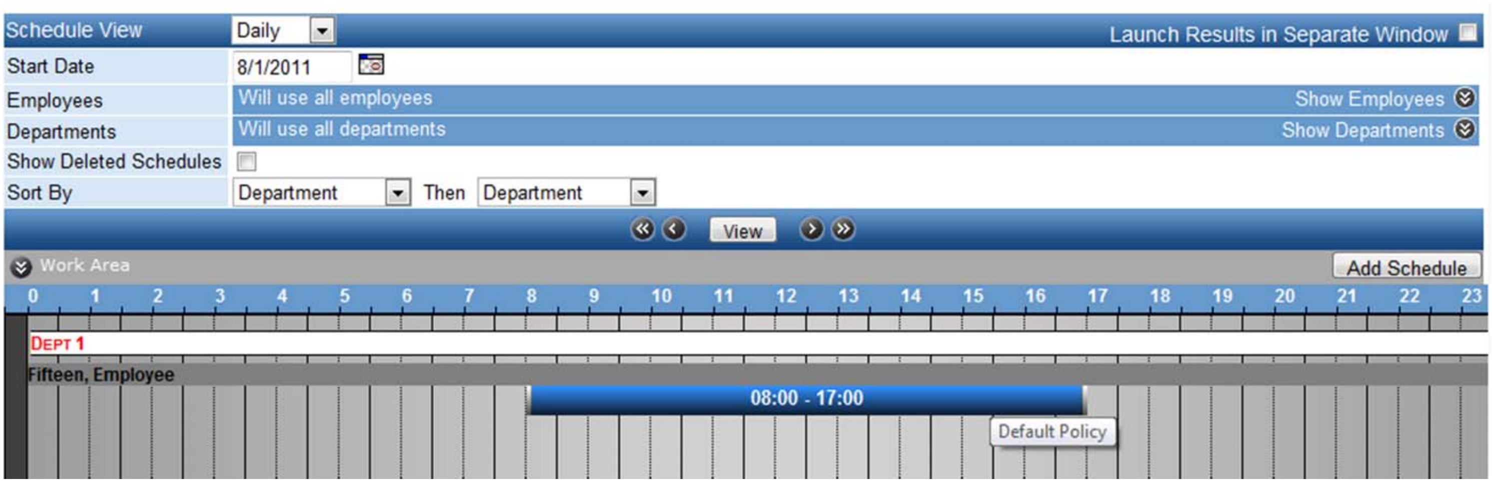
Step	**Action**
1	Click on the Delete Schedules link.
2	Select the schedule template you wish to remove from the employee using the "Schedule Template" drop down menu.
3	Input the effective date that this schedule is to be removed.
4	Select the employees you wish to remove the schedule template from.
5	Click on the Delete button.

View Schedules

The View Schedules page is used to view and print reports showing the scheduled employees for the date range specified. There are three options:

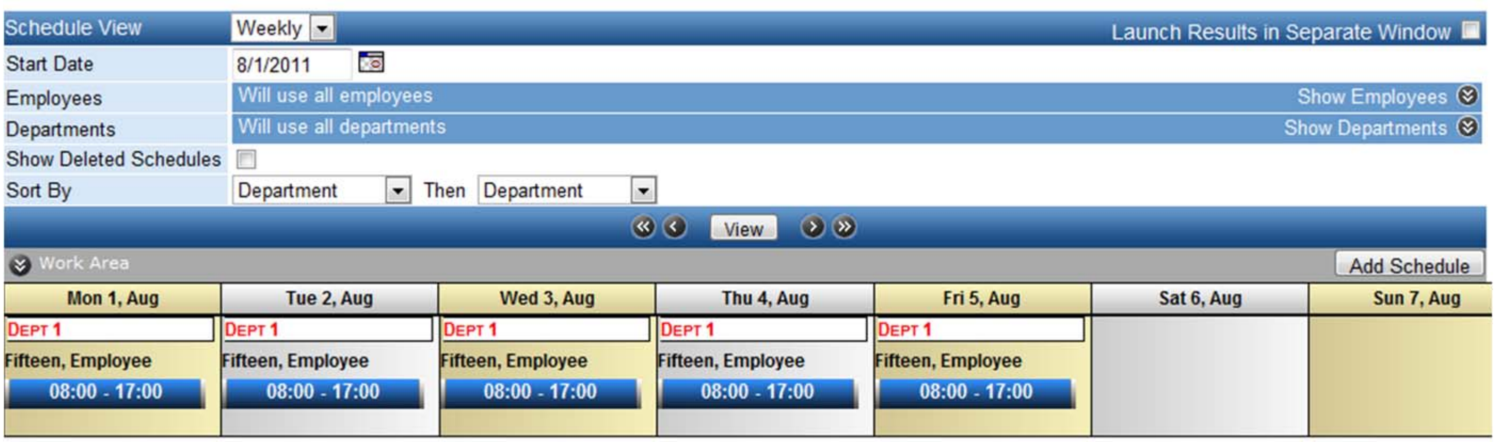
View Schedules - Daily

This report shows the scheduled employees for the specified day and shows the hours being worked in a graphical sheet. This is useful for making sure that there are employees covering hours of business operation.



View Schedules - Weekly

This report shows the scheduled employees for the next seven days from the date specified.



View Schedules - Monthly

This report shows the number of employees scheduled for the next month from the date specified. If you click on the number of employees on a specific day, TimeForce II will display the specific employees and the start/stop times for that day.