COOK COUNTY TIME

Job Aid - Viewing Timesheets, Accrual Balances, and Schedules

The Time Entry Window

The time entry window allows you to:

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

The following is an example of an employee **Time Entry** window. The exact appearance of the timesheet varies according to your EmpCenter configuration.


1. From the dashboard, select the **View My Hours** link from the **Time Entry** window to open your timesheet.
2. To select the view format, click the arrow on the **View** button to access its drop-down menu, then highlight and click a menu item to select a different view.
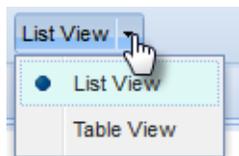
- **List view**: *In list view, t*otals per time slice appear on the right side of the window, with the sum total for the Pay Period displayed in the bottom right corner.
- **Table view**: This view eliminates the need to enter repetitive information for each entry on your timesheet. For example, instead of selecting a pay code for each day, you can enter this information once in Table View and simply enter hours for each day of the Pay Period.

Ensure that the correct pay period displays.

3. To change the pay period, click the respective arrow on the **Pay Period** icon to retreat or advance a pay period.
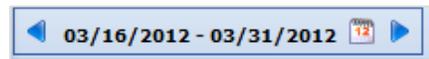
4. Clicking the Pay Period icon shows a pop-up calendar.

5. Select a pay period or click the **Default Period** button.
6. If your pay period is longer than a week and you want to enter time for the entire period, select the **Show All Weeks** checkbox.

7. Click anywhere in the row in which you want to enter or modify time.
8. Record your time and attendance information.
9. Click the **Save** icon after every timesheet change.

(*Continued on reverse side.*)

Accrued Time Off Balances

The **Time Off** tab shows the employee's time off balances and any activity for the period in each bank taking into account any hours earned and 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.

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

Schedules

The **Schedule** tab displays your assigned work schedule- a set of shifts and rotating cycles of days. Employees have read-only rights for their schedules.

Schedules save time and reduce errors in your time entry. If your work week includes a set of shifts and rotating cycles of days, your supervisor can use schedule templates to quickly assign schedules to you.

Exceptions Tab

The Exceptions Tab displays exception messages. An exception is a conflict noted between your time and attendance information and the rules under which your timesheet is processed. A common exception message would include entering less than forty hours in a week or trying to overdraw vacation time.

Each exception message 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

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

By default, exception messages are displayed in decreasing order of severity.

Time entries associated with exceptions appear on the timesheet marked with a colored pin.

3. Click on the pin to display the exception message.