



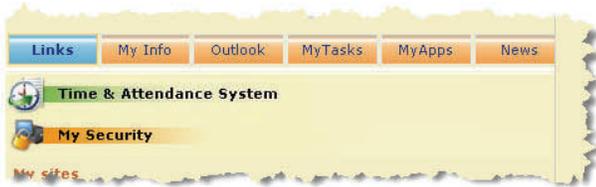
TIME AND ATTENDANCE SYSTEM QUICK REFERENCE GUIDE FOR EMPLOYEES



The Time and Attendance System allows employees to enter timesheets and submit requests for leave and overtime.

You may access the main menu (shown to the right) using one of the following methods:

- Access the main menu directly at <http://tas.coj.net>
- Access the employee portal at <http://inside.coj.net>, then click Time and Attendance System under the Links tab (shown below) to display the main menu.



Submitting Leave Request

The leave request form (below) pre-populates your employee data, available leave and comp. time balance, plus your personal day (PD) availability. These fields are static and not editable. All balances are current from the most recent payroll date.

Employee ID:	53268	<input type="button" value="Search"/>	Employee Name:	Value D. Employee
IndexCode:	ITIT535		Job Title:	HVAC Technician
Bargaining Unit:	390		Manager:	Value D. Manager
Date of Request:	5/12/2008		Comments:	<input type="text"/>

HR Balance as of 5/2/2008	Leave: 74.81	Comp Time: 0	Personal Day: 0
Available Balance	Leave: 74.81	Comp Time: 0	Personal Day: 0

Leave Date	Number of Hours	Leave Type	Leave Start Time	Leave End Time	Reset Row
05/30/2008	8.00	AL	08:00 AM	05:00 PM	Reset
06/03/2008	8.00	PD	08:00 AM	05:00 PM	Reset
		<-- Please Select -->	AM	AM	Reset
		<-- Please Select -->	AM	AM	Reset
		<-- Please Select -->	AM	AM	Reset
		<-- Please Select -->	AM	AM	Reset
		<-- Please Select -->	AM	AM	Reset
Total Hours: 16.00					<input type="button" value="Submit"/>

Follow these steps to submit a leave request:

1. From the main menu, click **Submit a Leave Request**.
Result: The Leave Request Form appears (see above).
2. Click the calendar icon in the **Leave Date** column to display the pop-up calendar. Select the proper date.
3. Type the hours of leave in the **Number of Hours** box.
4. Select the leave type in the **Leave Type** list.
5. Type the leave start time in the h:mm or hh:mm format. Select either AM or PM under **Leave Start Time** column.
6. Type the leave end time in the h:mm or hh:mm format. Select either AM or PM under **Leave End Time** column.
7. Click **Submit**.
Result: Your manager receives a notification of the request in order to take action. A recall task appears in the My Site area of the Employee Portal in case you want to recall the request. Refer to the reverse page for recall instructions.

Checking Leave/Overtime History

Follow these steps to check leave/overtime history:

1. From the main menu, click **My Leave History**.
Result: The employee's list appears with historical leave dates, leave types, leave hours, and statuses.
2. You may sort the rows on the history table by the leave date, leave types, or status columns. Click on **Leave Date** once to sort chronologically (or twice to sort reverse chronologically); click on **Leave Types** or **Status** to sort alphabetically (or twice to sort reverse alphabetically).

Submitting Overtime Request

The overtime request form (below) pre-populates your employee data. You may not change or edit any of these fields. The **Overtime Types** list contains various overtime options, including several for Solid Waste employees.

Submit an Overtime Request

Employee ID: Employee Name:
 IndexCode: Job Title:
 Bargaining Unit: Manager:
 Date of Request: Comments:

Overtime Types: Appointed

Date of Overtime	Number of Hours	Explain Nature of Work or Emergency	Overtime Start Time	Overtime End Time	Reset Row
<input type="text" value="02/22/2010"/> <input type="button" value="Calendar"/>	<input type="text" value="2.00"/>	<input type="text" value="Severe weather delayed service call."/>	<input type="text" value="06:00"/> <input type="text" value="PM"/>	<input type="text" value="08:00"/> <input type="text" value="PM"/>	<input type="button" value="Reset"/>
<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text" value="AM"/>	<input type="text"/> <input type="text" value="AM"/>	<input type="button" value="Reset"/>
<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text" value="AM"/>	<input type="text"/> <input type="text" value="AM"/>	<input type="button" value="Reset"/>
<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text" value="AM"/>	<input type="text"/> <input type="text" value="AM"/>	<input type="button" value="Reset"/>
<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text" value="AM"/>	<input type="text"/> <input type="text" value="AM"/>	<input type="button" value="Reset"/>
<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text" value="AM"/>	<input type="text"/> <input type="text" value="AM"/>	<input type="button" value="Reset"/>
<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text" value="AM"/>	<input type="text"/> <input type="text" value="AM"/>	<input type="button" value="Reset"/>
<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text" value="AM"/>	<input type="text"/> <input type="text" value="AM"/>	<input type="button" value="Reset"/>

Total Hours: **2.00**

HR Comp Balance: **0** HR Emergency Comp Balance: **0**

Follow these steps to submit an overtime request:

- From main menu, click **Submit an Overtime Request**.
Result: The Overtime Request Form appears.
- Select the desired option in the **Overtime Types** list.
- Click the calendar icon in the **Date of Overtime** column to display the pop-up calendar. Select the proper date.
- Type the proper hours of overtime in the **Number of Hours** box.
- Type the reason or explanation of the job duties or work in the **Explain Nature of Work or Emergency** text box.
- Type the start time in the h:mm or hh:mm format. Select either AM or PM under **Overtime Start Time** column.
- Type the end time in the h:mm or hh:mm format. Select either AM or PM under **Overtime End Time** column.
- Click **Submit**.
Result: Your manager receives a notification of the request in order to take action. A recall task appears in the My Site area of the Employee Portal in case you want to recall the request. Refer to the instructions below.

Recalling the Leave/Overtime Request

You may recall the leave or overtime request before your manager approves it.

Overtime Date	Overtime Hours	Nature of Work or Emergency	Overtime Start Time	Overtime End Time
06/11/2008	2.00	Production Issue..	08:00 PM	10:00 PM

Follow these steps to recall a leave/overtime request:

- From the main menu, click **Manage Requests and Timesheets**.
Result: The **My Task List** appears.
- Click the particular leave/overtime request that you want to recall.
Result: The application opens and displays details about the particular leave/overtime request.
- Click **Recall**.
Result: The recall task is removed from your Task List on the Employee Portal.
- Follow the steps to re-submit a new leave/overtime request, if necessary.

Submitting Timesheet

The timesheet form (below) pre-populates your employee data. You may not change or edit any of these fields. The timesheet displays to the most current work week. You may only enter time on the timesheet form (see below); you cannot request leave or overtime on this form. You will see a link on the main menu to request leave or overtime.

Employee ID:	<input type="text" value="53268"/>	<input type="button" value="Search"/>	Employee Name:	<input type="text" value="Value D. Employee"/>
IndexCode:	<input type="text" value="ITIT535"/>		Job Title:	<input type="text" value="HVAC Technician"/>
Bargaining Unit:	<input type="text" value="390"/>		Manager:	<input type="text" value="Value D. Manager"/>
Week of:	<input type="text" value="05/24/2008 - 05/30/2008"/>		Comments:	<input type="text"/>

Activity	Saturday 5/24/2008	Sunday 5/25/2008	Monday 5/26/2008	Tuesday 5/27/2008	Wednesday 5/28/2008	Thursday 5/29/2008	Friday 5/30/2008	Total
Work Hours	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="6.5"/>	<input type="text" value="9.5"/>	<input type="text" value="32"/>
H Holiday	<input type="text"/>	<input type="text"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8"/>
----None----	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>					
----None----	<input type="text"/>	<input type="text"/>	<input type="text"/>					
----None----	<input type="text"/>	<input type="text"/>	<input type="text"/>					
----None----	<input type="text"/>	<input type="text"/>	<input type="text"/>					
----None----	<input type="text"/>	<input type="text"/>	<input type="text"/>					
Total Hours	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="6.5"/>	<input type="text" value="9.5"/>	<input type="text" value="40"/>

Follow these steps to submit a timesheet:

- From the main menu, click **Submit a Timesheet**.
Result: The Timesheet Form appears (see image above).
- Select the proper week in the **Week of** list, if necessary.
- Select the proper activity under the Activity column and type the number of hours per day for that activity.
- Enter the time for the entire work week (Saturday-Friday). Type the hours for each day that you want to submit. You may enter hours for multiple activities per day. You may enter time in half-hour increments (example: .5 for a half-hour).
- Click **Submit**.
Result: A confirmation box appears.
- Click **OK**.
Result: The employee's manager receives an e-mail message with a link to the timesheet for approval/denial.
- You may also recall a submitted timesheet before your manager approves/denies it. From the main menu, click **Manage Requests and Timesheets**.
Result: The My Tasks Lists page on the employee portal appears.
- Click the particular timesheet that you want to recall.
Result: The application opens and displays details about the particular timesheet.
- Click **Recall**.

Checking Timesheet History

You may check your timesheet history for all timesheets that have been approved, denied, or submitted.

Follow these steps to check timesheet history:

- From the main menu, click **My Timesheet History**.
Result: A search feature appears (see above).
- Select the search parameters in the **Begin Date** and **End Date** boxes. Click the calendar icon for each date to display the pop-up calendar. Select the proper date.
- Select one of the following options in the **Status** list:
 - Submitted
 - Approved
 - Denied, or
 - Recalled.

Timesheet History Report

Begin Date:

End Date:

Status:

- Click **View Report**.
Result: A historical report of your timesheets appears.

Timesheet History Report
Attendance Date Range From: 02/01/2008 To: 02/18/2010
Status: ALL

Index Code	Check Date	Week	Timesheet Status
ITIT535	10/16/2009	09/26/2009 - 10/02/2009	Approved
ITIT531BA	10/16/2009	10/03/2009 - 10/09/2009	Approved
ITIT535	10/02/2009	09/12/2009 - 09/18/2009	Approved
ITIT535	10/02/2009	09/19/2009 - 09/25/2009	Approved
ITIT535	09/18/2009	08/29/2009 - 09/04/2009	Approved

- You may print the report or export it to an Excel spreadsheet using the respective icons at the top of the report.

Reviewing Your Schedule History

Employees may review their schedule history as needed.

Follow these steps to view your schedule history:

1. From the main menu (see the image to the right), click **My Schedule History**.

Result: The Timesheet Form appears (see above).

2. Click the calendar icon in the **Start Date** and **End Date** fields to display the respective pop-up calendar(s). Select the proper date range for the schedule history that you want to view.

3. Click **Search**.

Result: The schedule history for the date range appears (see the screen capture below).



My Schedule History														
Start Date:		02/20/2010		End Date:		03/12/2010		Search						
Week Of	Monday			Tuesday			Wednesday			Thursday			Fri	
03/06/2010 - 03/12/2010	03/08/2010			03/09/2010			03/10/2010			03/11/2010			03/12	
	Time In	Time Out	Total	Time In	Time Out	Total	Time In	Time Out	Total	Time In	Time Out	Total	Time In	Time
Schedule Week	12:30 PM	08:30 PM	7.50	12:30 PM	08:30 PM	7.50	12:30 PM	08:30 PM	7.50	12:30 PM	08:30 PM	7.50	12:30 PM	08

Reviewing Daily Line-up History

Employees may review their daily line-up history as needed.

Follow these steps to view daily line-up history:

1. From the main menu (see the image at the top of the page), click **My Daily Line-Up History**.

Result: The My Daily Line-Up History appears (see above).

2. Click the calendar icon in the **Start Date** and **End Date** fields to display the respective pop-up calendar(s). Select the proper date range for the daily line-up history that you want to view.

3. Click **Search**.

Result: The daily line-up history for the date range appears (see the screen capture below).

My Daily Line-Up History													
Start Date:		02/20/2010		End Date:		03/12/2010		Search					
Status	Week Of			Monday			Tuesday			Wednesday			Thu
	03/06/2010 - 03/12/2010			3/8/2010			3/9/2010			3/10/2010			3/1
	Activity	Route #	Time In	Time Out	Total	Time In	Time Out	Total	Time In	Time Out	Total	Time In	Time
	Schedule Hours		12:30 PM	08:30 PM	7.50	12:30 PM	08:30 PM	7.50	12:30 PM	08:30 PM	7.50	12:30 PM	0

Checking Leave/Overtime History

Follow these steps to check leave/overtime history:

1. From the main menu (see the image at the top of the page), click either **My Leave History** or **My Overtime History**.

Result: The employee's list appears with historical leave dates, leave types, leave hours, and statuses.

2. You may sort the rows on the history table by the leave date, leave types, or status columns. Click on **Leave Date** once to sort chronologically (or twice to sort reverse chronologically); click on **Leave Types** or **Status** to sort alphabetically (or twice to sort reverse alphabetically).