# GreenEmployee.com
## *Time Clock and Timesheets*

*This quick start guide describes how an employee may clock in and out using the time clock and create entries on their timesheet, view and edit entries on their timesheet, and finally submit those timesheets*

## Introduction

The GreenEmployee.com timesheets system manages your current and past timesheets. You will use the system to enter your time as individual entries on your timesheets. Each pay period will have one timesheet. At the end of the pay period, you must submit your completed timesheet for approval. GreenEmployee.com offers multiple ways to enter your time. You may use the time clock widget on your homepage or use the direct entry option on the timesheet page.

## Viewing your Timesheet

**Timesheet**

You may view current and past timesheets on GreenEmployee.com. To view your timesheets, click the Timesheet navigation button in the top menu bar. You may see Tasks or Notifications in the Messages widget on your homepage if your timesheet needs to be submitted or if a previously submitted timesheet was sent back for your review; a View link will be included within that message.

### Sections of your Timesheet

When viewing your current timesheet, you will see several sections: timesheet navigation bar, timesheets status viewer, total hours section, and the timesheet entries for the current timesheet. There is also a small pie icon in the upper right that will chnage the page to filters for your historical entries showing how your time is spent.

### Timesheet Navigation Bar

The timesheet navigation list will show you the timesheets that are available to view based on the pay period you're associated with, as well as the hours in and the status of that timesheet. Click on any pay period to open the associated timesheet.

### Timesheet Status Viewer

The timesheet status viewer will show you the current status of the timesheet selected. Hovering over each status bar in the viewer will show you information for each step of the timesheet approval process.
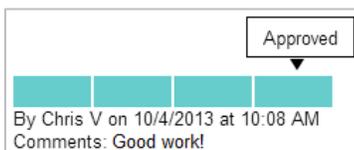
For example, if you've submitted your timesheet for review and it's been approved, but you need to check when exactly you submitted your timesheet, simply hover over the Submitted for Review status bar and it will show you when it was submitted, along with any comments you included. In this example, once you move the cursor off the Submitted for Review status bar, the timesheet status viewer will return to

showing that your timesheet is in Approval status and you can see when it was approved, by whom, and any comments that your approver gave for that timesheet.

> Note: If your timesheet has not progressed to a future state (e.g. your timesheet is In Progress and you're hovering over the Submitted status bar) then there will be no information in those statuses since the timesheet has not progressed to that stage of the process.

### Total Hours Section

This section gives you an at-a-glance version of your current timesheet totals, in hours. It will show your total hours, regular hours, overtime hours, doubletime, and holiday pay (the latter two may not be configured for all users).

In the example to the right, the employee worked eight Holiday hours for their timesheet so far. The timesheet will continue to update as hours are added.

**Total Hours for this Timesheet**

| Total Time | Regular | Overtime | Holiday |
|------------|---------|----------|---------|
| 8h 0m | 0h 0m | 0h 0m | 8h 0m |

### Timesheet Entries

The Timesheet Entries section of your timesheet provides a listing of your time worked using the individual time entries. For each time entry, the source, time code, and length of time are provided. Department may also be provided when appropriate. From here, you may edit, delete, or add time entries depending on the permission which your HR/Payroll administrators have defined.

**Timesheet Entries**    **+ Copy Timesheet**  **+ Add Entry**

☑ Comments

| Date | Source | Time Code | Time | Department |
|------|--------|-----------|------|------------|
| Fri 12/19/2014 | 🌼 | Holiday | 8h 00m | Support Services |
| Comments: Rename This | | | | |

**💾 Sign and Submit Timesheet**

You may see time entries for upcoming time off or for an upcoming holiday. These are automatically added by the system and will have unique icons. Hover your mouse over icons to provide their meaning. Time off is added automatically when it is approved. Therefore, you will not need to add it as a separate entry.

### Viewing Historical Timesheet Entries

If you would like to see what time codes or departments you've worked over a period of time you can use the filters and charts provided with the timesheets. To do this, click on the pie chart in the upper right of the timesheet page. This page allows you to view timesheet entries based on the filter you choose. To get back to your timesheet, select the grid icon in the upper right of the page.

# Using the Time Clock on GreenEmployee.com

The employee time clock allows you to record your time worked as time entries on a timesheet. The timesheet is your collection of time entries for the pay period. You will record time throughout the pay period and submit your timesheet for approval at the end.

There is a time clock widget available for your homepage to make clocking in and out simple. If you do not see the widget, go to Account Settings in the top right of your screen and open the Homescreen tab. You should see Time Clock as an option; enable it and click Save.

Time worked is recorded as a time code. Your HR/Payroll administrators have set up these codes to represent the types of time you may record on the timesheet. If there are multiple options available for you, be sure to record time against the correct code or ask HR/Payroll for clarification.

The Time Clock will allow you to clock in, take lunch, clock out, and to easily see your last clock in.

When you are not clocked in, the Time Clock will look like this. You are able to select the appropriate Time Code, possibly select a Department, enter comments related to this clock-in, and then clock in.
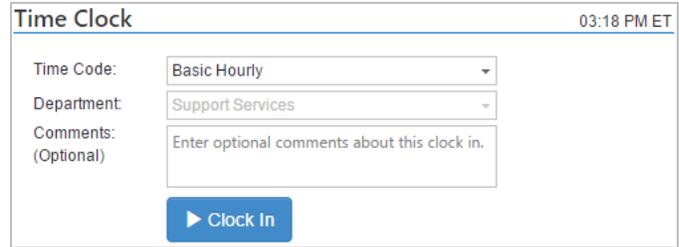


After you clock in, the time clock will provide you an option to Clock Out or Go to Lunch (not enabled for all companies). When you are ready to end your shift and take lunch, you can click Go to Lunch and Return from Lunch when you return. To end your shift for the day, click Clock Out. All actions are recorded using the current time and the timesheet entries will be automatically added to your current timesheet. You may view your current timesheet, by clicking the Timesheet button in the top navigation bar.
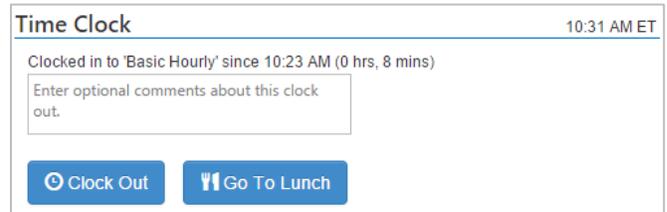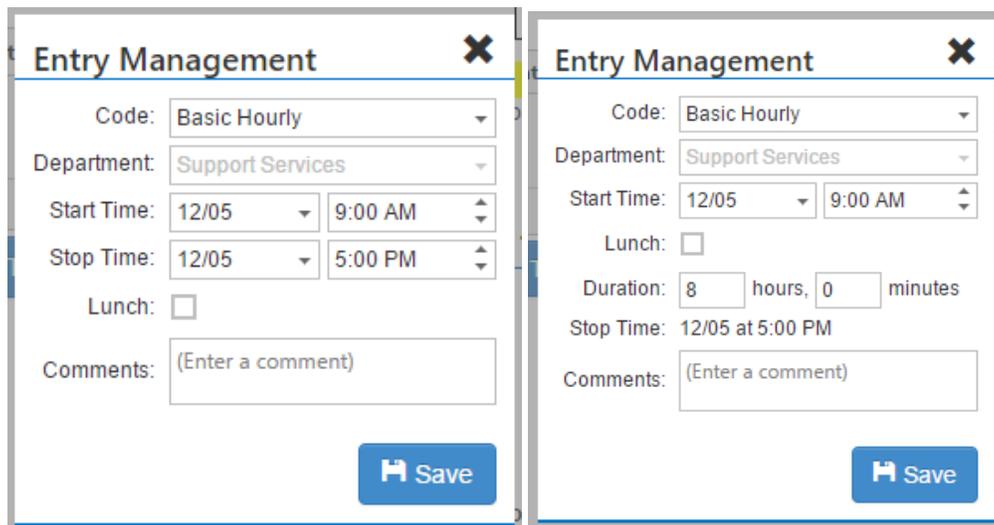
## How to Edit/Add Entries on your timesheet



If you do not use the time clock widget, you can manually create time entries. To do this, click on the Add Entry above the timesheet. This will present you with a window to enter your time. You will enter your time by providing the start and end time of your shift (left example) or (right example); alternatively, your administrators may have set up a fixed start time. Once you have added an entry, you will see it on your timesheet and the totals will be updated to reflect the time worked.



Note: For the second option, the "Duration" is the number of hours and minutes *since your shift started*, rather than the number of hours and minutes *worked*. E.g. the employee in the example would end his shift at 5:00, but if he took a 30 minute lunch and still put 8 hours for the duration, *the shift would still record as ending at 5:00.*

To add a lunch period to the time entries (optional), check the lunch box and provide the start time and length of lunch. If you select this option, 3 entries will be added to your timesheet: one for before lunch, one for lunch, and one for after lunch.

You may also wish to provide comments for the time worked. These comments will be recorded and will be available for the manager to view upon review of the timesheet.

### Editing entries

After you have added an entry, you may wish edit it (this option must be enabled by HR/Payroll). To edit an entry, click on the entry date. This will present the current entry and allow you to modify and save your changes. Once you have made a modification, the entry will be changed on the timesheet and the totals are updated.

| Date | Source | Begin - End | Time Code | Time | Department |
|------|--------|-------------|-----------|------|------------|
| Fri 12/5/2014 | | 9:00 AM - 12:00 PM | Basic Hourly | 3h 00m | Support Services |

### Copying timesheets

**+ Copy Timesheet**  If you tend to have very similar time entries for every pay period, it may be useful for you to use the Copy Timesheet option. This must be enabled by your HR/Payroll department. This feature will copy entries from a previous timesheet into this one. To do this, click on the Copy Timesheet button above the timesheet grid.

This will provide you the option to select the pay period you wish to copy into this one. Be careful to not copy more than once. All of the entries from the selected work week (except for time off and holiday entries) will be copied.

## Submitting Timesheets for Approval

Be sure to submit your timesheets in a timely manner to ensure you are paid appropriately and promptly for your hours worked.

**H Sign and Submit Timesheet**

First, be sure your timesheet is complete. The totals for the timesheet are provided by time code, by weekday/weekend, and by week. This will help you ensure the timesheet is accurate prior to signing and submitting.

**Timesheet Submission** ✕

Period Of: 12/01/14 - 12/07/14

| Basic Hourly | 08h 00m |
| Lunch | 00h 30m |
| Total: | 8h 30m |

Comments: Optional comments for your manager

By clicking 'Sign and Submit' below you are verifying that these hours are correct.

**H Sign and Submit**

When you are done, click the Sign and Submit Timesheet button. This will open a window to review totals and add comments before submission. Click Sign and Submit to submit your timesheet for approval.

Once your timesheet is submitted, it is "Pending Approval" and will either by accepted or rejected. If your timesheet is rejected, it will be returned to you with comments from the reviewer. You can then modify and resubmit your timesheet for approval.