



Empower Timekeeping Supervisor Guide

August 2018

Note for Apple Macintosh computer users:

Where the instructions indicate Right Mouse Click, Mac users should use Control-click to view pop-up menus.

Example: Click in a field to select the field, Control-click to open the menu, click on a menu item to select it.

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Table of Contents

Supervisor Overview	4
System Navigation	5
Personnel Module	7
Employee Name Searching	7
Employment Status	8
Personnel Module Tabs	8
Scheduler Module	10
Scheduler Viewer	10
Manually Create a Schedule	11
Scheduling for Non-Primary Jobs	12
Transfer a Shift	13
Schedule Additional Transfer Shifts	14
Edit a Schedule	15
Copy a Schedule	15
Run a Schedule	16
Publish a Schedule	16
Timecard Module	17
Pay Period Date Range	18
Timecard Views	18
Edit a Timecard	19
Add or Delete a Punch	22
Cancel a Meal	22
Special Codes	23
Timecard Approvals	24
Crew Sheet Module	26
Correct Timecards from the Crew Sheet View	27
Approve Timecards from the Crew Sheet View	27
Time Off Requests Module	28
Add a Request	28
Accruals	28
Approve a Request	29
Schedule Requests Module	29
Reports Module	30

Supervisor Overview

The EmpowerWFM™ Time & Attendance web application automates the collection, calculation, and reporting of accurate employee work transaction data. The system streamlines the entire pay process to improve productivity and reduce costs.

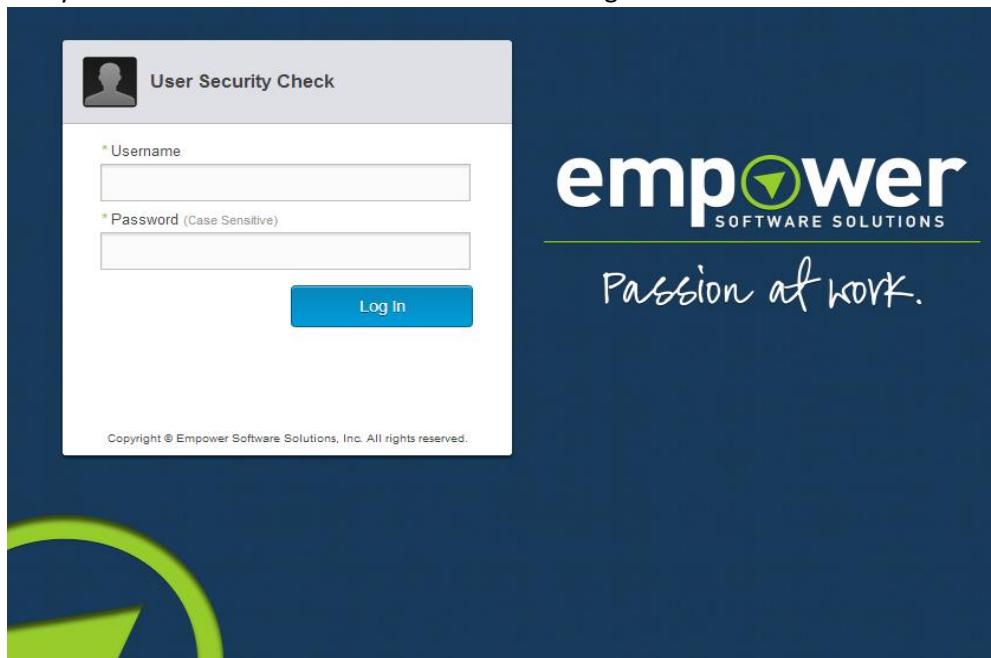
Supervisors must access a different log in screen at <http://ksuwfm.kent.edu> to manage timecards and schedules.

The Supervisor login is accessible from campus computers and off-campus through the use of VPN.

If you have an employee with an impairment that makes using Empower an obstacle please contact the Payroll Department for assistance.

Log In

Use your FlashLine User Name and Password to log in.

The image shows the login interface for Empower Software Solutions. On the left, there is a white login box with a grey header containing a user icon and the text "User Security Check". Below the header, there are two input fields: "Username" and "Password (Case Sensitive)". A blue "Log In" button is positioned below the password field. At the bottom of the box, a small copyright notice reads "Copyright © Empower Software Solutions, Inc. All rights reserved." To the right of the login box, the "empower" logo is displayed in white, with "SOFTWARE SOLUTIONS" in smaller text below it. Underneath the logo, the tagline "Passion at work." is written in a white script font. The entire background is a dark blue gradient with a green circular graphic element in the bottom left corner.

Note: that the employee punches in and out at a time clock,
or at <http://timekeeping.kent.edu>. There is also a link in FlashLine.

Please be aware it is possible for employees to clock in and out using a smartphone as long as they are on campus. This should only be used if there is no other option available and if approved in advance by the supervisor.

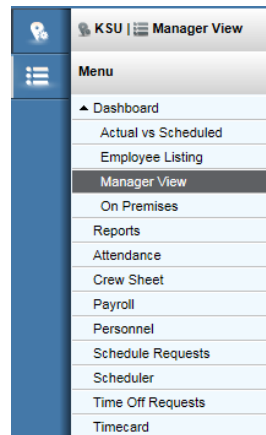
System Navigation

Modules

Use the links in the left navigation panel to access the screens where you may view and manage employee data.

Working Area

The working area is located to the right of the navigation panel. It is updated every time a new module is selected in the menu.



Dashboard

The Manager View is a page of reports that displays a “To-Do” list of employee missed punches, time off requests, the status of new hires, and employees approaching overtime.

A screenshot of the KSU Manager View dashboard. The dashboard displays a "To Do List" for the date range 1/11/2015 - 1/17/2015. The list includes: Exceptions (Total: 23) with a count of 4, and Time Off Requests with a count of 1. Below the list, there are sections for "Personnel (New Hire <60 Days)" and "Approaching (Approaching OT)". The "Personnel" section shows a table of new hires with columns: Last Name, First Name, Employee Number, Primary Site, Primary Labor, Employment Status, Badge Number, and Pay Policy. The "Approaching" section shows a table of employees approaching overtime with columns: Name, Home Dept./Job, Employee Number, Employee Number, Employee Number, and Primary Labor. The dashboard also includes a "Batch calculation" button and a "Print" button.

On Premises

The **On Premises** view displays which employees are currently punched in.

A screenshot of the KSU On Premises view. The view displays a table of employees currently punched in for the date Monday, January 26, 2015. The table has columns: Name, Number, Schedule, Latest Status, and Last Punch. The data shows that John Smith is punched in at 1:33p. The view also includes a "Menu" on the left with options: Dashboard, Actual vs Scheduled, Employee Listing, Manager View, and On Premises (highlighted).

Name	Number	Schedule	Latest Status	Last Punch
GAcademicAff				
Smith, John	810999999		In	1:33p
Jones, Amy	810999999			
Williams, Alvin	810999999			
Adams, Paul	810999999			
Martin, Robin	810999999			
Stein, Alice	810999999			
Gonzales, Alicia	810999999			

System Navigation Tool Bar

The toolbar is shown at the top of the working area for all modules. Access to options in toolbars will vary based on security permissions.



Maximize/Minimize Working Area: Click to hide the Modules section and maximize your working area screen.



Print: Click the print button to print data to a local or network printer.



Add and Delete: Based on security permission level, this functionality may be disabled (grayed out).



Select: Click the select filter to search for an employee by Labor, Customer Filter, or Status.



Save: Click the Save changes icon on any screen through the application to save changes made to the data in the screen.



Toggle User Controls: Click to go back to the default Home Screen. Access Online Help, Log Off, Change Password



Restore: Click the Restore icon to cancel changes not yet saved.



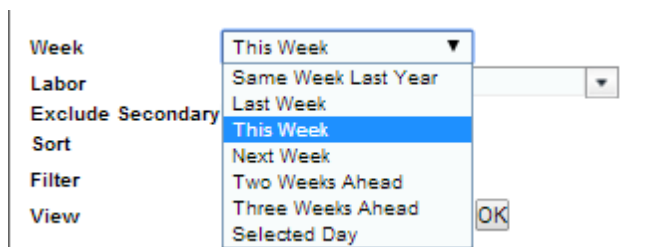
Find: Click to search by specific employee by Last Name, First Name or Employee credentials.

★ Always check to be sure that you have selected the correct time period.

Where checkboxes are not provided, the filter funnel icon will let you select the period from a menu of available periods.

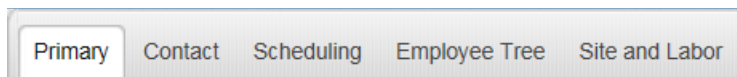


OR



Personnel Module

The Personnel module displays employee records for your unit. The record is presented via tabs, which report pay policy information (for meal breaks), personal contact information, shift schedules, and more.



Employee Name Searching

EmpowerWFM™ provides filters, sort options, and primary labor filters to make finding employees easier.

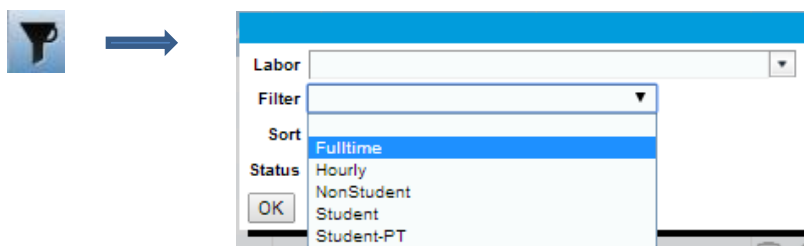


To select an employee, click the menu arrow and click on the employee name, or click on the Find icon and enter the employee details to search.

The Left/Right arrows on either side of the Employee name field will allow you to scroll back and forth through the list of names.

- ★ After clicking the drop menu arrow, type the first letter of the employee's last name to forward the list to that particular letter, minimizing scrolling.
- ★ If the number of employees is extensive, a search window will appear to allow entry of employee criteria in order to simplify the search.
- ★ When using the Find button, multiple results can appear after entering a Last Name only. If so, the employees will display in alphabetical order and can be scrolled through by using the side arrows.

Filters are used to select a group of employees in the drop menu based on a specific attribute, such as FT, PT, or Minors. Click the filter funnel icon to view the available options. Once a filter is chosen, the screen immediately refreshes with the filtered employee list.



To remove a filter, choose the first blank line in the drop menu.

Employment Status

The employee list can be filtered by the employment Status drop menu.



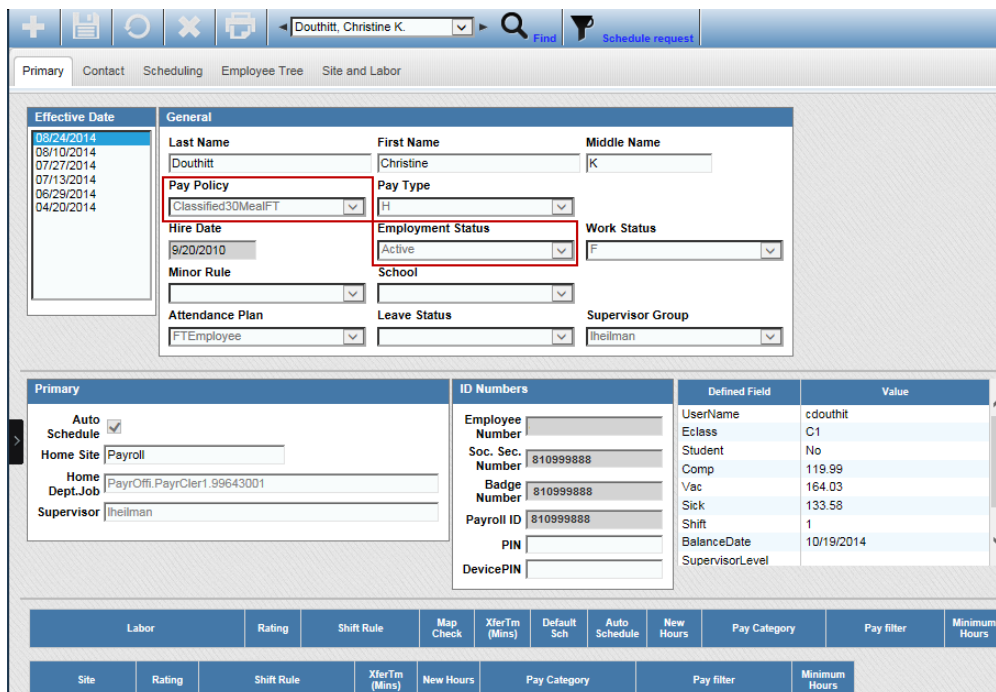
Note: This filter will NOT reset itself when you log out of WFM.

To reset, select the **All** option and then sign out.

Personnel Module Tabs

Primary Tab:

Employment Status information and Pay Policy, as well as ID Numbers, and Primary Labor information are listed in this tab. Secondary Labor and Secondary Sites are also viewed here.



Effective Date	General
09/24/2014	Last Name: Douthitt, First Name: Christine, Middle Name: K
08/10/2014	Pay Policy: Classified30MealFT, Pay Type: H
07/27/2014	Hire Date: 9/20/2010, Employment Status: Active, Work Status: F
07/13/2014	Minor Rule: , School: , Supervisor Group: lheilman
06/29/2014	Attendance Plan: FTEmployee, Leave Status: , Supervisor Group: lheilman
04/20/2014	

Primary	ID Numbers	Defined Field	Value
Auto Schedule: <input checked="" type="checkbox"/>	Employee Number:	UserName	cdouthit
Home Site: Payroll	Soc. Sec. Number: 810999888	Eclass	C1
Home Dept/Job: PayrOffl.PayrCler1.99643001	Badge Number: 810999888	Student	No
Supervisor: lheilman	Payroll ID: 810999888	Comp	119.99
	PIN:	Vac	164.03
	DevicePIN:	Sick	133.58
		Shift	1
		BalanceDate	10/19/2014
		SupervisorLevel	






















Labor	Rating	Shift Rule	Map Check	XferTm (Mins)	Default Sch	Auto Schedule	New Hours	Pay Category	Pay filter	Minimum Hours
Site	Rating	Shift Rule	XferTm (Mins)	New Hours	Pay Category	Pay filter	Minimum Hours			

Contact Tab:

Phone and e-mail information is displayed here.

Scheduling Tab (Fixed Shift Entry)

This tab in the Personnel module is where you enter the employee's Fixed Shift schedule. This can be utilized for **ANY TYPE OF EMPLOYEE** and can significantly reduce the time taken to create the weekly schedule.

Periodic			Override		Settings	
Week	Day	Unavailability	Availability	Preferred Avail	Max Avail Hour	Fixed Shift
1	Sun		 All Day			
1	Mon		 All Day			
1	Tue		 All Day			
1	Wed		 All Day			
1	Thu		 All Day			
1	Fri		 All Day			
1	Sat		 All Day			

★ To enter a shift, click on the cell under the Fixed Shift column and enter the time in either of the following formats (8:00a-5:00p, 8a-5p).

You may copy and paste shift times from one cell to another by highlighting a shift and using the keyboard commands Ctrl-C to copy and Ctrl-V to paste.

★ When you enter fixed shift information, it does not become visible to the employee until the WFM administrator runs a process to generate the shifts.

In the **Effective Date** window, use the **Addition Button (+)** or the **Deletion Button (✕)** to establish a new, or delete an inessential, fixed shift beginning on a particular date. Click the **Save** icon to save the Fixed Shift for the employee. This will be added to the unit schedule when it has been run.

Shifts are automatically generated weekly on Saturday mornings, so new shift information today will be visible to the employee after the run. The information will also be available to the employee if the schedule is run manually.

*For assistance with Empower Timekeeping contact the
Payroll Department at:
Payroll@kent.edu or by phone at 330-672-8640*

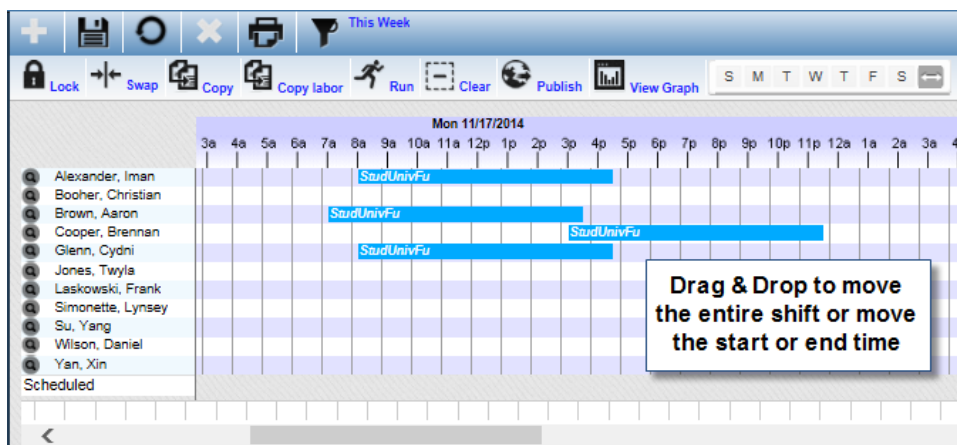
Scheduler Module

The Scheduler Viewer and Grid display the start and end times of all shifts for the selected week. Filter and sort options can be applied to view specific employees or departments.

Scheduler Viewer

Drag & Drop:

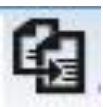
Drag & Drop allows a shift to be shortened, lengthened, or moved. Drag the shift start or end time to change the time, or drag the shift block to a new starting time.



Tool Bar



Swap Shift: Swap shifts within the grid. Select the first shift then hold down Ctrl key and select second shift. Click on Swap Shift button.



Copy Schedule: Copy a previously created schedule. Copy is available in Grid View or Default View



Run Schedule: Create the weekly schedule manually, based upon Fixed Shifts, and Availability times entered in the Personnel section. The schedule will run *automatically* each week.



Publish Schedule: Send the schedule to students and employees via the Employee Self Service from EmpowerWFM™ Timekeeping.



Schedule View: View the schedule by individual day or the entire week.

Manually Create a Schedule

1. On the grid, find the employee to be scheduled at left, and select the day of the week to be scheduled. Select the starting time cell.
2. Type the shift hours into the cell. (Examples: 8a-5p, 8:00a-5:00p). Copy and paste shifts by highlighting a shift and using the keyboard commands **Ctrl + C** to copy and **Ctrl + V** to paste.
3. Click the **Save** icon in the toolbar. The shift appears on the Schedule Grid and Viewer.

The screenshot displays the Empower Timekeeping software interface. The top section shows a toolbar with icons for various functions like Lock, Swap, Copy, Copy labor, Run, Clear, Publish, and View Graph. Below the toolbar is a calendar view for Monday, 1/12/2015, with a grid showing time slots from 5a to 10p. A list of employees is on the left, and a summary table is at the bottom.

Name	Primary Labor	Schedule	Meal	Pos	Transfer	Day Hours	Week Hours
Boldin, Brittany	UnivDiniS	6:00p-11:00p		UnivDiniS.StudUnivFu.99617000		5:00	5:00
Brauer, Rita	UnivDiniS	9:00a-4:00p		UnivDiniS.StudFwsEmp.99617100		7:00	20:00
Arauz, Emily	UnivDiniS	10:00a-6:00p		UnivDiniS.StudUnivFu.99617000		8:00	16:00
Williamson, Tess	UnivDiniS	12:00p-6:00p		UnivDiniS.StudUnivFu.99617000		6:00	20:15
Bernhard, Kathryn	UnivDiniS	5:00p-11:00p		UnivDiniS.StudUnivFu.99617000		6:00	6:00
Clemens, Michelle	UnivDiniS	10:30p-7:00a		UnivDiniS.FoodServWo.99630300		7:30	30:00
Buck, Jessica	UnivDiniS					0:00	0:00
Burnham, Christop...	UnivDiniS					0:00	0:00
Callahan, Tenayes...	UnivDiniS					0:00	0:00
Chaffin, Gabrielle	UnivDiniS					0:00	0:00
Chandragiri, Nave...	UnivDiniS					0:00	0:00
Cherry, Emma	UnivDiniS					0:00	0:00
DeMarco, Alexand...	UnivDiniS					0:00	0:00
Dittv, Elizabeth	UnivDiniS					0:00	0:00

	Total	Sun 1/11	Mon 1/12	Tue 1/13	Wed 1/14	Thu 1/15	Fri 1/16	Sat 1/17
Scheduled Hours	137.25	8.25	39.50	22.50	29.50	15.50	14.00	8.00
LaborCost	\$1,423.98	\$78.38	\$372.53	\$242.43	\$305.93	\$182.93	\$149.40	\$92.40

Scheduling for Non-Primary Jobs

If a schedule is being created for a site or position other than the primary job of the employee, additional data entry will be necessary to assure accurate communication and time keeping.

1. On the grid, find the employee to be scheduled at left, and select the day of the week to be scheduled. Select the cell in the appropriate schedule column.
2. Type the shift hours into the cell. (Examples: 8a-5p, 8:00a-5:00p).
3. Click the **Save** icon in the toolbar. The shift appears on the Schedule Grid and Viewer.

	Name	Primary Labor	Schedule	Meal	Pos	Transfer	Day Hours	Week Hours
+	TFreeman, April	CompTech	8:00a-10:00a		CompTech.StudUnivFu.99434100		2:00	2:00
Q	Barnes, Lorelee	BusiServ					0:00	4:00
Q	Butcher, Bridget	BusiServ					0:00	4:00
Q	TMauerman, Be...	DeanOffi					0:00	18:30
Q	Weckerly, Hope	BusiServ					0:00	0:00
		Total	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20
Scheduled Hours		28.50	0.00	6.50	2.00	4.00	12.00	4.00
								Sat 3/21
								0.00

This will schedule a shift for the employee, but will be for their primary site and position

Transfer a Shift

Once the shift is created, edit the shift to reflect the correct job information by updating the scheduled Site and Position information.

1. Right-click the time in the cell of the newly created shift. Select **"Edit Shift Details"**.

	Name	Primary Labor	Schedule	Meal	Pos	Transfer	Day Hours	Week Hours
	Barnes, Lorelee	BusiServ	8:00a-12:00p		BusiServ.AccoCler2.99453200		4:00	4:00
	Butcher, Bridget	BusiServ	10:00a-2:00p		BusiServ.StudUnivFu.99435700		4:00	4:00
	TMauerman, Be...	DeanOffi	12:00p-4:00p		DeanOffi.StudFwsEmp.99230100		4:00	18:30
	TFreeman, April	CompTech	2:00p-5:00p		CompTech.StudUnivFu.99434100		3:00	10:00
	Popadak, Chri...	TrumCamp					0:00	0:00
	Weckerly, Hope	BusiServ					0:00	0:00
		Total	Sun 3/15	Mon 3/16	Thu 3/19	Fri 3/20	Sat 3/21	
Scheduled Hours		36.50	0.00	0.00	15.00	4.00	7.00	

2. In the Schedule Detail pop up window, enter the correct schedule information by clicking in a cell in the **Site** column and selecting the correct data from the drop down menu. Edit the data similarly for the Employee Position in a cell in the **Pos** column.

Freeman, April - Thursday, March 19, 2015

Primary Labor: CompTech.StudUnivFu.99434100

Shift time: 2:00p-5:00p

Shift Rule: [v]

Transfer	Site	Pos	Meal/Break Start-End
	TrBusinessSvc	BusiServ.StudUnivFu.99435700 CompTech.StudUnivFu.99434100 [Other...]	

3. Click the **Save** icon in the toolbar. Click the **Close** icon to return to the **Scheduler** page. The edited shift appears on the **Viewer**.
4. Click the **REFRESH** icon to display the shift in the Schedule Grid as **underlined** notifying the Supervisor that the employee is scheduled to work at a site or position other than primary.

		Thu 3/19/2015																										
		10p	11p	12a	1a	2a	3a	4a	5a	6a	7a	8a	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p	9p	10p	11p	12p
Q	Barnes, Lorelee																											
Q	Butcher, Bridget																											
Q	T Mauerman, Betha...																											
Q	T Freeman, April																											
Q	Popadak, Christine																											
Q	Weckerly, Hope																											
Scheduled																												
+	Name	Primary Labor	Schedule	Meal	Pos	Transfer	Day Hours	Week Hours																				
Q	Barnes, Lorelee	BusiServ	8:00a-12:00p		BusiServ.AccoCler2.99453200		4:00	4:00																				
Q	Butcher, Bridget	BusiServ	10:00a-2:00p		BusiServ.StudUnivFu.99435700		4:00	4:00																				
Q	TMauerman, Be...	DeanOffi	12:00p-4:00p		DeanOffi.StudFwsEmp.99230100		4:00	18:30																				
Q	TFreeman, April	CompTech	2:00p-5:00p		BusiServ.StudUnivFu.99435700	2:00p	3:00	10:00																				
Q	Popadak, Chrl...	TrumCamp					0:00	0:00																				

Schedule Additional Transfer Shifts

Once an initial shift has been scheduled and the shift has been corrected for site and position, other shifts for the week can be edited to reflect roles other than the primary job.

1. Right-click the time in the cell of the newly created shift. Select “**Edit Schedule Week**”.

	Name	Primary Labor	Hours	Sun 4/5/2015	Mon 4/6/2015	Tue 4/7/2015
Q	Barnes, Loralee	BusiServ	0:00			
Q	Butcher, Bridget	BusiServ	0:00			
Q	Freeman, April	CompTech	2:00			
Q	Mauerman, Bethanie	DeanOffi	0:00			
Q	Weckerly, Hope	BusiServ	0:00			
			Total	Sun 4/5		
Scheduled Hours			2.00			

Contact Information
Edit Schedule Week
Edit Shift Details
Find Replacement

2. Enter Additional shifts for each day as necessary including Site and Position.

Freeman, April

Find

Primary Labor

CompTech.StudUnivFu.99434100

	Date	Schedule	Transfer	Site	Pos	Task Name
+	-	3/15/2015 Sun				
+	-	3/16/2015 Mon				
+	-	3/17/2015 Tue	8:00a-10:00a	8:00a	TrBusinessSvc	BusiServ.StudUnivFu.99435700
+	-	3/18/2015 Wed				
+	-	3/19/2015 Thu				
+	-	3/20/2015 Fri				
+	-	3/21/2015 Sat				

3. Click the **Save** icon in the toolbar. Click the **Close** icon to return to the **Scheduler** page. The edited shift appears on the **Viewer**
4. Click the **REFRESH** icon to display the shifts in the Schedule Grid as **underlined** notifying the Supervisor that the employee is scheduled to work at a site or position other than primary.

In Employee Self Service, an asterisk will indicate to the employee that the scheduled shift is for a site/position other than primary.

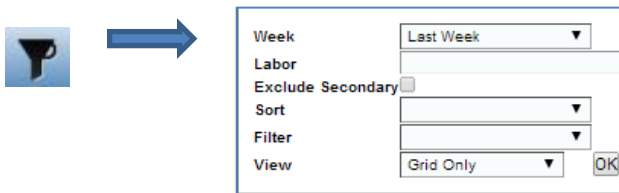
Edit a Schedule

To edit the Schedule Week, Shift Details, Find a Replacement, or assign a Preset Shift for an employee, **right-click** on any cell with a shift in the Grid section. Choices available in the selection list are based on user security permissions.

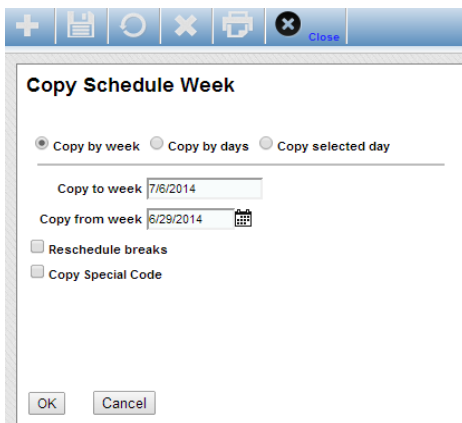
	Name	Primary Labor	Schedule	Meal	Pos
	Boldin, Brittany	UnivDiniS	6:00a-11:00a		StudUnivFu.99617000
	Brauer, Rita	UnivDiniS	9:00a-4:00p		StudFwsEmp.99617100
	Arauz, Emily	UnivDiniS	10:00a-6:00p		StudUnivFu.99617000
	Williamson, Tess	UnivDiniS	12:00p-6:00p		StudUnivFu.99617000
	Bernhard, Kat...	UnivDiniS	5:00p-11:00p		StudUnivFu.99617000
	Clemens, Mich...	UnivDiniS	10:30p-7:00a		FoodServWo.99630300
	Buck, Jessica	UnivDiniS		4:00a-12:30p	
	Burnham, Chri...	UnivDiniS		7:00a-3:30p	
	Callahan, Ten...	UnivDiniS		7:30a-4:00p	
	Chaffin, Gabr...	UnivDiniS		7:30a-4:30p	
	Chandragiri, ...	UnivDiniS		8:00a-4:30p	
	Cherry, Emma	UnivDiniS		8:00a-5:00p	
	DeMarco, Alex...	UnivDiniS		3:00p-11:30p	
	Ditty, Elizabeth	UnivDiniS		10:30p-7:00a	

Copy a Schedule

1. Click the Filter icon and select the Default View or Grid Only view.



2. Use the filter to select the week to which you want to copy a schedule.
3. Click the copy icon to see this dialogue:



4. The copy to week date will fill in automatically.
5. Select the **Copy from week** date using the calendar.
6. Click **OK**.

Run a Schedule

The **Run** icon in the toolbar is used to add the **Fixed Schedules** to the weekly schedule. This occurs automatically each Saturday morning with the Empower schedule update, which imports the fixed schedules for three weeks forward. If, however, an edit is made to an employee fixed schedule, it is necessary to **Run** the schedule with the icon to apply the updates to the weekly empower schedule.



1. From the Module Menu select the Personnel Module.
2. Select the employee.
3. Edit the Fixed Shift as necessary.
4. Click the Save icon.
5. From the Module Menu select the Scheduler Module.
6. Click the Run icon to import the Fixed Schedule.

The schedule should now display with the changes made to the fixed schedule.

Publish a Schedule

For employees to see the schedule in Empower Self Service, as created by the Supervisor, it must be **Published**. The schedule may be published manually at any time or will publish as part of a weekly update.

A Supervisor may publish the schedule manually by clicking the **Publish** icon in the **Scheduler Module** toolbar.



If the Supervisor does not manually publish the schedule, it will be automatically updated each Saturday morning, after which it will be visible in Empower Employee Self Service.

Timecard Module

The Timecard module displays the employees' punches, total hours, and exceptions (missing punches). The punches entered through a time clock terminal or Employee Self Service will appear here. The **Site** and **Position** fields will populate if the work location for the punch is other than the Primary Position for the employee or student with multiple jobs.

Personal Information
 Employee Number: 81099998
 Pay Policy: StudentNoMealMulti Site: TrComputerTech Pos: CompTech.StudUnivFu.99434100

Approvals ☐ Supervisor ☐ Locked

Balances Comp 0.00 Sick 0.00 Vacation 0.00

Day	Date	Schedule	Pch IN	M/B OUT	M/B IN	Pch OUT	Site	Pos	Supervisor	Special code	Time	Apvd	Reg	OT	Total	Comments
Sat	1/17															
Sun	1/18															
Mon	1/19	8:00a-12:00p	7:57a			12:02p							4:00		4:00	
Tue	1/20	8:00a-12:00p	7:55a			12:05p							4:00		4:00	
Wed	1/21	8:00a-10:00a	8:00a			10:05a	TrBusinessSv	BusiServ.StudUnivFu.9943570					2:00		2:00	
Wed	1/21	2:00p-4:00p	4:00p			6:00p							2:00		2:00	
Thu	1/22															
Fri	1/23															
Sat	1/24															
Sun	1/25															

Day	Date	Description	Status	Reason Code	Comments
Wed	1/21	Late Shift In Sch 2:00p Pch 4:00p Amt 2:00			
Wed	1/21	Late Shift Out Sch 4:00p Pch 6:00p Amt 2:00			
Wed	1/21	Outside Primary Labor: Pos Sch 8:00a Pch 8:00a			

Pay Category	Hours
Reg	12:00
Total	12:00

Three information windows are displayed: the **Timecard Grid**, the **Exceptions Grid** and the **Hours Summary**.

The **Expand/ Contract** icon for the **Hours Summary** will toggle between Category Totals and Daily Totals.



Category Totals

Pay Category	Hours
Reg	28:00
Total	28:00

Daily Totals

Day	Date	Pay Category	Site	Pos	Supervisor	Hours
Mon	11/10	Reg	Payroll	UnivDiniS.StudUnivFu.99617000	cberry	6:00
Tue	11/11	Reg	Payroll	PayrOffi.StudUnivFu.99156100	lheilman	5:00
Wed	11/12	Reg	Payroll	PayrOffi.StudUnivFu.99156100	lheilman	8:00
Sat	11/15	Reg	Payroll	PayrOffi.StudUnivFu.99156100	lheilman	9:00
Total		Total				28:00

Pay Period Date Range

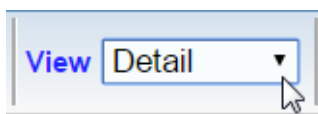
Timecards can be viewed for the Current, Previous, or Next pay period. To view a timecard from another pay period other than the current, select the drop menu next to Pay Period and choose from the options available.



Timecard Views

The Timecard grid displays all punches including shift details and total hours.

The Timecard module has two views: **Summary** and **Detail**.



The **Summary** view displays transaction details in a horizontal view.

The **Detail** view displays all punch transactions in a vertical view.

Toolbar Icons offer additional actions for timecard processing.



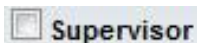
Calculate: recalculate timecard changes and refresh the page.



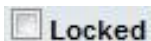
Audits: Track changes made to a timecard by user, date, and time.



Selection Criteria: View timecards by filter, sort, or labor option.



Supervisor Approval: Final timecard approvals require a supervisor to check this box.



Timecard Locked: Once payroll has been processed, all timecards will be locked from further edits.

Edit a Timecard

Review Punches

Open the timecard of the employee and select **Summary View**.

The screenshot shows the 'Summary View' of a timecard for John Smith. The interface includes a toolbar with icons for adding, deleting, undo, redo, and printing, along with a search bar and a 'Previous pay period' link. Below the toolbar, there are tabs for 'Calculate' and 'View', with 'View' selected. The 'Personal Information' section displays the employee's number (810999999), pay policy (StudentNoMeal), site (TrComputerTech), and position (CompTech.StudUnivFu.99434100). There are also checkboxes for 'Supervisor' and 'Locked'. A note indicates that hovering over the balance will show the next accrual. The 'Balances' section shows 'Comp 0.00', 'Sick 0.00', and 'Vacation 0.00'. The main table lists punches for the week of 1/17 to 1/25, with columns for Day, Date, Schedule, Pch IN, M/B OUT, M/B IN, Pch OUT, Site, Pos, Supervisor, Special code, Time, Apvd, Reg, OT, Total, and Comments. A punch on Wednesday, 1/21, is highlighted with a warning icon. Below the main table, there is a section for 'Description', 'Status', 'Reason Code', and 'Comments', showing details for the highlighted punch: 'Late Shift Out Sch 4:00p Pch 4:30p Amt 0.30' and 'Outside Primary Labor: Pos Sch 8:00a Pch 8:00a'.

Day	Date	Schedule	Pch IN	M/B OUT	M/B IN	Pch OUT	Site	Pos	Supervisor	Special code	Time	Apvd	Reg	OT	Total	Comments
Sat	1/17															
Sun	1/18															
Mon	1/19	8:00a-12:00p	7:57a			12:02p							4:00		4:00	
Tue	1/20	8:00a-12:00p	7:55a			12:05p							4:00		4:00	
Wed	1/21	8:00a-10:00a	8:00a			10:05a	TrBusinessSvBusiServ.StudUnivFu.9943570						2:00		2:00	
Wed	1/21	2:00p-4:00p	1:55p			4:30p							2:30		2:30	
Thu	1/22															
Fri	1/23															
Sat	1/24															
Sun	1/25															

Day	Date	Description	Status	Reason Code	Comments
Wed	1/21	Late Shift Out Sch 4:00p Pch 4:30p Amt 0.30			
Wed	1/21	Outside Primary Labor: Pos Sch 8:00a Pch 8:00a			

Edit the Time of a Punch

1. Click on the punch to open the cell.
2. Type in the correct time, and
3. Click the **Save** icon in the toolbar.

The screenshot shows the 'Edit View' of a timecard for John Smith. The interface includes a toolbar with icons for adding, deleting, undo, redo, and printing, along with a search bar and a 'Previous pay period' link. Below the toolbar, there are tabs for 'Calculate' and 'View', with 'View' selected. The 'Personal Information' section displays the employee's number (810999999), pay policy (StudentNoMeal), site (TrComputerTech), and position (CompTech.StudUnivFu.99434100). There are also checkboxes for 'Supervisor' and 'Locked'. A note indicates that hovering over the balance will show the next accrual. The 'Balances' section shows 'Comp 0.00', 'Sick 0.00', and 'Vacation 0.00'. The main table lists punches for the week of 11/8 to 11/14, with columns for Day, Date, Schedule, Schedule Detail, Punch, Type, Site, Pos, and Supervisor. A punch on Monday, 11/10, is highlighted with a warning icon. Below the main table, there is a section for 'Description', 'Status', 'Reason Code', and 'Comments', showing details for the highlighted punch: 'Late Shift Out Sch 4:00p Pch 4:30p Amt 0.30' and 'Outside Primary Labor: Pos Sch 8:00a Pch 8:00a'.

Day	Date	Schedule	Schedule Detail	Punch	Type	Site	Pos	Supervisor
Sat	11/8							
Sun	11/9							
Mon	11/10			8:00a	IN			
				2:00p	OUT			
Tue	11/11			8:00a	IN			
				1:00p	OUT			
Wed	11/12			7:00a	IN			
				3:00p	OUT			
Thu	11/13							
Fri	11/14							

Acknowledge an Exception

1. Click the proper cell in the **Exception Grid**.
2. In the drop down, click **Acknowledged**.
3. Click the **Save** icon in the toolbar.

Smith, John

Calculate View Summary

Personal Information
 Employee Number 810999999
 Pay Policy StudentNoMeal Site TrComputerTech Pos CompTech.StudUnivFu.99434100

Approvals ☐ Supervisor ☐ Locked

Position mouse over balance to view next accrual
 Balances Comp 0.00 Sick 0.00 Vacation 0.00

Day	Date	Schedule	Pch IN	M/B OUT	M/B IN	Pch OUT	Site	Pos	Supervisor	Special code	Time	Apvd	Reg	OT	Total	Comments
Sat	1/17											<input type="checkbox"/>				
Sun	1/18											<input type="checkbox"/>				
Mon	1/19	8:00a-12:00p	7:57a			12:02p						<input type="checkbox"/>	4:00		4:00	
Tue	1/20	8:00a-12:00p	7:55a			12:05p						<input type="checkbox"/>	4:00		4:00	
Wed	1/21	8:00a-10:00a	8:00a			10:05a	TrBusinessS\BusiServ.StudUnivFu.9943570					<input type="checkbox"/>	2:00		2:00	
Wed	1/21	2:00p-4:00p	1:55p			4:30p						<input type="checkbox"/>	2:30		2:30	
Thu	1/22											<input type="checkbox"/>				
Fri	1/23											<input type="checkbox"/>				
Sat	1/24											<input type="checkbox"/>				
Sun	1/25											<input type="checkbox"/>				

Day	Date	Description	Status	Reason Code	Comments
Mon	11/10	Outside Primary Labor: Pos:Supervisor Pch 8:00a	<div> <div></div> <div>Excused</div> <div>Acknowledged</div> </div>		


★ **Note:** Exception acknowledgements must be completed prior to approving the associated line item.

For assistance with Empower Timekeeping contact the
 Payroll Department at:
Payroll@kent.edu or by phone at 330-672-8640

Transfer a Punch

If a student or other employee works in multiple locations or in multiple positions, it may be necessary to edit a timecard to reflect the appropriate job.

Use the **Expand/ Contract** Icon to view the details in the **Hours Summary** and review the punch information.



Day	Date	Pay Category	Site	Pos	Supervisor	Hours
Mon	11/10	Reg	Payroll	UnivDiniS.StudUnivFu.99617000	cberry	6:00
Tue	11/11	Reg	Payroll	PayrOffi.StudUnivFu.99156100	lheilman	5:00
Wed	11/12	Reg	Payroll	PayrOffi.StudUnivFu.99156100	lheilman	8:00
Sat	11/15	Reg	Payroll	PayrOffi.StudUnivFu.99156100	lheilman	9:00
Total		Total				28:00

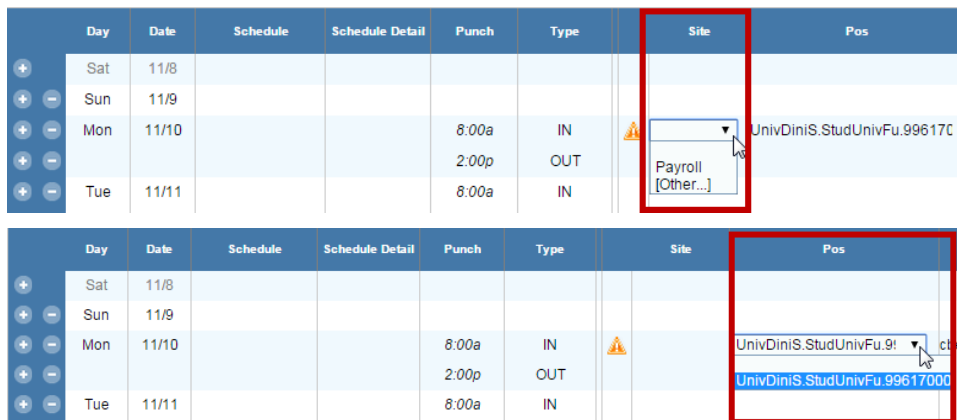
Edit the Site & Position

Site

1. Click in the **Site** column for the punch entry.
2. Click on the arrows to drill down to your campus and department.
3. Click on the appropriate location/department from the menu.
4. Click the **Save** icon in the toolbar.


Position


1. Click in the **Pos** column for the punch entry.
2. Select the appropriate job from the drop-down list.
3. Click the **Save** icon in the toolbar.



Day	Date	Schedule	Schedule Detail	Punch	Type	Site	Pos
Sat	11/8						
Sun	11/9						
Mon	11/10			8:00a	IN		UnivDiniS.StudUnivFu.99617000
				2:00p	OUT		
Tue	11/11			8:00a	IN		

Day	Date	Schedule	Schedule Detail	Punch	Type	Site	Pos
Sat	11/8						
Sun	11/9						
Mon	11/10			8:00a	IN		UnivDiniS.StudUnivFu.99617000
				2:00p	OUT		
Tue	11/11			8:00a	IN		UnivDiniS.StudUnivFu.99617000

 **Note: Be cautious when editing employees who hold two jobs. The timecard information that you see may have been entered in reference to their other job.**

 **Both *Site* and *Position* must be edited when transferring a punch to assure accurate payroll processing.**

Add or Delete a Punch

	Day	Date	Schedule	Schedule Detail	Punch	Type	Site	Pos	Supervisor	Special code	Time	Cncl Meal
+	-	Sat	1/3									<input type="checkbox"/>
+	-	Sun	1/4									<input type="checkbox"/>
+	-	Mon	1/5			Code				Sick	0:00	<input type="checkbox"/>
+	-	Mon	1/5	8:00a-4:00p								<input type="checkbox"/>
+	-	Tue	1/6	8:00a-4:00p	8:01a	IN						<input type="checkbox"/>
+	-				4:06p	OUT						<input type="checkbox"/>
+	-	Wed	1/7	8:00a-4:00p			!					<input type="checkbox"/>
+	-	Thu	1/8	8:00a-4:00p			!					<input type="checkbox"/>
+	-	Fri	1/9									<input type="checkbox"/>
+	-	Sat	1/10									<input type="checkbox"/>
+	-	Sun	1/11									<input type="checkbox"/>

Add a Punch

1. Click the plus sign (**+**) next to the date. A new row is added to the date in the timecard.
2. Click in the punch column and type the time.
3. Click the **Save** icon in the toolbar.

Delete a Punch

1. Click the minus sign (**-**) to delete the punch entry.
2. Click **OK** to confirm removal of the punch.
3. Click the **Save** icon in the toolbar.

Cancel a Meal

View the timecard in **Detail view only**

View

Admin

Detail

Summary

	Day	Date	Schedule	Schedule Detail	Punch	Type	Site	Pos	Supervisor	Special code	Time	Cncl Meal
+ -	Sat	1/31	Off									<input type="checkbox"/>
+ -	Sun	2/1	Off									<input type="checkbox"/>
+ -	Mon	2/2				Code	⚠			University Closure	7:00	<input type="checkbox"/>
+ -	Mon	2/2	5:00a-2:00p		6:21a	IN						<input type="checkbox"/>
+ -					2:17p	OUT						<input type="checkbox"/>
+ -	Tue	2/3	5:00a-2:00p		6:04a	IN	⚠					<input checked="" type="checkbox"/>
+ -					2:58p	OUT	⚠					<input type="checkbox"/>
+ -	Wed	2/4	5:00a-2:00p				⚠					<input type="checkbox"/>
+ -	Thu	2/5	5:00a-2:00p		6:13a	IN	⚠					<input type="checkbox"/>
+ -					3:16p	OUT	⚠					<input type="checkbox"/>
+ -	Fri	2/6	5:00a-2:00p				⚠					<input type="checkbox"/>

1. In the **Cncl Meal** column, click in the check box.
2. Click the **Save** Icon

Special Codes

Personal Information
 Employee Number 810999999
 Pay Policy Classified30MealFT Site Payroll Pos PayrOffi.PayrCler1.99988877

Approvals ☐ Supervisor ☐ Locked

Position mouse over balance to view next accrual
 Balances Comp 119.99 Sick 125.58 Vacation 164.03

Day	Date	Schedule	Schedule Detail	Punch	Type	Site	Pos	Supervisor	Special code	Time	Cncl Meal
Set	1/3										<input type="checkbox"/>
Sun	1/4										<input type="checkbox"/>
Mon	1/5				Code						<input type="checkbox"/>
Mon	1/5	8:00a-4:00p									<input type="checkbox"/>
Tue	1/6	8:00a-4:00p		8:01a	IN					0:00	<input type="checkbox"/>
				4:06p	OUT						<input type="checkbox"/>
Wed	1/7	8:00a-4:00p									<input type="checkbox"/>
Thu	1/8	8:00a-4:00p									<input type="checkbox"/>
Fri	1/9										<input type="checkbox"/>
Set	1/10										<input type="checkbox"/>
Sun	1/11										<input type="checkbox"/>

Day	Date	Description	Status	Reason Code	Comments
Wed	1/7	Absent Sch 8:00a			
Thu	1/8	Absent Sch 8:00a			

Special code dropdown menu:

- Sick
- Back Pay
- Call Back <2.75
- Call Back >=2.75
- Comp Earned
- Comp Time Used
- FMLA Comp Time
- FMLA Sick
- FMLA Vacation
- Holiday
- Jury Duty
- Military Leave
- Other Earnings
- Paid Disciplinary
- Pay Comp
- Personal Leave
- Sick
- University Business
- University Closure
- Unpaid Disciplinary

Comp Time

1. To add Comp Time, click in the **Special Code** column.
2. Select the code **Comp Earned** from the list.
3. In the **Time** column to the right, enter the time to converted
4. Click the **Save** icon in the toolbar.

Special Code Change

1. Check **"Employee Time Accruals"** for available balance if applicable.
2. Click in the **Special Code** column.
3. Pick a code from the list.
4. Click the **Save** icon in the toolbar.

★ **NOTE:** Time shown as accrued may be understated if the employee has scheduled time off in the future, but not yet taken the time off. Balances reflect time *scheduled*, and additional time may be available based on possible planned absences. Accruals will be discussed further in the Crew Sheet Module.

Timecard Approvals

Employee timecards must be approved before the payroll can be processed.

Timecards must be approved each week.

All employee exceptions require resolution or acknowledgement must be addressed prior to approving the timecard.

Approve a Timecard

1. Open the employee's timecard.
2. View that all exceptions have been resolved.
3. Ensure the accuracy of the total hours.
4. Check the **Supervisor** checkbox to approve.

Personal Information

Employee Number 810999888
Pay Policy Classified60MealFT Site Vending-006 Pos UnivDiniS.VendMachTe.99031200

Approvals ☒ Supervisor ☐ Locked

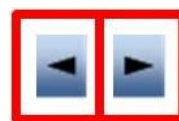
Position mouse over balance to view next accrual
Balances Comp 31.44 Sick 101.00 Vacation 77.51

Day	Date	Schedule	Schedule Detail	Punch	Type	Site	Pos	Supervisor	Special code	Time	Cncl Meal
Sat	1/31	Off									<input type="checkbox"/>
Sun	2/1	Off									<input type="checkbox"/>
Mon	2/2				Code				University Closure	7:00	<input type="checkbox"/>
Mon	2/2	5:00a-2:00p		4:50a	IN						<input type="checkbox"/>
				2:17p	OUT						<input type="checkbox"/>
Tue	2/3	5:00a-2:00p		5:02a	IN						<input checked="" type="checkbox"/>
				2:58p	OUT						<input type="checkbox"/>
Wed	2/4	5:00a-2:00p		5:05a	IN						<input type="checkbox"/>
				2:02p	OUT						<input type="checkbox"/>
Thu	2/5	5:00a-2:00p		5:01a	IN						<input type="checkbox"/>
				3:16p	OUT						<input type="checkbox"/>
Fri	2/6	5:00a-2:00p		5:00a	IN						<input type="checkbox"/>
				1:58p	OUT						<input type="checkbox"/>
Sat	2/7	Off									<input type="checkbox"/>
Sun	2/8	Off									<input type="checkbox"/>

Day	Date	Description	Status	Reason Code	Comments
Mon	2/2	Early Shift In Sch 5:00a Pch 4:50a Amt 0:09			
Mon	2/2	Late Shift Out Sch 2:00p Pch 2:17p Amt 0:17			
Tue	2/3	Late Shift Out Sch 2:00p Pch 2:58p Amt 0:58			
Thu	2/5	Late Shift Out Sch 2:00p Pch 3:16p Amt 1:16			

Pay Category	Hours
Reg	33:00
OT	10:45
University Closure	7:00
Total	50:45

To efficiently navigate through the timecards of employees, click on the directional arrows on either side of the **Employee Name** field.



Line Item Approval

For employees who work more than one job at the university, each Supervisor will approve each shift individually by marking the line item for that shift as approved for the time the employee worked at their site. When all shifts have been approved, the Supervisor who approves the final line item will then mark the **Supervisor** checkbox to approve the timecard as complete.

The timecard cannot be marked as approved until all shifts have had all exceptions addressed, and have been first marked as approved.

Personal Information

Employee Number 810418891
Pay Policy StudentNoMeal Site Schwebel-011 Pos UnivDiniS.StudUnivFu.99617200

Approvals ☐ Supervisor ☐ Locked

Balances

Day	Date	Schedule	Pch IN	M/B OUT	M/B IN	Pch OUT	Site	Pos	Supervisor	Special code	Time	Apvd	Reg	OT	Total	Comments
Sat	1/31											<input type="checkbox"/>				
Sun	2/1											<input type="checkbox"/>				
Mon	2/2											<input type="checkbox"/>				
Tue	2/3	9:30a-3:30p	9:30a			3:33p	Schwebel-011	UnivDiniS.StudUnivFu.99617200				<input type="checkbox"/>	6:00		6:00	
Wed	2/4											<input type="checkbox"/>				
Thu	2/5	10:00a-2:00p	9:55a			2:16p						<input type="checkbox"/>	4:15		4:15	
Fri	2/6											<input type="checkbox"/>				
Sat	2/7											<input type="checkbox"/>				
Sun	2/8											<input type="checkbox"/>				

Day	Date	Description	Status	Reason Code	Comments
Tue	2/3	Outside Primary Labor: Pos Sch 9:30a Pch 9:30a			
Thu	2/5	Late Shift Out Sch 2:00p Pch 2:16p Amt 0:16			

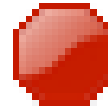
1. Select **Summary View** of the Timecard.
2. In the **Apvd** column, you will see checkboxes. Only those line items that you need to approve will be enabled for you to check.
3. Before approving a line item, look for any exceptions on the lines you will be approving. Any exceptions should be addressed before you check the line item approval box.
4. Once all exceptions are cleared or acknowledged, check the box for each line item to be approved.
5. Click the **Save** button.
6. Once all line items are approved by all supervisors, the last supervisor to approve should approve the timecard using the **Supervisor approval checkbox** at the upper left of the timecard.

For assistance with Empower Timekeeping contact the Payroll Department at:
Payroll@kent.edu or by phone at 330-672-8640

Crew Sheet Module

The Crew Sheet is used to manage all employee exceptions (missing punches) on a daily basis. Changes made here will also display in the Timecard module. View exceptions for all employees, or use the Filter Options to select employees to view.

Check for exceptions daily. All exceptions with a RED stop sign must be resolved. Other exceptions are information notifications, and do not require resolution.

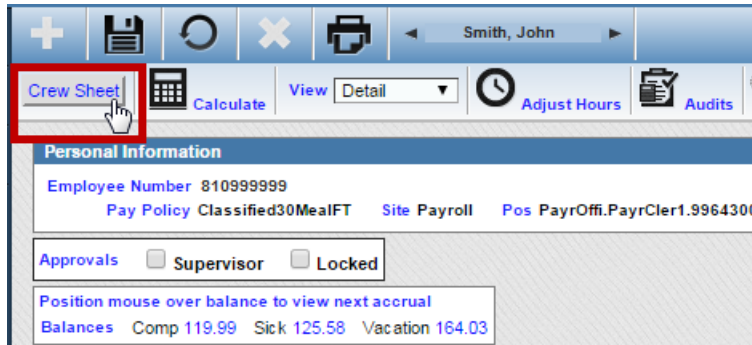
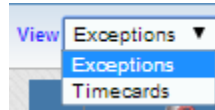


<div> Find Previous pay period </div>						
<div> View Exceptions Print Excuse Acknowledge Clear </div>						
	Inactive Name	Eclass	Date		Exception	Hours
	Douthitt, Christine K.	C1	1/7		Missing In Punch Sch 8:00a Pch OUT 4:04p	9:30
			1/6		Late Shift Out Sch 4:00p Pch 6:00p Amt 2:00	
			1/8		Absent Sch 8:00a	
	Mauerman, Bethanie J.	S1	1/7		Outside Primary Labor: Pos Pch 4:00p	16:00
			1/8		Outside Primary Labor: Pos Pch 3:00p	
	Freeman, April	S1	1/5		Outside Primary Labor: Pos Pch 8:00a	23:00
Total Examined: 3			Total Exceptions: 6			48:30

Click on the Employee name to navigate to the Timecard for timecard correction or acknowledgement as explained in **“Edit a Timecard”**.

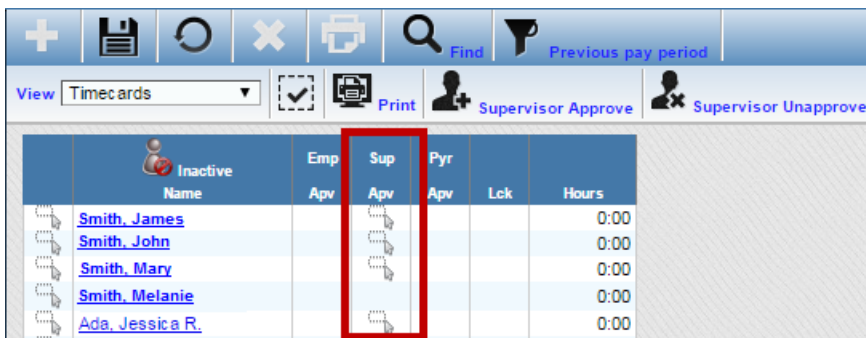
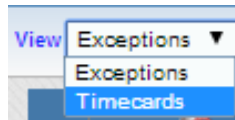
Correct Timecards from the Crew Sheet View

1. Select **Crew Sheet** from the list of Empower modules.
2. Select the **Exceptions View**.
3. To correct an exception, click on the employee name to open the timecard view for the employee. Correct the exceptions and **SAVE**.
4. Select the **Crew Sheet** button view to return.



Approve Timecards from the Crew Sheet View

1. Select **Crew Sheet** from the list of Empower modules.
2. Select the **Time Cards View**.
3. Click in the SUP APV column to approve (or unapprove) timecards in the list.



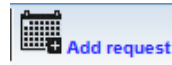
4. Click **Save**.

Time Off Requests Module

Requests for time off may be entered by eligible employees in the Employee Self-Service application, or by their supervisor in the **Time Off Requests** module. If the supervisor has entered the request manually, the employee will be able to view the details in ESS immediately.

Add a Request

1. Click the **“Add a New Request”** button.
2. Select the employee name.
3. Select **“Total Hours”** for a single request or **“Enter hours separately”** for requests that will be using different codes, e.g. Vacation Week, Personal, Anniversary.
4. Select the Request Code.
5. Click on the Calendar icon to choose date(s).
6. Enter Requested Hours.
7. Enter Supervisor Comment if you wish.
8. Click **OK** to save the request.

A screenshot of the "Add a New Request" form. It includes fields for Employee (Smith, Robert), Request code (Vacation), Request hours (8), Request date(s) (03/17/2015), Unavailable from/to, Supervisor reason, and Supervisor Comment. There are radio buttons for "Total hours" (selected) and "Hours separately". An inset window shows a table of account balances.

Account	Hours
Comp	31.44
Sick	101.00
Vacation	77.51

Accruals

Leave accruals for the employee are shown in the inset window. Any requested leave will be deducted from Empower upon entry of the request. Empower will not accept a request if there is not sufficient leave earned at the time of the request entry by neither the employee nor the Supervisor.

★ **NOTE: This will not affect the accruals in Banner, which will adjust based upon actual time taken, not requested.**

Approve a Request

	Name	Labor	Request	Hours	Submitted	Status	Supervisor Comment	Last Update
	Jones, Tom	UnivDiniS.Cook1.99620700	Vacation 2/24/2015	8.00	2/2/2015 12:50p	Pending		
	Smith, Robert	UnivDiniS.FoodServWo.99619600	Vacation 3/23/2015	8.00	1/29/2015 7:36p	Pending		
	Adams, John	UnivDiniS.FoodServWo.99619600	Vacation 2/14/2015	8.00	1/29/2015 7:35p	Declined		1/30/2015 1:05p
	Williams, Ed	UnivDiniS.FoodServWo.99631200	Comp Time Used 4/5/2015	8.00	1/26/2015 1:38p	Approved		1/26/2015 12:37a
	Reed, Alice	UnivDiniS.FoodServWo.99631200	Vacation 3/22/2015-3/30/2015	72.00	1/26/2015 1:38p	Approved		1/26/2015 12:37a

1. Click on the **"Status"** column.
2. Select whether the request has been approved, declined or will be canceled.
3. Click **Save**.

Check daily for new requests.

Time Off Request Tool Bar



Add a New Request: Create a new time off request for an employee



Selection Criteria: View time off requests by specific criteria

Schedule Requests Module

Availability to work can be entered by student employees.

1. In the modules list click **Schedule Requests**.
2. Search for the employee name.
3. Click the magnifying glass icon to view the schedule for a work week.
4. The upper section displays the employee's requested schedule.
5. Available hours as submitted by the student employee appear in the **Fixed Shift** column.

Requested Schedule

WK	Day	Date	Unavail	Avail	Pref Avail	Fixed Shift
1	Sun	7/20/2014				6:00a - 12:00p
1	Mon	7/21/2014				4:00p - 10:00p
1	Tue	7/22/2014				4:00p - 10:00p

Reports Module

The Reports module is used to create PDF or Excel format reports that contain data from WFM. Reports are displayed on screen via the Dashboards section and may be printed.

Approaching Overtime: Shows employees' Scheduled Hours, Punched Hours, Remaining Hours, Projected Hours, Non OT Hours, Non OT Project, and Non OT Scheduled Project.

Daily Pay Summary: Shows the total hours worked by an individual day in a specific date range.

Daily Sch vs Pch: Daily Scheduled versus Punch detail report shows Scheduled, Scheduled Total, Punched, Punched Total, and Punched minus Scheduled Hours by a variety of employee or department options.

Daily Shift List: Shows Department, Employees, Employee Number, Shift IN, Shift OUT, Job, and Total Hours with Grand Totals.

Exception: Shows types and severity of a specific employee's exceptions.

Labor Analysis: Shows total hours by specific pay category by Program and employee.

On Premises: Shows the employee's schedule, last punch time, and Latest status (In or Out) by store, employee, or department.

Operations Weekly: Manager tool to highlight productivity data (KPI).

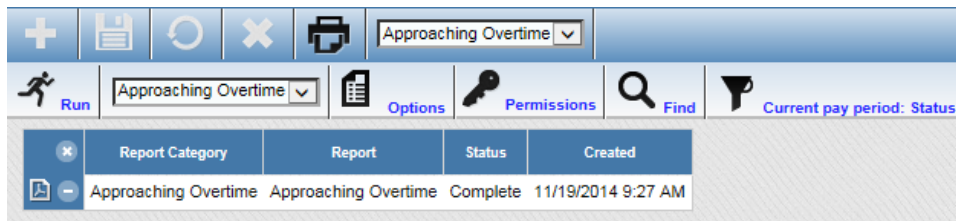
Timecard: Summarizes the timecard screen details showing daily punch transactions and detail by pay category.

Wall Schedule: Shows employee schedules with the intent of being posted on the wall on a weekly basis. Details include employee's name and job code for each daily schedule.

*For assistance with Empower Timekeeping contact the
Payroll Department at:
Payroll@kent.edu or by phone at 330-672-8640*

Run a Report

1. Click on **Reports** under **Dashboard** in the **Modules** section.
2. Select the **Report Category** and **Report Name** from each of the drop down menus.
3. Click the **Options** button for Additional Criteria for the report.
4. Select the **Report** format (Default format is PDF).
5. Click **Run** report.
6. Select the **“View”** button from queue window to open report.



Find an Employee

Reports can be run for a specific employee by clicking on **Find** and entering data into any of the fields provided.

A dialog box titled 'Find an Employee' with five input fields: 'Last Name', 'First Name', 'Employee', 'Badge', and 'Payroll ID'. At the bottom are 'OK' and 'Cancel' buttons.

Report Tool Bar



Run Reports: Generate the selected report.



Options: Report configuration can be created and modified here.



Find: generate a report for a specific employee.



Permissions: Administrators can assign user access to reports, either Full Access or View Only.