

For Managers

How To

Time and Labor Manager Responsibilities



ExtensisHR™

How To - Time and Labor Manager Responsibilities

STEP 1

Login to the HRCloud through the manager portal link below (please make sure you are using **Google Chrome** as a browser):
<https://exg.prismhr.com/exg/dbweb.asp?dbcgm=1>

STEP 2



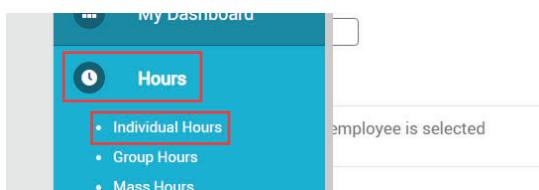
Click on “**My Payrolls**” and then select “**Time and Labor**.”

STEP 3

This will bring you to the Dashboard where you can view different informational widgets. Any exceptions on employees' timesheets that require approval will show up under “**Required Approvals**.”

As a manager, you will be responsible for editing and approving your employees time sheets.

STEP 4



How to edit Timesheets

To locate your employees' time sheets you will go to “**Hours**” and then select “**Individual Hours**.” From here you will select the employees whose time sheets require attention and pull up their timecard by clicking on their name.

STEP 5

You will then adjust the pay period to the current one.

STEP 6

					Notes	Edited		Time In	Time Out	Hours	Shift To
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	5/2/2019 09:00 AM	5/2/2019 11:17 AM	5/2/2019 02:17 AM
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Y	5/2/2019 11:17 AM	5/2/2019 06:00 PM	5/2/2019 06:00 PM				
		<input checked="" type="checkbox"/>	<input type="checkbox"/>		5/3/2019 09:30 AM	5/3/2019 09:30 AM	5/3/2019 09:30 AM				
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Y	5/6/2019 09:00 AM	5/6/2019 09:00 AM	5/6/2019 09:00 AM				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Y	5/6/2019 12:00 PM	5/6/2019 12:00 PM	5/6/2019 12:00 PM				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Y	5/7/2019 09:00 AM	5/7/2019 09:00 AM	5/7/2019 09:00 AM				
		<input checked="" type="checkbox"/>	<input type="checkbox"/>		5/8/2019 02:11 PM	5/8/2019 02:11 PM	5/8/2019 02:11 PM				
		<input checked="" type="checkbox"/>	<input type="checkbox"/>		5/8/2019 02:11 PM	5/8/2019 02:11 PM	5/8/2019 02:11 PM				
			<input type="checkbox"/>		5/10/2019 10:05 AM	5/10/2019 10:05 AM	5/10/2019 10:05 AM				

If any punches need to be adjusted, you can do so by right clicking on the segment you would like to change and selecting “Edit.”

STEP 7

Edit Segment

Segment Length: 8.00

Time in 5/2/2019 09:00 AM
Time out 5/2/2019 05:00 PM

Break type << NONE >>
Job Code 1 - Regular
Cost Code << NONE >>
Rate 0.00
Note

Extra

Cancel **Save**

You will then see a page where you can adjust the “Time In” and “Time Out.” Once you enter the correct time you will click on “Save.”

STEP 8

Y	C	5/2/2019 11:17 AM	5/2/2019 06:00 PM
	C	5/3/2019 09:30 AM	5/3/2019 09:30 AM
Y	C	5/6/2019 09:00 AM	5/6/2019 12:00 PM
Y	C	5/6/2019 12:00 PM	5/6/2019 12:00 PM
Y	C	5/7/2019 09:00 AM	5/7/2019 09:00 AM
	C	5/8/2019 02:11 PM	5/8/2019 02:11 PM
	C	5/8/2019 02:11 PM	5/8/2019 02:11 PM

If you need to add a missed lunch punch, you will right click on the day you are adding the lunch for and select “Add Break.”

STEP 9

Add Break

Time in 5/2/2019 11:17 AM
Time out 5/2/2019 06:00 PM

Date 5/2/2019
Time 02:38 PM
Break length 240
Break type Lunch
Note

Track information goes with First Segment
 Second Segment

You will then add the time the employee took for lunch in minutes under “Break Length.”

STEP 10



Showing 10 records of 10		Selected 1 records	
		Time In	Time Out
<input type="checkbox"/>		5/2/2019 09:00 AM	<< Timesheet >>
<input checked="" type="checkbox"/>		5/2/2019 11:17 AM	5/2/2019 06:00 PM
<input type="checkbox"/>		5/3/2019 09:30 AM	5/3/2019 09:30 AM
			0.00

If you need to add a missed punch for the entire day you can click on the “Add” option on the left.

STEP 11

Segment Length: 8:00

Time in: 5/10/2019 09:00 AM

Time out: 5/10/2019 05:00 PM

Break type: << NONE >>

Job Code: 1 - Regular

Cost Code: << NONE >>

Rate: 0.00

Note:

Days: 1

Save

You will then enter the “Time In” and the “Time Out” and adjust the dates for the missing punches.

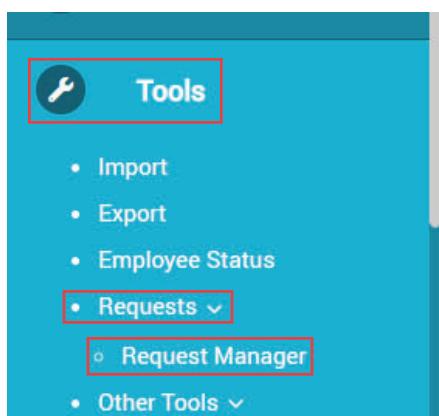
STEP 12

Showing 16 records of 16		Selected 16 records	
		Break Length	Time In
<input checked="" type="checkbox"/>		30u	4/15/2019 09:00 AM
<input checked="" type="checkbox"/>		30u	4/15/2019 01:30 PM
<input checked="" type="checkbox"/>		30u	4/15/2019 05:00 PM
<input checked="" type="checkbox"/>		30u	4/16/2019 09:00 AM
<input checked="" type="checkbox"/>		4.00	4/16/2019 01:00 PM

How to approve Timesheets

Once you have made the necessary edits to the time sheets you can then approve them. The red dot under the exception tab are the punches that still require approval. To approve the entire period for that employee, click on the square to the left of the bell, then click on “Resolve Period” and move the approvals to “Approved.”

STEP 13



How to manage Time Off Requests

To manage any Time Off Requests for your employees, you will go to “Tools” and then select “Request Manager” under “Requests.”

STEP 14

9	+	10	+	11	+	12
		Pending (1) Eli Manning 08:00 AM 8.00 2 - Paid Time Off		Pending (1) Eli Manning		Pending (1) Eli Manning 08:00 AM 8.00 2 - Paid Time Off
16	+	17			+	19
		Pending (2) Eli Manning 08:00 AM 7.00 5 - VACATION Eli Manning 08:00 AM 8.00 2 - Paid Time Off		Pending (1) Eli Manning 01:00 PM 4.00 2 - Paid Time Off		
23	+	24	+	25	+	26
		Pending (1) Eli Manning 08:30 AM 8.00 2 - Paid Time Off		Pending (1) Eli Manning 08:00 AM 2.00 5 - VACATION		

Right click on the pending requests to either approve or deny the requests.

STEP 15

Add Employee Request

Feedback

Templates

No records found

Employee: Eli Manning [1]

Date requested: 5/8/2019

Start time:

Hours: 24:00

Days: 1

Leave Code: 2 - Paid Time Off

Description:

Approve request

Send user notification

Accruals

Cancel

Save

If you need to add a request on behalf of an employee you can click on “Add” located on the top left of the calendar or click on the “Plus Sign” on the day the employee is taking time off. You will then enter the following information:

- Employees Name
- The Date they are requesting off for
- The Start Time (ex: 9:00am)
- The Hours Per Day (ex: 8.00)
- The Leave Code (ex: Sick or PTO)