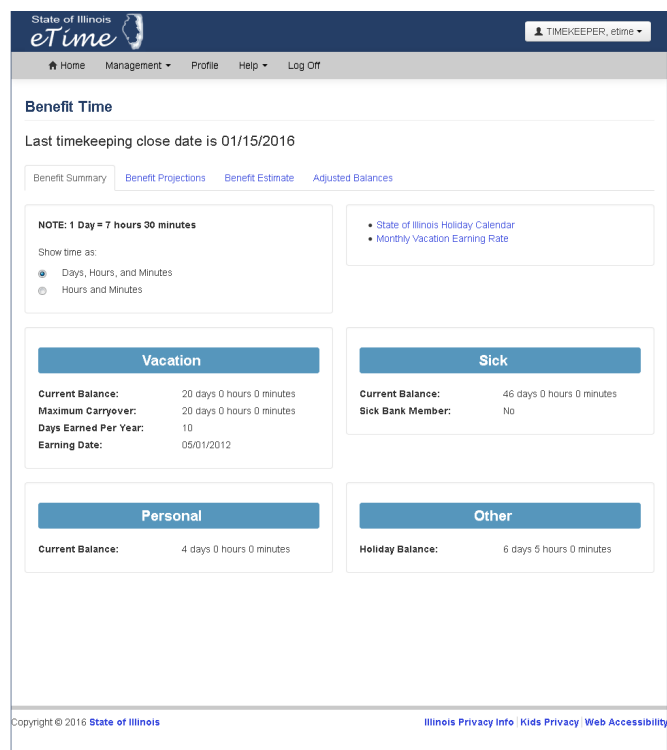


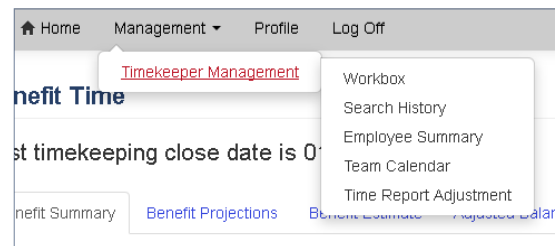
The eTime Screen - Timekeeper Home View



eTime Timekeeper Overview

eTime greatly minimizes manual entry of time and attendance records into the Central Time and Attendance System (CTAS). eTime automatically processes over 95% of leave and overtime transactions. However, there will be requests that will require timekeeper intervention.

The timekeeper home view mimics the system user home view. All timekeeper-specific tasks are located in the **Timekeeper Management** sub-menu of the **Management** menu from the top navigation bar.



Timekeepers are required to review their eTime workbox on a daily basis. This will ensure that employee time and attendance records are reflected accurately.

Timekeeper Role

Addressing the items in the Timekeeper Workbox:

1. **eTime** - From the top navigation menu, select **Management**, then **Timekeeper Management**, then **Workbox**.
2. **eTime** - Select the desired tab for the type or request to manage: **Leave** or **Overtime**.
3. **eTime** - Locate the desired entry in the list and click **View** to review the transaction.
4. **CTAS** - After review, the transaction should be manually "Posted" to CTAS (see Table A for potential CTAS actions).
5. **eTime** - After posting the transaction to CTAS, enter a comment if necessary (i.e. Timekeeper Posted, Adjustment Entered, etc).
6. **eTime** - Click **Approve** (this updates the status and comment(s) and removes the item from the timekeeper's workbox).

Table A - Potential CTAS transactions that may appear in the timekeeper's workbox.

Message	Definition	Timekeeper CTAS Action
Attendance already on file for this date	Additional attendance information may need to be recorded.	Requires entry by timekeeper into CTAS
Cancellation	Employee cancelled a posted overtime report	Requires cancellation of entry in CTAS
Closed pay period	Employee submitted a Leave Request for a pay period that has already closed.	Requires adjustment to be entered into CTAS
Greater than 16 hours	The employee's shift and overtime worked total more than 16 continuous hours.	Requires entry by timekeeper into CTAS
Holiday	All time worked on holidays goes to the timekeeper.	Requires entry by timekeeper into CTAS
Review required	Any transaction list in tables B, C or D	These types of transactions may require agency/bureau paperwork or proper approvals (i.e. Jury Duty, Veterans Hospital, etc)

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Table B - Requires timekeeper intervention. These codes require timekeeper to enter the Leave Request directly into CTAS. These Leave Requests will NOT be automatically updated to CTAS by eTime.

AL	AUTHORIZED ABSENCE (UNPAID)	UNPAID OFF
BD	AUTHORIZED ABSENCE FOR BLOOD DONORS (PAID)	PAID OFF
CU	COMPENSATORY TIME TAKEN (UPWARD MOBILITY)	COMP TIME
DF	DEATH IN FAMILY	SICK
DT	DOCKED TIME (UNPAID)	UNPAID OFF
FD	FURLOUGH DAY (UNPAID)	UNPAID OFF
HU	HOLIDAY TAKEN (UPWARD MOBILITY)	PERSONAL
HW	HOLIDAY WORKED	HOLIDAY
IW	INCLEMENT WEATHER (PAID)	PAID OFF
JD	JURY DUTY (PAID)	PAID OFF
PU	PERSONAL TIME TAKEN (UPWARD MOBILITY)	PERSONAL
SI	SERVICE CONNECTED INJURY (PAID)	PAID OFF
SA	SICK TIME ADVANCED	SICK
SV	SICK TIME FOR VETERANS (USES SICK TIME)	SICK
SP	TIME OFF FOR VETERANS TO SEE DOCTOR (PAID)	PAID OFF
UL	UNAUTHORIZED ABSENCE (UNPAID)	UNPAID OFF
UD	UPWARD MOBILITY DOCKED TIME (UNPAID)	UNPAID OFF
VU	VACATION TIME TAKEN (UPWARD MOBILITY)	VACATION
SW	WORKERS COMP TIME OFF DUE TO MEDICAL CONDITION	PAID OFF

Table C - eTime automatically processes over 95% of these codes but may require timekeeper intervention.

WA	AWAY FROM REGULAR WORK PLACE ON STATE BUSINESS	REG. WORKED
CB	CALL BACK OVERTIME	OVERTIME
CT	COMPENSATORY TIME TAKEN	COMP TIME
DA	DOCTOR OR DENTIST APPOINTMENT	SICK
EI	EMPLOYEE ILLNESS	SICK
EE	EQUIVALENT EARNED TIME (EARNED)	EQUIV EARND
ET	EQUIVALENT EARNED TIME (TAKEN)	EQUIV EARND
FI	FAMILY ILLNESS	SICK
HT	HOLIDAY TAKEN	HOLIDAY
MP	MATERNITY/PATERNITY LEAVE (PAID)	PAID OFF
OD	OVERTIME DAY	OVERTIME
OE	OVERTIME EVENING	OVERTIME
ON	OVERTIME NIGHT	OVERTIME
PE	PERSONAL TIME TAKEN	PERSONAL
RS	RETIREMENT SEMINAR (PAID)	PAID OFF
SL	SCHOOL VISIT LEAVE (UNPAID)	UNPAID OFF
SB	STANDBY OVERTIME	OVERTIME
TR	STATE SPONSORED TRAINING	REG. WORKED
UP	UNION BUSINESS (PAID)	PAID OFF
UB	UNION BUSINESS (UNPAID)	UNPAID OFF
VA	VACATION TIME TAKEN	VACATION
VP	VOLUNTARY RESPONSE OVERTIME	OVERTIME

eTime Quick Tip

Timekeepers may sort requests in their workbox by date, employee name, hours from, hours to, total time or message. Click the column header to sort by that column. Click on the same column header a second time to reverse the sort order.

Sort multiple columns by holding down the shift key while clicking on multiple columns.

Table D - Leave requests requiring eTime administrator intervention (Timekeepers, Supervisors and appointed Administrators should collaborate on these types of transactions).

AP	ADMINISTRATIVE LEAVE (PAID)	PAID OFF
AC	ATTENDANCE IN COURT (PAID)	PAID OFF
DL	DISASTER LEAVE (PAID)	PAID OFF
ED	EARLY DEPARTURE (PAID) (TO DOCUMENT TARDINESS)	
FS	EMP. EXEMPT FROM FLSA (PAID) (UNAUTH ABSENCE)	PAID OFF
FA	EXEMPT FROM FLSA (UNPAID-AUTH ABSENCE-FULL DAY)	UNPAID OFF
FM	FAMILY MEDICAL LEAVE (PAID)	PAID OFF
UF	FLSA UNAUTHORIZED UNREPORTED ABSENCE (PAID)	PAID OFF
LA	LATE ARRIVAL (PAID) (TO DOCUMENT TARDINESS)	PAID OFF
ML	MILITARY ABSENCE (PAID)	PAID OFF
OL	ORGAN/BONE MARROW DONOR (PAID) (30 DAYS MAX)	PAID OFF
OA	OTHER PAID TIME AWAY FROM WORK PLACE (PAID)	PAID OFF
UM	PAID TIME OFF WORK FOR UPWARD MOBILITY CLASS	PAID OFF
PI	POLICE SERVICE INJURY OVER 5 DAYS (PAID)	PAID OFF
BS	SICK BANK TIME	SICK
SN	SUSPENDED PENDING INV. (PAID)	PAID OFF
PS	SUSPENSION (BUT TIME IS WORKED AND PAID)	REG. WORKED
SD	SUSPENSION (UNPAID)	UNPAID OFF
UR	UNAUTHORIZED UNREPORTED ABSENCE (UNPAID)	UNPAID OFF
WC	WORKERS COMP. COMPENSATORY TIME TAKEN	COMP TIME
WD	WORKERS COMP. DOCKED TIME (UNPAID)	UNPAID OFF
WH	WORKERS COMP. HOLIDAY TIME TAKEN	HOLIDAY
WP	WORKERS COMP. PERSONAL TIME TAKEN	PERSONAL
WS	WORKERS COMP. SICK TIME TAKEN	SICK
WV	WORKERS COMP. VACATION TIME TAKEN	VACATION