

What's New in eTime for Timekeepers?

eTime 2.1.8 Timekeeper Home View

New eTime Timekeeper Home View

Timekeeper Management Changes

Timekeeper Approval has been moved to the top **Management->Timekeeper Management** menu. Note the following name change to timekeeper function:

- Timekeeper Approval, now called **Workbox**.

Changes to Overtime Pre-Approval and Overtime Worked Requests

Timekeepers can now pre-approve overtime based on **Location, Type** and **Pay Method**. **Location** and **Pay Method** are now required on the overtime worked requests for your review.

New Timekeeper Functions

The following functions were added to the top **Management->Timekeeper Management** menu:

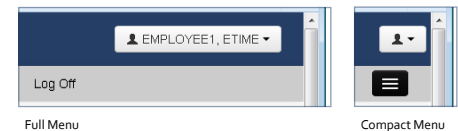
- **Search History** - Historical eTime records for Leave, Overtime, Overtime Pre-Approval and Time Reports. eTime maintains historical information up to seven years.
- **Employee Summary** - Look up employee details.
- **Team Calendar** (for viewing the team calendars of subordinate units to your timekeeping level).
- **Time Report Adjustment** - Look up an employee to review and make any necessary modifications to the employee's time report(s). Which must be in an incomplete status in order to modify.

Note: these functions allow you to view information and act on those employees for whom you are a timekeeper.

Quick Info

eTime now employs a mobile-friendly interface. The interface will scale and shift elements to properly accommodate all screen sizes.

Navigation - The system menu is now located across the top instead of at the left-hand side. On normal screens, the full menu will be visible. On smaller screens, the menu will be minimized - click or tap the symbol in the upper right-hand to show the full menu.



Help link - click to view quick reference and what's new guides along with timekeeper contact information.

Buttons - Default buttons in views are blue while other buttons are gray. This aids the eye in moving to those buttons more intuitively.

Icons - Icons and images have been replaced with textual links or buttons to reduce visual clutter.