

Function Pay: Clock Punch Time Card Edit & Approval

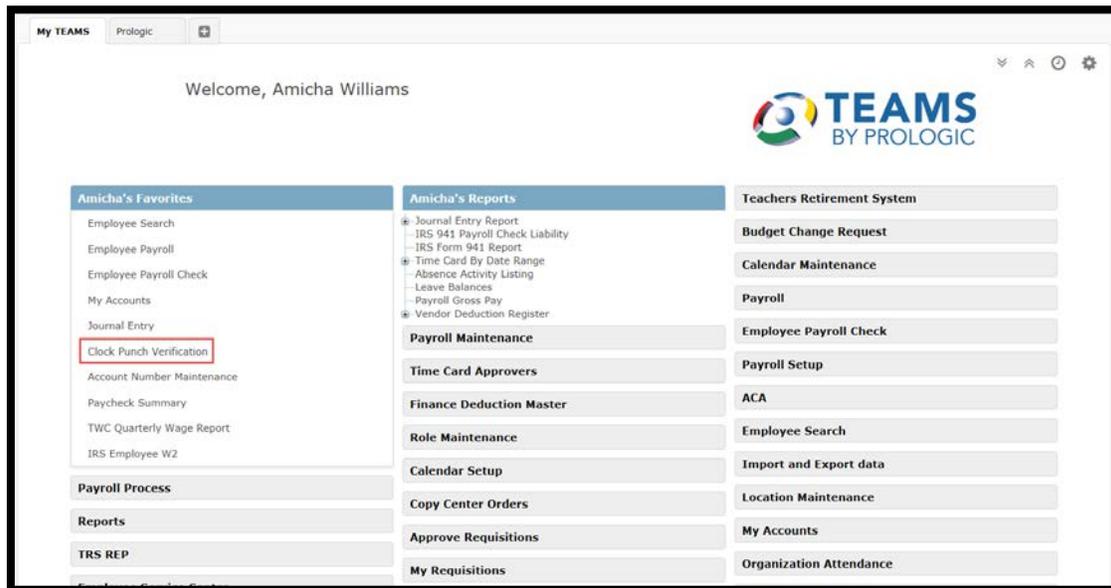
Clock Punch: for non-exempt hourly; clock IN & OUT

Employees will record time worked by clocking in and out of a function using the time clocks. Employees **must** clock out of their regular assignment at their home location prior to clocking into a function.

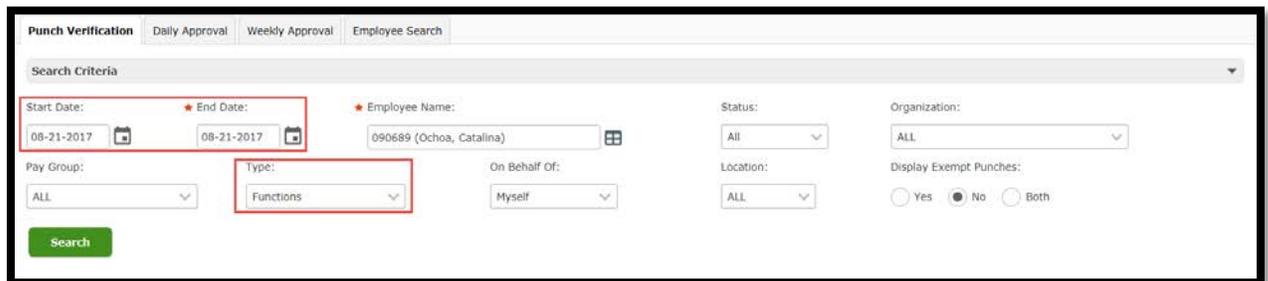
If an employee fails to clock in or out of their function, time can be entered manually in TEAMS.

Function Pay - Time Card Editing

1. Access the punches through **Clock Punch Verification**.



2. Search the desired time frame. Select "function" for type to omit any punches that are for regular assignments.



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3. All “function” punches will be designated with an “F” for the Type.

The screenshot shows the 'Punch Verification' interface with the following search criteria:

- Start Date: 08-21-2017
- End Date: 08-21-2017
- Employee Name: 090689 (Ochoa, Catalina)
- Status: All
- Organization: ALL
- Pay Group: ALL
- Type: Functions
- On Behalf Of: Myself
- Location: ALL
- Display Exempt Punches: No

The search results table is as follows:

Employee ID	Employee Name	Date	Punches	Hours Worked	Absent Hours	Scheduled	Day Type	Select	Status	Organization Name	PCN/Job ID	Type	Lunch	Absence Reason
090689	Ochoa, (Cathy) Catalina	08-21-2017	1:20 PM, 1:21 PM	00:01				<input type="checkbox"/>	Unverified	Athletics	717	F		

A red arrow points to the 'Type' column, which contains the value 'F'. Below the table are buttons for 'Add Function', 'Add Missing Work Day', 'Add Absence', 'Build Precertified Time Cards', and 'Build Selected Time Cards'.

4. Select the record you would like to approve and select “Build Selected Time Cards”.

The screenshot shows the 'Punch Verification' interface with the same search criteria as above. The search results table is as follows:

Employee ID	Employee Name	Date	Punches	Hours Worked	Absent Hours	Scheduled	Day Type	Select	Status	Organization Name	PCN/Job ID	Type	Lunch	Absence Reason
090689	Ochoa, (Cathy) Catalina	08-21-2017	1:20 PM, 1:21 PM	00:01				<input checked="" type="checkbox"/>	Unverified	Athletics	717	F		

The 'Select' checkbox for the record is checked. The 'Build Selected Time Cards' button is highlighted with a red box.

Double click on any record to make revisions to the punches. Enter a comment for any manual punches entered.

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Function Pay – Add Record

1. Select “Add Function” button.

The screenshot shows a search results interface with a table of columns: Employee Name, Employee ID, Date, PCN/Job ID, Role/Function Name, Organization Name, Location, Type, Punches, Hours Worked, Lunch, Absent Hours, Absence Reason, Scheduled, Day Type, Select, and Status. Below the table are several buttons: 'Add Function' (highlighted with a red box), 'Add Missing Work Day', 'Add Absence', 'Build Precertified Time Cards', and 'Build Selected Time Cards'.

Function Pay - Time Card Approval

1. Select the Weekly Approval tab.

The screenshot shows the 'Weekly Approval' tab selected. It includes a 'Month/Year' dropdown, a 'Week Ending' field, and various search criteria like 'Pay Group', 'Organization', and 'Location'. A 'Search' button is visible. Below the search area is a table titled 'Time Card Weekly Approval' with columns: Employee Name, Employee ID, PCN/Job ID, Role/Function Name, Time Worked, Time Missed, Total for the Week, Scheduled, Projected OT, My Approval, Final Status, Plug Required, Plug Applied, Emp Approval, and Unverified Punch Records. At the bottom are buttons for 'Add Function to Employee', 'Approve All Time Cards', and 'Weekly Plug'.

2. Enter the week ending date for the week you are approving and select “function” as the type to omit punches for regular assignments.

This screenshot shows the same 'Weekly Approval' interface as the previous one, but with search criteria filled in. The 'Week Ending' field is set to '08-26-2017' and the 'Type' dropdown is set to 'Functions'. The 'Employee Name' field contains '090689 (Ochoa, Catalina)'. The table below now shows one record for 'Ochoa, Catalina' with a 'Total for the Week' of 00:01 and a 'My Approval' status of 'A'.

Function Pay: Clock Punch Time Card Edit & Approval

- To approve, select “Approve All Time Cards” or double click the record and select the date you wish to approve. Select “Approve Selected Time Cards”.

Punch Verification | Daily Approval | **Weekly Approval** | Employee Search

Month/Year: ▼

Week Ending: 08-26-2017 | Type: Function | My Status: All | Employee Name: 090689 (Ochoa, Catalina)

Search Criteria

Pay Group: ALL | Organization: ALL | Location: ALL

On Behalf Of: Myself | Total Hour Status: ▼ | Include Substitute Time Cards: Yes No

Display Exempt Punches: Yes No Both Search

Time Card Weekly Approval 1 Record ▼

Employee Name	Employee ID	PCN/Job ID	Role/Function Name	Time Worked	Time Missed	Total for the Week	Scheduled	Projected OT	My Approval	Final Status	Plug Required	Plug Applied	Emp Approval	Unverified Punch Records
Ochoa, Catalina	090689		GPHS-SWIM Score Book (V)	00:01	00:00	00:01	00:00	0	A	A	NO	NO	P	0

Add Function to Employee
Approve All Time Cards
Weekly Blog

Punch Verification | Daily Approval | **Weekly Approval** | Employee Search

Name: Catalina Ochoa | Person ID: 090689 | Card ID: 2158

PCN - Role Name: 3273 - Specialist, Non-Instructional Non Exempt | Org Name: Payroll Services | Position Location: Administration Building

[Click here to Select All / De-Select All Records](#)

Functions / Extra Duties

Date	Job / Absence Reason	Punches	Daily Totals			My Approval	Approved	Emp Approval	Detail
			Worked	Absent	Scheduled				
08-21-2017	GPHS-SWIM Score Book (V)	1:20 PM , 1:21 PM	00:01		00:00	A	A	P	Detail
Totals			00:01		00:00				
Page Totals			00:01		00:00				

Approve Selected Time Cards

Return to Weekly Approval
Previous Employee
Next Employee