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 <u>must</u> 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

- My TEAMS Prologic × × 0 0 Welcome, Amicha Williams TEAMS BY PROLOGIC Teachers Retirement System Journal Entry Report IRS 941 Payroll Check Liability Employee Search Budget Change Request IRS 941 Payroll Check Lial IRS Form 941 Report Time Card By Date Range Absence Activity Listing Leave Balances Payroll Gross Pay Vendor Deduction Registe: Employee Payroll **Calendar Maintenance** Employee Payroll Check Payroll My Accounts Journal Entry Employee Payroll Check **Payroll Maintenance** Clock Punch Verification Payroll Setup Time Card Approvers ount Number Mai ACA Paycheck Summary Finance Deduction Maste TWC Quarterly Wage Report **Employee Search Role Maintenance** IRS Employee W2 Import and Export data **Calendar Setup** Payroll Process Location Maintenance Copy Center Orders Reports My Accounts Approve Requisitions TRS REP Organization Attendance My Requisitions
- 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.

Start Date:	\star End D	ate:	🔺 Employee Name	2		Status:	Organization:	
08-21-2017	08-2	1-2017	090689 (Ochoi	a, Catalina)	æ	All	ALL	~
Pay Group:		Type:		On Behalf Of:		Location:	Display Exempt Punches:	
ALL	~	Functions	~	Myself	~	ALL 🗸 🗸	🔵 Yes 💿 No 🕥 Both	

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

													arch Criteria
		Organization:		5:	Status			e:	* Employee Name		ate:	\star End Da	rt Date:
	~	ALL	\sim		All	⊞	E	a, Catalina)	090689 (Ochos		-2017	08-21	-21-2017
		1.00 C 100 C 100		on:	Locati		If of:	On Beha			Type:		Group:
		Display Exempt Punches:						on peno					
		Yes No Both		Ų	ALL	~]	Y	Myself	Ŷ	lions	Function	~	Search
-Select All Reco	elo pAll / De-S	Vispay Exempt Funches: Yes No Both]	Ŷ	ALL	V.	~	Myself	v	lions	Function	~	Search
-Select All Reco 1 Recor	slove All / De-S	Ves No Both Click here to S	Status	Select	ALL	Scheduled	Absent	Myself	Punches	Date	Functi	Employee Name	Search Search Results Employee
-Select All Reco 1 Recor ch Absence Reason	Type Lunch	Ves No Both Click here to 5 Organization PCN/ Job Name 1D	Status	Select	ALL Day Type	Scheduled	Absent Hours	Hours	Punches	Date	Functi	Employee Name	Search Search Results Employee I ID

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

och Celtoria															
rui criteria															
Date:	* End D	ate:		* Employee Nam	e:			s	tatus:		Organization:				
1-2017	08-2	1-2017		090689 (Ocho	a, Catalina)			6	All	\sim	ALL			~	
iroup:		Type:			On B	shalf Of:		U	ocation:		Display Exemp	t Punches:			
Search	~	Fund	tions	Y	Mys	elf	~		ALL 🗸		🔵 Yes 🌘	No 🚫 Both			
Search	×	Fund	tions	~	Mys	elf	¥		ALL V		🔿 Yes 🔘	No Both	elect All	/ De-Se	lect All Record
Search iearch Results Employee Em	sployee Nam	Fund	Date	Punches	Mys	elf Absent	Schedu	iled Day	ALL V	Status	Organization	No Both Click here to S PCN/Job	elect All Type	/ De-Se Lunch	lect All Record 1 Record Absence
search earch Results Employee Em ID	sployee Nam	Fund	Date	Punches	Mys Hours Worked	elf Absent Hours	Schedu	iled Day Type	ALL V	Status	Organization Name	No Both Click here to S PCN/Job ID	elect All	/ De-Se Lunch	lect All Record 1 Record Absence Reason
earch Results Employee Em ID 090689 Oct	nployee Nam	Fund ie i Catalina	Date 08-21-2017	Punches 1:20 PM, 1:21 PM	Hours Worked 00:01	Absent Hours	Schedu	iled Day Type	select	Status Unverified	Organization Name Athletics	No Both Click here to S PCN/Job ID 717	elect All Type F	/ De-Se	lect All Record 1 Record Absence Reason

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

Function Pay – Add Record

1. Select "Add Function" button.

≡ 9	Search Result	5														0 R	Records
	Employee Name	Employee ID	Date	PCN/Job ID 34	Role/Function Name	Organization Name	Location	Туре	Punches	Hours Worked	Lunch	Absent Hours	Absence Reason	Scheduled	Day Type	Select	Status
,	\dd <u>F</u> unction	Add	<u>M</u> issinq) Work Day	Add <u>A</u> bse	ence					<u>B</u> uild Pre	certified	Fime Cards	Build	l <u>S</u> elect	ed Time (Cards

Function Pay - Time Card Approval

1. Select the Weekly Approval tab.

Month/Year Week Ending: My Status: All Search Criteria Pay Group: ALL Organization: ALL Organization: ALL Organization: ALL Include Substitute T Total Hour Status	
Week Ending: Type: All Wy Status: All Search Criteria Pay Group: ALL Organization: ALL Organization: ALL Include Substitute T Total Hour Status	Employee Name: Employee Name: Location: ALL
Search Criteria Pay Group: ALL V Organization: ALL V Include Substitute T Include Substitute T	
Pay Group: ALL V Organization: ALL V On Behalf Of: Myself V Total Hour Status V Include Substitute T	
Dn Behalf Of: Myself V Total Hour Status V Include Substitute T	a Time Cardet Vas
Display Exempt Punches: Yes O No Both Search	
Time Card Weekly Approval	0 Record
Employee Employee PCN/Job Role/Function Time Time Total for	for the Scheduled Projected My Final Plug Plug Emp Unverified Punch
Name ID ID Name Worked Missed Week	COT Approval Status Required Applied Approval Records

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

ioneny rear														
Veek Ending: 08-2	5-2017	Туре	Functions 🗸	My Status:	All	~ Employ	ee Name: 090	689 (Ochoa, (Catalina)					
Search Criteria														
ay Group: ALL		v.	Organization: ALL		5	Location:	all V							
on Behalf Of: Mys	elf	Total H	our Status	~ Inclu	de Substitute	Time Cards:	Yes 🛞 No							
Sisplay Exempt Pun	ches: Yes	No C	Both Search											
Display Exempt Pun	ches: Yes	No (Both Search											1 Record
Display Exempt Pun Time Card Wee Employee	ches: Yes ekly Approval Employee	No PCN/Job	Both Search Role/Function Name	Time	Time	Total for the	Scheduled	Projected	Му	Final	Plug	Plug	Emp	1 Record
Display Exempt Pun E Time Card Wee Employee Name	ches: Yes kly Approval Employee ID	No PCN/Job ID	Both Search Role/Function Name	Time Worked	Time Missed	Total for the Week	Scheduled	Projected OT	My Approval	Final Status	Plug Required	Plug Applied	Emp Approval	1 Record Unverified Punc Records

3. 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".

Month/Year														
Week Ending: 08-26-	2017	Type:	Functions 🗸 🗸	My Status:	All	✓ Employ	ee Name: 090	689 (Ochoa, (Catalina)			•		
Search Criteria														
Pay Group: ALL		~ 0	rganization: ALL		2	Location:	LL V							
On Behalf Of: Mysell	f	 Total Hor 	ur Status	~ Inclu	de Substitute	Time Cards:	Yes 🛞 No							
On Behalf Of: Mysell Display Exempt Punch	r hes:() Yes	Total Ho No	ur Status Both Search	 ✓ Inclusion 	de Substitute	Time Cards:	Yes 🖲 No							
On Behalf Of: Mysell Display Exempt Punch Time Card Week	f ves	Total Ho No	ur Status Both Search	V Inclu	de Substitute	Time Cards:	Yes 💿 No							1 Record
On Behalf Of: Mysell Display Exempt Punch Time Card Week Employee Name	f Yes Ny Approval Employee ID	Total Ho No PCN/Job ID	Both Search Role/Function Name	V Inclue Time Worked	de Substitute Time Missed	Total for the Week	Yes () No	Projected OT	My Approval	Final Status	Plug Required	Plug Applied	Emp Approval	1 Record Unverified Punch Records
On Behalf Of: Mysell Display Exempt Punch Time Card Week Employee Name Ochoa, Catalin	f Yes dy Approval Employee 10 a 090689	Total Hor No PCN/Job ID	Both Search Role/Function Name GPHS-SWIM Score Book (V	Time Worked	de Substitute Time Missed 00:00	Total for the Week 00:01	Scheduled	Projected OT 0	My Approval A	Final Status A	Plug Required NO	Plug Applied NO	Emp Approval P	1 Record Unverified Punch Records 0

	Exempt		1							
Functions / Extra	a Duties							Click here to	Select All / De-Se	lect All Record
Date	Job / Absence Reason	Punches		Daily T	otals		My Approval	Approved	Emp Approval	
			Worked	Absent	Scheduled	Selact				
08-21-2017 GF	PHS-SWIM Score Book (V) 1:20	PM , 1:21 PM	00:01		00:00	~	А	А	р	Detail