


SO YOU'VE HIRED SOME PEOPLE...

SOME TIPS ON MAKING SURE THEY GET PAID.

GETTING YOUR EMPLOYEES INTO TIME & ATTENDANCE

1. Employee fills out all paperwork and turns in a signed Handbook page.
 2. Supervisor brings packet to HR.
 3. HR creates or re-hires the employee in HRB.
 4. Payroll receives their portion of the paperwork after HR is through and adds the employee to Time & Attendance.
 5. Only when all of these steps are completed will an employee be able to clock in and out of Time & Attendance.
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SPECIAL CIRCUMSTANCES

1. New employee is a supervisor that needs to be able to sign off on other employees.

*Please email Suzanne the following:

- a. Whether or not they should be salaried and auto-generating their time.
 - b. Who they are supposed to be able to see in Time & Attendance.
 - c. What departments are they overseeing (so we can set up new hires in those departments correctly).
2. New employee needs to have a GL code assigned that is something other than (dept)-6001-00.
 3. New employee should be autogenerating a schedule.

Payroll does not know any of this information unless we are told by the new employee's manager.

SIGNING OFF ON EMPLOYEE TIME

Every Monday you'll receive an email from Suzanne reminding you to sign off on your employees' time for the prior week. If it is NOT a payweek, please review and approve Time & Attendance at your leisure.

However if it is a payweek, it is crucial you sign off and alert us of any problems by NOON on Monday. We need this to be done early because there are numerous processes that we can't run until Time & Attendance is finished and locked up and rolled over.

If you are not going to be on campus in time to sign off on your employees, PLEASE let us know via email or phone call and we'll get things signed off for you. We have started tracking non-signer-off'rs this year we'd MUCH rather have a short list than a long one.

SIGNING OFF ON EMPLOYEE TIME

JACKSON HOLE Welcome, Katrina Gray
 Edit page content [More Information...](#)

Manager ▾ Home ▾ **Time & Attendance** ▾ My Team ▾ Recruiting ▾ Reports ▾

Welcome

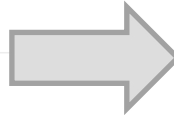
Welcome to JHMR's Employee Dashboard

- Use **Time & Attendance** to view your hours worked (only works on JHMR network)
- **Pay & Taxes** tab is where you view your paystubs & W2s
- Update your mailing address, phone #, emergency contact, etc. under **Personal Information**

News and Announcements

Click on the links to learn more about JHMR:

- [Open Enrollment Information](#)
- [RFID FAQ](#)
- [Current Job Openings](#)



JACKSON HOLE Welcome, Katrina Gray
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Timecards

Group Labor

Filter: *Default Filter* ▾

[Timecard Manager](#) [Supplemental Earnings](#) [Quick Charge](#) [Time Off Requests](#)

Group Labor

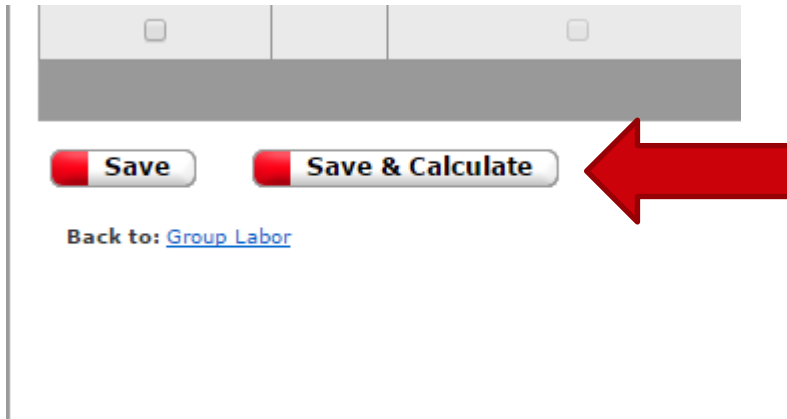
Date: Today ▾

Status	Name
⚠	👤 Aguilar, Richard (RXM006518)
⊖	👤 Athey, Thomas (RXM000429)
⊖	👤 Auchampach, Tim (RXM090920)
⊖	👤 Belcheer, Wesley (RXM002938)
⊖	👤 Boone, Riley Frances (RXM002553)

SIGNING OFF ON EMPLOYEE TIME

	Supervisor Approval		Date In	Hours	Daily Totals	Earnings Code	Department	Job
	<input type="checkbox"/>	☺ Sun	11/09/2014	<input type="text"/>		<input type="text"/>	001720	600100
⚠	<input type="checkbox"/>	☺ Mon	11/10/2014	8.00	8.00	<input type="text"/>	001720	600100
⚠	<input type="checkbox"/>	☺ Tue	11/11/2014	8.00	8.00	<input type="text"/>	001720	600100
⚠	<input type="checkbox"/>	☺ Wed	11/12/2014	8.00	8.00	<input type="text"/>	001720	600100
⚠	<input type="checkbox"/>	☺ Thu	11/13/2014	4.00		PTO	001720	600100
⚠	<input type="checkbox"/>	☺		4.00	8.00	<input type="text"/>	001720	600100
	<input type="checkbox"/>	☺ Fri	11/14/2014	<input type="text"/>		<input type="text"/>	001720	600100
	<input type="checkbox"/>	☺ Sat	11/15/2014	<input type="text"/>		<input type="text"/>	001720	600100

Start with any changes to Earnings Codes. After EVERY CHANGE/UPDATE, click 'SAVE AND CALCULATE'.



If you don't Save & Calculate after every step, some of your changes will not save and the employee's time will be incorrect or unapproved or both.

SIGNING OFF ON EMPLOYEE TIME

Earnings Code	Department	Job	
	001720	600100	
	001720	600100	
	001720	600100	
	001720	600100	
PTO	001720	600100	
	001720	600100	
	001720	600100	

After assigning any necessary earnings codes, please update Department and/or Job Code as necessary. Chances are unless you have employees that are working on capital projects that you'll never have to update this section.

If you DO have people working capitals, please be sure to change the department to **010000** for each capital code you enter.

Code	Department	Job	
	001720	600100	
	001000	150151	
	001720	600100	
	001720	600100	
	001720	600100	

Note: A red arrow points to the Department field '001000' in the third row. A tooltip for '150151' shows 'Mid Mountain (Deer Flats) Pump Station'.

Example of capital signoff done properly. If the Department is not changed, ADP attempts to expense the time to the department + the capital account, which is not a valid account number.








SIGNING OFF ON EMPLOYEE TIME

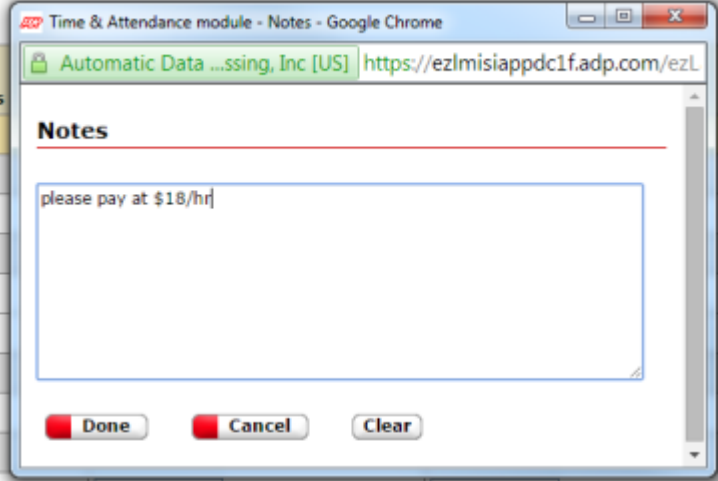
If you have a dual-wage employee, please let us know if hours are to be paid at their alternate rate via the notes in their timecard. You'll see there is a note for each line of time to be paid. When you click on the note, a text box will come up and you can put in what rate the employee needs to be paid for that block of time.

Food & Beverage – please do this for any servers taking PTO/Sick to make sure they don't get paid at a \$3.25 server wage for their time off.

If this note doesn't get created we don't know that an employee should be paid at a different rate for some of their hours.

Preferences ▼

Job	
	
	
	
	
	
	
	



Time & Attendance module - Notes - Google Chrome

Automatic Data ...ssing, Inc [US] https://ezlmsiappdc1f.adp.com/ezL

Notes

please pay at \$18/hr

Done Cancel Clear

001720

SIGNING OFF ON EMPLOYEE TIME



Again, after making the account number changes, click SAVE & CALCULATE.



Select		Supervisor Approval		Date In
<input type="checkbox"/>		<input type="checkbox"/>	⊕ Sun	11/09/2014
<input type="checkbox"/>	⚠	<input type="checkbox"/>	⊕ Mon	11/10/2014
<input type="checkbox"/>	⚠	<input type="checkbox"/>	⊕ Tue	11/11/2014
<input type="checkbox"/>	⚠	<input type="checkbox"/>	⊕ Wed	11/12/2014
<input type="checkbox"/>	⚠	<input type="checkbox"/>	⊕ Thu	11/13/2014
<input type="checkbox"/>	⚠	<input type="checkbox"/>	⊕	
<input type="checkbox"/>		<input type="checkbox"/>	⊕ Fri	11/14/2014
<input type="checkbox"/>		<input type="checkbox"/>	⊕ Sat	11/15/2014
<input type="checkbox"/>		<input type="checkbox"/>	⊕ Sun	11/16/2014

The very last step, after you've made all changes and clicked SAVE & CALCULATE **EACH TIME**, is to click your supervisor approval check buttons and then click SAVE AND CALCULATE once more.

SIGNING OFF ON EMPLOYEE TIME

Select		Supervisor Approval	
<input type="checkbox"/>		<input type="checkbox"/>	☺ Sun
<input type="checkbox"/>	⚠	<input type="checkbox"/>	☺ Mon
<input type="checkbox"/>	✓	✓	☺ Tue
<input type="checkbox"/>	⚠	<input type="checkbox"/>	☺ Wed
<input type="checkbox"/>	✓	✓	☺ Thu
<input type="checkbox"/>	✓	✓	☺
<input type="checkbox"/>		<input type="checkbox"/>	☺ Fri
<input type="checkbox"/>		<input type="checkbox"/>	☺ Sat

NOT SIGNED OFF, BOO.

You are not done signing off until all the boxes in the column to the left of 'Supervisor Approval' are green checkmarks. Any other icon means that the time is not approved.

The exception to this is if your employee is going negative with their PTO or Sick time – it will be approved but still show the warning.

Select		Supervisor Approval		Date In
<input type="checkbox"/>		<input type="checkbox"/>	☺ Sun	11/09/2014
<input type="checkbox"/>	✓	✓	☺ Mon	11/10/2014
<input type="checkbox"/>	✓	✓	☺ Tue	11/11/2014
<input type="checkbox"/>	✓	✓	☺ Wed	11/12/2014
<input type="checkbox"/>	✓	✓	☺ Thu	11/13/2014
<input type="checkbox"/>	✓	✓	☺	
<input type="checkbox"/>		<input type="checkbox"/>	☺ Fri	11/14/2014
<input type="checkbox"/>		<input type="checkbox"/>	☺ Sat	11/15/2014
<input type="checkbox"/>		<input type="checkbox"/>	☺ Sun	11/16/2014

APPROVED, HOORAY!!

This is what that column should look like when all time has been edited as necessary and approved by a supervisor.

MISCELLANEOUS ADDITIONAL ITEMS

If something is wrong – you're not seeing all of your employees, you have random people in there you've never heard of, suddenly you have negative 100 hours sick time – please let us know. A lot of our processes are still manual and while we're pretty darn accurate, mistakes can happen and we can't fix them if we don't know they are there.

Please be sure to use EMAIL to send us any requests – this gives us a paper trail and something to refer back to if we need to.

If an employee has an error on their check, chances are we're going to need you involved to get it fixed so please be the one to work with us to rectify the error.

Anything else you might need, please just ask!

