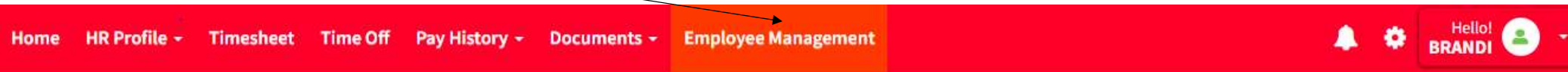


# Managing Employees Timesheets Manager's Guide

Contact Payroll or HR for additional information or help.

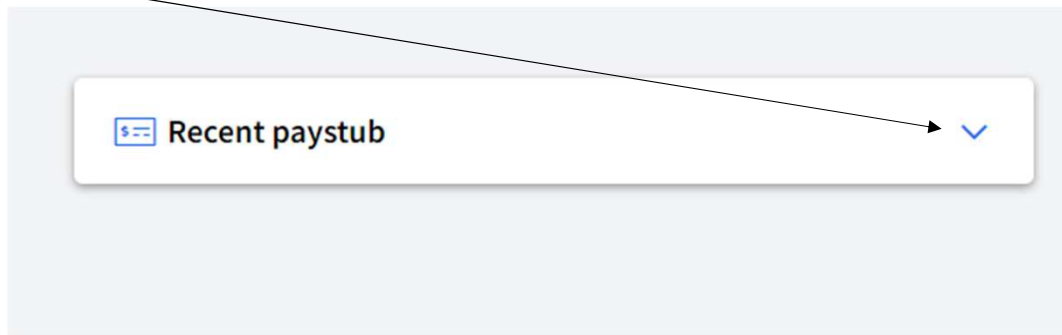
Timeclock kiosk (tablet) is ONLY to be used for clocking in and out.

Login to your Greenshades account.  
Click “Employee Management”



Welcome to Saver Group, Inc.

If you do not want your most recent paystub to show, just click this arrow and it will be hidden.



# Employee List

Employee Home Employee Management Manager Alerts Hello! BRANDI

## Employee Management

Employees

- Employee List
- Organization Chart
- Messages & Bulletins
- Timesheets
- Time Off

### Employee List

Employment Status: Active Employees Only

Subordinate Type: Direct and Indirect Subordinates

View Current and Former employees

Explained on next page

PDF Export Excel Export Add Columns

Drag a column header here to group by that column

Employee ID	Employee Name
243	KEISHA ABNEY
238	ALISON SPENCER
154	WHITNEY ALLEN

Page 1 of 1 (3 items) 1 Page size: 10

Night Managers are listed as “Assistant Manager Hourly” in our system.

Employee Home Employee Management Manager Alerts

Hello! BRANDI

## Employee Management

Employees

- Employee List
- Organization Chart
- Messages & Bulletins

Timesheets

Time Off

### Organization Chart

Search by Name

```
graph TD; KEITH[KEITH DEFISHER] -- Supervisor --> BRANDI[BRANDI HUMPHREY]; BRANDI -- Subordinate(s) --> BRENDA[BRENDA PATTON]; BRANDI -- Subordinate(s) --> ALISON[ALISON SPENCER]; BRANDI -- Subordinate(s) --> WHITNEY[WHITNEY ALLEN]; BRANDI -- Subordinate(s) --> KEISHA[KEISHA ABNEY];
```

Supervisor	Subordinate(s)
KEITH DEFISHER	BRANDI HUMPHREY
	BRENDA PATTON
	ALISON SPENCER
	WHITNEY ALLEN
	KEISHA ABNEY

The organizational chart shows your supervisor's name and all your subordinates.

It is set up as the Assistant Store Manager is the supervisor for all store employees, with the Store Manager being the ASM's supervisor. This is so the ASM can approve time as well.

If you cannot see someone, or see someone that you shouldn't, contact payroll or HR immediately.

If an hourly employee is doing payroll, their time will not show up in the timesheets. Their hours must be typed into the excel export (explained later).

You can see who is currently clocked in.

Make sure “Direct and Indirect Subordinates” is selected.

If you know that someone clocked in, but it is now showing, you will have to “Send Logs.” – This on another slide.

Employee Home Employee Management Manager Alerts Hello! BRANDI

### Employee Management

Employees  
Timesheets  
Timesheet Review Center  
Entries  
Current Clock-Ins  
Time Off

#### Current Clock-Ins

This is a list of all currently clocked-in employees.

Subordinate Type: **Direct and Indirect Subordinates**

PDF Export Excel Export Add Colu

Employee	Clocked Department	Clock In Time	Time Code	Home Department	Location
Filter	All	Filter	All	All	All
Edit SPENCER, ALISON	98	11/7/2023 4:17PM	Hourly	CORPORATE	CORPORATE OFFICE
Edit ABNEY, KEISHA	98	11/8/2023 9:24AM	Hourly	CORPORATE	CORPORATE OFFICE

Pages: 1 - 1 (2 items) 1 Page size: All

# Review Time - Daily

Timesheets

Timesheet Review Center

Entries

Current Clock-Ins

Time Off

Check to see if anyone forgot to clock out.

If any dates are yesterday's date, the employee forgot to clock out.

Click Edit to clock the employee out

If Greenshades shows that no one clocked out the previous day, it probably means that the kiosk is not connected to the internet.

Follow the instructions on the Lost Internet Connections page.

Employee	Clocked Department	Clock In Time	Time Code	Home Department	Location
Filter	All	Filter	All	All	All
Edit		1/30/2024 9:09PM	Hourly		
Edit		1/31/2024 10:35AM	Hourly		
Edit		2/1/2024 11:57AM	Hourly		
Edit		2/1/2024 2:06PM	Hourly		
Edit		2/1/2024 2:32PM	Hourly		
Edit		2/1/2024 2:55PM	Hourly		
Edit		2/1/2024 3:46PM	Hourly		

1. Click Entries

# Review Time - Daily

2. Make sure your employees and dates are selected correctly.

You can review by each day by clicking this arrow.




A vertical navigation menu with the following items: Timesheets (highlighted), Timesheet Review Center, Entries (with a blue arrow pointing to it), Current Clock-Ins, and Time Off.



This is a list of all Timesheet entries. Use the filter to search for a particular time period.

Subordinate Type:  Filter by:

## Entries

 PDF Export  Excel Export  Add Columns

Date Worked ▾								
Employee	Start Date	End Date	Time Worked	Time Code	Department	Work Location	Position	Entry Type
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value=""/>	<input type="text" value="All"/>
⊕	Date Worked 11/7/2023 (3 Entries, 9.00 hours)							
⊕	Date Worked 11/8/2023 (5 Entries, 13.97 hours)							
⊕	Date Worked 11/9/2023 (3 Entries, 33.17 hours)							
⊕	Date Worked 11/10/2023 (1 Entries, 9.10 hours)							

Page 1 of 1 (4 items)  1  Page size:

# Review Time Continued

PDF Export Excel Export Add Columns

Date Worked ▾									
Employee	Start Date	End Date	Time Worked	Time Code	Department	Work Location	Position	Entry Type	
Filter	Filter	Filter	Filter	All	All	All		All	
Date Worked 11/9/2023 (3 Entries, 33.17 hours)									
SPENCER, ALISON	11/9/2023 7:54 AM	11/9/2023 10:43 AM	2h 49m	Hourly	CORPORATE	CORPORATE OFFICE	OFFICE	Time Clock Kiosk	
SPENCER, ALISON	11/9/2023 10:44 AM	11/9/2023 5:02 PM	6h 18m	Hourly	CORPORATE	CORPORATE OFFICE	OFFICE	Time Clock Kiosk	
ABNEY, KEISHA	11/9/2023 7:57 AM	11/10/2023 8:00 AM	24h 3m	Hourly	CORPORATE	CORPORATE OFFICE	OFFICE	Time Clock Kiosk	
Date Worked 11/10/2023 (1 Entries, 9.10 hours)									
SPENCER, ALISON	11/10/2023 8:07 AM	11/10/2023 5:13 PM	9h 6m	Hourly	CORPORATE	CORPORATE OFFICE	OFFICE	Time Clock Kiosk	

Page 2 of 2 (16 items) 1 2 Page size: 10

When you expand all days, it will give you multiple pages.

This will give you the employee's clock in and out time, along with their time worked.

If an employee has a large number of hours, he/she probably didn't clock in or out and you will have to edit their time. You cannot edit the employee's time from this page.

It will also show an employee's 10 minute break and how many minutes the break lasted.

SPENCER, ALISON	12/6/2023 8:01 AM	12/6/2023 3:03 PM	7h 2m	Hourly	CORPORATE	CORPORATE OFFICE	OFFICE	Time Clock Kiosk	
SPENCER, ALISON	12/6/2023 3:03 PM	12/6/2023 3:34 PM	31m	Hourly	10 MIN BREAK	CORPORATE OFFICE	OFFICE	Time Clock Kiosk	
SPENCER, ALISON	12/6/2023 3:34 PM	12/6/2023 3:36 PM	2m	Hourly	CORPORATE	CORPORATE OFFICE	OFFICE	Time Clock Kiosk	



# Timesheet Review Center

- The timesheet review center is basically the employee's timecard.
- The timesheet will only show a complete punch – clock in and clock out.

 **Warning!** This timesheet may not be submitted for review because you are currently clocked in.

- A warning shows at the top of the timesheet if the employee is clocked in.

# Spotting an Error on Timesheet

Thu 4/11/2024	7:58 AM - 11:03 AM	Hourly	3h 05m	CORPORATE
Comments:				
Thu 4/11/2024	11:03 AM - 11:13 AM	Hourly	0h 10m	10 MIN BREAK
Comments:				
Thu 4/11/2024	11:13 AM - 12:00 PM	Hourly	0h 47m	CORPORATE
Comments: Out for Lunch				
Thu 4/11/2024	12:00 PM - 1:00 PM	Lunch	1h 00m	CORPORATE
Comments: Lunch Button Back from Lunch				
Thu 4/11/2024	1:00 PM - 3:59 PM	Hourly	2h 59m	CORPORATE
Comments: Back from Lunch				
Thu 4/11/2024	4:00 PM - 4:10 PM	Hourly	0h 10m	10 MIN BREAK
Comments:				
Thu 4/11/2024	4:10 PM - 5:01 PM	Hourly	0h 51m	CORPORATE

Change 3:59 to 4:00

Each blue arrow to the left is showing the end punch being the same as the start punch on the next line.

The red arrow is showing that the employee is not being paid for 1 min.

Look to see how long 10 Min Breaks are and lunch breaks.

Compare the schedule to their daily hours.

Group Time By:  Time Code  Weekday/Weekend  Weekly

Week #1	Date	Total Hours	Payable Hours
Sunday	04/07/24	00h 00m	00h 00m
Monday	04/08/24	09h 03m	08h 04m
Tuesday	04/09/24	08h 04m	08h 04m
Wednesday	04/10/24	09h 00m	08h 00m
Thursday	04/11/24	09h 03m	08h 03m
Friday	04/12/24	08h 15m	07h 15m
Saturday	04/13/24	00h 00m	00h 00m
Total		43h 25m	39h 26m

# Warnings

## Employee Management

Employees

Timesheets

Timesheet Review Center

Entries

Current Clock-Ins

Time Off

1. Click Timesheet Review Center

This will give you a warning if the employee did not take a lunch break, but worked more than 6 hours. Unless the employee did actually take a lunch break, do not click fix.

Talk to the employee about following the lunch break policy.

Warnings

Employee	Warning	Pay Period	Timesheet Status
Filter	All	All	All
Fix ALISON SPENCER	Missed Lunch	11/5/2023 - 11/11/2023	In Progress

Page 1 of 1 (1 items) Page size: 10

If an employee takes a lunch break after 6 hours, this warning will still show because they should have not worked a continuous 6 hours without taking a lunch break.

# Overlapping Warning

Overlapping warning **must** be fixed. This means that the employee is being paid for a time frame twice.

Fix	Overlapping	04/7/2024 - 04/13/2024	In Progress
-----	-------------	------------------------	-------------



Mon 4/8/2024		3:28 PM - 3:38 PM	Hourly	0h 10m	10 MIN BREAK
Comments: Edited by					
Mon 4/8/2024		3:28 PM - 6:29 PM	Hourly	3h 01m	WEST UNION
Comments: Edited by					

Employee is being paid for 3:28 to 3:38 two times.

This 3:28 needs to be changed to 3:38.

# Breaks

- Employees should not work more than 4 hours at a time without taking a break.
- You will not receive a warning, but it's easy to spot on their timesheet.

⌕ Mon 2/5/2024		1:09 PM - 2:45 PM	Hourly	1h 36m
Comments: Back from Lunch				
⌕ Mon 2/5/2024		2:55 PM - 7:14 PM	Hourly	4h 19m
Comments:				

# Working at a Different Store

- When your store employee works at a different store, it will be on your timesheet.
- If the employee changes their work location on the kiosk when he/she clocks in/out, it will show on their timesheet that it was a different location.

Time Code	Department	Work Location	Position	Total Hours	Payable Hours
Hourly	RICHMOND	BEREA T-SHED II	TOBACCO MANAGER	08h 05m	08h 05m
Hourly	RICHMOND	RICHMOND TOBACCO	TOBACCO MANAGER	28h 54m	28h 54m
Lunch	RICHMOND	RICHMOND TOBACCO	TOBACCO MANAGER	01h 30m	00h 00m
Total				38h 29m	36h 59m

The employee's timesheet total will be 36.98. In the explanation column, write "8.08 at Berea 2"

To convert minutes to a decimal, just divide by 60.

$$5/60 = .08$$

$$54/60 = .90$$

$$59/60 = .98$$

- If the employee does not change their location on the Kiosk, you can still put it in the explanation column on your timesheet. The manager at the other store will not have access to that employee's timesheet. **Your store will be charged for the hours if not changed.**

# Approve Vacation

- 1. Click Time Off
- 2. Click Pending Requests
- 3. Click Review

Employee	Type	Time Off (Date Range)	Request Submission Date	Hours	Employee ID
Filter	All	Filter	Filter	Filter	Filter
Review	Vacation	3/3/2024 - 3/8/2024	11/8/2023	40.00	104

## 4. Deny or Approve request

Generate an Outlook Calendar Appointment

Employee's can only request vacation in 8 hour increments. However, a manager can enter 4 hours on their timesheet. Only enter 8 or 4 hours a day.

## 1. Click Add Entry

Timesheets 2

Timesheet Review Center 2

Entries

Current Clock-Ins

Timesheet Entries

Click on the expand button next to the entry to display it's history

⚠ Warning! This timesheet may not be submitted for review

- 2. Change Code to Vacation
- 3. Change the dates and times

**Entry Management** ✕

Code:

Department:

Location:

Position:

Start Time:

Stop Time:

Lunch:

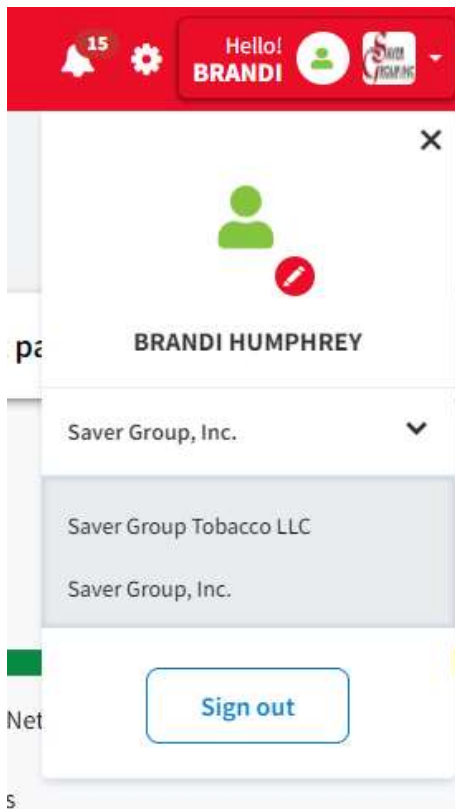
Comments:

# Store Manager or Assistant Manager Vacation

- A manager cannot see their own timesheet or their supervisor's timesheet.
- When the Assistant Manager takes vacation, the Store Manager can enter their vacation and approve.
- When the Store Manager takes vacation, the Operations Supervisor will need to approve the requested vacation.
- The vacation time may have to be manually entered on the timesheet because your own timesheet will not export.
- For it to be paid, make sure it's in Greenshades and on your timesheet.



# Tobacco Employees



To view Tobacco employees, select the Saver Group Icon in the top right corner, and select Saver Group Tobacco, LLC.

Tobacco Employees must use their own kiosk to clock in and out.

This kiosk may be located on a separate tablet, the register, or tobacco computer.

Ask Brandi if you are unsure where to find the kiosk.

# New Employees

- New employees cannot clock in or out on the timeclock until their information is sent to payroll.
- Employee needs to fill out a new hire time log until employee is able to clock in.
  - Once the store gets an email saying that the employee can clock in, fax the new hire time log to payroll.

It's best not to hire employees on Saturday. You will not be able to complete payroll until the office has a chance to put that employee in the system.

# Employee's Submitting Their Time

- At the end of the employee's workweek, we would like for them to submit their own hours by logging into their account and hitting "Sign and Submit."
- This can only be done when they are clocked out.
- We **cannot** require an employee to stay after they clock out to submit their timesheet.
- This task is voluntary only, but it's to the advantage of the employee to ensure they are going to be paid correctly.
- If they do not submit their timesheet, have them sign a printout.

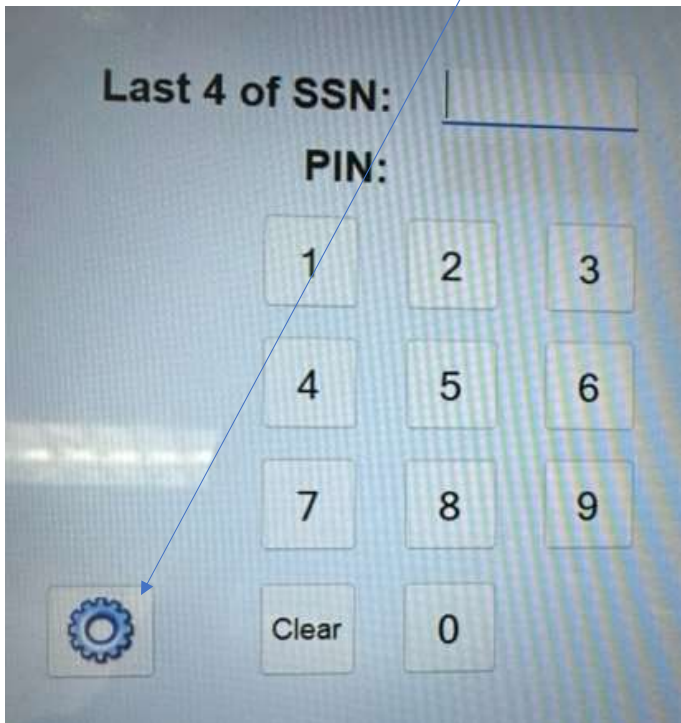
# Kiosk Not Responding

If your tablet is not responding, try restarting your tablet.

Use the keyboard that came with the tablet if touchscreen does not work.

Restart the kiosk every week or two.

1. On the timeclock, click this button.

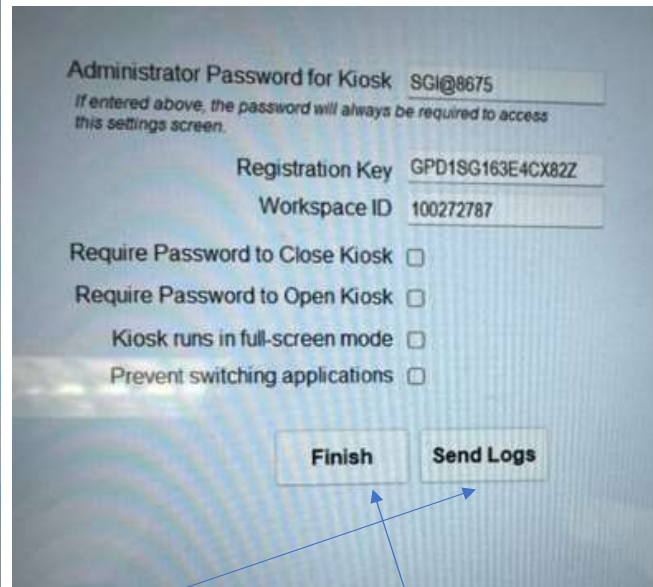


# Lost Internet Connection

Employees should be able to clock in/out if there is no internet at the store.

However, the information will not transfer to Greenshades online until the internet comes back on.

This step does not have to be done weekly. If you feel that you are missing time clock punches, you may need to do this. This sometimes happens when you lose internet connection.



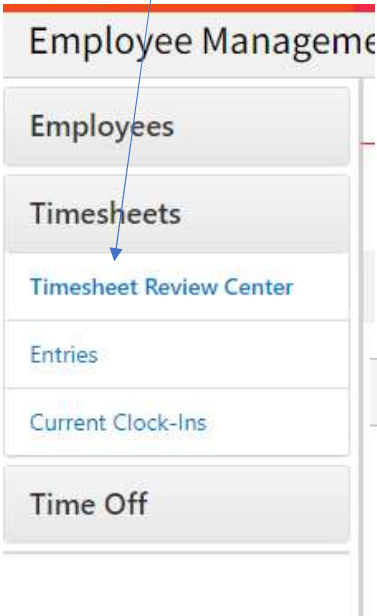
2. You will have to enter the password. SGI@8675 –  
**Do not give password out!**  
**If you do not have internet, do not enter password.**

4. Click Finish. This will bring you back to the timeclock.

3. Click Send Logs. **DO NOT CHANGE ANYTHING ELSE.**

Submitting  
Payroll  
(Sunday or  
Monday)

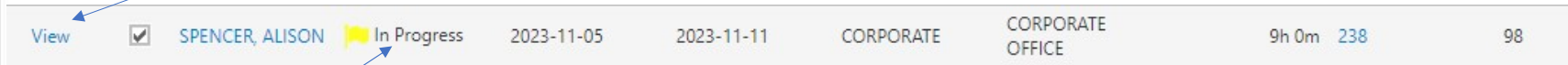
1. Click Timesheet Review Center



# Print Timesheets

If an employee does not submit their timesheet, print a timesheet for them and have them sign it. Keep it like you current keep timecards.

2. Click View



3. Click the printer

**ALISON SPENCER**  
Timesheet

view: 11/5/2023 - 11/11/2023

**Timesheet Entries**

Comments

Date	Source	Begin - End	Time Code	Time	Department	Work Location	Position
Tue 11/7/2023		8:00 AM - 12:00 PM	Hourly	4h 00m	CORPORATE	CORPORATE OFFICE	CORPORATE
Comments: Edited by BRANDI HUMPHREY							
Tue 11/7/2023		12:00 PM - 1:00 PM	Hourly	1h 00m	CORPORATE	CORPORATE OFFICE	CORPORATE
Comments: Out for Lunch Edited by BRANDI HUMPHREY							
Tue 11/7/2023		1:00 PM - 5:00 PM	Lunch	4h 00m	CORPORATE	CORPORATE OFFICE	CORPORATE
Comments: Lunch Button Back from Lunch Edited by BRANDI HUMPHREY							

You may not add new entries to this timesheet because the timesheet has already been approved.

**Timesheet Status**

Approved

By BRANDI HUMPHREY on 11/13/2023 at 11:41 AM  
Comments: Bulk Approve

**Total Hours for this Timesheet**

Total Time	Regular	Holiday	Overtime
5h 0m	5h 0m	0h 0m	0h 0m

Group Time By:  Time Code  Weekday/Weekend  Weekly

Time Code	Department	Work Location	Position	Total Hours	Payable Hours
Hourly	CORPORATE	CORPORATE OFFICE	CORPORATE	05h 00m	05h 00m
Lunch	CORPORATE	CORPORATE OFFICE	CORPORATE	04h 00m	00h 00m
Total				09h 00m	05h 00m

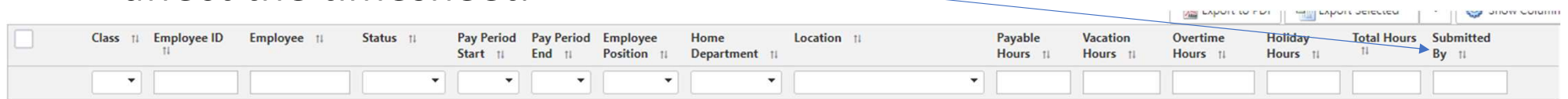
If an employee has submitted their timesheet, this will say "Submitted for review". (You do not have to print these.)

Encourage your employees to sign and submit their timesheets online.

# Forget to print timesheet before approving?

- If you approved the timesheet before you printed those that did not submit online, you will need to look at each individual timesheet.

You can add “Submitted By” to the end of your columns. This will not affect the timesheet.

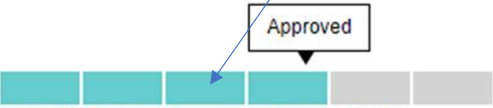


Class	Employee ID	Employee	Status	Pay Period Start	Pay Period End	Employee Position	Home Department	Location	Payable Hours	Vacation Hours	Overtime Hours	Holiday Hours	Total Hours	Submitted By

or

Look at the timesheet for each employee. When you put your mouse on the third bar, it will change to the picture on the right.

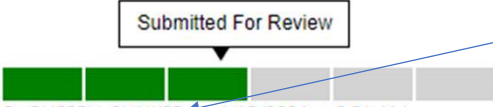
Timesheet Status



Approved

By RUSSELL SLINKER on 4/15/2024 at 9:51 AM  
Comments: Bulk Approve  
[Click here to undo timesheet approval.](#)

Timesheet Status



Submitted For Review

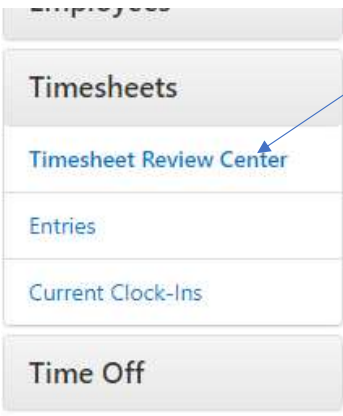
By RUSSELL SLINKER on 4/15/2024 at 9:51 AM  
Comments: Bulk Submit  
[Click here to undo timesheet approval.](#)

This is the person that submitted the timesheet.

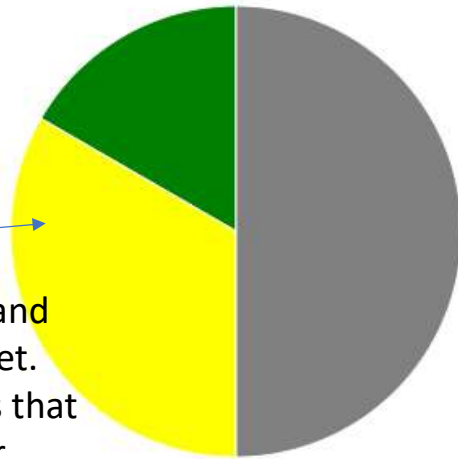


# Step # 1

On Sunday, go to “Timesheet Review Center.” Make sure you are on seeing all employees and on the correct dates.



Timesheets Ending on November 11, 2023



- Not Started
- In Progress
- Submitted for Review

## Manage

Use these buttons to manage the timesheets you have selected.



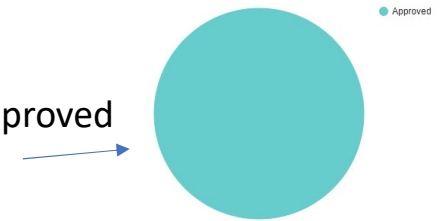
Green shows how many employees have signed and submitted their timesheet.  
Yellow shows employees that have not submitted their timesheet.  
Gray shows employees that did not work or salaried employees.

The timeclock will automatically end the week on Saturday night. If someone is clocked in for the next week, you can submit and approve.

# Step # 2

Once you are sure all employee's times are correct, click Submit All. **Cannot be changed after you hit submit.** Then select Approve All. – If anyone is currently clocked in, you cannot submit.

After you hit approved



## Step # 3

Click Add Columns

A list of columns to add will drop down.

Drag the columns in this order. (You should only have to do this the first time.)

# Send Timesheet to Payroll

Drag a column header here to group by that column															
<input checked="" type="checkbox"/>	Class	Employee ID	Employee	Status	Pay Period Star	Pay Period End	Employee Posit	Home Departm	Location	Payable Hours	Vacation Hours	Overtime Hour:	Holiday Hours	Total Hours	
<a href="#">Create</a>	<input checked="" type="checkbox"/>	98	135	PATTON, BRENDA	Not Started	2023-12-31	2024-01-06	OFFICE	CORPORATE	CORPORATE OFFICE	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m

Create/View (no heading)

Check Mark Box

Class

Employee ID

Employee

Status

Pay Period Start

Pay Period End

Employee Position

Home Department

Location

Payable Hours

Vacation Hours

OT Hours

Holiday Hours

Total Hours

You will not have to add all the columns. There will be default columns shown.

To put columns in this order, just select a (left click) heading, hold the left button on the mouse, and drop it (let go of the left button) where you would like it.

**If these columns are not in this order, your timesheet will not be correct.**

Use Firefox if you get an error that will not allow you to insert more columns.

# Send Timesheet to Payroll Continued

## Step # 4

Click this box to select all employees.

## Step # 5

Click Export Selected

<input type="checkbox"/>	Class	Employee ID	Employee	Status	Pay Period Start	Pay Period End	Employee Position	Home Department	Location	Payable Hours	Vacation Hours	Overtime Hours	Holiday Hours	Total Hours
<input type="checkbox"/>									CORPORATE OFFICE					
<input type="checkbox"/>	98	243	ABNEY, KEISHA	In Progress	2023-12-17	2023-12-23	OFFICE	CORPORATE	CORPORATE OFFICE	3h 46m	0h 0m	0h 0m	0h 0m	4h 46m
<input type="checkbox"/>	98	154	ALLEN, WHITNEY	Not Started	2023-12-17	2023-12-23	OFFICE	CORPORATE	CORPORATE OFFICE	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m

After these steps, an excel spreadsheet should appear.

All employee should show up on this, even the ones that did not work. **Make sure all employees are listed.**

If the ASM is exporting, the Store Mgr and ASM will not show up. If Store Mgr is exporting, the Store Mgr will not show up.

**Do not delete anyone from spreadsheet!** – If they have quit, send in a PAR to remove

Vacation hours should show if it was approved by a manager in Greenshades.

Salaried employees will show as “Not started”

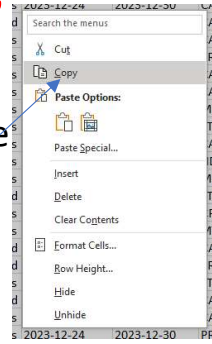
Headers can be arranged by dragging and dropping to another spot.

## Step # 6

Click here to highlight the entire spreadsheet

## Step # 7

Right click anywhere in the gray (highlighted) area and click copy.



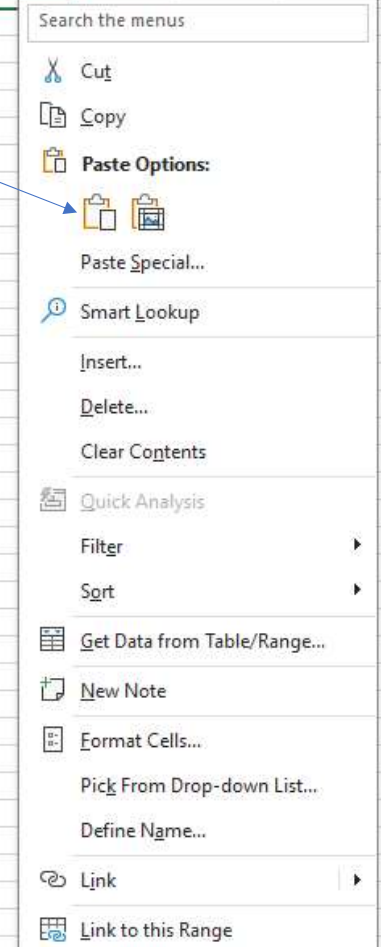
## Step # 8

Go to your timesheet (from Payroll) that payroll sends out weekly. At the bottom, left side, you will click on the input tab.



## Step # 9

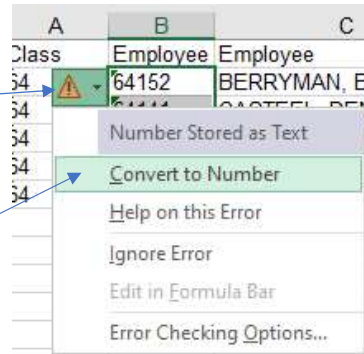
Right click your mouse in cell A1. Click Paste.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Class	Employee	Employee	Status	Pay Period Start	Pay Period End	Employee	Home Department	Location	Payable Hc	Vacation H	Overtime H	Holiday Hc	Total Hours
2	64			InProgress	2023-12-24	2023-12-30	STOCK	RICHMOND	RICHMONI	5hr 46m	0	0	0	5hr 46m
3	64			NotStarted	2023-12-24	2023-12-30	CASH	RICHMOND	RICHMONI	0	0	0	0	0
4	64			InProgress	2023-12-24	2023-12-30	MTCUTR	RICHMOND	RICHMONI	17hr 12m	0	0	0	18h 4m
5	64			NotStarted	2023-12-24	2023-12-30	CASH	RICHMOND	RICHMONI	0	0	0	0	0
6	64			InProgress	2023-12-24	2023-12-30	CASH	RICHMOND	RICHMONI	4hr 45m	0	0	0	5h 15m

## Step #10

Highlight all the employee ID's. This warning box should come up. Click the box.



## Step #11

Click "Convert to Number."

Click on your store name tab. All numbers should populate to this tab. If they do not, Brandi or payroll can help. Do not change formulas or numbers.

## Step #12

Add explanations beside employee's names as needed.

## Step #13

Email spreadsheet to [timesheet@savergroup.com](mailto:timesheet@savergroup.com).

## Step #14

# Information of Person Exporting Time

## Hourly Associates, Vacations for Salaried Managers

- You will not be able to see your hours under the management tab.
- You can review your timesheet under your own personal account, but you cannot make adjustments.
  - If you need adjustments made, you can contact your Operations Supervisor or Brandi Humphrey.

Class	Employee ID	Employee	Status	Pay Period Start	Pay Period End	Employee Position	Home Department	Location	Payable Hours	Vacation Hours	Overtime Hours	Holiday Hours	Total Hours
902	101	EMPLOYEE #1	Not Started	2024-01-28	2024-02-03	TOBCLK	CORPORATE	LOCATION	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m
902	102	EMPLOYEE #2	Not Started	2024-01-28	2024-02-03	TOBCLK	CORPORATE	LOCATION	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m

Because you cannot see yourself on the management side, you will not be on the Excel export for Payroll.

You will need to manually enter yourself. However, you only have to enter the highlighted information (Employee ID, and hours)

Hours must be in the “0h 0m” format to work correctly -- you can find these numbers on your individual timesheet.

# Did you notice an error after approval?

Do not send the timesheet if it is not correct.

- The time on the timesheet must equal the time in Greenshades.
- The only difference can be Jury Duty and Bereavement. Put this information in the explanation column.
- Notify Payroll or HR that you need an employee's approval undone. Once undone, you can fix the error and send payroll.

# What To Keep

At the end of each week, you will need to keep the following:

1. Your timesheet
2. Your schedule
3. Any signed timesheets from employees that did not submit online.

# Fixing Employee Punch Errors



Employee Management

Employees

Timesheets

Timesheet Review Center

Entries

Current Clock-Ins

Time Off

If someone forgot to clock in, have them clock in.

1. Click to see the list of current clock-ins.
2. Click edit by the employee's name
3. Change their clock in time. Just highlight the time and type what time the employee arrived at work.

If the employee's name does not show up on this list, but they clocked in, you will have to Send Logs.

### Edit Entry

#### ORIGINAL CLOCK IN TIME

Employee Name: ABNEY, KEISHA  
Department: CORPORATE  
New Clock In Time (EE's timezone): 11/8/2023 9:24 AM  
Clock Employee Out?:   
Clock Out Time (EE's timezone): 11/8/2023 11:47 AM

Cancel

Update

### Edit Entry

#### EDITED CLOCK IN TIME

Employee Name: ABNEY, KEISHA  
Department: CORPORATE  
New Clock In Time (EE's timezone): 11/8/2023 8:00 AM  
Clock Employee Out?:   
Clock Out Time (EE's timezone): 11/8/2023 11:49 AM

Changed to  
8:00

Cancel

Update

## Employee Management

Employees

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Timesheet Review Center

Entries

Current Clock-Ins

Time Off

# Employee Forgot to Clock Out

Every morning, you should check to see if anyone forgot to clock out the night before. Go to "Current Clock-Ins" Look at the list and see if the Clock In Time for anyone is yesterday's date.

If it is, they have not clocked out for the day.

1. Click "edit" by the employee's name.
2. Check this box.
3. Edit the date and time the employee clocked out. Be sure to check that AM or PM is correct.
4. Click "update"

If the employee's "New Clock In Time" on this screen is what their Clock Out Time should be, it means that that employee did not clock back in for lunch or break. Next page will explain how to adjust.

**Edit Entry**

Employee Name: ABNEY, KEISHA  
Department: CORPORATE  
New Clock In Time (EE's timezone): 11/8/2023 9:24 AM  
Clock Employee Out?:   
Clock Out Time (EE's timezone): 11/8/2023 11:47 AM

# Employee Did Not Clock In from Break or Lunch

**Edit Entry**

Employee Name: ABNEY, KEISHA  
 Department: CORPORATE  
 New Clock In Time (EE's timezone): 11/8/2023 5:00 PM  
 Clock Employee Out?:   
 Clock Out Time (EE's timezone): 11/8/2023 11:47 AM

If your employee is currently clocked in from yesterday's date, but their "New Clock In Time" is the time that they actually left for the day, the employee probably forgot to clock out for lunch or break.

1. Check the box to clock the employee out.
2. Edit the employee's Clock Out Time and Date.

Because the employee has to stay clocked in for at least 2 minutes, you will have to add 2 minutes to their time. – We would change her Clock Out Time to 11/8/2023 5:02PM

3. Go to the employee's timesheet.

-When the employee clocked out for the day, it was really clocking the employee in from lunch. This shows that the employee took a 4 hour and 54 minute lunch break.

4. You will have to adjust the end time of her lunch break and the begin and end of the time worked after lunch.

-Click "Wed 11/8/2023" to adjust.

Date	Source	Begin - End	Time Code	Time
Wed 11/8/2023		8:00 AM - 12:06 PM	Hourly	4h 06m
Wed 11/8/2023		12:06 PM - 5:00 PM	Lunch	4h 54m
Wed 11/8/2023		5:00 PM - 5:02PM	Hourly	02m

Date	Source	Begin - End	Time Code	Time
Wed 11/8/2023		8:00 AM - 12:06 PM	Hourly	4h 06m
Wed 11/8/2023		12:06 PM - 1:06 PM	Lunch	1h 0m
Wed 11/8/2023		1:06 PM - 5:00 PM	Hourly	3h 54m

This is what it will look like when edited properly.

# Employee Clocked Out Instead of Hitting Transfer

Date	Source	Begin - End	Time Code	Time
Wed 11/8/2023		8:00 AM - 12:06 PM	Hourly	4h 06m
Wed 11/8/2023		12:06 PM - 5:00 PM	Hourly	4h 54m
Wed 11/8/2023		5:10 PM - 7:10 PM	Hourly	2h

If you notice that an employee's end punch and begin punch are approximately 10 minutes apart, the employee probably accidentally clocked out for a break.

The employee will not get paid for this break unless adjusted.

Timesheet Entries + Add Entry

### Entry Management

Code:

Department:

Location:

Position:

Start Time:

Stop Time:

Lunch:

Comments:

Save

1. At the top of the timesheet, click "Add Entry"

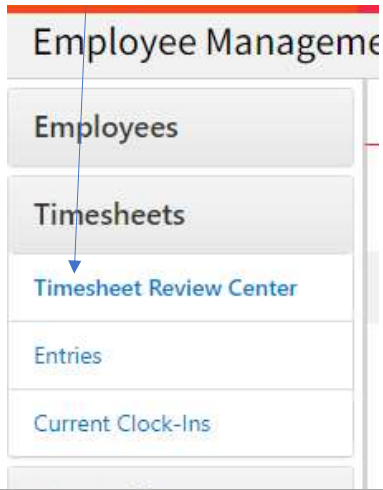
2. Change Department to "10 MIN BREAK"

3. Change the Start Time (Date and Time) and Stop Time (Date and Time) to the times of the 10 minute break. This case it would be from 5:00 PM to 5:10 PM

4. Click Save

A 10 minute break entry will be placed on this day for the employee to be paid for.

1. Click Timesheet Review Center



# Edit Employee's Time

2. Click View

View	<input checked="" type="checkbox"/>	ABNEY, KEISHA	In Progress	2023-11-05	2023-11-11	CORPORATE	CORPORATE OFFICE	33h 3m 243	98
------	-------------------------------------	---------------	-------------	------------	------------	-----------	------------------	------------	----

3. This is the day that needs to be adjusted. Click the date.

Comments

Date	Source	Begin - End	Time Code	Time	Department	Work Location	Position
Wed 11/8/2023		8:00 AM - 12:06 PM	Hourly	4h 06m	CORPORATE	CORPORATE OFFICE	CORPORATE
Comments: Entry edited by BRANDI HUMPHREY while still clocked in from the 'Current Clock-Ins' grid. Out for Lunch							
Wed 11/8/2023		12:06 PM - 1:06 PM	Lunch	1h 00m	CORPORATE	CORPORATE OFFICE	CORPORATE
Comments: Lunch Button Back from Lunch							
Wed 11/8/2023		1:06 PM - 5:00 PM	Hourly	3h 54m	CORPORATE	CORPORATE OFFICE	CORPORATE
Comments: Entry created by Brandi Humphrey while still clocked in from the 'Current Clock-Ins' grid.							
Thu 11/9/2023		7:57 AM - 8:00 AM	Hourly	24h 03m	CORPORATE	CORPORATE OFFICE	CORPORATE
Comments:							

4. The Entry Management box will pop up. Change the date and time to when the employee left.

**Look at AM and PM!**

**This comment is already typed. Add to the comment. Example: "Forgot to clock out. Edited by BRANDI HUMPHREY." Click Save**

**Entry Management** ✕

Code:

Department:

Location:

Position:

Start Time:

Stop Time:

Lunch:

Comments:

# Enter Lunch Break

1. Forgot to clock in and out for lunch. Click the date.

2. This box will pop up. Put a check in lunch and enter the time the employee went to lunch and how long lunch was.

3. Click Save

Timesheet Entries [+ Add Entry](#)

**Warning!** This timesheet may not be submitted for review because you are currently clocked in.

Comments

Date	Source	Begin - End	Time Code	Time	Department	Work Location	Position
Wed 11/8/2023		8:00 AM - 12:06 PM	Hourly	4h 06m	CORPORATE	CORPORATE OFFICE	CORPORATE
Comments: Entry edited by BRANDI HUMPHREY while still clocked in from the 'Current Clock-Ins' grid. Out for Lunch							
Wed 11/8/2023		12:06 PM - 1:06 PM	Lunch	1h 00m	CORPORATE	CORPORATE OFFICE	CORPORATE
Comments: Lunch Button Back from Lunch							
Wed 11/8/2023		1:06 PM - 5:00 PM	Hourly	3h 54m	CORPORATE	CORPORATE OFFICE	CORPORATE
Comments: Entry created by Brandi Humphrey while still clocked in from the 'Current Clock-Ins' grid.							
Thu 11/9/2023		7:57 AM - 5:00 PM	Hourly	9h 03m	CORPORATE	CORPORATE OFFICE	CORPORATE

Employee forgot to clock out/in for lunch.

### Entry Management

Last edited at 11/13/2023 9:49:26 AM by BRANDI HUMPHREY

Code:

Department:

Location:

Position:

Start Time:

Stop Time:

Lunch:

I took lunch at:

Lunch duration:  minutes

Comments:

# Hit Transfer Instead of Clock Out

- If you see that an employee is still clocked in from the day before and “Clock In Department” says “BREAK”, the employee probably hit transfer instead of clock out.

To Fix:

1. Clock the employee out by hitting Edit.
2. The employee has to work at least 2 minutes, so you will have to make their end time 2 minutes after their clock in time. In this example, you would make their end time 11/7/23 4:19PM.
3. You can then go to the timesheet and delete the 2 minute punch.

Employee Home Employee Management Manager Alerts Hello! BRANDI

Employee Management

Employees

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Time Off

Current Clock-Ins

This is a list of all currently clocked-in employees.

Subordinate Type: Direct and Indirect Subordinates PDF Export Excel Export Add Colu

Employee	Clocked Department	Clock In Time	Time Code	Home Department	Location
Edit SPENCER, ALISON	BREAK	11/7/2023 4:17PM	Hourly	CORPORATE	CORPORATE OFFICE
Edit ABNEY, KEISHA	98	11/8/2023 9:24AM	Hourly	CORPORATE	CORPORATE OFFICE

Pages: 1 - 1 (2 items) 1 Page size: All

4:17PM is actually the time she left for the day, but shows that she is still clocked in.

# Hit Transfer Instead of Clock Out For Lunch

- If you see that an employee takes a 30+ minute 10 minute break, this may have been a lunch break that they hit transfer.

- You can do one of two things.

1. You can delete the 10 minute break punch since the employee should not be paid for it. **Be careful to make sure you are deleting the correct punch.**

Or -- This will show that the employee took a lunch break.

1. Make a note of what time the employee took lunch, returned from lunch, and how long it was. **Example: Took lunch from 12:00 to 1:00 – 60 minutes**
2. Delete the 10 minute break punch (like above).
3. Go to the punch before the 10 minute break punch and edit the end time of the punch to be the time the employee returned from lunch **(example: 1:00)**
4. Click go to lunch and enter the time the employee went to lunch and how long the lunch was. **(Example: 12:00 and 60 minutes)**



# Employee Submits Timesheet Before the End of the Week

- If an employee submits their timesheet before their final day of the week, it will not allow them to clock in again.
- Go into the employee's timesheet and click **“Deny”** at the bottom.

# Error Code

- If the timeclock given an employee an error, take a picture of the error and send to Brandi.
- Report timeclock issues to **Brandi** the same day.
- Do not wait days until you report the issue.



# Employee Login View

# Employee Login Screen

## Timesheet Entries

 **Warning!** This timesheet may not be submitted for review because you are currently clocked in.

Comments

Date	Source	Begin - End	Time Code	Time	Department	Work Location	Position
Wed 11/8/2023		8:00 AM - 12:06 PM	Hourly	4h 06m	CORPORATE	CORPORATE OFFICE	CORPORATE
Comments: Entry edited by BRANDI HUMPHREY while still clocked in from the 'Current Clock-Ins' grid. Out for Lunch							
Wed 11/8/2023		12:06 PM - 1:06 PM	Lunch	1h 00m	CORPORATE	CORPORATE OFFICE	CORPORATE
Comments: Lunch Button Back from Lunch							

Your payroll team does not allow entries to be manually added to timesheets.

When a manager edit's an employee's time, it will show the employee who edited the time.

# Time off Requests – Employee Screen

1. Click Time Off

2. Click “New Request”

3. Select start and end date, total time, and comment. Click Save.

The screenshot shows the 'Employee Management' section of a web application. The 'Time Off' menu item is highlighted in the top navigation bar. A modal window titled 'Request Time Off' is open, allowing the user to submit a new request. The modal contains the following fields:

- Start Date: 3/3/2024
- End Date: 3/9/2024
- Total Time Off: 40 Hours 0 Minutes
- Time Off Type: Vacation
- Your Comments: Enter information about the request here...

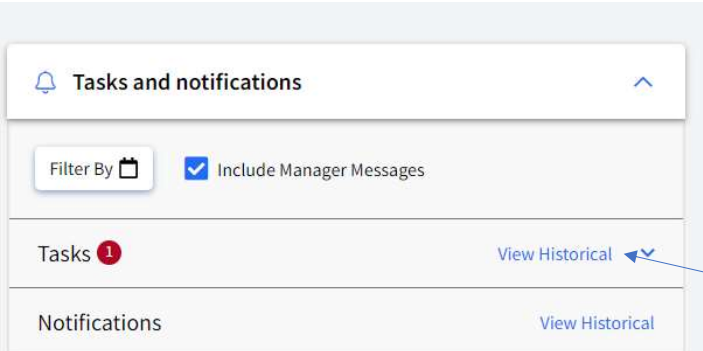
A 'Save' button is located at the bottom right of the modal. In the background, the 'Current Balances' table shows a current balance of 68.00 and an available balance of 68.00 for Vacation. The 'Time-Off Requests' table is currently empty, displaying 'No data to display'.

Type	Current Balance	Upcoming Usage	Available Balance
Vacation	68.00	0.00	68.00

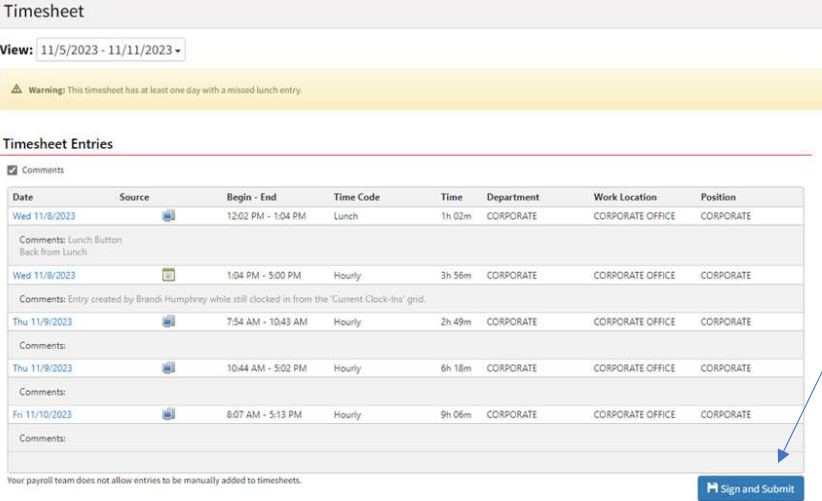
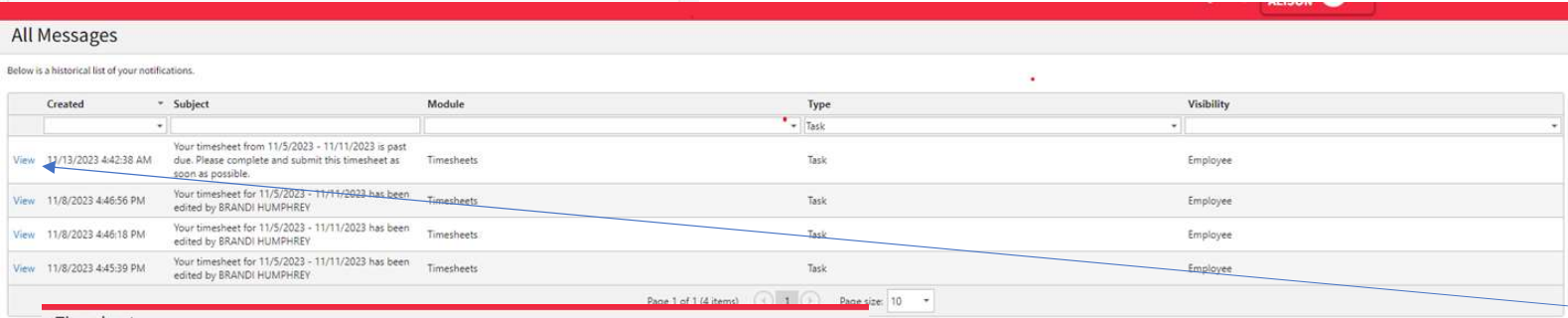
Type	Hours
All	Filter

# Employee Sign & Submit Timesheet

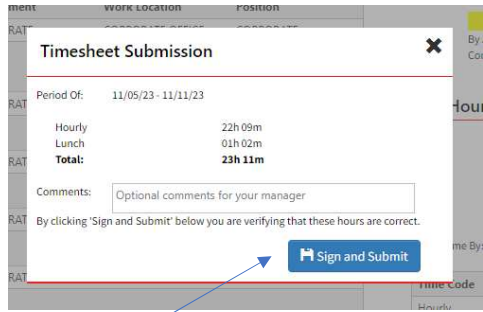
1. When an employee signs in, it will show that they have "tasks." Click "View Historical"



2. Employee will see every edit a manager has completed and a reminder to submit their timesheet. Click View



3. Employee can see all punches. If everything is correct, they will hit "Sign and Submit"



4. Pop-up box will ask employee to sign and submit again. Employee's must ask a manager to change their time if it's incorrect.