CUSODIAL/RESIDENTIAL

APPROVING RESIDENTIAL CUSTODIAL EMPLOYEES TIME

Select Screen 2 – Approve Employee Time

Enter
Enter Week Ending Date

Enter
Approving Employee’s Time

- Enter Supervisor Code or Press F1 for listing
- Enter
- Select Staff (#3 hourly, #6 Students & #7 Graduate Students) Defaults to hourly employees.
- Enter
- In Caps, type employee’s last name or press enter (manager’s first employee alphabetically will appear).
- Press F9 to go back to previous employee alphabetically.
- Press F10 to go forward to next employee alphabetically.
- Press F4 to go to another employee that works for the same manager.
- Type employee’s name
- Enter
To Add Time Entry

- Go to employee’s time
- Press F7 to add a line
- Enter day of the week
- Enter
- Press F1 – Pay Codes
- Select Pay Code
- Enter Hours
- Press Y to approve hours
- Press F1 (Test) to bring up the Distribution Box and make sure the approved hours match in both boxes.
To Edit Hours or Work Order Number

- Go to Day of Week and hours that need to be edited
- Press Y
- Press F8 to make necessary change
- Press Enter twice
Entering Entry in the Note Pad

- Go to correct entry
- Press F2
- Type Note (Ex. Computer down- could not swipe out or employee was late etc.)
- F10-Save
- Enter twice
- A Star will appear next to time entry indicating a note was written pertaining to entry.