**eTimeClock Version 9.0**

# Employee User Guide

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Enterprise

Time, Attendance and

Workforce Management

# Notices

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# Chapter 1. Time Management

eTimeClock is an easy to use application that allows employees to record work hours, department, job, level 4, and level 5 labor information.

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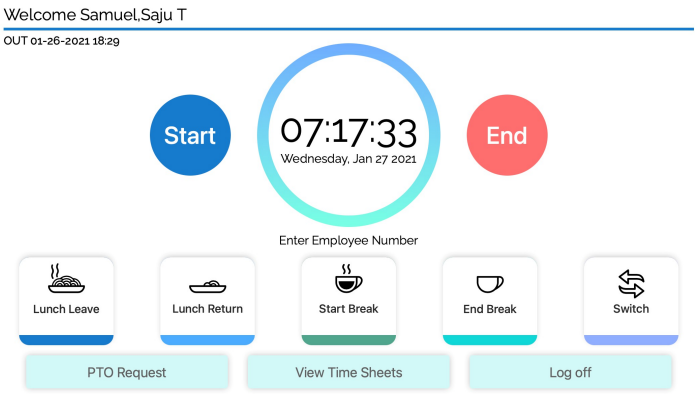
## eTimeClock Overview v9.0

You can use the eTimeClock to log your time online.

eTimeClock v9, offers the ease of clocking in and out through a standard web browser. With no software to install and no hardware to maintain, tracking your employee's punches in real-time has never been simpler. Whether you're accessing from the comfort of your home or in the hustle and bustle of an office, eTimeClock allows full control of when and where you take care of business. All that's needed is a URL, and you're set to go. eTimeClock is part of our 'unified clock operations' design - Same process to clock in and clock out or approve time across all devices. eTimeClock is an easy- to-use application that allows

employees to record work hours and have them categorized by organizational level such as department, job, or other configurable labor categories.




Essentially, eTimeClock is a software version of our hardware time clocks. It operates at its own Web address just like a regular website. Employees do not need TreeRing Time user names or passwords to use eTimeClock. Employees only need their Card ID and the URL (Internet address) of eTimeClock.

# Entering Time v9.0

You can enter your time using the eTimeClock.

Employees access eTimeClock through their Web browser. Depending on the installation and configuration of the eTimeClock, employees may be able to access eTimeClock only from a location within the company Intranet (within a restricted private network), a specific job location, or if setup, from anywhere in the world (with a public IP address). Employees will need their Card ID number and the URL (Internet address) of the eTimeClock.

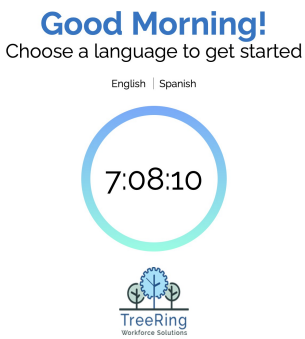
Employees may use:

- A mouse to click on the buttons on the screen
- The touch screen

**Note:**To use eTimeClock, click on the button with your mouse, or touch the screen.

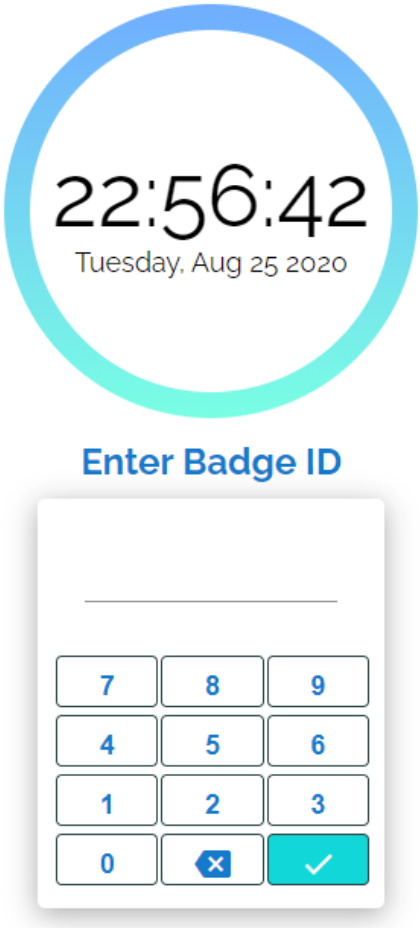
1. Go to the eTimeClock website address provided by your employer.

   The eTimeClock displays.

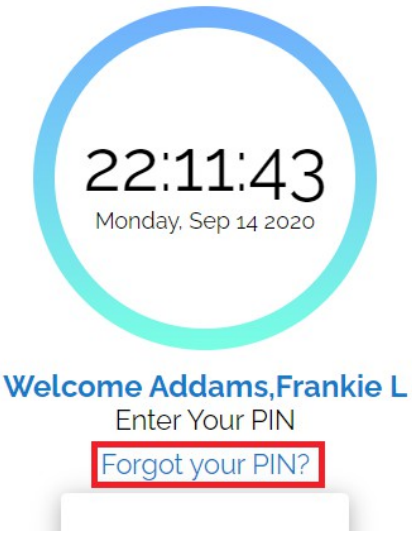



2. Select a Language to get started.

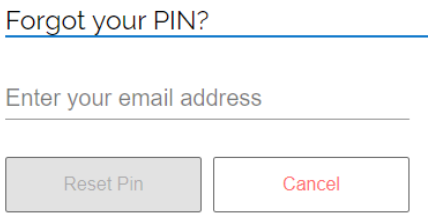
The login page displays.




3. Enter your `employee (badge) ID` and click the green check mark or scan your bar code ID.
4. Enter your `PIN`. It must match the PIN in your employee profile.
   a) Forgotten your PIN? Click the **Forgot PIN** link.

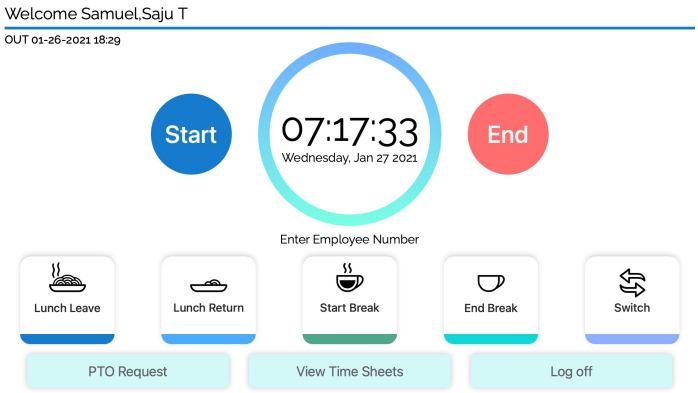



The **Forgot PIN?** dialog box displays.

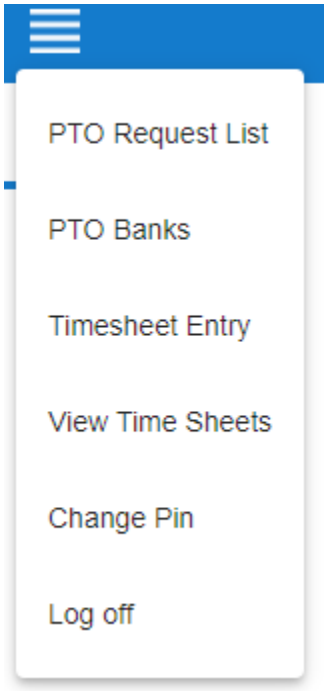



b) In the **Forgot PIN?** dialog, enter your email address.
You will receive an email with a temporary PIN.

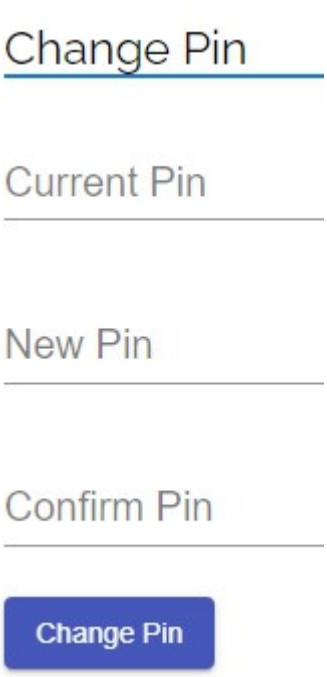
c) Enter you `temporary PIN` in the PIN dialog box.
The clock console appears. The area under the green **Start** button may display a message or note (see the orange box in the figure below).




d) To change the temporary PIN to one that you will remember, click the **Settings** icon in the top right and select **Change PIN**.




The **Change PIN** dialog box displays.




e) Enter your current `Temporary PIN` and your `new PIN` twice.

f) Click **Save**.

**5.** Select a Function button for the appropriate part of the work day:

- **Start**

- **Note:** If 'Health Attestation' is configured for your organization, then you must answer attestation questions before you can proceed.

- **Note:** You may be asked for Department, Job, or any other organizational level codes if they have been configured for your organization.

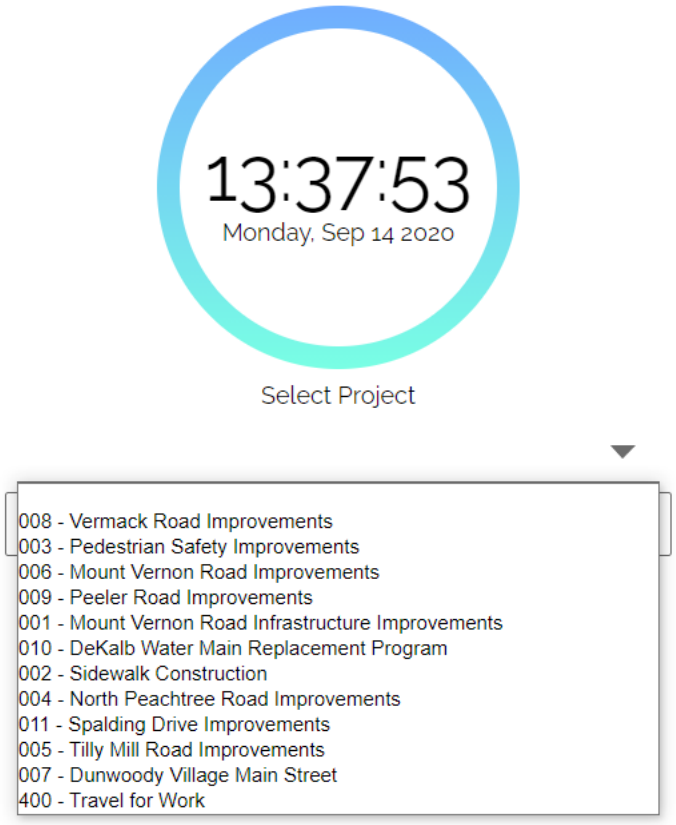
- **End**
- **Lunch Leave**
- **Lunch Return**

- **Note:** If a Minimum Lunch Time is configured for your organization, and you try to punch in for a Lunch Return before that time is up, you will be prevented from punching back in until the Minimum Lunch Time has passed.

- **Start Break**
- **End Break**
- **Switch**

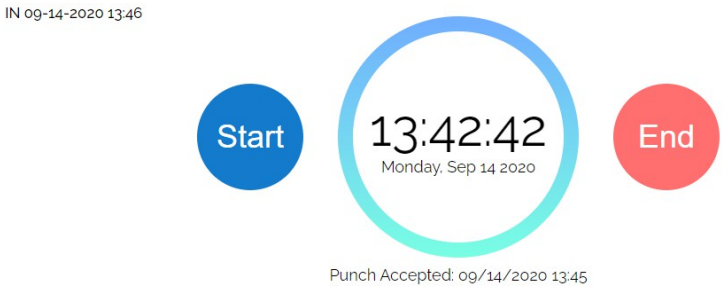
**6.** If prompted, enter the number of hours for the shift or select from the options provided.

**7.** If you are prompted for Department, Job, or any other organizational level codes, select from the drop-down list provided or enter the code and click **OK** or scan the bar code for the level.




**Count Option**: This is used to track a numerical count. If necessary, you will be prompted during an End/Out, Lunch Leave, or Switch punch to enter a Count value.

Your punch will be accepted. After a few seconds the browser will refresh and return you to the default screen.



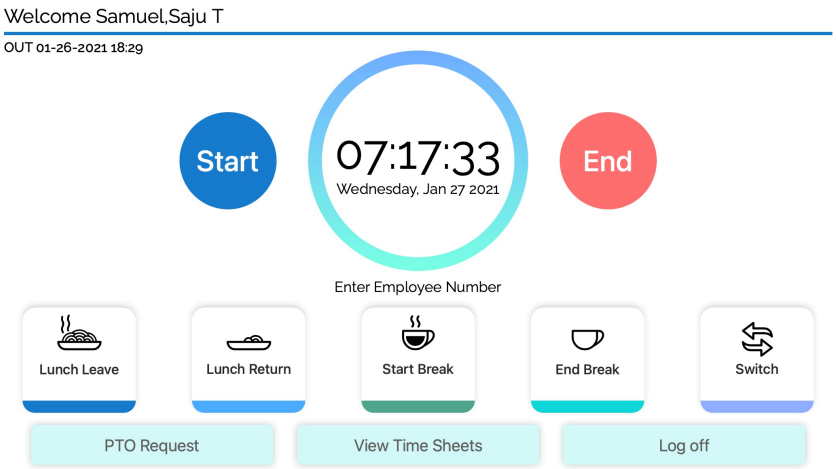

**Note:** You only need to click **Log Off** if you want to exit eTimeClock and you haven't selected a function key. You can also log off by refreshing the browser.

## Switching Organizational Levels during a Shift

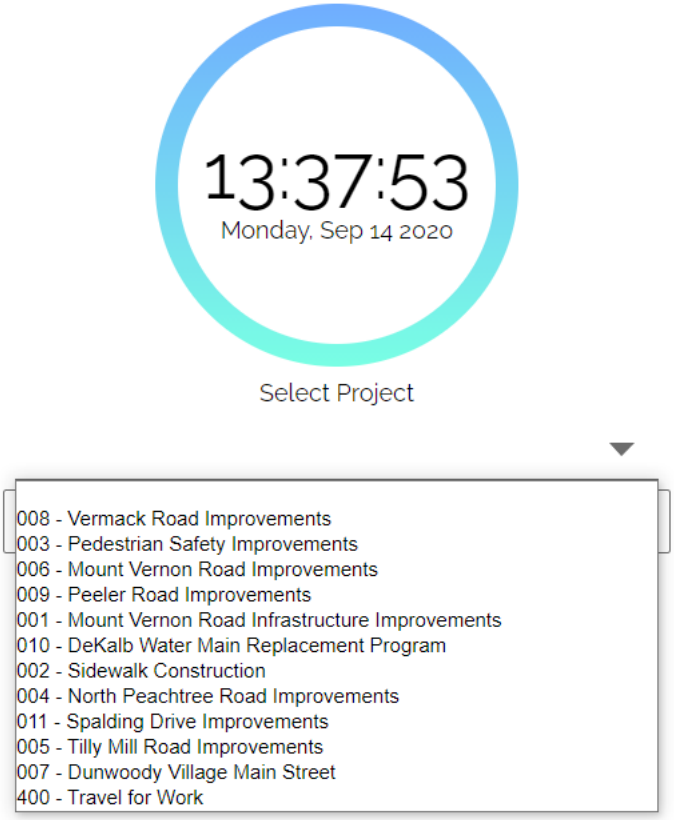
You can switch organizational levels during a shift when the department, task, pay, or benefits change.

If your employer requires you to switch between organizational levels during the shift, then a **Switch** button will display on the time clock after you enter your ID.

**1.** Log in to eTimeClock.




2. Select the **Switch** button.
3. Enter the Project, Department and Job Code code you want to switch to or select the code from the drop down list and




select **OK** for each one.

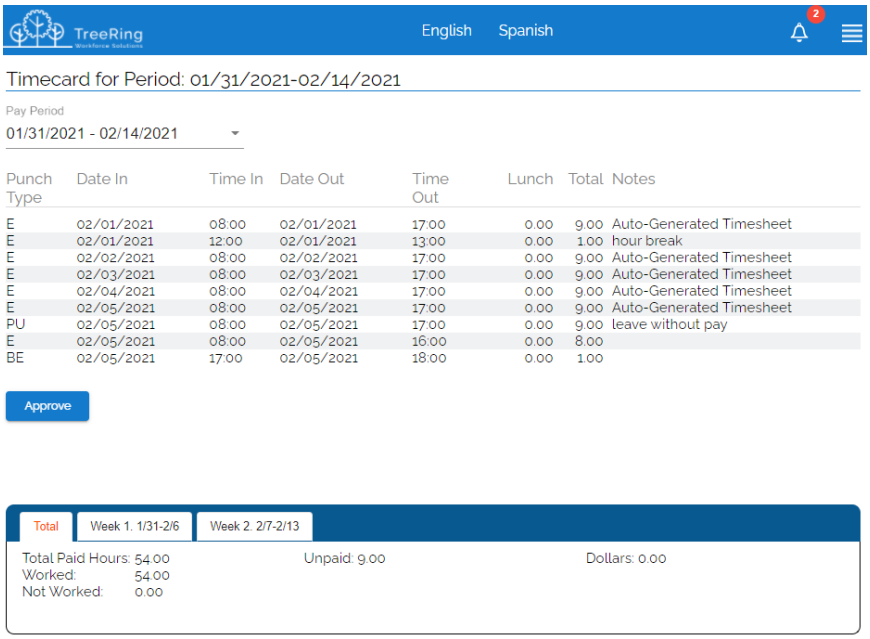
**Count Code**: This is used to track a numerical count. If necessary, you will be prompted during an End/Out, Lunch Leave, or Switch punch to enter a Count value.

# Viewing the Current Pay Period's Timesheet

You can view your time sheet for the current pay period.

Follow the instructions below to view your time sheet for the current pay period.

1. Select **View Time Sheets**.
   Your time sheet for the current pay period displays.




| Punch Type | Date In | Time In | Date Out | Time Out | Lunch | Total | Notes |
|---|---|---|---|---|---|---|---|
| E | 02/01/2021 | 08:00 | 02/01/2021 | 17:00 | 0.00 | 9.00 | Auto-Generated Timesheet |
| E | 02/01/2021 | 12:00 | 02/01/2021 | 13:00 | 0.00 | 1.00 | hour break |
| E | 02/02/2021 | 08:00 | 02/02/2021 | 17:00 | 0.00 | 9.00 | Auto-Generated Timesheet |
| E | 02/03/2021 | 08:00 | 02/03/2021 | 17:00 | 0.00 | 9.00 | Auto-Generated Timesheet |
| E | 02/04/2021 | 08:00 | 02/04/2021 | 17:00 | 0.00 | 9.00 | Auto-Generated Timesheet |
| E | 02/05/2021 | 08:00 | 02/05/2021 | 17:00 | 0.00 | 9.00 | Auto-Generated Timesheet |
| PU | 02/05/2021 | 08:00 | 02/05/2021 | 17:00 | 0.00 | 9.00 | leave without pay |
| E | 02/05/2021 | 08:00 | 02/05/2021 | 16:00 | 0.00 | 8.00 | |
| BE | 02/05/2021 | 17:00 | 02/05/2021 | 18:00 | 0.00 | 1.00 | |

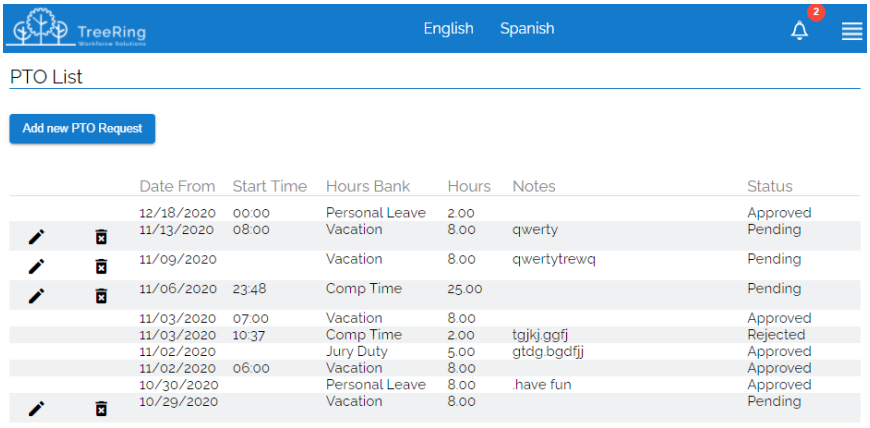
2. Click the **X** in the top right of the report to return to the time clock.
3. Ensure to click **Log Off** in the grey box to the right.

# Checking the Status of a Time Off Request

You can check the status of a time off request.

Follow the instructions below to check the status of a time off request.

1. Select **View PTO Request** in Menu icon in the top right.
   The eTimeClock PTO List form displays. At the top of the form is each PTO request and its status is listed.




| | | Date From | Start Time | Hours Bank | Hours | Notes | Status |
|---|---|---|---|---|---|---|---|
| | | 12/18/2020 | 00:00 | Personal Leave | 2.00 | | Approved |
| | | 11/13/2020 | 08:00 | Vacation | 8.00 | qwerty | Pending |
| | | 11/09/2020 | | Vacation | 8.00 | qwertytrewq | Pending |
| | | 11/06/2020 | 23:48 | Comp Time | 25.00 | | Pending |
| | | 11/03/2020 | 07:00 | Vacation | 8.00 | | Approved |
| | | 11/03/2020 | 10:37 | Comp Time | 2.00 | tgjkj.ggfj | Rejected |
| | | 11/02/2020 | | Jury Duty | 5.00 | gtdg.bgdfjj | Approved |
| | | 11/02/2020 | 06:00 | Vacation | 8.00 | | Approved |
| | | 10/30/2020 | | Personal Leave | 8.00 | .have fun | Approved |
| | | 10/29/2020 | | Vacation | 8.00 | | Pending |

2. If the PTO request you are checking has not yet been approved or disapproved, then check back again later.
   If a PTO request is still in the Pending state (it has not been Approved or Denied), then you can edit or delete it. If it is Approved or Denied, you have to contact your supervisor to make the changes.
3. Click on the X in the top right of the report to return to the time clock.

4. Ensure you click **Log Off** in the Menu icon in the topr right or to refresh the browser to log out of eTimeClock if you will not be using a function key at this time.

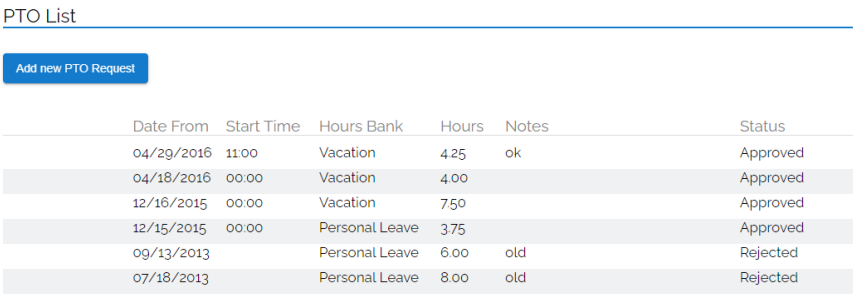
# Entering a PTO Request

You can use eTimeClock to enter a paid time off (PTO) request.

Follow the instructions below to enter a PTO request.

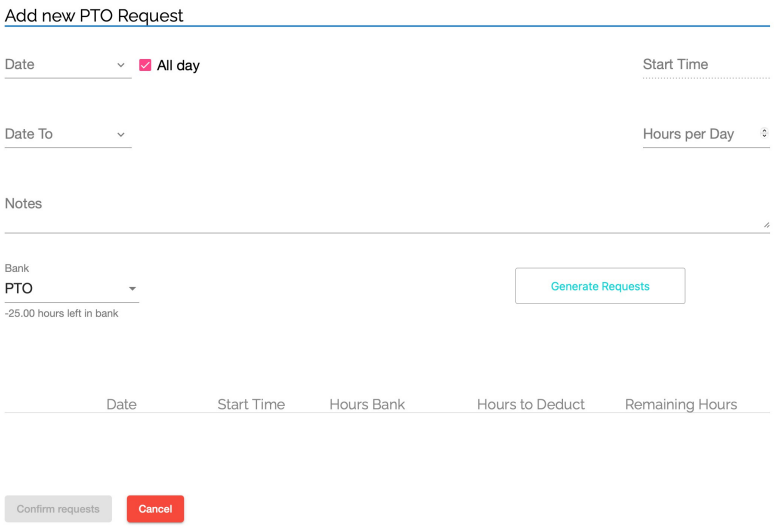
1. After Login, select **PTO Request** at the bottom of the console screen.

   The eTimeClock My PTO List form displays showing a section for you to submit your request for time off, the amount of paid time you have already taken in each applicable category of paid time off, and the approvals/disapprovals for requested time off.




2. Click **Add PTO Request**.

   The New PTO Request displays.




3. In the **Date From** field, click on the calendar and select the date of the first day off you want to take off.
4. Select how much of the day you want off: **Leave All Day** checked if you want the whole day; otherwise deselect it and enter a **Start Time**.
5. In the **Date To** field, click on the calendar and select the date of the last day off you want to take off.
   By putting a **Date From** and **Date To**, you can ask for a period off longer than a day.
6. In the **Notes** field, enter any explanatory notes pertaining to the request.
7. In the **Bank** drop down menu, select the appropriate PTO type (Personal, Sick, Vacation, and so on).
8. Click the **Generate Request** button.

The display refreshes with your request. If you ask for more than one day off, there will be a row for each day.

9. If the request looks all right, click **Confirm Requests**. Otherwise, click **Edit**, revise the information, click **Save**, and then click **Confirm Requests**.

   You return to the My PTO List screen. Your request will now be listed.

10. To complete other tasks:

- Click the **Settings** icon in the top right of the report to complete other common options such as PTO Request List, PTO Banks, Timesheet Entry, Change PIN or Log off.
- Or click the **TreeRing Logo** in the top left to return to the console page.

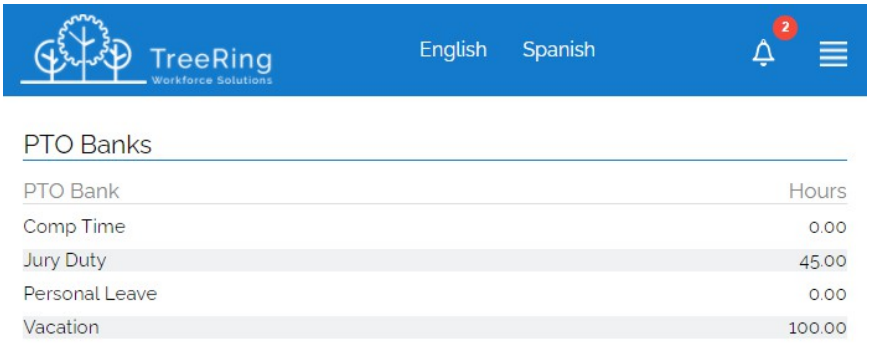
# Viewing PTO Banks Balance

You can view your Personal Time Off bank balance.

Follow the instructions below to view your PTOP Bank Balance.

1. Select **PTO Banks** in the **Menu** icon in the top right.

   The PTO Banks displays.




2. Click on the X in the top right of the report to return to the time clock.
3. Ensure you click **Log Off** in the grey box to the right of the keypad or to refresh the browser to log out of eTimeClock if you will not be using a function key at this time.

# Entering Time Manually

You can complete a manual timesheet entry.

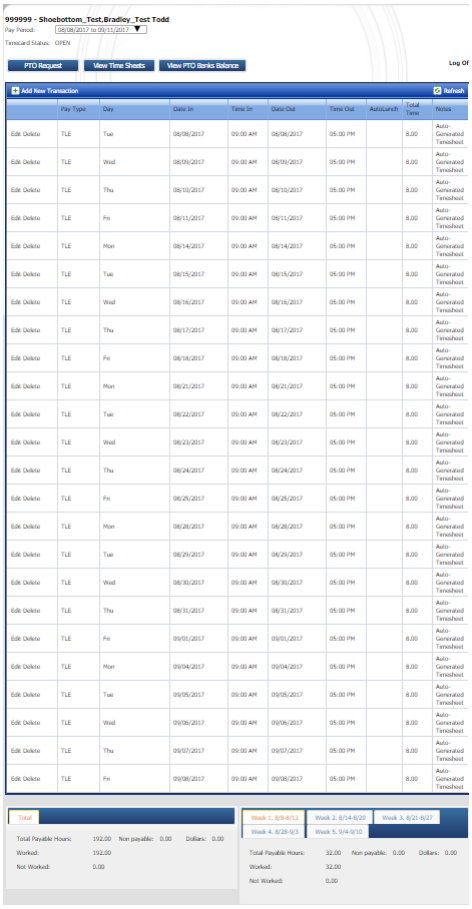
This feature is an optional way of making timesheet entries when the entries do not have to be made in real-time. For example, a group of salespeople may not have access to eTimeClock, or some staff only need to log their time at the end of the week.

**Note:** Not all organizations will have this feature available to employees.

Follow the instructions below to complete a manual timesheet entry.

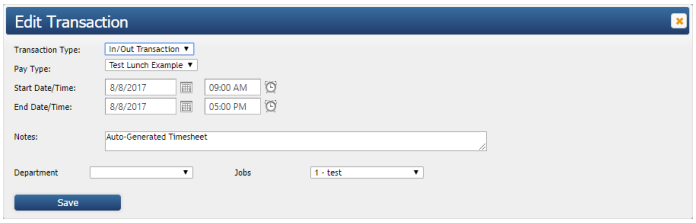
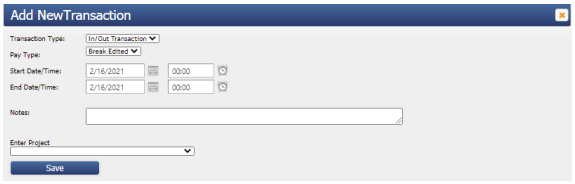
1. Click the **Menu** icon in the top right and select **Timesheet Entry**.

   Your current timesheet displays.




**2.** Use one of the following functions based on the requirement:

| Function | Description |
|---|---|
| **Pay Period** | Change the **Pay Period** using the drop down menu. |
| **PTO Request** | Complete a PTO Request by clicking the **PTO Request** button. See EnteringaPTORequest. |
| **View Time Sheets** | View timesheets by clicking the **View Time Sheets** button. See ViewingtheCurrentPay Period's Time sheet. |
| **PTO Banks Balance** | View PTO bank balance by clicking the **PTO Banks Balance** button. See ViewingPTOBanksBalance. |

| Function | Description |
|---|---|
| **Edit** | Edit a timesheet transaction. Click **Edit** and edit the applicable fields as seen below. Click **Save**.<br>  |
| **Delete** | Delete a timesheet transaction. Click **Delete** and then confirm the **Delete**. |
| **Add New Transaction** | Add a New Transaction. Click **Add New Transaction** and edit the applicable fields as seen below. Click **Save**.<br>  |
| **<Date Links>** | View weekly summaries by clicking on the date links at the bottom of the screen. |
| **Log Off** | **Log Off** from the session. |

# Certifying an Employee's Time Sheet (Employee Role)

Once the TreeRing Time administrator generates the certifications, the employee can log in to approve his or her time.

Once the TreeRing Time administrator generates the certifications, the employee can log in to approve his or her time.

- If you are using a computer or mobile device, each employee needs to have his or her own login and password in order to access the TreeRing Time system. Usually, these are EmpSelf login roles that provide limited access to the TreeRing Time system. Login Security can be configured so that each employee can only view his or her own information, and not the information of coworkers.
- If you are using a time clock, you will not see a message until your next punch.

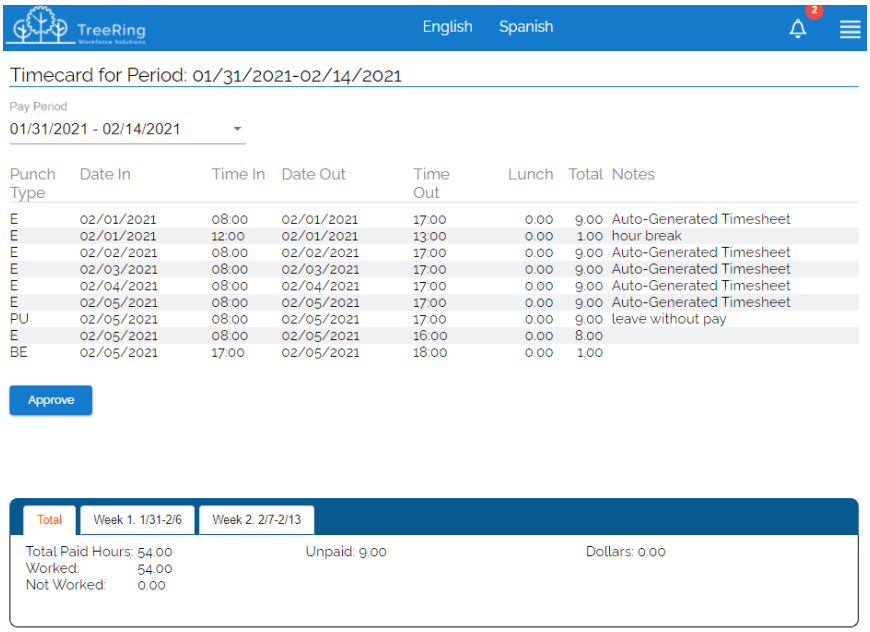
The following instructions are for employees for viewing and approving a time sheet.

1. Log into eTimeclock.
   - If using the eTimeclock on your computer, after you receive a notification e-mail, or any other notification that the certification is ready, you can either click the link in the message or open your browser and go to the TreeRing Time login page. Enter your user name and password and click **Log On**.
   - If using a time clock, enter your ID using the touch screen or bar code reader.
2. Select **View TimeSheets**.
   The Timecard form displays.

**Note:** If you have older date ranges to certify in addition to the current one, a drop down list displays in the upper left hand corner of the screen. If there is only one pay period to certify, the drop down list will not appear on this form.

3. If your time sheet is not already displayed, then from the **Select a Pay Period** drop down list, select the pay period whose time sheet you want to view.

   The time sheet for that period displays.




| Punch Type | Date In | Time In | Date Out | Time Out | Lunch | Total | Notes |
|---|---|---|---|---|---|---|---|
| E | 02/01/2021 | 08:00 | 02/01/2021 | 17:00 | 0.00 | 9.00 | Auto-Generated Timesheet |
| E | 02/01/2021 | 12:00 | 02/01/2021 | 13:00 | 0.00 | 1.00 | hour break |
| E | 02/02/2021 | 08:00 | 02/02/2021 | 17:00 | 0.00 | 9.00 | Auto-Generated Timesheet |
| E | 02/03/2021 | 08:00 | 02/03/2021 | 17:00 | 0.00 | 9.00 | Auto-Generated Timesheet |
| E | 02/04/2021 | 08:00 | 02/04/2021 | 17:00 | 0.00 | 9.00 | Auto-Generated Timesheet |
| E | 02/05/2021 | 08:00 | 02/05/2021 | 17:00 | 0.00 | 9.00 | Auto-Generated Timesheet |
| PU | 02/05/2021 | 08:00 | 02/05/2021 | 17:00 | 0.00 | 9.00 | leave without pay |
| E | 02/05/2021 | 08:00 | 02/05/2021 | 16:00 | 0.00 | 8.00 | |
| BE | 02/05/2021 | 17:00 | 02/05/2021 | 18:00 | 0.00 | 1.00 | |

4. Use the scroll bar on the right hand side of the time sheet to view the contents. Verify all time information for the pay period.
5. Approve, Disapprove, or Reject the pay period.
   - If the time information for the pay period is correct, click the **Approve** button at the bottom of the form. It is not necessary to enter any comments in the text box, but the field is available if you need it.
   - If any time information is incorrect, click in the **Rejected** box and enter a note regarding the reason for the action. These comments will be reviewed by the supervisor. The time sheet can come back to the employee with the corrections.
   - If the time sheet is not approved, click in the **Not Approved** box and enter a note regarding the reason for the action. These comments will be reviewed by the supervisor.
6. You may be asked to **Accept Terms And Conditions**. Click **OK**.

   **Note**: If you have not approved the time sheet, it is necessary to continue to periodically log in and checks for updates to the time sheet until you are able to approve the time. This process can be coordinated with the supervisor or administrator responsible for correcting the information on the time sheet.

# Dynamic Scheduling

Manage your dynamic work schedule.

The Dynamic Scheduling feature of TreeRing (if enabled), allows an employee to easily manage their general availability as well as availability to accept a specific period of scheduled work.

- General Availability: This is the days of the week or time of day that you are generally availability to work. This availability is generally a reflection of the employment agreement you have with the employer. For example, you may be available to work Monday to Saturday, but not Sunday. Or, day and evening shift, but not the night shift.

- Monthly Availability: This is your specific availability for an upcoming time period (week, two-week period or month). It is a good idea to update this before your manager starts to build the next schedule. You can also block off days or time for leave or appointments.
- Schedule: This is the scheduled time for you to work. You can request a swap with another employee, so long as they have indicated their availability.
- Easy Shift Swapping: Employees can swap shifts easily and quickly, and managers can decide whether to approve or deny swap requests.

# Editing Your Schedule Availability

Edit your schedule availability for scheduled and unscheduled days.

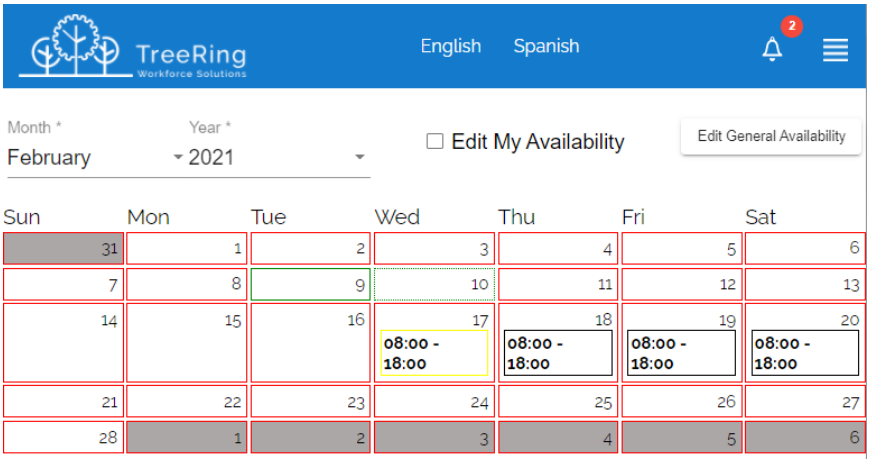
An employee can edit their availability for a particular time period. This appears as a monthly calendar. You can indicate if you are available for that time period (month) even if your General Availability settings indicate you do not normally want to work on that day of the week.

**Note:** The default setting is an indication that your are available for work. You should edit your availability each month or time period or as soon as you find out that you are not available. Based on your companies leave policy, you may still need to put in a Time Off request.

You can also indicate if you are unavailable for a shift assigned to you on a day that your General Availability indicates you do not want to work that day. This will return the schedule assignment work flow to the supervisor for reassignment to someone else.

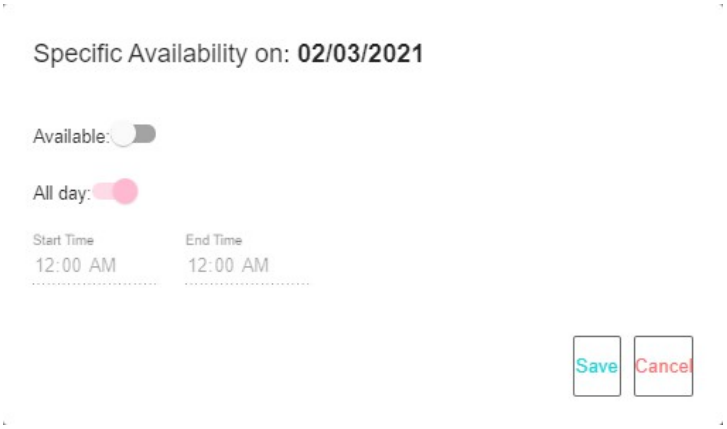
1. Log into eTimeClock.
2. Select **View Scheduling** in the **Menu** icon in the top right.

   The View Schedules dialog displays.




3. Check the **Edit My Availability** box.
4. For the desired day, click the **Edit Pencil**.

   The Specific Availability dialog displays with the default Availability settings (Not Available).




5. Specify your availability.
   - If you are completely unavailable that day, leave the **Available** slider to the left so that it remains grayed out. Otherwise, if you are available, slide it to the right so that it turns red.
   - If you are able to work anytime that day, leave the slider so that it remains red. Otherwise, If you are only available to work a portion of the day,
6. Click **Save**.

   A confirmation message appears.
7. Click **OK**.

   You return to the View Schedules dialog. Several color indications can appear around the day you edited:
   - The day has a red outline if you are now unavailable all day.
   - The day has a green dotted line if you are now available a portion of the day.
   - The day has a green solid line if you are available anytime during the whole day.

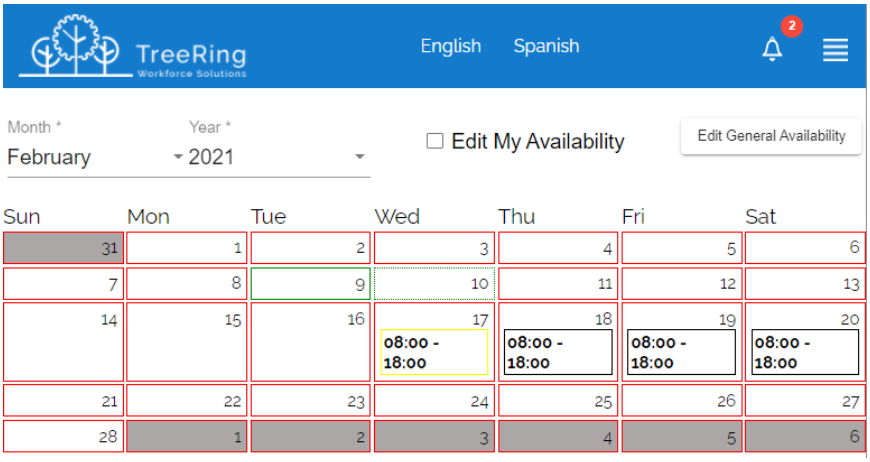
# Swapping a Shift

An employee can swap a shift with another employee.

On occasion, you may need to swap a shift with another employee because of unavailability. Seek their agreement first, then make the change in TreeRing.

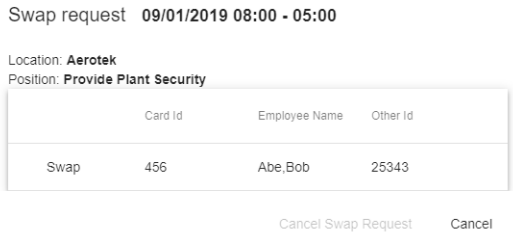
1. Log into eTimeClock.
2. Select **View Scheduling** in the **Menu** icon in the top right.

   The View Schedules dialog displays.




3. Click a scheduled day (outlined in black).
   The day expands with the Switch icon displayed.

4. click the Switch icon.
   The Swap Request dialog displays.




5. Beside the name of the person you wish to swap with, click **Swap**.
   A confirmation message appears.
6. Click **OK**.

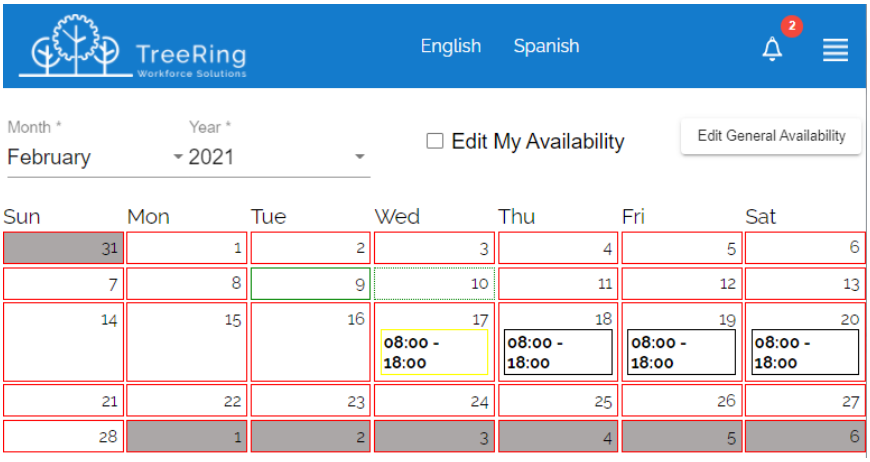
   The dialog closes and the day you requested the swap for now has an inner yellow border. This remains yellow until the supervisor approves this switch. Once approved, the inner border turns black.
   You can cancel the swap by clicking the switch icon and clicking **Cancel Swap Request**.

# Editing General Availability

You can edit when you are generally available for work.

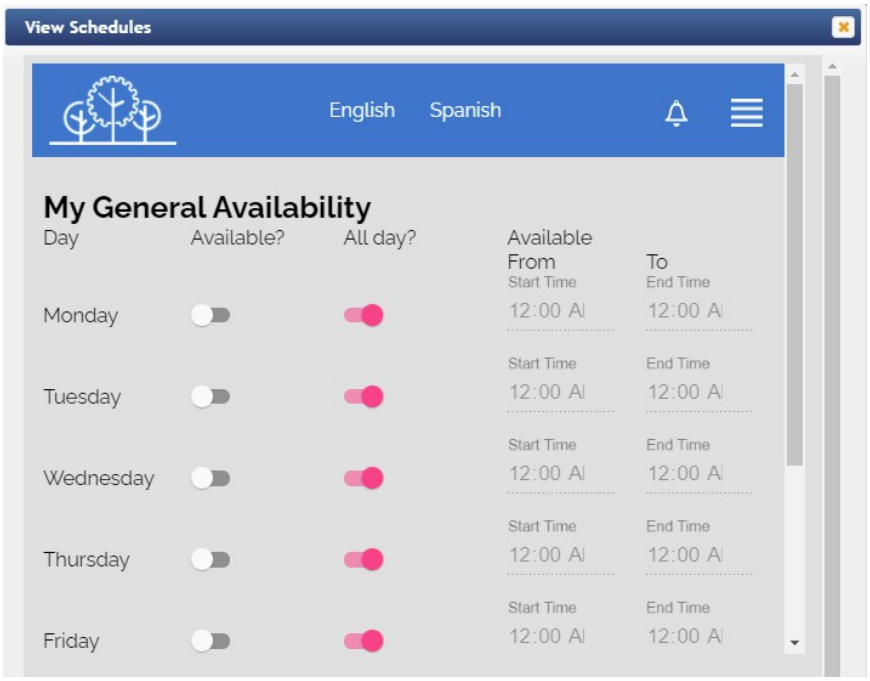
An employee can indicate their general availability to work, days of the week or time of day.

1. Log into eTimeClock.
2. Select **View Scheduling** in the **Menu** icon in the top right.
   The View Schedules dialog displays.




3. In the top right, click **Edit General Availability**.

   The My General Availability screen displays.




4. For each day of the week, slide the slider if you are **Available**.
5. If you are available all day, leave the **All Day?** slider alone (ie red) and go to the next day. If not, slide the **All Day?** slider to the left to turn it gray and select the times you are available to work.
6. Click **Save**.

   The View Schedules dialog updates with a green outline around the days you can work and a red outline around the days you did not select availability.

# Chapter 2. Employee Expense System

The Tree Ring TimeTree Ring Time Employee Expense System provides a means of recording, tracking, and reporting employee expenses.

**In This Chapter**

Employee Expense System Overview on page 23
You can track employee expenses in TreeRing Time including when they relate to specific job codes.

Entering Actual Employee Expenses on page 23
You can enter an actual expense.

## Employee Expense System Overview

You can track employee expenses in TreeRing Time including when they relate to specific job codes.

The TreeRing Time Employee Expense System provides a means of recording, tracking, and reporting employee expenses. Expense types can be controlled by the supervisor or administrator. Expense reports are available for both the employee and the administrator. Expense types can be entered through the Transaction form. Users can access expense reports at any time, which can be sorted by date, job, or expense type.

Employees can enter their expenses by using the dedicated 'Transaction Form' or eTimeSheet, both of which are convenient and easy to use.

**Note:**The eTimeClock application also works well for employees to track their time and enter expenses simultaneously. For more information about eTimeClock, see eTimeClock.

## Entering Actual Employee Expenses

You can enter an actual expense.

Administrators, supervisors, or employees can enter new expenses. Follow the instructions below to enter new expenses.

1. Navigate to the Timesheet Form, which varies in menu location according to the login role. For most login roles, it is available from the **Edits** tab.
2. Click **Add New Transaction** to enter a new expense.
3. In the **Transaction Type** drop down, select `Awards`.
4. In the **Pay Type** drop down, select the specific expense type.
5. Enter the **Start Date/Time** the expense was incurred.

6. In the **Count** field, enter the number of people the expense applied to.
7. In the **Dollars** field, enter the value of the expense.
8. Enter any applicable notes in the **Notes** field and the total of the expenditure in the **Amount** field.
9. Select from the drop down menus the **Vendor**, **Job**, and **Paid By** fields.
10. Click **Save**.

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