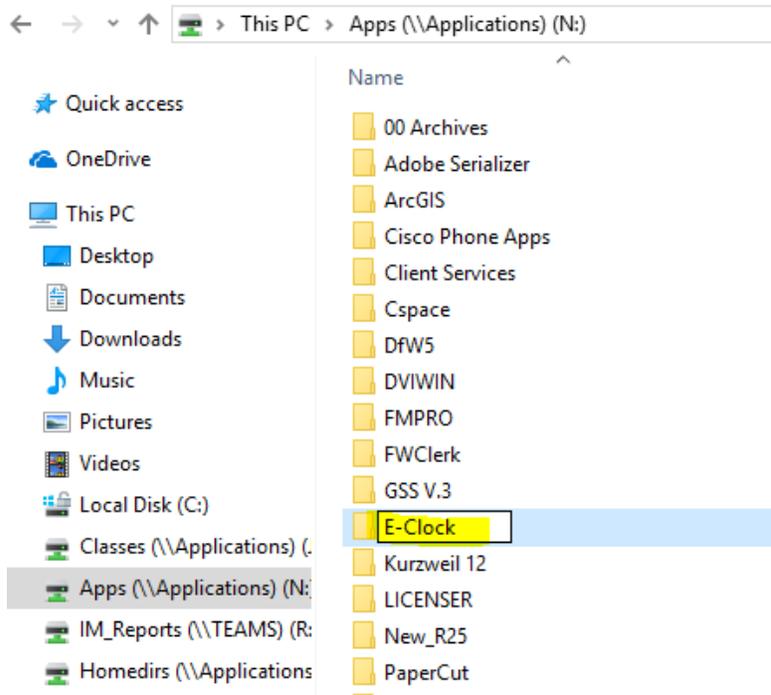


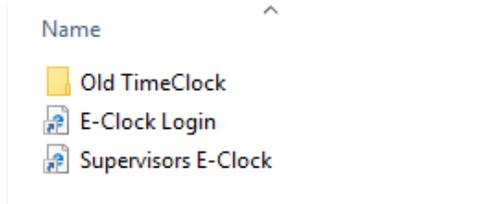
# Downloading Time Advantage to a Computer

If you do not currently have the Time Advantage program on your computer's desktop, please follow the instructions on this page first.

- Double click **My Computer**
- Select Apps (**\\Applications**)(N:)
- Select the **E-Clock** folder



- Right Click on **E-Clock**



- Then...
  - Send to→ Desktop
    - This creates the shortcut
- You should now have the Time Advantage app on your desktop



# Logging In

- After double clicking the icon, the login window will appear:
  - **Login ID & Password** will be given to you by the Payroll Office
  - Select **“Login”**

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PeopleGuru, Inc.

- Once logged in, the **Dashboard** screen will appear

## Viewing/Editing/Approving Timecards

- **Dashboard**- This is the main home screen once you log in. To get back to this screen from anywhere, select **Dashboard** in the top right corner of the screen. Once on this screen, select **Timecard Management** under “Options”:

Time Advantage My Profile Help Logout

User: ██████████ Company: Elizabethovn College

Dashboard

Options

- Timecard Management
- Reports

Process Status

Alert Messages

- View all messages

Supervisor Quick Leave Approval

Supervisor Quick Rollback Request

Hot Links

Edit Missing Punches

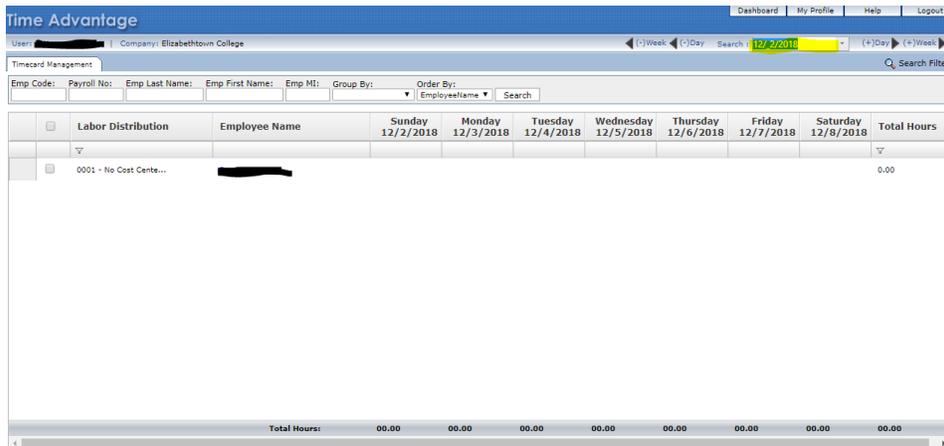
Time Card Rpt Staff

Edit Absences

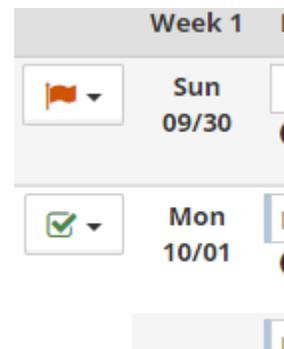
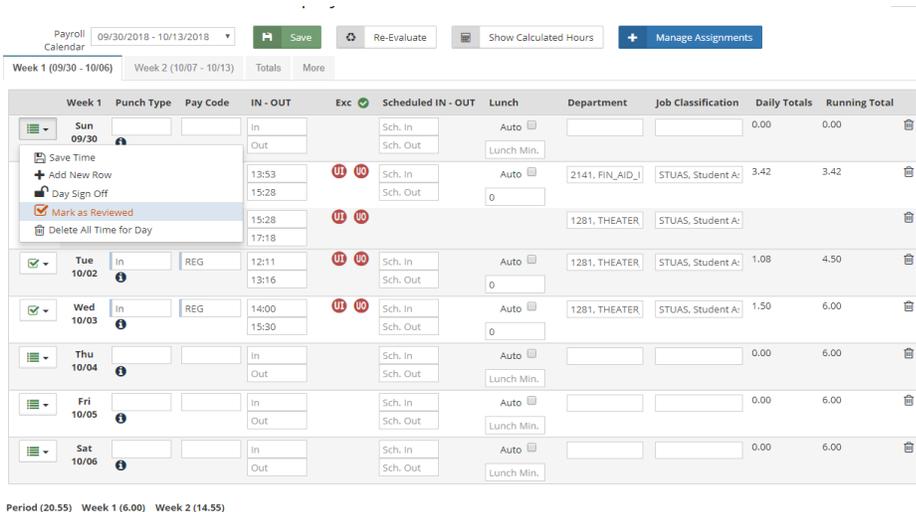
Delete My Hot Links

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- Any of your current non-exempt employee's timecards are now listed in alphabetical order for the current week we are in
  - If you need to go back to previous weeks to view/edit/approve timecards, use the drop-down calendar box in the top right of the screen to select which week you want to view



- To **Approve** the timecard, select the employees name. Once the timecard opens, you will see all punches for the first week of the current pay period. Verify that the **IN** and **Out** are correct and that the total number of hours for the day is correct. If everything looks good, click the three lined box on the left hand side. A drop down will appear and then select **Mark as Review** to approve that day. The three lines will turn into a flag until you click save. Once you click save the flags will turn into checked marked boxes.
  - There are two tabs indicating **Week 1** and **Week 2** of the pay week.



- To edit (both **IN** and **OUT**) or add **Missing Punches**, click on the punch you want to edit and start typing. Enter the correct information and select **Save**.

|              |    |     |                |                     |      |               |                   |      |      |
|--------------|----|-----|----------------|---------------------|------|---------------|-------------------|------|------|
| Wed<br>10/03 | In | REG | 14:00<br>15:30 | Sch. In<br>Sch. Out | Auto | 1281, THEATER | STUAS, Student As | 1.50 | 6.00 |
| Thu<br>10/04 |    |     | In<br>Out      | Sch. In<br>Sch. Out | Auto |               |                   | 0.00 | 6.00 |

- 
- Once this is complete, select **Logout** from the top right of the screen to exit Time Advantage.

## Entering Sick, Vacation, Personal Time

- To enter Sick, Vacation, or Personal time for your employees, select their name under Timecard Management. Once the timecard opens, click the box next to the day you want to add a punch under the column **Punch Type**. Select hours under the drop down bar. Click the next box under **Pay Code** and select which type of paid leave you wish to use (SIC, PER, VAC).

|              |  |    |     |
|--------------|--|----|-----|
| Fri<br>10/05 |  | In | Out |
| Sat<br>10/06 |  | In | Out |

Period (20.55) Week 2 (14.55)

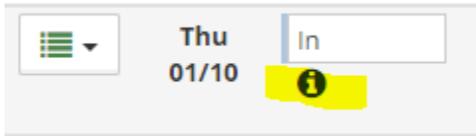
|              |       |  |           |
|--------------|-------|--|-----------|
| Thu<br>10/04 | Hours |  | 10/4/2018 |
| Fri<br>10/05 |       |  |           |
| Sat<br>10/06 |       |  |           |

riod (20.55) Week 1 (6.00) Week

|              |       |         |           |
|--------------|-------|---------|-----------|
| Thu<br>10/04 | Hours | VAC, VA | 10/4/2018 |
|              |       |         | 7.5       |

# Entering time explanation

- To enter Personal Development, FMLA, or any other time off for your employees, select their name under Timecard Management. Once the timecard opens, click the box next to the day you want to add a punch and entered their time. Once that is completed, select the **i** under the punch type. Select an explanation under the explanation drop down bar. Click save and then hit the back arrow near the left-hand corner. The explanation should now show up when you hover over the **i**.



Assignment Overrides: 01-07-2019

Shift Rule 1 - No Shift Diffs

### Labor Distribution Details

Cost Center 0001, No Cost Center Used Department 2301, RES\_LIFE\_FT\_Hrly\_STU Job Classification RLF05, COORD\_HOUSE\_OPE Task 000001, Default Task  
Professional Dev 999, Default LaborDistributi

### In Punch

Pay Date Override MM/DD/

Max. Hours Hour:

Explanation

Comments

### Out Punch

Explanation

Comments

Save

Explanation dropdown menu with the following options:

- FS, FMLA SICK
- FV, FMLA VAC
- GH, Organic Garden Hours
- JH, Jenn Hine Manual Entry
- KS, Kathy Staub manual Entry
- LH, Lynda Hudzick Manual Entr
- PDT, Personal Development
- SB, Steve Bender Manual Entry
- SD, Snow Day
- SL, Sick Leave Bank
- SS, Sharon Sherick Manual Ent
- WC, Worker's Comp
- WF, Work Comp FMLA
- WH, Work from Home
- WP, WORK COMP PERSONAL
- WS, Work Comp Sick
- WW, WORK COMP VAC
- ZBE, Barry Eckinger Manual Ent
- ZBW, Baron Wanner Manual Entry
- ZSN, Scott Nissley Manual Entr

In Punch - WebClock, E-Clock

User: Carter, Israel  
Date: 01/11/2019 04:43:07 PM  
Generated by: CLK

Explanation: PDT, Personal Development

Out Punch - WebClock, E-Clock

User: Carter, Israel  
Date: 01/11/2019 04:43:07 PM  
Generated by: CLK

- Employees will **NOT** have the ability to enter/edit their own timecard in the new system
- All personal/vacation/sick time will need to be approved and entered by supervisor

To add or correct any punches, please contact your [payroll@etown.edu](mailto:payroll@etown.edu)

## **Questions?**

Joyce Marchese, Payroll Manager → [marchesej@etown.edu](mailto:marchesej@etown.edu)

Israel Carter (Izzy), HR/Payroll Specialist → [carterisrael@etown.edu](mailto:carterisrael@etown.edu)