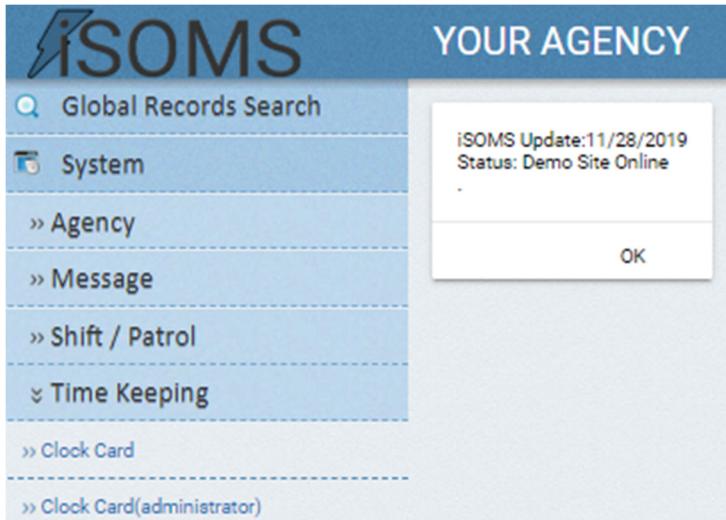


iSOMS Employee Clock Card Entry (summary)

Access the clock card from the System Menu, then Time Keeping. There are two options, based on your security profile would be displayed. The day to day clock card entry is under Clock Card. If this option is not enabled on your menu please contact your System Administrator to get access.



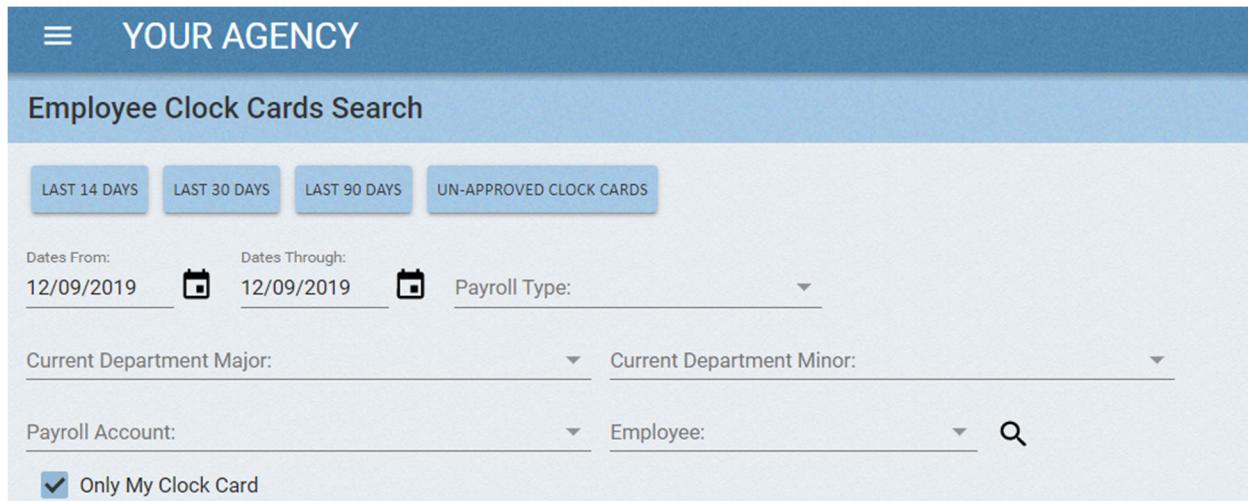
For users that are not Payroll Supervisors, below is your lookup screen. Showing just a few options for searching, you will be limited to only your clock card entries. There are some quick buttons at the top they sorted in descending order so last 14/30 days would be fastest way to see you most recent entries.

Note: you will need to enter the current Payroll Start/Ending date in the date fields below for the system to correctly display your total hours for the pay period. See next page for List results screenshot.

A screenshot of the 'Employee Clock Cards Search' interface. The top bar says 'YOUR AGENCY'. Below it is a section titled 'Employee Clock Cards Search'. There are four buttons for date ranges: 'LAST 14 DAYS', 'LAST 30 DAYS', 'LAST 90 DAYS', and 'UN-APPROVED CLOCK CARDS' (which is highlighted). Below these buttons are fields for 'Dates From:' (12/09/2019) and 'Dates Through:' (12/09/2019), each with a calendar icon. To the right of these fields is a 'Payroll Type:' dropdown menu.

If you are payroll supervisor, you will see below with additional searching features.

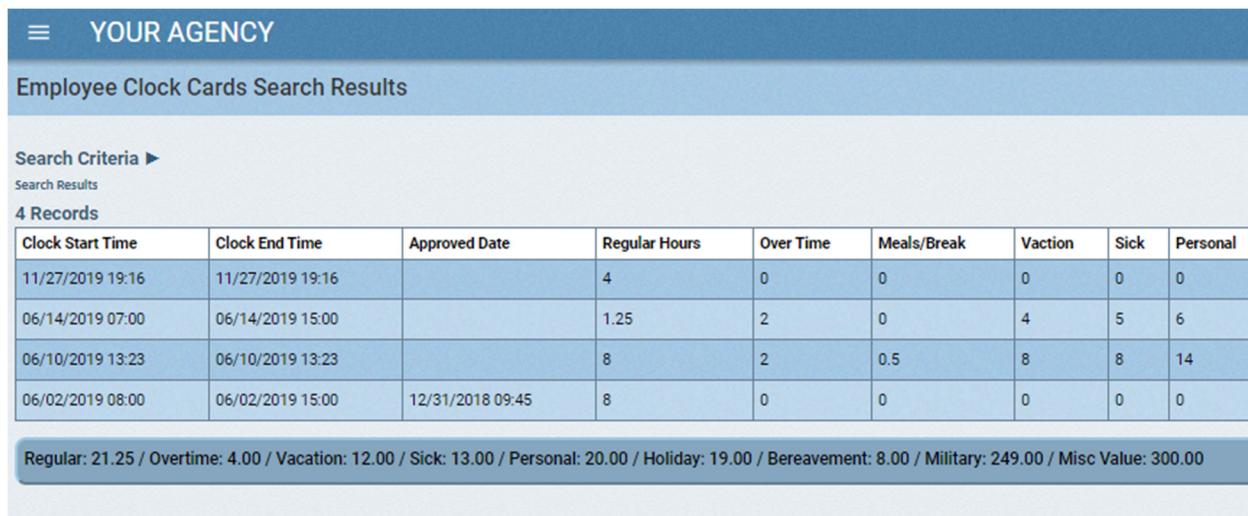
The first to point out is Only My Clock Card (this is defaulted as checked) meaning any search you do will be limited to your Employee ID. If you are wanting to see all of your division, make sure to uncheck that box and it will search all employees. Not just your records.



The screenshot shows the 'Employee Clock Cards Search' interface. At the top, there are four buttons: 'LAST 14 DAYS', 'LAST 30 DAYS', 'LAST 90 DAYS', and 'UN-APPROVED CLOCK CARDS'. Below these are search filters: 'Dates From: 12/09/2019' with a calendar icon, 'Dates Through: 12/09/2019' with a calendar icon, 'Payroll Type: (dropdown menu)', 'Current Department Major: (dropdown menu)', 'Current Department Minor: (dropdown menu)', 'Payroll Account: (dropdown menu)', 'Employee: (dropdown menu)', and a search icon. At the bottom left is a checked checkbox for 'Only My Clock Card'.

Sample list.

Notice at the bottom the system shows summary hours. This summary is based on the currently selected row. The system will take the Payroll Start/End Date of that Clock Card and summarize all other clock cards in the same date range to compute the totals displayed.



The screenshot shows the 'Employee Clock Cards Search Results' interface. It includes a 'Search Criteria' section with a 'Search Results' link and a '4 Records' summary. Below is a table with columns: Clock Start Time, Clock End Time, Approved Date, Regular Hours, Overtime, Meals/Break, Vacation, Sick, and Personal. The data is as follows:

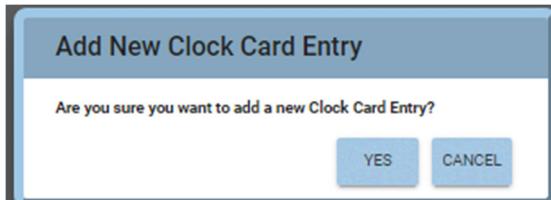
Clock Start Time	Clock End Time	Approved Date	Regular Hours	Overtime	Meals/Break	Vaction	Sick	Personal
11/27/2019 19:16	11/27/2019 19:16		4	0	0	0	0	0
06/14/2019 07:00	06/14/2019 15:00		1.25	2	0	4	5	6
06/10/2019 13:23	06/10/2019 13:23		8	2	0.5	8	8	14
06/02/2019 08:00	06/02/2019 15:00	12/31/2018 09:45	8	0	0	0	0	0

At the bottom, a summary line reads: 'Regular: 21.25 / Overtime: 4.00 / Vacation: 12.00 / Sick: 13.00 / Personal: 20.00 / Holiday: 19.00 / Bereavement: 8.00 / Military: 249.00 / Misc Value: 300.00'

To add a new clock card, find the new Clock Card button in the upper right of the screen.

You will be prompted the confirmation below.

Note: If you do not have delete rights to this program, you will not be able to remove this record, rather a supervisor or administrator will have to. If you do this by mistake, make sure to leave all times/hours at 0.00 so at a minimum it will not affect the balance of your time sheet. You will be able to edit the record until it's approved by the supervisor.



The most critical fields on this screen is the Payroll Start/End Dates. You will need to enter this for each pay period. The system will automatically get the Last Pay period for you when you add records. Meaning at the start of every new Payroll period simply type over those dates and make sure they match the payroll period for this clock card. Otherwise simply add the hours for this clock card and click save when complete. It's also important for the Payroll TYPE. This should default regular work

YOUR AGENCY

Employee Clock Cards View Record

Payroll Start Date: 06/01/2019 Payroll End Date: 06/14/2019 Payroll Type: REGULAR WORK

Start Of Shift: 06/03/2019 Time: 00:00 End Of Shift: 06/03/2019 Time: 19:16

Regular: 4.00 Overtime: 0 Meal/Break: 0

Vacation: 0 Sick: 0 Personal: 0 Holiday: 0 Bereavement: 0 Military: 0 Misc Hours: 0 Misc Amount: 0

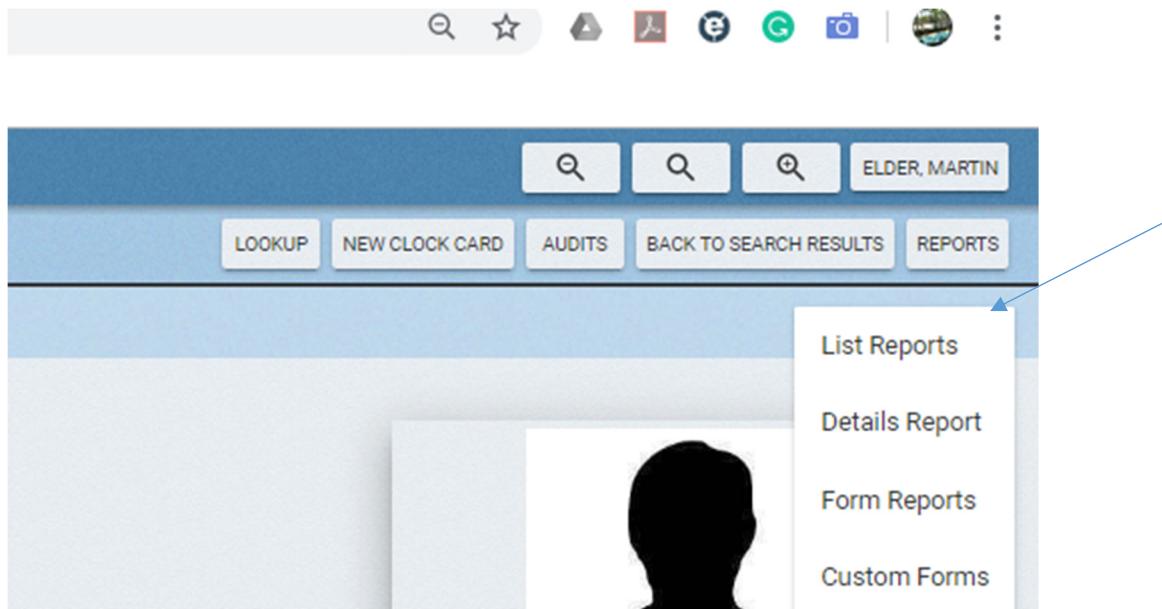
Disciplinary: 0 Workers Comp: 0 Admin Leave With Pay: 0 Admin Leave No Pay: 0

Unit Number: 603 Starting Milage: 0 Ending Milage: 0 Gallons Pumped: 0

Approved Date: 12/04/2019 Time: 10:14 Posted Date: 12/04/2019 Time: 06:41

Notes:

To print a summary report, click on Reports, List Reports



This screen also will be based on your security profile and if you are a Payroll Supervisor.

You can enter the Clock Card Dates From/Through for your report "OR" you can enter the Payroll Start date, if you enter that start date, it will get all matching clock cards for that pay period. Which is easier way to get your timesheet. You would need to also narrow by Payroll Type (Regular Work) to see those records. If you leave that blank/empty you will get a list of all entries during the date ranges.

≡ YOUR AGENCY

Employee Clock Cards List Reports

Report Style

List

Clock Card Date: 12/10/2019

Clock Card Through: 12/10/2019

Payroll Type:

Payroll Start Date:

≡ YOUR AGENCY

Employee Clock Cards List Reports

List

List with Signature Area

List Report shown below



Clock Card List																
Your Agency																
Payroll Start Date From 06/01/2019 Through 06/01/2019																
ELDER, MARTIN W																
Start Date	End Date	Reg	OT	Meals	Total	Vac	Sick	Per	Hol	Misc Hr	BL	Mil	APL	Misc \$	WC	
06/02/2019 08:00	06/02/2019 15:00	8.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	
06/10/2019 13:23	06/10/2019 13:23	8.00	2.00	0.50	10.00	8.00	8.00	14.00	12.00	0	0.00	240.00	0.00	0	0.00	
06/14/2019 07:00	06/14/2019 15:00	1.25	2.00	0.00	3.25	4.00	5.00	6.00	7.00	0	8.00	9.00	13.00	300	12.00	
11/27/2019 19:16	11/27/2019 19:16	4.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	
11/28/2019 07:36	11/28/2019 07:36	5.00	0.00	0.00	5.00	0.00	0.00	3.00	0.00	0	0.00	0.00	0.00	0	0.00	
Sub Totals: 5		26.25	4.00	0.50	30.25	12.00	13.00	23.00	19.00	0.00	8.00	249.00	13.00	0.00	12.00	
Totals: 5		26.25	4.00	0.50	30.25	12.00	13.00	23.00	19.00	0.00	8.00	249.00	13.00	0.00	12.00	

List with Signature Area shown below



Clock Card List																
Your Agency																
Clock Card Dates From 06/01/2019 Through 11/28/2019																
ELDER, MARTIN W - MWELDER																
Start Date	End Date	Reg	OT	Meals	Total	Vac	Sick	Per	Hol	Misc Hr	BL	Mil	APL	Misc \$	WC	
06/02/2019 08:00	06/02/2019 15:00	8.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	
06/10/2019 13:23	06/10/2019 13:23	8.00	2.00	0.50	10.00	8.00	8.00	14.00	12.00	0	0.00	240.00	0.00	0	0.00	
06/14/2019 07:00	06/14/2019 15:00	1.25	2.00	0.00	3.25	4.00	5.00	6.00	7.00	0	8.00	9.00	13.00	300	12.00	
11/27/2019 19:16	11/27/2019 19:16	4.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	
11/28/2019 07:36	11/28/2019 07:36	5.00	0.00	0.00	5.00	0.00	0.00	3.00	0.00	0	0.00	0.00	0.00	0	0.00	
Sub Totals: 5		26.25	4.00	0.50	30.25	12.00	13.00	23.00	19.00	0.00	8.00	249.00	13.00	0.00	12.00	
Totals: 5		26.25	4.00	0.50	30.25	12.00	13.00	23.00	19.00	0.00	8.00	249.00	13.00	0.00	12.00	

I certify that I have worked all the hours indicated and this time sheet is correct

I certify that the hours recorded on this form are accurate

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Payroll Supervisor

The program is the same for Data Entry and Approving Clock Cards

Your security profile will determine which of the extra fields/buttons you see

Below is a screen shot, "IF" you are payroll supervisor where you could uncheck the box Only My Clock Card and see anyone's clock card entries for the date range.

The screenshot shows a search interface for 'Employee Clock Cards Search' under 'YOUR AGENCY'. The interface includes the following fields and options:

- Filter buttons: LAST 14 DAYS, LAST 30 DAYS, LAST 90 DAYS, UN-APPROVED CLOCK CARDS.
- Dates From: 12/10/2019, Dates Through: 12/10/2019, Payroll Type: dropdown.
- Current Department Major: dropdown, Current Department Minor: dropdown.
- Payroll Account: dropdown, Employee: dropdown, Search icon.
- Checkboxes: Only My Clock Card (checked), Show Archived Only, All Agencies.
- Action buttons: LOOKUP, CLEAR FILTER.

On the actual entry screen you see two additional buttons. In either of the below buttons it validates this single on screen clock card. It test dates, date ranges, must have a Payroll Type.

Examples of date testing. The Start Date cannot be in the future, no date can be more than 2 years ago. The Payroll Start/End Date Range must be 7, 14 or 28 day's period. It is not checking any values. Meaning I am not testing to verify you had a total hour count greater than 0.00

Approve THIS Clock Card (pretty basic, means this card is ok)

Approve All Clock Cards that match this record (Payroll Start Date + Payroll Type)

The approve all is good and bad. Good in the fact it will approve, with this one button, all Currently Un-Approved Clock cards for the Selected Employee, with the Exact Same Payroll Start Date + Payroll Type.

The bad, is, it's not validating date ranges on those other cards. So you could approve this card, which does check the date ranges to be valid, but the other clock cards that have the same payroll start date and payroll type could have issues on them. You can, on the lookup screen, click a button for all un-approved cards so you can see what you have left to approve/review.

≡ YOUR AGENCY

Employee Clock Cards View Record

◀◀ FIRST ◀ PRIOR NEXT ▶ LAST ▶▶

Last Name: ELDER	First Name: MARTIN	Middle Name: W	Jr/Sr: <input type="button" value="▼"/>				
Payroll Start Date: 06/01/2019	Payroll End Date: 06/14/2019	Payroll Type: OCDETF OVERTIME	<input type="button" value="X"/> <input type="button" value="APPROVE THIS CARD"/> <input type="button" value="APPROVE ALL FOR THIS EMPLOYEE/PAYROLL START DATE"/>				
Start Of Shift: 06/10/2019	Time: 13:23	End Of Shift: 06/10/2019	Time: 13:23				
Regular: 8.00	Overtime: 2.00	Meal/Break: 0.50					
Vacation: 8.00	Sick: 8.00	Personal: 14.00	Holiday: 12.00	Bereavement: 0	Military: 240.00	Misc Hours: 0	Misc Amount: 0
Disciplinary: 0	Workers Comp: 0	Admin Leave With Pay: 0	Admin Leave No Pay: 0				
Unit Number: 603	Starting Milage: 1200.0	Ending Milage: 1250.0	Gallons Pumped: 10.2				
Approved Date: <input type="button" value="12/04/2019"/>	Time: <input type="button" value="06:41"/>	Posted Date: <input type="button" value="12/04/2019"/>	Time: <input type="button" value="06:41"/>				
Notes: 1ST NOTE <input type="button" value="▼"/>							