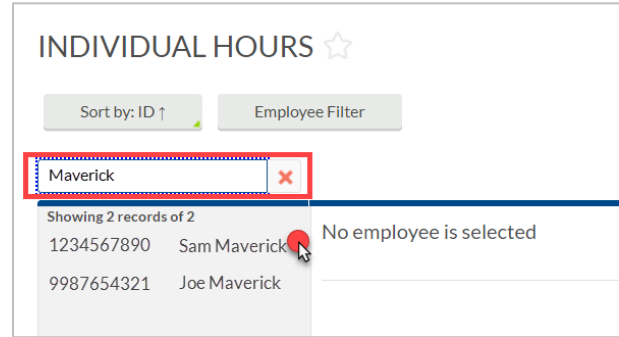


Review Individual Hours Job Aid

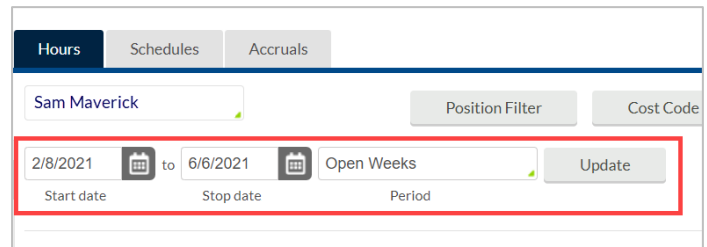
The purpose of this job aid is to explain how review one employee’s time segments from the Individual Hours screen.

1. From the main blue menu bar, click on Hours, then Individual Hours.
2. Click on an employee in the Employee List or search for an employee by typing their name or a portion of their name, or their 10-digit employee ID number in the search box.

Note: If you only want to search within a specific group of employees, you can use the Employee Filter button to filter to that group. This function allows you to filter by attributes such as employee classification and department.



3. On the Hours tab, set the Date Range to the to the Start Date of your pay period and the End Date of your pay period and click Update or choose a predefined Period range from the drop-down menu.
4. Hours will display in the table below.



Hours													
Sam Maverick													
2/8/2021 to 6/6/2021 Open Weeks													
Showing 2 records of 2 Selected 0 records													
				Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Position	Rate
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		Y		3/18/2021 09:00 AM	3/18/2021 05:00 PM	8:00	8:00		4 - Bereavement	0.00
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		Y		3/19/2021 09:00 AM	3/19/2021 05:00 PM	8:00	8:00	16:00	4 - Bereavement	0.00

Note: The hourly subtotals will display totals by category. The totals will show the Regular Hours entered, OT1 (Casual/Temp/Student), Comp Time (Straight and Overtime), and Leave Hours (Sick, Vacation, Holiday, etc.). The Comp Time section does not make the Overtime calculation in the totals section. It simply tallies the hours over 40 for each FLSA week.

Additional Display Options

There are other display options that can be changed by clicking the Options button in Individual or Group Hours. These options will persist throughout the software once selected.

Additional options that can be adjusted include:

- Time, Date and Hour display formats
- Default Period for viewing hours
- Displaying the Manager name next to the Employee name
- Displaying the day of the week for each time in/out
- Displaying the user ID that granted approval for each segment
- Setting default clock in and clock out times (used when adding hours manually)
- Changing the highlight colors for the segment based on:
 - Missed punches
 - Absent segments
 - Row shading
 - Conflicting segments

The screenshot shows the 'INDIVIDUAL HOURS' interface. At the top right, there is an 'Options' button highlighted with a red box. A red arrow points from this button to a modal dialog box titled 'Options'. The dialog box contains the following sections:

- Display**: Includes 'Expand all' and 'Collapse all' links.
- Settings**:
 - Default Times**:
 - Default clock in time: 09:00 AM
 - Default clock out time: 05:00 PM
 - Default time sheet hours: 8:00
 - Rounding**:
 - Perform punch rounding on added shift segments
 - Perform break rounding on added shift segments
- Warnings**:
 - Actual Time**:
 - When editing the rounded time, change the actual time to the rounded time
 - Always keep actual times
 - Always prompt
- Colors**: (Partially visible)

At the bottom of the dialog, there are 'Cancel' and 'Apply' buttons.