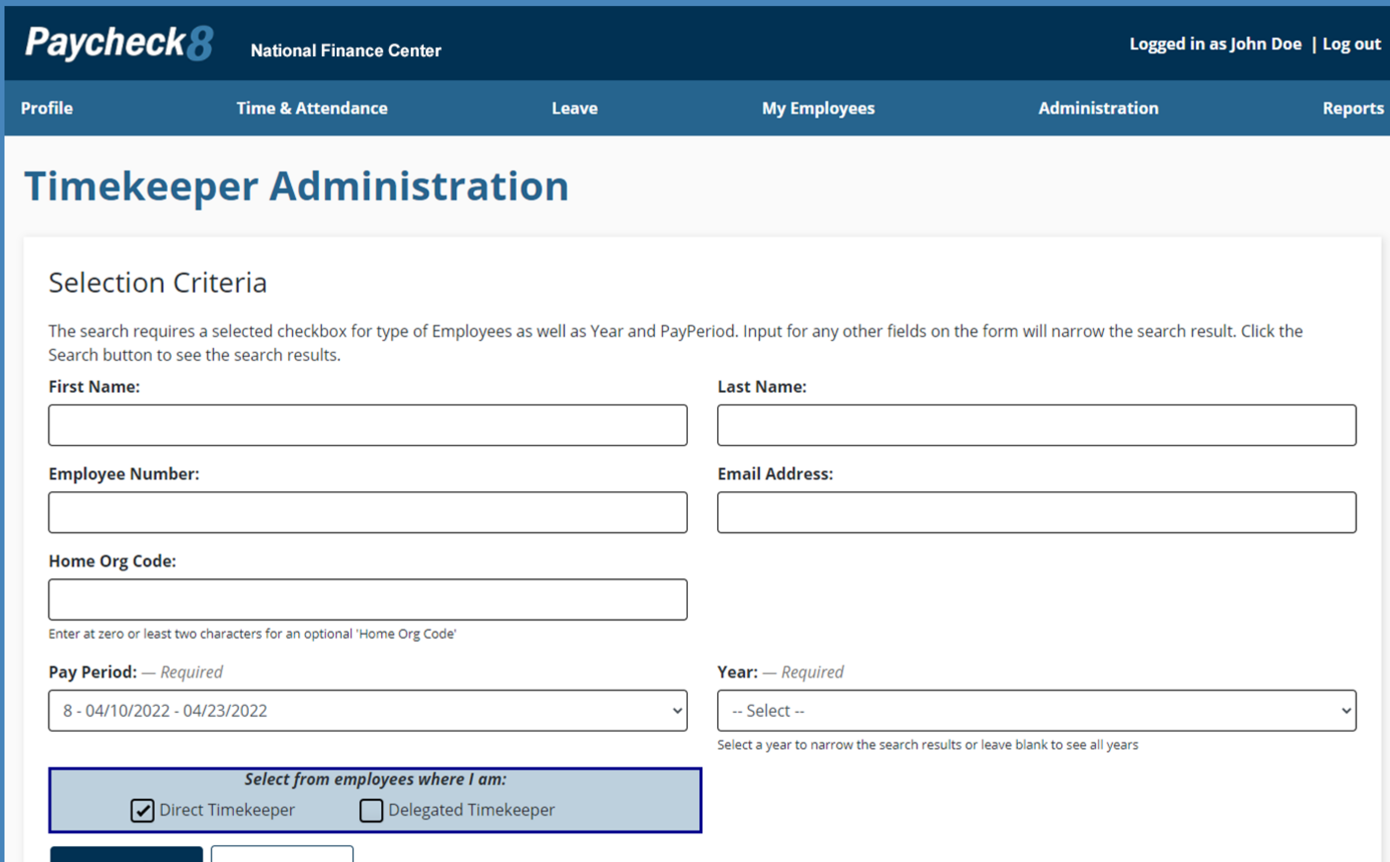
Paycheck8

Quick Reference Timekeeper Role

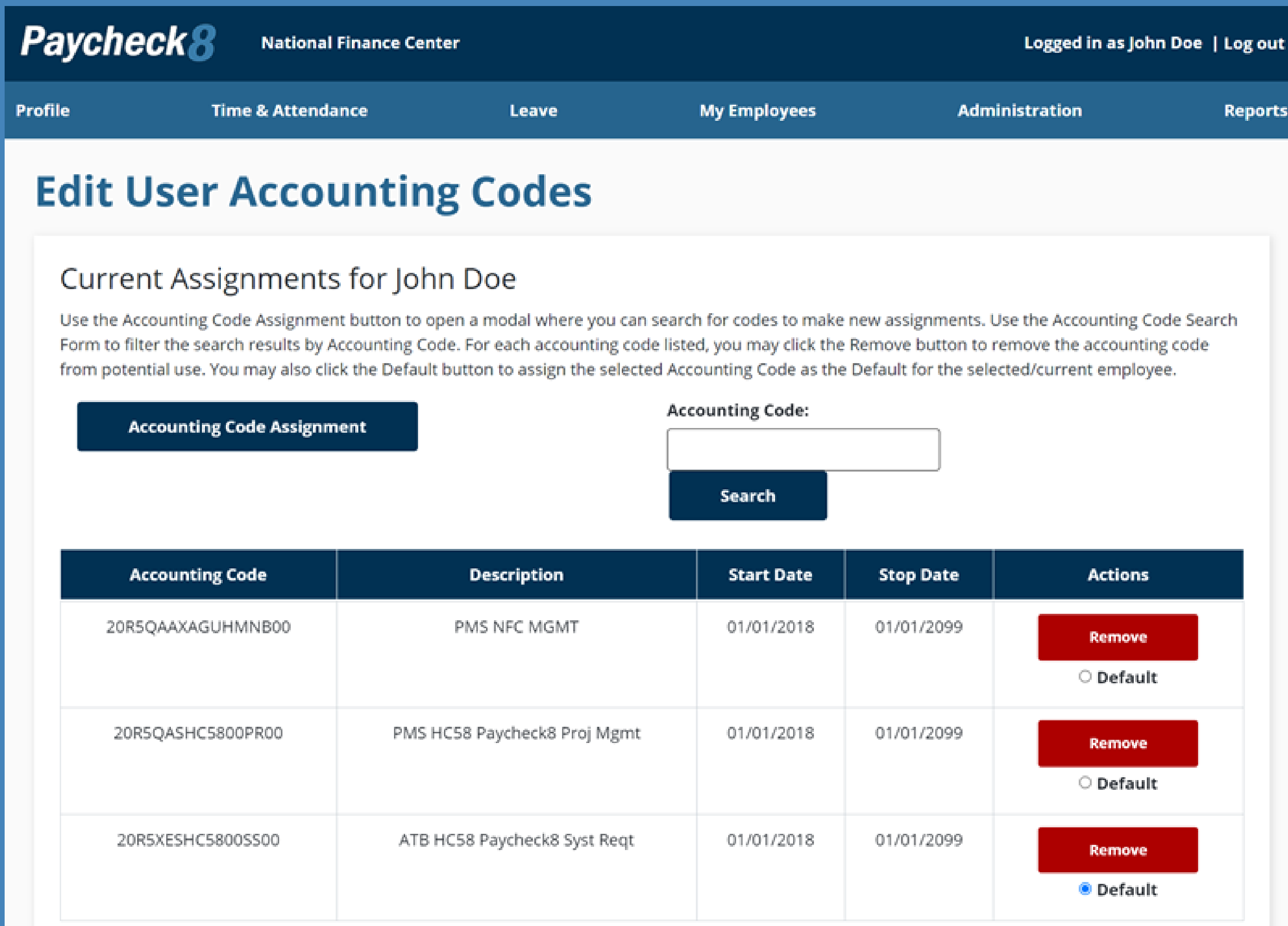


Accessing Employee Timesheets

Timekeepers may access any employee’s timesheet that they are assigned to by selecting the **Timekeeper Administration** menu option from the **Administration** menu.

1. Select **Timekeeper Administration** from the **Administration** menu. The Timekeeper Administration page is displayed.
2. As an optional step, you may narrow down the search results on the page by entering in search criteria. When entering search criteria, you must complete at least one field with a minimum of two characters, in any one of the first four input fields: First Name, Last Name, Employee Number, or Email Address. You may also select a year and/or a pay period. More criteria will provide more precise results.
3. Select the **Search** button. Under the **Search Results** section, a list of employees will be displayed that have been assigned to you as a timekeeper.
4. Find the employee whose timesheet you wish to view and select the **View Timesheets** button from the **Actions** column. The **View Timesheets** page is displayed.
5. On the **View Timesheets** page, select the View button for appropriate Pay Period.

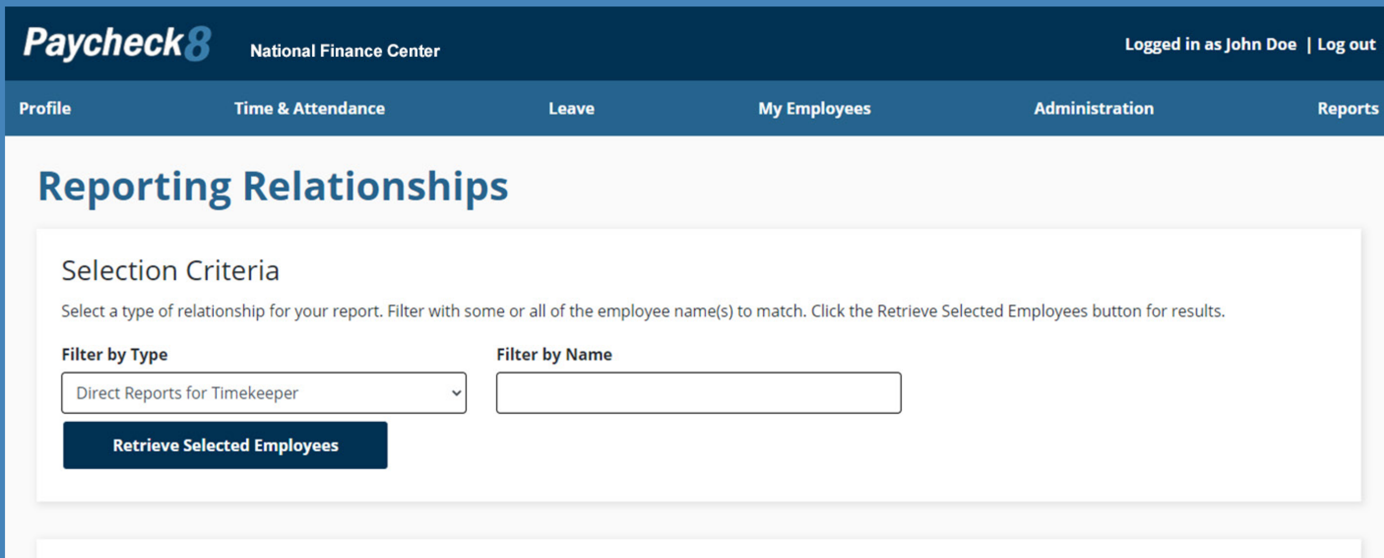
Adding/Editing Accounting Codes for Use by Employees



Adding/Editing Accounting Codes:

1. Select **Manage Employees** from the **Administration** menu. The Manage Employees page is displayed.
2. Enter search criteria.
3. Select the **Search** button. The search results are displayed.
4. Select **Edit User Accounting Codes** from the **Actions** column. The Edit User Accounting Codes page is displayed.
5. Enter at least two characters of the new accounting code in the accounting code search field, or search by program code, project code, activity code, or description.
6. Select the **Search** button. The search results are displayed.
7. Select the **Applicable Option** in the **Actions** column.

Delegating Your Timekeeper Role



Delegating Your Timekeeper Role:

1. Select **Reporting Relationships** from the **My Employees** menu. The Reporting Relationships page is displayed listing the employees directly reporting to your Timekeeper role.

2. Select the **Delegate all to Timekeeper** button to delegate all employees to the new timekeeper, or select the **Timekeeper Search** button next to an individual employee's name to delegate only that particular employee to the new timekeeper. The **Search for a Timekeeper** popup appears.

3. Enter the applicable search criteria in the First Name, Last Name, Employee ID, and Email Address fields.

4. Select the **Search** button. The search results are displayed.

5. Select the **Choose** button in the **Actions** column of the applicable timekeeper. The Reporting Relationships page is displayed with the applicable employee(s) for the delegate(s) listed in the **Delegated Timekeepers** column.

> **NOTE:** To remove the delegation, select the **Remove** button next to the applicable employee(s) from whom you want to remove the delegated timekeeper. This can be done for individual employees.

Updating an Employee's Work Schedule:

1. Select **Manage Employees** from the **Administration** main menu. The Manage Employees page is displayed.

2. Enter the applicable search criteria in the First Name, Last Name, Employee ID, and Email Address fields.

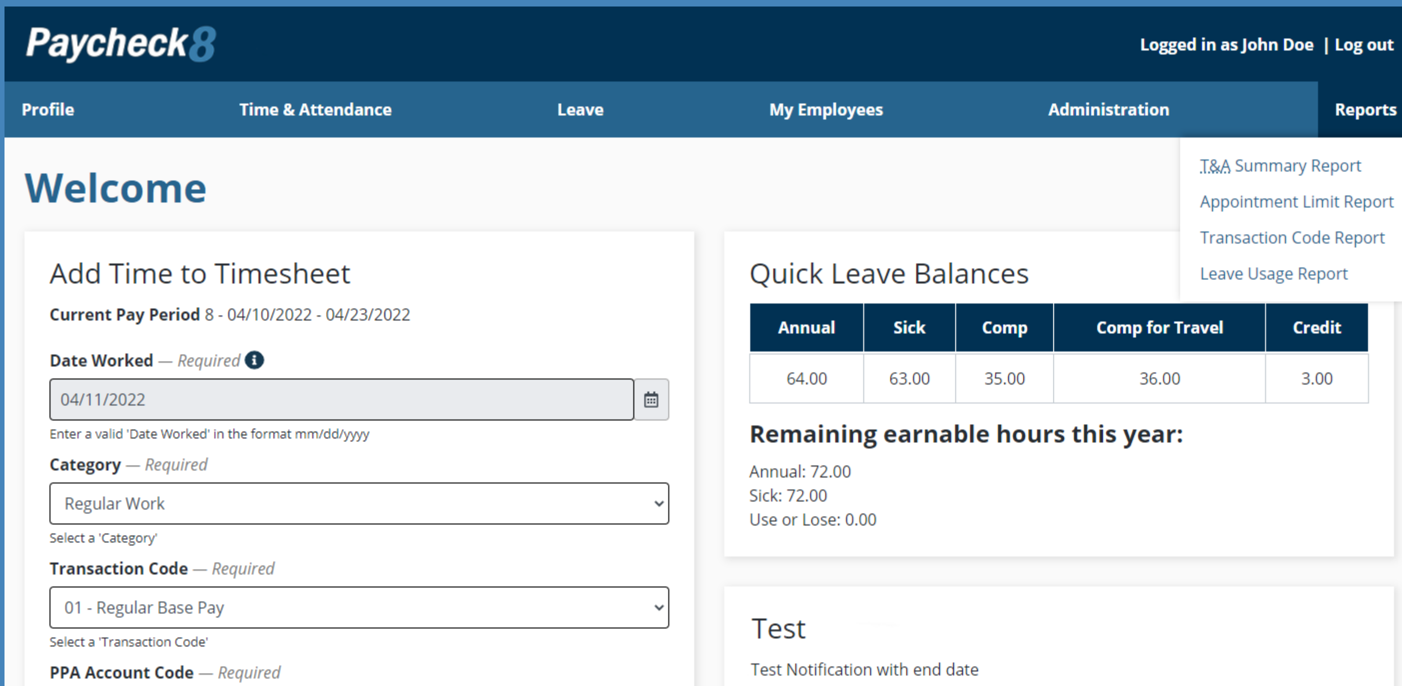
3. Select the **Search** button. The search results are displayed.

4. Select the **Employee** link from the **Actions** column for the applicable employee. The Edit Employee Profile page is displayed.

5. Modify the employee's work schedule by selecting the drop down on the **Alternative Work Schedule** field. Additional schedule information may also be entered in the optional **Work Schedule Description** field.

6. Select the **Save** button.

Running Reports



Running Reports:

1. Select **Reports** from the **Reports** menu.
2. Select the applicable report. The selected report filters are displayed.
3. Complete the report filters.
4. Select the **View Report** button.