

Employee Paperless Timesheet Handbook

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Introduction

The Cuyahoga County Department of Human Resources is committed to providing employees with access to secure and timely information, as well as reducing costs and increasing sustainability. To this end, HR has expanded the MyHR Employee Self Service portal to include functionality for Time Management. Employees will now have a secure, centralized mechanism by which they can manage their personnel data, time entry (time in / time out), time balances (sick, vacation, etc), leave requests, direct deposit information, and more. Supervisors will be able to approve or deny employee leave requests and time entry data online, anywhere, at any time, eliminating the need to print paper timesheets and leave request forms. These cost saving efforts will result in increased efficiencies and more effective and accessible reporting.

It should be noted that the Time Management functionality within the MyHR Employee Self Service portal is not designed to be used as a 'time clock' in the sense that you are not expected to clock in and clock out in real time. Your supervisor or administrator will be responsible for letting you know what the expectations are for your individual department with regard to signing in and logging your time on a regular basis. The Time Management functionality is simply designed to eliminate unnecessary paperwork, streamline workflow, and automate manual processes. Employees can access the MyHR Employee Self Service portal anywhere, at any time: at home, at work, at the library, or at one of the many kiosks that will be available throughout many County buildings.

Purpose of this Document

This document is designed to provide employees and supervisors with the information they need in order to navigate through the new Time Management pages within the MyHR Employee Self Service portal.

How this Guide is Organized

This document provides an overview of all the screens you may encounter in the Timesheet Management section first. Following screen definitions are "how to guides" on routine entries. This guide should provide employees with all of the information they need in order to navigate through the new Time Management pages within the MyHR Employee Self Service portal.

Icons used in this document

 Important information follows. Please read carefully!

 Helpful information and tips.

Overview

The screenshot shows the MyHR at Cuyahoga County portal. At the top, it says 'You are logged in as [redacted]' with a 'Logout' link. Below is a banner with the MyHR logo and a group of smiling employees. A search bar is present. On the left is a navigation menu with categories: Home, Time Management (with sub-items like Payroll Area, Manager's Area, Current Timesheet(s), Benefits, Charity Choice), Forms, Calendar, Manage My Registrations, Manage My Emails, Manage My Messages, and Logout. The main content area displays a welcome message, a 'My Time Entry' section for Monday, March 08, 2010, with a 'Time In for Today' input field, and a 'My Messages' section showing 11 Amended Time Sheet Notifications. Below that is an 'HR News and Information' section with articles about ERIP Seminars and 2009 Open Enrollment.

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- 6
- 7

1. **Welcome Message** - Name of the employee who is currently logged in. Please ensure this is correct before doing anything.
2. **Payroll Area** - You will only see this area if you work in Payroll. It contains all necessary functions for processing payroll on the portal.
3. **Manager's Area** - You will only see this area if you are a supervisor. Contains necessary functions for supervisors to approve timesheets, time off requests, request a supervisor alternate, view employees time history, etc.
4. **Employee Time Management Area** - Every employee using the Paperless Timesheet portal will have this area. You can access current timesheets, old timesheets, submit and view time off requests, and employee overview.
5. **Manage My Emails** - Set up an email address for system notifications. Your work e-mail is the default. If you do not have a Groupwise email, you can enter a home email address.
6. **Manage My Messages** - View and delete Paperless Timesheet portal messages.
7. **Logout** - Be sure to log out when you are finished with your activity on the Paperless Timesheet portal.
8. **Quick Time Entry** - Enter time in and access the current day's timesheet from this box.
9. **My Messages** - Displays any new unread system messages and notifications.

Employee Time Management

1. Logging In

The first step in using the paperless timesheets is of course logging in. Access is done through the county's MyHR portal through the link below.

<https://myhr.cuyahogacounty.us/>

You will be greeted by the screen below where you can enter your employee number and password. If you have forgotten your password, it can be reset by clicking the "Forgot my password" link below the "Login" button. Once logged in, you will be taken to the [Welcome Page](#).

2. Employee Overview

Time Type	Prior Period Balance	Hours Used	HoursAccrued	Ending Balance
Comp/ET	0.000	0.0000	0.0000	0.0800
Vacation	0.000	0.0000	0.0000	244.7200
Sick Time	0.000	0.0000	0.0000	167.3100
Command Time	0.000	0.0000	0.0000	0.0000
Furlough Time	0.000	0.0000	0.0000	24.0000

By clicking **Employee Overview** on the sidebar, you can access previous time cards, service time, hire date, and other general information. Previously, you received this information on your timecards. If any information on this page appears incorrect, please contact the appropriate person listed below.

Payroll Officer For:

Time balances and service time

Personnel Officer For:

Hire date, work schedule, agency, and department

3. Quick Time Entry

My Time Entry for Monday, March 08, 2010

Time In for Today: : AM

My Time Entry for Monday, March 08, 2010

Time Entries for Today:
Time In: 08:00

Before time entry...

And after!

One of the first things you may notice on the [Welcome Page](#) is the **My Time Entry Box**. This box will allow you to quickly enter your time in and, once a time in is saved, access your timesheet for the current day to enter a time out. Clicking the **Today's Timesheet** will take you to the screen you see below.

My Timesheet - Daily Entry - Monday, March 08 2010

Falsification of electronic time records may result in discipline including removal from employment.

My Scheduled Work Hours: 8:00 AM to 4:00 PM

Time Worked

Time In	Time Out	Regular Hrs Wrkd	Comp/ET Wrkd	Overtime Wrkd	Command Hrs Wrkd	OT/ET Worked Reason
08:00 AM		0.00	0.00	0.00	0.00	<input type="button" value="Add New Time Worked"/>

Delete Edit

Leave/Time Off

No time off entries for this date.

Clicking the **Edit Image** will allow you to complete your time entry for the day by entering a time out. After completing your time out click **Save** and then **Save All Changes**. Congratulations, you've just completed your first time entry on the MyHr Employee Self Service portal!

My Scheduled Work Hours: 8:00 AM to 4:00 PM

Time Worked

Time In:	Time Out:	Type:	Hours:
<input type="text" value="08"/> : <input type="text" value="00"/> AM	<input type="text" value="4"/> : <input type="text" value="00"/> PM	<input checked="" type="radio"/> Normal Work Hours <input type="radio"/> Exchange Time <input type="radio"/> Command Time Earned	<input type="text" value="8.00"/>

Don't worry about these other types of time entries just yet. They will be explained in the section titled [Regular Time Entry](#).

4. Regular Time Entry

While daily time entry can entirely be done through Quick Time Entry, there may be times you forget to sign out that day or need to edit times during the week. This can be done via the "Current Timesheet" link on the sidebar of the main page and then selecting the appropriate timesheet. You will be greeted by the following screen that shows time entries for the week broken down into worked hours and non-worked hours. You will also be able to see your time balances for the current pay period. Please note that all time balances displayed in the MyHR ESS portal are static and do not change until new balances are uploaded.

My Timesheet - Week Ending: 3/13/2010
 Timesheet Editor (select a date to edit time entries...) (Timesheet Status: Not Submitted)

Day of Week	Sched	Worked Hours					Non-Worked Hours					Totals		
		Regular	Comp/ET	OT	Command	Comp/ET	Sick	Vac	Hol	AWOL	Misc			
Sun	3/7/10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mon	3/8/10	8.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Tue	3/9/10	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wed	3/10/10	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Thu	3/11/10	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fri	3/12/10	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sat	3/13/10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals		40.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00

Return to My Timesheets | Print My Timesheet | Submit for Approval

Supervisor Comments
No Comments

Employee Detail - [Redacted] | Current Period Balances (as of 6/20/2009) | Timesheet Options

Department: [Redacted] | Pay Period: 6 | Year: 2010 | Week: 2 of 2
 Comp/ET Hours: 0.0800 | Sick Hours: 167.3100 | Vacation Hours: 244.7200 | Command Time Hours: 0.0000 | Furlough Hours: 24.0000

Return to My Timesheets | Print Timesheet | Submit for Approval

No time clock entries for this date.

Time In: []:[]: [] []:[]: [] Time Out: []:[]: [] []:[]: [] Type: [] Hours: []

Normal Work Hours
 Exchange Time
 Command Time Earned

Save Cancel

Add New Time Worked

Leave/Time Off

No time off entries for this date.

Time From: []:[]: [] []:[]: [] Time To: []:[]: [] []:[]: [] Hours: [] Type: [] Reason: []

Save Cancel

Add New Time Off

Clicking on a particular day will take you into the daily time entry screen. There is an option for adding new time worked and a separate box for adding time off. The process for either option is the same. Enter your time in, time out, and the type of attendance or absence you would like to use. The hours field will automatically populate so there is no need to do any entry there. Once a timesheet is completely filled out for the week, you can click Submit for Approval to electronically send the timesheet to your supervisor for approval.

i If you do not see your desired absence in the absence type box, select "Other". This will bring up a second drop down box with more options.

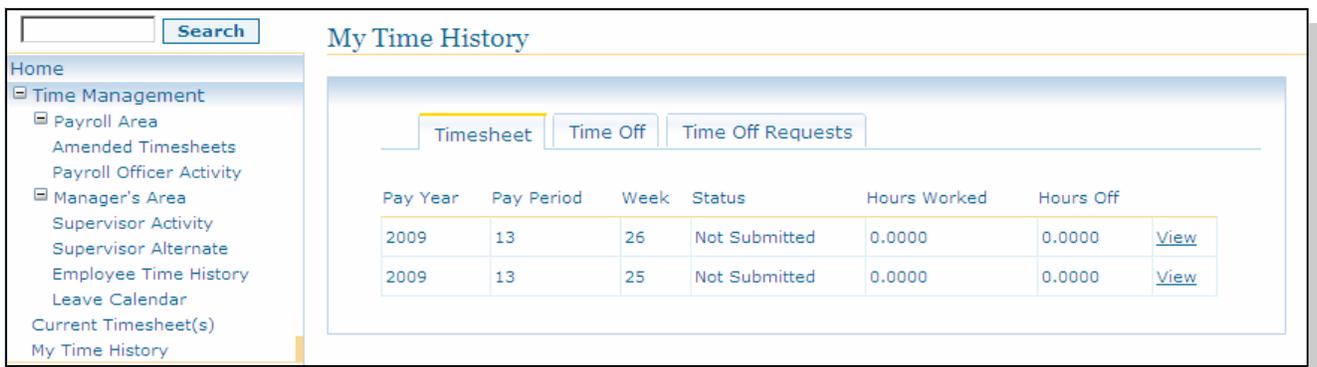


Things to Know About Regular Time Entry!

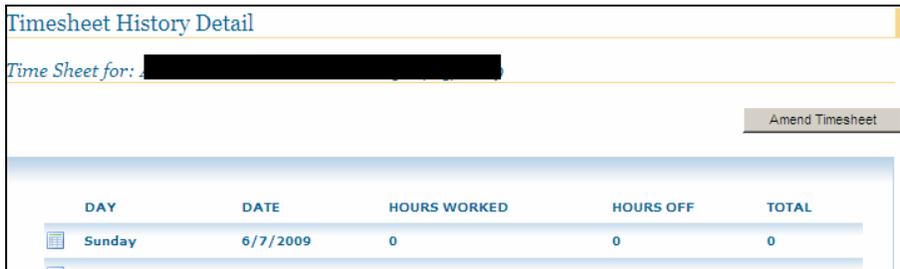
- If it appears your work schedule is incorrect in the MyHr Employee Self Service portal, please contact your personnel officer as soon as possible. Having the wrong schedule may keep you from entering your time correctly and accurately.
- Exchange, comp, and overtime will not automatically be entered into the system. It will need to be entered as a separate entry for the day. For example, if you worked 8:00am - 6:00pm and wanted to claim the extra two hours as overtime, you would need to enter 8:00am - 4:00pm as normal work hours and then create a new time entry for the day for 4:00pm - 6:00pm as overtime.
- If you leave for a short amount of time during the day, you will need to make separate entries for the first part of the day, absence during the day, and time worked at the end of the day. For example, if you normally work 8:00am - 4:00pm but need to leave from 12:00pm - 2:00pm for a doctor's appointment, you would make an entry for 8:00am - 12:00pm for normal work hours, 12:00pm - 2:00pm for sick time, and a final entry for 2:00pm - 4:00pm for normal work hours.
- If you submit a timesheet and it gets rejected by your supervisor, the sheet will show up in your list of current timesheets again with a status of rejected. Selecting it will take you to the timesheet view and highlight the entries in question along with a reason. The reason for the rejection will show up in the "Supervisor Comments" box beneath the time sheet with the most recent reason being towards the bottom of the box. Rejected timesheets are filled out and submitted like normal sheets.
- Time worked cannot be entered in advance, only time off.
- Submitted and approved time off requests are not automatically entered into your timesheet. You or your supervisor must enter any time off request once that timesheet is available.
- The MyHr Employee Self Service portal is not a time clock, it is essentially an electronic version of the old paper timesheets. It is your responsibility to ensure that you are filling out your timesheet accurately and in a timely manner. If a timesheet is not filled out and approved, an inaccurate payroll will occur for said employee. Also, just like the old paper timesheets, falsification of electronic time records may result in discipline including removal from employment.
- It is the policy of Cuyahoga County that all employees sign in when entering the worksite and out when exiting the worksite, even if this exceeds an 8 hour day. This means that you use this site every day that you are scheduled to work. It is recommended that you save the site in your favorites for ease of access. Also, the MyHr Employee Self Service portal can be accessed from any computer with internet access. This will allow you to enter your time off from your home PC if necessary!
- **Timesheets must be submitted by employees and approved by supervisors no later than the end of day on Saturday each week.** If Payroll does not receive a submitted and approved timesheet for an employee, an inaccurate payroll will occur for said employee.
- Timesheets for the following week will be available the previous Friday morning.

5. Amending a Timesheet

To submit an amended timesheet, access previous pay period timesheets through the **My Time History** link on the sidebar. This will take you to the screen below where you can see your history of timesheets, time off, and time off requests. Click **View** next to the timesheet you would like to amend.

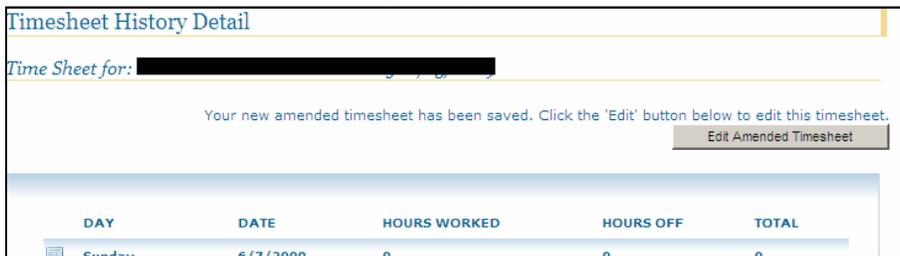


Pay Year	Pay Period	Week	Status	Hours Worked	Hours Off	
2009	13	26	Not Submitted	0.0000	0.0000	View
2009	13	25	Not Submitted	0.0000	0.0000	View



DAY	DATE	HOURS WORKED	HOURS OFF	TOTAL
Sunday	6/7/2009	0	0	0

Before...



Your new amended timesheet has been saved. Click the 'Edit' button below to edit this timesheet.

DAY	DATE	HOURS WORKED	HOURS OFF	TOTAL
Sunday	6/7/2009	0	0	0

After!

Once you're in the timesheet, a breakdown will be shown of what was submitted. Clicking on **Amend Timesheet** will unlock the sheet for entry. You can then [proceed with regular time entry](#) by either clicking the **Edit Amended Timesheet** button or finding the now unlocked sheet in your **Current Timesheets**. Note that you can only have one amended copy of a time sheet open at any time. Clicking the **Amend Timesheet** button again when you already have a copy available will return an error message letting you know you already have an open amended copy of that time sheet. You will need to access it through your **Current Timesheets**.

6. Submitting a Time Off Request

Time off requests are submitted through the MyHr Employee Self Service portal. This creates a simple way for employees and supervisors in the chain of command to view pending, approved, and rejected time off requests. After clicking **Time Off Requests** on the sidebar then the **Add New Request** button, the above form will be displayed. This allows you to submit requests for partial, a full day, or a range of days for any allowed type of leave.

Once a time off request is submitted, it will appear along with it's status under **Time Off Requests** and **My Time History** as shown below.

Time off requests are mandatory for all Cuyahoga County employees and are required to be submitted through the MyHr Employee Self Service portal.

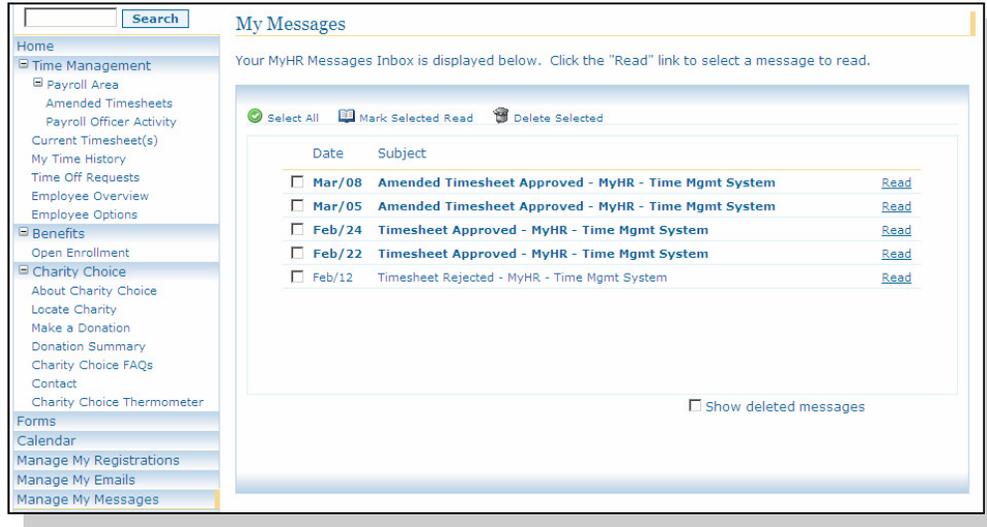
Submission and approval of a time off request will not fill out your timesheet for the date and time on the request. You or your supervisor will still need to enter the approved time off on the timesheet when it's available.

Time Requested	Type	Hours	Status
Thu, Dec 17, 2009 - 8:00AM - Fri, Dec 18, 2009 - 4:00PM	Vacation	16.00	Pending
Wed, Mar 17, 2010 - 8:00AM - Wed, Mar 17, 2010 - 4:00PM	Vacation	8	Pending

Start Date/Time	End Date/Time	Type	Hours	Reason	Status
03/17/10 08:00 AM	03/17/10 04:00 PM	Vacation	08.00	test	Pending
12/17/09 08:00 AM	12/18/09 04:00 PM	Vacation	16.00		Pending

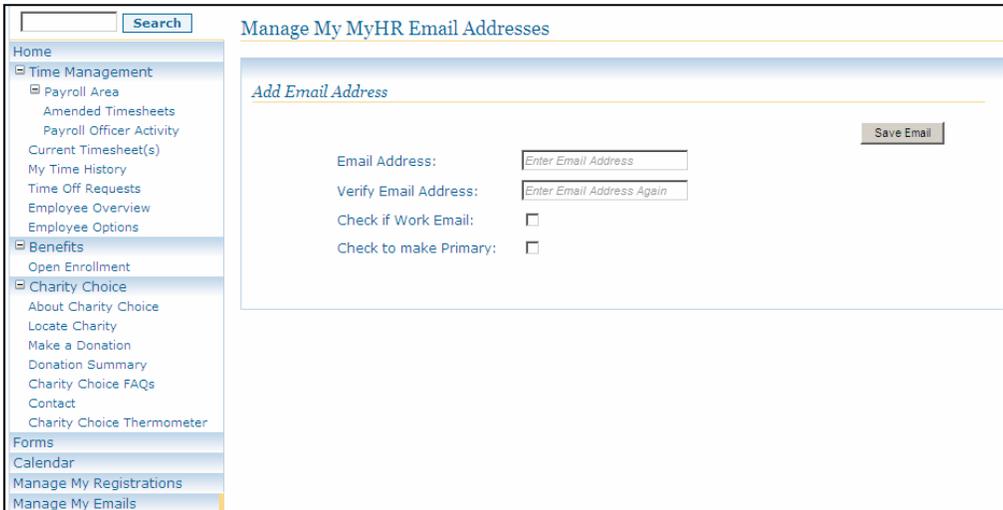
7. System Messages and Notifications

System messages and notifications can be viewed by clicking **Manage My Messages** on the sidebar. You will receive notifications and messages for all approved or rejected actions on the MyHr Employee Self Service portal. Clicking **Read** will give you details of the notification and a link to the item it concerns. Selecting the checkbox next to a message will allow you to delete or mark a message as read by clicking the icon next to the desired action.



The screenshot shows the 'My Messages' interface. On the left is a sidebar with a search bar and a navigation menu. The main content area displays a list of messages with columns for Date and Subject. Each message has a checkbox and a 'Read' link. Below the list is a 'Show deleted messages' checkbox.

Date	Subject	Action
<input type="checkbox"/> Mar/08	Amended Timesheet Approved - MyHR - Time Mgmt System	Read
<input type="checkbox"/> Mar/05	Amended Timesheet Approved - MyHR - Time Mgmt System	Read
<input type="checkbox"/> Feb/24	Timesheet Approved - MyHR - Time Mgmt System	Read
<input type="checkbox"/> Feb/22	Timesheet Approved - MyHR - Time Mgmt System	Read
<input type="checkbox"/> Feb/12	Timesheet Rejected - MyHR - Time Mgmt System	Read



The screenshot shows the 'Manage My MyHR Email Addresses' interface. It features a sidebar with a search bar and a navigation menu. The main content area has a heading 'Add Email Address' and a 'Save Email' button. Below are input fields for 'Email Address' and 'Verify Email Address', and checkboxes for 'Check if Work Email' and 'Check to make Primary'.

System messages and notifications will be sent to your work e-mail by default. It is possible to specify a different email address to send to by clicking on **Manage My Emails** and entering the desired email address. This is very important if you do not have a Groupwise email and will allow you to have your system messages and notifications sent to your home email address.