eTime Job Aid for Non-Exempt Employees

Logging into Weichert eTime

1. Log on to the Employee Self Service (ESS) portal.
2. Navigate to the Time & Attendance tab.
3. Click on the Welcome page.
4. Click on the Enterprise eTime link.

Accessing Your Timecard

1. Go to “My Information.”
2. Choose “My Timecard.”

Formatting

<u>What you need to know:</u>

- *You only need to enter an “a” or “p” to indicate AM or PM.*
- *If you do not enter “a” or “p” the system will automatically assume AM except for 12:00, which assumes PM. If you are punching in/out for lunch and you return at 1:00 or later remember to enter the “p” or the system will assume AM*

  eTime will automatically format your time entry as follows:

Entry	ETime Formatting
7	**7:00 AM**
730	**7:30 AM**
5p	**5:00 PM**
12	**12:00 PM**
1:00p	**1:00 PM**
430p	**4:30 PM**
1600	**4:00 PM**

Entering Time on the Timecard

1. Click the box in the first “In” column for the particular day to enter in your start time.
2. Enter in your start time. When you are finished entering in your time, click the “save” button.
3. You enter in time for lunch using the box in the first “Out” column to indicate your start time for lunch and the box in the second “In” column is where you enter in the time your lunch is over. When you are finished entering in your time, click the “save” button.
4. When your workday is finished, you enter in your leave time in the box in the last “Out” column for the day. When you are finished entering in your time, click the “save” button.

Entering in Paid Time Off and Exception Time

What you need to know:

- *Paid time off such as holidays and PTO will be recorded on a daily basis in order to accurately reflect and record all hours worked/time-off*.

1. Choose a Pay Code from the drop-down menu.
2. After choosing the Pay Code, click in the “Amount” column for the day in which you want to apply that pay code.
3. Enter in the number of hours.
4. When you are finished entering in all applicable PTO, click “Save.”

How do I record my time for a day in which I've both worked and taken time off, such as PTO? (e.g., work in the morning, PTO in the afternoon)

What you need to know:

- *When you enter PTO you will see that another row of data gets automatically generated below in purple and that 12:00 AM automatically gets populated in the "In" column.*
- *This is not duplicating the amount taken.*
- *This is a system generated function that allows for PTO to be decremented from your regular PTO balance or your carry-over balance, if time was carried over.*
- *If you carried-over PTO, the purple system generated row of data will show PTO Carry-over. Once the carry-over is decremented, it will show Paid Time Off.*

For Non-Exempt Employees:

1. You can either enter the time worked first, or enter the partial day off first. For example, if you took off in the morning you would enter the paid time off first (follow procedure above for entering exception time) and then the time worked. If you worked in the morning and took off in the afternoon you would enter the time worked first (follow time entry procedure).
2. Once you enter the time worked or paid time off click on the insert row icon for that day and enter the time worked or paid time off.
3. Click the "Save" button.

How Do I Edit My Timecard?

What you need to know:

There are several ways to edit your time. Remember, you can only edit your time if you have not approved your timecard and/or the biweekly pay period has not passed. If you approved your timecard and need to make a change you can ask your manager to unapproved the timecard.

1. Click in the cell and delete the entry or retype over the entry.
2. You can delete a single row by clicking on the red box with the "X" next to the row.

Approving Your Own Timecard

1. Select the appropriate time period from the "Time Period" field.
2. Select Approve from the "Approvals" menu option.
3. Once your Timecard is approved, all edit buttons next to each row on the left will disappear, and you will not be able to make additional edits to your timecard for the given time period.

Removing Your Approval from Your Own Timecard

What you need to know:

Remember, you can only edit your time if you have not approved your timecard and/or the biweekly pay period has not passed. If you approved your timecard and need to make a change (before your Manager has approved your timecard), follow these steps:

1. Select the appropriate time period from the “Time Period” field.
2. Select “Remove Approval” from the “Approvals” menu option.
3. Once your approval is removed, all edit buttons next to each row on the left will reappear, and you will be able to make additional edits to your timecard for the given time period.

Requesting PTO Using eTime

What you need to know:

- *If you are requesting PTO that is more than one week in length, you must submit a separate request for each week. When requesting PTO, make sure the days you are requesting off only account for actual working days. If your PTO request spans a weekend, a holiday or any other day that you do not regularly work, yet the PTO date has been requested and approved through the system, that time will be deducted from your account, even if you didn’t work those days.*
- *If your hours worked fluctuate day-to-day, PTO requests must be submitted separately for each day. e.g.; if you work Monday 9-5:30, Tuesday 7:30-4, Wednesday 8:30 – 4 etc., each day requested for PTO must be submitted as a separate request.*
- *If a PTO request is not approved or rejected within 30 days, it will be erased by the system. Please follow up with your manager if you haven’t received notification within 30 days.*

1. From the “My Information” tab click “My Actions.”
2. Click “PTO Request.”
3. Enter in your start date and end date for your PTO request.
4. Enter in a brief description or message in the “Message” field.
5. Enter in the start time of your work day and the number of hours you work per day (e.g., 7.5 hours).
6. Click “Save.”

Canceling Your Request for PTO Using eTime

1. From the "My Information" tab click "My Actions."
2. Click "PTO Request Cancellation."
3. Enter in the start date and end date for the PTO request you want to cancel.
4. Click "Save and Close."

What are all of those Timecard indicators, icons, and colors?

<u>What you need to know:</u>

The appearance of the timecard cells change to indicate a number of different conditions. You might not see these indicators if you use a browser other than Microsoft Internet Explorer. The table below provides a brief description of each indicator, color, and icon.

Indicator/Icon	Name/Description
6:00AM	**Missed Punch** – A solid red cell indicates a missed punch. Place your mouse pointer on the cell for more information.
9:00AM	**Exception** – A red outline on a cell indicates an exception (e.g., a late or early punch, or a long interval). Place your mouse pointer on the cell for more information.
Thu 6/07	**Excused Absence** – A blue outline in a date cell indicates an excused absence.
9:00AM 9:00AM	**System Generated Entry**– A transaction shown in purple indicates that the transaction contains data from schedule or from a punch device or was generated by the system.
Total 32:00	**Non-editable** – If a cell is white, you can edit the information in it. If the cell background is gray, you cannot edit this transaction.
Mon 6/11	**Unexcused Absence** – A red border around a date cell indicates an unexcused absence day.
TOTALS & SCHEDULE	**Red Flag (Totals)** – A red flag in the totals column indicates that edits have not been totaled and saved in the database.
*MY TIMECARD	**Save** – The My Timecard text will appear in Gold text at the top of the screen to indicate that edits have not been saved in the database.
	Add Row – Click this icon to add a row on the timecard.
Approvals	**Approve** – Click this button to approve your timecard.