



# ***TimeSaver for Project Timesheet Employees***





# **TIMESAVER FOR PROJECT TIMESHEET EMPLOYEES**

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## GETTING STARTED – LOG-ON AND NAVIGATION

### Logging On to TimeSaver

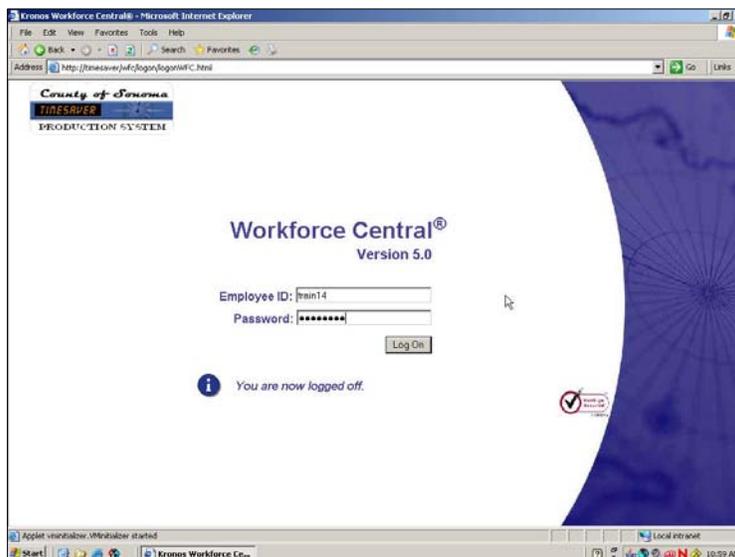
1. Open Internet Explorer by clicking the Start button in Windows, and then Internet Explorer from the top of the Start Menu. (You can also click a shortcut on the desktop or in the taskbar.)
2. Click inside the Address text box in the Address toolbar and type "TimeSaver".
3. Press the Enter key on your keyboard.

Note: If at this point in the process, you are asked to download the java applet or get an error message stating that the page is not found, contact the Help Desk at 565-2030.

4. To add this to your Favorites in Internet Explorer, click Favorites in the menu, and then click Add to Favorites.
5. Type your employee number supplied to you by your department into the Employee ID textbox.
6. Type "password" in the Password text box. This entry is always **case sensitive** so be sure to type it in lower case.

Note: If you type an incorrect password three times during this process, the system will lock you out for 90 minutes. If it is critical that you log on to the system immediately, call the Help Desk and let them know you need to log on before 90 minutes. If you have any other problems with TimeSaver from this point forward, call the Help Desk and if they are unable to resolve the issue, your call will be forwarded to the Central Payroll department.

7. Click the Log On button.





- When prompted to Change Password, type "password" in the Old Password text box, type your new password in the New Password text box and then type your new password again in the Verify Password text box. Remember that your password is case sensitive so be careful to remember the way that you type it in.

It is a good idea to use the same password in TimeSaver as you use for other systems here at the County. Just be aware that when you change your Microsoft Networking password, the password in TimeSaver will not be changed automatically. If you want to keep the passwords synchronized you must change the TimeSaver password manually. You can do this by clicking the *Change Password* link in the Navigation Bar (see section Changing Your Password).

A screenshot of the "Change Password" web form. The form is set against a dark blue background. At the top, the title "Change Password" is displayed in yellow. Below the title, there are four input fields: "User Name" with the value "train14", "Old Password", "New Password", and "Verify Password". Each password field is filled with black dots. Below the input fields is a button labeled "Change Password Now". At the bottom of the form, the message "Your password has expired." is displayed in red, italicized text. A mouse cursor is visible on the right side of the form.



## Introducing TimeSaver

After you log on, TimeSaver checks your access to determine the display profile assigned to you. As an employee, you'll see your current period time card or timesheet. An example of a Project employee's timesheet is displayed below.

The TimeSaver window is divided into 3 main sections:

**Navigation Bar** – this is located on the left side of the screen. You can select the links in this navigation bar to access parts of the program you have rights to. Use the Navigation Bar to access the areas of the program such as your timesheet or your reports. You can also use the Back and Forward buttons in Internet Explorer to navigate in this program.

**Header** – this is located at the top of the page under Internet Explorer's menu and toolbars. Some of the information displayed in the Header includes your name and the time period that you are currently viewing.

**Workspace** – this is the remaining part of the screen where your timesheet or your reports are displayed.

**My Timecard**  
Loaded: 12:38PM  
Name & ID: Train14, Employee TRAIM14  
Time Period: Current Pay Period

**Week starting: Tue 12/20**

Pay Code	Transfer	Tue 12/20	Wed 12/21	Thu 12/22	Fri 12/23	Sat 12/24	Sun 12/25	Mon 12/26	Tot
Hours Wor...		8.00	8.00	8.00	8.00		8.00		
Christmas ...								8.00	
		8.00	8.00	8.00	8.00		8.00	8.00	

**Week starting: Tue 12/27**

Pay Code	Transfer	Tue 12/27	Wed 12/28	Thu 12/29	Fri 12/30	Sat 12/31	Sun 1/01	Mon 1/02	Total
Hours Wor...			8.00	8.00	8.00				24.
New Year...								8.00	8.
			8.00	8.00	8.00			8.00	32.

**Totals & Schedule**

Account	Pay Code	Amount	Wages
9999-9999/01-0402/----	Total Hrs-b...	80.00	800.00
9999-9999/01-0402/----	Total Inserv...	80.00	800.00
9999-9999/01-0402/----	Holiday Elig...	80.00	800.00
9999-9999/01-0402/----	Regular Ho...	64.00	640.00
9999-9999/01-0402/----	ZT balance ...	80.00	800.00
9999-9999/01-0402/----	Total Hrs-G...	80.00	800.00
9999-9999/01-0402/----	Ttl Insv Hr n...	80.00	800.00
9999-9999/01-0402/----	Holiday Be...	16.00	160.00

**Date Start Time End Time Pay Code**

Sun 12/25			
Mon 12/26	8:00AM	4:00PM	
Tue 12/27	8:00AM	4:00PM	
Wed 12/28	8:00AM	4:00PM	
Thu 12/29	8:00AM	4:00PM	
Fri 12/30	8:00AM	4:00PM	
Sat 12/31			
Sun 1/01			
Mon 1/02	8:00AM	4:00PM	



## Using Full Screen View in Internet Explorer

Full Screen View in Internet Explorer collapses the Standard Buttons toolbar, hides the other toolbars, the menu, and the status bar. This view is available anytime you are working in Internet Explorer and is not specific to TimeSaver. The advantage to working in this view is that the toolbars for Internet Explorer are not as visible (though a reduced size of the Standard Buttons toolbar still displays) and you have more screen space for the TimeSaver program itself. The disadvantage to working in this view is that the status bar that contains the progress bar is not displayed and you cannot see the relative time it is taking a page to load.

1. Click inside the Internet Explorer address bar to be sure the window is active, click View in the menu, and then click Full Screen OR press the F11 button on your keyboard.
2. To return to the default view, click inside the Internet Explorer address bar, click View in the menu, and then click Full Screen OR press the F11 button on your keyboard again.

## Changing Your Workspace

You can increase the size of your Workspace on the screen in two ways:

### Minimizing the Navigation Bar

1. Click the Minimize Navigation Bar button in the upper right corner of the Navigation Bar.
2. To display the Navigation Bar again, click the Maximize Navigation Bar button.

The screenshot shows the Kronos Workforce Central application running in Microsoft Internet Explorer. The browser window title is "Kronos Workforce Central - Microsoft Internet Explorer". The address bar shows "http://timesaver/wfc/portal". The application interface includes a "My Timecard" section with fields for "Name & ID: Train14, Employee" and "TRAM14", and "Time Period: Previous Pay Period". Below this are tabs for "Save", "Actions", "Punch", "Amount", "Comment", "Approvals", and "Reports". The main content area displays two weekly timecard summaries. The first summary is for the week starting Tue 12/20, with columns for dates from Tue 12/20 to Mon 12/26. The second summary is for the week starting Tue 12/27, with columns for dates from Tue 12/27 to Mon 1/02. Each summary includes a table with columns for "Pay Code", "Transfer", and "Hours Wor...". The bottom of the screen shows a "Totals & Schedule" section with tabs for "Accruals", "Audits", and "Sign-offs & Approvals".



## Resizing the Workspace Area

1. Click the mouse between the panes in the Workspace area of your screen until a double arrow appears.
2. Drag the pane horizontally or vertically to size it.

**My Timecard**  
Loaded: 5:10PM  
Name & ID: Train14, Employee TRAIN14  
Time Period: Previous Pay Period

Save | Actions | Punch | Amount | Comment | Approvals | Reports

Week starting: Tue 12/20

Pay Code	Transfer	Tue 12/20	Wed 12/21	Thu 12/22	Fri 12/23	Sat 12/24
Hours Wor...		8.00	4.00	8.00	10.00	
Christmas ...						
		8.00	4.00	8.00	10.00	

Week starting: Tue 12/27

Pay Code	Transfer	Tue 12/27	Wed 12/28	Thu 12/29	Fri 12/30	Sat 12/31
New Year...						

Totals & Schedule | Accruals | Audits | Sign-offs & Approvals

All

Account | Pay Code | Amount | Wages

Date: Tue 12/20

## Changing Your Password

You will probably want to synchronize your password for TimeSaver with your other passwords here at the County of Sonoma. It is not necessary for the operation of the program for this password to be the same as your Microsoft Networking password, however, you'll remember your passwords more easily if they are all the same.

1. Click Change Password at the top of the Navigation Bar to display the Change Password dialog box.
2. Type your current password in the Old Password text box, type your new password in the New Password text box, and then type the new password again in the Verify Password text box.
3. Click the Change Password Now button.

Note: Remember that passwords are always case sensitive in TimeSaver. You might double check your Caps Lock button before beginning this process. You will probably want to use the same password in TimeSaver as you use on the County network. The minimum length for passwords is 6 characters and the best passwords incorporate both letters and numbers. You'll be asked to change your password in 90 days. You will be required to come up with 3 unique passwords before you can begin reusing passwords you have used in the past.

A screenshot of a web browser window titled "Change Password - Microsoft Internet Explorer". The page has a blue background and the title "Change Password" in yellow. It contains a form with the following fields: "User Name" with the value "train1", "Old Password", "New Password", and "Verify Password", all of which are masked with black dots. At the bottom of the form are two buttons: "Change Password Now" and "Cancel". A mouse cursor is pointing at the "Change Password Now" button.

## **Timing Out**

When you are logged on to TimeSaver for 30 minutes without keyboard or mouse activity, you receive a timeout message like the one displayed below.



1. To log back on, click in the Password text box, type your password and then click the Log On button. If you choose to log back on, you will be returned to the same point in the application from which you left off.
2. To log off, click the Log Off button to exit the program.

If you are sharing a computer with other users, be sure to log-out of TimeSaver and out of the County network anytime you leave the physical location of the computer. Audit trails in the TimeSaver program will show your name for any activity performed on the computer when you are logged on.



## **GETTING HELP**

If you are having trouble because:

- Internet Explorer won't launch
- You can't find Internet Explorer (not installed)
- You get an error message when you try to open Internet Explorer
- Internet Explorer tries to install a program (java applet) when you launch TimeSaver

Call the Help Desk at 565-2030.

If you experience difficulty navigating in TimeSaver, use the Help system first (see the section below) or browse the TimeSaver pages on the County Intranet site. If your problem persists, contact the Help Desk and if they are unable to assist you, they will forward your call to the central payroll department. If your problem occurs after hours or on a week-end, contact a supervisor or manager in your department. If you still cannot find help, track your time manually until the problem can be resolved. Be sure to resolve all problems before the end of the pay period to ensure accurate payroll reporting and to prevent unnecessary and costly adjustments.

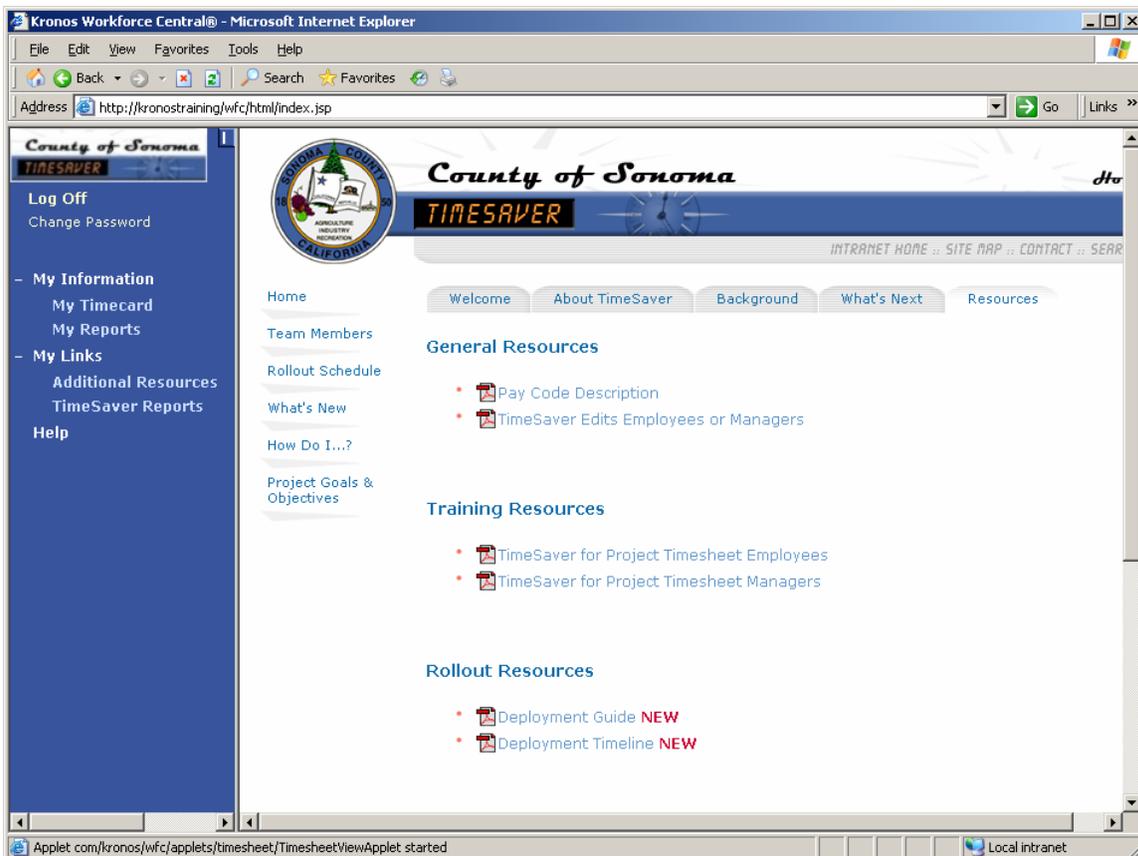


## County Intranet Site

This is your best choice for getting help on TimeSaver. Under My Links in the Navigation Bar is a link called TimeSaver Resources. Clicking this link takes you to additional documents that have been put on the County intranet site for your use.

The *How Do I...?* page contains questions that you might have. These questions have been arranged in categories such as General and Manager. Click on the question and an Adobe Acrobat pdf file is generated that you can print, save, or just read.

Under Training Resources in the Resources tab, you'll find this course material, *TimeSaver for Project Timesheet Employees*. Each handout contains a revision date in the footer. You may want to visit this site periodically to see if there have been revisions to the handout you received in class. When you click this link, an Adobe Acrobat pdf file is also generated.





## ***Using the Help System***

The Help system built into TimeSaver is NOT specific to the County. Your best choice for getting help is the County Intranet site (see above).

If you do want to access the Help built in to TimeSaver, there are several ways to do this:

- Click the Help button in a dialog box to obtain context sensitive help about that particular topic.
- Click the Help link at the bottom of the Navigation Bar. This allows you to access the Help system in a table of contents or index format.
- Click the Launch Help icon in the upper right corner of the workspace for context sensitive help about the particular task you are working on.



## LOGGING OFF

When you log off and end your work session in TimeSaver, you will lose any changes to your timesheet that you haven't saved.

1. To save your changes, click Save in the menu. There is no shortcut key for Save so you need to click the menu choice. A gold bar at the top of the screen indicates that changes have been made and need to be saved.

Week starting: Tue 12/20							
Pay Code	Transfer	Tue 12/20	Wed 12/21	Thu 12/22	Fri 12/23	Sat 12/24	
Hours Wor...		8.00	8.00	8.00		8.00	
Christmas ...							
		8.00	8.00	8.00	8.00		

Week starting: Tue 12/27							
Pay Code	Transfer	Tue 12/27	Wed 12/28	Thu 12/29	Fri 12/30	Sat 12/31	
Hours Wor...		8.00	8.00	8.00	8.00		
New Year'...							
		8.00	8.00	8.00	8.00		

Date	Start Ti
Tue 12/20	8:00AM
Wed 12/21	8:00AM

2. Click Log Off from the Navigation Bar.

Note: Be sure to log off using the Log Off link in the Navigation Bar rather than the Close button in the upper right corner of Internet Explorer so that you don't lose your changes.



## USING THE PROJECT TIMESHEET VIEW

Employees who enter durations of time that are associated with different projects use the Project Timesheet. No start or stop times are entered. The project timesheet includes both duration amounts and pay code amounts.

**My Timecard**  
Last Calculated: 11:18AM  
Name & ID: Train14, Employee TRAIN14  
Time Period: Current Pay Period

**Week starting: Tue 12/20**

Pay Code	Transfer	Tue 12/20	Wed 12/21	Thu 12/22	Fri 12/23	Sat 12/24	Sun 12/25	Mon 12/26	Total
Hours Wor...		8.00	8.00	8.00	8.00				
Christmas ...								8.00	
		8.00	8.00	8.00	8.00			8.00	

**Week starting: Tue 12/27**

Pay Code	Transfer	Tue 12/27	Wed 12/28	Thu 12/29	Fri 12/30	Sat 12/31	Sun 1/01	Mon 1/02	Total
Hours Wor...		8.00	8.00	8.00	8.00				32.
New Year...								8.00	8.
		8.00	8.00	8.00	8.00			8.00	40.

**Totals & Schedule**

Date	Start Time	End Time	Pay Code
Tue 12/20	8:00AM	4:00PM	
Wed 12/21	8:00AM	4:00PM	
Thu 12/22	8:00AM	4:00PM	
Fri 12/23	8:00AM	4:00PM	
Sat 12/24			
Sun 12/25			
Mon 12/26	8:00AM	4:00PM	
Tue 12/27	8:00AM	4:00PM	

**Accruals**

Account	Pay Code	Amount	Wages
9999-9999/01-0402-FFFF	Total Hrs-b...	80.00	800.00
9999-9999/01-0402-FFFF	Total Inserv...	80.00	800.00
9999-9999/01-0402-FFFF	Regular Ho...	64.00	640.00
9999-9999/01-0402-FFFF	Holiday Elig...	80.00	800.00
9999-9999/01-0402-FFFF	ZT balance ...	80.00	800.00

If an employee earns shift differentials for working on an evening or night shift, they will need to use an hourly timesheet in order to be properly compensated for their differentials. The Tab key on the keyboard moves from one cell to the next on the right and Shift+Tab moves from one cell to the next back to the left. In addition the arrow keys can be used to move from one item to another.



## **Timesheet Tabs**

An employee's timesheet contains informational tabs at the bottom of the workspace. These tabs are labeled Totals & Schedule, Accruals, Audits, and at times, Comments, and Sign-offs and Approvals.

### **Totals & Schedule**

This tab has two sections. On the left, the Totals view displays accumulated totals for the labor account entries listed. On the right, the Schedule view displays the employee's schedule. All employees must have a schedule for the program to work properly. Notify your manager and/or your Payroll Clerk if your schedule is missing or incorrect.

The Totals view of the Totals & Schedule tab lets you see a breakdown of totals in a number of ways. From the drop-down list, you can select All or Daily. If you click on a day or shift in the timesheet, click the drop list in the Totals and Schedules tab, and then click Daily, you can display the totals for that specific day.

The Account is the labor account that was charged for the transaction. An (x) in front of a labor account indicates that the account is not the employee's home labor account. Some departments here at the County have employees apply their time to various labor accounts that represent programs, projects, or events. If you don't have to charge your time to special accounts, it will always default to your home labor account and you don't have to worry about this column.

The Pay Code is the type of time that your hours were applied to such as Regular, Vacation, etc. At the top of your timesheet, when you are entering time, the Pay Code displayed is Hours Worked. Note that Hours Worked is not really a Pay Code but is used to show the hours that you are actually on-site. Once your time is entered into the timesheet under Hours Worked, TimeSaver determines how to apply that time based on your job class and bargaining unit.

The wage calculation that you see on the timesheet is an estimation only; final computations are performed in the payroll system.

The Totals view can be sorted by each of the columns displayed. Simply click on the column heading to sort by Account, Pay Code, Amount, or Wage.

Each of the columns in this section can also be widened by clicking and dragging on the line between the column headings. You should always widen the Pay Code column so that you can see the entire Pay Code description (and the Account column if you are performing labor level transfers). You can collapse a column that you don't need to see





## Accruals

The Accruals tab provides accrued time figures such as sick or vacation time. Accruals are continually updated with deductions that you take for sick or vacation time as the pay period progresses, however, the balances that you see on your timesheet the first week of the pay period will reflect the balances from the pay period prior to the one that just ended.

After the first week has passed, your accruals will reflect the balances through the most recent pay period less any deductions you have taken. This update to your accruals will be performed after payroll has been processed so by the second Tuesday of the pay period, they will be more accurate.

Kronos Workforce Central® - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://timesaver/wfc/portal

County of Sonoma  
TimeSaver

Log Off  
Change Password

My Information  
My Timecard  
My Reports  
Help

**My Timecard**  
Last Calculated: 11:18AM  
Name & ID: Train14, Employee TRAIN14  
Time Period: Current Pay Period

Save Actions Punch Amount Comment Approvals Reports

Week starting: Tue 12/20

Pay Code	Transfer	Tue 12/20	Wed 12/21	Thu 12/22	Fri 12/23	Sat 12/24
Hours Wor...		8.00	8.00	8.00	8.00	
Christmas ...						
		8.00	8.00	8.00	8.00	

Week starting: Tue 12/27

Pay Code	Transfer	Tue 12/27	Wed 12/28	Thu 12/29	Fri 12/30	Sat 12/31
Hours Wor...		8.00	8.00	8.00	8.00	
New Year'...						
		8.00	8.00	8.00	8.00	

Totals & Schedule **Accruals** Audits

Accrual Code	Balance as of Selected Date	Units	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	B Pr
Comp tim...	0.00	Hour	1/02/2006	0.00	0.00	0.00	0.0
Comp tim...	0.00	Hour	1/02/2006	0.00	0.00	0.00	0.0
Comp Ti...	0.00	Hour	1/02/2006	0.00	0.00	0.00	0.0
Inservice ...	8.00	Hour	1/02/2006	0.00	0.00	8.00	8.0
Sick Leave	0.37	Hour	1/02/2006	0.00	0.00	0.37	0.3
Vacation	0.31	Hour	1/02/2006	0.00	0.00	0.31	0.3
Vacation ...	0.00	Hour	1/02/2006	0.00	0.00	0.00	0.0

Loading Java Applet ...



## Audits

The Audits tab displays all the edits made to an employee's timesheet for the period displayed in the Time Period drop list in the header. The Audits tab will display the details of the change made by the employee, manager, or payroll clerk and the user name that made the edit. In addition, if a manager or payroll clerk changes an employee's timesheet, an e-mail will automatically be generated by the system and sent to the employee.

The screenshot shows the Kronos Workforce Central interface in Microsoft Internet Explorer. The browser address bar shows <http://timesaver/wfc/portal>. The page title is "My Timecard" for employee "Train14, Employee" (ID: TRAIN14). The time period is set to "Current Pay Period".

Navigation tabs include: Save, Actions, Punch, Amount, Comment, Approvals, Reports. The "Audits" tab is currently selected.

Summary tables for two weeks are shown:

Week starting: Tue 12/20							
	Pay Code	Transfer	Tue 12/20	Wed 12/21	Thu 12/22	Fri 12/23	Sat 12/24
⊗ ↪	Hours Wor...		8.00	8.00	8.00	8.00	
⊗ ↪	Christmas ...						
			8.00	8.00	8.00	8.00	

Week starting: Tue 12/27							
	Pay Code	Transfer	Tue 12/27	Wed 12/28	Thu 12/29	Fri 12/30	Sat 12/31
⊗ ↪	Hours Wor...		8.00	8.00	8.00	8.00	
⊗ ↪	New Year'...						
			8.00	8.00	8.00	8.00	

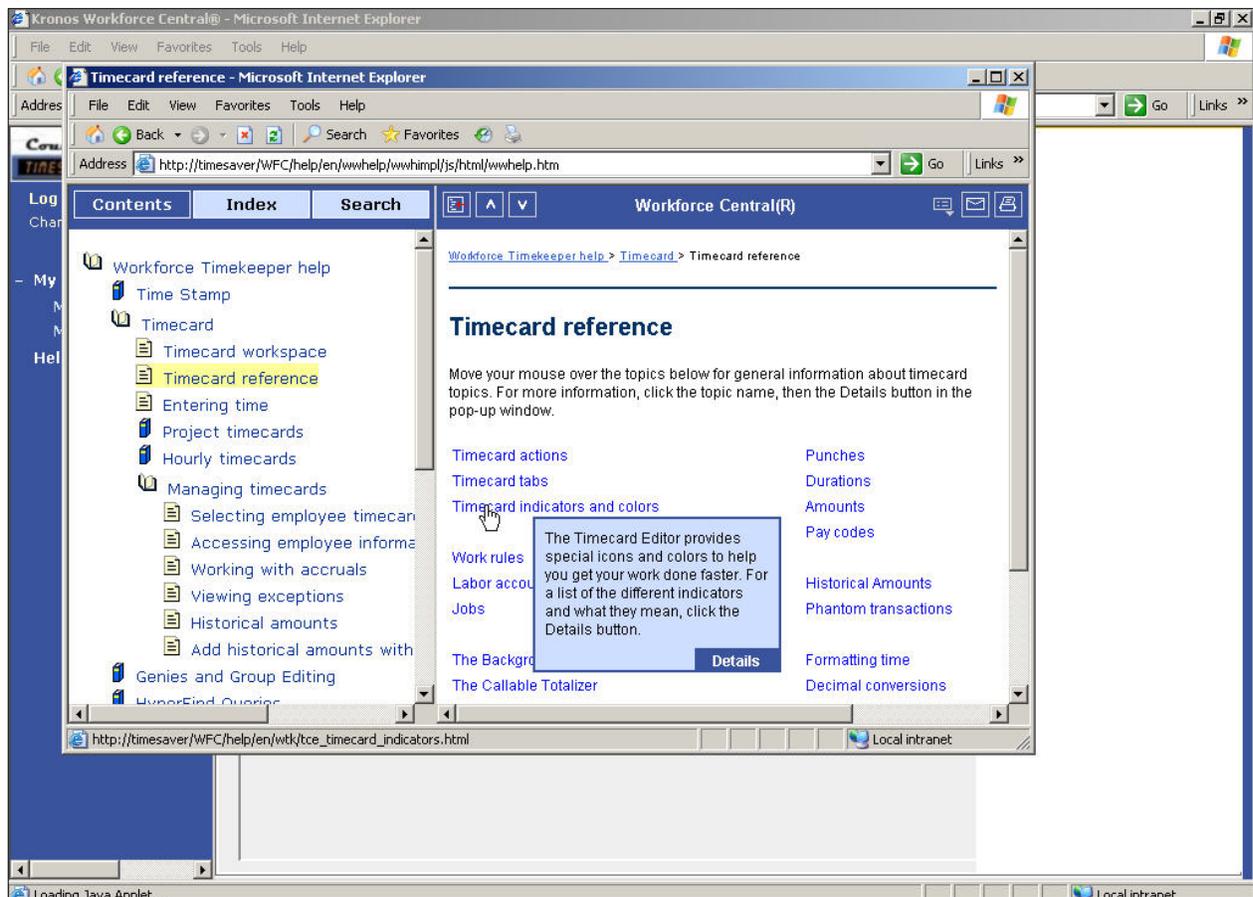
Below the summary tables, there are tabs for "Totals & Schedule", "Accruals", and "Audits". The "Audits" tab is active, and a "Filter rows by Type:" dropdown menu is set to "Specify".

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date

## Finding Timesheet Exceptions

TimeSaver uses visual cues to indicate exceptions. These could be solid red cells or cells outlined in red that represent exceptions such as excused or unexcused absences. If you move the mouse over these visual cues, a message pops up to provide more detailed information.

In the Help system, you can select Contents, click Timesheet on the left, click Timesheet Reference, and then click Timesheet indicators and Colors to see a table of the various indicators found in this program to indicate exceptions.



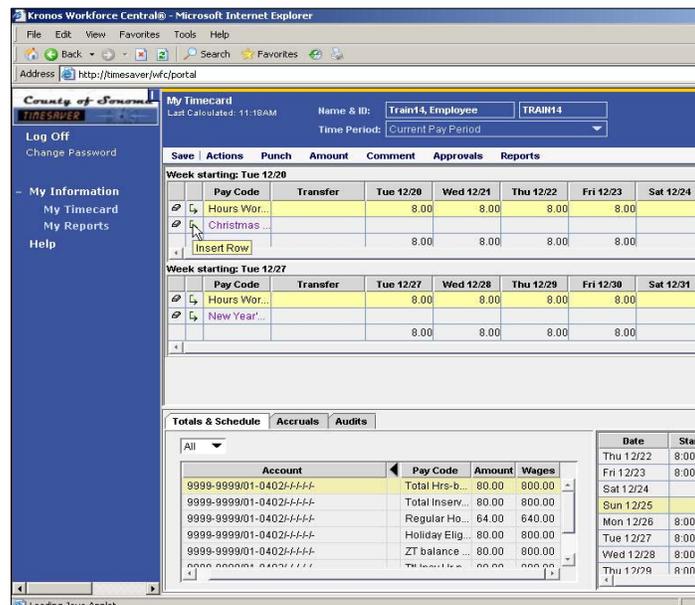


## ENTERING TIME WORKED (DURATIONS AMOUNT)

The term *durations amount* is used in TimeSaver to describe hours paid when you don't enter the time you arrived, the time you leave for lunch, the time your return, etc. You simply enter the number of hours you work. Work rules programmed into the software are then used to allocate those hours. Always enter your time at work into the Pay Code: *Hours Worked* so that the software can properly allocate your hours to Regular Hours or Overtime Hours depending on the pay rules that apply to you.

Adding a durations amount:

1. If necessary, insert a row in the Timesheet workspace by clicking the insert row icon on the left edge of the timesheet.
2. Widen the column labeled Pay Code so that you can read the entire Pay Code description you are applying hours to.



Pay Code	Transfer	Tue 12/20	Wed 12/21	Thu 12/22	Fri 12/23	Sat 12/24
Hours Wor...		8.00	8.00	8.00	8.00	8.00
Christmas...			8.00	8.00	8.00	8.00
Insert Row						

Account	Pay Code	Amount	Wages
9999-9999/01-0402+----	Total Hrs-b...	80.00	800.00
9999-9999/01-0402+----	Total Inserv...	80.00	800.00
9999-9999/01-0402+----	Regular Ho...	64.00	640.00
9999-9999/01-0402+----	Holiday Elig...	80.00	800.00
9999-9999/01-0402+----	ZT balance...	80.00	800.00

3. If the hours should be tracked to a department, section, or labor account other than the employee's default labor account, click inside the Transfer column, click the list arrow, click the Search button and then select a labor account from the Select transfer dialog box and then click the OK button. Or choose a labor account from the drop list if you have used it in the past. (See the Labor Account and Work Rule Transfers section in this handout for more detail.)
4. If the hours are Sick or Vacation, click inside the Pay Code column, click the list arrow, and then select the correct pay code.



5. Type the number of hours (durations amount) into each date cell that they apply to.
6. Insert additional rows by clicking the insert row icon if the day is broken up into several time slices (projects or pay codes).
7. Click Save in the menu.

Note: After inserting a new row, selecting a pay code, and entering hours into the new row, click Save before entering time on another row/pay code. Otherwise, you may lose your work.



### **About Durations Amounts:**

- Durations can be entered as hr:min or hrs.tenths (8:30 or 8.5 both represent eight and a half hours)
- Negative amounts cannot be entered unless a pay code is being used
- Durations are associated with a single day (the day the shift begins on)
- Leading zeros are optional
- Do not use trailing zeros
- Colons are necessary - 830 will not be converted to 8:30; it will be interpreted as 830 hours
- You can enter time in hours and minutes or as a decimal; for example, you can enter 8 ½ hours as 8:30 or as 8.50
- If you enter time as a decimal such as 8.5, TimeSaver could change the amount entered to a slightly different decimal value. This is because each of the 60 distinct minute amounts maps to a single decimal value.
- You can only take vacation or sick time in tenths of an hour. For example, you can enter 6 or 12 minutes of vacation but not 7 or 14 minutes.



## **HOLIDAY PAY**

Because holiday pay is automatically populated by Central Payroll, the holiday pay code and the duration (amount of time) will appear in purple and you cannot change the entry. The TimeSaver system will estimate a holiday benefit credit and place that in the timesheet, however, the holiday hours will appear as 0 on your timesheet until you have entered time for your last **scheduled** day before the holiday. For example, if you have a schedule that is Monday through Friday from 8:00am to 5:00pm, your last scheduled day before a Monday holiday is Friday. If you have a schedule that is Monday through Thursday from 7am to 4:30pm, your last scheduled day before a Monday holiday is Thursday. You do not have to enter Hours Worked on the last scheduled day before the holiday in order to be paid for it; however, you must enter some sort of excused absence such as sick time, vacation time, or compassionate leave.

The payroll clerk receives a report that reflects the correct formulas based on the MOU and will adjust the holiday benefit at the end of the pay period. Employees will be notified via e-mail of any changes made.



## **PAY CODES**

Pay codes are used to classify time and money and use the same formatting explained previously for duration amounts. Remember that the time that you spend on site at the County should be entered on the Hours Worked (pay code) row. If you do not have an Hours Worked row, it is because the pay period began on a holiday. Simply insert a new row as explained below and it will default to Hours Worked.

Pay codes such as Compassionate Leave, Jury Duty, Vacation, or Sick may be used to organize time.

As you add pay codes to your timesheet, TimeSaver sorts them alphabetically after saving the entry with the exception of Hours Worked. This row always sorts to the top so that it is easy to find.

Employees have access to pay codes based on their bargaining unit and job class. Notify your payroll clerk immediately if you do not have the correct pay codes to choose from. Always use the pay code that most closely reflects the time spent.

For a list of commonly used pay codes and their descriptions, click My Links and then TimeSaver resources. Click on the Pay Code Descriptions link and it will open. The files found here are in a pdf format which means that they can be opened, printed, and saved using Adobe Acrobat Reader.



## Adding a Pay Code Amount

1. In the Timesheet workspace, insert a row by clicking the insert row icon on the left edge of the timesheet.
2. Click in the Pay Code cell and a drop-down list appears. If the pay code is difficult to read, you can widen the column by positioning the mouse as displayed below and clicking and dragging.
3. Click the list arrow and click a pay code from the drop-down list or key the first few letters of the pay code name.
4. Enter the number of hours in the appropriate Date cell.
5. Click Save in the menu.

The screenshot shows the Kronos Workforce Central interface in Microsoft Internet Explorer. The browser address is <http://timesaver/wfc/portal>. The user is logged in as Train14, Employee. The interface displays a timesheet for the week starting on Tue 12/20. A dropdown menu is open over the 'Pay Code' column, showing options like 'Hours Worked', 'Union Release Time', 'Vacation', 'Vacation Buyback', 'Vacation Purchased', 'Voluntary Time Off', 'xAward Misc', 'xAward-Suggestion', and 'Hours Worked'. The timesheet grid shows hours worked for various dates, with 8.00 hours recorded for Tue 12/20, Wed 12/21, Thu 12/22, Fri 12/23, Tue 12/27, Wed 12/28, Thu 12/29, and Fri 12/30. At the bottom, there is a 'Totals & Schedule' section with a table showing account numbers, pay codes, amounts, and wages.

Account	Pay Code	Amount	Wages
9999-9999/01-0402/----	Total Hrs-b...	88.00	880.00
9999-9999/01-0402/----	Total Inserv...	88.00	880.00
9999-9999/01-0402/----	Holiday Elig...	88.00	880.00
9999-9999/01-0402/----	Regular Ho...	72.00	720.00
9999-9999/01-0402/----	ZT balance ...	88.00	880.00
9999-9999/01-0402/----	TOTAL Hrs C...	88.00	880.00



## Pay Code Edits

It is sometimes necessary for you to edit the pay codes that TimeSaver applies your time to. For example, if you are paid daily overtime and you enter 10 hours into Hours Worked in your Timesheet, TimeSaver will most likely apply that time to 8 hours of Regular Hours Worked and 2 hours of Overtime Paid.

You may, in fact, want those 2 hours to be applied to Overtime Comp. If this is the case, you must add a row to your timesheet as explained above and enter -2 (minus two) hours to Overtime Paid. You then will add another row to your timesheet and enter 2 hours to Overtime Comp.

The same situation may arise if you work on a Holiday and the system assigns the hours to Holiday Worked Paid when you want to bank the hours as comp time. In this instance, you would deduct the hours from Holiday Worked Paid and add them to Holiday Worked Comp.

For a list of commonly used pay code edits, click My Links and then TimeSaver Resources. Click on the TimeSaver Edits Employees or Managers link and it will open. The files found here are in a pdf format which means that they can be opened, printed, and saved using Adobe Acrobat Reader.

**County of Sonoma**  
**TimeSaver**

**My Timecard**  
Loaded: 1:17PM  
Name & ID: Train14, Employee 000009999  
Time Period: 1/03/2006 - 1/16/2006, Range of Dates

Save | Actions | Punch | Amount | Comment | Approvals | Reports

Week starting: Tue 1/10

Pay Code	Transfer	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Su 1/15
Hours Worked		10.00					
Martin Luther King Jr Day 2006							
Overtime Comp Earned		2.00					
Overtime Paid		-2.00					
		10.00					

Totals & Schedule | Accruals | Audits

Daily

Pay Code	Amount	Wages
Overtime Paid	0.00	
Total Hrs-balance to expected hr	8.00	80.00
Regular Hours Worked	8.00	80.00
Overtime Comp Earned	2.00	

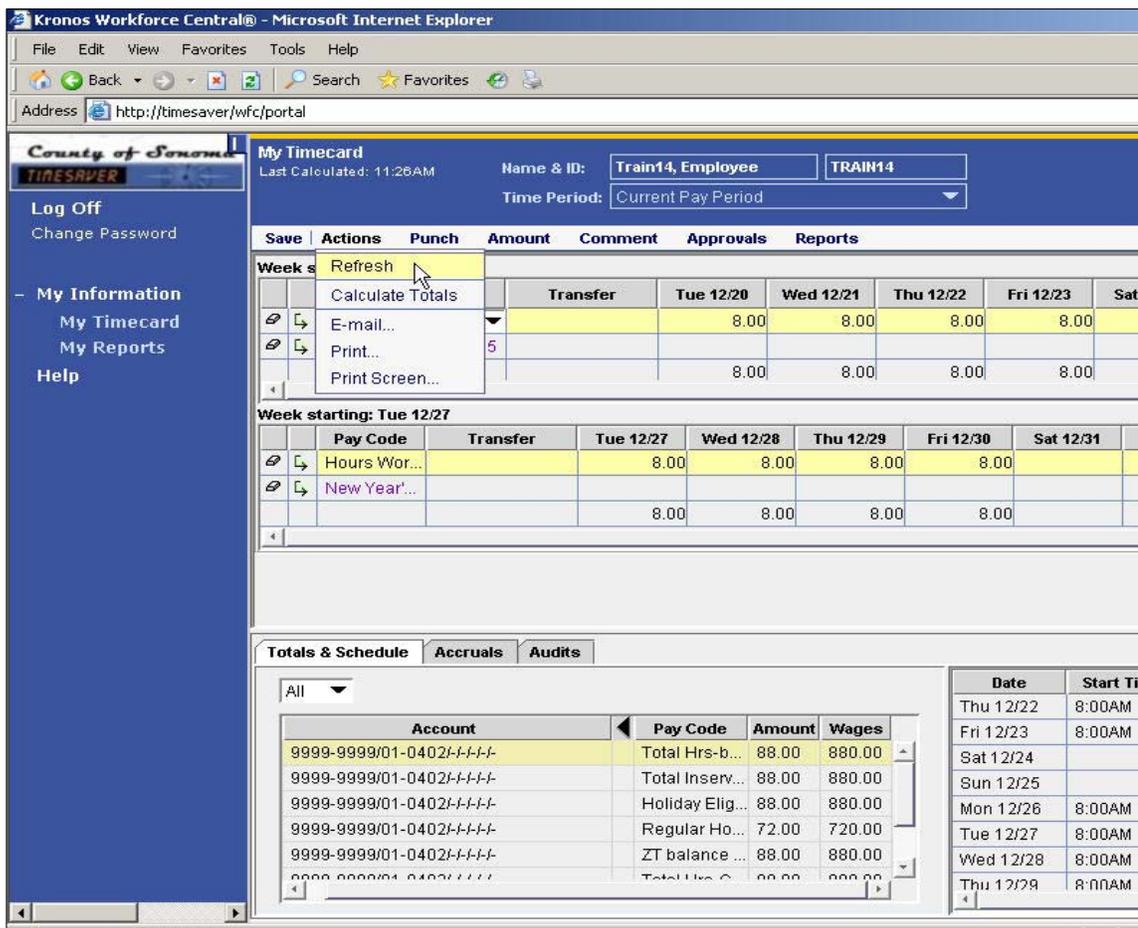
Date	Start Time	End Time	Pa
Tue 1/03	8:00AM	4:00PM	
Wed 1/04	8:00AM	4:00PM	
Thu 1/05	8:00AM	4:00PM	
Fri 1/06	8:00AM	4:00PM	
Sat 1/07			
Sun 1/08			

Applet.com/kronos/wfc/applets/timesheet/TimesheetViewApplet started | Local intranet

## REFRESHING THE TIMESHEET

Use the refresh feature to cancel changes you have made to your timesheet if you don't want to save them. If you haven't saved your edits and you refresh the timesheet, your recent unsaved edits will be discarded. Also click Refresh if you see unusual content on your screen in order to clear it.

1. Click Actions in the menu, and then click Refresh.
2. The system prompts you that you will lose any changes that you have not saved and asks if you want to continue.
3. Click Yes to discard the changes or click No to cancel the Refresh operation.



**My Timecard**  
Last Calculated: 11:26AM  
Name & ID: Train14, Employee TRAIN14  
Time Period: Current Pay Period

Week s	Transfer	Tue 12/20	Wed 12/21	Thu 12/22	Fri 12/23	Sat
5		8.00	8.00	8.00	8.00	
		8.00	8.00	8.00	8.00	

Week starting: Tue 12/27

Pay Code	Transfer	Tue 12/27	Wed 12/28	Thu 12/29	Fri 12/30	Sat 12/31
Hours Wor...		8.00	8.00	8.00	8.00	
New Year...						
		8.00	8.00	8.00	8.00	

**Totals & Schedule**

Account	Pay Code	Amount	Wages
9999-9999/01-0402/-----	Total Hrs-b...	88.00	880.00
9999-9999/01-0402/-----	Total Inserv...	88.00	880.00
9999-9999/01-0402/-----	Holiday Elig...	88.00	880.00
9999-9999/01-0402/-----	Regular Ho...	72.00	720.00
9999-9999/01-0402/-----	ZT balance ...	88.00	880.00
9999-9999/01-0402/-----	Total Hrs O...	88.00	880.00

Date	Start Ti
Thu 12/22	8:00AM
Fri 12/23	8:00AM
Sat 12/24	
Sun 12/25	
Mon 12/26	8:00AM
Tue 12/27	8:00AM
Wed 12/28	8:00AM
Thu 12/29	8:00AM



## **LABOR ACCOUNTS AND WORK RULE TRANSFERS**

Various codes are used here at the County by administrative and accounting staff in order to separate and group labor costs in a variety of ways. For example, the Sheriff's department has a department code that keeps its labor costs separated from the labor costs of the Park's department. Within each department, costs can be further separated a number of ways including separating them by divisions, sections, and work areas. Some departments also add coding so that they can keep track of labor costs for specific projects, grants, events, etc. These types of codes are commonly referred to as labor codes or accounts in the TimeSaver system.

Individual departments here at the County of Sonoma have designated the labor accounts that they want to use in TimeSaver. In training, we use a set of labor accounts that are not the same as the ones used in your department but the process of assigning time to those labor accounts will be the same throughout the County.

Every employee is assigned to a home labor account and all of your hours entered are applied to that account by default. However, there may be times when your time should be charged to other labor accounts and the Select Transfer dialog box is used for this purpose.

When you transfer hours from one labor account to another, you can apply the entire shift, or a portion of the shift, to a different labor account.



## The Select Transfer Dialog Box

The Select Transfer Dialog box is broken down into four sections: Job, Labor Account, Work Rule, and Selected Transfer. For our purposes, the Job portion of the screen is empty and will only be used if you transfer you time to different departments.

The screenshot shows the 'Select Transfer' dialog box in a web browser. The browser title is 'Kronos Workforce Central - Microsoft Internet Explorer'. The address bar shows 'http://time'. The dialog box has a title bar 'Select Transfer' and a close button. The main content area is divided into four sections:

- Job:** Contains a date field 'As of date: 12/27/2005' and a 'Go To:' field with a 'Show' button.
- Labor Account:** Contains a search field 'Name or Description:' with a 'Search' button and a 'Clear Account' button. Below is a list of 'Available Entries' with a scroll bar: TRA-FIS-0099, Holiday Leave; TRA-FIS-0101, Vacation Leave; TRA-FIS-0102, Sick Leave-Mer; TRA-FIS-0103, Comp Time Off; TRA-FIS-0104, Leave Without I; TRA-FIS-0105, Military Leave; TRA-FIS-0106, Court Leave; TRA-FIS-0107, Compassionate. To the right of this list are radio buttons for selection: Dept-Sect, Barg Unit-Job Class, Budget Unit-Cost Center (selected), Prog-Proj-Event, Activity-OT Code-Task, Misc, and Other.
- Work Rule:** Contains a dropdown menu currently set to '<None>'.
- Selected Transfer:** An empty field.

At the bottom of the dialog are buttons for 'OK', 'Cancel', 'Refresh', and 'Help'. On the right side of the browser window, there is a sidebar with a table showing time entries:

2/26	Tot:
8.00	
8.00	

1/02	Total
8.00	8.
8.00	32.

Below the table is a 'Pay Code' section with a list of codes.



## **Labor Account**

Each employee is given a specific set of codes that they can see. Only those codes the employee is eligible to transfer to can be viewed. If you need to charge time to a code that is not visible, contact your supervisor or payroll clerk to so that they can make a correction.

If the dept-sect-job is not listed in the upper portion of the Select Transfer dialog box, or if you have to select other additional codes to properly record your time, you must choose a labor account from the portion of the dialog box labeled Labor Account. This is a multi-step process in which you will select a value from each of the Labor Levels available to you. For example, you will select the correct Dept-Sect that applies, the Barg Unit – Job Class that applies, the Budget Unit – Cost Center that applies, and so on. Only employees working in more than one job class will make transfers to the Barg Unit-Job class. Your home Bargaining Unit job class will always be used unless you make a change to this labor level.

A labor account consists of one labor level entry for each labor level. TimeSaver supports up to seven labor levels and the County of Sonoma is using these as follows:

Dept-Sect – this is your department and section number.

Barg Unit-Job Class – this is the bargaining unit associated with your job class and your specific job class.

Budget Unit-Cost Center – this is a specific cost center defined by your department.

Prog-Proj-Event – this is a specific project, program, or event defined by your department.

Activity-OT Code-Task – this is a specific code defined by your department, which may represent an activity, overtime reason code, or task. Each department's structure is slightly different.

Misc – this is a specific code defined by your department, which may represent a work order, vehicle number, or other identifier. Each department's structure is slightly different.

Other – this is a specific code defined by your department, which may represent a work order, vehicle number, or other identifier. Each department's structure is slightly different.



Some departments do not use all of the levels. Check with your supervisor to determine which you should use. Your department maintains the list of options that apply to you. Be sure to communicate with your payroll clerk if your list has values you do not use or is missing values you need to use.

The screenshot shows a web browser window titled "Kronos Workforce Central® - Microsoft Internet Explorer". The address bar shows "http://time". The page content includes a navigation menu on the left with links for "Log Off", "Change Password", "My Information", "My Timecard", "My Reports", and "Help". The main content area is titled "Select Transfer" and contains the following sections:

- Job**: "As of date: 12/27/2005" and a "Go To:" field.
- Labor Account**: A search box with a "Search" button and a list of "Available Entries":
  - TRA-FIS-0099, Holiday Leave
  - TRA-FIS-0101, Vacation Leave
  - TRA-FIS-0102, Sick Leave-Med
  - TRA-FIS-0103, Comp Time Off
  - TRA-FIS-0104, Leave Without F
  - TRA-FIS-0105, Military Leave
  - TRA-FIS-0106, Court Leave
  - TRA-FIS-0107, Compassionate
- Work Rule**: A dropdown menu set to "<None>".
- Selected Transfer**: A text field containing ";;TRA-FIS-0101////".
- Radio Buttons**:
  - Dept-Sect
  - Barg Unit-Job Class
  - Budget Unit-Cost Center
  - Prog-Proj-Event
  - Activity-OT Code-Task
  - Misc
  - Other
- Table**: A table with two columns. The second row is highlighted in yellow.

TRA-FIS-0101	Vacation Leave
- Buttons**: "OK", "Cancel", "Refresh", and "Help".

At the bottom of the browser window, a status bar indicates "Loading Java Applet" and "Java Applet Window".



## Selected Transfer

This portion of the Select Transfer dialog box displays the labor account/job that you are transferring to.

The screenshot shows a Java Applet Window titled "Select Transfer" with the following components:

- Labor Account**
  - Name or Description: [ ] Search
  - Available Entries:
    - TRA-FIS-0099, Holiday Leave
    - TRA-FIS-0101, Vacation Leave**
    - TRA-FIS-0102, Sick Leave-Med
    - TRA-FIS-0103, Comp Time Off
    - TRA-FIS-0104, Leave Without F
    - TRA-FIS-0105, Military Leave
    - TRA-FIS-0106, Court Leave
    - TRA-FIS-0107, Compassionate
  - Radio buttons for selection:
    - Dept-Sect
    - Barg Unit-Job Class
    - Budget Unit-Cost Center**
    - Prog-Proj-Event
    - Activity-OT Code-Task
    - Misc
    - Other
  - Table:

TRA-FIS-0101	Vacation Leave
- Work Rule**: <None>
- Selected Transfer**: ;//TRA-FIS-0101////
- Buttons: OK, Cancel, Refresh, Help



## Entering Labor Account Transfers

1. Click the insert row icon on the left edge of the workspace to insert a new row.
2. Click the Transfer cell for the new row to transfer to another labor code. A drop-down list appears.
3. Click the list arrow and then select the transfer account from the drop-down list OR click Search. The Select Transfer dialog box appears.
4. If the dept-sect-job you are transferring to is listed in the Job section of the Select Transfer dialog box, click the check box to the left of the job in the correct dept-sect.
5. If the job is not listed in the Job section of this dialog box or if you need to add additional labor coding, make your selection in the Labor Account area of this window by clicking on the radio button to the left of each labor level (e.g. Dept-Sect) and then click the correct value from the list box labeled Available Entries.
6. Repeat this process for each labor level as necessary.
7. Type the first few letters of the name or code in the Name or Description box and click on search to more easily locate the value you want to select if you have a long list of values to choose from.
8. Click the OK button.
9. Click Save in the menu.

The screenshot shows the Kronos Workforce Central interface in a Microsoft Internet Explorer browser. The page title is "County of Sonoma TimeSaver". The user is logged in as "Train14, Employee" with ID "TRAIN14". The current pay period is "Current Pay Period".

The main area displays a timecard for the week starting Tuesday, December 20th. The table shows hours worked for each day, with a total of 8.00 hours per day. A search dialog box is open over the "New Year..." entry, showing a search field with "A-S" entered and a "Search..." button.

Pay Code	Transfer	Tue 12/20	Wed 12/21	Thu 12/22	Fri 12/23	Sat 12/24
Hours Wor...		8.00	8.00	8.00	8.00	
Christmas Day - 2005						
		8.00	8.00	8.00	8.00	

Pay Code	Transfer	Tue 12/27	Wed 12/28	Thu 12/29	Fri 12/30	Sat 12/31
Hours Wor...			8.00	8.00	8.00	
New Year...						
			8.00	8.00	8.00	

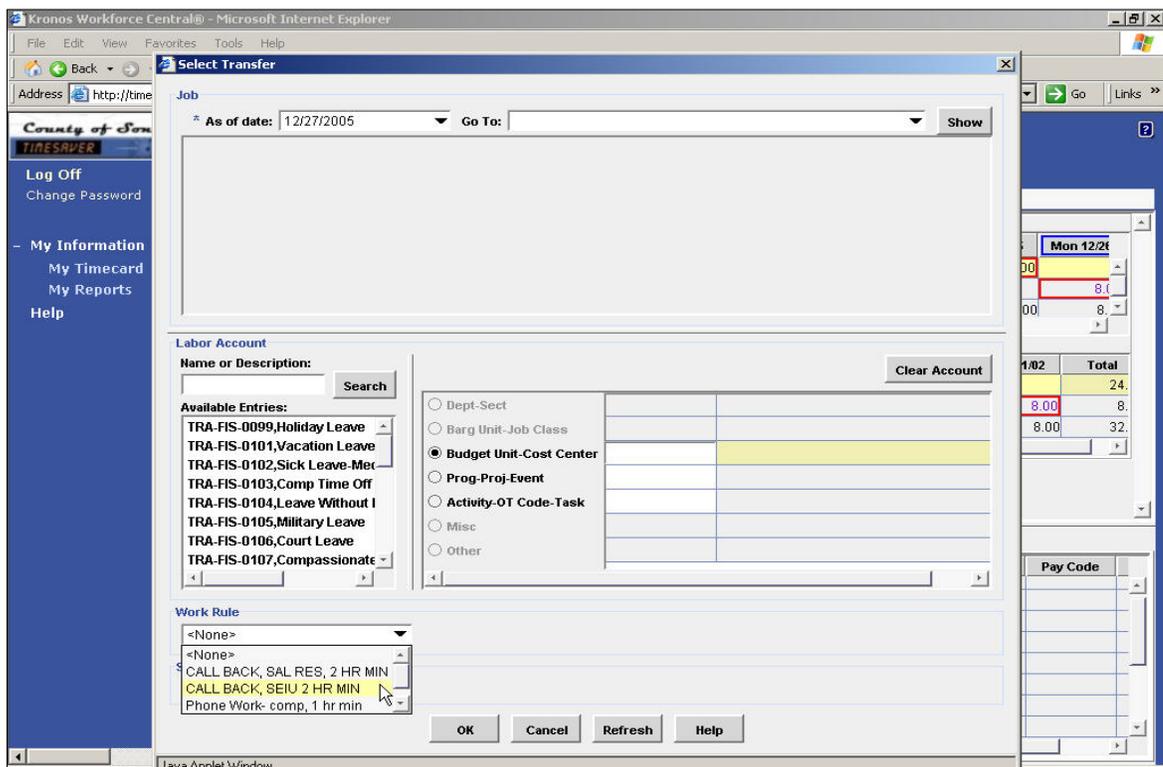
Account	Pay Code	Amount	Wages	Date	Start Time
9999-9999/01-0402/----	Total Hrs-b...	80.00	800.00	Wed 12/21	8:00AM
9999-9999/01-0402/----	Total Inserv...	80.00	800.00	Thu 12/22	8:00AM
9999-9999/01-0402/----	Holiday Elig...	80.00	800.00	Fri 12/23	8:00AM
9999-9999/01-0402/----	Regular Ho...	64.00	640.00	Sat 12/24	
9999-9999/01-0402/----	ZT balance ...	80.00	800.00	Sun 12/25	
9999-9999/01-0402/----	Total Hrs C...	80.00	800.00	Mon 12/26	8:00AM
9999-9999/01-0402/----				Tue 12/27	8:00AM

## Work Rule

A work rule transfer is required when you want to waive overtime because you are flexing your time or when you want to force overtime to occur on a particular day. You may also need to perform a work rule transfer if you work in more than one job class. The work rules listed will be the ones that apply to you. There is a drop down list in the Work Rule section of the Select Transfer dialog box. If you are waiving overtime, perform a work rule transfer to a work rule with a title that contains the words “NO DAILY OT” or similar abbreviation.

## Entering Work Rule Transfers

1. Click the Transfer cell for the row containing the entry you wish to apply phone work or callback to. A drop-down list appears.
2. Click the list arrow and then click Search. The Select Transfer dialog box appears.
3. Click the list arrow in the Work Rule drop-down list and then click the appropriate work rule.
4. Click the OK button.
5. Click Save in the menu.







## **APPROVALS**

The Timesaver system accommodates two types of approvals:

- Approval
- Sign-off

Employees should approve their own timesheets before successive approval(s) and sign-off take place. Employees should only approve their timesheet **one time** at the end of the pay period. Once an employee approves their timesheet, they can remove approval in order to make changes. Timesheets need to be approved by managers/supervisors no later than 10:00am on Tuesday following the end of the payroll cycle on Monday. Employees need to approve their timesheets on the last day worked in the pay period and this must be done before manager approval can take place. After an employee's manager/supervisor has approved an employees' timesheet, they can no longer edit their time unless the manager/supervisor removes their approval.

The process of signing off a timesheet prevents further edits to that timesheet. Here at the County, employees and then managers/supervisors are granted the right to approve timesheets before they are reviewed and finalized by the payroll clerk. As mentioned above, the timesheet must be approved by the employee at the end of their last shift of the pay period. Payroll clerks then sign-off the timesheets to allow final review, auditing, and processing by the Auditor Payroll Department.





Each approval is recorded in the timesheet's Audits tab and in the Sign-offs & Approval tab, which are displayed at the bottom of the Timesheet workspace.

**County of Sonoma**  
**TIMESAVER**

**my Timecard**  
Approved: 1:45PM

Name & ID: Train14, Employee TRAIH14  
Time Period: Current Pay Period

Save | Actions | Punch | Amount | Comment | Approvals | Reports

**Week starting: Tue 12/20**

Pay Code	Transfer	Tue 12/20	Wed 12/21	Thu 12/22	Fri 12/23	Sat 12/24	Sun 12/25	Mon 12/26	Total
Hours Wor...		8.00	8.00	8.00	8.00	8.00			
Christmas...								8.00	
		8.00	8.00	8.00	8.00	8.00		8.00	

**Week starting: Tue 12/27**

Pay Code	Transfer	Tue 12/27	Wed 12/28	Thu 12/29	Fri 12/30	Sat 12/31	Sun 1/01	Mon 1/02	Total
Hours Wor...			8.00	8.00	8.00				24.
New Year'...								8.00	8.
			8.00	8.00	8.00			8.00	32.

**Totals & Schedule | Accruals | Audits | Sign-offs & Approvals**

Action Taken	Date	Time	Amount	User	Start Date	End Date	Comment
Approval by Emplo...	12/26/2005	1:46PM		Train14	12/20/2005	1/02/2006	

After you approve your timesheet, you cannot make additional edits. However, you can remove approval from your timesheet if it has not been approved by your supervisor/manager, and then make changes.



## Removing Approval

1. Click the Time Period drop-down list, and then select the Previous Pay Period.
2. Click Approvals in the menu, and then click Remove Approval.

The screenshot shows the Kronos Workforce Central interface in a Microsoft Internet Explorer browser. The page title is "My Timecard" and the user is identified as "Train14, Employee". The "Time Period" is set to "Current Pay Period".

The main content area displays a table with columns for "Pay Code", "Transfer", "Approvals", and "Reports". The "Approvals" column contains a dropdown menu with the following options: "Approve", "Remove Approval", "Sign Off", and "Java Applet Window". A mouse cursor is hovering over the "Remove Approval" option.

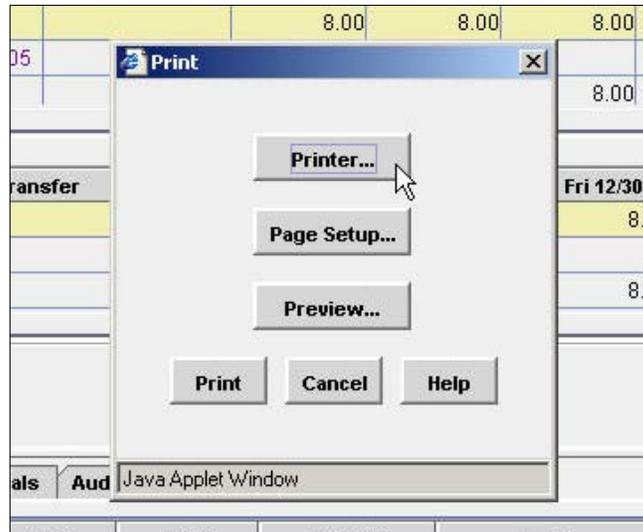
Below the main table, there are two sections: "Totals & Schedule" and "Sign-offs & Approvals". The "Sign-offs & Approvals" section contains a table with the following data:

Action Taken	Date	Time	Amount	User	Start Date	End Date	Comment
Approval by Emplo...	12/26/2005	11:42AM		Train14	12/20/2005	1/02/2006	

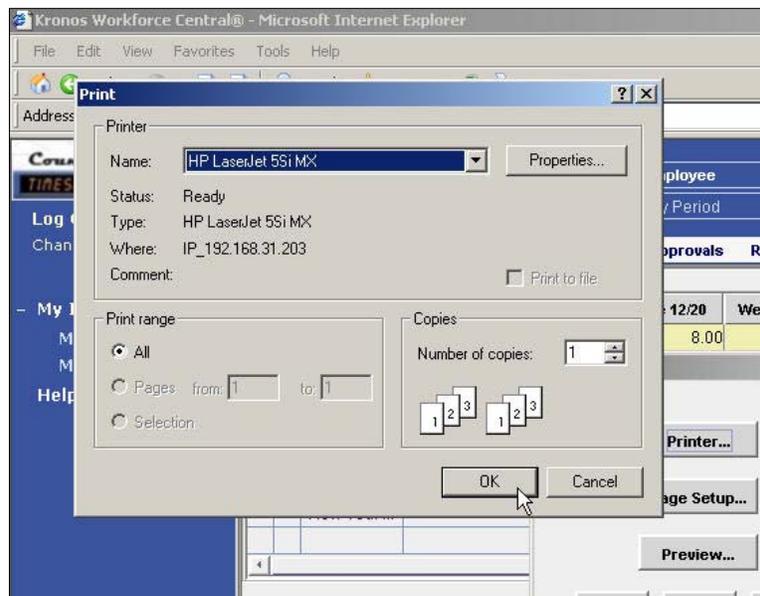
## PRINTING YOUR TIMESHEET

Since employees have electronic access to timesheets from previous pay periods, it is not necessary to print your timesheet. If you do want a printed copy for some reason, you can print an entire timesheet or the timesheet as it appears on the screen. To print the entire timesheet:

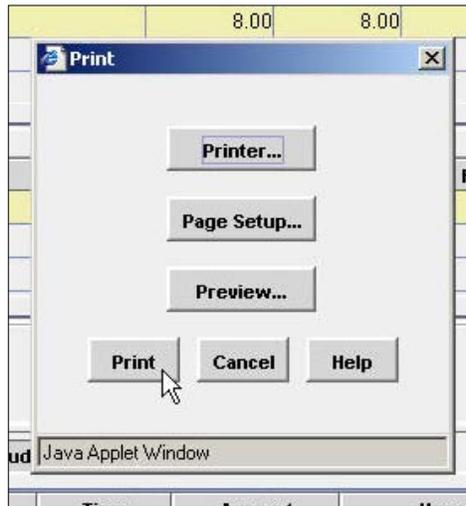
1. Click Actions in the menu and then click Print. The Print dialog box is displayed.



2. Click the Printer... button to send the entire timesheet directly to the printer. The Internet Explorer Print dialog box is displayed.



3. Click the OK button. The TimeSaver Print dialog box is displayed again.

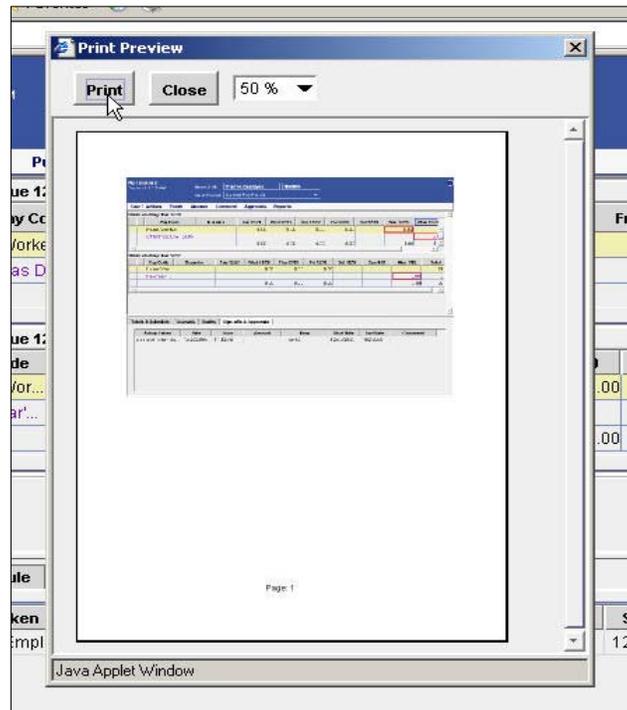


4. Click the Print button.

To print the timesheet as it appears on the screen:

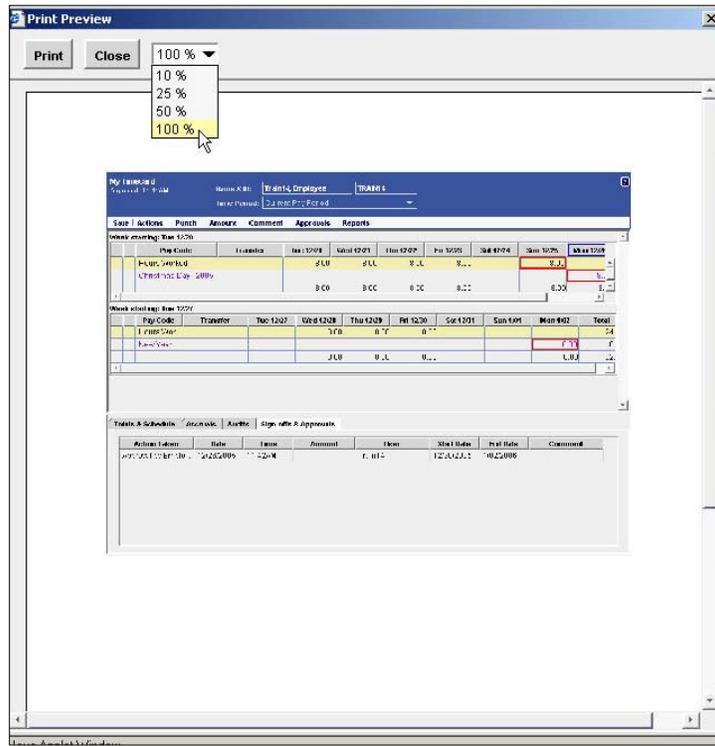
1. Click Actions in the menu and then click Print Screen.
2. Follow steps 2-4 above.

### Entire Timesheet





### Timesheet As It Appears on the Screen





## TIMESAVER

### GLOSSARY OF TERMS

Terms and concepts from the TimeSaver (Workforce Timekeeper 5.0) payroll program are defined in this glossary.

- **Application**  
A big word that means computer program
- **Accrual**  
An accrual is an amount of time or money that an employee earns or accumulates for events such as vacation and sick time. Each event is assigned an accrual code. Each code has an associated measurement unit or type, which is days, hours, or money.
- **Audit Trail**  
A window that displays all entry and edit activity performed in a timesheet.
- **Browser**  
A browser is a software program that provides access to information on the World Wide Web or on a company's network. Microsoft Internet Explorer is the browser used by the County.
- **Client**  
Part of a program that resides on the PC whose job is to connect to and get information from a server. The web browser on your desktop is an example of a client application.
- **Duration**  
A span of time entered that does not have a specific start and stop time. Duration amounts follow the same work rules as time entries. Duration amounts can be entered in the project timesheet or hourly timesheet (e.g., with 8 hours vacation; 8 hours is the duration amount).



- **Exception**  
An exception is an entry that deviates from the employee's schedule when an employee does not enter their time as expected. For example, if an employee is absent from work or works on their day off, the system records the deviation as an exception. Exceptions are typically triggered by deviations from the schedule that has been set up in Time Saver by the employee's supervisor or scheduling staff.
- **Header**  
The top of the page under the Internet Explorer's menu and toolbar; the area of the page that identifies the portion of the application you are currently viewing. Items that appear in the header are the current HyperFind selection (show drop down list), time period, menu bar, and launch icons.
- **Historical Amount**  
Any amount that is added to, moved, or deleted in a signed-off pay period.
- **Hourly Timesheet**  
The hourly timesheet is used by employees who enter start and stop times. It allows for the entry of transfers, pay code amounts, & duration amounts. This timesheet view is required for employees who are eligible for shift differential.
- **Kronos**  
Kronos is the name of the company that makes and distributes the TimeSaver program.
- **Labor Account**  
A labor account is a cost center to which an employee's hours are charged. Every employee is assigned to a home labor account specific to his or her department and job assignment. A labor account consists of combinations of labor level entries to clearly define the account.
- **Labor Level**  
A labor level is a category that defines the job and accounting structure. Every labor level has a list of labor level entries.
- **Labor Level Entry**  
A selection at a specific labor level.
- **Navigation Bar**  
The navigation bar is located on the left side of the TimeSaver browser page. It contains links that allow you to access the parts of the program you have rights to. The User Profile determines these rights.



- **Password**  
Your Time Saver password is a string of characters you make up, that keeps your account secure. The password is connected with the user name. Passwords are case sensitive and must be changed every 90 days.
- **Pay Code**  
In TimeSaver, pay codes categorize time or money. Time pay codes hold hours and monetary pay codes hold money amounts.
- **Pay Period**  
A pay period is the regular time period for which employees are paid. In the County, this period is biweekly. Pay periods end every other Monday and employees are paid for two weeks.
- **Pay Rule**  
A pay rule is a set of rules that calculates hours for employees. A pay rule contains general payroll rules, such as the type of pay period (for example, biweekly). A complete pay rule controls such items as the length of pay period, when shift differential is earned, which holidays have holiday benefits, and the order by which rules are processed.
- **Payroll Lock**  
The payroll lock prevents unauthorized users from changing timesheets that have already been sent to payroll central. The payroll administrator performs a payroll lock just after processing the data and printing checks. A payroll lock cannot be removed but historical edits can be used to make changes by authorized payroll staff.
- **People**  
TimeSaver defines people as users that have a site license that the County pays for. This includes both employees having data tracked and employees who have access to the data.
- **Project Timesheet**  
Project Timesheet is the timesheet used by employees who enter time worked (called duration amounts by TimeSaver). It allows for the entry of transfers, pay code edits and pay period totals.
- **Punch**  
A punch is an entry made in a time card showing a start or stop time.
- **Refresh**  
A method of updating the workspace with current data from the server and canceling unsaved information.



- **Sign-Off**  
A sign-off prevents further editing to an employee record. A Payroll Clerk generally does the sign-off after all approvals, editing, and corrections have been completed.
- **Time Entry Method**  
An employee's time entry method is the method they use to enter their time into TimeSaver. The method for hourly employees might be to enter start and stop times. Project-based employees' method could be to enter hours and duration amounts.
- **TimeSaver**  
*TimeSaver* is the name that was selected here at the County to call the Kronos Workforce Timekeeper program.
- **Transfer, Labor**  
A transaction that allows entries to be applied to a labor cost account other than the employee's home labor account.
- **Transfer, Work Rule**  
A transaction that allows entries to have a different work rule applied to hours worked (e.g., a transfer to a call back work rule tells the system to apply call back rules to the time worked instead of treating them like normal hours worked).
- **User Account**  
User name, password, logon profile and effective dates are contained in the user account. User accounts can have a status of active, inactive, or terminated. A user account is required to access the time entry system.
- **Work Rule**  
A work rule is a group of elements that apply payroll rules to hours worked. The rules determine how employee hours are managed. Overtime rules, shift rules, rounding rules, etc., are determined by the defined work rules.
- **Workforce Employee (License)**  
A workforce employee is any person who needs access to the system to enter his or her own time and project information.
- **Workforce Manager (License)**  
A workforce manager is any employee who enters or edits other employees' information. A workforce manager is also an employee so they can also track their own data.
- **Workforce Timekeeper**  
The vendor's name for the program used by the County of Sonoma to manage timesheets.



- **Workspace**

A workspace is the area of the page that displays whatever part of the system you are currently viewing. An example of a workspace would be the area in which an employee's timesheet appears.



## **TIMESAVER FOR PROJECT TIMESHEET EMPLOYEES**

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