

Entering Hourly Employee Time Transactions Online in TLO

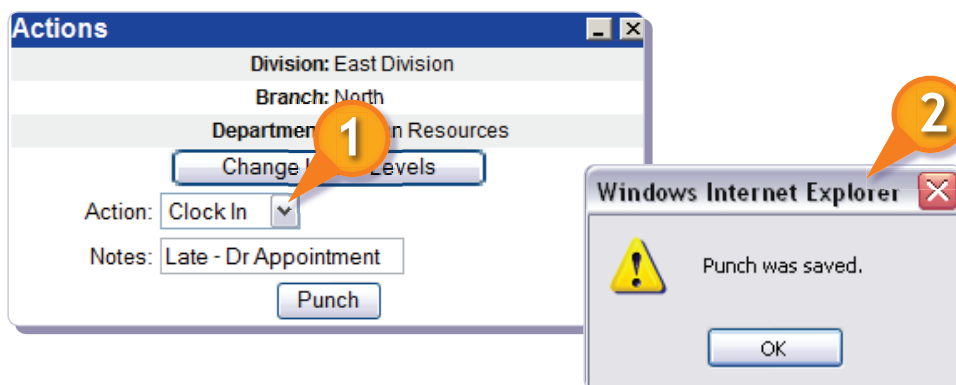
As an hourly employee, you use time transactions, also known as “punches,” to record how many hours you have worked during a specific period. These transactions help the payroll department determine how many hours to pay you for on a specific check date.

To enter time transactions, navigate to the Actions heading located in the upper-left corner of the application.

Before you enter any transactions, ensure the appropriate department displays in the Actions area. If the department displays as “<Unassigned>,” contact your company administrator.

To Enter a Time Transaction

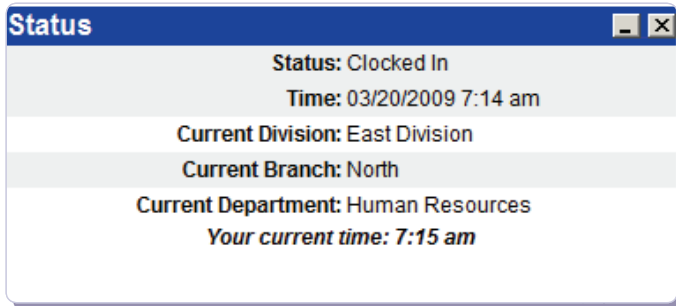
1. Select an option from the Action drop-down menu. (1)
2. You may add notes associated with the transaction in the Notes field (optional).
3. Click **Punch**.
4. A message will display when the punch has been saved. Click **OK** on the message. (2)



Based on company preferences, the following options may be available from the Action drop-down menu:

- Clock In
- Clock Out
- Start Break
- End Break
- Start Lunch
- End Lunch
- Transfer

After you enter a transaction, your status will display under the Status heading in the upper-right corner of the application. Additionally, the Action drop-down menu will automatically advance to the next logical selection.



EXAMPLE

If your company requires you to punch when you arrive at or leave work and for lunch periods, complete the following process:

1. Select a transaction of Clock In when you arrive at work.
2. Select a transaction of Start Lunch when you leave for lunch.
3. Select a transaction of End Lunch when you arrive back from lunch.
4. Select a transaction of Clock Out when you leave work.

Changing Labor Levels (department changes/transfers)

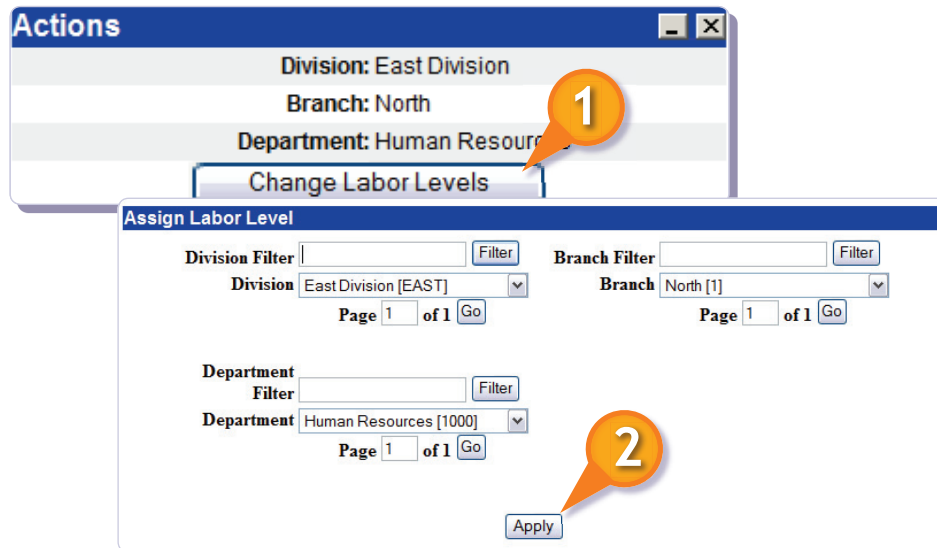
You may be required to specify the department in which time transactions are being recorded. If this is necessary, modify the Labor Levels before you punch.

To modify Labor Levels:

1. Navigate to the Actions section.
2. Click **Change Labor Level**. (1)
3. Select the appropriate division, branch, and department.
4. Click **Apply**. (2)

After the Labor Level has been modified, complete the steps for entering a time transaction.

i You may not need to change your Labor Levels. Only use this option if you have been instructed to use Labor Levels.



Schedules

Located in the middle of the Employee Home page, the Schedule section displays the hours you are scheduled to work. By changing the date range in the Schedule section, you can view your schedule for current, upcoming, and past pay periods.

Not all companies use TLO Schedules.

Day	Date	Start Time	End Time	Total Time
Mon	03/16/2009	8:00 am	5:00 pm	9h 0m
Wed	03/18/2009	1:00 pm	5:00 pm	4h 0m
Thu	03/19/2009	9:00 am	6:00 pm	9h 0m
Fri	03/20/2009	11:00 am	8:00 pm	9h 0m

Viewing Hours Worked

Located in the middle of the Employee Home page, the Hours Worked section displays the hours you worked in a specific pay period. You can view your time transactions, such as Work, Lunches, Breaks, and Paid Time Off.

Each transaction will list:

- the type of transaction
- the date of the transaction, and
- the number of Regular (Reg), Overtime (OT1), Double time (OT2), and Unpaid hours recorded.

Located in the lower-right corner of the Hours Worked section is a summary of the total hours for each transaction type. **(1)**


Approval	Type	Day	Date In	Time In	Date Out	Time Out	Reg	OT1	OT2	Unpaid	Notes
<input type="checkbox"/>	Clock In	Mon	03/16/2009	8:00 am	03/16/2009	12:00 pm	4.00 hrs				
<input type="checkbox"/>	Lunch	Mon	03/16/2009	12:00 pm	03/16/2009	1:00 pm				1.00 hrs	
<input type="checkbox"/>	Work	Mon	03/16/2009	1:00 pm	03/16/2009	5:00 pm	4.00 hrs				
<input type="checkbox"/>	Clock In	Wed	03/18/2009	1:00 pm	03/18/2009	5:00 pm	4.00 hrs				
<input type="checkbox"/>	Clock In	Thu	03/19/2009	9:00 am	03/19/2009	1:00 pm	4.00 hrs				
<input type="checkbox"/>	Lunch	Thu	03/19/2009	1:00 pm	03/19/2009	2:00 pm				1.00 hrs	
<input type="checkbox"/>	Work	Thu	03/19/2009	2:00 pm	03/19/2009	6:00 pm	4.00 hrs				
<input type="checkbox"/>	Clock In	Fri	03/20/2009	7:14 am							Late

Lunch:	2.00 hrs
Work:	20.00 hrs
Total:	2.00 hrs

Approving Hours Worked

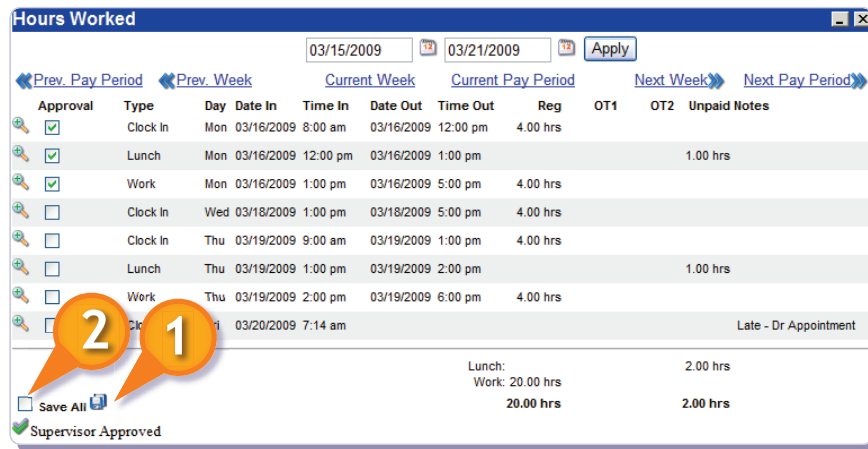
Based on your company’s preferences, you may need to approve the record of hours you worked in a pay period before you submit it. This process is also known as “approving your time sheet.” You can approve your hours by each individual time transaction or by all transactions at once. Approving your time sheet is like providing an electronic signature stating that you have reviewed and approve the time transactions listed. After you approve your time sheet, it will be sent to your supervisor/administrator for the next level of approval.

To approve hours worked:



- Select each transaction that should be submitted.
- Click **Save All**  . (1)

Another option is to select the **Approve All** checkbox (2). This will select all time transactions at once. Click **Save All** to submit all transactions to the supervisor/administrator for approval.

***i** Before you approve your time sheet, ensure that the date range for the current pay period displays. If the date range is incorrect, modify the dates and click Apply to view the appropriate pay period.*



Approval	Type	Day	Date In	Time In	Date Out	Time Out	Reg	OT1	OT2	Unpaid Notes
<input checked="" type="checkbox"/>	Clock In	Mon	03/16/2009	8:00 am	03/16/2009	12:00 pm	4.00 hrs			
<input checked="" type="checkbox"/>	Lunch	Mon	03/16/2009	12:00 pm	03/16/2009	1:00 pm				1.00 hrs
<input checked="" type="checkbox"/>	Work	Mon	03/16/2009	1:00 pm	03/16/2009	5:00 pm	4.00 hrs			
<input type="checkbox"/>	Clock In	Wed	03/18/2009	1:00 pm	03/18/2009	5:00 pm	4.00 hrs			
<input type="checkbox"/>	Clock In	Thu	03/19/2009	9:00 am	03/19/2009	1:00 pm	4.00 hrs			
<input type="checkbox"/>	Lunch	Thu	03/19/2009	1:00 pm	03/19/2009	2:00 pm				1.00 hrs
<input type="checkbox"/>	Work	Thu	03/19/2009	2:00 pm	03/19/2009	6:00 pm	4.00 hrs			
<input type="checkbox"/>	Clock In	Fri	03/20/2009	7:14 am						Late - Dr Appointment
							Lunch:			2.00 hrs
							Work:			20.00 hrs
										20.00 hrs
										2.00 hrs

Save All 
 Approve All 

Supervisor Approved

***i** If the approval process is unavailable to you, your company administrator/supervisor will approve your hours worked.*