

Virtual Timecard Interface (VTI) Training Manual

User Edition



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August 2013

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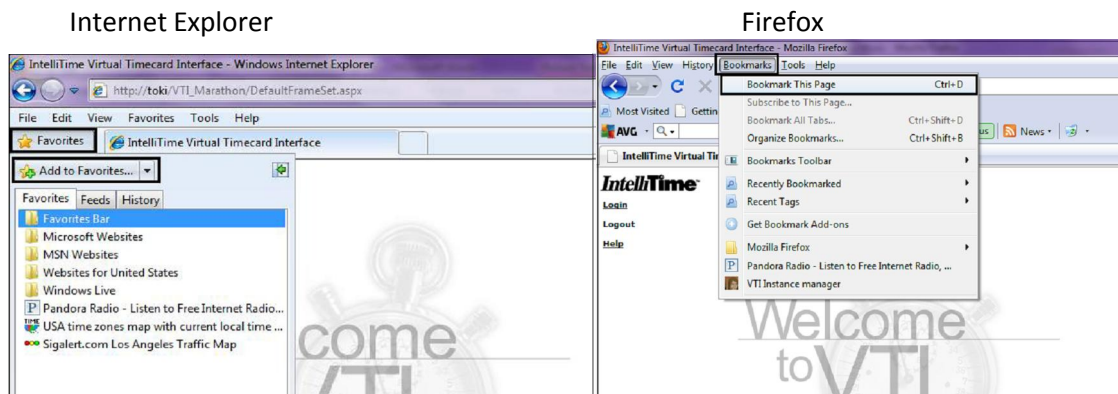
Your First Log In

Welcome to the IntelliTime Virtual Timecard Interface, or VTI for short. This system is designed to help make keeping track of your work time and time off as easy as possible, so your paychecks can be accurate every pay period. Let's get started.

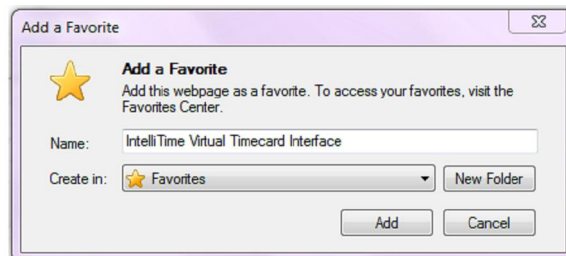
VTI is opened using an internet browser, like Internet Explorer, Firefox, or Chrome. To begin working with VTI, open your browser and type the letters VTI in the address bar and then press enter.

Creating a Favorite and Desktop Shortcut

Once you have successfully navigated to the site for the first time, you will want to do two things to make site access easier in the future: Add the site to your Favorites folder and create a desktop shortcut. After you are on the site, if you are using Internet Explorer, click on the Favorites button then click the Add to Favorites button. If you are using FireFox, click on the Bookmark link on the menu bar, then click on Book mark this page.

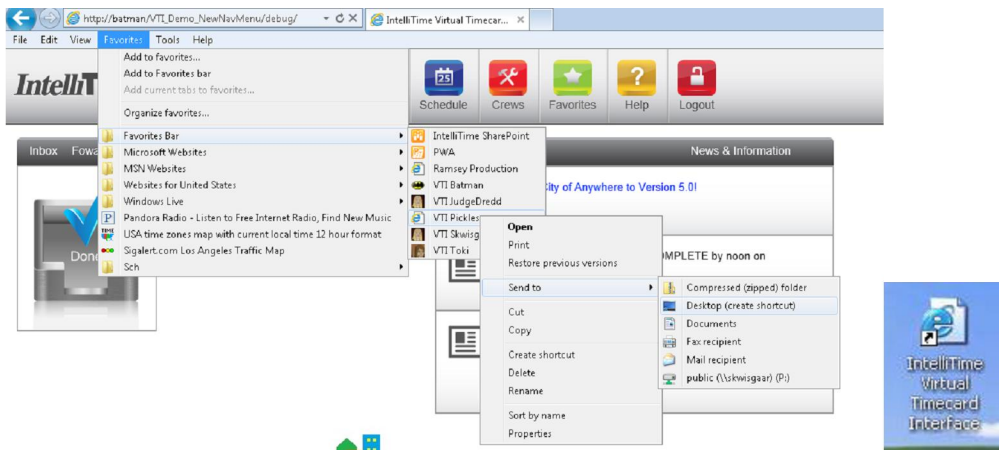


Both internet browsers will open an Add Favorites window. You can rename the link to be whatever you'd like. Click Add (Internet Explorer) or Done (FireFox) to make the link.



From then on, you can simply open your browser, and then select the VTI site from the pick list. This will point you right to the proper site.

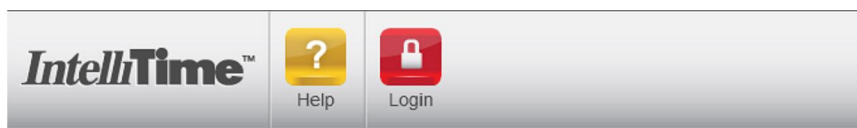
You may also want to add a shortcut for the site to your PC's desktop. In Internet Explorer, after you are on the site, click Favorites, mouse over Favorites Bar then Send to, and select the Desktop (create Shortcut) option. You can rename the shortcut whatever you'd like, and assign it a more distinct icon, if you'd like.



From here on, you can simply double-click the icon on your desktop, and this will open Internet Explorer and then take you to the VTI site. Now you are ready to click the Login link and get started!

Logging On

The first time you come to attempt to log onto VTI you will see the following screen:



Virtual Timecard Initialization Screen

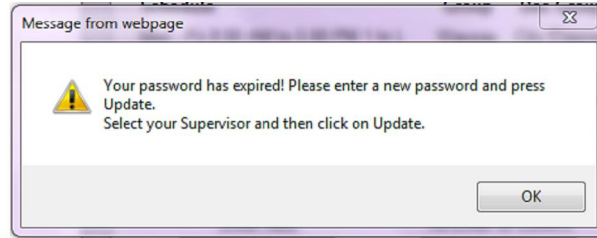
A login form window with a light gray background. It contains a text box for 'EmpNumber' and another for 'Password'. Below the text boxes are two buttons: 'Cancel' and 'Submit'. The text 'Please enter your EmpNumber and Password below and click Submit.' is positioned above the input fields.

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You will need to enter your employee number and temporary password of **temp1** (case sensitive).

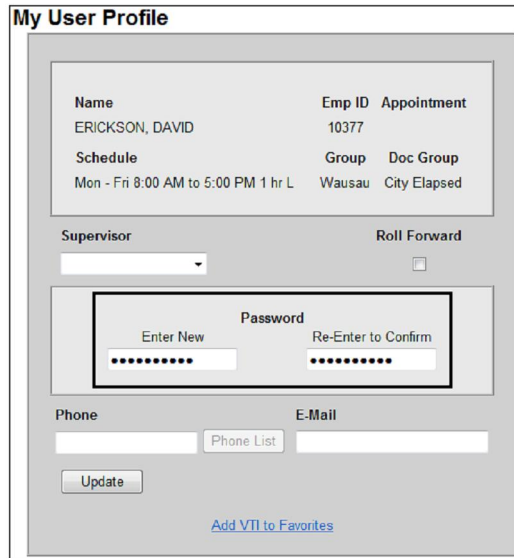
Selecting your Supervisor and Setting Your Password

After your initial log in, a popup will appear asking you to change your password and select your supervisor.



The System requires a secure password because you will be electrically signing documents. The secure password allows for your supervisor and payroll clerk to be able to insure that you are the only one who can sign your name to a document.

Passwords are set on the My User Profile screen:



You will need to enter the password twice, once in the Enter New field and again in the Re-Enter to Confirm field, and it will need to meet security settings. The default settings are that the password be a combination of letters and numbers, be a minimum of 6 and maximum of 9 characters. Our system is set up to require you to use 4 passwords before you can reuse one.

The system will require you to select a supervisor the first time you log in. You must have a supervisor assigned before you can continue navigating through the system. This is so the system will know who will approve and sign your timecard when it is completed.

The white box with the down-pointing arrow in it indicates that you have access to what is called a “pick list”. Use the pick list to select your supervisor from the list of names. When you’ve created your new password and selected your supervisor, click UPDATE to save your changes.

The screenshot shows a user profile form with the following fields and values:

Name	Emp ID	Appointment
Sample, User	070626	
Schedule	Group	Doc Group
	PROB	Start-Stop

Supervisor: [Pick List] Roll Forward:

Enter New Password: [Masked] Re-Enter to Confirm Password: [Masked]

Phone: [Masked] Phone List: [Button] E-Mail: [Text Box]

[Update] [Add VTI to Favorites](#)

Adding E-mail Addresses

VTI includes integration with e-mail to notify system users and other roles of specific events, such as Timecard Approvals. Enter the e-mail address(es), by which you wish to be contacted separated by a semi-colon, if more than one is entered. You can enter a maximum of 2 email addresses. Click Update to save your changes.

The screenshot shows a user profile form titled "My User Profile" with the following fields and values:

Name	Emp ID	Appointment
SOTO, GENE	5000	
Schedule	Group	Doc Group
Unit 3	Demo	Military 108hr

Supervisor: WALSH, DWIGHT Roll Forward:

Enter New Password: [Masked] Re-Enter to Confirm Password: [Masked]

Phone: 123-456-7890 Phone List: [Button] E-Mail: **jsoto@company.com; soto.gei**

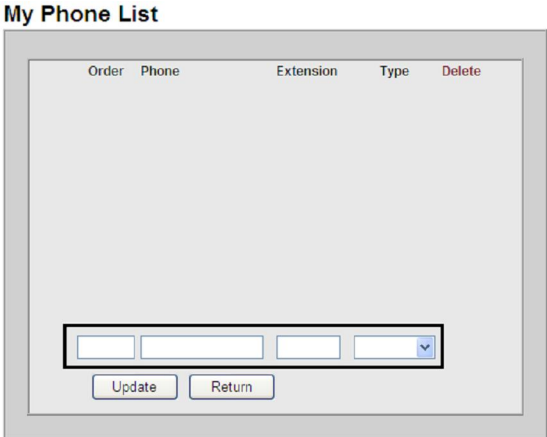
[Update] [Add VTI to Favorites](#)

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Adding Contact Phone Numbers

Once the password is reset, the phone list button is available. The Phone List is used to store the user's phone numbers in priority order, which are referenced when contacting a user about a timecard question.

To enter phone number(s) select the Admin tab to access the User profile page. Click the button labeled Phone List and a new screen will open.



In the first blank box at the bottom, enter a 1 in the Order field. In the next box, enter your phone number; be sure to include the area code if your organization has more than one area code or if your cell phone has a different area code than the rest of the organization. The next box is for an extension if the number has one. Finally, from the Type pick list, select cell, fax, home, on duty or work to identify what kind of number it is and then click Update. If you want to add another number place a 2 in the Order field and so on. You can enter as many phone numbers as you want.

Hands-On Practice

To log in and set your password, supervisor and phone number:

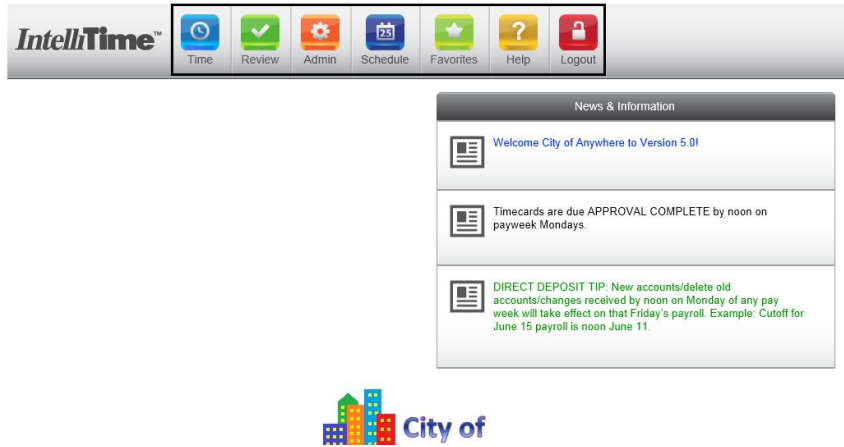
Now that you know everyone has the same temporary password, you decide to update your user profile.

- 1.) Log into VTI using your employee number and temporary password.
- 2.) Click **OK** on the pop up message
- 3.) Click on the down arrow on the box below Supervisor and pick your supervisor from the list.
- 4.) Click on the Enter New box in Password and enter your new password
- 5.) Enter the password again in the Re-Enter to Confirm box.
- 6.) Click **Update** to save changes.
- 7.) You've been taken back to the main Welcome screen. Click on the **ADMIN** tab at the top of the screen to go back to My User Profile
- 8.) Click on **Phone List**.
- 9.) Enter your work phone number, then click **Update**.
- 10.) Click on the **TIMECARD** tab at the top, left of the screen to set up for the next section.

Navigating the System

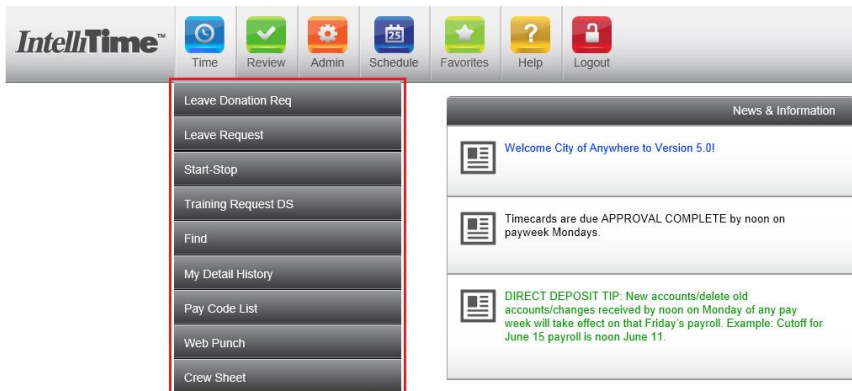
Navigation Tabs

Across the top of the screen you will see a set of colored tabs. The tabs you will see will depend on the settings your organization set, but most people will see the **Time**, **Admin**, **Schedule**, **Favorites**, **Help** and **Logout**. These tabs are used to group similar functions into one drop menu of navigation links.



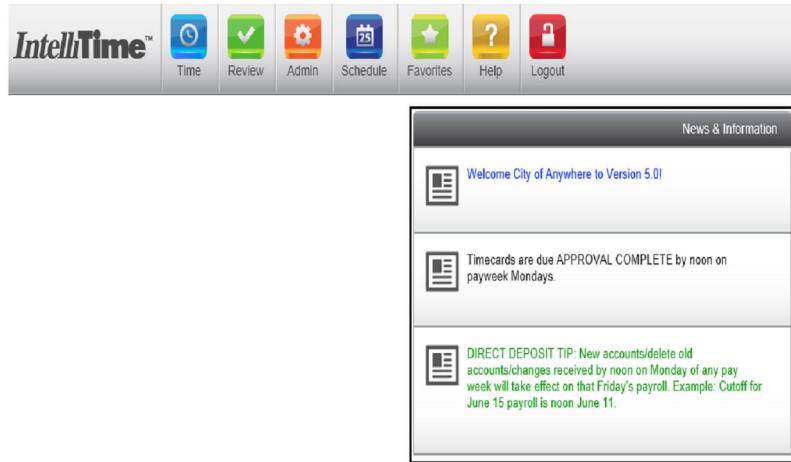
Navigation Menu Links

The navigation menu under each tab will list the different links for pages associated with the selected tab. Some menu options also contain Sub-menus. These will be marked with an arrow on the right. When you mouse over these links, more links will appear. Clicking on a link will open a page in VTi and allow you to perform actions within the system.



News and Information

The News and Information window will display on the right hand side at the top of the main VTI screen. Your System Administrator maintains the information in this window. It will contain messages available for viewing by your role (e.g., User, Supervisor, etc.)



Timecards

The main function you will be performing in VTI is filling out your timecard to submit to payroll for processing. You open your time card by clicking on the blue TIME tab and the TIMECARD link. The City of Irvine uses elapsed time timecards, which requires you to enter the total number of hours you work or take off each scheduled workday.

Timecard Components:

The screenshot shows the timecard entry interface for Employee #550655 LEMCKE, MARTIN. Key components and callouts include:

- Available Leave Balance Pick List**: Points to the Available Leave Balances field.
- Timer**: Shows 30 minutes left.
- Page**: Shows Page: 1 of 1.
- Pay Period Pick List**: Points to the End date field (05/30/2009).
- Hyperfind**: Points to the search icon in the table header.
- My Detail History**: Points to the table header.
- Override Accounting Field(s)**: Points to the Description field.
- Pay Code List**: Points to the Paycode dropdown.
- Pay Code Pick List**: Points to the Paycode dropdown.
- Daily Hour**: Points to the Hours column in the table.
- Daily Totals**: Points to the DAILY TOTALS row.
- Notes**: Points to the note icon in the table.
- Delete the Line**: Points to the delete icon in the table.

#	Project	Paycode	Pay Period Hours							Hours Paid at Rate							Description		
			Worked	Leave	Total	Standard	Overtime	Start	End	Standard	Overtime	Start	End						
			8.00		8.00														
DAILY TOTALS																			

Available

Leave Balance Pick List – The balances are based on data from your organization’s payroll and human resources system, and cannot be edited by users. These balances are updated on the first Wednesday of each pay period. To view all of your leave balances, click on the arrow to the right side of the Available Leave Balance window. Leave balances will only display if the balance value is greater than zero. The pick list will close automatically when the user clicks anywhere else on the screen. When you click on the Submit button, VTI will check the usage of pay codes associated with the balances, and display alerts if the current timecard entries will exceed the available leave balances.

Timer – For security reasons, a user will be logged out of VTI after 30 minutes of inactivity. To prevent the inadvertent loss of timecard information, the timecard module will save any entered data, and exit automatically after the Minutes Left field has counted down to zero.

Page Counter – The VTI timecard has an indicator that displays the current page number of the timecard. When two or more pages exist, the page numbers display in a pick list. You can navigate directly to the desired page number by selecting it from the pick list.

Pay Period Pick List – This field is a pick list. Verify that the current open pay period end date is displayed in this field. If you want to submit a timecard for a future pay period, click on the arrow to the right of the field, and select the desired pay period end date. Submitting a future timecard might be done because you are not going to be at work the following pay period(s). You can work on the current timecard and two future timecards.

My Detail History – This screen displays override accounting detail lines that have been manually added to your timecard or previously used on your timecard.

HyperFind – Provides a fast, easy to use tool for locating valid *combinations* of override accounting fields.

Override Accounting Field(s) – These fields allow you to override the default accounting fields. These fields designate what project or fund your work will be billed to. If you are charging to a project or fund belonging to another department, you will receive an edit notifying you the account(s) is an “Invalid Override Accounting Combination”. Please note in the “Description” field what department you are charging to.

Pay Code (Hour Code) – Pay Codes indicate the type of pay event reported on a timecard. Examples would be Regular hours, Sick time, Vacation time, etc.

Pay Code Pick List (Hour Code Pick List) – The pick list includes only those pay codes that are valid for your timecard. Each time sheet line that contains hours requires a pay code.

Daily Hour – This is where you report the total of hours that coincides with the appropriate pay code you are reporting each workday.

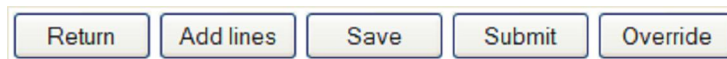
Daily Totals – This is a sub-total column, which is automatically computed.

Delete the Line – This enables you to delete a line of information.

Notes – This is where you can provide an explanation of a time entry.

Command Buttons

There are also five buttons at the bottom of the timecard screen:



Return – This button will take you back to the main screen without saving any changes you have made.

Add Lines – This button will add 3 lines to your timecard. Use this feature if you need to report more than 3 different override accounting combinations or hour codes.

Save – Use this button to save and close your timecard. Save OFTEN to avoid accidentally leaving the timecard without saving your data.

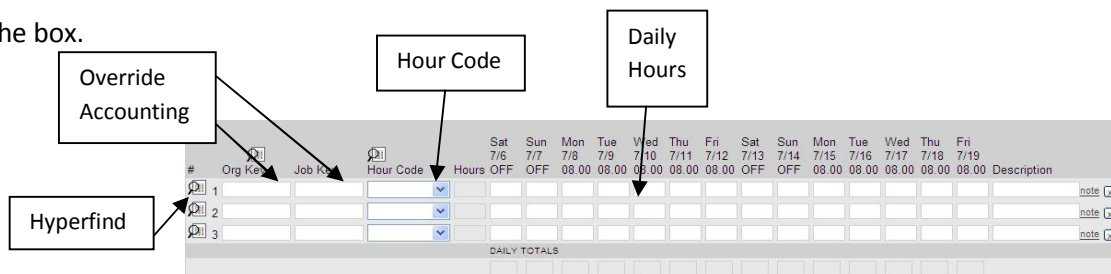
Submit – Use this button when you think you have correctly filled in your timecard. This will send your timecard through a “rules engine” which will check to see if you have correctly entered all of your time and calculate any pay code auto-post such as overtime.

Override – Part of the process is to check your timecard for any discrepancies or errors in how you entered your time. If an error exists, the system will not let you forward your timecard to your supervisor. If this occurs, you will be shuttled back to the timecard screen and Edit Messages will appear at the bottom of the screen indicating what needs to be corrected. Clicking Override will force your timecard forward in the workflow to your supervisor, without requiring you to fix the discrepancies. All edits should be carefully reviewed so the timecard can be submitted without errors. If you need help understanding the edit message or how to correct the timecard, you should contact Payroll staff before overriding the timecard. You should not use Override without your supervisor’s prior knowledge and consent.

Completing Timecards

Manual Entry

Work and/or leave hours must be manually entered on your timecard from week to week. As you look at the timecard from left to right, the first area you see is for override accounting. This is where you can enter project, grant or fund codes that may be paying for your work. Hyperfind is especially helpful here. Clicking on the spy glass at the front of the line will open a filter box. As you enter information in the box, VTI will look for codes that match what you type and list them at the bottom. Clicking the name of the code will fill in the box.



The next area is for the hour code, or what you're getting paid for. Each row with time on it needs to have an hour code assigned to it. The last area is when you enter your time, in whole hour(s), quarter hour (.25), half hour (.50) and three-quarter hour (.75) increments.

Submitting a Timecard

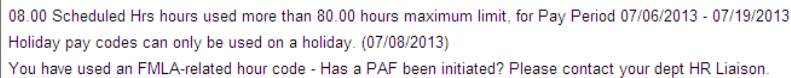
Reviewing For Accuracy

Once you have entered your time on your timecard for the current pay period, do a visual check of your timecard to make sure everything matches the shifts you worked and any leave you used this pay period. Once you have done this, click the Submit button. VTI will put your timecard through a "rules check", where it will verify that you followed the correct rules when you entered your time. Some examples of what the system checks for:

- *Leave usage*: Did you use more leave than you had available?
- Did you use an invalid Project override accounting code?
- Is there a discrepancy in the number of hours worked? In other words, did you work more or less than expected?
- Did the hours you worked qualify you for additional pay, such as overtime?

Edit Messages

If the system determines that you need to edit your timecard, you will remain in the timecard screen and Edit Messages indicating what you need to change will appear in the bottom left hand corner of the screen. Messages will look similar to the following:

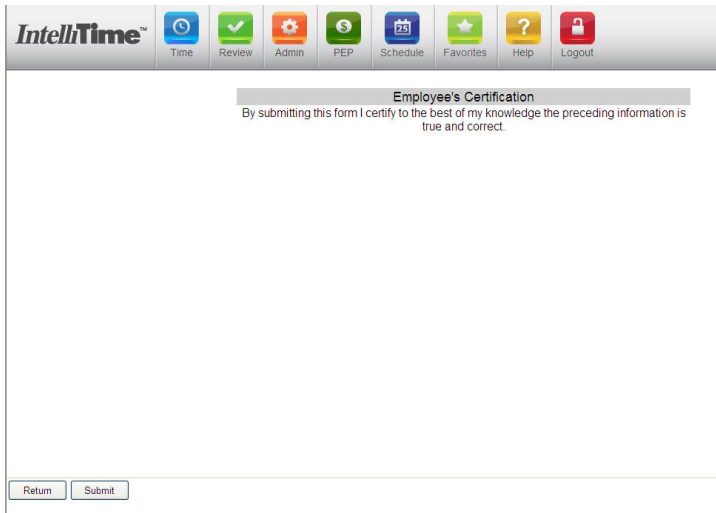


08.00 Scheduled Hrs hours used more than 80.00 hours maximum limit, for Pay Period 07/06/2013 - 07/19/2013
Holiday pay codes can only be used on a holiday. (07/08/2013)
You have used an FMLA-related hour code - Has a PAF been initiated? Please contact your dept HR Liaison.

At this point, you should read the Edit Messages and change your timecard based on the message feedback. If you have already informed your supervisor AND the Supervisor has given their approval, you may use the Override button to send your timecard, with errors to your supervisor, who will have to fix those errors or Override the timecard as well. The ideal is not to use Override without Supervisor Approval.

Signing Your Timecard

Once you have corrected your timecard so that all Edit Messages disappear, you will be forwarded to the Employee Certification screen. This screen is your electronic signature page and will be considered to be your signature from a legal standpoint. Clicking Submit on this screen is the same thing as signing your timecard with a pen.



Clicking Submit also forwards your timecard to your Supervisor for approval.

If you see that VTI takes you to this screen, this means your timecard has no remaining Edit Messages, or you used the Override key to bypass the Edit Messages with your Supervisor's approval.

If you would like to go back and still work on this timecard and not send it to your Supervisor, clicking Return on this screen will take you back to the VTI welcome page and you can open your timecard again to make additional changes.

If you want to send your timecard to your Supervisor, click Submit on this screen.

If you remember you still have changes to make to your timecard once you have used Submit to send your timecard to your Supervisor, you can ask your Supervisor to make the changes for you or the supervisor can return your timecard to you. If you entered an email in your User Profile, you will receive an email to this effect, and will once again be able to edit your timecard.

If your Supervisor returns the timecard to you, please remember to Submit it again once you have made your changes.

Submitting a Prior Period Adjustment

We and your payroll department are working hard to make sure your paycheck is accurate, but occasionally a mistake might slip through or a change is necessary. Some examples are that you went home sick, took time off or worked extra hours after your timecard was submitted. In these cases, a Prior Period Adjustment should be submitted to correct your pay records.

The PPA Form

Prior Period Adjustments (PPAs) can only be submitted by department level timekeepers or supervisors, for their direct reports. If you have time or hours that need to be corrected, contact your supervisor so a PPA can be submitted.

Employee: #11111 TEST, NON EXEMPT 30 minutes left Page: 1 of 1

		Pay Period Hours			Hours Paid at Rate			
Department	HomeSect	Worked	Leave	Total	Standard	Overtime	Saved documents	
PUBWKS	551	-05.00	05.00				08/05/2013	
Employee Status	Pay Class	Status Fed/State		Withhold Fed/State	Fed Additional	State Additional		
Active	200 LEAD STREET MAINT TECHNICIAN	E/E		0/0				
FLSA Status	Schedule	Available Leave Balances		Budget Org Key(s) / Percentage				
Non-Exempt	4/10 Start Mon							

PRIOR PERIOD ADJUSTMENT

#	Org Key	Job Key	Hour Code	Hours	Effective Date of Change	Reason for Change	Description
1			BudgetRptE	-05.00	07/31/2013		
2			Vacation	05.00	07/31/2013		
3							
				Total Hours			

Document History

You can still see your documents once you have submitted them to your supervisor. Click on the Admin Tab then Document History link to view your historical timecards. The Status field will tell you if the timecard is Pending Approval, meaning it is waiting for your supervisor to sign it, or Approval Complete, meaning it has been approved by your supervisor. A status of Uploaded means the timecard has been processed by Payroll.

Review Documents History

Document	Start Date	End Date					
All							
Documents							
Name	Status	Review	Date	Page	View Images		
Timecard	Approval Complete	<input type="checkbox"/>	5/30/2009		Original	Audit	Final
Timecard	Pending Approval	<input type="checkbox"/>	5/16/2009				
Leave Request	Saved	<input type="checkbox"/>	5/7/2009 11:33:02 AM				
Leave Request	Approval Complete	<input type="checkbox"/>	5/2/2009				
Timecard	Approval Complete	<input type="checkbox"/>	5/2/2009				
Timecard	Saved	<input type="checkbox"/>	4/18/2009				
Adjustment	Saved	<input type="checkbox"/>	4/17/2009 3:03:44 PM				
Adjustment	Approval Complete	<input type="checkbox"/>	4/17/2009 2:56:33 PM				

The boxes at the top of the screen can be used to perform a search. Enter your search criteria and click Search to view any documents that match your search criteria. Clicking on the box that appears under the Review column will take you to a “read-only” version of your document. You will know that the timecard is read-only because the fields where you enter information will be blue instead of their normal white.

If you wish to print a hard copy (paper) of your timecard, you may do so by opening the document and use your print feature within your browser.

Users are reminded that one of the important features in VTI is that the documents are stored electronically and can be viewed at any time. This feature is intended to minimize the need for printed copies of the document. It is not necessary to print a copy of your timecard “for your records” since an electronic version will always be available to you.