Introduction to Workforce AutoTime (WAT) Employee Guide

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Go LIVE & Login Details

- ➢ Payroll starting **Monday, December 27, 2021**, time will be posted in NEW Labor charging software: **Workforce AutoTime (WAT)**.
  - ➢ **Absence time can be pre-posted up through December 26th in Autotime.**
  - ➢ **Absence time can NOT be pre-posted after December 26th. Pre-posted time after December 26th will not be carried over to WAT.**
- ➢ Payroll week runs from Monday - Sunday
- ➢ **Time must be posted on the time card before payroll cut-of at 8pm on Sunday.**
  - ➢ Employees working second shift in a different time zone may pre-record their Sunday work time early to meet the 8 pm EST time cutoff on Sundays. Time should not be entered at the beginning of their schedule. Adjustments can be made the following day if necessary.

- ➢ **NOTICE**: Employee's **MUST** manually sign time cards at the end of each week to communicate to their approver that their timecard is ready to be approved. The approver is to review and sign the time card prior to Sunday 8pm EST, which is the weekly payroll-closing deadline. Authorized OT for exempt employees follow the same cutoff time. Any time card that is not approved by supervisor before deadline will go into Exception pay (pay will be base 40 hours only).

Internal Login via link on SOFSA Portal:
https://portal.sofsa.mil

Workforce
AutoTime icon

NAVIGATION:

After you have logged in to the application, your default form will display on the Navigation Bar. In the illustration below, the "Time card" form is displayed as a sub-menu of the Self-Service menu on Navigation tool bar: Self-Service > Time card.

This is the Menu or Navigation Bar.

On the left side of the Navigation Bar, Employee can select "Self Service" to view the following forms: Balances, Employee Dashboard, My Messages, Preferences, Punch time, Sign Audit, Time Card.   To select the option, scroll down until highlighted and click on the option you want. In the example below, the time card form has been selected.
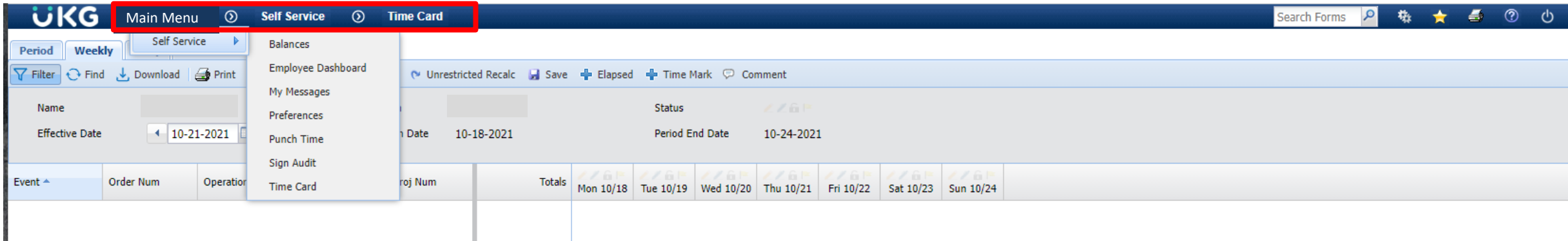
NAVIGATION (Con't):

On the Right side of the Navigation Bar, the employee can select the icons to do the following:
- ✓ Search Forms (such as the Time card form, Balances form),
- ✓ Preferences
- ✓ Favorites
- ✓ Print
- ✓ Help menu
- ✓ Logout
- ✓ On the far right is the employee's name that is logged into WAT (shown on illustration just above).

A brief description of each of these:

Search Forms: You can use the Search field at the top of the application window to navigate to a form without going through the Main Menu. Type the name of the form you want to view. When you begin typing, a list of matching forms will display so you can select the form you want. When you select the form name, it will display on screen. The user can also click the magnifying glass icon to display a list of the available forms, and select the one you want to display.

NAVIGATION (Con't):
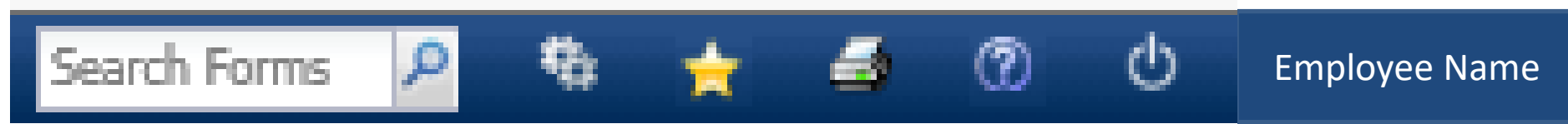
Preferences: Displays the Preferences form, which can be used to change the way data is displayed on the timecard. You can also access this form from the Self Service menu (Main Menu > Self Service > Preferences).

Favorites: The favorites menu is used to quickly access the forms and events you use frequently. To view the Favorites menu, click the "Star" Favorites button

Print: Use the Print button to print a screenshot of the page that is currently displayed. Click the Print button to display your web browser's Print window.
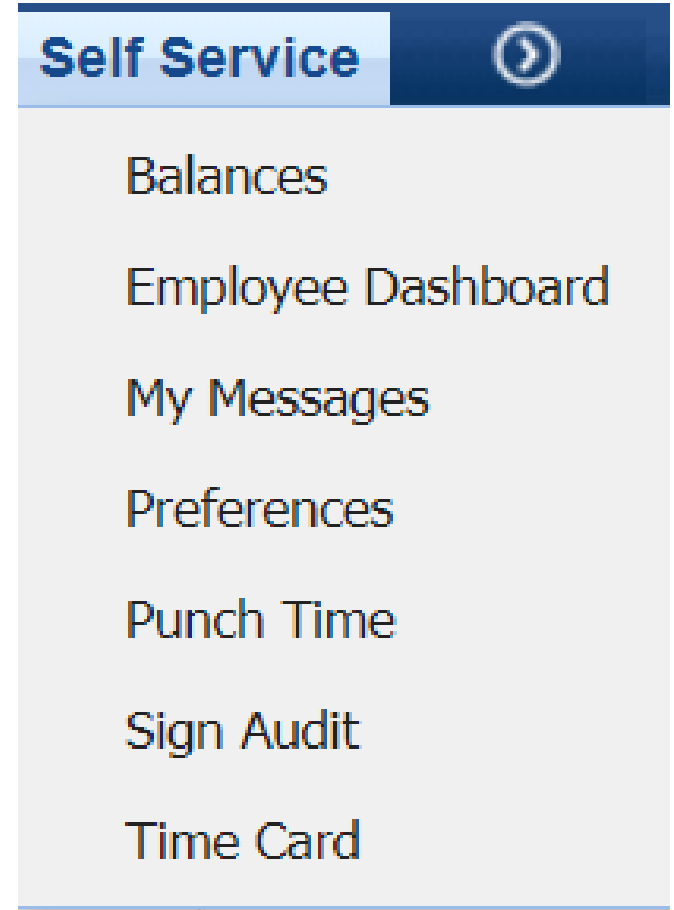
Help: The Help button displays the online help topic for the current form. You can go to another Help topic using the Index, Search, and Table of Contents in the online help.

Log Out: To log out of the application, click the Log Out button. The Login page will display. See Log In/Log Out for more information.

Logged In User Name: The name of the user who is currently logged into the application will appear next to the Log Out button. This field will display the user's First Name and Last Name as defined in the Person form.

Introduction to Navigation: Main Menu > Self Service: OVERVIEW

- WAT is a labor collection system with menus and submenus to view various "Forms"

- On the Navigation Bar click on Main Menu to view the Self-Service Menu (Form) to show the following sub-menus (Forms):

    – BALANCES- This is where the employee can track **Absence code banks:** PTO, Granted PTO, Fixed Schedule-Holiday, etc.

    – EMPLOYEE DASHBOARD- Provides snapshot view-only of Balances, Messages, Schedule and Time card summary

    – MY MESSAGES- Screen with messages from supervisor or others regarding time entry

    – PREFERENCES- Allows employee to set preferences for viewing data, but caution is encouraged until employee has some time working in the system.

    – PUNCH TIME- Shows punch time employee daily time cards

    – SIGN AUDIT- View only screen that displays timecard sign/un-sign activities

    – TIME CARD- To view and enter timecard data

Self Service ⊙

Balances

Employee Dashboard

My Messages

Preferences

Punch Time

Sign Audit

Time Card

Self Service > Time card form-Tabs and Toolbar

- At the top of the Form, there is a row of Tabs to change the active view in the window: Period, Weekly, Daily, Punch Time and Period Autotime6 (Covered in more detail next slide).

- Below the tabs there is a Toolbar to take action in the active window. They are: Filter, Find, Download, Print, Sign/Unsign (toggles) Week, Recalculate, Unrestricted Recalc, Save, +Elapsed, +Time Mark, Comment

- Below the toolbar in the GRAY area is the **FILTER** information area which includes: Employees Name, Employee ID, Sign/un-sign/lock Status indicators, Effective date, Period Begin/End Dates.

| UKG | WATQA | ⊙ Self Service | ⊙ Time Card | Searc |

| Period | Weekly | Daily | Punch Time |

| ▽ Filter | ⟳ Find | ⬇ Download | 🖨 Print | ✎ Sign Week | ↻ Recalculate | ↻ Unrestricted Recalc | 💾 Save | ➕ Elapsed | ➕ Time Mark | 💬 Comment |

| Name | | Person Num | | Status | |
| Effective Date | ◀ 10-22-2021 📅 ▶ Fri | Period Begin Date | 10-18-2021 | Period End Date | 10-24-2021 |

Self-Service > Time card form (Con't)- Tabs

Tabs:

Period-The Period tab on the Self Service [Time Card](#) displays all the event hours you posted during a pay period, and the total hours for the pay period.

Weekly-The Weekly tab on the Self Service [Time Card](#) displays all the event hours you posted during a calendar week, and the total hours for the week.

Daily-The Daily tab on the Self Service [Time Card](#) displays all the event hours you posted during a specific day.
In the Daily tab, you can add, modify, and delete both elapsed and punch transactions. Note that you cannot modify automatic punches such as transactions posted automatically from a person's schedule, Late Arrivals, Early Departures, Gap Events and Outside Gap Events.

Punch Time-The Punch Time form displays clock-ins, clock-outs, and other events posted on your timecard on a specific day. The form indicates whether the event was started or stopped and the time it posted.

- ▪ Pay Classification codes:
  - – O- Overtime hours (1.5 hours x rate)
  - – R- Regular hours
  - – S - Straight Overtime
  - – U - Unpaid

Self-Service > Time card form – Entering time on time card

Main Menu | **Self Service** | **Time Card**

Period | **Weekly** | **Daily** | **Punch Time**

Filter | Find | Download | Print | Sign Week | Recalculate | Unrestricted Recalc | Save | Elapsed | Time Mark | Comment

- In Weekly tab, Click on "+Elapsed" Button, the "Event Prompts-" Window opens
- Confirm the correct "Posting Date" is shown, adjust if required
- Select an Event from the Drop Down next to the field
  - Network orders (400* series)
  - Work orders (100* series)
  - Time off events
- Enter the hours
- Enter the first three numbers of the Network or w/o in the "Order Num" field and use the down arrow to view valid list options then select desired option from the list.
  - Or use pencil/Paper icon next to the arrow for "Charge Element" prompt box to find w/o or Network order. Complete "Element Value" or "Description", click find, highlight selection and click ok.
- Enter the Operation Number and click on ✓ icon to validate. (**Note**: If you do not click on green check, you will need to click "Save" twice.)
- Click " Save " lower left of "Event Prompts-" window if finished or click on " Save and Add " for additional entries.
- At the end of each week, review for accuracy, If you have made changes, click on Recalc, to recalculate the time card.
- Click "**Save**" and "**Sign Week**" on the toolbar.

Event Prompts - Elapsed

Posting Date *	07-12-2021
Favorite Name	
Event *	Work Order
Hour(s) *	0.0
Order Num *	1000002
Operation Num *	
Labor Type *	Run
WBS	
Work Center	
Plant WERKS	
Comment	

Save | Save and Add | Cancel

Charge Element

Filter | Find | Clear | Ok | Cancel

Charge Type	ORDER		Element Name	ORDER
Element Value			Description	

	Element Value	Description	Sender Name

Self-Service > Time card form – Signing the Time card

- **Employees are <u>required</u> to sign their timecard at the end of every work week.**
  - From the weekly time card view, select the "Sign Week" icon
  - This signature indicates the timecard is complete and ready for the manager to approve. The time card will not process until the Supervisor has signed.

Pencil icon indicates employee signed the timecard
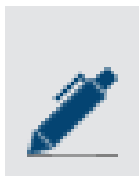
Pen icon indicates manager signed the timecard

Self-Service > Time card form - Corrections

- Employees must post Timecard Corrections in WAT As Soon As Possible.
- Multiple ways to Enter Corrections:
  - Right click on hours that need to be Modified/Deleted/Copied
  - Make the selection from the menu options
    - AutoTime does not allow posting of "Zero" hours so hours must be deleted.
- After modifying or deleting hours, click on "Unrestricted Recalc" to recalculate the time card.

Time card – Recalculation vs Unrestricted Recalc

- **Recalculation-** is used to bring an employee's timecard into compliance with their pay rules. Non-compliance can occur in a variety of situations. For example, if a supervisor adjusts the timecard, the transaction may not comply with the pay rules. Or, the gap days at the beginning of a pay period need to be processed after the scheduled days in order to receive overtime.

- **Unrestricted Recalc-** button is also used to bring an employee's timecard into compliance with the Pay Policy rules. This button performs the same task as the Recalculate button, except that the recalculation *will not* be restricted by the Max Periods Back setting in the employee's Recalculation Policy. For example, if Max Periods Back is set to 1, you can use the Recalculate button in the current pay period and the previous pay period. To recalculate any earlier pay periods, however, you will need to use the Unrestricted Recalc button.

| Period | Weekly | Daily | Punch Time |

Filter · Find · Download · Print · Sign Week · Recalculate · Unrestricted Recalc · Save · Elapsed · Time Mark · Comment
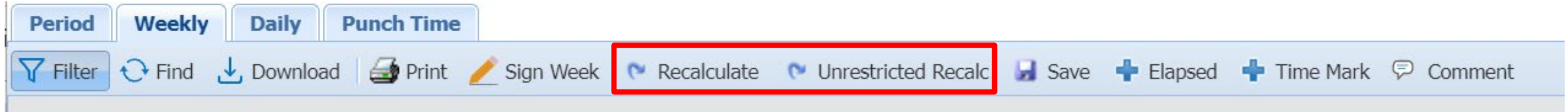
# *Favorites-Forms Add, Delete, Rearrange*

The Favorites menu is used to quickly access the forms and events you use frequently. To view the Favorites menu, click the ⭐ Favorites icon on the Menu (Navigation) toolbar.

To Add a **FORM** as Favorite:
- Navigate to the form you want to add as a favorite
- Click on the ⭐ Favorites icon on the Navigation Menu toolbar
- Click Add Favorite
  - Add favorite will be grayed out if the form already exists as a favorite
  - If two Favorites have the same form name (e.g. the Person and Manage Person forms), the form's menu will appear in parenthesis after the form name. (However, you will have to press F5 or log out and log back in to the application to see this change.)
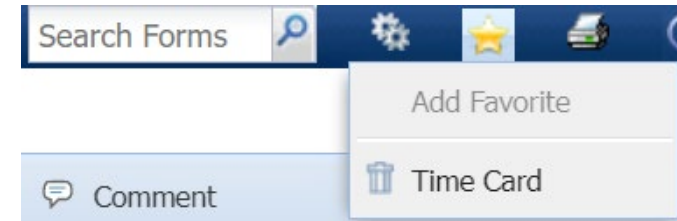
To **Delete** a form Favorite:
- Click on the ⭐ Favorite menu button
- Click on the trash can button next to the form favorite you want to delete

To **Rearrange** the form favorites:
- Click on the ⭐ Favorites menu button to open the Favorites menu.
- Drag the favorite to a new location in the menu.

Favorites-Events

Create an EVENT as a Favorite

1. In the Self Service Time Card, click +Elapsed button.
2. Select the EVENT name and enter values in the other prompts for the event Favorite.
   > NOTE: The Post Date and Hours prompt values will not be saved. If there are any other event prompt values you do not want to save (e.g., Labor Type or Quantities), leave these event prompts blank.

3. Click the ⭐ Favorites button at the bottom of the Event prompts –Elapsed window.
4. The Event Favorite pop-up form will display.
5. Enter a name for this favorite and click OK.
   > If you want to post the event, click Save or Save and Add in the Event Prompts – Elapsed form. Otherwise, click Cancel.
   > The new event favorite will appear in the Favorites menu preceded by Time Card-and followed by " + ".

Favorites-Modify or Copy

Modify **or** **Copy** **an Event Favorite:**

1. Select the event favorite from the Favorites menu.
   - The self service time card opens with the event favorite in the Event Prompts-Elapsed box
2. Change the event prompts as necessary

3. Click the ⭐ Favorites button at the bottom of the form.
   - The Event Favorite pup-up form appears

4. If you are modifying the event favorite, click OK without changing the Favorite Name.

Help

Locked out of Workforce Autotime (WAT)?   IT Help Desk   859-566-4600

Pay Issues?   Employee Service Center   866-562-2363

WAT system **Help Menu** on Navigation toolbar

For questions or issues regarding Workforce Autotime (WAT) contact:

Labor Accounting Email Box: TimecardAdmin.ctr@sofsa.mil
    Nancy Crouch   859-566-4360
    Lisa Callahan   859-566-5902
    Misty Clay   859-566-4362

Revision History

Rev	Description	Date	RI
1	Initial Release	10/2021	Lisa Callahan