



## Quick guide to ExecuTime Employee Actions

### Log In:

To login you must have a valid User ID and Password.

<https://executime.camdencc.sungardpsasp.com:7021/ExecuTime/Index.do>

### Clock In/Out:

When you login, the first screen you see is the Clock In/Out screen.

#### **Clock In:**

- Press the CLOCK IN button.
- A verification screen will display briefly and then ExecuTime™ will return to the **Clock In/Out** screen.

#### **Clock Out:**

- Press the CLOCK OUT button.
- A verification screen will display briefly and then ExecuTime™ will return to the **Clock In/Out** screen.

### Clock In/Out – Hourly Part-Time & Workstudy Employees:

#### **Clock In:**

- Once you login, click on the “**Edit Info>>**” button.
- On the next screen, change the “**Type**” drop down to “**Hrly Part Time**” or “**Workstudy**”
- Click the “**Clock In**” button.
- A verification screen will display briefly and return to the **Clock In/Out** screen.

**If you are an employee with multiple positions and/or budgets within the College, please follow the instructions below:**

- Once you login, click on the “**Edit Info>>**” button.
- On the next screen, change the “**Type**” drop down to “**Hrly Part Time**” or “**Workstudy**”
- Select the correct position code from the “**Position**” Drop down box. **Note:** If you are not aware of which position codes links to each work assignment, please contact the payroll department.
- Type your **position title** and **budget code** in the “**Comment**” field, if known.
- Click on the “**Clock In**” button.
- A verification screen will display briefly and return to the **Clock In/Out** screen.

### **Clock Out:**

- Press the CLOCK OUT button.
- A verification screen will display briefly and ExecuTime™ will return to the **Clock In/Out** screen.

**Please note:** you will not need to return to the “**Edit Info>>**” screen in order to clock out. The normal clock out process will function properly.

### **Time-Off Request:**

The *Time-Off Request* menu provides the ability to request benefit time. All available benefit options will be presented in a drop down list; this box will only show you types that you have available.

- To complete a request for time off select *Time-Off Request* from the *Employee Actions* menu.
- Press the green plus sign.
- Select the desired time type from the “**Benefit Type**” drop down box.
- Either key in the “**Start Date**” and “**End Date**” or click on the **CALENDAR** icon to choose the desired dates.
- If no end date is specified it will be recorded as a single day transaction for the date specified in the “**Start Date**” field.
  - **Note:** All days between the start and end date will be included. **This does include weekends.**
- Identify the number of benefits hours to be used **PER DAY**.
- The “**Comment**” field is optional unless otherwise specified by your Supervisor.
- Click on the “**Save**” option with the left mouse button.
- If a mistake was made you can simply click on the “**Edit**” or “**Delete**” option from the employee “**Time-Off Request**” screen and select the add request option to step through the process again.

**Please note:** you can only edit or delete entries that are in a status of *pending*. A Supervisor can edit a request that is Approved or Declined through the *Manage Time Off* menu until it is processed to payroll.

### **Important Information:**

- **Jury Duty/Military service/Bereavement Leave:** Employees will request time-off through ExecuTime. Supporting documents will need to be submitted to the Office of Human Resources for verification.
- **Requesting a Floating and/or Birthday holiday during the summer schedule:** If you are requesting a Floating and/or Birthday holiday during summer schedule, you must submit 2 separate requests for the same day:
  - a. If you are a 7 hour employee who works 8.5 hour days during the summer schedule:

- Request 7 hours “**BirthDay/Request Time Off**” or “**Floating Holiday/Request Time Off**” from the “**Benefit Type**” drop down.
  - And-
  - Request 1.5 hours of “**Hour Adjustment**” from the “**Benefit Type**” drop down.
- b. If you are a **8** hour employee who works **10** hours days during the summer schedule:
- Request 8 hours “**BirthDay/Request Time Off**” or “**Floating Holiday/Request Time Off**” from the “**Benefit Type**” drop down.
  - And-
  - Request 2 hours of “**Hour Adjustment**” from the “**Benefit Type**” drop down.

**Please note: The Benefit Type “Hour adjustment” will not affect any leave time balances.**

### **Time Approval:**

The *Time Approval* menu provides employees with the ability to review and approve their time prior to submitting to payroll. The initials entered in this screen are considered a digital signature for record purposes. Approvals can be completed on a line-by-line basis or all at once. Employees can also utilize this screen to see when/if the supervisor has approved the transactions or made any comments.

- To review and approve time transactions select *Time Approval* from the *Employee Actions* menu.
- Press either the “**CURRENT PERIOD**” if approving before a pay period has ended or the “**PREVIOUS PERIOD**” tab if approving after a pay period has ended.
- Review your timecard to ensure all information is accurate. If any of the entries appear inaccurate you will need to complete an **EXECUTIME CORRECTION FORM** and submit it to your supervisor to make required adjustments. The form can be found at **S:\Dept. - Human Resources\ExecuTime**.
- Check the box next to each entry you would like to approve or select the “**All**” box
- Key in your initials, and click the “**Approve**” option.

**Please note:** when you approve your timecard your initials will be populated in the Employee column. The Supervisor column will not be populated until a supervisor approves your time card. If any of these entries appear inaccurate they can be changed by a supervisor. **DO NOT APPROVE YOUR TIME CARD UNLESS IT IS CORRECT.**

### **Permanent Part-Time Employees - Cancellations/holidays**

**Holidays:** If a college holiday falls on a regularly scheduled work day, permanent part-time employees will need to submit a time-off request in ExecuTime in order to get paid for the hours they are normally scheduled to work.

- To complete a request for a holiday, select *Time-Off Request* from the *Employee Actions* menu.
- Press the green plus sign.
- Select “**Holiday pay ccc**” from the “**Benefit Type**” drop down box.

- Either key in the “**Start Date**” and “**End Date**” or click on the **CALENDAR** icon to choose the desired date(s). If no end date is specified it will be recorded as a single day transaction for the date specified in the “**Start Date**” field.
- Identify the number of benefits hours to be used **PER DAY**.
- In the “**Comment**” field, type in the name of the holiday that is being requested, i.e., “Memorial Day”
- Click on the “**Save**” option with the left mouse button.

### **Permanent Part-Time Employees - Cancellations/holidays, cont.**

**College Cancellations:** If classes are cancelled on a regularly scheduled work day, permanent part-time employees will need to submit a time-off request in ExecuTime in order to get paid for the hours they are normally scheduled to work.

- To complete a request for a College cancellation, select *Time-Off Request* from the *Employee Actions* menu.
- Press the green plus sign.
- Select “**Hour Adjustment**” from the “**Benefit Type**” drop down box.
- Either key in the “**Start Date**” and “**End Date**” or click on the **CALENDAR** icon to choose the desired date(s).
- If no end date is specified it will be recorded as a single day transaction for the date specified in the “**Start Date**” field.
- Identify the number of benefits hours to be used **PER DAY**.
- In the “**Comment**” field, type in “Classes Cancelled”
- Click on the “**Save**” option with the left mouse button.

**Note: If a College holiday or class cancellation falls on a day that a permanent part-time employee is regularly scheduled off; they are not entitled to be paid.**