



API for Timekeepers

Resource Guide



Timekeeper Basics



API Time and Attendance

The API Time & Attendance application is used to electronically clock in and out for each shift and lunch breaks. Employees will submit PTO requests, view their PTO/PSL balances, enter special pay codes, change their cost center and/or job class, and modify their timecards as it relates to their position. As a Timekeeper, your primary role will depend on your access level. If you are an **Editor**, your primary role will be to **edit** timecards. If you are an **Approver**, your primary role will be to approve timecards. It is best practice to monitor your staffs' timecards on a regular basis to help payroll processing run as smooth as possible.

Your Home Gcreen

This default page is a great place to access key features of the system!

- 1. View your Unread Messages individually or all at once
- 2. View your Pending Requests from your employees
- 3. View your Critical Exceptions with one click!

O APIHE a part of	ALTHCARE Tir	ne and Attendanc	ce				Logout
Home Qui	ck Badge Empl	oyee Reports	Actions Preferences	Help			
Good Morni	ng, Timekeep	er					 Employee Pending Requests
🗸 My Anno	uncements (1)						
Importance	Announce	ment					
1							
	Welcomet	o API Time and At	tendance. Should you ne	eed assistance, please reach out	to your Timekeeper or call the PHMG Help Desk at (760) 291-6924.		
	Thank you.						
My Unre:	ad Messages (8	2)					2 Calendar - 3
· · · · · · · · ·	Priority	Severity	Attachment	From	Subject	Date	Clocking - 2
	,	۰. پ		System Account	Employee Calendar Request Submitted For RN Test	12/24/2021 10:06	Adjustment - 0
		۰.		System Account	Employee Clocking Request Submitted For RN Test	12/24/2021 10:05	Choose a Pay Group Instance:
		¢		System Account	Employee Clocking Request Submitted For PA Test	12/24/2021 10:01	All Current 🗸
		ф.		System Account	Employee Calendar Request Submitted For PA Test	12/24/2021 10:00	
		۹		System Account	Employee Calendar Request Submitted For NP Test	12/24/2021 09:58	 Employees With Exceptions Counts
more							
Add Message	e Viev	v Messages					
> My Transa	action Requests	1					
> My Calend	dar - Month Viev	N					
✓ My Book	marks						
Bookmarks							
Employee Sea							
Employee Lab	orView		1.3.7				3 Critical - 2
			- 👰 - ProTip	My Bookma	rks holds all of your shortcutsfewer cl	licks! Yes!	Warning - 0 Handled Warnings - 1 Informational - 3
					oyees individually (Employee Search)		Handled Informationals - 0 Pending - 0 Nothing - 0
			 See yo 	our Direct Repo	rts, Sign-Off or Approve timecards (Em	ployee LaborView)	Choose a Pay Group Instance:
							All Current 🗸





Unread **Messages**



My Unread Messages

All employee Calendar Requests and Clocking Requests will appear in My Unread Messages. You will also be notified via email.

- 1. Start from your Home screen
- 2. Open your My Unread Messages section
- 3. View your unread message details individually
- 4. View all available messages

Good Morning	g, Approving Timekeepe	r			
 My Annour 					
Importance	Announcement				
My Unread	Messages (40) Priority Severity	Attachment	From	Subject	Date
	()	Actaciment	System Account	Employee Calendar Request Submitted For RN Test	12/24/2021 10:06
	Ð		System Account	Employee Clocking Request Submitted For RN Test	12/24/2021 10:05
	¢		System Account	Employee Clocking Request Submitted For PA Test	12/24/2021 10:01
	Φ		System Account	Employee Calendar Request Submitted For PA Test	12/24/2021 10:00
	¢		System Account	Employee Calendar Request Submitted For NP Test	12/24/2021 09:58
more					

Your messages will fill up quickly. It is a smart move to delete them on a regular basis after reviewing them.

- **1.** Select all messages at once
- 2. View the specifics of an individual message
- 3. Delete all of your selected messages

API HEALTHCARE Time and A a part of Sympir									Logout
ome Quick Badge Employee R	eports Acti	ons Preferences	Help						
Actions	💦 🔪 Fil	ter Criteria							
		Priority	Severity	Attachment	Status	From	Subject	When Created	
Mark As Read New Message			Ŷ			System Account	Employee Calendar Request Submitted For RN Test	12/24/2021 10:06	2
Delete Selected				n has been submitted.					
Mark As Unread		sted By: RN TestRe		/24/2021 at 10:06 Pay Code: PTOS - PHMG					
				700 - Internal Med GB-Cl		RN I (FR)			

Bookmarks	\sim								
Add									
ookmarks			ي.			System Account	Employee Clocking Request Submitted For RN Test	12/24/2021 10:05	
mployee Search	The fol	lowing request to	add a transactio	n has been submitted.					
mployee LaborView				/24/2021 at 10:05Reasor	: Forgot to clock ir	n			
		.2/20/2021Time: 0							
Report Favorites		/: / - PHMGCost C		700 - Internal Med_GB-Cl	nJob Class: 5360 -	RNT(FR)			
eport Favorites do not exist.									
			Ð		Π	System Account	Employee Clocking Request Submitted For PA Test	12/24/2021 10:01	
			٢			System Account	Employee Calendar Request Submitted For PA Test	12/24/2021 10:00	
			٩			System Account	Employee Calendar Request Submitted For NP Test	12/24/2021 09:58	
			J.			System Account	Employee Clocking Request Submitted For PD Test	12/24/2021 09:52	
			٩			System Account	Employee Clocking Request Submitted For PD Test	12/24/2021 09:51	
			۰.			System Account	Employee Clocking Request Submitted For RN Test	12/21/2021 13:14	
			٩			System Account	Employee Calendar Request Submitted For NP Test	12/16/2021 12:45	
			٩			System Account	Employee Clocking Request Submitted For PD Test	12/16/2021 12:42	
		Draviau	Cot Draviou	s Page 1234 Next Pa	Mark Date .				







Employee bearch

You can search for an employee to view their time card, in multiple ways.

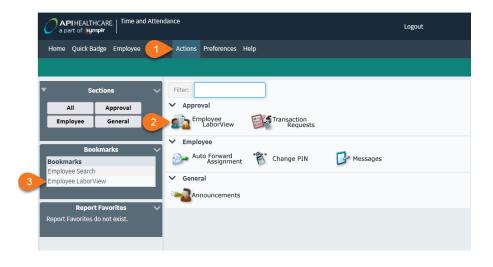
- 1. Select Employee from your toolbar
- 2. Search by Last Name, First Name, Code (PHMG ID #) or any combination
- 3. Select the My Time Card shortcut to review your time card

O API HEALTHCARE Time and Attend a part of Sympir	dance		Logout
Home Qui 1 Employee Repor	ts Actions Preferences Help		
 Actions 	Enter your Employee search criteria:		
 Actions 	Last Name	Code	
Advanced 2	First Name		
My Time Card			
Bookmarke	Search		
Delete			
Bookmarks			
Employee Search			
Employee LaborView			
Report Favorites 🗸 🗸			
Report Favorites do not exist.			

View Your Direct Reports

View a list of all of your Direct Reports in one place. Validate the accuracy of the list of employee names.

- 1. Select Actions from your toolbar
- 2. Select Employee LaborView
- 3. Or Select Employee LaborView from the Bookmarks shortcut







Time Card Screen (TCS)



Take a Tour of the Time Card Screen (TCS)

This screen displays a ton of information all in one location!

- **1.** Current Pay Period displays by default (view the previous and next pay period from the drop down menu)
- 2. View your own Time Card or Search for an Employee
- 3. Approve, Delete or Deny a Time Card Request
- **4.** Enter Clocking and Calendar entries

Home Quick Badge Employee Reports Actions Preferences Help

- 5. Refresh the screen after making an entry
- 6. Approve the current Time Card (or UnApprove an Approved Time Card)
- 7. Search for an employee or view all direct reports
- 8. Time Card Entries for the current pay period
- 9. View all Benefit Balances (see ProTip)
- **10.** Employee Information from Lawson
- **11.** View employee's home Cost Center, Job Class, etc...
- **12.** View all hours that will be paid to the employee, distributed by week, for the pay period displayed

	✓ Transactions (Lis	it)												
Employee Navigator 🗸	Trans	sactions	Source	Date	Time	Hours	Code	С	ost Center		L	Job Class		
mployee: 99999992 🗟 👍 Iame: PA Test			^	Mon 11/22/2021	07:30	8.00	REG	2	0-20-1500		6	6299		>
ay Period:			^	Tue 11/23/2021	07:30	8.00	REG	2	0-20-1500		(6299		>
1/21/2021 - 12/04/2021 🗸			^	Wed 11/24/2021	07:30	8.00	REG	2	0-20-1500		6	6299		>
My Time Card Search			^	Thu 11/25/2021	08:00	8.00	HOL	2	0-20-1500		(6299		>
Back to Search Results			^	Fri 11/26/2021	07:30	8.00	REG	2	0-20-1500		(6299		>
8			^	Mon 11/29/2021	07:30	8.00	REG	2	0-20-1500		(6299		>
Transaction List Items 🛛 🗸			^	Tue 11/30/2021	07:30	8.00	REG		0-20-1500			6299		>
Calendars Clockings			^	Wed 12/01/2021	07:30	8.00	REG		0-20-1500			6299		>
Adjustments Retro Calculator Adjustments			^	Thu 12/02/2021	07:30	8.00	REG		0-20-1500			6299		>
Pay Period Only			^	Fri 12/03/2021	07:30	8.00	REG		0-20-1500			6299		5
Show Requests				FI112/03/2021	07.50	8.00	KEG	21)-20-1500			6299		
	 Exceptions 				12	Pay Distribut	tions (Daily Ho	urs) AH-3	PO 00 Tot:	1.80.00				
Transaction List Actions 🛛 🗸	Posted	 Description 		Type Cr	reated		20-20-1500			11: 00:00				
Approve Selected	11/25/20		t was automatically gen		2/11/2021 16:43	11/21 - 11/27		_						
Delete Selected						<u>1</u> 1/11 11/11	_							
Deny Selected 9	Benefit Balances						21 Su	22 Mo	23 Tu	24 We	25 Th	26 Fr	27 Sa	Total
Pending Review Selected			0.00000 Ending Bala			REG ^Σ		8.00	8.00	8.00		8.00		32.0
Set Requested Selected			0.00000 Ending Bala			HOL ²					8.00			8.00
	> Category: PTO	Beginning Balance: (0.00000 Ending Bala	nce: 0.00000		HUL								
Employee Favorites 🗸 🗸						Total Worked		8.00	8.00	8.00	8.00	8.00		40.0
Add Calendar Add Clocking	> Notes													
Calc Me Now Monthly View	✓ Supervisors													
TCS	Supervisor Approving T	r^ Timekeeper Test	Opened I	Forwarded When Status Ch	hanged	^Σ = Accumulates tov	ward worked ho	urs						
	 Approving I Timekeeper 													
	· · ·					> Pay Distributi	ions (Actual Ho	ours) AH:	80.00 Tot	al: 80.00				
Employee Actions	Employee Gener	ral Information												
Add Pay Period Note	General Phone													
Approve Time Card														
Unapprove Time Card		Test 01/01/2021				- <mark>0</mark> -	ProTip.	The	Bong	fit Ra	Jance		tion	
		01/01				**								
Employee Sections 🛛 🗸 🗸		Active	_			displa	ays the k	begini	ning a	nd en	ding	balan	ces f	or all
General Phones	Last Login: N	Mon 01/10/2022 08:15	i				enefit ca	-	-		-			
Labor Distributions						the of	chefte of	arcso	nes a	3318110		you.		
Time Card Report	Labor Distribution	ione												
Transaction Audits	✓ Code - Test - P					• V	/iew the	deta	ils of I	PTO t	aken,	PTO	subm	itteo
Email Addresses	Facility: 7		Daily	Overtime Hours: 08.00			or the c							
	Cost Center: 20-40-2		Week	kly Overtime Hours: 00.00								TOTY	earti	0
Bookmarks 🗸	Job Class Code: 5320 Pay Group Code: 1	0		Fime Equivalent: 01.00 h Length (Hours): 1.00		d	late tota	als of	availa	ble P	TO.			
Bookmarks	Effective Date: 08/01	1/2021		/ Hours: 08.00										
mployee Search	Employee Category	Code: E	Payro	oll Group Code: OTHER										
mployee LaborView	Employee Class Code Shift Code: 1	e: FT		us Code: 400 le Code: FT										
			Grau	a Code: FT										
	Approved Hours: 80.	00												
Report Favorites 🗸 🗸	Approved Hours: 80.	.00												





Time Card Edits



Employee Laborview

This is the best location to see more timecard details for your direct reports, all in one spot! After all timecards have been edited and verified for accuracy, you can **Approve** or **Sign-Off** on all of them at once (or multiple at a time) from this screen. You can also open and review individual time cards or multiple time cards in succession.

- Approve the selected Time Cards (if you are an Approver)
- Sign Off the selected Time Cards (if you are an Editor)
- Filter your employee list
- **Open** an employee's Time Card (or open many if multiple employees are checked)

	Home Quick Badge Employee Repo	orts Action	s Preferences Help														
	Actions 🗸	> Filte	er Criteria									1					
	Approve Time Card		2	Status	Sup Typ	Employee Last Name	Employee First Name	Pay Group	Cost Center	Job Class	No Lun	*	•	Total Ovt Hrs	Premium Pay	Total WrkHrs	Aprvd Hours
-	Unapprove Time Card 4				A	Test	PD	1	20-15-9110	5636	0	3	0	1.00	1.00	46.50	80.00
	Sign Off Un-Sign Off	 Image: A state Image: A state<th>✓</th><th></th><th></th><th>Test</th><th>RN</th><th>1</th><th>63-61-1700</th><th>5360</th><th>0</th><th>2</th><th>0</th><th>4.00</th><th>4.00</th><th>28.00</th><th>80.00</th>	✓			Test	RN	1	63-61-1700	5360	0	2	0	4.00	4.00	28.00	80.00
2	sign on on-sign on	=			A.C.	Test	NP	1	23-28-1100	5319	0	0	0	0.00	0.00	80.00	80.00
	LaborView:	a			A.M.S.	Test	PA	1	20-40-2210	5320	0	0	0	0.00	0.00	80.00	80.00
3	All Employees 🗸	Totals									0	5	0	5.00	5	234.50	320.00

Approving Requests

Once you open an employee's (or multiple employees') timecard, the most current pay period will display. All of the Add Calendar requests (PTO, Bereavement, Jury Duty) and Add Clocking requests (missed clocking edits, corrected pay codes, facility code modifications, etc...) will display on the Transactions (List).

- Review the first employee's requests
- Check the box next to each Calendar request
- Click Approve Selected
- Select Calc Me Now ... continue to the next employee's timecard

		<u>́</u> у т	ansactions (List)											
	′ Employee Navigator 🗸		Transactions	Source	Date	Time	Hours	Code	Cost	t Center		Job Class		
	Employee 1 of 5 → Employee: 9999993 🖥 🔺			^	Mon 11/22/2021	07:30	8.00	REG	23-2	8-1100		5319		>
	Name: NP Test Pay Period:			^	Tue 11/23/2021	07:30	8.00	REG	23-2	8-1100		5319		>
	11/21/2021 - 12/04/2021 V			^	Wed 11/24/2021	07:30	8.00	REG	23-2	8-1100		5319		>
	My Time Card Search			^	Thu 11/25/2021	08:00	8.00	HOL	23-2	8-1100		5319		>
	Back to Search Results			^	Fri 11/26/2021	07:30	8.00	REG	23-2	8-1100		5319		>
	2		Real Provide Automatical P	[Mon 11/29/2021		8.00	BRV	23-2	8-1100		5319		>
	Transaction List Items			^	Mon 11/29/2021	07:30	8.00	REG	23-2	8-1100		5319		>
	Calendars Clockings			^	Tue 11/30/2021	07:30	8.00	REG	23-2	8-1100		5319		>
_	 Adjustments Retro Calculator Adjustments 		Real 🧼]	Wed 12/01/2021		4.00	PTOS	23-2	8-1100		5319		>
	✓ Pay Period Only		1	^	Wed 12/01/2021	07:30	8.00	REG	23-2	8-1100		5319		>
	Show Requests													
		🗸 Б	ceptions			×	 Pay Distribution 	ons (Daily Hou	rs) AH: 80.	00 Total:	80.00			
	Transaction List Actions 🛛 🗸			cription day Benefit was automatically		cutou	Cost Center 2	3-28-1100 Jo	ob Class 531	19				
	Approve Selected		I1/25/2021 Holi Handle Selected	Unhandle Selected	generated Calculation 12	/11/2021 16:45	<u>1</u> 1/21 - 11/27	11/ <u>2</u> 8 - 12/0)4					
	Delete Selected		Handle Selected	Unnandle Selected				21			24 25	26	27	Totals
	Deny Selected	> Be	nefit Balances					Su			We Th	Fr	Sa	
	Pending Review Selected	> No					REG ^Σ		8.00	8.00	8.00	8.00		32.00
	Set Requested Selected		pervisors				HOLΣ				8.00			8.00
			bor Distributions				Total Worked		8.00	8.00	8.00 8.00	8.00		40.00
	Employee Favorites 🗸 🗸		to Labor Distributions				Total Worked		8.00	8.00	8.00 8.00	8.00		40.00
	Add Calendar Add Clocking Caic Me Now Monthly View TCS		-ProTip If De		g Request that ha						oth			
	PALOMAR													Revised 2
	HEALTH Medical Group													

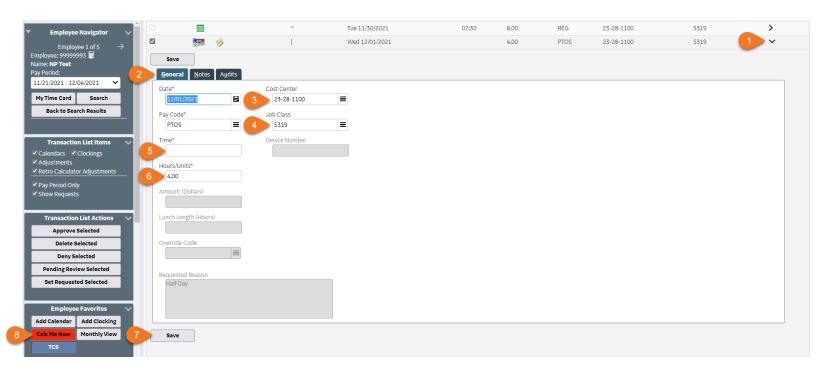


Time Card Edits



Editing Existing Requests

Each request contains additional options from its own drop down menu. The menu contains tabs that allow for modification. The **General** tab, displays all of the pertinent information relating to the specific request (Date, Pay Code, Cost Center, Job Class, Hours, etc...). To modify the request on your employee's behalf, open this section and enter the applicable adjustments.



The **Notes** tab, is where you enter your notes. All notes can be seen by the employee and are discoverable when running reports or performing audits. The subject line and notes that you enter, should be pertinent to the specific transaction that you are editing and are used to help tell the story behind your modifications, denials and approvals (if applicable). Remember to select **Calc Me Now** after making any adjustments to the timecard.

 Employee Navigator 			^	Tue 11/30/2021	07:30	8.00	REG	23-28-1100	5319	>
		F	[Wed 12/01/2021		4.00	PTOS	23-28-1100	5319	1 ~
Employee 1 of 5 → Employee: 9999993 ∰ Name: MP Test Pay Period: 11/21/2021 - 12/04/2021 ✓ My Time Card Search Back to Search Results Transaction List Items ✓ Calendars ✓ Clockings ✓ Adjustments ✓ Retro Calculator Adjustments ✓ Pay Period Only ✓ Show Requests	Save 2 Notes do V Ne	Notes Audits not exist. w Note ned Note Code		We0 12/01/2021		4.00	PIOS	25-28-1100	2773	
Transaction List Actions Approve Selected Delete Selected Deny Selected	4									
Pending Review Selected										
Set Requested Selected										
Employee Favorites 5	Save									
Add Calendar Add Clocking										
Calc Me Now Monthly View			^	Wed 12/01/2021	07:30	8.00	REG	23-28-1100	5319	>
тся			^	Thu 12/02/2021	07:30	8.00	REG	23-28-1100	5319	>
										Revised 1.10.22



Time Card Edits



Adding a Request on Your Employee's Behalf

It is best practice to have your employees enter their own **Clocking** edits (correcting their timecard, adding missed clockings, etc...) and **Calendar** entries (PTO, Bereavement, Jury Duty). When this is not possible, a Timekeeper may enter these requests on the employee's behalf. Remember, you can do anything to your employee's timecard that your employee can do. So... keep it simple!

Calendar Entries

Add a **Calendar** entry for your employee. Enter in all of the pertinent information (if applicable... leave Cost Center and Job Code blank if the employee is working in their home cost center or main job class) and select **Calc Me Now**.

Employee Navigator	Calendar Save		-	Fiel	d Look	Up Valu	es
Employee 2 of 4	→ <u>General</u> <u>N</u> otes <u></u>	Cost Center	4 Sun	-		er 2021 ed Thu	
lame: PA Test Pay Period:	2 12/27/2021		28			1 02	03
11/21/2021 - 12/04/2021 🔹 🗸	Pay Code*	Job Class	05	06	07 0	8 09	10
My Time Card Search	РТОЯ	✓	12	13	14 1	5 16	17
Back to Search Results	Time*		19	20	21 2	2 23	24
	Hours/Units*	ProTip It's a good idea	26	27	28 2	9 30	31
Employee Favorites	5 8.00	✓ to add a Note when			_	_	
Add Calendar Add Clocking	Amount (Dollars)	modifying an employee's timecard. Use the Notes tab.					
Calc Me Now Monthly View		timecard, use the Notes tab.					

Clocking Entries

Add a **Clocking** entry for your employee. Enter in all of the pertinent information (if applicable) and select **Calc Me Now**.

Employee Navigator ✓ ← Employee 2 of 4 →	Save General Notes		Field I Facility:7	Look Up Values
Employee: 99999992 🖬 Name: PA Test	Date*	Cost Center	Code	Description Acute Care Ca
Pay Period:	2 11/30/2021	✓ 6 20-17-2370 ✓	1307	Acute Care Ca Mgr II
11/21/2021 - 12/04/2021 🔹 🗸	Time*	Job Class	3304	Chart Abstrac
My Time Card Search	3 08:00	 ✓ 7 3351 		Offsite
Back to Search Results	Special Code 1*	Override Code	3323 3351	Scheduling Cle
Back to Search Results	4 FC Special Code 2*		3375	Coding Integri Auditor Inpati
Employee Favorites	5 PR	ProTip It's a good idea	3379	& Outpatient Lead Rad Tech Intrvntl Platfo
Calc Me Now Monthly View	Special Code 3*	54	3411	Case Mgr LVN
TCS	~ Special Code 4*	to add a Note when modifying an employee's	3414	Admin Partne Radiology
	Special Code 4	timecard. Use the Notes tab.	3424	Recept/Scheo
Employee Actions 🛛 🗸	Special Code 5*		3445	Lead Ortho Technician
Add Message	~		3463	Mammograph Tech
Add Pay Period Note Editor Sign Off			3471	Radiology Technologist
	8 Save		3472	Radiology





Approving Time Cards



Before Approving Timecards

- All Critical Exceptions must be cleared in order to process payroll
- All Time Edits should be completed
- Calendar and Clocking Requests should be Approved or Denied (or entered by you on your employee's behalf if necessary)
- Review the employee's **Pay Distributions** (represents the hours that will pass over to Lawson and be paid to the employee)
- It is best practice to have your Employees Sign Off on their timecards prior to approving

Approve from Employee Time Card Screen

The \oslash symbol next to the employee's id indicates the employee has been approved.

action List Actions 🛛 🗸	Trans	sactions (List)											
prove Selected		Transactions	Sour	rce Date	•^	Time	Hours	Code	Cost Cente	r	Job	Class	
elete Selected		TOT:	^	Mor	11/22/2021	07:30	8.00	REG	20-40-2210		532	0	>
Deny Selected		a contra	^	Tue	11/23/2021	07:30	8.00	REG	20-40-2210		532	.0	>
ng Review Selected			^	Wed	d 11/24/2021	07:30	8.00	REG	20-40-2210		532	0	>
equested Selected			^	Thu	11/25/2021	08:00	8.00	HOL	20-40-2210		532	.0	>
			^	Fri 1	11/26/2021	07:30	8.00	REG	20-40-2210		532	.0	>
ployee Favorites 🛛 🗸			^	Mor	11/29/2021	07:30	8.00	REG	20-40-2210		532	.0	>
Now Monthly View			^	Tue	11/30/2021	07:30	8.00	REG	20-40-2210		532	.0	>
			^	Wed	d 12/01/2021	07:30	8.00	REG	20-40-2210		532	.0	>
			^	Thu	12/02/2021	07:30	8.00	REG	20-40-2210		532	.0	>
ployee Actions 🛛 🗸			^	Fri 1	12/03/2021	07:30	8.00	REG	20-40-2210		532	.0	>
Pay Period Note													
rove Time Card	Y Excep					$ \rightarrow $		ions (Daily Hours)		al: 80.00			
prove Time Card			Description Holiday Benefit was auto	omotically generated	Type Calculation	Created 12/11/2021 16:43	✓ Cost Center	_	-				
		andle Selected	Unhandle Selecter		Concuration	12/11/2021 10.45	<u>1</u> 1/21 - 11/27	11/ <u>2</u> 8 - 12/04					
ployee Sections 🛛 🗸				-					22 23	24		26 27	Totals
al Phones	> Benefit	it Balances					REG ^Σ		Mo Tu 8.00 8.00	We 8.00		Fr Sa 8.00	32.00
or Distributions	> Notes						HOL ²			01.1	8.00		8.00
ne Card Report	> Superv	visors					HUL						
nsaction Audits	> Labor (Distributions					Total Worked		8.00 8.00	8.00	8.00	8.00	40.00
nail Addresses	> Auto L	Labor Distributions											
Bookmarks 🗸 🗸							^Σ = Accumulates tov	vard worked hours	3				
s													
Search							> Pay Distributio	ons (Actual Hours	s) AH: 80.00 To	tal: 80.00			

Approve from Employee LaborView

Go to **Actions** and select **Employee LaborView** or Go to **Bookmarks** and select **Employee LaborView**. Approve one time card at a time or multiple at once by selecting the appropriate checkbox.

Actions	× > 1	ilter Criteria	1			
Approve Time Card		- <i>6</i>	St	Sup atus Typ	Employee Last Name 🏏	Employee First Name
Unapprove Time Card	-			A.M.	Test	Approving Timekeeper
		4		\bigotimes	Test	NP
Sign Off Un-Sign O	T (=)	🍕 🛛 🜽		\bigotimes	Test	PA
borView:						
ll Employees	~					
y Group Instance:						
ll Current	~					
Bookmarks	~					
Delete	×					





Running Reports



Report Basics

The **Reports** section displays the reports available within the API Time and Attendance application.

Tips for Running Reports

- To run a report, click the open folder symbol next to the one you want.
- Enter criteria to meet your report needs, specifically selecting only the necessary departments.
- The **Change Parameters** button is located in the left pane **after** the results display and allows you to change the criteria you ran the report for.
- You can export the report results using the options in the left pane.

Home Quick Badge Employee Reports Actions Preferences Help

All					
	Audit	💙 Audit - A	Audit Reports		
Custom	Employee		Name	When Modified	When Created
	<u> </u>	= 6	Edits Made by Supervisor	05/28/2020 17:29	11/07/2005 12:29
Historical	Supervisor		Employee Audit Report	05/28/2020 17:29	01/01/2000 00:00
System			Employee Audit Report Archive	01/01/2000 00:00	01/01/2000 00:00
Time/Attendance			TCR Archive	01/01/2000 00:00	01/01/2000 00:00
		✓ Custom	- Custom Reports		
Bookmarks 🗸 🗸		~	Name	When Modified	When Created
Bookmarks			Custom Historical Request Summary by Organization Unit	08/23/2021 11:57	08/23/2021 11:57
Employee Search			Daily Productive Hours Labor Report	06/30/2017 14:57	01/23/2014 07:29
mployee LaborView			Employee Custom Request Summary by Organization Unit	06/21/2021 10:30	06/21/2021 00:00

Common Reports

- Supervisor Hours by Pay Code
 - ✓ Reports > Time and Attendance > Supervisor Hours by Pay Code
 - Displays employee hours for a specified pay code
- TCR Archive
 - ✓ Reports Audit > TCR Archive
 - Displays employee time card information for a specific pay range (allowing supervisors to view and export information from a previous pay period)
 - Can only be ran in 8 week increments at a time
- Supervisor Employee Note History
 - Displays a list of notes for a specified employee and timeframe
- Supervisor Charge Back Non-Home Employee Detail
 - ✓ Reports > Supervisor > Supervisor Charge Back Non-Home Employee Detail
 - Displays the hours charged to the department for non-home labor distribution employees who worked in that department during a specified date range
- Supervisor Critical Exceptions
 - Lists employees that have critical exceptions on their time card
 - ✓ Critical Exceptions MUST be cleared in order to process payroll
- Supervisor Exceptions Report
 - Lists employees that have warning exceptions on their time card
 - Exceptions should be reviewed and cleared prior to approving timecards
 - Supervisor Employee Listing
 - ✓ Displays list of employees based on specified parameters (ie. Status, Cost Center)







Forward Your Employees to Another Timekeeper

If you are going on PTO or will be out of the office for a while, you can forward your employees to another Timekeeper, to edit and approve their timecards. You can forward all of your employees to one supervisor or divide your employees among multiple supervisors. If you are forwarding timecards to an employee that reports to you, you will need to forward their timecard to someone else, as employees cannot approve their own timecards.

