



Clock Punch Verification

This document is an overview of TEAMS functionality for the Clock Punch Verification function, including building, editing and approving time cards. The **Clock Punch Verification** function is the first step toward ensuring that employees will be paid correctly for their time worked. The times displayed on this page represent the punches entered by the employees. The page is used to verify that the times entered are correct, that all times have been entered and there are no missing punches and that the hours worked for the day are correct. When this has been confirmed the employee will create the time cards that will be reviewed and approved by the approvers and then picked up by payroll for payment.

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Building Time Cards

The first step is to select the date range for the time cards to be built. It is recommended that users exclude the current date since not all of the punches have been received yet for the current date. The Status filter should be set as Unverified since these are the verification records that have not yet been built into time cards.

If you want to do any additional filtering of the records, you can use the additional filter options on the page to narrow down your search results. When the desired search results have been set, click the **Search** button.

The screenshot displays the 'Clock Punch Verification' interface. At the top, there are navigation tabs: 'Punch Verification', 'Daily Approval', 'Weekly Approval', and 'Employee Search'. Below this is a 'Search Criteria' section with various filters:

- Start Date:** 12-01-2014
- End Date:** 12-01-2014
- Employee Name:** [Empty]
- Status:** Unverified
- Organization:** ALL
- Pay Group:** [Empty]
- Type:** All
- On Behalf Of:** Myself
- Location:** ALL
- Display Exempt Punches:** Yes (selected), No, Both

 A 'Search' button is located at the bottom right of the criteria section. Below the search criteria is a 'Search Results' section with a table header:

Employee Name	Employee ID	Date	PCN/Job ID	Type	Punches	Hours Worked	Absent Hours	Scheduled	Day Type	Select	Status
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 The table currently shows 'record counts 0 of 0'. At the bottom of the interface, there are buttons for 'Add Function', 'Add Missing Work Day', 'Add Absence', 'Build Pre-certified Time Cards', and 'Build Selected Time Cards'.

Figure 1: Clock Punch Verification function

After the search results have returned, select the **Build Pre-certified Time Cards** button. This button uses a set of business rules that have been defined by the district that allows the system to create a time card from any punch verification record where the record is for a regular position and the hours accounted for for the day are within a defined number of minutes of the employee’s scheduled hours for the day.

Example:

- Employee is scheduled for 8 hours.
- Business rule is set as 15 minutes.
- If the employee's time for the day falls between 7:45 and 8:15, the system will build a time card for that day. If the time is less than 7:45 or greater than 8:15, the time card will not be built and the verification record will stay in the Unverified status.
- If the employee's schedule is 6 hours, 30 minutes, the hours for the day need to be between 6:15 and 6:45 for this process to build a time card.

When this process is complete, the page will refresh to display all remaining records that could not be built by the Build Pre-certified Time Cards button.

The next step is to review the remaining records and place a check mark in the box on the row for every record that you deem to be correct. This would include Functions and regular assignments where the time was greater or less than the business rule used in the Build Pre-certified Time Cards process but exceed that time due to approved overtime or working over one day to make up for a shortage on another day.

When all desired records have been checked off, select the Build Selected Time Cards button. This process will look at one more business rule defined by the district that will restrict the creation of a time card if the hours worked for a day exceed the schedule for the day by the number of minutes defined in the business rule. This is usually set between 60 and 120 minutes.

Example:

- Employee is scheduled for 8 hours.
- Business rule is set as 60 minutes.
- If the employee's time for the day falls between 0:01 and 9:00 the system will build a time card for that day. If the time is greater than 9:00, the time card will not be built and the verification record stay in the Unverified status.
- If the employee's schedule is 6 hours, 30 minutes, the hours for the day need to be between 0:01 and 7:30 for this process to build a time card.

When this process is complete, the page will refresh to display all remaining records that could not be built by the Build Selected Time Cards button. These remaining records will need to be edited and/or built from the verification record detail page.

All records that have been used to build a time card will be set with the status of Processed. If a record is in the Processed status, there is nothing else that needs to be done to this record from this page. A time card has been built and the information now appears on the Time Card Approval pages.

Editing/Approving From the Detail Screen

To access the Punches Detail screen, double-click on the row that you need to access.

Note: Do not highlight the row before double-clicking. If the row you need is highlighted click on it once to remove the highlighting and then you can double-click on the row.

Punches Details

Name: _____ PCN: _____ Org Name: Student Nutrition
 Person ID: _____ Role Name: SNS - Production Assistant 6.00 hours Position Location: * _____

Date: Thursday 11-06-2014 - Work Day Status: Unverified

Type	Punches	Unused Punches
In	6:26 AM	
Out	2:20 PM	

Add Punch Time: 11-06-2014 [i]
 Enter Punch

Punch Hours: 07:54
 Additional Hours: _____ **Attachments (0)** **Comments/Edit Reason** **Schedule**
 Lunch: 0 (minutes) **Save Changes** **Verify and Build Time Card** **Void Punch Record**
 Total Hours: 08:00 **Leave Balances**
 Schedule Hours: 6.0
 Variance: 02:00

Other Records On This Date
 Sort | Clear Sorted by: (default)

Job ID	Job Name	Date	Total Hours	Punches	Absence Reason	Verification Status
record count: 0 of 0						

Other Records On This Date Range
 Sort | Clear Sorted by: (default)

Job ID	Job Name	Date	Total Hours	Punches	Absence Reason	Verification Status
	SNS - Production Assistant 6.00 hours	11-03-2014				Processed
	SNS - Production Assistant 6.00 hours	11-05-2014	08:00	6:26 AM, 2:25 PM		Unverified
	SNS - Production Assistant 6.00 hours	11-04-2014				Processed
	SNS - Production Assistant 6.00 hours	11-07-2014	08:00	6:19 AM, 2:20 PM		Unverified
	SNS - Production Assistant 6.00 hours	11-10-2014	08:00	6:23 AM, 2:17 PM		Unverified
record count: 12 of 12						

Close

Figure 2: Clock Punch Verification function, Punches Details screen

Adding a Punch

- Type the desired time in the **Add Punch Time** field and select the **Enter Punch** button.
- Do not change the date field unless the punch being added is a punch for an employee who started work on the current date of the verification record but finished the shift after midnight. The screen uses both time and date to calculate the hours worked.
- The punch will be added to the Punches column in the correct chronological order.

Before

Date: Thursday 11-06-2014 - Work Day Status : Unverified

Type	Punches	
In	6:26 AM	ⓘ
Out	2:20 PM	ⓘ

Unused PUNCHES

Add Punch Time

1:00 PM 11-06-2014

Enter Punch

Figure 3: Clock Punch Verification function, Punches Details screen with Adding Punches displayed

After

Date: Thursday 11-06-2014 - Work Day Status : Unverified

Type	Punches	
In	6:26 AM	ⓘ
Out	1:00 PM	ⓘ
In	2:20 PM	ⓘ

Unused PUNCHES

Add Punch Time

11-06-2014

Enter Punch

Figure 4: Clock Punch Verification function, Punches Details screen with Punch Time Added displayed

Removing Punches

- Use the drag-and-drop method to move undesired times from the PUNCHES column to the Unused PUNCHES column.
- Make sure that when you release the punch that is being moved, the pointer is touching either the Unused PUNCHES header bar or one of the other punches that might be already in that column.

Lunch

- If lunch time needs to be deducted, simply type the number of minutes to be deducted in the Lunch field. This value should be added in minute increments.
- The amount of time entered will be deducted from the Total Hours for the day.

Before

Punch Hours:	08:01
Additional Hours:	<input type="text"/>
Lunch:	<input type="text"/> (minutes)
Total Hours:	08:00
Schedule Hours:	6.0
Variance:	02:00

Figure 5: Clock Punch Verification function, Punches Details screen with Lunch minutes displayed

After

Punch Hours:	08:01
Additional Hours:	<input type="text"/>
Lunch:	<input type="text" value="60"/> (minutes)
Total Hours:	07:00
Schedule Hours:	6.0
Variance:	02:00

Lunch minutes Added

Figure 6: Clock Punch Verification function, Punches Details screen with Lunch minutes displayed

Saving Changes and Building Time Cards

- Once all edits have been completed, select the **Save Changes** button to update the record.
- If the record is correct and is ready to be built into a time card, select the Verify and **Build Time Card** button. This will build the time card and set this verification record's status to Processed.

Note: If a verification record has a status of Processed (Time card created), you can still edit the verification record if needed. As soon as the changes are made and the Save Changes button is selected, the time card created from the old data will be deleted and the verification record's status will revert to Unverified. You will need to rebuild the time card by selecting the Verify and Build Time Card button.

Other Features on the Detail Screen

Additional Hours

- Allows for the entry of additional time without having to create punches. If you need to add an additional 45 minutes to a day, type 0:45 in the Additional Hours field.

Attachments

- Allows for the addition of supporting documentation directly to the verification record and time card when built.

Comments/Edit Reasons

- Provides a place to add comments to support reasons for time edits or conditions.

Schedule

- Provides a view of the employee's assignment schedule and, if allowed, the ability to edit that schedule.

Leave Balances

- Provides a view of the employee's available leave balances as of the last payroll run.

Void Punch Record

- If for some reason the verification record was entered in error or will not be used, the record can be set as Void, which removes it from being active.
- If a voided record needs to be recovered, voided records can be located by setting date range on the Punch Verification page and setting the **Status** filter to Void. Running a Search will display all voided records for the selected date range.
- To recover the record, double-click on the record to access the Punches Detail screen. Select the Save **Changes** button on the detail screen to remove the void and set the status back to Unverified.

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