Time Tracker Instructions

TIME TRACKER INSTRUCTION

1) **Sign in to Time Tracker**

Web link - https://servlet.uwo.ca:8081/timetracker/servlet/servlet1

This will bring you to the sign in screen as shown in exhibit 1 below. Here you will enter your email ID and email password and select submit to enter the system.

Exhibit 1

2) **Main Menu**

   a. Select the "Vacation" button to record vacation or sick time (Exhibit 2).

   b. Select the "Logoff" button to exit the system (Exhibit 2)
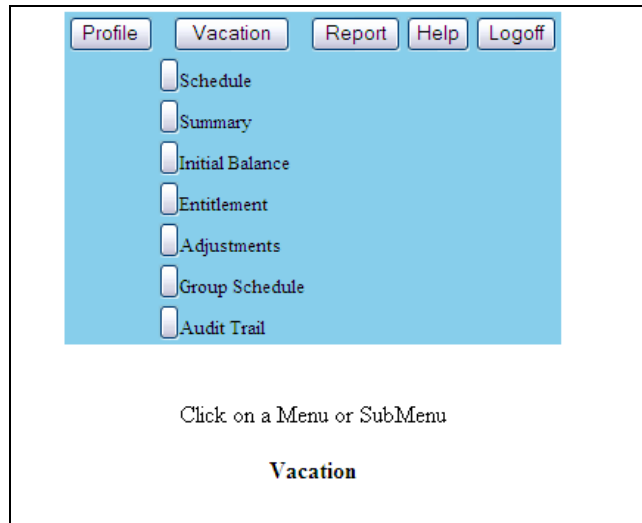
Exhibit 2
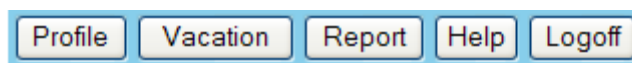
3) Vacation Button Menu

There are several other options available under the Vacation Button:
- Schedule – To schedule vacation(Exhibit 3); Detail in 3a(Exhibit 4)
- Summary – To view your summary(Exhibit 3); Detail in 3b(Exhibit 5)
- Adjustments – For Administrators only (Exhibit 3); Detail in 3c(Exhibit 6)

Exhibit 3

Vacation Button Menu

a. Schedule (Exhibit 4)

The Schedule screen is where staff or administrators enter time taken in three categories. Depending on security level, this screen can be available for staff to self report absences or to view only.

Vacation (blue)	Vacation entitlement
Illness (yellow)	Sick Days
Away Other (green)	Time away from the office that is not Vacation or Illness (for example: conferences, off-site meetings, compassionate leave, flex, etc)

This screen also displays **Holidays (red).**

To record an absence:
1. Select Date Range to view in the Display Time Selection area
2. Select the Type of Time (Vacation, Illness, Away Other)
3. Select the Unit of Time (AM, PM, Day)
4. Click on the day when the time is to be taken

To select a range of absence dates

1. Select Date Range to view in the Display Time Selection area
2. Select the Type of Time (Vacation, Illness, Away Other)
3. Select the Unit of Time (AM, PM, Day)
4. Click the Start Date button in the Date Range section and click on the first day of the absence
5. Click the End Date button in the Date Range section and click on the last day of the absence
6. All of the days between start and end date will be selected.

To remove an absence
Click on a previously selected day to toggle the absence off.

After changes are complete, click the **Save** button at the top of the screen to save changes.

Exhibit 4

Schedule Screen

b. Summary (Exhibit 5)

Clicking this button will display a summary of vacation transactions for the selected employee. This screen is available to the employee to view under all security levels.

Exhibit 5

Vacation Summary

Year	Month	Starting Balance	Earned	Taken	Adjustments	Balance In Hours	Balance In Days
2008	January	10.0	1.25	.0	.0	78.8	11.2
2008	February	11.2	1.25	.0	.0	87.5	12.5
2008	March	12.5	1.25	.0	.0	96.2	13.8
2008	April	13.8	1.25	.0	.0	105.0	15.0
2008	May	15.0	1.25	.0	.0	113.8	16.2
2008	June	16.2	1.25	.0	.0	122.5	17.5
2008	July	17.5	1.25	.0	.0	131.2	18.8
2008	August	18.8	1.25	.0	.0	77.0	11.0
2008	September	11.0	1.25	.0	.0	85.8	12.2
2008	October	12.2	1.25	.0	.0	94.5	13.5
2008	November	13.5	1.25	.0	.0	103.2	14.8
2008	December	14.8	1.25	.0	.0	112.0	16.0
2009	January	16.0	1.25	.0	2.0	134.8	19.2
2009	February	19.2	1.25	.0	.0	143.5	20.5
2009	March	20.5	1.25	.0	.0	152.2	21.8
2009	April	21.8	1.25	.0	.0	161.0	23.0
2009	May	23.0	1.25	.0	.0	169.8	24.2
2009	June	24.2	1.25	.0	.0	178.5	25.5
2009	July	25.5	1.25	.0	.0	187.2	26.8
2009	August	26.8	1.25	14.0	.0	98.0	14.0
2009	September	14.0	1.25	.0	.0	106.8	15.2
2009	October	15.2	1.25	1.0	.0	108.5	15.5
2009	November	15.5	1.25	.0	.0	117.2	16.8
2009	December	16.8	1.25	.0	.0	126.0	18.0
2010	January	18.0	1.67	.0	2.0	151.7	21.7
2010	February	21.7	1.67	.0	.0	163.3	23.3
2010	March	23.3	1.67	.0	.0	175.0	25.0
2010	April	25.0	1.67	.0	.0	186.7	26.7
2010	May	26.7	1.67	.0	.0	198.3	28.3
2010	June	28.3	1.67	.0	.0	210.0	30.0
2010	July	30.0	1.67	.0	.0	221.7	31.7
2010	August	31.7	1.67	.0	.0	233.4	33.3
2010	September	33.3	1.67	.0	.0	245.0	35.0
2010	October	35.0	1.67	.0	.0	256.7	36.7
2010	November	36.7	1.67	.0	.0	268.4	38.3
2010	December	38.3	1.67	.0	.0	280.0	40.0

Labels: Profile | Vacation | Report | Help | Logoff

Callouts: Initial Balance, Entitlement, Vacation Taken, Entitlement Change, Vacation Balance, Adjustments

Summary Screen

c. **Adjustments (Exhibit 6)**

This area is used to record special changes to the vacation entitlement. It is most commonly used to add PMA Personal Days and the UWOSA Floater Day. A special routine is available within the Reports section of TimeTracker to allow mass creation of Adjustment Records for these types of additional time. Adjustments can be positive or negative. This screen is only available to administrators
Exhibit 6

Adjustments Screen