

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

TimeTracker Login

Please identify yourself with a UWO userid and password.

*If you do not have that information contact the ITS Accounting office.

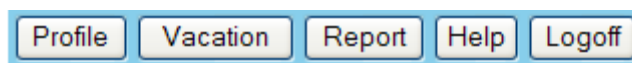
Userid: Password:

Userid and password are required fields.

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



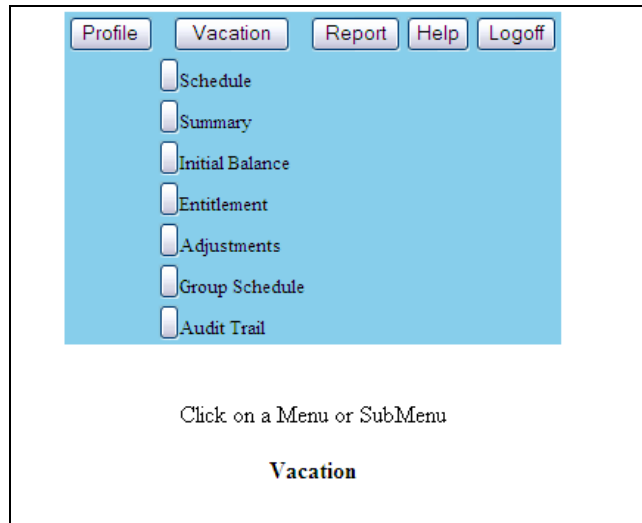
Click on a Menu or SubMenu

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

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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

The screenshot displays the Time Tracker interface. At the top, there are navigation buttons: Profile, Vacation, Report, Help, and Logoff. Below these are 'Save' and 'Cancel' buttons. The main control area includes a 'Date Range' section with 'StartDate' and 'EndDate' buttons, a 'Unit of Time' section with 'Day', 'AM', and 'PM' radio buttons, a 'Type of Time' section with 'Away Other' and 'Goto' buttons, and a 'Display Time Selection' section with a 'Goto' dropdown menu set to '2009' and a month dropdown set to 'November'. Below the controls is a legend for absence types: Vacation (blue), Illness (yellow), Away Other (green), Holiday (magenta), and Weekend (light blue). The main area is a calendar grid for October, November 2009, and December. The calendar shows various days highlighted in different colors corresponding to the legend. For example, in November 2009, the 9th is blue (Vacation), the 12th and 13th are green (Away Other), the 23rd is yellow (Illness), and the 25th is magenta (Holiday). The 12th and 13th are also circled in red in the original image.

Schedule Screen

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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

The screenshot shows a 'Vacation Summary' screen with a navigation bar at the top containing buttons for 'Profile', 'Vacation', 'Report', 'Help', and 'Logoff'. The main content is a table with the following columns: Year, Month, Starting Balance, Earned, Taken, Adjustments, Balance In Hours, and Balance In Days. The table displays data from 2008 to 2010. Red circles and arrows highlight specific cells: 'Initial Balance' points to the Starting Balance of 10.0 in 2008 January; 'Entitlement' points to the Earned column; 'Vacation Taken' points to the Taken column; 'Entitlement Change' points to the Earned column in 2010 January; 'Vacation Balance' points to the Balance In Days column; and 'Adjustments' points to the Adjustments column in 2010 January.

| 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 | 147.7 | 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 |

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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

Profile Vacation Report Help Logoff

Set Start Date to add a new entry. Enter hours and Save.
Set the start date and hours to revise current entry. Save.
Set the start date and make hours ZERO to delete a current entry. Save.
Positive hours increases overall balance. Negative hours decreases.

Vacation Adjustments

| Start Date | Hours | Comment |
|-----------------------------|-------|------------------------|
| 2009 ▾ November ▾ 23 ▾ | 0.0 | |
| Current Adjustments Records | | |
| 2009/01/01 00:00:00 | 14.0 | PMA Personal Days 2009 |
| 2010/01/23 00:00:00 | 14.0 | PMA Personal Days 2010 |

Adjustments Screen