



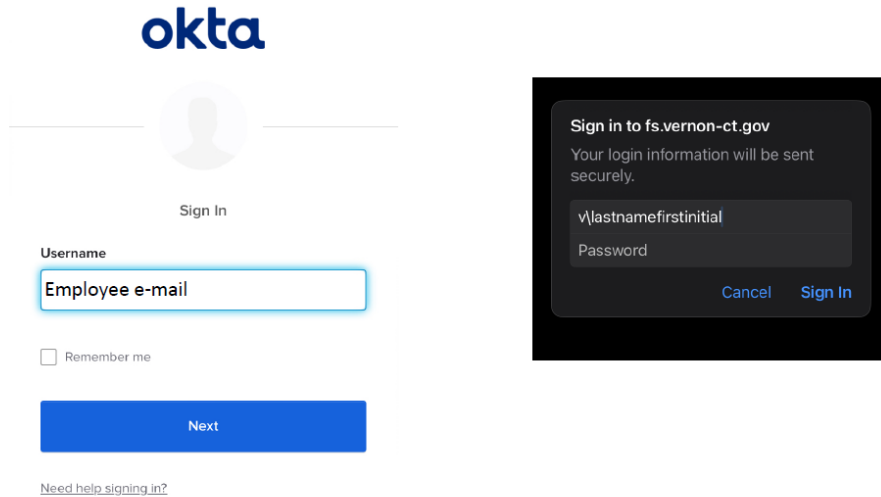
Timesheet Entry User Guide

ExecuTime - Time & Attendance System

Username & Password

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Username & Password - continued



The image shows the Okta login interface. At the top center is the Okta logo. Below it is a placeholder for a user profile picture. Underneath the picture is a "Sign In" button. Below the button is a "Username" label and a text input field containing "Employee e-mail". Below the input field is a "Remember me" checkbox. At the bottom of the form is a blue "Next" button. Below the "Next" button is a link that says "Need help signing in?". To the right of the main form is a dark grey security overlay box. The overlay has the title "Sign in to fs.vernon-ct.gov" and the text "Your login information will be sent securely." Below this text are two input fields: the first contains "v\lastnamefirstinitial" and the second is labeled "Password". At the bottom right of the overlay are "Cancel" and "Sign In" buttons.

Reference – Table for Military Time

Regular Time	Military Time	Regular Time	Military Time
1:00 AM	1:00	1:00 PM	13:00
2:00 AM	2:00	2:00 PM	14:00
3:00 AM	3:00	3:00 PM	15:00
4:00 AM	4:00	4:00 PM	16:00
5:00 AM	5:00	5:00 PM	17:00
6:00 AM	6:00	6:00 PM	18:00
7:00 AM	7:00	7:00 PM	19:00
8:00 AM	8:00	8:00 PM	20:00
9:00 AM	9:00	9:00 PM	21:00
10:00 AM	10:00	10:00 PM	22:00
11:00 AM	11:00	11:00 PM	23:00
12:00 PM	12:00	12:00 AM	24:00

Employee Actions

On the left side of the home page, you'll find a list of actions for managing your time & attendance. Each action is summarized below.



Time Card Inquiry

Timesheet Entry

Time Summary

Benefits Summary

Benefits Calendar

Time-Off Request

Time Approval

What does each action do?

Time Card Inquiry - Where you can look at an overview of all the time keeping transactions in the current and previous pay period, as well as the overall history.

Timesheet Entry – The screen where you record your time card entries throughout the day.

Time Summary - A detailed breakdown of the total hours collected in the current and previous pay period, as well as the overall history.

Benefits Summary - N/A


Benefits Calendar - N/A

Time-Off Request - N/A

Time Approval - Where you review and approve your timesheet for the current period. You can also view time records and approvals for previous pay periods.

Action Instructions

1. Entering Time

- Login to ExecuTime.
- Select “Timesheet Entry” on the Employee Actions menu
- Make sure you are on the correct Pay Period
- Enter the date/s you worked under “Date.” If you need more rows click the Plus button located on the blue bar. 
- Enter the Start Time and End Time (Military time)
- Click Save

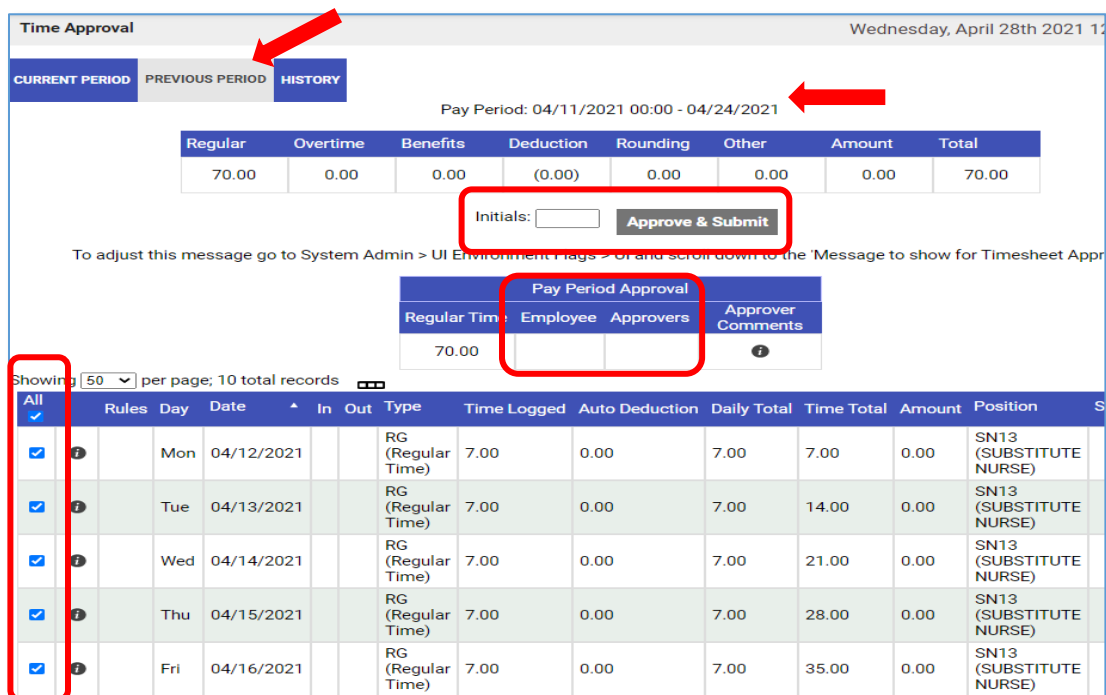
2. Employee Time Approval

You must review and approve your time card at the end of every pay period. By doing this, you are confirming that the hours entered are accurate and complete. Once you have approved and submitted, the Supervisor will be notified (via email) that they need to approve the time card before it is sent to Payroll.

How to approve your time:

- From the Employee Actions menu, select “Time Approval”.
- Select the pay period (i.e., ‘Current Period’ or ‘Previous Period’).
- On the hours display, far left column, check the box for the time entries you are approving.
- In the Approve & Submit field, enter your initials.
- Click the ‘Approve & Submit’ button

Sample Time Approval Screen



Time Approval Wednesday, April 28th 2021 12


CURRENT PERIOD PREVIOUS PERIOD HISTORY

Pay Period: 04/11/2021 00:00 - 04/24/2021

Regular	Overtime	Benefits	Deduction	Rounding	Other	Amount	Total
70.00	0.00	0.00	(0.00)	0.00	0.00	0.00	70.00

Initials: **Approve & Submit**

To adjust this message go to System Admin > UI Environment Page 20 and scroll down to the 'Message to show for Timesheet Appr

Pay Period Approval			
Regular Time	Employee	Approvers	Approver Comments
70.00			

Showing 50 per page; 10 total records

All	Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Amount	Position
<input checked="" type="checkbox"/>		Mon	04/12/2021			RG (Regular Time)	7.00	0.00	7.00	7.00	0.00	SN13 (SUBSTITUTE NURSE)
<input checked="" type="checkbox"/>		Tue	04/13/2021			RG (Regular Time)	7.00	0.00	7.00	14.00	0.00	SN13 (SUBSTITUTE NURSE)
<input checked="" type="checkbox"/>		Wed	04/14/2021			RG (Regular Time)	7.00	0.00	7.00	21.00	0.00	SN13 (SUBSTITUTE NURSE)
<input checked="" type="checkbox"/>		Thu	04/15/2021			RG (Regular Time)	7.00	0.00	7.00	28.00	0.00	SN13 (SUBSTITUTE NURSE)
<input checked="" type="checkbox"/>		Fri	04/16/2021			RG (Regular Time)	7.00	0.00	7.00	35.00	0.00	SN13 (SUBSTITUTE NURSE)

IMPORTANT: Be certain that you've selected the correct time period (Current Period or Previous Period) before you Approve & Submit. Select the time period by clicking the tab near the top of the page and checking the dates displayed.

After you approve your time card, your initials will show in the employee column of the Pay Period Approval box at the center of the screen. After your supervisor has approved the time card, his/her initials will appear under the Approvers column. If any of the time entries are incorrect, notify your supervisor.