

Adding a Punch for a Single Employee

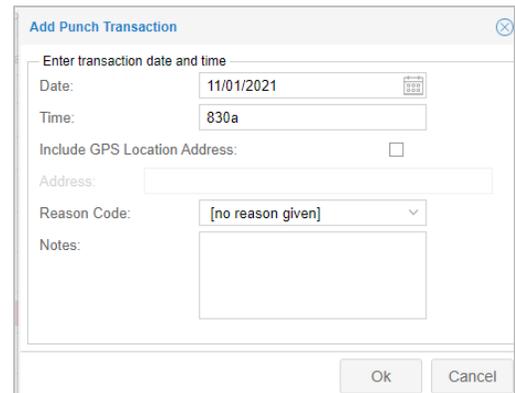
Attendance on Demand Job Aid

Adding a Punch in the Time Card

The Time Card allows you to add a transaction to an employee's Punches section. You do this, for example, when an employee forgets to punch out.

Adding a New Punch

- Click on the  icon
- Select **Transactions**
- Select **Add New Punch**
 - For shifts that cross midnight, the applied date should reflect the calendar day of the punch to be added
- Specify the punch date
- Specify the punch time
 - Use 24-hour clock (i.e. 1530)
 - Use 12-hour clock (i.e. 330p)
- Specify a reason code in the **Reason** field (optional)
- Specify a note in the **Notes** field (optional)
- Click **OK**



Shortcuts...

- ☞ Click on the cell to the left of the **Missing Punch**  icon and enter the punch time; this only works with punches in the same calendar day.
- ☞ Click on the  icon and select Add New Punch.

Deleting a Punch for a Single Employee

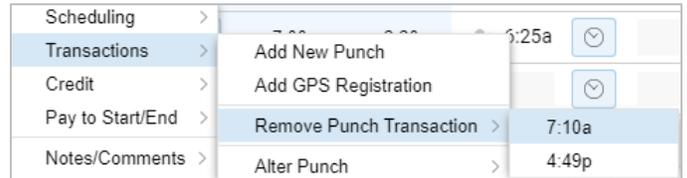
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Deleting a Punch in the Time Card

When a supervisor is adjusting an employee's Time Card, they may add a punch transaction time that is incorrect. A supervisor deletes the incorrect punch using the Delete a Punch button.

Deleting a New Punch

- Click on the  icon
- Select **Transactions**
- Select **Remove Punch Transaction**
- Select the transaction to be removed



Shortcuts...

- 👉 Click on the  icon and select **Remove Punch Transaction**.

Crediting/Debiting Hours

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Crediting/Debiting Hours in the Time Card

You can credit or debit hours on an individual employee's time card on the Time Card. You credit hours to a specific day when employees should be paid for time that they did not work. For example, you use credits for sick or vacation time.

You debit hours by using a negative number in the edit. Debiting is used to deduct hours for extra time on the time card (for example, when an employee punches out an hour after stopping work). Debiting can also correct a mistake in crediting hours or dollars.

Crediting/Debiting Hours

→ Click on the  icon

→ Select **Credit**

→ Select **Credit Hours**

→ Specify the edit date

→ Select a pay designation

→ Enter the hour amount

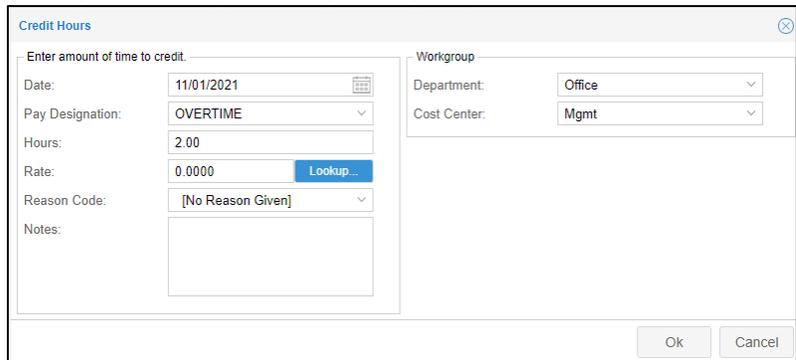
- Use HH:mm format (i.e. 4:30)
- Use HH.hh format (i.e. 4.50)
- If deducting hours, precede the hour amount with a minus symbol

→ Specify the appropriate workgroups if different from the listed home workgroup assignments

→ Click the **Lookup**  icon in the **Rate** field

→ Specify a reason code in the **Reason** field

→ Click **OK**



Enter amount of time to credit.		Workgroup	
Date:	11/01/2021	Department:	Office
Pay Designation:	OVERTIME	Cost Center:	Mgmt
Hours:	2.00		
Rate:	0.0000		
Reason Code:	[No Reason Given]		
Notes:			

Crediting/Debiting Dollars

Attendance on Demand Job Aid

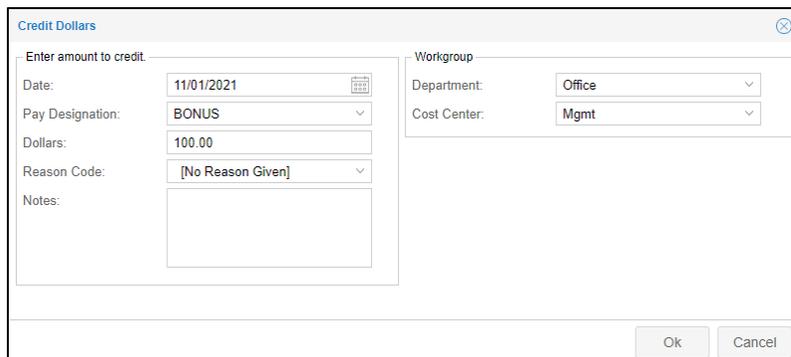
Crediting/Debiting Dollars in the Time Card

You can credit or debit dollars on an individual employee's time card on the Time Card. You credit dollars to a specific day when employees should be paid for additional monies. For example, you use credits for a bonus.

You debit dollars by using a negative number in the edit. Debiting is used to deduct dollars for extra monies on the time card. Debiting can also correct a mistake in crediting dollars.

Crediting/Debiting Dollars

- Click on the  icon
- Select **Credit**
- Select **Credit Dollars**
- Specify the edit date
- Select a dollar pay designation
- Enter the dollar amount
 - Use NN.nn format (i.e. 120.00)
- Specify the appropriate workgroups if different from the listed home workgroup assignments
- Specify a reason code in the **Reason** field
- Click **OK**



Enter amount to credit.		Workgroup	
Date:	11/01/2021	Department:	Office
Pay Designation:	BONUS	Cost Center:	Mgmt
Dollars:	100.00		
Reason Code:	[No Reason Given]		
Notes:			

Changing Pay Designations for a Shift

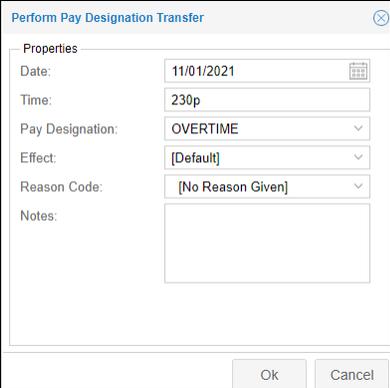
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Transferring to a New Pay Designation in the Time Card

You can change/transfer the pay designation Attendance on Demand uses for a full or partial shift; associating with a specific time of day or a portion of hours. The pay designation returns to the original pay designation when the employee punches in for the next shift.

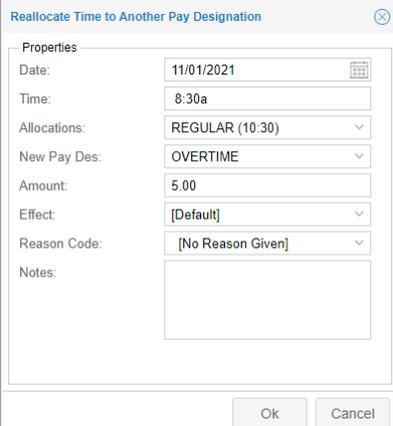
Pay Designation Transfer using a Fixed Time

- Click on the  icon
- Select **Daily**
- Select **Pay Des Transfer**
- Specify the time of the transfer
- Select the new pay designation in the **Pay Designation** field
- Specify a reason code in the **Reason** field
- Click **OK**



Pay Designation Transfer using a Block Amount

- Click on the  icon
- Select **Daily**
- Select **Reallocate Pay Designation Hours**
- Select the daily pay designation hours to transfer from in the **Allocations** field
- Select the new pay designation in the **New Pay Des** field
- Specify the number of hours to transfer in the **Amount** field
 - Use HH:mm format (i.e. 4:30)
 - Use HH.hh format (i.e. 4.50)
- Specify a reason code in the **Reason** field
- Click **OK**



Transferring Hours to a Different Workgroup

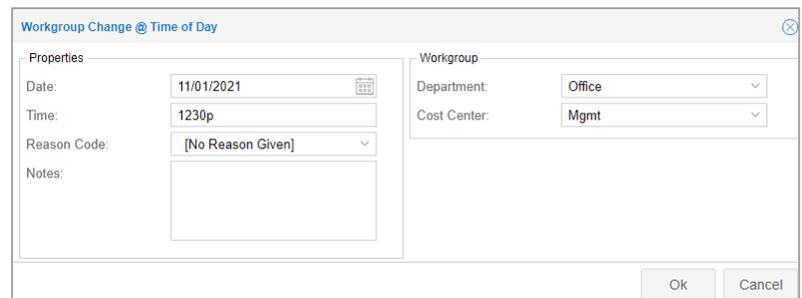
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Transferring Hours to a Different Workgroup for a Single Day

Use this function (sometimes known as “distributing labor”) when you are reviewing an employee’s hours for a day and you determine that some of the hours should be assigned a different workgroup (i.e. Department).

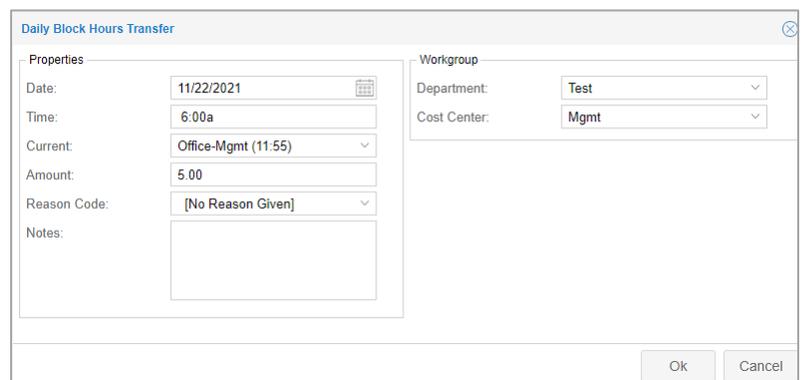
Transferring to a New Workgroup using a Fixed Time

- Click on the  icon
- Select **Workgroup**
- Select **Transfer at Time of Day**
- Specify the time of the transfer in the **Time** field
- Select the new workgroup from the listed home workgroup assignments
- Specify a reason code in the **Reason** field
- Click **OK**



Transferring to a New Workgroup using a Block Amount

- Click on the  icon
- Select **Workgroup**
- Select **Reallocate Hours**
- Select the daily pay designation hours to transfer in the **Current** field
- Specify the number of hours to transfer in the **Amount** field
 - Use HH:mm format (i.e. 4:30)
 - Use HH.hh format (i.e. 4.50)
- Select the new workgroup from the listed home workgroup assignments
- Specify a reason code in the **Reason** field
- Click **OK**



Paying Employees to Actual or Scheduled Shift Time

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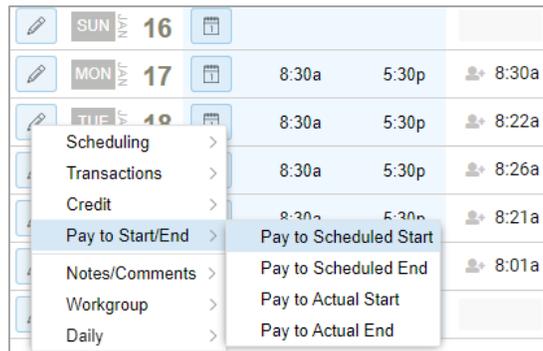
Paying Employees to Actual or Scheduled Shift Time Using Special Edits

Special edits are changes made to a time card specifying that an employee is paid to the scheduled start/end or actual start/end of a shift.

Pay to Actual Start and *Pay to Actual End* are used to override rounding areas, or authorize Overtime. You cannot apply a special edit to an unscheduled shift.

Authorizing Extra Hours with Special Edits

- Click on the  icon
- Select **Pay to Start/End**
- Specify the edit type
 - Pay to Scheduled Start
 - Pay to Scheduled End
 - Pay to Actual Start
 - Pay to Actual End
- Click **OK**



Crediting Deducted Lunch Time

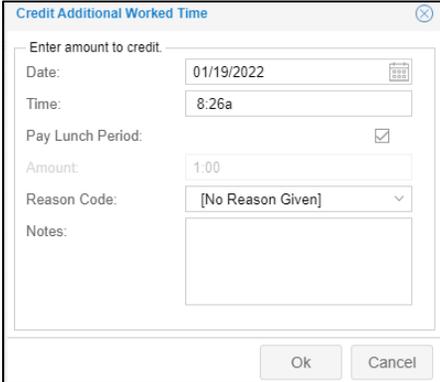
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Crediting Deducted Lunch Time in the Time Card

The Credit Worked Time function calculates the amount of automatically deducted time and lets you credit the employee for that amount. Worked hours that are credited this way are always assigned to the Regular pay designation.

Crediting a Deducted Lunch Time

- Click on the  icon
- Select **Credit**
- Select **Credit Worked Time**
- Specify the actual start of shift in the **Time** field
- Specify how to compensate the time
 - Pay Lunch Period – Check box to credit full lunch amount automatically deducted; the Amount field is ignored
 - Amount field – Credits the lunch amount specified
- Specify a reason code in the **Reason** field
- Click **OK**



Credit Additional Worked Time

Enter amount to credit.

Date: 01/19/2022

Time: 8:26a

Pay Lunch Period:

Amount: 1.00

Reason Code: [No Reason Given]

Notes:

Ok Cancel

Managing Schedules in the Time Card

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Managing Schedules in the Time Card

A schedule in Attendance on Demand is not just the range of time the employee is expected to be at work. Schedules can also indicate a planned absence, such as Sick time.

Adding a Schedule

- Click on the  icon
- Select **Scheduling**
- Select **Add Schedule for Day**
- Define the schedule properties as described in the following table:

Field	Description
<i>Date</i>	Specifies the schedule date.
<i>Schedule Type</i>	Normal Work Schedule – defined using the Start Time and End Time fields. Flex Schedule – defined using the Amount field. Absence Planned – DO NOT USE Absence Pay Designation – defined using the Pay Designation field.
<i>Start Time</i>	Specifies schedule start time in a Standard schedule type.
<i>End Time</i>	Specifies schedule end time in a Standard schedule type.
<i>Amount</i>	Specifies the number of hours worked in a Standard schedule type or the number of hours credited in an Absence Pay Designation schedule type.
<i>Location</i> <i>Department</i> <i>Cost Center</i>	Specifies the workgroups associated with the schedule. Use the pull down menu to specify the workgroup if it is other than the home workgroup.
<i>Rate</i>	Specifies the rate associated with the schedule. The default will be the employee's base rate of pay.

Managing Schedules in the Time Card

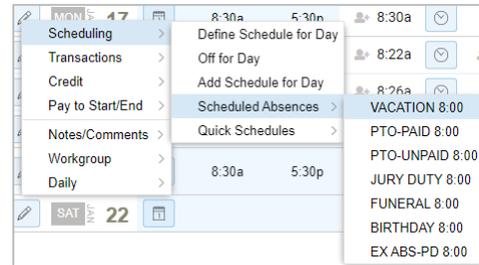
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Schedule Shortcuts in the Time Card

There are several shortcuts available in the Time Card to manage schedules.

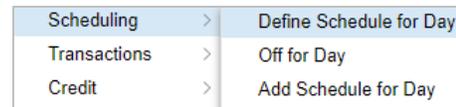
Scheduling a Planned Absence

- Click on the  icon
- Select **Scheduling**
- Select **Scheduled Absences**
 - Replaces original schedule (if present)



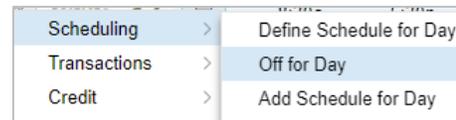
Editing an Existing Schedule

- Click on the  icon
- Select **Scheduling**
- Select **Define Schedule for Day**
 - See *Adding a Schedule* for options



Deleting an Existing Schedule

- Click on the  icon
- Select **Scheduling**
- Select **Off for Day**



Acknowledging Exceptions

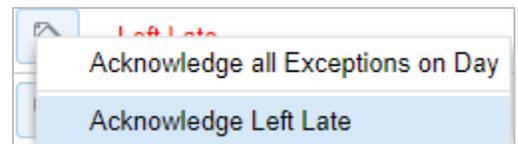
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Acknowledging Exceptions in the Time Card

If employees are Absent when they are scheduled to work or Tardy when they punch IN late, the Time Card indicates the exceptions in the Description column. When supervisors acknowledge these conditions, it is easier to see which diversions from the schedule have been reviewed and which have not.

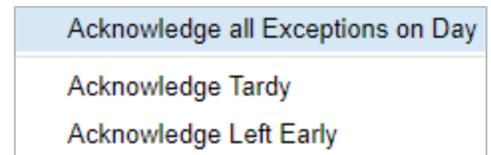
Acknowledging a Single Exception

- Click on the  icon in the Description column
- Select **Acknowledge (exception name)**
 - The  icon will disappear when all exceptions have been acknowledged
 - (Ack.) appears next to each acknowledged exception
 - Acknowledged exception will display in black, instead of red



Acknowledging All Exceptions for a Single Day

- Click on the  icon in the Description column
- Select **Acknowledge all Exceptions on Day**
 - The  icon will disappear as all exceptions have been acknowledged
 - (Ack.) appears next to each acknowledged exception
 - Acknowledged exceptions will display in black, instead of red



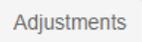
Managing Supervisor Edits

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Managing Supervisor Edits in the Time Card

Supervisor edits are adjustments made to an employee's Time Card and are displayed by clicking on the Adjustments button at the top of the time card.

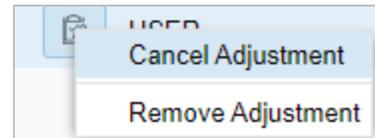
Reviewing Supervisor Edits for the Pay Period

- ➔ Click on the  button at the top of the time card
- ➔ The supervisor edits for the pay period will be listed
 - Timestamp: Date/time the edit was completed
 - Account: User who completed the edit
 - Effective: Date the edit was applied to
 - Description: Details of edit completed

Timestamp	Account	Effective	Description
01/24/2022 06:06pm	USER	01/20/2022	Remove trans Thu Jan-20 22 5:20p
01/24/2022 06:17pm	 USER	01/20/2022	Thu Jan-20 22 Add Auto Ded
01/24/2022 06:06pm	USER	01/21/2022	Add trans Fri Jan-21 22 8:01a
01/24/2022 06:45pm	USER	01/21/2022	Remove trans Fri Jan-21 22 8:01a

Canceling a Supervisor Edit

- ➔ Click on the  icon next to the edit
- ➔ Click the option for **Cancel Adjustment**



Managing Time Card Notes

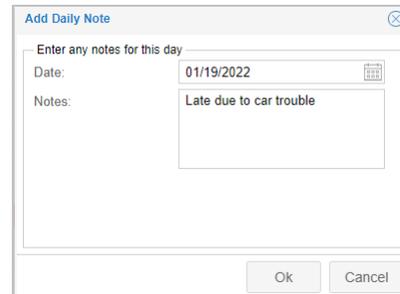
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Managing Notes in the Time Card

Notes are available to add to an employee's Time Card to indicate comments, such as why an employee was Tardy.

Adding a Note

- Click on the  icon
- Select **Notes/Comments**
- Select **Add a Note**
- Specify the comment
- Click **OK**



Removing a Note

- Click on the  icon next to the note
- Select the note
- Check box to **Remove this Note**
- Click **OK**

