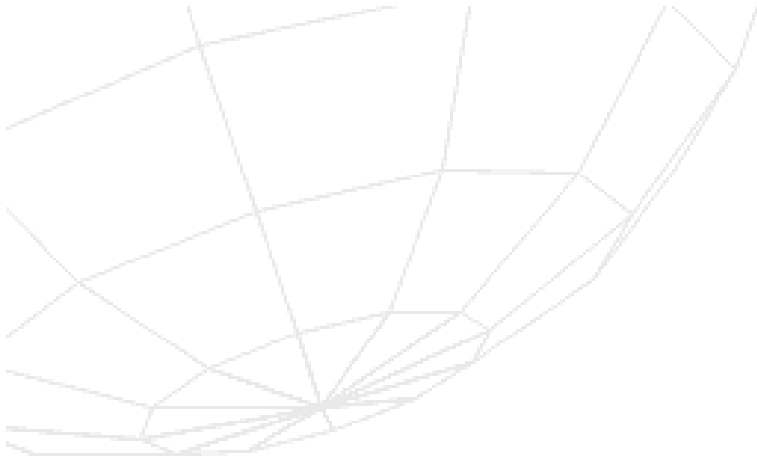




# **Web Based Time & Labor Management**

## **User Guide for Employees**



# Web Based Time & Labor Management - User Guide for Employees

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# Introduction

This chapter provides introductory information about Web Based Time & Labor Management and this guide. It contains the following sections:

- About Web Based Time & Labor Management
- About this Guide

## About Web Based Time & Labor Management

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Web Based Time & Labor Management is a web-based time and labor solution used for a variety of labor tracking needs such as attendance management, employee scheduling, project tracking, benefit entitlements, payroll preparation and more. With Web Based Time & Labor Management you can access current and historical timesheets, as well as submit timesheets and time off requests by simply logging into your account via the Internet. Your managers will receive your timesheets and time off requests immediately – saving time and reducing needless paperwork. Self-empowerment tools give you fast access to historical data and benefit entitlement information so you can track of your own progress and plan ahead without interrupting managers for this information.

## About this Guide

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This guide describes tasks that are typically only performed by employee-level users of Web Based Time & Labor Management. This guide contains the following chapters:

- **Introduction**-provides a brief overview on Web Based Time & Labor Management and describes this guide.
- **Getting Started**-helps you get started with Web Based Time & Labor Management with log-in information and user interface fundamentals.
- **Employee Tasks**-describes each employee function within Web Based Time & Labor Management.
- **FAQs**-Provides answers to questions frequently asked by employees using Web Based Time & Labor Management.

Separate guides have been created for manager and system administrator users. The *Web Based Time & Labor Management User Guide for Managers* provides instructions on typical tasks performed by managers, while the *Web Based Time & Labor Management System Administration Guide* describes typical tasks performed by system administrators.

# Getting Started

This chapter provides information to help you get started with Web Based Time & Labor Management. It contains the following sections:

- Logging In
- Changing Your Password
- Common Icons and Screen Functions ·

## Logging In

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To log into Web Based Time & Labor Management, simply point your web browser to [https://secure.entertimeonline.com/ta/\[CompanyShortName\].login](https://secure.entertimeonline.com/ta/[CompanyShortName].login). Replace the word **CompanyShortName** in the URL with your company's short name. For instance, if your company's name is **XYZ Business** and it's short name is **XYZ**; you would substitute **CompanyShortName** with **XYZ**. The URL would then read as follows: <https://secure.entertimeonline.com/ta/XYZ.login>. Then enter your username and password and click **Login**.

**NOTE:** If SS# is used as the username, all but the last 4 digits are 'masked'.

When logging in as an employee, you will have less menu options than managers and system administrators. An employee's menu bar typically contains the following options:

- **My Settings**-Use this menu to change your password.
- **My Timesheet**-Use this menu to work on your own timesheets and Time Off requests.
- **Reports**-Use this menu to run reports.

## Changing Your Password














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To change your password, select **My Account > My Settings > Change Password**. Use the fields on the **Change Password** page to enter your old and new password, and then click **Save**.

## Common Icons and Screen Functions

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This section describes common icons and screen functions that can be found throughout the Web Based Time & Labor Management interface.

Icon	Function
	Provides calendar pop-up for you to select a date
	Delete current selection
	Punch in and punch out
	Select, add, or approve
	Select or add
	Lookup options for current selection
	Enter note
	View/Edit
	View more detail
	Add/change functions of a report
	Employee report filter
	Run "show me" movie
	Get help on current area

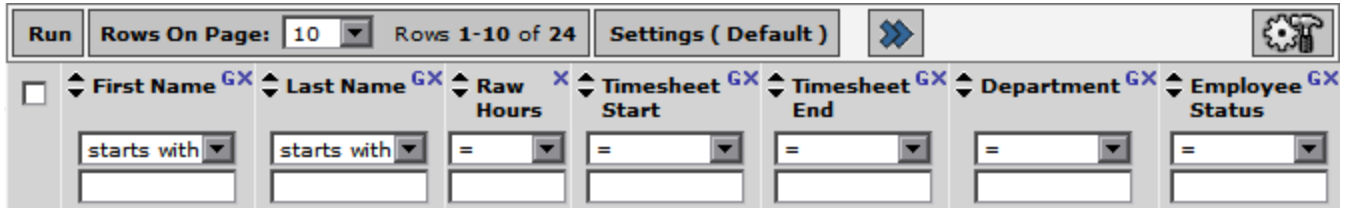
## Navigation Bars

Each page in Web Based Time & Labor Management contains a navigation bar at the bottom of the screen that provides buttons for performing actions specific to that area of the software (see example below). Always use the navigation bar buttons along with Web Based Time & Labor Management menu options to navigate throughout the application, rather than the “Back” button offered in your web browser.



## Filters

Many pages in Web Based Time & Labor Management offer filters for sorting data that appears on the page (see example below). These filters can be very helpful if you are looking for a specific record within a long list of data.



For example, you might be trying to find a specific timesheet amongst a long list of timesheets. In this example, you can find that timesheet quickly by entering the timesheet start date in the **Timesheet Start** filter field, selecting the **=** symbol, and clicking the **Run** button. The page will refresh and display only the timesheet you want to work with.

You will notice most column headings in the filter area contain **G** and **X** symbols. The **G** symbol lets you group the data on the page by that data type. The **X** symbol lets you remove that data column altogether from the results on the page.

In the drop down menu, you will also see a variety of other symbols that allow you to search more specifically for an item. The following table defines and provides an example for each symbol.

Symbol	Definition	Example
=	Entry is exactly this	The entry equals 03/30/06
! =	Entry is not this	The entry does not equal 03/30/06
starts with	Entry starts with	Entry starts with abc
not starts with	Entry does not start with	Entry does not start with abc
like	Entry is like	Entry contains abc
not like	Entry is not like	Entry does not contain abc
<	Entries are less than	The entry is before 03/30/06
>	Entries are greater than	The entry is after 03/30/06
<=	Entries are not less than	The entry is before or on 03/30/06
>=	Entries are not greater than	The entry is on or after 03/30/06
is null	Entries that are blank	The entry is blank
is not null	Entries that are not blank	The entry has been filled in
in	Entries that include	The entry includes 03/30/06
not in	Entries that do not include	The entry does not include 03/30/06

# Employee Tasks

This chapter provides comprehensive training on Web Based Time & Labor Management functions specific to the employee role. It contains the following sections:

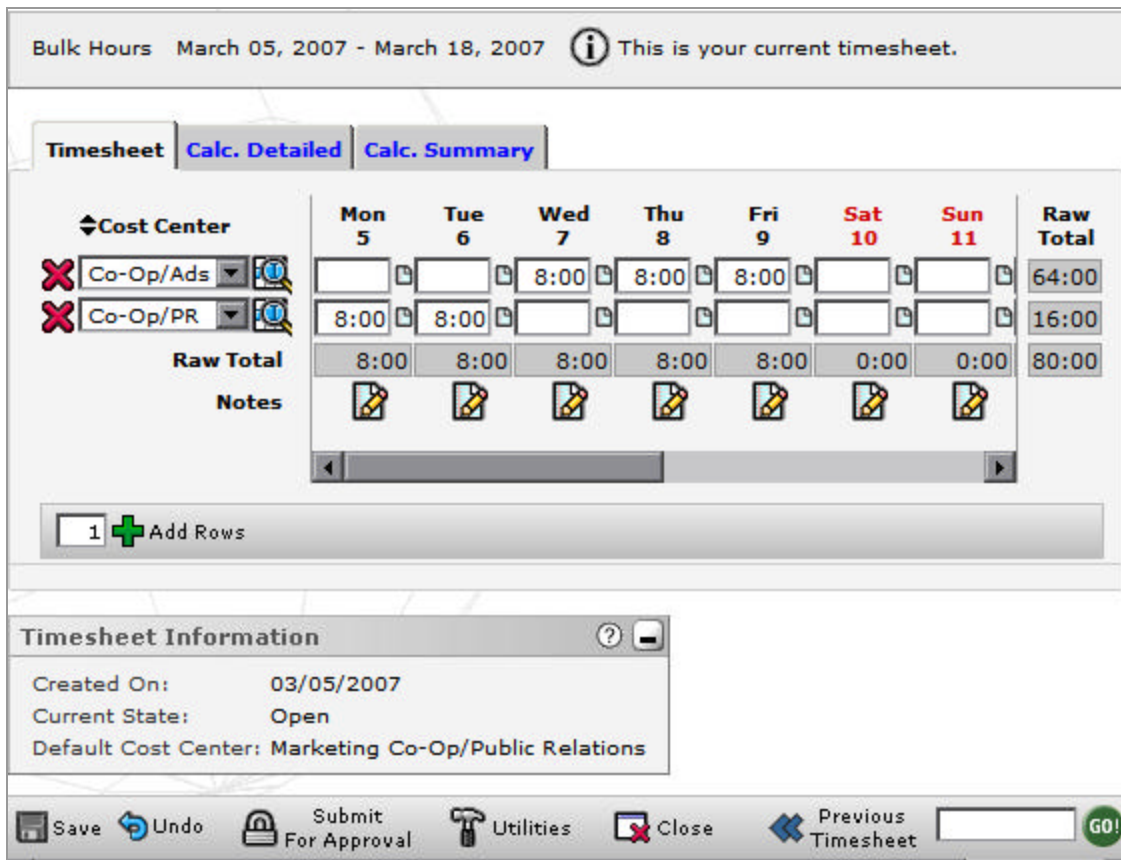
- Using Your Timesheet
- Extra Timesheet Features
- Submitting Timesheets for Approval
- Accessing Historical Timesheets
- Requesting Time Off
- Checking the Status of Your Time Off Request
- Checking Your Accrual Balance
- Time Off Calendar

# Using Your Timesheet




Web Based Time & Labor Management provides five default timesheet formats: **Bulk Hours, Start/Stop, Time Stamp, Start/End All Days, and Graphical View**. Your system administrator or manager has assigned one of these timesheet formats to your user account. This section describes how to use each timesheet format; follow the instructions pertaining to the timesheet format you've been assigned to use. You can access your current timesheet by selecting **My Account > My Current Timesheet**.

## Bulk Hours Timesheet Format

The Bulk Hours timesheet allows you to enter time records in bulk amounts without specifying exact start and end times. You can also indicate the Cost Center you worked on for each bulk amount of time entered in a day.



### To record time entries in a Bulk Hours timesheet:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period.
2. Use the first available **Cost Center** field to select the task you worked on. If necessary, click the  button to browse and select a Cost Center.
3. Enter the amount of time worked in this Cost Center in the corresponding text field, for the correct date.
4. Click the  button.
5. Continue entering time records as appropriate. If necessary, use the  button to add more Cost Center rows.

## Start/Stop Timesheet Format

The Start/Stop timesheet allows you to track start and stop times by day, cost center, or other units of measure. This is an “Honor System” concept that does not rely on the server to stamp the timesheet.

Start/Stop March 12, 2007 - March 18, 2007 ⓘ This is your current timesheet.

Extra Pay Summary Days Thu 15 ⏪ ⏩ Calc. Detailed Calc. Summary

Thursday, March 15, 2007

Cost Center	Notes	From	To	Raw Total
✖ Support/Help ⓘ	📅	7:00a	11:00a	4:00
✖ Support/Train ⓘ	📅	1:00p	5:00p	4:00
Day Total :				8:00
Time Sheet Total :				8:00



1 + Add Rows

**Timesheet Information** ⓘ

Created On: 03/12/2007  
Current State: Open  
Default Cost Center: Support Services/Help Desk

Save Undo Submit For Approval Utilities Close Previous Timesheet [ ] GO!

### To record time entries in a Start/Stop timesheet:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period, on today's date.
2. Use the **Cost Center** field to select the Cost Centers you worked on. If necessary, click the ⓘ button to browse and select the cost center.
3. Enter your start and end times in the **From** and **To** text fields.
4. Click the  Save button.
5. Continue entering time records as appropriate. If necessary, use the  Add Rows button to add more Cost Center rows.

## Time Stamp Timesheet Format

The Time Stamp timesheet is the strictest of the timesheet profiles, allowing you to clock in or out with your time stamped directly from the server time, not the time on your PC. Within this timesheet, you can clock in and out of different Cost Centers.

Time Stamp March 12, 2007 - March 18, 2007 ⓘ This is your current timesheet.

Clock In Change Cost Center Clock Out

Summary Days Thu 15 ⏪ ⏩ Calc. Detailed Calc. Summary

Thursday, March 15, 2007

Projects	Notes	From	To	Break	Raw Total
Co-Op/Ads		3:54p			0:00
Day Total :					0:00
Time Sheet Total :					0:00

Timesheet Information ⓘ

Created On: 03/12/2007  
Current State: Open  
Default Projects: Marketing Co-Op/Advertising

Save Undo Submit For Approval Utilities Close Previous Timesheet GO!

### To record time entries in a Time Stamp timesheet:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period, on today's date.
2. Use the **Cost Center** field to select the Cost Center you are working on. If necessary, click the button to browse and select the Cost Center.
3. Click the button to punch in. The current time is automatically recorded into the **From** field.
4. Click the button to punch out. The current time is automatically recorded into the **To** field.
5. Click the button.
6. Each time you punch out, a new line is added for you to punch in again under a different Cost Center.

## Start/End All Days Format

The Start/End All Days timesheet allows you to view all days within one pay period on one screen, as shown below. This profile can be configured to allow you to stamp time, or enter time.

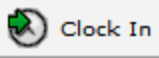



Start/End All Days March 12, 2007 - March 18, 2007 ⓘ This is your current timesheet.

Timesheet **Calc. Detailed** Calc. Summary

	Cost Center	In Date	From	To	Raw Total
Mon 12	Software/Core ⓘ	Mon 12	9:00a	5:00p	8:00
			Add Row +	Day Total :	8:00
Tue 13	Software/Core ⓘ	Tue 13	7:00a	4:00p	9:00
			Add Row +	Day Total :	9:00
Wed 14	Software/Core ⓘ	Wed 14	8:00a	3:00p	7:00
			Add Row +	Day Total :	7:00
Thu 15	Software/Core ⓘ	Thu 15	9:00a	5:00p	8:00
			Add Row +	Day Total :	8:00
Fri 16	Software/Core ⓘ	Fri 16	10:00a	6:00p	8:00
			Add Row +	Day Total :	8:00
Sat 17	Software/Core ⓘ	Sat 17			0:00
			Add Row +	Day Total :	0:00
Sun 18	Software/Core ⓘ	Sun 18			0:00
			Add Row +	Day Total :	0:00
Time Sheet Total :					40:00

Save Undo Submit For Approval Utilities Close Previous Timesheet GO!

### To record time entries in a Start/End All Days timesheet:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the selected week that corresponds to the date.
2. Use the first available **Cost Center** field to select the task you worked on. If necessary, click the ⓘ button to browse and select a cost center.
3. Depending on the settings assigned to this timesheet profile, you may enter your start/stop times in the **From** and **To** fields, or click the  **Clock In** or  **Clock Out** buttons to record your time.
4. Click the  **Save** button.
5. Continue entering time records as appropriate. If necessary, use the  **Add Row +** button to add Cost Centers as necessary.

## Graphical View

The Graphical View timesheet is especially helpful for a user who works shifts that cross multiple days, as displayed in the example below. This profile can be configured to allow you to stamp time, or enter time.

Graphical View March 12, 2007 - March 18, 2007 ⓘ This is your current timesheet.

Clock In Change Cost Center Clock Out

**Summary** Timesheet

Cost Center: Support Services/Online Help Raw Total: 23:00

Raw Total Time: 23:00

03/13/2007 Tue 03/14/2007 Wed

9p 11p 1a 3a 5a 7a 9a 11a 1p 3p 5p 7p 9p 11p 1a 3a 5a 7

12 Mar 13 Mar 14 Mar 15 Mar 16 Mar 17 Mar 18 Mar

**Timesheet Information** ⓘ

Created On: 03/12/2007  
Current State: Open  
Default Cost Center: Support Services/Training


Save Undo Submit For Approval Utilities Close Previous Timesheet GO! Next Timesheet

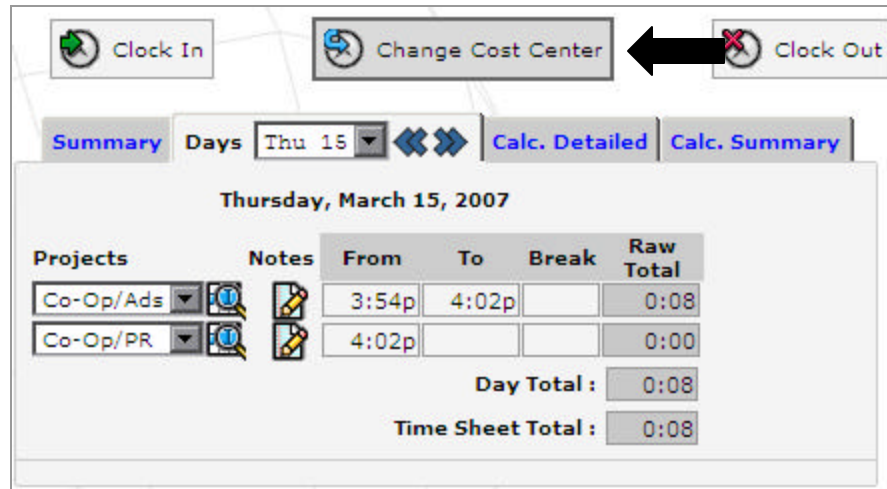
### To record time entries in a Graphical View timesheet:

1. Select **My Account > My Current Timesheet**. The timesheet will open to the current pay period.
2. Use the **Cost Center** field to select the Cost Center you are working on. If necessary, click the button to browse and select the Cost Center.
3. Click the **Clock In** or **Clock Out** button to record your time.
4. Click the **Save** button.
5. Continue entering time records as appropriate.

## Extra Timesheet Features

Web Based Time & Labor Management provides the ability to configure the timesheet to your company's specifications. The following three features could appear on your timesheet if your company administrator has enabled them.

1. For more detailed reporting, **Cost Centers** and **Time Off** fields can be separated so that time off hours may be allocated to a particular Cost Center within a timesheet.
2. For ease of entering time on the timesheet, a **Change Cost Center** button can be enabled. When clicking the  button, you will be prompted to choose a new Cost Center from the lookup screen. The system will clock you out of the first Cost Center and into the new Cost Center.





The screenshot shows a timesheet interface for Thursday, March 15, 2007. At the top, there are three buttons: 'Clock In', 'Change Cost Center', and 'Clock Out'. The 'Change Cost Center' button is highlighted with a black arrow. Below the buttons are tabs for 'Summary', 'Days' (set to 'Thu 15'), 'Calc. Detailed', and 'Calc. Summary'. The main area displays a table with columns for 'Projects', 'Notes', 'From', 'To', 'Break', and 'Raw Total'. The table contains two rows of data for 'Co-Op/Ads' and 'Co-Op/PR'. Below the table, there are 'Day Total' and 'Time Sheet Total' fields, both showing '0:08'.

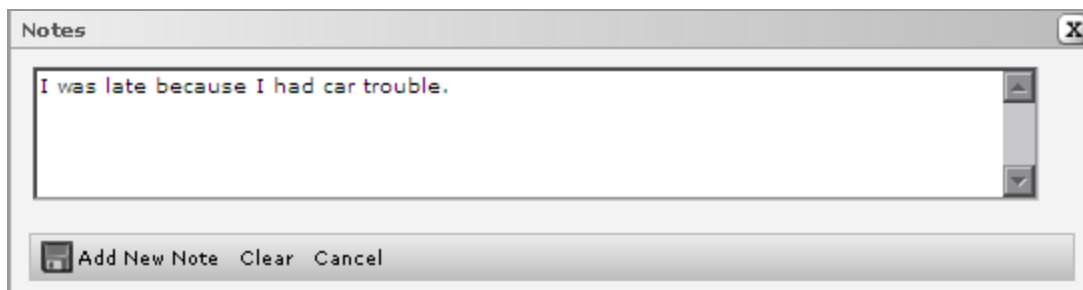
3. For negative accrual balance control, a **Timesheet Warning** can be enabled to display if an employee enters time off on a timesheet and does not have enough accrued hours to cover the request.

## Including Notes with Your Timesheet



Web Based Time & Labor Management provides the ability to attach Notes to your timesheet that your approver can view. For example, if you were late on a particular day, you can include a brief explanation for the delay.

### To enter a Note:

1. Click the  button associated with the day or pay period you want to attach a note.
2. Enter your note in the **Notes** window, and click the  button.




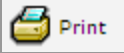
The screenshot shows a 'Notes' window with a text input field containing the text 'I was late because I had car trouble.'. Below the input field are three buttons: 'Add New Note', 'Clear', and 'Cancel'.

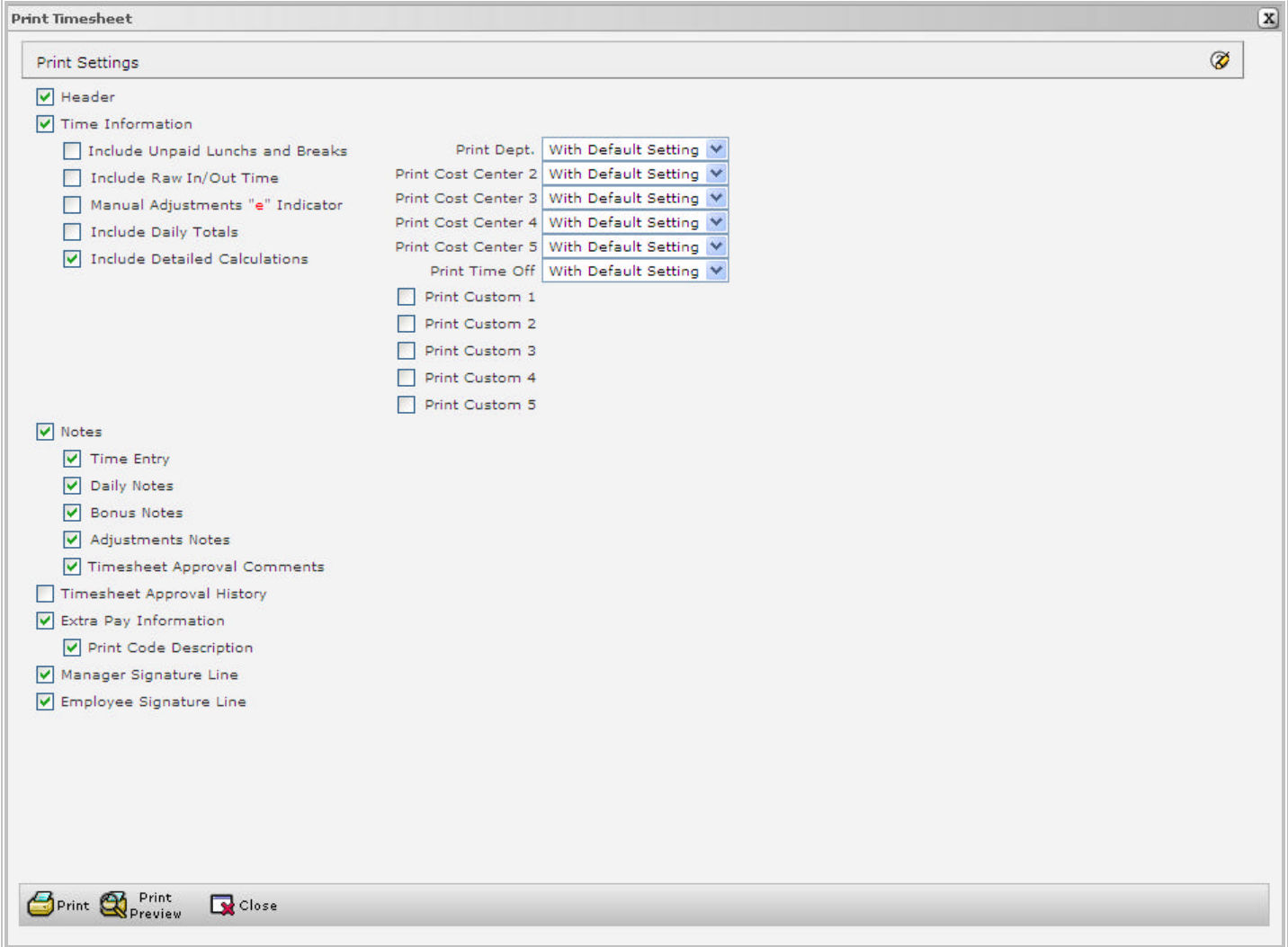
3. You will then see the  button where the note was placed, indicating a note has been added.
4. To review the note, click on the  button.

## Printing Your Timesheet

Web Based Time & Labor Management provides the ability to print your timesheets. Within this option, your timesheet will print with a **Signature** line, allowing both you and your manager to sign the timesheet.

1. First, go to **My Account > My Current Timesheet**.

2. Within your timesheet, go to the  button and select . The following options will appear:






The image shows a 'Print Timesheet' dialog box with the following settings:

- Header
- Time Information
  - Include Unpaid Lunches and Breaks
  - Include Raw In/Out Time
  - Manual Adjustments "e" Indicator
  - Include Daily Totals
  - Include Detailed Calculations
- Notes
  - Time Entry
  - Daily Notes
  - Bonus Notes
  - Adjustments Notes
  - Timesheet Approval Comments
- Timesheet Approval History
- Extra Pay Information
  - Print Code Description
- Manager Signature Line
- Employee Signature Line

Print Settings:

- Print Dept.
- Print Cost Center 2
- Print Cost Center 3
- Print Cost Center 4
- Print Cost Center 5
- Print Time Off
- Print Custom 1
- Print Custom 2
- Print Custom 3
- Print Custom 4
- Print Custom 5

Buttons:  Print,  Print Preview,  Close

- **Header** – will print timesheet with employee's name, Id, pay period dates, the date and time it was printed.
- **Time Information** – will print timesheet with employee's from and to times as well as the calculated regular and overtime.
- **Include Unpaid Lunches and Breaks** – will print the employee's unpaid breaks and lunches
- **Include Raw In/Out Time** – shows the raw in and out punches
- **Manual Adjustments "e" Indicator** – will allow you to see any non-punched (edited) time
- **Include Daily Totals** – will include each day's total hours
- **Include Detailed Calculations** – will include a detailed view of the calculations applied to the timesheet
- **Notes** – will print timesheet with any notes left by the employee or manager (time entry, daily, bonus, adjustment, and/or approval comments).
- **Extra Pay Information** – will include any extra pay information from the employee's timesheet
- **Manager Signature Line** - a signature line will appear for the supervisor upon printing the timesheet. You may also customize the label for the signature line.
- **Employee Signature Line** - a signature line will appear for the employee upon printing the timesheet.
- **Print** – will print the employees timesheet
- **Print Preview** – will display a preview of what the timesheet or employee file will look like when printed.

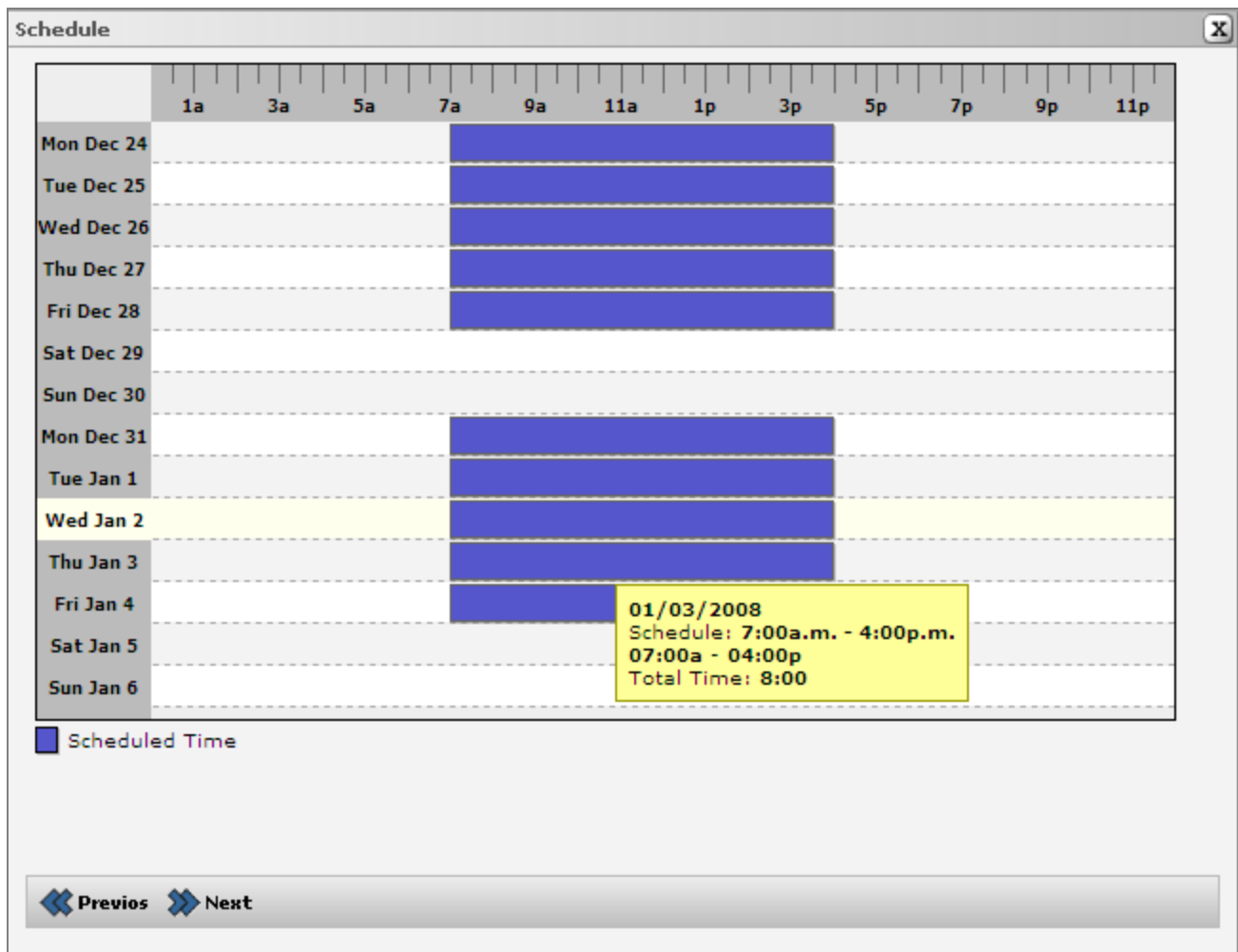
## Viewing Your Schedule

Web Based Time & Labor Management provides the ability to view your schedule. Within this option, you can view your schedule for the previous week, current week, and following week.

1. First, go to **My Account > My Current Timesheet.**

2. Within your timesheet, go to the  button, then to .

3. You will then be prompted with the **Schedule** window, which displays a graphical representation of your schedule for the entire pay period. By scrolling over the scheduled area, you are able to see the exact time you are scheduled to work.



## Viewing Approval History

Web Based Time & Labor Management provides the ability to view the approval history of timesheets.

1. First, go to **My Account > My Current Timesheet**.

2. Within your timesheet, go to the  Utilities button, then to  Approval History.

3. You will then be prompted with the **Approval History** window, which displays a report listing the managers who have approved of your timesheet.


Date	Action	Note	Name
03/13/2007 05:10p	Final Approval		Kathy Watts

## Submitting Timesheets for Approval

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Once you have finished entering time records for an entire pay period, you are ready to submit your timesheet for approval.



To do this, simply click the  button. The system will prompt you to confirm your submission. Please note that once you submit a timesheet you can no longer modify your time records for that pay period.


After you confirm your submission, your manager will see your submitted timesheet in their approval menu. If a System Notification has been enabled for timesheet submissions, your manager will also receive a notification via e-mail alerting him/her to your timesheet submittal.

## Accessing Historical Timesheets

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Web Based Time & Labor Management provides a historical view of all of your timesheets.

1. To access this view, select **My Account > My Historical Timesheets** from the main menu.
2. A table appears listing all of your Open, Submitted, and Approved timesheets by pay period.

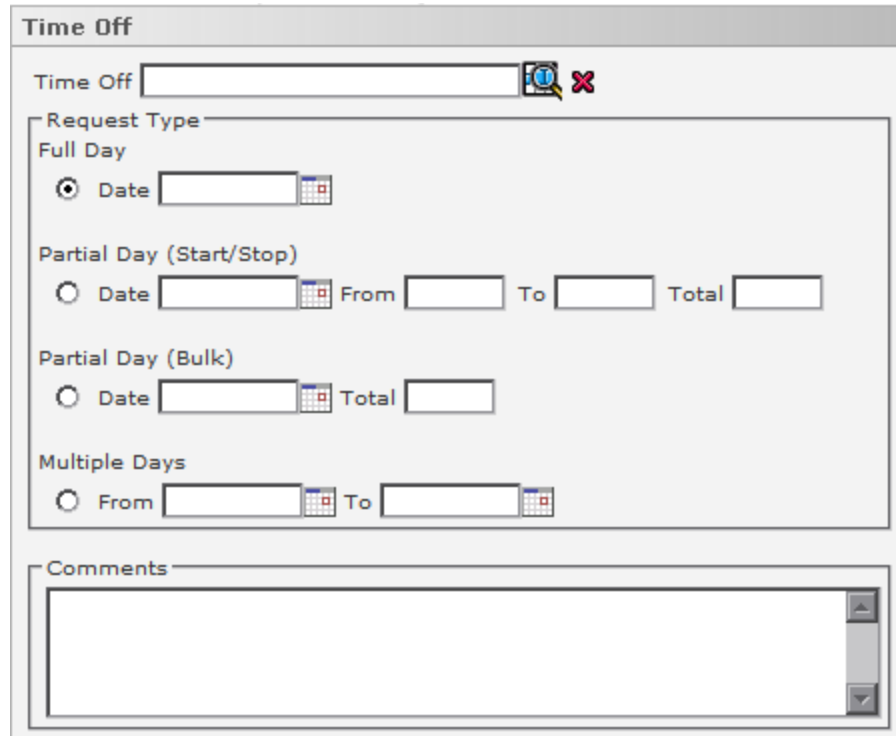
3. To view any timesheet in detail, click its corresponding  button.

4. Once inside the timesheet view you can use the   buttons to scroll back and forth to view/edit other pay period's timesheets.

5. Please note that you cannot modify the contents of any timesheet that was already submitted.





## Requesting Time Off

In addition to using Web Based Time & Labor Management for entering time and submitting timesheets, you can use the application to submit requests for time off. Your time off requests can be for one or multiple days and you can even specify the type of time off and the number of hours you want to take. Similar to timesheet submittals, your manager will receive your time off request in his/her Web Based Time & Labor Management approval menu. If your request is approved, the time off will automatically appear in your timesheet.




The screenshot shows a web form titled "Time Off". At the top, there is a "Time Off" field with a search icon and a close button. Below this is a "Request Type" section with four radio button options: "Full Day", "Partial Day (Start/Stop)", "Partial Day (Bulk)", and "Multiple Days". Each option has associated input fields for dates, times, and total hours. At the bottom of the form is a "Comments" text area with a scroll bar.

### To Request Time Off:

1. Select **My Account > My Time Off > Request**.
2. In the **Time Off** field, select the type of time off you would like to take using the  button to browse.
3. To request time off on a single workday; select the **Full Day** radio button. Enter the appropriate date in the **Date** field, or use the  button to choose the date from the calendar.
4. To request a **Partial Day**, you have two options:
  - First, you can enter a **Partial Day (Start/Stop)**, where you can request the specific **From** and **To** time you would like off (Ex. 1PM-3PM).
  - Or, you can choose a **Partial Day (Bulk)**, which allows you to request a specific amount of hours (Ex. 2 hours).
5. To request several consecutive days off, select the **Multiple Days** radio button. Enter the date range in the **From** and **To** fields, or use the  button to choose the dates from the calendar.
6. Enter any notes you may want to communicate to your approver(s) regarding your request in the **Comments** field.
7. Click the  button.

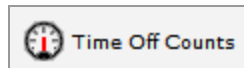
## Checking the Status of Your Time Off Request


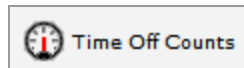
To check the status of your time off requests, go to **My Account > My Time Off > History**. The **Time Off Requests History** page will display listing the status of your time off requests. From this page you can also view any comments your approver may have attached to your time off request, by clicking on the  button for the corresponding request. For example, they might include a comment explaining why they approved or rejected your request.

## Checking Your Accrual Balance

If your organization is using Web Based Time & Labor Management to track benefit accruals, there are two places where you will be able to check your available benefit time balance.

1. First, go to **My Account > My Current Timesheet**.



2. Within your timesheet, go to the  button, then to .
3. You can also go to **My Account > My Time Off > Request**. Your benefit time information will appear in the top right corner of the page.
4. The **Balances** window displays for each Time Off the **Authorized** (initial balance), **Remaining** (current balance available), **Taken** (time off taken previously), **Scheduled** (time off scheduled in the future), and **Pending Approval** (time off not yet approved).
5. If the **Pending Approval** information appears in **green font**, you currently have enough time accrued for your request. If the pending time off information appears in **red font**, you currently do not have enough time accrued for your request.

Time Off	Accrued To	Auth	Rem	Taken	Sch	Pending Approval
Sick	1/1/2006	Hrs: 139:23	139:23	0:00	0:00	0:00
		Days: 17.42	17.42	0	0	0
Personal	1/1/2006	Hrs: 83:38	83:38	0:00	0:00	16:00
		Days: 10.45	10.45	0	0	2
Vacation	1/1/2007	Hrs: 278:44	190:44	88:00	0:00	48:00
		Days: 34.84	23.84	11	0	6


## Time Off Calendar

Web Based Time & Labor Management provides you with the ability to view a report of your time off taken in the past and scheduled in the future.





1. Go to **My Account > My Time Off > Calendar**.
2. As displayed below, you can filter this report to view a specific year, or specific time off categories. The numbers in **blue** indicate the hours taken on that day.

Personal Time Off Calendar ?

**Selected Year:** 2007

**Time Off Filter:** All Time Offs 



January							February							March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	8:00	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	8:00	13	14	15	16	17	11	8:00	8:00	8:00	8:00	8:00	8:00
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

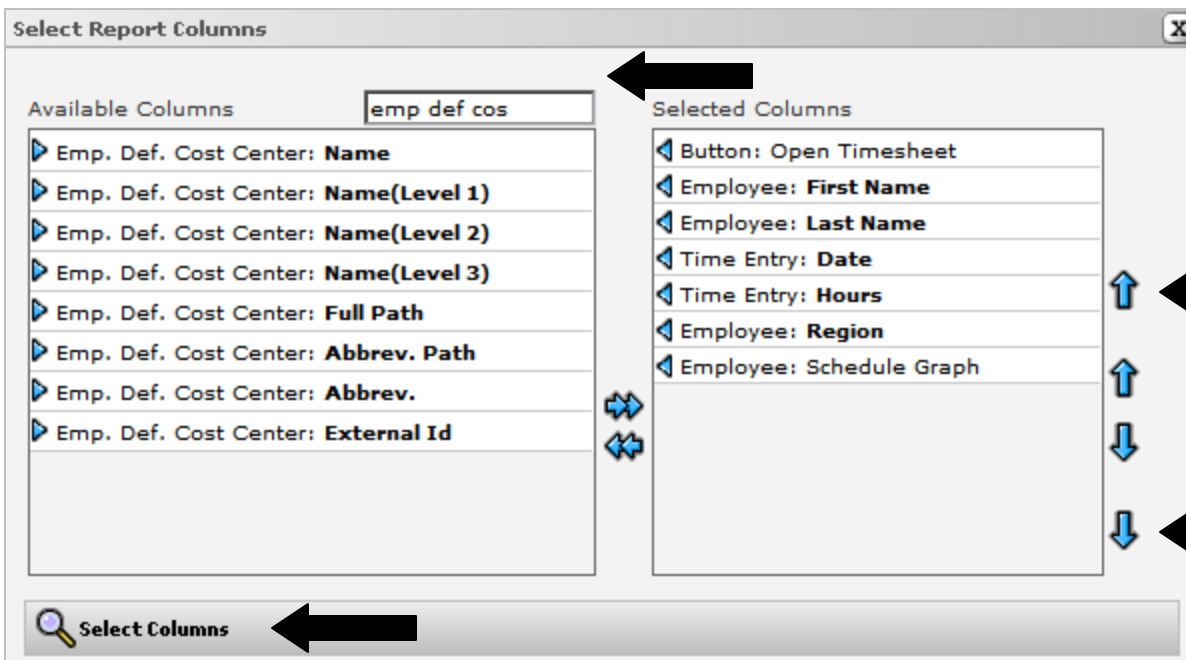
 Save Settings  Load Saved Settings  Refresh  Close

## Running Reports

Depending on access privileges associated with your employee security level, you may have access to run reports on your own timesheet information. Since all Web Based Time & Labor Management reports follow similar creation procedures, general guidelines that apply to all reports are provided below.


### To run a report:



1. Select the report you want to run from the **My Reports** menu.
2. This will launch a page for the report you selected, where you can choose the data to be included in the report.
3. Specify the date range you want to report on. You have 3 options:
  - **Calendar Range** – Ex. This Year, This Month, Last Week.
  - **Date Range** – Choose one calendar day to another by clicking the  button.
  - **Pay Period** – Choose a specific pay period (previous, current, next).
4. Use the  button; choose **Select Columns**, to select the data you want included in the report. The data you select will be the columns in the report output. You can set the order in which the data is presented in the columns by using the up and down arrows. Click **Select Columns** to add new columns to the report.




5. Within any report where you can add/remove columns, you have the ability to search **Available Columns** easily. Using the **Available Columns** field a user can enter a key word search for the column they are looking for. Search parameters are flexible, and a user can enter in one or several key words to find a column.
6. To format and reorganize the report output, there are several features you can use. For example, to filter specific data from the report output, you can use the filter fields at the top of the report, as described on page 5.
7. To group information, click the **G** that appears in the top right corner of the column heading for the data type you want grouped. To remove columns from the report output, click the **X** that appears in the top right corner of the column heading.

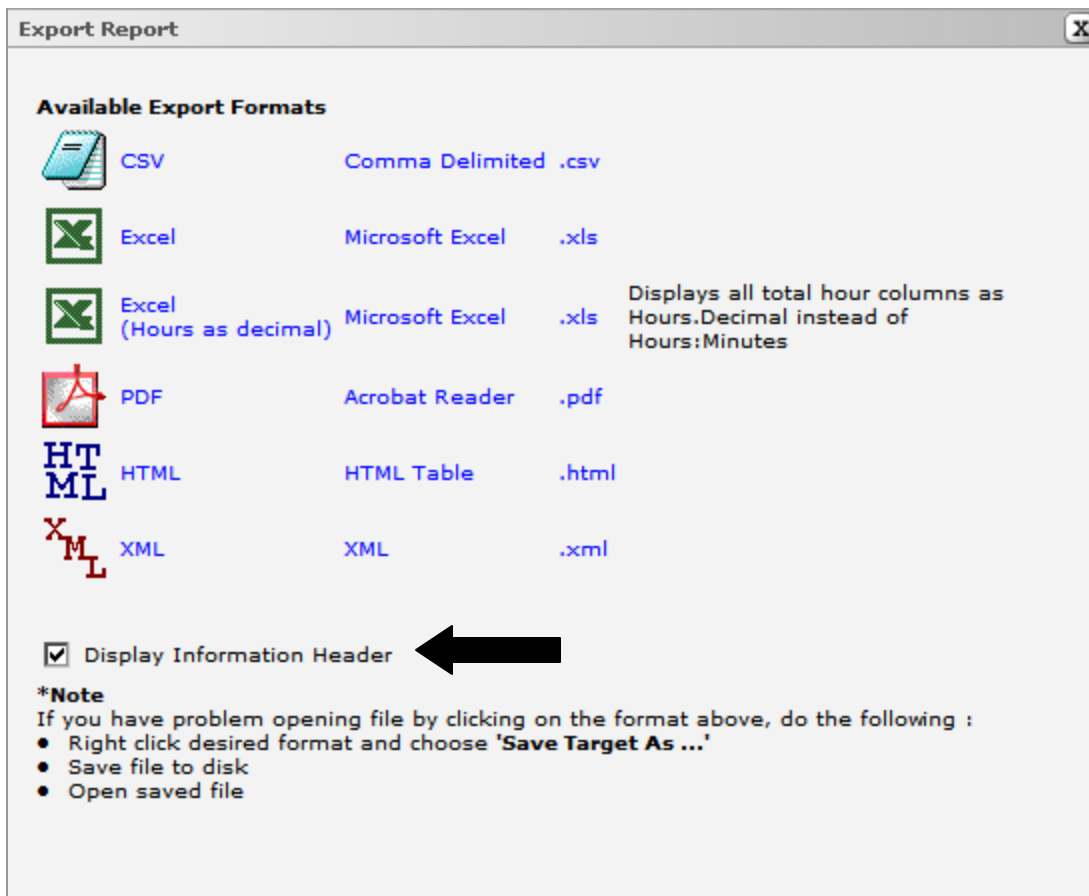
### To save report settings:

1. Click the  button and choose **Save Settings**.
2. Provide a name for the settings. If you want this setting to be your default report setting, click the **Default** check box, and then click the **Save** button. For any report where you have to click “Run” to execute, you have the option of overriding this setting by checking off **Run Immediately**.

3. You can easily run the report with the saved settings by clicking the  button and choose **Load Save Settings**.
4. Click on the  button next to the setting you want to run, and the screen will update.

**To export report output:**

1. Click the  button and choose **Export**. Most pages with filters offer an **Export** option that you can use to export the data to .CSV, .XLS, PDF, HTML, and XML.
2. You can also specify if you would like your report to have an **Information Header** that lists how the report is sorted, grouped, and who generated it.



This chapter provides answers to questions frequently asked by employees using Web Based Time & Labor Management

**Can I go into Web Based Time & Labor Management and change the type of timesheet I use?**

Most likely the type of timesheet format you use was assigned to you by a system administrator or by your manager. Most employee-level users do not have the ability to change this.

**This guide describes how to run reports but I don't have a Reports menu. Why?**

Your Web Based Time & Labor Management system administrator has carefully selected the software functions that users with your security level should have access to. If you do not have a **Reports** menu, this functionality has not been activated with your security level.

**My Web Based Time & Labor Management login information used to work but now I am no longer able to log in. Why?**

Passwords are case-sensitive. Make sure your Caps Lock is turned off and try to log in again. If you have forgotten your password, contact your manager or Web Based Time & Labor Management system administrator to have your password reset. It is also possible that your account is locked, which would prevent you from logging in and using Web Based Time & Labor Management .

**When I try to select a Cost Center in my timesheet, only one Cost Center is displayed. How come I do not have more options?**

Most likely you've been assigned to a default Cost Center, which limits you to selecting only this Cost Center when you enter time records. It is also possible that only one Cost Center is set up in your company's Web Based Time & Labor Management system. To have more Cost Centers set up, speak with your manager or Web Based Time & Labor Management system administrator.

**There is a mistake on my timesheet but already submitted it. What should I do?**

Notify your timesheet approver immediately. He/she can make the necessary changes to your timesheet.

**I asked for time off and was approved but never took the time off. The time off appears in my timesheet, what should I do?**

Notify your time off approver immediately. He/she can make the necessary changes to your timesheet.