TimePro – Supervisor Instructions

1. Begin by clicking the Start button, run and type in mstsc. Then at the box, type in the server name stwterm.ad.okstate.edu. Click Connect and then connect again. When the Server Manager box appears, if you will check the “do not show me this console at logon” it will not show up again.

2. You will need your OKEY short name. If you don’t know it, go to your okey account at: www.okey.okstate.edu to find your okey short name. Type in your short name and okey password.

3. Click on the TimePro icon.

4. For your first time login, enter user name (short name) and your short name again as the password. TimePro will ask you to change the password.

5. Editing employee punches – When you click on “norm” in the TYPE column a window will open showing each type of leave available and color. There should be two lines for each day that you will need to edit and approve. Ignore the cost and payrate columns. We are not utilizing them at this point. We are rounding time to the nearest 15 minute increment, however, if you edit a punch please put the exact time so you don’t have to decide the rounding amount. For instance if you clock in at 8:07 it will round down to 8:00, if you punch in at 8:08 it will round up to 8:15. This is similar to the rounding we used previously.

6. The employee will enter in the Notes if their leave is to be FMLA.

7. If an employee should forget to clock in/out you will have to make that change for them. It will show up as “ADJ” on their timecard. We ask that you enter a comment in the “Notes” column when you edit any punches. Note: Always remember to save when you make any corrections/ additions before you move on.

8. If the employee is to be paid overtime, the supervisor will request this by sending an email to Tulsa.hr@okstate.edu.

9. Timesheets must be edited and approved in Timepro by noon on Monday following the pay period for biweekly employees. You will approve monthly employees by 5:00pm on the third business day of each month which is the same due date we have currently.

10. The employee will need to plan extra time in the morning when turning on their computer and logging in to TimePro.

11. New Employees- Will not have access to TimePro for about the first 5 days of employment. The supervisor will need to give the employee a paper timesheet to write in their hours. However, once the employee has access to TimePro the supervisor will have to key in the employee’s hours in TimePro from the paper timesheet.

12. Helpful Reports for Supervisors:

   Under “Total Hours” tab – Detail Sign-off Report - similar to timecard, lists rounded time, leave totals.

   Under “Total Hours” tab – Detail Weekly Timecard Report- lists the actual in/out and the rounded in/out, but doesn’t total the leave used.
LOGGING INTO TIMEPRO

(1) Connect to the TimePro Terminal Server

Using Internet Explorer, minimum version 5.5, enter stwterm.ad.okstate.edu in the address line.

The first time this page is visited, it will have a light yellow bar at the top, wanting to install the "Terminal Services ActiveX Client", as shown below. Right Select the bar and install the ActiveX client. After the client is installed, the bar will disappear. It should not appear in subsequent visits to the site. Next, select the "Connect" button.

Connecting to the Timepro Terminal Server Window
(2) Properly Ending Connection to the TimePro Terminal Server

After exiting the TimePro application, end your terminal server connection properly by selecting “Start” at the bottom left of your terminal window, then “Log Off”. Select “Log Off” in the dialog box to end the session.

![Ending Timepro Terminal Server Session](image)

If this process is not followed, the next time you access TimePro, some functionality may be lost. An error you may see in this situation is:

```
Microsoft SQL Server Login

Connection failed:
SQLState: '28000'
SQL Server Error: 18452
[Microsoft] [ODBC SQL Server Driver] [SQL Server] Login failed for user 'null'.
Reason: Not associated with a trusted SQL Server connection
```

If this situation occurs, end the TimePro application, properly end your terminal session as described above, then log back into the terminal server and the application. Full functionality should be restored.
Login to the TimePro Application

Once the Terminal Server connects to stwterm.ad.okstate.edu, log in to the server using your O-KEY credentials. After login is complete, select the “Shortcut to TimeProSQL” on the desktop. The login for TimePro displays as shown below:

![TimePro Application Logon Window]

At the User Name prompt, enter in your TimePro User Name, (O-KEY Short Name) Remember that TimePro log-ins are case sensitive so if you can’t log in, the first thing to do is to check if the CAPS Lock key is on.

You can either [TAB], press [Enter], or click with the mouse. To move to the password field. Enter your password and press [Enter] or Select [Begin]. If you are logging in for the first time, you will use your O-KEY short name for both the User Name and the Password. You will then be prompted you to enter your password twice for verification purposes. This must be an alphanumeric entry and must be at least 4 characters. Once you have successfully logged in, and you want to change your password, you can follow the procedure for logging in and simply click [Change Password] instead of pressing [Enter] or [Begin].

NOTE: TimePro authentication does not use O-KEY credentials. Please remember your password.
TIMECARD EDITS

(1) Editing Employee Punches

From the Main Menu select [Timecard]

Under the [Pay Periods] column choose the week ending dates that represent the weeks you want to edit. A sample screen is shown below.

Pay Period Selection Window

Select [Select Employee] (at bottom center)

Initial Timecard Maintenance Window

Choose the employee from list by double clicking on an individual’s name. You can type the employee’s last name and TimePro will "go to" that employee.
Select, use "TAB" (or arrow to) fields to be changed.

1. A red field means either an employee is still clocked in, or there is something wrong with the punch.
2. An olive green line with a type of AOUT means the employee was auto clocked out to their in time and the punch will need to be adjusted.

When you are finished, select [Save] or [Select Employee], then [Exit]. Be sure to save your changes.

If you wish to discard changes, when prompted to save, click [NO].
Timecard Editor Fields:

**Type:** Indicates the nature of the “Punch”. (Reg1, Auto Out, Vacation, etc) The Types are setup by color.
1. White = Norm hours or a normal punch.
2. Teal = Benefit hours that are paid. The hours are entered in the Total Hours column.
3. Green = Dollar entry in the Cost column.
4. Pink = Other Hours
5. Olive Green = AOUT=automatic out punch

**Status**
Indicates how the punch was recorded.
NORM = employee clocked in with no assistance
ADJ = punch was edited at the PC side
LCH = employee has clocked in/out for lunch
JOB = employee has changed ‘Jobs’

**Ded:**
This is for lunch and/or break deductions.

**Profit Center/Group:**
This column made not always be activated. If it is, this column indicates the Reporting Group and Profit Center.

**Job Class:** Indicates what department the employee punched in under.

**Reg:** Regular hours.

**OT:** Overtime hours.

**Db1:** Double-time hours.

**Total:** Total of hours for that punch.

**Cost:** The daily cost for this employee for a shift.
(5) Approving Individual Punches

Please note in the Security screen individuals are given rights to be Approvers, without these rights you can not approve any punches. There are two ways that punches may be approved. The first is by employee and by individual punch. The second way is to approve a group of punches for a group of employees at one time.

Select employee as described previously.

![Timecard Maintenance Window, Time Not Approved](image-url)
To approve each punch individually, click in the box under the "Apprvl" column for each punch.

This action will log your name in the Approved By column.

To approve all punches for the pay period, after reviewing them, select the "Apprvl" column header.

After you have Approved all the punches then the timecard is ready to be processed for Payroll.

NOTE: If you approve all punches and the employee works for multiple departments, please be sure to remove the approval checkmark on any punches for which you are not responsible.
In the event that a punch has been approved and then you realize there is a problem with the punch, or that you are not responsible for the punch, uncheck the box associated with the punch in question. You may then correct the punch, write an explanation in the Notes column, then Approve the Punch again. If you do not have rights to Remove Approvals, contact your Manager. If you are not responsible for the punch, leave it unapproved. The responsible manager will take care of the approval of that punch.

<table>
<thead>
<tr>
<th>Period 12/22/2005</th>
<th>Period 12/29/2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TimeCard</td>
<td>TimeCard</td>
</tr>
</tbody>
</table>

**Timecard Maintenance Window, Removing Approvals**

**Timecard Maintenance Window, Removing Approvals Notes Field**

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REPORTING OPTIONS

(1) Generating a Report

From the Main Menu, Select [Reports]

Reports Pay Period Selection Window

Select the current pay period and choose [OK].
Select one of the tabs, then select the report desired.

Some of the most commonly used reports are:

- **Total Hours**: All these reports are useful and self-explanatory. A couple of specific reports are described below.
  - Auto Clocked Out/In Report – Indicates when an employee has worked past midnight Friday night. This represents the shift split required so time is reported in the proper pay period.
  - Detail Signoff Report – Timecard report, each employee on a separate page, with locations for employee and manager signatures.
  - Detail Weekly Time Card Report – Timecard report by Profit Center / group, detail for each employee, with a total at the end of each group and a grand total for each Profit Center.
- **Actual vs. Schedule**: Shows actual punches and compares them to scheduled shifts.
- **Active**: Shows all employees that are clocked in currently.
  - Active Employee List PC-Alpha – Lists, alphabetically by Profit Center, all employees currently clocked in.
  - Active List by PC-Group – Lists, alphabetically by Profit Center / group, all employees currently clocked in.
- **Labor Cost**: Breaks down payroll costs by job class per day.
- **Tardy**: Shows scheduled time in and paid time in.
- **Employee**: Lists employees by name, or hire date.
  - Employee List By Job Class – Lists, by Profit Center / group, each employee and all job classes assigned.
- **Overrides**: Shows attempted and edited punches and if managers authorized bypass of restrictions at the time clock.
  - Manager Adjustments – This report will show all changes to employee information and timecards.
- To see only deleted punches, choose "Select Item Changed" then select "Delete Line" from the Discrete Value list. Be sure to click on "Add" so "Delete Line" shows in the "Value" box, before clicking "OK".

- **Breaks:** Shows paid breaks. (Not currently used.)

- **Schedule:** Print employee schedules.

- **Payroll:** Detail, summary and exception reports. This is where the payroll export file creation is triggered.
  - Export Summary – This report is an easy to read version of the last export.
  - Payroll Exceptions – This report will provide various information including whether the punch has been approved by the supervisor, if assignment was not updated on last HR import (Rate=0), and if punch shows greater than 12 hours worked.
  - Payroll Summary – This report shows the pay period total for each employee by job class. The report also shows any leave being reported. The data for this report is pulled from the timecards.
  - Comparing this to [Export Summary] for your Profit Center will allow you to easily identify any export issues. A common problem is that a new employee may not export if HR did not have the employee set up in payroll by the last Thursday of the pay period. Comparing these two reports will help identify that problem.

Some reports will require that you define certain criteria; an example is the Enter Parameters Values screen below. These reports will default to the entire week but if you want to change the date range you can specify, either by changing to another valid starting and/or ending date (make sure to put all four digits of the year) OR by unchecking the "Pick from defaults" box and choosing the down arrow ▼ to the right of the displayed date so that you can select from a calendar.

Click OK
The report will be displayed.

To print, click the printer icon in the upper left corner and follow the prompts.

To close the report, click the "X" in the upper right hand corner.