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1. Logging Into the Live System



Southern	Southern	CMilby				
States		<u> </u>	October 15, 2021			
	Workforce	Dimensions	2/116			
Enter in your password	in the 'Password' box.	Sign in				
		User name				
		Password				
		Forgot your pass	word?			
Click on the button Sig	n in	Password				
		Forgot you	ur password?			
		Si	gn in			
Click on the 'Side Navig corner. This is the icon	gation Menu' in the top left that looks like a hamburger.	 TAYLOR RICHARD KELLY - 00137: × + ← → C	.aspx			
		🚯 ManE 🚯 ERP 🚯 IT 🎀 GMail 🔞 COVID-19 🖌 Barracuda 🌐 Navy				
		Home Side Navigation Menu				
			TAYLOR KI			
Select the 'Myself' tab.		← → C 🔒 ew43.ultipro.com/default	i.aspx			
		🚯 ManE 🚯 ERP 🚯 IT 🎀 GMail 🕼 C	:OVID-19 🖌 Barracuda 🌐 Navy F			
		Southern ×	Home			
		Myself :				
Select the 'Workforce N	/anagement' option. You will	Direct Deposit				
need to scroll down to f	find this option.	Income Tax				
		W-2				
		Model My Pay				
		Workforce Management				
		Benefits ^				
		Benefits Summary				
		Beneficiaries/Dependents				



You are now logged into the system.



2. Navigating to Timecards

Click on the button **Main Menu** in the top left of the screen.





- 1. Click on the Schedule tab.
- 2. Click on the link Schedule Planner with Absence Calendar

E G States		Schedule I	Planner with Absence Calendar			0000
View by Schedule Group *					🚺 + Carrent Schedule Per	iod 👗 = All Home 🚫 Loaded 10-48 AM
Land Street rate Table rate 2000 Concerning of the	<u>2</u> *					O L
- T k						
Name (2/40%) -						10. 0. 0. 10 0. 0.
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ADAMS, CHRISTOPHER	7 05 min - 3 35 Per	7 (0.4M - 3 30 PM	7-00-60F-0.00 PM	7.00 444 - 3.30 Mar.		
Alexander, Quarte	1-10. 2.10 ···	1.00.	100 L 100			
ADAMS, CHRISTOPHER	T do say - b to the	7-00.4M - 3-30.PM	7-00-007-0-00 PM	7-10-44-330-PM		
AUTRO, NATHAY Primary Job Gen. Machinist 8	7 00 MW 3 30 PW	7 00 000 3 00 PM	7-00-mill - 0-00 PM	7.00 404 - 3.00 PM		
ALLEN ANTEINO Schedule Group Loading.	7 (0.46) - 3 (0.76)	2 00 000 3 30 PM	7.00 AM - 0.00 PM	100 AV 330 PM		
Aller, Kenneth	T dt ster is its Par	7 00 MA 3 30 PM	7.00 mil - 0.00 PM	7.00 mm - 3.00 mm		
ANDERSON, DAN. On Premises false	7 (0 MAL 9 30 PM	7 (E.M. 3 (E.M.	7.00 mm - 0.00 mm	7 00 atr 3 00 Per		
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711-01-131-Par	7 (0, nor - 3 (0 Per	7 (0.4M-3 3) PM	7-00-40F - 3-30-PM	7-10-407-3-30-PW		

• You should now see all your assigned employees and their schedule for the week.

C Southern	Southern States, LLC	CMilby
States		October 15, 2021
J Olales	Workforce Dimensions	4/116
	Timeframe Last Week Yesterday, Today, Tomorrow Pi 6/0 12 Yesterday Plus 6 Days Yesterday Minus 13 Days Last 30 Days Select Range	

- If you want to look at specific time periods, such as this week, next week, etc., click on the Current 1. Week button.
- Select the time frame you would like to see displayed. 2.

You can even select a range of dates by slection Select Range.

7:00 AM - 3:30 PM	Last 3 Months Last 90 Days Last 4 Quarters	
7:00 AM - 3:30 PM	8/30/2021 - 9/05/2021	
7:00 AM - 3:30 PM	Select Range	
7:00 AM - 3:30 PM	Select Range	



- •
- Select the dates you want to see. Click on the button **Apply**. You will now see this timeframe.



- Check the box next to the employees that you want to see.
- Right click one of the selected employees.



- 1. Click on **GoTo**
- 2. Click on the button **Timecard**

		Owne							
1		for 8/23							
1		U# 8/24							
1		Nel 8/25							
1		No 8/25							
1	,	16.8/27							
1		at 5/28							
		un 8/29							

• You will now see the timecard for one employee at a time.



- To navigate through the selected employees, you can click on the drop down menu in the top left.
- From here, select the employee that you want to see next.

You can also use the arrow keys next to the drop down box to move through the selected employees in order.



3. Advanced Schedule Planner Searches - Hyperfinds

This tutorial is about advanced searches called 'Hyperfinds.' Specifically, this is regarding Hyperfinds under the Schedule Planner with Absence Calendar.

Navigate to the Schedule Planner with Absences page. Click on **Main Menu** in the top left of the screen.





A v Dataviews & Reports

1. Click on the Schedule tab.

2. Click on the link SS-Schedule Planner with Absence Calendar



Couthern	Southern	CMilby		
States	Workforce	Dimensions	6	October 15, 2021 8/116
L				
If you want to look for e department, or even a you can scroll to the bo	mployees in a specific pecific job in that department, tom of the Hyperfinds tab and		Ghost Test KGS TEST	0
click on Select Locatio	ns.		New Hyperfind	
			Select Locations	
Select the arrow on Sou	uthern States option.		8	
			Locations Selected	Select Favorite 💌
		Tue 8/24 8A 12P 4P 100 AM - 3:30 PM	L Southern States LLC Southern States LLC	, P
Select the arrow again o option.	on the next Southern States			Search
		, 0	Locations L Southern States LLC Southern States LLC Jobs Work Vork	,)
Click the arrow on the d jobs for.	epartment you want to see	thern States LLC	Southern States LLC/Mor	
		• 0	General & Administrativ /Southern States LLC/General & Administra Hook Sticks Southern States LLC/Hook Sticks Human Resources Southern States LLC/Southern States LLC/Southern States	ve ative 1 ati
If you want to select all click on the checkbox n question.	of that specific department, ext to the department in	BP 12A	Tue 8/24 4A 8A 12P 4P 7:00 AM - 3:30 PM 7:00 AM - 3:30 PM 7:00 AM - 3:30 PM	Home > Southern States LLC > South General & Administrative/Southern States LLC/General & Administrative Hook Sticks Southern States LLC/Southern States LLC/Hook Sticks Human Resources Southern States LLC/Southern Sta



			HOOK SUCKS		
	ninistrative ates Administrative	• 0	•	lobs	
				/Southern States LLC/Hook Sticks/Warehouse Operator 3	
	s States Is	• •	[Assem. Operator 4	
				Sticke/Accom Operator /	
	rces			Sticks/Assem. Operator 4	
	rces			Sticks/Assem. Operator 4	
Locations Selected Select Favorite	rces ▼ As of 8/23/2021			Sticks/Assem. Operator 4	
Locations Selected Select Favorite Southern States LLC > Hoc	As of 8/23/2021 As of 8/23/2021 As Sticks > Assem. Operator 4	ট ★		Sticks/Assem. Operator 4	
Locations Selected Select Favorite Southern States LLC > Southern States LLC > Hoc Southern States LLC > Southern States LLC > Hoc	As of 8/23/2021 As of 8/23/2021 As Sticks > Assem. Operator 4 Skicks > Assem. Operator 5	€ € € €		Sticks/Assem. Operator 4	

• The top of the hyperfinds page should now show you what information you are requesting.

Click on the button **Apply**

/Southern States LLC/Hook Sticks/Assem. Operator 4	ω	
Assem. Operator 5 /Southern States LLC/Hook Sticks/Assem. Operator 5	0	
	Cancel	
7:00 AM - 3:30 PM	7:00 AM - 3:30 PM	_
7:00 AM - 3:30 PM	7:00 AM - 3:30 PM	

A Directed Table ter	A A B A	1				C - Career Science France - 44	Anten in
TH				Mon 5/23 - Sun 5/29			
Name (0/1) 4							
Ingrouped Employees (
Shuft 8 750-1530 [0]	2.0.00 100 Per	10.00 10.Pe	7-01-040 - 1-00 Per	7-01-000 - 3-10-Per	2 (0.40) 1 (0.70)		
BONACCI, MICHAEL	7.00 AN \$10 PM	7 00 000 - 5 10 PM	2 00 AM - 3 00 PM	7-01-00	7 30 400 - 3 30 PM		
ORION, DAVID	Parase sares	Tall and Tall Par	Parane and Par	7 dd anter ib bil Prec	THE AVE A REPORT		
SEATON, CHRISTOPH.	7 48 AM 1 10 PM	Tall and Distance	7.00.400 3.00.PM	7 dd wine ib bli Prec	7 81 AM 2 81 PM		
	Absence Calendar		0	mments		Audit	

• The only employees that should be appearing now are the ones that fit your criteria.

Contern Southern	Southern States, LLC	CMilby
States -	Multi-	October 15, 2021
		10/110
	Current Schedule Period Selected Location	
	Search	
	All Home and Scheduled Job Transfer	
	All Home and Transferred-in*	
	All People	
	Employees with leave cases	
	Ghost Test	
	KGS TEST	
	New Hyperfind	
	Select Locations	

- If you want to look up specific employees based on last name, employee ID, or similar information, click on the Hyperfinds button again. At the bottom, select the **New Hyperfind** key. 1.
- 2.

Click on the button Add Conditions	Build you	ur Hyperfind by adding conditions here. Add Conditions Add Conditions
You can select options from the lefthand side.	Select Conditions	
	Filter	Primary Job
	✓ General Information	Include Exclude people wf
	Name or ID	Locations Selected
	Primary Job	Select All
	Expired Primary Job	Locations Southern States LLC Courborn States LLC

Southern	Southern S	States, LLC	CMilby
States			October 15, 2021
- Olaloo	Workforce	Dimensions	11/116
There are different tabs information.	o for different categories of	Person's Dates Reports To Employee License > Timekeeper > Time Management > Biometrics	> Use Single Wildcard
After finding the field yo	ou want on the left, select it.	Salaat Conditions	
You can choose to see meet this critera.	employees who do and do not	Filter	Name or ID Include C Exclude people whe Search by By Last Name Choose Specific People Search for MMC M MSC C Grainger C people who meet this condition me C
	Name or ID Include O Exclusion Search by By Last D Choose Specific Parts Search for	ude people who meet this conc Name eo By Last Name	

• If you select the Search By drop down, you narrow down what you want your search to include.

✓ Choose Specific People	
Search for	
1	1 Search

1. Click on the **Search** field and enter the text you want to search for. The '*' at the beginning allows it to



look for anything that may come before the text you enter. If you only want to put part of the name, and leave the end open, you can also end with a '*'. For example, entering *Brown will show all employees that have Brown as the last part of the name. If you type *Bro*, it will show any name that has Bro in it, such as Brown, Brock, or Brook.

2. Click on the button **Search**

Click on the arrow button to add it to the 'Selected Items.'	Selected Items *
	Selected Items*
	BROWN >>> < < <
Click on the button Add	t
	Iler No Conditions Add Update Delete
This will show you what your hyperfind will be looking for.	
	Selected Conditions Add Update Delete
	Last name is BROWN
	Last name is BROWN

Contern Southern	Southern S	States, LLC	CMilby
States			October 15, 2021
Otates	Workforce	Dimensions	13/116
Click on the button Apply			
		00	Cancel Apply -
			へ 📥 Ф)) 📰 10:58 AM 8/23/2021 🖣
Click on the button Save			Add or Edit Conditions Cancel Save Save Save Save 10:58 AM 8/23/2021
			Outer1920

• You should now see the employees that fall into this category.

I O Type here t

Timeframe				
Last Week	ø			
Yesterday, Today, Tomorrow				
Yesterday Plus 6 Days	P	12A	4A	
Yesterday Minus 13 Days				
Last 7 Days				
Last 30 Dave				

Calendar Comments

- 1. If you want to look at specific time periods, such as this week, next week, etc., click on the **Current Week** button.
- 2. Select the time frame you would like to see displayed.

в.

Contern			So	uther	n Stat	es, LL	.C		CMilby
States									October 15, 2021
			Wo	orkford	e Dim	ensior	าร		14/116
You can even select a Select Range.	range of c	27 4	28 5	on 29 6	30 7	7:00 AM - 3:30 7:00 A	PM PM PM PM 22	Last 3 Months Last 90 Days Last 4 Quarters 8/30/2021 - 9/05/2021 Select Range	

- Select the dates you want to see. Click on the button **Apply**. You will now see this timeframe. •

4. Correcting Time Punches

ren	<i>(</i> +	<i>f</i> e-	ET+	to	2	۵	5	Ň	ETA	7.00 AM
Schedule Pattern	Add to Group	Remove from Group	Add Shift	Add Paycode	Enter Time Off	Lock	Unlock	More	GOTO 8:00	7:00 A
LAWF	RENCE, SA		l	7100 A		-	li	100 A	Timecard	0
	CHARLIE		l	7:00 A			li	100 A 12	People	
								_	Attendence Detaile	

- Navigate to the employee timecard. If you're looking at a dataview or the schedule calendar, right click the employee you want to edit. Click on the button **GoTo** 1.
- 2.
- Click on the button Timecard 3.

20		
<u>8</u> .	7:00 AM	11:30 A
	12:00 PM	3:30 P
	7:00 AM	11:30 A



1. Select the punch you want to edit. We selected **7:00 AM** on Tuesday. - Key in the corrected time and hit enter.You can do this to multiple punches, and at the beginning and end of lunch as well.

If you want to check the totals for the week, and what was calculated as Regular time, OT, DT, Vacation, etc., you can click the **Totals** button on the bottom of the screen.



Pay Code	\uparrow_5 \checkmark	Amount	~
EG			40:00
		40:00	
	Pay Code	Pay Code ↑5 ~	Pay Code ↑5 × Amount E6

• This will show you how many hours they were paid at the specific paycode, such as regular.

You can also see their Accurals balance by clicking on the Accruals tab on the bottom of the screen.				
	Type here	to search	Accruals	ļ (D) 🔚
Click Save in the top right.	🗰 ULINE 😨 Pipe Sizes		» 🛄 Other bookr	narks 🔝 Reading list
	Current Schedule Period	<u>ઢ</u> • 18	Cmployee(s) Selected	Loaded: 6:44 PM Celoulate Totals Save Save
	Amount	Shift	Daily	Period

5. Assigning Absence Codes



- 1. Navigate to the employee's time card. If you notice an issue when reviewing the weekly dataview or browsing the weekly schedule, you can simply right click the user.
- 2. Click on **Go To**
- 3. Click on the button **Timecard**

If you want to apply a code to an absence specifically.	1E V 001062 (1 of 1)								
right click the corresponding day's red mark in the 'Absence' column.	Approv	ve Remo Appro	we wal	Sign-Off	Remove Sign-Off	Reset Accruais	Move Accruals	Rule Analysis	View Moved Amounts
	Date			Schedu	le	Abs	ence	Ir	
	8/09		7:0	0 AM - 3:3	IO PM	i			
			7:0	0 AM - 11	00 AM		Unexcused	Absence	
	22		11:	30 AM - 3	30 PM 🗇				
Click on the button Comments and Notes	AA zoo	m Appr Date	e l	Remove Approval	sign Sign 7:00 A 7:00 A 11:30 AM -	Date: 8/09/2021 Exceptions: Unexcu mm Comm 3:30 PM \$	sed Absence ents and Note	es	±* Justi Except
Click on the input field Select a Comment		✓ Current Amount	t Pay P	eriod S	Com Une Com Ur	xcused Ab ment On nexcused Ab Select a Type a n	Sence	• mment	
						Add Anoth	er Note		Add

Carlador Southern	Southern	States, LLC		CMilby
States –	Workforce	Dimensions		October 15, 2021 17/116
L Select the 'Code 5', or o day's absence.	ther applicable code for this	Amount	Shif Select Sear Atten Code Excus Failur PTO	a Comment Ch dance Maintenance Adjustment 5 sed sed se to Call
Be sure to include a not	e describing the event.	Amount	Shif Comment Un Unexcused Add Comr Code 9 Code 0 CODE 0 CO	Absence ment
Click on the button App	ly			Cancel Apply Apply \$355 PM \$8/9/2021
If you need to apply a ta click on the punch that y	rdy or lunch infraction, right rou want to apply this to.	Sign-Off Commove Sign-Off Schedule ::00 AM - 3:30 PM ::00 AM - 3:30 PM ::00 AM - 3:30 PM	U: U: Provide the second seco	View Moved als Go To In Out 7:30 AM 1 12:00 PM 7.50 AW 3:30 PM 7:00 AM 1 12:00 PM
Click on Comments		I - 3:30 PM	In Punch Time Zone: (GMT -05:00) Eastern Time (I Ev Mark as Reviewed I I 12:30	USA; Canada)

Southern	Southern St	tates, LLC	CMilby
States			October 15, 2021
Und Otales	Workforce D	Dimensions	18/116
	Select a Comment Select a Comment Search Code 5 Failure to Call Lunch Infraction PTO Tardy	2	

- Click on the input field **Select a Comment** Click on the correct infraction.
- 1. 2.

Add a note.	☐ ▼ Current Pay Peri Amount	iod 🖧 St	Ac Diff	dd Comme Tardy Type a n	ent ote (option	Tal).		
				Add Anoth	ier Note			Add
Click on the button Apply					[Cancel	A	pply
				^	((۵ 🥌	11:5 8/23	5 AM /2021	5
If you want to check the totals for the week to ensure time was calculated properly with the new codes applied, you can check the totals for the week by click the Totals tab at the bottom of the screen.								
					Totals	6		
	C) 📄 🧔			S W 2017			e	N



• This will show you how many hours they were paid at the specific paycode, such as regular.

You can also see their Accurals/Balance of Vacation by clicking on the **Accruals** tab on the bottom of the screen.



6. Manually Adding Time Off

Click on the button Main Menu

Click on the button Save







- 1. Click on the item Schedule Schedule Planner with Absence Calendar
- 2. Click on the link Schedule Planner with Absence Calendar

There are two methods for inputting time off. This ./Tool Room/Senior Tool and Die Maker 12A method works best because it allows you to see time off from the schedule view. Ф X 10 Navigate to the employee and timeframe that you want Add Paycode Add Shift Insert shift Enter Time template Off Override Availability Add Leave Time to enter time off for. Right click the day they want time Тал off. Click on the button Enter Time Off **RIC R** Die Maker or Tool and Die Maker X P 1 + Ð Ĩ€ Insert shift template Add Add Leave Restore avcode Off Тац Employee Name Notice that this will autoapprove the request that you OVERBEY, ERIC R • are entering since you are a manager. Job ... Tool and Die Maker Fri 10/08 (8P 12A 44 84 12P ool and Die Maker Auto Approve Type of Time Off SS - Hourly 7:00 AM - 3:3 SS - SNE

Couthern	Southern	States, LLC	CMilby
States			October 15, 2021
- Oluloo	Workforce	Dimensions	21/116
Select the correct emp they are hourly, selet h SNE.	loyee type fot this employee. If ourly. If they are SNE, select	8P 12A 4A 8A 12P Job 12A 4A 8A 12P Tool and D 7:00 AM - 9:30 SS - Ho SS - SN ZSS - TO ZSS - TO	d Die Maker ie Maker Time Off Auto Approve urly E DR
Click on the button Ap	ply		
Select the Date button another date, or span r	if this needs to be added on nultiple dates.	Absence Calen Absence Calen SS - Hourl Dates	Cancel Apply Apply \$52 AM 10/7/2021
		d 10,	/08/2021
		Fri 10/08 8P 12A 4A 8A 12P Duration	
		Hours	
	3 4 5	6 7 8 9	
	10 11 12	13 14 15 16	
	17 18 19	20 21 22 23	

• Manually select each and every day the employee wants to take off with this specific accrual code.

Contraction Southern	Southern	States, LLC		CMilby
States				October 15, 2021
	Workforce	Dimensions		22/116
Click on the button Ap	bly		14 15	16 17 18 19 20
			21 22	23 24 25 26 27
		_	28 29	30 1 2 3 4
		Absence Calen		Cancel Apply
			,	^
You can confirm the nu	mber of dates selected here.	GS Engineering360 💡 Google Mi	aps » 🛄 1	Uther bookmarks
		🖶 👻 Current Schedule Period	Enter Tim SS - Hourly	e Off 🛛 🖂
			Dates	
		Fri 10/08 8P 12A 4A 8A 12P	🗎 3 Days 3	Selected
	Hours			
	Start hours *	Duration hh:mm *	ו	
	7.00 AW	9	J	
	Deduct from			

- Insert the scheduled start time for the time off. Enter the text **7**. Press the **TAB** key.
- Enter the amount of time to be taken each day. Enter the text 8.

As long as everything looks correct, press submit.



Couthern	Southern S	States, LLC		CMilby
States				October 15, 2021
	Workforce	Dimensions		23/116
You will get a confirmat request has been appro sufficient balance.	tion message thtat the time-off oved as long as they have the	GS Engineering360 ♀ Google Ma	Enter Tim SS - Hourly	Other bookmarks I Reading list e Off ×
			i Inform reques	ation Your time-off X t has been approved.
		Fri 10/08 8P 12A 4A 8A 12P		
Click on the button Dor	16	Absence Calen		Cancel Request Done
				へ 📥 Φ)) 📰 8:53 AM 10/7/2021 🖓
		7:00 AM - 3:30.	SS - Hour App	SS-HVAC [8:0
If you want to retroactiv week, it may be easier Naviaget to the employ click on them.	rely add time off for earlier in the to follow this method instead. ee you want to edit and right	Name [0/15] ↓ 12A Ungrouped Employees [No Inheritance Parallel 1st Shift [12] No Inheritance BYRD, DEBBIE A CARTER, CONNIE CHATMAN, DWAYN Employees	Mon 5/ 4A 8A 1 7:00 A 7:00 A EBBIE A PID: 000110	31 ₩ 12P 4P 8P 12A 4A 8A 12 12 12 7.0 12 7.0
1 Olick on the h	More Actions GoTo Timecard People Time Attendance Det	7:00 A 7:00 A 2 2 2 1 2 2 1 1 2 1 1 1 1	2	



2. Click on the button Timecard

Click on a + sign for the day you want to input the time off.

List Vie	BAH		Approve	Remove Approval	l of l	,/O Remove Sign-Off	Reset	Move
			Date		Schedu	le	Abse	ence
+	茴	Mor	n 6/07	7	7:00 AM - 11:40 AM			
+	Add	Row		1	2:10 PM - 3:	30 PM 🗳		
+	Ē	Tue	6/08	7	:00 AM - 11:	40 AM		

CMilby

24/116

	Pay Code	Amount
1	•	
	LV-Mil Duty Tracking	
-	SS G Kid	
	SS LV-FMLA Intermittent	
_	SS LV-FMLA Tracking	
	SS LV-FMLAMIL Tracking	
	SS LV-Non FMLA Tracking	
	SS Union Business-U	
	SS UPT Code 1 Personal T	ïme
-	SS-BD	0
	SS-BEREV	Y
-	SS-BHOL	
	SS-COVU	
_	SS-COVW	
	SS-COVX	
	SS-COV7	
	ISS-DT	
	SS-GLASSES	
	SS-GLASSES VOUCHER	÷ -

- Click in the Pay Code tab of the new row to use the drop down for time off options. 1.
- Select the time off you would like to use. PLEASE NOTE: SS-SVAC is ONLY for SNE. SS-HVAC is 2. ONLY for hourly employees. If you use the wrong code, the employee will not get paid their vacation.

Southern	Southern States, LLC	CMilby
States		October 15, 2021
Jan Olales	Workforce Dimensions	25/116

Click on the Amount tab on the next column and enter the appropriate amount for the time off.

-	

If you want to check the totals for the week to ensure time was calculated properly with the accurals applied, you can check the totals for the week by click the **Totals** tab at the bottom of the screen.

	_			 	Tota	ls		
[]]		9	•	SW 2017		Q	e	N

	Pay Code	\uparrow_5 \checkmark	Amount	~
ISS-REG	i		<u>27</u>	32:00
SS-HVA	с		32:	8:00

• This will show you how many hours they were paid at the specific paycode, such as regular and holiday.

You can also see their Accurals balance by clicking on the Accruals tab on the bottom of the screen. Accruals O Type here to search Ū []] 🗰 ULINE 🤨 Pipe Sizes » Other bookmarks II Reading list Click on the button Save QI 🛃 🔻 1 Employee(s) Selected 🛛 😏 Loaded: 2:52 PM Next Schedule Period Amount Shift Daily Period



7. Job Transfer

If an employee is being transferred to another department, please follow these instructions on how to transfer them.

Click on the button Main Menu





- 1. Click on the Schedule tab.
- 2. Click on the link Schedule Planner with Absence Calendar

Click on the button Quick Actions	🔡 Apps 🌔 OctoPrint 📓 Planner 🗧	😒 SSI Intranet 🛛 😽	Cameras 👖 MMC .
	E Southern States		
	View by Schedule Group 💌		
	Quick Quick Actions able View Zoom	Generate Schedule	
	〒 Νame (0/407) ↓	Mon 8/09	- () - (
Click on the Insert Shift Transfer button.	= G Southern		
	View by Schedule Group 🔻		
	Assign Unassign Unassign Unassign	Comment Paycode	e Copy / Delete Paste
	₹ ₹ ⊪		
	□ Name [0/497] ↓ 12A 4A	Mon 8/09 8A 12P 4P	8P 12A 4A 8/

Contern		Southern S	states,	LLC					C	Milby
States								Octob	er 15,	2021
		Workforce [Dimens	ions						27/116
Select the job that you You can use the searcl you're looking for.	want to t h bar to f	ransfer this operator to. ind the specific job	Assign	XXX Unassign	Insert Shift Transfer	Insert Shift Template	Comment	Paycode	Copy / Paste	Delete
			-	Y	Search			Q		
			🗌 Nai	ne [0/497]	/Drill L	ine/03H4		89	 12A	[4A 8/
					/Bend	er Thread	outnern Sta	tes LLC/South	nern States	LLC/Drill Lin
				ER, MELISS	A/Drill C	Operator 4				7:00
					/Drill (Operator 5		-		
				1						
	8]									
		6:00 AM - 3:30 PM	6	00 AM - 3:30 PM						
	VE	7:00 A		7:00 A 12:						
	м	7:00 A 12:		7:00 A 12:						

• Select the shifts you want to transfer this employee for. If the transfer is a success, their schedule will turn blue instead of purple.



Contern	Southern St	tates, LL0	2		CMilby
States	Workforce D	imension	\$		October 15, 2021 28/116
Click on the button Bus	siness Structure			G Add	d SSL Job Levels 👻
		1P 12A 4A	Søt 8/14 8A 12P 4P	Go To Busines	s Structure
				Work Ru Cost Cer	le
	Final Assembly			1	
	Location Final Assembly	×	Q		
	Job All Jobs		Q		
	Jobs with location: "I	Final Asser	n [10]		

• Use the 'Location' and 'Job' boxes to search for the desired job.



Contern Southern	Southern Stat	es, LLC	CMilby
States			October 15, 2021
J Otales	Workforce Dim	iensions	29/116
Click on the button Apply	/Assem. Operator 6 6:00 AM	Audit	Cancel Apply Apply 1:43 PM 8/10/2021

11:30 AM

3:30 PM

- Assian Presive A dd C
- 1.
- The blue portion of the shift shows that the first portion of the shift has a transfer. The purple portion of their schedule represents a regular schedule with no transfer. 2.

Click the Apply button. If you need to copy this schedule to other days or employees, you can use the copy/paste functions mentioned earlier.		Transfer Employee
	Audit	Cancel
		へ 📥 🕼 🎫 ^{1:43} PM 8/10/2021 🖓
Click on the button Save Schedule Content	GS Engineering360 💡 Google M	aps 🔹 📙 Other bookmarks 🛛 🗐 Reading list
		4 ® E Q
		×
		Save Schedule Coment
	Sat 8/14	Sun 8/15

If this transfer needs to occur more than a week, it may be better to use the Schedule Pattern feature to transfer one or more employees for the desired time period.



- 1. Check the box to the left of the employees that you want to transfer.
- 2. Right click on one of the selected employees.

Click on Schedule Pattern

Ē	·0+	-0-	E +	ĨO	27	ð	ර
Schedule Pattern	Add to	Remove Group	Add Shift	Add Paycode	Enter Time Off	Lock	Unloc

8	23/20	021		Ē	1		Ð	Ē
		Αι	ıg 2	021		\rightarrow		
Mo	Tu	We	Th	Fr	Sa	Su		
26	27	28	29	30	31	1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
21	2 4	25	26	27	28	29		
30	31	1	2	3	4	5		

1. Click on the calender and select the date that you want this schedule transfer to begin.



• Click on Open Calendar and select the date you want the pattern to end.

Click on the checkbox Override Other Patterns	9/05/2021 Define Pattern For◆ 1 Week(s) ♥ Override Other Patterns Start Pattern On◆ Week
Click on Shift Template	Schedule Pattern 5 Selected Employees Pettern Template Pattern Template Pattern Template Shift Template Pattern Template Skift Template Skift Template

Contern Southern	Southern S	States, LLC		CMilby
States				October 15, 2021
	Workforce	Dimensions		32/116
Select the schedule yo This may end up being already have assigned, We'll apply the transfer	u want the employee to work. the same schedule they , but without a transfer applied. next.	New Pattern 8/23/2021-Forever Start Date* 8/23/2021 End Date*	Pattern Template Shift Template ◆ Add Ne Name 0600 0700 0700 () 0700 () 0700 () 0700 () 0700 () 0700	Comment Copy/Paste Delete ch Description 0600-1630 1230L 0700-1530 1130L 0700-1530 1130L 0700-1530 1200L 0700-1530 1230L
Paste the schedule on	one of the days.			
		n Add New Pattern	n	
		ti ⊕ m	No. 1	Monday
Clcik on Shift Templat	e to toggle the paste feature off.	Schedule Pattern		
		Shift Template 0700-1530 Occurrent of the projects New Pattern 8/23/2021-Forever	0 1100L Pattern Template Templat Add New Patter	Comment Copy/Paste Delete Shift Template
Double click on the sch	edule we just pasted		0700-1	530 1100L (8:30)
		er C Add New Pattern	1. 7:00 2. 11:0 3. 11:3 1 7:00 AM	AM [4:00]: Regular 0 AM [0:30]: Break 0 AM [4:00]: Regular
Click on the button Tra	nsfer Employee		Dogula	[4:00]
			Start Ti 7:00 / Transf	Image: The second se

Contern Southern	Southern S	tates, LLC		CMilby
States				October 15, 2021
	Workforce [Dimensions		33/116
Click on the button Add	Business Structure		5 Sele 2 Ac • Ac	ster ected Employees B B B B Id Business Structure Id Work Rule + Add Business Structu
Use the search bars to department or job title the radio button for the job	navigate to either the nat you want to use. Click the you want to select.			Apprentice Machinist 7 Southern Southern (i) Machine S Beam Line Operator Southern Southern (i) Fab Shop Brazer Southern Southern (i)
Click on the button Ok		Audit	Machi	ne S Show Next 6 Results ntire List Back Ok Back Ok Back Toob AM 8/24/2021
You will see the job loca now listed at the top un	ation that you are transferring to der 'Business Structure.'	Southern	5 Sele Busi Souther Distates LLC/Sou Operant	ected Employees
Click on the button App	ly	Audit		Cancel Apply Cancel 000

C C C C C C C C C C C C C C C C C C C	Southern	States, LLC	CMilby
States –	Workforce	Dimensions	October 15, 2021
	WOINDICE	Dimensions	54/110
Click the button Transfe portion of the day. It is v schedule is transferred.	er Employee for the second ery important that the full	Regu Star 11 Trai € Comm	ular • [4:00] : t Time End Time :30 AM 3:30 PM Day 1 nsfer Employee
Click on the button Add	Rusinoss Structuro	118	insier
		5 Se 2 •	elected Employees
Use the search bars to r department or job title th radio button for the job y	navigate to either the nat you want to use. Click the you want to select.	0	Apprentice Machinist 7 Southern Southern () Machine S Beam Line Operator
		0	Southern Southern (j) Fab Shop Brazer Southern Southern (j)
Click on the button Ok		CNG Sou	C MACHINIST 12
			Show Next 6 Results
		Audit	Back Ok ∧ ▲ 10:05 AM 8/24/2021 ₹
Confirm your selection a	at the top of the page.	5 Se Bu: Southern States Saturday	elected Employees



• The full day should now appear as blue on the schedule, indicating that the shift has a transfer applied.

Click on the button Apply





- 1. Click on **Copy/Paste**
- 2. Click on the button **Apply**

Click on the schedule you just created. This will copy it so we can paste it on the other days.	er	Add N	lew Pat	ern	
				No.	Monday
	Ö	Ð	圃		1 7:00 AM - 3:30 PM
			8		÷
				20040	
Tuesday Wednesday 7.00 AM - 3.30 PM 7.00 AM - 3.30 PM 7.00 AM - 3.30 PM	7:00 AM - 3:30 PM	day		Friday	1

• Select the days you want to place this schedule.

Click on the button **Apply**




Click on the button Save Schedule Content



8. Labor Grade Transfer

Click on the button Main Menu





- 1. Click on the Schedule tab.
- 2. Click on the link Schedule Planner with Absence Calendar

Click on the button Main Menu







- 1. Click on the Schedule tab.
- 2. Click on the link Schedule Planner with Absence Calendar

Souther	n States L	LC/Southe	rn States Ll	.C/Final A	ssembly					11:00 3:30
Ē	·2+	<u></u>	E+	ÍO	X	ð	ල්	:	E72	7:00 AM - 3:3
Schedule Pattern	Group	from C	Add Shift	Add Paycode	Enter Time Off	Lock	Unlock	More Actions	GOTO	7:00 AM - 3:3
-		0110	7	00 AM - 3:30	PM		7	00 AM • 3:30	Timecard	
	N, ANTAVI	ous	7	00 444 - 2:20	PM	_	7	00.001.220	People	imecard
Aller	, Kenneth		i i	00 111 3.30				00 844 0.00	Attendanc	e Details

- 1. Right click on the employee you want to transfer.
- 2. Click on the button **GoTo**
- 3. Click on the button **Timecard**

Notice the Transfer columns at the top of the schedule. This will row will show what transfers are applied to that specific time period.

GO TO		
Out	Transfer	In
	transier	
		ransier



- 1. Click on the first segment of the day's transfer box.
- 2. Click on the button **Search...**

Contern Southern	Southern	States,	LLC			С	Milby
States	Workforce	e Dimens	ions			October 15, 3	2021 9/116
Click on the blank box period you want to give	under 'Transfer' on the time the labor rate change.	bsence		In	Out	Transfer	
				7:00 AM 11:30 AM	11:00 / 3:30 f	PMn-8h Shift 1 Part 2;;	;
One the new drop down	n, select Search .	и 1 1 1 1 1 1 1	7:00 AM 1:30 AM 7:00 AM 1:30 AM	11:0 3:3 1/ 11:0 1/ 3:3 1/ 11:0	00 AM Choose 30 PM ;;;13 50 AM ;!SSL 30 PM ;!SSL 30 PM ;!SSL 50 AM Searc	Eabor Grade Base,,; hern States LLC/Southern St. - Union-8h Shift 2 part 2;;; - Union-8h Shift 1;;; - Union-8h Shift 1;;;	ates LLC/M
Click on the button Add	d Labor Category	4	8:00		Labor Cate	gories " usiness Structure fork Rule ~ ost Center ~ abor Category	



- 1. Click on the button Add SSL Job Levels
- 2. Select the labor grade you want to assign.

Southern		Southern States, LLC	3	CMilby
States				October 15, 2021
- Oldies		Workforce Dimension	S	40/116
Click on the button Ok				
				Back
				へ 📥 Ф)) 1:57 PM 6/1/2021 💭
Click on the button Apply				
				Cancel Apply
				1:57 DM
				^
	25.20	1	1	
	м	Labor Grade Base,;		
	м	8h Shift 1 Part 2;;;		
	M	;;;,13 Labor Grade Base,,;		
	22	Southern States LLC/Southern States LLC	C/Maintena	
	М	;ISSL- Union-8h Shift 2 part 2;;;		
	M	;ISSL- Union-8h Shift 2;;;		
	<u></u>	;!SSL- Union-8h Shift 1;;;		
	М	Search	2	

- Select the labor grade for the second half of the shift as well. On the new drop down, select **Search...** 1.
- 2.

М

Add Business Structure
Work Rule
🕀 Add Cost Center 🗸
Add Labor Category



- 1. Click on the button Add SSL Job Levels
- 2. Assign that labor grade that you want assigned.





Workforce Dimensions

If you want to apply this over the course of an extended period of time, or to multiple employees, you navigate back to the full schedule. Select the **Main Menu** button.

€ → (ithernstatesllo	c-uat.npr.mykron	ios.com/#/	I ANAC
Apps	OctoPrint	Planner	55 SSI Intranet	Cameras	M MIMC
= 0	SS South	em s			
Main Me	nu				
				-	
		SIL			
			12		
			A.	alley a	1



- 1. Select the Schedule tab.
- 2. Click on the item Schedule Schedule Planner with Absence Calendar

Click on the link Schedule Planner with Absence Calendar





- 1. Click the checkbox next to the employees that you want to work with.
- 2. Right click one of the selected employees.

C C Southern			Sc	outh	ern 🗄	Stat	es, l	LC						CMilby
States	Workforce Dimensions								October 15, 2021 43/116					
Click on Schedule Patt	ern					ī	2 Sel	lected	Emplo	yees				
						Sc	hedule attern	Add to Group	Remove from Group	■=+ Add Shift	Add Paycode	Enter Time off	Lock	Unlock
							ANDE	RSON, JA	ACQUEL	7	7:00 AM - 3:30 7:00 AM - 3:30	PM		7:00
	E	Start	: Date 23/20	2*)21		茼	1		Ð	Ē				
		Mo	Tu	Au We	IG 20 Th	021 Fr	Sa	→ Su						
		26	27	28	29	30	31	1						

7

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27 28

3

• Click on **Open Calendar** to select the day that you want this pattern to start.

3 4 5

24 25

115

10 11 12

18

1

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9

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30 31

C

Click on the **Specify Date**. This will give a date for the pattern to end. After this date, their schedule will return to their standard schedule.

s will their	give	a da edule	ate fo	or the retur		End Def	/30/2021 Date * Forever Specify Date ine Pattern For Week(s Override Othe	* * *	Ð		1	AM - 3:30 PM
9	10	11	12	13	14	15						
16	17	18	19	20	21	22						
23	24	25	26	27	28	29						
30	31	1	2	3	4	5						
8/: Defir	31/20 ne Pa)21 ttern We	For* ek(s)	Ö								



• Click on **Open Calendar** and select the date you want the pattern to end.

Click on the button Shift Template	
	Schedule Pattern
	2 Selected Employees Pattern Shift Comment Copy/Paste Delete Template
	New Pattern Add New Pattern
Select the shift you want the employee to work. We will transfer the employee next.	● New Pattern 8/23/2021-Forever ● Add Ne Name Description 0600 0600-1630 1230L • Iday Start Date* 0700 0700-1530 1100L Iday 8/23/2021 Image: Construction of the second sec
Click on a day to paste the schedule here.	
	n 👻 🔂 Add New Pattern
	No. Monday
Click on Shift Template	Schedule Pattern
	Shift Template 0700-1530 1200L
	New Pattern 8/23/2021-Forever
Double click on the schedule you just pasted.	0700-1530 1200L (8:30)
	Pr 1. 7:00 AM [5:00]: Regular 2. 12:00 PM [0:30]: Break 3. 12:30 PM [3:00]: Regular
	€

Couthern	Southern	States, LLC	CMilby
States	\\/	Dimensione	October 15, 2021
	VVOrkforce	Dimensions	45/116
Under the first segment Employee .	of the day, select Transfer		Regular • [5:00] : Start Time End Time 7:00 AM 12:00 PM Day 1 Transfer Employee The state of the stat
			Break - [0:30]
	tegory	Saturday	dd Work Rule 👻 dd Cost Center 👻
Click on the button Add	I SSL Job Levels		Transfer Labor Categories
			Add Paygroup Add SSL Job Lawale Add SSL Job Levels Go To Business Structure
Select the labor grade y employee to.	ou want to transfer the		Search I Labor Grade Base Labor Grade Base
		Saturday	10 Labor Grade Base 11 Labor Grade Base 11 Labor Grade Base
Confirm your selection i	is correct.		Labor Categories
			Add Paygroup SSL Job Levels 10 Labor Grade Base 10 Labor Grade Base Go To Business Structure

Contern Southern	Southern S	states, LLC		CMilby
E States	Workforce	Dimensions		October 15, 2021 46/116
L	Workforce I			40/110
Click on the button Ok		Audit	~	Back Ok Ok Ok 0k 0k 0k
Click on the button Apr	blv			
		Audit	^	Cancel Apply Cancel 0.51 AM Apply Cancel 0.51 AM Apply Apply Cancel 0.51 AM Apply Cancel 0.51
Select the Transfer En	ployee button for the second		Regular	- [3:00]
			Start Tim 12:30 F Transfer ① Comments	e End Time M 3:30 PM Day 1 Employee [0] Add Comment
Click on the button Add	Labor Category		-	
			bhA 🕂	Work Rule 👻 Cost Center 👻 Labor Category Add Labor Category
Click on the button Add	I SSL Job Levels		Labor Ca	f er tegories
			Add Go To Business	Paygroup SSL Job Levels Add SSL pb Levels Structure

Southern	Southern S	Southern States, LLC			
States	Workforce [Dimensions	47/116		
L					
Select the labor grade y employee to.	you want to transfer the	Saturday	earch abor Grade Base Labor Grade Base		
			hor Catogorian		
Commun your concertor.		€ [10] 10 GC	Add Paygroup - Lob Levels Labor Grade Base Labor Grad 10 Labor Grade Base		
Click on the button Ok		Bio	cinace Structura		
Click on the button Apr	bly	Audit	Back ▲ (1) (2011) (10-51 AM 8/24/2021)		
		Audit	Cancel Apply		
	/Electrical Assem.	6 12:30 PM 12:00 PM 3:30 PM			

Southern States, LLC	CMilby
	October 15, 2021
Workforce Dimensions	48/116
	Southern States, LLC Workforce Dimensions



- 1.
- Click on **Copy/Paste** Click on the button **Apply** 2.

Select the shift you want to copy. Add New Pattern No. Monday 7:00 AM - 3:30 PM Ë) € 4 Tuesday Wednesday Thursday Friday

Select all the date you want to paste the schedule. •

Southern	Souther	n States, LLC	CMilby
States			October 15, 2021
- Otates	Workford	ce Dimensions	49/116
Click on Copy/Paste to	toggle off the function.		
		iems.	
		Pattern Shift Comment Copy/Pattern Template	III Iste Delete
		ew Pattern	
Click on the button App	ly		Cancel
		Audit	
			∧ ● Φ» 📰 ^{10:52} AM 8/24/2021 🛐
Click Save in the top rig	ht on the screen.	🗰 ULINE 😰 Pipe Sizes 🛛 🛛 📙	Other bookmarks 🔝 Reading list
			Q 🖻 🕜 🌲
		Current Schedule Period 🛛 🛃 🔻 1 Employee(s) Selected 🛛 🚱 Loaded: 5:58 PM
		Share	View Pending Totals
		Amount Chife	Daily Davied

9. Assigning Absence Codes



1. Navigate to the employee's time card. If you notice an issue when reviewing the weekly dataview or browsing the weekly schedule, you can simply right click the user.



CMilby October 15, 2021 50/116

2. Click on **Go To**

3. Click on the button **Timecard**

If you want to apply a code to an absence specifically, right click the corresponding day's red mark in the	IE 🔻	0010	162 < 1 of	1 2				
right click the corresponding day's red mark in the	1	~	율	20	D :	®÷→	1	\$
Absence column.	Approve	Remove Approval	Sign-Off	Remove Sign-Off	Reset Accruais	Move Accruals	Rule Analysis	View Moved Amounts
	Date		Schedu	le	Abs	ence	In	
	8/09		7:00 AM - 3:3	30 PM	I			
	5		7:00 AM - 11	:00 AM		Unexcused	Absence	
			11:30 AM - 3	:30 PM 🖨				
Click on the button Comments and Notes					Date:			
	AA		Remove	Sig	8/09/2021			
	20011	Approve	Approval	JU	Unexcu:	sed Absence		
		Date		S				
	M	ion 8/09		7:00 A	mm Comme	en <mark>ts and Not</mark>	es	Justi
				7:00 A				Elicepi
				11:30 AM -	3:30 PM 🜾	>		
Click on the input field Select a Comment	H _	Oursest De		Une	xcused Abs	ence		
	• •	Current Pa	y Period	6-à Com	ment On			
				Un	excused Ab	sence '	•	
	A	mount	s	hif 🗢				
					Select a (Select a Co	mment	
	<u></u>				Type and			
					Add Anothe	er Note		Add
Select the 'Code 5', or other applicable code for this	Ar	mount	s	hif a				
day's absence.		mount			Select a (Comment	•]
					Search			
	51 5.5 71 5.5			- 1	Attenda	nce Mainten	ance Adjustn	hent
				- 1	Excused			_
				-	Failure t	o Call		
				-	PTO			
Be sure to include a note describing the event.				Com	ment On	sence	•	
				4	Add Comme	nt		
	A	mount	S	ihif m	Code 5	٢	• 1	
	55 M				Type a no	ote (optional)).	
	30							
				_	Add Anothe	er Note		Add

\\/orl/forod				
\\/orl/force	Octob	er 15, 2021		
VVOIKIOICE	Dimensions			51/116
			Ca ∧ ▲ Φ)	Apply
or lunch infraction, right vant to apply this to.	날 같이 Sign-Off Remove Sign-Off	ట్ టిం e Reset Move T Accruals Accruals	Rule View Moved Amounts	8/9/2021 Go To
	Schedule	Absence	In	Out
	:00 AM - 3:30 PM	i 📖		
	::00 AM - 3:30 PM	1	7:30 AM	12:00 PM
		1	12:30 PM	3:30 PM
	:00 AM - 3:30 PM	1	7:00 AM	12:00 PM
	1 - 3:30 PM	In Punch Time Zone: (GMT -05:00) Eastern Tir	ne (USA; Canada)	vi
	1 - 3:30 PM	li√ Ø Mark as Reviewed Edit Com	ments Ju	istify Notes И
		<u>И</u> 1	2:30 PM	3:30 PM
	I - 3:30 PM	4	7:00 AM	12:00 PM
	or lunch infraction, right /ant to apply this to.	pr lunch infraction, right /ant to apply this to. Schedule :00 AM - 3:30 PM :00 AM - 3:30 PM	or lunch infraction, right vant to apply this to. Image: Constant of the second of	or lunch infraction, right vant to apply this to. Image: Comparison of the

	Search]
	Code 5	-
	Failure to Call	- 1
	Lunch Infraction	
	РТО	
ſ	Tardy	2

- 1. 2. Click on the input field **Select a Comment** Click on the correct infraction.

- C Southern	Southern	States, LLC	CMilby
States			October 15, 2021
Otates	Workforce	Dimensions	52/116
Add a note.		Current Pay Period & Add Add Amount Shift Add Add	Comment Tardy Fype a note (optional). d Another Note Add
Click on the button Ap	oly		
If you want to check the time was calculated pro applied, you can check the Totals tab at the bo	e totals for the week to ensure operly with the new codes the totals for the week by click ottom of the screen.		Cancel Apply Apply 11:55 AM 8/23/2021
			Totals
			SW # 8 C N
	Pay Code	∠ Amount ∨	
	* ISS-REG	40:00	
		40:00	

• This will show you how many hours they were paid at the specific paycode, such as regular.

You can also see their Accurals/Balance of Vacation by clicking on the **Accruals** tab on the bottom of the screen.

 1.			
			2
Accruals			
O Type here to search	Ų	[]]	

10/15/2021

Conthern	Southern Sta	tes, LLC			CMilby	
States				Oct	ober 15, 2021	
J Olales	Workforce Dimensions				53/116	
Click on the button Save	agest a	i ULINE 😨 Pipe Size	5 »	Other bookm	narks 🛛 🔝 Reading list	
				Q	P 🕐 🌲	
	c	Current Schedule Perio	d 🛃 🔻 1 Emple	oyee(s) Selected	C Loaded: 8:00 PM	
			[Share View	Calculate Save	
		Amount	Shift	Daily	Period	

10. Retroactively Transfer Departments

001063									Timecard	6
Primary J Warehou	lob Ise Opera	tor 3						1	People	
Schedule	Group								Attendance Details	
Schedule	d Hours								Leave of Absence Cas	se Editor
Primary L	ocation (F	Path)								
	Ctotoo	LC (Coutbor	o Ctotoo III	C/Outolitu	Control				Deporto	
southerr	i states L	LC/Souther	I States LL	C/Quality	Control				neports	
outnerr Dn Premi	ses	LC/Souther	n States Et	C/Quality	Control				Business Processes	
outnerr In Premi	ses	دی) souther	E+	10 10 10 10 10 10 10 10 10 10 10 10 10 1		A	6	v	Business Processes	7:00
Dn Premi	Add to Group	Remove from Group	Add shift	Add Paycode	Enter Time Off	Lock	Unlock	More Actions	Business Processes	7:00

- 1. Right click on the employee that you want to edit.
- 2. Click on the button **GoTo**
- 3. Click on the button **Timecard**



- 1. Click on the Transfer box at the day or time you want the department transfer.
- 2. Click on the button **Search...**



Click on the button Add Business Structure

	Amount	Shif	uthern States LLC/Quali ty Con
	1		Work Rule None
			Cost Center None
			Labor Categories ",
y	1 8:00		Add Business Structure
(Tel	-		😫 Add Work Rule 👻
-			🔂 Add Cost Center 👻

Couthorn	Southern States LLC	CMilby
States		October 15, 2021
States -	Workforce Dimensions	55/116
	Transfer X Business Structure Image: Structure Current Job Varehouse Operator 3 Southern States LLC Image: Southern States LLC Quality Control Image: Southern States LLC Location Job Production Control Image: Southern States Jobs with location: "Production Cont [3] Image: Operator 3 Image: Southern State Image: Operator 3 Image: Southern State	55/116
	Assem. Specialist 3 Southern State Southern State () Production Con Can't find your job?	
	Change Location	
	Back Ok 3	

1. Click on the input field **All Locations** - Enter the department you want to transfer the employee to.

2:10 PM



Click on

- Select the job you want from the list. Click on the button $\ensuremath{\textbf{Ok}}$ 2.
- 3.

the button Apply								
							Cancel Apply	
	м	com Chocialist 2				^	、 👝 句》) 2:10 PM [6/1/2021 [
	M	-8h Shift 1 Part 2;;;		e e				
	M	Southern States LLC/South ;!SSL- Union-8h Shift 1 Part	ern States LLC/P 2;,,11 Labor Grad	roductio le Base,,;				
	M	;;;,11 Labor Grade Base,;			_			
	M	Southern States LLC/South	ern States LLC/N	laintena				
	IVI.	Search			2			

- 1. For the second half of the shift, do the same as before. Select the transfer box.
- 2. Click on the button Search...

Click on the button Add Business Structure

M

	Amount	Shif		uthern States ty Con	s LLC/Quali
-			Work Rule Cost Center Labor Categories	None None	C
у	1 8:00		Add Busines	ness Structure	
0			Work Rule	Add Bus	iness Structure
Č.			ISSL- Union-8h Sh	ift 1 Part 2	0 t



	Location Job
	Production Contr X 2 Warehouse Oper X
	Jobs with location: "Production Cont [3]
<u></u>	09N3 Southern State Southern State () Quality Control
	Warehouse Operator 3 Southern State Southern State
	Assem. Specialist 3 Southern State Southern State () Production Con
3	Can't find your job? Change Location
	Browse Entire List
	Back Ok 4
1	2:11 PM

- 1. Click on the input field All Locations
- Search for the department you want to transfer the employee to. Select the job from the list. 2.
- 3.
- 4. Click on the button Ok

Southern	Southern S		CMilby		
States				Oct	ober 15, 2021
Ulaies	Workforce [Dimensions			58/116
Click on the button Apr	bly			[Cancel
				~ 🗬	2:11 PM (小) 6/1/2021
Click on Save		Current Schedule Peric	d ဦ ▼ 1 Employ F Shift	ee(s) Selected	Loaded: 6:10 PM Calculate Totals Save Save Save
		No. 100		100 Ben (100	

11. Approving Time

Click on the button Main Menu





- 1. Select the Schedule tab.
- 2. Click on the link Schedule Planner with Absence Calendar

Contract Southern	Southern States,	, LLC	CMilby
States			October 15, 2021
J Olales	Workforce Dimen	sions	59/116
	BENNETT, REGINALD	6:00 AM - 4:30 PN	
	BLACKBURN, FREDRI	6:00 AM - 4:30 PN	
	CLAY, JEFFERY	7:00 AM - 3:30 P	
		7:00 AM - 3:30 P	

7:00 AM - 3:30 P

• Select the checkbox on all the employees that you want to review and approve.

ſ





• You can also use the drop down to navigate to specific employees.



• Ensure you are on the correct time period to review. The calendar button in the top right selects time period.

				ADDURS ADDURS	Analysis Amounts									Pending	Tatata
		Owte	Schedule	Absence		04	Transfer		04	Traveller	Pay Code	Amount	598	Daily	Period
+ 8	Mo	br.875	7:00 AM - 3:30 PM		7.00 AM	11.00 AM		11.30 AM	330 PM				8.00	8.00	8.00
+ 8	14	e6/17	7:00 AM - 3:30 PM		7.00 AM	11.00 AM		11:30 AM	330 PM				8.00	800	16:00
+ 8	110	w18/18	7:00 AN - 3:30 PM		7.00 AM	11.90 AM		11.30 AM	3 30 PM				8.00	8.00	24.00
+ 8	1N	N-8/19	6:00 ANI - 4:30 PM		6:00 AM	11.00 AM		11:30 AM	430 PM				1000	10:00	34.00
+ 8	Pri	18/20	7:00 AN - 3:30 PM		710 AM	11.90 AM		11.30 AM	330 PM				8.00	8.00	42.00
+ 8	Sat	K8/21													42,00
+ 8	54	un 8/22													42.00

• Review the schedule and confirm all punches are correct. Make sure lunch was taken at the correct time. Apply any codes if necessary. Ensure lunch was taken at the correct time.



• Ensure the correct times are in the totals.



1. The dropdown on the top left of this tab allows you to break the totals down to a daily view. Select 'Daily' for a daily view, and 'All' for the weekly view.

- ----

2. Click on the link **Daily**

Once you select the 'Daily' option, just select the day you want to specifically review.

+	đ	Mon 8/16	7:00 AM - 3:30 PM	
+	圃	Tue 8/17	7:00 AM - 3:30 PM	
+	圃	Wed 8/18	7:00 AM - 3:30 PM	
+	酚	Thu 8/19	7:00 AM - 3:30 PM	
+	圃	Fri 8/20	7:00 AM - 3:30 PM	
+	童	Sat 8/21		



If corrections have been made and everything looks good to go, press the **Save** button in the top right. If no changes have been made, this step will not be available to you. That is okay.

Amount	Shift	D	aily	Pe	eriod
		Share	View Pending	Calculate Totals	Save
Previous Schedule P	eriod 🔏 🔻 1	Employee(s)	Selected	G Load	ded: 2:57 PN
			0	(F)	
GS Engineering360	Google Maps	» 🗌 🖸	Other bookm	arks 🛛 🔝	Reading list

Contern	Southern S	CMilby October 15, 2021	
States			
Otates	Workforce I	Dimensions	63/116
To approve the timecat the top of the screen.	rd, press the Approve button at	Apps C OctoPrint M Planner 35 SSI I	intranet 🔖 Cameras 🚻 MMC ,
		CLAY, JEFFERY	l of l > 2 2 0: 0: ↓ roff Remove Reset Move Sign-off Accruais Accruais
		Date Sc + im Mon 8/16 7:00 AI	thedule Absence M - 3:30 PM
If you need to remove a select the Remove Ap	approval and make changes, proval button.	Apps CoctoPrint Planner SSII - Image: States Image: CLAY, JEFFERY Image: Old Address Image: Old Addres Image: Old Address <	ntranet Cameras M MMC
	OctoPrint M Planner SS Southern States =FERY T 10 00140 00140 Approve Remove Approval	Information Timecard Approved by C.Milby@S Data Solution SSI Intranet Cameras 3 < 1 of 1	outhernStatesLLC.Com 8/24/2021 2:56

• Move to the next employee. Either use the arrow keys to navigate, or the drop down to move to a specific employee.

12. Changing Schedule - Day by Day Basis

These instructions are ideal for changing a schedule for an employee(s) that only needs to have a couple days or less changed within their scheduled week. If you need to see how to transfer an employee to a specific department or another shift such as first, second, or third, please see that tutorial separately.

Click on the button Main Menu







- 1. Click on the item Schedule Schedule Planner with Absence Calendar
- 2. Click on the link Schedule Planner with Absence Calendar

Click on the button Quick Actions . This will reveal more button options.	Apps CotoPrint Planner SSI Intranet Cameras M MMC Image: Southern states Image: States States States Image: States
	Actions Concentrations Schedule Groups
Click on the button Delete to toggle on the delete function.	ner 🕮 SSI Intranet 🔖 Cameras 🚻 MMC 🌌 MSC 🧿 Grainger 🥩 Global In
	E P III III Comment Paycode Copy / Delete Lock / Swap Approve F Unlock
	Mon 8/09
Select the shift that you would like to delete. Make sure you are selecting the right employee's schedule.	Iranster Iemplate Paste Image: The state Image: The state Image: The state Image: The state Mon 8/09 Image: The state
	Walker, FLORINDA C 12A 4A BA 12P 4P 8P 12A 4A 8A WALKER, FLORINDA C 120
	Parallel 1st Shift [13] No inheritance BYRD, DEBBIE A

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E States	Markforco	Dimonsions	October 15, 2021
	WORKIOICE	Dimensions	05/110
Click the Delete again t	to toggle off the delete function.	ner 🕮 SSI Intranet 🔖 Cameras 👖 MMC J	🕊 MSC 🕝 Grainger 🅏 Global In
		rt Shift Comment Paycode Copy / Paste	දි <u>ණ</u> Lock / Swap Approve අ Unlock
		Mon 8/09	Tue 8/10
Click on Insert Shift Te function.	emplate to toggle on the		
		Assign Unassign Insert Shift Transfer	ment Paycode Copy / Delete rift Template
		▼ ▼ I Mon □ Name [0/497] ↓ 12A 4A 8A	8/09 [12P 4P 8P 12A 4A 8A
Select the shift you war	nt the employee to work.	Name [0/497] ↓ 12A WALKER, FLORINDA C 0600 0600 WALKER, FLORINDA C 0600 0600 Parallel 1st Shift [13] 06000 0600 No Inheritance 04000 0600	ription 2A 4A 87 1430 1130L 1430 1200L 1530 1130L
		BYRD, DEBBIE A 0600 0600- CHATMAN, DWAYNE 7:00 A	1530 TLunch 7:0
Select the day that you copy the shift template multiple days and differ that the undesired sche	want to paste the shift. This will to this day. You can select rent employees, just make sure edules are also deleted.	WALKER, FLORINDA C	127 4F 0F 12A 4A 0F 15025 330 PM
		No inheritance	7.0
		CHATMAN, DWAYNE	۵۵ الديني المراجع
Click on Insert Shift Te function.	emplate to toggle off the	Southern Insert Shift Template 0600-1530 1130L	
		Assign Unassign Insert Shift Insert Shift Transfer	ment Paycode Copy / Delete Nift Template
		□ Name [0/497] ↓ 12A 4A 8A	8/09 [12P 4P 8P 12A 4A 84

Southern	Southern States, LLC	CMilby
States		October 15, 2021
Jan Olales	Workforce Dimensions	66/116

If you've already finished inserting a shift, and you want to add this shift to other days and/or other employees, you can copy and paste the listed schedule. Select the Copy / Paste button to toggle this function on.	Planner	SSI Intran	et 🔖 Came	ras M MMC	MSC MSC te Lock / Unlock	G Grainger	A
	•	Mon 8/09		1	Tue 8/10		
Click the shift that you want to copy to other days and/or employees.	WALKER	, FLORINDA C	7.	:00 A 11:30 :00 AM - 3:30 PM		7:0	20
	Parallel 1 No Inherita	st Shift [13]					
	BYRD, D	EBBIE A	6:0	00 AM - 3:30 PM		7:	:0
	СНАТМА	AN, DWAYNE	l	7:00 A 12:	BY <mark>R</mark> D, DEBBIE	A I I	-0
		THERESA M		7:00 A	0600-1530 11	30L (9:30)	
Immuno Immuno Immuno Immuno Immuno Immuno Immuno Immuno Immuno Immuno Immuno Immuno Immuno Immuno Immuno Immuno							

Select the days you want to that specific employee to work the scheduled shift. This will paste the copied schedule on these days. •

С

Click on Copy / Paste to toggle this function off.	outhern States				
	ected Shift: BYRD, DEBBIE A - Mon 8/09/2021 6:00 AM - 3:30 PM. Select where you want to pas				
	the set shift Insert shift Comment Paycode Copy / Delete Lock / Swap Insert shift Tremplate Comment Paycode Lock / Swap Swap				
	Won 8/09 ■ Tue 8/10 ↓ 12A 4A 8A 12P 4P 8P 12A 4A 8A 12P 4P 8P				
Click on the Delete to toggle on the delete function.	ner 😹 SSI Intranet 🔖 Cameras 👗 MMC 🌌 MSC 🕝 Grainger 🅏 Global In				
	E E E E E E E E E E E E E E E E E E E Copy / Delete Delete Delete C Swap Approve F				
	Mon 8/09				
	800 AM - 30 PM* 600 AM - 30 PM* 500 AM - 30 PM*				
200 A 12: 700 A 12: 700 A 12: 700 A 12:	200A 32- 200A 12 BVRD. 700A 12- 700A 12 0700-				

1. Delete the undesired schedules.



Click the Delete button to toggle off the delete function.	ner 😹 SSI Intrar	net 🔖 Cameras 州	MMC M MSC 🤇	🕤 Grainger 🏾 ಿ Global In
	ert Shift Comment	Paycode Copy / Paste	Delé Delete Ock /	Swap Approve F
	Mon 8/09		📕 Tue 8/10	4
Press the Save Schedule Content key in the top right. If you need to transfer the employee to another shift or another department as well, please see that tutorial for instructions.	GS Engineering36	0 💡 Google Maps	» 🚺 Other book	marks 🛛 🔝 Reading list
	Ö •	Current Schedule Perio	od 🖧 👻 All Home	C Loaded 12:14 PM
	6			Save Schedule Content
		Set 8/14	Sur	n 8/15

CMilby

67/116

13. Shift Transfer - 1st to 2nd to 3rd Shift Changes

This tutorial is about transferring an employee from on shift to another, such as first shift to second shift.

Click on the button Main Menu





- 1. Click on the Schedule tab.
- Click on the link Schedule Planner with Absence Calendar 2.

Contern Southern	Southern States, LLC			
States	3 States			
	Workforce	Dimensions	68/116	
Click on the button Qui	ck Actions	🗰 Apps 🍙 OctoPrint 🚮 Planner 😂	SSI Intranet 🔖 Cameras 📓 MMC .	
		View by Schedule Group -		
		Quict Actions able View Zoom	enerate Load chedule Groups	
		▼ Y • □ Name (0/531] ↓	Mon 8/23	
Click on Insert Shift Te	emplate	E Southern States		
		▲⊗ ↓↓ ▲ Assign Unassign Insert Shift Transfer Insert Shift Template	Comment Paycode Copy / Delete	
		▼ ↓ Inse □ Name [0/497] ↓ 12A 4A 8A	rt Shift Template Mon 8/09 [12P 4P 8P 12A 4A 8/	
Salaat the ashedula va	want the employee to work	Transfer Template	Paste	
Select the schedule yo	u want the employee to work.	Search	o	
		□ Name [0/497] ↓ 12A 0700 07	rescription E 2A 4A 87	
		MILLER, MELISSA 2300 1	300-0000 1930L 7-00 300-0730 04 1530-0000 1930Lunch 7-00	
		WALKER, FLORINDA C	330wBreak 7.00 M - 3:30 PM 7.00 7.00	
Find the employee's sc change. Click on the er paste the schedule. Yo	hedule that you want to nployee's day that you want to u will now see two schedules	Parallel 1st Shift [13] No Inheritance		
on this day.		BYRD, DEBBIE A	M - 3:30 PM 6:00 /	
		CHATMAN, DWAYNE	M - 3:30 PM 6:00 /	
		DRIVER, THERESA M	A 12: 7:0	
Coloct the Incert Chiff	Templete butten te sten			
pasting the schedule.	iemplate button to stop	Southern States Insert Shift Template 1530-0000 1930L		
			– ío 🕀 📾	
		Assign Unassign Insert Shift Insert Shift Transfer	Comment Paycode Copy / Delete Paste	
		□ Name [0/497] ↓ 12A 4A 8A	Mon 8/09 [12P 4P 8P 12A 4A 8/	

Contern Southern	Southern States, LLC				CMilby
States	\\/orl/form	Markforce Dimensione			15, 2021
	VVORKTOR				69/116
Select the Delete butto	n.	ner 😹 SSI Intranet 🔖 Came	eras M MMC A	/ MSC 🕝 Grainge	er 🏓 Global In
		rt Shift Comment Paycode d mplate	Copy / Delete	Cock / Swap	Approve F
		Mon 8/09	1 .] Tue 8/10	
Delete the overlapping,	undesired shift.		7:00 AM - 3	30 PM	7:00
		Parallel 1 st Shift [13] No Inheritance			
		BYRD, DEBBIE A	6:00 AM - 3:3		6:00/
		CHATMAN, DWAYNE	6:00 AM - 3:3	3:30 PM - 12:0	6:007
		DRIVER, THERESA M	5:00 AM - 3:3		6:007
		LAWRENCE, SAMUEL	7.00 A.	e	
Click the Delete to togg	le off the delete function.	ner 😹 SSI Intranet 🔖 Came	ras M MMC A	🛛 MSC 🕝 Grainge	r 🅏 Global In
		rt Shift Comment Paycode (mplate	Copy / Delete	Cock / Swap Unlock	Approve R
		Mon 8/09	1 .	Tue 8/10	-1
Double click on the shift you just inserted.		7:00 / Ist Shift [13] ance EBBIE A	M - 3:30 PM	72 6:0 @	00 AM - 3:30 PM
		AN, DWAYNE	3:30 PM	12:00	3:
		, THERESA M	M - 3:30 PM	6:0	0 AM - 3:30 PM
		NCE, SAMUEL	A 12:	li	7:00 A 12:0
Click on the button Tra	nsfer Employee		€ Add	Segment C) Assign Breaks
			Regul	ar 🝷 [4:00]	:
			Start T 3:30	ime End Time PM 7:30 PM	8/09
			Trans	fer Employee	
			€		

Contern Southern	Southern	States, LLC	CMilby
States		October 15, 2021	
- Olaloo	Dimensions	70/116	
Click on the button Add	Work Rule	Sat 8/14 3P 12A 4A 8A 12P 4P Cos Lat ↓ ↓	Add Business Structure Add Work Rule Add Cost Add Work Rule Add Labor Category
Select the correspondin we select !SSL- Union- transferring this employ	g shift schedule. In this case, 8h Shift 2 since we are ee to the second shift.		earch SL- Union-8h Shift 1 SL- Union-8h Shift 1 Disqua OT SL- Union-8h Shift 2 SL- Union-8h Slift 3 SL- Union-8h Shift 3 SL- Union-8h Shift 3 Disqua OT
Click on the button App	ly	Audit	Cancel Apply Apply Apply 1:52 PM 8/10/2021
Click on the button Trar	nsfer Employee	L L L L L L L L L L L L L L L L L L L	art Time Start Date 8:00 PM 8/09/2021 5 d Time End Date 12:00 AM 8/10/2021 5 ansfer Employee ments [0] Add Comment
Click on the button Add	Work Rule	Set 8/14 Co 3P 12A 4A 8A 12P 4P Co Lat € 	st Center None bor Categories MANUF,,, Add Business Structure Add Work Rule - Add Cost Center - Add Labor Category



• The entire shift line will be blue if transfers have been applied to both halves of the shift. It will also appear blue on the full schedule.

A 44 0

7:30 PM

12:00 AM

Annian Brooke

Click on the button Apply



Workforce t transfer across multiple te button.			October	15, 2021 72/116
Workforce t transfer across multiple te button.	Dimensions			72/116
t transfer across multiple te button.	Relanner 🚟			
	hern 95	SSI Intranet 🔌 Cameras	MMC MMSC	🕝 Grainger 🗧
	art Shift ansfer Template	Comment Paycode Copy / Paste	Delete Lock / Unlock	Swap A
		Mon 8/09	🔳 Tue 8/10	7:00 AM - 3:30 PM
Select the shift you would like to copy.				
	DEBBIE A	6:00 AM - 3:30 PM	6	.00 AM - 3:30 PM
		3:30 #*	0 PM - 12:0	:00 AM - 3:30 PM
		6:00 AM - 3:30 PM	6	:00 AM - 3:30 PM
	ENCE, SAMUEL	7:00 A 12:		7:00 A 12:0
	ke to copy.	Ke to copy.	Ke to copy.	Ke to copy.

• Select the days you want the employee to work on the copied schedule. This will paste the schedule on these days.

7.00 A. 12

Click the Copy / Paste key to toggle off this function.	🔣 Planner 😹 SSI Intranet 👒 Cameras 🚻 MMC 🌌 MSC 🕝 Grainger 🖨
	hem 35
	ed Shift: CHATMAN, DWAYNE - Mon 8/09/2021 3:30 PM - 12:00 AM. Select where you want to p
	ert Shift Insert Shift Comment Paycode Copy / Paste Lock / Swap A
	Mon 8/09
Select the Delete to toggle on the delete function.	ner 😹 SSI Intranet 🔖 Cameras 👭 MMC 🙍 MSC 🌀 Grainger 🅏 Global In
	E T Shift Comment Paycode Copy / Delete Lock / Swap Approve F
	Mon 8/09
500 AM - 330 PM 300 AM - 330 PM 300 PM - 120 - 3 300 PM - 120 -	C. 200 AM-230 PM 200 AM-230 PM 200 AM-230 PM 200 AM-230 PM 200 AM-230 PM 200 AM-230 PM
200 AM - 23 FM 200 AM - 23 FM 200 AM - 23 FM 200 AM - 23 FM 200 AM - 23 FM	0:00 AM - 2 30 PM 0:00 AM - 2 30 PM 7:00 Au 12:-

10/15/2021


• Click on any of the undesired and overlapping schedules. This will remove them from the calendar for that day.

Click on the delete key to toggle off the delete function.	lanner 8	🗐 SSI Intrar	net 🔌 C	ameras 🕌	MMC M MSC	G Grainger	🤣 Globa
	Insert Shift Template	Comment	To Paycode	Copy / Paste	Delete Lock / Unlock	Swap	Approve
Click on the button Save Schedule Content		Mon 8/09	0.0.1		📕 Тие 8/10		
Click on the button Save Schedule Content		leering360	Googl	e Maps 🛛 🛪	Q Other bookn	Loaded 1	2:31 PM
						G Refresh	Save
		Sat 6	3/14		Sun	8/15	

If you want an employee to work on a different shift for a few weeks, you can change their schedule pattern for that time.

1		
	Allen, Kenneth	7:00 AM - 3:30 P
	ANDERSON, DARIUS	7:00 AM - 3:30 P
	ANDERSON, JACQUEL	7:00 AM - 3:30 P
	ANDERSON, RASHED	7:00 AM - 3:30 P
	ANDERSON, WAYNE	7:00 AM - 3:30 P
	ANGELES, GEOVANI	7:00 AM - 3:30 P
	ASKEW CHABLIEF	7:00 AM - 3:30 P

• Click the checkbox next to all of the employees that need to have their scheduled changed. Right click on any of the employee's that you've checked.

Contern Southern		Southern States, LLC								CMilby				
States												Octo	ber 15	, 2021
- Olales			W	orkf	orce	Dim	ensi	ons						74/116
Click on Schedule Patt	ərn						whhs		ornin M	FIGUIE	95 33rm	ance 🦘	cameras	IN IVIIVIC
							3 Se	lected	Emplo	yees				
						Sci Pe	nedule attern	Add to Group	Remove from Group	IE+ Add shift	Add Paycode	Enter Time Off	Lock	D Unlock
						,	- Narr	T ne (3/531		A 4A	Mon 8/2 8A 125	23 P 4P	8P 12A	[4A 84
	2010	Start	Date	*		_								
	C	8/2	23/20)21		Ē	1		Ð					
				Αι	ıg 2(021		\rightarrow						
	C	Mo	Tu	We	Th	Fr	Sa	Su						
	-	26	27	28	29	30	31	1						
	Г	2	3	4	5	6	7	8						

10 11 12 13 14 15

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18 19 20 21 22

26 27 28

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1. Select the start date for this schedule.

9

16 17

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Click on the radio button Speci the employee will go back to the	fy Date eir star	e. After ndard s	r this scheo	date lule.	, (((Start Date* 8/30/2021 End Date* Forever Specify Date Define Pattern For] 🛱	Ð	đ	1	
	9 10 16 T	0 11	12 19	13 20 27	14 21 28	1 Week(0 override Othe	s) V	-			
[23 2 30 3 8/31/ Define F	2021 2021 Pattern	2 2 For*	3	4	5					



• Select the end date for this schedule.

Click on the checkbox Override Other Patterns	9/05/2021 Define Pattern For★ 1 Week(s) ✓ Override Other Patterns Start Pattern On★ Week
Click on Shift Template	Schedule Pattern
	3 Selected Employees
	• 1530-0000 1930L 8/30/2021-9/05/2021
Select the shift you want to transfer the employee to.	Pattern Shift Comment Copy/Paste Delete
	● 1530-0000 1930L ● ● 1530-0000 1930L ● Add Name Description 1530 1530-0000 1930L 1530 1530-0000 1930L Start Date* 2300 8/30/2021 ● * ● 7-330 7-330WBreak z2Shift 2 Shift E 800-1100
Select one of the days of the week to paste this shift.	930L Add New Pattern
	No. Monday
Click on the Shift Templete butten to toggle this	
function off.	Schedule Pattern
	Shift Template 1530-0000 1930L
	Pattern Shift Template Comment Copy/Paste Delete
	• 1530-0000 1930L 8/30/2021-9/05/2021 - Add New Pattern

C C Southern	Southern S	States, LLC		Octobor 1	CMilby
States	Workforce	Dimensions			76/116
Double click on the sch bring us to a detailed v	nedule you just pasted. This will iew of the schedule.	Add New Pattern			
		No ()	0. Mon 3:30 PM - 1 0 Al	day M	Tuesda
Click on the button Tra	nefor Employoo				
	inster Employee		Regu Start 3:3 Tran	lar - [4:00] Time End Time D PM 7:30 PM sfer Employee	: Day 1
	Add Business Su Add Work Rule Search SSL- Temp Shift 3 ISSL- Union-8h Shift	ft 1 ft 1 Disqua OT	Breat	(▼ [0:30]	:
	2 SSL- Union-8h Shit	ft 2			

- 1.
- Click on the button **Add Work Rule** Select the corresponding work rule. Since we are transferring this employee to second shift, we select 2. ISSL- Union-8h Shift 2

al al :6 a b:

<u>.</u>

.....

Click on the button Apply



*



- 1. Click on the button **Add Work Rule**
- 2. Select the correct work rule for this shift.

Click on the button Apply





• The schedule bar at the top of this tab should now appear blue, showing a transfer has been applied to the full shift.

Add Commont



- Click on **Copy/Paste**
- Click on the button **Apply**

Contern Southern		Southern	States, I	LC			CMilby
States							October 15, 2021
Otates		Workforce	Dimensi	ons			79/116
Select the schedule that	It we've modified.		30L 2021	Ac	ld New F	Pattern	
						No.	Monday
			Ö	•	đ	1 3:30 F	M - 12:00 AM
	et CopyPaga E						

• Click on the days for the remainder of the week to paste the schedule.

1 3:30 PM - 12:00 AM

Click on the button Apply	
	Cancel
	Audit
	∧
You should get a confirmation message that the changes were applied successfully. Check the schedule to ensure everything is correct.	View by Schedule Group 🔻
	Assign Unassign Insert Shift Insert Shift Comment Paycode Copy / Delete Transfer Template
	Success Pattern changes were successfully applied.
	▼ ▼ I Mon 8/23 I ■ Name [3/531] ↓ 12A 4A 8A 12P 4P 8P 12A 4A 8A
Click on the button Save Schedule Content	GS Engineering360 Q Google Maps 🛛 🗕 Other bookmarks 🖪 Reading list
	Sat 8/28 Sun 8/29



Workforce Dimensions

14. Changing Schedule - Week by Week Basis

This tutorial is mainly for changing schedules that need a full week or more changed. For changes to a single or few days, please see that specific tutorial.



• On the Schedule Planner page, check the checkboxes next to the employee(s) you want to work with.

Right click on one of the employees you have checked		(100 AM - 3130 PM	7300
011.	ALFRED, NATHAN	7:00 AM - 3:30 PM	7:00
	ALLEN, ANTAVIOUS	7:00 AM - 3:30 PM	7:00
	Allen, Kenneth	7:00 AM - 3:30 PM	7:00
	ANDERSON, DARIUS	7:00 AM - 3:30 PM	7:00
	ANDERSON, JACQUEL.	7:00 AM - 3:30 PM	7:00
Select the Schedule Pattern button.	ADAMS, CHRISTOPHER		
	<u> </u>	3:30	11:00 3:30
	3 Selected Emplo	oyees	
	Schedule Schedule Pattern	Add shift Add Enter Time Off	Lock Unlock
	Allen, Kenneth	7:00 AM - 3:30 PM	7:00
		7:00 AM - 3:30 PM	7:00



- 1. Click on **Open Calendar**
- 2. Select the date that you want this schedule pattern to end. If you want an employee to have this schedule for two weeks, set the end of the pattern to be two weeks out

Click on the checkbox Override Other Patterns

6/06/2021		
Define Pattern For*		
1 Week(s) 🗸		
Override Other Patterns		
Start Pattern On*		
Week 1		



Click on Pattern Template

₽

Description

0700-1630 11...

0700-1630 11..

0700-1630 12..

0700-1630 12...

1530-0000 19..

Ð

Copy/Paste

Mon

Workforce Dimensions

ule Pattern





If you want to mix and match specific schedules into this pattern, select the **Delete** and press Apply.

Monday	Tuesday	
	7:00 AM - 4:30 PM	7:0
		_

Select the days on the schedule you want to remove.



Click on the **Delete** button to toggle the delete function.



- 1. Click on Shift Template
- 2. Select the schedule you want to input.



• Select the days you want this shift to be placed on. Confirm the schedule looks like you want.

Click on the button Apply





Workforce Dimensions

CMilby October 15, 2021 84/116

Click on the button **Save Schedule Content**



15. Applying Disciplinary Action

If you have the 'Manage Attendance' tile on your home page, you should be able to see any actions that need to be taken for your employees.	Hanage Attendance : 4 policy actions are required. BARLOW, GLENN F (3 Day Dis Go Go to Attendance Details for Columns Exception
Select the action you want to work with and press Go .	Select an Employee
	Manage Attendance : 4 policy actions are required. BARLOW, GLENN F (3 Day Dis Go Go to Attendance Details for Select an Employee Go
The information about the incident will be displayed.	Action 3 Day Disciplinary Suspension Policy Absences Actions Code 5 Completed Date * 8/24/2021 Details
Click on See Full Attendance Details at the bottom.	8/10 Code 5 - Absences Unexcused 8/09 Code 5 - Absences Unexcused 5/24 Code 5 - Absences Unexcused 5/17 Code 5 - Absences Unexcused 5/17 Code 5 - Absences Unexcused See Full Attendance Details 2



Workforce Dimensions

0.0

On this form, you will see balances calculated per	- Absences		1.0	0.0
every day. Navigate to the date that has the action. It have what action that needs to be taken listed on the	Day Start Balance: Code 5 - Absences Code 5 - Absences Unexcused		Balance Amount 7.0	t
left. Occurances appear with a grey and white border on the left.			Event Amount 09:00	Balance Chang 1.0
	3 Day Disciplina Suspension	ary	Balance Name Code 5 - Absenc	Balance Trigger es 8.0
	Day End Balance: O Absences	Code 5 -	Balance Amount 8.0	
Review the information.	; Jalance: Code 5 -	Balance A	mount	6.0
	- Absences	Event Am	ount	Balance Change 1.0
)isciplinary Ision	Balance N Code 5 - A Policy Nat	lame Ibsences Me	Balance Trigger Amount 8.0
	alance: Code 5 -	Balance A	mount	
Click on the item View Document			Up Fo	D - D - Indate Action
			Di	splay Policy
			Vie	ew Document
This will download the disciplinary form as a Word document. Click on the link once it downloads. If you're	Day Start Balance: Absences	Code 5 -	Balance Amount 6.0	t
in Chrome, it should appear at the bottom of the screen.	Code 5 - Absen Unexcused	ces	Event Amount 08:00	Balance Chang 1.0
	Written Warnin	g	Balance Name Code 5 - Absenc	es 7.0
	SSL Disc No	ticedocx	~	
	🗄 🔿 Туре	here to sear	ch	l (D) 🥫 🚺

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• Review the disciplinary form. Type any necessary comments. Print the document and follow standard procedures for issuing the disciplinary action.

Return to Workforce Dimensions and click on the pencil again. Click on the pencil an go to **Update Action**.

	_	

Se	lect a	a date				
<u>(</u>		Αι	ıg 2	021		\rightarrow
Мо	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

• Select the date you have issues the disciplinary action.

22 Southern	Southern S	CMilby		
States				October 15, 2021
	Workforce	Dimensions		87/116
Click on the details box action was taken.	and enter text to describe what		opuate /	Action
			Completed Da	ate
			Details	
			Add Details	Here.
Click on the button Sav	/e			
				Cancel Save
			^	S ≤ 4) = 9:47 AM 8/25/2021 = 1
Click the drop down an	row on the occurance on the far	ribacilieea		
left.		Day Start Balance Absences	: Code 5 - Balance Am 7.0	ount
		Code 5 - Abser Unexcused	Event Amou 09:00	nt Balance Chang 1.0
		3 Day Disciplin Suspension	Balance Nar Code 5 - Abs	ne Balance Trigger sences 8.0
		Day End Balance: Absences	Code 5 - Balance Am 8.0	ount
		Sun 8/15	/2021	0.1
You can now see wher was, which should be t	n the 'Action Completion Date' he date you filled in.	; Jalance: Code 5 -	Balance Amount 7.0	
		- Absences ised	Event Amount 09:00	Balance Change 1.0
)isciplinary Ision	Balance Name Code 5 - Absences Policy Name	Balance Trigger Amount 8.0 Action Completion Date
		alance: Code 5 -	Absences Actions Code Balance Amount	5 8/25/2021

16. Absence Report

Click on the button Main Menu



10/15/2021



- 1. Click on the item Dataviews & Reports Dataview Library Group Edit Results Report Library
- 2. Click on the link **Report Library**

Click on the button Run Report		← → C
		🔡 Apps 🌔 OctoPrint 📓 Planner 😹 SSI Intranet 🔖 Cameras 🌍 Spotify
		E f Southern States
		Reporting Select All Delete Run Report
		() No completed reports are available. Click "Run Report" to select and run a report.
		Completed [0]
	Employee Sign-Off	
	2 Exceptions	
	FTPT Report	
	Hours by Location	
	Time Detail	

- 1. Click on the button **Timekeeping**
- 2. Click on the button **Exceptions**

Click on the button Select



>

Work

Contract Southern	Southern States, LLC	CMilby
States		October 15, 2021
J Otates	Workforce Dimensions	89/116
	Yesterday, Today, Tomorrow Vesterday Plus 6 Days Yesterday Minus 13 Days Last 7 Days Last 30 Days Current Week Last 4 Weeks Last 4 Weeks Last 3 Months Last 90 Days Last 4 Quarters	
	FI CHOUST OFECUSC WEEK	

- 1.
- Click on the timeframe. Select the timeframe you want to see. 2.

Select the Hyperfind dropdown to select the employees you want to see.	Timeframe * Last 4 Quarters Hyperfind * My Employee Group and/or Organizational Group that are active or employed and working as or Exception Types *	
If the people you don't see aren't already listed, click on New Hyperfind .	!!Test Break Image: Comparison of the second se	
Click on the button Add Conditions	Build your Hyperfind by adding conditions here.	



Workforce Dimensions

Select the information you want to filter the data by. You can use name, employe number, department, or more.

.

ilter	Primary Job
✓ General Information	Include Exclude people v
Name or ID	Locations Selected
Primary Job Name or ID	Select All
	Locations
Expired Primary Job	Southern States LLC

nclude	O Exclude people who meet this condition
h by	By Last Name
100se	By Last Name
ch for	By First Name
	By Full Name
	De 1D

- 1. Select the Search By dropdown.
- 2. In this case, we are searching **By First Name**.

 Choose specific People 	
Search for	
×	

1. Enter the information you want to search.

We searched for Quartney, so we click her name to select her.

Choose Specific People Search for
Quartney
Quartney, Alexander, 001741
Quartney, Alexander, 001741

Contern Southern	Southern S	States, LLC	CMilby
States		<u> </u>	October 15, 2021
	Workforce	Dimensions	91/116
Click on the button Add		t Selected Conditions Add No Conditions	Update Delete
Click on the button App	ly		
			Cancel Apply Apply Apply Apply Apply Cancel Apply Apply Apply Cancel A
Click on the button Sav	e		Add or Edit Conditions Cancel Save Save Save Add or Edit Conditions Cancel Save Save Save Save Cancel Save Cancel Save Cancel Save Save Cancel Cancel Save Cancel Canc
Click on the ellipse next list of exceptions that ca	to the exception box to see a an be displayed.	Hyperfind ★ ▲ ✓ Ad Ho Exception Type Output Format PDF	c s* ●
In this case, we select a	Ill exceptions.	Se Bo Ca	elect All nus Applied eak Out Of Sequence ncelled Deduction

Contern Southern	Southern States, LLC				CMilby		
States				(October 15, 2	2021	
	Workforce [Dimensions			92	2/116	
Click on the button Apr	bly		 La La La La 	ate Out ong Break ong Shift ong Total Break	Cancel Apply 8-40 AM	·	
		<u>e</u>	-		6/2/2021	~	
				Ca	ncel Run Repor 8:41 AM 6/2/2021	t	
Press Ok .	piete, yeu wii redieve u prempt.	C Repor	Report Library	OK			
As long as the report's download automatically the information.	file type was a .pdf, it will v. Open the report and review	Report Our	tput_Expdf ^		₽ □	=	
Review the report.		Employee Name (1D) Alexander, Quartney (001741)	Exception Break Out Of Sequence	Exception Day	Exception Date Jan 14, 2021 Feb 19, 2021	Act D Jan	
				Mon	Mar 7, 2021 Mar 22, 2021	Mar 2	
			Total 4				
			Early In	Wed	Jan 27, 2021	Jan	
				Thu	Jan 28, 2021	Jan .	
		1	1	a.adi:	Jan 29, 2021	Jan .	



17. Weekly Time Review and Approval

Click on the button Main Menu	CAITLIN MILBY - 001570 - South × ■ × ● ← → C
	ー CKG Main Menu
Under the Schedule tab, open the Schedule Planner with Absence Calendar.	 ᢙ Home Ø ➤ Time ট ➤ Schedule SS-Schedule Planner with
	 ✓ Workforce Planning ֎ > Dataviews & Reports M = Maintenance
Review the schedule for any time-off requests. They will show up as grey boxes saying "Submitted."	3:30 PM - 12:0_ 3:30 PM - 12:0_ 5:00 AM - 3:30 PM 5:00 AM - 3:30 PM
Right click on the grey box.	3:30 PM - 12:0_ 3:30 PM - 12:0_ 5:00 AM - 3:30 PM 5:00 AM - 3:30 PM 5:00 AM - 3:30 PM 5:00 AM - 3:30 PM 5:00 AM - 3:30 PM 5:00 AM - 3:30 PM 5:00 AM - 3:30 PM 5:00 AM - 3:30 PM 5:00 AM - 3:30 PM 5:00 AM - 3:30 PM 5:00 AM - 3:30 PM 5:00 AM - 3:30 PM 1 SS - Hourly <
Select the correct response for the request. If you accept it, it will excuse their shift and apply the time off to the shift. You can also edit from here if you want to change the amount of time or paycode type the employee has requested.	Accruals > Created On 9/08/2021 11:48 AM Describe Presile Stop AM - Approve Refuse Edit Cancel Add comment SS - Houriy

Contern	Southern S	CMilby				
States		October 15, 2021				
- Olaloo	Workforce [Workforce Dimensions				
If you approve the time system with a green ba 'Approved.'	-off request, it will reflect in the ir and checkmark saying	T:00 AM - 3:30 T:00 AM - 3:30 SS UPT Code. SS - Hourly Approved	7:00 AM - 3:30 7:00 AM - 3:30 7:00 AM - 3:30 7:00 AM - 3:30			
If you decide to refuse stay the same. You wil comment on the reque	the request, the schedule will get a red X and a 'Refused' st.	ی ی ی ی ی ی	3:30 PM - 12:0 5:00 AM - 3:30 PM fourly Refused Hourly PAGE, BRETT SS-HVAC (8:00 AM - 4:00 PM) 10/04/2021			
If you approve time, and then need to cancel, you can right click the green 'Approved' status and select cancel. It will then turn red with a crossed circle saying 'Canceled.'		<u>د</u>	Stoo AM - 3:30 PM Hourly Refused PAGE, BRETT SS UPT Code 1 Personal Tim PM)			
	Partial Group / No Inheritan	ce				
	GARNER, KIMBERLY E	3 M [1]				

• Next, select the employees you want to approve timecards for. You can do this by selection each employee checkbox.

Partial Group / No Inheritance

JACKSON, STEWART

Southern Southern	Southern States, LLC					
Z States						
Workforce	Workforce Dimensions					
If you rather select all employees at once instead of specific employees, select the black box in the top left of the employee list.	Quick Show / Hide Table View Zoom Tools	Generate Schedule Groups				
	Name [3/6] Ungrouped Employees [0] No inheritance 1st Shift Last Name A-G [2] Partial Group / No Inheritance	Sun 10/03 12A 4A 8A 12P 4P				
Click on the button Select All	Quick Show / Hide Table View Zoom Tools Cuick Show / Hide Table View Zoom / Hide Table View Zoom / Hide Table View / Hide Table View / Hide Table View / H	Generate Schedule Schedule Schedule Sun 10/03 12A 4A 8A 12P 4P				
Right click on one of the selected employees.	Name [6/6] Ungrouped Employees [0] No Inheritance 1st Shift Last Name A-G [2] Partial Group / No Inheritance EDWARDS, VICKIE GARNER, KIMBERL Partial Group / No Inherit EDWARDS, VICKIE EDWARDS, VICKIE EDWARDS, VICKIE Partial Group / No Inherit Employee ID: 000222 2P 4P 8P 12A	Sun 10/03 12A 4A 8A 12P 4P				

:	EX-		
More Actions	GOTO		
Tiblione		20	
	Timecard	ł	
-	People	Timecard	
	Attendar	na Nataile	

- Click on the button **GoTo**
- Click on the button Timecard

In	Out	Transfer	In	Out
6:57 AM	12:20 PM		12:48 PM	3:30 PM
6:56 AM	12:20 PM		12:49 PM	1 3:30 PM



CMilby

Review all time on the timecard and make sure that it is correct in the system.

If an employee was absent and needs a code 5 was tardy and needs to have a code 0, right cliftad	o, or ck the	ve Rem Appro	ove Sign-Off oval	Contraction Contra	Rule View Analysis Am	Moved Accrual Actions	Go To
	Date		Schedu		Absence	In 6.54 A	
	10/05		7:00 AM - 3:2	BO PM		0.34 A	wa .
			7:00 AM - 3:3	80 PM	Unexcused A	iosence	
	10/07		7:00 AM - 3:3	80 PM			
Click on Comments	ew	AA zoom	Approve Rem Appr	ove Si	TU/U5/2021 Exceptions:	Abosnoo	
			Date	ç	Onexcused	Absence	
	圃	Mon	10/04	7:00/	—		3
		Tue 1	0/05	7:00	Comments		Ji Exc
		Wed	10/06	7:00 AN	/I - 3:30 PM		
	Ī	Thu	10/07	7:00 AN	/I - 3:30 PM		
Select a Search Attenda Code 5 Excuse	Comment	nce Adju	ustment				

Apply the correct code. Please note that when an employee has a flag on their timecard, it does not mean • that a code was automatically applied. You must add a commnet and apply one of these codes to have their absence or tardy count towards them.

Enter a comment.

		Comment on
		Unexcused Absence
v Code	Amount	Add Comment
,		Code 5
		Type a note (optional).
		Add Another Note Add

Contern Southern	Southern S	States,	, LLC	•				CI	Milby
States -	Markforga I	Workforce Dimonsions				(Ctob	er 15, 2	2021
	VVORKIORCE I	Dimen	sions	i				9	//110
Click on the button Add		Dode	Am	ount	Add ا ا Ad	Comment Code 5 Type a note (op d Another Note	tional).]	ıdd
Click on the button App	ly					~	Ca (1)	ancel 3:40 PM	upply
You will now see the co punch or absence.	mment has been added to the	Approve Date 10/04 10/05 10/06	Remov Approve	e Sign-Off Schedul 7:00 AM - 3:3 7:00 AM - 3:3 7:00 AM - 3:3 7:00 AM - 3:3	Remove sign-Off e 0 PM 0 PM 0 PM 0 PM	Rule Vi Analysis Vi Absence	ev Moved Amounts	Accrual Actions In 6:54 AM	Go To
If you see any employed not have a red bar, such please correct this. In th clocked back in early fro flag.	es with a red bar that should n as returning from lunch early, is scenario, the employee has om lunch. Right click on the red		Trans	sfer		In 12:48 Pi 12:49 Pi	м] ј./	Out 3:30 PM 3:30 PM	Т
Click on Mark as Revie punch is acceptable and this if the punch should	wed. This shows that this d has been reviewed. Only do be excused.					10/05/2021 Edit Made By SUPERUSEF Mark as Reviewed	Edit C	omments	J



CMilby

If an entire box is red, as seen here, it means the employee did not clock out. Payroll's Sign-Off will not process properly if these punches exist. Please enter the correct time that the employee left for the day to rectify this. in Transfer P fei Out ī 12:47 PM Lastly, check that the totals for the week are calculating properly. This is an important step. Totals []] SW T e Q 0 Make sure All is selected on the dropdown menu in + 俞 Sat 10/09 the top left. + 茴 Sun 10/10 ▼ All Daily Totals Details For Tue 10/05 All Job Daily Machine Operator 6 Period to Date Time Item

• Review the totals for the weekly summary and confirm everything looks correct. If anything looks off, you can pinpoint the day that is causing issues using the 'Daily' totals view.

If you want to look at the daily view, select the dropdown menu from earlier and select 'Daily.' Click on the specific days in the schedule, and the totals tab will adjust to show you that specific day's totals.

+ 🖻	Sat 10/09				
+ 🗇	Sun 10/10				
Daily	•	All	-	Totals Details For Tue 10/05	
All					
Daily			Job		
Period to	Date			Operator 6	
Time Item					

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States				Octob	per 15, 2021		
July States	Workforce	Dimensior	าร		99/116		
Once everything looks the top left of the scree	correct, select the 'Approve' in n.	₽ Image: Provide the second secon	VER, KIMBER V Approve Date Mon 10/04	001613 〈 2 of 6 〉 Sign-Off Remove Sign-Off Remove Sign-Off Schedule 7:00 AM - 3:30 PM	Rule Analysis View Mow Amounte Absence		
Click on the Next Emp these steps through all	loyee button and continue employees.	ARDS, VICKIE	ernstatesIIc-sso.prd.r Planner 😂 SSI In O000222 < Ve Remove Sign- Approval	nykronos.com/timekeeping stranet Scameras M M 1 of 6 Coff Remove Rule V Signoff Analysis V	#/timecard IMC M MSC 3		

18. Approving Time Off Requests - Notification Center

Remove Sign-Off

Amounts

G

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Click on the Notifications icon in the top right.



Southern	Southern Sta	CMilby				
States			October 15, 2021			
	Workforce Din	Workforce Dimensions				
	Categories	• Filter : 🛱 🕶				
	() Tasks	Active				
	0 My Requests					
	0 Leave of Absence Requests					
	0 Attendance					
	6 Employee Requests					
	1 Timekeeping					

• Your notifications are separated into categories on the left hand column.

Select Employee Requests to see pending time off requests from employees.

ne off	U My nequests	
	0 Leave of Absence Requests	
	0 Attendance	
	6 Employee Requests	
	1 Timekeeping	

• Review the time off request data. You should see employee name, the date they made the request, the type of time off they have selected, and the timeframe that they have requested off.

Select the checkbox next to the employee request. You can only approve one request at a time.



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Select the 'Approve' button in the top right if you want to approve the request. Otherwise, select 'Refuse'.

You should get a confirmation message at the top of the screen. If the employee does not have a balance to pull from, you will get an error message.

	E~	1	×		II
	Mark Read	Approve	Refuse ove	Add Comments	Pending

19. Approving Time Off Requests - Superuser

e by Schedule Group *			👸 = Current Schedule Period 🛔 * 1 Emp	inymi(s) Selected O Loaded 8 06.4
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T F		Cove 945 - Sat 911		
Name (1/1) + 10 at at 10 at at				
regrouped Employees [. as sherbarca				
alary Non-Exempt (2) Initial Image: No Interfaces				
DALLER, ANTONIO	1 (0 of 2 10 -	10 AF 10	Contraction of the local division of the loc	

• Navigate to the Schedule Planner with Absence Calendar.

At the bottom of the screen, click on the tab 'Absence Calendar.'



*	•	> Next																		Lo	det 832.4M	D H
				Septer	nber							October						N	lovember			
Sun	14	lon	Tue	Wed		Thu	Pri .	Sat	Sun	Mon	Tue	med	Thu	Pri	Sat	Sun	Mon	Tax	Wed	Thu	Fri	Sat
2		30				2	3	4	-25		28	29	30		2			2	3	4	5	
1					1	1	10	11		4	5	6			9			9	10	11	12	
12		13	1		15	16	17	18	30	11	12	13	14	15	16	34	15	16	17	18	19	
19		20			22	23	24	25	17	18	19	20	25	22	23	21	22	23	24	25	25	

- You will now see a calendar view including this month and two months out.
- If you want to see the next three months, click the Next button in the top left of the tab.



Southern States, LLC	CMilby
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• On the calendar, any time off requests will show up as a black dot on the date. You can click on these dots to navigate to that specific day.



- You can see the selected timeframe at the top of the schedule.
- You will see the schedule and time off request for this day listed below.





Southern States, LLC	CMilby
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

• Using the absence calendar at the bottom of the screen, we see this employee has three days they're taking off for the week of December 20th. We select this time frame to be able to see all days at once.





• Do this to as many requests that you want to approve. If an employee does not have enough balance to cover their request, you will get an error on approval.



- Click on the Dataviews & Reports tab.
- Click on the link Report Library

Click on the button Run Report



10/15/2021

Couthern	Southerr	n States, LLC		CMilby		
States				October 15, 2021		
	Workforc	e Dimensions		105/116		
Click on the button All		GS Engineering360 💡	Google Maps 🛛 🖌 📙	Other bookmarks 🔠 Reading list		
			Select Re	eport ×		
			> Activitie	c		
				3 		
			✓ Attenda	nce		
		Report Na Type Date In Date Out	Attendance A	ction Detail		
Click on the button Acc	rual Reporting Period	1 Date Out	Absent Emplo	yees		
Summary	· · · · · · · · · · · · · · · · · · ·	Report Na Type Date In	ame Accrual Debit	Summary		
		Date Out Running	Accrual Detail	l Report		
		Output Ty	Accrual Detail	Report With Running Balance		
		□ ⊘ Report Na Type	ame Accrual Repor	ting Period Summary		
		Date In Date Out	Actual vs Sch	edu Accrual Reporting Period Summary		
		Output Ty	AS Attendance A	ction Detail		
Olish an the button O sle	4		Attendance A Coverage Vari	nalvsis ance by Zone		
	ect		Daily Producti	vity Trend - 14 Days (Analytics)		
			Department A	ctual (Analytics)		
			Efficiency Rol	lup by Employee Report		
			Employee Act	ual Hours (Analytics)		
				Cancel Select Select		
				^		
Click on Today			Descri	otion		
			Display grants project	ys current accrual balances, pending as well as future takings, credits, and ed balance of the selected employee		
			eport Name Timefra	ime*		
		>	ate In ate Out	Today ┥ 🕨		
		R	unning As utput Type	loday		
			eport Name	All Home		
Click on the item Teda			ype			
Click on the item Today	/		4	- 🚯 🖈 💿 E		
		GS Engineering360 ♀	Google Maps 🛛 🖌 🛄	Other bookmarks 🔝 Reading list		
			Timeframe			
			Today			
			Yesterday			
			Week to Date			
			Last Week			



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States	\\/orl/force	Dimonoiono	October 15, 2021
	VVOIKIOICE I	Dimensions	1077116
Click on the button Appl y	y	Machine Shop Southern States LLC/Southern States LLC/Machine Shop	0 V
Click on the button Run	Report		
			Cancel Run Report & S37 Arr. 8:37 Arr. 9/10/2021 1
Once the report is compl	eted, you will get a		
confirmation message.		Grainger 🦸 Global Industrial 💎 CarrLane 🛞	Northern Tool Modern Materials
		⊘ Rep Accr Repo	Report Library
Select Ok. The report wil	l automatically download.	Report Library	
		Report is completed Accrual Reporting Period Summary Report is completed Ivpe Date In Date In Date In Date Our Role]	Accrual Reporting Period Sum All 9/08/2021 10:11 AM 9/08/2021 10:11 AM As MILBY, CAITLIN [Initial Role] ype I PDF
Open the report and mak out properly.	e sure all the balances check		
		 _Report Output_Acpdf ^ Type here to search 	4 🖸 肩 (

20. Approving Time Off Requests - Superuser



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A these relate the	/A	terverate Schweizer	Al Lond											O Refeat	(1) 1000
T F															
Name [1/1] 4		BA 110											-	BA 13P	
Ingrouped Employees [. 															
whet broug i has information				1 00 000 0 00 ct	1.0	AM- 2-22	1 10 AM		*********		* 01.4M 2.50 .				
TOLLOC ANTONIO	4							_							
			mments				Audit				Absence Cale	endar			

• Navigate to the Schedule Planner with Absence Calendar.

At the bottom of the screen, click on the tab 'Absence Calendar.'

Absence Calendar

e e																		Los	dec 832.AM	0 # ×
September							October							November						
Sun	Mon	Tue	Wed	Thu	Pri	Sat	Sun	Mon	Tue	Wed	Thu	Pri	Sat	Sun	Mon	Tot	Wed	Thu	Fri	Sat
- 29	30			2	3	4	25		28	29	30		2			2	3	4	5	6
5				1	10	11	3	4	5				9			- 1	10	-11	12	13
12	13	14	15	16	17	18	70	11	12	13	14	15	16	- 14	15	16	17	18	29	20
- 19	20	23	22	23	24	25	12	18	19	20	25	22	23	20	22	23	24	25	25	27
			Comm	ents						Audit						Absen	ce Calendar			

- You will now see a calendar view including this month and two months out.
- If you want to see the next three months, click the Next button in the top left of the tab.



• On the calendar, any time off requests will show up as a black dot on the date. You can click on these dots to navigate to that specific day.


- You can see the selected timeframe at the top of the schedule.
- You will see the schedule and time off request for this day listed below.

If you have an employee(s) that have multiple days off \$ in a week, you can select that date range to see more or 🗰 ULINE 😨 Pipe Sizes 🛯 GS Engineering360 💡 Google Maps >> Oth dates listed at a time. Select the Calendar button in the top right. 12/20/2021 2 1 Employee(s) Last 3 Months Select the Select Range button. Last 90 Days Last 4 Quarters 12/20/2021 Select Range 5 6 7 8 9 13 14 15 16 18 19 25 20 21 22 23 24 26 27 28 29 30 31 1

• Using the absence calendar at the bottom of the screen, we see this employee has three days they're taking off for the week of December 20th. We select this time frame to be able to see all days at once.

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Click on the button Apply

	25	24	23	22	21	20	19
	1	31	30	29	28	27	26
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States				October 15, 2021
	Workforce	Dimensions		110/116
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• Do this to as many requests that you want to approve. If an employee does not have enough balance to cover their request, you will get an error on approval.

To check the accrual balance for multiple employees, we can run a quick report. Select **Main Menu** in the top left.





- Click on the Dataviews & Reports tab.
- Click on the link Report Library

Click on the button Run Report	← → C	poi
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Click on the button Accrual Reporting Period	Absent Employees	
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	Output Type Accrual Detail Report With Running Balance	
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21. Paycode Definitions

Paycode Name	Definition
SS-BD	Birthday
SS-BEREV	Bereavement
SS-BHOL	Bonus Holiday
SS-BUYOUT ONLY BD	Buyout Only - Birthday
SS-BUYOUT ONLY BHOL	Buyout Only - Bonus Holiday
SS-BUYOUT ONLY HVAC	Buyout Only - Hourly Vacatio
SS-COVH	Covid Vaccination Holiday
SS Excused	Excused
SS-HVAC	Hourly Vacation
SS-OST	Off-Site Training
SS-Pending	Pending
SS-SBDY	Salary Birthday
SS-STD	Short Term Disability
SS-Suspension	Suspension
SS-SVAC	Salary Vacation
SS Union Business-U	Union Business
SS UPT Code 1 Personal Time	Unpaid Personal Time Off

• Please see the table for paycode names and their definitions.



22. SNE Recording Time



- 1. Click on the 'My Information' tab.
- 2. Click on the link **My Timecard**

	Dann Approve Social	ne Accust More .	Rule 0476 Analysis							Date View Presting	
	Oute										
8	Mon 5/23	7 00 AM - 3 30 PM		7:00 AM	11.00 AM	DT DO AM	3.30 PM		8.00	8.00	
8	Tue 8/24	7 00 AM - 3 30 PM		7.00 AM	11.00 AM	11.00 AM	3 30 PM		8.00	8.00	
8	Wed 8/25	7:00 AM - 3:30 PM		7.00 AM	11.00 AM	11:30 AM	3.30 PM		8:00	8.00	
8	Thu 8/25	7:00 AM - 3:30 PM		7.00 AM	11:00 AM	11.30 AM	3.30 PM		8.00	8.00	
8	Pi 8/27	7 00 AM - 3 30 PM									

• Input the time that you worked for the day, including a 30 minute segment for lunch. There will be a first set of punches for the day prior to lunch, and a second set for after.

Press save, and then log out.





Workforce Dimensions

23. Timeclock - Operating and Registering Punches

Hold your badge to the top right of the time clock. The top left of the time clock will turn green on an accepted punch. You should recieve a confirmation message saying "Punch Accepted." You are now clocked in/out.



If you scan your badge within a minute of previously scanning it, the top left will turn red. You wil recieve an error message saying 'Rejected Punch' with an error message listing why it was reject.





• If you want to select any option on the screen, simply press them lightly with your finger. When it requests your employee ID, scan your badge. Once you're done reviewing your information, be sure to press the Home button. The Home button is a physical button below the touch screen on the right. Its icon is a house.