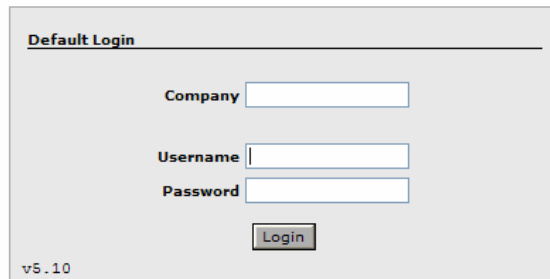


HOW TO USE TIME VANTAGE FOR ADMINISTRATOR

Go to <https://secure.easychoicetime.com/ta/Default.login> → log in based on the company name, user name, and password given to you.



Default Login

Company

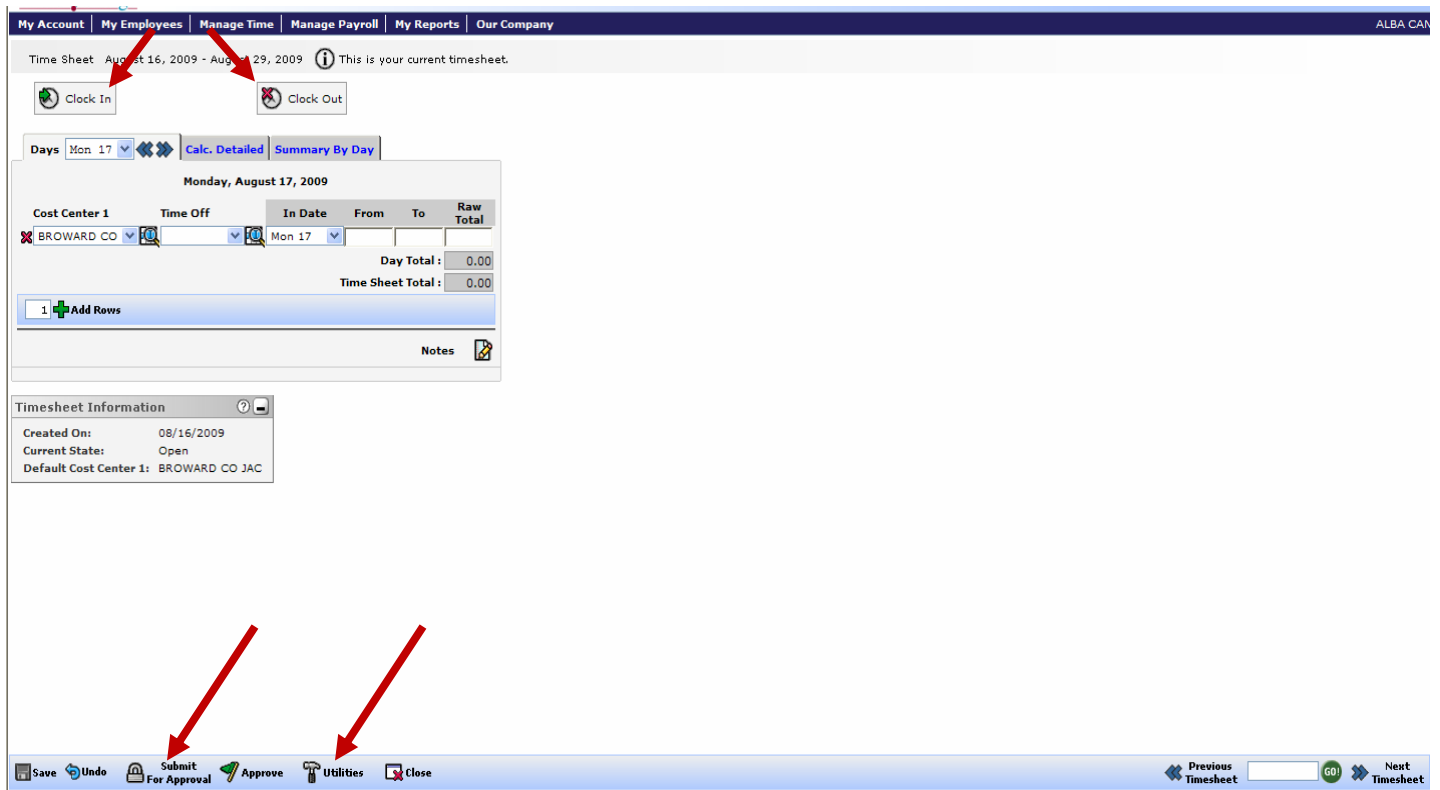
Username

Password

Login

v5.10

Click on Clock In when you are starting your shift. Click on Clock Out when you are ending your shift. You can also clock in/out if you are leaving for an errand or for lunch. At the end of the pay period you can submit your timesheets for approval and print your timesheets under Utilities.



My Account | My Employees | Manage Time | Manage Payroll | My Reports | Our Company

Time Sheet August 16, 2009 - August 29, 2009 This is your current timesheet.

ALBA CAN

Days Mon 17 Calc. Detailed Summary By Day

Monday, August 17, 2009

Cost Center 1	Time Off	In Date	From	To	Raw Total
BROWARD CO		Mon 17			
Day Total :					0.00
Time Sheet Total :					0.00

1 Add Rows

Notes

Timesheet Information

Created On: 08/16/2009
Current State: Open
Default Cost Center 1: BROWARD CO JAC

Save Undo Submit For Approval Approve Utilities Close

Previous Timesheet GO! Next Timesheet

If you select the Calc. Detailed tab you can review your punches for the pay period, including the running total by week and pay period. If you select the Summary By Day tab you will simply see a summary of each day's hours throughout the pay period.

Time Sheet August 16, 2009 - August 29, 2009 ⓘ This is your current timesheet.

Clock In Clock Out

Days [v] Calc. Detailed Summary By Day

Date	Raw From	Raw To	Raw Total	Pay Cat.	Weekly	Pay Period
Sun 08/09/09						
Mon 08/10/09						
Tue 08/11/09						
Wed 08/12/09						
Thu 08/13/09						
Fri 08/14/09						
Sat 08/15/09						
Sun 08/16/09						
Mon 08/17/09						
Tue 08/18/09						
Wed 08/19/09						
Thu 08/20/09						
Fri 08/21/09						
Sat 08/22/09						

Timesheet Information ⓘ

Created On: 08/09/2009
Current State: Open

Time Sheet August 16, 2009 - August 29, 2009 ⓘ This is your current timesheet.

Clock In Clock Out

Days [v] Calc. Detailed Summary By Day

Date	Calc. Total
Sun 08/09/2009	
Mon 08/10/2009	
Tue 08/11/2009	
Wed 08/12/2009	
Thu 08/13/2009	
Fri 08/14/2009	
Sat 08/15/2009	
Sun 08/16/2009	
Mon 08/17/2009	
Tue 08/18/2009	
Wed 08/19/2009	
Thu 08/20/2009	
Fri 08/21/2009	
Sat 08/22/2009	
Total:	0.00

Timesheet Information ⓘ

Created On: 08/09/2009
Current State: Open

You can submit time off requests by going to My Account → My Time Off → Request. Under My Time Off you can also view a History of your time off and a calendar of time off already taken and pending.

Time Management

My Account | My Employees | Manage Time | Manage Payroll | My Reports | Our Company

- My Current Timesheet
- My Historical Timesheets
- My Time Off
 - Request
 - History
- My Documents
- My Settings

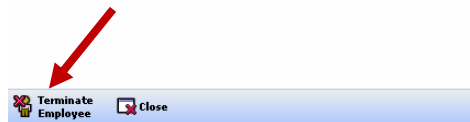
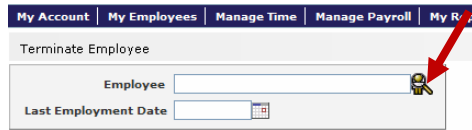
Simply fill in the applicable blanks and click on Submit Request. You can also view pending requests, the approvers, and a history of your time off requests.

Go to My Employees → Employee Information to view the list of employees that you can edit. Click on the symbol next to an employee's name to edit his/her information. To edit more than one employee, click on the check boxes next to their names and then select View Selected Employees. From this screen you can also select Add New Employee.

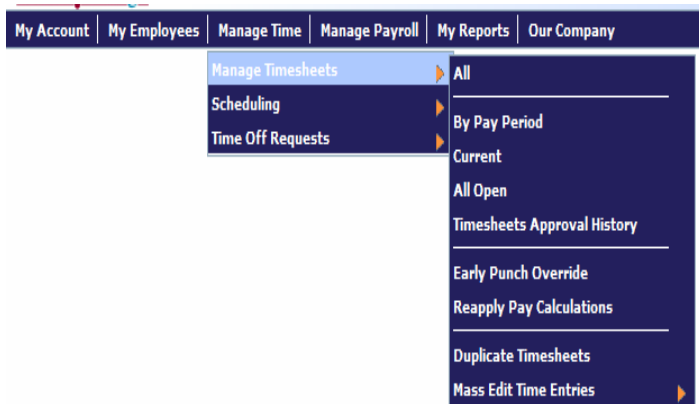
Employee Id	Badge	Employee Username	First Name	Last Name	Employee Status	In Payroll	Locked
1		MGospel	Matthew	Gospel	Active	Yes	No
1111		Amanda	Amanda	Skilling	Active	Yes	No
2		MArchangel	Michael	Archangel	Active	Yes	No
3		LGospel	Luke	Gospel	Active	Yes	No
4		JGospel	John	Gospel	Active	Yes	No
5		JLennon	John	Lennon	Active	Yes	No
6		PMcCartney	Paul	McCartney	Active	Yes	No
7		RStarr	Ringo	Starr	Active	Yes	No
8		GHarrison	George	Harrison	Active	Yes	No
99990001		katdemo	Kathryn	Cuff	Active	Yes	No





To set up a new employee select Add New Employee in the above screen shot or go to My Employees → Employee Maintenance → Hire. Fill out all blanks to set up a new employee. Under security level you have the option to select a new Payroll Admin, Employee, Department Manager, and Company Administrator - for regular employees you will want to select Employee. Select Add Employee when finished. You will be brought to the Employee Information Edit screen, where you can fill out more detailed information about the employee.

To terminate an employee go to My Employees → Employee Maintenance → Terminate. Find the employee by selecting the Employee Look Up figure. Then input the Last Employment Date and select Terminate Employee when finished.



Under Manage Time you have several options for Manage Timesheets and Scheduling. Under Time Off Requests you can Request On Employee Behalf.



Go to Manage Time → Mange Timesheets → By Pay Period to view the list of timesheets. You can review past and current timesheets. From here you can Edit Timesheets , View Times Entries Audit Trail Report , Preview Timesheet , and Edit Employee  by each employee. To view a timesheet click on the check box next to each employee name you wish to view and select View Timesheets.

My Account | My Employees | Manage Time | Manage Payroll | My Reports | Our Company

All Timesheets By Pay Period

Employee Filter: All Employees

Pay Period: Current Profile: BIWEEKLY (8/16/2009-8/29/2009)

Run	Rows On Page: 10	Rows 1-10 of 67	Settings: Default	Permission GX	Approval State GX	Employee Id GX	First Name GX	Last Name GX	Raw Hours X	# Records X	Employee Status GX	In Payroll GX	Default programs GX Full Path
<input type="checkbox"/>				Approvers Edit	Open	1759	CHARLENE	POLLARD-WILLIAMS	17.37	2	Active	Yes	BROWARD CO JAC
<input type="checkbox"/>				Approvers Edit	Open	1766	SHEILA	MORROW	16.44	2	Active	Yes	BROWARD CO JAC
<input type="checkbox"/>				Approvers Edit	Open	1760	SHAUNA	SMITH	16.05	2	Active	Yes	BROWARD CO JAC
<input type="checkbox"/>				Approvers Edit	Open	1792	Michelle	King	14.00	2	Active	Yes	ORANGE CO ORLANDO JAC
<input type="checkbox"/>				Approvers Edit	Open	1785	JOEL	MARIZAH	11.02	1	Active	Yes	ORANGE CO ORLANDO JAC
<input type="checkbox"/>				Approvers Edit	Open	1704	NATASHA	BUSH	8.27	1	Active	Yes	ORANGE CO ORLANDO JAC
<input type="checkbox"/>				Approvers Edit	Open	1715	LATOYA	WEBB	8.22	1	Active	Yes	ORANGE CO ORLANDO JAC
<input type="checkbox"/>				Approvers Edit	Open	1705	GHIA	CARSWELL	8.08	2	Active	Yes	ORANGE CO ORLANDO JAC
<input type="checkbox"/>				Approvers Edit	Open	1758	CHRISTOPHER	MONDESIR	8.07	1	Active	Yes	BROWARD CO JAC
<input type="checkbox"/>				Approvers Edit	Open	1788	KYNTHIA	ARRINGTON	7.45	1	Active	Yes	ORANGE CO ORLANDO JAC
Page Total									114.97	15			

There are several places you can approve timesheets. On the above screen you can click on each check box you want to approve and then select Approve. Conversely you can reject timesheets the same way by click on each check box and then select Reject. You can also approve a timesheet when you are viewing each timesheet by selecting the Approve button at the bottom (see next screen snapshot). In the employee timesheet you also have the option of viewing Timesheet Changes, Calculated Hours, Print, and Employee information under the Utilities button.

Radcliffe

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My Account | My Employees | Manage Time | Manage Payroll | My Reports | Our Company

CHARLENE POLLARD-WILLIAMS (Employee Id: 1759) Time Sheet August 16, 2009 - August 29, 2009

Days: Mon 17 | Calc. Detailed | Summary By Day

Monday, August 17, 2009

Cost Center 1	Time Off	In Date	From	To	Raw Total
BROWARD CO		Mon 17	12:06a	8:01a	7.92
Day Total:					7.92
Time Sheet Total:					17.37

1 Add Rows

Notes

Timesheet Information

Created On: 08/16/2009
Current State: Open
Default Cost Center 1: BROWARD CO JAC

- Timesheet Changes
- Calculated Hours
- Print
- Employee Information

Save | Undo | Approve | Utilities | Previous Screen | Close