Time and Attendance Web Services

Role out date: October 2005
Release 1.0- November 2005

Partnership of
Lamont-Doherty Human Resources Department / LDEO Computer Support Group – Web Services

I. Purpose

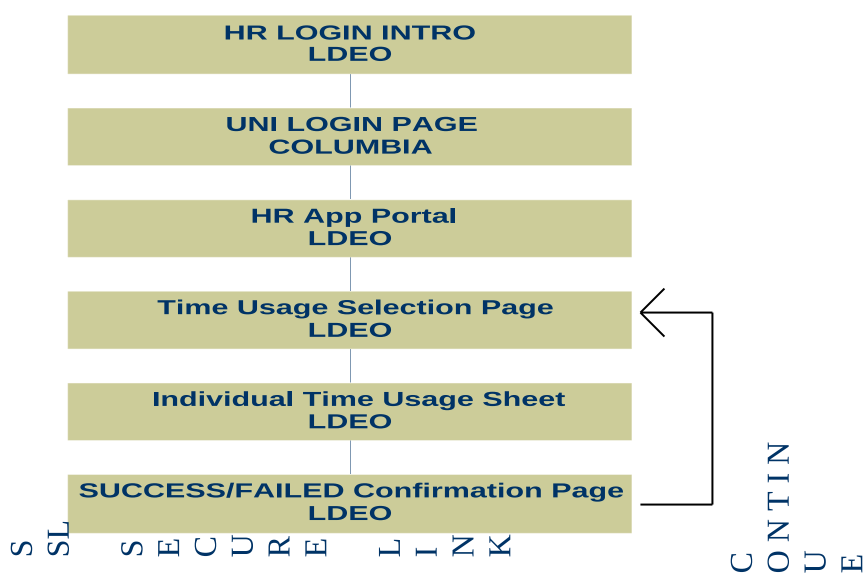
- Simple and uniform web forms to submit and process paid days taken off for vacation, sick, personal, and others
- Simple interface for supervisors to approve employees time and attendance timesheets
- Eliminate redundant data entry by the employees, supervisors, and the HR staff
- Accurate and simple reporting system for the LDEO HR at the end of fiscal year, required by Columbia policy.
- Creating web application architecture for future HR application on the web.

II. Getting Help Beyond This Document

- Questions regarding the HR's policy/usage issues can be directed to personnel@admin.ldeo.columbia.edu
- Comments/Suggestions for the future design and enhancements can be sent to Mahdad Parsi at mahdad@ldeo.columbia.edu or HR Staff at personnel@admin.ldeo.columbia.edu
- Bug reports can be send directly to request@ldeo.columbia.edu

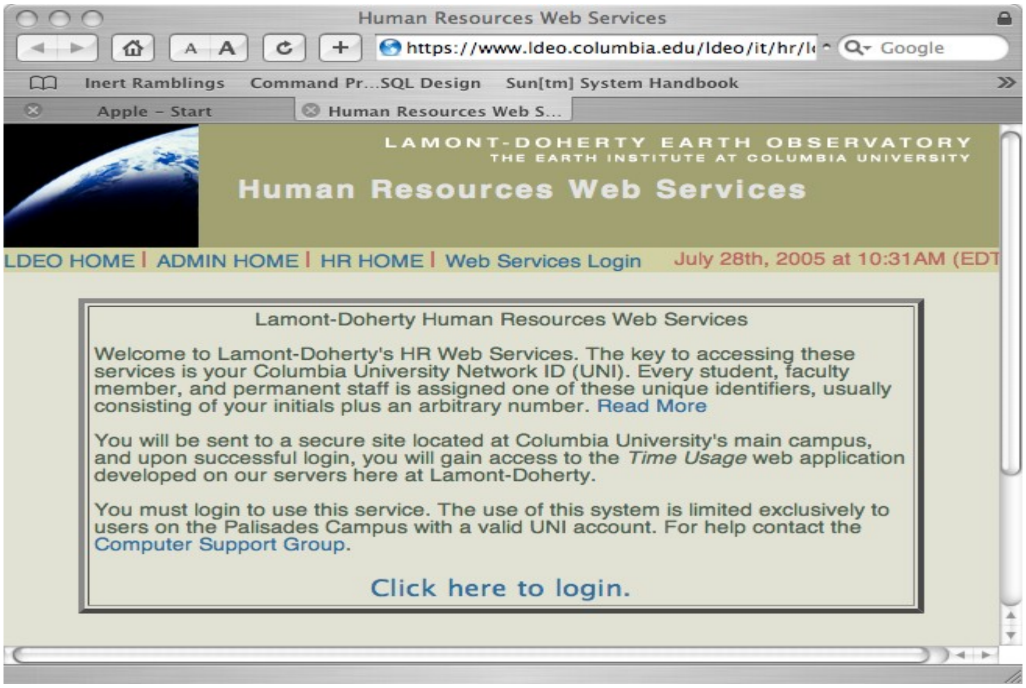
III. Application Flowchart

Time and Attendance Web Service

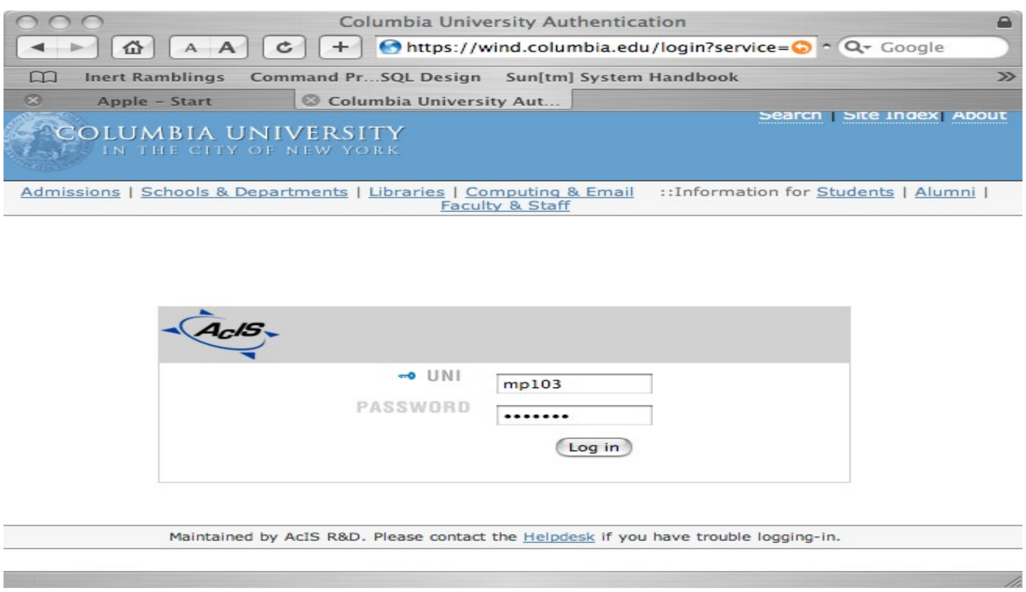


IV. User's Guide

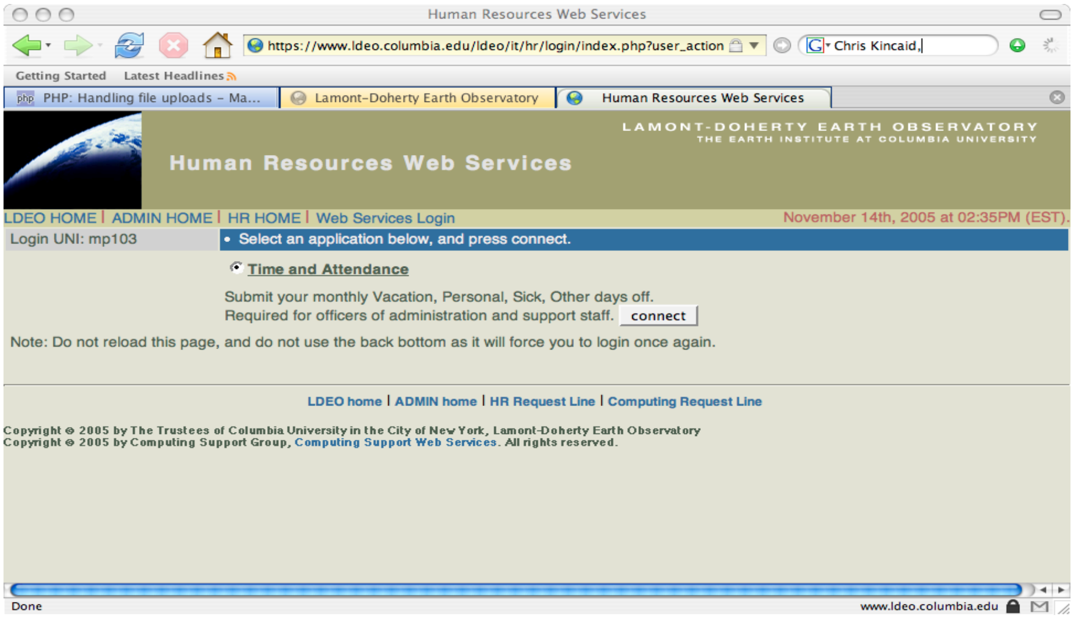
1. Connect to Time and Attendance web interface using the Mozilla Firefox browser from LDEO HR's web site at http://www-admin.ldeo.columbia.edu/hr. Click on Time and Attendance link.



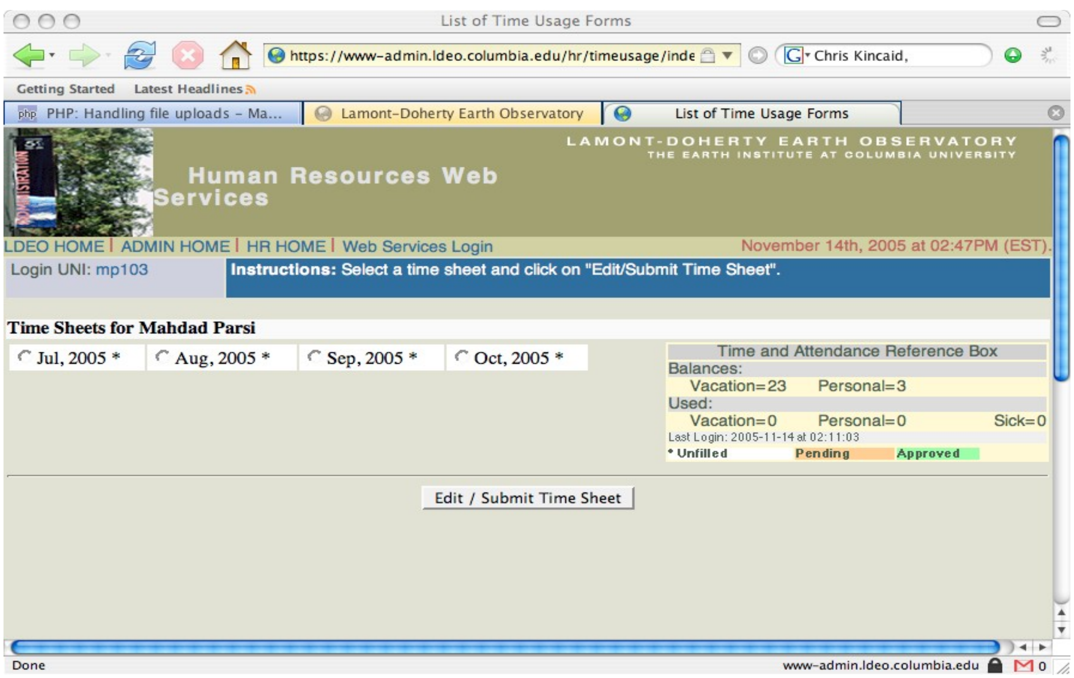
2. Read the notes carefully and activate your UNI account, if necessary.
3. In order to authenticate and use the system: "Click Here to Login."
4. Enter your Columbia University's username (UNI) and password at a secure Columbia site.



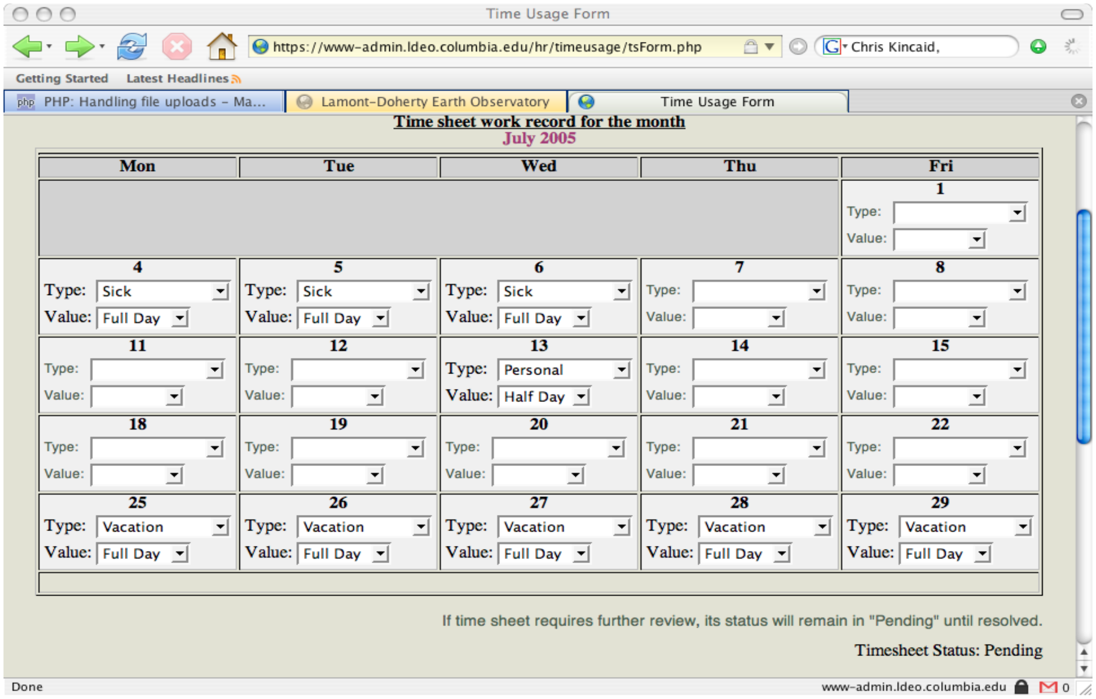
5. You are now connected to HR's web site hosting the new available web applications. Select 'Time Usage' and press Connect.



6. You will see a list of available timesheets for edit. If you are a supervisor you will also see the pending timesheets from your employee(s), and a table of available vacation, sick, Personal, and other days for yourself and your employee(s). Select a time sheet from the list and click on 'Edit Time Sheet'

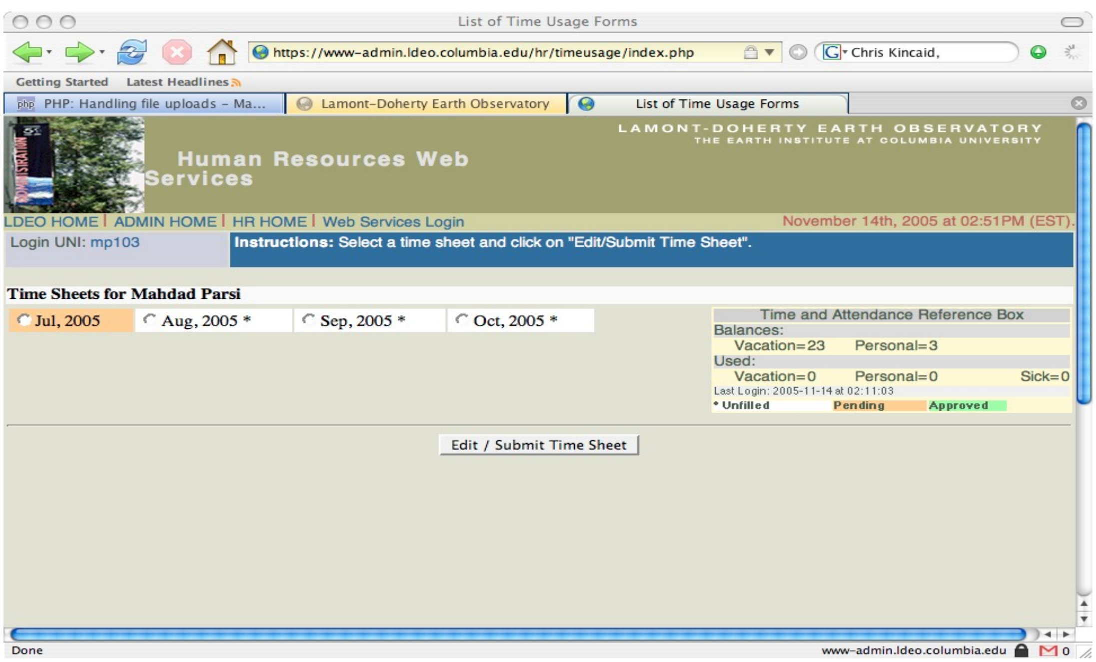


7. You will be presented with a calendar view of the timesheet corresponding to the selected month. Select a type for each day from the pull down menu, and then Select a value (Half or Full Day) for each day, and "Submit Time Sheet".

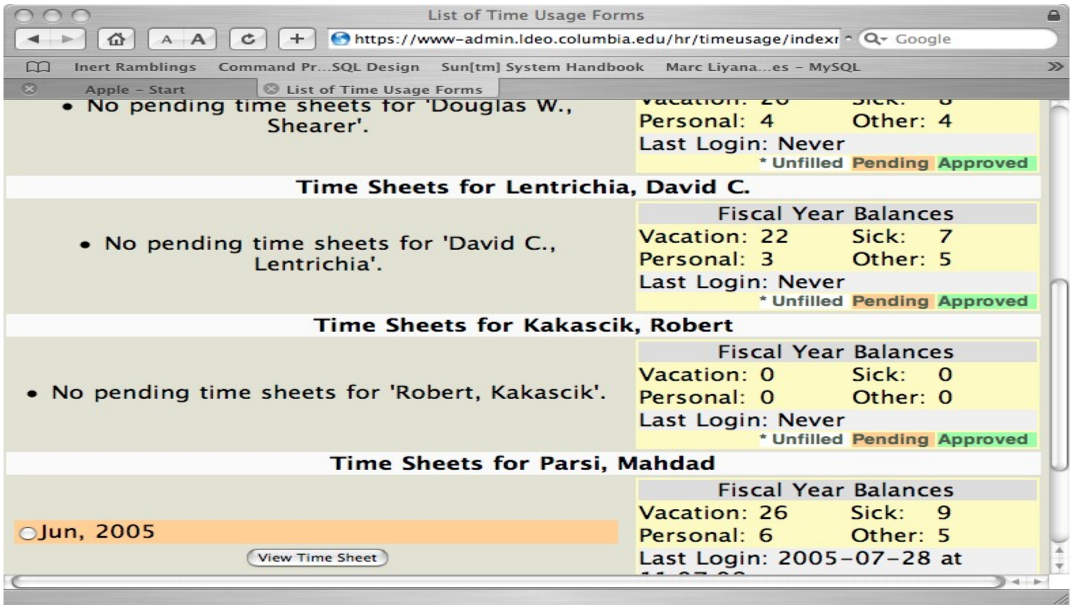


8. Once you submit a timesheet, you will get a success or failure confirmation message. Press Continue. Do not go back.

9. If your submission was successful, you will see the timesheet highlighted as pending, otherwise you will need to resubmit.



10. If you are a supervisor, you will see your employees' pending timesheets awaiting your approval. Edit those timesheets to view and approve the pending timesheets.



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