

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

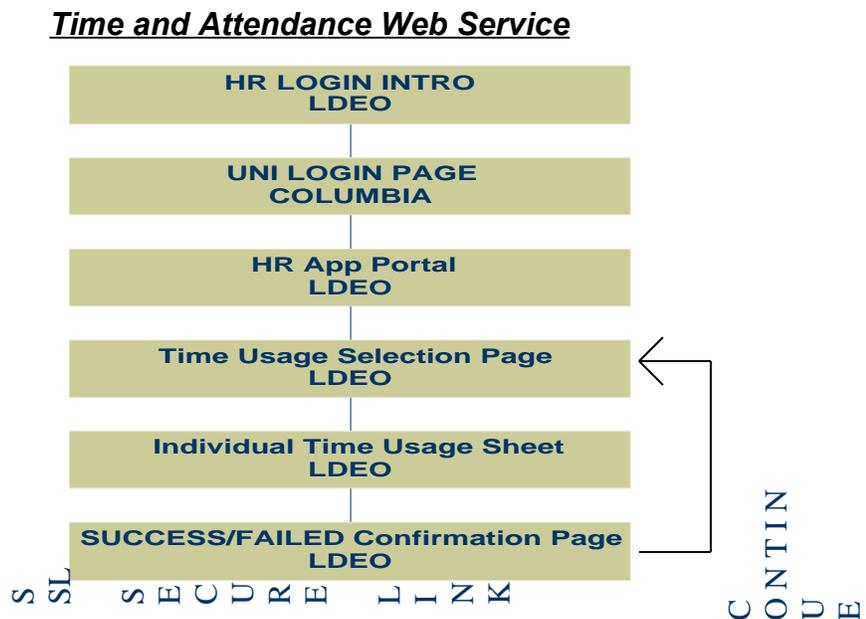
I. Purpose

- 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

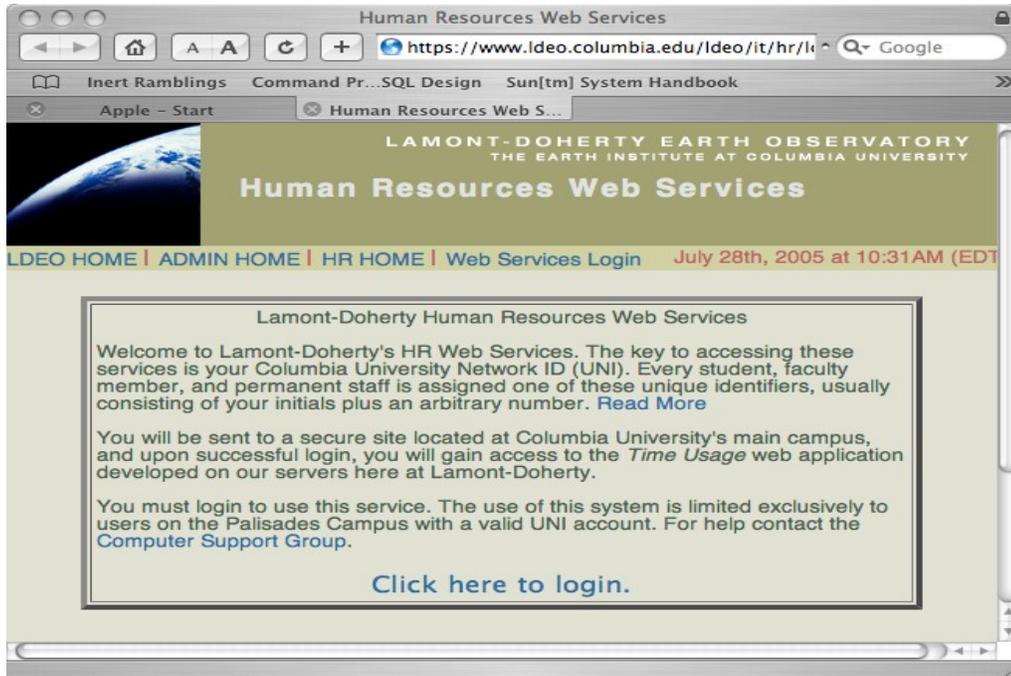
- Questions regarding the HR's policy/usage issues can be directed to personnel@admin.ldeo.columbia.edu
- Comments/Suggestions for the future design and enhancements can be sent to Mahdad Parsi at mahdad@ldeo.columbia.edu or HR Staff at personnel@admin.ldeo.columbia.edu
- Bug reports can be send directly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

III. Application Flowchart

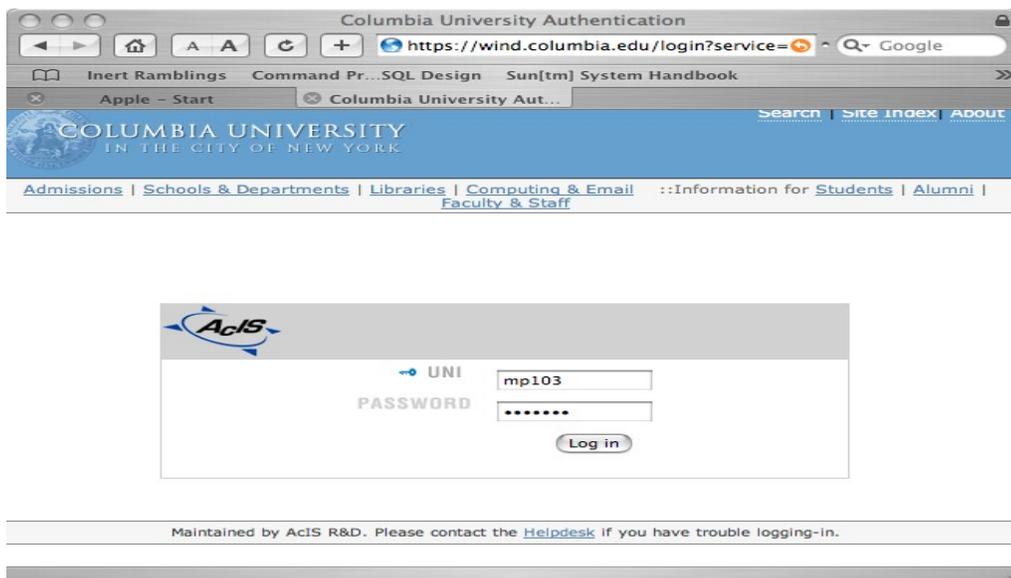


IV. User's Guide

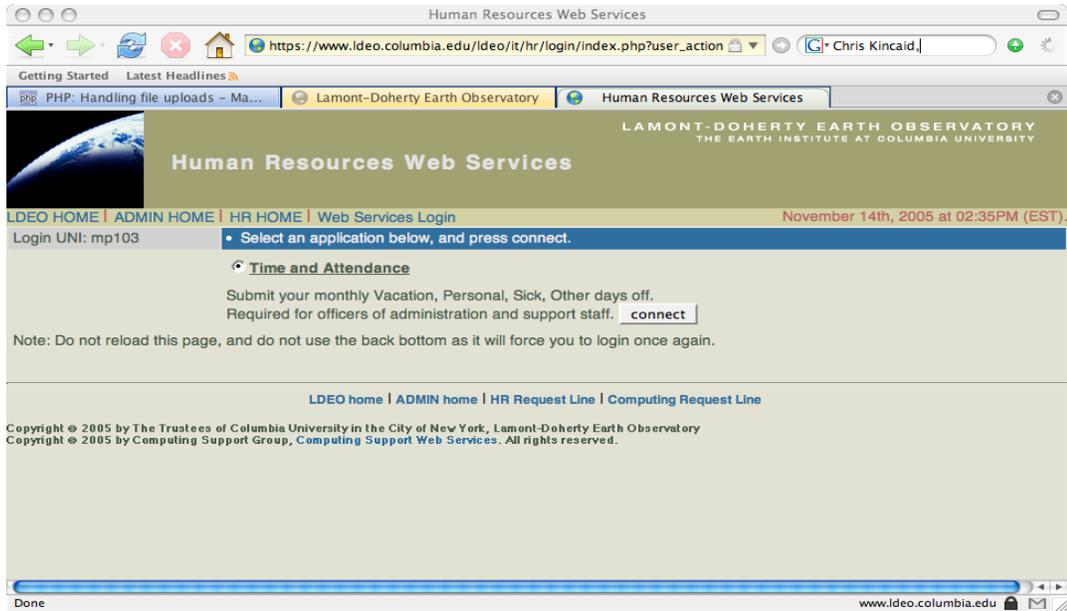
1. Connect to Time and Attendance web interface using the Mozilla Firefox browser from LDEO HR's web site at <http://www-admin.ldeo.columbia.edu/hr>. Click on Time and Attendance link.



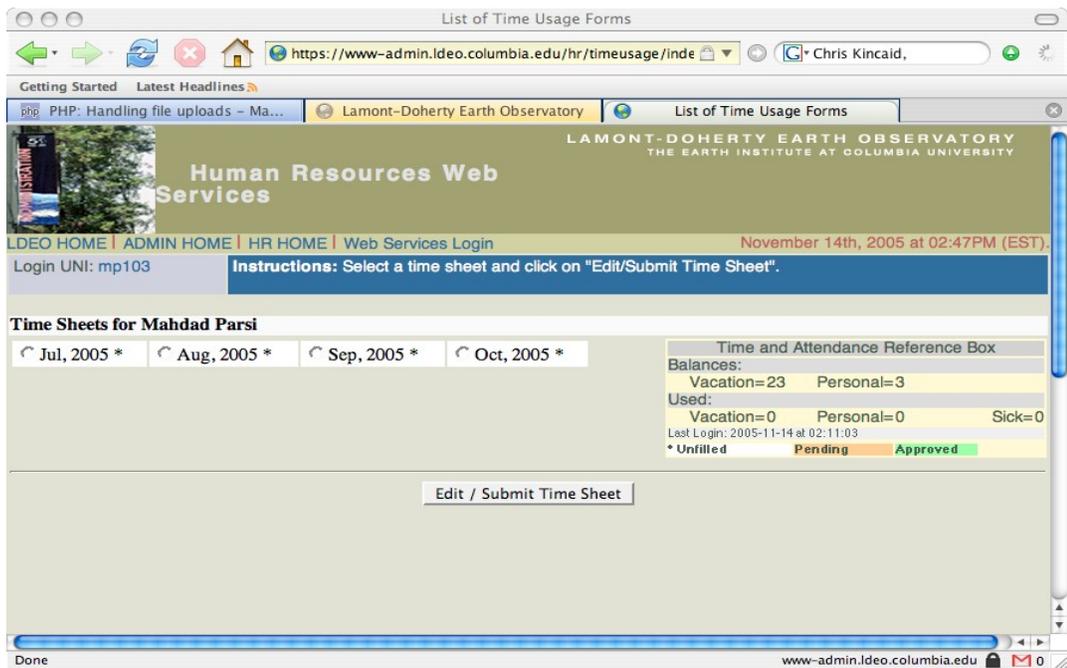
2. Read the notes carefully and activate your UNI account, if necessary.
3. In order to authenticate and use the system: "Click Here to Login."
4. Enter your Columbia University's username (UNI) and password at a secure Columbia site.



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'



- 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".

Time sheet work record for the month
July 2005

Mon	Tue	Wed	Thu	Fri
				1 Type: <input type="text"/> Value: <input type="text"/>
4 Type: Sick Value: Full Day	5 Type: Sick Value: Full Day	6 Type: Sick Value: Full Day	7 Type: <input type="text"/> Value: <input type="text"/>	8 Type: <input type="text"/> Value: <input type="text"/>
11 Type: <input type="text"/> Value: <input type="text"/>	12 Type: <input type="text"/> Value: <input type="text"/>	13 Type: Personal Value: Half Day	14 Type: <input type="text"/> Value: <input type="text"/>	15 Type: <input type="text"/> Value: <input type="text"/>
18 Type: <input type="text"/> Value: <input type="text"/>	19 Type: <input type="text"/> Value: <input type="text"/>	20 Type: <input type="text"/> Value: <input type="text"/>	21 Type: <input type="text"/> Value: <input type="text"/>	22 Type: <input type="text"/> Value: <input type="text"/>
25 Type: Vacation Value: Full Day	26 Type: Vacation Value: Full Day	27 Type: Vacation Value: Full Day	28 Type: Vacation Value: Full Day	29 Type: Vacation Value: Full Day

If time sheet requires further review, its status will remain in "Pending" until resolved.
Timesheet Status: Pending

- Once you submit a timesheet, you will get a success or failure confirmation message. Press Continue. Do not go back.
- If your submission was successful, you will see the timesheet highlighted as pending, otherwise you will need to resubmit.

Human Resources Web Services

LAMONT-DOHERTY EARTH OBSERVATORY
THE EARTH INSTITUTE AT COLUMBIA UNIVERSITY

LDEO HOME | ADMIN HOME | HR HOME | Web Services Login November 14th, 2005 at 02:51PM (EST)

Login UNI: mp103 **Instructions: Select a time sheet and click on "Edit/Submit Time Sheet".**

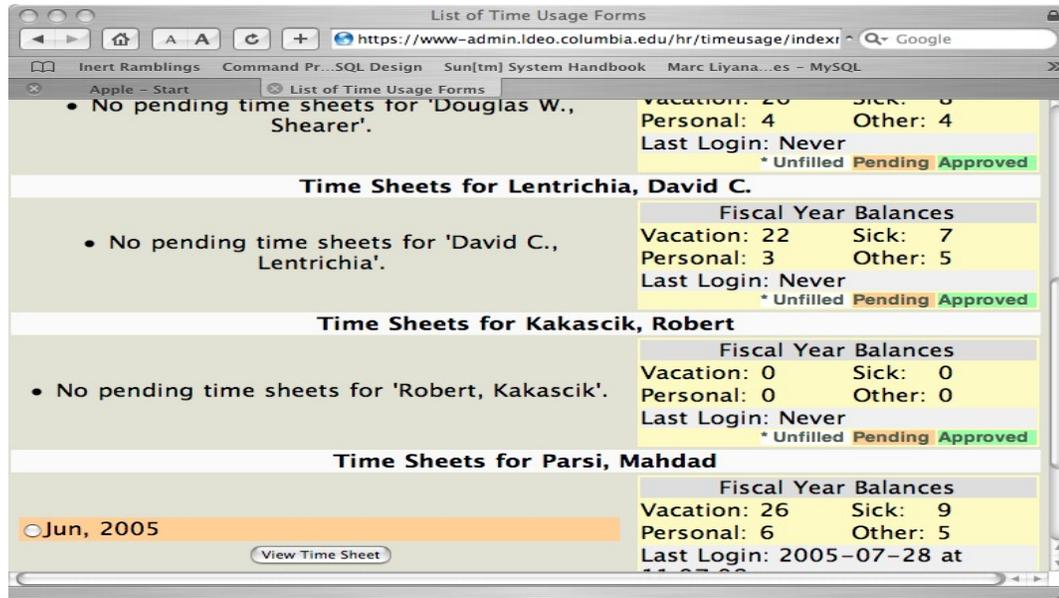
Time Sheets for Mahdad Parsi

Jul, 2005 | Aug, 2005 * | Sep, 2005 * | Oct, 2005 *

Time and Attendance Reference Box		
Balances:		
Vacation=23	Personal=3	
Used:		
Vacation=0	Personal=0	Sick=0
Last Login: 2005-11-14 at 02:11:03		
• Unfilled	Pending	Approved

[Edit / Submit Time Sheet](#)

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.



I. Copyright and Usage Statement

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