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 <u>mahdad@ldeo.columbia.edu</u> or HR Staff at <u>personnel@admin.ldeo.columbia.edu</u>
- 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 <u>http://www-admin.ldeo.columbia.edu/hr</u>. 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.

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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 <u>type</u> for each day from the pull down menu, and then Select a value (Half or Full Day) for each day, and "Submit Time Sheet".

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- 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.

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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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