

MCSJ Payroll- Time & Attendance

A review of all things time & Attendance related. This document contains information on attendance entry, approvals, adjustments, and reporting.

Attendance Entry

Attendance Batch

Select Personnel>H/R>Attendance>Attendance Batch

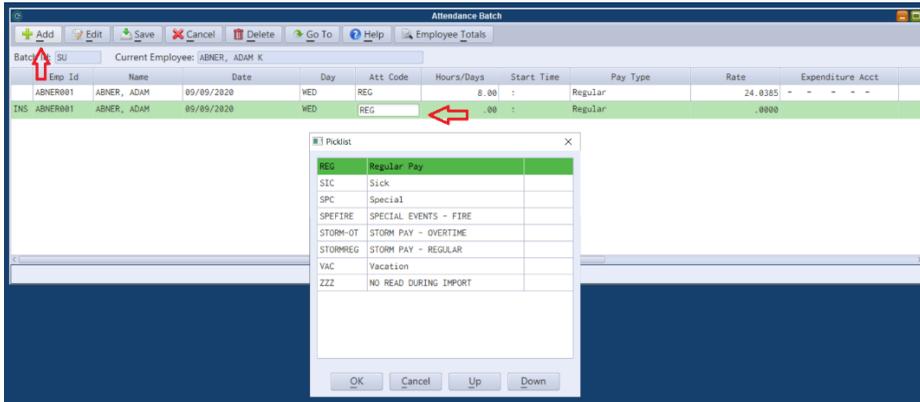
Batch Id - If creating a new batch, enter a unique Id and press Enter. If accessing an existing batch, click on the picklist and select the Id.

Batch Date - If creating a new batch, enter the default date for the attendance entries. Dates may be changed for each transaction entered in the batch.

With the Batch Entry button selected, click Next to enter or modify attendance. The Batch Entry screen is used to enter new attendance transactions or to modify existing transactions.

While within Batch Entry, you will enter the *Emp Id, Date (Attendance transaction date), Attendance Code, and Hours/Days*. *Pay Type and Rate* will default based off the attendance code.

After the batch has been saved, a summary of an individual employee's attendance transactions can be viewed by selecting the employee and then clicking the Employee Totals toolbar button shown in the below figure



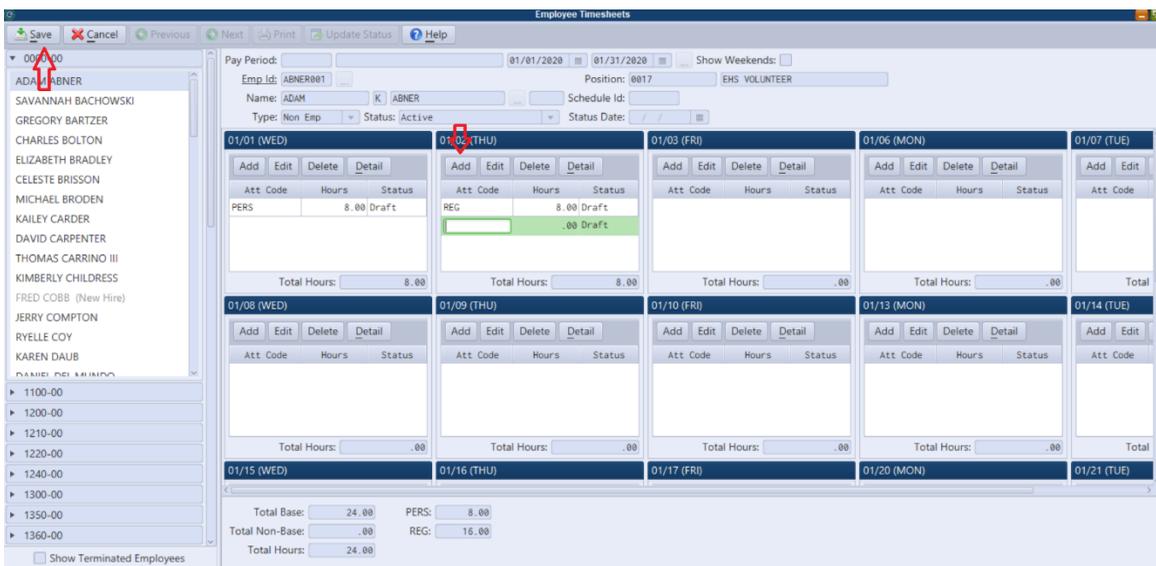
For attendance transactions to post and become eligible for import to Payroll (if applicable), each Attendance Batch must be verified and updated.

Employee Timesheets Attendance Entry

Select Personnel>H/R>Employee Timesheets

Select the employee and Pay period Dates.

Press Edit and Add on the date you wish to add an attendance code.

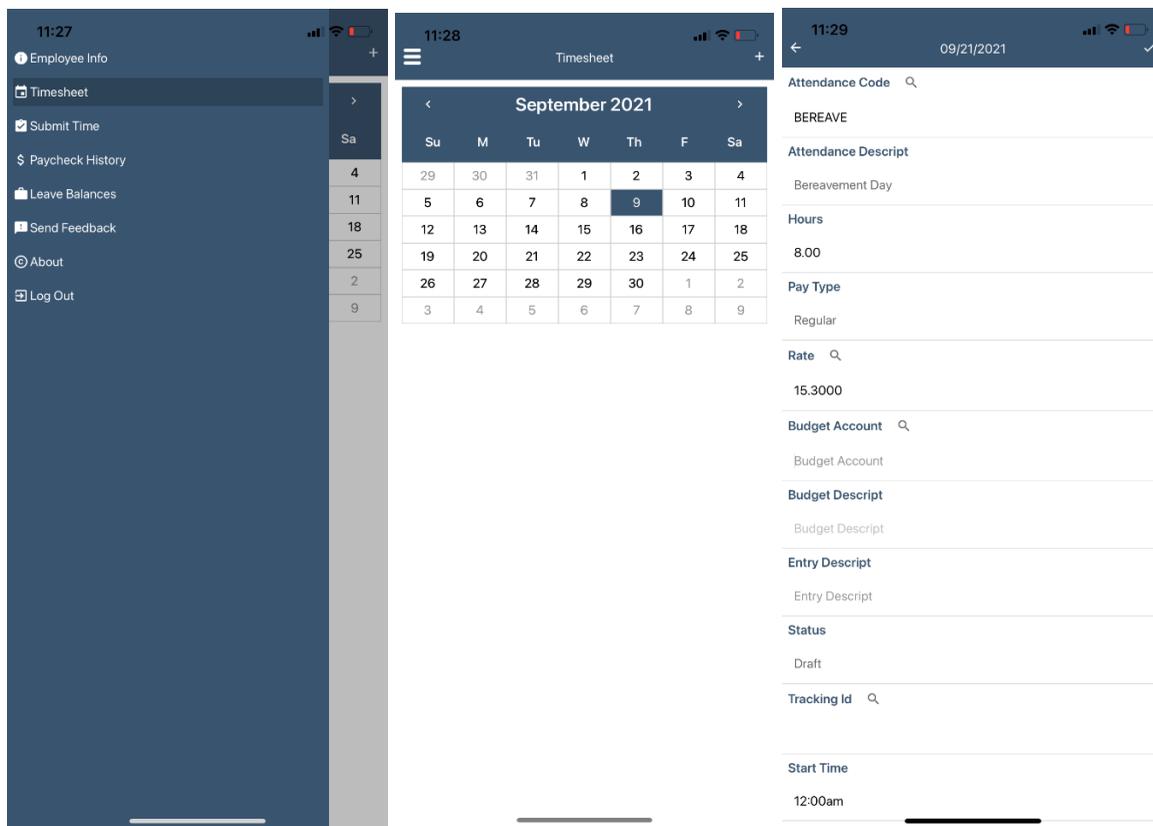


Press Save. All Time entered on time sheets will default to draft.

Attendance App (Employee Self Service) Attendance Entry

On the MCSJ Johns Attendance App Employees can enter and submit their time on their timesheets.

- (1) Log in with City ID, MCSJ Username and password.
- (2) Once logged in go to "Timesheets" for the menu in the upper left-hand corner.
- (3) Select the day and press the "+" in the upper left corner.
- (4) Add the attendance code and press the check mark in upper left-hand corner.
- (5) Select "Submit Time" from the menu item.
- (6) Input the begin and end date and update the status from "Draft to submitted"



11:30 Submit Time

Begin Date
09/09/2021

End Date
09/09/2021

Update status
Draft to Submitted

Include any Draft time prior to begin date

Cancel ^ v Done

July	18	2019
August	19	2020
September	20	2021
October	21	2022
November	22	2023

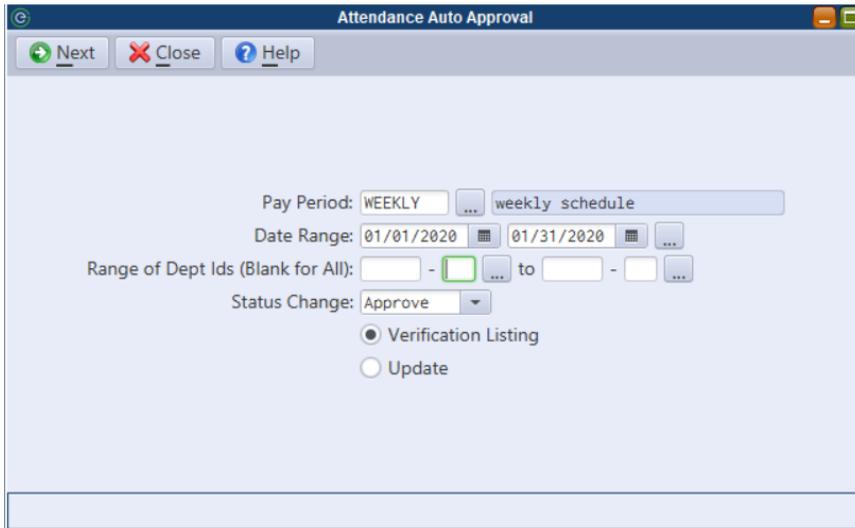
*Note: Screen shots shown in sequential order

Attendance Approvals

Attendance Auto Approval

Select Personnel>H/R>Attendance>Attendance

The attendance auto approval routine takes all submitted time for a date range, department, and pay period and puts it to an approved status. To run for all departments, leave blank for all.



*Note: This routine will give you a warning if the employee does not have enough available time to take.

September 9, 2021 02:07 PM CITY OF ANYWHERE Attendance Approval Verification Listing Page No: 1

Pay Period: WEEKLY Date Range: 01/01/20 to 01/31/20 Range of Depts: First to Last

Emp Id	Name	Att Code	Pay Type	Hours	Dept Id	Description	Emp Status	Rate
Date	Charge Account		Charge Account	Description	Tracking Id			
ABNER001	ABNER, ADAM K				0000-02		Active	
01/01/20	WED	PERS	Admin	8.00				24.0385
WARNING: The date selected is more than 60 days prior to today.								
01/31/20	FRI	REG	Regular	8.00				24.0385
WARNING: The date selected is more than 60 days prior to today.								
Attendance Code Totals for Emp Id ABNER001:							Hours	
		PERS	Personal	8.00				
		REG	Regular Pay	8.00				Regular
			Used:	16.00				
			Total Base:	16.00				
			Total Non-Base:	0.00				
			Total Hours:	16.00				
Attendance Code Totals for Dept 0000-02:								
		PERS	Personal	8.00				
		REG	Regular Pay	8.00				Regular
			Used:	16.00				
			Total Base:	16.00				
			Total Non-Base:	0.00				
			Total Hours:	16.00				

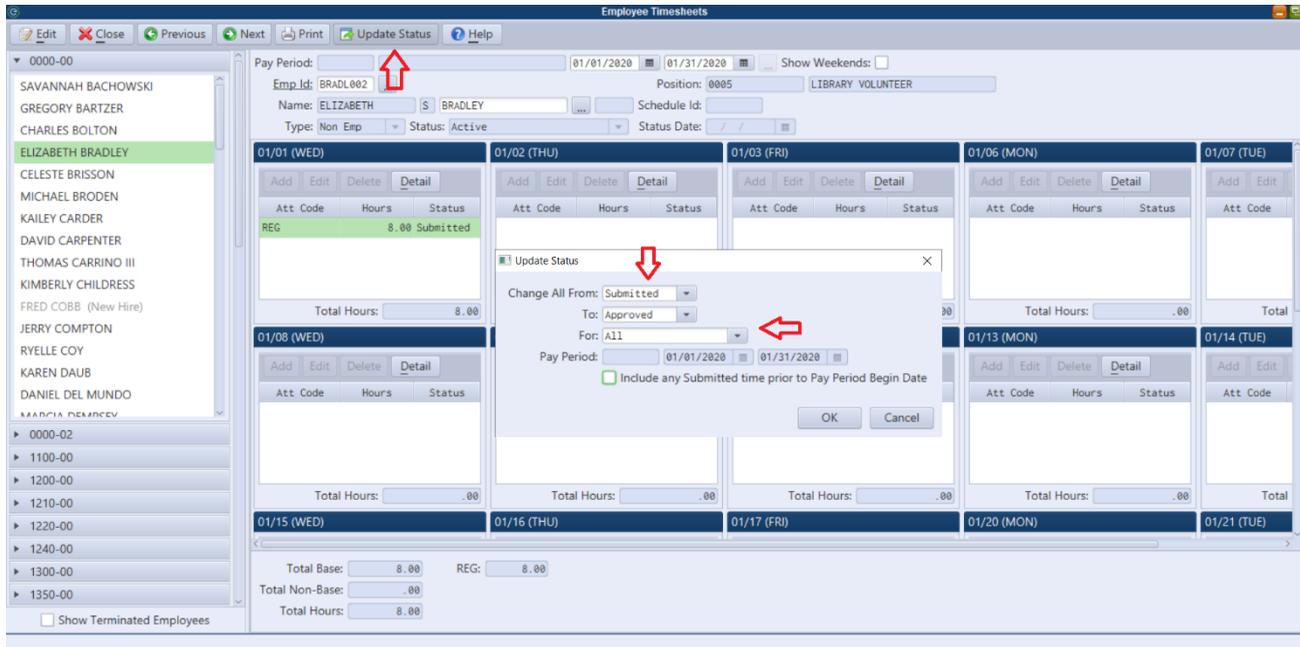
Employee Timesheets Approval

You can approve employee's time through employee's timesheets. You can do this for one employee, by department or for all.

Select Personnel>H/R>Attendance>Employee Timesheets

- (1) Select the employee and pay period.
- (2) Select "Update Status"

- (3) Change all form submitted to Approved.
- (4) Chose by "Current Employee, Current Department, or All."



Attendance App (Employee Self Service) Approval

Attendance can be approved through ESS Employee self service module as a supervisor or attendance approver.

Under the MCSJ login in ESS Go to "View Leave Requests"

CITY OF ANYWHERE, NJ - Employee Self-Service

Menu

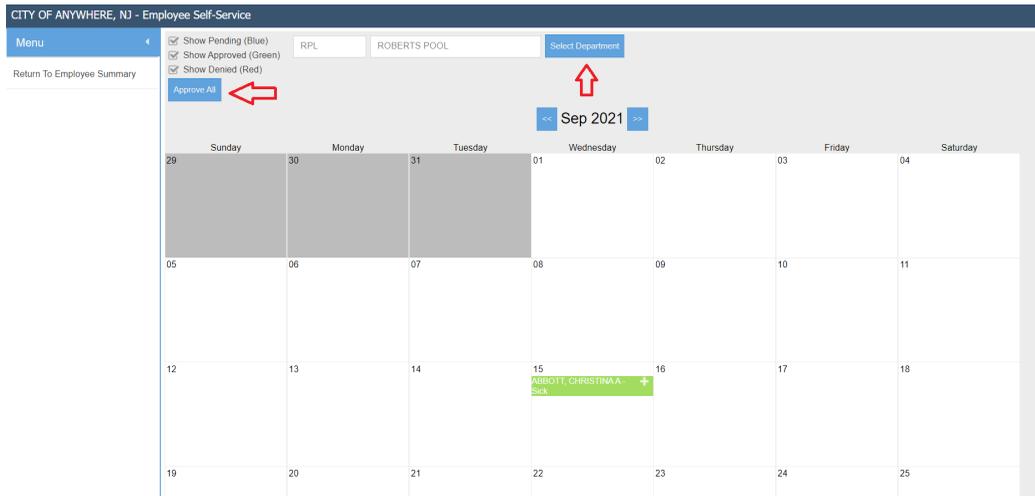
View Leave Requests

Logout Supervisor

Page 1 of 21 | Displaying 1 - 24 of 485

Last Name	First Name	Status	Department	DOB	Date Of Hire	Curr Pos Start
ABBOTT	CHRISTINA	Active	RPL	08/05/1996	07/10/2015	
ADAMCZYK-DELARGE	JENNIFER	Active	RPL	11/05/1999	07/01/2015	
ADDYE	MARK	Active	RPL	11/16/2000	07/10/2015	
AGNEW	MAUREEN	Active	RPL	07/01/1999	06/22/2015	
AGNEW	SHANNON	Active	RPL	10/04/2000	06/27/2016	
AGNEW	NATHANIEL	Active	RPL	12/25/1966	06/01/2018	
AGNEW	ERIN	Active	RPL	02/20/2004	06/01/2018	
AMET	KACEY	Active	CCG	05/20/1996	06/22/2015	06/06/2016
AMUZU	DIANE	Active	RPL	08/13/2002	06/17/2019	
ANDERSON	JEREMY	Active	PER	03/23/1992	02/02/2015	
ANTIGO	SENA	Active	RPL	08/24/2002	07/01/2017	
APPLEGATE	DAVID	Active	FIR	09/11/1995	05/07/2018	06/17/2019
AURIG	DILLON	Active	FIR	10/05/1982	05/20/2002	05/20/2002
AURIG	THEODORE	Active	SEN	10/05/1992	01/01/2017	
AYDELOTTE	SAVANNAH	Active	RPL	10/01/2004	07/01/2017	
BANGURA	THEODORE	Active	CCG	02/14/1999	07/11/2018	
BANKO	MARY	Active	RPL	01/10/2001	06/26/2016	
BARNES	ABDUL	Active	RPL	10/20/1998	07/01/2015	

- (1) Select the department and month you are approving.
- (2) Press Approve all.



Attendance Adjustments

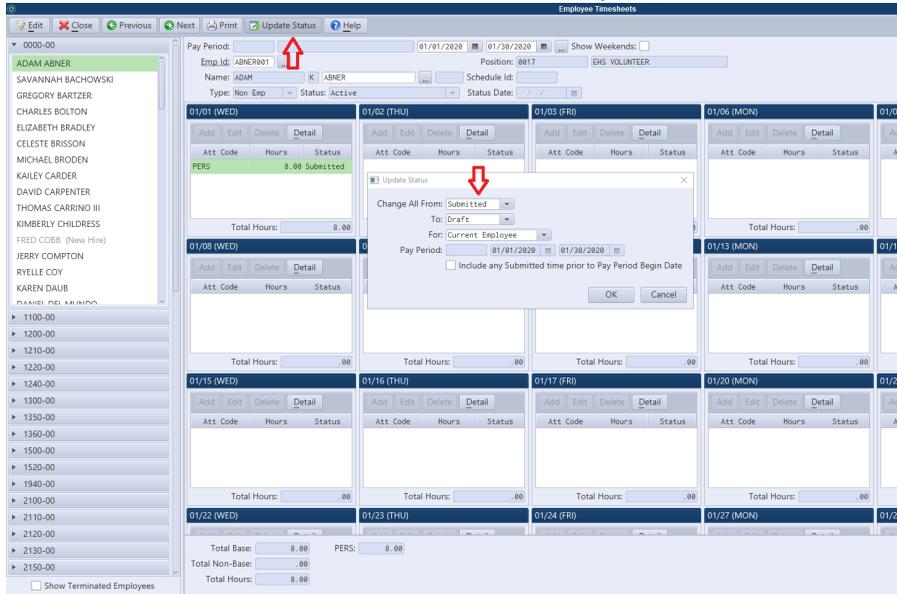
Correcting Submitted or Approved Attendance Codes

Submitted or approved time can be adjusted in **Employee Timesheets**, **Time Entry Maintenance**, or **Attendance Adjustment Routine**.

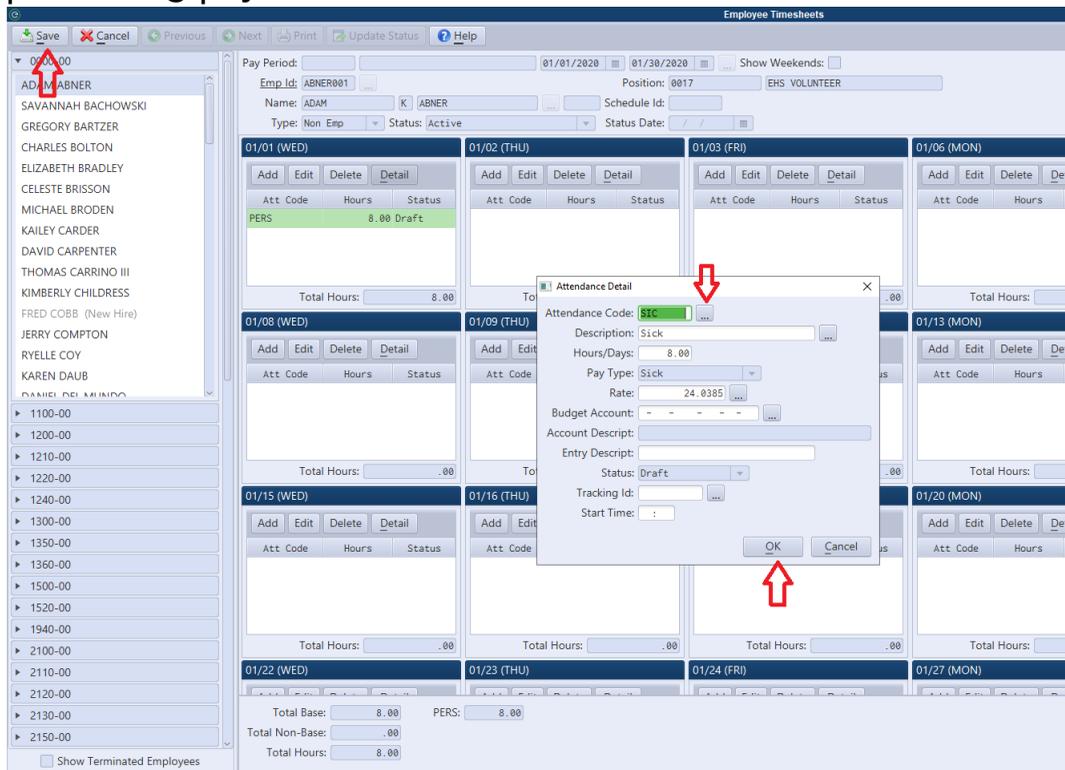
To adjust in the Employee Timesheets: Go to **Personnel>H/R>Attendance>Employee Timesheets**.

- (1) Select the employee ID and pay period you are adjusting

(2) Update the Status from Submitted/Approved to Draft. (Time can only be changed at a draft status on employee timesheets)



(3) Press Edit and then select the transaction you need to change. Press Detail above the transaction and select the picklist to choose the correct attendance code. Press ok and Save when complete. Remember to update status back to submitted/approved before processing payroll.



To adjust attendance in **Time Entry Maintenance** go to:

Personnel>Payroll>Generate Payroll>Time Entry Maintenance.

(1) Bring employee up in **Time Entry Maintenance** by using picklist or by entering employee ID

(2) Select the **Attendance Tab** and Hit **Edit**.

(3) Double click on attendance line and adjust the attendance code. Hit save.

*Note: This step is done during an active payroll process and should be done after the attendance has been imported.

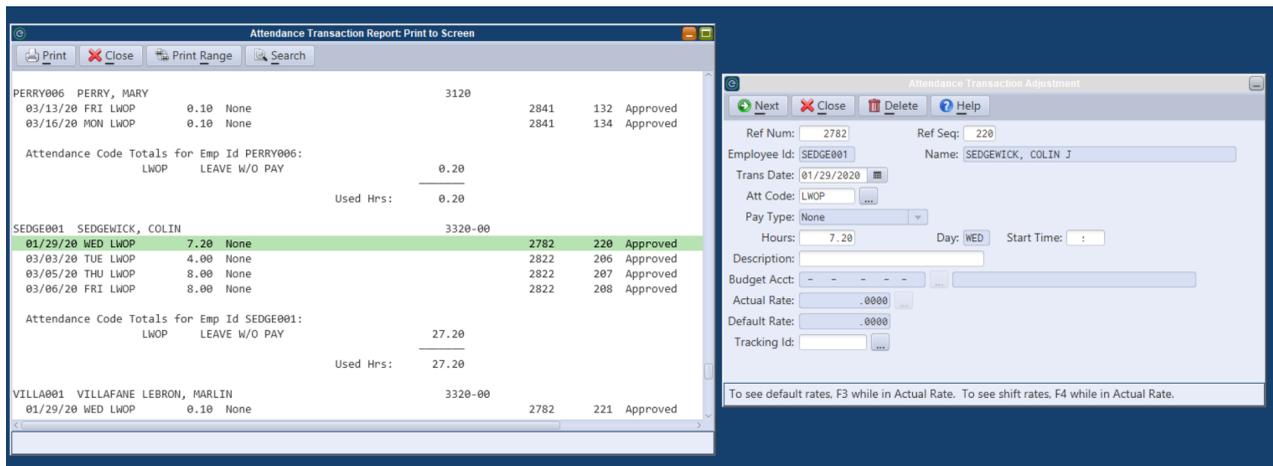
Attendance Transaction Adjustment Routine

Select Personnel>H/R>Attendance>Attendance Transaction Adjustment

This routine enables the user to modify or delete updated attendance transactions. It requires a reference and sequence number to identify the transaction. Users may adjust a transaction's date, hours, Pay Type, Attendance Code, planned status, description, budget account, and rate.

Attendance Transaction Adjustment Restrictions for HR/Payroll users:

- Attendance imported to a Payroll Time Entry cannot be modified using this routine until the time entry is "reset" or deleted.
- Attendance that has been imported to an updated Payroll check cannot be modified using this routine unless the check is voided.



- (1) Run an attendance transaction report to find the Ref Num and Ref Seq.
- (2) Input these highlighted numbers into the transaction adjustment routine. Press enter.
- (3) The transaction details will populate in the routine. From here you can adjust the attendance such as date, Att code, Hours, Description and Tracking ID.

Correcting Paid Attendance Codes

Scenario: Last month, an Employee was paid out 8 hours of Vacation Time instead of 8 hours Sick time. Time and attendance have already been updated and paid out. How do I adjust time balances and reports without having to void the payroll check?

*Note: This correction is done in Time Entry Maintenance during an active Payroll processing run.

Personnel > Payroll > Generate Payroll > Time Entry Maintenance.

- (4) Bring employee up in **Time Entry Maintenance** by using picklist or by entering employee ID
- (5) Select the **Attendance Tab** and Hit **Edit**.

- (6) Input a negative attendance transaction for the original date and pay type of the incorrect attendance transaction.
- (7) Input a positive attendance transaction for the date and correct pay type.
- (8) Save edit and Calculate payroll. Continue the rest of the payroll processing. Once Payroll is updated all reports and balances will be corrected.

Note: This process will not affect pay if the attendance code has the same default rate as the incorrect code. This process corrects attendance reports and PR time balances after checks are printed.

Date	Day	Att Code	Pay Type	Hours	Rate	Budget Acct
04/08/2021	THU	VACATION	Vacation	-8.00	39.5000	
04/08/2021	THU	SICK	Sick	8.00	39.5000	

Attendance Reporting

Attendance Transaction Report

Select Personnel>H/R>Attendance>Attendance Transaction Report

This report will display employee attendance transaction detail (date, attendance code, pay type, hours, status etc.). The report will also identify

the reference/sequence number and Payroll export status of each transaction.

You can run this report by Specific Employee or Employees, Department ID, Location, Supervisor, Attendance Code, Union and Date.

*Note: When the Report is run a Payroll ID will be associated with each attendance transaction with Status: Paycheck. The payroll ID is a good indicator of what Payroll check date the attendance was included on.