

ELMR displays a list of qualifying users, which includes other supervisors and your employees, from which you can select.

Grant temporary supervisor authority, select user by clicking on their name, select the dates to enable the supervisor access and when the access will expire and press the Submit button

**Granting Authority**  
To grant temporary supervisor authority, select a user by clicking on their name. Select the dates to enable the supervisor access and when the access will expire and press the Submit button.

You should then see the access dates of authority in the list at the bottom.

To remove a user from the Temp Supervisor list, click on their name in the Current Temp Supervisors list and press the Remove button.

## ELMR – Time and Attendance

*Please refer to this manual before requesting assistance from systems personnel.*

**E**LMR Time and Attendance (T/A – pronounced “ELMR Tee, Aye”.. not “ELMR Tee and Aye”) is an automated time and attendance module for the ELMR leave management system. This addition to the ELMR system was created to make the process of reporting an employee’s time and attendance easier.

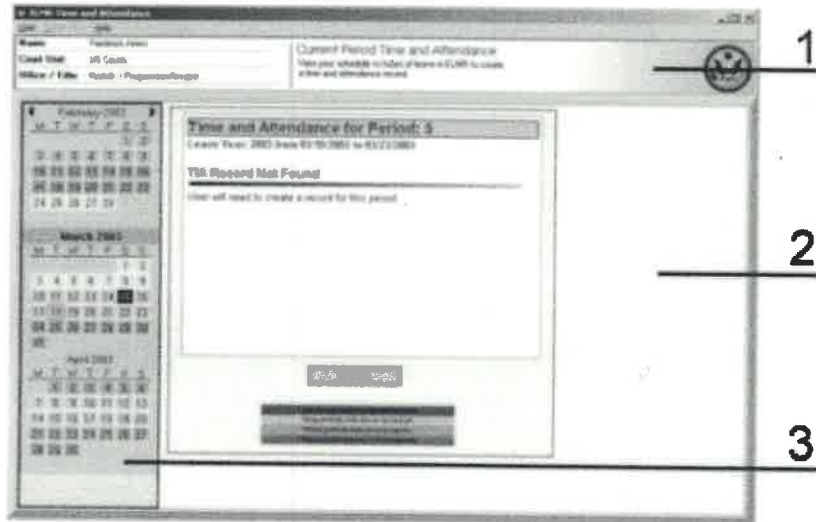
This document will assist you in using the ELMR T/A portion of the ELMR User/TA client, where you will be able to view your T/A History, view current records, submit T/A records and have supervisors review and produce reports.

### Starting ELMR T/A

ELMR T/A is now a part of the combined User T/A client program. You access the T/A portion of the client program from the Time and Attendance icon in the icon menu of the User/TA interface.

## ELMR T/A Interface Window

The main window in ELMR T/A is divided into three sections.



### 1. The Header

At the top of the ELMR window is the Header. This area shows your name, court unit and office information on the left and a title and description of the ELMR function that you currently are using on the right.

### 2. The Work Area

The work area is where you will get and input information.

### 3. The Period Calendar

The Period Calendar is where you see and select periods to work with. Most functions in ELMR T/A begin with selecting a period from this calendar. More information on the functions and display of the Period Calendar are in the next section.

## ELMR T/A Period Selection

Once you have successfully logged into ELMR T/A you will be shown the Period Selection screen. The period selection screen is the launching point for all user options. From here you will be able to view Time and Attendance records, create new ones, view history information, etc.

**Exit the T/A Interface by clicking on the User menu and choosing logout or exit.**



### ESCAPE!

The Escape key will close most windows in ELMR. Press Escape on the main Period Selection screen to go back to the login screen. Press Esc on the login screen to Exit from ELMR. You get the idea?

### Period Calendar

The ELMR Period Calendar is displayed on the left side of the screen and is shaded by period and colored by T/A record status.

The color coding is displayed on the screen at the bottom of the work area as it is here.

**Gray** shaded periods are periods where there is no T/A record yet found in the system.

**Green** periods are periods that have a record created but is still a work in progress. This includes non-finalized records and records that are pending a supervisors approval.

**Blue** periods indicate that a record has been create and finalized by the user and a supervisor has approved them. These are history records.

**Red** periods indicate that a user has completed the period record information and a supervisor has rejected it for some reason. The user must edit and re-submit the record to the supervisor for it to be completed.

February 2003						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
24	25	26	27	28		
March 2003						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## Working with Periods

Click on a period in the calendar to see the current record status and other information about the T/A record. The current period's record status and information will be displayed in the work area.

The illustration here indicates a user clicked on period 5 which is a period for which there is no T/A record yet. The date range for this period is displayed and the explanation of the status of the periods record follows.

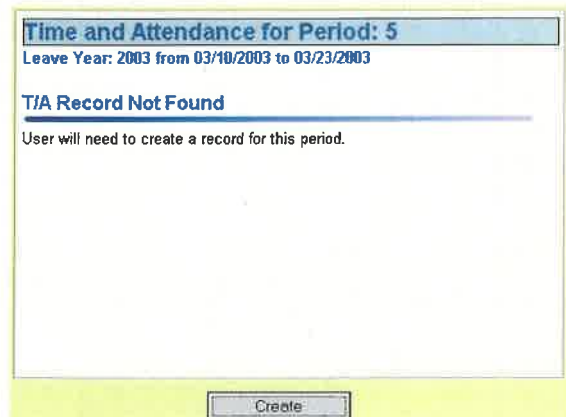
At the bottom of the screen is a button labeled "Create". Press this button to create a record for this period and move to the Period Work Sheet.

Other status will display other information, such as whether or not a record has been finalized by a user or approved by a supervisor. Other record status will also cause different buttons to appear at the bottom of the screen.

For example if a record has been created but not finalized by the user then the button will be labeled, "Edit Record".

If a record has been create, finalized and approved (History) then the button will be labeled "View History".

Clicking on this button will always take you to the T/A Worksheet screen, but it will not always be for editing, sometimes, as in the case of the View History, it will only allow you to view the records details.



## T/A Worksheet

The T/A Worksheet is a full display of the details of a single period's T/A record. As you will see when you create, edit or view a T/A record, the entire work area and period calendar are replaced with the T/A Worksheet view.

Working with period: 16-2004 from 08/09/2004 to 08/22/2004									Existing Record. Editable.		
A figure in [] indicates Comp time the supervisor may grant.									Leave Details For This Period		
Day	Date	Holiday	Hours Scheduled	Hours Worked	Leaves	Possible Comp	Hours To Be Paid		Date	Leave Type	Stop Time
Week: Week 1									Total Hours:	Start Time:	Stop Time:
Monday	08/09/2004	<input type="checkbox"/>	7	7	0	0	7		08/19/2004	Annual	
Tuesday	08/10/2004	<input type="checkbox"/>	8	8	0	0	8		9:00:30 AM		05:00 PM
Wednesday	08/11/2004	<input type="checkbox"/>	8	8	0	0	8				
Thursday	08/12/2004	<input type="checkbox"/>	8	8	0	0	8				
Friday	08/13/2004	<input type="checkbox"/>	8	8	0	0	8				
Saturday	08/14/2004	<input type="checkbox"/>	0	0	0	0	0				
Sunday	08/15/2004	<input type="checkbox"/>	0	0	0	0	0				
			40.00	40.00	0.00	0.00	40.00				
Week: Week 2											
Monday	08/16/2004	<input type="checkbox"/>	8	8	0	0	8				
Tuesday	08/17/2004	<input type="checkbox"/>	8	8	0	0	8				
Wednesday	08/18/2004	<input type="checkbox"/>	8	8	0	0	8				
Thursday	08/19/2004	<input type="checkbox"/>	8	8	0	0	8				
Friday	08/20/2004	<input type="checkbox"/>	8	8	0	0	8				
Saturday	08/21/2004	<input type="checkbox"/>	0	0	0	0	0				
Sunday	08/22/2004	<input type="checkbox"/>	0	0	0	0	0				
			40.00	32.00	0.00	0.00	40.00				
Period Totals:			80.00	72.00	0.00	0.00	[8] 80.00				

The period information is displayed at the top of the worksheet. The day that make up this period are listed in a grid dominating the screen and leave information from ELMR is displayed in a grid on the far right side of the screen.

ELMR fills in the data for this worksheet based on a user's schedule in the ELMR system. It also will import leave data from the ELMR system and modify any Hours Worked for that day based on the leave.

The columns in the grid are as follows:

- Day: Day of the week.
- Date: The date of each day in the period.
- Holiday: A checkbox indicating if a holiday is scheduled for a given day.
- Hours Scheduled: These are the hours the users is scheduled to work based on records in ELMR.

- **Hours Worked:** These are the hours the user actually worked on the given day. Leave records for a period will cause ELMR T/A to automatically adjust this column based on the hours in the leave record. If a user edits a day the hours changed will be reflected in this column.
- **Leave:** This is the number of hours of leave that was found in ELMR leave requests for the day.
- **Possible Comp:** The possible number of Comp hours earned based on schedule vs. Hours Worked.
- **Hours to be Paid:** The actual number of hours the user should be paid based on their schedule, number of hours worked and leave.

### Editing the Period

To edit a day in the period for the purpose of adjusting the number of hours worked you would double click on the day.

**Double click on a day in the grid to edit that day.**

This will launch the Edit Day window.

This window lets you pull-down a different number of hours worked for the day you selected. This change will possibly change your total hours to be paid or your possible comp hours depending on if you change it above or below your scheduled hours.

**Press Save or Cancel to close the window.**

Press Save or Cancel to close the window.

Changes to the record will now be visible in the worksheet view.

## What to do Next

After you make edits to the T/A record, you will have to save your changes, print the record if required and submit it for your supervisors approval.

These functions are explained after the next section which explains the worksheet and how records look after they have been edited.

## Understanding the Worksheet

### Normal Schedule

Working with period: 15/2004 from 08/09/2004 to 08/22/2004							Existing Record, Editable					
Date Info							Totals			Leave Details For This Period		
Day	Date	Holiday	Hours Scheduled	Hours Worked	Leave	Possible Comp	Hours To Be Paid	Date	Leave Type	Start Time	Stop Time	
Week: Week 1												
Monday	08/09/2004	<input type="checkbox"/>	8	8	0	0	8					
Tuesday	08/10/2004	<input type="checkbox"/>	8	8	0	0	8					
Wednesday	08/11/2004	<input type="checkbox"/>	8	8	0	0	8					
Thursday	08/12/2004	<input type="checkbox"/>	8	8	0	0	8					
Friday	08/13/2004	<input type="checkbox"/>	8	8	0	0	8					
Saturday	08/14/2004	<input type="checkbox"/>	0	0	8	0	0	08/19/2004	Annual	08:30 AM	06:00 PM	
Sunday	08/15/2004	<input type="checkbox"/>	0	0	0	0	0					
			40.00	40.00	0.00	0.00	40.00					
Week: Week 2												
Monday	08/16/2004	<input type="checkbox"/>	8	8	0	0	8					
Tuesday	08/17/2004	<input type="checkbox"/>	8	8	0	0	8					
Wednesday	08/18/2004	<input type="checkbox"/>	8	8	0	0	8					
Thursday	08/19/2004	<input type="checkbox"/>	8	0	8	0	8					
Friday	08/20/2004	<input type="checkbox"/>	8	8	0	0	8					
Saturday	08/21/2004	<input type="checkbox"/>	0	0	0	0	0					
Sunday	08/22/2004	<input type="checkbox"/>	0	0	0	0	0					
			40.00	32.00	8.00	0.00	40.00					
Period Totals:			80.00	72.00	8.00	0.00	80.00					

This is an example of a typical worksheet. The user illustrated here has a normal 8 hour schedule and has taken one day off for 8 hours of annual leave.

You should notice that the Hours Worked column has totaled to 72 hours because the second Thursday in the users schedule was taken off as leave. So there are zero hours for that day and 8 hours in the Leave column. The total Leave for the period is also 8.

The last column, Hours To Be Paid, is at 80. That's 72 hours worked and 8 hours leave. The figure in the ()'s is zero because there is no Possible Comp Time earned.

In the normal course of things, if the user did not deviate from their schedule, then they would simply click on Save and then Finalize and would be done.

### Alternate Hours Worked – Flex Schedule

If you change your Hours Worked for any day in your schedule, one of two things will happen, depending on whether or not your court allows you to work Flex schedules.

Let's see what happens if the user changes the Hours Worked for a given day and the court allows Flex Schedules.

Working with period: 16-2004 from 08/09/2004 to 08/22/2004								Existing Record. Editable.					
Date Info								Totals			Leave Details For This Period		
Day	Date	Holiday	Hours Scheduled	Hours Worked	Leave	Possible Comp	Hours To Be Paid	Date	Leave Type	Start Time	Stop Time		
[-] Week: Week 1													
Monday	08/09/2004	<input type="checkbox"/>	8	8	0	0	0						
Tuesday	08/10/2004	<input type="checkbox"/>	8	8	0	0	0						
Wednesday	08/11/2004	<input checked="" type="checkbox"/>	8	9	0	1	0						
Thursday	08/12/2004	<input type="checkbox"/>	8	8	0	0	0						
Friday	08/13/2004	<input type="checkbox"/>	8	8	0	0	0						
Saturday	08/14/2004	<input type="checkbox"/>	0	0	0	0	0						
Sunday	08/15/2004	<input type="checkbox"/>	0	0	0	0	0						
			40.00	41.00	0.00	0.00	41.00						
[-] Week: Week 2													
Monday	08/16/2004	<input type="checkbox"/>	8	8	0	0	0						
Tuesday	08/17/2004	<input type="checkbox"/>	8	8	0	0	0						
Wednesday	08/18/2004	<input type="checkbox"/>	8	8	0	0	0						
Thursday	08/19/2004	<input type="checkbox"/>	8	8	0	0	0						
Friday	08/20/2004	<input type="checkbox"/>	8	8	0	1	7						
Saturday	08/21/2004	<input type="checkbox"/>	0	0	0	0	0						
Sunday	08/22/2004	<input type="checkbox"/>	0	0	0	0	0						
			40.00	32.00	0.00	1.00	39.00						
Period Totals:			80.00	73.00	0.00	1.00	[1] 80.00						

The employee changed their Hours Worked for the first Wednesday from 8 hours to 9 hours. Please notice that this had two effects. The first is that the Hours Worked for that day is now highlighted (Explained later in the section: **Worked Hours Imbalances**). The second is that there is now 1 hour in the Possible Comp field for the last scheduled day of the period.

The user is allowed to work Flexible hours, so they reported 9 hours on an 8 hour day and the extra hour is reported as Possible Comp time earned. It is shown in the Possible Comp field for the last day of the period because the system has attempted to roll that hour into another day of the period.

Let's see what happens now if the user reports 1 less hour on another day in the period.



Working with period: 16-2004 from 08/09/2004 to 08/22/2004								Existing Record. Editable.					
Date Info								Totals			Leave Details For This Period		
Day	Date	Holiday	Hours Scheduled	Hours Worked	Leave	Possible Comp	Hours To Be Paid	Date	Leave Type	Total Hours	Start Time	Stop Time	
[-] Week : Week 1													
Monday	08/09/2004	<input type="checkbox"/>	8	8	0	0	8	08/19/2004	Annual				
Tuesday	08/10/2004	<input type="checkbox"/>	8	8	0	0	8	8	08:30 AM		05:00 PM		
Wednesday	08/11/2004	<input type="checkbox"/>	8	9	0	0	9						
Thursday	08/12/2004	<input type="checkbox"/>	8	8	0	0	8						
Friday	08/13/2004	<input type="checkbox"/>	8	8	0	0	8						
Saturday	08/14/2004	<input type="checkbox"/>	0	0	0	0	0						
Sunday	08/15/2004	<input type="checkbox"/>	0	0	0	0	0						
			40.00	41.00	0.00	0.00	41.00						
[-] Week : Week 2													
Monday	08/16/2004	<input type="checkbox"/>	8	8	0	0	8						
Tuesday	08/17/2004	<input type="checkbox"/>	8	7	0	0	7						
Wednesday	08/18/2004	<input type="checkbox"/>	8	8	0	0	8						
Thursday	08/19/2004	<input type="checkbox"/>	8	8	0	0	8						
Friday	08/20/2004	<input type="checkbox"/>	8	8	0	0	8						
Saturday	08/21/2004	<input type="checkbox"/>	0	0	0	0	0						
Sunday	08/22/2004	<input type="checkbox"/>	0	0	0	0	0						
			40.00	31.00	0.00	0.00	39.00						
Period Totals:			80.00	72.00	0.00	0.00	00:00:00						

Now the user has reported that they worked 7 hours on the second Tuesday of the period. And ELMR has now rolled the extra hour that was worked on the first Wednesday to the short day on the following Tuesday.

ELMR also now reports that the total hours worked are 80 and that there is no Possible Comp time earned for this period. All is well!

**Alternate Hours Worked – No Flex Schedule**

Now let's do the same thing for a user working in a court that does not allow Flex Schedules.

Working with period: 16-2004 from 08/09/2004 to 08/22/2004								Existing Record. Editable.					
Date Info								Totals			Leave Details For This Period		
Day	Date	Holiday	Hours Scheduled	Hours Worked	Leave	Possible Comp	Hours To Be Paid	Date	Leave Type	Total Hours	Start Time	Stop Time	
[-] Week : Week 1													
Monday	08/09/2004	<input type="checkbox"/>	8	8	0	0	8	08/19/2004	Annual				
Tuesday	08/10/2004	<input type="checkbox"/>	8	8	0	0	8	8	08:30 AM		05:00 PM		
Wednesday	08/11/2004	<input type="checkbox"/>	8	9	0	0	9						
Thursday	08/12/2004	<input type="checkbox"/>	8	8	0	0	8						
Friday	08/13/2004	<input type="checkbox"/>	8	8	0	0	8						
Saturday	08/14/2004	<input type="checkbox"/>	0	0	0	0	0						
Sunday	08/15/2004	<input type="checkbox"/>	0	0	0	0	0						
			40.00	41.00	0.00	1.00	40.00						
[-] Week : Week 2													
Monday	08/16/2004	<input type="checkbox"/>	8	8	0	0	8						
Tuesday	08/17/2004	<input type="checkbox"/>	8	8	0	0	8						
Wednesday	08/18/2004	<input type="checkbox"/>	8	8	0	0	8						
Thursday	08/19/2004	<input type="checkbox"/>	8	8	0	0	8						
Friday	08/20/2004	<input type="checkbox"/>	8	8	0	0	8						
Saturday	08/21/2004	<input type="checkbox"/>	0	0	0	0	0						
Sunday	08/22/2004	<input type="checkbox"/>	0	0	0	0	0						
			40.00	32.00	0.00	0.00	40.00						
Period Totals:			80.00	73.00	0.00	1.00	01:00:00						

This user's T/A record has been modified from the default schedule. The user reports that they worked 9 hours on the first Wednesday of the period.

You will now notice that the users Possible Comp field for that day is set to 1. ELMR reported it in this column because the user cannot roll that hour into another day of the period.

Lets also see what happens if the user reports they only worked 7 hours on another day.

Working with period: 15-2004 from 08/09/2004 to 08/22/2004								Existing Record Editable		
Date Info								Totals		
Day	Date	Holiday	Hours Scheduled	Hours Worked	Leave	Possible Comp	Hours To Be Paid	Date	Leave Type	
Week: Week 1								Leave Detail For This Period		
Monday	08/09/2004	<input type="checkbox"/>	8	8	0	0	0	08/19/2004	Annual	
Tuesday	08/10/2004	<input type="checkbox"/>	8	8	0	0	0	8:08:30 AM	05:00 PM	
Wednesday	08/11/2004	<input type="checkbox"/>	8	9	0	1	8			
Thursday	08/12/2004	<input type="checkbox"/>	8	8	0	0	8			
Friday	08/13/2004	<input type="checkbox"/>	8	8	0	0	8			
Saturday	08/14/2004	<input type="checkbox"/>	0	0	0	0	0			
Sunday	08/15/2004	<input type="checkbox"/>	0	0	0	0	0			
			40.00	41.00	0.00	1.00	40.00			
Week: Week 2										
Monday	08/16/2004	<input type="checkbox"/>	8	8	0	0	8			
Tuesday	08/17/2004	<input type="checkbox"/>	8	7	0	0	7			
Wednesday	08/18/2004	<input type="checkbox"/>	8	8	0	0	8			
Thursday	08/19/2004	<input type="checkbox"/>	8	8	0	0	8			
Friday	08/20/2004	<input type="checkbox"/>	8	8	0	0	8			
Saturday	08/21/2004	<input type="checkbox"/>	0	0	0	0	0			
Sunday	08/22/2004	<input type="checkbox"/>	0	0	0	0	0			
			40.00	39.00	0.00	0.00	39.00			
<b>Period Totals:</b>			80.00	79.00	0.00	1.00	79.00			

Ok, now the user has entered 7 hours on the second Tuesday of the period. You will see that ELMR is now reporting that the user has only worked 79 hours for this period. The user is one hour short.

This is because the user is saying that they only worked 7 hours on a day they were scheduled for 8 hours and they took no leave on that day. Since the court does not allow Flex Schedules, the user is short one hour for that day.

To fix this schedule the user must either enter 8 hours for that day or complete a leave request for that day.

### Worked Hours Imbalances

At various times while working in the TA Worksheet you will notice that an Hours Worked field is highlighted in yellow.

This indicates that there is an imbalance between the hours that you are reporting as Worked Hours and your Scheduled Hours plus any leave.

**Think of it as a visual cue that you need to pay attention to this entry!**

For example, if you are schedule to work 8 hours in a day and you report that you worked 9 or 7 hours then the field will be highlighted in yellow because your Scheduled Hours (8) does not equal your Hours Worked (7) plus any leave (0).

Hours Scheduled	Hours Worked	Leave
8	7	0

As a second example lets say you are again scheduled to work 8 hours in a given day and you take 4 hours leave but you report you worked 5 hours. Again the Hours Worked field would be highlighted in yellow because your Scheduled Hours (8) does not equal hour Hours Worked (5) plus your Leave hours (4).

**The yellow highlight only means there is an imbalance, not that it is necessarily incorrect!**

There are times when the Hours Worked will be highlighted in yellow as a warning, but there is not actually anything wrong with the entries. Such as:

- If you work a flex schedule and report an overage on one day and under on another then both of those entries will be highlighted in yellow.
- If you took time off during the day as leave and then worked over your schedule as well (for whatever reason) then the Hours Worked will be highlighted.

But there are other times when the highlight does indicate a problem:

- If you changed your Hours Worked for a day but did not take leave and do not work Flex Schedule.
- If you entered leave *after* you created your TA record and did not then adjust your Hours Worked (See the next notation below) so that your Hours Worked is still 8 hours (or whatever) and you have leave for that day as well.

**Fix the Warning**

If you get an imbalance warning for a day, and the imbalance indicates a problem, you simple correct the imbalance to remove the warning.

You can either double click on the day and change the Hours Worked to the correct value, or you can press the Reset button at the top of the Worksheet screen to reload the TA record which will auto-calculate those values.

If you perform a reset, the entire record will be reset. So if you have made other adjustments you should just edit the one day.

## Worksheet Functions

There is a menu bar located at the top of the worksheet that provides some functions for the T/A worksheet. These functions are used to finish the process of ELMR Time and Attendance for a given period.



**Save** – Press save to save changes you have made to the worksheet.

**Close** – Close the worksheet screen and go back to the Period Selection screen. This does not submit the record to your supervisor. It just closes the worksheet screen.

**Finalize** – Finalize this T/A record which sends it to your supervisor for approval. This can only be done after a period has been closed. If you attempt to do this before that time you will get an error message and be forced to come back at a later time.

**Report** – Print a period report using this record.

**Reset** – Reset this period back to the default settings. This will undo any changes to the record.

**Swap 2 Days** – If you need to swap a schedule for two days, for example to account for a Compressed day being taken on a different day, you would select the two days in question (select them by clicking on one day and then pressing the CTRL key and clicking on the second day) and press this button.

**Comments** – Lets you add comments to this TA record.

## Non-finalized Records

You can, at any time, come back to a record that has not yet been finalized and make changes to it. You will only not be able to make changes after you have finalized the record.

If a supervisor rejects a record and it appears in your period selection screen in red, then you will be able to edit the record again to make the changes requested by your supervisor.

## **History Records**

History records are T/A records that have been finalized by the user and approved by the supervisor. Once a record is a history record it can only be viewed by the employee, not edited.