VIRGINIA EASTERN BANKRUPTCY

PRESENTS

ELMR MySQL v1.6x – User, Supervisor and Time & Attendance

Guide

Electronic Leave Management Resource User, Supervisor and Time & Attendance Guide

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ELMR User

Electronic Leave Management Resource (ELMR)

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

W elcome to ELMR.

ELMR is an automated leave management system created to make the process of requesting, reviewing and monitoring your leave easier. This document will assist you in using the ELMR User Interface where you will be able to view your leave balances, request leave, review your past and pending leave requests and plan future leave requests.

Copies of this document can be downloaded from the ELMR website at www.vaeb.circ4.dcn/ELMR. If you have a question and this document does not seem to answer your question then please check to see if there is an updated User Guide online.

ICON KEY

📁 Valuable
   information

💻 Computer shortcuts

Running ELMR

Someone from systems should have setup your PC to run ELMR from the local network. If you do not have a shortcut on your desktop for ELMR, please notify systems for assistance.

Once a shortcut has been created, simply click (or double click) on the shortcut and ELMR will start.

Logging On To ELMR

Once ELMR is running you will see the Login window.

You should already have a User ID and Password, provided to you by your personnel specialist. They are typically your last name and first initial. (Ex: Bob Smith would start with a User ID and Password of **SmithB**)

To login, enter your User ID and Password and click on the Login button.

To login, enter your User ID and Password and click on the Login button.

Use the Enter Key!
Press the Enter key after you fill out fields in ELMR. Most of the time doing this will either submit your entry or advance you to the next valid field. Pressing Enter on the login screen after keying in your User ID will advance you to the password field. Pressing enter on the password field will advance you to the Login button. Pressing enter on the Login button is the same as clicking on it with your mouse.

Advanced Options
The checkbox labeled Advanced Options give you access to the IP address and port number of the ELMR server.

> **DO NOT CHANGE THE ADVANCED OPTIONS SETTINGS!**
> *Those settings tell the ELMR User Interface where to get the data on the network. If you change these settings then ELMR will no longer function properly. You will not even be able to login.*

Failed Login
There are several ways in which your login can fail. All failed logins will be reported by a message stating the reason for the failed login. Here are possible messages you may receive when login to ELMR fails.

Login rejected by server. Try again.
This will occur when you have entered an incorrect user id or an incorrect password.

A connection with the ELMR application server cannot be established.
This happens when the User Interface cannot find the server. This usually happens when the IP address and/or Port number have been entered incorrectly. Check with someone from systems to make sure the Advanced Options settings are correct.

You will also receive this message if the ELMR server is not running for some reason. This includes such events as system maintenance, database or network problems, etc…

ESCAPE!

The Escape key will close most windows in ELMR. Press Escape on the message window to close it. Press Esc on the main ELMR screen to log off ELMR. Press Esc on the login screen to Exit from ELMR. You get the idea?

Some of the messages you might receive in ELMR include:

- Notifications of a balance of Use or Loose leave.

- Message letting you know that your leave has been approved or denied.

- Warnings that Administrative, Compensatory or Restored leave which will soon expire.

- General system information messages.

ELMR Messages

ELMR will sometimes need to inform you of events that occur regarding your leave requests, balances or general system information.

If there are messages for you when you login, you will see a yellow bar appear at the top of your ELMR window just under the Header. This yellow bar will have the text "You have new messages! Click here to view!". Clicking on this bar will jump you to the messages window where you will see the messages.

You have new messages! Click here to view!

As of period 23 ended or

ELMR User Interface Window

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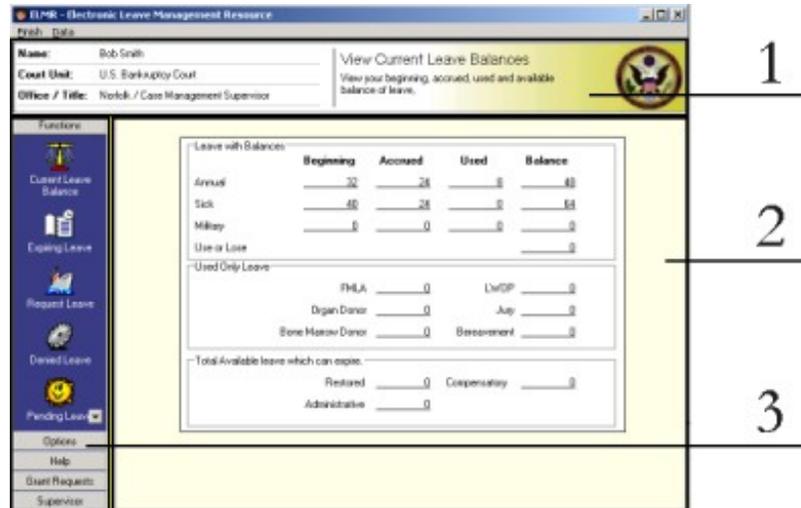
1. The Header
At the top of the ELMR window is the Header. This area shows your name, court unit and office information on the left and a title and description of the ELMR function that you currently are using on the right.

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

3. The Icon Menu
The Icon Menu is what you use to choose which ELMR functions you want to perform. The Icons are divided into subgroups (in gray). Clicking on a subgroup (like 'Options') will open that subgroup. Clicking on an icon will cause ELMR to perform that action (like 'Current Leave Balances')

Icon Menu – Functions

The Functions Group, on the Icon Menu, is what provides the user access to all leave related user options.

T he Functions Group, on the Icon menu, is the default group displayed to you when you login to ELMR.

The Functions found in this group are covered within this chapter, in the order they appear in the Icon Menu.

You may skip from section to section as needed, but keep in mind that some terms may have been defined in prior sections.

Current Leave Balances

Once you are past the ELMR messages (if there are any) you will see the Current Leave Balances screen by default.

This is where you go to view your current leave balances. They are sub-divided into 2 categories. (If you are military enabled you will see a 3rd section for your military leave balances.)

```
                                    As of period 9 ended on 05/18/2003
┌Leave with Balances─────────────────────────────────────────────────┐
│                  Beginning  Accrued   Used  Donations   Balance     │
│                                                                     │
│     Annual          240        60       0       5         295       │
│                                                                     │
│     Sick             21        40       0                  61       │
│                                                                     │
│     Military          0         0       0                   0       │
│                                                                     │
│                                          Use or Lose      161       │
│                                                                     │
│                                          Net Use or Lose  161       │
│                                                                     │
│                                          Available Donated  0       │
│                                                                     │
└─────────────────────────────────────────────────────────────────────┘
┌Used Only Leave──────────────────────────────────────────────────────┐
│              FMLA      0              LWOP       0                   │
│                                                                     │
│  Sick Leave for General              Jury Duty  0                   │
│        Family Care     0                                            │
│                                      Funeral    0                   │
│  Sick Leave for Serious                                             │
│  Condition of Family Member  0   Workers Comp (In Days)  0          │
│                                                                     │
│                                  Organ Donor    0                   │
│                                                                     │
│                                  Bone Marrow Donor  0               │
└─────────────────────────────────────────────────────────────────────┘
```

1. Leave with Balances
This area shows the 2 types of leave which carry an available balance. This includes Annual and Sick leave.

For each leave type you will see the following balances:

Beginning
The balances that you had at the start of the leave year, or when you were first entered into the ELMR system.

Accrued

These balances are the total hours that you have accrued for this leave year.

Used

The total hours that you have used so far this leave year. This only included hours of leave that has been taken and closed by the personnel staff. Leave that has been requested but not yet taken is not reflected in the used balance.

Donations (Annual only)

This is the amount of annual leave donations you have made this leave year.

Balance

Balance is the amount of leave currently available to you.

Use or Lose

In this section you will also see Use or Lose balances. Your Use or Lose balance is the number of hours that you will lose at the end of the year if you do not take any leave from now until then.

The Net Use or Lose balances is the number of hours that you will lose at the end of the year after the program deducts any pending annual leave. This figure assumes that you will actually take the leave that you have requested and is pending.

Available Donated

This is the amount of available donated leave that you have received and have currently available to you.

2. Used Only Leave

Some leave types do not carry an available balance but only carry a used balance. Those leave types are displayed here. This includes hours of FMLA, Sick Leave for General Family Care, Sick Leave for Serious Condition of Family Member, LWOP, Organ Donor, Court Leave, Bone Marrow Donor and Funeral leave. It also displays the number of days of Workers Comp leave that you have taken.

3. Military Leave

If you are set as active military then you will see a section for your military leave balances. This includes the current fiscal year's entitlement of military leave including the portion you earned this fiscal year, the amount you have used this year and your available balance.

Military Leave These balances refer to the amount of leave you are entitled to for the give year.	This Years Entitlement	Portion earned this year.	Used this year	Available
	40	0	0	40

Expiring Leave

The Expiring Leave Option will show you any Admin, Comp or Restored leave that you have been granted. This includes these leave types if they are available, used or expired.

The grid displays the details of the particular instance of expiring leave and can be navigated using the keyboard arrow keys or clicking on the black arrows above the grid.

Records in the grid can also be filtered by clicking on one of the 3 filters at the top of the screen.

Available
Only display the leave that is still available.

Used
Only display leave that has been entirely used.

Expired
Only display the leave that has expired.

Toggle Comments
You can toggle the ability to view the comments for the records by checking or un-checking the Show Comments checkbox.

Current Balances
The box that displays the Current Balances for Admin, Restored and Comp leave show you the currently available balance of leave available to you currently. This means that if you login after a record of leave expires then it will not be show in the Current Balances. This also means that if you have leave that will be available next week, but is not currently available then it will also not show up in this section.

Request Leave

The Request Leave option allows you to start the Leave Request Wizard, which steps you through the process of requesting leave.

The Leave Request Wizard

Requesting leave using the Leave Request Wizard is a 4-Part process. Each Part may consist of performing several steps, but if you follow the instructions listed here you should have little difficulty.

Part 1 – Starting your request

The first part of requesting leave consists of selecting the days on which you want to use leave, selecting the types of leave that will be contained in this request and then reviewing your selection before continuing.

These 3 steps are displayed on the first screen of the leave request wizard.

Select a range of dates.

Select a range of dates.
Dates are selected one at a time by clicking on them.

Dates are selected in a range by either clicking and dragging the mouse over the days you want to select or by clicking on a day then holding the Shift key and clicking on a second day to select those two days and all the days in between.

The days you select will be highlighted in gray and the dates will be shown in the area labeled Dates Selected.

Click on the plus sign next to the type of leave you want to take on the date/dates selected.

Select the type of leave for those dates.
To add the dates you selected as a type of leave, simply click on the + sign next to that type of leave.

All of the days that you selected in step 1 will be added using the selected leave type.

To select 2 leave types on a single day, select the day and click the first leave type, then click the second leave type. This will add an entry for the same day with both leave types.

> Adjustments to the hours for a given day are made in the 2rd Part of the Request process! The first Part only selects the days and the leave types!

Review Selected Days
When you add a leave type for a given day it will be displayed on the right side of the screen for your review. The dates selected, the hours you are scheduled on those dates and the leave types you have requested are all shown.

You can clear the entire request by clicking on the Clear All button or remove a single entry by selecting it and clicking on the Remove 1 Day button.

Continue by pressing the Next button in the top left corner of the Wizard.

Next!

When you have added all the days and leave types that will make up this request you can then continue by pressing the Next button in the top left corner of the Wizard.

Part 2 – Fine tune the request

Entering the 2nd part of the leave request wizard, your request will have defaulted to the number of hours that you are scheduled to work, according to the system. If your request is being made for your full, regularly scheduled hours, then you can continue on to the next Part by pressing the Next button.

Making Adjustments

To adjust the hours of a specific day, first click on the desired day on the calendar. When you click a day, the details for that day are shown in the text area at the bottom of the screen.

Press the Edit Current Day button to make an adjustment to the hours for a specific day.

Press the Edit Current Day button to make an adjustment.

You will be presented with a screen that allows you to edit the hours for the date that you selected.

The instructions on this screen indicate that you should select an entry to adjust, change the hours of leave requested to the amount you want to request and then select the start and stop times for that leave.

From here you will see the types of leave that were

Date	Leave Type	Hours	Start	Stop
07/20/2001	Annual	8	07:30 AM	04:00 PM

selected for the day that you are editing.

Click on a specific leave entry to edit the hours and times in the edit area at the bottom of the screen.

Click on the selection and the details will be displayed in the edit area at the bottom of the screen.

From here you can adjust the hours of leave you are requesting and specify the Start and Stop time of that leave.

Start and Stop times reflect the hours of leave taken.
Ex: 1 hour. Start 8:00 a.m. Stop 9:00 a.m.

07:15 AM ▼	03:45 PM ▼	=	8	0 ▼	Apply
Start Time	Stop Time		Hours	Minutes	Cancel

If you were requesting 2 hours from 8:00 a.m. to 10:00 a.m. you would put in 2 hours with a Start Time of 8:00 a.m. and a Stop Time of 10:00 a.m.

> **Your lunch time is NOT a part of the calculation when you adjust the start and stop times!   This is due to an oversight in the design of ELMR where there is only one lunch schedule for a whole period rather than a lunch schedule for each day of the period, and because of a tendency by courts to treat lunch time very flexibly.**

If you select 10am to 2pm ELMR will calculate 4 hours even if your lunch is scheduled at 12 to 12:30. You must adjust your hours around your lunch time!

Think of your lunch time as unpaid time not considered by ELMR. If you want to show your lunch time in the request you will need to add 2 records for that day and set the first to 10am to 12pm and the second leave from 12:30pm to 2pm.

Date	Leave Type	Hours	Start	Stop
11/16/2006	Annual	2	10:00 AM	12:00 PM
11/16/2006	Annual	1.5	12:30 PM	02:00 PM

Additionally, (as in the lunch example) using this screen allows you to select multiple leave types in a single day (Ex: ½ day of annual leave and ½ day of LWOP) or two instances of a single leave type in a day (Ex: 1 hour of sick leave in the morning and 1 hours of sick leave in the afternoon).

Apply or Cancel your changes.

Press Apply button to apply your changes to the request or Cancel to abort without saving.

Press the Done button when you are finished with this day.

Press the Done button at the bottom when you are finished making adjustments to the day.

Next!

When you have finished making hour adjustments to your request, you can then continue by pressing the Next button in the top left corner of the Wizard.

Continue by pressing the Next button in the top left corner of the Wizard.

Part 3 – Specifying request details

The next part of requesting leave is to specify any comments, sick leave reasons or designation of FMLA leave.

Comments

At the top of the Part 2 page you can enter comments regarding this leave request.

Comments   Type in a comment regarding this request below. (Optional)

This optional field should contain a short and concise description of the leave or any information your supervisor may need to consider when reviewing your request.

FMLA Leave Detail

Will this leave be FMLA Leave?
- ○ Yes
- ● No

Current FMLA balance: _____ 0

If the request contains LWOP leave then you will have the option to evoke FMLA for this request.

When you evoke FMLA you will also have to provide a reason for the request.

Reasons for Leave

If you have selected Sick leave then you must also select a Reason for Requesting Sick Leave.

Some Reasons for Sick/FMLA require you also to choose the relationship between you and the other person specified in the reason. (Ex: For 'Care of Family Member' you must specify which family member, such as Spouse, Parent, Sibling, etc…)

Funeral Leave Details

Funeral Leave Details are required to be specified when Funeral Leave is chosen in part 1 of the leave request. Funeral leave is specifically only to be used in the case of the death of an immediate family member who dies while serving in the armed forces in a combat zone.

Time off for bereavement purposes in all other cases must be taken

as sick or annual leave under the Family Friendly Leave Act.

Next!

When you have finished with the comments and other request details, you can then continue by pressing the Next button in the top left corner of the Wizard.

Part 4 – Final Review

The last part of requesting leave is to review your request.

The last page of the Leave Request Wizard shows you the selections that you have made including the total hours of each type of leave that you selected.

Who gets this request?

By default your request will go to the person
who has been assigned as your supervisor.

By Default this request will go to:

Arters, Frederick

You may send your request to an individual who
is not your supervisor, providing that they have the authority to grant leave requests.

To do so, check the box labeled 'I want
my request to be approved by someone
else from the list below'. Then select
the person from the list of people with
the authority to grant your request.

☐ I want my request to be approved by someone else from the list below.

[▼]
☐ Make this person my default.

If you want this person who is not your current default to become your default
grantor then check to box labeled 'Make this person my default'.

To cancel this request press the 'Cancel' button in the upper left corner of the
screen. To submit the request, press the 'Finish' button. If you want a hard copy of
the request for you own records, check the 'Print a report of this request at Finish'
box before you press the 'Finish' button.

Done!

Your request is now on its way to being approved. A message will be generated by
ELMR and sent to your supervisor (or whomever you specified to receive the
request) informing them of the request.

You will also get a message back from whomever you specified to receive the
request informing you if the request was approved or denied.

Denied Leave

Whenever your supervisor denies one of your leave requests, that request will be
visible on the Denied Leave screen.

Denied Leave

At the top of the screen is the Denied Leave area, which displays all denied leave
requests in the grid. The button labeled Clear All clears all of the requests from the
grid.

Denial Details and Request Details

To view the reason for the denial of the request and the details of your request
simply click on a denied request in the grid, or move thru the records using the
arrows.

Pending Leave

Pending Leave in the ELMR program is any leave requests that have been submitted by you but have not yet been taken.

> Leave is considered taken when the leave period that contains the first day of the request is closed. This is when the hours for the leave are actually deducted from your balances.

Leave requests that have been denied are also considered no longer pending. See Denied Leave in the previous section.

Access your Pending Leave records by clicking on the Pending Leave icon in the Icon Menu.

This screen displays your Pending Leave requests. The top grid shows the main Leave Request information, while the bottom grid shows the details of the request.

Flags

Some records may be flagged on this and other screens to indicate special states or information about the request.

Possible flags include:

> **Advanced Leave** – Requests that contain advanced leave are flagged with a + sign.
>
> **Forwarded** – Requests marked with a F have been forwarded from your original grantor to another grantor for approval.
>
> **Absence Records** are marked with a '-' sign. These records indicate an absence that your supervisor reported. They must be replaced with a valid leave request or cancelled by your supervisor.

Filter

Since all Pending Leave requests can be either approved or not approved, there is a filter at the top of the screen that allows you to see only the approved requests, the requests that have not yet been approved or both.

Cancel Leave

You can cancel any Leave Request on this screen if it has not yet been approved.

To cancel a Leave Request, highlight the request using the mouse or the arrows and then press the Cancel Pending Leave button.

Replace Leave

Another option on the Pending Leave screen is the Leave Replacement option. Leave Replacement is the process of replacing an existing request with a new request. This process is intended to assist supervisor/users in situations where leave is requested for partial days and then the hours or total time taken changes as the time of the request draws near or even passes. (Example: a user requests 2 hours off on a Friday to go to a doctor's appointment. The supervisor approves the request. The user goes to the appointment and ends up being gone 3 hours. The user comes back and has to adjust the request. Before the user would have to tell the supervisor who would have to cancel the request and the user would then have to fill out a new request. Now the user simply replaces the existing, approved request with a new one for 3 hours instead of 2. The supervisor then only has to approve the new request.)

When this replacement is done the old request is removed from the system and the new request replaces it. This process can be performed on a pending request whether or not it has been approved. New replacement requests have to be approved again by the supervisor even if they are replacing a request that was approved.

While a user can cancel a request that has not been approved by their supervisor, they cannot cancel a request that is a replacement of an approved request. This is to prevent a user from (in a round about way) canceling an approved request. A supervisor must perform cancellation of approved requests, or of replacements of approved requests.

Replace leave by selecting the request and pressing the 'Replace Leave' button. Fill out the new request and submit it.

To replace an existing request, click on the request so that it is highlighted. Press the 'Replace Leave' button. You will be taken then to the Leave Request wizard which will be used to fill out a new request.

Generate Report

You can also generate a report of a pending leave request by selecting it and pressing the Generate Report button. This will create a single leave request report that is identical to the one that you can print when you submit a request.

Leave Calendar

The Leave Calendar displays a monthly calendar that contains all of the Pending Leave Requests for you and other employees.

Leave Calendar Filter

When you choose the Leave Calendar icon in the Icon Menu you will see Calendar Filter screen. The Filter Screen allows you to create a filter for the calendar so that you will only see the employees on the calendar that you want to see.

If for example, I wanted to only see the employee in our district who work in the Norfolk office I would select Location = 'Norfolk' as my filter. Then all the employees in the Richmond and Alexandria offices will not be displayed.

Here is how you create a filter.

Choose a filter parameter from the list on the screen. The filter parameters include

- **Location**: the office the employee works in.

- **Category**: The category of the employee might be Clerk's Office, Systems or Administration.

- **EmpTitle**: This is the employee's job title. Clerk, Programmer, Case Admin, etc…

- **Group**: This field is used as a more detailed grouping of employees. Examples are Team 1, Team 2, etc…

- **Supervisor**: This is a list of supervisors. Selecting a supervisor will only display employees who have that person as a supervisor.

Select the value of the parameter from the pull-down list next to the parameter.

Select the value of the parameter from the pull-down list next to the parameter.   In the example the Norfolk Location has been selected.
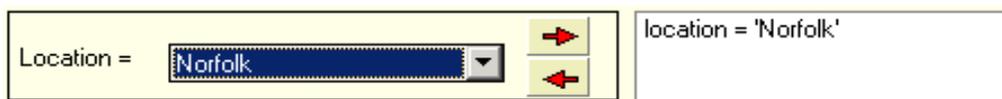
Click on the right facing arrow to move that parameter to the Filter box.

Click on the right facing arrow to move that parameter to the Filter box. When you do, the parameter and the value will appear. (Ex: location = 'Norfolk')

To remove a filter parameter from the Filter Box, click on the parameter and press the left facing arrow.

Filters are AND-ed together. This means that if you enter the expression "location = 'Norfolk'" plus "location = 'Richmond'" it will show you all employees in Norfolk AND Richmond.

The Leave calendar, by default, only displays pending leave. If you want to view pending and closed requests you will need to check the box labeled 'Include Closed Requests'.

Click on the 'Show Calendar' button to display the calendar using the Filter.

Once you have created the Filter that you desire, click on the 'Show Calendar' button to display the calendar using that Filter.

Please note that some filter expressions may conflict giving you a result of no employees who meet your filter. For example if you created a filter to show Category = 'Systems' and EmpTitle = 'Case Administrator' there would be no results as all Case Administrators are in the 'Clerk's Office' Category. Consider this when you create your filters.

Once you have created a filter, that filter can be saved by clicking on the Save button and loaded back later by clicking on the Load button.

Leave Calendar

The calendar shows Leave Requests, including those requests that are still 'Pending'. The Show Not Approved checkbox allows you to show or not show pending requests on the calendar.

Requests that are not yet approved are denoted with a double asterisk. (**)

Uncheck the Show Pending checkbox to view approved requests only.

You can also make the calendar only display your requests by checking the box labeled "Show Only You".

Also, there are two ways you can print the contents of the leave calendar. There are two icons in the

calendar heading. Clicking on the left icon will generate a copy of the calendar as it appears on the screen. Looking like a calendar.

Clicking on the right icon will generate a report for the month displayed, in date order with all of the leave requests that are visible on the calendar. This option is recommended for months or filters that result in a more data than can fit in the calendar day boxes.

The printed copy of the calendar currently looks exactly as the calendar is displayed on your screen. It is recommended that you maximize the calendar window before you print the calendar.

Click on the arrow keys surrounding the name of the displayed month to move to the next or prior month.
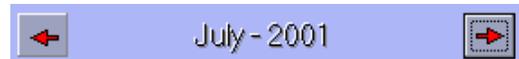
Leave History Records

The Leave History screen, which can be accessed by choosing the Leave History Icon Menu option, displays all requests that have been submitted and taken by you.

Canceled, denied or pending leave requests will not show up on this screen

Remember that leave is considered taken when the leave period that contains the first day of the request is closed.

History Report
You can print a history report for yourself by selecting a date range in the Report section and pressing the Report button.

History Details
By default the History page only shows you the main leave information such as start and stop dates, total hours, leave types and date the leave was closed.

You can display the details of any request by either double-clicking on the record or by selecting the record and pressing the Show Details button.

Future Leave Balance

The Future Leave Balance function allows you to see how much leave you will have earned on a future date.

To use this function you simply click on a day in the calendar. ELMR will then calculate how much annual and sick leave you will have earned on that date.

The results are displayed at the bottom of the screen and are in two categories.

> **Gross**: This gross values of annual and sick leave are calculated while ignoring any pending leave requests that you may have. This figure assumes that from the current date to the date selected you will be taking no annual or sick leave.

> **Net**: The Net values of annual and sick leave are calculated by considering any pending leave requests between the current date and the date selected. This assumes that you will take the leave that you have requested and is pending.

Change the Month or Year that the calendar is currently displaying by clicking on the black arrows that surround the Month and Year labels.

> Please note that ELMR's ability to calculate future leave balances is limited to the end of the following calendar year.

Messages

The messages menu option will display a screen that shows all of the system messages that you have not yet cleared out.

You can clear all of the messages by clicking on the 'Clear All Messages' button

Or you can clear a specific message by clicking on the message and pressing the 'Clear Message' button.

Other Options

The Other Options icons, on the Icon Menu, are for non-leave related functions.

The Options that ELMR provides to the user include the ability to change their password, a way to import a scanned copy of the employees signature and access to the users personal contact information.

Some court units may not be using the online signature option. If this is the case please ignore that section.

Set Password

To change your password, choose the Set Password option.

On the Set Password screen there are 3 boxes that accept user input and 4 steps to changing your password.

1. Enter your existing password in the Old Password edit box.

2. Enter what you want for a new password… you guessed it… in the new password box.

3. Enter the new password again to verify that you typed it correctly in the box marked Re-enter new password.

4. Click on the Save Changes button to save the new password.

Employee Card

Access your personal info by choosing Employee Card from the Icon Menu.

The Employee Card lets you view some of your personal employee information.

General
The General Tab shows general information such as your accrual rate, service start date, service computation date, supervisor and more.

Contact Info
The contact info tab show and lets you edit your address and contact information. Edit the fields and click Save or Cancel.

Schedule
The schedule tab shows your ELMR work schedule in a 2 week calendar view.

If the schedule displayed does not match your work schedule then you will need to contact your personnel specialist to make an adjustment.

Donate Leave

This screen is used to make leave donations. At the top of the screen you will see a list of people who have made requests for donated leave. Their name, location and the reason for their request are all displayed.

To make a donation, click on the person to whom you will be making the donation. Then enter the number of hours in the Amount to donate box. You cannot exceed the figure in the 'You MAY donate:' box. This amount is calculated based on your balance of hours and donations you have already made.

Press the Donate button to make the donation.

Once you have done this, your donation will show up on the Donation History screen.

Donation History

The Donation History screen shows you a record of any leave donations that you have made. They are listed at the top of the screen and show you who the donation was made to, that individual's location, the date and time of the donation and whether or not personnel accepted or refused the donation, or if this record indicates a refund.

Apply for VLTP

The Apply for VLTP is simply a link to the form on jnet that is used to apply for the Voluntary Leave Transfer Program.

ELMR Options

ELMR Options allow you to control how ELMR behaves on your computer. Here are the options as they appear on the Options screen:

Shrink to System Tray on Close: If this option is checked then when you close ELMR it will shrink to the system tray at the lower right corner of your desktop instead of actually closing. ELMR disconnects from the server at that time. You

can then re-activate ELMR by clicking on the icon in the system tray. ELMR will re-connect to the server using your already-entered name and password.

Check for new messages every 5 minutes: This option determines how often ELMR will automatically re-connect briefly to check to see if you have new messages. This option only matters if you have checked the Shrink to System Tray on Close option.

Send a Pop-up message when I have new messages: This option causes ELMR to generate a pop-up window message when you have new ELMR messages. This option also only matters when the Shrink to System Tray on Close option is checked.

Granting Leave

A user who has "Grant" authority has the ability to either grant or deny leave requests that are submitted to them.

Supervisors should automatically have this authority, but other users may be given this authority as well. This provides a means of approval when a supervisor is not available or in situations where a team has an appointed user to approve leave besides their supervisor.

Grant Requests

Approval of Leave Requests is performed on the Approve/Deny Requests screen.

Access the Approve/Deny Requests screen by clicking on the icon labeled as such in the Icon Menu, under the group labeled Grant Requests.

Requests
The data grid in the upper right corner contains any requests that are pending your approval. This data can be navigated using the arrow keys or the mouse.

When you select a request in this grid the details of the request will be displayed in the bottom half of the screen.

What is a Replacement?
A Y in the Replacement column indicates that the request is a replacement of a previous request. The new and previous request can be viewed in a pop-up window by double-clicking the request in the grid.

The pop-up window will show the original request at the top of the page and the replacement on the bottom of the page. This will assist you in approving replacement requests. Close the form to return to the Grant Requests screen.

There may be situations where the original request is not available for viewing. A message will be displayed if that is the case.

Show All Your Employees Requests

If you are setup as a Supervisor in the ELMR system then you have employee's who are assigned to you. By default all of your employee's requests will be sent to you. However, an employee may choose to send their request to someone else in the system with grant authority. In those instances, by default, those requests will not show up on this screen.

By checking the 'Show All Your Employees Requests' checkbox, you will be able to view all of the requests made by employees who have you for a supervisor, regardless of whether or not they actually sent the request to you.

Approve

To approve a request, click on the Approve button.

To approve a request, make sure it is highlighted and click on the button labeled Approve. The request will be marked as approved, and a message saying that the request was approved will be sent to the user who submitted the request.

Deny

To deny a request, click on the button labeled Deny.

To deny a request, make sure the request is highlighted and click on the button labeled Deny.

A message box will appear requesting that you provide a reason for denying the request. **You must provide a reason to deny leave!**

Enter a reason for the denial and press the **Ok** button.

The request will be marked as denied and a message saying that the request was denied will be sent to the user who submitted the request.

Forward

You can forward a request to another grantor by selecting the request and pressing the Forward button. This will cause a window to appear where you must select the grantor to receive this request. Press ok to forward.

Calendar

To view the calendar, select a view option and press the Calendar button (which looks like a tiny calendar.)

You can easily access the pending leave calendar to view existing requests which make the Approve/Deny decision easier to make.

This is accomplished by selecting the type of calendar view you wish to see from the drop-down box. The options are:

- **Your employees**: Shows only the employees who are assigned to you as their supervisor.

- **Your Group**: Shows all employees who have the same Group setting that you do.

- **Your Location**: Shows all employees in your location.

- **All Employees**: Shows all the employees that you have the authority to view.

Once you have made a selection, simply press the calendar button that looks like a tiny calendar.

Once the calendar is visible, you can flip back and forth from the calendar to the Approve/Deny screen by pressing the F9 key on your keyboard.

Use this key to compare the pending leave requests to leave which may already be approved by other users.

Supervisors

A Supervisor in ELMR is a user who has authority over other users to grant or deny leave requests, monitor and report on leave balances and administer compensatory leave.

This does not necessarily mean that the user actually holds a position of supervisor or manager, but only refers to their capabilities and responsibilities in the ELMR system.

The following section explains the capabilities of the ELMR Supervisor and the methods of managing users assigned to them.

Supervisor - Pending Leave

The Pending Leave screen (in the Supervisor group, of course) shows any pending leave requests for employees who are assigned to you.

Keep in mind that an employee who has you for a supervisor may have submitted a request to a different person with granting authority.

Click on the Pending Leave icon to display your employees pending leave requests.

Like many of the screens you have seen so far in ELMR, the Pending Leave screen shows the leave request records at the top and the details of the request at the bottom.

The filter at the top of the screen allows you to view all leave requests, approved leave requests only or not approved only.
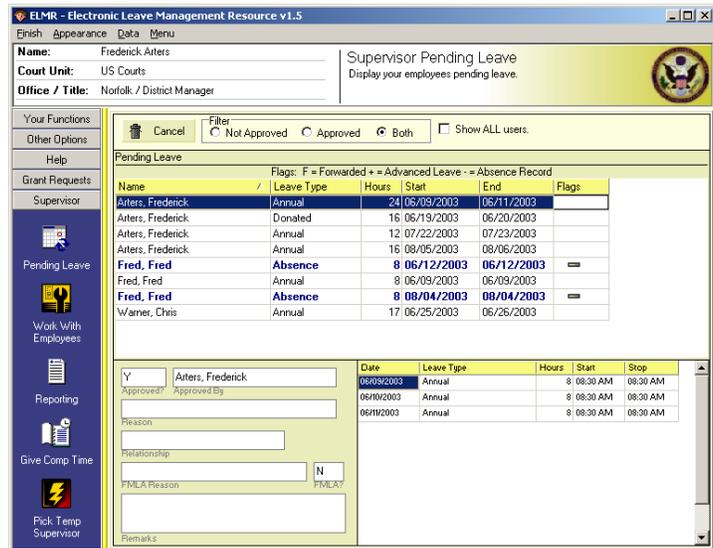
From this screen you may also cancel a pending leave request, whether or not it has been approved.

Supervisor - Work With Employees

The Work With Employees option gives you access to several functions dealing with your employees. You are initially provided with a listing of all of the employees who are assigned to you as their supervisor. Additionally, any employees assigned to a supervisor who assigned you as a temporary supervisor will also be displayed.

The functions that are available are listed next to the list of employees. They include View Schedule, View Leave Balances, View Expirable Leave, Report Absence, Send User Message and View History.

Here is a description of each of these functions.

To view a schedule simply click on the name of the user in the list box and that employee's schedule will be displayed in the 2-week calendar display at the top of the screen.

View Schedule
The View Schedule screen allows you to view the individual schedule for each of the employees who have you as a supervisor.

To view a schedule simply click on the name of the user in the list box and that employee's schedule will be displayed in the 2-week calendar display at the top of the screen.

If there is a problem with the schedule of an employee, please notify the personnel specialist to correct the schedule.

View Leave Balances

The View Leave Balances function simply allows you to view the current leave balances for employees who have you as their supervisor.

Click on the employees name to see their current leave balances.

View Expirable Leave

This will allow you to view an employee's expirable leave records. The screen shows each record, filtered as you choose by Used, Available or Expired records. Additionally the screen totals the currently available balance of each expirable leave type.

To give an employee comp time click on the button 'Go' under 'Give Comp'.

Fill out the hours earned, date earned and description and press the add button.

Fill out the form with the information describing this comp time. This includes the hours earned, the date earned (which in turn calculates the expired date) and the description, if applicable. Then you simply press the Add button. The comp time entry should now appear in the lower part of the screen when you select that user.

Keep in mind that a supervisor can add comp time for their employees but cannot remove or delete it. Only the personnel specialist can do that. So please be sure that your entries are correct before submitting them.

Report Absence

The Report Absence function allows you to create a leave record for an employee called an Absence Record. This record is very similar to a leave request for annual or another type of leave. The difference is that this leave record does not ever get closed by the system. It will remain in the employees pending leave screen until they replace the record with an actual leave request.

When you click on the Report Absence button you will be taken to the Leave Request Wizard. You fill out a request like any other request except that the only leave type available is Absence.

Once submitted the user will receive a message stating that an absence record was submitted for them by their supervisor. They will then have to go to their pending leave screen and replace that record with a normal leave request.

Send User Message

This function allows you to send a message to one or all of your employees and to yourself.

Sending yourself a message can be used to remind you when employees are taking part day leave but will not have that leave approved until after they have returned to work. As in the case of 1-2 hour doctors appointments.

First enter the message text in the box labeled "Enter Message".

The first step is to enter the text message text in the box labeled "Enter Message".

There is a 255- character max. The box will not allow you to key in more characters than the max.

After the message has been keyed do one of the following to send the message.

To send a message to yourself:

Click on the button labeled "Yourself".

To send a message to all your employees:

Click on the "All Employees" button.

To send a message to a specific employee:

Click on the name of the employee in the list box. When you do that the name of the employee will appear on the button labeled "Selected Employee".

Click on the button with the employee's name to send the message to that employee.

View History

The View History screen is used to view leave history for the selected employee.

By default, this view is filtered by the date in the date control. This date will default to the start of the calendar year. Change this date to change the filter or uncheck the box 'Filter by this date' to see unfiltered history.

You can see the details of the history records by either double-clicking on a record or by clicking on the button labeled "Show Details". The details will appear in a pop up window.

Supervisor - Reporting

The reporting page allows you to view a few reports to assist in the management of your users.

Leave Summary Report
The Leave Summary report, accessed by pressing the Generate Report button in the Leave Summary Report area, produces a report listing all the employees assigned to you and their leave balances.

Leave History Report
The Leave History report is also displayed by pressing the Generate Report button, but in the Leave History area, shows leave requests for employees assigned to you and their current status.

For the Leave History Report you may select the field by which the report is sorted and the start and end date for the report.

You may also select to view the report By Leave Requests meaning that any requests beginning in the date range will be displayed without the leave details or By Details which means that you will see the details of the requests and only those details that fall in the requested date range.

Additionally you have the option to break the report pages by employee. Simply check the box which is labeled "Break Report by Employee".

Supervisor - Pick Temp Supervisor

From the Pick Temp Supervisor screen you can temporarily grant supervisor authority to another user in the ELMR system.

When a person has temporary authority for you it means that they have access to the supervisor function of ELMR, including grant request authority for the period of time you select.

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

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 users name and dates of authority in the list at the bottom.

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.

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.

ELMR 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.
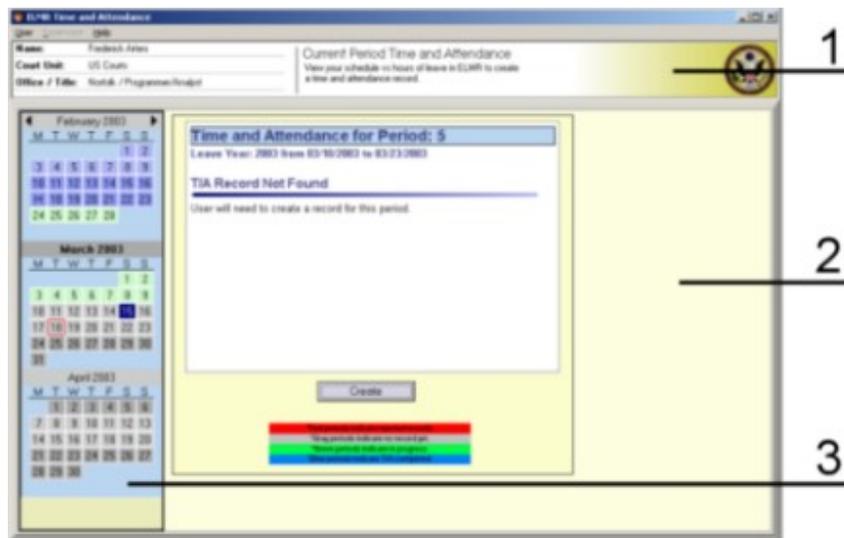
1. The Header

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.

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.
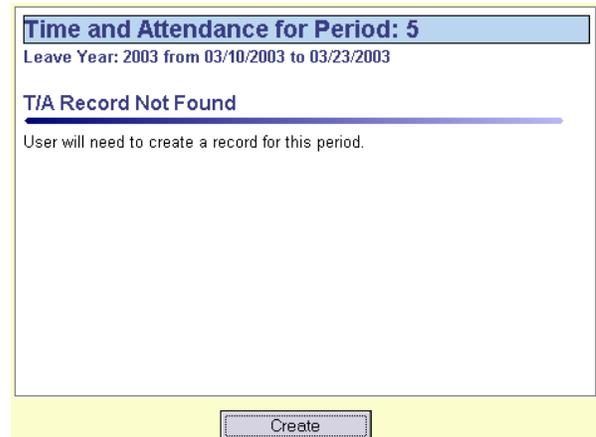
Working with Periods

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 explination 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.

Time and Attendance for Period: 5
Leave Year: 2003 from 03/10/2003 to 03/23/2003

T/A Record Not Found

User will need to create a record for this period.

Create

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 []'s indicate Comp time the supervisor may grant.										
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								08/19/2004	Annual	
Monday	08/09/2004	☐	7	7	0	0	7	8	08:30 AM	05:00 PM
Tuesday	08/10/2004	☐	9	9	0	0	9			
Wednesday	08/11/2004	☐	8	8	0	0	8			
Thursday	08/12/2004	☐	8	8	0	0	8			
Friday	08/13/2004	☐	8	8	0	0	8			
Saturday	08/14/2004	☐	0	0	0	0	0			
Sunday	08/15/2004	☐	0	0	0	0	0			
			40.00	40.00	0.00	0.00	40.00			
= Week : Week 2										
Monday	08/16/2004	☐	8	8	0	0	8			
Tuesday	08/17/2004	☐	8	8	0	0	8			
Wednesday	08/18/2004	☐	8	8	0	0	8			
Thursday	08/19/2004	☐	8	0	8	0	8			
Friday	08/20/2004	☐	8	8	0	0	8			
Saturday	08/21/2004	☐	0	0	0	0	0			
Sunday	08/22/2004	☐	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	[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.

Wednesday – 03/12/2003

0.00 ▼	9	9	0
Total Worked	Leave Hours	Total To Be Paid	Possible Comp.

Save   Cancel

Adjust Total Worked and then Save or Cancel

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

Date Info		Holiday	Totals					Leave Details For This Period		
Day	Date		Hours Scheduled	Hours Worked	Leave	Possible Comp	Hours To Be Paid	Date	Leave Type	
								Total Hours	Start Time	Stop Time
Week : Week 1								08/19/2004	Annual	
Monday	08/09/2004	☐	8	8	0	0	8	8	08:30 AM	05:00 PM
Tuesday	08/10/2004	☐	8	8	0	0	8			
Wednesday	08/11/2004	☐	8	8	0	0	8			
Thursday	08/12/2004	☐	8	8	0	0	8			
Friday	08/13/2004	☐	8	8	0	0	8			
Saturday	08/14/2004	☐	0	0	0	0	0			
Sunday	08/15/2004	☐	0	0	0	0	0			
			40.00	40.00	0.00	0.00	40.00			
Week : Week 2										
Monday	08/16/2004	☐	8	8	0	0	8			
Tuesday	08/17/2004	☐	8	8	0	0	8			
Wednesday	08/18/2004	☐	8	8	0	0	8			
Thursday	08/19/2004	☐	8	0	8	0	8			
Friday	08/20/2004	☐	8	8	0	0	8			
Saturday	08/21/2004	☐	0	0	0	0	0			
Sunday	08/22/2004	☐	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	[0] 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
A figure in []'s indicate Comp time the supervisor may grant.

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							08/19/2004	Annual	
Monday	08/09/2004	☐	8	8	0	0	8	8	08:30 AM	05:00 PM
Tuesday	08/10/2004	☐	8	8	0	0	8			
Wednesday	08/11/2004	☐	8	9	0	0	9			
Thursday	08/12/2004	☐	8	8	0	0	8			
Friday	08/13/2004	☐	8	8	0	0	8			
Saturday	08/14/2004	☐	0	0	0	0	0			
Sunday	08/15/2004	☐	0	0	0	0	0			
			40.00	41.00	0.00	0.00	41.00			
–	Week : Week 2									
Monday	08/16/2004	☐	8	8	0	0	8			
Tuesday	08/17/2004	☐	8	8	0	0	8			
Wednesday	08/18/2004	☐	8	8	0	0	8			
Thursday	08/19/2004	☐	8	0	8	0	8			
Friday	08/20/2004	☐	8	8	0	1	7			
Saturday	08/21/2004	☐	0	0	0	0	0			
Sunday	08/22/2004	☐	0	0	0	0	0			
			40.00	32.00	8.00	1.00	39.00			
Period Totals:			80.00	73.00	8.00	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.
A figure in []'s indicate Comp time the supervisor may grant.

Day	Date	Holiday	Hours Scheduled	Hours Worked	Leave	Possible Comp	Hours To Be Paid
Week : Week 1							
Monday	08/09/2004	☐	8	8	0	0	8
Tuesday	08/10/2004	☐	8	8	0	0	8
Wednesday	08/11/2004	☐	8	9	0	0	9
Thursday	08/12/2004	☐	8	8	0	0	8
Friday	08/13/2004	☐	8	8	0	0	8
Saturday	08/14/2004	☐	0	0	0	0	0
Sunday	08/15/2004	☐	0	0	0	0	0
			40.00	41.00	0.00	0.00	41.00
Week : Week 2							
Monday	08/16/2004	☐	8	8	0	0	8
Tuesday	08/17/2004	☐	8	7	0	0	7
Wednesday	08/18/2004	☐	8	8	0	0	8
Thursday	08/19/2004	☐	8	0	8	0	8
Friday	08/20/2004	☐	8	8	0	0	8
Saturday	08/21/2004	☐	0	0	0	0	0
Sunday	08/22/2004	☐	0	0	0	0	0
			40.00	31.00	8.00	0.00	39.00
Period Totals:			80.00	72.00	8.00	0.00	[0] 80.00

Leave Details For This Period:

Date	Leave Type		
Total Hours	Start Time		Stop Time
08/19/2004	Annual		
	8	08:30 AM	05:00 PM

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.
A figure in []'s indicate Comp time the supervisor may grant.

Day	Date	Holiday	Hours Scheduled	Hours Worked	Leave	Possible Comp	Hours To Be Paid
Week : Week 1							
Monday	08/09/2004	☐	8	8	0	0	8
Tuesday	08/10/2004	☐	8	8	0	0	8
Wednesday	08/11/2004	☐	8	9	0	1	8
Thursday	08/12/2004	☐	8	8	0	0	8
Friday	08/13/2004	☐	8	8	0	0	8
Saturday	08/14/2004	☐	0	0	0	0	0
Sunday	08/15/2004	☐	0	0	0	0	0
			40.00	41.00	0.00	1.00	40.00
Week : Week 2							
Monday	08/16/2004	☐	8	8	0	0	8
Tuesday	08/17/2004	☐	8	8	0	0	8
Wednesday	08/18/2004	☐	8	8	0	0	8
Thursday	08/19/2004	☐	8	0	8	0	8
Friday	08/20/2004	☐	8	8	0	0	8
Saturday	08/21/2004	☐	0	0	0	0	0
Sunday	08/22/2004	☐	0	0	0	0	0
			40.00	32.00	8.00	0.00	40.00
Period Totals:			80.00	73.00	8.00	1.00	[1] 80.00

Leave Details For This Period:

Date	Leave Type		
Total Hours	Start Time		Stop Time
08/19/2004	Annual		
	8	08:30 AM	05:00 PM

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.

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.

Supervisors

*This section explains supervisor functions in the Time
and Attendance system.*

S upervisors access their employees Time and Attendance records in ELMR T/A
from the same interface as the general user.

Their functions are all listed under the Supervisor menu option and are explained in
the following chapters.

To get back to the period selection screen from the supervisor functions, press the
User menu option and select Period Selection.

Supervisor Review Employee Records

The supervisor's Employee Records screen is used to review T/A records that your
employees have submitted. To access this screen, click on the Supervisor menu and
then click on Employee Records.

**To access the
Employee Records
screen, click on
the Supervisor
menu and then
click on Employee
Records.**

Included in this screen are records that are pending your approval, records that have
been submitted and are being reviewed by other TA Administrators and then finally
records which you have already approved and are now History records.

Change the view by selecting the appropriate option from
the 'View Record Type' pull-down.

All Pending
This view will show you all of the records from your employees that have been
submitted and are awaiting your approval. This includes records that have been
reviewed by your TA Administrators and those that have not been reviewed. All
pending.

Reviewed
Reviewed records are Pending records (records awaiting your approval) that have
already been reviewed by one of your TA Administrators. These records will also
show up on the All Pending view.

History

History records are TA records that have already been approved by you.

Employee Record View

When you first enter a the Employee Record screen and any time you change the View Record Type, you will get a new list of records that meet the filter you selected.

On the left side of the screen will be a tree of the records for this view.

The tree can be grouped or un-grouped by the employees name, the year and period by dragging and dropping the column headings into the area above the tree. (see illustration)

Click on the + next to a name to see the records.

Clicking on the + next to an employee's name (or other grouped value) will expand that employee and show you which records fall under that grouped value.

If you click on one of the records in the tree view the record will be loaded into the view on the right side of the screen.

The details of the leave record are the same as they are on the T/A Worksheet screen. So please refer to that section of this document for an explanation of columns.

From this view you have a variety of options available.

Close – Closes the view and returns you to your personal TA calendar.

Report – Produces a single TA report for the current record.

Comments – View the comments that were entered by the employee.

Approve – Approve the record. See the 'Accept Procedure' section below.

Reject – Reject the record for some reason. You will be prompted to enter a reason.

Revert – Reverting a record is like rejecting it, but it can only be done on History items. You are not rejecting it, but reverting it from a History to an active record.

Show Leave – This will show a pop-up window with the leave details for this record. Pressing the F9 key will toggle between this view and the leave view.

Select single or multiple records and you can accept or reject them all at once.

> You can Accept or Reject multiple records at the same time by selecting multiple records in the record tree at the left side of the screen.

You can select multiple records by holding down the CTRL key when clicking on records or by clicking on one record, pressing and holding the shift key and clicking

on another record. The shift key selects all the records between the two records that you clicked on.

All selected records are highlighted in blue and pressing the Accept or Reject buttons will do so for all selected records.

You can exit the Reiew screen by pressing the Close button or by clicking on the User menu and selecting Period Selection.

Accept Procedure

Under normal circumstances a TA record will simply be accepted and moved to the History items without any further interaction on the supervisor's behalf.

Possible Compensatory Time

However, if an employee has worked beyond their scheduled hours and has a value in their total Possible Comp field, then the supervisor must decide if they will accept that Possible Comp time, creating an expirable record in ELMR for all or part of the hours, or if you will ignore it and either discard the hours or create an expirable comp record for the employee at a later time.
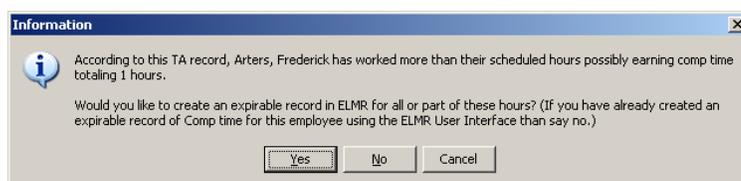
If this is the case you will first see a prompt indicating that the employee has possibly earned comp time.

If you answer Yes to the prompt then you will see a window that allows you to enter the number of hours of comp time you wish to issue to the employee. You will also have to enter the date on which you want this comp time to become active or available to the employee.
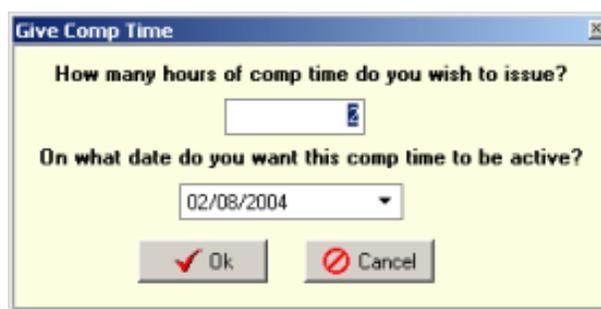
IMPORTANT!
Please remember that Comp time is only to be issued to employees if they requested ahead of time to work those hours.

Once you have filled out the Give Comp Time form, press the Ok button. Press Cancel to abort.

You will be prompted one last time to verify that you wish to continue. The prompt reminds you that once given, the Supervisor does not have the ability to alter or delete the record. Only a Personnel Specialist has that access.


Press Yes to give the comp time indicated, No to abort or Retry to go back to the Give Comp Time window where you can alter the date or total time to be given.

Supervisor Reports

Choosing the Supervisor Reports menu option will bring you to a screen that looks like this.

Printing reports is a simple process. First you select the report from the drop down report list under the #1 label.
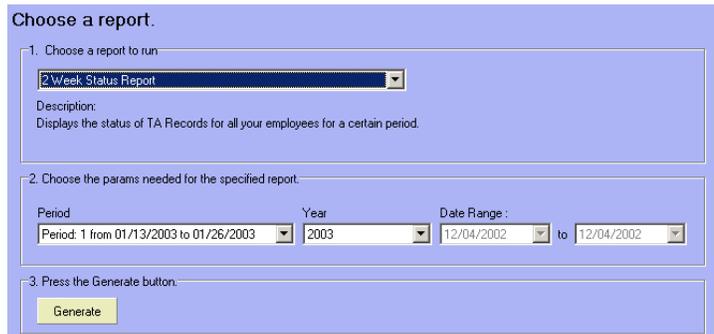
Then you choose any parameters that are required by that report. If there are no parameters then you will see none or they will be grayed out.

Then you press the Generate button.

Currently the following reports are available.

Payroll Certification Report – This report shows all of the employees for the selected period and their total hours to be paid, their total LWOP hours, total leave hours and the status of their TA record.

ELMR Report - US Courts
Notification for Payroll Certification

Page: 1
Date: 08/27/2004
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Supervisor: Arters, Frederick
Period: 11 from 05/31/2004 to 06/13/2004

The undersigned hereby certifies that the following employees listed did in fact work and/or take the approved leave aggregating at least the total credible hours shown.

Name	Total Hours To Be Paid	Total LWOP Hours	Total Hours Leave	Status	T/A Record Finalized
Arters, Brian	0	0	0	No T/A Rec	
Arters, Frederick	0	0	0	No T/A Rec	
Batchelor, Adrian	0	0	0	No T/A Rec	

All-employees ACC Report – This is actually just a loop that runs thru all of your employees and prints the selected periods TA record if one is found.

2 Week Status Report – This report displays the status of TA records for your employees for a certain period. It will tell you which employees have finished T/A records, which ones are still pending and which ones have not created T/A records at all.

2 Week Summary Report – This displays a summary of T/A Records for all your employees for a certain period. It only shows existing records and totals the number of hours each employee is supposed to be paid for that period. This report is the equivalent of the Payroll Authorization report.

You can exit the Review screen by pressing the Close button or by clicking on the User menu and selecting Period Selection. You can also jump to other supervisor screens from the supervisor menu.

You can exit the Review screen by pressing the Close button or by clicking on the User menu and selecting Period Selection.

Administration

There is a new option in ELMR TA 1.51 and greater. It is the ability to select certain employees to have the ability to review submitted TA records before you finalize them.

The employees that you allow to do this will use the same Supervisor screen to review the records that you use (but they will not be able to view History records).

Click on Supervisor->Administration to manage the employee's for whom you wish to grant this authority.

You will see a grid with TA Group, Name, GroupAdmin and Global Admin as column headings. All of your employees should be displayed on the list.

You must then enter TA Group names for the employees you wish to group together. All other employees you may leave blank.

Once you have grouped the employees by the TA Group name you must then select one or more employees as the Group Admin. Do so by clicking on the Group Admin column and selecting Yes or No.

You may also select one of your employees as a Global Admin, who has rights to review records for all of your employees.

In this example, the first three employees have been grouped as Systems employees and the second three grouped as Admin (the Group may be anything that you choose.) The first employee named Brian Arters has been selected as an Admin for

the group. So when Brian goes into the Supervisors record view he will see any pending records for employees in the same TA group (Systems) as he.

Adrian Batchelor has been selected as a Global Admin, so when Adrian enters the Supervisors record view he will see all pending records for all of your employees.

Once you have edited all of the records as you see fit, press the Save button to save the changes. Press Cancel to cancel all of the changes since your last save.