7/1/2016



# What's New in eTime for Timekeepers?

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C Rb		include Lind		est • Time Report Search History	Team Calendar Management	<ul> <li>Profile Help → Log Off</li> </ul>	
Senefit Time	Benefit Time						
eave Request			Benefit Time				
Overtime Pre-approval Request	Benefit Summary         Benefit Projections         Benefit Estimate           Note: 1 Day = 7 Hours, 30 Minutes         Initiate         Initiate			Last timekeeping close date is 12/15/2015 Beneft Summary Beneft Projections Beneft Estimate Adjusted Balances			
Overtime Worked							
Daily Time Report		, Hours and Minutes	Benefit Summary Bi	enent Projections Benefit Estimate Ac	Justed Balances		
earch History	O Hour	s and Minutes					
sam Calendar	State of Illinois Holiday Calendar		NOTE: 1 Day = 7 hou	NOTE: 1 Day = 7 hours 30 minutes		State of Illinois Holiday Calendar     Monthly Vacation Earning Rate	
			Show time as:				
imekeeper Approval			<ul> <li>Days, Hours, and</li> </ul>				
ofile	Vacation		<ul> <li>Hours and Minut</li> </ul>	tes			
ntact Us	Vacation:	20 days 6 hours 15 minutes					
gout	Maximum Vacation Carryover:	20 days 0 hours 0 minutes					
	Days Earned Per Year:	10		Vacation		Sick	
Employee Information	Earning Date:	05/01/2012					
me IME TIMEKEEPER	Earning Schedule:	Monthly Vacation Earning Rate	Current Balance: Maximum Carryover	29 days 1 hour 15 minutes 20 days 0 hours 0 minutes	Current Balance: Sick Bank Member:	45 days 0 hours 0 minutes No	
le	Sick		Days Earned Per Ye	· · · · · · · · · · · · · · · · · · ·			
BLIC SERVICE MINISTRATOR	Sick:	47 days 0 hours 0 minutes	Earning Date:	05/01/2012			
Supervisor ETIME SUPERVISOR	Sick Bank Member:	No					
	Personal						
	Personal:	4 days 0 hours 0 minutes		Personal		Other	
	Other		Current Balance:	4 days 0 hours 0 minutes	Holiday Balance:	6 days 5 hours 0 minutes	
	Holiday:	6 days 5 hours 0 minutes					
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#### **Timekeeper Management Changes**

Timekeeper Approval has been moved to the top Management->Timekeeper Management

- menu. Note the following name change to timekeeper function:
  - Timekeeper Approval, now called Workbox.

### Changes to Overtime Pre-Approval and Overtime Worked Requests

Timekeepers can now pre-approve overtime based on **Location**, **Type** and **Pay Method**. **Location** and **Pay Method** are now required on the overtime worked requests for your review.

### **New Timekeeper Functions**

The following functions were added to the top **Management->Timekeeper Management** menu:

- Search History Historical eTime records for Leave, Overtime, Overtime Pre-Approval and Time Reports. eTime maintains historical information up to seven years.
- Employee Summary Look up employee details.
- Team Calendar (for viewing the team calendars of subordinate units to your timekeeping level).
- Time Report Adjustment Look up an employee to review and make any necessary modifications to the employee's time report(s). Which must be in an incomplete status in order to modify.

Note: these functions allow you to view information and act on those employees for whom you are a timekeeper.

## **Quick Info**

eTime now employs a mobile-friendly interface. The interface will scale and shift elements to properly accommodate all screen sizes.

Navigation - The system menu is now located across the top instead of at the lefthand side. On normal screens, the full menu will be visible. On smaller screens, the menu will be minimized - click or tap the symbol in the upper right-hand to show the full menu.



**Help** link - click to view quick reference and what's new guides along with timekeeper contact information.

**Buttons** - Default buttons in views are blue while other buttons are gray. This aids the eye in moving to those buttons more intuitively.

**Icons** - Icons and images have been replaced with textual links or buttons to reduce visual clutter.