Executime Employee Guide

Menu Overview

Time and Attendance

Employee Actions   Preferences

- Clock in/out
- Time Card Inquiry
- Time Summary
- Benefits Summary
- Benefits Calendar
- Time-Off Request
- Hours Request
- Time Approval
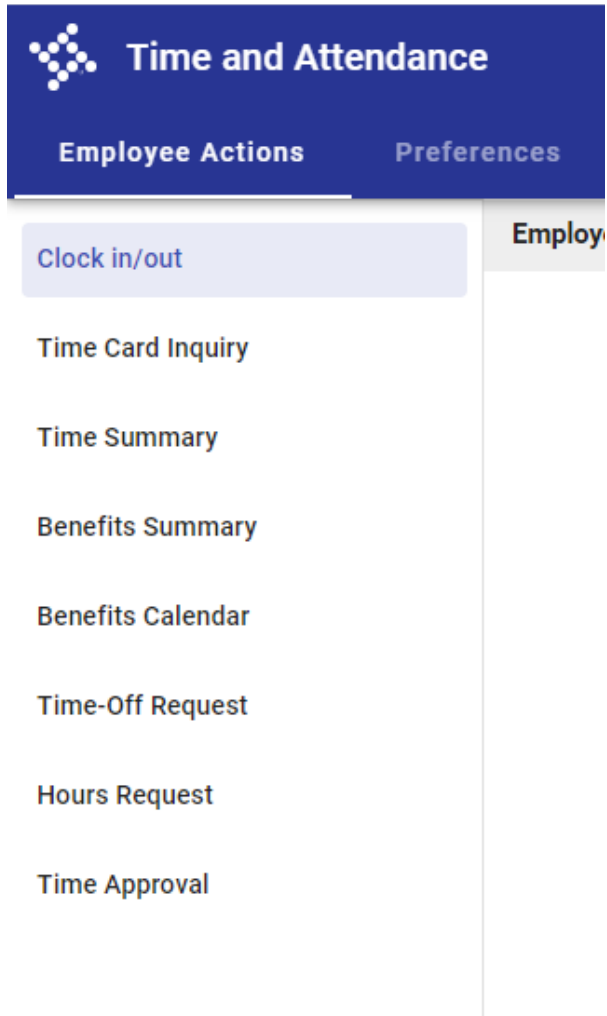
Employe...

Clock In/Out - The main screen where you record your time card entries throughout the day.

Time Card Inquiry- Where you can look at an overview of all the time keeping transactions in the current and previous pay period, as well as the overall history.

Time Summary- A detailed breakdown of the total hours collected in the current and previous pay period, as well as the overall history.

Benefits Summary- Where you can look at all Benefit Time available to you (i.e. Vacation, Sick, Holiday Worked, Comp). Furthermore, you can see a breakdown of Approved, Pending and Declined requests, as well as the overall history of your requests.

Benefits Calendar- A calendar view of any submitted and approved Benefit Time-Off requests.

Time-Off Request- Where you create, submit and review any Benefit Time-Off requests you have made.

Hours Request- Where you create, submit and review any special time requests for Jury Duty, Bereavement, After Hours, etc.

Time Approval- Where you review and approve your timesheet for the pay period. You can also view previous period time records and approvals.

Logging In

Navigate to ExecuTime in **GOOGLE CHROME or the New Edge Browser**

    Can be accessed by typing the following URL into the browser:

    https://executime.llojibwe.net

Sign in with your ExecuTime username and password.

    Your username is your firstname.lastname and your password is your employee number

    Passwords do not expire.

Employee Clock In/Out

Click either Clock in or Clock out. If you discover that you have forgotten to clock out the previous day, click Clock out and then Clock in and inform your supervisor of the time you clocked out the previous day and they will correct your time for you.
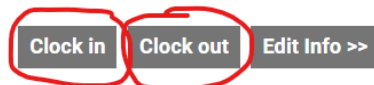
Employee Time Approval

At the end of every pay period, each employee must review and approve their own time card. Employees will enter their own initials in the approval process. This ensures that the employee agrees the hours entered is accurate and complete. Once approved and submitted, the Supervisor will be notified (via email) that they need to approve the time card before it is sent to Payroll.

Time Approval

CURRENT PERIOD | **PREVIOUS PERIOD** | HISTORY
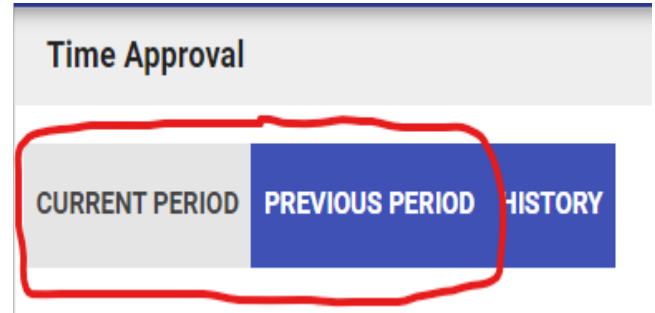
IMPORTANT: When approving your time, you must select the appropriate time period (Current Period or Previous Period) before submitting.

Example 1: Current Pay Period
It's currently 4:30pm on a Friday, the last day of the two week pay period is Saturday. You've clocked out and will not be working any additional hours today. You would select 'Current Period' before submitting your time card.

Example 2: Previous Pay Period
It's currently Monday morning, and the two week pay period just ended on the previous Saturday. You would select 'Previous Period' before submitting your time card.

To approve your time:
1. From the left menu, select 'Approve Time'.
2. Select 'Current Period' or 'Previous Period'.
3. Insert a check mark for the time entries you are submitting for approval.
4. Enter your initials.
5. Click the 'Approve and Submit' button.

Regular	Overtime	Benefits	Deduction	Rounding	Other	Total
80.00	0.00	8.00	(4.50)	0.00	0.00	80.00

Initials: TSS **Approve & Submit**

Pay Period Approval			
Regular Time	Employee	Approvers	Approver Comments
80.00			🛈

Showing 100 ∨ per page; 10 total records

All ☑	Rules	Day	Date ▲	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Weekly Total	Time Total	Position	Shift	Comment	Employee	Approvers
☑	🛈	Mon	09/26/2022	08:00	16:30	10 (SALARY)	8.50	0.50	8.00	8.50	8.00				❗	❗
☑	🛈	Tue	09/27/2022	08:00	16:30	10 (SALARY)	8.50	0.50	8.00	17.00	16.00				❗	❗
☑	🛈	Wed	09/28/2022	08:00	16:30	10 (SALARY)	8.50	0.50	8.00	25.50	24.00				❗	❗
☑	🛈	Thu	09/29/2022	08:00	16:30	10 (SALARY)	8.50	0.50	8.00	34.00	32.00				❗	❗

When you approve a time card, your initials are automatically stored in the Employee column. The Supervisor column is not populated until a supervisor approves the time card. If any of these entries appear inaccurate, they can be changed by a supervisor through Employee Time Maintenance.
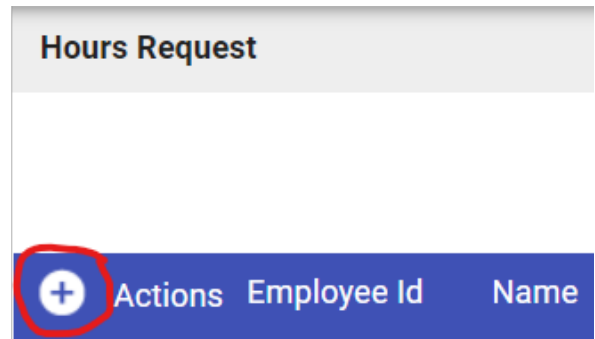
Employee Time-Off Request

Time-Off Request manages your time-off requests. The Time-Off Request screen displays all information specific to each entry. This data includes the date and time the entry was created, the type of benefit requested, how many hours were requested for each entry, and whether the entry was approved, declined, or is still pending. Also, the program displays comments that were made at the time of the entry on this screen.

To complete a time-off request:

1. Click on 'Time-Off Request' tab from the left menu.
2. Click the Add button to display the Add Time-Off Request screen.
3. From the Benefit Type list, select the applicable pay code.
4. Enter the start and end dates for the hours request. If the duration entered exceeds the original date of the transaction, the program automatically populates the values into the next day or days depending on the length of the duration from the start date.
5. Enter the start time, if applicable, and enter the number of benefits hours to be used per day.
6. Enter a comment.
7. Click Save. The program displays the Hours Request Verification screen.
8. Click the Edit button to modify the request or the Delete button to remove it.

You can only edit or delete entries that have a pending status. A supervisor or administrator can edit a request that is approved or declined.

Benefit Type - This the pay type you are requesting.

Start Date - This is the day the time you are requesting is to begin.

End Date - This is the day the time you are requesting is to end.

Hours Per Day - This is how many hours you will need per day, if it is a full day then it would be 8 hours.

Location - This should already be populated please do not change this.

WorkGroup - This is an identifier that the Executime Program uses, it should already be populated please do not change it.

Position - Also another field that should be populated by the system.

Shift - This will only apply to advanced scheduler users.

Activity - This is the Project Account you can associate to your time off.

Comment - These pay codes are set to require a comment to use them so you must leave one!
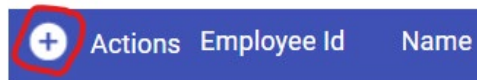
Employee Hours Request

The Hours Request screen allows employees to request time that is not associated with accrued benefits, for example, overtime. All available pay codes are included in the type list. An Hours Request is typically sent *prior* to logging work time, but can be requested after the work time has occurred.

To complete an hours request:

9. Click on 'Hours Request' tab from the left menu.
10. Click the Add button to display the Add Request screen.
11. From the Type list, select the applicable pay code.
12. Enter the start and end dates for the hours request. If the duration entered exceeds the original date of the transaction, the program automatically populates the values into the next day or days depending on the length of the duration from the start date.
13. Enter the start time, if applicable, and enter the number of benefits hours to be used per day.
14. Enter a comment.
15. Click Save. The program displays the Hours Request Verification screen.
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Activity - This is the Project Account you can associate to your work time.

Comment - These pay codes are set to require a comment to use them so you must leave one!

View Benefits Balance

1. Login to ExecuTime.
2. Click on the "Benefits Summary" tab on the left side of the screen.
3. This screen will show you the balances of all available Benefit Time (Vacation, Comp Time). You can also view the Approved, Pending, Declined and Full History of any Benefit Time Requests by clicking the corresponding tab at the top of the page.

Benefits Summary   Saturday, October 8th 20

TOTAL | **APPROVED** | **PENDING** | **DECLINED** | **HISTORY**

Search Employees ⓘ

EMPLOYEE, TEST (9999)   ↻

Actions	Benefit Type	Benefit Description	Current Balance	Days/Hours	Approved	Pending	Used	Remaining	Acc. Type
⏳ 🔍	ANNL	ANNUAL LEAVE	6.00	Hours	0.00	0.00	0.00	6.00	Pay Period