Assigning Employees to Attendance

checkwriters

A guide covering attendance employee assignment in Checkwriters



<u>Assigning Employees to Time &</u> <u>Attendance</u>

- To assign an employee to Time & Attendance, you will want to first go to Attendance > Time and Attendance > Employee Assignment.
- 2. Once there, you will select the respective attendance option for this employee. For this guide, we will go over assigning to both a Timesheet and a Time Clock.

Timesheet Employees

1. Select either *In/Out Timesheet* or *Total Hours Timesheet*, depending on the timesheet your employees use. The functionality is the same for either type of timesheet. Click on the orange pencil to the left of the correct option.

O Attendance ADDITIONAL MODULES	Assignment		
Dashboard			
 Time and Attendance 	2 RESULTS grid search		Q DEPORT
Configuration	Description	Start Date	End Date ♦
Setup	Tabel Ver Timesheet	May 1, 2015	Dec 31, 2100
Schedule	Total Hrs Timesneet	May 1, 2015	Dec 31, 2100
Employee Assignment			
Time Clock			
 Approval 			
⇄ Transfer			
LIII Reporting			
🛱 Scheduling			
🛱 Schedule Maintenance			
Time Only Codes			

2. From here, select the empty box next to the employee you would like to assign. After they are checked off, hit 'Save'.



Assignme	ent								
A - Active	✓ 18 EMPLOYEES Sea	arch Employees			Employee Name 💌	⊞ G	RID OPTIONS	EXPORT	
Assign \$	Employee ID 🔶	Last Name	First Name 🗘	Emp	oloyee Status	¢	Gender		
	1418	Bennit	Claire	A - A	Active		F - Female		
	1080	Daley	Alex	A - A	Active		F - Female		
	1413	Employee	Test	A - A	Active		U - Unspeci	fied	
	1414	Employee	Test	A - A	Active		U - Unspeci	fied	
	1425	Employee	Test	A - A	Active		M - Male		
	1350	Evans	Mellissa	A - A	Active	F - Female			
	1411	Hours	Total	A - A	Active		M - Male		
	1348	Jackson	Desiree	A - A	Active		F - Female		
	1369	John	Johnson	A - A	Active		M - Male		
	1400	Johnson	James	A - A	Active		M - Male		
	1402	Jones	John	A - A	Active		M - Male		
	1373	Jones	Susan	A - A	Active		F - Female		
	1031	Sears	Nicole	A - A	Active		F - Female		
	1401	Smith	bob	A - A	Active		M - Male		
	1352	Smith	Davi	A - A	Active		F - Female		
	1424	Smith	John	A - A	Active		M - Male		
	1412	test	sam	A - A	Active		F - Female		
✓	1420	Timesheet	Total	A - A	Active		U - Unspeci	fied	



3. To verify that the employee has been assigned correctly, you can view them in the Approval area. Select **Approval > Timesheet Adm Approval**.

Time Schedule		History	
Check Date	Start Date	End Date	Active
02/26/2021	02/14/2021	02/20/2021	Y
03/05/2021	02/21/2021	02/27/2021	N
03/19/2021	03/07/2021	03/13/2021	N
04/09/2021	03/28/2021	04/03/2021	N
04/16/2021	04/04/2021	04/10/2021	N
04/23/2021	04/11/2021	04/17/2021	N
04/30/2021	04/18/2021	04/24/2021	N
05/07/2021	04/25/2021	05/01/2021	N
05/14/2021	05/02/2024	05/00/2024	N

Tir	ne Entries			Save										
Edit	Emp ID	Employee Name	Status	Reviewed By	Hours	Deduct	01	Milea	je Expense	Notes	Appr	Reje	ct Not	fy Com
0	1080	Daley, Alex	New		8.00	0.00	0.00							
0	1416	Employee 2, Test	New		12.00	0.00	0.00							
0	1414	Employee, Test	New		8.00	0.00	0.00							
0	1425	Employee, Test	New		0.00	0.00	0.00							
0	1417	Hours, In/Out	New		0.00	0.00	0.00							
0	1411	Hours, Total	New		0.00	0.00	0.00							
0	1348	Jackson, Desiree J	New		0.00	0.00	0.00							
0	1351	Jones, Lauryn	New		0.00	0.00	0.00							
0	1356	Knight, Mike B	New		0.00	0.00	0.00							
0	1200	Mannion, Brittany	New		0.00	0.00	0.00			3				
0	1230	Paterno, Zaidy	New		0.00	0.00	0.00			3				
0	1031	Sears, Nicole	New		0.00	0.00	0.00							
0	1352	Smith, Davi	New		0.00	0.00	0.00							
0	1362	Smith, Nick	New		0.00	0.00	0.00							
0	1358	Swam, Rochelle F	New		0.00	0.00	0.00							
0	1420	Timesheet, Total	New		0.00	0.00	0.00							
0	1364	Wing, Sam	New		0.00	0.00	0.00							
•	Approve All Notify All													



Time Clock Employees

1. Select the orange pencil next to the *Time Clock* option.

Attendance Additional modules	Assignment		
Dashboard			
② Time and Attendance	3 RESULTS grid search		Q (2) EXPORT
Configuration	Description	Start Date	End Date \Rightarrow
Setup	In/Out Timesheet	May 1, 2015	Dec 31, 2100
Schedule	Z Total Hrs Timesheet	May 1, 2015	Dec 31, 2100
Employee Assignment	Web Clock	Jan 1, 2021	Dec 31, 2100
Time Clock			
 Approval 			
≓ Transfer			
Lul Reporting			
🛱 Scheduling			
🖄 Schedule Maintenance			
Time Only Codes			

2. From here, select the empty box next to the employee you would like to assign. After they are checked off, hit 'Save'.

Assignme	Assignment												
A - Active	✓ 10 EMPLOYEES Sea	RID OPTIONS 🔀 EXPORT											
Assign 🗘	Employee ID 🔶	Last Name	First Name 🗘	Emp	oloyee Status	Gender 4							
	1418	Bennit	Claire	A - A	Active		F - Female						
	1413	Employee	Test	A - A	Active	U - Unspecified							
✓	1425	Employee	Test	A - A	Active	M - Male							
	1369	John	Johnson	A - A	Active		M - Male						
	1400	Johnson	James	A - A	Active		M - Male						
	1402	Jones	John	A - A	Active		M - Male						
	1373	Jones	Susan	A - A	Active		F - Female						
	1401	Smith	bob	A - A	Active		M - Male						
	1424	Smith	John	A - A	Active		M - Male						
	1412	test	sam	A - A	Active	F - Female							

✓ SAVE (1)



3. After assigning the employee in the above area, they will also need to be assigned under **Time Clock > Employee Assignment**. *This step is always second.* Once you check off the box next to their name, hit **Save**.

Attendance ADDITIONAL MODULES	Assignm	ent							
Dashboard									
 Time and Attendance 	A - Active	20 EMPLOYEES Search Employees				Employee Na	me 👻	GRID OPTIONS	EXPORT
Time Clock	Assign 🗘	Employee ID 🗘	Last Name	First Name	\$ Employee Status	¢	Gender		¢
	✓	1370	Canon	Maryjane	A - Active		F - Female		
Configuration		1015	Dudeck	Kayla	A - Active		F - Female	3	
Setup	✓	1410	EE	Test	A - Active		U - Unspe	cified	
Employee Assignment	<	1416	Employee	Test	A - Active		M - Male		
• # 4	~	1409	employee	test	A - Active		U - Unspe	cified	
	✓	1349	Hall	Phil	A - Active		M - Male		
≓ Transfer		1417	Hours	In/Out	A - Active		M - Male		
	Ja		Jones	Lauryn	A - Active		F - Female	r	
in Reporting		1359	King	McKayla	A - Active		F - Female		
E Scheduling		1356	Knight	Mike	A - Active		M - Male		
🛱 Schedule Maintenance		1361	Lake	Sheila	A - Active		F - Female		
 		1200	Mannion	Brittany	A - Active		F - Female		
Time Only Codes		1006	Molter	Peter	A - Active		M - Male		
		1230	Paterno	Zaidy	A - Active		F - Female	1	
	~	1354	Sanderson	Chris	A - Active		M - Male		
		1362	Smith	Nick	A - Active		M - Male		
		1358	Swam	Rochelle	A - Active		F - Female		
		1372	Test	Test	A - Active		M - Male		
		1355	Weston	Nancy	A - Active		F - Female		
		1364	Wing	Sam	A - Active		F - Female		
		x CAN	CEL		✓ SAVE (1	2)			

4. To verify that the employee has been assigned correctly, you can view them in the Approval area. Select **Approval > TimeClock Adm Approval**.

ashboard	_	_													
Time and Attendance	Time Clo	k Weeks	s:	History											
Time Clock	Check D	ste				Start Date End Date								Active	
and court	03/05/202					02/21/2021			02/27	2021				N	
Approval	03/19/2021				03/07/2021			03/13	2021				N		
esheet Mgr Approval	04/09/2021				03/28/2021			04/03	2021				N		
esheet ådm Annroval															
Contract Plant Paper of the	-					All Records		✓ Easte	rn Standard Time	~	Show	Locations			
neciock Mgr Approvai	1806 Link	45		. Save Vic	w Detaili						_		_		_
neClock Adm Approval	Add	Edit	App All	Period #	Emp ID ¢	Employee Name #	Status #	Missing =	Hrs/Mins ©	Deduct \$	Adjust ©	ot :	Other Hrs ‡	Outside Schedule #	# Notes
eClock Other Hours	2 Q	0		Wk1 02/21/21-02/27/21	1370	Canon, Maryjane	New	0	00.00	00.00	00.00	00.00	0.00	0	0
	B 😡	0		Wk1 02/21/21-02/27/21	1015	Dudeck, Kayla	New	0	00.00	00.00	00.00	00.00	0.00	0	0
Transfer		0		Wk1 02/21/21-02/27/21	1410	EE, Test	New	0	00.00	00.00	00.00	00.00	0.00	0	0
Reporting	# G	0		Wk1 02/21/21-02/27/21	1409	employee, test	New	0	00.00	00.00	00.00	00.00	0.00	0	0
	3 65	0		Wk1 02/21/21-02/27/21	1416	Employee, Test	New	0	00.00	00.00	00.00	00.00	0.00	0	0
Scheduling	3 G	0		Wk1 02/21/21-02/27/21	1350	Evans, Mellissa	New	0	00.00	00.00	00.00	00.00	0.00	0	0
Schedule Maintenance	30	0		Wk1 02/21/21-02/27/21	1349	Hall, Phil J	New	0	00.00	00.00	00.00	00.00	0.00	0	0
	B 😡	0		Wk1 02/21/21-02/27/21	1359	King, McKayla	New	0	00.00	00.00	00.00	00.00	0.00	0	0
Time Only Codes		0		Wk1 02/21/21-02/27/21	1361	Lake, Sheila	New	0	00.00	00.00	00.00	00.00	0.00	0	0
	3 3	0		Wk1 02/21/21-02/27/21	1005	Moiter, Peter	New	0	00.00	00.00	00.00	00.00	0.00	0	0
	а 🖸	0		Wk1 02/21/21-02/27/21	1354	Sanderson, Chris K	New	0	00.00	00.00	00.00	00.00	0.00	0	0
	8 😡	0		Wk1 02/21/21-02/27/21	1372	Test, Test	New	0	00.00	00.00	00.00	00.00	0.00	0	0
	3 G	0		Wk1 02/21/21-02/27/21	1355	Weston, Nancy M	New	0	00.00	00.00	00.00	00.00	0.00	0	0



<u> Time Clock IDs (for physical clocks)</u>

 If you are using a physical clock, you will need to assign the Time Clock ID to the employee as well. To do so, go to HR Admin > Manage Employees > Employee
 Center. Select the employee by selecting the orange pencil next to the employee's name.

	Employees < Back to List				Test Employee
Dashboard	Information Payroll				(• •==)
🚑 Hire Employees	DEMOGRAPHICS	RETIREMENT	PROFILE	STATUS	DEPARTMENTS
🐣 Manage Employees	A - Active EMPLOYEE Search E	mployees			
Employee Center	B mbokuniewicz	@checkwriters.com	an Contact by Email		
Information					
Beneficiaries	Additional Info				
Certifications	Prior Last Name	Nickname	Salutation	Suffix	
Corporate Assets					
Custom Information	Marital Status	Ethnicity	Primary Language	Disability	
Demographics		~	~	~	
Dependents	Time Clock ID	Hours Worked Per D	ay Transfer	Gender Identity	
Documents	1234	0	·		
Education	Drivers ID				
Emergency Contacts	Diversio				
Events					
Leaders	Smoker				
Previous Employers	Veteran Inform	ation			
Sapileas	Veteran in the U.S. Ar	med Forces?*			
Skille	🔾 Yes 🛛 Vo				
Tasks					
Trainings				✓ SAVE	

- The first page you will be brought to is the **Demographics** page. On here, enter in the Time Clock ID number in the respective box.
 - For a physical time card, the ID will be the first string of numbers after the leading 0's on the card.
 - For a biometric clock, the ID is often the last 4 of the EE's social unless set up differently initially.



<u>Assigning Employees to Their Managers</u>

- 1. After assigning your employee to Attendance, it is imperative to assign them to their manager to ensure they can approve their time for payroll.
- 2. Navigate to HR Admin > Security Control Center > User Assignment.
- 3. Select the manager you need to assign the employee to in the top dropdown menu.
- 4. There is a list of employees below the manager's name. Check off the employee you would like to assign (you can assign multiple at once) and hit *Save* once you have finished.

	User Ass	signment						
Dashboard	Employees	Requests	Reports Notification	15				
🚑 Hire Employees	USERS Smith.	. Nick (1362) - (Man	ager)					~
Anage Employees	A - Active	✓ 38 EMPLC	Search Employees				Employee N	ame 👻 🗐 GRID OPTIONS 🔀 EXPORT
Manage Employees	Assign 0	Employee ID	Last Name	First Name 0	Employee Status	Gender	Department 0	Location 0
Compliance		1418	Bennit	Claire	A - Active	F - Female	05 - Service	04 - Springfield
🔅 HR Setup		1370	Canon	Maryjane	A - Active	F - Female	01 - Administration	01 - West Springfield
ACA Center		1080	Daley	Alex	A - Active	F - Female	01 - Administration	04 - Springfield
		1015	Dudeck	Kayla	A - Active	F - Female	05 - Service	
🛗 Time Off Center		1410	EE	Test	A - Active	U - Unspecified	02 - Manufacturing	03 - East Longmeadow
Communications	>	1425	Employee	Test	A - Active	M - Male	01 - Administration	01 - West Springfield
Document Center		1416	Employee	Test	A - Active	M - Male	01 - Administration	01 - West Springfield
		1409	employee	test	A - Active	U - Unspecified	01 - Administration	02 - Agawam
Security Control Center		1414	Employee	Test	A - Active	U - Unspecified	02 - Manufacturing	04 - Springfield
Employee Enrollment		1413	Employee	Test	A - Active	U - Unspecified	01 - Administration	01 - West Springfield
Users Audit Log		1350	Evans	Mellissa	A - Active	F - Female	01 - Administration	
Role Security		1349	Hall	Phil	A - Active	M - Male	01 - Administration	01 - West Springfield
User Assignment		1411	Hours	Total	A - Active	M - Male	01 - Administration	03 - East Longmeadow
User Assess and Dishts		1417	Hours	In/Out	A - Active	M - Male	01 - Administration	04 - Springfield
Oser Access and Rights		1348	Jackson	Desiree	A - Active	F - Female	05 - Service	
Two Pactor Monitoring		1369	John	Johnson	A - Active	M - Male	05 - Service	
		1400	Johnson	James	A - Active	M - Male	01 - Administration	
		1402	Jones	John	A - Active	M - Male	01 - Administration	
		1777	lanar	Curran	A Astica	r ramala	01 Administration	

5. One employee can be assigned to multiple managers. This assignment step does not need to occur for admins as all employees are automatically assigned to admins.