

Time Keeping Training Guide

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Time Keeping Training Guide

How to Log In:

- Navigate to [MyTime](https://mytime.stanfordmed.org/APIHC/TASS/WebPortal/Live/Login.aspx) (https://mytime.stanfordmed.org/APIHC/TASS/WebPortal/Live/Login.aspx)
- Enter your SID and Network Password
- Click **Sign In**

Time and Attendance, Staffing and Scheduling

mytime.stanfordmed.org/APIHC/TASS/WebPortal/Live/Login.aspx

Stanford
HEALTH CARE

Time and Attendance
Staffing and Scheduling
2021.2.0.4

Welcome to the MyTime login screen! Please continue to login with your SID and password, as you have been. Need more information about timesheets? Search our [knowledge base](#) or [Submit a Question about Time / Attendance / Scheduling](#).

API
HEALTHCARE
now a part of **symplr**

Welcome

Please sign in to your account

1. User Name
SID#
2. Password
[Network Password]
3. Sign In

Domain
Stanford

Quick Badge Only

API HEALTHCARE a part of symplr | Time and Attendance Staffing and Scheduling

Home Quick Badge Employee Configuration Reports Actions Preferences Help

Good Morning,

My Announcements (1)

Importance Announcement

Workforce Optimization reminds:

All Employee's and Temporary Workers:

Are required to ensure that they are entering their time daily, as well as ensuring it is accurate. Any additions/edits to the time card by the employee/temporary worker must be made before 12 PM on Monday following the end of a pay period.

Note: that an "add" clocking is an exception request and not valid until after your manager has approved it.

Managers/Supervisors:

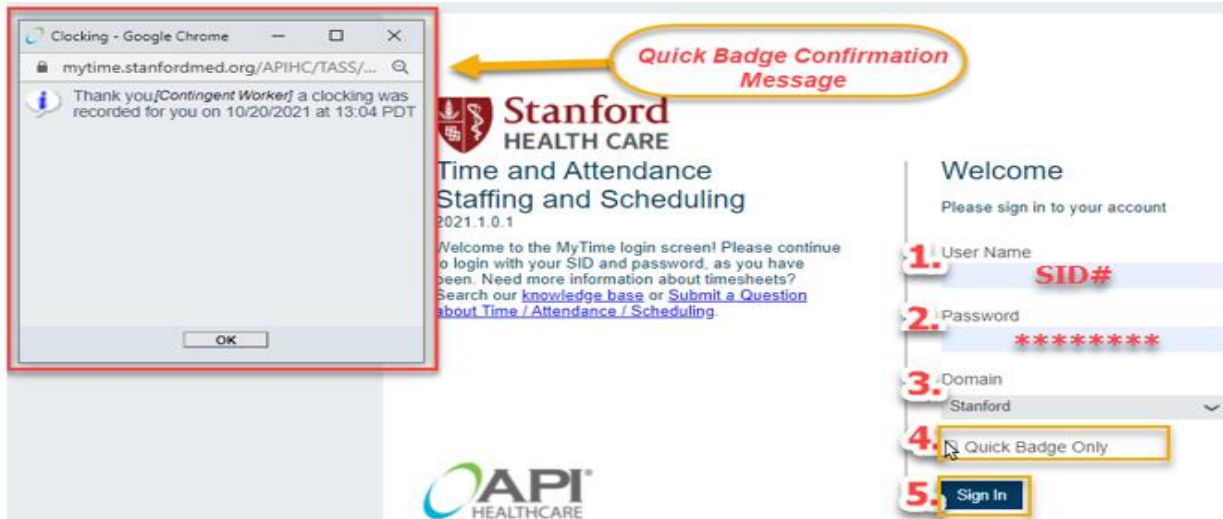
Shall Validate the system daily and resolve any exceptions: Review All workers via "LaborView" to address red flags, such as employees pending requests (i.e., PTO) and employees with exception counts.

- Correct critical exceptions (all must be corrected to ensure your staff will be paid accurately).
- Approve/deny all requests for "add" and calendar requests for the current pay period; and
- Approve timecards bi-weekly. Time card approvals must be completed by 3 PM on Monday following the end of a pay period.

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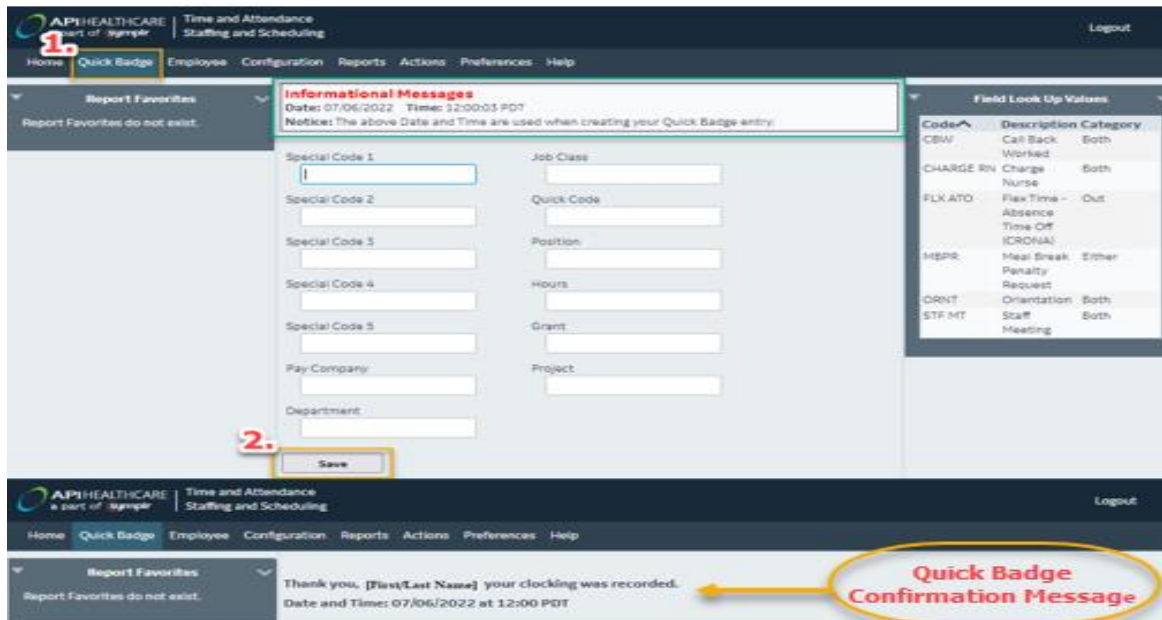
How to Clock at a Computer (Quick Badge)

- Navigate to [MyTime](#)
- Pop up blocker: Allowed
- Enter your SID and Network Password
- Click the **Quick Badge Only** checkbox
- Click **Sign In** (Figure 1)



How to Clock at a Computer (Quick Badge with Special Codes)

- Log into [MyTime](#) with your SID and network password
- Select **Quick Badge** tab and **Save**



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How to Add a Clocking

Note: “Add” Clocking is an exception request and not valid until after your manager has approved it. This is ONLY used if Quick Badge has been missed NOT daily clocking.

- Log into [MyTime](#) with your SID and network password
- Click on the **Employee** tab
- In the left pane, under '**Employee Actions**', Select **Add Clocking**
- Select date on calendar or enter date MM/DD/YYYY
- Enter **Time*** by military time or time with “P” for example 16:00 or 4:00p
- Enter reason for missed quick badge in **Requested Reason** field
- Click, **Save**

The screenshot shows the MyTime system interface for adding a clocking. The interface includes a top navigation bar with 'Home', 'Quick', 'Employee', 'Configuration', 'Reports', 'Actions', 'Preferences', and 'Help'. The left sidebar contains 'Employee Navigator' and 'Employee Actions'. The main form area has tabs for 'General', 'Attendance+', and 'Notes'. The 'Field Look Up Values' section on the right shows a calendar for July 2022. A callout box points to the calendar grid with the text 'Two Weeks Highlighted = Current Pay Period'.

July 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

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How to Edit a Clocking

- Log into [MyTime](#) with your SID and network password
- Click on the **Employee** tab
- Under **Transaction (List)**, select on row of date and time that needs to be edit
- Change **Time***
- Select **Save**

The screenshot shows the MyTime interface with the following elements:

- 1.** The **Employee** tab is selected in the top navigation bar.
- 2.** A row in the **Transactions (List)** table is selected. The row contains: IN, @, Mon 06/27/2022, 07:00, 8.00, SCHED, 85110, CT9200083.
- 3.** The **Time*** field in the edit form is highlighted and set to 07:00.
- 4.** The **Save** button is highlighted.

Delete a Clocking

- Log into [MyTime](#) with your SID and network password
- Click on the **Employee** tab
- Under **Transaction (List)**, select checkbox
- Under **Transaction List Actions**, select **Delete Selected**
- Pop up message for confirmation, Select **Yes**

The screenshot shows the MyTime interface with the following elements:

- 1.** The **Employee** tab is selected in the top navigation bar.
- 2.** A checkbox is selected in the **Transactions (List)** table.
- 3.** The **Delete Selected** button is highlighted in the **Transaction List Actions** section.
- 4.** A confirmation dialog box is displayed with the message: "You have selected 1 clocking for deletion. Continue?" and "Yes" and "No" buttons.

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How to Request Time Off

- Log into [MyTime](#) with your SID and network password
- Click on the **Employee** tab
- Under **Employee Sections**, select **Monthly View**
- Select the day(s) on calendar
- Under **Employee Actions**, select **Add Calendar**
- Validate **Dates**
- Under **Field Look Up Values**, click on type of **Pay Code***
- Enter the time you will begin your time off in the **Time***
- Enter daily shift hours (i.e., 8, 10, 12 hours) in the **Hours/Units** field
- Enter reason in **Requested Reason** field
- Click **Save**

The screenshot displays the MyTime interface for requesting time off. Key elements include:

- Navigation:** Home, Quick Badge, **Employee**, Configuration, Reports, Actions, Preferences, Help.
- Employee Navigator:** Employee Name, Pay Period (07/10/2022 - 07/23/2022), Search, Back to Search Results, Open Schedule.
- Employee Actions:** **Add Calendar**, Add Cloning, Add Pay Period Note, Add Unavailability, Employee Sign Off, Open Current Schedule, Open Self Schedule.
- Employee Sections:** General, Licenses, Addresses, **Monthly View**, Phones, Pools, Quick Codes, TCS, Labor Distributions, Rotating Schedules, Schedule Preferences.
- Calendar:** October 2022. Days 9-14 are highlighted with a red box and labeled "3. select day(s)".
- Form Fields:**
 - 5. Pay Code*:** Dropdown menu.
 - 6. Time:** Input field.
 - 7. Hours/Units:** Input field.
 - 8. Requested Reason:** Text area.
 - 9. Save:** Button.
- Field Look Up Values Table:**

Code	Description
AGENCY ATO	Agency ATO
AGENCY ORT	Agency Orientation
AGENCY PTS	Agency PTS
AGENCYTIME OFF	Agency Time Off No Pay

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Sign Off on Your Time Card

- Log into [MyTime](#) with your SID and network password
- Click on the **Employee** tab
- Validate dates for bi-weekly sign offs under **Employee Navigator, Pay Period**
- Under **Employee Actions**, select **Employee Sign Off**
- Pop up message: select, **Approve**

The screenshot displays the MyTime web portal interface. At the top, the navigation menu includes 'Home', 'Quick Badge', 'Employee', 'Configuration', 'Reports', 'Actions', 'Preferences', and 'Help'. The 'Employee' tab is highlighted with a red box and the number '1'. On the left sidebar, the 'Employee Navigator' section shows the 'Pay Period' as '07/10/2022 - 07/23/2022'. Below this, the 'Transaction List Items' section has several checked options: Calendars, Clockings, Adjustments, Retro Calculator Adjustments, Pay Period Only, and Show Requests. The 'Transaction List Actions' section contains 'Cancel Selected' and 'Delete Selected' buttons. The 'Employee Actions' section at the bottom of the sidebar has a red box around the 'Employee Sign Off' button, with a red box and the number '2' next to it. The main area shows a 'Transactions (List)' table with columns for 'Transactions', 'Source', and 'Date'. A modal window is open over a transaction, displaying a sign-off message. The message text reads: 'Exempt: Employees attest that I certify that the hours of work and/or eligibility for paid benefits recorded hereon are correct. Non Exempt: Employees attest that I understand that if I do not receive my meal period and/or rest periods, I am expected and required to record that fact on my timecard. By signing this timecard, I am acknowledging that I have received my required meal period and rest periods, unless and except as otherwise noted on this timecard. I certify that the hours of work and/or eligibility for paid benefits recorded hereon are correct.' Below the message are three buttons: 'Approve', 'Decline', and 'Cancel'. The 'Approve' button is highlighted with a red box and the number '3'.