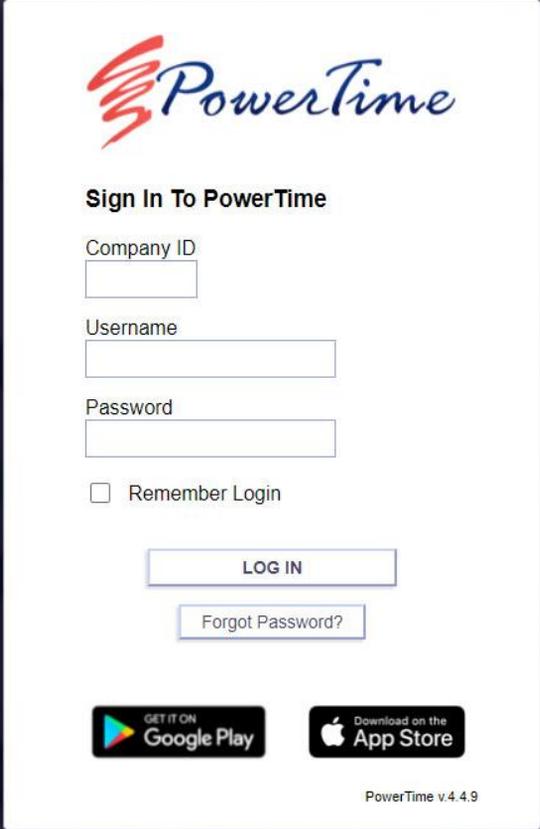




***Administrator
Training Manual***

Employee Login



PowerTime

Sign In To PowerTime

Company ID

Username

Password

Remember Login

LOG IN

[Forgot Password?](#)

 GET IT ON
Google Play

 Download on the
App Store

PowerTime v.4.4.9

- **Where:** <https://www.powertime.focusps.com>
- **Company ID:** 4 digit pin number
- **Username:** Provided by Supervisor
- **Default Password:** Password1

Employee Functions

- Record and Sign Timesheets
- Record and Sign Expenses
- Submit Time-off Requests
- View and Print Paystubs

Employee Weekly Timesheet

TIMESHEET
EXPENSES
PERSONAL
5
INBOX
LOG OUT

Nathan Deepstill - 40 Hours

Employee: 112102
Group: Group Orange
Payroll Policy: Salary

Start: 11/7/2021
End: 11/20/2021

Status: Open
Approval:

Sign Timesheet

Time Off Requests

Print Version View History

Date Navigation

Conversion Help

Minutes Value

⇌

11/7 - 11/13
11/14 - 11/20

Charge	Auth	Sun 11/7	Mon 11/8	Tue 11/9	Wed 11/10	Thu 11/11	Fri 11/12	Sat 11/13	Totals
Hourly - 2nd Shift/Dept 1/1/RU5		0	0	8	0	0	0	0	8
Hourly/RU2		0	8	0	0	0	0	0	8
Sick Leave/1		0	0	0	0	8	0	0	8
Base Rate/1/ACC/001/111		0	0	0	8	0	8	0	16
<input type="button" value="**Add A New Charge**"/>									
Totals		0	8	8	8	8	8	0	40
Cumulative Weekly Totals		0	8	16	24	32	40	40	

3 Pay Code Totals

Code	Name	Hours
H2	Hourly - 2nd Shift	8
H	Hourly	8
SICK	Sick Leave	8
BR	Base Rate	16

4 Leave Balance & Usage

Name	Total	Used	Avail

1. Input Hours Worked
2. Press Save to update
3. Pay Code Totals
4. Leave Balance & Usage
5. View/Reply to Messages
6. Browse Other Timesheets

Add A New Charge

11/7 - 11/13 11/14 - 11/20

Charge

Hourly - 2nd Shift/Dept 1/1/RU5

Hourly/RU2

Sick Leave/1

Base Rate/1/ACC//001/111

****Add A New Charge**** ▼

Totals

Cumulative Weekly Totals

Charge Selector

Used to add a charge to the current timesheet

****Add A New Charge**** ▼

- **Add A New Charge****
- Base rate holiday
- BR2
- Comp Time
- Holiday
- Hourly
- Hourly - 2nd Shift
- Hourly No Attributes
- HRLYCODE
- hryunitstst
- hrtestunit
- Inclement Weather NoGroup
- Inclement Weather WGroup
- Imcs test 1

First, choose the Pay Type that you want to enter on the timesheet

Add information for Cost Centers and/or Reporting Units as required. Click "Add Charge" when finished.

The new charge will appear on the Timesheet. You can now add hours to it.

Press "Save All" once you're done filling in hours.

		11/7 - 11/13		11/14 - 11/20							
Charge	Auth	Sun 11/7	Mon 11/8	Tue 11/9	Wed 11/10	Thu 11/11	Fri 11/12	Sat 11/13	Totals		
Hourly - 2nd Shift/Dept 1/1/RU5		0	0	8	0	0	0	0	8		
Hourly/RU2		0	8	0	0	0	0	0	8		
Sick Leave/1		0	0	0	0	8	0	0	8		
Base Rate/1/ACC//001/111		0	0	0	8	0	8	0	16		
2nd Position test/RU1		0	0	0	0	0	0	0	0		
Add A New Charge											
Totals		0	8	8	8	8	8	0	40		
Cumulative Weekly Totals		0	8	16	24	32	40	40			

Save All

Weekly Expense Sheet

TIMESHEET EXPENSES PERSONAL INBOX LOG OUT

Nathan Deepstill

Employee: 112102 Start: 11/7/2021 Status: Open
Group: Group Orange End: 11/20/2021 Approval:

[Sign Expense Sheet](#)

Date Navigation

11/10/2021 Go! View Single Day: Go!
<< Previous 11/7/2021 - 11/20/2021 Next >>

Print Version

11/7 - 11/13 11/14 - 11/20

Charge	Auth	Sun 11/7	Mon 11/8	Tue 11/9	Wed 11/10	Thu 11/11	Fri 11/12	Sat 11/13	Totals
Cell Phone		0	0	0	33.5	0	0	0	\$33.50
Dollars		0	15.01	26.87	0	0	0	0	\$41.88
Lodging & Meals/Dept 1/1/RU2		155.42	143.27	167.98	0	0	0	0	\$466.67
Mileage/Dept 1 (0.450)/331/RU3		3.3	11.1	6.7	0	0	0	0	\$9.50
Add A New Charge									
Totals									\$551.55

Save

Expense Totals	
Name	Total
Cell Phone	\$33.50
Dollars	\$41.88
Lodging & Meals/Dept 1	\$466.67
Mileage/Dept 1	\$9.50

The Expense Screen works almost exactly like a Weekly Timesheet.

- Charges are added in the same way
- Enter expense amounts and click Save
- Mileage charges automatically convert to a dollar amount according to your company's set mileage rate.

Personal Screen

The screenshot shows a web application interface for a 'Personal' screen. At the top, there are tabs for 'TIMESHEET', 'EXPENSES', and 'PERSONAL'. The 'PERSONAL' tab is active. Below the tabs, there is a header 'Personal Info for: Nathan Deepstill'. The main content area is divided into two columns: 'Personal Settings' and 'Misc Data Fields'. The 'Personal Settings' column contains several input fields: 'Group' (Group Orange), 'Emp #' (112102), 'First Name' (Nathan), 'Last Name' (Deepstill), 'Address' (123 Anywhere St), 'City' (Greenville), 'State' (VA), 'Zip' (12345), 'Phone', 'Email', and 'Time Zone' (0). The 'Misc Data Fields' column contains several input fields: 'FL2', 'FLSA Status', 'FL1', 'Phone2', 'GL Acct', 'Test14', 'Home DistProLev', 'Home Reporting Unit', 'EMP', 'SEP', 'Home Dept.', 'Home Division', 'Home Cost Center', 'AHE', 'sort1', and 'sort2'. On the left side, there is a vertical menu with tabs: 'Inbox', 'Personal Information', 'Personal Settings', 'Security', 'Time Off Requests', 'Paystubs', and 'W2s'. A red arrow points to the 'Personal Information' tab.

The "Personal" tab on the top of every page will lead to this screen.

Using the menu on the left side of the Personal section, Employees can access areas that will let them:

- Change their Password
- Set Favorite Charges
- Set their default charges for all new timesheets
- Submit Time-off Requests
- Read and Reply to Messages
- View their Paystubs and W2s

Time-off Requests

PERSONAL INBOX LOG OUT

Personal

Time Off requests for: Nathan Deepstill

1 Previous Time Off Requests

2 View Calendar

Submitted	Date(s) Requested	Charge	Status
11/10/2021	11/24/2021	Vacation	Pending Approval
11/10/2021	12/22/2021	Leave	Pending Approval

3 **4** **5**

6 New Time Off Request

Select a Charge:
Personal Time

Select your requested days off:

Day	Requested Days off	Hours
11/3/2021	1:00 PM	4
11/4/2021	9:00 AM	8.00
11/5/2021	9:00 AM	8.00

Comments:
Family Vacation

Cancel Submit

1. This Section displays your Time Off Request History and their status
2. "View Calendar" opens a large calendar with your Time Off Requests displayed on it
3. View the details of this Time Off Request
4. Edit this Time Off Request (See #6)
5. Delete this Time Off Request
6. Use this Section to create a new Time Off Request, or to edit an existing one.
 - Click a day on the small calendar to add it to your Request
 - Select a Charge using the drop down menu
 - Edit the number of hours and start time for each day if necessary
 - Add a comment if required
 - Press Submit to finalize the Request

Electronic Paystubs

TIMESHEET	EXPENSES	PERSONAL	INBOX				LOG OUT
Personal	Paystubs for: Stanley Dillinger						
Inbox	Select a Paystub to View						
Personal Information	Pay Date	Check #	Company	Gross Pay	Deductions	Net Pay	
Personal Settings	2/28/2019	1013		\$7,000.00	\$843.51	\$6,156.49	
Security	2/28/2019	1012		\$6,000.00	\$843.51	\$5,156.49	
Time Off Requests	2/15/2019	1011		\$5,000.00	\$843.51	\$4,156.49	
Paystubs	2/15/2019	1010		\$4,000.00	\$843.51	\$3,156.49	
	1/31/2019	1070		\$7,000.00	\$843.51	\$6,156.49	
W2s	1/31/2019	1060		\$6,000.00	\$843.51	\$5,156.49	
	1/31/2019	1007		\$2,708.50	\$843.51	\$1,864.99	
	1/31/2019	1006		\$2,708.50	\$843.51	\$1,864.99	
	1/15/2019	1050		\$5,000.00	\$843.51	\$4,156.49	
	1/15/2019	1040		\$4,000.00	\$843.51	\$3,156.49	
<input type="button" value="View"/> <input type="button" value="Print"/>							

To see the details of a specific Paystub, click on it to select it, then click "View"

The "Print" button will open the selected paystub in a new window, with a layout suitable for printing.

Pay Stub View

TIMESHEET	EXPENSES	PERSONAL	INBOX		LOG OUT															
Back to Paystubs List																				
Statement of Earnings and Deductions																				
Your Company Name 123 Anywhere St Greenville, VA 12345			Employee ID: 1121003 Employee Name: Stanley Dillinger SSN:																	
Pay Date: 1/31/2019 Check No.: 1007 Pay Period: 1/16/2019 - 1/31/2019			<table border="1"> <thead> <tr> <th></th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Gross Pay</td> <td>\$2,708.50</td> <td>\$19,834.00</td> </tr> <tr> <td>Other Pay</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Deductions</td> <td>\$843.51</td> <td>\$5,061.06</td> </tr> <tr> <td>Net Pay</td> <td>\$1,864.99</td> <td>\$14,772.94</td> </tr> </tbody> </table>				Current	YTD	Gross Pay	\$2,708.50	\$19,834.00	Other Pay	\$0.00	\$0.00	Deductions	\$843.51	\$5,061.06	Net Pay	\$1,864.99	\$14,772.94
	Current	YTD																		
Gross Pay	\$2,708.50	\$19,834.00																		
Other Pay	\$0.00	\$0.00																		
Deductions	\$843.51	\$5,061.06																		
Net Pay	\$1,864.99	\$14,772.94																		
Earnings				Deposits																
Hours	Rate	Amount	YTD	Amount	YTD															
Regular Pay	176.00	\$0.00	\$2,708.50	\$1,864.99	\$11,189.94															
Deductions				Benefits																
	Amount	YTD	Amount	YTD																
Fed Tax	\$306.00	\$1,836.00																		
Fica	\$159.35	\$956.10																		
Medicare	\$37.27	\$223.62																		
State Tax	\$118.51	\$711.06																		
401-K EE	\$81.26	\$487.56																		
LIFE BEFOR	\$7.30	\$43.80																		
SPOUSE LIF	\$2.86	\$17.16																		
HEALTH INS	\$130.96	\$785.76																		
Miscellaneous																				
	Amount																			
Vacation					341.00															
Sick Leave					502.00															
Personal Leave					0.00															

A detailed display of your earnings, deductions, and deposits.

Supervisor Functions



Navigate to the Supervisor Area using the "Super" button in the Top-Right corner.

Once in the Supervisor area, use the menu to the left to access all the Supervisor's different tools.

A screenshot of a web application interface for supervisors. At the top, there is a navigation bar with tabs for 'TIMESHEET', 'EXPENSES', 'PERSONAL', and 'REPORTS'. On the right side of this bar are buttons for 'SUPER' (with a mouse cursor icon), 'INBOX' (with a red '6' notification), and 'LOG OUT'. Below the navigation bar is a dark blue header with 'Supervisor' on the left and 'Employee List' on the right. A red arrow points from the 'Supervisor' text to a vertical menu on the left side of the page. The menu has four items: 'Action Items', 'Employees' (highlighted in light blue), 'Time Off Requests', and 'Messaging'. The main content area is titled 'Employee List For: 11/10/2021' and includes a 'Timesheets' dropdown and a 'Go!' button. Below this is a 'Legend' section with icons for Timesheet (clock), Expenses (dollar sign), Time Off Requests (airplane), Paystubs (document), Send Message (envelope), and Group Message (envelope with plus). The main list shows a folder 'Laura Needs Screenshots' and a list of employees with their status and hours. Each employee row has a set of icons corresponding to the legend: clock, dollar sign, airplane, document, envelope, and envelope with plus.

Employee Name	Status	Hours	Timesheet	Expenses	Time Off Requests	Paystubs	Send Message	Group Message
Laura Needs Screenshots								
Deepstill, Nathan	Open	[11/7-11/20] - 40.00 Hours	🕒	💰	✈️	📄	✉️	✉️+
Jameson, Tina	Open		🕒	💰	✈️	📄	✉️	✉️+
Lienart, Olivia	Open	[11/7-11/13] - 0.00 Hours	🕒	💰	✈️	📄	✉️	✉️+
Lin, Tamara	Open		🕒	💰	✈️	📄	✉️	✉️+
Vasquez, Juniper	Open		🕒	💰	✈️	📄	✉️	✉️+
Washington, Jarell	Open		🕒	💰	✈️	📄	✉️	✉️+
Wells, Brandon	Open		🕒	💰	✈️	📄	✉️	✉️+

Supervisors can:

- Review and approve Timesheets, Expense Sheets, and Daily Punches
- Check the List of Employees they supervise
- Manage their Employees' Time Off Requests
- Send messages to Employees individually or in a group

Action Items

TIMESHEET				EXPENSES				PERSONAL				REPORTS				SUPER 		INBOX  6		LOG OUT	
Supervisor		Supervisor Action Items																			
Action Items		Employee						Action						Date(s)							
Employees		Deepstill, Nathan						Time Off Approval						11/10/2021							
Time Off Requests		Lienart, Olivia						Time Approval						11/7 - 11/13							
Messaging		Jameson, Tina						Time Approval						11/7 - 11/20							
		Jameson, Tina						Time Approval						10/24 - 11/6							
		Lin, Tamara						Expense Approval						11/7 - 11/20							

This is the first page Supervisors will see. Displays a list of items needing their attention.

The button in each row will open a window where the Supervisor can take the action that is needed.

Supervisor's Employee List

The screenshot shows a web application interface for a Supervisor's Employee List. The top navigation bar includes tabs for TIMESHEET, EXPENSES, PERSONAL, and REPORTS, along with SUPER, INBOX (with a notification badge), and LOG OUT buttons. The main header is 'Supervisor Employee List'. Below the header, there is a search bar for 'Employee List For:' with a date '11/11/2021', a dropdown menu for 'Timesheets', and a 'Go!' button. A 'Legend' section contains icons for Timesheet, Expenses, Send Message, Time Off Requests, and Group Message. The left sidebar has 'Action Items', 'Employees', 'Time Off Requests', and 'Messaging' sections. The main content area displays a hierarchy of employee groups: 'Group Orange' and 'Power Group'. Each group contains a list of employees with their status (e.g., 'Open', 'Signed') and hours. At the end of each employee row, there are icons for Timesheet, Expenses, Time Off Requests, Send Message, and Group Message. Red callouts 1 through 6 highlight specific features: 1 points to the search bar, 2 to the expand/collapse symbols, 3 to the status column, 4 to the employee action icons, and 5 to the Group Message icon. Callout 6 points to the INBOX notification badge.

Group	Employee	Status	Hours	Timesheet	Expenses	Time Off Requests	Send Message	Group Message
Group Orange	Deepstill, Nathan	Open	[11/7-11/20] - 40.00 Hours	🕒	\$	✈️	✉️	✉️
	Jameson, Tina	Signed	[11/7-11/20] - 32.00 Hours	🕒	\$	✈️	✉️	✉️
	Lienart, Olivia	Signed	[11/7-11/13] - 8.00 Hours	🕒	\$	✈️	✉️	✉️
	Lin, Tamara	Open		🕒	\$	✈️	✉️	✉️
	Vasquez, Juniper	Open		🕒	\$	✈️	✉️	✉️
	Washington, Jarell	Open		🕒	\$	✈️	✉️	✉️
Power Group	Bridges, Samuel	Open		🕒	\$	✈️	✉️	✉️
	Johnson, John	Signed	[11/7-11/20] - 0.00 Hours	🕒	\$	✈️	✉️	✉️
	Lin, Frank	Open	[11/7-11/20] - 0.00 Hours	🕒	\$	✈️	✉️	✉️
	Wen, Courtney	Signed	[11/7-11/20] - 0.17 Hours	🕒	\$	✈️	✉️	✉️
	Wells, Brandon	Open		🕒	\$	✈️	✉️	✉️

This page displays the hierarchy of Employees in the Supervisor's group.

1. Display Timesheet or Expense Sheet status for a specific pay period
2. Click the "+" and "-" symbols to expand or close group views
3. Timesheet/Expense sheet status column
4. Shortcut buttons to the corresponding employee's pages
5. Group Message shortcut

View Time-off Requests

TIMESHEET EXPENSES PERSONAL REPORTS SUPER INBOX 7 LOG OUT

Supervisor Pending Time Off Requests

Action Items

Submitted	Date(s) Requested	Employee	Charge	Status
11/11/2021	11/22/2021 (8 Hrs)	Vasquez, Juniper	Leave	Pending Approval
11/10/2021	11/1/2021 (8 Hrs)...	Deepstill, Nathan	FMLA	Pending Approval

Jump to Date:

November 2021

S	M	T	W	T	F	S
31	1 Deepstill - 8.00	2 Deepstill - 8.00	3 Deepstill - 8.00	4 Deepstill - 8.00	5	6
7	8	9	10 Deepstill - 8.00	11	12	13
14	15	16	17	18	19	20
21	22 Vasquez - 8.00	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

This page gives the Supervisor information about the Time Off Requests made by employees in their group.

1. List of recent requests
2. Opens a window to view and edit the request
3. Requests displayed on a calendar
4. Change months with the left or right arrow buttons, or enter a date to view.
5. Click a request on the calendar to view its details

Approve Time-off Requests

Time Off Request for Vasquez, Juniper

Submitted: 11/11/2021
Employee: Vasquez, Juniper
Leave Charge: Leave
Status: Pending

Day	Start Time	Hours
11/22/2021	9:00 AM	8.00

Employee Comments:

Supervisor Comments:

- Change Status of request to Approved or Denied
- Enter comments if required
- Save Changes when finished
- If approved, the time is automatically entered on Timesheet
- Employees can edit their requests if their status is Pending
- If a Request is edited, changing its status to Approved will update the Timesheet

Send A Message

There are two methods a Supervisor may use to send a message.

1. Messaging Area

The screenshot shows the 'New Supervisor Message' interface. The top navigation bar includes 'TIMESHEET', 'EXPENSES', 'PERSONAL', and 'REPORTS' tabs, and 'SUPER', 'INBOX', and 'LOG OUT' buttons. The left sidebar menu is titled 'Supervisor' and contains 'Action Items', 'Employees', 'Time Off Requests', and 'Messaging'. A red arrow points to the 'Messaging' option. The main content area is titled 'New Supervisor Message' and contains a 'Subject:' text box, a 'Message:' text area, and two selection sections: 'Select Employees' and 'Select Groups'. The 'Select Employees' section has an 'Available Employees' list (Deepstill, Nathan; Duvale, Jacques; Jameson, Tina; Johnson, John; Lienart, Olivia; Lin, Tamara; Lin, Frank; Ng, Patrick) and a 'Selected Employees' list (Bridges, Samuel). The 'Select Groups' section has an 'Available Groups' list (Group Orange) and an empty 'Selected Groups' list. A 'Send' button is located at the bottom center.

Use the menu on the left to navigate to the Messaging page.

To determine who should receive the message, use the arrow buttons to move Employees or Groups from the "Available" box on the left into the "Selected" box on the right.

Once the Supervisor's message is written and the recipients are selected, click the Send button to finish.

2. Employees List

The screenshot shows the 'Employee List' interface. The top navigation bar includes 'TIMESHEET', 'EXPENSES', 'PERSONAL', 'REPORTS', 'SUPER', 'INBOX', and 'LOG OUT'. The left sidebar has 'Supervisor' selected, with sub-items: 'Action Items', 'Employees', 'Time Off Requests', and 'Messaging'. The main content area is titled 'Employee List' and shows a search filter for '11/11/2021' and 'Timesheets'. A legend defines icons for Timesheet, Expenses, Time Off Requests, Paystubs, Send Message, and Group Message. The employee list is organized into two groups: 'Group Orange' and 'Power Group'. Each employee entry shows their name, status, and a set of icons. A red arrow points to the 'Employees' menu item, and another red arrow points to the envelope icon for the 'Group Orange' header.

Use the menu on the left to navigate to the Employees List.

The envelope icons on the right side of the screen will open a message window for the corresponding Group or Employee.

The screenshot shows a 'New Message To: Group Orange' dialog box. The dialog box has a title bar with 'FOCUS' and 'PowerTime' logos. It contains a 'Subject:' field and a larger 'Message:' text area. At the bottom are 'Send' and 'Cancel' buttons. The background shows the same 'Employee List' interface as the previous screenshot, with the 'New Message' dialog box overlaid on top.

Report List

The screenshot shows the 'REPORTS' section of the Focus PowerTime system. At the top, there are navigation tabs for 'TIMESHEET', 'EXPENSES', 'PERSONAL', and 'REPORTS'. The 'REPORTS' tab is active, indicated by a red arrow. Below the navigation, there are three main panels:

- Panel 1 (Choose a Report):** A list of report categories and individual reports. Categories include 'Time Sheet Reports' and 'Pay Code Reports'. Individual reports listed include 'Approaching Overtime Report', 'Employee Time Card Report', 'Missed Punches Report', 'Overtime Report', 'SS Punch Detail Report', 'Timesheet Status Report', 'Weekly Hours Report', 'ACA Reporting', 'FMLA', 'Labor Distribution Report', 'Level Summary Report', and 'Paycode Summary Report'.
- Panel 2 (Employee Time Card Report):** A detailed description of the selected report: 'The Employee Time Card Report shows the employees timesheet broken down by entries including its summary of paycodes and comments. This report is printable by employee.' Below this description is a button labeled 'Open Report'.
- Panel 4 (Report History):** A list of previously generated reports with dates: '10-01-21 - Employee Expense Report', '11-08-21 - Timesheet Status Report', and '11-12-21 - Employee Expense Report'. Below this list are two buttons: 'View' and 'Delete'.

Numbered callouts (1, 2, 3, 4) are placed on the interface to highlight these key areas. A red arrow points to the 'REPORTS' tab.

Supervisors and Administrators can generate a variety of reports for informational purposes. Supervisor reports are limited to employees in their group(s).

1. The list of report types. Click on one to select it and learn more about it.
2. Description of the selected report.
3. Open the settings for running the selected report.
4. List of reports that have been generated in the past. Click on a report and press "View" to see the archived report.

Employee Time Card Report

1 Report Name:

2 Date Settings
 Pay Period Contains Date Range
Contains Date:

3 Report Filters
Employee Number:
Employee Type:
Group:
Payroll Policy:
Misc Data Field:
Value:

4 Additional Settings
Sort By:
Charge Level Summary:
 Include Signature Lines
 Page Break After Each Employee
 Include Ins/Outs

5

After clicking "Open Report", you will be taken to a new window where you can set up the report.

- 1.** The name the report will have (in the Report History) once it's finished.
- 2.** A pay period or a range of dates for the report to display data from
- 3.** Filters the results by one or more of these properties. Optional.
- 4.** Other settings, such as for how the report will be formatted
- 5.** When ready, click this button to generate the report.

Depending on your settings, it may take a few minutes to generate your results. You can wait here for the report to finish, and it will be displayed automatically, **OR** you can close this page and view your results later in the Report History.

Administrative Functions

The screenshot shows the PowerTime administrative interface. At the top, there is a navigation bar with tabs for 'TIMESHEET', 'EXPENSES', 'PERSONAL', 'REPORTS', 'ADMIN', 'SUPER', 'INBOX', and 'LOG OUT'. A red arrow points to the 'ADMIN' tab. Below the navigation bar, the 'Admin' menu is open on the left side, listing various administrative functions: Company, Pay Codes, Payroll Policies, Differential Rules, Misc Data Fields, Charge Levels, Attributes, Charges, Holiday Policy, Roles, Employees, Groups, Import, System Message, Global Charge, Mass Delete, and Time Clocks. The main content area is titled 'Administration Module' and contains a 'Welcome to PowerTime!' message. The message reads: 'Please use the links on the left to begin managing your company's settings. If you are setting up a **new company**, just follow the left side menu from top to bottom. It is arranged in the ideal order for configuring a new company in PowerTime. Each section has a brief description that will help you in the setup process, and more help can be found by pressing the  Help button in the corner of most Administrator pages.'

Click on "Admin" in the top right corner of any page to travel to the Administrator's section. Use the menu on the left to begin configuring various PowerTime settings.

If you need help, the  symbol in the top right corner will provide more information about the settings on your current page.

You can also contact Focus Help desk at:

Support@focusps.com or (757)-873-9002

Company Setup

TIMESHEET	EXPENSES	PERSONAL	REPORTS	ADMIN	SUPER	INBOX	LOG OUT	
				Company Information				
Admin							IP Restrictions	Sub Companies
Company	<p>Company Name: Focus Professional Services Phone: 7578739002</p> <p>Main Contact: FocusMan Fax: Focus Professional Services</p> <p>Address1: 6515 G Washington Mem 2 Return Email: tmead@focusps.com</p> <p>Address2: Business ID: 123456789 City: Yorktown</p> <p>State: VA Zip: 23692</p> <p>Week Start: Sunday</p>						<input checked="" type="checkbox"/> Allow Mobile App Access <input type="checkbox"/> Allow Negative Benefits <input checked="" type="checkbox"/> Display Cumulative Weekly Hours on Timesheet <input checked="" type="checkbox"/> Enable Password Reset for Users <input checked="" type="checkbox"/> Alert Supervisors to Leave/Holiday OT Accrual	
Pay Codes	Password Management						Company Logo	
Payroll Policies	Use this section to create minimum complexity requirements for user passwords. To disable a rule, set it to 0.						Upload an image, such as your company's logo, to display in the top-left corner of most PowerTime pages.	
Differential Rules	Expires in (days): 10001						<input checked="" type="checkbox"/> Enable Logo	
Misc Data Fields	Minimum Length: 0						Saved Logo:  Upload a New Logo (Optimal Image Resolution: Up to 250px by 75px)	
Charge Levels	Require Numbers: 0						Choose a file: <input type="text"/>	
Attributes	Require Capitals: 0						<input type="button" value="Upload"/>	
Charges	Require Symbols: 0						<input type="button" value="Delete Logo"/>	
Holiday Policy	<input type="button" value="Expire All Passwords"/>							
Roles	Welcome Message						Disclosure for Timesheet Sign:	
Employees	If enabled, the Welcome Message will be the first screen that your employees are presented with when they log in.						Use this section to provide a message or disclosure that employees will be required to accept before the timesheet is considered "signed".	
Groups	<input checked="" type="checkbox"/> Enable Welcome Message						By clicking "sign timesheet" I verify that the Paycode Summary Totals for this pay period accurately reflect my total payable hours for this pay period.	
Import	<pre>Test. Welcome to the Powertime timesheet tracking system.
 Please review our policies at
 Policy Link</pre>							
System Message	This is an example of a very long welcome message.							
Global Charge	<pre>"Buffalo buffalo Buffalo buffalo buffalo buffalo Buffalo buffalo" is a grammatically correct sentence in American English, often presented as an example of how homonyms and homophones can be used to create complicated linguistic constructs through lexical</pre>							
Mass Delete	<input type="button" value="Preview Message"/>							
Time Clocks	<input type="button" value="Cancel"/> <input type="button" value="Save"/>							

This page sets up your:

- General Company Information
- Password Management and Rules
- Company Logo
- HTML-Capable welcome (Log-in) Message
- Timesheet Agreement Message

In the top-right corner, two additional sections can be accessed:
IP Address Restrictions, and Sub-Company Management

Pay Codes

This style of page will appear many times in the Admin section: A list on the left, and a details and settings area on the right (or below, for smaller screens).

The screenshot shows the 'Pay Codes' section in the PowerTime Admin interface. The top navigation bar includes 'TIMESHEET', 'EXPENSES', 'PERSONAL', 'REPORTS', 'ADMIN', 'SUPER', 'INBOX', and 'LOG OUT'. The left sidebar contains various admin categories, with 'Pay Codes' selected. The main content area features a title bar 'Pay Codes' and a descriptive paragraph: 'This section of PowerTime is used to maintain your company Pay Codes. For each Pay Code, you will need to indicate a type, a code, and whether or not that particular Pay Code counts towards overtime. Your company may only need 1 regular and 1 overtime Pay Code, but you can also add and use as many as you prefer. To begin, use the "Add a Pay Code" button, or select an existing Pay Code to manage it.'

Name	Code	Type	Hours?
2nd Position test	2pT	Regular	Hours
Base Rate	BR	Regular	Hours
Base rate holiday	BRH	Regular	Hours
CellPhone	CL1	Regular	Units
Comp Time Leave Request	CTLR	Leave	Hours
Comptest	comptest	Comp	Hours
CompTime	CMP	Comp	Hours
Dollars	DLR	Regular	Units
Duplicate Code 1	DC	Regular	Hours
Duplicate Code 2	DC	Regular	Hours
Emergency Closure Exempt	EC	OT	Hours
Emergency Closure Non-Exempt	EC	Regular	Hours
Expenses	EXP	Regular	Units
FMHRPE (SCHOOLP)	SCHOOLP	Regular	Hours
FMLA	LVE	Leave	Hours
GroupCode	GC	Regular	Hours
Holiday	HOL	Holiday	Hours
Holiday Worked	Holiday Worked	Regular	Hours
Hourly	H	Regular	Hours

The details panel on the right, titled 'Pay Code Details', includes the following fields:

- Name: Base Rate
- Type: Regular
- Code: BR
- Export Override Code: (empty)
- Counts for OT?: Yes
- Hours or Units?: Hours

Buttons for 'Delete', 'Edit', 'Add New Pay Code', 'Cancel', and 'Save' are also visible.

1. Click an Item in the list to select it
2. Edit or Delete the selected Item. Or, Create a new one.
3. Settings for the Item you are currently working on.
4. When finished, click Save to keep your changes, or Cancel to undo them.

Payroll Policies

TIMESHEET EXPENSES PERSONAL REPORTS ADMIN SUPER INBOX LOG OUT

Admin Payroll Policies

This section of PowerTime is used to maintain your company Payroll Policies. Each Payroll Policy consists of a pay period, rounding rules, and overtime rules.

IMPORTANT: The payroll period is primarily used to determine how many days to display on users' timesheets. Your actual export process may vary and can cover any date ranges that you desire.

If your company uses differential rules, click here to manage those rules **before** you assign them to a payroll policy.
[Differential Rules](#)

Payroll Policy List	Payroll Policy Details								
<p>CompTime Exempt Hourly hourly unit OverrideWeekStart OverrideWeekStart2 PayPolicyDateChangeTesting QuantumExempt QuantumNonExempt Salary</p> <p>Delete Edit Add</p>	<p>Policy Name: Hourly</p> <table border="1"><thead><tr><th>Timesheet Period:</th><th>Expense Period:</th></tr></thead><tbody><tr><td><input type="radio"/> Daily <input type="radio"/> Weekly <input checked="" type="radio"/> Every 2 Weeks Start Week Contains: 04/17/2006 <input type="radio"/> Semi Monthly 1st - 15th</td><td><input type="radio"/> Daily <input type="radio"/> Weekly <input checked="" type="radio"/> Every 2 Weeks Start Week Contains: 06/01/2014 <input type="radio"/> Semi Monthly 15th - End of Month</td></tr></tbody></table> <table border="1"><thead><tr><th>Overtime:</th><th>Overtime 2:</th></tr></thead><tbody><tr><td><input type="checkbox"/> By Day <input checked="" type="checkbox"/> By Week Overtime begins at: 8 Hours OT Pay Code: Overtime OT Factor: 1</td><td><input type="checkbox"/> By Day <input type="checkbox"/> By Week Overtime begins at: 0 Hours OT2 Pay Code: CompTime OT2 Factor: 1</td></tr></tbody></table> <p>Additional Settings</p> <p>Differential Rule: Weekend Shift Rule</p> <p><input checked="" type="checkbox"/> Allow Time-Off Requests <input checked="" type="checkbox"/> Allow Expenses Override Week Start:</p> <p>Employees must agree to this disclosure when they sign their Timesheet.</p> <p>Webclock Settings</p> <p>These settings need to be considered if employees will be punching in or out with PowerTime using this Payroll Policy.</p> <p>When punching IN, round to: the Previous 10 minutes When punching OUT, round to: the Next 20 minutes</p> <p><input type="checkbox"/> Flag missed punches after 1 hours <input type="checkbox"/> Automatically punch out after 13 hours <input checked="" type="checkbox"/> Automatically split overnight time pairs at midnight</p> <p>Cancel Save</p>	Timesheet Period:	Expense Period:	<input type="radio"/> Daily <input type="radio"/> Weekly <input checked="" type="radio"/> Every 2 Weeks Start Week Contains: 04/17/2006 <input type="radio"/> Semi Monthly 1st - 15th	<input type="radio"/> Daily <input type="radio"/> Weekly <input checked="" type="radio"/> Every 2 Weeks Start Week Contains: 06/01/2014 <input type="radio"/> Semi Monthly 15th - End of Month	Overtime:	Overtime 2:	<input type="checkbox"/> By Day <input checked="" type="checkbox"/> By Week Overtime begins at: 8 Hours OT Pay Code: Overtime OT Factor: 1	<input type="checkbox"/> By Day <input type="checkbox"/> By Week Overtime begins at: 0 Hours OT2 Pay Code: CompTime OT2 Factor: 1
Timesheet Period:	Expense Period:								
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Overtime:	Overtime 2:								
<input type="checkbox"/> By Day <input checked="" type="checkbox"/> By Week Overtime begins at: 8 Hours OT Pay Code: Overtime OT Factor: 1	<input type="checkbox"/> By Day <input type="checkbox"/> By Week Overtime begins at: 0 Hours OT2 Pay Code: CompTime OT2 Factor: 1								

Delete, edit, add, or copy new payroll policies on this page. If you will be using Differential Rules, set those rules **before** assigning them to a Payroll Policy.

- Define Timesheet periods
- Set rounding Rules for Punch Employees
- Set Overtime Rules and Overtime Pay Code
- All Employees are assigned to a Policy (on the Employees Page)

Differential Rules

Differential Rules modify the Pay Code rate when they are used during the times you set.

This section of PowerTime is used to maintain your company's Differential Rules. Use Differential Rules to modify Pay Codes when employees use them during certain shifts.

Day	Start	End	Pay Code	Factor
Monday	8:00 AM	4:00 PM	Hourly	1.0
Monday	4:00 PM	12:00 AM	Hourly	1.0
Monday	12:00 AM	8:00 AM	Hourly	1.0

Each Rule in the list (left side) can contain multiple times, rates, and Pay Codes that it applies to (right side).

Miscellaneous Data Fields

TIMESHEET EXPENSES PERSONAL REPORTS ADMIN SUPER INBOX LOG OUT

Admin Misc Data Fields

This section of PowerTime is used to maintain miscellaneous data fields.

Miscellaneous data fields are used to store information that is not used by the actual PowerTime system, but that may be needed for the export process. An example would be if you need to store a GL account number with your charges, or if you would like to store additional employee data not handled by the base PowerTime system.

Misc Data Fields List	Misc Data Fields Details
AHE	Name: Cost Center
Cost Center	Type: Charge
Division	Sort: 0
EMP	Cancel Save
FL1	
FL2	
FLSA Status	
From	
GL Account	
GL Acct	

Delete Edit Add

Misc Data Fields don't change how PowerTime works, but they can be a useful tool for recording and storing extra information about Employees or Charges.

Charge Levels

TIMESHEET EXPENSES PERSONAL REPORTS ADMIN SUPER INBOX LOG OUT

Admin Charge Levels

Company

Pay Codes

Payroll Policies

Differential Rules

Misc Data Fields

Charge Levels

Attributes

Charges

Holiday Policy

Roles

Employees

This section of PowerTime is used to maintain charge levels for your company.

Charge levels are used as a base heirarchy for your Charges. This is very specific to your company and you can set it up however you would like. An example usage would be a company that splits their charges into 3 levels: Location, Department, and Task. Charges would exist under their corresponding levels.

If your company doesn't require the use of Charge Levels, you may use just 1 level - "Charge" - and you can list all your charges under that one level.

Charge Level List	Charge Level Details
345fs new test Pay Type Position RU	Name: <input type="text" value="Position"/> Level: 3 <input type="button" value="Cancel"/> <input type="button" value="Save"/>

Charge Levels are an optional setting that allows you to create a hierarchy for your charges. For example, your company may wish to split its Charges into 3 Levels: Location, Department, Task.

Create Charge Levels on this page, and then assign Charges to them on the "Charges" page.

Attributes

Admin Attributes

This section of PowerTime is used to maintain attributes for your company.

Attributes are additional information that you may need your employees to provide when they add a charge to their timesheet. These attributes can be required or optional, and may be presented as a pick list or as a type-in box with validation.

Attributes List

- Clinic
- Cost Center
- Customer Number
- DeleteAttribute
- Department
- Destination
- Destination 3
- Division
- fdsdf
- From

Delete Edit Add

Attributes Details

Name: Destination

Code: DEST

Type In?
 Validate?

Name	Code	
Headquarters	HQ	
Remote Site	RS1	
Warehouse Supply	WHS	

Create New: Enter Name Enter Code +

Cancel Save

Attributes are an optional feature of PowerTime that allows you to collect additional information when Employees use certain Charges on their Timesheets.

Type In: If unchecked, the options will be presented to the Employee using a drop-down list. If checked, Employees will type in their input.

Validate: If checked, the system will only accept the Employee's input if it's declared on the list below.

1. Edit this row
2. Set the Supervisor List for this Attribute
3. Delete this row

Use the Charges page to assign Attributes to certain Charges, and set up how they can be used with that Charge.

Charges

Charges

This section of PowerTime is used to maintain your company's charges.

If your company only has one level of charges, please feel free to add them in any order you wish. You will need to indicate the name, code, abbreviation, and Pay Code for each charge. Please note that the abbreviation is the primary display value for PowerTime, so try to make them short for your convenience. Other optional features, such as Attributes or Miscellaneous Data Fields can be associated with specific Charges on this page.

If your company has multiple levels, it is a good idea to start at the lowest level and work your way up.

Charge List:

[Add New Charge](#)

- Don't use
- exp
- Hourly - 2nd Shift
- hrlyunitstst
- Inclement Weather WGroup
- Imcs test 1
- Lodging & Meals
- Mileage
- Newtest2
- On-Call
- ONC
- PTO
- Salary
- testhol
- testold
- 2nd Position test
- Base Rate
- Base rate holiday
- BR2
- Cell Phone
- Comp Time
- CompTime Leave Request
- Dollars

Charge Details

Name: **Code:**

Abbreviation: **Sort:**

Active

Charge Level: **Pay Code:**

Expense

Chargeable

Assignable as Group

Supervisors:

- Lin, Frank
- Parker, Gentry
- Super, Carla
- Super, Joe
- Supervisor, Susan
- Supervisor, Susan
- Supervisor, Demo
- Talbot, Jessie
- Vasquez, Juniper
- Washington, Jarell

Attributes:

Attribute Name	Enabled	Sort	All Values
Test Attrib 1	Optional	0	<input type="checkbox"/>
Customer Number	N/A	0	<input checked="" type="checkbox"/>
Destination	Required	0	<input checked="" type="checkbox"/>
Reporting Unit TEST2	N/A	0	<input checked="" type="checkbox"/>
DeleteAttribute	N/A	0	<input checked="" type="checkbox"/>
Destination 3	N/A	0	<input checked="" type="checkbox"/>
From	N/A	0	<input checked="" type="checkbox"/>

[Edit Attribute Values](#)

Misc Data Fields:

Learning : **To:**

From: **Home Dept:**

GL Account: **Division:**

Cost Center:

[Delete Charge](#)

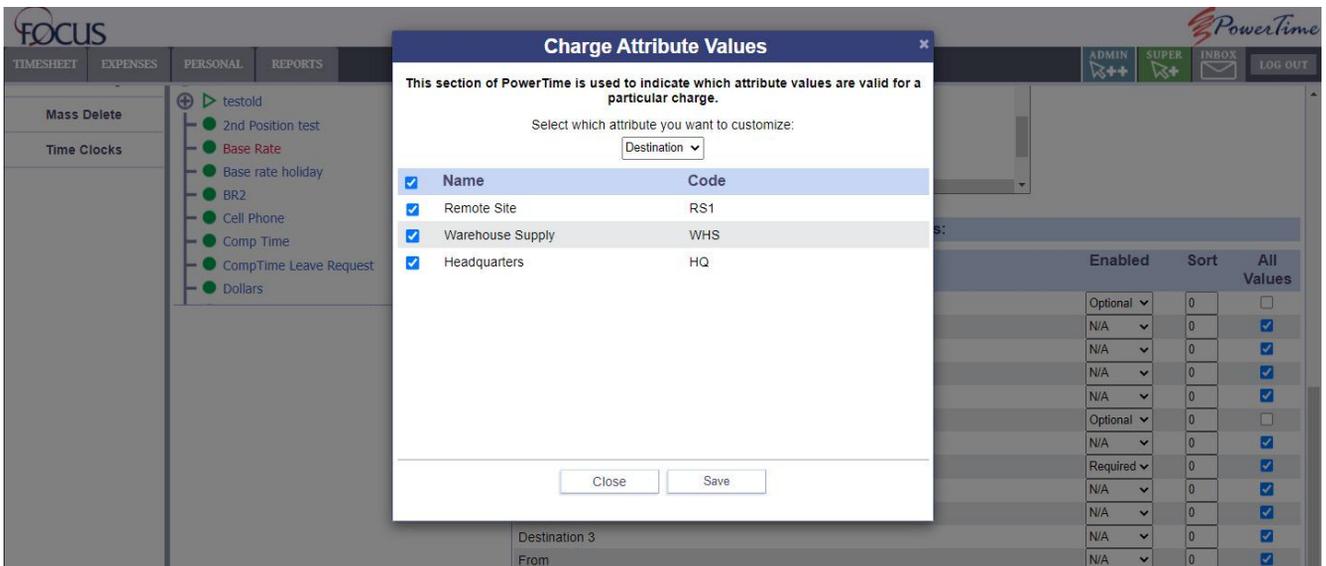
[Cancel](#) [Save](#)

Use the settings on this page to define the rules for each Charge.

Use this page to activate/deactivate Charges, or set their names, short codes, charge levels, and Supervisors.

You can also set whether a Charge is an Expense (and the corresponding rules), which Attribute information should be collected when this Charge is used on a Timesheet, and any other Miscellaneous Data you might want to assign to it.

Use the "Assignable As Group" button to make that Charge into a group that you can organize other Charges into.



The "Edit Attribute Values" button will open a small window. Here, you can set which user inputs are valid for each Attribute assigned to this Charge.

Holiday Policy

TIMESHEET EXPENSES PERSONAL REPORTS ADMIN SUPER INBOX LOG OUT

Admin Holiday Policies

This section of PowerTime is used to maintain your company's holidays.

Holiday Policies are used to declare specific dates where Leave Time will automatically be given and/or used. You can have multiple Holiday Policies in case your Employees get different days off. For each Policy you can indicate the day and month of your holidays, as well as a charge to use for that holiday.

Holiday Policies List	Holiday Policy Details																																				
Standard Group Orange Policy Copy of Standard Demo Federal Holidays Test Policy	<p>Name: Copy of Standard</p> <p>Holiday Charge: Holiday</p> <p><input checked="" type="checkbox"/> Add Hours to Benefit Balance <input type="checkbox"/> Add Holiday Hours to Future Timesheets</p> <table border="1"><thead><tr><th>Day</th><th>Date (mm/dd)</th><th>Hours</th><th></th></tr></thead><tbody><tr><td>Independence Day</td><td>07/02</td><td>8</td><td> </td></tr><tr><td>Labor Day</td><td>09/02</td><td>8</td><td> </td></tr><tr><td>Thanksgiving Day</td><td>11/24</td><td>8</td><td> </td></tr><tr><td>Christmas Day</td><td>12/25</td><td>8</td><td> </td></tr><tr><td>Boxing Day</td><td>12/26</td><td>8</td><td> </td></tr><tr><td>New Years</td><td>01/01</td><td>8</td><td> </td></tr><tr><td>Memorial Day</td><td>05/28</td><td>8</td><td> </td></tr><tr><td>new years eve</td><td>12/31</td><td>8</td><td> </td></tr></tbody></table> <p>Create New: <input type="text" value="Enter Name of Day"/> <input type="text" value="mm/dd"/> <input type="text" value="Enter hours"/> </p> <p><input type="button" value="Cancel"/> <input type="button" value="Save"/></p>	Day	Date (mm/dd)	Hours		Independence Day	07/02	8		Labor Day	09/02	8		Thanksgiving Day	11/24	8		Christmas Day	12/25	8		Boxing Day	12/26	8		New Years	01/01	8		Memorial Day	05/28	8		new years eve	12/31	8	
Day	Date (mm/dd)	Hours																																			
Independence Day	07/02	8																																			
Labor Day	09/02	8																																			
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Christmas Day	12/25	8																																			
Boxing Day	12/26	8																																			
New Years	01/01	8																																			
Memorial Day	05/28	8																																			
new years eve	12/31	8																																			

Reset Benefit Balances
Select a Holiday Policy and set an Effective Date to reset holiday benefit balances for employees using that policy.

Holiday policies contain specific holiday dates and hours. They are assigned to employees on the Employees page.

The Holiday Charge you select is automatically added to the employees' timesheets.

Employee Roles

Admin

Roles

This section of PowerTime is used to maintain the permissions of your company's roles.

The default standard roles are Administrator, Supervisor, and Regular. Regular employees have access to their Timesheets and personal info. Supervisors are typically team leaders who have access to their personal information as well as their group members'. Administrators have access to the entire system, including these setup screens.

You can create and manage as many or as few roles as you like.

Role List	Role Details
Admin	Name: Admin
Regular	<input checked="" type="checkbox"/> Supervisor <input checked="" type="checkbox"/> Administrator
Supervisor	Supervisor Permissions
Supervisor Editor	<input checked="" type="checkbox"/> Sign Timesheets
Secondary Admin	<input checked="" type="checkbox"/> Edit Timesheets
	<input type="checkbox"/> Edit Timesheets of Employees outside their group
	<input checked="" type="checkbox"/> Edit Past Time
	<input checked="" type="checkbox"/> View Employees' Paystubs
	Access to Admin Sections:
	<input checked="" type="checkbox"/> Company
	<input checked="" type="checkbox"/> Pay Codes
	<input checked="" type="checkbox"/> Payroll Policies
	<input type="checkbox"/> Attendance Policies
	<input checked="" type="checkbox"/> Misc Data Fields
	<input checked="" type="checkbox"/> Charge Levels
	<input checked="" type="checkbox"/> Charges
	<input checked="" type="checkbox"/> Holiday Policy
	<input checked="" type="checkbox"/> Roles
	<input checked="" type="checkbox"/> Employees
	Access to Reports:
	<input checked="" type="checkbox"/> ACA Reporting
	<input checked="" type="checkbox"/> Annual Hours Report
	<input checked="" type="checkbox"/> Approaching Overtime Report
	<input checked="" type="checkbox"/> Comp Time Earned
	<input checked="" type="checkbox"/> Comp Time Report
	<input checked="" type="checkbox"/> Employee Benefits Report
	<input checked="" type="checkbox"/> Employee Groups Report
	<input checked="" type="checkbox"/> Employee Info Report
	<input checked="" type="checkbox"/> Employee Time Card Report
	<input checked="" type="checkbox"/> FMLA

Delete Edit Add

An Employee's role determines which areas and tools they can access. You can create as many or as few roles as you'd like. Some uses of Roles include:

- Giving specific Admin functions to certain users
- Controlling access to Reports
- Setting up different kinds of Supervisors

Employee List

The screenshot shows the 'Employee List' interface. At the top, there are navigation tabs: TIMESHEET, EXPENSES, PERSONAL, REPORTS, ADMIN (with a mouse cursor), SUPER, INBOX, and LOG OUT. Below these is a dark blue header with 'Admin' on the left and 'Employee List' in the center. A left sidebar contains a menu with items like Company, Pay Codes, Payroll Policies, Differential Rules, Misc Data Fields, Charge Levels, Attributes, Charges, Holiday Policy, Roles, Employees (highlighted), Groups, Import, System Message, Global Charge, Mass Delete, and Time Clocks. The main area is titled 'Employee Search filters' and contains several input fields: 'Search Type' (set to 'Emp Name'), 'Search Terms', 'Timesheet Period', 'Emp Type' (set to 'ALL'), 'Emp Role' (set to 'ALL'), 'Emp Status' (set to 'Active'), 'Payroll Policy' (set to 'ALL'), 'Holiday Policy' (set to 'ALL'), and 'Group' (set to 'ALL'). There is a 'TS / EX:' dropdown set to 'Time' and a 'Reset fields' button. On the right, it shows 'Active Employees: 143' and buttons for 'Add New Employee', 'Approve and Lock Results', and 'Unlock and Open Results'. Below the filters is a '7 Results' indicator and a pagination bar with 'First', 'Prev', '1' (selected), 'Next', and 'Last'. A table of employees is shown with columns 'EmpNo', 'Name', 'Group', and 'Status'. The first row is highlighted in blue and has a pop-over window for 'Jameson, Tina' with buttons for 'Timesheet', 'Expense Sheet', 'Paystubs', 'W2s', 'Time Off', 'Message', 'Edit', and 'Delete'. Red callouts 1-6 point to the search type dropdown, filter dropdowns, 'Add New Employee' button, pagination bar, and the pop-over window respectively.

EmpNo	Name	Group	Status
112102	Deepstill, Nathan	PIC1	Open [11/7-11/20]
112103	Jameson, Tina	PIC1	Signed [11/7-11/20]
112104	Lienart, Olivia	PIC1	Open
112105	Lin, Tamara	PIC1	Open
112115	Vasquez, Juniper	PIC1	Open
112106	Washington, Jarell	PIC1	Open
112101	Wells, Brandon	PIC1	Open

1. Search for an employee by name or by number. This can be left blank to see all employees based on your Filters (#2).
2. Filter your results using as many of these options as you need. Your results will update automatically.
3. Add a new employee, or Approve/Lock or Open/Unlock the timesheets or expense sheets of the currently shown employees.

NOTE: The Approve and Open actions CANNOT be undone

4. The list of employees found based on your search settings. Click on an employee to select them.
5. Navigate through the list of employees
6. These shortcuts open the selected employee's pages in a pop-over window

Employee Attributes

TIMESHEET	EXPENSES	PERSONAL	REPORTS	ADMIN	SUPER	INBOX	LOG OUT
-----------	----------	----------	---------	-------	-------	-------	---------

Admin

Company

Pay Codes

Payroll Policies

Differential Rules

Misc Data Fields

Charge Levels

Attributes

Charges

Holiday Policy

Roles

Employees

Groups

Import

System Message

Global Charge

Mass Delete

Time Clocks

Employee Attributes

Employee Information

First Name: Tamara	Middle Name:	Last Name: Lin	Emp #: 112105	Role: Regular
SSN: 123-45-6789	Email:		<input checked="" type="checkbox"/> Active	Mobile App: Default to Company
			<input type="checkbox"/> Disable Login	
Address 1: 123 Anywhere St	Address 2:		Hire Date: 06/11/2020	Offset from Server Time: 0 Hours
City: Townville	State: CA	Zip: 12345	Emp Type: Hourly	Group: Laura Needs Screenshots
Phone:			Payroll Policy: Hourly	Holiday Policy: Standard
Badge Num:			Punch Type: Weekly	
<input type="checkbox"/> Included in Exports				

Available Charges:

The Selected Charges will be available to this employee, regardless of their assigned Group.

Available Charges	Selected Charges
2nd Position test Don't use ("Group")	base rate Base rate holiday base rate 2 Cell Phone Comp Time Comp Time Leave Request Dollars DPT1Work Duplicate Code 1

Current Group Charges

2nd Position test
base rate
Base rate holiday
base rate 2

Misc Data Fields

FL2	FLSA Status
FL1	Phone2
GL Acct	Test14
Home DistProcLev	Home Reporting Unit
EMP	SEP
Home Dept.	Home Division
Home Cost Center	AHE
sort1	sort2

Leave balances

Pay Code	Total	Used	Effective Date
Pay Code	Enter Total	8	Enter Date

Shift Shortcut

The Shift Shortcut button can be used in the Daily Timesheet view to quickly fill a Time Pair with the hours shown here.

Start Time 1:	End Time 1:
<input type="text"/>	<input type="text"/>
Start Time 2:	End Time 2:
<input type="text"/>	<input type="text"/>

Favorite Charges

These Charges are automatically added to your Timesheets. This feature can save you time if you use certain charges very frequently.

Startup Preference

Default Timesheet View:
Current Day

Login Information

Username: l_user5	<input type="button" value="Expire Password"/>
New Password:	<input type="text"/>
Confirm:	<input type="text"/>

Use this page to change the selected Employee's information.

This includes:

- Personal information
- Role
- Group
- Payroll policy
- Holiday policy
- Available Charges
- Misc data
- Leave balance
- Preferences
- Login information.

Employee Groups

Admin | **Groups**

This section of PowerTime is used to maintain your company's groups.

Groups contain Employees, who are able to use the Charges that are assigned to their group. Each group must have at least one Approver and at least one Supervisor, who manages the employees in their group by approving their Timesheets, and (optionally) tracking their Attendance and Time-Off Requests. An Employee can only be in one Group at a time, but a Supervisor may be assigned to multiple Groups.

List of Groups	Group Details
Group Orange	Name: Group Orange
Carter's Group	Code: PIC1
Demo	Supervisor: Talbot, Jessie
Erik's Group	Backup Supervisor:
Focus Group	<input type="checkbox"/> Crew
General Group	Approval Levels: 1
Group Alpha	Approval 1: Vasquez, Juniper
Group Beta	
Group Orange	
Group Yellow	

Buttons: Delete, Edit, Add

Select Employees to add to this Group:

Available Employees	Selected Employees
All, Alicia	Deepstill, Nathan
Carver, Gilbert	Jameson, Tina
Henrickson, Julia	Lienart, Olivia
Oswald, Oliver	Lin, Tamara
Redwood, Frank	Vasquez, Juniper
Smith, Billy	Washington, Jarell
Talbot, Jessie	Wells, Brandon
Washington, Jarrell	
Victoria, Samuel	

Select Charges to make available to this Group:

Available Charges	Selected Charges
2nd Position test	base rate
Don't use ("Group")	base rate holiday
	base rate 2
	Cell Phone
	Comp Time
	Comp Time Leave Request
	Dollars
	DPT1Work
	Duplicate Code 1

Buttons: Cancel, Save

- Sets Group Membership
- Sets Group Supervisor(s)
- Sets Approver(s)
- All employees must be in a group
- Each employee can be in only one group
- Charges can be assigned to a group

Imports

Indicate the type of data you would like to import as well as the file you want to import. This file will be uploaded and you will have a chance to preview the data and map it to PowerTime fields.

Select an Import Type

- Employees
- Paystubs
- W2s
- Leave Balances
- Groups
- Charges
- Quick Charges
- Pay Codes
- Attribute Values
- Benefit Enrollment
- Employee Enrollment

Choose your Import Settings

Choose a file: Paystub_Import_example.s.txt

Data Format: Comma Delimited

Has Header Row

Preview

PowerTime's Import Tool allows you to quickly and accurately transfer data into PowerTime. This can save a lot of time on certain tasks, such as creating large numbers of employees.

To start the Import process, first select the type of data you'll be importing. Then, select your data file and use the extra options to tell PowerTime how the data is formatted (for example, comma delimited, excel document, etc). Then, click "Preview"

Accepted formats: .csv, .txt, and Excel

Data Format: Is the data in your import file separated by commas or semi-colons?

Has Header Row: Check this if your file has a header row in the file that isn't to be imported. (IE, "Employee name, employee number, totals")

Import Utility

The following table is a preview of the import file you uploaded.

Each column shown represents a row of data from your import file. Use the selection boxes to declare the destination of this data.

Destination	Example Row 1	Example Row 2	Example Row 3	Example Row 4
▼	TESTEMP	TESTEMP	TESTEMP	TESTEMP
▼	11/1/2017	11/1/2017	11/1/2017	11/1/2017
▼	11/30/2017	11/30/2017	11/30/2017	11/30/2017
▼	11/30/2017	11/30/2017	11/30/2017	11/30/2017
▼	Earning	Deduction	Deduction	Deduction
▼	Regular Pay	Fed Tax	Fica	Medicare
▼	2708.5	306	159.35	37.27
▼	176	0	0	0
▼	True			

Create new Import Mapping:

Paystubs1

Load Import Mapping:

▼

The next step in the Import process is to fit the contents of your import into PowerTime's data structure.

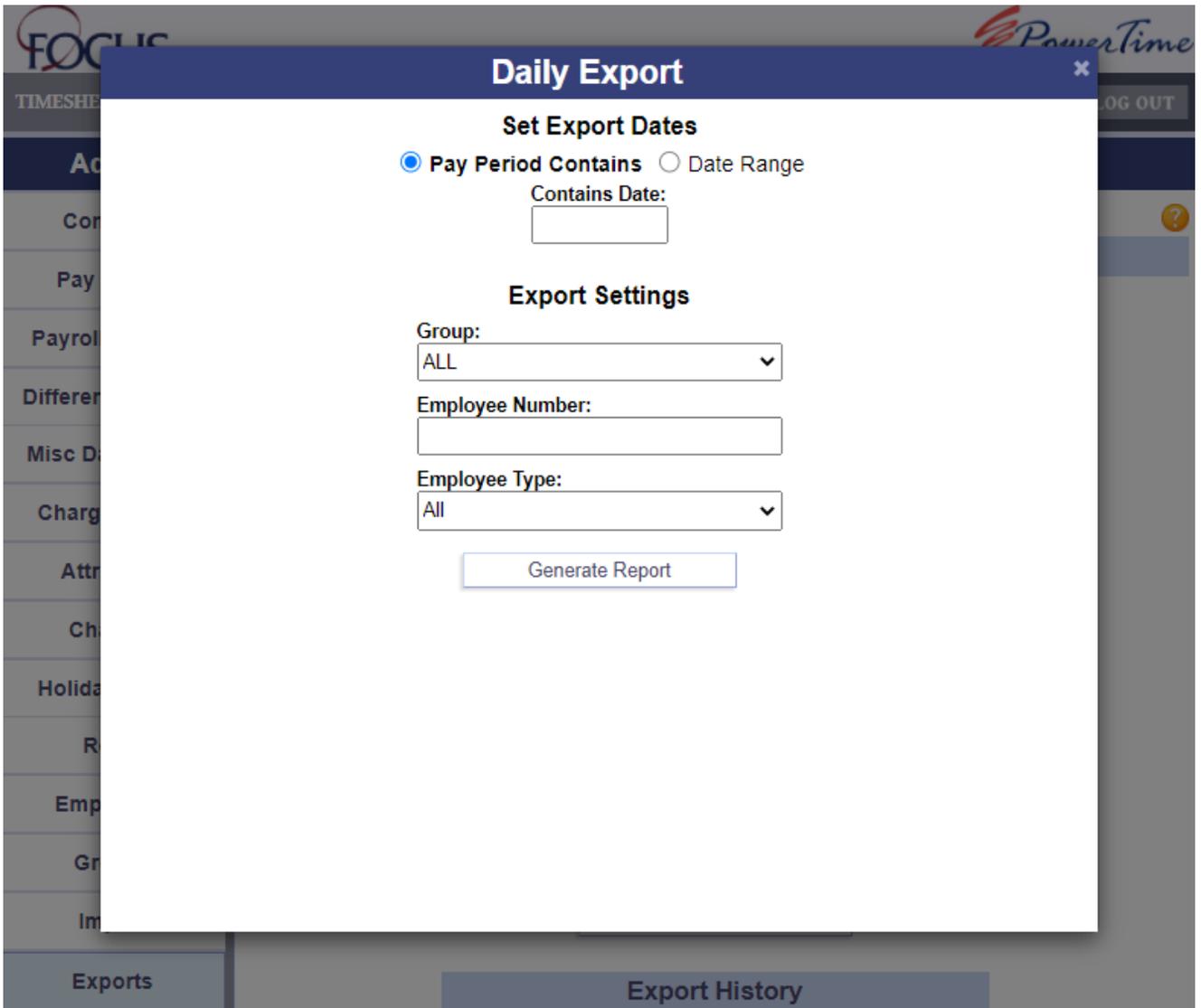
1. For each row in this table (example highlighted in red), use the "Destination" dropdown in that row to declare what kind of data that row contains.
2. If this is an import you expect to use frequently, you can save your Destination settings to a profile that you can use again later.
3. If you already have a profile saved, use this dropdown to load it.
4. Once your Destinations all look accurate, click "Import" to finish the process.

Exports

The screenshot displays the 'Export Utilities' section of a software application. The interface includes a top navigation bar with tabs for 'TIMESHEET', 'EXPENSES', 'PERSONAL', and 'REPORTS', along with user role indicators ('ADMIN', 'SUPER', 'INBOX') and a 'LOG OUT' button. A left sidebar provides navigation for various system components. The main area is divided into two panels: 'Select an Export' and 'Export History'. The 'Select an Export' panel lists 15 different export types, each with a corresponding button. A 'Configure Exports' button is located at the bottom of this panel. The 'Export History' panel shows a list of 10 previously generated exports, including their dates and names. 'View' and 'Delete' buttons are provided for each entry in the history list.

To generate an Export, select your Export type from the list. The "Configure Exports" button brings up a menu that allows you to choose which exports should be shown on the list.

To review a past export, select one from the Export History list and click "View"



When you choose an Export type, this window will appear. Fill in the settings as desired, and click "Generate Report".

Daily Export

Daily Export

Export Date Range: 10/4/2021
Employees Exported: 23
Total Hours: 647.00

[View Results](#)

When the export has finished, this screen will display a summary. Click "View Results" to receive your exported file.

System Message

TIMESHEET	EXPENSES	PERSONAL	REPORTS	ADMIN	SUPER	INBOX	LOG OUT
-----------	----------	----------	---------	-------	-------	-------	---------

Admin	New Admin Message
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Company

Pay Codes

Payroll Policies

Differential Rules

Misc Data Fields

Charge Levels

Attributes

Charges

Holiday Policy

Roles

Employees

Groups

Import

Exports

Subject:

Message:

Select Employees:

Available Employees	Selected Employees
Admin, Test	Colwedge, Katerina
Ali, Alicia	Lin, Frank
Bushings, Freddie	Ng, Valerie
Branson, Sylvia	Sanderson, Michael
Bridges, Samuel	Vasquez, Juniper
Carlisle, Ted	
Hutcherson, Theo	
Mitchells, Miguel	

Select Groups:

Available Groups	Selected Groups
Cassie's Group	Group Orange
Demo Group	Power Group
Group Alpha	Stanley's Supporters
Group Beta	
Mike Group	
Supervisors 1	
Supervisors 2	
Test Group	
Warehouse 3	

Send

Admins with this permission can send messages to as many Employees or Groups as needed. Move Employees or Groups from the "available" box to the "selected" box to add them to the list of recipients. Compose your message, then click "Send" to finish.

Global Charge

TIMESHEET	EXPENSES	PERSONAL	REPORTS	ADMIN	SUPER	INBOX	LOG OUT
Admin	New Global Charge						
Company	Use this tool to add a Charge to all selected employees and/or groups. You can define the date and number of hours.						
Pay Codes	Charge:						
Payroll Policies	Holiday <input type="text" value="Holiday"/>						
Differential Rules	Date: <input type="text" value="08/11/2021"/> Hours: <input type="text" value="8.0"/>						
Misc Data Fields	Select Employees:						
Charge Levels	Select Groups:						
Attributes	Available Employees						
Charges	Selected Employees						
Holiday Policy	Available Groups						
Roles	Selected Groups						
Employees	<input type="button" value="Submit"/>						
Groups							
Import							

The Global Charge module allows an admin to add a desired charge to any employee(s) or group(s) they choose. The Admin can choose the Charge, associated Attributes, the Date, and the amount of Hours.

Mass Delete

TIMESHEET EXPENSES PERSONAL REPORTS ADMIN SUPER INBOX LOG OUT

Admin Mass Delete Tool

Use this tool to delete Paystubs from a certain pay period for ALL employees, or wipe out a specific Leave Balance for certain employees or groups.

NOTE: These actions cannot be undone.

1 **Paystub Mass Delete:**

Pay Date:

Delete Paystubs

2 **Leave Balance Mass Delete:**

Pay Code:

Select Employees:

Available Employees	Selected Employees
Admin, Test	
Ali, Alicia	
Bushings, Freddie	
Branson, Sylvia	
Bridges, Samuel	
Carlisle, Ted	
Colwedge, Katerina	
Hutcherson, Theo	

Select Groups:

Available Groups	Selected Groups
Cassie's Group	
Demo group	
Group Alpha	
Group beta	
Mike Group	
Supervisors 1	
Supervisors 2	
Test Group	
Warehouse 3	

Delete Balances

The mass delete module allows an admin to delete Paystubs of a selected pay period for ALL employees, OR to remove the leave balance from a pay code for certain employees. This can be used to correct for possible bad information from an import. This will have no impact on the functionality of collecting timesheet data.

Use **Section 1** to mass delete Paystubs.

Use **Section 2** and below to delete Leave Balances.

NOTE: These actions CANNOT be undone.

The Pop-over Window

Many buttons and tools will open a small window containing other pages in PowerTime. This "pop-over window" allows them to perform tasks without losing their place on the page they came from.

To close the window, click the 'X' button in the top right corner, click outside the window, or press the cancel/close button on the bottom (if available).

If required, **don't forget to use the save/confirm button** before closing the pop-over window, or any changes may be lost.

Deepstill, Nathan

Submitted: 11/10/2021
Employee: Deepstill, Nathan
Leave Charge: FMLA
Status: Pending

Day	Start Time	Hours
11/1/2021	9:00 AM	8.00
11/2/2021	9:00 AM	8.00
11/3/2021	9:00 AM	8.00
11/4/2021	9:00 AM	8.00
11/10/2021	9:00 AM	8.00

Employee Comments:

Supervisor Comments:

Save Changes Close