WEBVTT

1
00:00:01.961 --> 00:00:09.481
Nicole Fieser: Alright. Everybody welcome to training. I know that Lee has just given you the initial introduction.

2
00:00:11.891 --> 00:00:19.021
Nicole Fieser: We've got a lot to talk about today. So when you all woke up this morning and you thought to yourself, Oh, my gosh, I've got to go to training today.

3
00:00:19.851 --> 00:00:31.600
Nicole Fieser: I know I only get a portion to talk to you in your scheduled training today. And I thought to myself, Oh, my gosh! Talk fast, Nikki. You only get them for a short amount of time. Right?

4
00:00:31.831 --> 00:00:35.680
Nicole Fieser: So we do have an awful lot to cover. Today.

5
00:00:35.891 --> 00:00:40.621
Nicole Fieser: folks. I'm gonna go ahead and share my screen, and

6
00:00:42.301 --> 00:00:45.571
Nicole Fieser: we are going to hope that all is well. Here

7
00:00:47.431 --> 00:00:54.761
Nicole Fieser: we've taken a look at the agenda. We've hopefully you are comfortable with kind of where we're going, there will be a break.

8
00:00:57.601 --> 00:01:07.451
Nicole Fieser: Give me a little flexibility, if you will, on the break. Right? We're starting a few minutes late, which is fine. We're gonna be good. We've got time built into this.

9
00:01:07.651 --> 00:01:13.581
Nicole Fieser: but our overall schedule is at about 1045 central time.

10

00:01:13.691 --> 00:01:16.621
Nicole Fieser: We will be taking our break

11
00:01:17.371 --> 00:01:24.111
Nicole Fieser: so, and then about an hour and a half or so, give or take a couple of minutes. That will be a 15Â min break.

12
00:01:24.281 --> 00:01:31.020
Nicole Fieser: We will then come back and finish the presentation. You'll have lunch, and then you will have your training lab time.

13
00:01:31.701 --> 00:01:46.930
Nicole Fieser: The good news of the day is that some of these core concepts that we're going to be talking about together are going to be covered in lab time this afternoon. So all the many, many things I'm gonna talk about and show you.

14
00:01:47.421 --> 00:01:54.971
Nicole Fieser: Well, today's your day to also get some hands on practice. And we're pretty excited about that truthfully. Okay.

15
00:01:55.581 --> 00:01:59.151
Nicole Fieser: So with that, said

16
00:01:59.391 --> 00:02:26.830
Nicole Fieser: really quickly, just to make sure we're all on the same page. Some general quick reminders. Denise Llewellyn, is he? She might be here. If she's not here yet, she might be later. She is the project management. You do have your training support right? And think of all the people in the room today to support you. I'm here, and folks I have to tell you. My one and only goal of today is to make your lives easier.

17
00:02:27.751 --> 00:02:37.820
Nicole Fieser: There's a lot coming your way with this new, MyCOH time system. I want to make sure that you hear the nitty gritty, the tips.

18
00:02:37.991 --> 00:02:42.960
Nicole Fieser: the tricks and all of the in between to make your life easier.

19
00:02:43.141 --> 00:02:54.730
Nicole Fieser: Dwayne. Many of you know, Dwayne Dwayne is our subject matter. Expert. My gosh, we've all relied on Dwayne as we get ready for go live on February 15, th so we're grateful for his support.

20
00:02:55.371 --> 00:03:10.751
Nicole Fieser: Lee Lee is in the room with you. Lee is incredibly knowledgeable, so we'll be counting on him and Laura and Roberto, the folks in the room to help support us as as we go through the training, and after today as well.

21
00:03:11.891 --> 00:03:13.381
Nicole Fieser: really quickly. Y'all.

22
00:03:14.611 --> 00:03:24.501
Nicole Fieser: I'm gathering. And this is just me guessing, and I know what they say about people who assume. But I'm guessing that you guys are sitting in a room together, and you're super happy to be together.

23
00:03:24.671 --> 00:03:26.091
Nicole Fieser: And I get that

24
00:03:26.791 --> 00:03:32.530
Nicole Fieser: anything you can do to limit your distractions today because we are gonna talk a lot.

25
00:03:32.921 --> 00:03:39.000
Nicole Fieser: And I do as as I think some folks in the room might attest to. I tend to talk really fast.

26
00:03:39.351 --> 00:03:48.460
Nicole Fieser: mostly because we're fitting so much in. And what we consider here at UKG to be a really short amount of time.

27
00:03:48.621 --> 00:03:49.481
Nicole Fieser: Okay.

28
00:03:50.311 --> 00:04:01.451

Nicole Fieser: here's the thing, though I do want to hear from you. We want to hear from you. So you'll notice in the webinar if you kind of look at that zoom bar. You do have a QA.

29
00:04:01.901 --> 00:04:06.330
Nicole Fieser: Folks. I do encourage you to post your questions in Q. And a.

30
00:04:06.871 --> 00:04:22.231
Nicole Fieser: All of the people in the room. You have some UKG people. You'll see Debbie and Elise and Michael Shiashi. These are all UKG people here to support answering your questions. You have Lee and Duane and Roberto and Laura.

31
00:04:22.781 --> 00:04:30.771
Nicole Fieser: Some of the questions will be answered directly in the QA. Chat. And yes, we will make that available to you.

32
00:04:30.921 --> 00:04:40.571
Nicole Fieser: Some questions. When we start to see the same question over and over again, I will be pausing and answering. Live right? Answering during the training.

33
00:04:40.991 --> 00:04:44.991
Nicole Fieser: My point is. Please make sure you put your questions out there.

34
00:04:45.171 --> 00:04:51.070
Nicole Fieser: We will get them answered, either in the chat or in the in the training itself.

35
00:04:51.511 --> 00:04:57.251
Nicole Fieser: and we'll make sure you have a a record of the questions to make sure you have the appropriate answers.

36
00:04:57.421 --> 00:04:58.401
Nicole Fieser: Okie Dokie.

37
00:04:59.261 --> 00:05:13.130

Nicole Fieser: don't be shy. Y'all, don't be shy this time is set set aside for you. We're super excited that we get to talk to Hpd. Separately. We get to speak to you a little bit differently than city of Houston. Because, right.

38
00:05:13.531 --> 00:05:18.700
Nicole Fieser: we have our civilians. We have our officers, we have, we have kind of a different group.

39
00:05:18.881 --> 00:05:24.671
Nicole Fieser: and we need to make sure you feel good about how to use the MyCOH time system.

40
00:05:25.761 --> 00:05:26.871
Nicole Fieser: All right.

41
00:05:28.511 --> 00:05:32.071
Nicole Fieser: Later today, when you go to do your lab work.

42
00:05:32.211 --> 00:05:37.860
Nicole Fieser: you will have. You'll be working with Laura to make sure that you can get into that website.

43
00:05:38.151 --> 00:05:41.441
Nicole Fieser: This information will be provided again later today.

44
00:05:41.621 --> 00:05:45.620
Nicole Fieser: And just so we're all on the same page right from the start.

45
00:05:46.191 --> 00:05:49.541
Nicole Fieser: This training session is being recorded.

46
00:05:49.841 --> 00:05:53.431
Nicole Fieser: It will be available to you for your review.

47
00:05:54.601 --> 00:06:06.500

Nicole Fieser: With this training session, and even during this training session I will be displaying to you many different quick reference guides. We're calling them the Qrgs. Right?

48
00:06:06.611 --> 00:06:11.591
Nicole Fieser: The Qrgs are also going to be stored on the Ars Ara site.

49
00:06:12.211 --> 00:06:20.000
Nicole Fieser: and they too much like this recording will be a fantastic reference for you to make your life just a little bit easier.

50
00:06:20.591 --> 00:06:25.141
Nicole Fieser: Okay, so there we are.

51
00:06:25.511 --> 00:06:27.321
Nicole Fieser: There was some pre-learning

52
00:06:27.591 --> 00:06:46.361
Nicole Fieser: as a as a gentle, very gentle reminder. Friends there. There was a pre learning assigned in your Tms system. That is custom training that we UKG partnered with Lee and Laura and and the Overall Project team to make sure that you had

53
00:06:46.611 --> 00:06:49.961
Nicole Fieser: really good learning prior to coming to this training.

54
00:06:50.311 --> 00:06:55.831
Nicole Fieser: If you've not yet had or had the ability to take, that self paced training.

55
00:06:56.141 --> 00:06:58.730
Nicole Fieser: this training does not replace it.

56
00:06:59.251 --> 00:07:12.230
Nicole Fieser: So if you've not yet taken that learning out of the Tms system, please make sure that you take it in the very near future, because that training, and this training very much. Go hand in hand.

57
00:07:13.091 --> 00:07:20.160
Nicole Fieser: Okie dokie alrighty, all with that being said, let's say, let's do it.

58
00:07:20.491 --> 00:07:25.261
Nicole Fieser: Welcome to MyCOH time. Hpd. Timekeeping training.

59
00:07:26.601 --> 00:07:34.211
Nicole Fieser: My name is Nicole. People call me Nikki. You can call me Nick Nicole. You can call me Nikki. I'll answer to both

60
00:07:34.411 --> 00:07:38.180
Nicole Fieser: right. Just don't call me late for dinner. Aha! Right?

61
00:07:38.911 --> 00:07:41.151
Nicole Fieser: This is a 4Â h training event.

62
00:07:41.371 --> 00:07:43.040
Nicole Fieser: and we need to get underway

63
00:07:43.601 --> 00:07:48.620
Nicole Fieser: so specifically, what's in this course? Why are you here? What are we going through?

64
00:07:49.321 --> 00:07:59.410
Nicole Fieser: We are building off of that pre learning that ideally, you would have completed within your Tms system, right? But we're gonna go through this with a fine tooth comb.

65
00:07:59.521 --> 00:08:04.041
Nicole Fieser: We're gonna start with the basics. Y'all, we're gonna start with navigation.

66
00:08:04.331 --> 00:08:14.120
Nicole Fieser: We're gonna touch base on this. Am I gonna try to sell you on the usability of your dashboard and the tiles they're in absolutely, absolutely

67
00:08:14.881 --> 00:08:20.250
Nicole Fieser: from there. We're going to talk about some base tools, including data views.

68
00:08:20.771 --> 00:08:26.601
Nicole Fieser: Data views are gonna serve as a great way for you to get information back out of your system

69
00:08:27.081 --> 00:08:30.431
Nicole Fieser: for my folks that are concerned about the batch report.

70
00:08:31.131 --> 00:08:38.690
Nicole Fieser: Yeah, we'll be circling back to that later on. Today. Data views and that batch report that you're used to now are gonna ultimately go hand in hand.

71
00:08:39.421 --> 00:08:45.770
Nicole Fieser: We're gonna talk about notifications, notifications are gonna be a great tool for you.

72
00:08:46.401 --> 00:08:48.020
Nicole Fieser: We want you to know how to use it.

73
00:08:48.511 --> 00:08:52.080
Nicole Fieser: We are then going to start talking about hyperfines.

74
00:08:52.941 --> 00:09:03.701
Nicole Fieser: one of your very 1st tasks that you're going to be responsible for in order for you to see your people. The way you expect is, y'all are going to be building hyperfines.

75
00:09:04.191 --> 00:09:08.860
Nicole Fieser: and we need to talk about hyperfine so that we can then talk about schedules

76
00:09:09.671 --> 00:09:14.621
Nicole Fieser: folks. I reckon that we're going to spend a lot of time today talking about schedules.

77

00:09:14.801 --> 00:09:19.180
Nicole Fieser: I know this is going to be a huge focus for the folks in the room today

78
00:09:19.581 --> 00:09:21.411
Nicole Fieser: for a couple of different reasons.

79
00:09:21.541 --> 00:09:30.251
Nicole Fieser: One for some of us managing schedules in the MyCOH time system could feel brand new and 2.

80
00:09:31.641 --> 00:09:35.100
Nicole Fieser: This is gonna be one of the very 1st things we ask of you to complete.

81
00:09:35.661 --> 00:09:40.500
Nicole Fieser: You are going to be responsible for putting in your people's schedules.

82
00:09:41.151 --> 00:09:52.850
Nicole Fieser: So we are going to go through navigating the schedule. We're going to talk about what? How Hpd is going to manage schedule patterns, which is slightly different than the rest of city of Houston.

83
00:09:53.301 --> 00:09:55.641
Nicole Fieser: We do want to talk about managing shifts.

84
00:09:55.981 --> 00:10:01.990
Nicole Fieser: Right? We're also gonna talk about some comments. Y'all. So we're gonna have some fun with some comments.

85
00:10:02.240 --> 00:10:04.431
Nicole Fieser: And we're going to talk about assigning pay codes

86
00:10:05.451 --> 00:10:08.641
Nicole Fieser: from there. We're gonna get into the details of the time card.

87

00:10:08.961 --> 00:10:21.020
Nicole Fieser: And even though maybe not every timekeeper in the room today is going to have an hourly non-exempt person right? Hourly non exempt. People are going to be punching in and punching out.

88
00:10:21.421 --> 00:10:25.821
Nicole Fieser: Not everybody will be like officers will be using pay from schedule.

89
00:10:26.131 --> 00:10:28.590
Nicole Fieser: We're still gonna go through the time card. Y'all.

90
00:10:28.801 --> 00:10:39.560
Nicole Fieser: We're going to talk about those best practices, so we can make sure that you hear the official best practice from UKG, and how it aligns with your policy and process at Hpd.

91
00:10:40.891 --> 00:10:53.180
Nicole Fieser: From there we're going to go over some concepts. I am not pretending for even a second that you all in the room today are going to be responsible for payroll, sign off, or historical corrections.

92
00:10:54.091 --> 00:10:55.151
Nicole Fieser: But

93
00:10:55.261 --> 00:11:05.130
Nicole Fieser: I want you to know what this these functions are, even if payroll is the one to conduct them. They will have an impact on your ability to edit time cards.

94
00:11:05.421 --> 00:11:09.990
Nicole Fieser: So we're going to talk about a high level payroll sign off in those historical corrections.

95
00:11:10.441 --> 00:11:14.171
Nicole Fieser: And because it's near and dear to my heart, y'all.

96
00:11:14.301 --> 00:11:15.951
Nicole Fieser: we're going to go through Mobile.

97
00:11:16.151 --> 00:11:18.841
Nicole Fieser: I'm gonna actually bring up the mobile environment.

98
00:11:20.231 --> 00:11:23.721
Nicole Fieser: Oh, gosh! I'm so sorry! Don't know what happened there, let me stop sharing for a sec.

99
00:11:24.641 --> 00:11:31.421
Nicole Fieser: I'm super excited to talk about Mobile, and even if you still have some questions about Mobile. That's cool.

100
00:11:31.911 --> 00:11:40.081
Nicole Fieser: We're prepared for those questions, and you bet I am going to do my very best to convince you on the usability of Mobile

101
00:11:41.771 --> 00:11:46.960
Nicole Fieser: alright. With that being said, I'd say, let's get started. Let's take a walk through the system.

102
00:11:47.811 --> 00:11:55.751
Nicole Fieser: Laura. Can I confirm with you, please, that you were able to see my home screen, and we are looking at Ted's home screen.

103
00:11:56.271 --> 00:11:57.661
Lee Rosenthal: Yes, we are.

104
00:11:58.031 --> 00:11:59.431
Nicole Fieser: Perfect. Thank you.

105
00:12:00.631 --> 00:12:06.301
Nicole Fieser: Alright. So here's the deal, folks. Let me reassure you, because again I don't want anybody feel icky

106
00:12:06.561 --> 00:12:08.611
Nicole Fieser: in any way, shape or form.

107
00:12:08.981 --> 00:12:15.400
Nicole Fieser: I am logged in today in your test environment I am logged in as a timekeeper

108
00:12:16.001 --> 00:12:29.510
Nicole Fieser: we will be seeing officers. We will have some non exempt folks. Some some non exempt folks that will be responsible for punching. So we are looking at Hpd information

109
00:12:30.111 --> 00:12:31.421
Nicole Fieser: that is fake.

110
00:12:31.801 --> 00:12:48.480
Nicole Fieser: Okay, please know, I'm not gonna accidentally show an officer's real life information. I'm not going to show a real life timekeepers information we are logged in today is Ted Lasso and all of the people that we will be seeing are TV characters.

111
00:12:48.661 --> 00:13:05.111
Nicole Fieser: So if you're thinking, Oh, my gosh! I've heard this name before. If you ever watch TV. I think we have a Homer Simpson, for example, right? You're gonna see some names that you recognize. But it is data that aligns with your actual Hpd information.

112
00:13:05.561 --> 00:13:06.731
Nicole Fieser: Okie Dokie.

113
00:13:08.111 --> 00:13:20.761
Nicole Fieser: Alright. Y'all, with all of that being said, we are gonna have some fun today. I am not promising Friday night fun. Wednesday morning fun. Yes, all the Wednesday morning fun! You can possibly stand

114
00:13:21.601 --> 00:13:26.941
Nicole Fieser: alright. Y'all, let's do it. Let's talk about the basics. Let's start with navigation.

115
00:13:28.631 --> 00:13:29.991
Nicole Fieser: Step number one.

116

00:13:30.301 --> 00:13:34.470
Nicole Fieser: The 1st thing that you're going to see is it's going to be the MyCOH time system.

117
00:13:35.111 --> 00:13:40.650
Nicole Fieser: Right? So you know, then, that yeah, we're actually in your test environment

118
00:13:41.271 --> 00:13:43.951
Nicole Fieser: from there. It says that welcome back Ted.

119
00:13:44.081 --> 00:13:48.831
Nicole Fieser: It's a friendly little system, right? It's a friendly little system.

120
00:13:49.631 --> 00:13:52.001
Nicole Fieser: So this is where we're gonna be able to see

121
00:13:52.591 --> 00:14:01.771
Nicole Fieser: right all the people. So this is, we're gonna say, welcome back, Betty. Welcome back, David. Right friendly little system

122
00:14:02.541 --> 00:14:07.431
Nicole Fieser: beyond that. What else are we getting to see here, folks?

123
00:14:08.291 --> 00:14:13.761
Nicole Fieser: This is known as our home screen also referenced as our dashboard.

124
00:14:14.491 --> 00:14:17.930
Nicole Fieser: Your dashboard is made up of tiles.

125
00:14:18.461 --> 00:14:25.741
Nicole Fieser: Okay, the big commitment that my company UKG made

126
00:14:25.891 --> 00:14:29.681
Nicole Fieser: to Hpd. And city of Houston in general.

127
00:14:30.541 --> 00:14:33.301
Nicole Fieser: is that this new system is going to be efficient.

128
00:14:34.121 --> 00:14:45.771
Nicole Fieser: It's gonna be easy to access for you the actual users of the software. And ultimately it is meant that you're going to spend less time completing these tasks.

129
00:14:47.661 --> 00:14:52.401
Nicole Fieser: So you know that saying again, I like things. I'm really bad at them.

130
00:14:52.751 --> 00:14:56.070
Nicole Fieser: But, you know, put your money where your mouth is, or something like that.

131
00:14:56.311 --> 00:14:58.210
Nicole Fieser: Today is my day.

132
00:14:58.671 --> 00:15:05.591
Nicole Fieser: You guys, I have looked forward to today since I think August, when we really start planning out these trainings

133
00:15:06.401 --> 00:15:15.691
Nicole Fieser: because we get to show you the efficiencies, the ease of access, and how this system can serve you, and hopefully make your life just a little bit easier.

134
00:15:16.411 --> 00:15:17.511
Nicole Fieser: All right.

135
00:15:18.131 --> 00:15:28.041
Nicole Fieser: So we see a bunch of different tiles. You'll see tiles for my timekeepers. These tiles at the top are going to be tiles by which to manage your people

136
00:15:28.471 --> 00:15:35.881

Nicole Fieser: as a timekeeper, though you have your own tiles as an employee where you can put in your own time off request.

137
00:15:36.261 --> 00:15:44.021
Nicole Fieser: If you have an assigned schedule, you can put in your own schedule time card right?

138
00:15:44.241 --> 00:15:47.551
Nicole Fieser: If you have access to your time card, you'll see that, too.

139
00:15:48.011 --> 00:15:54.541
Nicole Fieser: for the majority of our time together, though, today, y'all, we're going to be focusing 1st on these tiles.

140
00:15:55.221 --> 00:15:56.770
Nicole Fieser: Let's talk about the tiles

141
00:15:57.421 --> 00:16:02.470
Nicole Fieser: in the upper right hand corner of your tiles. Do you see those 3 dots. That's a good place to begin.

142
00:16:03.411 --> 00:16:10.381
Nicole Fieser: Officially, these 3 dots are called the tile action menu right?

143
00:16:10.941 --> 00:16:18.961
Nicole Fieser: Y'all, I do not care if you ever use that term again? Tile action, menu. It sounds so formal, right?

144
00:16:19.571 --> 00:16:23.881
Nicole Fieser: Oftentimes it's it's called the ellipse button. Again. I don't care.

145
00:16:24.111 --> 00:16:26.821
Nicole Fieser: What does it do? That's what we care about.

146

00:16:27.581 --> 00:16:31.970
Nicole Fieser: If we go ahead and click on those 3 dots, you get a refresh.

147
00:16:32.371 --> 00:16:37.211
Nicole Fieser: Okay? And when we start thinking about the refresh, why does this matter?

148
00:16:38.611 --> 00:16:43.880
Nicole Fieser: You're gonna have a question. And that question may not pop into your brain today.

149
00:16:44.121 --> 00:16:51.471
Nicole Fieser: But it's gonna pop in there in the very near future when you start building your hyperfines and your schedules like next week, right?

150
00:16:52.241 --> 00:16:56.701
Nicole Fieser: And I think it'd be fair of you to say, well, okay.

151
00:16:57.041 --> 00:17:00.250
Nicole Fieser: that girl told me all about the importance of these tiles.

152
00:17:00.641 --> 00:17:05.830
Nicole Fieser: How often is the information in the tile updated

153
00:17:08.001 --> 00:17:23.840
Nicole Fieser: right? Should I trust this? Should I trust, when somebody is scheduled to start. If I do have. If I do have hourly non-exempt people that will be responsible for punching, should I trust that? Oh, my gosh, yes, somebody has a missed punch.

154
00:17:25.441 --> 00:17:27.320
Nicole Fieser: I think that's a fair question.

155
00:17:28.171 --> 00:17:30.641
Nicole Fieser: I really do so. Here's the answer.

156

00:17:31.761 --> 00:17:36.391
Nicole Fieser: In the way back part of your brain. You can kind of stick this nugget of of info.

157
00:17:37.361 --> 00:17:38.890
Nicole Fieser: Because here's the thing

158
00:17:40.221 --> 00:17:46.781
Nicole Fieser: in the background of the software. There's a bunch of system processors that are always running

159
00:17:46.981 --> 00:17:52.191
Nicole Fieser: those system processors will be updating these tiles in real time.

160
00:17:52.361 --> 00:17:55.981
Nicole Fieser: And I intend to show you that that works today.

161
00:17:57.301 --> 00:18:00.351
Nicole Fieser: But here's the thing I use myself as an example.

162
00:18:01.271 --> 00:18:04.020
Nicole Fieser: I'm sometimes a doubting Nelly.

163
00:18:04.241 --> 00:18:09.100
Nicole Fieser: Just a little bit. I'm a doubting, a doubting, doubting person sometimes.

164
00:18:09.431 --> 00:18:15.730
Nicole Fieser: So here, for example, if I look at my manage schedule tile. I see it was last updated at 8 53 Am.

165
00:18:15.971 --> 00:18:31.130
Nicole Fieser: If I want to be sure that I am looking at the latest and greatest information. I always have the ability to click on those 3 dots. We can come here and click on refresh. And now I can see that it's been updated for sure.

166

00:18:31.801 --> 00:18:33.421
Nicole Fieser: My point is this.

167
00:18:34.471 --> 00:18:48.461
Nicole Fieser: if you want to click on refresh, you can. Are you obligated to click on refresh? Absolutely not, and these tiles will update automatically, and I will prove it to you before our time together is over.

168
00:18:49.891 --> 00:18:52.800
Nicole Fieser: Beyond that, what else do we get to see.

169
00:18:53.031 --> 00:18:57.171
Nicole Fieser: Not only do we have those 3 dots, the tile action menu.

170
00:18:57.311 --> 00:19:04.530
Nicole Fieser: but notice, if you will, at the top of each of these tiles do you see these broken bent right facing arrows.

171
00:19:06.051 --> 00:19:11.361
Nicole Fieser: Folks, if you want, you can go ahead and click on. Let's use the manage time cards tile.

172
00:19:11.551 --> 00:19:15.831
Nicole Fieser: Let's go ahead and say that I'm gonna pick on Darius.

173
00:19:16.361 --> 00:19:20.330
Nicole Fieser: Maybe Darius wants to access all of their time cards

174
00:19:20.791 --> 00:19:23.280
Nicole Fieser: right? Everybody that reports to Darius.

175
00:19:23.581 --> 00:19:25.671
Nicole Fieser: or that Darius is responsible, for.

176
00:19:26.291 --> 00:19:30.571

Nicole Fieser: We can go ahead and click on that broken bent right facing Arrow.

177
00:19:31.421 --> 00:19:34.561
Nicole Fieser: And that's going to bring up Darius's time cards.

178
00:19:34.841 --> 00:19:37.841
Nicole Fieser: And here I get to see Sydney. Adamu.

179
00:19:38.341 --> 00:19:45.070
Nicole Fieser: right? And I can click on that right facing Arrow. And Darius will then be able to scroll through

180
00:19:45.301 --> 00:19:47.961
Nicole Fieser: each of their people's time. Cards.

181
00:19:49.271 --> 00:19:55.371
Nicole Fieser: Okay, maybe. Oh, let's go ahead and pick on.

182
00:19:55.701 --> 00:19:57.430
Nicole Fieser: Let's go ahead and pick on Jesus.

183
00:19:57.651 --> 00:20:00.431
Nicole Fieser: Maybe Jesus is all about the schedule

184
00:20:00.721 --> 00:20:04.371
Nicole Fieser: which you all are. Gonna be all about the schedule next week. Right?

185
00:20:04.541 --> 00:20:08.681
Nicole Fieser: So maybe Jesus goes and says, Hey, I want to see all my people's schedules.

186
00:20:09.211 --> 00:20:14.321
Nicole Fieser: I can click on the broken or bent right facing arrow on that manage schedule tile.

187
00:20:14.541 --> 00:20:17.901
Nicole Fieser: And it's gonna take us to the schedule, planner.

188
00:20:20.101 --> 00:20:24.250
Nicole Fieser: Okay, so that's cool. But here's the thing

189
00:20:24.391 --> 00:20:33.731
Nicole Fieser: right? I kicked off our our journey together today by saying, Hey, this system is, gonna be efficient. It's gonna be easier for you to access.

190
00:20:34.341 --> 00:20:36.680
Nicole Fieser: And what I mean by that is.

191
00:20:36.841 --> 00:20:42.950
Nicole Fieser: maybe Jacqueline only wants to be able to focus on who has issues in their time cards.

192
00:20:43.181 --> 00:20:50.230
Nicole Fieser: Maybe Jacqueline is responsible for those folks that are responsible for punching right are non-exempt hourly.

193
00:20:50.991 --> 00:20:55.231
Nicole Fieser: So maybe Jacqueline says, Yeah, I just want to focus on those folks with issues.

194
00:20:55.651 --> 00:20:58.731
Nicole Fieser: Do you see that little Blue Arrow next to the must fix.

195
00:20:59.051 --> 00:21:04.111
Nicole Fieser: We could go here and Jacqueline's gonna just see those folks with issues.

196
00:21:05.681 --> 00:21:11.631
Nicole Fieser: Maybe Jesus wants to see only those folks whose shift is soon to be ending.

197

00:21:12.231 --> 00:21:24.620
Nicole Fieser: So if I saw some initials here and I saw folks were soon to have a shift ending, Jesus could come here and click on the arrow, and that would take us to just see who is ready getting ready to leave for the day

198
00:21:26.071 --> 00:21:27.411
Nicole Fieser: efficiencies.

199
00:21:29.171 --> 00:21:30.490
Nicole Fieser: Here's the thing, though

200
00:21:30.961 --> 00:21:37.590
Nicole Fieser: I'm not seeing anything just yet, and that's cool. I'm not seeing anything just yet in the QA.

201
00:21:38.691 --> 00:21:42.871
Nicole Fieser: But I am willing to bet there are some people in the room that are like

202
00:21:43.861 --> 00:21:49.360
Nicole Fieser: I love the tiles she hasn't sold me yet on these tiles. I don't know if I like it.

203
00:21:50.821 --> 00:21:56.861
Nicole Fieser: Here's the thing. It's cool, if you're like. No, I don't think I love those tiles, Nikki. It's it doesn't seem to be my jam.

204
00:21:57.581 --> 00:22:01.460
Nicole Fieser: Notice if you will, in the upper left hand corner of your screen.

205
00:22:01.821 --> 00:22:03.971
Nicole Fieser: Do you see those 3 lines? Y'all?

206
00:22:04.361 --> 00:22:08.381
Nicole Fieser: Officially, those 3 lines are called the Hamburger Menu.

207

00:22:09.321 --> 00:22:16.220
Nicole Fieser: I am never not going to use that term again, because, seriously, what I told I told your folks in training yesterday.

208
00:22:17.411 --> 00:22:25.600
Nicole Fieser: when I say the Hamburger menu right. It makes me think about the Hamburglar from like 1994, right when I was growing up.

209
00:22:26.521 --> 00:22:34.590
Nicole Fieser: But officially, this is called the Hamburger menu, and you can click on that hamburger menu, and that's going to open up the main menu on the left.

210
00:22:36.191 --> 00:22:44.330
Nicole Fieser: Every tool that you as a user will have access to can also be accessed in the main menu on the left.

211
00:22:45.071 --> 00:22:46.981
Nicole Fieser: Y'all. In the end.

212
00:22:47.501 --> 00:22:54.500
Nicole Fieser: It is your personal preference whether you wish to access your tools in the tiles

213
00:22:55.101 --> 00:22:57.621
Nicole Fieser: which I'm gonna try to sell you on.

214
00:22:58.261 --> 00:23:01.491
Nicole Fieser: or do you prefer the main menu on the left

215
00:23:02.861 --> 00:23:07.481
Nicole Fieser: for the purpose of today's training? Y'all we're gonna go through both

216
00:23:07.601 --> 00:23:12.410
Nicole Fieser: because I know there are some people in the room, and y'all are just being super polite.

217
00:23:12.591 --> 00:23:19.501
Nicole Fieser: There's gonna be some people that are gonna be like, yeah, no, I don't like those tiles. I want that main menu, and that's cool. We'll use it.

218
00:23:20.881 --> 00:23:26.541
Nicole Fieser: What I do like about the main menu is, if you're searching for a specific tool

219
00:23:27.251 --> 00:23:34.550
Nicole Fieser: right? Like later today, we're gonna talk about the submission reports that batch report that some of y'all are responsible for.

220
00:23:35.011 --> 00:23:40.011
Nicole Fieser: There's gonna be 2 data views that are going to replace that batch report. And you might be like.

221
00:23:40.721 --> 00:23:43.630
Nicole Fieser: where's that data view? I don't remember where it is.

222
00:23:43.941 --> 00:23:51.140
Nicole Fieser: So you could use the search field to go look for the data views that are going to be replacing that submission report.

223
00:23:52.571 --> 00:23:59.871
Nicole Fieser: So we're gonna take a look at that. We'll we'll see what you all think by the end of the training. Do you like the tiles? Do you like the main menu.

224
00:24:01.101 --> 00:24:05.311
Nicole Fieser: and then from there, because this is official UKG training.

225
00:24:05.801 --> 00:24:07.601
Nicole Fieser: Y'all, I'm a trainer.

226
00:24:07.851 --> 00:24:11.001
Nicole Fieser: A trainer by default is a pain in the you-know-whats.

227
00:24:11.241 --> 00:24:12.171
Nicole Fieser: Right?

228
00:24:13.481 --> 00:24:16.880
Nicole Fieser: I feel very obligated to point out the sign out, button.

229
00:24:17.661 --> 00:24:18.631
Nicole Fieser: Okay?

230
00:24:19.241 --> 00:24:22.391
Nicole Fieser: And my guess is, Dwayne is having

231
00:24:23.471 --> 00:24:28.221
Nicole Fieser: a good chuckle at my expense, and that would be totally okay, because he knows I'm a pain.

232
00:24:28.631 --> 00:24:31.061
Nicole Fieser: Y'all is a gentle reminder.

233
00:24:31.251 --> 00:24:39.571
Nicole Fieser: I recognize that many of us, when we are done doing something. Many of us are going to hit that X button in the upper right hand corner.

234
00:24:40.351 --> 00:24:42.790
Nicole Fieser: And that's cool. Right?

235
00:24:43.011 --> 00:24:50.650
Nicole Fieser: Best practices, though, just because you all manage sensitive data, and it's good to get in the habit.

236
00:24:51.081 --> 00:24:57.651
Nicole Fieser: The sign out button is on that main menu on the left, all right.

237
00:24:58.951 --> 00:25:06.151
Nicole Fieser: So we will be practicing that today, right?

238
00:25:07.461 --> 00:25:14.680
Nicole Fieser: I'm gonna go ahead and close up that main menu by clicking on the X button. Right? And again I could click on that hamburger menu to open it up

239
00:25:15.211 --> 00:25:20.080
Nicole Fieser: in the Q. And a. Daniel has posted something that I can't fully argue with.

240
00:25:20.301 --> 00:25:24.019
Nicole Fieser: So I'm gonna read what Daniel wrote and say, fair

241
00:25:24.771 --> 00:25:31.210
Nicole Fieser: in the Q. And a. Daniel said, Hey, tiles are nice, but that hamburger menu appears to be much quicker to navigate

242
00:25:31.341 --> 00:25:33.591
Nicole Fieser: to the different areas of the system.

243
00:25:34.211 --> 00:25:43.741
Nicole Fieser: The point is to get back to the tiles. I'd have to go back to the home screen, but I can navigate from the time card to any other area area with the Hamburger menu.

244
00:25:44.591 --> 00:25:48.781
Nicole Fieser: Daniel, you're not wrong, my friend. Everything you say there, I think, is right.

245
00:25:49.501 --> 00:25:51.260
Nicole Fieser: Everything you say there is right.

246
00:25:51.761 --> 00:25:53.531
Nicole Fieser: So in the end

247
00:25:53.841 --> 00:25:59.320
Nicole Fieser: you get to use the tiles. You can use this main menu or some combination therein.

248
00:26:01.101 --> 00:26:04.680
Nicole Fieser: Daniel, that's awesome. Thank you for that comment, my friend, I think that's fabulous.

249
00:26:06.511 --> 00:26:08.240
Nicole Fieser: What else do we get to see?

250
00:26:08.631 --> 00:26:11.871
Nicole Fieser: We're gonna finish our quick tour of the software. Y'all

251
00:26:13.301 --> 00:26:16.961
Nicole Fieser: to the right of that main menu. You have your house, icon.

252
00:26:17.311 --> 00:26:21.280
Nicole Fieser: the house icon, which is your home screen button

253
00:26:22.091 --> 00:26:27.890
Nicole Fieser: folks. This home screen button is accessible on every single page in the software.

254
00:26:28.401 --> 00:26:33.771
Nicole Fieser: Okay, one of the things that I am going to be asking you to do

255
00:26:34.131 --> 00:26:38.961
Nicole Fieser: is to after our training after you go to lunch today.

256
00:26:39.071 --> 00:26:45.740
Nicole Fieser: after you spend some time in lab, because y'all are doing the lab time this afternoon which I'm super jazzed about.

257

00:26:46.901 --> 00:26:48.791
Nicole Fieser: I'm going to lay down a challenge

258
00:26:49.961 --> 00:26:55.940
Nicole Fieser: right? And the challenge to you is, Hey, see if you can go break a data view.

259
00:26:56.831 --> 00:27:01.511
Nicole Fieser: all right. And that is going to be an official challenge that I'm going to issue to you all

260
00:27:01.711 --> 00:27:03.880
Nicole Fieser: before we go on our our break.

261
00:27:04.441 --> 00:27:05.341
Nicole Fieser: Okay.

262
00:27:06.160 --> 00:27:11.691
Nicole Fieser: here's the thing I am. Gonna go ahead and pick on. I'm gonna pick on Laura because I know Laura can take

263
00:27:12.881 --> 00:27:15.980
Nicole Fieser: if Laura accepts my challenge

264
00:27:16.441 --> 00:27:26.591
Nicole Fieser: of trying to break a data view, and she goes in and she sorts, and sets up some filters and sets up some calculations, and then Laura goes.

265
00:27:27.471 --> 00:27:34.201
Nicole Fieser: Never mind, I want to quietly back away from the changes we've made

266
00:27:34.991 --> 00:27:39.061
Nicole Fieser: the really cool thing y'all is, you always have this home screen button.

267
00:27:39.211 --> 00:27:45.120

Nicole Fieser: So if you've gone in and torn up the data views as I'm gonna ask you to do. And you're like Dick Gross.

268
00:27:45.791 --> 00:27:50.401
Nicole Fieser: You can always come back home, back to safety, back to your dashboard.

269
00:27:51.401 --> 00:27:52.121
Nicole Fieser: Okay.

270
00:27:55.191 --> 00:28:06.230
Nicole Fieser: with no exaggeration intended in this training alone. We're probably going to use this home button. I don't know. A dozen times a dozen and a half times a lot.

271
00:28:06.431 --> 00:28:07.981
Nicole Fieser: We're going to use it a lot.

272
00:28:09.691 --> 00:28:13.161
Nicole Fieser: What else do we get to see on our home screen, on our dashboard

273
00:28:13.531 --> 00:28:16.501
Nicole Fieser: to the right we see the magnifying glass.

274
00:28:17.101 --> 00:28:21.361
Nicole Fieser: Let's talk about the magnifying glass known as the employee. Search

275
00:28:22.631 --> 00:28:30.550
Nicole Fieser: for those of you that know, you know old Kronos, because maybe you came from the city, or you know some of you have different experiences.

276
00:28:31.401 --> 00:28:36.621
Nicole Fieser: If you know your current environment right? The city of Houston has been using.

277
00:28:38.811 --> 00:28:47.081

Nicole Fieser: It's important to know that the quick find Genie is gone. It has been replaced by the employee search.

278
00:28:47.851 --> 00:28:49.861
Nicole Fieser: Let's talk about the employee. Search.

279
00:28:50.661 --> 00:28:54.541
Nicole Fieser: I am. Gonna go ahead and pick on. I'm gonna pick on Kendrick.

280
00:28:56.521 --> 00:29:02.271
Nicole Fieser: Let's say that I come to work for Kendrick, and let's say that I'm in a non-exempt, hourly person.

281
00:29:03.001 --> 00:29:08.301
Nicole Fieser: and I see Kendrick walking down the hall. And I say, Kendrick, bad news! Bad news!

282
00:29:08.751 --> 00:29:11.751
Nicole Fieser: I think I forgot to punch out when I left yesterday

283
00:29:12.191 --> 00:29:18.821
Nicole Fieser: again. Not everybody at Hpd. Is going to be punching out right, like officers will not be responsible for punching.

284
00:29:19.241 --> 00:29:22.421
Nicole Fieser: but an hourly non-exempt. Yeah, they will be.

285
00:29:23.591 --> 00:29:34.390
Nicole Fieser: And Kendrick says, Okay, Nikki, what time did you leave yesterday? And as a reminder, it is your job to punch out at the end of your shift.

286
00:29:34.841 --> 00:29:35.731
Nicole Fieser: Right?

287

00:29:36.231 --> 00:29:40.931
Nicole Fieser: And I tell Kendrick I say, hey? I think I left like at 5 30 yesterday afternoon.

288
00:29:42.461 --> 00:29:46.291
Nicole Fieser: The thing is, when Kendrick comes into the system.

289
00:29:46.671 --> 00:29:50.691
Nicole Fieser: Does Kendrick need to access all of their time cards.

290
00:29:50.921 --> 00:29:57.240
Nicole Fieser: Does Kendrick need to click on this broken or bent right facing arrow on the manage time cards tile

291
00:29:57.591 --> 00:30:00.641
Nicole Fieser: in order to access everybody's time cards?

292
00:30:00.911 --> 00:30:04.800
Nicole Fieser: Or does Kendrick need to find me the troublemaker.

293
00:30:06.691 --> 00:30:11.420
Nicole Fieser: In this case it makes sense that Kendrick needs to find me the troublemaker.

294
00:30:11.711 --> 00:30:15.460
Nicole Fieser: y'all, and that's what this employee search is going to do for us

295
00:30:15.961 --> 00:30:18.861
Nicole Fieser: right? Maybe I'm gonna go ahead and find

296
00:30:18.981 --> 00:30:20.911
Nicole Fieser: we'll pretend my name is Krim.

297
00:30:21.971 --> 00:30:26.341

Nicole Fieser: Tender could go ahead and type in the employee's last name and go ahead and click on search.

298
00:30:27.111 --> 00:30:31.390
Nicole Fieser: When we click on search. We're going to see the employee's name returned to us.

299
00:30:32.121 --> 00:30:37.740
Nicole Fieser: We're gonna go ahead and check off that employee and use that go to control.

300
00:30:39.041 --> 00:30:45.481
Nicole Fieser: Because from this go to control, we can go directly into the employees time card.

301
00:30:48.021 --> 00:30:49.041
Nicole Fieser: Okay?

302
00:30:50.611 --> 00:30:57.571
Nicole Fieser: And now, right, Kendrick would be in the employees time card. And we get to see that. Okay, the employee punched in.

303
00:30:59.371 --> 00:31:00.821
Nicole Fieser: Here's the thing, though.

304
00:31:02.431 --> 00:31:03.931
Nicole Fieser: Alright. Let me go and search

305
00:31:04.311 --> 00:31:10.001
Nicole Fieser: folks from this employee search. You can access the employees. Time card Kendra could fix my missed punch.

306
00:31:11.211 --> 00:31:15.450
Nicole Fieser: Maybe Kendrick decides it's not a time card issue. It's a scheduling issue.

307
00:31:16.131 --> 00:31:18.171

Nicole Fieser: So Kendra could go to my schedule.

308
00:31:18.971 --> 00:31:25.501
Nicole Fieser: Maybe Kendrick starts to suspect that I have a workforce behavior problem.

309
00:31:26.421 --> 00:31:33.540
Nicole Fieser: Maybe Kendrick starts to grow suspicious that, like every Tuesday afternoon, or at least on a regular basis.

310
00:31:33.731 --> 00:31:37.811
Nicole Fieser: I like to say I forgot to punch.

311
00:31:41.791 --> 00:31:47.261
Nicole Fieser: I forgot to punch, because maybe he starts to be suspicious that I'm leaving early.

312
00:31:53.221 --> 00:31:58.451
Nicole Fieser: So maybe we want to run a report around just me and my workforce behavior

313
00:31:58.861 --> 00:32:03.311
Nicole Fieser: right am I consistently quote, forgetting to punch on Tuesdays?

314
00:32:05.311 --> 00:32:22.360
Nicole Fieser: My point is, y'all the employee search and let me jump back home. Gonna jump back home. That employee search is incredibly valuable. It is gonna save you time. It is going to allow you to find an individual whether you need to go to their time card. You need to go to their schedule.

315
00:32:22.601 --> 00:32:25.810
Nicole Fieser: You don't always need to look at all of your people.

316
00:32:27.501 --> 00:32:28.591
Nicole Fieser: Right?

317
00:32:29.041 --> 00:32:32.511

Nicole Fieser: I'm hopeful that y'all will be using this tool.

318
00:32:34.151 --> 00:32:34.871
Nicole Fieser: Okay.

319
00:32:36.301 --> 00:32:43.270
Nicole Fieser: let's keep going from there to the right. We see that cute little question mark which is online help

320
00:32:44.411 --> 00:32:46.381
Nicole Fieser: folks. Let's talk about online help.

321
00:32:47.881 --> 00:32:52.340
Nicole Fieser: You know how I told you, and I already said this. I'm kind of being annoying here apologies.

322
00:32:52.671 --> 00:32:59.451
Nicole Fieser: I do like sayings again. I'm really bad at them, but you know that saying.

323
00:33:00.031 --> 00:33:06.201
Nicole Fieser: if you feed a person a fish, they eat for the day. If you teach the person to fish, they eat for a lifetime.

324
00:33:07.161 --> 00:33:09.300
Nicole Fieser: There's a saying that goes something like that

325
00:33:10.241 --> 00:33:21.600
Nicole Fieser: by the end of this training, and certainly by the end of this day, after you all have gone through your lab time with Lee and Denise and Lauren and your your city city team.

326
00:33:23.841 --> 00:33:25.171
Nicole Fieser: You know what I hope.

327
00:33:25.361 --> 00:33:29.570

Nicole Fieser: I hope we can call you up and say, No, no, no, go fish.

328
00:33:30.991 --> 00:33:33.771
Nicole Fieser: So why do I want to be able to tell you to go fish?

329
00:33:34.021 --> 00:33:39.271
Nicole Fieser: Because folks in online help, you have some fantastic tools.

330
00:33:40.171 --> 00:33:44.861
Nicole Fieser: One of the most common questions that people have rights

331
00:33:45.221 --> 00:33:48.610
Nicole Fieser: is, where can I go to get some additional information?

332
00:33:49.621 --> 00:34:00.091
Nicole Fieser: I don't know. Maybe we have somebody in the room today that's concerned about special events, and really wants to make sure that we understand everything possible about the system

333
00:34:01.311 --> 00:34:02.171
Nicole Fieser: cool.

334
00:34:02.291 --> 00:34:06.471
Nicole Fieser: There's great, great additional information in the software.

335
00:34:07.561 --> 00:34:15.280
Nicole Fieser: Here's the thing. When we go into online help, I think it's important that you know that the online help screens that default

336
00:34:15.421 --> 00:34:20.341
Nicole Fieser: are based on where you clicked on the help screen.

337
00:34:21.011 --> 00:34:25.850
Nicole Fieser: So I just clicked on this question mark from the home screen from the dashboard.

338
00:34:26.371 --> 00:34:33.381
Nicole Fieser: So the help tools that immediately default are going to be in regards to navigation, right

339
00:34:33.941 --> 00:34:39.200
Nicole Fieser: navigation and overview for managers, navigation and overview for employees

340
00:34:39.371 --> 00:34:45.911
Nicole Fieser: for my exempt hourly folks. I'm sorry. Let me try again for my unexempt hourly folks

341
00:34:46.141 --> 00:34:51.851
Nicole Fieser: some information on punching in and out versus

342
00:34:52.231 --> 00:34:57.941
Nicole Fieser: if I go to the schedule, and I'm gonna click on that broken bent right facing arrow. Here.

343
00:34:58.501 --> 00:35:03.171
Nicole Fieser: If I'm in the schedule, Planner and I click on online help

344
00:35:03.591 --> 00:35:09.751
Nicole Fieser: notice the default, help. Topics are going to be related to scheduling right?

345
00:35:11.121 --> 00:35:17.061
Nicole Fieser: Which makes sense, because maybe Monica says, Yeah, you know what I need to know how to edit a schedule pattern.

346
00:35:17.381 --> 00:35:20.820
Nicole Fieser: Maybe she has an officer that's changing their schedule.

347
00:35:22.931 --> 00:35:26.770
Nicole Fieser: So and it's gonna be kind of, you know, for the next, like 4 Fridays.

348
00:35:27.411 --> 00:35:29.981
Nicole Fieser: we need to know how to edit a schedule pattern.

349
00:35:30.161 --> 00:35:40.051
Nicole Fieser: Okay, there's really really good help topics here. So I encourage all of us to explore online help.

350
00:35:40.891 --> 00:35:42.941
Nicole Fieser: How specific can it be, though.

351
00:35:43.601 --> 00:35:46.031
Nicole Fieser: I would like to pick on.

352
00:35:46.851 --> 00:35:48.300
Nicole Fieser: I'm gonna pick on, Peggy.

353
00:35:49.161 --> 00:35:50.661
Nicole Fieser: What if Peggy?

354
00:35:51.881 --> 00:35:55.681
Nicole Fieser: Let's say I don't know. Around February 18, th right?

355
00:35:56.191 --> 00:36:00.101
Nicole Fieser: We're going live with this new system. February 15.th

356
00:36:00.801 --> 00:36:04.381
Nicole Fieser: And so Peggy is sitting at her desk, and she thinks, Oh, my gosh!

357
00:36:04.771 --> 00:36:07.890
Nicole Fieser: That girl told me all about different colors.

358
00:36:08.141 --> 00:36:11.071

Nicole Fieser: and I don't recall a thing that she said.

359
00:36:12.961 --> 00:36:19.871
Nicole Fieser: If you go into online help, and you're thinking I don't remember what all of the colors in the time card or schedule actually mean.

360
00:36:20.851 --> 00:36:23.861
Nicole Fieser: we can go ahead and click on online help

361
00:36:24.471 --> 00:36:27.461
Nicole Fieser: and come down to the bottom where it says, browse help

362
00:36:28.541 --> 00:36:35.901
Nicole Fieser: within browse, help. You're gonna have some great resources, including glossary of terms

363
00:36:36.911 --> 00:36:41.111
Nicole Fieser: here in your MyCOH time system, there's some unique terminology.

364
00:36:41.551 --> 00:36:44.620
Nicole Fieser: right? So if you want to see glossary of terms. That's cool.

365
00:36:45.011 --> 00:36:49.950
Nicole Fieser: If you want to see mobile app information. There's some cool stuff here, too.

366
00:36:50.531 --> 00:36:56.071
Nicole Fieser: but none of this is answering Peggy's questions around colors in a time card.

367
00:36:58.731 --> 00:37:01.341
Nicole Fieser: Well, I'm going to go ahead and type in the word colors.

368
00:37:02.771 --> 00:37:04.741
Nicole Fieser: and I'm going to go ahead and click on search.

369
00:37:06.031 --> 00:37:10.611
Nicole Fieser: And then, in the order of importance or likely importance.

370
00:37:11.761 --> 00:37:15.301
Nicole Fieser: we get to see anything related to colors.

371
00:37:15.601 --> 00:37:18.661
Nicole Fieser: I could click on current time and visual cues.

372
00:37:19.161 --> 00:37:25.120
Nicole Fieser: And here's the help screen that's going to tell me all the different colors in a time, card or schedule.

373
00:37:27.281 --> 00:37:31.791
Nicole Fieser: Okay, folks, online, help is awesome.

374
00:37:32.021 --> 00:37:36.831
Nicole Fieser: 2 last things about online help, and then I'll stop beating the dead horse. You do have the ability

375
00:37:37.221 --> 00:37:40.591
Nicole Fieser: to print any of your help screens.

376
00:37:41.371 --> 00:37:43.910
Nicole Fieser: You can also save the link.

377
00:37:44.531 --> 00:37:56.370
Nicole Fieser: So I don't know. Maybe Ranitra. Nice to see you. Maybe Ranitra says, Hey, you know what I really would like to save this. I might use this screen again.

378
00:37:56.561 --> 00:38:01.041
Nicole Fieser: Rianetra could go ahead and save the link to this help screen

379
00:38:01.531 --> 00:38:10.791
Nicole Fieser: and even access the help screen without being logged into the software, it becomes something referenceable.

380
00:38:13.691 --> 00:38:16.451
Nicole Fieser: Alright folks, I'm gonna close up my online help.

381
00:38:16.591 --> 00:38:23.541
Nicole Fieser: But sometimes, when you have a question, remind yourself, go fish

382
00:38:26.241 --> 00:38:31.675
Nicole Fieser: as we wrap up this introduction to the software. I do want to talk about notifications, and then we'll

383
00:38:32.521 --> 00:38:34.801
Nicole Fieser: look for some additional questions.

384
00:38:43.181 --> 00:38:48.201
Nicole Fieser: So here's the deal. Notice if you will, in the upper right hand corner of our screen

385
00:38:49.481 --> 00:38:52.410
Nicole Fieser: you see the alert bell icon.

386
00:38:52.601 --> 00:38:57.971
Nicole Fieser: That alert bell icon, is also known as the notification Bell icon.

387
00:38:59.051 --> 00:39:02.660
Nicole Fieser: If we go ahead and click on that alert bell. Icon

388
00:39:03.061 --> 00:39:06.760
Nicole Fieser: that's going to open up the control center panel.

389
00:39:08.231 --> 00:39:11.300
Nicole Fieser: Y'all, this is a win for Hpd.

390
00:39:12.661 --> 00:39:17.631
Nicole Fieser: right? I am excited to talk to you all about this one like for real

391
00:39:17.841 --> 00:39:25.760
Nicole Fieser: right since August we've kind of been sitting on this one, or at least I feel like I've been sitting on this. And today's the day we finally get to talk about it.

392
00:39:27.451 --> 00:39:34.801
Nicole Fieser: I think the big win of the MyCOH time system, and the way your system administrators have gotten it set up for you

393
00:39:34.921 --> 00:39:41.910
Nicole Fieser: is fantastic instead of you as timekeepers, having to try to figure out

394
00:39:42.441 --> 00:39:45.661
Nicole Fieser: which of your people have issues in their time card

395
00:39:45.791 --> 00:39:56.380
Nicole Fieser: right? Which of your officers, you know, might, you know, have a time off request, and might not have enough of an accrual to pick a particular time off

396
00:39:58.411 --> 00:40:03.550
Nicole Fieser: instead of you having to hunt down the problems, the issues, the challenges.

397
00:40:03.711 --> 00:40:08.491
Nicole Fieser: the system is going to tell us it's

398
00:40:10.201 --> 00:40:14.961
Nicole Fieser: and the system is going to tell us through notifications.

399
00:40:15.871 --> 00:40:25.481
Nicole Fieser: So here, for example, Trench Crim, he's gonna be my non exempt. He's my non-exempt, hourly person. Right? He's a civilian.

400
00:40:27.251 --> 00:40:36.121
Nicole Fieser: From this control center panel we can click on the go to control, and the system is going to take me directly to where the problem is.

401
00:40:36.791 --> 00:40:39.761
Nicole Fieser: In this case it is a missed punch.

402
00:40:40.131 --> 00:40:44.721
Nicole Fieser: We'll be looking at this later, where I could correct the missed punch

403
00:40:46.281 --> 00:40:55.031
Nicole Fieser: because the system told me all about it right, and it told me about it. Here, here's the thing.

404
00:40:55.141 --> 00:41:00.730
Nicole Fieser: Let's pretend that I fix this Miss Punch. I'm not ready to fix it. Y'all.

405
00:41:01.361 --> 00:41:11.931
Nicole Fieser: we'll fix it later. But let's pretend I did once you've managed the issue that created the notification.

406
00:41:12.831 --> 00:41:14.211
Nicole Fieser: You have a choice.

407
00:41:14.971 --> 00:41:19.871
Nicole Fieser: Do you want to mark that notification as done? Or do you want to delete it?

408
00:41:21.841 --> 00:41:23.901
Nicole Fieser: What's the difference? And why do you care.

409
00:41:25.111 --> 00:41:34.620
Nicole Fieser: folks, if you delete a notification, the notification is gone, never to be seen nor heard from again. You cannot bring it back

410
00:41:35.791 --> 00:41:38.261
Nicole Fieser: versus if you mark it as done.

411
00:41:39.061 --> 00:41:45.620
Nicole Fieser: If you are somebody that would want to review all of your notifications the end of the week.

412
00:41:45.951 --> 00:41:49.530
Nicole Fieser: the end of the pay period you surely could.

413
00:41:51.001 --> 00:41:51.681
Nicole Fieser: 8.

414
00:41:54.311 --> 00:41:55.571
Nicole Fieser: So there we go.

415
00:41:56.281 --> 00:42:02.870
Nicole Fieser: In this case I'm going to use Joe Henry. I have one here. I'm gonna mark it as done

416
00:42:02.971 --> 00:42:07.951
Nicole Fieser: because I want us to be able to see that if we mark a notification is done we can bring it back.

417
00:42:08.421 --> 00:42:10.751
Nicole Fieser: So I'm going to go ahead and mark it as done.

418
00:42:11.281 --> 00:42:19.980
Nicole Fieser: When I do that. The message was successfully marked, as done. System tells us that, and the number decrements.

419

00:42:20.501 --> 00:42:24.020
Nicole Fieser: So instead of seeing 3 notifications, we have 2.

420
00:42:26.761 --> 00:42:28.021
Nicole Fieser: Here's the thing, though.

421
00:42:29.361 --> 00:42:34.231
Nicole Fieser: Y'all, I am gonna go back home. See? Like I'm back on that house, icon.

422
00:42:34.401 --> 00:42:36.880
Nicole Fieser: how many times are we gonna use that today?

423
00:42:39.751 --> 00:42:40.601
Nicole Fieser: Okay?

424
00:42:41.531 --> 00:42:44.691
Nicole Fieser: And let's have a kind of brutally honest conversation.

425
00:42:46.091 --> 00:42:52.030
Nicole Fieser: I think the alert bell icon, and then, therefore, this control center panel.

426
00:42:52.581 --> 00:42:56.691
Nicole Fieser: I think this is useful, right?

427
00:42:59.541 --> 00:43:01.971
Nicole Fieser: I think this is particularly useful

428
00:43:03.331 --> 00:43:05.931
Nicole Fieser: if you have 3 or 4 notifications.

429
00:43:07.451 --> 00:43:11.190
Nicole Fieser: more than 3 or 4 notifications. I don't love it

430
00:43:12.091 --> 00:43:20.830
Nicole Fieser: rather, if you have more than 3 or 4 notifications. Best practice is to go into the full control center.

431
00:43:22.371 --> 00:43:32.361
Nicole Fieser: We're gonna look at that full control center and you can get to that full control center by clicking on that right facing arrow in the my notifications tile.

432
00:43:33.161 --> 00:43:37.961
Nicole Fieser: Or, if you really like this alert bell icon this notification panel.

433
00:43:38.661 --> 00:43:40.821
Nicole Fieser: you can go here and click on view all

434
00:43:41.881 --> 00:43:45.071
Nicole Fieser: honestly, I don't care how you get to the full control center.

435
00:43:45.681 --> 00:43:49.970
Nicole Fieser: I'm gonna use the tile, of course, because I love the tiles right?

436
00:43:50.851 --> 00:43:56.741
Nicole Fieser: And we're gonna get how you get there up to you as long as you get there. Let me tell you why.

437
00:43:57.741 --> 00:44:00.760
Nicole Fieser: when we get into the full control center folks.

438
00:44:01.841 --> 00:44:05.340
Nicole Fieser: What I like about it is it's 1st broken out by category.

439
00:44:06.141 --> 00:44:12.530
Nicole Fieser: So I don't know. Maybe Ricardo, maybe Ricardo is going to have some time off requests.

440
00:44:12.871 --> 00:44:20.231
Nicole Fieser: and I don't know. Maybe Wednesday mornings Ricardo likes to kind of designate a little bit of time to manage time off, requests

441
00:44:21.041 --> 00:44:24.791
Nicole Fieser: cool. Ricardo would be able to click on employee requests

442
00:44:26.621 --> 00:44:29.611
Nicole Fieser: and manage any time off requests that are outstanding

443
00:44:31.611 --> 00:44:39.931
Nicole Fieser: versus. Maybe Rita. Maybe Rita's like no every morning. I like to start my day by making sure that there's no notifications around timekeeping.

444
00:44:40.231 --> 00:44:45.760
Nicole Fieser: so maybe Rita is going to come here and click on timekeeping and deal with any timekeeping issues.

445
00:44:47.641 --> 00:44:52.731
Nicole Fieser: Here's the thing. Why do I think the con, this full control center is better?

446
00:44:54.481 --> 00:44:59.900
Nicole Fieser: Well, it's better, because if you had more than 3 or 4 notifications, 1012,

447
00:45:00.161 --> 00:45:03.141
Nicole Fieser: dare I say 20 notifications.

448
00:45:03.771 --> 00:45:06.461
Nicole Fieser: You would be able to select all.

449
00:45:06.791 --> 00:45:09.580
Nicole Fieser: and then use that go to control

450
00:45:10.501 --> 00:45:20.001
Nicole Fieser: in order to kind of access everybody with an issue and very efficiently manage any outstanding timekeeping type issues.

451
00:45:28.621 --> 00:45:29.830
Nicole Fieser: So there we go

452
00:45:32.901 --> 00:45:41.540
Nicole Fieser: from the full control center. You still have the ability to use that go to control. You have the ability to delete the notification or market is done

453
00:45:52.451 --> 00:45:59.141
Nicole Fieser: from there you do have the details panel. So if you're really curious as to what happened.

454
00:45:59.351 --> 00:46:04.341
Nicole Fieser: you can see the details, and if you're looking at time off requests

455
00:46:05.231 --> 00:46:08.930
Nicole Fieser: in the details panel with the time off request

456
00:46:09.121 --> 00:46:16.550
Nicole Fieser: you will be able to see the details of the time off request, including the associated accrual balance.

457
00:46:17.671 --> 00:46:23.941
Nicole Fieser: So I think the really cool thing about this control center, y'all, is that you have the ability to review the time off request.

458
00:46:24.131 --> 00:46:33.000
Nicole Fieser: See how much of the approval that the person has, and you can even approve or reject the time off request right from here

459
00:46:35.781 --> 00:46:38.300
Nicole Fieser: later today in lab time.

460
00:46:38.611 --> 00:46:46.070
Nicole Fieser: please explore the full control center. I think it's cool. I think it's gonna make your life remarkably easier.

461
00:46:48.191 --> 00:46:56.081
Nicole Fieser: really, quickly, though, I said there was a difference between marking a notification is done versus deleting a notification.

462
00:46:57.481 --> 00:46:58.451
Nicole Fieser: Okay.

463
00:46:59.661 --> 00:47:03.960
Nicole Fieser: I said, that if you mark is done you could bring it back. How can you bring it back?

464
00:47:04.211 --> 00:47:09.850
Nicole Fieser: We'll notice by default. These notifications are only showing you new notifications.

465
00:47:10.711 --> 00:47:15.381
Nicole Fieser: If I click in the dropdown and say, I only want to see the ones that have been marked as done.

466
00:47:15.871 --> 00:47:19.700
Nicole Fieser: There it is, Joe Hendry that I had marked as done.

467
00:47:20.681 --> 00:47:27.621
Nicole Fieser: My point then is, you can always bring back a marked as done notification.

468
00:47:31.881 --> 00:47:34.300
Nicole Fieser: All right, folks, I'm gonna pause. Here.

469
00:47:35.651 --> 00:47:40.881
Nicole Fieser: I'm going to be quiet. If there's questions in the room around the basics of navigation.

470
00:47:41.221 --> 00:47:45.930
Nicole Fieser: Now's a good time. I'm not seeing anything in the Q. And a. But I want to give you all the floor.

471
00:47:47.231 --> 00:48:06.320
Lee Rosenthal: Yeah, Nikki, I was just gonna announce to the room guys. So in case you didn't know at the bottom of your zoom screen, if you see QA. Right there, if you open that box you can type a question, and Nikki will see it, and she can answer them while she's talking, or one of us up here will answer it via the Via that QA. Chat. So any question that comes to mind

472
00:48:06.671 --> 00:48:20.051
Lee Rosenthal: go ahead and put in that QA. And that's something that will be created for a, like a a. QA. FAQ. Document later. So share your questions. Anything that you have in that chat there, the QA. Chat, so we can answer them for you.

473
00:48:23.521 --> 00:48:25.550
Nicole Fieser: Thanks, Laura, I appreciate it.

474
00:48:27.811 --> 00:48:28.571
Nicole Fieser: Okay.

475
00:48:34.881 --> 00:48:39.220
Nicole Fieser: alright, we're gonna keep moving on. Jump in where you need to, folks. Okay.

476
00:48:40.781 --> 00:48:43.241
Nicole Fieser: let's talk about data views. Shall we.

477
00:48:43.241 --> 00:48:44.661
Lee Rosenthal: Sorry, Nikki. One second

478
00:48:44.981 --> 00:48:52.641
Lee Rosenthal: somebody has their audio on for the meeting, not your, not your laptop. So if you could

479
00:48:53.461 --> 00:48:57.121

Lee Rosenthal: mute your audio that we heard.

480
00:48:58.973 --> 00:49:02.891
Lee Rosenthal: All right, Nikki, back to you.

481
00:49:03.751 --> 00:49:04.490
Nicole Fieser: Who begins.

482
00:49:05.381 --> 00:49:06.201
Nicole Fieser: Okay?

483
00:49:06.989 --> 00:49:08.680
Nicole Fieser: We did get some questions.

484
00:49:09.771 --> 00:49:14.380
Nicole Fieser: Y'all we have some questions. So I'm sharing something. But let's pause for a second.

485
00:49:15.571 --> 00:49:18.090
Nicole Fieser: Cynthia says, Hello, Hello, Cynthia.

486
00:49:18.221 --> 00:49:25.971
Nicole Fieser: You say that in the control center panel, when you have an issue that you can see the accrued time and what is available. We didn't see that in the example.

487
00:49:26.201 --> 00:49:32.930
Nicole Fieser: You didn't see it in my example today, only because I am limited on what I can show you. But.

488
00:49:33.081 --> 00:49:37.631
Nicole Fieser: my friend in your self paced learning.

489
00:49:37.801 --> 00:49:46.670
Nicole Fieser: you will see that example. So it's actually in the full control center, so that you and I are on the same page. Let me go ahead and jump over here.

490
00:49:48.591 --> 00:49:52.361
Nicole Fieser: If you go into the full control center

491
00:49:52.531 --> 00:49:57.430
Nicole Fieser: and you have under employee request. Cynthia, you'll click on employee request here

492
00:49:57.951 --> 00:50:11.670
Nicole Fieser: in the details. Panel. You will see the details of the time off request like, when was the time off request submitted? What is the time off. Is it sick? Time, vacation times at one day? Is it 3 days, whatever it is.

493
00:50:11.861 --> 00:50:16.150
Nicole Fieser: and you'll be able to click on the accruals, and it will be right here in the details.

494
00:50:16.671 --> 00:50:17.681
Nicole Fieser: Okay?

495
00:50:18.001 --> 00:50:21.770
Nicole Fieser: So, Cynthia, you're right. I don't have. I don't unfortunately have

496
00:50:22.031 --> 00:50:24.321
Nicole Fieser: might actually have something I can show you.

497
00:50:25.831 --> 00:50:29.780
Nicole Fieser: Give me 2 seconds. See what? I can show you?

498
00:50:35.341 --> 00:50:42.851
Nicole Fieser: Yeah, you know what let me minimize this, my friend and we'll pop back

499
00:50:43.401 --> 00:50:48.330
Nicole Fieser: so this is what that would look like, Cynthia. Right? So here is a time off request.

500
00:50:48.671 --> 00:50:50.830
Nicole Fieser: Here we get the time off request

501
00:50:50.971 --> 00:51:00.980
Nicole Fieser: you get to see. Here's they were requesting one full day you could see any additional details, and then you can click on accruals here in this details panel

502
00:51:01.111 --> 00:51:06.331
Nicole Fieser: to verify whether they have enough in this case vacation time to take.

503
00:51:06.781 --> 00:51:13.380
Nicole Fieser: and then you will have the ability to approve the time off request. You will have the ability to refuse it.

504
00:51:13.841 --> 00:51:17.461
Nicole Fieser: You could add comments, if you're going to refuse it. That sort of thing.

505
00:51:19.091 --> 00:51:23.930
Nicole Fieser: Cynthia, hopefully. That makes sense. And this is very much what it looks like. So there you go.

506
00:51:27.571 --> 00:51:29.750
Nicole Fieser: Alright. So Daniel

507
00:51:29.861 --> 00:51:41.051
Nicole Fieser: Daniel says, do you have to mark? A notification is done, or once we correct the issue? Is it automatically marked as done. Secondly, what's the purpose of marking it is done versus deleting it

508
00:51:41.771 --> 00:51:48.800
Nicole Fieser: so, Daniel, just because you corrected the issue that will not remove the notification.

509
00:51:49.841 --> 00:51:59.290

Nicole Fieser: So, for now the way things have been configured is that it's a 2 step process. Well, kind of a 3 step process. You'll receive the notification. That's 1,

510
00:51:59.411 --> 00:52:01.871
Nicole Fieser: you'll go fix the issue. That's 2.

511
00:52:02.261 --> 00:52:07.100
Nicole Fieser: The 3rd step is to either Delete or Mark has done that notification.

512
00:52:08.051 --> 00:52:11.671
Nicole Fieser: and I think the value of marking something is done

513
00:52:12.621 --> 00:52:19.791
Nicole Fieser: is so that if you want to be able to review past notifications, you can easily retrieve them.

514
00:52:20.741 --> 00:52:22.410
Nicole Fieser: So, Daniel, since you've asked

515
00:52:22.641 --> 00:52:27.731
Nicole Fieser: in my 20 years of doing this I have been doing this for 20 years. Y'all, that is a long time.

516
00:52:29.351 --> 00:52:37.761
Nicole Fieser: My recommendation to you is maybe for the like. 1st 3 months, maybe even up to the 1st 6 months that y'all are using the software.

517
00:52:37.911 --> 00:52:43.671
Nicole Fieser: Maybe you mark your notifications is done just until you feel super good and comfortable with it.

518
00:52:43.931 --> 00:52:48.741
Nicole Fieser: and then, once you're really good with it, if you want to delete your notifications, no harm, no foul.

519

00:52:49.831 --> 00:52:55.681
Nicole Fieser: We're keeping in mind, though, that deleting makes it go away never to be seen nor heard from again.

520
00:52:56.501 --> 00:53:03.471
Nicole Fieser: Okay, it's your call, Daniel in the end. That's your call, and that's why you have that option.

521
00:53:07.681 --> 00:53:13.300
Nicole Fieser: Daniel. Please let me know if if I answered your questions, or if I boogered it up, you can say I boogered it up too.

522
00:53:16.351 --> 00:53:23.290
Nicole Fieser: Katina says, who receives the notifications all, or only the supervisor. You report to

523
00:53:24.101 --> 00:53:26.301
Nicole Fieser: Laura. Do you want to speak to that?

524
00:53:32.201 --> 00:53:34.151
Lee Rosenthal: Sorry, Nikki. Which one were you talking about?

525
00:53:35.034 --> 00:53:39.390
Nicole Fieser: Who receives the notifications? How have we set up notifications at Hpd.

526
00:53:39.740 --> 00:53:43.240
Lee Rosenthal: Yes, I will speak to that. So there's a few

527
00:53:43.891 --> 00:53:57.291
Lee Rosenthal: differences depending on your job role. So if you are a manager, meaning you have in subordinates people who directly point to you, and you're their supervisor. You will receive notifications for those individuals

528
00:53:57.511 --> 00:54:13.000
Lee Rosenthal: you will see time off requests for them. You will see if they have time card errors. But if you are a standard timekeeper and you do not have direct reports, your notifications control center is going to be related to yourself. Your time off requests.

529
00:54:13.121 --> 00:54:28.731
Lee Rosenthal: So if you don't have direct reports to you you're likely not gonna see and use this feature in this way only if you're a manager and also have direct report and acting as a timekeeper as well.

530
00:54:29.011 --> 00:54:31.030
Lee Rosenthal: So does that make sense to everybody.

531
00:54:31.691 --> 00:54:33.641
Lee Rosenthal: Someone will manage right.

532
00:54:33.821 --> 00:54:36.001
Lee Rosenthal: They already did all right.

533
00:54:36.291 --> 00:54:40.593
Lee Rosenthal: All the leadership training was last week, as far as it

534
00:54:41.201 --> 00:54:43.971
Lee Rosenthal: they will be able to watch the recording of it.

535
00:54:44.541 --> 00:54:55.950
Lee Rosenthal: There were. There was 3 days last week, and Monday was leadership training that they would have should have registered for. But we recorded 3 days of them. So you can go back and listen to those recordings.

536
00:54:56.131 --> 00:55:05.880
Lee Rosenthal: And then we have quick reference guides to go like with the police department. All the sergeants will obviously, because they all have supporters that report to them

537
00:55:06.151 --> 00:55:13.301
Lee Rosenthal: if they have employees that directly report to them. So their their Hr. Record says, I report to X. Yes.

538

00:55:17.501 --> 00:55:19.671
Lee Rosenthal: yes.

539
00:55:20.967 --> 00:55:24.551
Lee Rosenthal: Good question. Actually. So

540
00:55:24.821 --> 00:55:40.460
Lee Rosenthal: right now, in this phase of this project classified are not going to be entering time off requests in this tool in this platform, so time off requests that you would see and approve here are going to relate only to civilians.

541
00:55:42.561 --> 00:55:54.620
Lee Rosenthal: But if you're a classified manager and you and your subordinates are civilians, you will see those, and you will need to take action on those.

542
00:55:57.771 --> 00:55:58.451
Lee Rosenthal: Okay.

543
00:55:59.091 --> 00:56:11.591
Lee Rosenthal: Yes, all the all the leadership training was sent out weeks and weeks ago. They were supposed to register and take it. But we, like, Denise said. There are recordings that they can do. It's very. It's much like this

544
00:56:12.341 --> 00:56:24.011
Lee Rosenthal: for them to watch and then you guys can also take what you're seeing here, because the those of you in this room. You know your key timekeepers, you guys, are are your division resource. You're going to be their go to person of how to use the system.

545
00:56:24.181 --> 00:56:26.771
Lee Rosenthal: So this will be helpful information for you to have

546
00:56:27.897 --> 00:56:36.861
Lee Rosenthal: but that that's a distinction. Know that if if you do not have direct reports. This feature is not going to work the same for you. Only if you are a manager with direct reports

547

00:56:37.171 --> 00:56:43.461
Lee Rosenthal: that are civilians, Beverly has a question. So where does I agree

548
00:56:43.811 --> 00:56:47.150
Lee Rosenthal: at North? And I'm I'm sure, in quite a few other places

549
00:56:47.401 --> 00:56:56.381
Lee Rosenthal: we change quite often. So if an if an officer is under Sam today, and he changed Saturday.

550
00:56:57.321 --> 00:57:11.790
Lee Rosenthal: It's all controlled by their their Hr. Record. So once it's updated through their Hr. Record of who I report to then that would change within the my time system at night each night

551
00:57:12.011 --> 00:57:17.811
Lee Rosenthal: the the MyCOH time will be refreshed to reflect who reports to who.

552
00:57:18.761 --> 00:57:27.051
Lee Rosenthal: Yes, so oh, managers, welcome back

553
00:57:27.851 --> 00:57:34.930
Lee Rosenthal: so yes, if I'm a manager, supervisor and I delegate

554
00:57:35.564 --> 00:57:46.291
Lee Rosenthal: yes, they have that feature. There's a few things with that. Timekeepers already have all the access that they need to be able to take action on requests.

555
00:57:47.261 --> 00:57:51.054
Lee Rosenthal: So let me get back to you on that particular question on

556
00:57:51.521 --> 00:57:56.790
Lee Rosenthal: on delegating and the notifications. If if you were a timekeeper.

557
00:57:57.001 --> 00:58:15.781

Lee Rosenthal: you have extra privileges that the normal manager does not have, so he does not need to delegate to you if he wants to delegate to another manager who is not a timekeeper then he has the ability to do that, he or she.

558
00:58:16.141 --> 00:58:23.080
Lee Rosenthal: and the the the managers, who have only officers.

559
00:58:23.211 --> 00:58:31.720
Lee Rosenthal: A sergeant who has only officers reporting to him will not need to do and get into Kronos yet

560
00:58:31.911 --> 00:58:53.091
Lee Rosenthal: 6 or 9 months down the road we're going to be implementing another system called Telestaff. And that'll be a different story at that time, but for now a sergeant who has only classified officers reported to him will not necessarily need to use this. A sergeant who has

561
00:58:53.191 --> 00:59:04.011
Lee Rosenthal: one or more civilians reporting to him will need to use this or have their timekeeper perform these functions for them.

562
00:59:04.871 --> 00:59:06.371
Lee Rosenthal: Yes, in the corner.

563
00:59:11.931 --> 00:59:36.640
Lee Rosenthal: if if it's a new supervisor, then they need to gain supervisor access. That's a manual process that either Roberto or I will have to do, if if but if it, if a a supervisor has been a supervisor in the past and gets a new employee, all that is automatic each night.

564
00:59:43.781 --> 00:59:44.481
Lee Rosenthal: oh, no!

565
00:59:45.981 --> 01:00:01.361
Lee Rosenthal: If the if the person they're changing to has been a supervisor in the past, then that should be automatic. It's only if they change to a new supervisor, a brand new supervisor who has not been a supervisor in the past.

566

01:00:01.501 --> 01:00:22.201
Lee Rosenthal: Then Roberto or I need to be notified, and we will make the new sergeant, or whoever senior officer a a supervisor in Kronos. Okay, guys, we're so we're gonna try and hold questions in the room so that we can put them in the QA. Because we need to use the QA. To make that frequently asked questions form

567
01:00:23.073 --> 01:00:42.930
Lee Rosenthal: and they also can't hear you because the mic is over here, and they can't hear your guys questions on the other. For the recording as well. So as much as you can put your questions into that QA. Environment there in the webinar, and we'll answer them as we go. If we don't get to them. Live, then it's something that we can discuss in the lab afterwards after lunch.

568
01:00:49.081 --> 01:01:04.971
Lee Rosenthal: Okay, Nikki, I think we are ready to go back to you. There was one question asked in the room that I wanted to pass back to you, and it's about notifications. If you have been delegated

569
01:01:05.871 --> 01:01:11.880
Lee Rosenthal: from a manager, so if a manager delegates to you notifications. I don't think so.

570
01:01:14.058 --> 01:01:19.430
Nicole Fieser: De delegations will give you the notification should show up.

571
01:01:19.610 --> 01:01:25.100
Nicole Fieser: Now, they may not go to your email because I know there's some of that. But in

572
01:01:25.371 --> 01:01:30.731
Nicole Fieser: yeah, we can test that out. But it should be showing as well in your in your notifications.

573
01:01:32.740 --> 01:01:35.831
Nicole Fieser: Okay, at least it should be.

574
01:01:36.371 --> 01:01:42.011
Nicole Fieser: That's what a lot of folks do. But yeah, let's test that out, and we'll make sure that we're all set.

575
01:01:51.911 --> 01:01:55.891
Nicole Fieser: So with that being said, Let's keep going.

576
01:02:00.681 --> 01:02:01.631
Nicole Fieser: Okay?

577
01:02:04.320 --> 01:02:10.791
Nicole Fieser: I think all the questions got answered right? I think they do.

578
01:02:12.268 --> 01:02:17.083
Nicole Fieser: Peggy, your question got answered. Don. I agree. We're gonna put the questions in the Q. And A,

579
01:02:18.501 --> 01:02:23.301
Nicole Fieser: so they can become part of the Faqs. I think that's exactly right.

580
01:02:29.421 --> 01:02:37.211
Nicole Fieser: Vanessa says we currently do not have the manager over civilians as the time as the as the time will I be given the rights, even though no one reports to me.

581
01:02:37.871 --> 01:02:44.430
Nicole Fieser: Vanessa Vanessa, I think that question was answered, if I'm not, if I'm mistaken because it was hard to hear, let me know.

582
01:02:46.801 --> 01:02:54.741
Nicole Fieser: And, Deborah I know that you have unique concerns. Special events is near and dear to my heart. My friend, I think you're in special events.

583
01:02:57.601 --> 01:02:59.481
Nicole Fieser: I'll let Laura respond.

584
01:02:59.781 --> 01:03:00.661
Nicole Fieser: Okay.

585
01:03:03.961 --> 01:03:25.140

Nicole Fieser: last question. Then we're going to move on if the if Carolyn says, if a classified manager have civilians as a timekeeper, well, I see their notifications delegated. Yes, yes, okay. So yes, we should be able to see that. So, Carolyn, we will confirm that that is your configuration. And we will include that in the FAQ document. Okay.

586
01:03:25.441 --> 01:03:39.341
Nicole Fieser: so I think we're good. Y'all all right with that being said, let's talk about data views.

587
01:03:39.681 --> 01:03:46.919
Nicole Fieser: And I'm gonna make sure that we're seeing the right screen. Y'all. So I'm gonna stop sharing and reshare, just to be sure that we're all seeing the right things.

588
01:03:50.991 --> 01:03:52.581
Nicole Fieser: All right, data views.

589
01:03:52.831 --> 01:03:58.471
Nicole Fieser: We're gonna talk about data views and hyper fines, and that's probably going to take us directly to our break. Y'all.

590
01:04:00.381 --> 01:04:08.660
Nicole Fieser: I am super excited to talk to you about data views, and the reason that I am super excited. To talk to you about data views is because

591
01:04:09.851 --> 01:04:17.541
Nicole Fieser: so often when we go to technical training, right? And this is technical training right as fun. As it is.

592
01:04:18.291 --> 01:04:23.260
Nicole Fieser: we so often talk about how you put information into the system

593
01:04:23.881 --> 01:04:30.000
Nicole Fieser: and given the roles. We have timekeepers in the room. Today, we have managers. We have supervisors

594
01:04:30.381 --> 01:04:39.491

Nicole Fieser: given given that y'all are gonna need to be able to get information back out of the system.

595
01:04:39.771 --> 01:04:43.680
Nicole Fieser: We need to talk about data views, we we have to.

596
01:04:44.251 --> 01:04:47.421
Nicole Fieser: So what is a data view? And why should you care?

597
01:04:48.161 --> 01:04:56.070
Nicole Fieser: A data view is nothing more than an interactive on screen reports.

598
01:04:57.391 --> 01:05:02.070
Nicole Fieser: A data view allows you as a timekeeper, as a supervisor.

599
01:05:02.481 --> 01:05:06.420
Nicole Fieser: to get to the granularity of the data that you're looking for.

600
01:05:06.991 --> 01:05:07.941
Nicole Fieser: Right.

601
01:05:08.291 --> 01:05:15.831
Nicole Fieser: I recognize that some of you that are using your your current soon to be old Kronos system or have been exposed to it.

602
01:05:17.311 --> 01:05:19.751
Nicole Fieser: You're used to looking at standard reports.

603
01:05:20.561 --> 01:05:23.051
Nicole Fieser: Well, those standard reports are broad.

604
01:05:23.421 --> 01:05:26.191
Nicole Fieser: they're broad, they're useful, but broad

605
01:05:27.001 --> 01:05:37.350
Nicole Fieser: instead. You now. Well, instead, I don't mean, instead of in addition to the standard reports. You also get these data views.

606
01:05:38.231 --> 01:05:43.591
Nicole Fieser: data views are going to allow you to get to the granularity of the data that you're looking for.

607
01:05:45.441 --> 01:05:46.471
Nicole Fieser: Okay.

608
01:05:46.741 --> 01:06:00.891
Nicole Fieser: So if you wanted to be able to look at somebody's overtime, you want to see how much overtime somebody worked in the last quarter. You want to be able to see how much vacation time your officers still have on the books.

609
01:06:01.311 --> 01:06:06.901
Nicole Fieser: I don't know. Maybe maybe Carolyn is super concerned that

610
01:06:07.071 --> 01:06:15.051
Nicole Fieser: let's pretend it's July. And she's thinking, my gosh, my people have not taken enough vacation time.

611
01:06:16.551 --> 01:06:17.591
Nicole Fieser: Alrighty.

612
01:06:20.831 --> 01:06:22.211
Nicole Fieser: here's the thing.

613
01:06:24.211 --> 01:06:27.601
Nicole Fieser: Here's the thing. You could get that data from a data view.

614
01:06:28.521 --> 01:06:36.201

Nicole Fieser: So a data view is very similar to something in your old chrono system. Again, for those of you that have been exposed to it

615
01:06:36.331 --> 01:06:38.261
Nicole Fieser: to something called a genie.

616
01:06:38.701 --> 01:06:44.301
Nicole Fieser: Genies are out. Data views are in. Let's talk about data views.

617
01:06:44.561 --> 01:06:51.751
Nicole Fieser: Let's go into the system right? Let me try to share quickly.

618
01:06:56.261 --> 01:06:59.910
Nicole Fieser: My screen has decided to argue with me. Isn't that the way of it?

619
01:07:01.821 --> 01:07:09.921
Nicole Fieser: Alrighty? I'm gonna jump back home. I'm gonna leave the control center and I'm gonna jump back home just because that's where I like to be.

620
01:07:11.461 --> 01:07:13.281
Nicole Fieser: How are we going to get to data views?

621
01:07:14.071 --> 01:07:20.441
Nicole Fieser: Are we going to get to data views. Well, we've had some folks right. We've had some folks

622
01:07:20.831 --> 01:07:26.021
Nicole Fieser: that we're thinking. So I'm gonna pick on Daniel. Daniel. I'm picking on you, my friend, for no good reason.

623
01:07:27.161 --> 01:07:35.951
Nicole Fieser: Jana pointed out. He's like, you know, yeah, the tiles are good, but sometimes it makes sense to use that main menu. He said it very, not much nicer than that, though. Y'all.

624

01:07:37.161 --> 01:07:41.360
Nicole Fieser: if I go into that hamburger menu which opens up that main menu.

625
01:07:42.541 --> 01:07:47.330
Nicole Fieser: Daniel's right. It kind of makes sense to come here to our data views and reports

626
01:07:47.511 --> 01:07:50.681
Nicole Fieser: down to our data view Library.

627
01:07:52.001 --> 01:07:54.911
Nicole Fieser: Let's talk about what we see in our data view library

628
01:07:56.331 --> 01:08:01.561
Nicole Fieser: step Number one in our Data View Library. Don't worry about this total number of data views

629
01:08:01.761 --> 01:08:03.841
Nicole Fieser: based on your role

630
01:08:03.951 --> 01:08:14.700
Nicole Fieser: based on some decisions that were made at the Admin level, you will have access to the data views that are logical for you and your role.

631
01:08:15.431 --> 01:08:27.631
Nicole Fieser: So I'm seeing a lot. But I am seeing some specific Hpd ones that we will absolutely be talking about for those of you that have that submission report or that batch report that you're going to be curious about.

632
01:08:27.781 --> 01:08:31.241
Nicole Fieser: And it's gonna be here, these tools.

633
01:08:32.411 --> 01:08:38.110
Nicole Fieser: But let's talk about data views. You'll notice that your data views are broken out by category audits.

634
01:08:38.861 --> 01:08:46.360
Nicole Fieser: You know others. There's some good ones there, timekeeping right? And even some scheduling.

635
01:08:48.011 --> 01:08:53.291
Nicole Fieser: This is where you can go to get really, really good information. Y'all, okay.

636
01:08:54.131 --> 01:08:58.871
Nicole Fieser: So step number one, I think we will go look at.

637
01:08:59.961 --> 01:09:06.870
Nicole Fieser: Oh, gonna go look at the employee. Summary data view

638
01:09:07.841 --> 01:09:11.921
Nicole Fieser: every time you access a data view every single time.

639
01:09:12.361 --> 01:09:16.881
Nicole Fieser: Step number one is to start by asking yourselves the who? What? When? Question.

640
01:09:17.781 --> 01:09:20.490
Nicole Fieser: who do you want to see in your data view?

641
01:09:21.441 --> 01:09:29.390
Nicole Fieser: When do you want to be looking at the data as of what date, what columns of data?

642
01:09:29.981 --> 01:09:31.001
Nicole Fieser: Okay.

643
01:09:34.341 --> 01:09:39.640
Nicole Fieser: so here's my story. Here's my story, right?

644
01:09:41.021 --> 01:09:45.930

Nicole Fieser: Every single time you access any data view in the software

645
01:09:46.101 --> 01:09:53.920
Nicole Fieser: content, the schedule is a data view. So you're really using data views kind of consistently in the software. Y'all

646
01:09:54.151 --> 01:09:57.310
Nicole Fieser: you need to start by asking yourself the who

647
01:09:57.881 --> 01:09:59.731
Nicole Fieser: who do you want to see?

648
01:10:00.491 --> 01:10:03.661
Nicole Fieser: The who is based on some hyperfines?

649
01:10:04.321 --> 01:10:08.910
Nicole Fieser: Which is why, then we're gonna have to practice building a hyper find.

650
01:10:09.051 --> 01:10:14.331
Nicole Fieser: and y'all are going to practice all of this later on. Today in lab time, after your lunch, break

651
01:10:16.231 --> 01:10:23.030
Nicole Fieser: for the purposes of this training. I'm going to choose the hyperfine that I've created for myself. The my reports to

652
01:10:24.311 --> 01:10:30.790
Nicole Fieser: the hyper find is a filter for determining who we're going to see in the workspace below.

653
01:10:33.121 --> 01:10:36.570
Nicole Fieser: From there we get to see the timeframe

654
01:10:39.001 --> 01:10:49.240

Nicole Fieser: in your new, MyCOH time system. You have been given a great variety of default timeframes by which to look at your information.

655
01:10:49.431 --> 01:10:50.571
Nicole Fieser: Okay?

656
01:10:51.481 --> 01:10:58.050
Nicole Fieser: So you can look in in this case at your employee data today, yesterday week to date.

657
01:10:58.531 --> 01:11:03.661
Nicole Fieser: I don't know. You can look at the last 30 days, the last 90 days, the last 4 quarters.

658
01:11:03.991 --> 01:11:07.611
Nicole Fieser: I mean. My gosh, you have a lot of choices.

659
01:11:08.851 --> 01:11:12.450
Nicole Fieser: and if you don't like any of the default timeframes.

660
01:11:12.901 --> 01:11:19.641
Nicole Fieser: you can choose that select range, and you can put in whatever range of dates, floats your boat.

661
01:11:20.511 --> 01:11:21.391
Nicole Fieser: Okay.

662
01:11:25.841 --> 01:11:31.770
Nicole Fieser: choose whatever timeframe makes sense by which to look at your data, whether you're looking at that batch report

663
01:11:32.061 --> 01:11:36.801
Nicole Fieser: whether you want Carolyn decides she wants to go look at accrual balances.

664
01:11:37.821 --> 01:11:39.420

Nicole Fieser: This is where you're gonna go.

665
01:11:41.291 --> 01:11:44.401
Nicole Fieser: Okay, choose whatever timeframe you want.

666
01:11:44.831 --> 01:11:52.760
Nicole Fieser: So if the hyper find is the who the timeframe is, the one, the when apologies? What is the what

667
01:11:54.881 --> 01:12:00.920
Nicole Fieser: a lot of these hype? A lot of these data views are similar one to another.

668
01:12:02.621 --> 01:12:11.790
Nicole Fieser: If you come into a data view, and you're like, Gross! No, that's not what I want to see. And you're thinking these are not the columns of data that I'm expecting.

669
01:12:11.951 --> 01:12:15.311
Nicole Fieser: Then you have chosen an incorrect data view.

670
01:12:16.161 --> 01:12:20.620
Nicole Fieser: My point is, once we've accessed one data view.

671
01:12:20.801 --> 01:12:23.141
Nicole Fieser: In this case, the employee summary

672
01:12:24.031 --> 01:12:33.230
Nicole Fieser: in that data view selector Dropdown. Every data view that you as a user have access to will then appear in the dropdown box.

673
01:12:34.471 --> 01:12:37.051
Nicole Fieser: which is gonna save you time.

674
01:12:37.251 --> 01:12:41.671
Nicole Fieser: Daniel. I'm thinking of you on this one a little bit. Right?

675
01:12:42.671 --> 01:12:52.000
Nicole Fieser: So instead of Daniel having to go back into that hamburger menu and go all the way back to data views and reports back to the Data View Library.

676
01:12:52.411 --> 01:13:00.821
Nicole Fieser: If he doesn't like the columns of data that he's seeing, we get to try. Try again simply by selecting a different data view in the dropdown.

677
01:13:01.901 --> 01:13:03.500
Nicole Fieser: That's a time saver.

678
01:13:04.691 --> 01:13:09.151
Nicole Fieser: Right? That's a time, saver. The who, the what and the when.

679
01:13:10.191 --> 01:13:12.051
Nicole Fieser: And what are you gonna do with this? Y'all.

680
01:13:13.641 --> 01:13:19.951
Nicole Fieser: So number one, you can go ahead and sort your data in your data views in whatever way makes sense to you.

681
01:13:20.631 --> 01:13:25.720
Nicole Fieser: So one you can drag and drop the columns.

682
01:13:25.831 --> 01:13:35.491
Nicole Fieser: So if you want to change where the columns are, and you're like, oh, this person reports to right, or here's the report to Id, or whatever the story is.

683
01:13:35.621 --> 01:13:42.090
Nicole Fieser: you can drag and drop these column headers and make it in whatever order makes sense to you.

684

01:13:44.341 --> 01:13:56.701
Nicole Fieser: In these dropdowns you have the ability to sort. Ascending, descending, you can add, counts right.

685
01:13:57.081 --> 01:13:58.980
Nicole Fieser: Let me go ahead and add accounts.

686
01:14:00.781 --> 01:14:07.170
Nicole Fieser: no, not not a good choice here, but you can go ahead and add counts. You can set minimums maximums

687
01:14:07.611 --> 01:14:17.631
Nicole Fieser: if I don't know. You want to see on average, if you were looking at an accrual details, data view. And you want to see, on average how much vacation time

688
01:14:17.891 --> 01:14:32.271
Nicole Fieser: your department or your particular group has, as of a given date. You can, because in these dropdowns you're going to be able to sort, filter and set up calculations as you see fit.

689
01:14:34.461 --> 01:14:39.000
Nicole Fieser: Here I get to see an empty column. I can click in the dropdown and I can hide it.

690
01:14:39.121 --> 01:14:40.731
Nicole Fieser: I want it to go away.

691
01:14:40.881 --> 01:14:45.821
Nicole Fieser: Here, I see email. I don't want that, either. I'm gonna hide it. I'm gonna make it go away

692
01:14:48.041 --> 01:14:53.951
Nicole Fieser: so you can get down to the granularity of the data that you're looking for, and then

693
01:14:55.101 --> 01:15:06.291
Nicole Fieser: through the share button in the share button, you can export your data to excel or print it right?

694
01:15:06.951 --> 01:15:14.121
Nicole Fieser: So I don't know. Maybe Kristen, maybe Kristen says right.

695
01:15:14.481 --> 01:15:22.800
Nicole Fieser: hey? I really like what I'm seeing here, but I really want to share it with my boss, or maybe she has somebody that she regularly works with.

696
01:15:23.001 --> 01:15:28.781
Nicole Fieser: Kristen could go ahead and export this data to easily share it or print it and share it as she needs to.

697
01:15:30.011 --> 01:15:31.031
Nicole Fieser: Okay.

698
01:15:31.191 --> 01:15:35.470
Nicole Fieser: But folks, you have some really, really nice tools here.

699
01:15:36.731 --> 01:15:40.261
Nicole Fieser: Right? I'm gonna go the reconcile time card data view.

700
01:15:41.761 --> 01:15:49.161
Nicole Fieser: where maybe you want to see what your pay code totals are on average. There you go on average. I see that I have 5Â h

701
01:15:49.331 --> 01:15:52.441
Nicole Fieser: in the current pay period for different pay codes

702
01:15:53.291 --> 01:15:56.980
Nicole Fieser: I want to be able to sort by unexcused absences.

703
01:15:58.501 --> 01:16:00.361
Nicole Fieser: I can sort descending.

704
01:16:01.771 --> 01:16:03.570
Nicole Fieser: Isn't that kind of cool?

705
01:16:04.561 --> 01:16:14.820
Nicole Fieser: I'm actually very hopeful that you all are going to think that that's kind of cool. Because I really hope that you guys will be thinking to yourselves, gosh, I can get the data that I want.

706
01:16:15.191 --> 01:16:21.611
Nicole Fieser: because you have access to all these different data views that you can sort filter, drag, drop

707
01:16:21.711 --> 01:16:24.060
Nicole Fieser: export whatever you want.

708
01:16:25.431 --> 01:16:26.271
Nicole Fieser: Okay.

709
01:16:29.711 --> 01:16:32.181
Nicole Fieser: hopefully, that makes sense to you.

710
01:16:32.851 --> 01:16:34.480
Nicole Fieser: Yeah, that makes sense to you.

711
01:16:49.291 --> 01:16:51.430
Nicole Fieser: Not see any questions just yet.

712
01:16:52.591 --> 01:16:57.091
Nicole Fieser: Anybody want to throw me a bone. Anybody kind of like the idea of these different data views

713
01:16:57.251 --> 01:17:04.960
Nicole Fieser: that you can do what you want to get to whatever data you need. You just want to see how much vacation time people have.

714
01:17:05.221 --> 01:17:07.790
Nicole Fieser: How much vacation time is still remaining

715
01:17:07.971 --> 01:17:10.701
Nicole Fieser: I don't know. Maybe it's August, and you want to see that

716
01:17:11.081 --> 01:17:15.620
Nicole Fieser: overtime you could get to the granularity that you want for overtime.

717
01:17:16.291 --> 01:17:18.631
Nicole Fieser: How much overtime are you using?

718
01:17:20.581 --> 01:17:23.081
Nicole Fieser: I'm hopeful that y'all are going to be excited about it.

719
01:17:25.421 --> 01:17:26.101
Nicole Fieser: And it

720
01:17:26.271 --> 01:17:33.860
Nicole Fieser: yeah, data views before we talk about hyper fines, we'll probably take our break, and then we're going to get into the nitty gritty of scheduling.

721
01:17:34.171 --> 01:17:38.480
Nicole Fieser: where I do expect there to be some questions, and I'm gonna wanna make sure that y'all have

722
01:17:39.181 --> 01:17:43.271
Nicole Fieser: have some blood flowing for our conversation around schedules.

723
01:17:47.861 --> 01:17:48.681
Nicole Fieser: Okay?

724
01:17:50.881 --> 01:17:53.970

Nicole Fieser: Then we're going to touch base on hyper fines.

725
01:17:56.021 --> 01:18:00.431
Nicole Fieser: Let me be clear, really like in the next week or 2.

726
01:18:02.961 --> 01:18:11.330
Nicole Fieser: The reason that we're we're asking you to attend this training, and ideally, you will have completed. If you've not yet completed, you will have completed

727
01:18:11.801 --> 01:18:17.570
Nicole Fieser: by next week that self paced learning in the Tms system.

728
01:18:19.061 --> 01:18:25.921
Nicole Fieser: Y'all, we need you to do this, attend this training and take that self paced because you are going to be tasked with

729
01:18:26.251 --> 01:18:33.690
Nicole Fieser: building your hyperfines, your filters for determining who you're gonna see?

730
01:18:34.141 --> 01:18:36.190
Nicole Fieser: As well as your schedules.

731
01:18:37.501 --> 01:18:41.881
Nicole Fieser: Okay, the schedule is a data view.

732
01:18:42.341 --> 01:18:47.580
Nicole Fieser: So we're gonna start off by making sure before we even get into schedules, which is critical

733
01:18:47.801 --> 01:18:53.201
Nicole Fieser: to this training. Today, we're going to actually start off by talking about hyperfines.

734
01:18:53.531 --> 01:18:54.651
Nicole Fieser: Okay?

735
01:18:54.781 --> 01:18:59.350
Nicole Fieser: Because we know that you're going to be tasked with building your hyper funds.

736
01:19:01.591 --> 01:19:03.050
Nicole Fieser: Let's talk about it.

737
01:19:03.421 --> 01:19:08.851
Nicole Fieser: There's some self-paced learning built in. If you've not yet taken it, please do so.

738
01:19:08.981 --> 01:19:11.600
Nicole Fieser: There's also a quick reference guide

739
01:19:11.781 --> 01:19:16.041
Nicole Fieser: available to you that, I think will be incredibly valuable.

740
01:19:18.461 --> 01:19:21.040
Nicole Fieser: It's incredibly valuable.

741
01:19:24.241 --> 01:19:28.910
Nicole Fieser: so make sure you have access to all of that, and we'll talk more about that at the end of the training.

742
01:19:29.461 --> 01:19:30.690
Nicole Fieser: Here's the thing.

743
01:19:31.721 --> 01:19:33.801
Nicole Fieser: How are you going to build a hyper? Find

744
01:19:34.261 --> 01:19:37.470
Nicole Fieser: you can build a hyper, find a filter

745
01:19:37.841 --> 01:19:44.851
Nicole Fieser: from any data view that you want. And if you don't like the data data views, you can do this from the schedule itself.

746
01:19:45.691 --> 01:19:51.761
Nicole Fieser: But you're gonna click in this dropdown and where it says new hyper find you're gonna go and click on new hyperfind.

747
01:19:53.061 --> 01:19:59.110
Nicole Fieser: And when we go ahead and click on new hyperfind that's going to open up our hyper find editor

748
01:20:00.171 --> 01:20:04.840
Nicole Fieser: again. This is gonna be one of the very 1st things y'all are tasked with

749
01:20:05.221 --> 01:20:10.431
Nicole Fieser: in the next week or 2. So let's really, if you have questions, post them, please.

750
01:20:11.861 --> 01:20:13.111
Nicole Fieser: Here's the thing.

751
01:20:13.961 --> 01:20:20.391
Nicole Fieser: If you've started to tune me out now is an excellent time to tune me back in.

752
01:20:21.101 --> 01:20:32.111
Nicole Fieser: What I'm about to show you is not. It's not an Hpd issue. It's not a city of Houston Thing. It is a UKG thing for which I have no good explanation.

753
01:20:33.071 --> 01:20:36.931
Nicole Fieser: Okay, so please hear me out.

754
01:20:38.221 --> 01:20:41.721
Nicole Fieser: When you go to build yourself a new hyper, find

755
01:20:42.091 --> 01:20:47.631
Nicole Fieser: by default the system is set to say, ad hoc. Yes.

756
01:20:49.511 --> 01:20:51.951
Nicole Fieser: what does that mean? And why do you care?

757
01:20:53.431 --> 01:20:58.511
Nicole Fieser: I figure if you're gonna go through the trouble of building yourself a hyperfind.

758
01:20:58.671 --> 01:21:02.400
Nicole Fieser: You probably want that hyperfine to actually exist.

759
01:21:02.731 --> 01:21:06.230
Nicole Fieser: You want it to be saved for future use.

760
01:21:08.131 --> 01:21:13.201
Nicole Fieser: An ad hoc hyperfind is a temporary hyper. Find.

761
01:21:13.791 --> 01:21:17.381
Nicole Fieser: meaning if I leave this at ad hoc. Yes.

762
01:21:19.481 --> 01:21:26.391
Nicole Fieser: that means the hyperfine that I'm getting ready to build will only exist for this login session.

763
01:21:27.811 --> 01:21:35.481
Nicole Fieser: meaning, if I leave this at ad hoc. Yes, when I sign out, the hyperfine would be gone, never to be seen nor heard from again.

764
01:21:37.011 --> 01:21:38.101
Nicole Fieser: Okay.

765

01:21:39.401 --> 01:21:47.911
Nicole Fieser: So in this case, I want the hyperfine to live. I want it to exist for future reference. So I'm gonna say, ad hoc. No.

766
01:21:49.311 --> 01:21:56.820
Nicole Fieser: Once we say ad hoc. No, it does default to personal meaning. You're building a hyper find only for your use.

767
01:21:58.331 --> 01:22:02.951
Nicole Fieser: And I'm gonna go ahead and call this Hpd.

768
01:22:04.731 --> 01:22:07.180
Nicole Fieser: I'm gonna call this Hpd training.

769
01:22:08.221 --> 01:22:10.871
Nicole Fieser: I'm gonna call it one because we're on day one.

770
01:22:13.031 --> 01:22:14.531
Nicole Fieser: Do you have to name it?

771
01:22:15.001 --> 01:22:18.671
Nicole Fieser: Y'all when you go to name your hyperfines, make sure they're appropriate.

772
01:22:19.151 --> 01:22:27.550
Nicole Fieser: Recently I was on site at another customer, and we had. We had a supervisor that thought that they were the only ones that could see their hyper find names.

773
01:22:28.311 --> 01:22:31.041
Nicole Fieser: and they had some wild names.

774
01:22:31.141 --> 01:22:34.271
Nicole Fieser: maybe some not safe for work names.

775

01:22:34.851 --> 01:22:48.551
Nicole Fieser: So you all make sure you name your hyper finds, you know, appropriately right? Because while it might just be your hyper find, technically, your Admins can see it right.

776
01:22:48.831 --> 01:22:55.151
Nicole Fieser: just as a gentle reminder from there, I'm going to go ahead and click on, add conditions.

777
01:22:55.991 --> 01:22:59.001
Nicole Fieser: And when we go ahead and click on add conditions.

778
01:22:59.391 --> 01:23:08.201
Nicole Fieser: These are all the different conditions that you can choose to include or exclude people from your hyperfine.

779
01:23:09.791 --> 01:23:14.450
Nicole Fieser: Okay, it defaults to primary job.

780
01:23:14.811 --> 01:23:19.490
Nicole Fieser: But listen. Your hyperfines can be as simple or as complex as you want.

781
01:23:22.621 --> 01:23:26.390
Nicole Fieser: I'm gonna go ahead and pick on. Oh, I'm gonna pick on Sylvia.

782
01:23:27.901 --> 01:23:33.961
Nicole Fieser: What if Sylvia wants to build a very complex hyperfine that she only wants to see folks in.

783
01:23:34.751 --> 01:23:37.611
Nicole Fieser: I don't know. Maybe narcotics.

784
01:23:38.331 --> 01:23:44.080
Nicole Fieser: folks that are assigned to narcotics that have been here 10 plus years that have worked a certain amount of overtime.

785

01:23:44.861 --> 01:23:49.950
Nicole Fieser: Could Sylvia go ahead and build a complex hyperfine to only see narcotics

786
01:23:50.621 --> 01:23:56.131
Nicole Fieser: right? Been here 10 plus years and have worked? I don't know 50Â h worth of overtime.

787
01:23:56.351 --> 01:23:58.860
Nicole Fieser: which, of course, is ridiculously low number.

788
01:23:59.111 --> 01:23:59.931
Nicole Fieser: Sure.

789
01:24:00.911 --> 01:24:10.761
Nicole Fieser: So when we talk about building hyperfines, you can include as many conditions as you want to get to the people that you'd like to see returned.

790
01:24:12.541 --> 01:24:16.610
Nicole Fieser: In this case, I'm gonna go ahead and start opening up the city of Houston.

791
01:24:17.181 --> 01:24:22.831
Nicole Fieser: and I'm gonna go ahead and select 1,000 right? Hpd.

792
01:24:25.041 --> 01:24:30.311
Nicole Fieser: and I'm gonna go ahead and choose. I think I use this one earlier.

793
01:24:31.001 --> 01:24:33.830
Nicole Fieser: and I might go ahead and choose 57,

794
01:24:37.161 --> 01:24:38.201
Nicole Fieser: right?

795
01:24:38.951 --> 01:24:40.831
Nicole Fieser: And I'm going to go ahead and click, add.

796
01:24:41.171 --> 01:24:48.250
Nicole Fieser: And now when we click, add, it's gonna say, primary job matches, as of today.

797
01:24:48.551 --> 01:24:51.700
Nicole Fieser: including all of those various locations.

798
01:24:53.571 --> 01:24:58.431
Nicole Fieser: This is your labor structure in the new, MyCOH time.

799
01:24:59.041 --> 01:25:02.880
Nicole Fieser: So you're gonna start with the 1,000 right?

800
01:25:03.031 --> 01:25:09.521
Nicole Fieser: And you're gonna kind of drill down from there to get to your people the people that you would like to see.

801
01:25:10.421 --> 01:25:11.461
Nicole Fieser: Okay.

802
01:25:13.241 --> 01:25:20.171
Nicole Fieser: And we can choose to include people who meet this condition or exclude people who meet that condition?

803
01:25:22.151 --> 01:25:29.321
Nicole Fieser: Okay, could I go ahead and choose? You know somebody who's just active?

804
01:25:34.641 --> 01:25:45.120
Nicole Fieser: Sure. Could I keep adding, could I say, I want to add additional information? Could I say, I want to include persons, dates, or reports to which is not ideal for you guys.

805
01:25:45.401 --> 01:25:49.560
Nicole Fieser: a worker type where I just want to see full time.

806
01:25:49.821 --> 01:25:56.451
Nicole Fieser: Sure, I could choose full time and add that right

807
01:25:58.831 --> 01:26:06.060
Nicole Fieser: from there. Once you've added all of your conditions. You're gonna go ahead and click, apply.
But you are not done.

808
01:26:07.071 --> 01:26:11.740
Nicole Fieser: Folks. Once you click, apply, you are going to be so tempted to save it.

809
01:26:12.931 --> 01:26:17.650
Nicole Fieser: Okay, and this is me begging and pleading. You don't save it yet.

810
01:26:18.651 --> 01:26:21.180
Nicole Fieser: Again, I'm kind of going through this.

811
01:26:21.751 --> 01:26:27.421
Nicole Fieser: you know, as Lee might say, kind of fast, right? It's it's kind of a joke, you know. I I talk fast

812
01:26:29.521 --> 01:26:33.421
Nicole Fieser: this afternoon in lab time. Y'all are gonna work through this.

813
01:26:33.841 --> 01:26:36.560
Nicole Fieser: and you are going to be tempted to click save.

814
01:26:36.901 --> 01:26:41.260
Nicole Fieser: Don't, don't click save until you've tested it.

815
01:26:42.021 --> 01:26:46.610
Nicole Fieser: Okay, you want to test your hyperfind. First, st

816
01:26:47.721 --> 01:26:55.701
Nicole Fieser: again, I figure if you're going to go through the trouble of of building this hyper, find you want to make sure that it's a good hyper find.

817
01:26:56.351 --> 01:27:02.711
Nicole Fieser: So you're gonna click on test. Now, I'm probably not gonna see anything because Ted Lasso does not have access.

818
01:27:03.241 --> 01:27:10.490
Nicole Fieser: But you're gonna go ahead and test it and make sure that. You see, the people return to you as you would expect.

819
01:27:11.561 --> 01:27:12.651
Nicole Fieser: Okay.

820
01:27:13.341 --> 01:27:20.481
Nicole Fieser: once you've tested it, and you see who got returned to you at that point, you can save it.

821
01:27:21.471 --> 01:27:26.510
Nicole Fieser: and when you save it, it's going to default into

822
01:27:26.841 --> 01:27:29.830
Nicole Fieser: the who into that hyperfine dropdown.

823
01:27:34.501 --> 01:27:41.181
Nicole Fieser: So that's kind of fun. That's kind of fun kind of scroll on down.

824
01:27:44.211 --> 01:27:50.641
Nicole Fieser: Here's the thing. When you start building your own hyperfines in that dropdown box.

825
01:27:51.311 --> 01:27:58.111
Nicole Fieser: Any hyperfine that you build for yourself is gonna have that purpley pink. Guess it's magenta.

826
01:27:58.621 --> 01:28:00.970
Nicole Fieser: Do you see that little purpley pink star.

827
01:28:01.211 --> 01:28:06.801
Nicole Fieser: that little purply pink star is your visual indicator that you built that hyper find.

828
01:28:08.671 --> 01:28:15.591
Nicole Fieser: and if you built it you have the ability to edit it

829
01:28:21.501 --> 01:28:29.150
Nicole Fieser: right. And that's what that little pencil icon is going to do. You can click on the pencil icon to edit it if you wish

830
01:28:31.201 --> 01:28:32.291
Nicole Fieser: one.

831
01:28:36.901 --> 01:28:38.211
Nicole Fieser: So there we go.

832
01:28:38.581 --> 01:28:41.790
Nicole Fieser: Truly, one of your very 1st tasks

833
01:28:42.781 --> 01:28:45.680
Nicole Fieser: is going to be to build yourselves a hyper find.

834
01:28:45.891 --> 01:28:50.811
Nicole Fieser: and we're gonna need those hyper fines so that we can go ahead and schedule

835
01:28:52.571 --> 01:29:05.581
Nicole Fieser: y'all, there's a great quick reference. Guide out in your Tms system. And again we will be making available to you all of your quick reference guides that you'll be able to download more information to come on that.

836
01:29:05.711 --> 01:29:09.220
Nicole Fieser: But there's a nice, nice guide on how to do this.

837
01:29:10.681 --> 01:29:18.320
Nicole Fieser: Okay, you can create limitless hyper fines, Deborah. I'm not sure what you mean by limitless.

838
01:29:19.321 --> 01:29:21.810
Nicole Fieser: How many people are can be returned to you

839
01:29:22.491 --> 01:29:29.071
Nicole Fieser: if that's what we mean. There's still a default limit in the background as to how many people can be returned.

840
01:29:31.291 --> 01:29:35.621
Nicole Fieser: It's a thousand. It's a thousand, if that's the question.

841
01:29:40.361 --> 01:29:44.891
Nicole Fieser: David says, once you build a hyper, find and personal

842
01:29:46.021 --> 01:29:51.670
Nicole Fieser: leave, the division will link with the link automatically. Update the personnel.

843
01:29:54.491 --> 01:30:08.741
Nicole Fieser: Ye? Yes, in a lot of cases. So let me be clear. Let me kind of take a simple example, Dave, and see if this answers your question. If I have a new officer and they're assigned to me, and I bring up the my reports to. They will show up in the my reports, too.

844
01:30:11.631 --> 01:30:12.531
Nicole Fieser: Okay?

845
01:30:14.171 --> 01:30:20.651
Nicole Fieser: So it should work that way. Yeah, that's the way it's designed to work. And if it's not working that way. Then something didn't go right with your hyper. Find

846
01:30:22.751 --> 01:30:28.661
Nicole Fieser: Kristen. There is no limit to the number of hyper fines you can create. There's no system limit. How's that?

847
01:30:32.511 --> 01:30:36.981
Nicole Fieser: Right? I have a customer right now that hmm!

848
01:30:37.131 --> 01:30:44.010
Nicole Fieser: It's a very large, well-known organization, and she has something like a hundred 2 different hyper fines because of the way she likes to work.

849
01:30:45.621 --> 01:30:47.591
Nicole Fieser: So there's really no limit.

850
01:30:51.291 --> 01:30:57.430
Nicole Fieser: Hey, folks, we have covered the basics from my perspective. I'm gonna jump home.

851
01:30:58.101 --> 01:31:04.781
Nicole Fieser: When we come back. We're gonna get into the nitty gritty of schedules, because this is what y'all are going to be working on

852
01:31:05.571 --> 01:31:12.640
Nicole Fieser: again. I say, the 1st thing y'all are going to be doing is building yourself some hyper fines in the next week or 2 in your production environment.

853
01:31:13.141 --> 01:31:16.200
Nicole Fieser: in preparation for go live on February 15, th

854
01:31:17.091 --> 01:31:22.541
Nicole Fieser: and then you're going to be building schedules. So schedules is where we're going to begin when you come back from your break

855
01:31:23.321 --> 01:31:28.151

Nicole Fieser: if you would. Let's please come back at 11 Am. Central time.

856
01:31:28.391 --> 01:31:34.291
Nicole Fieser: So that's like, I don't know. That's like a I don't know. 17Â min break.

857
01:31:34.591 --> 01:31:35.841
Nicole Fieser: Go and take a break.

858
01:31:38.231 --> 01:31:39.131
Nicole Fieser: Thanks, everyone.

859
01:31:40.901 --> 01:31:47.780
Nicole Fieser: Thanks, everybody. Enjoy your 17Â min break, and we'll reconvene at 11 central time.

860
01:32:14.257 --> 01:32:16.206
Lee Rosenthal: All right, Nikki. We are ready to go.

861
01:32:18.227 --> 01:32:19.207
Nicole Fieser: Excellent.

862
01:32:20.457 --> 01:32:21.547
Nicole Fieser: All right.

863
01:32:21.897 --> 01:32:33.236
Nicole Fieser: welcome back! Hopefully. You got your legs stretched, some blood flowing right chocolate. I meant to remind you all to get some chocolate or coffee, something right? Something good.

864
01:32:34.037 --> 01:32:38.067
Nicole Fieser: As we get settled back in for the second half of our training.

865
01:32:38.817 --> 01:32:43.307
Nicole Fieser: Let's take a look at Lesson 2. We're gonna take a look at scheduling.

866
01:32:43.637 --> 01:32:44.657
Nicole Fieser: Okay?

867
01:32:45.267 --> 01:32:47.877
Nicole Fieser: Now we're going to go through the schedule planner

868
01:32:49.147 --> 01:32:53.766
Nicole Fieser: as a gentle reminder. I've said it a couple of times. I'm gonna say it again.

869
01:32:54.477 --> 01:32:56.957
Nicole Fieser: Scheduling is critical.

870
01:32:57.067 --> 01:32:58.027
Nicole Fieser: Right?

871
01:32:58.367 --> 01:33:04.636
Nicole Fieser: If you're wondering why we're gonna really kind of slow things down and really go through this with a fine tooth comb.

872
01:33:05.837 --> 01:33:11.616
Nicole Fieser: Frankly, schedules make the timekeeping system smart right

873
01:33:11.777 --> 01:33:20.057
Nicole Fieser: for your non-exempt, hourly folks, for example, the only way the system is going to be smart enough to know whether those folks are

874
01:33:20.997 --> 01:33:27.597
Nicole Fieser: late in early out, have an unexcused absence, is, if they have a schedule.

875
01:33:29.077 --> 01:33:31.746
Nicole Fieser: are out. Many of our officers

876
01:33:32.737 --> 01:33:36.347
Nicole Fieser: are going to be getting paid from schedule.

877
01:33:36.987 --> 01:33:43.047
Nicole Fieser: Right? So they're gonna get, they're gonna get scheduled. They're gonna get paid based on that schedule

878
01:33:43.507 --> 01:33:45.216
Nicole Fieser: schedules are important.

879
01:33:46.057 --> 01:33:52.597
Nicole Fieser: Equally, I recognize that if there's going to be questions, it's probably going to be around schedule. So we're going to go through this

880
01:33:53.474 --> 01:34:00.326
Nicole Fieser: once we introduce the schedule, though. Y'all we're gonna take a look at the idea of patterns, and let me set the expectation.

881
01:34:00.997 --> 01:34:07.137
Nicole Fieser: You're going to be building your own patterns for your own people right? That is not something that has been done for you

882
01:34:08.407 --> 01:34:18.307
Nicole Fieser: again within the next week or 2. 1 of the very 1st things that y'all are going to be doing is 1st building those hyper fines and then building your schedules.

883
01:34:18.877 --> 01:34:20.907
Nicole Fieser: including patterns.

884
01:34:21.767 --> 01:34:22.717
Nicole Fieser: So

885
01:34:23.117 --> 01:34:28.886

Nicole Fieser: one of the things one of your takeaways that I don't think I mentioned, and I apologize to you all I I meant to say this sooner

886
01:34:29.817 --> 01:34:33.117
Nicole Fieser: we will be providing this presentation

887
01:34:34.387 --> 01:34:48.527
Nicole Fieser: back to Hpd. So Laura and Lee and Roberto. All those folks are going to have access, and if you would like to review my presentation, you, too, will have access to that, you know hopefully, by the end of this week, if not early next week.

888
01:34:49.477 --> 01:34:54.536
Nicole Fieser: I like this slide. Y'all, I like this slide. This is Slide 21.

889
01:34:55.387 --> 01:34:59.186
Nicole Fieser: I like this idea of it defining our patterns for us.

890
01:35:00.007 --> 01:35:06.977
Nicole Fieser: the idea being that you can have very simple patterns, or even very complex patterns.

891
01:35:08.777 --> 01:35:15.446
Nicole Fieser: If you have somebody, whether they're classified or not, whether they're non-exempt or not.

892
01:35:16.227 --> 01:35:17.187
Nicole Fieser: Right?

893
01:35:18.327 --> 01:35:29.387
Nicole Fieser: That's going to work the same set schedule for one week, one month, one year or more. The easiest way to assign somebody to a base schedule is through a pattern.

894
01:35:30.107 --> 01:35:34.337
Nicole Fieser: We're also going to take a look at the idea of assigning schedule groups.

895

01:35:34.827 --> 01:35:39.607
Nicole Fieser: Okay, so, folks, we're gonna go through this with a fine tooth comb.

896
01:35:40.297 --> 01:35:44.556
Nicole Fieser: Please hear me out. I know there's a ton of questions on this. I know it.

897
01:35:44.767 --> 01:35:50.847
Nicole Fieser: And that's why we're gonna kind of go through this pretty slowly. Okay, let me go ahead and bring back up my screen.

898
01:35:52.157 --> 01:35:55.756
Nicole Fieser: And we are going to have some fun

899
01:35:55.967 --> 01:36:00.226
Nicole Fieser: again. Not Friday night fun. Y'all we can't promise that.

900
01:36:02.297 --> 01:36:07.873
Nicole Fieser: Alright guys. Here's what we're gonna do. I'm gonna go ahead and just make sure we're gonna actually make sure we're good.

901
01:36:08.517 --> 01:36:13.456
Nicole Fieser: I've logged back in as good old Ted Lasso. Let's talk about accessing the schedule.

902
01:36:14.147 --> 01:36:17.696
Nicole Fieser: even though we've only been. We've only completed half the training

903
01:36:17.837 --> 01:36:24.016
Nicole Fieser: I've already mentioned to you guys at least 3 different ways that you can access your employees schedules

904
01:36:24.627 --> 01:36:32.746
Nicole Fieser: with no exaggeration intended. There's like 6 to 8 different ways that you can easily get to your people's schedules within the software.

905
01:36:33.567 --> 01:36:40.160
Nicole Fieser: So the 3 that I've shown you right, we're gonna start off with a quick quiz. Not really. I'm just gonna show you

906
01:36:40.997 --> 01:36:46.087
Nicole Fieser: as a gentle reminder, though, you can click on that magnifying glass, that employee search.

907
01:36:46.227 --> 01:36:50.776
Nicole Fieser: and you can go ahead and find I'm gonna look for Krim.

908
01:36:51.047 --> 01:36:58.347
Nicole Fieser: We could go ahead and find your employee and use that. Go to control, to go to their schedule. That would be an individual schedule.

909
01:36:59.277 --> 01:37:04.207
Nicole Fieser: We can certainly use the manage schedule tile right

910
01:37:05.327 --> 01:37:11.447
Nicole Fieser: where we can go ahead and click on that broken or bent right facing arrow to access all of your people's schedules.

911
01:37:11.637 --> 01:37:17.486
Nicole Fieser: But again, if you want to be more specific and see who is soon starting, or who is soon leaving.

912
01:37:18.347 --> 01:37:19.917
Nicole Fieser: You can do that, too.

913
01:37:20.957 --> 01:37:27.446
Nicole Fieser: And then, because I know I have some fans out there that really like that main menu on the left.

914
01:37:28.017 --> 01:37:31.667
Nicole Fieser: You bet you can look underneath schedule down to schedule, Planner.

915
01:37:32.487 --> 01:37:36.787
Nicole Fieser: Your call, how you wish to get to the schedule just need to get there.

916
01:37:37.347 --> 01:37:43.576
Nicole Fieser: I'm gonna go ahead and click on that broken bent right facing arrow on that manage schedule tile y'all.

917
01:37:46.157 --> 01:37:48.556
Nicole Fieser: and you're gonna see a lot here.

918
01:37:48.897 --> 01:37:52.067
Nicole Fieser: Jamie Tart is gonna be our go to. So bear with me.

919
01:37:52.307 --> 01:37:56.166
Nicole Fieser: But step number one, I'm gonna stand by what I said prior to our break.

920
01:37:56.557 --> 01:38:05.407
Nicole Fieser: and what I said was the schedule planner for all intents and purposes, is a data view.

921
01:38:06.477 --> 01:38:07.427
Nicole Fieser: Right?

922
01:38:07.887 --> 01:38:14.797
Nicole Fieser: So one more time, y'all, every time you access it, I want you to ask yourself the who, the when and the what.

923
01:38:16.447 --> 01:38:22.337
Nicole Fieser: for the purposes of my demonstration. Today I am going to choose the my reports to hyper find

924
01:38:24.277 --> 01:38:30.646
Nicole Fieser: the timeframe yesterday, plus 6 days does nothing for me. It really doesn't.

925
01:38:30.997 --> 01:38:34.837
Nicole Fieser: So I'm gonna actually go to the current schedule period.

926
01:38:36.347 --> 01:38:37.307
Nicole Fieser: Okay?

927
01:38:38.157 --> 01:38:41.357
Nicole Fieser: And then from there to the left, the what?

928
01:38:42.667 --> 01:38:48.686
Nicole Fieser: By default, your system administrators, I think, have done some nice nice things for y'all.

929
01:38:49.237 --> 01:38:54.877
Nicole Fieser: Your schedule, Planner, is going to default, to view by schedule group.

930
01:38:55.677 --> 01:39:03.126
Nicole Fieser: which we're going to talk through. Right? We're gonna talk about the idea of right clicking and adding to a group. And what that does or doesn't do.

931
01:39:04.587 --> 01:39:09.966
Nicole Fieser: Here's the thing, though, if you have a very disparate group of people

932
01:39:10.217 --> 01:39:15.467
Nicole Fieser: where people you have officers and you have your civilians that

933
01:39:15.567 --> 01:39:17.547
Nicole Fieser: everybody kind of works a different shift.

934
01:39:18.337 --> 01:39:21.416
Nicole Fieser: And it really doesn't feel like there's a ton of rhyme or reason

935
01:39:22.167 --> 01:39:30.237
Nicole Fieser: to your schedules. You might decide, instead of viewing by schedule group to view by employee.

936
01:39:30.947 --> 01:39:32.027
Nicole Fieser: Okay.

937
01:39:33.117 --> 01:39:39.377
Nicole Fieser: again, it in the end. It has to be your preference as to how you want to assign your schedules.

938
01:39:39.987 --> 01:39:47.456
Nicole Fieser: But I know it's important for Hpd to be using schedule groups. So that's what we're going to work from for this purpose of today.

939
01:39:48.017 --> 01:39:49.776
Nicole Fieser: The who, the what, the when?

940
01:39:51.087 --> 01:39:58.226
Nicole Fieser: Alright? Y'all. Let's talk about the schedule planner. There's 3 different areas of the schedule planner that I would very much like to point out to you.

941
01:39:58.547 --> 01:40:04.037
Nicole Fieser: You have your scheduling tools, your schedule, planner Grid.

942
01:40:04.227 --> 01:40:07.837
Nicole Fieser: and then you have your scheduling tabs at the very bottom.

943
01:40:08.867 --> 01:40:12.446
Nicole Fieser: Folks. I'd like to start at the bottom and work our way up.

944
01:40:13.737 --> 01:40:16.226
Nicole Fieser: Step number one. You have the audits. Tab

945
01:40:16.957 --> 01:40:22.097
Nicole Fieser: think it's really important as a gentle reminder to everybody in the room today.

946
01:40:23.927 --> 01:40:31.967
Nicole Fieser: Every change that you or even another supervisor, another timekeeper might make to the schedule

947
01:40:32.237 --> 01:40:35.696
Nicole Fieser: is being tracked in the audits trail. The audits. Tab.

948
01:40:36.357 --> 01:40:42.587
Nicole Fieser: Okay, I don't mean that as a negative. I mean that as a positive.

949
01:40:43.157 --> 01:40:46.027
Nicole Fieser: I'll use myself as an example on this one, right?

950
01:40:46.217 --> 01:40:50.696
Nicole Fieser: If somebody told me like, maybe I have an officer that says, Hey.

951
01:40:50.847 --> 01:40:57.077
Nicole Fieser: I'm going to be coming in 30Â min late. I've already made arrangements, somebody so and so is covering for me.

952
01:40:57.287 --> 01:40:58.886
Nicole Fieser: and I agree to this.

953
01:41:00.567 --> 01:41:06.147
Nicole Fieser: You might not remember that late yesterday afternoon I went in and updated somebody's schedule

954
01:41:06.407 --> 01:41:19.307
Nicole Fieser: now. Sure I could look at it. But the audit trail is always a good thing. Did I make that change, or did I not? Because the audit trail is going to tell us who made the change, the date, the time where it was made from

955
01:41:19.497 --> 01:41:21.407
Nicole Fieser: all the details.

956
01:41:23.907 --> 01:41:31.727
Nicole Fieser: From there we have comments, folks, comments are going to serve as a cover your behind moment.

957
01:41:33.177 --> 01:41:37.457
Nicole Fieser: Okay, I'm a fan.

958
01:41:37.697 --> 01:41:43.396
Nicole Fieser: I'm a fan of comments in both the schedule, and we're gonna be fans of comments in the time card, too.

959
01:41:43.797 --> 01:41:44.707
Nicole Fieser: Why

960
01:41:46.957 --> 01:41:54.196
Nicole Fieser: comments really do serve as a cover your behind moment. Because if you don't remember, maybe a timekeeper was asked to make a change.

961
01:41:55.197 --> 01:41:59.467
Nicole Fieser: Our timekeepers make a lot of changes, and they're asked a lot of things.

962
01:42:00.137 --> 01:42:06.167
Nicole Fieser: If 3 months from now Hr. Comes to us and says, Hey, Nikki, why'd you change Olivia's schedule?

963
01:42:06.607 --> 01:42:11.711
Nicole Fieser: I don't know. There's no chance. I'm gonna remember, not a chance.

964
01:42:12.817 --> 01:42:16.506

Nicole Fieser: So comments serve as a cover are behind moments.

965
01:42:17.237 --> 01:42:23.287
Nicole Fieser: and we'll talk about the absence calendar. That'll be the last thing we talk about. But these are our scheduling tabs.

966
01:42:24.947 --> 01:42:29.666
Nicole Fieser: From there we have our schedule, Planner Grid, and then we have our scheduling tools.

967
01:42:30.337 --> 01:42:35.496
Nicole Fieser: Let's talk about accessing our tools. And then we're going to start building schedules.

968
01:42:35.657 --> 01:42:47.646
Nicole Fieser: Okay, listen hopefully. You feel like I've emphasized how important schedules are to Hpd.

969
01:42:49.657 --> 01:42:54.297
Nicole Fieser: and it's with an eye towards. Okay, this is super important for y'all to be doing

970
01:42:55.437 --> 01:43:03.427
Nicole Fieser: that. UKG has given you guys a variety of ways by which to access your scheduling tools.

971
01:43:05.087 --> 01:43:06.067
Nicole Fieser: Right?

972
01:43:06.457 --> 01:43:10.877
Nicole Fieser: Folks, I'm gonna show you 3 different ways to access your scheduling tools.

973
01:43:11.147 --> 01:43:21.796
Nicole Fieser: There's way more than 3. So don't be surprised if, like next week, when you're sitting at your desk and you're starting to input. Your people's schedules, if you think to yourself.

974
01:43:22.017 --> 01:43:25.027
Nicole Fieser: Oh, my gosh! I found a new way to do this.

975
01:43:26.107 --> 01:43:30.566
Nicole Fieser: Well, you probably did. Actually, you probably did.

976
01:43:32.387 --> 01:43:33.287
Nicole Fieser: So.

977
01:43:33.487 --> 01:43:34.856
Nicole Fieser: Let's take a look.

978
01:43:35.497 --> 01:43:39.667
Nicole Fieser: Step number one. When we look at our sketch at our our 1st toolbar.

979
01:43:40.127 --> 01:43:47.476
Nicole Fieser: you have a couple of things here, folks. I'm going to talk about Zoom briefly. You'll see it throughout the software. I'm not going to talk about it again

980
01:43:49.677 --> 01:43:52.427
Nicole Fieser: from an accessibility perspective.

981
01:43:52.947 --> 01:43:59.867
Nicole Fieser: We have given you the ability to kind of control the size of your screen, right?

982
01:44:00.427 --> 01:44:06.597
Nicole Fieser: So depending upon how you like to look at things if you want to see more schedule, or

983
01:44:06.817 --> 01:44:17.186
Nicole Fieser: one of us turned 40 last year, and suddenly needs things to be remarkably bigger. So from my perspective, I need this to be set at 100,

984
01:44:17.407 --> 01:44:20.877
Nicole Fieser: so that I see more of that more details.

985
01:44:21.137 --> 01:44:27.456
Nicole Fieser: But through that zoom button you really can control how you wish to see things in your schedule. Okay.

986
01:44:27.577 --> 01:44:30.336
Nicole Fieser: I'm leaving mine at a hundred percent.

987
01:44:32.127 --> 01:44:34.156
Nicole Fieser: What else do we get to see here

988
01:44:35.077 --> 01:44:37.726
Nicole Fieser: the Ganta view versus the table view.

989
01:44:38.287 --> 01:44:42.457
Nicole Fieser: Again, you are in charge of how you wish to view your schedule.

990
01:44:42.837 --> 01:44:47.017
Nicole Fieser: Your system Admins, I think, did you? Well.

991
01:44:48.937 --> 01:45:01.406
Nicole Fieser: there's a phrase that my new little teenager says, but I can't remember it, but it would have been funny if I could have remembered it. But they did you? Well, because by default at Hpd, when you look at your schedule.

992
01:45:02.197 --> 01:45:04.966
Nicole Fieser: you're Gonna see this in the table view.

993
01:45:05.107 --> 01:45:07.866
Nicole Fieser: which is just kind of a nice view of the schedule.

994
01:45:08.847 --> 01:45:13.497
Nicole Fieser: If you have some of your people that are working like split shifts.

995
01:45:13.987 --> 01:45:18.697
Nicole Fieser: or you have maybe an officer who got held over and held over again.

996
01:45:18.947 --> 01:45:22.896
Nicole Fieser: and we decide to assign the schedule a little bit differently.

997
01:45:24.367 --> 01:45:34.186
Nicole Fieser: You could go ahead and click on Gantt View, which is a different view of the schedule. It's broken down into 4 h increments for you.

998
01:45:34.317 --> 01:45:42.866
Nicole Fieser: So if you do have somebody. I could see officers right. I could see officers, maybe special events. If I was a special events person.

999
01:45:44.097 --> 01:45:45.037
Nicole Fieser: right?

1000
01:45:45.217 --> 01:45:51.366
Nicole Fieser: You might want to see this in a more detailed view, depending upon how that person's schedule looks.

1001
01:45:51.677 --> 01:45:53.486
Nicole Fieser: That would be the Gantt view.

1002
01:45:54.047 --> 01:45:58.487
Nicole Fieser: The default is going to be the table view in Hpd, so I'm going to leave it there.

1003
01:45:59.607 --> 01:46:03.066
Nicole Fieser: One more thing. Y'all the show hide, button

1004
01:46:03.297 --> 01:46:11.926
Nicole Fieser: the show hide button gives you additional control points as to what will and will not display on your schedule.

1005
01:46:13.347 --> 01:46:19.487
Nicole Fieser: I don't know. Maybe you want city holidays to display. Maybe you don't right.

1006
01:46:19.637 --> 01:46:22.677
Nicole Fieser: so you can decide. Do you want holidays to display.

1007
01:46:23.567 --> 01:46:29.397
Nicole Fieser: like Martin Luther King Day is on Monday. You might want that holiday to be displayed to check it off.

1008
01:46:29.717 --> 01:46:33.776
Nicole Fieser: You can decide how you want pay codes and shifts to be displayed.

1009
01:46:34.457 --> 01:46:44.616
Nicole Fieser: My point is, step number one, since this is such a critical part of your assignment, make sure you're looking at the schedule the way you want it to look.

1010
01:46:44.757 --> 01:46:54.967
Nicole Fieser: You're not stuck with what I want. Right? You're not stuck with what your system Admins want. You get to control through these 3 buttons. Okay.

1011
01:46:56.787 --> 01:46:58.987
Nicole Fieser: from there, accessing your tools.

1012
01:46:59.497 --> 01:47:09.437
Nicole Fieser: Do you see that quick actions button at the very top? Y'all, if we go and click on that quick actions button that opens up a secondary toolbar behind it.

1013
01:47:10.717 --> 01:47:11.717
Nicole Fieser: Right?

1014
01:47:12.317 --> 01:47:19.036

Nicole Fieser: And it's kind of fun to click on right. It kind of is so you can amuse yourself during your lab time this afternoon.

1015
01:47:19.417 --> 01:47:24.037
Nicole Fieser: Right? And you can go ahead and see that this is where we can insert

1016
01:47:24.387 --> 01:47:31.536
Nicole Fieser: some shifts, we could add comments, we can add, pay codes you can copy and paste.

1017
01:47:32.007 --> 01:47:34.356
Nicole Fieser: which you bet we're gonna practice with.

1018
01:47:34.667 --> 01:47:38.366
Nicole Fieser: You can delete can do a lot right from here.

1019
01:47:40.427 --> 01:47:45.986
Nicole Fieser: Here's the thing, though some of us will love this quick actions, toolbar, and some of us won't.

1020
01:47:47.167 --> 01:47:54.397
Nicole Fieser: So the second place, then, that you can access your scheduling tools is through the right click

1021
01:47:54.527 --> 01:47:56.347
Nicole Fieser: on the employee's name.

1022
01:47:57.297 --> 01:48:04.496
Nicole Fieser: and when we right click on the employee's name we have the ability to add a shift, add a pay code. Right? We can do a lot.

1023
01:48:05.317 --> 01:48:09.486
Nicole Fieser: including in the right click on the employee's name.

1024
01:48:11.587 --> 01:48:14.197
Nicole Fieser: You can add the schedule pattern.

1025
01:48:14.757 --> 01:48:17.397
Nicole Fieser: We can also add to group.

1026
01:48:18.817 --> 01:48:20.587
Nicole Fieser: We're gonna come back to this y'all.

1027
01:48:22.167 --> 01:48:25.257
Nicole Fieser: And if that doesn't work for you, for whatever reason

1028
01:48:25.437 --> 01:48:34.387
Nicole Fieser: folks you have the ability to right click on any shift within the schedule planner, where you can add a shift, add a pay code

1029
01:48:34.617 --> 01:48:35.567
Nicole Fieser: right?

1030
01:48:35.737 --> 01:48:43.396
Nicole Fieser: If there's already a shift there, you can right click and edit a shift which is going to open up the edit shift panel.

1031
01:48:45.237 --> 01:48:47.296
Nicole Fieser: We're gonna go through all of this. Y'all.

1032
01:48:49.657 --> 01:48:55.407
Nicole Fieser: There's a lot here. How you choose to access your tools, though, is really your call.

1033
01:48:56.857 --> 01:49:04.627
Nicole Fieser: But here's the thing I did make a little bit of a production around the idea of schedule patterns

1034
01:49:07.147 --> 01:49:13.017
Nicole Fieser: again. Y'all, if you started to tune me out. Now's an excellent, excellent time to tune me back in.

1035
01:49:13.227 --> 01:49:14.157
Nicole Fieser: Okay.

1036
01:49:14.677 --> 01:49:20.036
Nicole Fieser: What I want to tell you is kind of a what I consider to be a weird but true moment in the system.

1037
01:49:21.647 --> 01:49:26.406
Nicole Fieser: It's a UKG thing. It's not a city of Houston thing. It's not an Hpd thing.

1038
01:49:26.837 --> 01:49:31.786
Nicole Fieser: It's just a weird thing. So let's talk through this weird thing, and I'll own it for us.

1039
01:49:34.217 --> 01:49:35.976
Nicole Fieser: I stand by what I said.

1040
01:49:36.677 --> 01:49:41.187
Nicole Fieser: I said. Schedule patterns were the easiest way

1041
01:49:41.337 --> 01:49:45.677
Nicole Fieser: to assign somebody to a base schedule, and base schedules are important.

1042
01:49:45.937 --> 01:49:52.187
Nicole Fieser: I recognize that a lot of folks in the room today are going to end up editing those schedules on a somewhat regular basis.

1043
01:49:52.938 --> 01:49:55.647
Nicole Fieser: That's cool. We're gonna practice it.

1044
01:49:57.347 --> 01:50:03.697
Nicole Fieser: The weird but true thing is is here. I'm making this big deal about schedule patterns and notice

1045
01:50:04.167 --> 01:50:07.786
Nicole Fieser: in this quick actions. Toolbar. Do you see anything about schedule patterns?

1046
01:50:08.447 --> 01:50:09.277
Nicole Fieser: Nope.

1047
01:50:10.447 --> 01:50:16.777
Nicole Fieser: if you go ahead and right click on a shift within the schedule. Planner, do you see anything about schedule patterns?

1048
01:50:17.537 --> 01:50:18.997
Nicole Fieser: Nope, you don't.

1049
01:50:20.577 --> 01:50:30.256
Nicole Fieser: It's important to know then, that the only way for you to go ahead and build your employee, your person out a schedule pattern is through the right click on their name.

1050
01:50:32.137 --> 01:50:37.136
Nicole Fieser: Okay, that's the only place you can access your schedule patterns. Weird, right?

1051
01:50:38.177 --> 01:50:41.656
Nicole Fieser: The other thing that I want to point out to you is the go to control

1052
01:50:42.957 --> 01:50:52.337
Nicole Fieser: notice through the right click on the employee's name, and the schedule is your go to control that would allow you from the schedule to go look at the time card

1053
01:50:53.247 --> 01:50:58.617
Nicole Fieser: from the schedule. Go into the A report right?

1054
01:51:00.327 --> 01:51:01.897
Nicole Fieser: Why does that matter?

1055
01:51:03.007 --> 01:51:06.827
Nicole Fieser: Listen. We're gonna talk about assigning pay codes in like 15 or 20 min.

1056
01:51:08.137 --> 01:51:13.517
Nicole Fieser: and if you assign, assign a pay code in the schedule, that schedule is going to feed the time card.

1057
01:51:13.907 --> 01:51:16.487
Nicole Fieser: and I might want you to go. Look at that time card.

1058
01:51:17.016 --> 01:51:22.877
Nicole Fieser: My point, then, is again, Daniel thinking of you a little bit here

1059
01:51:23.337 --> 01:51:30.256
Nicole Fieser: to Daniel's Point from 1st thing this morning. I don't want you to feel like, okay. I made a change in the schedule.

1060
01:51:30.787 --> 01:51:39.616
Nicole Fieser: So now I have to click all the way back home, or even open up that hamburger menu, that main menu and go to time cards here. Who gross?

1061
01:51:40.897 --> 01:51:50.467
Nicole Fieser: Rather. I think it's so important that you know that you have this quick link right? Click on your employees. Name from the schedule. Use that. Go to control, to get to where you need to be.

1062
01:51:50.927 --> 01:51:56.037
Nicole Fieser: Fewer clicks save you time. Fewer clicks eliminate mistakes.

1063
01:51:56.757 --> 01:51:57.547
Nicole Fieser: Okay?

1064
01:51:59.436 --> 01:52:02.996
Nicole Fieser: All right. Let's talk about building a schedule pattern.

1065
01:52:05.337 --> 01:52:07.146
Nicole Fieser: I'm going to use Jamie tart.

1066
01:52:07.657 --> 01:52:18.197
Nicole Fieser: Jamie Tart, you can see, has no schedule. We are in the current schedule period. I'm going to go ahead and right click on Jamie and go to a schedule pattern.

1067
01:52:20.337 --> 01:52:26.106
Nicole Fieser: Alrighty, when we go to build our schedule pattern. You are building this.

1068
01:52:27.617 --> 01:52:28.547
Nicole Fieser: Okay?

1069
01:52:29.106 --> 01:52:31.266
Nicole Fieser: So step number one, we're going to name it.

1070
01:52:31.467 --> 01:52:34.527
Nicole Fieser: I might go ahead and call it probationary period.

1071
01:52:38.567 --> 01:52:43.563
Nicole Fieser: We're gonna pretend I know how to type.

1072
01:52:44.547 --> 01:52:46.216
Nicole Fieser: Sorry about that y'all

1073
01:52:46.967 --> 01:52:56.927
Nicole Fieser: probationary period. We're gonna say, this is a new hire, and they're on a probationary period. And they're going to be on a certain schedule during this probationary period.

1074
01:52:57.137 --> 01:52:59.897
Nicole Fieser: Okay, so that's what I'm gonna name it

1075
01:53:02.207 --> 01:53:07.126
Nicole Fieser: from there. I have a start date. When do I want that pattern to begin?

1076
01:53:08.257 --> 01:53:14.846
Nicole Fieser: Well, I do want to build the pattern. I want them to be assigned to the space schedule starting January 4.th So I'm good with that

1077
01:53:14.997 --> 01:53:16.226
Nicole Fieser: fully good. With that.

1078
01:53:17.787 --> 01:53:24.757
Nicole Fieser: by default. Anytime you build yourselves a pattern. The pattern is going to go on forever.

1079
01:53:25.606 --> 01:53:35.507
Nicole Fieser: folks unless you're like a hundred 50% certain, you never put in a specified end date. Never put in the specified end date.

1080
01:53:43.117 --> 01:53:44.637
Nicole Fieser: So here's the thing.

1081
01:53:45.436 --> 01:53:56.566
Nicole Fieser: The specify end date would only be used when you want to end the pattern. Maybe when they're done with their probationary period, and they're moving to their regular schedule, or whatever the story is.

1082
01:53:57.356 --> 01:53:59.657
Nicole Fieser: only give an end date when you're certain.

1083
01:53:59.936 --> 01:54:03.276
Nicole Fieser: Okay, go ahead and build this out.

1084
01:54:03.457 --> 01:54:08.537
Nicole Fieser: So step number one, you see something about pattern templates.

1085
01:54:08.717 --> 01:54:12.707
Nicole Fieser: Nope, there's no pattern templates for you. You're not using that.

1086
01:54:13.727 --> 01:54:17.606
Nicole Fieser: are there? Shift templates. Nope, you're not using that either.

1087
01:54:19.597 --> 01:54:27.346
Nicole Fieser: Instead, we are going to build the the pattern. We're going to build this probationary shift for Jamie.

1088
01:54:28.347 --> 01:54:35.397
Nicole Fieser: So what are we gonna do? I'm gonna go ahead and say, on Sundays and Tuesdays they work.

1089
01:54:36.527 --> 01:54:43.796
Nicole Fieser: and then they're gonna work something slightly different on Mondays. And I'm sorry on Mondays and Fridays

1090
01:54:44.787 --> 01:54:46.716
Nicole Fieser: we're going to build something kind of cool here.

1091
01:54:47.677 --> 01:54:54.306
Nicole Fieser: So I'm going to start by right clicking on Sunday. And I when I right click on Sunday, I'm going to go to add a shift

1092
01:54:54.667 --> 01:54:57.947
Nicole Fieser: which opens up that shift panel.

1093
01:54:58.997 --> 01:55:00.017
Nicole Fieser: Okay?

1094
01:55:00.777 --> 01:55:05.837
Nicole Fieser: And when we go ahead and open up that shift panel, I'm gonna go ahead and say.

1095
01:55:06.287 --> 01:55:09.047
Nicole Fieser: using this cool little purple slide bar.

1096
01:55:09.657 --> 01:55:14.167
Nicole Fieser: I'm gonna say that this person is going to start 7 Am.

1097
01:55:16.157 --> 01:55:18.906
Nicole Fieser: And they are going to finish at 4 pm.

1098
01:55:21.287 --> 01:55:25.297
Nicole Fieser: Now, if you do not like this slide bar.

1099
01:55:25.997 --> 01:55:37.817
Nicole Fieser: You can enter in your times here right? So you could say 7 am. To 1,600Â h right?

1100
01:55:38.557 --> 01:55:47.187
Nicole Fieser: When you enter your time. We are entering military time. So you you don't have to worry about the Am. Pm. Business that's not applicable to Hpd.

1101
01:55:47.537 --> 01:55:50.397
Nicole Fieser: so I think 4 Pm. Is 1,600Â h.

1102
01:55:51.797 --> 01:55:54.557
Nicole Fieser: you know. Math here, if we're doing some math over here.

1103
01:55:55.227 --> 01:56:01.427
Nicole Fieser: But could I absolutely just type in 1,600? And would that work, you bet, you bet.

1104
01:56:02.207 --> 01:56:12.177
Nicole Fieser: So how you choose to enter the time is entirely up to you. You do have this Purple Slider. You do have the start and end times. That's all your call.

1105
01:56:12.967 --> 01:56:13.847
Nicole Fieser: Okay.

1106
01:56:16.987 --> 01:56:23.386
Nicole Fieser: we will talk about transfers of employees, and we'll get some feedback from you all on that one and adding comments.

1107
01:56:23.787 --> 01:56:28.107
Nicole Fieser: but this is just gonna be their regular schedule during this probationary period.

1108
01:56:28.607 --> 01:56:30.626
Nicole Fieser: So I'm going to go ahead and click apply.

1109
01:56:31.497 --> 01:56:34.246
Nicole Fieser: Okay, but I'm not done.

1110
01:56:36.467 --> 01:56:41.426
Nicole Fieser: I want to say that this is going to be their schedule on Sundays and Tuesdays.

1111
01:56:42.127 --> 01:56:44.817
Nicole Fieser: So I'm going to go ahead and copy and paste.

1112
01:56:45.587 --> 01:56:52.457
Nicole Fieser: and I'm gonna click on Sunday, and I'm gonna click on Tuesday, right?

1113
01:56:55.117 --> 01:56:57.826
Nicole Fieser: And then we can click on copy and paste to turn it off.

1114
01:56:58.947 --> 01:57:04.157
Nicole Fieser: And then I can build a different schedule for Monday, Thursday, and Friday.

1115

01:57:05.617 --> 01:57:14.046
Nicole Fieser: right? I can go ahead and add a shift, and I could do it again. So maybe on this day they're working 8 am.

1116
01:57:14.427 --> 01:57:15.657
Nicole Fieser: To.

1117
01:57:17.617 --> 01:57:23.267
Nicole Fieser: I'm gonna say it's all on the same day, 2, 1,700.

1118
01:57:25.847 --> 01:57:31.217
Nicole Fieser: There you go, and I could apply, and then I can copy and paste.

1119
01:57:31.917 --> 01:57:34.366
Nicole Fieser: Monday, Thursday, Friday.

1120
01:57:35.267 --> 01:57:36.277
Nicole Fieser: Okay.

1121
01:57:40.407 --> 01:57:41.657
Nicole Fieser: Kristen says.

1122
01:57:41.817 --> 01:57:49.626
Nicole Fieser: And hey, even though you've typed in the 1,600, it defaults to showing the 4 o'clock. The 4 Pm. You're right, it does.

1123
01:57:49.747 --> 01:57:53.696
Nicole Fieser: Will that always be the case? What if you prefer to only see military time?

1124
01:57:54.177 --> 01:57:56.657
Nicole Fieser: That is a control point, Kristen.

1125
01:57:57.067 --> 01:58:00.376

Nicole Fieser: That is something in the display profile.

1126
01:58:01.837 --> 01:58:06.967
Nicole Fieser: Laura, do you know how that's gonna display? Will folks get to see? Keep the military time.

1127
01:58:09.127 --> 01:58:22.027
Lee Rosenthal: It will display, as Am. Pm. In the schedule, like you see. But the best practice and recommended is when you're creating schedules or entering time to use the 24Â h military time to avoid an Am. Pm. Error.

1128
01:58:22.647 --> 01:58:24.716
Lee Rosenthal: the system will convert it itself.

1129
01:58:25.527 --> 01:58:27.286
Nicole Fieser: In this case it's converting it.

1130
01:58:30.047 --> 01:58:33.157
Nicole Fieser: Yeah. Kristen, you caught that. That's right. It does

1131
01:58:35.977 --> 01:58:40.236
Nicole Fieser: alright. Y'all, I'm not done. I'm not done talking, I swear.

1132
01:58:40.417 --> 01:58:42.587
Nicole Fieser: But I am going to go ahead and click, apply.

1133
01:58:45.897 --> 01:58:47.997
Nicole Fieser: Okay, and I'm gonna save it.

1134
01:58:48.997 --> 01:58:57.117
Nicole Fieser: And now, when I save it, a couple of things happen one Jamie's heart in the current schedule period. There's the schedule.

1135
01:58:58.397 --> 01:59:02.686

Nicole Fieser: And because I said that I wanted this pattern to repeat.

1136
01:59:02.797 --> 01:59:11.917
Nicole Fieser: if I go to the next scheduled period, because I said I wanted to repeat forever notice, they have a regular set pattern.

1137
01:59:13.937 --> 01:59:14.857
Nicole Fieser: Okay?

1138
01:59:17.267 --> 01:59:18.387
Nicole Fieser: All right.

1139
01:59:18.577 --> 01:59:20.467
Nicole Fieser: What else can you do?

1140
01:59:21.787 --> 01:59:27.117
Nicole Fieser: I have a couple of things to say. So I actually have a lot to say, we're just getting started here. Let's call it what it is.

1141
01:59:29.767 --> 01:59:35.456
Nicole Fieser: I'm gonna keep using Jamie tarts. Now, what you all are, gonna have I have a really

1142
01:59:38.293 --> 01:59:39.547
Nicole Fieser: for you?

1143
01:59:41.577 --> 01:59:46.213
Nicole Fieser: I have a job aid. It's actually your job aid.

1144
01:59:46.897 --> 01:59:49.507
Nicole Fieser: So let's talk about this quick reference guide.

1145
01:59:50.937 --> 01:59:51.607
Nicole Fieser: It's

1146
01:59:54.177 --> 02:00:01.116
Nicole Fieser: there will be people that need to assign your. You will need to assign your folks to a schedule group.

1147
02:00:02.637 --> 02:00:14.116
Nicole Fieser: So I am displaying to you a really cool, quick reference guide that will be accessible right? That talks about how to assign folks to a schedule group.

1148
02:00:15.617 --> 02:00:26.686
Nicole Fieser: It's so if you have employees a set of employees that are going to work the same schedule pattern

1149
02:00:27.407 --> 02:00:32.776
Nicole Fieser: right? You can assign, and you should assign them to a schedule group

1150
02:00:34.187 --> 02:00:42.636
Nicole Fieser: folks. This is a really cool tool, and what you're going to do with it. So just so, you know that there's this great quick reference guide available to you?

1151
02:00:44.137 --> 02:00:55.407
Nicole Fieser: One. What that job aid, what that quick, quick reference guide is telling you is that step number one you're going to view by schedule group. Right? We talked about that. That's the what of the who? What? When? Question?

1152
02:00:56.777 --> 02:01:01.856
Nicole Fieser: You also have the ability to right click. And you'll be able to add to group

1153
02:01:02.767 --> 02:01:09.757
Nicole Fieser: so that you can assign somebody to a schedule group if they're working the same schedule as that group.

1154
02:01:10.167 --> 02:01:14.127
Nicole Fieser: and very much. That's what this is going to tell you.

1155
02:01:15.407 --> 02:01:21.826
Nicole Fieser: Okay, so there's some really nice screenshots in here that talks about like once you do the right click.

1156
02:01:22.377 --> 02:01:28.447
Nicole Fieser: right? Here's where you can go ahead and add to group. That's what step Number 5 is showing. You. Add to group.

1157
02:01:28.757 --> 02:01:32.196
Nicole Fieser: and then you can go ahead and assign your folks to the group

1158
02:01:32.537 --> 02:01:35.107
Nicole Fieser: at the beginning of the pay period.

1159
02:01:35.467 --> 02:01:38.696
Nicole Fieser: and it's going to go on for forever.

1160
02:01:39.887 --> 02:01:43.917
Nicole Fieser: Okay, so there we go.

1161
02:01:46.177 --> 02:01:50.667
Nicole Fieser: So how you choose to give your folks a base schedule.

1162
02:01:50.877 --> 02:01:55.756
Nicole Fieser: In this case I built the pattern, but you also have the ability to give your folks.

1163
02:01:55.967 --> 02:02:03.066
Nicole Fieser: and you should be assigning folks to a schedule group if they are working the same schedule

1164
02:02:03.517 --> 02:02:06.696
Nicole Fieser: as others in your department in your group.

1165
02:02:07.397 --> 02:02:08.297
Nicole Fieser: Okay.

1166
02:02:10.707 --> 02:02:16.696
Nicole Fieser: so that's just one of those quick reference guides that we made mention of when we kicked off this morning. Y'all

1167
02:02:17.307 --> 02:02:18.347
Nicole Fieser: right.

1168
02:02:18.467 --> 02:02:33.326
Nicole Fieser: and it's a very detailed Laura. Laura worked on that one. Laura kind of took it and ran. So I'm going to give credit where credit's due, and make sure that every single step has a screenshot as to how you can assign your folks to a schedule group.

1169
02:02:35.157 --> 02:02:35.887
Nicole Fieser: Okay.

1170
02:02:36.847 --> 02:02:44.066
Nicole Fieser: here's the thing, though. Let's talk about what causes some folks some confusion, and let's try to take that confusion off the table. Now.

1171
02:02:47.497 --> 02:02:53.076
Nicole Fieser: is it possible that you could have an employee come to you and say, Look

1172
02:02:56.237 --> 02:03:02.816
Nicole Fieser: for the next 6 Fridays? I'm doing a an accelerated class at the local community college.

1173
02:03:04.877 --> 02:03:15.037
Nicole Fieser: and it's really important to this person that they have the opportunity to be able to complete this accelerated coursework for just the next 6 Fridays.

1174
02:03:15.857 --> 02:03:16.737
Nicole Fieser: Maybe.

1175
02:03:19.427 --> 02:03:25.126
Nicole Fieser: Carolyn, that's exactly what a schedule group does. So, Carolyn, I will come back to your question in a second, my friend. Okay?

1176
02:03:28.517 --> 02:03:30.167
Nicole Fieser: So here's the thing.

1177
02:03:30.627 --> 02:03:31.837
Nicole Fieser: Here's the thing.

1178
02:03:32.807 --> 02:03:40.127
Nicole Fieser: If you need to change your employees, schedule on a permanent basis.

1179
02:03:40.927 --> 02:03:45.756
Nicole Fieser: right? And I would say 6 Fridays is a permanent thing.

1180
02:03:46.427 --> 02:03:59.956
Nicole Fieser: If you need to change somebody's schedule like, so that on, you know, they're going to be coming in at 11 because they're in class from 7 until 1030, and then they can start their shift on Fridays at 11,

1181
02:04:00.247 --> 02:04:03.006
Nicole Fieser: and you want to go ahead and change

1182
02:04:03.217 --> 02:04:05.996
Nicole Fieser: their schedule for the next 6 Fridays.

1183
02:04:06.787 --> 02:04:14.757
Nicole Fieser: Honestly, it makes sense to go directly into the pattern and edit the pattern.

1184
02:04:17.497 --> 02:04:25.297

Nicole Fieser: If it is a 1 off change where the employee comes to you and says, Well, let me go to the current schedule period

1185
02:04:25.427 --> 02:04:33.157
Nicole Fieser: just this Friday, just this Friday, January 17.th I have this one unique thing.

1186
02:04:33.417 --> 02:04:39.727
Nicole Fieser: and you as the timekeeper, you as the supervisor, agree. Okay, we'll make this change for just this Friday.

1187
02:04:39.897 --> 02:04:45.827
Nicole Fieser: If it's a 1 off change, you can change the shift in the schedule itself.

1188
02:04:47.307 --> 02:04:50.057
Nicole Fieser: A permanent change changed the pattern.

1189
02:04:51.817 --> 02:04:56.646
Nicole Fieser: a 1-off change. You're gonna change the shift for that day.

1190
02:04:57.017 --> 02:05:01.987
Nicole Fieser: That's really important right.

1191
02:05:02.527 --> 02:05:15.466
Nicole Fieser: Carolyn says, can you assign schedules for multiple people at a time if they have the same shift and group instead of doing each individually for sure. So, Carolyn, do you see these check marks next to the left of your employees? Names here

1192
02:05:15.927 --> 02:05:22.387
Nicole Fieser: you can right click and go to add to group. This is what it looks like. I actually don't have any groups, but you can assign them to the group

1193
02:05:23.077 --> 02:05:27.846
Nicole Fieser: so that you can assign them to the schedule as a group. So the answer is absolutely yes.

1194
02:05:28.077 --> 02:05:31.816
Nicole Fieser: and that is fully identified in your quick reference guide.

1195
02:05:32.257 --> 02:05:34.637
Nicole Fieser: So yes, for sure.

1196
02:05:37.937 --> 02:05:48.087
Nicole Fieser: Okay, all right, let's keep talking, because I know this is going to be so critically important.

1197
02:05:48.917 --> 02:05:53.666
Nicole Fieser: and I am keeping an eye on the Q&A box. So the Q. And a questions.

1198
02:05:55.197 --> 02:06:00.597
Nicole Fieser: and so, I think, are all of our support staff today. So much to kind of pay attention to. There.

1199
02:06:02.797 --> 02:06:06.926
Nicole Fieser: Alright, y'all, let's take a look at Jamie Tart.

1200
02:06:07.617 --> 02:06:11.796
Nicole Fieser: Let's say, on Wednesday. Today, today's the 15.th

1201
02:06:12.277 --> 02:06:22.427
Nicole Fieser: Let's say that Jamie Tart is going to be filling in for somebody else. Or maybe maybe

1202
02:06:23.697 --> 02:06:25.397
Nicole Fieser: that was his day off.

1203
02:06:25.507 --> 02:06:32.136
Nicole Fieser: and we need him to come in and work, and we're gonna adjust another day off. We're gonna do something for him.

1204
02:06:33.527 --> 02:06:39.157

Nicole Fieser: I want Jamie to come in and work this day, when normally it's a day off. What could I do.

1205
02:06:40.117 --> 02:06:47.466
Nicole Fieser: folks? I think the easiest thing to do is to simply go ahead and right, click on that shift and go to add the shift.

1206
02:06:48.347 --> 02:06:52.467
Nicole Fieser: And again, y'all, this is going to open up that. Add shift panel

1207
02:06:53.057 --> 02:07:01.796
Nicole Fieser: where you can start by putting in the start and end times, either using this purple slider or entering in the start and end times.

1208
02:07:02.777 --> 02:07:07.447
Nicole Fieser: So I'm gonna go ahead and say that I want this person to come in from 7.

1209
02:07:07.747 --> 02:07:10.387
Nicole Fieser: Oh, I'm gonna say, until 14.

1210
02:07:10.757 --> 02:07:14.537
Nicole Fieser: That's fun 1430.

1211
02:07:17.217 --> 02:07:19.247
Nicole Fieser: So I'm gonna put in 1430.

1212
02:07:19.697 --> 02:07:24.687
Nicole Fieser: And now couple of different things.

1213
02:07:24.827 --> 02:07:31.937
Nicole Fieser: do I think we should add a comment? Yes, because comments are a cover are behind moments. Right.

1214
02:07:32.687 --> 02:07:37.966

Nicole Fieser: So I'm going to go ahead and add the comments and select a comment. Dropdown.

1215
02:07:39.737 --> 02:07:45.367
Nicole Fieser: Oh, I might go ahead and say that this is a timekeeping comment.

1216
02:07:47.347 --> 02:07:50.666
Nicole Fieser: and I'm going to go ahead and say, this is adjusted day off.

1217
02:07:54.817 --> 02:07:55.947
Nicole Fieser: Right?

1218
02:07:56.497 --> 02:08:03.247
Nicole Fieser: So I've added the standard comments, and at Hpd we have the ability to add the free form note.

1219
02:08:04.957 --> 02:08:14.547
Nicole Fieser: Okay, and I'm going to click. Add now, what about?

1220
02:08:16.367 --> 02:08:20.617
Nicole Fieser: And we're gonna talk about where these comments are visible. Y'all. So hang hang on for a sec.

1221
02:08:21.237 --> 02:08:27.657
Nicole Fieser: What about transfers? Is it possible? And you guys tell me I'm gonna look in the QA. Y'all can answer a question

1222
02:08:28.477 --> 02:08:29.467
Nicole Fieser: right?

1223
02:08:29.727 --> 02:08:37.276
Nicole Fieser: Is it possible that you could ask somebody to come and work on their day off, and that when we go to transfer the employee

1224

02:08:38.067 --> 02:08:41.916
Nicole Fieser: we might want to go to

1225
02:08:44.377 --> 02:08:47.067
Nicole Fieser: assign it to a different work order.

1226
02:08:47.837 --> 02:08:54.447
Nicole Fieser: Could it be administrative, related overtime? Could it be court related overtime? Could it be a special project.

1227
02:08:56.257 --> 02:08:57.157
Nicole Fieser: Right?

1228
02:08:57.927 --> 02:09:03.906
Nicole Fieser: Is it possible that we need to add something more? Could it be an Hpd internal order.

1229
02:09:06.547 --> 02:09:13.506
Nicole Fieser: folks? One of the options that you have is that you can add a transfer

1230
02:09:13.787 --> 02:09:20.637
Nicole Fieser: where you can schedule this person that I'm saying, hey, we're asking them to come in. It's an adjusted day off.

1231
02:09:20.957 --> 02:09:25.866
Nicole Fieser: and maybe it's a i'm gonna use. Hpd internal order. Y'all.

1232
02:09:27.477 --> 02:09:29.346
Nicole Fieser: I'm going to go ahead and click. Ok.

1233
02:09:30.137 --> 02:09:32.217
Nicole Fieser: I'm going to go ahead and click. Apply.

1234
02:09:33.167 --> 02:09:35.126

Nicole Fieser: I'm going to click, apply again.

1235
02:09:35.827 --> 02:09:37.366
Nicole Fieser: and I'm going to save it.

1236
02:09:38.667 --> 02:09:42.956
Nicole Fieser: And immediately what happens is Jamie Tart.

1237
02:09:43.397 --> 02:09:46.537
Nicole Fieser: On Wednesday, January 15.th Today.

1238
02:09:47.077 --> 02:09:52.867
Nicole Fieser: Notice we have the comments, icon, and if I hover our mouse over top of that shift

1239
02:09:53.047 --> 02:09:58.087
Nicole Fieser: we get the Hpd timekeeping comments, and it's an adjusted day off.

1240
02:09:59.467 --> 02:10:04.447
Nicole Fieser: And because I want to account for. Why we're bringing that person in.

1241
02:10:05.227 --> 02:10:08.826
Nicole Fieser: Do you see the? It's hard to see? Y'all, I apologize.

1242
02:10:10.077 --> 02:10:15.816
Nicole Fieser: but if you look really closely you'll see some opposite facing arrows.

1243
02:10:16.107 --> 02:10:21.006
Nicole Fieser: and that opposite facing arrow is indicating a transfer.

1244
02:10:22.147 --> 02:10:24.567
Nicole Fieser: And if you see that blue line

1245
02:10:24.747 --> 02:10:31.837
Nicole Fieser: also indicating a transfer, was completed right?

1246
02:10:33.117 --> 02:10:43.017
Nicole Fieser: So I think we have some folks answering some questions in the background that are specific to Hpd. Daniel asks our comments we make in the schedule visible elsewhere in the system.

1247
02:10:43.727 --> 02:10:53.517
Nicole Fieser: Potentially. Yes, potentially, Daniel. They'll be visible on the time card. They are visible on the audit trail and on the comments tab itself. And

1248
02:10:54.417 --> 02:10:58.697
Nicole Fieser: if we were to look at some audits data, you could see it there.

1249
02:10:59.727 --> 02:11:02.846
Nicole Fieser: right? Like the audit data view, for example.

1250
02:11:03.567 --> 02:11:08.907
Nicole Fieser: So yes, the answer is, Yes, okay?

1251
02:11:10.047 --> 02:11:19.656
Nicole Fieser: And to Daniel's point. Not that he really asked this precisely, but you'll notice that I added to Jamie Tart, hpd timekeeping comments and adjusted day off.

1252
02:11:20.247 --> 02:11:27.156
Nicole Fieser: and you bet all of that, for Jamie Tart is being tracked here

1253
02:11:27.277 --> 02:11:29.947
Nicole Fieser: in the audits trail the audits tab.

1254
02:11:34.747 --> 02:11:37.116
Nicole Fieser: Let me scroll on over so you can actually see it.

1255
02:11:37.437 --> 02:11:39.586
Nicole Fieser: you might actually want to see what's here.

1256
02:11:42.187 --> 02:11:44.457
Nicole Fieser: So there you go. My note was added.

1257
02:11:50.137 --> 02:11:57.237
Nicole Fieser: this is, gonna be a lot. This is what we're asking you to do so when you go into Lab time this afternoon. Y'all

1258
02:11:57.587 --> 02:12:03.486
Nicole Fieser: some things I want you to play with, and we're not done. We're definitely not talking. Done talking about schedules. Oh, no, no, no

1259
02:12:05.207 --> 02:12:13.267
Nicole Fieser: things to very carefully pay attention to. I want you to pay attention to the hyperfine that you've selected. That's going to control who you're going to see

1260
02:12:14.057 --> 02:12:17.777
Nicole Fieser: when you're assigning either somebody to the group.

1261
02:12:18.557 --> 02:12:21.557
Nicole Fieser: We're to a schedule pattern, right?

1262
02:12:21.747 --> 02:12:31.556
Nicole Fieser: Pay attention to your schedule period. When do you want them to be assigned to that schedule group? When would you want them to be assigned to that schedule pattern?

1263
02:12:31.657 --> 02:12:35.687
Nicole Fieser: So caution around these 2 selectors.

1264
02:12:39.067 --> 02:12:41.367
Nicole Fieser: Right, Paige says.

1265
02:12:42.007 --> 02:12:51.447
Nicole Fieser: when I enter a schedule pattern there is already a shift template, ie. 6 0 600 to 1,400 Hpd day. Yep.

1266
02:12:51.557 --> 02:12:54.646
Nicole Fieser: Do we still need to be selecting these or adding the shift?

1267
02:12:55.227 --> 02:12:58.416
Nicole Fieser: If it's available for you to select Page, I'd say, select it.

1268
02:13:00.287 --> 02:13:04.777
Nicole Fieser: Laura, do you? Do you agree with that statement? I mean, if it's available, let's select it.

1269
02:13:06.377 --> 02:13:09.226
Lee Rosenthal: So it sounds like to me. The question is, I

1270
02:13:09.707 --> 02:13:12.826
Lee Rosenthal: I see a schedule pattern that already exists

1271
02:13:12.957 --> 02:13:24.967
Lee Rosenthal: when I'm looking at that schedule. Better screen. If there's a pattern that already exists and it no longer valid, you need to end it. Otherwise you, if you create a new one, you will have 2 active schedule patterns.

1272
02:13:25.587 --> 02:13:34.157
Lee Rosenthal: So if you see a schedule pattern that's already there, and it's no longer valid, you would have to end that pattern and create a new one where it says, add new pattern.

1273
02:13:34.637 --> 02:13:39.227
Lee Rosenthal: You can end that regular schedule pattern different ways.

1274
02:13:39.617 --> 02:13:48.537

Lee Rosenthal: But you want to make sure you never have more than one active pattern, otherwise you will have inaccurate attendance records, and people will get paid extra time.

1275
02:13:50.957 --> 02:13:51.666
Nicole Fieser: Thanks, Laura.

1276
02:13:52.187 --> 02:14:03.497
Lee Rosenthal: A new pattern, and be sure to choose this override option, and that will replace what's there with the new pattern.

1277
02:14:07.067 --> 02:14:13.587
Nicole Fieser: Okay, so really, quickly, Paige, I'm creating pages pattern that you wanted to do that. Huh? Right?

1278
02:14:13.697 --> 02:14:15.997
Nicole Fieser: So I'm calling it test for Page.

1279
02:14:16.157 --> 02:14:21.967
Nicole Fieser: I'm using Tina P. Marrero.

1280
02:14:24.127 --> 02:14:29.306
Nicole Fieser: Right? So I'm I clicked on. Add a new pattern. I'm going to override other patterns.

1281
02:14:30.877 --> 02:14:42.357
Nicole Fieser: I'm gonna click, apply. And I'm gonna save it. And now you'll see that this person is just assigned to Monday, Wednesday, and Friday, and it end dated the old pattern.

1282
02:14:45.857 --> 02:14:53.856
Nicole Fieser: Okay, so, Paige, hopefully, that reassures you to kind of see how that works and Lee is spot on we've got. When we do that we have to go ahead

1283
02:14:55.017 --> 02:14:58.677
Nicole Fieser: and put in the override other pattern

1284
02:15:03.017 --> 02:15:05.156
Nicole Fieser: shift template. Has the pay codes.

1285
02:15:06.727 --> 02:15:07.667
Nicole Fieser: Okay?

1286
02:15:07.847 --> 02:15:10.767
Nicole Fieser: Got it. I think I understand, Paige, I think

1287
02:15:14.727 --> 02:15:16.687
Nicole Fieser: all right. So

1288
02:15:17.207 --> 02:15:29.047
Nicole Fieser: schedule patterns, schedule groups. The idea of being able to. If we, if it's a permanent change to somebody's schedule, go into the pattern if it's a 1 off, and I'm actually not going to save that. Y'all

1289
02:15:33.057 --> 02:15:37.997
Nicole Fieser: right. If it's a 1 off change, you're gonna go into the shift itself.

1290
02:15:38.227 --> 02:15:53.837
Nicole Fieser: Whether we're saying, Hey, we've asked. We've adjusted your day off. Whether we've asked you to come in due to court, whether we've asked you, you got, you know. Maybe there's a case, and that's when I don't know. Maybe you're narcotics, and that's when the FBI could meet with you. I don't know

1291
02:15:53.977 --> 02:15:59.106
Nicole Fieser: but you can go ahead and add the comments and the transfer to account for that scheduled time

1292
02:16:00.807 --> 02:16:06.196
Nicole Fieser: really, quickly, I thought, think we had a good question. I'm gonna kind of circle back to a question.

1293
02:16:08.067 --> 02:16:14.616

Nicole Fieser: I'm gonna use Jamie Tart. Jamie Tart was that Wednesday, January 15, th where I added the comment in the transfer.

1294
02:16:15.587 --> 02:16:21.717
Nicole Fieser: I'm gonna right click on Jamie's name. And I'm gonna go to that person's time card.

1295
02:16:22.377 --> 02:16:28.656
Nicole Fieser: and let's see what we get on. Wednesday, January 15.th

1296
02:16:29.657 --> 02:16:36.407
Nicole Fieser: You'll see all the I'll explain these red eyes. But you'll see that there's the transfer and the comments.

1297
02:16:37.517 --> 02:16:47.017
Nicole Fieser: This tells us that a comment and transfer was added to the schedule, and the schedule feeds the time card

1298
02:16:47.597 --> 02:16:51.406
Nicole Fieser: right schedule feeds the time card. So there we are.

1299
02:16:54.997 --> 02:16:57.426
Nicole Fieser: Okay. I'm gonna jump back to the schedule.

1300
02:16:59.577 --> 02:17:03.366
Nicole Fieser: Oh, let's talk about pay codes

1301
02:17:06.187 --> 02:17:11.157
Nicole Fieser: again. I know we've said a lot to y'all, but let's talk about pay codes.

1302
02:17:12.387 --> 02:17:19.787
Nicole Fieser: It would be fantastic if every time somebody wanted the day off, that they use their time off request.

1303

02:17:19.967 --> 02:17:22.626
Nicole Fieser: which we'll look at at the end of the training.

1304
02:17:22.767 --> 02:17:27.046
Nicole Fieser: Okay, I would love it if all of your people

1305
02:17:27.207 --> 02:17:29.066
Nicole Fieser: looked at a time off request

1306
02:17:29.547 --> 02:17:36.506
Nicole Fieser: and used it. It's not always realistic, and the example that I'll use is my actual, real life example.

1307
02:17:36.967 --> 02:17:43.637
Nicole Fieser: So I live in North Carolina, in North Carolina. You call at 4 pm. The day before you report to jury duty.

1308
02:17:44.267 --> 02:17:47.227
Nicole Fieser: So, and this is a very recent example.

1309
02:17:47.547 --> 02:17:51.256
Nicole Fieser: So guess who got assigned to jury duty. Yeah, that was me.

1310
02:17:52.677 --> 02:17:57.446
Nicole Fieser: Equally. I didn't think there was a chance. I would actually have to go in.

1311
02:17:57.987 --> 02:18:00.147
Nicole Fieser: so I didn't take the day off.

1312
02:18:00.257 --> 02:18:07.197
Nicole Fieser: I didn't tell anybody at work that I had jury duty. I simply assumed, which was bad.

1313
02:18:08.557 --> 02:18:12.446

Nicole Fieser: that when I called in at 4 Pm. The night before

1314
02:18:12.647 --> 02:18:15.217
Nicole Fieser: I would get told. Don't come in.

1315
02:18:16.037 --> 02:18:17.387
Nicole Fieser: I was wrong.

1316
02:18:18.297 --> 02:18:27.016
Nicole Fieser: So when I called my boss the next morning to say, Hey, bad news! I have jury duty one. She was genuinely, rightly annoyed with me.

1317
02:18:27.267 --> 02:18:34.456
Nicole Fieser: but and 2 because I was already driving down to the courthouse.

1318
02:18:34.817 --> 02:18:37.737
Nicole Fieser: and already annoyed and in trouble.

1319
02:18:38.347 --> 02:18:42.736
Nicole Fieser: The right thing to do would be to assign the pay code to the schedule.

1320
02:18:44.187 --> 02:18:45.227
Nicole Fieser: Okay.

1321
02:18:45.597 --> 02:18:54.626
Nicole Fieser: so let's talk about that realistically in the example that I just gave. My manager could have assigned my jury duty time either to my schedule or my time card.

1322
02:18:55.957 --> 02:19:00.717
Nicole Fieser: If you know in advance that your employee is going to be out.

1323
02:19:01.447 --> 02:19:10.197

Nicole Fieser: they're going down to court. They're going over to work with ice. They're going to the ice offices. I don't know whatever your folks do.

1324
02:19:11.307 --> 02:19:15.386
Nicole Fieser: and they did not put in a time off request, because it may not be time off.

1325
02:19:16.437 --> 02:19:19.836
Nicole Fieser: You will put the pay code in the schedule.

1326
02:19:21.707 --> 02:19:25.787
Nicole Fieser: This is a best practice from UKG, okay.

1327
02:19:25.917 --> 02:19:31.307
Nicole Fieser: if you know in advance that your employee is going to be out, put the pay code in the schedule.

1328
02:19:34.417 --> 02:19:35.447
Nicole Fieser: Okay.

1329
02:19:37.857 --> 02:19:43.007
Nicole Fieser: If the employee calls you up today to call in sick, sick, and tired.

1330
02:19:43.127 --> 02:19:45.797
Nicole Fieser: and they're taking the day off unexpectedly.

1331
02:19:45.977 --> 02:19:48.557
Nicole Fieser: Put the pay code in the time card.

1332
02:19:48.907 --> 02:19:53.966
Nicole Fieser: Why, when we assign the pay code here in the schedule. Y'all.

1333
02:19:54.357 --> 02:19:56.886
Nicole Fieser: the schedule does feed the time card.

1334
02:19:57.277 --> 02:20:04.437
Nicole Fieser: and it makes it known for anybody that sees that employee schedule that that employee is not going to be there.

1335
02:20:05.147 --> 02:20:09.957
Nicole Fieser: Okay, so how do we assign a pay code?

1336
02:20:11.457 --> 02:20:17.737
Nicole Fieser: Well, I'm gonna use Keely Jones. And I'm gonna use Friday, the 17.th

1337
02:20:19.507 --> 02:20:25.767
Nicole Fieser: One way to assign the pay code is I could use this quick actions, toolbar and click on pay code

1338
02:20:26.907 --> 02:20:34.496
Nicole Fieser: right? I also have the ability to go ahead and right click on that shift and go to add a pay code.

1339
02:20:37.927 --> 02:20:42.066
Nicole Fieser: In this case I might go ahead and say jury duty requested.

1340
02:20:43.067 --> 02:20:45.367
Nicole Fieser: I can put in the start time

1341
02:20:45.867 --> 02:20:51.196
Nicole Fieser: alright, and I can either take the whole shift or I could take the partial shift.

1342
02:20:51.367 --> 02:21:00.177
Nicole Fieser: because maybe the employee says I'm only gonna need 4Â HI just am going to show up. And then I'm gonna get dismissed. This is what I would probably do in real life.

1343
02:21:00.427 --> 02:21:04.717
Nicole Fieser: and I might say it's just 4Â h. It's a partial shift.

1344
02:21:05.257 --> 02:21:12.367
Nicole Fieser: right? I could click, apply, and we could go ahead and save it right.

1345
02:21:12.697 --> 02:21:20.166
Nicole Fieser: And then I see that the jury duty is going to be the 1st 4Â h, and then we're expecting the employee to come back on shift.

1346
02:21:22.337 --> 02:21:26.287
Nicole Fieser: If the employee is going to take the entire day.

1347
02:21:26.987 --> 02:21:36.137
Nicole Fieser: It makes sense, then, to potentially use the pay code in this quick actions. Toolbar, because you can choose the entire pay code.

1348
02:21:36.517 --> 02:21:41.287
Nicole Fieser: I'm gonna choose jury duty, and I'm going to use Danny Rojas

1349
02:21:42.327 --> 02:21:47.496
Nicole Fieser: and I could just click on that Friday and save. And now the entire day

1350
02:21:47.837 --> 02:21:50.596
Nicole Fieser: is going to be jury duty time.

1351
02:21:52.527 --> 02:21:56.727
Nicole Fieser: Okay, so there we go.

1352
02:21:59.437 --> 02:22:04.197
Nicole Fieser: What does this actually look like? If I go to Keely's time card?

1353
02:22:06.747 --> 02:22:10.337
Nicole Fieser: I said that the schedule feeds the time card.

1354
02:22:11.437 --> 02:22:21.776
Nicole Fieser: Here we get to see starting at 8 Am. The employees going to be out for 4Â h completing jury duty, and from noon until 5 they're back on shift. We're expecting them to work.

1355
02:22:23.297 --> 02:22:24.337
Nicole Fieser: Okay?

1356
02:22:27.047 --> 02:22:28.177
Nicole Fieser: All right. Y'all

1357
02:22:31.087 --> 02:22:38.437
Nicole Fieser: let me pause there. Let me jump back to the schedule. I've shown you a lot of things. Let me give you the chance to ask some questions.

1358
02:22:38.647 --> 02:22:46.007
Nicole Fieser: knowing that you do have some really nice quick reference guides, including overtime.

1359
02:22:48.527 --> 02:22:54.916
Nicole Fieser: We talk about overtime in the time card. You've got the one that we talked about assigning to the group.

1360
02:22:57.627 --> 02:23:02.956
Nicole Fieser: This is what we're going to be asking you to practice in lab time this afternoon.

1361
02:23:05.737 --> 02:23:08.877
Nicole Fieser: Questions you have for me so far about the schedule.

1362
02:23:26.317 --> 02:23:31.457
Nicole Fieser: Deborah says, are we to include the work rule to the scheduled time.

1363
02:23:32.367 --> 02:23:35.337
Nicole Fieser: Deborah, are you changing the assigned work role?

1364
02:23:42.707 --> 02:23:50.377
Nicole Fieser: If you're changing the assigned work rule, my friend, then you're gonna go into the schedule

1365
02:23:52.087 --> 02:23:56.066
Nicole Fieser: right? And you're gonna come here to the transfer employees

1366
02:23:56.447 --> 02:24:01.706
Nicole Fieser: and you can do it on the individual day. There's the work rule, Deborah.

1367
02:24:02.097 --> 02:24:09.486
Nicole Fieser: if you're assigning a pattern we cancel out of that, and you're assigning the pattern.

1368
02:24:11.617 --> 02:24:14.447
Nicole Fieser: I'm not going to actually save this. So bear with me.

1369
02:24:15.047 --> 02:24:20.597
Nicole Fieser: But we can right click on the shift. When we start building the pattern, add the shift.

1370
02:24:20.737 --> 02:24:25.136
Nicole Fieser: and you can do the transfer of the employee here. Add the work rule.

1371
02:24:25.327 --> 02:24:37.387
Nicole Fieser: So, Deborah, yes, absolutely. Whether it's a 1 off or it's a work rule that needs to be repeated across the schedule. Go into the pattern right? Click. So you can add the work rule.

1372
02:24:41.077 --> 02:24:47.296
Nicole Fieser: Deborah. Yes, I I definitely think you need to add the hyperfines first, st which is why I showed that first, st for sure.

1373
02:24:47.687 --> 02:24:51.557
Nicole Fieser: for sure. And you do have a really nice if I say so myself.

1374
02:24:52.833 --> 02:24:56.867
Nicole Fieser: Quick reference guide on how to do that like we practice today.

1375
02:24:57.937 --> 02:25:05.447
Nicole Fieser: And Daniel says, Can you show us an example of entering the Daniel? We're gonna talk about adding, we're gonna move to time cards in a couple of minutes, my friend.

1376
02:25:05.567 --> 02:25:10.176
Nicole Fieser: we'll take a look at the idea of adding pay codes in the time card in just a few minutes.

1377
02:25:12.587 --> 02:25:16.487
Nicole Fieser: Yep, we're gonna talk about overtime in the time card Kristen.

1378
02:25:17.467 --> 02:25:22.330
Nicole Fieser: for sure, and if you want to add a shift, you can always right. Click and add a shift.

1379
02:25:22.767 --> 02:25:25.467
Nicole Fieser: If somebody is having scheduled overtime.

1380
02:25:26.447 --> 02:25:31.406
Nicole Fieser: you can right click and add the shift here and put in the additional shift as you need to.

1381
02:25:32.037 --> 02:25:33.047
Nicole Fieser: Okay.

1382
02:25:44.847 --> 02:25:47.037
Nicole Fieser: fair enough, fair enough.

1383
02:25:48.757 --> 02:25:59.366
Nicole Fieser: Alright, guys, I know your brain is getting a little bit mushy, but hear me out

1384
02:26:00.057 --> 02:26:04.466

Nicole Fieser: I would like to mention. I know I stopped sharing. That was intentional.

1385
02:26:04.867 --> 02:26:06.587
Nicole Fieser: I apologize.

1386
02:26:07.877 --> 02:26:10.266
Nicole Fieser: Right, Joe. Let me get rid of all this icky stuff.

1387
02:26:11.317 --> 02:26:13.697
Nicole Fieser: Let's talk about the absence calendar.

1388
02:26:14.947 --> 02:26:19.207
Nicole Fieser: Let's talk about the absence calendar. I am a fan of the absence calendar.

1389
02:26:19.377 --> 02:26:26.047
Nicole Fieser: And while I recognize, maybe not every timekeeper that's in the room today, maybe every supervisor is going to be super jazzed.

1390
02:26:27.027 --> 02:26:29.936
Nicole Fieser: I think some of us probably will use this feature.

1391
02:26:31.277 --> 02:26:37.197
Nicole Fieser: So here, at the bottom of your schedule, planner, right?

1392
02:26:37.597 --> 02:26:40.447
Nicole Fieser: You're gonna have the absence calendar.

1393
02:26:40.887 --> 02:26:46.056
Nicole Fieser: The absence calendar is a new feature in the new, MyCOH time.

1394
02:26:46.767 --> 02:26:52.607
Nicole Fieser: And it's awesome, Deborah. I am gonna pick on you for no good reason, only because

1395
02:26:53.087 --> 02:26:58.558
Nicole Fieser: against folks from special events near and dear to my heart.

1396
02:26:59.047 --> 02:27:04.127
Nicole Fieser: So I think you are special events. So you know, kind of my jam.

1397
02:27:05.497 --> 02:27:11.656
Nicole Fieser: So I'm gonna pick on Deborah. What if Deborah is one of those super nice, really generous people?

1398
02:27:12.187 --> 02:27:15.937
Nicole Fieser: And let's pull up well, kind of cute.

1399
02:27:16.927 --> 02:27:21.007
Nicole Fieser: So January 20, th which is Monday, right is Martin Luther King Day?

1400
02:27:22.117 --> 02:27:29.977
Nicole Fieser: What if Deborah starts to get a ton of time off requests for Friday the 17? th

1401
02:27:31.047 --> 02:27:36.847
Nicole Fieser: Because maybe she has a bunch of, you know, exempt. I'm sorry, non-exempt hourly. Folks

1402
02:27:37.017 --> 02:27:42.057
Nicole Fieser: that want to turn that 3 day holiday into a 4 day weekend.

1403
02:27:45.667 --> 02:27:53.597
Nicole Fieser: and Deborah has already granted a bunch of time off requests. She's granted mine, and she's granted Lee's, and she's granted Laura's.

1404
02:27:54.787 --> 02:27:58.096
Nicole Fieser: And now we have. We have

1405
02:27:58.724 --> 02:28:01.887
Nicole Fieser: let's say Kristen Kristen sends another.

1406
02:28:03.907 --> 02:28:09.236
Nicole Fieser: What the absence calendar will do is it's going to allow Deborah to go in

1407
02:28:09.357 --> 02:28:18.636
Nicole Fieser: and see how many time off requests are still pending on a given day, and how many time off requests she's already granted for that day.

1408
02:28:19.927 --> 02:28:23.707
Nicole Fieser: Here, in this example, we see the one with the black dots.

1409
02:28:24.007 --> 02:28:31.407
Nicole Fieser: If you see one with the black dot. That means that you have a pending time off. Request that you've not yet managed.

1410
02:28:32.337 --> 02:28:39.996
Nicole Fieser: If Deborah came in here and saw just a number one with no dot, a number 2, and number 3 with no dots.

1411
02:28:41.847 --> 02:28:47.187
Nicole Fieser: That would tell Deborah that she's already granted 3 people's time off requests.

1412
02:28:47.707 --> 02:28:57.486
Nicole Fieser: And the cool thing is, Deborah would be able to click on that number 3, and then in the time card grid above, it's gonna show her

1413
02:28:59.437 --> 02:29:03.036
Nicole Fieser: these are the 3 people that she's already granted time off for.

1414
02:29:04.747 --> 02:29:16.666
Nicole Fieser: So at a glance she doesn't have to remember who she granted time off, for she can click on the day and the in the grid above it's gonna say, Hey, these are the 3 people, Eliza Greg, and whoever else

1415
02:29:19.157 --> 02:29:21.366
Nicole Fieser: anybody think that can be kind of cool

1416
02:29:24.377 --> 02:29:25.956
Nicole Fieser: that could be kind of fun

1417
02:29:26.227 --> 02:29:29.346
Nicole Fieser: and useful, at least in some circumstances.

1418
02:29:38.437 --> 02:29:39.536
Nicole Fieser: I'm hopeful

1419
02:29:43.267 --> 02:29:44.357
Nicole Fieser: right. Y'all

1420
02:29:51.937 --> 02:29:52.907
Nicole Fieser: fun

1421
02:29:53.947 --> 02:30:08.716
Nicole Fieser: folks that is scheduling in a nutshell. Those quick reference guides will be available. You have quite a few of them. Laura created some UKG, create some I and and some some of my coworkers on the call today.

1422
02:30:10.057 --> 02:30:14.046
Nicole Fieser: Y'all have the the resources to be super successful.

1423
02:30:14.767 --> 02:30:22.756
Nicole Fieser: And just as a reminder go fish. There's some great information here in that question, Mark.

1424
02:30:22.897 --> 02:30:29.007
Nicole Fieser: So if you're not sure how to do something, don't forget to go fish in that cute little question, Mark.

1425
02:30:31.317 --> 02:30:36.296
Nicole Fieser: All right, folks, that brings me to the end of scheduling

1426
02:30:38.977 --> 02:30:44.186
Nicole Fieser: questions, thoughts, concerns before we move into timekeeping.

1427
02:31:02.537 --> 02:31:06.787
Lee Rosenthal: Nikki. Should we break for lunch lunches at one.

1428
02:31:07.427 --> 02:31:09.047
Nicole Fieser: Lunch is at one today.

1429
02:31:09.287 --> 02:31:15.316
Lee Rosenthal: Yep, that answers that.

1430
02:31:18.277 --> 02:31:22.227
Nicole Fieser: Fair enough, fair enough. Y'all. I'll make sure I'm sharing the right screen with y'all. Okay.

1431
02:31:23.797 --> 02:31:25.986
Nicole Fieser: we're gonna move on to time cards.

1432
02:31:27.227 --> 02:31:39.846
Nicole Fieser: and we do have some outstanding questions regarding time cards, and I acknowledge that so we will be addressing them. I have taken some notes of some things regarding time cards that folks have asked. I will make sure we cover it.

1433
02:31:40.057 --> 02:31:45.867
Nicole Fieser: And we still want to talk about reports and mobile. And yeah.

1434
02:31:46.327 --> 02:31:50.367
Nicole Fieser: we've got some things. Y'all, we've got some things for sure to keep talking about.

1435
02:31:51.467 --> 02:31:53.477
Nicole Fieser: Let's talk about timekeeping

1436
02:31:54.367 --> 02:32:01.676
Nicole Fieser: folks in this section. I do want us to talk about accessing our time cards. And when we think about accessing our time cards

1437
02:32:02.477 --> 02:32:09.906
Nicole Fieser: right, there's a lot of different ways that you all can get to your people's time cards.

1438
02:32:10.477 --> 02:32:11.627
Nicole Fieser: Right?

1439
02:32:12.627 --> 02:32:17.756
Nicole Fieser: So so far, today, I've made mention of like 5 or 6,

1440
02:32:18.107 --> 02:32:22.007
Nicole Fieser: I'm gonna do a quick reminder of like 3 or 4.

1441
02:32:22.587 --> 02:32:26.137
Nicole Fieser: So one more time. How can you get your people's time cards?

1442
02:32:26.307 --> 02:32:31.416
Nicole Fieser: You have that employee search right? I keep using Crim.

1443
02:32:33.387 --> 02:32:37.166
Nicole Fieser: I could check off crim and go to their time card.

1444
02:32:39.947 --> 02:32:48.976
Nicole Fieser: We have the wonderful. And that's really where we're gonna go. The wonderful manage time cards tile, which now has 11 must fix items

1445
02:32:49.697 --> 02:32:52.327
Nicole Fieser: right? And we'll talk about. Why, that is.

1446
02:32:52.637 --> 02:33:01.077
Nicole Fieser: But I can certainly click on that broken or bent right facing arrow and access all of the time. Cards that I'm responsible for

1447
02:33:01.817 --> 02:33:06.317
Nicole Fieser: I can also simply use the must fix. Here's what must be fixed.

1448
02:33:06.937 --> 02:33:07.857
Nicole Fieser: Okay?

1449
02:33:09.067 --> 02:33:12.246
Nicole Fieser: And if you don't like these tiles, because again.

1450
02:33:12.517 --> 02:33:16.487
Nicole Fieser: I have some folks that are still not convinced. I've seen the messages. Y'all.

1451
02:33:16.967 --> 02:33:23.457
Nicole Fieser: I can open up that hamburger menu in the main menu, and either I can access the time cards here

1452
02:33:24.597 --> 02:33:28.446
Nicole Fieser: in that main menu, or from the employee. Summary

1453
02:33:30.667 --> 02:33:34.627
Nicole Fieser: lots of ways for you to get to your time cards.

1454
02:33:35.297 --> 02:33:37.937
Nicole Fieser: For the purposes of this training.

1455

02:33:39.037 --> 02:33:41.936
Nicole Fieser: I am going to access our time cards

1456
02:33:42.567 --> 02:33:44.547
Nicole Fieser: from the manage time card style.

1457
02:33:45.537 --> 02:33:46.497
Nicole Fieser: Okay?

1458
02:33:46.707 --> 02:33:49.567
Nicole Fieser: Now, I have a bunch of must fix.

1459
02:33:50.567 --> 02:33:58.066
Nicole Fieser: The reason that I have must fix is because I assigned Jamie Tart to a schedule starting January 4, th

1460
02:33:58.937 --> 02:34:02.437
Nicole Fieser: right? That's where I assigned that person to the pattern.

1461
02:34:04.147 --> 02:34:10.426
Nicole Fieser: and they haven't been punching they nothing. And and they are a non-exempt person.

1462
02:34:10.907 --> 02:34:17.606
Nicole Fieser: So that's why I see 11. We're not gonna deal with all of it. But I am gonna click on that arrow next to must fix.

1463
02:34:18.167 --> 02:34:22.217
Nicole Fieser: And that's going to take me 1st to Trent Prim.

1464
02:34:22.897 --> 02:34:30.937
Nicole Fieser: Okay, now, Trench crim is an hourly non-exempt and is responsible for punching

1465
02:34:31.477 --> 02:34:41.487

Nicole Fieser: again to feel reassured in the room. Your officers are not going to be punching right. Your officers are going to be on the pay from schedule functionality.

1466
02:34:43.247 --> 02:34:48.807
Nicole Fieser: Okay, so that is going to be a reassurance

1467
02:34:52.237 --> 02:34:56.377
Nicole Fieser: in this case, though, this employee does punch.

1468
02:34:57.137 --> 02:34:59.367
Nicole Fieser: So let's focus on what we see.

1469
02:34:59.917 --> 02:35:04.557
Nicole Fieser: Y'all, in the time card. There are 3 main 3 main areas of the time card.

1470
02:35:05.227 --> 02:35:11.216
Nicole Fieser: You have your your time card tools, your time card grid and your time card tabs

1471
02:35:12.187 --> 02:35:14.927
Nicole Fieser: for those of you that know your old

1472
02:35:15.467 --> 02:35:18.647
Nicole Fieser: soon to be old furnace system.

1473
02:35:21.407 --> 02:35:27.586
Nicole Fieser: There are some nice enhancements here. There's some really nice enhancements in your time. Card tabs.

1474
02:35:28.337 --> 02:35:30.706
Nicole Fieser: Specifically the audits tab.

1475
02:35:31.267 --> 02:35:36.027
Nicole Fieser: Starting at the bottom, the audits tab is fantastic.

1476
02:35:36.217 --> 02:35:41.376
Nicole Fieser: It is much more robust than your current soon to be old Kronos system.

1477
02:35:42.117 --> 02:35:48.067
Nicole Fieser: and as a gentle reminder, any change that you or somebody else makes to a time card

1478
02:35:48.357 --> 02:35:52.546
Nicole Fieser: is being tracked through the audits trail the audits tab.

1479
02:35:53.067 --> 02:35:54.266
Nicole Fieser: And yes.

1480
02:35:54.377 --> 02:36:06.577
Nicole Fieser: for my folks that are going to be responsible for looking at the submission reports. Right? Will there be some? Some? Will there be audits from the time card on your submission data view.

1481
02:36:06.687 --> 02:36:08.977
Nicole Fieser: Right? We're gonna talk a little bit about that at the end.

1482
02:36:09.107 --> 02:36:12.626
Nicole Fieser: Absolutely. Yes, absolutely. Yes.

1483
02:36:13.317 --> 02:36:21.486
Nicole Fieser: Okay, what is different about this audits tab this audits trail instead of seeing everything just lumped into audits.

1484
02:36:21.717 --> 02:36:27.627
Nicole Fieser: If you want to see just comments that have been added to this person's time card, which we will in a second.

1485
02:36:28.467 --> 02:36:30.637
Nicole Fieser: if you just want to see

1486
02:36:30.827 --> 02:36:36.426
Nicole Fieser: right whether the time cards been approved or even signed off. You can.

1487
02:36:38.517 --> 02:36:41.227
Nicole Fieser: What else do we get to see here the totals tab

1488
02:36:41.887 --> 02:36:44.756
Nicole Fieser: folks, the totals tab, I think, is fantastic.

1489
02:36:45.217 --> 02:36:48.927
Nicole Fieser: We've had some questions regarding overtime. During this call

1490
02:36:50.227 --> 02:36:56.507
Nicole Fieser: the totals tab is a nice summary of what is going on in the time card grid above.

1491
02:36:57.117 --> 02:37:07.387
Nicole Fieser: So if you want to add a glance. See how much regular time versus how much overtime somebody has. You're gonna easily be able to see that on the totals tab

1492
02:37:09.227 --> 02:37:17.987
Nicole Fieser: the accruals, tab the accruals tab is going to show you your employees accrual balances.

1493
02:37:18.737 --> 02:37:23.577
Nicole Fieser: In this case Grant has a hundred 20Â h of Pto.

1494
02:37:24.057 --> 02:37:29.087
Nicole Fieser: The vested balance of 120 and has taken to date 0.

1495
02:37:29.267 --> 02:37:32.167
Nicole Fieser: They've not taken any vacations so far this year.

1496
02:37:33.607 --> 02:37:37.426
Nicole Fieser: Okay, there you go.

1497
02:37:40.847 --> 02:37:46.327
Nicole Fieser: These are your time card Tabs, briefly, historical corrections. Y'all aren't going to be doing that.

1498
02:37:47.077 --> 02:37:50.997
Nicole Fieser: But if there was a mistake, let's say that

1499
02:37:51.617 --> 02:37:56.547
Nicole Fieser: for whatever reason I didn't get paid my 2Â h of overtime

1500
02:37:58.317 --> 02:38:06.086
Nicole Fieser: payroll could complete a historical correction which would assign me my 2Â h of overtime. Correctly.

1501
02:38:06.867 --> 02:38:15.916
Nicole Fieser: the historical corrections tab is where you might see, a historical correction was done to your employees. Time card, but you're not actually doing it. That's a payroll function.

1502
02:38:16.437 --> 02:38:17.897
Nicole Fieser: It's a way to correct it.

1503
02:38:18.987 --> 02:38:22.536
Nicole Fieser: It's a way to correct a time card that's already been approved and signed off.

1504
02:38:28.267 --> 02:38:32.987
Nicole Fieser: There we go, alrighty.

1505
02:38:33.477 --> 02:38:37.737
Nicole Fieser: What else do we get to see? You get your time card grid and your tabs.

1506

02:38:38.007 --> 02:38:39.936
Nicole Fieser: Let's talk about the time card grid.

1507
02:38:40.447 --> 02:38:54.097
Nicole Fieser: This is official UKG training, and let me start off by saying, I know that there are people in the room that have been using your old chrono system for a good while that never received official UKG training.

1508
02:38:54.277 --> 02:38:55.177
Nicole Fieser: Right?

1509
02:38:55.887 --> 02:39:01.496
Nicole Fieser: And I've already owned it. I am a trainer, therefore I'm a pain in the you know what?

1510
02:39:01.847 --> 02:39:05.606
Nicole Fieser: Y'all we're gonna go through the basics only because

1511
02:39:05.877 --> 02:39:08.026
Nicole Fieser: it's good to hear the official word

1512
02:39:09.737 --> 02:39:13.707
Nicole Fieser: Kristen says, sorry. So. Only payroll. No, no, no.

1513
02:39:14.047 --> 02:39:23.347
Nicole Fieser: Kristen, I'm going to show you how to add overtime on the time card. Right? You can add the additional schedule, the schedule time. We can also add it on the time card. I'm going to show you all that

1514
02:39:23.617 --> 02:39:30.636
Nicole Fieser: my example, Kristen, was. For whatever reason, let's pretend I didn't get paid overtime.

1515
02:39:33.067 --> 02:39:37.786
Nicole Fieser: and and payroll has to correct it. They would complete a historical correction.

1516
02:39:38.457 --> 02:39:39.926

Nicole Fieser: So no, no, no, no.

1517
02:39:40.687 --> 02:39:46.737
Nicole Fieser: no, no worries. Thank you for asking for that clarification. I apologize if I was a Goober there.

1518
02:39:47.347 --> 02:39:48.726
Nicole Fieser: So thank you for that.

1519
02:39:51.247 --> 02:39:56.326
Nicole Fieser: Okay, hopefully, what stands out to you in the time card.

1520
02:39:56.487 --> 02:40:00.957
Nicole Fieser: It's a solid red cell, right?

1521
02:40:01.487 --> 02:40:03.086
Nicole Fieser: It's the solid red cell.

1522
02:40:03.847 --> 02:40:08.487
Nicole Fieser: Now for those of you that don't have any non-exempt hourly, folks

1523
02:40:08.857 --> 02:40:16.926
Nicole Fieser: where you don't have people punching. This may not apply to you, but it doesn't hurt to see it. It does not hurt to hear the best practice.

1524
02:40:17.657 --> 02:40:22.177
Nicole Fieser: because there will be some exceptions.

1525
02:40:22.637 --> 02:40:29.666
Nicole Fieser: exceptions, deviations from the employees, expected work time that you must fix

1526
02:40:30.687 --> 02:40:33.466
Nicole Fieser: right? I'm gonna jump back home

1527
02:40:33.917 --> 02:40:38.107
Nicole Fieser: that manage time cards. Tile is telling us what must be fixed

1528
02:40:40.087 --> 02:40:47.816
Nicole Fieser: right deviations from the employees expected work time, and there are 2 types of expect exceptions that have to be fixed.

1529
02:40:48.337 --> 02:40:52.147
Nicole Fieser: a missed punch and an unexcused absence

1530
02:40:53.427 --> 02:41:01.516
Nicole Fieser: folks. The only way the system can recognize a valid shift is if there's both an in and an out Punch.

1531
02:41:02.757 --> 02:41:09.516
Nicole Fieser: Okay, that is the only way the system can recognize a valid shift.

1532
02:41:09.767 --> 02:41:19.916
Nicole Fieser: So you bet you bet you gotta fix your missed punches, unexcused absences.

1533
02:41:20.187 --> 02:41:26.426
Nicole Fieser: An unexcused absence is scheduled work, time for which there are no punches and there are no pay codes.

1534
02:41:27.097 --> 02:41:33.006
Nicole Fieser: And listen, even if your employee is awol, even if they were like a no call, no show.

1535
02:41:33.867 --> 02:41:40.667
Nicole Fieser: We still have to fix the unexcused absences. We have to at least explain where that scheduled work time went.

1536
02:41:41.627 --> 02:41:48.656

Nicole Fieser: So that's really what we're looking at. If I click on, that must fix. And I come back to Trent Crim's time card.

1537
02:41:49.137 --> 02:41:52.707
Nicole Fieser: That's what we're looking at here. We've got to fix this missed Punch, and we're gonna

1538
02:41:53.967 --> 02:41:57.467
Nicole Fieser: hopefully. What also stands out to you is the red eye.

1539
02:41:57.777 --> 02:42:01.337
Nicole Fieser: That red eye is our visual indicator

1540
02:42:02.177 --> 02:42:06.877
Nicole Fieser: that in the absence column the employee had scheduled work time

1541
02:42:08.097 --> 02:42:11.067
Nicole Fieser: and there were no punches and there were no pay codes.

1542
02:42:11.947 --> 02:42:15.217
Nicole Fieser: Okay, so

1543
02:42:18.517 --> 02:42:23.766
Nicole Fieser: let's go ahead and take a look at the solid red cell.

1544
02:42:24.837 --> 02:42:28.397
Nicole Fieser: I'm gonna go ahead and say, this is my probationary person, I think

1545
02:42:28.597 --> 02:42:31.056
Nicole Fieser: doesn't matter if they punch in. They punch out.

1546
02:42:32.617 --> 02:42:36.747
Nicole Fieser: I'm gonna go ahead and say that this employee left at 4 30 pm.

1547
02:42:39.227 --> 02:42:41.126
Nicole Fieser: I think that's 1630.

1548
02:42:43.102 --> 02:42:47.677
Nicole Fieser: I did it. So I'm gonna type in 1630, and I'm gonna save it.

1549
02:42:48.987 --> 02:42:59.116
Nicole Fieser: Now when I type in 1630, notice, please, a red eye appears, and if I hover my mouse over top of that red eye.

1550
02:42:59.807 --> 02:43:05.027
Nicole Fieser: It tells me, based on this pot the policy that this employee is assigned to.

1551
02:43:05.347 --> 02:43:07.166
Nicole Fieser: that. They were early out.

1552
02:43:08.327 --> 02:43:10.527
Nicole Fieser: Okay, they were early out.

1553
02:43:11.737 --> 02:43:16.267
Nicole Fieser: and that's because they were scheduled to work until 5. They punched out at 4 30

1554
02:43:17.437 --> 02:43:21.806
Nicole Fieser: folks. Hopefully, I've beaten the dead horse on this one comments.

1555
02:43:22.197 --> 02:43:25.336
Nicole Fieser: comments, serve as a cover. Our behind moment

1556
02:43:26.457 --> 02:43:32.097
Nicole Fieser: I am going to go ahead and right click to add a comment

1557

02:43:33.067 --> 02:43:37.977
Nicole Fieser: and the comment that, I'm going to add. I'm going to add the comment to the punch.

1558
02:43:38.367 --> 02:43:42.177
Nicole Fieser: and I'm going to go ahead and add the comment of missed punch.

1559
02:43:43.807 --> 02:43:51.097
Nicole Fieser: and then I might add the free form note to further explain that comment.

1560
02:43:51.257 --> 02:43:59.617
Nicole Fieser: Miss Punch, and then I might say, early out, due to a family.

1561
02:44:00.707 --> 02:44:01.817
Nicole Fieser: Oh, my gosh!

1562
02:44:03.387 --> 02:44:04.747
Nicole Fieser: Emergency.

1563
02:44:06.697 --> 02:44:12.767
Nicole Fieser: And I might say they rushed out.

1564
02:44:12.867 --> 02:44:15.006
Nicole Fieser: Guys, I swear usually I can spell.

1565
02:44:16.007 --> 02:44:19.877
Nicole Fieser: So I'm going to add this note to the standardized comment.

1566
02:44:20.077 --> 02:44:21.627
Nicole Fieser: And I'm going to click. Add.

1567
02:44:21.957 --> 02:44:25.927
Nicole Fieser: if I wanted to add another note, I surely could.

1568
02:44:26.747 --> 02:44:32.606
Nicole Fieser: But here I have the standardized comment and the note to further explain what happened

1569
02:44:33.337 --> 02:44:38.026
Nicole Fieser: as a gentle reminder here in official UKG training. You guys

1570
02:44:41.867 --> 02:44:45.447
Nicole Fieser: remember, you're not the only one that can see the notes

1571
02:44:46.167 --> 02:44:59.306
Nicole Fieser: right? Payroll can see it potentially. Another timekeeper could see it. You're not the only one. So when we add those free form notes, y'all make sure they're appropriate.

1572
02:45:00.147 --> 02:45:01.147
Nicole Fieser: right?

1573
02:45:01.867 --> 02:45:06.957
Nicole Fieser: The same person that had kind of funny but ridiculous names for their hyperfines.

1574
02:45:08.097 --> 02:45:10.826
Nicole Fieser: She also had some interesting notes like.

1575
02:45:11.107 --> 02:45:19.237
Nicole Fieser: I don't think this person is sick. I think they're out playing golf. I think one of her notes was beautiful. Day. They're playing tennis or something

1576
02:45:19.347 --> 02:45:23.627
Nicole Fieser: again. It was kind of humorous, but not super Hr. Appropriate.

1577
02:45:23.827 --> 02:45:26.127
Nicole Fieser: Make sure it's super, Hr appropriate.

1578
02:45:27.557 --> 02:45:31.237
Nicole Fieser: From there. We're gonna go ahead and click, apply, and we're gonna save it

1579
02:45:33.277 --> 02:45:38.237
Nicole Fieser: when we save it. Are we done? Absolutely not

1580
02:45:43.047 --> 02:45:43.927
Nicole Fieser: right.

1581
02:45:47.777 --> 02:45:52.357
Nicole Fieser: So just so we're clear. We're gonna go ahead and Mark, as reviewed

1582
02:45:53.577 --> 02:45:56.406
Nicole Fieser: right? And when we go to Mark is reviewed

1583
02:46:00.207 --> 02:46:06.516
Nicole Fieser: right? They're not public, Deborah comment. When you say public, that's I'm gonna let Laura, do you want to speak to that a little bit?

1584
02:46:09.167 --> 02:46:10.825
Lee Rosenthal: Yeah, I can see. So

1585
02:46:11.157 --> 02:46:11.857
Nicole Fieser: Please go ahead.

1586
02:46:12.547 --> 02:46:20.766
Lee Rosenthal: A a good point is, keep in mind with the notes. Right? This is meant to be a a small record

1587
02:46:21.007 --> 02:46:26.327
Lee Rosenthal: of of something that's occurring a a time card is a legal document. It can be subpoenaed.

1588
02:46:26.847 --> 02:46:55.937

Lee Rosenthal: So what you put in here should not be a novel. It should not. I give a lot of identifying information. We'll go through specific notes that you guys will be adding related to process. You know, docket squad different things like that a little bit later. But just remember that when you're adding in notes like like Nikki said, managers can say anyone who has the correct access within MyCOH time. So all timekeepers, managers, supervisors, they can see your notes, notes can be pulled on, reports.

1589
02:46:55.937 --> 02:47:06.687
Lee Rosenthal: all sorts of things. So be very mindful of your notes, but they're they're intended to be, you know, a checks and balances of why you're making a change. It's your rationale for your actions

1590
02:47:06.757 --> 02:47:14.357
Lee Rosenthal: in in a time card so. But just remember they they are legal documents, and so what you put in them can be

1591
02:47:14.467 --> 02:47:18.547
Lee Rosenthal: to Debbie's point in her cup can become public in that in that way

1592
02:47:44.197 --> 02:47:45.557
Lee Rosenthal: might be on mute.

1593
02:47:55.217 --> 02:47:58.627
Nicole Fieser: Okay. Sorry about that. Somehow. I'm on mute. I apologize.

1594
02:48:00.917 --> 02:48:01.927
Nicole Fieser: Alright.

1595
02:48:03.597 --> 02:48:08.807
Nicole Fieser: Thanks, Laura, for going through that so, Deborah, hopefully, you feel better

1596
02:48:08.967 --> 02:48:15.706
Nicole Fieser: equally. I understand that timekeepers may not be responsible for all of what I'm showing here.

1597
02:48:16.187 --> 02:48:19.247
Nicole Fieser: Some of this could be a manager supervisor role.

1598
02:48:20.537 --> 02:48:27.327
Nicole Fieser: but it doesn't hurt to know what's happening. So this is an example of what we do versus what we know.

1599
02:48:27.497 --> 02:48:33.777
Nicole Fieser: So even if you're sitting there thinking, I'm not sure I'm going to be the one going ahead and editing punches. Nikki, that's cool.

1600
02:48:34.547 --> 02:48:39.027
Nicole Fieser: I am not hurt to know that even if you're not doing it

1601
02:48:39.207 --> 02:48:45.467
Nicole Fieser: doesn't hurt to know what's going on behind. So if this feels like a lot of information, it might be.

1602
02:48:45.947 --> 02:48:48.377
Nicole Fieser: And I thank you for hanging in there with me.

1603
02:48:49.497 --> 02:48:54.616
Nicole Fieser: Okay, all right. Y'all, very quickly marking is reviewed.

1604
02:48:54.917 --> 02:49:04.676
Nicole Fieser: I do want to touch base on this. If if let's pick on a supervisor, if a supervisor has gone through the trouble of correcting the missed punch.

1605
02:49:04.987 --> 02:49:08.747
Nicole Fieser: adding the comments, right?

1606
02:49:09.087 --> 02:49:15.637
Nicole Fieser: We probably want to go ahead and mark it as reviewed Gates.

1607
02:49:18.067 --> 02:49:23.466

Nicole Fieser: So in this case I'm gonna right. Click again. I'm gonna go to. Mark is reviewed.

1608
02:49:24.267 --> 02:49:25.737
Nicole Fieser: and I'm going to save it.

1609
02:49:26.607 --> 02:49:36.747
Nicole Fieser: Folks. If you ever see this mark is reviewed, which probably is being done more by the manager supervisor role. But again, I'll leave that for your folks to figure out.

1610
02:49:38.247 --> 02:49:41.566
Nicole Fieser: Let me tell you what this is, and more importantly, what it isn't.

1611
02:49:42.627 --> 02:49:47.487
Nicole Fieser: Mark, as reviewed, does not excuse the exception.

1612
02:49:47.767 --> 02:49:53.376
Nicole Fieser: It doesn't make it go away. It doesn't say that the manager or supervisor is okay with it.

1613
02:49:53.537 --> 02:49:58.696
Nicole Fieser: It simply is the visual indicator that they've seen it, that's all it is.

1614
02:49:59.207 --> 02:50:03.227
Nicole Fieser: It lets payroll know before payroll goes ahead and processes.

1615
02:50:03.457 --> 02:50:07.916
Nicole Fieser: Their payroll. They hey? The manager did what they were supposed to do.

1616
02:50:08.517 --> 02:50:09.517
Nicole Fieser: Okay.

1617
02:50:12.937 --> 02:50:18.866
Nicole Fieser: from there on Monday, January 13, th

1618
02:50:19.557 --> 02:50:27.236
Nicole Fieser: we see that red eye, in case you come across the red eye again. Whether this is your responsibility or not.

1619
02:50:29.107 --> 02:50:30.077
Nicole Fieser: Okay.

1620
02:50:33.517 --> 02:50:39.986
Nicole Fieser: we hover our mouse over top of it. We get the pop up dialog box that tells us it's an unexcused absence.

1621
02:50:40.587 --> 02:50:44.736
Nicole Fieser: and this is where we could add the punches or pay codes.

1622
02:50:45.127 --> 02:50:49.746
Nicole Fieser: We've had some questions today to say, Hey, can you show us how to add a pay code?

1623
02:50:49.977 --> 02:50:56.327
Nicole Fieser: Sure, I might go ahead and say that this person ended up taking unscheduled vacation time?

1624
02:50:57.247 --> 02:50:58.407
Nicole Fieser: Right.

1625
02:51:02.817 --> 02:51:06.166
Nicole Fieser: So if I go ahead to the pay code cell.

1626
02:51:07.737 --> 02:51:11.356
Nicole Fieser: I'm going to go ahead and click in the dropdown.

1627
02:51:13.127 --> 02:51:19.646
Nicole Fieser: and I might go ahead and choose vacation unscheduled, and the amount

1628
02:51:19.957 --> 02:51:30.216
Nicole Fieser: I could put in full schedule day that they're taking their whole day. I could also type in the amount. Is it? 8 h of vacation. Is it? 4 h of vacation? What is it

1629
02:51:30.867 --> 02:51:37.547
Nicole Fieser: in this case? I'm gonna say, it's 8 h, and I'm gonna save it right.

1630
02:51:39.477 --> 02:51:44.327
Nicole Fieser: And apparently this person does not have the appropriate assignments.

1631
02:51:46.357 --> 02:51:47.896
Nicole Fieser: Let's see if they'll take sick.

1632
02:51:48.397 --> 02:51:51.877
Nicole Fieser: Okay, it's there we go.

1633
02:51:53.037 --> 02:51:57.187
Nicole Fieser: So I've assigned sick instead, y'all. And what happened.

1634
02:51:57.427 --> 02:52:02.897
Nicole Fieser: Notice the red eye turned into a blue dashed line

1635
02:52:03.457 --> 02:52:12.416
Nicole Fieser: again. If you ever see this again for my timekeepers, I recognize this may not be something you're doing. But you you never know you might see things.

1636
02:52:14.967 --> 02:52:23.097
Nicole Fieser: What turns red, unexcused versus what turns blue excused is based on policy.

1637
02:52:23.507 --> 02:52:30.977
Nicole Fieser: So in this case, when I assign sick that turned blue. There we are okay.

1638

02:52:31.547 --> 02:52:36.466
Nicole Fieser: And then very quickly, very quickly, couple of things.

1639
02:52:38.167 --> 02:52:43.987
Nicole Fieser: Can you add comments? Can you add comments to a pay code. Yeah, you can.

1640
02:52:45.487 --> 02:52:53.286
Nicole Fieser: Mostly you cannot do it to the pay code cell, but rather to the amount cell.

1641
02:52:54.927 --> 02:52:55.847
Nicole Fieser: Okay.

1642
02:52:59.517 --> 02:53:05.037
Nicole Fieser: so I can right click on that 8Â h when we right click, we can add the comments.

1643
02:53:05.497 --> 02:53:07.896
Nicole Fieser: And when we go to add the comments.

1644
02:53:08.647 --> 02:53:10.886
Nicole Fieser: I might go ahead and say.

1645
02:53:11.957 --> 02:53:18.587
Nicole Fieser: no, we're gonna talk about HP. Docket, Hpd. Hpd. Docket and Hpd. Squad in a second.

1646
02:53:18.727 --> 02:53:25.127
Nicole Fieser: But maybe I'm gonna go ahead and say that this is a supervisor comment with the appropriate notes.

1647
02:53:25.457 --> 02:53:29.567
Nicole Fieser: Right? Cause that feels like a supervisor comment. Not a timekeeper comment.

1648
02:53:30.887 --> 02:53:35.487
Nicole Fieser: From there we could click, add, we could click, apply, and we could click, save

1649
02:53:41.197 --> 02:53:44.926
Nicole Fieser: all right overtime. We've had a lot of questions about overtime.

1650
02:53:46.857 --> 02:53:51.337
Nicole Fieser: I want to go ahead and I'm gonna use

1651
02:53:52.737 --> 02:53:59.167
Nicole Fieser: you use Hpd dockets. Let's say that somebody got held over for additional court time.

1652
02:53:59.277 --> 02:54:06.457
Nicole Fieser: or maybe there was. They were working on a specific case, or there was an incident, and they end up working some overtime.

1653
02:54:08.037 --> 02:54:12.786
Nicole Fieser: Can you add overtime to a time card? Sure.

1654
02:54:14.497 --> 02:54:15.607
Nicole Fieser: Okay.

1655
02:54:16.217 --> 02:54:20.537
Nicole Fieser: How you choose to do it is a lot of you know there's some choices here.

1656
02:54:20.647 --> 02:54:25.897
Nicole Fieser: There is a nice quick reference guide for you that I think Laura has prepared.

1657
02:54:26.557 --> 02:54:31.887
Nicole Fieser: But so, number one, I'm going to say on Friday. Here was their regularly scheduled time.

1658
02:54:31.997 --> 02:54:34.547
Nicole Fieser: They ended up staying over.

1659
02:54:35.377 --> 02:54:41.887
Nicole Fieser: So I'm going to click on the plus sign next to Friday, January 10, th and I'm going to add the additional row.

1660
02:54:43.007 --> 02:54:43.977
Nicole Fieser: Okay?

1661
02:54:45.987 --> 02:54:48.596
Nicole Fieser: And I might go ahead and say.

1662
02:54:53.867 --> 02:55:00.626
Nicole Fieser: Laura, is there a particular overtime pay code that you would typically recommend if I want to add the overtime pay code.

1663
02:55:00.827 --> 02:55:01.947
Lee Rosenthal: Otps.

1664
02:55:03.347 --> 02:55:04.256
Nicole Fieser: Thank you, ma'am.

1665
02:55:04.457 --> 02:55:10.326
Nicole Fieser: I'm going to add the pay code of OO. Tps. Say that 3 times fast.

1666
02:55:10.647 --> 02:55:15.347
Nicole Fieser: and I might say in this case the employee was here 3 additional hours.

1667
02:55:17.127 --> 02:55:24.246
Nicole Fieser: This is where right clicking and adding the comment, I think, serves you well.

1668
02:55:24.877 --> 02:55:33.596
Nicole Fieser: because I might go ahead and choose the comment of Hpd. Docket, and maybe I'll put in the incident number or the case number

1669
02:55:33.957 --> 02:55:41.386
Nicole Fieser: right? So in the note field, I think that's where in the Hpd. Docket the case number makes a lot of sense.

1670
02:55:42.827 --> 02:55:43.837
Nicole Fieser: and

1671
02:55:44.867 --> 02:55:55.857
Nicole Fieser: I know this is unrealistic, but for training purposes only, I might put in 1, 2, 3, 4, I would add it. I would apply it, and I would save it.

1672
02:55:57.097 --> 02:56:01.317
Nicole Fieser: I now get to see the 3Â h of overtime on Friday

1673
02:56:01.507 --> 02:56:08.377
Nicole Fieser: that I added directly to the time card, and folks on the totals tab.

1674
02:56:10.537 --> 02:56:15.367
Nicole Fieser: Notice what we get to see. We get to see the additional time.

1675
02:56:16.017 --> 02:56:19.406
Nicole Fieser: The summary of what's going on in the time card grid above.

1676
02:56:24.787 --> 02:56:26.956
Nicole Fieser: Oh, that's the time card in a nutshell

1677
02:56:29.347 --> 02:56:38.086
Nicole Fieser: again. You yourself may not be responsible for all of this I recognize that timekeepers versus supervisors have different roles.

1678
02:56:40.367 --> 02:56:43.636
Nicole Fieser: but it's important that you all know what's kind of going on with these time cards.

1679
02:56:46.017 --> 02:56:47.367
Nicole Fieser: Questions.

1680
02:56:53.737 --> 02:57:00.117
Nicole Fieser: Carolyn says, do we just put the amount and not the hours? And what about the transfer code for Comp. Or pay?

1681
02:57:02.217 --> 02:57:06.557
Nicole Fieser: So we can transfer those hours. Right?

1682
02:57:06.907 --> 02:57:20.437
Nicole Fieser: So, Carolyn, if you are not going to put in the so let's see, do we just put in the amount? So let's take it one at a time. Do we just put the amount and not the hours? And what about the transfer code for Comp or pay

1683
02:57:21.067 --> 02:57:24.596
Nicole Fieser: folks? We can always add the transfer.

1684
02:57:26.687 --> 02:57:27.747
Nicole Fieser: Okay?

1685
02:57:28.897 --> 02:57:30.966
Nicole Fieser: So that's not the right one.

1686
02:57:40.117 --> 02:57:43.337
Nicole Fieser: So we can always add the transfer.

1687
02:57:44.697 --> 02:57:59.687
Nicole Fieser: Right? So however, you're doing the transfer while the labor structure is different. Whether you're I'm not sure. Are we doing the internal order? Are you doing a work? Will transfer the question disappeared before I could see it.

1688
02:57:59.687 --> 02:58:29.046

Lee Rosenthal: Sorry, Nikki, that was me. So there are several other steps for overtime that Nikki didn't show on the screen. She was specifically showing you how to add notes. There are several other steps related to overtime that you guys are asking about, that is adding the deck, adding a work role. Transfer all, all of those things. So those she didn't show you just yet. But they're all a part of that quick reference guide. So you're still gonna add in all the same information that you do today, and it's done through a transfer.

1689
02:58:35.567 --> 02:58:36.707
Nicole Fieser: Thanks, Laura.

1690
02:58:36.707 --> 02:58:37.437
Lee Rosenthal: You're welcome.

1691
02:58:37.967 --> 02:58:46.837
Nicole Fieser: Yeah, there you go. We wanna make sure you guys feel good about the notes. And so what you're doing, you're gonna keep going the the deck for sure. Yeah.

1692
02:58:47.067 --> 02:58:49.207
Nicole Fieser: that's definitely in your quick reference guide.

1693
02:58:51.307 --> 02:58:52.347
Nicole Fieser: All right. All

1694
02:58:55.607 --> 02:58:56.427
Nicole Fieser: okay.

1695
02:58:59.847 --> 02:59:04.537
Nicole Fieser: fair enough. And the good news is, guys, you're gonna get to practice a lot of this

1696
02:59:04.917 --> 02:59:14.256
Nicole Fieser: with your with your folks in the room this afternoon. So after you've had a lunch break, you've gotten some blood flowing, maybe some sugar. Right?

1697
02:59:16.267 --> 02:59:24.857
Nicole Fieser: This is going over how the system works, some of those very specific. And these are really good questions. Y'all. So. I'm so thankful for them

1698
02:59:25.577 --> 02:59:30.977
Nicole Fieser: in your lab time this afternoon. You'll get to go over them even further, right?

1699
02:59:31.467 --> 02:59:38.937
Nicole Fieser: So thank you for asking them. We're tracking them. We're gonna make sure that they go if they hit your FAQ. Document and you'll get to practice.

1700
02:59:41.517 --> 02:59:42.217
Nicole Fieser: Okay.

1701
02:59:45.377 --> 02:59:53.736
Nicole Fieser: Laura, are you comfortable with us, showing approvals? Even if our timekeepers aren't necessarily doing that, or how would you like to proceed, my friend?

1702
02:59:57.068 --> 03:00:04.507
Lee Rosenthal: If you have time. Yeah, we can go through approvals and just kind of explain. And to what approvals.

1703
03:00:04.707 --> 03:00:10.246
Lee Rosenthal: where approvals lie in terms of responsibility. But it's probably a good idea if we have some time to show it.

1704
03:00:10.947 --> 03:00:13.026
Nicole Fieser: I excellent. I'd like to.

1705
03:00:15.217 --> 03:00:16.987
Nicole Fieser: Okay, I'd like to.

1706
03:00:17.267 --> 03:00:28.737
Nicole Fieser: So again, I know this is a lot y'all, and I'm thankful that you are hanging in there with me, and I'm still seeing a lot of questions. Shantara, I see that you have a question. I'm gonna let the team answer that

1707
03:00:28.907 --> 03:00:31.497
Nicole Fieser: to make sure that that.

1708
03:00:32.507 --> 03:00:38.396
Nicole Fieser: Oh, yeah. So we're gonna we're gonna talk through that. And you guys can. That's in your Qrg Shanterra.

1709
03:00:40.707 --> 03:00:46.187
Nicole Fieser: Hopefully, I'm saying your name correctly. That's a great name, by the way, okay.

1710
03:00:47.137 --> 03:00:52.227
Nicole Fieser: yep. And so more to come on that in your practice time later

1711
03:00:53.697 --> 03:01:02.076
Nicole Fieser: again. So much to take in, and I know we have mixed roles in the room timekeepers and potentially some managers, supervisors.

1712
03:01:02.507 --> 03:01:04.837
Nicole Fieser: I do want to talk about approvals.

1713
03:01:05.077 --> 03:01:07.786
Nicole Fieser: even if this is not your thing

1714
03:01:07.937 --> 03:01:14.767
Nicole Fieser: right, which I recognize. Some of our, you know, based on role. You may not be responsible for approving time cards.

1715
03:01:14.887 --> 03:01:17.336
Nicole Fieser: I am a fan of you seeing it.

1716
03:01:17.737 --> 03:01:23.556
Nicole Fieser: And here's the reason why I think everybody that touches a time card should know about approvals

1717
03:01:24.487 --> 03:01:28.997
Nicole Fieser: one. How do we approve? And what about those colors.

1718
03:01:29.307 --> 03:01:38.846
Nicole Fieser: We kicked off the training today, talking about going fish, go fish for help using online help. And the example I used was colors.

1719
03:01:40.307 --> 03:01:45.737
Nicole Fieser: So let's pretend Trent, cram trench creme is

1720
03:01:46.507 --> 03:01:55.946
Nicole Fieser: the end of the pay period. His supervisor is going to approve the time card. They could go and access the employees actual time card, and they could go to approve.

1721
03:01:56.657 --> 03:01:59.987
Nicole Fieser: And when we approve, it turns purple.

1722
03:02:00.477 --> 03:02:09.336
Nicole Fieser: Folks. That purpley la la color is the visual indicator that the manager or supervisor has approved this employee's time card.

1723
03:02:10.637 --> 03:02:12.976
Nicole Fieser: We could then toggle to the next person.

1724
03:02:13.217 --> 03:02:18.937
Nicole Fieser: The next person is going to be Jamie Tart, who now has all of those unexcused absences.

1725
03:02:19.297 --> 03:02:27.107
Nicole Fieser: And again, the reason why Jamie Tart's time card looks this way is because I assign them to a base schedule

1726
03:02:27.427 --> 03:02:28.847
Nicole Fieser: during this training.

1727
03:02:29.137 --> 03:02:34.486
Nicole Fieser: Right? So now the system says, Oh, no. They have a schedule starting January 4, th

1728
03:02:34.727 --> 03:02:36.377
Nicole Fieser: and there were no punches.

1729
03:02:36.987 --> 03:02:37.747
Nicole Fieser: Okay.

1730
03:02:38.547 --> 03:02:44.317
Nicole Fieser: But if I wanted to. I could approve, you know, as their supervisor. And it turns that purpley lilac color.

1731
03:02:45.837 --> 03:02:48.867
Nicole Fieser: Here's the thing. I'm gonna jump back home.

1732
03:02:50.487 --> 03:02:57.916
Nicole Fieser: Just so you know, when it comes to approvals ideally all the time, cards would be clean.

1733
03:02:58.647 --> 03:03:06.027
Nicole Fieser: Right. I still have, like 9 unexcused absences again from that person that I assigned to the schedule during this training event.

1734
03:03:07.317 --> 03:03:17.417
Nicole Fieser: So listen, y'all, if I go and click on this clean time cards, this is going to take me where I could toggle to just see those folks that have good time cards

1735
03:03:17.547 --> 03:03:21.207
Nicole Fieser: I could click on approve, toggle to the next person.

1736
03:03:21.767 --> 03:03:26.016
Nicole Fieser: Approve toggle to the next person. You get the idea?

1737
03:03:27.927 --> 03:03:30.297
Nicole Fieser: And in case you're wondering.

1738
03:03:31.247 --> 03:03:38.167
Nicole Fieser: can the managers and supervisors can the folks at Hpd that are designated to approve time cards?

1739
03:03:39.697 --> 03:03:43.246
Nicole Fieser: Could we go ahead and open up that main menu on the left.

1740
03:03:45.247 --> 03:03:48.737
Nicole Fieser: Yep, could I come to Employee Summary?

1741
03:03:49.077 --> 03:03:53.177
Nicole Fieser: And if I know that all of my time cards are clean

1742
03:03:53.677 --> 03:03:58.407
Nicole Fieser: because that manage time cards tile told me so. We're gonna pretend they're all clean.

1743
03:03:58.847 --> 03:04:04.677
Nicole Fieser: I could come here and click on. Select all select all of my people.

1744
03:04:06.187 --> 03:04:08.106
Nicole Fieser: I'm gonna say, current pay period.

1745
03:04:09.507 --> 03:04:14.936
Nicole Fieser: And could I go ahead and approve and approve for everybody? Absolutely? Yes.

1746
03:04:16.777 --> 03:04:24.657
Nicole Fieser: this is known as a group edit. So if ever you hear somebody talking about a group edit in terms of time cards or approvals.

1747
03:04:24.997 --> 03:04:29.826
Nicole Fieser: they're approving time cards as a group again, even if that's not your jam.

1748
03:04:30.127 --> 03:04:31.157
Nicole Fieser: Okay?

1749
03:04:31.787 --> 03:04:35.336
Nicole Fieser: And yes, they can go to the group. Edit results.

1750
03:04:40.787 --> 03:04:46.917
Nicole Fieser: And we can see that 12 of 16 were approved only because I've already approved like 4.

1751
03:04:49.527 --> 03:04:56.887
Nicole Fieser: Why does this matter? Because once the Supervisor has approved whether you're a timekeeper, you're another supervisor, whatever

1752
03:04:57.257 --> 03:05:01.896
Nicole Fieser: you're not going to be able to make edits to that time card anymore. That's why this matters.

1753
03:05:02.057 --> 03:05:13.116
Nicole Fieser: This is why I think it's important that we do see the approvals, even if it's not your thing, because if you have a supervisor that went and approved a time card and the timekeeper, you, as a timekeeper.

1754
03:05:13.557 --> 03:05:18.747
Nicole Fieser: are trying to fix something the time Card's approved. It's done.

1755
03:05:19.067 --> 03:05:23.207
Nicole Fieser: The only way to make a change is that manager would have to remove their approval.

1756
03:05:30.487 --> 03:05:32.847
Nicole Fieser: So that is an approval.

1757
03:05:35.067 --> 03:05:42.427
Nicole Fieser: Questions. I said that I would. I want to make sure that you guys feel like you have the opportunity to ask questions. I do want to talk about reports

1758
03:05:42.607 --> 03:05:49.217
Nicole Fieser: and mobile before we call it a day. So there's 2 more things on my list that I'd like to show. Y'all.

1759
03:05:55.137 --> 03:05:57.636
Nicole Fieser: Then we will call her done.

1760
03:05:58.777 --> 03:06:00.887
Nicole Fieser: and then you get to go to lunch and come back.

1761
03:06:01.107 --> 03:06:02.477
Nicole Fieser: How's that for you?

1762
03:06:06.717 --> 03:06:07.467
Nicole Fieser: Okay.

1763
03:06:09.617 --> 03:06:15.246
Nicole Fieser: Standard reports whether you're a timekeeper or a manager or supervisor folks.

1764
03:06:15.397 --> 03:06:21.326
Nicole Fieser: I do think it's important that you know that there are still standard reports in the software.

1765
03:06:23.007 --> 03:06:29.537
Nicole Fieser: Okay, my story is this, my story is this.

1766
03:06:30.697 --> 03:06:35.887
Nicole Fieser: I made a very big deal about data views earlier today.

1767
03:06:36.507 --> 03:06:39.516
Nicole Fieser: I said, and I stand by my statement.

1768
03:06:39.707 --> 03:06:45.296
Nicole Fieser: The data views are a great way for you to get data back out of the software.

1769
03:06:46.407 --> 03:06:52.396
Nicole Fieser: And now I want to spend a few minutes talking about your standard reports that live in your report library.

1770
03:06:53.477 --> 03:06:55.767
Nicole Fieser: Why do you need both?

1771
03:06:56.277 --> 03:07:01.657
Nicole Fieser: If I were sitting in your shoes, that would be what I would ask, I'd say, why in the world, Nikki, do we need both.

1772
03:07:03.617 --> 03:07:07.047
Nicole Fieser: In reality, there is a place

1773
03:07:07.557 --> 03:07:13.936
Nicole Fieser: in your world for both your data views and your report library.

1774
03:07:14.907 --> 03:07:24.367
Nicole Fieser: your data views for those of you that are responsible for looking for creating or running your submission. Report that Batch report

1775
03:07:24.987 --> 03:07:29.776
Nicole Fieser: folks. You have 2 really good data views, the Hpd.

1776
03:07:29.997 --> 03:07:38.077
Nicole Fieser: Timekey time card audits and your schedule. I'm sorry your time card and your schedule audits

1777
03:07:38.187 --> 03:07:43.717
Nicole Fieser: are going to be your data views that are going to replace that submission report.

1778
03:07:44.637 --> 03:07:52.476
Nicole Fieser: Okay, so you do have data views that are already ready. I mean, your Hpd team is is

1779
03:07:52.637 --> 03:07:59.367
Nicole Fieser: it's a crack team. It's pretty awesome. They knew you would be looking for your submission reports. You've got data views for that.

1780
03:08:00.967 --> 03:08:05.716
Nicole Fieser: Your standard reports that live in your report library

1781
03:08:07.477 --> 03:08:13.216
Nicole Fieser: are the same reports that you have now in your current soon to be old Kronos system.

1782
03:08:13.767 --> 03:08:14.847
Nicole Fieser: Okay?

1783
03:08:15.047 --> 03:08:18.226
Nicole Fieser: And if I come here and click on run reports.

1784
03:08:18.547 --> 03:08:19.556
Nicole Fieser: Oh, that's fine.

1785
03:08:20.167 --> 03:08:26.446
Nicole Fieser: This is where you're going to be able to see all the reports that you yourself have access to.

1786
03:08:27.357 --> 03:08:30.896
Nicole Fieser: And it's gonna be very much like what you're used to.

1787

03:08:31.937 --> 03:08:39.087
Nicole Fieser: The difference is data views allow you to basically customize the reporting that you want

1788
03:08:39.347 --> 03:08:45.067
Nicole Fieser: the report library and your standard reports. If you have access to them.

1789
03:08:46.327 --> 03:08:54.377
Nicole Fieser: These reports are based on our like 45 plus years worth of business at ekg, these are just boring standard reports.

1790
03:08:54.937 --> 03:08:55.937
Nicole Fieser: Okay?

1791
03:08:56.107 --> 03:09:05.537
Nicole Fieser: And yes, there is some learning out in your self paced learning. There is a Qrg. Regarding reports. Take a look at it. It's there.

1792
03:09:07.667 --> 03:09:08.587
Nicole Fieser: Okay.

1793
03:09:11.837 --> 03:09:21.637
Nicole Fieser: The last thing I'd like to show you before we take additional questions, and we give you back a little bit of some lunch time right?

1794
03:09:23.477 --> 03:09:26.647
Nicole Fieser: We have not talked about Mobile

1795
03:09:27.337 --> 03:09:31.637
Nicole Fieser: and folks. I have this neat little trick. What I'm about to show you is a little weird.

1796
03:09:33.367 --> 03:09:37.197
Nicole Fieser: Ignore all this programming junk on the right.

1797

03:09:38.157 --> 03:09:42.316
Nicole Fieser: There's this neat little trick to jump into your mobile view

1798
03:09:43.997 --> 03:09:51.947
Nicole Fieser: so obviously in real life here, because we're not sitting together in a room. Unfortunately, I I couldn't be with you today as sad as that makes me

1799
03:09:53.397 --> 03:10:01.546
Nicole Fieser: where I could bring up my phone and show you what the mobile app looks like. This is the next best thing. Of course you will not see all of this programming junk.

1800
03:10:01.657 --> 03:10:04.127
Nicole Fieser: It's just my little trick to show you.

1801
03:10:04.567 --> 03:10:07.026
Nicole Fieser: But this is what Mobile looks like. Y'all.

1802
03:10:07.327 --> 03:10:13.796
Nicole Fieser: So this is the mobile device. You still have tiles, all the clicks that we've talked about today.

1803
03:10:16.647 --> 03:10:26.176
Nicole Fieser: how we access notifications, how we get into time cards right? Opening up that hamburger menu. All those clicks that we've talked through

1804
03:10:26.297 --> 03:10:32.196
Nicole Fieser: from the desktop view still hold true in Mobile.

1805
03:10:33.687 --> 03:10:34.667
Nicole Fieser: Right?

1806
03:10:34.837 --> 03:10:39.627
Nicole Fieser: So if we wanted to go ahead and look at the schedule planner. We could click on, manage schedule.

1807
03:10:39.727 --> 03:10:46.537
Nicole Fieser: We could click on that broken or bent right facing arrow. And this is the view from the mobile application.

1808
03:10:48.307 --> 03:10:49.167
Nicole Fieser: Okay.

1809
03:10:51.757 --> 03:10:57.757
Nicole Fieser: so there you go, like, right like, here's Kelly Jones, who said she was only taking half a day Friday for jury duty.

1810
03:10:59.657 --> 03:11:04.947
Nicole Fieser: Daniel says, will Hpd be allowing the mobile feature of the system.

1811
03:11:06.837 --> 03:11:07.707
Nicole Fieser: Yeah.

1812
03:11:10.207 --> 03:11:14.766
Nicole Fieser: but I'm gonna let your your folks answer. So I wanted to show it, because I think this is.

1813
03:11:15.217 --> 03:11:17.797
Nicole Fieser: This is a possibility, for y'all to be using

1814
03:11:19.337 --> 03:11:23.746
Nicole Fieser: more information will be forthcoming around Mobile.

1815
03:11:23.887 --> 03:11:32.516
Nicole Fieser: One of the questions y'all are going to be right to ask is, can I use my old app, or is there a new app I have to get? There's a new app

1816
03:11:33.257 --> 03:11:37.527
Nicole Fieser: in your quick reference guide. There are instructions

1817
03:11:38.037 --> 03:11:45.017
Nicole Fieser: on how to download, either for an for an apple phone or an android phone. The correct mobile app.

1818
03:11:47.657 --> 03:11:51.517
Nicole Fieser: Yeah, Deborah, exactly. It is. And

1819
03:11:52.447 --> 03:11:58.366
Nicole Fieser: there is going to be a communication. When your project team is ready for you to link up to your production environment.

1820
03:11:58.977 --> 03:12:07.207
Nicole Fieser: You'll get that code, Deborah. Just so, you know, we don't typically recommend that we link to this test. And I'm clearly showing you a test environment.

1821
03:12:08.097 --> 03:12:13.267
Nicole Fieser: Cause it. It muddies the waters. But yes, you will get that communication at the right time, for sure.

1822
03:12:13.567 --> 03:12:15.347
Nicole Fieser: Your the code will be sent

1823
03:12:16.207 --> 03:12:24.447
Nicole Fieser: your takeaway, though, folks, if we go back to this mobile view back to home.

1824
03:12:24.607 --> 03:12:28.566
Nicole Fieser: All the clicks, the tiles, everything is going to be the same.

1825
03:12:29.047 --> 03:12:31.236
Nicole Fieser: Isn't that cool?

1826
03:12:39.737 --> 03:12:42.457
Nicole Fieser: Ladies and gentlemen? That's what I had to share today.

1827
03:12:45.347 --> 03:12:48.126
Nicole Fieser: Hopefully, this serves as an overview

1828
03:12:48.477 --> 03:12:51.626
Nicole Fieser: for your new mycoh time system.

1829
03:12:52.627 --> 03:13:01.026
Nicole Fieser: You do have lab time. You also have that self paced, learning that we partnered with your Hpd team to create.

1830
03:13:01.147 --> 03:13:06.007
Nicole Fieser: which is going to give you even more details than our our overview this morning.

1831
03:13:08.667 --> 03:13:15.337
Nicole Fieser: Folks. What can I say better. What can I say? Differently to make things better for you as I close out of Mobile?

1832
03:13:29.877 --> 03:13:30.557
Nicole Fieser: That's

1833
03:13:31.357 --> 03:13:39.207
Nicole Fieser: Lee, Laura. Is there anything you would like me to say, do you want to wrap up this section? And we'll close out here.

1834
03:13:39.207 --> 03:13:43.207
Lee Rosenthal: I think we are good. We're about ready to break for lunch.

1835
03:13:43.567 --> 03:13:50.537
Lee Rosenthal: so Lee's gonna give a quick little spiel and let release everybody.

1836
03:13:50.697 --> 03:13:53.827
Lee Rosenthal: Please return it to o'clock.

1837
03:13:53.957 --> 03:14:07.866
Lee Rosenthal: and I think the room will be safe. I'm not gonna lock it. So if you have a purse or a wallet, please take your purse or wallet. I think anything else would be absolutely safe and leave that here.

1838
03:14:09.477 --> 03:14:11.786
Lee Rosenthal: you know. And to reply

1839
03:14:12.027 --> 03:14:28.236
Lee Rosenthal: for people who don't know there's an entrance to the tunnel across Miles Street. There's another tunnel to Whataburger.

1840
03:14:35.927 --> 03:14:36.727
Nicole Fieser: All right.

1841
03:14:36.957 --> 03:14:37.463
Nicole Fieser: Thanks. Everybody. Appreciate your time today.