

WEBVTT

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00:00:02.880 --> 00:00:06.769

Nicole Fieser: Oh, that's good! So Hello, everybody! I'm so glad to be here right.

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00:00:06.770 --> 00:00:07.270

Lee Rosenthal: Are you doing?

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00:00:07.270 --> 00:00:09.900

Nicole Fieser: In voice and spirits.

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00:00:10.460 --> 00:00:20.790

Nicole Fieser: Welcome to MyCOH time, timekeeper training really quickly. Y'all, I know you've seen this agenda. I kind of want to set some expectations right from the start.

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00:00:21.820 --> 00:00:34.849

Nicole Fieser: One, if you're wondering, is this truly a 4 hour training event? Yes, it is a 4 hour training event. If we get done a little early. It's a gift. My expectation, though, is that we won't.

6

00:00:35.180 --> 00:00:40.459

Nicole Fieser: So Lee has done a very nice introduction. Lauren Lee. Thank you so much.

7

00:00:41.500 --> 00:00:45.240

Nicole Fieser: What does our schedule look like? What are we asking you to do today?

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00:00:45.650 --> 00:00:52.100

Nicole Fieser: You should be signed into the Zoom Webinar at this time? Right, and I think most everybody is

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00:00:52.360 --> 00:01:00.920

Nicole Fieser: so. During my part of the training which is going to go from essentially 9 Am. Until one Pm.

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00:01:01.030 --> 00:01:04.499

Nicole Fieser: You are going to be signed into the Zoom Webinar.

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00:01:05.890 --> 00:01:10.359

Nicole Fieser: At about one o'clock. We will be taking our lunch break

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00:01:11.200 --> 00:01:30.340

Nicole Fieser: when you return. That's going to be a return for lab time for the conference room, only meaning, when you come back after lunch you will no longer be signed in to Zoom. You're only signed into zoom. So you can listen to me during my part of the presentation.

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00:01:30.710 --> 00:01:38.450

Nicole Fieser: So it's definitely 2 distinct parts of your day. We're going to go through so very much. We're going to get started here. Now.

14

00:01:38.740 --> 00:01:50.170

Nicole Fieser: I'm going to be doing a lot of chatting, please. Again I'd like to reinforce what Laura said. Please make sure that you are asking questions. Let's make sure that you are good to go

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00:01:50.390 --> 00:01:51.450

Nicole Fieser: right.

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00:01:51.840 --> 00:02:00.299

Nicole Fieser: We will take our break. Our one and only break during my presentation is going to be at about 1045 am.

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00:02:00.810 --> 00:02:03.600

Nicole Fieser: That's gonna be about a 15 min break.

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00:02:03.870 --> 00:02:12.779

Nicole Fieser: Okay, that's gonna be your chance to get some blood flowing, your chance to grab some chocolate, some coffee, whatever you're gonna need to survive the rest of the the training.

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00:02:13.860 --> 00:02:22.360

Nicole Fieser: We will be talking about quite a bit again. You'll take your lunch break, and when you come back from lunch you will no longer be in zoom and simply going through

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00:02:22.500 --> 00:02:28.859

Nicole Fieser: lab folks. The purpose of the training this morning is to do an overview.

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00:02:28.980 --> 00:02:34.370

Nicole Fieser: We are going to be using city of Houston's Hpd's test environment.

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00:02:35.670 --> 00:02:36.350

Nicole Fieser: Okay?

23

00:02:36.720 --> 00:02:37.460

Nicole Fieser: Too loud.

24

00:02:38.110 --> 00:02:39.209

Lee Rosenthal: Perfect, good.

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00:02:41.130 --> 00:02:41.970

Nicole Fieser: Okay.

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00:02:42.530 --> 00:02:43.110

Lee Rosenthal: Sorry.

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00:02:43.110 --> 00:02:45.119

Nicole Fieser: Keep me posted. Keep me posted, Lee.

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00:02:45.510 --> 00:02:45.900

Lee Rosenthal: Sorry.

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00:02:46.310 --> 00:02:48.570

Nicole Fieser: No worries, no worries, all good.

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00:02:50.150 --> 00:02:57.619

Nicole Fieser: So there will be some additional questions, and you'll there will be some questions that will say, Hey, look, we're gonna show you in the training.

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00:02:57.740 --> 00:03:22.110

Nicole Fieser: But the good news of the day is that you will get a ton of hands on practice this afternoon. So some of the details of adding overtime. For example, we're gonna touch base on it. But timekeepers versus managers versus supervisors. Everybody kind of needs to know the details for how they enter overtime. You'll get to practice that in great, great detail later today.

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00:03:22.650 --> 00:03:25.650

Nicole Fieser: So it really is a very full day.

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00:03:26.060 --> 00:03:29.439

Nicole Fieser: very quickly, and couple of things.

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00:03:31.090 --> 00:03:36.240

Nicole Fieser: We have this really nice little little intro slide. Y'all, I'm not going to read it to you.

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00:03:36.390 --> 00:03:39.429

Nicole Fieser: but I think this brings up a really fair question.

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00:03:39.900 --> 00:03:44.690

Nicole Fieser: I think it's important that you know that we are recording this session.

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00:03:44.900 --> 00:03:51.799

Nicole Fieser: You will have access to this recording, and maybe tomorrow, probably more likely. Early next week.

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00:03:52.300 --> 00:04:06.250

Nicole Fieser: You will also have access to my presentation, and we will be bringing up some quick reference guides, ie. Some job aids that Laura has worked on. I've worked on. Some

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00:04:06.510 --> 00:04:09.230

Nicole Fieser: couple of folks from UKG have worked on some.

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00:04:09.940 --> 00:04:12.739

Nicole Fieser: Excuse me, I apology, apologize.

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00:04:13.300 --> 00:04:21.540

Nicole Fieser: You will have access to all of this material. These quick reference guides the presentation, the recording.

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00:04:22.400 --> 00:04:31.299

Nicole Fieser: you will get an additional communication on where to go download the material and at the bare minimum. Y'all, you've got your training support.

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00:04:31.750 --> 00:04:49.889

Nicole Fieser: I will be your training support. I will be posting my email at the end of this training. My goodness, you have folks in the room right, Lee and Laura and and Denise and play, and I mean my gosh, it's it's everybody. So we're all here to make sure you are okay.

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00:04:50.640 --> 00:04:54.830

Nicole Fieser: all right, really, quickly. I'm gonna say an awful lot.

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00:04:55.130 --> 00:04:58.239

Nicole Fieser: right? And it is okay for you to say.

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00:04:58.500 --> 00:05:01.450

Nicole Fieser: Nikki, you are talking too fast.

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00:05:01.710 --> 00:05:06.660

Nicole Fieser: Nikki, can you please repeat yourself or Nikki? I have a question.

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00:05:06.760 --> 00:05:11.280

Nicole Fieser: and you will, of course, be doing that in the Q. And a. Okay.

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00:05:12.080 --> 00:05:18.060

Nicole Fieser: So keep an eye on that. QA. There will be good questions. And yes, there is a document

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00:05:18.360 --> 00:05:30.239

Nicole Fieser: that you will also have access to as an outcome of this training? So these questions that you all are posting or soon will be posting within the QA.

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00:05:30.940 --> 00:05:36.969

Nicole Fieser: That's going to become a really nice handy, dandy document that you also will be able to look at.

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00:05:37.190 --> 00:05:40.210

Nicole Fieser: probably realistically early next week.

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00:05:40.610 --> 00:05:41.410

Nicole Fieser: Okay.

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00:05:42.780 --> 00:05:51.780

Nicole Fieser: with that being said right? If you're having any issues getting into the webinar. Talk to Denise. Talk to Lee. Talk to Laura

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00:05:52.840 --> 00:05:57.060

Nicole Fieser: again. Future assistance. We're gonna make sure you have access to all of this

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00:05:58.780 --> 00:06:11.489

Nicole Fieser: alrighty folks. With that being said. My name is Nikki. I have been part of UKG, formerly Kronos for 20 years, so I've been here for like ever in a day right.

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00:06:11.630 --> 00:06:19.190

Nicole Fieser: and I am excited to be here. I have to tell you the truth, I have been excited for these trainings

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00:06:19.600 --> 00:06:20.860

Nicole Fieser: since August.

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00:06:22.260 --> 00:06:36.009

Nicole Fieser: so if I sound enthusiastic. It's only because I feel like I finally get to talk to you all. And I've looked forward to these trainings because we're gonna go through the nitty gritty. We're gonna go through the minutia of the system.

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00:06:36.200 --> 00:06:43.359

Nicole Fieser: We are going to talk about tips and tricks and some details that hopefully make your lives. Better.

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00:06:44.690 --> 00:06:52.670

Nicole Fieser: Let's do it. Y'all, officially. This is the MyCOH time. Hpd, timekeeping training.

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00:06:52.820 --> 00:06:57.740

Nicole Fieser: So what's in this course? Why are you here? Why did we ask you to come.

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00:06:58.480 --> 00:07:10.860

Nicole Fieser: folks, we are going to start off with the basics and the basics many of you have already been exposed to. If you did take your pre learning in your Tms system.

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00:07:12.100 --> 00:07:26.579

Nicole Fieser: and if you haven't taken your pre-learning, this training does not substitute that pre-learning. So if you didn't get a chance to take the pre learning in Tms. Make sure you take it, you know, in the very near future.

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00:07:27.620 --> 00:07:40.910

Nicole Fieser: Alright. But we are gonna go through basic navigation. Y'all, we're gonna talk about those tips and tricks and again build on exactly. Why lead to us. We were here. Why are we here? Well, pretty quickly. We're gonna know

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00:07:41.400 --> 00:07:44.779

Nicole Fieser: from there. We're going to talk about navigating the data views

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00:07:45.870 --> 00:07:51.329

Nicole Fieser: folks, especially for those of you that have to create the submission report. The batch report

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00:07:51.570 --> 00:07:55.579

Nicole Fieser: as well as those of you in the room today. That are.

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00:07:56.020 --> 00:08:05.300

Nicole Fieser: I don't know. Anxious, curious, maybe, might be the better word to be able to get better data

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00:08:05.490 --> 00:08:12.249

Nicole Fieser: out of the system compared to your current soon to be old chrono system.

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00:08:12.740 --> 00:08:19.480

Nicole Fieser: Well, we're gonna do that through a data view. So batch reports, data, better data.

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00:08:19.810 --> 00:08:22.650

Nicole Fieser: We've got a lot to talk about with those data views. Y'all.

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00:08:23.450 --> 00:08:32.519

Nicole Fieser: we're not going to spend a ton of time on notifications. Right? I will. I will touch base on them. But it's going to be like a 3Å min conversation.

74

00:08:33.280 --> 00:08:35.110

Nicole Fieser: But where? I do think

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00:08:35.230 --> 00:08:41.959

Nicole Fieser: we're going to need to spend some time. The 1st significant chunk of time of our day together is going to be on hyper fines.

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00:08:43.610 --> 00:08:50.050

Nicole Fieser: One of your very 1st tasks in the next week or 2 is going to be to build your schedules

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00:08:50.980 --> 00:08:52.680

Nicole Fieser: and timekeepers.

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00:08:53.790 --> 00:09:01.960

Nicole Fieser: My friends, I know that you have unique needs as to how you might want to look at your people within. Hpd.

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00:09:02.990 --> 00:09:11.120

Nicole Fieser: so with that being said, we're going to have to actually start by building the correct hyperfines.

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00:09:11.710 --> 00:09:19.080

Nicole Fieser: your hyper fines that you may have created in your current old chrono system

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00:09:19.430 --> 00:09:25.470

Nicole Fieser: will not come over in the new software, and neither will your schedules.

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00:09:25.960 --> 00:09:33.079

Nicole Fieser: So truly, this is going to be one of your very 1st tasks. Which is why we're gonna why we're going through it all today. Right?

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00:09:33.430 --> 00:09:38.820

Nicole Fieser: So even if you know how to build hyperfines. It may have been a hot minute since you've done so.

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00:09:38.970 --> 00:09:40.669

Nicole Fieser: We're going to go through it today.

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00:09:41.340 --> 00:09:48.000

Nicole Fieser: From there we will get into the details of scheduling. We are going to take a good hard look at our schedule, planner.

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00:09:48.610 --> 00:09:57.399

Nicole Fieser: Some of you may not have had the opportunity to have previously had official Kronos training.

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00:09:58.050 --> 00:10:02.519

Nicole Fieser: Well, today is official Kronos. Now, UKG training.

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00:10:02.840 --> 00:10:05.180

Nicole Fieser: Yeah, we're gonna talk about some best practices.

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00:10:05.310 --> 00:10:10.710

Nicole Fieser: We're gonna talk about your need of being able to build a schedule for your people

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00:10:10.950 --> 00:10:13.539

Nicole Fieser: right? And how that's gonna work.

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00:10:14.550 --> 00:10:16.449

Nicole Fieser: What about managing shifts?

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00:10:16.560 --> 00:10:24.729

Nicole Fieser: Is it possible you have an employee that's going to come in and they work their regular shift. And now maybe they're going to go work a parade.

93

00:10:25.570 --> 00:10:30.550

Nicole Fieser: Well, maybe you want to sign them to a schedule, and we'll talk about how to manage those shifts.

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00:10:31.320 --> 00:10:36.249

Nicole Fieser: And then I want to kind of make a big production on the use of pay codes in your schedule

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00:10:36.980 --> 00:10:42.780

Nicole Fieser: folks. My commitment to you, and the reason that I'm excited to be here today

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00:10:42.980 --> 00:10:50.559

Nicole Fieser: is, I do believe that I can make things easier for you. I firmly believe that we can make things better for you.

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00:10:51.980 --> 00:11:00.779

Nicole Fieser: Part of that is, making sure you feel good about assigning pay codes in the schedule versus assigning pay codes in the time card.

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00:11:01.130 --> 00:11:04.810

Nicole Fieser: The schedule y'all is where it's at, and I'm gonna prove it to you.

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00:11:05.650 --> 00:11:08.479

Nicole Fieser: And then from there, at a high level. We're not. Gonna

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00:11:08.740 --> 00:11:12.909

Nicole Fieser: we're not going to belabor the point. But we are going to get into the details of your time cards

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00:11:13.320 --> 00:11:20.229

Nicole Fieser: again. I recognize that as timekeepers you may not be responsible on the day to day. Basis of.

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00:11:20.510 --> 00:11:22.989

Nicole Fieser: you know, fixing, fixing all the things.

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00:11:23.460 --> 00:11:31.450

Nicole Fieser: but reviewing time cards is your jam marking is reviewed, likely is going to be your jam, and

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00:11:32.130 --> 00:11:37.899

Nicole Fieser: I don't know. Maybe a supervisor is going out on a 3 week vacation to the Bahamas.

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00:11:38.790 --> 00:11:42.109

Nicole Fieser: and they might end up delegating their tasks to you.

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00:11:42.800 --> 00:11:45.809

Nicole Fieser: I feel like we need to know what those best practices are.

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00:11:47.280 --> 00:11:53.439

Nicole Fieser: So that's what we're going to do. We are going to take a good hard look at the best practices.

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00:11:54.190 --> 00:12:05.179

Nicole Fieser: And then, just when your brain is feeling a little bit mushy, we're gonna talk about some, some concepts again, maybe things we're not actually doing, but things we need to know

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00:12:05.570 --> 00:12:10.650

Nicole Fieser: payroll, sign off historical corrections again. Not a timekeeper's task.

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00:12:11.430 --> 00:12:15.489

Nicole Fieser: But, gosh! It will impact your life right for sure.

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00:12:16.060 --> 00:12:20.530

Nicole Fieser: And then only because I'm super excited about it. Let's talk about Mobile.

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00:12:21.070 --> 00:12:26.109

Nicole Fieser: Y'all, I really do want to talk about mobile with you. So we're gonna we're gonna go through it.

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00:12:28.040 --> 00:12:34.570

Nicole Fieser: Alright. Y'all, hopefully, that meets with your expectations as to why you're in training today.

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00:12:36.320 --> 00:12:46.329

Nicole Fieser: In general, if you're kind of curious about what your managers and supervisors are doing within the presentation, there's this, you know. Nice timekeeping process.

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00:12:47.550 --> 00:12:54.280

Nicole Fieser: Part of it is that we're gonna be, you know, be supporting the building and maintenance of our schedules and our hyper fines.

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00:12:54.570 --> 00:13:04.729

Nicole Fieser: Your employees, you know, for those that Punch, for, you know, are non exempt hourly. For example, they're going to be recording their shift start and end times.

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00:13:05.290 --> 00:13:10.639

Nicole Fieser: Officers will be on the pay from schedule functionality, and we're gonna talk about it.

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00:13:11.000 --> 00:13:20.110

Nicole Fieser: But we are going to be reviewing our time cards for accuracy. Right? We may not be responsible for managing employee requests. But your supervisors will be.

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00:13:20.350 --> 00:13:29.270

Nicole Fieser: You can kind of see what the workflow is in the overall timekeeping process as timekeepers.

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00:13:30.110 --> 00:13:35.160

Nicole Fieser: The way that I am approaching this training, and I want to be very clear in my communication.

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00:13:35.940 --> 00:13:43.839

Nicole Fieser: I recognize that you may not be responsible, for you know managing time off, requests.

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00:13:44.150 --> 00:13:51.120

Nicole Fieser: I recognize that you may not be responsible for performing a historical correction totally understood.

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00:13:53.300 --> 00:14:01.889

Nicole Fieser: This is the training, though, where we get to start to differentiate. What do you actually do? Versus what you actually need to know?

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00:14:02.590 --> 00:14:07.589

Nicole Fieser: And as timekeepers, in my 20 years of experience.

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00:14:07.740 --> 00:14:12.540

Nicole Fieser: I would rather, you know more, even if you're doing less.

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00:14:13.380 --> 00:14:20.570

Nicole Fieser: So please know, we're gonna go through all this. Y'all, we're gonna get through it. It's gonna be hopefully a very interesting morning for you.

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00:14:20.870 --> 00:14:24.749

Nicole Fieser: keeping in mind, though, that I recognize your role.

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00:14:25.390 --> 00:14:29.140

Nicole Fieser: But I'd rather, you know, more than less.

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00:14:30.670 --> 00:14:33.049

Nicole Fieser: All right, y'all, with that being said.

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00:14:33.690 --> 00:14:36.689

Nicole Fieser: let's get started with the MyCOH time system.

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00:14:37.570 --> 00:14:40.869

Nicole Fieser: and I've stopped sharing for just a second.

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00:14:42.900 --> 00:14:47.550

Nicole Fieser: And that's I'm gonna go ahead and share back out

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00:14:52.510 --> 00:15:00.489

Nicole Fieser: my screen all right, y'all, and I'm not sure you're seeing it yet.

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00:15:01.680 --> 00:15:08.120

Nicole Fieser: Perfect. Debbie, can you please confirm that you were able to see my home screen? That says welcome back Ted.

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00:15:08.460 --> 00:15:09.740

Debbie Baker: Yes, I can see it.

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00:15:10.190 --> 00:15:11.309

Nicole Fieser: Perfect. Thank you.

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00:15:12.170 --> 00:15:16.610

Nicole Fieser: All right. All there's gonna be my story.

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00:15:17.000 --> 00:15:19.590

Nicole Fieser: Okay, my story is this.

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00:15:20.280 --> 00:15:28.339

Nicole Fieser: we're logged in today just to reassure you, right. I don't want anybody to feel like. Oh, my gosh! What is this girl showing us today?

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00:15:28.980 --> 00:15:37.019

Nicole Fieser: Folks? I am logged in to the test environment of the MyCOH time system. So this really is your system

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00:15:38.160 --> 00:15:41.580

Nicole Fieser: I am logged in, though, with pretend data.

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00:15:41.990 --> 00:15:50.850

Nicole Fieser: So please feel reassured. We are not gonna accidentally see anybody's real life information. Okay? Promise.

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00:15:51.690 --> 00:15:59.239

Nicole Fieser: And you're gonna know that if you ever watch TV, all of the people that we're gonna be seeing today are TV characters.

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00:15:59.570 --> 00:16:03.639

Nicole Fieser: and we're starting with logging in as Ted Lasso.

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00:16:04.230 --> 00:16:11.450

Nicole Fieser: Right? So yes, your trainer is training from the Ted Lasso's perspective. Right?

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00:16:12.380 --> 00:16:28.949

Nicole Fieser: So step number one. It's a friendly little system when we get logged in. It is a friendly little system, it says, welcome back Ted. Right in real life, though it's gonna say, welcome back, Ashante! Welcome back, Dora, right? It's a friendly little system. Y'all

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00:16:30.260 --> 00:16:32.979

Nicole Fieser: beyond that. What do we get to see?

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00:16:33.690 --> 00:16:44.120

Nicole Fieser: Every user of the MyCOH time system is going to be starting off with our home screen. We're starting off with our dashboard.

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00:16:45.250 --> 00:16:49.399

Nicole Fieser: Our dashboard is made up of these tiles. Okay.

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00:16:49.750 --> 00:16:54.480

Nicole Fieser: now, these tiles as I'm displaying them to. You are showing us data.

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00:16:55.150 --> 00:17:02.179

Nicole Fieser: They're showing us data that unless you have tasks delegated to you which we'll talk about.

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00:17:02.370 --> 00:17:08.460

Nicole Fieser: you may not see exactly what's being displayed in our tiles. Your tiles might be empty.

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00:17:08.680 --> 00:17:17.610

Nicole Fieser: because if you don't typically manage time cards, it's gonna be empty right. If you don't typically manage a schedule, it may be empty.

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00:17:18.200 --> 00:17:26.560

Nicole Fieser: but these are the tiles that you will see. And yes, these tiles will become populated if and when

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00:17:27.110 --> 00:17:29.890

Nicole Fieser: a supervisor delegates their task to you.

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00:17:31.140 --> 00:17:35.010

Nicole Fieser: regardless show, let's talk about these tiles, and then we're gonna move on.

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00:17:35.510 --> 00:17:40.790

Nicole Fieser: You'll notice, please, that the top tiles are tiles for supporting staff.

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00:17:41.090 --> 00:17:44.149

Nicole Fieser: These are tiles for supporting our employees.

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00:17:45.060 --> 00:17:55.879

Nicole Fieser: Underneath. We have tiles that belong to you right? Because just because you're a timekeeper doesn't mean that you may not want to see your own schedule.

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00:17:56.530 --> 00:18:01.670

Nicole Fieser: or just because you're a timekeeper, doesn't mean you were not gonna want to request your own time off.

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00:18:02.830 --> 00:18:10.630

Nicole Fieser: So your home screen is filled with these tiles tiles to support your staff tiles that support you as the employee.

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00:18:12.570 --> 00:18:24.419

Nicole Fieser: What's contained in these tiles. Y'all, I imagine that as timekeepers, undoubtedly you have staff

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00:18:24.650 --> 00:18:27.490

Nicole Fieser: that feels like you are all knowing

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00:18:27.600 --> 00:18:37.609

Nicole Fieser: that timekeepers should be the omniscient ones, and if any question might pop into my head about this system, I might think that I want to go to my timekeeper and ask them

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00:18:37.860 --> 00:18:38.730

Nicole Fieser: right.

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00:18:40.210 --> 00:18:46.929

Nicole Fieser: So listen again with an eye towards people are gonna come to you to ask questions.

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00:18:47.430 --> 00:18:50.509

Nicole Fieser: because I do think that's realistic and possible.

168

00:18:51.280 --> 00:18:58.839

Nicole Fieser: Let's talk about the number one question people have, whether it's a manager, a supervisor, or even just an employee

169

00:18:59.080 --> 00:19:00.749

Nicole Fieser: around the software.

170

00:19:01.840 --> 00:19:06.430

Nicole Fieser: Obviously, all these tiles are filled with a lot of different data.

171

00:19:06.720 --> 00:19:10.060

Nicole Fieser: And they are okay.

172

00:19:11.270 --> 00:19:18.399

Nicole Fieser: The most common question is, how often are these tiles actually updated?

173

00:19:18.880 --> 00:19:22.920

Nicole Fieser: Should I trust the information that is being displayed here?

174

00:19:23.260 --> 00:19:24.210

Nicole Fieser: Right?

175

00:19:24.510 --> 00:19:34.519

Nicole Fieser: So I don't know. Maybe Gustav is my timekeeper, and I say, you know, Gustav, I'm a supervisor. Should I trust this? Should I trust what these tiles are telling us.

176

00:19:36.330 --> 00:19:40.809

Nicole Fieser: Listen, y'all in the in the back part of your brain. Please know

177

00:19:45.350 --> 00:19:50.440

Nicole Fieser: there are a bunch of background processors always running.

178

00:19:51.380 --> 00:19:56.380

Nicole Fieser: Okay, there's a bunch of system background processors always running.

179

00:19:56.930 --> 00:20:01.379

Nicole Fieser: meaning. These tiles should be pretty current and pretty updated.

180

00:20:01.610 --> 00:20:05.090

Nicole Fieser: But if you notice in the right hand corner you see those 3 dots.

181

00:20:06.360 --> 00:20:10.309

Nicole Fieser: Those 3 dots are officially called the tile action menu.

182

00:20:10.620 --> 00:20:13.979

Nicole Fieser: I do not care if you ever use that term again.

183

00:20:15.010 --> 00:20:21.360

Nicole Fieser: but if you have a doubting Nelly. Right? If you have somebody that's like, Hmm.

184

00:20:21.670 --> 00:20:26.179

Nicole Fieser: I don't know. I don't know if I trust that these tiles are gonna automatically update

185

00:20:26.790 --> 00:20:38.260

Nicole Fieser: folks. You always have the ability to click on those 3 dots where you can go ahead and click on refresh, and when you go ahead and click on refresh. That will ensure that you're looking at the latest and greatest information.

186

00:20:39.400 --> 00:20:45.549

Nicole Fieser: Must you or your managers and supervisors that you support click on refresh?

187

00:20:45.870 --> 00:20:52.249

Nicole Fieser: Absolutely not absolutely not if they want to, though they can.

188

00:20:52.850 --> 00:20:57.210

Nicole Fieser: Okay from there to the right

189

00:20:57.500 --> 00:21:01.540

Nicole Fieser: again. Maybe not something that's incredibly critical today.

190

00:21:01.700 --> 00:21:06.230

Nicole Fieser: But I do kind of want to mention these broken, bent right facing arrows.

191

00:21:07.120 --> 00:21:18.879

Nicole Fieser: If and when a supervisor delegates their tasks to you, you may need to access your delegates. Time cards.

192

00:21:19.470 --> 00:21:23.589

Nicole Fieser: You may need to access their employees schedules

193

00:21:24.570 --> 00:21:37.320

Nicole Fieser: the easiest and most efficient way for you to navigate the system. If you didn't need to get into your delegates time cards, you would click on the broken or bent right facing arrow next to manage time cards.

194

00:21:38.090 --> 00:21:43.249

Nicole Fieser: Okay, again, this may not be something that's that's critical today.

195

00:21:43.910 --> 00:21:49.349

Nicole Fieser: But when I click on that broken bent right facing arrow from the home screen.

196

00:21:50.010 --> 00:21:56.179

Nicole Fieser: I'm now looking at my employee time cards. I'm looking at Sydney's time card, Sydney Adamo.

197

00:21:56.640 --> 00:22:01.940

Nicole Fieser: And if I click on that right facing arrow, I'm going to go ahead and be able to toggle through

198

00:22:04.790 --> 00:22:05.740

Nicole Fieser: right?

199

00:22:10.570 --> 00:22:17.200

Nicole Fieser: So here's the deal. We're just gonna kind of scroll on through right?

200

00:22:17.850 --> 00:22:28.170

Nicole Fieser: The same would be true from the schedule. Y'all. So if you are delegated and you need to review somebody's schedule. You always have the ability to click on that broken bent right? Facing arrow.

201

00:22:28.990 --> 00:22:32.960

Nicole Fieser: You get to practice with some of that later today, right, and

202

00:22:33.230 --> 00:22:38.180

Nicole Fieser: in the future, when you all go live on February 15.th

203

00:22:38.610 --> 00:22:47.179

Nicole Fieser: Okay, with that being said, I use the term efficiencies. I use the term ease of access.

204

00:22:49.210 --> 00:22:50.760

Nicole Fieser: My story is this.

205

00:22:51.110 --> 00:22:59.239

Nicole Fieser: alright, my story is this, if you need to get into something specific, you see these little blue arrows.

206

00:22:59.740 --> 00:23:07.999

Nicole Fieser: when, if and when you're delegated tasks, and there's an issue in time card, you can click right here and it's going to take you to just the issues.

207

00:23:08.680 --> 00:23:13.199

Nicole Fieser: The same would be true in the schedule. I get to see that I have an employee.

208

00:23:14.540 --> 00:23:19.089

Nicole Fieser: Danny Rojas, that is currently out. She's missing.

209

00:23:19.260 --> 00:23:29.560

Nicole Fieser: and I could click directly on that arrow. It said. Danny should have been here at 8 Am. Danny didn't punch. It's gonna take me directly to where the issue might be.

210

00:23:33.110 --> 00:23:36.460

Nicole Fieser: So these are our tiles. Here's the thing

211

00:23:37.370 --> 00:23:40.720

Nicole Fieser: as much as I want you to love these tiles

212

00:23:41.850 --> 00:23:43.970

Nicole Fieser: as an easy way to navigate

213

00:23:45.070 --> 00:23:50.500

Nicole Fieser: in the upper left hand corner of the screen. Do you see that those 3 lines?

214

00:23:52.610 --> 00:23:53.580

Nicole Fieser: Alrighty.

215

00:23:57.500 --> 00:24:01.290

Nicole Fieser: So these 3 lines, if we go ahead and click on it

216

00:24:01.900 --> 00:24:08.049

Nicole Fieser: when we click on those 3 lines that's gonna open up the main menu on the left.

217

00:24:09.050 --> 00:24:15.780

Nicole Fieser: Okay, the main menu on the left

218

00:24:19.300 --> 00:24:28.079

Nicole Fieser: houses, every tool that you as a timekeeper, and I think there's a few managers and supervisors in the room today. So of course, you all as well.

219

00:24:28.340 --> 00:24:34.010

Nicole Fieser: But every tool that you as a user have access to can be found in the main menu

220

00:24:34.920 --> 00:24:40.970

Nicole Fieser: folks in the end it is your decision where to access your tools.

221

00:24:41.190 --> 00:24:48.529

Nicole Fieser: do you want to access your tools from the tiles, which is my personal preference?

222

00:24:49.270 --> 00:24:53.999

Nicole Fieser: Or do you prefer to access your tools in that main menu on the left?

223

00:24:57.390 --> 00:24:58.520

Nicole Fieser: Alrighty.

224

00:25:02.160 --> 00:25:03.319

Nicole Fieser: So there we are.

225

00:25:04.630 --> 00:25:09.849

Nicole Fieser: Here's the thing primarily all I am going to be using the tiles today.

226

00:25:10.130 --> 00:25:13.190

Nicole Fieser: I think there's some value to that. I really do.

227

00:25:13.310 --> 00:25:20.479

Nicole Fieser: But we will also be using the main menu, because I know there are going to be some people that are going to prefer this menu on the left

228

00:25:20.830 --> 00:25:27.660

Nicole Fieser: yesterday and yesterday's Hpd training. We definitely had folks that said, Oh, no, I like the menu. I like this.

229

00:25:27.930 --> 00:25:30.519

Nicole Fieser: and that's fine. That's totally cool.

230

00:25:31.100 --> 00:25:36.139

Nicole Fieser: I will say what I like very much about the main menu on the left is the search field.

231

00:25:37.620 --> 00:25:38.600

Nicole Fieser: right?

232

00:25:42.970 --> 00:25:52.419

Nicole Fieser: So if there's a tool oh, I'm gonna pick on Diana for no good reason. Maybe Diana has a tool that she likes very much.

233

00:25:52.610 --> 00:26:01.359

Nicole Fieser: Maybe it's a pay period close, Jeannie. Maybe it's the time detail report. Maybe it's something that she really looks at.

234

00:26:02.000 --> 00:26:04.820

Nicole Fieser: right as a as a timekeeper.

235

00:26:05.710 --> 00:26:15.150

Nicole Fieser: If there's a tool that you want to find, and you can't quite find it, you can start to type in the search field, and it will appear in the workspace below.

236

00:26:16.449 --> 00:26:21.229

Nicole Fieser: So I think that's useful, as you all start to get super comfortable with the system. The search field

237

00:26:21.370 --> 00:26:23.200

Nicole Fieser: is probably useful.

238

00:26:24.900 --> 00:26:28.589

Nicole Fieser: The other thing I want to point out in that main menu on the left. Y'all, is the sign out

239

00:26:29.400 --> 00:26:36.609

Nicole Fieser: really quickly. I recognize that y'all are users of software on the Daily. I totally get that

240

00:26:38.900 --> 00:26:39.959

Nicole Fieser: all right

241

00:26:42.190 --> 00:26:48.159

Nicole Fieser: in the upper right hand corner if you go ahead and x out. Is that the end of the world? No.

242

00:26:48.510 --> 00:26:54.699

Nicole Fieser: it's not the end of the world, but because we're an official UKG training today.

243

00:26:56.110 --> 00:27:01.079

Nicole Fieser: Now, I'm a trainer and a trainer by default is a pain in the you know what?

244

00:27:02.560 --> 00:27:03.600

Nicole Fieser: Right?

245

00:27:05.910 --> 00:27:07.879

Nicole Fieser: You gotta remember to click sign out.

246

00:27:08.050 --> 00:27:10.800

Nicole Fieser: You gotta remember to click, sign up. Okay.

247

00:27:11.310 --> 00:27:17.879

Nicole Fieser: sign out, is it the right way to close out text your data and make sure you're all signed out appropriately.

248

00:27:19.560 --> 00:27:25.030

Nicole Fieser: Alright. Y'all, I'm gonna close up that main menu. What else do we get to see the house icon?

249

00:27:25.670 --> 00:27:32.010

Nicole Fieser: The house icon is accessible from any page on the software within the software.

250

00:27:32.740 --> 00:27:37.390

Nicole Fieser: So whether you're on a schedule, whether you're you're trying to build a schedule.

251

00:27:37.530 --> 00:27:42.680

Nicole Fieser: whether you're looking at a time card, whether you're looking at a data view

252

00:27:43.080 --> 00:27:48.640

Nicole Fieser: at any time. You have the ability to come back here, back to home

253

00:27:49.680 --> 00:27:55.070

Nicole Fieser: in order to to be safe in order to come back to your dashboard.

254

00:27:55.920 --> 00:28:04.790

Nicole Fieser: Folks with no exaggeration intended. We will probably click on this home button to come back home back to this dashboard screen.

255

00:28:05.200 --> 00:28:10.130

Nicole Fieser: probably like 2 dozen times today. And it's gonna be a lot.

256

00:28:19.110 --> 00:28:26.109

Nicole Fieser: So there we go from there to the right. What else do we see? The employee search

257

00:28:26.960 --> 00:28:31.100

Nicole Fieser: for those of you that know your current old Chronos system.

258

00:28:31.630 --> 00:28:37.219

Nicole Fieser: One of the most commonly used tools in your current system is the quick find genie

259

00:28:38.020 --> 00:28:44.460

Nicole Fieser: folks. The quick find genie is gone. It has been replaced by the employee. Search.

260

00:28:45.260 --> 00:28:47.460

Nicole Fieser: Let's talk about the employee. Search

261

00:28:48.200 --> 00:28:52.880

Nicole Fieser: the employee. Search is is still fantastic, right? It really is.

262

00:28:53.170 --> 00:29:01.300

Nicole Fieser: So I don't know. I'm gonna go ahead and pick on Jesus, baby Jesus.

263

00:29:02.870 --> 00:29:09.400

Nicole Fieser: It's a notification, and says, Hey, we have an employee employee that missed the punch.

264

00:29:10.110 --> 00:29:17.419

Nicole Fieser: The employee ended up emailing Jesus and their supervisor to say, Hey, I forgot to punch out yesterday.

265

00:29:17.670 --> 00:29:19.790

Nicole Fieser: What is Jesus gonna do?

266

00:29:20.320 --> 00:29:24.690

Nicole Fieser: Jesus needs to go ahead and find that employee to fix the missed punch.

267

00:29:25.450 --> 00:29:30.179

Nicole Fieser: So in this case we might go ahead and look for friend.

268

00:29:30.690 --> 00:29:31.919

Nicole Fieser: His name is chrome.

269

00:29:33.260 --> 00:29:36.889

Nicole Fieser: And if I type in the employee's last name of Crim

270

00:29:37.450 --> 00:29:41.649

Nicole Fieser: in the workspace below, we're gonna go ahead and check off Trent Crim.

271

00:29:41.860 --> 00:29:44.960

Nicole Fieser: And then we're gonna use that go to control.

272

00:29:45.790 --> 00:29:51.270

Nicole Fieser: This is where Jesus could go directly to Trent's time card to fix the missed punch

273

00:29:51.890 --> 00:29:59.249

Nicole Fieser: right? Maybe Jesus decides it's not a time card issue but needs to go look at the employee schedule

274

00:29:59.530 --> 00:30:00.420

Nicole Fieser: right?

275

00:30:00.810 --> 00:30:07.530

Nicole Fieser: Cause? That's what Jesus is. Gonna do. The employee emailed Jesus as the timekeeper and their own supervisor.

276

00:30:07.680 --> 00:30:11.289

Nicole Fieser: Hey, Zeus is gonna want to fix things for this employee.

277

00:30:12.220 --> 00:30:22.070

Nicole Fieser: I think the really cool thing here y'all is from the employee. Search you can find your employee, go to their time card, go to their schedule.

278

00:30:22.850 --> 00:30:27.790

Nicole Fieser: I don't know. Maybe Jesus starts to be suspicious about this employee.

279

00:30:29.110 --> 00:30:32.069

Nicole Fieser: Maybe Jesus starts to think, well, gosh!

280

00:30:32.760 --> 00:30:38.290

Nicole Fieser: I think this person is always quote forgetting to punch out on Wednesdays.

281

00:30:39.260 --> 00:30:44.060

Nicole Fieser: So maybe Jesus wants to run a report around just the individual.

282

00:30:46.500 --> 00:30:47.450

Nicole Fieser: It's

283

00:30:50.970 --> 00:30:53.800

Nicole Fieser: that's gonna be the value of the reports.

284

00:30:54.630 --> 00:31:01.079

Nicole Fieser: You want to identify some sort of workforce behavior. You surely can run the report for the individual.

285

00:31:03.330 --> 00:31:14.000

Nicole Fieser: Alright folks. Any questions about the employee. Search, knowing that that's replacing your current. Quick find genie

286

00:31:15.300 --> 00:31:17.919

Nicole Fieser: kind of thinking there might be some questions.

287

00:31:18.460 --> 00:31:21.820

Nicole Fieser: hoping for some questions might be the better term.

288

00:31:29.320 --> 00:31:39.680

Lee Rosenthal: Nikki, I'm gonna interject, just really quick. So again, you guys questions, post them in that. QA. Button at the bottom of your Webinar and Nikki will either answer them, live.

289

00:31:39.930 --> 00:31:51.589

Lee Rosenthal: or one of the panelists, myself, or Denise, or the other individuals that are online will answer them in that. QA. No question is a bad question. Any question that comes to mind? Go ahead and put it in that. QA.

290

00:31:53.560 --> 00:32:01.509

Nicole Fieser: Thank you, my friend. Thanks, Laura. I appreciate that very much. Y'all, we do want to hear from you, so I agree. No question is a bad question.

291

00:32:05.180 --> 00:32:07.900

Nicole Fieser: Okay. So Todd says.

292

00:32:08.760 --> 00:32:13.370

Nicole Fieser: can an employee search box be added to the home screen as a tile to make it quicker?

293

00:32:14.370 --> 00:32:31.329

Nicole Fieser: Potentially, yes. But, Todd, I will tell you the value of it being here is this employee. Search is accessible on every single page in the software. So if you're already on a time card, and you want to go find somebody else you could. You're already on a schedule, and you want to go find somebody else you could.

294

00:32:31.810 --> 00:32:40.030

Nicole Fieser: So I think it being here in the upper right hand corner ultimately serves you well, because it doesn't matter where you are in the software. It's right there.

295

00:32:42.080 --> 00:32:46.550

Nicole Fieser: Okay, there we go and see. Now I'm seeing some questions.

296

00:32:48.940 --> 00:32:59.879

Nicole Fieser: Steven. I will. I will try to discuss that I will also be deferring to Denise and Lee and Laura to help us answer that question.

297

00:33:01.180 --> 00:33:09.629

Nicole Fieser: You'll notice, please, that that employee search much like the quick find also allows you to to look by employee, name or id.

298

00:33:10.260 --> 00:33:13.969

Nicole Fieser: right? So if I click on search, apparently I have no one with a 1.

299

00:33:15.350 --> 00:33:17.249

Nicole Fieser: But yes, you can.

300

00:33:17.930 --> 00:33:19.159

Nicole Fieser: Yes, you can.

301

00:33:25.150 --> 00:33:26.340

Nicole Fieser: All right.

302

00:33:26.590 --> 00:33:36.530

Nicole Fieser: So, Andrea Andrea, can we only do last names, or can we also do payroll? I'm not sure what we mean by payroll, but you can search by employee ids.

303

00:33:37.390 --> 00:33:38.340

Nicole Fieser: Okay?

304

00:33:39.440 --> 00:33:44.869

Nicole Fieser: So I don't know if I'm answering your question, or if I'm boogering it up, you're welcome.

305

00:33:45.240 --> 00:33:48.320

Nicole Fieser: And then the last thing, you guys, maybe it's just me.

306

00:33:48.780 --> 00:33:53.710

Nicole Fieser: So let we'll put this one on me, because y'all are way smarter than I am. I think

307

00:33:54.790 --> 00:34:01.170

Nicole Fieser: I am a terrible speller of last names like it is not my gift, not at all

308

00:34:01.460 --> 00:34:05.269

Nicole Fieser: so just as a as a gentle prod.

309

00:34:06.400 --> 00:34:10.080

Nicole Fieser: If you are not sure right.

310

00:34:10.900 --> 00:34:13.840

Nicole Fieser: If you're not sure how to spell somebody's name.

311

00:34:14.090 --> 00:34:20.079

Nicole Fieser: I could type in like BEA. And then use that little star, that little asterisk.

312

00:34:20.560 --> 00:34:22.070

Nicole Fieser: and then click search.

313

00:34:22.450 --> 00:34:29.120

Nicole Fieser: and that's gonna return to me. Then any employee in this case whose last name begins with BE.

314

00:34:30.470 --> 00:34:38.250

Nicole Fieser: So one of the questions, I think that you you might have, or that you might have, managers and supervisors come to you about.

315

00:34:39.570 --> 00:34:45.030

Nicole Fieser: Okay is gonna be, does that little star, that little asterisk still work

316

00:34:45.280 --> 00:34:50.320

Nicole Fieser: right if I don't know how to spell somebody's name bar.

317

00:34:53.200 --> 00:34:56.710

Nicole Fieser: It does right?

318

00:35:00.200 --> 00:35:05.180

Nicole Fieser: So I did want to mention that I think it was Lachelle. So I am going to.

319

00:35:09.150 --> 00:35:15.089

Nicole Fieser: I think Michelle brings up a really good point. So, Lachelle, I'm gonna answer your question. If that's okay, I know that

320

00:35:15.640 --> 00:35:21.770

Nicole Fieser: our our wonderful Smee has already done so. But I kind of want to read this out hopefully. Y'all are okay with it.

321

00:35:23.240 --> 00:35:27.920

Nicole Fieser: the show said, hey for the manager. Time, card, and manage schedules, tiles.

322

00:35:28.960 --> 00:35:38.469

Nicole Fieser: Will our hyper find automatically be applied, or will we have to manually apply the hyper find each time? Because otherwise we're not going to be able to see our specific issues.

323

00:35:38.580 --> 00:35:39.620

Nicole Fieser: All right.

324

00:35:40.580 --> 00:35:48.740

Nicole Fieser: You're right, Lachelle, in this case, because I'm only seeing a small group of people. I am getting data.

325

00:35:49.060 --> 00:35:51.679

Nicole Fieser: Yours are primarily going to be blank

326

00:35:51.830 --> 00:35:55.529

Nicole Fieser: right? Because you have access to all of Hpd.

327

00:35:56.230 --> 00:36:01.240

Nicole Fieser: so yours will be blank unless some sort of delegation has occurred.

328

00:36:01.510 --> 00:36:06.600

Nicole Fieser: and I do think we need to touch base on delegation at the end of the training today

329

00:36:07.350 --> 00:36:16.719

Nicole Fieser: your your tiles will likely be blank. That does not mean that it's totally useless, because you can still click on these broken bent right facing arrows.

330

00:36:17.100 --> 00:36:21.550

Nicole Fieser: and then once you get into the tool. You'll select your hyper find.

331

00:36:23.020 --> 00:36:27.669

Nicole Fieser: So, Lachelle, I think that was a great question. And I want to to kind of read that out for everybody.

332

00:36:28.500 --> 00:36:34.130

Nicole Fieser: Okay, thank you all for your questions. I appreciate it.

333

00:36:35.070 --> 00:36:39.600

Nicole Fieser: Alright. Y'all. So we have the employee search, which is going to be very valuable.

334

00:36:40.750 --> 00:36:45.559

Nicole Fieser: right? And if you're not using the quick, find genie in your current. Old Kronos.

335

00:36:45.980 --> 00:36:49.780

Nicole Fieser: Start using employee search in your new MyCOH time.

336

00:36:51.150 --> 00:36:53.800

Nicole Fieser: There to the right. We have our cute little question, Mark.

337

00:36:54.040 --> 00:36:58.668

Nicole Fieser: Y'all, I'm gonna do my best not to beat the dead horse here, but I can only do so much.

338

00:36:59.270 --> 00:37:03.770

Nicole Fieser: I do want to talk about online help?

339

00:37:04.840 --> 00:37:05.700

Nicole Fieser: Okay?

340

00:37:06.380 --> 00:37:12.780

Nicole Fieser: One of the most often asked questions, alrighty.

341

00:37:14.290 --> 00:37:19.010

Nicole Fieser: One of the most often asked questions is, where can I go to get some additional information.

342

00:37:20.930 --> 00:37:25.809

Nicole Fieser: and I kicked off this training, and Lee and Laura helped support it by saying, Look.

343

00:37:26.110 --> 00:37:33.550

Nicole Fieser: you're gonna have this recording. You're gonna have the presentation. You have your quick reference guides.

344

00:37:33.910 --> 00:37:37.810

Nicole Fieser: You have your pre-learning right?

345

00:37:38.160 --> 00:37:46.349

Nicole Fieser: So already. I feel like you have a lot of information that you can grab to support yourselves with the software.

346

00:37:48.500 --> 00:37:55.329

Nicole Fieser: Even better timekeepers. If you have managers or supervisors that come to you.

347

00:37:56.240 --> 00:37:57.710

Nicole Fieser: And they say

348

00:37:58.450 --> 00:38:06.270

Nicole Fieser: I don't remember what that girl told us. I don't remember what all these different colors in a time. Card or schedule means.

349

00:38:07.630 --> 00:38:08.700

Nicole Fieser: Right.

350

00:38:09.220 --> 00:38:12.150

Nicole Fieser: That's going to be the value of the online help.

351

00:38:13.390 --> 00:38:18.200

Nicole Fieser: This is very much an example and something I hope you will help reinforce.

352

00:38:18.360 --> 00:38:26.830

Nicole Fieser: If people do come and ask you questions in the future, and I expect they will that old saying.

353

00:38:27.080 --> 00:38:34.779

Nicole Fieser: You teach a person, you feed the person a fish they eat for the day. You teach the person how to fish, they eat for a lifetime.

354

00:38:35.500 --> 00:38:40.939

Nicole Fieser: This is where we want to tell our people that we're we're helping to support, to go fish.

355

00:38:45.020 --> 00:38:45.980

Nicole Fieser: Right?

356

00:38:47.730 --> 00:38:53.020

Nicole Fieser: So let's talk about going fish if I click on that cute little question. Mark y'all

357

00:38:57.290 --> 00:38:58.380

Nicole Fieser: all right.

358

00:38:58.950 --> 00:39:04.870

Nicole Fieser: If I click on that cute little question, mark, notice immediately I get some default, help screens

359

00:39:04.990 --> 00:39:08.619

Nicole Fieser: the default. Help screens that will appear

360

00:39:09.540 --> 00:39:13.510

Nicole Fieser: are based on where you accessed online help from.

361

00:39:13.840 --> 00:39:19.530

Nicole Fieser: And because I access online help from the home screen from the dashboard.

362

00:39:19.740 --> 00:39:24.050

Nicole Fieser: The initial help screens that default are all about navigation.

363

00:39:26.770 --> 00:39:27.770

Nicole Fieser: Okay?

364

00:39:29.460 --> 00:39:39.190

Nicole Fieser: Right? You want to watch a video on what? How your employees are going to navigate you. Can you want to see navigation from a manager supervisor view? You can.

365

00:39:42.320 --> 00:39:46.820

Nicole Fieser: It's from there.

366

00:39:47.840 --> 00:39:52.610

Nicole Fieser: If I had been on the schedule, so just bear with me.

367

00:39:53.920 --> 00:39:55.789

Nicole Fieser: I'm kind of trying to prove a point here.

368

00:39:56.540 --> 00:40:05.239

Nicole Fieser: If I go ahead and click on that cute little question, mark on the schedule, notice the help. Topics that default are related to schedules

369

00:40:05.400 --> 00:40:09.669

Nicole Fieser: right how to add a pay code to the schedule, how to add a schedule pattern.

370

00:40:10.500 --> 00:40:17.719

Nicole Fieser: My point is is that at your fingertips you have some really nice online help.

371

00:40:18.300 --> 00:40:24.289

Nicole Fieser: And there's some job aids in here. There's some videos in here. There's good tools

372

00:40:25.820 --> 00:40:30.880

Nicole Fieser: more importantly, and I'm just gonna jump home because I'm still talking through the home screen. Y'all

373

00:40:32.770 --> 00:40:34.800

Nicole Fieser: we have that cute little question, Mark.

374

00:40:35.020 --> 00:40:39.649

Nicole Fieser: If you don't see a help topic that you think is relevant.

375

00:40:40.110 --> 00:40:47.640

Nicole Fieser: I don't know. Maybe Judy, maybe Judy really does have questions about all the different colors in the time card or schedule.

376

00:40:48.750 --> 00:40:52.570

Nicole Fieser: All of you have the ability to click on browse help.

377

00:40:53.150 --> 00:40:55.530

Nicole Fieser: and when we click on browse help.

378

00:40:55.700 --> 00:40:59.299

Nicole Fieser: Yes, there's some additional resources at your fingertips.

379

00:41:00.310 --> 00:41:03.699

Nicole Fieser: including a glossary of terms which is actually pretty cool.

380

00:41:06.520 --> 00:41:10.250

Nicole Fieser: There's some information on mobile app, also pretty cool.

381

00:41:10.810 --> 00:41:13.810

Nicole Fieser: but most especially we have the search field.

382

00:41:14.070 --> 00:41:18.360

Nicole Fieser: and here in the search field. If I go ahead and type in the word colors.

383

00:41:19.780 --> 00:41:21.949

Nicole Fieser: and I click on that magnifying blast.

384

00:41:22.500 --> 00:41:30.840

Nicole Fieser: in likely the order of importance we see returned to us right.

385

00:41:31.480 --> 00:41:33.690

Nicole Fieser: All the things about colors.

386

00:41:37.840 --> 00:41:38.700

Nicole Fieser: Your name.

387

00:41:40.150 --> 00:41:45.919

Nicole Fieser: If I go ahead and click, then on current time and visual cues, notice what happens.

388

00:41:46.460 --> 00:41:52.639

Nicole Fieser: folks, I get an online help screen with all the details anybody could possibly want

389

00:41:53.850 --> 00:41:57.399

Nicole Fieser: around colors in a time card or schedule.

390

00:42:02.250 --> 00:42:03.430  
Nicole Fieser: Alright.

391  
00:42:09.850 --> 00:42:11.050  
Nicole Fieser: So there we go

392  
00:42:19.030 --> 00:42:26.510  
Nicole Fieser: really quickly. Y'all any one of your help screens right?

393  
00:42:26.950 --> 00:42:32.649  
Nicole Fieser: Any one of your help screens can be printed, and you also can save the links

394  
00:42:35.890 --> 00:42:41.099  
Nicole Fieser: is one of the. You can save the links in order to access the help screen again.

395  
00:42:43.600 --> 00:42:53.159  
Nicole Fieser: Folks, any questions about online help that you want to ask. I'm not seeing anything. I I ask that you know that it's there. It's a great resource for you.

396  
00:42:53.270 --> 00:42:57.699  
Nicole Fieser: and if you do end up supporting anybody, it's also a great resource

397  
00:43:01.190 --> 00:43:02.230  
Nicole Fieser: for them.

398  
00:43:06.320 --> 00:43:08.849  
Nicole Fieser: We're gonna move on from navigation pretty quickly.

399  
00:43:09.150 --> 00:43:13.270  
Nicole Fieser: I'm not gonna spend the time ton of time on the alert bell. Icon

400  
00:43:14.050 --> 00:43:18.550  
Nicole Fieser: folks. The alert bell icon is simply notifications.

401

00:43:19.130 --> 00:43:24.599

Nicole Fieser: This would be notifications around unexcused absences. Time off, request that sort of thing.

402

00:43:25.510 --> 00:43:33.340

Nicole Fieser: This is only going to be valuable if, as a timekeeper, you ever have a supervisors task delegated to you.

403

00:43:33.900 --> 00:43:40.889

Nicole Fieser: Okay, so this has to do with alerts and notifications regarding, you know, time card issues.

404

00:43:41.605 --> 00:43:45.610

Nicole Fieser: Issues regarding time off requests that sort of thing.

405

00:43:45.770 --> 00:43:56.199

Nicole Fieser: And it's here where, if you are ever delegated tasks to complete, you can come to see the different notifications, and even manage them from here.

406

00:43:57.210 --> 00:44:04.080

Nicole Fieser: There is some additional information around this topic in your quick reference. Guide around delegation

407

00:44:04.780 --> 00:44:13.040

Nicole Fieser: and in your Tms system in the, you know, if you want to know more, there's more information around it.

408

00:44:15.170 --> 00:44:18.170

Nicole Fieser: Alright, y'all, that's my introduction to

409

00:44:18.890 --> 00:44:23.799

Nicole Fieser: navigation within the software questions, thoughts, concerns before we move on.

410

00:44:33.480 --> 00:44:40.850

Nicole Fieser: Then let's talk about data views, data views, replace genies

411

00:44:41.330 --> 00:44:46.969

Nicole Fieser: in your current old chrono system. Undoubtedly many of you are familiar with genies.

412

00:44:49.070 --> 00:44:50.160

Nicole Fieser: Right?

413

00:44:53.210 --> 00:44:54.660

Nicole Fieser: So what's a data view

414

00:44:55.280 --> 00:45:00.939

Nicole Fieser: a data view? Let me go ahead and share out my screen. Y'all gonna try to share out my screen with y'all.

415

00:45:04.130 --> 00:45:08.110

Nicole Fieser: let's try one more time. It is not cooperating with me.

416

00:45:09.710 --> 00:45:17.620

Nicole Fieser: Alright. Y'all, what is a data view? A data view is an interactive on screen report

417

00:45:18.660 --> 00:45:25.400

Nicole Fieser: data views are a way for you to get to the granularity of the information you might be seeking.

418

00:45:27.290 --> 00:45:33.450

Nicole Fieser: It is my own personal beef. Having attended many of my own technical trainings in life

419

00:45:33.850 --> 00:45:44.850

Nicole Fieser: that it always seems to me when we send people to training, we talk about how to put data into a system. And we rarely focus on how to get data back out.

420

00:45:47.150 --> 00:45:53.580

Nicole Fieser: Data views are a great way for you to be able to get your information back out of the system

421

00:45:54.750 --> 00:46:01.240

Nicole Fieser: at a very high level. A couple of things to know about data view specifically for the folks in the room today.

422

00:46:03.390 --> 00:46:11.689

Nicole Fieser: data views have replaced for the majority of UKG customers the need for custom reports.

423

00:46:12.680 --> 00:46:19.020

Nicole Fieser: So if you've ever wanted to be able to get a specific piece of information maybe related to overtime.

424

00:46:19.420 --> 00:46:23.940

Nicole Fieser: maybe related to I don't know. Missed punches.

425

00:46:24.370 --> 00:46:28.879

Nicole Fieser: Maybe you want to see, you know, in really clear detail

426

00:46:29.370 --> 00:46:36.049

Nicole Fieser: what certain people have been scheduled to work versus what they actually worked over a period of time.

427

00:46:36.490 --> 00:46:38.309

Nicole Fieser: You're going to go to a data view

428

00:46:39.580 --> 00:46:46.450

Nicole Fieser: at the bare minimum for those of you that are responsible for producing the batch. Report

429

00:46:47.520 --> 00:46:52.230

Nicole Fieser: right that submission report your system. Administrators.

430

00:46:52.570 --> 00:46:56.820

Nicole Fieser: right? Have given you 2 fantastic data views.

431

00:46:56.970 --> 00:47:01.919

Nicole Fieser: the time card audit and the schedule audit data view. And we're going to look at those in a minute.

432

00:47:04.240 --> 00:47:10.089

Nicole Fieser: Data views, though, give you the data that you actually want back out of the software.

433

00:47:11.060 --> 00:47:13.049

Nicole Fieser: Y'all, let's go take a look, shall we?

434

00:47:13.840 --> 00:47:16.739

Nicole Fieser: Yes, I need to move that.

435

00:47:18.470 --> 00:47:21.390

Nicole Fieser: Okay. So where are we gonna go to get to our data views.

436

00:47:24.230 --> 00:47:31.309

Nicole Fieser: Well, I'm gonna practice what I preach. I said that we are going to use our tiles, and we are

437

00:47:31.960 --> 00:47:37.260

Nicole Fieser: primarily, though, in the upper left hand corner. I'm gonna click on that hamburger menu

438

00:47:37.380 --> 00:47:40.449

Nicole Fieser: which opens up the main menu on the left.

439

00:47:41.410 --> 00:47:44.960

Nicole Fieser: We're gonna come on down to our data views and our reports.

440

00:47:45.070 --> 00:47:48.519

Nicole Fieser: And we're going to start with our data view library

441

00:47:50.620 --> 00:47:54.830

Nicole Fieser: when we get into our data View library a couple of things

442

00:47:55.960 --> 00:48:01.170

Nicole Fieser: immediately. What might stand out to you. Is this number 41?

443

00:48:01.740 --> 00:48:05.290

Nicole Fieser: Y'all, please do not let that number 41 throw you off.

444

00:48:05.460 --> 00:48:11.309

Nicole Fieser: Guess that's telling us that there are 41 data views. I can access

445

00:48:12.570 --> 00:48:20.299

Nicole Fieser: your system. Administrators have worked really hard to figure out exactly what data views you need or don't need.

446

00:48:21.580 --> 00:48:25.630

Nicole Fieser: Don't be alarmed by the number, whatever that number is for you.

447

00:48:25.980 --> 00:48:32.769

Nicole Fieser: Rather, I ask that you note that your data views are broken out by very logical categories.

448

00:48:33.510 --> 00:48:40.349

Nicole Fieser: Right? You have the audits you have scheduling, you have timekeeping categories.

449

00:48:42.050 --> 00:48:45.719

Nicole Fieser: So again, I just made mention, for example.

450

00:48:46.140 --> 00:48:50.560

Nicole Fieser: that if you're somebody that's going to be responsible for running that batch report.

451

00:48:50.740 --> 00:48:57.029

Nicole Fieser: Well, there's your Hpd timekeeper schedule audit. Then there's your Hpd timekeeper time card audit.

452

00:48:57.180 --> 00:49:00.220

Nicole Fieser: This is how you're going to get that that detail.

453

00:49:01.220 --> 00:49:02.210

Nicole Fieser: Okay.

454

00:49:08.792 --> 00:49:19.760

Nicole Fieser: excuse me. I apologize from there, though, let's go to an old friend that might sound familiar  
genies

455

00:49:20.240 --> 00:49:22.610

Nicole Fieser: and data views are similar.

456

00:49:22.930 --> 00:49:28.730

Nicole Fieser: So if you're like some of these names sound familiar, Nikki. I've seen this before

457

00:49:30.620 --> 00:49:39.139

Nicole Fieser: to make life easier. Your system administrators did name your data views very, very similarly  
to a lot of your genies.

458

00:49:39.530 --> 00:49:48.440

Nicole Fieser: So again, we started off by saying, it's still a Chronos system. It's just. It's a bigger change. This  
probably looks a little bit familiar.

459

00:49:49.330 --> 00:49:52.130

Nicole Fieser: I'm going to go to the reconcile time card data view.

460

00:49:52.750 --> 00:49:58.589

Nicole Fieser: And folks, when you come here right when you come here.

461

00:49:58.860 --> 00:50:04.740

Nicole Fieser: you are likely going to see nothing. You're going to see nothing here

462

00:50:05.940 --> 00:50:11.260

Nicole Fieser: right again. I think. Laura even said it. Lee might have even said it today, too.

463

00:50:12.810 --> 00:50:16.049

Nicole Fieser: Timekeepers you have access to all of Hpd.

464

00:50:16.310 --> 00:50:23.190

Nicole Fieser: which means, then, that when you get into a data view, it's gonna be blank, which is fine.

465

00:50:23.680 --> 00:50:31.289

Nicole Fieser: and that's fine, because best practice from UKG is

466

00:50:31.690 --> 00:50:36.349

Nicole Fieser: anytime you access any data view in the software?

467

00:50:36.890 --> 00:50:42.409

Nicole Fieser: You always need to start with the who, the what and the when?

468

00:50:43.780 --> 00:50:46.780

Nicole Fieser: Who do you want to see in the workspace below?

469

00:50:47.420 --> 00:50:49.520

Nicole Fieser: You're going to select your hyper find?

470

00:50:51.010 --> 00:50:51.890

Nicole Fieser: Okay?

471

00:50:53.600 --> 00:51:02.370

Nicole Fieser: The timeframe in my example. Today, my reconcile time card data view is defaulting to the current pay period.

472

00:51:03.390 --> 00:51:04.300

Nicole Fieser: Right?

473

00:51:04.820 --> 00:51:11.440

Nicole Fieser: A big enhancement from your old Kronos to your new. MyCOH time system

474

00:51:13.540 --> 00:51:16.380

Nicole Fieser: is going to be the timeframe.

475

00:51:17.160 --> 00:51:18.130

Nicole Fieser: Okay.

476

00:51:19.680 --> 00:51:27.070

Nicole Fieser: the timeframe, which is you've got a ton of choices. When do you want to look at your data on any data view

477

00:51:27.280 --> 00:51:35.060

Nicole Fieser: that exists in the software today, yesterday week to date last 4 weeks last 90 days.

478

00:51:36.450 --> 00:51:37.570

Nicole Fieser: All right.

479

00:51:38.380 --> 00:51:41.099

Nicole Fieser: I mean, there's a ton of different choices here.

480

00:51:41.280 --> 00:51:45.269

Nicole Fieser: and y'all, if you don't like any of the default timeframes

481

00:51:46.060 --> 00:51:48.110

Nicole Fieser: that we have given to you.

482

00:51:49.140 --> 00:51:59.230

Nicole Fieser: You have the ability to click on select range, and you can look at your employee data over whatever timeframe floats your boat.

483

00:52:01.540 --> 00:52:02.430

Nicole Fieser: Okay?

484

00:52:04.130 --> 00:52:13.580

Nicole Fieser: So I do think that's kind of cool. I am hopeful that that's going to serve you. Well, okay.

485

00:52:17.870 --> 00:52:24.379

Nicole Fieser: so with that being said, that being said.

486

00:52:25.450 --> 00:52:30.140

Nicole Fieser: I'm going to leave it at the current pay period for the purposes of the conversation

487

00:52:34.090 --> 00:52:35.419

Nicole Fieser: to the left.

488

00:52:35.600 --> 00:52:37.079

Nicole Fieser: We have the what.

489

00:52:37.560 --> 00:52:46.590

Nicole Fieser: So if the hyper find determines who the time period determines the when of the who? What? When? Question?

490

00:52:48.540 --> 00:52:54.739

Nicole Fieser: Let's talk about the what I would like to go ahead and pick on somebody else.

491

00:52:55.600 --> 00:52:58.649

Nicole Fieser: Whoa! I'm gonna go ahead and pick on.

492

00:53:00.470 --> 00:53:02.219

Nicole Fieser: I'm gonna pick on, Michael.

493

00:53:04.360 --> 00:53:09.840

Nicole Fieser: What if Michael is looking at this data view, and he goes, no, -m, this isn't right.

494

00:53:10.420 --> 00:53:16.600

Nicole Fieser: This isn't what I was expecting. I'm seeing. I'm not seeing what I was hoping to see, something feels amiss.

495

00:53:18.150 --> 00:53:29.650

Nicole Fieser: The cool thing is y'all, once you access one data view, every data view that you as a user have access to can be found in the dropdown box.

496

00:53:30.950 --> 00:53:37.450

Nicole Fieser: Officially, this is called the Data View Selector again. Who cares what's my point?

497

00:53:38.730 --> 00:53:51.510

Nicole Fieser: One. If you don't like what you see in these columns. Try, try again. It means you selected the wrong data view click in the data view selector Dropdown and find a different data view to look at

498

00:53:53.110 --> 00:54:07.530

Nicole Fieser: 2. My second point is, I do not want anybody to think that they always have to go back in the main menu and click back on data views and reports and click back on Data View Library.

499

00:54:08.490 --> 00:54:12.010

Nicole Fieser: so forth and so on, in order to.

500

00:54:12.410 --> 00:54:15.470

Nicole Fieser: in order to be able to look at a different data view

501

00:54:16.450 --> 00:54:23.050

Nicole Fieser: again. I promise everybody in the room today that the system was going to be more efficient. It was going to be easier.

502

00:54:23.550 --> 00:54:26.629

Nicole Fieser: And again, I want. I want us to believe that

503

00:54:27.790 --> 00:54:32.830

Nicole Fieser: if you don't like what you see don't navigate all the way away. Choose a different data view

504

00:54:36.060 --> 00:54:37.570

Nicole Fieser: really quickly.

505

00:54:38.240 --> 00:54:44.789

Nicole Fieser: I'm gonna change my hyper find to a different hyper find. I'm gonna say it to my reports, too.

506

00:54:45.120 --> 00:54:51.130

Nicole Fieser: Again when you go in this afternoon and you start looking at your data views in your lab time.

507

00:54:51.430 --> 00:54:56.930

Nicole Fieser: When you come in it's going to be blank. You will need to select your hyper fines.

508

00:54:58.300 --> 00:54:59.840

Nicole Fieser: Here's the thing. Y'all.

509

00:55:00.750 --> 00:55:06.590

Nicole Fieser: in case you weren't at the beginning of this training, and you kind of came in a minute late, or we're still getting settled.

510

00:55:07.970 --> 00:55:16.359

Nicole Fieser: Your hyper fines are not being transferred from your old chrono system to the new. MyCOH time system.

511

00:55:18.750 --> 00:55:24.879

Nicole Fieser: So one of your very 1st tasks that we're going to talk about in a couple of minutes. You're gonna have to build yourself some new hyperfine. Y'all

512

00:55:26.180 --> 00:55:28.039

Nicole Fieser: be one of your 1st assignments.

513

00:55:29.710 --> 00:55:43.759

Nicole Fieser: Okay? Because hyper fines are used when we look at data views. When we look at a schedule, when we look at standard reports, data view, hyper fines rather are used consistently throughout the software.

514

00:55:45.390 --> 00:55:47.490

Nicole Fieser: All right, Joe. But let's talk about the data view.

515

00:55:48.680 --> 00:55:54.060

Nicole Fieser: One data views are much more powerful than a genie ever thought of being.

516

00:55:54.320 --> 00:56:00.140

Nicole Fieser: And one of the things you can do is you have the ability to drag and drop your column headers

517

00:56:00.370 --> 00:56:03.999

Nicole Fieser: to put things in the order that makes sense to you.

518

00:56:05.050 --> 00:56:09.000

Nicole Fieser: Right? So if I'm gonna look at my pay code totals and I want to move that

519

00:56:09.270 --> 00:56:15.989

Nicole Fieser: you do have the ability to drag and drop those column headers in the dropdown.

520

00:56:16.450 --> 00:56:23.119

Nicole Fieser: You have the ability to sort any of your columns. In ascending descending

521

00:56:23.880 --> 00:56:28.520

Nicole Fieser: you can set up mins and maxes. You can set up averages.

522

00:56:29.200 --> 00:56:36.590

Nicole Fieser: I don't know. Maybe you want to know how many unexcused absences you had in the last quarter.

523

00:56:37.100 --> 00:56:39.409

Nicole Fieser: so I could choose last 90 days

524

00:56:39.840 --> 00:56:44.189

Nicole Fieser: right, and I could go ahead and look at unexcused absences.

525

00:56:44.970 --> 00:56:48.750

Nicole Fieser: And I could say, on average, or what was my counts

526

00:56:48.860 --> 00:56:52.639

Nicole Fieser: over the last 90 days and unexcused absences.

527

00:56:52.960 --> 00:56:56.910

Nicole Fieser: because in that dropdown I can set up account.

528

00:56:57.650 --> 00:57:02.279

Nicole Fieser: So in my last 90 days I had 16 unexcused absences.

529

00:57:04.410 --> 00:57:06.290

Nicole Fieser: Isn't that kind of cool?

530

00:57:09.280 --> 00:57:15.169

Nicole Fieser: And if you see a column that you don't want, you have the ability to hide it.

531

00:57:16.150 --> 00:57:20.999

Nicole Fieser: So if there's something that you're like. Nope, I don't need to see it. You have the ability to hide it.

532

00:57:22.420 --> 00:57:25.269

Nicole Fieser: but you certainly have the ability

533

00:57:26.770 --> 00:57:33.929

Nicole Fieser: set up averages, counts, resort, Redo, make this data your own.

534

00:57:35.380 --> 00:57:40.399

Nicole Fieser: and once you've sorted and filtered and set up things the way you want.

535

00:57:40.660 --> 00:57:42.359

Nicole Fieser: Do you see the share button?

536

00:57:43.170 --> 00:57:49.169

Nicole Fieser: You can go ahead and click on the share button. And you can export your data

537

00:57:49.970 --> 00:57:57.509

Nicole Fieser: from any data view in the software to an Excel file or you can print it.

538

00:58:00.860 --> 00:58:07.060

Nicole Fieser: Folks, what do you think about that. Does anybody want to give me some feedback on this idea of our data views?

539

00:58:08.340 --> 00:58:16.619

Nicole Fieser: I mean, think of all the different data views that you have access to. Yes, the Batch report for sure. But there's some overtime.

540

00:58:16.830 --> 00:58:27.150

Nicole Fieser: There's total reports, any questions or feedback around this idea of data views.

541

00:58:35.090 --> 00:58:35.980

Nicole Fieser: Okay?

542

00:58:36.590 --> 00:58:39.130

Nicole Fieser: So my invitation to you is this.

543

00:58:39.700 --> 00:58:45.350

Nicole Fieser: my invitation is later today for those of you that will be participating in lab time.

544

00:58:48.310 --> 00:58:49.390

Nicole Fieser: Right?

545

00:58:50.770 --> 00:58:57.230

Nicole Fieser: My invitation to you, for you know, next week, and as you get ready for go live, and beyond

546

00:58:57.840 --> 00:59:00.590

Nicole Fieser: play with your data views.

547

00:59:00.750 --> 00:59:06.459

Nicole Fieser: start looking at the data that we can now provide to you that we couldn't before.

548

00:59:08.680 --> 00:59:11.619

Nicole Fieser: Thanks, Stephen, for throwing me a bone. I appreciate it

549

00:59:18.060 --> 00:59:19.390

Nicole Fieser: alright.

550

00:59:21.340 --> 00:59:22.280

Nicole Fieser: Okay.

551

00:59:22.960 --> 00:59:31.579

Nicole Fieser: I don't see any questions. I'm gonna pause to give you all a chance to pose some questions before we move into building hyper fines.

552

00:59:40.800 --> 00:59:41.570

Nicole Fieser: Okay.

553

00:59:45.230 --> 00:59:46.419

Nicole Fieser: we'll keep going.

554

00:59:47.480 --> 00:59:49.250

Nicole Fieser: Let's talk about hyperfines.

555

00:59:51.270 --> 00:59:53.060

Nicole Fieser: Talk about those hyper fines.

556

00:59:56.190 --> 01:00:01.700

Nicole Fieser: and I don't think we have reactions turned on in here. So that's

557

01:00:01.870 --> 01:00:04.719

Nicole Fieser: awful. Okay. But here's the thing.

558

01:00:05.839 --> 01:00:11.793

Nicole Fieser: I think I said it like 3 times already. So I know, annoying. I'm annoying.

559

01:00:14.060 --> 01:00:21.120

Nicole Fieser: Truly, one of your very 1st tasks. When you get into your environment.

560

01:00:21.879 --> 01:00:24.859

Nicole Fieser: you're gonna have to build your hyperfines

561

01:00:25.360 --> 01:00:33.969

Nicole Fieser: because one more time. Y'all, your hyper fines are not going to come over from your old Chronos system into your new, MyCOH time.

562

01:00:35.629 --> 01:00:41.200

Nicole Fieser: and I know from there. A lot of you are going to start looking at your schedules right.

563

01:00:41.499 --> 01:00:48.490

Nicole Fieser: and you either will be responsible for building schedules, or maybe supporting your managers and supervisors and building schedules.

564

01:00:48.700 --> 01:00:51.949

Nicole Fieser: But before you can build schedules you got to have your hyperfines.

565

01:00:52.120 --> 01:00:55.930

Nicole Fieser: So that's going to be 1st folks

566

01:00:56.270 --> 01:01:03.109

Nicole Fieser: where you go to build hyperfines in the MyCOH time system is different.

567

01:01:03.300 --> 01:01:07.539

Nicole Fieser: Then where you went in your old chrono system.

568

01:01:08.440 --> 01:01:13.324

Nicole Fieser: and I think it's important that you know that you can actually build your hyper find.

569

01:01:14.480 --> 01:01:16.799

Nicole Fieser: Thank you, Christina. I appreciate it.

570

01:01:18.539 --> 01:01:19.839

Nicole Fieser: I appreciate it.

571

01:01:20.530 --> 01:01:30.389

Nicole Fieser: Y'all can build your hyperfines from anywhere. They uses a hyperfind right? So one more time

572

01:01:31.520 --> 01:01:36.910

Nicole Fieser: data views, we kind of open this up just for clarity, any data view.

573

01:01:38.020 --> 01:01:44.289

Nicole Fieser: any data view you uses a hyper find. So you can access any data view and build a hyper, find from there

574

01:01:44.890 --> 01:01:46.930

Nicole Fieser: your standard reports.

575

01:01:47.430 --> 01:01:52.059

Nicole Fieser: Some of you are using those standard reports in your old Chronos system.

576

01:01:52.630 --> 01:01:58.810

Nicole Fieser: Well, those standard reports still live. They're still alive, and we're gonna talk about them later. Y'all.

577

01:01:59.190 --> 01:02:01.649

Nicole Fieser: But you can build a hyperfine from here

578

01:02:02.610 --> 01:02:04.940

Nicole Fieser: for those of you. That will be.

579

01:02:07.138 --> 01:02:15.489

Nicole Fieser: Carmen says my mic is going in and out. Let's do a quick, sound check, are you? Is anybody able to still hear me. Are you all experiencing that

580

01:02:19.070 --> 01:02:23.539

Nicole Fieser: like sound check? Y'all, we want to make sure Carmen's okay.

581

01:02:25.110 --> 01:02:26.940

Nicole Fieser: Christine says, Nope. I can hear you.

582

01:02:28.060 --> 01:02:33.209

Nicole Fieser: Houston can hear Gotcha. Thank you. Thanks everybody, Carmen.

583

01:02:33.410 --> 01:02:38.849

Nicole Fieser: You might want to sign out and sign back in and see if that corrects. I apologize.

584

01:02:41.860 --> 01:02:49.360

Nicole Fieser: Okay, my point is, y'all you can build your hyper, find almost anywhere.

585

01:02:50.350 --> 01:02:58.710

Nicole Fieser: The hyper find is your filter for determining who you want to see in the workspace below.

586

01:02:59.750 --> 01:03:02.740

Nicole Fieser: Who do you want to see. When you look at a data view

587

01:03:03.290 --> 01:03:06.790

Nicole Fieser: a hyper find allows us to see.

588

01:03:07.140 --> 01:03:14.729

Nicole Fieser: allows us to control. Rather a hyper find allows us to control, who we would want to see in the schedule.

589

01:03:15.160 --> 01:03:18.849

Nicole Fieser: who we would want to see in a standard report.

590

01:03:19.780 --> 01:03:25.619

Nicole Fieser: So the hyper find is our filter for determining. Who who are we? Gonna see?

591

01:03:26.680 --> 01:03:28.299

Nicole Fieser: Now, here's the thing

592

01:03:29.430 --> 01:03:38.670

Nicole Fieser: again. I recognize that depending upon you know what departments you're on, you know, narcotics could be different from Comms. For example.

593

01:03:40.380 --> 01:03:44.929

Nicole Fieser: I know, though, as timekeepers, undoubtedly

594

01:03:45.300 --> 01:03:48.819

Nicole Fieser: you're going to need to see different groups of people.

595

01:03:49.410 --> 01:03:52.150

Nicole Fieser: Let's talk about building those hyperfines.

596

01:03:53.010 --> 01:04:02.209

Nicole Fieser: Okay, if you have started to tune me out now is an excellent time to tune me back in.

597

01:04:02.660 --> 01:04:09.590

Nicole Fieser: Okay, alright. Y'all, let's take a look. I'm going to stay right where I am.

598

01:04:10.280 --> 01:04:13.009

Nicole Fieser: I'm on this reconciled time card data view

599

01:04:13.330 --> 01:04:18.899

Nicole Fieser: to get to the hyper. Find there's that my reports to. I'm going to click in the dropdown.

600

01:04:19.290 --> 01:04:28.870

Nicole Fieser: These are our hyperfines, and I'm going to click, click on new hyper find right?

601

01:04:36.190 --> 01:04:42.180

Nicole Fieser: Alright. Y'all, here's the thing I asked you all to really focus in on this.

602

01:04:42.440 --> 01:04:46.060

Nicole Fieser: This is your 1st assignment when you actually get your system.

603

01:04:46.850 --> 01:04:51.370

Nicole Fieser: and I do not want you to beat your head against a wall in frustration.

604

01:04:52.360 --> 01:04:58.209

Nicole Fieser: So hear me out when we come to build our hyperfines.

605

01:04:59.770 --> 01:05:03.649

Nicole Fieser: This is the screen that's called a hyperfind editor. Who cares

606

01:05:04.980 --> 01:05:11.059

Nicole Fieser: what I do care about, though, is that the default is ad hoc. Yes.

607

01:05:12.420 --> 01:05:15.259

Nicole Fieser: this is the park that I care. You hear me on.

608

01:05:18.220 --> 01:05:27.129

Nicole Fieser: Okay, I figure if you are going to go through the trouble of building yourself a hyper find?

609

01:05:27.560 --> 01:05:31.580

Nicole Fieser: I don't know. Maybe, Mark, I'm gonna pick on on Mr. Leatherwood.

610

01:05:32.320 --> 01:05:39.509

Nicole Fieser: Maybe maybe Mr. Leatherwood says I have a lot of folks that I'm responsible for.

611

01:05:39.650 --> 01:05:45.810

Nicole Fieser: And maybe Mark, maybe Mark is all about

612

01:05:47.750 --> 01:05:52.509

Nicole Fieser: looking at the different groups of people that he's responsible for

613

01:05:52.700 --> 01:05:54.810

Nicole Fieser: kind of in his own unique way.

614

01:05:55.620 --> 01:06:03.070

Nicole Fieser: So perhaps Mark is gonna go through and he might create 1, 2, maybe even 5 hyper fines

615

01:06:03.280 --> 01:06:06.210

Nicole Fieser: when he gets access to his production environment

616

01:06:08.720 --> 01:06:13.989

Nicole Fieser: by default. When you go in to build your hyper fines.

617

01:06:14.160 --> 01:06:18.449

Nicole Fieser: the system is set to say ad hoc, yes.

618

01:06:19.870 --> 01:06:23.410

Nicole Fieser: and if you leave this at ad hoc. Yes.

619

01:06:24.030 --> 01:06:30.330

Nicole Fieser: that means Mark would be going in and building a hyper find that is temporary

620

01:06:32.050 --> 01:06:42.699

Nicole Fieser: meaning if I leave this at ad hoc. Yes, the next time I sign out of the system the hyper find would be gone, never to be seen nor heard from again.

621

01:06:44.100 --> 01:06:48.030

Nicole Fieser: So I say, if you're going to go through the trouble

622

01:06:48.470 --> 01:06:53.799

Nicole Fieser: of building a hyper, find you probably want it to be saved in the system.

623

01:06:54.100 --> 01:07:03.140

Nicole Fieser: you'll probably want it to be saved and accessible again. When you come back into work tomorrow, when you come back in work into work next week.

624

01:07:04.820 --> 01:07:08.959

Nicole Fieser: So we're gonna go ahead and say, ad hoc, yes.

625

01:07:10.220 --> 01:07:11.220

Nicole Fieser: Okay.

626

01:07:11.650 --> 01:07:19.950

Nicole Fieser: Make sure you change that right. Make sure we change it to ad hoc. Yes, not ad hoc.

627

01:07:20.350 --> 01:07:26.279

Nicole Fieser: I'm sorry. Ad hoc. No, we want to change it to ad hoc. No, we want to change it from yes.

628

01:07:26.390 --> 01:07:30.120

Nicole Fieser: otherwise it's a temporary hyper. Find.

629

01:07:30.820 --> 01:07:33.490

Nicole Fieser: So change it to ad hoc, no.

630

01:07:34.690 --> 01:07:41.739

Nicole Fieser: immediately based on your access rights. It's gonna say, well, you are creating your own personal hyper find.

631

01:07:42.210 --> 01:07:46.450

Nicole Fieser: which is fine. That's right. You're not creating them for the organization.

632

01:07:48.130 --> 01:07:52.349

Nicole Fieser: So ad hoc, no verify personal visibility

633

01:07:53.950 --> 01:07:55.619

Nicole Fieser: from there. You've got to name it.

634

01:07:56.660 --> 01:07:59.669

Nicole Fieser: Joel. I do want to talk about that naming convention.

635

01:07:59.990 --> 01:08:01.560

Nicole Fieser: I really do.

636

01:08:03.040 --> 01:08:07.039

Nicole Fieser: I have a customer who really believes

637

01:08:07.190 --> 01:08:13.680

Nicole Fieser: that she was the only one that could see the names of her hyperfines.

638

01:08:14.630 --> 01:08:17.470

Nicole Fieser: and she had some amusing names

639

01:08:18.640 --> 01:08:21.119

Nicole Fieser: that we're not fully safe for work.

640

01:08:22.280 --> 01:08:25.839

Nicole Fieser: So listen, I'm going to go ahead and call this.

641

01:08:26.660 --> 01:08:28.690

Nicole Fieser: Oh, I'm gonna call this.

642

01:08:30.470 --> 01:08:38.050

Nicole Fieser: I'm gonna call it. Hpd, and I'm going to put an underscore because I'm old fashioned.

643

01:08:39.970 --> 01:08:42.800

Nicole Fieser: And I'm gonna actually, I'm gonna call it for Comms.

644

01:08:43.410 --> 01:08:47.400

Nicole Fieser: Call. It comps all right.

645

01:08:47.840 --> 01:08:59.830

Nicole Fieser: Be particular about your naming convention. Yes, you're creating a personal hyperfine. But y'all your system, Admins can actually see what you've named. Your hyper finds.

646

01:09:00.100 --> 01:09:10.980

Nicole Fieser: So make it work appropriate? Make it work friendly, right? It's not my collection of losers, and you know other things that I've seen over my dime

647

01:09:12.080 --> 01:09:17.600

Nicole Fieser: once you've named your hyper find you can go ahead and click on add conditions

648

01:09:19.460 --> 01:09:25.570

Nicole Fieser: and folks. When we add conditions, it defaults

649

01:09:26.490 --> 01:09:33.770

Nicole Fieser: to the select conditions of your primary business structure. This is your business structure.

650

01:09:35.920 --> 01:09:41.490

Nicole Fieser: and what I'm about to show. You may feel a little bit gross, but bear with me

651

01:09:43.120 --> 01:09:47.350

Nicole Fieser: your system. Administrators had to build something

652

01:09:47.800 --> 01:09:59.210

Nicole Fieser: in the system called a business structure, and the business structure starts off with city of Houston right? And then it goes down to Hpd. And then it kind of keeps going from there.

653

01:10:00.700 --> 01:10:01.870

Nicole Fieser: All right.

654

01:10:03.130 --> 01:10:08.829

Nicole Fieser: There is a handy dandy cheat sheet that I'm gonna show that hopefully.

655

01:10:09.920 --> 01:10:18.670

Nicole Fieser: right? Hopefully, this is going to ultimately be accessible by you, my timekeepers, all right.

656

01:10:20.030 --> 01:10:25.670

Nicole Fieser: And so with me, I'm double checking something.

657

01:10:27.350 --> 01:10:28.150

Nicole Fieser: Okay.

658

01:10:30.130 --> 01:10:43.360

Nicole Fieser: here's what we get. Here's what we get. So you have your division number, you have your division description. You have your cost centers, and I think most of you in the room are familiar with your cost centers

659

01:10:43.710 --> 01:10:44.710

Nicole Fieser: right.

660

01:10:44.830 --> 01:10:48.650

Nicole Fieser: But you can keep breaking this down because this

661

01:10:48.900 --> 01:10:53.970

Nicole Fieser: we need to know how to build our hyperfines

662

01:10:55.970 --> 01:10:59.690

Nicole Fieser: so hopefully. You can all see my handy, dandy little cheat sheet.

663

01:11:00.040 --> 01:11:04.170

Nicole Fieser: It's really Laura's handy, dandy cheat sheet that she shared with me.

664

01:11:05.370 --> 01:11:15.910

Nicole Fieser: We are going to make this available to you, so that when you go looking for your hyper, find you know what in the world you are looking at when you're building it.

665

01:11:17.290 --> 01:11:23.750

Nicole Fieser: Laura, do you want to speak to this handy, dandy cheat sheet for just a second and talk to it.

666

01:11:25.800 --> 01:11:35.040

Lee Rosenthal: Sure. Thanks, Ziggy. So one of the things that we understand is, you guys are only used to looking at certain numbers on this on this sheet.

667

01:11:35.370 --> 01:11:53.499

Lee Rosenthal: and the way that the city had to design the business structure is this setup. So the entire city goes through this process, and so that 1st column there a division number. I understand that you guys don't normally see that number, but that is the way that it's built out here. So when you're looking for your hyper fines.

668

01:11:53.510 --> 01:12:16.859

Lee Rosenthal: it's going to go through a hierarchy from there. So we have this document, Lee's going to be in communication with you guys about how to give you these resources, because you will need to be familiar with these numbers and what Nikki showing on the screen, you can see like robbery. Right? The next column. There is job code. You're gonna see job codes when you look at employee records.

669

01:12:16.860 --> 01:12:36.389

Lee Rosenthal: And then you see the job description. So maybe you want to make a hyper fine. That is only for senior police officers in your cost center. So you have to drill it down that far. So this is going to be your cheat, sheet resource to be able to know what all of those numbers mean, what they stand for, and where where to find the people that you want to look for.

670

01:12:37.240 --> 01:12:38.780

Lee Rosenthal: Back to you, Nikki.

671

01:12:40.070 --> 01:12:41.390

Nicole Fieser: Thank you, my friend.

672

01:12:42.270 --> 01:12:45.180

Nicole Fieser: Alright! Y'all so again this feels like a lot.

673

01:12:45.350 --> 01:12:51.100

Nicole Fieser: but the cheat sheet is awesome. Can I say? From my own experience. I think it's fantastic.

674

01:12:51.980 --> 01:12:53.599

Nicole Fieser: What are y'all gonna do with it?

675

01:12:54.150 --> 01:12:57.000

Nicole Fieser: So we're talking about building hyperfines.

676

01:12:57.850 --> 01:13:06.980

Nicole Fieser: And right, I said that it starts with city of Houston, and then you can go to the 1,000 Hpd, and you you could keep drilling down from there.

677

01:13:08.110 --> 01:13:15.140

Nicole Fieser: Okay, I find this to be painful. I'm not gonna lie to you. I think it's painful.

678

01:13:15.940 --> 01:13:25.169

Nicole Fieser: So I'd like to point out that as you are getting ready to build your hyperfines, and for those of you that will be participating in Lab time this afternoon.

679

01:13:25.650 --> 01:13:29.209

Nicole Fieser: This is something that y'all will get the chance to practice.

680

01:13:30.190 --> 01:13:32.240

Nicole Fieser: But do you all see the search field.

681

01:13:32.370 --> 01:13:35.589

Nicole Fieser: I am a big fan of this search field.

682

01:13:36.000 --> 01:13:43.349

Nicole Fieser: clicking all of these little tiny, purple blue arrows, these triangles that are officially case. She didn't know

683

01:13:43.620 --> 01:13:46.639

Nicole Fieser: these purple little blue triangles are called carrots.

684

01:13:47.260 --> 01:13:54.670

Nicole Fieser: so I'm supposed to advise you to click on the carrot and keep clicking on the carrot to get to where you want to be.

685

01:13:55.130 --> 01:14:00.880

Nicole Fieser: U gross. No, I think the search field is your friend.

686

01:14:01.050 --> 01:14:05.089

Nicole Fieser: and I'm gonna say that I'm looking for my emergency Comms.

687

01:14:05.410 --> 01:14:10.180

Nicole Fieser: I'm going to look for 1 0 0 6, 5. And I'm going to click search.

688

01:14:12.220 --> 01:14:16.660

Nicole Fieser: And when I click, search, notice what we get right.

689

01:14:16.890 --> 01:14:25.350

Nicole Fieser: This is what we get returned to us which is going to be my emergency comps alrighty.

690

01:14:26.390 --> 01:14:35.579

Nicole Fieser: From here I can go ahead and select that. Yes, this is the hyper fine that I want to use. I want my emergency Comms folks.

691

01:14:36.630 --> 01:14:43.989

Nicole Fieser: Once you have found who you want to include, because we are including

692

01:14:44.100 --> 01:14:49.860

Nicole Fieser: folks in my 1 0 0 6, 5, right?

693

01:14:50.090 --> 01:14:54.820

Nicole Fieser: I would add them to the selected conditions on the bottom.

694

01:14:56.420 --> 01:15:04.369

Nicole Fieser: Okay, hear me out again. I know there are some people in the room that have done this before.

695

01:15:04.630 --> 01:15:09.199

Nicole Fieser: and there's other people in the room today that maybe have never seen this.

696

01:15:10.370 --> 01:15:16.090

Nicole Fieser: But hear me out for the purposes of today's training.

697

01:15:16.350 --> 01:15:24.470

Nicole Fieser: I am going to keep the hyper. Find this filter for determining who I'm going to want to see in the system

698

01:15:24.690 --> 01:15:27.769

Nicole Fieser: on a schedule, on it in a data view, etc.

699

01:15:28.440 --> 01:15:33.619

Nicole Fieser: I'm going to keep it simple realistically, though

700

01:15:34.650 --> 01:15:42.089

Nicole Fieser: you can create your hyperfines to be as simple or as complex as you want them to be.

701

01:15:43.260 --> 01:15:44.340

Nicole Fieser: Okay.

702

01:15:45.860 --> 01:15:47.680

Nicole Fieser: What do I mean by that?

703

01:15:47.960 --> 01:15:52.649

Nicole Fieser: Y'all, I hope, if not today, during your lab time

704

01:15:54.130 --> 01:15:59.770

Nicole Fieser: in the relatively near future. I hope you will come. Come and kind of fuss around and play with this.

705

01:16:01.020 --> 01:16:04.600

Nicole Fieser: because notice, please, all the different conditions

706

01:16:04.750 --> 01:16:10.510

Nicole Fieser: that you can use by which to build your hyperfines right

707

01:16:11.180 --> 01:16:17.620

Nicole Fieser: if you wanted to build it based on. I don't know an employee license. You could.

708

01:16:17.840 --> 01:16:20.949

Nicole Fieser: if you wanted to go ahead and build it on.

709

01:16:21.980 --> 01:16:28.289

Nicole Fieser: I don't know if that's not a good one. Let's not use that one. If you want to go ahead and build it on

710

01:16:28.950 --> 01:16:30.779

Nicole Fieser: a particular name.

711

01:16:31.970 --> 01:16:37.429

Nicole Fieser: Right? You want to go ahead and build it on a specific date. You could.

712

01:16:39.400 --> 01:16:48.360

Nicole Fieser: Christina? I'm going to answer your question. So I see a question for those for my panelists. If we could leave Christina's question because I want to be really precise in my answer, bear with me.

713

01:16:50.230 --> 01:16:55.510

Nicole Fieser: Here's the thing. Y'all, if Christina said

714

01:16:55.660 --> 01:17:01.450

Nicole Fieser: she wants to be able to run a report, a standard report, and maybe even a data view.

715

01:17:01.740 --> 01:17:09.920

Nicole Fieser: And she says, I want to see only people that have worked at Hpd for 5 plus years

716

01:17:10.990 --> 01:17:17.850

Nicole Fieser: and maybe reports to at any time has reported to a specific supervisor.

717

01:17:19.030 --> 01:17:33.429

Nicole Fieser: Right. I don't know. Maybe the supervisor is getting ready to retire, and Christina wants to say, Hey, if you've worked under them at any time over the last 5 years. We want to make sure that we invite you to the party. The retirement party. I don't know.

718

01:17:33.640 --> 01:17:46.950

Nicole Fieser: My point is, though, is that you can build hyperfines to include or even exclude people who meet any one of the variety of conditions that exist.

719

01:17:49.570 --> 01:17:56.620

Nicole Fieser: Okay, Christina says. And, Christina, I'm going to answer the question, and I'm going to show you

720

01:17:57.460 --> 01:18:02.309

Nicole Fieser: right. I like to be shown when somebody tells me an answer. You better be prepared to show me.

721

01:18:02.780 --> 01:18:09.929

Nicole Fieser: Christina says, do we need to create a new hyper find on every data view? Or where do we need to create it?

722

01:18:10.530 --> 01:18:17.430

Nicole Fieser: My friend, you will create your hyper find from anywhere in the software that a hyper find is used

723

01:18:17.770 --> 01:18:21.260

Nicole Fieser: on any data view. You can build a hyperfind

724

01:18:21.390 --> 01:18:24.140

Nicole Fieser: from any schedule you can build a hyperfind

725

01:18:24.360 --> 01:18:27.469

Nicole Fieser: from a standard report you can build a hyper find.

726

01:18:27.940 --> 01:18:36.990

Nicole Fieser: and once you save it, Christina the hyper find that you have built will be accessible throughout the software.

727

01:18:38.930 --> 01:18:39.850

Nicole Fieser: Okay?

728

01:18:41.770 --> 01:18:50.849

Nicole Fieser: And if I book her that answer up for you, Christina, let me know. But I'm going to show you what I mean. Give me a few minutes, and I will show you what I mean by that.

729

01:18:51.070 --> 01:19:00.180

Nicole Fieser: Okay, alright. So, for now I'm only gonna see my my emergency comms, my 1 0 0 6, 5.

730

01:19:00.950 --> 01:19:02.640

Nicole Fieser: And I'm going to click, apply

731

01:19:05.570 --> 01:19:13.680

Nicole Fieser: when we click, apply. And remember, I asked you all to put down your phones and really pay attention. I don't know if you're really on your phones. I'm just teasing you. Of course.

732

01:19:15.260 --> 01:19:20.199

Nicole Fieser: when you click, apply, you are going to be so tempted to click save.

733

01:19:21.470 --> 01:19:24.750

Nicole Fieser: No, do not click save yet.

734

01:19:25.440 --> 01:19:36.030

Nicole Fieser: Right? If you're gonna build this hyper find and you're gonna use it to look at data in a report in a data view in a schedule. Who gross? No.

735

01:19:37.950 --> 01:19:40.620

Nicole Fieser: rather. I need you to test it.

736

01:19:41.720 --> 01:19:46.490

Nicole Fieser: folks, every time you build yourself a hyper, find I need you to test it.

737

01:19:46.830 --> 01:19:51.520

Nicole Fieser: You need to click on test, and you need to see what is returned to you.

738

01:19:52.450 --> 01:19:58.790

Nicole Fieser: Now I'm signed in today's Ted 1980. Ted Lasso doesn't get to see much. I'm only looking at pretend data.

739

01:19:59.560 --> 01:20:07.120

Nicole Fieser: but in real life I need you to test it and see who is returned to you in both the current pay period.

740

01:20:07.770 --> 01:20:10.689

Nicole Fieser: right? Maybe in the previous pay period.

741

01:20:11.530 --> 01:20:16.380

Nicole Fieser: Make sure you're looking at a return of people that you are expecting.

742

01:20:18.040 --> 01:20:22.110

Nicole Fieser: Why, save a hyperfind! That's that's that's not going to work for you.

743

01:20:23.740 --> 01:20:27.540

Nicole Fieser: So test it, and then you can save it.

744

01:20:28.360 --> 01:20:39.740

Nicole Fieser: and if you test it, and you don't like what you see. You have the ability to edit the conditions, too. If you want to go back and edit it because you didn't like what the test bore out.

745

01:20:40.140 --> 01:20:45.610

Nicole Fieser: You can in this case, though, I'm going to go ahead and save it.

746

01:20:47.420 --> 01:20:52.239

Nicole Fieser: You'll see that Hpd coms. Now defaults. There it is.

747

01:20:54.740 --> 01:21:01.550

Nicole Fieser: Here's the thing. If I scroll on down to Hpd Comms.

748

01:21:02.220 --> 01:21:06.770

Nicole Fieser: Right, notice the hyperfine that I just built

749

01:21:07.930 --> 01:21:11.769

Nicole Fieser: has that little purpley pink asterisk next to it.

750

01:21:12.250 --> 01:21:16.860

Nicole Fieser: That little purpley pink asterisk is our visual indicator.

751

01:21:17.050 --> 01:21:18.700

Nicole Fieser: We built that.

752

01:21:19.150 --> 01:21:20.420

Nicole Fieser: You built that.

753

01:21:21.670 --> 01:21:28.629

Nicole Fieser: and if you have built yourself a hyper, find to the right you get to see that little pencil icon

754

01:21:29.000 --> 01:21:35.300

Nicole Fieser: folks, that little pencil icon allows you to go back in and edit the hyperfine at any time.

755

01:21:37.110 --> 01:21:38.040

Nicole Fieser: Okay.

756

01:21:38.470 --> 01:21:44.449

Nicole Fieser: So you will always be able to recognize a hyper. Find that you yourself have built

757

01:21:47.240 --> 01:21:50.019

Nicole Fieser: Christina to better answer your question.

758

01:21:50.330 --> 01:21:54.680

Nicole Fieser: I built this Hpd. Comms on the reconciled time card data view.

759

01:21:55.540 --> 01:22:03.919

Nicole Fieser: If I go into, I don't know a standard report which we'll look at later today, how it's gonna

760

01:22:04.400 --> 01:22:06.109

Nicole Fieser: but I go into a schedule.

761

01:22:08.030 --> 01:22:12.389

Nicole Fieser: If I go into the schedule that Hpd coms.

762

01:22:13.890 --> 01:22:17.970

Nicole Fieser: I can access the data view from here as well.

763

01:22:18.110 --> 01:22:25.780

Nicole Fieser: So no matter where I built the hyper find whether I built it on the schedule. Whether I built it in a data view doesn't matter.

764

01:22:27.680 --> 01:22:29.629

Nicole Fieser: It's gonna be here in my dropdown.

765

01:22:31.740 --> 01:22:33.530

Nicole Fieser: Christina. Does that make sense?

766

01:22:33.740 --> 01:22:37.390

Nicole Fieser: Yep, she's like, Nope, we're good cool beans.

767

01:22:40.700 --> 01:22:48.589

Nicole Fieser: Alrighty. So I'm a trainer. Trainers are a pain right

768

01:22:49.580 --> 01:23:00.700

Nicole Fieser: folks in your learning in the Tms system. There is additional information on your hyper find, and there's a really nice Qrg. Quick reference guide.

769

01:23:01.540 --> 01:23:06.279

Nicole Fieser: I do encourage you to practice building these hyperfines.

770

01:23:06.420 --> 01:23:12.800

Nicole Fieser: Make sure you're saying ad hoc. Now, if you want to save it, you want to keep it right.

771

01:23:13.520 --> 01:23:22.299

Nicole Fieser: But we do encourage you to to practice this, because this really is going to be one of the very 1st things that you're going to be assigned to do

772

01:23:29.710 --> 01:23:32.510

Nicole Fieser: questions about anything I said.

773

01:23:52.200 --> 01:24:01.459

Nicole Fieser: Any feedback. Let me ask. And it's okay. To be honest. Is it helpful to review the building of the hyperfines, knowing that that's something that's coming your way.

774

01:24:05.078 --> 01:24:06.670

Nicole Fieser: This is a good question.

775

01:24:06.900 --> 01:24:13.879

Nicole Fieser: Keema says. Is there a way to favorite our hyperfine? So they appear at the top of the drop down, menu.

776

01:24:16.540 --> 01:24:19.480

Nicole Fieser: so you can search for it right?

777

01:24:20.720 --> 01:24:27.529

Nicole Fieser: You can search for it, and unfortunately, we can't drag and drop them, not here.

778

01:24:27.890 --> 01:24:33.899

Nicole Fieser: So realistically, you can't. Technically, your system administrators have the ability to to favorite them.

779

01:24:34.730 --> 01:24:42.310

Nicole Fieser: It's not exactly favoriting them. It's putting them in the order that they appear in the dropdown. Yours, I think, are clearly by alphabetical order.

780

01:24:42.430 --> 01:24:44.109

Nicole Fieser: but you can always search for it.

781

01:24:46.470 --> 01:24:49.240

Nicole Fieser: So if I even type in H, there's Hpd.

782

01:24:54.470 --> 01:24:55.130

Nicole Fieser: okay.

783

01:25:04.100 --> 01:25:05.280

Nicole Fieser: all right.

784

01:25:07.050 --> 01:25:11.929

Nicole Fieser: trying to give you a second, for to pause, to give you all the ability to ask another question.

785

01:25:28.220 --> 01:25:29.020

Nicole Fieser: Okay?

786

01:25:35.260 --> 01:25:43.060

Nicole Fieser: Oh, Tina says. Got it? How do we delete a hyperfine? We no longer want that, or that's in or created incorrectly.

787

01:25:44.930 --> 01:25:51.250

Nicole Fieser: I know it didn't return arguing with me so realistically.

788

01:25:53.940 --> 01:25:59.290

Nicole Fieser: You can click on that pencil, icon, and you always have the ability to come back in.

789

01:26:00.440 --> 01:26:05.560

Nicole Fieser: Okay and go ahead. And

790

01:26:06.630 --> 01:26:14.940

Nicole Fieser: where am I? Go back? Just edit the conditions so you can always come back in and edit interestingly.

791

01:26:15.930 --> 01:26:26.300

Nicole Fieser: And, Laura, are you? We gonna give the folks the ability to delete because oftentimes there's a garbage can. If you do, have the ability to delete. Are we going to give folks the ability to delete that.

792

01:26:27.427 --> 01:26:53.569

Lee Rosenthal: Currently, at this point only system administrators have the ability to delete a hyper find. So that would be Lee, Roberto or Dwayne, Santa Cruz from the city side. But as Nikki saying, you have a data, or I'm sorry if you have a hyper, find that you created that you don't need anymore. You can use that as like a base to edit. Change it, however, you want to do from there. But to actually completely delete one, you'd have to contact the system admins for that.

793

01:26:54.500 --> 01:26:55.550

Nicole Fieser: Perfect. Thank you.

794

01:26:55.550 --> 01:27:00.099

Lee Rosenthal: We'll be. We'll be happy to help you with your hyper fines.

795

01:27:01.560 --> 01:27:02.959

Lee Rosenthal: I know now.

796

01:27:03.140 --> 01:27:15.480

Lee Rosenthal: when when we have a new timekeeper I usually copy a hyperfine to them, and I expect to have that ability here, too. I don't have it yet, but I expect I will.

797

01:27:18.580 --> 01:27:19.550

Nicole Fieser: Excellent.

798

01:27:23.910 --> 01:27:32.160

Nicole Fieser: Britney says, if you click ad hoc. Yes, when editing later, will that delete it? So if I open this one, this is one that I built yesterday.

799

01:27:34.200 --> 01:27:38.559

Nicole Fieser: Well, how about we test it, Brittany? Let's look at that. I'm gonna say, ad hoc, yes.

800

01:27:39.390 --> 01:27:40.840

Nicole Fieser: I'm gonna save it.

801

01:27:41.950 --> 01:27:43.360

Nicole Fieser: That's fine.

802

01:27:46.240 --> 01:27:50.509

Nicole Fieser: Let's go ahead and sign out and sign back in and let's see what happens.

803

01:27:54.980 --> 01:27:59.433

Nicole Fieser: We're gonna know the answer for sure. I'm all about knowing that answer for sure.

804

01:28:01.790 --> 01:28:03.600

Nicole Fieser: Go to Hpd.

805

01:28:06.400 --> 01:28:07.859

Nicole Fieser: It didn't delete it.

806

01:28:10.250 --> 01:28:16.870

Nicole Fieser: It's still ad hoc. No, it defaulted back David, as ad hoc. Yes.

807

01:28:17.990 --> 01:28:20.400

Nicole Fieser: I guess his Hpd is still in there.

808

01:28:22.630 --> 01:28:25.460

Nicole Fieser: Yeah. Nope, it it was. It was worth a try.

809

01:28:26.240 --> 01:28:28.750

Nicole Fieser: It was worth a try. It didn't quite work, my friend.

810

01:28:32.150 --> 01:28:37.390

Nicole Fieser: I like I like the thinking, though, Brittany, I like it. I like it a lot.

811

01:28:40.640 --> 01:28:41.930

Nicole Fieser: Alright. Y'all

812

01:28:44.670 --> 01:28:57.289

Nicole Fieser: as we get ready. I know we're coming up on our break. I do. I know we've talked about a lot. I do want to introduce our next section. Then we're going to take our break, and then we're going to come back and get into it. Okay?

813

01:28:57.550 --> 01:29:01.139

Nicole Fieser: So really, quickly, y'all just so that we're all on the same page.

814

01:29:01.240 --> 01:29:04.590

Nicole Fieser: We are moving into schedules.

815

01:29:05.700 --> 01:29:10.810

Nicole Fieser: When we come back from our break. I would like us to get into our schedules.

816

01:29:11.620 --> 01:29:14.740

Nicole Fieser: Why is this going to be so important?

817

01:29:16.540 --> 01:29:27.339

Nicole Fieser: Because again, I know right, I've been around a long time that as y'all as timekeepers, you will be supporting your managers and supervisors, and

818

01:29:29.400 --> 01:29:36.880

Nicole Fieser: hopefully we can help reinforce some of the messaging that is, schedules are important.

819

01:29:37.240 --> 01:29:46.760

Nicole Fieser: The only way the system is smart, for, like your non-exempt, hourly folks, for example.

820

01:29:47.260 --> 01:29:50.499

Nicole Fieser: the only way the system is smart enough to know

821

01:29:51.070 --> 01:29:59.860

Nicole Fieser: for your non-exempt hourly. Who's late in who's early out, who has an unexcused absence, is through the schedule.

822

01:30:00.780 --> 01:30:06.769

Nicole Fieser: Our officers are going to be on the pay from schedule functionality.

823

01:30:07.590 --> 01:30:19.149

Nicole Fieser: So schedules are critical for Hpd. And after your hyperfines are built, the next task is that your manager supervisors, and maybe some timekeepers

824

01:30:19.380 --> 01:30:22.639

Nicole Fieser: will be responsible for building schedules.

825

01:30:24.240 --> 01:30:29.369

Nicole Fieser: We are going to be building our schedules from the schedule planner.

826

01:30:30.620 --> 01:30:34.830

Nicole Fieser: 2 things as we get ready to take our break one.

827

01:30:35.270 --> 01:30:38.079

Nicole Fieser: The schedule planner is a data view.

828

01:30:38.470 --> 01:30:42.890

Nicole Fieser: Y'all, I just beat my drum all about the importance of our data views

829

01:30:43.370 --> 01:30:48.809

Nicole Fieser: folks. The schedule planner is the who, the when and the what.

830

01:30:49.570 --> 01:30:52.669

Nicole Fieser: It's a data view. We're going to look at that.

831

01:30:54.500 --> 01:30:59.940

Nicole Fieser: And 2 when we think about our schedules.

832

01:31:00.220 --> 01:31:04.869

Nicole Fieser: knowing that we will need to assign everybody to a base schedule.

833

01:31:04.990 --> 01:31:11.659

Nicole Fieser: One of the easiest and best ways to assign folks to the schedule is through a schedule pattern.

834

01:31:13.300 --> 01:31:16.680

Nicole Fieser: So we're going to look at all of this, and so much more.

835

01:31:16.910 --> 01:31:19.820

Nicole Fieser: We're going to talk about assigning people to a group.

836

01:31:19.990 --> 01:31:26.289

Nicole Fieser: Right? So if you have groups of employees that work the same schedule. We can assign folks to the group.

837

01:31:27.240 --> 01:31:29.510

Nicole Fieser: We're gonna talk through some best practices

838

01:31:31.020 --> 01:31:33.920

Nicole Fieser: with that being said, though it is a break time.

839

01:31:34.870 --> 01:31:45.199

Nicole Fieser: I promise everybody a break. Here, let's take that break. I will see you at 11 Am. Central time, where we will get into our schedules.

840

01:31:47.560 --> 01:31:47.974

Nicole Fieser: Thanks, everybody. Enjoy your 15 min break, and we'll talk in about about that time.

841

01:31:51.225 --> 01:31:53.435

Nicole Fieser: Awesome cool beans. Thank you.

842

01:31:54.495 --> 01:32:01.965

Nicole Fieser: Alright. And as we get underway, welcome back hopefully. You got yourself a snack, some coffee right

843

01:32:02.905 --> 01:32:06.554

Nicole Fieser: chocolate. I'm a big believer. Chocolate makes things easier.

844

01:32:07.875 --> 01:32:09.824

Nicole Fieser: There are some questions in the chat.

845

01:32:09.965 --> 01:32:21.125

Nicole Fieser: so the 1st one I'm definitely going to defer to Laura. Laura. I don't know if you want to put the link in. The 1st question was from Diana, how will we access the afternoon lab if we are here virtually

846

01:32:23.185 --> 01:32:24.964

Nicole Fieser: so there's a link.

847

01:32:25.125 --> 01:32:36.215

Nicole Fieser: It was on the opening Powerpoint Slide. But, Diana, we'll make sure you have that, and Theodore says

848

01:32:36.525 --> 01:32:44.615

Nicole Fieser: when employees transfer in or out of the division. Will we need to update our hyperfine? Or will the system automatically update the hyperfine that we created?

849

01:32:47.065 --> 01:32:48.265

Nicole Fieser: All right?

850

01:32:50.425 --> 01:32:56.464

Nicole Fieser: So, Laura, correct me if I'm wrong. But for Theodore's question

851

01:32:56.595 --> 01:33:05.235

Nicole Fieser: we will be updating sap and sap will be feeding over into Hpd. Is that correct? Do you want to answer Theodora's question

852

01:33:05.695 --> 01:33:06.745

Nicole Fieser: for the group.

853

01:33:07.545 --> 01:33:21.345

Lee Rosenthal: Yes, I will. So Nikki is correct. So sap and the my Ch. Time are communicating together. So when a permanent change is done in an employee record in sap. It's going to feed into my cuh time.

854

01:33:21.735 --> 01:33:30.264

Lee Rosenthal: So any changes that have been permanent schedule changes, new employees, people who transfer to different departments. All of that will be fed into the system by sap.

855

01:33:36.555 --> 01:33:37.485

Nicole Fieser: Perfect.

856

01:33:39.885 --> 01:33:40.965

Nicole Fieser: Alright.

857

01:33:43.805 --> 01:33:50.665

Nicole Fieser: alright, everybody. So I think that's good. Again. We'll make sure. Look, Diana, that you are good. We promise

858

01:33:51.115 --> 01:33:57.945

Nicole Fieser: folks where we're gonna go. We're gonna get back underway. We are. Gonna go back into the system

859

01:33:58.815 --> 01:34:04.004

Nicole Fieser: we had left off by me doing a very quick like, hey, we're talking schedules.

860

01:34:04.215 --> 01:34:10.355

Nicole Fieser: Y'all, that's where we need to go. We need to talk about schedules, and I recognize that

861

01:34:10.935 --> 01:34:18.465

Nicole Fieser: many of the folks in the room today will be responsible or

862

01:34:22.363 --> 01:34:31.824

Nicole Fieser: excuse me, will be responsible for re managing those schedules. So I know this is, gonna be your thing. This will be your thing. Okay.

863

01:34:32.405 --> 01:34:35.824

Nicole Fieser: So with that being said, let's go ahead and take a look.

864

01:34:36.615 --> 01:34:41.575

Nicole Fieser: Debbie, are you able to see my home screen where it says, Welcome back Ted.

865

01:34:50.245 --> 01:34:51.434

Nicole Fieser: thinking so.

866

01:34:52.845 --> 01:34:54.375

Michael Sheyahshe: Think she's muted. I can see it.

867

01:34:54.985 --> 01:34:56.835

Nicole Fieser: Thank you, Michael. I appreciate it

868

01:34:58.235 --> 01:35:01.685

Nicole Fieser: all right. Y'all, let's talk about schedules.

869

01:35:02.225 --> 01:35:03.655

Nicole Fieser: Let's talk about schedules.

870

01:35:04.165 --> 01:35:14.714

Nicole Fieser: Yes, there's the manage schedule tile. Yes, for my timekeepers in the room. It's going to be blank for you, right? We talked about that because you all have access to everybody in Hpd.

871

01:35:15.375 --> 01:35:18.644

Nicole Fieser: but yes, that right facing arrow will work

872

01:35:19.025 --> 01:35:24.075

Nicole Fieser: equally, though, because I know there are some people in the room that prefer

873

01:35:24.255 --> 01:35:30.475

Nicole Fieser: that main menu on the left. If I look underneath schedule down to schedule Planner with absence. Calendar.

874

01:35:33.195 --> 01:35:35.754

Nicole Fieser: I'm going to click on my schedule, Planner

875

01:35:37.945 --> 01:35:42.235

Nicole Fieser: alright, and when we come here, when we come here

876

01:35:42.545 --> 01:35:48.684

Nicole Fieser: it. This is very similar to what y'all are going to be seeing. Right? It's returned no one.

877

01:35:49.395 --> 01:35:51.194

Nicole Fieser: So one more time.

878

01:35:51.395 --> 01:35:54.304

Nicole Fieser: Schedule Planner is a data view.

879

01:35:54.415 --> 01:35:59.065

Nicole Fieser: the who, the what and the when that all matters. Y'all.

880

01:36:00.395 --> 01:36:05.835

Nicole Fieser: So I'm gonna start with the who and in the who I'm gonna start with my reports, too.

881

01:36:06.615 --> 01:36:13.785

Nicole Fieser: Right? That's my hyper find and notice. Y'all, once I select a hyper, find my reports, too.

882

01:36:14.725 --> 01:36:17.464

Nicole Fieser: I actually get people. We actually get people.

883

01:36:18.415 --> 01:36:24.674

Nicole Fieser: The when is that timeframe again? That timeframe is broad. There's a lot of choices here.

884

01:36:24.845 --> 01:36:27.329

Nicole Fieser: Y'all can go ahead and choose that

885

01:36:28.495 --> 01:36:33.635

Nicole Fieser: right for the purposes of this training. I am going to leave it at current schedule period.

886

01:36:34.285 --> 01:36:37.855

Nicole Fieser: and the what I think

887

01:36:37.955 --> 01:36:46.975

Nicole Fieser: your administrators have made life just a little bit easier on y'all, by making sure that you can go ahead and assign folks to a scheduled group.

888

01:36:47.685 --> 01:36:49.855

Nicole Fieser: In fact, that's your default view.

889

01:36:50.905 --> 01:36:51.935

Nicole Fieser: Okay?

890

01:36:52.675 --> 01:36:53.955

Nicole Fieser: Which is awesome.

891

01:36:56.661 --> 01:36:58.325

Nicole Fieser: Excuse me, I apologize.

892

01:36:58.445 --> 01:37:01.735

Nicole Fieser: So in our schedule group, right?

893

01:37:01.845 --> 01:37:06.625

Nicole Fieser: This determines the what. What are we seeing in the grid below?

894

01:37:07.575 --> 01:37:09.405

Nicole Fieser: If you wanted to?

895

01:37:09.515 --> 01:37:14.295

Nicole Fieser: If you are a timekeeper for kind of a very disparate group.

896

01:37:14.405 --> 01:37:20.005

Nicole Fieser: and you think to yourself, Nope, I would not look at my people in a traditional schedule group.

897

01:37:22.045 --> 01:37:29.355

Nicole Fieser: Alright, that's fine. You can view by employee.

898

01:37:30.615 --> 01:37:37.905

Nicole Fieser: but because this is going to be the default, and we are going to talk about schedule groups. In fact, I have a Qrg. Ready to show you.

899

01:37:40.085 --> 01:37:41.335

Nicole Fieser: We'll get into it.

900

01:37:42.115 --> 01:37:42.985

Nicole Fieser: All right.

901

01:37:43.275 --> 01:37:49.504

Nicole Fieser: Let's talk about again the 3 areas, please, of the schedule. Planner.

902

01:37:49.625 --> 01:37:55.344

Nicole Fieser: You have your scheduling tools. You have your schedule, Planner Grid, and you've got your schedule tabs.

903

01:37:56.075 --> 01:38:00.475

Nicole Fieser: Y'all, we're gonna start at the bottom and we're gonna work our way up. That's where we're going.

904

01:38:01.435 --> 01:38:04.524

Nicole Fieser: Let's start with your tabs, the audits tab

905

01:38:04.905 --> 01:38:08.734

Nicole Fieser: folks before we even get into building a schedule. And yes.

906

01:38:09.135 --> 01:38:12.815

Nicole Fieser: timekeepers. Of course this is going to be your responsibility.

907

01:38:17.135 --> 01:38:22.905

Nicole Fieser: I think it's important that we remind ourselves that every change that you

908

01:38:23.135 --> 01:38:28.285

Nicole Fieser: or somebody else makes to the schedule is being tracked in the audits trail the audits tab.

909

01:38:29.285 --> 01:38:30.225

Nicole Fieser: Okay?

910

01:38:30.515 --> 01:38:36.375

Nicole Fieser: So we're gonna see this. I think it's important that we all see the show, you know, just from time to time.

911

01:38:36.605 --> 01:38:44.425

Nicole Fieser: But here I get to see Sydney. Adamu, for example, and we get to see Sydney, and there you go. All the changes.

912

01:38:44.645 --> 01:38:50.194

Nicole Fieser: the date, the time, who made the change, and where the change was made from

913

01:38:52.355 --> 01:38:57.114

Nicole Fieser: folks. By the end of this training I will have also covered Mobile.

914

01:38:57.465 --> 01:39:02.384

Nicole Fieser: and undoubtedly y'all are going to have questions about changes that can be made from Mobile.

915

01:39:02.695 --> 01:39:08.044

Nicole Fieser: So one of the things that's gonna pop into your brain, let's just kind of take it off the table now

916

01:39:09.195 --> 01:39:13.904

Nicole Fieser: is, if you're wondering, are we gonna be able to figure out where the changes were made from?

917

01:39:14.035 --> 01:39:23.494

Nicole Fieser: We are more to come on that, comments the comments, Tab

918

01:39:24.045 --> 01:39:29.044

Nicole Fieser: folks, you're gonna hear me say this many times between now and the end of this training

919

01:39:30.235 --> 01:39:34.285

Nicole Fieser: comments serve as a cover your behind moment.

920

01:39:35.085 --> 01:39:41.654

Nicole Fieser: I am a fan of comments. I think some of you use comments, but maybe not everybody.

921

01:39:43.245 --> 01:39:44.705

Nicole Fieser: What's my point?

922

01:39:45.375 --> 01:39:52.834

Nicole Fieser: I am hoping that I will be able to convince you on the usability of comments

923

01:39:54.725 --> 01:39:56.595

Nicole Fieser: by the time we leave here today.

924

01:39:57.695 --> 01:40:00.575

Nicole Fieser: Okay, I really really am.

925

01:40:02.215 --> 01:40:10.095

Nicole Fieser: What's my point? Every comment that you or somebody else adds to the schedule is going to be here.

926

01:40:11.855 --> 01:40:16.164

Nicole Fieser: folks. We're gonna talk a lot about the idea that the schedule feeds the time card

927

01:40:16.475 --> 01:40:22.595

Nicole Fieser: for those of you that have officers that could work wild and wacky schedules. And you're going to be adding comments.

928

01:40:22.715 --> 01:40:30.195

Nicole Fieser: You're gonna want to be able to see those comments here in the schedule. And you're gonna want to understand what's going over to the time card. We're gonna need this tab.

929

01:40:31.145 --> 01:40:37.975

Nicole Fieser: And at the very end of this section we get to talk about my favorite tool in the whole system.

930

01:40:38.275 --> 01:40:42.785

Nicole Fieser: I am super jazzed to be able to talk to you about the absence calendar.

931

01:40:44.285 --> 01:40:46.575

Nicole Fieser: I'm hoping you all give me some feedback.

932

01:40:46.735 --> 01:40:51.124

Nicole Fieser: We're gonna talk through that at the very end, because that's just a cool tool

933

01:40:51.715 --> 01:40:58.535

Nicole Fieser: and maybe not something you're using all the time. But you might see it. I want you to know what it does for you as a timekeeper.

934

01:40:59.955 --> 01:41:01.775

Nicole Fieser: Okay, what else do we get?

935

01:41:01.995 --> 01:41:07.264

Nicole Fieser: We will spend time here in the schedule grid, the schedule, Planner Grid. But let's talk about our tools

936

01:41:08.595 --> 01:41:11.984

Nicole Fieser: here at the top. Let's just get through this zoom.

937

01:41:13.595 --> 01:41:18.504

Nicole Fieser: There is a handy dandy zoom button from an accessibility perspective.

938

01:41:19.615 --> 01:41:22.324

Nicole Fieser: Folks. If I click on that zoom button.

939

01:41:22.805 --> 01:41:28.474

Nicole Fieser: you can see that to a degree, you have the ability to control the size

940

01:41:28.805 --> 01:41:31.085

Nicole Fieser: of the screen that we're looking at.

941

01:41:33.215 --> 01:41:42.195

Nicole Fieser: This zoom button is visible and accessible on many, many different places in the software.

942

01:41:42.825 --> 01:41:48.395

Nicole Fieser: So just know what it is. Right? So if I go ahead and shrink things, obviously, I get to see more of the screen.

943

01:41:49.785 --> 01:41:52.205

Nicole Fieser: Oh, my gosh, that's teeny, Tiny.

944

01:41:52.735 --> 01:42:01.155

Nicole Fieser: right? I turned a certain age last year like the Big 4. 0, I need suddenly everything to be big sized right?

945

01:42:01.905 --> 01:42:05.200

Nicole Fieser: So there we are. I'm gonna leave it at a hundred percent

946

01:42:07.025 --> 01:42:10.395

Nicole Fieser: from there to the left. We see the show hide button

947

01:42:11.005 --> 01:42:16.114

Nicole Fieser: folks. I don't want to spend a ton of time on this, but I do want you to know what the show hide button does.

948

01:42:17.475 --> 01:42:22.695

Nicole Fieser: The show hide button gives you the timekeepers that are going to be spending.

949

01:42:22.945 --> 01:42:25.715

Nicole Fieser: I suspect, a lot of time with your schedules.

950

01:42:26.725 --> 01:42:34.964

Nicole Fieser: This is a control point for you to decide what will and will not appear on the schedule

951

01:42:35.815 --> 01:42:43.004

Nicole Fieser: right? How do you want shifts to be displayed? How do you want pay code to be displayed?

952

01:42:43.985 --> 01:42:48.185

Nicole Fieser: Do you want holidays to be displayed.

953

01:42:48.475 --> 01:42:58.975

Nicole Fieser: Right, for example, I think at the city you all have a city holiday at least, coming up that you might decide you want to see Mark Martin Luther. King Day, I think, is on Monday.

954

01:43:00.305 --> 01:43:05.465

Nicole Fieser: You get to control what will and will not appear on your calendar.

955

01:43:06.455 --> 01:43:14.505

Nicole Fieser: My point in telling you this is between the zoom button, the show hide button and this gantt view

956

01:43:15.295 --> 01:43:17.325

Nicole Fieser: which we're going to talk about in a second.

957

01:43:17.855 --> 01:43:20.594

Nicole Fieser: These are control points that makes it

958

01:43:20.995 --> 01:43:23.135

Nicole Fieser: so that you own your schedules.

959

01:43:23.945 --> 01:43:28.505

Nicole Fieser: I don't want anybody leaving here thinking you're stuck with the defaults

960

01:43:28.845 --> 01:43:37.114

Nicole Fieser: in the MyCOH time system. Change it to make it the way you want it to be to make it user friendly for you.

961

01:43:38.725 --> 01:43:44.495

Nicole Fieser: Okay, in this case, I'm gonna go ahead and click on Gantt view. Just so you can see it.

962

01:43:46.355 --> 01:43:53.204

Nicole Fieser: Your system administrators have decided that the default view of your schedule

963

01:43:56.055 --> 01:43:58.725

Nicole Fieser: is going to be the table view.

964

01:43:58.905 --> 01:44:00.415

Nicole Fieser: Right? This is it.

965

01:44:01.005 --> 01:44:07.845

Nicole Fieser: This probably looks most like what you're used to seeing in your current old Kronos

966

01:44:08.905 --> 01:44:14.965

Nicole Fieser: so hopefully that feels comfortable. It feels like something you know right

967

01:44:16.345 --> 01:44:19.815

Nicole Fieser: versus. If I go to the gantt view.

968

01:44:20.685 --> 01:44:31.205

Nicole Fieser: the Gantt view is a more detailed view. It could serve you. If you have employees that are working like split shifts or something like that.

969

01:44:33.725 --> 01:44:43.285

Nicole Fieser: All right, there we are, the purposes of this training. I'm going to leave it at the table view.

970

01:44:44.875 --> 01:44:48.315

Nicole Fieser: All right. Y'all, let's talk about accessing tools.

971

01:44:48.635 --> 01:44:50.545

Nicole Fieser: Talk about accessing tools.

972

01:44:51.035 --> 01:44:58.665

Nicole Fieser: I am going to show you 3 different places by which you can access your tools.

973

01:44:59.835 --> 01:45:09.765

Nicole Fieser: Okay, however, there are more than 3 ways, so don't be shocked if

974

01:45:11.385 --> 01:45:20.485

Nicole Fieser: I don't know. 2 weeks from now, 3 weeks from now, 6 weeks from now, if you figure out like Oh, my gosh! I found a new way to deal with this.

975

01:45:21.465 --> 01:45:23.405

Nicole Fieser: I kind of expect you will.

976

01:45:24.265 --> 01:45:28.694

Nicole Fieser: The scheduling tools are meant to be incredibly flexible.

977

01:45:28.895 --> 01:45:33.734

Nicole Fieser: Right? We're meant to do. Have that so that you can. You own it?

978

01:45:34.115 --> 01:45:35.734

Nicole Fieser: All right. Let's talk about the tools.

979

01:45:35.945 --> 01:45:38.135

Nicole Fieser: I'm gonna click on the quick actions toolbar.

980

01:45:38.275 --> 01:45:43.515

Nicole Fieser: And when I click on that quick actions, toolbar, notice a second toolbar opens up

981

01:45:44.365 --> 01:45:49.475

Nicole Fieser: where we can go ahead and insert a shift. We can add a comment, add a pay code.

982

01:45:49.935 --> 01:45:53.844

Nicole Fieser: We can copy and paste as we need to.

983

01:45:55.535 --> 01:45:56.725

Nicole Fieser: All right.

984

01:45:57.875 --> 01:45:59.055

Nicole Fieser: So that's cool.

985

01:46:01.395 --> 01:46:07.834

Nicole Fieser: If you do not like the quick actions toolbar, and some of us will, and some of us won't.

986

01:46:08.515 --> 01:46:16.745

Nicole Fieser: A second way by which to access our tools is to go ahead and right click on the employee's name.

987

01:46:17.585 --> 01:46:24.564

Nicole Fieser: where you can add a shift, add a pay code, insert a schedule pattern

988

01:46:24.675 --> 01:46:27.635

Nicole Fieser: which we're gonna spend some time on.

989

01:46:29.255 --> 01:46:30.924

Nicole Fieser: And the 3rd way.

990

01:46:31.065 --> 01:46:38.104

Nicole Fieser: if you don't like the quick actions toolbar, and if you don't like the right click on the employee's name

991

01:46:38.855 --> 01:46:45.284

Nicole Fieser: right, you have the ability to right click on the shift within the schedule planner itself.

992

01:46:46.225 --> 01:46:51.644

Nicole Fieser: where you can edit or add a pay code or do what you need to do.

993

01:46:53.165 --> 01:46:54.125

Nicole Fieser: Okay.

994

01:46:57.705 --> 01:47:01.465

Nicole Fieser: So we're going to be doing all 3

995

01:47:04.495 --> 01:47:05.655

Nicole Fieser: alrighty.

996

01:47:06.905 --> 01:47:11.945

Nicole Fieser: So with that being said, and I apologize. If there's some background noise, I apologize.

997

01:47:12.515 --> 01:47:13.540

Nicole Fieser: Alright.

998

01:47:14.725 --> 01:47:23.564

Nicole Fieser: there's construction outside my window, and I think there's a dog there. I don't even know what's going on, so I apologize. If you all have some. There's some background noise.

999

01:47:24.415 --> 01:47:27.635

Nicole Fieser: Let's talk about schedule patterns.

1000

01:47:27.885 --> 01:47:31.585

Nicole Fieser: Schedule patterns is a really good place to begin.

1001

01:47:32.295 --> 01:47:34.834

Nicole Fieser: When we think about our schedule patterns.

1002

01:47:35.865 --> 01:47:37.924

Nicole Fieser: I'm making a big deal about this.

1003

01:47:38.585 --> 01:47:41.484

Nicole Fieser: Y'all, I'm making a very big deal about this.

1004

01:47:41.745 --> 01:47:50.115

Nicole Fieser: And the interesting thing is, schedule patterns are only accessible in the right click on the employee's name.

1005

01:47:51.015 --> 01:47:52.165

Nicole Fieser: Okay?

1006

01:47:52.605 --> 01:48:01.065

Nicole Fieser: Notice, there's no schedule patterns here at the top of our screen. There's no schedule patterns. If I right click on the cell itself.

1007

01:48:02.185 --> 01:48:12.274

Nicole Fieser: So in a weird but true moment. Even though we are asking you to use this pattern functionality. And we are.

1008

01:48:12.635 --> 01:48:21.175

Nicole Fieser: The interesting part is, schedule patterns are only available in the right click on the employees. Name right?

1009

01:48:39.005 --> 01:48:43.404

Nicole Fieser: Apologize. I sneezed. So if I disappeared on you I apologize.

1010

01:48:45.783 --> 01:48:48.474

Nicole Fieser: Oh, gosh! So forgive me.

1011

01:48:50.624 --> 01:48:59.244

Nicole Fieser: So here's the thing. Please make sure you write that down that schedule patterns are only available through the right click on the employee's name.

1012

01:49:00.094 --> 01:49:05.164

Nicole Fieser: the other weird but true moment that I'd like to point out is this, go to control?

1013

01:49:06.274 --> 01:49:13.534

Nicole Fieser: All day long I keep saying, Hey, this new system is more efficient. It's easier to access.

1014

01:49:14.024 --> 01:49:15.864

Nicole Fieser: It's all right here.

1015

01:49:16.814 --> 01:49:21.964

Nicole Fieser: The go to control is where those efficiencies are built.

1016

01:49:22.944 --> 01:49:23.874

Nicole Fieser: Hey?

1017

01:49:24.984 --> 01:49:31.874

Nicole Fieser: So when we look at that, go to control, that's where you can leave the schedule and go to somebody's time card.

1018

01:49:32.424 --> 01:49:35.634

Nicole Fieser: It is here that you could go run a report.

1019

01:49:36.744 --> 01:49:42.934

Nicole Fieser: My point is, I don't want anybody thinking they have to go all the way back home

1020

01:49:43.144 --> 01:49:48.114

Nicole Fieser: or go back into that main menu to get into the time. Cards

1021

01:49:48.984 --> 01:49:52.764

Nicole Fieser: that go to control is right here.

1022

01:49:53.784 --> 01:50:07.484

Nicole Fieser: So please, please, because again, this is so important, and I know that there will be questions about this schedule patterns and go to control to get to other areas of the system are only found here

1023

01:50:09.424 --> 01:50:12.034

Nicole Fieser: all right. Y'all with that being said.

1024

01:50:12.374 --> 01:50:14.674

Nicole Fieser: Let's talk about schedule patterns.

1025

01:50:15.414 --> 01:50:19.984

Nicole Fieser: I'm going to use Jamie Tart now

1026

01:50:20.594 --> 01:50:22.664

Nicole Fieser: everybody should get a base schedule

1027

01:50:22.874 --> 01:50:31.654

Nicole Fieser: right? Whether I'm an hourly non-exempt. Whether I'm an officer right doesn't matter. Everybody should be getting a base schedule

1028

01:50:32.114 --> 01:50:42.374

Nicole Fieser: and UKG considers it to be best practice that the easiest way to give somebody a base schedule is through the schedule patterns.

1029

01:50:43.534 --> 01:50:46.624

Nicole Fieser: Okay? So I'm gonna right. Click and go to schedule pattern.

1030

01:50:47.114 --> 01:50:48.774

Nicole Fieser: And what are we going to do here?

1031

01:50:51.094 --> 01:50:56.694

Nicole Fieser: Alright, you know what let's go to? Because let's go to the next schedule period.

1032

01:50:56.974 --> 01:51:02.734

Nicole Fieser: I'm gonna change my time period to my next schedule period and we'll go the schedule pattern.

1033

01:51:04.014 --> 01:51:08.444

Nicole Fieser: Let's say that this person is a new hire.

1034

01:51:08.594 --> 01:51:14.214

Nicole Fieser: right? So I'm gonna go ahead and call it the new hire scheduled

1035

01:51:14.884 --> 01:51:29.304

Nicole Fieser: because maybe it's a different schedule than what this person is typically going to work right? Maybe, for, you know, 90 days or 6 months, or whatever it is, they're going to work their own kind of unique schedule.

1036

01:51:30.114 --> 01:51:38.204

Nicole Fieser: I'm going to name it new hire schedule all right from there.

1037

01:51:40.364 --> 01:51:49.094

Nicole Fieser: Notice the start date. The start date is the 18.th Because I said, next schedule period.

1038

01:51:49.874 --> 01:51:53.134

Nicole Fieser: and it's going to default to forever.

1039

01:51:54.054 --> 01:52:00.214

Nicole Fieser: really quickly. Y'all, when you assign a schedule pattern, a base pattern.

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01:52:00.954 --> 01:52:04.744

Nicole Fieser: Best practice is to leave this at forever.

1041

01:52:06.464 --> 01:52:07.634

Nicole Fieser: All right.

1042

01:52:10.714 --> 01:52:16.324

Nicole Fieser: only give an end date when you're like a hundred 50% certain

1043

01:52:16.864 --> 01:52:19.684

Nicole Fieser: that somebody should have an end date.

1044

01:52:20.304 --> 01:52:21.234

Nicole Fieser: Okay?

1045

01:52:22.724 --> 01:52:28.654

Nicole Fieser: Otherwise you could have an employee left with no schedule, and that would be a problem.

1046

01:52:30.824 --> 01:52:31.774

Nicole Fieser: Okay.

1047

01:52:32.094 --> 01:52:43.444

Nicole Fieser: Now, from there we're gonna go ahead and build something pretty unique. I do want to be clear, though. Well, it sort of looks like you have some pattern templates. You don't?

1048

01:52:43.794 --> 01:52:48.794

Nicole Fieser: Well, it sort of looks like you have some shifts to choose. You don't.

1049

01:52:49.774 --> 01:52:53.984

Nicole Fieser: Rather, we are going to go ahead and build this ourselves.

1050

01:52:55.244 --> 01:53:01.864

Nicole Fieser: So I'm gonna go ahead and say that my employee on, I'm gonna say, on Sundays and Tuesdays

1051

01:53:02.364 --> 01:53:05.864

Nicole Fieser: is going to work from 10 until 6.

1052

01:53:08.054 --> 01:53:13.654

Nicole Fieser: I think the easiest way for you all to go about this is to right click on the shift.

1053

01:53:14.194 --> 01:53:16.624

Nicole Fieser: I'm going to go to add a shift.

1054

01:53:17.944 --> 01:53:23.484

Nicole Fieser: And when I right click and add shift that opens up the add shift panel.

1055

01:53:24.594 --> 01:53:29.124

Nicole Fieser: We're going to build the shift that we're assigning to this pattern.

1056

01:53:30.104 --> 01:53:36.394

Nicole Fieser: Okay, now, there's different ways that you can build out this shift.

1057

01:53:36.814 --> 01:53:43.064

Nicole Fieser: You have your start and end sliders. Isn't this kind of cool? I think it's kind of cool y'all.

1058

01:53:44.334 --> 01:53:49.234

Nicole Fieser: or you can enter in your start and end times as well.

1059

01:53:50.764 --> 01:53:54.164

Nicole Fieser: I'm gonna go ahead and say, let me go ahead and extend this out.

1060

01:53:55.824 --> 01:53:57.754

Nicole Fieser: I'm going to go ahead and say.

1061

01:53:59.864 --> 01:54:02.474

Nicole Fieser: from 8, yeah, let's do. 8 am.

1062

01:54:02.584 --> 01:54:04.884

Nicole Fieser: Let's do. 8 am. I like 8 Am.

1063

01:54:05.224 --> 01:54:08.934

Nicole Fieser: 8 am. All the way to 5 pm.

1064

01:54:10.244 --> 01:54:12.394

Nicole Fieser: It's gonna be their regular shift.

1065

01:54:13.454 --> 01:54:15.664

Nicole Fieser: And I'm going to go ahead and click, apply

1066

01:54:19.324 --> 01:54:20.244

Nicole Fieser: alright.

1067

01:54:20.484 --> 01:54:24.674

Nicole Fieser: And so now I have like 8 Am. To 5 30, which is fine.

1068

01:54:25.924 --> 01:54:28.984

Nicole Fieser: I'm going to go ahead and click on that copy paste.

1069

01:54:29.674 --> 01:54:33.694

Nicole Fieser: and I'm going to apply it to Sunday and Tuesday.

1070

01:54:34.914 --> 01:54:38.494

Nicole Fieser: and I'm going to copy and paste it to turn it back off.

1071

01:54:39.264 --> 01:54:45.584

Nicole Fieser: and then I can continue to build the shifts that flesh out the pattern as needed.

1072

01:54:46.774 --> 01:54:47.864

Nicole Fieser: All right.

1073

01:54:48.314 --> 01:54:53.814

Nicole Fieser: So maybe on Monday I'm gonna go ahead and right click on Monday to add a shift.

1074

01:54:54.374 --> 01:54:59.084

Nicole Fieser: And again, maybe this time I'm just gonna go ahead and say they're gonna work. I don't know

11

1075

01:54:59.284 --> 01:55:05.594

Nicole Fieser: until. And it's all gonna be on day, one through 1,800 h.

1076

01:55:06.714 --> 01:55:12.954

Nicole Fieser: Folks stay away from that am. Pm. Business. It's very it it gets icky.

1077

01:55:13.574 --> 01:55:20.324

Nicole Fieser: right? It gets icky. So we're recommending that you use military time.

1078

01:55:20.684 --> 01:55:27.894

Nicole Fieser: Will the system take? Pm, yes. Does it feel, icky? If you use pm, equally? Yes.

1079

01:55:28.644 --> 01:55:37.154

Nicole Fieser: And notice, please. When I put in 1,800, the system did change it back to 6 pm, okay.

1080

01:55:39.394 --> 01:55:45.104

Nicole Fieser: and from there I'm gonna go ahead and click, apply right?

1081

01:55:45.424 --> 01:55:51.544

Nicole Fieser: And again, I can copy and paste to say, well, they're going to do this Monday, Thursday, and Friday.

1082

01:55:53.124 --> 01:55:54.254

Nicole Fieser: All right.

1083

01:55:54.804 --> 01:55:56.854

Nicole Fieser: From there I'm going to click, apply.

1084

01:55:57.534 --> 01:55:59.014

Nicole Fieser: and I'm going to save it

1085

01:55:59.774 --> 01:56:02.214

Nicole Fieser: and notice what that does for me.

1086

01:56:04.024 --> 01:56:08.584

Nicole Fieser: You notice what that does for me. Starting in the next schedule period.

1087

01:56:10.414 --> 01:56:15.484

Nicole Fieser: Starting in the next schedule period, we have the assigned schedule.

1088

01:56:18.304 --> 01:56:22.884

Nicole Fieser: All right. Y'all, this is one way.

1089

01:56:23.084 --> 01:56:26.774

Nicole Fieser: Probably not the only way by which to manage your schedules.

1090

01:56:27.124 --> 01:56:37.084

Nicole Fieser: but patterns are a great tool. They're a great tool because it's gonna repeat forever. Ultimately it means less maintenance for you.

1091

01:56:39.104 --> 01:56:43.864

Nicole Fieser: Okay, all right.

1092

01:56:44.124 --> 01:56:48.394

Nicole Fieser: With that being said, I have to cough.

1093

01:57:19.264 --> 01:57:22.314

Nicole Fieser: Sorry about that. Y'all. I apologize.

1094

01:57:22.484 --> 01:57:24.514

Nicole Fieser: I needed some water desperately.

1095

01:57:26.734 --> 01:57:27.714

Nicole Fieser: All right.

1096

01:57:27.864 --> 01:57:31.064

Nicole Fieser: So we've looked at the idea of building a pattern.

1097

01:57:31.254 --> 01:57:33.484

Nicole Fieser: Has anybody done this before?

1098

01:57:33.644 --> 01:57:37.194

Nicole Fieser: Has anybody had the ability to build a pattern before?

1099

01:57:38.824 --> 01:57:40.974

Nicole Fieser: Is this something y'all are familiar with

1100

01:57:52.844 --> 01:57:57.934

Nicole Fieser: when he kisses. Yeah, I am okay. Cool.

1101

01:57:58.664 --> 01:58:00.974

Nicole Fieser: Thank you, Anika. Wanda, as well.

1102

01:58:01.524 --> 01:58:02.514

Nicole Fieser: Awesome.

1103

01:58:02.994 --> 01:58:05.824

Nicole Fieser: And Bobby's like, yeah, somewhat. Somewhat.

1104

01:58:07.424 --> 01:58:16.864

Nicole Fieser: I appreciate that feedback, because I know that depending upon your department and kind of all the things

1105

01:58:18.994 --> 01:58:24.554

Nicole Fieser: this is either gonna be super familiar or you're gonna be like. You know, I'm not sure about it.

1106

01:58:25.484 --> 01:58:27.964

Nicole Fieser: Building a pattern, though.

1107

01:58:28.434 --> 01:58:35.414

Nicole Fieser: is something that we are saying. Y'all are going to be doing right right quick, right right off the bat.

1108

01:58:37.084 --> 01:58:38.254

Nicole Fieser: All right.

1109

01:58:42.604 --> 01:58:49.764

Nicole Fieser: So with that being said, let's talk about changing a schedule.

1110

01:58:51.504 --> 01:58:57.504

Nicole Fieser: One of the most common questions is, what if I need to change a schedule.

1111

01:58:59.834 --> 01:59:01.044

Nicole Fieser: Okay?

1112

01:59:02.284 --> 01:59:10.494

Nicole Fieser: And when we think about changing the schedule, if it is a permanent change, we will change the pattern

1113

01:59:12.024 --> 01:59:24.804

Nicole Fieser: right? So if we say henceforth and forever, you know, forever more, I'm saying forevermore. But even if it's for I don't know 6 weeks, 8 weeks, 10 weeks, whatever it is.

1114

01:59:25.344 --> 01:59:31.044

Nicole Fieser: If this employee, if Jamie is going to be working a different schedule on Friday

1115

01:59:31.564 --> 01:59:35.974

Nicole Fieser: for a period of time, open back up your pattern.

1116

01:59:36.524 --> 01:59:43.894

Nicole Fieser: folks, you always have the ability to go back into your pattern, and we can change up that pattern as needs be

1117

01:59:44.624 --> 01:59:45.624

Nicole Fieser: right

1118

01:59:47.104 --> 02:00:00.754

Nicole Fieser: at the bare minimum. You can end the pattern, specify the end date and create a new pattern where maybe they're working. I don't know. A 7 am shift.

1119

02:00:03.104 --> 02:00:05.694

Nicole Fieser: Okay? Does does that make sense. Y'all.

1120

02:00:06.034 --> 02:00:10.764

Nicole Fieser: does that make sense? So if it's a more permanent change.

1121

02:00:11.384 --> 02:00:18.104

Nicole Fieser: I am asking you to go in and change up the pattern all right

1122

02:00:18.314 --> 02:00:21.574

Nicole Fieser: versus if you just need to change a day.

1123

02:00:21.684 --> 02:00:24.834

Nicole Fieser: Right? Let's talk about changing a day.

1124

02:00:25.784 --> 02:00:30.334

Nicole Fieser: I'm gonna use Roy Kent. I'm gonna stay in the next schedule period. Y'all.

1125

02:00:30.944 --> 02:00:36.614

Nicole Fieser: if you're just changing a day, and let's say, on Friday, January 24.th

1126

02:00:38.624 --> 02:00:39.894

Nicole Fieser: All right.

1127

02:00:42.834 --> 02:01:00.794

Nicole Fieser: let's say that the employee comes to us, the employee says, look I have. My kid is playing in a in a football game tonight, and I'd really like to be able to go watch my kid play football. Can I come in an hour early and leave an hour early, and we agree

1128

02:01:02.044 --> 02:01:03.154

Nicole Fieser: all right.

1129

02:01:04.014 --> 02:01:15.614

Nicole Fieser: folks. I think the easiest way to change just today right? And my example might be silly. But I imagine, as timekeepers, you'll hear crazy stories as to

1130

02:01:15.744 --> 02:01:21.404

Nicole Fieser: why folks need to come in later. Why feed folks need to go home earlier, right?

1131

02:01:23.804 --> 02:01:25.874

Nicole Fieser: I'm going to go ahead and right click.

1132

02:01:26.434 --> 02:01:29.164

Nicole Fieser: And I am going to go to edit

1133

02:01:31.244 --> 02:01:33.774

Nicole Fieser: if I right click and edit.

1134

02:01:34.214 --> 02:01:41.504

Nicole Fieser: we have the ability to do a lot in this edit shift panel. Y'all hear me out.

1135

02:01:42.484 --> 02:01:48.274

Nicole Fieser: You can edit the start and end times, either using this fun Little Purple Slider

1136

02:01:49.154 --> 02:01:52.004

Nicole Fieser: or the start and end time.

1137

02:01:53.124 --> 02:01:58.044

Nicole Fieser: In my case, I'm gonna go ahead. And I like the Slider right? I do.

1138

02:01:58.604 --> 02:02:05.264

Nicole Fieser: So I'm gonna say that in this example the employee is working 7 am. And I'm gonna say, till like 4 Pm.

1139

02:02:05.714 --> 02:02:07.394

Nicole Fieser: Because that's what the Slider says.

1140

02:02:09.524 --> 02:02:14.394

Nicole Fieser: Now, bare minimum. And I'm going to use myself as an example.

1141

02:02:16.274 --> 02:02:17.184

Nicole Fieser: Right?

1142

02:02:17.324 --> 02:02:24.924

Nicole Fieser: My example is, I don't remember what happened last Monday.

1143

02:02:25.844 --> 02:02:26.914

Nicole Fieser: All right.

1144

02:02:29.374 --> 02:02:31.494

Nicole Fieser: I don't remember what happened last Monday.

1145

02:02:32.104 --> 02:02:36.644

Nicole Fieser: so if Hr. Comes to me 3 months from now and says Nikki.

1146

02:02:36.874 --> 02:02:40.634

Nicole Fieser: why in the world did you change this person's schedule

1147

02:02:41.474 --> 02:02:47.464

Nicole Fieser: folks? I have. There's no chance. I would remember there is no chance that I would remember that

1148

02:02:49.794 --> 02:02:51.074

Nicole Fieser: alrighty

1149

02:02:54.474 --> 02:02:56.384

Nicole Fieser: that's the beauty of your comments.

1150

02:02:57.284 --> 02:03:00.844

Nicole Fieser: if I go ahead and click on, add comment

1151

02:03:01.434 --> 02:03:04.254

Nicole Fieser: in the select a comment, drop down box.

1152

02:03:04.574 --> 02:03:08.924

Nicole Fieser: This is where we could go ahead and see the ability to add comments.

1153

02:03:09.514 --> 02:03:16.074

Nicole Fieser: and maybe I would choose Hpd timekeeping comments, and then I could put in a free form note.

1154

02:03:16.884 --> 02:03:21.094

Nicole Fieser: I might say family obligation. I don't.

1155

02:03:23.884 --> 02:03:29.204

Nicole Fieser: But the really cool thing is, you guys, as timekeepers do have the ability

1156

02:03:29.414 --> 02:03:35.874

Nicole Fieser: to add the the free form note to further explain the comment.

1157

02:03:36.914 --> 02:03:42.564

Nicole Fieser: and as much as I like this for you and I do. I'm I'm so happy that y'all get to do this.

1158

02:03:43.174 --> 02:03:50.284

Nicole Fieser: I do want to gently remind you that if you're gonna add some notes make sure that they are appropriate.

1159

02:03:51.044 --> 02:03:55.954

Nicole Fieser: Remember, you are not the only one that's going to be able to see that note.

1160

02:03:56.984 --> 02:04:01.974

Nicole Fieser: Okay, you are not the only one that would be able to see that.

1161

02:04:05.374 --> 02:04:09.794

Nicole Fieser: So make it safe for work. Right? Make it safe.

1162

02:04:11.528 --> 02:04:12.814

Nicole Fieser: Excuse me.

1163

02:04:13.764 --> 02:04:15.664

Nicole Fieser: So I'm gonna go ahead and click. Add.

1164

02:04:15.844 --> 02:04:20.444

Nicole Fieser: notice, you do have the ability to add another note, and we could click, apply.

1165

02:04:22.794 --> 02:04:25.334

Nicole Fieser: And that's what I'm going to do. And I'm going to go ahead and save it

1166

02:04:26.034 --> 02:04:31.974

Nicole Fieser: when we save it. A bunch of things happen. It, says one. The schedule has been successfully saved.

1167

02:04:32.834 --> 02:04:38.804

Nicole Fieser: but 2 on that shift. If we hover our mouse over top of that shift.

1168

02:04:42.434 --> 02:04:53.644

Nicole Fieser: Right? Notice, I get a pop up dialog box that tells us, okay, here's the shift. It's starting at 7 Am. And there is the comment with the note.

1169

02:04:57.144 --> 02:04:58.274

Nicole Fieser: alrighty!

1170

02:05:02.984 --> 02:05:04.154

Nicole Fieser: So there we go.

1171

02:05:08.124 --> 02:05:15.554

Nicole Fieser: and I think there were some questions. I can't see the the questions that were already answered. So I know. Laura was answering the questions.

1172

02:05:15.714 --> 02:05:20.034

Nicole Fieser: but I think we had a couple of folks that were asking, can I change just the day. You bet

1173

02:05:20.734 --> 02:05:21.684

Nicole Fieser: you bet

1174

02:05:22.724 --> 02:05:28.994

Nicole Fieser: I'm gonna do another example, though, I'm gonna do Keely Jones. And I'm gonna say, on Thursday, 1, 23,

1175

02:05:30.784 --> 02:05:37.034

Nicole Fieser: I'm gonna go ahead and right click and go to her shift again. I'm gonna click on right click and edit one more time

1176

02:05:37.894 --> 02:05:41.084

Nicole Fieser: this time, though, I'm going to extend her shift.

1177

02:05:41.844 --> 02:05:45.614

Nicole Fieser: I'm going to extend her shift to 2,200 h.

1178

02:05:46.034 --> 02:05:51.554

Nicole Fieser: So in the end time I'm typing in 2,200 and again, y'all

1179

02:05:53.494 --> 02:05:58.864

Nicole Fieser: military time. We're not dealing with that Am. Pm. Business. 2,200 is good.

1180

02:06:01.244 --> 02:06:03.874

Nicole Fieser: What about transferring an employee.

1181

02:06:04.694 --> 02:06:09.664

Nicole Fieser: folks? You are welcome to interrupt me and give me some feedback here because I want to hear from you all.

1182

02:06:10.474 --> 02:06:13.794

Nicole Fieser: But I'm gonna go ahead and click on. Transfer the employee.

1183

02:06:14.684 --> 02:06:17.844

Nicole Fieser: and I'm going to click on add business.

1184

02:06:18.314 --> 02:06:20.414

Nicole Fieser: It's not where I want to go. Actually.

1185

02:06:20.804 --> 02:06:23.644

Nicole Fieser: I'm gonna click on transfer the employee.

1186

02:06:24.214 --> 02:06:27.364

Nicole Fieser: And I am gonna go to.

1187

02:06:30.094 --> 02:06:32.174

Nicole Fieser: No, I don't think I want to work rule.

1188

02:06:33.974 --> 02:06:38.584

Nicole Fieser: I'm going to click on labor categories to add an internal order.

1189

02:06:40.214 --> 02:06:44.194

Nicole Fieser: Let's talk about those internal orders, shall we?

1190

02:06:45.374 --> 02:06:59.324

Nicole Fieser: What if this employee got held over. Maybe it was investigative, related overtime. Maybe we know that they're going out with the FBI. I don't know. I'm making stuff up here. Y'all bear with me. Maybe they're going out with ice.

1191

02:06:59.884 --> 02:07:06.584

Nicole Fieser: Maybe we know that we're holding a meeting where they have to go to this really long 4 h training.

1192

02:07:07.114 --> 02:07:10.484

Nicole Fieser: So maybe it's operations related over time. I don't know.

1193

02:07:11.604 --> 02:07:18.834

Nicole Fieser: My point is, we can add those internal orders to account for the additional time.

1194

02:07:20.564 --> 02:07:27.624

Nicole Fieser: So not only can we edit the shift as your policy allows first, st

1195

02:07:28.414 --> 02:07:40.344

Nicole Fieser: but we also have the ability to go ahead and do the transfer to say, hey? They are scheduled to go work somewhere else. They're going to go work on. Investigative, related overtime.

1196

02:07:41.484 --> 02:07:44.634

Nicole Fieser: I would click. Okay, I could click, apply.

1197

02:07:45.294 --> 02:07:52.594

Nicole Fieser: Yes, I would add the comments. I'm not going to beat the dead horse on the comment, but I do think that that's going to be important.

1198

02:07:53.284 --> 02:07:54.354

Nicole Fieser: right?

1199

02:07:56.624 --> 02:08:00.824

Nicole Fieser: So maybe it's Hpd squad. Maybe I put in a case number here.

1200

02:08:01.764 --> 02:08:03.974

Nicole Fieser: So I'm gonna put in 1, 2, 3, 4,

1201

02:08:05.114 --> 02:08:08.024

Nicole Fieser: obviously is unrealistic. But there we go.

1202

02:08:09.174 --> 02:08:11.934

Nicole Fieser: And I would click, apply, and I could save it.

1203

02:08:12.544 --> 02:08:14.854

Nicole Fieser: What does that do for you?

1204

02:08:15.804 --> 02:08:18.284

Nicole Fieser: It does a lot, actually.

1205

02:08:18.424 --> 02:08:23.894

Nicole Fieser: So now I get to see Keely Jones on Thursday, 1, 23.

1206

02:08:24.184 --> 02:08:29.394

Nicole Fieser: If I hover my mouse over top of that day right

1207

02:08:30.054 --> 02:08:32.214

Nicole Fieser: there I get to see the shift.

1208

02:08:33.184 --> 02:08:37.174

Nicole Fieser: and if I use that, go to control.

1209

02:08:37.484 --> 02:08:45.554

Nicole Fieser: I right click on the employee's name and use that go to control to go to her time card. What does that look like in the time card

1210

02:08:47.004 --> 02:08:48.744

Nicole Fieser: folks. Here's what it looks like.

1211

02:08:50.204 --> 02:08:56.614

Nicole Fieser: One in the schedule we see those opposite facing arrows indicating a transfer was done.

1212

02:08:57.744 --> 02:09:02.614

Nicole Fieser: We get to see the little notepad icon, indicating a comment.

1213

02:09:06.994 --> 02:09:08.224

Nicole Fieser: Alrighty!

1214

02:09:10.454 --> 02:09:14.324

Nicole Fieser: So there we are, and we get to see the transferred time.

1215

02:09:16.444 --> 02:09:24.874

Nicole Fieser: Folks talk to me now that we're starting to see that the schedule does feed the time cards.

1216

02:09:33.344 --> 02:09:39.494

Nicole Fieser: Does this happen? Do you ever assign internal orders, or even a work rule transfer?

1217

02:09:41.004 --> 02:09:42.534

Nicole Fieser: Does that ever happen.

1218

02:09:46.364 --> 02:09:49.124

Nicole Fieser: Brittany says. And Laura's gonna answer.

1219

02:09:49.794 --> 02:09:57.844

Nicole Fieser: Laura, can I ask us to answer in person? I'm gonna read the question. Then, Laura, I'm gonna turn it over to you, because I think Britney asked a very fair question.

1220

02:09:58.154 --> 02:10:02.784

Nicole Fieser: Would this be in addition to entering overtime? Dac codes for pay? Comp.

1221

02:10:03.134 --> 02:10:06.704

Nicole Fieser: This is just a visual way to see who's working. When right.

1222

02:10:07.044 --> 02:10:11.584

Nicole Fieser: Brittany, do you want to answer that fully, since you understand the Dac codes better than I.

1223

02:10:12.065 --> 02:10:18.375

Lee Rosenthal: Yeah, Nikki, I'll do that. So one thing I clarified for the room was that you're currently showing them

1224

02:10:18.645 --> 02:10:45.964

Lee Rosenthal: the navigation process where I can find information. We're not going through detailed process steps for Hpd, currently, we'll do that in the second half of today. But she's showing you. Where's a transfer. Where can I find it? That type of thing? Your schedule? To Britney's question. Yes, this is your schedule that's telling you. When employees work where they work for officers. It's how they get paid their scheduled hours from there. So for you guys, transfers are are a little bit unique.

1225

02:10:46.155 --> 02:10:55.914

Lee Rosenthal: But to Britney's question, pay overtime, Dax, and pay. That's the time card process. So right now we're looking at schedules which feeds. What do I work? Normally.

1226

02:10:56.095 --> 02:10:59.934

Lee Rosenthal: overtime is a time card process, and we'll get to that here in a little bit.

1227

02:11:01.435 --> 02:11:04.315

Lee Rosenthal: Love to back to you, Nikki.

1228

02:11:04.615 --> 02:11:06.515

Nicole Fieser: Thanks, Laura. Thanks, Brittany.

1229

02:11:06.895 --> 02:11:16.035

Nicole Fieser: Yeah, I think that was a good question. And and I thought, if if Britney had that question, I'm willing to bet there were lots of people in the room that had that question.

1230

02:11:17.595 --> 02:11:19.605

Nicole Fieser: Thanks, all that was awesome.

1231

02:11:25.845 --> 02:11:28.865

Nicole Fieser: Alright. Y'all, with that being said.

1232

02:11:29.175 --> 02:11:37.635

Nicole Fieser: we've started to, you know, update the shifts we talked about the idea. If it's a permanent change, go ahead and update the schedule pattern.

1233

02:11:38.325 --> 02:11:42.564

Nicole Fieser: What we haven't talked about is this idea of adding to groups.

1234

02:11:43.985 --> 02:11:49.254

Nicole Fieser: This was actually a question that we had we had asked yesterday a couple of times.

1235

02:11:49.555 --> 02:11:55.734

Nicole Fieser: So I'm thinking, if you have other Hpd timekeepers that are concerned about adding to group.

1236

02:11:55.865 --> 02:12:01.454

Nicole Fieser: We might have some folks in the room today that are equally concerned about that.

1237

02:12:02.645 --> 02:12:11.685

Nicole Fieser: So what I'm showing you here is Laura actually created this for you, but I certainly want to give credit where credit is due.

1238

02:12:14.125 --> 02:12:20.245

Nicole Fieser: Another way to assign your people to a base schedule versus the schedule pattern.

1239

02:12:22.025 --> 02:12:30.995

Nicole Fieser: The another way potentially to make edits, especially if an edit is to a group of people, is through a group schedule.

1240

02:12:31.825 --> 02:12:37.034

Nicole Fieser: So this is one of those quick reference guides that we've spent a little bit of time talking about.

1241

02:12:41.305 --> 02:12:46.045

Nicole Fieser: and when we think about our assigning to the schedules.

1242

02:12:46.795 --> 02:12:52.345

Nicole Fieser: Notice it gives you exactly the steps right? The right click on the employee's name.

1243

02:12:52.835 --> 02:13:01.494

Nicole Fieser: Let me kind of scroll down. It says that we're going to do the right click on the employee's name, and we can then assign to the schedule group.

1244

02:13:02.675 --> 02:13:10.534

Nicole Fieser: All right, so I would encourage you to make sure you look through this.

1245

02:13:11.045 --> 02:13:16.064

Nicole Fieser: the value of right clicking on the employee's name and adding to the group

1246

02:13:16.275 --> 02:13:18.244

Nicole Fieser: is that we can then, I think.

1247

02:13:18.435 --> 02:13:24.595

Nicole Fieser: more easily assign them to that group schedule right?

1248

02:13:24.925 --> 02:13:28.154

Nicole Fieser: And then they will get that employee's schedule.

1249

02:13:29.835 --> 02:13:39.535

Nicole Fieser: What I like about this quick reference guide is, it gives you the default parameters, including much like we just showed when we were assigning the pattern

1250

02:13:39.855 --> 02:13:43.875

Nicole Fieser: right where I said, Leave the default to go forever.

1251

02:13:44.235 --> 02:13:47.445

Nicole Fieser: The same is, gonna be true for your schedule groups. Y'all.

1252

02:13:47.685 --> 02:13:53.444

Nicole Fieser: instead of right clicking on the employee's name to go to schedule pattern, you can add to group.

1253

02:13:53.705 --> 02:13:56.995

Nicole Fieser: and you will assign them to that group forever.

1254

02:13:57.385 --> 02:14:03.874

Nicole Fieser: Obviously, though, if they move groups, they move shifts, they they, they move around. Maybe they go from

1255

02:14:05.305 --> 02:14:08.655

Nicole Fieser: from sex crimes over to narcotics or whatever

1256

02:14:09.555 --> 02:14:15.004

Nicole Fieser: you can go ahead and add them to the appropriate group. And this is basically what it would look like.

1257

02:14:17.615 --> 02:14:26.984

Nicole Fieser: Laura, are we gonna be giving folks access to the quick reference guides this afternoon? Or do you want to clarify how folks, because we've had that question a couple of times?

1258

02:14:27.115 --> 02:14:32.105

Nicole Fieser: How will folks get access to these amazing, quick reference guides that you created.

1259

02:14:33.125 --> 02:14:53.185

Lee Rosenthal: Yeah. So all the quick reference guides, including the ones that you saw in your self paced training, and the and the ones that if you're showing, you're going to be on the Ara website available for you

guys and we're working on potentially distributing them out to you guys via email. But we'll that. That's a decision yet to be made. But they are going to be on the Ara website for you guys to access.

1260

02:14:53.465 --> 02:15:06.495

Lee Rosenthal: And you, Nikki showed you before. You have that question. Mark, help tab at the top. You can also go there and type in schedule grouping schedule patterns, and there's also other helpful tools in there that you can read as well.

1261

02:15:08.095 --> 02:15:14.634

Nicole Fieser: Perfect. There sure is all right. Thanks, Laura

1262

02:15:17.615 --> 02:15:31.594

Nicole Fieser: and Shaniqua Shaniqua. I am going to actually defer to city of Houston policy, because I know what UKG will allow. Shaniqua says, how far back can you go back to change a shift? Will it be locked after the pay period ends?

1263

02:15:35.745 --> 02:15:36.815

Nicole Fieser: Okay.

1264

02:15:40.675 --> 02:15:49.345

Nicole Fieser: Shaniqua. Typically, right? Typically UKG recommends for your MyCOH time system

1265

02:15:49.455 --> 02:15:51.894

Nicole Fieser: that once the pay period is done.

1266

02:15:52.995 --> 02:15:58.695

Nicole Fieser: we really shouldn't be editing shifts ideally. We want the schedule

1267

02:15:58.875 --> 02:16:13.605

Nicole Fieser: to be what it is, so that when we see the time card somebody worked overtime. If somebody did end up working a 22 h shift. Maybe it was unscheduled. Maybe they got held back. Maybe you know, you guys know what all your things that happen are.

1268

02:16:13.925 --> 02:16:17.184

Nicole Fieser: It can lead to some really nice reports.

1269

02:16:17.765 --> 02:16:18.785

Nicole Fieser: Okay?

1270

02:16:23.765 --> 02:16:33.404

Nicole Fieser: And Timothy says my civilians are defaulted to Comp. Time ot. During the week. How do I default to comp time, even on the weekends.

1271

02:16:34.155 --> 02:16:38.745

Nicole Fieser: Timothy, I assume that is built into your civilians. Payroll.

1272

02:16:40.405 --> 02:16:45.865

Nicole Fieser: Is that what's happening now, Timothy, in your current old chrono system?

1273

02:16:47.575 --> 02:16:51.455

Nicole Fieser: Do it? Does it default to Comp. Time. Now on the weekends.

1274

02:17:05.875 --> 02:17:08.275

Lee Rosenthal: As far as the default is concerned.

1275

02:17:08.645 --> 02:17:12.354

Lee Rosenthal: so the employee employees pay rule is what controls that.

1276

02:17:12.635 --> 02:17:13.265

Nicole Fieser: Yep.

1277

02:17:15.655 --> 02:17:20.924

Nicole Fieser: So, Timothy, the payroll, like we said the payroll is what controls that?

1278

02:17:21.826 --> 02:17:24.474

Nicole Fieser: You might want to talk to your team.

1279

02:17:26.405 --> 02:17:36.975

Nicole Fieser: Laura, do you want to take that one? Because I had said, it's the payroll that's going to control what kind of pay is going to show up automatically on the weekends. But if that's not working, that might be a conversation

1280

02:17:37.235 --> 02:17:38.385

Nicole Fieser: to have.

1281

02:17:38.625 --> 02:17:40.774

Lee Rosenthal: I'm gonna let Lee answer that question.

1282

02:17:41.845 --> 02:17:50.274

Lee Rosenthal: Well, the default pay in terms of comp. Or overtime pay is determined by.

1283

02:17:50.515 --> 02:17:53.385

Lee Rosenthal: Is it the pay rule or the transfer rule.

1284

02:17:53.645 --> 02:17:54.435

Nicole Fieser: The payroll.

1285

02:17:54.435 --> 02:17:56.355

Lee Rosenthal: Egg, the payroll.

1286

02:17:56.355 --> 02:17:57.005

Nicole Fieser: You do.

1287

02:17:57.005 --> 02:18:20.435

Lee Rosenthal: Which is set up per employee. Every non-exempt employees, every civilian non-exempt as a default, whether it's comp time or overtime, and the default can be chosen by the employee, or it can be mandated by the division commander or the supervisor

1288

02:18:21.036 --> 02:18:28.105

Lee Rosenthal: but every employee has one default or the other, either Ct. Or over or Ot.

1289

02:18:31.705 --> 02:18:33.985

Lee Rosenthal: Does that answer the question?

1290

02:18:34.385 --> 02:18:35.245

Lee Rosenthal: Yes.

1291

02:18:38.985 --> 02:18:45.764

Nicole Fieser: The from my perspective. That was a great explanation. But, Timothy, we wanna you know I don't know if you're in the room, sir, or not.

1292

02:18:47.615 --> 02:18:50.474

Nicole Fieser: But that's a good question. We want to make sure that we're.

1293

02:18:50.475 --> 02:18:59.845

Lee Rosenthal: One other thing is, whatever the default is, for the employee can be overridden on a day by day basis.

1294

02:19:00.225 --> 02:19:20.595

Lee Rosenthal: It takes a manual entry into the current Kronos. But if an employee is defaulting to Comp. Time, for example, we, the timekeeper, can go in for any certain day and change the overtime for that day to overtime for pay.

1295

02:19:22.485 --> 02:19:23.195

Lee Rosenthal: Oh.

1296

02:19:24.255 --> 02:19:25.125

Nicole Fieser: Perfect.

1297

02:19:29.665 --> 02:19:33.275

Nicole Fieser: Okay, Timothy, that actually is a really good question.

1298

02:19:34.696 --> 02:19:39.835

Nicole Fieser: It's gonna bring up. So, Timothy, I'm gonna follow up with your team on your behalf.

1299

02:19:42.705 --> 02:19:49.765

Nicole Fieser: Yeah, please do. But I do have. I do have some questions that I'm gonna take back to Lee myself to make sure that we are

1300

02:19:49.985 --> 02:19:58.274

Nicole Fieser: managing that as most efficiently as possible. So give me a second to drop myself a note. So it's from Timothy Oxford.

1301

02:20:03.665 --> 02:20:04.415

Nicole Fieser: Okay.

1302

02:20:06.095 --> 02:20:14.800

Nicole Fieser: yep, I'm gonna follow up as well, Tim, and and we'll make sure. You know. Obviously Lee knows what he's about. He knows what he's doing.

1303

02:20:15.985 --> 02:20:20.375

Nicole Fieser: But yeah, that generates a couple of questions on my side that maybe we can make things even better.

1304

02:20:21.765 --> 02:20:22.945

Nicole Fieser: All right. Y'all.

1305

02:20:24.215 --> 02:20:31.084

Nicole Fieser: So we've talked about transfers. We've talked about schedule groups. We've talked about patterns. I want to talk about pay codes

1306

02:20:31.885 --> 02:20:38.174

Nicole Fieser: before we move into our time cards. I do want to talk about assigning pay codes to the schedule.

1307

02:20:39.945 --> 02:20:46.295

Nicole Fieser: I am a fan of assigning pay codes to a schedule. Let me jump back home for a second.

1308

02:20:47.795 --> 02:20:48.735

Nicole Fieser: Listen.

1309

02:20:49.605 --> 02:20:58.005

Nicole Fieser: I would love to pretend that every time your people will always put in appropriate time off requests

1310

02:20:58.135 --> 02:21:00.175

Nicole Fieser: I would love for that to happen.

1311

02:21:00.645 --> 02:21:05.114

Nicole Fieser: I'm also a realist, though, to know that that doesn't always happen.

1312

02:21:06.865 --> 02:21:08.025

Nicole Fieser: Alright.

1313

02:21:12.725 --> 02:21:14.254

Nicole Fieser: So here's the thing.

1314

02:21:14.505 --> 02:21:33.974

Nicole Fieser: One more time, just to make sure you all are hearing me in my ideal. Perfect coh time world. It would be wonderful if all of your employees, in the most efficient way possible in the most advanced time allowed, would put in their request for time off.

1315

02:21:35.475 --> 02:21:40.744

Nicole Fieser: Rarely does that always happen in my ideal? Perfect MyCOH time world.

1316

02:21:40.955 --> 02:21:43.645

Nicole Fieser: it would be great but unrealistic.

1317

02:21:45.335 --> 02:21:46.985

Nicole Fieser: So here's the thing.

1318

02:21:47.975 --> 02:21:50.484

Nicole Fieser: Gonna jump back to the schedule.

1319

02:21:51.205 --> 02:21:59.355

Nicole Fieser: What happens if an employee I don't know. Maybe her name is Nikki, because I did recently do this to my actual boss

1320

02:22:00.745 --> 02:22:06.375

Nicole Fieser: right? I live in North Carolina. I am speaking to you from good old North Carolina.

1321

02:22:07.825 --> 02:22:14.995

Nicole Fieser: in North Carolina. If you get jury a jury duty summons you. Call in at 4 Pm. The night before

1322

02:22:15.395 --> 02:22:17.504

Nicole Fieser: to find out if you really have to go.

1323

02:22:18.235 --> 02:22:21.924

Nicole Fieser: Well, I surely did receive a a jury summons.

1324

02:22:22.135 --> 02:22:26.885

Nicole Fieser: and I didn't think for even a minute I was actually gonna have to go.

1325

02:22:27.095 --> 02:22:36.305

Nicole Fieser: So did I take the day off? No. Did I tell my manager I what I might not be there? No, I kind of kept it all to myself.

1326

02:22:38.235 --> 02:22:39.195

Nicole Fieser: Right?

1327

02:22:41.155 --> 02:22:46.505

Nicole Fieser: So here's the thing, all right. Here's the thing.

1328

02:22:47.765 --> 02:22:54.875

Nicole Fieser: When I picked up when I called, and they said, Yes, you have to go in oops, my bad.

1329

02:22:56.265 --> 02:23:03.565

Nicole Fieser: So I immediately called my boss and I said, bad news. I'm going to be out tomorrow. I apparently do have jury duty

1330

02:23:04.845 --> 02:23:12.775

Nicole Fieser: in this particular example, folks, because my! I knew that we were going to be out in advance.

1331

02:23:13.775 --> 02:23:20.714

Nicole Fieser: Heck! Even if I called my bad boss the day of jury duty and said, bad news. I have to go to jury duty.

1332

02:23:21.875 --> 02:23:26.665

Nicole Fieser: Best practice is to put the pay code within the schedule.

1333

02:23:28.115 --> 02:23:30.994

Nicole Fieser: The schedule feeds the time card.

1334

02:23:31.695 --> 02:23:34.655

Nicole Fieser: and especially for those of you that have

1335

02:23:37.765 --> 02:23:43.854

Nicole Fieser: for those of you that have officers that are going to be on this pay from schedule functionality.

1336

02:23:44.895 --> 02:23:55.224

Nicole Fieser: assigning the pay code to the schedule and letting the schedule feed. The time card eliminates mistakes and makes things just a whole lot easier for you.

1337

02:23:56.425 --> 02:23:59.164

Nicole Fieser: Okay, what do I mean by that?

1338

02:24:01.325 --> 02:24:07.765

Nicole Fieser: Well, let's take a look. I'm going to use this quick actions, toolbar. I've not yet used the quick actions toolbar.

1339

02:24:08.165 --> 02:24:13.854

Nicole Fieser: So I'm going to go ahead and click on my pay code. And I'm going to choose jury duty.

1340

02:24:15.055 --> 02:24:25.195

Nicole Fieser: And I'm gonna go ahead and say that my person Coach Beard on Wednesday 1 22, is going to be out on jury duty.

1341

02:24:26.495 --> 02:24:30.524

Nicole Fieser: so I've selected the pay code and I've gone ahead and saved it.

1342

02:24:31.765 --> 02:24:33.795

Nicole Fieser: What does that do for us?

1343

02:24:34.365 --> 02:24:39.424

Nicole Fieser: Well, if I right click on Coach Beard's name and I use that, go to control.

1344

02:24:39.705 --> 02:24:41.874

Nicole Fieser: and I go to their time card.

1345

02:24:42.495 --> 02:24:45.435

Nicole Fieser: The schedule really does feed the time card.

1346

02:24:46.085 --> 02:24:50.535

Nicole Fieser: because instead of me having to remove the in and the out Punch

1347

02:24:50.765 --> 02:24:54.224

Nicole Fieser: coach beard is a pay from schedule person.

1348

02:24:54.905 --> 02:24:55.935

Nicole Fieser: Right?

1349

02:24:56.065 --> 02:25:00.615

Nicole Fieser: Notice! The pay code came directly over, and there it is.

1350

02:25:03.575 --> 02:25:05.354

Nicole Fieser: Isn't that kind of cool

1351

02:25:06.945 --> 02:25:14.155

Nicole Fieser: folks again? I would love it if your employees always put in their time off request. But I know that that is unrealistic

1352

02:25:17.075 --> 02:25:18.035

Nicole Fieser: for me.

1353

02:25:18.405 --> 02:25:20.475

Nicole Fieser: It's totally unrealistic.

1354

02:25:21.765 --> 02:25:26.224

Nicole Fieser: So instead, when you need to. You can go ahead and put in the pay code.

1355

02:25:26.905 --> 02:25:28.755

Nicole Fieser: Now, did you catch it?

1356

02:25:29.435 --> 02:25:30.735

Nicole Fieser: Did y'all catch it?

1357

02:25:31.255 --> 02:25:36.095

Nicole Fieser: If I open back up that quick actions. Toolbar. I use the pay code here.

1358

02:25:36.405 --> 02:25:38.225

Nicole Fieser: I use the pay code right here.

1359

02:25:39.085 --> 02:25:41.644

Nicole Fieser: Okay, Carmen, exactly.

1360

02:25:42.415 --> 02:25:44.235

Nicole Fieser: I mean, you're reading my mind

1361

02:25:45.125 --> 02:25:54.605

Nicole Fieser: when I chose the pay code and attached it here to the Wednesday 1 22. Shift. Yes, it overrode the in the entire shift.

1362

02:25:54.985 --> 02:25:57.034

Nicole Fieser: the entire shift.

1363

02:25:58.625 --> 02:26:00.684

Nicole Fieser: Let's use Carmi Burzado.

1364

02:26:01.275 --> 02:26:08.295

Nicole Fieser: What if Carmie on Monday? No. How about Tuesday? Tuesday? The 21st

1365

02:26:09.175 --> 02:26:16.055

Nicole Fieser: says, yes, I got called into jury duty, but I only expect to be gone, you know a couple of hours.

1366

02:26:17.365 --> 02:26:23.535

Nicole Fieser: folks, if you want to schedule your employee to work part of the day and take part of the day off

1367

02:26:24.105 --> 02:26:31.755

Nicole Fieser: using this quick actions. Toolbar isn't gonna work because it it took out the entire shift. It overrode the entire shift.

1368

02:26:32.765 --> 02:26:38.914

Nicole Fieser: Rather, if I right click and I go to add a pay code

1369

02:26:39.055 --> 02:26:44.255

Nicole Fieser: that opens up this add pay code panel. So, Carmen, here's looking at you.

1370

02:26:45.025 --> 02:26:50.265

Nicole Fieser: And this is where you can say that, you know. Here's the shift. Start time.

1371

02:26:53.275 --> 02:26:54.485

Nicole Fieser: Alrighty.

1372

02:26:56.625 --> 02:27:01.535

Nicole Fieser: I'm gonna specify the amount, and I'm gonna go ahead and say they're only gonna be out for 4 h.

1373

02:27:03.765 --> 02:27:09.645

Nicole Fieser: and I want to override only the partial shift. I don't want to override the whole shift.

1374

02:27:10.205 --> 02:27:14.855

Nicole Fieser: So, Carmen, to your point, we'll go and choose jury duty

1375

02:27:15.515 --> 02:27:18.164

Nicole Fieser: when I choose the pay code of jury duty.

1376

02:27:18.325 --> 02:27:22.364

Nicole Fieser: I can specify the amount to say they're only going to do 4 h.

1377

02:27:22.925 --> 02:27:28.545

Nicole Fieser: I want to only override the partial shift because they're gonna work the rest of the day.

1378

02:27:31.215 --> 02:27:32.804

Nicole Fieser: Carmen, does that make sense?

1379

02:27:34.315 --> 02:27:38.884

Nicole Fieser: And of course I'm not going to beat the dead horse. But I do think we should add the comments

1380

02:27:39.095 --> 02:27:42.374

Nicole Fieser: I would click, apply, and I would go ahead and save it.

1381

02:27:46.465 --> 02:27:48.834

Nicole Fieser: Yeah, that was a fair question, my friend.

1382

02:28:00.745 --> 02:28:03.875

Nicole Fieser: All right, any questions about that.

1383

02:28:17.145 --> 02:28:17.905

Nicole Fieser: Pat.

1384

02:28:18.075 --> 02:28:22.435

Nicole Fieser: And in case you're wondering, cause I I'm somebody that likes you to prove stuff to me

1385

02:28:22.585 --> 02:28:27.355

Nicole Fieser: like I'm definitely one of those people. What does this look like from the time cards? Perspective?

1386

02:28:28.795 --> 02:28:37.795

Nicole Fieser: Right? Here's Tuesday, the 21, st I'm saying, starting at 8 Am. They're out for 4 h on jury duty. 12 to 5. They'll return for their regular shift.

1387

02:28:40.495 --> 02:28:41.485

Nicole Fieser: Okay.

1388

02:28:44.835 --> 02:28:45.835

Nicole Fieser: alright, guys.

1389

02:28:48.265 --> 02:28:55.105

Nicole Fieser: there's a lot to scheduling. That's been an hour on scheduling like. Oh, my goodness gracious! That's a lot.

1390

02:28:58.975 --> 02:28:59.935

Nicole Fieser: Okay.

1391

02:29:01.305 --> 02:29:07.015

Nicole Fieser: Here's the thing I do want to touch base. Let me jump back to the schedule one more time.

1392

02:29:08.665 --> 02:29:11.545

Nicole Fieser: I do want to touch base about the absence calendar.

1393

02:29:11.995 --> 02:29:17.844

Nicole Fieser: Let me acknowledge what I am showing. You may not be something that you are responsible for.

1394

02:29:18.105 --> 02:29:19.335

Nicole Fieser: But again.

1395

02:29:20.905 --> 02:29:26.375

Nicole Fieser: What I understand to be true is that you guys, as timekeepers do get a ton of questions.

1396

02:29:27.545 --> 02:29:31.935

Nicole Fieser: So unless you're delegating or you're responsible for a delegate.

1397

02:29:32.815 --> 02:29:36.685

Nicole Fieser: I recognize that you're not responding to time off requests.

1398

02:29:37.925 --> 02:29:42.165

Nicole Fieser: But do you ever need to know who's out on a given day?

1399

02:29:42.655 --> 02:29:43.605

Nicole Fieser: Maybe.

1400

02:29:45.065 --> 02:29:48.824

Nicole Fieser: Now let's talk about this absence. Calendar. Please

1401

02:29:49.295 --> 02:29:52.645

Nicole Fieser: let me go ahead and stop sharing for just a second.

1402

02:29:56.825 --> 02:29:57.805

Nicole Fieser: Golly.

1403

02:30:01.045 --> 02:30:08.674

Nicole Fieser: okay, let's talk about the absence calendar. If you will, I'm gonna try to share back out my screen

1404

02:30:12.825 --> 02:30:15.174

Nicole Fieser: a little finicky.

1405

02:30:15.915 --> 02:30:20.284

Nicole Fieser: Okay, let's talking about

1406

02:30:21.025 --> 02:30:28.985

Nicole Fieser: yeah. We also have a question, Steven. I just saw it. So I apologize. Will you be talking about how to delegate a person? Yeah, I am.

1407

02:30:29.645 --> 02:30:32.725

Nicole Fieser: I intend on squeezing that in, my friend.

1408

02:30:33.885 --> 02:30:36.355

Nicole Fieser: You guys, let's talk about the absence calendar.

1409

02:30:36.575 --> 02:30:41.095

Nicole Fieser: I think the absence calendar is absolutely one of the best tools

1410

02:30:41.495 --> 02:30:44.515

Nicole Fieser: in your new mycoh time system.

1411

02:30:44.965 --> 02:30:48.305

Nicole Fieser: I really do. I think it's 1 of your best tools, because

1412

02:30:49.605 --> 02:30:55.054

Nicole Fieser: if you need to know how many people are off, you can see that.

1413

02:30:55.225 --> 02:30:57.975

Nicole Fieser: So again, you'll choose your hyperfind

1414

02:30:58.305 --> 02:31:03.565

Nicole Fieser: right? You'll choose your hyper find you'll choose your time period.

1415

02:31:05.455 --> 02:31:07.184

Nicole Fieser: Let's say you're thinking, huh!

1416

02:31:07.955 --> 02:31:10.594

Nicole Fieser: Monday. A lot of people are going to be off.

1417

02:31:10.935 --> 02:31:14.335

Nicole Fieser: so maybe let's pick on Steven, for no good reason.

1418

02:31:15.355 --> 02:31:18.104

Nicole Fieser: Maybe Stephen starts to think to himself.

1419

02:31:19.605 --> 02:31:22.584

Nicole Fieser: well, a lot of folks are probably gonna request tomorrow off.

1420

02:31:22.985 --> 02:31:27.995

Nicole Fieser: because they're going to want to turn that 3 day weekend into a 4 day weekend

1421

02:31:30.545 --> 02:31:34.454

Nicole Fieser: at the very bottom of your schedule, Planner. In the absence calendar

1422

02:31:34.955 --> 02:31:41.005

Nicole Fieser: timekeepers. If you see a number one, a number 2, a number 5. Whatever the number is

1423

02:31:41.525 --> 02:31:45.654

Nicole Fieser: that is telling you how many people are off on that day.

1424

02:31:46.815 --> 02:31:54.685

Nicole Fieser: Now the black.is telling us that, hey? There's still some outstanding requests that the manager or supervisor would need to respond to

1425

02:31:56.715 --> 02:31:57.925

Nicole Fieser: all right.

1426

02:31:58.285 --> 02:32:14.734

Nicole Fieser: But like, if we saw Number 5 we could click on that 5, and in the grid above that is going to tell us which 5 people are going to be out. Eliza Greg and Michael and Steven right.

1427

02:32:19.415 --> 02:32:27.124

Nicole Fieser: Would that be useful? Anybody like the idea that at a glance, you know, for a particular group that you're responsible for.

1428

02:32:27.705 --> 02:32:33.385

Nicole Fieser: you can go ahead and see who's off on any given day, simply by clicking on the calendar, and it'll say 2,

1429

02:32:33.525 --> 02:32:35.515

Nicole Fieser: and then you would see the 2 people off.

1430

02:32:38.065 --> 02:32:45.955

Nicole Fieser: I recognize that you are not necessarily responsible for approving time off requests. But do you ever need that level of information?

1431

02:32:54.595 --> 02:32:55.715

Nicole Fieser: Maybe not.

1432

02:33:02.255 --> 02:33:04.525

Nicole Fieser: I'll move on, I'll move on.

1433

02:33:06.165 --> 02:33:10.635

Nicole Fieser: Alright. Y'all, that is scheduling. Thanks, Juanika.

1434

02:33:11.355 --> 02:33:17.155

Nicole Fieser: she says. Yes, I think that could be cool. Thank you. I appreciate you throwing me the bone on that one for sure.

1435

02:33:20.945 --> 02:33:29.035

Nicole Fieser: And just so that we're clear. I'm gonna bring up a second job aid that Laura created for y'all.

1436

02:33:31.295 --> 02:33:38.434

Nicole Fieser: So again, in the Ara system. Here's 1 on creating a schedule pattern. We reviewed it. We went through it.

1437

02:33:39.855 --> 02:33:51.834

Nicole Fieser: you know. I like to tease Lee that I talk really fast. I may have spoken too fast when we went through it, but you do have these really nice quick reference guides for y'all to look at them.

1438

02:33:52.865 --> 02:34:03.195

Nicole Fieser: and questions, thoughts, concerns about anything that we said regarding schedules.

1439

02:34:21.145 --> 02:34:22.305

Nicole Fieser: All right.

1440

02:34:23.025 --> 02:34:26.445

Nicole Fieser: I'm not seeing anything pop up. We'll keep going then.

1441

02:34:28.795 --> 02:34:34.564

Nicole Fieser: Timekeeping, timekeeping is where we are off to. Let's talk about timekeeping

1442

02:34:35.155 --> 02:34:38.624

Nicole Fieser: folks. We're going to get into the details of the time card. And again

1443

02:34:38.755 --> 02:34:43.705

Nicole Fieser: I want to acknowledge and even honor your role as timekeepers.

1444

02:34:44.735 --> 02:34:47.415

Nicole Fieser: I'd like to acknowledge fairly

1445

02:34:47.595 --> 02:34:52.515

Nicole Fieser: that many of you have been doing this a while, and you might be thinking, I

1446

02:34:52.695 --> 02:34:56.084

Nicole Fieser: I know the time card Nikki like, why are we doing that?

1447

02:34:57.595 --> 02:35:06.674

Nicole Fieser: Because, again, this is official UKG, MyCOH time training, we're gonna talk through some best practices.

1448

02:35:07.875 --> 02:35:15.334

Nicole Fieser: And while I recognize that managers and supervisors will bear a brunt of helping to manage your time cards

1449

02:35:16.505 --> 02:35:28.244

Nicole Fieser: realistically. We want you to be able to review them. We want you to be able to handle any. You know things that you need to handle and mark those exceptions as review.

1450

02:35:30.725 --> 02:35:31.705

Nicole Fieser: Okay.

1451

02:35:34.965 --> 02:35:39.104

Nicole Fieser: so let's talk about the timekeeping system.

1452

02:35:41.335 --> 02:35:43.685

Nicole Fieser: All right. Last time I'm jumping around.

1453

02:35:44.075 --> 02:35:47.255

Nicole Fieser: Probably maybe

1454

02:35:48.585 --> 02:35:56.915

Nicole Fieser: alright folks. I'm gonna go ahead and leave move away from the schedule. We've been on the schedule for a while. I am gonna click back home.

1455

02:35:58.185 --> 02:36:03.465

Nicole Fieser: Let's talk about accessing our time cards again as timekeepers.

1456

02:36:04.495 --> 02:36:08.604

Nicole Fieser: This managed time. Card style is only going to be so valuable to you right?

1457

02:36:09.325 --> 02:36:19.044

Nicole Fieser: Because you're not going to get to see every you're not gonna get to see the must fixes and the clean time cards, because your hyper find is going to return too many people.

1458

02:36:20.285 --> 02:36:25.354

Nicole Fieser: however, delegation not going to beat the dead horse on this.

1459

02:36:25.555 --> 02:36:30.785

Nicole Fieser: But if you do have a supervisor that ends up delegating their task to you.

1460

02:36:32.615 --> 02:36:36.054

Nicole Fieser: Okay, if that happens.

1461

02:36:37.755 --> 02:36:48.054

Nicole Fieser: you may see the must fix in the clean time cards. You might be able to click on this blue arrow to acknowledge to address just the time cards with the issues

1462

02:36:49.425 --> 02:36:50.554

Nicole Fieser: all right.

1463

02:36:51.685 --> 02:36:54.715

Nicole Fieser: And again, because we're an official training.

1464

02:36:54.855 --> 02:37:02.905

Nicole Fieser: Please remember that there are some issues that your managers and supervisors will need to address

1465

02:37:03.785 --> 02:37:12.524

Nicole Fieser: missed punches. The only way the system can recognize a valid shift is if there's both an in and an out punch.

1466

02:37:13.785 --> 02:37:20.405

Nicole Fieser: So yeah, your managers and supervisors will get this kind of notification, and they will be responsible for fixing it.

1467

02:37:21.405 --> 02:37:24.395

Nicole Fieser: The same is true for unexcused absences.

1468

02:37:25.155 --> 02:37:26.105

Nicole Fieser: Right?

1469

02:37:26.255 --> 02:37:33.385

Nicole Fieser: An unexcused absence is scheduled work time for which there are no punches and there are no pay codes.

1470

02:37:35.225 --> 02:37:43.525

Nicole Fieser: Okay, again, you're only gonna see this. If if you've been delegated to.

1471

02:37:43.795 --> 02:37:51.524

Nicole Fieser: Still, though, you can go ahead and click on that broken or bent right facing arrow, and you'll be able to access your time cards.

1472

02:37:51.885 --> 02:37:55.294

Nicole Fieser: You will need to choose your hyper find right?

1473

02:37:55.585 --> 02:37:59.974

Nicole Fieser: You're still gonna need to choose your hyper find just like we've talked about.

1474

02:38:01.195 --> 02:38:04.885

Nicole Fieser: But then you'll be able to access your people's time cards.

1475

02:38:06.605 --> 02:38:08.025

Nicole Fieser: Here's the thing

1476

02:38:09.735 --> 02:38:14.655

Nicole Fieser: because I want to, in the interest of time really focus on kind of the nitty gritty

1477

02:38:15.425 --> 02:38:21.004

Nicole Fieser: I've clicked on the must fix items again. Folks.

1478

02:38:24.055 --> 02:38:27.454

Nicole Fieser: when we think about these must fix items.

1479

02:38:31.405 --> 02:38:33.104

Nicole Fieser: These are the exceptions.

1480

02:38:34.265 --> 02:38:41.785

Nicole Fieser: Let's talk it through, even if this is not always going to be what you do. Some of you do do it, though, I have been told.

1481

02:38:42.845 --> 02:38:44.475

Nicole Fieser: But let's talk about it, anyway.

1482

02:38:45.555 --> 02:38:53.734

Nicole Fieser: Alright, hopefully. What stands out to you in this time? Card is the solid red cell.

1483

02:38:54.475 --> 02:38:56.725

Nicole Fieser: Solid red cell is that missed Punch.

1484

02:38:57.665 --> 02:39:02.855

Nicole Fieser: Now we're going to go through this. There are 3 main areas of the time card.

1485

02:39:03.875 --> 02:39:09.714

Nicole Fieser: You have your time card tools, your time card grid. Then your time card tabs.

1486

02:39:11.225 --> 02:39:16.685

Nicole Fieser: Folks really quickly. Let's talk about these time card tabs at the bottom. I don't want to run out of time on that

1487

02:39:18.445 --> 02:39:21.155

Nicole Fieser: the audits tab the audits, trail

1488

02:39:21.785 --> 02:39:30.104

Nicole Fieser: the audits, tab the audits trail on the time card has been greatly enhanced from your old timekeeping system.

1489

02:39:30.815 --> 02:39:36.705

Nicole Fieser: Your old Chronos system to your new, MyCOH chime, it's way better, y'all.

1490

02:39:37.435 --> 02:39:44.465

Nicole Fieser: And if I click on that audits Tab, that audits trail right, what's better about it

1491

02:39:44.905 --> 02:39:50.635

Nicole Fieser: is you can decide to really lock in. Do you just want to see specific comments?

1492

02:39:51.395 --> 02:39:56.585

Nicole Fieser: Do you just want to see? You know, time cards have been approved.

1493

02:39:56.885 --> 02:40:01.495

Nicole Fieser: do you? Or or what days in the time card have been approved? Rather

1494

02:40:02.335 --> 02:40:07.695

Nicole Fieser: do you want to see all the changes that have been made to a time card, you can choose audits.

1495

02:40:09.245 --> 02:40:13.595

Nicole Fieser: So one, the audit trail is significantly better.

1496

02:40:13.985 --> 02:40:20.554

Nicole Fieser: And please remember every change that you, as the timekeeper.

1497

02:40:20.845 --> 02:40:25.644

Nicole Fieser: the manager, or supervisor make, or even the employee makes

1498

02:40:26.215 --> 02:40:30.424

Nicole Fieser: by their punching in and punching out, because this is an hourly non-exempt.

1499

02:40:30.805 --> 02:40:34.935

Nicole Fieser: All of those changes are being tracked in the audits tab the audits trail.

1500

02:40:35.695 --> 02:40:36.525

Nicole Fieser: Okay.

1501

02:40:41.015 --> 02:40:47.715

Nicole Fieser: the totals tab the totals. Tab is a really really nice summary

1502

02:40:47.865 --> 02:40:50.815

Nicole Fieser: of what's going on in the time card grid above.

1503

02:40:52.475 --> 02:40:57.225

Nicole Fieser: So if at a glance you want to be able to see regular time versus overtime.

1504

02:40:58.295 --> 02:41:03.664

Nicole Fieser: Right yesterday, I think we had one of our key people from special events.

1505

02:41:05.165 --> 02:41:10.855

Nicole Fieser: and they they might, as a timekeeper, want to be looking at special event, pay codes.

1506

02:41:11.855 --> 02:41:14.244

Nicole Fieser: The totals. Tab is a nice tool.

1507

02:41:16.005 --> 02:41:22.715

Nicole Fieser: The accruals tab is just that the accruals tab still allows you to see right

1508

02:41:23.475 --> 02:41:29.415

Nicole Fieser: the hours, the vested amount, and any time taken to date.

1509

02:41:30.835 --> 02:41:35.685

Nicole Fieser: So if you need to know how much vacation sick somebody has.

1510

02:41:36.675 --> 02:41:38.804

Nicole Fieser: You're gonna be able to see it right there.

1511

02:41:43.515 --> 02:41:44.335

Nicole Fieser: Okay.

1512

02:41:47.675 --> 02:41:49.014

Nicole Fieser: so there we are.

1513

02:41:52.075 --> 02:41:56.075

Nicole Fieser: And the last one, very, very briefly, historical corrections.

1514

02:41:56.425 --> 02:42:04.365

Nicole Fieser: folks, I'm not pretending for even a second that I think that you are the one that's going to be responsible for historical corrections.

1515

02:42:05.735 --> 02:42:12.315

Nicole Fieser: But if somehow there was a mistake, and

1516

02:42:12.955 --> 02:42:17.124

Nicole Fieser: we filled out the form and and payroll was notified.

1517

02:42:17.255 --> 02:42:21.845

Nicole Fieser: The way payroll corrects a time card

1518

02:42:22.345 --> 02:42:26.294

Nicole Fieser: that was already approved by a manager or supervisor.

1519

02:42:26.815 --> 02:42:31.125

Nicole Fieser: A time card that was already sent to payroll for processing

1520

02:42:31.805 --> 02:42:35.055

Nicole Fieser: is through something called a historical correction.

1521

02:42:37.475 --> 02:42:38.865

Nicole Fieser: All right.

1522

02:42:39.735 --> 02:42:43.755

Nicole Fieser: So just so, you all are know, know about this. It's not something you're doing

1523

02:42:44.805 --> 02:42:48.635

Nicole Fieser: right. There's more information to come about this.

1524

02:42:48.915 --> 02:42:51.065

Nicole Fieser: But basically it's a

1525

02:42:51.275 --> 02:42:56.115

Nicole Fieser: if you ever click on it, and there's something there. It means that payroll made a correction

1526

02:42:56.515 --> 02:42:58.775

Nicole Fieser: more to come on that topic.

1527

02:42:59.395 --> 02:43:02.535

Nicole Fieser: Okay, but those are our time card tabs.

1528

02:43:02.755 --> 02:43:04.614

Nicole Fieser: Let's talk about the time card grid.

1529

02:43:04.965 --> 02:43:08.365

Nicole Fieser: the exception. Y'all, I want you to manage your exceptions.

1530

02:43:08.585 --> 02:43:16.405

Nicole Fieser: and again, ideally, the managers and supervisors. But again I know some of the timekeepers in the room today

1531

02:43:17.365 --> 02:43:19.075

Nicole Fieser: do a lot of supporting.

1532

02:43:20.955 --> 02:43:22.874

Nicole Fieser: Let's talk about missed punches. Y'all.

1533

02:43:23.895 --> 02:43:29.724

Nicole Fieser: I'm gonna go find that you know, the maybe the employee emails their supervisor and emails you

1534

02:43:30.485 --> 02:43:33.625

Nicole Fieser: to say, Hey, I left yesterday at 4 30.

1535

02:43:33.945 --> 02:43:39.915

Nicole Fieser: I forgot to punch I was in a rush. My kid fell down and smashed their face at school.

1536

02:43:40.125 --> 02:43:42.825

Nicole Fieser: So I ended up leaving early.

1537

02:43:44.625 --> 02:43:45.595

Nicole Fieser: Okay.

1538

02:43:48.725 --> 02:43:50.205

Nicole Fieser: so that's cool.

1539

02:43:51.375 --> 02:43:52.535

Nicole Fieser: That's cool.

1540

02:43:54.665 --> 02:43:56.505

Nicole Fieser: So what would you do with that?

1541

02:43:58.145 --> 02:43:59.655

Nicole Fieser: We're going to add the punch.

1542

02:44:00.305 --> 02:44:06.835

Nicole Fieser: And in this case, in this case I'm going to go ahead and say

1543

02:44:08.565 --> 02:44:11.484

Nicole Fieser: that my employee left at 1630

1544

02:44:13.415 --> 02:44:18.545

Nicole Fieser: right? So I'm gonna say, my employee left at 1630, and I'm gonna go ahead and save it.

1545

02:44:20.535 --> 02:44:21.585

Nicole Fieser: I'm waiting for that time.

1546

02:44:23.965 --> 02:44:29.435

Nicole Fieser: So when we say the employee left at 1630, notice, we get the red eye.

1547

02:44:29.695 --> 02:44:33.275

Nicole Fieser: and if we hover our mouse over top of the red eye.

1548

02:44:34.385 --> 02:44:41.385

Nicole Fieser: a pop-up dialog box appears, telling us that it was an early out, and it was

1549

02:44:41.505 --> 02:44:48.445

Nicole Fieser: the employee was scheduled to work until 5 Pm. There's the red eye they left at 4 30. I added the punch.

1550

02:44:49.185 --> 02:44:58.095

Nicole Fieser: But in the same email that the employees sent to their supervisor and to you they said, yep, left early. Kids smack their face. I forgot to punch

1551

02:44:59.845 --> 02:45:07.245

Nicole Fieser: comments are cover our behind moments. So I'm going to go ahead and right click and go to comments.

1552

02:45:10.285 --> 02:45:12.775

Nicole Fieser: And I'm gonna add the comments.

1553

02:45:16.405 --> 02:45:19.025

Nicole Fieser: definitely want to go ahead and add my comments.

1554

02:45:19.415 --> 02:45:25.855

Nicole Fieser: and I might go ahead and say, Oh.

1555

02:45:26.805 --> 02:45:29.325

Nicole Fieser: maybe it's going to be the

1556

02:45:29.785 --> 02:45:37.075

Nicole Fieser: Hpd timekeeping comment, because I'm not adding a case number. It's not a squad. It's not gonna be the top docket.

1557

02:45:37.445 --> 02:45:48.134

Nicole Fieser: But in the Hpd timekeeping, I might say missed Punch left due to family emergency.

1558

02:45:52.665 --> 02:45:53.515

Nicole Fieser: Okay?

1559

02:45:55.465 --> 02:45:56.855

Nicole Fieser: And I could add it.

1560

02:45:57.835 --> 02:46:04.374

Nicole Fieser: I could also add another comment, right? Because there is a comment for Miss Punches.

1561

02:46:04.865 --> 02:46:11.745

Nicole Fieser: So my point is, can you have multiple comments? Potentially right?

1562

02:46:14.675 --> 02:46:16.505

Nicole Fieser: I'm gonna say, family emergency.

1563

02:46:17.335 --> 02:46:22.045

Nicole Fieser: how you choose to do this is up to you and your policy and process.

1564

02:46:22.675 --> 02:46:24.555

Nicole Fieser: I'm going to go ahead and apply it.

1565

02:46:24.685 --> 02:46:26.324

Nicole Fieser: and I'm going to go ahead and save it.

1566

02:46:28.715 --> 02:46:39.925

Nicole Fieser: Now, there's the comment. If I go to the audits, tab the audits trail, and I go to my comments. Is it going to be there, Miss Punch? Family Emergency. Add book to Ted Lasso

1567

02:46:40.235 --> 02:46:42.315

Nicole Fieser: added by Ted Lasso.

1568

02:46:43.055 --> 02:46:44.695

Nicole Fieser: It's being tracked.

1569

02:46:46.935 --> 02:46:53.314

Nicole Fieser: Talk about marking is reviewed. I think a lot of you are already marking exceptions as reviewed

1570

02:46:53.425 --> 02:46:56.524

Nicole Fieser: again. Managers and supervisors can as well.

1571

02:46:57.185 --> 02:47:00.984

Nicole Fieser: But what the mark is reviewed does for you.

1572

02:47:01.925 --> 02:47:05.844

Nicole Fieser: It makes it known that the time card was reviewed.

1573

02:47:06.745 --> 02:47:10.464

Nicole Fieser: That does make payrolls life just a little bit easier.

1574

02:47:11.845 --> 02:47:12.925

Nicole Fieser: Okay?

1575

02:47:16.215 --> 02:47:23.045

Nicole Fieser: Because then they know when they look at a time card that the time card was looked at, that the time card was reviewed.

1576

02:47:23.805 --> 02:47:28.125

Nicole Fieser: So at minimum best, practice is to mark is reviewed.

1577

02:47:29.115 --> 02:47:33.375

Nicole Fieser: and so we would. Right. Click, mark is reviewed and we would save it.

1578

02:47:35.745 --> 02:47:38.515

Nicole Fieser: Folks. Let's talk about this, Marcus reviewed business.

1579

02:47:39.495 --> 02:47:42.834

Nicole Fieser: Let me be clear on what it is and what it is not

1580

02:47:43.685 --> 02:47:50.624

Nicole Fieser: marking is reviewed does not say that you or the employee supervisor are okay. With the exception.

1581

02:47:50.875 --> 02:47:58.985

Nicole Fieser: It doesn't excuse it. It doesn't make it go away. It doesn't remove an impact to attendance. If there is one

1582

02:48:01.175 --> 02:48:11.934

Nicole Fieser: mark just reviewed, though, is the visual indicator that we've already managed, that we've already managed that exception.

1583

02:48:14.685 --> 02:48:15.775

Nicole Fieser: Alright.

1584

02:48:20.025 --> 02:48:21.334

Nicole Fieser: So there we are.

1585

02:48:26.775 --> 02:48:27.995

Nicole Fieser: all right.

1586

02:48:30.695 --> 02:48:32.975

Nicole Fieser: So we have a couple of questions. Let's talk about it.

1587

02:48:33.645 --> 02:48:35.695

Nicole Fieser: I am going to go ahead and pretend.

1588

02:48:36.515 --> 02:48:40.845

Nicole Fieser: then, in that same email that that this employee Trent.

1589

02:48:40.975 --> 02:48:46.854

Nicole Fieser: sent to you and their supervisor. Not only did they explain why they left early

1590

02:48:47.325 --> 02:48:55.155

Nicole Fieser: that they forgot to punch because they were rushing out due to this family emergency. Maybe they want to make sure that they get paid fully.

1591

02:48:56.125 --> 02:49:03.595

Nicole Fieser: So maybe they say, Hey, I want to use some vacation time to round out that shift.

1592

02:49:05.555 --> 02:49:11.754

Nicole Fieser: Okay, folks, if you want to assign a pay code to a time card. You can

1593

02:49:13.265 --> 02:49:19.485

Nicole Fieser: to do that, though you'll notice I have punches on this Tuesday row

1594

02:49:20.865 --> 02:49:25.294

Nicole Fieser: if I click in the pay code dropdown. Nothing happens.

1595

02:49:25.985 --> 02:49:33.015

Nicole Fieser: Nothing happens here, y'all, and nothing happens because

1596

02:49:33.405 --> 02:49:37.904

Nicole Fieser: punches and pay codes cannot live together on the same line.

1597

02:49:40.005 --> 02:49:45.534

Nicole Fieser: Just say that one more time. Punches and pay codes do not live together on the same line.

1598

02:49:46.115 --> 02:49:50.865

Nicole Fieser: So if the employee works part of the day, and they did

1599

02:49:51.225 --> 02:49:55.564

Nicole Fieser: and takes part of the day off, which apparently they did

1600

02:49:56.165 --> 02:50:02.965

Nicole Fieser: right. I would have to click on that plus sign to the left of that Tuesday date cell

1601

02:50:04.505 --> 02:50:07.394

Nicole Fieser: right to go ahead and add the pay code.

1602

02:50:09.515 --> 02:50:15.804

Nicole Fieser: So I'm gonna put in vacation. I'm gonna put in 0 Colon 3, 0

1603

02:50:16.635 --> 02:50:19.785

Nicole Fieser: assuming I could type that would be even better.

1604

02:50:20.765 --> 02:50:22.475

Nicole Fieser: and then I could go ahead and save it.

1605

02:50:25.325 --> 02:50:31.574

Nicole Fieser: Now, when I put in Colon 3 0, right? It's it changed it to 0 point 5,

1606

02:50:32.555 --> 02:50:38.284

Nicole Fieser: and what we would do. And I think it was Steven that asked that question, Steven. I don't see it now. I think

1607

02:50:38.635 --> 02:50:41.324

Nicole Fieser: I think my panelists are quick on the draw.

1608

02:50:42.615 --> 02:50:47.645

Nicole Fieser: folks. You would go ahead and be able to see all of it handled here on the totals. Tab

1609

02:50:49.645 --> 02:50:54.664

Nicole Fieser: right hopefully. That makes sense. Y'all

1610

02:50:56.395 --> 02:51:03.305

Nicole Fieser: punches and pay codes do not live together on the same line. Add a row if you need to add the row, if you need to

1611

02:51:06.605 --> 02:51:07.554

Nicole Fieser: all right.

1612

02:51:07.915 --> 02:51:15.224

Nicole Fieser: hopefully. What else stands out to you in this time? Card is the red eye in the absence column.

1613

02:51:16.505 --> 02:51:18.345

Nicole Fieser: unexcused absences.

1614

02:51:19.435 --> 02:51:29.834

Nicole Fieser: Right now again, I'm going to stand by my earlier statement. I think it makes a lot more sense ultimately for you to assign pay codes in the schedule

1615

02:51:30.135 --> 02:51:34.184

Nicole Fieser: right? The value of assigning the pay codes in the schedule.

1616

02:51:34.365 --> 02:51:41.015

Nicole Fieser: Anybody that sees that employee schedule would know that they're going to be out and the schedule feeds the time card.

1617

02:51:41.265 --> 02:51:46.185

Nicole Fieser: So you still don't have double data entry, right?

1618

02:51:47.915 --> 02:51:51.004

Nicole Fieser: But we definitely, I think we had the question today.

1619

02:51:51.715 --> 02:51:54.345

Nicole Fieser: pretty sure was in. We had it earlier today

1620

02:51:54.605 --> 02:52:00.844

Nicole Fieser: regarding, can we assign like sick vacation time in the time card?

1621

02:52:01.005 --> 02:52:02.235

Nicole Fieser: Yeah, we can.

1622

02:52:04.255 --> 02:52:05.365

Nicole Fieser: Right?

1623

02:52:06.355 --> 02:52:08.825

Nicole Fieser: Or maybe this was cock time.

1624

02:52:08.985 --> 02:52:12.305

Nicole Fieser: Maybe this is, you know, an adjusted day off. I don't know.

1625

02:52:13.835 --> 02:52:20.095

Nicole Fieser: The point is, there was scheduled work time for which there were no punches, and there were no pay codes.

1626

02:52:20.825 --> 02:52:26.125

Nicole Fieser: If I don't have the pay code in the schedule. Then I'm gonna need to add it here in the time card.

1627

02:52:26.275 --> 02:52:27.965

Nicole Fieser: I'm going to show this to you.

1628

02:52:28.285 --> 02:52:30.224

Nicole Fieser: I still think you should do it in the schedule.

1629

02:52:31.415 --> 02:52:40.385

Nicole Fieser: So in the Monday, 1 13 row, I'm gonna click in the pay code dropdown, all right.

1630

02:52:41.345 --> 02:52:45.324

Nicole Fieser: And oh, let's go to. Maybe it's personal time.

1631

02:52:48.035 --> 02:52:54.505

Nicole Fieser: No, let's do. Pto, let's do Pto new Pto schedule.

1632

02:52:55.785 --> 02:53:03.585

Nicole Fieser: I'm gonna choose Pto, and then you can go ahead and put in the amount all right.

1633

02:53:04.285 --> 02:53:12.005

Nicole Fieser: Now you'll notice, please, that you do have this full schedule day, half scheduled day business all right.

1634

02:53:12.515 --> 02:53:17.634

Nicole Fieser: I could put in full schedule day, and I'm gonna show you what that looks like.

1635

02:53:17.985 --> 02:53:27.065

Nicole Fieser: But of course I could say, well, they're taking 8 h. Maybe they're supposed to work a 12 h shift that day I could put in 12 h whatever I need to.

1636

02:53:28.695 --> 02:53:35.914

Nicole Fieser: right? But in this case, just so we can see it. I'm gonna put in the full schedule day and I'm gonna save it.

1637

02:53:44.805 --> 02:53:51.045

Nicole Fieser: And if it decides to save, I have scheduled today.

1638

02:53:52.115 --> 02:53:55.555

Nicole Fieser: there we go. I put in a let's try that one more time.

1639

02:53:58.005 --> 02:54:00.555

Nicole Fieser: If I put in the full schedule day

1640

02:54:04.315 --> 02:54:06.515

Nicole Fieser: that was cool, it all went away.

1641

02:54:10.275 --> 02:54:13.274

Nicole Fieser: We'll schedule day one more time we're gonna save it.

1642

02:54:15.775 --> 02:54:17.525

Nicole Fieser: Notice that we get

1643

02:54:17.865 --> 02:54:22.035

Nicole Fieser: it's not saving, because it's saying that my person set up kind of weirdly, which is fine.

1644

02:54:22.535 --> 02:54:25.255

Nicole Fieser: We're going to get to see it in purple.

1645

02:54:25.855 --> 02:54:35.775

Nicole Fieser: If I add the if I add the pay code as of the full schedule day, it's going to be in purple as though it were pulling from the schedule.

1646

02:54:36.655 --> 02:54:42.025

Nicole Fieser: Okay, so if you're wondering purple versus black, that's all. It is all right.

1647

02:54:42.225 --> 02:54:45.185

Nicole Fieser: Go ahead and choose a different pay code

1648

02:54:49.055 --> 02:54:50.875

Nicole Fieser: 2.8.

1649

02:54:54.175 --> 02:54:57.105

Nicole Fieser: That's fine. You get the general idea.

1650

02:54:57.695 --> 02:54:59.095

Nicole Fieser: Here's the thing.

1651

02:54:59.225 --> 02:55:10.565

Nicole Fieser: Once we save this, if it were an excused absence, it would turn into a blue dashed line.

1652

02:55:11.795 --> 02:55:18.935

Nicole Fieser: Remember, red is unexcused. A blue dashed line is going to indicate excused.

1653

02:55:20.125 --> 02:55:27.125

Nicole Fieser: And it's I was going to choose. Ptm, let's see if that

1654

02:55:28.205 --> 02:55:32.785

Nicole Fieser: yeah, it's fussing with me today, which is fine rights.

1655

02:55:33.745 --> 02:55:37.914

Nicole Fieser: So there we go. You can add, pay codes. And

1656

02:55:38.915 --> 02:55:42.964

Nicole Fieser: before I address Carmen's question, because Carmen has think has a very good question.

1657

02:55:43.875 --> 02:55:47.985

Nicole Fieser: One of the other common questions that people have about this system.

1658

02:55:50.195 --> 02:55:54.375

Nicole Fieser: right is that you can go ahead and add comments to a pay code.

1659

02:55:54.695 --> 02:55:57.045

Nicole Fieser: Can you add comments to a pay code?

1660

02:55:57.495 --> 02:56:04.684

Nicole Fieser: Yes, you can't add a comment to the pay code itself, but you surely can to the amount. Sell

1661

02:56:05.825 --> 02:56:10.004

Nicole Fieser: right? So could I go ahead and add a timekeeping comment.

1662

02:56:10.335 --> 02:56:11.554

Nicole Fieser: Sure, I could.

1663

02:56:11.945 --> 02:56:17.685

Nicole Fieser: Your timekeepers. You're gonna add your comments right.

1664

02:56:20.725 --> 02:56:27.395

Nicole Fieser: Carmen, for your hourly, non-exempt people. You should not have to be punching them in and out.

1665

02:56:27.765 --> 02:56:38.115

Nicole Fieser: Remember your classified your your officers, those folks. They're going to get beyond the pay from schedule right?

1666

02:56:40.125 --> 02:56:47.644

Nicole Fieser: And when Nika says we can answer the whole day on the same line, not like partial on a different line, correct.

1667

02:56:47.785 --> 02:56:58.584

Nicole Fieser: If they are taking the entire day off, you can just put in the pay code, and then the associated amount, whether you like the 8 h, 12 h, or you want to use the full schedule day.

1668

02:56:59.215 --> 02:57:06.805

Nicole Fieser: So when you get yes, that is the difference. If they work part of the day and take part of the day off. It's going to be on 2 separate lines.

1669

02:57:07.485 --> 02:57:10.375

Nicole Fieser: They're taking the whole day off. It's on one line.

1670

02:57:11.245 --> 02:57:12.894

Nicole Fieser: That's exactly right.

1671

02:57:18.045 --> 02:57:19.135

Nicole Fieser: alrighty.

1672

02:57:26.055 --> 02:57:27.284

Nicole Fieser: So there we are.

1673

02:57:27.935 --> 02:57:29.794

Nicole Fieser: Great question, Juanika.

1674

02:57:30.075 --> 02:57:31.315

Nicole Fieser: Great question.

1675

02:57:33.645 --> 02:57:38.335

Nicole Fieser: All right, folks. What questions do we have?

1676

02:57:39.235 --> 02:57:48.365

Nicole Fieser: Patrick says when my guys take a day off they burn 7 h of time and 1 h or city business. Is there a way to enter 2 pay codes?

1677

02:57:48.515 --> 02:57:49.705

Nicole Fieser: Absolutely.

1678

02:57:50.085 --> 02:57:56.904

Nicole Fieser: absolutely. So I'm actually gonna refresh. I'm not gonna save the changes I made. So there is a refresh button like right there.

1679

02:57:57.975 --> 02:57:58.805

Nicole Fieser: Okay.

1680

02:57:58.995 --> 02:58:02.404

Nicole Fieser: And so Patrick says, when my guys say, take a day off.

1681

02:58:02.935 --> 02:58:05.355

Nicole Fieser: So, Patrick, if you want to say

1682

02:58:07.715 --> 02:58:11.994

Nicole Fieser: on Monday, 1 13, let's kind of do kind of an example like that.

1683

02:58:12.815 --> 02:58:14.584

Nicole Fieser: Maybe it's a deferred holiday.

1684

02:58:15.325 --> 02:58:20.324

Nicole Fieser: and they took 7 h on their deferred holiday. And then you said the 1 h or city business

1685

02:58:20.815 --> 02:58:28.555

Nicole Fieser: you can click on the plus sign. Next to Monday, 1 13, Patrick, and you can insert the additional row

1686

02:58:29.145 --> 02:58:31.964

Nicole Fieser: right and on the additional row

1687

02:58:32.225 --> 02:58:35.625

Nicole Fieser: you'll be able to say 1 h of city business.

1688

02:58:35.935 --> 02:58:41.134

Nicole Fieser: so you can add as many rows as you want in order to manage that

1689

02:58:41.275 --> 02:58:44.835

Nicole Fieser: so absolutely. Yes, you can do that

1690

02:58:50.605 --> 02:58:54.695

Nicole Fieser: right now.

1691

02:58:54.865 --> 02:59:02.014

Nicole Fieser: Here's the thing, folks overtime, and Dac codes and all the things.

1692

02:59:03.875 --> 02:59:14.614

Nicole Fieser: I would like you guys to know that your process is your process for overtime. I am not going to walk you through the details only because I don't want to booger it up

1693

02:59:15.105 --> 02:59:19.605

Nicole Fieser: right, and I don't want to confuse anybody or make matters icky for you.

1694

02:59:20.075 --> 02:59:23.894

Nicole Fieser: But just so you know, this afternoon in lab time.

1695

02:59:24.725 --> 02:59:26.775

Nicole Fieser: you guys are gonna talk through

1696

02:59:27.485 --> 02:59:30.634

Nicole Fieser: making sure you feel good about handling overtime.

1697

02:59:31.005 --> 02:59:37.175

Nicole Fieser: There is an excellent quick reference guide on the subject that Laura has prepared for you.

1698

02:59:37.455 --> 02:59:41.645

Nicole Fieser: So you will be talking about adding overtime and lab time today.

1699

02:59:42.435 --> 02:59:48.375

Nicole Fieser: And one of the questions we had yesterday was, will will we see the same codes?

1700

02:59:48.645 --> 02:59:52.674

Nicole Fieser: Will our overtime codes, our Comp. Codes be out here? Yes.

1701

02:59:53.175 --> 02:59:57.954

Nicole Fieser: they're all gonna be here in the pay code dropdown for you to use.

1702

02:59:58.435 --> 03:00:02.455

Nicole Fieser: but only assigning pay codes. There's more to that process.

1703

03:00:02.885 --> 03:00:11.318

Nicole Fieser: So after you, after we're done with this training after you take your lunch break. You will have earned that lunch. Break right.

1704

03:00:13.655 --> 03:00:19.845

Nicole Fieser: please know. In in this afternoon's lab you will get the opportunity to practice building your hyperfines.

1705

03:00:20.875 --> 03:00:26.714

Nicole Fieser: Right? You will get the practice of of all the things that we've talked about today, including

1706

03:00:26.815 --> 03:00:28.245

Nicole Fieser: adding over time.

1707

03:00:28.895 --> 03:00:29.985

Nicole Fieser: All right.

1708

03:00:34.175 --> 03:00:35.435

Nicole Fieser: So there we go.

1709

03:00:37.625 --> 03:00:38.425

Nicole Fieser: No.

1710

03:00:39.195 --> 03:00:55.555

Nicole Fieser: And Britney. I'm clarifying with Laura, she this really isn't addressed to me. I'm kind of jumping in. I think it's fair, though the time clocks will still be available for use when MyCOH time launches, asking, because some of my civilian computers take a long time to boot up in the mornings.

1711

03:00:56.385 --> 03:01:03.565

Nicole Fieser: Yes, ma'am, I totally totally understand that? So yeah, yeah.

1712

03:01:04.615 --> 03:01:11.805

Nicole Fieser: So if you have civilian folks, and if you're wondering, will they still have the punch? Yes, it will be a separate tile.

1713

03:01:12.325 --> 03:01:20.074

Nicole Fieser: So, Brittany, I'm going to let Laura address your overall question. But for those of you that have civilian folks that are responsible for punching

1714

03:01:20.475 --> 03:01:27.974

Nicole Fieser: if you're wondering if the quick punch still exists. Yes, it is a separate tile right here or so.

1715

03:01:30.285 --> 03:01:35.815

Nicole Fieser: Okay, so I just wanted to throw that out to you guys? Mostly, because.

1716

03:01:36.935 --> 03:01:40.845

Nicole Fieser: as we're talking about it, all right.

1717

03:01:41.225 --> 03:01:47.824

Nicole Fieser: let's pretend that I handled this unexcused absence right? We've talked about a lot of things. Let's talk about approvals.

1718

03:01:49.205 --> 03:01:54.715

Nicole Fieser: Look. I recognize as timekeepers. It may not be your responsibility to approve time cards.

1719

03:01:54.995 --> 03:02:01.705

Nicole Fieser: but again, if somebody delegates their task to you. It could be, and at the bare minimum.

1720

03:02:01.815 --> 03:02:04.204

Nicole Fieser: I feel like this is a

1721

03:02:04.515 --> 03:02:13.465

Nicole Fieser: thing you need to know, even if it's not something you're always doing all right.

1722

03:02:15.725 --> 03:02:17.255

Nicole Fieser: So what does that mean?

1723

03:02:19.545 --> 03:02:22.044

Nicole Fieser: Let's talk about approving time cards.

1724

03:02:22.565 --> 03:02:24.565

Nicole Fieser: Just so, you know.

1725

03:02:24.795 --> 03:02:30.664

Nicole Fieser: managers and supervisors will have the ability to approve time cards directly on the time cards

1726

03:02:31.025 --> 03:02:36.634

Nicole Fieser: they will choose the time period, so that policy, that process is still the same. Y'all.

1727

03:02:37.325 --> 03:02:39.495

Nicole Fieser: and they will simply go approve.

1728

03:02:40.195 --> 03:02:46.945

Nicole Fieser: And when we have an approved time card, it turns that purpley lilac color

1729

03:02:49.125 --> 03:02:52.285

Nicole Fieser: right is a purpley lilac color.

1730

03:02:54.485 --> 03:02:58.335

Nicole Fieser: and then we could toggle to the next person. Danny Rojas.

1731

03:02:58.515 --> 03:03:03.504

Nicole Fieser: Right? Danny Rojas didn't punch in. I'm gonna punch in for her.

1732

03:03:04.245 --> 03:03:09.735

Nicole Fieser: Gonna say, it's 7 57, right?

1733

03:03:10.095 --> 03:03:15.805

Nicole Fieser: We're gonna pretend her time card is all done. We could approve toggle to the next person.

1734

03:03:17.535 --> 03:03:19.345

Nicole Fieser: This time card's been approved.

1735

03:03:20.895 --> 03:03:30.455

Nicole Fieser: However, your managers and supervisors will also have the ability to approve time cards as a group.

1736

03:03:31.215 --> 03:03:42.664

Nicole Fieser: So once you've done your review right, I think one of the greatest gifts you give to to the system. You all are good at looking at time cards and making sure things are right and accurate.

1737

03:03:44.025 --> 03:03:50.234

Nicole Fieser: So again, when a time card needs to be approved, we can do it as a group

1738

03:03:51.865 --> 03:03:56.024

Nicole Fieser: in that main menu on the left. I've come to the employee summary.

1739

03:03:57.005 --> 03:04:04.664

Nicole Fieser: But y'all, there's also a ton of data views out there. The pay period closed data view the reconciled time card data view.

1740

03:04:05.205 --> 03:04:10.665

Nicole Fieser: You can have your time cards approved. Well, your managers and supervisors can.

1741

03:04:11.005 --> 03:04:13.444

Nicole Fieser: from a lot of different places.

1742

03:04:15.365 --> 03:04:16.475

Nicole Fieser: Alright

1743

03:04:22.575 --> 03:04:28.115

Nicole Fieser: in this case, though, I'm going to use this employee summary tool where we can select all

1744

03:04:28.675 --> 03:04:34.455

Nicole Fieser: we can approve, it's gonna say, are you sure you want to approve. I'm gonna say yes.

1745

03:04:35.955 --> 03:04:42.234

Nicole Fieser: And then I can go down to our group edit results. And and folks, this process

1746

03:04:42.405 --> 03:04:49.174

Nicole Fieser: is very, very much the same in your old pronos system as in your new. MyCOH time system.

1747

03:04:51.095 --> 03:04:52.055

Nicole Fieser: Okay?

1748

03:04:52.295 --> 03:04:56.514

Nicole Fieser: And there we go. 16 of 16 were approved.

1749

03:05:01.745 --> 03:05:06.725

Nicole Fieser: Christina says, can the time card be reopened for corrections after the employee approves it?

1750

03:05:07.495 --> 03:05:12.975

Nicole Fieser: If the employee approves it, it turns yellow. Let me see if I can actually show that to you.

1751

03:05:13.425 --> 03:05:16.324

Nicole Fieser: And just because an employee approves, it

1752

03:05:16.675 --> 03:05:22.715

Nicole Fieser: doesn't mean that somebody can't make changes to it. So, Christina, the answer is, Yes, yes.

1753

03:05:24.095 --> 03:05:28.005

Nicole Fieser: and just so. You all know, you know how I just showed you the purple color.

1754

03:05:28.205 --> 03:05:33.214

Nicole Fieser: that purple color being the visual indicator that a manager or supervisor has approved.

1755

03:05:33.735 --> 03:05:38.695

Nicole Fieser: If an employee approves their own time card, notice what they get.

1756

03:05:40.525 --> 03:05:48.445

Nicole Fieser: I am looking at my own time card where it says, I certify that my time card, including, if applicable

1757

03:05:48.545 --> 03:05:52.085

Nicole Fieser: activities and internal orders selected are accurate.

1758

03:05:52.425 --> 03:05:53.844

Nicole Fieser: And this is true.

1759

03:05:54.545 --> 03:05:57.234

Nicole Fieser: I'm going to approve it, and I'm going to submit it.

1760

03:05:58.645 --> 03:06:03.534

Nicole Fieser: Folks, when an employee approves their own time card, it turns yellow.

1761

03:06:03.795 --> 03:06:10.915

Nicole Fieser: so they get to attest to the accuracy of their time card, and it turns yellow.

1762

03:06:11.745 --> 03:06:16.095

Nicole Fieser: Christina. I don't know if that helps. I know that really wasn't what you were asking.

1763

03:06:16.435 --> 03:06:18.185

Nicole Fieser: but I thought we might look at it.

1764

03:06:28.495 --> 03:06:33.225

Nicole Fieser: Okay, I, as an employee, have the ability to remove the approval.

1765

03:06:34.285 --> 03:06:38.765

Nicole Fieser: Just so, you know, but if we leave them I can't see my own.

1766

03:06:41.645 --> 03:06:42.704

Nicole Fieser: See my own.

1767

03:06:45.785 --> 03:06:50.584

Nicole Fieser: But realistically, Christina, just because the employee approved it.

1768

03:06:50.775 --> 03:06:54.285

Nicole Fieser: a manager or supervisor would still be able to fix it.

1769

03:06:54.465 --> 03:06:59.564

Nicole Fieser: and a manager or supervisor once a time card has been approved.

1770

03:06:59.805 --> 03:07:03.755

Nicole Fieser: If I pop in right.

1771

03:07:04.865 --> 03:07:09.515

Nicole Fieser: If it's approved, they always have the ability to remove the approval, too.

1772

03:07:10.405 --> 03:07:18.224

Nicole Fieser: They can make whatever correction they want. They left it. I don't know. 1630 we would save it.

1773

03:07:19.385 --> 03:07:23.695

Nicole Fieser: and then they could once let me save it, and then they could approve again.

1774

03:07:25.645 --> 03:07:27.905

Nicole Fieser: Christina, that's how that works. My friend.

1775

03:07:30.315 --> 03:07:32.194

Nicole Fieser: Now to your points.

1776

03:07:33.265 --> 03:07:36.464

Nicole Fieser: Once Payroll has signed off.

1777

03:07:37.535 --> 03:07:44.255

Nicole Fieser: Once Payroll has taken the time cards for processing, we can't remove the approval anymore.

1778

03:07:44.545 --> 03:07:48.625

Nicole Fieser: Okay, just for clarity, so we can

1779

03:07:48.885 --> 03:07:52.514

Nicole Fieser: remove the approval, make the change.

1780

03:07:53.295 --> 03:07:57.375

Nicole Fieser: reapply the approval up until the moment

1781

03:07:57.855 --> 03:08:01.705

Nicole Fieser: that payroll takes the time cards, because once they sign off

1782

03:08:01.815 --> 03:08:05.324

Nicole Fieser: on the time cards. Those time cards are frozen.

1783

03:08:13.385 --> 03:08:14.495

Nicole Fieser: Alright guys.

1784

03:08:16.765 --> 03:08:20.885

Nicole Fieser: Hopefully, this all. Yep. I figured you did. Thank you, Christina.

1785

03:08:22.955 --> 03:08:27.645

Nicole Fieser: I would like to talk about 2 things

1786

03:08:28.585 --> 03:08:31.454

Nicole Fieser: mobile. We haven't talked about Mobile.

1787

03:08:32.865 --> 03:08:35.794

Nicole Fieser: And y'all I have a neat little trick

1788

03:08:36.055 --> 03:08:38.665

Nicole Fieser: to kind of show you what Mobile looks like.

1789

03:08:39.345 --> 03:08:45.584

Nicole Fieser: Okay, so I have just jumped into Ted Lasso's mobile view.

1790

03:08:46.405 --> 03:08:53.384

Nicole Fieser: You are not going to see all this programming junk on the right. I mean, you gross, right? So ignore that.

1791

03:08:53.875 --> 03:09:00.344

Nicole Fieser: But because I'm not sitting in the same room with you, I can't hold up my phone and show you what Mobile looks like.

1792

03:09:00.575 --> 03:09:03.684

Nicole Fieser: So this is my little trick to show you mobile.

1793

03:09:04.685 --> 03:09:19.215

Nicole Fieser: Okay, the takeaway about mobile. Actually, there's a couple takeaways, one, the mobile environment, all right.

1794

03:09:19.365 --> 03:09:27.345

Nicole Fieser: The mobile environment is the same as the desktop environment that we've been looking at all day.

1795

03:09:30.545 --> 03:09:31.735

Nicole Fieser: Alrighty.

1796

03:09:34.305 --> 03:09:42.494

Nicole Fieser: So if through Mobile you want to go, look at your people's schedules, we would click on, manage schedule.

1797

03:09:42.595 --> 03:09:43.985

Nicole Fieser: Let me try that again.

1798

03:09:45.115 --> 03:09:50.994

Nicole Fieser: We could click on that broken, bent right facing arrow and go into the schedule.

1799

03:10:01.875 --> 03:10:07.745

Nicole Fieser: and I know you all are still seeing the source code. I can't close out of that and still show you mobile.

1800

03:10:08.575 --> 03:10:19.774

Nicole Fieser: So again, please ignore all this icky stuff on the right, because once I close out of it it goes back to the regular old desktop again. It's a trick that I have to show Mobile. It's not perfect.

1801

03:10:20.305 --> 03:10:21.725

Nicole Fieser: and it's something.

1802

03:10:22.235 --> 03:10:24.485

Nicole Fieser: But isn't that kind of cool to know folks

1803

03:10:24.925 --> 03:10:33.114

Nicole Fieser: that when we go into Mobile it is going to be the exact same clicks, essentially the same layout

1804

03:10:33.825 --> 03:10:37.055

Nicole Fieser: as what people see when they're working in their desktop.

1805

03:10:38.405 --> 03:10:41.635

Nicole Fieser: If you want to be able to request time off, we could click on time off.

1806

03:10:42.375 --> 03:10:46.875

Nicole Fieser: I could choose my vacation. I don't know. I want to take

1807

03:10:47.185 --> 03:10:52.255

Nicole Fieser: the 28th through the 31st right

1808

03:10:54.265 --> 03:11:00.375

Nicole Fieser: and my start time. I won't take the whole day right? You get the idea.

1809

03:11:00.645 --> 03:11:10.624

Nicole Fieser: But through mobile Ted would have the ability to put in their time his time off request room mobile.

1810

03:11:11.185 --> 03:11:13.675

Nicole Fieser: He could even do manager delegation.

1811

03:11:15.475 --> 03:11:16.705

Nicole Fieser: So, folks.

1812

03:11:16.855 --> 03:11:22.864

Nicole Fieser: I'm excited about Mobile, and I know that Mobile, for some of us is going to be new

1813

03:11:24.755 --> 03:11:32.404

Nicole Fieser: when you go live on February 15.th Undoubtedly you will hear some questions and some concerns around Mobile.

1814

03:11:32.615 --> 03:11:36.345

Nicole Fieser: Alright. So go. Live is slated for February 15.th

1815

03:11:37.585 --> 03:11:44.215

Nicole Fieser: There is some great information in your pre learning in Tms. Around Mobile

1816

03:11:45.135 --> 03:11:48.284

Nicole Fieser: there's a great quick reference guide.

1817

03:11:49.225 --> 03:11:52.594

Nicole Fieser: There's there's some good stuff out there. Y'all.

1818

03:11:52.925 --> 03:11:54.674

Nicole Fieser: There's some good stuff out there.

1819

03:11:55.135 --> 03:12:01.234

Nicole Fieser: Okay, there will be some additional communications coming your way from city of Houston

1820

03:12:01.695 --> 03:12:08.054

Nicole Fieser: regarding Mobile like you're gonna need to know which. If you have an apple phone versus an android.

1821

03:12:09.175 --> 03:12:12.665

Nicole Fieser: We're gonna remind you, you know, what app to download.

1822

03:12:13.085 --> 03:12:19.024

Nicole Fieser: There's gonna be a code that you're going to have to input but mobile is fantastic.

1823

03:12:22.515 --> 03:12:23.595

Nicole Fieser: Friday.

1824

03:12:24.825 --> 03:12:37.515

Nicole Fieser: Any questions about Mobile before I turn it over to Laura. Laura has a cool delegation. It already set up to show us. So I'm gonna let Laura kind of do a sneak peek on delegation.

1825

03:12:38.475 --> 03:12:40.544

Nicole Fieser: I told you we were gonna squeeze it in.

1826

03:12:41.195 --> 03:12:43.244

Nicole Fieser: But any questions about mobile

1827

03:12:46.155 --> 03:12:54.264

Nicole Fieser: at the bare minimum. You guys, I am hopeful that you're excited to know that the layout and the clicks that we've talked through today.

1828

03:12:55.111 --> 03:13:01.624

Nicole Fieser: Excuse me, are the same as to what we've practiced. It's all going to be the same.

1829

03:13:04.615 --> 03:13:09.295

Nicole Fieser: Timothy said. Says, is Mobile going to be pushed to our city phones.

1830

03:13:09.655 --> 03:13:13.394

Nicole Fieser: Laura, do you want to hand? Do you want to talk to that for the group.

1831

03:13:16.505 --> 03:13:42.264

Lee Rosenthal: Sure. Yeah. So the mobile application is gonna be available. It is available in apple. And and the Google play store. It's just a standard app like you would any other app. But to Nikki's point you guys will be given an organizational code to be able to access that for your your, for the city and for your department from there. So more information is going to be sent out for you guys on that.

1832

03:13:42.455 --> 03:13:48.294

Lee Rosenthal: To my knowledge. It's not going to be auto pushed to anything. You have to download it

1833

03:13:48.355 --> 03:14:14.405

Lee Rosenthal: so you can download it to your city phone. If you don't have a city phone. You could download to your personal phone. It doesn't it? Like I said, it apps. It works like any other application. It's not storing. And you know, it's not taking information off of your phone. I know that was a concern somebody had before. It's just gonna act like any other app you might have Starbucks banking, what have you? But it won't be. To my knowledge it's not gonna be auto push to anybody's device. You would have to download it yourself.

1834

03:14:18.785 --> 03:14:19.615

Nicole Fieser: Awesome.

1835

03:14:23.385 --> 03:14:28.745

Nicole Fieser: Alright. Thank you, Laura, and then I'm gonna stop sharing for a minute.

1836

03:14:29.785 --> 03:14:40.114

Nicole Fieser: Laura, do you want to show delegation right? It's going to be my business processes, but I know that Laura has a cool delegation to show you.

1837

03:14:40.255 --> 03:14:45.124

Nicole Fieser: because we know that this is a big topic, especially for our timekeepers.

1838

03:14:46.275 --> 03:14:48.135

Nicole Fieser: Laura, are you good to show that.

1839

03:14:49.485 --> 03:14:51.574

Lee Rosenthal: Yep, I will go ahead and do that.

1840

03:14:52.195 --> 03:14:53.595

Nicole Fieser: Stop sharing.

1841

03:14:54.585 --> 03:15:00.945

Lee Rosenthal: Be sure to say a timekeeper cannot delegate, but not to anyone.

1842

03:15:01.865 --> 03:15:05.745

Lee Rosenthal: They can accept a delegation they can't build.

1843

03:15:08.685 --> 03:15:11.935

Lee Rosenthal: They really don't even need to extend the build.

1844

03:15:17.065 --> 03:15:22.374

Lee Rosenthal: Hello, Nikki, are you guys seeing my screen.

1845

03:15:23.615 --> 03:15:24.755

Nicole Fieser: We sure are.

1846

03:15:24.755 --> 03:15:26.794

Lee Rosenthal: Okay, great. So we are in the room.

1847

03:15:26.935 --> 03:15:34.074

Lee Rosenthal: So the 1st thing I want to point out to you guys is this is something that that Nikki mentioned, and I'm gonna highlight. It here is.

1848

03:15:34.165 --> 03:15:49.404

Lee Rosenthal: You'll notice the dashboard looks different from what you were seeing earlier today under the manage time cards, tile. I don't have any notifications that tell me clean time cards, fix errors, unexcused absences. The reason being I'm a timekeeper.

1849

03:15:49.405 --> 03:16:05.034

Lee Rosenthal: I don't have direct reports. Employees don't direct directly. Report to me, but you'll see I have a message on here that says the number of employees exceeds the threshold. That's because I can see all of Hpd. Just like you can.

1850

03:16:05.765 --> 03:16:08.054

Lee Rosenthal: So in order for you to

1851

03:16:08.705 --> 03:16:16.585

Lee Rosenthal: work on an employee's time card, that's where your hyperfines are crucial. That's what's going to shrink your view to what you need to see.

1852

03:16:17.395 --> 03:16:24.155

Lee Rosenthal: So when you are delegated from a supervisor to be able to

1853

03:16:24.845 --> 03:16:36.454

Lee Rosenthal: see what they can see there's some quirks with that 1st one being. You already have all the access that you need to take an action on an employee. Time card and employee request

1854

03:16:36.575 --> 03:16:41.665

Lee Rosenthal: timekeeper access is the same as a manager and in some cases higher.

1855

03:16:41.975 --> 03:16:45.964

Lee Rosenthal: So you're not being delegated access you already have it.

1856

03:16:46.665 --> 03:16:56.065

Lee Rosenthal: What happens is, if a supervisor delegates to you, you have to accept it. It's sent to you as a request

1857

03:16:56.485 --> 03:17:10.955

Lee Rosenthal: for this demonstration. I've already accepted the request, because otherwise you guys would see me log in and out of 3 different profiles and do a bunch of steps. So at this point, as a timekeeper, I've already received a delegation request, and I've accepted it.

1858

03:17:11.285 --> 03:17:13.135

Lee Rosenthal: So in order for me to

1859

03:17:13.475 --> 03:17:30.064

Lee Rosenthal: switch roles, I'm gonna go to my my main menu screen, which again is, I'll go back to that this little right here I'm gonna go to my main menu. You'll notice next to my name. I have a dropdown arrow here. Normally I would not.

1860

03:17:30.245 --> 03:17:41.774

Lee Rosenthal: But because I have a delegation I can drop this arrow. And now you see, right now the check mark is next to initial role. That's me, Laura, as a timekeeper.

1861

03:17:41.945 --> 03:17:47.614

Lee Rosenthal: but below that you'll see delegated roles. And now I have, sergeant.

1862

03:17:48.015 --> 03:18:01.224

Lee Rosenthal: and you have that start date and an end. Date of my delegation. Delegations require a start, date and an end date. You cannot set it forever. It should not be set forever regardless.

1863

03:18:01.645 --> 03:18:07.215

Lee Rosenthal: So now in order. If I want to see my delegation, I would choose this role.

1864

03:18:07.595 --> 03:18:09.605

Lee Rosenthal: And now my view changes.

1865

03:18:10.645 --> 03:18:13.904

Lee Rosenthal: Now I'm seeing what my sergeant would see.

1866

03:18:14.595 --> 03:18:24.405

Lee Rosenthal: I can see the schedule. Information I can see must fix time cards. What needs review clean time cards. If I actually.

1867

03:18:26.055 --> 03:18:32.935

Lee Rosenthal: I don't think that's me. Hold on. Sorry something is popping in on this screen that I don't know why. There we go!

1868

03:18:33.945 --> 03:18:36.665

Lee Rosenthal: So if I choose this little arrow

1869

03:18:36.995 --> 03:18:42.145

Lee Rosenthal: now, it's going to take me to my that sergeant's employees directly.

1870

03:18:42.825 --> 03:18:47.445

Lee Rosenthal: whereas when I'm in as a timekeeper I can see everybody all at once.

1871

03:18:49.365 --> 03:18:59.075

Lee Rosenthal: so I'm gonna go back and I'll show that to you again. You'll always know who you are viewing, as it tells you, right here at the top, acting as sergeant.

1872

03:18:59.585 --> 03:19:02.344

Lee Rosenthal: If I need to go back to myself

1873

03:19:02.765 --> 03:19:09.505

Lee Rosenthal: because I need I want to view different employees. I want to do my timekeeper functions.

1874

03:19:09.615 --> 03:19:11.385

Lee Rosenthal: I can go back to myself.

1875

03:19:12.665 --> 03:19:20.865

Lee Rosenthal: A really big takeaway of this is delegation. It does not remove access

1876

03:19:21.035 --> 03:19:33.044

Lee Rosenthal: or responsibility from the sergeant. They can still log into the system. They can still see everything that they normally can see. They can act on anything that is there

1877

03:19:33.315 --> 03:19:41.555

Lee Rosenthal: by delegating it to you. What it really does at its simplest is, it gives you the ability to see

1878

03:19:41.885 --> 03:19:55.675

Lee Rosenthal: these tiles the way the sergeant sees them any questions. And on that particular function

1879

03:19:56.655 --> 03:19:58.065

Lee Rosenthal: I have a comment.

1880

03:19:58.970 --> 03:20:05.395

Lee Rosenthal: My comment is that as a timekeeper you may accept a delegation

1881

03:20:05.535 --> 03:20:13.255

Lee Rosenthal: from, let's say, a manager who who wants you to work work in their behalf, but you cannot

1882

03:20:13.705 --> 03:20:22.824

Lee Rosenthal: delegate to someone else. It's not by policy. And also we're trying. I think we're enforcing the rule in

1883

03:20:22.945 --> 03:20:31.784

Lee Rosenthal: in MyCOH time that a timekeeper may not delegate to someone else their timekeeping privileges

1884

03:20:32.895 --> 03:20:38.334

Lee Rosenthal: and do one other thing is, remember that delegation best practices

1885

03:20:38.745 --> 03:20:58.915

Lee Rosenthal: is a delegation should be equal. You should only be delegating to someone who is in an equal role to you, not to someone who is in a lesser role because delegation is supervisory. You are in a supervisory capacity. So you should not be passing supervisory responsibilities to someone who is not in a supervisory position.

1886

03:20:59.845 --> 03:21:12.485

Lee Rosenthal: Joy, did you have a question? Okay, no, no, but they should not. If if they're a timekeeper, you should not need to do that.

1887

03:21:13.255 --> 03:21:14.854

Lee Rosenthal: There's not a timekeeper.

1888

03:21:15.055 --> 03:21:34.704

Lee Rosenthal: Well, then, they can't. You can't. But do they have timekeeper privileges? And so you shouldn't need to delegate to them. Yeah. So the question that was asked is, I'm a timekeeper, and I'm I'm going to be on vacation. So how do I delegate my responsibilities?

1889

03:21:35.195 --> 03:21:49.555

Lee Rosenthal: Timekeepers, primaries, backups. They already have the access that they need to see your people to do what you would normally do, so there's no need for you to delegate to them. They already have the same capabilities as you

1890

03:21:50.844 --> 03:21:51.734

Lee Rosenthal: virtual.

1891

03:21:53.485 --> 03:21:57.935

Lee Rosenthal: Oh, I had one other. If this, if you, as a sergeant, send me your stuff.

1892

03:21:58.605 --> 03:22:02.775

Lee Rosenthal: and I have a family emergency, and I go out of town for 3 days.

1893

03:22:03.575 --> 03:22:10.715

Lee Rosenthal: I can't push this forward to the other timekeeper. No, you can't delegate a delegation.

1894

03:22:10.905 --> 03:22:20.944

Lee Rosenthal: The sergeant still has all the same access that it does not remove their access. It does not remove their responsibility to do their job.

1895

03:22:21.405 --> 03:22:24.925

Lee Rosenthal: Yeah, you're saying, if he's on vacation and

1896

03:22:26.345 --> 03:22:37.644

Lee Rosenthal: one day and I'm on vacation, you need to tell another timekeeper you would have to follow whatever process you do today

1897

03:22:37.755 --> 03:22:42.515

Lee Rosenthal: to make sure that you have somebody take taking over those those duties.

1898

03:22:42.715 --> 03:22:48.584

Lee Rosenthal: Another sergeant, your lieutenant, someone else within the division to do that.

1899

03:23:01.565 --> 03:23:31.485

Lee Rosenthal: hey, guys, can we hold? I'm trying to listen to your question. No, they can. If you're a timekeeper you can approve anybody's time card. Okay? No, not time card like time off request. You can approve time off requests. Also, as long as you're a timekeeper

1900

03:23:35.495 --> 03:23:39.735

Lee Rosenthal: now. Unfortunately, you will not get the email

1901

03:23:40.655 --> 03:23:51.335

Lee Rosenthal: when someone requests time off an email is sent to their direct manager or supervisor, and unless they

1902

03:23:51.685 --> 03:24:02.765

Lee Rosenthal: gone into outlook and made a rule to forward to you. You won't get that email, but but they can tell you that there's a request out there. Or you could look

1903

03:24:03.035 --> 03:24:06.655

Lee Rosenthal: for outstanding requests and approval

1904

03:24:09.625 --> 03:24:19.584

Lee Rosenthal: so we we can address this more in the lab piece that we're getting close to our break, so I'm going to turn it back over to Nikki to wrap up the presentation, and then we'll go from there.

1905

03:24:22.275 --> 03:24:23.705

Nicole Fieser: All right, everybody.

1906

03:24:24.795 --> 03:24:29.555

Nicole Fieser: I heard some really good questions. I'm glad y'all are thinking through things.

1907

03:24:31.025 --> 03:24:35.965

Nicole Fieser: You'll get practice time today, and I'm excited for you.

1908

03:24:36.435 --> 03:24:39.155

Nicole Fieser: so, as you all get ready to

1909

03:24:39.325 --> 03:24:42.154

Nicole Fieser: gosh, as you all get ready to head out.

1910

03:24:44.255 --> 03:24:47.895

Nicole Fieser: I would like to share out my screen and

1911

03:24:49.725 --> 03:24:59.935

Nicole Fieser: couple of things. I know there was a lot today, and I know that, you know. We were answering questions in the QA. And there were some in the room, and there was a lot.

1912

03:25:00.755 --> 03:25:05.055

Nicole Fieser: So here's what I'm gonna ask of you. Please consider jotting down

1913

03:25:05.805 --> 03:25:20.074

Nicole Fieser: my email address. I am happy to help support you. Obviously, you have amazing people in the room to support you. But if you have a question on the use of the system, or what the system does, or that sort of thing. I am your girl. I'm happy to help

1914

03:25:20.285 --> 03:25:25.415

Nicole Fieser: right. My only goal for today was to make your lives just a little bit easier

1915

03:25:26.495 --> 03:25:33.524

Nicole Fieser: as you get ready to. Finally, I'm sure. Go to lunch. If you wouldn't mind grabbing your phone or grabbing your device, what would work?

1916

03:25:33.715 --> 03:25:38.224

Nicole Fieser: You can go ahead and use this QR code to go ahead and

1917

03:25:39.895 --> 03:25:45.825

Nicole Fieser: and click on thing. Click on it, and you will get 5. I think it's only 5 or 6 questions.

1918

03:25:46.145 --> 03:25:53.255

Nicole Fieser: and you can give us some feedback. Do you think the materials will be useful that we've talked about your pre-learning

1919

03:25:54.445 --> 03:26:02.735

Nicole Fieser: and all that in between, as you get ready to go to lunch. Please remember, when you come back.

1920

03:26:02.905 --> 03:26:08.704

Nicole Fieser: the lab is not online, right? It is not online.

1921

03:26:09.305 --> 03:26:13.875

Nicole Fieser: The let you do not have to log back into zoom to do the lab time.

1922

03:26:14.475 --> 03:26:19.944

Nicole Fieser: Right? So no, zoom, you'll just be using. It'll be in the conference room.

1923

03:26:20.525 --> 03:26:30.215

Nicole Fieser: Okay, alright, everybody. Please take your 2Â min, maybe 3, to complete your survey, please jot down my email.

1924

03:26:31.435 --> 03:26:34.474

Nicole Fieser: Well, Patrick says today is not on the survey

1925

03:26:34.865 --> 03:26:38.074

Nicole Fieser: interesting that does not bode well for me. Does it?

1926

03:26:39.685 --> 03:26:41.075

Nicole Fieser: Go ahead and choose

1927

03:26:41.255 --> 03:26:49.065

Nicole Fieser: choose yesterday, if we're not seeing it, I'm not sure why I apologize. I'll talk to the person that created it. That's weird. I'm not sure what happened to it.

1928

03:26:49.715 --> 03:26:57.505

Nicole Fieser: But go ahead and give us your feedback, Patrick, because we want to hear from you, and I certainly want to make sure you have access to my email at the bare minimum.

1929

03:27:00.265 --> 03:27:13.795

Lee Rosenthal: And Nikki. I just want to restate really quickly for those that are in the the webinar, virtually, and not in the room. I do apologize that you won't participate in the lab, but it is only being done physically in this room.

1930

03:27:24.675 --> 03:27:25.545

Nicole Fieser: Perfect.

1931

03:27:25.705 --> 03:27:31.215

Nicole Fieser: All right, Charles says, if we are online, we don't have a lab.

1932

03:27:37.665 --> 03:27:51.325

Lee Rosenthal: Yes, that is correct. If you are currently viewing this presentation online somewhere other than at 1,200 Travis, the lab is not online. It is only in the room on the 20 second floor.

1933

03:27:53.435 --> 03:27:58.694

Nicole Fieser: Okay, Charles, there's still good practice available to you in your Tms system.

1934

03:27:58.805 --> 03:28:01.954

Nicole Fieser: Right? So while that's not ideal.

1935

03:28:02.195 --> 03:28:08.635

Nicole Fieser: please make sure that you take a look at that, learning that self-paced learning. There's good practice there. In the meantime.

1936

03:28:14.635 --> 03:28:17.445

Lee Rosenthal: Thank you. Nikki, much appreciated.

1937

03:28:17.445 --> 03:28:21.765

Nicole Fieser: Thanks, everybody. And, Steven, I'm counting on the Buckeyes winning. How's that?

1938

03:28:22.035 --> 03:28:23.665

Nicole Fieser: I'm counting on it?

1939

03:28:24.145 --> 03:28:28.994

Nicole Fieser: Thanks, everyone. Good luck! Keep in touch. Let us know what we can do to support you better.

1940

03:28:31.815 --> 03:28:33.205

Nicole Fieser: Thanks everyone.