WEBVTT

1
00:00:00.432 --> 00:00:05.202
Nicole Fieser: Good afternoon, everybody. Welcome to our

2
00:00:05.332 --> 00:00:13.691
Nicole Fieser: city of Houston training. My name is Nicole, and I will be your instructor.

3
00:00:14.742 --> 00:00:19.152
Nicole Fieser: We are super excited for you all to be here today.

4
00:00:20.242 --> 00:00:23.821
Nicole Fieser: and we can't wait to get underway.

5
00:00:24.342 --> 00:00:34.501
Nicole Fieser: We're gonna give everybody just a few more seconds to get into the session. We can see the attendees climbing. So I'm going to give everybody just another second to get in.

6
00:00:34.802 --> 00:00:44.662
Nicole Fieser: In the meantime, before I start sharing my screen and we go through the agenda and and all the good things that we're gonna look at today. Let's kind of talk about

7
00:00:45.412 --> 00:00:49.062
Nicole Fieser: the overall schedule of events, shall we?

8
00:00:49.272 --> 00:00:57.751
Nicole Fieser: How about that folks, this class, this, this training is scheduled from noon until 4 Pm.

9
00:00:58.172 --> 00:01:03.992
Nicole Fieser: And if you're wondering, are we going to be taking up the full 4 hours.

10
00:01:04.112 --> 00:01:08.382
Nicole Fieser: You bet. You bet we are okay.

11
00:01:09.012 --> 00:01:13.511
Nicole Fieser: So this is going to be a full 4 hours of training.

12
00:01:14.632 --> 00:01:22.461
Nicole Fieser: There will be one break. I do kind of want to set that expectation that there is only one short break today.

13
00:01:22.632 --> 00:01:26.342
Nicole Fieser: It's only gonna be a 15 min break.

14
00:01:27.752 --> 00:01:31.611
Nicole Fieser: and that's gonna be in like an hour and 40 min.

15
00:01:31.912 --> 00:01:34.842
Nicole Fieser: 2 hours, somewhere in that range.

16
00:01:35.002 --> 00:01:42.912
Nicole Fieser: Okay, so with all of that being said.

17
00:01:44.922 --> 00:01:47.282
Nicole Fieser: I am going to share out my screen.

18
00:01:49.172 --> 00:01:50.202
Nicole Fieser: Right?

19
00:01:50.742 --> 00:01:54.381
Nicole Fieser: So what's in this course? Why are you here?

20
00:01:55.372 --> 00:01:57.951
Nicole Fieser: Why have we asked you to come?

21

00:01:58.232 --> 00:02:00.242
Nicole Fieser: Let's take a look together.

22
00:02:01.772 --> 00:02:10.182
Nicole Fieser: folks. I am going to attempt to share out my screen and hope that you all can see it momentarily.

23
00:02:11.922 --> 00:02:12.902
Nicole Fieser: Hmm!

24
00:02:16.392 --> 00:02:18.162
Nicole Fieser: What has happened?

25
00:02:20.292 --> 00:02:27.692
Nicole Fieser: Alright, folks, I'm gonna stop sharing for just a quick second. Not sure why my screen has decided to argue with me a bit.

26
00:02:27.992 --> 00:02:30.152
Nicole Fieser: Let's try again.

27
00:02:33.952 --> 00:02:34.912
Nicole Fieser: Alright.

28
00:02:35.482 --> 00:02:40.942
Nicole Fieser: The agenda for today's session. And, Kevin, are you able to see my agenda appropriately. Now.

29
00:02:40.942 --> 00:02:41.921
UKG: Yes, we are.

30
00:02:42.252 --> 00:02:43.632
Nicole Fieser: Very good. Thank you.

31
00:02:44.642 --> 00:02:53.162

Nicole Fieser: Today we are going to start off by taking a look at the basics and for those of you that did take your pre learning.

32
00:02:53.542 --> 00:02:58.642
Nicole Fieser: You probably are, gonna be somewhat familiar with some of the initial concepts.

33
00:02:59.002 --> 00:03:25.122
Nicole Fieser: But y'all, the purpose of today's training is to make sure that you get all the information. My one and only goal for our time together today is to make sure that you have all the tips, the tricks, the tools of the trade that are going to allow you to use the new, MyCOH time system that is replacing your old Chronos system.

34
00:03:25.242 --> 00:03:26.382
Nicole Fieser: Okay?

35
00:03:26.482 --> 00:03:32.412
Nicole Fieser: And I think that's going to be our takeaway, that while many of you did take your pre-learning.

36
00:03:32.532 --> 00:03:39.661
Nicole Fieser: some of you didn't, and for those of you that didn't. I am asking you to take your pre learning

37
00:03:39.772 --> 00:03:43.592
Nicole Fieser: after the training right cause. It's still gonna be quite valuable to you.

38
00:03:44.642 --> 00:03:51.931
Nicole Fieser: We are replacing your old Kronos system with the new MyCOH time system.

39
00:03:52.742 --> 00:03:57.622
Nicole Fieser: This system is going live on February 15.th

40
00:03:58.592 --> 00:04:01.652
Nicole Fieser: So while that's like a month away.

41

00:04:01.792 --> 00:04:06.032
Nicole Fieser: and it might feel like, Oh, gosh! That's a whole month away. I've got loads of time.

42
00:04:06.472 --> 00:04:12.142
Nicole Fieser: The reality is is that we would call this just in time training.

43
00:04:12.502 --> 00:04:26.912
Nicole Fieser: because in the next week or 2 you will be getting access to your production environment, and you will be assigned the very 1st task which is going to be entering your people's schedules.

44
00:04:28.212 --> 00:04:36.362
Nicole Fieser: folks. That's why we have to go through this training. That's why we're going to start off with the basics of going through navigation notifications.

45
00:04:36.532 --> 00:04:43.372
Nicole Fieser: We are going to talk about some tips and some tricks and some tools of the trade to make your life just a little bit easier

46
00:04:44.302 --> 00:04:51.452
Nicole Fieser: from there. We're going to get into our schedules and folks when we think about our schedules

47
00:04:53.122 --> 00:05:00.281
Nicole Fieser: hopefully, that's gonna be the portion of the training where you think, okay, I'm good. I I understand the basics of schedules.

48
00:05:01.112 --> 00:05:02.871
Nicole Fieser: and that's fantastic.

49
00:05:03.692 --> 00:05:15.921
Nicole Fieser: But we're gonna go through with a fine tooth comb, because what is not going to come over from your old chrono system into the new. MyCOH time system is

50
00:05:16.192 --> 00:05:17.242
Nicole Fieser: schedules.

51
00:05:17.662 --> 00:05:20.802
Nicole Fieser: So that is something that you will be building

52
00:05:20.922 --> 00:05:23.872
Nicole Fieser: in the next couple of weeks prior to go live.

53
00:05:24.272 --> 00:05:33.022
Nicole Fieser: So we're gonna go through navigating the schedule and building schedule patterns. And I know there's gonna be some questions about that, and we wanna make sure y'all are good with that.

54
00:05:33.122 --> 00:05:35.841
Nicole Fieser: We're going to talk about assigning pay codes.

55
00:05:36.462 --> 00:05:42.861
Nicole Fieser: When do we assign pay codes in the schedule versus. When do we assign pay codes in the time card that sort of thing

56
00:05:44.072 --> 00:05:53.551
Nicole Fieser: at some point around the schedule we will take our one and only break again for those of you just joining us. There is one short break today.

57
00:05:54.022 --> 00:06:02.082
Nicole Fieser: and then, after we go through schedules and take our break, the remainder of our time together today is going to be spent on timekeeping.

58
00:06:03.132 --> 00:06:10.472
Nicole Fieser: And listen. I want to give you the respect that you deserve. Many of you are already quite familiar with Kronos.

59
00:06:10.882 --> 00:06:12.602
Nicole Fieser: and you might think to yourself.

60

00:06:12.712 --> 00:06:19.192
Nicole Fieser: well, good gracious, Nikki, I I know time cards. I I don't need you to tell me about time cards.

61
00:06:21.312 --> 00:06:27.692
Nicole Fieser: Here's the thing, though I equally recognize that while you, many of you do know your current

62
00:06:27.902 --> 00:06:31.362
Nicole Fieser: prono system soon to be old prono system.

63
00:06:33.012 --> 00:06:38.032
Nicole Fieser: Many of you have not had the opportunity to receive official training.

64
00:06:38.652 --> 00:06:54.072
Nicole Fieser: and today we are receiving official UKG training. Kronos became UKG, right? So I am a Uk trainer. I work for UKG today. We're going to get into best practices

65
00:06:55.022 --> 00:06:56.212
Nicole Fieser: and listen.

66
00:06:56.342 --> 00:07:02.271
Nicole Fieser: I know some of us have developed some interesting habits in our old chrono system.

67
00:07:02.422 --> 00:07:18.911
Nicole Fieser: We're gonna work on getting rid of some of those old habits, and we're gonna follow those best practices. So we are gonna take a look at our time cards. We're gonna go through the best practices of reviewing and managing punches, performing transfers, approving time cards.

68
00:07:19.122 --> 00:07:20.262
Nicole Fieser: and more.

69
00:07:21.962 --> 00:07:30.371
Nicole Fieser: After we go through timekeeping. I will briefly touch base on some payroll processing concepts.

70
00:07:30.872 --> 00:07:34.901
Nicole Fieser: not because I think that you are going to be the one

71
00:07:36.542 --> 00:07:40.562
Nicole Fieser: right, not not because I think that you're gonna be the one to

72
00:07:41.152 --> 00:07:51.262
Nicole Fieser: be conducting sign off or performing those historical corrections all right, but rather

73
00:07:51.602 --> 00:07:58.961
Nicole Fieser: so that you know what they are, because you will see them. You will see. Sign off with time cards. You will see historical corrections.

74
00:07:59.282 --> 00:08:02.091
Nicole Fieser: and I want you to kind of know what's happening in your software

75
00:08:02.782 --> 00:08:07.772
Nicole Fieser: beyond that, based on questions that we've received in other classes.

76
00:08:07.892 --> 00:08:14.242
Nicole Fieser: So y'all, this is the 4th training that city of Houston has taken in the last week or so.

77
00:08:14.522 --> 00:08:15.472
Nicole Fieser: Right?

78
00:08:15.722 --> 00:08:24.941
Nicole Fieser: I am confident that some of you are gonna have questions regarding delegation, and I am equally confident that some of you are gonna have questions regarding Mobile.

79
00:08:25.952 --> 00:08:35.401
Nicole Fieser: So as time permits, I do want to talk about delegation and the idea that if you're going on like a 2 week holiday

80
00:08:35.782 --> 00:08:39.662
Nicole Fieser: that you're gonna wanna be able to delegate your tasks to others

81
00:08:40.132 --> 00:08:42.872
Nicole Fieser: right? Other managers in the software.

82
00:08:43.152 --> 00:08:48.861
Nicole Fieser: And then I think one of the big wins for those of you in the room today is going to be mobile.

83
00:08:49.112 --> 00:08:54.231
Nicole Fieser: And I equally think you would be right to question me about okay, you're gonna show us all this stuff.

84
00:08:54.402 --> 00:08:55.882
Nicole Fieser: What about Mobile?

85
00:08:56.282 --> 00:09:03.702
Nicole Fieser: So again, folks as time allows, I would like to add in delegation and mobile, okay.

86
00:09:05.112 --> 00:09:07.551
Nicole Fieser: with all of that being said

87
00:09:09.572 --> 00:09:17.342
Nicole Fieser: right? This is just a quick review of kind of the same things we're gonna go through getting started. We're gonna take a look at notifications.

88
00:09:17.912 --> 00:09:21.122
Nicole Fieser: schedules, and time cards. That's where we're going.

89
00:09:22.472 --> 00:09:27.781
Nicole Fieser: Here's the thing, though, you will have, and I'm not sure why that's looking so weird.

90

00:09:31.002 --> 00:09:33.891
Nicole Fieser: Oh, something strange has happened.

91
00:09:34.022 --> 00:09:38.981
Nicole Fieser: I think I've stopped sharing, and I'm not sure why. So, Kevin, can you hear me?

92
00:09:39.292 --> 00:09:42.012
UKG: Yeah, looks like you're still sharing. Yeah.

93
00:09:42.012 --> 00:09:47.144
Nicole Fieser: Okay. Oddly, it's saying that I'm not sharing. So that's that's interesting.

94
00:09:47.782 --> 00:09:53.872
Nicole Fieser: So listen, y'all. And you're seeing this in yellow. These are going to be kind of some things that are highlighted and kind of fun.

95
00:09:54.732 --> 00:09:58.192
Nicole Fieser: You will get this presentation.

96
00:09:58.402 --> 00:10:03.481
Nicole Fieser: Okay, so let's kind of take some questions off the table right from the start.

97
00:10:03.812 --> 00:10:11.602
Nicole Fieser: And the 1st question that I think you would be right to ask is the session being recorded? Will you have access to the recording. Yes.

98
00:10:12.522 --> 00:10:25.793
Nicole Fieser: So at the end of this week, sometime early next week, we will be making sure that you have access to the recording. You have access to the presentation, and maybe a couple of documents that

99
00:10:26.352 --> 00:10:30.611
Nicole Fieser: your project team might decide to make available to you, plus

100

00:10:30.732 --> 00:10:35.161
Nicole Fieser: all of that learning that you should have taken in your Tms software

101
00:10:36.432 --> 00:10:40.052
Nicole Fieser: very briefly, when we think about our timekeeping process.

102
00:10:40.162 --> 00:10:41.991
Nicole Fieser: I like this process.

103
00:10:42.362 --> 00:10:47.581
Nicole Fieser: I like this process very much, because it's very much what y'all are going to be doing.

104
00:10:48.312 --> 00:10:51.122
Nicole Fieser: Step number one. You gotta have a schedule

105
00:10:51.422 --> 00:10:55.391
Nicole Fieser: folks. We are going to be talking about schedules quite a bit today.

106
00:10:55.992 --> 00:11:01.361
Nicole Fieser: because, frankly, the only way the timekeeping system is smart is if we have schedules.

107
00:11:01.902 --> 00:11:09.561
Nicole Fieser: So in your overall timekeeping process, it all starts with a schedule your employees will punch in. They will punch out.

108
00:11:09.882 --> 00:11:14.111
Nicole Fieser: We're all gonna be tracking our time cards and reviewing them for accuracy.

109
00:11:14.732 --> 00:11:22.452
Nicole Fieser: Your employees will be requesting time off, and we'll be managing the time off requests, and we'll be approving our time cards.

110
00:11:23.962 --> 00:11:30.051

Nicole Fieser: So that is very much going to be our overall payroll process.

111
00:11:31.662 --> 00:11:36.212
Nicole Fieser: With that being said, I say, let's go ahead and get into the software.

112
00:11:36.602 --> 00:11:38.642
Nicole Fieser: Let's go ahead and have some fun.

113
00:11:39.492 --> 00:11:45.752
Nicole Fieser: Okay, we are going to start with notifications and basic navigation.

114
00:11:47.622 --> 00:11:54.952
Nicole Fieser: As we get underway you will see that there is a Q&A right.

115
00:11:55.232 --> 00:12:01.961
Nicole Fieser: So there's going to be a Q&A button that is going to be open to you to ask questions.

116
00:12:03.692 --> 00:12:14.592
Nicole Fieser: Please be aware we do want to hear from you again. Y'all, I am your greatest advocate, right? My goal today is to make your lives just a little bit easier.

117
00:12:14.842 --> 00:12:28.591
Nicole Fieser: I'm hoping we're gonna have a little bit of fun along the way. Okay, maybe not Friday night fun. But you know, Tuesday afternoon work fun. You bet we're gonna have all the Tuesday work fun we can possibly have. How's that for you? Right?

118
00:12:29.292 --> 00:12:33.541
Nicole Fieser: But within that fund I do expect y'all to have some questions.

119
00:12:33.792 --> 00:12:42.851
Nicole Fieser: So please, if zoom is new to you, locate the Q&A, and you will see that you have the ability to ask questions.

120

00:12:44.162 --> 00:12:45.292
Nicole Fieser: All right.

121
00:12:47.652 --> 00:13:02.882
Nicole Fieser: The thing is is that these questions will be responded to. We have a bunch of people in the background. We have some. We have Jessica Miles. We have some UKG folks, some city of Houston folks at the ready to respond to your questions.

122
00:13:03.792 --> 00:13:08.662
Nicole Fieser: these questions will become part of an FAQ. Document.

123
00:13:09.832 --> 00:13:12.852
Nicole Fieser: right? That you will also have access to.

124
00:13:13.282 --> 00:13:18.531
Nicole Fieser: So again, either late this week or early next week you will have access to the recording.

125
00:13:18.682 --> 00:13:21.092
Nicole Fieser: You will have access to my presentation.

126
00:13:21.212 --> 00:13:28.331
Nicole Fieser: You'll have access to some quick reference guides and an FAQ. Document that your team is preparing.

127
00:13:29.482 --> 00:13:30.252
Nicole Fieser: Okay.

128
00:13:37.622 --> 00:13:38.692
Nicole Fieser: alrighty.

129
00:13:41.622 --> 00:13:44.702
Nicole Fieser: So hopefully that meets with your expectations.

130

00:13:45.682 --> 00:13:52.502
Nicole Fieser: Again, please ask your questions in the Q. And A. Some questions. I will be responding to live

131
00:13:53.052 --> 00:13:58.241
Nicole Fieser: some. You'll just have to look to make sure that they're being responded to by our support staff.

132
00:13:58.432 --> 00:13:59.272
Nicole Fieser: Okay.

133
00:14:02.592 --> 00:14:03.622
Nicole Fieser: all right.

134
00:14:04.132 --> 00:14:09.632
Nicole Fieser: As we get ready for that February 15.th Go live! Let's do it all. Let's get started.

135
00:14:11.122 --> 00:14:19.472
Nicole Fieser: So I have logged in today as good old Ted Lasso. So if you know who Ted Lasso is, it's kind of amusing.

136
00:14:20.382 --> 00:14:26.162
Nicole Fieser: Please know folks that for the purposes of this training, for the purposes of my demonstration.

137
00:14:27.042 --> 00:14:30.201
Nicole Fieser: all right. I am logged in

138
00:14:30.512 --> 00:14:39.072
Nicole Fieser: as Ted lasso into your actual input test environment using pretend data.

139
00:14:39.302 --> 00:14:45.562
Nicole Fieser: I don't want anybody to think that we are looking at live data.

140
00:14:45.662 --> 00:14:54.291

Nicole Fieser: You know that we're gonna accidentally see something personal. It's all TV characters that you're going to be seeing. But it is your actual environment.

141
00:14:54.802 --> 00:14:55.922
Nicole Fieser: Okay.

142
00:14:57.172 --> 00:15:02.131
Nicole Fieser: Alright. We see some questions already, like, Hey, why are we going to the timekeeping system? Because

143
00:15:02.512 --> 00:15:06.971
Nicole Fieser: because we're forcing you to? We're we're forcing you all to upgrade to the new system.

144
00:15:07.412 --> 00:15:11.012
Nicole Fieser: and Latasha says, Can you all see me? Yes, we can

145
00:15:12.232 --> 00:15:19.922
Nicole Fieser: alright. Y'all. So let's talk about logging in as soon as we get logged in hopefully. You see the MyCOH time

146
00:15:20.092 --> 00:15:23.142
Nicole Fieser: right? There's the MyCOH

147
00:15:24.682 --> 00:15:30.241
Nicole Fieser: alrighty. So you know, we're in your actual environment. And then it's a friendly little system.

148
00:15:30.652 --> 00:15:34.262
Nicole Fieser: and the friendly little system says, Welcome back, Ted.

149
00:15:34.542 --> 00:15:37.232
Nicole Fieser: Right beyond that.

150
00:15:37.662 --> 00:15:40.771

Nicole Fieser: More importantly, what are we seeing

151
00:15:41.582 --> 00:15:46.532
Nicole Fieser: when we sign ourselves in? We are seeing our home screen.

152
00:15:46.812 --> 00:15:51.982
Nicole Fieser: our home screen. That is, offer also referenced as our dashboard.

153
00:15:52.812 --> 00:15:56.571
Nicole Fieser: This dashboard is filled with tiles.

154
00:15:57.621 --> 00:16:06.032
Nicole Fieser: Folks, one of the big promises that my company, UKG, formerly Kronos, right.

155
00:16:06.532 --> 00:16:16.462
Nicole Fieser: made to the city of Houston. Was it this upgraded software from your old Chronos system to the new? MyCOH time system

156
00:16:16.792 --> 00:16:29.722
Nicole Fieser: was easier. It's more efficient. And you, my managers and supervisors, are going to spend less time in the software completing your responsibilities.

157
00:16:31.252 --> 00:16:34.032
Nicole Fieser: Okay? So that's a pretty big promise, right

158
00:16:34.272 --> 00:16:39.961
Nicole Fieser: when you say that's a pretty big commitment efficiencies and ease of access and less time.

159
00:16:40.812 --> 00:16:49.631
Nicole Fieser: Well, y'all, those efficiencies and ease of access are based on these tiles, and you'll notice

160
00:16:50.452 --> 00:16:55.722
Nicole Fieser: that these top tiles are for you, the managers and supervisors.

161
00:16:56.222 --> 00:16:57.412
Nicole Fieser: Okay.

162
00:16:59.052 --> 00:17:07.502
Nicole Fieser: where you're gonna go to be able to manage your people's time cards, and manage your people's sketch schedules, and request by employee.

163
00:17:07.942 --> 00:17:11.362
Nicole Fieser: But if I scroll on down on this home screen.

164
00:17:11.892 --> 00:17:15.591
Nicole Fieser: this is where you'll see some of your tiles

165
00:17:15.962 --> 00:17:22.552
Nicole Fieser: right where, if you are someone that has to punch in and out, you'll see it here.

166
00:17:23.012 --> 00:17:29.162
Nicole Fieser: This is where you will see your schedule. This is where you'll be able to put in your time off request.

167
00:17:30.142 --> 00:17:31.172
Nicole Fieser: Okay?

168
00:17:32.789 --> 00:17:42.632
Nicole Fieser: And I know that there are different folks. We have different departments in the room today. Y'all. So. I know that some folks have exempt personnel. Some folks have non exempt.

169
00:17:43.752 --> 00:17:52.441
Nicole Fieser: So take what you can from the training. This is a broad training mostly to make sure that you get the tips and tricks and kind of hear the whole thing put together.

170
00:17:53.572 --> 00:17:57.512

Nicole Fieser: Okay, but we are starting off with our tiles.

171
00:17:57.862 --> 00:18:01.781
Nicole Fieser: You've got your tiles to manage, and then you've got your own tiles here

172
00:18:03.872 --> 00:18:06.152
Nicole Fieser: all right. Y'all, let's talk about the tiles.

173
00:18:06.312 --> 00:18:14.252
Nicole Fieser: The 1st thing that I'd like you to know about the tiles. Notice if you will, in the right hand corner. Do you see how each of those tiles have a 3 3 dots

174
00:18:15.032 --> 00:18:16.962
Nicole Fieser: y'all those 3 dots.

175
00:18:18.722 --> 00:18:23.361
Nicole Fieser: Officially it is called the Tile Action menu.

176
00:18:24.972 --> 00:18:32.952
Nicole Fieser: Okay, I don't care if you ever use that term in real life. Tile action menu.

177
00:18:33.762 --> 00:18:34.892
Nicole Fieser: Rather.

178
00:18:36.752 --> 00:18:47.401
Nicole Fieser: When we go ahead and click on those 3 dots, you can call it the 3 dots. You can call it the ellipse button you can call it the button in the right hand corner again. Don't care. What does it do for you?

179
00:18:47.872 --> 00:18:50.022
Nicole Fieser: Well, there's a refresh button.

180
00:18:50.522 --> 00:19:02.442

Nicole Fieser: And y'all one of the most common questions that you're gonna have. And I think for those folks that have employees that log in to see their tiles, whether through mobile

181
00:19:02.642 --> 00:19:06.111
Nicole Fieser: or through the desktop, like I'm displaying. Now.

182
00:19:06.902 --> 00:19:12.182
Nicole Fieser: one of the most common questions you're gonna get is, hey?

183
00:19:13.682 --> 00:19:16.722
Nicole Fieser: How often are these tiles updated with information.

184
00:19:18.982 --> 00:19:26.602
Nicole Fieser: Should I trust what's being displayed in my manage time? Card style that I've got 3 must fix issues.

185
00:19:27.532 --> 00:19:33.932
Nicole Fieser: Should I trust? What's being displayed on the mind notification style. How often are these tiles updated?

186
00:19:34.612 --> 00:19:35.452
Nicole Fieser: Right?

187
00:19:35.732 --> 00:19:42.052
Nicole Fieser: And that matters because I want to know if the information I'm looking at on my dashboard is current, and up to date.

188
00:19:42.982 --> 00:19:47.462
Nicole Fieser: y'all, as managers and supervisors in the back of your brain.

189
00:19:47.872 --> 00:19:54.522
Nicole Fieser: I need you to know that there's a ton of system background processes that are always running.

190
00:19:55.552 --> 00:19:58.052
Nicole Fieser: I use myself as an example here, though

191
00:19:59.312 --> 00:20:08.511
Nicole Fieser: even though I know that to be true, that the system is going to be current. The tiles are going to display, you know, the latest and greatest, and I'll prove it to you.

192
00:20:09.132 --> 00:20:13.221
Nicole Fieser: I myself am a doubting Nelly just in general in life.

193
00:20:14.202 --> 00:20:15.762
Nicole Fieser: I'm kind of a Downing, Nelly.

194
00:20:17.282 --> 00:20:29.932
Nicole Fieser: so if I wanted to be able to respond to a must fix, I wanted to be able to respond to a notification. I want to be able to respond to see who's about to leave, because their shift is about to end.

195
00:20:30.992 --> 00:20:39.601
Nicole Fieser: I can. I am not obligated to, but I can go ahead and click on the refresh button

196
00:20:40.722 --> 00:20:47.411
Nicole Fieser: right, and when I go and click on the refresh button I get to see that the schedule was last updated on 1222.

197
00:20:49.892 --> 00:20:50.752
Nicole Fieser: Okay.

198
00:20:55.542 --> 00:20:56.932
Nicole Fieser: so there we are

199
00:20:57.712 --> 00:21:03.551
Nicole Fieser: again. Your call. If you want to click on refresh. If you're doubting Nelly like I am a doubting Nelly.

200
00:21:04.582 --> 00:21:05.722
Nicole Fieser: There you go!

201
00:21:07.022 --> 00:21:12.531
Nicole Fieser: What else do we get to see? Not only do you get to see the tile action, menu.

202
00:21:12.722 --> 00:21:19.072
Nicole Fieser: but you'll know, please, that your tiles all have this kind of broken or bent right facing arrow.

203
00:21:20.202 --> 00:21:25.062
Nicole Fieser: I would like to go ahead and pick on. I need to see some folks

204
00:21:25.912 --> 00:21:29.121
Nicole Fieser: I would like to pick on Alfonso

205
00:21:30.082 --> 00:21:34.952
Nicole Fieser: if Alphonso wants to access all of his people's time cards

206
00:21:35.582 --> 00:21:46.681
Nicole Fieser: one way, not the only way that he can access all of his people's time. Cards is by clicking on that broken or bent right facing arrow on the manage time cards, tile.

207
00:21:47.402 --> 00:21:49.312
Nicole Fieser: and when we do that

208
00:21:51.972 --> 00:22:00.062
Nicole Fieser: that takes us to our employee time cards where Alfonso would now see one of 16, we see Sydney.

209
00:22:00.522 --> 00:22:05.782
Nicole Fieser: and we can click on that right facing arrow and go to the next person.

210
00:22:06.632 --> 00:22:13.892
Nicole Fieser: Okay, maybe. Oh, let's go ahead and pick on Anna.

211
00:22:14.212 --> 00:22:19.141
Nicole Fieser: Maybe Anna wants to go to her employees schedules right

212
00:22:19.282 --> 00:22:36.562
Nicole Fieser: because she attended this training. She knows, then, that one of her very 1st tasks is going to be to assign people to their schedule because schedules are not going to come over from old Kronos into the MyCOH time software.

213
00:22:37.662 --> 00:22:40.991
Nicole Fieser: So maybe Anna says, Yeah, I want to go into the schedule.

214
00:22:41.192 --> 00:22:46.262
Nicole Fieser: She can go ahead and click on this broken or bent right facing arrow next to manage schedule.

215
00:22:46.702 --> 00:22:53.821
Nicole Fieser: And now we're going to be in the schedule. Planner and Anna would have the ability to start working through the schedule.

216
00:22:54.982 --> 00:22:55.882
Nicole Fieser: Okay?

217
00:22:56.292 --> 00:22:59.121
Nicole Fieser: And y'all, we're going to go through this with a fine tooth comb.

218
00:23:00.042 --> 00:23:01.531
Nicole Fieser: But here's the thing.

219
00:23:01.952 --> 00:23:14.761
Nicole Fieser: Obviously, I want you all to be able to access all of your employees. Time cards, access your employees, schedules. We're gonna talk through notifications, and that's what that broken or bent right facing arrow does.

220
00:23:15.482 --> 00:23:21.112
Nicole Fieser: but with an eye towards that efficiency that I've already promised you.

221
00:23:21.432 --> 00:23:24.942
Nicole Fieser: My company has promised this to city of Houston.

222
00:23:25.492 --> 00:23:29.181
Nicole Fieser: I'm gonna go ahead and pick on. I'm gonna pick on Cheryl.

223
00:23:30.822 --> 00:23:36.491
Nicole Fieser: What if Cheryl says? Look, you know what I just want to see my people

224
00:23:36.942 --> 00:23:39.032
Nicole Fieser: that have issues in their time card.

225
00:23:39.512 --> 00:23:40.632
Nicole Fieser: All right.

226
00:23:41.452 --> 00:23:48.112
Nicole Fieser: So if I want, maybe Cheryl says, I just want to see who has issues in the time card that must be fixed.

227
00:23:48.722 --> 00:23:56.171
Nicole Fieser: I'm gonna go ahead and click. Next to must fix. This is where Cheryl could go ahead and click on the arrow to the right of must fix.

228
00:23:56.612 --> 00:24:07.532
Nicole Fieser: And now we're only seeing one of 2 people, the 2 people that have issues in their time card rather than everybody.

229
00:24:09.892 --> 00:24:12.062
Nicole Fieser: Isn't that kind of cool.

230
00:24:14.702 --> 00:24:20.822
Nicole Fieser: So if you just want to see who has issues, you can use the tiles to just address those folks.

231
00:24:21.852 --> 00:24:33.281
Nicole Fieser: Maybe you just want to see who is starting, you would be able to click on the little blue arrow next to starting their shift, who is soon to leave the shift click on the little arrow.

232
00:24:34.392 --> 00:24:38.751
Nicole Fieser: Maybe let's go and pick on Cole.

233
00:24:39.002 --> 00:24:43.311
Nicole Fieser: Maybe Cole only wants to see time off. Requests.

234
00:24:43.762 --> 00:24:50.341
Nicole Fieser: Doesn't want to deal with timekeeping issues right now, but only wants to see notifications regarding employ time off requests.

235
00:24:50.672 --> 00:24:54.572
Nicole Fieser: Cole could click on the little Blue Arrow. Next to employee requests

236
00:24:56.962 --> 00:25:03.011
Nicole Fieser: my point, then, folks, is that these tiles do give you efficiencies.

237
00:25:03.842 --> 00:25:11.321
Nicole Fieser: And you bet, am I trying to sell you on the value of these tiles today?

238
00:25:11.912 --> 00:25:15.382
Nicole Fieser: Absolutely right.

239
00:25:16.832 --> 00:25:18.241
Nicole Fieser: Here's the thing, though.

240
00:25:18.842 --> 00:25:22.452
Nicole Fieser: Here's the thing. There will be some people

241
00:25:23.462 --> 00:25:25.432
Nicole Fieser: they're gonna be like. Hmm! No.

242
00:25:25.652 --> 00:25:30.172
Nicole Fieser: I love these tiles. Sorry, Nikki, you tried. But no, don't love it.

243
00:25:31.572 --> 00:25:38.032
Nicole Fieser: If you're sitting here thinking. Okay, I I kind of starting to pick up what we're laying down here in terms of these tiles

244
00:25:44.622 --> 00:25:48.602
Nicole Fieser: if instead, you're like, no, don't love it. -

245
00:25:49.592 --> 00:25:53.912
Nicole Fieser: In the upper left hand corner of the screen. Do you see those 3 lines?

246
00:25:54.302 --> 00:25:59.332
Nicole Fieser: Those 3 lines are officially called the Hamburger Menu

247
00:26:00.422 --> 00:26:05.941
Nicole Fieser: folks. You can click on that hamburger menu which, honestly, I don't love that name

248
00:26:06.172 --> 00:26:13.462
Nicole Fieser: right. I'm a child of the nineties. It makes me think of like the Hamburglar from Mcdonald's like in 1992. Right?

249
00:26:14.142 --> 00:26:21.642
Nicole Fieser: But if you don't love your tiles, you can click on that Hamburger menu which opens up the main menu.

250
00:26:22.892 --> 00:26:31.092
Nicole Fieser: Okay, every tool that you as a user have access to can also be found in this main menu

251
00:26:32.392 --> 00:26:33.592
Nicole Fieser: alrighty.

252
00:26:34.812 --> 00:26:38.232
Nicole Fieser: In the end. Folks. It is your decision

253
00:26:38.362 --> 00:26:45.612
Nicole Fieser: where you wish to access your tools from. Do you want to use the tiles? Do you want to use that main menu on the left.

254
00:26:45.992 --> 00:26:51.642
Nicole Fieser: For the purposes of this training. We're going to go through both right

255
00:26:51.782 --> 00:27:00.291
Nicole Fieser: later. Today. We're going to go through schedules. We're going to talk about assigning schedules, assigning shifts, assigning pay codes. We're going through that schedule, y'all.

256
00:27:01.362 --> 00:27:06.811
Nicole Fieser: and I will show you how we can access the schedule from either the tile

257
00:27:07.002 --> 00:27:13.241
Nicole Fieser: or from the main menu on the left, because again, in the end, it's entirely up to you.

258
00:27:14.132 --> 00:27:15.052
Nicole Fieser: Okay?

259
00:27:17.162 --> 00:27:24.011
Nicole Fieser: With that being said, I was honest, I said that I was gonna try to sell you all on the usability of these tiles.

260
00:27:26.112 --> 00:27:29.871
Nicole Fieser: Does that mean? I think that there's no value to this main menu on the left.

261
00:27:30.822 --> 00:27:34.381
Nicole Fieser: There's some good stuff here, y'all one. There's a search field

262
00:27:34.782 --> 00:27:44.942
Nicole Fieser: right? What if Steven? What if Steven has a tool in the current soon to be old Kronos system

263
00:27:45.592 --> 00:27:51.111
Nicole Fieser: that he likes very much, and he thinks, Hey, where'd my tool go

264
00:27:51.432 --> 00:27:59.672
Nicole Fieser: right? Where'd my time card go? Where did. My, I don't know. Pay period close, Genie, go.

265
00:28:01.032 --> 00:28:06.561
Nicole Fieser: you do have a search field, which I do think has a value in that main menu.

266
00:28:06.712 --> 00:28:09.942
Nicole Fieser: So until you get good and comfortable with the system

267
00:28:11.482 --> 00:28:13.241
Nicole Fieser: you might use that search field.

268
00:28:14.322 --> 00:28:18.601
Nicole Fieser: The other thing that I'd like to mention in that main menu on the left is the sign out button

269
00:28:19.342 --> 00:28:23.621
Nicole Fieser: folks you're in training. This is official UKG training

270
00:28:24.262 --> 00:28:30.772

Nicole Fieser: trainers by default are a pain in the you know what right meaning

271
00:28:31.222 --> 00:28:41.091
Nicole Fieser: I recognize, and I even went and looked. Y'all, I know a lot of you when you're done in your current soon to be old, Right Kronos system.

272
00:28:41.212 --> 00:28:43.482
Nicole Fieser: A lot of you are just X-ing out

273
00:28:44.682 --> 00:28:52.272
Nicole Fieser: best practices when you are done doing what you're supposed to be doing in the system, folks, you need to be making sure that you're signing out.

274
00:28:52.872 --> 00:28:59.371
Nicole Fieser: Okay, is it the end of the world? If you go ahead and x out? No, not really.

275
00:28:59.522 --> 00:29:06.671
Nicole Fieser: Still. Best practices sign out and that sign out. Button is again in that main menu on the left.

276
00:29:08.312 --> 00:29:13.571
Nicole Fieser: Okay, what else do we see in terms of basic navi navigation

277
00:29:14.032 --> 00:29:18.111
Nicole Fieser: to the right of that main menu that hamburger menu.

278
00:29:18.232 --> 00:29:20.352
Nicole Fieser: Do you see the little house, icon?

279
00:29:21.192 --> 00:29:23.962
Nicole Fieser: This house icon, is our home button.

280
00:29:25.212 --> 00:29:29.261
Nicole Fieser: the home button is your friend.

281
00:29:30.262 --> 00:29:37.932
Nicole Fieser: The home button is accessible from every single page within the software, every single page.

282
00:29:38.402 --> 00:29:43.982
Nicole Fieser: Okay, so earlier today, right, let's go ahead and pick on

283
00:29:44.852 --> 00:29:47.811
Nicole Fieser: Criselda Criselda. That is a beautiful name.

284
00:29:48.652 --> 00:29:52.152
Nicole Fieser: Baby Criselda is in their employees schedules.

285
00:29:52.862 --> 00:29:56.332
Nicole Fieser: And so I click on that broken or bent right facing arrow.

286
00:29:56.642 --> 00:30:00.061
Nicole Fieser: Criselda goes into the schedule planner

287
00:30:00.222 --> 00:30:07.092
Nicole Fieser: where later today we are going to be, you know, assigning schedules, assigning patterns, the whole thing.

288
00:30:07.212 --> 00:30:13.991
Nicole Fieser: Okay, here's the thing. Once Chriselda is done.

289
00:30:14.542 --> 00:30:19.242
Nicole Fieser: and Chriselda wants to go back home, back to the dashboard.

290
00:30:19.432 --> 00:30:24.152
Nicole Fieser: You're just gonna click on that home, icon, right?

291
00:30:26.572 --> 00:30:33.702
Nicole Fieser: And that will bring you back home. That will bring us back to our dashboard, and we'll keep doing what we're going to be doing.

292
00:30:34.072 --> 00:30:35.232
Nicole Fieser: Okay?

293
00:30:36.612 --> 00:30:37.832
Nicole Fieser: So there we go.

294
00:30:39.422 --> 00:30:44.351
Nicole Fieser: What else do we get to see. There is a question in the chat that I'm gonna respond to.

295
00:30:44.682 --> 00:30:48.942
Nicole Fieser: I saw the question that said, Hey, if IX out.

296
00:30:50.122 --> 00:30:54.021
Nicole Fieser: instead of signing out cause. I just made a deal about that right.

297
00:30:54.652 --> 00:31:00.871
Nicole Fieser: Ray is asking the question, and he's asking it much nicer than I'm saying. So. Me, I'm the problem right?

298
00:31:01.792 --> 00:31:04.671
Nicole Fieser: What happens if you X out versus sign out

299
00:31:05.022 --> 00:31:17.271
Nicole Fieser: for a period of time, it does actually look like you're still signed in. But ultimately you will be signed out. It's a short amount of time. It's just a really good habit to get into to remember to sign out.

300
00:31:18.382 --> 00:31:25.942
Nicole Fieser: Okay, so there we go, Ray, hopefully. That answers your question.

301
00:31:27.282 --> 00:31:35.331
Nicole Fieser: Okay, from there. Not only do we have the main menu and the house icon, the home icon

302
00:31:35.912 --> 00:31:39.381
Nicole Fieser: to the right. We have our employee search

303
00:31:41.252 --> 00:31:49.261
Nicole Fieser: folks. If you have started to tune me out because I say so much, and I do

304
00:31:49.822 --> 00:31:55.042
Nicole Fieser: now is a really good time to tune me back in alright.

305
00:31:56.912 --> 00:32:04.042
Nicole Fieser: One of the most common tools that I think many of you are using in your current chrono system

306
00:32:04.272 --> 00:32:06.931
Nicole Fieser: is the quick. Find genie.

307
00:32:08.662 --> 00:32:17.332
Nicole Fieser: Okay, that quick find, genie that allows you to find an individual employee by name or id right?

308
00:32:17.752 --> 00:32:24.662
Nicole Fieser: Y'all the quick find genie is gone. It does not exist in the MyCOH time software.

309
00:32:25.812 --> 00:32:27.152
Nicole Fieser: Rather.

310
00:32:27.722 --> 00:32:30.351
Nicole Fieser: You now have the employee. Search

311
00:32:30.922 --> 00:32:37.681

Nicole Fieser: folks. Let's talk about the employee. Search that magnifying glass towards the upper right hand corner of your screen.

312
00:32:39.562 --> 00:32:46.872
Nicole Fieser: Okay, the employee search is accessible on every single page in the software.

313
00:32:47.172 --> 00:32:48.251
Nicole Fieser: Which is good.

314
00:32:49.632 --> 00:32:55.452
Nicole Fieser: When would I use this. Oh, I would like to go ahead and pick on. I'm gonna pick on Deborah.

315
00:32:56.942 --> 00:33:06.572
Nicole Fieser: What if I come to work for Deborah? And I see Deborah walking down the hall, and I say, Oh, good morning, Deborah. Bad news! I forgot to sign out yesterday afternoon.

316
00:33:07.661 --> 00:33:17.021
Nicole Fieser: Well, one Deborah probably probably already knows that I forgot to punch out yesterday because she's received a notification which we're gonna talk about

317
00:33:17.661 --> 00:33:23.461
Nicole Fieser: regardless. I see Deborah. I say, I forgot to punch out. Deborah says.

318
00:33:23.951 --> 00:33:33.161
Nicole Fieser: Okay, Nikki, that's fine. I'll fix your time card. But remember, it is part of your job to punch in and punch out

319
00:33:34.982 --> 00:33:39.962
Nicole Fieser: fair. Right? That would be fair feedback for me to receive as an employee.

320
00:33:41.642 --> 00:33:43.062
Nicole Fieser: Here's the thing, though.

321

00:33:44.392 --> 00:33:45.652
Nicole Fieser: Here's the thing.

322
00:33:46.022 --> 00:33:55.342
Nicole Fieser: Does Deborah, when she gets into the software, always need to find all of her people's time cards

323
00:33:57.462 --> 00:34:04.572
Nicole Fieser: she could. Could she go ahead and click on that broken or bent, right facing arrow and access everybody's time, cards and kind of scroll through to find me?

324
00:34:05.132 --> 00:34:09.541
Nicole Fieser: Or does she just need to find me the troublemaker.

325
00:34:09.702 --> 00:34:13.341
Nicole Fieser: the troublemaker, that can't figure out how to punch in or out.

326
00:34:14.702 --> 00:34:17.851
Nicole Fieser: In this case you probably need to find me the troublemaker.

327
00:34:18.512 --> 00:34:27.011
Nicole Fieser: So Deborah would click on that magnifying glass. Right? I am the troublemaker. Every day of the week. I do my best. You asked my boss.

328
00:34:27.432 --> 00:34:29.152
Nicole Fieser: She'd tell you that's true.

329
00:34:30.122 --> 00:34:35.432
Nicole Fieser: and y'all in that employee search. You can type in the 1st couple letters of the employees last name.

330
00:34:35.842 --> 00:34:45.982
Nicole Fieser: You can use their Id right, and we would go ahead and click on search, and from there

331
00:34:46.632 --> 00:34:51.301
Nicole Fieser: you will go ahead and find your employee. Select the employee.

332
00:34:51.692 --> 00:34:54.442
Nicole Fieser: and then you will use this. Go to control.

333
00:34:55.262 --> 00:34:59.842
Nicole Fieser: Because when we go ahead and click on this, go to control. That's going to allow Deborah

334
00:35:02.112 --> 00:35:07.122
Nicole Fieser: right? That's going to allow Deborah to

335
00:35:07.282 --> 00:35:10.392
Nicole Fieser: go directly to my time card to fix my time card.

336
00:35:10.762 --> 00:35:17.142
Nicole Fieser: Maybe Deborah, my manager, decides. No, it's not a time card issue. It's a scheduling issue. So she wants to go look at my schedule.

337
00:35:17.892 --> 00:35:25.562
Nicole Fieser: Maybe, as my manager, Deborah starts to get suspicious, and she thinks, huh!

338
00:35:26.022 --> 00:35:34.632
Nicole Fieser: That Nikki is always quote forgetting to punch out on Mondays End quote.

339
00:35:35.492 --> 00:35:46.311
Nicole Fieser: And so maybe Deborah is thinking. I think Nikki tells me that she forgets to punch out on Mondays because she's actually leaving early and doesn't want anybody to know

340
00:35:49.602 --> 00:35:50.882
Nicole Fieser: alrighty.

341

00:35:52.952 --> 00:35:57.072
Nicole Fieser: So in that case, maybe she wants to go ahead and run a report around. Just me

342
00:35:57.282 --> 00:36:00.112
Nicole Fieser: the troublemaker that can't punch in or out.

343
00:36:01.992 --> 00:36:09.132
Nicole Fieser: folks. The employee search is your friend and a couple of things all right.

344
00:36:10.792 --> 00:36:15.782
Nicole Fieser: If you're wondering. And, Latasha, I see a question that's exactly where I'm going

345
00:36:17.362 --> 00:36:25.142
Nicole Fieser: again. Y'all, I'm gonna use myself as an example. I am horrible at spelling people's last names

346
00:36:25.472 --> 00:36:26.912
Nicole Fieser: not gonna lie.

347
00:36:27.062 --> 00:36:30.292
Nicole Fieser: It is not my gift, right?

348
00:36:30.642 --> 00:36:39.162
Nicole Fieser: So if I wanted to go ahead and type in S. Star or asterisk that wildcard character

349
00:36:40.222 --> 00:36:57.042
Nicole Fieser: folks remember you can still use the wildcard character to your advantage if you only know how to spell the 1st couple letters of somebody's last name, or you only know the 1st couple of numbers and their employee id number.

350
00:36:57.252 --> 00:37:02.401
Nicole Fieser: You can type in Sm. Star, whatever it is.

351
00:37:03.262 --> 00:37:05.011

Nicole Fieser: Apparently I don't have Smith today.

352
00:37:05.192 --> 00:37:07.051
Nicole Fieser: I'm gonna use

353
00:37:09.822 --> 00:37:16.432
Nicole Fieser: Oh, city, Adam new. I'm gonna type in add A. DA star.

354
00:37:17.762 --> 00:37:20.872
Nicole Fieser: And that's going to return to me, Sydney Adamoo.

355
00:37:21.732 --> 00:37:31.361
Nicole Fieser: Okay, so if you're wondering if the wildcard characters that you are used to using in your quick find, genie still apply, they do.

356
00:37:31.862 --> 00:37:36.512
Nicole Fieser: Must you use this little star little asterisk? No.

357
00:37:36.852 --> 00:37:44.322
Nicole Fieser: but it is beneficial when you're not sure how to spell somebody's name, or you're not sure what their employee id number fully is.

358
00:37:45.382 --> 00:37:51.752
Nicole Fieser: And in case you're wondering what these advanced settings are, you can change the time period. When do you want to be looking at people.

359
00:37:52.582 --> 00:37:53.722
Nicole Fieser: Okay?

360
00:37:54.332 --> 00:38:00.141
Nicole Fieser: Because maybe you want to be looking at for a terminated person or something like that. And you need to pull back something from history.

361

00:38:02.342 --> 00:38:04.372
Nicole Fieser: The employee. Search is your friend. Y'all

362
00:38:05.462 --> 00:38:11.302
Nicole Fieser: replaces the quick. Find. Genie, quick find is out. Employee searches. In.

363
00:38:13.412 --> 00:38:18.492
Nicole Fieser: What else do we get to see? As we finish our conversation on navigation.

364
00:38:19.312 --> 00:38:23.661
Nicole Fieser: Y'all one of the things that I think city of Houston has done well for you.

365
00:38:25.332 --> 00:38:31.382
Nicole Fieser: Alright. Aaron says, before we go there. I was able to just hit the search button before.

366
00:38:34.812 --> 00:38:41.771
Nicole Fieser: So you can type in the little star, the little asterisk and search. And then that's gonna give you all of your people, Aaron.

367
00:38:42.762 --> 00:38:46.501
Nicole Fieser: so you can just put the little star, the little asterisk in that search field

368
00:38:47.122 --> 00:38:50.752
Nicole Fieser: here, and then click, search, and you'll get a return of all of your employees.

369
00:38:51.112 --> 00:38:52.122
Nicole Fieser: Okay.

370
00:38:53.442 --> 00:39:00.781
Nicole Fieser: but if you're gonna do that, I think there's a better way. When we get into it I will show you something over here. It's called the Employee Summary Erin.

371
00:39:01.132 --> 00:39:05.651

Nicole Fieser: So, Erin, I will. I am writing myself a note to come back to this question.

372
00:39:05.812 --> 00:39:11.761
Nicole Fieser: so. Yes, you can still do it. There's probably a better way to do it, though not using the employee search.

373
00:39:12.722 --> 00:39:25.651
Nicole Fieser: And, Erin, if I miss it, if I don't explain this further. You are welcome to smack me upside the head virtually, and say, Hey, fees are explain more. Okay, do not be shy. I can take it

374
00:39:27.442 --> 00:39:33.342
Nicole Fieser: alright. Y'all, from there to the right of the employee search. We have online help.

375
00:39:34.292 --> 00:39:42.282
Nicole Fieser: Okay, I really like sayings. I'm really bad at them. But I really like them.

376
00:39:42.662 --> 00:39:45.871
Nicole Fieser: So you know that saying I'm sure we've all heard it.

377
00:39:46.212 --> 00:39:54.782
Nicole Fieser: It goes something like, if you give a person a fish they eat for the day versus. If you teach the person to fish, they eat for a lifetime.

378
00:39:55.682 --> 00:40:00.232
Nicole Fieser: There's a saying that goes sort of like that. I'm probably getting it sort of wrong. But you get the idea.

379
00:40:01.672 --> 00:40:06.971
Nicole Fieser: Listen. At the end of this training. You know what what I want my final words to be to you.

380
00:40:07.092 --> 00:40:09.871
Nicole Fieser: I want to be able to say, Go, fish.

381

00:40:10.402 --> 00:40:14.862
Nicole Fieser: and I don't want you to feel offended by it. I want you to be to say, okay, I know what she wants me to do.

382
00:40:16.162 --> 00:40:17.762
Nicole Fieser: because here's the thing.

383
00:40:18.002 --> 00:40:24.812
Nicole Fieser: I'm kind of keeping an eye on the QA. Right. We have obviously people answering all the questions that are coming in.

384
00:40:25.822 --> 00:40:29.941
Nicole Fieser: But one of the most common questions that I've seen

385
00:40:31.482 --> 00:40:41.572
Nicole Fieser: is, Where do I go for this recording? Where can I go to get the presentation. Where can I go to get more information?

386
00:40:43.302 --> 00:40:51.951
Nicole Fieser: One of the things that your system administrators have done so well by you is to give you the employee search

387
00:40:53.492 --> 00:40:58.981
Nicole Fieser: and online help. It's online help. Y'all, let's talk about online help.

388
00:40:59.352 --> 00:41:04.821
Nicole Fieser: Online help is a great repository of information that you have at your fingertips

389
00:41:05.502 --> 00:41:13.242
Nicole Fieser: and folks. This is so much better in your new, MyCOH time system than it ever was in your old chrono system.

390
00:41:14.632 --> 00:41:19.512
Nicole Fieser: I'm so excited that you all get this. I really am. I'm super super excited about it.

391
00:41:21.012 --> 00:41:23.522
Nicole Fieser: because here's the thing.

392
00:41:24.212 --> 00:41:29.421
Nicole Fieser: the help screens. When you go ahead and click on that cute little question mark in the upper right hand corner.

393
00:41:30.352 --> 00:41:39.832
Nicole Fieser: The help topics that default are based on the screen that you're on when you click for help, alrighty.

394
00:41:40.952 --> 00:41:51.052
Nicole Fieser: So I don't know. Maybe maybe Desiree, maybe Desiree says. You know what. I'm still kind of puzzled by some of the navigation.

395
00:41:51.332 --> 00:41:56.141
Nicole Fieser: You guys, there's a video right here, navigation and overview for managers

396
00:41:56.642 --> 00:41:59.332
Nicole Fieser: that Desiree could click on right here.

397
00:42:00.702 --> 00:42:02.482
Nicole Fieser: Maybe, Tracy.

398
00:42:02.852 --> 00:42:11.291
Nicole Fieser: maybe, Tracy, if I go ahead and click on that manage schedule tile that broken bent right facing arrow.

399
00:42:11.682 --> 00:42:22.352
Nicole Fieser: Tracy's in the schedule. She's looking at her schedule now. She's like, wait a minute. How do I add grant numbers or internal orders. If we have any Hpd folks

400
00:42:23.252 --> 00:42:24.632

Nicole Fieser: to a shift.

401
00:42:26.262 --> 00:42:30.262
Nicole Fieser: The really cool thing is, if you click on online help

402
00:42:30.552 --> 00:42:35.881
Nicole Fieser: in the schedule. It's gonna bring up scheduling help topics.

403
00:42:37.862 --> 00:42:38.862
Nicole Fieser: Right?

404
00:42:41.892 --> 00:42:54.681
Nicole Fieser: My point is and I'm I'm gonna jump back home. So I'm gonna click on that house. Icon online help is fantastic, and the help topics that immediately display are based on the screen that you're on.

405
00:42:55.982 --> 00:43:00.512
Nicole Fieser: But here's the thing I would like to go ahead and pick on.

406
00:43:01.742 --> 00:43:03.761
Nicole Fieser: I'm going to pick on Emily.

407
00:43:05.542 --> 00:43:12.772
Nicole Fieser: What if Emily, after this training, she goes back to her desk February 15, th rolls around.

408
00:43:13.122 --> 00:43:16.052
Nicole Fieser: and she starts to think back to today.

409
00:43:17.092 --> 00:43:21.802
Nicole Fieser: Okay, back to today. And she thinks, oh.

410
00:43:22.602 --> 00:43:32.431
Nicole Fieser: I remember that girl telling me about all the different colors that there's some yellows, and there's some purples, and there's some blues, and there's some pinks, and there's colors.

411
00:43:35.162 --> 00:43:40.672
Nicole Fieser: Am I going to be sitting with Emily at her desk the week of February 15th at go live? No.

412
00:43:40.802 --> 00:43:41.972
Nicole Fieser: sadly. No.

413
00:43:42.882 --> 00:43:54.292
Nicole Fieser: Instead, I want you guys to feel like you have support. And the best way to do that is through online help. Because if you don't see any help, topics that you like that default.

414
00:43:54.502 --> 00:43:57.121
Nicole Fieser: you can always click on browse help.

415
00:43:58.712 --> 00:44:04.002
Nicole Fieser: And this is where, when Emily clicks on browse help immediately she's going to see some help. Topics.

416
00:44:05.032 --> 00:44:10.342
Nicole Fieser: including a glossary of terms which is cool.

417
00:44:11.912 --> 00:44:17.941
Nicole Fieser: Some additional information on the mobile app, which is also cool.

418
00:44:18.982 --> 00:44:24.772
Nicole Fieser: Still, though that's not going to answer Emily's question about what all the different colors in the system mean.

419
00:44:24.992 --> 00:44:27.292
Nicole Fieser: because the colors actually are quite meaningful.

420
00:44:28.202 --> 00:44:33.831
Nicole Fieser: So instead, Emily might use this search field to type in the word colors.

421
00:44:34.632 --> 00:44:42.062
Nicole Fieser: and when we type in the word colors, it's going to return to us, and the likeliest of importance.

422
00:44:43.202 --> 00:44:45.982
Nicole Fieser: current time and visual cues.

423
00:44:46.192 --> 00:44:48.921
Nicole Fieser: And immediately it's gonna tell us

424
00:44:49.552 --> 00:44:56.282
Nicole Fieser: the colors in our time, cards and schedules, and what all these different colors might mean.

425
00:44:58.302 --> 00:45:01.762
Nicole Fieser: Here's the thing. Y'all, I'm gonna stop beating the dead horse. But here we go

426
00:45:02.292 --> 00:45:07.022
Nicole Fieser: online. Help is great. Do I want you to feel like you can use it to go fish

427
00:45:07.142 --> 00:45:08.162
Nicole Fieser: for sure.

428
00:45:08.722 --> 00:45:14.701
Nicole Fieser: Couple of things to point out one. You do have the ability to print any of the help topics

429
00:45:15.932 --> 00:45:20.172
Nicole Fieser: 2. If there is a help screen that you particularly like

430
00:45:20.672 --> 00:45:25.901
Nicole Fieser: you can, you can save the hyperlink to the help screen

431

00:45:26.342 --> 00:45:28.242
Nicole Fieser: so that you can share it

432
00:45:28.592 --> 00:45:30.762
Nicole Fieser: right? You can reference it again.

433
00:45:30.932 --> 00:45:37.612
Nicole Fieser: But I think the really cool thing is, if you save the hyperlink for a particular help screen that you like.

434
00:45:37.982 --> 00:45:45.491
Nicole Fieser: You do have the ability to access that help screen even when you are not logged into the system.

435
00:45:46.352 --> 00:45:53.601
Nicole Fieser: Right? So if Emily wanted to share this with a coworker. Maybe their supervisor. We surely could.

436
00:45:55.132 --> 00:45:59.842
Nicole Fieser: Okay, y'all. Online help is fantastic.

437
00:46:00.432 --> 00:46:02.071
Nicole Fieser: I'm hoping you'll use it.

438
00:46:04.692 --> 00:46:05.642
Nicole Fieser: Okay.

439
00:46:06.982 --> 00:46:12.242
Nicole Fieser: I'm kind of keeping an eye on questions right now. It looks like things are kind of being managed. We'll keep going.

440
00:46:13.332 --> 00:46:16.651
Nicole Fieser: What else do I want you all to know in terms of basic navigation.

441
00:46:18.302 --> 00:46:19.552
Nicole Fieser: Alrighty

442
00:46:22.602 --> 00:46:24.082
Nicole Fieser: notifications.

443
00:46:25.962 --> 00:46:45.071
Nicole Fieser: Aricelly says, and Aricelly, if I'm mispronouncing your name, I apologize so it might be Aricelli. So if I'm mispronouncing it please forgive me. Where are we gonna see colors? Oh, my friend, we are! Gonna see it on schedules. We're gonna see it in time cards. When we get to review. We're gonna be looking at that

444
00:46:45.542 --> 00:46:49.671
Nicole Fieser: when we're approving our time cards when we're reviewing time cards.

445
00:46:49.942 --> 00:46:51.292
Nicole Fieser: There's colors.

446
00:46:51.842 --> 00:46:58.071
Nicole Fieser: So please know, as we make our way through this training, I will be pointing out specific colors that will be meaningful

447
00:46:58.252 --> 00:47:00.851
Nicole Fieser: to you and the roles that y'all are in.

448
00:47:02.072 --> 00:47:06.581
Nicole Fieser: Okay, so schedules time cards. It's kind of everywhere.

449
00:47:09.912 --> 00:47:13.031
Nicole Fieser: Okay, let's talk about notifications.

450
00:47:14.372 --> 00:47:16.081
Nicole Fieser: Let's talk about notifications.

451
00:47:17.222 --> 00:47:23.372
Nicole Fieser: I think the big win for city of Houston, all right.

452
00:47:24.682 --> 00:47:27.872
Nicole Fieser: is, in fact, going to be notifications.

453
00:47:28.492 --> 00:47:37.131
Nicole Fieser: Let me acknowledge some of you depending upon your role in your current again soon to be old Kronos system.

454
00:47:37.282 --> 00:47:43.301
Nicole Fieser: are receiving notifications. I think you're even receiving email notifications

455
00:47:43.412 --> 00:47:50.651
Nicole Fieser: when certain things happen in the software right where the notification actually goes to your regular old email.

456
00:47:53.852 --> 00:48:01.842
Nicole Fieser: communications are much, much better in the new. MyCOH time software much better.

457
00:48:02.822 --> 00:48:04.162
Nicole Fieser: What do I mean by that?

458
00:48:04.672 --> 00:48:08.241
Nicole Fieser: Well, again, if we continue our journey towards the top right.

459
00:48:08.862 --> 00:48:11.251
Nicole Fieser: do you see this alert bell, icon?

460
00:48:11.642 --> 00:48:17.002
Nicole Fieser: That alert bell icon, is also called the notification bell icon.

461

00:48:22.072 --> 00:48:22.712
Nicole Fieser: Ready?

462
00:48:27.472 --> 00:48:30.801
Nicole Fieser: Right now we see in my example.

463
00:48:37.292 --> 00:48:39.492
Nicole Fieser: 4. I see 4.

464
00:48:40.142 --> 00:48:45.652
Nicole Fieser: It's not. I was about to say something else. I see 4 notifications

465
00:48:49.212 --> 00:48:50.102
Nicole Fieser: right?

466
00:48:51.082 --> 00:48:58.182
Nicole Fieser: So we see this alert bell icon with the number 4 that tells me that we have 4 notifications.

467
00:49:00.372 --> 00:49:01.622
Nicole Fieser: Alrighty.

468
00:49:01.882 --> 00:49:10.472
Nicole Fieser: I'm gonna go ahead and click on that notification bell, icon that alert bell icon. And that's gonna open up my control center panel.

469
00:49:11.262 --> 00:49:14.891
Nicole Fieser: All right, talk about this control center panel.

470
00:49:15.302 --> 00:49:19.362
Nicole Fieser: I think it's kinda cool. I think it's kind of cool. I think there's a use for it.

471
00:49:19.752 --> 00:49:26.032

Nicole Fieser: It tells me, for example, that my employee, Jamie Tart, has an unexcused absence. On January 10th

472
00:49:26.492 --> 00:49:30.512
Nicole Fieser: it tells me that Coach Beard has an unexcused absence

473
00:49:30.712 --> 00:49:34.041
Nicole Fieser: right? And the coach beard has a missed punch.

474
00:49:35.382 --> 00:49:40.322
Nicole Fieser: The really cool thing about this control center panel, though. Y'all if you're like. Oh, my gosh!

475
00:49:40.562 --> 00:49:47.192
Nicole Fieser: Coach has a missed punch, you can go ahead and use the go to control

476
00:49:49.822 --> 00:49:57.482
Nicole Fieser: alright, and when I click on that, go to control, it is going to take us directly to coaches. Time card.

477
00:49:57.962 --> 00:49:59.682
Nicole Fieser: Isn't that cool?

478
00:50:00.952 --> 00:50:05.852
Nicole Fieser: So we can go right here to fix the problem and move on with our day.

479
00:50:06.812 --> 00:50:18.381
Nicole Fieser: So this alert bell icon, which is accessible from anywhere in the software. When we go ahead and click on that go to control, it's gonna take us to exactly where the problem is.

480
00:50:20.242 --> 00:50:33.221
Nicole Fieser: Isn't that neat? You do not have to go hunt down the actual problem. You don't have to figure out who has a missed Punch, who has an unexcused absence because you're gonna get a notification.

481

00:50:34.122 --> 00:50:39.792
Nicole Fieser: If your employee has a time off request or you have a delegation request.

482
00:50:40.232 --> 00:50:44.322
Nicole Fieser: I've already seen a bunch of questions start to pop up around delegation.

483
00:50:45.682 --> 00:50:50.311
Nicole Fieser: which is why we have to. We have to talk about it. Y'all we do need to talk about it.

484
00:50:52.212 --> 00:50:55.132
Nicole Fieser: You're gonna see those requests here.

485
00:50:55.542 --> 00:50:59.001
Nicole Fieser: Okay, here's the thing, though.

486
00:51:00.002 --> 00:51:03.332
Nicole Fieser: Let's pretend. And please hear me on this.

487
00:51:03.452 --> 00:51:07.052
Nicole Fieser: I know this is a long training. Y'all, but hear me out

488
00:51:08.442 --> 00:51:18.562
Nicole Fieser: again. I only care about making your life easier. That is truly my only goal of me coming to work today, making your life just a little bit easier. So please hear me.

489
00:51:20.822 --> 00:51:27.092
Nicole Fieser: This control center panel tells us who has the issues. And obviously we can use the Goto control

490
00:51:28.012 --> 00:51:30.871
Nicole Fieser: right to go handle the problem

491
00:51:32.232 --> 00:51:39.331

Nicole Fieser: once we in this case manage the missed punch. Let's pretend I've managed the missed Punch.

492
00:51:41.162 --> 00:51:47.651
Nicole Fieser: The notification, the notification still exists.

493
00:51:49.322 --> 00:51:55.132
Nicole Fieser: Which means, then, friends, you all have a choice

494
00:51:55.732 --> 00:52:02.061
Nicole Fieser: to get rid of the notification. You either need to mark it as done, or you need to delete it.

495
00:52:04.312 --> 00:52:06.602
Nicole Fieser: What's the difference? And why do you care

496
00:52:07.592 --> 00:52:13.781
Nicole Fieser: if you delete a notification? It is gone forever, never to be seen nor heard from again.

497
00:52:14.582 --> 00:52:19.022
Nicole Fieser: Okay, you'll never see it again. You can't pull it back.

498
00:52:19.492 --> 00:52:22.892
Nicole Fieser: Even UKG isn't going to pull it back for you

499
00:52:24.022 --> 00:52:27.181
Nicole Fieser: versus if you're Mark. If you mark something as done.

500
00:52:27.712 --> 00:52:31.331
Nicole Fieser: Alright, I'm gonna go ahead and pick on Enrique.

501
00:52:32.032 --> 00:52:38.921
Nicole Fieser: What if Enrique is one of those really meticulous people? That's where he thinks to himself

502
00:52:39.192 --> 00:52:40.861
Nicole Fieser: at the end of the week.

503
00:52:40.992 --> 00:52:49.862
Nicole Fieser: I want to review all my notifications that I received simply to double check that we've managed it.

504
00:52:52.832 --> 00:52:53.752
Nicole Fieser: Okay.

505
00:52:55.142 --> 00:53:03.992
Nicole Fieser: listen. If Enrique comes, I'm going to use this one, Jamie Tart, who has an unexcused absence. If Enrique comes and clicks on, Mark is done.

506
00:53:04.162 --> 00:53:05.492
Nicole Fieser: what happens?

507
00:53:06.142 --> 00:53:13.951
Nicole Fieser: One we get. Success. Message was successfully marked as done, and the number decrements.

508
00:53:14.192 --> 00:53:17.642
Nicole Fieser: instead of seeing 4 notifications, we see 3.

509
00:53:18.672 --> 00:53:27.451
Nicole Fieser: Now, of course, in real life we would only mark is done, or delete a notification once we've managed the issue, of course.

510
00:53:29.702 --> 00:53:39.761
Nicole Fieser: but if Enrique wants to be able to retrieve it, you're gonna mark it as done, and I'm gonna show you in a minute how you can retrieve notifications that you've marked as done

511
00:53:40.402 --> 00:53:45.222

Nicole Fieser: versus deleting them. Once you delete them, they are gone forever.

512
00:53:46.812 --> 00:53:49.452
Nicole Fieser: Okay, that's good.

513
00:53:51.692 --> 00:53:53.412
Nicole Fieser: Here's gonna be my story.

514
00:53:56.402 --> 00:53:57.402
Nicole Fieser: Alright.

515
00:54:01.202 --> 00:54:09.222
Nicole Fieser: I think this control center panel is really good. If you have like 3 or 4 notifications.

516
00:54:11.052 --> 00:54:14.301
Nicole Fieser: Okay, I think it's good. If you have 3 or 4

517
00:54:15.012 --> 00:54:21.781
Nicole Fieser: more than 3 or 4, I'm not sure this is the most efficient tool I'm gonna jump back home.

518
00:54:23.542 --> 00:54:26.261
Nicole Fieser: Rather. You have a tile.

519
00:54:26.452 --> 00:54:30.292
Nicole Fieser: Of course you have a tile. There's a tile for everything. Right.

520
00:54:31.092 --> 00:54:33.992
Nicole Fieser: Folks. Do you notice this? My notifications tile?

521
00:54:34.302 --> 00:54:37.412
Nicole Fieser: I think this mind notification style is fantastic.

522
00:54:37.592 --> 00:54:43.191
Nicole Fieser: because if I click on that broken or bent right facing arrow next to my notifications.

523
00:54:45.452 --> 00:54:48.672
Nicole Fieser: that's going to bring me to the full control center.

524
00:54:49.262 --> 00:54:56.502
Nicole Fieser: And I think this full control center has a ton of value, including your categories

525
00:54:56.992 --> 00:55:01.721
Nicole Fieser: because I don't know. Maybe. Oh, maybe Felicia.

526
00:55:02.652 --> 00:55:07.942
Nicole Fieser: maybe Felicia wants to focus on time off requests right

527
00:55:09.992 --> 00:55:15.992
Nicole Fieser: and wants to see how much time off request the employee has before she approves it. Well.

528
00:55:16.172 --> 00:55:18.581
Nicole Fieser: Felicia would be able to click on employee requests

529
00:55:19.592 --> 00:55:27.252
Nicole Fieser: versus if I click on timekeeping when we click on timekeeping, we're going to see those notifications.

530
00:55:27.962 --> 00:55:34.511
Nicole Fieser: Okay, so here we get to see the same options where we can.

531
00:55:34.802 --> 00:55:42.092
Nicole Fieser: Mark has done the notification, delete the notification or use the go to control, to go to where the problem is.

532

00:55:43.592 --> 00:55:51.821
Nicole Fieser: but I think the really cool thing is, if you have many, no, many notifications, many issues.

533
00:55:52.432 --> 00:55:54.892
Nicole Fieser: you would be able to select all

534
00:56:00.232 --> 00:56:09.512
Nicole Fieser: you'd be able to select all, and then you could click on that. Go to control and very efficiently kind of toggle through all of the problems.

535
00:56:11.932 --> 00:56:18.222
Nicole Fieser: Couple of things I just said there was a difference between marking is done or deleting a notification.

536
00:56:20.092 --> 00:56:27.361
Nicole Fieser: Notice, if you will please, that when we come to this full control center. It defaults to show you new notifications.

537
00:56:28.252 --> 00:56:32.412
Nicole Fieser: Again, if Enrique says, Look, I just want to be able to focus on the ones

538
00:56:32.522 --> 00:56:34.421
Nicole Fieser: that I've already managed.

539
00:56:35.302 --> 00:56:37.761
Nicole Fieser: We can come here and click on, done.

540
00:56:38.102 --> 00:56:40.962
Nicole Fieser: and it's gonna show me there's the one

541
00:56:41.152 --> 00:56:45.662
Nicole Fieser: Jamie Tart's unexcused absence that I had marked as done.

542

00:56:45.972 --> 00:56:51.181
Nicole Fieser: and I can see the details in the details panel on the right.

543
00:56:53.852 --> 00:56:58.301
Nicole Fieser: So here's my point. Y'all notifications are much better

544
00:56:58.622 --> 00:57:11.161
Nicole Fieser: because you can either use the go to control in this full control center or use that alert bell icon to get to the control center panel and just kind of manage the issues individually.

545
00:57:12.482 --> 00:57:18.641
Nicole Fieser: You will still get the email. So in most instances, instances.

546
00:57:18.892 --> 00:57:21.981
Nicole Fieser: if you're receiving an email. Now.

547
00:57:22.262 --> 00:57:25.391
Nicole Fieser: you're still gonna receive it in the new software.

548
00:57:28.742 --> 00:57:29.612
Nicole Fieser: Okay?

549
00:57:31.352 --> 00:57:33.752
Nicole Fieser: But these are your notifications. Y'all.

550
00:57:34.612 --> 00:57:38.251
Nicole Fieser: as part of our basic navigation, part of your day to day.

551
00:57:38.452 --> 00:57:41.712
Nicole Fieser: I need you to know if I jump back home.

552
00:57:43.822 --> 00:57:52.142

Nicole Fieser: what all these tools are because the only way we're going to be able to manage our schedules and manage our time cards is if we know what these tools are

553
00:57:54.602 --> 00:57:55.702
Nicole Fieser: okay.

554
00:57:56.192 --> 00:58:05.531
Nicole Fieser: Laura says. It seems like we've just jumped into issues. Laura, we're not into issues. My friend, we're just talking about the tools that are on the home screen on the dashboard

555
00:58:06.282 --> 00:58:11.791
Nicole Fieser: so that we can resolve our schedules and resolve timekeeping issues.

556
00:58:12.372 --> 00:58:19.962
Nicole Fieser: Okay, rights cool.

557
00:58:21.772 --> 00:58:32.292
Nicole Fieser: There you go. Anybody kind of like these notifications. Anybody kind of excited, whether you like this control center panel or you like the full control center where you would be able to select

558
00:58:32.652 --> 00:58:37.231
Nicole Fieser: all and just kind of quickly be able to go and and manage some things.

559
00:58:37.532 --> 00:58:40.142
Nicole Fieser: Anybody kind of liking this idea.

560
00:58:40.932 --> 00:58:45.471
Nicole Fieser: keeping in mind that on your time off request these employer requests.

561
00:58:45.712 --> 00:58:52.132
Nicole Fieser: you'll be able to see the time off request and how much time the employee has available.

562
00:58:57.202 --> 00:59:02.821

Nicole Fieser: Right? I got some answers. Andrew says, yeah, I like it. It's visual.

563
00:59:03.412 --> 00:59:06.232
Nicole Fieser: Right? Who says, is this the one Pm. Session?

564
00:59:06.822 --> 00:59:12.341
Nicole Fieser: Yes, we started at noon. So Raju, just so, you know, we started at noon.

565
00:59:13.292 --> 00:59:16.311
Nicole Fieser: Efron says, Yeah, this is an upgrade. Cool beans.

566
00:59:17.812 --> 00:59:23.952
Nicole Fieser: And Cesar says I like the idea of the notifications going away once it's corrected me, too.

567
00:59:25.222 --> 00:59:26.495
Nicole Fieser: Thanks, Griselda.

568
00:59:27.392 --> 00:59:28.482
Nicole Fieser: Me, too.

569
00:59:32.542 --> 00:59:39.112
Nicole Fieser: Isabel says. I'm sure I'm getting ahead, but I wanna make sure we'll be covering. Yeah, but that's a pretty common question.

570
00:59:39.602 --> 00:59:46.812
Nicole Fieser: And Raju. This is our last official session, my friend.

571
00:59:47.752 --> 00:59:55.241
Nicole Fieser: so you'll probably want to hang out. It is being recorded, and you will be able to access the recording either later this week or early next.

572
00:59:56.172 --> 00:59:56.587
Nicole Fieser: Okay,

573
01:00:00.772 --> 01:00:07.162
Nicole Fieser: And then I'm gonna answer one more question. Y'all, Isabel says I'm sure I'm getting ahead, but we want to make sure we're covering Fmla time.

574
01:00:07.672 --> 01:00:12.462
Nicole Fieser: My guess is, Isabel, and if you want to correct me, you correct me, please.

575
01:00:12.652 --> 01:00:19.572
Nicole Fieser: that you are used to using something quote called the Quick leave editor within the time card.

576
01:00:21.272 --> 01:00:25.281
Nicole Fieser: Thanks, everybody. And we're gonna make sure that you know how to.

577
01:00:25.532 --> 01:00:26.792
Nicole Fieser: Why, that's popping up.

578
01:00:27.559 --> 01:00:33.182
Nicole Fieser: We're gonna make sure you know how to enter Fmla time, and what that big difference is, because it is radically

579
01:00:33.292 --> 01:00:38.512
Nicole Fieser: better, Isabel. It's radically better than what you're doing now.

580
01:00:40.582 --> 01:00:44.511
Nicole Fieser: Yes, the accrual balances will be displayed for sure.

581
01:00:46.592 --> 01:00:48.931
Nicole Fieser: And folks are like, yeah, I think I like this upgrade.

582
01:00:49.312 --> 01:00:53.922
Nicole Fieser: Y'all will take it awesome.

583
01:00:55.042 --> 01:00:58.451
Nicole Fieser: All right. Y'all, let's keep going. I'm gonna jump back home.

584
01:00:59.442 --> 01:01:01.221
Nicole Fieser: Let's talk about data views.

585
01:01:02.082 --> 01:01:03.731
Nicole Fieser: Let's talk about data views.

586
01:01:05.072 --> 01:01:08.062
Nicole Fieser: Okay, so right now, when you all log in.

587
01:01:09.852 --> 01:01:20.051
Nicole Fieser: I know you see something called a navigator. Right? You know I've been with this company 20 years. I know your old system. If I'm if you want to know my secrets.

588
01:01:20.602 --> 01:01:28.992
Nicole Fieser: your current soon to be old chrono system. It is my baby. I love that software. I love it. It's my baby.

589
01:01:29.622 --> 01:01:31.441
Nicole Fieser: But y'all, the baby is old.

590
01:01:32.232 --> 01:01:40.141
Nicole Fieser: right? And I think if we're very honest with each other, your current software feels like it's still 2,008.

591
01:01:41.612 --> 01:01:48.421
Nicole Fieser: So I think this upgrade that yes, UKG is forcing city of Houston into on some level

592
01:01:50.752 --> 01:01:53.022
Nicole Fieser: is gonna make is much more modern.

593
01:01:53.872 --> 01:01:56.962
Nicole Fieser: Which means, then, you know those genies?

594
01:01:58.292 --> 01:02:02.114
Nicole Fieser: Cesar says upgrades are always good, right? Agreed.

595
01:02:04.292 --> 01:02:07.512
Nicole Fieser: You know those genies that you see when you 1st log in

596
01:02:08.002 --> 01:02:14.012
Nicole Fieser: genies aren't gone, and they have been replaced by data views.

597
01:02:15.142 --> 01:02:19.742
Nicole Fieser: Folks. Let's talk about data views, please.

598
01:02:21.332 --> 01:02:25.152
Nicole Fieser: And I am going to stop sharing for a second.

599
01:02:26.042 --> 01:02:29.732
Nicole Fieser: And I actually have a slide that I really want to show you all.

600
01:02:32.582 --> 01:02:36.941
Nicole Fieser: And we're gonna see if my screen decides to cooperate. Y'all, it is not

601
01:02:39.402 --> 01:02:46.791
Nicole Fieser: okay. Bear with me. I apologize. My screen has decided to be argumentative on this day.

602
01:02:49.722 --> 01:02:51.831
Nicole Fieser: Okay, let's talk about data views.

603
01:02:53.792 --> 01:02:58.802

Nicole Fieser: Alright. So let me get this out of your way and that out of your way.

604
01:02:59.192 --> 01:03:00.622
Nicole Fieser: What is a native view?

605
01:03:02.602 --> 01:03:03.702
Nicole Fieser: Okay?

606
01:03:04.922 --> 01:03:09.332
Nicole Fieser: Data views are an interactive on-screen report.

607
01:03:09.542 --> 01:03:15.012
Nicole Fieser: And while yes, there are some similarities to the genies that you're used to seeing. Now.

608
01:03:15.252 --> 01:03:23.362
Nicole Fieser: folks, these data views are much, much more powerful, much more powerful.

609
01:03:24.162 --> 01:03:25.082
Nicole Fieser: Okay.

610
01:03:26.602 --> 01:03:33.981
Nicole Fieser: so we're gonna get into our data views. And when we start thinking about our data views, much like, I hope you're doing now.

611
01:03:35.832 --> 01:03:44.122
Nicole Fieser: I hope that every time you access a genie and moving forward every time you access a data view.

612
01:03:44.952 --> 01:03:50.121
Nicole Fieser: you ask yourself the who, the what and the when?

613
01:03:51.112 --> 01:03:54.642
Nicole Fieser: Who do we want to see in the data view.

614
01:03:55.102 --> 01:04:01.412
Nicole Fieser: what type of data are we expecting to see? And when

615
01:04:01.772 --> 01:04:04.031
Nicole Fieser: are we pulling our data in?

616
01:04:05.812 --> 01:04:06.762
Nicole Fieser: Okay?

617
01:04:08.942 --> 01:04:10.862
Nicole Fieser: So here's the story with this.

618
01:04:11.252 --> 01:04:24.392
Nicole Fieser: Here's the story. With this, I've seen some questions popping up around custom reports and reports that y'all think that you need to run on a weekly, even monthly basis.

619
01:04:27.692 --> 01:04:32.442
Nicole Fieser: There are still standard reports in the software

620
01:04:33.662 --> 01:04:38.922
Nicole Fieser: data views allow you to get the data that you actually want?

621
01:04:40.542 --> 01:04:46.222
Nicole Fieser: Does it ever feel like when you go to technical training when you're learning new system.

622
01:04:46.572 --> 01:04:49.601
Nicole Fieser: Does it ever feel like to you that

623
01:04:52.642 --> 01:04:59.692
Nicole Fieser: we talk an awful lot about inputting data? And nobody ever tells you how to get data back out of the software.

624
01:05:00.902 --> 01:05:12.362
Nicole Fieser: Well, today's the day. Y'all, we're gonna talk about how you get whatever data you want back out. Maybe Brandon, maybe Brandon is very concerned about time off request.

625
01:05:12.612 --> 01:05:18.102
Nicole Fieser: or maybe he's concerned about accruals.

626
01:05:18.792 --> 01:05:24.811
Nicole Fieser: Maybe he thinks my gosh! My people have already taken a ton of time off, and it's only the middle of January.

627
01:05:26.072 --> 01:05:32.112
Nicole Fieser: Maybe Ruth. Maybe Ruth is concerned about attendance.

628
01:05:32.262 --> 01:05:35.502
Nicole Fieser: and that maybe her department has a ton of late ends.

629
01:05:35.752 --> 01:05:41.141
Nicole Fieser: and she wants to figure out. Kind of. When are the late ends happening? Is it a specific day of the week?

630
01:05:41.832 --> 01:05:45.382
Nicole Fieser: Is it around a a full moon? I don't know

631
01:05:46.692 --> 01:05:50.842
Nicole Fieser: but y'all we are going to get into the details of our data views.

632
01:05:51.852 --> 01:05:52.762
Nicole Fieser: Right?

633
01:05:55.432 --> 01:05:58.182
Nicole Fieser: So let's take a peek.

634
01:05:58.852 --> 01:06:03.392
Nicole Fieser: This is good stuff. Y'all, I am so excited to show this to you.

635
01:06:04.312 --> 01:06:10.081
Nicole Fieser: I am not kidding. Of of all the things that I wanted to show you guys today.

636
01:06:10.412 --> 01:06:12.637
Nicole Fieser: this is near the top.

637
01:06:14.042 --> 01:06:22.841
Nicole Fieser: Right? I'm not kidding. I've been excited to show this to you all since August, August for real August

638
01:06:23.612 --> 01:06:28.492
Nicole Fieser: Kevin, are you able to see my home screen. Are you able to see where it says, welcome back Ted.

639
01:06:29.352 --> 01:06:30.352
UKG: Yes, we are.

640
01:06:30.792 --> 01:06:31.912
Nicole Fieser: Perfect. Thank you.

641
01:06:32.552 --> 01:06:35.331
Nicole Fieser: All right. Y'all, let's talk about accessing our data views.

642
01:06:37.412 --> 01:06:44.032
Nicole Fieser: You know how I said that we would use both the tiles and the main menu

643
01:06:44.322 --> 01:06:46.671
Nicole Fieser: folks on the main menu on the left.

644
01:06:47.372 --> 01:06:52.342
Nicole Fieser: I'm going to scroll on down to where it says data views and reports.

645
01:06:54.132 --> 01:06:56.742
Nicole Fieser: and I'm going to go to our data view library.

646
01:06:57.962 --> 01:06:58.802
Nicole Fieser: Okay?

647
01:06:59.812 --> 01:07:05.111
Nicole Fieser: The Data View Library is broken out by category.

648
01:07:05.762 --> 01:07:11.481
Nicole Fieser: Maybe Ruth wants to see details around attendance. There's a data view for that.

649
01:07:12.462 --> 01:07:18.421
Nicole Fieser: Maybe Brandon, right? And there's a couple of data views for that. Just so we're clear.

650
01:07:18.812 --> 01:07:22.181
Nicole Fieser: Maybe Brandon is all about schedules.

651
01:07:22.952 --> 01:07:28.301
Nicole Fieser: including looking at time off requests and current time off requests. Here we go.

652
01:07:29.651 --> 01:07:36.721
Nicole Fieser: Maybe we are getting ready to approve our time cards.

653
01:07:36.962 --> 01:07:39.732
Nicole Fieser: and we want to look at the exception. Summary.

654
01:07:40.762 --> 01:07:44.602
Nicole Fieser: Okay, each of your data views

655
01:07:44.772 --> 01:07:50.071
Nicole Fieser: are broken up by category, and they sound kind of familiar right?

656
01:07:50.852 --> 01:07:53.941
Nicole Fieser: They sound like genies, but they're not.

657
01:07:54.632 --> 01:08:00.532
Nicole Fieser: Y'all for the purposes of this training. I'm gonna go to my exception, Summary.

658
01:08:02.852 --> 01:08:04.772
Nicole Fieser: and let's talk about what we see.

659
01:08:06.422 --> 01:08:10.672
Nicole Fieser: Step number one, I said, you're gonna start with the who, the what, the when?

660
01:08:11.562 --> 01:08:15.291
Nicole Fieser: Okay, the who is over here on the right.

661
01:08:16.031 --> 01:08:27.582
Nicole Fieser: the who is where you're gonna go to figure out who you would like to see in the data view, who you would like to see in this detailed report.

662
01:08:30.372 --> 01:08:36.932
Nicole Fieser: These are hyperfines. Y'all your hyper fines right?

663
01:08:37.982 --> 01:08:44.552
Nicole Fieser: They're very, very much the acting the same as they do in your current Kronos environments.

664
01:08:44.972 --> 01:08:50.241
Nicole Fieser: So you still have your hyper fines. You'll still have the filters for determining who

665
01:08:51.122 --> 01:08:54.162
Nicole Fieser: I'm gonna go to the my reports, too.

666
01:08:56.642 --> 01:08:57.622
Nicole Fieser: Okay.

667
01:09:00.932 --> 01:09:02.062
Nicole Fieser: from there.

668
01:09:02.272 --> 01:09:05.651
Nicole Fieser: If this is the who, we then have the win?

669
01:09:07.512 --> 01:09:08.732
Nicole Fieser: All right.

670
01:09:11.512 --> 01:09:24.212
Nicole Fieser: So for the purposes of this training. I'm gonna leave it at the default current pay period. But y'all notice how many more default time frames you have in the MyCOH time software.

671
01:09:24.632 --> 01:09:35.182
Nicole Fieser: You can look at your data over whatever time frame floats your boat today. Yesterday week to date

672
01:09:35.742 --> 01:09:37.211
Nicole Fieser: last 30 days.

673
01:09:38.342 --> 01:09:39.292
Nicole Fieser: Right?

674
01:09:39.462 --> 01:09:44.561
Nicole Fieser: Schedule periods mean, my gosh! There's so many different date ranges.

675

01:09:44.882 --> 01:09:49.212
Nicole Fieser: and if you don't like any of the defaulted ranges.

676
01:09:49.442 --> 01:09:51.732
Nicole Fieser: do you see where it says select range?

677
01:09:52.452 --> 01:10:00.121
Nicole Fieser: We can put in whatever range of dates we wanted to. Right. So if you want to look at the entire month of January.

678
01:10:00.292 --> 01:10:06.381
Nicole Fieser: maybe you want to look at the entire year, you know, a year from now. You surely can.

679
01:10:09.052 --> 01:10:12.442
Nicole Fieser: The who, the when and the what

680
01:10:13.792 --> 01:10:19.022
Nicole Fieser: folks? A lot of your data views are going to sound similar one to another

681
01:10:20.292 --> 01:10:26.782
Nicole Fieser: if you were looking at a data view. And you're like, Hmm, no, I don't love that.

682
01:10:27.042 --> 01:10:31.232
Nicole Fieser: I don't think these are the right columns that I'm expecting to see.

683
01:10:32.932 --> 01:10:41.511
Nicole Fieser: Try, try again. Meaning, once you have accessed one data view, I'm looking at the exception summary data view.

684
01:10:42.002 --> 01:10:51.062
Nicole Fieser: Once I've accessed one in the data view selector dropdown. Every data view that you as a user have access to

685

01:10:51.312 --> 01:10:53.152
Nicole Fieser: can be found there.

686
01:10:55.752 --> 01:10:56.472
Nicole Fieser: Me.

687
01:11:01.992 --> 01:11:15.162
Nicole Fieser: my point is, you do not. If you don't like what you're seeing here, I don't. I do not want you to think you have to go back to the main menu and back down through that data view library and click like 5 more times.

688
01:11:15.752 --> 01:11:27.861
Nicole Fieser: Rather. I think it's important that we know what these shortcuts are. And if you don't like what you're seeing, go ahead and find a different data view, because every data view that you as a user have access

689
01:11:28.942 --> 01:11:33.601
Nicole Fieser: can be found in this dropdown once you're once you've selected one.

690
01:11:35.882 --> 01:11:38.982
Nicole Fieser: Jenna says I'm not coming in clear.

691
01:11:41.022 --> 01:11:48.792
Nicole Fieser: Kevin, can you still hear me correctly? Are we? Are we are you able to hear me because we're getting some feedback that folks aren't able to hear me correctly.

692
01:11:48.792 --> 01:11:50.591
UKG: Yeah, you're coming in clear for us.

693
01:11:51.232 --> 01:11:55.392
Nicole Fieser: Okay, Janice, I apologize. I

694
01:11:55.712 --> 01:12:00.661
Nicole Fieser: you might want to sign out and sign back in. Scott says, no, I'm hearing you. Fine. Okay.

695
01:12:01.882 --> 01:12:02.982
Nicole Fieser: thanks. Scott.

696
01:12:03.602 --> 01:12:05.662
Nicole Fieser: Yeah. Keep me posted, Janice.

697
01:12:06.322 --> 01:12:12.532
Nicole Fieser: Please keep me posted. Okay, thanks, Andre.

698
01:12:13.612 --> 01:12:15.962
Nicole Fieser: all right. Y'all. So what are we gonna do with this?

699
01:12:16.552 --> 01:12:21.472
Nicole Fieser: You gonna do with this once you've chosen your who and your when.

700
01:12:23.042 --> 01:12:25.801
Nicole Fieser: very briefly, all, I'm gonna talk about the zoom button.

701
01:12:26.252 --> 01:12:27.691
Nicole Fieser: Very briefly.

702
01:12:28.202 --> 01:12:34.372
Nicole Fieser: you have the ability to control the size to a degree of the screen that you're looking at

703
01:12:35.142 --> 01:12:42.721
Nicole Fieser: right from an accessibility issue. If you want to make it smaller, so you can see more columns. You want to make it bigger.

704
01:12:44.072 --> 01:12:45.662
Nicole Fieser: All right. Thanks, Van.

705

01:12:47.442 --> 01:12:57.071
Nicole Fieser: Right? You surely can. I'm not going to talk about the zoom button again, but you all are going to see that zoom button repeatedly throughout the software

706
01:12:59.152 --> 01:13:00.352
Nicole Fieser: from there.

707
01:13:00.512 --> 01:13:02.432
Nicole Fieser: What's the win of the data views?

708
01:13:02.732 --> 01:13:09.661
Nicole Fieser: Folks? You can sort and filter and set up calculations as you see fit.

709
01:13:10.642 --> 01:13:14.002
Nicole Fieser: Okay, I'm going to pick on Rashawn.

710
01:13:14.242 --> 01:13:22.832
Nicole Fieser: What if Rashawn is very concerned about? I don't know unexcused absences or missed punches.

711
01:13:24.292 --> 01:13:26.662
Nicole Fieser: You can go ahead and click on

712
01:13:26.982 --> 01:13:31.591
Nicole Fieser: the missed out column the unexcused columns. You can click on any of these columns.

713
01:13:32.212 --> 01:13:37.172
Nicole Fieser: and you can sort the information into ascending or descending.

714
01:13:38.172 --> 01:13:40.492
Nicole Fieser: Thanks, Janice, hopefully. It's better for you.

715
01:13:41.052 --> 01:13:46.131

Nicole Fieser: Maybe Rashawn wants to know how many missed punches. On average.

716
01:13:46.652 --> 01:13:48.961
Nicole Fieser: we have in the current pay period.

717
01:13:49.302 --> 01:13:58.081
Nicole Fieser: Maybe Rashawn wants to know how many missed punches we have in. I don't know the last 4 quarters of the last 90 days.

718
01:13:59.552 --> 01:14:00.532
Nicole Fieser: Right?

719
01:14:01.692 --> 01:14:03.642
Nicole Fieser: Thanks, Janice, appreciate the feedback.

720
01:14:04.792 --> 01:14:08.092
Nicole Fieser: Maybe we want to be able to see.

721
01:14:09.862 --> 01:14:19.382
Nicole Fieser: Let's see, on average, right. The total exception count on average, is 2 in every pay period.

722
01:14:21.242 --> 01:14:23.072
Nicole Fieser: Isn't that kind of cool.

723
01:14:23.422 --> 01:14:34.331
Nicole Fieser: because, folks, you can sort any one of your columns in ascending, descending you can set up mins and maxes, and if you need to know averages, how much average overtime.

724
01:14:35.562 --> 01:14:43.522
Nicole Fieser: how much average you know, working beyond the schedule, how many? What's the average number of missed punches, whatever you need.

725
01:14:45.012 --> 01:14:53.262

Nicole Fieser: You also have the ability to drag and drop these column headers into whatever order you want.

726
01:14:53.692 --> 01:15:03.931
Nicole Fieser: So if you don't think the data view is arranged, the way that makes sense to you. You can drag and drop these columns around to put it in the order that makes you happy.

727
01:15:06.652 --> 01:15:10.702
Nicole Fieser: Once you get the data in some sort of usable format.

728
01:15:10.972 --> 01:15:12.892
Nicole Fieser: Do you all see the share button

729
01:15:13.932 --> 01:15:21.261
Nicole Fieser: folks? You can click on the share button and export any data from any data view to excel.

730
01:15:21.722 --> 01:15:26.531
Nicole Fieser: you can also print it and also print it.

731
01:15:30.342 --> 01:15:31.252
Nicole Fieser: Okay.

732
01:15:38.642 --> 01:15:39.842
Nicole Fieser: so there we go

733
01:15:41.532 --> 01:15:49.171
Nicole Fieser: really quickly. Y'all. Just so we can see one that might be a little bit more interesting.

734
01:15:50.082 --> 01:15:55.981
Nicole Fieser: Actually, let's look at the employee summary data view.

735
01:15:57.872 --> 01:16:01.492
Nicole Fieser: And I'm gonna choose the my reports to hyper find.

736
01:16:03.602 --> 01:16:08.152
Nicole Fieser: Look at all the things that we can we can see right?

737
01:16:08.302 --> 01:16:11.592
Nicole Fieser: You can sort ascending, descending.

738
01:16:12.692 --> 01:16:17.341
Nicole Fieser: You can hide columns right? So here's 1.

739
01:16:18.092 --> 01:16:22.671
Nicole Fieser: Here's 1 that we can go ahead and hide, because maybe there's no data. Let's get rid of it.

740
01:16:24.422 --> 01:16:30.192
Nicole Fieser: Alright. Here's 1, a seniority date. I'm not using it. I'm gonna hide it. I'll get rid of it.

741
01:16:30.302 --> 01:16:33.241
Nicole Fieser: Email. I don't want that one, either. I'll get rid of it.

742
01:16:35.402 --> 01:16:40.302
Nicole Fieser: Okay, isn't this kind of cool?

743
01:16:42.412 --> 01:16:48.162
Nicole Fieser: And again, if you wish right? If you wish.

744
01:16:49.302 --> 01:16:57.142
Nicole Fieser: you can choose to focus on one person, you can focus on several people right?

745
01:16:57.462 --> 01:17:02.921
Nicole Fieser: We could even approve time cards from here. We'll talk about that at the end of the training.

746

01:17:04.232 --> 01:17:10.102
Nicole Fieser: And if you want to look for specific individuals, you always have the ability to use your hyperfines.

747
01:17:12.402 --> 01:17:26.512
Nicole Fieser: Folks. Data views are fantastic because they will allow you to get to the granularity of data that you're looking for, whether you're looking for overtime, whether you're looking for attendance. Whether you're looking for exception data.

748
01:17:26.732 --> 01:17:28.232
Nicole Fieser: It's all right there.

749
01:17:31.522 --> 01:17:39.602
Nicole Fieser: Okay, alrighty questions. Thoughts, concerns that. I've missed.

750
01:17:41.102 --> 01:17:48.661
Nicole Fieser: Rashawn says, is there an overtime used summary and data views. Yes, you can find overtime and data views for sure.

751
01:17:48.782 --> 01:17:53.851
Nicole Fieser: And whether or not you can see, payment is based on your level of access.

752
01:17:54.342 --> 01:17:57.802
Nicole Fieser: So, Rashawn, that functionality does exist.

753
01:17:58.022 --> 01:18:04.051
Nicole Fieser: But I cannot speak to what your level of access is whether you would actually get to see the payments.

754
01:18:05.202 --> 01:18:06.172
Nicole Fieser: Okay.

755
01:18:11.832 --> 01:18:13.992
Nicole Fieser: alright. And

756
01:18:14.092 --> 01:18:20.761
Nicole Fieser: Leonor, ye yes, you can choose multiple employees so hopefully. You feel like that question was responded to.

757
01:18:21.082 --> 01:18:26.041
Nicole Fieser: Alfonso says, quick touch on the share. Yep. So if we click on share.

758
01:18:26.382 --> 01:18:31.031
Nicole Fieser: Alfonso, once you've sorted whether you've dragged and dropped these column headers

759
01:18:31.232 --> 01:18:37.892
Nicole Fieser: you've sorted us sending. You've added counts. Whatever you want to do rights.

760
01:18:38.972 --> 01:18:40.772
Nicole Fieser: Whatever you want to do here.

761
01:18:41.512 --> 01:18:47.721
Nicole Fieser: you can print the data view. You can also export the data

762
01:18:48.132 --> 01:18:55.521
Nicole Fieser: to excel. So if you want to share this information with your supervisor within another manager. You could.

763
01:18:56.352 --> 01:18:58.842
Nicole Fieser: Okay? So Alphonso, hopefully, that makes sense.

764
01:18:59.542 --> 01:19:03.522
Nicole Fieser: Kendall says, how do you re add the columns? That's a good question.

765
01:19:04.602 --> 01:19:07.232
Nicole Fieser: I hid some columns. So Kendall

766
01:19:07.952 --> 01:19:14.611
Nicole Fieser: and Gustav are asking the same question. I'm assuming, that's what what we're thinking. How can we add those back.

767
01:19:15.032 --> 01:19:17.432
Nicole Fieser: If you want to see what columns

768
01:19:18.682 --> 01:19:23.441
Nicole Fieser: you've hidden in order to bring them back. Do you see that filter all the way on the right.

769
01:19:25.462 --> 01:19:31.841
Nicole Fieser: the ones without a check mark are the ones no longer being displayed.

770
01:19:34.552 --> 01:19:40.742
Nicole Fieser: Right? So if I wanted to bring back seniority date, I would check off seniority date, and there it's back.

771
01:19:47.212 --> 01:19:48.282
Nicole Fieser: Okay.

772
01:19:52.082 --> 01:19:56.792
Nicole Fieser: Raju, we've not talked about punches yet. We're talking. This is an overview.

773
01:19:57.682 --> 01:20:04.912
Nicole Fieser: This whole 1st part was really just an overview. My friend, and we will get into the details in the next, like 3 min. We're going to start with schedules.

774
01:20:07.122 --> 01:20:10.641
Nicole Fieser: So, Raju, we will talk about that more to come.

775
01:20:13.542 --> 01:20:23.021
Nicole Fieser: Kendall, Gustav, hopefully. That makes sense to you. As well use that little filter icon. Anything without a check mark means that that's hidden. Click on it to bring it back.

776
01:20:25.702 --> 01:20:37.171
Nicole Fieser: Right there we go, folks. I'm gonna leave my data views. We will see them again.

777
01:20:38.332 --> 01:20:41.702
Nicole Fieser: I'm gonna click back on that house, icon. And I'm gonna go back home.

778
01:20:42.902 --> 01:20:45.751
Nicole Fieser: Let's talk about schedules.

779
01:20:46.972 --> 01:20:53.371
Nicole Fieser: and we are like 20Â min away from taking our break. So I know that there is a break that's coming up.

780
01:20:53.892 --> 01:20:57.422
Nicole Fieser: We're 15 to in 15 or 20Â min. We're gonna take a break.

781
01:20:57.832 --> 01:20:58.602
Nicole Fieser: Okay?

782
01:21:00.662 --> 01:21:01.712
Nicole Fieser: Listen.

783
01:21:03.902 --> 01:21:10.971
Nicole Fieser: I think already, today, the most often asked question is regarding schedules.

784
01:21:12.152 --> 01:21:15.201
Nicole Fieser: So let's talk about schedules.

785
01:21:16.412 --> 01:21:17.691
Nicole Fieser: I'm ready.

786

01:21:19.162 --> 01:21:27.532
Nicole Fieser: And y'all, I'm just gonna kind of bring up this ugly for just a second schedules.

787
01:21:27.632 --> 01:21:30.161
Nicole Fieser: Why do we need to talk about schedules?

788
01:21:30.552 --> 01:21:35.681
Nicole Fieser: Why is this important folks? This is important for a couple of reasons.

789
01:21:35.942 --> 01:21:38.622
Nicole Fieser: Okay, one

790
01:21:39.382 --> 01:21:51.281
Nicole Fieser: schedules are not going to be are not going to be fed out of your old Chronos system into your new, MyCOH time system.

791
01:21:52.852 --> 01:21:58.112
Nicole Fieser: So prior to February 15, th February 15, th is your go live right.

792
01:21:59.362 --> 01:22:03.752
Nicole Fieser: You guys are going to be building your employees schedules.

793
01:22:04.192 --> 01:22:10.332
Nicole Fieser: This is likely to be one of your very 1st tasks in the new. MyCOH time

794
01:22:10.952 --> 01:22:13.262
Nicole Fieser: kind of cool. Right?

795
01:22:14.132 --> 01:22:21.752
Nicole Fieser: Okay? So that's important. It's something y'all are gonna be doing. That's step one step 2.

796
01:22:22.832 --> 01:22:25.471
Nicole Fieser: Let me be perfectly frank with you

797
01:22:26.982 --> 01:22:31.112
Nicole Fieser: schedules make the timekeeping system smart.

798
01:22:32.182 --> 01:22:38.782
Nicole Fieser: One of the most often asked questions is, do we really need a schedule?

799
01:22:39.622 --> 01:22:40.782
Nicole Fieser: All right?

800
01:22:41.892 --> 01:22:47.582
Nicole Fieser: Yeah, we do, because the only way. The timekeeping system is smart enough

801
01:22:47.732 --> 01:22:54.042
Nicole Fieser: to know who's late in who's early out, who has an unexcused absence

802
01:22:55.092 --> 01:22:56.872
Nicole Fieser: is, if we have a schedule.

803
01:22:59.092 --> 01:23:04.512
Nicole Fieser: so y'all, we are going to get into our schedules right

804
01:23:04.932 --> 01:23:12.232
Nicole Fieser: schedules. And this is not a city of Houston thing, right? I don't want you to blame your system administrators. This is a UKG thing.

805
01:23:12.732 --> 01:23:18.771
Nicole Fieser: right? This is a UKG situation that you have to build your schedules.

806
01:23:19.472 --> 01:23:20.742
Nicole Fieser: Just so, you know.

807
01:23:21.552 --> 01:23:28.942
Nicole Fieser: Okay, all right, y'all take a look at schedules.

808
01:23:30.402 --> 01:23:32.072
Nicole Fieser: How do we get to schedules

809
01:23:32.272 --> 01:23:40.801
Nicole Fieser: with no exaggeration intended? There's 6 to 8 different ways easily, by which you can get into your employees schedules.

810
01:23:41.282 --> 01:23:46.432
Nicole Fieser: I've already shown you 3 or 4 actually.

811
01:23:47.642 --> 01:23:53.672
Nicole Fieser: So one way to get your employees through schedule is through that employee. Search right.

812
01:23:54.102 --> 01:23:57.321
Nicole Fieser: If you want to go find an individual employee.

813
01:23:57.742 --> 01:24:00.292
Nicole Fieser: If I went and found beard and search.

814
01:24:00.482 --> 01:24:06.212
Nicole Fieser: and I selected his name and use that go to control. I could go to his individual schedule.

815
01:24:07.292 --> 01:24:15.592
Nicole Fieser: So that employee search. That's 1 way to get to the schedule, alrighty.

816
01:24:17.022 --> 01:24:21.501
Nicole Fieser: A second way to get to the schedule is through the manage schedule tile.

817
01:24:21.602 --> 01:24:23.791

Nicole Fieser: And yeah, that's what we're going to use here in a second.

818
01:24:24.912 --> 01:24:31.412
Nicole Fieser: Right? I can click on that broken or bent right facing arrow to get into the full schedule.

819
01:24:32.562 --> 01:24:36.341
Nicole Fieser: And again, for my, I think you all are just being super polite.

820
01:24:37.052 --> 01:24:39.521
Nicole Fieser: right? I think y'all are just being super nice

821
01:24:41.132 --> 01:24:44.051
Nicole Fieser: in that main menu on the left.

822
01:24:44.482 --> 01:24:48.161
Nicole Fieser: If I want to look underneath schedule down to schedule, Planner.

823
01:24:48.682 --> 01:24:50.992
Nicole Fieser: we could get there that way, too.

824
01:24:52.422 --> 01:24:53.412
Nicole Fieser: Okay.

825
01:24:54.402 --> 01:25:01.351
Nicole Fieser: but because I'm trying to sell you on tiles. Let's go and click on that broken or bent right facing arrow.

826
01:25:02.242 --> 01:25:04.522
Nicole Fieser: And let's talk about the schedule planner.

827
01:25:06.882 --> 01:25:11.992
Nicole Fieser: The schedule planner in essence is a data view.

828
01:25:12.722 --> 01:25:14.512
Nicole Fieser: It's a data view. Y'all.

829
01:25:16.302 --> 01:25:25.832
Nicole Fieser: And that means, then, that you start by asking yourself the who? What? When? Question every single time.

830
01:25:26.992 --> 01:25:29.312
Nicole Fieser: Who do? I want to see?

831
01:25:29.812 --> 01:25:32.342
Nicole Fieser: And the schedule Planner Workspace below?

832
01:25:32.632 --> 01:25:34.612
Nicole Fieser: I'm going to choose my reports, too.

833
01:25:39.352 --> 01:25:43.422
Nicole Fieser: Okay? And your people will say your people right?

834
01:25:43.582 --> 01:25:49.562
Nicole Fieser: So if you're kind of saying your question, are my people still gonna be my people? Yes, right.

835
01:25:50.112 --> 01:25:53.641
Nicole Fieser: your people are gonna come over, and your new system still is your people.

836
01:25:54.722 --> 01:25:56.962
Nicole Fieser: So I'm going to start with my reports, too.

837
01:25:57.872 --> 01:26:03.481
Nicole Fieser: for the time period. I'm going to go ahead and change this to the current schedule period.

838

01:26:05.972 --> 01:26:09.912
Nicole Fieser: Actually, you know what? Let's go. The next schedule period. You're gonna have the next schedule period

839
01:26:10.942 --> 01:26:16.302
Nicole Fieser: alright. And then, for now I am viewing by schedule group.

840
01:26:16.992 --> 01:26:25.082
Nicole Fieser: We're going to talk about assigning group schedules. We're gonna also talk about the idea of being able to schedule by employee.

841
01:26:30.282 --> 01:26:31.522
Nicole Fieser: Right?

842
01:26:35.312 --> 01:26:36.901
Nicole Fieser: What all do we see here.

843
01:26:37.802 --> 01:26:45.482
Nicole Fieser: folks? There's 3 areas of the schedule. You have your scheduling tools, your schedule grid, and your scheduling tabs.

844
01:26:46.202 --> 01:26:51.181
Nicole Fieser: I'd like to start at the bottom and work our way up. Let's start with the audits. Tab

845
01:26:52.422 --> 01:27:00.792
Nicole Fieser: one of the big enhancements from your current Kronos environment to the MyCOH time system is the audit.

846
01:27:01.212 --> 01:27:04.162
Nicole Fieser: The audit is significantly better.

847
01:27:04.842 --> 01:27:05.852
Nicole Fieser: Okay?

848
01:27:06.602 --> 01:27:08.791
Nicole Fieser: And what that means.

849
01:27:11.282 --> 01:27:19.212
Nicole Fieser: Every change that you or someone else makes in the schedule

850
01:27:19.362 --> 01:27:23.032
Nicole Fieser: is being tracked in the audits, tab the audits trail.

851
01:27:33.612 --> 01:27:34.872
Nicole Fieser: So there we go.

852
01:27:35.032 --> 01:27:38.102
Nicole Fieser: So we start with the audits. Trail comments.

853
01:27:38.612 --> 01:27:40.581
Nicole Fieser: folks. We're going to talk about. Comments.

854
01:27:40.742 --> 01:27:44.981
Nicole Fieser: Comments serve as a cover your behind moment.

855
01:27:48.102 --> 01:27:49.811
Nicole Fieser: We're going to get into that.

856
01:27:50.432 --> 01:27:57.502
Nicole Fieser: I believe in comments. I hope you will believe in comments. I know some of you are using them now. And some of you definitely aren't.

857
01:27:57.722 --> 01:27:59.702
Nicole Fieser: We're going to talk through comments.

858
01:28:00.442 --> 01:28:06.721

Nicole Fieser: And then my most favorite tool of the entire software is the absence calendar

859
01:28:07.592 --> 01:28:12.681
Nicole Fieser: recess. Me, too. Thanks, Ruth, right. Ruth believes in comments. I love it.

860
01:28:13.242 --> 01:28:21.072
Nicole Fieser: We're gonna talk through the absence calendar. Y'all, because if you're not yet convinced on the usability of this upgraded software

861
01:28:22.602 --> 01:28:29.681
Nicole Fieser: today is the day that I'm gonna convince you. I hope so. These are our tabs.

862
01:28:30.332 --> 01:28:34.401
Nicole Fieser: You've got your schedule, Planner Grid, and then your scheduling tools.

863
01:28:35.232 --> 01:28:37.421
Nicole Fieser: We already talked about the zoom button.

864
01:28:37.692 --> 01:28:39.772
Nicole Fieser: I'm not going to beat the dead horse on that.

865
01:28:40.022 --> 01:28:42.992
Nicole Fieser: but I do want to talk about how you.

866
01:28:43.442 --> 01:28:47.221
Nicole Fieser: as the manager or supervisor, gets to control.

867
01:28:47.542 --> 01:28:50.822
Nicole Fieser: how the schedule looks to you

868
01:28:52.292 --> 01:28:59.601
Nicole Fieser: by default at city of Houston, the schedule defaults to what we call the table view

869
01:29:00.812 --> 01:29:10.182
Nicole Fieser: right? Or if you hover your mouse over top of the individual shifts, you get some basic information. You hover your mouse over top of the employees. Name

870
01:29:10.382 --> 01:29:13.251
Nicole Fieser: still, get some information right?

871
01:29:14.452 --> 01:29:22.142
Nicole Fieser: If you do not like this view of the schedule, do you see where it says Gantt view.

872
01:29:23.122 --> 01:29:28.891
Nicole Fieser: the gantt view is still the same schedule, just a different view of it.

873
01:29:30.202 --> 01:29:37.561
Nicole Fieser: The Gantt view is a bit more modern looking frankly, and so you can decide

874
01:29:38.132 --> 01:29:40.172
Nicole Fieser: which way you like to look at it.

875
01:29:41.432 --> 01:29:46.342
Nicole Fieser: I'm gonna stay on the table view, because I know that's how your default is.

876
01:29:47.822 --> 01:29:50.171
Nicole Fieser: From there we have the show hide button

877
01:29:51.752 --> 01:29:55.781
Nicole Fieser: folks. If I click on the show hide button. This is where you get to control.

878
01:29:58.512 --> 01:30:03.312
Nicole Fieser: Okay, what you what you can choose to display.

879

01:30:04.592 --> 01:30:06.512
Nicole Fieser: Right? You get to decide

880
01:30:06.632 --> 01:30:14.321
Nicole Fieser: how you want shifts to display, how you want pay codes to display. Do you want holidays to display?

881
01:30:14.842 --> 01:30:17.871
Nicole Fieser: Do you want time off? Request to display

882
01:30:18.252 --> 01:30:25.881
Nicole Fieser: you very much between the gantt view and the show hide button. Get to decide

883
01:30:27.142 --> 01:30:29.722
Nicole Fieser: how you want your schedule to be displayed.

884
01:30:31.612 --> 01:30:32.512
Nicole Fieser: Okay?

885
01:30:33.942 --> 01:30:39.552
Nicole Fieser: So the question is, I'm going to refresh.

886
01:30:39.702 --> 01:30:42.779
Nicole Fieser: So y'all, I'm gonna answer the question. I think,

887
01:30:43.862 --> 01:30:46.272
Nicole Fieser: folks are feeling a little confused out there.

888
01:30:47.922 --> 01:30:50.481
Nicole Fieser: Okay, let me jump home.

889
01:30:51.342 --> 01:30:53.562
Nicole Fieser: The question that's outstanding.

890
01:30:54.472 --> 01:30:57.861
Nicole Fieser: Actually, we have a couple of questions outstanding that I'm going to address really quickly.

891
01:30:58.612 --> 01:31:05.171
Nicole Fieser: Andre, yeah, we're gonna talk about rule changes, but not yet. Give me. Maybe after our break we'll talk about it. Okay?

892
01:31:05.412 --> 01:31:11.301
Nicole Fieser: And says, Can you show us what does it look like when I 1st get to the schedule, and Tiana says, Hey.

893
01:31:11.442 --> 01:31:16.072
Nicole Fieser: what? Where we? What do we mean by holidays? I'm going to show you what what I mean by all of that.

894
01:31:17.592 --> 01:31:24.112
Nicole Fieser: I clicked on that broken bent right facing arrow. Get into the manage schedule tile.

895
01:31:24.832 --> 01:31:32.502
Nicole Fieser: This is how it looks by default. You're gonna see? Either no one or you're gonna have to choose the my reports to

896
01:31:33.752 --> 01:31:39.742
Nicole Fieser: and the default time period that city of Houston has selected is yesterday, plus 6 days.

897
01:31:39.962 --> 01:31:45.301
Nicole Fieser: So, and to better answer your question, I'm going to change it to next schedule period.

898
01:31:47.382 --> 01:31:50.442
Nicole Fieser: Okay, now for the holidays.

899
01:31:51.042 --> 01:31:54.472

Nicole Fieser: When we think about holidays, which I think Christmas is in this one.

900
01:31:56.042 --> 01:31:58.931
Nicole Fieser: Holidays do display

901
01:31:59.152 --> 01:32:05.382
Nicole Fieser: right, and the holidays that are going to show Tiana are going to be city, observed holidays.

902
01:32:06.042 --> 01:32:08.561
Nicole Fieser: That's typically what's what's chosen.

903
01:32:11.282 --> 01:32:17.651
Nicole Fieser: But again, on that show hide button you can control whether or not they actually show or not.

904
01:32:18.652 --> 01:32:22.502
Nicole Fieser: Okay, all right.

905
01:32:22.942 --> 01:32:25.531
Nicole Fieser: So hopefully that answers everybody's questions.

906
01:32:26.502 --> 01:32:28.582
Nicole Fieser: Let's talk about the tools.

907
01:32:29.032 --> 01:32:31.301
Nicole Fieser: Let's talk about the tools.

908
01:32:33.872 --> 01:32:38.382
Nicole Fieser: There are so many different ways

909
01:32:38.742 --> 01:32:41.472
Nicole Fieser: that you can make edits to your schedule

910
01:32:42.302 --> 01:32:47.312
Nicole Fieser: folks. I'm gonna show you like 3 or 4 different ways.

911
01:32:47.872 --> 01:32:54.231
Nicole Fieser: Do not be surprised, though, if you find some additional ways after our time together is over.

912
01:32:55.242 --> 01:32:59.712
Nicole Fieser: It is truly intended right?

913
01:33:01.752 --> 01:33:10.012
Nicole Fieser: It is truly intended to be incredibly user. Friendly, right?

914
01:33:10.572 --> 01:33:15.701
Nicole Fieser: So let's talk about the tools. And I'm going to show you how to assign a pattern.

915
01:33:15.802 --> 01:33:17.561
Nicole Fieser: and then we'll take our break.

916
01:33:17.812 --> 01:33:21.442
Nicole Fieser: You guys need to know how to build your schedules right?

917
01:33:22.802 --> 01:33:29.171
Nicole Fieser: I'm gonna be using Nathan Shelley a lot, because you'll notice Nathan Shelley has no schedule

918
01:33:30.412 --> 01:33:35.352
Nicole Fieser: right. But bear with me. Let's make sure we all feel good about the different tools.

919
01:33:36.182 --> 01:33:41.932
Nicole Fieser: And remember, I told you at the very beginning of this training, that one of my big goals was to show you some tips and tricks.

920

01:33:43.002 --> 01:33:45.101
Nicole Fieser: I'm gonna show you some tips and tricks.

921
01:33:45.952 --> 01:33:49.982
Nicole Fieser: But we're also going to talk about a very weird but true moment.

922
01:33:50.412 --> 01:33:54.931
Nicole Fieser: Okay, let's talk about accessing our tools

923
01:33:55.502 --> 01:34:04.352
Nicole Fieser: one way. But not the only way that we can access our tools is here above the schedule, planner grid.

924
01:34:05.022 --> 01:34:07.952
Nicole Fieser: We can click on that quick actions toolbar

925
01:34:08.162 --> 01:34:10.682
Nicole Fieser: when we click on that quick actions. Toolbar.

926
01:34:11.142 --> 01:34:13.071
Nicole Fieser: Well, it's kind of fun.

927
01:34:13.482 --> 01:34:21.581
Nicole Fieser: But if we click on it, notice, a whole new toolbar opens up where we can assign shifts.

928
01:34:21.982 --> 01:34:29.272
Nicole Fieser: We can assign comments. Ruth. And I like comments. We're gonna look at that. After our break pay codes.

929
01:34:29.392 --> 01:34:33.932
Nicole Fieser: We can assign pay codes. We're gonna talk about. When we do that, too.

930
01:34:34.912 --> 01:34:39.552

Nicole Fieser: we can copy and paste. We can delete. You got a lot of tools

931
01:34:40.862 --> 01:34:49.852
Nicole Fieser: now, there will be some people in the room today that love the quick actions toolbar, and there will be others of us. They'll be like, Gross! No.

932
01:34:50.602 --> 01:34:51.642
Nicole Fieser: thank you.

933
01:35:06.512 --> 01:35:07.662
Nicole Fieser: So there we go.

934
01:35:13.542 --> 01:35:22.912
Nicole Fieser: It's if that doesn't float your boat, you do have the ability to right click on the employee's name

935
01:35:23.382 --> 01:35:28.782
Nicole Fieser: and folks when we right click, we have the ability to add a shift, add a pay code.

936
01:35:29.372 --> 01:35:31.842
Nicole Fieser: add a schedule pattern.

937
01:35:32.632 --> 01:35:33.642
Nicole Fieser: Okay?

938
01:35:34.172 --> 01:35:40.711
Nicole Fieser: And if that doesn't work for you, you do have the ability to right click on the shift itself

939
01:35:41.852 --> 01:35:46.362
Nicole Fieser: where you can edit. Add a pay code. Delete all sorts of things.

940
01:35:48.342 --> 01:35:55.012
Nicole Fieser: Y'all, there's a ton of questions in the Q. And a I'm going to be talking about all of them. So please stand by, Frank.

941
01:35:57.492 --> 01:35:59.102
Nicole Fieser: My 1st point

942
01:35:59.262 --> 01:36:06.242
Nicole Fieser: before we actually start building the schedule is that I want to be very frank with you. We're gonna be like, Oh, my, gosh, my trainer really just said that.

943
01:36:07.482 --> 01:36:14.381
Nicole Fieser: Okay, we're about to start talk about how to build a schedule pattern.

944
01:36:18.422 --> 01:36:22.481
Nicole Fieser: UKG considers it to be a best practice

945
01:36:23.332 --> 01:36:28.692
Nicole Fieser: that if you have an employee that is going to work the same set regular schedule

946
01:36:29.262 --> 01:36:34.302
Nicole Fieser: for one week, one month, one year or more.

947
01:36:34.902 --> 01:36:39.011
Nicole Fieser: The easiest way to go about that is to assign a schedule pattern

948
01:36:40.792 --> 01:36:47.591
Nicole Fieser: for those of you that have groups. You can add the employee to a group and have the employee inherit that schedule.

949
01:36:50.152 --> 01:36:53.322
Nicole Fieser: But we're gonna start by building a schedule pattern, y'all.

950
01:36:54.312 --> 01:37:00.742
Nicole Fieser: And I think the interesting thing to point out is here. I'm going to make a really big production.

951
01:37:01.562 --> 01:37:10.072
Nicole Fieser: I'm gonna make a big deal about creating schedule patterns. And I know all of you kind of do this a little bit differently. So there's a lot to say about this.

952
01:37:11.602 --> 01:37:18.962
Nicole Fieser: Okay, interestingly, you'll notice there's no schedule pattern in the quick actions. Toolbar.

953
01:37:19.492 --> 01:37:21.282
Nicole Fieser: It does not exist here.

954
01:37:21.532 --> 01:37:27.862
Nicole Fieser: If I right click on this shift within the schedule, planner, there's nothing about a schedule pattern here, either.

955
01:37:28.692 --> 01:37:39.332
Nicole Fieser: So this big, important tool of schedule patterns is only accessible on the right click on the employee's name.

956
01:37:40.272 --> 01:37:44.271
Nicole Fieser: That's a weird but true moment. It's a weird but true.

957
01:37:45.902 --> 01:37:49.162
Nicole Fieser: The other important thing is is the go to control.

958
01:37:50.042 --> 01:37:52.862
Nicole Fieser: This. Go to control allows you.

959
01:37:53.862 --> 01:38:06.791
Nicole Fieser: Once you're in the employee schedule, you can go to that employee's time card. You can go to that employee's attendance record or even run a report around the employee

960
01:38:07.882 --> 01:38:15.591

Nicole Fieser: folks. I really want to make a big deal about this, because one of the most common questions we've gotten in the previous city of Houston trainings

961
01:38:15.892 --> 01:38:16.902
Nicole Fieser: is.

962
01:38:17.172 --> 01:38:25.371
Nicole Fieser: do I really need to go all the way back home, or open up this menu on the left to get to people's time. Cards? No.

963
01:38:26.612 --> 01:38:32.302
Nicole Fieser: once you're in the schedule, you have the ability to right click and use that go to to get to where you need to be.

964
01:38:34.962 --> 01:38:35.502
Nicole Fieser: Okay.

965
01:38:38.192 --> 01:38:45.822
Nicole Fieser: Alright with that being said, there's some questions in the chat. So just as a gentle reminder

966
01:38:47.942 --> 01:38:54.052
Nicole Fieser: in your Tms system, you have a whole series of quick reference guides.

967
01:38:55.162 --> 01:38:57.332
Nicole Fieser: I know that because I built them.

968
01:38:59.432 --> 01:39:05.381
Nicole Fieser: y'all have your. You have so much content with all the written instructions

969
01:39:05.592 --> 01:39:12.652
Nicole Fieser: that you will have access to when you go. Take your pre learning right in the Tms software.

970
01:39:12.982 --> 01:39:20.702

Nicole Fieser: So please, if you've not taken the pre learning to this training, and you're thinking, where are my written instructions on what you're saying here, Nikki.

971
01:39:20.892 --> 01:39:28.661
Nicole Fieser: as a gentle reminder. Go get those quick reference guides out of your Tms learning system. Okay?

972
01:39:30.992 --> 01:39:33.432
Nicole Fieser: All right. Y'all, let's build a pattern.

973
01:39:34.692 --> 01:39:37.132
Nicole Fieser: I'm going to use Nathan Shelley.

974
01:39:38.782 --> 01:39:45.252
Nicole Fieser: Alright. So I'm gonna right. Click on Nathan Shelley. And I'm gonna practice what I preach. I'm going to go to the schedule pattern.

975
01:39:46.212 --> 01:39:51.641
Nicole Fieser: Now I use him as an example the other day. So kind of ignore

976
01:39:51.812 --> 01:39:53.831
Nicole Fieser: right? Kind of ignore this, please.

977
01:39:54.422 --> 01:39:59.361
Nicole Fieser: Okay, but I am going to go ahead and create a new pattern

978
01:40:01.872 --> 01:40:06.401
Nicole Fieser: right? And let's go ahead and say this, I'm gonna call this

979
01:40:07.412 --> 01:40:12.712
Nicole Fieser: new work schedule. I don't know. We can call it whatever we whatever is appropriate for you guys.

980

01:40:14.502 --> 01:40:19.932
Nicole Fieser: Okay, so I'm going to go ahead and create the new work schedule

981
01:40:20.452 --> 01:40:25.581
Nicole Fieser: by default. Notice on the left. It defaults to forever.

982
01:40:25.912 --> 01:40:30.791
Nicole Fieser: Please please leave it to default forever. Okay.

983
01:40:31.132 --> 01:40:39.231
Nicole Fieser: never specify an end date unless you're like 150% certain when somebody's schedule pattern should end.

984
01:40:49.642 --> 01:40:55.821
Nicole Fieser: Here's what we're gonna do right now in the pattern template dropdown. There's nothing

985
01:40:59.072 --> 01:41:02.571
Nicole Fieser: all right in the shift template date. There's nothing.

986
01:41:04.642 --> 01:41:08.512
Nicole Fieser: So we're going to build it all right.

987
01:41:09.372 --> 01:41:14.232
Nicole Fieser: How are we going to build it? There's a lot of ways to go about this

988
01:41:15.392 --> 01:41:22.922
Nicole Fieser: one way, but not the only way. And folks. Remember I'm fitting in a lot of information in 4Â h.

989
01:41:23.722 --> 01:41:28.662
Nicole Fieser: So I am going to slow down here because I know there's a million questions around this

990
01:41:29.412 --> 01:41:33.801
Nicole Fieser: anchor dates and all sorts of stuff that y'all are familiar with.

991
01:41:33.922 --> 01:41:38.911
Nicole Fieser: But it is different in the newer software. Okay?

992
01:41:40.312 --> 01:41:42.412
Nicole Fieser: So bear with me, please.

993
01:41:45.052 --> 01:41:46.322
Nicole Fieser: Alright

994
01:41:47.262 --> 01:41:57.052
Nicole Fieser: one way, but by no means. The only way that you can assign a shift to become a pattern is to type it in.

995
01:41:57.452 --> 01:42:02.051
Nicole Fieser: So could I type in 8. A. Dash. 5 p. Yes.

996
01:42:04.852 --> 01:42:09.631
Nicole Fieser: Could I then copy, click on copy.

997
01:42:11.502 --> 01:42:15.241
Nicole Fieser: and then paste that to Tuesday? I could.

998
01:42:18.432 --> 01:42:23.322
Nicole Fieser: However, I know that that is not what many of you are doing.

999
01:42:24.802 --> 01:42:27.612
Nicole Fieser: So when you build your pattern.

1000
01:42:28.132 --> 01:42:33.211
Nicole Fieser: you also have the ability to right click on the shift

1001
01:42:33.752 --> 01:42:37.732
Nicole Fieser: where you can add the shift or add a pay code

1002
01:42:37.902 --> 01:42:43.592
Nicole Fieser: right? If you know, every Friday morning somebody's taking 4Â h of of

1003
01:42:43.922 --> 01:42:49.031
Nicole Fieser: vacation, because maybe they're doing. I don't know a college class.

1004
01:42:49.302 --> 01:42:56.042
Nicole Fieser: Could you assign a pay code to a pattern? So it repeats absolutely. Yes.

1005
01:42:58.082 --> 01:43:02.352
Nicole Fieser: in this case, though, I'm gonna go ahead and click on, add shift.

1006
01:43:04.982 --> 01:43:08.702
Nicole Fieser: When we go ahead and click on, add a shift.

1007
01:43:09.512 --> 01:43:13.222
Nicole Fieser: This is where you can put in the start and end time.

1008
01:43:13.982 --> 01:43:22.142
Nicole Fieser: So maybe on Wednesday. This employee is coming in at 8 30, and leaving at 5 p.

1009
01:43:28.362 --> 01:43:29.572
Nicole Fieser: Right

1010
01:43:30.062 --> 01:43:41.091
Nicole Fieser: now, if you do not want to put in the start and end times. Do you see this kind of fun, Slider, where you can slide the start time? I think I said. 8 30,

1011
01:43:41.862 --> 01:43:45.162

Nicole Fieser: put in the end time of whatever floats your boat, too.

1012
01:43:45.842 --> 01:43:47.252
Nicole Fieser: You sure can.

1013
01:43:49.302 --> 01:43:50.362
Nicole Fieser: Okay?

1014
01:43:52.772 --> 01:43:57.662
Nicole Fieser: And then we can go ahead and click, apply, and I could click, apply, and save it.

1015
01:43:58.092 --> 01:43:59.511
Nicole Fieser: But I'm not done.

1016
01:44:04.132 --> 01:44:12.362
Nicole Fieser: I've already seen some questions about dates, and I've already seen some questions specifically anchor dates which I'll address in a second.

1017
01:44:12.562 --> 01:44:16.062
Nicole Fieser: I've also already seen some questions, and Royce likes that one.

1018
01:44:17.498 --> 01:44:19.672
Nicole Fieser: Regarding transfers.

1019
01:44:21.532 --> 01:44:27.661
Nicole Fieser: What I'm about to show you does not apply to everybody in the room.

1020
01:44:29.152 --> 01:44:30.372
Nicole Fieser: Okay?

1021
01:44:30.672 --> 01:44:38.592
Nicole Fieser: Again, you can build your patterns exactly as I just showed you. Right? You can type it in and then copy and paste.

1022
01:44:38.752 --> 01:44:47.051
Nicole Fieser: You can right click, add the shift and use either the start and Slider, whatever you want to do here, right?

1023
01:44:51.092 --> 01:44:53.361
Nicole Fieser: However, you want to work that that's up to you.

1024
01:44:56.722 --> 01:44:58.681
Nicole Fieser: But what about transfers?

1025
01:44:59.062 --> 01:45:04.332
Nicole Fieser: What if somebody is going to go work a different work order.

1026
01:45:05.162 --> 01:45:10.721
Nicole Fieser: it could be a different work rule. I've seen some folks ask questions about work rules.

1027
01:45:11.472 --> 01:45:19.722
Nicole Fieser: What if an employee is going to be working for a different internal order for my Hpd folks, I think his is also impacted

1028
01:45:20.362 --> 01:45:21.462
Nicole Fieser: right?

1029
01:45:24.872 --> 01:45:30.821
Nicole Fieser: So what I'm about to show you applies to some of you, but not everybody.

1030
01:45:31.642 --> 01:45:35.332
Nicole Fieser: if and I'm gonna talk lunches here in a sec. So bear with me. Y'all.

1031
01:45:35.732 --> 01:45:42.441
Nicole Fieser: if you leave what I'm about to show you in the next 60 seconds. And you're like, Good Lord! I do not do that.

1032
01:45:42.832 --> 01:45:47.771
Nicole Fieser: If you're not doing it now, you're not going to be doing it in the new software, either.

1033
01:45:47.892 --> 01:45:50.422
Nicole Fieser: Okay, let me reassure you.

1034
01:45:50.962 --> 01:46:05.021
Nicole Fieser: If, however, you're like, Oh, no, I do this all the time, Nikki, I sign my people to New work rules, and I need to account for their lunches, or you know, I have a new internal work order that they need to be assigned to.

1035
01:46:05.392 --> 01:46:08.862
Nicole Fieser: Okay, if that sounds like you, then this next piece is for you.

1036
01:46:09.272 --> 01:46:16.121
Nicole Fieser: Okay, so a couple of things, a couple of things.

1037
01:46:17.382 --> 01:46:22.802
Nicole Fieser: I'm going to go ahead and say, for the purposes of this training, then I'm gonna say, the

1038
01:46:23.032 --> 01:46:27.002
Nicole Fieser: start time is 8 30. The end time is 5 P.

1039
01:46:29.212 --> 01:46:38.712
Nicole Fieser: In my example, lunch is already being deducted right? So if your employee today has an automatic lunch deduct.

1040
01:46:39.192 --> 01:46:43.101
Nicole Fieser: they're going to have the automatic lunch deduct in the new software, too.

1041
01:46:43.412 --> 01:46:49.362
Nicole Fieser: So that automatic lunch business is is not changed.

1042
01:46:50.232 --> 01:46:59.811
Nicole Fieser: Okay, so not changed. But do you see where it says transfer employee.

1043
01:47:01.922 --> 01:47:04.781
Nicole Fieser: I can come to transfer the employee.

1044
01:47:06.092 --> 01:47:10.152
Nicole Fieser: I could come here to add the work rule transfer.

1045
01:47:11.772 --> 01:47:12.762
Nicole Fieser: Okay?

1046
01:47:14.082 --> 01:47:21.081
Nicole Fieser: Hopefully, this looks a little bit familiar again for those of you that are doing this again. This is not applicable to everyone in the room today.

1047
01:47:23.782 --> 01:47:26.831
Nicole Fieser: This is where you could go ahead and assign the work rule

1048
01:47:27.742 --> 01:47:32.101
Nicole Fieser: that work rule also helps to account for lunch.

1049
01:47:32.382 --> 01:47:43.082
Nicole Fieser: So if I'm doing a work rule transfer and I've been on a 30Â min work rule. But now I'm going to a work rule. That's a 60Â min that's going to be accounted for here.

1050
01:47:45.002 --> 01:47:46.122
Nicole Fieser: Okay?

1051
01:47:46.562 --> 01:47:51.582
Nicole Fieser: And if work rules are not the type of transfer that you conduct.

1052
01:47:51.812 --> 01:47:55.422
Nicole Fieser: you can do a labor category transfer.

1053
01:47:56.302 --> 01:48:04.412
Nicole Fieser: And if I click on labor category, there's those internal orders, right?

1054
01:48:06.132 --> 01:48:13.122
Nicole Fieser: So maybe it's a solid waste management, internal order. I don't know. Y'all bear with me on that.

1055
01:48:13.432 --> 01:48:20.841
Nicole Fieser: So I've chosen solid waste management, internal order. I could click. Okay, I could click apply.

1056
01:48:21.312 --> 01:48:26.802
Nicole Fieser: I could click, apply again alright.

1057
01:48:28.172 --> 01:48:37.911
Nicole Fieser: And so, if I need to have some sort of transfer, either a work rule or an internal order, I can assign it in

1058
01:48:38.662 --> 01:48:41.482
Nicole Fieser: the pattern. So it repeats.

1059
01:48:42.562 --> 01:48:46.991
Nicole Fieser: And I'm just gonna copy and paste that Thursday into Friday.

1060
01:48:48.382 --> 01:48:49.362
Nicole Fieser: Right?

1061
01:48:50.832 --> 01:48:55.062
Nicole Fieser: Look at how cool that is. So I don't have to build the transfer again.

1062
01:48:55.202 --> 01:48:58.912
Nicole Fieser: I would click, apply, and I could go ahead and save it.

1063
01:49:00.042 --> 01:49:06.571
Nicole Fieser: And now, in the next scheduled period, Nathan Shelley has a pattern.

1064
01:49:06.992 --> 01:49:12.841
Nicole Fieser: and because I said that I wanted it to repeat forever, it is going to repeat forever.

1065
01:49:13.582 --> 01:49:21.242
Nicole Fieser: Here's that 8 Am. To 5 Pm. And there's that 8 30 to 5 with the opposite facing arrows.

1066
01:49:22.772 --> 01:49:25.061
Nicole Fieser: Because I built the transfer in there.

1067
01:49:28.602 --> 01:49:29.402
Nicole Fieser: Okay.

1068
01:49:32.742 --> 01:49:36.422
Nicole Fieser: can we apply a work rule using the pattern templates.

1069
01:49:36.752 --> 01:49:38.902
Nicole Fieser: Yeah. So that's what I just did.

1070
01:49:39.182 --> 01:49:43.312
Nicole Fieser: So, Rashawn. So what I did was, let me go ahead and open this up schedule pattern.

1071
01:49:44.232 --> 01:49:46.541
Nicole Fieser: I'm not actually gonna save it this time.

1072
01:49:46.862 --> 01:49:50.672
Nicole Fieser: I simply said, Look, I'm gonna put in the transfer here.

1073
01:49:51.002 --> 01:49:53.451
Nicole Fieser: I'm going to right click, add a shift

1074
01:49:54.312 --> 01:49:59.531
Nicole Fieser: you put in the start time and you build in the transfer. And now it's in the pattern. So it repeats forever.

1075
01:50:00.712 --> 01:50:08.562
Nicole Fieser: Okay, that's what I did. If it's a 1 time scheduled event. So, Rashawn, for clarity.

1076
01:50:11.412 --> 01:50:14.552
Nicole Fieser: If it's a 1 time transfer.

1077
01:50:14.872 --> 01:50:22.382
Nicole Fieser: you would not build it in the pattern as I just did, you would do it on the shift itself.

1078
01:50:22.732 --> 01:50:28.431
Nicole Fieser: Right click on the shift. Go to edit and put in the transfer for that day.

1079
01:50:30.882 --> 01:50:31.862
Nicole Fieser: Okay.

1080
01:50:37.262 --> 01:50:42.511
Nicole Fieser: we are going to talk about canceling meal deducts on the time card. I'm not going to do it here.

1081
01:50:45.522 --> 01:50:47.951
Nicole Fieser: I'm at the pattern template button at the top.

1082
01:50:48.162 --> 01:50:55.692
Nicole Fieser: Yeah. Unfortunately, again, this could change. And Rashawn, I'm gonna def defer to Jessica from city of Houston.

1083
01:50:57.022 --> 01:51:01.361
Nicole Fieser: I think what you're asking me, Rashawn is. And again, I'm not actually gonna keep this.

1084
01:51:01.812 --> 01:51:09.521
Nicole Fieser: There's no patterns built for me to select from. That doesn't mean that your system administrators won't build them for you.

1085
01:51:09.742 --> 01:51:14.021
Nicole Fieser: but they're not here as of today in your test environment for me to choose.

1086
01:51:14.252 --> 01:51:17.621
Nicole Fieser: So in that case I had to build the pattern.

1087
01:51:18.982 --> 01:51:24.831
Nicole Fieser: We see the arrows. The opposite facing arrows indicate a transfer was assigned.

1088
01:51:26.972 --> 01:51:27.832
Nicole Fieser: Okay.

1089
01:51:29.992 --> 01:51:44.581
Nicole Fieser: alright. Hopefully. That makes sense, James. We're gonna talk way. Talk about canceling the meal deduction in the time card. Absolutely. We have to talk about that. So if somebody works through lunch, they tell you that. How do you cancel that? What does that look like?

1090
01:51:45.892 --> 01:51:54.712
Nicole Fieser: Britney says? What would you enter for an employee? That is part time, but works one day 9Â h, but gets a 1Â h lunch. You need to do a work will transfer Brittany.

1091
01:51:55.562 --> 01:51:57.732
Nicole Fieser: and I will defer to Jessica

1092
01:51:57.872 --> 01:52:02.962

Nicole Fieser: to say what kind of work rule. Because I can't. I don't want to speak to your policy on that.

1093
01:52:03.592 --> 01:52:05.611
Nicole Fieser: I don't want to booger that up for you.

1094
01:52:06.428 --> 01:52:12.962
Nicole Fieser: But it would be a work rule transfer so that they get that lunch time as a part time. Person.

1095
01:52:13.502 --> 01:52:14.422
Jessica Miles: Pies.

1096
01:52:14.732 --> 01:52:15.682
Jessica Miles: Hi, everyone.

1097
01:52:15.682 --> 01:52:16.232
Nicole Fieser: Is.

1098
01:52:16.472 --> 01:52:41.332
Jessica Miles: So the work role transfer will be the same as it is today in the chrono system. So if you all need to go in and just take a screenshot of those workload transfers. I will go ahead and do so. However, you will receive communication regarding when the new system will be available for you to go in and create that schedule simultaneously, you will still have the

1099
01:52:41.652 --> 01:52:59.502
Jessica Miles: which will be the old Kronos available for a short period of time that way you can have that information to use when building the schedule. Only do not worry about anything else. You will only have access to build that schedule.

1100
01:53:06.502 --> 01:53:10.892
Nicole Fieser: Thanks, Jessica, all right.

1101
01:53:12.872 --> 01:53:18.642
Nicole Fieser: and says, can you show us how to do it via copy paste from beginning to end, instead of adding the shift individually.

1102
01:53:22.962 --> 01:53:30.112
Nicole Fieser: So and just for clarity. And again, I I'm working in your test environment as of today.

1103
01:53:30.742 --> 01:53:37.172
Nicole Fieser: If I were to go build a new pattern right now. There's nothing in my pattern templates.

1104
01:53:39.792 --> 01:53:41.002
Nicole Fieser: Call that test.

1105
01:53:41.452 --> 01:53:46.212
Nicole Fieser: So there's nothing in my dropdown here, and there's nothing in my shift template dropdown.

1106
01:53:46.362 --> 01:53:51.441
Nicole Fieser: So all I did was, I said, look, let's pretend it's 8. Dash 5 p.

1107
01:53:51.672 --> 01:54:01.081
Nicole Fieser: I would type that in. And then I could simply click on the copy paste, button, click, apply and just copy and paste all the way through.

1108
01:54:01.862 --> 01:54:02.732
Nicole Fieser: Okay.

1109
01:54:06.502 --> 01:54:16.822
Nicole Fieser: a belle able, able, able. I apologize. It's probably able able says, when employees have every 5 weeks have to work. Weekends means rotating every 5 weeks.

1110
01:54:17.722 --> 01:54:21.222
Nicole Fieser: Then, my friend, you're gonna build a 5 week pattern.

1111
01:54:21.972 --> 01:54:32.052
Nicole Fieser: You're gonna click on the plus sign and say, week 2. They work the same week. 3. They work the same work. 4. They work the same, but on week 5 they work the same plus the weekend.

1112
01:54:34.532 --> 01:54:35.592
Nicole Fieser: right?

1113
01:54:36.102 --> 01:54:38.072
Nicole Fieser: So we're gonna pretend

1114
01:54:38.782 --> 01:54:43.342
Nicole Fieser: y'all, this is not the best way. I'm just doing it so that I can get you to. Oh, gosh!

1115
01:54:43.912 --> 01:54:47.861
Nicole Fieser: Let's click on that one. We can delete that one.

1116
01:54:48.392 --> 01:54:49.227
Nicole Fieser: Wait.

1117
01:54:51.252 --> 01:54:52.182
Nicole Fieser: Okay.

1118
01:54:52.292 --> 01:54:57.712
Nicole Fieser: well, I'll try again, cause I know we need to take a break y'all. And so I'm gonna finish up patterns here.

1119
01:54:58.062 --> 01:55:05.362
Nicole Fieser: So here they work the weekend, maybe on the weekend. They're working 9 until 4, 8 until 4, whatever it is.

1120
01:55:06.282 --> 01:55:07.911
Nicole Fieser: That's how you would do it.

1121
01:55:10.192 --> 01:55:11.322
Nicole Fieser: Okay?

1122
01:55:12.642 --> 01:55:22.542
Nicole Fieser: So if you're working a 5 week rotation, you're gonna build a week one. This is their pattern week, 2 week, 3 week, 4 week, 5 would then include the weekend.

1123
01:55:25.982 --> 01:55:32.942
Nicole Fieser: Alright. Y'all, I'm gonna let our staff kind of answer your questions hopefully, Renita. That made sense.

1124
01:55:33.822 --> 01:55:40.301
Nicole Fieser: if last thing, and then I do owe you a break. I told you at 2Â h we would take a break. I want to live up to that. Of course.

1125
01:55:41.322 --> 01:55:50.722
Nicole Fieser: if you have scheduled groups as a gentle reminder, I just built that pattern that did include

1126
01:55:51.062 --> 01:55:53.792
Nicole Fieser: the transfers in the pattern.

1127
01:55:54.322 --> 01:55:55.812
Nicole Fieser: You're welcome, Renita.

1128
01:55:57.982 --> 01:56:02.772
Nicole Fieser: If you have groups, you could add your employee to a group.

1129
01:56:03.052 --> 01:56:07.302
Nicole Fieser: and they would inherit that group's schedules.

1130
01:56:07.942 --> 01:56:12.471
Nicole Fieser: So Melissa is talking about a 9, 9, 80, and a 4 10 flex.

1131
01:56:13.202 --> 01:56:20.662
Nicole Fieser: That might be a really good reason to have schedule groups, Melissa. And instead of building the pattern like I just did

1132
01:56:21.322 --> 01:56:27.421
Nicole Fieser: once. That pattern is built, you could add to the group and have that employee inherit that group schedules.

1133
01:56:32.722 --> 01:56:36.342
Nicole Fieser: Y'all, we are not done with schedules. I told you it was a big chapter.

1134
01:56:36.752 --> 01:56:43.671
Nicole Fieser: My guess is you need some some blood to circulate, though maybe you need

1135
01:56:43.962 --> 01:56:48.292
Nicole Fieser: some chocolate. I think chocolate makes everything in life better myself.

1136
01:56:48.462 --> 01:56:50.271
Nicole Fieser: So here's what I'd like to do. Y'all

1137
01:56:51.032 --> 01:56:53.101
Nicole Fieser: let me throw up my break slide.

1138
01:56:55.302 --> 01:56:57.891
Nicole Fieser: I apologize for being slow on the uptake.

1139
01:57:00.632 --> 01:57:04.911
Nicole Fieser: Let's go ahead and take a a like 17Â min break, please.

1140
01:57:07.972 --> 01:57:10.221
Nicole Fieser: Oh, and we're just getting started, friend.

1141
01:57:10.652 --> 01:57:12.851
Nicole Fieser: come on back from our break. How's that?

1142

01:57:14.612 --> 01:57:20.822
Nicole Fieser: Y'all? Let's let's come back at quarter past the hour. Let's come back at 2 15 central time.

1143
01:57:26.352 --> 01:57:30.302
Nicole Fieser: All right, Kevin. Are you able to see my break slide?

1144
01:57:32.642 --> 01:57:33.902
UKG: Yes, I am.

1145
01:57:34.192 --> 01:57:39.312
Nicole Fieser: Perfect thanks, everyone. We will come back at 2 15 as a return time.

1146
01:57:40.972 --> 01:57:42.762
Nicole Fieser: Enjoy your break, everybody.

1147
01:57:43.893 --> 01:57:47.322
Nicole Fieser: Alrighty folks. It's officially our return time.

1148
01:57:47.813 --> 01:57:52.102
Nicole Fieser: We'll give everybody another. I don't know 30 seconds to get settled back in.

1149
01:57:52.653 --> 01:57:57.443
Nicole Fieser: and we are going to pick right back up with our schedules.

1150
01:58:03.483 --> 01:58:08.253
Nicole Fieser: So as you get settled in, we've started with the basics

1151
01:58:08.823 --> 01:58:11.912
Nicole Fieser: right? We talked about adding a schedule pattern.

1152
01:58:13.383 --> 01:58:18.173
Nicole Fieser: I did show you a rule. Change so, Andre, hopefully, you're feeling better.

1153
01:58:18.403 --> 01:58:22.423
Nicole Fieser: If it's a permanent rule, change, do it in the pattern.

1154
01:58:22.913 --> 01:58:29.263
Nicole Fieser: If it's a 1 off. We're doing it in the shift itself, and I will emphasize that in a moment.

1155
01:58:30.043 --> 01:58:33.522
Nicole Fieser: Thanks, Van. I appreciate you letting me know that I'm grateful.

1156
01:58:37.143 --> 01:58:44.793
Nicole Fieser: alright so, Andre, when you get a sec, let me know if you feel okay and

1157
01:58:46.033 --> 01:58:49.813
Nicole Fieser: more to come. Now, how's that for you, my friend? More to come now.

1158
01:58:52.822 --> 01:58:56.613
Nicole Fieser: And, Kevin, are you able to see my home screen? Is that?

1159
01:58:57.293 --> 01:58:58.503
Nicole Fieser: Thanks, Andre.

1160
01:58:59.123 --> 01:58:59.723
UKG: Yep.

1161
01:59:00.283 --> 01:59:00.973
Nicole Fieser: Okay.

1162
01:59:00.982 --> 01:59:01.392
UKG: Okay.

1163
01:59:01.393 --> 01:59:03.292

Nicole Fieser: Just wanna be sure. Thank you, sir.

1164
01:59:03.572 --> 01:59:04.843
Nicole Fieser: Alright. Y'all

1165
01:59:05.813 --> 01:59:12.073
Nicole Fieser: let's do it. Everybody should be back from break hopefully. You got a chance to get some blood flowing

1166
01:59:12.863 --> 01:59:13.893
Nicole Fieser: right.

1167
01:59:15.643 --> 01:59:19.041
Nicole Fieser: I told you I told you the other group last week. I said.

1168
01:59:19.582 --> 01:59:32.203
Nicole Fieser: I asked my boss every year. I think we should be able to hand out T-shirts if there there was money in the budget. I survived UKG training. Right? So I survived MyCOH training. That's what we need

1169
01:59:34.332 --> 01:59:53.292
Nicole Fieser: Nikki Nikia, I apologize, says, can a schedule be created to include a restriction cap on overtime hours within the pay period, or a selected range of dates? If so, would notifications be sent to alert the timekeeper approaching the Max allowed hours for individual and for entire groups.

1170
01:59:55.373 --> 02:00:00.712
Nicole Fieser: So, Nikia, I would take that back to your system administrators, that is actually a notification

1171
02:00:01.123 --> 02:00:12.003
Nicole Fieser: that's an alert that can be set up is not typically done in the schedule. You know where I'm showing you. But that is a functionality of the software that could potentially

1172
02:00:13.303 --> 02:00:14.763
Nicole Fieser: be implemented.

1173
02:00:15.433 --> 02:00:21.622
Nicole Fieser: So I I will also take that as a takeaway and send that to your system administrators.

1174
02:00:22.033 --> 02:00:23.672
Nicole Fieser: Maybe they'll agree to it.

1175
02:00:24.933 --> 02:00:32.083
Nicole Fieser: But yeah, that's actually something common for most most organizations to use. So that I think that's a reasonable request.

1176
02:00:33.103 --> 02:00:34.923
Nicole Fieser: Yeah, I'll we'll take it back.

1177
02:00:36.253 --> 02:00:37.593
Nicole Fieser: Thanks, Adolfo.

1178
02:00:37.902 --> 02:00:44.163
Nicole Fieser: Alright. Y'all, I did jump back home right, because realistically, and you're welcome, Nikia.

1179
02:00:44.953 --> 02:00:50.561
Nicole Fieser: realistically, we should sign out when we go on break, so we'll pretend I did that I didn't.

1180
02:00:51.363 --> 02:00:56.883
Nicole Fieser: I'm going back to the schedule, though, so I'm going to click on that broken bent right facing arrow.

1181
02:00:57.572 --> 02:01:02.433
Nicole Fieser: And I am going to go to the next schedule period.

1182
02:01:02.613 --> 02:01:10.882
Nicole Fieser: Okay, alright. So we're gonna stay here.

1183

02:01:12.713 --> 02:01:18.638
Nicole Fieser: We've talked about a lot of things, an awful lot of things, alrighty

1184
02:01:21.173 --> 02:01:30.723
Nicole Fieser: patterns, schedule groups assigning right, doing that right click, assigning folks to a group to allow your employees to inherit a group schedule.

1185
02:01:31.183 --> 02:01:37.322
Nicole Fieser: Again, please reference your quick reference guide. We are updating it to account for a couple of things.

1186
02:01:38.643 --> 02:01:40.562
Nicole Fieser: But again.

1187
02:01:40.912 --> 02:01:47.202
Nicole Fieser: this has been documented for your reference. Okay, make sure you're grabbing that out of your Tms learning.

1188
02:01:48.703 --> 02:01:56.243
Nicole Fieser: I do want to spend a couple of minutes on shifts, and I do want to talk about comments in the absence calendar. Okay.

1189
02:01:59.723 --> 02:02:00.863
Nicole Fieser: right?

1190
02:02:02.313 --> 02:02:15.553
Nicole Fieser: Here's the thing. One more time. I know I'm beating the drum here. Y'all, you're gonna be like, got it, Nikki? Stop repeating yourself. I'm purposely being annoying here. It'll stick better right?

1191
02:02:18.703 --> 02:02:26.463
Nicole Fieser: Ian says, if we've already taken that Tms, those Tms courses. How can we get the quick reference guides? They will be available for download.

1192
02:02:27.053 --> 02:02:32.762
Nicole Fieser: Okay, more information to come, but they will be available for Ian for you all to download

1193
02:02:33.093 --> 02:02:44.362
Nicole Fieser: outside of Tms. If you didn't grab them in the Tms software, they will be available, probably in about the same place where you can download the recording download. My presentation, all of it.

1194
02:02:44.793 --> 02:02:47.563
Nicole Fieser: More to come. There'll be a communication on it, though.

1195
02:02:47.793 --> 02:02:48.483
Nicole Fieser: Ask

1196
02:02:51.873 --> 02:02:57.153
Nicole Fieser: beating my dead horse that one last time just that last time. Y'all.

1197
02:02:57.583 --> 02:03:07.883
Nicole Fieser: if it's a permanent change to the employees, schedule, open up the pattern right, and make the change in the pattern

1198
02:03:08.413 --> 02:03:16.683
Nicole Fieser: right, if forever more. On Wednesdays they're actually going to be coming in at 9. Go ahead and edit it here.

1199
02:03:17.693 --> 02:03:24.902
Nicole Fieser: If it's a 1 off change right prior to our break, somebody said, Well, what if I'm just working?

1200
02:03:25.053 --> 02:03:31.623
Nicole Fieser: If it's a part time person that's gonna work one day as a full time employee.

1201
02:03:32.053 --> 02:03:38.362
Nicole Fieser: If it's a 1 time change, make the edits in the shift itself.

1202
02:03:39.303 --> 02:03:40.383
Nicole Fieser: Okay.

1203
02:03:40.773 --> 02:03:48.642
Nicole Fieser: that is the difference. I know that some folks have struggled with that in your old or soon to be old Kronos system.

1204
02:03:49.533 --> 02:03:55.533
Nicole Fieser: But let's talk about. I'm gonna use Keely Jones. No, I'm not. I'm gonna use Richie. See? I lied.

1205
02:03:58.113 --> 02:03:59.133
Nicole Fieser: All right.

1206
02:04:00.373 --> 02:04:03.013
Nicole Fieser: I'm gonna say, Friday, 1, 24,

1207
02:04:03.263 --> 02:04:05.922
Nicole Fieser: Richie comes to us and says, Look.

1208
02:04:07.923 --> 02:04:11.052
Nicole Fieser: I'm gonna do something. You know, I have a

1209
02:04:11.383 --> 02:04:16.863
Nicole Fieser: long weekend. My kid is going to a hockey tournament or a baseball tournament.

1210
02:04:17.083 --> 02:04:19.413
Nicole Fieser: I need to finish early.

1211
02:04:19.833 --> 02:04:24.843
Nicole Fieser: Can I come in an hour early and I agree to that change

1212
02:04:25.903 --> 02:04:32.802
Nicole Fieser: folks. I can right click on the shift on Friday 1, 24, and we can click edit.

1213
02:04:33.733 --> 02:04:38.612
Nicole Fieser: And when we click edit, we can either use this cool purple slide rule

1214
02:04:38.753 --> 02:04:41.173
Nicole Fieser: or edit the start and end times.

1215
02:04:42.103 --> 02:04:46.533
Nicole Fieser: I'm gonna say that the employee is going to come in at 8 and go home at 4,

1216
02:04:47.583 --> 02:04:51.862
Nicole Fieser: and I did use the Slider, and you can see the start and end times updated.

1217
02:04:52.333 --> 02:04:57.583
Nicole Fieser: You do have the ability to edit a shift. It's a 1 off, right.

1218
02:04:58.663 --> 02:05:03.292
Nicole Fieser: I am not going to transfer the employee. We've talked about that, but I am going to add a comment.

1219
02:05:04.183 --> 02:05:12.153
Nicole Fieser: Folks let me get on my soapbox, please, around the comment. I'm so sorry. But here we are.

1220
02:05:13.723 --> 02:05:16.243
Nicole Fieser: Look, I'm gonna use myself as an example.

1221
02:05:16.653 --> 02:05:18.772
Nicole Fieser: I know you won't be shocked to hear.

1222
02:05:19.043 --> 02:05:23.803
Nicole Fieser: I have a coworker that tells me that I am the best person to gossip with.

1223
02:05:24.003 --> 02:05:29.063

Nicole Fieser: You know why, I'm never going to remember what the gossip was.

1224
02:05:31.983 --> 02:05:40.742
Nicole Fieser: The point is, if I edit this employee's schedule, and 3 months from now Hr. Comes to me and says, Nikki.

1225
02:05:40.933 --> 02:05:43.653
Nicole Fieser: why did you go ahead and edit this person's schedules

1226
02:05:43.763 --> 02:05:48.813
Nicole Fieser: schedule. Maybe they're getting put on a performance improvement plan right?

1227
02:05:50.653 --> 02:05:52.613
Nicole Fieser: If they're getting put on a pip.

1228
02:05:53.013 --> 02:05:56.042
Nicole Fieser: and Hr. Is questioning me. I have no idea.

1229
02:05:56.473 --> 02:06:01.913
Nicole Fieser: Remember what happened last Monday. There is no chance. I'm going to remember what happened 3 months ago.

1230
02:06:02.883 --> 02:06:08.573
Nicole Fieser: which is why we add the comments folks in the comments.

1231
02:06:08.973 --> 02:06:15.252
Nicole Fieser: Right? You're gonna find the standard comments that your system administrators have created for you.

1232
02:06:15.543 --> 02:06:16.673
Nicole Fieser: Okay?

1233
02:06:17.303 --> 02:06:24.933

Nicole Fieser: And I might go ahead and say, illness, personal. I don't think there's a person negative.

1234
02:06:25.203 --> 02:06:29.703
Nicole Fieser: not really. So I'm just gonna go ahead and choose illness. Personal.

1235
02:06:31.023 --> 02:06:32.063
Nicole Fieser: Okay.

1236
02:06:35.413 --> 02:06:38.522
Nicole Fieser: we'll use that as the comment. I can click, add.

1237
02:06:38.623 --> 02:06:42.013
Nicole Fieser: and I can add multiple comments.

1238
02:06:42.873 --> 02:06:44.783
Nicole Fieser: At this time.

1239
02:06:45.223 --> 02:06:50.163
Nicole Fieser: We are not allowing folks to add personal notes to the comments

1240
02:06:50.553 --> 02:06:53.742
Nicole Fieser: right? So that feature was not enabled.

1241
02:06:54.223 --> 02:07:01.793
Nicole Fieser: So you cannot add your own personal notes to it. But you can add multiple comments as you see fit

1242
02:07:02.893 --> 02:07:06.782
Nicole Fieser: from there. I'm gonna go ahead and click, apply, and I'm gonna go ahead and save it.

1243
02:07:07.803 --> 02:07:09.473
Nicole Fieser: What does this do for us?

1244
02:07:09.793 --> 02:07:15.472
Nicole Fieser: Well, immediately in that Friday, 1, 24 shift. I see the updated shift 8 to 4.

1245
02:07:15.923 --> 02:07:18.643
Nicole Fieser: I do see the little comment, Notepad

1246
02:07:19.443 --> 02:07:28.103
Nicole Fieser: icon, and if we hover our mouse over top of that shift we get the pop up dialog box that tells us illness personal.

1247
02:07:29.033 --> 02:07:37.793
Nicole Fieser: And if I come down here to the comments tab, there you go, family illness, personal

1248
02:07:37.923 --> 02:07:39.372
Nicole Fieser: on 1, 24.

1249
02:07:40.203 --> 02:07:41.113
Nicole Fieser: Okay?

1250
02:07:42.583 --> 02:07:48.813
Nicole Fieser: And if you're curious, absolutely, that's being picked up in the audits, tab the audits trail.

1251
02:07:49.933 --> 02:07:52.102
Nicole Fieser: Okay? All right here.

1252
02:07:58.503 --> 02:08:03.693
Nicole Fieser: Alright, folks. So we can edit our shift, we can add our comments.

1253
02:08:05.163 --> 02:08:12.542
Nicole Fieser: Let's talk about assigning pay codes. I do see some questions. I'll address the questions at the end of the section. So in about like 5 or 6Â min, okay.

1254
02:08:13.993 --> 02:08:15.953
Nicole Fieser: let's talk about assigning pay codes.

1255
02:08:16.533 --> 02:08:23.023
Nicole Fieser: One of the most common questions that we've received from city of Houston is.

1256
02:08:23.203 --> 02:08:29.913
Nicole Fieser: When should I assign a pay code to a schedule versus a time card?

1257
02:08:30.693 --> 02:08:36.813
Nicole Fieser: And yes, I know we need to talk about Fmla. I'm not ready to talk about Fmla. We will but hear me out.

1258
02:08:39.113 --> 02:08:46.143
Nicole Fieser: UKG considers it to be best practice that your employees use the time off request.

1259
02:08:47.713 --> 02:08:50.963
Nicole Fieser: People do not always use the time off request.

1260
02:08:51.263 --> 02:08:59.053
Nicole Fieser: I would love for us to pretend that employees always went in, put in their time off request in a timely manner.

1261
02:08:59.603 --> 02:09:02.283
Nicole Fieser: but they don't right.

1262
02:09:02.803 --> 02:09:05.552
Nicole Fieser: Recently I did that to my boss for real

1263
02:09:05.903 --> 02:09:08.133
Nicole Fieser: here in I live in North Carolina.

1264

02:09:08.843 --> 02:09:13.842
Nicole Fieser: in North Carolina. You call at 4 Pm. The night before jury duty

1265
02:09:14.473 --> 02:09:20.073
Nicole Fieser: I got picked, for you know, I got told to go to jury duty, but I knew I wasn't really gonna have to go.

1266
02:09:20.623 --> 02:09:30.353
Nicole Fieser: So I didn't tell my boss or take the day off. I knew I wasn't gonna get called into jury duty. I called in at 4 pm. The night before, and guess what

1267
02:09:31.263 --> 02:09:33.363
Nicole Fieser: I had to go in for jury duty.

1268
02:09:34.593 --> 02:09:42.442
Nicole Fieser: So in that case it didn't make sense for you to put in the time off request. I wasn't sure if my manager was going to see it, so I called her

1269
02:09:43.553 --> 02:09:50.783
Nicole Fieser: my manager assigned me jury duty to the schedule, and then the schedule feeds the time card.

1270
02:09:52.103 --> 02:09:58.002
Nicole Fieser: If you know in advance, because best practice tells us so

1271
02:09:58.373 --> 02:10:01.162
Nicole Fieser: that your employee is going to be out

1272
02:10:01.303 --> 02:10:04.083
Nicole Fieser: enter the pay code here in the schedule.

1273
02:10:05.703 --> 02:10:06.723
Nicole Fieser: Why?

1274
02:10:07.383 --> 02:10:13.522
Nicole Fieser: Because the schedule feeds the time card, and if we enter the pay code here in the schedule.

1275
02:10:13.643 --> 02:10:24.253
Nicole Fieser: it makes it known for anybody that sees that employee schedule through delegation, through shared supervisors. I know you all have some things going on, at least some of you do.

1276
02:10:24.763 --> 02:10:34.013
Nicole Fieser: It makes it known for anybody that views that employee schedule that that employee isn't going to be there on that day, and people can plan accordingly.

1277
02:10:35.243 --> 02:10:40.982
Nicole Fieser: Okay, versus and, Martha, I'm gonna pick on you for no good reason.

1278
02:10:41.523 --> 02:10:51.293
Nicole Fieser: If I come to work for Martha, and I call Martha up this morning. And I say, Martha, I'm calling in sick. I'm calling in tired. I'm calling in sick and tired.

1279
02:10:51.963 --> 02:10:58.063
Nicole Fieser: Martha would enter the pay code in my time card because I did not call off in advance.

1280
02:10:59.353 --> 02:11:06.932
Nicole Fieser: That's the difference. Y'all. So how does this work? I'm going to go ahead and use Keely Jones in the next scheduled period.

1281
02:11:07.033 --> 02:11:09.633
Nicole Fieser: I'm going to go ahead and choose the pay code.

1282
02:11:10.933 --> 02:11:14.693
Nicole Fieser: Oh, I might go ahead and choose jury duty, requested.

1283
02:11:15.553 --> 02:11:19.122
Nicole Fieser: and I'm gonna click on Friday, and I'm gonna save it.

1284
02:11:20.383 --> 02:11:26.563
Nicole Fieser: Notice immediately, please. When I added the pay code of jury duty, I get that green line.

1285
02:11:27.123 --> 02:11:31.563
Nicole Fieser: That's a visual indicator that a pay code was assigned, and

1286
02:11:31.823 --> 02:11:36.693
Nicole Fieser: if I right click on Keely Jones name and I go to her time card.

1287
02:11:37.263 --> 02:11:42.192
Nicole Fieser: I said. The schedule feeds the time card. Well, there it is. Jury duty.

1288
02:11:43.423 --> 02:11:45.673
Nicole Fieser: 8Â h of jury duty.

1289
02:11:48.443 --> 02:11:49.313
Nicole Fieser: Okay.

1290
02:11:51.423 --> 02:12:00.673
Nicole Fieser: Alright. Y'all arturo says. Well, I go over telework schedules, Arturo.

1291
02:12:00.803 --> 02:12:07.522
Nicole Fieser: I don't have that information. If you want to ask me a specific questions about schedules, I'm happy to try to answer it for you.

1292
02:12:08.213 --> 02:12:17.313
Nicole Fieser: Okay, unfortunately, I don't have insight into what your telework schedules might be. But I'm happy to tell you what the system does. If you want to give me more information.

1293
02:12:17.923 --> 02:12:29.223
Nicole Fieser: Martha says we have group patterns that are different, such as bunch of stuff for people on compressed work schedules. How are these codes being entered? Do we need them.

1294
02:12:29.483 --> 02:12:35.083
Nicole Fieser: Martha, your codes are still going to be your code. So if they were in your old chrono system, I expect that they're going to be here.

1295
02:12:35.283 --> 02:12:43.313
Nicole Fieser: And, Martha. I think that's going to be a schedule group where you'll right click, and you will add those folks with the compressed work schedule.

1296
02:12:43.803 --> 02:12:45.953
Nicole Fieser: and you'll be able to assign them to a group.

1297
02:12:46.603 --> 02:12:55.342
Nicole Fieser: Martha, there is more information and detail around that in both your Tms system, and in that quick reference guide

1298
02:13:02.743 --> 02:13:09.183
Nicole Fieser: Arturo, do you add a pay code, or is it specific time, or is it a work? Is it a type of transfer?

1299
02:13:09.323 --> 02:13:19.023
Nicole Fieser: Arturo? That is not what I'm I'm certain of right now. Is it a pay code? Is it a workable transfer or an internal order?

1300
02:13:22.613 --> 02:13:25.003
Nicole Fieser: It's a work rule. Okay? I'll show you

1301
02:13:26.643 --> 02:13:32.403
Nicole Fieser: again. I'll be happy to show you in a sec, right?

1302
02:13:35.373 --> 02:13:40.732
Nicole Fieser: Larry. Shift. Differentials in the new system are gonna work exactly the same as the old system.

1303
02:13:43.753 --> 02:13:44.653

Nicole Fieser: Okay.

1304
02:13:47.173 --> 02:13:57.463
Nicole Fieser: I do think there was some information added to the FAQ. Document. So, Larry, if you're not sure, definitely check out the FAQ document when that becomes available, either at the end of this week or sometime next.

1305
02:13:57.603 --> 02:13:59.663
Nicole Fieser: There is some information there on that.

1306
02:14:01.073 --> 02:14:01.863
Nicole Fieser: Okay?

1307
02:14:03.703 --> 02:14:13.233
Nicole Fieser: And again, for clarity. I just said that I'm assigning a pay code to the schedule because we know the employees going to be out in advance

1308
02:14:13.713 --> 02:14:19.943
Nicole Fieser: if the employee calls up and calls in sick and tired today you're gonna add the pay code to the time card.

1309
02:14:21.263 --> 02:14:26.252
Nicole Fieser: Okay, how do you have the specific days? Employee will be working from home.

1310
02:14:27.463 --> 02:14:34.852
Nicole Fieser: So realistically, Arturo, right if somebody's assigned to a regular schedule.

1311
02:14:35.513 --> 02:14:38.232
Nicole Fieser: and it's you know it depends on how you do it.

1312
02:14:39.663 --> 02:14:43.062
Nicole Fieser: Arturo. Is that a permanent thing, or is that a 1 off

1313

02:14:43.323 --> 02:14:50.523
Nicole Fieser: could this week the employee work Tuesday and Thursday from home and next work next week. They work Monday, Wednesday, Friday.

1314
02:14:52.263 --> 02:14:58.583
Nicole Fieser: because that's gonna impact how I answer. It's a permanent schedule, Arturo. Honestly, I would open up that pattern, my friend.

1315
02:14:59.173 --> 02:15:09.063
Nicole Fieser: Right click! Go to your schedule pattern I am going to so on.

1316
02:15:10.433 --> 02:15:12.522
Nicole Fieser: I'm a Goober test.

1317
02:15:13.143 --> 02:15:14.083
Nicole Fieser: 2.

1318
02:15:14.243 --> 02:15:21.643
Nicole Fieser: Okay? So the example. Tuesday and Thursday, 7 to 4, 7, 2, 4 p.

1319
02:15:23.463 --> 02:15:29.783
Nicole Fieser: I'm going. Actually, you know what? Let me go ahead and do it this way. I think the easiest way is to right. Click! Add the shift.

1320
02:15:30.453 --> 02:15:32.812
Nicole Fieser: You're gonna put in the 7 a

1321
02:15:36.993 --> 02:15:44.443
Nicole Fieser: 7, 2, 4, P, assuming one of us could type.

1322
02:15:46.753 --> 02:15:48.693
Nicole Fieser: P. There you go.

1323

02:15:49.353 --> 02:15:53.923
Nicole Fieser: You're gonna do the transfer, the employee. You're gonna add the appropriate work role.

1324
02:15:54.153 --> 02:15:59.243
Nicole Fieser: So your work. Rules are going to stay the same. They're gonna be here, whatever it happens to be

1325
02:15:59.353 --> 02:16:04.283
Nicole Fieser: right. I may not be seeing what you see exactly. But let's pretend this is your work rule.

1326
02:16:04.953 --> 02:16:08.542
Nicole Fieser: You'll click, apply, you'll click, apply.

1327
02:16:08.683 --> 02:16:13.193
Nicole Fieser: And then you could just copy and paste this one for Tuesday and Thursday.

1328
02:16:14.483 --> 02:16:16.323
Nicole Fieser: Arturo. Does that make sense?

1329
02:16:19.313 --> 02:16:27.063
Nicole Fieser: And then you could flush out the rest of the schedule as needs be, and that would be a permanent every Tuesday and Thursday. You know that the employees can be out.

1330
02:16:29.563 --> 02:16:30.423
Nicole Fieser: Okay?

1331
02:16:31.673 --> 02:16:32.643
Nicole Fieser: All right.

1332
02:16:33.283 --> 02:16:43.662
Nicole Fieser: Last question before I move on to the absence calendar. Because I want to make sure I really want to talk about delegation. Y'all. And I do want to show you mobile we're not. We've not really talked about mobile today.

1333
02:16:43.983 --> 02:16:47.562
Nicole Fieser: I'd like to squeeze it into our training. Because I think that will.

1334
02:16:48.063 --> 02:16:50.826
Nicole Fieser: I'm hoping it'll knock your socks off. How's that?

1335
02:16:51.473 --> 02:16:56.613
Nicole Fieser: Louise says when a pay is added on the schedule. Can it be editing the time card?

1336
02:16:57.323 --> 02:17:00.062
Nicole Fieser: I assume you're asking me, and if I'm wrong.

1337
02:17:00.763 --> 02:17:07.993
Nicole Fieser: Louise, give me the heads up if I assign a pay code to the schedule. Can I change it in the time card? Yes.

1338
02:17:09.683 --> 02:17:10.443
Nicole Fieser: yes.

1339
02:17:10.793 --> 02:17:16.992
Nicole Fieser: but that does mean then that that's what the schedule showed. The schedule and time card don't match. Because, remember.

1340
02:17:17.153 --> 02:17:24.972
Nicole Fieser: I enter pay codes in the schedule. The schedule feeds the time card. The time card does not

1341
02:17:25.133 --> 02:17:26.453
Nicole Fieser: feed the schedule.

1342
02:17:29.233 --> 02:17:36.992
Nicole Fieser: Okay, Louise, hopefully. That makes sense, Arturo Arturo, hopefully. That makes sense to you as well. Hopefully, we're good.

1343
02:17:38.003 --> 02:17:41.112
Nicole Fieser: Alright, y'all, really, really quickly.

1344
02:17:42.673 --> 02:17:46.952
Nicole Fieser: I would like to show you and I stopped sharing for a second.

1345
02:17:48.463 --> 02:17:51.473
Nicole Fieser: because nobody can see my ugly here.

1346
02:17:53.563 --> 02:17:58.643
Nicole Fieser: Y'all, I am so excited to show you the absence calendar.

1347
02:18:02.923 --> 02:18:05.023
Nicole Fieser: Oh, I apologize.

1348
02:18:05.793 --> 02:18:11.003
Nicole Fieser: My computer is finicky today. It is fussy for sure.

1349
02:18:11.563 --> 02:18:14.072
Nicole Fieser: Yeah, let's talk about the absence calendar.

1350
02:18:15.583 --> 02:18:18.193
Nicole Fieser: I love the absence calendar.

1351
02:18:19.183 --> 02:18:21.563
Nicole Fieser: I'm hoping that you'll love this, too.

1352
02:18:22.623 --> 02:18:23.593
Nicole Fieser: Right?

1353
02:18:24.923 --> 02:18:28.842
Nicole Fieser: So here's my story. The absence calendar

1354
02:18:29.223 --> 02:18:33.303
Nicole Fieser: makes your life so much easier.

1355
02:18:34.353 --> 02:18:35.233
Nicole Fieser: And

1356
02:18:35.383 --> 02:18:40.882
Nicole Fieser: what do I mean by that? Oh, I'm gonna go ahead and pick on. I'm gonna pick on Henry.

1357
02:18:42.383 --> 02:18:49.292
Nicole Fieser: Okay, what if Henry is one of those super nice, super generous managers?

1358
02:18:50.303 --> 02:18:53.262
Nicole Fieser: And let's pull up the calendar.

1359
02:18:54.473 --> 02:18:56.863
Nicole Fieser: I think you all have off on the 20.th

1360
02:18:57.743 --> 02:18:59.993
Nicole Fieser: I think you all have off on the 20.th

1361
02:19:00.513 --> 02:19:07.523
Nicole Fieser: So let's say Henry starts to get a lot of time off requests for Friday the 17.th

1362
02:19:08.643 --> 02:19:11.873
Nicole Fieser: It's already a holiday on January 20, th

1363
02:19:12.053 --> 02:19:18.612
Nicole Fieser: and now he starts to receive requests, because folks are going to turn that 3 day weekend into a 4 day weekend.

1364
02:19:19.603 --> 02:19:24.123
Nicole Fieser: Okay, here's the thing.

1365
02:19:24.763 --> 02:19:33.273
Nicole Fieser: Henry's gone ahead and approved like 3 time off request. I sent him a time off request, because I just realized I could potentially take Friday off.

1366
02:19:34.163 --> 02:19:40.762
Nicole Fieser: And Henry starts to have that sick feeling thinking, oh, my gosh! I think I've already approved a bunch of time off requests.

1367
02:19:41.273 --> 02:19:45.002
Nicole Fieser: I'm not certain I have the appropriate coverage.

1368
02:19:45.993 --> 02:19:50.152
Nicole Fieser: Y'all, that's what the absence calendar is going to do for you.

1369
02:19:50.733 --> 02:20:03.103
Nicole Fieser: You can come to your absence, Calendar, and you'll be able to see how many people you've granted time off requests for on a given day, and how many outstanding requests still exist

1370
02:20:04.333 --> 02:20:08.112
Nicole Fieser: here in December we see the one with the black dot.

1371
02:20:08.443 --> 02:20:15.522
Nicole Fieser: If you see that black dot, that means that you have at least one outstanding request

1372
02:20:15.703 --> 02:20:17.313
Nicole Fieser: that you've not managed.

1373
02:20:18.493 --> 02:20:24.382
Nicole Fieser: If you see a number with no black dot, I don't know. Maybe Henry sees the number 2.

1374
02:20:24.863 --> 02:20:37.143
Nicole Fieser: He would be able to click on that number 2 here in the absence calendar, and then in the grid above, he would see, oh, those are the 2 folks that already have off on that day.

1375
02:20:38.183 --> 02:20:49.093
Nicole Fieser: Isn't that cool, Steven? It does. Will it show partial time off, too? It will, it will.

1376
02:20:51.103 --> 02:20:54.243
Nicole Fieser: So if that's ever been something, and look

1377
02:20:55.023 --> 02:21:02.423
Nicole Fieser: as a manager and supervisor. I imagine a lot of you have experienced that challenge. And Latricia's latria's like. I like this one

1378
02:21:03.403 --> 02:21:08.593
Nicole Fieser: right? Latricia. Me, too, because I think it makes your life easier

1379
02:21:09.113 --> 02:21:13.682
Nicole Fieser: if you're not sure if you've managed to time off request, even though you would have gotten the alert

1380
02:21:14.223 --> 02:21:22.382
Nicole Fieser: right, you would have received the notification. You can come here. You can approve or reject it from here, and most especially

1381
02:21:22.583 --> 02:21:28.672
Nicole Fieser: at a glance. You can see how many people are off on a day, and even see who's off

1382
02:21:28.853 --> 02:21:31.103
Nicole Fieser: with nothing more than the click of a mouse.

1383
02:21:34.653 --> 02:21:44.983
Nicole Fieser: Alright, y'all, that is what I wanted to say about schedules. There's a lot here. Please make sure that you check out your quick reference. Guide

1384
02:21:48.243 --> 02:21:51.353
Nicole Fieser: ready, David says.

1385
02:21:51.863 --> 02:21:56.583
Nicole Fieser: Can you split the number up by your operational teams. Ops maintenance

1386
02:21:57.033 --> 02:22:02.223
Nicole Fieser: so potentially. So, David, my question to you, friend, would be this, let me jump back.

1387
02:22:03.693 --> 02:22:06.653
Nicole Fieser: What is displaying in this absence? Calendar.

1388
02:22:07.753 --> 02:22:14.523
Nicole Fieser: What's displaying here in the absence calendar is based on your hyperfind, so can you break out?

1389
02:22:14.633 --> 02:22:24.033
Nicole Fieser: Do you have a hyper fine for ops maintenance and electrical, if so, choose electrical. And then you could click on the absence calendar. And that's only going to show you electrical

1390
02:22:24.863 --> 02:22:32.282
Nicole Fieser: if you want to just see maintenance as long as you have a hyper fine filter for maintenance, click on maintenance, and then the absence calendar can show you that

1391
02:22:32.483 --> 02:22:35.163
Nicole Fieser: if you want to see all of your people.

1392
02:22:35.693 --> 02:22:38.563
Nicole Fieser: You'll click either all home or the my reports, too.

1393
02:22:42.743 --> 02:22:43.623
Nicole Fieser: Okay.

1394
02:22:52.793 --> 02:22:55.742
Nicole Fieser: so hopefully, that makes sense. Y'all, you're welcome.

1395
02:22:56.183 --> 02:22:59.392
Nicole Fieser: That's a good question. I like that question, David. So thank you.

1396
02:23:00.823 --> 02:23:08.573
Nicole Fieser: Actually, y'all are filled with good questions, so y'all can come to any of my sessions anytime better than average questions for sure.

1397
02:23:09.023 --> 02:23:15.592
Nicole Fieser: and says, if the default schedule pattern shown under my people is correct, are there any actions to be done on my part?

1398
02:23:16.153 --> 02:23:18.013
Nicole Fieser: Honestly? And no.

1399
02:23:18.793 --> 02:23:23.282
Nicole Fieser: if you're like. No, my schedule is my schedule. It looks the way I want it to look. I don't have anything.

1400
02:23:23.443 --> 02:23:27.523
Nicole Fieser: you know. Someone's not taking off. I don't need to add a comment. You're good.

1401
02:23:31.043 --> 02:23:31.743
Nicole Fieser: Okay.

1402
02:23:34.063 --> 02:23:41.543
Nicole Fieser: alright. And Ramesh says, How do we do? Bi-weekly, Kronos approvals we we've not talked about approvals, Ramesh yet. But we're gonna

1403
02:23:42.113 --> 02:23:44.643

Nicole Fieser: I'm gonna show you all the cool tools for it.

1404
02:23:47.263 --> 02:23:50.262
Nicole Fieser: Justin. We're gonna talk about Fmla from the time card.

1405
02:23:51.613 --> 02:23:52.523
Nicole Fieser: Okay.

1406
02:23:54.283 --> 02:24:04.332
Nicole Fieser: and I'll circle back to the schedule. But we're gonna actually start with Fmi conversation from the time card. It's not officially a part of the agenda, but I know that's important to y'all. So I will be including it.

1407
02:24:06.003 --> 02:24:12.233
Nicole Fieser: Okay, alright, I've jumped back home.

1408
02:24:13.073 --> 02:24:14.942
Nicole Fieser: Let's talk about time cards.

1409
02:24:15.933 --> 02:24:19.233
Nicole Fieser: So one, let's talk about accessing our people.

1410
02:24:19.833 --> 02:24:21.923
Nicole Fieser: Let's talk about accessing our people.

1411
02:24:24.993 --> 02:24:28.683
Nicole Fieser: Y'all, we've talked about a lot of different ways to access our people.

1412
02:24:29.313 --> 02:24:34.583
Nicole Fieser: Okay, again, one way was through that employee search.

1413
02:24:34.843 --> 02:24:40.072
Nicole Fieser: We even had the question like, Hey, if I want to see everybody, how do we do that? I said, well.

1414
02:24:40.403 --> 02:24:43.322
Nicole Fieser: we could type in that little star that little asterisk

1415
02:24:45.343 --> 02:24:47.803
Nicole Fieser: and search, and that will bring up everybody.

1416
02:24:50.313 --> 02:24:59.163
Nicole Fieser: I said. I don't love that way. There's a better way that you can access all of your people, because if we go into that main menu on the left.

1417
02:25:00.543 --> 02:25:02.802
Nicole Fieser: do you see where it says, employee, summary

1418
02:25:03.123 --> 02:25:12.802
Nicole Fieser: folks, you can come to the employee summary. And that's essentially a quick data view with all of your people. But again, you get to control the hyper, find

1419
02:25:12.933 --> 02:25:18.582
Nicole Fieser: you get to control the time period. But it's a quick way for you to access all of your people.

1420
02:25:18.733 --> 02:25:22.663
Nicole Fieser: and you can select one person. You can select several people.

1421
02:25:23.053 --> 02:25:28.152
Nicole Fieser: and you can go to the People's Time Card. You can do whatever you want from here.

1422
02:25:29.663 --> 02:25:31.973
Nicole Fieser: So that is a second way

1423
02:25:32.473 --> 02:25:35.612
Nicole Fieser: that I promised earlier. I think it was Aaron that asked.

1424
02:25:36.063 --> 02:25:38.143
Nicole Fieser: if you don't like the employee, search.

1425
02:25:38.253 --> 02:25:46.183
Nicole Fieser: you can always go into that main menu on the left and come here to the employee. Summary, however.

1426
02:25:47.753 --> 02:25:50.103
Nicole Fieser: to get to your people's time card.

1427
02:25:50.793 --> 02:25:59.082
Nicole Fieser: Well, with no exaggeration, there's like 10 to 12 different ways that you can easily get to your employees. Time cards.

1428
02:26:01.483 --> 02:26:05.242
Nicole Fieser: Y'all, I think the best tool is gonna be the manage time cards tile.

1429
02:26:06.013 --> 02:26:14.902
Nicole Fieser: I am a fan of the Manage time card style. I am hopeful that I'm about to convince you on the value of the Manage Time card style.

1430
02:26:16.203 --> 02:26:23.203
Nicole Fieser: because here's the thing as much as I love, and I do. I I love your current

1431
02:26:24.263 --> 02:26:26.313
Nicole Fieser: old Kronos system.

1432
02:26:27.343 --> 02:26:31.663
Nicole Fieser: It's it's it's my baby, right? It's where I began my career.

1433
02:26:33.413 --> 02:26:42.632
Nicole Fieser: The thing is is, I think if we're honest with each other. It can be a big challenge to figure out which of your employees have issues in your time card.

1434
02:26:43.603 --> 02:26:48.093
Nicole Fieser: All right, no more.

1435
02:26:48.333 --> 02:26:59.993
Nicole Fieser: You do not have to go hunting to figure out who has an issue in your top their time card. You do not have to figure out what you need to pay attention to before you approve.

1436
02:27:00.673 --> 02:27:02.982
Nicole Fieser: because you have the manage time card style.

1437
02:27:04.223 --> 02:27:09.332
Nicole Fieser: It's let's talk about the manage time cards, tile.

1438
02:27:10.953 --> 02:27:20.613
Nicole Fieser: Notice that your system administrators have created for you. Some must fix categories, some need review categories and some clean time card categories.

1439
02:27:22.303 --> 02:27:24.603
Nicole Fieser: This is cool now

1440
02:27:24.913 --> 02:27:34.492
Nicole Fieser: to backtrack for just a second to be clear. If we have a must fix or something that needs to be reviewed. Are you going to get a notification?

1441
02:27:34.643 --> 02:27:35.533
Nicole Fieser: Yes.

1442
02:27:36.413 --> 02:27:45.812
Nicole Fieser: yes, you are right. Unexcused absences missed punches. They're here, whether you choose to get those notifications here on that alert bell icon

1443
02:27:45.923 --> 02:27:52.752

Nicole Fieser: on the my notifications tile, or some of you may go to your regular old email.

1444
02:28:01.693 --> 02:28:03.322
Nicole Fieser: So here's the thing.

1445
02:28:06.393 --> 02:28:12.172
Nicole Fieser: that's all well and good. But we are going to use this tile. Let's talk about must fix.

1446
02:28:15.353 --> 02:28:26.763
Nicole Fieser: And, Gino, I see what you're saying. We're gonna talk about delegation. We're gonna talk about all that. So G, if we could leave Gino's question up. I will address it, probably in like 15Â min. Okay.

1447
02:28:27.873 --> 02:28:30.602
Nicole Fieser: all right. Y'all. What is an exception?

1448
02:28:30.993 --> 02:28:36.993
Nicole Fieser: Officially, an exception is a deviation from the employees expected work time.

1449
02:28:37.923 --> 02:28:46.553
Nicole Fieser: and you all. There are some exceptions that you must fix missed punches.

1450
02:28:46.873 --> 02:28:55.792
Nicole Fieser: Y'all you have to fix missed punches, because the only way the system can recognize. A valid shift is if there's both an in

1451
02:28:56.023 --> 02:28:57.862
Nicole Fieser: and an out punch.

1452
02:28:59.883 --> 02:29:00.823
Nicole Fieser: Okay?

1453
02:29:02.123 --> 02:29:08.422
Nicole Fieser: So we gotta fix Miss Punches unexcused absences for clarity.

1454
02:29:09.353 --> 02:29:10.943
Nicole Fieser: We define

1455
02:29:12.363 --> 02:29:20.433
Nicole Fieser: an unexcused absence as scheduled work time for which there are no punches and there are no pay codes.

1456
02:29:21.343 --> 02:29:25.152
Nicole Fieser: Listen, even if you have an employee. That is a no call, no show.

1457
02:29:25.303 --> 02:29:31.843
Nicole Fieser: You've got to explain where that scheduled work time went. If they were Awol, or whatever their story is.

1458
02:29:32.213 --> 02:29:34.822
Nicole Fieser: you've got to fix the unexcused absence.

1459
02:29:36.253 --> 02:29:39.113
Nicole Fieser: And then there's some things that need your review.

1460
02:29:39.743 --> 02:29:40.983
Nicole Fieser: And listen.

1461
02:29:42.113 --> 02:29:46.882
Nicole Fieser: Remember how I said my goal of this training and asking you all. To spend this much time with me

1462
02:29:47.163 --> 02:29:49.822
Nicole Fieser: was to ultimately make your life easier.

1463
02:29:50.993 --> 02:30:01.433
Nicole Fieser: You all needing marking things as reviewed, protects you right, protects you.

1464
02:30:02.813 --> 02:30:04.383
Nicole Fieser: So we're going to talk about it.

1465
02:30:06.543 --> 02:30:11.553
Nicole Fieser: Alright. Y'all, let's talk about this. We're gonna go in. We're gonna talk about all the best practices.

1466
02:30:12.083 --> 02:30:15.093
Nicole Fieser: Raju. We are going to talk about the delegation.

1467
02:30:15.203 --> 02:30:16.633
Nicole Fieser: Right we are.

1468
02:30:18.243 --> 02:30:25.093
Nicole Fieser: and I will be working with your your project team to make sure that you have some written notes about that.

1469
02:30:25.193 --> 02:30:29.832
Nicole Fieser: So, radu? We will be talking about delegation, I promise. Gino

1470
02:30:30.023 --> 02:30:32.763
Nicole Fieser: delegation is coming, but not yet.

1471
02:30:34.533 --> 02:30:37.243
Nicole Fieser: Cesar says, can you correct the late yeah, we can

1472
02:30:37.853 --> 02:30:45.702
Nicole Fieser: alright. Y'all, let's talk about the must fix. I'm gonna practice what I preach. I'm gonna go ahead and click on the blue facing arrow next to must fix.

1473
02:30:48.673 --> 02:30:53.503
Nicole Fieser: Coach Beard has an issue, and so does Jamie tart.

1474
02:30:54.743 --> 02:31:02.332
Nicole Fieser: Okay, alrighty. So let's talk about what's going on here.

1475
02:31:03.583 --> 02:31:11.582
Nicole Fieser: Y'all, the time card is still the time card. This is the part where I'm hoping that many of you are. Gonna go. Oh, yeah, this is easy. I know the time card

1476
02:31:13.153 --> 02:31:21.903
Nicole Fieser: bear with me, though, y'all because we're gonna talk through best practices, and some of us need a gentle reminder on some of those best practices.

1477
02:31:22.933 --> 02:31:27.232
Nicole Fieser: 3 parts to the to the time card. You have your time card tabs

1478
02:31:27.623 --> 02:31:30.573
Nicole Fieser: your time card grid and your time card tools.

1479
02:31:31.263 --> 02:31:32.852
Nicole Fieser: Let's start at the bottom.

1480
02:31:33.993 --> 02:31:38.533
Nicole Fieser: Listen. The time card tabs initially look the same, but they're better.

1481
02:31:39.093 --> 02:31:45.392
Nicole Fieser: The audits tab is better, the totals tab is better, the accruals tab is better, it's better

1482
02:31:46.363 --> 02:31:48.593
Nicole Fieser: so. As a gentle reminder.

1483
02:31:48.953 --> 02:31:55.292
Nicole Fieser: Every change that you or somebody else makes, including the employee.

1484
02:31:55.753 --> 02:32:03.233
Nicole Fieser: the employee, by their punching in and punching out. Every change is being tracked here in the audits. Tab the audits trail.

1485
02:32:04.503 --> 02:32:10.502
Nicole Fieser: Okay, I'm going to show that to you a couple of times, because it's that important that you know that

1486
02:32:12.123 --> 02:32:20.833
Nicole Fieser: historical corrections. If we need to make a correction to a signed off time card. This is where payroll is. Gonna make it. We'll touch base on that.

1487
02:32:23.063 --> 02:32:25.233
Nicole Fieser: The totals tab

1488
02:32:26.023 --> 02:32:33.013
Nicole Fieser: the totals. Tab is a really nice summary of what is going on in the time card grid above.

1489
02:32:33.903 --> 02:32:44.373
Nicole Fieser: you can decide. Do you want to look at your information in summary by pay code by a labor category. How do you want the information to be displayed?

1490
02:32:45.513 --> 02:32:47.412
Nicole Fieser: This is a good tool.

1491
02:32:48.073 --> 02:32:52.263
Nicole Fieser: and then we've had a couple of questions. Say that I've not addressed yet, so let's, kinda

1492
02:32:52.573 --> 02:32:54.183
Nicole Fieser: you know, push this out.

1493
02:32:55.883 --> 02:32:58.122
Nicole Fieser: The accrues. Tab is still there.

1494
02:33:01.713 --> 02:33:04.033
Nicole Fieser: The accruals tab is.

1495
02:33:07.573 --> 02:33:16.912
Nicole Fieser: It's we're gonna go. See how much vacation compensate, compensatory apologies.

1496
02:33:17.133 --> 02:33:19.723
Nicole Fieser: personal time, wellness, whatever they have.

1497
02:33:19.833 --> 02:33:23.192
Nicole Fieser: This is where we're going to see their balances.

1498
02:33:23.953 --> 02:33:28.393
Nicole Fieser: we'll be able to get to see their current and what's been taken to date.

1499
02:33:29.613 --> 02:33:33.113
Nicole Fieser: So yes, accrual balances are here as well.

1500
02:33:34.593 --> 02:33:35.663
Nicole Fieser: Right?

1501
02:33:36.743 --> 02:33:42.003
Nicole Fieser: We're gonna be looking at these time card tabs for the next 1015Â min. Y'all

1502
02:33:42.213 --> 02:33:48.452
Nicole Fieser: keeping in mind that the audits trail is only going to show you here the edits to the time card.

1503
02:33:48.613 --> 02:33:50.443
Nicole Fieser: whether we're making edits.

1504

02:33:52.403 --> 02:33:59.382
Nicole Fieser: And we want to see just comments. We just want to see comments that were added. We just want to see approvals.

1505
02:33:59.533 --> 02:34:02.023
Nicole Fieser: We will want to see all the changes.

1506
02:34:02.763 --> 02:34:06.133
Nicole Fieser: Every change is going to be tracked here to the time card.

1507
02:34:06.613 --> 02:34:07.313
Nicole Fieser: Hi.

1508
02:34:09.333 --> 02:34:18.412
Nicole Fieser: alright! Y'all remember, there's a data view. If you want to see all the audit to both the schedule and a time card, there's a data view for that.

1509
02:34:20.763 --> 02:34:26.593
Nicole Fieser: From there we get to see the time card grid and then our tools. Let's talk about the time card grid

1510
02:34:27.203 --> 02:34:31.333
Nicole Fieser: hopefully. What stands out to you in the time card grid is the solid red cell.

1511
02:34:32.003 --> 02:34:36.783
Nicole Fieser: And yes, if we hover our mouse over top of that solid red cell, it tells me that there's a missed punch

1512
02:34:37.723 --> 02:34:44.103
Nicole Fieser: again, we need to feel obligated to fix that missed Punch right?

1513
02:34:44.833 --> 02:34:45.973
Nicole Fieser: And we're gonna

1514
02:34:48.183 --> 02:34:57.982
Nicole Fieser: we also get to see the red eye on Tuesday. The red eye in the absence column is our visual indicator that in this case there's an unexcused absence.

1515
02:34:58.503 --> 02:35:02.923
Nicole Fieser: There it is, and that's because

1516
02:35:03.033 --> 02:35:11.613
Nicole Fieser: for Tuesday, January 14, th the employee had scheduled work time, and right now there are no punches and there are no pay codes.

1517
02:35:12.583 --> 02:35:13.533
Nicole Fieser: Right?

1518
02:35:14.773 --> 02:35:19.433
Nicole Fieser: So let's go ahead and take a look. Shall we? Let's go ahead and add the punch.

1519
02:35:22.623 --> 02:35:26.383
Nicole Fieser: Best practices here. Y'all, these are our best practices.

1520
02:35:28.083 --> 02:35:33.782
Nicole Fieser: please remember, just like your current old proto system.

1521
02:35:34.303 --> 02:35:38.663
Nicole Fieser: All all time is entered as Am. Time.

1522
02:35:38.903 --> 02:35:42.663
Nicole Fieser: unless you enter a P. For Pm.

1523
02:35:44.143 --> 02:35:46.823
Nicole Fieser: Or you enter military time.

1524

02:35:47.143 --> 02:35:53.242
Nicole Fieser: So if you're wondering if military time is allowed. Yes, it is still allowed.

1525
02:35:57.133 --> 02:36:04.303
Nicole Fieser: In this case, I'm gonna go ahead and say that the employee left at 4 pm, so I'm gonna type in 4 P,

1526
02:36:06.693 --> 02:36:09.113
Nicole Fieser: could I type in 1,600Â h.

1527
02:36:10.733 --> 02:36:13.023
Nicole Fieser: Would that work too? Sure.

1528
02:36:13.433 --> 02:36:15.153
Nicole Fieser: And I'm going to go ahead and save it

1529
02:36:16.443 --> 02:36:22.402
Nicole Fieser: now, when I save that 4 Pm. Punch notice, please, I get the red eye.

1530
02:36:23.613 --> 02:36:27.253
Nicole Fieser: Okay? And when I get that red eye

1531
02:36:28.873 --> 02:36:34.583
Nicole Fieser: I hover my mouse over top of it, and it tells us that we were that this employee was early out.

1532
02:36:36.333 --> 02:36:46.393
Nicole Fieser: So what am I gonna do? I'm gonna go talk to the employee. Why were you early out? Oh, yeah, that's when my kid fell on the playground I had to take him to urgent care for stitches.

1533
02:36:47.593 --> 02:36:49.563
Nicole Fieser: It was a family emergency.

1534
02:36:51.143 --> 02:36:55.173

Nicole Fieser: Best practice is to add a comment.

1535
02:36:56.583 --> 02:37:01.463
Nicole Fieser: See y'all, we're gonna go ahead and right click. And we're gonna add the comment

1536
02:37:05.123 --> 02:37:10.232
Nicole Fieser: in the select, a comment, dropdown box. I might go and look for illness.

1537
02:37:13.243 --> 02:37:16.152
Nicole Fieser: right illness, family.

1538
02:37:16.643 --> 02:37:19.063
Nicole Fieser: And I'm going to add the comment.

1539
02:37:21.283 --> 02:37:26.502
Nicole Fieser: But I am also going to add a secondary comment of missed Punch

1540
02:37:28.023 --> 02:37:37.012
Nicole Fieser: because they forgot to Punch because they were in a rush. So I'm going to add, Miss Punch. And they were out early, due to family illness.

1541
02:37:38.653 --> 02:37:41.223
Nicole Fieser: Okay? And I'm going to apply it.

1542
02:37:41.423 --> 02:37:43.002
Nicole Fieser: and I'm going to save it

1543
02:37:44.713 --> 02:37:49.563
Nicole Fieser: now, really quickly, just to kind of show you something. I know it looks like

1544
02:37:50.193 --> 02:37:52.933
Nicole Fieser: you can add a free form note here

1545
02:37:53.353 --> 02:37:56.692
Nicole Fieser: that was not enabled at this time.

1546
02:37:56.883 --> 02:38:05.902
Nicole Fieser: So I know it looks like you all can add a note. Unfortunately you can't. That's a decision that that was made at the highest levels.

1547
02:38:06.173 --> 02:38:16.922
Nicole Fieser: So that's why, then, on this out Punch, I'm adding several comments to say, yeah. The employee missed a punch, and the reason that they left early.

1548
02:38:18.133 --> 02:38:19.183
Nicole Fieser: Okay?

1549
02:38:19.613 --> 02:38:23.293
Nicole Fieser: So again, you cannot add a free form note

1550
02:38:23.413 --> 02:38:33.292
Nicole Fieser: to further explain that standardized comment, am I done? Absolutely not.

1551
02:38:34.503 --> 02:38:37.963
Nicole Fieser: Let's talk about marking as reviewed.

1552
02:38:39.743 --> 02:38:44.863
Nicole Fieser: I know some of you do this now. I know some of you mark your punches as reviewed.

1553
02:38:45.323 --> 02:38:46.953
Nicole Fieser: and some of you don't.

1554
02:38:48.663 --> 02:38:49.593
Nicole Fieser: Okay.

1555
02:38:51.763 --> 02:38:53.353
Nicole Fieser: Here's my story.

1556
02:38:55.193 --> 02:39:00.863
Nicole Fieser: Marking as reviewed, is a cover a behind moment for you.

1557
02:39:03.043 --> 02:39:12.023
Nicole Fieser: Okay, it covers your payroll department and it certainly covers city of Houston.

1558
02:39:13.273 --> 02:39:20.883
Nicole Fieser: you guys, I try never to be a negative, Nelly. So I apologize in advance for being a little bit icky here. So bear with me. Okay.

1559
02:39:21.703 --> 02:39:24.282
Nicole Fieser: I am going to go ahead and mark this as reviewed.

1560
02:39:24.383 --> 02:39:30.333
Nicole Fieser: So I added the punch, I added the comments, alright.

1561
02:39:31.053 --> 02:39:35.433
Nicole Fieser: I'm going to go ahead and mark it as reviewed, and I'm going to save it.

1562
02:39:38.063 --> 02:39:39.692
Nicole Fieser: When I save it.

1563
02:39:40.153 --> 02:39:45.912
Nicole Fieser: You'll notice that the red eye turns green with a little check mark.

1564
02:39:48.163 --> 02:39:53.723
Nicole Fieser: Alright, but we're gonna talk about all this. Y'all, I see a ton of questions. It's already on my agenda to talk through all of it.

1565

02:39:55.143 --> 02:40:00.312
Nicole Fieser: Alrighty, let me be clear. Marking is reviewed

1566
02:40:00.553 --> 02:40:04.193
Nicole Fieser: does not sit mean that you agree with it

1567
02:40:04.463 --> 02:40:07.272
Nicole Fieser: doesn't mean that you're okay, with the exception.

1568
02:40:07.403 --> 02:40:13.223
Nicole Fieser: doesn't make it go away, is not removing it from attendance at all.

1569
02:40:14.143 --> 02:40:19.372
Nicole Fieser: But it is your visual indicator that you've managed it.

1570
02:40:19.663 --> 02:40:23.323
Nicole Fieser: And if I jump back home, you guys

1571
02:40:24.573 --> 02:40:33.033
Nicole Fieser: notice, please, as I'm making changes to that time card. Notice that that must fix the missed punch is gone

1572
02:40:33.633 --> 02:40:38.583
Nicole Fieser: right, and it and I've already cleaned up through marking is reviewed. So it's not there.

1573
02:40:39.323 --> 02:40:46.253
Nicole Fieser: When we mark something as reviewed, it is updating this. Manage time cards tile in real time

1574
02:40:46.753 --> 02:40:51.703
Nicole Fieser: so that you can use this so you can depend upon the manage sean cards tile

1575
02:40:52.003 --> 02:40:54.362
Nicole Fieser: so that when you're ready to approve

1576
02:40:54.803 --> 02:40:57.583
Nicole Fieser: your time cards they're they're good to go.

1577
02:40:59.293 --> 02:41:00.223
Nicole Fieser: Okay.

1578
02:41:02.173 --> 02:41:05.083
Nicole Fieser: So I'm gonna come back here back to the same place.

1579
02:41:06.193 --> 02:41:08.062
Nicole Fieser: So we've marked it as reviewed.

1580
02:41:08.513 --> 02:41:10.432
Nicole Fieser: That serves you.

1581
02:41:10.853 --> 02:41:19.443
Nicole Fieser: It helps payroll payroll at a glance, is gonna know that you've managed your people's time cards that's good.

1582
02:41:20.103 --> 02:41:22.303
Nicole Fieser: And again.

1583
02:41:22.553 --> 02:41:31.112
Nicole Fieser: not to be negative. But if this employee ends up, you know, getting terminated, and we all end up going to into unemployment courts.

1584
02:41:31.383 --> 02:41:33.202
Nicole Fieser: And this is brought up.

1585
02:41:33.313 --> 02:41:37.503
Nicole Fieser: Comments and marking is reviewed helps you to cover your case.

1586
02:41:38.933 --> 02:41:39.733
Nicole Fieser: Okay.

1587
02:41:43.153 --> 02:41:45.043
Nicole Fieser: let me show you one more time.

1588
02:41:45.813 --> 02:41:48.632
Nicole Fieser: I'm going to say that this employee came to us.

1589
02:41:49.953 --> 02:41:54.643
Nicole Fieser: They're getting ready to punch out. I forgot to punch. They said, Okay, they came in at 9,

1590
02:41:56.443 --> 02:42:04.363
Nicole Fieser: and I'm gonna say that they left at. Let's pretend that they left at 4, 45 alright.

1591
02:42:05.623 --> 02:42:11.692
Nicole Fieser: really, quickly. I can do all these things at once. I can right click! Add the comment.

1592
02:42:13.853 --> 02:42:21.402
Nicole Fieser: I am adding the the comment to the punch. I could leave it on the early out. I personally prefer to add it to the punch.

1593
02:42:22.453 --> 02:42:28.632
Nicole Fieser: Right? Alfonso actually asked a question about this, hey? Well, I I noticed you. You kinda did a quick little click there.

1594
02:42:28.823 --> 02:42:31.412
Nicole Fieser: Can you add to the early out? Yes.

1595
02:42:31.523 --> 02:42:39.812
Nicole Fieser: but the majority of your comments in your system are built to add the comment to the punch, which is actually correct.

1596
02:42:39.963 --> 02:42:44.743
Nicole Fieser: So you might want to say, I want to add the comment to the punch, not the early out.

1597
02:42:45.393 --> 02:42:47.702
Nicole Fieser: and that's gonna give you all of your comments.

1598
02:42:49.483 --> 02:42:50.323
Nicole Fieser: Okay?

1599
02:42:51.133 --> 02:42:57.103
Nicole Fieser: So, Alphonso, that's why you do it. Because that's where your comments were were created. To be perfectly frank.

1600
02:42:59.253 --> 02:43:02.913
Nicole Fieser: I'm going to add the comment, I'm going to click apply.

1601
02:43:03.633 --> 02:43:05.543
Nicole Fieser: I have not saved.

1602
02:43:05.723 --> 02:43:08.813
Nicole Fieser: I'm going to mark it as reviewed. And now I'm going to save it.

1603
02:43:11.323 --> 02:43:12.213
Nicole Fieser: But

1604
02:43:15.273 --> 02:43:19.043
Nicole Fieser: all right, so there we are.

1605
02:43:19.833 --> 02:43:26.243
Nicole Fieser: if I want to. So I'm gonna jump back to. There's a couple of questions. If I would say No, no, they weren't late

1606
02:43:27.013 --> 02:43:35.212
Nicole Fieser: right. Could I simply correct the punch? Sure, I can still correct the punch. So, Cesar, could we go ahead and say that? No, no, they actually left at 5.

1607
02:43:35.433 --> 02:43:39.972
Nicole Fieser: Sure I could do that, I would still want to add the comment, though

1608
02:43:40.383 --> 02:43:43.683
Nicole Fieser: right, because comments serve as a cover our behind moment.

1609
02:43:45.313 --> 02:43:49.892
Nicole Fieser: and y'all every single thing that we're doing here is being tracked

1610
02:43:51.173 --> 02:43:53.573
Nicole Fieser: on the audits. Tab the audits trail.

1611
02:43:57.933 --> 02:44:04.792
Nicole Fieser: Reginald. I'm gonna let Jessica answer that. That's a policy. Question. So I'm gonna let Jessica to kind of address that.

1612
02:44:08.033 --> 02:44:10.723
Nicole Fieser: Will the employees see the comments?

1613
02:44:13.593 --> 02:44:17.913
Nicole Fieser: Yes, I think that's why.

1614
02:44:18.103 --> 02:44:32.202
Nicole Fieser: honestly, Rama, Rama, to I apologize for mispronouncing your name. I think that's why we didn't give folks the ability to add a free form note, because employees could see that. And we don't. Wanna you know we don't want to say anything, icky.

1615
02:44:34.133 --> 02:44:35.193
Nicole Fieser: okey-dokey.

1616
02:44:38.583 --> 02:44:49.573
Nicole Fieser: Thomas said. Wait your bell still had 3. When will that change? Remember, my friend, even though I'm fixing the exceptions that does not remove the notifications

1617
02:44:51.543 --> 02:45:01.472
Nicole Fieser: right? So part of my cleanup process at the end of the week would probably be to go ahead, and either Mark is done or delete my notifications.

1618
02:45:02.313 --> 02:45:08.862
Nicole Fieser: I still think that full control center, Thomas, is a lot easier, right? So really, quickly

1619
02:45:12.023 --> 02:45:14.913
Nicole Fieser: do not want to save, go and refresh.

1620
02:45:20.563 --> 02:45:21.523
Nicole Fieser: Alright.

1621
02:45:22.053 --> 02:45:26.293
Nicole Fieser: So, Thomas, one of the things I'm gonna say at the end. But since you've asked, I'm gonna say it. Now.

1622
02:45:27.743 --> 02:45:37.362
Nicole Fieser: Do you remember how we went into that full control center which I can either do from that alert bell icon, by clicking view all, or from this my notification tile.

1623
02:45:38.273 --> 02:45:41.192
Nicole Fieser: Once your manage time cards, tile is clean.

1624
02:45:41.423 --> 02:45:45.212
Nicole Fieser: And you're like, Yeah, that looks good. You can select all.

1625
02:45:45.313 --> 02:45:47.403
Nicole Fieser: And Mark has done all of these.

1626
02:45:48.163 --> 02:45:54.273
Nicole Fieser: because again, just because I'm fixing things, is not making the notification go away.

1627
02:45:55.233 --> 02:45:56.332
Nicole Fieser: Okey Dokey!

1628
02:45:59.133 --> 02:46:02.492
Nicole Fieser: Alright! Y'all, I'm not done. I am not done.

1629
02:46:03.793 --> 02:46:08.763
Nicole Fieser: I'm now on Jamie Tart. I want to talk about pay codes.

1630
02:46:08.953 --> 02:46:11.983
Nicole Fieser: I want to talk about canceling meal deductions

1631
02:46:12.783 --> 02:46:20.293
Nicole Fieser: able has a question that I think is worth. You know that we need to address as well. So there's a couple of folks that are still have questions outstanding

1632
02:46:20.483 --> 02:46:21.603
Nicole Fieser: right?

1633
02:46:22.263 --> 02:46:28.613
Nicole Fieser: On Friday, January 10, th hopefully, what stands out to us is the red eye. In the absence column.

1634
02:46:29.373 --> 02:46:34.722
Nicole Fieser: Again the employee was scheduled to work, and I have no punches, and I have no pay codes.

1635
02:46:36.733 --> 02:46:40.313
Nicole Fieser: Alright, I'm gonna add a pay code.

1636
02:46:41.063 --> 02:46:43.953
Nicole Fieser: And I'm going to add a comment to the pay code.

1637
02:46:45.073 --> 02:46:46.153
Nicole Fieser: Alrighty.

1638
02:46:47.353 --> 02:46:52.853
Nicole Fieser: Now, I'm going to show you 2 different examples.

1639
02:46:53.313 --> 02:46:59.333
Nicole Fieser: I'm gonna say, on Friday, January 10, th the employee took the entire day off

1640
02:47:00.473 --> 02:47:04.053
Nicole Fieser: unscheduled. Pto. Or whatever the story of the day is.

1641
02:47:04.833 --> 02:47:13.632
Nicole Fieser: Remember, last time I'm going to say this today. I think this is the 6th or 7th time I've said this so officially annoying here. I know I apologize in advance.

1642
02:47:14.723 --> 02:47:21.673
Nicole Fieser: Add the pay code to the schedule. If you know the employee is going to be out in advance.

1643
02:47:23.503 --> 02:47:28.953
Nicole Fieser: if we don't know that they're going to be out in advance and they call off today. Add it in the time card.

1644
02:47:31.843 --> 02:47:34.103
Nicole Fieser: So I'm gonna go ahead and choose.

1645
02:47:35.073 --> 02:47:41.013
Nicole Fieser: Let me go to vacation unscheduled.

1646
02:47:41.413 --> 02:47:44.702
Nicole Fieser: I'm going to say the amount is going to be 8Â h.

1647
02:47:45.493 --> 02:47:46.993
Nicole Fieser: and I'm going to save it.

1648
02:47:50.263 --> 02:47:52.153
Nicole Fieser: Notice, please, what happened.

1649
02:47:54.063 --> 02:47:59.382
Nicole Fieser: Notice that the red eye became a blue dashed line

1650
02:48:01.473 --> 02:48:05.413
Nicole Fieser: city of Houston determines what turns red.

1651
02:48:05.713 --> 02:48:10.412
Nicole Fieser: unexcused versus what turns blue excused.

1652
02:48:12.043 --> 02:48:18.572
Nicole Fieser: So there's that blue dashed line, and if I hover my mouse over top of it. Notice, we get the excused absence.

1653
02:48:21.093 --> 02:48:25.523
Nicole Fieser: Okay, so that's kind of cool.

1654
02:48:31.973 --> 02:48:33.202
Nicole Fieser: So there we go.

1655
02:48:36.633 --> 02:48:42.442
Nicole Fieser: If I clicked full day full schedule day. So Enrique said, hey, what happens if you choose full schedule day?

1656

02:48:43.743 --> 02:48:45.193
Nicole Fieser: It turns purple

1657
02:48:45.473 --> 02:48:52.113
Nicole Fieser: and it turns purple. And now it feeds in the scheduled start time because it's pulling that information from the schedule.

1658
02:48:53.613 --> 02:48:55.193
Nicole Fieser: Last question, Enrique.

1659
02:48:56.783 --> 02:48:57.533
Nicole Fieser: Okay.

1660
02:49:00.903 --> 02:49:02.063
Nicole Fieser: comments.

1661
02:49:02.653 --> 02:49:08.753
Nicole Fieser: I think, Cheryl. And I think we had this question earlier. Actually, also, let me kind of try to answer this if you would.

1662
02:49:09.763 --> 02:49:16.113
Nicole Fieser: Can we add comments to pay codes kind of kind of

1663
02:49:17.053 --> 02:49:22.233
Nicole Fieser: you can't add them to the pay code itself, but you sure can add it to the amount cell.

1664
02:49:22.343 --> 02:49:28.833
Nicole Fieser: and I stand by what I've been preaching all afternoon. Y'all comments serve as a cover your behind moment.

1665
02:49:29.883 --> 02:49:34.503
Nicole Fieser: So I can go ahead and right click on the amount cell.

1666

02:49:34.763 --> 02:49:37.052
Nicole Fieser: And that's where our comment is.

1667
02:49:38.513 --> 02:49:41.072
Nicole Fieser: Right. Whatever is here?

1668
02:49:42.473 --> 02:49:43.433
Nicole Fieser: Hmm!

1669
02:49:43.643 --> 02:49:45.723
Nicole Fieser: Change requested by employee.

1670
02:49:46.943 --> 02:49:51.903
Nicole Fieser: I'm gonna add the comments. I'm gonna click, apply, and I'm gonna save it.

1671
02:49:53.863 --> 02:49:54.893
Nicole Fieser: Okay.

1672
02:49:59.023 --> 02:50:05.642
Nicole Fieser: now, let's talk about so, Cheryl, you would add the unexcused pay code and the amount.

1673
02:50:06.563 --> 02:50:13.053
Nicole Fieser: And then you could add the comment, unscheduled, sick, or whatever the right comment is, hopefully that makes sense in the cheryl.

1674
02:50:14.203 --> 02:50:18.142
Nicole Fieser: Right now let me go ahead and refresh. Okay.

1675
02:50:19.563 --> 02:50:22.332
Nicole Fieser: I promise to talk about Fmla.

1676
02:50:22.473 --> 02:50:25.592
Nicole Fieser: So let's take a minute to talk about Fmla.

1677
02:50:25.743 --> 02:50:28.613
Nicole Fieser: and then I want to talk about canceling a meal deduction.

1678
02:50:30.193 --> 02:50:37.843
Nicole Fieser: We've had half a dozen questions today, at least around Fmla.

1679
02:50:40.113 --> 02:50:46.883
Nicole Fieser: Let's talk about it right now. When you go into your current old chrono system.

1680
02:50:47.533 --> 02:50:52.152
Nicole Fieser: You probably have a little tool somewhere up here at the top. That says, Quick leave, editor.

1681
02:50:53.393 --> 02:50:58.332
Nicole Fieser: and it's kind of weird or can be weird.

1682
02:50:58.463 --> 02:51:02.243
Nicole Fieser: especially if you're trying to enter intermittent Fmla.

1683
02:51:02.993 --> 02:51:05.903
Nicole Fieser: So I'm gonna go ahead and pick on.

1684
02:51:08.113 --> 02:51:09.883
Nicole Fieser: Oh, I'm gonna go ahead and pick on

1685
02:51:10.403 --> 02:51:13.182
Nicole Fieser: Isaac. I'm gonna pick on Isaac.

1686
02:51:13.803 --> 02:51:19.303
Nicole Fieser: Let's say Isaac has an employee that's taking intermittent Fmla right?

1687

02:51:21.313 --> 02:51:25.583
Nicole Fieser: And it they, the employee, suffers from migraines. I don't know.

1688
02:51:26.463 --> 02:51:31.483
Nicole Fieser: The thing is is that once Hr. Has done their thing.

1689
02:51:31.663 --> 02:51:35.633
Nicole Fieser: Hr. Has to receive the request for Fmoa.

1690
02:51:36.813 --> 02:51:46.612
Nicole Fieser: the Hr. Has to receive the appropriate paperwork, and then ultimately Hr. Is going to approve the leave case

1691
02:51:48.493 --> 02:51:51.413
Nicole Fieser: once all of that has happened

1692
02:51:52.923 --> 02:52:02.443
Nicole Fieser: right. Hr. Has approved the leave case. Everything. All the paperwork's in. Now we can go ahead and assign the pay code

1693
02:52:03.973 --> 02:52:10.632
Nicole Fieser: in your dropdown box you will see a pay code with the prefix of Lv.

1694
02:52:11.053 --> 02:52:16.692
Nicole Fieser: And it will only appear in the employees pay code dropdown once

1695
02:52:17.143 --> 02:52:20.222
Nicole Fieser: the leave case has been approved.

1696
02:52:21.143 --> 02:52:28.272
Nicole Fieser: You do not need the quick leave case editor. Instead, you're going to go ahead and add the Fmla pay code

1697

02:52:28.373 --> 02:52:37.542
Nicole Fieser: just like any other pay code. They took 4 h. They took 8 h. They worked part of the day. Then they went home because of their migraine.

1698
02:52:37.983 --> 02:52:47.612
Nicole Fieser: You will simply assign the appropriate pay code that only appears in this dropdown for the duration of the leave case.

1699
02:52:51.153 --> 02:52:55.452
Nicole Fieser: Isn't that cool, Sharon. It's gonna be the same for military

1700
02:52:56.713 --> 02:53:01.122
Nicole Fieser: now, typically Mill, if military leave well, yeah. Military leave can be intermittent.

1701
02:53:01.533 --> 02:53:12.282
Nicole Fieser: You can also assign military leave Sharon on the schedule like, if someone's going in the National Guard and they're doing their 2 weeks in the summer, I would probably assign that as a pay code in the schedule.

1702
02:53:13.603 --> 02:53:20.482
Nicole Fieser: But yes, that's right, and it's only going to be there when the employee has the approved leave.

1703
02:53:24.383 --> 02:53:32.782
Nicole Fieser: No good question, thank you, Thomas says, will there be Fmla vacation and Fmla sick?

1704
02:53:35.893 --> 02:53:39.263
Nicole Fieser: Jessica, I'm gonna leave that in your good hands to answer.

1705
02:53:40.453 --> 02:53:42.923
Nicole Fieser: That's definitely one for you, my friend.

1706
02:53:45.683 --> 02:53:49.773
Nicole Fieser: If there is now, I imagine there will be moving forward.

1707
02:53:53.653 --> 02:54:01.052
Nicole Fieser: and no one says, what's the difference between sick Msp. Versus the regular sick used or sick? Csl.

1708
02:54:01.833 --> 02:54:04.342
Nicole Fieser: Jessica's gonna put the answer in the chat.

1709
02:54:05.003 --> 02:54:15.252
Nicole Fieser: Okay? Only because that's policy. I don't wanna booger that up for y'all canceling meal deductions.

1710
02:54:15.433 --> 02:54:20.113
Nicole Fieser: Talk about canceling meal. Deductions, good questions.

1711
02:54:20.253 --> 02:54:24.273
Nicole Fieser: Alfonso, agree. Fully 1,000% good questions. Say.

1712
02:54:26.343 --> 02:54:29.182
Nicole Fieser: I do want to talk about canceling meal deductions.

1713
02:54:30.693 --> 02:54:35.223
Nicole Fieser: If you've started to tune me out now is a good time to tune me back in.

1714
02:54:35.913 --> 02:54:42.963
Nicole Fieser: because if this ever impacts you where an employee had some sort of emergency, or

1715
02:54:44.383 --> 02:54:49.603
Nicole Fieser: maybe not, the employee. Maybe the city. Maybe your department had some sort of emergency.

1716
02:54:52.843 --> 02:54:56.583
Nicole Fieser: I do not want you trying to beat your head against a wall.

1717
02:54:57.303 --> 02:55:05.733
Nicole Fieser: So again, if ever you have to cancel an employee's meal deduction. Please please tune me in. Now

1718
02:55:06.193 --> 02:55:07.933
Nicole Fieser: let's save you all a headache.

1719
02:55:08.313 --> 02:55:10.863
Nicole Fieser: We'll save you a big old headache. Okay.

1720
02:55:11.803 --> 02:55:16.723
Nicole Fieser: Alright, you guys, here's what we're gonna do. I'm gonna use. Thursday, January 9, th as my example.

1721
02:55:18.403 --> 02:55:19.303
Nicole Fieser: Okay?

1722
02:55:19.573 --> 02:55:21.842
Nicole Fieser: And on Thursday, January 9, th

1723
02:55:22.633 --> 02:55:27.732
Nicole Fieser: for whatever reason, the employee comes to us and says, Nope, I never got to take a lunch break.

1724
02:55:28.983 --> 02:55:30.973
Nicole Fieser: Okay, so what are you gonna do?

1725
02:55:32.083 --> 02:55:33.153
Nicole Fieser: One?

1726
02:55:33.553 --> 02:55:39.552
Nicole Fieser: You need to confirm that the employee didn't get to take lunch

1727
02:55:40.183 --> 02:55:55.472
Nicole Fieser: right. How often is it possible that an employee comes to you at 2 o'clock in the afternoon and says I was in this really long training today, where this girl just kept talking and talking and talking, and I never got to take the lunch.

1728
02:55:55.973 --> 02:55:59.012
Nicole Fieser: Can you imagine such a long training event.

1729
02:56:00.273 --> 02:56:05.763
Nicole Fieser: Turns out, though, that your employee ends up taking the lunch later in the day.

1730
02:56:06.903 --> 02:56:13.283
Nicole Fieser: Right, see? And y'all did you catch? I made a very bad joke at my own expense.

1731
02:56:15.523 --> 02:56:20.773
Nicole Fieser: So here's the thing technically. Thank you, Ray. Thank you for throwing me bone on that one.

1732
02:56:21.203 --> 02:56:27.342
Nicole Fieser: Technically, you can cancel a meal deduction on either the in or the out punch.

1733
02:56:27.943 --> 02:56:31.362
Nicole Fieser: Best practice is to do it on the out punch, though y'all

1734
02:56:31.743 --> 02:56:35.883
Nicole Fieser: confirm that your employee did not just take it later in the day.

1735
02:56:36.123 --> 02:56:40.233
Nicole Fieser: Okay, that's 1, 2.

1736
02:56:40.513 --> 02:56:46.562
Nicole Fieser: Do you see this little blue circle here at the top, just to the right of the employees name and the time card.

1737
02:56:47.683 --> 02:56:51.653
Nicole Fieser: I think some of you based on the questions that you've all asked today.

1738
02:56:51.843 --> 02:56:53.633
Nicole Fieser: I think some of you

1739
02:56:56.043 --> 02:57:03.312
Nicole Fieser: have some employees that might take a 30Â min meal and some employees that take a 60Â min meal.

1740
02:57:05.923 --> 02:57:10.552
Nicole Fieser: Okay, if I click on that blue circle

1741
02:57:11.143 --> 02:57:19.532
Nicole Fieser: that should tell us ultimately whether the employee is going to be taking a 60Â min lunch or a 30Â min lunch.

1742
02:57:21.343 --> 02:57:23.583
Nicole Fieser: I'm kind of cool, right?

1743
02:57:25.213 --> 02:57:28.473
Nicole Fieser: So if you're not sure what your employee is doing.

1744
02:57:32.833 --> 02:57:38.053
Nicole Fieser: You can always go. Look y'all. Let's talk about canceling the mail deduction.

1745
02:57:38.593 --> 02:57:42.793
Nicole Fieser: Thursday, January 9.th I'm gonna right. Click on that 5 Pm. Out punch.

1746
02:57:43.773 --> 02:57:45.522
Nicole Fieser: And I'm going to click edit.

1747

02:57:46.363 --> 02:57:52.043
Nicole Fieser: I'm gonna click edit. And I'm gonna come down to where it says, cancel deduction.

1748
02:57:56.323 --> 02:58:06.722
Nicole Fieser: And this is where, based on that little blue circle, we could cancel the 30Â min meal the 60Â min meal right, whatever one they're assigned to.

1749
02:58:07.423 --> 02:58:13.933
Nicole Fieser: and if you're not certain you can choose all now.

1750
02:58:14.803 --> 02:58:24.613
Nicole Fieser: All is not necessarily my favorite for those employees that might work overtime. I'm not a fan of all. Somebody might work a second shift

1751
02:58:25.063 --> 02:58:26.123
Nicole Fieser: right?

1752
02:58:26.653 --> 02:58:31.133
Nicole Fieser: But you can cancel the meal deduction, and I'm going to go ahead and choose all.

1753
02:58:31.363 --> 02:58:39.032
Nicole Fieser: And I'm going to click apply right, and I'm gonna save it.

1754
02:58:39.823 --> 02:58:42.733
Nicole Fieser: And here's why I asked you to pay attention to me.

1755
02:58:43.063 --> 02:58:44.812
Nicole Fieser: Okay, hear me out on this.

1756
02:58:45.303 --> 02:58:50.233
Nicole Fieser: When I cancel that meal deduction. I right clicked, and I went to edit, and I canceled the meal.

1757

02:58:51.363 --> 02:58:56.962
Nicole Fieser: Notice, please, I get that red eye on that Thursday out Punch cell.

1758
02:58:57.523 --> 02:59:05.073
Nicole Fieser: and it tells me if I hover my mouse over top, that we've canceled the deduction right

1759
02:59:05.763 --> 02:59:06.893
Nicole Fieser: there it is.

1760
02:59:08.413 --> 02:59:14.483
Nicole Fieser: Here's the thing, though you cannot mark this as reviewed.

1761
02:59:14.773 --> 02:59:20.503
Nicole Fieser: You cannot, and that is intentional from UKG.

1762
02:59:20.603 --> 02:59:23.643
Nicole Fieser: right? So unfortunately, this came with the programming.

1763
02:59:24.303 --> 02:59:29.223
Nicole Fieser: A canceled meal. Deduction cannot be marked as reviewed.

1764
02:59:29.403 --> 02:59:38.282
Nicole Fieser: I made this big old production to you about marking things as reviewed, that it was good for the, for you, for payroll and the organization.

1765
02:59:40.293 --> 02:59:45.203
Nicole Fieser: Why, why can't she mark them, Camille deduction as reviewed.

1766
02:59:46.603 --> 02:59:48.003
Nicole Fieser: Well, let me tell you why

1767
02:59:48.693 --> 02:59:52.033
Nicole Fieser: we want this to stand out like a sore thumb.

1768
02:59:53.273 --> 02:59:58.233
Nicole Fieser: Mostly your employees should be taking lunch right?

1769
02:59:59.353 --> 03:00:11.413
Nicole Fieser: If you have an employee that is regularly not taking their lunch, we want that to stand out like a sore thumb. We want you to be able to look at a data view or a standard report. We want you to know that

1770
03:00:19.323 --> 03:00:28.183
Nicole Fieser: Thomas says, does meal. Does the meal deduction work when employees take off half day and then on the total time card it shows worked 8 h for the pay period.

1771
03:00:28.603 --> 03:00:34.113
Nicole Fieser: the meal, the automatic meal deduction. Thomas happens after a given time

1772
03:00:34.873 --> 03:00:43.333
Nicole Fieser: again. That's gonna be based on policy. I know some departments in in city of Houston is going to be based after 5 h, so the employee would have to work like.

1773
03:00:43.793 --> 03:00:46.383
Nicole Fieser: it's after 8. It's 81 ohms!

1774
03:00:49.963 --> 03:00:54.322
Nicole Fieser: I'll let Jessica answer, because I think I'm misunderstanding. Then, Thomas, I apologize

1775
03:00:55.493 --> 03:01:01.713
Nicole Fieser: on a daily basis. It's typically like, after 5 h we assume the employees. Gonna take the lunch.

1776
03:01:04.343 --> 03:01:07.883
Nicole Fieser: Jessica, do you want to tell us what the answer, for that one is.

1777
03:01:18.063 --> 03:01:18.942
Jessica Miles: Hey? Y'all.

1778
03:01:19.333 --> 03:01:39.862
Jessica Miles: Okay. So I responded to it. So a lot of these questions that are coming in y'all would need to contact your payroll representative, because different departments handle things differently as well as the division that you work in. So if you see me put contact your payroll rep. I'm not being a smarty pants. But

1779
03:01:40.973 --> 03:01:57.763
Jessica Miles: you. Currently, Nikki process is only to go over how to use this new system. We don't have any payroll reps here to answer you all's questions. I'm not a payroll. Rep because I work in hits. So please make sure you save those questions for your payroll representative.

1780
03:01:58.608 --> 03:02:01.083
Jessica Miles: The the mill deduction.

1781
03:02:01.313 --> 03:02:03.113
Jessica Miles: It will add time.

1782
03:02:03.653 --> 03:02:18.132
Jessica Miles: So if you don't want that additional time added, leave it alone, because, even though the schedule has, they're working 9Â HA day. They are not getting paid for lunch. Lunch is not a paid. It's not paid time.

1783
03:02:18.757 --> 03:02:24.423
Jessica Miles: Make sure that if they take a half a day that that time is calculated correctly.

1784
03:02:25.893 --> 03:02:27.792
Jessica Miles: Using the correct pay code.

1785
03:02:33.003 --> 03:02:36.193
Jessica Miles: You're welcome. Let's see who else is on here.

1786
03:02:36.193 --> 03:02:37.133
Nicole Fieser: Thanks. Jessica.

1787
03:02:38.083 --> 03:02:42.653
Jessica Miles: Let's see. Okay, everything's how would you handle those reductions?

1788
03:02:43.223 --> 03:02:45.972
Nicole Fieser: Yep, John says, how would we handle?

1789
03:02:45.973 --> 03:02:49.952
Nicole Fieser: Okay, deduction. If an employee leaves, works and then then return.

1790
03:02:50.413 --> 03:02:53.612
Jessica Miles: Yeah, I think he put things. Jessica. Okay, super. Okay.

1791
03:02:54.013 --> 03:02:54.803
Jessica Miles: Y'all enjoy.

1792
03:02:54.803 --> 03:02:56.982
Nicole Fieser: Jessica. Appreciate your help, my friend.

1793
03:02:59.353 --> 03:03:00.413
Nicole Fieser: All right.

1794
03:03:41.653 --> 03:03:44.092
Nicole Fieser: Oh, gosh! I'm on mute. I apologize.

1795
03:03:44.513 --> 03:03:50.162
Nicole Fieser: Folks last little bit that I really want to talk about in terms of the time card is the audits. Tab the audits trail.

1796
03:03:51.473 --> 03:04:00.873
Nicole Fieser: Okay, I'm a goober. I apologize. I don't know how I left myself on mute. So forgive me.

1797
03:04:01.303 --> 03:04:07.703

Nicole Fieser: Y'all, every change that we are making absolutely is being tracked here in the audits. Tab the audits trail.

1798
03:04:09.293 --> 03:04:16.413
Nicole Fieser: Okay? Including where the edit was made from right.

1799
03:04:16.733 --> 03:04:19.042
Nicole Fieser: And what I mean by that is.

1800
03:04:20.613 --> 03:04:26.672
Nicole Fieser: is it being made in the time card editor? Is it being made through Mobile? You're gonna you're gonna see all of that

1801
03:04:28.643 --> 03:04:31.413
Nicole Fieser: folks. That's the time card in a nutshell.

1802
03:04:32.143 --> 03:04:38.222
Nicole Fieser: really, quickly. And I'm hoping you like this. Notice what's happening on the manage time, card style.

1803
03:04:39.933 --> 03:04:43.513
Nicole Fieser: As we continue, things are getting fixed up.

1804
03:04:45.003 --> 03:04:49.622
Nicole Fieser: things are getting fixed up. So the only thing that's still outstanding is this late in

1805
03:04:51.143 --> 03:04:56.363
Nicole Fieser: and this is where we had the question earlier. I apologize. I don't remember who said this.

1806
03:04:56.993 --> 03:05:03.062
Nicole Fieser: or somebody said, Hey, what if I need to fix it? And I might say, Oh, yeah. I asked him to go get bagels for us

1807

03:05:03.943 --> 03:05:07.893
Nicole Fieser: for the meeting at 11, because we're going to be in this long, long meeting.

1808
03:05:08.413 --> 03:05:13.563
Nicole Fieser: right? So we could add the comments. And even even though I don't love this.

1809
03:05:14.033 --> 03:05:19.682
Nicole Fieser: could you potentially go ahead and change the punch? Yes, but if you do that.

1810
03:05:19.793 --> 03:05:23.353
Nicole Fieser: add the comment to the punch.

1811
03:05:25.353 --> 03:05:32.783
Nicole Fieser: Okay, maybe I'll say badge, not working, or whatever the right comment is.

1812
03:05:33.313 --> 03:05:37.003
Nicole Fieser: Oh, Ruth, I've not forgotten delegation, my friend, it is on my agenda.

1813
03:05:38.313 --> 03:05:39.543
Nicole Fieser: Alright, y'all.

1814
03:05:40.063 --> 03:05:47.213
Nicole Fieser: And now, just to beat my dead horse a little further. Notice how pretty my manage time cards tile is.

1815
03:05:51.983 --> 03:05:58.272
Nicole Fieser: Isn't that great? Anybody kind of liking this that it's telling you? Okay, you have this problem. But now that it's all fixed.

1816
03:05:58.453 --> 03:06:01.743
Nicole Fieser: my manage time, card style looks the way I would expect.

1817
03:06:04.533 --> 03:06:10.372

Nicole Fieser: Alright, y'all, let's talk about approvals. Let's talk about. I have 4 more things to talk about.

1818
03:06:10.913 --> 03:06:12.452
Nicole Fieser: and then you can be free.

1819
03:06:14.603 --> 03:06:18.513
Nicole Fieser: Y'all, let's talk about approvals approving time cards.

1820
03:06:20.253 --> 03:06:27.772
Nicole Fieser: We know that you have a policy regarding approvals. And I'm gonna let you guys know what your policy is, how often

1821
03:06:27.933 --> 03:06:33.282
Nicole Fieser: should you be approving time cards, daily, weekly or pay period basis?

1822
03:06:34.633 --> 03:06:35.563
Nicole Fieser: Okay.

1823
03:06:41.033 --> 03:06:42.183
Nicole Fieser: here's the thing.

1824
03:06:42.753 --> 03:06:47.242
Nicole Fieser: You have the ability to access all of your people's time cards, right?

1825
03:06:47.563 --> 03:06:51.633
Nicole Fieser: Which I just did. I can do that. Let me show you one more time.

1826
03:06:52.123 --> 03:06:57.162
Nicole Fieser: I'm going to click on that broken bent right facing arrow on that. Manage time cards, tile.

1827
03:06:58.073 --> 03:07:02.322
Nicole Fieser: I could also come here to my time cards, or use the employee. Summary.

1828
03:07:02.923 --> 03:07:09.653
Nicole Fieser: How you choose to get there is entirely up to you colors.

1829
03:07:09.773 --> 03:07:17.313
Nicole Fieser: Let's talk about colors, folks. When I go to approve a subordinate's time card

1830
03:07:18.093 --> 03:07:22.122
Nicole Fieser: you can absolutely approve in the time card.

1831
03:07:22.403 --> 03:07:25.872
Nicole Fieser: So I look at Sydney. We're going to pretend that the week is done.

1832
03:07:26.263 --> 03:07:30.713
Nicole Fieser: I'm going to go approve, and I'm going to toggle to the next person.

1833
03:07:31.583 --> 03:07:36.632
Nicole Fieser: Coach beard looks good. I'm gonna click, approve toggle to the next person.

1834
03:07:38.083 --> 03:07:45.512
Nicole Fieser: When we approve somebody else's time cards, it turns that purpley lilac color.

1835
03:07:47.593 --> 03:07:58.483
Nicole Fieser: Okay, that purple lilac color is your visual indicator that you, the manager or supervisor, have approved it.

1836
03:07:58.823 --> 03:08:08.053
Nicole Fieser: and certainly that is being tracked here on the audits. Tab on the sign off and Approvals section.

1837
03:08:08.653 --> 03:08:09.543
Nicole Fieser: Okay.

1838
03:08:10.423 --> 03:08:19.653
Nicole Fieser: Now, there are going to be some people that are going to be sitting there, going no way, no. How am I going to approve one at a time

1839
03:08:22.113 --> 03:08:27.622
Nicole Fieser: if I open up that main menu on the left, and I come down to Employee Summary

1840
03:08:37.223 --> 03:08:40.123
Nicole Fieser: when I come to employee summary

1841
03:08:40.533 --> 03:08:47.422
Nicole Fieser: folks, we can come here and select all because my manage time cards tile is clean. It's good.

1842
03:08:49.493 --> 03:08:54.623
Nicole Fieser: I can come here, approve. It's gonna say, are you sure you want to approve? Yes.

1843
03:08:55.343 --> 03:08:58.483
Nicole Fieser: very much like what many of you do now?

1844
03:08:59.183 --> 03:09:00.243
Nicole Fieser: Right?

1845
03:09:01.843 --> 03:09:09.392
Nicole Fieser: I can approve as a group, and if I approve as a group, I need to come to the group edit results.

1846
03:09:12.463 --> 03:09:13.333
Nicole Fieser: Okay?

1847
03:09:13.743 --> 03:09:15.643
Nicole Fieser: And it's gonna tell me

1848
03:09:19.003 --> 03:09:26.623

Nicole Fieser: ultimately, at well, 3, 2716 of 16 or approved.

1849
03:09:31.213 --> 03:09:33.403
Nicole Fieser: So we've approved our time cards.

1850
03:09:34.203 --> 03:09:36.712
Nicole Fieser: Here's the thing. Let me jump back home.

1851
03:09:37.813 --> 03:09:47.232
Nicole Fieser: I said that when we approve a subordinates time card, it turns purple folks. If I scroll down.

1852
03:09:47.863 --> 03:09:52.443
Nicole Fieser: Ted Lasso has his own time card right? I'm logged in as Ted

1853
03:09:52.743 --> 03:09:56.653
Nicole Fieser: Ted has his own my time card tile. It's right here.

1854
03:09:56.843 --> 03:10:00.712
Nicole Fieser: right? So no one does. He have these tiles for managing his people? He has.

1855
03:10:01.083 --> 03:10:04.563
Nicole Fieser: He has this. He has his tiles for himself

1856
03:10:05.573 --> 03:10:08.512
Nicole Fieser: and folks. If I go into my time card.

1857
03:10:09.533 --> 03:10:12.452
Nicole Fieser: if he approves his own time card.

1858
03:10:13.003 --> 03:10:16.753
Nicole Fieser: Do you see that kind of weird, yellowy orange color

1859
03:10:18.363 --> 03:10:25.293
Nicole Fieser: we are encouraging, but not requiring our employees to approve their own time cards.

1860
03:10:25.763 --> 03:10:31.862
Nicole Fieser: If they do approve their own time cards, it does turn this yellowy orange color.

1861
03:10:33.733 --> 03:10:34.503
Nicole Fieser: Hmm!

1862
03:10:47.503 --> 03:10:48.712
Nicole Fieser: So there we go!

1863
03:10:50.693 --> 03:10:55.532
Nicole Fieser: Alright. Y'all, there it is.

1864
03:10:57.273 --> 03:10:59.832
Nicole Fieser: I know your brain is becoming mush.

1865
03:10:59.993 --> 03:11:04.663
Nicole Fieser: How could it not let me jump back home

1866
03:11:07.633 --> 03:11:10.743
Nicole Fieser: very briefly. I'm going to touch on standard reports

1867
03:11:11.373 --> 03:11:14.303
Nicole Fieser: because you would be right to ask.

1868
03:11:15.483 --> 03:11:17.883
Nicole Fieser: why do we even have standard reports

1869
03:11:19.013 --> 03:11:23.233
Nicole Fieser: over here on the left? We have data views and reports. We talked about data views.

1870
03:11:23.533 --> 03:11:25.943
Nicole Fieser: I'm an advocate for data views.

1871
03:11:26.303 --> 03:11:31.502
Nicole Fieser: right? That's where you could sort and filter and calculate and do what you needed to do

1872
03:11:32.923 --> 03:11:42.332
Nicole Fieser: just so. You know you also have your standard reports. You know all those reports that you have in your your current old chrono system

1873
03:11:43.043 --> 03:11:44.723
Nicole Fieser: folks. They're still here.

1874
03:11:47.613 --> 03:11:54.063
Nicole Fieser: I'm gonna show you briefly how to do this. But this is the part of the day where you're gonna go. I got this Nikki. I do not need your help.

1875
03:11:54.393 --> 03:11:57.643
Nicole Fieser: but what I really want to emphasize to you.

1876
03:11:59.033 --> 03:12:05.932
Nicole Fieser: There is a place in your life for your data views, and there is a place in your life for your standard reports.

1877
03:12:06.573 --> 03:12:10.823
Nicole Fieser: data views are going to replace any custom reporting.

1878
03:12:12.243 --> 03:12:17.712
Nicole Fieser: If there's something very unique that you want to get out of the system. You're going to look at a data view.

1879
03:12:18.833 --> 03:12:24.692

Nicole Fieser: UKG, formerly Kronos has been in business for 45 plus years.

1880
03:12:25.703 --> 03:12:33.083
Nicole Fieser: You'll use these standard reports to get standard data right?

1881
03:12:33.283 --> 03:12:35.253
Nicole Fieser: Just good old standard data

1882
03:12:37.263 --> 03:12:41.203
Nicole Fieser: to run a report. Y'all, you're simply gonna come here and click on, run report.

1883
03:12:42.683 --> 03:12:45.883
Nicole Fieser: And you're gonna come on down and

1884
03:12:46.413 --> 03:12:50.892
Nicole Fieser: look at your categories. Your categories are going to be the same as what they are. Now

1885
03:12:52.173 --> 03:12:54.292
Nicole Fieser: I'm going to look at the time detail.

1886
03:12:55.633 --> 03:12:58.892
Nicole Fieser: Read the description just like you do. Now

1887
03:12:59.133 --> 03:13:02.273
Nicole Fieser: make sure it's the report you actually want.

1888
03:13:04.073 --> 03:13:09.082
Nicole Fieser: You're gonna choose the timeframe. I'm gonna say, current pay period.

1889
03:13:10.443 --> 03:13:14.232
Nicole Fieser: The hyper find. I'm gonna choose my reports to

1890
03:13:14.653 --> 03:13:18.102
Nicole Fieser: the output format, I'm going to say is excel.

1891
03:13:18.623 --> 03:13:25.053
Nicole Fieser: And I'm going to run the report that's gonna show in progress.

1892
03:13:25.533 --> 03:13:28.472
Nicole Fieser: It's gonna ultimately show is complete.

1893
03:13:31.513 --> 03:13:34.763
Nicole Fieser: and I will open it up in excel.

1894
03:13:36.133 --> 03:13:41.173
Nicole Fieser: So again, folks, it's not radically different than what you're already doing

1895
03:13:41.323 --> 03:13:45.883
Nicole Fieser: right. Here's Coach Beard. Here's his work shifts. Here's his early outs.

1896
03:13:48.373 --> 03:13:50.033
Nicole Fieser: It's a standard report.

1897
03:13:52.973 --> 03:13:58.993
Nicole Fieser: You need both. You'll need data views, and you're gonna need your standard reports, too.

1898
03:14:03.503 --> 03:14:08.053
Nicole Fieser: Alright. Y'all, I know your brain is tired.

1899
03:14:09.313 --> 03:14:10.792
Nicole Fieser: Let's talk about Mobile.

1900
03:14:11.973 --> 03:14:14.582
Nicole Fieser: Nobody. I don't think, has asked about Mobile today

1901
03:14:15.973 --> 03:14:18.583
Nicole Fieser: that worries me a little bit. I'm not gonna lie.

1902
03:14:18.823 --> 03:14:23.273
Nicole Fieser: So give me like 3Â min to talk about Mobile. And then we're gonna talk about delegation.

1903
03:14:24.293 --> 03:14:28.382
Nicole Fieser: Okay, but let's talk mobile.

1904
03:14:30.453 --> 03:14:31.952
Nicole Fieser: I have a little trick.

1905
03:14:40.623 --> 03:14:41.503
Nicole Fieser: There we go.

1906
03:14:42.433 --> 03:14:47.443
Nicole Fieser: Okay. So ignore all this icky stuff on the right. But I just popped into Mobile.

1907
03:14:49.723 --> 03:14:54.003
Nicole Fieser: So we are actually looking at Ted Lasso's mobile view.

1908
03:14:55.573 --> 03:14:59.122
Nicole Fieser: Here's the thing. If you are unconvinced on the mobile stuff.

1909
03:14:59.703 --> 03:15:08.782
Nicole Fieser: all the things that I've shown you today how you navigate these tiles, how you can act. Access the menu.

1910
03:15:09.393 --> 03:15:11.782
Nicole Fieser: This is mobile right here.

1911
03:15:12.143 --> 03:15:16.592
Nicole Fieser: All the clicks that I've shown you that apply in your desktop.

1912
03:15:17.033 --> 03:15:19.592
Nicole Fieser: Apply here in Mobile.

1913
03:15:20.293 --> 03:15:26.363
Nicole Fieser: So if you want to go to your manage time card style, you'll click here. Sorry about that. In Mobile.

1914
03:15:27.093 --> 03:15:31.023
Nicole Fieser: You can click on that right facing arrow in Mobile.

1915
03:15:32.803 --> 03:15:34.392
Nicole Fieser: Isn't that kind of cool?

1916
03:15:35.293 --> 03:15:41.372
Nicole Fieser: My point is is that you do not have to learn a separate environment.

1917
03:15:43.933 --> 03:15:47.383
Nicole Fieser: Okay, in order to access mobile.

1918
03:15:50.363 --> 03:15:54.863
Nicole Fieser: Now there are going to be some restrictions around punching in and punching out.

1919
03:15:55.263 --> 03:16:00.703
Nicole Fieser: So one of the top questions and I don't know if we have a question about this. But I do want to kind of touch base.

1920
03:16:01.303 --> 03:16:06.303
Nicole Fieser: If you have employees that punch in and punch out like, here's the punch tile.

1921

03:16:06.773 --> 03:16:10.872
Nicole Fieser: Here's what it would look like to punch in or out, or whatever

1922
03:16:12.933 --> 03:16:15.103
Nicole Fieser: right? So I'm gonna go ahead and click on Punch.

1923
03:16:15.673 --> 03:16:21.182
Nicole Fieser: And that's what's gonna happen? It's gonna give me an error because I'm sitting in North Carolina

1924
03:16:21.313 --> 03:16:26.803
Nicole Fieser: and it says, Well, now, it says your punches are gonna it's not gonna let me.

1925
03:16:27.443 --> 03:16:32.212
Nicole Fieser: It's not gonna let me, because I'm out of the geofencing area.

1926
03:16:33.463 --> 03:16:37.542
Nicole Fieser: So I know Mobile makes some people really really nervous.

1927
03:16:38.233 --> 03:16:45.593
Nicole Fieser: But geofencing is going to prevent your employees from being able to punch in in the shower.

1928
03:16:47.443 --> 03:16:48.433
Nicole Fieser: Okay.

1929
03:16:48.633 --> 03:16:58.263
Nicole Fieser: now, different departments are allowing different things. I know some departments are like gross! No, no, Nikki, no, we are not going to give our people the ability to do this.

1930
03:16:58.793 --> 03:17:01.713
Nicole Fieser: Other folks are doing it right from the start.

1931
03:17:01.813 --> 03:17:20.713

Nicole Fieser: so please talk to your department leaders, or even payroll to find out whether you're using mobile or not. It's a very mixed bag. Some departments are using it right away. Other department. Chrissy. Yeah, Chrissy's like, I, yeah, we're not gonna let folks do this at least just not now.

1932
03:17:23.023 --> 03:17:24.023
Nicole Fieser: right?

1933
03:17:26.693 --> 03:17:30.232
Nicole Fieser: But different folks are going to be handling mobile differently

1934
03:17:31.853 --> 03:17:34.773
Nicole Fieser: for those of you that are interested in Mobile

1935
03:17:35.673 --> 03:17:37.903
Nicole Fieser: for those of you that are interested in Mobile.

1936
03:17:38.473 --> 03:17:40.973
Nicole Fieser: There's a really cool.

1937
03:17:44.153 --> 03:17:48.553
Nicole Fieser: Right? There's a really cool QRG.

1938
03:17:50.163 --> 03:17:58.382
Nicole Fieser: Quick reference guide that tells you how to download it from both. The if you have an apple phone and an android phone.

1939
03:17:58.853 --> 03:18:02.582
Nicole Fieser: So if Mobile is something your department is gonna be using.

1940
03:18:03.673 --> 03:18:08.862
Nicole Fieser: there's a really cool guide for it. We'll make sure you you have access to download it.

1941
03:18:09.023 --> 03:18:16.602

Nicole Fieser: and your takeaway is all the clicks that we learned how to do today apply in the desktop.

1942
03:18:16.853 --> 03:18:18.423
Nicole Fieser: and the same in mobile.

1943
03:18:21.763 --> 03:18:25.503
Nicole Fieser: Does that reassure anybody? Anybody want to throw me a bone on that one?

1944
03:18:26.303 --> 03:18:29.273
Nicole Fieser: Anybody feel like, Okay, that's kind of cool.

1945
03:18:31.649 --> 03:18:42.393
Nicole Fieser: Andre says, what about those who work from home. I'm gonna defer to Jessica on this one.
John says I actually love the geofencing feature me, too, and if I actually go ahead and remove

1946
03:18:43.213 --> 03:18:45.742
Nicole Fieser: my time. Card signed up, approved. Let me go ahead. And

1947
03:18:47.413 --> 03:18:51.803
Nicole Fieser: just so you can see how it works. You guys cause it's kind of fun to see the error get thrown.

1948
03:18:58.453 --> 03:19:03.138
Nicole Fieser: I'm gonna remove my approval. And now, if I try to go punch in.

1949
03:19:04.663 --> 03:19:07.373
Nicole Fieser: I had approved my time card so we could see that color

1950
03:19:07.913 --> 03:19:10.932
Nicole Fieser: notice. The geofencing is gonna kick in

1951
03:19:13.363 --> 03:19:16.112
Nicole Fieser: right? It's gonna say, it's gonna say, no way

1952
03:19:17.683 --> 03:19:25.762
Nicole Fieser: you are outside the Geofence area for this job isn't that kind of fun to see? Because again, I'm sitting in North Carolina as I talk to y'all.

1953
03:19:29.773 --> 03:19:36.442
Nicole Fieser: So in the audit trail on the punch. It's gonna tell you, mobile versus the time card editor.

1954
03:19:36.713 --> 03:19:43.353
Nicole Fieser: so will it tell you the difference between? Did the punch come from Mobile, or out, or clock, or from

1955
03:19:44.093 --> 03:19:50.132
Nicole Fieser: the time card editor. Yes, yes, that is, that is differentiated in the audit trail.

1956
03:19:50.603 --> 03:19:52.173
Nicole Fieser: Almost thinks this looks cool.

1957
03:19:53.673 --> 03:19:59.752
Nicole Fieser: Yeah, if you all are using that, and you've given your folks the ability to put in time off. They will click on my time off.

1958
03:19:59.893 --> 03:20:06.122
Nicole Fieser: and they will have a time off request right here, so absolutely

1959
03:20:10.913 --> 03:20:14.193
Nicole Fieser: does the reject reason appear on the audit trail.

1960
03:20:14.293 --> 03:20:19.412
Nicole Fieser: Oh, right, I will check that out. I will check that out and add that to the FAQ. Document.

1961
03:20:21.583 --> 03:20:26.553
Nicole Fieser: folks, there's gonna yes, you will need to. And you will need to update your app. It is a new app.

1962
03:20:26.973 --> 03:20:33.193
Nicole Fieser: But folks, we? Typically, we will pass that information. You will receive a communication with the mobile code

1963
03:20:33.613 --> 03:20:39.873
Nicole Fieser: when both city of Houston and UKG are ready for you all to link up to your production environment.

1964
03:20:40.593 --> 03:20:46.932
Nicole Fieser: Right? We are not gonna link mobile to test the test environment that makes no sense and ends up causing a mess.

1965
03:20:47.433 --> 03:20:48.793
Nicole Fieser: Trust me on that.

1966
03:20:48.913 --> 03:20:52.633
Nicole Fieser: So communication will come with the mobile code.

1967
03:20:53.169 --> 03:20:57.333
Nicole Fieser: When it's time for y'all to grab mobile okey dokey.

1968
03:21:00.353 --> 03:21:07.543
Nicole Fieser: So, Ray, that's exactly what's gonna happen when they try to punch outside the geofencing area? They're gonna get the error.

1969
03:21:12.251 --> 03:21:22.093
Nicole Fieser: George, says I, if I did not stay in the city of Houston on emergency call. How do I clock in at that time? That's been accounted for? So, George, there's different rules

1970
03:21:22.613 --> 03:21:30.463
Nicole Fieser: right? There's different rules. So if you're somebody that that could be out that's been accounted for, you'll get some more information on that.

1971
03:21:32.283 --> 03:21:32.953
Nicole Fieser: Okay.

1972
03:21:36.803 --> 03:21:40.512
Nicole Fieser: alright. And so, Ray, there you go. You're outside the Geofence area.

1973
03:21:45.366 --> 03:21:54.712
Nicole Fieser: Able. I am not. I don't know if if they're going to be allowed to request time off from home, because I recognize that that could stir up its own little hornets nest.

1974
03:21:54.953 --> 03:21:57.813
Nicole Fieser: So I've definitely talked to your payroll rep on that one.

1975
03:22:00.790 --> 03:22:04.612
Nicole Fieser: Yeah, I'd be very careful on how we answer that one

1976
03:22:05.663 --> 03:22:21.923
Nicole Fieser: Raquel, you won't see this. This is my little trick. I know this is annoying, but this is my little trick to be able to show you mobile and training. Since we're not in a room together, I can't display my actual phone to show you. So this is my little secret trick to show you Mobile

1977
03:22:23.033 --> 03:22:29.503
Nicole Fieser: from the application. So I know this is icky and gross. But please know, that's only so. I can show you this kind of cool little thing.

1978
03:22:29.683 --> 03:22:31.583
Nicole Fieser: So, Raquel, I apologize.

1979
03:22:32.333 --> 03:22:34.513
Nicole Fieser: It's just a cool little trick that

1980
03:22:35.123 --> 03:22:37.602
Nicole Fieser: I found, so that we could take a look at it.

1981
03:22:41.733 --> 03:22:48.562
Nicole Fieser: It's you won't see all this icky stuff raquel on the right in real life. This is just so I can show it to you in training.

1982
03:22:51.453 --> 03:22:52.313
Nicole Fieser: Okay.

1983
03:22:52.853 --> 03:22:59.562
Nicole Fieser: alright. Y'all, I'm gonna turn this off and then get rid of the icky code page on the right.

1984
03:22:59.763 --> 03:23:01.863
Nicole Fieser: Now that I've left mobile.

1985
03:23:05.083 --> 03:23:07.612
Nicole Fieser: Yeah. Sorry about that. Raquel. Yeah, it's just

1986
03:23:09.583 --> 03:23:18.436
Nicole Fieser: I feel gross not showing you guys some of the mobile stuff. So I know we have to deal with that icky code page which is horrible, horrible!

1987
03:23:19.243 --> 03:23:22.733
Nicole Fieser: And every day I get to be grateful to not be a programmer.

1988
03:23:24.673 --> 03:23:26.942
Nicole Fieser: I do want to talk about delegation.

1989
03:23:28.093 --> 03:23:30.582
Nicole Fieser: Okay, let's talk about delegation.

1990
03:23:31.143 --> 03:23:36.013
Nicole Fieser: I think there's been a lot of questions today regarding delegation.

1991
03:23:38.323 --> 03:23:42.673
Nicole Fieser: Okay? Oh, and Ray, look, it says right here on the tile

1992
03:23:42.903 --> 03:23:49.513
Nicole Fieser: that Ted can't punch in because we're outside the geofence. So that's kind of cool right, Ray.

1993
03:23:50.493 --> 03:23:55.733
Nicole Fieser: Alright. But let's talk about delegation. Delegation has its own tile.

1994
03:23:56.963 --> 03:24:01.433
Nicole Fieser: So one more time as your brains officially kind of melt

1995
03:24:02.453 --> 03:24:07.452
Nicole Fieser: these top tiles are going to allow you to manage your people.

1996
03:24:08.143 --> 03:24:14.402
Nicole Fieser: These middle tiles will be your tiles, and I recognize not everybody today is going to be punching.

1997
03:24:14.923 --> 03:24:21.593
Nicole Fieser: But this is where you could see your schedule, your time off request and manager delegation

1998
03:24:25.233 --> 03:24:29.003
Nicole Fieser: right? And I do see a lot of questions, will I will address them.

1999
03:24:29.573 --> 03:24:32.472
Nicole Fieser: Bear with me. But let's talk about delegation.

2000
03:24:34.073 --> 03:24:36.462
Nicole Fieser: If you need to delegate your tasks.

2001
03:24:42.363 --> 03:24:48.693

Nicole Fieser: and let's go and pick on Louise D.

2002
03:24:49.943 --> 03:24:55.172
Nicole Fieser: Let's say Louise wins $10,000 in a scratch off lottery.

2003
03:24:55.583 --> 03:25:01.203
Nicole Fieser: which is enough to go on vacation, but it's not enough to permanently retire.

2004
03:25:02.193 --> 03:25:10.762
Nicole Fieser: And maybe Louise says, Look, I'm going to go to the Bahamas for 2 weeks and sit and get some sun, which sounds really good right now to me.

2005
03:25:12.193 --> 03:25:20.043
Nicole Fieser: while Louise is out, people are still going to be requesting time off right?

2006
03:25:20.643 --> 03:25:26.993
Nicole Fieser: Her people are still going to be missing. Punches and time cards are still gonna need to be reviewed and approved correct.

2007
03:25:27.983 --> 03:25:32.953
Nicole Fieser: So while Louise is out, she might choose to delegate her tasks

2008
03:25:33.293 --> 03:25:37.393
Nicole Fieser: to another supervisor for a period of time.

2009
03:25:38.913 --> 03:25:39.883
Nicole Fieser: Okay?

2010
03:25:42.173 --> 03:25:52.652
Nicole Fieser: And for Lesso, I have another lasso built in here. Let's see if I can find him

2011
03:26:00.773 --> 03:26:07.223
Nicole Fieser: showing you would go ahead and choose the manager that you want.

2012
03:26:08.163 --> 03:26:14.383
Nicole Fieser: I might choose Jose Lazo. We would put in the start date, saying, maybe that starting the 20th

2013
03:26:14.913 --> 03:26:19.123
Nicole Fieser: through the 31, st and we would go ahead and submit.

2014
03:26:21.013 --> 03:26:22.832
Nicole Fieser: Isn't this kind of cool?

2015
03:26:23.763 --> 03:26:28.183
Nicole Fieser: So, Ruth, I know that you're concerned about this, and I think I'm glad that you asked.

2016
03:26:28.383 --> 03:26:34.053
Nicole Fieser: You're you're not going to see anything other than in the role profile manager, delegation, and then you'll submit.

2017
03:26:34.363 --> 03:26:37.363
Nicole Fieser: And then Jose is going to receive the request

2018
03:26:37.493 --> 03:26:40.102
Nicole Fieser: where he can accept or deny it.

2019
03:26:43.093 --> 03:26:47.052
Nicole Fieser: It's Stephen says, does delegation need an end date?

2020
03:26:47.303 --> 03:26:52.322
Nicole Fieser: It technically does right. It is a required field.

2021
03:26:52.443 --> 03:26:59.862
Nicole Fieser: So it is it? It is there now, remember, Steven, if somebody's going out, and they're not sure for how long

2022
03:27:00.593 --> 03:27:02.622
Nicole Fieser: they can always take it back

2023
03:27:03.363 --> 03:27:13.052
Nicole Fieser: right if they come back. Somebody's out on leave, and they come back, you know, 2 weeks early, and they've already delegated their task. They can come back in and take back their delegation.

2024
03:27:16.383 --> 03:27:18.112
Nicole Fieser: Right? Does that make sense?

2025
03:27:23.473 --> 03:27:28.242
Nicole Fieser: Thomas says, by not putting an end date when delegating, will it? Will it not end?

2026
03:27:28.753 --> 03:27:32.802
Nicole Fieser: That would be the concern. But you'll see it. Do you see how there's a little star a little asterisk

2027
03:27:33.173 --> 03:27:41.813
Nicole Fieser: that tells you that the way your system was set up, Thomas, is that that it's a required field. I have to put something in the end date

2028
03:27:42.873 --> 03:27:46.413
Nicole Fieser: again. If the employee comes back, if if the

2029
03:27:46.583 --> 03:27:50.363
Nicole Fieser: supervisor comes back, they can take back their ownership early.

2030
03:27:50.503 --> 03:27:55.962
Nicole Fieser: Right? It'll be listed right here for them to take back easy. Peasy.

2031
03:28:02.133 --> 03:28:03.158
Nicole Fieser: Okay.

2032
03:28:08.413 --> 03:28:12.313
Nicole Fieser: yeah. I agree. Mobile, mobile and delegation go hand in hand.

2033
03:28:14.533 --> 03:28:16.463
Nicole Fieser: You're welcome, and Ruth it.

2034
03:28:16.713 --> 03:28:22.103
Nicole Fieser: As long as Mobile is enabled for your department delegation can be enabled through Mobile, too.

2035
03:28:27.593 --> 03:28:35.502
Nicole Fieser: Okay, Harold, says delegation. I delegate to another manager when I leave for a 2 week vacation. This manager is in a car wreck 2 days later. Now, what

2036
03:28:35.793 --> 03:28:41.883
Nicole Fieser: in that case, Harold, please know your system. Administrators can go into your people record and actually do it for you.

2037
03:28:44.323 --> 03:28:49.813
Nicole Fieser: Right? So if they know that I mean, there's a lot of ways to get around that, but

2038
03:28:49.993 --> 03:28:53.842
Nicole Fieser: that that's actually control points within the people record.

2039
03:28:55.263 --> 03:29:03.612
Nicole Fieser: Yes, if I if I delegate to Jose, Jose, will have to either accept or reject the delegation request.

2040
03:29:05.343 --> 03:29:06.302
Nicole Fieser: That's right.

2041
03:29:11.883 --> 03:29:15.192
Nicole Fieser: Okay? So I've submitted to. Let's try.

2042
03:29:21.063 --> 03:29:28.652
Nicole Fieser: And I wanna do the same dates. I'm gonna say the 20th through the 31.st So we have the question. I'm gonna try to answer

2043
03:29:31.003 --> 03:29:35.883
Nicole Fieser: clearly, you can submit delegation to multiple people, right?

2044
03:29:36.413 --> 03:29:39.163
Nicole Fieser: So I don't know if there's a policy that controls that.

2045
03:29:40.183 --> 03:29:42.583
Nicole Fieser: But clearly, we can.

2046
03:29:45.553 --> 03:29:46.403
Nicole Fieser: Okay.

2047
03:29:48.503 --> 03:29:53.628
Nicole Fieser: And typically we recommend that delegation doesn't happen more than 3 months early.

2048
03:29:55.043 --> 03:29:59.803
Nicole Fieser: But again that can be controlled through policy from the UKG perspective. It's like 3 months.

2049
03:30:00.433 --> 03:30:07.353
Nicole Fieser: And Sarah, clearly, yeah, we can. I just delegated to 2 different people. They're gonna receive my notification. Go like, what in the world?

2050
03:30:14.543 --> 03:30:15.423
Nicole Fieser: Right?

2051
03:30:22.733 --> 03:30:23.746
Nicole Fieser: Alright, everybody.

2052

03:30:26.143 --> 03:30:31.362
Nicole Fieser: Alright. So those are the things that we wanted to talk about.

2053
03:30:32.993 --> 03:30:39.833
Nicole Fieser: Is there a maximum amount of time that a delegation can be set for Jessica's answering that that's a policy question

2054
03:30:40.203 --> 03:30:42.763
Nicole Fieser: from the UKG perspective, Glenn.

2055
03:30:43.563 --> 03:30:48.133
Nicole Fieser: There's really no limit. But again, that's probably going to be controlled through policy.

2056
03:30:51.153 --> 03:30:53.262
Nicole Fieser: John, I think.

2057
03:30:54.403 --> 03:30:59.363
Nicole Fieser: How would you handle the meal deduction? If an employee leaves work and then returns

2058
03:31:01.843 --> 03:31:05.882
Nicole Fieser: John, you can cancel the meal deduction on the on the in punch. Then

2059
03:31:07.023 --> 03:31:08.943
Nicole Fieser: just cancel it on the end punch.

2060
03:31:16.913 --> 03:31:19.553
Nicole Fieser: So there we go, and Renita

2061
03:31:20.023 --> 03:31:26.233
Nicole Fieser: last bit, you guys, and then we're gonna kind of head to wrap up. I need to hand it over to Bb for wrap up

2062
03:31:26.563 --> 03:31:29.823

Nicole Fieser: on the time card. Let me go ahead and remove the approval.

2063
03:31:30.753 --> 03:31:39.232
Nicole Fieser: Once the time card is, I'm sorry. Once the leave case has been approved in the pay code dropdown

2064
03:31:39.363 --> 03:31:43.853
Nicole Fieser: you will see a pay code with the prefix of Lv.

2065
03:31:45.563 --> 03:32:03.873
Nicole Fieser: okay, but that's because Hr. Will have done all of their things. They would have received the request for leave, gotten the paperwork, approved the leave case. And now for the duration of the leave case. You will see a pay code in the dropdown that would allow you to assign that Fmla time.

2066
03:32:11.503 --> 03:32:14.383
Nicole Fieser: Alright, I'll whoa!

2067
03:32:15.973 --> 03:32:18.792
Nicole Fieser: I'm gonna hand it over to Bb for wrap up.

2068
03:32:20.493 --> 03:32:27.122
Nicole Fieser: She's got some things to close with, and then I will close my section, and then we'll give you back some time.

2069
03:32:27.413 --> 03:32:28.553
Nicole Fieser: Bb.

2070
03:32:28.553 --> 03:32:30.472
BB Babalola: Yes, ma'am, can you hear me?

2071
03:32:30.613 --> 03:32:32.483
Nicole Fieser: We sure can. Thank you, friend.

2072

03:32:32.943 --> 03:32:39.073
BB Babalola: Awesome. Thanks, Nikki. Just for everyone's knowledge.

2073
03:32:39.619 --> 03:32:48.753
BB Babalola: If there are questions that you asked today that we weren't able to get to. We will be posting a Q&A document on MyCOH time.

2074
03:32:49.360 --> 03:33:01.503
BB Babalola: Website. We will send notice out. We will post this by the 17, th which is this Friday, and we'll make sure all managers and supervisors get notice that it is posted for your reference.

2075
03:33:02.174 --> 03:33:30.311
BB Babalola: We will also be posting a number of quick reference guides that Nikki referenced, as well as additional ones on the same site. You will get notice about that as well. I know there was a question or 2 about entering schedules. We are planning on sending out an update on that this afternoon. Actually, so that you guys can get started with entering schedules.

2076
03:33:30.913 --> 03:33:47.712
BB Babalola: and then recordings for this session will also be available to you. We are also targeting Friday. So keep an eye out for emails. Friday, you will get some updates on all those things. And if you have questions after that, please feel free to reach out to me. So

2077
03:33:47.903 --> 03:33:49.592
BB Babalola: that's it, Nikki. Back to you.

2078
03:33:50.703 --> 03:33:51.603
Nicole Fieser: Awesome.

2079
03:33:53.343 --> 03:33:57.272
Nicole Fieser: Alright. Everybody I know there was so much happening.

2080
03:33:57.653 --> 03:34:00.302
Nicole Fieser: so as we head to wrap up.

2081
03:34:00.483 --> 03:34:04.372

Nicole Fieser: I would like a couple of things. I want to post.

2082
03:34:04.653 --> 03:34:11.852
Nicole Fieser: I don't want you to feel like oh, she talked our ears off for hours on end, and then we just she disappeared into the sunset.

2083
03:34:12.353 --> 03:34:14.153
Nicole Fieser: So a couple of things for you guys.

2084
03:34:15.898 --> 03:34:21.042
Nicole Fieser: Remember, we are here for you. We want to make sure that you are okay.

2085
03:34:22.863 --> 03:34:27.153
Nicole Fieser: Please please make sure that you are. You are okay.

2086
03:34:27.533 --> 03:34:30.952
Nicole Fieser: So a couple things as I share back out my screen one last time

2087
03:34:32.663 --> 03:34:36.113
Nicole Fieser: we are looking for your feedback, and

2088
03:34:37.283 --> 03:34:39.223
Nicole Fieser: I have no idea where mine

2089
03:34:42.013 --> 03:34:47.363
Nicole Fieser: this is my email. You are welcome to email me.

2090
03:34:47.913 --> 03:34:56.232
Nicole Fieser: And I will do my very best to answer you. And if there's a question that's outstanding, and we receive it a couple of times, we're gonna make sure we get it on the FAQ. Document.

2091
03:34:57.903 --> 03:35:00.382
Nicole Fieser: If you would please do us a favor.

2092
03:35:01.663 --> 03:35:05.743
Nicole Fieser: If you could grab your phone and ipad some sort of device.

2093
03:35:06.073 --> 03:35:10.963
Nicole Fieser: If you want to scan this QR code right

2094
03:35:12.203 --> 03:35:19.164
Nicole Fieser: and go ahead and give us some feedback. We would love to hear from you again. More information is coming.

2095
03:35:19.623 --> 03:35:22.362
Nicole Fieser: We are not just dropping off the face of the earth.

2096
03:35:22.523 --> 03:35:25.913
Nicole Fieser: And truly, if I can be of service to you.

2097
03:35:26.343 --> 03:35:28.943
Nicole Fieser: you want to talk. You want.

2098
03:35:29.403 --> 03:35:33.483
Nicole Fieser: You need some additional information to feel better supported. Let us know

2099
03:35:33.903 --> 03:35:36.953
Nicole Fieser: that is my job to make sure you are okay.

2100
03:35:37.963 --> 03:35:39.013
Nicole Fieser: Alright.

2101
03:35:41.663 --> 03:35:47.793
Nicole Fieser: All right, everybody. So please jot down my at my email, nicole.feaser@UKG.com.

2102
03:35:48.093 --> 03:35:54.633
Nicole Fieser: Please consider doing the Eval. Give us some of that feedback. And let us know how I can serve you.

2103
03:35:55.393 --> 03:36:02.993
Nicole Fieser: You guys asked way better than the average bear questions. I'm grateful. Thank you for your attention. I know it's a long day.

2104
03:36:03.673 --> 03:36:05.702
Nicole Fieser: Y'all are awesome, so thank you for that.

2105
03:36:05.933 --> 03:36:08.102
Nicole Fieser: Keep in touch. Don't disappear.

2106
03:36:10.323 --> 03:36:18.085
Nicole Fieser: Thanks everybody. Once you've done the Eval and jot down my email, please feel free to claim back 5Â min of your day.

2107
03:36:19.243 --> 03:36:21.163
Nicole Fieser: all of 5Â min. Y'all.

2108
03:36:23.393 --> 03:36:27.223
Nicole Fieser: Thanks, everybody, you're welcome. Thank you so much.

2109
03:36:28.373 --> 03:36:30.492
Nicole Fieser: Really appreciate your time. Everyone.