WEBVTT

00:00:00.014 --> 00:00:08.113
Nicole Fieser: Good morning, everybody. Welcome to the new. MyCOH time training. My name is Nicole Fieser.

2
00:00:08.254 --> 00:00:14.554
Nicole Fieser: Nikki. Most people call me Nikki, and I will be your trainer for the day.

3
00:00:15.024 --> 00:00:20.343
Nicole Fieser: Welcome! We are excited to get started. We've got a lot to talk about.

4
00:00:20.764 --> 00:00:39.023
Nicole Fieser: so let's kind of get started with that one. I want you all to know that. You have a lot of folks that are here to support you. We have some UKG folks. We have your city of Houston team here, lot of folks to to get us started to get us supported.

5
00:00:39.714 --> 00:00:42.603
Nicole Fieser: We are expecting y'all to have some questions.

6
00:00:43.104 --> 00:01:00.754
Nicole Fieser: so as a side note, as you start to kind of settle in for today's meeting for today's training couple of things to note, we do not have the ability to speak. We did not do that because there's just so many folks in this training we want you to, though, to feel like you can ask questions.

7
00:01:00.904 --> 00:01:23.493
Nicole Fieser: So if you notice, you do have the ability for a QA. And a chat, so find the place in the Zoom Meeting. You can post your questions, and if I don't see it, we have some folks that will call my attention to your questions to make sure that that we get you what you need in order to be successful.

8
00:01:25.114 --> 00:01:35.773
Nicole Fieser: Additionally, I recognize that we have. Many of us have just come out of the holidays, and you may have taken some time off, and when you woke up this morning you probably thought, Oh.

9
00:01:36.264 --> 00:01:38.754
Nicole Fieser: gotta go to 4Â h of training today.

10
00:01:39.144 --> 00:01:45.774
Nicole Fieser: Y'all, when I woke up this morning, I thought to myself, Better talk fast, Nikki. You only get them for 4 h today.

11
00:01:46.114 --> 00:01:56.133
Nicole Fieser: So, folks, it is a very full training. But we are going to have some fun along the way. Okay, maybe not. Friday night fun. I'm not promising Friday night fun.

12
00:01:56.234 --> 00:02:06.013
Nicole Fieser: But you know, Tuesday morning, MyCOH time fun. You bet! We're gonna have all the Tuesday morning fun we can possibly imagine. How's that

13
00:02:06.974 --> 00:02:12.543
Nicole Fieser: with that being said? I think one of the very 1st and fair questions y'all might ask is.

14
00:02:13.224 --> 00:02:18.464
Nicole Fieser: do we get a break? Right? Are we gonna get a break, Nikki? Yes.

15
00:02:18.704 --> 00:02:24.613
Nicole Fieser: in about 2 h, probably a little less than 2 h. Y'all we are. Gonna take a break.

16
00:02:25.594 --> 00:02:30.844
Nicole Fieser: and so that that'll be good for everybody. We will take about a 15 min break

17
00:02:31.584 --> 00:02:36.984
Nicole Fieser: so that you will get a chance to get a snack. Stretch your legs, get your blood flowing all that good stuff.

18
00:02:38.184 --> 00:02:41.803
Nicole Fieser: So we're excited to be here. We're excited to get underway.

19
00:02:42.634 --> 00:02:49.844

Nicole Fieser: I do see some things in the chat. Good morning, says Hey, can you please increase your volume?

20
00:02:50.264 --> 00:02:54.794
Nicole Fieser: I can't hear fair enough.

21
00:02:55.514 --> 00:02:58.514
Nicole Fieser: Y'all let me see if I can turn up my volume a little bit.

22
00:02:59.284 --> 00:03:05.323
Nicole Fieser: You stop sharing for just a quick sec, and I'll see if I can increase my volume for those folks that are struggling.

23
00:03:09.854 --> 00:03:11.164
Nicole Fieser: 52.

24
00:03:12.624 --> 00:03:15.013
Nicole Fieser: Let's see if that's any better.

25
00:03:17.944 --> 00:03:28.784
Nicole Fieser: Alright, Happy New Year to you as well, and other folks like that. We can hear just fine folks. I was able to turn up my volume just a bit. It's kind of being tempered a little bit.

26
00:03:29.564 --> 00:03:36.074
Nicole Fieser: If you cannot hear me go through your audio settings and let's see what you can do.

27
00:03:37.514 --> 00:03:39.183
Nicole Fieser: Look at that! Y'all are awesome.

28
00:03:40.214 --> 00:03:45.003
Nicole Fieser: Alright. Folks keep me posted. We do have some folks on the line that can maybe help support that.

29

00:03:45.434 --> 00:03:49.023
Nicole Fieser: I'm so glad most of you all can hear me. If you can't I apologize.

30
00:03:49.294 --> 00:03:51.864
Nicole Fieser: Fuss with your audio settings, and let's see what happens.

31
00:03:53.004 --> 00:03:55.154
Nicole Fieser: Alright. Y'all, let's go ahead and get started.

32
00:03:55.254 --> 00:03:59.584
Nicole Fieser: Let's go ahead and get started so much to talk about today.

33
00:04:00.954 --> 00:04:10.144
Nicole Fieser: Let me share back out my screen, and y'all my screen is being a little bit finicky. It's pretending it's having a Monday on a Tuesday.

34
00:04:10.904 --> 00:04:18.533
Nicole Fieser: So well, let me stop sharing for one more time. Let me try one more time if you will.

35
00:04:19.104 --> 00:04:27.814
Nicole Fieser: There we go. Okay, so I recognize that you might be seeing, maybe not the cleanest looking screen. But that's okay.

36
00:04:29.014 --> 00:04:37.294
Nicole Fieser: Let's get started right like I said, we only get a couple of hours together, really in the end. And we want to make sure that we get you all what you need.

37
00:04:38.844 --> 00:04:41.023
Nicole Fieser: So with that being said.

38
00:04:41.434 --> 00:04:49.394
Nicole Fieser: why are you here. What's in this course? What are we offering you? Why did we ask you to come today.

39
00:04:50.204 --> 00:04:53.673
Nicole Fieser: folks? We are going to start with the basics

40
00:04:54.144 --> 00:05:01.503
Nicole Fieser: and listen. I know many of you have taken your pre learning in Tms. I recognize that. And for those of you that did, that's awesome.

41
00:05:02.324 --> 00:05:20.184
Nicole Fieser: Some of it's gonna be a bit of a review. But I promise you the big reason that y'all are here today is we're gonna talk about yeah. Some of the things you've already started to pick up from some of your training that you may have attended right some of that pre learning. But we are gonna go through some tips and tricks

42
00:05:20.504 --> 00:05:30.813
Nicole Fieser: we're gonna go through today, y'all with, hey? Here's the reality. Here's what I think is best. Here's the easiest way for you to get what you need out of the system

43
00:05:31.284 --> 00:05:36.694
Nicole Fieser: right? Because I think if we're really honest with each other, even though I'm super super jazzed about all this.

44
00:05:37.864 --> 00:05:45.683
Nicole Fieser: My guess is in the end. Y'all are gonna want to get into your Coh time system and then get back out as quickly as possible.

45
00:05:46.024 --> 00:05:50.204
Nicole Fieser: Right. So we wanna make sure that we give you all the best tips and tricks

46
00:05:50.684 --> 00:05:55.454
Nicole Fieser: for those of you that are familiar with the old software.

47
00:05:55.964 --> 00:05:58.424
Nicole Fieser: Some of you are going to say, hey, wait a minute.

48

00:05:58.574 --> 00:06:02.063
Nicole Fieser: Where did some of the things I'm used to seeing go?

49
00:06:02.414 --> 00:06:11.853
Nicole Fieser: Where did my quick find genie go, hey? Where did my genie itself go? I used to have this really cool report. I looked at Nikki. You want to tell me where it went.

50
00:06:12.514 --> 00:06:15.433
Nicole Fieser: Y'all we're going to go through that level of detail.

51
00:06:15.604 --> 00:06:20.024
Nicole Fieser: and that is the expectation that I want you to have of me today.

52
00:06:20.144 --> 00:06:22.933
Nicole Fieser: folks. This is a very detailed training.

53
00:06:23.064 --> 00:06:28.653
Nicole Fieser: If you are a note taker, there's plenty of opportunity for you all to take some notes.

54
00:06:28.804 --> 00:06:32.244
Nicole Fieser: There will be moments that I'm going to say things, and you're going to say, Oh, my gosh.

55
00:06:34.264 --> 00:06:35.914
Nicole Fieser: right! Oh, my gosh!

56
00:06:36.394 --> 00:06:38.413
Nicole Fieser: Did she really just say that? Yes.

57
00:06:39.214 --> 00:06:49.793
Nicole Fieser: so let's do it. And yes, I am aware that folks I am not in presentation mode. I am not 100 sure. Why, it's fussing at me.

58
00:06:49.994 --> 00:06:54.264

Nicole Fieser: But we're gonna go with it. We're not gonna spend actually a ton of time in the presentation.

59
00:06:56.044 --> 00:07:11.704
Nicole Fieser: just so, you know, we will be making this presentation available to you, probably at the end of next week. Once we go through all of our training sessions, y'all will get my presentation. So there's that you all are getting it, and 2,

60
00:07:12.294 --> 00:07:23.453
Nicole Fieser: we cannot just look at a Powerpoint. You know how everybody has a secret fear as to how they might die. I really believe I could potentially die from death by Powerpoint. I'm not going to do that to you all, either.

61
00:07:23.714 --> 00:07:33.094
Nicole Fieser: Folks. We're gonna actually get into the application, your application. So we're actually seeing screens that are applicable to you and

62
00:07:33.314 --> 00:07:37.604
Nicole Fieser: the mycoh time system. So it is actually the MyCOH time system.

63
00:07:38.124 --> 00:07:51.174
Nicole Fieser: So let's just take a quick look at this presentation again. This will come your way. We will make sure that you have access to it, so if you want to download it, you'll be able to again. Not until next week, most likely.

64
00:07:51.604 --> 00:07:57.153
Nicole Fieser: But we are going to go through the basics. Y'all, we are going to start with navigation and notifications.

65
00:07:57.464 --> 00:08:03.324
Nicole Fieser: And yeah, this is where we're gonna go ahead and start with some some trips, some tips and tricks.

66
00:08:05.814 --> 00:08:07.723
Nicole Fieser: Yeah, Kevin, it's not

67

00:08:08.004 --> 00:08:14.113
Nicole Fieser: it. It's not my Powerpoint is stuck. So we're just gonna look at it here. That's what we're gonna do.

68
00:08:15.054 --> 00:08:20.303
Nicole Fieser: We're gonna start with some tips and tricks in terms of navigation. We're gonna talk about your options. Y'all.

69
00:08:21.034 --> 00:08:24.304
Nicole Fieser: we're gonna talk about what makes you comfortable. Okay.

70
00:08:24.854 --> 00:08:36.804
Nicole Fieser: we're gonna take a look at data views. Folks. I do have a lot to say about data views. I am excited to talk to you all about data views, and I'm hopeful that we're going to kind of go through that with a very cool

71
00:08:37.054 --> 00:08:41.924
Nicole Fieser: result. We're gonna say, okay, this new system fantastic. I'm excited to use it.

72
00:08:42.314 --> 00:08:53.274
Nicole Fieser: And you bet we're gonna talk about notifications. We're gonna go through our notifications. We're gonna talk about the value of notifications because that's gonna make your lives easier.

73
00:08:53.414 --> 00:08:57.923
Nicole Fieser: And frankly, that is my goal. Today. Y'all, we want to make your lives easier

74
00:08:58.724 --> 00:09:00.814
Nicole Fieser: from there. We're going to talk about scheduling

75
00:09:01.004 --> 00:09:06.363
Nicole Fieser: and folks. Scheduling is meant to be remarkably easy.

76
00:09:07.024 --> 00:09:08.124
Nicole Fieser: Okay.

77
00:09:10.124 --> 00:09:17.014
Nicole Fieser: So when we think about scheduling. We're going to talk about the basics of scheduling. We're going to talk about accessing our tools

78
00:09:17.544 --> 00:09:26.743
Nicole Fieser: because realistically right from the start, with no exaggeration intended. There's 5 to 8 different ways by which y'all can access your scheduling tools.

79
00:09:26.904 --> 00:09:31.654
Nicole Fieser: and I want you all to kind of start seeing how easy it is to manage your schedules.

80
00:09:32.134 --> 00:09:37.603
Nicole Fieser: We are going to talk about patterns. We're going to talk about changing shifts, and we are going to talk about pay codes.

81
00:09:38.234 --> 00:09:45.924
Nicole Fieser: One of the big wins for the folks in the room today is also going to be something called the Absence Calendar.

82
00:09:46.454 --> 00:09:52.513
Nicole Fieser: And folks, I am genuinely excited to start talking to you about the absence calendar.

83
00:09:52.784 --> 00:09:57.614
Nicole Fieser: Because if you're not yet fully convinced on the new, MyCOH time system

84
00:09:58.144 --> 00:10:11.254
Nicole Fieser: today is the day right? Today we're gonna talk about that absence calendar. And I'm hoping that it's gonna be okay. I like this system. It is going to make my life easier. So we're gonna throw that into timekeeping.

85
00:10:12.394 --> 00:10:17.353
Nicole Fieser: I'm sorry in into the basics of scheduling before we move to timekeeping

86

00:10:17.944 --> 00:10:23.884
Nicole Fieser: folks. When we get into timekeeping again, for those of you that are familiar with your old software.

87
00:10:24.104 --> 00:10:35.633
Nicole Fieser: I don't think there's anything radically new in terms of timekeeping other than some of the tools that we have given you by which to manage your employees. Time cards.

88
00:10:36.574 --> 00:10:42.344
Nicole Fieser: So a lot of it's gonna be a quick review. A lot of it's gonna be. Let's talk about best practice.

89
00:10:42.814 --> 00:10:48.303
Nicole Fieser: We figure if you're all coming back through training, we might as well talk about best practices, right?

90
00:10:48.524 --> 00:10:54.683
Nicole Fieser: And the tools that are new that will make it easier for you to manage your time cards.

91
00:10:55.534 --> 00:11:02.844
Nicole Fieser: We're gonna go through all the different steps around that, including touching base on our standard reports. Okay.

92
00:11:03.914 --> 00:11:11.523
Nicole Fieser: relatively straightforward standard reports are still standard reports. But there's some nice functionality that'll be fun to talk through

93
00:11:12.674 --> 00:11:17.624
Nicole Fieser: from there. Y'all we're gonna get into at a very high level

94
00:11:17.894 --> 00:11:22.973
Nicole Fieser: payroll processing. And when I say that I recognize that y'all are processing payroll.

95
00:11:24.004 --> 00:11:29.493
Nicole Fieser: there's some things that we want you to know, even if you're not necessarily doing them.

96
00:11:29.814 --> 00:11:35.574
Nicole Fieser: And really, I want to talk about some concepts because these concepts are going to impact you.

97
00:11:35.984 --> 00:11:54.394
Nicole Fieser: we're gonna talk about sign off. And we're gonna talk about what that does in the system, and how you can see if you go into one of your employees. Time cards. If the time card is having, you know, it's grayed out, or it's some weird color, and you can't make a change. Why is that we're gonna talk that through for sure.

98
00:11:54.914 --> 00:11:59.673
Nicole Fieser: And then we're going to very briefly touch base on the concept of historical corrections.

99
00:12:00.314 --> 00:12:10.104
Nicole Fieser: Okay, so that is very much where we are going this morning hopefully, that meets with your expectations, knowing

100
00:12:11.214 --> 00:12:17.634
Nicole Fieser: we're gonna have some fun. We're gonna talk about some real life scenarios. I want to hear from you about some real life scenarios.

101
00:12:18.434 --> 00:12:23.223
Nicole Fieser: Okay, we are going to have some fun along the way.

102
00:12:25.434 --> 00:12:32.744
Nicole Fieser: I'm not going to go through this in every detail here, but you know how I said we were going to send to you this presentation.

103
00:12:32.924 --> 00:12:51.543
Nicole Fieser: Well, maybe not send, but you will have the ability to download it. I don't want to commit to sending, because I don't have that that right. But I know that we will make this presentation available to you so that you will have access. Okay, again for those of you just joining us. Not until next week.

104
00:12:52.624 --> 00:12:57.774
Nicole Fieser: Here's what you need to know, though, when we start thinking about the timekeeping process.

105
00:12:57.934 --> 00:13:06.733
Nicole Fieser: What I like about this screen is it talks about, okay. Step number one. Ideally, your employees are going to have schedules. That's ideally where we're going to begin.

106
00:13:07.184 --> 00:13:09.704
Nicole Fieser: We're gonna have our people record their shifts.

107
00:13:10.004 --> 00:13:14.604
Nicole Fieser: We're going to be responsible for reviewing time for accuracy.

108
00:13:15.694 --> 00:13:23.604
Nicole Fieser: managing our notifications, managing our employee requests. So that ultimately, by the end of the payroll period

109
00:13:23.764 --> 00:13:27.854
Nicole Fieser: as managers, we're going to be able to approve our employees. Time cards.

110
00:13:28.644 --> 00:13:29.684
Nicole Fieser: Okay?

111
00:13:29.914 --> 00:13:35.543
Nicole Fieser: So this is the overall timekeeping process that frankly, we're taking a walk through today.

112
00:13:35.744 --> 00:13:37.144
Nicole Fieser: That's where we're going.

113
00:13:38.934 --> 00:13:41.804
Nicole Fieser: Alright. Y'all enough with the Powerpoint.

114
00:13:41.964 --> 00:13:47.843
Nicole Fieser: Enough with that. Let's get started. Let's take a look at the actual system

115
00:13:49.924 --> 00:13:54.134
Nicole Fieser: I have logged in today as Ted lasso

116
00:13:54.754 --> 00:14:01.854
Nicole Fieser: folks. The system that I'm showing you is the MyCOH time system. It is your new, MyCOH time.

117
00:14:02.674 --> 00:14:06.213
Nicole Fieser: We are looking at pretend data, though.

118
00:14:06.414 --> 00:14:14.254
Nicole Fieser: so that you feel reassured. These are not real people. We are not going to accidentally show somebody's personal information.

119
00:14:14.464 --> 00:14:17.294
Nicole Fieser: But we're still gonna have some fun with it. Okay?

120
00:14:17.494 --> 00:14:22.024
Nicole Fieser: So if you know who Ted Lasso is, yeah, today, we're behaving as Ted.

121
00:14:23.564 --> 00:14:25.814
Nicole Fieser: What do we see when we 1st come in.

122
00:14:26.164 --> 00:14:31.243
Nicole Fieser: folks? Well, of course, step number one. There's how you know that we're in your system.

123
00:14:31.364 --> 00:14:35.863
Nicole Fieser: And then it's a friendly little system where it says, welcome back Ted.

124
00:14:36.064 --> 00:14:46.353
Nicole Fieser: This is where it's gonna see? You know, we're gonna see. Welcome back, Rene. We're gonna see. Welcome back, Latasha, right? So it's a friendly little system

125
00:14:47.544 --> 00:14:51.393
Nicole Fieser: more importantly than the welcome back. You're going to see your tiles.

126
00:14:52.964 --> 00:15:00.454
Nicole Fieser: folks. One of the big commitments that UKG made to city of Houston is

127
00:15:00.564 --> 00:15:13.633
Nicole Fieser: that the new system is more efficient, that the new system is easier to access, easier to get around. And ideally, you, as users, are going to spend less time

128
00:15:13.894 --> 00:15:16.904
Nicole Fieser: in the software doing what y'all need to do?

129
00:15:19.034 --> 00:15:24.513
Nicole Fieser: Well, how's that going to happen through the use of your tiles, folks.

130
00:15:24.674 --> 00:15:30.583
Nicole Fieser: My screen now seems huge. I don't know like I said, I'm having a Monday on a Tuesday. Here.

131
00:15:31.223 --> 00:15:37.833
Nicole Fieser: These tiles are one way, not the only way, though, by which you can access

132
00:15:38.513 --> 00:15:42.853
Nicole Fieser: your employees. Information. Okay, so let's talk through these tiles

133
00:15:43.254 --> 00:15:49.614
Nicole Fieser: because it's through the tiles that the efficiencies that we have promised you are actually built in.

134
00:15:50.444 --> 00:15:54.474
Nicole Fieser: So step number one. When we look at our tiles.

135
00:15:54.954 --> 00:15:58.233
Nicole Fieser: the 1st thing to note at the top of each tile. You have a label

136
00:15:58.454 --> 00:16:06.164
Nicole Fieser: right? Your system administrators have laid, worked with UKG, and you're the hopefully the labels on your tiles make sense.

137
00:16:08.374 --> 00:16:17.584
Nicole Fieser: From there you'll notice that there is a broken or bent right facing arrow towards the top right hand corner of each of your tiles.

138
00:16:18.034 --> 00:16:20.674
Nicole Fieser: Folks. This is how you're going to go ahead and access

139
00:16:20.934 --> 00:16:23.374
Nicole Fieser: all of your employees. Time cards

140
00:16:23.654 --> 00:16:32.493
Nicole Fieser: on the manage time cards, tile. If you want to go ahead and access your employees schedule, you'll go ahead and click on the broken or bent right facing arrow on. Manage schedule.

141
00:16:32.774 --> 00:16:39.604
Nicole Fieser: If you want to go, look at all of your notifications. Right? You'll click on the broken or bent right facing arrow.

142
00:16:40.744 --> 00:16:45.264
Nicole Fieser: So what does that look like? I'm gonna use the manage schedule tile as my example.

143
00:16:45.514 --> 00:16:55.534
Nicole Fieser: and I'm going to go ahead and click on that broken or bent right facing Arrow. And that does take me to see my people's schedules

144
00:16:55.914 --> 00:17:03.514

Nicole Fieser: right where we we are going to spend some time here looking at the schedule and talking about colors and all the things that we're seeing here.

145
00:17:03.874 --> 00:17:07.473
Nicole Fieser: Okay, but wait, there's more.

146
00:17:07.824 --> 00:17:11.584
Nicole Fieser: Not only do your tiles from your homepage

147
00:17:11.704 --> 00:17:23.234
Nicole Fieser: right, because these tiles do make up your homepage sometimes it's referenced as a dashboard, right? So whether you choose to call this your homepage or your dashboard.

148
00:17:23.634 --> 00:17:25.553
Nicole Fieser: that's entirely up to you. Y'all.

149
00:17:27.134 --> 00:17:37.654
Nicole Fieser: you can also see who is soon to be starting, who is soon to be missing. If we had people that were missing, we would be able to see that

150
00:17:38.204 --> 00:17:41.474
Nicole Fieser: pretty much right right there. Okay.

151
00:17:42.764 --> 00:17:52.783
Nicole Fieser: notice, if I look at the manage time cards and the current and the manage time cards I want to see. Oh, I have some folks with some unexcused absences, and I have somebody with a missed punch.

152
00:17:53.224 --> 00:17:58.863
Nicole Fieser: Folks. I can click right here where it says, Hey, you have some must fix items.

153
00:17:59.134 --> 00:18:02.153
Nicole Fieser: and when I go ahead and click on. Those must fix items

154

00:18:02.584 --> 00:18:07.554
Nicole Fieser: right? It's gonna take me to where the problem actually is.

155
00:18:08.074 --> 00:18:11.743
Nicole Fieser: And right now it says Cindy has not punched in.

156
00:18:11.904 --> 00:18:22.693
Nicole Fieser: It is 1020, Eastern time, right? She was supposed to be here at 9 Am. She didn't. The system has flagged her as an unexcused absence.

157
00:18:24.724 --> 00:18:26.683
Nicole Fieser: the long and the short of it. Y'all.

158
00:18:26.804 --> 00:18:33.213
Nicole Fieser: in your old system you had to kind of do the work to figure out who had an issue into their time card

159
00:18:33.654 --> 00:18:35.804
Nicole Fieser: who had an issue in their schedule.

160
00:18:36.034 --> 00:18:38.224
Nicole Fieser: And now the system's going to do it for you.

161
00:18:39.424 --> 00:18:42.294
Nicole Fieser: But here's the thing. There's a lot of people in the room.

162
00:18:42.464 --> 00:18:47.623
Nicole Fieser: and I think most of y'all are being super polite, right? Because I'm willing to bet

163
00:18:47.824 --> 00:18:53.354
Nicole Fieser: there was somebody sitting in the room today thinking I don't know.

164
00:18:53.494 --> 00:19:00.284

Nicole Fieser: I don't know if I love the tiles right. Maybe I like the tile where I can easily see my own schedule.

165
00:19:00.584 --> 00:19:08.174
Nicole Fieser: Maybe I like the tile where I can go directly to my own time card. Right? So, okay, I guess it's okay. But I don't love it.

166
00:19:09.394 --> 00:19:11.504
Nicole Fieser: Folks notice if you will.

167
00:19:11.814 --> 00:19:15.484
Nicole Fieser: in the upper left hand corner of the screen. Do you see those 3 lines?

168
00:19:15.804 --> 00:19:18.914
Nicole Fieser: Those 3 lines are officially called the Hamburger Menu.

169
00:19:19.434 --> 00:19:24.073
Nicole Fieser: Every tool that you have access to as a user.

170
00:19:25.024 --> 00:19:28.403
Nicole Fieser: Okay, every single tool

171
00:19:28.644 --> 00:19:47.153
Nicole Fieser: can also be accessed here in the main menu. Right? So if I go ahead and click on that hamburger menu that does open up the main menu where you can go to your people's time cards. You can go to the schedule. You can look at here underneath data views and reports, and you can go to your report library

172
00:19:47.464 --> 00:19:54.834
Nicole Fieser: and run any report that you, as a user have access to folks in the end.

173
00:19:55.574 --> 00:20:03.433
Nicole Fieser: In the end it is entirely up to you how you wish to access the tools of the software.

174
00:20:04.444 --> 00:20:11.024
Nicole Fieser: If you like the main menu on the left, fantastic if you like the tiles awesome.

175
00:20:11.504 --> 00:20:14.323
Nicole Fieser: Your choice as to what makes you comfortable.

176
00:20:15.424 --> 00:20:20.074
Nicole Fieser: Here's the thing, folks. I'm going to show you both throughout our time together today.

177
00:20:21.474 --> 00:20:31.603
Nicole Fieser: Admittedly, I'm gonna try to sell you on the tiles. Let's just call it what it is. I'm gonna try to sell you on the use of the tiles, because that's where the efficiencies really are built in. Right?

178
00:20:32.344 --> 00:20:37.443
Nicole Fieser: Here's the thing, though, that does not make the may this menu on the left useless?

179
00:20:37.624 --> 00:20:44.554
Nicole Fieser: It's not. There's some good stuff here, and we are going to use it, including the search field right?

180
00:20:44.744 --> 00:20:50.423
Nicole Fieser: Because what happens if Chelsea Chelsea picking on you for no good reason.

181
00:20:50.634 --> 00:20:58.453
Nicole Fieser: What if Chelsea says? Huh! You know what I really want to see? The data view that that girl talked to me about in training.

182
00:20:58.624 --> 00:21:02.113
Nicole Fieser: Right? You can go ahead and search for something

183
00:21:02.504 --> 00:21:05.943
Nicole Fieser: right where we could say, I will look for anything with time summary.

184
00:21:06.464 --> 00:21:12.954
Nicole Fieser: you can search for it, and the results going to appear. So I think that's kind of cool right

185
00:21:15.394 --> 00:21:18.524
Nicole Fieser: from there. Do you all see the sign out button.

186
00:21:19.884 --> 00:21:22.443
Nicole Fieser: The one thing I do want to point out is the sign out.

187
00:21:22.854 --> 00:21:28.124
Nicole Fieser: y'all are in training. I'm a trainer, therefore I'm a pain in the you know what.

188
00:21:28.764 --> 00:21:29.984
Nicole Fieser: Listen, y'all.

189
00:21:30.514 --> 00:21:36.293
Nicole Fieser: Could you go ahead and click X at the top right hand corner? Sure. Is it the end of the world if you don't.

190
00:21:36.614 --> 00:21:37.474
Nicole Fieser: No.

191
00:21:38.904 --> 00:21:48.584
Nicole Fieser: we would prefer you to just be in good practice that when you are done with doing what you need to do for the day, you can go ahead and sign out

192
00:21:48.814 --> 00:21:58.133
Nicole Fieser: right. You can go ahead and sign out. That's cleaner. That's better. But if you X out in the upper right hand corner. No harm, no foul. It's not the end of the world.

193
00:21:59.184 --> 00:22:03.933
Nicole Fieser: From there I'm gonna click that X button to close up the main menu. What else do we get to see?

194
00:22:04.724 --> 00:22:09.904
Nicole Fieser: To the right of that main menu? We see our house icon, our home icon

195
00:22:10.574 --> 00:22:17.324
Nicole Fieser: folks. That house icon, that home icon, is accessible on every single page in the software.

196
00:22:18.034 --> 00:22:20.274
Nicole Fieser: Okay, every single page.

197
00:22:21.864 --> 00:22:25.264
Nicole Fieser: Here's the thing one of the things I'm gonna invite you to do.

198
00:22:26.364 --> 00:22:38.923
Nicole Fieser: I don't know if if ever you have felt this way, have you ever felt like when you get a new system at work, you want to see if you can break it right? We're like, okay. They gave me a new system. Let's test it out. Let's see what I can do with it.

199
00:22:39.634 --> 00:22:44.493
Nicole Fieser: Yo, that's very much how I feel when I get a new system. Let's let's see what you can do.

200
00:22:45.614 --> 00:22:49.433
Nicole Fieser: Let's go ahead and pick on Mitch hopefully. Mitch is still here.

201
00:22:50.744 --> 00:22:56.613
Nicole Fieser: What if Mitch takes my invitation that I'm gonna throw out later today? And I'm gonna say, Hey.

202
00:22:57.054 --> 00:23:03.834
Nicole Fieser: we want you to go in. I want you to tear up your data views. I want you to sort and filter and calculate and really

203
00:23:03.974 --> 00:23:11.563
Nicole Fieser: see what you can do with that, because it's a game changer on the usability of the the data that comes out of this software.

204
00:23:12.394 --> 00:23:17.573
Nicole Fieser: And what if Mitch does what he would, I ask him to do? And he says, okay, she challenged me. Let's do it.

205
00:23:17.884 --> 00:23:19.863
Nicole Fieser: And he thinks, Oh

206
00:23:20.434 --> 00:23:26.163
Nicole Fieser: made a mistake, and Mitch wants to quietly back away from any changes he has made

207
00:23:26.604 --> 00:23:35.683
Nicole Fieser: folks. The really cool thing is from anywhere in the software. You can always click on this homepage, icon, and it's always going to bring you back here

208
00:23:36.004 --> 00:23:38.504
Nicole Fieser: back to home, back to safety.

209
00:23:39.124 --> 00:23:39.834
Nicole Fieser: Okay.

210
00:23:40.984 --> 00:23:49.764
Nicole Fieser: what else do we get to see on this home screen, on the dashboard before? Besides the tiles? Besides our our hamburger menu

211
00:23:50.214 --> 00:23:51.793
Nicole Fieser: and the home screen.

212
00:23:52.454 --> 00:23:56.283
Nicole Fieser: If I continue over to the right, we see the employee search.

213
00:23:56.974 --> 00:23:59.324
Nicole Fieser: Y'all. Let's talk about the employee. Search

214
00:23:59.944 --> 00:24:03.303
Nicole Fieser: for those of you that are familiar with your old software.

215
00:24:03.554 --> 00:24:09.064
Nicole Fieser: You are right to ask, hey? Where'd my quick find, genie? Go!

216
00:24:09.904 --> 00:24:11.404
Nicole Fieser: What do I mean by that?

217
00:24:11.564 --> 00:24:16.124
Nicole Fieser: Oh, I would like to go ahead and pick on. I'm gonna pick on Michael

218
00:24:16.924 --> 00:24:21.843
Nicole Fieser: Michael Burton is going to be my my go to person. So Michael, forgive me in advance.

219
00:24:22.604 --> 00:24:25.903
Nicole Fieser: What if I come to work for Michael?

220
00:24:26.194 --> 00:24:29.414
Nicole Fieser: And I see Michael walking down the hall this morning?

221
00:24:30.194 --> 00:24:34.674
Nicole Fieser: And I say, Michael, bad news. I forgot to punch out yesterday.

222
00:24:35.504 --> 00:24:37.923
Nicole Fieser: Can you go ahead and fix my time card?

223
00:24:39.554 --> 00:24:43.703
Nicole Fieser: And Michael might say, Okay, Nikki, yeah, I'll do it.

224

00:24:43.984 --> 00:24:51.183
Nicole Fieser: Remember, it is part of your job responsibility to punch out at the end of the day. But yeah, I'll fix it.

225
00:24:52.374 --> 00:24:53.964
Nicole Fieser: What time did you leave?

226
00:24:56.214 --> 00:24:57.464
Nicole Fieser: Here's the thing

227
00:24:57.804 --> 00:25:07.473
Nicole Fieser: when Michael goes into his software? Does he need to go ahead and click on this right, facing arrow and access everybody that reports to Mr. Burton?

228
00:25:07.784 --> 00:25:11.114
Nicole Fieser: Or does he just need to find me the troublemaker

229
00:25:11.964 --> 00:25:17.873
Nicole Fieser: in this case, because I'm the one that can't figure out how to punch correctly. He doesn't need to access all of his people.

230
00:25:18.114 --> 00:25:22.234
Nicole Fieser: He needs to find me the one that he needs to fix the time card.

231
00:25:22.764 --> 00:25:26.463
Nicole Fieser: And so that's going to be the value folks of the employee search.

232
00:25:26.744 --> 00:25:30.353
Nicole Fieser: If we click on that magnifying glass and that employee search.

233
00:25:30.474 --> 00:25:33.144
Nicole Fieser: this is going to allow us to find

234

00:25:33.324 --> 00:25:36.353
Nicole Fieser: I'm gonna look for. We're gonna pretend I'm Coach Beard

235
00:25:37.354 --> 00:25:41.374
Nicole Fieser: again, type in the employee's last name, and I'm going to go ahead and click on search.

236
00:25:42.774 --> 00:25:51.453
Nicole Fieser: Mr. Burton would then be able to say, Yep, there's Coach Beard. We would go ahead and check off Coach Beard, and then do you all see that? Go to control

237
00:25:51.574 --> 00:25:59.153
Nicole Fieser: that? Go to control would then allow my manager to go in and go to my time card to fix my time card.

238
00:25:59.904 --> 00:26:05.264
Nicole Fieser: Maybe Michael's like. it wasn't a time card issue. It was a schedule issue.

239
00:26:06.684 --> 00:26:12.034
Nicole Fieser: Maybe Michael says you know what I'm suspicious of, Nikki.

240
00:26:12.914 --> 00:26:22.623
Nicole Fieser: I think Nikki is consistently forgetting to punch in quotations right? Forgetting to punch on Monday afternoons.

241
00:26:23.014 --> 00:26:30.533
Nicole Fieser: because maybe he starts to suspect that I'm leaving early on Mondays. Maybe I have a child care issue or something else.

242
00:26:31.454 --> 00:26:37.323
Nicole Fieser: He thinks, okay. Is she leaving early on Mondays? Is she consistently forgetting to punch on Monday afternoons?

243
00:26:37.634 --> 00:26:45.833
Nicole Fieser: So maybe he decides he wants to run a report around me to identify my workforce behavior.

244
00:26:47.854 --> 00:26:54.374
Nicole Fieser: So this employee search field, I think, is incredibly valuable, right?

245
00:26:56.564 --> 00:26:58.154
Nicole Fieser: And we're excited for you.

246
00:26:58.744 --> 00:27:04.824
Nicole Fieser: We're excited for you, all right. So that's going to be the employee. Search.

247
00:27:05.514 --> 00:27:09.164
Nicole Fieser: I know we have some questions. Don't worry, folks. I'll be pausing soon

248
00:27:09.634 --> 00:27:19.184
Nicole Fieser: within 5Â min, and we'll start addressing some of the questions. Any questions that don't get answered during the session. We'll find a way to respond. Promise. We'll get them all answered one way or the other

249
00:27:20.214 --> 00:27:26.484
Nicole Fieser: to the right of the employee. Search, you see that cute little question, Mark. That's going to be your help screen.

250
00:27:28.357 --> 00:27:29.604
Nicole Fieser: Excuse me.

251
00:27:30.004 --> 00:27:32.973
Nicole Fieser: Y'all, briefly. Let's touch base on the help screen.

252
00:27:34.974 --> 00:27:38.914
Nicole Fieser: I like sayings. I'm really bad at sayings, but I like them.

253
00:27:39.304 --> 00:27:41.924
Nicole Fieser: Do you know that saying that goes something like.

254
00:27:42.164 --> 00:27:47.904
Nicole Fieser: if you teach a person, if you feed, feed a person a fish they eat for the day.

255
00:27:48.134 --> 00:27:52.543
Nicole Fieser: you teach the person to fish, they eat for a lifetime or something like that. There's a saying.

256
00:27:53.014 --> 00:27:54.154
Nicole Fieser: what's my point?

257
00:27:55.994 --> 00:28:04.524
Nicole Fieser: One of the best resources that you have as a user of the software is in online help.

258
00:28:05.454 --> 00:28:14.794
Nicole Fieser: About a year ago my company UKG invested a lot of time in online help. And I know that because I was part of the project.

259
00:28:15.724 --> 00:28:21.123
Nicole Fieser: it's really really useful, because here's the thing. Y'all, when you click on online help.

260
00:28:21.684 --> 00:28:25.764
Nicole Fieser: the help that immediately appears. Excuse me.

261
00:28:26.394 --> 00:28:28.853
Nicole Fieser: is based on the screen that you're on

262
00:28:29.504 --> 00:28:40.704
Nicole Fieser: right? So because I clicked on help here on the home screen, it's gonna say, okay, do you want to watch a video on navigation cool? Here's a video on navigation and an overview for managers.

263
00:28:41.224 --> 00:28:49.484
Nicole Fieser: Do you want to understand more about reviewing the time card tile? Maybe this managed time cards, tiles, throwing you off. Well, there's there's a video about it.

264
00:28:50.594 --> 00:28:58.654
Nicole Fieser: right? Maybe you have a question about schedules. If I were on the schedule, Planner, let me jump over to the schedule planner

265
00:28:58.994 --> 00:29:05.143
Nicole Fieser: and I click on online help. It's gonna open up help based on schedules.

266
00:29:06.204 --> 00:29:13.954
Nicole Fieser: So the online help that appears is based on the screen. That is there, however.

267
00:29:15.024 --> 00:29:18.803
Nicole Fieser: Oh, who do we want to pick on? I would like to pick on.

268
00:29:19.164 --> 00:29:21.084
Nicole Fieser: I'm gonna go ahead and pick on

269
00:29:22.054 --> 00:29:25.164
Nicole Fieser: Nikki Cooper. I'm gonna pick on Nikki Cooper.

270
00:29:25.814 --> 00:29:33.933
Nicole Fieser: What if, after this training, Nikki Cooper goes back to their desk and Nikki says, okay.

271
00:29:34.534 --> 00:29:40.973
Nicole Fieser: that girl talked a lot about all the different colors in a time, card and schedule.

272
00:29:41.644 --> 00:29:44.524
Nicole Fieser: and maybe Nikki's like, Hmm.

273
00:29:45.124 --> 00:29:49.693
Nicole Fieser: yeah, I don't remember what what the other Nikki said, what the instructor Nikki actually told me

274
00:29:50.964 --> 00:29:53.773
Nicole Fieser: folks, the really cool thing is.

275
00:29:54.334 --> 00:29:57.453
Nicole Fieser: you always have the ability to click on browse help

276
00:29:57.934 --> 00:30:06.623
Nicole Fieser: when you click on browse, help! There's a glossary of terms. There's mobile help. There's all sorts of help readily available to you.

277
00:30:06.754 --> 00:30:09.194
Nicole Fieser: including the search field.

278
00:30:09.994 --> 00:30:13.903
Nicole Fieser: So if we were curious about colors in the time card.

279
00:30:14.174 --> 00:30:16.764
Nicole Fieser: We could go ahead and type in colors.

280
00:30:18.464 --> 00:30:22.604
Nicole Fieser: And it's gonna return to us. Okay, here's something about colors

281
00:30:23.264 --> 00:30:26.563
Nicole Fieser: and what they mean in both the time, card and schedule.

282
00:30:29.064 --> 00:30:37.943
Nicole Fieser: My point is this, y'all, I don't want you to feel like the presentation that we will make available to you is your only resource.

283
00:30:38.914 --> 00:30:45.963
Nicole Fieser: You do have the the pre learning that has been prepared for you, and that's in your Tms system, right?

284
00:30:46.664 --> 00:30:53.194
Nicole Fieser: But at your fingertips, once you're in the software, you always have access to this online help.

285
00:30:54.124 --> 00:31:00.804
Nicole Fieser: The really cool thing is, y'all you do have the ability. If you want to print any of the help screens? You surely can.

286
00:31:01.224 --> 00:31:07.834
Nicole Fieser: And what if Nikki thinks? Oh, yeah, this is a really cool screen. I want to share this with a coworker.

287
00:31:08.474 --> 00:31:15.123
Nicole Fieser: Folks you can copy and paste the web address, and you can share the help screen and even access it

288
00:31:15.534 --> 00:31:19.554
Nicole Fieser: without being logged into the software.

289
00:31:21.314 --> 00:31:22.713
Nicole Fieser: So that's pretty cool.

290
00:31:24.114 --> 00:31:30.264
Nicole Fieser: So listen, don't be afraid to use that cute little question mark in the upper right hand corner.

291
00:31:30.554 --> 00:31:31.934
Nicole Fieser: It's gonna be your friend

292
00:31:34.334 --> 00:31:40.573
Nicole Fieser: from there. I'm gonna jump back home. I'm gonna click on my house, icon, and I'm gonna jump back home.

293
00:31:41.454 --> 00:31:44.444
Nicole Fieser: back to my home screen, back to my dashboard.

294
00:31:45.274 --> 00:31:53.293
Nicole Fieser: Yeah, let me talk about one more topic, and then I'll look at a couple of the questions to make sure that we're starting to address some of the questions. Okay, so give me like 3Â min.

295
00:31:54.284 --> 00:31:58.374
Nicole Fieser: What else do we get to see if we take a look at the top of the screen?

296
00:31:58.744 --> 00:32:04.243
Nicole Fieser: Y'all in the top right hand corner you get to see your notification bell icon

297
00:32:04.504 --> 00:32:07.873
Nicole Fieser: also known as the Alert Bell icon.

298
00:32:08.694 --> 00:32:17.364
Nicole Fieser: Okay, the alert bell icon is telling us head lasso that, hey? We've got some things going on.

299
00:32:18.414 --> 00:32:25.094
Nicole Fieser: And when we go ahead and click on that alert bell icon that opens up the control center panel

300
00:32:26.654 --> 00:32:31.463
Nicole Fieser: y'all the control center panel is is a nice tool, right?

301
00:32:31.813 --> 00:32:35.204
Nicole Fieser: It's a nice tool, because at a glance it's gonna tell us

302
00:32:35.313 --> 00:32:45.963
Nicole Fieser: that we have some folks with some issues that Jen Payne has an unexcused absence, and and Leslie Higgins didn't punch in this morning, either. I mean, a lot of folks didn't punch in this morning. Right?

303
00:32:47.524 --> 00:32:52.754
Nicole Fieser: Here's the thing, though, right here from this control center panel.

304
00:32:53.063 --> 00:32:56.234
Nicole Fieser: we can use that go to control

305
00:32:56.543 --> 00:33:03.124
Nicole Fieser: and we can click on that. Go to control. And it's gonna take us to exactly where the problem is.

306
00:33:03.774 --> 00:33:04.724
Nicole Fieser: Okay.

307
00:33:04.994 --> 00:33:08.323
Nicole Fieser: And in this case it says, Oh, Leslie didn't punch in.

308
00:33:08.554 --> 00:33:16.354
Nicole Fieser: So on Tuesday it said, Hey, there's an unexcused absence, right?

309
00:33:17.974 --> 00:33:33.334
Nicole Fieser: The control center panel is accessible from anywhere in the software. So anytime there's a missed punch and unexcused absence. Certain types of requests are all gonna show and display to you in this control center panel.

310
00:33:34.224 --> 00:33:35.094
Nicole Fieser: Okay.

311
00:33:35.624 --> 00:33:45.264
Nicole Fieser: here's the thing. Once you've managed the issue in this case. Maybe I've gone ahead and fixed Leslie Higgins unexcused absence.

312
00:33:49.644 --> 00:33:53.484
Nicole Fieser: You have the ability to either mark

313
00:33:53.864 --> 00:33:57.904
Nicole Fieser: the notification as done, or you can delete it.

314
00:33:58.674 --> 00:34:01.493
Nicole Fieser: What's the difference. And why should you care.

315
00:34:02.544 --> 00:34:14.293
Nicole Fieser: folks? If you delete a notification, it is gone never to be seen nor heard from again. You cannot retrieve it. Your it. Folks cannot retrieve it. It is simply gone for good

316
00:34:15.104 --> 00:34:18.074
Nicole Fieser: versus if I mark it as done.

317
00:34:19.254 --> 00:34:23.903
Nicole Fieser: we're gonna see the difference. Y'all, I'm gonna Mark. I'm gonna pretend I'm pretending here.

318
00:34:24.194 --> 00:34:25.683
Nicole Fieser: So roll with me just a little.

319
00:34:25.994 --> 00:34:31.713
Nicole Fieser: I'm going to pretend that I've managed Leslie Higgins unexcused absence. So I'm going to mark it as done

320
00:34:33.514 --> 00:34:40.193
Nicole Fieser: when I mark it is done. Notice, please, we get a success. Message was successfully marked as done.

321
00:34:40.324 --> 00:34:45.433
Nicole Fieser: and in the upper right hand corner the number decrements

322
00:34:45.574 --> 00:34:50.134
Nicole Fieser: instead of seeing 19 notifications. I see 18 notifications.

323
00:34:50.284 --> 00:34:51.214
Nicole Fieser: Okay.

324
00:34:52.504 --> 00:35:04.024
Nicole Fieser: The value in my mind of marking something is done is that we will have the ability to see it again if we wish, and I'm going to show you that in just a second

325
00:35:05.304 --> 00:35:12.433
Nicole Fieser: alrighty, because if I delete something I'm gonna delete this one with Sam Obasanya.

326
00:35:13.594 --> 00:35:19.533
Nicole Fieser: It's gonna say, Hey, are you really sure you want to delete this? Yes, yes, I do.

327
00:35:19.664 --> 00:35:24.784
Nicole Fieser: It's gonna tell me, yeah. Your message was successfully deleted, and it really is gone for good. Now.

328
00:35:25.784 --> 00:35:31.393
Nicole Fieser: ready? And yes, the number decreases as well when we delete a notification.

329
00:35:34.164 --> 00:35:37.403
Nicole Fieser: Here's the thing, though. Y'all, here's the thing.

330
00:35:39.094 --> 00:35:47.844
Nicole Fieser: This control center panel, I think, is really useful when you have, like 3 or 4 notifications

331
00:35:48.784 --> 00:35:55.653
Nicole Fieser: in the example that I'm showing you in this training. I have like 17. I think I started off with 19. Right?

332
00:35:59.234 --> 00:36:06.524
Nicole Fieser: So well, that's a nice tool. I'm gonna jump back home. I'm gonna click back on that house icon in the upper left hand corner

333
00:36:07.674 --> 00:36:13.583
Nicole Fieser: and let's talk about the my notifications tile.

334
00:36:15.114 --> 00:36:23.214
Nicole Fieser: I think this is a nice tool. That alert Bell icon really is good. If you have 3 or 4 notifications, more than 3 or 4,

335
00:36:23.424 --> 00:36:28.384
Nicole Fieser: I think you need to go to the full control center, right?

336
00:36:29.054 --> 00:36:32.243
Nicole Fieser: Because I think that's where the efficiency is built in.

337
00:36:32.474 --> 00:36:42.763
Nicole Fieser: because you will have a tile. Your system administrators have given you this really nice tile that allows you to see. Okay? Right now, there's 17 timekeeping issues.

338
00:36:43.054 --> 00:36:48.713
Nicole Fieser: If you had an employee that had requested time off, we would see those employee requests right here.

339
00:36:49.944 --> 00:36:59.154
Nicole Fieser: So I think the easiest way to get into the full control center is to click on that broken or bent right facing arrow next to my notifications.

340
00:37:00.134 --> 00:37:04.763
Nicole Fieser: and I'm going to go ahead and click on the timekeeping category.

341
00:37:04.914 --> 00:37:08.784
Nicole Fieser: And this is where we can go ahead and do a lot

342
00:37:09.834 --> 00:37:13.243
Nicole Fieser: right? I could go ahead and select all.

343
00:37:13.544 --> 00:37:20.704
Nicole Fieser: And then I could use the go to control, and I could go to to manage all of their issues

344
00:37:21.154 --> 00:37:22.074
Nicole Fieser: right?

345
00:37:22.354 --> 00:37:31.114
Nicole Fieser: And I could go one by one by one to, I think, fairly quickly, fairly, efficiently manage the issues at hand.

346
00:37:33.094 --> 00:37:34.144
Nicole Fieser: Alrighty.

347
00:37:35.364 --> 00:37:44.593
Nicole Fieser: So I do think that's important to note that at one time you can start accessing everybody with an issue and kind of go through click, click, and get it done.

348
00:37:46.404 --> 00:37:47.874
Nicole Fieser: Additionally.

349
00:37:48.264 --> 00:37:55.264
Nicole Fieser: you'll notice, please, that your issues, your notifications that do typically tell us we have some sort of issue

350
00:37:56.210 --> 00:38:00.733
Nicole Fieser: defaults to showing us only new notifications.

351
00:38:01.604 --> 00:38:04.834
Nicole Fieser: Remember how I just marked Leslie Higgins is done.

352
00:38:05.104 --> 00:38:13.614
Nicole Fieser: If you want to see notifications that have been marked as done versus deleting, this is the difference between marking is done and deleting a notification

353
00:38:13.774 --> 00:38:19.863

Nicole Fieser: here in the full control center, you can see which ones you've already handled.

354
00:38:20.634 --> 00:38:29.403
Nicole Fieser: so I don't know. I'm a little bit Ocd. At the end of each week I probably would come to this full control center.

355
00:38:29.524 --> 00:38:33.113
Nicole Fieser: I probably would pull up the things that are done

356
00:38:33.854 --> 00:38:37.614
Nicole Fieser: just to make sure that. Yeah, I do agree that I've handled that

357
00:38:38.024 --> 00:38:41.163
Nicole Fieser: right? Because that's the way I like to be.

358
00:38:42.044 --> 00:38:54.193
Nicole Fieser: My point is is that you will have notifications, because the system is going to tell you which of your employees need your attention for missed punches, unexcused absences, late ins

359
00:38:55.024 --> 00:38:58.514
Nicole Fieser: time off requests for those of us that are going to be using that feature.

360
00:38:59.504 --> 00:39:10.933
Nicole Fieser: and you ha! Can either manage those notifications, and therefore those issues or requests through either. This alert bell icon, which I don't think is the most efficient.

361
00:39:11.414 --> 00:39:14.543
Nicole Fieser: or we can come into the full control center

362
00:39:15.164 --> 00:39:18.953
Nicole Fieser: and see all of the issues and more efficiently manage them.

363
00:39:22.704 --> 00:39:30.184

Nicole Fieser: Alright, y'all notifications you don't have to hunt down issues. The system's gonna tell you who needs your attention.

364
00:39:32.054 --> 00:39:37.883
Nicole Fieser: Alright. Y'all, with that being said, I think we have some questions.

365
00:39:39.404 --> 00:39:40.644
Nicole Fieser: All right.

366
00:39:40.784 --> 00:39:42.624
Nicole Fieser: So let's start with

367
00:39:46.384 --> 00:39:51.638
Nicole Fieser: so couple of things, your login information will be shared

368
00:39:52.334 --> 00:40:07.123
Nicole Fieser: as well as the link to the production environment at the, you know, just before go live. So you'll make sure that your team will make sure that you all have that some more information to come on making sure your login and the production environment. URL,

369
00:40:08.004 --> 00:40:13.763
Nicole Fieser: it's how do we get credit for this class? We'll follow up on that one.

370
00:40:15.274 --> 00:40:23.354
Nicole Fieser: Okay, for Frederica says, when will the system go into effect.

371
00:40:25.924 --> 00:40:31.324
Nicole Fieser: Denise, do you want to take that one, or Dwayne? If Dwayne you're here? Do you guys want to speak to that

372
00:40:35.954 --> 00:40:42.123
Nicole Fieser: and think the chat's off. But that's okay. We'll figure that out.

373

00:40:42.124 --> 00:40:43.764
Denise Lewellen: Well, I'm I'm sorry.

374
00:40:43.764 --> 00:40:44.444
Nicole Fieser: Go ahead!

375
00:40:45.014 --> 00:40:48.973
Denise Lewellen: No sorry. I'm looking at a different question. What question are you ready.

376
00:40:49.279 --> 00:40:58.744
Nicole Fieser: There's a few, one or 2 for sure. So the question is, can you confirm the go live date, and when folks will have access to the production environment.

377
00:40:59.424 --> 00:41:03.194
Denise Lewellen: Yes, Saturday, February 15, th is our go live date.

378
00:41:05.224 --> 00:41:06.034
Nicole Fieser: Perfect.

379
00:41:06.464 --> 00:41:10.084
Nicole Fieser: There you go, right.

380
00:41:10.254 --> 00:41:21.334
Nicole Fieser: So, Frederica, when will the system go into effect? Saturday, February 15.th Again, more information about your login and the URL to production will come in the next couple of weeks.

381
00:41:25.754 --> 00:41:33.554
Nicole Fieser: and denise I'm Gonna I'm Gonna defer to this one, too, if Missing on break info information is driven by punches.

382
00:41:33.684 --> 00:41:39.663
Nicole Fieser: Will you be requiring exempt employees to Punch in? This question came from Nancy Carney.

383

00:41:40.584 --> 00:41:43.044
Denise Lewellen: Yep, those are. That's a Duane question.

384
00:41:44.364 --> 00:41:44.974
Nicole Fieser: Okay.

385
00:41:46.194 --> 00:41:47.344
Denise Lewellen: Dwayne. Can you hear us.

386
00:42:02.454 --> 00:42:04.003
Dwayne SantaCruz: To view. -Oh.

387
00:42:05.974 --> 00:42:06.954
Nicole Fieser: Yeah. Dwayne.

388
00:42:07.444 --> 00:42:08.374
Dwayne SantaCruz: Hi. Nicole.

389
00:42:08.664 --> 00:42:09.714
Nicole Fieser: Hello!

390
00:42:10.064 --> 00:42:10.754
Dwayne SantaCruz: Hi.

391
00:42:13.074 --> 00:42:25.164
Nicole Fieser: So Nancy Carney? Her question was, if missing on break, information is driven by punches, will exempt employees need to punch in question. Mark.

392
00:42:25.714 --> 00:42:29.833
Dwayne SantaCruz: No exempt employees do not clock in and clock out.

393
00:42:32.094 --> 00:42:35.434
Nicole Fieser: Perfect thanks, Dwayne. I appreciate your help.

394
00:42:35.434 --> 00:42:36.494
Dwayne SantaCruz: No worries.

395
00:42:37.734 --> 00:42:38.614
Nicole Fieser: I'm ready.

396
00:42:39.206 --> 00:42:45.264
Nicole Fieser: I'll answer a couple more y'all, and then we're gonna move on, Sheila says. Will the system automatically time out and log you out. Yes.

397
00:42:45.994 --> 00:42:52.694
Nicole Fieser: there is a default timeout. It will log you out after a period. Absolutely

398
00:42:53.284 --> 00:43:14.744
Nicole Fieser: so, for sure, Mitch says. Are there keyboard shortcuts for navigating the dashboard mitch officially. There's no answer that I can give you. But, my friend, I enjoy trying to break things and play with things so explore. You will find a few shortcuts, the tab that sort of thing. But there's no documentation that says, Hey, here's your official

399
00:43:15.394 --> 00:43:21.534
Nicole Fieser: official keyboard shortcuts, but play around. I think you'll find you'll find some things that might work for you.

400
00:43:22.394 --> 00:43:29.563
Nicole Fieser: Great Cassandra says. Does a wall automatically populate?

401
00:43:30.023 --> 00:43:36.303
Nicole Fieser: No, I added, that we're gonna talk that through. That's about a pay code. So we'll talk more about that one.

402
00:43:37.224 --> 00:43:42.503
Nicole Fieser: And Lisa says, what would be a reason for deleting a notification without correcting the issue.

403
00:43:42.864 --> 00:43:47.763
Nicole Fieser: Typically you would, I mean, Lisa. The value of those notifications is that.

404
00:43:47.904 --> 00:43:53.513
Nicole Fieser: hey? It's kind of like a a kind of a poke like, Hey, you've got something going on. Go ahead and fix it

405
00:43:56.664 --> 00:44:04.714
Nicole Fieser: for the purposes of the training, though I do think it's important that we start thinking about the difference between, you know, deleting the notification

406
00:44:04.874 --> 00:44:14.504
Nicole Fieser: versus the marking is done so realistically. I probably wouldn't recommend marking is done or deleting the notification until you have managed it.

407
00:44:15.364 --> 00:44:16.154
Nicole Fieser: Okay.

408
00:44:18.614 --> 00:44:30.633
Nicole Fieser: so there we go. Maria says I may be jumping ahead. Kronos currently clears the notifications out on its own. Will this also remove the notifications, or do we have to mark them as done, or delete ourselves?

409
00:44:31.854 --> 00:44:39.093
Nicole Fieser: So I'm gonna defer to Dwayne because there are some configuration choices. But Maria, best practice from UKG is.

410
00:44:39.384 --> 00:44:50.953
Nicole Fieser: we would prefer you to manage your issue, and then, depending upon how you choose to work, either delete the notification or market is done.

411
00:44:51.074 --> 00:45:00.133
Nicole Fieser: because, if you delete it, it really is gone forever. You can never retrieve it. If you were somebody that thinks you might want to retrieve it. The marking is done could be valuable.

412
00:45:01.744 --> 00:45:05.973
Nicole Fieser: Okay? And Dwayne is typing an answer. Thank you, Dwayne.

413
00:45:08.684 --> 00:45:09.904
Nicole Fieser: All right.

414
00:45:14.974 --> 00:45:17.273
Nicole Fieser: So a lot of questions today. Y'all

415
00:45:18.454 --> 00:45:23.644
Nicole Fieser: an employer track to submitted vacation. Yes, it is. You can.

416
00:45:24.154 --> 00:45:27.964
Nicole Fieser: That should be in your e-learning.

417
00:45:28.254 --> 00:45:33.373
Nicole Fieser: and for those of you that have taken or are going to take some of the Pre learning to this

418
00:45:33.594 --> 00:45:37.274
Nicole Fieser: that is actually covered Dookie.

419
00:45:38.514 --> 00:45:42.994
Nicole Fieser: And y'all, some of these questions we're gonna get to. So I'm gonna move on from here

420
00:45:43.514 --> 00:45:53.424
Nicole Fieser: again. We will come back to some of these questions, but a lot of the questions that I'm seeing we will. We will be talking about as we make our way through the remainder of the training.

421
00:45:55.294 --> 00:45:59.013
Nicole Fieser: like how to request a time off all that stuff. How do I see my own time.

422
00:46:01.124 --> 00:46:04.184

Nicole Fieser: Yeah, attendance. Yeah, we're gonna talk about all that. Y'all.

423
00:46:09.774 --> 00:46:11.513
Nicole Fieser: Yeah. Good questions. Say.

424
00:46:11.654 --> 00:46:25.594
Nicole Fieser: yeah, we got a lot to talk about. Y'all. Okay. So keep the questions coming. We'll go through them. We'll go through them and but again, a lot of the questions that are in the chat right now we will be talking about.

425
00:46:27.864 --> 00:46:30.573
Nicole Fieser: Alright. Y'all, hopefully, we're off to a good start.

426
00:46:31.134 --> 00:46:42.373
Nicole Fieser: I know that I think we've disabled the chat for now, because there's so many questions we want to make sure that y'all feel like you have a good solid place to ask those questions, and if needs be, we can return to them even after the training.

427
00:46:43.214 --> 00:46:44.714
Nicole Fieser: Let's keep going.

428
00:46:44.984 --> 00:46:50.064
Nicole Fieser: I know my presentation is not perfect today. Y'all, I apologize for that

429
00:46:50.664 --> 00:46:55.544
Nicole Fieser: where I would like us to go, though, is now that we've started with some of these things.

430
00:46:55.704 --> 00:46:58.543
Nicole Fieser: Let's talk about data views.

431
00:47:00.874 --> 00:47:04.034
Nicole Fieser: Data views are fantastic.

432

00:47:04.294 --> 00:47:07.363
Nicole Fieser: If I sound excited about this. I have to tell you

433
00:47:07.594 --> 00:47:15.133
Nicole Fieser: the reason that I was so excited to finally get to this training day I've been looking forward to today for like months. Truly, months

434
00:47:15.654 --> 00:47:17.614
Nicole Fieser: is because we get to talk about data views.

435
00:47:17.894 --> 00:47:19.384
Nicole Fieser: So let's talk about data views

436
00:47:19.874 --> 00:47:27.084
Nicole Fieser: for those of you. And I think there's a good number based on the questions that you all are asking. I think there's a good number of people in the room today.

437
00:47:27.264 --> 00:47:32.524
Nicole Fieser: They're like Nikki. I know the old chrono system. I'm I'm pretty good with it, right?

438
00:47:33.454 --> 00:47:41.874
Nicole Fieser: I think it would be fair, then for you to say, Hey, where's my genie's right.

439
00:47:42.014 --> 00:47:48.944
Nicole Fieser: because, frankly, the log on screen that you see now, when you log into Kronos 8

440
00:47:49.544 --> 00:47:53.373
Nicole Fieser: is radically different than what we're seeing in the future.

441
00:47:54.594 --> 00:47:59.663
Nicole Fieser: Right? This is your home screen. This is your dashboard. For the most part this really is what y'all are going to be seeing.

442

00:48:01.364 --> 00:48:08.753
Nicole Fieser: Here's the thing right. One of the questions we had as we get into the difference between genies and data views.

443
00:48:09.864 --> 00:48:19.984
Nicole Fieser: The question that's kind of in our our question bank a couple of different times. Is this really my home screen? Can I change the colors? Can I change the resolution?

444
00:48:22.334 --> 00:48:26.323
Nicole Fieser: Not on your home screen, but hear me out

445
00:48:28.124 --> 00:48:34.284
Nicole Fieser: alright? Y'all. So what's the data view? And why am I super excited to show you a data view

446
00:48:34.804 --> 00:48:37.793
Nicole Fieser: replaces your genies.

447
00:48:38.474 --> 00:48:43.093
Nicole Fieser: A data view is an interactive on-screen report.

448
00:48:44.354 --> 00:48:45.374
Nicole Fieser: Right.

449
00:48:46.164 --> 00:48:49.844
Nicole Fieser: Have you ever noticed that sometimes when you all go to training?

450
00:48:50.924 --> 00:49:00.954
Nicole Fieser: Have you ever noticed that that sometimes we spend so much time talking about how to put information in the system. Nobody ever tells us.

451
00:49:01.254 --> 00:49:07.523
Nicole Fieser: Okay, great. How do I get information back out of this system? I mean, my gosh, right.

452

00:49:08.164 --> 00:49:18.363
Nicole Fieser: folks. That's what a data view is. It's a really good way for you to sort filter, calculate, get the information out in a way that makes you happy.

453
00:49:19.044 --> 00:49:25.623
Nicole Fieser: Because again, the purpose of my training today is to try to make life easier for you. That is my only goal.

454
00:49:25.884 --> 00:49:30.903
Nicole Fieser: I recognize there's a million questions. So you know, I have a lot to live up on that. But let's talk

455
00:49:31.534 --> 00:49:39.934
Nicole Fieser: folks on the left hand side of the screen. I'm gonna click on those 3 lines and open up the Hamburger menu. Open up this main menu on the left.

456
00:49:41.414 --> 00:49:43.224
Nicole Fieser: I'm gonna scroll on down.

457
00:49:43.334 --> 00:49:45.724
Nicole Fieser: Do you see where it says data views and reports.

458
00:49:45.994 --> 00:49:50.843
Nicole Fieser: I'm going to go data views and reports down to our data view library.

459
00:49:53.624 --> 00:49:59.283
Nicole Fieser: When we come here we will have our own set of data views.

460
00:49:59.984 --> 00:50:02.114
Nicole Fieser: Now, please remember

461
00:50:02.564 --> 00:50:16.544
Nicole Fieser: that I will be conducting training for multiple groups across city of Houston, Hpd, there's some ha S stuff that I'm doing to support. So for the purposes of this training, y'all, I am showing you a lot of data views.

462
00:50:16.694 --> 00:50:29.264
Nicole Fieser: Please please do not let that overwhelm you. Your system administrators will have designated data views that are logical to your role, logical to your department.

463
00:50:29.734 --> 00:50:36.423
Nicole Fieser: My point is, I'm probably seeing more than you will at least right here. So try not to let that freak you out. Okay.

464
00:50:37.274 --> 00:50:42.824
Nicole Fieser: here's the thing I'm gonna go ahead and pick on. Oh, who do we want to pick on that I haven't picked on in a while.

465
00:50:44.674 --> 00:50:49.864
Nicole Fieser: I would like to go ahead and pick on Eric Eric Desell

466
00:50:50.754 --> 00:50:52.802
Nicole Fieser: hopefully. Eric is still with us.

467
00:50:53.634 --> 00:50:57.043
Nicole Fieser: What if let's pretend it's not January?

468
00:50:58.624 --> 00:51:00.643
Nicole Fieser: No, let's do a different example.

469
00:51:01.114 --> 00:51:06.853
Nicole Fieser: What if we said that we were going live? February 15, th right?

470
00:51:09.264 --> 00:51:14.214
Nicole Fieser: What if Eric says, okay.

471
00:51:14.344 --> 00:51:22.003
Nicole Fieser: we've gone through the 1st couple of days, maybe even the 1st week or 2 of having the new system.

472
00:51:22.144 --> 00:51:26.224
Nicole Fieser: So let's pretend it's like heading towards the end of February.

473
00:51:27.204 --> 00:51:33.623
Nicole Fieser: and Eric says, You know what? I really really want to see, what's going on with my employees.

474
00:51:34.214 --> 00:51:41.003
Nicole Fieser: Okay, notice if you will. In our data view library. You have categories.

475
00:51:41.294 --> 00:51:47.953
Nicole Fieser: you have data views for attendance. We had some questions around attendance. We'll be touching base. On that.

476
00:51:48.574 --> 00:51:54.523
Nicole Fieser: We have some data views regarding scheduling, and we have some data views regarding timekeeping.

477
00:51:55.714 --> 00:51:58.544
Nicole Fieser: So maybe Eric says, you know what

478
00:51:58.994 --> 00:52:03.514
Nicole Fieser: I'd like to see what's going on in terms of exceptions.

479
00:52:04.554 --> 00:52:07.284
Nicole Fieser: So we could come here and click on exception summary.

480
00:52:08.564 --> 00:52:15.914
Nicole Fieser: And when we come here we are seeing the exception, Summary Data View

481
00:52:16.894 --> 00:52:27.694
Nicole Fieser: and folks. Again, a data view is an interactive on screen report that allows us to sort filter, calculate our information into whatever way we want. I'm gonna show that to you.

482
00:52:28.774 --> 00:52:44.033
Nicole Fieser: But step number one is, do you remember when you were like in 4th grade, and you were learning to write a paper? And the teacher undoubtedly said something like, remember, you have to ask yourself the who, what? When? Question

483
00:52:45.134 --> 00:52:49.714
Nicole Fieser: folks every single time you access a data view.

484
00:52:50.684 --> 00:52:56.584
Nicole Fieser: right? Whether you don't love this, or you want to use this every single day for the rest of your life.

485
00:52:57.194 --> 00:53:06.454
Nicole Fieser: The very 1st thing I'm going to ask of you in order for you to love this tool is you need to ask yourself, who do I want to see?

486
00:53:06.944 --> 00:53:14.374
Nicole Fieser: When do I want to be looking at the data. And what columns of data am I expecting to see

487
00:53:15.464 --> 00:53:23.553
Nicole Fieser: every single time for every single data view? Please please ask yourself the who, what? When? Question.

488
00:53:24.094 --> 00:53:25.334
Nicole Fieser: what does that mean?

489
00:53:26.904 --> 00:53:33.333
Nicole Fieser: So the who, if we kind of follow along just underneath the title Exception, summary Data View.

490
00:53:33.584 --> 00:53:35.554
Nicole Fieser: Notice over here to the right.

491

00:53:36.104 --> 00:53:41.534
Nicole Fieser: It, says Coh. None, because there's so many folks at city of Houston.

492
00:53:42.284 --> 00:53:46.053
Nicole Fieser: Your data views default to no one.

493
00:53:46.904 --> 00:53:50.704
Nicole Fieser: But if we click in this dropdown right?

494
00:53:50.884 --> 00:53:55.694
Nicole Fieser: Your system. Administrators have created some hyper fines.

495
00:53:55.894 --> 00:53:58.144
Nicole Fieser: Y'all, these are still hyper fines.

496
00:53:58.384 --> 00:54:03.133
Nicole Fieser: filters for determining who we're gonna see in a data view.

497
00:54:03.894 --> 00:54:14.714
Nicole Fieser: hyper fines are are still useful in the new software as useful as they were in your old Kronos software.

498
00:54:15.804 --> 00:54:16.864
Nicole Fieser: Okay?

499
00:54:19.654 --> 00:54:28.054
Nicole Fieser: Oh, in this case it's a hyper. Find a filter for determining who I'm gonna choose the my reports to.

500
00:54:28.644 --> 00:54:34.324
Nicole Fieser: Okay, that answers who we're gonna see?

501
00:54:35.524 --> 00:54:36.384

Nicole Fieser: P.

502
00:54:36.804 --> 00:54:39.423
Nicole Fieser: Then we have our time period.

503
00:54:40.274 --> 00:54:43.253
Nicole Fieser: When do we want to be looking at our data.

504
00:54:45.804 --> 00:54:50.524
Nicole Fieser: The time period is based on time frames.

505
00:54:50.764 --> 00:55:00.513
Nicole Fieser: and y'all these, there's a lot of choices here. You all have a lot of choices. You can look at your employees information today, yesterday, week to date.

506
00:55:00.764 --> 00:55:05.833
Nicole Fieser: I don't know. Last 30 days last 4 weeks the last 4 quarters.

507
00:55:06.224 --> 00:55:12.374
Nicole Fieser: because UKG has given you a bunch of default timeframes by which to choose.

508
00:55:13.054 --> 00:55:24.443
Nicole Fieser: And y'all, if you do not see a timeframe that makes you super happy, that's okay, go ahead and choose the select range, and you can put in whatever range of dates floats your boat

509
00:55:24.554 --> 00:55:34.274
Nicole Fieser: by which to look at your employee. Information whether you want to look at accrual information. You want to look at scheduling information. You want to look at timekeeping information

510
00:55:34.544 --> 00:55:35.534
Nicole Fieser: right?

511
00:55:36.584 --> 00:55:41.443

Nicole Fieser: Mitch wants to see how many missed punches I've had

512
00:55:41.974 --> 00:55:45.154
Nicole Fieser: right over the last year, could he? Sure?

513
00:55:46.494 --> 00:55:47.454
Nicole Fieser: Alright.

514
00:55:47.644 --> 00:55:49.024
Nicole Fieser: But in this case

515
00:55:49.164 --> 00:55:54.564
Nicole Fieser: Eric's gonna go ahead and leave it at. Let's go and change it to the previous pay period.

516
00:55:56.224 --> 00:55:57.264
Nicole Fieser: Right?

517
00:55:59.324 --> 00:56:03.683
Nicole Fieser: So we answer the who? We answer the when

518
00:56:04.234 --> 00:56:11.513
Nicole Fieser: over here on the left we have our our selector, our data view selector that determines the what

519
00:56:12.594 --> 00:56:20.063
Nicole Fieser: folks when you choose the data view, you are determining what columns of data you're going to see

520
00:56:21.524 --> 00:56:28.914
Nicole Fieser: if you're looking at a data view. And you're like, yuck, that's not what I expected to see. That is not quite right for me.

521
00:56:29.744 --> 00:56:39.014

Nicole Fieser: Once you access one data view, you can click in this data view selector, and every data view that you as a user will have access can be found here.

522
00:56:39.684 --> 00:56:48.653
Nicole Fieser: My point is, you will not have to go all the way back out. Navigate through this main menu because, Gross, that sounds horrible.

523
00:56:48.784 --> 00:56:54.314
Nicole Fieser: If you don't like what you're seeing. Try, try again. Select a different data view.

524
00:56:54.744 --> 00:56:57.773
Nicole Fieser: Okay, here's the thing.

525
00:56:58.244 --> 00:57:00.334
Nicole Fieser: What do we do with the data views? Y'all.

526
00:57:00.784 --> 00:57:11.694
Nicole Fieser: Well, one, you see the zoom button. You can go ahead and zoom where you can increase or decrease the size of the information that you're seeing.

527
00:57:11.884 --> 00:57:17.694
Nicole Fieser: So we had that question, can we change the resolution sort of

528
00:57:17.834 --> 00:57:21.554
Nicole Fieser: sort of. And here's how you can do it, at least on a data view

529
00:57:21.684 --> 00:57:23.524
Nicole Fieser: can do it on the schedule as well.

530
00:57:25.234 --> 00:57:33.954
Nicole Fieser: I think the big win, though, is, you do have the ability to sort filter. Do what you want to get the data that you actually need

531

00:57:34.864 --> 00:57:42.434
Nicole Fieser: folks. You can either click on the refine button to open up the refine panel, to sort, filter, group and calculate.

532
00:57:43.164 --> 00:57:46.453
Nicole Fieser: or if you want, you can just click on these column headers

533
00:57:46.734 --> 00:57:52.664
Nicole Fieser: click in the dropdown and say, do you want to sort your information ascending, descending?

534
00:57:53.534 --> 00:57:56.923
Nicole Fieser: Do you want to go ahead and see Mins or Maxes

535
00:57:58.044 --> 00:58:02.173
Nicole Fieser: right? Do you want to see the average number of I don't know

536
00:58:02.944 --> 00:58:06.954
Nicole Fieser: whatever you want to see. Maybe it's how the average number of missed punches.

537
00:58:07.284 --> 00:58:09.043
Nicole Fieser: You could set up an average.

538
00:58:10.214 --> 00:58:16.754
Nicole Fieser: You want to see the total number of unexcused absences you can sort ascending, descending.

539
00:58:16.864 --> 00:58:18.944
Nicole Fieser: You can set up calculations.

540
00:58:20.564 --> 00:58:22.344
Nicole Fieser: Isn't that kind of cool.

541
00:58:23.214 --> 00:58:31.494

Nicole Fieser: I'm hoping you think that's kind of cool that you can go ahead and see. On average, in the previous pay period I had 4 missed punches.

542
00:58:33.314 --> 00:58:42.004
Nicole Fieser: Maybe you want to change the time period to the last 4 quarters, and you want to see, on average, how many unexcused absences did my people have

543
00:58:43.834 --> 00:58:54.304
Nicole Fieser: from any data view in the software, you do have the ability to either click on that refine button or click on the dropdown and sort the data into something that's logical to you.

544
00:58:55.264 --> 00:59:00.624
Nicole Fieser: Once you've sorted that data into something that's logical to you. Do you see the share button

545
00:59:01.234 --> 00:59:05.453
Nicole Fieser: you have the ability to export it. You have the ability to print it

546
00:59:05.874 --> 00:59:11.314
Nicole Fieser: where you can export the data to excel, or a Csv right

547
00:59:12.414 --> 00:59:14.794
Nicole Fieser: and do with it from there as you will.

548
00:59:17.664 --> 00:59:21.824
Nicole Fieser: Alright. Y'all, I think data views are fantastic.

549
00:59:22.224 --> 00:59:23.524
Nicole Fieser: I think

550
00:59:24.134 --> 00:59:35.263
Nicole Fieser: if I go to like an employee summary, we can. We can really choose and get into what data we need to find out about our people about their work habits.

551

00:59:35.724 --> 00:59:39.593
Nicole Fieser: I mean, there's some really good information. Here's an employee. Summary.

552
00:59:40.124 --> 00:59:41.853
Nicole Fieser: Right? Look at that.

553
00:59:43.714 --> 00:59:47.674
Nicole Fieser: Anybody kind of excited about the idea of the data view?

554
00:59:48.924 --> 00:59:55.474
Nicole Fieser: Are there still standard reports? Yes. Will we look at standard reports towards the end of the training also. Yes.

555
00:59:56.354 --> 01:00:03.213
Nicole Fieser: the value, though, of these data views, is that you really can sort filter, set it up over whatever timeframe

556
01:00:04.254 --> 01:00:05.944
Nicole Fieser: make sense to you.

557
01:00:06.844 --> 01:00:10.204
Nicole Fieser: The goal here is to make life easier for you.

558
01:00:11.844 --> 01:00:16.614
Nicole Fieser: and Summer says we are super excited about data views. Thank you for that summer.

559
01:00:17.904 --> 01:00:21.543
Nicole Fieser: Marta says, where can we see the summary of sick leave taken

560
01:00:23.344 --> 01:00:31.784
Nicole Fieser: right, Marta. There are a number of different data views. There are a number of different data views that would show you that.

561

01:00:33.834 --> 01:00:35.054
Nicole Fieser: Let's go down here.

562
01:00:35.394 --> 01:00:47.754
Nicole Fieser: You could do a pay period review. You could do a reconcile time card over whatever time period makes sense, and then you could choose right in this sort or the filter, to just see the sick pay code

563
01:00:48.744 --> 01:00:54.454
Nicole Fieser: or sick leave time taken, Eric says, can we print? You bet

564
01:00:54.924 --> 01:01:01.433
Nicole Fieser: you bet you can print them. So when we share, if I click on that share button, Eric, you can either export it or print it

565
01:01:02.914 --> 01:01:04.334
Nicole Fieser: absolutely. Yes.

566
01:01:08.444 --> 01:01:11.004
Nicole Fieser: Okay. So here's my challenge.

567
01:01:11.174 --> 01:01:12.234
Nicole Fieser: You're welcome.

568
01:01:12.774 --> 01:01:14.963
Nicole Fieser: Y'all. My challenge to you is this.

569
01:01:15.114 --> 01:01:20.443
Nicole Fieser: this is a win for you, my people. You are the ones that I care about today.

570
01:01:22.204 --> 01:01:25.893
Nicole Fieser: My ask of you. Right? Don't you like it? A challenge.

571
01:01:26.734 --> 01:01:36.674

Nicole Fieser: my ask of you is, explore your data views as soon as you get access to your software. And as you go, live and data starts showing up.

572
01:01:37.044 --> 01:01:41.234
Nicole Fieser: go in and and tear it up. You're not going to break this.

573
01:01:41.934 --> 01:01:53.624
Nicole Fieser: Accept my challenge, choose to sort and filter and calculate. If there's an empty column that you'd like Ew. Gross, it's empty. Hide it, get rid of it, make it go away.

574
01:01:54.834 --> 01:01:55.794
Nicole Fieser: Okay.

575
01:02:00.344 --> 01:02:01.624
Nicole Fieser: alright.

576
01:02:01.774 --> 01:02:15.084
Nicole Fieser: And Summer says, export to excel or Csv. By default. Right now it's exporting to Csv. But you can change it once you export it to Csv, you can. You can go ahead and do what you want and turn it into excel. Of course.

577
01:02:16.914 --> 01:02:20.264
Nicole Fieser: Summer says. And can we save custom data views?

578
01:02:20.784 --> 01:02:28.933
Nicole Fieser: Dwayne, totally putting you on the spot? Are we going to allow folks to save their custom data view. So once they've sorted, filtered, and calculated.

579
01:02:29.304 --> 01:02:33.623
Nicole Fieser: will anybody in the room today have the ability to save them? Are we going to allow that.

580
01:02:34.514 --> 01:02:35.594
Dwayne SantaCruz: I don't believe so.

581
01:02:36.044 --> 01:02:36.684
Nicole Fieser: Okay.

582
01:02:37.254 --> 01:02:38.053
Dwayne SantaCruz: I'd have to look.

583
01:02:38.054 --> 01:02:39.743
Dwayne SantaCruz: I thought we. I think we turned that off.

584
01:02:40.254 --> 01:02:45.383
Nicole Fieser: Okay, so not not for now. Summer, but you never know not, for now.

585
01:02:46.624 --> 01:02:53.504
Nicole Fieser: And Karina says if we put in a request to be on vacation. Can we make changes once it has been approved by your manager.

586
01:02:53.724 --> 01:02:55.543
Nicole Fieser: Dwayne. Do you want to take that?

587
01:02:55.894 --> 01:02:59.914
Nicole Fieser: Sure allow folks to rescind vacation time after approval.

588
01:03:00.504 --> 01:03:13.494
Dwayne SantaCruz: Yes, once the the time off request is approved. Then you have to submit. Submit a cancellation request just like you do in a current system, you submit a cancellation and then resubmit the correct request.

589
01:03:20.734 --> 01:03:29.083
Nicole Fieser: Alright and schedules schedules we typically have to enter. They typically don't come over in the imports.

590
01:03:29.434 --> 01:03:30.224
Dwayne SantaCruz: That's correct.

591
01:03:31.014 --> 01:03:32.123
Nicole Fieser: Okay. So we're not gonna.

592
01:03:32.124 --> 01:03:45.783
Dwayne SantaCruz: It'll be. It'll be a good practice. It'll be be a good practice for future schedule changes or creations. So yes, everyone is gonna have to recreate their schedules in the new app in the upgraded application.

593
01:03:46.354 --> 01:04:11.023
Denise Lewellen: And and Ara sent a communication out to all Manager Supervisor that that data entry of schedules is starts Monday, the 13.th This coming Monday through February 7.th So, if you please, look back on your communications because it gives you all that you need. There's also an entering schedule. Quick reference guide you can use along with that to to enter those schedules. So there is a 3 week period to do that.

594
01:04:17.064 --> 01:04:33.494
Nicole Fieser: Right and the leave case editor. So one. If I'm mispronouncing your name, I apologize. If you have access, you're gonna have leave of absence, and you will go from there. So if that's something that you typically manage, we'll make sure that you have the appropriate information.

595
01:04:33.714 --> 01:04:34.394
Nicole Fieser: Bye?

596
01:04:37.524 --> 01:04:39.623
Nicole Fieser: So yeah. So lots of questions.

597
01:04:42.654 --> 01:04:49.174
Nicole Fieser: so will it be cut and paste. Kevin. I'm not sure I fully understand your question. If you want to give additional information.

598
01:04:49.284 --> 01:04:52.284
Nicole Fieser: I'm thinking you might be asking about the schedules.

599
01:04:52.464 --> 01:04:56.463
Nicole Fieser: But you know what they say about people who assume right? So I'm gonna try not to assume.

600
01:04:58.944 --> 01:04:59.934
Dwayne SantaCruz: Barnacle.

601
01:05:03.212 --> 01:05:16.283
Nicole Fieser: Actually, Dwayne, I'm gonna pick on you for this one, Eric. Nino, I think this is a good question, because I think this probably is applicable to multiple folks. Are we able to see all staff in our department, or will it only show our direct reports.

602
01:05:16.714 --> 01:05:33.154
Dwayne SantaCruz: Only your direct reports for the most part, unless you are timekeeper. From what I heard a new decision was made about timekeepers in certain departments but if you're just a a normal manager, then you would only see your direct reports.

603
01:05:38.734 --> 01:05:44.193
Nicole Fieser: Okay. So, Kevin, I'm gonna circle back. So, Kevin, you can actually copy and paste within the software.

604
01:05:44.514 --> 01:05:53.132
Nicole Fieser: I have not seen it be successful if I copy and paste from old Kronos to new MyCOH time, I've not seen that be successful.

605
01:05:53.894 --> 01:05:56.694
Nicole Fieser: And I've been doing this of 20 years. So.

606
01:05:56.864 --> 01:05:57.744
Dwayne SantaCruz: Nope, the 5.th

607
01:05:57.744 --> 01:06:01.843
Dwayne SantaCruz: The fields are different, the fields are different, so you can't copy and paste.

608
01:06:02.704 --> 01:06:04.044
Nicole Fieser: You're gonna be joining it.

609
01:06:04.044 --> 01:06:09.684
Dwayne SantaCruz: Yeah, rebuild it that get in the habit of rebuilding that help you learn. So learn by doing.

610
01:06:10.784 --> 01:06:13.714
Nicole Fieser: Like the way you think, sir, that's right. That's right.

611
01:06:14.164 --> 01:06:26.984
Nicole Fieser: So, Kevin, you're going to be building within the system, my friend. Yes, Cassandra. This system is replacing Kronos. And then last question before we move on. Because I think this is a fair question, though it kind of makes my heart hurt Cassandra.

612
01:06:27.174 --> 01:06:34.613
Nicole Fieser: Just so, you know. No, it was Aaron. I apologize, Erin Thomas. My heart's hurting a little here, but I'm going to answer you truthfully.

613
01:06:34.834 --> 01:06:38.414
Nicole Fieser: Yes, you can print out your schedule, my friend.

614
01:06:38.704 --> 01:06:43.853
Nicole Fieser: my only caveat to that, and I'll show you right cause that's fair, I mean, that's I mean, that's fair.

615
01:06:44.424 --> 01:06:48.394
Nicole Fieser: If the schedule changes, we, you know, when we print it.

616
01:06:49.664 --> 01:06:57.673
Nicole Fieser: they might not see the latest and greatest. But yeah, we'll talk through that. I mean, I think that's a fair question, because some departments, you know, need that. And I totally get that.

617
01:06:58.114 --> 01:06:58.864
Nicole Fieser: Okay.

618
01:06:59.624 --> 01:07:01.355
Dwayne SantaCruz: So to add on to that

619
01:07:03.454 --> 01:07:13.693
Dwayne SantaCruz: Most employees will have the ability to have the schedule right in the mobile app. So why would you need to print it? Kill trees right, just open the app and look at your schedule.

620
01:07:14.124 --> 01:07:16.183
Dwayne SantaCruz: and you would have the latest, greatest.

621
01:07:16.694 --> 01:07:17.714
Nicole Fieser: Exactly.

622
01:07:17.883 --> 01:07:23.854
Nicole Fieser: And y'all it is my intention. So I'm gonna I'm gonna take a look at one more question, and then we're gonna move on. For now.

623
01:07:23.954 --> 01:07:26.913
Nicole Fieser: folks, I want to show you mobile today.

624
01:07:27.044 --> 01:07:35.364
Nicole Fieser: I know that there's some outstanding questions. So I'm hoping that we have enough time together today that, you know, I am prepared to show you mobile.

625
01:07:35.494 --> 01:07:40.924
Nicole Fieser: So let's kind of talk through that. Since we're touching base on that now, and we're getting ready to get into schedules.

626
01:07:41.504 --> 01:07:45.633
Nicole Fieser: folks, all the clicks that I'm showing you today.

627
01:07:45.803 --> 01:07:52.183
Nicole Fieser: Obviously, right now, up until this moment I am showing you the desktop application.

628
01:07:52.803 --> 01:07:57.603

Nicole Fieser: the really cool thing, and something that I'm hoping makes your life so much better

629
01:07:58.034 --> 01:08:01.884
Nicole Fieser: is that you know I hope your folks will use Mobile.

630
01:08:02.164 --> 01:08:12.384
Nicole Fieser: The good news of the day is the clicks that we are making here right? You know the idea of going home, and the idea of the tiles on your home screen on your dashboard.

631
01:08:12.844 --> 01:08:19.894
Nicole Fieser: The same layout with the same clicks happen in Mobile, and I intend on proving that to you today.

632
01:08:21.324 --> 01:08:22.344
Nicole Fieser: Okay.

633
01:08:26.304 --> 01:08:31.424
Nicole Fieser: Rita says I was told there was an in person class. Is this zoom class the same as in person?

634
01:08:32.066 --> 01:08:34.883
Nicole Fieser: I will defer. This is this is what

635
01:08:35.964 --> 01:08:44.843
Nicole Fieser: we are doing to help kick you all off, for sure, but I don't know if there will be more that maybe a department person is talking to you about. I will leave that

636
01:08:45.034 --> 01:08:47.784
Nicole Fieser: Dwayne. Do you want to hand? Take that question, my friend.

637
01:08:47.784 --> 01:09:09.623
Dwayne SantaCruz: I I it'd be the same answer as yours. If a department if your subject matter expert, or your department Rep is saying that they will do in person with like an Hpw. Then you probably will have in person training. So but as of right now, this is what we have. We have these these webinars as well as self paced training on Lms.

638
01:09:11.874 --> 01:09:15.624
Nicole Fieser: Perfect, all right.

639
01:09:16.264 --> 01:09:23.943
Nicole Fieser: And, Dwayne, there's a lot of questions to you all. I I think we've had over 6 or 8 questions regarding delegation.

640
01:09:24.304 --> 01:09:30.693
Nicole Fieser: Delegation is one of my favorite things. Dwayne, will folks be able to do that? Are we allowing them to do that?

641
01:09:31.274 --> 01:09:33.104
Dwayne SantaCruz: Yes, they will be able to delegate.

642
01:09:33.664 --> 01:09:43.764
Dwayne SantaCruz: and they will have to delegate all over. If they have current delegation set up, they would have to re-delegate their employees in the new and the upgraded application.

643
01:09:44.674 --> 01:09:45.474
Nicole Fieser: Perfect.

644
01:09:45.714 --> 01:09:49.354
Nicole Fieser: Thank you, sir, so folks, I will add, in

645
01:09:50.664 --> 01:10:15.193
Nicole Fieser: which means I gotta talk really fast now, right? I do want to show you all mobile, and I would like to. We have a lot of requests in the chat in the question to talk through some delegation, and where that can happen, folks, it can happen from so many different spots in the software. It's going to be bananas for you. It's so easy. But delegation is still a thing. It's easy, Peasy, and I'll show it to you before our time together is over, at least where you can go

646
01:10:16.834 --> 01:10:17.734
Nicole Fieser: to do it.

647
01:10:18.084 --> 01:10:19.264
Nicole Fieser: Okie Dokie.

648
01:10:20.704 --> 01:10:22.644
Nicole Fieser: Yeah, good questions. Say, y'all.

649
01:10:29.104 --> 01:10:34.513
Nicole Fieser: And Eric, hopefully, you heard the question. Right? So delegation is gonna have to be redone in the new software.

650
01:10:35.364 --> 01:10:39.994
Dwayne SantaCruz: Can I answer? Answer a question? Live? It might answer a lot of questions that's online.

651
01:10:40.613 --> 01:10:53.183
Dwayne SantaCruz: Will historical data be available in a new system, or only 2, 15 going forward, 2, 15 going forward is, there's no historical data coming from the legacy system.

652
01:10:53.504 --> 01:10:55.644
Dwayne SantaCruz: So you would. Everything would have to

653
01:10:55.874 --> 01:11:00.113
Dwayne SantaCruz: be in the new system, going forward after 2 after the go live date.

654
01:11:02.264 --> 01:11:19.683
Dwayne SantaCruz: If you would need information from the legacy system, you would have to put in a request to your payroll rep, and they'll they'll have access to the current application to extract data for attendance or any reason right? But going forward, all the data will be fresh, new inside the new application.

655
01:11:24.524 --> 01:11:25.294
Nicole Fieser: Awesome.

656
01:11:26.134 --> 01:11:28.244
Nicole Fieser: Thank you, Dwayne. I really appreciate it.

657
01:11:29.514 --> 01:11:32.564
Nicole Fieser: Alright. Y'all, we're going to keep going.

658
01:11:34.112 --> 01:11:57.104
Nicole Fieser: Again. More information to come. There's questions regarding communication. And when are we going to get the URL and the mobile app folks? Typically, we don't give the mobile app until just it go live. And there's really good reasons for that. So again, more information is coming. The idea of today is to one we're trying to go a little deeper than just your your pre learning to this.

659
01:11:57.274 --> 01:12:06.663
Nicole Fieser: And obviously, there's a lot a lot of questions. And so we are gonna work on continuing to get to your questions and make sure that you guys are okay. Alright.

660
01:12:09.324 --> 01:12:10.544
Nicole Fieser: alright.

661
01:12:12.204 --> 01:12:18.773
Nicole Fieser: Dwayne. The timekeeping process seems fairly easy. I was asking for employees. That work overtime. Will the data views adjust accordingly.

662
01:12:19.634 --> 01:12:24.983
Nicole Fieser: Shaun Shanti. If I'm mispronouncing your name, I apologize. It's a cool name. But

663
01:12:26.254 --> 01:12:36.533
Nicole Fieser: your data views are your data views, meaning when you click on your data view library. Whatever data views you have access to or granted to you by your system administrators.

664
01:12:37.024 --> 01:12:47.153
Nicole Fieser: you then get to choose what data view makes sense for you to look at a specific piece of data. If you want to look at overtime, for example.

665
01:12:47.584 --> 01:13:03.794
Nicole Fieser: you can look at a lot of different things. You can look at the pay period closed. Pay period review, right? You can look at your approved time cards. There's a lot just here that you can look at over whatever timeframe makes sense

666
01:13:04.674 --> 01:13:07.044
Nicole Fieser: in order to identify that information.

667
01:13:10.884 --> 01:13:11.694
Nicole Fieser: Okay.

668
01:13:16.374 --> 01:13:19.893
Nicole Fieser: alright. Y'all, we're gonna keep going. We're gonna keep going.

669
01:13:20.524 --> 01:13:32.513
Nicole Fieser: Let's introduce schedules. Let's introduce schedules again as a gentle reminder. About 30Â min. We are going to take our one and only break of the day. See some questions regarding breaks and lunch

670
01:13:32.924 --> 01:13:43.103
Nicole Fieser: folks. Please remember we're only taking one short break of the day. We're going to take a 15Â min break in about 30Â min, Okie Dokie.

671
01:13:44.394 --> 01:13:51.893
Nicole Fieser: Alright. Y'all, I'm gonna jump back home! Clicked on that home icon in the upper left hand corner. We came back to our home screen, back to our dashboard.

672
01:13:52.774 --> 01:13:58.634
Nicole Fieser: Let's talk about accessing schedules. Talk about accessing schedules.

673
01:14:00.014 --> 01:14:07.354
Nicole Fieser: There are so many different ways for you to be able to get into your employees. Schedules.

674
01:14:08.294 --> 01:14:10.704
Nicole Fieser: Why is this important?

675
01:14:12.204 --> 01:14:18.734

Nicole Fieser: If you never had formal Kronos training again for those of you that are coming from the old system right?

676
01:14:20.544 --> 01:14:21.974
Nicole Fieser: Here's the thing.

677
01:14:22.934 --> 01:14:31.653
Nicole Fieser: When we think about Kronos. And and honestly, after you leave here today, when you're thinking about your new, MyCOH time system.

678
01:14:32.094 --> 01:14:37.024
Nicole Fieser: it's so easy for our brains to consistently be thinking about.

679
01:14:38.164 --> 01:14:41.454
Nicole Fieser: Oh, it's time cards, right? This is all about my time card.

680
01:14:41.984 --> 01:14:46.023
Nicole Fieser: and it's about my, my people's pay. Right? That's what we're really talking about.

681
01:14:46.774 --> 01:14:54.593
Nicole Fieser: Yeah sort of. But no, the reason that we need to get into our schedules. Folks

682
01:14:55.154 --> 01:14:59.224
Nicole Fieser: schedules are what makes the timekeeping system smart

683
01:14:59.914 --> 01:15:10.623
Nicole Fieser: without schedules our people there would be no way for the timekeeping system to be smart enough to know who's laid in, who's early out, who has an unexcused absence.

684
01:15:12.084 --> 01:15:15.443
Nicole Fieser: So do schedules matter? Absolutely. Yes.

685
01:15:16.184 --> 01:15:25.474

Nicole Fieser: Okay. Which is why, then, we've given you so many different ways by which to access your schedules right?

686
01:15:25.854 --> 01:15:32.074
Nicole Fieser: One way. Not the only way is, of course, you all are. Gonna have this manage schedule tile.

687
01:15:32.454 --> 01:15:38.313
Nicole Fieser: and when you look at this, manage schedule tile, you can click on that broken or bent right facing arrow.

688
01:15:38.504 --> 01:15:44.784
Nicole Fieser: which we're gonna do in a second. Just so, you know, cause right, I'm trying to sell you on the tiles today.

689
01:15:45.104 --> 01:15:48.114
Nicole Fieser: and that's going to get us into our schedule, planner.

690
01:15:49.124 --> 01:15:50.434
Nicole Fieser: But remember.

691
01:15:50.954 --> 01:15:55.064
Nicole Fieser: I'm picking on Mitch Mitch. I'm gonna get off my high horse here in a second, I promise.

692
01:15:55.564 --> 01:16:01.084
Nicole Fieser: But if I were working for Mitch and Mitch went into that employee, search right

693
01:16:02.104 --> 01:16:11.463
Nicole Fieser: where we said that you could go ahead and select your employee, and then use that. Go to and go directly to that employee schedule. That's another way to get to your schedule

694
01:16:12.604 --> 01:16:24.713
Nicole Fieser: for those of you in the room that I again I think y'all are just being super polite to me where you think to yourself. Don't love the tile. She's not. She's not selling it. No, not selling it to me today.

695
01:16:25.104 --> 01:16:27.453
Nicole Fieser: Y'all in that main menu on the left.

696
01:16:27.924 --> 01:16:30.263
Nicole Fieser: You can always go into your schedule here.

697
01:16:30.534 --> 01:16:33.214
Nicole Fieser: and that's just some of the ways folks.

698
01:16:34.394 --> 01:16:43.024
Nicole Fieser: So let's get into our schedule. I'm going to go ahead and click on that manage schedule tile. I'm going to click on that broken or bent right? Facing arrow.

699
01:16:45.244 --> 01:16:46.154
Nicole Fieser: Okay?

700
01:16:47.874 --> 01:16:54.543
Nicole Fieser: And here's what we see truthfully, the schedule planner

701
01:16:54.944 --> 01:16:57.333
Nicole Fieser: is really nothing more than a data view.

702
01:16:58.354 --> 01:17:03.573
Nicole Fieser: Do you remember how I said, every single time you access the data view, the very 1st thing

703
01:17:03.834 --> 01:17:07.124
Nicole Fieser: I want to pop into your brain is

704
01:17:07.464 --> 01:17:10.923
Nicole Fieser: the who? What? When? Question every single time.

705
01:17:11.284 --> 01:17:14.793

Nicole Fieser: y'all the same is gonna be true for the scheduled planner.

706
01:17:15.344 --> 01:17:22.954
Nicole Fieser: Who am I expecting to see? When am I expecting to see it. And what columns of data am I expecting to see here?

707
01:17:24.104 --> 01:17:35.384
Nicole Fieser: So for the purposes of this training? And remember, I recognize that some of you have a lot of direct reports. Some of you have to see whole departments.

708
01:17:35.824 --> 01:17:38.904
Nicole Fieser: so don't forget it starts with that hyper. Find.

709
01:17:39.764 --> 01:17:47.194
Nicole Fieser: Who are you going to see, I'm going to choose the my reports to the time period.

710
01:17:48.794 --> 01:17:52.573
Nicole Fieser: the time period. You know what? I'm gonna go ahead and choose.

711
01:17:53.094 --> 01:17:59.494
Nicole Fieser: Oh, I'm gonna go ahead and choose the current schedule period the same.

712
01:18:01.404 --> 01:18:10.293
Nicole Fieser: And I'm gonna choose to view for now bear with me all I'm gonna choose to view by employee.

713
01:18:10.724 --> 01:18:16.374
Nicole Fieser: Okay, all right, what do we get to see here?

714
01:18:18.614 --> 01:18:19.973
Nicole Fieser: I get to see a lot.

715
01:18:20.634 --> 01:18:26.594
Nicole Fieser: So one let me go ahead. And so we can see our team, our our people's names.

716
01:18:27.354 --> 01:18:29.513
Nicole Fieser: Let's talk about accessing our tools.

717
01:18:30.184 --> 01:18:35.553
Nicole Fieser: Okay, the 1st thing in the upper left hand side of the screen, you have a show hide button

718
01:18:35.834 --> 01:18:40.774
Nicole Fieser: folks. If I go and click on that show hide button. That's gonna open up the show hide panel.

719
01:18:41.294 --> 01:18:46.074
Nicole Fieser: You get to decide how you want to see your people's schedules.

720
01:18:46.804 --> 01:19:01.733
Nicole Fieser: Do you want to see availability? Do you want to choose how things are displayed? Do you want to choose pay codes long names, short names what should or should not display on your your schedule.

721
01:19:03.204 --> 01:19:15.363
Nicole Fieser: If you have never played with the show hide button, I encourage you to do so because that's going to allow you to set up your schedule, Planner, the way that makes sense to you. What makes you comfortable?

722
01:19:15.684 --> 01:19:16.534
Nicole Fieser: Okay.

723
01:19:18.014 --> 01:19:31.374
Nicole Fieser: from there to the right. We talked about the zoom button again. I know we've had some questions around that today. The zoom button where you can go ahead and and kind of see, you know, increase or decrease the size of the schedule planner.

724
01:19:32.624 --> 01:19:38.514
Nicole Fieser: And then we have the Gantt view versus the default table view.

725
01:19:39.864 --> 01:19:42.824
Nicole Fieser: Okay, here's the thing.

726
01:19:43.144 --> 01:19:50.424
Nicole Fieser: Here's the thing you get to decide again, not just through the show hide button.

727
01:19:50.954 --> 01:19:57.584
Nicole Fieser: but also through the gantt or the table view. How you wish your schedule to be displayed.

728
01:19:58.534 --> 01:20:13.304
Nicole Fieser: If you have people that are working split shifts, if you have people that are perhaps working part of the day and planning on taking part of the day off, so they would have scheduled work time and

729
01:20:13.484 --> 01:20:16.583
Nicole Fieser: maybe scheduled unworked. Time.

730
01:20:16.764 --> 01:20:17.804
Nicole Fieser: Right?

731
01:20:18.234 --> 01:20:23.573
Nicole Fieser: You might decide to look at the schedule planner and the gantt view.

732
01:20:23.694 --> 01:20:26.553
Nicole Fieser: because it's broken out into shorter increments.

733
01:20:28.184 --> 01:20:34.394
Nicole Fieser: However, there are going to be some people that are like that is the ugliest looking schedule I think I have ever seen.

734
01:20:34.804 --> 01:20:50.894
Nicole Fieser: which is why the default view at city of Houston is the more traditional view. This is hopefully what most of you all are used to seeing hopefully. This makes sense to you. Okay, my point is play with it.

735
01:20:51.474 --> 01:20:59.113
Nicole Fieser: Here. I am trying to convince you all that, hey? These schedules are super super important, and they are. Y'all they are important.

736
01:21:00.744 --> 01:21:05.583
Nicole Fieser: If it's important, then we want you to make sure that you are at your most comfortable

737
01:21:06.124 --> 01:21:11.184
Nicole Fieser: looking at it, making changes to it, doing what needs to be done to make your people's schedules right?

738
01:21:11.714 --> 01:21:12.504
Nicole Fieser: Okay?

739
01:21:13.564 --> 01:21:16.343
Nicole Fieser: Y'all, let's talk about accessing our schedule tools.

740
01:21:17.164 --> 01:21:18.064
Nicole Fieser: Alrighty.

741
01:21:19.234 --> 01:21:26.623
Nicole Fieser: So, number one, I'm going to show you 3 different ways by which to access your scheduling tools.

742
01:21:27.674 --> 01:21:36.743
Nicole Fieser: If you were paying super close attention at the beginning of the training. Y'all, I said, there were like 5 to 8 different ways

743
01:21:37.294 --> 01:21:40.513
Nicole Fieser: by which to make changes to your employees. Schedules.

744
01:21:41.794 --> 01:21:43.734
Nicole Fieser: I'm showing you 3 of them.

745
01:21:44.494 --> 01:21:54.843
Nicole Fieser: So that means, then don't be surprised that when you go into the system, once that information is shared out with you, and you do get access to the actual environment.

746
01:21:55.724 --> 01:22:06.053
Nicole Fieser: Heck! I'm excited. I'm hoping somebody will email me. And yes, I'll be posting my email address at the end to say you're right. I found a new way to schedule, and I like my way better than your way.

747
01:22:06.304 --> 01:22:07.704
Nicole Fieser: That would be awesome.

748
01:22:07.874 --> 01:22:09.174
Nicole Fieser: That would be so awesome.

749
01:22:09.364 --> 01:22:14.614
Nicole Fieser: So let me show you the 3 basic ways, knowing you'll probably find some cool shortcuts

750
01:22:15.614 --> 01:22:23.473
Nicole Fieser: the 1st way, but not the only way by which to access our scheduling tools. Y'all excuse me. Do you see that quick actions button?

751
01:22:24.104 --> 01:22:27.194
Nicole Fieser: We can go ahead and click on that quick actions button.

752
01:22:27.564 --> 01:22:32.203
Nicole Fieser: which is kind of fun to do, kind of fun, because it

753
01:22:32.354 --> 01:22:36.934
Nicole Fieser: kind of slides and kind of cool right a little bit, anyway.

754
01:22:38.974 --> 01:22:43.354
Nicole Fieser: And when we open it up, notice. We get

755
01:22:43.704 --> 01:22:47.314
Nicole Fieser: our scheduling tools like adding a pay code

756
01:22:47.644 --> 01:22:52.484
Nicole Fieser: we've had. I think it might have been Erin. We had a couple of folks ask about sick pay codes.

757
01:22:52.774 --> 01:23:06.944
Nicole Fieser: We had some questions around copying and pasting. I said, No, you can't copy and paste from old Kronos to new, but within the new MyCOH time system. You bet you can copy and paste shifts, copy and paste pay codes. That's right here.

758
01:23:07.324 --> 01:23:11.533
Nicole Fieser: Okay, here's the thing.

759
01:23:11.734 --> 01:23:20.894
Nicole Fieser: I'm betting that some people will love the usability of this quick actions, toolbar and other folks won't.

760
01:23:22.114 --> 01:23:30.274
Nicole Fieser: So this is just one way by which to use the tools of managing our schedule a second way.

761
01:23:30.764 --> 01:23:38.374
Nicole Fieser: very much like your old Chronos system is to simply right click on your employee's name.

762
01:23:38.514 --> 01:23:44.984
Nicole Fieser: because when we go to right click on the employee's name. Not only do we get a nice summary of the employee right?

763
01:23:45.124 --> 01:23:50.384
Nicole Fieser: What their employee id is. You know what their primary work location is

764
01:23:50.544 --> 01:23:55.374
Nicole Fieser: what their overall scheduled hours for the time period is. You get some nice information.

765
01:23:55.774 --> 01:23:59.904
Nicole Fieser: but it is here where you can add a shift. You can add a pay code.

766
01:24:00.374 --> 01:24:04.894
Nicole Fieser: You can add a schedule pattern we're going to look at.

767
01:24:06.354 --> 01:24:09.073
Nicole Fieser: and you have the go to

768
01:24:09.554 --> 01:24:15.274
Nicole Fieser: folks. I told you at the beginning of this training that I was going to make a big deal about a couple of things.

769
01:24:15.474 --> 01:24:17.553
Nicole Fieser: I kind of want to make a big deal here

770
01:24:17.924 --> 01:24:20.263
Nicole Fieser: and let me explain myself why.

771
01:24:22.024 --> 01:24:29.393
Nicole Fieser: you know how I keep saying that the new system is supposed to be more efficient. That's something that my company promised your your organization

772
01:24:29.604 --> 01:24:39.633
Nicole Fieser: right interestingly, and it's in almost no written documentation. I don't know why.

773
01:24:39.764 --> 01:24:43.894
Nicole Fieser: So I'm making a big deal about it, because I want you guys to know. Make your lives easier.

774
01:24:44.974 --> 01:24:51.903
Nicole Fieser: folks. You can right click from the schedule and you can use this. Go to control, to go back to the employees. Time card

775
01:24:52.464 --> 01:25:06.253
Nicole Fieser: you can go. We had. I think it was one that asked about the leave of absence. Okay, well, if you have somebody that if you're somebody that deals with leave of absence. There you go. If you're somebody that likes to go. Look at your employees. Attendance details. There it is

776
01:25:07.284 --> 01:25:08.284
Nicole Fieser: right.

777
01:25:10.204 --> 01:25:15.094
Nicole Fieser: The go to control is what's there's a phrase

778
01:25:15.264 --> 01:25:33.024
Nicole Fieser: right? It's hiding in plain sight. But, oh, my gosh! How much easier is it for you to be able to bounce around to an employee's time card or back to an attendance record versus having to go all the way back to your dashboard, or opening up that main menu on the left.

779
01:25:33.564 --> 01:25:35.424
Nicole Fieser: That sounds horrible to me.

780
01:25:35.634 --> 01:25:46.063
Nicole Fieser: Don't forget the right click and that go to. Yes, I'm beating the dead horse. Yes, I'm doing it intentionally. I want you all to make your lives that easier and better.

781
01:25:47.534 --> 01:25:48.414
Nicole Fieser: So

782
01:25:48.594 --> 01:26:04.364
Nicole Fieser: 3, I said. We're talking 3 ways by which to access our scheduling tools right? We've got our quick actions, toolbar. We've got our right click on the employee's name, and if that doesn't work for you, if you're like oh, yuck! I don't like any of those ways, Nikki.

783
01:26:05.564 --> 01:26:11.363
Nicole Fieser: You can simply go ahead and right click on a shift within the schedule planner.

784
01:26:11.524 --> 01:26:19.764
Nicole Fieser: where you can either add or edit a shift, add a pay code, delete, cut, copy, paste the whole 9 yards.

785
01:26:21.034 --> 01:26:25.264
Nicole Fieser: folks. We're gonna take a walk through using each of those 3 different tools.

786
01:26:25.774 --> 01:26:32.404
Nicole Fieser: And certainly before we take our break, because again, I think you're gonna say, Checkmark, Nikki. I got it

787
01:26:33.454 --> 01:26:35.904
Nicole Fieser: before I do that, though. Couple things.

788
01:26:36.014 --> 01:26:40.903
Nicole Fieser: Notice if you will. Not only do we have our toolbar, and then, obviously, the schedule planner Grid.

789
01:26:41.464 --> 01:26:44.763
Nicole Fieser: Notice, please, if you will, at the very bottom of the screen.

790
01:26:44.944 --> 01:26:52.024
Nicole Fieser: You have your schedule tabs, your schedule, planner Tabs.

791
01:26:52.694 --> 01:26:54.934
Nicole Fieser: I want to start with the audit trail. Y'all.

792
01:26:55.464 --> 01:27:00.974
Nicole Fieser: I don't mean this in any sort of ugly way. I try not to be ugly, right?

793
01:27:01.974 --> 01:27:11.273
Nicole Fieser: I think it's important that you know that every single change that you, or even another manager or supervisor type person. Anybody makes really

794
01:27:11.464 --> 01:27:18.553
Nicole Fieser: to a schedule. Every single change is being tracked in the audits. Tab the audits trail.

795
01:27:18.984 --> 01:27:20.994
Nicole Fieser: So if I go ahead and click on audit.

796
01:27:21.704 --> 01:27:28.773
Nicole Fieser: It's gonna be able to tell us every single change like here I'm looking at Trent. Prim can click in the dropdown.

797
01:27:29.154 --> 01:27:40.423
Nicole Fieser: I could look at Olivia Edwards, and it's gonna tell us every single change that's been made, whether we've added a shift, whether we've added a pay code. If we delete something. It's going to be tracked here.

798
01:27:41.184 --> 01:27:47.044
Nicole Fieser: The value of that is right, and I'll use myself as an example.

799
01:27:48.824 --> 01:27:51.724
Nicole Fieser: I have a coworker right? And she's

800
01:27:52.034 --> 01:27:56.744
Nicole Fieser: she says I am the best person to gossip with, because I'm never gonna remember

801
01:27:56.864 --> 01:28:00.184
Nicole Fieser: what she tells me. And that's true. I'm not going to remember.

802
01:28:00.994 --> 01:28:06.864
Nicole Fieser: Am I gonna remember 2 months from now making a change to somebody's schedule.

803
01:28:06.974 --> 01:28:08.064
Nicole Fieser: No.

804
01:28:08.434 --> 01:28:15.563
Nicole Fieser: if Hr. Comes to me and says, Hey, Nikki, we're putting one of your people on a a performance improvement plan on a pet.

805
01:28:16.774 --> 01:28:20.584
Nicole Fieser: Why'd you change somebody's schedule? I don't know. But there, I did it

806
01:28:21.134 --> 01:28:25.604
Nicole Fieser: right. So we're gonna talk through audits and comments

807
01:28:25.734 --> 01:28:32.613
Nicole Fieser: and the value therein. And why these tools are right here, and accessible on your schedule, Planner.

808
01:28:33.364 --> 01:28:38.864
Nicole Fieser: We will wrap up talking about my favorite tool in the entire system, the absence calendar.

809
01:28:40.264 --> 01:28:50.503
Nicole Fieser: Alright, y'all, let's let's do a couple of things again for those of you that know old Kronos, you're gonna say, got it moving along fees are, we're good. I've got this.

810
01:28:52.234 --> 01:29:02.353
Nicole Fieser: I'm gonna pick on Dwayne, though, Duane, I thought, said something really nicely a few minutes ago, right? Dwayne said. Look y'all, you're gonna have to go ahead and assign your people schedules

811
01:29:03.424 --> 01:29:05.443
Nicole Fieser: think, he said, it would be nice practice.

812
01:29:05.594 --> 01:29:08.814
Nicole Fieser: I agree with that right?

813

01:29:09.724 --> 01:29:18.354
Nicole Fieser: So one tool that you might use. And Dwayne, at any time. My friend, I want you to say, stop talking, Nikki. It's my floor, so don't be hesitant on jumping in

814
01:29:19.814 --> 01:29:30.314
Nicole Fieser: one tool, and I think the easiest way by which, for you to assign your employees a base schedule is through the schedule pattern

815
01:29:32.354 --> 01:29:37.014
Nicole Fieser: folks. Let's talk about schedule patterns, and let's talk about the UKG best practice.

816
01:29:37.754 --> 01:29:41.693
Nicole Fieser: The way UKG sees schedule patterns is

817
01:29:42.274 --> 01:29:51.693
Nicole Fieser: whether you have an employee that is going to work the same schedule for one day, one week, one month, one year, or more.

818
01:29:52.244 --> 01:29:54.394
Nicole Fieser: Schedule patterns are the way to go.

819
01:29:55.174 --> 01:30:00.173
Nicole Fieser: because again, the value of a schedule pattern which we're going to take a look at now

820
01:30:00.414 --> 01:30:04.643
Nicole Fieser: is that it does give your employee a base schedule.

821
01:30:05.014 --> 01:30:08.133
Nicole Fieser: She makes timekeeping system smart.

822
01:30:08.724 --> 01:30:11.204
Nicole Fieser: So let's talk about this together.

823

01:30:11.954 --> 01:30:19.123
Nicole Fieser: Let's pretend I'm using Trent, friend. I don't know why I'm choosing him, but Trent is my good my person for now.

824
01:30:19.814 --> 01:30:32.294
Nicole Fieser: and maybe Trent is going back to school, and so he says, look for the winter semester. My schedule has to change because I'm going to be going to classes.

825
01:30:32.644 --> 01:30:37.313
Nicole Fieser: and we, as their supervisor, agree. So we're going to change up their schedule

826
01:30:38.104 --> 01:30:43.514
Nicole Fieser: right now. We see the pattern was assigned on December 21st for forever.

827
01:30:44.924 --> 01:30:50.053
Nicole Fieser: I'm going to go ahead and click on new pattern, and I'm going to call it winter semester.

828
01:30:50.184 --> 01:30:52.354
Nicole Fieser: Y'all, this is just my example.

829
01:30:52.694 --> 01:30:54.334
Nicole Fieser: This is just my example.

830
01:30:54.584 --> 01:30:58.744
Nicole Fieser: Okay, so I'm going to go ahead and call it winter semester.

831
01:30:59.044 --> 01:31:03.594
Nicole Fieser: And if I had pattern templates they would be here.

832
01:31:04.344 --> 01:31:09.873
Nicole Fieser: I do not have pattern templates as Ted lasso, because, remember, I'm logged in as Ted.

833
01:31:10.464 --> 01:31:15.173

Nicole Fieser: so instead, I could use shifts if I had chefs.

834
01:31:17.204 --> 01:31:28.304
Nicole Fieser: Here's the thing, though I'm gonna go ahead and say, on Monday, Wednesdays and Fridays. He's now working, and I have agreed he's gonna work 11 until 6 Pm.

835
01:31:29.884 --> 01:31:33.864
Nicole Fieser: Not 111. How about 11 to 6 pm.

836
01:31:34.214 --> 01:31:35.234
Nicole Fieser: Okay.

837
01:31:36.304 --> 01:31:49.833
Nicole Fieser: And I am gonna go ahead and copy and paste. Monday, Wednesday and Friday, because maybe he's taking an 8 Am. Class. And that's why we have this adjustment to the schedule.

838
01:31:50.994 --> 01:31:51.874
Nicole Fieser: Okay?

839
01:31:53.024 --> 01:31:57.163
Nicole Fieser: And then I'm gonna click on copy and paste to turn off the paste feature.

840
01:31:57.434 --> 01:32:02.303
Nicole Fieser: And then on Tuesday, I'm gonna say that he's working 9 to 5 9 5

841
01:32:03.564 --> 01:32:06.184
Nicole Fieser: folks is a gentle reminder.

842
01:32:06.654 --> 01:32:13.484
Nicole Fieser: All time. Entered in the new. MyCOH time system, just like in your old prono system.

843
01:32:13.764 --> 01:32:23.124
Nicole Fieser: is read as am time. Unless you enter the P. For Pm. Or you enter military time.

844
01:32:23.574 --> 01:32:24.464
Nicole Fieser: Right?

845
01:32:24.584 --> 01:32:29.154
Nicole Fieser: So to prove my point, what is it?

846
01:32:29.714 --> 01:32:37.003
Nicole Fieser: 6, 1,600 1,700? Let's type in 9 to 1,700 that sound right?

847
01:32:37.958 --> 01:32:39.174
Nicole Fieser: I got it right?

848
01:32:39.604 --> 01:32:45.923
Nicole Fieser: 9 to 1,700. So what I did was, I just typed in 9 dash, 1,700.

849
01:32:47.004 --> 01:32:52.434
Nicole Fieser: And I tabbed and okay, your system turned it back into a 5 Pm. Punch.

850
01:32:52.664 --> 01:32:57.504
Nicole Fieser: But if you do want to enter military time totally cool, totally works.

851
01:32:58.834 --> 01:33:02.653
Nicole Fieser: Okay, before I go ahead and click, apply.

852
01:33:02.964 --> 01:33:06.424
Nicole Fieser: If you're building a pattern, remember.

853
01:33:06.664 --> 01:33:09.264
Nicole Fieser: you have to choose the start date.

854

01:33:09.434 --> 01:33:15.514
Nicole Fieser: And I'm gonna say that the start date is the beginning of this this scheduled period.

855
01:33:16.014 --> 01:33:23.894
Nicole Fieser: It defaults to forever. It's going to default to forever folks that's good.

856
01:33:24.724 --> 01:33:32.424
Nicole Fieser: Best practices. You only specify an end date when you're like 150% certain somebody's pattern should end.

857
01:33:33.064 --> 01:33:40.994
Nicole Fieser: Don't take away somebody's schedule unless you're ready to replace it. Or you know why you're you're ending their schedule. Okay.

858
01:33:41.284 --> 01:33:45.784
Nicole Fieser: so you bet we're gonna leave that at the default of forever.

859
01:33:46.264 --> 01:33:51.393
Nicole Fieser: It is a 1 week pattern, and I am going to override other patterns.

860
01:33:53.144 --> 01:33:55.324
Nicole Fieser: I'm going to go ahead and click, apply.

861
01:33:56.634 --> 01:33:58.623
Nicole Fieser: and I'm going to go ahead and save it.

862
01:34:00.244 --> 01:34:05.054
Nicole Fieser: And now, when I go ahead and save it in the current schedule period.

863
01:34:05.194 --> 01:34:14.143
Nicole Fieser: Trent Crim is going to work 11 to 6 on Monday, Wednesdays, and Fridays in his regular 9 to 5 on Tuesdays and Thursdays.

864

01:34:15.634 --> 01:34:19.864
Nicole Fieser: Okay, so there we go

865
01:34:23.074 --> 01:34:30.723
Nicole Fieser: kind of fun, right? Kind of fun. And if I hover my mouse over top, it's gonna tell me it's gonna give me the details.

866
01:34:32.134 --> 01:34:36.733
Nicole Fieser: Okay, what else do we do?

867
01:34:37.914 --> 01:34:39.274
Nicole Fieser: Excuse me, I have.

868
01:34:52.034 --> 01:34:56.134
Nicole Fieser: I apologize. Excuse me, I'm just getting over a winter cold.

869
01:34:57.834 --> 01:35:00.863
Nicole Fieser: Alrighty. So what else are we gonna do

870
01:35:01.034 --> 01:35:04.264
Nicole Fieser: folks. Not only are you going to assign schedule patterns.

871
01:35:05.734 --> 01:35:09.083
Nicole Fieser: not only are we going to assign those schedule patterns, but

872
01:35:09.204 --> 01:35:13.524
Nicole Fieser: we can go ahead and edit shifts, and we can add pay codes

873
01:35:14.324 --> 01:35:20.733
Nicole Fieser: so really quickly. Y'all, if you want to go ahead and edit a shift, it is really easy to go ahead and right click

874
01:35:20.854 --> 01:35:22.374

Nicole Fieser: and go to edit.

875
01:35:23.204 --> 01:35:32.704
Nicole Fieser: And when we edit the shift that's going to open up the edit shift panel, this is pretty cool.

876
01:35:32.854 --> 01:35:41.293
Nicole Fieser: because when we go to edit the shift. You have a lot of choices here. Y'all. Let's talk through choices and best practices.

877
01:35:42.894 --> 01:35:48.693
Nicole Fieser: If we wanted to say maybe this, you know Coach Beard comes to us and says, Look.

878
01:35:49.134 --> 01:35:52.324
Nicole Fieser: I'd like to start 30Â min early.

879
01:35:52.934 --> 01:36:01.003
Nicole Fieser: so I can go home 30Â min early because my kid is playing in some big football game, or whatever the story of the day is.

880
01:36:01.224 --> 01:36:04.123
Nicole Fieser: I can only imagine the stories that y'all hear

881
01:36:05.184 --> 01:36:14.604
Nicole Fieser: if you allow that level of flexibility, and I understand not everybody in the room is going to allow for it. But just so, you all know what your system can do.

882
01:36:15.454 --> 01:36:19.574
Nicole Fieser: I can use this Slider, which is kind of fun

883
01:36:19.944 --> 01:36:29.963
Nicole Fieser: right to say, Okay, on this day Coach Beard is just going to work 8, 30, and he's gonna leave at 4 30,

884

01:36:32.644 --> 01:36:38.193
Nicole Fieser: and if you don't love this, if you're like yuck, I don't love this Slider

885
01:36:39.214 --> 01:36:44.344
Nicole Fieser: folks. You can enter the start and end times as you typically would here.

886
01:36:44.934 --> 01:36:48.883
Nicole Fieser: Okay, so that's kind of cool

887
01:36:50.454 --> 01:36:58.844
Nicole Fieser: from there transfers. I know it is not a regular occurrence for everybody in the room to apply transfers in the schedule.

888
01:36:59.704 --> 01:37:06.623
Nicole Fieser: There are some people in the room, though, that likely do use this functionality not everybody.

889
01:37:07.574 --> 01:37:16.184
Nicole Fieser: So folks. Just so, you know, if you know, for this day this employee is going to go work in a different department, a different place.

890
01:37:16.394 --> 01:37:22.464
Nicole Fieser: You do have the ability to do a transfer right.

891
01:37:25.724 --> 01:37:32.033
Nicole Fieser: So whatever that transfer is, you can do it right as needs be.

892
01:37:32.484 --> 01:37:36.624
Nicole Fieser: There are different types of transfers that could potentially be done.

893
01:37:36.794 --> 01:37:42.443
Nicole Fieser: All right. So maybe here we go.

894
01:37:42.614 --> 01:37:48.194

Nicole Fieser: Maybe they're doing port, related overtime. I think this is really an Hpd example.

895
01:37:48.384 --> 01:37:53.644
Nicole Fieser: But let's pretend that did apply. You can do a transfer.

896
01:37:54.284 --> 01:37:59.914
Nicole Fieser: Explore this when you get access to your software. Okay.

897
01:38:00.044 --> 01:38:05.094
Nicole Fieser: do I think everybody here is going to be transferring their employees in the schedule? No.

898
01:38:05.384 --> 01:38:13.303
Nicole Fieser: Do I think some of you will transfer your employees still in the time card. Absolutely. Yes, and after our break we'll be looking at it.

899
01:38:14.234 --> 01:38:23.804
Nicole Fieser: But just so, you know that that functionality is in the software just in case that does apply to you again, I know it's not going to apply to everybody

900
01:38:25.504 --> 01:38:28.214
Nicole Fieser: from there. Y'all. Let's talk about comments.

901
01:38:29.644 --> 01:38:32.174
Nicole Fieser: When we talk about comments.

902
01:38:33.624 --> 01:38:38.364
Nicole Fieser: I'm gonna go ahead and click on, add the comment. And then in the comment, Dropdown box.

903
01:38:38.724 --> 01:38:43.613
Nicole Fieser: You are going to see comments that hopefully are really familiar.

904
01:38:43.934 --> 01:38:48.224

Nicole Fieser: These are the default comments that your system administrators have assigned.

905
01:38:49.324 --> 01:38:54.803
Nicole Fieser: Remember, y'all, comments serve as a cover your behind moment.

906
01:38:55.054 --> 01:38:57.224
Nicole Fieser: It's a cover behind moment.

907
01:38:58.304 --> 01:39:04.934
Nicole Fieser: Right? I gave the example that I don't remember right. I'm a good person to gossip with, because I don't remember things

908
01:39:05.804 --> 01:39:09.623
Nicole Fieser: so truly. If this were my employee.

909
01:39:10.234 --> 01:39:15.383
Nicole Fieser: and 3 months from now Hr. Comes to me and says, Hey, Nikki, why were you changing this person's schedule.

910
01:39:15.544 --> 01:39:21.913
Nicole Fieser: Now they're getting put on a on a performance improvement plan or something. And Hr. Needs an explanation.

911
01:39:22.224 --> 01:39:23.274
Nicole Fieser: I don't know.

912
01:39:24.674 --> 01:39:29.054
Nicole Fieser: I don't remember, because that's just the way it is right. I'm not gonna remember.

913
01:39:29.464 --> 01:39:32.904
Nicole Fieser: So I might put in change requested by employee.

914
01:39:33.284 --> 01:39:42.054

Nicole Fieser: I can add the comments we can click, apply, and we can click, save immediately what happens. Y'all

915
01:39:42.384 --> 01:39:46.204
Nicole Fieser: immediately. What happens is this one

916
01:39:46.474 --> 01:39:51.733
Nicole Fieser: on Thursday, if we hover our mouse over top of that Thursday cell, try again.

917
01:39:53.984 --> 01:40:01.093
Nicole Fieser: It looks like a little notepad icon. It's black, it's hard to see by. So I it's there. It's there.

918
01:40:01.744 --> 01:40:06.493
Nicole Fieser: and we get to see the comment that was added was, the change was requested by the employee.

919
01:40:07.954 --> 01:40:16.734
Nicole Fieser: If I use the schedule. Planner tabs notice on the comments it says change requested by employee. There it is.

920
01:40:18.104 --> 01:40:24.224
Nicole Fieser: and if I go to the audit trail, the audit tab and I look at that was coach beard.

921
01:40:25.794 --> 01:40:31.784
Nicole Fieser: Right? Are we gonna be able to see that here, you bet we are right. You bet we are

922
01:40:32.844 --> 01:40:33.974
Nicole Fieser: right.

923
01:40:35.774 --> 01:40:39.794
Nicole Fieser: Be aware of what we're adding to the schedule

924
01:40:41.434 --> 01:40:47.753

Nicole Fieser: 2 more things. Then we're gonna take a break. Y'all, I know I know you're ready to take a break. Y'all let's talk about adding pay codes.

925
01:40:48.284 --> 01:40:56.104
Nicole Fieser: I think one of the easiest ways to add a pay code is from that quick actions toolbar. But again, if you disagree, you can always simply right click

926
01:40:56.324 --> 01:41:02.713
Nicole Fieser: on the shift on the cell by which you want to add the pay code right and use the add pay code right here

927
01:41:03.634 --> 01:41:08.384
Nicole Fieser: again. Whatever floats your boat, you can do it in whatever way makes sense to you

928
01:41:09.004 --> 01:41:11.684
Nicole Fieser: again, I do like this quick actions, toolbar.

929
01:41:12.544 --> 01:41:14.484
Nicole Fieser: So I'm gonna go and click on pay code.

930
01:41:15.654 --> 01:41:19.624
Nicole Fieser: Oh, I'm gonna go ahead and say, one, choose here.

931
01:41:19.834 --> 01:41:25.784
Nicole Fieser: I'm gonna say, somebody took a floating holiday, and I'm gonna pick on Joe Hendry.

932
01:41:26.464 --> 01:41:36.833
Nicole Fieser: There's a name for you, right. If some of you watch TV, you might know where some of these names are coming from, right? So I'm gonna go ahead and say, on Friday, January 10.th Joe Hendry

933
01:41:37.674 --> 01:41:40.344
Nicole Fieser: is going to take his floating holiday.

934

01:41:41.284 --> 01:41:44.554
Nicole Fieser: I click on that cell, and I'm going to save it.

935
01:41:45.714 --> 01:41:51.254
Nicole Fieser: And now we get to see the floating holiday folks as a reminder.

936
01:41:52.354 --> 01:41:55.784
Nicole Fieser: The schedule feeds the time card

937
01:41:56.684 --> 01:42:06.034
Nicole Fieser: right? Meaning if I right click on Joe Henry's name, and I use that go to control, and I go to Joe's time card.

938
01:42:08.804 --> 01:42:14.004
Nicole Fieser: Notice what shows up on Friday, the 10.th There it is the floating holiday.

939
01:42:14.564 --> 01:42:21.273
Nicole Fieser: So I know there were some questions that were kind of alluding to this. I've not looked at the questions in in about 10Â min.

940
01:42:21.514 --> 01:42:28.214
Nicole Fieser: but I know earlier there were some questions around. This. Does the schedule still feed the time card, you bet.

941
01:42:28.584 --> 01:42:29.844
Nicole Fieser: Yes, it does.

942
01:42:31.334 --> 01:42:32.034
Nicole Fieser: Okay.

943
01:42:34.524 --> 01:42:39.094
Nicole Fieser: Let me go ahead and jump backwards to our schedule.

944

01:42:40.654 --> 01:42:54.044
Nicole Fieser: The absence calendar. I want to touch base on the absence calendar, and y'all I know that my Powerpoints a little bit wonky at the moment, and I again apologize. I'll work on it over our break.

945
01:42:56.374 --> 01:42:59.024
Nicole Fieser: Okay, let's talk about our absence, calendar.

946
01:43:01.164 --> 01:43:04.793
Nicole Fieser: It's just not letting me put it in presenters mode. It's kind of frozen.

947
01:43:05.804 --> 01:43:13.723
Nicole Fieser: What does the absence calendar do for us? I'm such a fan of this. I really am. I'm super excited about this one for you.

948
01:43:14.434 --> 01:43:21.064
Nicole Fieser: Okay, I would like to go ahead and pick on. You can pick on Ashley.

949
01:43:21.364 --> 01:43:23.173
Nicole Fieser: I'm gonna go ahead and pick on Ashley.

950
01:43:23.934 --> 01:43:31.234
Nicole Fieser: What if Ashley is one of those super generous, super nice managers, and

951
01:43:32.294 --> 01:43:34.724
Nicole Fieser: this is not this year's calendar, but

952
01:43:34.984 --> 01:43:38.683
Nicole Fieser: I think it's January 20, th is Martin Luther King Day.

953
01:43:39.374 --> 01:43:42.494
Nicole Fieser: and let's say everybody in Ashley's Department

954
01:43:42.654 --> 01:43:45.954

Nicole Fieser: gets off on Martin Luther King Day, which is a Monday.

955
01:43:47.634 --> 01:43:55.134
Nicole Fieser: maybe Ashley starts to let's actually pull up account, maybe Ashley. So if here's Martin Luther King day.

956
01:43:55.234 --> 01:44:02.023
Nicole Fieser: maybe Manager Ashley starts to receive lots of time off requests for the 17, th

957
01:44:02.504 --> 01:44:08.344
Nicole Fieser: so that some of her employees want to turn that 3 day weekend into a 4 day weekend.

958
01:44:09.384 --> 01:44:13.284
Nicole Fieser: Okay, here's the deal.

959
01:44:15.464 --> 01:44:25.174
Nicole Fieser: Ashley starts approving some of those time off requests. She's like, Yep, you can have off. You can have off, and today I send Ashley another time off request.

960
01:44:26.194 --> 01:44:28.993
Nicole Fieser: And as she starts thinking to herself, Oh, my gosh!

961
01:44:29.124 --> 01:44:36.213
Nicole Fieser: I don't know if I can have anybody else off on the 17.th I know I've already granted some people's time off requests.

962
01:44:37.264 --> 01:44:41.793
Nicole Fieser: Y'all. The really cool thing is, when you look at this absence, calendar

963
01:44:42.054 --> 01:44:44.884
Nicole Fieser: is. Do you see how there's these ones with the dots?

964
01:44:45.324 --> 01:44:52.804

Nicole Fieser: That's telling us that there is at least one outstanding time off. Request that we need to manage.

965
01:44:53.024 --> 01:44:57.553
Nicole Fieser: and you can either approve or reject the time off request right from here.

966
01:44:58.444 --> 01:45:04.063
Nicole Fieser: Additionally, let's pretend Ashley has already granted 4 people's time off requests

967
01:45:04.774 --> 01:45:08.844
Nicole Fieser: we would see the number 4 right here.

968
01:45:09.364 --> 01:45:21.834
Nicole Fieser: and Ashley would be able to click on it. And in the time I'm sorry in the schedule Planner grid above, she would be able to see who she had already granted time off for that day.

969
01:45:23.124 --> 01:45:24.934
Nicole Fieser: Isn't that kind of cool?

970
01:45:26.274 --> 01:45:34.534
Nicole Fieser: I think that's kind of cool. That's gonna make your life so much easier, I think, ultimately, all right.

971
01:45:34.964 --> 01:45:43.623
Nicole Fieser: So I did want you all to know about this. I think very cool tool that's going to. And son, Sonya's like. Yes, I think that's cool, Tamika as well.

972
01:45:44.924 --> 01:45:45.994
Nicole Fieser: All right.

973
01:45:46.344 --> 01:45:53.464
Nicole Fieser: I think it makes your life easier, especially if you have ever struggled to figure out. Wait! How many time off? Requested I already grant.

974
01:45:53.734 --> 01:46:00.713
Nicole Fieser: you know, around like the 3 or 4 day weekends. So I'm super excited for you all to explore this one.

975
01:46:02.474 --> 01:46:08.403
Nicole Fieser: Okay, so a lot of folks like this one quite a bit.

976
01:46:09.754 --> 01:46:12.773
Nicole Fieser: Okay. So a couple, let's answer a couple questions.

977
01:46:14.224 --> 01:46:19.883
Nicole Fieser: So let me jump back into the system because I think it makes more sense to look at it.

978
01:46:20.834 --> 01:46:27.064
Nicole Fieser: So, Dwayne, if you want to take yourself off mute, my friend, I think there's some questions here for you, for sure.

979
01:46:27.864 --> 01:46:34.704
Nicole Fieser: Dwayne will lunches be built in, or David says, are we gonna be adding lunch to all shifts.

980
01:46:35.074 --> 01:46:42.154
Nicole Fieser: I can show you how to do that, Dwayne, David. I apologize, but I would like Dwayne to comment on it first, st if he's comfortable with that.

981
01:46:42.734 --> 01:46:43.824
Dwayne SantaCruz: What's the question?

982
01:46:44.902 --> 01:46:58.163
Nicole Fieser: How well I can talk about the how will will David's people need to have all to to have lunch added to all shifts, or will lunch be automatically deducted? Do you want to talk about lunches.

983
01:47:00.158 --> 01:47:04.504
Dwayne SantaCruz: So the work will transfer just like it does in in current application.

984
01:47:04.724 --> 01:47:08.074
Dwayne SantaCruz: You, you determine when you set up that schedule.

985
01:47:08.714 --> 01:47:10.984
Dwayne SantaCruz: they're going to take a 30 min or an hour lunch.

986
01:47:14.214 --> 01:47:14.974
Nicole Fieser: Awesome.

987
01:47:20.134 --> 01:47:23.784
Nicole Fieser: Okay? So let us know what you think about that one.

988
01:47:25.144 --> 01:47:30.083
Nicole Fieser: Okay, David, I'll show you how you can again, we can.

989
01:47:31.684 --> 01:47:37.283
Nicole Fieser: We can go ahead and select all or select whoever we want, and we can add the work world. Transfer

990
01:47:38.124 --> 01:47:46.493
Nicole Fieser: right? We can go ahead and edit the shifts for everybody and and kind of do it that way. We can also do it on the schedule group.

991
01:47:46.834 --> 01:47:55.313
Nicole Fieser: which is a really nice way to go do it. If everybody's gonna have the same lunch, do it on the schedule group hopefully, you're already doing that now.

992
01:47:57.284 --> 01:48:05.033
Nicole Fieser: Yep, Max says, what about lunch? Auto meal? Deduction and scheduling. Some employees have 30 min and 1 h lunches.

993
01:48:07.604 --> 01:48:09.004
Nicole Fieser: So, Matt, if you're.

994
01:48:09.004 --> 01:48:11.683
Dwayne SantaCruz: That is that sorry, Dwayne. Go ahead.

995
01:48:11.684 --> 01:48:15.524
Dwayne SantaCruz: and that's controlled with the work will transfer 30Â min or 60Â min lunch.

996
01:48:21.184 --> 01:48:22.184
Nicole Fieser: Right.

997
01:48:25.008 --> 01:48:30.849
Nicole Fieser: Rodrigo says, and I think this is actually a fair question. So, Dwayne, still for you, my friend,

998
01:48:31.314 --> 01:48:37.544
Nicole Fieser: will this system apply differential pay for evening and night, shift automatically.

999
01:48:40.244 --> 01:48:54.164
Dwayne SantaCruz: Also that's in the work will transfer and the schedule. So if you accept, if you select the initial shift pattern, or you select the night shift pattern for your employees. It will definitely generate shift differential.

1000
01:48:54.715 --> 01:49:04.693
Dwayne SantaCruz: Even when that person is on vacation, there's an integration that's gonna run, and it's gonna apply to shift it to any time off request other than any dot.

1001
01:49:12.264 --> 01:49:20.794
Nicole Fieser: I'm gonna show I have. There's a lot of requests out there. So let me kind of show you all. One thing I am not saying I'm about to show you how to add

1002
01:49:21.644 --> 01:49:35.654
Nicole Fieser: a lunch if you needed to in the schedule. I am not telling you. You need to add a a lunch in the schedule. Please hear what Dwayne says he's like, hey, that's a work will transfer right? He's talking through that. But I know there's

1003
01:49:35.884 --> 01:49:41.004
Nicole Fieser: I think there was an overarching, outstanding question. So y'all I'm gonna use Sydney.

1004
01:49:41.694 --> 01:49:47.624
Nicole Fieser: if I want to go to edit a shift right? And I want to go ahead. Do you see where it says, add segments.

1005
01:49:48.204 --> 01:50:01.683
Nicole Fieser: If I want to go ahead and add a segment where I want to say that, hey? I want to add, break time, starting at 1 15 until I don't know 1 45 PI could do that.

1006
01:50:02.544 --> 01:50:05.053
Nicole Fieser: That functionality does exist.

1007
01:50:05.434 --> 01:50:15.344
Nicole Fieser: I am going to refer you and defer to Dwayne and your your leadership on whether you yourself need to add a break. Add that lunchtime

1008
01:50:15.694 --> 01:50:30.663
Nicole Fieser: mostly you don't right, and I think if you all kind of know essentially what your old system did with lunches is what your new system is, gonna do. Okay. But if the question and I see this question repeated in kind of different ways.

1009
01:50:31.724 --> 01:50:39.083
Nicole Fieser: How did I get here? I right clicked to open up that edit shift panel. We can come here to add the segments

1010
01:50:40.284 --> 01:50:45.324
Nicole Fieser: you can choose. Are you adding regular time? Is it break time or transfer time?

1011
01:50:45.704 --> 01:50:50.224
Nicole Fieser: I could add a break of whatever I want that break to be okay.

1012
01:50:52.634 --> 01:50:58.544

Nicole Fieser: I'll answer a couple of questions. Then we are, gonna take a break. What's the process for marking time off as Fmla

1013
01:50:58.934 --> 01:51:00.883
Nicole Fieser: at a very high level taryn.

1014
01:51:01.381 --> 01:51:11.454
Nicole Fieser: Fmla. Time has to be approved by Hr. Right? The leave case has to be approved, and then the appropriate leave pay codes will become available.

1015
01:51:11.744 --> 01:51:15.924
Nicole Fieser: There is a there will be a job aid around that.

1016
01:51:16.474 --> 01:51:18.154
Nicole Fieser: It actually already exists.

1017
01:51:19.794 --> 01:51:32.974
Nicole Fieser: But for now please know that that's the overarching Hr. Has to do their thing first, st the leave has to be approved, and then the appropriate leave codes would be available. We'll talk briefly about it when we get into our time cards as well.

1018
01:51:33.714 --> 01:51:37.653
Nicole Fieser: All right, I'll take one more question

1019
01:51:43.184 --> 01:51:48.734
Nicole Fieser: says in the schedule group, will employees need to be grouped, so that so if, as they are.

1020
01:51:49.164 --> 01:51:58.844
Nicole Fieser: it's there to be now in Kronos. Yep, that process has not been changed. So you'll notice that right now I have. All of my people are ungrouped, Amy.

1021
01:51:59.774 --> 01:52:04.434
Nicole Fieser: in the view by schedule group. The what of the who? What? When? Question.

1022
01:52:06.164 --> 01:52:11.043
Nicole Fieser: if I want to go ahead and add them to the group. I would need to add them to the assigned group.

1023
01:52:11.304 --> 01:52:17.184
Nicole Fieser: I don't have access to groups, you will. But yes, that's exactly right, Amy. Very good.

1024
01:52:21.378 --> 01:52:26.773
Nicole Fieser: If an employee says we're gonna work over lunch, how do we cancel lunch? Deduction barter? I'm gonna show you that after our break.

1025
01:52:27.964 --> 01:52:31.423
Nicole Fieser: Okay, Christopher. Same same answer, yeah, we'll we're gonna talk about it.

1026
01:52:33.044 --> 01:52:41.054
Nicole Fieser: Alright. Y'all, I owe you a break. My clock says close enough to 1155. So it's 1055, your time.

1027
01:52:41.234 --> 01:52:44.594
Nicole Fieser: Let's come back at 10 past the hour.

1028
01:52:46.764 --> 01:52:51.073
Nicole Fieser: Okay, so 10 past the hour.

1029
01:52:52.304 --> 01:52:54.054
Nicole Fieser: Enjoy your break. Everybody.

1030
02:02:08.737 --> 02:02:13.307
Nicole Fieser: gonna give everybody, maybe another 13, rd 20 seconds.

1031
02:02:13.427 --> 02:02:15.716
Nicole Fieser: and then we'll get back underway.

1032

02:02:15.957 --> 02:02:16.997
Nicole Fieser: Okay?

1033
02:02:19.207 --> 02:02:32.737
Nicole Fieser: So we are working through our questions as we give everybody a chance to get settled back in. We know there's a lot of questions. Y'all. I think that's great. I think that's great. And these questions are better than average. So I think that's fantastic.

1034
02:02:33.405 --> 02:02:37.586
Nicole Fieser: I'm super excited about the level of questions that you all have.

1035
02:02:39.538 --> 02:02:44.516
Nicole Fieser: So we will. We are, gonna get a response and make sure everybody is okay.

1036
02:02:47.034 --> 02:02:53.786
Nicole Fieser: A couple of things. Remember, y'all, we are working with some test data that I put in.

1037
02:02:54.407 --> 02:02:55.487
Nicole Fieser: So

1038
02:02:56.577 --> 02:03:04.166
Nicole Fieser: while your schedule in your department might be 7 to 4 or 8 to 5, and I use 9 to 5

1039
02:03:05.217 --> 02:03:10.717
Nicole Fieser: in this case, you know, is the lunch rule built in? Yes, but it's just my test

1040
02:03:11.647 --> 02:03:15.356
Nicole Fieser: fun, simple data for this training. Okay?

1041
02:03:15.707 --> 02:03:19.147
Nicole Fieser: So if you have lunches built in

1042
02:03:19.317 --> 02:03:24.116

Nicole Fieser: what was in your old system in that way is going to be in your new system. Okay?

1043
02:03:28.127 --> 02:03:30.316
Nicole Fieser: So kind of keep that in mind.

1044
02:03:39.547 --> 02:03:49.287
Nicole Fieser: Awesome. We have some folks that are like we're back and we're ready. And my clock is throwing people off. I know, I know. Oh, my gosh, I'm so sorry. Y'all

1045
02:03:52.157 --> 02:03:53.097
Nicole Fieser: okay.

1046
02:03:55.405 --> 02:03:58.396
Nicole Fieser: Greg, I I see your question.

1047
02:03:58.837 --> 02:04:05.836
Nicole Fieser: The question statement, please show adding a code in absence by employee due to sickness.

1048
02:04:07.257 --> 02:04:17.787
Nicole Fieser: Greg. If somebody calls in, I mean, I guess they could call in the you know, the day before I'm going to be sick tomorrow, right? I have. I'm going to be out. I caught the norovirus.

1049
02:04:18.437 --> 02:04:25.927
Nicole Fieser: We're gonna talk that through. So Greg, hang in there with me. We're gonna talk about adding like a sick pay code directly to the time card.

1050
02:04:26.057 --> 02:04:33.336
Nicole Fieser: And we're gonna continue to elaborate on best practice between. When we add things like that sickness

1051
02:04:33.707 --> 02:04:36.707
Nicole Fieser: to a schedule versus a time card.

1052

02:04:37.357 --> 02:04:43.337
Nicole Fieser: Okie Dokie alright. So I'm getting some folks that are back.

1053
02:04:47.194 --> 02:04:51.176
Nicole Fieser: Hpd, I try not to comment too much.

1054
02:04:53.503 --> 02:04:54.616
Nicole Fieser: On that.

1055
02:04:56.337 --> 02:05:00.997
Nicole Fieser: But will all Hpd stations have to create a schedule from scratch

1056
02:05:02.137 --> 02:05:04.257
Nicole Fieser: so there could be some templates.

1057
02:05:05.297 --> 02:05:09.377
Nicole Fieser: Audio is not coming in alright. Let's do a quick check.

1058
02:05:10.587 --> 02:05:16.857
Nicole Fieser: Can you let me know if you can hear me? I think I think we have to do a quick check. Go to the question and answer panel, please.

1059
02:05:17.287 --> 02:05:19.917
Nicole Fieser: We're hearing a couple of folks that are saying they can't hear.

1060
02:05:21.577 --> 02:05:23.466
Nicole Fieser: So now I'm concerned.

1061
02:05:23.637 --> 02:05:34.846
Nicole Fieser: Okay, awesome. I can hear you. Fine. Okay, I appreciate it. Y'all, if you are struggling to to hear.

1062
02:05:35.627 --> 02:05:40.000
Nicole Fieser: check the audio, hearing loud and clear, cool beans.

1063
02:05:40.747 --> 02:05:43.257
Nicole Fieser: All right, fair enough. I appreciate that

1064
02:05:43.846 --> 02:05:48.797
Nicole Fieser: worst case scenario. If you're struggling with the audio, and you're like I can't hear her.

1065
02:05:49.137 --> 02:05:53.556
Nicole Fieser: And you hear me just sort of log out and log back in sometimes that corrects.

1066
02:05:55.437 --> 02:05:56.267
Nicole Fieser: Okay.

1067
02:05:56.957 --> 02:05:58.687
Nicole Fieser: Awesome. Thanks, everybody.

1068
02:05:59.527 --> 02:06:01.746
Nicole Fieser: Where are we off to? Then?

1069
02:06:02.847 --> 02:06:05.056
Nicole Fieser: Y'all, I'm gonna share back out my screen.

1070
02:06:05.567 --> 02:06:11.507
Nicole Fieser: And I was answering some questions. I'm hoping that those folks that had questions that I was kind of answering. I hope you all heard

1071
02:06:12.390 --> 02:06:18.497
Nicole Fieser: again the good news of the day folks. This session is being recorded and

1072
02:06:18.687 --> 02:06:21.297
Nicole Fieser: we are working with your project team.

1073
02:06:21.687 --> 02:06:24.776
Nicole Fieser: We're basically going to package everything together.

1074
02:06:24.917 --> 02:06:27.217
Nicole Fieser: Probably not until the end of next week.

1075
02:06:27.467 --> 02:06:41.047
Nicole Fieser: so that you will be able to go out and download this recording with the presentation and a few little tips and tricks tools that I have ready for you to make your lives easier. Okay.

1076
02:06:43.167 --> 02:06:50.656
Nicole Fieser: thanks, everybody. So more to come more to come on making sure that we wrap up this training

1077
02:06:53.527 --> 02:07:03.496
Nicole Fieser: with a nice, pretty bow, and it is recorded, and you will have access, and you will be able to download. And you will have my email. And we're gonna make sure y'all are good.

1078
02:07:04.607 --> 02:07:05.557
Nicole Fieser: Okay?

1079
02:07:07.647 --> 02:07:11.227
Nicole Fieser: All right, cool beans. I appreciate it.

1080
02:07:12.677 --> 02:07:16.117
Nicole Fieser: Notice violations. This thing is jumping on me

1081
02:07:16.977 --> 02:07:22.256
Nicole Fieser: is notice violations available to attach last minute.

1082
02:07:25.687 --> 02:07:33.317
Nicole Fieser: Yes, there's different ways. We can go about that, though. We're gonna talk through like, let's make sure I'm answering the question that you're really asking, though.

1083
02:07:33.687 --> 02:07:40.936
Nicole Fieser: So bear with me if you're like Nope, you didn't answer my question at the end of the section you call me on and say you try. Try again, Okey dokey

1084
02:07:42.262 --> 02:07:46.116
Nicole Fieser: and then Bobby says further my question I want to see adding, break time

1085
02:07:47.027 --> 02:07:49.847
Nicole Fieser: adds to total number of hours.

1086
02:07:51.527 --> 02:07:55.436
Nicole Fieser: So, Bobby, it your question is in there somewhere.

1087
02:07:56.627 --> 02:07:59.017
Nicole Fieser: I will have to look for it.

1088
02:08:02.057 --> 02:08:13.016
Nicole Fieser: Winetta. I don't disagree, so let me. I will talk to Kevin. Kevin is a Uk person. He is our support. If we can get the transcript to you, I surely will. Okay.

1089
02:08:15.077 --> 02:08:22.767
Nicole Fieser: alright, no, I'm just getting ready to share my screen. Now, y'all just doing it now, because we're still lots of questions coming in. Okay.

1090
02:08:22.957 --> 02:08:24.217
Nicole Fieser: so where are we off to?

1091
02:08:25.917 --> 02:08:28.807
Nicole Fieser: Y'all, we're gonna go to timekeeping.

1092
02:08:30.147 --> 02:08:32.906
Nicole Fieser: Timekeeping is where we're at.

1093
02:08:33.687 --> 02:08:40.066
Nicole Fieser: Okay, Bobby, I will circle back. Let me jot that down. 1054, 3, 54.

1094
02:08:40.317 --> 02:08:44.686
Nicole Fieser: Yeah. So I I think I understand your question. Break time

1095
02:08:45.957 --> 02:08:53.987
Nicole Fieser: does add to the total, but the breakout is within the schedule, and I I think I understand what your question is, I'll circle back at the end of the section. Okay.

1096
02:08:54.256 --> 02:08:57.046
Nicole Fieser: because we're going to do some question and answer time at the end.

1097
02:09:00.336 --> 02:09:07.507
Nicole Fieser: Promise. And, Bobby. If I miss it, I've jotted myself a note. You are welcome to say, Hey, fees, or try try again.

1098
02:09:08.157 --> 02:09:10.526
Nicole Fieser: Do not hesitate to call me on it.

1099
02:09:11.817 --> 02:09:18.476
Nicole Fieser: Alright. Y'all, let's talk about timekeeping. We've talked about the basics right? We've talked about

1100
02:09:18.607 --> 02:09:33.857
Nicole Fieser: schedules. We've talked about navigation, and Kevin says yes, he is providing the Transcript. So there you go. You're gonna get the transcript, the recording, my presentation and my little tools that I have prepared to make your lives a little easier.

1101
02:09:34.897 --> 02:09:40.637
Nicole Fieser: So y'all are. Gonna get a whole package of stuff that you'll be able to go out and download when you're ready.

1102

02:09:42.147 --> 02:09:44.527
Nicole Fieser: Alright. Y'all let's talk about timekeeping.

1103
02:09:45.287 --> 02:09:48.897
Nicole Fieser: We're gonna get into the basics. And

1104
02:09:51.367 --> 02:09:56.547
Nicole Fieser: and when we get into the basics of the time card.

1105
02:09:59.157 --> 02:10:15.657
Nicole Fieser: there's no major surprises here. Honestly, y'all, this is the part of the day where I am hoping you're gonna go. Oh, I got this. I know the time card right, because those of you that are familiar with your old chrono system.

1106
02:10:16.197 --> 02:10:21.556
Nicole Fieser: You say, yeah, this is the same. I'm good here, right? All is happy and well.

1107
02:10:22.077 --> 02:10:24.296
Nicole Fieser: So, folks, we're going to go through the basics.

1108
02:10:24.407 --> 02:10:30.546
Nicole Fieser: Why am I asking you to stick with me through this right? Because some of you might say I I know this part. I don't need to hear from you.

1109
02:10:31.086 --> 02:10:33.577
Nicole Fieser: Y'all, we're gonna talk about some best practices.

1110
02:10:33.766 --> 02:10:37.697
Nicole Fieser: And we're gonna I'm gonna ask you all some questions

1111
02:10:38.157 --> 02:10:45.256
Nicole Fieser: right? That question and answers. Panel is not just. It's not a 1 way street. My friends, I'm going to be asking you some questions.

1112
02:10:45.907 --> 02:10:50.427
Nicole Fieser: because again, I know maybe not. Everybody in the room today

1113
02:10:52.697 --> 02:11:03.957
Nicole Fieser: had formal Kronos training. Well, now, y'all are getting formal, MyCOH time training and I want to make sure you all are doing it the best and most efficient way.

1114
02:11:04.256 --> 02:11:12.807
Nicole Fieser: So we are going to talk about navigation. We're gonna talk about adding editing and deleting punches. And you bet we're gonna talk about comments

1115
02:11:13.487 --> 02:11:16.307
Nicole Fieser: and a few more things along the way.

1116
02:11:17.547 --> 02:11:21.377
Nicole Fieser: Alright. Y'all, Tamika, hoping that you can hear me

1117
02:11:22.836 --> 02:11:26.666
Nicole Fieser: keep me posted if somebody can address Tamika's question, please.

1118
02:11:28.527 --> 02:11:29.927
Nicole Fieser: That would be great.

1119
02:11:30.397 --> 02:11:33.027
Nicole Fieser: Alright. Y'all, let's talk about accessing time cards

1120
02:11:33.926 --> 02:11:39.466
Nicole Fieser: so far today so that we're all on the same. Page 3, 4.

1121
02:11:40.437 --> 02:11:44.047
Nicole Fieser: I've shown you 5 or 6 different ways to access a time card.

1122

02:11:45.027 --> 02:11:47.967
Nicole Fieser: Okay? 5 or 6 different ways. Y'all.

1123
02:11:50.317 --> 02:11:54.336
Nicole Fieser: here's what that means. Do you remember from the employee. Search

1124
02:11:55.287 --> 02:11:57.796
Nicole Fieser: right. I think I used beard.

1125
02:11:58.437 --> 02:12:00.267
Nicole Fieser: I'll use risotto this time.

1126
02:12:00.997 --> 02:12:04.967
Nicole Fieser: There's Tan Carmi, Carmi Berzado. There he is.

1127
02:12:05.127 --> 02:12:12.717
Nicole Fieser: Go to a time card, so you absolutely can go to your individual's time card.

1128
02:12:13.467 --> 02:12:18.327
Nicole Fieser: Okay, if that doesn't work for you

1129
02:12:18.447 --> 02:12:30.146
Nicole Fieser: in that main menu on the left right? Because I know I saw some of your comments right. I saw some of them. There are some folks in the room today like Nope, do not love the tiles. No, I do not.

1130
02:12:30.547 --> 02:12:36.987
Nicole Fieser: So you'll notice if you want to. Can you go in that main menu on the left to your employees? Time cards, Yup!

1131
02:12:37.277 --> 02:12:42.027
Nicole Fieser: Can we get there through schedules using that go to control Yup.

1132
02:12:43.267 --> 02:12:47.647

Nicole Fieser: But truly the big win and a new feature

1133
02:12:48.137 --> 02:12:52.087
Nicole Fieser: for you all is, in fact, the manage time cards, tire

1134
02:12:53.407 --> 02:12:56.576
Nicole Fieser: folks. Let's talk about the manage time cards. Tile.

1135
02:12:57.117 --> 02:13:00.727
Nicole Fieser: Okay, introduce tiles at the very beginning.

1136
02:13:00.917 --> 02:13:07.397
Nicole Fieser: right? I introduced tiles at the very beginning of the training, which I'm sure seems like a hot minute ago. Right?

1137
02:13:08.687 --> 02:13:15.956
Nicole Fieser: The manage time cards. Tile, I think, is probably one of the best tools that you have access to.

1138
02:13:16.167 --> 02:13:18.957
Nicole Fieser: because, notice what it tells me. One.

1139
02:13:19.607 --> 02:13:28.857
Nicole Fieser: I'm in the current pay period. But oftentimes we might just before approving time card need to be in the previous pay period.

1140
02:13:29.347 --> 02:13:34.317
Nicole Fieser: So notice in the previous pay period, I have 2 unexcused absences and one missed Punch.

1141
02:13:34.627 --> 02:13:37.376
Nicole Fieser: We'll come back to that. Y'all we're gonna come back to it.

1142
02:13:38.087 --> 02:13:41.547
Nicole Fieser: for now, though I'm going to be in the current pay period.

1143
02:13:41.767 --> 02:13:46.306
Nicole Fieser: And notice, please, it tells me that I have 2 must fix items.

1144
02:13:46.547 --> 02:13:53.226
Nicole Fieser: 3 things that need to be reviewed, and 13 clock time cards, with no exceptions.

1145
02:13:53.767 --> 02:13:56.037
Nicole Fieser: Y'all, how do I think this serves you?

1146
02:13:57.227 --> 02:14:01.057
Nicole Fieser: I think if we're really honest with each other in your old Chronos system.

1147
02:14:01.717 --> 02:14:17.017
Nicole Fieser: Probably maybe sometimes it probably felt like you had to go hunt down which of your people had issues issues in their time cards that you needed to fix before you could approve, so that payroll could go do their thing.

1148
02:14:17.937 --> 02:14:21.387
Nicole Fieser: I think the really really good news of the day. Y'all

1149
02:14:22.547 --> 02:14:27.946
Nicole Fieser: system's going to do the work for you between the notifications.

1150
02:14:28.237 --> 02:14:36.046
Nicole Fieser: Right? Either that my notifications tile, or that alert bell icon excuse me

1151
02:14:37.677 --> 02:14:44.647
Nicole Fieser: and or through this manage time cards, tile. You're going to know exactly

1152
02:14:46.417 --> 02:14:50.546
Nicole Fieser: what issues you need to deal with before you can approve your employees. Time cards.

1153
02:14:51.487 --> 02:14:55.876
Nicole Fieser: Okay, did. Here.

1154
02:14:55.987 --> 02:15:05.156
Nicole Fieser: folks, if you want, can you go ahead and click on that broken bent right facing arrow here in the manage time cards? You can.

1155
02:15:06.067 --> 02:15:07.057
Nicole Fieser: Okay.

1156
02:15:09.187 --> 02:15:17.437
Nicole Fieser: realistically, though, I don't need to see everybody's time cards. Right now, we need to focus on the ones that need to be fixed. So let's focus on the must fix items.

1157
02:15:17.637 --> 02:15:20.557
Nicole Fieser: missed punches and unexcused absences.

1158
02:15:21.237 --> 02:15:23.246
Nicole Fieser: Y'all let's talk about missed punches.

1159
02:15:24.057 --> 02:15:30.237
Nicole Fieser: Talk about the official rules from UKG, right? Who knew you had to listen to official rules.

1160
02:15:31.097 --> 02:15:32.127
Nicole Fieser: Listen.

1161
02:15:33.067 --> 02:15:34.926
Nicole Fieser: The deal of the day is

1162
02:15:35.477 --> 02:15:42.767
Nicole Fieser: did in order for the system, the MyCOH time system to recognize a valid shift

1163
02:15:43.157 --> 02:15:47.246
Nicole Fieser: there has to be both an in and an out punch.

1164
02:15:48.297 --> 02:15:54.656
Nicole Fieser: So if there is a missed punch exactly like you do now in your old promo system. Y'all, you need to deal with it.

1165
02:15:55.007 --> 02:15:59.736
Nicole Fieser: You cannot process a time card with a missed punch. You gotta fix it.

1166
02:16:01.227 --> 02:16:06.307
Nicole Fieser: What about an unexcused absence? What do I mean by an unexcused absence?

1167
02:16:06.597 --> 02:16:17.057
Nicole Fieser: Officially, the unexcused absence. Definition is scheduled work time for which there are no punches and there are no pay codes.

1168
02:16:17.897 --> 02:16:23.496
Nicole Fieser: So are we obligated then to explain where somebody's scheduled work? Time went. Yeah.

1169
02:16:23.757 --> 02:16:26.367
Nicole Fieser: even if they were a no call, no show.

1170
02:16:26.597 --> 02:16:38.886
Nicole Fieser: right? Somebody asked. And I apologize. I don't remember off the top of my head earlier. Somebody asked about the A Wall pay code. We had a couple of folks that, including Greg, that's like, Hey, talk to me about the sick pay code

1171
02:16:40.097 --> 02:16:46.637
Nicole Fieser: folks. We are going to talk about that. But I'm going to tell you right now. We've got a manager on excused absences

1172
02:16:48.157 --> 02:16:50.316
Nicole Fieser: based on configuration.

1173
02:16:50.797 --> 02:16:59.536
Nicole Fieser: City of Houston, has decided what needs to be reviewed. And notice. I have early in, early out and a late in

1174
02:17:00.817 --> 02:17:07.716
Nicole Fieser: y'all. Let's start with those must fixes again. I don't need to see everybody. I just want to click on that arrow to the right of the must fix.

1175
02:17:08.897 --> 02:17:10.166
Nicole Fieser: And let's take a look.

1176
02:17:13.857 --> 02:17:22.317
Nicole Fieser: Okay, I'm looking at Coach Beard. My coach beard has issues. My coach beard has issues.

1177
02:17:22.817 --> 02:17:28.376
Nicole Fieser: So notice if you will in the upper left hand corner. There's good old coach there he is!

1178
02:17:28.887 --> 02:17:34.677
Nicole Fieser: Here we have our time, card tools, our time card grid, and our time card tabs

1179
02:17:35.157 --> 02:17:40.176
Nicole Fieser: again. Y'all, the layout of the time card is not radically different.

1180
02:17:40.997 --> 02:17:43.996
Nicole Fieser: There are a few differences, though. Okay.

1181
02:17:44.527 --> 02:17:52.476
Nicole Fieser: so really quick, because you're in training. And I was honest. I said, I'm a trainer. Trainers are a pain, right?

1182
02:17:53.877 --> 02:18:17.436

Nicole Fieser: So here's my story. Y'all, when we look at the time card grid hopefully. There's nothing alarming here. You get to see the date, their scheduled time, their absence. They're in out right. And we have some questions about shift daily and pay period totals that are in the question box. We're gonna talk about that. We're gonna start to see these daily totals update. And yes, we're gonna talk about lunches.

1183
02:18:17.637 --> 02:18:20.986
Nicole Fieser: Okay, clearly, that's that's important. We're gonna talk about it.

1184
02:18:22.237 --> 02:18:27.846
Nicole Fieser: Here's the thing, though. Notice if you will just like in the old chrono system.

1185
02:18:28.747 --> 02:18:33.516
Nicole Fieser: Y'all have the plus sign and the minus sign to the left of the date cell.

1186
02:18:34.477 --> 02:18:42.217
Nicole Fieser: Y'all, let's talk about that like, really. Let's talk about that. The plus sign

1187
02:18:42.477 --> 02:18:45.637
Nicole Fieser: allows us to add another row.

1188
02:18:46.117 --> 02:18:51.776
Nicole Fieser: You can click on that plus sign as many times as you want.

1189
02:18:52.187 --> 02:18:55.226
Nicole Fieser: So I think I just clicked on it like 8 or 9 times.

1190
02:18:55.897 --> 02:19:00.716
Nicole Fieser: Would you ever really click on it? 8 or 9 times? No, probably not.

1191
02:19:01.777 --> 02:19:10.376
Nicole Fieser: But if you have an employee that punches in, and then they punch out to go to the doctor.

1192
02:19:10.557 --> 02:19:19.397

Nicole Fieser: and then they punch back in when they come back to the doctor, and then they're gonna punch out because they're going out to lunch on a long extended lunch.

1193
02:19:19.527 --> 02:19:23.356
Nicole Fieser: and then they punch back in, and then they punch back out at end of day.

1194
02:19:23.637 --> 02:19:27.256
Nicole Fieser: Could you have a need for multiple in and out punches?

1195
02:19:27.647 --> 02:19:33.276
Nicole Fieser: Maybe depending upon your department depending upon how your team works? Maybe.

1196
02:19:34.107 --> 02:19:34.927
Nicole Fieser: Okay.

1197
02:19:35.617 --> 02:19:45.276
Nicole Fieser: we are going to talk about transfers again. Y'all. I briefly introduced the concept of transfers in the schedule, which I think most of us aren't doing.

1198
02:19:45.937 --> 02:19:55.516
Nicole Fieser: What about transfers in the time card. Well, we're gonna talk about that. So maybe that's a reason for us to click that plus sign to have an extra

1199
02:19:55.847 --> 02:19:58.757
Nicole Fieser: in and out punch due to a transfer

1200
02:20:00.267 --> 02:20:07.007
Nicole Fieser: again. I don't think I'm teaching anything terribly new there other than the minus sign.

1201
02:20:07.607 --> 02:20:13.576
Nicole Fieser: Y'all, I dislike that minus sign immensely. I dislike it.

1202
02:20:14.417 --> 02:20:15.337

Nicole Fieser: Okay.

1203
02:20:15.457 --> 02:20:21.197
Nicole Fieser: and let me explain myself. Why am I being so brutally honest in front of like almost 800 people?

1204
02:20:21.987 --> 02:20:28.187
Nicole Fieser: Y'all that minus sign, Deletes the entire row worth of data.

1205
02:20:30.667 --> 02:20:38.777
Nicole Fieser: If you find on those rare, rare occasions that you need to delete something, I'm going to show you the right way to delete

1206
02:20:39.077 --> 02:20:41.567
Nicole Fieser: a punch or a pay code.

1207
02:20:41.827 --> 02:20:44.706
Nicole Fieser: Mostly, though you don't.

1208
02:20:45.197 --> 02:20:52.597
Nicole Fieser: Mostly we leave our punches alone because that's going to be a reflection of what our employees have already worked.

1209
02:20:53.177 --> 02:20:56.277
Nicole Fieser: So should we be deleting punches and pay codes?

1210
02:20:56.507 --> 02:21:04.206
Nicole Fieser: Nope. Mostly not, and almost all the time the right way is not using that minus sign

1211
02:21:04.367 --> 02:21:05.726
Nicole Fieser: more to come.

1212
02:21:05.917 --> 02:21:11.937

Nicole Fieser: If you've been using that minus sign, maybe stop, maybe stop.

1213
02:21:12.347 --> 02:21:20.286
Nicole Fieser: Okay within the time card grid. Hopefully, what kind of stands out to you is the solid red cell.

1214
02:21:21.077 --> 02:21:28.877
Nicole Fieser: If we hover our mouse over top of that solid red cell, we still get the pop up dialog box that says, Hey, this person had a missed punch.

1215
02:21:29.887 --> 02:21:35.686
Nicole Fieser: We get to see the red eye next to the Tuesday cell in the absence column.

1216
02:21:35.877 --> 02:21:41.336
Nicole Fieser: That red eye is our visual indicator that there's an exception.

1217
02:21:42.287 --> 02:21:49.047
Nicole Fieser: The system has flagged this this employee as an unexcused absence because there was no in Punch.

1218
02:21:50.827 --> 02:21:54.227
Nicole Fieser: And then, just because it's kind of cool to look at

1219
02:21:54.707 --> 02:21:58.326
Nicole Fieser: notice, please, on that Thursday, January 9, th sell

1220
02:21:58.837 --> 02:22:01.157
Nicole Fieser: schedule cell. To be more precise.

1221
02:22:01.527 --> 02:22:07.637
Nicole Fieser: we get to see that 8, 30 to 4 30 Pm. That was that edited shift right

1222
02:22:07.817 --> 02:22:13.717
Nicole Fieser: where we added the comment. Back in the schedule, Planner and 4

1223
02:22:15.437 --> 02:22:18.227
Nicole Fieser: Michelle, we do have these tabs here at the bottom.

1224
02:22:18.937 --> 02:22:25.306
Nicole Fieser: right? We're gonna talk about all this stuff. We have got our totals, our historical correction audits. We're we're gonna get into it.

1225
02:22:25.647 --> 02:22:30.947
Nicole Fieser: But let's talk step number one. We are obligated to fix missed punches

1226
02:22:31.137 --> 02:22:34.226
Nicole Fieser: right? We are obligated to fix missed punches

1227
02:22:35.277 --> 02:22:40.076
Nicole Fieser: so realistically. I'm gonna go ahead and say that this employee I wouldn't talk to him.

1228
02:22:41.957 --> 02:22:45.686
Nicole Fieser: and he's gonna leave at 4 30 pm.

1229
02:22:45.787 --> 02:22:49.557
Nicole Fieser: so I'm going to click in that cell. And I'm going to type in 4, 3 0 p.

1230
02:22:50.347 --> 02:22:58.997
Nicole Fieser: The rules still exist. Y'all, all punches have to be read are are going to be read as Am. Pinches, unless we enter the P. For Pm.

1231
02:22:59.257 --> 02:23:02.566
Nicole Fieser: Or enter military time that would work

1232
02:23:05.977 --> 02:23:07.247
Nicole Fieser: and save it

1233
02:23:07.987 --> 02:23:11.976
Nicole Fieser: in the upper right hand corner. There's the save button. I'm going to go ahead and save it.

1234
02:23:13.647 --> 02:23:14.507
Nicole Fieser: Okay.

1235
02:23:18.817 --> 02:23:21.206
Nicole Fieser: sure. When we do that notice, I get a red eye.

1236
02:23:21.477 --> 02:23:25.827
Nicole Fieser: I get the red eye that tells me. Oh, this employee was still early out.

1237
02:23:26.827 --> 02:23:28.786
Nicole Fieser: This employee was still early out.

1238
02:23:29.897 --> 02:23:32.057
Nicole Fieser: So now I need to explain myself.

1239
02:23:32.477 --> 02:23:34.276
Nicole Fieser: I'm going to add a comment.

1240
02:23:34.997 --> 02:23:39.667
Nicole Fieser: Now remember every change that you make.

1241
02:23:40.307 --> 02:23:46.747
Nicole Fieser: or anybody makes, including the employee, the employee, via their punching in and punching out.

1242
02:23:47.097 --> 02:23:52.556
Nicole Fieser: Every change that is being made is being tracked in the audits tab the audits trail.

1243

02:23:53.017 --> 02:23:59.696
Nicole Fieser: That does not mean I still like that minus sign, and I'm going to explain myself further. So hang in there with me.

1244
02:23:59.817 --> 02:24:06.167
Nicole Fieser: But every single change we are making is absolutely being tracked in the audits. Tab the audits trail.

1245
02:24:06.547 --> 02:24:10.747
Nicole Fieser: So, Nancy, yes, but bear with me deal

1246
02:24:12.247 --> 02:24:15.826
Nicole Fieser: alright. Y'all. So I added that Punch.

1247
02:24:16.977 --> 02:24:24.501
Nicole Fieser: the next right step, and considered to be best practice at UKG is going to be. Add the comment.

1248
02:24:26.117 --> 02:24:27.727
Nicole Fieser: Let's talk about comments.

1249
02:24:28.027 --> 02:24:33.266
Nicole Fieser: and that's in that dropdown box you are again. Gonna see the comments that were created

1250
02:24:33.487 --> 02:24:36.076
Nicole Fieser: right as needs be.

1251
02:24:36.537 --> 02:24:37.617
Nicole Fieser: All right.

1252
02:24:39.277 --> 02:24:42.116
Nicole Fieser: So I'm going to go ahead and add the comment to the punch.

1253

02:24:42.277 --> 02:24:47.577
Nicole Fieser: And I'm going to add the comment of missed Punch

1254
02:24:48.747 --> 02:24:55.537
Nicole Fieser: right now. We have not enabled, and I know we had this question. And so, Dwayne, I think it answered it for the group.

1255
02:24:55.697 --> 02:24:58.426
Nicole Fieser: We are not adding a manager's note.

1256
02:24:58.627 --> 02:25:01.036
Nicole Fieser: but we are going to add the missed punch.

1257
02:25:01.767 --> 02:25:10.017
Nicole Fieser: Okay, if you want to add a secondary comment to further explain.

1258
02:25:10.117 --> 02:25:11.067
Nicole Fieser: Right?

1259
02:25:11.787 --> 02:25:16.347
Nicole Fieser: I don't know. Maybe I add the comment. Family emergency.

1260
02:25:16.607 --> 02:25:23.437
Nicole Fieser: So it was a missed Punch, and it was a family emergency which might explain why they left early that day.

1261
02:25:23.887 --> 02:25:30.476
Nicole Fieser: Okay, in this case I'm going to go and click, apply. And I'm gonna go ahead and save it.

1262
02:25:31.787 --> 02:25:33.386
Nicole Fieser: What does that do for you?

1263
02:25:34.477 --> 02:25:39.487

Nicole Fieser: What does that do? Why am I making such a production of this? I'd ask that question.

1264
02:25:41.057 --> 02:25:48.227
Nicole Fieser: So one, let's go to the audits. Tab the audits trail. Let's prove right.

1265
02:25:49.287 --> 02:26:00.606
Nicole Fieser: Let's prove that it's working. So one the audits tab is greatly improved from your old Kronos to your new, MyCOH time system. Y'all.

1266
02:26:01.647 --> 02:26:15.727
Nicole Fieser: And what I mean by that is, we're gonna expand this. I'm in the audits. This is audits. Okay, every change that we're making. I change the out punch. There's the comment, Family emergency and Miss Punch.

1267
02:26:16.187 --> 02:26:22.257
Nicole Fieser: the date, the time who made the change where the change was made directly in the time card. It's all right here.

1268
02:26:23.517 --> 02:26:31.067
Nicole Fieser: but wait, there's more y'all. Not only can you see your audits. If you just want to see comments

1269
02:26:31.757 --> 02:26:35.507
Nicole Fieser: that are in the current pay period, you surely can

1270
02:26:35.767 --> 02:26:40.116
Nicole Fieser: right? And there it is our family emergency and our missed punch.

1271
02:26:42.147 --> 02:26:47.177
Nicole Fieser: so is everything being tracked in the audits. Tab the audits trail absolutely.

1272
02:26:47.867 --> 02:26:55.097
Nicole Fieser: And about an hour and a half ago, so a long time ago now

1273
02:26:55.277 --> 02:27:00.527
Nicole Fieser: somebody had the question regarding the tiles. Y'all, I'm going to jump back for a second.

1274
02:27:01.807 --> 02:27:09.277
Nicole Fieser: The question was, and I said we were going to answer the question. Well, now, it's time to finally answer the question like 95Â min later.

1275
02:27:11.107 --> 02:27:17.956
Nicole Fieser: Notice, I have started to fix beards, coach beards, time card.

1276
02:27:18.587 --> 02:27:26.307
Nicole Fieser: and as I do. That is the time card tile back on my home screen, back on my dashboard, updating itself.

1277
02:27:26.687 --> 02:27:27.577
Nicole Fieser: Yes.

1278
02:27:28.487 --> 02:27:30.876
Nicole Fieser: So the question is, and was.

1279
02:27:31.867 --> 02:27:39.157
Nicole Fieser: Are we gonna see this time card update this, manage time cards, tile update. Yes, as I'm making changes, it sure is.

1280
02:27:39.847 --> 02:27:45.556
Nicole Fieser: And if for some reason it doesn't, do you see those 3 dots in the upper right hand corner? You can always refresh.

1281
02:27:46.487 --> 02:27:52.576
Nicole Fieser: You won't have to click on refresh, because the good news of the day is as we start making changes to the time card.

1282
02:27:52.967 --> 02:27:54.237
Nicole Fieser: It's updating.

1283
02:27:56.287 --> 02:27:57.377
Nicole Fieser: Okay.

1284
02:28:00.107 --> 02:28:06.877
Nicole Fieser: So there we go. And y'all, just so we're clear. I did not add the manager's notes. So let's go back to comments.

1285
02:28:07.277 --> 02:28:11.527
Nicole Fieser: What I did, because it's it's disabled.

1286
02:28:11.807 --> 02:28:17.277
Nicole Fieser: I simply added a couple of comments, and I could even add a 3rd one. If I wanted

1287
02:28:17.957 --> 02:28:21.007
Nicole Fieser: to say that I added a missed punch and

1288
02:28:21.347 --> 02:28:24.117
Nicole Fieser: family emergency is why they left early.

1289
02:28:24.407 --> 02:28:32.876
Nicole Fieser: You are correct, and you may see this, too, when we right click to go to add comments. It is grayed out that manager's note.

1290
02:28:33.747 --> 02:28:36.617
Nicole Fieser: It's grayed out for me, too. I can't do it.

1291
02:28:36.727 --> 02:28:42.396
Nicole Fieser: But you never know. Maybe at some later date that will become something that you all decide to turn on

1292
02:28:46.387 --> 02:28:54.296

Nicole Fieser: alright. Y'all, I am. Gonna talk about pay codes, Greg. I have not forgotten you, I promise, I promise I've not forgotten. So bear with me, my friend.

1293
02:28:56.637 --> 02:28:59.687
Nicole Fieser: Okay, am I done? I am not done.

1294
02:29:00.437 --> 02:29:03.806
Nicole Fieser: Yes, I added a punch. Yes, I added a comment.

1295
02:29:04.977 --> 02:29:06.876
Nicole Fieser: am I done? I am not.

1296
02:29:07.597 --> 02:29:11.757
Nicole Fieser: The last step is to market as reviewed.

1297
02:29:13.137 --> 02:29:15.496
Nicole Fieser: Yeah, let's talk about marking as reviewed

1298
02:29:16.157 --> 02:29:20.367
Nicole Fieser: folks. If I can convince you of nothing else today.

1299
02:29:20.587 --> 02:29:27.526
Nicole Fieser: if you hear nothing else I have to offer today where you're like, yeah, she didn't know what she was talking about. Bitch is possible.

1300
02:29:28.177 --> 02:29:30.886
Nicole Fieser: It's this marking is reviewed.

1301
02:29:32.457 --> 02:29:40.657
Nicole Fieser: I think I've been very clear in my intention. I hope I've been clear with you of my intention of being here today, and why I'm so excited to be here with you.

1302
02:29:41.217 --> 02:29:44.897

Nicole Fieser: I want to make your lives better. I want to make your lives easier.

1303
02:29:45.807 --> 02:29:51.907
Nicole Fieser: Right? That that's my job. I've got the best job at UKG. I get to make life better for you.

1304
02:29:52.317 --> 02:29:54.457
Nicole Fieser: How does this make life better for you?

1305
02:29:55.297 --> 02:29:59.937
Nicole Fieser: Oh, I would like to pick on. I'm Gonna pick on Karina.

1306
02:30:01.387 --> 02:30:02.407
Nicole Fieser: Okay.

1307
02:30:05.497 --> 02:30:07.016
Nicole Fieser: so here's the deal

1308
02:30:07.657 --> 02:30:12.237
Nicole Fieser: I'm Gonna pick on Karina for no good reason. Y'all, just because I think she has a fabulous name.

1309
02:30:13.107 --> 02:30:18.426
Nicole Fieser: What if Karina is one of those really on the ball manager supervisor people.

1310
02:30:18.837 --> 02:30:19.797
Nicole Fieser: Okay?

1311
02:30:19.927 --> 02:30:21.117
Nicole Fieser: And

1312
02:30:21.277 --> 02:30:40.376

Nicole Fieser: Karina on the daily. Maybe every other day goes into her people's time cards, and she adds, the missed punches. She right click! She add the comments sadly. No notes. We're not adding the note. Y'all not not just now, maybe. Someday I'll get that turned on.

1313
02:30:41.887 --> 02:30:46.147
Nicole Fieser: and she's managing this on the day to day basis, or even, you know every other day

1314
02:30:46.917 --> 02:30:51.046
Nicole Fieser: what does marking as review do at a glance?

1315
02:30:51.277 --> 02:30:58.357
Nicole Fieser: It makes it visible to Karina that she's already handled this exception. She doesn't need to manage it again.

1316
02:30:58.817 --> 02:31:05.007
Nicole Fieser: In fact, if I jump back home back to that, manage time cards tile y'all

1317
02:31:05.417 --> 02:31:10.737
Nicole Fieser: right as we start to fix these need to be reviewed, this is going to disappear.

1318
02:31:11.237 --> 02:31:17.977
Nicole Fieser: So when we mark is reviewed, it makes it visible to you whether or not. You have already managed

1319
02:31:19.417 --> 02:31:20.687
Nicole Fieser: that exception.

1320
02:31:22.767 --> 02:31:27.027
Nicole Fieser: Very. Yeah. We've got. We're not done with the. We're not done with this guy at all.

1321
02:31:27.757 --> 02:31:31.846
Nicole Fieser: Okay, let me be clear. We're gonna add a sick pay code to him in a second.

1322

02:31:32.867 --> 02:31:37.356
Nicole Fieser: So Marcus reviewed, helps you as the manager. You need to do it.

1323
02:31:37.577 --> 02:31:39.276
Nicole Fieser: It helps payroll.

1324
02:31:39.687 --> 02:31:46.667
Nicole Fieser: How does Marcus reviewed make payrolls life easier? Well, one, we'd all definitely want to make payrolls life easier. Right?

1325
02:31:46.917 --> 02:31:49.746
Nicole Fieser: They have an important job. They get us paid

1326
02:31:51.217 --> 02:31:59.926
Nicole Fieser: at a glance when we are marking exceptions as reviewed. That is visual indication to your payroll people

1327
02:32:00.207 --> 02:32:02.057
Nicole Fieser: that you've done your job.

1328
02:32:02.277 --> 02:32:10.066
Nicole Fieser: You've managed your employees time card. If there is an issue in the time card, you've marked it as okay. I'm aware of it

1329
02:32:10.647 --> 02:32:15.687
Nicole Fieser: from an Hr perspective again, not to be a negative, Nelly, and I apologize if that's what it sounds like.

1330
02:32:15.947 --> 02:32:18.787
Nicole Fieser: because that's horrible to be. I don't want to be that way.

1331
02:32:19.597 --> 02:32:29.187
Nicole Fieser: If this person. If Coach Beard were to be in trouble later, and we wanted to identify trends in his work habits he's always leaving early on Mondays.

1332
02:32:29.517 --> 02:32:36.157
Nicole Fieser: marking as reviewed means, hey? You were starting to become aware of it. It's gonna be easier to identify that trend

1333
02:32:37.217 --> 02:32:45.706
Nicole Fieser: from an auditing perspective, for city of Houston marking is reviewed is just a really good thing in general.

1334
02:32:46.137 --> 02:32:52.047
Nicole Fieser: Again, if somebody ends up being terminated and we end up going to unemployment court.

1335
02:32:52.197 --> 02:32:55.946
Nicole Fieser: Trust me, Mark is reviewed as your friend. So let's do it. Y'all

1336
02:32:58.167 --> 02:33:09.067
Nicole Fieser: to be clear, Marcus reviewed, is not excusing the exception. It's not making it go away. It's not saying that you yourself are fine with it. Not at all.

1337
02:33:09.377 --> 02:33:13.916
Nicole Fieser: simply saying you've reviewed it ideally. You've added the comment.

1338
02:33:15.747 --> 02:33:20.507
Nicole Fieser: And we move on okay.

1339
02:33:24.437 --> 02:33:28.306
Nicole Fieser: And again, one more time, because I know there's still some questions about that note.

1340
02:33:29.007 --> 02:33:33.096
Nicole Fieser: folks. Right now. We don't have the ability to add a free form note.

1341
02:33:33.907 --> 02:33:39.966
Nicole Fieser: So we are gonna have to just use the comments that are in the dropdown box. Okay, just so, you know.

1342
02:33:41.347 --> 02:33:42.976
Nicole Fieser: Want to be super clear on that.

1343
02:33:43.397 --> 02:33:46.367
Nicole Fieser: Am I done with this person's time card? Nope

1344
02:33:47.487 --> 02:33:56.877
Nicole Fieser: Barrett calls me out. He says he's and nicely, Barrett, please know I'm ending this in the best possible way for coach beer. Don't we also need to reconcile the time, miss, with a pay code?

1345
02:33:57.677 --> 02:33:58.707
Nicole Fieser: Maybe

1346
02:33:58.817 --> 02:34:14.887
Nicole Fieser: maybe so. Is it possible that Barrett wants to say, Hey, that if you're going to get paid for that additional 30Â min, could we have to click on the plus sign and add a pay code to explain where that 30Â min went. They took Pto time. They took sick time for sure.

1347
02:34:15.847 --> 02:34:23.787
Nicole Fieser: So if needs be, if that's the way your department works, can you click on that plus sign to add another row to say that.

1348
02:34:24.137 --> 02:34:31.687
Nicole Fieser: Yeah, I'm not actually gonna keep this sick of 30Â min. 0 Colon 3, 0, potentially.

1349
02:34:32.917 --> 02:34:47.406
Nicole Fieser: So, Barrett. I don't know if I answered your question appropriately, but but hopefully, that if that's something that you would do, you would find the appropriate pay code, and you would go from there. Add the additional row to explain where that 30Â min went on Monday.

1350
02:34:48.107 --> 02:34:52.696
Nicole Fieser: Okay, all right. Y'all, I'm gonna go ahead and refresh.

1351
02:34:53.667 --> 02:34:57.427
Nicole Fieser: I'm not gonna save that I'm not gonna save that change. Okay.

1352
02:35:00.467 --> 02:35:02.433
Nicole Fieser: I really am gonna refresh.

1353
02:35:03.697 --> 02:35:06.657
Nicole Fieser: That's fun. Let's go ahead and reload it. Okay.

1354
02:35:08.087 --> 02:35:10.206
Nicole Fieser: we have some question about sick pay.

1355
02:35:10.747 --> 02:35:12.237
Nicole Fieser: Let me jump back home.

1356
02:35:16.177 --> 02:35:17.317
Nicole Fieser: The absence.

1357
02:35:17.587 --> 02:35:20.937
Nicole Fieser: We said that we need to

1358
02:35:22.557 --> 02:35:26.727
Nicole Fieser: that we need to explain where the scheduled work. Time went.

1359
02:35:27.547 --> 02:35:28.497
Nicole Fieser: Okay?

1360
02:35:31.617 --> 02:35:32.737
Nicole Fieser: All right.

1361
02:35:32.857 --> 02:35:39.696
Nicole Fieser: Sorry, Karina. If I misspoke, I apologize. I am the ultimate goober. I own that for us all.

1362
02:35:40.957 --> 02:35:43.207
Nicole Fieser: On Tuesday, 1 7.

1363
02:35:43.577 --> 02:35:50.926
Nicole Fieser: We're going to go ahead and say this. This employee called in sick. They called in. Sick. They called in. Tired. They called in with a migraine

1364
02:35:51.057 --> 02:35:57.757
Nicole Fieser: again. Y'all, I can only imagine what what stories you are told about. Why, people can't come to work for the day.

1365
02:35:58.727 --> 02:36:00.827
Nicole Fieser: We do see the red eye.

1366
02:36:01.217 --> 02:36:03.357
Nicole Fieser: Right? Thanks, Quina.

1367
02:36:03.497 --> 02:36:09.297
Nicole Fieser: We do see the red eye that tells us that there's a there's an absence. We need to explain it.

1368
02:36:09.627 --> 02:36:10.497
Nicole Fieser: Right?

1369
02:36:11.507 --> 02:36:13.066
Nicole Fieser: So how are we gonna do that.

1370
02:36:13.387 --> 02:36:19.477
Nicole Fieser: I'm gonna go into the pay code dropdown and you're gonna go ahead and see the pay codes that make sense

1371
02:36:19.817 --> 02:36:26.706
Nicole Fieser: my rights for the purposes of this training. I'm simply gonna go ahead and say.

1372
02:36:26.977 --> 02:36:28.917
Nicole Fieser: I'm going to go ahead and say, sick.

1373
02:36:29.567 --> 02:36:34.486
Nicole Fieser: Actually, let's use vacation vacation on schedule, see? Online vacation on schedule.

1374
02:36:35.327 --> 02:36:37.746
Nicole Fieser: Then we have to put in the amount.

1375
02:36:39.287 --> 02:36:42.357
Nicole Fieser: Listen, y'all can put in the amount that makes sense.

1376
02:36:42.517 --> 02:36:47.017
Nicole Fieser: Notice that I was given the option of full schedule day, half schedule day.

1377
02:36:47.697 --> 02:36:49.916
Nicole Fieser: I can also type in 8Â h

1378
02:36:50.017 --> 02:36:53.207
Nicole Fieser: if you're like. No, no, no, they're only taking 4Â h.

1379
02:36:53.487 --> 02:36:59.437
Nicole Fieser: and then they're gonna be taking 4Â h, you know, of of sick time, or whatever whatever their story is.

1380
02:37:00.307 --> 02:37:05.656
Nicole Fieser: In this case, I'm gonna put in 8Â h of of vacation.

1381
02:37:06.337 --> 02:37:07.947
Nicole Fieser: and I'm going to go ahead and save it

1382
02:37:09.607 --> 02:37:13.347
Nicole Fieser: when we save it. We are not done. Y'all so bear with me.

1383
02:37:13.907 --> 02:37:16.916
Nicole Fieser: Notice, please. Immediately what happened?

1384
02:37:17.327 --> 02:37:22.836
Nicole Fieser: One? The red eye turned into a blue dashed line.

1385
02:37:23.427 --> 02:37:32.816
Nicole Fieser: That blue dash line is your visual indicator that this is an excused exception.

1386
02:37:33.647 --> 02:37:37.847
Nicole Fieser: Remember, it is your your policies

1387
02:37:38.007 --> 02:37:45.656
Nicole Fieser: that determines what turns red, unexcused, what turns blue? Excused.

1388
02:37:46.187 --> 02:37:52.777
Nicole Fieser: So in the example that I'm conducting. Just so we have something to talk about today. All that blue dash line.

1389
02:37:53.117 --> 02:37:54.997
Nicole Fieser: It's indicating that it's excused.

1390
02:37:56.597 --> 02:37:57.937
Nicole Fieser: What about comments?

1391
02:37:58.877 --> 02:37:59.747
Nicole Fieser: Okay.

1392
02:38:01.317 --> 02:38:09.197

Nicole Fieser: I had a customer. Tell me they showed me I thought it was hilarious. There's a website you you might be familiar with it. It's Reddit

1393
02:38:09.367 --> 02:38:12.847
Nicole Fieser: where people talk about apparently all sorts of things.

1394
02:38:13.127 --> 02:38:20.676
Nicole Fieser: including there is a what do you call it. A subreddit thread, I think, is what I had a customer. Show this to me recently.

1395
02:38:21.287 --> 02:38:28.077
Nicole Fieser: and there is a subreddit thread that talks about adding comments to pay codes.

1396
02:38:28.537 --> 02:38:33.516
Nicole Fieser: and apparently there's some debate saying that you cannot add comments to pay codes.

1397
02:38:34.197 --> 02:38:35.427
Nicole Fieser: Yes, you can.

1398
02:38:35.887 --> 02:38:37.277
Nicole Fieser: Yes, you can.

1399
02:38:38.037 --> 02:38:41.936
Nicole Fieser: Hopefully. One of your takeaways from this training is.

1400
02:38:42.417 --> 02:38:46.406
Nicole Fieser: Nikki told us. Comments are a cover are behind moment.

1401
02:38:48.557 --> 02:38:49.607
Nicole Fieser: All right.

1402
02:38:52.077 --> 02:38:53.776
Nicole Fieser: Here's the thing.

1403
02:38:53.897 --> 02:38:55.247
Nicole Fieser: Here's the thing.

1404
02:38:55.947 --> 02:38:58.087
Nicole Fieser: Can we add comments?

1405
02:38:58.217 --> 02:39:01.057
Nicole Fieser: Yes, we sure can.

1406
02:39:01.287 --> 02:39:06.697
Nicole Fieser: I think the I think, why this causes some confusion, y'all is.

1407
02:39:07.467 --> 02:39:12.617
Nicole Fieser: we don't add comments to the pay code itself, but rather to the amount cell.

1408
02:39:12.917 --> 02:39:17.437
Nicole Fieser: So if you've never added a comment to a pay code, it does feel a little awkward.

1409
02:39:18.157 --> 02:39:24.966
Nicole Fieser: So in this case I'm going to go ahead and right click on the amount cell next to the pay code, we're going to click on comments

1410
02:39:26.117 --> 02:39:30.006
Nicole Fieser: and we might go ahead and choose whatever comment is appropriate.

1411
02:39:31.027 --> 02:39:37.236
Nicole Fieser: I'm going to stop beating the dead horse here. Once you click, apply, you will go ahead and save it.

1412
02:39:38.587 --> 02:39:42.506
Nicole Fieser: Folks, ever after. Every change I am saving.

1413
02:39:42.997 --> 02:39:47.747
Nicole Fieser: Okay, the save button is always there

1414
02:39:47.867 --> 02:39:52.767
Nicole Fieser: right after every change. So let's go ahead and let's pretend it's 1 8.

1415
02:39:53.457 --> 02:39:54.957
Nicole Fieser: Let's go ahead. And I'm gonna say.

1416
02:39:55.197 --> 02:39:58.266
Nicole Fieser: let's pretend they punched in at 9 0. 1,

1417
02:39:58.527 --> 02:40:01.097
Nicole Fieser: and then they left at 5 p.

1418
02:40:02.087 --> 02:40:04.316
Nicole Fieser: Notice. When we make a change.

1419
02:40:04.737 --> 02:40:10.697
Nicole Fieser: the save button turns purple just like we saw earlier today in the schedule.

1420
02:40:11.197 --> 02:40:14.907
Nicole Fieser: just like we saw earlier in the control center

1421
02:40:16.747 --> 02:40:25.196
Nicole Fieser: when you've made a change but not yet saved. The save button turns purple. Once you click it, it becomes grayed out.

1422
02:40:26.967 --> 02:40:27.647
Nicole Fieser: Okay.

1423

02:40:31.767 --> 02:40:32.677
Nicole Fieser: right?

1424
02:40:34.497 --> 02:40:35.427
Nicole Fieser: So

1425
02:40:37.137 --> 02:40:44.747
Nicole Fieser: there we go. So I know there's been some questions about save the save button is there the only place so far today

1426
02:40:44.867 --> 02:40:48.087
Nicole Fieser: on any of the tools that we really that we've been using?

1427
02:40:48.207 --> 02:40:53.796
Nicole Fieser: We do not have a save button on the tile. We don't need the save button on the tile.

1428
02:40:54.147 --> 02:41:00.467
Nicole Fieser: so no, save button here and and there's no save button on the data views.

1429
02:41:00.787 --> 02:41:12.247
Nicole Fieser: Remember, those data views are those interactive on screen reports where you can sort and filter. And somebody asked, Hey, can we save how we set up the data view. And Dwayne said, No.

1430
02:41:12.547 --> 02:41:13.277
Nicole Fieser: okay.

1431
02:41:13.437 --> 02:41:17.616
Nicole Fieser: But every time we make a change to a time card, y'all, we gotta be saving.

1432
02:41:17.887 --> 02:41:18.986
Nicole Fieser: We gotta be safe.

1433
02:41:20.317 --> 02:41:21.147

Nicole Fieser: Okay.

1434
02:41:24.327 --> 02:41:29.867
Nicole Fieser: alright. Can you please touch? So we have enter overtime when you talk about overtime

1435
02:41:30.307 --> 02:41:35.716
Nicole Fieser: and double punches. So I've got 3 things on the agenda that we're going to touch base on. That's in our question.

1436
02:41:36.447 --> 02:41:40.867
Nicole Fieser: So Andrea said, Hey, what's the best way to handle a double punch?

1437
02:41:41.717 --> 02:41:48.966
Nicole Fieser: Right? We're gonna talk about that overtime. We can talk about that. We'll defer to Dwayne on overtime, though how he'd like to

1438
02:41:49.097 --> 02:41:51.247
Nicole Fieser: have that handled.

1439
02:41:51.357 --> 02:41:57.266
Nicole Fieser: And then she says, Can you please touch on the shift daily period amounts if they do not agree with what is in the time card grid

1440
02:41:58.947 --> 02:42:02.647
Nicole Fieser: that automatic lunch deduct to my friend. So let's talk.

1441
02:42:04.047 --> 02:42:04.917
Nicole Fieser: Okay.

1442
02:42:05.697 --> 02:42:09.867
Nicole Fieser: So we get to see. And so we have some rounding rules.

1443
02:42:10.537 --> 02:42:11.526

Nicole Fieser: Actually, you know what?

1444
02:42:13.117 --> 02:42:18.806
Nicole Fieser: Let's go back to. I'm gonna use my employee search. See? This is why we need the employee search.

1445
02:42:19.377 --> 02:42:22.076
Nicole Fieser: I'm going to go ahead and find Coach Beard.

1446
02:42:22.717 --> 02:42:25.736
Nicole Fieser: He's been a kind of our go to right.

1447
02:42:27.567 --> 02:42:29.867
Nicole Fieser: So we're gonna be here to the time card.

1448
02:42:31.187 --> 02:42:36.306
Nicole Fieser: Oh, Greg, bear with me, I've got. I've got some things.

1449
02:42:37.767 --> 02:42:38.767
Nicole Fieser: Okay.

1450
02:42:40.297 --> 02:42:45.467
Nicole Fieser: we're gonna talk that through for sure. Okay, so let's talk about. So let's talk about a couple of things. One.

1451
02:42:46.167 --> 02:42:51.487
Nicole Fieser: I made a big deal, telling you not to click on that modest button.

1452
02:42:52.017 --> 02:42:56.597
Nicole Fieser: Right? Let me show you what happens. And then we're gonna talk about double punches.

1453
02:42:57.097 --> 02:43:03.407
Nicole Fieser: Alrighty, if I delete that and I save it, it's gone.

1454
02:43:04.477 --> 02:43:05.587
Nicole Fieser: It's gone.

1455
02:43:06.597 --> 02:43:15.217
Nicole Fieser: The question earlier was, will that delete row show in my audits? Tab the audits trail?

1456
02:43:15.537 --> 02:43:22.077
Nicole Fieser: Yeah, but it's not super clean, right? It's not super clean.

1457
02:43:22.697 --> 02:43:25.176
Nicole Fieser: It just says, let me show you here.

1458
02:43:25.877 --> 02:43:27.507
Nicole Fieser: Yeah, I'm trying to open this.

1459
02:43:28.327 --> 02:43:35.327
Nicole Fieser: It says, Hey, you deleted a 9 0. 4 Am. Punch and a 4 30 Pm. Punch, and you deleted your comments.

1460
02:43:35.827 --> 02:43:41.876
Nicole Fieser: All that work that I did for that Miss Punch. It's gone. Is it showing in the audits trail? Yes.

1461
02:43:44.467 --> 02:43:50.457
Nicole Fieser: Does it explain? When I delete this using that minus sign.

1462
02:43:51.057 --> 02:43:58.667
Nicole Fieser: does it explain why I deleted the punch? It does not, it does not.

1463
02:44:00.327 --> 02:44:03.166
Nicole Fieser: And that's why we stay away from that minus sign.

1464
02:44:03.497 --> 02:44:08.837
Nicole Fieser: So just for funsies, y'all, I'm going to go ahead and put back the punches

1465
02:44:09.577 --> 02:44:15.247
Nicole Fieser: right? And I'm gonna mark it. I'm gonna add a comment, there it is. See, it's it's all back.

1466
02:44:15.767 --> 02:44:17.046
Nicole Fieser: So I put it back.

1467
02:44:18.477 --> 02:44:25.057
Nicole Fieser: If you have a double punch right how you delete a punch.

1468
02:44:25.517 --> 02:44:28.997
Nicole Fieser: you would find that the double punch that you want to delete

1469
02:44:29.217 --> 02:44:32.046
Nicole Fieser: you right? Click, you add a comment.

1470
02:44:33.457 --> 02:44:39.237
Nicole Fieser: Okay, you're going to right click and add the comment ideally of double punch.

1471
02:44:41.127 --> 02:44:43.727
Nicole Fieser: Ignore that comment. Pretend it's the right one.

1472
02:44:44.487 --> 02:44:46.067
Nicole Fieser: We're going to apply it.

1473
02:44:46.567 --> 02:44:49.586
Nicole Fieser: We're gonna then we can delete it.

1474
02:44:51.357 --> 02:44:55.037
Nicole Fieser: Okay, then we can delete it.

1475
02:44:57.237 --> 02:44:59.397
Nicole Fieser: and I would save it again.

1476
02:45:01.267 --> 02:45:16.747
Nicole Fieser: Okay, now, since you had a double punch, you're not going to get the missed punch. But why? Why is that the right way to delete a double punch to add a comment to the extra punch, save the comment to the extra punch, and then delete it

1477
02:45:17.107 --> 02:45:26.496
Nicole Fieser: because that way, when you go to the audits, tab the audits trail, it's gonna tell us that we why we deleted it.

1478
02:45:27.637 --> 02:45:35.897
Nicole Fieser: So I'm not sure, for whatever reason, the double Punch comment is gone. I'm not sure who added it. I'm not seeing it.

1479
02:45:36.551 --> 02:45:40.817
Nicole Fieser: but for whoever asked that that is the right way to go about it

1480
02:45:41.257 --> 02:45:48.327
Nicole Fieser: to the extra punch, add the comment, save the comment, delete the extra punch, and you will be good on your audit trail.

1481
02:45:49.347 --> 02:45:53.127
Nicole Fieser: Okay, I'm gonna put that punch back. Y'all

1482
02:45:56.357 --> 02:45:57.257
Nicole Fieser: right.

1483
02:45:58.357 --> 02:46:06.527
Nicole Fieser: So I'm going to circle over to excuse me. I apologize.

1484

02:46:08.127 --> 02:46:14.626
Nicole Fieser: We have a couple of questions. Nancy has an outstanding question, Greg and Frederica, that are very much on my agenda to cover

1485
02:46:17.037 --> 02:46:21.656
Nicole Fieser: Greg. I'm gonna read part of your question. And then we're gonna just kind of talk through. So hopefully, that's okay with you.

1486
02:46:22.327 --> 02:46:28.787
Nicole Fieser: What is the logic of whether to update the schedule versus the time card? I Updated the time card for Miss Punch. That's right.

1487
02:46:30.357 --> 02:46:31.307
Nicole Fieser: right?

1488
02:46:32.327 --> 02:46:40.146
Nicole Fieser: And then he goes on, he's like, Yeah, I agree with that. That makes sense. But I added a pay code to the time card. Why didn't I just add it for the schedule?

1489
02:46:40.677 --> 02:46:44.367
Nicole Fieser: That is a great question, Greg. I just kind of summarized there.

1490
02:46:44.807 --> 02:46:51.777
Nicole Fieser: Okay, so if I I didn't do it to your full satisfaction. Definitely. Text text us.

1491
02:46:52.897 --> 02:46:57.297
Nicole Fieser: here's the thing. The rule of thumb is, if you know in advance

1492
02:46:57.627 --> 02:47:00.386
Nicole Fieser: that your employee is going to be out.

1493
02:47:00.957 --> 02:47:12.777
Nicole Fieser: I come to work for Greg. I come to work for Greg, and I tell him tomorrow my kids getting tubes in their ears. I'm going to be out all day. It makes sense to add it to the schedule.

1494
02:47:13.237 --> 02:47:19.166
Nicole Fieser: We would add the sick time to the schedule, because that makes the schedule, then feeds the time card.

1495
02:47:19.357 --> 02:47:25.027
Nicole Fieser: and anybody that then sees my schedule would know I was going to be out.

1496
02:47:25.967 --> 02:47:31.857
Nicole Fieser: So the rule of thumb is, if you know in advance that your employee is going to be out, sure. Go ahead and add it to the schedule.

1497
02:47:32.887 --> 02:47:39.306
Nicole Fieser: If they call in on the day. I'm not coming in today because I'm sick. I'm tired. I'm sick and tired.

1498
02:47:39.817 --> 02:47:44.016
Nicole Fieser: Then you add it to the time card is typically the way we recommend.

1499
02:47:44.197 --> 02:47:54.346
Nicole Fieser: because we didn't know in advance. It may we were counting on them being there. The system will flag them as an unexcused absence, and now we have to explain where they went.

1500
02:47:56.157 --> 02:48:11.487
Nicole Fieser: Is there any harm or foul, Greg? If you were to add, you know somebody's calling in sick with a migraine today to the schedule? No, but by adding it to the time card. If ever you needed to differentiate efficiently.

1501
02:48:11.827 --> 02:48:15.626
Nicole Fieser: is somebody calling out in advance? Or are they doing it? The day of

1502
02:48:15.847 --> 02:48:18.946
Nicole Fieser: it's an easy way to get some good audit information.

1503
02:48:21.127 --> 02:48:21.837

Nicole Fieser: Okay?

1504
02:48:23.357 --> 02:48:24.487
Nicole Fieser: Alright.

1505
02:48:28.437 --> 02:48:31.287
Nicole Fieser: alright. So Dwayne, I think, is answering that question.

1506
02:48:33.297 --> 02:48:35.976
Nicole Fieser: But that is best practice from UKG.

1507
02:48:37.923 --> 02:48:41.626
Nicole Fieser: comp. And overtime. I think that question is still out there.

1508
02:48:42.947 --> 02:48:45.026
Nicole Fieser: So we do still need to talk about overtime.

1509
02:48:46.357 --> 02:48:49.677
Nicole Fieser: And Charlotte, just as a just as a reminder, my friend.

1510
02:48:51.317 --> 02:48:57.547
Nicole Fieser: you will be re-entering all of your employees. Schedules in the new. MyCOH time. System.

1511
02:48:58.847 --> 02:48:59.777
Nicole Fieser: Okay.

1512
02:49:05.497 --> 02:49:07.656
Nicole Fieser: awesome. Thanks, Greg.

1513
02:49:07.987 --> 02:49:18.697
Nicole Fieser: so, Charlotte. Yes, my friend, you will be building schedules in your new system, and Summer says, can we edit the shift on the time card that was not enabled my friend.

1514
02:49:18.967 --> 02:49:21.307
Nicole Fieser: So the answer is, no.

1515
02:49:21.597 --> 02:49:25.116
Nicole Fieser: You guys are, gonna go over to the schedule, the schedule planner.

1516
02:49:25.417 --> 02:49:30.456
Nicole Fieser: and either you can go into that main menu. You can do the employee search.

1517
02:49:30.987 --> 02:49:37.536
Nicole Fieser: You can do it from a tile so summer sadly. No.

1518
02:49:38.157 --> 02:49:41.907
Nicole Fieser: Richard says, why is vacation time not added in the total time.

1519
02:49:42.027 --> 02:49:43.676
Nicole Fieser: Let's do that

1520
02:49:47.057 --> 02:49:51.856
Nicole Fieser: because it's showing work time. But let's let's take. Let's talk about that, Richard. Let's talk.

1521
02:49:52.057 --> 02:49:55.597
Nicole Fieser: Y'all, we've been adding doing a lot in the time card grid.

1522
02:49:57.347 --> 02:50:03.936
Nicole Fieser: Richard. I don't know if this is helpful, or if I'm if I'm boogering things up for you. So keep me posted. Okay?

1523
02:50:06.397 --> 02:50:14.266
Nicole Fieser: Notice, please, at the top, much like you have in your old chrono system. And hopefully, y'all are using this. And if you're not, maybe this helps

1524
02:50:15.267 --> 02:50:22.737
Nicole Fieser: at the bottom of every time. Card, you're gonna have the accruals, tab the totals, tab the historical corrections, tab and the audits tab.

1525
02:50:22.897 --> 02:50:25.466
Nicole Fieser: We've started to talk about that on its tab already.

1526
02:50:26.197 --> 02:50:31.667
Nicole Fieser: I like Richard's question where it's like, hey? I'm not kind of seeing what I'm expecting to see

1527
02:50:32.427 --> 02:50:42.556
Nicole Fieser: if you're not expecting if you're not seeing the totals because we're seeing the shift daily and pay period pay period totals right here

1528
02:50:42.847 --> 02:50:43.747
Nicole Fieser: right?

1529
02:50:44.687 --> 02:50:51.511
Nicole Fieser: Vacation time was, we do see 7Â h, because that's what they're actually scheduled for.

1530
02:50:52.757 --> 02:50:53.837
Nicole Fieser: Okay.

1531
02:50:55.077 --> 02:51:05.886
Nicole Fieser: better would be Richard to look at your totals tab every time. If you are looking at your shift daily and pay period totals in the time card grid. That's fine

1532
02:51:06.967 --> 02:51:09.967
Nicole Fieser: when you really need to see the details, though

1533
02:51:10.387 --> 02:51:20.667
Nicole Fieser: what I think is incredibly value is the totals tab because you do get to see base pay, total vacation vote, vacation hours used, and you can break it up.

1534
02:51:20.957 --> 02:51:31.836
Nicole Fieser: You can see it by daily amounts period to date or the time item, if you just want to see a specific thing, I just want to see it by pay code. You can

1535
02:51:33.557 --> 02:51:34.557
Nicole Fieser: right?

1536
02:51:36.417 --> 02:51:40.116
Nicole Fieser: So I think, if you have not yet played with this.

1537
02:51:40.717 --> 02:51:46.466
Nicole Fieser: the totals tab is enhanced in the new MyCOH time system.

1538
02:51:46.667 --> 02:51:47.397
Nicole Fieser: It's

1539
02:51:47.537 --> 02:51:59.107
Nicole Fieser: is it very, very similar to be clear to what it was in your old chrono system? But if you're not seeing what you expect to see, go look at the breakdown. Go look at the breakdown, and I think that's gonna help.

1540
02:52:00.707 --> 02:52:01.477
Nicole Fieser: Okay.

1541
02:52:08.517 --> 02:52:17.427
Nicole Fieser: alright. And Frederica says I'm a bit confused on when to use pay codes. Dwayne. Listen up, my friend. This one's for you, please.

1542
02:52:18.317 --> 02:52:33.096
Nicole Fieser: So are we only adding pay codes for Miss Punches that we have to edit for our employees. For example, if the employee has to attend a doctor's appointment and forgets to clock out, is it, then, our responsibility to enter the pay code prior to approving the time card.

1543

02:52:33.757 --> 02:52:51.647
Nicole Fieser: Aside from that, will the pay code already be on the time card, for example, if an employee request time off and uses their vacation time, and we approve the time off request. Excuse me, will the pay code automatically show on their time card? Yes. So, Frederica, let's touch base

1544
02:52:52.927 --> 02:52:56.646
Nicole Fieser: one. If there is a time off request, let's jump.

1545
02:52:57.057 --> 02:53:04.456
Nicole Fieser: Y'all, I'm jumping around a little bit. I apologize in advance, but let's kind of try to make this a full conversation.

1546
02:53:06.617 --> 02:53:13.326
Nicole Fieser: Ultimately, Frederica, you're going. Your your employees are gonna have a my time off tile.

1547
02:53:13.807 --> 02:53:17.616
Nicole Fieser: and they're gonna be able to click on it, and they're gonna put in a time off request.

1548
02:53:18.467 --> 02:53:22.116
Nicole Fieser: Frederica. You will then get a notification that

1549
02:53:22.527 --> 02:53:24.727
Nicole Fieser: Nancy has a time off request.

1550
02:53:26.367 --> 02:53:39.516
Nicole Fieser: You will either right from here, right from either the control center panel or from that full control center. Using that my notifications tile or from the schedule.

1551
02:53:39.877 --> 02:53:43.297
Nicole Fieser: you can either approve or reject that time off request.

1552
02:53:44.067 --> 02:53:47.587
Nicole Fieser: When you approve the time off request, Frederica.

1553
02:53:47.747 --> 02:53:53.517
Nicole Fieser: The time off request is going to show on the schedule, and the schedule feeds the time card.

1554
02:53:54.077 --> 02:54:02.396
Nicole Fieser: So if there is an approved time off request, you will see it in both the employees schedule and in the employees. Time card.

1555
02:54:03.717 --> 02:54:10.216
Nicole Fieser: right? So that second part is, yeah. If it's time off request, you're gonna see in their time card for sure.

1556
02:54:11.817 --> 02:54:18.577
Nicole Fieser: Dwayne, would you like to elaborate my friend on when we should be looking at

1557
02:54:19.067 --> 02:54:24.557
Nicole Fieser: assigning pay codes. If somebody leaves early for 30Â min, for example.

1558
02:54:25.137 --> 02:54:29.936
Nicole Fieser: should they be using sick vacation or some other time.

1559
02:54:30.357 --> 02:54:32.367
Nicole Fieser: Do you want to talk that talk about that?

1560
02:54:46.337 --> 02:54:48.447
Nicole Fieser: You know I might not be seeing Duane.

1561
02:54:48.447 --> 02:54:52.556
Dwayne SantaCruz: I didn't have to do it. I had to enter the webinar to come and answer your question.

1562
02:54:53.817 --> 02:54:54.477
Nicole Fieser: You, sir.

1563

02:54:54.667 --> 02:55:16.187
Dwayne SantaCruz: It. It depends. Right? It's it's a, it's a, it's a activity call right when we say action call is because you're closest to the action like, you know that this employee is coming in late today, but that person may make it up on a lunch break right? They may, instead of taking a 60Â min lunch break. They may take a 30Â min lunch break. Then then it's not necessary for the pay code.

1564
02:55:16.187 --> 02:55:34.527
Dwayne SantaCruz: Right? Let's say the person may decide, or you may approve, that a person is going to work later. That shift right instead of getting off at 5 o'clock we may work till 5 30 to make up the 30Â min. That that person is late, but you know it's a judgment call you don't. You? Don't want that to get to be a habit

1565
02:55:34.537 --> 02:55:35.377
Dwayne SantaCruz: right.

1566
02:55:35.597 --> 02:55:53.276
Dwayne SantaCruz: the employees as a schedule, the employer shall abide by the schedule unless we requested that. Hey? I need to come in late. Then you adjust that schedule, and if you say that he's coming in late tomorrow, you adjust it to 30Â min and work longer, or work a shorter lunch break that day.

1567
02:55:53.277 --> 02:56:07.057
Dwayne SantaCruz: right? You have the ability to make that work. But if, at the in the event that the person doesn't make other time, and they request that they they won't use paid time off, or vacation, or or whatever it is.

1568
02:56:07.107 --> 02:56:22.857
Dwayne SantaCruz: Then you would enter that pay code. I would. I would suspect that the employee would do the request for the time off for 30Â min, or 15Â min, or whatever it is, and you approve it right that way. You have that history that the employee requested it. You approved it.

1569
02:56:22.937 --> 02:56:28.916
Dwayne SantaCruz: and then there's no question of why that 30Â min or 15Â min was there that the employee requested

1570
02:56:29.027 --> 02:56:33.366
Dwayne SantaCruz: like? Not you just putting it on a time card because he didn't show up.

1571
02:56:33.537 --> 02:56:36.386

Dwayne SantaCruz: He or she didn't show up. I hope that answers your question.

1572
02:56:40.097 --> 02:56:51.187
Nicole Fieser: Thanks, twain. That was a that was a good and full answer was getting full answers, okay, perfect.

1573
02:56:51.417 --> 02:57:00.697
Nicole Fieser: So, Frederica, I know that was a long question lot. I gave a big answer. Dwayne gave a better answer hopefully, that makes sense to you.

1574
02:57:02.567 --> 02:57:03.467
Nicole Fieser: okay.

1575
02:57:05.587 --> 02:57:11.065
Nicole Fieser: And is there a pay code for training. I'm gonna defer to your team.

1576
02:57:12.637 --> 02:57:24.817
Nicole Fieser: Gupreet says. Could you please clarify the scheduling with regards to shift bid when we have new hire we carry out shift, bid will the system stay open to revise the schedule for that particular group? Yes.

1577
02:57:24.957 --> 02:57:30.417
Nicole Fieser: good, free. We can update the schedule group as needed. Yes, for sure.

1578
02:57:33.097 --> 02:57:40.746
Nicole Fieser: Alright from there. Let's talk about lunch deductions.

1579
02:57:41.347 --> 02:57:53.366
Nicole Fieser: I know I did not include this in the agenda, but there's a lot of questions about lunch today. So let's talk about lunch, shall we? I think that's a good place to begin.

1580
02:57:53.717 --> 02:57:56.547
Nicole Fieser: So one, I'm going to go ahead and mark these as reviewed.

1581
02:57:57.207 --> 02:58:03.897
Nicole Fieser: Okay, and I'm gonna go ahead and pretend it's already end of day today. January 7.th

1582
02:58:04.147 --> 02:58:07.787
Nicole Fieser: So I'm going to go ahead and say that this employee left at 5 pm.

1583
02:58:09.297 --> 02:58:14.937
Nicole Fieser: Okay, but here's my story for Tuesday.

1584
02:58:15.597 --> 02:58:19.277
Nicole Fieser: Let's say that the employee ended up working through lunch.

1585
02:58:19.547 --> 02:58:38.397
Nicole Fieser: And again, I think each department kind of has their own rules around this. So please know y'all, I am not speaking to your policy. I'm gonna show you how the system works. And then you you obviously know your policy far better than I'm gonna know your policy on this one. Okay, so I want to own that with you. But let's talk about the system.

1586
02:58:38.977 --> 02:58:46.317
Nicole Fieser: I'm gonna say that Trent prim work through lunch today. Let's pretend it's now 5 and 30 in the afternoon.

1587
02:58:46.697 --> 02:58:57.057
Nicole Fieser: and he said, hey? I never got a chance to take a break. There was a crisis. I was stuck in training. Can you imagine going through training during lunch? Right?

1588
02:58:57.917 --> 02:59:00.736
Nicole Fieser: How would you cancel a meal deduction?

1589
02:59:01.677 --> 02:59:08.777
Nicole Fieser: Well, a couple of things one step number one earlier, and I apologize. I don't remember who said it.

1590
02:59:09.027 --> 02:59:20.056

Nicole Fieser: but somebody in the group today said, Hey, some of my people have a 30 min lunch, and some of my people have a a 1 h lunch

1591
02:59:21.527 --> 02:59:26.007
Nicole Fieser: folks. The really cool thing is is that typically

1592
02:59:27.937 --> 02:59:37.817
Nicole Fieser: if you go ahead, if you're not sure, step number one, if you're gonna start talking about meal deductions and canceling lunches and dealing with lunches and the whole 9 yards

1593
02:59:38.327 --> 02:59:47.177
Nicole Fieser: step number one is, you need to know, does your employee have a 30 min meal break, or a 60 min meal break. That should be step number one for y'all.

1594
02:59:47.677 --> 02:59:53.666
Nicole Fieser: And if you're not sure here directly in the time card, do you see that little blue eye.

1595
02:59:54.877 --> 03:00:02.796
Nicole Fieser: Okay, if I go and click on that little blue eye next to Trent Prims name.

1596
03:00:03.647 --> 03:00:12.427
Nicole Fieser: you can go ahead and see if you look at things. It's gonna tell you what meal that they're assigned to. Is it? A 30 min meal is a 60 min meal.

1597
03:00:12.717 --> 03:00:19.597
Nicole Fieser: Get familiar with the information that the system is telling us, okay.

1598
03:00:20.837 --> 03:00:26.567
Nicole Fieser: in Edward Hall. The answer is, yes, we're gonna talk through Mobile in just a little bit. Just so, you know.

1599
03:00:27.497 --> 03:00:31.847
Nicole Fieser: Okay? So in this case, I'm going to say, this employee is assigned to a meal break.

1600
03:00:32.157 --> 03:00:34.856
Nicole Fieser: Where do we cancel the meal? Break from

1601
03:00:35.617 --> 03:00:41.077
Nicole Fieser: here at UKG. We consider it to be best practice

1602
03:00:41.297 --> 03:00:45.646
Nicole Fieser: that you cancel the meal deduct on the out punch.

1603
03:00:46.517 --> 03:00:57.566
Nicole Fieser: Technically, you can do it on the in Punch. I would never recommend it. Having been doing this for 20 plus years. Do it on the out punch, and let me explain myself.

1604
03:00:58.247 --> 03:01:02.247
Nicole Fieser: If you find that you need to cancel an employee's meal deduction.

1605
03:01:02.687 --> 03:01:05.966
Nicole Fieser: They tell you they work through lunch, or whatever their story is.

1606
03:01:07.247 --> 03:01:11.166
Nicole Fieser: make sure they didn't just take it later in the day right?

1607
03:01:12.017 --> 03:01:16.326
Nicole Fieser: It's realistic, for let's, Larry, I'm picking on you for no good reason.

1608
03:01:17.007 --> 03:01:21.486
Nicole Fieser: Right? I come to work for Larry. Larry's my manager. It's

1609
03:01:21.687 --> 03:01:25.277
Nicole Fieser: well, Eastern time. Y'all, it's 1 0 9 right.

1610
03:01:26.141 --> 03:01:29.316

Nicole Fieser: I tell him I didn't get to take my lunch break at noon.

1611
03:01:30.497 --> 03:01:32.866
Nicole Fieser: I end up taking it later in the day.

1612
03:01:33.977 --> 03:01:48.686
Nicole Fieser: So by making sure that you are canceling the meal deduction on the out punch, you, as the manager supervisor, are confirming that no, the employee did not just take it later in the day, which in my experience oftentimes does happen.

1613
03:01:50.127 --> 03:01:53.407
Nicole Fieser: How are we going to do this right?

1614
03:01:55.817 --> 03:01:57.607
Nicole Fieser: Right? How are we gonna do it.

1615
03:02:00.637 --> 03:02:06.586
Nicole Fieser: I'm gonna go ahead and click on edit. I'm gonna right. Click on the punch and I'm gonna go to edit.

1616
03:02:07.227 --> 03:02:10.586
Nicole Fieser: And when we go to edit. That edit punch

1617
03:02:10.767 --> 03:02:12.977
Nicole Fieser: box opens up on the right.

1618
03:02:13.607 --> 03:02:17.807
Nicole Fieser: And do you see the cancel deduction right?

1619
03:02:18.297 --> 03:02:27.166
Nicole Fieser: This is where you can choose either the 30 or 60 min meal based on the information that displayed in the information.

1620

03:02:28.407 --> 03:02:38.496
Nicole Fieser: If you're not sure whether the employee took a 30 or 60Â min meal break if they're assigned to a 30 or 60Â min meal break. To be more precise.

1621
03:02:38.937 --> 03:02:44.466
Nicole Fieser: you can choose all, and we can go ahead and click, apply, and we can save it

1622
03:02:46.187 --> 03:02:53.246
Nicole Fieser: now. A couple of things since we've had a lot of questions around canceling the meal deduction.

1623
03:02:53.847 --> 03:02:59.387
Nicole Fieser: I have just canceled the meal deduction, and if I go to my totals, tab right?

1624
03:02:59.527 --> 03:03:02.986
Nicole Fieser: Nothing looks out of whack. We're doing. Okay. So far.

1625
03:03:03.437 --> 03:03:06.047
Nicole Fieser: Notice, though, that the shift

1626
03:03:07.077 --> 03:03:16.077
Nicole Fieser: they're getting paid for the 30Â min meal right? They're getting paid shift 8Â h daily. 8Â h were yesterday. They only got paid 7 and a half.

1627
03:03:17.487 --> 03:03:20.836
Nicole Fieser: There is also a red eye

1628
03:03:21.577 --> 03:03:24.587
Nicole Fieser: folks when it comes to canceling the meal deduction.

1629
03:03:25.307 --> 03:03:29.396
Nicole Fieser: The red eye is there, and there is nothing you can do about it.

1630

03:03:29.547 --> 03:03:40.106
Nicole Fieser: You can't. You can't get rid of it by marking as reviewed. You can't do anything if you cancel meal deduction, that red eye is going to be there.

1631
03:03:40.697 --> 03:03:41.727
Nicole Fieser: Okay?

1632
03:03:42.717 --> 03:03:46.446
Nicole Fieser: Why, that would be my question, why.

1633
03:03:46.667 --> 03:03:54.307
Nicole Fieser: why is that red eye when I cancel a meal deduction? Why can't I get rid of it? Why can't I mark it as reviewed as I did

1634
03:03:54.407 --> 03:03:56.227
Nicole Fieser: for the punches yesterday.

1635
03:03:57.647 --> 03:04:05.916
Nicole Fieser: U kg, right once a canceled meal deduction to stand out like a sore thumb.

1636
03:04:06.097 --> 03:04:06.997
Nicole Fieser: Right?

1637
03:04:07.677 --> 03:04:21.906
Nicole Fieser: Mostly people should be taking their meal breaks mostly we want our people to take their lunch breaks, so if we are canceling meal deductions, it needs to stand out so that you, as a manager supervisor, know that it's that that's happening.

1638
03:04:23.097 --> 03:04:24.017
Nicole Fieser: Okay?

1639
03:04:26.677 --> 03:04:27.807
Nicole Fieser: Right?

1640
03:04:31.407 --> 03:04:34.637
Nicole Fieser: Prentis, correct, Prentis, correct? Yep.

1641
03:04:34.827 --> 03:04:39.386
Nicole Fieser: you're not going to be worried so much with the ins and the out punches because you have exempt

1642
03:04:43.137 --> 03:04:46.917
Nicole Fieser: Dwayne, I'm gonna defer to you for Britney's question.

1643
03:04:47.617 --> 03:04:58.746
Nicole Fieser: At least my division and Hpd. Does not do unpaid lunch when I create the schedule, would it automatically deduct a lunch? Or will it only do if I click on when I'm creating the schedule?

1644
03:04:59.007 --> 03:05:01.667
Nicole Fieser: So I think Britney is looking for some clarification.

1645
03:05:02.107 --> 03:05:05.809
Dwayne SantaCruz: So Hpd. Altogether they don't have

1646
03:05:06.587 --> 03:05:15.736
Dwayne SantaCruz: lunch breaks, and you opening up a can of worms, Britney. So for the rest of the city. There's a mandatory 30Â min lunch break at least

1647
03:05:15.947 --> 03:05:32.236
Dwayne SantaCruz: right. But for Hpd. Including civilians, they don't have an unpaid lunch. It's a flat 8Â h, and the work will transfer depicts the depicts that. So if you select the one that starts with Hpd.

1648
03:05:32.517 --> 03:05:40.957
Dwayne SantaCruz: And and you're the only one that that can see the Hpd Work group transfers. Then it will not deduct a 30Â min lunch.

1649
03:05:42.427 --> 03:05:48.117
Dwayne SantaCruz: No, you know whether or not you get some some calls and and questions about that.

1650
03:05:48.217 --> 03:05:51.486
Dwayne SantaCruz: I'll leave that up to the people on the call. You opened it up.

1651
03:05:56.397 --> 03:06:01.396
Nicole Fieser: Alright. Y'all lot going on right lot going on.

1652
03:06:02.357 --> 03:06:08.886
Nicole Fieser: Alright, folks, let's finish up talking about the time card, because I do want to talk about reports and approvals.

1653
03:06:08.997 --> 03:06:10.577
Nicole Fieser: and

1654
03:06:12.697 --> 03:06:22.747
Nicole Fieser: kind of figure out where we go from. There. I do want to also talk about Mobile, so I do want to have some time with y'all to at least touch base with mobile and kind of show you what mobile looks like.

1655
03:06:23.319 --> 03:06:30.276
Nicole Fieser: The question we've had some folks question, or folks that are already using mobile, are they going to continue? Yeah. But it's better.

1656
03:06:30.467 --> 03:06:31.387
Nicole Fieser: Okay.

1657
03:06:32.057 --> 03:06:35.947
Nicole Fieser: So couple of things as we finish up the time card one.

1658
03:06:38.217 --> 03:06:40.277
Nicole Fieser: You have your time card grid.

1659
03:06:42.347 --> 03:06:57.017

Nicole Fieser: If there's going to be accruals, accruals will be loaded in at at a later date. So we're not going to worry too much about that. We talked about the totals, tab the totals. Tab is a great summary of what is going on in the time card grid above.

1660
03:06:57.617 --> 03:07:10.587
Nicole Fieser: If you are not actively using the totals tab, I strongly, strongly encourage you to do so, because, my gosh! It makes it so much easier when you're looking towards the end of a pay period.

1661
03:07:12.367 --> 03:07:13.417
Nicole Fieser: Okay.

1662
03:07:13.617 --> 03:07:20.887
Nicole Fieser: to know what's going on in the time card. What is the what are the pay codes use. What are the hours? Do things look right?

1663
03:07:23.417 --> 03:07:24.507
Nicole Fieser: Okay.

1664
03:07:25.927 --> 03:07:32.567
Nicole Fieser: Angel. I'm gonna we're gonna talk about that. I'm gonna turn that question over to Dwayne as we wrap up this section. Okay.

1665
03:07:33.447 --> 03:07:37.687
Nicole Fieser: historical corrections. Y'all, let's touch base on historical corrections.

1666
03:07:37.977 --> 03:07:43.356
Nicole Fieser: You're not. The majority of us in the room today are not going to be completing historical corrections.

1667
03:07:44.187 --> 03:07:48.057
Nicole Fieser: Alrighty, we're just not.

1668
03:07:48.417 --> 03:07:49.966
Nicole Fieser: But you might see him.

1669
03:07:50.867 --> 03:07:59.517
Nicole Fieser: You might see him right. So if I don't know, maybe somebody ended up working overtime, and

1670
03:07:59.927 --> 03:08:07.377
Nicole Fieser: they didn't punch. And we ended up closing out the pay period. And they didn't get paid their 2Â h of overtime.

1671
03:08:08.027 --> 03:08:18.207
Nicole Fieser: Okay? And remember, ideally overtime is pretty straightforward. I know we've had some questions about that. If you need to go ahead and say that from not they. This

1672
03:08:18.397 --> 03:08:27.387
Nicole Fieser: person worked 9 until 5, and then they came back in and they worked from I don't know. 6 p. To 7, 30 p.

1673
03:08:27.667 --> 03:08:28.707
Nicole Fieser: Right.

1674
03:08:28.947 --> 03:08:31.274
Nicole Fieser: Let me try that one more time.

1675
03:08:32.597 --> 03:08:37.656
Nicole Fieser: 7 30 P. Because there was some sort of emergency. And they came back in

1676
03:08:38.467 --> 03:08:40.906
Nicole Fieser: right one that's going to be unscheduled

1677
03:08:41.247 --> 03:08:45.426
Nicole Fieser: and 2 right? They're gonna get paid correctly for it.

1678
03:08:47.657 --> 03:08:52.576
Nicole Fieser: Mostly if we find that we need to pay overtime and we didn't.

1679
03:08:52.737 --> 03:08:58.396
Nicole Fieser: or we didn't get the correct number of hours paid, or whatever happened.

1680
03:08:59.137 --> 03:09:02.737
Nicole Fieser: payroll can conduct a historical correction.

1681
03:09:03.987 --> 03:09:10.147
Nicole Fieser: We're not conducting historical corrections, but you might see it on your employees time card.

1682
03:09:10.627 --> 03:09:19.037
Nicole Fieser: So if something wasn't right, and a historical correction needed to be conducted. You would see the details of it here.

1683
03:09:19.497 --> 03:09:23.456
Nicole Fieser: Okay, so that's kind of neat

1684
03:09:26.847 --> 03:09:27.807
Nicole Fieser: any

1685
03:09:28.097 --> 03:09:33.196
Nicole Fieser: summer. I've not talked about delegation yet, but it's on my agenda, my friend. That's why I'm talking fast.

1686
03:09:36.547 --> 03:09:40.877
Nicole Fieser: Jared. It, Jared, by chance. Are you with Hpd.

1687
03:09:42.987 --> 03:09:46.777
Nicole Fieser: Internal orders? That sounds like one of the things we did for Hpd.

1688
03:09:48.047 --> 03:09:52.896
Nicole Fieser: Let me know, because we will be talking about it in Hpd training next week.

1689
03:09:53.397 --> 03:09:59.486
Nicole Fieser: I will try to squeeze it in. I'm gonna do everything I can to squeeze as much into this training. But bear with me. Okay.

1690
03:10:01.847 --> 03:10:09.306
Nicole Fieser: David says, does the historical correction follow the employee if they transfer to another division. So the supervisor can see the history of the employee.

1691
03:10:10.917 --> 03:10:18.096
Nicole Fieser: Yes, yes, okay, Jared, I will. I will attempt.

1692
03:10:18.667 --> 03:10:25.717
Nicole Fieser: Just have to go back to Bobby's question. I have a couple of questions to circle back to Jared. I'll see what I can do. Okay, bear with me, though.

1693
03:10:26.567 --> 03:10:35.016
Nicole Fieser: so historical corrections will be visible here, and then you have your audits, tab your audits, trail. Every change that we're making

1694
03:10:35.257 --> 03:10:36.906
Nicole Fieser: is going to be tracked here.

1695
03:10:39.247 --> 03:10:47.137
Nicole Fieser: Barrett, I'm gonna assume. Yes. But Dwayne, Barrett says, to be clear on historical corrections, do we still need to submit A. A. P. Pay.

1696
03:10:49.107 --> 03:10:50.993
Dwayne SantaCruz: Yes, that is

1697
03:10:51.557 --> 03:11:18.587
Dwayne SantaCruz: That's an old, real, real old term, P. Pay, and I think they still use that in aviation. But yes, you still need to tell payroll or your payroll, rep what the correction is, because the action is closest to you. You know what the employee needs to be corrected, because once the pay period is closed, signed off and processed, then you can't. As the as the manager can't make those corrections, so you need to send that to a person that can, which is your payroll. Rep.

1698
03:11:22.137 --> 03:11:22.917
Nicole Fieser: Perfect.

1699
03:11:24.107 --> 03:11:28.397
Nicole Fieser: Alright, y'all, that is your time card in a nutshell.

1700
03:11:29.797 --> 03:11:37.777
Nicole Fieser: So we've added pay codes. We've added punches. We've added comments we've marked as reviewed. Okay, ultimately.

1701
03:11:37.987 --> 03:11:44.337
Nicole Fieser: all the changes that we've been making are, in fact, updating this manage time cards tile.

1702
03:11:44.507 --> 03:11:49.076
Nicole Fieser: So I just have one outstanding, one laid in one laid out.

1703
03:11:50.317 --> 03:12:04.597
Nicole Fieser: Okay, use this, manage time cards, tile to your advantage, because ultimately this is going to allow us to know. Are my time cards? Quote clean right now, I have 14 that have no exceptions to.

1704
03:12:04.857 --> 03:12:07.527
Nicole Fieser: Clearly, I still have 2 exceptions that are outstanding.

1705
03:12:07.717 --> 03:12:14.856
Nicole Fieser: Okay, from there. Let's talk about reports. Let's talk about approvals.

1706
03:12:14.997 --> 03:12:20.877
Nicole Fieser: And then, obviously, mobile and delegation are absolutely something that I committed to talking to you about.

1707
03:12:21.037 --> 03:12:24.057
Nicole Fieser: So I want to make sure that we have those topics covered.

1708
03:12:25.127 --> 03:12:33.007
Nicole Fieser: Okay, alright. With that being said, let's talk about reports, standard reports

1709
03:12:33.397 --> 03:12:36.717
Nicole Fieser: for those of you that have been using your old chrono system.

1710
03:12:36.887 --> 03:12:42.137
Nicole Fieser: You might be sitting there thinking, like, Huh, yeah.

1711
03:12:42.397 --> 03:12:45.227
Nicole Fieser: she didn't talk to me about reports, but there, I use them

1712
03:12:45.607 --> 03:12:48.877
Nicole Fieser: right, like one of the most popular reports.

1713
03:12:48.977 --> 03:12:51.106
Nicole Fieser: It's the time, detail report.

1714
03:12:51.717 --> 03:12:58.026
Nicole Fieser: Many of you, I think, probably have answered, have looked at the time detail report at some point.

1715
03:13:00.047 --> 03:13:01.837
Nicole Fieser: Here's the deal.

1716
03:13:02.697 --> 03:13:05.916
Nicole Fieser: Are your standard reports still there? Yes.

1717
03:13:07.947 --> 03:13:10.016
Nicole Fieser: that main menu on the left.

1718
03:13:10.597 --> 03:13:16.847
Nicole Fieser: If I go down to data views and reports, I'm going to go this time to the report library.

1719
03:13:18.777 --> 03:13:27.397
Nicole Fieser: Okay, all your reports that you had access to in your old chrono system are pretty much still here.

1720
03:13:27.667 --> 03:13:30.286
Nicole Fieser: Which then begs the question right?

1721
03:13:31.227 --> 03:13:38.726
Nicole Fieser: Wait, Nikki, you told us all about these data views. Right? I made a big production around data views.

1722
03:13:39.247 --> 03:13:43.506
Nicole Fieser: So if we have data views, why do I also need standard reports.

1723
03:13:44.637 --> 03:13:45.597
Nicole Fieser: Listen.

1724
03:13:46.467 --> 03:13:51.966
Nicole Fieser: The standard reports that we're going to talk about the standard reports that you pretty much already have

1725
03:13:52.227 --> 03:13:54.007
Nicole Fieser: in your old Chronos system.

1726
03:13:54.267 --> 03:13:59.826
Nicole Fieser: Those reports exist based on UKG's 45 plus years worth of experience.

1727
03:14:00.257 --> 03:14:06.876
Nicole Fieser: We know as managers and supervisors. There's some reports that y'all are just gonna need it just is what it is.

1728
03:14:07.917 --> 03:14:12.826
Nicole Fieser: however, data views which we looked at earlier today.

1729
03:14:13.137 --> 03:14:21.547
Nicole Fieser: Data views have taken the place for the majority of our customers of the need of having custom reports.

1730
03:14:21.817 --> 03:14:29.616
Nicole Fieser: Because again, data views, you can sort and filter and calculate and do what you want with it.

1731
03:14:30.977 --> 03:14:36.306
Nicole Fieser: Okay, so let's just touch base on this idea of our standard reports.

1732
03:14:38.967 --> 03:14:43.867
Nicole Fieser: Alrighty, when we look at our standard report, step number one.

1733
03:14:44.497 --> 03:14:48.636
Nicole Fieser: When you want to come, run a report. You're gonna go ahead and click on run report.

1734
03:14:51.077 --> 03:14:56.117
Nicole Fieser: When we come to run reports. We're going to get to see our select report categories

1735
03:14:56.277 --> 03:15:02.097
Nicole Fieser: very, very much like what you're seeing today in your old Chronos system. Y'all

1736
03:15:03.047 --> 03:15:10.776
Nicole Fieser: right. Your reports are going to be broken out by category. If you want to look at scheduling reports or a timekeeping report you can

1737
03:15:11.537 --> 03:15:15.617
Nicole Fieser: for those of you that work with attendance or leave. You see those categories, too.

1738
03:15:17.087 --> 03:15:26.967
Nicole Fieser: at minimum. Please remember that every report that you, as a user have access to can be found underneath the all category in alphabetical order.

1739
03:15:28.467 --> 03:15:36.597
Nicole Fieser: How you choose to get to your report is entirely up to you. But let's go to an old friend. The time detail reports

1740
03:15:37.927 --> 03:15:41.736
Nicole Fieser: when we click on a report. You're gonna get a description.

1741
03:15:42.177 --> 03:15:45.136
Nicole Fieser: Read the description, please.

1742
03:15:45.707 --> 03:15:49.937
Nicole Fieser: So many of these reports sound similar one to the other.

1743
03:15:53.867 --> 03:16:01.036
Nicole Fieser: There's no reason there's no reason to run a report that you isn't right. So read the description, y'all

1744
03:16:02.707 --> 03:16:03.697
Nicole Fieser: okay.

1745
03:16:03.957 --> 03:16:05.976
Nicole Fieser: From there. We're going to go ahead and select it.

1746
03:16:06.637 --> 03:16:11.287
Nicole Fieser: And just like you do today, you're gonna choose the timeframe.

1747
03:16:11.907 --> 03:16:15.517
Nicole Fieser: I might go ahead and say the previous pay period.

1748
03:16:16.967 --> 03:16:20.196
Nicole Fieser: You get to choose who you want to see.

1749
03:16:20.397 --> 03:16:26.756
Nicole Fieser: So I'm gonna look at the time detail report in the previous pay period, using all of my reports to.

1750
03:16:26.967 --> 03:16:29.526
Nicole Fieser: And then you have the output format.

1751
03:16:29.717 --> 03:16:35.346
Nicole Fieser: Do you want to generate this report in Pdf. Excel Csv.

1752
03:16:36.647 --> 03:16:37.607
Nicole Fieser: Alrighty.

1753
03:16:38.687 --> 03:16:39.937
Nicole Fieser: It's all right there.

1754
03:16:40.777 --> 03:16:46.027
Nicole Fieser: In this case I'm going to go ahead and run it in in Pdf, I'll run the report.

1755
03:16:47.477 --> 03:16:49.617
Nicole Fieser: It's gonna tell us that it's in progress.

1756
03:16:49.997 --> 03:16:54.506
Nicole Fieser: It's gonna go pretty quickly, even in real life. It goes pretty quickly.

1757
03:16:56.437 --> 03:16:58.487
Nicole Fieser: We're going to go ahead and click. Ok.

1758
03:17:00.107 --> 03:17:01.496

Nicole Fieser: And here it is.

1759
03:17:03.127 --> 03:17:07.207
Nicole Fieser: Apparently I have to update my adobe right?

1760
03:17:07.317 --> 03:17:09.317
Nicole Fieser: But here we get to see.

1761
03:17:09.907 --> 03:17:19.087
Nicole Fieser: I had some excused absences. I had an a wall person right definitely had some stuff going on. Coach Beard had some things going on

1762
03:17:19.987 --> 03:17:24.956
Nicole Fieser: rights work, segments. It's all right here.

1763
03:17:25.697 --> 03:17:36.047
Nicole Fieser: My point is, my point is is that your reports are still there, you can still generate them in Pdf. Or Csv. And

1764
03:17:36.147 --> 03:17:45.607
Nicole Fieser: when we come to the Report library, your completed reports will sit here on your report within your report. Library

1765
03:17:46.457 --> 03:17:48.426
Nicole Fieser: minimum 90 days.

1766
03:17:49.887 --> 03:17:51.116
Nicole Fieser: So there you go

1767
03:17:54.417 --> 03:17:55.507
Nicole Fieser: right.

1768
03:17:58.207 --> 03:18:00.197

Nicole Fieser: You still have your standard reports.

1769
03:18:02.517 --> 03:18:08.277
Nicole Fieser: Barrett says I might be getting ahead of myself, Barrett, I, instead of customizing reports

1770
03:18:09.477 --> 03:18:15.977
Nicole Fieser: instead of customizing reports, I would use the data views, right

1771
03:18:16.367 --> 03:18:22.257
Nicole Fieser: data views are going to give you better, more specific information for yourself

1772
03:18:22.627 --> 03:18:28.676
Nicole Fieser: than a standard report. So use those data views right? Where again.

1773
03:18:29.687 --> 03:18:41.596
Nicole Fieser: I think there's a place for both. I think there's a place for your standard reports kind of like the stuff that we know you're going to need from time to time. And then your data views. They're going to allow you to get

1774
03:18:42.287 --> 03:18:44.257
Nicole Fieser: that level of information.

1775
03:18:44.897 --> 03:18:45.807
Nicole Fieser: Hey?

1776
03:18:49.407 --> 03:18:52.467
Nicole Fieser: Your employee hours your pay period close.

1777
03:18:53.977 --> 03:18:59.467
Nicole Fieser: I think you definitely have the ability to get the overtime report the way you want. I would use a data view.

1778
03:19:01.597 --> 03:19:09.647

Nicole Fieser: Okey, dokey, Bobby. Yes, you can definitely save the Pdf from UKG to your own drive. That's correct.

1779
03:19:11.827 --> 03:19:21.347
Nicole Fieser: That's right, all right. Y'all really good questions today, way better than the average.

1780
03:19:21.677 --> 03:19:24.316
Nicole Fieser: Seriously, I'm so impressed.

1781
03:19:25.707 --> 03:19:32.527
Nicole Fieser: Let's talk about approvals. And this is where those do you remember way at the beginning, which probably feels like 252 years ago.

1782
03:19:34.177 --> 03:19:57.357
Nicole Fieser: Vanessa. Yes, and that's going to be in the Punch Detail data view. I would use that data view for that. There is a report, the Punch detail report. But the data view is going to give you information like that Vanessa. You can also look at the audit trail on the time card. And there's the Punch detail data view. So 100. You can easily get that information in a ton of different

1783
03:19:58.447 --> 03:19:59.417
Nicole Fieser: okey dokey.

1784
03:20:00.247 --> 03:20:01.907
Nicole Fieser: Let's talk about approvals.

1785
03:20:02.927 --> 03:20:07.507
Nicole Fieser: Y'all, there's so many different ways to get here so many different ways.

1786
03:20:07.877 --> 03:20:10.097
Nicole Fieser: One in this case

1787
03:20:10.557 --> 03:20:18.837
Nicole Fieser: I'm going to go to the previous pay period, and I'm going to clean up my time cards alright.

1788
03:20:20.187 --> 03:20:23.987
Nicole Fieser: And I'm gonna go ahead and say, oh, this person forgot to punch on Friday

1789
03:20:24.557 --> 03:20:27.896
Nicole Fieser: they left at 5 P.

1790
03:20:33.217 --> 03:20:36.447
Nicole Fieser: So we should be kind of okay.

1791
03:20:37.547 --> 03:20:40.377
Nicole Fieser: Yep, everybody should be okay.

1792
03:20:40.877 --> 03:20:46.327
Nicole Fieser: So ideally, everything is gonna be all clean and shiny and pretty. I'm still gonna have.

1793
03:20:47.607 --> 03:20:53.487
Nicole Fieser: So somebody with Miss Punch let me toggle to the next person. We're gonna fix that big old Miss Punch that's for sure.

1794
03:20:53.957 --> 03:21:02.816
Nicole Fieser: and we're gonna go ahead and say that Jared, Richard Jeremivich. I don't know how you say this person's name they left on time. They just forgot to punch.

1795
03:21:03.297 --> 03:21:07.237
Nicole Fieser: I'm going to add the comments. I'm going to practice what I preach

1796
03:21:08.687 --> 03:21:13.167
Nicole Fieser: right. We're gonna practice what we preach here, cause that's what we do.

1797
03:21:13.947 --> 03:21:16.197
Nicole Fieser: We try to make sure that

1798

03:21:16.617 --> 03:21:18.006
Nicole Fieser: let me go ahead and save this

1799
03:21:19.677 --> 03:21:21.966
Nicole Fieser: practice. What we preach is important.

1800
03:21:24.377 --> 03:21:25.337
Nicole Fieser: Okay?

1801
03:21:25.597 --> 03:21:30.724
Nicole Fieser: And I'm gonna go ahead and say, Miss Punch, assuming I can type.

1802
03:21:31.847 --> 03:21:40.127
Nicole Fieser: I'm gonna add the comments I'm gonna click, apply. And I'm gonna save it. Okay, so we're gonna say that the previous pay period, if I jump back home.

1803
03:21:40.687 --> 03:21:45.337
Nicole Fieser: everything should look really genuinely pretty good right now, right?

1804
03:21:45.567 --> 03:21:50.766
Nicole Fieser: We're gonna say that. Yes, they were a wall. I've left that there. That's okay.

1805
03:21:50.967 --> 03:21:56.207
Nicole Fieser: But we're gonna say, yes, we are good to go. So let's say that the previous pay period

1806
03:21:56.457 --> 03:21:57.586
Nicole Fieser: is fine.

1807
03:21:57.947 --> 03:22:01.377
Nicole Fieser: Okay, you get the gist on how to fix things.

1808
03:22:02.267 --> 03:22:04.907
Nicole Fieser: How can we go ahead and approve

1809
03:22:05.377 --> 03:22:09.887
Nicole Fieser: folks? I'm going to show you a couple of different things. You've got to figure out what's best for you.

1810
03:22:10.547 --> 03:22:16.386
Nicole Fieser: One. I'm going to click on that broken bent right facing arrow next to manage time cards.

1811
03:22:16.777 --> 03:22:17.887
Nicole Fieser: Ants.

1812
03:22:18.397 --> 03:22:26.027
Nicole Fieser: If I look at Sydney right, I look at Cindy, and I say, yes, Sydney is fine right

1813
03:22:26.227 --> 03:22:29.336
Nicole Fieser: here in the time card. I can click on approve

1814
03:22:30.027 --> 03:22:37.046
Nicole Fieser: and notice. It tells me the time card was approved. And it turns that purpley lilac color.

1815
03:22:38.367 --> 03:22:44.896
Nicole Fieser: Okay, so there it is that tells us that it's approved. I can toggle to my next person.

1816
03:22:45.277 --> 03:22:46.657
Nicole Fieser: coach Beard.

1817
03:22:47.007 --> 03:22:52.407
Nicole Fieser: I review Coach Beard. I can approve toggle to my next person.

1818
03:22:53.497 --> 03:23:00.637
Nicole Fieser: You get the general idea. Carmie looks good. I would approve. I would toggle now as a gentle reminder.

1819
03:23:01.617 --> 03:23:03.316
Nicole Fieser: as a gentle reminder

1820
03:23:03.837 --> 03:23:13.966
Nicole Fieser: on the audits. Tab on the audits trail. If you want to confirm that your time card has been approved in this case for the entire previous pay period.

1821
03:23:14.117 --> 03:23:21.786
Nicole Fieser: Notice. It tells us that Ted Lasso did approve at 1231 on January 7.th Each of those days.

1822
03:23:24.577 --> 03:23:36.917
Nicole Fieser: Remember every change that we're making, whether you do it through the changes that we've talked about today, or your employee makes the change by their punching in punching out.

1823
03:23:37.357 --> 03:23:39.806
Nicole Fieser: It's all being tracked in that audits trail

1824
03:23:41.187 --> 03:23:46.527
Nicole Fieser: now again, because I think y'all are just super polite about things in general. If you're like

1825
03:23:46.717 --> 03:23:50.126
Nicole Fieser: Nikki, I have 22 people. Right?

1826
03:23:50.827 --> 03:24:01.186
Nicole Fieser: Is this how you want me to approve ideally? Yes, if I had my choice, would love for you to always review individually on the time card.

1827
03:24:02.467 --> 03:24:07.267
Nicole Fieser: however, and that main menu on the left. Do you remember how I said there was time. Cards

1828
03:24:07.457 --> 03:24:08.786
Nicole Fieser: haven't looked at this yet.

1829
03:24:11.577 --> 03:24:16.887
Nicole Fieser: Okay, that is another way for you to get into your time cards.

1830
03:24:17.167 --> 03:24:20.777
Nicole Fieser: You also have the employee. Summary.

1831
03:24:22.967 --> 03:24:29.086
Nicole Fieser: The Employee Summary is where once you've reviewed everybody.

1832
03:24:29.397 --> 03:24:38.407
Nicole Fieser: you can select everybody and approve them all as a group in the previous pay period.

1833
03:24:39.487 --> 03:24:42.977
Nicole Fieser: and just like in your old Chronos system folks.

1834
03:24:43.997 --> 03:24:49.967
Nicole Fieser: if you approve as a group that is considered to be a group edit.

1835
03:24:52.177 --> 03:24:58.606
Nicole Fieser: which means then, just like, I hope you're doing. Now, if you're approving your time cards as a group.

1836
03:24:59.507 --> 03:25:02.146
Nicole Fieser: you need to go look at your group edit results.

1837
03:25:03.817 --> 03:25:07.097
Nicole Fieser: And here in your group edit results.

1838
03:25:09.087 --> 03:25:14.236
Nicole Fieser: It's gonna tell us I had 3 fail and 13

1839

03:25:14.917 --> 03:25:18.887
Nicole Fieser: were successful. 3 failed because I had already approved them.

1840
03:25:20.547 --> 03:25:21.776
Nicole Fieser: But there you go.

1841
03:25:25.657 --> 03:25:41.556
Nicole Fieser: How you approve your time. Cards is up to you. They do turn purple, they turn that lilac color, and if you're going to approve as a group, this is me begging and pleading. Look at your group. Edit results. Confirm that it went the way you expected.

1842
03:25:45.707 --> 03:25:51.706
Nicole Fieser: Alright, y'all lot of questions. Today I'm willing to bet your brains are becoming mushy.

1843
03:25:52.637 --> 03:25:58.186
Nicole Fieser: So let's talk about like 2 more things, and we will call it a day deal.

1844
03:25:58.557 --> 03:26:03.037
Nicole Fieser: Delegation and mobile are things that we've been asked a lot about today.

1845
03:26:03.367 --> 03:26:04.907
Nicole Fieser: I'd like to talk about

1846
03:26:07.017 --> 03:26:12.127
Nicole Fieser: one of the things I said to you which I hope resonated with you where you're like. Okay.

1847
03:26:12.617 --> 03:26:16.306
Nicole Fieser: I'm not so freaked out about this system. Was

1848
03:26:17.027 --> 03:26:29.487
Nicole Fieser: that all these steps that we've taken all the tools that we've looked at, all the things that we've done entering the time here within the system is exactly how you do it in mobile, too.

1849

03:26:31.337 --> 03:26:32.247
Nicole Fieser: Right?

1850
03:26:33.857 --> 03:26:40.356
Nicole Fieser: So all right, ignore the stuff on the right.

1851
03:26:40.837 --> 03:26:43.087
Nicole Fieser: This is all that icky stuff.

1852
03:26:44.157 --> 03:26:46.707
Nicole Fieser: I just jumped into the mobile view.

1853
03:26:47.287 --> 03:26:51.756
Nicole Fieser: See, it's a secret little shortcut that we use in training so that we can see Mobile.

1854
03:26:52.477 --> 03:26:57.697
Nicole Fieser: So for those of you that are going to be downloading the app or having your people download the app

1855
03:26:57.917 --> 03:27:00.997
Nicole Fieser: right? It says, welcome back, Ted.

1856
03:27:01.647 --> 03:27:05.916
Nicole Fieser: There it is. Ted can still go to my notifications.

1857
03:27:06.327 --> 03:27:11.377
Nicole Fieser: He still gets to see. Oh, here's my employee request! Here's my timekeeping issues.

1858
03:27:11.857 --> 03:27:16.086
Nicole Fieser: and notice. Y'all, it looks just like what we did in the full control center.

1859
03:27:16.377 --> 03:27:19.737
Nicole Fieser: This is the mobile view. Isn't that cool?

1860
03:27:21.547 --> 03:27:29.633
Nicole Fieser: We can still jump back home here in Mobile again ignore all that that awful stuff on the right.

1861
03:27:31.177 --> 03:27:38.337
Nicole Fieser: If this manager through Mobile wants to go ahead and look at schedules, we can click on, manage, manage schedule

1862
03:27:39.957 --> 03:27:45.886
Nicole Fieser: right, and we can go ahead and click on that broken or bent right facing arrow to get into the schedule planner.

1863
03:27:48.037 --> 03:27:59.697
Nicole Fieser: So something that I hope you feel good about when you leave here today. Folks is if you're going to allow your folks to use Mobile if your department uses Mobile, which may not be for everybody.

1864
03:27:59.967 --> 03:28:01.927
Nicole Fieser: and I recognize that

1865
03:28:03.287 --> 03:28:08.436
Nicole Fieser: this is the mobile view you'll still get. Your tiles, and the clicks are still going to be the same.

1866
03:28:13.407 --> 03:28:19.086
Nicole Fieser: Does that work for anybody? Is anybody kind of happy about that? Or have I boogered it up for you?

1867
03:28:19.967 --> 03:28:25.640
Nicole Fieser: Is it helpful again? I know all that icky stuff on the right is awful to look at, but focus on the left.

1868
03:28:27.577 --> 03:28:34.767
Nicole Fieser: Anybody have anything they want to say about the mobile steps being very much what we've practiced all day.

1869

03:28:43.847 --> 03:29:07.636
Dwayne SantaCruz: I can add some more information about Mobile. I hope I don't open up a can of worms that. That's gonna lead to a whole bunch of questions. But I hope I can answer a lot of the questions that I've been answering in the in the question and answer session but the mobile app will. How can you control the punches? Right? For most apartments? We'll have what we call geofencing.

1870
03:29:07.787 --> 03:29:32.047
Dwayne SantaCruz: And you guys can go look up geofencing, but it uses the longitude latitude corner, so know exactly where the employee are, and if it's a known location that they can clock in and clock out right? So we're gonna use all the city facilities as a known location. And it's gonna get assigned to the department right? And these are the places where that that those employees who work for that department can clock in and clock out

1871
03:29:32.458 --> 03:29:40.466
Dwayne SantaCruz: there are some departments who like with employees, work out the field. We have determined that it would be

1872
03:29:40.517 --> 03:29:46.226
Dwayne SantaCruz: like the city of Houston would be the known location, like the the Greater city, Houston area.

1873
03:29:46.317 --> 03:29:53.307
Dwayne SantaCruz: That would be the non location, and that employee will be able to clock anywhere within the city of Houston for those that work out in the field.

1874
03:29:53.707 --> 03:29:57.346
Dwayne SantaCruz: But the good thing is, it captures the GPS coordinates

1875
03:29:57.447 --> 03:30:02.696
Dwayne SantaCruz: of each punch in inside the mobile app there's a map.

1876
03:30:02.857 --> 03:30:15.366
Dwayne SantaCruz: right. So if you are the manager looking at your employees inside the mobile app, you can use that map to see where that employee punched in it right. If he is at facility, it'll show he's at the facility.

1877
03:30:15.537 --> 03:30:40.376

Dwayne SantaCruz: If he's somewhere at a site where he's supposed to be, because he work in the field. It'll show that that employees at that site, right? So it's a lot to learn about the the new mobile functionality that you guys need to get aware of. And soon as you guys, soon as they give us to go ahead to deploy that out that app to the phones and give you guys the the code to get into it. We would definitely do that. So you guys can look around

1878
03:30:40.527 --> 03:30:47.056
Dwayne SantaCruz: right? But hopefully, we'll be able to give up more detailed job Aids on the mobile app team.

1879
03:30:47.287 --> 03:30:52.236
Dwayne SantaCruz: Give you guys all the tools you need to be able to track your employees punches like

1880
03:30:52.527 --> 03:31:00.236
Dwayne SantaCruz: and we'll go from there. If you need some more information about Geo fencing and GPS large, you can Google it. It'll give you all the information we need.

1881
03:31:03.877 --> 03:31:05.937
Nicole Fieser: Thanks, Duane, I appreciate it

1882
03:31:11.007 --> 03:31:13.587
Nicole Fieser: all right. And just as a gentle reminder.

1883
03:31:13.777 --> 03:31:17.166
Nicole Fieser: Don't forget. Do you remember what we said? And it's been a minute.

1884
03:31:17.527 --> 03:31:20.246
Nicole Fieser: If you go into online help.

1885
03:31:20.407 --> 03:31:26.827
Nicole Fieser: There is a whole section on Mobile App, including some really nice job aids and stuff that you can find out here.

1886
03:31:27.367 --> 03:31:33.497
Nicole Fieser: So there's some cool stuff that you'll be able to look at. When when you're ready.

1887
03:31:35.167 --> 03:31:38.247
Nicole Fieser: Okay, alright, everybody.

1888
03:31:39.557 --> 03:31:42.997
Nicole Fieser: Delegation delegation.

1889
03:31:43.407 --> 03:31:48.747
Nicole Fieser: Let's talk about delegation. I am a fan, and

1890
03:31:51.797 --> 03:32:02.627
Nicole Fieser: I will make sure I will work with your project team to make sure you have. I have a really great job aid on delegation, John, myself a note.

1891
03:32:02.987 --> 03:32:13.767
Nicole Fieser: We will make the delegation job aid available to download with the rest of you know the recording and the presentation, and all that good stuff.

1892
03:32:14.564 --> 03:32:17.897
Nicole Fieser: So that when you're ready you can go download what is applicable.

1893
03:32:18.037 --> 03:32:25.677
Nicole Fieser: But let's touch base on delegation. We've had a lot of questions regarding delegation today. And I want to make sure that you guys are feeling

1894
03:32:27.437 --> 03:32:29.117
Nicole Fieser: feeling okay about it?

1895
03:32:29.337 --> 03:32:35.497
Nicole Fieser: Alright. So what is delegation? And why? Why are we making a production out of this?

1896
03:32:37.327 --> 03:32:38.417
Nicole Fieser: Okay?

1897
03:32:39.867 --> 03:32:47.637
Nicole Fieser: When we think about delegation, let's say, I'm picking on Langston for no good reason.

1898
03:32:48.507 --> 03:32:57.836
Nicole Fieser: Yeah, Langston, it's going to be a different. It's a different app that you download, and there is a job aid out in your pre learning about that. Right? So

1899
03:32:58.187 --> 03:33:03.197
Nicole Fieser: there is a job, Ada already configured. Whether it's an android or an apple phone.

1900
03:33:03.407 --> 03:33:07.116
Nicole Fieser: it'll be available to you if it's not already. Okay.

1901
03:33:07.497 --> 03:33:11.586
Nicole Fieser: But let's say that Langston is going on. A

1902
03:33:12.497 --> 03:33:15.117
Nicole Fieser: Langston got hit by the lottery bus.

1903
03:33:15.467 --> 03:33:23.476
Nicole Fieser: But Langston didn't get like the 1 billion dollar lottery. Langston got hit by like the $10,000 lottery bus.

1904
03:33:23.877 --> 03:33:27.947
Nicole Fieser: So Langston can, you know, gets enough money to go on vacation.

1905
03:33:28.137 --> 03:33:33.016
Nicole Fieser: but doesn't get to quit right? So no quitting for you, Langston

1906
03:33:34.167 --> 03:33:39.576
Nicole Fieser: Langston's gonna go. I don't know. Maybe Langston's dream is to go to the Bahamas for 3 weeks.

1907
03:33:40.407 --> 03:33:49.887
Nicole Fieser: Well, Langston is out on the 3 week vacation right for sure

1908
03:33:50.597 --> 03:34:05.406
Nicole Fieser: his P. Langston's people are still going to be putting in time off requests. They're still going to be missing punches. They're still going to be calling in sick. We've got to manage Langston's people even while he's off spending his his lottery winnings right before he comes back.

1909
03:34:06.467 --> 03:34:12.326
Nicole Fieser: That is, gonna be the value then of delegation. Okay?

1910
03:34:12.467 --> 03:34:21.007
Nicole Fieser: And y'all there's a number of different ways to do delegation. We'll make sure that we outline it. But one way that I like to get there

1911
03:34:21.277 --> 03:34:23.877
Nicole Fieser: is back in that control center.

1912
03:34:26.417 --> 03:34:30.416
Nicole Fieser: because here you're going to find.

1913
03:34:32.527 --> 03:34:33.247
Nicole Fieser: Hmm

1914
03:34:34.347 --> 03:34:48.346
Nicole Fieser: it. My system is not set up for it. But you're going to find here your business processes, and it's going to be right about here or so where you're gonna be able to click on it.

1915
03:34:48.707 --> 03:34:58.146
Nicole Fieser: And then from a group of managers and supervisors, you will be able to delegate your timekeeping tasks

1916

03:34:59.367 --> 03:35:04.077
Nicole Fieser: when we do delegation. Y'all, yeah, we don't.

1917
03:35:04.197 --> 03:35:08.297
Nicole Fieser: It's not configured here in my my view. Unfortunately.

1918
03:35:08.497 --> 03:35:17.576
Nicole Fieser: when we do delegation, you cannot just delegate to willy nilly right? That's always the question. Can I give it to one of my employees. No

1919
03:35:18.827 --> 03:35:22.607
Nicole Fieser: delegation only works for somebody that essentially has equal access.

1920
03:35:24.677 --> 03:35:36.996
Nicole Fieser: The control center is a great place by which to delegate, and you will see it right here. It's going to be a little. It's gonna say, business processes. You'll click on it. And you'll delegate it's basically a walkthrough step.

1921
03:35:38.857 --> 03:35:41.477
Nicole Fieser: How does that look in the audit trail, though.

1922
03:35:42.107 --> 03:35:46.726
Nicole Fieser: when it comes to delegation. If Tamika.

1923
03:35:47.167 --> 03:35:55.506
Nicole Fieser: if I had delegated my task to Tamika in the Audit trail, it's gonna say that Tamika made the change

1924
03:35:55.767 --> 03:35:59.706
Nicole Fieser: in lieu of me, basically for me.

1925
03:36:00.437 --> 03:36:06.877
Nicole Fieser: So when somebody has their task delegated to, you can delegate for a defined time period.

1926
03:36:07.207 --> 03:36:10.247
Nicole Fieser: and it is being tracked in the audit trail that

1927
03:36:10.607 --> 03:36:16.267
Nicole Fieser: Tamika, for example, made changes in lieu of me for me during the delegation period.

1928
03:36:16.757 --> 03:36:17.497
Nicole Fieser: Okay?

1929
03:36:21.967 --> 03:36:27.696
Nicole Fieser: Right? The big one couple of questions in the box

1930
03:36:28.177 --> 03:36:43.926
Nicole Fieser: that I want to talk through. Ronald says employee has already been approved for Fmla. I know in our old chrono system. It's under quick edit. So where in the system is it much better now in Ronald than in your old system.

1931
03:36:44.617 --> 03:36:50.587
Nicole Fieser: folks? If you have an employee that has an approved Fmla.

1932
03:36:51.167 --> 03:36:54.486
Nicole Fieser: and it does need to be approved by Hr.

1933
03:36:55.067 --> 03:36:57.456
Nicole Fieser: There's no longer a quick edit that

1934
03:36:57.617 --> 03:37:03.517
Nicole Fieser: honestly, Ronald. That was Icky. That was a little bit ugly, if you want my honest opinion on that. Not that you asked for it.

1935
03:37:03.977 --> 03:37:11.277
Nicole Fieser: but how? That's going to be different. If you have somebody with an approved Fmla, right?

1936
03:37:13.057 --> 03:37:24.776
Nicole Fieser: You're gonna come here to the pay code dropdown and you will see a Lv. Pay code. So it's designated, and you will only see the pay code that can be assigned.

1937
03:37:25.437 --> 03:37:34.377
Nicole Fieser: So, Ronald, once it's approved, the appropriate pay codes would be accessible here you put in the amount, and you save it just like we've talked about all morning.

1938
03:37:35.707 --> 03:37:40.237
Nicole Fieser: Okay, so it's much easier, much cleaner.

1939
03:37:40.767 --> 03:37:46.857
Nicole Fieser: Don't have to go to a separate tool you're you're once it's approved, the right code will be there for you to assign.

1940
03:37:47.187 --> 03:37:51.257
Nicole Fieser: which is kind of cool right?

1941
03:37:52.056 --> 03:37:56.727
Nicole Fieser: Winnetta says. Is there a way to defeat or detect Buddy punching

1942
03:37:58.117 --> 03:38:05.297
Nicole Fieser: Winetta. I'm taking that as a as a note to discuss amongst your project team. How about I say to you, my friend, more to come on that

1943
03:38:07.797 --> 03:38:12.987
Nicole Fieser: I'm gonna take it offline with your project team. And hopefully, we'll be able to get back to you.

1944
03:38:16.167 --> 03:38:25.466
Nicole Fieser: Cheryl says, is it recommended that managers enter schedules in the mobile app? They can enter wherever they want? You can come here to the desktop app like we've been showing.

1945
03:38:25.717 --> 03:38:29.857
Nicole Fieser: But can they enter schedules directly into the mobile app? Sure.

1946
03:38:31.737 --> 03:38:35.027
Nicole Fieser: whatever it works for you, whatever works for you?

1947
03:38:35.207 --> 03:38:41.916
Nicole Fieser: And remember, Cheryl, just for clarity. When I showed you the mobile app. It's only because I have this fun little tool for training

1948
03:38:42.037 --> 03:38:45.877
Nicole Fieser: that I can show you what the mobile app looks like, okay.

1949
03:38:50.037 --> 03:38:55.357
Nicole Fieser: Chelsea says, how do we get to delegation? There's a lot of places. And and Chelsea.

1950
03:38:55.467 --> 03:38:59.477
Nicole Fieser: I sense there's a need for more information. Again, I'm going to work with your project team on this.

1951
03:38:59.807 --> 03:39:05.036
Nicole Fieser: but I think the easiest way to get to delegation is to go into that full control center

1952
03:39:05.967 --> 03:39:15.646
Nicole Fieser: so that my notifications tile click on that broken or bent right facing arrow. And you're gonna see something that says business processes right about here

1953
03:39:16.027 --> 03:39:21.936
Nicole Fieser: actually gonna be right about here, and you'll click on it, and it's gonna walk you through the steps. It's a step by step. Instruction.

1954
03:39:22.247 --> 03:39:23.317
Nicole Fieser: Ey dokey.

1955
03:39:26.707 --> 03:39:36.466

Nicole Fieser: good! Paul says. Can managers do all the stuff we talked about in mobile app? Yep, yes, for sure.

1956
03:39:36.677 --> 03:39:41.836
Nicole Fieser: And your own employee view summer. What a question! Wait! What about my view.

1957
03:39:42.007 --> 03:39:43.597
Nicole Fieser: Summer, my friend.

1958
03:39:43.867 --> 03:39:52.587
Nicole Fieser: These top tiles are for your your employees, these bottom tiles, where, if you were responsible for punching, there it would be

1959
03:39:53.247 --> 03:39:58.276
Nicole Fieser: if you want to go into your time card. This is my time card. You'd go look at your time card.

1960
03:39:58.867 --> 03:40:05.826
Nicole Fieser: so you have your own tiles on your home screen on your dashboard that belong to you as an employee.

1961
03:40:06.247 --> 03:40:08.527
Dwayne SantaCruz: Can you review your time card and approve it?

1962
03:40:13.877 --> 03:40:15.656
Nicole Fieser: So if I'm curious.

1963
03:40:15.657 --> 03:40:17.416
Dwayne SantaCruz: Just go. Just go in and approve it.

1964
03:40:18.517 --> 03:40:21.176
Nicole Fieser: So I'm logged in. This is my time card. Thanks, Wayne.

1965
03:40:22.357 --> 03:40:22.917

Nicole Fieser: Yep.

1966
03:40:23.097 --> 03:40:29.076
Nicole Fieser: and I can approve it, and when we do that it says, I certify, we get that attestation business.

1967
03:40:29.407 --> 03:40:39.507
Nicole Fieser: I certify that my time card, including, if applicable activities, internal orders, etc, approve or cancel. So I'm gonna approve it. Submit.

1968
03:40:39.717 --> 03:40:41.927
Nicole Fieser: Boom! Done out the door we go.

1969
03:40:42.687 --> 03:40:43.297
Dwayne SantaCruz: And I'm.

1970
03:40:43.297 --> 03:40:43.737
Nicole Fieser: And if I.

1971
03:40:43.737 --> 03:41:06.996
Dwayne SantaCruz: Since you went there. I wanted I wanted them to see that we are recommending that all employees review and approve their time. Call that way. When something is wrong you can talk to the employee, and the employer comes back complaining, hey? I didn't get my overtime. Well, you reviewed it, and you approved it that it was correct. So I'm assuming that you were supposed to have overtime. That's why you got content.

1972
03:41:06.997 --> 03:41:14.687
Dwayne SantaCruz: All right. Well, I'll get it fixed. But it's gonna wait till next paper, right? It's not an emergency for payroll for things like that.

1973
03:41:14.953 --> 03:41:36.247
Dwayne SantaCruz: Right? Because the employee reviewed and approved in in the test to that it was being reviewed and approved by the employee as well as yourself. So when you go in there as yourself, you look at your time card, hey? I took vacation off. I don't see it on my time card. Well, I need to go talk to my manager, shoot him an email. Hey, you need to approve my time off my time off. Request my vacation.

1974

03:41:36.247 --> 03:42:00.507
Dwayne SantaCruz: They see it. You see it on your time card. Now review it. Approve it. That manager get a notification employer. Approve this time, card and attest to it. And I'm a manager. Say, oh, I'm double sure now that this employee's time card is correct. I see it. It looks good. Let me go ahead and approve it again, and now it's ready for payroll to be processed. We catch all these errors before that, reduce the number of historical corrections.

1975
03:42:05.437 --> 03:42:09.107
Nicole Fieser: Awesome. Thanks, Duane, I appreciate your your support, my friend.

1976
03:42:10.767 --> 03:42:18.656
Nicole Fieser: Alright! I do actually have one more question for Dwayne, because we actually had this question 5 or 6 times, and I wanna hear directly from him.

1977
03:42:19.195 --> 03:42:24.756
Nicole Fieser: I'm gonna answer. We're gonna answer 2 more questions. We're gonna keep trying to respond to all the questions y'all.

1978
03:42:25.157 --> 03:42:28.116
Nicole Fieser: and then going to turn it over to Bb to make closing remarks.

1979
03:42:28.297 --> 03:42:31.406
Nicole Fieser: Dwayne, can you please elaborate

1980
03:42:31.517 --> 03:42:40.757
Nicole Fieser: on email notifications in addition to the notifications within the system, will folks still receive those email notifications? Please.

1981
03:42:40.967 --> 03:42:50.336
Dwayne SantaCruz: Yes, so with a time of request, then the manager will still get the notification cause. We're not sitting in Chronos every all day

1982
03:42:50.692 --> 03:43:15.077
Dwayne SantaCruz: you know every week, right? You have other jobs that you have to do. So you you don't have chronos open at all times so definitely it will. You will get the notification that your time that there was a time off request was submitted by your employee. The employee himself would also get a notification provided email and that he checks it. He or she checks it. That it was submitted

1983
03:43:15.077 --> 03:43:25.286
Dwayne SantaCruz: by you right? And then, when you, as the manager approve it. The employee gets that same notification just like it does in Chronos today, and

1984
03:43:25.307 --> 03:43:33.866
Dwayne SantaCruz: and I don't know. Denise might might hit me over the back of the head with a ruler one day. But I want to let you guys know that my CEO each time

1985
03:43:34.107 --> 03:43:40.537
Dwayne SantaCruz: is a Kronos product or UKG is the name of the company now, like it is

1986
03:43:40.837 --> 03:43:55.227
Dwayne SantaCruz: an upgraded version of Chrome. It's like you're getting a new cell phone when you go for for the flagship cell phone apple iphone 10, and you go to the new flagship iphone 22.

1987
03:43:55.317 --> 03:44:13.047
Dwayne SantaCruz: This is the this is UKG's new flagship right? This is their new product, the new Chronos product. But we, as a city, has decided to brand it MyCOH time because Kronos has changed the name of this product 3 or 4 times already.

1988
03:44:13.247 --> 03:44:27.317
Dwayne SantaCruz: So we don't want to keep teaching you guys a new name every time they decide to change it. We branded it my SEO each time, but it is an upgrade migration of our current Chronos application.

1989
03:44:27.777 --> 03:44:29.756
Dwayne SantaCruz: It's an upgrade to the new flagship.

1990
03:44:29.927 --> 03:44:37.296
Dwayne SantaCruz: So the same stuff that you got in the current Kronos, the same stuff you would get in a new mossy with each time

1991
03:44:38.147 --> 03:44:48.207

Dwayne SantaCruz: notifications, delegations, time off requests approved time cards, review time cards the notification of when

1992
03:44:48.437 --> 03:45:06.246
Dwayne SantaCruz: the deadline is due to approve your time calls all that is still in the system. The genies are now data views, reports, all the same reports, same naming convention you name. It is still the same. That's why we consider that a migration, not a net new for new functionality.

1993
03:45:06.337 --> 03:45:22.687
Dwayne SantaCruz: Right? So we're gonna give you what you already have. If it doesn't exist, then you get the new functionality, but because it exists in the the new platform. Then it's the same as you currently see, it just may look a little different and easier to manage.

1994
03:45:26.537 --> 03:45:28.436
Dwayne SantaCruz: Don't beating up too much to me.

1995
03:45:28.697 --> 03:45:29.657
Dwayne SantaCruz: Oh, bb.

1996
03:45:31.437 --> 03:45:32.557
Nicole Fieser: Thanks, Dwayne.

1997
03:45:34.257 --> 03:45:38.756
Nicole Fieser: Last question that. And then we're gonna I'm trying to go through and type, answers

1998
03:45:40.579 --> 03:45:42.697
Nicole Fieser: Dwayne. This one's really for you.

1999
03:45:43.144 --> 03:45:52.936
Nicole Fieser: Pablo says, will both the employee and supervisor have to approve the time cards, or or are we only requiring the supervisor to review, to approve the time cards.

2000
03:45:53.147 --> 03:46:00.376
Dwayne SantaCruz: So, according to the policy, Ap. 2, dash 4. All managers are supposed to review and approve their voice time cards.

2001
03:46:00.667 --> 03:46:24.836
Dwayne SantaCruz: It's not mandatory that the employee reviews. But I'm just telling you now. It's it's a a second set of eyes, right? You may be the 1st set of eyes you the second set of eyes. If you put that responsibility on your employees when they come back the next after they get a check complaining, then you have a leverage to tell them. Hey? You reviewed your time card and approved it, as is

2002
03:46:24.907 --> 03:46:34.807
Dwayne SantaCruz: right. So therefore, you know we, I'll get it fixed. We want. We want to make sure the employees are paid correctly, then we'll get it fixed is just that, you know.

2003
03:46:34.947 --> 03:46:38.197
Dwayne SantaCruz: It's not an emergency on payroll fault to go and

2004
03:46:38.217 --> 03:46:52.076
Dwayne SantaCruz: and color off cycle check, or something like that, right? Unless you know the dollar amount deems that it should be an off cycle check. But you have leverage to tell the employer, or you have to wait till next pay period to get it fixed because you reviewed it and approved it.

2005
03:46:52.077 --> 03:47:13.136
Dwayne SantaCruz: Even when we talk to our internal auditors like, why did you approve this employee time card? Even though he had he didn't. He only got paid 79Â h. Well, that's what he worked. He clocked in and clocked out on every day. It's just one day he was short. He didn't use vacation, but he reviewed and approved, and saw he was getting 79Â h.

2006
03:47:13.267 --> 03:47:26.587
Dwayne SantaCruz: That's why I approved it. Right. That's extra extra set of eyes reviewing a time card and catching any issues before the paycheck is produced. Therefore it reduces the historic corrections.

2007
03:47:26.897 --> 03:47:28.317
Dwayne SantaCruz: Nobody goes

2008
03:47:28.784 --> 03:47:50.356
Dwayne SantaCruz: goes home saying I can't pay my rent, because my. My check was short paid, but if that employee reviewed it and saw that it was going to be short, it wouldn't have gotten short paid right. It's just an extra set of eyes, an extra set of hands on to review and approve time cards. But the Ap. Do 2 dash 4 policy states that all managers

2009
03:47:50.497 --> 03:47:58.397
Dwayne SantaCruz: should review and approve their employees, their direct reports, employees, time cards. That's the policy.

2010
03:47:59.487 --> 03:48:13.957
Dwayne SantaCruz: We can't make it mandatory for employees, but we can recommend that it's best practice with the hits department. We've been doing it currently in the current system. Reviewing, our time calls and approval before the manager approves it.

2011
03:48:15.187 --> 03:48:17.096
Dwayne SantaCruz: There's just extra set of eyes.

2012
03:48:18.467 --> 03:48:20.157
Nicole Fieser: Thanks, Dwayne. Love it

2013
03:48:20.647 --> 03:48:27.327
Nicole Fieser: alright. Y'all we're gonna keep answering questions. We're gonna turn it over to Bb for wrap up. Bb, thank you so much.

2014
03:48:27.327 --> 03:48:28.446
BiBi Olubunmi: Can you hear me?

2015
03:48:28.947 --> 03:48:30.117
Nicole Fieser: Sure can.

2016
03:48:30.117 --> 03:48:48.927
BiBi Olubunmi: Okay, awesome. Thank you. Just wanted to cover a few logistical items and questions that have come up. The 1st thing is that if you have not taken the self-paced courses in Tms. This does not replace that.

2017
03:48:49.307 --> 03:49:04.686
BiBi Olubunmi: So if you have not taken those courses, please go into Tms and complete those courses. If you are a non-exempt manager, you should complete your non-exempt manager course. If you have non-exempt employees.

2018
03:49:04.687 --> 03:49:25.946
BiBi Olubunmi: it would be beneficial for you to complete that as well, so that you know what your employees are seeing same thing for exempt. There are specific courses for Hpd. And has. If you're not part of that group. You don't need to worry about those courses. We did put 2Â h on those courses for completion. They do not take 2Â h for most people.

2019
03:49:25.957 --> 03:49:38.027
BiBi Olubunmi: They're actually a lot shorter. But we put the worst case scenario right. The slowest person may take 2Â h, but those courses are important, so please complete those.

2020
03:49:38.187 --> 03:49:58.547
BiBi Olubunmi: The second thing I'm sure people ask is about recordings for these sessions. If you wanted to brush up your knowledge, or you have a colleague that wasn't able to attend recordings for this session will be available by the 17.th We have training up until the 14.th

2021
03:49:58.577 --> 03:50:27.666
BiBi Olubunmi: We'll get those together. We'll post them. We will send a link to all managers, supervisors by the 17th of January. So if anyone asks for that, or if you need it, you would have those by then. Also, I'm sure there will be other questions that come up, or there are questions that have come up in this session that we were not able to answer. We'll make sure we have a frequently asked question document as well. That will be available to you by the 17th as well.

2022
03:50:27.667 --> 03:50:50.926
BiBi Olubunmi: Lastly, if you have colleagues who are managers and supervisors who have not registered for this training, please remind them that it is not Tms. Or this, if they're a manager or supervisor, they have to do both. We have courses on the 8, th tomorrow, the 9th and the 14th registration closes at 4 Pm. The day before.

2023
03:50:50.987 --> 03:51:10.407
BiBi Olubunmi: So if they have not registered for this courses, please encourage them to pick a session and register. There will not be any additional sessions, and we prefer that they participate, live rather than listen to recordings, because, of course, they have an opportunity to ask questions. That is all I have, as it relates to logistics.

2024
03:51:10.937 --> 03:51:13.187
BiBi Olubunmi: Nicole, back to you and thank you.

2025
03:51:13.797 --> 03:51:14.697
Nicole Fieser: Awesome.

2026
03:51:15.097 --> 03:51:26.496
Nicole Fieser: Alright. So last thing we're gonna ask of you, we're gonna make sure that you get access to all of what Bb said. We know this was a long day. The last thing is, and I'm not sure

2027
03:51:27.577 --> 03:51:30.416
Nicole Fieser: my screen is still wonky. I apologize. Y'all.

2028
03:51:31.137 --> 03:51:42.236
Nicole Fieser: if you could go ahead and pull out your device and use this QR code. You are welcome to provide feedback on this training. Was it helpful? What do you want to hear more of

2029
03:51:42.387 --> 03:51:50.676
Nicole Fieser: you want to give feedback. Did did I do? Okay for you or not? We want to hear from you and your honest feedback, so we can support you better.

2030
03:51:51.027 --> 03:52:00.075
Nicole Fieser: So as you head out, please grab your device. I think it's 5 questions, and if you want to go ahead and give us the

2031
03:52:01.217 --> 03:52:07.187
Nicole Fieser: give us some feedback. We are happy to hear from you and hope that you will

2032
03:52:07.317 --> 03:52:10.047
Nicole Fieser: keep in touch my email

2033
03:52:10.847 --> 03:52:16.767
Nicole Fieser: folks. I'm inserting my email on the screen. I do want to make sure that you have it.

2034
03:52:17.247 --> 03:52:20.247
Nicole Fieser: so that if you did have a question

2035
03:52:20.367 --> 03:52:22.297
Nicole Fieser: I want you to feel like.

2036
03:52:22.567 --> 03:52:29.897
Nicole Fieser: if you know I abandoned you because that would be awful for me. So my email is Nicole dot deezer

2037
03:52:30.347 --> 03:52:32.417
Nicole Fieser: at UKG.com.

2038
03:52:32.607 --> 03:52:35.047
Nicole Fieser: You, of course, are welcome to reach out.

2039
03:52:35.519 --> 03:52:39.056
Nicole Fieser: We are happy to support you. Let us know what we can do.

2040
03:52:41.987 --> 03:52:44.097
Nicole Fieser: Thank you so much for your time today.

2041
03:52:45.767 --> 03:52:48.387
Nicole Fieser: Have a great afternoon. Let's talk soon.

2042
03:52:48.607 --> 03:52:49.996
Nicole Fieser: Good luck, everyone.