WEBVTT

1
00:00:00.018 --> 00:00:06.648
Nicole Fieser: Good afternoon, everybody. Welcome to the new, MyCOH time train the trainer.

2
00:00:07.858 --> 00:00:14.658
Nicole Fieser: We have a very busy, very full 4 hours training together today.

3
00:00:14.768 --> 00:00:20.828
Nicole Fieser: My name is Nicole Fieser, and I will be your instructor for the day.

4
00:00:21.838 --> 00:00:23.617
Nicole Fieser: As we get underway

5
00:00:23.748 --> 00:00:30.498
Nicole Fieser: couple of things to take note of right? So just we're gonna get through some housekeeping items right up front.

6
00:00:30.648 --> 00:00:40.497
Nicole Fieser: And then we're gonna get into it. Because truly, we've got a lot to talk about some cool tips and tricks and things that honestly, we want you to know.

7
00:00:41.308 --> 00:00:50.588
Nicole Fieser: So I am, Nicole. I've been doing this for 20 plus years, so like forever in a day, and I am super excited to be here today.

8
00:00:50.688 --> 00:01:01.488
Nicole Fieser: I'm so excited to be able to show you your new, MyCOH time system that is replacing your old Kronos system.

9
00:01:02.388 --> 00:01:11.888
Nicole Fieser: So I know that many of you that are in the room today are familiar with the old chrono system, and as we get into this software today, you're gonna go. Huh?

10

00:01:12.208 --> 00:01:15.758
Nicole Fieser: This doesn't look totally brand new.

11
00:01:16.318 --> 00:01:28.728
Nicole Fieser: right? There are some similarities. And there's going to be some things that absolutely feel familiar. But there's also a lot of brand new tools, brand new items that we're going to go through with a fine tooth comb

12
00:01:29.188 --> 00:01:33.868
Nicole Fieser: my goal for you today is to make your lives easier.

13
00:01:34.038 --> 00:01:53.008
Nicole Fieser: That is my one and only goal of our time together. Today I want you to leave here feeling like you have a much better understanding of the system that is replacing your old Chronos system. I want you to feel like, Okay, yeah. The efficiencies, the ease of access

14
00:01:53.248 --> 00:02:00.068
Nicole Fieser: that my company has promised city of Houston have been realized in this new software.

15
00:02:00.818 --> 00:02:09.177
Nicole Fieser: With all of that being said right? There's a lot to talk about, and I really do want to set this expectation for those of you just joining us.

16
00:02:09.358 --> 00:02:18.507
Nicole Fieser: So we are not going to get done early. My expectation is, we are not getting done early. It is going to be 4 full hours.

17
00:02:19.058 --> 00:02:24.288
Nicole Fieser: So then I think the fair question would be, okay, when's our break? We get a break right?

18
00:02:24.608 --> 00:02:28.828
Nicole Fieser: Y'all, we're going to go ahead and take a break in about 2Â h.

19
00:02:28.958 --> 00:02:44.167

Nicole Fieser: So probably closer to like out somewhere between an hour and 45 min. 2 h from now we will be taking a break. Okay, there is only 1 15 min break built into today's session.

20
00:02:44.498 --> 00:02:48.748
Nicole Fieser: which I recognize might not be, you know always what y'all do.

21
00:02:49.268 --> 00:02:50.508
Nicole Fieser: So please

22
00:02:51.358 --> 00:03:02.927
Nicole Fieser: plan your breakout. Now as we get underway. Okay, are you gonna grab a snack. Are you gonna just take a walk? Are you gonna grab some coffee chocolate? I think chocolate makes training way better.

23
00:03:03.288 --> 00:03:20.797
Nicole Fieser: But that is going to be our one and only break during our time together. Okay, with that being said, we do have some support staff you will have the ability to ask questions. There is going to be a. QA. Box that y'all be able to locate.

24
00:03:21.068 --> 00:03:27.657
Nicole Fieser: We will have folks answering some of those questions in the QA. Panel.

25
00:03:28.018 --> 00:03:31.028
Nicole Fieser: And yeah, got a lot to talk about.

26
00:03:31.248 --> 00:03:37.528
Nicole Fieser: But again, the purpose of today is to make sure that you are ready for the new system that is replacing Kronos

27
00:03:37.818 --> 00:03:43.948
Nicole Fieser: to make sure that you feel as good as possible about this new software, this upgraded software.

28
00:03:44.518 --> 00:03:49.558
Nicole Fieser: your go live date is currently scheduled for February 15.th

29
00:03:49.978 --> 00:04:01.598
Nicole Fieser: Right? So if you were unsure as to when we're going to go live with that new with a new, my Caoh time system. It is slated for February 15.th Okay?

30
00:04:02.088 --> 00:04:05.837
Nicole Fieser: With all that being said, I'd say, let's go get started.

31
00:04:06.108 --> 00:04:10.387
Nicole Fieser: Why are we here? What are we talking about? What's in it for you

32
00:04:12.328 --> 00:04:19.328
Nicole Fieser: folks today, we're going to start with the basics. We're going to start with the basics of navigation and notifications.

33
00:04:19.558 --> 00:04:27.847
Nicole Fieser: Y'all, we're gonna go through the homepage, the dashboard we're gonna go through with kind of a fine tooth comb, and we're gonna talk through.

34
00:04:28.108 --> 00:04:32.307
Nicole Fieser: I hope some really nice tools that I'm I'm excited about.

35
00:04:32.448 --> 00:04:35.487
Nicole Fieser: I'm excited to make your lives just a bit easier.

36
00:04:35.658 --> 00:04:49.358
Nicole Fieser: because, frankly, I think if we're really honest with each other as much as I love. Yes, I do love your old Chronos system. It's always going to be my baby, and I love your new system, the new, MyCOH time system as well.

37
00:04:49.748 --> 00:05:01.118
Nicole Fieser: I think realistically, in your day to day world you probably want to spend. I don't know less time in the software, more time doing other tasks on your day to day job.

38
00:05:01.608 --> 00:05:12.668
Nicole Fieser: So we're gonna start to make that easier for you so that you can get those efficiencies, those ease of access, spending less time doing these timekeeping and scheduling tasks.

39
00:05:12.878 --> 00:05:15.948
Nicole Fieser: And that begins with some of the basics of navigation

40
00:05:16.738 --> 00:05:23.068
Nicole Fieser: from there. Y'all, we're going to talk about navigating a data view. I am super excited to show you all a data view.

41
00:05:23.418 --> 00:05:30.308
Nicole Fieser: Right? We're gonna spend some time on that, because that's gonna be a huge takeaway for the majority of people in this room.

42
00:05:30.638 --> 00:05:32.998
Nicole Fieser: And then we're going to talk about notifications.

43
00:05:33.718 --> 00:05:39.457
Nicole Fieser: folks. One of the big wins for city of Houston is, in fact, going to be

44
00:05:39.848 --> 00:05:51.578
Nicole Fieser: your notifications instead of you feeling like you have to go figure out which of your employees have issues in their time card. Which of your employees need some sort of schedule adjustment?

45
00:05:51.928 --> 00:05:55.138
Nicole Fieser: The system's gonna tell you, and that's pretty cool

46
00:05:55.978 --> 00:06:06.247
Nicole Fieser: from there. Y'all we're gonna get into the basics of scheduling. And for those of you that know the old chrono system. This is where I'm hoping you're gonna have kind of a sigh of relief to say, Okay.

47
00:06:06.458 --> 00:06:09.667
Nicole Fieser: it's new, but I kind of still know it.

48
00:06:10.198 --> 00:06:19.608
Nicole Fieser: because the schedule, specifically, the schedule planner tool is where you will go in and you will be building your people's schedules.

49
00:06:20.098 --> 00:06:22.097
Nicole Fieser: We're gonna talk about that. Y'all.

50
00:06:22.418 --> 00:06:26.987
Nicole Fieser: So we are going to get into the schedule planner. We're going to talk about those schedule patterns.

51
00:06:28.458 --> 00:06:35.117
Nicole Fieser: adding, editing, deleting shifts, adding, editing, deleting, pay codes, and

52
00:06:35.328 --> 00:06:39.648
Nicole Fieser: a very cool tool called the Absence Calendar

53
00:06:40.258 --> 00:06:43.888
Nicole Fieser: folks. I hope by the time we take our break.

54
00:06:44.628 --> 00:07:01.758
Nicole Fieser: Well, hopefully, we've talked about the absence calendar, but I hope that by the time you go on your your one and only break during our time together. Today. You're like, I'm kind of excited. I'm kind of excited about this new system because, my gosh, it does give us some tools that will make your life just a bit easier

55
00:07:02.708 --> 00:07:03.828
Nicole Fieser: from there.

56
00:07:04.198 --> 00:07:09.798
Nicole Fieser: Section 3 is gonna be all about timekeeping. We're gonna get into the details of managing time cards.

57
00:07:10.968 --> 00:07:17.928
Nicole Fieser: folks. Some of you probably did not receive formal Kronos training back in the day.

58
00:07:18.538 --> 00:07:26.708
Nicole Fieser: Well, today we're receiving official my Caoh time training, which means we're going to talk about best practices here.

59
00:07:27.038 --> 00:07:34.328
Nicole Fieser: So when it comes to managing time cards, we're going to talk about best practices in terms of reviewing and managing punches.

60
00:07:34.488 --> 00:07:35.838
Nicole Fieser: What do we do with that?

61
00:07:36.038 --> 00:07:38.367
Nicole Fieser: And why do we do what we do?

62
00:07:38.728 --> 00:07:58.268
Nicole Fieser: We are going to touch base on the concept of transfers, different departments and city of Houston approach transfers quite differently. So y'all, we've got kind of this all encompassing group today. I know many of you are from different departments, so we will talk about transfers at a high level. Okay.

63
00:07:58.988 --> 00:08:04.408
Nicole Fieser: we're gonna talk about approving time cards. We're gonna talk about running standard reports

64
00:08:05.758 --> 00:08:09.828
Nicole Fieser: from there just when your brain is officially becoming mush.

65
00:08:10.108 --> 00:08:14.178
Nicole Fieser: we're gonna move into the last section and we're gonna at a high level.

66
00:08:14.328 --> 00:08:17.607
Nicole Fieser: Talk about sign off and historical corrections.

67
00:08:18.058 --> 00:08:27.977
Nicole Fieser: And y'all, I am not pretending for a minute that I think that you yourself are going to be responsible for these payroll processing tasks.

68
00:08:28.508 --> 00:08:31.597
Nicole Fieser: No, most of us aren't going to be doing that.

69
00:08:31.968 --> 00:08:39.088
Nicole Fieser: However, because I want you guys to know the system, I want y'all to feel really good about it.

70
00:08:39.488 --> 00:08:51.287
Nicole Fieser: I firmly believe that this last section serves you in at least knowing how the system works at a high level, because sign off and historical corrections will impact you.

71
00:08:51.568 --> 00:08:59.138
Nicole Fieser: So I'm gonna put this under. We may not be doing these tasks, but we certainly need to know about these tasks.

72
00:09:00.288 --> 00:09:09.637
Nicole Fieser: And then at the very end, we're gonna turn it over to one of your project team members to kind of do a wrap up. And we're gonna talk through some questions. Okay.

73
00:09:10.688 --> 00:09:14.918
Nicole Fieser: listen. Y'all. Let's take some things off the table right from the start. So hear me out.

74
00:09:15.618 --> 00:09:28.888
Nicole Fieser: one. We are recording the session. You will have the ability to download and review this recording late next week. Okay, so if you want to listen to this session again, you will have that opportunity.

75
00:09:29.348 --> 00:09:41.338
Nicole Fieser: 2. I have a presentation. And y'all where we're going to put your recording. You're also going to have the ability to download my presentation. So you will have access to my presentation as well.

76

00:09:41.998 --> 00:09:49.747
Nicole Fieser: 3. There's going to be some additional materials available to you, some additional supportive material.

77
00:09:50.058 --> 00:09:54.717
Nicole Fieser: So all of that will be available for download. And for

78
00:09:55.348 --> 00:10:00.957
Nicole Fieser: if you have not completed your pre-learning in the Tms system.

79
00:10:01.308 --> 00:10:04.217
Nicole Fieser: we still need you to go ahead and complete that learning.

80
00:10:04.378 --> 00:10:07.457
Nicole Fieser: Okay, so I recognize that

81
00:10:07.598 --> 00:10:26.148
Nicole Fieser: you know we're just coming through the holidays right? And some of us may not have yet had the opportunity to take the pre learning for this training. That's cool. I still want you to stay. I I think we can still offer you a lot today. But please make sure that you do complete your your learning in the Tms system. Okay?

82
00:10:26.348 --> 00:10:38.917
Nicole Fieser: So hopefully that answers some questions right out of the gate you will have access to the recording the presentation. Pulling together some additional supportive materials. And you still need to do your free learning.

83
00:10:39.978 --> 00:10:45.658
Nicole Fieser: Alright, y'all, as we get underway really quickly, and I'm not going to read this entire thing to you.

84
00:10:45.948 --> 00:10:55.998
Nicole Fieser: But in the presentation you can go through this, and you can see from a manager supervisor perspective, the overarching timekeeping process

85

00:10:56.428 --> 00:11:10.158
Nicole Fieser: everything from your needing to build schedules right? Intent. That's gonna be one of your very 1st tasks in the very, very near future. We're gonna talk about that today. Y'all

86
00:11:10.908 --> 00:11:21.478
Nicole Fieser: we need our employees to be putting in their punches whether they're putting in punches, you know, through the time clock, whether we have folks that log on some departments have folks that log on

87
00:11:21.668 --> 00:11:30.267
Nicole Fieser: and other methods. I think yesterday we had a few folks that said, Hey, my folks are punching through Mobile. Are they still going to be doing that? Yup

88
00:11:30.718 --> 00:11:36.677
Nicole Fieser: and folks? I think with enough time we'll have probably enough time today that I do want to show you mobile as well.

89
00:11:36.818 --> 00:11:41.797
Nicole Fieser: So bear with me on that, because I am genuinely excited about that, too.

90
00:11:42.918 --> 00:11:51.407
Nicole Fieser: And then from there, kind of the day to day tasks that again for those of you that are familiar with Kronos. You're gonna be like, yeah, I kind of know the timekeeping process there, Nikki.

91
00:11:51.808 --> 00:12:00.028
Nicole Fieser: right. I know that we have to review the time card, and I'm going to keep track of my employee. Time off requests so forth and so on.

92
00:12:01.628 --> 00:12:07.117
Nicole Fieser: So take a look at this overall timekeeping process. I think it's gonna be nice support.

93
00:12:08.538 --> 00:12:11.598
Nicole Fieser: I think it's gonna be nice support for you.

94
00:12:12.478 --> 00:12:15.787
Nicole Fieser: as we as we really get underway here.

95
00:12:16.688 --> 00:12:22.377
Nicole Fieser: Alright, y'all, here's my story. I'm gonna stop sharing for just a quick second. Because.

96
00:12:23.358 --> 00:12:27.668
Nicole Fieser: do you know how everybody has kind of that secret fear as to how they might die.

97
00:12:27.938 --> 00:12:32.597
Nicole Fieser: I firmly believe that I could die from death by Powerpoint.

98
00:12:33.268 --> 00:12:34.468
Nicole Fieser: Alrighty!

99
00:12:34.978 --> 00:12:44.958
Nicole Fieser: And we're not going to do that today. How's that? So instead, we're gonna go ahead and log in.

100
00:12:45.528 --> 00:12:52.178
Nicole Fieser: We're gonna go ahead and log in to your test environment. So this is city of Houston's test environment

101
00:12:52.508 --> 00:12:55.047
Nicole Fieser: folks I'm logging in as Ted lasso.

102
00:12:55.418 --> 00:12:58.358
Nicole Fieser: right? So I'm logging in as Ted Lasso today.

103
00:12:58.778 --> 00:13:02.568
Nicole Fieser: And if you know who Ted Lasso is that's kind of amusing, right?

104
00:13:02.718 --> 00:13:10.898
Nicole Fieser: And I will be behaving today as a manager or supervisor to reassure you, please.

105
00:13:11.218 --> 00:13:24.437
Nicole Fieser: We are looking at test data. I am not going to be displaying any real personnel. There's no real information. But what we're looking at is exactly what y'all are going to be seeing

106
00:13:24.818 --> 00:13:25.948
Nicole Fieser: Okie Dokie.

107
00:13:27.788 --> 00:13:34.517
Nicole Fieser: So let's get started. I'm not seeing any questions just yet, but I'm I'm paying attention.

108
00:13:34.908 --> 00:13:42.858
Nicole Fieser: Let's say, let's get started. Anybody have any concerns about anything that I said in my fast introduction.

109
00:13:43.288 --> 00:13:47.678
Nicole Fieser: anything you all want me to say better or differently. To make this a little easier on you.

110
00:13:47.908 --> 00:13:52.318
Nicole Fieser: because that is my number one goal is to make life just a little easier for you today.

111
00:13:56.448 --> 00:14:00.947
Nicole Fieser: Okay, all right.

112
00:14:02.068 --> 00:14:09.227
Nicole Fieser: then, let's do it. Kevin. Can I check in with you, Kevin, are you able to see my login screen at this time?

113
00:14:09.228 --> 00:14:10.208
Kevin Durrance: Yes, we are.

114
00:14:10.548 --> 00:14:11.688
Nicole Fieser: Perfect. Thank you.

115
00:14:11.918 --> 00:14:14.258
Nicole Fieser: Alright. Y'all, I'm gonna log in as Ted.

116
00:14:15.788 --> 00:14:21.048
Nicole Fieser: Let's talk about what we see. We said we were going to start with basic navigation. Let's do it

117
00:14:21.268 --> 00:14:30.648
Nicole Fieser: as soon as we log in hopefully. What you notice right out of the gate. Y'all is that you get the MyCOH time, because we want you to know that this is your system.

118
00:14:30.788 --> 00:14:32.208
Nicole Fieser: and it's pretty cool.

119
00:14:32.798 --> 00:14:43.697
Nicole Fieser: Secondly, it's a friendly little system, right? So it says, welcome back, Ted. Right? It says, welcome back Ted ultimately, though it's gonna say.

120
00:14:44.438 --> 00:14:52.448
Nicole Fieser: Oh, welcome back, Alana! Welcome back, Annalisa, right? It's a friendly little system at its base

121
00:14:53.178 --> 00:14:58.827
Nicole Fieser: beyond that. Y'all, what are we actually looking at? Right? I think that's that's the key.

122
00:14:59.488 --> 00:15:05.327
Nicole Fieser: When we log in what we're looking at is oftentimes referenced as the home screen

123
00:15:05.978 --> 00:15:11.028
Nicole Fieser: folks. This home screen is also sometimes referenced, as your dashboard

124
00:15:11.808 --> 00:15:15.207
Nicole Fieser: call it, what you will. Let's talk about what it is.

125
00:15:15.588 --> 00:15:24.258
Nicole Fieser: Your home screen. This dashboard is filled with tiles that will ultimately make your life a whole lot easier.

126
00:15:24.388 --> 00:15:25.328
Nicole Fieser: Okay.

127
00:15:26.208 --> 00:15:40.457
Nicole Fieser: there's a number of tiles, right? So, my Ted, so I'm logged in as good old Ted Lasso. The tiles that we initially see are tiles by which he will manage his people right cause he's a supervisor.

128
00:15:40.878 --> 00:15:44.058
Nicole Fieser: but he also has tiles for himself

129
00:15:44.238 --> 00:15:48.018
Nicole Fieser: where maybe he's responsible for punching in himself.

130
00:15:48.248 --> 00:15:57.488
Nicole Fieser: This is where Ted gets to see his schedule, can access his time card request time off of his of his taking.

131
00:15:58.798 --> 00:16:04.597
Nicole Fieser: So your dashboard is filled with tiles that for the majority of folks in the room today

132
00:16:05.058 --> 00:16:08.457
Nicole Fieser: we'll make it easier for you to be able to

133
00:16:09.378 --> 00:16:15.477
Nicole Fieser: manage your people and do the tasks that you also have to do within the timekeeping system.

134
00:16:15.668 --> 00:16:19.138
Nicole Fieser: Okay, so y'all, let's talk about these tiles.

135
00:16:19.588 --> 00:16:24.577
Nicole Fieser: The 1st thing that I want you to note, and one of the questions that I suspect y'all are going to get.

136
00:16:25.028 --> 00:16:30.617
Nicole Fieser: I ask that you note in the right hand corner of each of these tiles. Do you all see those 3 dots.

137
00:16:31.598 --> 00:16:33.128
Nicole Fieser: the 3 dots?

138
00:16:33.648 --> 00:16:38.058
Nicole Fieser: Honestly, it has like 12 different names. Who cares what we call it?

139
00:16:38.528 --> 00:16:42.998
Nicole Fieser: The 3 dots? If we go ahead and click on it, there is a refresh button.

140
00:16:43.978 --> 00:16:46.098
Nicole Fieser: Let's talk about that refresh button. Y'all

141
00:16:47.168 --> 00:16:50.857
Nicole Fieser: okay, and we'll talk about why, that one's a little different later today.

142
00:16:51.278 --> 00:16:53.428
Nicole Fieser: But let's talk about this refresh button.

143
00:16:53.578 --> 00:17:00.147
Nicole Fieser: One of the most common questions we get around this software is.

144
00:17:01.058 --> 00:17:07.118
Nicole Fieser: how do I know that I'm looking at the latest and greatest information within these tiles?

145
00:17:07.478 --> 00:17:12.948

Nicole Fieser: Why should I trust what this is looking at right?

146
00:17:13.238 --> 00:17:31.858
Nicole Fieser: Because one of your big takeaways today, all is one of the things I'm gonna say you absolutely get to rely upon is going to be this manage time cards tile. We're gonna talk a lot about it later today. This manage schedule tile. The my notifications tile is one of my favorite tools that you all are getting as an outcome of the new, MyCOH time system.

147
00:17:32.768 --> 00:17:39.608
Nicole Fieser: How do you feel reassured that the information that is being displayed is the latest and greatest.

148
00:17:40.378 --> 00:17:44.258
Nicole Fieser: Okay, listen.

149
00:17:44.818 --> 00:17:46.248
Nicole Fieser: As a side note.

150
00:17:47.058 --> 00:17:56.668
Nicole Fieser: I think it's important that you know that there's a bunch of background processors that are always running that will always pull up the latest and greatest information.

151
00:17:57.508 --> 00:18:01.138
Nicole Fieser: Now you can see in my little test environment. And

152
00:18:01.608 --> 00:18:11.187
Nicole Fieser: because my Internet's atrocious, it's me, me. I'm the problem. You can see that my manage schedule tile has not updated for for a little bit.

153
00:18:12.218 --> 00:18:16.263
Nicole Fieser: So anytime, if you are one of those people that,

154
00:18:17.558 --> 00:18:24.578
Nicole Fieser: I don't trust the system. I wanna make sure that I'm looking at the information, the latest and greatest before I act on it.

155
00:18:25.078 --> 00:18:28.858
Nicole Fieser: You have the ability to always go ahead and click on refresh.

156
00:18:29.508 --> 00:18:34.338
Nicole Fieser: and when we go ahead and click on refresh, you'll notice that you get the last updated time.

157
00:18:34.578 --> 00:18:37.458
Nicole Fieser: Must you click on refresh? No.

158
00:18:37.868 --> 00:18:40.998
Nicole Fieser: can you? If you want absolutely

159
00:18:41.118 --> 00:18:48.857
Nicole Fieser: so anytime that you want to make sure that you're looking at the latest and greatest. You have the option of clicking on refresh, but you don't have to.

160
00:18:49.438 --> 00:18:56.358
Nicole Fieser: These tiles will update as we begin to make changes to our employees information.

161
00:18:56.838 --> 00:19:05.588
Nicole Fieser: and I will prove that to you before our time together is over. I will prove to you that when we start making changes to employees, time cards and schedules

162
00:19:05.718 --> 00:19:10.608
Nicole Fieser: that these tiles will automatically update. But you do have the ability to refresh.

163
00:19:11.618 --> 00:19:15.368
Nicole Fieser: What else do we get to see?

164
00:19:15.508 --> 00:19:22.098
Nicole Fieser: Only do we get the the 3 dots right the tile officially. It's called the tile action menu.

165
00:19:22.748 --> 00:19:26.637
Nicole Fieser: Do you see that bent or broken right facing Arrow?

166
00:19:27.498 --> 00:19:32.197
Nicole Fieser: Y'all, if you want to go ahead and access all of your people's time cards.

167
00:19:32.418 --> 00:19:40.018
Nicole Fieser: You want to be able to review all of your people's schedules. You can click on that broken or bent right facing Arrow.

168
00:19:40.158 --> 00:19:52.438
Nicole Fieser: and that's going to take you in this case. I clicked on it on the schedule tile, and now I see everybody that I have access to schedule. It brought me to the scheduled planner.

169
00:19:53.068 --> 00:19:57.868
Nicole Fieser: Okay, here's the thing.

170
00:19:58.278 --> 00:20:02.118
Nicole Fieser: Here's the thing I'm gonna jump back to my dashboard and we'll talk about that, too.

171
00:20:03.088 --> 00:20:16.478
Nicole Fieser: The beauty of this new software. Y'all, I think the one of the big key upgrades upgrades, not upgrades upgrades. Sorry from your old Chronos system to the new. MyCOH time system

172
00:20:16.608 --> 00:20:24.908
Nicole Fieser: is that you don't always have to access all of the time. Cards all of your people's schedules rather.

173
00:20:25.238 --> 00:20:30.318
Nicole Fieser: I don't know. Who do we want to pick on? Let's go ahead and pick on. Oh, I'm gonna pick on.

174
00:20:30.568 --> 00:20:32.108
Nicole Fieser: I'm gonna pick on Carl.

175
00:20:33.198 --> 00:20:43.407
Nicole Fieser: Maybe Carl has somebody that's missing. And so if we saw somebody that was missing that they hadn't punched in, they weren't in their schedule. And Carl's like, why aren't they here?

176
00:20:43.968 --> 00:20:58.318
Nicole Fieser: We could go ahead and click on that that little blue arrow to the right of missing, and it would take us directly to see who was missing, and then we could click again to go directly into that missing person schedule.

177
00:20:59.428 --> 00:21:01.928
Nicole Fieser: If we look at the manage time cards, tile.

178
00:21:02.078 --> 00:21:06.037
Nicole Fieser: if I want to see. Oh, I have some must fix items.

179
00:21:06.518 --> 00:21:10.028
Nicole Fieser: I don't always want to see all of my people's time cards.

180
00:21:10.278 --> 00:21:13.938
Nicole Fieser: The big win of the the Coh time system

181
00:21:14.138 --> 00:21:18.277
Nicole Fieser: is that you can focus on who has the problem

182
00:21:18.808 --> 00:21:28.447
Nicole Fieser: so we could go ahead and click on that right facing Little Blue Arrow. Next to the must fix, and it's going to take me directly to just the must fix items

183
00:21:28.878 --> 00:21:33.527
Nicole Fieser: so we can fix them. Do what we're supposed to do and move on with our day.

184
00:21:33.968 --> 00:21:41.967

Nicole Fieser: Okay, so listen. Y'all. Let's jump back to the home screen, back to the dashboard. One more time

185
00:21:42.738 --> 00:21:46.288
Nicole Fieser: we are going to be using all the tools on the tile.

186
00:21:46.448 --> 00:21:49.817
Nicole Fieser: Right? I will tell you my secret

187
00:21:50.148 --> 00:21:53.527
Nicole Fieser: secret goal, right? I already told you my big goal for the training.

188
00:21:53.658 --> 00:22:00.078
Nicole Fieser: But my secret goal today is to sell you on the viability and usability of these tiles.

189
00:22:00.808 --> 00:22:05.487
Nicole Fieser: It would make my little nerdy heart happy for you all to start using these tiles for sure.

190
00:22:06.538 --> 00:22:11.037
Nicole Fieser: However, I know some of you have been using Kronos a long time.

191
00:22:11.288 --> 00:22:18.898
Nicole Fieser: and undoubtedly there are some people in the room today that are thinking no way. No, how do not love those styles?

192
00:22:19.058 --> 00:22:20.558
Nicole Fieser: Try again, Nikki.

193
00:22:21.528 --> 00:22:26.468
Nicole Fieser: Folks. If the tiles aren't speaking to you. If you don't love that. That's okay.

194
00:22:26.698 --> 00:22:30.837
Nicole Fieser: Because notice, if you will, in the upper left hand corner of your screen.

195
00:22:31.318 --> 00:22:34.407
Nicole Fieser: Do you see how we have the the 3 lines.

196
00:22:35.058 --> 00:22:39.238
Nicole Fieser: Those 3 lines are officially called the Hamburger menu

197
00:22:39.888 --> 00:22:43.368
Nicole Fieser: again. Y'all, I do not care if you ever use that term again.

198
00:22:44.088 --> 00:22:51.078
Nicole Fieser: When I think of the Hamburger menu I think of like Mcdonald's from like 1994 and the Hamburglar right?

199
00:22:51.738 --> 00:22:54.827
Nicole Fieser: Rather what those 3 lines are going to do.

200
00:22:55.308 --> 00:22:59.247
Nicole Fieser: It's going to open up the main menu on the left.

201
00:23:00.318 --> 00:23:04.538
Nicole Fieser: Every tool that you as a user have access to

202
00:23:04.968 --> 00:23:08.457
Nicole Fieser: can be found in that main menu on the left.

203
00:23:08.728 --> 00:23:13.618
Nicole Fieser: So if you want to get into your people's time cards because you don't like the tile, you can go here

204
00:23:13.768 --> 00:23:19.957
Nicole Fieser: if you want to access your employees schedules, you can look underneath schedule and come to the schedule planner

205
00:23:21.028 --> 00:23:26.567
Nicole Fieser: in the end. It is your personal preference how you wish to access your tools.

206
00:23:27.268 --> 00:23:36.158
Nicole Fieser: I will say that the tiles are going to be more efficient in the long run. But again, your decision on how you want to get to your tools.

207
00:23:38.338 --> 00:23:41.387
Nicole Fieser: saying that, though I will say I think

208
00:23:42.068 --> 00:23:46.088
Nicole Fieser: I think there is still value to this menu on the left

209
00:23:46.438 --> 00:23:51.428
Nicole Fieser: one. I like the search field right. I I really do. I like the search field?

210
00:23:51.928 --> 00:23:55.468
Nicole Fieser: Because what if oh, I'd like to pick on?

211
00:23:55.768 --> 00:23:57.437
Nicole Fieser: I'm going to pick on Deschandra.

212
00:23:58.058 --> 00:24:00.317
Nicole Fieser: What if Deschandra is like, hey?

213
00:24:01.088 --> 00:24:05.848
Nicole Fieser: There used to be a report out there that I liked in my old Kronos. Where'd my old report go?

214
00:24:06.378 --> 00:24:15.447
Nicole Fieser: And while Deschandra starts to get comfortable with this new software, Deschandra might say, Look, I want to. I want to go look for specific things.

215
00:24:15.928 --> 00:24:22.698
Nicole Fieser: We can use that search field. And the Chandra could type in what she's looking for and the system's gonna return underneath

216
00:24:23.628 --> 00:24:31.398
Nicole Fieser: what she might be looking for. Okay, so I do think the search field is valuable in that main menu on the left y'all

217
00:24:31.778 --> 00:24:34.288
Nicole Fieser: and sign out.

218
00:24:35.918 --> 00:24:40.568
Nicole Fieser: Listen, here's my story. Y'all all right.

219
00:24:42.628 --> 00:24:44.148
Nicole Fieser: Here's my story.

220
00:24:44.328 --> 00:24:45.838
Nicole Fieser: When we.

221
00:24:46.048 --> 00:24:52.858
Nicole Fieser: when we look at things again. I've recognized that maybe not. Everybody had formal coroner's training back in the day

222
00:24:53.168 --> 00:24:55.178
Nicole Fieser: today is formal Kronos training.

223
00:24:55.728 --> 00:24:59.277
Nicole Fieser: So I'm a trainer. A trainer is there, for

224
00:24:59.578 --> 00:25:07.029
Nicole Fieser: it does not look the same. Kronos does not look the same. It's it's different. It's improved

225
00:25:08.678 --> 00:25:14.668
Nicole Fieser: alright. So, Jose, it's it's meant to look different. It's much more efficient, my friend.

226
00:25:15.258 --> 00:25:21.368
Nicole Fieser: But here's the thing as a trainer, right? I think we need to talk about real life and real life means

227
00:25:23.518 --> 00:25:24.648
Nicole Fieser: all right.

228
00:25:26.528 --> 00:25:36.708
Nicole Fieser: Real life means that many of us, when we're done with the application, when we're done with whatever we're doing. Oftentimes we go ahead and x we X out

229
00:25:36.988 --> 00:25:41.638
Nicole Fieser: right. We go ahead and excel as a gentle reminder.

230
00:25:41.898 --> 00:25:45.817
Nicole Fieser: Best practices. When you're done doing what you're supposed to do.

231
00:25:45.948 --> 00:25:50.437
Nicole Fieser: go ahead and sign out and the sign out is in that main menu on the left.

232
00:25:51.608 --> 00:25:57.648
Nicole Fieser: If you X out. Is it the end of the world? No best practices? Don't forget to sign out

233
00:25:57.988 --> 00:25:59.148
Nicole Fieser: Okie Dokie

234
00:26:01.628 --> 00:26:16.697
Nicole Fieser: alright. There is an outstanding question. Atheir. I apologize. If I mispronounce your name I will be able to enter schedule information prior to go live. You'll be getting information next week so that you can enter your employees schedules. But we'll talk more about that.

235
00:26:17.758 --> 00:26:23.168
Nicole Fieser: We're gonna talk about that when we get into the scheduling section, my friend Okie Dokie.

236
00:26:24.848 --> 00:26:30.648
Nicole Fieser: Alright. Y'all, I'm gonna leave this main menu. I'm gonna close it back up and let's keep talking.

237
00:26:31.128 --> 00:26:36.647
Nicole Fieser: What else do we get to see here on our home screen, on our dashboard?

238
00:26:37.328 --> 00:26:42.498
Nicole Fieser: Obviously the tiles we've talked about that hamburger menu. Right?

239
00:26:43.548 --> 00:26:45.438
Nicole Fieser: Let's talk about that house, icon.

240
00:26:46.028 --> 00:26:48.917
Nicole Fieser: That house Icon, is the home button.

241
00:26:49.378 --> 00:26:56.137
Nicole Fieser: and that house Icon is available on every single page in the software.

242
00:26:56.988 --> 00:26:57.948
Nicole Fieser: Okay?

243
00:26:58.248 --> 00:27:03.428
Nicole Fieser: And that's a good thing I am. Gonna go ahead and pick on.

244
00:27:04.948 --> 00:27:09.348
Nicole Fieser: I'm gonna pick on Eric Eric Ward for no good reason.

245

00:27:10.268 --> 00:27:14.988
Nicole Fieser: What if Eric and I'll use myself as an example, because maybe maybe Eric's like me.

246
00:27:15.418 --> 00:27:26.298
Nicole Fieser: I will tell you the truth when I get a new new software. When I get a new system, I'm gonna try to break it right. And maybe Eric is of the same mindset where he says, Okay.

247
00:27:26.818 --> 00:27:33.788
Nicole Fieser: this chrono, this this UKG, this this Kronos trainer told me I can try to break the system. Let's do it right.

248
00:27:35.318 --> 00:27:46.508
Nicole Fieser: One of the things that I'm going to invite all of you to do when you get access to your software in the in the very near future? Right? Because, as fear asked, Hey, when do I get to put in schedules?

249
00:27:50.418 --> 00:27:53.168
Nicole Fieser: I'm gonna ask you to go ahead and try to break a data view.

250
00:27:53.708 --> 00:27:54.748
Nicole Fieser: Right?

251
00:27:56.258 --> 00:28:01.517
Nicole Fieser: We're gonna go in and tear it up. We're gonna add sorts and filters and calculations.

252
00:28:01.638 --> 00:28:07.007
Nicole Fieser: and if Eric goes in and he does exactly what I ask him to do.

253
00:28:07.358 --> 00:28:09.197
Nicole Fieser: and then he goes, ugh!

254
00:28:10.178 --> 00:28:14.588
Nicole Fieser: Yeah, don't love that. Don't love it at all.

255

00:28:15.728 --> 00:28:33.468
Nicole Fieser: The value of this home button is its safety right from anywhere in the system. If you've made a change that you don't want to save if you're like. Yuck, I've made some sort of radical. I don't love this. You can always click back on this home screen brings you back here to safety.

256
00:28:34.008 --> 00:28:34.828
Nicole Fieser: Okay.

257
00:28:35.818 --> 00:28:43.847
Nicole Fieser: you will see us use that many, many times here this afternoon. Y'all, and I want you to keep that in mind, because that's what y'all are gonna do

258
00:28:43.988 --> 00:28:48.278
Nicole Fieser: many, many times, especially as you start to get comfortable with the new software.

259
00:28:49.448 --> 00:28:54.608
Nicole Fieser: Taryn says for my notes. How would you define the hamburger tile. What's it do? In a few words

260
00:28:54.818 --> 00:29:03.088
Nicole Fieser: the Hamburger, the Hamburger menu opens up the main menu on the left. Every tool that you have access to

261
00:29:03.318 --> 00:29:06.078
Nicole Fieser: can also be found in the main menu.

262
00:29:07.188 --> 00:29:11.137
Nicole Fieser: So it opens up the main menu. Okay.

263
00:29:11.708 --> 00:29:15.167
Nicole Fieser: alright, y'all. So there's the home button. What else do we get to see

264
00:29:15.418 --> 00:29:23.217
Nicole Fieser: if we continue our journey at the top of the screen over to the right. Next thing we need to talk about y'all is the magnifying glass.

265
00:29:24.708 --> 00:29:28.478
Nicole Fieser: The magnifying glass is the employee. Search.

266
00:29:29.608 --> 00:29:35.217
Nicole Fieser: listen again for those of you that know Kronos, your, your current Chronos system.

267
00:29:36.218 --> 00:29:41.198
Nicole Fieser: Many of you have probably used the quick. Find, genie

268
00:29:41.828 --> 00:29:48.788
Nicole Fieser: right that quick find, genie that would allow you to locate an individual person as needs be.

269
00:29:50.388 --> 00:29:51.618
Nicole Fieser: Alrighty.

270
00:29:52.328 --> 00:30:05.568
Nicole Fieser: the quick find genie is gone. Quick! Find! Genie is gone. Y'all, it is not there anymore. It has been replaced by the magnifying glass. It has been replaced by the employee. Search.

271
00:30:06.548 --> 00:30:09.488
Nicole Fieser: Y'all. Let's talk about the employee. Search, please.

272
00:30:10.798 --> 00:30:13.527
Nicole Fieser: I would like to go ahead and pick on.

273
00:30:13.938 --> 00:30:17.808
Nicole Fieser: I'm gonna pick on Gwendolyn Gwendolyn Lewis.

274
00:30:18.288 --> 00:30:26.588
Nicole Fieser: What if I come to work for Gwendolyn, and I see Gwendolyn walking down the hall this morning. And I say, Oh, bad news, Gwen.

275
00:30:26.798 --> 00:30:29.857
Nicole Fieser: I forgot to punch out yesterday afternoon.

276
00:30:30.548 --> 00:30:33.847
Nicole Fieser: Gwendolyn, can you go ahead and fix my time card, please.

277
00:30:35.058 --> 00:30:39.438
Nicole Fieser: And Gwendolyn being the great supervisor that they are.

278
00:30:39.718 --> 00:30:42.588
Nicole Fieser: says, Okay, Nikki, I'll fix it.

279
00:30:43.388 --> 00:30:46.997
Nicole Fieser: But remember it is part of your job responsibility

280
00:30:48.438 --> 00:30:50.758
Nicole Fieser: to punch in and out on time.

281
00:30:51.508 --> 00:30:53.978
Nicole Fieser: What time did you leave yesterday afternoon?

282
00:30:54.448 --> 00:30:56.858
Nicole Fieser: And I say I left like at 5 30.

283
00:30:57.658 --> 00:31:05.377
Nicole Fieser: Here's the thing. When Gwendolyn goes into the software. Does Gwendolyn need to see everybody that reports to them?

284
00:31:05.948 --> 00:31:12.197
Nicole Fieser: Or does Gwen just need to find me the troublemaker that can't figure out how to punch in or out correctly.

285
00:31:13.468 --> 00:31:22.778
Nicole Fieser: In this case Gwendolyn needs to find just me the troublemaker, and y'all that is going to be the value, then, of this magnifying glass in the employee. Search.

286
00:31:23.028 --> 00:31:29.918
Nicole Fieser: because from here Wendolin can go ahead and type. In my last name. We'll pretend it's Beard.

287
00:31:30.188 --> 00:31:32.048
Nicole Fieser: and we're going to go ahead and click, search.

288
00:31:32.968 --> 00:31:37.528
Nicole Fieser: And when we go ahead and click on search we're gonna see the employee's name returned.

289
00:31:38.028 --> 00:31:40.868
Nicole Fieser: We will select the employee's name.

290
00:31:41.918 --> 00:31:44.837
Nicole Fieser: We will use the go to control.

291
00:31:47.008 --> 00:31:52.118
Nicole Fieser: and then that go to control. It's from here. Gwendolyn could go into my time card

292
00:31:52.288 --> 00:31:53.958
Nicole Fieser: to add my missed punch.

293
00:31:54.698 --> 00:32:03.607
Nicole Fieser: Maybe Gwendolyn says it's not only a time card issue. Maybe it's also a scheduling issue, so maybe Gwendolyn instead wants to go into my schedule.

294
00:32:03.978 --> 00:32:06.747
Nicole Fieser: So from that go to control, we can go into the schedule.

295

00:32:07.828 --> 00:32:17.727
Nicole Fieser: I don't know. Maybe Gwendolyn, right. Maybe Gwendolyn starts to suspect I have an issue.

296
00:32:19.178 --> 00:32:23.228
Nicole Fieser: Maybe Gwendolyn starts to kind of secretly think. Hmm.

297
00:32:23.628 --> 00:32:29.558
Nicole Fieser: Nikki always forgets to punch out in quotations.

298
00:32:29.908 --> 00:32:32.878
Nicole Fieser: Forgets to punch out on Tuesday afternoons.

299
00:32:33.208 --> 00:32:46.817
Nicole Fieser: and maybe Gwendolyn is starting to become suspicious that I'm leaving early and simply telling them that, hey? I forgot to punch because I don't want anybody to know that I'm actually leaving early on Tuesdays.

300
00:32:47.798 --> 00:32:54.398
Nicole Fieser: So maybe Gwendolyn wants to run a report around just me and my workforce behavior.

301
00:32:55.198 --> 00:32:57.847
Nicole Fieser: There you go. We could run reports.

302
00:33:00.398 --> 00:33:04.647
Nicole Fieser: That's the employee. Search. Y'all, I think this is a really important tool.

303
00:33:05.278 --> 00:33:12.968
Nicole Fieser: I do think this is a really important tool. I think it's 1 that y'all are going to use. And it does replace that quick. Find, Genie.

304
00:33:14.988 --> 00:33:21.577
Nicole Fieser: any questions about that. I'm kind of thinking that you should have some questions around this employee. Search. Y'all

305
00:33:22.728 --> 00:33:30.458
Nicole Fieser: if I don't see any questions about it. I'm going to give you some more information, because if you don't have a question today very quickly. I think y'all, will

306
00:33:31.698 --> 00:33:35.628
Nicole Fieser: anybody have any concerns about this employee? Search?

307
00:33:40.528 --> 00:33:44.118
Nicole Fieser: Okay, I'll keep an eye out. Y'all, I'll keep an eye out.

308
00:33:45.288 --> 00:33:47.308
Nicole Fieser: What else do we get to see here?

309
00:33:49.318 --> 00:33:54.108
Nicole Fieser: Alright. And Jose says, how are Fmla is? Reflected Jose. We're gonna touch base on that

310
00:33:55.699 --> 00:34:00.477
Nicole Fieser: when we get into pay codes. We'll talk about it in the time card so later, much later. Jose.

311
00:34:00.828 --> 00:34:07.468
Nicole Fieser: Thanks. Juan. Tristan says, so do I search for my employees, basically like a browser search kind of

312
00:34:07.688 --> 00:34:15.098
Nicole Fieser: kind of if you want to search for an individual person, Tristan, you click on that employee search and you search for that individual.

313
00:34:15.578 --> 00:34:27.668
Nicole Fieser: Tristan. Remember, if you want to see all of your people's time cards, you can click on this broken or bent right facing arrow. Next to that, manage time cards and that manage time cards, tile.

314
00:34:28.058 --> 00:34:36.077
Nicole Fieser: If you just want to see individuals with issues in the time card, you can click. Next to must fix or need review.

315
00:34:37.508 --> 00:34:41.478
Nicole Fieser: So Tristan, hopefully, that makes sense. If I boogered that up for you, let me know.

316
00:34:41.758 --> 00:34:50.518
Nicole Fieser: Herbie says, search by employee, name or by employee. Id you can do both.

317
00:34:51.578 --> 00:34:54.227
Nicole Fieser: You can do both name or id.

318
00:34:56.628 --> 00:35:03.197
Nicole Fieser: Alright good questions. Y'all good question, John. What else do we get to see here.

319
00:35:04.548 --> 00:35:07.248
Nicole Fieser: folks, let's talk about that cute little question. Mark

320
00:35:07.808 --> 00:35:11.097
Nicole Fieser: that Kilo question mark to the right of the employee. Search.

321
00:35:11.768 --> 00:35:13.318
Nicole Fieser: That's online. Help.

322
00:35:14.158 --> 00:35:24.328
Nicole Fieser: One of the questions I've already seen pop up today is, you know, where can I get more information? I saw something about additional practice exercises and more information.

323
00:35:26.178 --> 00:35:30.558
Nicole Fieser: You know that saying, you know that saying.

324
00:35:31.108 --> 00:35:33.388
Nicole Fieser: Rosalita, we'll we'll come back.

325
00:35:33.848 --> 00:35:35.408
Nicole Fieser: We'll come back to your question.

326
00:35:36.128 --> 00:35:42.948
Nicole Fieser: I like saying, sure I'm bad at Sayings, but I really like them, but you know that saying something to the effect of

327
00:35:44.658 --> 00:35:55.778
Nicole Fieser: if you teach a person, if you give the person a fish to eat, they eat for the day. If you teach the person to fish, they eat for a lifetime, you know there's a saying like that right?

328
00:35:56.948 --> 00:36:03.427
Nicole Fieser: Ultimately, I hope that you leave here, that if somebody tells you to go fish.

329
00:36:04.508 --> 00:36:06.357
Nicole Fieser: you're going to know what that means.

330
00:36:07.078 --> 00:36:15.758
Nicole Fieser: because one of the best ways for you to get additional information is right at your fingertips. And it's found in online help.

331
00:36:16.188 --> 00:36:19.688
Nicole Fieser: So let's spend like 2Â min. Y'all talking about online help.

332
00:36:20.808 --> 00:36:21.668
Nicole Fieser: Okay?

333
00:36:21.898 --> 00:36:24.578
Nicole Fieser: So if I go ahead and click on that cute little question, Mark.

334
00:36:27.078 --> 00:36:28.168
Nicole Fieser: Alright.

335
00:36:29.318 --> 00:36:43.998
Nicole Fieser: And what happens is it's gonna open up help. And because I'm opening up help here on the home screen. It immediately provides help regarding navigation and overview for employees. Navigation overview for managers.

336
00:36:44.988 --> 00:36:55.508
Nicole Fieser: The help screens that initially appear are based on where you clicked an online help from meaning.

337
00:36:56.098 --> 00:37:00.137
Nicole Fieser: if I go to the schedule, what I mean by all this.

338
00:37:00.718 --> 00:37:06.948
Nicole Fieser: if I go ahead and click on that broken or bent right facing arrow next to manage schedule tile.

339
00:37:07.548 --> 00:37:11.127
Nicole Fieser: And here I am. I'm in the schedule planner.

340
00:37:11.708 --> 00:37:16.778
Nicole Fieser: Y'all, if I go ahead and click on online help from within the schedule. Planner.

341
00:37:16.928 --> 00:37:21.928
Nicole Fieser: Notice the default, help. Topics are around scheduling.

342
00:37:23.028 --> 00:37:33.457
Nicole Fieser: So the default default help. Topics are based on the screen that you're on, so that if you're on a time card it's gonna default to time card help topics.

343
00:37:33.568 --> 00:37:37.577
Nicole Fieser: If you're on the schedule, it defaults to the schedule, help topics.

344
00:37:38.718 --> 00:37:42.847
Nicole Fieser: Okay, but here's the thing. What if?

345
00:37:43.548 --> 00:37:45.928
Nicole Fieser: Oh, let's go ahead and pick on.

346
00:37:46.828 --> 00:37:48.297
Nicole Fieser: I'm gonna pick on Jamar.

347
00:37:49.408 --> 00:37:57.388
Nicole Fieser: What if jamar next week gets access to the system, and he says, girl said a lot.

348
00:37:58.348 --> 00:38:00.928
Nicole Fieser: I went to that training, and that girl said a lot.

349
00:38:01.228 --> 00:38:06.028
Nicole Fieser: and I remember her saying something about all the different colors in the time card

350
00:38:06.858 --> 00:38:12.478
Nicole Fieser: and all the different colors in the schedule. And Jamar thinks I have no idea what she told us about that.

351
00:38:13.068 --> 00:38:17.137
Nicole Fieser: Okay, the really cool thing is, y'all

352
00:38:17.368 --> 00:38:22.008
Nicole Fieser: from any of your help screens. Once you click on it, do you see where it says, browse help

353
00:38:26.098 --> 00:38:28.338
Nicole Fieser: alright! Do we all see where it says, browse, help!

354
00:38:30.868 --> 00:38:44.938
Nicole Fieser: When we go and click on browse, help immediately additional help topics pop up, including a glossary of terms which is pretty cool. All the help you could possibly want on mobile application is right here.

355
00:38:45.538 --> 00:38:47.537
Nicole Fieser: But you do get a search. Field

356
00:38:48.218 --> 00:38:54.547
Nicole Fieser: Jamar would be able to come here and type in. I don't know. I need help with colors. I don't remember what all those colors actually mean.

357
00:38:54.978 --> 00:38:59.638
Nicole Fieser: So Jamar could come here and click on colors, and it's going to return to us

358
00:39:00.578 --> 00:39:05.807
Nicole Fieser: in the most likely, you know. Response, this is AI at work a little bit here, y'all.

359
00:39:07.558 --> 00:39:16.338
Nicole Fieser: and if I click on current time and visual queues. Here's what it returns to me. Here's what all the different colors and a time card or schedule might mean.

360
00:39:17.928 --> 00:39:18.868
Nicole Fieser: Okay.

361
00:39:19.698 --> 00:39:25.467
Nicole Fieser: really, quickly. Y'all, yes, I'm beating the dead horse around the help topic. So I'm gonna get off of it in a second

362
00:39:25.738 --> 00:39:30.238
Nicole Fieser: one. If you want, you can print a help screen? Absolutely.

363
00:39:30.908 --> 00:39:42.757
Nicole Fieser: 2. What if Jamar is like? Oh, yeah, this is a really cool screen. This is this is a great screen. I I want to share this help topic with I don't know a coworker. Maybe the boss. I don't know

364
00:39:43.218 --> 00:39:48.427
Nicole Fieser: folks. You can share the link of the help screen that you like.

365
00:39:50.038 --> 00:39:58.847
Nicole Fieser: and you can then share it and even access the help screen without even being in the software.

366
00:39:59.498 --> 00:40:06.677
Nicole Fieser: So if Jamar wants to reference. This even, you know, not being signed in, because he's just trying to get more familiar with the system he could.

367
00:40:07.758 --> 00:40:11.637
Nicole Fieser: Alright, Jose, I'm glad you like that one. I think it's pretty cool, too.

368
00:40:12.048 --> 00:40:16.878
Nicole Fieser: So if somebody says Steve says, so far the system is friendlier.

369
00:40:17.708 --> 00:40:24.788
Nicole Fieser: Steve, as much as I love your old chrono system, and it will be my baby forever. This is an easier system.

370
00:40:25.108 --> 00:40:30.817
Nicole Fieser: It is so. Y'all, if somebody tells you to go fish.

371
00:40:32.378 --> 00:40:37.867
Nicole Fieser: know that it means. Go look at online help! There's good stuff there. Y'all. There's good stuff

372
00:40:39.718 --> 00:40:46.927
Nicole Fieser: really quickly, Rosalidia. Rosalidia. If I'm mispronouncing your name apologies. I'm a goober. We should just know that in advance.

373
00:40:47.368 --> 00:40:52.707
Nicole Fieser: Rosal Lydia, though, asked a fair question. Hey, what's the advanced settings on an employee? Search

374
00:40:54.058 --> 00:41:00.077

Nicole Fieser: folks? If I click on advanced settings. If you want to be able to look for somebody in a specific time period.

375
00:41:00.228 --> 00:41:09.737
Nicole Fieser: maybe somebody was terminated, and you want to see somebody that was terminated. I don't know. In November of last year you might want to change the timeframe.

376
00:41:10.498 --> 00:41:15.677
Nicole Fieser: Okay, so that you can change up when you look at that employee search

377
00:41:17.118 --> 00:41:21.268
Nicole Fieser: alright. So definitely play with this definitely play with this.

378
00:41:23.958 --> 00:41:25.008
Nicole Fieser: All right.

379
00:41:25.118 --> 00:41:31.627
Nicole Fieser: let's keep going. So we saw talked about the employee search. We talked about online health. Let's talk about notifications.

380
00:41:33.728 --> 00:41:41.637
Nicole Fieser: Listen. If you're not yet fully convinced on the value of this new software, this upgraded chrono system.

381
00:41:42.368 --> 00:41:44.288
Nicole Fieser: I think this is where we can have a win.

382
00:41:44.758 --> 00:41:50.648
Nicole Fieser: And yes, we are going to talk about reports, but not till towards the end of the training. Just so, you know.

383
00:41:50.998 --> 00:41:52.068
Nicole Fieser: right.

384
00:41:53.378 --> 00:41:59.038
Nicole Fieser: And we're also gonna talk about mobile. So I see some questions regarding Mobile, y'all

385
00:41:59.268 --> 00:42:01.097
Nicole Fieser: table, those we're gonna talk about it.

386
00:42:01.998 --> 00:42:04.117
Nicole Fieser: But let's talk about notifications.

387
00:42:04.648 --> 00:42:07.118
Nicole Fieser: If you ever felt. And

388
00:42:07.378 --> 00:42:11.548
Nicole Fieser: and I I can take it if somebody wants to say, Yeah, I felt this way at some point, Nikki.

389
00:42:11.758 --> 00:42:12.658
Nicole Fieser: right?

390
00:42:13.908 --> 00:42:22.568
Nicole Fieser: If you ever felt in your current prono system like sometimes it felt like you had to do the work

391
00:42:23.658 --> 00:42:24.658
Nicole Fieser: rights

392
00:42:25.738 --> 00:42:34.717
Nicole Fieser: where you had to do the work yourself to figure out which of your employees had issues whose time card wasn't quite right, whose schedule wasn't quite right.

393
00:42:34.898 --> 00:42:39.578
Nicole Fieser: What time off request had, we might have missed right.

394
00:42:41.838 --> 00:42:50.337

Nicole Fieser: You now have notifications, and these notifications are much. Thank you, Simone, definitely right.

395
00:42:51.098 --> 00:42:52.588
Nicole Fieser: Thank you for that, Simone.

396
00:42:55.418 --> 00:43:01.898
Nicole Fieser: You now have notifications, and these notifications, I think are much easier, much clearer.

397
00:43:02.548 --> 00:43:05.728
Nicole Fieser: and frankly, so much better than in your old system.

398
00:43:06.758 --> 00:43:14.038
Nicole Fieser: Joseph. We're gonna talk about that. But you are gonna be inputting from scratch. So if you wanna, we're gonna hold on that question, my friend. But

399
00:43:14.418 --> 00:43:16.208
Nicole Fieser: yeah, we'll talk about that.

400
00:43:17.138 --> 00:43:19.428
Nicole Fieser: Let's talk about these notifications. Y'all

401
00:43:19.678 --> 00:43:27.867
Nicole Fieser: in the upper right hand corner you see the alerts bell or notification bell icon. And when we click on the notification bell icon.

402
00:43:28.948 --> 00:43:33.748
Nicole Fieser: this is going to open up the control center panel.

403
00:43:35.048 --> 00:43:44.467
Nicole Fieser: The control center panel is a really nice tool. When you have, like, 3 or 4 notifications.

404
00:43:45.418 --> 00:43:50.947

Nicole Fieser: If you have like, 15 or 16 notifications there might be a better way.

405
00:43:51.588 --> 00:43:54.657
Nicole Fieser: But what can you do within this control center panel?

406
00:43:55.558 --> 00:44:02.618
Nicole Fieser: Well, from here y'all we get to see that Coach beard had a missed punch.

407
00:44:03.748 --> 00:44:04.728
Nicole Fieser: All right.

408
00:44:05.048 --> 00:44:17.117
Nicole Fieser: And right from this control center panel we can use this, go to control. And it's gonna when we click on the go to control. It's gonna take us to exactly where the problem is.

409
00:44:17.688 --> 00:44:22.937
Nicole Fieser: In this case it takes us to Coach Beard's time card and his missed punch

410
00:44:23.628 --> 00:44:26.418
Nicole Fieser: so we could go immediately ahead and immediately fix it.

411
00:44:27.468 --> 00:44:29.008
Nicole Fieser: Isn't that cool?

412
00:44:29.488 --> 00:44:39.488
Nicole Fieser: Instead of you having to navigate out to the time card, you're gonna get the notification, and you can use the go to control and go right to where the problem is, fix it

413
00:44:39.618 --> 00:44:41.087
Nicole Fieser: and be done with it.

414
00:44:42.338 --> 00:44:45.567
Nicole Fieser: I am very hopeful that you guys think that's pretty cool

415
00:44:47.228 --> 00:44:51.957
Nicole Fieser: with your notifications, there will be some email notifications.

416
00:44:53.168 --> 00:45:00.148
Nicole Fieser: Alright. So I know some of you are receiving email notifications now, and if you're wondering if that's going to continue it, will

417
00:45:00.458 --> 00:45:05.908
Nicole Fieser: we still want you to ideally to use the notifications within the software. I think there's some good stuff here

418
00:45:07.208 --> 00:45:12.937
Nicole Fieser: once you've handled your your in this case, Miss Punch, coach beer right?

419
00:45:13.478 --> 00:45:18.157
Nicole Fieser: We can mark the notification is done, or we could delete it.

420
00:45:19.938 --> 00:45:24.698
Nicole Fieser: Listen. I know I've already said like a million 10 things today. Y'all.

421
00:45:26.138 --> 00:45:31.007
Nicole Fieser: if you started to tune me out, now's a really good time to tune me back in.

422
00:45:33.898 --> 00:45:39.308
Nicole Fieser: Is there a difference in how you want to manage your notifications?

423
00:45:39.828 --> 00:45:48.167
Nicole Fieser: Yes, because once we've handled this missed out Punch, I want to do something with the notification.

424
00:45:48.488 --> 00:45:52.257
Nicole Fieser: I either want to mark it as done, or I want to delete it.

425
00:45:52.428 --> 00:45:53.698
Nicole Fieser: The difference.

426
00:45:54.318 --> 00:46:02.787
Nicole Fieser: If you delete the notification, it is done, it is gone forever, never to be seen nor heard from again

427
00:46:04.428 --> 00:46:07.308
Nicole Fieser: versus if you market is done.

428
00:46:08.478 --> 00:46:15.557
Nicole Fieser: Elizabeth, I'm gonna pick on you for no good reason, and I do see you have a question, and I'm sure one of our folks will will get that question answered for you.

429
00:46:15.908 --> 00:46:24.748
Nicole Fieser: But what if Elizabeth is like, Hmm, I'm a little bit Ocd, I am a little bit Ocd, so maybe Elizabeth and I are on the same page on this.

430
00:46:25.128 --> 00:46:31.888
Nicole Fieser: and maybe at the end of each week. Elizabeth wants to be able to review all the notifications that she had received this week.

431
00:46:31.998 --> 00:46:37.497
Nicole Fieser: just to be able to double check that she managed them all

432
00:46:39.198 --> 00:46:44.218
Nicole Fieser: folks. If you want to be able to retrieve the notification, you will mark it as done.

433
00:46:44.638 --> 00:46:46.748
Nicole Fieser: So I'm going to go ahead and mark it as done.

434
00:46:47.098 --> 00:46:51.917

Nicole Fieser: When I do that it did pop up very, very quickly that it said successful.

435
00:46:52.068 --> 00:46:56.527
Nicole Fieser: But notice the bell. Icon now is empty.

436
00:46:57.148 --> 00:47:02.297
Nicole Fieser: Okay, it's empty because the number decreases.

437
00:47:02.828 --> 00:47:05.418
Nicole Fieser: All right, I'm going to actually create a new notification.

438
00:47:06.468 --> 00:47:07.348
Nicole Fieser: All right.

439
00:47:08.148 --> 00:47:11.438
Nicole Fieser: With that being said, I'm gonna jump back home

440
00:47:12.378 --> 00:47:20.898
Nicole Fieser: right now. We really we only have one. I just deleted something to create for myself a new notification and unexcused absence.

441
00:47:24.078 --> 00:47:32.178
Nicole Fieser: If you do not like this control center panel, or, more likely, all right.

442
00:47:33.128 --> 00:47:37.547
Nicole Fieser: more likely, if you have multiple notifications.

443
00:47:37.918 --> 00:47:41.118
Nicole Fieser: I don't know. Let's go ahead and pick on Jennifer.

444
00:47:41.438 --> 00:47:52.128
Nicole Fieser: Maybe Jennifer has an employee with a missed punch. Maybe she has 2 employees with time off request. Maybe Jennifer has 2 people with unexcused absences.

445
00:47:52.528 --> 00:47:58.778
Nicole Fieser: Maybe some late in some early outs. Maybe Jennifer just has a lot going on right.

446
00:48:00.208 --> 00:48:01.638
Nicole Fieser: Here's the thing.

447
00:48:01.878 --> 00:48:07.587
Nicole Fieser: If you have multiple notifications, I would say more than 3 or 4.

448
00:48:08.118 --> 00:48:12.488
Nicole Fieser: The alert bell. Icon is probably not what you want to use.

449
00:48:12.838 --> 00:48:18.218
Nicole Fieser: Rather, you'll probably want to use the my notifications tile

450
00:48:19.208 --> 00:48:24.858
Nicole Fieser: folks if I go ahead and click on that broken or bent right facing arrow next to the my notifications tile.

451
00:48:25.298 --> 00:48:28.538
Nicole Fieser: This is going to open up the full control center.

452
00:48:29.238 --> 00:48:32.518
Nicole Fieser: and y'all I am super excited to show this to you.

453
00:48:32.968 --> 00:48:39.538
Nicole Fieser: because this full control center would allow you to manage multiple notifications simultaneously.

454
00:48:40.088 --> 00:48:44.048
Nicole Fieser: The full control center will allow you to delete

455
00:48:44.618 --> 00:48:50.598
Nicole Fieser: multiple notifications, or mark is done. Notifications multiples at a time.

456
00:48:51.928 --> 00:48:57.197
Nicole Fieser: So what does this mean? Right now? I see that I have an unexcused absence for coach beer

457
00:48:58.018 --> 00:49:07.017
Nicole Fieser: right? Because by default your control center has been set to show only new notifications.

458
00:49:07.638 --> 00:49:10.808
Nicole Fieser: So it's saying, Coach Beard has an unexcused absence

459
00:49:11.018 --> 00:49:16.787
Nicole Fieser: in the details panel on the right. It's giving us the details of that unexcused absence.

460
00:49:17.268 --> 00:49:25.617
Nicole Fieser: And I can still click on that. Go to control, to go to exactly where the problem is in order to manage it.

461
00:49:26.828 --> 00:49:27.848
Nicole Fieser: Okay.

462
00:49:32.338 --> 00:49:35.277
Nicole Fieser: if you want to be able to retrieve

463
00:49:35.858 --> 00:49:39.468
Nicole Fieser: your notification, the one that I marked as red

464
00:49:39.628 --> 00:49:43.298
Nicole Fieser: where it says new in the School control Center, y'all

465

00:49:43.478 --> 00:49:48.357
Nicole Fieser: in the dropdown. If I go ahead and say I want to see the ones that have been marked as done

466
00:49:49.118 --> 00:49:52.047
Nicole Fieser: here. I have. Coach Beard's missed Punch

467
00:49:52.538 --> 00:49:57.607
Nicole Fieser: yesterday I had marked Leslie Leslie Higgins. That was from a previous training.

468
00:49:58.088 --> 00:50:01.968
Nicole Fieser: But here's the missed punch right.

469
00:50:04.298 --> 00:50:05.517
Nicole Fieser: So there we go.

470
00:50:09.638 --> 00:50:12.168
Nicole Fieser: The key takeaway here is y'all

471
00:50:12.668 --> 00:50:16.087
Nicole Fieser: is that city of Houston has the ability

472
00:50:16.388 --> 00:50:21.177
Nicole Fieser: to either Delete or Mark has done your notifications.

473
00:50:21.468 --> 00:50:22.578
Nicole Fieser: Okay.

474
00:50:25.818 --> 00:50:48.138
Nicole Fieser: you have access to both, and you can't change that. Only your system administrators will be able to change that so realistically, managers and supervisors. If you're going to be taking this information to others within your organization. I think you get to decide what you want to recommend to people. Do you want to recommend that they delete the notification or mark is done.

475

00:50:49.048 --> 00:50:55.187
Nicole Fieser: Okay, because you're not gonna be able to disable either of those. Just so you know

476
00:50:59.158 --> 00:51:21.617
Nicole Fieser: questions, thoughts, concerns about notifications. I really do like this full control center, because realistically, I think a lot of us probably are going to have multiple notifications. And we would be able to select all, and either mark them, always done, delete or select all and use the go to control, to efficiently go to all of the people

477
00:51:22.748 --> 00:51:24.157
Nicole Fieser: that had an issue.

478
00:51:25.528 --> 00:51:29.225
Nicole Fieser: Are we gonna be demonstrating, requesting time off?

479
00:51:30.558 --> 00:51:32.638
Nicole Fieser: I can try to squeeze that in at the end.

480
00:51:33.068 --> 00:51:35.018
Nicole Fieser: Let's see what we can cover. Okay.

481
00:51:37.598 --> 00:51:41.118
Nicole Fieser: Louise says, where can we see the notification after the marked is done?

482
00:51:41.578 --> 00:51:45.957
Nicole Fieser: We here in this full control center? Do you see where it defaults to new.

483
00:51:46.098 --> 00:51:48.908
Nicole Fieser: If you change that dropdown to done.

484
00:51:49.038 --> 00:51:52.547
Nicole Fieser: This is where you can pull back the ones that have been brought

485

00:51:53.078 --> 00:51:54.817
Nicole Fieser: that have been marked as done.

486
00:51:57.928 --> 00:51:59.028
Nicole Fieser: Okie Dokie.

487
00:52:01.648 --> 00:52:07.477
Nicole Fieser: Alright! Y'all give me some feedback if you want to go to the chat. Thanks, Anna. I think it's a nice feature, too.

488
00:52:09.318 --> 00:52:13.867
Nicole Fieser: What do? What's your? How are you feeling? Is this helpful? Thanks, Terrence.

489
00:52:14.018 --> 00:52:18.698
Nicole Fieser: are you all feeling like? Okay, this is helpful to go through this with so much detail.

490
00:52:22.518 --> 00:52:30.047
Nicole Fieser: I know there's a lot of detail today, but this is my time to get to talk to you. I'm super excited to be here.

491
00:52:33.528 --> 00:52:37.488
Nicole Fieser: Okay, couple of yeses fair enough.

492
00:52:38.578 --> 00:52:41.857
Nicole Fieser: Tristan says you guys should. Can you show us again how we got to this menu?

493
00:52:44.467 --> 00:52:51.207
Nicole Fieser: Yes, yes, we can so couple things. Y'all.

494
00:52:51.388 --> 00:52:56.467
Nicole Fieser: you know what I didn't say well to you, so let me try again. This is me. Try try trying again.

495
00:52:56.888 --> 00:52:59.318

Nicole Fieser: with no exaggeration intended

496
00:53:00.168 --> 00:53:06.838
Nicole Fieser: when I think the nicest features of this software, y'all is, there's always multiple ways to do the same thing.

497
00:53:08.098 --> 00:53:18.838
Nicole Fieser: So I'm showing you all the best practices. The purpose of my my training today with you, and I'm thankful for your attendance is I'm going to show you the best practices.

498
00:53:19.188 --> 00:53:24.188
Nicole Fieser: But, you guys, there's always new and fun ways to find other things.

499
00:53:27.058 --> 00:53:29.128
Nicole Fieser: Elizabeth. We're gonna talk that through.

500
00:53:29.858 --> 00:53:32.828
Nicole Fieser: I haven't fixed anything because I'm I'm breaking it down

501
00:53:33.298 --> 00:53:38.347
Nicole Fieser: right? So did I fix these yet I have not fixed the Miss Punch, but we will.

502
00:53:38.518 --> 00:53:42.227
Nicole Fieser: And to your point, I really really shouldn't.

503
00:53:42.678 --> 00:53:46.187
Nicole Fieser: Mark is done, or delete something until it's done.

504
00:53:47.518 --> 00:53:48.358
Nicole Fieser: Okay.

505
00:53:51.418 --> 00:53:57.748

Nicole Fieser: alright. So I see a bunch of questions. I'm gonna handle a lot of those questions just to make sure we're on the same page.

506
00:53:57.888 --> 00:54:02.978
Nicole Fieser: Folks. I'm gonna jump back home. We had a couple of folks. Wait. How'd you get there again, Nikki?

507
00:54:03.388 --> 00:54:04.998
Nicole Fieser: How'd you get there again?

508
00:54:05.708 --> 00:54:10.358
Nicole Fieser: I clicked on that home icon right.

509
00:54:11.048 --> 00:54:15.127
Nicole Fieser: If you want, you can use that alert bell icon.

510
00:54:15.498 --> 00:54:22.717
Nicole Fieser: and that opens up the control center panel, which I said was good. If you have like 3 or 4 notifications, right?

511
00:54:25.408 --> 00:54:31.238
Nicole Fieser: More than 3 or 4 notifications. You probably want to get into that full control center

512
00:54:31.668 --> 00:54:35.448
Nicole Fieser: where you can see the notifications that you had marked as done

513
00:54:35.748 --> 00:54:39.888
Nicole Fieser: where you can access multiple people at the same time.

514
00:54:40.108 --> 00:54:40.988
Nicole Fieser: Right

515
00:54:41.728 --> 00:54:52.008

Nicole Fieser: from this control center panel, you can either click on the view, all button to get to that full control center. But what I showed you and what I'm going to stand by

516
00:54:52.118 --> 00:55:03.047
Nicole Fieser: is the value of the my notifications tile and clicking on that broken bent right facing arrow. And that brings us to the full control center.

517
00:55:03.728 --> 00:55:04.628
Nicole Fieser: Okay.

518
00:55:09.898 --> 00:55:16.868
Nicole Fieser: we're hearing some, hey? What are we recommending? Are we telling folks to delete these notifications? Are we telling folks to mark is done?

519
00:55:16.998 --> 00:55:23.018
Nicole Fieser: I think that's up to you. I think that's up to you. I will say that by default.

520
00:55:25.508 --> 00:55:35.978
Nicole Fieser: especially as you all get comfortable with the system I would personally like to recommend. Marking is done that way. You can always come back here in this dropdown box and bring them back.

521
00:55:36.618 --> 00:55:40.528
Nicole Fieser: Because if you delete these they go away forever.

522
00:55:40.958 --> 00:55:44.278
Nicole Fieser: Okay, now, Mark.

523
00:55:44.518 --> 00:55:48.578
Nicole Fieser: Mark Figgs asked. I think a really good question that I kind of want to call attention to.

524
00:55:49.148 --> 00:55:55.257
Nicole Fieser: What if Mark says, look, I want to be able to pull back notifications that I marked as done 6 months ago.

525
00:55:57.808 --> 00:56:01.568
Nicole Fieser: Folks, you can put in whatever timeframe.

526
00:56:03.888 --> 00:56:08.758
Nicole Fieser: right, whatever timeframe I want to see notifications from the last 7 days.

527
00:56:09.108 --> 00:56:11.678
Nicole Fieser: I'm gonna see notifications for the last 4 weeks.

528
00:56:11.798 --> 00:56:15.948
Nicole Fieser: I want to see notifications for some random period

529
00:56:17.048 --> 00:56:32.248
Nicole Fieser: by default. When you pull up these, you would see all new notifications, or all the ones that are already done. But Mark, if you wanted to drill down, I apologize. If you want to drill down to a specific date you could.

530
00:56:34.188 --> 00:56:35.877
Nicole Fieser: mark. I don't know if that helps

531
00:56:35.988 --> 00:56:38.747
Nicole Fieser: if I boogered it up. You're welcome to tell me. I boogered it up

532
00:56:41.008 --> 00:56:48.707
Nicole Fieser: alright. Y'all, I'm super excited about these notifications. I am. I'm very, very hopeful that it's gonna make your lives just a bit easier.

533
00:56:50.688 --> 00:56:51.878
Nicole Fieser: All right.

534
00:56:55.868 --> 00:57:01.967
Nicole Fieser: Google says, how long do those notifications stay in the system when you market, as done

535
00:57:02.388 --> 00:57:08.618
Nicole Fieser: by default, they will stay in the system for for the year.

536
00:57:08.758 --> 00:57:22.237
Nicole Fieser: Now that's going to be a takeaway. We're going to get some clarification on that one, because that could be something that is system Admin owned where your system administrators could decide. I only want them to live here for 90 days.

537
00:57:22.728 --> 00:57:27.108
Nicole Fieser: Okay, so there we go.

538
00:57:27.628 --> 00:57:33.558
Nicole Fieser: So we can get more information on that on what your system default settings are because I am not privy to that.

539
00:57:36.598 --> 00:57:39.597
Nicole Fieser: All right. Y'all we're gonna keep going.

540
00:57:40.398 --> 00:57:44.717
Nicole Fieser: What else do y'all need to know? I'm gonna stop sharing for just a quick sec.

541
00:57:45.458 --> 00:57:50.038
Nicole Fieser: because we need to pop over to our Powerpoint.

542
00:57:53.511 --> 00:57:56.728
Nicole Fieser: Let's talk about data views.

543
00:57:59.398 --> 00:58:04.007
Nicole Fieser: Oh, golly, I apologize. I can't see. All of a sudden we try again.

544
00:58:06.698 --> 00:58:07.588
Nicole Fieser: Okay.

545
00:58:08.468 --> 00:58:12.468
Nicole Fieser: Nope, it did not go. You guys, let's talk about data views, please.

546
00:58:15.458 --> 00:58:18.087
Nicole Fieser: and let me get rid of that if you will.

547
00:58:19.458 --> 00:58:23.747
Nicole Fieser: Our next big topic of the day is going to be data views.

548
00:58:24.088 --> 00:58:29.858
Nicole Fieser: And if I sound really, really excited, this is genuine enthusiasm.

549
00:58:30.248 --> 00:58:38.408
Nicole Fieser: Folks. I have looked forward to being able to talk to you. Not just your project team and your project team is listening. And they're gonna be like, Oh, great Nikki! Thanks.

550
00:58:38.828 --> 00:58:46.947
Nicole Fieser: I've been so excited to talk to you all about data views honestly for the last 6 months. And so today is my day right?

551
00:58:47.998 --> 00:58:50.977
Nicole Fieser: What is a data view. And why should you care?

552
00:58:51.778 --> 00:58:55.268
Nicole Fieser: Have you ever noticed that when you go to like

553
00:58:55.618 --> 00:58:58.537
Nicole Fieser: technical training, when you're learning a new system.

554
00:58:58.788 --> 00:59:04.118
Nicole Fieser: trainers always talk about how you put data into the software.

555

00:59:04.928 --> 00:59:06.888
Nicole Fieser: And if you've ever felt like

556
00:59:07.268 --> 00:59:12.568
Nicole Fieser: we don't spend enough time talking about how to get some data back out of the system.

557
00:59:14.058 --> 00:59:17.638
Nicole Fieser: Well, today is where we're going to change that.

558
00:59:18.148 --> 00:59:21.157
Nicole Fieser: what is a data view? And why should you care?

559
00:59:21.788 --> 00:59:27.098
Nicole Fieser: A data view is an interactive on screen reports.

560
00:59:28.028 --> 00:59:32.088
Nicole Fieser: Data view is replacing your genies.

561
00:59:33.158 --> 00:59:40.477
Nicole Fieser: So I know that when you all logged on to your current chrono system, many of you logged on to a default. Genie.

562
00:59:40.658 --> 00:59:49.518
Nicole Fieser: Y'all, those genies are out. Genies are out. Data views are in okay, and and

563
00:59:50.198 --> 00:59:53.938
Nicole Fieser: data views are much more powerful.

564
00:59:54.268 --> 00:59:59.248
Nicole Fieser: much more useful and user friendly than a genie ever was.

565
01:00:00.258 --> 01:00:03.248
Nicole Fieser: So y'all, let's spend a few minutes talking about data views.

566
01:00:03.508 --> 01:00:04.338
Nicole Fieser: Okay?

567
01:00:04.858 --> 01:00:08.828
Nicole Fieser: And see, I told you I had to jump around a little bit, and I apologize for that.

568
01:00:10.908 --> 01:00:12.758
Nicole Fieser: Let's talk about our data views.

569
01:00:18.108 --> 01:00:20.817
Nicole Fieser: Kevin. Are you able to see my home screen.

570
01:00:23.008 --> 01:00:23.878
Kevin Durrance: Yes, we are.

571
01:00:24.218 --> 01:00:25.348
Nicole Fieser: Perfect. Thank you.

572
01:00:26.238 --> 01:00:27.368
Nicole Fieser: Alright. Y'all.

573
01:00:27.848 --> 01:00:30.052
Nicole Fieser: How are we gonna get to our data views?

574
01:00:30.968 --> 01:00:35.857
Nicole Fieser: One of the you know how we keep saying there's multiple ways.

575
01:00:36.378 --> 01:00:38.528
Nicole Fieser: Jose. Yes, we're gonna talk about my friend.

576

01:00:38.718 --> 01:00:44.968
Nicole Fieser: One of the way one of the things we've talked about a couple of times already today is that there's multiple ways to get to the

577
01:00:45.648 --> 01:00:48.037
Nicole Fieser: get to the tools within the software

578
01:00:49.068 --> 01:01:02.648
Nicole Fieser: again. Admittedly, I am trying to sell you. This is me on my selling day. Right? I'm using these tiles. But again, I've already seen some feedback that some folks are like, yeah, no, don't love the tiles.

579
01:01:03.308 --> 01:01:06.727
Nicole Fieser: So just so, you know, if we open up that hamburger menu?

580
01:01:07.268 --> 01:01:13.417
Nicole Fieser: Alright! If I go into that hamburger menu that opens up that main menu on the left.

581
01:01:14.128 --> 01:01:20.758
Nicole Fieser: and do you see where it says data views and reports. I'm gonna go down to data views and reports

582
01:01:21.368 --> 01:01:24.808
Nicole Fieser: down to our data view library.

583
01:01:26.068 --> 01:01:27.518
Nicole Fieser: What does this bring up.

584
01:01:28.898 --> 01:01:30.127
Nicole Fieser: So one.

585
01:01:30.508 --> 01:01:46.947
Nicole Fieser: Don't be alarmed by the number of data views that I'm displaying to you. Remember, based on your role, your system administrators will limit the number of data views that you have access to. Okay. So this feels like a lot. It's not horrible.

586
01:01:47.308 --> 01:01:55.708
Nicole Fieser: Mostly your data views are broken out by category for those of you that manage attendance. Well, there's attendance.

587
01:01:55.858 --> 01:02:04.088
Nicole Fieser: If you want to be able to look at scheduling, you want to get details around schedules. There's your scheduling data views

588
01:02:04.208 --> 01:02:09.158
Nicole Fieser: you want to get. Look at timekeeping there it is, right.

589
01:02:11.118 --> 01:02:12.527
Nicole Fieser: Here's the thing.

590
01:02:13.248 --> 01:02:21.817
Nicole Fieser: These data views are very, very similar in naming convention to some of the genies that you all have

591
01:02:22.318 --> 01:02:24.648
Nicole Fieser: that does not mean that they are the same.

592
01:02:25.608 --> 01:02:32.987
Nicole Fieser: So I'm gonna go to an what I hope is an old friend for most of us that know that your current prono system

593
01:02:33.318 --> 01:02:36.327
Nicole Fieser: I'm going to go into our exception summary.

594
01:02:37.238 --> 01:02:39.857
Nicole Fieser: and when I click on our exception. Summary.

595
01:02:40.078 --> 01:02:42.537
Nicole Fieser: There's not a lot displaying here.

596
01:02:43.878 --> 01:02:51.958
Nicole Fieser: but y'all you're in formal chrono. Formal. UKG, the MyCOH time training. So what do I need you to do

597
01:02:53.378 --> 01:02:58.067
Nicole Fieser: every single time you access a data view

598
01:03:00.018 --> 01:03:06.387
Nicole Fieser: every single time y'all are going to get quizzed on this later. Just say, Oh, no, no, I'm kidding, not really, but sort of

599
01:03:07.588 --> 01:03:13.508
Nicole Fieser: I need you to ask yourself the who, what? When? Question

600
01:03:14.678 --> 01:03:20.067
Nicole Fieser: right do you remember like in 4th grade, when you learn to write a paper. And they said, You have to start with who? What? When?

601
01:03:20.208 --> 01:03:24.337
Nicole Fieser: That is? Very much the same as a data view in this software.

602
01:03:24.628 --> 01:03:28.268
Nicole Fieser: because the only way you are ever going to be happy

603
01:03:29.128 --> 01:03:34.297
Nicole Fieser: with a data view and do what you need to do with it is you gotta start by answering those questions.

604
01:03:34.798 --> 01:03:36.918
Nicole Fieser: who are we gonna see?

605
01:03:37.448 --> 01:03:43.987

Nicole Fieser: What data are we gonna see? And when are we looking at our data?

606
01:03:45.398 --> 01:03:47.288
Nicole Fieser: Let's start with the who? What? When

607
01:03:48.398 --> 01:03:52.088
Nicole Fieser: this is going to be very much the same as to what you already have.

608
01:03:52.278 --> 01:03:57.087
Nicole Fieser: All the way here on the right you have your hyperfines.

609
01:03:58.198 --> 01:04:06.067
Nicole Fieser: Hyper fines are part of your current chrono system, and hyper fines are again going to be in your new. MyCOH time software.

610
01:04:08.138 --> 01:04:15.038
Nicole Fieser: the hyper find is a filter for determining who we're gonna see in the workspace below.

611
01:04:15.768 --> 01:04:22.208
Nicole Fieser: So for the excuse me, for the purposes of this training, I'm going to go ahead and choose my reports to.

612
01:04:23.578 --> 01:04:30.628
Nicole Fieser: And that's gonna return to me. Who I'm gonna see the what.

613
01:04:30.888 --> 01:04:34.077
Nicole Fieser: what data am I going to look at?

614
01:04:34.648 --> 01:04:39.517
Nicole Fieser: The what are the columns of data that are being displayed.

615
01:04:41.218 --> 01:04:42.328
Nicole Fieser: Okay.

616
01:04:43.608 --> 01:04:52.278
Nicole Fieser: when you select a data view, the system determines what columns of data are going to be displayed to you.

617
01:04:53.498 --> 01:05:00.128
Nicole Fieser: If you don't like these columns, that means you didn't choose the right data view. Try, try again.

618
01:05:00.518 --> 01:05:03.427
Nicole Fieser: and so notice if you will. In the left hand corner.

619
01:05:03.978 --> 01:05:07.348
Nicole Fieser: I selected the exception Summary Data View.

620
01:05:08.048 --> 01:05:15.177
Nicole Fieser: Once I select this data view, every single data view that I have access to is in the dropdown.

621
01:05:16.088 --> 01:05:21.848
Nicole Fieser: What I mean by that is, if you don't like what you're seeing here. You do not

622
01:05:21.958 --> 01:05:28.457
Nicole Fieser: have to go all the way back out here, scroll on through and do like 200 clicks to get back here.

623
01:05:28.818 --> 01:05:39.138
Nicole Fieser: Rather, you can just click in the dropdown and choose a different data view. Okay, so if you don't like the columns that you're seeing choose a different data view.

624
01:05:40.968 --> 01:05:47.357
Nicole Fieser: So this answers the who. This answers the what? And then we have the when?

625
01:05:47.728 --> 01:05:50.227
Nicole Fieser: When are we looking at our data?

626
01:05:50.958 --> 01:05:56.007
Nicole Fieser: This particular data view in the in the city of Houston environment is

627
01:05:56.298 --> 01:05:59.688
Nicole Fieser: defaulting to the current pay period?

628
01:06:00.558 --> 01:06:01.588
Nicole Fieser: Okay.

629
01:06:01.908 --> 01:06:04.717
Nicole Fieser: But y'all, we have given you.

630
01:06:05.288 --> 01:06:08.667
Nicole Fieser: Tristan. Bear with me. Bear with me, my friend.

631
01:06:10.688 --> 01:06:14.958
Nicole Fieser: We have given you many different default timeframes.

632
01:06:15.248 --> 01:06:19.107
Nicole Fieser: You can look at your data in any data view

633
01:06:19.238 --> 01:06:22.837
Nicole Fieser: as of today. Yesterday, week to date.

634
01:06:23.218 --> 01:06:27.908
Nicole Fieser: I don't know the last 30 days last 4 quarters.

635
01:06:29.078 --> 01:06:32.747
Nicole Fieser: and if you don't like any of the default time frames.

636

01:06:33.118 --> 01:06:39.577
Nicole Fieser: you can click on select range and put in whatever range of date floats your boat.

637
01:06:41.058 --> 01:06:47.818
Nicole Fieser: So for any data view in the software, whether you want to look at an audit trail, whether you want to look at attendance data.

638
01:06:48.628 --> 01:06:51.418
Nicole Fieser: you want to look at scheduling or time card data

639
01:06:51.598 --> 01:06:54.098
Nicole Fieser: put in whatever range of dates you want.

640
01:06:55.488 --> 01:06:56.507
Nicole Fieser: Okay?

641
01:06:57.028 --> 01:06:58.557
Nicole Fieser: So that's kind of cool

642
01:07:02.078 --> 01:07:05.168
Nicole Fieser: from there from there.

643
01:07:05.578 --> 01:07:10.828
Nicole Fieser: For the purposes of this training, I'm going to leave it at the current pay period. And what can we do?

644
01:07:11.837 --> 01:07:16.148
Nicole Fieser: Tristan says, Hey, are we able to specify the columns

645
01:07:17.268 --> 01:07:21.788
Nicole Fieser: right? Are we able to specify the columns sort of.

646
01:07:22.047 --> 01:07:28.927

Nicole Fieser: because the big win in your new mycoh time system over your old chrono system.

647
01:07:30.708 --> 01:07:36.297
Nicole Fieser: Y'all you can sort and filter and calculate your information.

648
01:07:36.837 --> 01:07:38.387
Nicole Fieser: What do I mean by that.

649
01:07:38.648 --> 01:07:41.137
Nicole Fieser: So I don't know. Maybe

650
01:07:42.012 --> 01:07:44.728
Nicole Fieser: and again, Tristan, I'm going to pick on you for a good minute here.

651
01:07:46.387 --> 01:07:48.913
Nicole Fieser: Okay, I apologize in advance.

652
01:07:49.598 --> 01:07:53.877
Nicole Fieser: What if Tristan says you know what I kind of want to see who's got late ends?

653
01:07:54.028 --> 01:08:00.754
Nicole Fieser: Maybe Tristan is starting to become concerned about the number of missed punches in his department. Thanks.

654
01:08:01.858 --> 01:08:10.327
Nicole Fieser: so we could go ahead and sort in ascending, we could sort in descending order, so that we can start putting things in some sort of logical order.

655
01:08:11.418 --> 01:08:19.697
Nicole Fieser: Maybe Tristan says you know what I want to put in for the last year. How many laden punches

656
01:08:20.838 --> 01:08:37.737

Nicole Fieser: right? And could even put in the average number. So instead of seeing the total number of latent punches, you could have that too. But we could also say, what are the total average number of latent punches over whatever timeframe makes sense to him.

657
01:08:40.148 --> 01:08:49.827
Nicole Fieser: Folks, you can drill down using the hyper, find your filter for determining who your timeframe

658
01:08:50.178 --> 01:09:09.057
Nicole Fieser: right over whatever period makes sense to you. In this case I'm looking at the exception summary. I want to see how many laden punches I've had my people have had. I want to see the total number of missed punches. I want to see the number of unexcused absences that we're having on average on a weekly basis.

659
01:09:09.878 --> 01:09:16.487
Nicole Fieser: Could you drill down to get to that level of detail using these data views? Yes, you can.

660
01:09:17.628 --> 01:09:19.367
Nicole Fieser: But wait. There's more.

661
01:09:19.608 --> 01:09:27.717
Nicole Fieser: Not only can you sort this information and set up, you know, totals, Maxes minimums. The total sum averages.

662
01:09:29.458 --> 01:09:38.617
Nicole Fieser: Do you see where we have the share button on the right hand side. If you want to export this data once you've sorted and filtered and calculated.

663
01:09:39.938 --> 01:09:44.687
Nicole Fieser: you can export this data into a Csv file into excel.

664
01:09:45.928 --> 01:09:52.578
Nicole Fieser: So if you are an Excel wizard, and you're like, Hey, I want to put all this into excel, and I want to sort and do whatever you do in excel, you can.

665
01:09:53.028 --> 01:09:57.477

Nicole Fieser: If you want to print your data from a data view, you surely can.

666
01:09:59.378 --> 01:10:00.418
Nicole Fieser: Okay.

667
01:10:01.048 --> 01:10:11.907
Nicole Fieser: Data views are a way for you to get information that you want in a way that makes sense to you. Back out of the software.

668
01:10:12.898 --> 01:10:14.868
Nicole Fieser: Let's go look at.

669
01:10:14.998 --> 01:10:17.947
Nicole Fieser: Let's go do something else we'll look at.

670
01:10:19.688 --> 01:10:23.828
Nicole Fieser: Let's look at employee summary basic. We'll look at a different data view

671
01:10:25.448 --> 01:10:28.358
Nicole Fieser: and we'll choose the my reports to hyper find.

672
01:10:30.518 --> 01:10:37.338
Nicole Fieser: And here we get to see. Here's the employee. Id. Here's their full name. Here's who they report to right

673
01:10:37.648 --> 01:10:43.537
Nicole Fieser: here. We see something about home labor category. So maybe Tristan might say. You know what I mean to do that. Y'all.

674
01:10:43.978 --> 01:10:50.907
Nicole Fieser: Maybe, he says, I don't like this. This is an empty column. He wants to hide it, he can hide it. He can make this look better for him

675

01:10:51.478 --> 01:10:52.348
Nicole Fieser: right?

676
01:10:54.508 --> 01:11:01.548
Nicole Fieser: And then he could go ahead and do what he wants. Sort us, sending, descending, add counts a lot of count

677
01:11:01.838 --> 01:11:08.678
Nicole Fieser: 16 primary locations, folks. You can also drag and drop your column headers.

678
01:11:09.168 --> 01:11:17.697
Nicole Fieser: So if you want to reorg your columns into something that makes more sense to you. Notice you can just drag and drop your column headers as well.

679
01:11:20.018 --> 01:11:22.848
Nicole Fieser: Okay, so there we are.

680
01:11:25.928 --> 01:11:32.028
Nicole Fieser: So here's my ask of you as I head up as I wrap up kind of this introduction to data views

681
01:11:32.628 --> 01:11:33.678
Nicole Fieser: one.

682
01:11:33.838 --> 01:11:41.407
Nicole Fieser: you will be getting access to your software relatively soon. So you can start inputting schedules. Yeah, we're gonna talk about that promise

683
01:11:44.238 --> 01:11:51.088
Nicole Fieser: 2. There's not going to be a ton of data for you to look at. But after your February 15, th go live! Y'all

684
01:11:51.208 --> 01:11:55.517
Nicole Fieser: like that 1st couple weeks of go live after go live.

685
01:11:55.628 --> 01:12:04.808
Nicole Fieser: I invite you to go through your data views which ones make sense. What kind of data do you want? Do you need?

686
01:12:04.908 --> 01:12:10.598
Nicole Fieser: Do you want to look at overtime? Do you want to look at transfers. Do you want to look at schedules?

687
01:12:10.768 --> 01:12:14.378
Nicole Fieser: I don't know. Maybe you want to be able to figure out

688
01:12:14.978 --> 01:12:19.368
Nicole Fieser: which people are picking up overtime regularly in your department.

689
01:12:20.398 --> 01:12:23.197
Nicole Fieser: you'll be able to do that. So

690
01:12:23.538 --> 01:12:33.728
Nicole Fieser: prior to February 15, th you can certainly look at your data views. I don't think you're gonna have a ton of information to look at, but very quickly those 1st couple of weeks of date of after go live.

691
01:12:34.488 --> 01:12:40.027
Nicole Fieser: go ahead, sort filter, calculate, tear them up and see what you get.

692
01:12:43.303 --> 01:12:54.198
Nicole Fieser: Carl says. Glad to see the genies are put back inside the lamps right? Me, too. The database look great and they're easy to use. They really are, y'all.

693
01:12:54.868 --> 01:12:56.487
Nicole Fieser: and you can't break them.

694
01:12:56.678 --> 01:12:57.997
Nicole Fieser: You can't break them

695
01:13:01.778 --> 01:13:07.928
Nicole Fieser: questions regarding data views. Go ahead and put them. Now, I just want to kind of touch base on a couple of these buttons

696
01:13:08.398 --> 01:13:11.978
Nicole Fieser: if you do not like what I'm showing you.

697
01:13:12.078 --> 01:13:18.148
Nicole Fieser: If you're like no way, Nikki, there's no way. I'm gonna click on each of these column headers.

698
01:13:18.678 --> 01:13:23.508
Nicole Fieser: and I'm going to sort ascending, descending, and add the counts, or whatever I want to do.

699
01:13:24.248 --> 01:13:25.998
Nicole Fieser: Do you see this? Refine button?

700
01:13:27.328 --> 01:13:28.918
Nicole Fieser: You see this, refine button.

701
01:13:29.678 --> 01:13:42.627
Nicole Fieser: this refine button you can go ahead kind of in one altogether thing. Here you can sort filter group and calculate, and you can set up all the filters you want in this refine button.

702
01:13:43.678 --> 01:13:48.407
Nicole Fieser: so don't be afraid to play with this. Don't be afraid to play with it

703
01:13:48.698 --> 01:13:53.218
Nicole Fieser: for those of you that have taken your pre learning in the Tms system.

704
01:13:55.098 --> 01:14:04.097
Nicole Fieser: In the quick reference guide the read me. It does talk about this refine button. If you all want to look at that, there's more information in that quick reference guide

705
01:14:04.248 --> 01:14:05.838
Nicole Fieser: in your Tms system.

706
01:14:07.288 --> 01:14:11.667
Nicole Fieser: Okay, Elizabeth says, I like that. You can move the columns

707
01:14:11.798 --> 01:14:14.987
Nicole Fieser: when I open it back up. Will they be the same as I left?

708
01:14:16.178 --> 01:14:19.107
Nicole Fieser: Well, let's go try, so let's go and put

709
01:14:21.448 --> 01:14:24.788
Nicole Fieser: see what it's gonna do for y'all. So I put payroll here.

710
01:14:26.028 --> 01:14:27.487
Nicole Fieser: I'm gonna sign out

711
01:14:29.638 --> 01:14:35.145
Nicole Fieser: I'm 1 of those people, Elizabeth, that if you. If you tell me something I like to, I'd like to see.

712
01:14:36.198 --> 01:14:41.997
Nicole Fieser: I'm sure it's fun to be my boss, I am sure about that.

713
01:14:43.098 --> 01:14:48.118
Nicole Fieser: Okay, so let's go to. I think it was employee, something that you were just looking at.

714
01:14:50.648 --> 01:14:53.897
Nicole Fieser: It was, I think I went too far. It's little summary, basic.

715
01:14:55.198 --> 01:14:56.648

Nicole Fieser: It didn't stay.

716
01:14:59.718 --> 01:15:24.657
Nicole Fieser: It didn't stay. So maybe that's a feature that comes later that you all turn back on. So, Elizabeth. It is a possibility. It's not been enabled yet. But maybe that comes later. I'll take that back to your project team. That that's a request, because that is something that could be turned on where there's a save button right about here, where once you've sorted out your data view potentially, you could save it. It's not been enabled.

717
01:15:26.268 --> 01:15:29.638
Nicole Fieser: But I'll take it back to your project team and we'll see what we can do

718
01:15:33.948 --> 01:15:43.027
Nicole Fieser: as does the system or data view show current real time balance. It's gonna show real time balances based on how you work the system. So, Jose, more to come on that

719
01:15:48.368 --> 01:15:53.477
Nicole Fieser: alright, y'all, I'm excited for data views. I'm gonna click back on home.

720
01:15:54.018 --> 01:15:58.637
Nicole Fieser: I really am excited about this. Anything y'all want me to say better.

721
01:16:01.448 --> 01:16:13.968
Nicole Fieser: Mercedes. I think we answered your question so you can see your data views prior to February 15.th You won't be able to do too much. But definitely, even that 1st week at go live, start playing with them you'll be. I think you'll be super happy.

722
01:16:19.438 --> 01:16:21.038
Nicole Fieser: Gnocchi artichokeys!

723
01:16:23.858 --> 01:16:29.918
Nicole Fieser: We're gonna keep going, folks. I am just gonna bring this up.

724
01:16:30.958 --> 01:16:33.227
Nicole Fieser: I know this is not ideal.

725
01:16:34.238 --> 01:16:42.134
Nicole Fieser: But we're gonna just briefly touch base on scheduling. And I know it's not. And thank you, Jose.

726
01:16:43.988 --> 01:16:48.628
Nicole Fieser: now that we've talked about the basics. Y'all, we're gonna talk about scheduling, and

727
01:16:49.908 --> 01:16:52.097
Nicole Fieser: we've already had a lot of questions about schedules.

728
01:16:55.118 --> 01:17:01.497
Nicole Fieser: Raphael says. Is there a way to automate delivery of Cvs extraction? I can't quite see the rest from a data view.

729
01:17:02.168 --> 01:17:11.667
Nicole Fieser: not from a data view, my friend, but you could still do that in a standard report. But we're going to talk about the difference between standard reports and data views towards the end of the training.

730
01:17:12.588 --> 01:17:16.057
Nicole Fieser: So how about more to come on that? Let's leave that as more to come.

731
01:17:17.428 --> 01:17:20.017
Nicole Fieser: Okay, it's a fair question, though, for sure.

732
01:17:22.108 --> 01:17:32.328
Nicole Fieser: I do want us to move into schedules, and I know your brain is getting a little filled up. Now I promise the break is still coming. I promise you all the break. We will still be taking a break.

733
01:17:32.518 --> 01:17:35.327
Nicole Fieser: But let's at least get schedules started.

734
01:17:36.748 --> 01:17:48.488

Nicole Fieser: And here's the reason why one I am hopeful for those of you that are familiar with your current soon to be former Kronos system, that this is the part of the training that you're going to go.

735
01:17:48.728 --> 01:17:49.918
Nicole Fieser: Okay, cool.

736
01:17:50.908 --> 01:17:55.288
Nicole Fieser: This is not so radically different. I'm gonna be okay. Also, I'm gonna be okay?

737
01:17:55.498 --> 01:18:01.527
Nicole Fieser: Because a lot of what I'm going to show you in schedules hopefully, is going to be at least somewhat familiar.

738
01:18:04.588 --> 01:18:05.848
Nicole Fieser: But 2.

739
01:18:06.348 --> 01:18:08.458
Nicole Fieser: Why is this important.

740
01:18:09.998 --> 01:18:11.198
Nicole Fieser: No worries.

741
01:18:12.158 --> 01:18:17.218
Nicole Fieser: Why is this important folks? This is going to be critically important.

742
01:18:17.648 --> 01:18:26.147
Nicole Fieser: because well, oftentimes people hear the word Kronos, and now they're gonna hear the new, MyCOH time system.

743
01:18:26.628 --> 01:18:32.438
Nicole Fieser: And they're gonna think time cards, right? People are gonna be like, oh, that's where I enter time. It's all about my time card

744

01:18:33.238 --> 01:18:36.977
Nicole Fieser: you all as a gentle reminder, my friends.

745
01:18:38.258 --> 01:18:42.748
Nicole Fieser: you know what makes the timekeeping system smart schedules.

746
01:18:43.498 --> 01:18:52.688
Nicole Fieser: The only way the timekeeping system is smart enough to know who's late in who's early out, who has an unexcused absence.

747
01:18:55.128 --> 01:19:05.047
Nicole Fieser: Right is, if we have a schedule, schedules do not come over

748
01:19:05.678 --> 01:19:11.207
Nicole Fieser: from old. Your your current environment to the new. MyCOH time system.

749
01:19:11.968 --> 01:19:18.287
Nicole Fieser: So one of the very 1st things y'all are going to be doing is building out your schedules.

750
01:19:18.668 --> 01:19:22.438
Nicole Fieser: I wish I had a different answer for you. I do not.

751
01:19:22.568 --> 01:19:26.148
Nicole Fieser: Schedules do not come over on the on the integration.

752
01:19:28.218 --> 01:19:31.057
Nicole Fieser: Y'all are going to have to go ahead and put that information in.

753
01:19:31.338 --> 01:19:32.248
Nicole Fieser: Okay.

754
01:19:32.578 --> 01:19:45.287

Nicole Fieser: just as a side note. So I believe. And and you'll get be getting more information from your project team that in the next week or so you'll be getting access to your production environment

755
01:19:45.548 --> 01:19:53.017
Nicole Fieser: so that you will be able to start inputting your people's schedules into the new. MyCOH time system.

756
01:19:54.558 --> 01:19:55.378
Nicole Fieser: Okay.

757
01:20:00.608 --> 01:20:03.038
Nicole Fieser: alright sorry about that. I took a drink of water

758
01:20:03.518 --> 01:20:06.148
Nicole Fieser: all right. Y'all. So what are we gonna be talking about here.

759
01:20:07.468 --> 01:20:11.178
Nicole Fieser: I think we just go back into the system. I think that's what we should do.

760
01:20:11.608 --> 01:20:13.317
Nicole Fieser: Let's take a look at schedules.

761
01:20:18.168 --> 01:20:28.987
Nicole Fieser: Alright. It is what it is, my friends, I get that. The news that I'm sharing right here is not the best news you've heard today, and I'm so sorry because I try never to be a negative, Nelly.

762
01:20:29.218 --> 01:20:31.787
Nicole Fieser: Mostly I try not to be a negative, Nelly.

763
01:20:32.468 --> 01:20:41.137
Nicole Fieser: Unfortunately, I don't have any good news other than to say you will have time to enter your people schedules before go live, but that is something you are going to be tasked to do.

764

01:20:42.108 --> 01:20:50.958
Nicole Fieser: I'm sorry to say, alright. So how are we gonna get into our schedules, folks with no exaggeration intended

765
01:20:51.688 --> 01:20:53.818
Nicole Fieser: with no exaggeration intended.

766
01:20:55.018 --> 01:21:00.328
Nicole Fieser: There's like 5 to 8 different ways for you to get into your schedule, Planner

767
01:21:00.748 --> 01:21:04.908
Nicole Fieser: we've already seen like 3 or 4 today. Right?

768
01:21:05.098 --> 01:21:08.148
Nicole Fieser: So I don't know. Let's go ahead and pick on.

769
01:21:08.768 --> 01:21:10.218
Nicole Fieser: We can pick on Jason

770
01:21:11.078 --> 01:21:16.148
Nicole Fieser: if Jason said, Look, you know what I want to go see an individual employee's schedule

771
01:21:19.728 --> 01:21:29.157
Nicole Fieser: right? Could I go into Danny Rojas, select Danny Rojas and use that go to control, to go. Just see Danny Rojas's schedule. I could.

772
01:21:29.378 --> 01:21:34.717
Nicole Fieser: So one way to get into an individual schedule again is through that employee. Search

773
01:21:35.958 --> 01:21:40.707
Nicole Fieser: my favorite way is, of course, going to be through that manage schedule tile.

774
01:21:40.878 --> 01:21:51.907

Nicole Fieser: where, if we did it, just want to see who is soon to start, who is soon to be on break or leaving, or whatever it's gonna be. We could click on these arrows to the right.

775
01:21:52.548 --> 01:22:01.398
Nicole Fieser: or I can access, which I will in just a second everybody that I'm responsible for using that broken bent right facing arrow.

776
01:22:02.758 --> 01:22:08.748
Nicole Fieser: And again, for my folks that have been honest. I like honesty. Y'all, so it's it's totally cool. Keep it coming

777
01:22:08.908 --> 01:22:12.838
Nicole Fieser: for those folks. They're like not loving the tiles there, Nikki.

778
01:22:13.068 --> 01:22:18.577
Nicole Fieser: Don't forget in that main menu on the left when I click on that hamburger menu and open it up.

779
01:22:18.838 --> 01:22:23.338
Nicole Fieser: We can look underneath schedule down to schedule, Planner, and that works, too.

780
01:22:24.908 --> 01:22:29.177
Nicole Fieser: Bye, but I'm going to practice what I preach.

781
01:22:29.958 --> 01:22:36.947
Nicole Fieser: and we're going to go ahead and click on the broken or bent right facing Arrow. And let's get into the schedule planner.

782
01:22:40.858 --> 01:22:41.848
Nicole Fieser: Right?

783
01:22:43.968 --> 01:22:45.857
Nicole Fieser: What is the schedule planner?

784
01:22:46.748 --> 01:22:48.218
Nicole Fieser: It's a data view

785
01:22:49.098 --> 01:22:56.507
Nicole Fieser: in the end. If we if we're really brutally honest with each other, y'all, the schedule planner is a data view

786
01:22:56.648 --> 01:23:01.927
Nicole Fieser: cause we're still gonna ask ourselves, the who, the what and the when?

787
01:23:03.918 --> 01:23:07.018
Nicole Fieser: Okay, the who, what? When?

788
01:23:08.898 --> 01:23:17.118
Nicole Fieser: For the purposes of this training. I'm gonna change my, who that hyper find filter to the my reports to?

789
01:23:18.468 --> 01:23:23.577
Nicole Fieser: I'm gonna change the time period to the current schedule period.

790
01:23:26.208 --> 01:23:30.547
Nicole Fieser: And for now I'm gonna leave it by view schedule group. That's fine.

791
01:23:30.828 --> 01:23:37.158
Nicole Fieser: Okay? Because I know some of you are, gonna have questions about that. And you would be right to question me, but really quickly.

792
01:23:37.718 --> 01:23:43.088
Nicole Fieser: Different departments in city of Houston are looking at the schedules very differently.

793
01:23:43.278 --> 01:23:47.008
Nicole Fieser: This I have learned over the last 6 or 9 months.

794
01:23:47.708 --> 01:23:54.728
Nicole Fieser: So if you like to view your employees schedules by individual employee, that's cool, you can.

795
01:23:55.528 --> 01:24:06.947
Nicole Fieser: If you are somebody that has created schedule groups where you have a group of employees that are going to work the same schedule. You'd probably have schedule groups.

796
01:24:08.108 --> 01:24:09.297
Nicole Fieser: Okey Dokey.

797
01:24:14.258 --> 01:24:19.398
Nicole Fieser: So with that being said, we'll just kind of leave things as they are.

798
01:24:20.668 --> 01:24:23.337
Nicole Fieser: There's 3 different parts to the schedule. Y'all

799
01:24:23.508 --> 01:24:30.338
Nicole Fieser: you have your scheduling tools, your schedule, planner grid, and your schedule planner Tabs.

800
01:24:31.558 --> 01:24:35.567
Nicole Fieser: I'm actually gonna start at the bottom and work my way up. How's that for you?

801
01:24:35.858 --> 01:24:43.307
Nicole Fieser: One as a gentle reminder. See, this is what going to formal formal training gets you right.

802
01:24:43.838 --> 01:24:51.548
Nicole Fieser: Please remember that every change that you or somebody else makes to the schedule

803
01:24:52.468 --> 01:24:56.088
Nicole Fieser: is being tracked in the audits. Tab the audits trail.

804
01:24:56.438 --> 01:24:57.418

Nicole Fieser: Okay?

805
01:24:57.568 --> 01:24:58.658
Nicole Fieser: And

806
01:24:58.828 --> 01:25:06.837
Nicole Fieser: this employee, Sydney. Adamu. I've been kind of fussing with her getting some screenshots and different things, and as we got ready for training.

807
01:25:07.508 --> 01:25:13.918
Nicole Fieser: so you might see some stuff here, but every single change is being tracked here, including

808
01:25:14.128 --> 01:25:19.128
Nicole Fieser: who made the change where the change was made from. It's all being tracked.

809
01:25:19.938 --> 01:25:25.768
Nicole Fieser: That's good. I don't mean that as an ugly thing, I think that's a good thing, and we'll continue to talk about. Why, that's a good thing.

810
01:25:26.728 --> 01:25:29.168
Nicole Fieser: Y'all, we're gonna talk about adding comments.

811
01:25:29.978 --> 01:25:32.038
Nicole Fieser: Let me just get it out of the way. Now

812
01:25:32.188 --> 01:25:37.588
Nicole Fieser: I think comments are a cover our behind moment right?

813
01:25:38.568 --> 01:25:43.198
Nicole Fieser: I have a coworker that tells me that I'm a great person to gossip with.

814
01:25:44.588 --> 01:25:48.868

Nicole Fieser: because I'm never going to remember what they tell me like 3 days later. I'm never gonna remember it.

815
01:25:49.998 --> 01:25:52.807
Nicole Fieser: So if we start making changes right.

816
01:25:54.048 --> 01:25:56.778
Nicole Fieser: if we start making changes. Thanks, Jose.

817
01:25:57.068 --> 01:26:07.387
Nicole Fieser: And 3 months from now, Hr. Comes to us and says, Why, why were you editing this person's schedule? Because maybe they're going on to a performance improvement plan or something.

818
01:26:07.718 --> 01:26:13.037
Nicole Fieser: Y'all, there is no chance. I'm gonna remember what happened 3 months ago. It is never gonna happen.

819
01:26:13.948 --> 01:26:16.858
Nicole Fieser: Comments are our friends. We're gonna get into it.

820
01:26:17.568 --> 01:26:24.138
Nicole Fieser: And then right at the end. Because I wanna I'm so excited about that part. We're gonna talk about the absence calendar.

821
01:26:24.618 --> 01:26:27.178
Nicole Fieser: So you have your your tabs at the bottom.

822
01:26:27.588 --> 01:26:30.698
Nicole Fieser: You have your schedule, Planner Grid. Right?

823
01:26:31.018 --> 01:26:34.188
Nicole Fieser: We're gonna get into this. And then you have your scheduling tools

824

01:26:35.648 --> 01:26:42.467
Nicole Fieser: really, quickly. Y'all, we had. We had this question yesterday, and I really want to make sure that y'all feel okay with this.

825
01:26:43.078 --> 01:26:47.917
Nicole Fieser: I'm only gonna talk about it once. But you're gonna sit see it throughout the software. Okay.

826
01:26:48.068 --> 01:26:49.777
Nicole Fieser: do you see the zoom button?

827
01:26:50.498 --> 01:26:57.224
Nicole Fieser: This zoom button allows you to a degree to control the size of the tool that you're looking at.

828
01:26:58.438 --> 01:27:08.617
Nicole Fieser: Listen, one of us turned a certain 4 0 age last year, and literally on my 40th birthday. Suddenly I couldn't see anything. It was terrible.

829
01:27:09.008 --> 01:27:12.778
Nicole Fieser: So do I need to have this at full size, you bet.

830
01:27:13.828 --> 01:27:24.438
Nicole Fieser: right? But if you need to see more of the screen, because that makes you more comfortable, that zoom button does allow you to a degree control how the screen looks to you, Okie Dokie.

831
01:27:26.158 --> 01:27:30.718
Nicole Fieser: From there you can control the how this schedule looks

832
01:27:31.438 --> 01:27:37.867
Nicole Fieser: by default. In city of Houston we are looking at what we call the table view.

833
01:27:39.808 --> 01:27:50.158
Nicole Fieser: If you have some employees with split shifts, or excuse me very detailed shifts

834

01:27:50.618 --> 01:28:00.748
Nicole Fieser: you can click on the gantt view. And this is what the gantt view looks like. You can see that the shifts are kind of broken out into 4Â h increments.

835
01:28:02.348 --> 01:28:03.438
Nicole Fieser: All right.

836
01:28:04.768 --> 01:28:07.488
Nicole Fieser: So how you choose to view the schedule

837
01:28:07.838 --> 01:28:17.618
Nicole Fieser: before we do anything about entering the schedule. We've not yet talked about entering the schedule. But let's make sure you know how you want to view it if you like. This split view great.

838
01:28:18.008 --> 01:28:23.917
Nicole Fieser: If you want the more standard, I think prettier view. You can go back to the default table view.

839
01:28:25.708 --> 01:28:28.397
Nicole Fieser: You also have the show hide button

840
01:28:29.078 --> 01:28:35.497
Nicole Fieser: and folks before we get into the idea of building schedules. Let's kind of remind ourselves about the show hide button.

841
01:28:36.538 --> 01:28:39.278
Nicole Fieser: If I go ahead and click on that show hide button.

842
01:28:40.008 --> 01:28:47.777
Nicole Fieser: This is where you get to control what will or will not display to you on the schedule planner.

843
01:28:49.058 --> 01:28:50.038
Nicole Fieser: Right?

844

01:28:50.928 --> 01:29:01.417
Nicole Fieser: There are some people that like a million things on the schedule. And then there's other people like me that finds it incredibly overwhelming, and I want nothing on the schedule other than the basics.

845
01:29:01.678 --> 01:29:07.988
Nicole Fieser: Tell me their shifts tell me their transfers. Tell me the comments and their pay codes. I don't want to know anything else.

846
01:29:09.318 --> 01:29:25.278
Nicole Fieser: but truly you get to control for yourselves. You know what you'd like to see displayed shifts, pay codes. Do you want holidays displayed? Do you want time off request displayed? How do you want those time off requests to be displayed here and more.

847
01:29:27.068 --> 01:29:35.667
Nicole Fieser: My point is is that schedules are important. Schedules make the timekeeping system smart.

848
01:29:36.228 --> 01:29:42.797
Nicole Fieser: You are going to be tasked with entering your schedules in the next next week or 2. Right?

849
01:29:42.918 --> 01:29:49.568
Nicole Fieser: That's something you guys have to do. You have to input your people's schedules. So at the bare minimum. Make this tolerable for yourself.

850
01:29:50.208 --> 01:29:57.398
Nicole Fieser: Right? Please decide the size. Decide how you want it to look, decide what should be visible or not.

851
01:29:59.228 --> 01:30:07.318
Nicole Fieser: Let's talk about accessing our tools. Nathan's like. Let's talk about putting in the schedule. Right? I agree we need stock up putting in the schedule

852
01:30:09.218 --> 01:30:15.127
Nicole Fieser: folks. There are so many different ways by which to access your scheduling tools

853

01:30:16.628 --> 01:30:19.418
Nicole Fieser: so many different ways. I'm going to show you 3

854
01:30:20.828 --> 01:30:26.687
Nicole Fieser: one way, but not the only way by which to access your schedules.

855
01:30:27.838 --> 01:30:28.907
Nicole Fieser: All right.

856
01:30:30.968 --> 01:30:38.218
Nicole Fieser: You can go ahead and click on your quick actions, button, and when we click on our quick actions, button, which is kind of fun. Y'all, it's kind of fun

857
01:30:39.418 --> 01:30:43.527
Nicole Fieser: when we click on that quick actions. This is where you can say, yep.

858
01:30:44.058 --> 01:30:54.838
Nicole Fieser: there's where I can insert a shift template. I can add a comment, add a pay code. I can copy and paste from one shift cell to another

859
01:30:55.038 --> 01:30:55.968
Nicole Fieser: right?

860
01:30:56.458 --> 01:31:01.348
Nicole Fieser: If you see time off requests you can approve or refuse. I mean, you can do a lot here.

861
01:31:02.788 --> 01:31:08.128
Nicole Fieser: Y'all, I like this quick actions, toolbar, but not everybody will.

862
01:31:09.708 --> 01:31:21.077
Nicole Fieser: If you do not like this. Then the second, easiest way by which for you to access your scheduling tools is to simply right click on the employee's name.

863

01:31:22.038 --> 01:31:30.848
Nicole Fieser: If we go down to that schedule, Planner and I, right click on the employee's name. This is where we can use a schedule pattern which we're gonna look at in a second.

864
01:31:31.528 --> 01:31:35.968
Nicole Fieser: add to group, add a shift, add a pay code, and so much more.

865
01:31:37.588 --> 01:31:40.107
Nicole Fieser: and if that doesn't work for you.

866
01:31:40.318 --> 01:31:44.627
Nicole Fieser: you can right click on the shift cell itself.

867
01:31:45.338 --> 01:31:53.577
Nicole Fieser: where you'll be able to either add a shift, or in this case edit a shift, add a pay code, delete, cut copy.

868
01:31:54.648 --> 01:31:57.898
Nicole Fieser: Y'all in the end. It is your decision

869
01:31:59.368 --> 01:32:01.817
Nicole Fieser: how you want to access your scheduling tools.

870
01:32:02.088 --> 01:32:08.237
Nicole Fieser: Now I know 10Â min. Y'all will take a break. I promise 12Â min tops.

871
01:32:08.798 --> 01:32:12.957
Nicole Fieser: So I know your brain is mushy. But please please hear me out.

872
01:32:13.478 --> 01:32:16.648
Nicole Fieser: I want to save you from a headache down the road.

873
01:32:17.748 --> 01:32:18.688

Nicole Fieser: Okay.

874
01:32:19.738 --> 01:32:28.988
Nicole Fieser: I just said, there's like 5 to diff 5 to 8 different ways for you to really manage your schedules. I showed you 3 different ways to access your tools.

875
01:32:29.138 --> 01:32:30.468
Nicole Fieser: And that's true.

876
01:32:30.778 --> 01:32:32.898
Nicole Fieser: Except for these 2 things

877
01:32:33.198 --> 01:32:42.727
Nicole Fieser: folks. I really want to make a big deal about this. And if you are a note taker. I think this is worthy of you taking a note. So you are not beating your head against the wall 2 weeks from now.

878
01:32:44.358 --> 01:32:50.727
Nicole Fieser: Interestingly, the only place to add a schedule pattern

879
01:32:51.198 --> 01:32:54.767
Nicole Fieser: is through the right click on the employee's name.

880
01:32:55.838 --> 01:33:02.508
Nicole Fieser: Notice if you will. There's no schedule pattern here in the quick actions, toolbar. It's not there.

881
01:33:03.378 --> 01:33:11.057
Nicole Fieser: If we right click on a shift cell, there's nothing about a schedule pattern. It's not there.

882
01:33:12.298 --> 01:33:18.377
Nicole Fieser: The only place to assign somebody to a base schedule. The schedule pattern is here.

883
01:33:18.688 --> 01:33:19.518
Nicole Fieser: Okay.

884
01:33:20.618 --> 01:33:25.267
Nicole Fieser: The other thing that I really want to make a big deal about is the go to control.

885
01:33:26.728 --> 01:33:29.548
Nicole Fieser: It would hurt my heart genuinely

886
01:33:29.888 --> 01:33:34.138
Nicole Fieser: if you thought if you left my training thinking.

887
01:33:35.218 --> 01:33:45.027
Nicole Fieser: Oh, well, I made changes. I want to go see how this impacts their time card, and if you thought you had to leave the schedule, go all the way back home

888
01:33:45.868 --> 01:33:51.248
Nicole Fieser: all the way back to this manage time cards, tile, or even back into this main menu.

889
01:33:51.428 --> 01:33:53.567
Nicole Fieser: Oh, my gosh! That sounds horrible!

890
01:33:54.428 --> 01:34:00.957
Nicole Fieser: So I'm really kind of trying to make a production of this. And I hope I'm making a production of this for you. I really

891
01:34:01.218 --> 01:34:04.358
Nicole Fieser: I'm trying to cause. I want to make your lives better

892
01:34:05.238 --> 01:34:09.107
Nicole Fieser: y'all again, and I don't have a good explanation as to why this is

893
01:34:10.028 --> 01:34:22.907
Nicole Fieser: only through the right click of the on. The employee's name is the schedule pattern for that. Go to control. To go back to the person's time card to go back to run a report or whatever you need to do.

894
01:34:23.838 --> 01:34:27.708
Nicole Fieser: You're welcome, Suzanne. Yeah, these are, I agree. These are important points.

895
01:34:27.848 --> 01:34:32.008
Nicole Fieser: and it would be easy to miss in that in the learning in the Tms system.

896
01:34:32.368 --> 01:34:35.692
Nicole Fieser: So I'm kind of beating the dead horse.

897
01:34:36.768 --> 01:34:40.967
Nicole Fieser: Alright! Y'all, let's talk about schedule patterns.

898
01:34:43.108 --> 01:34:44.387
Nicole Fieser: Hear me out.

899
01:34:45.688 --> 01:34:54.018
Nicole Fieser: Best practice from UKG. My company is, if you have an employee.

900
01:34:55.058 --> 01:34:59.668
Nicole Fieser: this is going to work the same set regular schedule for one week.

901
01:34:59.978 --> 01:35:03.518
Nicole Fieser: one month, one year or more.

902
01:35:03.728 --> 01:35:05.498
Nicole Fieser: Use the schedule pattern.

903
01:35:06.308 --> 01:35:10.907
Nicole Fieser: Y'all schedule patterns. Make sure that everybody gets a base schedule.

904

01:35:11.258 --> 01:35:19.058
Nicole Fieser: and you can assign a schedule pattern to an individual or to a group of employees. Concurrently, as you need to.

905
01:35:20.008 --> 01:35:23.257
Nicole Fieser: Y'all, let's talk about schedule patterns. I am a fan.

906
01:35:23.578 --> 01:35:30.837
Nicole Fieser: I want you to consider using these because it makes your life easier in the end. Again. That's my goal. Today. Y'all.

907
01:35:31.818 --> 01:35:35.277
Nicole Fieser: I am going to go ahead and use Nathan Shelley.

908
01:35:36.148 --> 01:35:40.958
Nicole Fieser: and I'm going to go ahead and right click on Nathan Shelley's name, and I'm going to go into the schedule pattern

909
01:35:42.178 --> 01:35:44.388
Nicole Fieser: right now. He has a base schedule.

910
01:35:44.808 --> 01:35:48.568
Nicole Fieser: But let's say, my person, Nathan.

911
01:35:50.278 --> 01:35:55.567
Nicole Fieser: let's use the example that he's going to be taking some classes at the local community college.

912
01:35:56.048 --> 01:36:10.288
Nicole Fieser: And he's discussed this with us, and he tells us on Monday, Wednesdays, and Friday mornings he's gonna have class. So we agree to adjust his schedule for the next, you know, for this winter semester.

913
01:36:10.578 --> 01:36:13.028
Nicole Fieser: winter semester, spring semester. Whatever it is.

914
01:36:13.998 --> 01:36:16.447
Nicole Fieser: we're going to go ahead and create a new pattern.

915
01:36:16.978 --> 01:36:20.907
Nicole Fieser: And folks. This is going to be assigning a pattern to an individual.

916
01:36:22.098 --> 01:36:29.558
Nicole Fieser: I will show you how to assign a pattern to multiple people, Okey Dokey, but bear with me. Let's talk about this

917
01:36:29.938 --> 01:36:38.977
Nicole Fieser: system number one. I'm gonna go ahead and click on, add new pattern. And I'm gonna call it because I'm so not creative. Y'all, I'm gonna call it winter semester.

918
01:36:40.338 --> 01:36:41.917
Nicole Fieser: Assuming one of us could type.

919
01:36:42.568 --> 01:36:45.668
Nicole Fieser: Okay, I'm going to go ahead and call it winter semester.

920
01:36:46.728 --> 01:36:51.367
Nicole Fieser: And if your system. Administrators

921
01:36:51.728 --> 01:36:56.657
Nicole Fieser: create pattern templates for you, which is unlikely. But you never know you never know.

922
01:36:56.988 --> 01:36:59.808
Nicole Fieser: Right kind of depends on upon your department. A little bit

923
01:37:00.578 --> 01:37:05.738
Nicole Fieser: in your pattern template dropdown. You could see predefined patterns, and you could select it.

924
01:37:05.868 --> 01:37:08.798
Nicole Fieser: I don't have any. Most of us won't.

925
01:37:09.618 --> 01:37:11.847
Nicole Fieser: The same would be true for shift templates.

926
01:37:12.358 --> 01:37:17.637
Nicole Fieser: If your system administrators would have the ability to create shifts commonly use shifts.

927
01:37:18.078 --> 01:37:20.158
Nicole Fieser: you could go ahead and just copy and paste.

928
01:37:21.118 --> 01:37:28.478
Nicole Fieser: Okay, slant. I'm gonna talk you through it, my friend. Bear with me in this case

929
01:37:28.598 --> 01:37:30.737
Nicole Fieser: I am going to go ahead and say

930
01:37:31.128 --> 01:37:41.077
Nicole Fieser: that on Monday, through Monday, Wednesday and Friday. This employee is going to work from, let's say, 10

931
01:37:41.648 --> 01:37:43.358
Nicole Fieser: until 6.

932
01:37:44.968 --> 01:37:52.908
Nicole Fieser: Now, formal Kronos training again. Y'all, this is the trainer at coming at ya as a gentle reminder.

933
01:37:53.208 --> 01:37:56.467
Nicole Fieser: All time entered in. The software

934
01:37:56.628 --> 01:38:07.188
Nicole Fieser: is entered as Am. Time is red. Rather is read as am time, unless you put in the P. For Pm.

935
01:38:07.408 --> 01:38:09.767
Nicole Fieser: Or you enter military time.

936
01:38:10.328 --> 01:38:14.237
Nicole Fieser: Right? So could I put in 1,800Â h, sure.

937
01:38:14.768 --> 01:38:20.808
Nicole Fieser: But if you want the system to pick up the Pm. Part. You gotta put in the P. Or you gotta enter military time.

938
01:38:21.088 --> 01:38:27.287
Nicole Fieser: Okay, so there, I see my 10 Am. To 6 pm. And I'm gonna copy and paste.

939
01:38:28.338 --> 01:38:37.128
Nicole Fieser: I'm going to go ahead and copy Monday, Wednesday and Friday, all right.

940
01:38:37.478 --> 01:38:40.868
Nicole Fieser: and I'm going to click on copy and paste to turn it back off.

941
01:38:41.138 --> 01:38:44.417
Nicole Fieser: But on Tuesday and Thursday he's gonna work 9 until 5.

942
01:38:45.568 --> 01:38:47.978
Nicole Fieser: So I'm just gonna type in 9 until 5.

943
01:38:50.768 --> 01:38:51.758
Nicole Fieser: Okay.

944

01:38:53.208 --> 01:39:00.738
Nicole Fieser: now we get to see when the start date of this pattern is, it's going to start on one for the current schedule period.

945
01:39:01.788 --> 01:39:08.058
Nicole Fieser: Notice, please. The default is forever. This is the default for forever.

946
01:39:08.848 --> 01:39:09.778
Nicole Fieser: Right?

947
01:39:11.998 --> 01:39:18.388
Nicole Fieser: Unless you are 150% certain. Never give a pattern and end dates.

948
01:39:19.448 --> 01:39:22.918
Nicole Fieser: You do not want to take away the pattern

949
01:39:23.338 --> 01:39:25.527
Nicole Fieser: and leave somebody without a schedule.

950
01:39:25.868 --> 01:39:28.128
Nicole Fieser: So it does default to forever.

951
01:39:28.238 --> 01:39:29.458
Nicole Fieser: Leave it there.

952
01:39:30.188 --> 01:39:37.038
Nicole Fieser: Okay, from there. This is a 1 week pattern. I do want to override any other patterns.

953
01:39:37.938 --> 01:39:39.957
Nicole Fieser: and I'm going to go ahead and click, apply.

954
01:39:40.678 --> 01:39:42.298
Nicole Fieser: and I'm going to go ahead and save it.

955
01:39:44.418 --> 01:39:53.618
Nicole Fieser: And when we save it, notice Nathan Shelley on Monday, Wednesday, and Friday is gonna work 10 until 6.

956
01:39:54.898 --> 01:39:55.868
Nicole Fieser: All right.

957
01:39:57.148 --> 01:40:08.487
Nicole Fieser: Notice if I go to the previous schedule period. His previous schedule period was not until 5, because the pattern, the pattern, didn't start to the current schedule period

958
01:40:10.708 --> 01:40:14.028
Nicole Fieser: right now breaks and lunches.

959
01:40:14.488 --> 01:40:19.158
Nicole Fieser: We're gonna have a lot of questions about this for breaks and lunches. Remember, that's through the work rule. Y'all.

960
01:40:21.468 --> 01:40:22.388
Nicole Fieser: Okay.

961
01:40:25.768 --> 01:40:30.028
Nicole Fieser: The anchor dates behind the scenes, Tony, so you can't.

962
01:40:31.998 --> 01:40:37.367
Nicole Fieser: You can't go before. So the rules still apply on that anchor date. You just don't see it.

963
01:40:38.728 --> 01:40:40.867
Nicole Fieser: because the anchor date never made sense.

964
01:40:42.778 --> 01:40:44.907
Nicole Fieser: It's still kind of in the background, though

965
01:40:45.038 --> 01:40:51.938
Nicole Fieser: I can't change somebody's schedule for time. That's already been worked or paid. And that's what that anchor date was preventing in the end.

966
01:40:52.878 --> 01:40:56.848
Nicole Fieser: Okay, that's all that was.

967
01:40:57.208 --> 01:41:01.997
Nicole Fieser: So yeah, so this is cleaner. I think. I think in the end, I'm hoping you're gonna go. Yeah, it's cleaner.

968
01:41:04.548 --> 01:41:10.507
Nicole Fieser: all right. Y'all. So we have a pattern really quickly, really, quickly.

969
01:41:11.798 --> 01:41:17.418
Nicole Fieser: If you have a if you have set up groups, okay.

970
01:41:17.768 --> 01:41:22.547
Nicole Fieser: if we view by schedule groups, we would be able to select. All

971
01:41:24.438 --> 01:41:36.028
Nicole Fieser: one of us needs to know how to select all that's a good place to start, and as long as you have this you would be able to right click, and you would be able to assign everybody to the same pattern.

972
01:41:37.298 --> 01:41:43.218
Nicole Fieser: Okay, so know that you will have your schedule groups and where you will have your ungrouped employees.

973
01:41:43.998 --> 01:41:49.747
Nicole Fieser: you're gonna be able to right click, and you will be able to assign them to the schedule group and have them inherit the pattern.

974

01:41:51.388 --> 01:41:56.288
Nicole Fieser: So I am showing you that we're only doing this one person.

975
01:41:56.408 --> 01:42:02.377
Nicole Fieser: Nathan Shelley. You can do multiple people through schedule groups and assign multiple people to the pattern.

976
01:42:04.058 --> 01:42:04.778
Nicole Fieser: Okay?

977
01:42:05.648 --> 01:42:08.158
Nicole Fieser: All right. Y'all. So that's your patterns

978
01:42:08.598 --> 01:42:15.438
Nicole Fieser: really, quickly. I'm going to show you shifts and pay codes. And then I'll tell you what, we'll take a break and come back and talk about my favorite topic.

979
01:42:17.118 --> 01:42:23.257
Nicole Fieser: What if it's a 1 day situation? I am going to go ahead and use.

980
01:42:24.078 --> 01:42:26.128
Nicole Fieser: You know what? I'm going to go ahead and change this back up.

981
01:42:27.268 --> 01:42:34.438
Nicole Fieser: I'm going to use Danny Rojas in the next schedule period, and

982
01:42:35.048 --> 01:42:40.497
Nicole Fieser: so in the next scheduled period, which in my example, is 1 9, through 1, 25,

983
01:42:40.638 --> 01:42:46.248
Nicole Fieser: I'm gonna say, Danny Rojas comes to us and says, Look, I have a dentist appointment.

984
01:42:46.938 --> 01:42:56.087

Nicole Fieser: I have a dentist appointment, and I'd like to to come in an hour early, so I can leave an hour early.

985
01:42:56.898 --> 01:42:59.578
Nicole Fieser: and for we agree. We agree.

986
01:43:01.148 --> 01:43:04.437
Nicole Fieser: if you want to change just a single day.

987
01:43:04.848 --> 01:43:05.858
Nicole Fieser: Right?

988
01:43:06.568 --> 01:43:10.687
Nicole Fieser: So I'm going to change. Tuesday 1, 21 for Danny Rojas

989
01:43:11.648 --> 01:43:14.067
Nicole Fieser: folks. I'm going to go to that Tuesday shift.

990
01:43:14.168 --> 01:43:17.547
Nicole Fieser: I'm going to go ahead and right click. And I'm going to go to edit.

991
01:43:18.148 --> 01:43:21.098
Nicole Fieser: and that is going to open up this edit shift panel.

992
01:43:21.448 --> 01:43:24.527
Nicole Fieser: And this is kind of cool. This actually is fun. Y'all

993
01:43:24.668 --> 01:43:30.698
Nicole Fieser: not Friday night fun. I'm not promising that. But you know, Wednesday. MyCOH time's fine.

994
01:43:31.698 --> 01:43:36.428
Nicole Fieser: I want to say that this employee is going to come in at 8 o'clock and leave at 4 o'clock.

995
01:43:37.468 --> 01:43:42.208
Nicole Fieser: I could enter the start and end times here absolutely.

996
01:43:42.958 --> 01:43:46.697
Nicole Fieser: We can also use this fun, little Slider. Y'all. Isn't that cool?

997
01:43:47.748 --> 01:43:52.158
Nicole Fieser: So I might say, coming in at 8 and leaving at 4,

998
01:43:52.538 --> 01:43:55.138
Nicole Fieser: and notice that adjusted the start and the end times.

999
01:43:55.658 --> 01:44:02.187
Nicole Fieser: So you do not have to use this purple slide bar to enter the, you know, adjust your start and end times for the day.

1000
01:44:02.598 --> 01:44:11.077
Nicole Fieser: because again, this is a 1 off. This person has a dentist appointment, or whatever their story of the day is, so they need to go home early to go to the dentist or whatever.

1001
01:44:12.028 --> 01:44:14.967
Nicole Fieser: So we're going to edit the start and End times.

1002
01:44:15.958 --> 01:44:18.508
Nicole Fieser: and then we're going to add the comments.

1003
01:44:20.398 --> 01:44:25.527
Nicole Fieser: y'all let's talk about comments in the drop down box.

1004
01:44:25.958 --> 01:44:30.838
Nicole Fieser: You're going to see the comments that city of Houston created for you.

1005
01:44:31.458 --> 01:44:35.658
Nicole Fieser: Right? Most of these are going to be kind of

1006
01:44:36.198 --> 01:44:39.057
Nicole Fieser: kind of what you're used to. Right?

1007
01:44:40.978 --> 01:44:45.827
Nicole Fieser: Alright. So I'm gonna go ahead and say, we'll say.

1008
01:44:50.718 --> 01:44:52.618
Nicole Fieser: finding a good comment.

1009
01:44:56.358 --> 01:45:00.457
Nicole Fieser: Let's find the comment. Not late. They're not late.

1010
01:45:02.148 --> 01:45:05.938
Nicole Fieser: Let's go ahead and choose the comment of

1011
01:45:06.928 --> 01:45:12.978
Nicole Fieser: not Miss Punch. We'll do that later vacation weather related.

1012
01:45:13.248 --> 01:45:15.537
Nicole Fieser: Sure, let's pretend it's a weather related.

1013
01:45:16.518 --> 01:45:23.377
Nicole Fieser: All right, I'm gonna go ahead and add the comment. And I'm gonna go ahead and click. Apply

1014
01:45:25.578 --> 01:45:30.798
Nicole Fieser: Tika. Hang in there with me, my friend. We're gonna talk that through same

1015
01:45:31.908 --> 01:45:35.888
Nicole Fieser: Tristan. I actually have that question to your system administrators, because

1016
01:45:36.618 --> 01:45:39.548
Nicole Fieser: there's some additional functionality that could be enabled

1017
01:45:40.528 --> 01:45:45.738
Nicole Fieser: if the comments aren't feeling exactly right like in my example, right?

1018
01:45:45.918 --> 01:45:50.968
Nicole Fieser: So more to come on that more to come on that. I think we need to get you some some direction on that.

1019
01:45:51.748 --> 01:45:56.148
Nicole Fieser: There are some generic comments so that can be applied, excused, unexcused.

1020
01:45:56.648 --> 01:45:57.498
Nicole Fieser: Right?

1021
01:45:57.998 --> 01:45:59.718
Nicole Fieser: And I'm going to go ahead and save it.

1022
01:46:00.558 --> 01:46:05.468
Nicole Fieser: You all. Look at what we have here here is if I hover my mouse

1023
01:46:05.868 --> 01:46:15.898
Nicole Fieser: over top of that Tuesday we get to see that the schedule is 8 Am. To 4 Pm. And I chose the comment of weather related.

1024
01:46:16.868 --> 01:46:24.507
Nicole Fieser: If I come down to the comments tab. There it is. There's the weather, related comments. So the system did what we were supposed to do.

1025
01:46:25.788 --> 01:46:26.648
Nicole Fieser: Okay.

1026
01:46:31.408 --> 01:46:35.168
Nicole Fieser: there you are now as a gentle reminder.

1027
01:46:36.328 --> 01:46:41.788
Nicole Fieser: When we make an edit in the schedule schedule feeds the time card.

1028
01:46:43.578 --> 01:46:47.118
Nicole Fieser: What do I mean by that? Let's prove this. Let's prove it.

1029
01:46:47.748 --> 01:46:54.207
Nicole Fieser: I'm gonna go ahead and right click on, Danny. That's the person that I just gave that 8 to 4 Pm. Shift for that day.

1030
01:46:55.218 --> 01:47:00.088
Nicole Fieser: And if I right click on that employee's name and use the go to control and go to the time card

1031
01:47:00.308 --> 01:47:03.547
Nicole Fieser: in the next scheduled period. Notice what we see

1032
01:47:03.668 --> 01:47:09.988
Nicole Fieser: on Tuesday, 1, 21 8 to 4. There's the schedule with the comment.

1033
01:47:10.408 --> 01:47:13.868
Nicole Fieser: because the schedule feeds the time card

1034
01:47:14.458 --> 01:47:20.788
Nicole Fieser: right? So we know that this was something that went on on that day we get to see that

1035
01:47:21.488 --> 01:47:23.287
Nicole Fieser: we edited the schedule.

1036
01:47:23.678 --> 01:47:24.788
Nicole Fieser: All right.

1037
01:47:26.178 --> 01:47:27.748
Nicole Fieser: So that's kind of cool.

1038
01:47:31.028 --> 01:47:32.888
Nicole Fieser: Let's talk about pay codes.

1039
01:47:34.078 --> 01:47:41.497
Nicole Fieser: Okay, much like pay codes and comments can be added to the time. Card

1040
01:47:41.648 --> 01:47:46.778
Nicole Fieser: pay codes and comments can also, as I just showed you, the comment can be added to the schedule.

1041
01:47:49.708 --> 01:47:58.878
Nicole Fieser: I think we can be doing some things better. So let's talk about best practice. And you guys, if I booger this up for you where you're like Nikki. I have no idea what you're saying to me now.

1042
01:47:59.228 --> 01:48:00.798
Nicole Fieser: I want you to ask.

1043
01:48:01.398 --> 01:48:08.327
Nicole Fieser: Okay, I just said, like 2 or 3 times in a row enough to be annoying right

1044
01:48:08.508 --> 01:48:11.848
Nicole Fieser: that the schedule feeds the time cart.

1045
01:48:12.818 --> 01:48:19.967
Nicole Fieser: which means, then, if you know in advance that your employee is going to be out

1046

01:48:20.478 --> 01:48:23.907
Nicole Fieser: they come to you, and they say I've got jury duty.

1047
01:48:24.298 --> 01:48:31.178
Nicole Fieser: I am going to be out tomorrow because my kids, getting tubes put in their ears, or whatever their story of the day is.

1048
01:48:31.568 --> 01:48:35.648
Nicole Fieser: If you, as a supervisor, know that your employees gonna be out.

1049
01:48:35.938 --> 01:48:37.727
Nicole Fieser: put the pay code in the schedule.

1050
01:48:39.018 --> 01:48:45.577
Nicole Fieser: If they call in this morning and say, I'm sick. I'm tired. I'm sick and tired.

1051
01:48:45.878 --> 01:48:50.038
Nicole Fieser: And they called out, today you're gonna put the pay code in the time card.

1052
01:48:50.728 --> 01:48:54.687
Nicole Fieser: Why, why is this the best practice?

1053
01:48:55.298 --> 01:49:06.768
Nicole Fieser: If you know in advance your employees going to be out? We do recommend that you put the pay code in the schedule, because that makes it known that to anybody that sees that employee schedule, that that employee is going to be out

1054
01:49:08.458 --> 01:49:16.397
Nicole Fieser: right. It makes it known to you as the manager. It's your prompt as a manager or supervisor to make sure you have the appropriate coverage.

1055
01:49:16.668 --> 01:49:21.578
Nicole Fieser: and you're still only entering it once, because the schedule feeds the time card

1056
01:49:22.518 --> 01:49:26.207
Nicole Fieser: versus if you enter something in the time card.

1057
01:49:27.438 --> 01:49:29.837
Nicole Fieser: Larry. Yeah, we're gonna talk about all that, my friend.

1058
01:49:30.528 --> 01:49:37.637
Nicole Fieser: right versus if you put the pay code in the time card. Well, then, you're gonna know that that person called out on that day.

1059
01:49:39.768 --> 01:49:40.657
Nicole Fieser: all right.

1060
01:49:40.888 --> 01:49:45.538
Nicole Fieser: So really quickly. Y'all, let's talk about adding a pay code.

1061
01:49:45.918 --> 01:49:50.457
Nicole Fieser: I'm gonna use Jamie Tart. I am going to go to the current schedule period.

1062
01:49:51.678 --> 01:49:53.917
Nicole Fieser: I'm going to use the quick actions toolbar.

1063
01:49:54.028 --> 01:49:56.288
Nicole Fieser: I like the quick actions toolbar.

1064
01:49:56.878 --> 01:50:01.758
Nicole Fieser: I'm gonna go ahead and click on pay code. And I'm gonna go ahead and say

1065
01:50:01.878 --> 01:50:08.597
Nicole Fieser: that they've had a death in their family. Jamie's had a death in their family on Friday. They're going to the funeral.

1066

01:50:09.268 --> 01:50:14.127
Nicole Fieser: Well, sounds like I'm being negative. I apologize. That was yucky bad example. I apologize.

1067
01:50:15.608 --> 01:50:17.907
Nicole Fieser: but I've gone ahead and put in the pay code

1068
01:50:18.658 --> 01:50:20.887
Nicole Fieser: right? And I'm going to save it.

1069
01:50:21.658 --> 01:50:23.927
Nicole Fieser: What does this do for us.

1070
01:50:24.518 --> 01:50:29.768
Nicole Fieser: We now get to see the green line, the green visual indicator that this is excused.

1071
01:50:29.938 --> 01:50:36.538
Nicole Fieser: and one more time y'all, if I right click on that employee's name and go to their time card.

1072
01:50:40.728 --> 01:50:46.088
Nicole Fieser: We get to see death in the family notice. It's in purple, it's in purple.

1073
01:50:46.618 --> 01:50:48.768
Nicole Fieser: because it came over from the schedule.

1074
01:50:49.448 --> 01:50:51.247
Nicole Fieser: We scheduled this pay code

1075
01:50:54.478 --> 01:50:55.588
Nicole Fieser: all right. Y'all.

1076
01:50:59.088 --> 01:51:05.847
Nicole Fieser: My guess is y'all need a break. I'm not quite done talking about schedules, though.

1077
01:51:09.018 --> 01:51:09.603
Nicole Fieser: Okay.

1078
01:51:10.758 --> 01:51:19.348
Nicole Fieser: we do want to talk about time off request because the time off Request once approved, you don't even have to enter anything. It's just gonna go into the schedule and the schedule feeds the time card.

1079
01:51:19.658 --> 01:51:27.007
Nicole Fieser: So I think ultimately the best thing you can do, even beyond what I just showed you is, tell your folks to put in their time off requests right?

1080
01:51:27.528 --> 01:51:33.278
Nicole Fieser: And we're gonna talk about it because mobile. Oh, my gosh, it's gonna make that easier if you all choose to use it.

1081
01:51:34.498 --> 01:51:40.907
Nicole Fieser: Let's take a break. Let's come back at 10 past the hour. So let's go ahead. I'm going to stop sharing.

1082
01:51:41.128 --> 01:51:45.397
Nicole Fieser: Let's come back at 2, 10 central time.

1083
01:51:47.718 --> 01:51:53.887
Nicole Fieser: Does that sound reasonable? Go ahead and take a break. Y'all, you've earned it. I'll see you in about 16Â min or so

1084
01:51:56.848 --> 01:52:00.947
Nicole Fieser: thanks, everybody. Enjoy your break. We'll see you at 10 past the hour.

1085
01:54:05.428 --> 01:54:05.508
Kevin Durrance: Yay.

1086
01:54:16.336 --> 01:54:19.206

Nicole Fieser: chocolate like I said earlier still, a good thing.

1087
01:54:21.326 --> 01:54:27.085
Nicole Fieser: Alright. So we'll give everybody another 30 seconds to get back into the session, and we will be underway.

1088
01:54:29.036 --> 01:54:31.385
Nicole Fieser: In the meantime.

1089
01:54:44.776 --> 01:54:49.765
Nicole Fieser: Okay, I'm gonna get ready to talk about the absence calendar.

1090
01:55:03.476 --> 01:55:10.375
Nicole Fieser: Alright, folks. We need to go ahead and get restarted hopefully. You had a good break. Welcome back. We're gonna pick up right where we left off

1091
01:55:12.236 --> 01:55:18.066
Nicole Fieser: and where we had left off was with scheduling.

1092
01:55:18.786 --> 01:55:23.815
Nicole Fieser: There are 2 items that I do want to touch base on in terms of schedules.

1093
01:55:24.216 --> 01:55:35.505
Nicole Fieser: I very briefly want to touch base on the concept of transfers in the schedule. Not everybody is going to be impacted by that. And I want to talk about the absence calendar.

1094
01:55:35.776 --> 01:55:40.415
Nicole Fieser: Okay, so let me jump back

1095
01:55:40.916 --> 01:55:49.685
Nicole Fieser: again. Lots of ways to get to the schedule. So from my home screen, I'm going to go ahead and click on this broken bent right facing arrow.

1096

01:55:51.616 --> 01:55:56.735
Nicole Fieser: And we're gonna get back to the current schedule period.

1097
01:55:57.946 --> 01:56:06.886
Nicole Fieser: There are some departments in city of Houston that will actually be doing transfers in the schedule

1098
01:56:07.156 --> 01:56:14.995
Nicole Fieser: folks. I recognize not everybody's impacted by this. Some of you are gonna be like. That is not what we do.

1099
01:56:16.326 --> 01:56:22.226
Nicole Fieser: So I'm going to briefly touch base on it here in the schedule, and then we're going to talk about it again in the time card.

1100
01:56:22.396 --> 01:56:27.756
Nicole Fieser: because what happens if somebody is going to be working a

1101
01:56:28.266 --> 01:56:34.985
Nicole Fieser: split shift or they're working a longer shift, and we need them to have a longer lunch break.

1102
01:56:35.386 --> 01:56:44.586
Nicole Fieser: What if we need to have somebody that maybe is typically a part time person. But for the day is working as a full time employee.

1103
01:56:45.336 --> 01:56:51.605
Nicole Fieser: There's a lot of reasons why you might conduct a work rule transfer.

1104
01:56:52.106 --> 01:56:57.145
Nicole Fieser: Now, again, it is optional to do in the schedule

1105
01:56:57.496 --> 01:57:00.695
Nicole Fieser: one more time. I know this does not apply to everybody.

1106
01:57:01.846 --> 01:57:03.915
Nicole Fieser: but for some of us it does apply.

1107
01:57:04.426 --> 01:57:09.185
Nicole Fieser: So just very briefly, I'm gonna use Nathan Nathan Shelley.

1108
01:57:09.856 --> 01:57:12.836
Nicole Fieser: I'm gonna use Thursday, January 9, th

1109
01:57:13.716 --> 01:57:19.245
Nicole Fieser: and folks, if we did need to do a transfer in the schedule.

1110
01:57:19.846 --> 01:57:22.816
Nicole Fieser: we would go ahead and right click on that shift.

1111
01:57:23.156 --> 01:57:26.945
Nicole Fieser: and we would go ahead and click on edit to open up that edit shift panel.

1112
01:57:28.226 --> 01:57:44.815
Nicole Fieser: We looked at this right. Prior to our break. I got super excited, and I am still excited about the Slider. This Slider rule, where you can adjust the start and end times we talked about the idea of adding comments. This is where Tristan's like. If we don't see a good comment here.

1113
01:57:45.006 --> 01:57:47.715
Nicole Fieser: right? And I said, we need to get more information on that.

1114
01:57:50.106 --> 01:57:57.466
Nicole Fieser: The part that I omitted intentionally until now is this transfer employee?

1115
01:57:58.306 --> 01:58:01.475
Nicole Fieser: And when I come to transfer an employee.

1116

01:58:01.926 --> 01:58:14.466
Nicole Fieser: this is where, if you know in advance, this employee is going to be working somewhere else needs a different work rule, so they can be paid correctly for that shift.

1117
01:58:14.816 --> 01:58:17.496
Nicole Fieser: You can do the work rule transfer.

1118
01:58:17.676 --> 01:58:18.786
Nicole Fieser: Okay?

1119
01:58:19.546 --> 01:58:28.486
Nicole Fieser: So maybe we'll pretend I might choose the evening 60. We could then go ahead and click, apply, and we could go ahead and save it

1120
01:58:29.776 --> 01:58:36.916
Nicole Fieser: again. Y'all, I recognize for some of you this is incredibly foreign where you're like. No way would I do that in the schedule Nikki

1121
01:58:37.056 --> 01:58:46.236
Nicole Fieser: understood. But there will be some folks that will want no in advance, their employees going to be working differently for that day.

1122
01:58:46.506 --> 01:58:49.985
Nicole Fieser: and we'll want to put in the transfer in the schedule.

1123
01:58:50.746 --> 01:58:51.616
Nicole Fieser: Okay.

1124
01:58:52.116 --> 01:58:58.875
Nicole Fieser: we're gonna talk more about that in the time card. I'm not actually gonna save that. But I did want to mention it.

1125
01:59:00.436 --> 01:59:09.145
Nicole Fieser: Okay, the other piece that I am super super excited about is the absence calendar.

1126
01:59:12.296 --> 01:59:17.499
Nicole Fieser: Oh, who do we want to pick on here, I think we should pick on.

1127
01:59:18.466 --> 01:59:23.059
Nicole Fieser: Oh, I'm Gonna go ahead and pick on Ricardo for no good reason.

1128
01:59:24.286 --> 01:59:30.245
Nicole Fieser: So what if Ricardo is one of those super super nice managers.

1129
01:59:30.706 --> 01:59:39.946
Nicole Fieser: Y'all, I'm gonna pull up my actual calendar on my computer. Okay, Martin Luther King Day is upcoming. It is on Monday, January 20.th

1130
01:59:40.676 --> 01:59:45.296
Nicole Fieser: And what if Ricardo starts to receive time off requests?

1131
01:59:46.336 --> 01:59:51.246
Nicole Fieser: Because maybe he has lots of folks that want to take off on Friday, the 17? th

1132
01:59:51.646 --> 01:59:59.156
Nicole Fieser: Because, hey, why not right? Turn a 3 day weekend into a 4 day weekend, and only have to take one day off.

1133
02:00:00.005 --> 02:00:04.046
Nicole Fieser: So maybe Ricardo starts to approve those time off requests.

1134
02:00:04.736 --> 02:00:07.405
Nicole Fieser: He's approving left, right and up the middle.

1135
02:00:07.626 --> 02:00:13.525
Nicole Fieser: and I send him a time off request today, and he receives my time off request.

1136
02:00:13.726 --> 02:00:15.896
Nicole Fieser: and he thinks to himself, Whoa!

1137
02:00:16.276 --> 02:00:22.736
Nicole Fieser: I think I've already approved quite a few there, Nikki, I'm not sure I should do more.

1138
02:00:24.886 --> 02:00:31.275
Nicole Fieser: The absence calendar is such a neat tool. Y'all, it really is.

1139
02:00:31.446 --> 02:00:35.835
Nicole Fieser: It is such a neat tool. I'm just gonna bring this up. I know it's not perfect, but

1140
02:00:36.376 --> 02:00:45.085
Nicole Fieser: the absence calendar is going to allow you to see how many time off requests have already been granted for the day.

1141
02:00:45.466 --> 02:00:48.675
Nicole Fieser: how many time off requests are still outstanding.

1142
02:00:49.056 --> 02:01:00.586
Nicole Fieser: and you can click on the day in the calendar and then in the schedule Planner grid above. It's gonna tell you who you've already granted time off for for that day.

1143
02:01:01.585 --> 02:01:04.386
Nicole Fieser: So in this example, and this is just a screenshot.

1144
02:01:04.956 --> 02:01:08.755
Nicole Fieser: we get to see that we have these ones with the dots.

1145
02:01:09.126 --> 02:01:15.795
Nicole Fieser: The ones with the dot are telling us that those are still outstanding time off requests. We've not managed them yet.

1146
02:01:16.636 --> 02:01:33.606
Nicole Fieser: but if we just saw a plain old number one, the plain old number 2 and number 3 that would tell you. You had already granted, like 3 time off requests for that day. And again you could click on the day and see who had the time off request in the grid above.

1147
02:01:35.676 --> 02:01:39.415
Nicole Fieser: I am super excited for y'all to be able to use that.

1148
02:01:39.896 --> 02:01:41.056
Nicole Fieser: Okay.

1149
02:01:42.180 --> 02:01:55.556
Nicole Fieser: I'm super excited about it, because I do think that's gonna make life so much easier. If that's something that you've struggled with, where you've had to go back through notifications or back through emails to try to figure out

1150
02:01:56.306 --> 02:01:59.145
Nicole Fieser: who had who had time off on that day.

1151
02:01:59.846 --> 02:02:02.096
Nicole Fieser: The absence calendar is going to do it for you.

1152
02:02:05.136 --> 02:02:06.155
Nicole Fieser: righty.

1153
02:02:08.026 --> 02:02:09.206
Nicole Fieser: So there we go.

1154
02:02:11.226 --> 02:02:12.436
Nicole Fieser: Alrighty.

1155
02:02:14.186 --> 02:02:19.335
Nicole Fieser: That is scheduling in a nutshell, right?

1156
02:02:19.886 --> 02:02:25.722
Nicole Fieser: So that is our schedule in a nutshell. There are a couple of questions in the chat.

1157
02:02:26.825 --> 02:02:32.835
Nicole Fieser: Elizabeth says we don't have to choose from exempt versus non exempt. Elizabeth, you're gonna have access to your your employees.

1158
02:02:33.716 --> 02:02:40.075
Nicole Fieser: Right, Tristan, we talked about this idea that there are some generic comments that are available to you.

1159
02:02:40.396 --> 02:02:44.866
Nicole Fieser: Maybe we need to talk to your project team about having some additional comments.

1160
02:02:46.526 --> 02:02:50.585
Nicole Fieser: So we probably you know, I've already taken that as a note for myself.

1161
02:02:51.466 --> 02:02:59.916
Nicole Fieser: Joseph says this delegation gonna be talked about. I am going to talk about it at a high level. We're gonna see what I can show you. But yes, I've got a plan for you.

1162
02:03:00.976 --> 02:03:02.126
Nicole Fieser: alrighty.

1163
02:03:03.556 --> 02:03:12.855
Nicole Fieser: And Fidel says, now that there is a definite date for stop approving leave request by 2 15 will Citywide be informed of this Update.

1164
02:03:13.326 --> 02:03:20.926
Nicole Fieser: I am going to defer that to Jessica. I'm going to defer that back to city of Houston. I cannot speak to that. Unfortunately.

1165
02:03:23.596 --> 02:03:27.006

Nicole Fieser: Atheir says, where can we find the quick reference guides.

1166
02:03:31.196 --> 02:03:37.535
Nicole Fieser: we can find the quick reference guides. We will be posting that. So, a dear. In short, my friend.

1167
02:03:40.156 --> 02:03:41.796
Nicole Fieser: hopefully, by the end of next week

1168
02:03:41.946 --> 02:03:55.016
Nicole Fieser: we will make sure you know where to grab the presentation, the recording, and the supporting material, the additional quick reference guides. Okay, so more to come on where you'll be able to go to download that and grab it

1169
02:03:58.256 --> 02:03:59.456
Nicole Fieser: right.

1170
02:04:00.566 --> 02:04:05.836
Nicole Fieser: Tristan says our absences recorded for whole day only, or whole impartial.

1171
02:04:06.946 --> 02:04:08.246
Nicole Fieser: You can do both.

1172
02:04:08.986 --> 02:04:20.165
Nicole Fieser: You can do both right, because it's very possible. I come to work this morning. I get sick, and I go home this afternoon so we can put in partial days we will be talking. We'll take a look at that on the time card.

1173
02:04:20.436 --> 02:04:22.365
Nicole Fieser: but you could do it on the schedule, too.

1174
02:04:23.206 --> 02:04:25.086
Nicole Fieser: You could do it on the schedule, too.

1175

02:04:28.096 --> 02:04:36.526
Nicole Fieser: right? And Lashawn says, will you show us how to put in Fmla days off Lashawn? I will be talking to it.

1176
02:04:37.246 --> 02:04:44.645
Nicole Fieser: My guess is you had the quick editor tool before Lashawn. I don't want to speak for you, so if I am, I apologize in advance.

1177
02:04:45.076 --> 02:04:52.096
Nicole Fieser: And now you're thinking, where do I go to put an Fmla time? We will talk through it. When in our next section, when we get to time cards.

1178
02:04:53.356 --> 02:05:00.615
Nicole Fieser: Okay, it's so much better. It's a thousand percent better than in your current. Seem to be old chrono system.

1179
02:05:03.386 --> 02:05:08.695
Nicole Fieser: Say, yep, you're gonna still receive that through email. But remember, friend.

1180
02:05:09.476 --> 02:05:13.935
Nicole Fieser: go to your notifications. And if you don't like your notifications, I'm gonna click back on home.

1181
02:05:16.606 --> 02:05:19.595
Nicole Fieser: I really want you to use the my notification style.

1182
02:05:20.206 --> 02:05:25.186
Nicole Fieser: and Robin says, Is there a help function, Robin? Absolutely so. Just as a reminder

1183
02:05:25.496 --> 02:05:36.325
Nicole Fieser: there is always the help here, and the question Mark, when we click on it will bring up specific help, topics based on what page you're on.

1184
02:05:36.556 --> 02:05:43.755
Nicole Fieser: So yes, and if you don't see what you want. You can always click on browse, help and type in what you're looking for.

1185
02:05:46.866 --> 02:05:51.396
Nicole Fieser: Jamila says is transferring time to internal order. Numbers on the schedule.

1186
02:05:51.636 --> 02:06:01.155
Nicole Fieser: We are going to be covering that in the Hpd training I will squeeze it into our next section so you can at least kind of see where it happens, we'll be going into more detail next week.

1187
02:06:01.356 --> 02:06:08.266
Nicole Fieser: But, Jamila, that's going that is also covered in your Hpd pre-learning.

1188
02:06:10.406 --> 02:06:16.725
Nicole Fieser: Beverly says, will we have any hands-on training with you sadly. No, my friend.

1189
02:06:18.076 --> 02:06:21.706
Nicole Fieser: but I will be posting my email, and

1190
02:06:22.626 --> 02:06:28.526
Nicole Fieser: I am working with your project team. So keep in touch. Let them know what you need. You never know what can, what can happen?

1191
02:06:31.356 --> 02:06:35.405
Nicole Fieser: Alright. So Bb or Jessica, if you all want to answer Vidal.

1192
02:06:37.226 --> 02:06:51.365
Nicole Fieser: the interactive training you actually do have very interactive training in your Tms system. The pre-learning has a ton of practice exercises that you have to complete. It's a ton. And it's it's very good hands on training.

1193
02:06:52.576 --> 02:07:02.436
Nicole Fieser: So take a look at that. And, Vidal, if you need more, let let your your team know, and we'll figure something out. But you've got really good stuff in that free learning.

1194

02:07:02.856 --> 02:07:10.755
Nicole Fieser: You're welcome, all right. Y'all we're gonna keep going.

1195
02:07:13.496 --> 02:07:20.155
Nicole Fieser: There was a lot of scheduling right lots of scheduling. I am hopeful. Yeah, I'm totally beating the dead horse here. Y'all.

1196
02:07:20.806 --> 02:07:25.586
Nicole Fieser: I am very hopeful that you will like this absence calendar

1197
02:07:26.096 --> 02:07:35.145
Nicole Fieser: right? It may not be super exciting today in training, but I think oh, my gosh! When you get to like July 4, th you know how everybody wants to take time off around July 4.th

1198
02:07:35.476 --> 02:07:45.596
Nicole Fieser: Oh, my goodness, I'm very, very hopeful that that's gonna make life easier for you, right? And Derek says, actually, it's great, because I have a separate calendar to keep track of absences. Now.

1199
02:07:46.496 --> 02:07:49.246
Nicole Fieser: that's so awesome. Thank you for sharing that.

1200
02:07:50.786 --> 02:07:54.796
Nicole Fieser: Yeah, like again, hopefully, just to make life better for you all.

1201
02:07:58.076 --> 02:08:00.956
Nicole Fieser: Alright. So we've talked about the basics.

1202
02:08:01.196 --> 02:08:09.016
Nicole Fieser: We've talked about navigation and the employee, search and online help and schedules and data views.

1203
02:08:09.166 --> 02:08:13.755
Nicole Fieser: Where do we go. Next we go into the nitty, gritty.

1204
02:08:13.936 --> 02:08:16.796
Nicole Fieser: Y'all, we have to get into our time cards.

1205
02:08:16.976 --> 02:08:20.376
Nicole Fieser: Okay, so let's talk time cards.

1206
02:08:20.606 --> 02:08:37.835
Nicole Fieser: And I want to acknowledge and recognize that a lot of people in the room today that y'all have experience with time cards. Maybe not everybody. But I certainly want to recognize that. Of course you have access to to time cards now, or a lot of us do in our current Chronos system.

1207
02:08:38.236 --> 02:08:44.795
Nicole Fieser: And you're you're probably thinking I don't really need a lot from you on time cards here, Nikki, and that's probably true.

1208
02:08:45.436 --> 02:08:47.966
Nicole Fieser: But hear me out, because

1209
02:08:48.206 --> 02:08:59.385
Nicole Fieser: this is official training, right? And so I do want to talk through best practices. If you've ever wondered why you do things a certain way. My bet is we're going to explain it.

1210
02:09:00.386 --> 02:09:06.196
Nicole Fieser: So let's talk through the best practices. There's gonna be some points that I'm really gonna emphasize.

1211
02:09:06.746 --> 02:09:14.606
Nicole Fieser: I will say there have been some mistakes being made. I think I think some habits

1212
02:09:14.966 --> 02:09:19.235
Nicole Fieser: have simply become the way in your current Chronos system

1213
02:09:20.716 --> 02:09:22.635
Nicole Fieser: that maybe aren't the best habits.

1214
02:09:22.976 --> 02:09:26.736
Nicole Fieser: So I think with the new, MyCOH time system.

1215
02:09:27.306 --> 02:09:29.705
Nicole Fieser: I think we can make things better, cleaner.

1216
02:09:30.386 --> 02:09:31.036
Nicole Fieser: Better.

1217
02:09:32.026 --> 02:09:39.236
Nicole Fieser: Let's talk about accessing time cards. Y'all. There are so many different ways for you to access a time card.

1218
02:09:39.536 --> 02:09:41.116
Nicole Fieser: So one more time.

1219
02:09:41.746 --> 02:09:50.595
Nicole Fieser: Don't forget. If you want to look for an individual's time card, you can always click on that employee. Search, click on that magnifying glass. Then you can type in your employees. Last name

1220
02:09:51.456 --> 02:09:56.746
Nicole Fieser: right and go to go to their time card.

1221
02:09:57.996 --> 02:09:58.906
Nicole Fieser: Right?

1222
02:10:00.476 --> 02:10:07.546
Nicole Fieser: However, the big win for you is this, manage time cards, tile.

1223
02:10:09.666 --> 02:10:11.865
Nicole Fieser: Let's talk about the manage time cards, tile

1224
02:10:12.356 --> 02:10:17.846
Nicole Fieser: the manage time cards, tile. If I do click on that broken or bent right facing Arrow.

1225
02:10:18.046 --> 02:10:27.776
Nicole Fieser: And let's do it. It's gonna take me to all my people's time cards in the current pay period, right where I get to see, here's employee, Cindy. Adamu!

1226
02:10:28.056 --> 02:10:35.816
Nicole Fieser: And I see that they are one of 16, and yes, I can toggle through and start looking at my people's time cards here they all are.

1227
02:10:36.366 --> 02:10:37.276
Nicole Fieser: Okay.

1228
02:10:38.126 --> 02:10:39.836
Nicole Fieser: I'm gonna jump back home

1229
02:10:40.026 --> 02:10:45.436
Nicole Fieser: because I don't think that is the big win of the Manage Time card style. Rather

1230
02:10:45.616 --> 02:10:50.875
Nicole Fieser: one. I think it's important that you know that while your system is set up to default

1231
02:10:51.046 --> 02:10:54.485
Nicole Fieser: to the current pay period in the manage time cards, tile.

1232
02:10:54.966 --> 02:10:57.885
Nicole Fieser: you also can access your previous pay period.

1233
02:10:58.316 --> 02:11:10.525
Nicole Fieser: So if you need to review your time cards right, maybe it's payroll Monday, and you need to review last pay period time cards to get them approved. So Payroll can get a processing.

1234
02:11:10.636 --> 02:11:13.796
Nicole Fieser: You do have the ability to look at your previous pay period, too.

1235
02:11:13.926 --> 02:11:19.215
Nicole Fieser: Okay, for the purposes of this training, though.

1236
02:11:19.336 --> 02:11:22.665
Nicole Fieser: because we have some examples built that are going to be kind of fun.

1237
02:11:23.886 --> 02:11:30.625
Nicole Fieser: We are, gonna look at the current pay period, and we get to see some items that must be fixed

1238
02:11:30.866 --> 02:11:35.976
Nicole Fieser: that need to be reviewed. And I see that I have 13 clean time cards

1239
02:11:37.246 --> 02:11:40.886
Nicole Fieser: now before I get into this because this is where we're gonna spend our time.

1240
02:11:41.506 --> 02:11:46.065
Nicole Fieser: because I had some really nice, honest people. And again, I I like the honesty. Y'all.

1241
02:11:46.446 --> 02:11:53.325
Nicole Fieser: if you are still unconvinced on these tiles, if you're like, where do I go in that hamburger menu

1242
02:11:54.416 --> 02:11:56.626
Nicole Fieser: that opens up that main menu?

1243
02:11:57.476 --> 02:12:02.156
Nicole Fieser: You can always come here to your time cards and access your time cards in that main menu.

1244
02:12:04.226 --> 02:12:05.086

Nicole Fieser: Okay?

1245
02:12:06.536 --> 02:12:09.745
Nicole Fieser: So how you get there? Totally your call.

1246
02:12:11.376 --> 02:12:17.506
Nicole Fieser: what I like about the tile, though, is, it? Does tell us, hey, these are the folks that have to be fixed

1247
02:12:17.956 --> 02:12:25.575
Nicole Fieser: must fix means that these are exceptions in the time card that must be fixed before they can be approved.

1248
02:12:26.666 --> 02:12:30.236
Nicole Fieser: An exception is, of course, defined

1249
02:12:33.146 --> 02:12:41.886
Nicole Fieser: all right. An exception is going to be defined as a deviation from the employees. Expected work. Time, right?

1250
02:12:43.186 --> 02:12:46.096
Nicole Fieser: So when we say must fix

1251
02:12:46.416 --> 02:12:49.405
Nicole Fieser: missed punches have to be fixed.

1252
02:12:49.836 --> 02:12:55.755
Nicole Fieser: Y'all just like in your current chrono system. You gotta fix Miss Punches in the future. You're gonna have to do the same.

1253
02:12:55.936 --> 02:13:04.346
Nicole Fieser: because the only way the system can recognize a valid shift is if there's both an in and an out punch.

1254
02:13:05.566 --> 02:13:09.615
Nicole Fieser: Okay, you need both an in and an out.

1255
02:13:12.086 --> 02:13:15.935
Nicole Fieser: So we gotta handle the missed punches, unexcused absences.

1256
02:13:16.866 --> 02:13:20.186
Nicole Fieser: Y'all, we need to manage unexcused absences, too.

1257
02:13:20.536 --> 02:13:27.705
Nicole Fieser: An unexcused absence is scheduled work, time for which there are no punches and there are no pay codes.

1258
02:13:28.846 --> 02:13:40.656
Nicole Fieser: We have to be obligated. We have to feel like we're obligated to explain where somebody scheduled work. Time went, even if they were a no call, no show. If they were Awol for the day.

1259
02:13:40.996 --> 02:13:42.805
Nicole Fieser: We still have to explain it.

1260
02:13:43.556 --> 02:13:48.926
Nicole Fieser: So the cool thing is is we can click on that arrow next to must fix, and we can manage it.

1261
02:13:49.996 --> 02:13:55.285
Nicole Fieser: And then we see that we have some things that need to be reviewed. We're gonna take a look at it all.

1262
02:13:55.696 --> 02:14:02.475
Nicole Fieser: Let's do it. Let's start with the must fix. I'm going to click on that right facing arrow next to my must fix items, and

1263
02:14:03.906 --> 02:14:08.255
Nicole Fieser: I see it's really Coach beard that is having the issues here.

1264
02:14:09.376 --> 02:14:11.316
Nicole Fieser: Y'all let's talk about the time card

1265
02:14:12.196 --> 02:14:22.076
Nicole Fieser: again. I am hoping that primarily this is where you're thinking. Yup, it's a relief. I know this. This is not how radically different.

1266
02:14:22.896 --> 02:14:27.176
Nicole Fieser: Okay, so one, there's 3 areas of the time card. Y'all.

1267
02:14:27.366 --> 02:14:32.586
Nicole Fieser: you have your time card tools, your time card grid and your time card tabs

1268
02:14:34.726 --> 02:14:37.166
Nicole Fieser: again, I'd like to start from the bottom up.

1269
02:14:37.566 --> 02:14:38.456
Nicole Fieser: Okay.

1270
02:14:39.196 --> 02:14:45.416
Nicole Fieser: you do see your time card tabs your accruals, which you're not going to see today, but eventually they'll be there.

1271
02:14:45.726 --> 02:14:50.836
Nicole Fieser: Your totals tab, which is a summary of the time card grid above.

1272
02:14:51.206 --> 02:14:57.156
Nicole Fieser: You bet we're going to be looking at the totals tab before this module is out. It's a good tool.

1273
02:14:58.236 --> 02:15:02.735
Nicole Fieser: historical corrections. We're going to talk about historical corrections as well.

1274
02:15:04.546 --> 02:15:11.775
Nicole Fieser: Alrighty. Not that we're going to be conducting them. But, gosh! Do I want you to know about them? You bet.

1275
02:15:14.026 --> 02:15:19.996
Nicole Fieser: Okay, so we're going to spend some time talking about that. But the big one.

1276
02:15:24.466 --> 02:15:29.136
Nicole Fieser: the big one from my perspective, is going to be the audits. Tab the audits trail.

1277
02:15:30.376 --> 02:15:36.686
Nicole Fieser: Remember y'all every change that you or your employee, mates.

1278
02:15:37.466 --> 02:15:44.756
Nicole Fieser: right whether the employee is doing it via their punching in. They're punching out. They're at a station, right?

1279
02:15:49.176 --> 02:15:56.545
Nicole Fieser: All of that's being tracked on the audits. Tab the audits trail.

1280
02:15:56.956 --> 02:16:03.306
Nicole Fieser: This is a good thing, because y'all the audits tab is much, much enhanced.

1281
02:16:04.206 --> 02:16:08.765
Nicole Fieser: much much enhanced over your old system. Well, current system, right?

1282
02:16:09.036 --> 02:16:15.425
Nicole Fieser: Because you're gonna be able to see audits. If you just want to be able to focus on comments. If you just want to be able to focus on approvals.

1283
02:16:15.786 --> 02:16:17.415
Nicole Fieser: you will be able to.

1284
02:16:19.116 --> 02:16:19.986
Nicole Fieser: Okay.

1285
02:16:22.786 --> 02:16:25.966
Nicole Fieser: So we're gonna take a look at that. It'll be good

1286
02:16:26.756 --> 02:16:29.316
Nicole Fieser: from there. We do have our time card grid

1287
02:16:29.846 --> 02:16:34.786
Nicole Fieser: hopefully. What stands out to you in your time? Card grid is going to be the solid red cell

1288
02:16:35.096 --> 02:16:44.595
Nicole Fieser: and that solid red cell if I hover my mouse over top of it. The pop up dialog box still tells us, hey, it's a missed punch, and we still gotta handle it.

1289
02:16:46.246 --> 02:16:49.585
Nicole Fieser: Now, before we get into all of this.

1290
02:16:51.466 --> 02:17:01.606
Nicole Fieser: we'll talk about a mistake that some folks have been making in their in your current system, that I'm hoping to not see in your new system.

1291
02:17:03.136 --> 02:17:11.256
Nicole Fieser: One of the most common questions that city of Houston folks have had is regarding deleting punches

1292
02:17:11.936 --> 02:17:17.326
Nicole Fieser: specifically deleting double punches. There's been a lot of questions around deleting punches.

1293
02:17:19.626 --> 02:17:24.086
Nicole Fieser: So let's talk about the right way and the wrong way right from the start.

1294
02:17:25.246 --> 02:17:29.446
Nicole Fieser: Let's talk about these buttons to the left of the date cells.

1295
02:17:29.946 --> 02:17:35.986
Nicole Fieser: So here, right? So here in our time, card grid.

1296
02:17:36.316 --> 02:17:39.696
Nicole Fieser: we do get to see the date. We get to see the schedules.

1297
02:17:39.816 --> 02:17:47.336
Nicole Fieser: An absence marker. That's the red eye, the in the out punches right? Exactly what you think should be there. Of course it's there.

1298
02:17:50.086 --> 02:17:53.366
Nicole Fieser: Let's talk about the plus sign and the minus sign, though, shall we?

1299
02:17:54.156 --> 02:18:04.975
Nicole Fieser: The plus sign is fine, right? The plus sign is going to allow you to add multiple rows for the same day.

1300
02:18:05.586 --> 02:18:14.475
Nicole Fieser: So I just click the plus sign next to Wednesday, 1, 8 like 5 times, and that allowed me to open up additional rows for Wednesday, January 8, th

1301
02:18:15.766 --> 02:18:16.716
Nicole Fieser: right?

1302
02:18:16.836 --> 02:18:31.086
Nicole Fieser: So I don't know if you had an employee that punched in, and then they punched out and went to the doctor. Then they punched back in, and then they punch back out to go to lunch, and then they punched back in after lunch, then went to work in a different location. I don't know right.

1303
02:18:31.326 --> 02:18:34.146

Nicole Fieser: Can the system accommodate that? Sure.

1304
02:18:34.916 --> 02:18:40.176
Nicole Fieser: So if if you find that you need to open up additional rows, you sure can.

1305
02:18:40.396 --> 02:18:41.975
Nicole Fieser: That's what the plus sign is.

1306
02:18:43.496 --> 02:18:44.546
Nicole Fieser: Alrighty.

1307
02:18:45.436 --> 02:18:47.546
Nicole Fieser: That's not the issue in my mind.

1308
02:18:47.896 --> 02:18:56.345
Nicole Fieser: The issue. Sorry. Y'all, I refreshed. I gotta jump back because I really want us to just be focused here. I apologize.

1309
02:18:57.276 --> 02:19:03.526
Nicole Fieser: I think the issue that I have is not with the plus sign, but with the minus sign.

1310
02:19:06.346 --> 02:19:08.365
Nicole Fieser: The minus sign is not your friend.

1311
02:19:08.666 --> 02:19:13.806
Nicole Fieser: The minus sign is not my favorite tool in the software at all. So let's talk about it.

1312
02:19:15.006 --> 02:19:22.176
Nicole Fieser: The minus sign would allow you to delete the entire row worth of data.

1313
02:19:23.176 --> 02:19:24.246
Nicole Fieser: Okay?

1314
02:19:26.226 --> 02:19:28.405
Nicole Fieser: And mostly you shouldn't do that.

1315
02:19:29.506 --> 02:19:38.986
Nicole Fieser: Mostly you shouldn't do that right, because mostly what your employees punched is a reflection of what they worked. We shouldn't be deleting it.

1316
02:19:39.836 --> 02:19:41.566
Nicole Fieser: That's not ideal.

1317
02:19:42.406 --> 02:19:46.656
Nicole Fieser: So here's my story. I am going to show you how to delete a punch properly.

1318
02:19:46.956 --> 02:19:51.585
Nicole Fieser: and if you find it that you need to delete a punch, even though I don't love that for you.

1319
02:19:52.236 --> 02:19:55.225
Nicole Fieser: What you're gonna do is you're gonna add a comment

1320
02:19:55.766 --> 02:19:59.795
Nicole Fieser: to the punch. You're gonna save the comment to the punch.

1321
02:19:59.926 --> 02:20:01.935
Nicole Fieser: and then you can delete it.

1322
02:20:02.716 --> 02:20:07.225
Nicole Fieser: That is going to give you a much cleaner audit trail.

1323
02:20:07.506 --> 02:20:13.916
Nicole Fieser: which is a cover your behind moment. It's a cover. The organization's behind moment.

1324

02:20:14.676 --> 02:20:16.336
Nicole Fieser: and we're going to see that.

1325
02:20:17.056 --> 02:20:27.726
Nicole Fieser: So the plus sign and the minus sign are still here. Y'all, I am encouraging you now, unless you are really certain. Stay away from that minus sign.

1326
02:20:30.406 --> 02:20:31.136
Nicole Fieser: Okay?

1327
02:20:31.946 --> 02:20:36.136
Nicole Fieser: All right. Y'all, let's practice what we preach. I'm gonna go ahead and add an out punch

1328
02:20:38.196 --> 02:20:46.286
Nicole Fieser: like like we said earlier, right? When we add time, all time is entered as am time. Unless you put in the P. For Pm. Or

1329
02:20:46.926 --> 02:20:55.665
Nicole Fieser: you enter military time, I'm going to go ahead and say that this employee left at 4 30 p.

1330
02:20:57.096 --> 02:21:02.256
Nicole Fieser: And I'm going to go ahead and save it alright.

1331
02:21:02.386 --> 02:21:10.644
Nicole Fieser: In this 1st example, Tristan, don't use the minus sign. That's basically what I'm saying nicely.

1332
02:21:12.506 --> 02:21:16.396
Nicole Fieser: Y'all, in this example, you're gonna see me save as I go

1333
02:21:17.526 --> 02:21:24.536
Nicole Fieser: right. That's because I'm going to talk a lot. But I'm going to do a second example where I'm just gonna make all the changes and save it at the end.

1334

02:21:25.386 --> 02:21:35.065
Nicole Fieser: Do you need to save for every click in the new MyCOH time system, like you do in your old chrono system. You do not.

1335
02:21:35.776 --> 02:21:41.656
Nicole Fieser: You can make a bunch of changes and save it all at the end, and I'll I'll prove that to you, but not yet.

1336
02:21:42.776 --> 02:21:45.495
Nicole Fieser: Okay. So on Tuesday 1, 7,

1337
02:21:45.736 --> 02:21:50.225
Nicole Fieser: the in punch is fine. I added the 4 30 Pm. Punch

1338
02:21:51.486 --> 02:21:53.165
Nicole Fieser: and I got a red eye.

1339
02:21:53.436 --> 02:21:58.715
Nicole Fieser: and if I hover my mouse over top of the red eye, it's telling me that I have an early out.

1340
02:21:58.996 --> 02:22:00.446
Nicole Fieser: which is true, I do.

1341
02:22:02.186 --> 02:22:04.756
Nicole Fieser: So what are we gonna do about that? We're gonna add some comments.

1342
02:22:05.576 --> 02:22:09.805
Nicole Fieser: Y'all, I'm gonna go ahead. And right click on that 4 30 Pm. Punch.

1343
02:22:09.946 --> 02:22:15.746
Nicole Fieser: And I'm gonna come down and we're gonna go ahead and add at least one comment. I'm actually gonna add

1344

02:22:16.076 --> 02:22:17.266
Nicole Fieser: more than one.

1345
02:22:18.436 --> 02:22:21.016
Nicole Fieser: I'm going to go ahead and add, missed Punch.

1346
02:22:22.856 --> 02:22:25.495
Nicole Fieser: We're gonna pretend I know how to type, too. There we go.

1347
02:22:25.846 --> 02:22:28.175
Nicole Fieser: There's the comment of Miss punch.

1348
02:22:28.686 --> 02:22:30.456
Nicole Fieser: Unfortunately.

1349
02:22:30.746 --> 02:22:37.865
Nicole Fieser: your System administrators have not turned on the ability for you to add a free form note at this time.

1350
02:22:38.126 --> 02:22:42.285
Nicole Fieser: so while you will see it, unfortunately, it's grayed out

1351
02:22:42.896 --> 02:22:49.825
Nicole Fieser: right? Maybe that's functionality that'll be turned on at a later date. But for now we're just going to be adding the standard comments.

1352
02:22:50.576 --> 02:23:01.256
Nicole Fieser: Okay? So I know it looks like you can add that note that free form note which I know some of you absolutely have requested at this time. It's not been enabled in your environment.

1353
02:23:01.656 --> 02:23:02.326
Nicole Fieser: Okay?

1354

02:23:03.476 --> 02:23:05.785
Nicole Fieser: And I'm going to add the Miss Punch comment.

1355
02:23:06.486 --> 02:23:13.876
Nicole Fieser: But this employee didn't. Just we didn't miss the punch. This person left early, and I want to explain that, too.

1356
02:23:15.886 --> 02:23:17.475
Nicole Fieser: James. I hear you.

1357
02:23:19.526 --> 02:23:21.165
Nicole Fieser: I hear you, my friend.

1358
02:23:21.576 --> 02:23:30.095
Nicole Fieser: so I'm gonna go ahead and add another comment, and I might go ahead and say, like family emergency, to explain why they're leaving early.

1359
02:23:31.426 --> 02:23:35.206
Nicole Fieser: Okay? And I'm going to add that. So now there's 2 comments.

1360
02:23:35.816 --> 02:23:44.566
Nicole Fieser: Miss Punch and family emergency cause. That kind of gives us the the story they left in a hurry forgot to punch because they had an emergency.

1361
02:23:45.156 --> 02:23:48.096
Nicole Fieser: I'm going to click, apply, and I'm going to save it.

1362
02:23:50.366 --> 02:23:56.496
Nicole Fieser: Just to prove my point. Y'all, I'm going to come down to the Audits, tab the audits trail, and

1363
02:23:56.616 --> 02:24:01.116
Nicole Fieser: if I come to comments, I'm gonna see

1364

02:24:01.566 --> 02:24:05.156
Nicole Fieser: family emergency and Miss Punch right there.

1365
02:24:07.086 --> 02:24:11.106
Nicole Fieser: Okay, are we done? We are not done.

1366
02:24:11.576 --> 02:24:15.816
Nicole Fieser: We need to mark it as reviewed.

1367
02:24:17.486 --> 02:24:24.635
Nicole Fieser: I think some of us are absolutely using the Marcus reviewed feature. Not all of us are, though, so let's talk it through.

1368
02:24:26.296 --> 02:24:30.956
Nicole Fieser: Marcus reviewed, is very much a cover. Your behind moment.

1369
02:24:31.566 --> 02:24:37.616
Nicole Fieser: it helps to support payroll. And again, forgive me for being a bit of a negative. Nelly

1370
02:24:37.906 --> 02:24:39.565
Nicole Fieser: apologies in advance.

1371
02:24:41.196 --> 02:24:43.626
Nicole Fieser: It does protect the organization.

1372
02:24:43.966 --> 02:24:51.846
Nicole Fieser: Because if this employee I don't know, 5 months from now, ends up getting terminated right.

1373
02:24:52.746 --> 02:24:57.696
Nicole Fieser: and Hr. Comes to us and says, Nikki. What? What? What went on here?

1374
02:24:57.966 --> 02:25:02.355
Nicole Fieser: I want to have as much information to explain what went on here.

1375
02:25:03.016 --> 02:25:11.026
Nicole Fieser: So the employee missed the punch they left at 4 30. So I added the 4 30 punch right?

1376
02:25:11.356 --> 02:25:20.645
Nicole Fieser: I've added the comment to say that they missed the punch, and the reason that they left early was because 4 30 at 4 30 was because of a family emergency.

1377
02:25:22.166 --> 02:25:25.756
Nicole Fieser: I'm not dumb, though, because I do want to mark it as reviewed.

1378
02:25:26.356 --> 02:25:28.225
Nicole Fieser: I'm going to go ahead and right click

1379
02:25:28.646 --> 02:25:31.456
Nicole Fieser: one more time, and I'm going to mark it as reviewed.

1380
02:25:33.296 --> 02:25:36.166
Nicole Fieser: And when I mark it as reviewed, I'm going to go ahead and save it

1381
02:25:37.556 --> 02:25:43.636
Nicole Fieser: when I mark it. As reviewed, that red eye turns green with a check mark.

1382
02:25:44.676 --> 02:25:49.075
Nicole Fieser: It's now reviewed, folks. Let me be clear

1383
02:25:49.886 --> 02:25:55.145
Nicole Fieser: in no way shape or form it does. Mark has reviewed. Excuse the exception.

1384
02:25:55.626 --> 02:26:00.966
Nicole Fieser: It is not saying that you are okay with it. It's not saying that you approve of it.

1385
02:26:02.326 --> 02:26:04.316
Nicole Fieser: Okay, Michael, you're good, awesome.

1386
02:26:04.626 --> 02:26:07.726
Nicole Fieser: It's simply saying that you were aware of it.

1387
02:26:08.336 --> 02:26:11.185
Nicole Fieser: How does this serve you?

1388
02:26:11.826 --> 02:26:13.955
Nicole Fieser: Y'all, I'm gonna jump back home.

1389
02:26:17.056 --> 02:26:20.466
Nicole Fieser: This serves you because

1390
02:26:21.666 --> 02:26:34.526
Nicole Fieser: you're gonna see that the must fix. There's no longer. There's no longer a Miss Punch. It's been corrected, and we're gonna see the needs review is going to update itself as we clean that up

1391
02:26:35.066 --> 02:26:40.935
Nicole Fieser: which makes it much easier for you to be able to approve your employees. Time cards

1392
02:26:41.916 --> 02:26:49.046
Nicole Fieser: right? Because at a glance, you're gonna know which exceptions you've already dealt with, which ones you haven't.

1393
02:26:50.236 --> 02:26:59.516
Nicole Fieser: So marking as reviewed is a great tool because it's gonna make life easier for you when it's time to approve your time cards

1394
02:27:00.676 --> 02:27:03.466
Nicole Fieser: from a payroll perspective.

1395
02:27:05.476 --> 02:27:10.076
Nicole Fieser: When they see Mark is reviewed. They know that you've managed your time card.

1396
02:27:10.986 --> 02:27:11.956
Nicole Fieser: Okay?

1397
02:27:12.256 --> 02:27:17.585
Nicole Fieser: You've managed your employees. Time card. You're doing the right thing. It protects the organization.

1398
02:27:20.226 --> 02:27:25.986
Nicole Fieser: Okay, so we're we've handled that punch.

1399
02:27:27.126 --> 02:27:33.836
Nicole Fieser: One more time. Just so you can see. And then we'll handle. I'm gonna say, oh, this person forgot to punch on Monday 1 6,

1400
02:27:34.396 --> 02:27:39.456
Nicole Fieser: just so you can. We can see how this would all come together. They came in and they worked at 9.

1401
02:27:39.696 --> 02:27:42.565
Nicole Fieser: I'm going to say that they left at.

1402
02:27:43.176 --> 02:27:46.805
Nicole Fieser: But let's say that they left at 4 50 pm.

1403
02:27:48.686 --> 02:27:50.976
Nicole Fieser: I'm going to go ahead. And right click.

1404
02:27:51.786 --> 02:27:53.595
Nicole Fieser: I'm going to add the comment.

1405
02:27:56.616 --> 02:28:02.355
Nicole Fieser: I'm gonna go ahead and say computer problems. Maybe they went to cit. I don't know.

1406
02:28:02.656 --> 02:28:06.686
Nicole Fieser: I'm going to add it. I'm going to apply it. I'm going to save it.

1407
02:28:08.396 --> 02:28:11.226
Nicole Fieser: And in this case, I'm going to mark it as reviewed.

1408
02:28:11.496 --> 02:28:12.535
Nicole Fieser: There you go.

1409
02:28:16.316 --> 02:28:18.596
Nicole Fieser: So let's talk about adding pay codes

1410
02:28:18.816 --> 02:28:28.986
Nicole Fieser: on Wednesday. Today I want to say that this employee called us up and said that he was sick. He was tired, he was sick and tired.

1411
02:28:29.826 --> 02:28:36.135
Nicole Fieser: I don't know. Maybe he has a migraine. I don't know. Listen. Y'all have a million stories of what your employees tell you. I'm sure

1412
02:28:36.476 --> 02:28:39.696
Nicole Fieser: we all have great stories about excuses right

1413
02:28:40.416 --> 02:28:45.105
Nicole Fieser: in this case, though I am going to add the pay code

1414
02:28:46.636 --> 02:28:55.376
Nicole Fieser: as a reminder in this case, because this person called us up today, they did not put in a time off request. They're calling in sick.

1415
02:28:55.776 --> 02:29:01.426
Nicole Fieser: I'm simply going to add the pay code to the time cart right?

1416
02:29:02.446 --> 02:29:05.296
Nicole Fieser: Ideally. They're gonna use the time off request.

1417
02:29:05.456 --> 02:29:09.556
Nicole Fieser: If then, we know in advance that they're going to be out. You add it to the schedule.

1418
02:29:09.726 --> 02:29:15.005
Nicole Fieser: They didn't use the time off request in this case, putting it directly in the time card.

1419
02:29:16.876 --> 02:29:22.685
Nicole Fieser: So on that Wednesday row in the pay code cell in the dropdown.

1420
02:29:25.436 --> 02:29:27.176
Nicole Fieser: Yeah, I'm just gonna choose sick.

1421
02:29:27.726 --> 02:29:29.255
Nicole Fieser: I'm just going to choose sick.

1422
02:29:29.856 --> 02:29:33.315
Nicole Fieser: and then the amount, I'm gonna say is full scheduled day.

1423
02:29:33.946 --> 02:29:39.676
Nicole Fieser: Now, if you do not like this full schedule day business, okay.

1424
02:29:40.326 --> 02:29:43.036
Nicole Fieser: you could go ahead and put in 8Â h.

1425
02:29:43.186 --> 02:29:45.476
Nicole Fieser: You could go ahead and put in 4Â h

1426
02:29:45.666 --> 02:29:48.545
Nicole Fieser: right? You could do what you need to do.

1427
02:29:51.656 --> 02:29:56.855
Nicole Fieser: alrighty. I'm going to put in 8Â h, and I'm gonna save it

1428
02:30:00.146 --> 02:30:02.125
Nicole Fieser: except he doesn't have enough sick time.

1429
02:30:04.656 --> 02:30:06.875
Nicole Fieser: But she's sick, used. I think that one works

1430
02:30:07.976 --> 02:30:14.656
Nicole Fieser: there we go. So we I use sick. Used all right.

1431
02:30:16.486 --> 02:30:20.036
Nicole Fieser: No, I don't like that one. I want to turn blue. Here's the thing

1432
02:30:20.306 --> 02:30:22.815
Nicole Fieser: when we use. Let me try sick.

1433
02:30:23.366 --> 02:30:24.736
Nicole Fieser: Msp.

1434
02:30:25.376 --> 02:30:26.306
Nicole Fieser: Negative.

1435
02:30:27.156 --> 02:30:31.285
Nicole Fieser: See, this person needs to accrue some some sick time. Let's use vacation.

1436

02:30:31.846 --> 02:30:33.226
Nicole Fieser: I think it's vacation.

1437
02:30:34.606 --> 02:30:35.636
Nicole Fieser: There we go.

1438
02:30:36.616 --> 02:30:45.265
Nicole Fieser: Notice what happens when it is excused, the red eye turns into a blue dash line.

1439
02:30:46.206 --> 02:30:53.915
Nicole Fieser: Remember, it's not UKG that determines what turns red or blue. It's city of Houston policy.

1440
02:30:54.836 --> 02:31:01.725
Nicole Fieser: So in this case he used 8Â h vacation. It turned into a blue dashed line indicating excused.

1441
02:31:02.226 --> 02:31:03.096
Nicole Fieser: Okay.

1442
02:31:04.426 --> 02:31:12.526
Nicole Fieser: we had a question earlier that I'd like to address. Now, I don't get. I'm not sure who asked it, so I apologize for not writing down. Who asked it.

1443
02:31:12.796 --> 02:31:15.095
Nicole Fieser: But the question earlier was.

1444
02:31:15.536 --> 02:31:21.095
Nicole Fieser: can an employee work part of a day and take part of the day off.

1445
02:31:21.496 --> 02:31:22.336
Nicole Fieser: Sure.

1446
02:31:23.596 --> 02:31:35.445

Nicole Fieser: if I want this employee to get paid, let's use this Tuesday, 1, 7, I want to say, look, they left at 4 30, but they want to use 30Â min of vacation to make sure they get full pay, or whatever

1447
02:31:35.846 --> 02:31:42.036
Nicole Fieser: you could add another row to add a pay code, right?

1448
02:31:42.566 --> 02:31:51.415
Nicole Fieser: So if I want to put in vacation and I want to put in 0 Colon 3, 0 and save it, I could.

1449
02:31:53.276 --> 02:31:59.105
Nicole Fieser: So can you have an employee work part of the day and take part of the day off? Yes.

1450
02:31:59.636 --> 02:32:08.005
Nicole Fieser: in the time card, though it's going to show as 2 separate lines, because punches and PIN codes.

1451
02:32:08.116 --> 02:32:13.965
Nicole Fieser: just like in your current Chronos system. Y'all cannot live together on the same line.

1452
02:32:16.096 --> 02:32:17.046
Nicole Fieser: Okay.

1453
02:32:22.856 --> 02:32:23.975
Nicole Fieser: there we go.

1454
02:32:24.716 --> 02:32:27.186
Nicole Fieser: So, lot going on there.

1455
02:32:31.166 --> 02:32:38.976
Nicole Fieser: we have some questions. So Lashawn says we'll add another work rule when adding the in and pass

1456
02:32:39.276 --> 02:32:41.115

Nicole Fieser: board out punches.

1457
02:32:48.616 --> 02:32:55.155
Nicole Fieser: Not sure. I understand, Lashawn. So if you want to send another to to clarify for me because I wanna make sure I answer it correctly.

1458
02:32:55.946 --> 02:32:59.426
Nicole Fieser: I'm not sure I understand the question. I apologize.

1459
02:32:59.786 --> 02:33:18.616
Nicole Fieser: Tristan says so. If an employee comes in early and shifts the schedule earlier, I'm sure it will create an alert? Do we change that in the schedule for that day? To the same to remove alerts? Or do we add comment? Mark is reviewed, Tristan. I think that's your call. That's your call. Do you adjust the schedule?

1460
02:33:19.376 --> 02:33:25.736
Nicole Fieser: Do you adjust the schedule, or do you simply add the comment? Mark is reviewed. I think that's very much your call.

1461
02:33:27.956 --> 02:33:28.886
Nicole Fieser: Okay.

1462
02:33:31.906 --> 02:33:36.616
Nicole Fieser: Jose says, including accrued holidays.

1463
02:33:38.066 --> 02:33:43.456
Nicole Fieser: So, Jose, I'm thinking, what you're asking is, is that a pay code that you can assign.

1464
02:33:45.096 --> 02:33:53.536
Nicole Fieser: Think Derek's going that way, Brian, you can do point 5 or point 3 0 for 30 min.

1465
02:33:54.006 --> 02:33:56.755
Nicole Fieser: You can enter that vacation multiple ways.

1466

02:33:59.366 --> 02:34:00.386
Nicole Fieser: Okay?

1467
02:34:05.506 --> 02:34:17.175
Nicole Fieser: I'm not sure I'm gonna Jose. I'm gonna need to differ to your city of Houston people. So Jessica Bb, if you guys want to look at Jose's question.

1468
02:34:17.686 --> 02:34:19.495
Nicole Fieser: That would be good.

1469
02:34:20.876 --> 02:34:24.966
Nicole Fieser: And how well holidays, so holidays!

1470
02:34:25.346 --> 02:34:30.956
Nicole Fieser: How about we do the previous pay period? Oh, no! You sure you want to proceed? No, I want to.

1471
02:34:31.076 --> 02:34:32.855
Nicole Fieser: Yes, I do actually want to proceed.

1472
02:34:34.006 --> 02:34:39.386
Nicole Fieser: So if we go to the previous pay period, I think Christmas Eve and Christmas are here.

1473
02:34:40.036 --> 02:34:43.205
Nicole Fieser: so I'm not sure if this is what you were hoping to see.

1474
02:34:43.496 --> 02:34:49.996
Nicole Fieser: Simone. But here it is. Here we get to see. December 24, th and December 25th were assigned holidays.

1475
02:34:51.886 --> 02:34:52.746
Nicole Fieser: Okay?

1476

02:34:54.436 --> 02:34:55.766
Nicole Fieser: And

1477
02:34:59.526 --> 02:35:05.505
Nicole Fieser: as if the employee was scheduled to come in on 1 8, but did not show. Do we delete it here on the schedule.

1478
02:35:05.796 --> 02:35:14.096
Nicole Fieser: Marjorie. I don't want you to delete anything, my friend. If if they should not have been scheduled. Okay, remove their shift in the schedule.

1479
02:35:14.216 --> 02:35:26.766
Nicole Fieser: but if they were simply a no call, no show, then you need to add the correct pay code. Right? Is the correct pay code a wall absent without leave. Right? That's gonna be based on your department policy.

1480
02:35:29.966 --> 02:35:30.716
Nicole Fieser: Okay?

1481
02:35:34.906 --> 02:35:42.176
Nicole Fieser: Shawn know says when adding a leave pay code to the time card. Will it record on the calendar. Yes, it will. We're going to talk that through.

1482
02:35:42.736 --> 02:35:46.866
Nicole Fieser: Lunch breaks. Yep, are based on work rules. I'm gonna talk about that next.

1483
02:35:49.046 --> 02:35:52.506
Nicole Fieser: Okay, not come but schedule off.

1484
02:35:53.196 --> 02:36:04.096
Nicole Fieser: Marjorie. I got it. I apologize. I misunderstood clearly. So apologies Miss Marjorie. So, Marjorie, if you know in advance, the employee is going to be out, assign the pay code in the schedule.

1485
02:36:04.216 --> 02:36:07.486
Nicole Fieser: If they call out today, put it in the time card.

1486
02:36:11.826 --> 02:36:16.645
Nicole Fieser: It is Michael. The time conversion does seem to still be in use. It does.

1487
02:36:16.926 --> 02:36:21.116
Nicole Fieser: at least in the test environment. I am. I am not in your live environment.

1488
02:36:21.662 --> 02:36:27.286
Nicole Fieser: But I am in in the in city of Houston's test. And yes, the conversion is still in play.

1489
02:36:29.556 --> 02:36:36.291
Nicole Fieser: Okay? And Tristan says so. Most everything is handled directly on the time card. Honestly. Mostly. Kind of yeah.

1490
02:36:38.386 --> 02:36:39.186
Nicole Fieser: Yep.

1491
02:36:41.756 --> 02:36:53.415
Nicole Fieser: Lashawn says so. If the employees, leaving you leave employees leave using vacation clock back in. Got it once they returned on both times the employee clocked in. They have a work rule which is their lunch breaks.

1492
02:36:56.266 --> 02:37:02.058
Nicole Fieser: walk back in their punches, are gonna be recorded.

1493
02:37:02.786 --> 02:37:06.945
Nicole Fieser: their punches win. I think you're really asking Lashawn which one wins.

1494
02:37:08.956 --> 02:37:11.686
Nicole Fieser: I think that's really what the question is which one's gonna win.

1495
02:37:11.846 --> 02:37:17.445
Nicole Fieser: They're punches now, you would probably want to look at that as their manager.

1496
02:37:19.636 --> 02:37:25.786
Nicole Fieser: But yeah, make sure that the pay code's not there. If they're not really taking that leave time, remove the pay code from the time card.

1497
02:37:26.016 --> 02:37:27.705
Nicole Fieser: Make sure their punches are there.

1498
02:37:30.596 --> 02:37:34.385
Nicole Fieser: Derek says, is vacation unscheduled? Color coded as well.

1499
02:37:35.176 --> 02:37:43.195
Nicole Fieser: Not really. They're all the same color, my friend. So, Derek, they're either red for unexcused or blue dash for excuse. And that's based on policy.

1500
02:37:45.056 --> 02:37:49.716
Nicole Fieser: Okay? And Anthony says, would point 5 be acceptable for half day as well.

1501
02:37:50.206 --> 02:37:57.506
Nicole Fieser: Your pay codes are primarily built in hours, and you can kind of see that here in your shift daily and pay period amounts.

1502
02:37:57.986 --> 02:38:05.295
Nicole Fieser: you can try it. But I think it's really going to be because your pay codes have to be built, either using whole days or hours

1503
02:38:05.466 --> 02:38:09.285
Nicole Fieser: or periods. Yours were built in the software using days.

1504
02:38:09.546 --> 02:38:11.256
Nicole Fieser: I'm sorry using hours.

1505
02:38:11.776 --> 02:38:16.206
Nicole Fieser: So it's gonna be hours. So 4Â h out, 4Â h in.

1506
02:38:17.236 --> 02:38:20.115
Nicole Fieser: but certainly play with that when you all get access next week.

1507
02:38:23.866 --> 02:38:33.445
Nicole Fieser: Alright, y'all there we are, and I'm gonna go back to vacation. So I'm not gonna save that.

1508
02:38:39.506 --> 02:38:41.836
Nicole Fieser: So let's go back home.

1509
02:38:45.456 --> 02:38:47.866
Nicole Fieser: Okay, let's talk about a couple more things.

1510
02:38:48.466 --> 02:38:57.376
Nicole Fieser: Notice when I jump back home and I go to my manage time cards. Notice. There's nothing that still needs to be fixed because we fixed it. Y'all we fixed it.

1511
02:38:57.676 --> 02:39:00.406
Nicole Fieser: But we still have some items that need to be reviewed.

1512
02:39:00.796 --> 02:39:07.495
Nicole Fieser: So let's go through this one pretty quickly, and let's talk about lunch. I know lunch is a big deal.

1513
02:39:08.556 --> 02:39:13.409
Nicole Fieser: so I'm on Leslie Higgins, and I see that she had a late in.

1514
02:39:14.456 --> 02:39:17.275
Nicole Fieser: and I'm going to go ahead and add a comment.

1515
02:39:17.996 --> 02:39:19.056
Nicole Fieser: Right?

1516
02:39:19.256 --> 02:39:24.456
Nicole Fieser: I'm going to go ahead and add the comments, and

1517
02:39:27.746 --> 02:39:32.976
Nicole Fieser: she's late. For no reason I'm gonna add it. I'm gonna apply it and I'm gonna save it.

1518
02:39:33.776 --> 02:39:38.116
Nicole Fieser: And I'm going to go ahead and mark it as reviewed. So she's good. We've handled that.

1519
02:39:38.966 --> 02:39:40.046
Nicole Fieser: Okay?

1520
02:39:42.406 --> 02:39:44.976
Nicole Fieser: And I don't know why this guy has some of the issues, but

1521
02:39:46.476 --> 02:39:49.635
Nicole Fieser: you know what I should just put 10. So pretend you don't see that. Y'all.

1522
02:39:50.676 --> 02:39:53.215
Nicole Fieser: Okay. Let's talk about lunch.

1523
02:39:53.506 --> 02:39:56.325
Nicole Fieser: Let's talk about lunch, shall we?

1524
02:39:57.096 --> 02:39:59.926
Nicole Fieser: Because I changed this person's schedule? That's why

1525
02:40:01.436 --> 02:40:07.395
Nicole Fieser: I would like us to talk about Nathan Shelley on Tuesday, January 7.th

1526
02:40:09.616 --> 02:40:10.536

Nicole Fieser: Okay.

1527
02:40:14.366 --> 02:40:20.805
Nicole Fieser: maybe this is not important, but I think I saw some questions about this, and I want to address it, because this has to do with

1528
02:40:20.916 --> 02:40:24.786
Nicole Fieser: lunch. And then I do want to talk about work rule transfers. Okay.

1529
02:40:26.656 --> 02:40:33.565
Nicole Fieser: if you have an employee come to you, and they say, Nope, I never got a chance to take my lunch break.

1530
02:40:33.866 --> 02:40:38.585
Nicole Fieser: and I need you to get. I need to get paid for the lunch I never got to take.

1531
02:40:39.366 --> 02:40:40.636
Nicole Fieser: How do we handle that?

1532
02:40:41.856 --> 02:40:48.765
Nicole Fieser: A couple of things? And again, folks I know what I'm about to talk about is not necessarily applicable to everybody in the room.

1533
02:40:49.076 --> 02:40:56.006
Nicole Fieser: but I do think there are some people that are very curious about the lunch business, and how we cancel the lunch

1534
02:40:56.136 --> 02:40:59.606
Nicole Fieser: if the employee comes to us and says, Yep, work through it.

1535
02:41:00.396 --> 02:41:02.756
Nicole Fieser: So the 1st thing I want to point out to y'all

1536

02:41:03.336 --> 02:41:06.026
Nicole Fieser: is in the left hand corner of your time card.

1537
02:41:06.656 --> 02:41:09.015
Nicole Fieser: Do you see how there's a little blue eye?

1538
02:41:09.216 --> 02:41:13.476
Nicole Fieser: What's there's a blue circle with a white eye

1539
02:41:14.146 --> 02:41:22.396
Nicole Fieser: right? And if I click on that. That's gonna give us general information about your employee, including

1540
02:41:22.676 --> 02:41:27.836
Nicole Fieser: typically what meal break they are assigned to.

1541
02:41:29.476 --> 02:41:30.596
Nicole Fieser: Okay.

1542
02:41:33.596 --> 02:41:35.775
Nicole Fieser: what meal break they're assigned to

1543
02:41:37.516 --> 02:41:40.535
Nicole Fieser: again. Some of us, but not all of us.

1544
02:41:41.206 --> 02:41:49.225
Nicole Fieser: have in some employees that might take might be assigned to a 30Â min meal, and others that might be assigned to a 60Â min meal.

1545
02:41:52.156 --> 02:41:59.716
Nicole Fieser: So if you need to know, because you're not sure what your employees assigned to you always have the ability to click on that little blue eye.

1546

02:42:00.236 --> 02:42:01.706
Nicole Fieser: And it's gonna tell you

1547
02:42:03.306 --> 02:42:08.846
Nicole Fieser: from there canceling a meal deduct is easy. But I do have a best practice on this one.

1548
02:42:09.486 --> 02:42:11.026
Nicole Fieser: Technically.

1549
02:42:11.466 --> 02:42:18.366
Nicole Fieser: you, as the manager or supervisor, can cancel a meal deduction on either the in or the out punch.

1550
02:42:20.916 --> 02:42:21.896
Nicole Fieser: Right?

1551
02:42:23.006 --> 02:42:26.065
Nicole Fieser: Best practices do it on the out punch.

1552
02:42:26.666 --> 02:42:33.216
Nicole Fieser: Why, how many times, when you think of your time being a manager or supervisor.

1553
02:42:33.666 --> 02:42:44.376
Nicole Fieser: how many times do you think it's possible that an employee comes to you like at one o'clock in the afternoon and says I was in this really super long training today, can you imagine?

1554
02:42:44.876 --> 02:42:47.266
Nicole Fieser: And I didn't get to take my lunch break.

1555
02:42:49.146 --> 02:42:59.696
Nicole Fieser: but turns out they just took their lunch break like at 2 30 in the afternoon instead. So no, they may not have taken it on time, but they did end up taking it

1556

02:43:00.796 --> 02:43:03.206
Nicole Fieser: right. I mean, it's very possible.

1557
02:43:04.566 --> 02:43:06.716
Nicole Fieser: So in the end, thanks, Raphael.

1558
02:43:07.646 --> 02:43:10.006
Nicole Fieser: make sure your employee never took it.

1559
02:43:10.296 --> 02:43:20.856
Nicole Fieser: Make sure your employee never took it. Do it on the out punch, make sure. At the end of the day you go back to them. You say, Hey, did you ever get to take a lunch? If they say No, what you're gonna do?

1560
02:43:20.976 --> 02:43:25.286
Nicole Fieser: You're going to go ahead and right click on the out punch.

1561
02:43:26.226 --> 02:43:28.826
Nicole Fieser: You're going to come here to click edit.

1562
02:43:30.356 --> 02:43:33.556
Nicole Fieser: And do you see where it says cancel deduction?

1563
02:43:33.886 --> 02:43:40.316
Nicole Fieser: This is where, based on what information you found in that blue circle

1564
02:43:41.206 --> 02:43:48.435
Nicole Fieser: your employee assigned to that 30Â min meal, that 60Â min meal, and if you're not sure you can just choose all.

1565
02:43:49.576 --> 02:43:53.016
Nicole Fieser: and we're going to click, apply, and we're going to save it.

1566

02:43:54.486 --> 02:44:00.766
Nicole Fieser: Here's the thing, though, if you cancel a meal deduction.

1567
02:44:01.016 --> 02:44:06.495
Nicole Fieser: you do get the red eye on that out, Punch, and if we hover our mouse over top of it.

1568
02:44:06.666 --> 02:44:13.216
Nicole Fieser: you get that pop up dialog box again. Of course that says, Hey, you've canceled the meal deduct.

1569
02:44:15.016 --> 02:44:18.666
Nicole Fieser: You cannot mark this as reviewed.

1570
02:44:18.996 --> 02:44:24.346
Nicole Fieser: I want to be super clear, you guys, because again, this is gonna make you want to bang your head against a wall.

1571
02:44:24.806 --> 02:44:28.406
Nicole Fieser: This is intentional from my company. UKG.

1572
02:44:28.916 --> 02:44:31.805
Nicole Fieser: and I can explain why I mean it makes sense. But it's annoying.

1573
02:44:32.876 --> 02:44:40.686
Nicole Fieser: You cannot mark as reviewed a meal that you've canceled a canceled meal deduction.

1574
02:44:42.076 --> 02:44:45.815
Nicole Fieser: Why, why is that? Why would we do that?

1575
02:44:46.326 --> 02:44:50.896
Nicole Fieser: Because mostly your people should be taking lunch.

1576
02:44:51.156 --> 02:44:55.826

Nicole Fieser: Mostly we shouldn't be canceling meal deductions. That's not ideal.

1577
02:44:56.446 --> 02:45:03.585
Nicole Fieser: So we do want it to stand out. We want you to be able to look at a data view or even run a standard reports

1578
02:45:03.896 --> 02:45:09.505
Nicole Fieser: in order to figure out how many folks are missing lunches, because maybe that means you need to a new headcount or something.

1579
02:45:13.706 --> 02:45:15.775
Nicole Fieser: so you cannot market as reviewed.

1580
02:45:18.146 --> 02:45:19.246
Nicole Fieser: Okay.

1581
02:45:23.356 --> 02:45:29.045
Nicole Fieser: yep, they still are getting paid, and they're gonna get paid for the lunch. When I cancel the automatic meal deduction.

1582
02:45:31.556 --> 02:45:39.386
Nicole Fieser: Humberto. The system is going to still work, whatever it was doing in Kronos. In that way. It's still going to be doing the same way in MyCOH time.

1583
02:45:41.766 --> 02:45:42.766
Nicole Fieser: Okay.

1584
02:45:44.126 --> 02:45:51.776
Nicole Fieser: so, Lourdes, same. Whatever is going on in your department now, the same work rules are gonna apply in the coh time system. Right?

1585
02:45:53.897 --> 02:45:55.945
Nicole Fieser: So that's how that's gonna work.

1586
02:45:58.466 --> 02:46:05.656
Nicole Fieser: Right? That did not change. That did not change. All all right, one more time

1587
02:46:08.926 --> 02:46:11.026
Nicole Fieser: and mark that one as reviewed.

1588
02:46:11.896 --> 02:46:20.615
Nicole Fieser: Notice what's happened. Y'all, if I jump back home, notice how nice and pretty my manage time card style is.

1589
02:46:20.756 --> 02:46:32.796
Nicole Fieser: I'm no longer having, you know, required things, missed, punches, unexcused absences, must fixes. And I've reviewed all the things that need to be reviewed. Isn't that pretty

1590
02:46:35.006 --> 02:46:40.206
Nicole Fieser: really quickly? Y'all, I do want to talk about a couple more things on the time card, though, and then I promise I'll move on.

1591
02:46:41.346 --> 02:46:49.825
Nicole Fieser: I do want to talk about transfers. We had some folks from Hpd. Ask us about transfers, internal order transfers and work world transfers.

1592
02:46:50.216 --> 02:46:58.575
Nicole Fieser: Y'all doing transfers is is pretty much like it was in your current system.

1593
02:46:59.256 --> 02:47:03.595
Nicole Fieser: What you're gonna do is you're gonna go ahead and to the right

1594
02:47:04.166 --> 02:47:06.925
Nicole Fieser: of the out punch. You see your transfer.

1595
02:47:07.476 --> 02:47:10.455
Nicole Fieser: You can click in your transfer, and you can click on search.

1596
02:47:13.746 --> 02:47:15.256
Nicole Fieser: Just Pd folks.

1597
02:47:16.666 --> 02:47:24.696
Nicole Fieser: let me show you one more time so that you know what I'm doing. You can click on labor category, and you can do your internal orders

1598
02:47:26.486 --> 02:47:39.535
Nicole Fieser: right? Maybe somebody has administrative related overtime court related overtime. All of your internal orders are going to be here, so you can certainly add that transfer time and your internal orders are here.

1599
02:47:39.876 --> 02:47:40.766
Nicole Fieser: Okay.

1600
02:47:42.906 --> 02:47:49.326
Nicole Fieser: If you are not Hpd, which I think the majority of us are not right.

1601
02:47:49.896 --> 02:47:55.566
Nicole Fieser: Here's where you can do the work. Rule transfers much like we saw within the schedule.

1602
02:47:55.776 --> 02:48:00.715
Nicole Fieser: If you do a work, will transfer instead in the time card. Here they are.

1603
02:48:02.166 --> 02:48:03.036
Nicole Fieser: Okay.

1604
02:48:07.496 --> 02:48:12.405
Nicole Fieser: So still, here, you're gonna just go right to the transfer.

1605
02:48:12.656 --> 02:48:19.775
Nicole Fieser: The only big difference is right now for those of you that do regularly conduct transfers in the time card.

1606
02:48:20.906 --> 02:48:24.986
Nicole Fieser: You're gonna have to go searching for them in the new system right?

1607
02:48:26.886 --> 02:48:42.456
Nicole Fieser: Eventually, the ones you most commonly used will automatically appear in the dropdown like they do in your current software. But in the new software, for the 1st couple of weeks you're gonna have to go search for either the work rule or my internal order folks for Hpd.

1608
02:48:42.726 --> 02:48:45.056
Nicole Fieser: you're gonna have to go look for those transfers.

1609
02:48:45.276 --> 02:48:46.206
Nicole Fieser: Okay.

1610
02:48:49.826 --> 02:48:59.645
Nicole Fieser: don't you think you should get a T-shirt. I tell my boss this every year I think you all should get a T-shirt at the end of these trainings. I survived training. Right?

1611
02:49:00.206 --> 02:49:04.825
Nicole Fieser: I think it'd be a trick with training. Make training way more fun if you got a T-shirt at the end.

1612
02:49:05.476 --> 02:49:08.106
Nicole Fieser: All right. Y'all, I know your brain is mushy.

1613
02:49:08.476 --> 02:49:14.835
Nicole Fieser: We still have a couple of things I want to talk about. I want to finish on the time cards. I want to talk about approvals, reports.

1614
02:49:15.576 --> 02:49:20.795
Nicole Fieser: delegation and mobile. 5 more items. And then you can go outside.

1615
02:49:22.406 --> 02:49:25.174

Nicole Fieser: Yeah, we spent a lot of time on this time card

1616
02:49:25.876 --> 02:49:32.786
Nicole Fieser: as a gentle reminder. Your time card Tabs. If you're not using the totals, tab, please do so

1617
02:49:36.716 --> 02:49:41.046
Nicole Fieser: right. Videl says we need a T-shirt on the T-shir on the training day. Right?

1618
02:49:43.506 --> 02:49:48.326
Nicole Fieser: We need the T-shirt and training tape. Gosh, I like the way you think we doll right.

1619
02:49:49.836 --> 02:49:51.106
Nicole Fieser: Here's the thing.

1620
02:49:51.536 --> 02:50:04.785
Nicole Fieser: If you're not using it. I want you to, because the value of this totals tab. Y'all, it's a nice summary of what is going on in the time card grid above, especially when you have folks that are working overtime, or might have transfers, or you have

1621
02:50:05.196 --> 02:50:09.495
Nicole Fieser: some of y'all have some crazy folks going on there. I've seen some of your stuff.

1622
02:50:10.506 --> 02:50:15.616
Nicole Fieser: Look at your totals, tab before you approve it. It's just a nice little summary

1623
02:50:16.566 --> 02:50:19.426
Nicole Fieser: historical corrections. Let's touch base on it.

1624
02:50:21.136 --> 02:50:27.996
Nicole Fieser: Let's pretend that I came to work for Jose. I work for Jose, and I boogered up this time Card.

1625
02:50:28.706 --> 02:50:31.575
Nicole Fieser: I forgot to add 2 h of overtime.

1626
02:50:32.686 --> 02:50:36.875
Nicole Fieser: So Jose is my manager fills out the the form.

1627
02:50:37.756 --> 02:50:42.465
Nicole Fieser: Payroll says, Yep, we owe. We owe the 2Â h of overtime

1628
02:50:43.126 --> 02:50:47.316
Nicole Fieser: payroll will conduct a historical correction.

1629
02:50:48.066 --> 02:50:54.026
Nicole Fieser: so that the 2Â h of overtime will be paid correctly according to the assigned work rule.

1630
02:50:54.626 --> 02:50:56.126
Nicole Fieser: You care why?

1631
02:50:56.256 --> 02:50:58.046
Nicole Fieser: Because mostly you don't right.

1632
02:50:58.496 --> 02:51:05.486
Nicole Fieser: If payroll has done a historical correction to one of your employees. Time cards because you submitted the paperwork for it.

1633
02:51:05.716 --> 02:51:10.176
Nicole Fieser: You're going to see the hit completed. Historical correction on the historical corrections. Tab?

1634
02:51:10.596 --> 02:51:20.006
Nicole Fieser: Right? So we forgot the 2Â h of overtime. Maybe the employee didn't punch. They came in on a Saturday and they had a punch restriction.

1635
02:51:20.516 --> 02:51:21.626
Nicole Fieser: you never know.

1636
02:51:22.616 --> 02:51:33.866
Nicole Fieser: and then, of course, one more time beating my dead horse. Y'all you have your audits. Tab the audits trail where every single change that we are making is being tracked.

1637
02:51:35.276 --> 02:51:36.106
Nicole Fieser: Okay?

1638
02:51:38.416 --> 02:51:40.426
Nicole Fieser: All right, let me jump back home.

1639
02:51:45.536 --> 02:51:47.546
Nicole Fieser: Let's talk about

1640
02:51:47.906 --> 02:51:54.166
Nicole Fieser: reports. And then we're gonna quickly touch base on approvals, because approvals are really really easy. Y'all

1641
02:51:57.306 --> 02:52:04.285
Nicole Fieser: early in the training this afternoon, which probably feels like 150 years ago to you now, right? Especially if you're hungry.

1642
02:52:05.426 --> 02:52:10.386
Nicole Fieser: We had a couple of folks say, you know. Ask about data views versus reports.

1643
02:52:14.316 --> 02:52:20.336
Nicole Fieser: There's a place for both we spent. I spent. Let me own this.

1644
02:52:20.852 --> 02:52:24.525
Nicole Fieser: I spent a lot of time talking about data views. Today, y'all

1645
02:52:26.036 --> 02:52:34.686
Nicole Fieser: data views allow you to get the data that you want back out of the software, Mercedes. I'll touch base on that, I promise before we get to approvals

1646
02:52:39.906 --> 02:52:42.795
Nicole Fieser: right there. I don't disagree.

1647
02:52:43.666 --> 02:52:54.446
Nicole Fieser: So here's my story. You would be right to say, Okay, great. We have data views. You convinced me you sold me. Why would I need standard reports?

1648
02:52:57.106 --> 02:52:58.176
Nicole Fieser: Listen.

1649
02:52:58.696 --> 02:53:03.756
Nicole Fieser: In that main menu on the left? I'm gonna look underneath data views and reports down to your report library.

1650
02:53:05.516 --> 02:53:12.366
Nicole Fieser: My company, UKG has been in business doing this timekeeping business for more than 45 years.

1651
02:53:13.066 --> 02:53:19.136
Nicole Fieser: We know that there are some reports that y'all are just gonna need right?

1652
02:53:19.766 --> 02:53:27.006
Nicole Fieser: Some standard reports that you know, basically, everybody wants from time to time, and that's what these standard reports are. Y'all.

1653
02:53:27.496 --> 02:53:33.566
Nicole Fieser: the good news of the day is, if you are using a standard report in your current environment

1654
02:53:33.946 --> 02:53:38.896
Nicole Fieser: that report pretty much still exists here in the new MyCOH time system

1655
02:53:39.986 --> 02:53:45.295

Nicole Fieser: to run a standard report. You are gonna come here and click on, run report.

1656
02:53:46.636 --> 02:53:52.585
Nicole Fieser: and that's gonna open up your report categories just like it does. Now, right? You see your report categories.

1657
02:53:54.776 --> 02:53:58.585
Nicole Fieser: One of the most common reports is the time detail report.

1658
02:53:59.656 --> 02:54:04.646
Nicole Fieser: So I would look underneath timekeeping and I would go to time, detail.

1659
02:54:08.366 --> 02:54:10.775
Nicole Fieser: And when we click on time detail.

1660
02:54:11.416 --> 02:54:15.466
Nicole Fieser: Excuse me, you're gonna get a description.

1661
02:54:16.126 --> 02:54:20.385
Nicole Fieser: Read the description. Y'all read the description.

1662
02:54:21.486 --> 02:54:27.396
Nicole Fieser: A lot of these reports sound a lot like another. Make sure this is the report that you want.

1663
02:54:27.746 --> 02:54:29.496
Nicole Fieser: You will select it.

1664
02:54:30.436 --> 02:54:35.576
Nicole Fieser: You then choose just like y'all do. Now, when do you want to look at this report?

1665
02:54:36.546 --> 02:54:39.026
Nicole Fieser: I'm going to say current pay period.

1666
02:54:41.196 --> 02:54:43.376
Nicole Fieser: Who do you want to include in the report?

1667
02:54:44.066 --> 02:54:46.816
Nicole Fieser: There's that hyperfined filter.

1668
02:54:48.116 --> 02:54:55.066
Nicole Fieser: and then the output. Do you want to see it in Pdf, excel? Csv. How do you want to see it.

1669
02:54:56.096 --> 02:54:59.216
Nicole Fieser: I'm going to choose Csv, and I'm going to run the report.

1670
02:55:00.516 --> 02:55:09.916
Nicole Fieser: You'll see that it's in progress, and once it's completed it's going to be in the completed queue right?

1671
02:55:10.296 --> 02:55:12.926
Nicole Fieser: And now we can look at it in.

1672
02:55:14.166 --> 02:55:18.446
Nicole Fieser: It naturally opened on the wrong screen. But here we are

1673
02:55:18.896 --> 02:55:24.905
Nicole Fieser: right. We can see the details of the previous pay period, and who worked what?

1674
02:55:25.106 --> 02:55:30.225
Nicole Fieser: Here's the hours. Here's the days. Here's the pay codes. It's all right here.

1675
02:55:33.306 --> 02:55:34.516
Nicole Fieser: initial

1676

02:55:34.706 --> 02:55:43.625
Nicole Fieser: here at the end of the day, when I know your brain is a little bit mushy, you can come here and run the same reports that you're used to seeing. Now.

1677
02:55:44.406 --> 02:55:47.915
Nicole Fieser: I think data views are more granular

1678
02:55:48.026 --> 02:55:53.406
Nicole Fieser: data views. Get you to the data that's probably going to be the most interesting to you.

1679
02:55:53.736 --> 02:56:00.355
Nicole Fieser: But these standard reports absolutely have a place as you get ready to approve your employees. Time cards.

1680
02:56:00.756 --> 02:56:01.576
Nicole Fieser: Okay.

1681
02:56:03.996 --> 02:56:06.455
Nicole Fieser: Now, with all of that being said.

1682
02:56:07.906 --> 02:56:15.736
Nicole Fieser: your reports will sit here in the completed queue by default up to 90 days

1683
02:56:16.106 --> 02:56:18.996
Nicole Fieser: city of Houston might have actually extended that

1684
02:56:19.666 --> 02:56:27.436
Nicole Fieser: more than 90 days, but they'll see here ready for you to just click on anytime you want for a minimum 90 days. So that's kind of cool.

1685
02:56:29.106 --> 02:56:30.186
Nicole Fieser: Alrighty.

1686

02:56:33.156 --> 02:56:38.955
Nicole Fieser: There, let's talk about approvals now, before we get to approvals.

1687
02:56:39.486 --> 02:56:43.506
Nicole Fieser: There are some folks in the room today.

1688
02:56:43.736 --> 02:56:45.336
Nicole Fieser: Let me jump back home.

1689
02:56:45.466 --> 02:56:51.186
Nicole Fieser: So you notice how often I click on that home. Icon. Huh! Right like a million times day. Right?

1690
02:56:51.796 --> 02:56:57.725
Nicole Fieser: Y'all, I'm gonna go ahead and click on that broken bent right facing arrow. In our manage time cards.

1691
02:57:01.246 --> 02:57:08.526
Nicole Fieser: There have been some folks today that say, Hey, got questions about Fmla? Mercedes has asked. There's been a couple of folks that have asked today

1692
02:57:08.746 --> 02:57:11.276
Nicole Fieser: about how do we handle Fmla.

1693
02:57:12.546 --> 02:57:15.506
Nicole Fieser: you guys, this is so much better

1694
02:57:15.646 --> 02:57:22.365
Nicole Fieser: than it is in your current environments. So let me describe what happens today and what's going to be different in the future.

1695
02:57:23.866 --> 02:57:29.046
Nicole Fieser: If you have an employee that has an approved leave case.

1696

02:57:29.506 --> 02:57:37.556
Nicole Fieser: That means Hr. Has approved it. They've done all the things checked eligibility received the right paperwork. Yada, Yada, Yada.

1697
02:57:40.016 --> 02:57:47.156
Nicole Fieser: Today you guys have a tool somewhere up about here or so where you it's called the quick editor.

1698
02:57:47.276 --> 02:57:54.696
Nicole Fieser: It's the quick. Leave editor. Where right now say, you have to go in, and it's it's wonky and weird. And you put in Fmla time

1699
02:57:55.506 --> 02:57:56.426
Nicole Fieser: right?

1700
02:57:57.676 --> 02:57:59.095
Nicole Fieser: Not anymore.

1701
02:57:59.716 --> 02:58:02.966
Nicole Fieser: If you need to enter Fmla time.

1702
02:58:03.536 --> 02:58:10.916
Nicole Fieser: Now, once the once, the leave time has been approved by Hr.

1703
02:58:11.696 --> 02:58:14.506
Nicole Fieser: In the pay code drop-down box.

1704
02:58:14.946 --> 02:58:23.136
Nicole Fieser: you will see a specific pay code that only becomes available to you as the manager.

1705
02:58:23.936 --> 02:58:32.575
Nicole Fieser: Once that pay. Once that leave, time has been approved by Hr. And it's prefaced with the with the prefix Lv.

1706
02:58:32.946 --> 02:58:35.376
Nicole Fieser: Lv. Dash whatever Fmla.

1707
02:58:35.936 --> 02:58:43.006
Nicole Fieser: And that's how you're going to go ahead and assign it. You're just going to put in the pay code the Fmla pay code of 8Â h.

1708
02:58:43.396 --> 02:58:54.215
Nicole Fieser: and it's only going to appear in the dropdown box once you have received a notification that Hr. Has approved. That leave case and you can start assigning that leave time.

1709
02:58:55.276 --> 02:59:02.096
Nicole Fieser: It's way cleaner than in the new environment than the old environment.

1710
02:59:04.806 --> 02:59:05.786
Nicole Fieser: Okay?

1711
02:59:07.256 --> 02:59:10.975
Nicole Fieser: So I know we had a couple of questions about that today, and I did want to touch base on that.

1712
02:59:12.356 --> 02:59:14.346
Nicole Fieser: All right. Y'all, let's talk about approvals.

1713
02:59:14.806 --> 02:59:22.126
Nicole Fieser: Let's talk about approvals one way, but not the only way

1714
02:59:23.189 --> 02:59:26.326
Nicole Fieser: to approve time cards is on the time card itself.

1715
02:59:27.096 --> 02:59:30.725
Nicole Fieser: Cindy looks good. I could come here and click approve

1716
02:59:31.606 --> 02:59:35.556
Nicole Fieser: when we approve, it turns that purpley, lilac-y color.

1717
02:59:37.056 --> 02:59:39.205
Nicole Fieser: and I could toggle to my next person.

1718
02:59:40.386 --> 02:59:46.445
Nicole Fieser: Coach beard looks good. Approve turns that purpley, lilac-y color, and we move on.

1719
02:59:47.656 --> 02:59:56.816
Nicole Fieser: Okay, here's the thing. If you want to approve individually like that, you surely can.

1720
02:59:57.486 --> 03:00:04.806
Nicole Fieser: However, y'all have this really nice manage time cards tile that's telling us we've handled the exceptions.

1721
03:00:05.506 --> 03:00:08.796
Nicole Fieser: We've managed it. We've got clean time cards. Y'all.

1722
03:00:09.706 --> 03:00:14.735
Nicole Fieser: So an easy way to do that. If you have clean time cards, and you trust the system.

1723
03:00:14.966 --> 03:00:17.136
Nicole Fieser: I understand we have to earn your trust on that.

1724
03:00:18.116 --> 03:00:22.225
Nicole Fieser: Y'all we can go into that main menu. And do you see this employee Summary.

1725
03:00:23.806 --> 03:00:26.245
Nicole Fieser: we can come to the employee summary.

1726
03:00:27.836 --> 03:00:32.356

Nicole Fieser: We can go ahead and select everybody, and we can go to approve.

1727
03:00:32.986 --> 03:00:36.566
Nicole Fieser: and I can still approve as a group.

1728
03:00:38.276 --> 03:00:47.026
Nicole Fieser: And when I approve as a group exactly the same as it happens in your current environment, y'all okay.

1729
03:00:49.476 --> 03:00:53.405
Nicole Fieser: Do you remember how once you approve, you have to go to the group edit results

1730
03:00:53.956 --> 03:00:55.936
Nicole Fieser: to verify that it happened.

1731
03:00:57.066 --> 03:00:59.346
Nicole Fieser: We're going to go to the group edit results.

1732
03:00:59.476 --> 03:01:05.535
Nicole Fieser: And it's gonna tell us that we are successful.

1733
03:01:07.186 --> 03:01:08.266
Nicole Fieser: Alrighty.

1734
03:01:09.956 --> 03:01:12.526
Nicole Fieser: 16 of 16 have been approved.

1735
03:01:17.596 --> 03:01:18.876
Nicole Fieser: Alright, y'all

1736
03:01:19.676 --> 03:01:31.036
Nicole Fieser: approvals are required. You've got to do it. We encourage our employees to approve. But you guys, as managers and supervisors need to approve.

1737
03:01:33.486 --> 03:01:34.426
Nicole Fieser: Okay.

1738
03:01:42.656 --> 03:01:43.846
Nicole Fieser: so there we go.

1739
03:01:49.446 --> 03:01:50.336
Nicole Fieser: right?

1740
03:01:50.836 --> 03:01:52.705
Nicole Fieser: So we have a question.

1741
03:01:57.184 --> 03:02:08.976
Nicole Fieser: gonna work my way down, Kelly says, can you show the Fmla pay code again? Sure. So all it is, Kelly, is that once you're in the time card and I'm gonna have to remove the approval to kind of show this really quick.

1742
03:02:09.666 --> 03:02:12.402
Nicole Fieser: So I'm gonna go ahead and remove the approval here.

1743
03:02:14.456 --> 03:02:20.906
Nicole Fieser: Once Hr. Has approved all that you're gonna do, you're gonna get a notification.

1744
03:02:21.596 --> 03:02:27.736
Nicole Fieser: And on the day that the employees taking their their Fmla time.

1745
03:02:28.526 --> 03:02:37.175
Nicole Fieser: you're gonna put in the pay code, I don't actually have the example built, but it's going to have the prefix of Lv.

1746
03:02:38.146 --> 03:02:40.456
Nicole Fieser: that's how you know it's it's it's

1747
03:02:40.966 --> 03:02:43.625
Nicole Fieser: the pay code for the lead case.

1748
03:02:43.926 --> 03:02:54.716
Nicole Fieser: and then you can simply assign it. But again, Kelly, it's only going to appear to you once Hr. Has done their thing. Hr. Has to approve.

1749
03:02:55.296 --> 03:02:56.436
Nicole Fieser: Okay.

1750
03:02:59.956 --> 03:03:05.945
Nicole Fieser: so there we go, and Louise says, can we add the Fmla on the schedule page instead? Sure.

1751
03:03:06.136 --> 03:03:13.315
Nicole Fieser: Louise, if you prefer to, which is never a bad idea, if you know in advance next week the employees going to be out. Maybe they're on.

1752
03:03:14.566 --> 03:03:15.332
Nicole Fieser: you know.

1753
03:03:16.026 --> 03:03:20.575
Nicole Fieser: Well, typically not a continuous leave. If it's a continuous leave. Usually Hr. Is in charge.

1754
03:03:20.926 --> 03:03:29.496
Nicole Fieser: but in intermittently. If you know they're going to be out 2 days next week, you can assign it to the schedule and the schedule feeds the time card absolutely. But again.

1755
03:03:31.166 --> 03:03:35.766
Nicole Fieser: you're only going to see that those pay codes. Once Hr. Has approved the leave case.

1756
03:03:40.656 --> 03:03:50.226

Nicole Fieser: Kelly, I believe, Fmla, time is coming over through the historical import. Let let's confirm that, though I have, I have written that down.

1757
03:03:50.756 --> 03:03:56.145
Nicole Fieser: let me make it the star next to it. Let's get back to. We'll get back to folks on that one.

1758
03:03:57.566 --> 03:04:01.096
Nicole Fieser: I believe so. But I'm only like 90% on that.

1759
03:04:02.666 --> 03:04:03.506
Nicole Fieser: Okay.

1760
03:04:03.856 --> 03:04:08.225
Nicole Fieser: I want to confirm that across city of Houston.

1761
03:04:11.846 --> 03:04:17.568
Nicole Fieser: Alright, y'all, there's a lot. There's a lot

1762
03:04:19.316 --> 03:04:23.416
Nicole Fieser: I might be able to get you out of here a little early, but don't get too excited yet.

1763
03:04:24.556 --> 03:04:27.915
Nicole Fieser: One more time I'm gonna jump. I'm gonna jump back home

1764
03:04:33.396 --> 03:04:34.426
Nicole Fieser: right.

1765
03:04:36.926 --> 03:04:43.065
Nicole Fieser: Robin, I'm gonna defer. Can the employee seeking the day as Fmla. Can the employee make the Fmla request?

1766
03:04:44.486 --> 03:04:50.756

Nicole Fieser: If they have an approved leave case, Robin, they can. They can tip, they typically tell you as their manager

1767
03:04:52.386 --> 03:04:57.345
Nicole Fieser: that, hey? I'm taking this Fmla time, and then you assign it, either in the schedule or the time card.

1768
03:04:57.776 --> 03:05:01.946
Nicole Fieser: right whether or not they can see it that is based on configuration.

1769
03:05:02.746 --> 03:05:05.766
Nicole Fieser: We will need somebody from the team to answer that one.

1770
03:05:09.036 --> 03:05:13.675
Nicole Fieser: Bethany. It's gonna be the the current process. It has to go through. Hr.

1771
03:05:14.906 --> 03:05:23.795
Nicole Fieser: The whole leave case has to go through Hr. And then, once it's approved, we can assign the leave pay codes. Not until

1772
03:05:24.176 --> 03:05:25.955
Nicole Fieser: Hr. Is still in charge.

1773
03:05:29.576 --> 03:05:30.766
Nicole Fieser: Alright, y'all.

1774
03:05:37.406 --> 03:05:38.870
Nicole Fieser: Why, there we go.

1775
03:05:39.436 --> 03:05:40.296
Nicole Fieser: Okay.

1776
03:05:41.486 --> 03:05:44.486

Nicole Fieser: What am I showing you here, Mobile?

1777
03:05:46.796 --> 03:05:55.056
Nicole Fieser: Hank? We'll talk that through, because that's very possible. Right? Troy as well. Okay.

1778
03:05:56.016 --> 03:06:05.135
Nicole Fieser: So let's talk about Mobile, and then we'll circle back to Fmla. Jessica. Bb, if you all want to answer those questions. That's fine. Otherwise I'll address them after I talk through some mobile

1779
03:06:05.966 --> 03:06:08.976
Nicole Fieser: folks. You all have been a little quiet on the mobile front.

1780
03:06:09.516 --> 03:06:12.255
Nicole Fieser: so I'm gonna bring it up. How's that for you?

1781
03:06:13.636 --> 03:06:19.185
Nicole Fieser: Ignore the stuff on the right? But I have this little trick to show you what Mobile looks like.

1782
03:06:19.736 --> 03:06:25.236
Nicole Fieser: and I think y'all are just being super polite to me. So let's kind of put some things out in the open.

1783
03:06:26.376 --> 03:06:34.036
Nicole Fieser: I am super jazzed about more folks from city of Houston using the mobile app.

1784
03:06:35.616 --> 03:06:40.205
Nicole Fieser: What I'm displaying to you here is, in fact, the mobile app.

1785
03:06:41.296 --> 03:06:46.235
Nicole Fieser: These are the tiles that you're going to see exactly in your mobile app. This is it.

1786
03:06:46.816 --> 03:06:49.905
Nicole Fieser: And you know all the things we've said today.

1787
03:06:50.186 --> 03:06:52.415
Nicole Fieser: all the different ways. We've clicked

1788
03:06:52.856 --> 03:06:59.836
Nicole Fieser: all those tips, tricks and clicks that we've walked through 100% apply in mobile.

1789
03:07:01.266 --> 03:07:05.196
Nicole Fieser: Right? So if you want to get into manage time cards.

1790
03:07:05.326 --> 03:07:10.295
Nicole Fieser: there's that right facing arrow. I can go to the previous pay period.

1791
03:07:11.636 --> 03:07:18.405
Nicole Fieser: This is what Mobile looks like. It's exactly the same as the desktop application.

1792
03:07:19.086 --> 03:07:24.866
Nicole Fieser: So all the things we've talked about will be the same in the mobile app.

1793
03:07:26.206 --> 03:07:28.155
Nicole Fieser: Isn't that kind of cool?

1794
03:07:29.786 --> 03:07:38.716
Nicole Fieser: I'm hopeful. That means, then, that this makes it easier for you, your department and your employees then to hopefully want to use it.

1795
03:07:40.556 --> 03:07:43.635
Nicole Fieser: Right? That is my. My goal

1796
03:07:43.906 --> 03:07:48.175
Nicole Fieser: is that I am hopeful that you guys are going to be able to use it

1797
03:07:48.386 --> 03:07:56.746
Nicole Fieser: right? So I'm logged in as Ted lasso. He wants to go ahead and look at his schedule. There you go. He's gonna click on my schedule.

1798
03:07:59.376 --> 03:08:03.395
Nicole Fieser: Okay, just like he does within the desktop application.

1799
03:08:04.656 --> 03:08:07.276
Nicole Fieser: He wants to go. Look at his time card.

1800
03:08:08.456 --> 03:08:11.136
Nicole Fieser: Here's his time card, right?

1801
03:08:12.606 --> 03:08:14.006
Nicole Fieser: We'll go in.

1802
03:08:14.656 --> 03:08:19.555
Nicole Fieser: He can even approve his own time card. It's yellow. It's been approved.

1803
03:08:20.256 --> 03:08:25.086
Nicole Fieser: So just so, you know, the yellow time card means that the employee has approved their time card.

1804
03:08:28.196 --> 03:08:31.925
Nicole Fieser: There's the employee. Search. You're still getting notifications.

1805
03:08:32.086 --> 03:08:35.506
Nicole Fieser: My point is, oh, friends of UKG.

1806
03:08:36.016 --> 03:08:45.406
Nicole Fieser: is that Mobile is awesome. It is a different app. There is instructions in your quick reference. Guide

1807
03:08:47.306 --> 03:08:57.166
Nicole Fieser: on how to download the appropriate app, whether you're in an apple or android phone, I know, because I created the quick reference guide for you.

1808
03:08:57.526 --> 03:09:00.956
Nicole Fieser: There's some nice screenshots. If I do say so myself.

1809
03:09:01.106 --> 03:09:06.225
Nicole Fieser: and y'all should have access to that in your Tms system.

1810
03:09:08.166 --> 03:09:09.196
Nicole Fieser: Right?

1811
03:09:13.516 --> 03:09:14.846
Nicole Fieser: So there we go

1812
03:09:16.726 --> 03:09:27.845
Nicole Fieser: alright. So that's what I want to say about Mobile. This is the mobile view. I'm gonna go back to the regular view and get rid of that horrible stuff. But that's my quick peek.

1813
03:09:28.256 --> 03:09:30.655
Nicole Fieser: that's my quick peek at Mobile for you.

1814
03:09:35.516 --> 03:09:36.356
Nicole Fieser: and

1815
03:09:38.106 --> 03:09:45.745
Nicole Fieser: and there's some questions around Mobile you can look at. They're being answered. So you all can see that you're the team is answering them kind of behind the scenes.

1816
03:09:46.376 --> 03:09:52.410
Nicole Fieser: Tristan? Tristan asked. So will FM. Way be on the same row or an added row.

1817
03:09:52.866 --> 03:10:07.446
Nicole Fieser: Tristan, if the employee worked part of the day, and then they left to go to physical therapy with their Fmla time. It's going to be a separate row, because punches and pay codes never live together on the same line.

1818
03:10:07.556 --> 03:10:10.065
Nicole Fieser: regardless of what pay code it is.

1819
03:10:22.926 --> 03:10:28.665
Nicole Fieser: Lori says so. The U so UKG will convert or automatically convert to MyCOH.

1820
03:10:31.966 --> 03:10:35.496
Nicole Fieser: So I think Jessica's answering this. It's it's

1821
03:10:36.786 --> 03:10:40.155
Nicole Fieser: yep, perfect. Tristan. That's exactly right. Thank you.

1822
03:10:41.156 --> 03:10:46.445
Nicole Fieser: No, it's going to be a new app for the MyCOH time. It's going to be a new app.

1823
03:10:46.576 --> 03:10:50.075
Nicole Fieser: But you guys don't have it yet. It's coming

1824
03:10:50.426 --> 03:10:55.406
Nicole Fieser: because we typically only give the app when we're ready to link to the the

1825
03:10:55.586 --> 03:10:58.326
Nicole Fieser: actual system. This is, again, still test.

1826
03:11:01.226 --> 03:11:02.066
Nicole Fieser: Okay?

1827

03:11:05.676 --> 03:11:06.836
Nicole Fieser: Alright.

1828
03:11:07.036 --> 03:11:09.005
Nicole Fieser: If anything's gonna open for me.

1829
03:11:11.176 --> 03:11:17.835
Nicole Fieser: Okay, very, very briefly, I want to touch base on the concept of delegation.

1830
03:11:18.476 --> 03:11:23.436
Nicole Fieser: I currently do not have access to delegation. I'm not sure 100. Why, but let's talk it through.

1831
03:11:24.456 --> 03:11:45.186
Nicole Fieser: I told you I would talk about it. There is a great quick reference guide. I'm going to be working with your team both Jessica, who's on the call today? And Bb, who's also on the call today, I'm gonna make sure. If if you guys don't have access to the delegation, quick reference guide that you all do have access to it. It's a great tool.

1832
03:11:45.786 --> 03:11:48.775
Nicole Fieser: right that I created. So we'll make sure you all have it.

1833
03:11:50.326 --> 03:11:55.195
Nicole Fieser: I'm a fan of delegation. I am. Gonna go ahead and pick on.

1834
03:11:55.806 --> 03:11:57.885
Nicole Fieser: Oh, I'm gonna pick on Anthony.

1835
03:11:59.256 --> 03:12:05.186
Nicole Fieser: What happens if Anthony gets hit by the lottery bus

1836
03:12:06.766 --> 03:12:11.476
Nicole Fieser: he doesn't win the 1 billion dollar lottery. But Anthony wins like

1837

03:12:11.876 --> 03:12:15.245
Nicole Fieser: the scratch off for like $25,000.

1838
03:12:15.896 --> 03:12:19.226
Nicole Fieser: So congrats. Anthony, you got hit by the lottery bus.

1839
03:12:19.826 --> 03:12:26.156
Nicole Fieser: and it's enough money for a really good vacation, not enough money to retire right?

1840
03:12:27.536 --> 03:12:31.306
Nicole Fieser: Here's the thing I don't know. Let's pretend Anthony's.

1841
03:12:32.176 --> 03:12:37.826
Nicole Fieser: and y'all I don't know this to be true at all. But let's pretend Anthony's dream vacation is

1842
03:12:38.036 --> 03:12:41.246
Nicole Fieser: I know to go to the Bahamas.

1843
03:12:41.366 --> 03:12:47.635
Nicole Fieser: for, you know, on a really fancy resort. And he's going for 3 weeks. He's taking his whole family.

1844
03:12:48.686 --> 03:12:51.816
Nicole Fieser: Is Anthony really gonna be signing on.

1845
03:12:53.356 --> 03:12:57.735
Nicole Fieser: Is he really gonna be signing on to manage his people's time off? Requests

1846
03:12:57.846 --> 03:13:02.146
Nicole Fieser: to approve time cards enter Fmla time?

1847
03:13:03.386 --> 03:13:04.156
Nicole Fieser: No.

1848
03:13:04.666 --> 03:13:09.676
Nicole Fieser: he's not going to, because he's sitting in the sun being warm, right? Which we're all going to be jealous of.

1849
03:13:11.616 --> 03:13:13.236
Nicole Fieser: So here's the thing.

1850
03:13:13.526 --> 03:13:22.185
Nicole Fieser: Delegation is a way for you to delegate your tasks as a manager or supervisor

1851
03:13:23.636 --> 03:13:26.245
Nicole Fieser: for a defined period of time.

1852
03:13:26.366 --> 03:13:30.485
Nicole Fieser: So maybe Anthony is going to assign Tristan

1853
03:13:30.936 --> 03:13:37.145
Nicole Fieser: his tasks and timekeeper. So Tristan can respond to his people's time off requests Miss Punches

1854
03:13:37.266 --> 03:13:45.045
Nicole Fieser: right? Adding of Fmla. And whatever else Tristan has to do, okay to cover for Anthony

1855
03:13:45.896 --> 03:13:52.896
Nicole Fieser: folks. Unfortunately, I can't show you exactly, but there's a lot a lot of ways for you to get to delegation.

1856
03:13:53.402 --> 03:13:56.605
Nicole Fieser: I think the easiest way to get to delegation.

1857
03:13:58.246 --> 03:14:05.715
Nicole Fieser: I'm gonna right. Click on the my notifications to bring us to that control center you will have

1858
03:14:05.856 --> 03:14:09.696
Nicole Fieser: here. It's going to say business processes.

1859
03:14:10.376 --> 03:14:19.565
Nicole Fieser: and you're gonna click on business processes, and you will select delegation. And then it's simply going to be, step by step, instructions

1860
03:14:19.916 --> 03:14:28.826
Nicole Fieser: on how to delegate your tasks to another manager or supervisor for a defined period of time.

1861
03:14:29.806 --> 03:14:30.736
Nicole Fieser: Okay.

1862
03:14:32.546 --> 03:14:39.446
Nicole Fieser: so it will be there for you. It says business processes. It's like, right about here or so is where it'll be.

1863
03:14:40.666 --> 03:14:42.996
Nicole Fieser: and it's just gonna walk you through.

1864
03:14:43.106 --> 03:14:47.295
Nicole Fieser: The Anthony can choose. Tristan Tristan can. True choose Lourdes.

1865
03:14:51.116 --> 03:14:55.786
Nicole Fieser: All right. I'll I know there was so much here.

1866
03:14:57.826 --> 03:15:03.926
Nicole Fieser: Alright, Ramonda says. Can you elaborate more on punches and pay codes? Never live together on the same line? Yep.

1867
03:15:07.096 --> 03:15:09.046
Nicole Fieser: I'm going to remove my approval.

1868
03:15:11.806 --> 03:15:17.735
Nicole Fieser: I'm on Coach Beard. Let's pretend that this guy left at one pm.

1869
03:15:19.466 --> 03:15:23.276
Nicole Fieser: Okay, you know, unmarked as reviewed

1870
03:15:24.516 --> 03:15:29.426
Nicole Fieser: Coach Beard left on Monday at one pm, okay, Ramonda.

1871
03:15:30.746 --> 03:15:38.386
Nicole Fieser: He went home sick, but now he wants to take the rest of this the day off as sick time, and he wants to get paid for it.

1872
03:15:39.666 --> 03:15:45.555
Nicole Fieser: I cannot add the sick pay code on the same line with the punches.

1873
03:15:46.076 --> 03:15:53.575
Nicole Fieser: Instead, I would have to click on the plus sign to the left of that Monday date cell.

1874
03:15:55.056 --> 03:15:58.636
Nicole Fieser: and I would have to add the correct pay code of sick

1875
03:15:59.386 --> 03:16:02.126
Nicole Fieser: of 4Â h, or whatever he has.

1876
03:16:03.336 --> 03:16:14.156
Nicole Fieser: Right. We're gonna pretend that it. They're not overdrawn, but I would have to allow that one row for Monday just displays the punches. The second row is for that sick time.

1877
03:16:15.956 --> 03:16:17.735
Nicole Fieser: Ramonda, does that make sense?

1878
03:16:26.576 --> 03:16:37.826
Nicole Fieser: So, Rigoberto, if we have delegation already, will be populated from Kronos. So no, you're gonna be

1879
03:16:38.776 --> 03:16:43.316
Nicole Fieser: the people to whom you can delegate will still be accessible.

1880
03:16:43.626 --> 03:16:48.905
Nicole Fieser: But that's not going to come over automatically. That's gonna have to be done in the new. MyCOH time.

1881
03:16:52.336 --> 03:16:59.826
Nicole Fieser: Okay, you're welcome, Amanda Nathan, so they can't use the mobile app outside city premises.

1882
03:17:01.566 --> 03:17:08.606
Nicole Fieser: I am going to leave that to your team to answer. That's going to be based on Geo fencing.

1883
03:17:09.526 --> 03:17:15.955
Nicole Fieser: So, Nathan, there's specific rules on geofencing that up permit when it can be used and when it can't.

1884
03:17:16.276 --> 03:17:21.266
Nicole Fieser: But I'll let Jessica respond to it.

1885
03:17:27.286 --> 03:17:33.006
Nicole Fieser: Christian says, how are we to ensure that we keep the accuracy of the delegates under us?

1886
03:17:33.386 --> 03:17:38.535
Nicole Fieser: For example, in the event of a shift bid, or an employee transfer to another shift.

1887
03:17:38.866 --> 03:17:43.755
Nicole Fieser: How are we to ensure the employee gets moved to the proper delegate of authority?

1888
03:17:44.766 --> 03:17:50.895
Nicole Fieser: Christian? I I think I might have been unclear. So let me try again, and if I booger it up for you, tell me so.

1889
03:17:51.746 --> 03:18:03.176
Nicole Fieser: So, Christian, when we talk about delegating authority, we are delegating your authority as a manager or supervisor, so that you can go on leave. Go on vacation, you know, whatever you have to do.

1890
03:18:04.156 --> 03:18:09.576
Nicole Fieser: anybody that reports to you, Christian. If you delegate your supervisor task to Ramonda.

1891
03:18:10.316 --> 03:18:17.615
Nicole Fieser: your people are then going to, she's going to get to see your people until the delegation ends.

1892
03:18:17.796 --> 03:18:19.945
Nicole Fieser: So if there was a shift bid.

1893
03:18:20.596 --> 03:18:23.815
Nicole Fieser: she's gonna see that if they report to you.

1894
03:18:24.276 --> 03:18:28.845
Nicole Fieser: if the employee is going is getting permanently transferred.

1895
03:18:29.426 --> 03:18:32.806
Nicole Fieser: that's not you, anyway, that's going to happen elsewhere.

1896
03:18:33.246 --> 03:18:35.956
Nicole Fieser: Does that make sense? Or did I book her that up?

1897
03:18:47.996 --> 03:18:48.796
Nicole Fieser: Okay.

1898
03:18:53.596 --> 03:18:55.625
Nicole Fieser: you're welcome. You're welcome.

1899
03:18:58.336 --> 03:19:03.196
Nicole Fieser: Will UKG auto convert to MyCOH app for all Coh departments.

1900
03:19:04.066 --> 03:19:11.355
Nicole Fieser: I think Jessica's get Jessica's answering that for you. But again, just as a reminder, it's a new app. So if we're talking mobile.

1901
03:19:12.106 --> 03:19:14.466
Nicole Fieser: you're gonna need to download the new app, my friend.

1902
03:19:29.606 --> 03:19:35.656
Nicole Fieser: Oh, don't forget to hit save unlike the way you think.

1903
03:19:39.826 --> 03:19:41.046
Nicole Fieser: Alright, I'll

1904
03:19:41.906 --> 03:19:47.936
Nicole Fieser: that is actually what I had for you today. I am going to turn it over to Bb for wrap up.

1905
03:19:48.176 --> 03:19:51.506
Nicole Fieser: I'm gonna stop sharing, but I'll hang out and ask some questions.

1906
03:19:52.056 --> 03:19:55.866
Nicole Fieser: Don't go just yet. Don't go just yet. A couple things for you.

1907
03:19:59.376 --> 03:20:08.486
Nicole Fieser: I do have my email. And Bb is gonna wrap up, so don't go. Don't go. Don't go. Please give us like 5 more minutes. Y'all.

1908

03:20:10.776 --> 03:20:14.106
Nicole Fieser: I'm gonna stop sharing. I do have a

1909
03:20:16.416 --> 03:20:29.576
Nicole Fieser: survey for you to do so you can either say we did good for you or we didn't. So you get to do a survey. Bb, if you'd like to go ahead and wrap up and tell folks about additional information. Then I do want to post my email for reference.

1910
03:20:29.956 --> 03:20:32.055
Nicole Fieser: Bebe, the floor is yours, my friend.

1911
03:20:32.056 --> 03:20:34.996
BB Babalola: Sure. Thank you, Nikki. Can you hear me?

1912
03:20:34.996 --> 03:20:36.096
Nicole Fieser: We sure can.

1913
03:20:36.096 --> 03:20:39.290
BB Babalola: Okay, awesome. Nikki did address

1914
03:20:40.886 --> 03:21:00.466
BB Babalola: a lot of the logistical comments earlier on, but in case you missed it, if there are any questions that you asked here that we were not able to get to on the call, or maybe need additional information to get to? We will make sure that we include it in a frequently asked questions. Document.

1915
03:21:00.616 --> 03:21:03.726
BB Babalola: It will be available on the 17th

1916
03:21:04.181 --> 03:21:10.556
BB Babalola: and we will send an email out to all manager supervisors to let you know when that's available and where you can find it.

1917
03:21:10.716 --> 03:21:14.476
BB Babalola: We will also have the recordings.

1918
03:21:14.506 --> 03:21:41.226
BB Babalola: the presentation that Nikki provided, and all that fun stuff available for you on the 17th as well. We'll post it somewhere online and share a link with you. So keep an eye out for our email on or around the 17.th That's next Friday. We want to wait till all the courses are completed, so that everybody gets the same thing at one time.

1919
03:21:41.366 --> 03:21:55.125
BB Babalola: If you have the quick reference guides, I think somebody asked about that. Those will be posted as well, and they will be available on the mycoh time website to everyone on or

1920
03:21:55.156 --> 03:22:23.916
BB Babalola: before the 17th as well. So lots of these materials will be available to you. And if you have specific questions. Ch. Related questions. Feel free to send me an email. Send Jessica an email, a lot of you know, Duane, you can send Duane an email. And Nikki is going to provide her email as well. So if you have questions about navigation and things like that feel free to reach out to Nikki as well, but more resources and more documentation to come.

1921
03:22:25.996 --> 03:22:44.206
BB Babalola: If you have colleagues who are managers and supervisors who have not registered for or taking this course, please let them know that it is a required course in addition to the Tms courses. So it's not one or the other. There are 2 more sessions. There's 1 on the 9.th Tomorrow.

1922
03:22:44.346 --> 03:23:12.455
BB Babalola: They've got about 24Â min to register for the course tomorrow it does close at 4 Pm. The day before, and they can also register for the course. On the 14th there will be no additional courses being held. They will have to listen to the recording, which we do not encourage because they have. No, they don't have the ability to ask questions and things like that. So if you have colleagues who have not registered. Please encourage them to do so as soon as possible

1923
03:23:12.916 --> 03:23:20.536
BB Babalola: that I'll pass it back to you, Nikki, for the survey and and additional information. Thank you.

1924
03:23:22.616 --> 03:23:23.686
Nicole Fieser: Thank you, friend.

1925
03:23:24.516 --> 03:23:28.115
Nicole Fieser: Alright, everybody last little bit.

1926
03:23:29.826 --> 03:23:31.256
Nicole Fieser: If you would.

1927
03:23:31.416 --> 03:23:36.655
Nicole Fieser: We would love for you to consider giving a survey.

1928
03:23:36.876 --> 03:23:44.716
Nicole Fieser: If you want to grab your phone, grab a device and you can use this QR code. It's like 5 questions. Y'all, it should be pretty short.

1929
03:23:45.066 --> 03:23:47.126
Nicole Fieser: And then this is my email.

1930
03:23:47.546 --> 03:23:52.216
Nicole Fieser: I wanna make sure again that you guys know that my only concern is for you.

1931
03:23:52.556 --> 03:23:56.636
Nicole Fieser: So if there's something you're like, Hey, Nikki, we need to talk.

1932
03:23:56.776 --> 03:24:06.486
Nicole Fieser: feel free to reach out right. We don't need to be strangers. You don't need to be shy, you know. You've got your city Houston team. You've got your UKG team.

1933
03:24:07.056 --> 03:24:14.886
Nicole Fieser: We want to make you all successful. So my email feel free to jot it down. Please keep in touch. Let me know how I can serve you.

1934
03:24:15.226 --> 03:24:19.895
Nicole Fieser: and as you head out, please consider doing the survey. We would be grateful.

1935
03:24:32.176 --> 03:24:33.396
Nicole Fieser: You're welcome.

1936
03:24:36.436 --> 03:24:41.306
Nicole Fieser: you're welcome. And, Elizabeth, please know my examples were just my examples.

1937
03:24:41.516 --> 03:24:48.145
Nicole Fieser: They were just to kind of walk through. So don't you know, it was just to demonstrate. So your policies are still your policies, my friend.

1938
03:24:48.716 --> 03:24:53.406
Nicole Fieser: let me be sure to tell you this, I promise.

1939
03:24:55.966 --> 03:24:58.075
Nicole Fieser: Alright, everybody. Thank you so much.

1940
03:24:58.386 --> 03:25:02.036
Nicole Fieser: Thanks for hanging in there. Got you down a few minutes early.

1941
03:25:07.546 --> 03:25:10.305
Nicole Fieser: Appreciate your time, everybody. Thank you.

1942
03:25:14.006 --> 03:25:15.096
Nicole Fieser: Welcome.

1943
03:25:49.616 --> 03:25:53.286
Nicole Fieser: Thanks, everybody awesome. Really appreciate your kindness.

1944
03:25:54.516 --> 03:25:57.046
Nicole Fieser: Thank you. That's that's awesome. Y'all.