

WEBVTT

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00:00:00.226 --> 00:00:05.596

Nicole Fieser: Good morning. Everyone. Welcome to the MyCOH time training.

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00:00:05.716 --> 00:00:07.556

Nicole Fieser: My name is Nicole.

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00:00:07.666 --> 00:00:14.965

Nicole Fieser: Also I am called Nikki, so I will answer to Nicole or Nikki, and I will be your trainer for the day.

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00:00:15.426 --> 00:00:18.685

Nicole Fieser: We are excited to go ahead and get started.

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00:00:18.786 --> 00:00:25.325

Nicole Fieser: I know folks are still getting settled in. So we're gonna give everybody another minute to get into the session.

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00:00:25.816 --> 00:00:34.415

Nicole Fieser: But as you get in as you get settled for this training today, a couple of things to keep in mind. Okay.

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00:00:35.156 --> 00:00:41.555

Nicole Fieser: I think the 1st question of the day would be fair to say, Hey, is this really a 4 h training event.

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00:00:42.156 --> 00:00:56.145

Nicole Fieser: folks. This really is a 4 h training event. If we get done early, it might be by a couple of minutes, maybe right? I cannot promise that just yet, because we have a lot to talk about.

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00:00:56.556 --> 00:01:02.335

Nicole Fieser: So I am gonna ask that we start off by knowing that this is a full 4 h training.

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00:01:03.026 --> 00:01:08.195

Nicole Fieser: There is no lunch break built into this training session.

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00:01:09.226 --> 00:01:17.576

Nicole Fieser: We will take one short break. Our one and only break will be about a 15 min break

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00:01:18.626 --> 00:01:22.885

Nicole Fieser: like an hour and 40 h and 45 min from now.

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00:01:23.116 --> 00:01:28.756

Nicole Fieser: Okay, so I want to be really clear. I recognize it's a long day. It's a it's.

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00:01:28.996 --> 00:01:30.596

Nicole Fieser: It's early.

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00:01:30.836 --> 00:01:38.715

Nicole Fieser: Hopefully, you have some coffee, snacks, chocolates. I think chocolates makes life just a little bit easier.

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00:01:38.976 --> 00:01:46.675

Nicole Fieser: knowing that we will be going for the full 4 h, and that there is only one break built into our session this morning.

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00:01:47.386 --> 00:01:47.986

Nicole Fieser: Okay?

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00:01:48.946 --> 00:01:52.805

Nicole Fieser: With that being said, let's talk about why we're here

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00:01:52.996 --> 00:01:55.796

Nicole Fieser: right? Why are we here today.

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00:01:56.556 --> 00:02:04.926

Nicole Fieser: folks? This system, this new, MyCOH time system, is scheduled to go live on February 15, th

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00:02:05.316 --> 00:02:09.835

Nicole Fieser: and it is replacing your old Kronos system.

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00:02:09.956 --> 00:02:11.066

Nicole Fieser: Okay?

23

00:02:11.176 --> 00:02:15.676

Nicole Fieser: So I say, old Chronos system. But it's really your current Chronos system right

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00:02:17.286 --> 00:02:19.645

Nicole Fieser: again for those of you just joining us.

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00:02:19.826 --> 00:02:27.686

Nicole Fieser: February 15th is the go live replacing your Chronos system with the new. MyCOH time software.

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00:02:28.526 --> 00:02:32.626

Nicole Fieser: The good news of the day is that this is really an upgrade.

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00:02:32.756 --> 00:02:38.616

Nicole Fieser: So for those of you that know your current chrono system, I think the good news of the day is

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00:02:39.755 --> 00:02:43.815

Nicole Fieser: there's gonna be some familiarity here, not everything is gonna be brand new.

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00:02:44.055 --> 00:02:46.055

Nicole Fieser: I think you're gonna be okay.

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00:02:47.466 --> 00:02:50.175

Nicole Fieser: All right. I think you're gonna be just fine.

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00:02:54.206 --> 00:02:59.996

Nicole Fieser: Here's the deal. If you've already taken this training you've already attended. We had it. We've this is the

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00:03:00.356 --> 00:03:01.895

Nicole Fieser: 3rd training this week.

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00:03:02.977 --> 00:03:12.856

Nicole Fieser: You only have to attend my training once, but there is some free learning that everybody was assigned to do in your Tms system.

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00:03:13.476 --> 00:03:19.585

Nicole Fieser: So if you didn't complete the pre-learning, please stay. I want to be very clear. I want you all to stay.

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00:03:19.856 --> 00:03:26.855

Nicole Fieser: If you have not completed the Pre learning, I still need you to take it, even after attending this training. Okay.

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00:03:28.336 --> 00:03:35.955

Nicole Fieser: regardless you're here. I want you to be here. We're going to go through the system with a fine tooth phone. I apologize

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00:03:36.706 --> 00:03:41.725

Nicole Fieser: all right, and it should be a good day.

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00:03:42.316 --> 00:03:50.285

Nicole Fieser: So let's do this. What's in this course? Why are you here? Why did we ask you to come for 4 full hours?

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00:03:51.636 --> 00:03:57.665

Nicole Fieser: So we're gonna start off with the basics. And we're gonna build from there. We're gonna start by building

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00:03:58.046 --> 00:04:01.286

Nicole Fieser: and looking through our overall system.

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00:04:02.436 --> 00:04:11.205

Nicole Fieser: Yes, I have a presentation. Yes, we're gonna talk about this. Ultimately, you will get my presentation. Not today, though. Okay.

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00:04:13.046 --> 00:04:18.365

Nicole Fieser: but we are going to be in the MyCOH time environment. I think

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00:04:18.496 --> 00:04:29.205

Nicole Fieser: I think it's going to be a much more interesting day for you if we actually get to see the system and not just look at a Powerpoint presentation. So we're only going to use this presentation minimally.

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00:04:29.316 --> 00:04:35.045

Nicole Fieser: And then we're going to take a walk through the system together, beginning with navigation and notifications.

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00:04:35.386 --> 00:04:38.225

Nicole Fieser: Y'all, we're going to talk about navigating the home page.

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00:04:38.666 --> 00:04:42.766

Nicole Fieser: This is where we get to finally see

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00:04:43.206 --> 00:04:49.546

Nicole Fieser: where all the things that my company UKG has promised city of Houston

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00:04:49.816 --> 00:05:01.825

Nicole Fieser: gets realized, the efficiencies, the ease of access, that we have promised you, the actual users of the system. Today we're going to start to realize some of those promises.

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00:05:02.136 --> 00:05:07.076

Nicole Fieser: And we're gonna start to realize some of those promises through navigation.

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00:05:07.456 --> 00:05:13.026

Nicole Fieser: Okay, we're going to take a look at are notifications.

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00:05:13.256 --> 00:05:18.126

Nicole Fieser: We're gonna take a good, hard look at the notifications, because I think one of the big wins

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00:05:18.266 --> 00:05:26.025

Nicole Fieser: for you all at city of Houston is going to be. Look, you don't have to hunt down which of your employees have issues in a time card.

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00:05:26.396 --> 00:05:28.536

Nicole Fieser: You don't have to hunt down

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00:05:28.776 --> 00:05:33.126

Nicole Fieser: right? Who needs your attention. The system's gonna tell you

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00:05:33.336 --> 00:05:37.785

Nicole Fieser: in a much clearer way than your current Fronos environment.

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00:05:38.476 --> 00:05:45.586

Nicole Fieser: And then we're gonna spend some time on a data view. Y'all, I am very hopeful that by the time we get to data views

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00:05:48.916 --> 00:05:51.136

Nicole Fieser: that you're going to be super excited about it.

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00:05:51.556 --> 00:05:52.576

Nicole Fieser: Alright.

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00:05:53.376 --> 00:06:00.246

Nicole Fieser: from there. Y'all we're gonna get into scheduling. We're gonna get into scheduling. And we're gonna review the basics of schedules.

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00:06:01.546 --> 00:06:09.685

Nicole Fieser: Listen again for those of you that know your current chrono system. I'm hoping this is where you go. Oh, okay, this isn't so bad. I'm okay.

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00:06:10.716 --> 00:06:18.696

Nicole Fieser: Because while there are some differences, some great enhancements in the schedule, the schedule planner, to be more precise.

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00:06:19.196 --> 00:06:20.725

Nicole Fieser: some of it's the same.

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00:06:21.176 --> 00:06:31.475

Nicole Fieser: but we are going to go through the basics. Y'all, we're going to go through navigating the schedule, managing your schedule patterns, assigning shifts, and more

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00:06:33.236 --> 00:06:40.286

Nicole Fieser: after we go through. Scheduling is probably when we will take that one and only break for the day. Okay.

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00:06:40.926 --> 00:06:42.275

Nicole Fieser: that's gonna be it.

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00:06:42.386 --> 00:06:47.396

Nicole Fieser: And when we come back we might be finishing up schedules. And then we're going to move into timekeeping.

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00:06:48.336 --> 00:06:56.515

Nicole Fieser: And listen. I recognize that again. Many of you already do know your current Kronos environment. So do you need to know every single thing about a time card?

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00:06:57.776 --> 00:07:05.456

Nicole Fieser: Probably not. I'm gonna give you, you know, certainly the respect that you've earned to say. Look, I know some stuff about timekeeping already.

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00:07:06.126 --> 00:07:13.695

Nicole Fieser: But y'all, this is official UKG training, right? Official, you know, Kronos training, if you will.

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00:07:14.466 --> 00:07:16.985

Nicole Fieser: So we're going to go through our best practices

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00:07:17.386 --> 00:07:24.446

Nicole Fieser: right? I recognize not everybody in the room today has had the opportunity to have official Kronos training in the past.

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00:07:24.596 --> 00:07:42.185

Nicole Fieser: Well, today is official, MyCOH time training. We're gonna go through the best practices in terms of reviewing and managing punches. We're gonna talk about transfers and approving time cards and even running our standard reports

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00:07:44.146 --> 00:07:50.566

Nicole Fieser: from there at a very high level. We are going to touch base on some payroll processing type tasks.

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00:07:51.806 --> 00:08:01.705

Nicole Fieser: And y'all, we're not going to be going doing these things. We're not going to be performing sign off. We are not going to be performing historical corrections.

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00:08:03.286 --> 00:08:05.556

Nicole Fieser: There is a difference, though.

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00:08:05.716 --> 00:08:13.656

Nicole Fieser: as managers and supervisors of things that you all need to know versus the things that y'all are going to be doing.

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00:08:13.936 --> 00:08:19.545

Nicole Fieser: And while the majority of this training is absolutely focused on the things that y'all are going to be doing.

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00:08:19.746 --> 00:08:22.036

Nicole Fieser: There's a couple things you just need to know about.

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00:08:22.966 --> 00:08:29.076

Nicole Fieser: and that's going to be at a high level. We're going to talk about that sign off. We're gonna talk about those historic corrections.

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00:08:30.186 --> 00:08:33.005

Nicole Fieser: And then, as time allows

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00:08:33.336 --> 00:08:41.236

Nicole Fieser: folks, I do want to talk about delegation. I actually want to show you specifically how delegation is going to work in your new software.

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00:08:41.716 --> 00:08:47.206

Nicole Fieser: So if delegation is something that you're familiar with, and you're wondering, are we gonna talk about it. Yes.

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00:08:47.546 --> 00:08:55.305

Nicole Fieser: if you're not familiar with it, I'm gonna show it to you right. And I'm set up to show you how it all works very, very nicely

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00:08:57.086 --> 00:09:01.536

Nicole Fieser: mobile. I also want to talk about Mobile. I want to show you mobile.

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00:09:02.486 --> 00:09:06.375

Nicole Fieser: Okay, I think that's gonna be important for us to see.

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00:09:07.386 --> 00:09:11.735

Nicole Fieser: What does the new mobile application look like? How does geofencing work?

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00:09:11.986 --> 00:09:24.795

Nicole Fieser: Well, I'm gonna show you some really cool things today, y'all right that even some of the previous trainings didn't include. Because I really want you all to feel really good leaving here about the usability of the software.

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00:09:26.046 --> 00:09:28.236

Nicole Fieser: So that's why we're here

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00:09:28.726 --> 00:09:38.075

Nicole Fieser: hopefully that meets with your expectations. I will tell you. I am super excited to be here. I have looked forward to this week for months.

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00:09:39.686 --> 00:09:46.775

Nicole Fieser: Look, I've been working with your project team, and of course they've been working to get this system set up. But you all are the users.

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00:09:47.126 --> 00:09:52.925

Nicole Fieser: my one and only job today is to make sure you leave here

92

00:09:53.196 --> 00:10:06.806

Nicole Fieser: having a better understanding of the new system and making your life just a bit easier. That is my goal. I want you to be able to get into this new software. Do what you need to do and get on out.

93

00:10:08.336 --> 00:10:21.705

Nicole Fieser: because, frankly, as much as I love the software. My guess is, you all have real life jobs that you need to be doing, and you want to spend as little time as possible, completing these timekeeping and scheduling tasks.

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00:10:21.966 --> 00:10:24.096

Nicole Fieser: So that's what our focus is going to be.

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00:10:26.336 --> 00:10:29.146

Nicole Fieser: Alright. Y'all, let's do this.

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00:10:29.376 --> 00:10:31.296

Nicole Fieser: Not sure what happened there apologies.

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00:10:33.016 --> 00:10:36.616

Nicole Fieser: one of the most common questions. And let's just kind of take this off the table. Now.

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00:10:37.396 --> 00:10:40.146

Nicole Fieser: is this session being recorded? Yes.

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00:10:40.466 --> 00:10:51.936

Nicole Fieser: Will you have access to the recording. Yes, you will. Not until next week. Okay. So if I say something and you miss it, and you're like, Oh, my gosh! What did she say.

100

00:10:52.086 --> 00:11:00.615

Nicole Fieser: no worries. Next week you will be able to download this recording, and you will be able to listening to this. This course again. Okay.

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00:11:01.236 --> 00:11:08.166

Nicole Fieser: you will also receive my presentation. You will. Well, you'll be able to download my presentation.

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00:11:08.466 --> 00:11:09.436

Nicole Fieser: How's that?

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00:11:09.976 --> 00:11:22.686

Nicole Fieser: So again, if that's something that you're kind of wondering about, are you gonna be able to hear this course again? Will you have access to the presentation? Will there be some additional supporting materials? The answer is, yes.

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00:11:23.066 --> 00:11:24.636

Nicole Fieser: At the end of next week.

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00:11:24.766 --> 00:11:26.926

Nicole Fieser: How's that for you? Okay.

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00:11:27.126 --> 00:11:38.236

Nicole Fieser: so with that being said, y'all, knowing that this presentation is going to be accessible to you, let's very briefly touch base on this timekeeping process.

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00:11:38.336 --> 00:11:45.205

Nicole Fieser: I'm not gonna go through this with a fine tooth comb, because, yuck, how does this work?

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00:11:45.306 --> 00:11:48.315

Nicole Fieser: The new mycoh time system.

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00:11:49.816 --> 00:11:52.105

Nicole Fieser: You're gonna start by having a schedule.

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00:11:53.306 --> 00:12:02.346

Nicole Fieser: And yes, you will be responsible for inputting your people's schedules in the new. MyCOH time system.

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00:12:03.466 --> 00:12:10.985

Nicole Fieser: Schedules will not transfer from old Kronos into the new MyCOH time system.

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00:12:11.386 --> 00:12:19.025

Nicole Fieser: which is why you're coming to this training. Why, we wanted you all to take that pre learning. And again, if you didn't, that's okay. Just take it later.

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00:12:19.476 --> 00:12:27.906

Nicole Fieser: because that's going to be one of your very 1st tasks for the majority of folks in the room today you are going to be tasked with inputting your people's schedules

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00:12:28.796 --> 00:12:29.956

Nicole Fieser: regardless

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00:12:30.266 --> 00:12:34.976

Nicole Fieser: in order for the timekeeping system to do what we want it to do. Your folks should have a schedule

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00:12:35.726 --> 00:12:41.276

Nicole Fieser: from there. Your employees are gonna do what they do. They're gonna be punching in. They're gonna be punching out

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00:12:41.556 --> 00:12:45.645

Nicole Fieser: right our job as managers and supervisors.

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00:12:45.966 --> 00:12:54.206

Nicole Fieser: We're going to be reviewing our time cards for accuracy, managing requests right time off requests

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00:12:55.216 --> 00:13:00.565

Nicole Fieser: that sort of thing, and then ultimately, we will be approving our time cards.

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00:13:02.246 --> 00:13:07.136

Nicole Fieser: So our task today, then, is to walk through the overall timekeeping process.

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00:13:07.336 --> 00:13:14.975

Nicole Fieser: Now, we're not going to be following this process exactly, because I want to introduce you to your new system. We're going to start with the basics of navigation.

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00:13:19.086 --> 00:13:26.315

Nicole Fieser: Alright. Y'all hopefully that meets with your expectations. Hopefully, you feel okay as to why you were here today.

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00:13:26.836 --> 00:13:31.575

Nicole Fieser: Why, it's such a long training. There's a lot to talk about y'all.

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00:13:32.446 --> 00:13:37.506

Nicole Fieser: But listen, we're gonna try to have some fun along the way. I am not promising you Friday night fun.

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00:13:37.616 --> 00:13:41.605

Nicole Fieser: but y'all we we kind of need to have a few laughs along the way. Right?

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00:13:41.996 --> 00:13:43.316

Nicole Fieser: We're gonna be okay.

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00:13:43.436 --> 00:13:44.536

Nicole Fieser: You're gonna be okay.

128

00:13:45.846 --> 00:13:47.075

Nicole Fieser: Let's do this.

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00:13:47.416 --> 00:13:56.865

Nicole Fieser: So here's the story. I really am a big believer in looking at the system itself.

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00:13:57.906 --> 00:14:06.936

Nicole Fieser: So let's take a look, Kevin, are you able to see my login screen at this time?

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00:14:07.136 --> 00:14:08.066

Kevin Durrance: Yes, we are.

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00:14:08.506 --> 00:14:09.675

Nicole Fieser: Perfect. Thank you.

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00:14:10.206 --> 00:14:12.865

Nicole Fieser: Alright. Y'all. So here's what the login screen looks like.

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00:14:13.156 --> 00:14:18.706

Nicole Fieser: and for the purposes of this training I am logging in as Ted lasso.

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00:14:19.596 --> 00:14:26.395

Nicole Fieser: Please note as I go through this presentation. Oh, gosh! As I go through this presentation with y'all.

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00:14:27.046 --> 00:14:34.096

Nicole Fieser: we're looking at pretend data, Ted Lasso is not a real manager.

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00:14:34.806 --> 00:14:38.725

Nicole Fieser: right? If you know who Ted Lasso is, you can kind of get a chuckle on that, maybe.

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00:14:40.036 --> 00:14:51.655

Nicole Fieser: But please know I am not going to be showing any personal information. There's no one real that we're looking at that works for city of Houston. But if you are a TV watcher.

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00:14:53.276 --> 00:15:02.055

Nicole Fieser: Right? You might be able to identify some of our our characters that we're going to be working with today. So we'll have a little bit of fun for sure along the way.

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00:15:03.086 --> 00:15:09.225

Nicole Fieser: Alright. Y'all, I'm gonna log in as Ted Lasso. So I'm gonna put in username the password and I'm gonna go ahead and sign in.

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00:15:13.836 --> 00:15:14.836

Nicole Fieser: Great.

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00:15:16.766 --> 00:15:20.436

Nicole Fieser: Let's talk about what we see as we get signed in

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00:15:20.776 --> 00:15:27.235

Nicole Fieser: right. 1st thing I'd like to point out is in the upper left hand corner. You have the MyCOH time.

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00:15:27.426 --> 00:15:30.716

Nicole Fieser: It's telling us that we're in your environment.

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00:15:31.156 --> 00:15:36.685

Nicole Fieser: And for clarity. Y'all, this is your test environment. It's not your production environment, of course.

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00:15:37.085 --> 00:15:40.646

Nicole Fieser: Okay, underneath it says, welcome back Ted.

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00:15:41.106 --> 00:15:45.876

Nicole Fieser: It's a friendly little system, right? It's a friendly little system.

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00:15:46.016 --> 00:15:53.735

Nicole Fieser: So this is where we're going to get to see. Welcome back, Andrea! Right! Welcome back, Barbara! Welcome back, Brad!

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00:15:53.966 --> 00:15:59.915

Nicole Fieser: It's a friendly little system at its core, right beyond that, though

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00:16:01.466 --> 00:16:04.565

Nicole Fieser: this is known as our home screen.

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00:16:05.036 --> 00:16:09.476

Nicole Fieser: Your home screen is sometimes referenced as your dashboard.

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00:16:09.896 --> 00:16:15.726

Nicole Fieser: Okay, and your home screen. Your dashboard is filled with these tiles.

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00:16:16.976 --> 00:16:27.406

Nicole Fieser: Folks in my introduction I said that the big commitment from my company to city of Houston in this upgrade to the MyCOH time system

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00:16:28.086 --> 00:16:31.956

Nicole Fieser: is the efficiencies is the ease of access

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00:16:32.226 --> 00:16:36.026

Nicole Fieser: that we have promised to you. The actual users.

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00:16:36.996 --> 00:16:42.836

Nicole Fieser: The efficiencies are built in through the usability of these tiles.

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00:16:43.586 --> 00:16:47.195

Nicole Fieser: and there's a lot of tiles here. There's a lot of tiles

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00:16:47.316 --> 00:16:52.655

Nicole Fieser: here. We have tiles for managing. Our employees are managing time cards

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00:16:53.066 --> 00:16:57.305

Nicole Fieser: our managing schedule. We want to view our employee requests.

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00:16:58.056 --> 00:17:01.966

Nicole Fieser: and then we have tiles that pertain to Manager Ted

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00:17:02.856 --> 00:17:09.096

Nicole Fieser: right where he is responsible for punching where he can review his schedule

162

00:17:09.546 --> 00:17:13.495

Nicole Fieser: right where he can put in his time off. Request.

163

00:17:15.796 --> 00:17:16.866

Nicole Fieser: Alrighty.

164

00:17:17.896 --> 00:17:20.005

Nicole Fieser: So let's talk through these tiles. Y'all.

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00:17:21.296 --> 00:17:25.896

Nicole Fieser: these tiles are fantastic, and so let's let's review

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00:17:26.126 --> 00:17:30.205

Nicole Fieser: notice if you will within your tiles on your dashboard.

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00:17:30.566 --> 00:17:34.226

Nicole Fieser: Do you see? In the right hand corner y'all have 3 dots.

168

00:17:35.166 --> 00:17:41.655

Nicole Fieser: Y'all. Those 3 dots are officially called the Tile action. Menu.

169

00:17:43.176 --> 00:17:50.835

Nicole Fieser: Honestly, I don't care if you ever use that name ever again. Sounds so formal. Right? Tile action. Menu.

170

00:17:51.176 --> 00:17:52.836

Nicole Fieser: What does this do for you?

171

00:17:53.566 --> 00:17:58.606

Nicole Fieser: Well, if I go ahead and click on the 3 dots the tile action menu

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00:17:58.996 --> 00:18:02.755

Nicole Fieser: on the manage schedule tile. Notice, I get a refresh button.

173

00:18:03.586 --> 00:18:04.766

Nicole Fieser: What's that about?

174

00:18:06.006 --> 00:18:09.536

Nicole Fieser: Here's the thing I'm gonna do my very best

175

00:18:09.646 --> 00:18:13.846

Nicole Fieser: to sell you all today on using these tiles.

176

00:18:14.236 --> 00:18:16.426

Nicole Fieser: I want you to use these tiles.

177

00:18:17.366 --> 00:18:23.745

Nicole Fieser: Okay, do you have to, technically not. And we're gonna talk to talk about that, too.

178

00:18:24.716 --> 00:18:30.940

Nicole Fieser: However, there will be somebody in the room today that is sitting there thinking,

179

00:18:32.786 --> 00:18:35.845

Nicole Fieser: why should I trust the information in the tiles?

180

00:18:36.026 --> 00:18:41.466

Nicole Fieser: How often is the information displayed here updated?

181

00:18:41.796 --> 00:18:43.316

Nicole Fieser: Is it current?

182

00:18:43.496 --> 00:18:50.256

Nicole Fieser: Is it not current? How often does it get updated. Should I trust the data being displayed?

183

00:18:51.366 --> 00:18:54.455

Nicole Fieser: It's actually one of the most common questions. Okay?

184

00:18:54.876 --> 00:18:57.416

Nicole Fieser: And let's take it off the table

185

00:18:58.366 --> 00:19:10.866

Nicole Fieser: in the way back resources. Part of your brain, please know. Kind of just put it back there. Then, in the background of the software there is always background processors running

186

00:19:11.116 --> 00:19:21.735

Nicole Fieser: and the background processors are constantly running, so that you really can feel comfortable, that you are pretty much, always looking at the latest and greatest information displayed in the tiles.

187

00:19:22.176 --> 00:19:26.935

Nicole Fieser: and I intend to prove that to you before our time together is over.

188

00:19:28.586 --> 00:19:31.556

Nicole Fieser: However, if you are a doubting Nelly.

189

00:19:32.006 --> 00:19:36.975

Nicole Fieser: I am a doubting Nelly, right where I say, oh.

190

00:19:37.146 --> 00:19:40.425

Nicole Fieser: this this tile's not been updated for a while.

191

00:19:40.726 --> 00:19:41.646

Nicole Fieser: Right?

192

00:19:42.426 --> 00:19:44.255

Nicole Fieser: If you want.

193

00:19:44.486 --> 00:19:50.395

Nicole Fieser: you have the ability to click on the 3 dots that tile action menu and go ahead and click on refresh.

194

00:19:51.296 --> 00:19:59.156

Nicole Fieser: And now we can see that it's been updated at 9 21, right? So I can feel reassured that I'm looking at the latest and the greatest.

195

00:19:59.826 --> 00:20:03.556

Nicole Fieser: Must you click on refresh? Absolutely not.

196

00:20:03.906 --> 00:20:09.205

Nicole Fieser: can you? If you're a doubting Nelly, like I'm a doubting, Nelly sure. Feel free.

197

00:20:09.726 --> 00:20:14.086

Nicole Fieser: Okay, what else do we get to see within these tiles?

198

00:20:14.516 --> 00:20:22.336

Nicole Fieser: Notice if you will. We also get these broken bent right facing arrows.

199

00:20:24.716 --> 00:20:32.966

Nicole Fieser: If you want to access all of your employees, time cards, you can click on this broken or bent right facing arrow.

200

00:20:33.336 --> 00:20:40.926

Nicole Fieser: And when we do that that's going to take us to see all the time cards of the people that you are responsible for.

201

00:20:41.566 --> 00:20:50.125

Nicole Fieser: So in this case, when I click on that broken or bent right facing Arrow. I'm now looking at one of 16 time cards

202

00:20:50.766 --> 00:20:59.796

Nicole Fieser: where I can go ahead and scroll on through, and I can see coach beard. I can see Carmie right? I can see Trent Crim.

203

00:21:00.286 --> 00:21:03.685

Nicole Fieser: I can scroll through my employees. Time cards.

204

00:21:05.096 --> 00:21:05.996

Nicole Fieser: Okay.

205

00:21:06.316 --> 00:21:09.495

Nicole Fieser: The same would be true in the manage schedule tile.

206

00:21:09.906 --> 00:21:13.526

Nicole Fieser: If you want to access all of your employees schedules

207

00:21:13.826 --> 00:21:25.025

Nicole Fieser: right? You want to see what's going on with their schedules. You can click on this broken bench right facing arrow next to manage schedule. And that's gonna allow you to access all of your people's schedules.

208

00:21:25.976 --> 00:21:26.686

Nicole Fieser: Okay?

209

00:21:28.266 --> 00:21:29.346

Nicole Fieser: So there we are.

210

00:21:30.606 --> 00:21:32.016

Nicole Fieser: Here's the thing, though

211

00:21:34.076 --> 00:21:43.206

Nicole Fieser: in real life do we always want to see all of our people's time cards in real life? Do we always want to see all of our people's schedules.

212

00:21:46.096 --> 00:21:47.755

Nicole Fieser: Probably not.

213

00:21:48.586 --> 00:21:59.356

Nicole Fieser: So notice if we look at this and manage time cards tile. For example, if you just want to focus on the time cards that need your attention, the things that we must fix.

214

00:21:59.516 --> 00:22:02.305

Nicole Fieser: the things that we must review.

215

00:22:02.836 --> 00:22:09.545

Nicole Fieser: You can click on the associated little blue arrows to just see specific information

216

00:22:10.256 --> 00:22:12.915

Nicole Fieser: what time cards do need to be fixed.

217

00:22:13.256 --> 00:22:20.366

Nicole Fieser: If I want to see who is soon to be leaving, I could go ahead and click on the leaving on the minute schedule.

218

00:22:21.706 --> 00:22:26.855

Nicole Fieser: So I think your takeaway as we get underway here, folks, is that your tiles

219

00:22:27.616 --> 00:22:32.185

Nicole Fieser: allow you to focus on exactly what you wish to focus on. Right.

220

00:22:32.466 --> 00:22:38.415

Nicole Fieser: You can either go into all of your time cards, all of your schedules, all of your notifications.

221

00:22:38.696 --> 00:22:45.266

Nicole Fieser: or you can choose to drill down to just what needs your attention or what you need to know more about.

222

00:22:45.706 --> 00:22:49.546

Nicole Fieser: Okay, this is where some of those efficiencies are built.

223

00:22:50.946 --> 00:22:55.346

Nicole Fieser: However, I think y'all are just being super polite this morning.

224

00:22:57.606 --> 00:23:04.065

Nicole Fieser: I am willing to bet there is somebody in the room sitting here today. That's just being really nice to me.

225

00:23:04.436 --> 00:23:09.676

Nicole Fieser: but secretly kind of thinking to themselves, yeah, I love it.

226

00:23:10.946 --> 00:23:14.126

Nicole Fieser: I don't love those tiles right.

227

00:23:15.066 --> 00:23:24.896

Nicole Fieser: If you're like, Okay, I hear you. I I'm I'm starting to pick up what you're putting down in terms of these tiles that you know we want ideally, you to use them. But you're not a fan.

228

00:23:26.326 --> 00:23:33.646

Nicole Fieser: Okay, that's okay. Because notice, if you will. In the upper left hand corner of the screen

229

00:23:34.126 --> 00:23:41.826

Nicole Fieser: you see those 3 lines, those 3 lines are officially called the Hamburger menu right.

230

00:23:42.176 --> 00:23:45.915

Nicole Fieser: And if you go ahead and click on that hamburger menu

231

00:23:47.826 --> 00:23:50.675

Nicole Fieser: that's going to open up the main menu on the left.

232

00:23:51.276 --> 00:23:56.286

Nicole Fieser: Every tool that you as a user will have access to

233

00:23:56.396 --> 00:23:59.546

Nicole Fieser: can be found in that main menu on the left.

234

00:24:00.436 --> 00:24:07.515

Nicole Fieser: right. So if you don't like this manage schedule tile. Okay, you can look underneath schedule and click here to schedule planner.

235

00:24:09.596 --> 00:24:17.996

Nicole Fieser: This is a much more user, friendly interface than your current Kronos environment. And it's your choice

236

00:24:18.966 --> 00:24:21.116

Nicole Fieser: how you want to use the software.

237

00:24:21.606 --> 00:24:28.036

Nicole Fieser: If you want to see if you want to use the tiles. Great, we're going to use a lot of tiles today.

238

00:24:31.876 --> 00:24:37.825

Nicole Fieser: if you're like, Nope, don't love the tiles. I want to use that. That menu on the left. That's cool, too.

239

00:24:39.036 --> 00:24:48.656

Nicole Fieser: Okay, here's the thing for the purposes of this training. Y'all for the purposes of today

240

00:24:48.986 --> 00:24:51.246

Nicole Fieser: I'm gonna be using both.

241

00:24:51.796 --> 00:24:56.836

Nicole Fieser: I am trying to show you, though, that the tiles are easier. Okay.

242

00:24:56.996 --> 00:25:03.405

Nicole Fieser: but because I know there will be some people in the room they'll be like, no, no, I like this menu on left. We're gonna look at that, too.

243

00:25:03.936 --> 00:25:08.226

Nicole Fieser: I will say what I do like about the menu on the left is the search field

244

00:25:08.366 --> 00:25:11.816

Nicole Fieser: right? I'm gonna go ahead and pick on Naomi for no good reason.

245

00:25:12.056 --> 00:25:16.005

Nicole Fieser: What if Naomi has a tool? I don't know why that happened?

246

00:25:16.366 --> 00:25:17.456

Nicole Fieser: Sorry. Y'all.

247

00:25:17.746 --> 00:25:23.766

Nicole Fieser: What if Naomi has a tool that she likes very much in her current furnace environment.

248

00:25:23.926 --> 00:25:27.716

Nicole Fieser: Maybe she has a reconciled time card, genie that she really likes.

249

00:25:28.146 --> 00:25:34.326

Nicole Fieser: Or maybe there's a standard report a time detail report or an exceptions report.

250

00:25:34.616 --> 00:25:36.415

Nicole Fieser: And she's thinking to herself.

251

00:25:36.806 --> 00:25:44.286

Nicole Fieser: okay, in this new environment. I don't know where these things are found. So could she start typing in specific things.

252

00:25:45.396 --> 00:25:49.755

Nicole Fieser: and the system's then gonna return to her underneath. Yes.

253

00:25:50.636 --> 00:25:58.735

Nicole Fieser: so I will say. What I think is valuable, valuable about this main menu is the search field. As you start to get comfortable with this new software.

254

00:26:02.346 --> 00:26:03.726

Nicole Fieser: I think that's cool.

255

00:26:04.186 --> 00:26:07.326

Nicole Fieser: The other thing I do want to point out, is the sign out.

256

00:26:08.596 --> 00:26:12.955

Nicole Fieser: y'all you are officially in UKG training.

257

00:26:13.236 --> 00:26:18.266

Nicole Fieser: I'm a trainer. A trainer by definition is a pain in the you know what?

258

00:26:18.576 --> 00:26:19.536

Nicole Fieser: Right.

259

00:26:20.066 --> 00:26:22.586

Nicole Fieser: So let me be a pain in the you know what?

260

00:26:23.266 --> 00:26:25.325

Nicole Fieser: As a gentle reminder.

261

00:26:26.026 --> 00:26:33.336

Nicole Fieser: I recognize that many of us get pretty darn comfortable just xing out of an application.

262

00:26:35.126 --> 00:26:36.006

Nicole Fieser: Okay.

263

00:26:38.786 --> 00:26:45.096

Nicole Fieser: best practice is to sign out, and the sign out is here in the main menu on the left.

264

00:26:45.676 --> 00:26:54.735

Nicole Fieser: Now, is it really a terrible thing if you were to X out. It's not the end of the world. Y'all, I'm not gonna pretend it is, but still we're talking through best practices

265

00:26:55.476 --> 00:26:56.746

Nicole Fieser: sign out y'all.

266

00:26:56.956 --> 00:26:57.806

Nicole Fieser: Okay.

267

00:26:58.676 --> 00:27:00.725

Nicole Fieser: What else do we get to see here?

268

00:27:01.986 --> 00:27:03.705

Nicole Fieser: What else do we get to see here?

269

00:27:04.166 --> 00:27:11.005

Nicole Fieser: If we continue our journey across the top of the screen. Not only do we have that hamburger menu that opens up the main menu.

270

00:27:11.236 --> 00:27:15.185

Nicole Fieser: but we do have our home icon, our house. Icon.

271

00:27:17.266 --> 00:27:21.756

Nicole Fieser: Okay, let's talk about our house. Icon.

272

00:27:23.536 --> 00:27:25.166

Nicole Fieser: This is the home button.

273

00:27:25.286 --> 00:27:32.036

Nicole Fieser: This home button is accessible on every single page in the software.

274

00:27:33.106 --> 00:27:34.615

Nicole Fieser: And that's a good thing

275

00:27:36.636 --> 00:27:43.046

Nicole Fieser: right? We've been doing these trainings all week, y'all. And somebody earlier earlier this week said.

276

00:27:43.146 --> 00:27:49.685

Nicole Fieser: Oh, my gosh, you use that home button like 200 times. Yeah, right? It's a good tool.

277

00:27:50.356 --> 00:27:51.545

Nicole Fieser: So listen.

278

00:27:53.086 --> 00:28:06.175

Nicole Fieser: one of your takeaways from today. I'm going to invite you when you get access. Probably next week. Many of you are going to actually start getting access next week to start inputting some of your employees schedules.

279

00:28:06.476 --> 00:28:07.506

Nicole Fieser: Right?

280

00:28:08.416 --> 00:28:16.785

Nicole Fieser: I'm gonna ask you to go in and start exploring. And I'm gonna want you to explore your time cards and your schedules and your data views.

281

00:28:18.306 --> 00:28:24.486

Nicole Fieser: Anytime you want to come back home back to your dashboard. Just remember that home, icon.

282

00:28:24.936 --> 00:28:32.335

Nicole Fieser: and y'all we probably will use it with no exaggeration 40 or 50 times during this training. That's how important it is

283

00:28:34.016 --> 00:28:40.386

Nicole Fieser: from there. What else do we get to see? Let's continue our journey to the right. Let's talk about the magnifying glass

284

00:28:42.626 --> 00:28:47.226

Nicole Fieser: for those of you that know your current Kronos environments.

285

00:28:47.876 --> 00:28:52.336

Nicole Fieser: I'm willing to bet that one of the most often used tool

286

00:28:52.496 --> 00:28:59.116

Nicole Fieser: that you regularly work with is the quick find genie right

287

00:28:59.766 --> 00:29:05.735

Nicole Fieser: the quick find genie that allows you to find employees by their name by their id right?

288

00:29:06.946 --> 00:29:10.196

Nicole Fieser: If you are somebody that uses the quick, find genie.

289

00:29:10.466 --> 00:29:17.605

Nicole Fieser: the 1st bit of news of the day is that the quick find genie is gone. It does not exist in the new software.

290

00:29:18.546 --> 00:29:25.955

Nicole Fieser: The quick find genie has been replaced by the employee. Search this magnifying glass.

291

00:29:26.566 --> 00:29:27.696

Nicole Fieser: Alrighty.

292

00:29:28.266 --> 00:29:31.215

Nicole Fieser: So let's talk about

293

00:29:32.266 --> 00:29:37.435

Nicole Fieser: the employee. Search. I would like to go ahead and pick on. I'm gonna pick on Craig.

294

00:29:41.806 --> 00:29:42.796

Nicole Fieser: Right.

295

00:29:46.096 --> 00:29:50.995

Nicole Fieser: let's pretend that I come to work for Craig, and I see Craig walking down the hall.

296

00:29:51.796 --> 00:29:58.516

Nicole Fieser: Alright. I see Craig walking down the hall, and I say, Oh, bad news, Supervisor Craig.

297

00:30:00.366 --> 00:30:02.956

Nicole Fieser: I forgot to punch out when I left yesterday.

298

00:30:04.106 --> 00:30:09.485

Nicole Fieser: and Craig says to me, Nikki, it is part of your job to remember to punch out.

299

00:30:10.226 --> 00:30:15.515

Nicole Fieser: so please make sure you're doing that. But sure I'll fix your time card. What time did you leave?

300

00:30:16.126 --> 00:30:20.516

Nicole Fieser: And I tell him that I left at like 5, 30, or whatever I tell Manager Craig.

301

00:30:21.416 --> 00:30:22.786

Nicole Fieser: here's the thing.

302

00:30:23.196 --> 00:30:29.826

Nicole Fieser: When Craig goes back to his desk and has to fix my time card. Does he always need to find

303

00:30:31.076 --> 00:30:33.065

Nicole Fieser: everybody that reports to them?

304

00:30:33.646 --> 00:30:39.696

Nicole Fieser: Is he? Gonna go ahead and click on this broken bent, right facing arrow to access all people's time cards?

305

00:30:40.086 --> 00:30:45.195

Nicole Fieser: Or does he just need to find me the troublemaker that can't figure out how to get

306

00:30:45.706 --> 00:30:48.636

Nicole Fieser: their punches in correctly.

307

00:30:49.616 --> 00:30:57.815

Nicole Fieser: In this case, Craig is gonna need to find just me the troublemaker. And that's going to be the value, then of the employee. Search.

308

00:30:59.436 --> 00:31:05.725

Nicole Fieser: Okay? Because when I go ahead and click on the employee search. That's gonna open up a search field, y'all.

309

00:31:06.466 --> 00:31:11.865

Nicole Fieser: And in the search field you're gonna look for your employee. I'm gonna look for coach beard.

310

00:31:12.916 --> 00:31:14.585

Nicole Fieser: and I'm going to click search

311

00:31:16.586 --> 00:31:20.506

Nicole Fieser: from there. I'm going to go ahead and check off good old Coach Beard's name.

312

00:31:21.826 --> 00:31:24.756

Nicole Fieser: and then I'm going to use this. Go to control.

313

00:31:25.146 --> 00:31:30.655

Nicole Fieser: From here Craig would be able to go to my time card to fix my time card.

314

00:31:32.136 --> 00:31:38.256

Nicole Fieser: He might come here to schedule. Maybe he decides it's a scheduling issue, right?

315

00:31:39.796 --> 00:31:43.335

Nicole Fieser: Maybe Craig starts to be suspicious.

316

00:31:43.796 --> 00:31:46.265

Nicole Fieser: Maybe he starts to think, huh!

317

00:31:46.486 --> 00:31:53.565

Nicole Fieser: Nikki is regularly telling me that she quote forgets to punch out on Wednesdays.

318

00:31:53.996 --> 00:32:02.985

Nicole Fieser: and maybe my manager is now suspicious that I'm leaving early and telling people I'm forgetting to punch. So nobody knows I'm leaving early.

319

00:32:03.516 --> 00:32:08.255

Nicole Fieser: So maybe Craig wants to run a report around my workforce behavior.

320

00:32:09.216 --> 00:32:12.536

Nicole Fieser: Regardless, he's gonna need to fix my time card.

321

00:32:13.356 --> 00:32:14.256

Nicole Fieser: Okay.

322

00:32:15.476 --> 00:32:18.556

Nicole Fieser: Would that come up on the must fix? Yep.

323

00:32:18.956 --> 00:32:24.916

Nicole Fieser: Would Craig also likely receive a notification that I had a missed punch? Yep.

324

00:32:25.516 --> 00:32:34.936

Nicole Fieser: but still, when I see him walking down the hall. I might say to him, Hey, I forgot to punch. Could you fix it? And he's still gonna come in and fix my time card.

325

00:32:36.066 --> 00:32:37.126

Nicole Fieser: Okay?

326

00:32:37.456 --> 00:32:44.285

Nicole Fieser: My point is, y'all you have the ability to get to where you need to be with fewer clicks.

327

00:32:45.596 --> 00:32:47.956

Nicole Fieser: Okay? With more efficiency.

328

00:32:48.086 --> 00:32:53.795

Nicole Fieser: Yeah, Miss Punches are gonna show up on the manage time cards tile. We're gonna definitely be talking about that.

329

00:32:55.615 --> 00:33:00.476

Nicole Fieser: But on the employee search you're gonna go ahead and search for the person that you want to see

330

00:33:01.556 --> 00:33:07.725

Nicole Fieser: right, and I'll use Trent think that's his name.

331

00:33:10.925 --> 00:33:15.886

Nicole Fieser: We use Brazado. I know that she's there, or he's there.

332

00:33:17.036 --> 00:33:21.576

Nicole Fieser: I could check off the employee, use the go to control and get to where I need to be.

333

00:33:23.186 --> 00:33:24.136

Nicole Fieser: Okay.

334

00:33:25.706 --> 00:33:31.935

Nicole Fieser: Alright, Karen, Karen had said, when it. Come on on, must fix. I see a question pop up. Yep, it would.

335

00:33:32.226 --> 00:33:40.755

Nicole Fieser: but still still I, as a responsible sort of responsible employee, might go tell Craig, my manager, hey? I forgot to punch.

336

00:33:42.316 --> 00:33:48.725

Nicole Fieser: and I think Clemelia says, why wouldn't employees automatically populate appear in a dropdown under employee search

337

00:33:49.786 --> 00:34:03.556

Nicole Fieser: because the purpose of the employee. Search is that you don't have to do scrolling. The purpose of the employee searches for you to locate exactly who you need to work with, to go to their time, to card, to go to their schedule, to run an individual report.

338

00:34:04.326 --> 00:34:05.186

Nicole Fieser: Thanks

339

00:34:08.896 --> 00:34:16.586

Nicole Fieser: now, familiar. If you would like to see all of your people in this dropdown, you can right?

340

00:34:16.846 --> 00:34:19.685

Nicole Fieser: So notice, here's everybody. How do I do that?

341

00:34:19.816 --> 00:34:22.426

Nicole Fieser: If you want to see everybody in that dropdown

342

00:34:22.796 --> 00:34:28.416

Nicole Fieser: you can type in of the little star, the little asterisk and type in search.

343

00:34:28.676 --> 00:34:32.645

Nicole Fieser: And there you would see all the people that report to you in that dropdown.

344

00:34:33.436 --> 00:34:39.315

Nicole Fieser: That's not really the intention, but you can use it. How you see fit. Okay.

345

00:34:42.566 --> 00:34:45.555

Nicole Fieser: right? I'm hoping y'all like the employee search.

346

00:34:45.996 --> 00:34:51.496

Nicole Fieser: It's easier to use than the old quick. Find genie in your current Kronos environment.

347

00:34:56.686 --> 00:35:01.335

Nicole Fieser: So I'm kind of excited about it. I'm hoping hoping y'all are, too.

348

00:35:07.226 --> 00:35:08.855

Nicole Fieser: What else do we get to see

349

00:35:11.696 --> 00:35:15.206

Nicole Fieser: you guys, I like sayings, you know, like.

350

00:35:15.596 --> 00:35:17.785

Nicole Fieser: I like sayings very, very much.

351

00:35:19.796 --> 00:35:20.856

Nicole Fieser: Okay.

352

00:35:23.096 --> 00:35:25.966

Nicole Fieser: When we look at this system.

353

00:35:26.766 --> 00:35:30.806

Nicole Fieser: I think it's important that we know about going fish.

354

00:35:31.686 --> 00:35:40.506

Nicole Fieser: You know that saying that saying that goes something like, if you feed the person a fish they eat for the day versus. If you teach the person how to fish

355

00:35:40.676 --> 00:35:44.505

Nicole Fieser: for themselves, they eat for a lifetime, or something like that.

356

00:35:45.156 --> 00:35:48.445

Nicole Fieser: right? There's some some saying like that.

357

00:35:49.196 --> 00:35:55.246

Nicole Fieser: I feel that it is my job to serve you by teaching you to go fish.

358

00:35:55.656 --> 00:35:57.016

Nicole Fieser: So let's go. Fish.

359

00:35:57.526 --> 00:35:58.976

Nicole Fieser: What do I mean by that?

360

00:35:59.296 --> 00:36:05.375

Nicole Fieser: One of the most common questions is, where can I go for additional information?

361

00:36:05.656 --> 00:36:06.556

Nicole Fieser: Right?

362

00:36:07.296 --> 00:36:15.185

Nicole Fieser: Sure. I know many of you did take your pre learning, and if you didn't take your your pre learning prior to this training. Hopefully, you will take it up

363

00:36:15.346 --> 00:36:16.216

Nicole Fieser: after

364

00:36:16.776 --> 00:36:24.416

Nicole Fieser: I'm so grateful that you're attending this training, and I am going to give you my email address, and I'm hoping you'll stay in touch as you as you wish.

365

00:36:25.716 --> 00:36:33.845

Nicole Fieser: equally, though I know there's a lot of people in the room that are gonna wanna resolve any questions or problems they might be experiencing for themselves.

366

00:36:34.126 --> 00:36:37.366

Nicole Fieser: And how can you do that through online help?

367

00:36:38.426 --> 00:36:39.326

Nicole Fieser: Okay?

368

00:36:39.616 --> 00:36:44.496

Nicole Fieser: So if we go ahead and click on that cute little question mark. Next to that employee search.

369

00:36:45.536 --> 00:36:48.515

Nicole Fieser: this is going to open up online help.

370

00:36:49.066 --> 00:36:52.575

Nicole Fieser: And y'all, I think online help is fantastic.

371

00:36:54.136 --> 00:37:01.505

Nicole Fieser: Okay, the help that immediately defaults is based on the screen that you're on.

372

00:37:02.236 --> 00:37:08.596

Nicole Fieser: I just clicked on that question. Mark here on our home screen here on our dashboard.

373

00:37:09.336 --> 00:37:10.356

Nicole Fieser: Okay?

374

00:37:11.346 --> 00:37:13.215

Nicole Fieser: So when we look at this.

375

00:37:13.726 --> 00:37:21.416

Nicole Fieser: we get to see some introductory videos. Hey, you want to learn more. Here's a video on navigation and overview for managers.

376

00:37:21.676 --> 00:37:23.936

Nicole Fieser: Here's how we punch in and out.

377

00:37:25.576 --> 00:37:30.866

Nicole Fieser: If, for example, I'm going to go to the schedule, just so we can see the difference. Y'all.

378

00:37:32.356 --> 00:37:37.236

Nicole Fieser: if I'm on the schedule and I click on online help.

379

00:37:37.906 --> 00:37:46.256

Nicole Fieser: we're going to see online health topics related to schedules makes sense. Right.

380

00:37:46.636 --> 00:37:51.926

Nicole Fieser: So the default helps are going to be based on where you opened it from.

381

00:37:53.786 --> 00:38:02.866

Nicole Fieser: However, there is this really great browse. Help button pretty.

382

00:38:03.456 --> 00:38:09.046

Nicole Fieser: I would like to go ahead and pick on. Oh, I'm gonna go ahead and pick on David.

383

00:38:11.196 --> 00:38:12.826

Nicole Fieser: What if David

384

00:38:12.946 --> 00:38:23.635

Nicole Fieser: he takes this training? David did the pre learning, and then, a couple of weeks ago, live right on February. You know that by the middle of February, when you all are going live.

385

00:38:24.036 --> 00:38:28.276

Nicole Fieser: David is looking in the system, and he thinks to himself, Oh, my gosh!

386

00:38:29.096 --> 00:38:32.665

Nicole Fieser: I remember that girl telling us about all the different colors.

387

00:38:33.366 --> 00:38:38.895

Nicole Fieser: and how important all the different colors are and what they mean. But I suddenly don't remember.

388

00:38:40.186 --> 00:38:48.886

Nicole Fieser: So maybe David, sitting there thinking, what do all the colors in a time, card or schedule mean y'all.

389

00:38:49.096 --> 00:38:50.725

Nicole Fieser: Do you see this browse? Help

390

00:38:52.046 --> 00:39:01.455

Nicole Fieser: on any of the from any screen? You can click on that question. Mark, click on browse, help, and you will get some default, help topics, including a glossary of terms.

391

00:39:01.926 --> 00:39:06.656

Nicole Fieser: You can get mobile help. So if you're curious about Mobile, there's some information there.

392

00:39:07.246 --> 00:39:14.796

Nicole Fieser: But if David is sitting there curious about what all the different colors in a time, card or schedule means. He might just come to

393

00:39:15.046 --> 00:39:18.206

Nicole Fieser: the search field and type in the word colors.

394

00:39:20.056 --> 00:39:22.326

Nicole Fieser: and when we go ahead and type in colors

395

00:39:23.886 --> 00:39:32.176

Nicole Fieser: in the order of likely importance, we're going to get to see current time and visual cues and

396

00:39:32.346 --> 00:39:37.455

Nicole Fieser: all the colors in the time card or schedule are going to be explained here.

397

00:39:39.456 --> 00:39:42.216

Nicole Fieser: Y'all. Online help is fantastic.

398

00:39:42.636 --> 00:39:47.816

Nicole Fieser: It's a way for you to figure out kind of your own stuff without having to panic.

399

00:39:48.856 --> 00:39:55.536

Nicole Fieser: It's a great repository of information at your fingertips, and really, quickly.

400

00:39:56.426 --> 00:40:00.035

Nicole Fieser: you can go ahead and print any of your help screens.

401

00:40:00.836 --> 00:40:06.673

Nicole Fieser: And, David, I'm gonna be done picking on you here in just a second, I promise.

402

00:40:07.176 --> 00:40:10.966

Nicole Fieser: If David thinks this is a really great topic.

403

00:40:11.676 --> 00:40:16.316

Nicole Fieser: and he wants to save the link to this help screen.

404

00:40:16.746 --> 00:40:22.115

Nicole Fieser: He can save this link, and he can even access it.

405

00:40:22.756 --> 00:40:25.416

Nicole Fieser: I appreciate it. Thanks, David.

406

00:40:25.876 --> 00:40:34.176

Nicole Fieser: He can even access this help screen. Once he saved it elsewhere without even being logged in.

407

00:40:35.976 --> 00:40:36.986

Nicole Fieser: Okay.

408

00:40:37.996 --> 00:40:51.166

Nicole Fieser: I am a fan of the help screens again from anywhere in the software, you can click on that cute little question mark specific help topics will show up based on the screen that you clicked on. But you can always click on browse help.

409

00:40:53.676 --> 00:40:54.566

Nicole Fieser: Okay?

410

00:40:54.786 --> 00:41:06.225

Nicole Fieser: And just so, we know the color schemes that you see they are what they are. A lot of the color schemes that you see are based on configuration choices that your Admins have made

411

00:41:06.526 --> 00:41:09.025

Nicole Fieser: some of them default from UKG.

412

00:41:09.536 --> 00:41:13.775

Nicole Fieser: But no, you guys cannot change your colors. They are what they are.

413

00:41:14.496 --> 00:41:19.946

Nicole Fieser: Okay. Either system driven or your Admins made some choices.

414

00:41:23.616 --> 00:41:26.436

Nicole Fieser: I'm hoping some of you really like the online help.

415

00:41:26.886 --> 00:41:35.426

Nicole Fieser: So if somebody tells you to go fish, don't be offended. You can say, Oh, yeah, Nikki told us, go, fish means go go to online help.

416

00:41:37.706 --> 00:41:48.166

Nicole Fieser: Alright. Y'all, I really am excited. I'm hoping that that's a nice resource. There's job Aids in online help. There's videos in online out that it's just a nice repository.

417

00:41:51.246 --> 00:41:54.516

Nicole Fieser: Okay, I'm not seeing any any outstanding questions.

418

00:41:55.956 --> 00:42:00.126

Nicole Fieser: Think we'll move on right.

419

00:42:01.289 --> 00:42:13.215

Nicole Fieser: And Hugo sent a comment. Thanks, Hugo. I like when we get to y'all give me some feedback. So thank you for that. Hugo says, yeah, this new system already looks much more user. Friendly, right? Thanks, Hugo.

420

00:42:16.576 --> 00:42:20.495

Nicole Fieser: Let's keep going. Let's talk about notifications.

421

00:42:21.616 --> 00:42:26.126

Nicole Fieser: So let me acknowledge, let me start by acknowledging

422

00:42:26.316 --> 00:42:30.905

Nicole Fieser: that in your current Kronos environment you have some notifications.

423

00:42:31.556 --> 00:42:38.825

Nicole Fieser: but honestly, y'all, they're not perfect. And they're a little bit messy. I think if we're really, really honest with each other.

424

00:42:39.286 --> 00:42:45.706

Nicole Fieser: your current notifications that you often receive through email as well, they're okay.

425

00:42:45.896 --> 00:42:46.986

Nicole Fieser: They're okay.

426

00:42:48.596 --> 00:42:57.165

Nicole Fieser: The big win one of the big wins for you all in the room today, because again, you are the ones that I care about my job is to make your life better.

427

00:42:57.506 --> 00:43:06.776

Nicole Fieser: The only thing I have to do today notifications are better, like significantly better.

428

00:43:07.666 --> 00:43:09.495

Nicole Fieser: Now, as we get into this.

429

00:43:10.036 --> 00:43:14.646

Nicole Fieser: I think it's important that you know that in this new software.

430

00:43:14.756 --> 00:43:23.666

Nicole Fieser: virtually all of the tasks that we are talking about today can be completed in multiple ways.

431

00:43:25.066 --> 00:43:32.765

Nicole Fieser: Okay, are there multiple ways for you to access notifications? Absolutely. Yes.

432

00:43:32.996 --> 00:43:35.845

Nicole Fieser: I'm going to show you like 3 of them.

433

00:43:37.196 --> 00:43:42.996

Nicole Fieser: Does that mean that there's only 3 ways for you to access your notifications. Absolutely not.

434

00:43:43.666 --> 00:43:54.985

Nicole Fieser: My point is, don't be surprised that next week, when you all get access to your environment, and you're in there, starting to build your people's schedules where you start thinking I found a new way.

435

00:43:56.386 --> 00:44:04.585

Nicole Fieser: I I expect that. And I hope that for you, because if you don't like what I'm showing you, you'll probably find a better way.

436

00:44:05.306 --> 00:44:08.226

Nicole Fieser: Okay, thank you, Anthony.

437

00:44:09.316 --> 00:44:15.696

Nicole Fieser: Yep. And, Eric, we're gonna make sure that your folks get the credit that they need. So we're we'll record that, too.

438

00:44:16.496 --> 00:44:24.065

Nicole Fieser: Let's talk about notifications y'all one way, but not the only way to access your notifications.

439

00:44:24.356 --> 00:44:29.756

Nicole Fieser: Do you notice in the upper right hand corner of the screen you get that that bell, icon?

440

00:44:30.656 --> 00:44:38.066

Nicole Fieser: The bell icon is called the Alert bell icon or your notification bell icon.

441

00:44:39.446 --> 00:44:46.396

Nicole Fieser: And if you click on it, this is going to open up your control center panel.

442

00:44:47.776 --> 00:44:53.575

Nicole Fieser: Okay, from this control center panel. I'm gonna use this one.

443

00:44:53.706 --> 00:45:02.136

Nicole Fieser: It says. For example, Coach Beard on January 8.th So like yesterday has an unexcused absence.

444

00:45:04.276 --> 00:45:05.256

Nicole Fieser: Right?

445

00:45:08.776 --> 00:45:15.405

Nicole Fieser: Here's the deal from this control center. Y'all, you can click on that. Go to control.

446

00:45:15.746 --> 00:45:22.446

Nicole Fieser: You can click on that, go to control. And it's gonna take you to exactly where the problem is.

447

00:45:25.146 --> 00:45:35.165

Nicole Fieser: So I clicked on from this panel to the unexcused absence, and it took me directly to Coach Beard's time card. And there it is.

448

00:45:35.396 --> 00:45:38.696

Nicole Fieser: There's the unexcused absence on January 8.th

449

00:45:39.466 --> 00:45:42.815

Nicole Fieser: Isn't that kind of cool? Y'all? Thanks, Derek.

450

00:45:44.976 --> 00:45:51.466

Nicole Fieser: I think that's kind of cool, because I think the value of that is, you don't have to go hunt down the problem.

451

00:45:52.196 --> 00:45:56.886

Nicole Fieser: You don't have to figure out who it was. The system's literally telling you.

452

00:45:58.006 --> 00:46:01.055

Nicole Fieser: Y'all, I'm gonna jump back home. Could I

453

00:46:01.346 --> 00:46:04.525

Nicole Fieser: talk to it from here? Yeah. But I actually want to go home.

454

00:46:05.246 --> 00:46:09.755

Nicole Fieser: So I'm gonna click on that house icon in the upper left hand corner.

455

00:46:10.286 --> 00:46:11.166

Nicole Fieser: Okay.

456

00:46:17.076 --> 00:46:18.096

Nicole Fieser: ready.

457

00:46:19.546 --> 00:46:25.666

Nicole Fieser: Let's talk about what we see here. Let's pretend I handled the unexcused absence

458

00:46:26.516 --> 00:46:32.166

Nicole Fieser: right now I have the notification. I have the notification here.

459

00:46:33.396 --> 00:46:40.366

Nicole Fieser: If you're wondering if you're still gonna receive an email notification in like your general inbox, the answer is, yes.

460

00:46:41.236 --> 00:46:48.865

Nicole Fieser: right. So you will also receive it there. But ideally, I'm I'm gonna encourage you all to get comfortable using the notifications in the software

461

00:46:49.386 --> 00:46:54.096

Nicole Fieser: while you might still be receiving the emails in your general, old Inbox.

462

00:46:55.776 --> 00:46:57.776

Nicole Fieser: Y'all, here's my story.

463

00:46:58.216 --> 00:47:05.796

Nicole Fieser: The value of dealing with your notifications here is, you can go directly to the problem, and then you can manage the notification

464

00:47:06.886 --> 00:47:10.986

Nicole Fieser: right? It frankly becomes more efficient in the end

465

00:47:11.256 --> 00:47:21.565

Nicole Fieser: for you to manage your notifications within the software itself. But I do recognize some of you really count on the email notification. And that's cool. You'll still have that.

466

00:47:22.806 --> 00:47:23.656

Nicole Fieser: Okay.

467

00:47:27.246 --> 00:47:34.385

Nicole Fieser: Excuse me, here's the thing we're pretending. So hear me out. Y'all, we are pretending

468

00:47:34.716 --> 00:47:41.006

Nicole Fieser: that I've managed the unexcused absence. We'll we'll manage it later today, all right.

469

00:47:45.306 --> 00:47:50.576

Nicole Fieser: Once you've managed the issue. What are you gonna do with the notification.

470

00:47:51.836 --> 00:48:03.066

Nicole Fieser: you have some choices, and I kind of want to make a big deal about this. Y'all, because I do not want you trying to bang your head against the wall. 3 weeks from now, trying to figure out what in the world happened. Okay.

471

00:48:04.826 --> 00:48:10.086

Nicole Fieser: once you've managed the issue, you have a choice to clean up your notifications.

472

00:48:10.686 --> 00:48:14.535

Nicole Fieser: you can either mark it as done, or you can delete it.

473

00:48:16.006 --> 00:48:23.645

Nicole Fieser: What's the difference? And why should you care if you delete a notification?

474

00:48:24.036 --> 00:48:30.755

Nicole Fieser: It is going to be gone forever, never to be seen nor heard from again.

475

00:48:31.756 --> 00:48:32.776

Nicole Fieser: Okay.

476

00:48:34.546 --> 00:48:39.005

Nicole Fieser: If, however, you mark a notification as done.

477

00:48:39.616 --> 00:48:42.546

Nicole Fieser: and you want to be able to retrieve it.

478

00:48:43.136 --> 00:48:51.266

Nicole Fieser: You can. If you have marked the notification is done, you will have the ability to pull it back, and I'm going to show you how to do that in a minute.

479

00:48:52.396 --> 00:48:53.396

Nicole Fieser: hey?

480

00:48:53.726 --> 00:49:02.505

Nicole Fieser: So I'm gonna use this one here. I see Coach Beard had a missed out punch on January 3, rd I am gonna pretend that I've already managed it.

481

00:49:02.636 --> 00:49:04.406

Nicole Fieser: and I'm going to mark it as done.

482

00:49:05.506 --> 00:49:07.566

Nicole Fieser: Now when I mark it as done

483

00:49:07.856 --> 00:49:12.485

Nicole Fieser: notice, I get a success message was successfully marked as done.

484

00:49:13.156 --> 00:49:18.905

Nicole Fieser: and the number on the alert bell icon decreases

485

00:49:19.526 --> 00:49:25.276

Nicole Fieser: right? So, instead of having 2 notifications, I have one alright.

486

00:49:26.066 --> 00:49:32.606

Nicole Fieser: Your takeaway, though, is you get to decide. Are you gonna delete your notifications.

487

00:49:33.106 --> 00:49:35.986

Nicole Fieser: or mark is done. Your notification

488

00:49:36.256 --> 00:49:39.865

Nicole Fieser: once you've managed the issue. That's kind of your call.

489

00:49:41.796 --> 00:49:43.126

Nicole Fieser: Here's the thing, though.

490

00:49:43.826 --> 00:49:46.816

Nicole Fieser: I think this alert bell icon

491

00:49:48.346 --> 00:49:53.116

Nicole Fieser: that opens up this control center panel. I think it's a good tool

492

00:49:53.276 --> 00:49:57.176

Nicole Fieser: when you have like 3 or 4 notifications.

493

00:49:58.716 --> 00:50:06.795

Nicole Fieser: Okay, frankly, if you have more than 3 or 4 notifications, I don't think this is the best tool.

494

00:50:08.246 --> 00:50:11.136

Nicole Fieser: Let's go ahead and pick on Henry for no good reason.

495

00:50:11.616 --> 00:50:17.145

Nicole Fieser: What if Henry has a lot of people that report to him?

496

00:50:17.656 --> 00:50:31.876

Nicole Fieser: And maybe he has folks that have time off requests. He has some missed Punch notifications. He has some unexcused absence notifications. He has some Fmla notifications. He's got notifications. Henry's got notifications.

497

00:50:32.766 --> 00:50:36.465

Nicole Fieser: Y'all if you have more than 3 or 4 notifications.

498

00:50:36.956 --> 00:50:39.896

Nicole Fieser: Make your life a whole lot easier.

499

00:50:40.686 --> 00:50:43.916

Nicole Fieser: Okay, and go ahead and click on

500

00:50:44.246 --> 00:50:53.976

Nicole Fieser: the my notifications. Tile specifically that broken or bent right facing arrow right?

501

00:50:54.436 --> 00:51:00.916

Nicole Fieser: And when we click on the my notification, that's going to take us to the full control center.

502

00:51:02.106 --> 00:51:07.696

Nicole Fieser: Y'all, I am a fan of this full control center. Because one, you can look at your categories.

503

00:51:08.336 --> 00:51:15.506

Nicole Fieser: It's gonna break out separately, for you. Employee requests time off requests versus issues in the time card.

504

00:51:16.636 --> 00:51:22.095

Nicole Fieser: and if Henry Henry, I promise I'll get over myself. In a second apologies.

505

00:51:22.286 --> 00:51:25.596

Nicole Fieser: If Henry did have multiple timekeeping issues

506

00:51:25.886 --> 00:51:28.596

Nicole Fieser: he would be able to select all

507

00:51:28.806 --> 00:51:36.676

Nicole Fieser: and then use that, go to control, to access all the issues and be able to toggle through very efficiently

508

00:51:37.316 --> 00:51:39.965

Nicole Fieser: to manage any outstanding issues.

509

00:51:42.086 --> 00:51:42.826

Nicole Fieser: Okay.

510

00:51:45.076 --> 00:51:46.846

Nicole Fieser: But wait. There's more.

511

00:51:47.556 --> 00:51:53.755

Nicole Fieser: I said that there was a difference between deleting a notification and marking it as done.

512

00:51:56.716 --> 00:52:02.146

Nicole Fieser: I will use myself as an example. Y'all, I'm a little bit Ocd right?

513

00:52:02.656 --> 00:52:12.455

Nicole Fieser: One of my favorite coworkers is actually on the call today helping to support this call, and I think she would attest to that. There's times that I act like a lunatic, because I'm a little Ocd.

514

00:52:13.156 --> 00:52:16.716

Nicole Fieser: So realistically at the end of each week.

515

00:52:17.106 --> 00:52:21.746

Nicole Fieser: Do I think I would want to come to this full control center

516

00:52:22.036 --> 00:52:28.216

Nicole Fieser: and review all the notifications that I had received to make sure that I've managed it.

517

00:52:29.516 --> 00:52:32.215

Nicole Fieser: I might, because I'm just that way.

518

00:52:33.546 --> 00:52:41.726

Nicole Fieser: So do you see how in this full control center it defaults to only show you new notifications

519

00:52:42.976 --> 00:52:50.396

Nicole Fieser: if you want to see ones that we've already marked as done. We can come here and click on, done.

520

00:52:50.506 --> 00:52:57.215

Nicole Fieser: And there's that missed punch that I had just marked as done from this control center panel.

521

00:52:59.256 --> 00:53:00.146

Nicole Fieser: Okay?

522

00:53:02.886 --> 00:53:07.316

Nicole Fieser: So here's my story.

523

00:53:08.186 --> 00:53:22.886

Nicole Fieser: Is delete an option. Yes. Should delete be an option? I think so, because ultimately y'all are going to want to clean up your notifications right? Yes, there will be a process that runs to clean them out, you know, whatever is in accordance with city of Houston policy

524

00:53:24.616 --> 00:53:30.155

Nicole Fieser: should delete be an option. Yeah, because I think eventually you maybe don't want all of your notifications

525

00:53:31.796 --> 00:53:36.795

Nicole Fieser: again. I just care about making your holly. I'm so sorry. Y'all, I don't know why that keeps happening.

526

00:53:37.286 --> 00:53:40.175

Nicole Fieser: My one and only concern is you, though today.

527

00:53:40.866 --> 00:53:44.255

Nicole Fieser: so may I make a kind of off the record recommendation.

528

00:53:45.096 --> 00:53:52.516

Nicole Fieser: my off the record recommendation to you as you get comfortable with the software for the first, st I don't know 6 or 8 weeks

529

00:53:53.146 --> 00:53:57.966

Nicole Fieser: you might choose to mark your notifications as done right.

530

00:53:58.196 --> 00:54:04.425

Nicole Fieser: You're gonna want to do something with them, because otherwise they're all gonna sit here and there's nothing

531

00:54:04.826 --> 00:54:06.386

Nicole Fieser: kind of Yuckier.

532

00:54:06.526 --> 00:54:10.986

Nicole Fieser: Then, seeing like, I have a hundred 50 notifications because I didn't do anything with them.

533

00:54:11.516 --> 00:54:12.436

Nicole Fieser: Right?

534

00:54:12.556 --> 00:54:18.996

Nicole Fieser: So I do want you to start thinking about, does it make sense to you to delete your notifications? Or should you mark them as done.

535

00:54:21.296 --> 00:54:24.666

Nicole Fieser: I think, as y'all start to get more comfortable.

536

00:54:24.896 --> 00:54:31.496

Nicole Fieser: I might. Market is done, at least for the 1st 6, 8 weeks, so you can always come back here and pull them back up.

537

00:54:33.696 --> 00:54:34.636

Nicole Fieser: Okay.

538

00:54:34.976 --> 00:54:45.035

Nicole Fieser: hopefully, that meets with your hopefully. I think there's some questions, and hopefully you feel like you're you're getting your questions answered. Y'all keep me posted if I am boogering it up for you.

539

00:54:46.316 --> 00:54:47.455

Nicole Fieser: Alright. Y'all

540

00:54:47.826 --> 00:54:55.976

Nicole Fieser: in the end, though much like everything else in the software, there are multiple ways for you to deal with your notifications

541

00:54:56.306 --> 00:55:00.626

Nicole Fieser: right? If you want to use this alert bell, icon, fabulous

542

00:55:00.966 --> 00:55:11.186

Nicole Fieser: if you want to go into the full control center from either clicking on view all at the bottom of that control center panel. Or remember

543

00:55:11.716 --> 00:55:15.285

Nicole Fieser: the my notifications tile. That is your friend.

544

00:55:17.046 --> 00:55:22.886

Nicole Fieser: Okay? And I clicked on that broken, bent right facing arrow to get into the full control center.

545

00:55:24.856 --> 00:55:25.746

Nicole Fieser: Yeah.

546

00:55:26.216 --> 00:55:32.805

Nicole Fieser: yeah. So corvette says, Sh, should we? Maybe Mark is done and then go back and clean it up later?

547

00:55:33.156 --> 00:55:35.386

Nicole Fieser: I probably would.

548

00:55:36.516 --> 00:55:41.106

Nicole Fieser: That's exactly what I would probably do, as I got more comfortable with the system.

549

00:55:41.716 --> 00:55:45.005

Nicole Fieser: And, Derek, I do think Delete should still be an option.

550

00:55:45.826 --> 00:55:48.386

Nicole Fieser: I think you all just have to decide how you want to handle that

551

00:55:53.756 --> 00:55:54.736

Nicole Fieser: right?

552

00:55:55.246 --> 00:55:56.136

Nicole Fieser: Yes.

553

00:55:56.806 --> 00:56:01.616

Nicole Fieser: And somebody mentioned some job. Aids. Oh, my friends, we're gonna talk more.

554

00:56:02.376 --> 00:56:04.896

Nicole Fieser: My job is to make sure y'all are good.

555

00:56:06.836 --> 00:56:12.425

Nicole Fieser: I'm not seeing any questions just now, so I'll keep going.

556

00:56:12.526 --> 00:56:14.665

Nicole Fieser: Notifications are your friends, though

557

00:56:15.166 --> 00:56:21.136

Nicole Fieser: I can't see the previous questions. So I apologize for not remembering I didn't write down your name so

558

00:56:21.890 --> 00:56:29.486

Nicole Fieser: but I'm gonna circle back to a question that we had earlier. Y'all one of the questions was.

559

00:56:29.876 --> 00:56:34.875

Nicole Fieser: well, when we see some of these things in the Manage time, card style.

560

00:56:35.046 --> 00:56:37.825

Nicole Fieser: when I see some of these things in the must fix.

561

00:56:38.016 --> 00:56:42.525

Nicole Fieser: Yes, right. So did I get a notification about a missed punch?

562

00:56:42.736 --> 00:56:46.866

Nicole Fieser: And do I get to see the missed punch here in the manage time card style. Yes.

563

00:56:47.766 --> 00:56:50.646

Nicole Fieser: because there is redundancy built

564

00:56:51.576 --> 00:56:57.115

Nicole Fieser: this way. It's gonna make it easier. You're still not having to hunt down. Who has the problem.

565

00:56:58.036 --> 00:57:00.526

Nicole Fieser: So you can manage it either from

566

00:57:01.896 --> 00:57:06.465

Nicole Fieser: from the notifications or from the manage time card style.

567

00:57:07.026 --> 00:57:14.136

Nicole Fieser: I'm gonna prove that to you before our time together is over. So again, I know somebody had asked a question about that, and I didn't get the chance to see it

568

00:57:14.256 --> 00:57:18.085

Nicole Fieser: or respond to it directly, rather. But there you are.

569

00:57:24.576 --> 00:57:31.086

Nicole Fieser: alright as a quick reminder. So, Nicole, I'm kind of addressing this for you, my friend.

570

00:57:31.546 --> 00:57:39.126

Nicole Fieser: and I know folks were still getting maybe settled in when I talked about this. So this is a good review. So thank you for your question from one Nicole to another.

571

00:57:40.266 --> 00:57:46.225

Nicole Fieser: Y'all notice the tiles that was thus far we have started to look at our tiles

572

00:57:47.146 --> 00:57:50.015

Nicole Fieser: that we will use to manage our people.

573

00:57:50.226 --> 00:57:59.406

Nicole Fieser: Don't forget. If you scroll down on your home screen. You'll have tiles for yourselves, where, if you, as a manager, are responsible for punching, you can punch

574

00:57:59.806 --> 00:58:04.206

Nicole Fieser: if you want to review your schedule as a manager. There. It is

575

00:58:04.706 --> 00:58:13.122

Nicole Fieser: right. If you want to see your own time card, you have a tile for that okey dokey

576

00:58:17.056 --> 00:58:24.815

Nicole Fieser: and notifications. Just so we're clear are specific. So if you and another manager both receive a notification.

577

00:58:25.206 --> 00:58:31.495

Nicole Fieser: you're both gonna have to clear it. You're each individually gonna have to clear it to say that. Better

578

00:58:32.076 --> 00:58:34.605

Nicole Fieser: sorry. Y'all, I told you I was a goober.

579

00:58:35.068 --> 00:58:41.415

Nicole Fieser: I apologize. We're both gonna you're both getting to clear it. So Roberta, hopefully, hopefully, that makes sense.

580

00:58:43.986 --> 00:58:47.966

Nicole Fieser: Alright guys, we're gonna keep moving on.

581

00:58:49.826 --> 00:58:57.856

Nicole Fieser: I'm going to take a pause here and do a quick reminder, because I know a lot of folks came in after we got started. So, as a reminder.

582

00:58:59.396 --> 00:59:05.136

Nicole Fieser: you will have access to this recording at the end of next week you will get my presentation.

583

00:59:06.246 --> 00:59:10.756

Nicole Fieser: You do have your quick reference guides all those job aids right?

584

00:59:10.986 --> 00:59:23.416

Nicole Fieser: And since I was one of the key builders of your job is, I know there's a lot out there. So you'll be able to download those, too. They're also part of your. Those quick reference guides are part of your learning in the Tms system.

585

00:59:24.226 --> 00:59:25.246

Nicole Fieser: Okay.

586

00:59:26.636 --> 00:59:39.596

Nicole Fieser: As an outcome of this training, I have identified some additional needs. So I will be working with your project team next week to supply at least one, maybe 2 more job aids. Quick reference guides

587

00:59:40.276 --> 00:59:42.176

Nicole Fieser: that, I think will serve you well.

588

00:59:42.636 --> 00:59:46.966

Nicole Fieser: So you will have access to so much information

589

00:59:47.786 --> 00:59:55.576

Nicole Fieser: hopefully that reassures you. And you guys don't forget about online help, right? Online help has its own stuff right there.

590

00:59:57.446 --> 01:00:03.456

Nicole Fieser: Okay, so that's my pause in the learning. So for those of you that may have joined late. Hopefully, that reassures you

591

01:00:04.006 --> 01:00:08.745

Nicole Fieser: hopefully, that reassures you. And you're thinking, Okay, we've got you.

592

01:00:08.936 --> 01:00:17.715

Nicole Fieser: And again, guys, you're gonna have my email. And you're gonna have your, we're gonna make sure you're good. I want to make sure that you yourself are good. That is truly

593

01:00:18.196 --> 01:00:19.806

Nicole Fieser: my only concern.

594

01:00:20.266 --> 01:00:21.356

Nicole Fieser: Okie Dokie.

595

01:00:23.386 --> 01:00:24.426

Nicole Fieser: Alright.

596

01:00:27.086 --> 01:00:31.255

Nicole Fieser: Oh, gosh! I apologize. We're gonna just jump on down

597

01:00:34.316 --> 01:00:40.746

Nicole Fieser: instead of trying to change screens. Y'all, we're just gonna look at this. I apologize that it's not beautiful. But let's let's talk it through.

598

01:00:41.656 --> 01:00:49.146

Nicole Fieser: Now that we've talked about the basics of the system navigation notifications, you know the tools of the trade if you will.

599

01:00:49.706 --> 01:00:53.185

Nicole Fieser: Okay, I want us to talk about data views

600

01:00:54.186 --> 01:01:01.866

Nicole Fieser: and listen. I know you've been in training for a solid hour now, and your brain may already starting to become a little bit mushy around the edges.

601

01:01:02.936 --> 01:01:08.686

Nicole Fieser: So if you have started to tune me out, now is an excellent time to tune me back in.

602

01:01:09.246 --> 01:01:13.186

Nicole Fieser: Okay, so let me kind of own this.

603

01:01:14.496 --> 01:01:20.205

Nicole Fieser: Have you ever noticed that when you go to technical training? Thanks, Hugo.

604

01:01:22.186 --> 01:01:28.626

Nicole Fieser: Have you ever noticed when you go to technical training, the trainer always tells you about how to put data into the system.

605

01:01:30.456 --> 01:01:37.826

Nicole Fieser: And you're like, gosh! That's what trainers like to tell us like more work. Tell me what to do. Tell me how to put input data. Great.

606

01:01:39.856 --> 01:01:42.126

Nicole Fieser: I feel very confident.

607

01:01:44.136 --> 01:01:47.516

Nicole Fieser: I feel very, very confident that

608

01:01:49.276 --> 01:01:59.215

Nicole Fieser: one of the most important things that I can teach you today is how to get data that is meaningful and relevant to you back out of the software

609

01:02:00.146 --> 01:02:01.016

Nicole Fieser: right?

610

01:02:02.846 --> 01:02:04.626

Nicole Fieser: And how are you gonna do that?

611

01:02:04.896 --> 01:02:07.846

Nicole Fieser: Primarily through data views?

612

01:02:09.146 --> 01:02:11.146

Nicole Fieser: Y'all, let's talk about data views.

613

01:02:11.416 --> 01:02:14.936

Nicole Fieser: Genies are gone right.

614

01:02:15.146 --> 01:02:25.835

Nicole Fieser: Genies do not exist in your software anymore. So for those of you that know your current Kronos environment, and you've gotten good and comfortable with your genies. Genies are out.

615

01:02:26.626 --> 01:02:31.975

Nicole Fieser: Right yesterday we had somebody said we shut. We shoved the genies back into the bottle.

616

01:02:32.216 --> 01:02:39.966

Nicole Fieser: I thought it was kind of funny we did we? We shoved those genies back in the bottle and we have replaced them with data views.

617

01:02:42.106 --> 01:02:43.526

Nicole Fieser: So what's the data view?

618

01:02:44.306 --> 01:02:51.225

Nicole Fieser: A data view is somewhat similar to a genie, but much, much more powerful.

619

01:02:52.026 --> 01:03:03.605

Nicole Fieser: A data view is an interactive on screen report that allows you to sort filter and set up calculations to get the data that is actually meaningful to you.

620

01:03:04.726 --> 01:03:10.316

Nicole Fieser: Okay, I would like to go ahead and pick on. Oh, I'm gonna pick on faith

621

01:03:12.286 --> 01:03:13.675

Nicole Fieser: for no good reason.

622

01:03:14.876 --> 01:03:20.835

Nicole Fieser: What if Faith has folks in her department where they work a lot of overtime

623

01:03:21.286 --> 01:03:32.815

Nicole Fieser: and maybe face like look I I just need to see some overtime. I want to be able to look at overtime for the for the pay period, the month, maybe even the quarter. And I want to be able to look at that in an efficient way.

624

01:03:33.226 --> 01:03:34.365

Nicole Fieser: Data view.

625

01:03:37.036 --> 01:03:39.246

Nicole Fieser: That's the data view, right?

626

01:03:39.876 --> 01:03:43.016

Nicole Fieser: Maybe. Oh, let's pick on Frank.

627

01:03:43.776 --> 01:03:56.025

Nicole Fieser: Maybe Frank is concerned about the number of missed punches or unexcused absences that his department is experiencing.

628

01:03:56.166 --> 01:04:19.116

Nicole Fieser: and he thinks to himself, I want to see trends. I want to see how many unexcused absences. How many missed punches and when it's happening, because maybe there's an issue. Maybe there's an issue with getting to the time clock. Maybe there's an issue with getting folks back from lunch on time. I don't know right. Whatever the story is. Oftentimes data views are the way to go.

629

01:04:20.656 --> 01:04:26.516

Nicole Fieser: Let's take a look at our data views from my home screen

630

01:04:27.696 --> 01:04:36.276

Nicole Fieser: cause I told you I would. Right. I said that I would try to mix it up, because I know that there's some people that do not love the tiles.

631

01:04:37.276 --> 01:04:39.726

Nicole Fieser: I'm going to go into that main menu on the left.

632

01:04:40.036 --> 01:04:41.886

Nicole Fieser: right. So again, one more time

633

01:04:42.576 --> 01:04:45.245

Nicole Fieser: click on those 3 lines that hamburger menu.

634

01:04:45.496 --> 01:04:52.345

Nicole Fieser: I'm gonna click on that main menu on the left, and I'm going to go down to where it says data views and reports

635

01:04:53.236 --> 01:04:56.845

Nicole Fieser: down to our data View library.

636

01:04:59.026 --> 01:05:03.985

Nicole Fieser: Now, when we get in here, y'all, please do not feel overwhelmed.

637

01:05:05.436 --> 01:05:08.575

Nicole Fieser: I have a lot of data views only because

638

01:05:09.046 --> 01:05:16.365

Nicole Fieser: I've been part of can making up your training, configuring your training. You know all that stuff that you're looking at in Tms.

639

01:05:16.496 --> 01:05:18.355

Nicole Fieser: So I've given myself a lot.

640

01:05:18.966 --> 01:05:27.075

Nicole Fieser: Please know your system. Administrators will have given you access to the data views that make sense for your role.

641

01:05:27.236 --> 01:05:31.975

Nicole Fieser: So don't be alarmed by this number, you'll probably have a few less.

642

01:05:32.356 --> 01:05:38.106

Nicole Fieser: Okay, regardless your data views are broken out by category.

643

01:05:38.646 --> 01:05:44.545

Nicole Fieser: If you're a supervisor that is responsible for looking at attendance. Well, there's a data view for that.

644

01:05:45.156 --> 01:05:56.476

Nicole Fieser: If you are somebody that is responsible for looking at accruals right there you go schedules.

645

01:05:56.876 --> 01:05:59.166

Nicole Fieser: Y'all you're gonna be looking at some schedules.

646

01:05:59.876 --> 01:06:07.655

Nicole Fieser: We know that because you're going to be building your employees schedules because they do not come over from your current Kronos environment

647

01:06:07.846 --> 01:06:09.745

Nicole Fieser: just not gonna happen.

648

01:06:11.426 --> 01:06:12.826

Nicole Fieser: Right?

649

01:06:14.976 --> 01:06:19.675

Nicole Fieser: So we know that those data views could be important. And then we have our timekeeping.

650

01:06:21.666 --> 01:06:26.796

Nicole Fieser: These data view names might sound familiar right?

651

01:06:27.076 --> 01:06:31.436

Nicole Fieser: Because again, they're not dissimilar to your genies.

652

01:06:33.596 --> 01:06:38.046

Nicole Fieser: Here's where we're gonna go. I'm gonna go to. Oh, volley sorry. Y'all.

653

01:06:39.316 --> 01:06:41.876

Nicole Fieser: I'm going to go to my pay period close.

654

01:06:42.926 --> 01:06:44.915

Nicole Fieser: I'm gonna make that a little bigger. Actually.

655

01:06:47.866 --> 01:06:51.702

Nicole Fieser: I'm gonna go to my pay period, close data view.

656

01:06:52.696 --> 01:06:54.036

Nicole Fieser: And let's talk.

657

01:06:56.585 --> 01:07:02.135

Nicole Fieser: Am I trying to convince you on using these data views.

658

01:07:04.606 --> 01:07:05.545

Nicole Fieser: Right?

659

01:07:05.726 --> 01:07:12.405

Nicole Fieser: Yes, if you hear nothing else, I have to say today.

660

01:07:14.996 --> 01:07:19.066

Nicole Fieser: I ask that you hear the next 60 seconds.

661

01:07:20.415 --> 01:07:21.606

Nicole Fieser: All right.

662

01:07:23.496 --> 01:07:27.446

Nicole Fieser: Every time you access a data view in the software.

663

01:07:28.726 --> 01:07:38.016

Nicole Fieser: I need you to start by asking yourself the who? What? When? Question, every single time.

664

01:07:38.606 --> 01:07:46.266

Nicole Fieser: The only way this actually becomes a very useful tool for you is, if you, the user.

665

01:07:46.996 --> 01:07:49.235

Nicole Fieser: start with the who what? When? Question.

666

01:07:50.066 --> 01:07:53.445

Nicole Fieser: who are we going to see in the workspace below.

667

01:07:53.896 --> 01:07:58.255

Nicole Fieser: What columns of data are we expecting to see?

668

01:07:59.326 --> 01:08:02.885

Nicole Fieser: When are we pulling our data in from?

669

01:08:04.476 --> 01:08:05.415

Nicole Fieser: Okay?

670

01:08:08.676 --> 01:08:11.936

Nicole Fieser: So with that being said. Let's talk about the who

671

01:08:12.896 --> 01:08:15.186

Nicole Fieser: all the way over here on the right

672

01:08:15.396 --> 01:08:18.165

Nicole Fieser: you still have your hyper fines.

673

01:08:18.966 --> 01:08:23.206

Nicole Fieser: those hyperfines, those filters for determining who

674

01:08:23.696 --> 01:08:26.736

Nicole Fieser: is going to appear in the workspace below.

675

01:08:27.586 --> 01:08:32.046

Nicole Fieser: and your system administrators will have built some hyper fines for you

676

01:08:32.176 --> 01:08:35.665

Nicole Fieser: if you had your own personal hyper fines.

677

01:08:36.566 --> 01:08:43.016

Nicole Fieser: Okay, they're not going to be there, alrighty.

678

01:08:43.496 --> 01:08:47.255

Nicole Fieser: But in this case I'm gonna choose the my reports, too.

679

01:08:49.296 --> 01:08:56.496

Nicole Fieser: So now we get to see everybody that's that's reporting to good old Ted Lasso. Here they are, right.

680

01:08:58.526 --> 01:09:01.936

Nicole Fieser: And I'm gonna change the time period.

681

01:09:02.156 --> 01:09:04.736

Nicole Fieser: So the who and the when

682

01:09:06.546 --> 01:09:09.725

Nicole Fieser: the when is that default? Timeframe

683

01:09:09.966 --> 01:09:13.776

Nicole Fieser: and folks. The timeframe is greatly enhanced

684

01:09:14.026 --> 01:09:19.126

Nicole Fieser: from your current Kronos environment to the new mycoh time software.

685

01:09:19.916 --> 01:09:23.476

Nicole Fieser: You got a lot more choices, right?

686

01:09:23.606 --> 01:09:32.146

Nicole Fieser: You can review your employees information today, yesterday week to date, right? The last 30 days.

687

01:09:32.356 --> 01:09:33.595

Nicole Fieser: It's 90 days

688

01:09:34.156 --> 01:09:41.345

Nicole Fieser: right. Look at all the different choices by which you can put in your timeframe for looking at your data.

689

01:09:42.896 --> 01:09:46.746

Nicole Fieser: and if you don't like any of these default timeframes, y'all.

690

01:09:48.746 --> 01:09:50.906

Nicole Fieser: you can put in a select range.

691

01:09:51.236 --> 01:09:55.466

Nicole Fieser: You can put in whatever date floats your boat

692

01:09:56.096 --> 01:10:04.446

Nicole Fieser: right, because the range would allow you to look at the last 6 months. The last year, you know, when you all have actual data and software

693

01:10:05.516 --> 01:10:10.286

Nicole Fieser: for the purposes of this training, I'm going to go ahead and choose current pay period.

694

01:10:11.076 --> 01:10:11.806

Nicole Fieser: Okay.

695

01:10:14.886 --> 01:10:19.036

Nicole Fieser: if this is the who, if the hyperfine filter is the who

696

01:10:19.886 --> 01:10:22.175

Nicole Fieser: and the time period is the width.

697

01:10:23.386 --> 01:10:24.856

Nicole Fieser: This is the what

698

01:10:26.586 --> 01:10:33.576

Nicole Fieser: folks, if you do not see the columns of data that you are expecting to see.

699

01:10:35.769 --> 01:10:36.876

Nicole Fieser: Thanks, Fred.

700

01:10:37.626 --> 01:10:42.075

Nicole Fieser: Then that tells me you've chosen the wrong data view.

701

01:10:42.306 --> 01:10:43.986

Nicole Fieser: Try try again.

702

01:10:44.796 --> 01:10:47.036

Nicole Fieser: Okay, try try again. Y'all.

703

01:10:47.486 --> 01:10:50.416

Nicole Fieser: So once you've selected one data view.

704

01:10:50.896 --> 01:10:56.005

Nicole Fieser: you have access to all of the data views in this data view selector.

705

01:10:56.496 --> 01:10:58.175

Nicole Fieser: My point is

706

01:10:58.676 --> 01:11:12.985

Nicole Fieser: right. I keep saying this word to you guys, we're looking for efficiencies. I don't want you to think, I need to change data views. So I'm gonna go back into that main menu. I'm gonna scroll on down and click, click and click some more.

707

01:11:13.426 --> 01:11:23.315

Nicole Fieser: You don't have to, because once you're in one data view, every data view that you, as a user, have access to are in the dropdown box.

708

01:11:24.616 --> 01:11:27.945

Nicole Fieser: So if I wanted to see an exception data view.

709

01:11:28.456 --> 01:11:31.515

Nicole Fieser: I could pop over to the exception summary.

710

01:11:32.956 --> 01:11:33.926

Nicole Fieser: Okay?

711

01:11:34.456 --> 01:11:36.566

Nicole Fieser: And so this is where I'm actually going to be.

712

01:11:38.216 --> 01:11:44.316

Nicole Fieser: Okay. Great. So what do we do with this couple of things?

713

01:11:44.626 --> 01:11:45.616

Nicole Fieser: One.

714

01:11:45.756 --> 01:11:56.215

Nicole Fieser: you have the ability to sort filter, calculate, and rearrange this data in whatever way makes sense to you.

715

01:11:57.826 --> 01:12:04.636

Nicole Fieser: Okay, one, you can drag and drop your columns.

716

01:12:05.036 --> 01:12:13.736

Nicole Fieser: So if you said I really want to focus on missed out punches, you can drag and drop the column headers to put them in the order that makes sense to you

717

01:12:15.566 --> 01:12:19.466

Nicole Fieser: 2 in the drop down box right?

718

01:12:20.786 --> 01:12:25.605

Nicole Fieser: You can go ahead and choose to sort this information. In ascending, descending

719

01:12:25.956 --> 01:12:30.025

Nicole Fieser: you can set up mins, Maxes sums and averages.

720

01:12:30.296 --> 01:12:33.216

Nicole Fieser: So I don't know. Maybe over

721

01:12:33.636 --> 01:12:39.695

Nicole Fieser: the last 4 quarters you want to see the average number of unscheduled punches.

722

01:12:40.146 --> 01:12:44.765

Nicole Fieser: maybe over the last 4 quarters. You want to see all the early outs.

723

01:12:46.106 --> 01:12:47.146

Nicole Fieser: Okay.

724

01:12:51.486 --> 01:12:56.195

Nicole Fieser: you can review your information in whatever way makes sense.

725

01:12:58.486 --> 01:13:10.536

Nicole Fieser: Listen. You can approve your time cards from whatever data view you want. But just so, you all know, there's there's a data view that I'm going to show you that makes sense by which to approve your time cards to close them out.

726

01:13:11.336 --> 01:13:18.665

Nicole Fieser: If you want to close it out from here, you can. But you don't have to. So, Tina, I saw your question pop up. I thought I'd address it really quickly.

727

01:13:20.236 --> 01:13:24.426

Nicole Fieser: Okay, my point is, though, you can sort descending

728

01:13:25.426 --> 01:13:31.056

Nicole Fieser: if you wanted to go ahead and see the average number of late punches you can.

729

01:13:32.386 --> 01:13:36.185

Nicole Fieser: If there's a column that you do not want to see.

730

01:13:36.346 --> 01:13:38.326

Nicole Fieser: you can go ahead and hide the column.

731

01:13:40.326 --> 01:13:42.466

Nicole Fieser: You can get the report that you want

732

01:13:45.196 --> 01:13:52.955

Nicole Fieser: additionally. Once you have the data view in a way that makes sense to you. Do you all see the share button.

733

01:13:54.816 --> 01:14:02.995

Nicole Fieser: Do you all see the share button? You can go ahead and export this data into a Csv excel file.

734

01:14:03.706 --> 01:14:07.215

Nicole Fieser: If you want to go ahead and print it. You surely can.

735

01:14:08.536 --> 01:14:09.476

Nicole Fieser: Okay.

736

01:14:10.046 --> 01:14:17.845

Nicole Fieser: But y'all, the value of these data views is that you can drill down to get the data that makes sense to you.

737

01:14:19.796 --> 01:14:24.196

Nicole Fieser: Okay, so there we are.

738

01:14:28.436 --> 01:14:30.605

Nicole Fieser: These are kind of things I want you to know.

739

01:14:34.146 --> 01:14:44.425

Nicole Fieser: And there's a goodly number of data views if you want. I don't know. Maybe it's July. And you start worrying about how much vacation time people still have remaining on the books.

740

01:14:44.546 --> 01:14:47.385

Nicole Fieser: Maybe you want to look at an accrual details data view.

741

01:14:49.376 --> 01:14:55.565

Nicole Fieser: Maybe you want to see it. Are you approving time cards? Maybe you've asked your employees to approve

742

01:14:55.726 --> 01:14:58.086

Nicole Fieser: because we're asking employees to approve.

743

01:14:58.186 --> 01:15:03.736

Nicole Fieser: They're not required. You're required. You want to look at the approval summary. You could do that, too.

744

01:15:05.166 --> 01:15:06.106

Nicole Fieser: Okay.

745

01:15:06.356 --> 01:15:11.625

Nicole Fieser: Now, couple of things. Unfortunately, right now, there's no way to save the data view.

746

01:15:12.316 --> 01:15:16.125

Nicole Fieser: right? That functionality has not been enabled for you.

747

01:15:17.232 --> 01:15:20.566

Nicole Fieser: You never know. Maybe we'll be able to turn it on for you.

748

01:15:21.756 --> 01:15:28.846

Nicole Fieser: Still, the data view has value. So you can sort filter, set up calculations, and maybe at some later date.

749

01:15:29.126 --> 01:15:39.096

Nicole Fieser: you know, when things are maybe quieter. Maybe we will to be able to turn on the ability to save. So the date of you becomes yours right now, not enabled.

750

01:15:41.236 --> 01:15:46.415

Nicole Fieser: if you have hidden data views. And you're like, Oh, my gosh! Did I hide some?

751

01:15:46.976 --> 01:15:49.166

Nicole Fieser: Do you see this filter on the right?

752

01:15:49.306 --> 01:15:51.206

Nicole Fieser: Do you see this filter on the right.

753

01:15:52.146 --> 01:15:56.006

Nicole Fieser: Do you see where, if you want to bring it back.

754

01:15:57.096 --> 01:16:01.346

Nicole Fieser: you can click on which ones you want to see. See, there you go.

755

01:16:01.786 --> 01:16:05.475

Nicole Fieser: So the ones without a check mark are the ones that are hidden.

756

01:16:05.636 --> 01:16:09.105

Nicole Fieser: So Sean Treece had said, hey, how do you unhide the columns?

757

01:16:09.406 --> 01:16:15.305

Nicole Fieser: Click on the little filter and you can bring it back by clicking on it in the dropdown

758

01:16:17.146 --> 01:16:21.536

Nicole Fieser: Chantrice. That is a good question, my friend, and Nicole's like, yeah, no, I like this query.

759

01:16:22.656 --> 01:16:24.406

Nicole Fieser: Thank you, Nicole. I think so too.

760

01:16:24.846 --> 01:16:28.805

Nicole Fieser: So, Tina. Again, you could approve your time cards from here.

761

01:16:29.356 --> 01:16:34.896

Nicole Fieser: Chantrice, hopefully. That makes sense. You can click on this filter and decide which ones you want.

762

01:16:36.266 --> 01:16:38.956

Nicole Fieser: The ones without a check mark means that they're hidden.

763

01:16:41.456 --> 01:16:46.856

Nicole Fieser: Okay, these are your data views. Y'all, these are your data views.

764

01:16:48.856 --> 01:16:56.335

Nicole Fieser: Jennifer. I wish right now city of Houston has decided to not enable the Save button.

765

01:16:56.726 --> 01:17:00.746

Nicole Fieser: Maybe they will at a later date. But for now you can't.

766

01:17:01.186 --> 01:17:02.166

Nicole Fieser: Unfortunate.

767

01:17:09.716 --> 01:17:10.945

Nicole Fieser: Alright, y'all.

768

01:17:16.156 --> 01:17:17.636

Nicole Fieser: there are data views.

769

01:17:18.576 --> 01:17:22.775

Nicole Fieser: I don't think there's any outstanding questions. So I'm gonna click back home

770

01:17:24.676 --> 01:17:28.445

Nicole Fieser: anything at all you all want to say before we move on

771

01:17:30.466 --> 01:17:33.976

Nicole Fieser: for those of you that are thinking, okay, now, I need to practice.

772

01:17:34.376 --> 01:17:39.976

Nicole Fieser: If anybody is sitting in the room going. Okay, she's talked about a lot of things. But now I really want to practice.

773

01:17:40.466 --> 01:17:48.656

Nicole Fieser: Remember, your training in the Tms system has all the hands-on practice you could possibly want.

774

01:17:48.936 --> 01:17:49.956

Nicole Fieser: Right?

775

01:17:50.436 --> 01:17:55.475

Nicole Fieser: I know that because I helped build the exercises so that you can practice.

776

01:17:55.906 --> 01:18:03.995

Nicole Fieser: Okay. So if you've not yet taken your pre learning, and you're sitting there thinking, where's my hands on? I need to practice this. Nikki. Come on, now.

777

01:18:06.596 --> 01:18:14.925

Nicole Fieser: go to take your learning and your Tms guys, and there's a there's so many practice exercises that's gonna allow you to get comfortable with this software.

778

01:18:18.326 --> 01:18:22.455

Nicole Fieser: Quivette says, Yeah, that's a great training. I'm so glad. Thank you for that quivette

779

01:18:23.026 --> 01:18:26.745

Nicole Fieser: Crystal says, Do data view allow us to run multiple reports.

780

01:18:27.718 --> 01:18:32.866

Nicole Fieser: So data views I like when you said that actually crystal. So it's kind of cool. Actually.

781

01:18:33.106 --> 01:18:36.286

Nicole Fieser: So, data views me jump back.

782

01:18:38.514 --> 01:18:40.325

Nicole Fieser: I'll do a different one this time.

783

01:18:43.436 --> 01:18:48.006

Nicole Fieser: I will go to punshot it.

784

01:18:50.136 --> 01:18:52.095

Nicole Fieser: Okay, so.

785

01:18:54.526 --> 01:19:02.536

Nicole Fieser: Crystal, when we think about running multiple reports, you can sort filter, do what you want, and then you can go ahead and export any data

786

01:19:03.376 --> 01:19:07.236

Nicole Fieser: that you want export to excel. You can print it.

787

01:19:07.996 --> 01:19:17.286

Nicole Fieser: It is an on screen report, but you obviously have the ability to export and print and do what you want, and you can do that for any data view that exists.

788

01:19:19.386 --> 01:19:20.326

Nicole Fieser: Okay.

789

01:19:24.616 --> 01:19:32.835

Nicole Fieser: I don't know if that answered your question. But yes, you can run, do multiple things to it, and you can sort filter, do as you see fits.

790

01:19:33.716 --> 01:19:37.496

Nicole Fieser: There are also standard reports, Crystal.

791

01:19:37.776 --> 01:19:40.036

Nicole Fieser: There's also standard reports.

792

01:19:40.756 --> 01:19:43.766

Nicole Fieser: And at the end of the training we're gonna talk about

793

01:19:44.436 --> 01:19:52.145

Nicole Fieser: when we would run a standard report versus when we use a data view, there's a probably a place for both of them in your life.

794

01:19:54.736 --> 01:19:59.185

Nicole Fieser: Chass says so. The data view is the best place to review action history.

795

01:19:59.686 --> 01:20:11.206

Nicole Fieser: There's an audit report. There's audit trails, and there's an audit data view. So, chas, it's entirely up to you. Do you like the standard reports? Do you like the data view? Do you like the audit trail itself?

796

01:20:14.226 --> 01:20:17.485

Nicole Fieser: The decision will be yours, and we will be looking at it all.

797

01:20:20.226 --> 01:20:20.916

Nicole Fieser: Okay.

798

01:20:22.046 --> 01:20:26.026

Nicole Fieser: So, Crystal, let me know if I answered your question, or if I didn't.

799

01:20:28.526 --> 01:20:31.245

Nicole Fieser: I feel like I did, but I might have boogered it up

800

01:20:34.476 --> 01:20:38.356

Nicole Fieser: alright. Y'all, I'm gonna click back on that home, icon. We're gonna jump on back home.

801

01:20:52.366 --> 01:20:53.506

Nicole Fieser: So there we go.

802

01:20:57.296 --> 01:21:00.956

Nicole Fieser: So Vijaya Vijaya.

803

01:21:01.076 --> 01:21:06.696

Nicole Fieser: What I said was city of Houston has elected to not have the date of view saved.

804

01:21:07.036 --> 01:21:13.536

Nicole Fieser: Meaning if I jump back to the data views, the changes that I've made where I drag and drop the column headers

805

01:21:14.026 --> 01:21:17.356

Nicole Fieser: where I added sums and averages

806

01:21:18.586 --> 01:21:29.015

Nicole Fieser: the data view because we do not have the save button enabled in city of Houston are going to default back to their standard. That's what I mean. Does that make sense?

807

01:21:29.586 --> 01:21:30.326

Nicole Fieser: Yeah.

808

01:21:31.426 --> 01:21:36.296

Nicole Fieser: And I think that was just a security thing that that you know. Would that decision was made

809

01:21:39.956 --> 01:21:40.666

Nicole Fieser: cool.

810

01:21:42.176 --> 01:21:43.256

Nicole Fieser: Alright. Y'all.

811

01:21:46.416 --> 01:21:47.915

Nicole Fieser: here's where we're going to go. Then

812

01:21:51.206 --> 01:21:55.026

Nicole Fieser: we are gonna move into schedules.

813

01:21:58.046 --> 01:21:59.776

Nicole Fieser: Let's talk about schedules. Y'all.

814

01:22:06.736 --> 01:22:11.106

Nicole Fieser: I gotta bring this back just a little bit, really, quickly.

815

01:22:12.846 --> 01:22:17.176

Nicole Fieser: Okay, let's talk about schedules, shall we?

816

01:22:20.926 --> 01:22:23.866

Nicole Fieser: Why, why do we need to talk about schedules

817

01:22:24.746 --> 01:22:31.756

Nicole Fieser: so a couple of things? One, I think we've said it a couple of times, and I know we have our support staff that are answering questions in the background.

818

01:22:31.926 --> 01:22:39.065

Nicole Fieser: So if you're following along in the question, answer dialog box, you're seeing some questions, and folks are answering them kind of in the background for us.

819

01:22:40.756 --> 01:22:47.536

Nicole Fieser: We've had a lot of questions already today about schedules. So one of the most common questions. And let's just put this out here.

820

01:22:47.706 --> 01:22:51.496

Nicole Fieser: Why are we going to start talking about schedules? Well, because we need to.

821

01:22:52.086 --> 01:22:58.076

Nicole Fieser: This is likely going to be for the majority of us in the room today. One of the very 1st tasks

822

01:22:58.366 --> 01:23:05.396

Nicole Fieser: that you're going to be responsible for schedules do not carry over

823

01:23:06.016 --> 01:23:14.156

Nicole Fieser: from your old or current Chronos system right to the new environment.

824

01:23:15.946 --> 01:23:16.816

Nicole Fieser: Any.

825

01:23:16.956 --> 01:23:24.546

Nicole Fieser: Roberta? The rules are still going to be the rules, though, so that's going to be the same. Right? So your policies, your work rules. They're they're still there.

826

01:23:24.926 --> 01:23:27.521

Nicole Fieser: right? And I'm gonna prove that to y'all.

827

01:23:28.876 --> 01:23:34.166

Nicole Fieser: it's okay to say, old, I appreciate that right.

828

01:23:35.596 --> 01:23:39.825

Nicole Fieser: If Yanni says it's okay to say old, it's okay.

829

01:23:41.816 --> 01:23:44.385

Nicole Fieser: So one y'all are going to be building your schedules.

830

01:23:45.456 --> 01:23:46.396

Nicole Fieser: 2.

831

01:23:47.386 --> 01:23:55.685

Nicole Fieser: Y'all. I told you already I'm a trainer. This is official UKG training, right for the MyCOH time software.

832

01:23:57.486 --> 01:24:00.895

Nicole Fieser: Here's the story. Officially, I have to remind you.

833

01:24:01.746 --> 01:24:09.075

Nicole Fieser: schedules are required because schedules is what makes the timekeeping system smart.

834

01:24:10.156 --> 01:24:11.326

Nicole Fieser: Okay.

835

01:24:13.516 --> 01:24:25.456

Nicole Fieser: schedules make the system smart. There is no way for the system to know who's late in who's early out who has an unexcused absence if we didn't have a schedule.

836

01:24:26.916 --> 01:24:28.825

Nicole Fieser: Schedules are important. Y'all.

837

01:24:30.266 --> 01:24:31.266

Nicole Fieser: Okay.

838

01:24:31.386 --> 01:24:35.116

Nicole Fieser: So let's go ahead and take a look at our schedules.

839

01:24:37.266 --> 01:24:38.655

Nicole Fieser: Here's my story.

840

01:24:40.166 --> 01:24:44.955

Nicole Fieser: How you choose to get to your schedules are entirely up to you. To be clear.

841

01:24:45.196 --> 01:24:49.936

Nicole Fieser: I've already shown you 4 different ways to get to a schedule.

842

01:24:51.066 --> 01:24:59.266

Nicole Fieser: Okay, let me remind you, you could use the employee. Search right.

843

01:25:00.166 --> 01:25:03.616

Nicole Fieser: Frank needs to go ahead and find me the troublemaker.

844

01:25:04.356 --> 01:25:07.825

Nicole Fieser: He needs to go directly to me. He would click, search.

845

01:25:08.886 --> 01:25:12.216

Nicole Fieser: click on that, go to control could go directly to my schedule.

846

01:25:12.386 --> 01:25:15.625

Nicole Fieser: There's 1 way to get to your employees. Schedules.

847

01:25:17.196 --> 01:25:20.156

Nicole Fieser: We can use the minute schedule tile.

848

01:25:20.526 --> 01:25:27.366

Nicole Fieser: and if we click on that broken or bent right facing arrow next to me, or schedule, which is what we're going to do in a second. Y'all.

849

01:25:27.816 --> 01:25:31.335

Nicole Fieser: this is how you're gonna get to all of your people's schedules.

850

01:25:32.196 --> 01:25:37.506

Nicole Fieser: But I don't know. Maybe Gabriel says I want to just see who's leaving soon.

851

01:25:37.866 --> 01:25:39.256

Nicole Fieser: Click on just leaving.

852

01:25:40.996 --> 01:25:45.295

Nicole Fieser: Remember, if we scroll on down on our home screen on our dashboard.

853

01:25:45.706 --> 01:25:48.546

Nicole Fieser: I can go review my schedule

854

01:25:49.286 --> 01:25:53.666

Nicole Fieser: right? I have my own schedule tile, as all employees do.

855

01:25:55.196 --> 01:25:58.906

Nicole Fieser: And again, for those folks.

856

01:25:59.246 --> 01:26:03.066

Nicole Fieser: Right that do not love the tile, and you're like, hey!

857

01:26:03.556 --> 01:26:05.735

Nicole Fieser: Show me where it is in the main menu.

858

01:26:06.016 --> 01:26:12.916

Nicole Fieser: If you prefer to use that menu on the left you can look underneath schedule down to schedule, planner with absence. Calendar.

859

01:26:14.166 --> 01:26:22.576

Nicole Fieser: Y'all right there 4 different ways to get to the schedule, and there's more than that that you'll see before our day is over.

860

01:26:24.236 --> 01:26:31.325

Nicole Fieser: Let's get into our schedule. I'm going to click on that broken bench right facing Arrow next to the manage schedule tile.

861

01:26:32.746 --> 01:26:37.196

Nicole Fieser: And let's talk about what we see step number one.

862

01:26:38.686 --> 01:26:42.046

Nicole Fieser: This is a data view, right?

863

01:26:43.546 --> 01:26:45.116

Nicole Fieser: This is a data view.

864

01:26:45.526 --> 01:26:51.115

Nicole Fieser: I know it doesn't officially say that in the documentation that you have access to in the Tms system.

865

01:26:52.556 --> 01:26:55.726

Nicole Fieser: It doesn't even necessarily say that in the quick reference guide, y'all.

866

01:26:56.186 --> 01:26:58.296

Nicole Fieser: But essentially, this is a data view.

867

01:26:59.406 --> 01:27:02.626

Nicole Fieser: Remember what I said about data views.

868

01:27:02.766 --> 01:27:12.355

Nicole Fieser: the who, the what, the when. Every single time you access a data view, you need to ask yourself that the who, the what, the when.

869

01:27:15.366 --> 01:27:16.096

Nicole Fieser: Okay.

870

01:27:20.986 --> 01:27:27.975

Nicole Fieser: So here's the deal I'm gonna change the who to my reports to

871

01:27:33.906 --> 01:27:42.165

Nicole Fieser: in the timeframe in the timeframe. I'm gonna go ahead and choose for now the current schedule period.

872

01:27:48.486 --> 01:27:50.545

Nicole Fieser: and then we get to see the what

873

01:27:50.986 --> 01:27:59.666

Nicole Fieser: by default, city of Houston's environment is to default to your schedule groups right?

874

01:28:00.036 --> 01:28:08.795

Nicole Fieser: And hopefully, that makes sense right? Because if you have employees that are going to work the same schedule, you can group them together and have them inherit

875

01:28:11.316 --> 01:28:12.766

Nicole Fieser: the same schedule.

876

01:28:12.936 --> 01:28:16.485

Nicole Fieser: and we're going to touch base on that. There's a lot to talk about in this section. Y'all

877

01:28:19.836 --> 01:28:24.256

Nicole Fieser: okay from there.

878

01:28:25.216 --> 01:28:28.686

Nicole Fieser: And, Kathy, we could leave Kathy's question up. Y'all.

879

01:28:29.106 --> 01:28:32.866

Nicole Fieser: Kathy, give me a few minutes to circle back to your question, please.

880

01:28:33.556 --> 01:28:37.126

Nicole Fieser: I do want to address it, because I think that's a kind of an important one.

881

01:28:37.296 --> 01:28:39.826

Nicole Fieser: But let's we'll come back to it. How's that?

882

01:28:41.346 --> 01:28:42.306

Nicole Fieser: All right?

883

01:28:43.966 --> 01:28:47.575

Nicole Fieser: The who, the what and the when.

884

01:28:48.046 --> 01:28:50.505

Nicole Fieser: thanks, Kathy, appreciate your patience with me.

885

01:28:51.856 --> 01:28:52.946

Nicole Fieser: Here's the deal.

886

01:28:53.236 --> 01:28:54.596

Nicole Fieser: What are we looking at?

887

01:28:55.236 --> 01:28:59.066

Nicole Fieser: Well, I think it's important that we talk about all that we've seen here.

888

01:28:59.306 --> 01:29:03.566

Nicole Fieser: You have 3 main areas of the software.

889

01:29:04.526 --> 01:29:12.356

Nicole Fieser: You have your scheduling tools, you have your schedule, Planner Grid, and you have your scheduling tabs.

890

01:29:13.396 --> 01:29:18.146

Nicole Fieser: Y'all, I actually want to start at the bottom and work our way up. Let's start with our scheduling tabs.

891

01:29:18.516 --> 01:29:20.426

Nicole Fieser: Let's start with the audit trail.

892

01:29:22.266 --> 01:29:23.126

Nicole Fieser: Okay?

893

01:29:26.746 --> 01:29:29.176

Nicole Fieser: So when we think about the audit trail.

894

01:29:30.156 --> 01:29:36.305

Nicole Fieser: I think it's important to remember that every change that you or somebody else makes

895

01:29:36.676 --> 01:29:40.306

Nicole Fieser: is being tracked in the audits. Tab the audits trail.

896

01:29:40.976 --> 01:29:47.876

Nicole Fieser: Okay? And y'all, we're gonna see that. And I don't mean this to be ugly. I I work hard not to be ugly.

897

01:29:48.066 --> 01:29:50.691

Nicole Fieser: right? I try to. I like positive

898

01:29:51.546 --> 01:30:04.615

Nicole Fieser: I want you to know that this is a good thing, because if you've made a change and you're like, Oh, my gosh! Did I make that change? That person's schedule. Oh, my gosh! They were walking down the hall, and I remember they made a request to me, but I don't remember if I completed it.

899

01:30:04.836 --> 01:30:06.785

Nicole Fieser: That's going to be the value

900

01:30:09.646 --> 01:30:16.736

Nicole Fieser: that's going to be the value of this audits. Tab this audits trail right?

901

01:30:20.146 --> 01:30:22.885

Nicole Fieser: So I think that's gonna be interesting.

902

01:30:23.306 --> 01:30:25.006

Nicole Fieser: Think that's gonna be interesting.

903

01:30:25.556 --> 01:30:30.096

Nicole Fieser: We're gonna spend a little bit of time on the audits trip.

904

01:30:31.476 --> 01:30:39.865

Nicole Fieser: right? So before we go ahead and build the schedules, we're going to go over this because I want to make sure that we're all on the same page. But yeah, we're gonna talk about how to schedule you.

905

01:30:40.596 --> 01:30:41.555

Nicole Fieser: Course we are.

906

01:30:43.876 --> 01:30:50.456

Nicole Fieser: Bounce the comments, tab the comments, tab

907

01:30:51.446 --> 01:30:55.935

Nicole Fieser: comments serve as a cover our behind moment.

908

01:30:56.436 --> 01:30:57.426

Nicole Fieser: Right?

909

01:30:57.626 --> 01:31:00.346

Nicole Fieser: And so when we think about comments.

910

01:31:00.726 --> 01:31:03.875

Nicole Fieser: you bet we're going to talk about adding comments here.

911

01:31:04.606 --> 01:31:11.216

Nicole Fieser: So we're gonna talk about it in comments. And when do we add comments mostly to explain what's going on?

912

01:31:12.136 --> 01:31:13.066

Nicole Fieser: Okay.

913

01:31:20.896 --> 01:31:27.476

Nicole Fieser: From there we have the absence calendar, and y'all after our break, probably not going to happen until after our break.

914

01:31:28.666 --> 01:31:30.776

Nicole Fieser: We're gonna talk about our absence calendar.

915

01:31:32.566 --> 01:31:37.675

Nicole Fieser: It's from there we have our our grid. Where we get to see people schedules.

916

01:31:37.866 --> 01:31:43.155

Nicole Fieser: We are going to talk about these colors, I promise, and then we have our tools

917

01:31:43.886 --> 01:31:51.825

Nicole Fieser: really quickly. Y'all, let's talk about the zoom button. And then we're going to get into the good stuff of actually building some schedules right, because we need to

918

01:31:55.636 --> 01:31:56.976

Nicole Fieser: the zoom button

919

01:31:57.516 --> 01:32:03.866

Nicole Fieser: we've had some folks that have really questioned. Is there a way to make the screens bigger, or

920

01:32:04.046 --> 01:32:07.366

Nicole Fieser: or to make it a little bit easier to see

921

01:32:08.456 --> 01:32:14.366

Nicole Fieser: the zoom button allows you to control the size of the screen that you're looking at.

922

01:32:14.736 --> 01:32:20.056

Nicole Fieser: So in this case, on any data view in the software, including the schedule planner.

923

01:32:20.176 --> 01:32:22.326

Nicole Fieser: you get to control the size of it.

924

01:32:23.276 --> 01:32:29.255

Nicole Fieser: which I, having turned to 40 this year, would feel like that's a really good thing.

925

01:32:29.676 --> 01:32:30.586

Nicole Fieser: Right?

926

01:32:32.946 --> 01:32:34.115

Nicole Fieser: So there we go.

927

01:32:34.876 --> 01:32:36.986

Nicole Fieser: But what else do we get to see? Here? Y'all

928

01:32:37.606 --> 01:32:39.506

Nicole Fieser: you have the show hide, button

929

01:32:39.656 --> 01:32:46.975

Nicole Fieser: the show hide button allows you to control what will or will not display on your calendar.

930

01:32:48.926 --> 01:32:49.876

Nicole Fieser: 80.

931

01:32:54.646 --> 01:32:56.665

Nicole Fieser: But I think that's kind of cool.

932

01:32:57.076 --> 01:32:58.755

Nicole Fieser: I think that's kind of cool.

933

01:33:01.696 --> 01:33:14.556

Nicole Fieser: My point is, we want you to schedule your people. That's why we're going to go over how to build a schedule. So for those of you that have not had the opportunity to build schedules before, or haven't been able to do it in a long time. We're gonna review it now.

934

01:33:15.026 --> 01:33:21.996

Nicole Fieser: I think. Step number one, though, is, you get to decide what will and will not display to you yourself in your calendar

935

01:33:22.286 --> 01:33:23.885

Nicole Fieser: right within your schedule.

936

01:33:24.526 --> 01:33:32.965

Nicole Fieser: Do you want to see time off requests? Do you want to see holidays? Do you not want to do see holidays? How do you want to see pay codes displayed to you.

937

01:33:33.956 --> 01:33:38.605

Nicole Fieser: Folks. Make this your own. Decide how you want things to look.

938

01:33:39.626 --> 01:33:48.745

Nicole Fieser: Okay from there, though I think the big one is going to be. Where are our tools?

939

01:33:49.876 --> 01:33:52.655

Nicole Fieser: With no exaggeration intended?

940

01:33:53.226 --> 01:33:54.476

Nicole Fieser: Thanks, David.

941

01:33:55.526 --> 01:33:58.835

Nicole Fieser: There are 5 to 8 different ways.

942

01:34:00.496 --> 01:34:07.376

Nicole Fieser: right? 5 to 8 different ways by which for you to manage your schedules.

943

01:34:08.046 --> 01:34:10.395

Nicole Fieser: I'm going to show you 3.

944

01:34:12.136 --> 01:34:18.166

Nicole Fieser: Don't be surprised if you find a new way to do things. I'm kind of counting on it.

945

01:34:18.736 --> 01:34:20.825

Nicole Fieser: Time is counting them. Okay?

946

01:34:23.916 --> 01:34:26.836

Nicole Fieser: So we're gonna start with the quick actions. Button

947

01:34:26.966 --> 01:34:32.466

Nicole Fieser: folks notice if I click on this quick actions button that opens up an entirely separate toolbar behind it.

948

01:34:34.106 --> 01:34:35.186

Nicole Fieser: Okay.

949

01:34:35.836 --> 01:34:46.625

Nicole Fieser: where we can go ahead and insert shifts and add comments. Cover our behinds, add pay codes, copy and paste one shift to another.

950

01:34:47.776 --> 01:34:51.505

Nicole Fieser: All right, these are our tools.

951

01:34:55.626 --> 01:35:06.316

Nicole Fieser: I'm seeing some questions pop up so really quickly. Y'all, if you are gonna control, how you want your schedule to look where you have the show hide button as long as you've clicked. Apply

952

01:35:06.456 --> 01:35:15.045

Nicole Fieser: the next time you come here. That's how your schedule is. Gonna look, so you only have to apply it and save. And yeah, we are gonna save as we go.

953

01:35:15.246 --> 01:35:21.465

Nicole Fieser: I will tell you the system is much better. The new system is much better

954

01:35:21.696 --> 01:35:28.985

Nicole Fieser: then your old system, when it comes to saves, I will be talking about saving. I know that's a concern.

955

01:35:29.316 --> 01:35:40.366

Nicole Fieser: I think the feedback that I got from y'all overall is your old environment requires too many saves. You have to click that save button like a million times. It's better.

956

01:35:40.816 --> 01:35:44.465

Nicole Fieser: And y'all we're going to continue to talk about that through the remainder of the training.

957

01:35:44.746 --> 01:35:47.285

Nicole Fieser: You do not need to click save all the time.

958

01:35:48.386 --> 01:35:51.246

Nicole Fieser: So again, I don't see the question anymore.

959

01:35:51.366 --> 01:35:56.006

Nicole Fieser: but I think it was out there right

960

01:35:57.626 --> 01:36:06.316

Nicole Fieser: quick actions, though, is one way, not the only way by which to access your tools 8.

961

01:36:06.796 --> 01:36:09.186

Nicole Fieser: One way. Not the only way

962

01:36:10.196 --> 01:36:18.296

Nicole Fieser: your second way of accessing your tools is to right click on the employee's name.

963

01:36:20.036 --> 01:36:25.555

Nicole Fieser: where you can go ahead and add a shift. Add a pay code. Add to the group.

964

01:36:26.116 --> 01:36:27.016

Nicole Fieser: Okay?

965

01:36:28.126 --> 01:36:36.765

Nicole Fieser: And if you don't like the quick actions toolbar, and you don't like the right click on the employee's name. You can always right click

966

01:36:37.206 --> 01:36:41.245

Nicole Fieser: on the shift within the cell

967

01:36:41.356 --> 01:36:45.605

Nicole Fieser: where you can add a shift, edit a shift, add a pay code.

968

01:36:46.146 --> 01:36:48.886

Nicole Fieser: copy paste delete whatever you want.

969

01:36:50.356 --> 01:36:57.685

Nicole Fieser: Okay, here's the thing I know we are coming up on our break.

970

01:37:01.396 --> 01:37:04.576

Nicole Fieser: I really, if you're gonna write anything down

971

01:37:06.006 --> 01:37:11.396

Nicole Fieser: in this entire 4 h event. It would probably be this next next tip.

972

01:37:12.686 --> 01:37:13.686

Nicole Fieser: Right?

973

01:37:16.326 --> 01:37:22.415

Nicole Fieser: I just said to you, I said, Look, there's like 5 to 8 different ways

974

01:37:22.586 --> 01:37:26.566

Nicole Fieser: by which you can complete basically, any task within the schedule.

975

01:37:27.996 --> 01:37:29.656

Nicole Fieser: And mostly that's true.

976

01:37:30.196 --> 01:37:34.146

Nicole Fieser: Except for schedule patterns.

977

01:37:35.876 --> 01:37:42.706

Nicole Fieser: the only place that you can access schedule patterns is through the right click on the employee's name.

978

01:37:43.466 --> 01:37:47.415

Nicole Fieser: I do not have a good explanation as to why, but there it is.

979

01:37:47.826 --> 01:37:55.845

Nicole Fieser: Notice you cannot do scheduled patterns from the quick actions. Toolbar. You cannot do schedule patterns from the right click on a shift cell.

980

01:37:56.586 --> 01:38:03.296

Nicole Fieser: The only place to access schedule patterns is on the right click on the employee's name.

981

01:38:04.216 --> 01:38:06.925

Nicole Fieser: Please consider jotting that down so it'll stick

982

01:38:08.346 --> 01:38:17.046

Nicole Fieser: the other thing that I need to point out to you that is only accessible on the right click on the employee's name in the schedule planner is the go to control

983

01:38:18.326 --> 01:38:21.676

Nicole Fieser: one of the most common processes.

984

01:38:22.656 --> 01:38:23.656

Nicole Fieser: Right.

985

01:38:24.176 --> 01:38:32.945

Nicole Fieser: One of the most common processes is you're gonna go ahead and make a change to the schedule, and then you're gonna want to go look at it in the time part.

986

01:38:33.416 --> 01:38:37.115

Nicole Fieser: So notice the go to control is here.

987

01:38:38.296 --> 01:38:43.236

Nicole Fieser: You do not, and hopefully will not.

988

01:38:43.776 --> 01:38:52.725

Nicole Fieser: make a change in the schedule, and think you have to go all the way back home, or all the way to the main menu to go find somebody's time card

989

01:38:53.196 --> 01:38:57.545

Nicole Fieser: or to go run a report. That's bananas. Don't do that.

990

01:38:58.326 --> 01:39:02.335

Nicole Fieser: The right click of the employee's name gives you both the schedule pattern

991

01:39:02.486 --> 01:39:07.176

Nicole Fieser: and gives you that go to control to go look at their time card. Go run a report.

992

01:39:07.426 --> 01:39:11.315

Nicole Fieser: heck, go look at their attendance record. If that applies to you.

993

01:39:12.896 --> 01:39:13.666

Nicole Fieser: Okay.

994

01:39:16.796 --> 01:39:24.835

Nicole Fieser: before we take our break, we're going to talk about schedule patterns, and then we will be taking our our one and only break. I know we're coming up on that break time.

995

01:39:26.276 --> 01:39:31.625

Nicole Fieser: Here's the thing all week long. We've had folks asking about the anchor date

996

01:39:32.286 --> 01:39:37.596

Nicole Fieser: that must have given some of y'all a massive headache, the anchor date in your old environment.

997

01:39:38.636 --> 01:39:44.386

Nicole Fieser: He's the anchor date does not exist in your new software.

998

01:39:45.476 --> 01:39:48.526

Nicole Fieser: I mean, it's there. It's kind of in the background.

999

01:39:48.996 --> 01:39:50.576

Nicole Fieser: It's kind of in the background.

1000

01:39:51.716 --> 01:39:55.146

Nicole Fieser: But you don't have to worry about right?

1001

01:39:55.306 --> 01:39:59.756

Nicole Fieser: Y'all let's go ahead and take a look at assigning patterns.

1002

01:40:01.146 --> 01:40:03.906

Nicole Fieser: Everybody should have a base schedule.

1003

01:40:04.136 --> 01:40:08.285

Nicole Fieser: The best way to give your folks a base schedule is through a schedule pattern.

1004

01:40:09.656 --> 01:40:15.305

Nicole Fieser: Remember, you are going to be responsible for doing this, probably starting next week

1005

01:40:15.636 --> 01:40:21.466

Nicole Fieser: right? Because schedule patterns are not coming into the new software. You have to build it.

1006

01:40:21.896 --> 01:40:23.866

Nicole Fieser: Let's go ahead and build ourselves a pattern.

1007

01:40:24.566 --> 01:40:32.266

Nicole Fieser: I'm going to use Olivia Edwards, and I'm going to go ahead and right click on Olivia Edwards. I'm going to go to the schedule pattern.

1008

01:40:34.416 --> 01:40:35.256

Nicole Fieser: Okay.

1009

01:40:36.576 --> 01:40:46.216

Nicole Fieser: in my example. I'm gonna go ahead and pretend that Olivia Edwards comes to us and says, Hey, I'm taking some classes at the local community college.

1010

01:40:46.426 --> 01:40:53.246

Nicole Fieser: and she negotiates with us how to kind of update her schedule for the winter school semester.

1011

01:40:53.946 --> 01:41:00.686

Nicole Fieser: We, as her supervisor, agree. Yeah, we're going to work with you so you can get your degree, or whatever her story is.

1012

01:41:01.126 --> 01:41:01.946

Nicole Fieser: Okay.

1013

01:41:02.506 --> 01:41:08.836

Nicole Fieser: So step number one, I'm gonna start by clicking on, add new pattern. And I'm going to go ahead and call this

1014

01:41:09.236 --> 01:41:11.256
Nicole Fieser: winter semester.

1015
01:41:12.636 --> 01:41:13.316
Nicole Fieser: Okay?

1016
01:41:14.106 --> 01:41:21.606
Nicole Fieser: And if my system administrators have built some patterns, I would be able to click in the pattern, drop down and select the pattern.

1017
01:41:22.976 --> 01:41:24.395
Nicole Fieser: I don't have a pattern.

1018
01:41:25.486 --> 01:41:31.346
Nicole Fieser: If my system administrators had built me shifts, I could click on the shift template right?

1019
01:41:31.776 --> 01:41:33.066
Nicole Fieser: But I don't.

1020
01:41:34.286 --> 01:41:41.405
Nicole Fieser: So instead, I want to go ahead and say, on Monday, Wednesday, and Fridays

1021
01:41:41.546 --> 01:41:44.175
Nicole Fieser: she's going to work 10 until 6,

1022
01:41:44.866 --> 01:41:50.425
Nicole Fieser: and on Tuesdays and Thursdays she's gonna work 9 until 5, because I'm gonna build the pattern

1023
01:41:52.206 --> 01:41:59.385
Nicole Fieser: right? And I want this to start on the week of the current schedule period, which is January 4,
th

1024

01:42:00.316 --> 01:42:04.515

Nicole Fieser: you get to decide when this pattern is going to begin.

1025

01:42:05.386 --> 01:42:10.046

Nicole Fieser: So I'm gonna say, 10 dash 6 p.

1026

01:42:12.086 --> 01:42:13.676

Nicole Fieser: Remember, folks.

1027

01:42:13.846 --> 01:42:22.095

Nicole Fieser: what is exactly the same in your new, MyCOH time system versus your your old chrono system.

1028

01:42:22.706 --> 01:42:26.856

Nicole Fieser: All time is still read as am time.

1029

01:42:27.086 --> 01:42:35.015

Nicole Fieser: Unless you enter the P. For Pm. Or you enter military time, that's still the same. Y'all

1030

01:42:36.356 --> 01:42:43.165

Nicole Fieser: alright. So I put in 10 Am. To 6 pm. And I'm going to go ahead and copy and paste this to Wednesday and Friday.

1031

01:42:44.786 --> 01:42:47.936

Nicole Fieser: So I'm gonna click on copy and paste. I'm going to copy Monday.

1032

01:42:48.206 --> 01:42:51.596

Nicole Fieser: And then I'm gonna click on Wednesday, and I'm gonna click on Friday.

1033

01:42:53.556 --> 01:42:57.716

Nicole Fieser: And then I'm going to turn off the copy paste by clicking on copy paste.

1034

01:42:58.396 --> 01:43:04.175

Nicole Fieser: And then on Tuesday and Thursday I said that she was gonna work 9 until 5. P, so I'll just type that in.

1035

01:43:08.446 --> 01:43:13.686

Nicole Fieser: Okay, so I have just built a pattern. But I'm not done

1036

01:43:14.206 --> 01:43:19.066

Nicole Fieser: because folks we really do want to pay attention to. When do you want this pattern to begin

1037

01:43:19.756 --> 01:43:24.686

Nicole Fieser: right? In this case I do want this pattern to begin on January 4.th

1038

01:43:24.996 --> 01:43:27.175

Nicole Fieser: I do want it to go forever.

1039

01:43:27.766 --> 01:43:32.936

Nicole Fieser: The default, when you build patterns is that it should go on forever.

1040

01:43:34.616 --> 01:43:39.486

Nicole Fieser: Writing only specify an end date

1041

01:43:40.676 --> 01:43:45.776

Nicole Fieser: when you're like a hundred 50% certain that somebody should no longer have that schedule.

1042

01:43:51.556 --> 01:43:59.705

Nicole Fieser: I do want to override any other patterns, because starting the week of January 4.th This is this is her schedule. So I am going to override the other pattern.

1043

01:44:00.076 --> 01:44:05.995

Nicole Fieser: I'm going to click, apply, and I'm gonna save it. And yes, I do need to save it.

1044

01:44:07.396 --> 01:44:10.306

Nicole Fieser: And notice, please, what happens.

1045

01:44:11.086 --> 01:44:22.045

Nicole Fieser: Olivia Edwards, in the current schedule period now will be working 10 until 6 on Monday, Wednesday, and Friday and 9 until 5 on Tuesday, Thursday.

1046

01:44:23.846 --> 01:44:34.686

Nicole Fieser: but because I did not assign her until this week. If I go to the previous schedule period, y'all notice previous schedule period. She was just 9 to 5.

1047

01:44:36.496 --> 01:44:44.415

Nicole Fieser: It's like the anchor date, right? So the anchor date is no longer spelled out, but it's like the anchor date right?

1048

01:44:44.796 --> 01:44:48.209

Nicole Fieser: It's there just kind of behind the scenes.

1049

01:44:50.616 --> 01:44:53.266

Nicole Fieser: If Yanni, hopefully, that makes sense.

1050

01:44:54.776 --> 01:44:55.441

Nicole Fieser: Now.

1051

01:44:56.656 --> 01:45:04.535

Nicole Fieser: I just assigned a pattern, and folks are like, what about lunch. If that's something that has popped into your brain, where you're like, Hey, Nikki, where's the lunch?

1052

01:45:04.856 --> 01:45:08.005

Nicole Fieser: Remember, lunch is still assigned based on the work rule.

1053

01:45:08.766 --> 01:45:17.376

Nicole Fieser: and we're going to talk more about lunch after we take our break. We'll touch base on it in the schedule. But you bet we're going to talk about it in relation to the time card, too.

1054

01:45:18.106 --> 01:45:25.586

Nicole Fieser: Right? But your lunch breaks are still assigned through the work rule the work rule.

1055

01:45:26.796 --> 01:45:33.506

Nicole Fieser: It's not assigned here on the schedule. So if they were assigned to a 30 min meal a 60 min meal that's based on their work rule.

1056

01:45:33.676 --> 01:45:37.336

Nicole Fieser: So I'm not going to build their lunch in is my point.

1057

01:45:38.776 --> 01:45:44.646

Nicole Fieser: And y'all if you were curious, it's

1058

01:45:45.946 --> 01:45:52.916

Nicole Fieser: am I? Gonna see the changes I just made here in the audit trail, you bet. 10 to 6, 10 to 6.

1059

01:45:54.706 --> 01:45:55.626

Nicole Fieser: Okay.

1060

01:45:58.456 --> 01:46:03.516

Nicole Fieser: alright. And I do see if I look at the if you all want to look at the Q. And a folks are asking about lunch

1061

01:46:04.106 --> 01:46:06.965

Nicole Fieser: right? The lunch is assigned on the work rule.

1062

01:46:07.206 --> 01:46:20.196

Nicole Fieser: and if it's a different work role, then yes, I would need to do the work rule transfer which I'll talk about. But remember, work world transfers in the schedule do not apply to every department. So after our break. We're gonna need to talk about it

1063

01:46:23.416 --> 01:46:29.256

Nicole Fieser: alright. Y'all my bet is y'all could use a break.

1064

01:46:29.786 --> 01:46:34.435

Nicole Fieser: Why don't we come back at 11 0. 5?

1065

01:46:36.066 --> 01:46:39.905

Nicole Fieser: Let's go ahead and take like a 1617Å min break here.

1066

01:46:40.306 --> 01:46:42.995

Nicole Fieser: My guess is y'all need to stretch your legs.

1067

01:46:43.376 --> 01:46:46.246

Nicole Fieser: Let's come back at 5 past the hour.

1068

01:46:48.586 --> 01:46:49.606

Nicole Fieser: Alright.

1069

01:46:55.956 --> 01:46:57.666

Nicole Fieser: Go ahead and take a break. Y'all.

1070

01:46:57.836 --> 01:47:01.793

Nicole Fieser: we'll be answering some questions along the way. So if you've asked a question.

1071

01:47:02.576 --> 01:47:05.526

Nicole Fieser: we're gonna try to get to it in the Q. And a chat.

1072

01:47:06.588 --> 01:47:10.606

Nicole Fieser: Regardless, regardless. Let's go and take a break.

1073

01:47:11.236 --> 01:47:14.175

Nicole Fieser: I'll see you in about 15Å min, 1516Å min.

1074

01:47:15.736 --> 01:47:16.229

Nicole Fieser: Enjoy your break, everybody.

1075

01:47:22.182 --> 01:47:27.591

Nicole Fieser: we're gonna give everybody another 30 seconds or so to get back into the session.

1076

01:47:29.332 --> 01:47:31.311

Nicole Fieser: In the meantime.

1077

01:47:31.952 --> 01:47:37.631

Nicole Fieser: I'm gonna answer a couple of questions before we continue on with scheduling. Just so we're clear.

1078

01:47:39.268 --> 01:47:42.002

Nicole Fieser: Bradley, hopefully. You are here.

1079

01:47:44.012 --> 01:47:45.132

Nicole Fieser: Alright!

1080

01:47:50.612 --> 01:47:52.882

Nicole Fieser: Alright! So Bradley says.

1081

01:47:53.710 --> 01:48:01.812

Nicole Fieser: The creative schedule screen should match the time card screen. Bradley. That is a configuration choice, my friend. So I hear you

1082

01:48:03.092 --> 01:48:11.242

Nicole Fieser: how the schedule looks versus how the time card looks that is in the control of your system. Admin so definitely whatever your process is

1083

01:48:11.752 --> 01:48:15.911

Nicole Fieser: for putting in that request. That might be something that you could do.

1084

01:48:16.382 --> 01:48:22.261

Nicole Fieser: I I've jotted a note to take it back to your project team, because that's just a configuration issue

1085

01:48:23.902 --> 01:48:25.872

Nicole Fieser: right? And

1086

01:48:26.882 --> 01:48:34.311

Nicole Fieser: so hopefully, Brad, that makes sense to you. Let me know that you were able to hear my answer.

1087

01:48:36.482 --> 01:48:40.782

Nicole Fieser: And, Timothy, we're gonna talk about adjusting shifts.

1088

01:48:41.662 --> 01:48:42.712

Nicole Fieser: Right?

1089

01:48:44.652 --> 01:48:46.762

Nicole Fieser: All right. Y'all, we're gonna keep going.

1090

01:48:48.892 --> 01:48:50.952

Nicole Fieser: You're welcome. Thanks, everyone.

1091

01:48:51.102 --> 01:48:52.328

Nicole Fieser: All right.

1092

01:48:54.522 --> 01:49:01.861

Nicole Fieser: So again, we have our team kind of trying to answer the questions in the QA. Chat in the background. We're gonna keep going.

1093

01:49:02.572 --> 01:49:11.922

Nicole Fieser: folks. We're still talking through schedules, and I truly hope you had a good break. I hope you got to walk around, get some blood flow and got something to snack on

1094

01:49:12.252 --> 01:49:15.221

Nicole Fieser: right, because we still have a ways to go.

1095

01:49:16.122 --> 01:49:20.092

Nicole Fieser: We've started to talk about schedules, right?

1096

01:49:24.972 --> 01:49:34.722

Nicole Fieser: We've started to talk about schedules. But y'all, we've just started. Really, I've introduced you to the schedule planner and the concept of schedule patterns.

1097

01:49:35.982 --> 01:49:38.512

Nicole Fieser: There's so much more to talk about, though, right?

1098

01:49:38.892 --> 01:49:45.341

Nicole Fieser: Specifically, I'm gonna start talking about editing shifts. And I know that there are some people in the room

1099

01:49:45.592 --> 01:49:51.482

Nicole Fieser: that will also be conducting work rule transfers in the schedule

1100

01:49:52.082 --> 01:49:55.731

Nicole Fieser: want to talk about that too, equally, though

1101

01:49:55.892 --> 01:50:04.922

Nicole Fieser: folks I know not everybody does work rule transfers in the schedule. Some of you will decide to do it in the time card.

1102

01:50:05.582 --> 01:50:09.022

Nicole Fieser: We're going to talk about all of that, and so much more

1103

01:50:09.172 --> 01:50:21.531

Nicole Fieser: right? So I do know that there's a concern about lunches. I recognize that there's a concern about lunches, and we're going to talk about lunches here in the schedule, and then we're going to talk about it again when we get to the time card.

1104

01:50:21.652 --> 01:50:22.742

Nicole Fieser: Okie Dokie.

1105

01:50:23.202 --> 01:50:29.211

Nicole Fieser: I promise. I promise. I know, I know this is so important to y'all, and I'm so glad that you're willing to ask.

1106

01:50:29.632 --> 01:50:31.012

Nicole Fieser: So keep it coming.

1107

01:50:32.522 --> 01:50:33.652

Nicole Fieser: Thanks. All.

1108

01:50:34.502 --> 01:50:39.321

Nicole Fieser: Okay. So we've started to talk about the basics. Let's talk about editing shifts.

1109

01:50:40.142 --> 01:50:42.262

Nicole Fieser: Right? Let's talk about editing shifts.

1110

01:50:43.872 --> 01:50:48.292

Nicole Fieser: I'm going to actually go to the next schedule period.

1111

01:50:48.702 --> 01:50:49.492

Nicole Fieser: Okay?

1112

01:50:50.552 --> 01:50:56.661

Nicole Fieser: And I'm going to use. Oh, I'm going to use Joe Lance, Joe Hendry.

1113

01:50:58.072 --> 01:50:59.391

Nicole Fieser: Good old Joe!

1114

01:50:59.742 --> 01:51:02.172

Nicole Fieser: He comes to us and he says, Look!

1115

01:51:02.312 --> 01:51:07.452

Nicole Fieser: Next Thursday, January 23.rd I have a doctor's appointment.

1116

01:51:07.952 --> 01:51:13.621

Nicole Fieser: I'd like to come in an hour late, and I will stay an hour late to make up the difference.

1117

01:51:14.082 --> 01:51:17.282

Nicole Fieser: and I, as his manager agree.

1118

01:51:18.352 --> 01:51:24.202

Nicole Fieser: If I want to edit a single day, right?

1119

01:51:24.322 --> 01:51:29.502

Nicole Fieser: I want to edit a single day. All we have to do is go to that day

1120

01:51:30.452 --> 01:51:35.242

Nicole Fieser: I'm actually going to go ahead and right click and go to edit.

1121

01:51:35.942 --> 01:51:40.522

Nicole Fieser: I'm editing Joe Joe Hendry right there it is.

1122

01:51:41.292 --> 01:51:48.092

Nicole Fieser: and I might go ahead. And I'm gonna use either. The slide bar here isn't that kind of cool.

1123

01:51:49.052 --> 01:51:52.841

Nicole Fieser: I'm gonna say that he's gonna work 10 until 6 on that day.

1124

01:51:55.542 --> 01:52:03.872

Nicole Fieser: and I'm going to either use the slide bar or put in the start and end time right?

1125

01:52:05.482 --> 01:52:10.492

Nicole Fieser: If you don't like the slide bar. I think it's kind of cool. Y'all, but I'm easily amused

1126

01:52:10.782 --> 01:52:17.842

Nicole Fieser: if you don't like the slide bar, that's totally fine. You can enter the start and end time of the adjusted shift as you need to.

1127

01:52:18.502 --> 01:52:19.592

Nicole Fieser: All right?

1128

01:52:21.982 --> 01:52:25.101

Nicole Fieser: Yeah, I like the slide bar. It's kind of fun.

1129

01:52:25.882 --> 01:52:30.932

Nicole Fieser: But we're going to update this shift, start and end times, in whatever way makes sense.

1130

01:52:31.352 --> 01:52:35.121

Nicole Fieser: I'm going to come back to transfer employee in a second bear with me.

1131

01:52:36.172 --> 01:52:39.201

Nicole Fieser: I do want to take a minute to talk about comments, though y'all

1132

01:52:40.962 --> 01:52:44.982

Nicole Fieser: comments or a cover our behind moments.

1133

01:52:45.352 --> 01:52:47.761

Nicole Fieser: I will use myself as an example.

1134

01:52:48.872 --> 01:52:59.171

Nicole Fieser: I have a coworker who says that I am the best person to gossip with. You know. Why, I'm never going to remember the gossip that was shared with me. It's never going to stick in my brain.

1135

01:53:00.682 --> 01:53:02.432

Nicole Fieser: The same is true with this.

1136

01:53:04.182 --> 01:53:10.611

Nicole Fieser: I am using Joe Henry, and excuse me for being a bit on the negative, Nelly side, so I apologize in advance.

1137

01:53:12.082 --> 01:53:16.542

Nicole Fieser: Joe Hendry, we've agreed to edit his shift. I've agreed to it

1138

01:53:17.382 --> 01:53:26.082

Nicole Fieser: 3 months from now. Joe gets put on a performance improvement plan, and Hr. Comes to me and says, Hey, Nikki.

1139

01:53:26.472 --> 01:53:29.091

Nicole Fieser: why did you go ahead and edit this guy's shift?

1140

01:53:29.602 --> 01:53:36.021

Nicole Fieser: Y'all, there is no chance. I'm gonna remember why we did this 3 months ago. No chance. I'm gonna remember.

1141

01:53:36.702 --> 01:53:37.682

Nicole Fieser: All right.

1142

01:53:38.302 --> 01:53:42.232

Nicole Fieser: So instead, I'm going to go ahead and click on, add comments.

1143

01:53:43.152 --> 01:53:46.771

Nicole Fieser: And in the select a comment, drop down box.

1144

01:53:47.592 --> 01:53:52.942

Nicole Fieser: Oh, I might go ahead and say family emergency.

1145

01:53:53.692 --> 01:53:55.122

Nicole Fieser: And I'm going to add it.

1146

01:53:56.262 --> 01:54:00.841

Nicole Fieser: because maybe it's a family emergency that they're going to.

1147

01:54:01.892 --> 01:54:07.202

Nicole Fieser: You have dental work I don't know. Get tubes put in the kids ears, whatever the story of the day is.

1148

01:54:07.702 --> 01:54:14.961

Nicole Fieser: alright. But I am going to go ahead and add the comments I'm going to click, apply, and I'm going to click, save

1149

01:54:15.742 --> 01:54:21.012

Nicole Fieser: look at the nice feedback y'all are giving. I see in the Q. And a right

1150

01:54:22.622 --> 01:54:24.582

Nicole Fieser: now, here's the thing.

1151

01:54:25.312 --> 01:54:30.432

Nicole Fieser: The schedule feeds the time card, right?

1152

01:54:30.952 --> 01:54:35.081

Nicole Fieser: So I have made a 1 day change.

1153

01:54:35.242 --> 01:54:37.942

Nicole Fieser: It's a 1 day change in the next scheduled period

1154

01:54:39.002 --> 01:54:45.182

Nicole Fieser: the following Thursday. Right? They're gonna go back to their regular 9 to 5 schedule.

1155

01:54:45.972 --> 01:54:50.941

Nicole Fieser: But if you're curious, if I go to this person's time. Card

1156

01:54:53.302 --> 01:55:03.541

Nicole Fieser: and I look in the next scheduled period. Notice that the team member is scheduled. I'm sorry the employee is scheduled 10 until 6, and there was a comment that was added.

1157

01:55:04.882 --> 01:55:06.042

Nicole Fieser: All right.

1158

01:55:07.322 --> 01:55:08.581

Nicole Fieser: So there it is.

1159

01:55:12.252 --> 01:55:15.862

Nicole Fieser: Alright. Y'all listen, let's talk about comments.

1160

01:55:16.342 --> 01:55:18.571

Nicole Fieser: Comments are what comments are

1161

01:55:18.782 --> 01:55:27.582

Nicole Fieser: for the moment city of Houston has decided that y'all are going to just use the standard comments that they have created for you.

1162

01:55:28.112 --> 01:55:34.702

Nicole Fieser: We don't have the ability to add free form comments to add free form notes at this time.

1163

01:55:34.822 --> 01:55:42.962

Nicole Fieser: So the comment is the comment, and it is visible here in the comments, Tab, all right.

1164

01:55:44.152 --> 01:55:47.329

Nicole Fieser: So the comments are still just the comments. Y'all

1165

01:55:47.892 --> 01:55:50.911

Nicole Fieser: right. That's kind of fun to see. There it is.

1166

01:55:55.072 --> 01:56:04.601

Nicole Fieser: Nelly, you're right, you're right. It's a terrible thing to say. Negative, Nelly. I see that me neither. I'm never negative either.

1167

01:56:04.962 --> 01:56:07.884

Nicole Fieser: or rarely takes a lot. How's that?

1168

01:56:10.792 --> 01:56:15.551

Nicole Fieser: Oh, my gosh, that's awesome, Dellie, I need to. I need to send you something that's awesome.

1169

01:56:16.282 --> 01:56:18.461

Nicole Fieser: All right. Y'all, let's talk about lunches.

1170

01:56:18.572 --> 01:56:25.402

Nicole Fieser: I do want to talk about transfers. Okay, I'm going to open up that shift dialog box again.

1171

01:56:26.452 --> 01:56:33.082

Nicole Fieser: What I'm about to talk about y'all is applicable to some not applicable to all.

1172

01:56:34.052 --> 01:56:47.392

Nicole Fieser: Alright. So I really need you to hear me on this. I am not telling you that this is a policy change. I am not saying that this is necessarily a process change, but there are some departments in city of Houston that do things just a little bit differently.

1173

01:56:48.752 --> 01:56:55.482

Nicole Fieser: including there are some folks that will enter work rule transfers in the schedule.

1174

01:56:57.002 --> 01:57:09.512

Nicole Fieser: If we know the employee is going to go work in a different location or works a different job. And maybe they typically get a 30 min lunch, but because they're going to go work somewhere else. They need to get a 60 min lunch.

1175

01:57:09.972 --> 01:57:12.871

Nicole Fieser: You will conduct the transfer.

1176

01:57:14.702 --> 01:57:25.092

Nicole Fieser: So let me just show this to you all quickly. We're gonna see it again. And I know we have some Hpd folks in the room today, too. So we're gonna talk about internal orders. But we're gonna do that on the time part. Okay?

1177

01:57:27.162 --> 01:57:33.622

Nicole Fieser: So if I go ahead and click on transfers from that shift dialog box one more time. Y'all. How do I get here?

1178

01:57:33.792 --> 01:57:35.861

Nicole Fieser: I'm gonna right. Click on the shift.

1179

01:57:36.262 --> 01:57:38.482

Nicole Fieser: I'm gonna go ahead and click on edit.

1180

01:57:39.482 --> 01:57:42.461

Nicole Fieser: And I'm gonna go ahead and click on transfer employee.

1181

01:57:43.672 --> 01:57:48.732

Nicole Fieser: This is where we can do a work rule, transfer right?

1182

01:57:49.712 --> 01:57:55.612

Nicole Fieser: And again, hopefully what you see in this dropdown. Maybe not. All of these things are super familiar to you.

1183

01:57:55.772 --> 01:58:01.572

Nicole Fieser: But hopefully, this is where you can say, yes, they're working night. They're working callback.

1184

01:58:01.762 --> 01:58:06.451

Nicole Fieser: right? Typically, they're a daylight worker. But today they're working evening.

1185

01:58:07.401 --> 01:58:14.921

Nicole Fieser: Okay, you would choose the work rule. And y'all, I am not going to choose a great one here.

1186

01:58:16.112 --> 01:58:19.402

Nicole Fieser: I'm gonna choose this one. I'm gonna click, apply.

1187

01:58:19.892 --> 01:58:25.032

Nicole Fieser: I'm going to click, apply again. Yes, it's a double apply, and then I will save it.

1188

01:58:26.502 --> 01:58:31.232

Nicole Fieser: When we do the transfer immediately a bunch of things happen.

1189

01:58:31.821 --> 01:58:37.499

Nicole Fieser: One notice if you will, in that shift. Gosh, that's hard to see.

1190

01:58:38.102 --> 01:58:41.451

Nicole Fieser: You get to see that the line has turned blue.

1191

01:58:42.372 --> 01:58:50.422

Nicole Fieser: Okay, there's the comment. And then do you see the opposite facing arrows that indicates a transfer has happened.

1192

01:58:51.012 --> 01:58:56.242

Nicole Fieser: and if I hover my mouse over top of that shift we get the details.

1193

01:58:56.422 --> 01:59:03.802

Nicole Fieser: I see that there was a transfer. I get to see where the time is going to be charged and the Associated Comment.

1194

01:59:06.061 --> 01:59:09.761

Nicole Fieser: Lunches are assigned to the work rule.

1195

01:59:09.922 --> 01:59:17.992

Nicole Fieser: So if you know in advance, you need to to schedule somebody's lunch differently. You will do it through a work rule transfer.

1196

01:59:19.432 --> 01:59:22.988

Nicole Fieser: And I say this all to you, knowing, of course, that

1197

01:59:23.882 --> 01:59:27.631

Nicole Fieser: for some of you, this is completely useless because you're not doing it.

1198

01:59:32.672 --> 01:59:33.612

Nicole Fieser: Okay?

1199

01:59:39.602 --> 01:59:41.561

Nicole Fieser: Right? So there we go.

1200

01:59:42.911 --> 01:59:44.002

Nicole Fieser: Alright guys.

1201

01:59:44.942 --> 01:59:47.071

Nicole Fieser: Let's talk about assigning pay codes.

1202

01:59:48.352 --> 01:59:50.152

Nicole Fieser: Talk about assigning pay codes.

1203

01:59:51.032 --> 02:00:01.151

Nicole Fieser: Let me jump back home for a quick. Second, right in my ideal, perfect world.

1204

02:00:01.722 --> 02:00:03.582

Nicole Fieser: Your employees.

1205

02:00:05.252 --> 02:00:08.531

Nicole Fieser: We'll go ahead and put in your time off requests.

1206

02:00:09.491 --> 02:00:17.501

Nicole Fieser: Okay, Brian. A work world transfer forever is going to be done in the people record.

1207

02:00:18.122 --> 02:00:26.502

Nicole Fieser: So whatever that pop process looks like. If it's a permanent change, you would do it in their actual record, not on the schedule, not on the time card.

1208

02:00:28.762 --> 02:00:32.871

Nicole Fieser: Okay, but yes, it can be done forever. It just has to be done in their people record.

1209

02:00:35.481 --> 02:00:42.772

Nicole Fieser: Let me say this again in my ideal, perfect world, your people would put in their time off request

1210

02:00:43.321 --> 02:00:48.352

Nicole Fieser: the time off request. You're gonna get a notification on the alert bell icon.

1211

02:00:49.352 --> 02:00:56.082

Nicole Fieser: you will get it in the my notifications. And you're gonna get an email, all right.

1212

02:00:58.192 --> 02:01:05.751

Nicole Fieser: So in my perfect world, everybody's doing the time off request. But you know how many people live in my my perfect world

1213

02:01:08.132 --> 02:01:09.602

Nicole Fieser: like no one.

1214

02:01:10.092 --> 02:01:12.051

Nicole Fieser: It's like no one.

1215

02:01:12.432 --> 02:01:16.902

Nicole Fieser: So y'all let me go back to the schedule. Let me go back to the schedule.

1216

02:01:19.282 --> 02:01:23.922

Nicole Fieser: I'm gonna go back to the current schedule period, because that's where I want to be.

1217

02:01:24.682 --> 02:01:25.562

Nicole Fieser: Okay.

1218

02:01:27.992 --> 02:01:32.952

Nicole Fieser: If you know in advance that somebody is going to be out

1219

02:01:34.352 --> 02:01:38.492

Nicole Fieser: right, and they did not complete their time off request.

1220

02:01:40.542 --> 02:01:46.682

Nicole Fieser: Best practices. Enter the pay code in the schedule.

1221

02:01:48.282 --> 02:01:49.952

Nicole Fieser: Let me say that again.

1222

02:01:51.942 --> 02:01:55.872

Nicole Fieser: Ideally, the employee does the time off request you approve it

1223

02:01:56.412 --> 02:02:02.231

Nicole Fieser: when you approve a time off request. It's gonna show in the schedule, and the schedule feeds the time card.

1224

02:02:04.922 --> 02:02:06.752

Nicole Fieser: James. Not in the schedule.

1225

02:02:07.042 --> 02:02:14.231

Nicole Fieser: Alright, not in the schedule. We're gonna talk more about transfers. Y'all in the time card, because that's where most of you all are doing it.

1226

02:02:16.082 --> 02:02:19.742

Nicole Fieser: The schedule feeds the time card. Y'all.

1227

02:02:21.722 --> 02:02:26.802

Nicole Fieser: if you know in advance that your employee is going to be out.

1228

02:02:27.022 --> 02:02:29.711

Nicole Fieser: and they did not complete a time off request.

1229

02:02:30.012 --> 02:02:32.711

Nicole Fieser: Enter the pay code in the schedule.

1230

02:02:33.642 --> 02:02:35.012

Nicole Fieser: Okay? Why?

1231

02:02:35.852 --> 02:02:36.762

Nicole Fieser: Why?

1232

02:02:37.732 --> 02:02:39.832

Nicole Fieser: Because, if you know, they're gonna be out.

1233

02:02:39.942 --> 02:02:46.191

Nicole Fieser: then put it here on the schedule so that anybody that sees the employee schedule knows that they're not going to be here

1234

02:02:47.822 --> 02:02:59.311

Nicole Fieser: versus if you have somebody that calls in sick today, I don't know. Maybe Brian Brian has somebody that calls in sick. They call in tired. They call in sick and tired.

1235

02:03:00.982 --> 02:03:01.972

Nicole Fieser: Right?

1236

02:03:02.462 --> 02:03:09.442

Nicole Fieser: If they call in sick and tired today, you're probably going to enter that time directly in the time card

1237

02:03:10.822 --> 02:03:15.871

Nicole Fieser: in advance. It goes in the schedule the day of just do it in the time card.

1238

02:03:17.582 --> 02:03:18.522

Nicole Fieser: Right?

1239

02:03:20.142 --> 02:03:21.892

Nicole Fieser: So what does this mean?

1240

02:03:22.532 --> 02:03:28.192

Nicole Fieser: I'm gonna go ahead and choose. Oh, I'm gonna do, Leslie Higgins. I like Leslie. She's 1 of my go to's.

1241

02:03:28.782 --> 02:03:42.731

Nicole Fieser: and I'm gonna say that she says comes to us and says, Oh, my gosh! I forgot to tell you tomorrow morning. I've got jury duty, or I've got vacation that I have plane tickets for, or whatever her story of the day is.

1242

02:03:43.692 --> 02:03:51.332

Nicole Fieser: for whatever reason she did not complete a time off request, because again, people don't really live in my ideal, perfect world. Right?

1243

02:03:52.302 --> 02:03:55.272

Nicole Fieser: See? Y'all, do you remember that quick actions button.

1244

02:03:56.762 --> 02:03:59.001

Nicole Fieser: You could also simply right click.

1245

02:03:59.552 --> 02:04:02.131

Nicole Fieser: But I'm gonna use the quick actions button. This time.

1246

02:04:02.922 --> 02:04:07.071

Nicole Fieser: I'm going to go ahead and choose jury duty.

1247

02:04:08.892 --> 02:04:10.772

Nicole Fieser: I'm going to choose jury duty.

1248

02:04:11.482 --> 02:04:17.922

Nicole Fieser: and I'm gonna go ahead and choose jury duty and then click on Leslie Higgins, Friday cell.

1249

02:04:18.682 --> 02:04:20.171

Nicole Fieser: And I'm going to save it.

1250

02:04:21.672 --> 02:04:26.641

Nicole Fieser: And now we get to see jury duty requested for her entire workday.

1251

02:04:27.132 --> 02:04:32.552

Nicole Fieser: and if I right click on her name and use that, go to control.

1252

02:04:32.672 --> 02:04:35.052

Nicole Fieser: And I go to her time card.

1253

02:04:35.322 --> 02:04:45.991

Nicole Fieser: Notice what's gonna happen on Friday. We get to see the 8 h of jury duty because the schedule feeds the time card. It's there.

1254

02:04:49.222 --> 02:04:52.162

Nicole Fieser: Do you have come time? If you have

1255

02:04:52.992 --> 02:04:57.672

Nicole Fieser: right, if you know what pay code you need to enter.

1256

02:04:58.102 --> 02:05:06.511

Nicole Fieser: put in the schedule. If you know that the employee is going to be out, and you know, in advance. Otherwise you could just enter in the time card, which we'll be looking at in just a bit.

1257

02:05:08.152 --> 02:05:09.032

Nicole Fieser: Okay?

1258

02:05:13.142 --> 02:05:19.251

Nicole Fieser: All right, let me jump back to the schedule.

1259

02:05:23.472 --> 02:05:34.992

Nicole Fieser: Alright. So I see a couple of questions I'm gonna address because some of these? Some of the questions, I think, apply to everybody some of the questions I'm gonna wait for the team behind the scenes to just answer you specifically

1260

02:05:35.582 --> 02:05:36.372

Nicole Fieser: okay.

1261

02:05:36.602 --> 02:05:42.371

Nicole Fieser: Jose says, what if she was released after 4 h of jury duty? Well, then, we can come back and edit this

1262

02:05:42.592 --> 02:05:43.452

Nicole Fieser: right.

1263

02:05:44.192 --> 02:05:50.662

Nicole Fieser: We could remove the 8 h, and we could come back in right.

1264

02:05:51.542 --> 02:05:57.041

Nicole Fieser: We could remove the 8 h of jury duty and change it to 4, and then put back her schedule

1265

02:05:59.892 --> 02:06:15.581

Nicole Fieser: ready if she were coming back to work. But do people really come back to work if they got released? Maybe that's the question. Don't they just go to lunch. I don't know. But yeah, you could edit in the schedule, and the schedule feeds the time card, and we would have this put the schedule back in.

1266

02:06:16.302 --> 02:06:22.692

Nicole Fieser: Okay, alright. I answered James. Question.

1267

02:06:23.942 --> 02:06:27.382

Nicole Fieser: Cherry says, can you go over that again, please? Sure.

1268

02:06:27.652 --> 02:06:30.301

Nicole Fieser: you can. Right click and add a pay code.

1269

02:06:30.932 --> 02:06:36.682

Nicole Fieser: And if you right, click and add a pay code that's gonna open up the pay code dialog box where you can put in the details.

1270

02:06:37.012 --> 02:06:41.101

Nicole Fieser: How much sick vacation jury duty time they're taking.

1271

02:06:41.242 --> 02:06:48.511

Nicole Fieser: or if it's like a whole day like I, demonstrated Cherry, you can use that quick actions toolbar

1272

02:06:49.122 --> 02:06:54.522

Nicole Fieser: click in the pay code. Choose the pay code. I think I chose jury duty and then just decide where it goes.

1273

02:06:59.102 --> 02:07:04.801

Nicole Fieser: Okay, alright, let me turn that back off.

1274

02:07:07.172 --> 02:07:11.136

Nicole Fieser: How do I enter overtime for classifieds? Mayra.

1275

02:07:11.872 --> 02:07:20.602

Nicole Fieser: overtime for classified? Is it scheduled overtime? Because if so, you can simply add to their schedule? Right.

1276

02:07:21.002 --> 02:07:26.472

Nicole Fieser: If you're going to schedule that overtime, you'll right click on the shift. You'll click edit.

1277

02:07:27.162 --> 02:07:31.681

Nicole Fieser: They're scheduled 9 to 5, and maybe they're coming back and working. I don't know.

1278

02:07:31.782 --> 02:07:38.552

Nicole Fieser: 9 to 11 you could add the segment and add the additional time right?

1279

02:07:39.462 --> 02:07:44.051

Nicole Fieser: And then the system, when it calculates that work time will put them in an overtime because of their work.

1280

02:07:46.092 --> 02:07:51.761

Nicole Fieser: So again, Mayra, I'm not 100% sure how y'all are doing it. But you can always right click, go to edit.

1281

02:07:51.922 --> 02:07:56.211

Nicole Fieser: add the additional segment to put in the additional scheduled overtime.

1282

02:07:56.652 --> 02:07:57.342

Nicole Fieser: Okay.

1283

02:08:00.482 --> 02:08:06.732

Nicole Fieser: okay, they show how they run.

1284

02:08:06.992 --> 02:08:12.412

Nicole Fieser: This. I did not see it to be part of the schedule. It was only for one day. That's right. It's a 1 day event.

1285

02:08:13.322 --> 02:08:16.282

Nicole Fieser: Please show how it is part of their daily hours.

1286

02:08:18.032 --> 02:08:23.112

Nicole Fieser: So if I go back to Leslie's time card, which we haven't talked about the time card yet, Zara.

1287

02:08:23.512 --> 02:08:31.342

Nicole Fieser: we're going to. We get to see the 8 h here. This is their daily amount. Here's their pay period. I don't know if that's

1288

02:08:33.092 --> 02:08:35.562

Nicole Fieser: what you were thinking.

1289

02:08:35.932 --> 02:08:41.532

Nicole Fieser: So if you want to clarify, let me know that's good for

1290

02:08:41.902 --> 02:08:44.791

Nicole Fieser: I just thought, yep, you're gonna see the right pay code, David

1291

02:08:52.222 --> 02:09:02.761

Nicole Fieser: says. Got it, Sarah says. Can you back to go back to the work rule lunch. I saw where it was added to only one day. But how can it be added to the schedule? So each day does not have to be done individually.

1292

02:09:03.732 --> 02:09:06.891

Nicole Fieser: If it is a permanent change.

1293

02:09:07.432 --> 02:09:18.332

Nicole Fieser: Sarah, if somebody has a permanent change to their work role, you need to follow your process in getting Hr. Or whomever is assigned to change the work role in the people record

1294

02:09:19.822 --> 02:09:21.942

Nicole Fieser: best practices.

1295

02:09:22.232 --> 02:09:28.972

Nicole Fieser: If it's more than 2 weeks, we typically recommend that the work rule be changed in the people record.

1296

02:09:30.292 --> 02:09:36.652

Nicole Fieser: Okay, if it's less than 2 weeks there, it's a temporary status that they're gonna do this work rule.

1297

02:09:37.452 --> 02:09:42.811

Nicole Fieser: Then, realistically, you're probably gonna want to go ahead and do it on each individual day.

1298

02:09:43.152 --> 02:09:46.942

Nicole Fieser: So that's typically the standard best practice. Okay.

1299

02:09:47.982 --> 02:09:51.652

Nicole Fieser: 2 weeks or less of a change in work rule, because it's a temporary change.

1300

02:09:52.682 --> 02:09:57.752

Nicole Fieser: Just do it. It's a pain, but do it more than 2 weeks. It needs to be changed in their people record.

1301

02:10:02.392 --> 02:10:12.531

Nicole Fieser: Alfred, I think you're asking about delegation. I'm gonna show, even though it's not officially part of the training I have delegation set up to show you. So yes, we're going to be talking about delegation.

1302

02:10:15.412 --> 02:10:23.882

Nicole Fieser: Hugo. It's better you don't need that dumb tab anymore. There you go! That was my honest answer. Delegation is a tile.

1303

02:10:24.592 --> 02:10:31.902

Nicole Fieser: So we're gonna definitely be looking at it. And it's gonna be pretty darn cool manager delegation.

1304

02:10:33.332 --> 02:10:34.082

Nicole Fieser: Okay.

1305

02:10:44.402 --> 02:10:49.622

Nicole Fieser: alright guys, I'm gonna let some of the these questions get answered by the folks on the backside.

1306

02:10:50.612 --> 02:10:56.471

Nicole Fieser: Fmla. I've seen a lot of questions come across about Fmla folks. We're going to talk about Fmla.

1307

02:10:57.052 --> 02:10:58.041

Nicole Fieser: All right.

1308

02:10:58.152 --> 02:11:14.391

Nicole Fieser: I'm going to talk to it from the time card, but I will describe the process, and how it is much much improved in the new environment versus the old environment. So if you have an employee with Fmla, and you're wondering I'm going to talk about that in our next section.

1309

02:11:14.942 --> 02:11:16.022

Nicole Fieser: okey-dokey.

1310

02:11:18.172 --> 02:11:23.732

Nicole Fieser: Cynthia says, if something is put in the schedule, can you change it in the time card, or do you have to go to schedule.

1311

02:11:25.362 --> 02:11:30.672

Nicole Fieser: Cynthia, my friend, you can always update your time card.

1312

02:11:30.772 --> 02:11:40.432

Nicole Fieser: It's a good question, however, best practices. If the employee did not do their time off request

1313

02:11:41.242 --> 02:11:43.482

Nicole Fieser: which we would want them to. Of course.

1314

02:11:44.652 --> 02:11:59.912

Nicole Fieser: if they did not do their time off request, and you know, in advance the employee is going to be out. Best practice is to put it in the schedule. Planner. Okay, that way that you and anyone else that sees the employee schedule know that they're going to be out.

1315

02:12:04.622 --> 02:12:06.641

Nicole Fieser: Otherwise you can just do it in the time card.

1316

02:12:07.722 --> 02:12:12.122

Nicole Fieser: Anthony, if you're doing a swing shift, I'm not gonna actually save this

1317

02:12:12.622 --> 02:12:18.691

Nicole Fieser: every 4 weeks you can go ahead and create a pattern.

1318

02:12:18.862 --> 02:12:24.092

Nicole Fieser: And you can say, put in the regular schedule, and you could just add the additional row.

1319

02:12:25.992 --> 02:12:28.922

Nicole Fieser: I'm going to call this Anthony's test.

1320

02:12:33.262 --> 02:12:35.222

Nicole Fieser: Y'all let me go ahead and try that again.

1321

02:12:36.482 --> 02:12:37.912

Nicole Fieser: Schedule pattern.

1322

02:12:38.022 --> 02:12:43.312

Nicole Fieser: You're gonna go to new pattern, Anthony test

1323

02:12:45.032 --> 02:12:49.192

Nicole Fieser: so you could go ahead and put in the regular schedule. So I'm gonna put in 9 to 5,

1324

02:12:54.332 --> 02:12:56.191

Nicole Fieser: and you get the general idea.

1325

02:12:57.972 --> 02:13:03.362

Nicole Fieser: copy, paste, paste, paste, paste, turn it off, add the additional row.

1326

02:13:03.542 --> 02:13:11.432

Nicole Fieser: This is where you can say, okay. On the second week they work 9 to 5, but then on the 3rd week you can also add the swing shift.

1327

02:13:11.532 --> 02:13:19.482

Nicole Fieser: So you're just gonna open up the pattern, Anthony, to add, in that additional time when you're doing the swing shift.

1328

02:13:19.602 --> 02:13:24.542

Nicole Fieser: just add it to the pattern based on the week that you actually work that swing.

1329

02:13:25.742 --> 02:13:26.632

Nicole Fieser: Okay?

1330

02:13:31.982 --> 02:13:32.962

Nicole Fieser: Which?

1331

02:13:35.792 --> 02:13:37.061

Nicole Fieser: So there we go.

1332

02:13:37.602 --> 02:13:41.362

Nicole Fieser: Alright. Y'all, I'm gonna answer one or 2 questions, and we do have to move on.

1333

02:13:50.502 --> 02:13:54.082

Nicole Fieser: So there we go. I'm not gonna save this

1334

02:13:55.152 --> 02:14:04.112

Nicole Fieser: if you want to proceed. But you get the idea hopefully, Anthony, open up the pattern and just build out the pattern to be able to accommodate that swing shift.

1335

02:14:09.892 --> 02:14:16.141

Nicole Fieser: So, Zara, currently we're putting that in as not temporarily.

1336

02:14:17.842 --> 02:14:22.482

Nicole Fieser: So, if I'm understanding you correctly, it sounds like

1337

02:14:22.592 --> 02:14:27.692

Nicole Fieser: y'all are like continuously manually adding a work rule, transfer.

1338

02:14:28.742 --> 02:14:29.502

Jessica Miles: You're fine.

1339

02:14:29.712 --> 02:14:31.331

Nicole Fieser: If it's a yeah.

1340

02:14:31.332 --> 02:14:41.141

Jessica Miles: Go ahead, Nicole. I'm sorry to interrupt you. So when the schedule is created, what they're used to doing is adding the work role transfer when they create the schedule

1341

02:14:42.012 --> 02:14:43.821

Jessica Miles: rather than I think.

1342

02:14:45.002 --> 02:14:52.701

Jessica Miles: That's the process that we do now, and they'll do the same process when they create the new schedule in the new system.

1343

02:14:53.352 --> 02:14:57.662

Nicole Fieser: So are you doing it in the people? Record, Jessica, or are you doing it directly in the schedule.

1344

02:14:57.662 --> 02:14:58.911
Jessica Miles: In the schedule.

1345
02:15:00.982 --> 02:15:06.582
Nicole Fieser: Can I ask why we're not changing it in? The people record? So it automatically applies. And there's no mistake.

1346
02:15:07.611 --> 02:15:13.232
Jessica Miles: I don't know. But this is the process that has taken place when they created.

1347
02:15:13.722 --> 02:15:27.582
Jessica Miles: Okay? And so that's why we have so many questions on workflow transfer, because usually, like underneath the schedule, it'll have the arrows to to reflect. The work will transfer, and there's.

1348
02:15:27.582 --> 02:15:28.041
Nicole Fieser: Of course.

1349
02:15:28.042 --> 02:15:31.533
Jessica Miles: Yeah. And so that's the process they're used to.

1350
02:15:32.222 --> 02:15:40.411
Nicole Fieser: It does show up. Who we did. We did a transfer. Here's the arrows. If you do the transfer, it's right here.

1351
02:15:40.832 --> 02:15:47.762
Jessica Miles: But it's only reflected on that one. It's supposed to be reflected the entire duration of their schedule.

1352
02:15:48.532 --> 02:15:51.572
Nicole Fieser: That's only because I did it directly on the day.

1353
02:15:52.912 --> 02:15:55.611
Nicole Fieser: Right. If we're going to do that.

1354

02:15:57.522 --> 02:16:00.801

Jessica Miles: So scroll down on the left hand side.

1355

02:16:01.112 --> 02:16:05.881

Jessica Miles: Oh, it's not showing up. Okay. So on our side, we're able to see it.

1356

02:16:06.862 --> 02:16:12.442

Nicole Fieser: Yeah. So we're gonna talk about that. So Jessica, let's take this offline for those folks that have a permanent change.

1357

02:16:12.823 --> 02:16:19.342

Nicole Fieser: I think we'll take this offline and see what we can do to make this a whole lot easier. I think there's a much.

1358

02:16:19.582 --> 02:16:24.491

Nicole Fieser: Let's take it offline. How's that, Jessica. We'll take it offline and take it back to the project team.

1359

02:16:25.512 --> 02:16:26.961

Jessica Miles: Sounds good. Thank you.

1360

02:16:27.212 --> 02:16:28.122

Nicole Fieser: Thank you.

1361

02:16:28.342 --> 02:16:32.531

Nicole Fieser: Y'all, when it comes to work rule transfers that are permanent in the schedule.

1362

02:16:33.121 --> 02:16:39.381

Nicole Fieser: I know different departments are doing it differently. Hpd. Is definitely doing it a little bit differently than others.

1363

02:16:39.922 --> 02:16:46.432

Nicole Fieser: More to come. I'm gonna leave it more to come, because I think there's a way to make this a whole lot easier for you guys.

1364

02:16:46.632 --> 02:16:52.052

Nicole Fieser: But again, there could be some information that I don't know. So we're gonna take it offline and we'll get back to you. How's that?

1365

02:16:53.442 --> 02:17:04.991

Nicole Fieser: We will make sure that there is some referenceable documents for those of you. If the process is going to stay the same, I will commit to you to make sure that there's something referenceable

1366

02:17:05.212 --> 02:17:08.331

Nicole Fieser: for you to have to reference with the new software. Okay.

1367

02:17:10.492 --> 02:17:12.221

Nicole Fieser: that's what I can do for you.

1368

02:17:16.082 --> 02:17:17.922

Nicole Fieser: Sarah. Does that make sense?

1369

02:17:18.332 --> 02:17:19.562

Nicole Fieser: I

1370

02:17:20.302 --> 02:17:28.121

Nicole Fieser: I think there's more to this that needs to be discussed. So let me take this back to your project team, Jessica and I will take it back, and we'll make sure you get what you need.

1371

02:17:29.132 --> 02:17:29.942

Nicole Fieser: Okay.

1372

02:17:33.912 --> 02:17:35.172

Nicole Fieser: alright. Y'all

1373

02:17:36.112 --> 02:17:42.751

Nicole Fieser: in terms of schedules in terms of schedules. We've talked about a lot of things. I hear you.

1374

02:17:43.022 --> 02:17:51.231

Nicole Fieser: I hear that we are very concerned about the work rule transfer in the schedule.

1375

02:17:58.172 --> 02:18:01.222

Nicole Fieser: I think we're. Gonna I think we can make this easier.

1376

02:18:05.175 --> 02:18:17.212

Nicole Fieser: Okay, where I would like us to finish up with schedules is going to be with our absence calendar

1377

02:18:20.172 --> 02:18:21.052

Nicole Fieser: right?

1378

02:18:22.532 --> 02:18:28.541

Nicole Fieser: Harold says doing work will transfers correctly, affects every supervisor. Taking it. Offline is counterproductive.

1379

02:18:29.732 --> 02:18:32.571

Nicole Fieser: Harold, I apologize. Did you feel that way?

1380

02:18:32.972 --> 02:18:37.641

Nicole Fieser: I am hopeful that we can actually take it offline altogether.

1381

02:18:38.662 --> 02:18:49.502

Nicole Fieser: So I'm gonna work with your project team because my concern is how easy is it to make a mistake if you're assigning a new schedule pattern to somebody

1382

02:18:49.682 --> 02:18:55.252

Nicole Fieser: and not are, are we really doing the transfers manually, one by one?

1383

02:18:55.912 --> 02:18:58.162

Nicole Fieser: That's kind of what it sounds like to me.

1384

02:18:58.892 --> 02:19:00.872

Nicole Fieser: And so, Harold, I hear you.

1385

02:19:02.812 --> 02:19:11.902

Nicole Fieser: my environment that I have access to only allows me to show you a transfer on the individual day, which is what we did here.

1386

02:19:12.172 --> 02:19:14.471

Nicole Fieser: Right? Thanks. Sorry.

1387

02:19:15.882 --> 02:19:21.181

Nicole Fieser: But I am committing to you to make sure that you have the right information.

1388

02:19:21.352 --> 02:19:27.041

Nicole Fieser: I am hopeful that I can work with your project team to take this off your plate almost altogether.

1389

02:19:28.972 --> 02:19:29.922

Nicole Fieser: Okay.

1390

02:19:36.652 --> 02:19:41.042

Nicole Fieser: so, Harold, we you are not done hearing from me. How's that?

1391

02:19:43.262 --> 02:19:55.682

Nicole Fieser: So I am not saying that the system is going to do it one by one. I am saying that your if your process stays the same, then it'll still be here, and I will get you the documentation for you.

1392

02:19:56.522 --> 02:19:57.622

Nicole Fieser: Okay.

1393

02:20:01.542 --> 02:20:03.231

Nicole Fieser: that's what I can do for you.

1394

02:20:05.432 --> 02:20:07.402

Nicole Fieser: Alright. That's what I can do for you.

1395

02:20:12.162 --> 02:20:29.801

Nicole Fieser: Okay, y'all, we're gonna move on. We're gonna move on again. Hopefully, you're hearing me. And you're able to follow along that this is what a transfer looks like I am recognizing that y'all are doing transfers manually. It sounds like in the pattern. And Jessica, correct me if I'm wrong

1396

02:20:30.312 --> 02:20:33.231

Nicole Fieser: when somebody has a different work rule transfer.

1397

02:20:33.422 --> 02:20:39.031

Nicole Fieser: This is easier, Zara. This is easier. And I'm sorry if I confused you.

1398

02:20:39.792 --> 02:20:50.182

Nicole Fieser: Okay, regardless, we will make sure you have the correct documentation based on how your department does this.

1399

02:20:50.562 --> 02:20:51.941

Nicole Fieser: That's what I can tell you.

1400

02:20:57.612 --> 02:20:59.082

Nicole Fieser: With that being said.

1401

02:20:59.442 --> 02:21:04.052

Nicole Fieser: the last thing I want to point out as a win. We're going to circle back to where there's a win

1402

02:21:04.422 --> 02:21:13.212

Nicole Fieser: right, and and Taiwa lunches are absolutely being accounted for. Lunches are assigned in the work rule. Every person has a work rule.

1403

02:21:13.352 --> 02:21:15.301

Nicole Fieser: Okay? So they're there.

1404

02:21:15.772 --> 02:21:16.861

Nicole Fieser: They are. There.

1405

02:21:17.962 --> 02:21:20.492

Nicole Fieser: Let's talk about the absence calendar.

1406

02:21:22.152 --> 02:21:23.102

Nicole Fieser: Okay?

1407

02:21:24.562 --> 02:21:34.112

Nicole Fieser: The absence calendar, I think, is one of the best pieces of your new software. Y'all, and I am super excited to talk to you about it.

1408

02:21:35.342 --> 02:21:36.262

Nicole Fieser: Okay.

1409

02:21:36.602 --> 02:21:44.832

Nicole Fieser: so let me go ahead and share my screen with you a different screen, so we can all see it together.

1410

02:21:48.312 --> 02:21:49.292

Nicole Fieser: Alright.

1411

02:21:49.442 --> 02:21:51.411

Nicole Fieser: Check out the absence calendar. Y'all.

1412

02:21:53.012 --> 02:22:00.002

Nicole Fieser: The absence calendar, I think, does make your life easier. We've had a lot of questions about time off requests.

1413

02:22:00.632 --> 02:22:01.622

Nicole Fieser: Okay.

1414

02:22:05.392 --> 02:22:10.001

Nicole Fieser: I think. Isn't December, January. It's not December, January 20th

1415

02:22:10.812 --> 02:22:15.401

Nicole Fieser: January 20th is Martin Luther King Day, and y'all have off.

1416

02:22:15.922 --> 02:22:18.151

Nicole Fieser: How many of you?

1417

02:22:18.772 --> 02:22:24.071

Nicole Fieser: How many of you are going to receive time off requests for the previous Friday?

1418

02:22:25.012 --> 02:22:27.372

Nicole Fieser: I imagine quite a few right.

1419

02:22:28.432 --> 02:22:34.552

Nicole Fieser: I imagine quite a few right, because how many people are going to want to turn a 3 day weekend into a 4 day weekend.

1420

02:22:35.772 --> 02:22:40.852

Nicole Fieser: Y'all, the absence calendar. The tab at the very bottom of your screen

1421

02:22:41.112 --> 02:22:47.371

Nicole Fieser: is a really nice tool by which you guys, managers and supervisors can go in.

1422

02:22:47.592 --> 02:22:54.342

Nicole Fieser: and you can see how many time off requests you have pending and how many time off requests

1423

02:22:54.442 --> 02:22:56.641

Nicole Fieser: you already have granted.

1424

02:22:57.552 --> 02:22:58.682

Nicole Fieser: Okay.

1425

02:22:59.932 --> 02:23:10.152

Nicole Fieser: so in this case I'm looking at December. I see. December 7.th There's that one with the dot. That means that there is still one pending time off request.

1426

02:23:10.942 --> 02:23:16.681

Nicole Fieser: If I saw a number with no dot, a number one, a number 2, whatever it is

1427

02:23:16.832 --> 02:23:22.782

Nicole Fieser: that would tell us that we had 2, 1 or 2, or whatever the number is

1428

02:23:23.022 --> 02:23:25.482

Nicole Fieser: granted. Time off. Requests.

1429

02:23:26.812 --> 02:23:37.231

Nicole Fieser: Isn't that neat? So you would already know. Oh, I've already granted 2 people off on that day. I need to maintain coverage. I can't grant any more days off.

1430

02:23:38.452 --> 02:23:40.151

Nicole Fieser: But wait, there's more.

1431

02:23:40.572 --> 02:23:44.722

Nicole Fieser: Not only that, not only that

1432

02:23:45.832 --> 02:23:55.411

Nicole Fieser: we also can click directly on this day, and then, in the time card grid above, you're going to be able to see who has time off.

1433

02:23:55.902 --> 02:24:03.161

Nicole Fieser: Who had you already granted time off. So in this case it'd be like Eliza and Greg already had time off, and you would see that.

1434

02:24:05.232 --> 02:24:10.122

Nicole Fieser: So I know we went a little. We have a few spokes that are like, yeah, this could be helpful.

1435

02:24:10.642 --> 02:24:15.251

Nicole Fieser: Y'all, for those of you that have multiple people that you're responsible for.

1436

02:24:15.742 --> 02:24:22.632

Nicole Fieser: I am hopeful that this is a nice tool that you'll be able to approve. Time off requests right from here.

1437

02:24:23.972 --> 02:24:33.972

Nicole Fieser: You'll be able to see how many time off requests. So if you receive one more. Nope, have to deny it can't approve it. I've got to maintain my coverage.

1438

02:24:45.032 --> 02:24:46.212

Nicole Fieser: So there we are.

1439

02:24:51.092 --> 02:24:58.011

Nicole Fieser: all right. All that is scheduling in a nutshell more to come on the transfers.

1440

02:24:58.782 --> 02:25:06.792

Nicole Fieser: Promise we're going to get into more of it. We do want to make sure that we are answering it correctly, and if there is a way that we can make it easier.

1441

02:25:07.012 --> 02:25:14.872

Nicole Fieser: Yo, I told you I was. I was honest from the start. My job is to make your life easier. That is my one and only goal of the day.

1442

02:25:17.512 --> 02:25:24.232

Nicole Fieser: Excellent, and we have a few folks are like. Yes, I like the absence calendar. It's a good tool. Y'all, it's a good tool.

1443

02:25:27.882 --> 02:25:32.022

Nicole Fieser: Alright. Can you close the day off on the calendar after Max requests.

1444

02:25:32.742 --> 02:25:36.611

Nicole Fieser: but that says, Can you close the day off on the calendar after Max requests.

1445

02:25:41.182 --> 02:25:43.382

Nicole Fieser: No.

1446

02:25:44.292 --> 02:25:55.251

Nicole Fieser: not the way things are right now, but you never know quivette, you never know. So for now the answer is, no. How's that for you? More to come, maybe in the future.

1447

02:25:58.372 --> 02:26:08.702

Nicole Fieser: Okay, alright. Y'all, that is scheduling in a nutshell. We have a lot of questions. So remember

1448

02:26:08.922 --> 02:26:13.602

Nicole Fieser: it. There is info more information in the Tms system

1449

02:26:16.332 --> 02:26:25.261

Nicole Fieser: transfers in the schedule. I do think we need more information about. So I am committing that to you. And I will be giving you my email address. Y'all.

1450

02:26:25.612 --> 02:26:31.252

Nicole Fieser: So you are welcome to reach out if you're like, hey? I didn't receive it, or I didn't know where to download it. We're gonna make sure you get it

1451

02:26:31.362 --> 02:26:34.651

Nicole Fieser: right. I live up to my promises. Y'all, I promise

1452

02:26:35.589 --> 02:26:55.332

Nicole Fieser: but that's it in a nutshell that's in a nutshell. Please make sure you do take your learning in Tms, because there's a lot of good information. I will recommend A, the videos in the scheduling module in the Tms section. I think that's gonna alleviate a lot of your concern.

1453

02:26:55.852 --> 02:27:03.662

Nicole Fieser: Okay, alright guys, we're gonna move on.

1454

02:27:08.472 --> 02:27:09.731

Nicole Fieser: We're gonna move on.

1455

02:27:11.062 --> 02:27:14.212

Nicole Fieser: Let's take a look at time cards.

1456

02:27:16.432 --> 02:27:19.022

Nicole Fieser: This is the part of the day where you might think

1457

02:27:19.502 --> 02:27:24.932

Nicole Fieser: I already know the time cards, Nikki, do I really need to sit here with you and talk about time cards? Yes.

1458

02:27:25.872 --> 02:27:28.652

Nicole Fieser: yes, all right.

1459

02:27:29.762 --> 02:27:34.121

Nicole Fieser: We are going to go through time cards. And we're gonna talk about best practices

1460

02:27:35.892 --> 02:27:48.282

Nicole Fieser: already. We're gonna talk about best practices. And I promise you guys that we would also talk about Fmla. I hear you, I know, for a lot of folks assigning Fmla is

1461

02:27:49.112 --> 02:27:53.862

Nicole Fieser: is important, all right.

1462

02:27:58.872 --> 02:28:07.442

Nicole Fieser: and I wanna make sure that we talk about it. But that's not going to be the 1st thing we talk about. But I will include it, because I see and hear you that this is really important.

1463

02:28:08.332 --> 02:28:14.592

Nicole Fieser: alrighty, and we have some folks in the questions and answer really quick, y'all.

1464

02:28:14.942 --> 02:28:25.532

Nicole Fieser: the absence calendar is that additional tab at the bottom of the schedule, planner? We talked about the audits, tab the comments, tab, here's the absence calendar.

1465

02:28:30.682 --> 02:28:35.222

Nicole Fieser: Alright! Y'all, let's talk time cards.

1466

02:28:35.492 --> 02:28:37.841

Nicole Fieser: Let's talk about our time cards

1467

02:28:39.362 --> 02:28:41.372

Nicole Fieser: when we think about our time cards.

1468

02:28:41.532 --> 02:28:44.872

Nicole Fieser: How many different ways are there to access your time? Cards?

1469

02:28:45.392 --> 02:28:53.411

Nicole Fieser: Countless. Honestly, I think the last time I took the time to count. It was, you know, right out of the gate, like 13 or 14.

1470

02:28:54.382 --> 02:29:01.472

Nicole Fieser: We have made it so easy in the new. MyCOH time system in this upgraded system from your old Kronos

1471

02:29:01.622 --> 02:29:06.411

Nicole Fieser: to get to your time cards. It really is your decision how you want to get there.

1472

02:29:07.192 --> 02:29:12.612

Nicole Fieser: Yes, for the purposes of this training I am primarily going to use the Manage time cards tile.

1473

02:29:13.112 --> 02:29:19.432

Nicole Fieser: because again, we want to make sure that you are good to go with the new tools.

1474

02:29:20.192 --> 02:29:25.851

Nicole Fieser: But again, for those of you that are like Nope, you haven't convinced me on the tiles yet. There, Nikki.

1475

02:29:26.732 --> 02:29:30.131

Nicole Fieser: in that main menu on the left. You can go to time cards.

1476

02:29:30.252 --> 02:29:37.042

Nicole Fieser: We summary right? We're gonna be taking a look at those. Just so you can say, yeah, I've seen them

1477

02:29:38.002 --> 02:29:39.122

Nicole Fieser: all right.

1478

02:29:42.752 --> 02:29:47.061

Nicole Fieser: Sorry about that basher. I apologize. I'm not sure why it's not showing

1479

02:29:48.022 --> 02:29:51.760

Nicole Fieser: my screen might be set to be too big. It's probably me

1480

02:29:53.552 --> 02:29:56.461

Nicole Fieser: all right chels. So let's talk about accessing time cards.

1481

02:29:59.022 --> 02:30:02.821

Nicole Fieser: We know we can access time cards in the manage time cards, tile.

1482

02:30:03.102 --> 02:30:14.251

Nicole Fieser: We know that we can access our time cards from the control center. Right? If there was an issue, we could use that go to control. And if there was an issue in the time card. It takes us directly to it.

1483

02:30:14.612 --> 02:30:22.102

Nicole Fieser: We know that we can use this employee search to get to time cards. My gosh! There's so many different ways to get there.

1484

02:30:24.282 --> 02:30:29.152

Nicole Fieser: Okay, with that being said.

1485

02:30:29.882 --> 02:30:37.782

Nicole Fieser: why am I gonna make a really big deal as I click back home about this manage time cards tile

1486

02:30:39.022 --> 02:30:44.012

Nicole Fieser: because the manage time cards tile really is the biggest win of the day.

1487

02:30:44.472 --> 02:30:53.832

Nicole Fieser: You don't have to keep track of who has a missed punch, or who has a late in the system is going to consistently tell you.

1488

02:30:54.522 --> 02:31:06.422

Nicole Fieser: Okay, here's the thing you do have some exceptions that are classified as must fix

1489

02:31:07.342 --> 02:31:18.402

Nicole Fieser: an exception is officially defined as a deviation from the employees. Expected work time, right?

1490

02:31:19.592 --> 02:31:25.662

Nicole Fieser: There are 2 types of exceptions that you must manage.

1491

02:31:26.792 --> 02:31:31.262

Nicole Fieser: Okay, you must manage a missed punch.

1492

02:31:31.682 --> 02:31:34.151

Nicole Fieser: You've got to manage that. You got to correct it.

1493

02:31:34.552 --> 02:31:42.541

Nicole Fieser: The only way the system can correct a valid punch is both an in and an out punch.

1494

02:31:43.742 --> 02:31:48.482

Nicole Fieser: That is the only way the system can recognize a valid, a valid shift.

1495

02:31:49.022 --> 02:31:53.202

Nicole Fieser: So if somebody forgets to punch, we we gotta fix it. We gotta fix that.

1496

02:31:55.002 --> 02:32:01.232

Nicole Fieser: We also have the unexcused absence exception that must be corrected.

1497

02:32:02.202 --> 02:32:09.251

Nicole Fieser: Remember all an unexcused absence is officially defined as scheduled work. Time

1498

02:32:09.382 --> 02:32:13.132

Nicole Fieser: for which there are no punches and there are no pay codes.

1499

02:32:14.182 --> 02:32:24.191

Nicole Fieser: Okay, we should feel obligated as managers and supervisors, to explain where somebody's scheduled work. Time went.

1500

02:32:24.602 --> 02:32:27.141

Nicole Fieser: even if they were a no call, no show.

1501

02:32:27.652 --> 02:32:29.432

Nicole Fieser: We still need to explain it.

1502

02:32:31.082 --> 02:32:34.911

Nicole Fieser: Okay, so there we are.

1503

02:32:37.582 --> 02:32:40.791

Nicole Fieser: There are some items that simply need to be reviewed.

1504

02:32:41.172 --> 02:32:47.722

Nicole Fieser: And y'all, we're gonna talk a lot about needs to be reviewed, because that's so critically important.

1505

02:32:49.612 --> 02:32:50.492

Nicole Fieser: Right?

1506

02:32:50.742 --> 02:32:54.192

Nicole Fieser: So let's talk about the must fix

1507

02:32:54.582 --> 02:32:58.802

Nicole Fieser: folks instead of going to everybody's time. Cards I'm just going to click on must fix.

1508

02:32:59.152 --> 02:33:04.051

Nicole Fieser: And in this case this brings me to Coach Beard in the current pay period.

1509

02:33:05.382 --> 02:33:07.641

Nicole Fieser: All right. Y'all let's talk about the time card.

1510

02:33:08.042 --> 02:33:13.882

Nicole Fieser: Truly. I hope this is where you think to yourself. Okay, I'm okay. I'm okay. I've seen the time card before

1511

02:33:14.612 --> 02:33:18.042

Nicole Fieser: is not different, and mostly it's not.

1512

02:33:18.262 --> 02:33:21.911

Nicole Fieser: There are some features, and I'm going to give you the heads up.

1513

02:33:22.612 --> 02:33:26.622

Nicole Fieser: I think city of Houston and your old chrono system. I think

1514

02:33:27.642 --> 02:33:38.821

Nicole Fieser: I think some of you didn't all get the benefit of official Kronos training. Well, now, my company is called not no longer Kronos. Now, it's UKG, today is official UKG training.

1515

02:33:39.902 --> 02:33:43.711

Nicole Fieser: Y'all, we're gonna make sure that we know best practices here.

1516

02:33:44.902 --> 02:33:50.872

Nicole Fieser: Okay, so let's talk.

1517

02:33:51.042 --> 02:33:58.852

Nicole Fieser: There are 3 areas of the time card. You have your time card tools, your time card grid and your time card tabs.

1518

02:34:00.162 --> 02:34:05.452

Nicole Fieser: Let's start at the bottom, like we did with the schedule folks. The audits tab

1519

02:34:05.672 --> 02:34:11.641

Nicole Fieser: the audits. Tab is greatly enhanced in your new software.

1520

02:34:12.532 --> 02:34:14.442

Nicole Fieser: The audits tab

1521

02:34:15.412 --> 02:34:24.472

Nicole Fieser: right now has choices where you can audit just for comments you can audit just for approvals. You can see the changes that have been made

1522

02:34:25.612 --> 02:34:31.491

Nicole Fieser: your takeaway, though, and something I hope to prove to you over the next 2025Â min.

1523

02:34:32.462 --> 02:34:38.242

Nicole Fieser: Every change that you or somebody else makes to a time card

1524

02:34:38.502 --> 02:34:42.722

Nicole Fieser: is being tracked here in the audits. Tab the audits trail.

1525

02:34:43.812 --> 02:34:44.802

Nicole Fieser: Okay?

1526

02:34:49.152 --> 02:34:53.982

Nicole Fieser: So we're gonna see that whether you're making the change as the supervisor.

1527

02:34:55.602 --> 02:35:03.112

Nicole Fieser: whether your employee is making those changes via the punching in and the punching out. Every change is being tracked here.

1528

02:35:04.532 --> 02:35:12.161

Nicole Fieser: Historical corrections are still historical corrections. We're gonna touch base on that to make sure you all know what this is.

1529

02:35:12.402 --> 02:35:20.442

Nicole Fieser: The terminology is important. No, most of you aren't going to be completing them, but you sure do need to know about them.

1530

02:35:22.292 --> 02:35:29.382

Nicole Fieser: The totals tab the totals. Tab is a summary of what's going on in the time card grid above.

1531

02:35:30.462 --> 02:35:31.362

Nicole Fieser: Okay.

1532

02:35:39.172 --> 02:35:44.271

Nicole Fieser: so there we go, and from there we have the accruals tab.

1533

02:35:45.902 --> 02:36:03.542

Nicole Fieser: We'll talk more about the accruals, Tab, because y'all are going to be like, hey? When am I going to see my accruals in my software. And we're gonna need to talk about that, too, because you're not going to see that next week when y'all log in to start looking to build your employees schedules right? So that's probably not going to be in place yet.

1534

02:36:03.932 --> 02:36:06.491

Nicole Fieser: So we're going to talk about that at the end of this section.

1535

02:36:07.292 --> 02:36:10.511

Nicole Fieser: You have your time card grid, and you have your time card tools.

1536

02:36:10.872 --> 02:36:13.151

Nicole Fieser: Let's talk about what we see in the time card.

1537

02:36:14.142 --> 02:36:15.162

Nicole Fieser: Okay?

1538

02:36:20.482 --> 02:36:22.051

Nicole Fieser: But here's my story.

1539

02:36:22.622 --> 02:36:27.122

Nicole Fieser: One hopefully. What stands out to you is the solid red cell

1540

02:36:27.232 --> 02:36:31.331

Nicole Fieser: that's not different. That's still the same from old to new.

1541

02:36:31.682 --> 02:36:35.452

Nicole Fieser: And if we hover our mouse over top of that solid red cell.

1542

02:36:35.702 --> 02:36:39.451

Nicole Fieser: You get the pop up dialog box that says, Hey, there's a missed punch.

1543

02:36:39.702 --> 02:36:42.132

Nicole Fieser: and yes, we'll need to fix it.

1544

02:36:42.812 --> 02:36:48.101

Nicole Fieser: Okay, what else stands out to you is the red eye.

1545

02:36:48.562 --> 02:36:57.431

Nicole Fieser: The red eye in the absence column is telling us if we hover our mouse over top of that red eye. There's an unexcused absence.

1546

02:36:58.082 --> 02:37:04.642

Nicole Fieser: We've got to explain where that scheduled work time went, even if they were no call, no show right.

1547

02:37:07.142 --> 02:37:17.211

Nicole Fieser: Here's the thing before we get into fixing the time card. I do want to talk about the plus sign and the minus sign to the left of the date cells.

1548

02:37:19.182 --> 02:37:19.992

Nicole Fieser: are you?

1549

02:37:22.802 --> 02:37:28.042

Nicole Fieser: I have no problem with the plus sign. I do not love the minus sign.

1550

02:37:28.852 --> 02:37:30.242

Nicole Fieser: How's that for you?

1551

02:37:31.342 --> 02:37:38.392

Nicole Fieser: The plus sign to the left of the date cells allows you to add additional rows right?

1552

02:37:39.122 --> 02:37:46.242

Nicole Fieser: So if, for whatever reason, the employee was not punching at the clock, and I

1553

02:37:46.832 --> 02:37:49.212

Nicole Fieser: don't know why they wouldn't. But you never know.

1554

02:37:50.202 --> 02:38:05.442

Nicole Fieser: And we said, Okay, the employee came in at 9, and then they went to the doctors at 1030, and then they came back from their doctor's appointments, and they punched back in, and then they punched out for lunch, and then they came back in, and then they left for the day, or whatever their story is.

1555

02:38:05.832 --> 02:38:10.202

Nicole Fieser: Can the system take multiple punches? Yes.

1556

02:38:10.772 --> 02:38:17.052

Nicole Fieser: but she got to click on the plus sign to add the additional rows if the employee didn't do it themselves.

1557

02:38:18.432 --> 02:38:19.262

Nicole Fieser: Okay.

1558

02:38:22.822 --> 02:38:25.762

Nicole Fieser: I do not love the minus sign.

1559

02:38:26.492 --> 02:38:31.791

Nicole Fieser: The minus sign behaves exactly in the new system as it does in your old software, though y'all.

1560

02:38:32.182 --> 02:38:35.752

Nicole Fieser: and that minus sign is the delete button.

1561

02:38:36.772 --> 02:38:37.902

Nicole Fieser: All right.

1562

02:38:38.102 --> 02:38:40.491

Nicole Fieser: The minus sign is the delete button.

1563

02:38:42.142 --> 02:38:44.252

Nicole Fieser: And if I were to click delete.

1564

02:38:45.482 --> 02:38:47.722

Nicole Fieser: okay? And if I were to save it.

1565

02:38:48.192 --> 02:38:55.622

Nicole Fieser: that means I would delete the entire row worth of data folks.

1566

02:38:56.062 --> 02:38:59.882

Nicole Fieser: Mostly you shouldn't be deleting anything right.

1567

02:39:00.182 --> 02:39:05.791

Nicole Fieser: Mostly the punches that we see are a reflection of what our employee works.

1568

02:39:06.352 --> 02:39:09.021

Nicole Fieser: So mostly we shouldn't be deleting.

1569

02:39:09.992 --> 02:39:13.361

Nicole Fieser: and if you are going to delete something

1570

02:39:14.632 --> 02:39:21.021

Nicole Fieser: unless it's, you know, some really unique circumstance where something just went. Really kind of bananas for you

1571

02:39:21.742 --> 02:39:29.362

Nicole Fieser: don't use this delete sign. No, no, no, right. I'm I'm gonna refresh. I do not want to save those changes.

1572

02:39:29.782 --> 02:39:31.861

Nicole Fieser: I want to leave my punch

1573

02:39:33.412 --> 02:39:44.062

Nicole Fieser: better if you think you need to delete a punch. Maybe you have a double punch. We had somebody in yesterday's training. Talk a lot about double punches. Seem to be a problem for them.

1574

02:39:44.812 --> 02:39:52.872

Nicole Fieser: Okay, you can delete a double punch, but you're going to add the comment to the punch.

1575

02:39:53.312 --> 02:39:57.272

Nicole Fieser: save the comment to the punch, and then delete it.

1576

02:39:57.582 --> 02:40:01.471

Nicole Fieser: Deleting the entire row is not best practice

1577

02:40:02.402 --> 02:40:10.232

Nicole Fieser: right? It's it's available to you, but mostly shouldn't happen alrighty.

1578

02:40:11.622 --> 02:40:14.901

Nicole Fieser: So with all of that being said.

1579

02:40:15.022 --> 02:40:17.572

Nicole Fieser: let's talk about fixing this missed punch.

1580

02:40:17.942 --> 02:40:21.461

Nicole Fieser: I see my employee was scheduled to work 9 until 5.

1581

02:40:22.342 --> 02:40:31.332

Nicole Fieser: I'm going to go ahead and say that they left early. They left early because their kid fell on the playground at recess, and they're kind of sprinting out of here.

1582

02:40:32.402 --> 02:40:39.381

Nicole Fieser: So I'm going to go ahead and put in the punch of 4 30 P gentle reminder.

1583

02:40:39.922 --> 02:40:43.142

Nicole Fieser: Again, I am putting in the P.

1584

02:40:44.372 --> 02:40:45.362

Nicole Fieser: Okay.

1585

02:40:46.142 --> 02:40:53.222

Nicole Fieser: All punches are read as am punches. Unless you enter the P. For Pm. Or enter military time.

1586

02:40:53.772 --> 02:40:57.962

Nicole Fieser: so could I put in 1630. And would that work, too?

1587

02:40:58.262 --> 02:40:59.392

Nicole Fieser: It would.

1588

02:41:01.722 --> 02:41:03.732

Nicole Fieser: And from there I'm going to go ahead and save it.

1589

02:41:06.992 --> 02:41:10.165

Nicole Fieser: Okay, ignore that.

1590

02:41:11.542 --> 02:41:17.141

Nicole Fieser: Now I get to see the 4 30 Pm. Punch and I get to see the red eye.

1591

02:41:17.822 --> 02:41:25.172

Nicole Fieser: If I hover my tap mouse over top of that red eye. It's saying, Hey, this employee was still early out.

1592

02:41:26.922 --> 02:41:28.292

Nicole Fieser: Yep, they were.

1593

02:41:28.922 --> 02:41:34.721

Nicole Fieser: So again. This is where I'm gonna go talk to the employee. Why'd you leave early? Why did you forget to punch?

1594

02:41:34.912 --> 02:41:41.621

Nicole Fieser: They were in a rush. They were worried about their child. They ran and and went and took care of their family emergency.

1595

02:41:43.172 --> 02:41:45.462

Nicole Fieser: This is where we're gonna add a comment. Y'all

1596

02:41:45.942 --> 02:41:50.012

Nicole Fieser: comments still serve as a cover your behind moments.

1597

02:41:50.462 --> 02:41:52.812

Nicole Fieser: So I'm going to go ahead and right click.

1598

02:41:54.462 --> 02:41:56.822

Nicole Fieser: And I'm going to go to comments.

1599

02:41:58.582 --> 02:42:08.211

Nicole Fieser: And when we go to comments in the selected comment, drop down box. You are going to get to see all the comments that city of Houston created for you.

1600

02:42:08.812 --> 02:42:15.662

Nicole Fieser: This is not UKG created. This is not my company created. This is this is city of Houston, Ted.

1601

02:42:17.342 --> 02:42:22.212

Nicole Fieser: So this is what the ones they want you to have. So I'm gonna go ahead and choose missed Punch.

1602

02:42:23.482 --> 02:42:25.112

Nicole Fieser: and I'm going to add it.

1603

02:42:27.602 --> 02:42:34.401

Nicole Fieser: But I want to explain that this was a missed punch and a family emergency.

1604

02:42:34.652 --> 02:42:39.571

Nicole Fieser: and because we do not have the ability to add a free form note.

1605

02:42:40.092 --> 02:42:44.141

Nicole Fieser: I know it kind of looks like we. We've enabled that. But we haven't.

1606

02:42:45.022 --> 02:42:51.291

Nicole Fieser: I'm going to add a secondary comment. I'm going to add another comment of family emergency.

1607

02:42:52.422 --> 02:42:54.362

Nicole Fieser: And I'm going to add that, too.

1608

02:42:55.322 --> 02:43:02.471

Nicole Fieser: because this is gonna be, then all encompassing that yeah, I've explained that. Okay, it was a missed punch.

1609

02:43:04.422 --> 02:43:06.742

Nicole Fieser: and I've got family emergency.

1610

02:43:08.252 --> 02:43:14.842

Nicole Fieser: Jose says I have on call plumbers. Will they be able to punch on their mobile device after hours

1611

02:43:16.632 --> 02:43:23.782

Nicole Fieser: more. Lisa is answering that for you. But yes, based on their pay policies.

1612

02:43:25.512 --> 02:43:31.182

Nicole Fieser: Which is why I want to show you all mobile. That's why we've got to take a look at Mobile before our training's over, folks.

1613

02:43:31.752 --> 02:43:32.652

Nicole Fieser: Okay?

1614

02:43:33.292 --> 02:43:35.032

Nicole Fieser: And I'm going to click, apply.

1615

02:43:36.282 --> 02:43:37.961

Nicole Fieser: And I'm going to go ahead and save it.

1616

02:43:42.772 --> 02:43:50.231

Nicole Fieser: Notice what happens. I do get the little notepad looking icon just like you kind of do now. It's a little funkier now, I think.

1617

02:43:50.632 --> 02:43:55.062

Nicole Fieser: and yes, every change that we're making is being tracked here.

1618

02:43:55.202 --> 02:44:01.741

Nicole Fieser: Right, Ted, Lasso family emergency. Miss Punch, it's right here.

1619

02:44:03.402 --> 02:44:05.762

Nicole Fieser: Let's talk about marking is reviewed.

1620

02:44:07.862 --> 02:44:10.232

Nicole Fieser: Let's talk about marking as reviewed.

1621

02:44:13.332 --> 02:44:24.892

Nicole Fieser: It's marking, is reviewed is one of the most important things you can do and not everybody's doing it.

1622

02:44:25.582 --> 02:44:31.112

Nicole Fieser: Marking is reviewed, protects you as a supervisor makes your life a whole lot easier.

1623

02:44:31.312 --> 02:44:37.332

Nicole Fieser: It makes payrolls life easier, and in the end does help protect the organization.

1624

02:44:38.242 --> 02:44:48.152

Nicole Fieser: So, folks, while some of you are already marking as reviewed the exceptions in your employees. Time cards. I'd like to explain it. So we're all on the same page.

1625

02:44:49.262 --> 02:44:50.092

Nicole Fieser: Okay.

1626

02:44:50.822 --> 02:44:55.611

Nicole Fieser: And I do see, there's a number of questions. I'll be addressing those questions. Y'all give me a minute or 2.

1627

02:44:57.032 --> 02:45:05.012

Nicole Fieser: I feel like we've handled this punch. Right? We've added the punch. We've explained that there was a missed punch, and there was a family emergency.

1628

02:45:06.282 --> 02:45:10.821

Nicole Fieser: You will see the comments that are applicable to you and your organization

1629

02:45:12.162 --> 02:45:16.831

Nicole Fieser: right? So if you're seeing new comments when I went to the comments box.

1630

02:45:17.562 --> 02:45:20.661

Nicole Fieser: right if you're like, oh, I haven't seen some of those before.

1631

02:45:20.772 --> 02:45:26.301

Nicole Fieser: Well, you should see what's what your system administrators have assigned to you. So that's pretty cool.

1632

02:45:28.412 --> 02:45:37.201

Nicole Fieser: I do want to mark it as reviewed, though. So I'm going to go ahead and right click and go to mark is reviewed, and I'm going to save it.

1633

02:45:38.582 --> 02:45:45.352

Nicole Fieser: Okay, my red eye for the early outs

1634

02:45:46.332 --> 02:45:49.231

Nicole Fieser: is now green with a check mark.

1635

02:45:50.442 --> 02:45:51.592

Nicole Fieser: Alrighty!

1636

02:45:55.802 --> 02:46:01.852

Nicole Fieser: The reason that we're still seeing the red eye is because the employee was scheduled to work until 5.

1637

02:46:02.222 --> 02:46:15.692

Nicole Fieser: If I had put in a punch of 5 Pm. There would be no red. But because I said that they left early, according to city of Houston policy. It showed as an early out right, and it still shows as an early out.

1638

02:46:16.012 --> 02:46:21.182

Nicole Fieser: So if I hover my mouse over, it says, Yeah, you are still early out. So yeah, that red eye is there.

1639

02:46:22.232 --> 02:46:27.781

Nicole Fieser: But when I mark it as reviewed, that red eye turns green with a check mark.

1640

02:46:28.202 --> 02:46:29.872

Nicole Fieser: what's that doing for us?

1641

02:46:31.112 --> 02:46:32.711

Nicole Fieser: What's that doing for us?

1642

02:46:33.392 --> 02:46:35.751

Nicole Fieser: Let me be clear on what it's not doing.

1643

02:46:36.252 --> 02:46:42.741

Nicole Fieser: Marking as reviewed does not mean that you have approved the exception.

1644

02:46:42.922 --> 02:46:52.561

Nicole Fieser: It doesn't mean that you yourself are okay with it. It doesn't mean that you like it. It simply means that you have dealt with it.

1645

02:46:53.522 --> 02:46:54.931

Nicole Fieser: and you can move on.

1646

02:46:55.772 --> 02:46:58.971

Nicole Fieser: The value of marking as reviewed

1647

02:46:59.902 --> 02:47:04.232

Nicole Fieser: is that when you get ready to approve your employees, time cards

1648

02:47:05.092 --> 02:47:09.952

Nicole Fieser: at a glance, you're going to be able to say, Yeah, I already dealt with that. I don't need to pay attention to that again

1649

02:47:11.222 --> 02:47:15.482

Nicole Fieser: from Payroll's perspective. When we mark something as reviewed

1650

02:47:16.022 --> 02:47:20.242

Nicole Fieser: payroll gets to say, Oh, yeah, right.

1651

02:47:20.942 --> 02:47:28.322

Nicole Fieser: Ryan has gone ahead and dealt with his time cards. He's good. I trust that he's doing what he's supposed to do, because he marked it as reviewed.

1652

02:47:31.612 --> 02:47:38.141

Nicole Fieser: If Coach Beard ends up getting terminated, and we end up going to unemployment courts.

1653

02:47:38.452 --> 02:47:44.922

Nicole Fieser: and we start questioning what happened here. Marking is reviewed helps to protect the organization.

1654

02:47:46.282 --> 02:47:47.202

Nicole Fieser: Okay?

1655

02:47:51.632 --> 02:47:54.282

Nicole Fieser: So with that in mind.

1656

02:47:54.832 --> 02:48:00.061

Nicole Fieser: I just made changes. And I do see there's a bunch of questions. Y'all, we'll take those questions in a second.

1657

02:48:00.652 --> 02:48:05.451

Nicole Fieser: You know how, and I'm sure it feels like a hundred 50 years ago to y'all at this point.

1658

02:48:05.812 --> 02:48:10.162

Nicole Fieser: Do you remember how I said when we made changes the tiles would update

1659

02:48:10.552 --> 02:48:20.522

Nicole Fieser: notice, please, what has happened if I pop back to that, manage time cards tile on my home screen. Notice the must fix. The missed punch is gone.

1660

02:48:20.922 --> 02:48:29.271

Nicole Fieser: I still have an unexcused absence. My point is, as we begin to update the time cards. The tile is updating, too.

1661

02:48:29.602 --> 02:48:35.351

Nicole Fieser: So you can and should feel comfortable. Relying that the tile information. It's right.

1662

02:48:36.122 --> 02:48:37.162

Nicole Fieser: It's right.

1663

02:48:43.082 --> 02:48:44.082

Nicole Fieser: Right.

1664

02:48:44.342 --> 02:48:52.161

Nicole Fieser: So Zara. We're gonna talk about internal orders. So, Zara, I see you have a question about internal orders. I'm gonna show you how to assign an internal order

1665

02:48:52.572 --> 02:48:54.822

Nicole Fieser: in a in a give me like 5 min.

1666

02:48:56.742 --> 02:48:57.862

Nicole Fieser: Okay.

1667

02:49:01.242 --> 02:49:09.511

Nicole Fieser: Toya says. I have employees who are late and choose not to use any of their time to make up for lateness what note is best practice to use.

1668

02:49:10.062 --> 02:49:13.871

Nicole Fieser: I'm going to defer to Jessica on that.

1669

02:49:14.172 --> 02:49:20.001

Nicole Fieser: That is a policy type question, and and I don't feel good about answering a policy type question.

1670

02:49:21.642 --> 02:49:28.481

Nicole Fieser: Okay? So, Jessica, if you want to answer Toya, I'm not sure what your recommendation is on that.

1671

02:49:30.282 --> 02:49:35.472

Jessica Miles: Nataya. You'll just use the comment that best fits that situation.

1672

02:49:36.254 --> 02:49:39.562

Jessica Miles: Ultimately, that employee will not be paid.

1673

02:49:40.202 --> 02:49:42.151

Jessica Miles: So it's it's on them.

1674

02:49:51.622 --> 02:49:54.012

Nicole Fieser: Alright. And

1675

02:49:54.142 --> 02:50:01.251

Nicole Fieser: Andrea says, Okay, beard shows 7 h. Well, Nicole had a pay code to show 8 h. Yeah, Andrea, I am.

1676

02:50:01.702 --> 02:50:04.082

Nicole Fieser: I'm gonna talk you all through that.

1677

02:50:05.672 --> 02:50:08.632

Nicole Fieser: All right. So bear with me. Bear with me.

1678

02:50:10.792 --> 02:50:15.152

Nicole Fieser: Okay, alright, everyone.

1679

02:50:16.662 --> 02:50:22.462

Nicole Fieser: Here's the thing you're noticing the shift daily and and pay period amounts are updating.

1680

02:50:24.512 --> 02:50:29.512

Nicole Fieser: All right, let's talk about assigning pay codes.

1681

02:50:30.002 --> 02:50:36.401

Nicole Fieser: Now, if y'all were listening super closely, I tried to make a big production about this, I'm going to say it again.

1682

02:50:36.752 --> 02:50:45.432

Nicole Fieser: So what I'm about to say, I think this is like the 5th or 6th time in this training. I've said it, because I really really want you to hear it, because we've had

1683

02:50:45.892 --> 02:50:51.762

Nicole Fieser: lots of questions about this. I really want to be very clear with what I'm about to say one more time

1684

02:50:54.122 --> 02:51:02.102

Nicole Fieser: I'm gonna jump back home, and then I'm gonna come back to Coach Beard's time card folks ideally.

1685

02:51:03.932 --> 02:51:08.702

Nicole Fieser: your people will put in their time off request. Right?

1686

02:51:09.292 --> 02:51:17.101

Nicole Fieser: So here I'm logged in as Ted Lasso. Ted also has to put in his own time off request. There's that tile

1687

02:51:18.172 --> 02:51:21.582

Nicole Fieser: we want your people to put in time off requests.

1688

02:51:21.772 --> 02:51:24.322

Nicole Fieser: We know that does not always happen.

1689

02:51:26.222 --> 02:51:33.882

Nicole Fieser: If you know in advance that your employee is going to be out. I'm encouraging you as part of our best practice.

1690

02:51:34.072 --> 02:51:37.442

Nicole Fieser: assign their time away in the schedule.

1691

02:51:37.842 --> 02:51:45.402

Nicole Fieser: because the schedule feeds the time card right, and it would make it known to anybody that sees that employee schedule

1692

02:51:45.652 --> 02:51:47.331

Nicole Fieser: that they're not going to be there

1693

02:51:48.492 --> 02:51:51.751

Nicole Fieser: when we grant time off requests

1694

02:51:52.112 --> 02:51:57.801

Nicole Fieser: granted time. Off goes into the schedule, and the schedule feeds the time card.

1695

02:51:59.742 --> 02:52:06.051

Nicole Fieser: However, one more time. Y'all, we know not. Everybody lives in my perfect world. I wish they did.

1696

02:52:07.642 --> 02:52:20.152

Nicole Fieser: Are there going to be moments where your employees are going to call you up or send you a text and say, I have a migraine? I'm not coming in today I'm sick. I'm tired. I'm sick and tired. I can't make it.

1697

02:52:20.502 --> 02:52:23.312

Nicole Fieser: and they're going to tell you that they're taking the day off.

1698

02:52:24.542 --> 02:52:26.182

Nicole Fieser: My guess is, yes.

1699

02:52:26.302 --> 02:52:31.822

Nicole Fieser: if you're like no, Nikki, you're wrong. You're welcome. Say, no, you're wrong. I don't agree with you.

1700

02:52:32.932 --> 02:52:38.312

Nicole Fieser: Imagine, for most of you that does occasionally happen in whatever way the employee likes to reach out to you

1701

02:52:38.552 --> 02:52:43.292

Nicole Fieser: occasionally. They're gonna just tell you I'm not coming in.

1702

02:52:45.332 --> 02:52:53.211

Nicole Fieser: In that case, if they call you up this morning and say, Nope, I'm not coming in. You're gonna go ahead and put this in the time card.

1703

02:52:54.242 --> 02:53:06.671

Nicole Fieser: So on Wednesday, January 8, th I see that the employee was scheduled 9 until 5. There was no punches. There are no punches. There are no pay codes. I'm gonna put in the pay code.

1704

02:53:08.262 --> 02:53:16.821

Nicole Fieser: So in the pay code dropdown on that Wednesday row, I would go ahead and put in the appropriate pay code.

1705

02:53:17.832 --> 02:53:23.711

Nicole Fieser: Now look at all the different pay codes. I am not committing that you're going to see all of them.

1706

02:53:23.962 --> 02:53:30.732

Nicole Fieser: but I do expect that you're gonna see the pay codes that you expect right.

1707

02:53:30.862 --> 02:53:38.771

Nicole Fieser: I don't think we're reinventing the wheel here. A lot of this is going to be super familiar, which is exciting. That makes your life a little easier.

1708

02:53:39.202 --> 02:53:40.262

Nicole Fieser: Right?

1709

02:53:41.142 --> 02:53:48.831

Nicole Fieser: Sick training, wellness, Comp. Day. Whatever whatever you all have, I know we had some questions around. Comp.

1710

02:53:49.892 --> 02:53:55.231

Nicole Fieser: I'm going to go ahead and say that this is going to be a vacation unscheduled day.

1711

02:53:56.942 --> 02:54:02.832

Nicole Fieser: and the amount I could choose either the full schedule day or the half schedule day.

1712

02:54:03.312 --> 02:54:07.322

Nicole Fieser: If you don't want to use the full schedule day. I could type in 8 h.

1713

02:54:07.792 --> 02:54:11.362

Nicole Fieser: If they're only gonna take off part of the day we could type in 4 h.

1714

02:54:12.102 --> 02:54:16.071

Nicole Fieser: You put it in in whatever way makes sense to you.

1715

02:54:17.172 --> 02:54:19.432

Nicole Fieser: I'm going to go ahead and put in 8 h.

1716

02:54:20.042 --> 02:54:22.322

Nicole Fieser: and I'm gonna go ahead and save it.

1717

02:54:23.962 --> 02:54:24.862

Nicole Fieser: Okay.

1718

02:54:26.462 --> 02:54:31.092

Nicole Fieser: actually, you know what? I'm gonna change it to regular vacation. Only because I want to show you something

1719

02:54:32.392 --> 02:54:35.292

Nicole Fieser: when I put in regular vacation.

1720

02:54:35.412 --> 02:54:41.051

Nicole Fieser: Notice, please, that the red eye turned into a blue dashed line.

1721

02:54:42.522 --> 02:54:43.672

Nicole Fieser: All right.

1722

02:54:44.622 --> 02:54:49.132

Nicole Fieser: A blue dash line indicates excused.

1723

02:54:50.002 --> 02:55:00.492

Nicole Fieser: Remember, city of Houston. Policy determines what turns red, unexcused, and what turns blue excused.

1724

02:55:01.402 --> 02:55:05.402

Nicole Fieser: So in this case, according to policy, for good old coach beard.

1725

02:55:05.702 --> 02:55:09.011

Nicole Fieser: the 8 h of vacation became excused.

1726

02:55:10.592 --> 02:55:16.593

Nicole Fieser: Okay, now got a lot more to talk about here. Y'all.

1727

02:55:17.872 --> 02:55:23.461

Nicole Fieser: One of the most common questions is, can you add a comment to a pay code?

1728

02:55:23.832 --> 02:55:25.422

Nicole Fieser: Absolutely. Yes.

1729

02:55:26.782 --> 02:55:32.902

Nicole Fieser: I think there's some confusion around this, because while I'm telling you, you can add a comment to a pay code.

1730

02:55:33.132 --> 02:55:38.912

Nicole Fieser: you don't do it on the pay code cell. Rather you do it on the amount cell.

1731

02:55:39.742 --> 02:55:42.201

Nicole Fieser: So if I wanted to explain this.

1732

02:55:42.812 --> 02:55:47.021

Nicole Fieser: I would right click on the amount cell next to the pay code.

1733

02:55:47.702 --> 02:55:54.391

Nicole Fieser: I would go to comments and the selected comment, I would go ahead and choose whatever

1734

02:55:56.192 --> 02:55:58.132

Nicole Fieser: I don't know. Whatever makes sense.

1735

02:55:59.242 --> 02:56:00.322

Nicole Fieser: Alright.

1736

02:56:01.822 --> 02:56:08.892

Nicole Fieser: I'm gonna say illness personal. I don't know whatever makes sense to you, and if you don't see the right comments definitely talk to

1737

02:56:09.522 --> 02:56:14.152

Nicole Fieser: to your administrators. But you're gonna choose the best fitting comment. Here

1738

02:56:15.662 --> 02:56:19.692

Nicole Fieser: again, y'all, I know it looks like you can add a free form note.

1739

02:56:19.812 --> 02:56:26.731

Nicole Fieser: It is grayed out. It is not enabled for you at this time, so you will need to use the standard comments.

1740

02:56:27.892 --> 02:56:30.122

Nicole Fieser: And I'm going to go ahead and click, apply.

1741

02:56:30.282 --> 02:56:31.831

Nicole Fieser: and I'm going to go ahead and save it.

1742

02:56:32.832 --> 02:56:35.271

Nicole Fieser: And now we have the comments.

1743

02:56:38.272 --> 02:56:39.222

Nicole Fieser: Right?

1744

02:56:41.852 --> 02:56:44.842

Nicole Fieser: Hopefully, you're like, Yeah, I'm okay. I'm okay.

1745

02:56:45.052 --> 02:56:51.752

Nicole Fieser: Andrea. I think it was Andrea. I can't see the questions anymore. So once the questions get kind of moved off, I don't get to see them.

1746

02:56:51.932 --> 02:56:59.951

Nicole Fieser: So, Andrea, I think it was you that had asked the question to say, Hey is, are you gonna go ahead and show the 8 h.

1747

02:57:02.842 --> 02:57:10.042

Nicole Fieser: If I wanted the. If the employee says I want to take vacation to get my full 8 h, or whatever it is.

1748

02:57:10.982 --> 02:57:13.872

Nicole Fieser: you can always add a pay code

1749

02:57:14.572 --> 02:57:23.001

Nicole Fieser: right? Which is realistic. It's possible that you're gonna have an employee that works part of the day and takes part of the day off.

1750

02:57:24.072 --> 02:57:29.102

Nicole Fieser: And, Andrea, if it wasn't you, I apologize, but I'm picking on you anyway.

1751

02:57:30.692 --> 02:57:35.491

Nicole Fieser: So if Andrea says, Yeah, you know what I do want to explain where the rest of that time went.

1752

02:57:36.752 --> 02:57:44.652

Nicole Fieser: I'm going to go ahead and click on that plus sign to the left of the Tuesday cell, and I would add an additional row.

1753

02:57:46.272 --> 02:57:50.932

Nicole Fieser: I can add the pay code of vacation

1754

02:57:52.022 --> 02:58:00.612

Nicole Fieser: where they're gonna take 30 min of vacation, 0, Colon 3, 0 0 point 5 would work

1755

02:58:01.802 --> 02:58:04.771

Nicole Fieser: 0 point 5. Assuming I can type.

1756

02:58:04.912 --> 02:58:10.761

Nicole Fieser: we could enter 30 min of vacation to round out the rest of their workday.

1757

02:58:12.242 --> 02:58:13.902

Nicole Fieser: Let's pause here.

1758

02:58:15.872 --> 02:58:19.232

Nicole Fieser: Okay, let's pause here.

1759

02:58:22.812 --> 02:58:27.621

Nicole Fieser: I had to click the plus sign to add an additional row.

1760

02:58:28.862 --> 02:58:35.151

Nicole Fieser: because when you have that circumstance where an employee works part of the day

1761

02:58:35.252 --> 02:58:37.802

Nicole Fieser: and takes part of the day off

1762

02:58:39.112 --> 02:58:44.602

Nicole Fieser: punches and pay codes, do not live together on the same row

1763

02:58:45.162 --> 02:58:48.301

Nicole Fieser: right? I'm gonna refresh. I'm not going to save these changes.

1764

02:58:50.002 --> 02:58:54.972

Nicole Fieser: If I tried to add a pay code on the same row.

1765

02:58:55.382 --> 02:58:56.841

Nicole Fieser: Notice I can't.

1766

02:58:57.222 --> 02:59:01.661

Nicole Fieser: I can't add a pay code on the same row where there's actual punches

1767

02:59:02.712 --> 02:59:11.162

Nicole Fieser: you have to click on the plus sign next to the day where they worked part of the day. And then you could say, Here's the pay code that

1768

02:59:11.342 --> 02:59:13.641

Nicole Fieser: covers the remainder of the time.

1769

02:59:15.112 --> 02:59:20.852

Nicole Fieser: Okay, so, Andrea, I think it was you.

1770

02:59:29.652 --> 02:59:30.902

Nicole Fieser: So there we are.

1771

02:59:32.582 --> 02:59:40.161

Nicole Fieser: Edward says. Do we attach documents to punches or pay codes? No documents? We cannot attach documents. Unfortunately.

1772

02:59:43.326 --> 02:59:53.862

Nicole Fieser: Archie, I see now you asked about rotating schedules. I sort of showed it. If you want to hang out at the end of the training, I'm happy to show it to you. We can talk through your actual example. I'm happy to build it.

1773

02:59:56.942 --> 03:00:05.031

Nicole Fieser: Okay, exactly. So, Laura. Yeah, Laura, you and I are very much on the same page on that.

1774

03:00:11.172 --> 03:00:14.041

Nicole Fieser: And then Anthony has a big old question.

1775

03:00:15.722 --> 03:00:41.182

Nicole Fieser: Question. Officer Joe is assigned to Clear Lake and decides to work at Central for an overtime program. Yep, he turns his overtime form into central, because that's where he actually worked for that specific overtime shift. There, however, when we hear at Clear Lake Run, the pending by Dac Code report. He hits our cost center when he should be hitting the central cost center makes sense to me. But this happens because he's originally assigned to Clear Lake.

1776

03:00:41.292 --> 03:00:49.131

Nicole Fieser: So what ends up happening is when the report is run. The dollars are not accurate to what was actually spent for Clear Lake.

1777

03:00:49.962 --> 03:00:58.642

Nicole Fieser: he goes on to say, the new system needs to be able to differentiate cost centers. When officers assigned to other divisions work overtime at different locations.

1778

03:00:59.782 --> 03:01:05.312

Nicole Fieser: Anthony, I think, in that example that is, when you do a schedule transfer.

1779

03:01:05.422 --> 03:01:08.351

Nicole Fieser: If you're going to schedule overtime.

1780

03:01:08.522 --> 03:01:17.522

Nicole Fieser: I would do the transfer in the schedule. So that who's ever scheduling that overtime make sure that the time is being charged to the right place?

1781

03:01:19.772 --> 03:01:22.582

Nicole Fieser: I think that's exactly the example

1782

03:01:23.572 --> 03:01:27.242

Nicole Fieser: that I needed. Frankly, let me just be honest about that

1783

03:01:27.702 --> 03:01:35.491

Nicole Fieser: when it comes to the transfers. But yes, in the schedule I would do it in the schedule, because that makes it the the onus

1784

03:01:36.402 --> 03:01:39.671

Nicole Fieser: and the ownership of whoever is assigning the or

1785

03:01:40.002 --> 03:01:44.001

Nicole Fieser: scheduling that overtime have them do the cost center transfer there.

1786

03:01:49.602 --> 03:02:00.692

Nicole Fieser: Sandra, I see you talk about audits, Sandra. You have everything you ever had in your old system in terms of audits plus so much more auditing has been greatly enhanced.

1787

03:02:00.912 --> 03:02:06.801

Nicole Fieser: So if you had it in your old system, you absolutely have it in your new system. And so much more.

1788

03:02:08.832 --> 03:02:14.832

Nicole Fieser: Okay. And I'm gonna show you that all right.

1789

03:02:15.882 --> 03:02:17.042

Nicole Fieser: Lunches.

1790

03:02:18.182 --> 03:02:25.741

Nicole Fieser: Y'all. We talked a lot about lunches, canceling meal deductions.

1791

03:02:27.892 --> 03:02:31.271

Nicole Fieser: Oh, yeah, I'm still going over mobile. Don't y'all worry.

1792

03:02:32.132 --> 03:02:35.404

Nicole Fieser: There's a reason that I'm talking so fast, my friend.

1793

03:02:38.782 --> 03:02:44.381

Nicole Fieser: let's go ahead and talk through. I changed this person's schedule.

1794

03:02:44.642 --> 03:02:52.832

Nicole Fieser: Okay, folks, I'm just gonna go ahead and update couple of things.

1795

03:02:53.332 --> 03:02:57.241

Nicole Fieser: I'm gonna mark these as reviewed mark them as reviewed.

1796

03:02:57.812 --> 03:03:03.842

Nicole Fieser: Okay, let's talk about canceling meal deductions.

1797

03:03:05.152 --> 03:03:08.262

Nicole Fieser: Okay, I'm gonna use Leslie Higgins.

1798

03:03:08.822 --> 03:03:13.752

Nicole Fieser: So let's do a couple of things. One. I see that she punched in late on Monday

1799

03:03:14.302 --> 03:03:20.112

Nicole Fieser: to practice all that we've been preaching, I would add a comment.

1800

03:03:21.072 --> 03:03:22.842

Nicole Fieser: I'm going to go ahead and add a comment.

1801

03:03:24.452 --> 03:03:27.952

Nicole Fieser: I might go ahead and add late for no reason.

1802

03:03:28.882 --> 03:03:31.051

Nicole Fieser: I think that's actually a comment you all have.

1803

03:03:31.252 --> 03:03:34.621

Nicole Fieser: There it is. I just went by. She was late for no reason.

1804

03:03:34.992 --> 03:03:38.111

Nicole Fieser: I'm going to add the comments I'm going to apply.

1805

03:03:38.322 --> 03:03:42.622

Nicole Fieser: I'm going to right click, and I'm going to mark it as reviewed, and I'm going to save it.

1806

03:03:43.112 --> 03:03:56.371

Nicole Fieser: So notice a couple of things there. Y'all. I practiced what we preached, we added the comment. I marked it as reviewed, and I did not save as I went. I made all the changes that I wanted to this punch.

1807

03:03:57.852 --> 03:04:00.892

Nicole Fieser: Okay, and saved it all at the end.

1808

03:04:01.012 --> 03:04:05.202

Nicole Fieser: So earlier we had the question, I apologize. I don't remember. From who

1809

03:04:05.902 --> 03:04:10.812

Nicole Fieser: do I do? Do we have to click, save as much as I used to. No.

1810

03:04:11.922 --> 03:04:16.792

Nicole Fieser: it's it's better, it's better. It's not perfect. But it's better. Y'all.

1811

03:04:17.602 --> 03:04:18.412

Nicole Fieser: Okay.

1812

03:04:20.132 --> 03:04:22.702

Nicole Fieser: Canceling meal deductions, though.

1813

03:04:24.182 --> 03:04:25.322

Nicole Fieser: Ready.

1814

03:04:28.272 --> 03:04:36.211

Nicole Fieser: Let's talk about canceling meal deductions, because I know that that's been a topic I equally understand.

1815

03:04:37.792 --> 03:04:41.982

Nicole Fieser: and if you disagree, you are welcome to say, no, this is not happening in my world.

1816

03:04:43.182 --> 03:04:46.762

Nicole Fieser: I have been told that there are some departments

1817

03:04:47.062 --> 03:04:55.041

Nicole Fieser: that have some employees that take a 30 min meal break, and some employees that take a 60 min meal break.

1818

03:04:57.062 --> 03:05:04.011

Nicole Fieser: Okay, if that's the case, and you are not sure

1819

03:05:06.412 --> 03:05:13.002

Nicole Fieser: whether your employee has a 30 or 60 min meal break, you can easily find out.

1820

03:05:13.692 --> 03:05:19.972

Nicole Fieser: So here's gonna be my example. I'm gonna pretend that Leslie Higgins comes to us and says, Nope.

1821

03:05:20.242 --> 03:05:22.962

Nicole Fieser: I didn't get a chance to take lunch today.

1822

03:05:25.492 --> 03:05:28.292

Nicole Fieser: Didn't I get a chance to take that lunch today?

1823

03:05:33.022 --> 03:05:33.912

Nicole Fieser: 8.

1824

03:05:36.442 --> 03:05:38.052

Nicole Fieser: So here's the thing.

1825

03:05:41.462 --> 03:05:43.282

Nicole Fieser: Best practices.

1826

03:05:44.612 --> 03:05:49.902

Nicole Fieser: We recommend that you cancel the meal deduction on the out punch.

1827

03:05:50.412 --> 03:05:57.922

Nicole Fieser: Technically, you have the ability to cancel the meal deduction on both the in and the out punch.

1828

03:05:58.122 --> 03:06:01.572

Nicole Fieser: Best practice, though, is to do it on the out punch. Why.

1829

03:06:03.172 --> 03:06:05.041

Nicole Fieser: when you think about real life.

1830

03:06:05.172 --> 03:06:14.932

Nicole Fieser: is it possible that it's like 1230 in the afternoon your employee comes to you and says, Nope, I never got a chance to take a meal break.

1831

03:06:15.582 --> 03:06:18.572

Nicole Fieser: and they just end up taking it later in the day.

1832

03:06:18.862 --> 03:06:22.731

Nicole Fieser: which is probably what a lot of you are gonna do when you get done with the training today, right

1833

03:06:25.012 --> 03:06:34.882

Nicole Fieser: by doing the meal deduction on the out punch that gives you the manager, the supervisor, the opportunity

1834

03:06:35.602 --> 03:06:40.082

Nicole Fieser: to verify that the employee did not get to just take it later in the day.

1835

03:06:41.972 --> 03:06:47.322

Nicole Fieser: Okay, so I am going to do it on the out punch.

1836

03:06:48.092 --> 03:06:57.441

Nicole Fieser: I said, that you can figure out whether the employee that you're you're ready to cancel the meal deduction for is on a 30 or 60 min meal break.

1837

03:06:58.162 --> 03:07:03.131

Nicole Fieser: Do you see that blue circle to the right of the employees? Name on the time card

1838

03:07:04.012 --> 03:07:14.892

Nicole Fieser: folks? If you click on that blue circle that's gonna give you lots of information, including right?

1839

03:07:15.162 --> 03:07:18.992

Nicole Fieser: And Anthony, here's kind of thinking of you a little bit.

1840

03:07:20.292 --> 03:07:27.822

Nicole Fieser: Where do they primarily work right, and what meal break are they assigned?

1841

03:07:30.502 --> 03:07:39.131

Nicole Fieser: So if you're not sure what meal break you can at a glance get information directly from the employee.

1842

03:07:41.752 --> 03:07:42.792

Nicole Fieser: Alrighty

1843

03:07:46.682 --> 03:07:52.891

Nicole Fieser: from there. I'm gonna go ahead and say, on Wednesday, January 8, th she didn't get a chance to

1844

03:07:53.002 --> 03:07:58.281

Nicole Fieser: take her meal. What are we gonna do to cancel meal deduction folks. It's really straightforward.

1845

03:07:58.462 --> 03:08:01.441

Nicole Fieser: You're going to go ahead and right click on the out punch.

1846

03:08:02.122 --> 03:08:04.542

Nicole Fieser: You're going to come down to edit.

1847

03:08:05.702 --> 03:08:11.022

Nicole Fieser: And do you see, when we click on edit that opens up this edit punch, dialog panel.

1848

03:08:12.032 --> 03:08:13.952

Nicole Fieser: and there's the cancel deduction

1849

03:08:14.982 --> 03:08:20.981

Nicole Fieser: where you can go ahead and choose, based on the information that you've got out of that little blue circle.

1850

03:08:21.352 --> 03:08:26.671

Nicole Fieser: you can choose to cancel your employees 30 or 60 min automatic meal deduction.

1851

03:08:27.182 --> 03:08:32.191

Nicole Fieser: and if you're not sure you can just go ahead and click on all.

1852

03:08:33.722 --> 03:08:36.411

Nicole Fieser: And when we go ahead and click on all.

1853

03:08:37.172 --> 03:08:39.231

Nicole Fieser: I'm going to go ahead and click, apply.

1854

03:08:40.422 --> 03:08:42.161

Nicole Fieser: and I'm going to go ahead and save it

1855

03:08:44.162 --> 03:08:52.472

Nicole Fieser: when we save it. And I I think I saw a question pop up, but it disappeared on me so quickly. So I I'm not seeing it now.

1856

03:08:54.672 --> 03:08:59.416

Nicole Fieser: I saw. I think, somebody asked about this, so let's be very clear.

1857

03:09:00.232 --> 03:09:07.771

Nicole Fieser: Excuse me when you cancel a meal deduction. You do get a red eye.

1858

03:09:08.502 --> 03:09:14.301

Nicole Fieser: and, folks, if you hover your mouse over top of that red eye when you cancel the meal deduction.

1859

03:09:15.082 --> 03:09:19.701

Nicole Fieser: notice. You do get the pop up dialog box that says, Yeah, you canceled the deduction.

1860

03:09:19.912 --> 03:09:23.932

Nicole Fieser: But you cannot market as reviewed.

1861

03:09:26.012 --> 03:09:30.722

Nicole Fieser: This is basically the only type of exception that you cannot mark as reviewed.

1862

03:09:32.002 --> 03:09:33.582

Nicole Fieser: And I want to talk about why.

1863

03:09:38.292 --> 03:09:47.201

Nicole Fieser: okay, that is intentional from UKG. It really is. It is. It is very, very intentional.

1864

03:09:47.692 --> 03:09:50.992

Nicole Fieser: and the reason that it's intentional is because

1865

03:09:51.192 --> 03:09:54.721

Nicole Fieser: mostly we want your people to take lunches.

1866

03:09:55.712 --> 03:10:08.332

Nicole Fieser: We want you to easily be able to identify. If you have an employee that is regularly not taking their lunch, and that you're canceling their meal deduction, for we want it to stand out like a sore thumb.

1867

03:10:08.792 --> 03:10:14.512

Nicole Fieser: because maybe you need to look at getting an additional headcount or a policy or something

1868

03:10:14.872 --> 03:10:19.082

Nicole Fieser: you cannot mark as reviewed a canceled meal deduction.

1869

03:10:22.742 --> 03:10:23.472

Nicole Fieser: Okay.

1870

03:10:30.742 --> 03:10:32.012

Nicole Fieser: so there we are.

1871

03:10:32.892 --> 03:10:41.071

Nicole Fieser: folks. We've had some questions on that audit trail. Notice, please, all the changes that I am making here

1872

03:10:41.732 --> 03:10:48.892

Nicole Fieser: are absolutely being tracked in the audits tab the audits trail, mark is reviewed

1873

03:10:49.052 --> 03:10:53.322

Nicole Fieser: adding and punching. It's all found right here.

1874

03:10:55.112 --> 03:11:05.622

Nicole Fieser: One of the outstanding questions, I think Jesse says, can you tell the difference between clocking in from the clock laptop or cell phone. Yeah, it's gonna tell you in the audits trail, Jesse.

1875

03:11:09.222 --> 03:11:09.982

Nicole Fieser: Okay?

1876

03:11:11.622 --> 03:11:19.272

Nicole Fieser: So yes, you will find that in the audits. Tab the audit trail. It's gonna tell you exactly where it happened

1877

03:11:19.402 --> 03:11:26.061

Nicole Fieser: for sure. Right there, Kurt says. I like lunch, me, too.

1878

03:11:27.062 --> 03:11:30.948

Nicole Fieser: and you're probably thinking I like I'd like lunch about now, right?

1879

03:11:31.782 --> 03:11:40.141

Nicole Fieser: Augustus says, can I leave the time card blank until the next day, so my direct report can state what type of time off request

1880

03:11:40.512 --> 03:11:44.491

Nicole Fieser: as long as the time cards not going to payroll.

1881

03:11:45.122 --> 03:11:48.142

Nicole Fieser: Yeah, I mean you, you can.

1882

03:11:48.412 --> 03:11:52.781

Nicole Fieser: But if it's payroll Monday, for example.

1883

03:11:53.482 --> 03:11:58.961

Nicole Fieser: You don't want to wait that long. You want to make sure that they get if it. If it's they're going to get paid for it. They will

1884

03:12:02.055 --> 03:12:03.641

Nicole Fieser: excuse me.

1885

03:12:04.462 --> 03:12:05.712

Nicole Fieser: I apologize.

1886

03:12:05.832 --> 03:12:07.672

Nicole Fieser: That was horrible. I apologize.

1887

03:12:07.952 --> 03:12:11.461

Nicole Fieser: Okay, Bobby says, what about on overtime.

1888

03:12:12.152 --> 03:12:14.622

Nicole Fieser: Bobby? I'm not sure I understand your question.

1889

03:12:14.972 --> 03:12:22.082

Nicole Fieser: If they work overtime, the pay policies that they're assigned to are going to automatically calculate.

1890

03:12:22.282 --> 03:12:25.332

Nicole Fieser: So you will see the appropriate overtime right here.

1891

03:12:28.472 --> 03:12:29.342

Nicole Fieser: Okay?

1892

03:12:29.462 --> 03:12:38.212

Nicole Fieser: And was it, Andrea? And may I forget who I apologize? Because again, I can't see your questions anymore? Notice y'all, when I cancel that meal deduct. There's the 8 h.

1893

03:12:40.512 --> 03:12:41.791

Nicole Fieser: Thursday. 8 h.

1894

03:12:42.952 --> 03:12:46.411

Nicole Fieser: Corvette says. Can you mark why the meal wasn't taken?

1895

03:12:46.702 --> 03:12:52.902

Nicole Fieser: You can. You can go ahead and add a comment, but that I would encourage you. I like the way you're thinking.

1896

03:12:53.072 --> 03:12:55.261

Nicole Fieser: Yeah, I would definitely add a comment.

1897

03:12:57.292 --> 03:12:58.952

Nicole Fieser: I would definitely add the comment.

1898

03:13:01.212 --> 03:13:06.571

Nicole Fieser: Kathy says, I think the question regarding overtime is in relation to the additional break time.

1899

03:13:17.482 --> 03:13:22.222

Nicole Fieser: Kathy, is it because, are you? Are you wondering? Let me do a different example. I'll do a different day.

1900

03:13:22.722 --> 03:13:24.481

Nicole Fieser: because I clicked all

1901

03:13:24.792 --> 03:13:33.002

Nicole Fieser: which means I would click, cancel all of the meals. And are you asking, then, if the employee worked overtime.

1902

03:13:33.742 --> 03:13:39.981

Nicole Fieser: what about their mealtime or their meal break during that overtime period. Is that what you're asking?

1903

03:13:40.202 --> 03:13:42.181

Nicole Fieser: Or do you think that's what's being asked

1904

03:13:49.792 --> 03:13:55.552

Nicole Fieser: my promises? Yep, you're right. If we click all, then all meal breaks would be canceled.

1905

03:13:55.972 --> 03:14:00.621

Nicole Fieser: So, Bobby and Kathy, if if you feel

1906

03:14:00.772 --> 03:14:11.132

Nicole Fieser: that you have somebody, I think somebody it's probably Hpd, I'm betting it was somebody from Hpd. That asked a question. About 22Â HI the question disappeared before I could see it, but I saw the 22.

1907

03:14:11.542 --> 03:14:19.972

Nicole Fieser: You're right, if you choose. All, all meal breaks for that day, including any additional ones for overtime would be canceled.

1908

03:14:20.352 --> 03:14:30.331

Nicole Fieser: If that's a concern, then that's the reason to use this blue eye to find out exactly what meal break they're assigned to and cancel that one.

1909

03:14:31.242 --> 03:14:32.328

Nicole Fieser: That's right.

1910

03:14:36.362 --> 03:14:47.511

Nicole Fieser: Alright. Y'all, I want to talk about transfers especially. We've got some Hpd folks in the room that are concerned about internal orders. I want to touch base on that. I also want to touch base on Fmla

1911

03:14:48.932 --> 03:14:55.202

Nicole Fieser: before we leave our time card. Okay, let's talk about transfers.

1912

03:14:55.962 --> 03:14:58.902

Nicole Fieser: Let's have a fun. Fun. Fact. First, st

1913

03:15:00.782 --> 03:15:04.431

Nicole Fieser: how many transfers will the system allow?

1914

03:15:05.672 --> 03:15:11.672

Nicole Fieser: The system will allow one transfer for every 1Â min

1915

03:15:11.802 --> 03:15:14.312

Nicole Fieser: that the employee is punched in.

1916

03:15:16.252 --> 03:15:21.641

Nicole Fieser: Okay, so if you're wondering whether or not

1917

03:15:24.452 --> 03:15:29.612

Nicole Fieser: the system can take transfers. The answer is, you bet you bet.

1918

03:15:30.392 --> 03:15:31.402

Nicole Fieser: Right?

1919

03:15:32.362 --> 03:15:41.901

Nicole Fieser: So let's talk about transfers. And yes, Bobby, when you cancel meal deduction, it does stay red, you cannot market as reviewed. Yes.

1920

03:15:43.432 --> 03:15:53.672

Nicole Fieser: let's pretend. On Tuesday, January 7, th Leslie had a transfer. I am going to do a I'm going to show you both the work rule and an internal order transfer.

1921

03:15:55.382 --> 03:15:57.381

Nicole Fieser: because again, Hpd. Is here.

1922

03:15:57.982 --> 03:15:59.962

Nicole Fieser: We want them to feel love, too.

1923

03:16:00.982 --> 03:16:08.721

Nicole Fieser: to the right of the out punch. If it is a full day transfer

1924

03:16:10.592 --> 03:16:15.111

Nicole Fieser: you will click in the transfer dropdown and you will go ahead and click on search.

1925

03:16:16.262 --> 03:16:22.152

Nicole Fieser: And when we go ahead and click on search. I'm going to do the Hpd example first.st Y'all

1926

03:16:22.892 --> 03:16:26.312

Nicole Fieser: I could come to add labor category.

1927

03:16:26.892 --> 03:16:31.711

Nicole Fieser: And for my Hpd folks, do you see where it says, add internal orders.

1928

03:16:32.982 --> 03:16:35.931

Nicole Fieser: I can come to my internal orders.

1929

03:16:36.052 --> 03:16:41.431

Nicole Fieser: and we can go ahead and see. Here's the internal orders that hopefully.

1930

03:16:42.542 --> 03:16:47.472

Nicole Fieser: whether it's Hpd, I think Parks and Rec is out here. Solid waste.

1931

03:16:47.602 --> 03:16:50.612

Nicole Fieser: right? If you're doing internal orders.

1932

03:16:51.882 --> 03:16:56.332

Nicole Fieser: here's where you can go ahead and choose it. So I might choose port related overtime.

1933

03:16:58.782 --> 03:17:01.272

Nicole Fieser: There it is, court related overtime.

1934

03:17:01.572 --> 03:17:03.752

Nicole Fieser: I would go ahead and click. Ok.

1935

03:17:04.062 --> 03:17:07.972

Nicole Fieser: I would click, apply, and I would go ahead and save it.

1936

03:17:10.132 --> 03:17:13.871

Nicole Fieser: When I save it. I do get to see the transferred amounts.

1937

03:17:14.332 --> 03:17:19.562

Nicole Fieser: And down here in the totals. Tab right?

1938

03:17:20.132 --> 03:17:24.471

Nicole Fieser: We're gonna get to see the transferred amounts here as well.

1939

03:17:25.382 --> 03:17:28.032

Nicole Fieser: Okay, there you go.

1940

03:17:34.852 --> 03:17:36.112

Nicole Fieser: Alrighty.

1941

03:17:39.892 --> 03:17:48.111

Nicole Fieser: So, Anthony, I'm hoping you're starting to feel I I, Anthony, I feel like we addressed your question. If you disagree, I'm happy to say it again.

1942

03:17:48.332 --> 03:17:58.322

Nicole Fieser: Latasha says so. If I have an employee that comes to work and works regular, 6 to 4, 30, and then they get called back at 7 until 4 Am. Will the system still take lunch twice

1943

03:17:58.592 --> 03:18:03.251

Nicole Fieser: can or do we put not to take that second lunch out.

1944

03:18:04.352 --> 03:18:11.181

Nicole Fieser: Latasha. Whatever you're doing now, you're gonna continue, I assume, and I know what they say about people who assume. So I apologize.

1945

03:18:11.602 --> 03:18:18.422

Nicole Fieser: I assume if they're going to work 7 Pm. Until 4 Am. We would still want them to take that second lunch. That second meal break

1946

03:18:18.982 --> 03:18:23.891

Nicole Fieser: right? So if you're only canceling the 1st meal break.

1947

03:18:24.372 --> 03:18:29.911

Nicole Fieser: you will choose the assigned meal, because, if I choose, all

1948

03:18:30.462 --> 03:18:33.661

Nicole Fieser: that second meal break would be canceled too.

1949

03:18:33.892 --> 03:18:40.332

Nicole Fieser: So if you're just canceling the 1st part of the meal, the 1st meal break in a very long shift.

1950

03:18:40.482 --> 03:18:44.741

Nicole Fieser: You would choose the exact meal that the employee is assigned to

1951

03:18:45.712 --> 03:18:49.782

Nicole Fieser: right, because you guys are right. I think Bobby was asking the same question

1952

03:18:49.982 --> 03:18:57.381

Nicole Fieser: if I choose all, and they ended up working like the 22Â h shift. All meals would be cancelled for that day.

1953

03:18:57.512 --> 03:18:59.272

Nicole Fieser: That 22^h shift.

1954

03:19:01.242 --> 03:19:02.052

Nicole Fieser: Okay.

1955

03:19:06.312 --> 03:19:10.522

Nicole Fieser: and I know this is this person's starting to get a little bit boogered up.

1956

03:19:11.722 --> 03:19:20.432

Nicole Fieser: If your employee works on a different work rule, or it works on a different order

1957

03:19:21.052 --> 03:19:22.811

Nicole Fieser: for part of the day.

1958

03:19:22.952 --> 03:19:27.702

Nicole Fieser: they work their regular time part of the day, and then they go work somewhere else.

1959

03:19:29.102 --> 03:19:34.762

Nicole Fieser: and you need to charge that time differently. I think Esther was asking this question earlier.

1960

03:19:35.392 --> 03:19:39.932

Nicole Fieser: Folks, you can insert the additional row right.

1961

03:19:41.912 --> 03:19:49.681

Nicole Fieser: and I could go ahead and say like, at 3 p. They went and worked somewhere else.

1962

03:19:51.142 --> 03:19:56.731

Nicole Fieser: I could do the labor category. I could go ahead and find the appropriate internal order.

1963

03:19:57.632 --> 03:20:00.141

Nicole Fieser: I could do a work world transfer.

1964

03:20:01.402 --> 03:20:09.032

Nicole Fieser: So remember, you can either do full day transfers or partial day transfers.

1965

03:20:09.292 --> 03:20:16.132

Nicole Fieser: And if you have to do the partial day transfer click on the plus sign to add the additional row.

1966

03:20:18.142 --> 03:20:19.102

Nicole Fieser: Okay.

1967

03:20:25.842 --> 03:20:30.841

Nicole Fieser: so that's how that would work alright. Y'all.

1968

03:20:32.012 --> 03:20:35.181

Nicole Fieser: hopefully, you guys are starting to feel okay with things.

1969

03:20:35.482 --> 03:20:37.502

Nicole Fieser: So you're not going to save all that.

1970

03:20:41.852 --> 03:20:50.781

Nicole Fieser: Okay, Fmla, one of the most common questions that I've seen pop up during the session

1971

03:20:50.932 --> 03:20:53.982

Nicole Fieser: is in relation to Fmla.

1972

03:20:55.772 --> 03:20:56.622

Nicole Fieser: Right?

1973

03:20:57.712 --> 03:21:02.952

Nicole Fieser: I'm thinking that a lot of you have been using the quick. Leave. Editor.

1974

03:21:05.322 --> 03:21:06.052

Nicole Fieser: Okay.

1975

03:21:08.642 --> 03:21:14.181

Nicole Fieser: if that's the case. And I haven't seen anybody actually say that. But I I've seen a lot of questions around that.

1976

03:21:17.862 --> 03:21:19.772

Nicole Fieser: Okay, yeah.

1977

03:21:19.882 --> 03:21:28.671

Nicole Fieser: yeah, that's what we're doing. And the quick leave editor kind of lives up here in your old chrono system. And it's kind of a little bit icky looking.

1978

03:21:29.492 --> 03:21:35.662

Nicole Fieser: Here's how it's going to work moving forward folks.

1979

03:21:35.902 --> 03:21:40.251

Nicole Fieser: Once your employee, Kurt Kurt says, yep, that's what I've used

1980

03:21:41.132 --> 03:21:44.591

Nicole Fieser: in your new, MyCOH time system.

1981

03:21:45.922 --> 03:21:51.442

Nicole Fieser: Okay, once the employee has an approved leave case.

1982

03:21:52.152 --> 03:22:03.381

Nicole Fieser: and only your Hr. Folks are going to do this right, whatever. Who's ever doing it now is going to continue to do their part where the employee puts in for the leave case have to provide the appropriate documentation.

1983

03:22:04.252 --> 03:22:07.992

Nicole Fieser: Once Hr. Has approved the leave case

1984

03:22:09.032 --> 03:22:13.342

Nicole Fieser: in the employee's time card in the pay code. Dropdown box.

1985

03:22:16.012 --> 03:22:17.949

Nicole Fieser: Done a lot with this person

1986

03:22:19.852 --> 03:22:27.150

Nicole Fieser: in the dropdown box you will find in a leave pay code. Lv.

1987

03:22:27.902 --> 03:22:31.622

Nicole Fieser: it's going to have the prefix of Lv.

1988

03:22:38.362 --> 03:22:46.442

Nicole Fieser: Excuse me, that pay code is only going to show once the leave case has been approved.

1989

03:22:47.582 --> 03:22:55.591

Nicole Fieser: So all you're gonna have to do is you're gonna say they're out. You're gonna choose the Lv. Dash Fmla pay code

1990

03:22:56.212 --> 03:22:58.541

Nicole Fieser: and you will sign the hours.

1991

03:22:59.572 --> 03:23:00.612

Nicole Fieser: Okay.

1992

03:23:01.552 --> 03:23:05.842

Nicole Fieser: If the employee has more than one leave case

1993

03:23:06.262 --> 03:23:20.112

Nicole Fieser: right? I don't know. Maybe Kevin has an employee that they have a leave of absence for self because they suffer from migraines, and they they also take care of their mother, and they're going to be out.

1994

03:23:20.602 --> 03:23:26.002

Nicole Fieser: That will be differentiated because you will see an Lv. Pay code

1995

03:23:26.692 --> 03:23:30.511

Nicole Fieser: that will allow you to differentiate which one goes where?

1996

03:23:30.882 --> 03:23:31.782

Nicole Fieser: Okay?

1997

03:23:35.212 --> 03:23:37.921

Nicole Fieser: So the quick leave editor is gone.

1998

03:23:38.942 --> 03:23:45.331

Nicole Fieser: Instead, you will see the appropriate pay code appear in the dropdown only

1999

03:23:45.922 --> 03:23:51.392

Nicole Fieser: once. Hr. Has approved the leave case, which means the employees done all all that they're supposed to.

2000

03:23:52.722 --> 03:23:57.051

Nicole Fieser: Lisa can employees schedule Fmla. You can schedule Fmla

2001

03:23:57.372 --> 03:24:08.951

Nicole Fieser: right, if you know you're going to be at physical therapy. And you say, look on Monday, Wednesdays, and Fridays. This employee for the next 3 weeks is going to be at physical therapy in the afternoon. You can put that on the scheduling.

2002

03:24:09.072 --> 03:24:11.282

Nicole Fieser: and then the schedule feeds the time card.

2003

03:24:16.362 --> 03:24:19.532

Nicole Fieser: Okay, so Lee, for sure. Yes.

2004

03:24:22.072 --> 03:24:31.421

Nicole Fieser: Zara says, please explain how to document internal orders that are routine for our staff, as we have various grants. Can this be built in.

2005

03:24:33.942 --> 03:24:35.452

Nicole Fieser: so repeats.

2006

03:24:43.812 --> 03:24:45.132

Nicole Fieser: be built in.

2007

03:24:45.402 --> 03:24:51.722

Nicole Fieser: So, Zara, are you? Are we saying much like we talked about with the schedules that

2008

03:24:53.512 --> 03:25:00.812

Nicole Fieser: you could have an employee work the entire week on a specific grant. And you just want to see the internal order automatically, there.

2009

03:25:00.952 --> 03:25:02.522

Nicole Fieser: is that what you're saying?

2010

03:25:07.972 --> 03:25:12.152

Nicole Fieser: Okay, so I'm gonna let Zara give me. She says, yes, okay.

2011

03:25:21.872 --> 03:25:29.701

Nicole Fieser: So transfers are done on the time card on the individual basis. So I see where you're going now.

2012

03:25:30.892 --> 03:25:38.212

Nicole Fieser: Sorry we should have talked sooner, my friend. Sorry, so I agree your internal orders would need to be assigned to the schedule

2013

03:25:39.002 --> 03:25:44.471

Nicole Fieser: we'll be. I will. I will get you all something to make sure you know how to do that. I see where you're going with that.

2014

03:25:46.762 --> 03:25:54.582

Nicole Fieser: So, Zara, if you want to send me an example, a common example. I won't use your name or any identifying information. I'll put that in some documentation for you.

2015

03:25:54.792 --> 03:25:58.052

Nicole Fieser: actually for the group. I mean, I'm gonna we're gonna make sure everybody gets it.

2016

03:25:59.322 --> 03:26:07.542

Nicole Fieser: So sorry. I see where you're going with that, because if I'm saying, do do the internal orders here that would also be on the day to day basis.

2017

03:26:07.962 --> 03:26:11.062

Nicole Fieser: Yeah, you're gonna need to assign some of that directly to the schedule.

2018

03:26:13.952 --> 03:26:20.392

Nicole Fieser: So if you know for this entire week the employees can be working on that grant on that internal order. Put it on the schedule.

2019

03:26:22.342 --> 03:26:23.092

Nicole Fieser: Okay.

2020

03:26:29.532 --> 03:26:35.242

Nicole Fieser: Yup, Victor, the process is gonna be the same way. You are not updating a leave case.

2021

03:26:35.472 --> 03:26:41.731

Nicole Fieser: We may not even have information as to why the employees out on leave, but you can add the pay code.

2022

03:26:42.132 --> 03:26:53.361

Nicole Fieser: The pay code of Fmla can be added directly to the time card in the pay code dropdown. No quick leave editor necessary. But it could also be assigned to the schedule.

2023

03:26:55.532 --> 03:27:04.631

Nicole Fieser: Okay, so, Victor, it's gonna go exactly the same way, my friend. Exactly the same way

2024

03:27:08.552 --> 03:27:19.112

Nicole Fieser: again, though I want to reassure everybody in the room. The Fmla pay code only becomes available once the leave case has been approved.

2025

03:27:22.292 --> 03:27:26.562

Nicole Fieser: Mark says, currently Kronos doesn't show Fmla assuming new version. Well,

2026

03:27:28.792 --> 03:27:32.521

Nicole Fieser: for some departments, it does mark for some departments. It does.

2027

03:27:34.172 --> 03:27:42.021

Nicole Fieser: Okay. So Mark, definitely, go back to you, know your system administrators and feel like you can ask

2028

03:27:42.122 --> 03:27:55.061

Nicole Fieser: because it should. We won't have the details of the leave case. We're not privy to that. But hey, I need to be able to say, my employees out Monday, Wednesday and Friday getting physical therapy. And we're counting that as Fmla time.

2029

03:27:58.422 --> 03:28:03.091

Nicole Fieser: Okay, no quick leave, editor, which is better.

2030

03:28:05.552 --> 03:28:12.291

Nicole Fieser: Okay, Martina, again. Yep, just click in the Dropdown, and you'll find it's going to be the prefix of Lv.

2031

03:28:12.572 --> 03:28:15.581

Nicole Fieser: That will only appear once the leave case is approved.

2032

03:28:17.442 --> 03:28:28.091

Nicole Fieser: Alright, y'all, I want to talk about approvals, and I want to touch base on delegation. And I briefly, actually want to show you mobile, too, and I only get you all for like 15 more minutes.

2033

03:28:28.692 --> 03:28:30.652

Nicole Fieser: Let's talk about approvals.

2034

03:28:31.312 --> 03:28:35.931

Nicole Fieser: Yes, I do have a live version ready, Brian. That is my goal to at least pop in

2035

03:28:36.172 --> 03:28:46.622

Nicole Fieser: and make your day. We're gonna finish on a high note. I think I lost some of you on the scheduling piece. I'm hoping to gain back your your trust on the last section. How's that?

2036

03:28:47.732 --> 03:28:50.102

Nicole Fieser: All right, y'all. Let's talk about approvals.

2037

03:28:53.842 --> 03:29:00.922

Nicole Fieser: Carolyn. There are so many different departments in this training. If you have an Fmla coordinator, you're gonna keep doing what you're doing.

2038

03:29:01.552 --> 03:29:08.941

Nicole Fieser: Okay, I am not here to tell you. You're changing policy. That would be incredibly bad of me to do, my friend.

2039

03:29:09.152 --> 03:29:14.962

Nicole Fieser: I am just the trainer, so your policy is your policy, but different departments handle it differently.

2040

03:29:15.802 --> 03:29:16.802

Nicole Fieser: Fair.

2041

03:29:18.062 --> 03:29:19.661

Nicole Fieser: Fair question, too.

2042

03:29:21.592 --> 03:29:22.952

Nicole Fieser: I mean, that's fair.

2043

03:29:24.212 --> 03:29:28.131

Nicole Fieser: Alright, y'all, let's talk about approvals. Let's talk about approvals.

2044

03:29:29.562 --> 03:29:33.582

Nicole Fieser: Alright one. What does an approved time card look like?

2045

03:29:33.942 --> 03:29:42.582

Nicole Fieser: Well, when we approve a time card it turns purple. It turns lilac any.

2046

03:29:43.332 --> 03:29:49.411

Nicole Fieser: and you certainly have the ability to approve your time cards one by one.

2047

03:29:49.812 --> 03:29:52.002

Nicole Fieser: If I jump back home.

2048

03:29:52.342 --> 03:30:02.521

Nicole Fieser: Notice my manage time card. So it's clean. Isn't that pretty? I've handled all of the must fixes. I've handed all of the needs to be reviewed.

2049

03:30:04.892 --> 03:30:05.862

Nicole Fieser: Okay.

2050

03:30:07.832 --> 03:30:14.991

Nicole Fieser: we're gonna go ahead and click on the right facing arrow. Just so, you know, if this is the way you like to work, you can absolutely work this way.

2051

03:30:15.862 --> 03:30:20.801

Nicole Fieser: Here I see Sydney. I could review Cindy's time card, and I could go approve

2052

03:30:21.262 --> 03:30:23.012

Nicole Fieser: toggle to the next person.

2053

03:30:23.672 --> 03:30:32.092

Nicole Fieser: Here's Coach beard. He looks good. Now Mark is reviewed, I see. Excused. I see comments. I mean, this looks good

2054

03:30:34.082 --> 03:30:36.882

Nicole Fieser: right, and we can go ahead and approve.

2055

03:30:37.662 --> 03:30:52.231

Nicole Fieser: The purple lilac color is your visual indicator that you, the supervisor, if you have several supervisors, at least a supervisor, has approved this employee's time card.

2056

03:30:53.502 --> 03:30:54.412

Nicole Fieser: Okay.

2057

03:30:58.452 --> 03:31:02.702

Nicole Fieser: here's the thing, though, if you do not like.

2058

03:31:03.032 --> 03:31:06.952

Nicole Fieser: if you do not like approving one by one.

2059

03:31:08.292 --> 03:31:13.292

Nicole Fieser: if which is something that some of you are already doing in your old chrono system.

2060

03:31:14.232 --> 03:31:16.522

Nicole Fieser: folks in that main menu on the left.

2061

03:31:17.362 --> 03:31:25.271

Nicole Fieser: I can look underneath time to employee summary, and you bet, as long as that manage time cards, tile shows clean time cards.

2062

03:31:25.902 --> 03:31:31.192

Nicole Fieser: You can still approve your employees, time cards as a group.

2063

03:31:32.682 --> 03:31:35.621

Nicole Fieser: so we can come here and click on. Select all.

2064

03:31:36.472 --> 03:31:38.262

Nicole Fieser: and I can go ahead and approve.

2065

03:31:38.702 --> 03:31:41.661

Nicole Fieser: And it's gonna say, are you sure you want to approve?

2066

03:31:41.772 --> 03:31:43.311

Nicole Fieser: Yes, I do.

2067

03:31:44.532 --> 03:31:47.481

Nicole Fieser: And just like you do. Now, folks.

2068

03:31:48.362 --> 03:31:54.511

Nicole Fieser: If you approve your employees. Time cards. I just did it for the previous pay period. But

2069

03:31:55.012 --> 03:31:57.051

Nicole Fieser: just like you do now.

2070

03:31:57.712 --> 03:32:04.341

Nicole Fieser: you will go to the group edit results and verify that you have approved your employees time.

2071

03:32:05.932 --> 03:32:11.882

Nicole Fieser: right? And I'm very hopeful that this is this is exactly what you're doing now.

2072

03:32:14.302 --> 03:32:19.642

Nicole Fieser: So if the question is, can we approve time cards as a group? Yes.

2073

03:32:19.782 --> 03:32:23.412

Nicole Fieser: the easiest tool to do that with is the employee summary.

2074

03:32:23.852 --> 03:32:26.612

Nicole Fieser: But don't forget you still have your data views.

2075

03:32:27.232 --> 03:32:32.242

Nicole Fieser: Y'all, if you want. If you are used to looking at the pay period closed, genie.

2076

03:32:32.872 --> 03:32:39.741

Nicole Fieser: you can come to the pay period closed data view. And you could approve from here as well.

2077

03:32:40.752 --> 03:32:41.872

Nicole Fieser: Okay.

2078

03:32:42.492 --> 03:32:50.271

Nicole Fieser: so lots of different places by which to approve your employees. Time cards that will turn that purpley lilac color

2079

03:32:52.082 --> 03:33:00.832

Nicole Fieser: really quickly, as an employee, Ted Lasso has his my time card tile, right?

2080

03:33:00.942 --> 03:33:05.402

Nicole Fieser: As employees. You have your time off request. It's gonna say my time off

2081

03:33:05.712 --> 03:33:14.681

Nicole Fieser: at the beginning of this training, I said. Look these top tiles allow you to manage your supervisors. The bottom tiles are for the for us as the individual employee.

2082

03:33:16.452 --> 03:33:28.392

Nicole Fieser: If Ted Lasso approves his own time card, remember, we're encouraging our employees to approve their own time cards. We're requiring the supervisors to do it.

2083

03:33:32.162 --> 03:33:39.371

Nicole Fieser: An employee approval gets that attestation. I certify that my time card

2084

03:33:40.482 --> 03:33:45.481

Nicole Fieser: is is accurate. If I click, approve, and submit, it turns yellow.

2085

03:33:46.972 --> 03:33:53.412

Nicole Fieser: So an employee approval gets the attack attestation and it turns yellow.

2086

03:33:56.582 --> 03:34:03.772

Nicole Fieser: Alright. Y'all really quickly wanna touch base on 2 things, and then I'm gonna let Bb wrap up.

2087

03:34:04.262 --> 03:34:08.012

Nicole Fieser: Okay, you'll let your own folks wrap up for the day.

2088

03:34:08.922 --> 03:34:10.072

Nicole Fieser: Mobile

2089

03:34:12.132 --> 03:34:18.962

Nicole Fieser: weren't a lot of questions, say about Mobile, and that concerns me a little bit. So I I do need to talk about it.

2090

03:34:21.992 --> 03:34:25.242

Nicole Fieser: Here's the thing. Ignore all this junk on the right.

2091

03:34:26.582 --> 03:34:28.382

Nicole Fieser: Let's talk about mobile.

2092

03:34:31.672 --> 03:34:35.551

Nicole Fieser: Okay, this is the mobile view.

2093

03:34:36.322 --> 03:34:41.192

Nicole Fieser: Everything that I'm showing you here is, in fact, the mobile view.

2094

03:34:43.192 --> 03:34:46.741

Nicole Fieser: all the clicks that I've been talking about today.

2095

03:34:48.012 --> 03:34:55.031

Nicole Fieser: And, Kathy, yes, approval removal is only available to the person that approved the time card. So that's all. Still true.

2096

03:34:55.812 --> 03:35:04.191

Nicole Fieser: Okay, all the clicks I showed you are equally applicable in Mobile.

2097

03:35:04.772 --> 03:35:08.041

Nicole Fieser: So, Brian, kind of thinking of you on this one.

2098

03:35:08.732 --> 03:35:10.411

Nicole Fieser: Here's the thing. You guys.

2099

03:35:10.652 --> 03:35:17.091

Nicole Fieser: all the clicks are exactly the same. So you do not have to learn separate clicks in mobile.

2100

03:35:17.552 --> 03:35:18.552

Nicole Fieser: Right?

2101

03:35:19.472 --> 03:35:22.401

Nicole Fieser: So if I want to go, look at my notifications

2102

03:35:23.712 --> 03:35:33.662

Nicole Fieser: and I want to go into the full control center, I sure can right from Mobile. And it looks exactly the same as the desktop example that we've been doing.

2103

03:35:35.612 --> 03:35:38.922

Nicole Fieser: Okay, if I click back home

2104

03:35:42.502 --> 03:35:47.342

Nicole Fieser: and I wanna look at nothing. How about manage time cards?

2105

03:35:49.502 --> 03:35:54.041

Nicole Fieser: Here's the time cards, and we can go through.

2106

03:35:54.182 --> 03:36:01.741

Nicole Fieser: So the mobile view and the is exactly the same as exactly what we've been talking about all day

2107

03:36:04.242 --> 03:36:07.972

Nicole Fieser: as I leave Mobile and ignore all this icky stuff on the right. Y'all

2108

03:36:09.452 --> 03:36:13.282

Nicole Fieser: remember, you won't get access to Mobile until you go live

2109

03:36:13.592 --> 03:36:21.322

Nicole Fieser: in your Tms system. I prepared documentation on how to download the appropriate

2110

03:36:21.672 --> 03:36:28.141

Nicole Fieser: app, whether you're on an apple phone or you're on an Android phone. If you haven't looked at that, I encourage you to do so.

2111

03:36:31.212 --> 03:36:37.872

Nicole Fieser: Sorry. Yes, if the employee approves, and then you end up making changes, you can still do that. You can still do that.

2112

03:36:39.342 --> 03:36:49.072

Nicole Fieser: Okay, but, Donald, for sure we don't want to link you to the test environment. We want to link your mobile app to your live environment. So it's coming.

2113

03:36:50.042 --> 03:36:52.872

Nicole Fieser: Yes, time cards can be approved through Mobile.

2114

03:36:55.222 --> 03:36:58.811

Nicole Fieser: My last 2 min delegation.

2115

03:36:59.612 --> 03:37:04.812

Nicole Fieser: Y'all, there's no gosh! There's multiple places to delegate from.

2116

03:37:05.402 --> 03:37:07.142

Nicole Fieser: But you're going to have a tile.

2117

03:37:08.632 --> 03:37:11.522

Nicole Fieser: So Martina kind of was reading my mind.

2118

03:37:12.342 --> 03:37:19.432

Nicole Fieser: Folks, if you want to delegate your tasks. Martina is going out on a 3 week Bohemian vacation.

2119

03:37:19.532 --> 03:37:22.701

Nicole Fieser: and she wants to delegate her task to somebody else.

2120

03:37:23.342 --> 03:37:26.072

Nicole Fieser: We can click on manager delegation.

2121

03:37:28.662 --> 03:37:31.831

Nicole Fieser: She can choose who her delegate is.

2122

03:37:32.982 --> 03:37:36.172

Nicole Fieser: I'm gonna say, oh, I'm gonna say, Sandeep.

2123

03:37:38.172 --> 03:37:44.951

Nicole Fieser: we can choose the length of time for the delegation, the 13th through the 17th

2124

03:37:45.592 --> 03:37:47.872

Nicole Fieser: Okay, and then we can submit it.

2125

03:37:53.192 --> 03:37:58.401

Nicole Fieser: Name Cynthia. I'm going to defer to your internal folks for that.

2126

03:37:59.062 --> 03:38:02.872

Nicole Fieser: But if you've not taken your Tms training, I really encourage you to do so.

2127

03:38:04.182 --> 03:38:09.172

Nicole Fieser: Yeah, so this is what delegation is. You choose who your delegate is, the timeframe.

2128

03:38:10.202 --> 03:38:17.792

Nicole Fieser: There's only one choice, and then you submit. And once they accept, you can delegate.

2129

03:38:18.492 --> 03:38:24.882

Nicole Fieser: Okay, you can assign multiple delegations. I know that that was a question that's been outstanding.

2130

03:38:26.894 --> 03:38:28.871

Nicole Fieser: You guys are allowed to do that.

2131

03:38:30.202 --> 03:38:35.532

Nicole Fieser: So there we go, all right. Y'all I'm gonna turn it over to Bb, here.

2132

03:38:36.682 --> 03:38:47.672

Nicole Fieser: I owe you some documentation, especially for my folks that want to assign transfers directly in the schedule. I'll make sure that there's some documentation for you to download.

2133

03:38:47.952 --> 03:38:59.442

Nicole Fieser: I hear you. We'll make sure that you can do that. If it's a permanent change, if it's a permanent change in a work rule, though, we might be able to make that easier, I will be taking that back to your team

2134

03:38:59.652 --> 03:39:00.492

Nicole Fieser: right.

2135

03:39:01.262 --> 03:39:09.852

Nicole Fieser: Harold, hopefully. That makes you feel better, that I'm not hiding something. I want to make sure that you feel like you're being taken care of, too. It's my only goal.

2136

03:39:10.352 --> 03:39:12.552

Nicole Fieser: Bb, over to you, my friend.

2137

03:39:13.132 --> 03:39:14.271

BB Babalola: Thank you, Nikki.

2138

03:39:15.120 --> 03:39:17.871

BB Babalola: Just a few reminders for everyone.

2139

03:39:18.305 --> 03:39:37.342

BB Babalola: I know there are a few questions that we need to take offline and bring back to you. We will be posting a frequently asked questions document and sending you all a link by the 17.th So that's the end of next week. So please know that we are addressing those, and we will answer those questions.

2140

03:39:37.747 --> 03:39:51.271

BB Babalola: Same date applies to recordings for the session, the presentation that Nikki, just provided they will be accessible to you as well. So we will send that link out to our manager supervisor, so that you have them.

2141

03:39:51.752 --> 03:39:58.511

BB Babalola: If you have colleagues who have not taken a manager supervisors course. Please let them know that there is only one session left. That's on the 14th

2142

03:39:58.672 --> 03:40:20.971

BB Babalola: registration closes the day before at 4 Pm. So registration will close on the 13th at 4 Pm. Please encourage them to register. That is the last session where we'll be offering this training. It is in addition to Tms courses, so they still have to take their Tms courses. So if you haven't taken the courses in Tms, please go ahead and do so.

2143

03:40:23.982 --> 03:40:25.572

BB Babalola: Let's see.

2144

03:40:25.842 --> 03:40:37.012

BB Babalola: that's it. Everything we we promise to provide to. You will be available to you next week, and you get notification when they are available. So thank you all for attending. And Nikki back to you.

2145

03:40:38.762 --> 03:40:40.062

Nicole Fieser: Thanks everyone.

2146

03:40:40.532 --> 03:40:42.592

Nicole Fieser: There was a lot here.

2147

03:40:43.183 --> 03:40:47.362

Nicole Fieser: Folks I recognize there was a lot. Say, so as you head out.

2148

03:40:47.612 --> 03:40:53.912

Nicole Fieser: I committed a couple of things to you. One. We do have a survey that I'm doing my best to throw up at you.

2149

03:40:55.312 --> 03:41:00.482

Nicole Fieser: We are. Gonna ask you to complete the survey. So if you want to grab your device

2150

03:41:00.892 --> 03:41:05.152

Nicole Fieser: and your your phone, or whatever you have feel free to do, the survey

2151

03:41:05.962 --> 03:41:15.381

Nicole Fieser: we are committing to getting you those questions answered for you. So you're going to be good. And if there's something you want to talk about, this is my actual email address.

2152

03:41:15.912 --> 03:41:18.132

Nicole Fieser: Let me know how I can serve you.

2153

03:41:18.972 --> 03:41:19.972

Nicole Fieser: Alright.

2154

03:41:22.302 --> 03:41:27.062

Nicole Fieser: Thank you so much for your time. I know it was a lot a lot to take in.

2155

03:41:28.152 --> 03:41:31.192

Nicole Fieser: but this will be available to you for future reference.

2156

03:41:32.362 --> 03:41:35.311

Nicole Fieser: Keep in touch everybody. Thank you so much for your time.

2157

03:41:39.282 --> 03:41:40.822

Nicole Fieser: Courtney says.

2158

03:41:42.812 --> 03:41:47.722

Nicole Fieser: Can you do? If a manager, the reports you forgot to delegate to you, but will like for you to approve

2159

03:41:47.862 --> 03:41:57.942

Nicole Fieser: Courtney. In that case you need to go to Hr. Or whatever your process is. Now, if somebody's forgotten to delegate, you can't do their tasks.

2160

03:41:58.562 --> 03:42:02.212

Nicole Fieser: So that would be to talk to their supervisor or something else.

2161

03:42:02.882 --> 03:42:03.842

Nicole Fieser: Okay.

2162

03:42:06.932 --> 03:42:10.312

Nicole Fieser: thanks. Everybody really appreciate your time today.

2163

03:42:15.472 --> 03:42:17.162

Nicole Fieser: Take care, everyone.