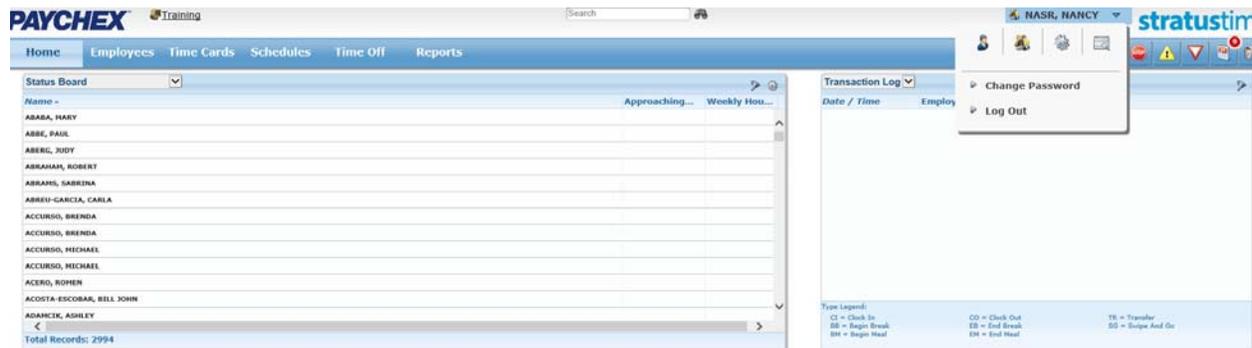
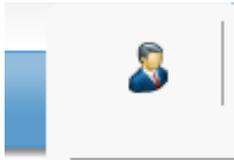


## Logging into Stratus Time

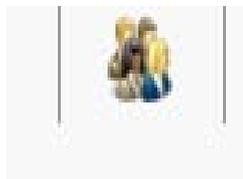
Once you logged in you will see your name at the top right hand side with a drop down menu. This is your combined Employee Dashboard and Manager Dashboard.



- When you need to report your own hours, you click on the Employee Dashboard as shown below.



- When it's time to approve your employees Time Card or Time off requests, you click on the Manager Dashboard as shown below.

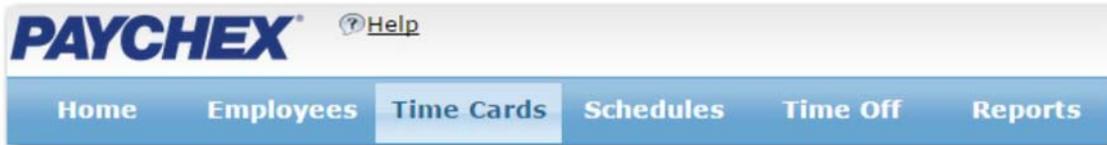


## MANAGING TIME CARDS

The Time Cards section of the Manager Dashboard allows you to view and edit your employee's hours. Ensuring that all of your employees' time cards and hours are correct and accurate is an essential part of the payroll process.

### EDITING TIME CARDS

To navigate to employee's time cards, go up where your name appears click on the drop down arrow and choose the **Manager Dashboard**, then click time cards.



Within this section, all of your employees will be listed on the left of the screen. When you select an employee's name, it will pull up their time card detail. Be sure to select the correct date range at the top of the employee's time card to ensure you are verify the correct pay period's hours.

The screenshot displays an employee's time card for badge number 1111. At the top, there are four tabs for different badge numbers, all set to 'Badge: 1111'. Below the tabs, there are input fields for 'Pay Period' (06/14/2015 to 06/20/2015) and a 'Week' dropdown. The main table lists shifts for Monday through Friday, with columns for 'Add Shift', 'Type', 'In', 'Labor Level', 'Type', 'Out', 'Total', 'Reg', 'OT', and 'Unpaid'. A red box highlights the 'In' time for Tuesday, 06/16/2015. At the bottom, a 'Total Summary' table provides a breakdown of hours.

Home Information		Badge: 1111		Badge: 1111		Badge: 1111		Badge: 1111		
		Pay Period		06/14/2015		06/20/2015		Week		
Add Shift	Type	In	Labor Level	Type	Out	Total	Reg	OT	Unpaid	
Monday	06/15/2015	08:00 AM		Clock Out	05:00 PM	Total: 08h 00m	08h 00m	1h 00m		
Tuesday	06/16/2015			Clock Out	05:00 PM	Total: 08h 30m	08h 00m	1h 00m		
Wednesday	06/17/2015	02:00 AM		Clock Out	05:00 PM	Total: 08h 00m	08h 00m	1h 00m		
Thursday	06/18/2015	02:00 AM		Clock Out	05:00 PM	Total: 08h 00m	08h 00m	1h 00m		
Friday	06/19/2015	02:00 AM		Clock Out	05:00 PM	Total: 08h 00m	08h 00m	1h 00m		
<b>Total Summary</b>							Work:	35h 30m		
							Meal:		0h 00m	0h 00m
							Total:	35h 30m	0h 00m	0h 00m

## ADDING A MISSING WORK HOURS

When you add a work shift, enter two corresponding time in and time out into an employee's time card.

### To add in a missing day:

1. Click **Add Shift**



2. Select **Add Work Hours**
3. Enter in the day information.
  - Time in
  - Date
  - Time out
4. Click **Save on the bottom**

A screenshot of a web-based form for adding a shift. The form is divided into several sections. At the top, there are two input fields for "Type" (Clock In and Clock Out) with dropdown menus and date/time pickers. To the right of these fields is a section for "Duplicate this entry for" with a numeric input field and two checkboxes: "Include Saturdays when creating recurring entries" and "Include Sundays when creating recurring entries". Below these fields is a "Labor Levels" section with four dropdown menus: "Department", "Location", "Job Assignment", and "Labor Assignment", all currently set to "<unassigned>". There are also two expandable sections: "Modifiers" and "Additional Options". At the bottom right of the form are two buttons: "Cancel" and "Save".

## ADDING A NON-WORK HOURS

A non-work hour allows you to add in sick, vacation, personal time, etc., onto an employee's time card. These hours are added to an employee's time card as a duration of hours.

### To add in a non-work shift:

1. Click **Add Shift**.



2. Select **Add Non Work Shift**.

<b>Type</b> Personal Time <input type="text" value="07/05/2015"/> 11:00 AM <input type="text" value="0 hrs"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Time Off</b> Available Hours	Duplicate this entry for <input type="text" value="0"/> additional days. <input type="checkbox"/> Include Saturdays when creating recurring entries <input type="checkbox"/> Include Sundays when creating recurring entries
<b>Labor Levels</b>		
<b>Level 1</b> 1-Org 1 <input type="text"/>	<b>Job Costing</b> <unassigned> <input type="text"/>	<b>Labor Distribution</b> La1-La1 <input type="text"/>

3. Enter in information
4. Click **Save at the bottom**

## TIME CARD APPROVALS

Approving employee's time cards is an essential step in ensuring payroll runs smoothly. Time cards approvals is typically completed right after a pay period has ended.

### To approve employee's hours:

1. Select the **Time card Approvals, under Time Cards**
2. Select the date range in **step 1**.

**Step 1 - Select Filter**

3. Review Employee Approvals in step 2
4. Review Supervisor approvals in step 3
  - RED is unapproved
  - YELLOW is partially approved
  - GREEN is fully approved
5. Approve each employee's hours in step 4, by selecting the boxes in the approval column.

**Step 4 - Approve Time Cards**  Show employees having no time cards

<input type="checkbox"/> Employee -	Regular	OT	Non Work	Emp	Mgr
<input checked="" type="checkbox"/> BNY Last Name, NY First Name	22.00	5.00	0.00	●	●
<input checked="" type="checkbox"/> CWY Last Name, WY First Name	24.00	6.00	0.00	●	●

6. Before approving hours, click the **gear icon** to add the Regular OT, and non-work columns to the selected field

## Managing Time off Requests

Time off requests should be checked on a regular basis. When an employee submits a time off request, a notification is sent to his manager. It is up to the manager to approve or deny the request in the system.

You can view employee requests for time off in two ways.

- 1) You can select the time off icon (1) from the Quick Action icons on the top



OR

- 2) You can click directly on the time off tab on the Manager Dashboard

### Viewing Requests

Employee's requests can be viewed on the left side of the screen. Requests can be filtered by actions, submitted date or requested date. Each request will also include the Projected Balance for the employee for the date (s) requested off.

EE#	Name	Submitted	Type	Date/Time	Hours	Balance (projected)	Action
1		07/06/2015 10:15 AM	Personal Time ...	07/10/2015 08:00 AM	8h 00m	102h 28m	Requested <input type="checkbox"/> Approve <input type="checkbox"/> Deny
147	Jessica Brooks	07/06/2015 09:45 AM	Personal Time ...	06/03/2015 08:00 AM	40h 00m	120h 00m	Requested <input type="checkbox"/> Approve <input type="checkbox"/> Deny

### **Each request includes:**

- EE#: Employee ID and any notes included
- Name: who submitted the request
- Submitted: Date request was sent
- Type: Time off type employee has requested
- Date/Time: initial date and start time the employee requested
- Hours: The number of hours an employee has requested off
- Balance(projected): the available hours the employee has to take off
- Action: Approve or deny the request by checking the appropriate box.  
(Click on magnifying glass (2) to review requests by date or days)

## Calendar View

The calendar shows managers their employees who already have approved time off. This allow for managers to make better staffing decisions as to whether they should approve or deny requests.

Approved requests will appear with the employee's name with the start and end time of the time off requested.

Once a request is approved for denied, employee will receive a notification with the decision.

The screenshot displays a calendar interface for the month of September. At the top, there are navigation arrows, the month name 'September', and a settings gear icon. On the left, there is a checkbox labeled 'Show Holidays' which is checked. On the right, there are two radio buttons: 'Time view' (selected) and 'Summary view'. The calendar grid shows days from Sunday to Saturday. The first row contains days 31, 1, 2, 3, 4, 5, and 6. The second row contains days 7, 8, 9, 10, 11, 12, and 13. Blue bars representing approved time off requests are shown for days 8 through 12, each labeled 'Employee ZZ\_Train' with the time range '8:00 AM - 4:00 PM'.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8 Employee ZZ_Train 8:00 AM - 4:00 PM	9 Employee ZZ_Train 8:00 AM - 4:00 PM	10 Employee ZZ_Train 8:00 AM - 4:00 PM	11 Employee ZZ_Train 8:00 AM - 4:00 PM	12 Employee ZZ_Train 8:00 AM - 4:00 PM	13