META

Powered by Legiant

Managing

Employees

Time &

Attendance

Table of Contents

Introduction

The purpose of this guide is to teach you the most common functions of META Timecard, as an Employee, so that you can start using your new system right away. For more detailed instructions, click **Help** in the upper right hand corner of any screen. Clicking on **Show** will open the comprehensive Help system.

Computer Settings

Ensure that your computer has the following settings:

1. Enter the timecard website into Allowable Pop-ups in the pop-up blocker settings including any pop up blockers on Google, Yahoo and MSN toolbars.
2. Please set your computer regional settings to: mm/dd/yyyy, hh:mm
3. Please set your monitor size (or resolution) to: 1024 x 768

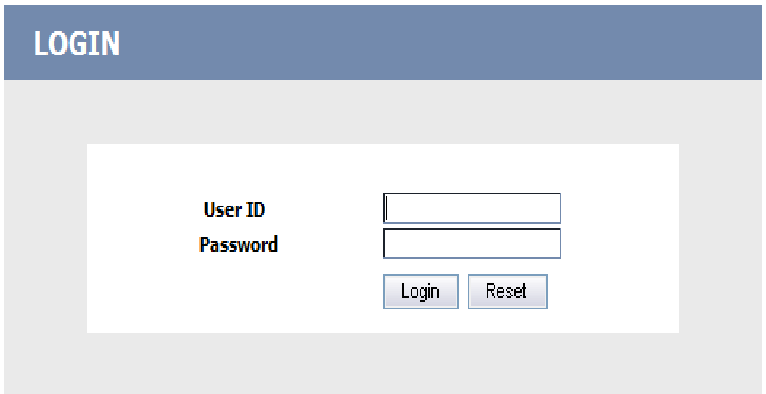
Saving Changes

When saving changes in the system, you usually have three options:

1. **Save**. This will save the record you are working on.
2. **Save and New**. This will save the record you are working on, close it and then open up a new blank record for you
3. **Save and Close**. This will save the record you are working on and then close it.

Accessing META Timecard

Type the META Timecard URL (provided by your System Administrator) into your Internet Explorer web browser and the META Timecard Login page will appear. Type your **User ID** and **Password**, and then click **Login**.



If an Invalid Login message appears, it may be due to one of two reasons;

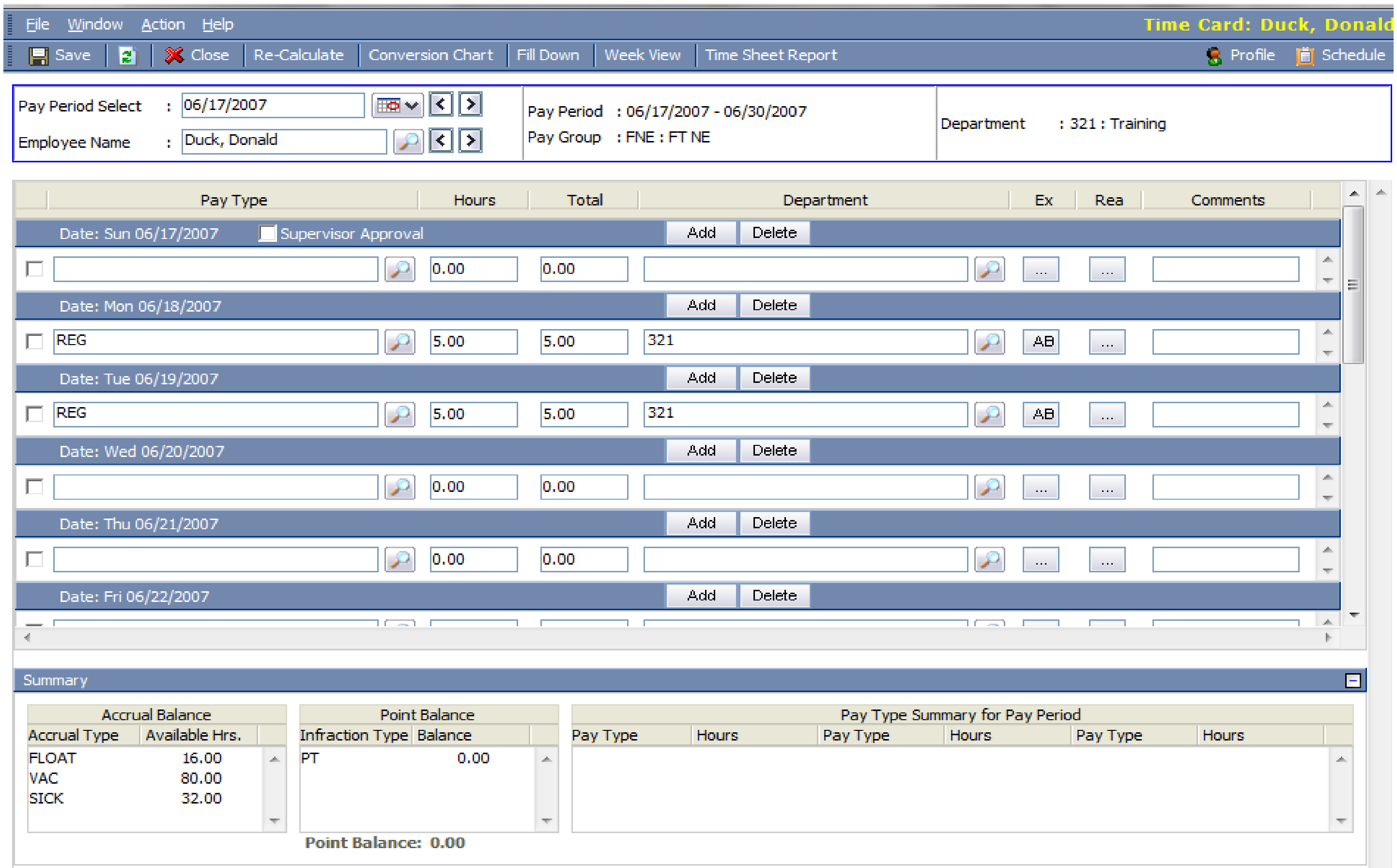
1. You have typed your **User ID** and/or **Password** incorrectly. Re-enter them.
2. You do not have permission to use and/or access META Timecard. Please contact your System Administrator.

To exit the system, click **Log Off** located in the top right hand corner of any screen.

***Note**: After a specific period of inactivity, META Timecard automatically logs you off of the system.*

Time Card

You are configured for Hours Bulk Entry and your timecard will resemble the image shown below. Please note that some features may not be available due to your system configuration.



Recording Your Hours Worked or Hours Charged Against Accrual Balances

1. Select the date you wish to enter hours for.
2. Select a pay type by clicking on the magnifying glass to the right of the Pay Type field and choosing the appropriate pay type. ***Note**: This field will default to Regular Pay if left blank.*
3. Type either the number of hours worked or charged against accrual balances in the **Hours** field (use decimals for partial hours, e.g. 8.25).
4. (Optional) To enter a department different from your home department, click on the magnifying glass to the right of the Department field and select the appropriate department. If this field is left blank it will default to your home department.
5. (Optional) To enter an exception code, click the ellipse button (…) in the Ex column and then select the appropriate exception code.
6. (Optional) To enter a reason code, click the ellipse button (…) in the Rea column and then select the appropriate reason code.
7. (Optional) To select a job, click on the magnifying glass to the right of the Job field and select the appropriate job.

8. (Optional) To enter comments, type them in the Comments field. ***Note***: *This is a text field and will not accept special characters (:?*)*
9. Click the **Save** button to save your entry.

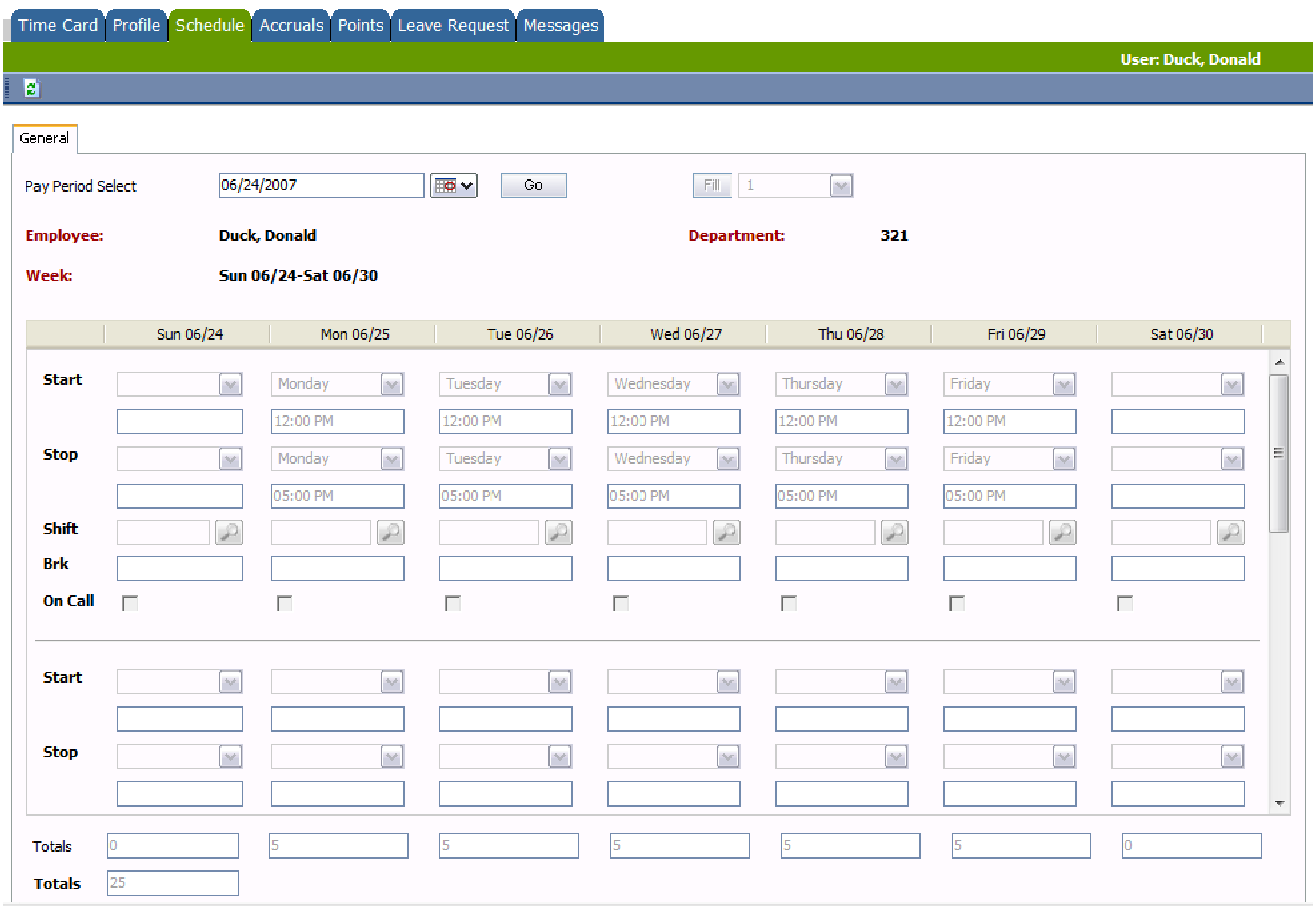
Note: *You will not be able to record any entries if the time card has already been approved for the pay period or the system administrator has closed the pay period.*

Approving Your Timecard

Select this check box to approve your time card and then click **Save** to save the change. (This field is only shown if your system is configured to require Employee approval).

View Schedule

You can view your schedule for any week.



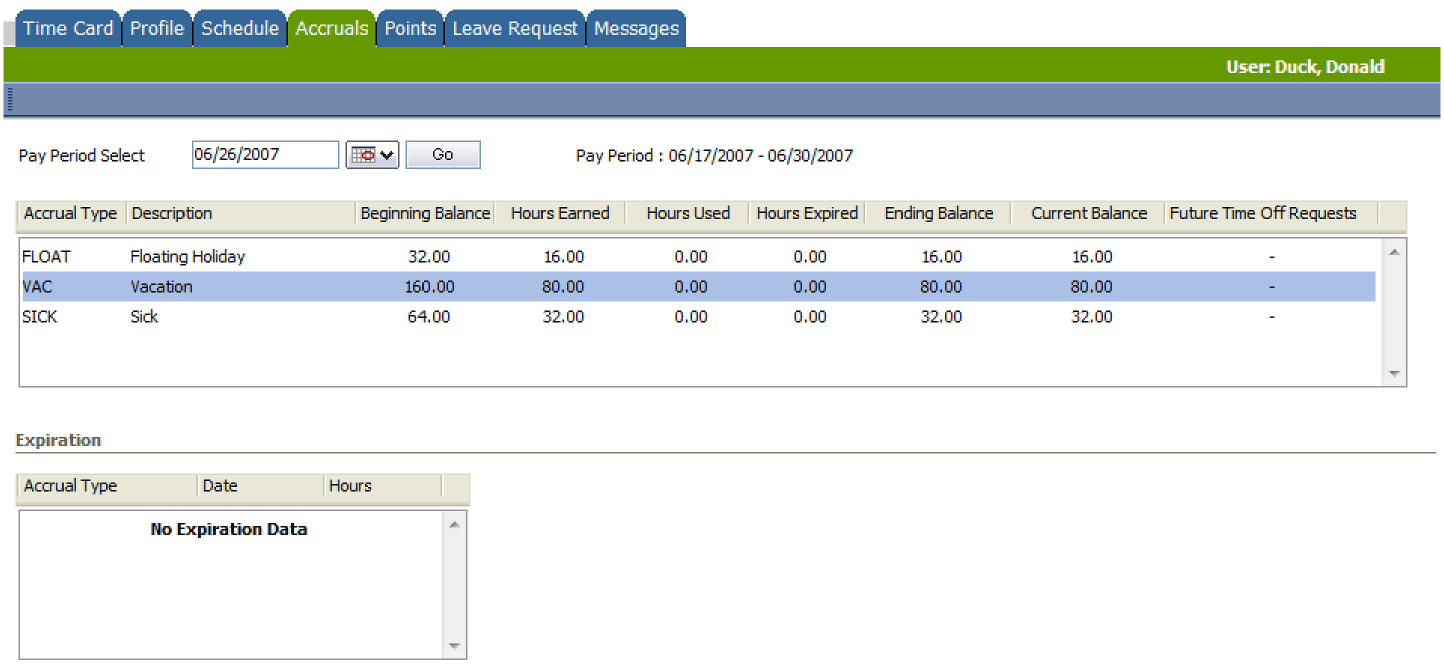
1. Click the **Schedule** tab at the top of the page. This will display your schedule for the week in which the selected date falls. (If this feature is inactive, you will not have a Schedule tab.)
2. To view a different week, click the drop down calendar button and select a date within the week you wish to view.

View Accrual Balances

Here you can view your accruals information including both current balances and expired accruals hours.

Note: A summary of current pay period accrual balances can be viewed on your time card.

1. Click on the **Accruals** tab.
2. Select the Pay Period for which you want to view your accruals; by default the current pay period is displayed. To view accruals for a different pay period click on the drop down calendar and choose the pay period by clicking any day within that pay period, and then click **Go**.
3. In the accruals window is a listing of all the accrual types for which you accrue hours. Displayed for each accrual type is the beginning balance of hours, the hours earned, hours used, and hours expired in this pay period, as well as ending balance (for this pay period) and current balance.
4. To view details for an accrual type listing, double click the accrual type's display line. This view is helpful in seeing a bigger picture of your accruals activity; you can select a date range by selecting a Start Date and End Date on the corresponding drop down calendar.
5. If you have accrual hours that will expire in the future, the Accrual Type, Date, and number of Hours are displayed in the Expiration window.



Leave Request

When you click the Leave Request tab, the Leave Request page opens. Here you enter new leave requests, view accrual balances, and view intended, pending, approved, and denied leave requests. If email notification is activated, your supervisor will receive an email when you submit a leave request.

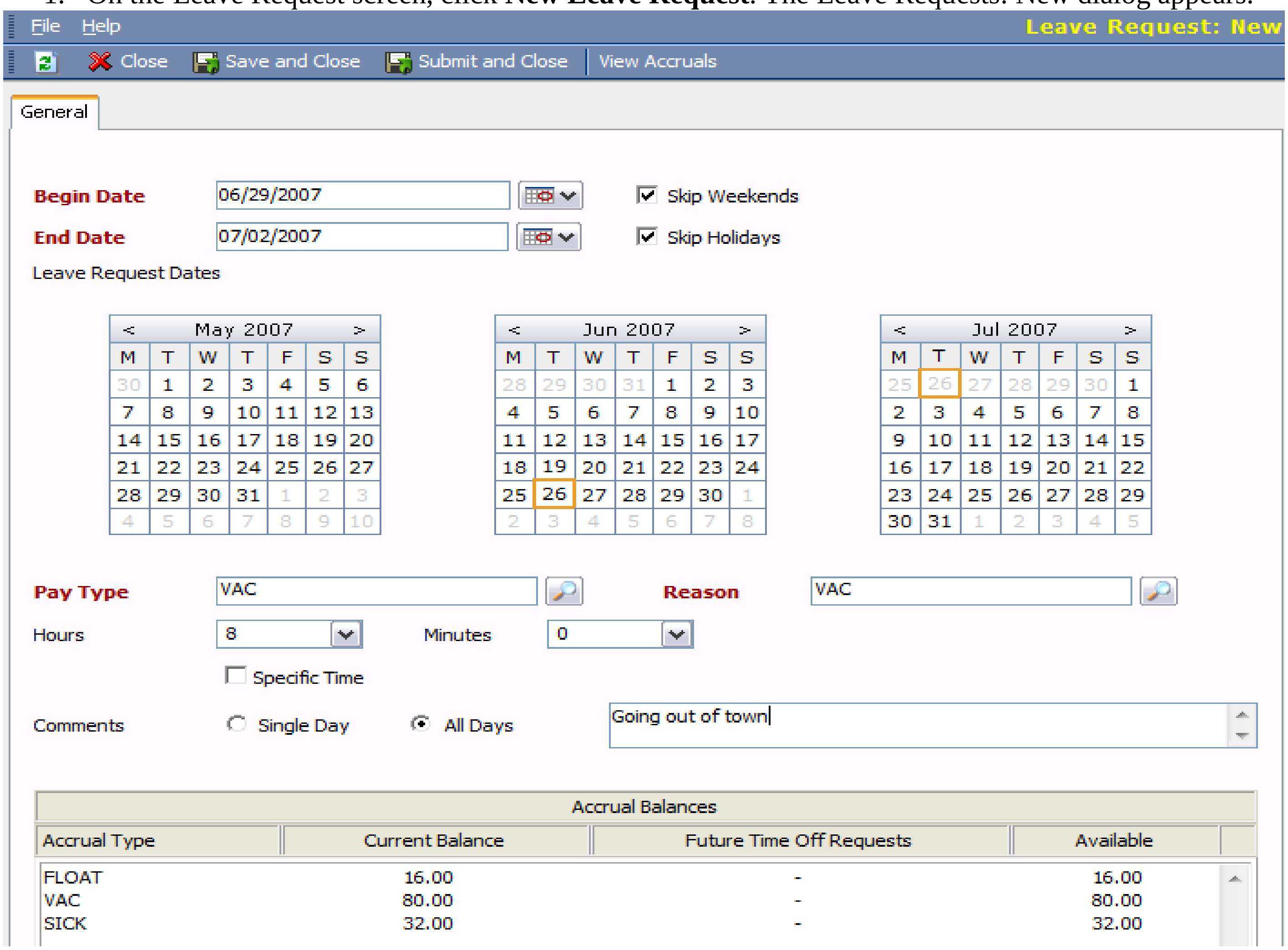
Leave Request Status

There are four different types of Leave Request Status:

- **Intended**: A request that has been saved, but not yet submitted to your supervisor.
- **Pending**: A request that you have submitted to your supervisor.
- **Approved**: A request that your supervisor has approved. Once the pay period in which the leave is taken has been calculated, your the time card will reflect the leave.
- **Denied**: A request that your supervisor has denied.

Entering a New Leave Request

1. On the Leave Request screen, click **New Leave Request**. The Leave Requests: New dialog appears.



2. Enter the **Begin Date** and **End Date** of your new leave request in the corresponding date box. You can enter the dates manually, or choose the dates from the drop down calendar.

    a. ***Note****: The Skip Weekends and Skip Holidays check boxes will automatically be checked on all new leave requests. If you need to request off a weekend or holiday day, uncheck the corresponding box.*
3. Click on the magnifying glass to select a **Pay Type** from the pop-up list.
4. Click on the magnifying glass to select a **time off Reason** from the pop-up list.
5. Click on the magnifying glass to enter the number of hours and minutes you are requesting off per day. If you are requesting less than a full day you can specify a time range by clicking to place a check mark next to Specific Time and then use the drop down menus to select From and To times from the corresponding drop-down lists.
6. You can provide notes in the **Comments** box. If you do enter comments, select either **Single Day** to apply the comments to the first day in the date range or select **All Days** to apply the comments to all days.
7. Click **Save and Close** to save your request and retain it in your "Intended" queue; click **Submit and Close** to send it immediately to your supervisor for approval.

    Important! *Saving your request does not submit it to your supervisor. When you save a request, the status of the request becomes* ***Intended****. You can view, modify, delete, and submit your intended requests on the Leave Requests main screen.*

Modifying a Saved Leave Request

You can easily make changes to a leave request. Depending upon your security level, you may be able to modify a request that is pending or has been approved. If the request has been approved, it will be re-sent to your supervisor in "pending" status.

1. On the left side of the Leave Requests main screen, click to place a check mark next to Intended. To clarify your display, it is helpful to remove the other status check marks.
2. You can specify a different date range by clicking on the drop down calendars and selecting the **Start Date** and **End Date**.
3. Click **View**. A listing of your Intended (saved) leave requests is displayed.
4. To open the request you want to modify, double-click anywhere on the Request's display line.
5. Make changes to the leave request as needed. For more information about the various fields, see Entering a new leave request above.
6. Click **Save** to save your modified request.

Submitting a Saved Leave Request

You can submit one or more Intended (saved) leave requests to your supervisor at one time. When you submit a request, its status becomes Pending. Note that you can modify a pending request if you have security permission to do so.

1. On the left side of the Leave Requests main screen, click to place a check mark next to **Intended**. To clarify your display, it is helpful to remove the other status check marks.

2. If you want, specify a different date range by clicking on the drop down calendars and selecting the **Start Date** and **End Date**.
3. Click **View**. A listing of your Intended (saved) leave requests is displayed.
4. Click to highlight the row of the leave request you want to submit. To select multiple leave requests, hold the Ctrl key. To select all requests, click the check box in the header row.
5. Click **Submit**.

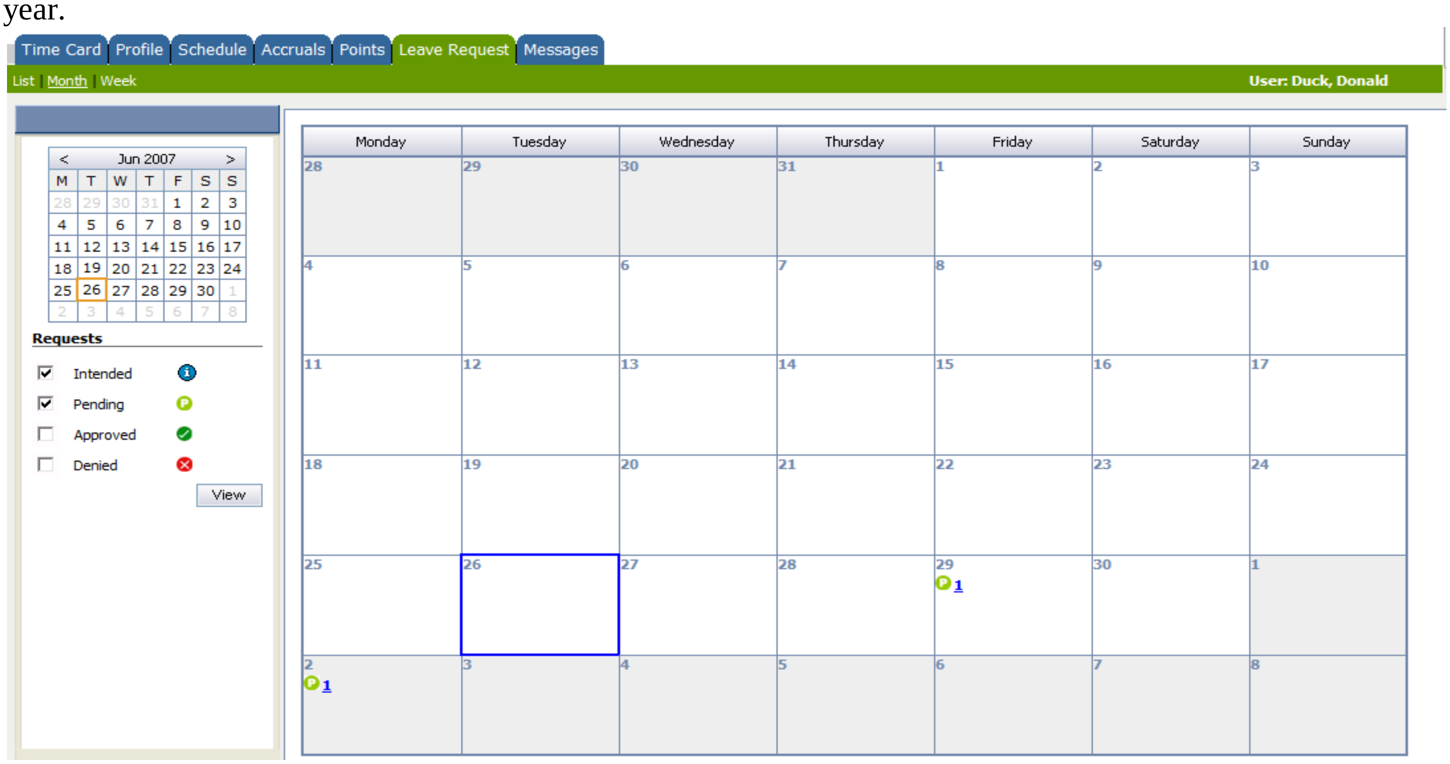
Deleting a Saved Leave Request

You can, depending upon your security level, delete a leave request that is in Intended, Pending, Approved, or Denied.

1. On the left side of the Leave Requests main screen, click to place a check mark next to the status you wish to view. To clarify your display, it is helpful to remove the other status check marks.
2. If you want, specify a different date range by clicking on the drop down calendars and selecting the **Start Date** and **End Date**.
3. Click **View**. A listing of your leave requests is displayed.
4. Click to highlight the row of the leave request you want to delete. To select multiple leave requests, hold the Ctrl key. To select all requests, click the check box in the header row.
5. Click **Delete Leave Request**.
6. A confirmation prompt appears. Click **OK** to delete this leave request.

Employee Leave Request (Month View)

Click the Month tab of the Employee Leave Request page to display all of your leave requests for one calendar month. You can click any request to view details of the request. To view a different month, click the Month heading on the calendar display; this will enable you to select a different month and to move easily to a different year.

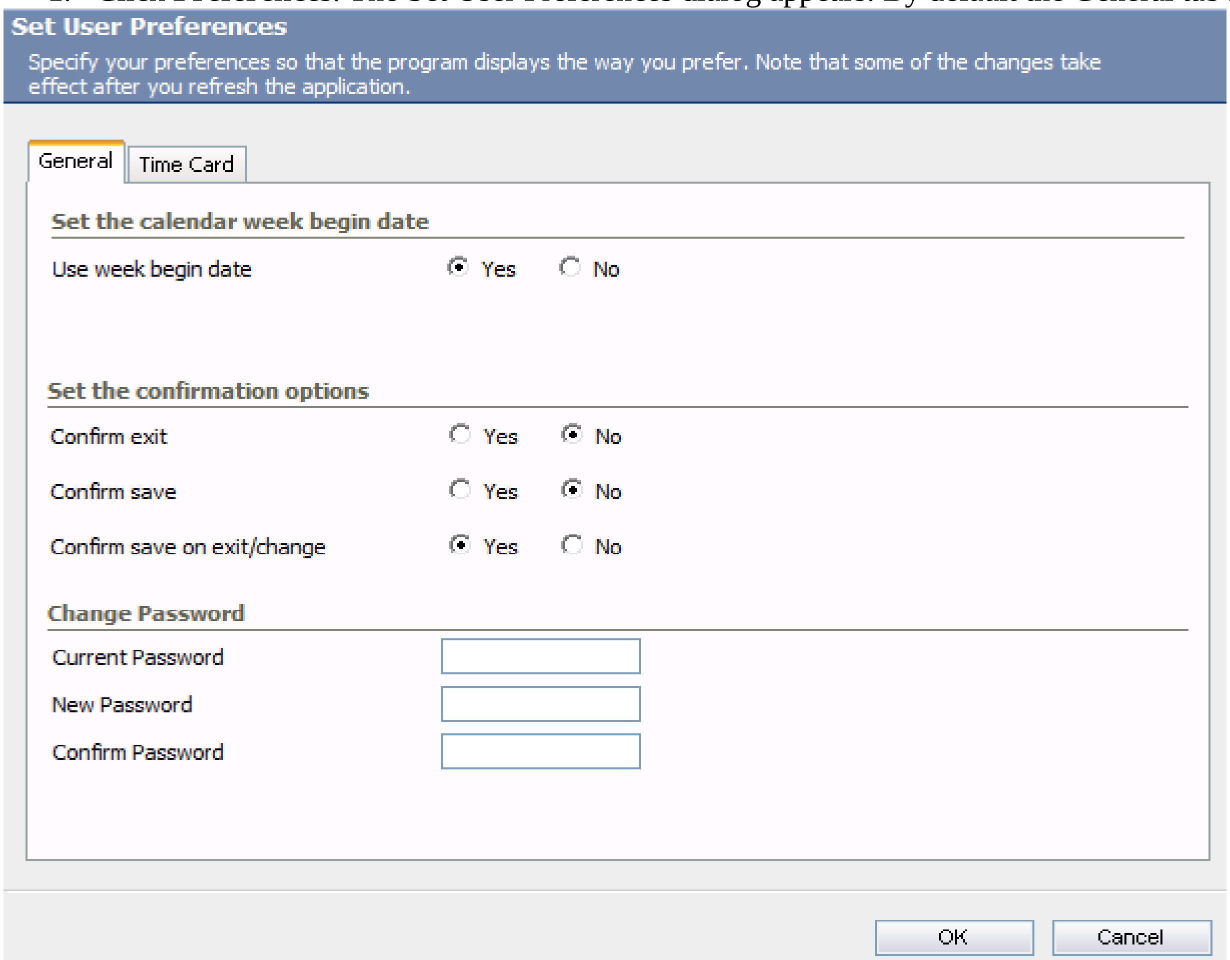


Preferences

Use Preferences to set the display and performance of the program to your liking. When you log in, the program remembers your saved settings.

> ***Note**: Selections available in Preferences are based on the permissions assigned to your security role. Not all options are available to all users.*

1. Click **Preferences**. The Set User Preferences dialog appears. By default the General tab is displayed.



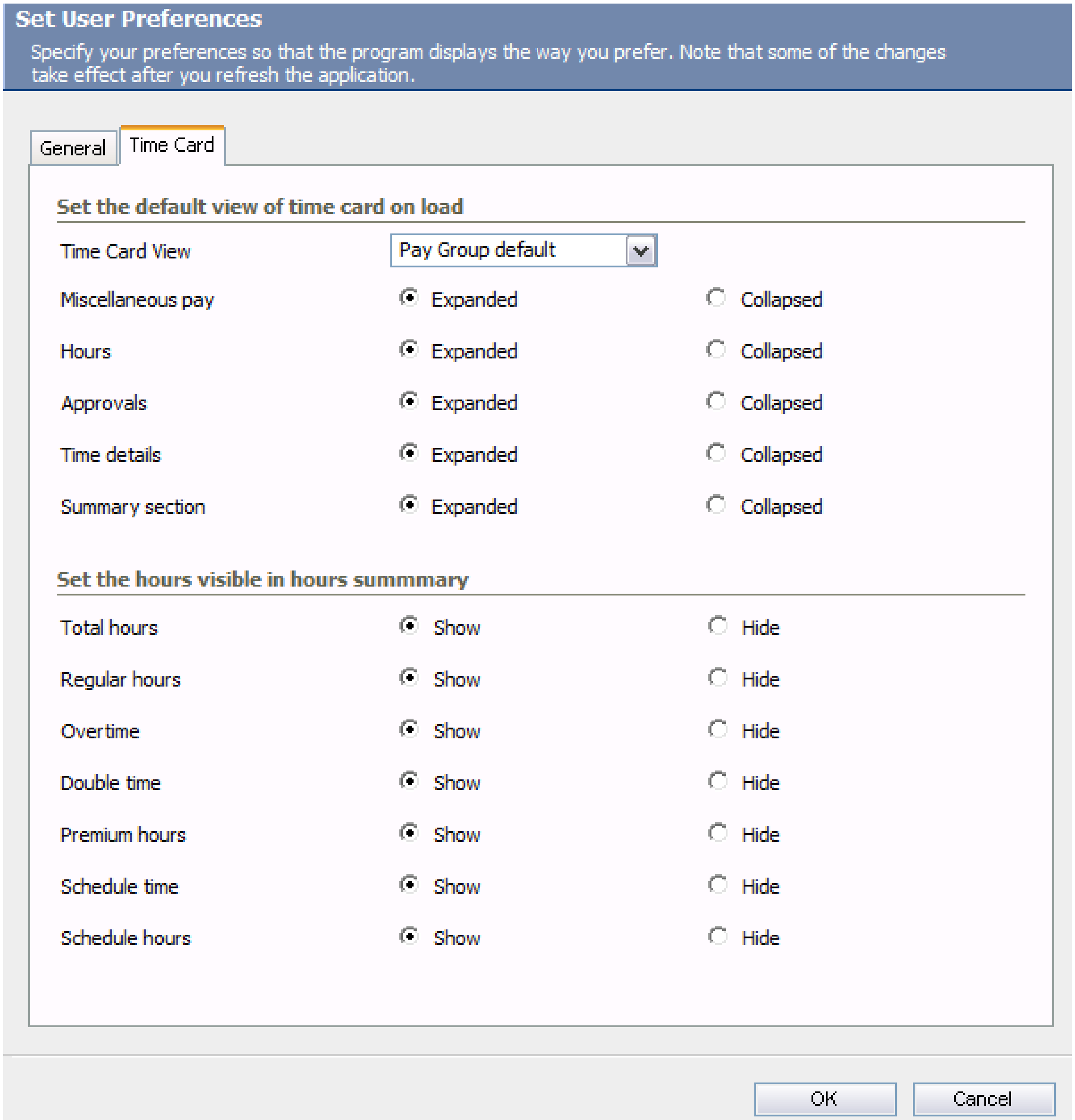
2. ***Set confirmation options**. By default the system will not prompt you to save edits and changes if you navigate away from a page. By setting the confirmation options the system will prompt you to save your changes. You have three different options to choose from. You can select one or all of them.*

- ***Confirm exit**: Click yes if you want to be prompted before closing a page (e.g. your Timecard).*
- ***Confirm save**: Click yes if you want to be prompted before saving changes to a page.*
- ***Confirm save on exit/change**: Click yes if you want to be prompted to save changes to a page when you close the page.*

3. ***Change Your Password**. If you want to change your password, type your current password in the Current Password field and then type your new password in both the New Password and Confirm Password* fields.

   ***Note**: If you are using Active Directory your password is not changed in META.*

4. Click the **Time Card** tab.



- Set the default view of time card on load: For each timecard section, select whether you want the default view to be expanded or collapsed. This affects only the default view; once you've open your time card, you can expand/collapse any section.
- Set the hours visible in Hours Summary: Choose to either show or hide the various types of hours worked.

5. When you are finished setting your preferences, click **OK**.

***Note**: Changes made to your preferences do not take effect until the next time you log into the program.*