



**PAYROLL AND HUMAN RESOURCE SYSTEM
(RESOURCELINK)**

E-TIMESHEET INPUT

USER GUIDE

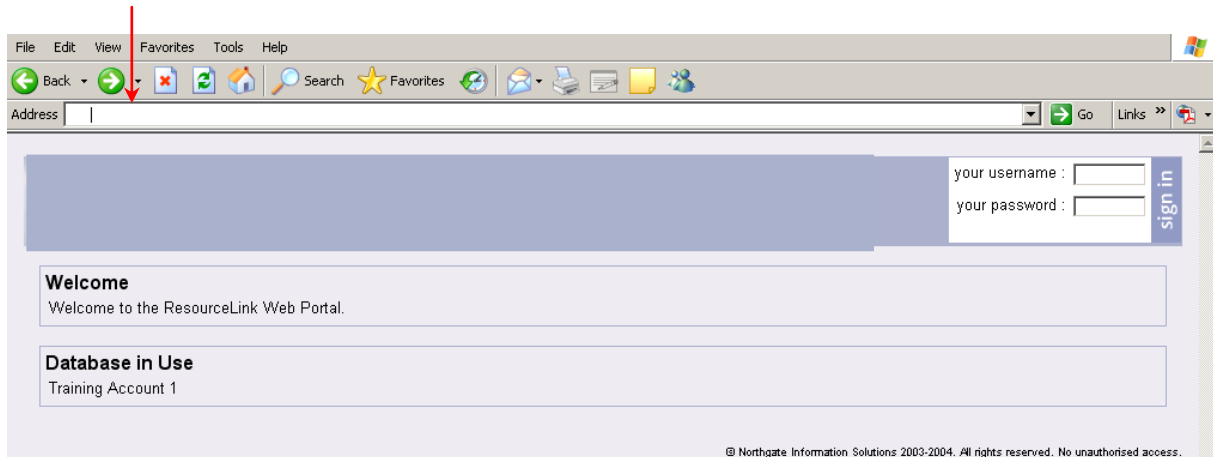
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WEB ACCESS

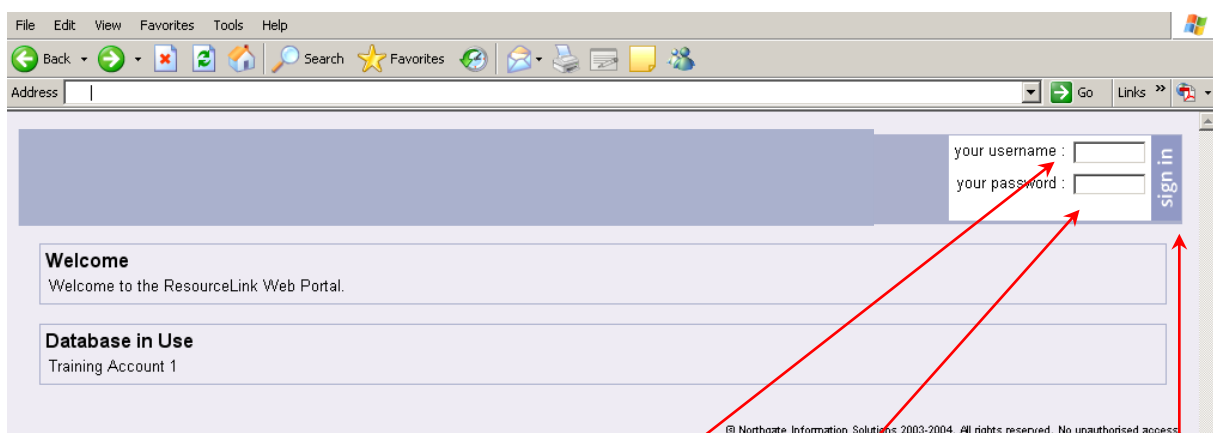
1. Enter the relevant Web Address below in the **address** field of your Internet Explorer:

Armagh Timesheets <https://etimesheetssouthern.eani.org.uk/live/Portal/>
Ballymena Timesheets <https://resourcelink-ner.eani.org.uk/live/Portal/>
Belfast Timesheets <https://timesheet-br.eani.org.uk/live/Portal/>
Dundonald Timesheets <https://etimesheets-ser.eani.org.uk/live/Portal/index.xsp>
Omagh Timesheets <https://etimesheets-omagh.eani.org.uk/live/Portal/>



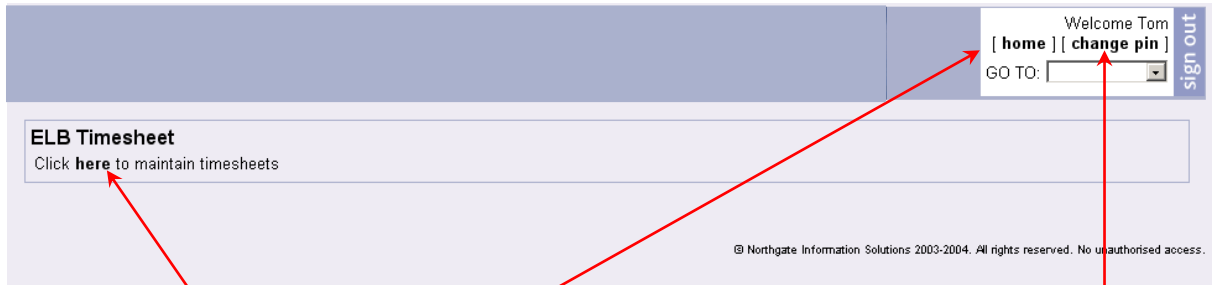
2. It is recommended that you add this address to your favourites or create a shortcut on your desktop.
3. If the Web Browser's "*refresh*" icon is used any changes since the last save will be lost.

LOGGING ON



1. Enter your **7 digit Employee Number** (this will be your current **Employee Number** with a **zero** at the beginning) in the **User Name** field and press **Tab**.
2. Enter the **Password (initially 1111)** in the **Password** field.
Note: It is recommended that you change this to another memorable password. This password can either be all numbers or letters and is also referred to as a **pin** number.
3. Click on **Sign in** or press **Return**.

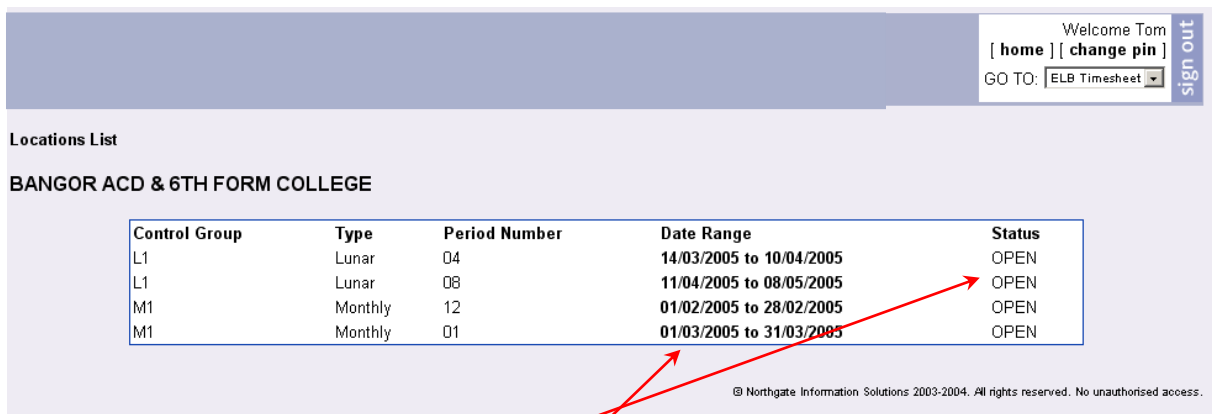
WELCOME



1. Click “**here**” on the timesheet option to move to the **Location List** screen.
2. Clicking on “**home**” when using the timesheet will return you to this screen.
3. You can also change your password at this screen by clicking on “**change pin**”.

LOCATION LIST

This screen lists all location/locations that you have been given access to by frequency and period.



The status of the timesheets change depending on what stage the timesheet is currently at. The timesheet statuses are;

- **OPEN** Timesheet **can** be entered and amended.
- **CLOSED** Timesheet **cannot** be amended, but **can** be viewed.
- **POSTED** Timesheet **cannot** be amended, but **can** be viewed.

Click on a **Date Range** line to select the **Weeks** for the Period.

WEEKS LIST

This screen splits the pay period down into individual weeks for which there will each be a timesheet.

Week Number	Date Range	Status
1	07/03/2005 to 13/03/2005	SAVED
2	14/03/2005 to 20/03/2005	OPEN
3	21/03/2005 to 27/03/2005	OPEN
4	28/03/2005 to 03/04/2005	OPEN
5	04/04/2005 to 10/04/2005	OPEN

As on the Location List screen the status of the timesheets change depending on what stage the timesheet is currently at. The timesheet statuses are;

- **OPEN** Timesheet **can** be entered and amended.
- **SAVED** Timesheet **can** be entered and amended.
- **PRINTED** Timesheet **cannot** be amended but **can** be viewed.
- **SUBMITTED** Timesheet **cannot** be amended but **can** be viewed.
- **REVIEWED** Timesheet **cannot** be amended but **can** be viewed.
- **CLOSED** Timesheet **cannot** be amended but **can** be viewed.
- **POSTED** Timesheet **cannot** be amended but **can** be viewed.

Click on a selected **Date Range** line to move to the main timesheet screen.

TIMESHEETS MAIN SCREEN

Note-: The overall colour of the selected timesheet will be **Blue**.
It **cannot** be amended if **Grey**.

The selected timesheet can only be amended if the week status is **OPEN** or **SAVED**.

The screenshot shows the 'TIMESHEETS MAIN SCREEN' with a header bar containing 'Welcome Dermot', '[home] [change pin]', and 'GO TO: [ELB Timesheet]'. Below the header, it displays 'Locations List [BANGOR ACD & 6TH FORM COLLEGE : M1 : Monthly 01] List all weeks [Week Number 4]'. The main area features an 'ACTIONS >>' menu with options: [save], [print reports], [add a new employee], [preview], [previous], Week 4 of 5, [next]. A status message indicates 'THE STATUS OF THIS TIMESHEET IS : OPEN' and 'Timesheet week from: 21/03/2005 to 27/03/2005'. Two employee timesheets are shown: 'NICHOLAS CAGE' (Contracted Hours: 15) and 'TOM CRUISE' (Contracted Hours: 36). Each timesheet has a table with columns for days (Mon 21 to Sun 27) and rows for 'Basic' and 'Addnl' hours. Below each table are 'Absence >>' buttons and AM/PM dropdown menus.

1. Lists all employees allocated to the selected timesheet.
2. **ACTIONS>>** shown will depend on the Status of the timesheet initially –: [save] [print reports] [add a new employee] [preview].
3. It is recommended to make all changes to one employee before moving onto the next.
4. It is **not necessary** to enter flexi on the timesheet; the flexi sheets manage this.
5. The displayed days run from Monday to Sunday.
6. On Monthly Timesheets some week columns will be **Grey** if they are outside the current month.
7. The **Basic Hours** in the day fields are automatically populated by the System from the Working Pattern table.
8. Certain **absences** and **standard closures** in the day fields will also be populated by the System from tables.

AMENDMENTS

When there **are** amendments to be made submit the timesheet to Payroll using the following procedure:-

Absences

Basic Hours and Additional Hours may be amended. Basic Hours should be the **ACTUAL HOURS** worked, which may differ from the hours initially displayed based on the work pattern.

The screenshot shows a web-based timesheet application. At the top right, there is a user greeting: "Welcome Dermot" with links for "[home]" and "[change pin]", and a "GO TO:" dropdown menu set to "ELB Timesheet" and a "sign out" button. Below this, the page title is "Locations List [BANGOR ACD & 6TH FORM COLLEGE : M1 : Monthly 01] List all weeks [Week Number 4]". A navigation bar contains "ACTIONS >>" followed by "[save]", "[print reports]", "[add a new employee]", "[preview]", "[previous] Week 4 of 5 [next]". A status message indicates "THE STATUS OF THIS TIMESHEET IS : OPEN" for the week of "21/03/2005 to 27/03/2005".

Two employee records are shown:

- NICHOLAS CAGE** (9999999 - SEN CLER OFF - BANGOR AC&6TH F CGE) with Contracted Hours: 15. The timesheet grid shows 3.00 basic hours and 0.00 additional hours for each day from Mon 21 to Sun 27. The AM/PM dropdowns are set to AM/PM. An "Absence >>" button is present for each day.
- TOM CRUISE** (7777777 - EXEC OFF - BANGOR ACADEMY) with Contracted Hours: 36. The timesheet grid shows 7.20 basic hours and 0.00 additional hours for each day from Mon 21 to Sun 27. The AM/PM dropdowns are set to AM/PM. An "Absence >>" button is present for each day.

Red arrows point from the text instructions to the AM/PM dropdowns, the "Absence >>" buttons, and the "previous/next" navigation links.

1. Select an **Absence Code** by clicking on the **AM/PM** fields drop down window.
2. If an **Absence Code** is entered or present in both **AM and PM**, any basic or additional hours will automatically become zero.
3. If there is an **Absence Code** in only **AM or PM**, the basic hours for the non-absent half day **must** be entered.
4. Click on the **chevron** symbol >> to enter a full week's absence.
5. Click on **Previous** or **Next** to move to an earlier or later timesheet.
Note:- **Any changes will be saved automatically before changing the week.**
6. If required enter further information regarding the absence in the comments box which can be accessed by clicking on the **[Comments]** tab.

7. The various absence codes are as follows;

Absence codes

- **AM** Working
- **PM** Working
- **S** Sick
- **H** Annual leave
- **SC** School closure
- **SH** Statutory Holiday
- **M** Maternity
- **O** Other Absences (enter the reason for the absence)
- **I** Industrial Injury

Basic/Additional/Overtime Hours

1. Amend the **basic hours** and **additional hours** to hours **actually** worked if different from the hours initially displayed.
2. Enter only genuine **additional hours** in the additional hours field.
Note:- Overtime should **not** be entered in this field.
3. Enter details of **overtime** by clicking on the [**overtime**] tab.

http://10.48.1.61:8080 - Overtime - Microsoft Internet Explorer

Period 01 : Week Number 4
NICHOLAS CAGE - (EMPLOYEE NUMBER 9999999)

Start Day	End Day	Start Time	End Time	Description / Reason
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTE ! START and END times must be in 24 hour format (hh:mm) [Save] [Close this window]

Done Internet

4. Window on the **Start Date** to select a day. Press **Tab**.
5. Window on the **End Date** to select a day. Press **Tab**.
6. Enter a **Start Time**. Press **Tab**.
Note: Times are input in 24-hour format e.g. 09:00 for 9a.m./ 21:00 for 9p.m.
7. Enter an **End Time**. Press **Tab**.
8. Enter the **Description/Reason**.
9. Click the “+” to save the line and present a new line for entry.
10. Click the “-“ to delete a line.
11. Click **Save** to keep the changes made.
12. Clicking **Close** will ignore the changes.

Add A New Employee

1. Click on **[add a new employee]** which can be found as one of the actions on the main timesheet.

ACTIONS >> **[save] [print reports] [add a new employee] [preview]**

2. Enter the new employee's name and post description to the **ADD NEW EMPLOYEE TO TIMESHEET** window which will appear.

http://10.48.1.61:8080 - Add Employee - Microsoft Internet E...
Period 04 : Week Number 1
ADD NEW EMPLOYEE TO TIMESHEET

Employee Reference: UNDEFINED
Name:
Post:

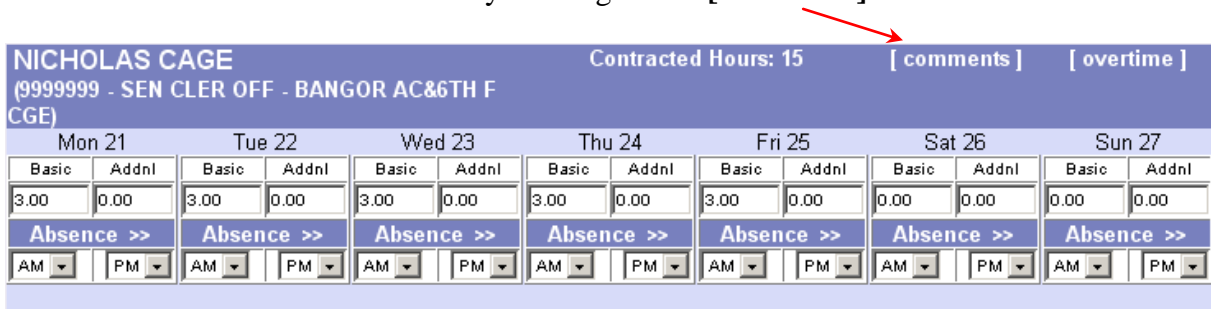
[Save these details] [Close this window]

Done Internet

3. Clicking on **[Close this window]** will ignore the new employee information.
4. Enter any previous employee number and other information in the **[Comments]** box.
5. Click on **[Save these details]**.
6. A new line will open at the bottom of the timesheet highlighted in **Green**.
7. Enter any hours/absences/overtime etc in the new line for the new employee.

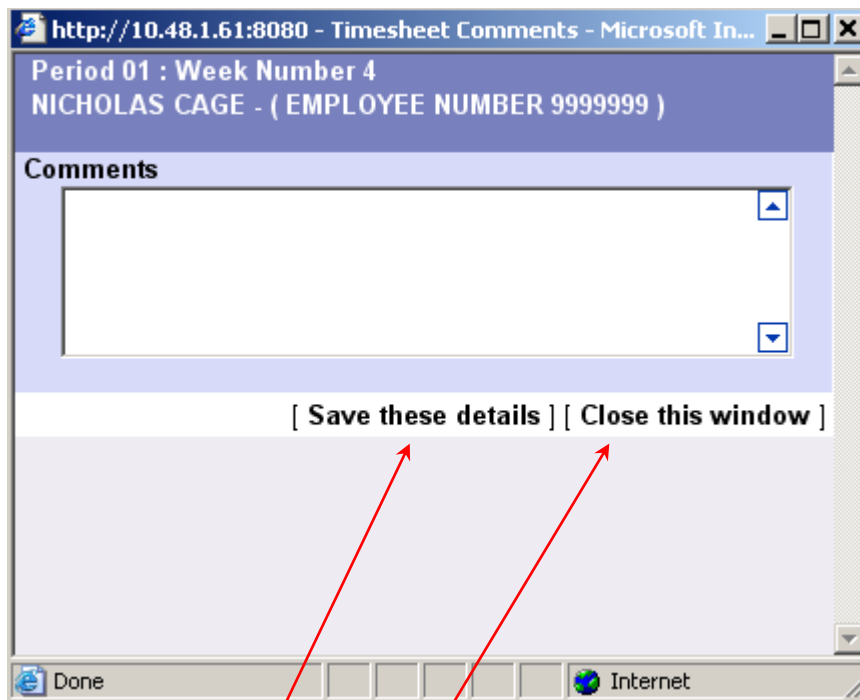
Comments Box

The comments box can be accessed by clicking on the **[comments]** tab.



Mon 21		Tue 22		Wed 23		Thu 24		Fri 25		Sat 26		Sun 27	
Basic	Addnl	Basic	Addnl	Basic	Addnl	Basic	Addnl	Basic	Addnl	Basic	Addnl	Basic	Addnl
3.00	0.00	3.00	0.00	3.00	0.00	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00
Absence >>		Absence >>		Absence >>		Absence >>		Absence >>		Absence >>		Absence >>	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

1. A timesheet comments box will appear



2. Enter comments in this box to assist the processing of the timesheet.
3. Click on **[Save these details]**.
4. Clicking on **[Close this window]** will ignore any changes.

Once **all** amendments have been made to the timesheet follow the steps outlined under the **No Amendments** section.

NO AMENDMENTS

When there are **no** amendments to be made submit the timesheet to Payroll using the following procedure-:

1. Check **all** details on timesheet are correct.
2. Click on [**save**].
3. Click on [**preview**] which can be found on the **ACTIONS>>** bar.

ACTIONS>> [**save**] [**print reports**] [**add a new employee**] [**preview**]

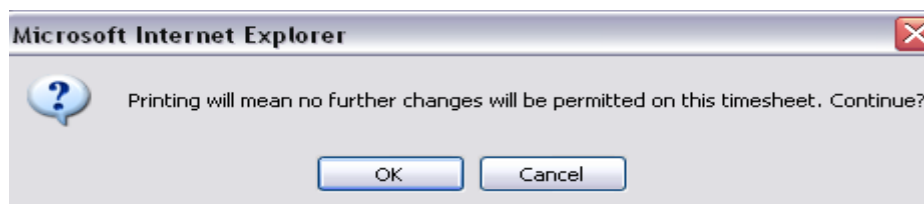
Employee		Hours	Mon 21/3	Tue 22/3	Wed 23/3	Thu 24/3	Fri 25/3	Sat 26/3	Sun 27/3	TOTAL	Comments	Overtime Hours
NICHOLAS CAGE 499999903 - S 9999999 - PT	Basic	3	3	3	3	3				15		
	Addl	0	0	0	0	0	0	0	0	0		
TOM CRUISE 499999901 - S 7777777 - PP	Basic	7.2	7.2	7.2	7.2	7.2				36		
	Addl	0	0	0	0	0	0	0	0	0		
KATIE HOLMES 499999902 - S 8888888 - FP	Basic	7.2	7.2	7.2	7.2	7.2				36		
	Addl	0	0	0	0	0	0	0	0	0		

[Print this report] [Close this window]

4. This will display a **Preview Timesheet** that can be **viewed** or **printed**. The timesheet can be printed by clicking on [**print this report**] and setting your printer to **landscape**. To return to the main timesheet click on [**close this window**].
Note-: The timesheet at this stage **can** still be amended.
5. If you are happy with the data on the timesheet the next stage is printing your **Detailed Timesheet Report**.
6. Click [**print reports**] which can be found on the **ACTIONS>>** bar on the main timesheet to display a **Detailed Timesheet Report**.

ACTIONS>> [**save**] [**print reports**] [**add a new employee**] [**preview**]

Note-: Once [**print reports**] has been selected a warning message will appear detailing that once printed no further changes will be possible on the timesheet.



Location: BANGOR ACD & 6TH FORM COLLEGE Monthly 01		Detailed Timesheet								Generated on 20/06/2006 at 16:14	
		Location Code: CS1022 Period Date: 2005/01 01/03/2005 - 31/03/2005 Week Number: 4 of 5 21/03/2005 - 27/03/2005									
Employee	Hours	Mon 21/3	Tue 22/3	Wed 23/3	Thu 24/3	Fri 25/3	Sat 26/3	Sun 27/3	TOTAL	Comments	Overtime Hours
NICHOLAS CAGE 499999903 - S 9999999 - PT	Basic	3	3	3	3	3	0	0	15		
	Addl	0	0	0	0	0	0	0	0		
	Absence										
TOM CRUISE 499999901 - S 7777777 - PP	Basic	7.2	7.2	7.2	7.2	7.2	0	0	36		
	Addl	0	0	0	0	0	0	0	0		
	Absence										
KATIE HOLMES 499999902 - S 8888888 - FP	Basic	7.2	7.2	7.2	7.2	7.2	0	0	36		
	Addl	0	0	0	0	0	0	0	0		
	Absence										

Signed : _____ Date : _____

[View Summary Report] [Print this report] [Close this window]

7. Click on **[Print this report]** to view or print a copy of the **Detailed Timesheet** for authorisation.

8. Click **[View Summary Report]** on **Detailed Timesheet Report** to view or print a copy of the **Summary Timesheet** for authorisation.

Location: BANGOR ACD & 6TH FORM COLLEGE Monthly 01		Summary Timesheet								Generated on 21/06/2006 at 11:20	
		Location Code: CS1022 Period Date: 2005/01 01/03/2005 - 31/03/2005 Week Number: 4 of 5 21/03/2005 - 27/03/2005									
Employee	Basic	Addl	SH	SC	Other	Hol	Sick	Mat	Inj	Comments	Overtime
NICHOLAS CAGE 499999903 - S 9999999 - PT	15	0									
TOM CRUISE 499999901 - S 7777777 - PP	36	0									
KATIE HOLMES 499999902 - S 8888888 - FP	36	0									

Signed : _____ Date : _____

[View Detailed Report] [Print this report] [Close this window]

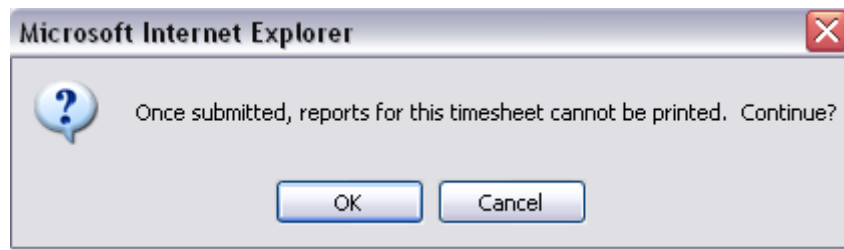
Note:- The **Detailed** or **Summary Reports** or both can be used for authorisation.

9. Click on **Close this window** to return to the Main Timesheet.

10. Click **[Submit]** which can be found on the **ACTIONS>>** bar on the main timesheet to send the timesheet to Payroll.

ACTIONS >> [print reports] [submit]

11. Once the [**Submit**] option has been chosen a warning window will appear on screen informing you that once submitted, reports for this timesheet can not be printed.



12. If you are happy at this stage click on **OK** to send the timesheet to payroll or select **Cancel** to return to your main timesheet to print another copy.

LOGGING OFF

1. Click on **Sign Out**.

Note:- Always Save any changes before closing the timesheet.

