



## Bulletin for CityTime Agency Administrators, Timekeepers, Approvers and Users



### Time Punch Request in CityTime

We are pleased to announce that CityTime 7.7 will soon be available! CityTime has been enhanced to allow DCD/ Web Clock employees the ability to submit a Time Punch Request, or void an existing punch.

Time Punch Requests will be routed to your Approver upon submission.

#### To submit a Time Punch Request:

##### 1. Access Time Punch Request

- Click **New Requests > Time Punch** in the left Navigation panel



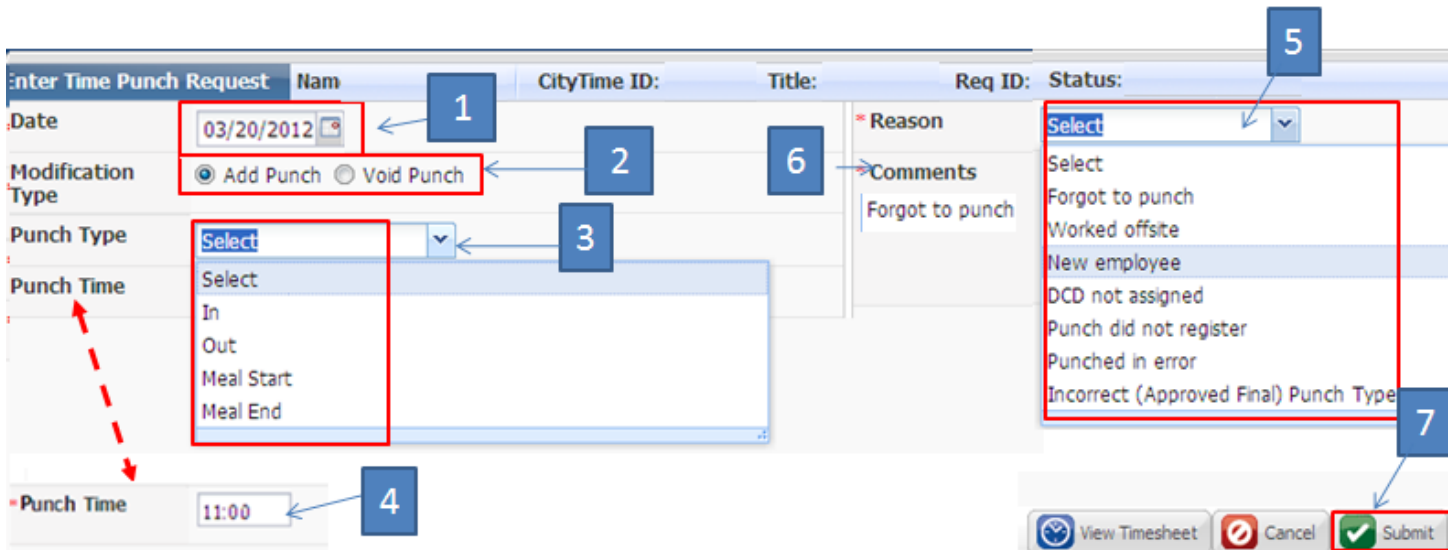
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## Time Punch Request in CityTime (continued)

### 2a. Enter Time Punch Request – Add Punch

1. Click the **Calendar** button and select the **DATE**.
2. Click the **Modification Type** 'Add Punch'.
3. Select the **Punch Type** 'In, Out, and Meal Start, Meal End'
4. Enter the **Punch Time**.
5. Select an appropriate **Reason**.
6. Enter the appropriate **Comments**.
7. Click **Submit**



The screenshot shows the 'Enter Time Punch Request' form with the following elements highlighted and numbered:

- 1:** The Date field, currently showing 03/20/2012.
- 2:** The Modification Type section, with the 'Add Punch' radio button selected.
- 3:** The Punch Type dropdown menu, which is open and shows options: Select, In, Out, Meal Start, and Meal End.
- 4:** The Punch Time field, currently showing 11:00.
- 5:** The Reason dropdown menu, which is open and shows a list of reasons including 'Forgot to punch', 'Worked offsite', 'New employee', 'DCD not assigned', 'Punch did not register', 'Punched in error', and 'Incorrect (Approved Final) Punch Type'.
- 6:** The Comments field, currently containing the text 'Forgot to punch'.
- 7:** The Submit button, which has a green checkmark icon.

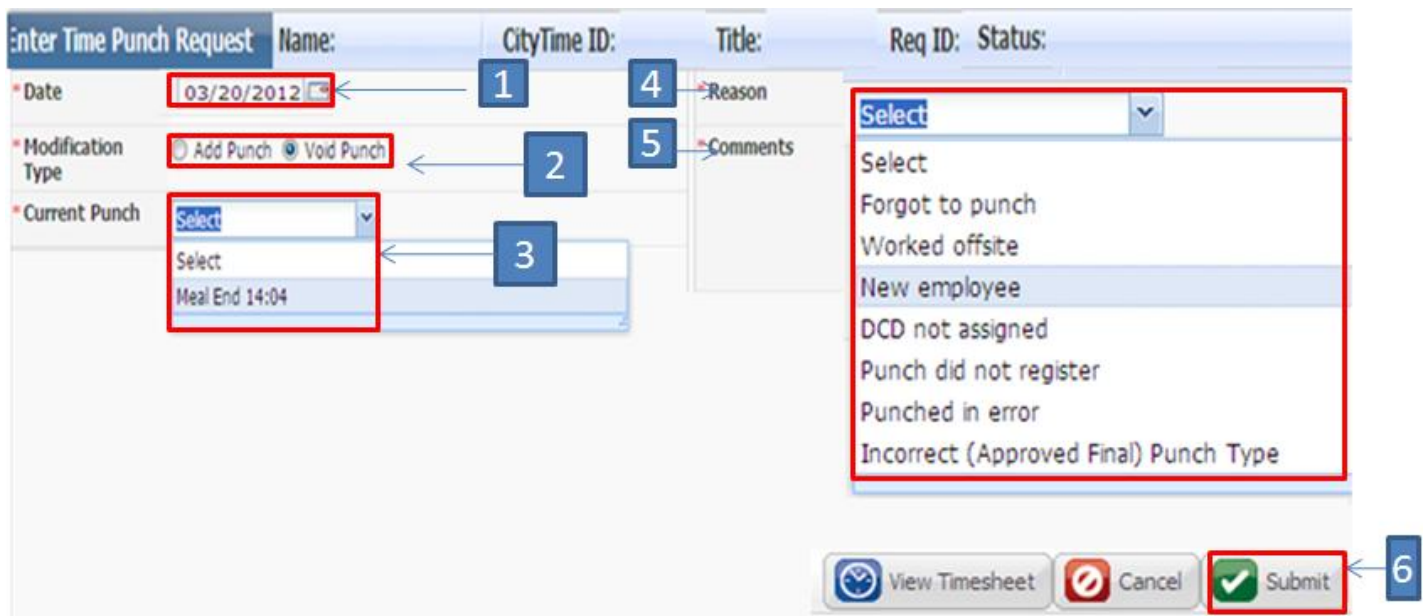
At the bottom of the form, there are three buttons: 'View Timesheet', 'Cancel', and 'Submit'.

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## Time Punch Request in CityTime (continued)

### 2b. Enter **Time Punch Request - Void Punch**

1. Click the **Calendar** button and select the **DATE**.
2. Click the **Modification Type** 'Void Punch'.
3. Select the **Current Punch** that you would like to void.
4. Select an appropriate **Reason**.
5. Enter the appropriate **Comments**.
6. Click **Submit**

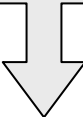


The screenshot shows the 'Enter Time Punch Request' form with the following fields and callouts:

- 1**: Points to the Date field, which contains '03/20/2012'.
- 2**: Points to the Modification Type dropdown, which is set to 'Void Punch'.
- 3**: Points to the Current Punch dropdown, which is open and shows 'Meal End 14:04' selected.
- 4**: Points to the Reason dropdown, which is open and shows 'New employee' selected.
- 5**: Points to the Comments field.
- 6**: Points to the Submit button.

Other fields include Name, CityTime ID, Title, Req ID, and Status. The Reason dropdown menu is expanded, showing options: Select, Forgot to punch, Worked offsite, New employee, DCD not assigned, Punch did not register, Punched in error, and Incorrect (Approved Final) Punch Type.

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## Time Punch Request in CityTime (continued)

### 3. Timesheet View

- The Timesheet will have the punches entered as Time punch requests, and the mouse over will provide the information.

Punches display with peach colored background

Enter Time | Labor Allocation | Timesheet History

**Tools:** [+ Add Time](#) | [+ Add Meal](#) | [+ Add Overtime](#) | [+ Add Leave](#) | [Comments](#)

	Sun 3/18	Mon 3/19	Tue 3/20	Wed 3/21	Thu 3/22
Time In	<input type="text"/>	09:00	09:00	09:00	09:00
Time Out	<input type="text"/>	17:00	17:00	<input type="text"/>	<input type="text"/>
Meal Start	<input type="text"/>	12:00	12:00	<input type="text"/>	<input type="text"/>
Meal End	<input type="text"/>	13:00	13:00	<input type="text"/>	<input type="text"/>
<b>Schedule</b>					
Regular Hrs		09:00-17:00	09:00-17:00		09:00-17:00
Meal Duration		01:00	01:00		01:00

**Origin:** Time Punch Request

**Request Status:** Submitted

**Warning:** N/A

**Adjusted Time:** 09:00

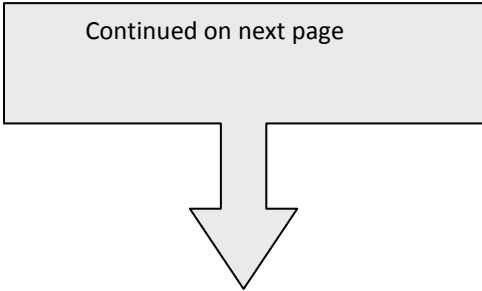
**Business Date:** 03/20/2012

**Modification Type:** Add Punch

**Current Punch:**

**Updated Punch:** 09:00

Preview | Save



## Time Punch Request in CityTime (continued)

### 4. Time Punch Request on the Timesheet Preview Screen

- The Timesheet Preview will display on the **Time Punch Tab**.

**Timesheet Preview**

A new tab "Time Punch" will be displayed on the Timesheet Preview

Time | **Time Punch** | Labor Allocation | Schedule | History

Status: Draft [Show Adjusted Times](#)

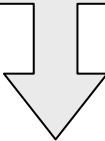
Time Entry	Sun	Mon 3/19	Tue 3/20	Wed 3/21	Thu 3/22
Time		09:00	09:00	09:00	09:00
Time		17:00	17:00		
Me		12:00	12:00		
Me		13:00	13:00		
Sun					
Regular Hours	-	07:00	07:00		
Total Hours	00:00	07:00	07:00		

**NOTE:** Employees will be able to submit their timesheet with a pending Time Punch Request, but the Approver will be prevented from approving the Timesheet, until the Time Punch Request is approved.

**Origin:** Time Punch Request  
**Request Status:** Submitted  
**Warning:** N/A  
**Adjusted Time:** 09:00  
**Modification Type:** Add Punch  
**Current Punch:**  
**Updated Punch:** 09:00  
**Calendar Date:** 03/20/2012

(AF) = Approved Final :: (AP) = Approved Partial :: (P) = Pending :: (A) = ...  
 \*Uncompensated Hours on Holiday: On a Holiday, this may include scheduled hours that are not eligible for additional compensation e.g. s  
 Disclaimer: Many rules and contract obligations determine how you will be paid. The totals you see in CityTime may differ from those on y

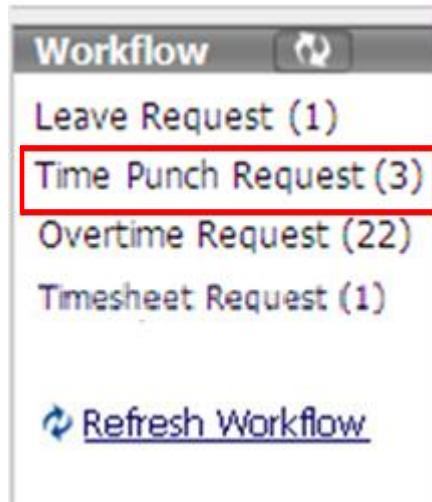
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## Time Punch Request in CityTime (continued)

### 5. FOR APPROVERS- Approving a Time Punch Request

- Select Time Punch Request from the Left Navigation Bar in the Approver's Workflow:



- Select **View Time Punch Request to Approve, Disapprove, or Return** the request.



View Time Punch Request		Submissions: 1 of 3	Name: JEFFERSON, JAINE	CityTime ID: 134854	Title: Req ID: 9850374	Status: Submitted
Details		Request History				
Date	03/20/2012	Reason	Forgot to punch			
Modification Type	Add Punch	Employee Comments	Missed Maximum character input: 500 Characters entered: 67			
Current Punch	Meal Start 12:19	Approver Comments	Maximum character input: 500 Characters entered: 0			
* = Required Field		<input type="button" value="Return to Summary"/> <input type="button" value="View Timesheet"/> <input type="button" value="Return"/> <input type="button" value="Disapprove"/> <input checked="" type="button" value="Approve"/>				

**Managers:** A report has been developed to be able to view employee Time Punch Requests easily. Please see the accompanying bulletin, **“Time Punch Request Report.”**