



# AGENDA

## Associated Students of Stanford WebTime Manager Training

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### Dashboard

- Use  buttons to configure windows
  - Use  button to access settings to add and configure tabs
  - Click IBS logo to return to dashboard
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### Recording Time Worked

- Enter from/to times
  - Use green plus sign button to add additional rows when needed
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### Timesheet Editing/Approving

- Editing Timesheets (Manage Time > Manage Timesheets > By Pay Period)
    - Select shift code "Finals" when employee should receive shift differential
  - Approving timesheets (Manage Time > Manage Timesheets > Pending Approval)
    - Can review timesheets using a report (e.g., Detailed Hours Overview) first
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### Reporting

- Change date range and number of rows on a page
  - Use up and down arrow buttons to sort – use Ctrl key for multiple sorts
  - Use boxes below column headings to filter data
  - Use Export button to open report in Excel or PDF and print
  - Use Tools button and Select Columns to add or move columns
  - Use Tools button and Save Settings to save the report format
  - Run saved reports from *My Reports > My Saved Reports*
  - Sample reports
    - Time Summary by Week – quick view of missing punches, absences and time offs
    - Hours Overview – detailed view of all employee timesheets with summaries and drill-down capabilities
    - Dot Board – in/out status of all non-exempt employees
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### Mobile App

- "TotalHRWorks" mobile app for iPad, iPhone, Android
  - Company name: "i.assu"
  - Same username and password as the web interface
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### Documentation

- Our Company > Service Provider Documents