



MSS: Options for Tracking Time

Manager Self Service (MSS) has several options for recording an employee's worked time. The various types of time tracking formats allow employee work styles to be matched to the appropriate method for tracking their time. Each type allows an organization to capture just the information employee's need to record. Four alternative time card views that can be used, in addition to the standard editing sheet, include:

Worksheet	Employees who use a work sheet are usually salaried employees who do not punch in or out. Instead, they enter their total number of hours worked and the workgroup to which the hours apply. They do not need to enter start and end times.
Allocation Sheet	Punch data is received from the various time recorders and displayed within the Work Shifts row of an allocation sheet. Employees can then access these sheets and indicate the hours and workgroup that the punch data should be allocated towards.
Task Sheet	Employees who use a task sheet do not punch in or out. Instead, they use the sheet to enter the start & end times of their shifts as well as the workgroup to which the time applies.
Time Sheet	Employees who use a time sheet do not punch in or out. Instead, they use the sheet to enter their start and end times by (including in and out times for lunch).

If an employee is assigned to one of these alternative time cards, the manager will also be able to view time entries in the standard editing sheet view. Managers can switch from the alternative time card to the standard editing sheet using the editing sheet drop-down list in the Time Card page of the employee's record.

Amherst, Luke (Belleville-Line-Line Float-Forklift-Zone)

Time Card ▾ Previous Period ▾ Allocation Sheet ▾ Add New...

Last Name First Name Badge Pay Class

Amherst Luke 251 Full Time

Editing Sheet

Allocation Sheet
















The system calculates employee-entered data into a traditional time card so managers can see the system view of the data. In addition, managers perform edits differently on the alternative time cards. Any action done on behalf of an employee—that is, actions the employee has authority to do—is performed on the alternate time card. For example, punches can only be entered as times on a task sheet or time sheet. Other manager-only edits are done on the editing sheet.

The following chart compares the basic functionality of the different time tracking options:

Options	Punch IN/OUT	Applications used for access	Workgroup transfers	Tracks attendance issues
Standard Editing Sheet	Yes	<ul style="list-style-type: none"> ESS Desktop ESS Mobile time clock 	Yes	Yes
Worksheet	No	<ul style="list-style-type: none"> ESS Desktop 	Yes	Absences only
Allocation Sheet	Yes	<ul style="list-style-type: none"> ESS Desktop time clock 	Yes	Tracks over and under allocated hours
Task Sheet	No	<ul style="list-style-type: none"> ESS Desktop 	Yes	No
Time Sheet	No	<ul style="list-style-type: none"> ESS Desktop 	No	No

Standard Editing Sheet

Often referred to as a “Time Card,” the standard editing sheet can be used for employees who punch in and out using a time clock, ESS desktop or ESS Mobile app. Employees can also transfer to a different workgroup using the time clock, ESS desktop or ESS Mobile app. Attendance issues such as a missing punch, absence and punches that indicate an employee is tardy or has left early, are tracked in the standard editing sheet.

Date	Schedules		Punches		Hours	Workgroups	
	Start	End	IN	OUT			
 JUL 25 Sun	 Sick	8:00			Sic 8:00		
 JUL 26 Mon	 8:30a	5:00p	8:24a 	5:11p	Rg1 8:48	 Canton	Production
 JUL 27 Tue	 8:30a	5:00p	8:20a 		Rg1 0:00		
 JUL 28 Wed	 8:30a	5:00p	8:27a 	5:09p	Rg1 8:42	 Canton	Production

Worksheet




Worksheets are appropriate for employees who do not punch IN or OUT, but have schedules. Employees record their total number of hours worked and designate the workgroup those hours belong to in the worksheet before the end of the pay period. This format is convenient for employees who are not always on-site when starting/ending work and who might be required to work in an area where Wi-Fi and cell reception is not available.

Start and end times do not need to be recorded and benefit hours can be entered in the Absences section of the worksheet if this capability has been configured in the system. Worksheets display data in rows which are divided into three sections: Schedules, Hours Worked and Absences. By default the worksheet is displayed with a weekly view in ESS, but this setting can be changed to a full pay period view.

Time Card ▾		Current Period ▾		Worksheet ▾		Add New...		Approve		Print							
Last Name		First Name		ID		Badge		Pay Class		Hourly Status		Time Card Type		Location		Department	
Kerr		Rachel		310		310		Full Time Ho...		Full Time Ho...		Worksheet		Canton		Line	
◀																	
				Sun Aug-8		Mon Aug-9		Tue Aug-10		Wed Aug-11		Thu Aug-12		Fri Aug-13		Sat Aug-14	
Hours Worked																	
Canton		Line	Line Float	Picker	4:00				4:00								
Canton		Warehouse	Shipping/...	Packaging					4:00								
Ann Arbor		Production	Blue Line	Assembly													
Summary				8:00				8:00		9:30				8:00			
Absences																	
Overtime										1:30							
PTO								8:00									
Regular 1																	
Sick				4:00													
Vacation														8:00			

Task Sheet

A Task sheet is a good option for employees who do not punch in or out and frequently change workgroup assignments. Employees track their time in the Task sheet by entering the start and end times of their shifts and selecting the workgroup to which they want to apply. Punches are entered using the ESS Desktop application (ESS Mobile currently does not display task sheets) in the In and Out columns of the Task sheet for the specific dates. Workgroup selections are added using the drop-down fields within the date row.




Date		Schedule	IN	OUT	Location	Department	Line	Position	Level 5	Duration	Total
AUG 9 MON		8a/430p 8h	7:59a	4:32p	Ann Arbor	Line	Line Float	Picker	Home	8:33	Rg1 8:33
			Enter Times	Enter Times	Ann Arbor	Line	Line Float	Picker	Home		
AUG 10 TUE		8a/430p 8h	7:58a	12:33p	Ann Arbor	Line	Line Float	Picker	Home	4:35	Rg1 8:42
			12:50p	5:10p	Ann Arbor	Line	Blue Line	Line Lead	Home	4:20	
			Enter Times	Enter Times	Ann Arbor	Line	Line Float	Picker	Home		
AUG 11 WED		8a/430p 8h	8:01a	4:35p	Ann Arbor	Line	Line Float	Picker	Home	8:34	Rg1 8:34
			Enter Times	Enter Times	Ann Arbor	Line	Line Float	Picker	Home		

The Task sheet format is convenient for employees who are not always on-site when starting/ending work and who might be required to work in an area where Wi-Fi and cell reception is not available.

Time Sheet

Time sheets are a good option for employees who do not punch in or out or transfer to other workgroups. This format is convenient for employees who are not always on-site when starting/ending work and who might be required to work in an area where Wi-Fi and cell reception is not available.

Employees use a time sheet to enter their IN/Out punches for the beginning and end of their shift and for break during their shift. Time entries are entered by typing in the cells of the IN and OUT columns for the date of the shift. Employees can use ESS Desktop to enter their time. ESS Mobile does not currently display time sheets. Employees can wait until the end of the pay period to fill in their time sheet.

Date		Schedule	IN	OUT	IN	OUT	Total
AUG 8 SUN		12p/5p 4½h	12:01p	5:03p			Rg1 4:32
			Enter Times	Enter Times	Enter Times	Enter Times	
AUG 9 MON		11a/5p 5½h	11:02a	5:03p			Rg1 5:31
			Enter Times	Enter Times	Enter Times	Enter Times	
AUG 10 TUE		Off	Enter Times	Enter Times	Enter Times	Enter Times	

Allocation Sheet

Allocation sheets are a good option for employees who punch IN/OUT using a time clock or ESS Desktop and frequently change workgroups. The Allocation sheet provides an easy way to assign worked time to the appropriate workgroup and the ability to add multiple workgroups. Employees can distribute worked time to the appropriate workgroups in the Allocation sheet at the end of the pay period. Missed punches are tracked by the Allocation sheet, which must be addressed by the employee's manager. Allocation sheets currently cannot be viewed in the ESS Mobile app.

	Mon Aug-2	Tue Aug-3	Wed Aug-4	Thu Aug-5	Fri Aug-6	Sat Aug-7
Schedules	8a/430p 8:00	8a/430p 8:00	8a/430p 8:00	8a/430p 8:00	8a/430p 8:00	Off
Work Shifts	759a/428p 8:29	8a/442p 8:42	756a/1156a 4:00	755a/426p 8:31	8a/430p 8:30	
Allocations						
Belleville Line Blue Line Forklift	6:00					
Belleville Line Line Float Forklift	3:00 4:00					
Canton Line Green Line Forklift	4:00					
Belleville Warehouse Shipping/... Forklift						
Variance	8:29	5:42		-1:29	8:30	
Absences						
Overtime						
PTO						
Regular 1						
Sick						
Vacation						
Expenses						
Time Off Requests						
Pay Summaries	Rg1 8:29	Rg1 8:42	Rg1 4:00	Rg1 8:31	Rg1 8:30	

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