

# MSS: Using Allocation Sheets

Job Aid

Allocation sheets are designed for employees who punch in and out using a time clock, a Kiosk, ESS or ESS Mobile and frequently transfer to different workgroups. The sheets allow employees to assign their worked time to different workgroups without having to punch in and out each time they change workgroups.

Allocation sheet data is displayed in rows of workgroups and absences with columns for schedules. Worked hours are assigned to the workgroups by the employee by entering the time in the appropriate cell for workgroup and date of shift.

				Sun Aug-8	Mon Aug-9	Tue Aug-10	Wed Aug-11	Thu Aug-12
Schedules				Off	8a/430p 8:00	8a/430p 8:00	8a/430p 8:00	8a/430p 8:00
Work Shifts					752a/426p 8:34	758a/439p 8:41	820a/427p 8:07	
<b>Allocations</b>								
Belleville	Line	Blue Line	Forklift			2:40	4:00	
Belleville	Line	Line Float	Forklift		6:00	6:01	4:07	
Canton	Line	Green Line	Forklift		2:34			
Variance								
<b>Absences</b>								
Overtime								
PTO								
Regular 1								
Sick								8:00
Vacation								

The total number of hours allocated for each workgroup should be equivalent to the total punched hours received by the kiosk, ESS Mobile, ESS or a clock (displayed in the Work Shifts row). The Variance row indicates inconsistencies between the total hours distributed among workgroups and the punch total. The amount of time over or under allocated is displayed with either a green highlight (over-allocated) or red highlight (under-allocated).

Total hours from punch in/out

Difference between punch hours and allocated hours

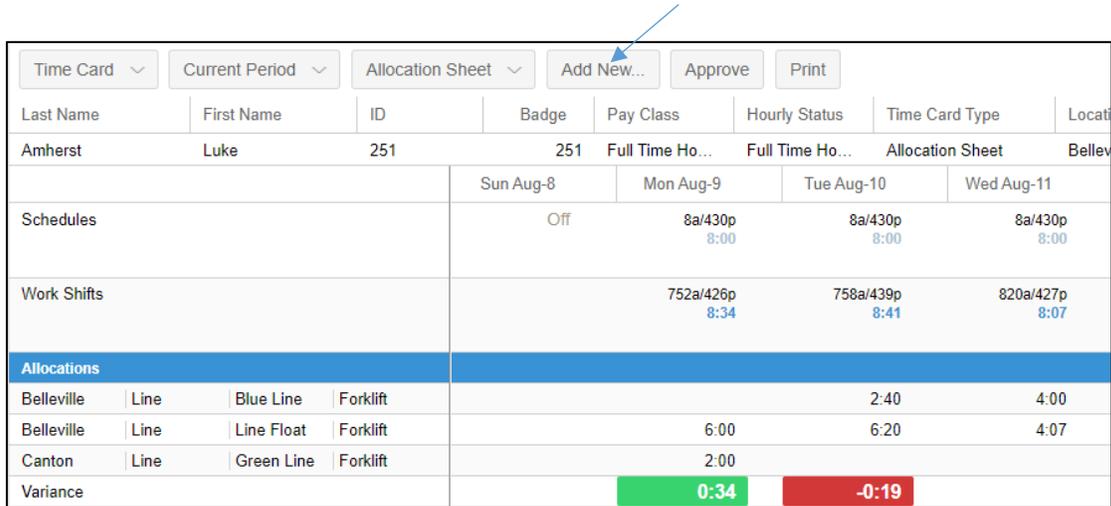
				Sun Aug-8	Mon Aug-9	Tue Aug-10	Wed Aug-11
Schedules				Off	8a/430p 8:00	8a/430p 8:00	8a/430p 8:00
Work Shifts					752a/426p 8:34	758a/439p 8:41	820a/427p 8:07
<b>Allocations</b>							
Belleville	Line	Blue Line	Forklift			2:40	4:00
Belleville	Line	Line Float	Forklift		6:00	6:20	4:07
Canton	Line	Green Line	Forklift		2:00		
Variance					0:34	-0:19	
<b>Absences</b>							

## Adding a Workgroup to an Allocation Sheet

For employees who work in more than one workgroup, each workgroup can be added to the allocation sheet to allow hours to be entered for the appropriate workgroup.

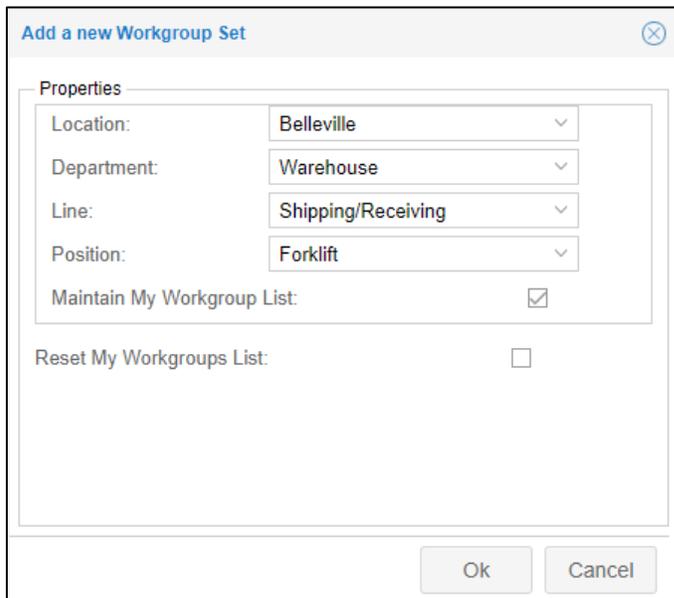
To add a workgroup to an allocation sheet:

1. Click the **Add New** button in the allocation sheet header.



Time Card		Current Period		Allocation Sheet		Add New...	Approve	Print
Last Name	First Name	ID	Badge	Pay Class	Hourly Status	Time Card Type	Location	
Amherst	Luke	251	251	Full Time Ho...	Full Time Ho...	Allocation Sheet	Bellev	
			Sun Aug-8	Mon Aug-9	Tue Aug-10	Wed Aug-11		
Schedules			Off	8a/430p 8:00	8a/430p 8:00	8a/430p 8:00		
Work Shifts				752a/426p 8:34	758a/439p 8:41	820a/427p 8:07		
<b>Allocations</b>								
Belleville	Line	Blue Line	Forklift			2:40	4:00	
Belleville	Line	Line Float	Forklift		6:00	6:20	4:07	
Canton	Line	Green Line	Forklift		2:00			
Variance				0:34	-0:19			

2. Select the new workgroup levels for the workgroup to be added in the *Add a new Workgroup Set* window.



**Add a new Workgroup Set** ✕

**Properties**

Location: Belleville ▼

Department: Warehouse ▼

Line: Shipping/Receiving ▼

Position: Forklift ▼

Maintain My Workgroup List:

Reset My Workgroups List:

Ok
Cancel

3. Enable the **Maintain My Workgroup List** checkbox if you want the new workgroup to remain in the allocation sheet permanently. If this option is not enabled, the workgroup will be automatically be removed from the sheet within two pay periods if not used.

4. Enable the Reset My Workgroups List checkbox if you want the workgroup to remain on the employee's allocation sheets going forward.

The new workgroup will appear in the Allocations section of the sheet.

Allocations					
Belleville	Line	Blue Line	Forklift	2:40	4:00
Belleville	Line	Line Float	Forklift	6:00	6:20
Canton	Line	Green Line	Forklift	2:00	
Belleville	Warehouse	Shipping/...	Forklift		
Variance				0:34	-0:19

### Allocation Sheet Preferences

You can adjust how the allocation sheet is displayed by clicking the Preferences button in the sheet header.

Amherst, Luke		Preferences	Service
Job Type	Location	Department	
Allocation Sheet	Belleville	Line	
Wed Aug-11	Thu Aug-12	Fri Aug-13	Sat A
8a/430p 8:00	8a/430p 8:00	PTO 8:00	
820a/427p 8:07			

Select the day you want to be displayed as the first day of the allocation sheet week from the Week Begins drop-down list in the Preferences panel. The Present as Weekly checkbox must be enabled to select the day the week begins.

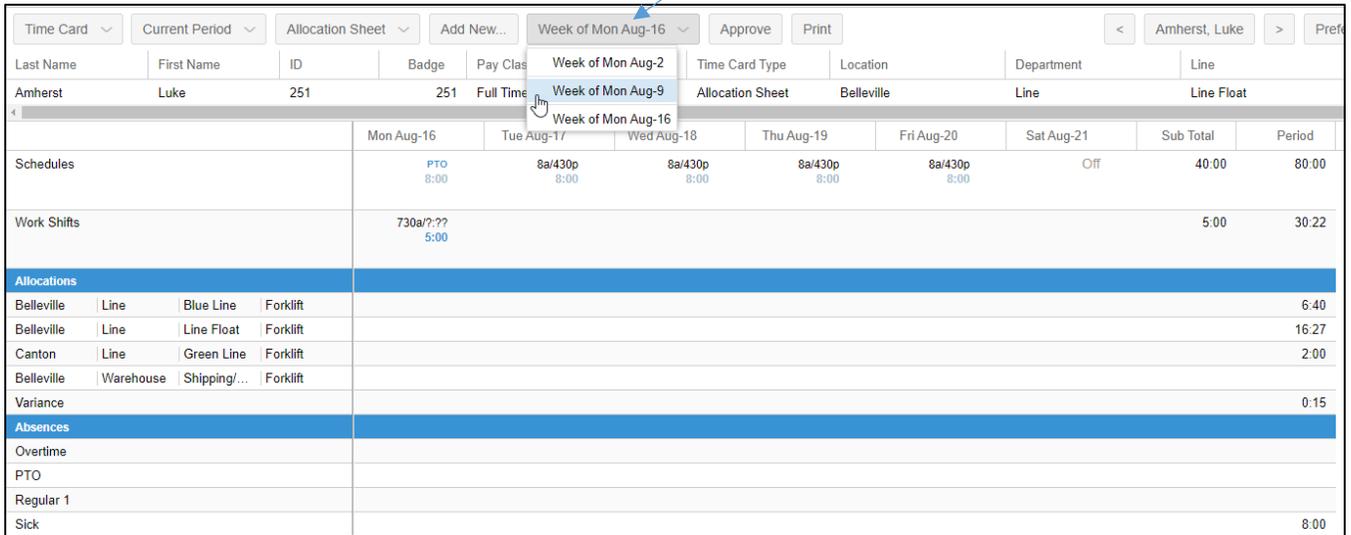
Preferences >

Present as Weekly:

Week Begins: Monday

- Default
- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Enable the Present as Weekly checkbox to activate the weekly selection button, which allows you to switch between the previous, current and next week allocation sheets. The allocation sheet is displayed with a weekly summary in the Period column. When changing the weekly period, the week begins selection you have chosen will revert to the default (Sunday) setting.



		Mon Aug-16	Tue Aug-17	Wed Aug-18	Thu Aug-19	Fri Aug-20	Sat Aug-21	Sub Total	Period
<b>Schedules</b>		PTO 8:00	8a/430p 8:00	8a/430p 8:00	8a/430p 8:00	8a/430p 8:00	Off	40:00	80:00
<b>Work Shifts</b>		730a/?-?? 5:00						5:00	30:22
<b>Allocations</b>									
Belleville	Line	Blue Line	Forklift						6:40
Belleville	Line	Line Float	Forklift						16:27
Canton	Line	Green Line	Forklift						2:00
Belleville	Warehouse	Shipping/...	Forklift						
<b>Variance</b>									0:15
<b>Absences</b>									
Overtime									
PTO									
Regular 1									
Sick									
									8:00

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