MSS: Using Task Sheets

Task sheets can be used by employees who do not punch in or out, but need to assign worked time to specific workgroups.

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

Employees enter the start and end time of their shift by clicking in the IN and OUT columns on the day of the shift and typing the time entries.

Date		Schedule	IN	OUT	Location	Department	Line	Position	Level 5
AUG 11 WED	-	8a/430p 8h	8:01a	4:35p	Ann Arbor	Line	Line Float	Picker	Home
					Ann Arbor	Line	Line Float	Picker	Home
AUG 12 THU		8a/430p 8h	8:03a		Ann Arbor	Line	Line Float	Picker	Home
			Enter Times	Enter Times	Ann Arbor	Line	Line Float	Picker	Home

An alternate workgroup can be selected to assign shift hours by clicking the drop-down lists for the workgroup levels. The employee's home workgroup is the default setting for each scheduled shift.

Date		Schedule	IN	OUT	Location	Department	Line	Position	Level 5
AUG 11 WED	D	8a/430p 8h	8:01a	4:35p	Ann Arbor	Line	Line Float	Picker	Home
					Ann Arbor	Line	Line Float	Picker	Home
AUG 12 THU	Ē	8a/430p 8h	8:03a		Ann Arbor	Line	Line Float Home Blue Line	Picker	Home
					Ann Arbor	Line	Front End Green Line	Picker	Home
AUG 13 FRI	D	8a/430p 8h			Ann Arbor	Line	Line Float Office	Picker	Home
AUG	5	Off	Enter Times	Enter Times	Ann Arbor	Line	Shipping/Receiving	Picker	Home

After shift times have been entered and the workgroup has been selected, a new line for entering shift times and workgroup selection will appear beneath the row with data. Additional data can be added if more than one workgroup transfer occurs on the day.

AUG 12 THU	8a/430p 8h	8:03a	Ann Arbor	Line	Line Float	Picker	Home
		Enter Times	Enter Times Ann Arbor	Line	Line Float	Picker	Home

Task Sheet Preferences

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

		/						
, Andrea >	Prefe	rences	Service					
ocation		Departm	ent					
nn Arbor		Line						
			Þ					
Preferences			\bigcirc					
Hide Employe	e Assignme	ents Heade	r: 🗌					
Show Time C								
Show Inactive	Show Inactive Triggers:							
Show Inciden	\checkmark							
Show Latest I								
Skip Future D	ates:							
Skip Weeken	ds:							
Hide Notation	S:							
Compressed	Layout:		\checkmark					
Show Conver	nience Menu	IS:	\checkmark					
Show Summa	aries Windov	W:						
Hide Workgro	up Details:							
Render Work	groups Verti	cally:						
Show Edits or	n Adjusted [)ay:	\checkmark					
Distance:	Οι	ut of Range	• ~					
Auto Lock On	Approve Ti	me Card:	\checkmark					
Workgr	oup Rende	ring						

The task sheet preferences are the same as those available for the Editing sheets (see the MSS: Editing Sheet Preferences job aid for more information).

The task sheet has some of the same editing options found in the Pencil icon of the standard editing sheet. The editing options include:

- Scheduling changes
- Crediting hours/dollars/worked time
- Pay to Start/End of shift
- Adding Notes
- Adding Incidents (if your system is configured with the Incidents and Points module)

The Scheduling options let you add a defined, flex or benefit schedule for the day or add a scheduled absence or day off in the task sheet. See the *Adding a Schedule to a Time Card* job aid for more information)

AUG	8a/430p 3 8h	7:59a	4:32p	Ann Arbor	
MON	Scheduling >	Define Scheo	dule for Day		
	Credit >	Off for Day	Off for Day		
	Pay to Start/End	Flex Schedul	le on Day _{fr}		
410	Notes/Comments >	Add Schedul	e for Day 🖑)	
	Incidents	Scheduled A	bsences $ ightarrow$	Ann Arbor	
TUE	Administration >	Quick Sched	ules >	J	

The Credit options can be selected to credit hours, dollars and worked time to an employee's time sheet. See the *Crediting Hours, Dollars and Worked Time to a Time Card* job aid for more information.

AUG 9 MON		8a/430p 8h	30p 7:59a 8h		Ann Arbor	Line	Line Float
		Scheduling >					
	-	Credit >	Credit Hours	lbr hos	App Arbor	Lino	Line Fleat
AUG 10		Pay to Start/End \rightarrow	Credit Dollars	20		LING	Line Float
	G	Notes/Comments > Incidents >	Credit Worked	Time 12.00p	Ann Arbor	Line	Line Float
TUE		Administration >					
			10.50.	2.10.	Ann Arber	Line	Phys. Line

The Pay to Start/End options can be used to pay an employee based on the scheduled start/end if an employee is performing a work related task that results in a tardy IN punch or left early OUT punch. See the *Adjusting Pay* to Scheduled or Actual Stat/End Time in a Time Card job aid for more information.

AUG	8a/430p		7:59a 4:32	p	Ann Arbor	Line
9	Scheduling	>				
MON	Credit	>				
	Pay to Start/End	>	Pay to Scheduled Start	es	Ann Arbor	Line
	Notes/Comments	>	Pay to Scheduled End	L		
AUG	L Incidents	>	Pay to Actual Start	2	Ann Arbor	Line
TUE	Administration	>	Pay to Actual End	1		

Notes can be added to a task sheet or removed from the task sheet using the Notes/Comments menu. See the *Adding Notes to a Time Card* job aid for more information.

AUG	Ð	8a/430p 8h		7:59a	4:32p	Ann Arbor	Line
MON		Scheduling	>				
	-	Credit	>	Enter Trees	Catao Tanan	A A I	
		Pay to Start/End	>		Enter Times	Ann Arbor	Line
ALIC	ć	Notes/Comments	>	Add a Note		Ann Arbor	Line
10		Incidents	>	Remove all Notes on Day		AIII AIDOI	Line
TUE	L	Administration	>				

Incidents, attendance events that are assigned a point value which can trigger corrective actions based on the accumulation of, can be added to the task sheet. Incidents with point values can be added to a time card. See the *Adding an Incident to a Time Card* job aid for more information.

AUG		8a/430p		7:59a		4:32p	Ann Arbor	Line
9	Ĺ	Scheduling	>					
MON		Credit	>					
		Pay to Start/End	>	Enter Times	En	ter Times	Ann Arbor	Line
		Notes/Comments	>					
AUG	-	Incidents	>	Add Incident		12:33p	Ann Arbor	Line
10	Ċ	Administration	>					
TUE								

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