

## EMPLOYEE SELF SERVICE ALLOCAION SHEET

In the Allocation tab, you can allocate worked hours to different workgroups after a shift has been worked. Employees must punch IN and OUT for each shift before allocating. In addition, you may have the option to manage your own absences, expenses and view daily summaries.

Calendar Allocation Leave Req Messages Personal Benefits Archives Activity									
Sheet Detail									
Pay Period:	Previous Pay Period <span>1</span>		Refresh	Add New...	Pay Period Approved	Print			
Category	Sun May-30	Mon May-31	Tue Jun-1	Wed Jun-2	Thu Jun-3	Fri Jun-4	Sat Jun-5	Total	
Schedules <span>2</span>	Off	Off	630a/445p 10:00	630a/430p 9:45	630a/245p 8:00	630a/245p 8:00	630a/245p 8:00	43:45	
Work Shifts <span>3</span>			623a/455p 10:00	625a/430p 9:30	626a/325p 8:30	630a/251p 7:45	629a/453p 10:00	45:45	
<b>Allocations</b>									
Production Main Press									
Production Prod Shop <span>4</span>			2:00				4:00	6:00	
Maintenance Technician				5:00				5:00	
Variance <span>5</span>			8:00	4:30	8:30	3:45	10:00	34:45	
<b>Absences</b>									
Vacation									
PMLA									
Jury Duty									
Retro Vac									
<b>Expenses</b>									
Mileage <span>7</span>									
Time Off Requests <span>8</span>									
Pay Summaries <span>9</span>		HOL 8:00	REG 10:00	REG 9:30	REG 8:30	REG 4:00	OVT 3:45	OVT 10:00	HOL 8:00 REG 32:00 OVT 13:45

### ALLOCATION SCREEN LAYOUT

Below shows a brief description of each area on the Allocation sheet.

Section / Item	Description
1. Pay Period	Select period to display
2. Schedules	Shows scheduled start, end, and hours. Also, any scheduled absences
3. Worked Shift	Shows punches and daily worked hours
4. Allocations	List of available Workgroups to allocate hours
5. Variance	Worked hours unallocated that will apply to your home Workgroup
6. Absences*	Enter time off hours. Such as Vacation or Sick hours
7. Expenses*	Enter dollar expense for reimbursement. Example: Mileage or Travel Expenses
8. Time Off Request*	Displays time off request and their status.
9. Pay Summaries*	Displays total hours, worked and absence.

\*NOTE: These sections are optional based on your access

## TO ALLOCATE HOURS

To allocate hours to different workgroups:

1. Review the worked hours in the Variance row. These are hours worked and allocated to your home Workgroup.
2. Locate the workgroups to allocate worked hours. In this example, 5 hours will be allocated to Production/Prod Shop. This will leave 3:30 in your home workgroup.
3. Click the cell that represents the correct date and workgroup and type in the hours to allocate.
4. Press ENTER, the worked hours are allocated to the specific workgroup. The Variance hours are updated.

*NOTE: If the workgroup cannot be found in the list to allocate hours, click the **Add New** button at the top. (this link may or may not be available based on your access).*

	Unallocated	Allocated
Category	Thu Jun-3	Thu Jun-3
Schedules	630a/245p 8:00	630a/245p 8:00
Work Shifts	626a/325p 8:30	626a/325p 8:30
Allocations		
Production   Main Press		
Production   Prod Shop	<input type="text"/>	5:00
Maintenance   Technician		
Variance	8:30	3:30


## ADD ABSENCES

The allocation tab can also allow you to add paid or unpaid time off. Examples would be Vacation or Sick time. This option may not be available.

Absences			
Vacation			
PMLA			
Jury Duty			
Retro Vac			


To add time off with the Allocation Sheet:

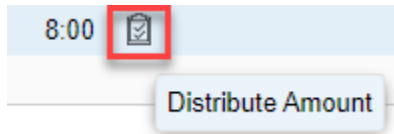
1. Locate the Absences area under the Allocation section.
2. Click the cell that represents the date for time off and the benefit to use. Enter the hours directly in the cell.

Absences			
Vacation			8:00 
PMLA			
Jury Duty			
Retro Vac			

## TO ALLOCATE ABSENCE HOURS

In rare occasions, the absence hours need to be allocated to different Workgroups.

1. Once time off hours have been entered a checkbox icon  will display next to the hours entered.
2. Hover the mouse over that icon and **Distribute Amount** will pop up. Click on the icon.

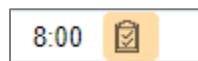


3. A list of available allocations will display. Allocate the time off hours to the appropriate Workgroup and click OK.

**Distribute 8:00 Vacation** ✕

Category	Amount
Production-Main Press	8:00
Production-Prod Shop	0:00
Maintenance-Technician	0:00
<b>Total</b>	<b>8:00</b>

4. If hours are allocated, it will change the color of the icon



## REVIEWING TIME CARD DETAILS

Switching from **Sheet** to **Details** will show Time Card Details. The information displayed is read only. There can be several sections under **Details** which can include information like period hours, daily hours, distributions, and adjustments.

Sheet		Detail					
Time Card		Period Summary		Daily Summary		Ben Balances for Period	
Date	In	Out	In	Out	Am...	Schedule	Exceptions
Sun May-30 21							
Mon May-31 21					8:00		Holiday
Tue Jun-01 21	6:23a	11:02a	11:31a	4:55p	10:00	6:30a/ 4:45p	Left Late*
Wed Jun-02 21	6:25a	11:06a	11:32a	4:30p	9:30	6:30a/ 4:30p	
Thu Jun-03 21	6:26a	1:00p	1:29p	3:25p	8:30	6:30a/ 2:45p	Left Late*
Fri Jun-04 21	6:30a	11:03a	11:30a	2:51p	7:45	6:30a/ 2:45p	
Sat Jun-05 21	6:29a	11:04a	11:34a	2:40p	10:00	6:30a/ 2:45p	Left Late*
	2:50p	4:53p					

Sheet		Detail					
Time Card		Period Summary		Daily Summary		Ben Balances for Period	
Pay Desig.	Department, Job		Hours				
Regular	Maintenance, Technician		5:00				
Regular	Production, Main Press		21:00				
Regular	Production, Prod Shop		6:00				
Overtime	Production, Main Press		13:45				
Holiday	Production, Main Press		8:00				
<b>Totals</b>			<b>53:45</b>				