



Staff Time Sheet Payroll Hours

User Guide

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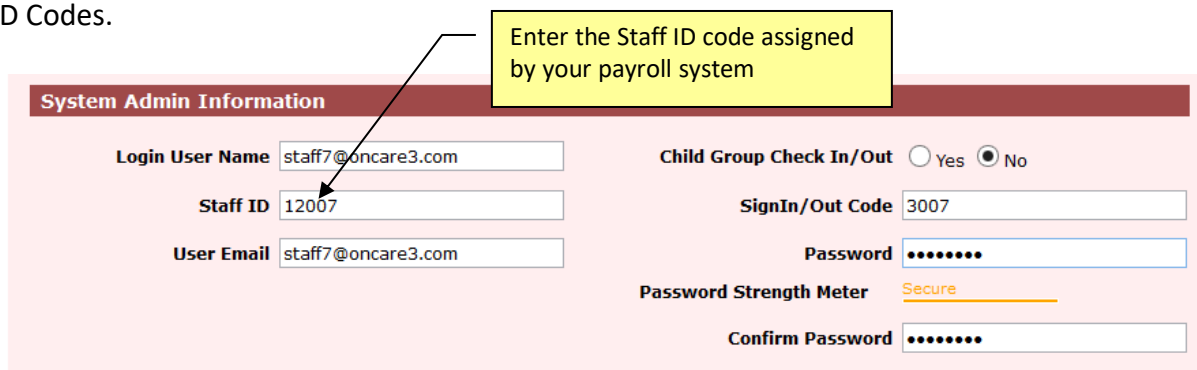
1. What is The Purpose

OnCare Staff Record module digitally records staff sign in and out time to help prepare payroll for each pay period.

This User Guide explains the steps for staff to sign in and out each day. As an Admin User, the option to edit the time cards is available as needed. In addition, OnCare also records Paid-Time-Off (PTO) to help with payroll hours calculation.

2. Setup Staff for Sign In / Out Code

Please refer to Staff Record User Guide section 4 for the steps to setup Staff Sign In/Out ID Codes.

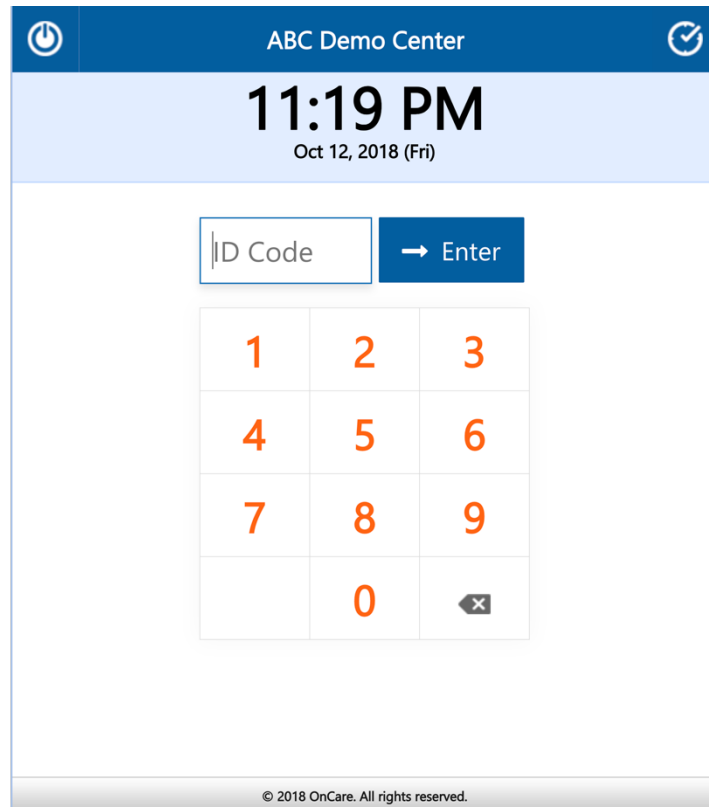


The screenshot shows a web form titled "System Admin Information". It contains several input fields and a password strength meter. A yellow callout box with the text "Enter the Staff ID code assigned by your payroll system" has an arrow pointing to the "Staff ID" field, which contains the value "12007".

System Admin Information	
Login User Name	staff7@oncare3.com
Staff ID	12007
User Email	staff7@oncare3.com
Child Group Check In/Out	<input type="radio"/> Yes <input checked="" type="radio"/> No
SignIn/Out Code	3007
Password	••••••••
Password Strength Meter	Secure
Confirm Password	••••••••

By entering the Staff ID from the payroll system, the staff ID will be displayed in the **time sheet data export**. This is helpful in transferring payroll hours to the payroll system.

Note: Once the Staff ID codes are setup, the staff will sign in and out using the SAME interface as the parents.



As staff sign in and out each day, the time is recorded in the Staff Time Card as shown below:

Note: There can be multiple pair of sign in and out time for a particular day. An Admin User has the option to edit the staff time cards as needed by clicking Edit.


No.	Date	Day	Time In	Time Out	Classroom	Hrs	Total Hrs / Day	Std Hrs	To edit time		Payroll Hrs		Action
									Hrs	Treatment	Reg	OT	
1	09/02/2014	Tue	07:57 am	01:00 pm	Unassigned								Edit Del
2			01:58 pm	05:00 pm	Unassigned				0.08	Do not add	8.00		Edit Del
3	09/03/2014	Wed	07:59 am	12:52 pm	Unassigned	4.90							Edit Del
4			01:57 pm	04:58 pm	Unassigned	3.02	7.92	8.00	-0.08	Auto round up	8.00		Edit Del
5	09/04/2014	Thu	08:00 am	12:30 pm	Unassigned	4.50							Edit Del
6			01:30 pm	04:52 pm	Unassigned	3.37							Edit Del
7			05:00 pm	07:02 pm	Unassigned	2.03	9.90	8.00	1.90	Pay actual hrs	9.90		Edit Del

3. Company Time Sheet Setup


There are four setup functions to manage the time sheets for your center. To access the time sheet setup, do the following **Administrative Functions --> Staff Record/Time Sheet**

OnCare Office


Hello, Simon Gen

 Online Center Management

- [Family Accounting](#)
- [Time / Attendance Tracking](#)

 Online Marketing

- [Center Tour Request](#)
- [Waitlist Online](#)

 System Administration

- [Administrative Functions](#)
- [Role Management](#)
- [Reports](#)

Select

Staff Record / Time Sheet

- [Staff Position Setup](#)
- [Automatic Round-up Hours Setup](#)
- [Time Sheet Pay Period Setup](#)
- [Staff Time Card Lock Setup](#)
- [Payroll Hour Variance Treatment](#)

4 time sheet setup functions

[Automatic Round-up Hours Setup](#)

This setup determines how the system will round up the actual in and out time for staff in the staff time card. For example, if a staff member clocks in at 7:48am, the system will automatically round up to 7:50am.

Note: If you do not want to round up, enter zero.

>> Round-up Hours Setup

Automatic round-up hours

Save

[Time Sheet Pay Period Setup](#)

The system supports 2 types of pay periods: Semi Monthly and Bi-Weekly.

>> Time Sheet Pay Period Setup

Please select the appropriate pay period for your company below:

☒ Semi Monthly Pay Period

Pay Period #1

Pay Period #2

☐ Bi-Weekly Pay Period

Back Save

[Staff Time Card Lock Setup](#)

For multi-site operators with home office HR department, if you would like to implement a policy to prevent center directors from making changes to the time card after payroll cut-off, you can setup the requirement here.

>> Staff Time Card Lock Setup

Time Sheet Pay Period: Semi-Monthly

This Staff Time Card Lock Setup allows Company Administrator to lock the staff time card from additional changes after certain day and time.

Note: After you have chosen to lock the time card, you can **temporary unlock** the time card by selecting "No." When you are ready to lock the time card again, simply change the lock selection to "Yes" again.

Do you want to lock the time card? ☐ Yes ☒ No

[Payroll Hour Variance Treatment:](#)

Variance is defined as the difference between actual hours worked per day compared to the daily standard hours.

Note: The daily standard hours is determined in the Staff Schedule in the Staff Record. In this setup, decide how to treat the daily variance. The default treatment is "Do not add." The other option is "Pay actual hrs."

Do not add = You elect to pay the staff the standard work hours, i.e. the hours they are supposed to work, regardless of the actual hours work.

Pay actual hrs = You elect to pay the staff the actual hours worked.

In addition, you can also setup the Over Time (OT) hours calculation.

>> Variance Treatment Setup

Variance Treatment Default:

Over Time (OT) Hours Setup: ☒ Daily Hours > 8 Hours ☐ Weekly Hours > 40 Hours

OT Hours setup

4. PTO (Paid-Time-Off)

To start tracking PTO, follow the path: Staff Record/Time Sheet → Staff Records → PTO (for each staff member). By recording the PTO along with the staff sign and out hours, you will have the complete payroll hours for each pay period.

Click here

No.	Staff ID	Last Name	First Name	Class Room	Position	Status	Action
1	12001	Barroso	Michelle	Infant 1	Teacher	Active	Edit Time Card PTO Absence
2	12002	Berkey	Melody	Infant 1	Assistant teacher	Active	Edit Time Card PTO Absence
3	12003	Clark	Yolanda	Infant 2	Teacher	Active	Edit Time Card PTO Absence
4	12004	Cunningham	Shawna	Infant 2	Teacher	Active	Edit Time Card PTO Absence

To start the PTO bucket, you need to record PTO "earned." Each time a staff member is approved for PTO, you would record PTO "used."

Add / Edit PTO Item

Select PTO Earned or Used

Date	PTO Type	Time	Hours	Notes (Max 36 Chars.)
09/28/2014	Select here.. ▾	Used ▾		
09/28/2014	Select here.. ▾	Earned ▾		
09/28/2014	Select here.. ▾	Used ▾		
09/28/2014	Select here.. ▾	Used ▾		

Add

Cancel

The system will keep a running total of the PTO for each staff.

PTO Balance Summary

Vacation	General pto	Total
0	32.00	32.00

View PTO Type All ▾

No.	PTO Type	Date	Time	Hours	Total	Notes	Action
1	Holiday	05/26/2014	Used	8.00		memorial day	Edit Delete
2	Holiday	07/04/2014	Used	8.00		4th of July	Edit Delete
3	General pto	08/28/2014	Earned	40.00			Edit Delete
4	General pto	08/28/2014	Used	8.00	32.00		Edit Delete
5	Holiday	09/01/2014	Used	8.00		Labor Day	Edit Delete

5. Pay Period Time Sheet Processing

Following are the recommended steps for processing payroll for each pay period:

- a) Generate Time sheet for staff to review and sign off
- b) Run Staff Hours Summary Report
- c) Export Time Sheet Data

>> Reports

Note: The system generates reports in new pop-up windows. If your Internet browser pop-up blocker is turned on, the report will be blocked. To learn how to turn off the pop-up blocker or allow pop-up from our system, [click here](#).

Select

1. [Staff Time Sheet](#)
2. [Staff Absence Report](#)
3. [Staff Hours Summary Report](#)
4. [Staff Classroom Attendance Report](#)
5. [Staff Birthday Report](#)

Time Sheet

Staff Name : Crisolo, Bexi

Period : Custom Date

Date From : 09/05/2016 **To :** 09/16/2016

Date	Day	Time In	Time Out	Hrs	Total / Day	Std Hrs	Var	Payroll hrs		Notes
								Reg.	OT	
9/6/2016	Tue	6:56 am	1:39 pm	6.72	6.72	6.00	0.72	6.00		
9/7/2016	Wed	7:00 am	2:34 pm	7.57	7.57	6.00	1.57	6.00		
9/8/2016	Thu	6:58 am	1:24 pm	6.43	6.43	6.00	0.43	6.00		
9/9/2016	Fri	6:58 am	1:49 pm	6.85	6.85	6.00	0.85	6.00		
9/12/2016	Mon	7:00 am	1:09 pm	6.15	6.15	6.00	0.15	6.00		
9/13/2016	Tue	7:28 am	1:16 pm	5.80	5.80	6.00	-0.20	5.80		
9/14/2016	Wed	7:26 am	2:23 pm	6.95	6.95	6.00	0.95	6.00		
9/15/2016	Thu	7:27 am	1:28 pm	6.02	6.02	6.00	0.02	6.00		
9/16/2016	Fri	7:26 am	2:04 pm	6.63						
9/16/2016	Fri	2:06 pm			6.63	6.00	0.63	6.00		
Total Hrs					50.42	54.00	-5.12	53.80		

I hereby declare that I have reviewed the time listed on this Time Sheet and they are correct.

Crisolo, Bexi

10/1/2016

Note: At the bottom of each staff time sheet, there is a signature and date line for staff to acknowledge accuracy of the payroll hours. The disclaimer language can be customized via Staff Record/Time Sheet → Setup → 1. Time Sheet Setup

>> Time Sheet Setup

Disclaimer Language

I hereby declare that I have reviewed the time listed on this Time Sheet and they are correct.

Save

b) Run Staff Hours Summary Report

>> Staff Hours Summary Report

Start Date

End Date MM/DD/YYYY

Select By Staff All

Show PTO Hours
☒ Used
☐ Earned
☐ Both
☐ None

Report Type
☒ Pdf
☐ Csv
☐ Html

Submit

Back

Staff Hours Summary Report

PTO Hours: Used

Date From: 09/05/2016 To 09/11/2016

Staff Name	Staff Id	Time Clock Hrs	PTO Types						Total	Regular Hrs	OT Hrs
			Vacation	Sick time	Training	Holiday	Bereavement	Jury duty			
Adamson, Nicole	A107	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ballesteros, Priscilla	A6K7	31.38	0.00	0.00	0.00	0.00	0.00	0.00	31.38	31.38	0.00
Blankenship, Canah	A248	31.21	0.00	0.00	0.00	0.00	0.00	0.00	31.21	31.21	0.00
Brown, Lindsay	A8P1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bustamante, Gabriela		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
German de Pompa, Reyna	A014	30.66	0.00	0.00	0.00	0.00	0.00	0.00	30.66	30.66	0.00
Heredia, Melissa		30.75	0.00	0.00	0.00	0.00	0.00	0.00	30.75	30.75	0.00
Limon, Cecilia	A1H3	31.43	0.00	0.00	0.00	0.00	0.00	0.00	31.43	31.43	0.00
Limon, Tina	A16H	32.19	0.00	0.00	0.00	0.00	0.00	0.00	32.19	32.19	0.00
Miles, Tammie		31.77	0.00	0.00	0.00	0.00	0.00	0.00	31.77	31.77	0.00
Ornelas, Rosa	A626	40.58	0.00	0.00	0.00	0.00	0.00	0.00	40.58	40.00	0.58
Purcell, Jaelynn	A83J	31.79	0.00	0.00	0.00	0.00	0.00	0.00	31.79	31.79	0.00
Valdez-LaMadrid, Placida	A422	32.00	0.00	0.00	0.00	0.00	0.00	0.00	32.00	32.00	0.00
Valenzuela, Samantha		27.83	0.00	0.00	0.00	0.00	0.00	0.00	27.83	27.83	0.00
Villa, Alexis	A7ND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	351.59	0.00	0.00	0.00	0.00	0.00	0.00	351.59	351.01	0.58

c) Export Time Sheet Data

Note: You must login under the Company Admin role in order to perform this function.
OnCare Office --> Reports --> Staff Management --> Export Time Sheet Data

The screenshot displays the OnCare Office user interface. At the top, a blue header bar contains the text "OnCare Office" on the left and "Hello, Simon Gen" on the right. Below the header, the main content area is divided into three columns of menu items, each with a circular icon. The first column, "Online Center Management", includes "Family Accounting" and "Time / Attendance Tracking". The second column, "Online Marketing", includes "Center Tour Request" and "Waitlist Online". The third column, "System Administration", includes "Administrative Functions", "Role Management", and "Reports". A yellow box labeled "Select" with an arrow points to the "Reports" link. Below this, a blue header bar labeled "Reports" introduces a new section. This section contains two sub-sections: "Family Accounting" and "Staff Management". Under "Family Accounting", there are three links: "Company Aging Report", "Multi-Location Reports", and "Family Child Data Download". Under "Staff Management", there are three links: "Company-wide Staff Absence Report", "Hourly Staff Actual vs. Budgeted Hours Report", and "Export Time Sheet Data". A yellow box labeled "Select this" with an arrow points to the "Export Time Sheet Data" link.

OnCare Office Hello, Simon Gen

- Online Center Management**
 - [Family Accounting](#)
 - [Time / Attendance Tracking](#)
- Online Marketing**
 - [Center Tour Request](#)
 - [Waitlist Online](#)
- System Administration**
 - [Administrative Functions](#)
 - [Role Management](#)
 - [Reports](#) **Select**

Reports

Family Accounting

- [Company Aging Report](#)
- [Multi-Location Reports](#)
- [Family Child Data Download](#)

Staff Management

- [Company-wide Staff Absence Report](#)
- [Hourly Staff Actual vs. Budgeted Hours Report](#)
- [Export Time Sheet Data](#) **Select this**