



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

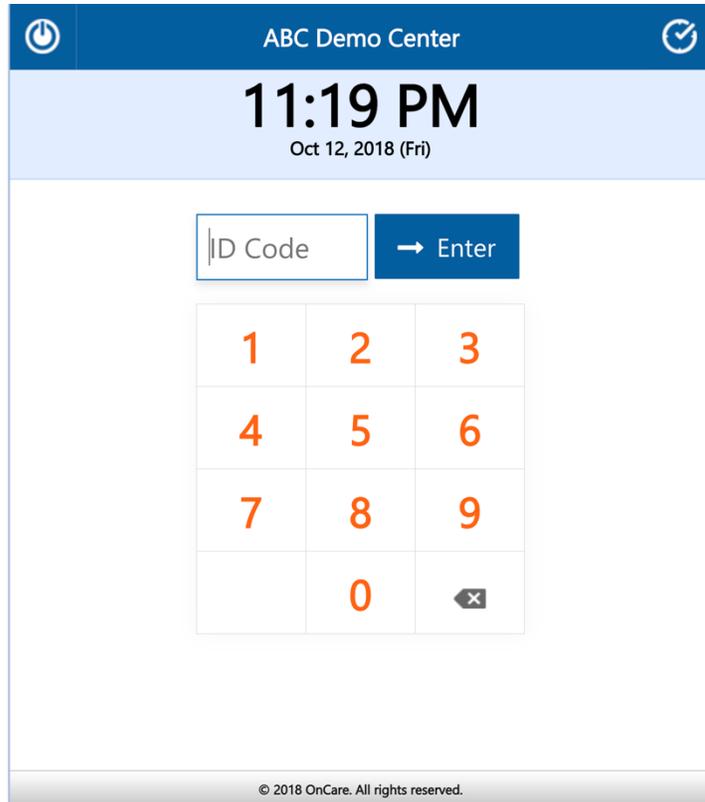
Please refer to Staff Record User Guide section 4 for the steps to setup Staff Sign In/Out ID Codes.

The screenshot shows a web form titled "System Admin Information". It contains several input fields and controls:

- Login User Name:** staff7@oncare3.com
- Staff ID:** 12007 (highlighted by a yellow callout box with the text "Enter the Staff ID code assigned by your payroll system")
- User Email:** staff7@oncare3.com
- Child Group Check In/Out:** Radio buttons for Yes and No, with "No" selected.
- SignIn/Out Code:** 3007
- Password:** Masked with seven dots.
- Password Strength Meter:** Labeled "Secure" with a yellow progress bar.
- Confirm Password:** Masked with seven dots.

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 <ul style="list-style-type: none">• Family Accounting• Time / Attendance Tracking	 Online Marketing <ul style="list-style-type: none">• Center Tour Request• Waitlist Online	 System Administration <ul style="list-style-type: none">• Administrative Functions• Role Management• Reports
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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

[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

[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

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

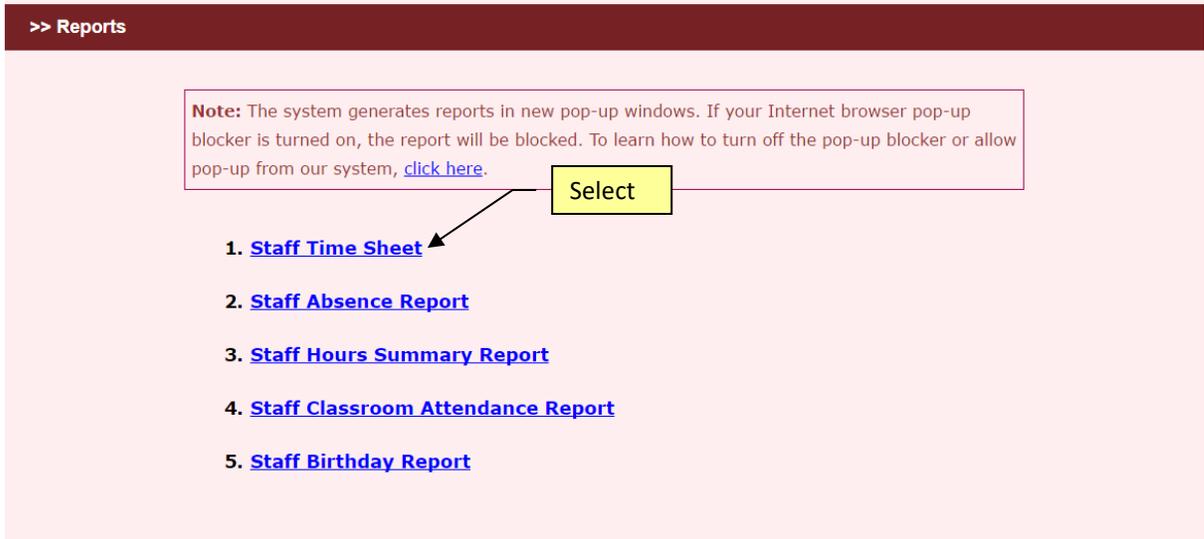
View PTO Type

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



The screenshot shows a web application interface with a dark red header bar containing the text ">> Reports". Below the header, a light pink background contains a note in a red-bordered box: "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](#)." Below the note is a yellow button labeled "Select". An arrow points from the "Select" button to the first item in a numbered list: "1. [Staff Time Sheet](#)". The list continues with "2. [Staff Absence Report](#)", "3. [Staff Hours Summary Report](#)", "4. [Staff Classroom Attendance Report](#)", and "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

b) Run Staff Hours Summary Report

>> Staff Hours Summary Report

Start Date:

End Date:

Select By Staff:

Show PTO Hours: Used Earned Both None

Report Type: Pdf Csv Html

Staff Hours Summary Report

PTO Hours: Used

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

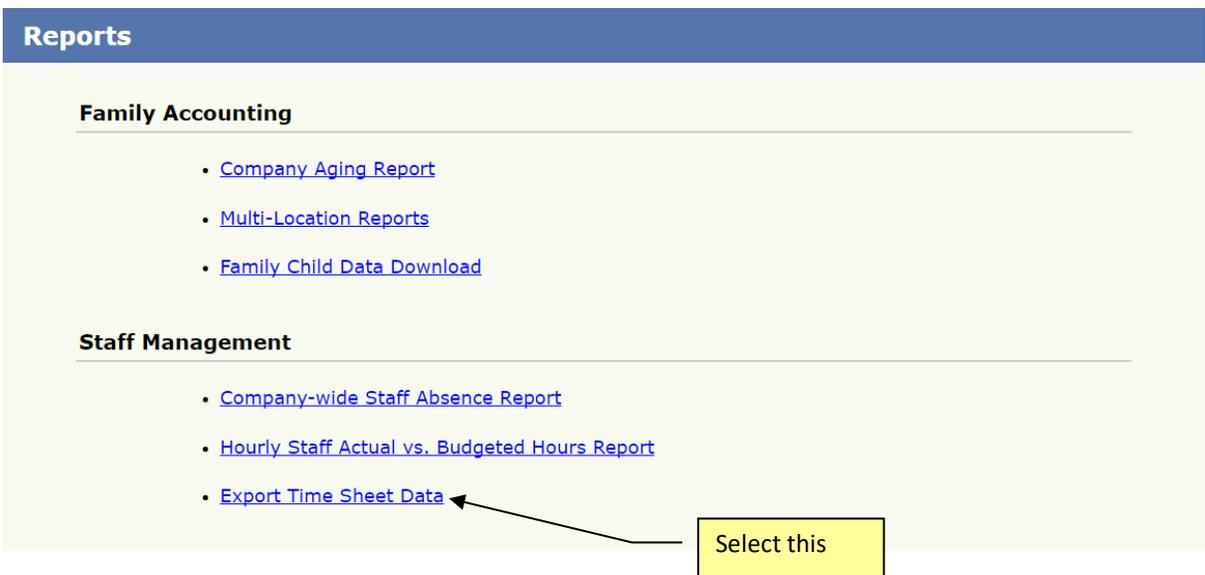
Staff Name	Staff Id	Time Clock Hrs	PTO Types						Total	Regular Hrs	OT Hrs
			Vacation	Sick time	Training	Holiday	Bereavement	Jury duty			
Adamson, Nicole	A107	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ballesteros, Priscilla	A6K7	31.38	0.00	0.00	0.00	0.00	0.00	0.00	31.38	31.38	0.00
Blankenship, 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 shows the top navigation bar of the OnCare Office system. The header is blue with "OnCare Office" on the left and "Hello, Simon Gen" on the right. Below the header, there are three main menu categories: "Online Center Management" (gear icon), "Online Marketing" (mouse icon), and "System Administration" (wrench icon). Under "System Administration", there is a list of sub-items: "Administrative Functions", "Role Management", and "Reports". A yellow box labeled "Select" has an arrow pointing to the "Reports" link.



The screenshot shows the "Reports" page in the OnCare Office system. The page has a blue header with the word "Reports" in white. Below the header, there are two main 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" has an arrow pointing to the "Export Time Sheet Data" link.