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# Time & Labor Management with SaaShr


Employee User Guide – Desktop

## SaaShr

G&A Partners' Time and Labor Management (TLM) system is powered by SaaShr, a best-in-class time and attendance system developed by UKG, an industry leader in time tracking technology.

## About this guide

The Table of Contents below is hyperlinked so that you can click on a topic and advance to the first page of that job aid for faster navigation. Section Headers have been added to clearly identify how the job aids are categorized and include a brief introduction to each of the sections.

 The Note icon alerts you to information to be aware of.

 The Lightbulb icon alerts you to tips/suggestions.

# Table of Contents

This guide provides employees with information they need to know to start using the SaaShr time and labor management (TLM) desktop application, including:

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**Disclaimer:** The technology features available to each client/user are based on the service agreement with G&A Partners. You may not be able to access or view all options listed within this user guide. If you have issues with the items outlined in this guide, please contact G&A Partners AccessHR, our enhanced, on-demand team of HR experts:

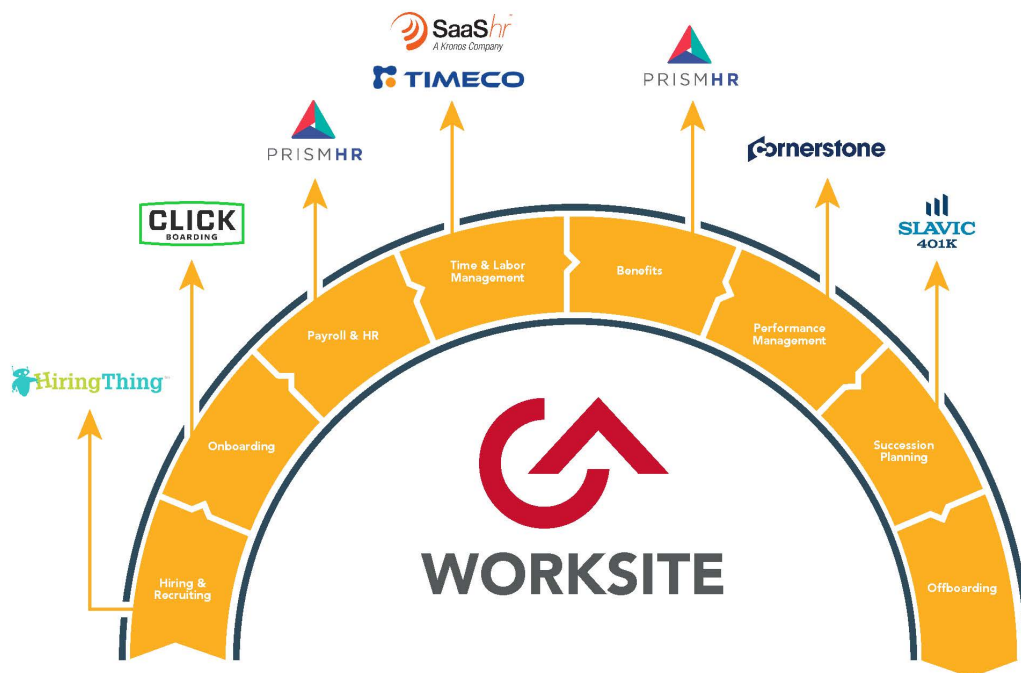
Hours: Monday – Friday | 7:30 a.m. – 7:00 p.m. CT  
 Email: [accessshr@gnapartners.com](mailto:accessshr@gnapartners.com)  
 Phone: 866-497-4222



# G&A IT Systems Overview

G&A uses many IT systems and although each system is different, they all work together to service you, our client, with WorkSight proprietary software serving as the nucleus for all these systems.

## G&A Partners Employee Lifecycle Technology



**WorkSight** is a Single Sign On (SSO) into multiple all G&A's IT systems. SSO is an authentication method that enables you to securely login to WorkSight and have access to all G&A's systems you have contracted to use without the need to login to each one separately.

**Click Boarding** is the system used to complete employment forms and acknowledge company policies.

**PrismHR** is a complete platform to help efficiently manage payroll, benefits, and HR.

**SaaShr** is a comprehensive time and labor management system that addresses your time tracking and absence management needs.

**Cornerstone** is our online employee development platform designed to help set, manage, and meet your professional goals and empower you to perform at your highest level.

**Slavic 401K** is a 401K recordkeeper and third-party administrator in the PEO multiple employer (MEP) space.

**HiringThing** is an applicant tracking system used for all phases of online recruiting.

**Client Space** is a customer relationship management (CRM) system that provides a way to document interactions with internal and external clients and solve problems in real time.



# WorkSight

WorkSight is a Single Sign On (SSO) into all of G&A Partners' IT systems. SSO is an authentication method that enables you to securely login to WorkSight and have access to all G&A's systems you have contracted to use without the need to login to each one separately.

From accessing WorkSight to navigating and understanding the icons, this chapter provides information to help you get started within WorkSight, including:

- Logging In to WorkSight
- WorkSight Dashboard
- Logging out of WorkSight

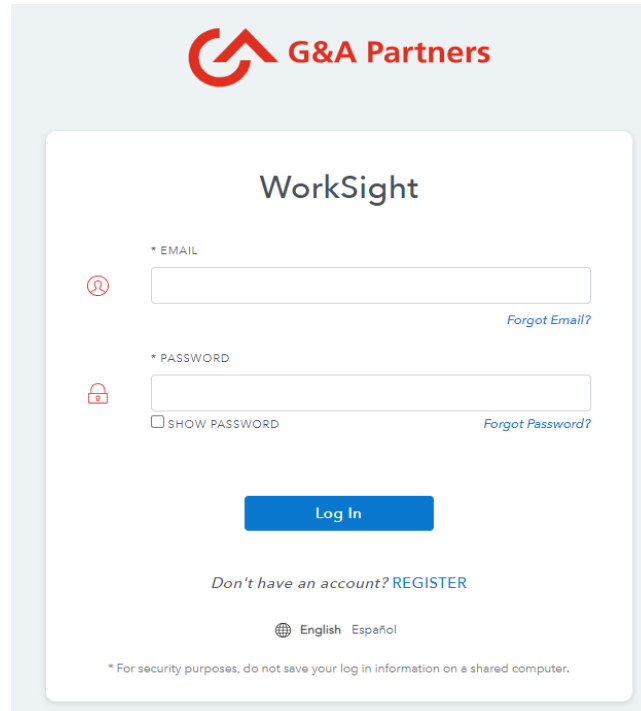




## Logging In to WorkSight

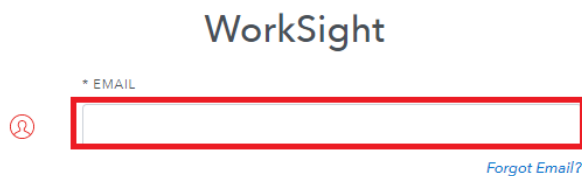
Follow the steps below to log into WorkSight.

1. Click on the URL: <https://worksight2.gnapartners.com/login> and the WorkSight Login page will display.



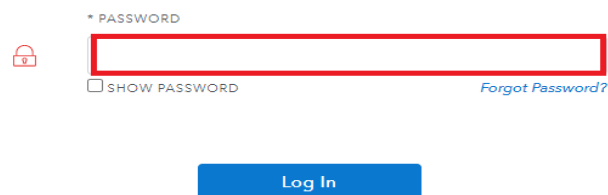
The screenshot shows the WorkSight login page. At the top is the G&A Partners logo. Below it is the title "WorkSight". There are two input fields: one for "EMAIL" with a red user icon and a "Forgot Email?" link, and one for "PASSWORD" with a red lock icon, a "SHOW PASSWORD" checkbox, and a "Forgot Password?" link. A blue "Log In" button is centered below the fields. Below the button is a link: "Don't have an account? REGISTER". At the bottom, there are language options: "English" and "Español". A security notice at the very bottom reads: "\* For security purposes, do not save your log in information on a shared computer."

2. Enter the email address assigned to your G&A Partners account in the Email field.



This image is a close-up of the "EMAIL" field from the login page. The field is highlighted with a red rectangular border. To the left of the field is a red user icon. To the right is a "Forgot Email?" link. The text "\* EMAIL" is positioned above the field.

3. Enter your Password in the Password field.



This image is a close-up of the "PASSWORD" field from the login page. The field is highlighted with a red rectangular border. To the left of the field is a red lock icon. To the right is a "Forgot Password?" link. The text "\* PASSWORD" is positioned above the field. Below the field is a "SHOW PASSWORD" checkbox. A blue "Log In" button is visible below the field.



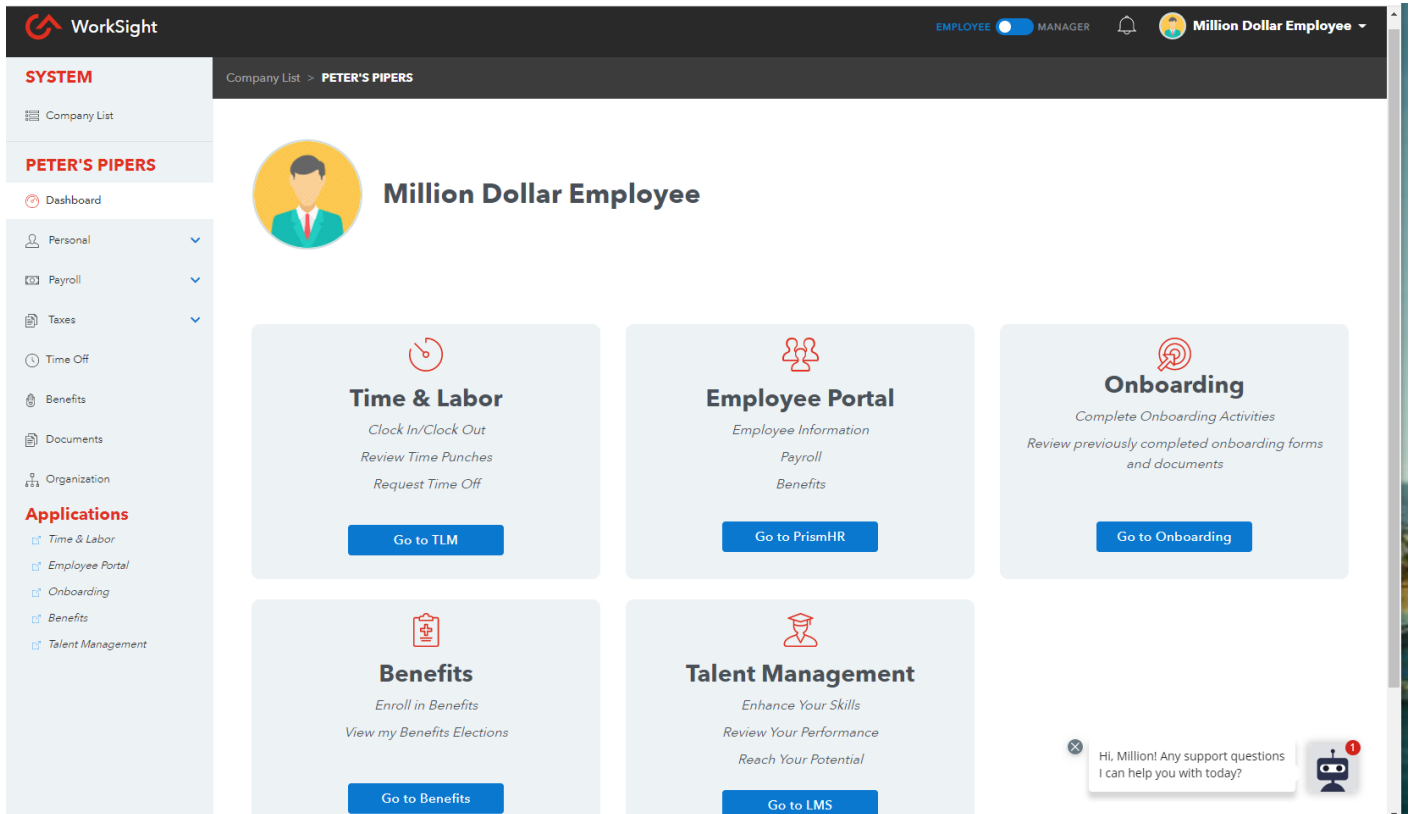
4. Click the Log In button.



Don't have an account? [REGISTER](#)

 [English](#) [Español](#)

Upon successfully logging into WorkSight, the WorkSight dashboard will display.

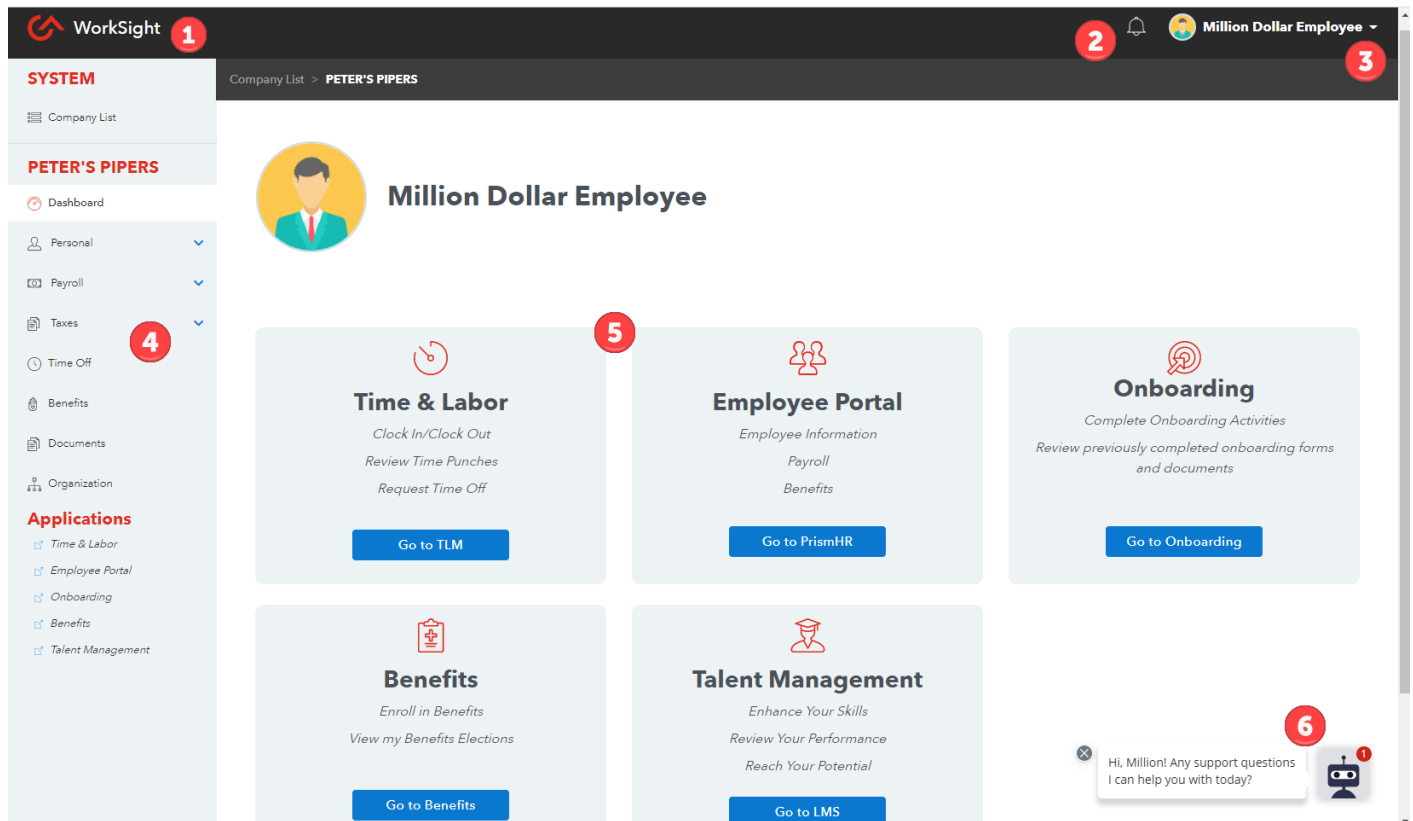


The screenshot shows the WorkSight dashboard interface. At the top, the WorkSight logo is on the left, and user information 'EMPLOYEE' (with a toggle), 'MANAGER', a notification bell, and the user name 'Million Dollar Employee' are on the right. A sidebar on the left contains navigation menus for 'SYSTEM' (Company List), 'PETER'S PIPERS' (Dashboard, Personal, Payroll, Taxes, Time Off, Benefits, Documents, Organization), and 'Applications' (Time & Labor, Employee Portal, Onboarding, Benefits, Talent Management). The main content area features a user profile card for 'Million Dollar Employee' with a circular avatar. Below this are five interactive tiles: 'Time & Labor' (with sub-links for Clock In/Clock Out, Review Time Punches, and Request Time Off), 'Employee Portal' (with sub-links for Employee Information, Payroll, and Benefits), 'Onboarding' (with sub-link for Complete Onboarding Activities), 'Benefits' (with sub-links for Enroll in Benefits and View my Benefits Elections), and 'Talent Management' (with sub-links for Enhance Your Skills, Review Your Performance, and Reach Your Potential). Each tile has a blue 'Go to' button. A chatbot notification bubble is visible in the bottom right corner.




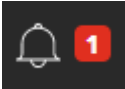
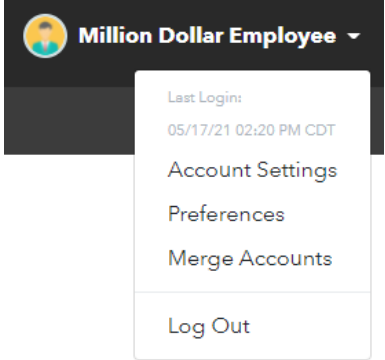
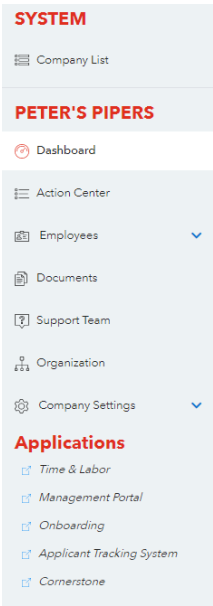
## WorkSight Dashboard

The WorkSight Dashboard is like the dashboard in a car. It organizes, stores, and displays important information from multiple systems into one easy to access location. We consider this location to be a Single Sign On (SSO) environment; you login once and all your applications are accessible.

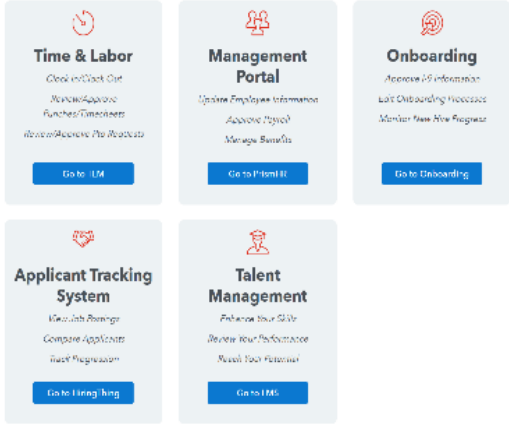

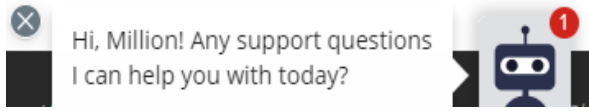


The screenshot shows the WorkSight dashboard interface. At the top, there is a header with the WorkSight logo (1), a notification bell (2), and the user name 'Million Dollar Employee' (3). Below the header is a navigation menu with sections: SYSTEM (Company List), PETER'S PIPERS (Dashboard, Personal, Payroll, Taxes (4), Time Off, Benefits, Documents, Organization), and Applications (Time & Labor, Employee Portal, Onboarding, Benefits, Talent Management). The main content area features five tiles: Time & Labor (5) with 'Go to TLM' button, Employee Portal with 'Go to PrismHR' button, Onboarding with 'Go to Onboarding' button, Benefits with 'Go to Benefits' button, and Talent Management with 'Go to LMS' button. A chatbot bubble (6) is located in the bottom right corner with the text: 'Hi, Million! Any support questions I can help you with today?'.



	Icon/Pictorial	Function/Description
1		Click the <b>WorkSight logo</b> to return to the WorkSight Dashboard from wherever you are within WorkSight.
2		<b>Notifications</b> are important messages and alerts. A red count badge will display if there are new alerts since your last login.
3		Click on the drop-down arrow next to your name to access <b>Account Settings, Preferences, Merge Accounts, and Logout</b> . The drop-down list also displays the date and time of your last login. <b>Account Settings</b> allows you to view and make changes to your WorkSight account. <b>Preferences</b> allows you to turn on/off I-9 Notifications. <b>Merge Accounts</b> is used to combine two or more WorkSight accounts into one, as applicable. <b>Logout</b> is used to exit WorkSight.
4		The <b>Navigation Pane</b> makes it easy to quickly access pages within G&A Systems. <ul style="list-style-type: none"> <li>• Personal – Your employee information stored in PrismHR (i.e., personal information, employment summary, contact information, etc.)</li> <li>• Payroll – Your payroll information stored in PrismHR (i.e., pay history and direct deposit)</li> <li>• Taxes – Your tax withholding and W-2.</li> <li>• Time Off – Time-off leave and request time-off.</li> <li>• Benefits – Your benefit election information.</li> <li>• Documents – Your onboarding documentation.</li> <li>• Organization – Your organizational chart</li> </ul> Applications – links to SaaShr (time & labor) and PrismHR (payroll & benefits)



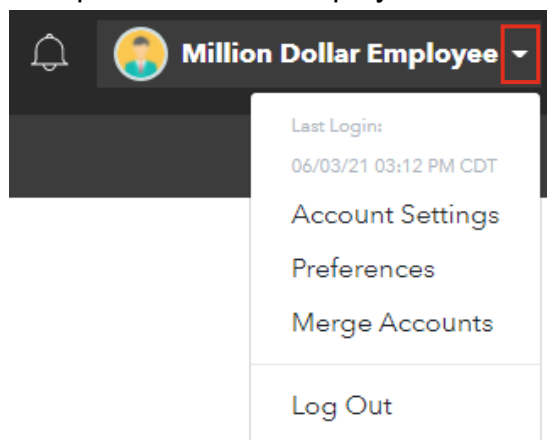
	Icon/Pictorial	Function/Description
5		<p><b>Tiles</b> are located below the Status of Enrollment graph in the main section of the WorkSight Dashboard. Tiles provide access to a specific G&amp;A system for which the tile is named.</p> <ul style="list-style-type: none"> <li>• <i>Time &amp; Labor</i> is SaaShr.</li> <li>• <i>Management Portal</i> is PrismHR.</li> <li>• <i>Onboarding</i> is Click Boarding.</li> <li>• <i>Applicant Tracking System</i> is HiringThing. (Only for managers.)</li> <li>• <i>Talent Management</i> is Cornerstone, G&amp;A's learning management system.</li> </ul> <p> Based on your employer's configuration, you may not have all the tiles depicted here.</p>
6		<p>The <b>Chat Bot</b> appears in the bottom-right corner on the WorkSight Dashboard page to aid users while navigating.</p>



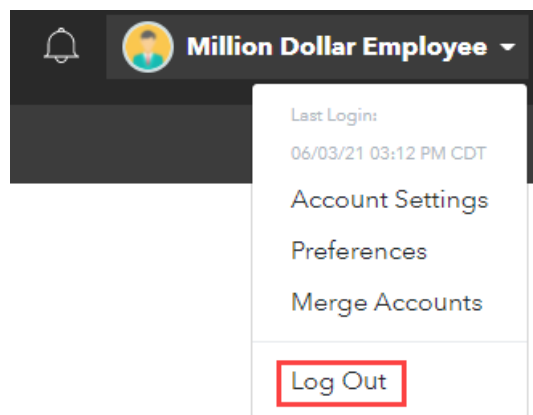
## Logging Out of WorkSight

Follow the steps below on how to log out of WorkSight.

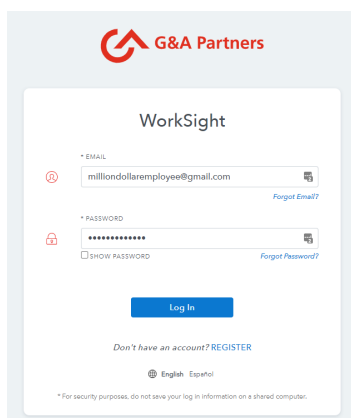
1. Click on the drop-down arrow next to your name in the upper right-hand corner of the WorkSight Dashboard. A drop-down list will display:



2. Click Log Out.



The WorkSight Login page will display when you have successfully logged out of WorkSight.



## Time and Labor Management (TLM)

G&A offers a comprehensive Time and Labor Management system, SaaShr, that addresses your time tracking and absence management needs. Throughout this user guide, Time and Labor Management will be referred to as TLM.

In this section, you will find information on:

- Accessing TLM
- TLM Dashboard
- Navigating SaaShr



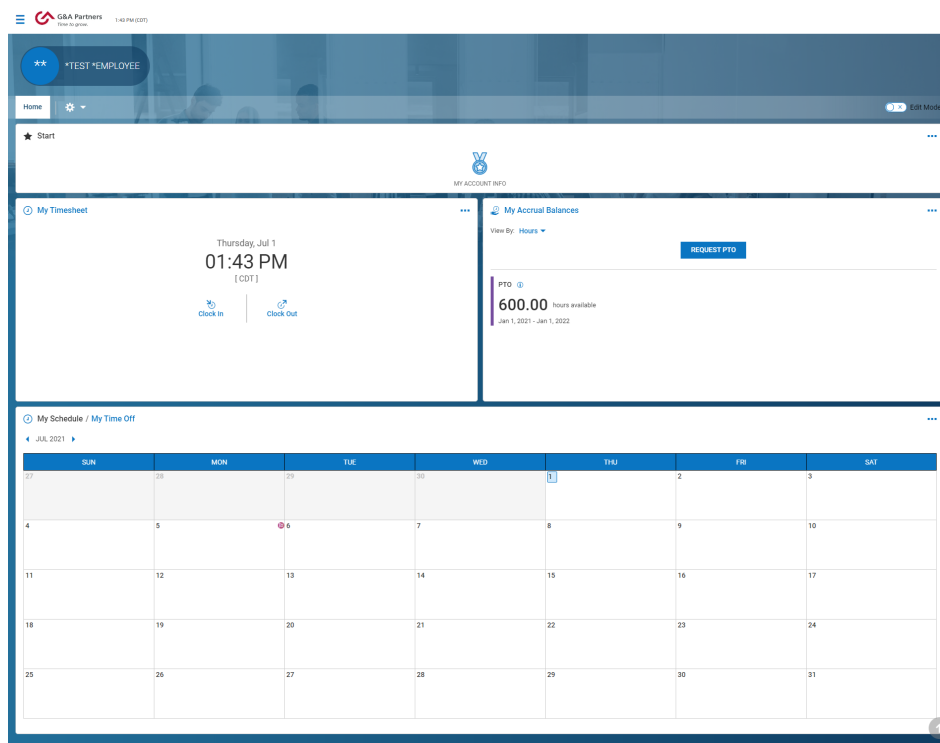
## Accessing Time and Labor Management (TLM)


Follow the steps below to access TLM through WorkSight.

1. Click the “Go to TLM” button on the Time & Labor tile.



The SaaShr (G&A’s Time and Labor Management system) Dashboard will open a new tab within your browser.



 Depending on your level of TLM security access, your customizable dashboard may vary in view.

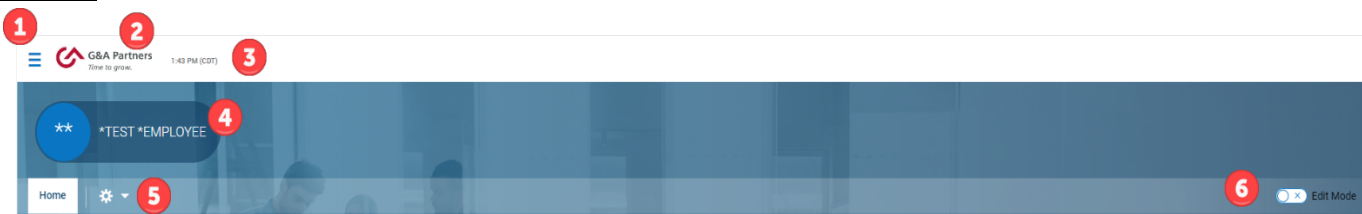



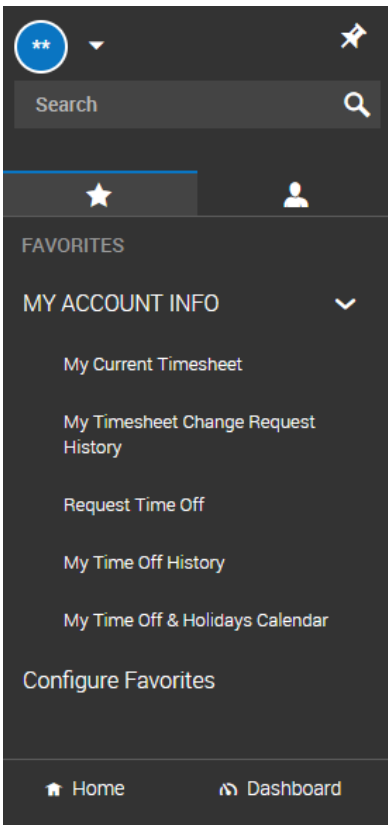


## Time and Labor Management (TLM) Dashboard

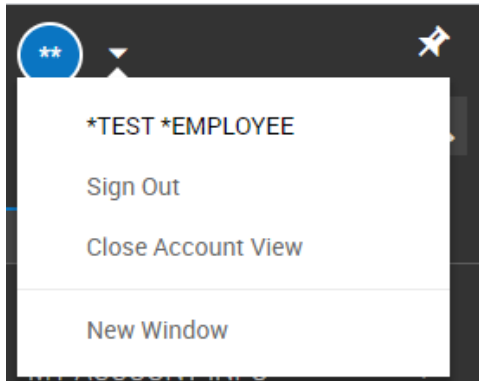


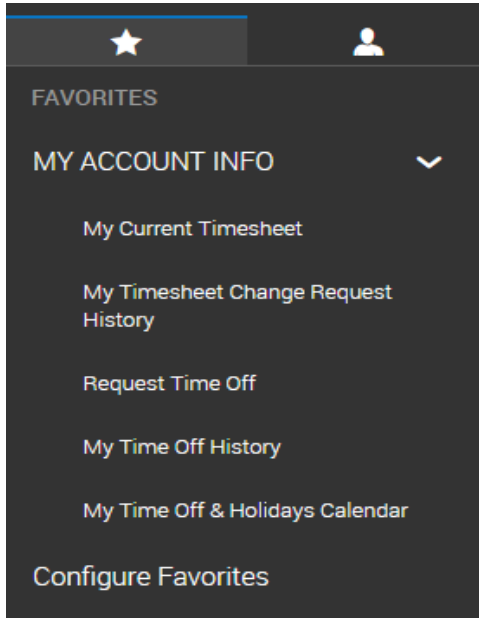
The TLM Dashboard is your home page within SaaSr. Following is a description of the main components that make up the TLM Dashboard: Header and Start.

### Header:

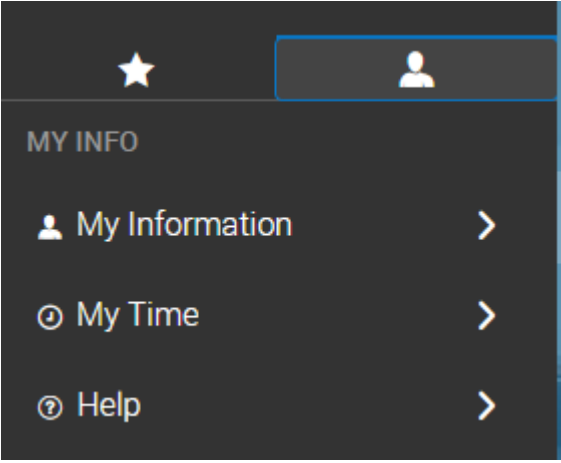
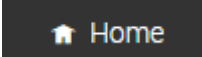
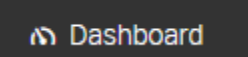


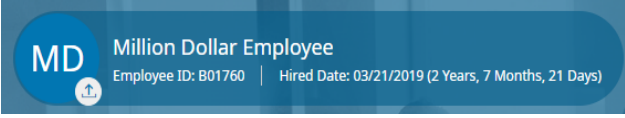
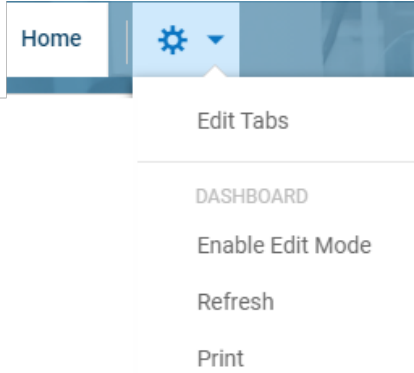
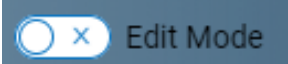


	Icon/Pictorial	Description
1		The <b>Menu</b> icon (Hamburger button) allows you to toggle between the menu being hidden behind the button or displayed on the page.
1a		Clicking the Menu icon displays the <b>Side Menu</b> .



	Icon/Pictorial	Description
1b		<p>The drop-down arrow presents a set of options:</p> <p>Clicking your name (shown as *TEST* EMPLOYEE in this example) displays “<b>My Profile</b>” to the right of the page.</p> <p><b>Sign out</b> - logs you out of SaaShr.</p> <p><b>Close Account View</b> - closes the dashboard.</p> <p><b>New Window</b> - creates a duplicate tab in your browser.</p>
1c		<p><b>Thumbtack</b> icon pins/unpins the Side Menu to the dashboard.</p>
1d		<p><b>Search</b> - Allows you to search for items throughout SaaShr.</p> <p>⚠️ You are only able to search for items based on your security profile.</p>
1e		<p>The next section in the Side menu contains two tabs:</p> <p><b>Favorites</b> (star icon) - Presents your ‘favorite’ links and pages within SaaShr.</p> <p>⚠️ A set of default favorites has been prefigured for you.</p> <p><b>My Current Timesheet</b> – Presents your timesheet for the current pay period.</p> <p><b>My Timesheet Change Request History</b> – Presents your timesheet change requests.</p> <p><b>Request Time Off</b> – Presents your Paid Time-Off (PTO) accrued balance details and current month calendar.</p> <p><b>My Time Off History</b> – Presents all your time-off.</p> <p><b>My Time Off &amp; Holiday Calendar</b> – Presents your personal time-off calendar.</p> <p><b>Configure Favorites</b> – Allows you to add, modify and reset your start widget configuration.</p>



<b>1f</b>		<p>The second tab is the My Info (single person icon) tab.</p> <p><b>My Information</b> – Presents information about your personal TLM profile.</p> <p><b>My Time</b> – Provides access to your timesheet, time off and clock-in/out.</p> <p><b>Help</b> – Provides access to helpful documentation</p>
<b>1g</b>		<p><b>Home</b> - Clicking Home will close the side menu and return the screen to the dashboard view.</p>
<b>1h</b>		<p><b>Dashboard</b> - Clicking Dashboard displays Time Off Awaiting My Approval, Missing Punches, Timesheets Awaiting My Approval, and My Saved Reports.</p>
<b>2</b>		<p>Clicking <b>G&amp;A's logo</b> will return the screen to the dashboard view.</p>
<b>3</b>		<p>The <b>Current Time</b> displays when you access the system.</p>
<b>4</b>		<p>The <b>My Account Info</b> displays your photo (when one is uploaded), your name, employee ID, hire date, and displays your tenure.</p>
<b>5</b>		<p>The <b>Settings</b> (gear) icon when clicked provides a list of options:</p> <p><b>Edit Tabs</b> - Edit dashboard tabs.</p> <p><b>Enable Edit Mode</b> - Edit content on your dashboard.</p> <p><b>Refresh</b> - Reloads or updates the information on the page.</p> <p><b>Print</b> - Opens the print dialog box to printing options for the page.</p>
<b>6</b>		<p>The <b>Edit Mode</b> toggle switch defaults to off. To edit the content on your dashboard, click the Edit Mode toggle switch to on.</p>


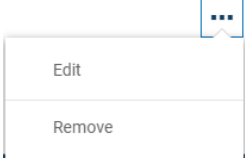
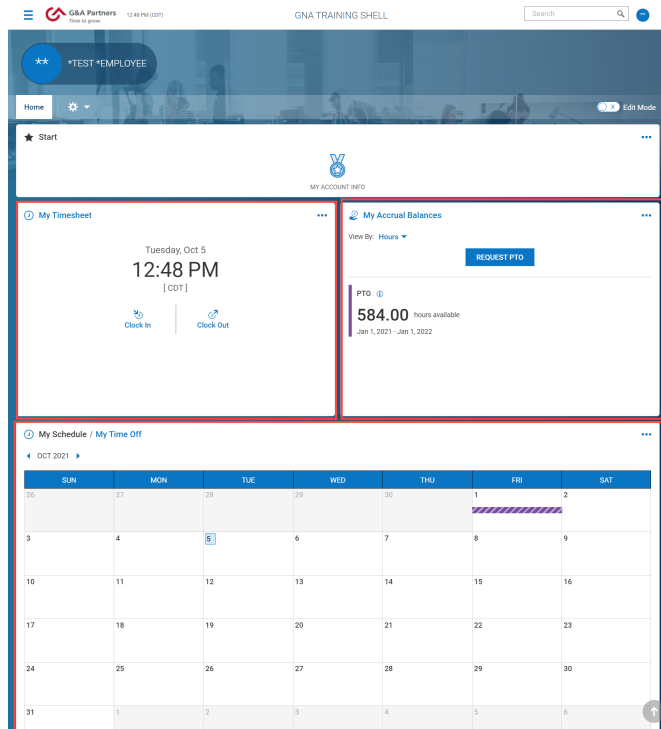



**Start:**

The Start widget has been preconfigured with 4 categories:

- My Account Info
- Approvals
- Timesheets
- My Employees



Widget	Description
 <p>MY ACCOUNT INFO</p>	<p><b>My Account Info</b> - Your personal TLM information.</p> <p>Request Time Off</p> <p>My Current Timesheet</p> <p>My Time Off History</p> <p>My Time Off &amp; Holidays Calendar</p>
	<p>Ellipsis indicates additional options on the SaaShr dashboard page.</p> <ul style="list-style-type: none"> <li>• <b>Edit</b> - Opens to the Start Widget configuration.</li> <li>• <b>Remove</b> - Deletes the Start Widget.</li> </ul>
	<p>The <b>Widgets</b> on the TLM dashboard allow you to view and access blocks of information on one page.</p> <p> All items in blue are hyperlinks throughout the SaaShr application.</p>



## Navigating SaaShr

G&A Partners' Time and Labor Management (TLM) system, SaaShr, contains tools that you can use to navigate within the system to view information and perform tasks.

### Search







Within the Side menu is a Search field that allows you to search for items throughout SaaShr. You can search for items throughout SaaShr.

 Search capability is contingent upon your security level.

**Search Shortcuts** allow for quick navigation to desired information however, you are only able to search for items based on your security profile.

### Icons

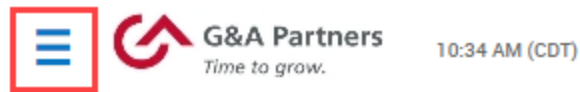
Within SaaShr, there are several icons across the application that may be seen on multiple pages and reports. The most common are listed below.

Icon	Function
	The <b>Lookup List</b> icon shows a list of available options. Options may vary depending on the field or report associated.
	The <b>Notes</b> icon allows you to add a note within the associated form. Notes are most used within the timesheets.
	The <b>Calendar</b> icon allows you to choose a specific date from a calendar view. This will update the report and associated data to the date/week chosen.
	The <b>Back Arrow</b> is used to navigate to the previous screen.  Do not use your browser's back arrow as this will log you out of the application.
	The <b>Date Toggle</b> allows you to navigate to a past or future date range, i.e., pay period, week, month, etc. You can click on the arrow pointing left for past or the arrow pointing right for future. To select a specific date (past or present), click on the calendar icon and select the date.

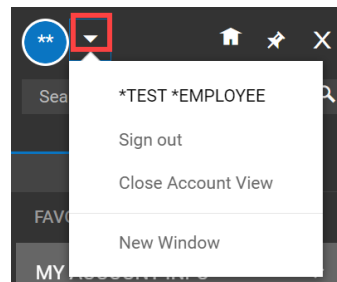
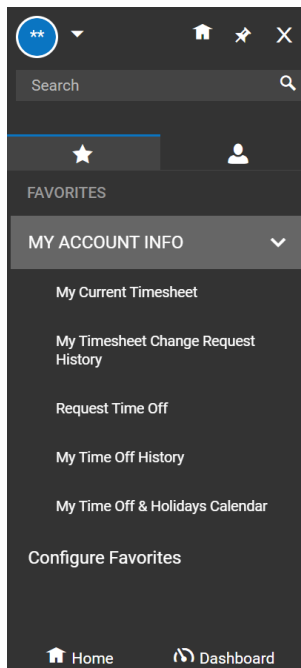
## Signing Out of Time and Labor Management (TLM)

Follow the steps below to sign out of TLM.

1. Click on the Side menu icon.




2. The Side menu will open. Click the drop-down arrow and a list will open.

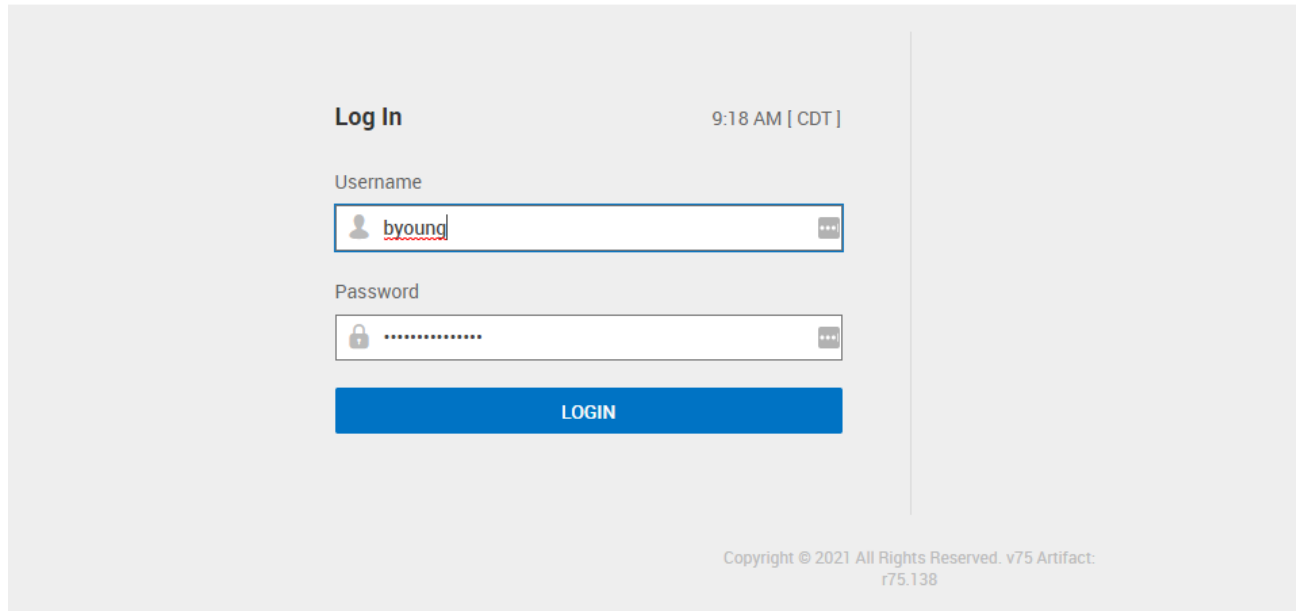


3. Click Sign Out.



4. The Login page will display once you've successfully signed out.

 *hr* - G&A ADMIN ACCOUNT -



**Log In** 9:18 AM [ CDT ]

Username

Password

**LOGIN**

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# Time Tracking and Timesheets

Time Tracking is the process of managing the work time in the Time and Labor Management (TLM) system.

This chapter provides information to help you understand your timesheet and its available functionality. In this section, you will find information on how to:

- Clock In/Clock Out
- Clock In/Clock Out with Cost Centers
- Review Your Timesheet
- Submit Change Requests
- Submit Your Timesheet

 The examples shown in this chapter may not reflect your view within SaaShr. Your available functions are dependent on the configuration your company selected and may vary from what is shown. If you have questions regarding your access, please contact your immediate supervisor.



## Clock In/Clock Out

Clocking in and clocking out tracks regular and Over Time (OT) hours against the days worked/cost centers based on clocking in and clocking out. When you clock in, a time entry is created and when you clock out, the time entry will calculate the amount of time from the clock-in to the clock-out.

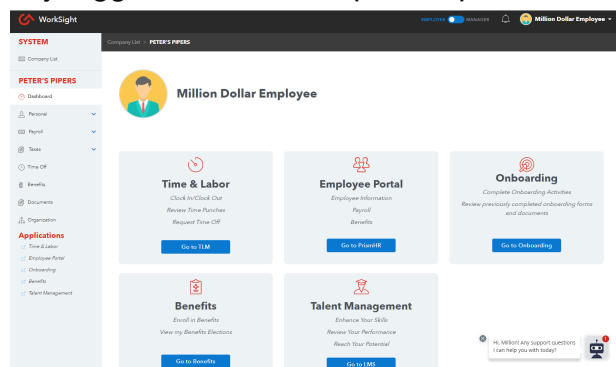
### Clock In

Follow the steps below to start time in Time and Labor Management (TLM).

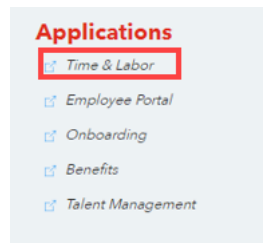
1. Log into WorkSight.



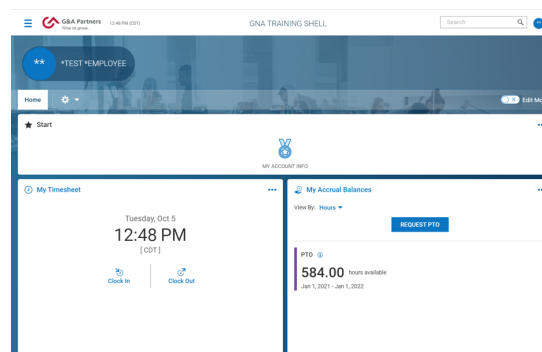
If you are logged into WorkSight but not Time and Labor Management (TLM), skip to step 2. If you are already logged into TLM, skip to step 3.



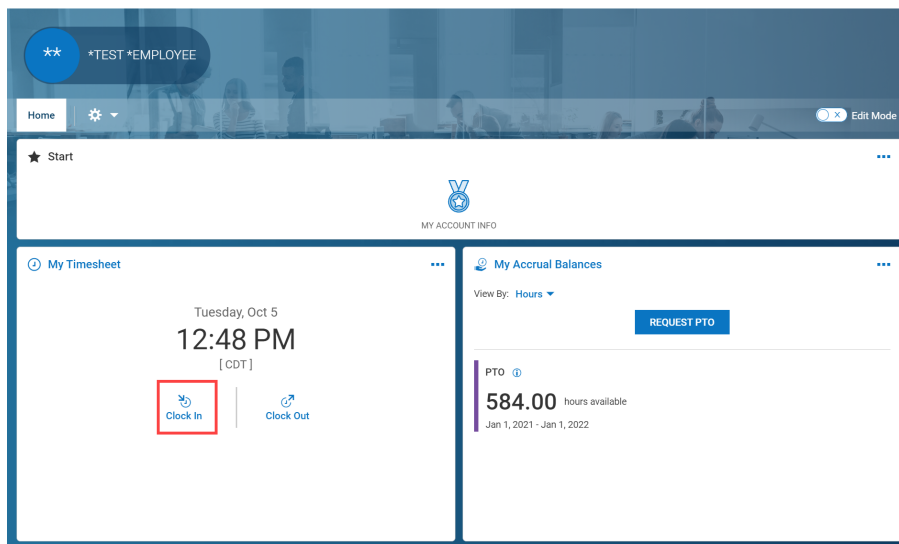
2. Click on the Time & Labor link from the Navigation Pane.



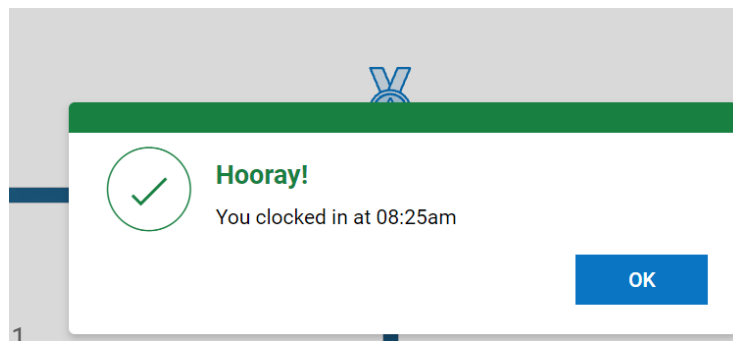
The TLM dashboard will display.



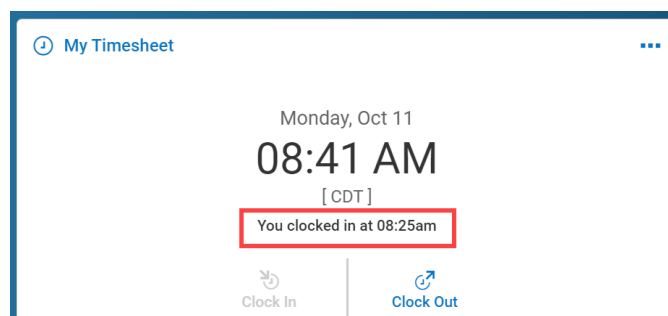
3. Click the Clock In link.



A confirmation dialog box will display.




4. Click the OK button to close the confirmation dialog box. The 'My Timesheet' widget will update to reflect your clock in.

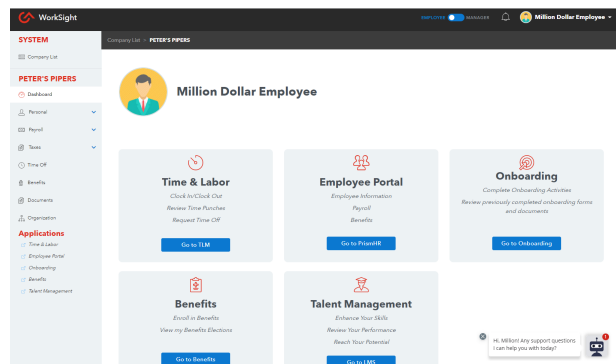


## Clock Out

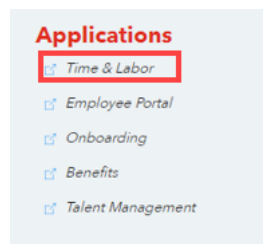
Follow the steps below to stop time in TLM.

### 1. Log into WorkSight.

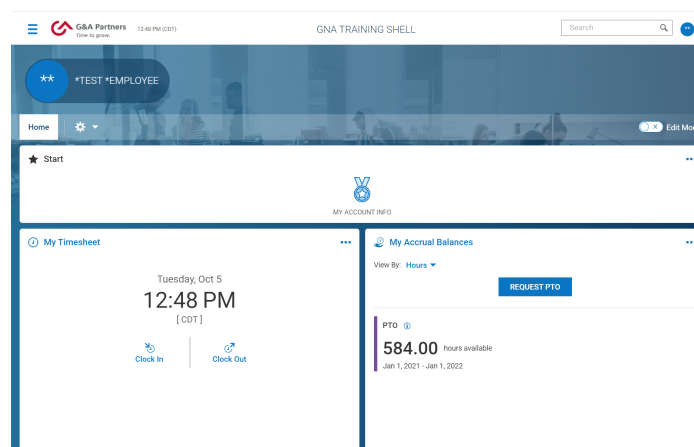
 If you are logged into WorkSight but not Time and Labor Management (TLM), skip to step 2. If you are already logged into TLM, skip to step 3.



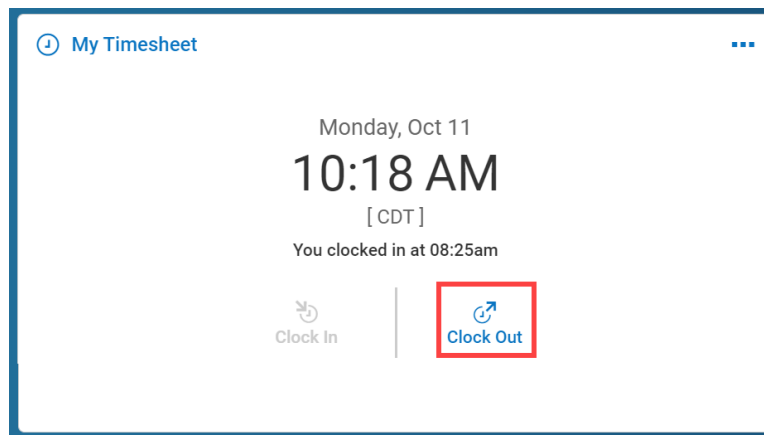
### 2. Click on the Time & Labor link from the Navigation Pane.



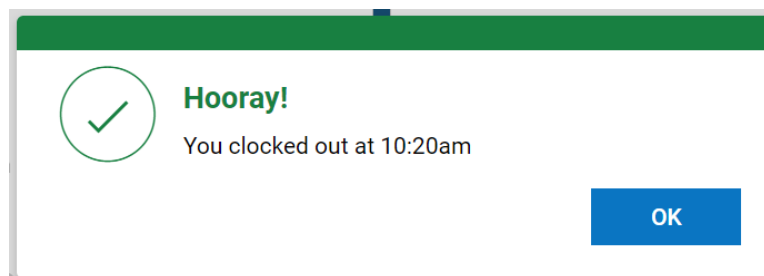
The TLM dashboard will display.



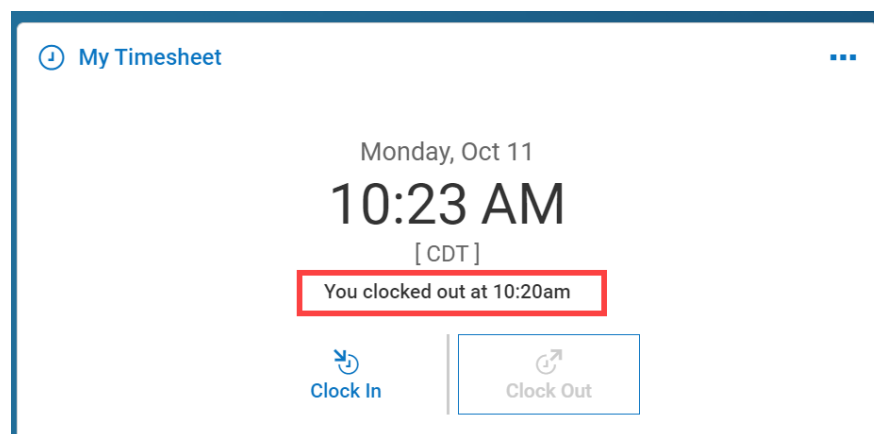
3. Click the Clock Out link.



A confirmation dialog box will display.



4. Click the OK button, the confirmation dialog box will close and the 'My Timesheet' widget will update to reflect the time you clocked out.




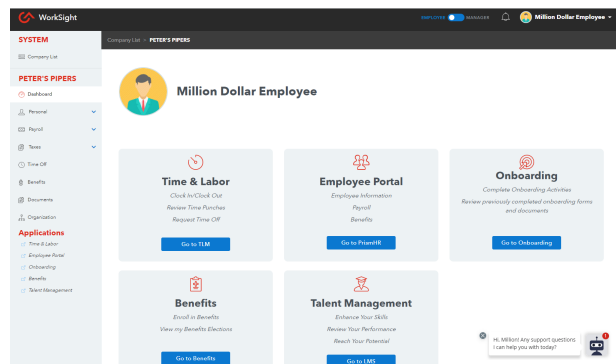
## Clock In/Clock Out with Cost Centers

Cost Centers help track where you may be working (location and/or department) or what work you are doing (job, activity/project). Depending on your company setup, you may have a default cost center assigned to you or you may have more than one cost center setup.

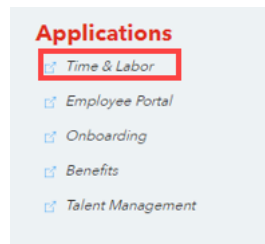
Follow the steps below to clock in/clock out with Cost Centers.

**1. Log into WorkSight.**

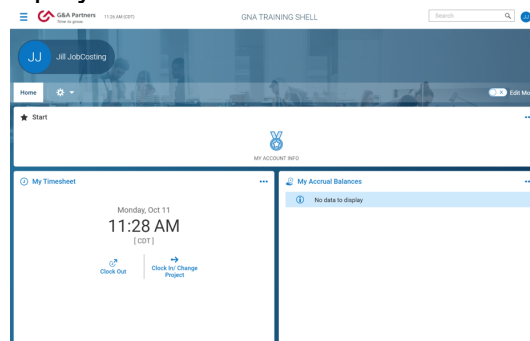
 If you are logged into WorkSight but not Time and Labor Management (TLM), skip to step 2. If you are already logged into TLM, skip to step 3.



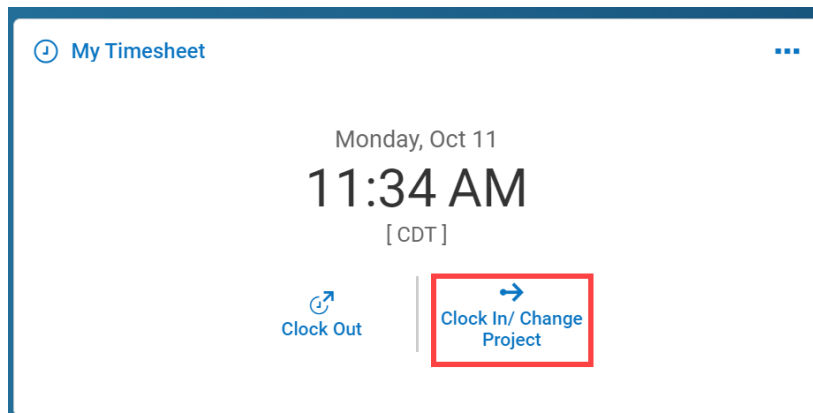
**2. Click on the Time & Labor link from the Navigation Pane.**



The TLM dashboard will display.




3. Click the Clock In/Change Project link.



The Change Cost Center form will display.

4. Click the drop-down arrow in the Projects field to select.

 Depending on your company's setup, this field may be named alternate departments, division, or position.



If ...	Then ...
You need to browse to locate a specific project.	<ol style="list-style-type: none"> <li>1. Click Browse...</li> <li>2. Use the filtering options to search for the project.</li> <li>3. Click the Enter key on your keyboard.</li> <li>4. Click on the Project.</li> </ol>

X
PROJECTS

List View
Tree View

◀ Page 1 ▶ 1 - 1 Rows Saved: [System] ▼
Columns (1)
▼ (1) ⋮

↑ ↓ Cost Full Name	Cost Description
<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">starts with</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">=</div> </div>	
<div style="border: 1px solid #ccc; padding: 2px 5px;">benefits</div>	
<span style="color: #0056b3;">●</span> Benefits Management	

CLOSE

5. Click the OK button after selecting the Project.

X
Change Cost Center

PROJECTS

Benefits Man

CANCEL

OK

A confirmation dialog box will display.

✓

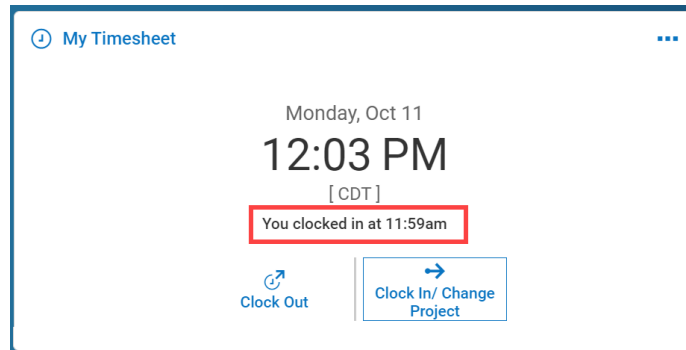
Hooray!

You clocked in at 11:59am

OK



- Click the OK button. The confirmation dialog box will close and the 'My Timesheet' widget will update to reflect the time you clocked in.

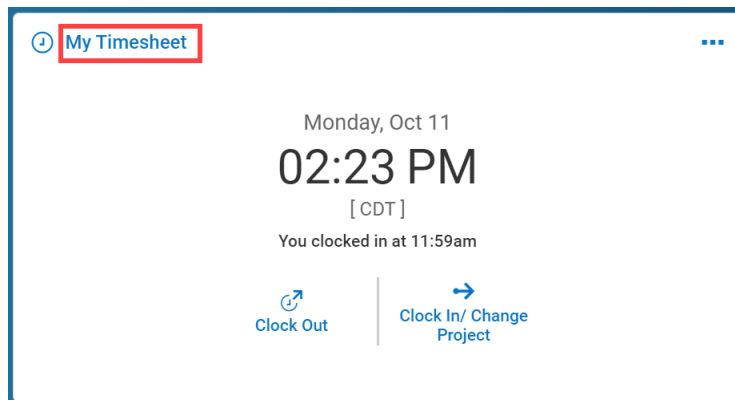


**!** Your work time will be allocated to the project selected. If you need to change the project that you are working on, perform steps 3-6. A confirmation message will display letting you know that you have been clocked out of the old Cost Center/Project and are now clocked into the new Cost Center/Project that you have selected.

### **Correcting a Cost Center**

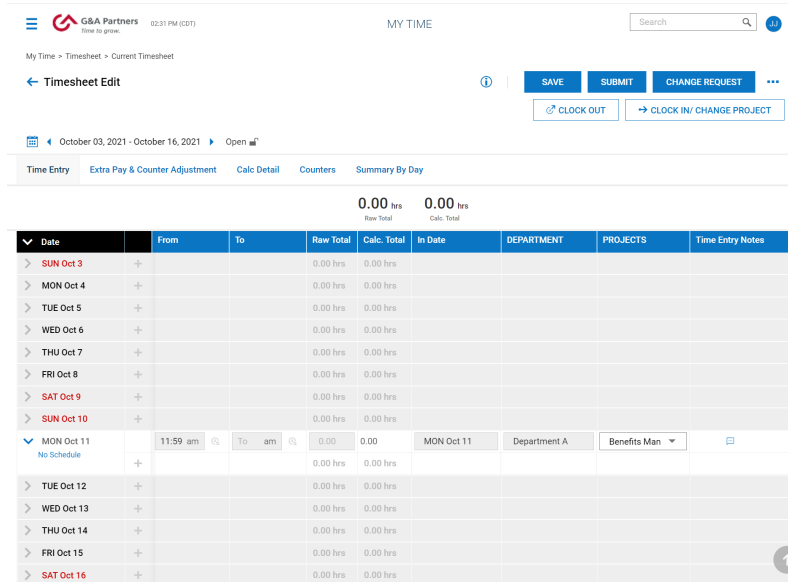
To correct your Cost Center/Project, follow the steps below.

- Navigate to your TLM dashboard.
- Click on the My Timesheet link.





Timesheet Edit will open.

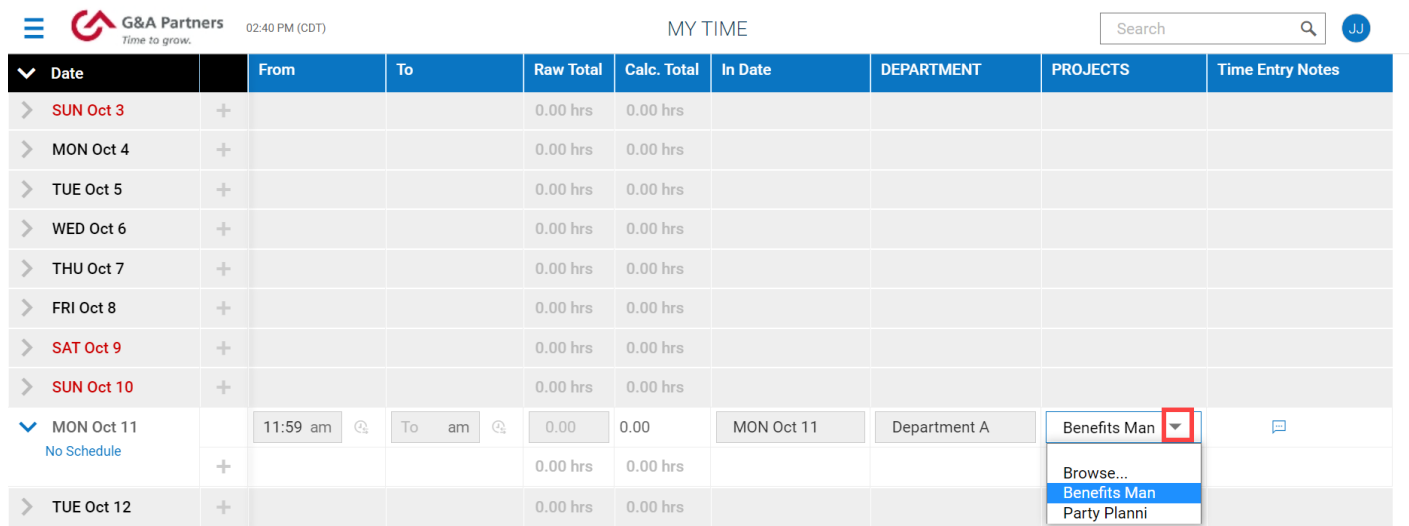


0.00 hrs 0.00 hrs

Date	From	To	Raw Total	Calc. Total	In Date	DEPARTMENT	PROJECTS	Time Entry Notes
> SUN Oct 3			0.00 hrs	0.00 hrs				
> MON Oct 4			0.00 hrs	0.00 hrs				
> TUE Oct 5			0.00 hrs	0.00 hrs				
> WED Oct 6			0.00 hrs	0.00 hrs				
> THU Oct 7			0.00 hrs	0.00 hrs				
> FRI Oct 8			0.00 hrs	0.00 hrs				
> SAT Oct 9			0.00 hrs	0.00 hrs				
> SUN Oct 10			0.00 hrs	0.00 hrs				
▼ MON Oct 11	11:59 am	To am	0.00	0.00	MON Oct 11	Department A	Benefits Man	
> TUE Oct 12			0.00 hrs	0.00 hrs				
> WED Oct 13			0.00 hrs	0.00 hrs				
> THU Oct 14			0.00 hrs	0.00 hrs				
> FRI Oct 15			0.00 hrs	0.00 hrs				
> SAT Oct 16			0.00 hrs	0.00 hrs				

⚠ Your timesheet view may vary based on the options enabled for your company. Please contact your manager if you have any questions.

3. Click on the drop-down arrow in the Projects field for the day/date you want to change cost center for and select the cost center.




02:40 PM (CDT)

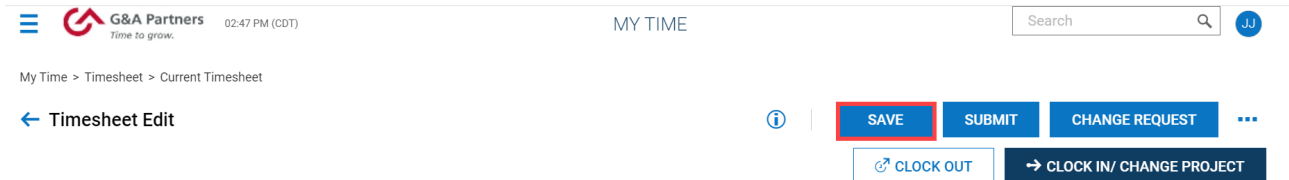
Date	From	To	Raw Total	Calc. Total	In Date	DEPARTMENT	PROJECTS	Time Entry Notes
> SUN Oct 3			0.00 hrs	0.00 hrs				
> MON Oct 4			0.00 hrs	0.00 hrs				
> TUE Oct 5			0.00 hrs	0.00 hrs				
> WED Oct 6			0.00 hrs	0.00 hrs				
> THU Oct 7			0.00 hrs	0.00 hrs				
> FRI Oct 8			0.00 hrs	0.00 hrs				
> SAT Oct 9			0.00 hrs	0.00 hrs				
> SUN Oct 10			0.00 hrs	0.00 hrs				
▼ MON Oct 11	11:59 am	To am	0.00	0.00	MON Oct 11	Department A	Benefits Man	
> TUE Oct 12			0.00 hrs	0.00 hrs				

⚠ Your Timesheet Edit screen might say “Department” or “Project;” this will vary based on your company.



 Time Entry Notes are optional. To add a note, click on the Time Entry Notes icon on the row of the time you are modifying. Enter your notes and then click the Save button.

#### 4. Click the Save button.



MY TIME

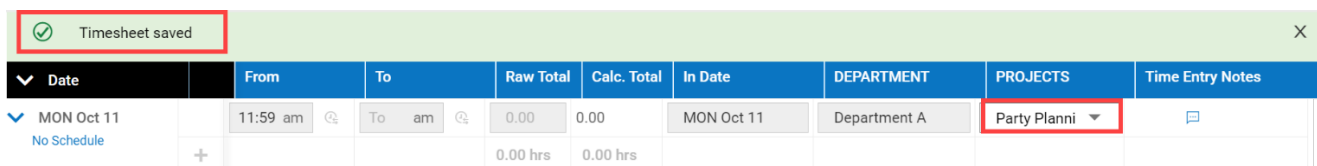
My Time > Timesheet > Current Timesheet

← Timesheet Edit

SAVE SUBMIT CHANGE REQUEST

CLOCK OUT CLOCK IN/ CHANGE PROJECT

A confirmation message will display letting you know that your timesheet has been corrected to the new Cost Center/Project that you have selected.



Timesheet saved

Date	From	To	Raw Total	Calc. Total	In Date	DEPARTMENT	PROJECTS	Time Entry Notes
MON Oct 11 No Schedule	11:59 am	To am	0.00	0.00	MON Oct 11	Department A	Party Planni	
			0.00 hrs	0.00 hrs				



## Review Your Timesheet

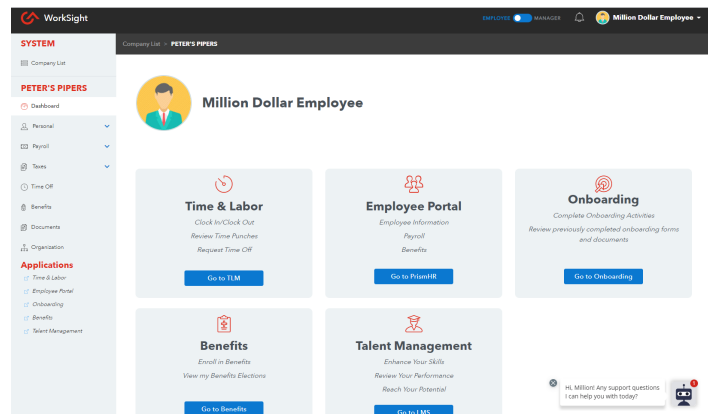
Before submitting your timesheet for approval, you should review it first to ensure all times and cost centers are accurate.

Follow the steps below to review your timesheet.

### 1. Log into WorkSight.



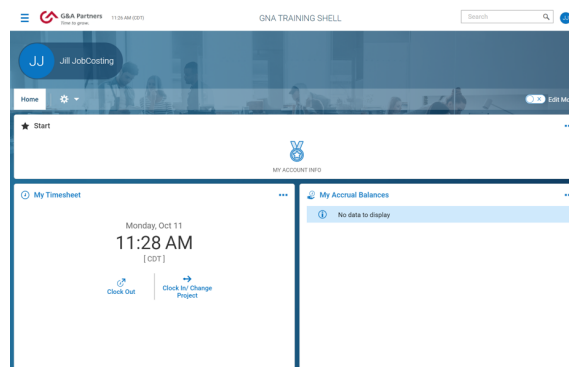
If you are logged into WorkSight but not Time and Labor Management (TLM), skip to step 2. If you are already logged into TLM, skip to step 3.



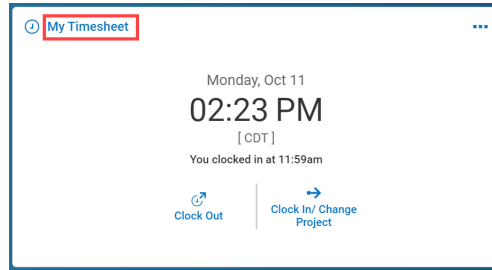
### 2. Click on the Time & Labor link from the Navigation Pane.



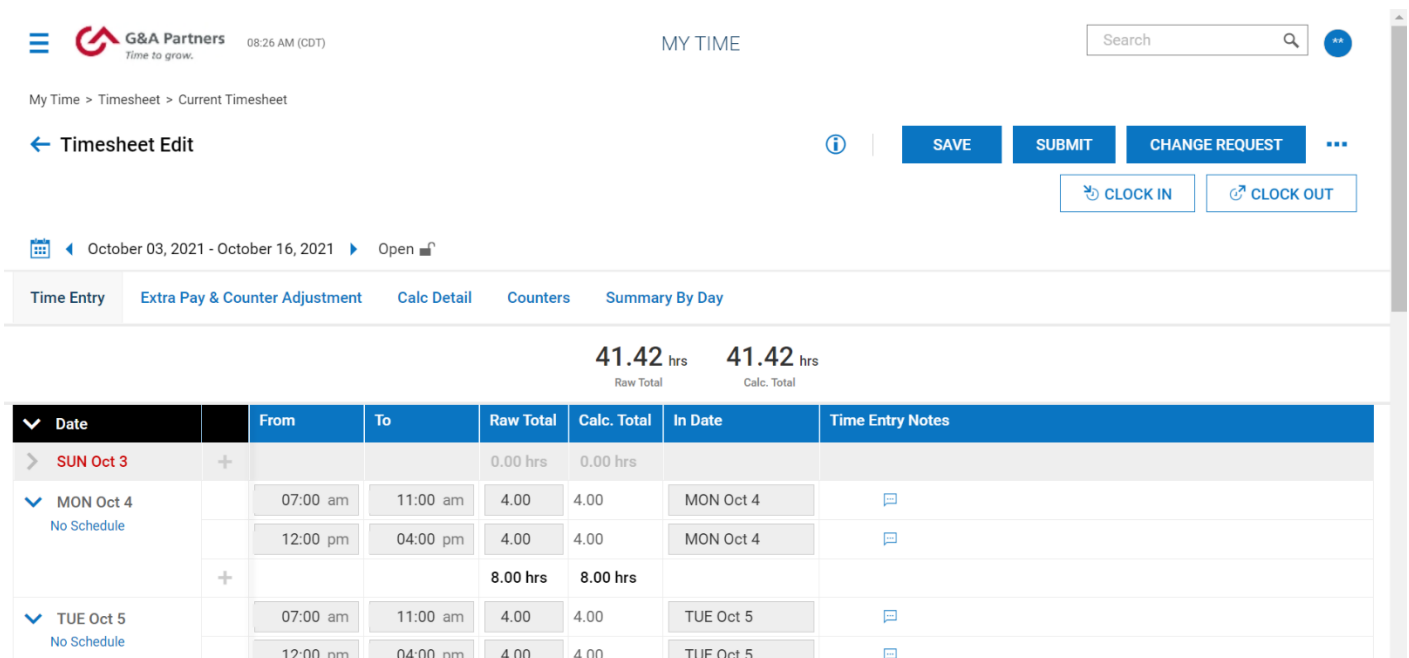
The TLM dashboard will display.




3. Click on the My Timesheet link.



Timesheet Edit will open.



▼ Date	From	To	Raw Total	Calc. Total	In Date	Time Entry Notes
> SUN Oct 3			0.00 hrs	0.00 hrs		
▼ MON Oct 4 No Schedule	07:00 am	11:00 am	4.00	4.00	MON Oct 4	
	12:00 pm	04:00 pm	4.00	4.00	MON Oct 4	
			8.00 hrs	8.00 hrs		
▼ TUE Oct 5 No Schedule	07:00 am	11:00 am	4.00	4.00	TUE Oct 5	
	12:00 pm	04:00 pm	4.00	4.00	TUE Oct 5	

 When you clock in, a time entry is created. When you clock out, the time entry will calculate the amount of time from the clock-in to the clock-out.

▼ Date	From	To	Raw Total	Calc. Total
▼ MON Oct 4	07:00 am	11:00 am	4.00	4.00

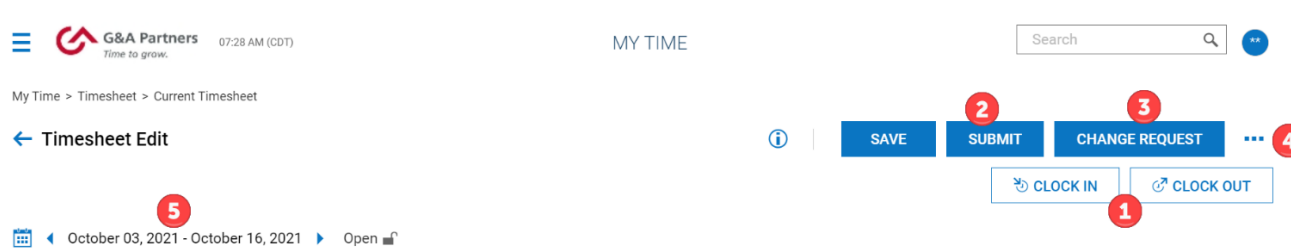


## Timesheet Edit

In Timesheet Edit, you can:

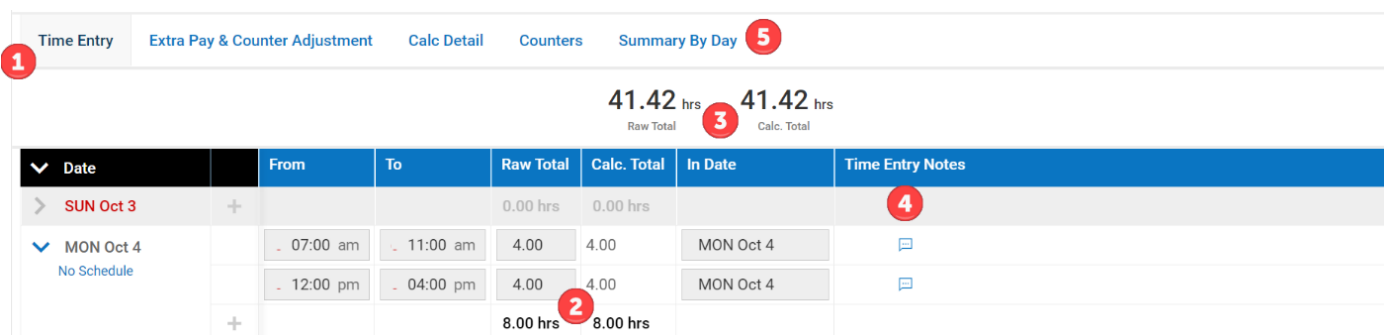
1. Clock in/clock out.
2. Submit your time for approval.
3. Submit a change request.
4. Review additional options such as print timesheet, or request time-off.
5. View past, current, and future pay periods. By default, the current pay period will display however, you can navigate to previous pay periods or advance to future pay periods using the arrows.

 You cannot enter work time for a future pay period.



Timesheet Edit also allows you to:

1. Open to time entry mode.
2. View the total number of hours worked per day and any incomplete punches.
3. View the total hours worked throughout the pay period.
4. Record any relevant notes for the date/time selected in the Time Entry Notes, if enabled.
5. Change to Summary By Day to view any incomplete punches, the total number of hours you worked per day, and the total number of hours you've worked throughout the pay period.



Time Entry	Extra Pay & Counter Adjustment	Calc Detail	Counters	Summary By Day		
41.42 hrs		41.42 hrs				
Raw Total		Calc. Total				
▼ Date	From	To	Raw Total	Calc. Total	In Date	Time Entry Notes
> SUN Oct 3			0.00 hrs	0.00 hrs		
▼ MON Oct 4	- 07:00 am	- 11:00 am	4.00	4.00	MON Oct 4	
No Schedule	- 12:00 pm	- 04:00 pm	4.00	4.00	MON Oct 4	
			8.00 hrs	8.00 hrs		



## Summary By Day

← Timesheet Edit SAVE SUBMIT CHANGE REQUEST ...

CLOCK IN CLOCK OUT

October 03, 2021 - October 16, 2021 Open

Time Entry Extra Pay & Counter Adjustment Calc Detail Counters **Summary By Day**

41.42 hrs 41.42 hrs  
Raw Total Calc. Total

Date	Incomplete	Calc Total	REGULAR (Counter)
SUN Oct 3	-	-	-
MON Oct 4	-	8.00	8.00
TUE Oct 5	-	8.00	8.00
WED Oct 6	-	8.00	8.00
THU Oct 7	-	7.50	7.50

If ...	Then ...
You would like to review a day in more detail.	Click on the date. Timesheet Edit will open to the specific timesheet where you can view your exact punch in/outs as well as the department(s) in which you worked, as applicable.
You have any changes to your punches.	You will need to submit a change request as you are unable to edit your timesheet. Refer to the Change Requests job aid.




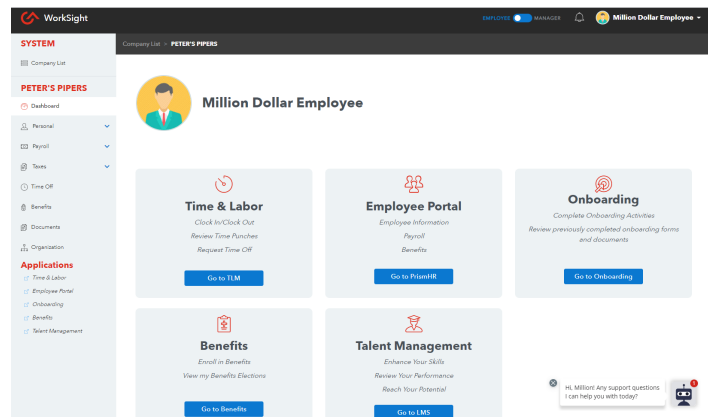
## Submit Change Requests

A Change Request is used to have corrections made to your work time. One example of a correction could be a missed punch. When a change request is submitted, it will route to your manager's mailbox.

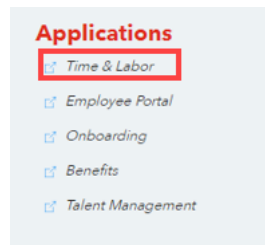
Follow the steps below to submit a change request.

**1. Log into WorkSight.**

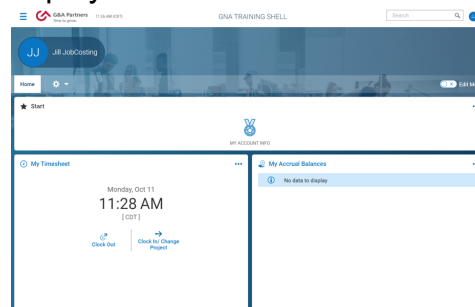
 If you are logged into WorkSight but not Time and Labor Management (TLM), skip to step 2. If you are already logged into TLM, skip to step 3.



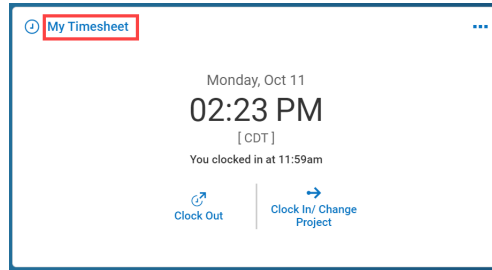
**2. Click on the Time & Labor link from the Navigation Pane.**



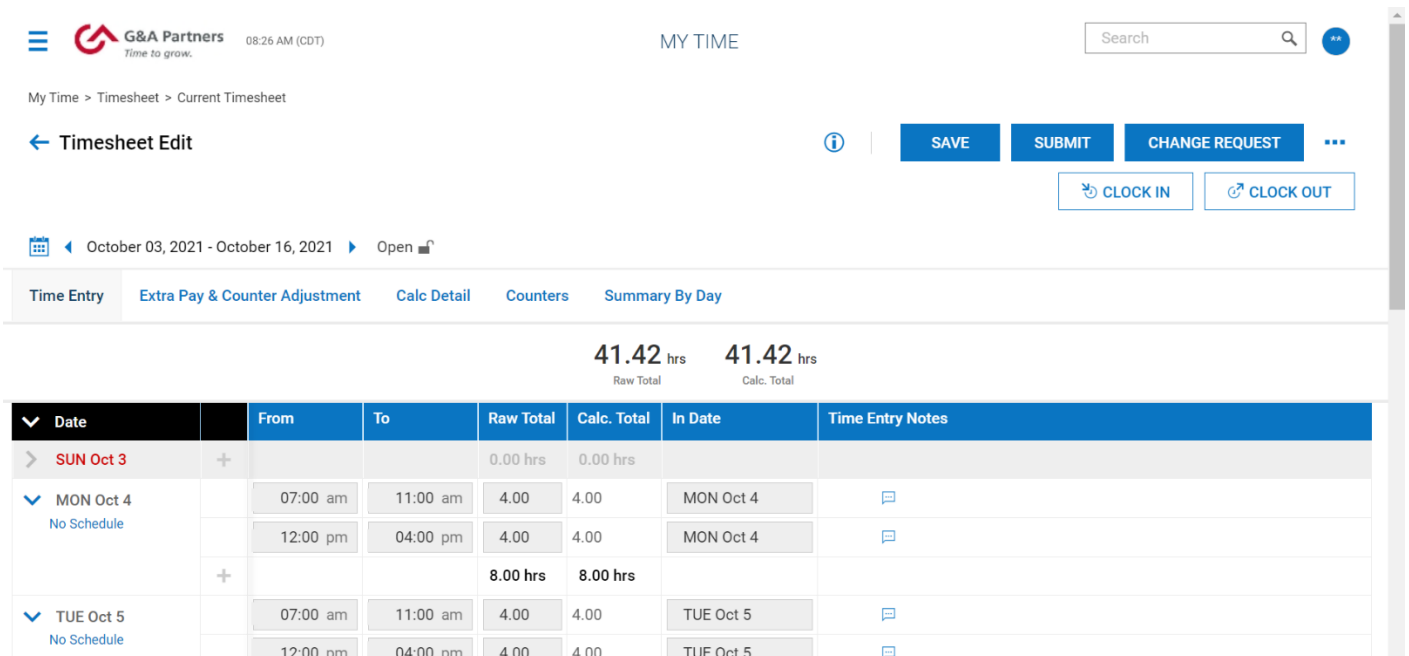
The TLM dashboard will display.



3. Click on the My Timesheet link.

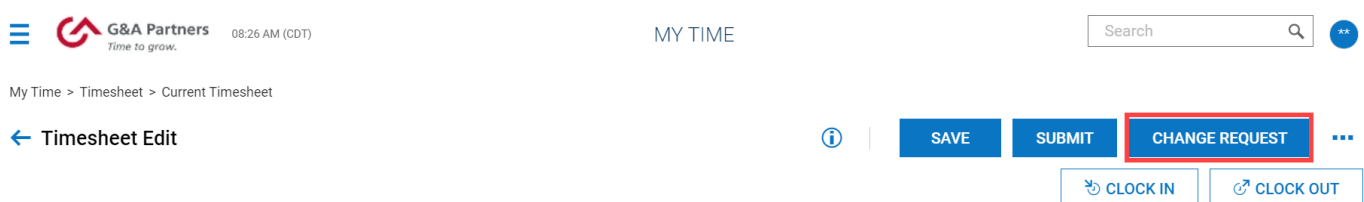


Timesheet Edit will open.



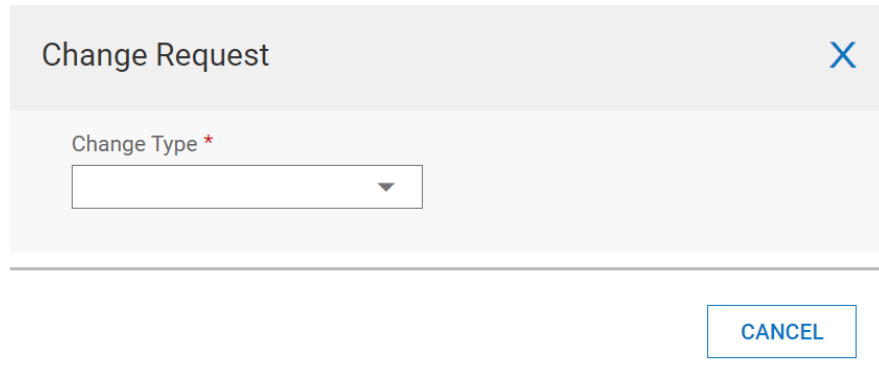
Date	From	To	Raw Total	Calc. Total	In Date	Time Entry Notes
SUN Oct 3			0.00 hrs	0.00 hrs		
MON Oct 4 No Schedule	07:00 am	11:00 am	4.00	4.00	MON Oct 4	
	12:00 pm	04:00 pm	4.00	4.00	MON Oct 4	
			8.00 hrs	8.00 hrs		
TUE Oct 5 No Schedule	07:00 am	11:00 am	4.00	4.00	TUE Oct 5	
	12:00 pm	04:00 pm	4.00	4.00	TUE Oct 5	

4. Click the Change Request button.



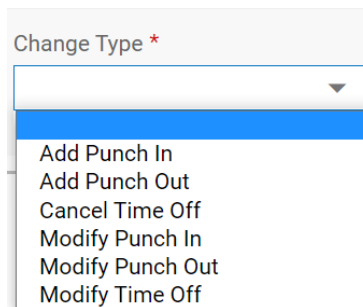



The Change Request form will display.



The screenshot shows a modal window titled "Change Request" with a close button (X) in the top right corner. Below the title bar is a "Change Type \*" dropdown menu. A "CANCEL" button is located at the bottom right of the modal.

5. Click the drop-down arrow in the Change Type field and select a Change Type.

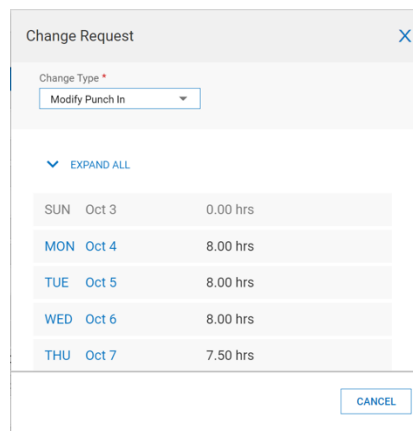


This close-up shows the "Change Type \*" dropdown menu with the following options listed:

- Add Punch In
- Add Punch Out
- Cancel Time Off
- Modify Punch In
- Modify Punch Out
- Modify Time Off

Change Type	Description
Add Punch In	Add a missing punch in
Add Punch Out	Add a missing punch out
Cancel Time Off	Cancel a time off request
Modify Punch In	Change a punch in
Modify Punch Out	Change a punch out
Modify Time Off	Change a time off request

6. Click on the date.



This screenshot shows the "Change Request" form with "Modify Punch In" selected in the dropdown. Below the dropdown is an "EXPAND ALL" link. A table displays the following data:

Day	Date	Hours
SUN	Oct 3	0.00 hrs
MON	Oct 4	8.00 hrs
TUE	Oct 5	8.00 hrs
WED	Oct 6	8.00 hrs
THU	Oct 7	7.50 hrs

A "CANCEL" button is located at the bottom right of the form.



7. Click on the arrow of the time entry you want changed.

Change Request
✕

WED Oct 6	8.00 hrs
THU Oct 7	7.50 hrs

07:30 am - 11:00 am (3.50 hrs) ➤

---

12:00 pm - 04:00 pm (4.00 hrs) ➤

8. Enter the correct time and comments.

Change Request
✕

Change Type \*

Modify Punch In
▼

Thu, Oct 7 ← BACK TO LIST

From *	To	Total
<span style="border: 1px solid red; padding: 2px;">07:00</span> <span style="margin-left: 5px;">am</span> <span style="font-size: 0.8em;">⌄</span>	11:00 <span style="margin-left: 5px;">am</span> <span style="font-size: 0.8em;">⌄</span>	4.00

Comment

The web clock was down when I tried to clock in at 7; please update my time from 7:30 to 7:00.

 Comments are required. Be sure to enter clear comments for all change requests.

9. Click the Submit Changes button.

Change Request
✕

Change Type \*

Modify Punch In
▼

Thu, Oct 7 ← BACK TO LIST

From *	To	Total
07:00 <span style="margin-left: 5px;">am</span> <span style="font-size: 0.8em;">⌄</span>	11:00 <span style="margin-left: 5px;">am</span> <span style="font-size: 0.8em;">⌄</span>	4.00

Comment

The web clock was down when I tried to clock in at 7; please update my time from 7:30 to 7:00.

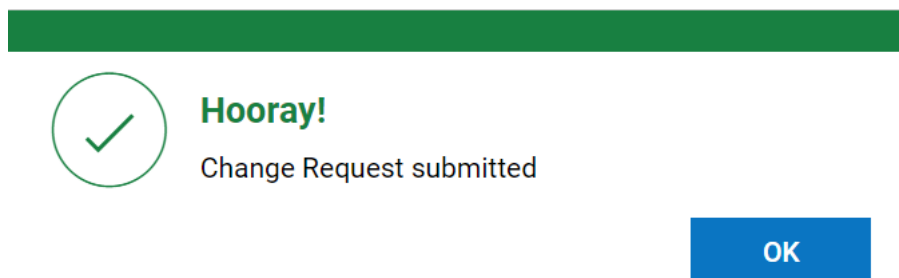
⊗  
Clear


CANCEL


SUBMIT CHANGES



10. Click the OK button in the dialog box and it will close along with the Change Request form.



 The change request routes to your manager's mailbox for review & processing (reject or approval). After your manager approves a change request, the time entry is automatically updated and will display "e" in the time entry.

▼ Date		From	To	Raw Total	Calc. Tot
▼ THU Oct 7		e 07:00 am	- 11:00 am	4.00	4.00




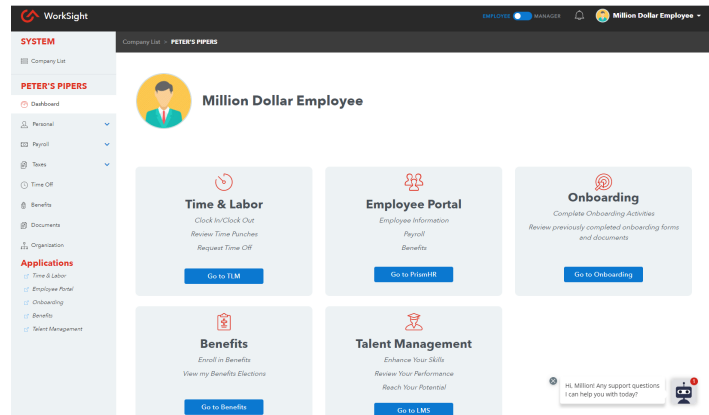
## Submit Your Timesheet

Timesheets should be submitted at the end of each pay period to ensure prompt processing. Upon submission, an 'Approve/Reject Timesheet' request routes to your manager's mailbox.

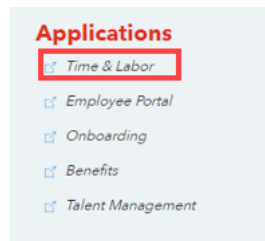
Follow the steps below to submit your timesheet.

**1. Log into WorkSight.**

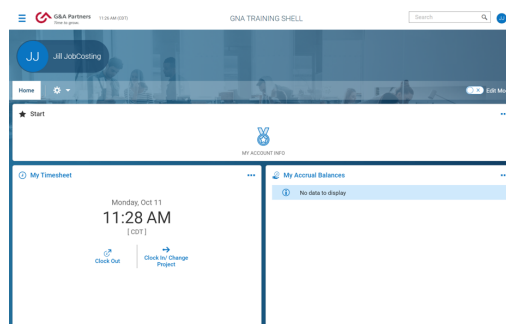
 If you are logged into WorkSight but not Time and Labor Management (TLM), skip to step 2. If you are already logged into TLM, skip to step 3.



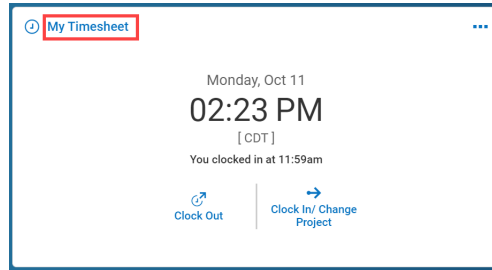
**2. Click on the Time & Labor link from the Navigation Pane.**



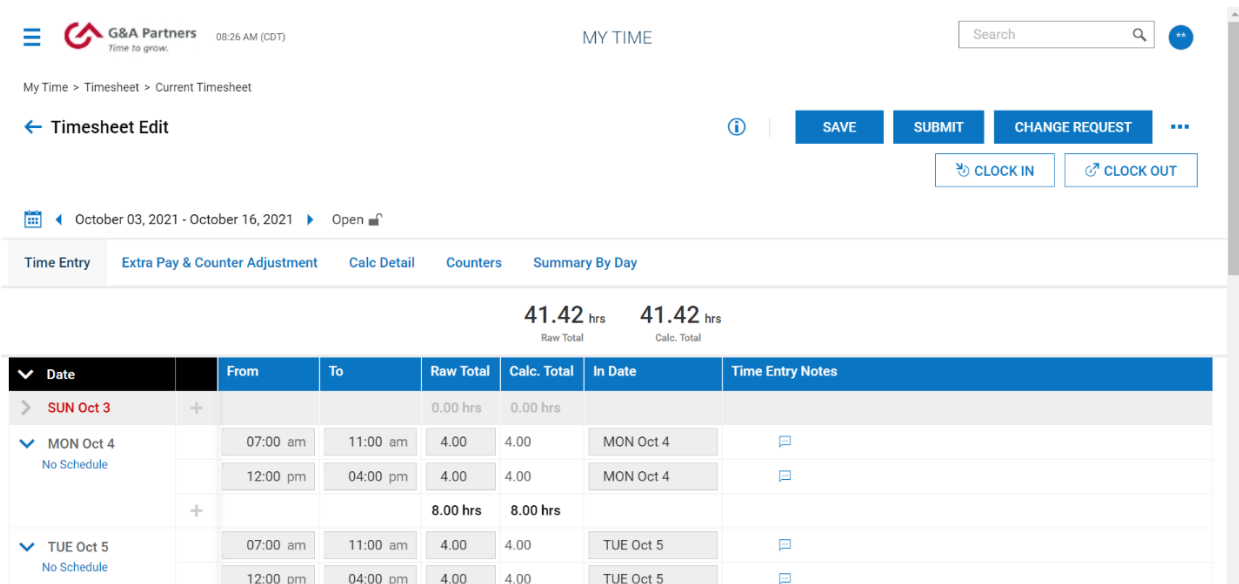
The TLM dashboard will display.



3. Click on the My Timesheet link.




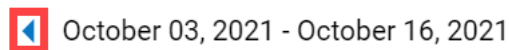
Timesheet Edit will open.



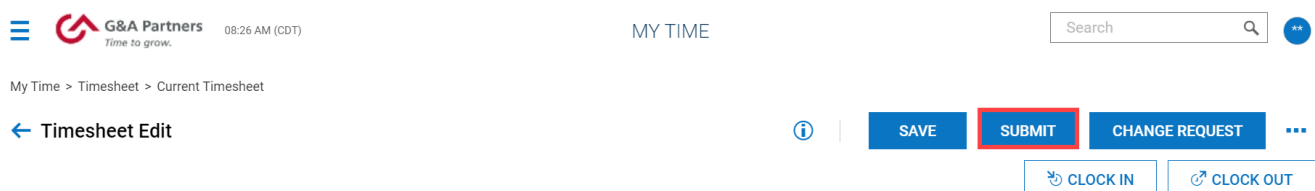
41.42 hrs Raw Total    41.42 hrs Calc. Total

Date	From	To	Raw Total	Calc. Total	In Date	Time Entry Notes
SUN Oct 3			0.00 hrs	0.00 hrs		
MON Oct 4 <i>No Schedule</i>	07:00 am	11:00 am	4.00	4.00	MON Oct 4	
	12:00 pm	04:00 pm	4.00	4.00	MON Oct 4	
			<b>8.00 hrs</b>	<b>8.00 hrs</b>		
TUE Oct 5 <i>No Schedule</i>	07:00 am	11:00 am	4.00	4.00	TUE Oct 5	
	12:00 pm	04:00 pm	4.00	4.00	TUE Oct 5	

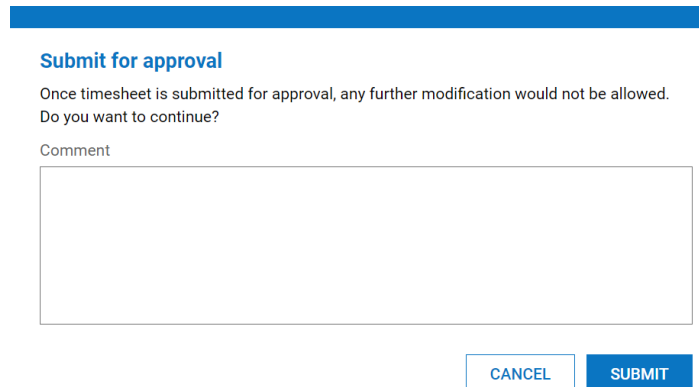
 The current pay period will display. If you want to navigate to a previous pay period, click the left arrow next to the date.



4. Click the Submit button.





The Submit for Approval form will display.



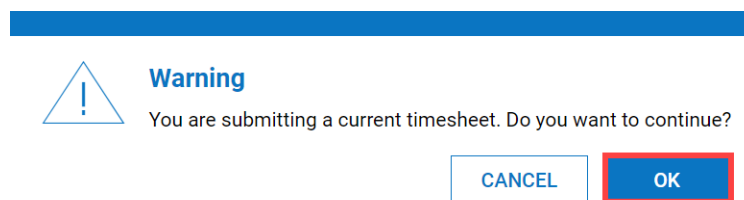
**Submit for approval**


Once timesheet is submitted for approval, any further modification would not be allowed.  
Do you want to continue?

Comment


 Comments are optional.

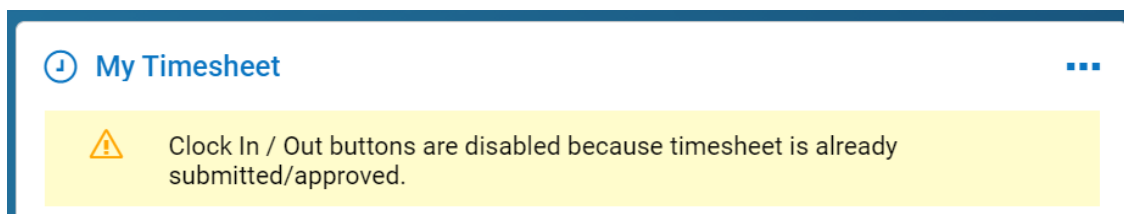
5. Click the Submit button. When the Warning dialog box appears, click the OK button.






 **Warning**

You are submitting a current timesheet. Do you want to continue?

 A message will display on your My Timesheet widget:



 **My Timesheet** 

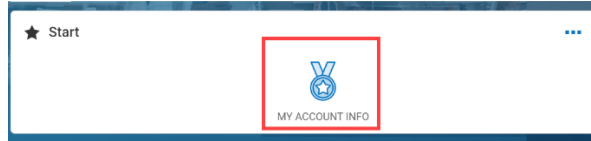
 Clock In / Out buttons are disabled because timesheet is already submitted/approved.

## Timesheet Change Request History

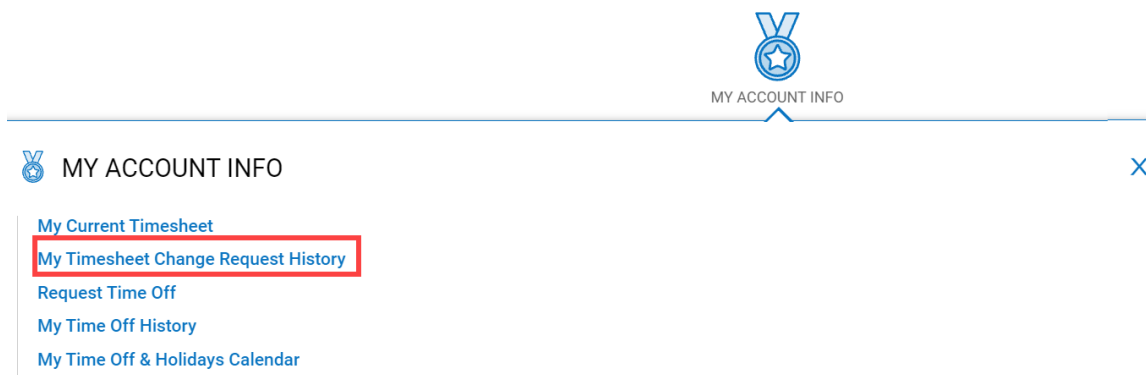
A record is maintained for all Change Requests submitted.

Follow the steps below to view your Change Request History.


1. Click on the My Account Info icon on your Time and Labor Management (TLM) dashboard.



2. Click the My Timesheet Change Request History link.





The Timesheet Change Requests report will display.


**G&A Partners** 08:57 AM (CDT) MY TIME

My Time > Timesheet > Change Requests

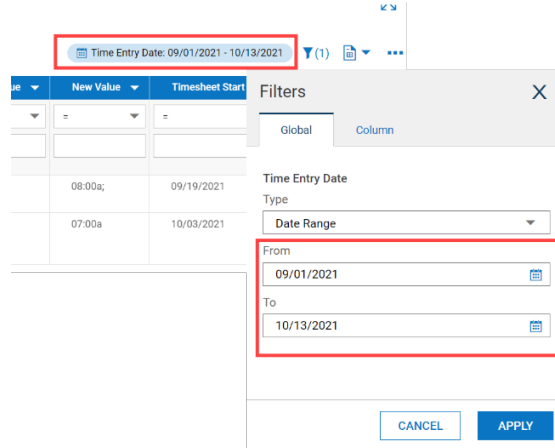
← Timesheet Change Requests

Page 1 of 1 1 - 2 of 2 Rows Saved: [System] Time Entry Date: 09/01/2021 - 10/13/2021

	↑ Time Entry Date	Request Type	Action Type	Status	Field	Old Value	New Value	Timesheet Start	Timesheet End
	=	=	=	=	=	=	=	=	=
	09/20/2021	Add Punch In	Add Punch	Approved			08:00a;	09/19/2021	10/02/2021
	10/07/2021	Modify Punch In	Change Field	Approved	Start Time	07:30a	07:00a	10/03/2021	10/16/2021



If ...	Then ...
You want to filter by date range.	<ol style="list-style-type: none"> <li>1. Click on the Time Entry Date.</li> <li>2. Select your dates and click the Apply button.</li> </ol>






## Absence Management

Absence Management is the process of managing your time-off in SaaShr, G&A Partners' Time and Labor Management system. SaaShr allows you to easily view and approve/reject time-off requests, as well as view time-off counts and accrual history in detail.

This chapter provides guidance on how to request and record your time off, review your time-off balances, and apply related functionality.

This chapter provides information on how to:


- View Your Time-Off Balances and Accruals
- Submit a Time-Off Request
- View Time-Off History
- Modify a Time-Off Request
- Request a Time-Off Modification
- View Your Personal Time-Off Calendar

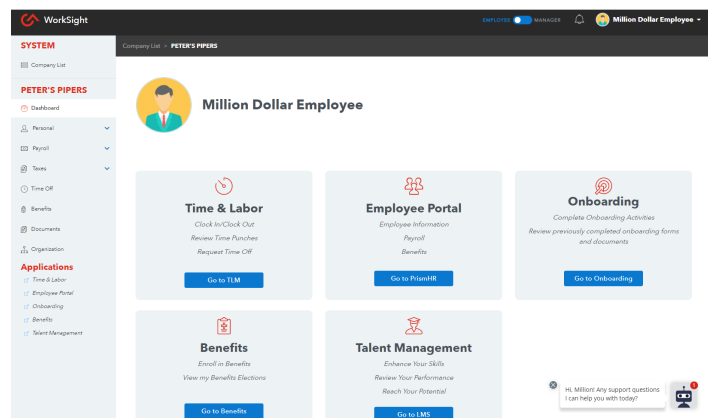
 The examples shown in this chapter may not exactly reflect your view within SaaShr. Your available functions are dependent on the configuration chosen by your company and may vary from what is shown here. If you have questions regarding your access, please contact your immediate supervisor.

## View Your Time-Off Balance and Accruals

Follow the steps below to view your time-off balances.

1. Log into WorkSight.

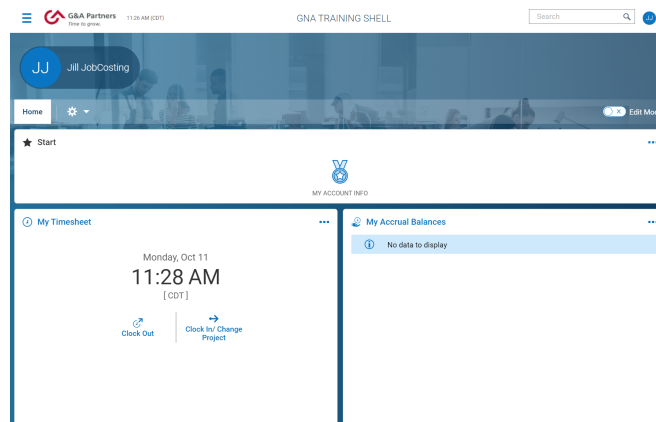
 If you are logged into WorkSight but not Time and Labor Management (TLM), skip to step 2. If you are already logged into TLM, skip to step 3.



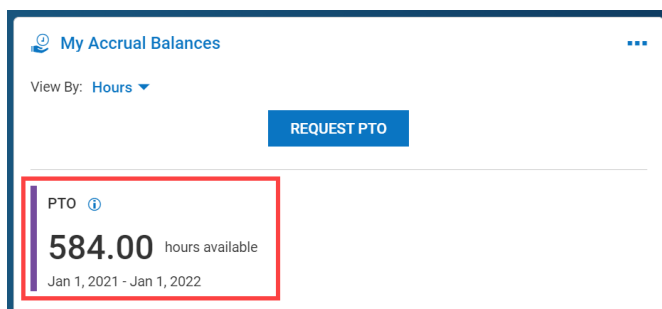
2. Click on the Time & Labor link from the Navigation Pane.



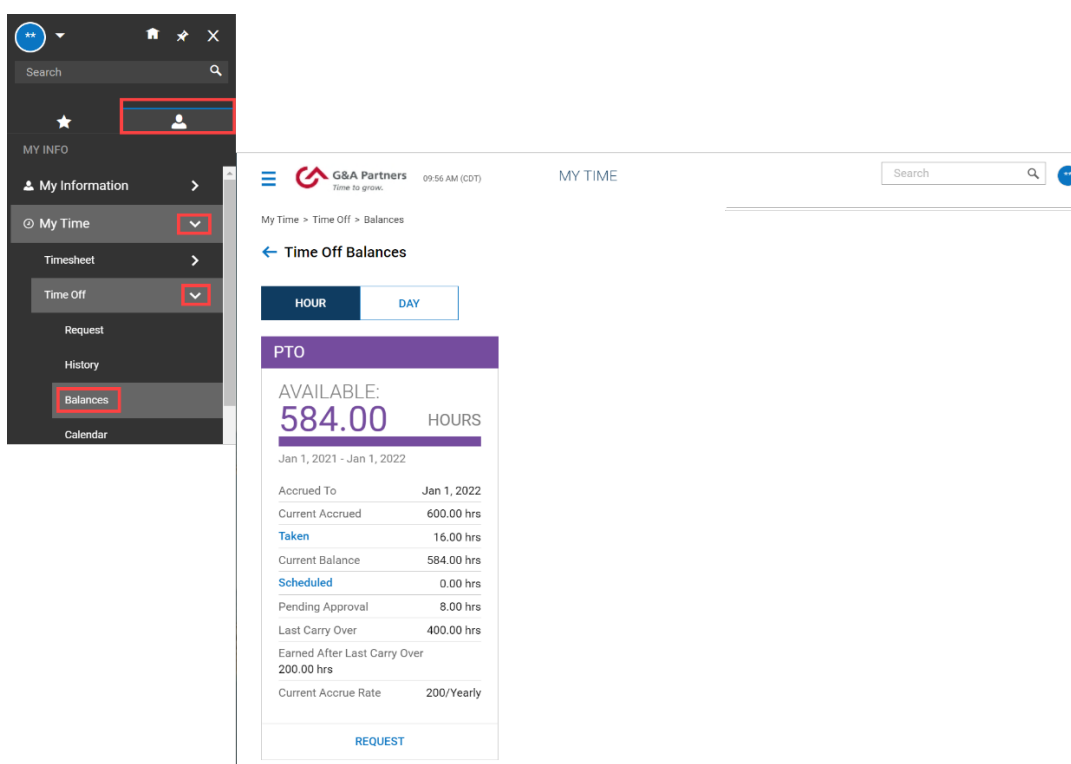
The TLM dashboard will display.





- a. If your TLM dashboard has been configured to display the ‘My Accrual Balances’ widget, your time-off balance will be displayed in the widget.



- b. If your TLM dashboard does not contain the ‘My Accrual Balances’ widget, navigate to Time Off Balances via the Side Menu > My Info > My Time > Time Off > Balances. Here, you will be able to see a summary of accruals, your usage, and current balances for each time-off type available to you (i.e. PTO, Sick), etc.



 You can view your time-off information in “Hours” or “Days” by clicking the “HOUR/DAY” toggle button.


 The type of time-off plans available to you is based on your company’s setup.

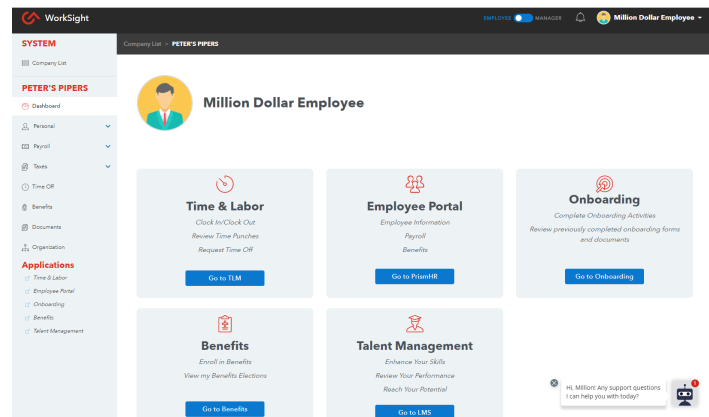


## Submit a Time-Off Request

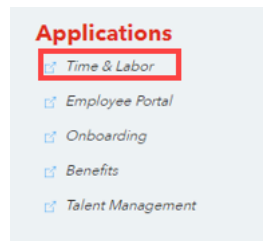
Follow the steps below to request time-off.

### 1. Log into WorkSight.

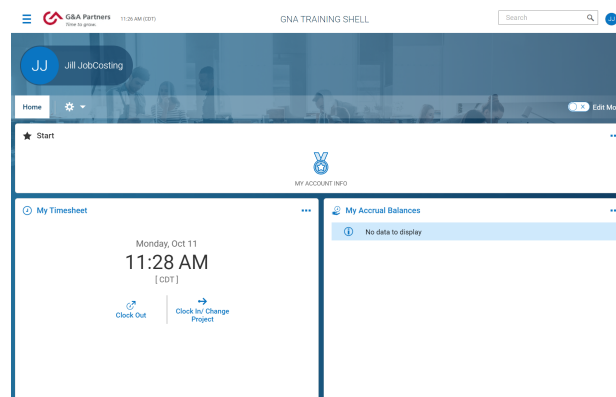
 If you are logged into WorkSight but not Time and Labor Management (TLM), skip to step 2. If you are already logged into TLM, skip to step 3.



### 2. Click on the Time & Labor link from the Navigation Pane.

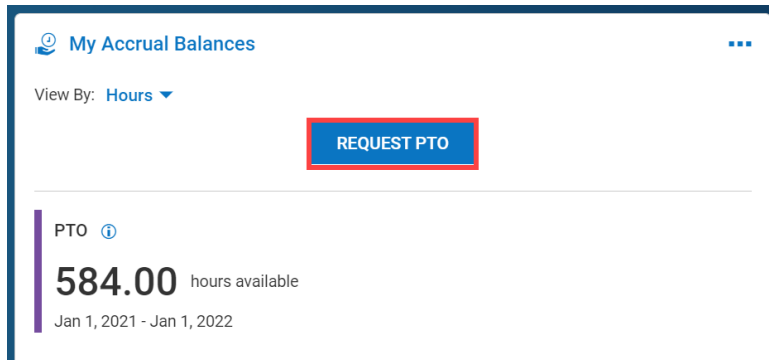


The TLM dashboard will display.



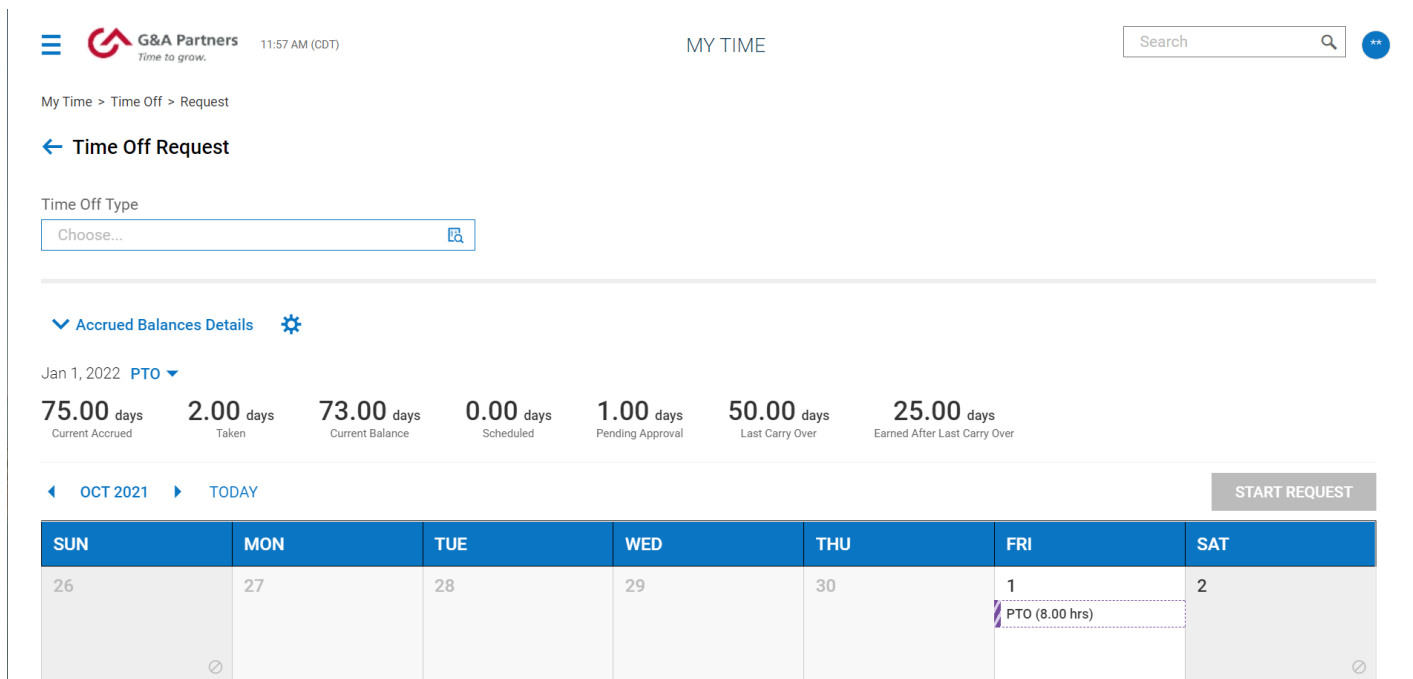
### 3. Request PTO

- a. If your TLM dashboard has been configured to display the 'My Accrual Balances' widget, then your time-off request button will be displayed in the widget. Click the Request PTO button.



- b. If your TLM dashboard does not contain the 'My Accrual Balances' widget, navigate to Time Off via the Side Menu > My Info > My Time > Time Off > Request.

The Time Off Request screen will display.



MY TIME

My Time > Time Off > Request

← Time Off Request

Time Off Type  
Choose...

▼ Accrued Balances Details ⚙️

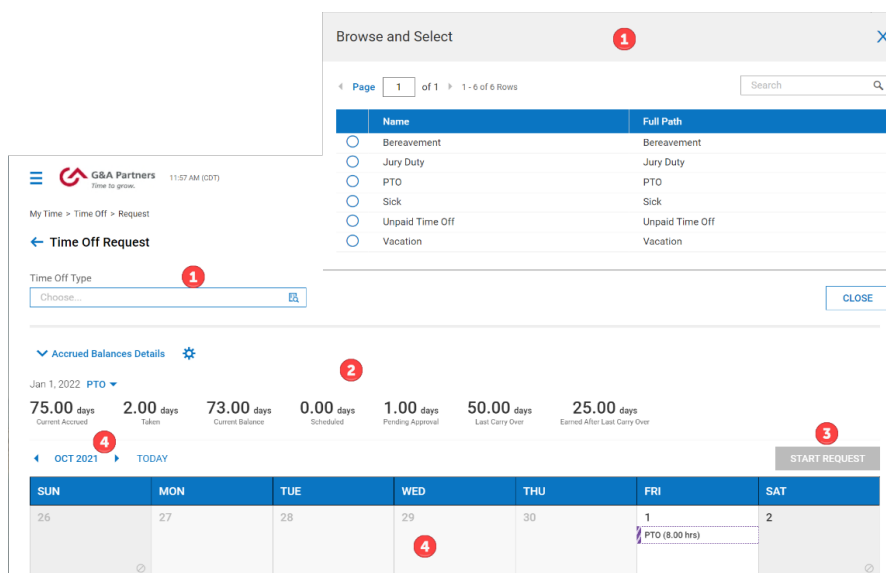
Jan 1, 2022 PTO ▼

<b>75.00</b> days Current Accrued	<b>2.00</b> days Taken	<b>73.00</b> days Current Balance	<b>0.00</b> days Scheduled	<b>1.00</b> days Pending Approval	<b>50.00</b> days Last Carry Over	<b>25.00</b> days Earned After Last Carry Over
--------------------------------------	---------------------------	--------------------------------------	-------------------------------	--------------------------------------	--------------------------------------	---

← OCT 2021 ▶ TODAY START REQUEST

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1 PTO (8.00 hrs)	2






Part	Field/Button/Section	Description
1	Time Off Type	A list of time-off types available to you.
2	Accrued Balances Detail	Displays the time off plan(s) with a breakdown of: <ul style="list-style-type: none"> <li>• <b>Current Accrued</b> – displays how many hours, per time off, you’ve accrued up to the current date. “Days” will calculate your hours into equivalent workdays.</li> <li>• <b>Taken</b> – Automatically updates the number of hours you’ve already taken off for each type of time-off.</li> <li>• <b>Current Balance</b> – Calculates how many hours you have left after the number of hours you’ve already requested/taken off.</li> <li>• <b>Scheduled</b> – Displays the number of hours you have scheduled. These are hours that have been requested but have not been taken.</li> <li>• <b>Pending Approval</b> – Displays how many hours you have requested off, but your manager has not yet approved.</li> <li>• <b>Last Carry Over</b> – If the time-off plan you are viewing allows for carryover, this field will list the amount you carried over on the last carry over date.</li> <li>• <b>Earned After Last Carry Over</b> – Displays the number of hours accrued since the last carry over.</li> </ul>
3	Start Request button	After selecting the time-off type, click this button to continue the time-off request.
4	Time Off Calendar	The Time Off Calendar defaults to the current month/year and will display all time-off requests, pending and approved. The calendar also allows you to view previous months/years and future months/year.



- Click the Browse icon inside the Time Off Type field, then click inside the radio button for the time-off type you want to request.

← Time Off Request


Time Off Type  
Choose... 

Browse and Select X

Page 1 of 1 1 - 6 of 6 Rows Search

	Name	Full Path
<input type="radio"/>	Bereavement	Bereavement
<input type="radio"/>	Jury Duty	Jury Duty
<input type="radio"/>	PTO	PTO
<input type="radio"/>	Sick	Sick
<input type="radio"/>	Unpaid Time Off	Unpaid Time Off
<input type="radio"/>	Vacation	Vacation

[CLOSE](#)

 Selection will automatically close the Browse and Select form and auto populate the Time Off Type field.


← Time Off Request

Time Off Type


PTO 

- Click the Start Request button.

← Time Off Request

Time Off Type  
PTO 

---

▼ [Accrued Balances Details](#) 

Jan 1, 2022 [PTO](#) ▼

75.00 days <small>Current Accrued</small>	2.00 days <small>Taken</small>	73.00 days <small>Current Balance</small>	0.00 days <small>Scheduled</small>	1.00 days <small>Pending Approval</small>	50.00 days <small>Last Carry Over</small>	25.00 days <small>Earned After Last Carry Over</small>
--	-----------------------------------	--	---------------------------------------	--	--	---

← OCT 2021 ▶ TODAY **START REQUEST**

The Request Time Off form will display.



## 6. Select a Request Type.

Request Time Off
✕

Time Off Type \*

Request Type \*


▼

- Full Day
- Multiple Days
- Partial Day (Start/Stop)

Comment

CANCEL
SUBMIT REQUEST

Request Type	Description
Full Day	This option allows you to request one full workday off (i.e. <i>DATE: 10/13/2021</i> ).
Multiple Days	This option allows you to request off for as many workdays as you wish (i.e. <i>date: 10/13/2021 to 10/15/2021</i> ).
Partial Day (Start/Stop)	Enter a Date, start time in the “From” field and stop time in the “To” field. This will allow you to have off these specific hours for the date entered. TLM will calculate the total number hours for you (i.e. <i>DATE: 10/13/2021, FROM: 1:00p TO: 3:00p</i> ).

 Comments are optional.

## 7. Click the Submit Request button.

Request Time Off
✕

Time Off Type \*

Request Type \*

▼

- Full Day

Date \*

Total

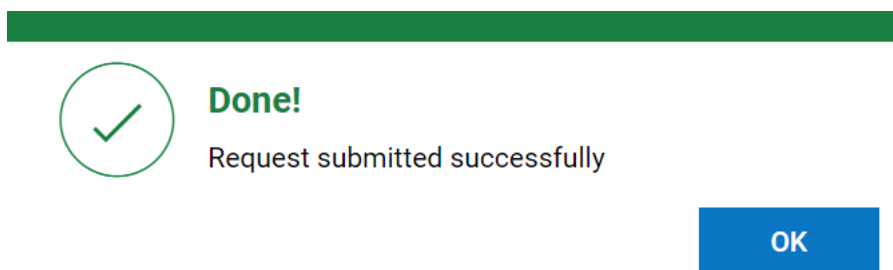
Comment

CANCEL
SUBMIT REQUEST

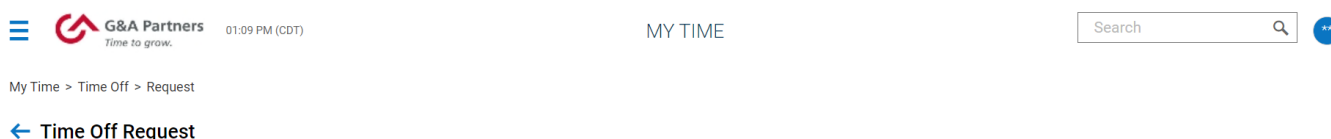




8. Click the OK button in the confirmation dialog box.



Upon successful submission of a time-off request, the request will display on your Time Off Calendar as pending. The request routes to your manager’s mailbox for review and processing.



← OCT 2021 → TODAY START REQUEST

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1 PTO (8.00 hrs)	2
3	4	5	6	7	8	9
10	11	12	13	14 PTO (8.00 hrs)	15	16

Once the time-off request has been approved, it will display on your Time Off Calendar with a solid color.

SUN	MON	TUE	WED	THU	FRI	SAT
10	11	12	13	14 PTO (8.00 hrs)	15	16

 The color varies and can be customized.



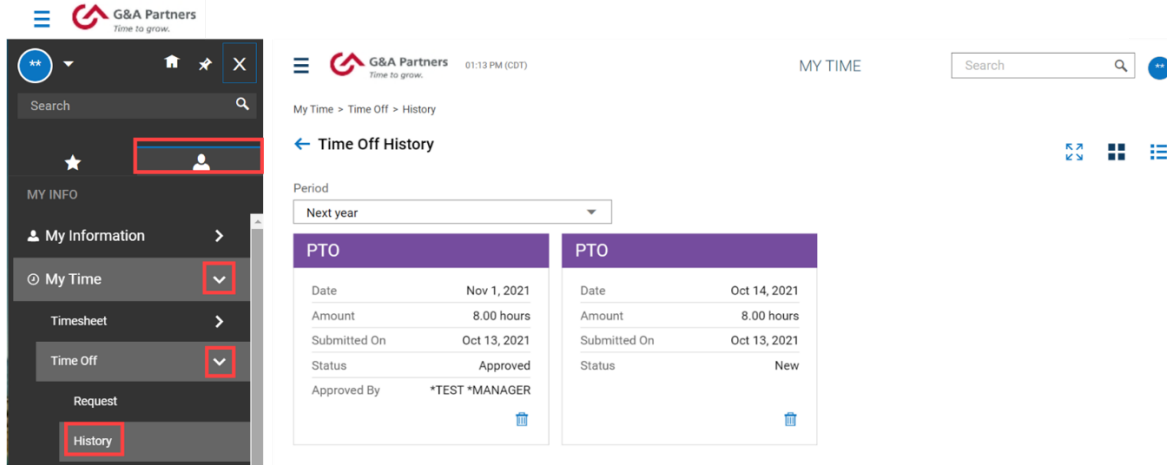
## Time-Off History

To check the status of a time-off request, follow the steps listed below.

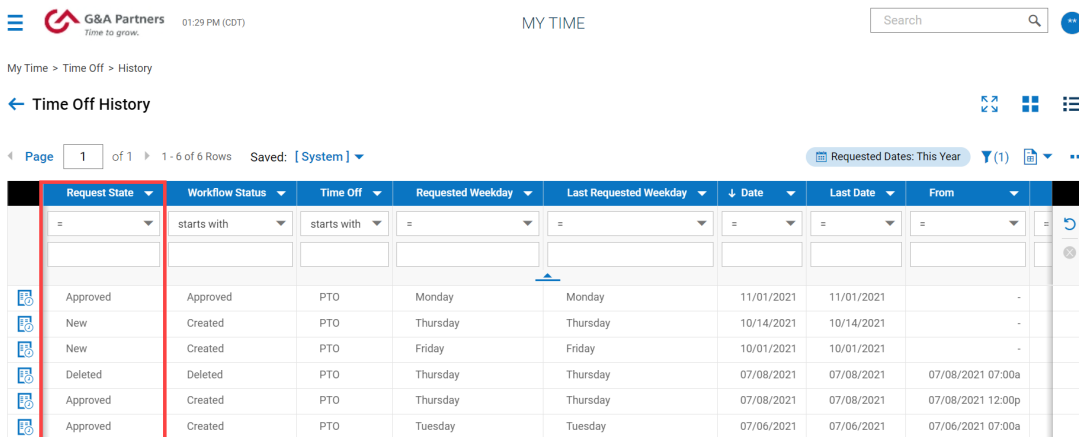
1. Navigate to My Info > My Time > Time Off > History from the Time and Labor Management (TLM) dashboard.

 If you not logged into TLM, login to WorkSight, navigate to TLM, and complete step one.

Time Off History will display.



 To access the Time Off History report, click the menu  icon.




Request State	Workflow Status	Time Off	Requested Weekday	Last Requested Weekday	Date	Last Date	From
Approved	Approved	PTO	Monday	Monday	11/01/2021	11/01/2021	-
New	Created	PTO	Thursday	Thursday	10/14/2021	10/14/2021	-
New	Created	PTO	Friday	Friday	10/01/2021	10/01/2021	-
Deleted	Deleted	PTO	Thursday	Thursday	07/08/2021	07/08/2021	07/08/2021 07:00a
Approved	Created	PTO	Thursday	Thursday	07/08/2021	07/08/2021	07/08/2021 12:00p
Approved	Created	PTO	Tuesday	Tuesday	07/06/2021	07/06/2021	07/06/2021 07:00a

Request State	Description
Approved	The time-off request has been approved.
New	A time-off request has been submitted.
Deleted	A time-off request has been deleted.



## Modify a Time-Off Request

After submitting a time-off request, you can modify (change or delete) if it has not been approved or deleted. The ability for you to modify a time-off request may or may not be allowed by your company. If it is not allowed within Time and Labor Management (TLM), your company will notify you of the process to modify a request.

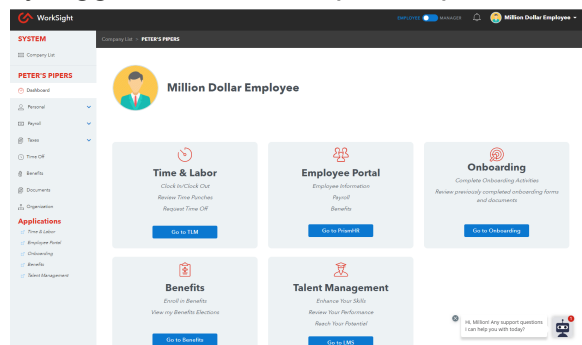
 If your time-off has been approved, you must submit a “Timesheet Change Request” to make modifications. You are only able to modify a time-off request if it is still in the “New” status.

Follow the steps below on to modify a “New” time-off request.

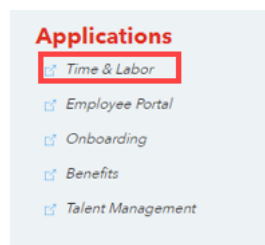
### 1. Log into WorkSight.



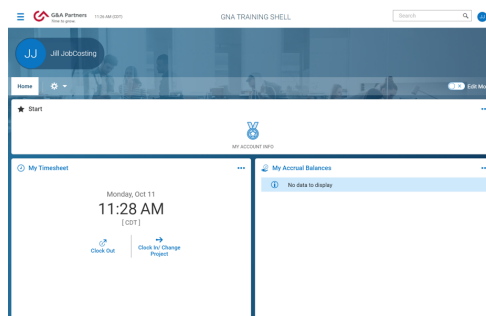
If you are logged into WorkSight but not Time and Labor Management (TLM), skip to step 2. If you are already logged into TLM, skip to step 3.



### 2. Click on the Time & Labor link from the Navigation Pane.

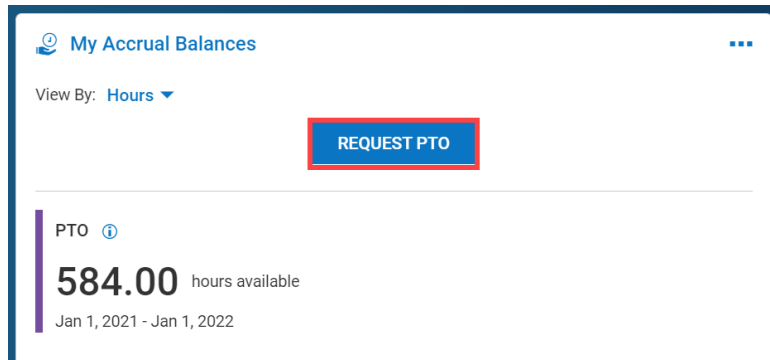


The TLM dashboard will display.



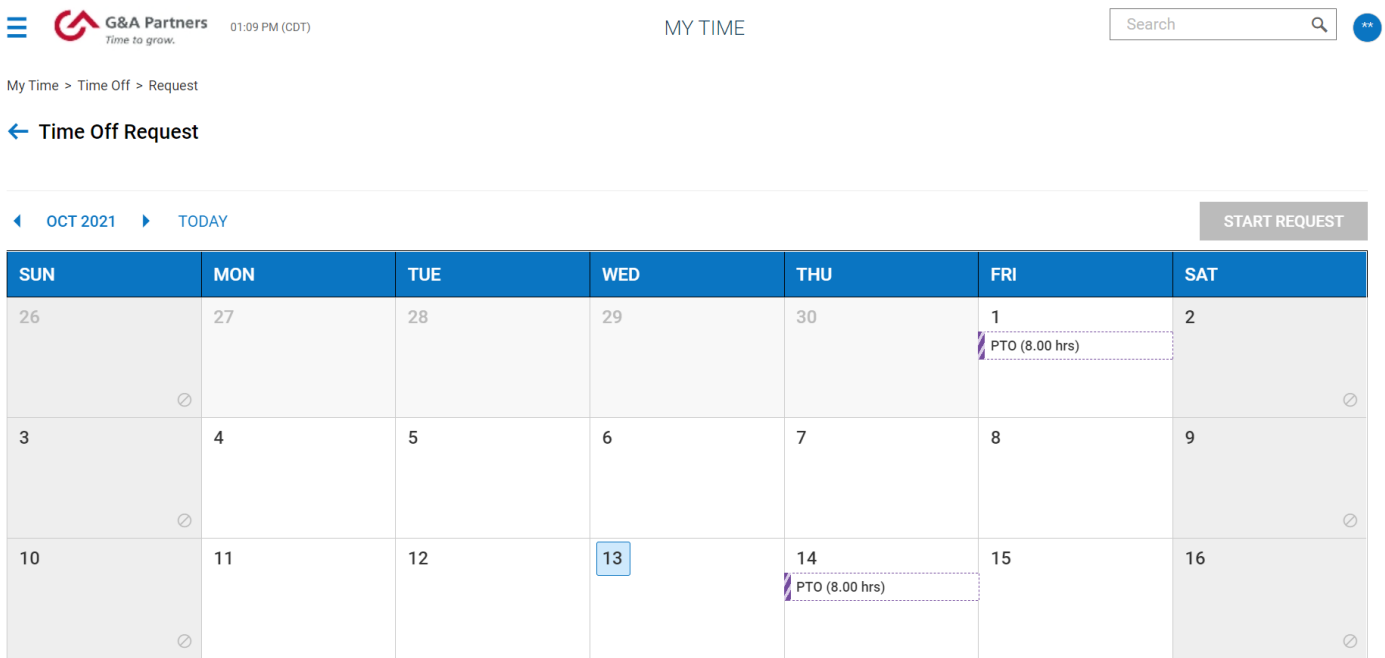
### 3. Request PTO

- a. If your TLM dashboard has been configured to display the 'My Accrual Balances' widget, then your time-off request button will be displayed in the widget. Click the Request PTO button.



- b. If your TLM dashboard does not contain the 'My Accrual Balances' widget, navigate to Time Off via the Side Menu > My Info > My Time > Time Off > Request.

The Time Off Request screen will display.



MY TIME


Search

My Time > Time Off > Request

← Time Off Request

START REQUEST

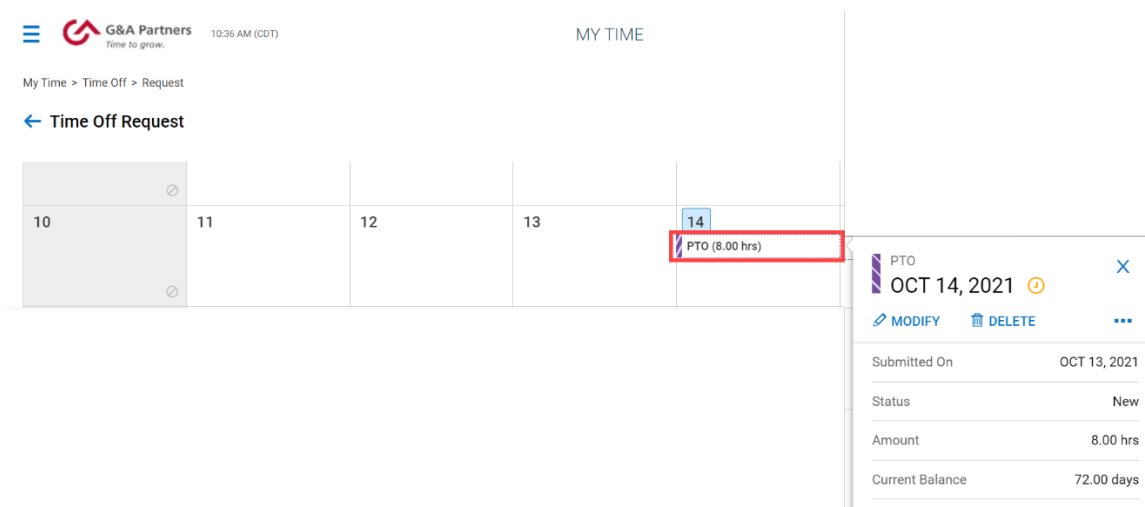
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1 PTO (8.00 hrs)	2
3	4	5	6	7	8	9
10	11	12	13	14 PTO (8.00 hrs)	15	16


 The time-off calendar in the image above, shows two time-off requests in a Request State of "New."



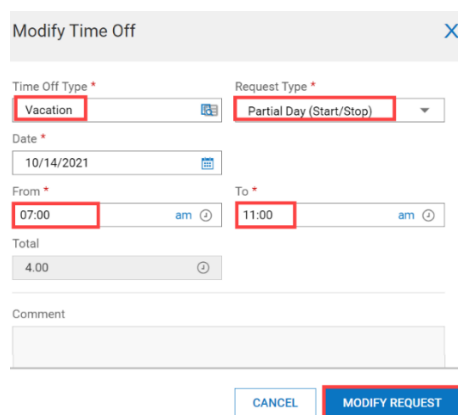
If ...	Then ...
The time-off request has a request status of 'New.'	It can be modified (changed or deleted).
The time-off request has a request status of 'Approved.'	A modification must be made via a Timesheet Change Request and approved by your manager.


**4. Click on the day of the time-off request.**



 If you want to change the Time Off type, and/or Request Type, and/or Date, continue to step 5. If you want to delete the time-off request, skip to step 6.

**5. Make the changes to the time-off request and click the Modify Request button.**



 In the image above, the Time Off Type and Request Type has been changed; you have the option to change all or just one based on the modification you want to make. After submitting the modification, a confirmation dialog box will display.





**Done!**  
Request modified successfully

OK

The modification will be visible on your Time Off Calendar and will route to your manager's mailbox for review and processing.

My Time > Time Off > Request

← Time Off Request

10	11	12	13	14 Vacation (4.00 hrs)
----	----	----	----	---------------------------

6. Click on the day of the time-off request that you want to delete and click the Delete icon.

My Time > Time Off > Request

← Time Off Request

10	11	12	13	14 Vacation (4.00 hrs)	15	16
17	18	19	20	21	<div data-bbox="1096 1144 1437 1407"> <p>Vacation OCT 14, 2021</p> <p>MODIFY DELETE</p> <p>Submitted On: OCT 13, 2021</p> <p>Status: New</p> <p>Amount: 4.00 hrs</p> </div>	
24	25	26	27	28		

Click the Delete button in the Delete Time Off request dialog box.



**Delete Time Off request?**

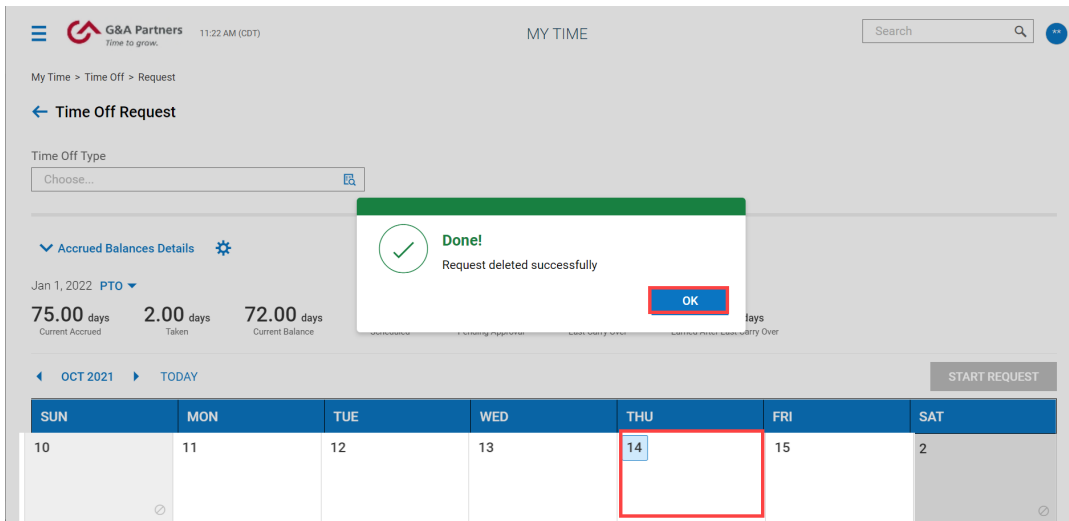
This action cannot be undone. Are you sure you want to delete Time Off request?

CANCEL


DELETE



A confirmation dialog box will display, and the time-off request will delete.



The screenshot shows the 'MY TIME' interface with a 'Time Off Request' screen. A confirmation dialog box is overlaid on top, displaying a green checkmark and the text 'Done! Request deleted successfully' with an 'OK' button. Below the dialog, the 'Accrued Balances Details' section shows '75.00 days Current Accrued', '2.00 days Taken', and '72.00 days Current Balance'. At the bottom, a calendar for October 2021 is visible, with the 14th highlighted in blue and a red box around it.

 The hours allocated to the time-off request will be added back into your time off balance.




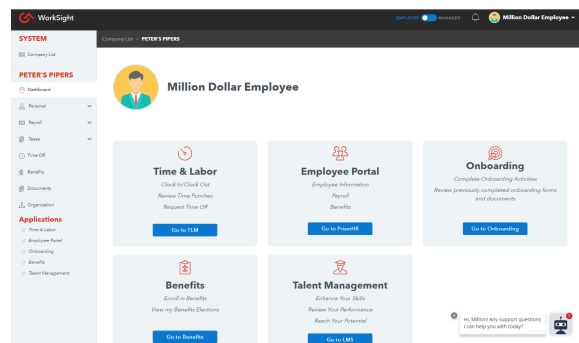
## Request a Time-Off Modification

In the event you want to make a modification (change or delete) to an approved time off request, you will need to submit the request via a timesheet change request. If the option to submit a change request is not allowed within Time and Labor Management (TLM), your company will notify you of the process to request a modification.

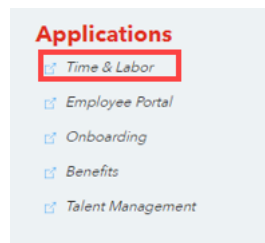
Follow the steps below to request a modification to an approved time-off request.

### 1. Log into WorkSight.

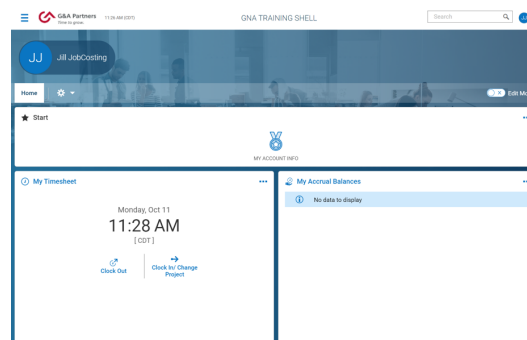
 If you are logged into WorkSight but not Time and Labor Management (TLM), skip to step 2. If you are already logged into TLM, skip to step 3.



### 2. Click on the Time & Labor link from the Navigation Pane.



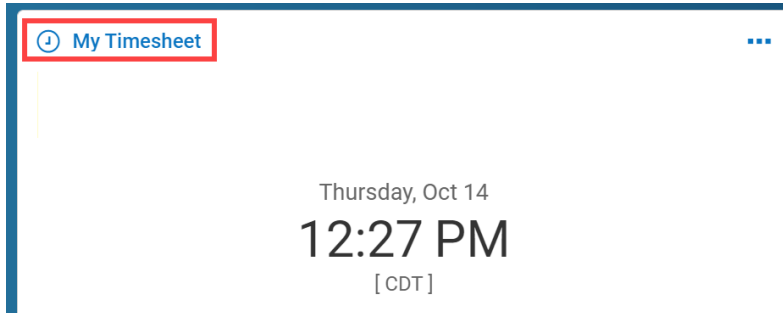
The TLM dashboard will display.



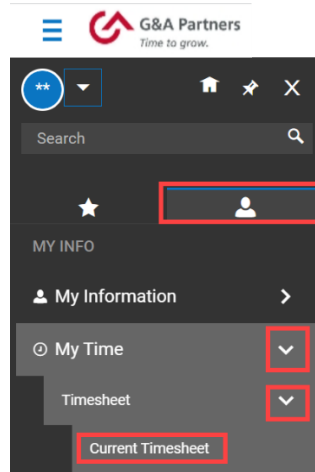


3. Navigate to your timesheet.

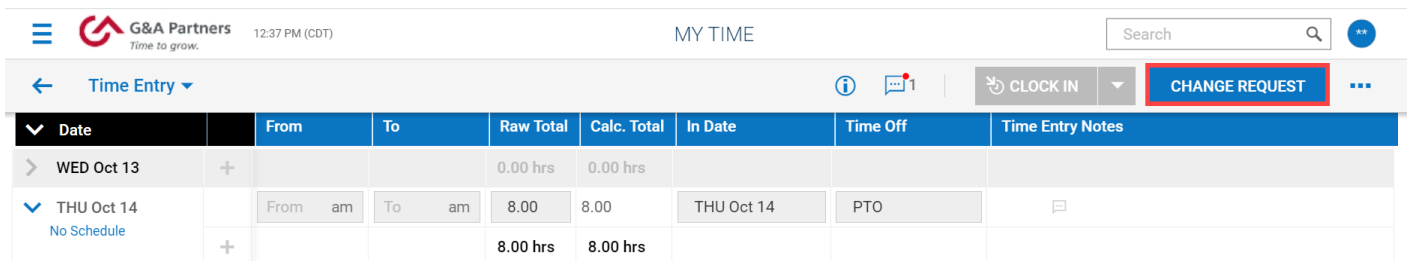
- a. If your TLM dashboard has been configured to display the 'My Accrual Balances' widget, click the My TimeSheet link.



- b. If your TLM dashboard does not contain the 'My Accrual Balances' widget, navigate to Time Off via the Side Menu > My Info > My Time > Timesheet > Current Timesheet.



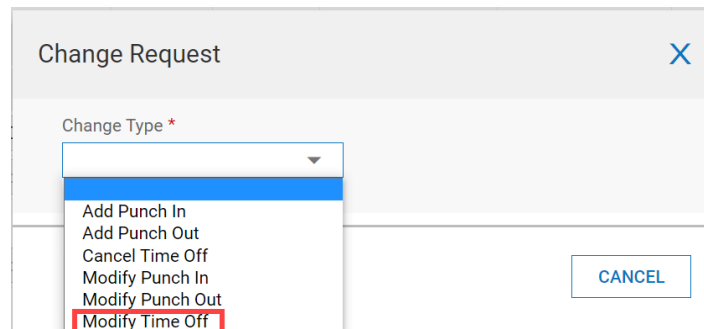
4. Click the Change Request button in Edit Timesheet.



Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Time Entry Notes
WED Oct 13			0.00 hrs	0.00 hrs			
THU Oct 14 No Schedule	From am	To am	8.00	8.00	THU Oct 14	PTO	
			8.00 hrs	8.00 hrs			



5. Click 'Modify Time Off' as the Change Type in the Change Request form.



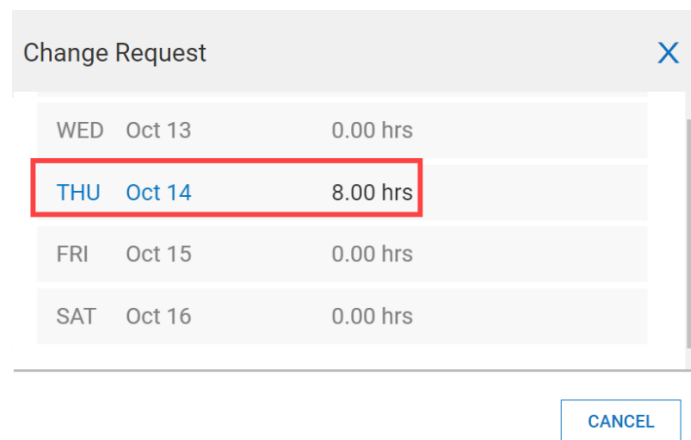
Change Request

Change Type \*

- Add Punch In
- Add Punch Out
- Cancel Time Off
- Modify Punch In
- Modify Punch Out
- Modify Time Off**

CANCEL

6. Click on the date.

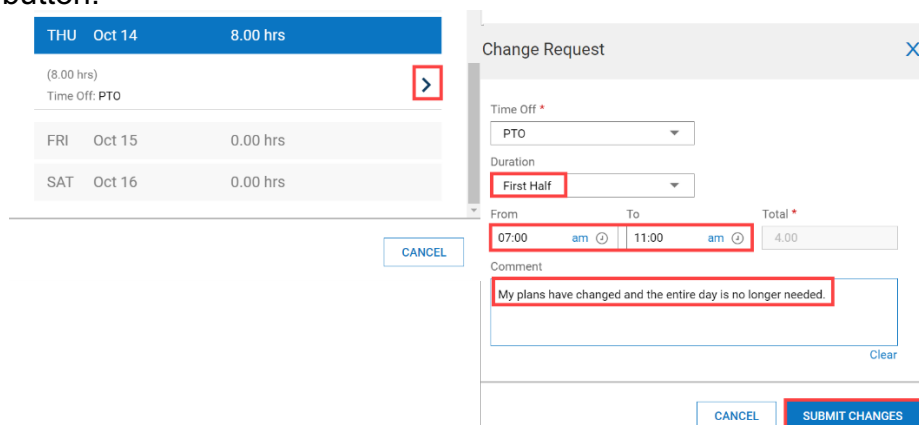


Change Request

WED	Oct 13	0.00 hrs
<b>THU</b>	<b>Oct 14</b>	<b>8.00 hrs</b>
FRI	Oct 15	0.00 hrs
SAT	Oct 16	0.00 hrs

CANCEL

7. Click the arrow, make the change(s) in the Change Request form, then click the Submit Changes button.



Change Request

Time Off \*  
PTO

Duration  
**First Half**

From To Total \*  
07:00 am 11:00 am 4.00


Comment  
My plans have changed and the entire day is no longer needed.

CANCEL SUBMIT CHANGES

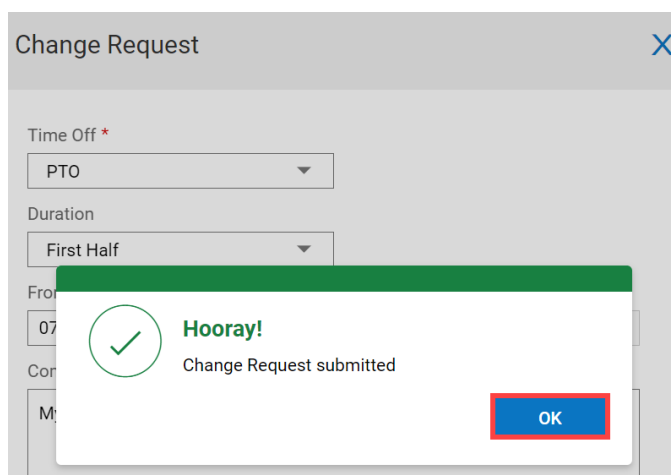


You can change the Time Off type and/or Duration. Based upon your changes, you may have to enter a value in the 'From' and 'To' fields.



 Comments are required.

8. Click the OK button in the confirmation dialog box.



The request will route to your manager's mailbox for review and processing.

## View Personal Time-Off Calendar

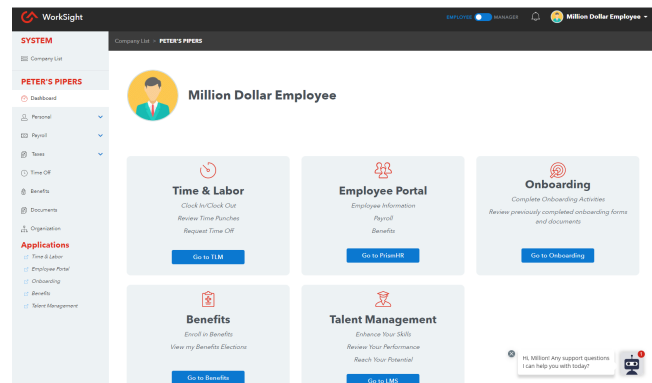
Under your “Personal Time-Off Calendar,” you are able to view any company holidays, approved time-offs as well as any pending time-offs.

Follow the steps below to access your Time Off Calendar.

**1. Log into WorkSight.**



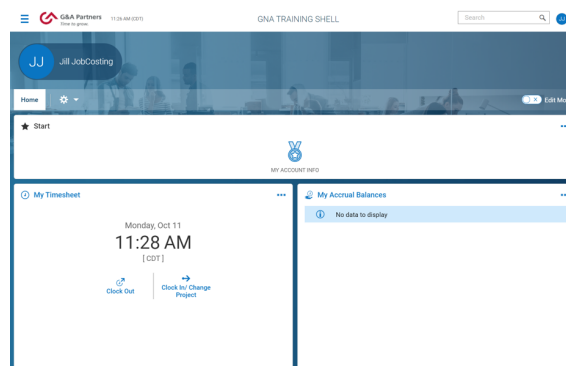
If you are logged into WorkSight but not Time and Labor Management (TLM), skip to step 2. If you are already logged into TLM, skip to step 3.



**2. Click on the Time & Labor link from the Navigation Pane.**



The TLM dashboard will display.



3. Navigate to Time Off via the Side Menu > My Info > My Time > Time Off > Calendar.

Selected Year: 2021 Time Off Filter: All Time Offs Cost Center Filter: All Cost Centers




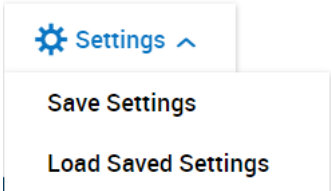

JANUARY							FEBRUARY							MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2	31	1	2	3	4	5	6	28	1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	1	2	3	4	5	6	28	29	30	31	1	2	3
31	1	2	3	4	5	6	7	8	9	10	11	12	13	4	5	6	7	8	9	10


APRIL							MAY							JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3	25	26	27	28	29	30	1	30	31	1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30	1	23	24	25	26	27	28	29	27	28	29	30	1	2	3
2	3	4	5	6	7	8	30	31	1	2	3	4	5	4	5	6	7	8	9	10

JULY							AUGUST							SEPTEMBER								
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
27	28	29	30	1	2	3	1	2	3	4	5	6	7	29	30	31	1	2	3	4		
4	5	6	4.00	7	8	4.00	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	8.00	21	22	23	24	25	
25	26	27	28	29	30	31	29	30	31	1	2	3	4	26	27	28	29	30	1	2		
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9		

OCTOBER							NOVEMBER							DECEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
26	27	28	29	30	1	2	31	1	8.00	2	3	4	5	6	28	29	30	1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	
10	11	12	13	1.4	8.00	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	28	29	30	1	2	3	4	26	27	28	29	30	31	1	
31	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8	



Part	Description
 Refresh Data	Allows you to refresh the data on the page.
Selected Year: <input type="text" value="2021"/>	Allows you to select the year in which you would like to view your time-off entries.
Time Off Filter:  All Time Offs	Allows you to filter which time-off requests you would like to display on your calendar. Clicking the “Edit” icon will show a list of your options. Select the checkbox next to the filters you would like to apply, then click “Use Filter.”
Cost Center Filter:  All Cost Centers	Allows you to filter which cost centers you would like to view on your calendar. Clicking the “Edit” icon will show a list of different cost centers you are able to view, then click “Use Filter.”
[ Default ] ▾	Denotes default view.
	Allows you to save settings or load saved settings.
 Filter ▾	Allows you to display/hide the additional report options, Selected Year, Time Off filter, and Cost Center Filter.

 You will not be able to submit a time-off request or edit a time-off request from Your Personal Time Off Calendar.

