

Using Employee Kiosk

Key Benefits

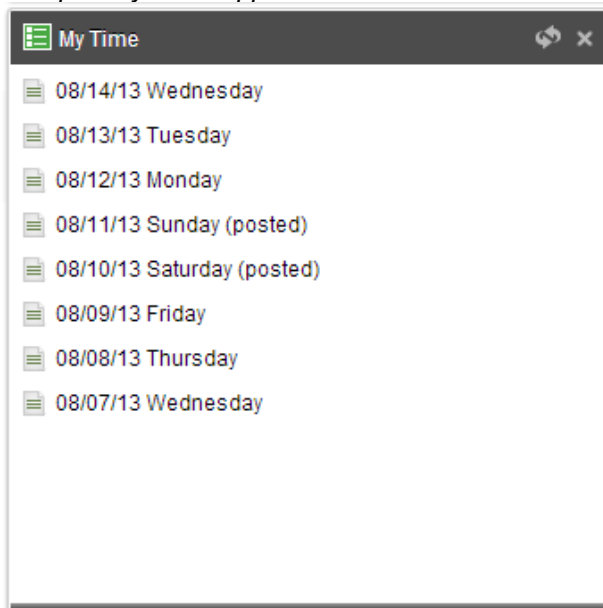
- Allows you to enter your payroll time securely and conveniently.
- Provides you with access to your earnings information.
- Intuitive design for ease of use.

Using the My Time App

You must be able to access Spectrum over the Internet (you should be provided with a Spectrum URL).

1. Click on the Spectrum hyperlink provided to you.
2. On the Spectrum login page, enter the operator login and password provided to you.
3. Your Spectrum Dashboard will display and you will see the **My Time** app and the **My Payroll Checks** app.
4. The **My Time** app provides summary information about time card entries over the past week and allows you to enter (or edit) new time card records. The app shows the current date plus the past seven days, and includes any days outside of this range for records currently in Pre-Time Card Entry. Note: JX (job-only expense), RP (retro pay) and U (unpaid) hours do NOT display. Only information for your operator displays.

Example: My Time App



When you click on a row in the app, the My Time Entry screen will open and allow you to see all the pre-time cards in progress (Regular checks) for your operator. Clicking on a row in the app that is “posted” will not do anything.

Date	Hours	Pay type	Job	Phase	Equipment	Department	Message
08/13/13 (Tuesday)	4.00	Regular	125 (Cascadia Park West)	00-1000 (Haul Off Brush)	BL13 (Cat D-11 Blade)	1J (Dept 1 - Job Cost)	

Note: For Employee Kiosk v1.0, the software will not permit users to enter ‘direct work order cost’ departments. This early release will also not accept non-hourly pay types, ‘Quantity’ entries, add-ons, or deductions.

If no records exist for the date, the New Employee Time Entry window will appear automatically. This window can also be opened by clicking the **New** button (or using the Alt-N Hot Key).

New Employee Time Entry

Employee code SAB STEPH'S TEST EMPLOYEE

Work date 08/13/13 ▼ Tuesday

Company SAB COOL SAB Construction Company

Department 1J ▼ Dept 1 - Job Cost

Pay type Regular ▼

Hours

New Employee Time Entry

Employee code SAB STEPH'S TEST EMPLOYEE

Work date 08/13/13 ▼ Tuesday

Company SAB COOL SAB Construction Company

Department 1J ▼ Dept 1 - Job Cost

Pay type Regular ▼

Hours

Job 125 ▼ Cascadia Park West

Phase 00-1000 ▼ Haul Off Brush

Equipment BL13 ▼ Cat D-11 Blade

Eq. usage hours

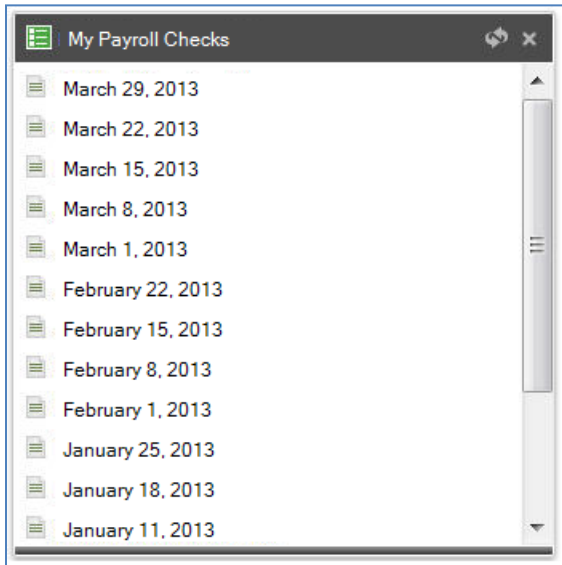
Message

There is no need to use the “ER” pay type here. To charge a piece of equipment to the job, simply enter its code on this screen. Behind the scenes, Spectrum will set the pay type accordingly. Likewise, the window does not ask for a cost type because it will be assigned by the system. Click **OK** to save your entry.

My Payroll Checks App

My Payroll Checks shows recent payroll check dates for your operator. The app will display up to 100 payroll checks, with the latest check listed first.

Example: My Payroll Checks App



- If multiple checks are present for the same date, each check will show separately.
- Clicking on row in the app will generate Payroll Earnings Statement (detailed below).

Payroll Earnings Statement

The Payroll Earnings Statement shows the type of information appearing on standard Payroll check stubs. This report may serve as a substitute for the Check Stub or Auto Deposit Advice.

In cases where you have received multiple checks with the exact same check date, the Year-to-Date values will always include all the other checks paid through that same day. In other words, if there are two checks listed in the app on the Dashboard with the same date, the year-to-date figures will be the same on both Earnings Statements.

Example: Payroll Earnings Statement

COOL SAB Construction Company			
Payroll Earnings Statement			
Employee	Mike Cameron	Regular Check	7502
	Route 2 Box 13	Check Date	11/15/19
	Edmonds, WA, 98020	Period-end Date	11/10/19
Employee Code	CAMMIK	Federal Filing Status	
		Federal Exemptions	0
<hr/>			
Check Summary			
		<u>Check Amount</u>	<u>Year-to-Date</u>
Total Gross Pay		112.50	112.50
Add-ons			0.00
Less: Taxes		8.90	8.90
Less: Deductions			0.00
Net Pay		<u>103.60</u>	<u>103.60</u>
<hr/>			
Gross Pay Details			
	<u>This Check</u>	<u>Rate/Hour</u>	<u>Check Amount</u>
Regular	7.50 Hrs	15.00	112.50
Total	<u>7.50 Hrs</u>		<u>112.50</u>
<hr/>			
Tax Details			
		<u>Check Amount</u>	<u>Year-to-Date</u>
Federal Withholding		0.29	0.29 US
Social Security		6.98	6.98 US
Medicare		1.63	1.63 US
Total		<u>8.90</u>	<u>8.90</u>
<hr/>			
Benefits - Time Off Bank			
	<u>New Balance</u>		
Vacation Hours	0.00 Hrs		
Holiday Hours	0.00 Hrs		
Sick Hours	0.00 Hrs		