

Last Minutes Notes Addressing Issues You May Encounter

Login Takes a Long Time

First time login may take several minutes, after the next time you need to login, it will go quickly.

Enter Time Row Headings

The headings for the rows are not as clear and will be improved in the future, here is what they mean: All Day Events means Time Off, Time-Based Events means Worked Hours

Checkboxes

Optional selections that use checkboxes may need to be validated with the Validate button. There is no reason for this but cannot be corrected at this time. It will not affect anything.

Related Items And Preview Link

Many items related to timesheet activity will have additional links that serve no purpose for the user such as the Related Actions links for certain items. For example if you selected the Related Actions for Units of Time you would get: "Related Actions for Unit of Time, Task Category 1, Integration IDs, Task Group 1 - Integration IDs, View IDs" Do not use the Related Actions or Preview links unless you are on a task or employee type link.

Time Off Errors

Some error messages for complex date mistakes may not be accurate until you submit your form. This is true for taking days off. If you mix large amounts of time over years by mistake, it may not be caught until you submit the form and are asked to revise it. It will not let you Submit for manager approval until you revise it, so there is no danger of sending a timesheet with huge errors.

Auto-Filled Fields

When entering time to take off, you can add rows for multiple days. When you do this the fields will try to auto-populate based on the row you just filled out. If you keep everything the same you can just add rows and it will advance by one day each time, but if you change the Time Type the hours that were auto-filled will be deleted the is because the system does not know how many hours for the Time Type that was changed.

Employee View

Managers viewing employee information may see a few screens first before the actual employee information view page.

Reading Details on Pages

Some pages such as the Enter Time page will also have your totals (if any). To access this and any other detailed text you will need to use the Arrow reading keys if using JAWS as these are not Tab stops or in tables. There are still some items that could not be eliminated at this time such as the Related Items and Preview icon links that follow every linked name or task. These basically result in the item being repeated, the solution for now is just to Tab past it. This is more prevalent on Managers pages with large amounts of details. All Pages have headings now. If a page is too verbose and you need to move section to section, in JAWS use H or Headings list.

If There is No Cancel or Back Button

Do not use the browser back button as this will cause you to lose the page session. Instead if you need a way to go back and are missing a Cancel or Back button use the Home or Inbox link.

Unrelated Text

Since this version was just created in the last 24 hours, it is possible you may see on a few rare pages some unrelated text to the task you are doing. We are working to spot and remove these.

State Emergency Release Hours

If you chose "State Emergency Release" you only need to put in total hours. Right now the In time and Out time are still active. But do not use these fields. There is a field after that section for total hours that will appear when you select "State Emergency Release". "State Emergency Release Worked" is different and will require In and Out times.