VeriTime Usability Enhancements-March 2013

• Default to current date selection when progressing through wizards

When going through a wizard to make changes to areas such as Positions, the default selection was "New" rather than the date range. The new default will now be the date range.

Position Admi	n	
Step 1 - Name	Name: CH-Custodian #1	Description: Connelly High School Custodian #1
Step 2 - Details	Code:	Job Type:
Step 3 - Users		PF-Custodian
	Dates	
	New from None	
-	● 07/01/2011 - 02/15/2013	

• Updated the Position Admin search to allow filtration of inactive users

When adding new users to a Position, you can now exclude Inactive users from your search results

Position Admin						
Step 1 - Name	Name: CH-Custodian #1 Code: CHC001	Description: Cor Job Type: PF-Cu				
Step 2 - Details		V				
Step 3 - Users	boone × Q Search	Exclude Inactive				

• Added a new "quick links" feature for quick access to relevant web pages In all reports, you will see a small symbol next to every piece of information that links to other areas of the system.



For instance, when you go to the Schedule Summary report, the display will include links to the user's settings:



The Location:



The Position:



And the Work Schedule:



When using these "quick links", hold your "CTRL" key (on a Mac, the 'clover' or Command key) down on your keyboard and a new tab or window will open to take you to the page you are attempting to access. This will allow you to stay on the report which you are viewing while also allowing you to access the second page at the same time.

March 04, 2013 - Timesheet: 08:30, Paid: 08:30							
Connally High School - PF-Custodian							
, , ,							
Туре	From	То	Duration	Comments			
Regular Work	08:00 AM	11:45 AM	03:45				
Break	11:45 AM	12:15 PM	00:30	Paid: No			
Regular Work	12:15 PM	04:00 PM	03:45	7			
			-				

• Scheduled breaks on a timesheet will now specify if they are Paid or Not Paid

• Schedule Summary has been updated to include a user type filter of Employee and/or Substitute

Schedule Sur	nmary			
Range:	Display Format:	Locations:	Job Types:	Scheduled Time for Week
03/13/2013	Time Decimal	Central Office Connally High School Fawn Hollow Elementary School	2nd Shift Lead Jockey Hollow 2nd Shift Lead Masuk Addtnl Teaching Period	Min Duration:
Q Search	User:	Jockey Hollow School Jockey Hollow STEM Program Masuk High School	After School Meetings Braille Assistant Bus Driver	User Types
	Filter:	Monroe Elementary School Stepney Elementary School VeriTime Demo School	Catetena Manager Cafeteria Worker 1 Cafeteria Worker 2 Clerical Aide	Employee

• The User Settings Admin has been updated to include a new "Step 3" called "Positions" where positions can be managed for a user without using Position Admin.

This new step in the User Settings wizard for a VeriTime user will allow you to

a. View any Positions to which the user is currently assigned:

User Settings			
Step 1 - User	First AURORA Type: Employees	Last: DOMINGUEZ Identifier: 85206	
Step 2 - Wage Info			
Step 3 - Positions	Find Q. Search	↓	
	Results: Add Selected Select All Clea	rr Assigned: Remove Selected Select All (Clear
T		CH-Custodian #1 CHC001	Î
		• Masuk High School	
	No search performed	Connally High School	E
		• M,W,F 8am-11:30pm	
		Start End	
		Start End	
		01/01/2012 📾 02/21/2012 📾 📾	-

b. Change the effective dates for the user for any existing Positions to which they are assigned:

Assigned:	Remove Selected Select All	Clear
CH-Custod CHC001	ian #1 ✔ PF-Custodian	
• Masuk High	School	
Connally Hig M,W,F 8am-	jh School 11:30pm	Ξ
Start 09/01/2012	End	
Start .	End	

c. Search for other existing Positions to which you want to assign the employee:



• A new "Position Summary" report has been built which shows all details about a Position including who is assigned to the Position and for what date range(s)



sition Summ	ary				
ge: (13/2013 (11) (26/2013 (11) Q Search	Position Name: Position Code:	Locations: Central Office Connally High School Fawn Hollow Elementary School Jockey Hollow STEM Program Masuk High School Monroe Elementary School Stepney Elementary School VeriTime Demo School	1	Job Types: Cafeteria Worker 2 Clerical Aide CO-SS-First Shift Cu Computer Para Custodian Custodian (CT Optio Custodian-2nd Shift Drama Teacher Electrician	n)
STEP-Custodi Description:ST Job Type:Custo Code:STEPC1 Dates 01/21/2013	an1 • EP-Custodian1 dian • • 06/30/2099				
STEP-Custodi Description:ST Job Type:Custo Code:STEPC1 Dates 01/21/2013 Location	an1 EP-Custodian1 dian • 06/30/2099	Work Schedule	Accounti	ng Code	FTE
STEP-Custodi Description:ST Job Type:Custo Code:STEPC1 Dates 01/21/2013 Location Stepney Eler	an1 • EP-Custodian1 dian • • 06/30/2099	Work Schedule M,W,F 7:20am-11:45am / T, Th 12:15pm - 4:15pm o	Accounti CH-1100	ng Code 1023-01 °	FTE -
STEP-Custodi Description:ST Job Type:Custo Code:STEPC1 Dates 01/21/2013 Location Stepney Eler Users	an1 • EP-Custodian1 dian • • 06/30/2099 nentary School •	Work Schedule M.W.F 7:20am-11:45am / T, Th 12:15pm - 4:15pm O	Accounti CH-1100	ng Code 1023-01 °	FTE -
STEP-Custodi Description:ST Job Type:Custo Code:STEPC1 Dates 01/21/2013 Location Stepney Elect Users Full Name	an1 EP-Custodian1 dian - 06/30/2099 nentary School Identif	Work Schedule M,W,F 7:20am-11:45am / T, Th 12:15pm - 4:15pm o er Start Date	Accounti CH-1100	ng Code 1023-01 O End Date	FTE -

• Timesheet Review has been updated to include a "Total Paid" column beside the "Total Time" column

Timesheet Review						Approve, Reject or Reset Timesheets			
Range:		Filter:		Sort:					
03/03/2013 - 03/09/2013 Needs Approval		•	User Ascendingly		•	Advanced Options		otions	
Q Search									
💷 🕬 Page 🚺	of 3 ➡> ➡10) 💌				V	D	isplaying 1 - 10) (Total: 24)
🔲 User			User Ty	pe	Total Scheduled	Total Paid	Total Time	Net Difference	Status
🖻 🗟 🗟 🛪	ASTRAN, PETER O		Employe	es	45:00	25:30	25:30	-19:30	\sim
□ [™] ₹\$ ¥	Bell, Burton O		Employe	es	27:30	15:00	15:00	-12:30	\sim
🖻 🗟 📑 🛠	Blake, Carlton O		Employe	es	40:00	21:00	21:00	-19:00	\swarrow