



AiM User Guide
Time and Attendance Module

AiM User Guide Rapid Timecard Entry Module



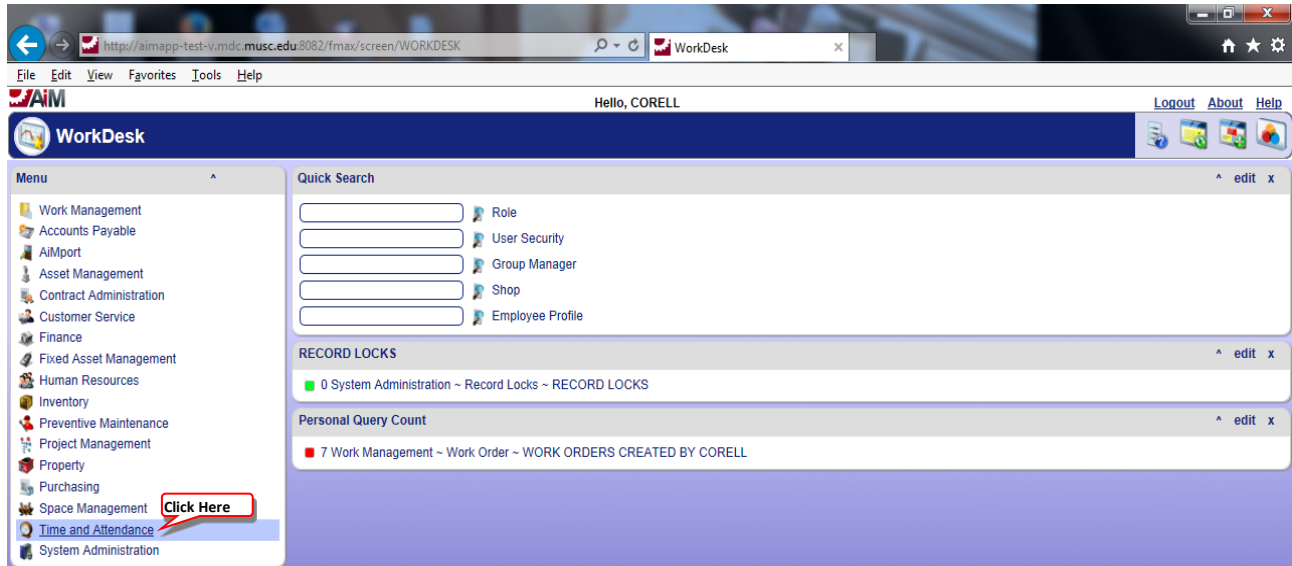


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Populating Rapid Timecard Entry

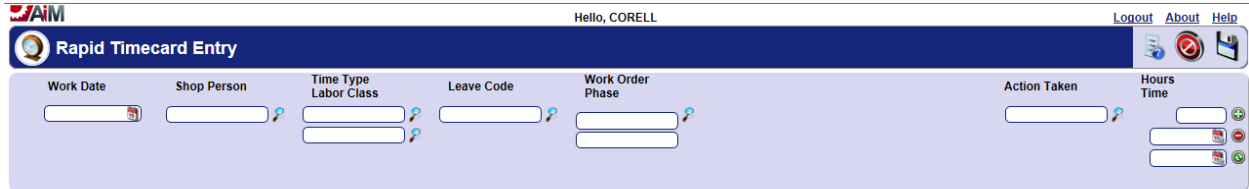
From the WorkDesk select the Time and Attendance module.




Select Rapid Timecard Entry

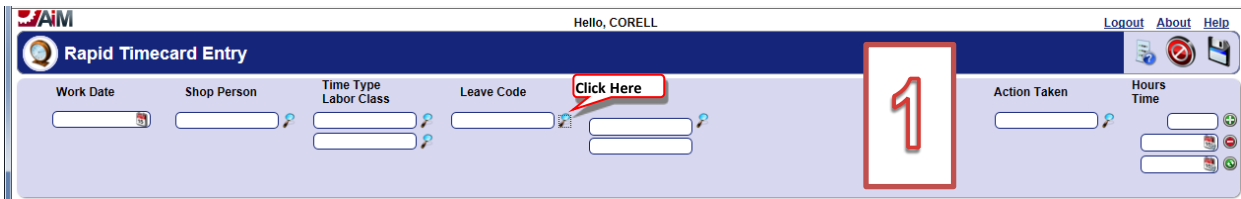


The **Rapid Timecard Entry** page opens, the shaded area is used as a blanket to populate the multiple timecards.

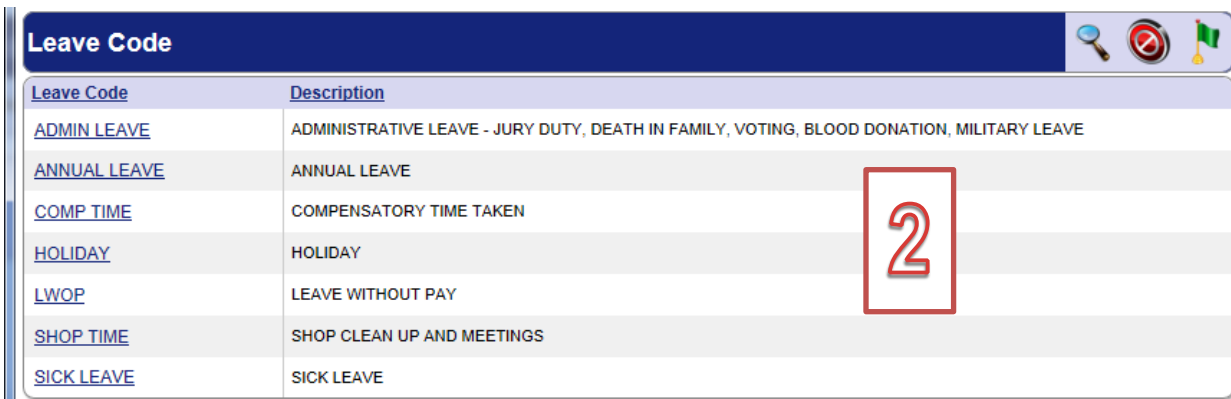


The screenshot shows the 'Rapid Timecard Entry' interface. It features several input fields: 'Work Date', 'Shop Person', 'Time Type Labor Class' (with a dropdown arrow), 'Leave Code' (with a dropdown arrow), 'Work Order Phase' (with a dropdown arrow), 'Action Taken' (with a dropdown arrow), and 'Hours Time' (with a numeric input field and a dropdown arrow). The interface is titled 'Hello, CORELL' and includes 'Logout', 'About', and 'Help' links.

By selecting the zoom icon  next to Leave Code (1) you will be given a list of options to select from (2).



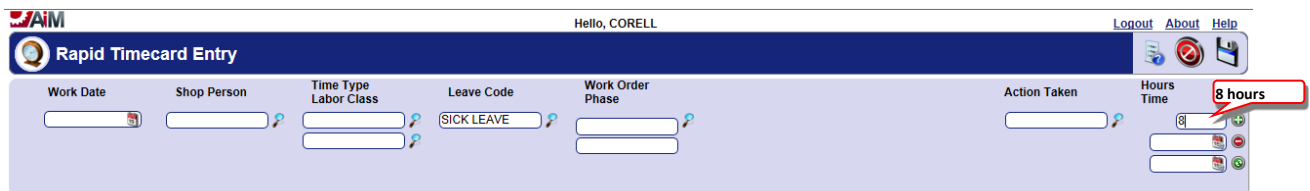
This screenshot highlights the 'Leave Code' field with a red box labeled '1'. A red callout bubble with the text 'Click Here' points to the zoom icon next to the field. The rest of the interface is the same as the previous screenshot.




The screenshot shows a 'Leave Code' selection dialog box. It contains a table with two columns: 'Leave Code' and 'Description'. A red box labeled '2' is placed over the table.

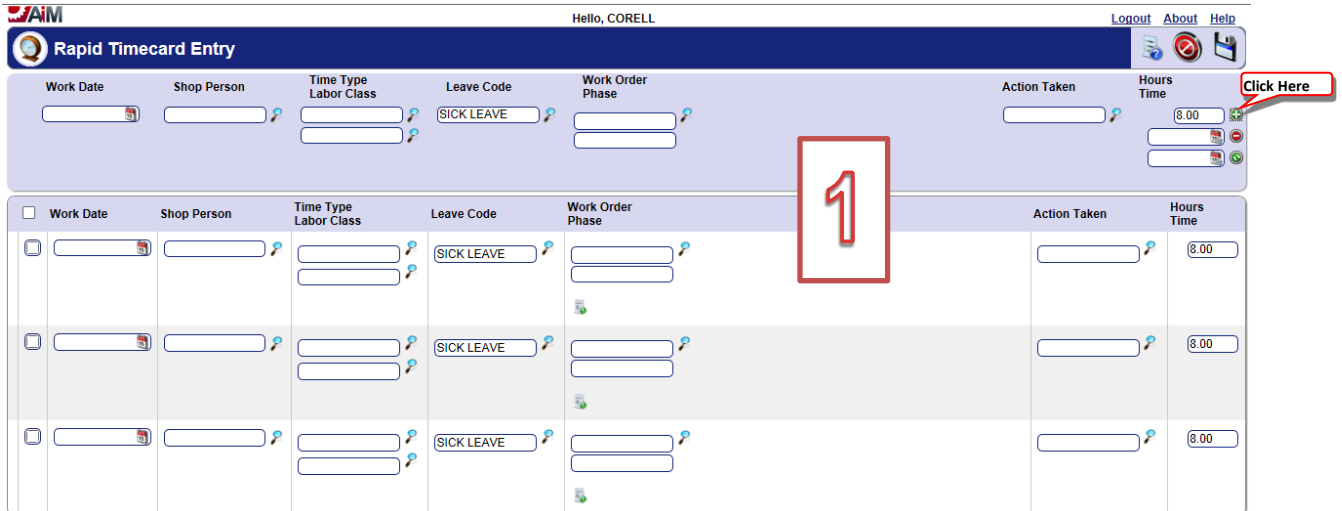
Leave Code	Description
ADMIN LEAVE	ADMINISTRATIVE LEAVE - JURY DUTY, DEATH IN FAMILY, VOTING, BLOOD DONATION, MILITARY LEAVE
ANNUAL LEAVE	ANNUAL LEAVE
COMP TIME	COMPENSATORY TIME TAKEN
HOLIDAY	HOLIDAY
LWOP	LEAVE WITHOUT PAY
SHOP TIME	SHOP CLEAN UP AND MEETINGS
SICK LEAVE	SICK LEAVE

For this training I selected [SICK LEAVE](#) and used an amount of 8 Hours.



This screenshot shows the 'Rapid Timecard Entry' page with 'SICK LEAVE' selected in the 'Leave Code' field. The 'Hours Time' field now contains the value '8 hours', which is highlighted with a red box.

Upon clicking the **Add Detail** button  you will be able to add single/multiple records that can then be associated with a different **Shop person** per record. (1) Clicked Add Detail three times (2) Selected different Shop Person from my Shop

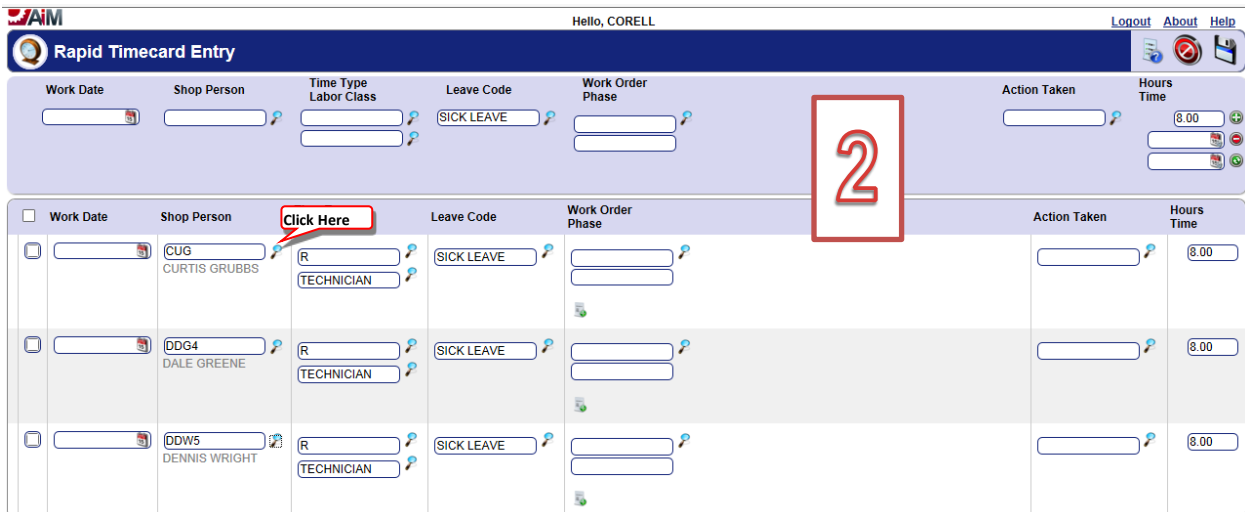


HiM Hello, CORELL Logout About Help

Rapid Timecard Entry

Work Date	Shop Person	Time Type Labor Class	Leave Code	Work Order Phase	Action Taken	Hours Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	SICK LEAVE	<input type="text"/>	<input type="text"/>	8.00
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	SICK LEAVE	<input type="text"/>	<input type="text"/>	8.00
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	SICK LEAVE	<input type="text"/>	<input type="text"/>	8.00
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	SICK LEAVE	<input type="text"/>	<input type="text"/>	8.00

Click zoom icon  next to **Shop Person** to select technician. ****Note the **Time Type** and **Labor Class** will auto-populate once Shop Person is selected****

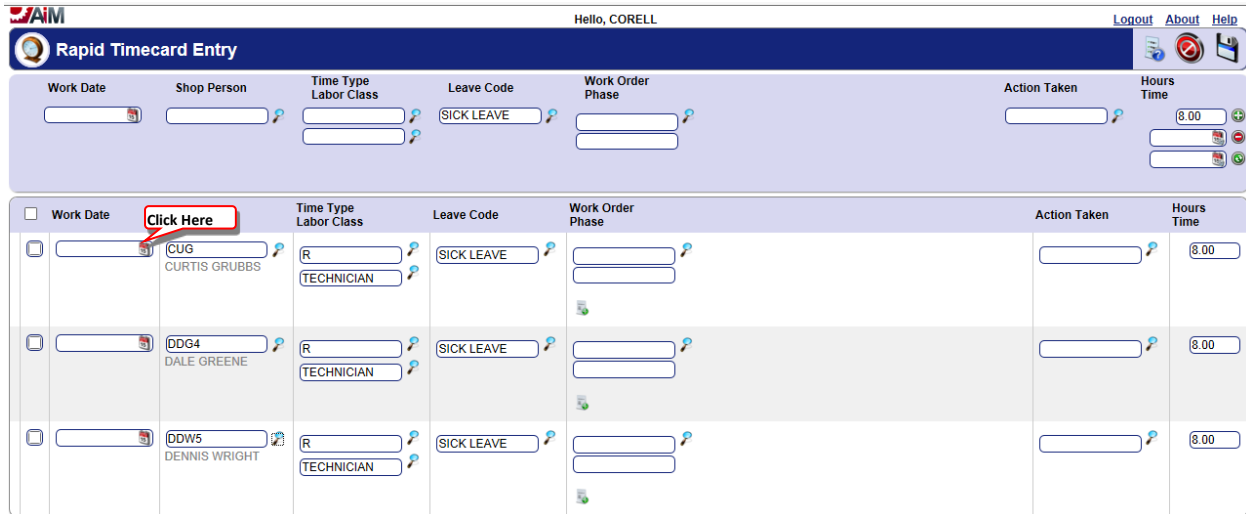


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Rapid Timecard Entry

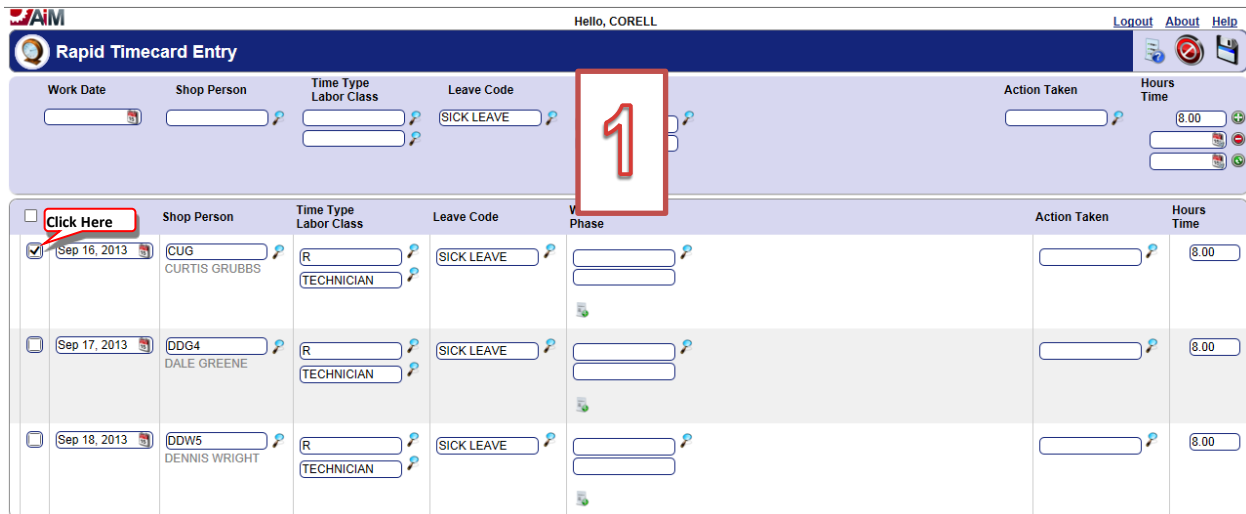
Work Date	Shop Person	Time Type Labor Class	Leave Code	Work Order Phase	Action Taken	Hours Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	SICK LEAVE	<input type="text"/>	<input type="text"/>	8.00
<input type="checkbox"/>	CUG CURTIS GRUBBS	R TECHNICIAN	SICK LEAVE	<input type="text"/>	<input type="text"/>	8.00
<input type="checkbox"/>	DDG4 DALE GREENE	R TECHNICIAN	SICK LEAVE	<input type="text"/>	<input type="text"/>	8.00
<input type="checkbox"/>	DDW5 DENNIS WRIGHT	R TECHNICIAN	SICK LEAVE	<input type="text"/>	<input type="text"/>	8.00

Next a **Work Date** must be selected, click the **Calendar** to select a specific date. ****Note you can only select one day at a time, if more than one is needed simply Add another record and populate the information using a different date****



Work Date	Shop Person	Time Type Labor Class	Leave Code	Work Order Phase	Action Taken	Hours Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	SICK LEAVE	<input type="text"/>	<input type="text"/>	8.00
<input type="checkbox"/> <input type="text"/> Click Here	CUG CURTIS GRUBBS	R TECHNICIAN	SICK LEAVE	<input type="text"/>	<input type="text"/>	8.00
<input type="checkbox"/> <input type="text"/>	DDG4 DALE GREENE	R TECHNICIAN	SICK LEAVE	<input type="text"/>	<input type="text"/>	8.00
<input type="checkbox"/> <input type="text"/>	DDW5 DENNIS WRIGHT	R TECHNICIAN	SICK LEAVE	<input type="text"/>	<input type="text"/>	8.00

If you wanted to delete a record you would (1) select the record then (2) click the Delete  Detail button.



Work Date	Shop Person	Time Type Labor Class	Leave Code	Work Order Phase	Action Taken	Hours Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	SICK LEAVE	<input type="text"/>	<input type="text"/>	8.00
<input type="checkbox"/> <input type="text"/> Click Here	CUG CURTIS GRUBBS	R TECHNICIAN	SICK LEAVE	<input type="text"/>	<input type="text"/>	8.00
<input type="checkbox"/> <input type="text"/>	DDG4 DALE GREENE	R TECHNICIAN	SICK LEAVE	<input type="text"/>	<input type="text"/>	8.00
<input type="checkbox"/> <input type="text"/>	DDW5 DENNIS WRIGHT	R TECHNICIAN	SICK LEAVE	<input type="text"/>	<input type="text"/>	8.00

AiM Hello, CORELL Logout About Help

Rapid Timecard Entry Click Here

Work Date	Shop Person	Time Type Labor Class	Leave Code	Action Taken	Hours Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="SICK LEAVE"/>	<input type="text"/>	<input type="text" value="8.00"/>

<input type="checkbox"/>	Work Date	Shop Person	Time Type Labor Class	Leave Code	Phase	Action Taken	Hours Time
<input checked="" type="checkbox"/>	Sep 16, 2013	CUG CURTIS GRUBBS	R TECHNICIAN	SICK LEAVE	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>
<input type="checkbox"/>	Sep 17, 2013	DDG4 DALE GREENE	R TECHNICIAN	SICK LEAVE	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>
<input type="checkbox"/>	Sep 18, 2013	DDW5 DENNIS WRIGHT	R TECHNICIAN	SICK LEAVE	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>

The **Rapid Timecard Entry** page now shows two records, with the information populated you simply click the Save button.



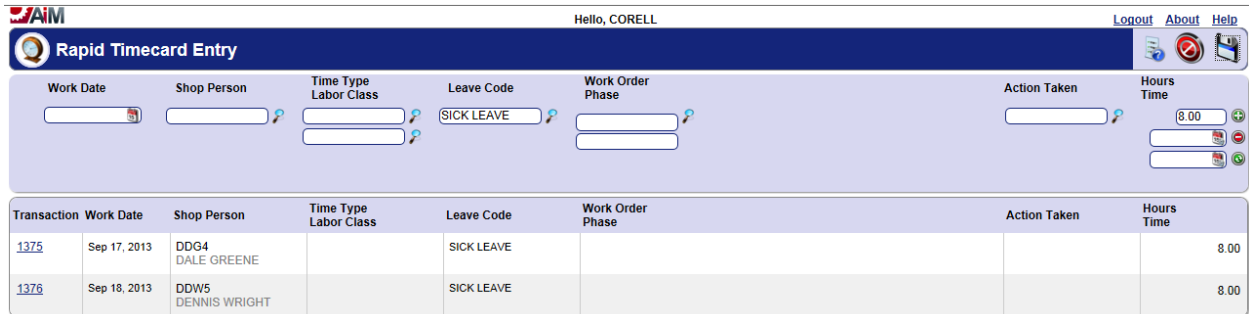
AiM Hello, CORELL Logout About Help Click Here

Rapid Timecard Entry

Work Date	Shop Person	Time Type Labor Class	Leave Code	Work Order Phase	Action Taken	Hours Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="SICK LEAVE"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>

<input type="checkbox"/>	Work Date	Shop Person	Time Type Labor Class	Leave Code	Work Order Phase	Action Taken	Hours Time
<input type="checkbox"/>	Sep 17, 2013	DDG4 DALE GREENE	R TECHNICIAN	SICK LEAVE	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>
<input type="checkbox"/>	Sep 18, 2013	DDW5 DENNIS WRIGHT	R TECHNICIAN	SICK LEAVE	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>

The **Rapid Timecard Entry** page will associate the record you created with a **Transaction** number. The record is now on the desktop of the Supervisor/Building Engineer of the associated Shop Person.



Transaction	Work Date	Shop Person	Time Type Labor Class	Leave Code	Work Order Phase	Action Taken	Hours Time
1375	Sep 17, 2013	DDA4 DALE GREENE		SICK LEAVE			8.00
1376	Sep 18, 2013	DDW5 DENNIS WRIGHT		SICK LEAVE			8.00

You can now access the **Timecard Approval** Module to approve the time (step by step provided in the [Time and Attendance user manual](#)) .

End of Document