

Timekeeping Options

Timekeeping Security Levels:

A list of available security levels assignable to employees which specifies a hierarchy for view, and editing others time entries. The higher the number the more access.

NDRN Options: Level 1, Level 2, Level 3, Level 4, and Level 5

Timekeeper Types:

A list of categories for projects, service requests, and leave, to allow for faster selection of projects in the time entry process.

NDRN Options: Projects, Leave, Service Requests

Leave Types:

A list of categories for leave that can be recorded.

(i.e. Paid Leave, Un-Paid Leave)

Leave:

A list of local leave items for timekeeping.

(i.e. Sick Leave, Annual Leave, etc.)

Timekeeper Options:

A list of the options for the advocacy group as a whole with regard to timekeeping:

Time Units = minutes, tenths of hour, quarters of hours

Exempt Label = agency wording for exempt

Not Exempt Label = agency wording for not exempt

Footer Message for Exempt Timesheet

Footer Message for Not Exempt Timesheet

Lock Out Period = amount of days from date that time entries can be edited

Start of Week = Day of week that the Timesheet begins with

Advocacy Group description = Header message for all Timesheets

Holidays:

A listing of holidays per fiscal year. Can be duplicated and will be reflected on timesheet if date range includes listed holidays.