

a. To enter mlsHRPay, the employee will **select the mlsHRPay icon**, which will start up the program. The user will be prompted with the following message:

| W Microso | oft Word - Documer | nt1 | • 🛛 🖾 | W 🔍 🖭 ı | Ø 🖳 🕾 <mark>1</mark> | 🚳 😂 🗳 🗳 🚳 | £ 🔁 🥑 🚳 🛛 | <u> - 8 ×</u> |
|------------|---|---|-------------------|-------------|----------------------|--------------|-----------|---------------|
| 📲 📲 Eile 🛛 | <u>E</u> dit <u>V</u> iew <u>I</u> nsert Fo | ormat <u>T</u> ools T <u>a</u> ble <u>W</u> ind | ow <u>H</u> elp | | | | | _ 8 × |
| 🛛 🗅 🚅 I | 8 6 7 | X 🖻 🖺 🍼 🗠 🗸 | 🖂 🖌 🍓 😤 E | 0 📖 🔜 🗉 | 🛛 🚜 🖾 ¶ | 100% - 🕐 | | |
| Normal | Times New P | oman v 10 v P | | = = !:= : | | | | |
| Norma | Times New R | | | ■ | | • ≝ • ♣ • | | |
| EX · · | 1 | 2 | • 3 • • • • • • | • 4 • • • • | 5 | <u>.</u> | · · · 7 · | |
| | | | | | | | | |
| - | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | 💋 Logon misHRF | ay | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | -User: | | | | | | |
| | | | | | | | | |
| | | | | | ~\$ \$ | | | |
| | | - Password | | | X2X- | | | |
| | | 1 0350010. | | | Logon | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | - |
| | | | | | | | | ± |
| | | | | | | | | • |
| | | | | | | | | ¥ |
| | | | | | | | | |
| Page 1 | Sec 1 1/1 | At 1" Ln 1 | Col 1 REC T | RK EXT JOYR | WPH | | | |
| 🚮 Start | 🔮 Traci - Calypso 【 | 🐸 planning - Cal 쉱 Tim | e & Chao 🛛 🥑 Re | search (Pl | 💯 Microsoft Wo | 15 Logon mls | 📢 🔇 🍪 🖪 🔜 | 10:32 AM |

- b. The employee will enter his/her user ID, which will be the social security number. Also, a password must be entered before clicking the "Logon".
- c. Upon entering the password, click on "Logon".

The first screen that the employee will see is "Time Entry."

| 👔 Metropolitan Library System's Human Reso | purces and 💾 🔀 💷 💯 🕓 🖭 g | ۵ ۵۵ 📫 🖻 🖻 🖉 | 🖉 🖻 🥑 🚳 💶 🗵 | | | | | |
|--|----------------------------------|--------------------|----------------|--|--|--|--|--|
| Split Full Active Inactive Term. Retire | d All New Refresh Print | Find List Exit | | | | | | |
| Name Reserved | Admin Payroll | Pay Estimate Res | served User | | | | | |
| JINKENS, TRACI N. Reserved | Deduction Flex | Retirement Rese | rved Reports | | | | | |
| | Verification Query | Emergency Attenda | nce Comp. | | | | | |
| Time Entry | Summary View Leave | Leave Balance Auto | Entry Factors | | | | | |
| JINKENS, TRA | JINKENS, TRACI N. | | | | | | | |
| Hours Type Date Begin End Hours Program | | | | | | | | |
| Regular | ▼ 9 /16/02 ▼ 08:00:AM → 0 | 05:00:PM00 PLA | A Planning 👻 | | | | | |
| | | | | | | | | |
| Add | Reset | | | | | | | |
| | | | | | | | | |
| - Choose Pay Pe | riod | | | | | | | |
| Sep 16, 2002- | Sep 29, 2002 👻 Print Timesheet | Print Approval | | | | | | |
| | | | | | | | | |
| Date | Begin End Hours | Description FmLA | Paid Program 🔺 | | | | | |
| Mon, Sep 16, 20 | 02 07:30 AM 04:30 PM 8.0 | 0 Regular N | Y Planning | | | | | |
| Tue, Sep 17, 20 | 02 07:30 AM 04:30 PM 8.0 | 0 Regular N | Y Planning | | | | | |
| Tue, Sep 17, 20 | 02 12:00 PM 01:00 PM 1.0 | 0 Meal Time N | N Planning | | | | | |
| Wed, Sep 18, 2 | 002 07:30 AM 04:30 PM 8.0 | 0 Regular N | Y Planning | | | | | |
| Ved, Sep 18, 2 | 002 12:00 PM 01:00 PM 1.0 | 0 Meal Time N | N Planning | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| A B C D E F G H | JKLMNO | PQRSTU | V W X Y Z | | | | | |
| JINKENS, TRACI N. | Administrative Secretary | | 9/16/02 | | | | | |
| 🏽 🚮 Start 🛛 🛄 Traci - Cal 🔂 planning 🦗 T | ime & Ch 🕢 Research 👖 🎊 Microsof | t Metropo | 🍕 🎝 🔆 🕹 🕹 🕹 🕹 | | | | | |

d. From this screen, the employee will be able to change various factors in determining their pay period.

The choices available are:

- Type: The default is "Regular". To change the type, click on the drop down arrow and choose from selections, such as "Leave", "Meal Time", "Overtime", and "Holiday".
- **Date:** The default is today's date. To change date, click on the drop down arrow or click inside the box and change manually.
- Begin: The default is 8:00 AM. To change this, the user can click inside the box and change manually or use the up and down arrows located just to the right of the time.
- **End:** The default is 5:00 PM. To change this, the user can click inside the box and change manually or use the up and down arrows located just to the right of the time.

Hours: Enter the total hours of working time (leave time) here.

| X | n's Human Resources | and 🚰 🔀 🖭 🕅 | | 1 🚳 🧭 🐸 🔗 | |
|----------------------------------|---|---|---|---|--|
| | Éx ∰ ∯ | 2 🛉 🛊 🔁 | 9 M 🖀 | _Ņ | |
| Split Full Active Inactiv | e Term. Retired All | New Hetresh | Print Find List | Exit | |
| Name | Reserved | Admin | Payroll Pay E | stimate Reserved | User |
| JINKENS, TRACI N. | Reserved | Deduction | Flex Retiren | nent Reserved | Reports |
| | Information Ve | erification G | uery Emergend | y Attendance | Comp. |
| | Time Entry | Summary Vid | ew Leave 🔰 Leave Ba | ilance Auto Entry | Factors |
| | -JINKENS, TRACI N | | | · / | |
| | Hours Type | Date Begi | n End | Hours Program | |
| | eave 🔽 9 | /16/02 🔳 08:00: | | 00 PLA Plan | |
| | | | | | |
| | | | Leave Type | | |
| | Add | Rese | et Annual V | acation | <u> </u> |
| | | | | | |
| | Choose Pay Period | Print | | roval | |
| | Sep 16, 2002Sep 29, | | | | |
| | Date | Begin End | Hours Descr | ption FmLA Paid | Program |
| | Mon. Sep 16, 2002 | 07:20 AM 04:20 I | تفتقاد والمتحد الكمت المتحد المتحد | | FIQUIAIII - |
| | | 07.30 AW 04.30 F | PM 8.00 Regular | N Y | Planning |
| | Mon, Sep 16, 2002 | 12:00 PM 01:00 F | PM 8.00 Regular PM 1.00 Meal Time | N Y | Planning Planning |
| | Mon, Sep 16, 2002 Tue, Sep 17, 2002 | 07:30 AM 04:30 F 07:30 AM 04:30 F | PM 8.00 Regular PM 1.00 Meal Time PM 8.00 Regular | N Y N N N Y | Planning Planning Planning |
| | Mon, Sep 16, 2002 Tue, Sep 17, 2002 Tue, Sep 17, 2002 | 07:30 AM 04:30 F 12:00 PM 01:00 F 07:30 AM 04:30 F 12:00 PM 01:00 F | PM 8.00 Regular PM 1.00 Meal Time PM 8.00 Regular PM 8.00 Regular PM 1.00 Meal Time | N Y N N N Y N Y | Planning Planning Planning Planning |
| | Mon, Sep 16, 2002 Tue, Sep 17, 2002 Tue, Sep 17, 2002 Wed, Sep 18, 2002 | 07:30 AM 04:30 F 12:00 PM 01:00 F 07:30 AM 04:30 F 12:00 PM 01:00 F 07:30 AM 04:30 F | PM 8.00 Regular PM 1.00 Meal Time PM 8.00 Regular PM 1.00 Meal Time PM 5.00 Regular PM 5.00 Regular PM 8.00 Regular | N Y N N N Y N Y N Y N Y N Y N Y | Planning Planning Planning Planning Planning |
| | Mon, Sep 16, 2002 Tue, Sep 17, 2002 Tue, Sep 17, 2002 V/ed, Sep 18, 2002 V/ed, Sep 18, 2002 | 07:30 AM 04:30 F 12:00 PM 01:00 F 07:30 AM 04:30 F 12:00 PM 01:00 F 07:30 AM 04:30 F 12:00 PM 01:00 F | PM 8.00 Regular PM 1.00 Meal Time PM 8.00 Regular PM 1.00 Meal Time | N Y N N N Y N Y N Y N Y N Y N Y N Y N Y | Planning Planning Planning Planning Planning Planning |
| | Mon, Sep 16, 2002 Tue, Sep 17, 2002 Tue, Sep 17, 2002 V/ed, Sep 18, 2002 V/ed, Sep 18, 2002 | 07:30 AM 04:30 F 12:00 PM 01:00 F 07:30 AM 04:30 F 12:00 PM 01:00 F 07:30 AM 04:30 F 12:00 PM 01:00 F | PM 8.00 Regular PM 1.00 Meal Time PM 8.00 Regular PM 1.00 Meal Time PM 8.00 Regular PM 1.00 Meal Time PM 1.00 Meal Time PM 1.00 Meal Time | N Y N N N Y N Y N N N Y N N N Y | Planning Planning Planning Planning Planning Planning |
| | Mon, Sep 16, 2002 Tue, Sep 17, 2002 Tue, Sep 17, 2002 Wed, Sep 18, 2002 Wed, Sep 18, 2002 | 07:30 AM 04:30 T 12:00 PM 01:00 T 12:00 PM 01:00 F 12:00 PM 01:00 F 07:30 AM 04:30 F 12:00 PM 01:00 F | PM 8.00 Regular PM 1.00 Meal Time PM 8.00 Regular PM 1.00 Meal Time PM 8.00 Regular PM 1.00 Meal Time PM 1.00 Meal Time PM 1.00 Meal Time | N Y N N N Y N N N N N Y | Planning Planning Planning Planning Planning Planning |
| ABCDEF | Mon, Sep 16, 2002 Tue, Sep 17, 2002 Tue, Sep 17, 2002 vVed, Sep 18, 2002 vVed, Sep 18, 2002 G H I J | 07:30 AM 04:30 F 12:00 PM 01:00 I 07:30 AM 04:30 F 12:00 PM 01:00 F 07:30 AM 04:30 F 12:00 PM 01:00 F 07:30 AM 04:30 F 12:00 PM 01:00 F 12:00 PM 01:00 F 12:00 PM 01:00 F | PM 8.00 Regular PM 1.00 Meal Time PM 8.00 Regular PM 1.00 Meal Time PM 8.00 Regular PM 8.00 Regular PM 1.00 Meal Time PM 1.00 Meal Time | N Y N N N Y N Y N N N Y N N N N N N | Planning Planning Planning Planning Planning Planning Planning Planning |
| A B C D F F JINKENS, TRACI N. | Mon, Sep 16, 2002 Tue, Sep 17, 2002 Tue, Sep 17, 2002 Wed, Sep 18, 2002 Wed, Sep 18, 2002 | 07:30 AM 04:30 I 12:00 PM 01:00 I 12:00 PM 01:00 I 12:00 PM 01:00 I 12:00 PM 01:00 I 11:00 PM 01:00 I Iministrative Secreta Iministrative Secreta | PM 8.00 Regular PM 1.00 Meal Time PM 8.00 Regular PM 1.00 Meal Time PM 1.00 Meal Time PM 8.00 Regular PM 1.00 Meal Time PM 1.00 Meal Time PM 1.00 Meal Time | N Y N N N Y N N N N N Y N N N N N N N N N V N N | Planning Planning Planning Planning Planning Planning Planning Planning Planning Planning Planning Planning |

e. If an employee chooses "Leave", a new menu will show up on the screen.

To change the "Leave Type", click on the drop down arrow and choose from the various options available, such as "Annual Vacation", "Sick Leave", "Doctor/Dental", "Vote", and many more.

When making any type of changes to your pay period record, be sure and change the "Date", "Begin", and "End" times, as well as the "Hours". The "Program" should already be defaulted to your permanent place of employment.

- f. Once the employee has made a change to any date, s/he must click on the "Add" button. This will incorporate the information into the pay period. If a problem exists, a message will pop up on the screen, notifying the employee of conflicting information.
- g. Prior to each pay period, the employee will need to furnish the manager/supervisor with his/her timesheet and leave used. To do this, the employee will need to click on "Print Timesheet." This will print up the timesheet for the current pay period. To print up the leave used, the

employee will need to click on "Print Approval." This function will print up two copies. Both copies will need to be signed by the employee and given to the manager/supervisor. Upon approval, the employee will receive one copy back with the manager's/supervisor's signature. This copy should be retained for the employee's records.

If an employee needs to make changes to his/her pay period, s/he can click on the date that needs to be changed.

| 👔 Metropolitan Library Syst | em's Human Resource | s and F | 🖭 🛯 🔍 | 10 😥 | 🖻 🗄 🚷 | @ | F | | ŝ) _ [| '× |
|-----------------------------|---|-----------------|----------------------|----------|----------------------|---------|----------|----------------|---------|------|
| Split Full Active Inac | tive Term. Retired | All Nev F | Refresh Prin | I Ma | List Exit | L | | | | |
| Name | Reserved | Admin | Pa | iyroll | Pay Estimate | Re | served | | User | |
| JINKENS, TRACI N. | Reserved | Deduction | Fle: | × | Retirement | Rese | rved | T R | eports | |
| | Information | Verification | Query | T T | Emergency | Attenda | nce | Co | mp. | |
| | Time Entry | Summary | View L | eave | Leave Balance | Auto | Entry | γ | Factors | |
| | JINKENS, TRACI N | | · | | | | | | | |
| | Hours Type Date Begin End Hours Program | | | | | | | | | |
| | Regular - | 9 /16/02 🔽 | 07:30:AM | 04:3 | 30:PM | 3.00 PL | A Planr | ning | - | |
| | | - 1 | | | | | | | | |
| | Undate | Remove | Reset | 1 | | | | | | |
| | | TREINDIVE | | J | | | | | | |
| | - Choose Pay Period - | | | | | | | | | 1 |
| | Sep 16, 2002Sep 2 | 9,2002 🔻 | Print Time: | sheet | Print Approval | | | | | |
| | | | | | | • | | | | |
| | Date | Begin | End | Hours | Description | FmLA | Paid | Progra | m 🔺 | |
| | Mon, Sep 16, 2002 | 07:30 AM | 04:30 PM | 8.00 R | egular Isəl Tirəs | N | Y F | Planning | | |
| | Tue, Sep 17, 2002 | 07:30 AM | 01:00 PM 04:30 PM | 8.00 R | eaular | N | YF | Planning | | |
| | Tue, Sep 17, 2002 | 12:00 PM | 01:00 PM | 1.00 M | leal Time | N | N F | Planning | | |
| | Wed, Sep 18, 2002 | 07:80 AM | 04:30 PM | 8.00 R | egular | N | Y F | Planning | | |
| | Wed, Sep 18, 2002 | 12:00 PM | 01:00 PM | 1.00 M | leal Time | N | NF | Planning | | |
| | | | | | | | | | | |
| | | \rightarrow | | | | | | | | |
| A B C D E | FGHI | J K L | MN | 0 P | QRS | TU | V | w x | Y | Z |
| JINKENS, TRACI N. | Ad | dministrative S | Secretary | | | | | | 9/16/02 | 1. |
| 🏽 🔀 Start 🛛 🔛 Traci - Cal | planning 🔞 Time & I | Ch 🥑 Resea | irch 🚺 😗 M | icrosoft | Metropo | | < | (: 🎝 😎 | N 10:5 | 6 AM |
| | | | | | | | | | | |

This information will show up under the "Hours". The employee can then change the information. Click on "Update" or "Remove" and the changes will be entered.

h. Another feature of the mlsHRPay is the "Summary" tab. The "Summary" tab can be used to "double-check" all of the hours have been accounted for and correctly sum up the total number of hours for the pay period. This is especially helpful when an employee has multiple changes to a pay period and s/he isn't sure if everything adds up correctly from the "Time Entry" screen.

T

| 🐠 Metropolitan Library System' | s Human Resources | and 🚰 🔀 🖭 | 17 🔍 🕑 💋 | <u>n si </u> | ا 🍙 🖾 ڬ 🗳 | 2 🕙 _ 🗆 🗙 |
|--------------------------------|--|---|------------------------------------|--|---------------------|----------------|
| Split Full Active Inactive | Term. Retired A | 🧟 🛉 🛊 📑 |) 😅 🊧 sh Print Find | List Exit | | |
| Name | Reserved | Admin | Payroll | Pay Estimate | Reserved | User |
| JINKENS, TRACI N. | Reserved | Deduction | Flex | Retirement | Reserved | Reports |
| | Information V | erification | Query | Emergency | Attendance | Comp. |
| | Time Entry | Summary | View Leave | Leave Balance | Auto Entry | Factors |
| | JINKENS, TRACI N. Choose Pay Period – Sep 16, 2002–Sep 2 Hours Regular Hours Overtime Total | 29, 2002 V Week One V 40.00 .00 40.00 | ek Two To 40.00 .00 40.00 | tal 80.00 .00 80.00 | जिन्द्य जिन्द्र | |
| IA IB IC ID IE IF | IG IH II J | IK IL M | N O P | IQ IR IS | IT U IV W | |
| JINKENS, TRACI N. | Adr | ninistrative Secre | tary | | | 9/16/02 |
| 🏽 🔀 Start 🔛 Traci - Cal 🔛 plan | nning 🔞 Time & Cł | n 🥑 Research | Microsoft | 🕵 Metropo | 4 : 4 | 35 EN 10:58 AM |

i. Another great feature of mlsHRPay is the "View Leave" tab. This tab allows the user to view all of the leave taken throughout the calendar year.

| 🕵 Metropolitan Library Syst | tem's Human Resources an | a i 💾 🔀 🖭 🕅 🔍 🖻 | Ø 🗉 🕾 🚹 🚷 🔇 | ای 🗳 ڬ |) 🥑 🚳 💶 🗵 |
|-----------------------------|--------------------------|-----------------------|------------------------|------------|--------------------|
| Split Full Active Inac | tive Term. Retired All | New Refresh Print | Find List Exit | | |
| Name | Reserved | Admin Payroll | Pay Estimate | Reserved | User |
| JINKENS, TRACI N. | Reserved De | eduction Flex | Retirement | Reserved | Reports |
| | Information Verif | ication Query | Emergency | Attendance | Comp. |
| | Time Entry Su | mmary View Leave | Leave Balance | Auto Entry | Factors |
| | JINKENS, TRACI N | | | | |
| | From To | - Eml | | | |
| | 1 / 1 / 02 🗾 12/31/02 | Include All O Only | Only | | |
| | | Type Leave | | | |
| | Total Ho | urs <u>All</u> | | | |
| | | 60.75 Annual Vacation | <u>•</u> | | |
| | | | | | |
| | Date | Begin End He | ours Description | FmLA Paid | Program 🔺 |
| | Thu, Jan 03, 2002 | 07:30 AM 04:30 PM | 8.00 Sick | N Y B | Business Office |
| | Fri, Jan 04, 2002 | 07:30 AM 04:30 PM | 8.00 SICK | N Y B | Business Office |
| | Tue, Jap 29, 2002 | 03.00 PW 04.30 PW | 2.50 Dector/Dectel | | Jusiness Office |
| | Wed Jan 30, 2002 | 07:30 AM 04:30 PM | 8.00 Eleating Heliday | N Y B | Ausiness Office |
| | Thu, Jan 31, 2002 | 07:30 AM 04:30 PM | 8.00 Inclement Weather | N Y B | Business Office |
| | Thu, Feb 21, 2002 | 02:30 PM 04:30 PM | 2.00 Annual Vacation | N Y B | Jusiness Office |
| | Wed, Mar 20, 2002 | 07:30 AM 04:30 PM | 8.00 Annual Vacation | N Y P | lanning |
| | Thu Mar 21, 2002 | 07:30 AM 04:30 PM | 8.00 Annual Vacation | N V P | Nanning 🚬 |
| | | | | | |
| | | | | | |
| A B C D E | F G H I J | K L M N O | P Q R S | TUV | w x y z |
| JINKENS, TRACI N. | Admin | istrative Secretary | | | 9/16/02 |
| , | | | a dat | 1. | |
| 📴 Start 🔛 Traci - Cal | planning 🔯 Time & Ch | 🕑 Hesearch 🛛 😗 Micros | oft 💒 Metropo | | 🐼 🈎 🛄 - 11:11 AM - |

The employee can change what type of leave is viewed by clicking on the arrows under "Type Leave". Once a selection has been made, click on the "Show" button.

The "Leave Balance" tab is very helpful to employees because it shows all the leave available, how much leave has been used, Floating Holiday balance, and sick leave hours.

| 💋 Metropolitan Library System | 's Human Resources and 💾 🔀 | 🖻 🕎 🗳 🖻 💋 | 🔟 🗄 <mark>🎽 🚷 </mark> 🥭 | 🗳 🗳 🏂 🚖 | 2 🕙 _ 🗆 🗙 |
|-------------------------------|---|---|--|--|---|
| Split Full Active Inactive | Term. Retired All New I | Refresh Print Find | List Exit | | |
| Name | Reserved Admin | Payroll | Pay Estimate | Reserved | User |
| JINKENS, TRACI N. | Reserved Deduction | Flex | Retirement | Reserved | Reports |
| | Information Verification | Query | Emergency A | Attendance | Comp. |
| | Time Entry Summary | View Leave | Leave Balance | Auto Entry | Factors |
| | AVL_ Projected for year 122.50 Bonus earned last year Carryover past year (+) Earned year-to-date (+) Accumulated year-to-date (+) Used year-to-date 68.50 Scheduled (+) 11.00 Total used/sched year-to-date (-) Current balance (=) Projected earnings/year-end (+) Uncommitted (=) Possible to carryover (-) Will need to take (=) | Hours Floatin .00 Beginstream 2.50 Beginstream 85.50 Use 88.00 Scheit 2 79.50 8.50 Scheit 34.50 Last 30.00 Last | ng Holiday inning lance ed (-) to-Date iduled (-) lance l | Sick Leave Beginning Balance Earned (+) Year-to-Date Used (-) Year-to-Date Current (=) Balance Scheduled Sick Calculation Date 9 /16/02 | Hours 525.50 85.50 40.00 571.00 .00 Calculate |
| A B C D E F | G H I J K L | M N O P | | r u v w | X Y Z |
| JINKENS, TRACI N. | Administrative S | Secretary | | | 9/16/02 // |
| 🎉 Start 🔛 Traci - Cal 🔜 pla | anning 👩 Time & Ch 🕢 Resea | arch 🕎 Microsoft | Metropo | 4:4 | 35 EN 11:13 AM |

There are three columns of information. The first column "AVL" includes all of the information an employee would need regarding vacation time.

| Projected for year | Total number of hours per that individual |
|-------------------------------|---|
| Bonus earned last year | Dependent on sick leave usage (For more information, read Policy & Procedures manual) |
| Carryover past year | Vacation hours brought over from previous year |
| Earned year to date | Vacation hours earned year to date |
| Accumulated year to date | Carryover + Earned |
| Used year to date | Vacation hours used year to date |
| Scheduled | Vacation hours scheduled year to date |
| Total used/sched year to date | Used + Scheduled |
| Current balance | Accumulated – Total used/sched year to date |

| Projected earnings/year end | Vacation hours remaining |
|--------------------------------|--|
| Uncommitted | Current balance + Projected earnings |
| Possible to carryover | Possible vacation hours to carryover to next year |
| Will need to take | Vacation hours an employee must take before year end |

The "Floating Holiday" column consists of:

The beginning balance, what have been used year to date, hours scheduled, and the current balance. All full-time employees receive a total of 16 hours of floating holiday.

The "Sick Leave" column includes:

The beginning balance, number of hours accumulated year to date, hours used year to date, the current balance, and any sick hours scheduled.

The next tab, which is helpful for employees with "set" schedules, is the "Auto Entry" tab.

| 🐠 Metropolitan Library Syst | tem's Human Resou | rces and F | I 🕅 🔍 🖪 🧬 | 回日 🖁 🎽 🚷 🤇 | 🖻 🗳 🗳 🍙 | 🥑 🗐 💶 🗵 |
|-------------------------------|--------------------|------------------------|-------------------|------------------|---------------------|------------------------------|
| Split Full Active Inac | tive Term. Retired | All New Re | efresh Print Find | List Exit | | |
| Name | Reserved | Admin | Payroll | Pay Estimate | Reserved | User |
| JINKENS, TRACI N. | Reserved | Deduction | Flex | Retirement | Reserved | Reports |
| | Information | Verification | Query | Emergency | Attendance | Comp. |
| | Time Entry | Summary | View Leave | Leave Balance | Auto Entry | Factors |
| | JINKENS, TRA | CI N | | | | |
| | Apply Meal | s Week One | Work Week One | Meals We | ek Two Wa | rk Week Two |
| | From | | | | | |
| | Mon 12.00.PM | | .30.AW 04.30.P | ₩12.00.PW | UT.00.FW | ₩ 04.30.FW |
| | Tue 12:00:PM | 4 01:00:PM 1 07 | /:30:AM 🔺 04:30:P | M * 12:00:PM * | 01:00:PM + 07:30:/ | AM • 04:30:PM • |
| | Wed 12:00:PN | 1 ▲ 01:00:PM ▲ 07 ▼ | 7:30:AM 🔺 04:30:P | M • 12:00:PM • | 07:30:/ • | ₩ * 04:30:PM * |
| | Thu 12:00:PN | 4▲01:00:PM▲07 ▼ | 7:30:AM 🔺 04:30:P | M * 12:00:PM * | 01:00:PM 		 07:30:/ | AM • 04:30:PM • |
| | Fri 12:00:PN | 1 ▲ 01:00:PM ▲ 07 ▼ | 7:30:AM 📤 04:30:P | M 12:00:PM 1 | 07:30:/ | AM ▲ 04:30:PM ▲ ▼ |
| | Sat 12:00:AM | 1 12:00:AM 12 • | 2:00:AM 12:00:Al | M • 12:00:AM • • | 12:00:AM 12:00:/ | AM + 12:00:AM + • |
| | Sun 12:00:AM | 1 12:00:AM 12 | 2:00:AM 12:00:Al | M 12:00:AM · | 12:00:AM 12:00:/ | ₩ ▲ 12:00:AM ▲ ▼ |
| A B C D E | F G H I | JKL | M N O P | QRS | TUVW | X Y Z |
| JINKENS, TRACI N. | | Administrative Se | cretary | | | 9/16/02 |
| 🏽 🎆 Start 🛛 🌄 Traci - Cal 🛛 🌄 | planning 👩 Tim | e & Ch 🕢 🕢 Researc | h 🕎 Microsoft | gs Metropo | 44 | 35 EN 11:25 AM |

An employee can set up his/her schedule, which would then consistently show up on their "Time Entry" screen. No changes would have to be made, unless an employee used leave time in that particular pay period. To set up the time entry feature, an employee would fill in the appropriate hours and meal time hours. Once all of the information has been entered, click on "Apply".

NOTE: On the days that an employee does not work (e.g. Saturday and Sunday as in the case above), the beginning and end times, as well as the meal times are all 12:00 AM. This special feature allows those days to not show up when working with the time sheet.

Other features included in the mIsHRPay are the "Emergency" tab, the "Flex" tab, and the "User" tab.

On the "Emergency" tab, the employee will have contact information for emergencies located here.

On the "Flex" tab, the employee will be able to see everything that has taken place within their flex account for the calendar year. (Flex plans are optional. For further information regarding enrolling in Flex plans, contact the Benefits Manager.)

On the "User" tab, an employee can change their password. In order for the change to take place, click on "Change Password."

A new feature for the mlsHRPay database is the 'Payday Info' tab. For security purposes, only the employee will be able to access his/her payroll information. The supervisor will not be able to access the employee's records. For any particular pay period, the payday information will show up on the employee's record a day before payday. This new feature also allows for employees to print up their pay stub. Furthermore, the 'Payday Info' helps employees keep track of payday information for tax purposes.

