

Board of Elections Early Voting Time Entry

The screenshot shows a user interface for a "Daily Time Entry Form". At the top left is a circular profile picture of Lisa Hassler. To the right of the picture is the name "LISA HASSLER". Below the name is the title "Daily Time Entry Form". There are two summary bars: the top one shows "0 Hours" for the period "04/22 - 04/28" with a status of "04/25/2024"; the bottom one shows "0 Hours" for "Lisa HASSLER" with a due date of "05/05". A legend indicates "Certified" (yellow), "Approved" (green), and "Challenged" (red). Below this are seven columns for days from Monday (04/29) to Sunday (05/05), each with "Hours: 0". Under Monday and Wednesday, there are boxes for "MAIN Early Voting SC" with "No Time Entered".

1. Navigate to "Time Entry" under "Work Assignment".
 - a. If on computer, hover over "Work Assignment" to view options.
 - b. If on mobile, click on the menu icon and locate "Time Entry" listed under "Work Assignment".
2. Select the shift you wish to enter time for by clicking or tapping on the white box under the applicable date.
 - a. Dates you can enter time for coincide with scheduled shifts in the system. If you are missing a shift, contact the BOE Office.
 - b. The "Time Entry" tray will slide up from the bottom.

The screenshot shows a mobile-style time entry form for the date "04/29/2024". At the top is the name "LISA HASSLER" and a close button (X). Below is a disclaimer: "The Early Voting Timesheet must be completed following each shift. Time MUST be entered in 15 minute increments, consistent with your shift schedule. If the Site Coordinator or BOE authorized early leave from a scheduled shift, it must occur at a 15 minute increment. Staff are authorized three 10 minute breaks, if authorized by the Site Coordinator, that are not required to be recorded. If a full 30 minute break is authorized, it must be recorded and deducted from total hours worked." The form contains four input fields: "Shift Start" (08:00 AM), "Lunch Start" (empty), "Lunch End" (empty), and "Shift End" (05:30 PM). A blue "Save" button is at the bottom.

3. Adjust Shift Start and End times in increments of 15 minutes to accurately reflect the time worked.
 - a. Times from your scheduled shift will automatically populate.
 - b. Click in the field you wish to adjust and select the time from the dropdown.
4. Adjust Lunch Start and End times in increments of 15 minutes to accurately reflect the reportable break taken.
 - a. No times will automatically populate.
 - b. Click in the field you wish to adjust and select the time from the dropdown.
5. Click 'Save'.
6. You will be prompted to certify that the entered time is accurate.

Save & Certify ✕

As a non-exempt employee, I certify that during the periods indicated the time recorded reflects actual hours worked and all time worked or absent. I also acknowledge that I understand that all overtime worked by me as a non-exempt employee must be approved in advance by my supervisor. Failure to receive advance approval for overtime work may result in disciplinary action up to and including dismissal.

I understand that any willful falsification will result in dismissal and/or criminal charges.

I have read and understand the statements listed above.

7. Click 'Certify'.
 - a. Your time is forwarded to the Site Coordinator of that shift for approval.

Note:

- Time can be edited following certification but cannot be edited once approved by the Site Coordinator.
- If a Site Coordinator disputes your time entry, BOE Staff will be notified to reach out to you for resolution.
- Previous weeks time appears in the dark grey box above the current week for your reference. The status will continue to update as payment moves through the process.

Statuses

- Certified – You have saved and certified the accuracy of your entry.
- Approved – Your Site Coordinator has approved your entry, and locked the time in.
- Challenged - Your Site Coordinator has disputed your entry and resolution is necessary.
- Authorized – BOE Staff has authorized payment.
- Submitted – Payment has been reported to Finance for funds to be transferred.
- Paid – Payment is complete.