

Stromberg *e*-Access

Web Time Reporting System

Hourly Employees Detailed Instructions



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Welcome to *e*-Access for Hourly Employees

I. Who's Who in Payroll

- A. Barbara Clausen, Payroll Manager
- B. Greg Crane, Stromberg Administrator/Payroll Technician (Students)
- C. Al Kisling, Payroll Accountant
- D. Erin Thigpen, Payroll Technician (Faculty/Staff)

II. Introduction to *e*-Access

The **Stromberg *e*-Access Time Entry**® program is an Internet based Time and Attendance product for reporting employee hours from throughout all the University of St Thomas Campus. These include all PC's, MAC's and kiosks. This easy to use password protected environment enables employees and students to record and submit hours by department.

The *e*-Access time entry program contains the following menu functions:

- **Timecard** – Displays a screen where the employee may enter their time depending on the method of preference. Although it works similar to a time clock, employees have the option of manually entering the time they begin work and the time they leave for the day, or by simply hitting the *Punch* button to automatically enter their start/stop time. Employees will also have the ability to enter PLT/Vacation, Holiday, Funeral time, etc.
- **Profile** – The Profile screen displays the employee name, primary department, check mailing address, and their primary supervisor.
- **Log Off** – Logs off the current employee and returns you to the *e*-Access log in screen.

III. Timecard View Introduction

After entry of a valid Username and password, the program will display the Timecard for the employee who just logged in. From this screen employees enter their time by the *Add Punch* section or if the employee is entering PLT/Vacation, Holiday, etc. they would use the *Add Transaction* section.

IV. Description of Timecard and its components by Section:

A. “**Add Punch**” section enables the employee to enter their punch time and department information.

- i. *Date*: The Date field will automatically default to today’s date. However, if you need to enter hours for a previous day. This field can be changed, using mm/dd/yyyy format.
- ii. *Time*: This field will default to the actual time on the server. However, if you need to change the time of a punch in or out, this field may be overwritten. The following formats may be used to enter time:
 1. Standard Time (hh:mm = 4:30 pm)
 2. Military Time (16.50 = 4:30 pm) (**See Appendix A for conversion table**)

NOTE: The next three fields are used ONLY if the employee works for multiple Departments.

- iii. *Location*: This field is used **ONLY** if you are working in multiple departments. It is not necessary to complete this field if you only work in one department. **e-Access** will automatically default to your home department.
- iv. *Account*: This field is used **ONLY** if your hours are being charged to multiple department. As in the *Location* code, this field will default to your home department.
- v. *Position*: This field is used **ONLY** if the employee holds multiple position within UST. As in the *Location* and *account* codes, this field will default to their home department.
- vi. *Add Punch*: This button is used when ready to add a punch. It **MUST** be clicked EVERYTIME you are ready to add a punch.

B. “**Add Transaction**” This section allows employees to enter PLT, Vacation, Holiday, Funeral, Snow Day, Jury Duty, Leave of Absence, and a new feature No Lunch Taken.

- i. *Date*: The Date field will automatically default to today’s date. However, if you need to enter a Holiday or PLT time for a previous day this field can be changed, using mm/dd/yyyy format.
- ii. *Category*: This field is used to determine what kind of transaction is needed. (i.e.: PLT, Holiday, etc.)
- iii. *Amount*: This field is used to enter the total amount of hours that should be charged to the category selected.

NOTE: The next three fields are used ONLY if the employee works for multiple Departments.

- iv. *Location:* This field is used **ONLY** if you are working in multiple departments. It is not necessary to complete this field if you only work in one department. **e-Access** will automatically default to your home department.
- v. *Account:* This field is used **ONLY** if your hours are being charged to multiple department. As in the *Location* code, this field will default to your home department.
- vi. *Position:* This field is used **ONLY** if the employee holds multiple positions within UST. If positions held are in the same department, then the default is ok
- vii. *Add Transaction:* This button is used when you want to add a punch. It **MUST** be clicked EVERYTIME you make an entry for a *Category*.

V. Accessing e-Access

A. Logging into e-Access (See Figure 1.)

- i. Go To: www.stthomas.edu/payroll
- ii. Find and Click on the Link for **e-Access** under Automated Time Reporting. This will take you to the Stromberg Pre-page login
- iii. Click on the **e-Access** link. This will take you the log in page for **e-Access**.
 - 1. Enter your UST username in the Name field.
 - 2. Enter your Social Security Number
 - 3. Click the Login Button – This will take you to the Timecard



The image shows a login interface for 'Stromberg e-Access'. At the top is a logo consisting of a stylized 'S' and 'A' in blue and grey. Below the logo, the text 'Stromberg e-Access' is displayed. Underneath, there are two text input fields: the first is labeled 'UserName' and the second is labeled 'Password'. Below the password field is a button labeled 'Login'.

VI. Adding a Punch (See Figure 2)

- A. **Date:** In the **Date** field, you may accept the date displayed or enter the date that applies to the hours you are entering. The format for the date is mm/dd/yyyy.
- B. **Time:** Enter the appropriate Start/End time for the punch in the **Time** field. For example, the employee would enter the Start time of day he/she began working for his/her home department, and at the end of the day the employee would enter the time they left for the day.

NOTE: Employees will automatically be deducted for a ½ hour lunch. If the employee DOES NOT take a lunch, then they can re-add it using the Add Transaction feature. See section VII on how to enter transactions.

- i. Format for adding time (*Please see section IV-A-ii for specifics on time formats*)
 - a. HH:MM (Hours:Minutes)
 - b. Military time. (*See Appendix A*)

NOTE: If you work in just one department please skip points C, D, & E. If you work for multiple departments please continue to point C.

- C. **Location:** Select the **Location** department that this punch should be directed to.
- D. **Account:** Select the appropriate **Account** that these hours should be charged to.
- E. **Position:** Select the **Position** number that this time punch should be charged against.

NOTE: For employees who work in multiple departments and DO NOT specify the **Location, Account and Position, then the punch will default to your Home Department.**

- F. **Add Punch** button: Click here to enter the hours into the database. *e-Access* will briefly display a confirmation message for each punch added.
- G. Repeat steps A-F to enter the time you stopped working for this department.

Figure 2:

Time Card Profile Log Off Help

Current Server Time: 6/12/2002 14:33 PM

Welcome: Doe, John A. Display 1

Add Punch

Date: 6/12/2002

Time: 14:33

Location : [Dropdown]

Acct# : [Dropdown]

Position : [Dropdown]

Add Punch

VII. Adding a Transaction (See Figure 3)

NOTE: This section DOES NOT apply to Non-Benefits eligible Temporary Employees

- A. **Date:** In the **Date** field, you may accept the date displayed or enter the date that applies to the hours you are entering. The format for the date is mm/dd/yyyy.
- B. **Category:** Select a *Category* (Please refer to the *Employee Manual* for specifics on each of these *Categories*
 - i. *Holiday:* Please see the Payroll Website for a complete listing of approved Paid Holiday's
 - ii. *PLT/VAC:* Personal Leave Time/Vacation Time.
 - iii. *Floating:* Personal Day
 - iv. *Funeral:* Used when an employee attends a Funeral
 - v. *Snow Day:* This category is used **ONLY** in rare circumstances.
 - vi. *Jury Duty:* Used when an employee is required to serves for Jury Duty
 - vii. *Loa/NoP:* Leave of Absence/No Pay
 - viii. *No Lunch:* Used only when an employee does not take a lunch or comes back early

- C. **Amount:** Enter the number of hours to be added. (The format for this field is Hours.Decimal (hh.dd))

NOTE: If you work in just one department please skip points D, E, & F. If you work for multiple departments please continue to point D.

- D. **Location:** Select the **Location** department that this *Transaction* should be directed to.
- E. **Account:** Select the appropriate **Account** that this *Transaction* amount should be charged to.
- F. **Position:** Select the **Position** number that this *Transaction* should be applied towards.

NOTE: For employee who work in multiple departments and DO NOT specify the *Location, Account and Position* then the punch will default to your Home Department.

- G. **Add Transaction** button: Click here to enter the Transaction into the database. *e-Access* will briefly display a confirmation message.
- H. Repeat steps A-H to enter a Transaction for each Category as needed. There may be some pay periods where employees WILL NOT have any transactions.

Figure 3

The screenshot shows a web-based form titled "Time Card" with a sub-section "Add Transaction". The form contains the following fields and values:

- Date: 6/12/2002
- Category: Holiday (dropdown menu)
- Amount: (empty text box)
- Location: Payroll (625) (dropdown menu)
- Acct#: No Account Number (999999) (dropdown menu)
- Position: Payroll Technician (400440) (dropdown menu)

An "Add Transaction" button is positioned below the form fields.

VIII. Other Features

A. **Profile:** The *Profile* button displays some basic information on the employee. All this information comes from the Human Resources/Payroll system.

Information that is list is as follows:

- i. *Employee Name:*
- ii. *Address Line 1: Defaults to University of St. Thomas*
- iii. *City: Defaults to Mail #*
- iv. *Zip Code: Payroll Check Mail #*
- v. *Primary Supervisor: Home Department Supervisor*
- vi. *Home Department: This field list the Home Department code*
- vii. *Payroll Rule: For Payroll use only*
- viii. *Current Password, New Password, Confirm New Password: These fields may be used, HOWEVER, it will always default back to the employees' Social Security Number*
- ix. *Save/Reset: Click to save or reset your profile. However your information will default back until it is corrected in the HRS system.*

B. Display of Timecard

- i. **Display Time Card** button: The Timecard displays the timecard for the logged in employee for the *current* pay period only. **PLEASE NOTE:** The Time Card cannot be printed from here unless the employee use a cut and paste method. Or they may request one from their supervisor who can print it from *e-Supervisor*.

C. **Log Off** button: Selection of the *Log-Off* option logs off the current user and returns the browser to the Login screen.