Slide 1: Welcome

Welcome to eLearning.

eLearning is a method that replaces instructor led classroom / lab training sessions.

Each person will see and hear the same information.

Each person can learn at their own pace, taking the course several times if necessary.

Each person can print the optional written notes for each course.

Slide 2: Navigation Overview Notes

Welcome to the navigation overview for Milford eLearning.

You should now hear audio.

All audio is also written as text in the Notes tab.

Just click Notes to see the text anytime throughout the course.

Slide 3: Navigation Overview Outline

Click on the outline tab to see a list of topics.

Selecting a topic will take you to that part of the course.

Slide 4: Navigation Overview Player Controls

The bottom navigation is an important part of the course.

Most slides will automatically advance from one slide to another.

A user can also advance to the next slide by clicking the Next button.

When the audio is playing, the Play button also pauses the course.

At anytime, you can click the Back button to repeat the previous screens.
Slide 5: Navigation Overview Exit

When you start a course, the audio should start playing.

You can also control the volume of the audio by clicking on the Speaker button.

Slide 6: Skills Review

A short Skills Review exercise after a topic allows you to review your skills about the material presented.

The results are displayed for your benefit only.

Once the exercise begins, you must complete it entirely.

Questions can be True/False, Multiple Choice or Multiple Response.

Make your selection(s) and click the Submit button. You'll be notified if your selection was Correct or Incorrect.

At the end of the course you can Review, Retry or Finish the exercise.

Reminder: At any point in the course you can re-take an exercise by clicking on the Outline tab and selecting the exercise.

Slide 7: Skills Review

Skills Review are displayed for you only to view.

It is recommended to retake the course if you do not receive the suggested 80% Passing Score.

There is also an option to Review Quiz to identify which answers were incorrect.

Select Finish to exit the exercise.

Slide 8: TimeCentre Course

The Employee Time Clock training course has been created specifically for Milford Public Schools.

The TimeCentre device is an innovative versatile time clock that reads an employee's ID badge.
Slide 9: Course Topics

This course will present the new Employee Time Clock training in the sequence steps you see on your screen.

Topic 1 reviews Guidelines & Procedures.

How to use the TimeCentre Device will be covered in Topic 2.

Topic 3 will focus on how to access and read the TimeCentre website.

The final topic is a Wrap Up of what you just learned.

Slide 10: Topic 1: Guidelines & Procedures

Formal written guidelines and procedures will be available in the Employer Forms section on the Employee portal.

For the purpose of this course, we will review a few guidelines you should be aware of.

Slide 11: Guidelines & Procedures

It is your responsibility to check the TimeCentre website. Recommended to do this daily.

Unmatched punches could lead to incomplete pay records.

It is your responsibility to check if you have exceptions (unmatched punches) and check reports to verify detailed time sheets.

If you discover any unmatched punches, they should be corrected immediately with a blue sheet.

You will not be notified if you have unmatched punches.

Therefore, if you do not make the required corrections by the end of the pay period your paycheck will be affected.

Excessive use of the blue Exception sheet will be monitored and could lead to disciplinary action.
**Slide 12: Blue Exception Sheet**

Displayed is a sample of the Employee Exception Sheet.

It is printed on blue paper and is referred to throughout this course as the blue Exception Sheet.

Notice the revised date. This identifies that you are using the corrected version.

**Slide 13: Skills Review**

We have completed the Employee Time Clock Training Guidelines & Procedures topic. Next is a short Skills Review.

**Slide 14: Topic 1: Policies Skills Review**

**Slide 15: Topic 2: TimeCentre Device**

Topic 2 TimeCentre Device will provide information on the new time clock and how to use it.

**Slide 16: Device**

The TimeCentre device has 3 main sections.

Display
Keypad
Card Reader

The device also has a green light that can either be steady or blinking and is of no concern either way.

**Slide 17: 3 Step Process**

There are 3 steps to recording your time.

View, Set, Scan

Let’s review each one.
Slide 18: Step 1: View

Step 1: View

Take a second to identify which of the 4 Action Bars displayed on the screen is high-lighted in red.

By taking the time to VIEW which bar is red before you scan will save you from having to submit a correction.

There are 4 bars in the display section, 2 on the left and 2 on the right.

But only 1 can be high-lighted in red.

**Start** Action Bar (Top left)
Records the time when starting your day

**End** Action Bar (Bottom left)
Records the time when ending your day

**Lunch Out** Action Bar (Top right)
Records the time when you are leaving for your lunch or meal period break

**Lunch In** Action Bar (Bottom right)
Records the time when you are returning from your lunch or meal period break

Slide 19: Step 2: Set

In the keypad section, there are only TWO keys you will ever use.

The F1 and F3 keys that are high-lighted with a green border.

Slide 20: F1 Key

Press the F1 key to select the Start Action Bar.

Pressing the F1 key again will select the End Action Bar.

Pressing the F1 key a 3rd time will select the Start Action Bar again.

Basically it toggles between the 2 Action Bars on the left side of the display.
Slide 21: F3 Key

Press the F3 key to select the Lunch Out Action Bar.

Pressing the F3 key again will select the Lunch In Action Bar.

Basically the F3 key toggles between the 2 Action Bars on the right side of the display.

Slide 22: Step 3: Scan

In the Card Reader section, place your card on or near the green light.

Slide 23: Step 3: Scan Successful

When the card has been read successfully, a GREEN checkmark will be displayed as well as an audio message of 'Thank You'.

For a few seconds your ID Number and Name will be displayed as well as the message that your card has been Verified.

If you hear Thank You and see the green check mark, your time has been recorded.

Slide 24: Step 3: Scan Not Successful

If the card has NOT been read successfully, a RED X graphic will be displayed as well as an audio message of ‘Oh Oh’.

For a few seconds your ID Number will be displayed as well as the message that your card is Not Enrolled.

Notify the payroll department that your card is not working properly and record your time on the blue Exception sheet.
Slide 25: Instructions

Displayed near each time clock is a label with instructions on the 4 Action Bars.

Slide 26: Frequently Asked Questions

Time to review frequently asked questions.

If I hear the network is down at our school can I use the time clock?

Yes

TimeCentre is connected to a server at the Parsons complex, so your school network does not impact the time clock.

If for some reason the time clock cannot access the Parsons complex, all recorded times are stored until connection can be established.

Slide 27: Frequently Asked Questions

If the power was to go out at my school, can I use the time clock?

Yes

TimeCentre has a battery backup and will continue running for a short period of time.

If the display is visible, continue scanning.

Slide 28: Frequently Asked Questions

How will I know if my card is working?

The user is notified when a card is read and their time recorded with a green checkmark graphic and an audio ‘Thank You’.

They are also notified when a card cannot be read with a RED X graphic and an audio ‘Oh Oh’ message.
Slide 29: Frequently Asked Questions

After my card is scanned and then I notice the wrong Action Bar was high-lighted in red, what should I do?

Select the correct Action Bar, scan again and complete a blue Exception sheet.

Slide 30: Frequently Asked Questions

If I lost or left my card at home, what should I do?

For lost cards, notify the Human Resources department immediately.

For a card left at home, use the blue Exception sheet to record your time for the day.

Reminder:

Excessive use of the blue Exception sheet will be monitored and could lead to disciplinary action.

Slide 31: Skills Review

We have completed the Employee Time Clock Training TimeCentre Device topic. Next is a short Skills Review.

Slide 32: Topic 2: TimeCentre Device Skills Review

Slide 33: Topic 3: TimeCentre Website

Slide 34: A. Log In Information

Topic 3 will be covered in 5 sections.

A. Log In Information

B. Unmatched Punches

C. Detailed Time Sheet Report

D. Parameters

E. Report Toolbar

We’ll begin with Topic A. Log In Information
Slide 35: A. Log In Information

District employees can access the new TimeCentre website 1 of 2 ways.

From any computer in or out of the district from the Milford website, click on Staff Workroom at the top of the page.

To the left is a list of links, select the TimeCentre link.

There are 2 links available.

To view current information, select the TimeCentre link.

To view historical information, prior to July 25, 2013 select the TimeCentre Historical link.

From any computer, in or out of the district, an employee can use the URL displayed on your screen.

https://mpstime.milforded.org/TimeCentre72/login.asp

Slide 36: User

In the User field, enter your first initial and last name.

This entry should be all lower case.

For the purpose of this course, we will log in as jtest.

Slide 37: Password

In the Password field, type in the temporary (one time) default password of Milford1.

Note that the M is capitalized.

Click the login button.
Slide 38: Invalid Username or Password

If a username or password is Invalid, the system notifies you with the message displayed.

‘We are sorry, there has been an error: Invalid Username or Password.’

Click on the try again link to start over.

Slide 39: Forgotten Password

If I have forgotten my password, what can I do?

Call the payroll department to reset your password to the temporary (one time) default password of Milford1.

Michelle D'Avignon ext. 3452

Slide 40: EmpSelf

To change the temporary (one time) default password of Milford1 click on the EmpSelf link at the top of the page.

Slide 41: Change Password

To your left is a list of options.

Select the Change Password option.

Slide 42: Change Password

Enter your old password. This is the temporary (one time) default password of Milford1.

Enter your new password.

Required that your password contains:
- at least one capital letter,
- one numeral and
- must be 6-8 characters.

Enter your new password again to confirm it.

Select the Change My Password button.
Slide 43: Logoff

After changing your password, the system will log you off and ask you to click here to log on again.

At the end of a session, it is recommended to Logoff, not X out to exit.

Select the Logoff link at the top of the page.

Slide 44: B. Unmatched Punches

Slide 45: Missed Punches

Click on the Missed Punches link.

Slide 46: Punch Exceptions

Displayed are Punch Exceptions that the system has been unable to match with a corresponding punch.

FYI

Recommended to check this report daily for the previous days punches.

Punches for the day you are checking will not be displayed until the final punch has been completed.

Exceptions may include duplicate punches, pressing the wrong button as well as missing In or Out punches.

For each ‘unmatched punch’ listed, you will need to submit a blue Exception sheet with the correction.

Slide 47: Punch Type

In the Punch Type column, an O punch type listed means you are missing the corresponding 'In' punch.
You need to record an In punch on the blue Exception sheet.
It also could mean it is a duplicate Out punch.

An I punch type listed means you are missing the corresponding 'Out' punch.
You need to record an Out punch on the blue Exception sheet.
It also could mean it is a duplicate In punch.
### Slide 48: Punch Type

In the Punch Type column, there are additional codes not on the report displayed.

<table>
<thead>
<tr>
<th>Punch Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Missing In</td>
</tr>
<tr>
<td></td>
<td>Duplicate Out</td>
</tr>
<tr>
<td>I</td>
<td>Missing Out</td>
</tr>
<tr>
<td></td>
<td>Duplicate In</td>
</tr>
<tr>
<td>LI</td>
<td>Missing Lunch Out</td>
</tr>
<tr>
<td></td>
<td>Duplicate Lunch In</td>
</tr>
<tr>
<td>LO</td>
<td>Missing Lunch In</td>
</tr>
<tr>
<td></td>
<td>Duplicate Lunch Out</td>
</tr>
</tbody>
</table>

For a **LI** punch type listed means you are missing the corresponding ‘Lunch Out’ punch.

It also could mean there is a duplicate Lunch In punch.

You need to record the missing or duplicate punch on the blue Exception sheet.

For a **LO** punch type listed means you are missing the corresponding ‘Lunch In’ punch.

It also could mean there is a duplicate Lunch Out punch.

You need to record the missing or duplicate punch on the blue Exception sheet.

### Slide 49: C. Detailed Time Sheet

### Slide 50: Detailed Time Sheet Report

Click on the Detailed Time Sheet Report link
Slide 51: Detailed Time Sheet

Displayed is a Detailed Time Sheet report for the current pay period.

We recommend that you check this report daily to view your previous days punches.

At the end of each pay period, it is vital that you verify that all dates worked are listed and that the Total Paid Time is correct.

Slide 52: A Perfect Day

For July 8, we have a perfect day. It is perfect because all 4 punches have been recorded and Jane Test will be paid 7 hours, which is correct.
Slide 53: A Not So Perfect Day

For July 9, we do not have a perfect day.

Lunch In and Out was recorded correctly.

An End was recorded correctly, which means the employee punched out at the end of the day.

We are missing a Start punch for the start of our day.

To correct this unmatched punch, we need to make an entry on the blue Exception sheet.

Slide 54: Exception Sheet Sample

Displayed is a sample of how to complete the blue Exception Sheet for the Tuesday July 9th missed Start punch.

Notice the 5 Reason Codes available. For July 9th, use Code 1 Missed Punch In (start of day).
Slide 55: Another Not So Perfect Day
For July 10, we have another not so perfect day.

Jane arrived to work at 08:00 and she took a 15 minute lunch break.

What is missing is the End punch, which means the employee did not punch out at the end of the day.

The correct end time is 1:00 pm which she must record on the blue exception sheet.

If she took sick time for the remainder of the day she will need to complete a blue exception sheet requesting 2.25 hours sick leave.

Slide 56: Exception Sheet Sample
Displayed is a sample of how to complete the blue Exception Sheet for the July 10 missed End punch.

Our example also shows the request for 2.25 hours of sick leave.

For July 10th, use Code 4 Missed Punch Out (end of day).

Slide 57: Sick Day
For July 11, notice that there is no time recorded.

Jane Test was sick and an entry will need to be made on the blue Exception sheet.

It will be entered in TimeCentre manually by the designated time keeper and once recorded will be displayed as “Sick” on the Detailed Time Sheet in the Pay Type column.

Additional options such as Holiday, etc. will display similar to the Sick Pay Type displayed.

Slide 58: Exception Sheet Sample
Displayed is a sample of how to complete the blue Exception Sheet for the July 11 Sick Day.

Slide 59: Missed Lunch Punch
For July 12, we are missing a punch.

Although Jane punched out for the day, the Out punch is not displayed on the detailed time sheet because she is missing her Lunch In punch.
The Lunch In punch must be recorded on the blue Exception sheet.

**Slide 60: Exception Sheet Sample**

Displayed is a sample of how to complete the blue Exception Sheet for July 12.

For July 12th, use Code 3 Missed Lunch Punch Return.

**Slide 61: Detailed Time Sheet**

After all corrections from the blue Exception sheets have been made, displayed is the updated Detailed Time Sheet report.

Checking this report by the end of the pay period can eliminate errors on your paycheck.

**Slide 62: D. Parameters**

**Slide 63: Parameters**

Click on the Parameters link at the top of the page.

**Slide 64: Next Period**

The screen may look busy, but there are only 3 options you need to be concerned with.

In the Select Period section, select the Next Period radio button to view your punches for the next pay period.
Slide 65: All Open Transactions

You can also select All Open Transactions to view all transactions that have not been finalized.

Slide 66: Historical

All historical payroll information that occurred after July 26, 2013 will be displayed in the new TimeCentre website.

All payroll information prior to July 25, 2013 cannot be viewed in the new TimeCentre website.

It is available in the TimeCentre Historical (Prior to July 25 2013) link.

Slide 67: E. Report Toolbar

Slide 68: Toolbar

At the top of both the Missed Punches and Detailed Timesheet web pages is a toolbar with features you may want to use at some point.

Let’s review some of them.

As a mouse hovers over an option a popup title will briefly appear.

One of the most used tools is the Print option, which is identified with both a printer graphic and the word Print.

Another one that may be useful are the Zoom tools.

Notice the minus and plus signs as well as the drop down.

The default is Page Width, but often a user having difficulty seeing the screen is encouraged to change it to 200% to zoom in on the report.

Often a report has multiple pages. Using the Previous Page or Next Page buttons assist in viewing the multiple pages. How many pages are available for the report are displayed in the page field. The 1/1 displayed means that this is page 1 of a report that is only 1 page. If you were to see a 3/5 that would mean you are on page 3 of a 5 page report.

There is an Export option, but it is recommended to not use this feature.
Slide 69: Skills Review
We have completed the Employee Time Clock Training TimeCentre Website topic. Next is a short Skills Review.

Slide 70: Topic 3: TimeCentre Website Skills Review

Slide 71: Topic 4: Wrap Up

Slide 72: Helpful Hints
A lot of information has been provided. It may feel overwhelming, but allow me to remind you that this course is available to retake as often as necessary.

The optional printed documentation serves as a User’s Guide as well.

Recommended to take the course until you reach the passing score of 80% on all Skills Review.

Slide 73: Exit
You have now completed the Milford eLearning Employee Time Clock Training course.

Great job!

Select the Red X to close this course. (Top Right corner)

For all questions related to TimeCentre including use of the TimeCentre software, use of the time clocks, and password or login issues please contact Michelle D'Avignon at ext. 3452