

Using Executime (etime)

DHR's time-reporting system ExecuTime (eTime) will allow employees to report their hours worked, as well as submit requests for time off to their supervisors.

Your username: Your first initial and last name with no space in between

Your password: Your first initial and last name with no space in between

Please read the attached eTime Quick Reference Guide carefully.

Remember to use the Time Sheet screen in eTime for regular work time (WK – Work Hour) only.

Please use the Time Off Request screen to enter time off, even for taking 15 minutes off or any retro time off. After your supervisor approves a time off request, that time-off code will be reflected in your Time Inquiry screen.

Please review your consolidated time sheet (all work hours and approved time off) in the Time Inquiry Screen at the end of each pay period.

https://etsaas1.executime.net:7021/ExecuTime/



EMPLOYEE QUICK REFERENCE GUIDE

City & County of San Francisco, CA

Timesheet

The Timesheet screen is where all work hours, activity codes and department codes are entered by the employee.

Current Period Previous Period

Employee Timesheet

Data displayed for: Employee, HR Admin

Pay Period: 09/03/2012 - 09/14/2012

Date	Start Time (HH:MM)	Duration (HH:MM)	Type	Activity	Department	Comment
09/04/2012	08:00	02:00	WK (Work Hour)	Examinations	POL	oral interview/PAT; ex
09/04/2012	10:00	04:00	WK (Work Hour)	Mail/Phone/Email Correspondence	FIR	respond to firefighter,
09/05/2012	08:00	08:00	WK (Work Hour)	Report	HRD-ADM	
09/07/2012	08:00	08:00	WK (Work Hour)	Data Entry	HRD-ADM	

Note: Time Off cannot be added from this screen, please use *Time-Off Request* screen below.

Time-Off Request

The Time-Off Request screen displays the current status of employee Time-Off Requests.

Employee Time-Off Request

Employee ID	Name	Date	Duration	Type	Comment	Status	Creation Date
	Employee, HR Admin	08/29/2012	8.00	VA (Vacation)	Need off to move	Approved	08/29/2012 08:35 AM
	Employee, HR Admin	09/03/2012	8.00	LH (Legal Holiday)		Approved	09/06/2012 02:59 PM
	Employee, HR Admin	09/04/2012	2.00	SP (Sick Pay)		Approved	09/06/2012 03:02 PM
	Employee, HR Admin	09/06/2012	8.00	SP (Sick Pay)		Approved	09/06/2012 09:30 AM
	Employee, HR Admin	09/10/2012	8.00	FH (Floating Holiday)		Pending	09/06/2012 01:07 PM
	Employee, HR Admin	09/11/2012	8.00	SP (Sick Pay)		Approved	09/11/2012 01:22 PM

Adding a Time-Off Request will trigger the following events:

1. Generates a notification email to your supervisor
2. Time-off approval in ExecuTime, by supervisor, generates notification email back to the employee
3. APPROVED time-off will be added to Time Inquiry on your consolidated time card (Time Inquiry Screen)

Time Off Request

Benefit Type:

Division: Administration

Location: 01010 (ADM)

Activity:

Department: HRD-ADM

Start Date: 09/14/2012

Start Time: 00:00 (hh:mm)

End Date:

Benefit Hours Per Day: 0.00 (hh:mm) or (hh:mm)

Comment:

Minutes	Hours
00:15	0.25
00:30	0.50
00:45	0.75