



MinistryWorks®  
by Brotherhood Mutual

## Time & Attendance: Administrator & Supervisor Training

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## Time & Attendance

### Login information

1. Web browser needs to be Google™ Chrome®.
  - a. If using mobile Apple® products, the default browser must be set to Safari®.
2. Go to MWxxxx.asureforce.net – your unique URL is your MinistryWorks number (MW#).
3. Save the URL as a favorite on your internet browser.
4. Enter Login ID – the format is specific to each individual ministry.
5. Enter password – the initial password is the word “default” – the employee will be prompted to change immediately.

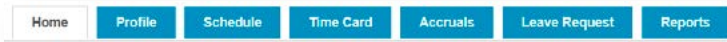


The screenshot shows the MinistryWorks login interface. At the top is the logo "MinistryWorks® by Brotherhood Mutual". Below the logo are two input fields: "Login ID" and "Password", each with a red asterisk to its right. Under the "Login ID" field is a checkbox labeled "Remember ID". To the right of the checkbox is a blue hyperlink labeled "Forgot Password?". Below these fields is a blue "LOGIN" button. At the bottom of the page, the text "Version 12.4.9.626" and "©2022, Asure." is displayed.

Version 12.4.9.626  
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## Basic Navigation of Time & Attendance

### Home tab



Once administrators and supervisors log in, the **Home** tab appears. The **Home** tab offers an overview of multiple sections.

1. The **Dashboard** has helpful gadgets that are relevant to completing payroll.
2. The **Employee List** displays each supervisor's Direct Report Employees along with quick links to each employee's time card, schedule, and profile.

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Preferences | Log Off  
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Home Profile Schedule Time Card Accruals Points Leave Request Reports Advanced Reports Payroll Messages Tools Clocks Co

Filter: User: tempadmin | Help On This Page | Get Support

### Dashboard

TIME CARD EXCEPTIONS

Period: Current (minus current day) View All

MP 3

### Employee List

Pay Period Select Search On Employee Name Find Employee Go

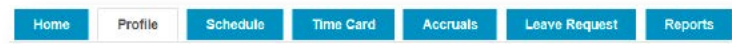
Name	Status	Next Sched. In Time	Department	Department ID	Time ...	Sche...	Profile
Clark, Stephen	OUT	Fri 04:00 PM	MIN	3	Open	Open	Open
Collier, Sara	OUT	Thu 08:00 AM	LS	2	Open	Open	Open
Collins, Sandra	OUT		LS	2	Open	Open	Open
Conley, Brian	OUT	Thu 02:00 PM	Admin	1	Open	Open	Open
Cook, Tyler	OUT	Thu 02:00 PM	PS	4	Open	Open	Open
Cornett, Sasha	OUT	Thu 02:00 PM	PS	4	Open	Open	Open
Cronk, Sarah	OUT		LS	2	Open	Open	Open

0 of 17 Selected (Total 45)

All # a b c d e f g h i j k l m n o p q r s t u v w x y z

Wednesday, April 27, 2022

## Profile tab



The **Profile** tab gives access to employee profiles. These details can be accessed by double-clicking on the row of any given employee.

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Home Profile Schedule Time Card Accruals Points Leave Request Reports Advanced Reports Payroll Messages Tools Clocks Co

List Filter | User: tempadmin | Help On This Page | Get Support

Search On: Employee Name Find Employee Go Status: Active

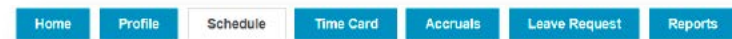
Name	ID	Uniqu...	Status	Departme...	Department	Branch ID	Branch	Division ID	Division	Company ID	Company	Superviso...	Superviso...	Pay Gro
Clark, Stephen	HA0596	HA0596	Active	3	MN	200	Evo Time	1000	MinistryW... Evo Time	MWEVOTI...	MinistryW... Evo Time	DEFAULT	DEFAULT	HOURLY
Coller, Sara	PR0076	PR0076	Active	2	LS	200	Evo Time	1000	MinistryW... Evo Time	MWEVOTI...	MinistryW... Evo Time	DEFAULT	DEFAULT	HOURLY
Collins, Sandra	SG5304	SG5304	Active	2	LS	200	Evo Time	1000	MinistryW... Evo Time	MWEVOTI...	MinistryW... Evo Time	DEFAULT	DEFAULT	HOURLY
Conley, Brian	SA3739	SA3739	Active	1	Admin	200	Evo Time	1000	MinistryW... Evo Time	MWEVOTI...	MinistryW... Evo Time	DEFAULT	DEFAULT	HOURLY
Cook, Tyler	KO7056	KO7056	Active	4	PS	200	Evo Time	1000	MinistryW... Evo Time	MWEVOTI...	MinistryW... Evo Time	DEFAULT	DEFAULT	HOURLY
Cornett, Sasha	SASHA	SASHA	Active	4	PS	200	Evo Time	1000	MinistryW... Evo Time	MWEVOTI...	MinistryW... Evo Time	DEFAULT	DEFAULT	SALARY

0 of 17 Selected (Total 43)

SELECT ALL

AB # a b c d e f g h i j k l m n o p q r s t u v w x y z

## Schedule tab



The **Schedule** tab allows for the creation, editing, and assignment of schedules.

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Home Profile Schedule Time Card Accruals Points Leave Request Reports Advanced Reports Payroll Messages Tools Clocks Co

List | Master Sch | Filter | User: tempadmin | Help On This Page | Get Support

Search On: Employee Name Find Employee Go Status: Active

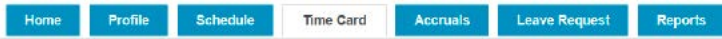
Name	ID	Status	Department	Pay Group	Shift	Schedule Templa...	Schedule Template Desc...	Rotation Schedul...	Rotation Schedule Desc
Clark, Stephen	HA0596	Active	3	HOURLYPT		MTWTF 4P-8P	MTWTF 4p-8p		
Coller, Sara	PR0076	Active	2	HOURLYPT		M-F 8-12	M-F 8-12		
Collins, Sandra	SG5304	Active	2	HOURLYPT					
Conley, Brian	SA3739	Active	1	HOURLYPT		M-F 2P - 6P	M-F 2p - 6p		
Cook, Tyler	KO7056	Active	4	HOURLYPT		M-F 2P - 6P	M-F 2p - 6p		
Cornett, Sasha	SASHA	Active	4	SALARY		M-F 2P - 6P	M-F 2p - 6p		
Cronk, Sarah	JO1803	Active	2	HOURLYPT		W 9-12 S 9-12	W 9-12 S9-12		
Darling, Sylvia	T9191	Active	2	HOURLYPT					
Eiler, Robert	SO0759	Active	4	HOURLYPT		W S 4P-8P S 8A -12P	W S 4p-8p S 8a -12p		
Englekling, Kathryn	HE6505	Active	1	PT SALARY		M-F 7A - 2P	M-F 7a - 2p		

0 of 17 Selected (Total 43)

SELECT ALL

AB # a b c d e f g h i j k l m n o p q r s t u v w x y z

## Time Card tab



The **Time Card** tab provides access to time cards by double-clicking on the row of any given employee. Editing and approvals can be handled in this area.

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Home Profile Schedule **Time Card** Accruals Points Leave Request Reports Advanced Reports Payroll Messages Tools Clocks Co >

List: Browse Exceptions | Browse Approvals | Global Approval | Global Re-Calc | Global Punch | Global Misc Pay | Configure Proxy Filter | User: tempadmin | Help On This Page | Get Support

Search On: Employee Name Find Employee Go Status: Active

Name	ID	Status	Department ID	Department	Pay Group	Time Entry Type
Clark, Stephen	HA0596	Active	3	MIN	HOURLYPT	Punch
Collier, Sara	PR0076	Active	2	LS	HOURLYPT	Punch
Collins, Sandra	SG5304	Active	2	LS	HOURLYPT	Punch
Conley, Brian	SA3739	Active	1	Admin	HOURLYPT	Punch
Cook, Tyler	KO7056	Active	4	PS	HOURLYPT	Punch
Cornett, Sasha	SASHA	Active	4	PS	SALARY	HoursEntry
Cronk, Sarah	JC1803	Active	2	LS	HOURLYPT	Punch
Darling, Sylvia	T9191	Active	2	LS	HOURLYPT	Punch
Eler, Robert	SC0759	Active	4	PS	HOURLYPT	Punch
Engleking, Kathryn	HE6505	Active	1	Admin	PT SALARY	Punch
Epperson, Johnny	OJ4817	Active	4	PS	HOURLYPT	Punch

0 of 17 Selected (Total: 43)

All # a b c d e f g h i j k l m n o p q r s t u v w x y z

## Accruals tab



The **Accruals** tab shows available balances, history, and details of the employee's accruals. These details can be accessed by double-clicking on the row of any given employee.

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Home Profile Schedule Time Card **Accruals** Points Leave Request Reports Advanced Reports Payroll Messages Tools Clocks Co >

List: Global Allotment Filter | User: tempadmin | Help On This Page | Get Support

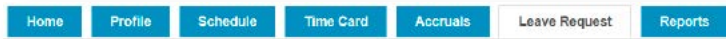
Search On: Employee Name Find Employee Go Status: Active

Name	ID	Accrual Group	PTO	Sick	Vacation	Status	Departme...	Department	Branch ID	Branch	Division ID	Division
Clark, Stephen	HA0596	Default	16.00	16.00	88.00	Active	3	MIN	200	Evo Time	1000	MinistryV... Time
Collier, Sara	PR0076	Default	144.00	24.00	88.00	Active	2	LS	200	Evo Time	1000	MinistryV... Time
Collins, Sandra	SG5304	Default	16.00	0.00	112.00	Active	2	LS	200	Evo Time	1000	MinistryV... Time
Conley, Brian	SA3739	Default	8.00	24.00	120.00	Active	1	Admin	200	Evo Time	1000	MinistryV... Time
Cook, Tyler	KO7056	Default	4.00	16.00	120.00	Active	4	PS	200	Evo Time	1000	MinistryV... Time
Cornett, Sasha	SASHA	Full Time Accruals	0.00	0.00	0.00	Active	4	PS	200	Evo Time	1000	MinistryV... Time

0 of 17 Selected (Total: 43)

All # a b c d e f g h i j k l m n o p q r s t u v w x y z

## Leave Request tab



The Leave Request tab allows for the approval or denial of leave requests made by employees. Supervisors and administrators can also create leave requests on behalf of the employees in this area.

The screenshot shows the MinistryWorks interface for the Leave Request tab. At the top, there's a navigation bar with tabs: Home, Profile, Schedule, Time Card, Accruals, Points, Leave Request (selected), Reports, Advanced Reports, Payroll, Messages, Tools, Clocks, and Co. Below the navigation bar, there's a search section with a dropdown for 'Employee Name', a 'Find Employee' button, and a 'Go' button. To the left, there's a 'Requests' section with checkboxes for 'Pending' (checked), 'Approved' (checked), and 'Denied' (unchecked). Below this, there are 'Start Date' and 'End Date' fields with calendar icons. A 'VIEW' button is present. The main area displays a table of leave requests with columns: Name, ID, Hours, Is Partial Day?, Requested Date, Status, Pay Type, Comments, and Reason. The table contains three rows of data. At the bottom, there's a pagination bar showing '0 of 3 Selected (Total 3)' and a 'SELECT ALL' button.

Name	ID	Hours	Is Partial Day?	Requested Date	Status	Pay Type	Comments	Reason
Clark, Stephen	HA0566	8.00	No	04/22/2022	Pending	VACATION		
Cook, Tyler	KO7056	8.00	No	04/05/2022	Approved	PTO		NA
Darling, Sylvia	T9191	8.00	No	04/05/2022	Approved	PTO	PTO request AF Scenarios	

## Reports tab



The Reports tab offers reports ranging from schedules, time detail, and many other options.

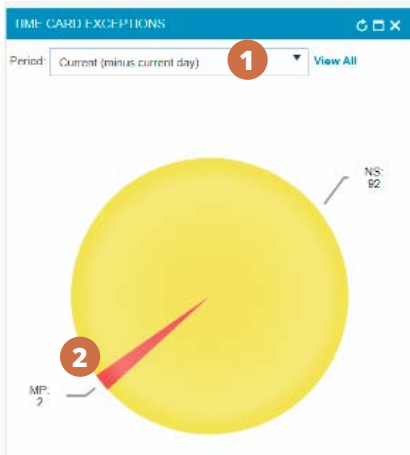
The screenshot shows the MinistryWorks interface for the Reports tab. At the top, there's a navigation bar with tabs: Home, Profile, Schedule, Time Card, Accruals, Points, Leave Request, Reports (selected), Advanced Reports, Payroll, Messages, Tools, Clocks, and Co. Below the navigation bar, there's a sub-navigation bar with links: Schedule, Time and Attendance, Personnel, Labor Analysis, Benefit Time, Points, Configuration, Favorites, and User Defined. The main area displays a list of reports under the heading 'Schedule Reports'. The reports listed are: Schedule Roster by Assignment, Schedule Roster by Employee, Daily Schedule by Arrival Time, Day/Team to be Scheduled, Variance between Budget and Schedule, Variance between Budget and Actual, Schedule Audit Report, and Employee Coverage Report. Each report has a '[Customize]' link next to it. At the bottom, there's a 'Location: Schedule' dropdown.

## Payroll Preparation

### Time Card Exceptions (Home – Dashboard)

#### Missing Punches

1. **Period** – select the time frame for the punches that you want to review.
2. **Review Missing Punches (MP)** – click on the **Red** pie slice. This will take you to the employee(s) who are missing punches.



3. All employees that have missing punches will be shown.
4. Click on **Report Date** and address all missing punches prior to the current day.  
**Note: Today's punches will also be shown and do not need to be resolved.**
5. Click on **Open** to navigate to an individual's time card to resolve missing punches.

Home

Profile

Schedule

Time Card

Accruals

Leave Request

Reports

Advanced Reports

Payroll

Messages

Tools

Clocks

Configurations

List | Browse Exceptions | Browse Approvals | Global Approval | Global Re-Calc | Global Punch | Global Misc Pay | Configure Proxy

Filter | User: tempadmin | Help On This Page | Get Support

REFRESH

EXCEPTION FILTER OPTIONS

Name	ID	Department ID	Report Date	Ex-In	Ex-Out	Time Card
Bergman, David	3	2	5/18/2022	EA	MP	Open
Wills, Michael	6	2	5/16/2022	EA	MP	Open

The employee's time card will be displayed.

1. Ensure you are in the correct pay period.
2. Manually enter missing punches.
3. Click **SAVE** after making changes.
4. Click **CLOSE** to close the time card.

When all missing punches have been resolved, navigate back to the **Home** tab.

The **Red** pie slice, within the **Time Card Exceptions** gadget, will have disappeared.

## Additional Exceptions

1. **Not Scheduled (NS)** – Yellow pie slice. If schedules are not being used, this will be the default color of the pie. If schedules are being used, this means an employee punched on a day they were not scheduled.
2. **Early Arrival (EA)** – Green pie slice. If schedules are being used, this indicates that an employee punched in early.
3. **Late Arrival (LA)** – Pink pie slice. If schedules are being used, this indicates that an employee punched in late.
4. **Early Departure (ED)** – Grey pie slice. If schedules are being used, this indicates that an employee punched out early.
5. **Late Departure (LD)** – Purple pie slice. If schedules are being used, this indicates that an employee punched out late.

## Time Card – Hours Calculation Detail

From the time card, click F7 to view the applied rounding and/or meal deduction rules by pay period.

1. Actual **Punch In** and **Punch Out** times.
2. Rounded **Paid In** and **Paid Out** times.
3. **Rules Used** applied.

REFRESH

CLOSE

EXPAND ALL

Employee

For Pay Period

Friday, June 24 to Friday, July 08

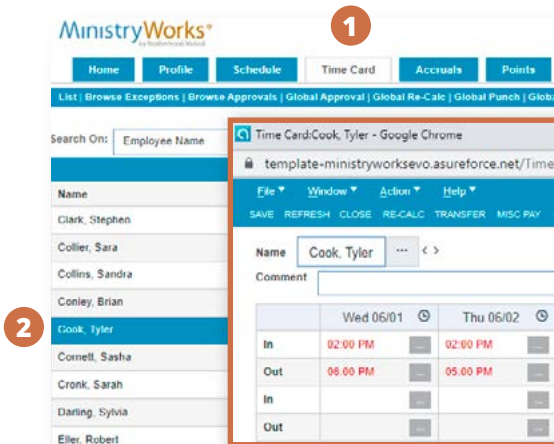
Report Date	Type	Punch In	Punch Out	Paid In	Paid Out	Sched In	Sched Out	Team	Break Min	Paid Break Min	Exc In	Exc Out	Job Id	Pay Type Id	Reg Hrs	OT1 Hrs	OT2 Hrs	OT3 Hrs	OT4 Hrs	Prem Hrs	Other Hrs	PPA Hrs	Rules Used
06/27/2022	P	05:09 PM	09:36 PM	05:15 PM	09:30 PM			F	0	0			NS	REG	4.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Rounding
06/28/2022	P	04:59 PM	08:33 PM	05:00 PM	08:30 PM			F	0	0			NS	REG	3.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Rounding
06/29/2022	P	04:51 PM	10:11 PM	04:45 PM	10:15 PM			F	0	0			NS	REG	5.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Rounding

The above setup has a rounding that rounds each punch to the nearest 15-minute interval with 7 minutes being the mid-point.

## Editing and Adding Punches to a Time Card

At times, supervisors & administrators may need to edit an employee's existing punches or add new punches on their time card.

1. Click on the **Time Card** tab.
2. Double-click on the applicable employee to access the time card.



### Examples:

Example A: 6/1 The employee punched out at 6:00 PM but ended up staying until 7:00 PM.

1. Edit – click on 6:00 PM cell and change to 7:00 PM.

Example B: 6/2 The employee punched in at 2:00 PM but was not needed until 5:00 PM, so they went home.

When they returned, they punched in again for the day at 5:00 PM. The employee then forgot to punch out at 10:00 PM.

2. Delete – click on the 2:00 PM cell and click *delete* on the keyboard.
3. Add – click on the next available cell to enter 10:00 PM.
4. Click **SAVE** – all edits are indicated with a red triangle until **SAVE** is clicked on the time card.

### Before edits:

	Wed 06/01	Thu 06/02
In	02:00 PM	02:00 PM
Out	06:00 PM	05:00 PM
In		
Out		

### During edits:

	Wed 06/01	Thu 06/02
In	02:00 PM	02:00 PM
Out	07:00 PM	05:00 PM
In		10:00 PM
Out		

When all punches have been resolved, navigate back to the **Home** tab.

## Leave Requests (Home – Dashboard)

### Approve/Deny/Delete Leave Requests

1. Period – select the time frame for the punches that you want to review.
2. Click on either the number of **Unapproved Leave Requests** or the date link.

The **Leave Requests** tab will open.

1. Edit **Start Date** and **End Date** to include the full pay period (or desired time frame). Click View.
2. Click on a specific employee that has a pending request. Multiple employees may be selected.  
**Note: When a leave request is approved, denied, or deleted, an automated email is sent to the employee.**
3. Select **APPROVE**, **DENY**, or **DELETE LEAVE REQUEST**. \*\* Only administrators have the **Delete** function.

**Note: When a leave request is approved/denied/deleted, an automated email is sent to the employee.**

Once a request is approved, verify that the request transferred to the time card.

**Note: Any leave requests submitted or approved on the day of, or for days prior to the requested day, will not transfer automatically to the time card. The time card must be saved again.**

[Click here to go to the Time Card Validation section.](#)

## Calendar View

The **Calendar View** allows you to see all requests for each day for the entire month.

1. Click **Month**.
2. Check or uncheck desired request types: **Pending**, **Approved**, or **Denied**.

Name	ID	Hours
Lewis, Amy	1295	8.00
Wright, Anthony	1256	8.00
Wright, Anthony	1256	8.00
Wright, Anthony	1256	8.00

The **Calendar View** will be displayed.

1. Approved requests have a green check mark next to the employee's name.
2. Pending requests have a yellow **P** next to the employee's name.
3. Denied requests, if selected, have a red **X** next to the employee's name.
4. A red box indicates the current day.

## Calendar View – Approve/Deny Leave Requests

1. To approve or deny from the **Calendar View**, click on the white box next to a pending request. A blue check mark will appear.
2. To approve all pending requests, click Select **All Pending Requests**.
3. Once applicable requests are selected, click **APPROVE CHECKED** or **DENY CHECKED**.
4. To exit the **Calendar View**, click on **List**.

The screenshot displays the MinistryWorks interface for managing leave requests. The top navigation bar includes links for Home, Profile, Schedule, Time Card, Accruals, Leave Request, Reports, Advanced Reports, Payroll, Messages, Tools, Clocks, and Configurations. The 'Leave Request' tab is active. On the left sidebar, the 'Requests' section is expanded, showing a list of requests with checkboxes for 'Pending', 'Approved', and 'Denied'. The 'APPROVE CHECKED' button is highlighted with a red circle labeled '2'. The 'DENY CHECKED' button is highlighted with a red circle labeled '3'. The 'NEW LEAVE REQUEST' button is also visible. The main calendar view shows a grid of days from Sunday to Saturday. A red box highlights a pending request on Wednesday, June 15th, with a blue checkmark next to it. A red circle with the number '1' is placed over this checkmark. The 'List' button in the top navigation bar is highlighted with a red circle labeled '4'.

Once a request is approved, verify that the request transferred to the time card.

**Note: Any leave requests submitted or approved on the day of, or for days prior to the requested day, will not transfer automatically to the time card. The time card must be saved again.**

[Click here to go to the Time Card Validation section.](#)

## Edit Leave Requests

At times, supervisors and administrators may need to edit leave requests on behalf of the employees.

From the **Leave Request** tab, double-click on the request that needs to be edited.

The screenshot shows the MinistryWorks interface with the 'Leave Request' tab selected. A table lists leave requests with columns: Name, ID, Hours, Is Partial Day?, Requested Date, Status, Pay Type, Comments, and Reason. The request for Clark, Stephen (ID: HA0596) on 06/30/2022 for 4.00 hours is highlighted. Other requests include Clark, Stephen on 06/29/2022 for 8.00 hours (VACATION) and Collier, Sara on 06/03/2022 for 8.00 hours (PTO).

The **Leave Request** box will appear. Make edits as necessary.

In the example below, the employee took a full sick day instead of a partial vacation day.

1. **Pay Type** was changed from **VACATION** to **SICK**.
2. **Hours Per Day** was changed from 4 to 8.
3. Click **SAVE AND APPROVE** or **SAVE AND CLOSE**. If the latter, the request will remain in pending status until approved.

### Original:

The screenshot shows the 'Original' leave request form. The 'Employee' field is 'Clark, Stephen' and the 'Requested Date' is '06/30/2022'. The 'Leave Request Dates' calendar shows a selection for 4.00 hours on 06/30/2022. The 'Pay Type' is 'VACATION' and the 'Reason' is empty. The 'To Be Paid' dropdown is set to 'Time Off Date'.

### Updated:

The screenshot shows the 'Updated' leave request form. The 'Employee' field is 'Clark, Stephen' and the 'Requested Date' is '06/30/2022'. The 'Leave Request Dates' calendar shows a selection for 8.00 hours on 06/30/2022. The 'Pay Type' is 'SICK' (indicated by a red circle with the number 1) and the 'Reason' is empty. The 'Hours Per Day' is '8' (indicated by a red circle with the number 2) and the 'Minutes' is '0'. The 'To Be Paid' dropdown is set to 'Time Off Date'. The top right of the form has a red circle with the number 3.

## Create Leave Requests

At times, supervisors and administrators may need to create leave requests on behalf of the employees. From the **Leave Request** tab, click on **NEW LEAVE REQUEST**.

The **Leave Request** box will appear.

1. Select the employee.
2. Select **Begin Date** and **End Date**. If applicable, check or uncheck **Skip Weekends** and **Skip Holidays**.
3. Select **Pay Type**.
4. Select **Hours Per Day** and, if applicable, the **Minutes** (15-minute increments).
5. Select **SAVE AND APPROVE** (or **SAVE AND CLOSE** if you do not wish to approve the request now).

**Note: When a leave request is created, an automated email is sent to the employee and their direct supervisor.**

Once a request is approved, verify that the request transferred to the time card (pg. 18).

**Note: Any leave requests submitted or approved on the day of, or for days prior to the requested day, will not transfer automatically to the time card. The time card must be saved again.**

## Time Card Validation

Once a leave request is approved, the time card must be verified to ensure that the request transferred.

**Note: Any Leave Requests submitted or approved on the day of, or for days prior to the requested day, will not transfer automatically to the time card. The time card must be saved again.**

From the **Time Card** tab, double-click on the employee for whom the leave request was just approved.

The screenshot shows the MinistryWorks interface with the 'Time Card' tab selected. Below the navigation tabs, there is a search bar with 'Employee Name' selected, a 'Find Employee' button, and a 'Go' button. To the right, the 'Status' is set to 'Active'. Below the search bar is a table listing employees.

Name	ID	Status
Cameron, Diana	1322	Active
Craig, Bob	1291	Active
Crowell, William	1328	Active
Cris, Catherine	1115	Active
Croft, Thomas	1030	Active
Cummins, Scott	1259	Active
Curt, David	1213	Active

If the leave hours are not populated in the **Total Hrs** row, click on **SAVE** to update the time card.

The screenshot shows the MinistryWorks interface with the 'Time Card' tab selected. The 'SAVE' button is highlighted in the top navigation bar. Below the navigation bar, there is a search bar with 'Employee Name' selected, a 'Find Employee' button, and a 'Go' button. To the right, the 'Status' is set to 'Active'. Below the search bar is a table listing employees.

Name	ID	Status
Cameron, Diana	1322	Active
Craig, Bob	1291	Active
Crowell, William	1328	Active
Cris, Catherine	1115	Active
Croft, Thomas	1030	Active
Cummins, Scott	1259	Active
Curt, David	1213	Active

After the time card has been saved, the leave request hours will populate in the **Total Hrs** row.

SAVE REFRESH CLOSE RE-CALC PUNCH TRANSFER MISC PAY ERASE DELETE

Name  ... < > Department

Comment

	Mon 05/23	Tue 05/24	Wed 05/25
In	08:14 AM NS	08:20 AM NS	
Out	04:46 PM	04:51 PM	
In			
Out			
Misc Pay			8.00 VACATION
<b>Total Hrs</b>	08.03	08.02	08.00
Reg Hrs	08.00	08.00	
OT1	00.03	00.02	

When all pending leave requests have been resolved and all corresponding time cards have been validated, navigate back to the **Home** tab.

## Time Card Approvals (Home – Dashboard)

### Checklist

- [Missing punches and other time card exceptions have been resolved.](#)
- [Leave requests have been approved or denied.](#)
- [Time cards have been updated to include all approved leave requests.](#)

## Time Card Approvals

1. **Period** – select the time frame that you want to review.
2. **Awaiting Employee Approval** (optional) – this is for accountability purposes only and is not required to process payroll. If required, employee approvals must be done prior to supervisor approvals.
3. **Awaiting Supervisor Approval** – click on the blue number to approve time cards.

### Note:

- Once a time card is approved by a supervisor, it is locked.
- Edits cannot be made and employees cannot punch in or out unless the time card is un-approved.
- Because of this, **supervisors should not approve time cards until the employee has punched out on the last day of the pay period.**

TIME CARD APPROVALS

1

Period: Previous

View All

My Approvals

Awaiting Employee Approval	45	2
Employee Approved	30	
Awaiting Supervisor Approval	40	3
Supervisor Approved	35	

All Approvals

Unapproved	50
Approved	25

A time card summary will be displayed for each employee, 10 summaries per page. Review the following:

1. Dates worked.
2. **Time in** and **Time out**.
3. Total hours worked.
4. **Pay Type** (regular, holiday, vacation, sick, etc).
5. Department transfers (if applicable).
6. **Pay Type Summary** information.

Employee: [Redacted] ID: 1322

Department: Donor Services

Date: 05/23/2022 - 06/07/2022

**EDIT TIME CARD**

Date	Time In	Ex In	Ovr In	Time Out	Ex Out	Ovr Out	Hours	Pay Type	Company	Division	Branch	Department	Job
05/23/2022	08:30 AM	NS		05:00 PM			8.00	PDO					
05/24/2022	08:30 AM	NS		11:57 AM			3.45	Regular					
05/25/2022	08:30 AM	NS		05:03 PM			8.05	Regular					
05/26/2022	08:30 AM	NS		05:02 PM			8.03	Regular					
05/27/2022	08:30 AM	NS		05:02 PM			8.00	Holiday					
05/30/2022	08:30 AM	NS		05:03 PM			8.05	Regular					
06/01/2022	08:30 AM	NS		05:03 PM			8.05	Regular					
06/02/2022	08:30 AM	NS		05:01 PM			8.02	Regular					
06/03/2022	08:30 AM	NS		05:04 PM			8.07	Regular					
06/06/2022	08:01 AM	NS		04:31 PM			8.00	Regular					
06/07/2022	08:15 AM	NS		04:53 PM			8.13	Regular					

Total Hours for Period: 91.85

Employee Approved ☒ Supervisor Approved ☐

Pay Type	Hours	Pay Type	Hours
*REG	75.45	HOLIDAY	8.00
OVERTIME	0.40	PDO	8.00

7. If information needs to be updated, click on **EDIT TIME CARD**. Make any needed adjustments. After clicking Save, it will return to the time card summaries for continuation of the approval process.
8. Once all information is accurate, check the box next to **Supervisor Approved**.
9. Click **Submit**.

**Note: The Check All function is not recommended as detail accuracy may be overlooked.**

Home Profile Schedule Time Card Accruals Leave Request Reports Advanced Reports Payroll Messages Tools Clocks Configurations

List | Browse Exceptions | Browse Approvals | Global Approval | Global Re-Calc | Global Punch | Global Miss Pay | Configure Proxy Filter | User: tempadmin | Help On This Page | Get Support

**SUBMIT** CHECK ALL REFRESH APPROVAL FILTER OPTIONS

Employee: [Redacted] ID: 1322

Department: Donor Services

Date: 05/23/2022 - 06/07/2022

**EDIT TIME CARD**

Date	Time In	Ex In	Ovr In	Time Out	Ex Out	Ovr Out	Hours	Pay Type	Company	Division	Branch	Department	Job
05/23/2022	08:30 AM	NS		05:00 PM			8.00	PDO					
05/24/2022	08:30 AM	NS		11:57 AM			3.45	Regular					
05/25/2022	08:30 AM	NS		05:03 PM			8.05	Regular					
05/26/2022	08:30 AM	NS		05:02 PM			8.03	Regular					
05/27/2022	08:30 AM	NS		05:02 PM			8.00	Holiday					
05/30/2022	08:30 AM	NS		05:03 PM			8.05	Regular					
06/01/2022	08:30 AM	NS		05:03 PM			8.05	Regular					
06/02/2022	08:30 AM	NS		05:01 PM			8.02	Regular					
06/03/2022	08:30 AM	NS		05:04 PM			8.07	Regular					
06/06/2022	08:01 AM	NS		04:31 PM			8.00	Regular					
06/07/2022	08:15 AM	NS		04:53 PM			8.13	Regular					

Total Hours for Period: 91.85

Employee Approved ☒ Supervisor Approved ☒

Pay Type	Hours	Pay Type	Hours
*REG	75.45	HOLIDAY	8.00
OVERTIME	0.40	PDO	8.00

To advance to the next set of 10 employees, scroll to the bottom of the screen and click on the arrows in the bottom-right corner.

Employee: [Redacted] ID : 1352

Department : Customer Experience

Date : 05/16/2022 - 05/31/2022

[EDIT TIME CARD](#)

Date	Time In	Ex In	Ovr In	Time Out	Ex Out	Ovr Out	Hours	Pay Type	Company	Division	Branch	Department	Job
05/30/2022							8.00	Holiday					

Total Hours for Period1 : 8.00

Employee Approved ☐

Supervisor Approved ☐

Pay Type	Hours
HOLIDAY	8.00

Pay Type Summary

Pay Type	Hours
HOLIDAY	8.00

Page 2

When all time cards have been approved, the payroll is ready to be processed.

For payroll processing instructions, access *Section 2 – [Online Payroll Processing of the Evolution Training Manual](#)*.

HCM clients, click here to access the HCM manual.

### Note:

Payroll Export File will be needed for the following situations. If this is required, specific instructions will be provided.

- Two groups, different pay periods, same check date.
  - Hourly paid on 15th for work completed from 23rd – 7th; salary also paid on the 15th for work from 1st – 15th.
- Employees who have multiple pay rates tied to multiple departments.
  - \$15 for work done in the Admin department; \$13 for work done in the Janitorial department.

## Common Time Card Edits

### Holidays

#### Adjusting/Removing Pre-Populated Holiday Hours

Holiday hours are not visible on the time cards until the actual date of the holiday.

Occasionally, adjustments may need to be made to the number of hours awarded to an employee on their time card.

1. From the employee's time card, click on the **Misc Pay** line. The **Miscellaneous Pay** information will open below.
2. Click **ADD ROW** – a new line will appear at the top of the **Miscellaneous Pay** grid.
3. Under **Day** – change the date in the new line to match the date in the original holiday pay line.
4. Under **Pay Type** – click the three dots; choose **Holiday**.
5. Under **Hours** – enter the correct number of holiday hours. In this example, "0" was entered to remove the holiday pay completely.
6. Click **SAVE** – the original holiday pay line will disappear and be replaced with the new line.

The screenshot displays the MinistryWorks time card interface. At the top, a menu bar includes File, Window, Action, and Help. Below this, a toolbar contains buttons for SAVE, REFRESH, CLOSE, RE-CALC, TRANSFER, MISC PAY, ERASE, DELETE, GVR CHART, WEEK VIEW, TS REPORT, and VIEW MINS. The main area shows a time card for an employee named "Amanda, Christine" in the "Department 2 : Hourly" group. The time card grid shows in/out times for various days. A "Misc Pay" line is highlighted with a red circle 1, and a "4.00 HOLIDAY" entry is visible. Below the time card, a "Miscellaneous Pay" table is shown with columns for Day, Pay Type, Hours, Amount, Department, Ex, Rea, JobID, and Comments. A new row is added with Day "04/15/2022", Pay Type "HOLIDAY", and Hours "0.00". Red circles 2 through 5 highlight the steps to add and edit this row. A red circle 6 is placed on the "SAVE" button in the top right corner.

Holiday hours are pre-populated on time cards for applicable employees. This is driven by the employee's assigned Pay Group.

- If an employee's time card does not have pre-populated holiday hours – but should, contact your payroll processor.
- If several employees need to have holiday hours adjusted on a consistent basis, contact your payroll processor.

## Missing Holiday Hours

Holiday hours are not visible on the time cards until the actual date of the holiday.

If an employee should receive holiday pay but it is not populated on the time card:

1. From the employee's time card, click on the **Misc Pay** line. The **Miscellaneous Pay** information will open below.
2. Click **ADD ROW** – a new line will appear at the top of the **Miscellaneous Pay** grid.
3. Under **Day** – add the date of the holiday that needs to be added.
4. Under **Pay Type** – click the three dots; choose **HOLIDAY**.
5. Under **Hours** – enter the number of holiday hours.
6. Click **SAVE**.

The screenshot shows the MinistryWorks time card interface. At the top, there is a menu bar with options: File, Window, Action, Help. Below the menu bar, there are buttons: SAVE, REFRESH, CLOSE, RE-CALC, TRANSFER, MISC PAY, ERASE, DELETE, CVR CHART, WEEK VIEW, TS REPORT. The main area displays the employee's time card for the period 07/03/2022 - 07/16/2022. The employee's name is [Name], and the department is 5 : Custodial. The pay group is HOURLY PT : Hourly PT Emplo. The time card shows days from Sun 07/03 to Fri 07/08. The 'Misc Pay' line is highlighted with a red circle 1. Below the time card, the 'Miscellaneous Pay' grid is visible. The 'ADD ROW' button is highlighted with a red circle 2. The grid has columns: Day, Pay Type, Hours, Amount, Department, Ex, Rea, JobID, Comments. A new row is added with the date 07/03/2022 (red circle 3), Pay Type HOLIDAY (red circle 4), and Hours 8.00 (red circle 5). The Amount is \$0.00. The Department, Ex, Rea, and JobID fields are empty.

Holiday hours are pre-populated on time cards for applicable employees. This is driven by the employee's assigned Pay Group.

- If an employee's time card does not have pre-populated holiday hours – but should, a new Pay Group may be needed.
- If several employees need to have hours adjusted on a consistent basis, a new Pay Group may also be needed.

Contact your payroll processor to have additional Pay Groups added.

## Miscellaneous Pay

### Adding Miscellaneous Pay to a Time Card

Miscellaneous pay adjustments may need to be added to time cards for certain instances, such as bereavement or jury duty.

1. From the employee's time card, click on the **Misc Pay** line. The **Miscellaneous Pay** information will open below.
2. Click **ADD ROW** – a new line will appear at the top of the **Miscellaneous Pay** grid.
3. Under **Day** – change the date to the correct date (it will default to the first day of the pay period).
4. Under **Pay Type** – click the three dots; choose the applicable pay type (**BEREAVEMENT**, **JURY DUTY**, or **UNPAID**).
  - This method should not be used for PTO, vacation, or sick time. The preferred method for recording these types of leave hours is via the **Leave Request** tab.
5. Under **Hours** – enter the correct number of hours.
6. Click **SAVE**. The hours will populate in the **Misc Pay** line for the applicable day.

File Window Action Help
Time Card: Clark, Stephen

6
SAVE REFRESH CLOSE RE-CALC PUNCH TRANSFER MISC PAY ERASE DELETE CVR CHART WEEK VIEW TS REPORT VIEW MINS
Profile Schedule

Name: Clark, Stephen Department: 3 : MIN Pay Period: 06/16/2022 - 06/30/2022 Pay Group: HOURLYFT : Hourly FT Employees

Comment:

	Thu 06/16	Fri 06/17	Sat 06/18	Sun 06/19	Mon 06/20	Tue 06/21	Wed 06/22	Thu 06/23
In		04:00 PM			04:00 PM		04:00 PM	
Out		MP			08:00 PM		08:00 PM	
In								
Out								
Misc Pay	1							
Total Hrs	--	--	--	--	04.00	--	04.00	--
Rea Hrs					04.00		04.00	

2

Miscellaneous Pay
ADD ROW DELETE ROW FILL DOWN

Day	Pay Type	Hours	Amount	Department	Ex	Rea	JobID	Comments
06/16/2022	3 BEREAVE 4	8.00 5	\$0.00					

## Deleting Miscellaneous Pay from a Time Card

If miscellaneous hours need to be removed after they have been manually added:

1. From the employee's time card, click on the **Misc Pay** line. The **Miscellaneous Pay** information will open below.
2. Click on the **miscellaneous pay** row that needs to be removed.
3. Click **DELETE** Row.
4. Click **SAVE**. The miscellaneous hours will be removed from the time card.

**4**

MinistryWorks®  
by Brotherhood Mutual

Time Card: Clark, Stephen

SAVE REFRESH CLOSE RE-CALC PUNCH TRANSFER MISC PAY ERASE DELETE OVER CHART WEEK VIEW TO REPORT VIEW MISC

Name: Clark, Stephen Department: 3 MIN Pay Period: 08/01/2022 - 08/15/2022 (3 < >) Pay Group: HOURLYFT: Hourly FT Employees

Comment:

	Mon 08/01	Tue 08/02	Wed 08/03	Thu 08/04	Fri 08/05	Sat 08/06	Sun 08/07	Mon 08/08	Tue 08/09	Wed 08/10	Thu 08/11	Fri 08/12	Sat 08/13	Sun 08/14
In	04:00 PM													
Out	08:00 PM													
In														
Out														
Misc Pay					8.00 BEREAVEMNT									
Total Hrs	04.00				08.00									
Reg Hrs	04.00													
OT1														
OT2														
OT3														
OT4														
Prm Hrs														
Acc Hrs														

**1**

Miscellaneous Pay

Day	Pay Type	Hours	Amount	Department	Ex	Rea	JobID	Comments
08/05/2022	BEREAVEMNT...	8.00	\$0.00	MIN				

**2**

**3**

ADD ROW DELETE ROW FULL DOWN X

## Leave Requests

### Leave Request Hours are Missing on a Time Card

If leave request hours are not shown on the employee's time card, one of the following scenarios has happened:

- A leave request was either not created or not approved.
- Go to the **Leave Request** tab and look for the request.
- If a request **does not** exist for the date in question:
  - [Click here for instructions to create and approve the request.](#)
  - [Click here to validate the time card.](#)
- If a request **does** exist for the date in question, verify that it was approved.
  - [Click here for instructions to approve the request.](#)
  - [Click here to validate the time card.](#)
- A leave request was created and approved, but the **Time Card Validation** step was not completed.
- [Click here for instructions to validate the time card.](#)

### Remove Unused Leave Request Hours from Time Card

If leave request hours are shown on the employee's time card, but the time was not taken, the leave request should be deleted.

1. Click on **Leave Request** tab.
2. Edit **Start date** and **End Date** if needed.
3. Highlight the request that needs to be removed.
4. Click **DENY**. Enter a supervisor note in the popup box. Click **OK**.

1

2

3

4

Home Profile Schedule Time Card Accruals Leave Request Reports Advanced Reports Payroll Messages Tools Clocks Configurations

List | Month | Week Filter | User: tempadmin | Help On This Page | Get Support

Search On Employee Name Find Employee Go Status Active

Requests

☒ Pending ☒ Approved ☐ Denied

Start Date 06/24/2022

End Date 07/31/2022

VIEW

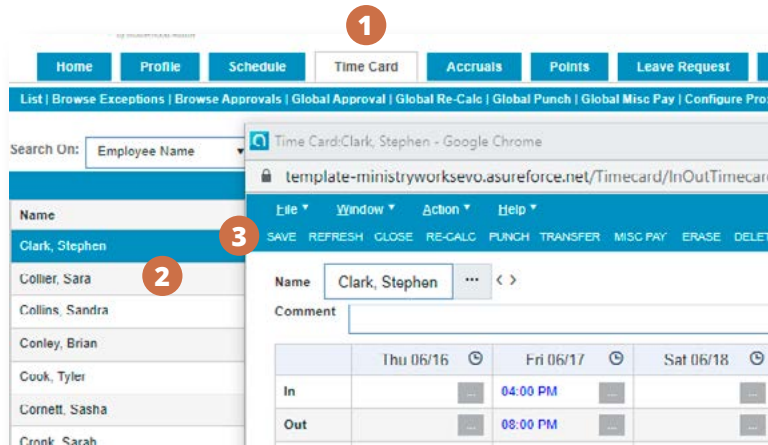
To view leave requests for all the dates do not specify Start Date and End Date.

Name	ID	Hours	Is Partial Day?	Requested Date	Status	Pay Type	Comments	Reason
Buchanan, Robert	1265	8.00	No	07/18/2022	Approved	PDO		
Buchanan, Robert	1265	8.00	No	07/19/2022	Approved	PDO		
Buchanan, Robert	1265	8.00	No	07/20/2022	Approved	PDO		
Buchanan, Robert	1265	8.00	No	07/21/2022	Approved	BIRTHDAY		
Gray, Bob	1291	8.00	No	06/24/2022	Approved	VACATION		
Gray, Catherine	1115	8.00	No	06/27/2022	Approved	VACATION	family vacation	
Gray, Catherine	1115	8.00	No	06/28/2022	Approved	VACATION		
Gray, Catherine	1115	8.00	No	06/29/2022	Approved	VACATION		

(continue to next page)

You must also verify that the time was removed from the employee's timecard

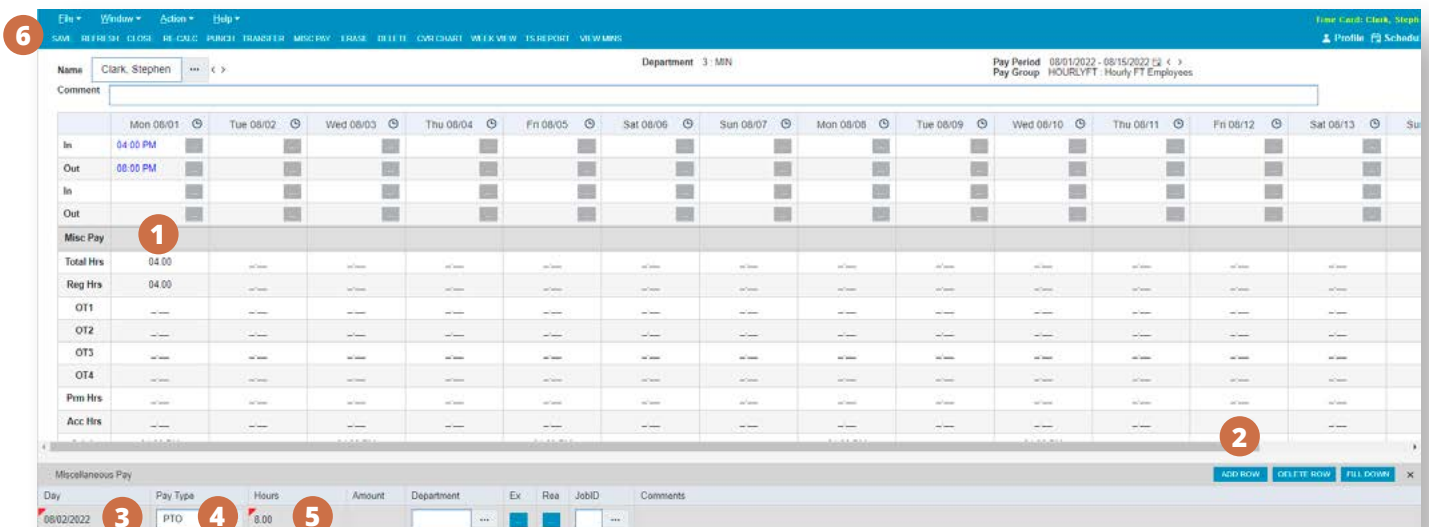
1. Click on the **Time Card** tab.
2. Double-click on the employee for whom the request was just denied.
3. Click **SAVE** on the time card to remove the hours. Verify after saving that the hours were removed.



## Manually Enter Leave Requests on a Time Card

There may be times that a supervisor decides to manually enter leave hours on the time card rather than using the **Leave Request** method. This is not the preferred method for recording time. [Click here for instructions for the preferred method.](#)

1. From the employee's time card, click on the **Misc Pay** line. The **Miscellaneous Pay** information will open below.
2. Click **ADD ROW** – a new line will appear at the top of the **Miscellaneous Pay** grid.
3. Under **Day** – change the date to the correct date (it will default to the first day of the pay period).
4. Under **Pay Type** – click the three dots; choose applicable pay type.
5. Under **Hours** – enter the correct number of hours.
6. Click **SAVE**.



## Manually Delete Leave Requests from a Time Card

If leave request hours are manually added to the time card, they must also be deleted manually. They cannot be deleted from the **Leave Request** tab.

1. From the employee's time card, click on the **Misc Pay** line. The **Miscellaneous Pay** information will open below.
2. Click on the miscellaneous pay row that needs to be removed.
3. Click **DELETE ROW**.
4. Click **SAVE**. The leave request hours will be removed from the timecard.

The screenshot displays the MinistryWorks Time Card for employee Clark, Stephen. The interface includes a menu bar at the top with options like File, Window, Action, and Help. Below the menu, there's a header section with employee details and a pay period of 08/01/2022 - 08/15/2022. The main area is a weekly grid showing in/out times and various pay types. A red circle '1' points to the 'Misc Pay' row. Below the grid, there's a 'Miscellaneous Pay' table with columns for Day, Pay Type, Hours, Amount, Department, Ex, Rea, JobID, and Comments. A red circle '2' points to a row in this table with 'PTO' pay type and 8.00 hours. A red circle '3' points to the 'DELETE ROW' button in the table's header. A red circle '4' points to the 'SAVE' button in the top right corner.

## Department Assignments

### Change Department Allocation

If an employee forgets to transfer departments, the hours will need to be manually allocated on the time card.

1. Click on the **clock icon** – the entire day will be highlighted in gray, and the **Time Detail** will be opened below.
2. Click on the three dots under **Department** – a popup box will display.
3. Select the applicable **Division, Branch** or **Department** (or **Team** if applicable).
4. Click **OK**.
5. Click **SAVE** in the time card.

#### Allocate ALL hours to a different dept:

#### Allocate a PORTION of the hours to a different dept:

## Department/Team Summary by Time Card

To review the total hours worked by a department/team for a specific employee:

Go to the employee's time card:

1. Click **Action**.
2. Click **Time Summary**.
3. Click **Department/Team Summary**.
4. A summary will be displayed. It totals all hours for each department.

If the totals do not seem accurate, you can make edits on the individual days.

The screenshot shows the MinistryWorks interface for a specific employee's time card. The 'Action' menu is open, showing options like 'Re-Allocation', 'Audit', and 'Time Summary'. The 'Time Summary' option is selected, and the 'Department/Team Summary' table is displayed. The table shows hours worked for various departments (3, 2, 1) across different dates (Thu 06/16, Sun 06/19, Mon 06/20, Tue 06/21, Wed 06/22, Thu 06/23). The 'Total Hrs' and 'Reg Hrs' are shown for each department.

	Thu 06/16	Fri 06/17	Sun 06/19	Mon 06/20	Tue 06/21	Wed 06/22	Thu 06/23
In	04:00 PM			04:00 PM		04:00 PM	
Out	08:00 PM			08:00 PM		08:00 PM	
In							
Out							
Misc Pay							
Total Hrs	04.00			04.00		04.00	
Reg Hrs	04.00			04.00		04.00	

REFRESH CLOSE											
Employee		Clark, Stephen									
For Pay Period		Thursday, 16 June 2022 to Thursday, 30 June 2022									
Division	Branch	Department	Regular	Other	Overtime 1	Overtime 2	Overtime 3	Overtime 4	Premium	Total	
00	200	3	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	
00	200	2	4.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	

## Unlock Time Card to Allow Edits

Once a time card has been approved by either the employee or by management, edits will no longer be allowed, including punches. The time card must be unlocked.

- Only administrators can unlock supervisor approvals.
- Administrators and supervisors can unlock employee approvals.

An example of a locked time card is listed below. Approval boxes are checked, and the time card is shaded, and edits cannot be made.

To Unlock:

1. Uncheck the boxes for **Emp Approval** and **Sup Approval** (as applicable).
2. Click **SAVE**. The time card is no longer shaded, and edits can be made.

## Remove Auto Lunch Deductions

If your ministry has rules built to have lunches automatically deducted from hours worked, you may find that there will be times you need to delete this feature. Example: when an employee does not take a lunch.

From the employee's time card:

1. Click on the **clock icon** for the affected day. The entire day will be highlighted in gray and **Time Detail** will open below.
2. Click on the three dots in the **Ovr-Out** column. A popup box will display.
3. Select **Meal Override**. This will remove the auto lunch deduction.
4. Click **OK**.
5. Click **SAVE**.

The screenshot shows the MinistryWorks Time Card interface. A clock icon is clicked on Tuesday 07/12, which highlights the day in gray and opens the Time Detail window. In the Time Detail window, the Ovr-Out column is visible, and a three-dot menu is opened. The 'Meal Override' option is selected from the menu. The OK button is then clicked to confirm the change.


In this example, the auto lunch deduction was removed and the total hours changed from 6 to 6.5 for the day.

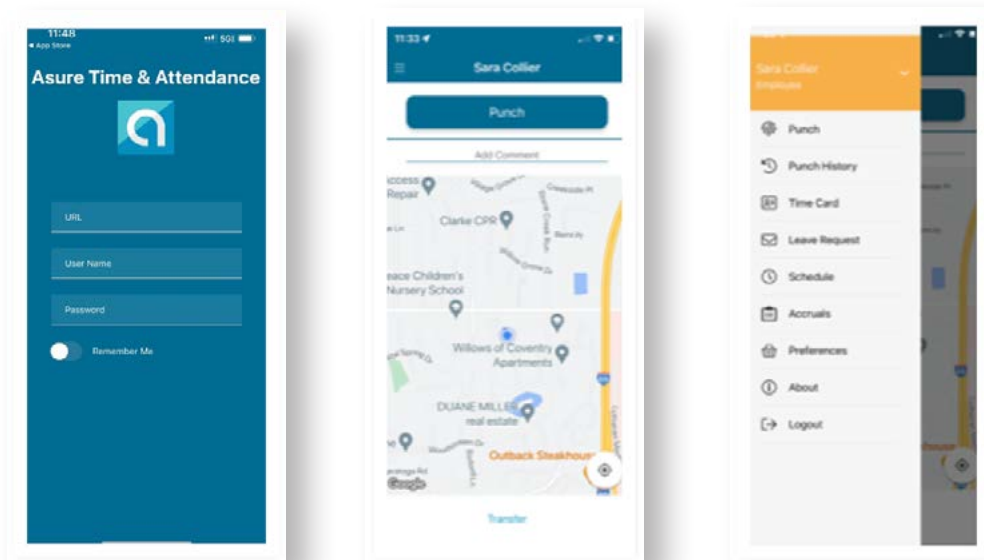
The screenshot shows the MinistryWorks Time Card interface after the auto lunch deduction has been removed. The total hours for Tuesday 07/12 are now 06:50, and the auto lunch deduction has been removed. The Time Detail window is still open, showing the updated hours.

## Mobile App

Some employers want to offer their employees the ability to punch in via the app.

Information to know:

1. The employee must initially complete the sign in process to Asure Time & Attendance by either using the ministry's assigned URL (MWxxxx.asureforce.net) or by logging in via Advanced HR (if applicable) prior to downloading the app.
2. The app only works with the "Punch" or "Hours Entry" time entry techniques. Employee using the In/Out Entry will not be able to use it.
3. Unique URL will need to be entered – https://mwXXXX.asureforce.net – XXXX will need to be replaced with your ministry's assigned #
4. In addition to recording time, the employees will also be able to see their accrual balances and create/edit leave requests from the mobile app.
5. Employees will not be able to approve their own time card from the app. This can only be done via the URL.
6. Supervisors and administrators will not be able to approve their direct reports' time cards and leave requests via the app. This can only be done via the URL.
7. Employees will need to have the Light Mode setting turned on their phone in order to properly see the font.
  - Go to Settings, then tap Display & Brightness
  - Select Light to turn on Light Mode
8. The *Asure Time & Attendance* app can be downloaded via the Apple Store or Google Play. There are multiple Asure apps, please be sure to select to correct one. At times, due to updates, the background may change; however, the Asure  will always appear.
9. The app is created to time out frequently. To avoid having to continually log in, iPhone users can set up facial recognition, while Android users can use fingerprint validation. The setting needs to be turned on within the app and within the phone system settings.



## Employee Updates

### Adding New Employees

New employees are initially entered via the *Payroll* or *HCM* platform. The information then synchronizes with the *Time & Attendance* platform. A few fields that need to be updated in the *Time & Attendance* platform once the synchronization is complete.

From the **Profile tab**, double-click on the new employee.

From the **General tab**:

1. Select the correct **Time Zone Offset** based on where the employee works.
  - a. Eastern: default
  - b. Central: -1
  - c. Mountain: -2
  - d. Pacific: -3
2. Select the appropriate **Supervisor** by clicking on the three dots. If a supervisor is not selected, the default setting will direct all information to the administrator.
3. **Pay Group** – DO NOT EDIT THIS FIELD. This must be done via *Evolution* or the *HCM* platform; the information will then synch to the *Time & Attendance* platform.
4. **Accrual Group** – DO NOT EDIT THIS FIELD. This must be done via *Evolution* or the *HCM* platform; the information will then synch to the *Time & Attendance* platform.
5. Click **SAVE**.

5

File Action Help

SAVE SAVE AND NEW SAVE AND CLOSE REFRESH CLOSE PREVIOUS NEXT

General Access Personnel Background Other UDF

Last Name: Clark

First Name: Stephen

MI:

Short Name: Clark, Stephen

Initials: SC

Pay Group: 3 Hourly FT Employees

Accrual Group: 4 Default

Points Group: No Points

Schedule Mode:
☒ None
☐ Master Schedule
☐ Use Department Schedule

Unique ID: HA0596

Employee ID #: HA0596

Time Zone Offset: 1 0

Primary Department/Team: SELECT

Company - MVEVOTIME:MinistryWorks Evo Time

Division - 1000 MinistryWorks Evo Time

Branch - 200 Evo Time

Department - 3 MIN

Supervisor: 2 Gryta, Robert

From the **Access** tab:

1. Update the **Login ID** to the ministry's preferred format. The default is the employee number.
2. The initial **Password** is the word "default." If the employee locks themselves out, [click here for instructions](#).

**Note: If using the mobile app, employees must log in for the first time via the website to change their password prior to logging into the mobile app.**

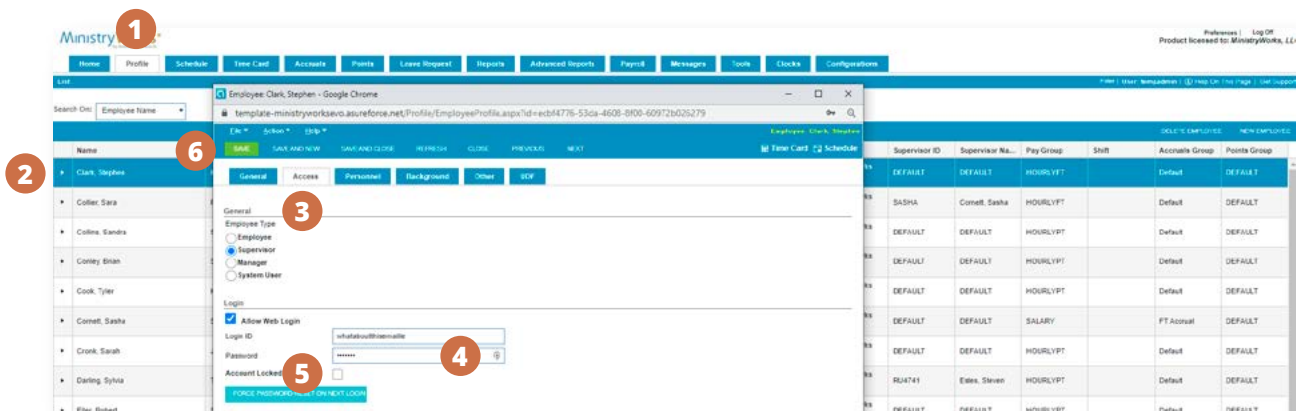
3. Click **SAVE**.

The screenshot shows the MinistryWorks web interface. At the top is a blue navigation bar with 'File', 'Action', and 'Help' menus. Below this is a toolbar with buttons: 'SAVE' (highlighted in green), 'SAVE AND NEW', 'SAVE AND CLOSE', 'REFRESH', 'CLOSE', 'PREVIOUS', and 'NEXT'. A red circle with the number '3' is next to the 'SAVE' button. Below the toolbar are tabs: 'General', 'Access' (selected), 'Personnel', 'Background', 'Other', and 'UDF'. The main content area is divided into sections. The 'General' section has 'Employee Type' with radio buttons for 'Employee' (selected), 'Supervisor', 'Manager', and 'System User'. The 'Login' section has a checked checkbox for 'Allow Web Login', a 'Login ID' field with the value 'PR0076' (marked with a red circle '1'), a 'Password' field with masked characters '\*\*\*\*\*' (marked with a red circle '2'), and an 'Account Locked' checkbox. Below the password field is a blue button labeled 'FORCE PASSWORD RESET ON NEXT LOGIN'. The 'Employee Role' section has a 'Role' dropdown menu currently showing 'Employee'.

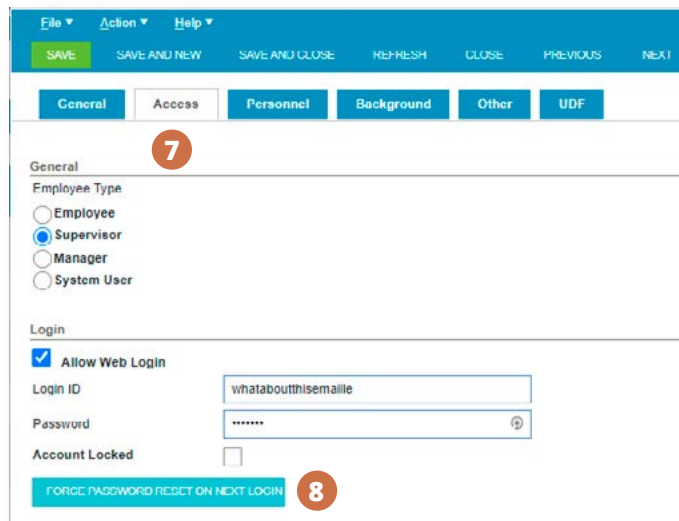
## Unlock Employee – Reset Password

If the employee unsuccessfully attempts to login in three times; they will receive a notification that their account is locked. Only an administrator can change an employee profile.

1. Click on the **Profile** tab.
2. Double-click on the applicable employee.
3. From the popup, click on the **Access** tab.
4. Type a new **Password** – we suggest using the word “default.”
5. Uncheck the **Account Locked** box – as a default it will be checked because the employee is locked out.
6. Click **SAVE**. You will be taken to the **General** tab.



7. Click on the **Access** tab again.
8. Click on the **FORCE PASSWORD RESET ON NEXT LOGIN** button.
9. Notify the employee of the temporary password.



**Note:** If the employee uses the mobile app, they will have to log into the URL first to change their password. Then they will be able to log back into the mobile app with the new password.

## Change Password

An employee has access to change their password at any time.

1. Click **Preferences**.



A **Set User Preferences** screen will be shown.

2. Complete the **Change Password** fields.
3. Click **OK**.

Set User Preferences - Google Chrome

template-ministryworksevo.asureforce.net/settings/userpreferences.aspx?id=f8198e5c-...

Set User Preferences

Specify your preferences so that the program displays the way you prefer. Note that some of the changes take effect after you

General Time Card Miscellaneous

Set the calendar week begin date

Use week begin date ☒ Yes ☐ No

Set the default sort option on employee list

Employee list sort option Employee Name

Set the default view of Supervisor Home Page on load

Information Section ☒ Show ☐ Hide

Set the confirmation options

Confirm exit ☐ Yes ☒ No

Confirm save ☐ Yes ☒ No

Confirm save on exit/change ☒ Yes ☐ No

Change Password

Current Password

New Password

Confirm Password

Set the number of records on each page

Number of Records 1

OK CANCEL

## Supervisor Setup

If the supervisor is not an employee in *Time & Attendance*, contact your Payroll Processor.

1. Click on the **Profile** tab.
2. Double-click on the applicable employee.
3. Click on the **Access** tab.
4. Select **Supervisor** under **Employee Type**.
5. Click **SAVE**. You will be taken to the **General** tab.

The screenshot displays the MinistryWorks web application interface. On the left, a list of employees is shown with 'Collier, Sara' selected and highlighted. A central modal window is open for 'Employee: Collier, Sara', showing the 'Access' tab. Within this tab, the 'Employee Type' section has 'Supervisor' selected. The 'General' tab is also visible, showing fields for 'Login ID' (PR0076) and 'Password'. On the right, a table lists supervisor assignments with columns for Supervisor ID, Supervisor Name, Pay Group, and Shift. The bottom of the screen shows a navigation bar with tabs for Home, Profile, and Schedules.

(continue to next page)

6. Click that on the **Access** tab again.
7. Verify the employee's email address populated in the **Email ID** box.
8. If it doesn't, click **SELECT RECIPIENTS**. A popup box is displayed.
9. Click **ADD**.
10. Enter email address and click **OK**.
11. Click **OK** again. You will be taken to the **Access** tab.

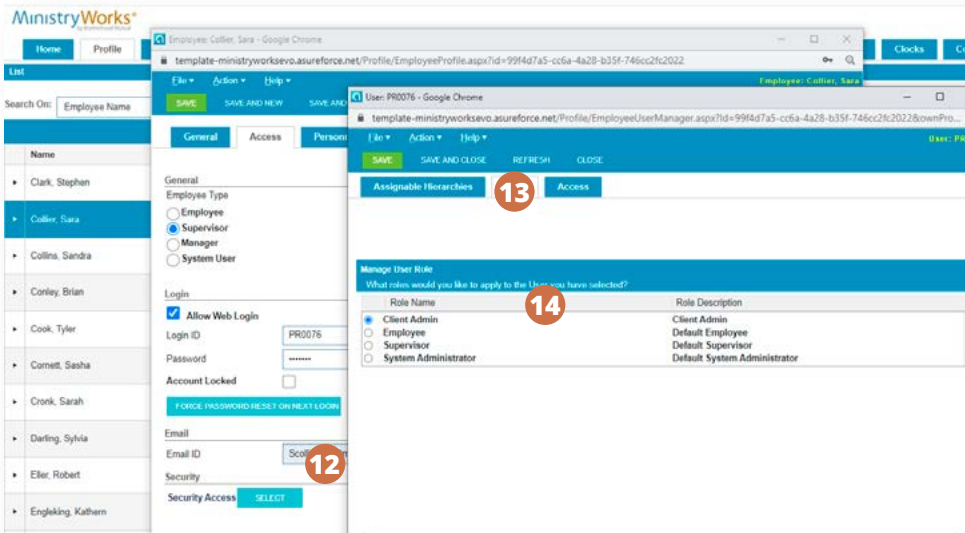
The screenshot displays the MinistryWorks Employee Profile page for Sara Collier. The **Access** tab is selected, showing fields for General, Login, and Email. The **Email ID** field contains 'Scollier123@mailinator.com'. Two popup windows are overlaid on the page:

- Top Popup (Select E-mail recipients):** This window allows selecting email recipients for the selected report. It shows the email 'Scollier123@mailinator.com' and has buttons for **EDIT**, **ADD**, and **DELETE**. A red circle '9' is next to the **ADD** button.
- Bottom Popup (Add E-mail id):** This window prompts the user to 'Add an E-mail id.' with an input field for the email address. A red circle '10' is next to the input field. At the bottom are **OK** and **CANCEL** buttons.

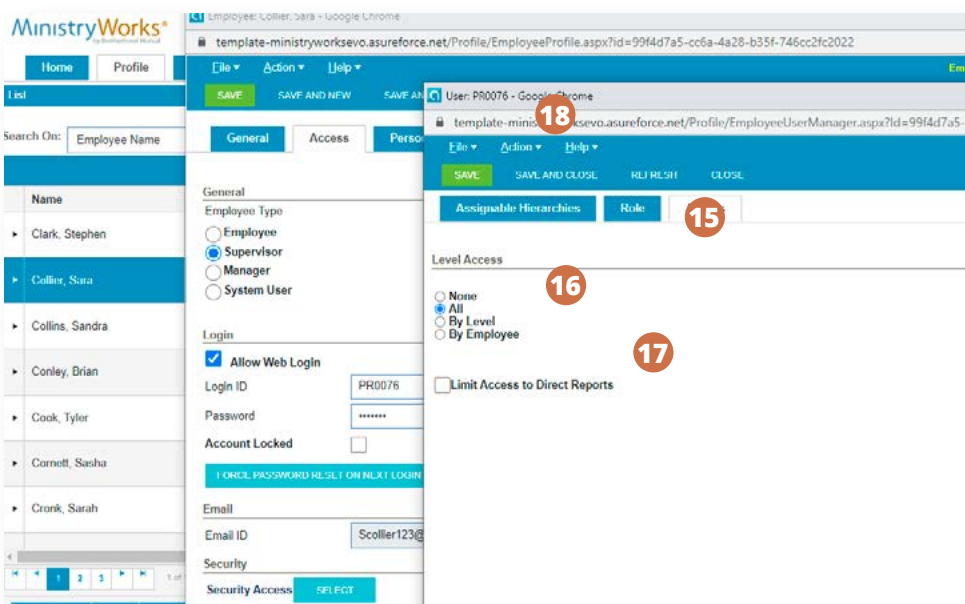
Red circles with numbers 6 through 11 are placed on the main page to indicate the sequence of actions: 6 points to the **Access** tab, 7 points to the **Email ID** field, 8 points to the **SELECT RECIPIENTS** button, 9 points to the **ADD** button in the top popup, 10 points to the email input field in the bottom popup, and 11 points to the **OK** button in the top popup.

(continue to next page)

12. From the **Access** tab, click on **SELECT** next to **Security Access**. A popup box will be displayed.
13. Click on the **Role** tab.
14. If the employee should be an Administrator, select **Client Admin**; otherwise, leave as the default, **Supervisor**.



15. Click on the **Access** tab.
16. **All** will be selected as the default – DO NOT CHANGE.
17. **Limit Access to Direct Reports** – this box enables the Supervisor to only see their direct reports, as designated on the employee's **Profile** tab.
  - The box should be checked for Supervisors.
  - The box should be unchecked for Administrators.
18. Click **SAVE AND CLOSE** until you are back to the employee's **Profile** tab.



## Secondary Supervisor Setup

If a second supervisor needs to be added to employees, follow all **Supervisor Setup** steps (pp. 39–41) thru #14, then continue below:

15. Click on the **Access** tab.
16. Select **By Employee**.
17. Click on the **SELECT** button.
18. To select multiple employees, use Ctrl + Click.
19. Click **OK**.
20. Click **SAVE AND CLOSE**.

The screenshot displays the MinistryWorks web application interface for Secondary Supervisor Setup. The 'Access' tab is active, and the 'Level Access' section shows 'By Employee' selected. A 'SELECT' button is highlighted. A modal window titled 'Select Employees' is open, displaying a table of employees with columns: Name, ID, SSN, Department ID, Department, Branch ID, and Branch. The table lists several employees, including 'Tyrone, Charles', 'Tyrone, April', 'Tyrone, Nicholas', 'Tyrone, David', 'Tyrone, Nicole', 'Tyrone, Andrew', and 'Tyrone, Charles'. A 'SELECT ALL' button is at the bottom right of the modal. Red circles with numbers 15 through 20 indicate the sequence of steps: 15 points to the 'Access' tab, 16 points to the 'By Employee' radio button, 17 points to the 'SELECT' button, 18 points to the 'SELECT ALL' button, 19 points to the 'OK' button, and 20 points to the 'SAVE AND CLOSE' button.

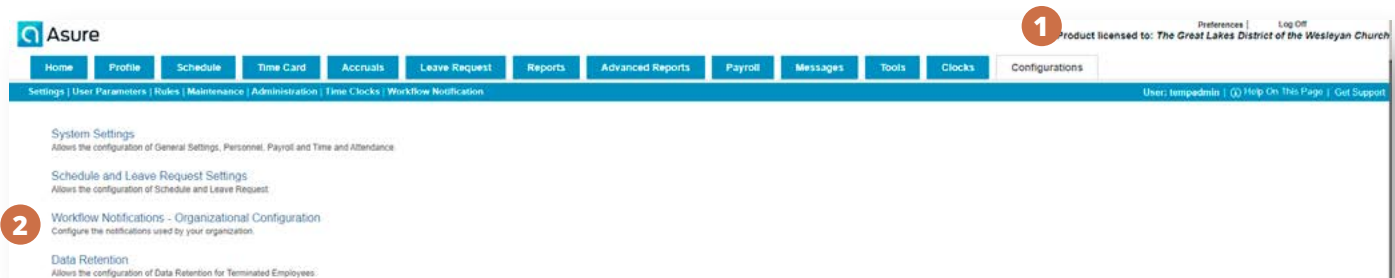
Name	ID	SSN	Department ID	Department	Branch ID	Branch
Tyrone, Charles	KF0700	KF0700	1	Admin	200	Evo Time
Tyrone, April	JO6791	JO6791	2	LS	200	Evo Time
Tyrone, Nicholas	KH4998	KH4998	4	PS	200	Evo Time
Tyrone, David	MA7367	MA7367	1	Admin	200	Evo Time
Tyrone, Nicole	CU2055	CU2055	1	Admin	200	Evo Time
Tyrone, Andrew	RA2294	RA2294	4	PS	200	Evo Time
Tyrone, Charles	PI7399	PI7399	1	Admin	200	Evo Time

## Workflow Notifications

A workflow notification can be created so that supervisors and/or employees are sent automated emails reminding them to do specific tasks or prompting them with FYI info (e.g. approve time cards or a missed punch).

The initial step is to create the message that will be sent.

1. Click on the **Configurations** tab.
2. Click on **Workflow Notifications - Organizational Configuration**.



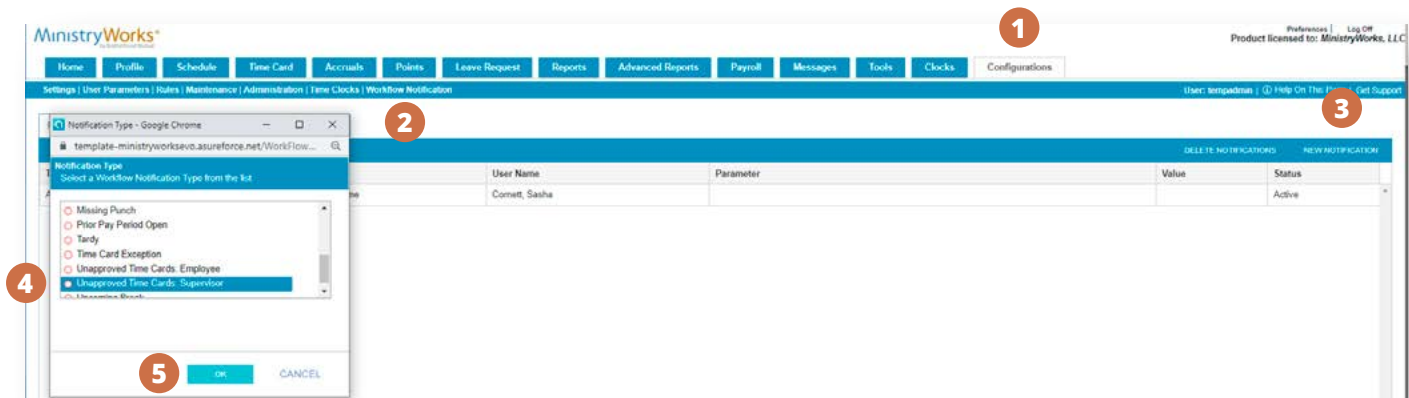
3. Double-click on the type of notification to be created.

Notification Type	Parameter	Value	Status
Absent	Minutes after scheduled arrival	50	Yes
Active Employees Without Schedules	Number of days prior to start of pay period	7	Yes
Approaching Overtime			Yes
Attendance Notification			Yes
Early Arrival	Minutes arrived before schedule	15	Yes
Early Departure	Minutes left before schedule	15	Yes
Insufficient Accruals	Number of days into the future from current day	7	Yes
Late Departure	Minutes worked past scheduled stop time	15	Yes
Missing Punch	Nbr of days prior to current day to include	1	Yes
Prior Pay Period Open	Number of days after pay period end	7	Yes
Tardy	Minutes arrived after schedule	15	Yes
Time Card Exception	Time Card Exception	EO	Yes
Unapproved Time Cards: Employee			Yes
Unapproved Time Cards: Supervisor			Yes
Upcoming Break	Employee has worked nn hours without a break. Minimum Break Minutes	4.30	Yes
Offline Clock			Yes
Consecutive Pay Type	Consecutive Days of Pay Type	3.REG	Yes

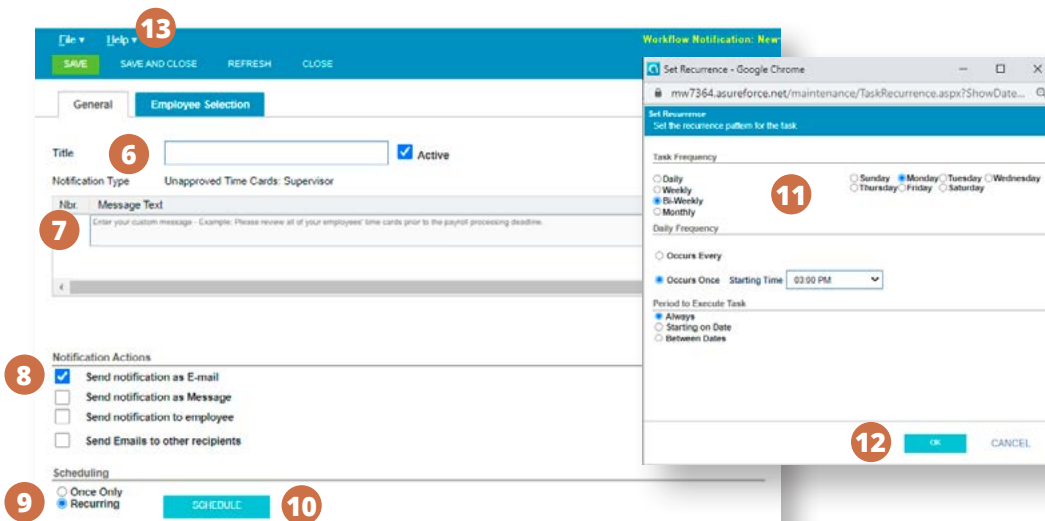
4. Enter your custom message.
5. Click **SAVE AND CLOSE**.

Once the message is created, the actual workflow notification needs to be created.

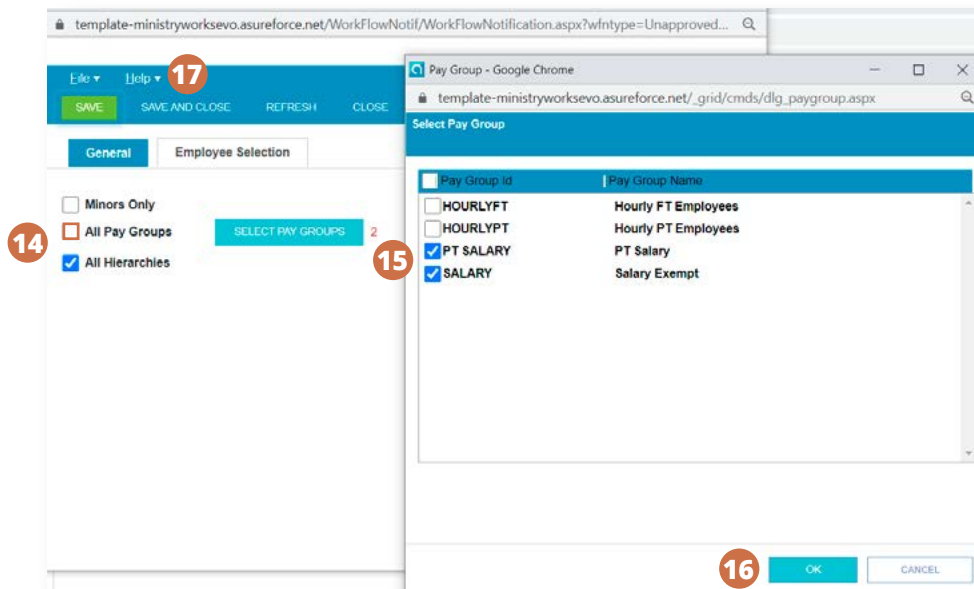
1. Click on the **Configurations** tab.
2. Click **Workflow Notification**.
3. Click **New Notification**.
4. Select a notification type.
5. Click **OK**. The new workflow notification setup will be displayed.



6. On the **General** tab, enter a **Title** for the notification.
7. The **Message Text** will pre-populate with the message that was just created.
8. Check the box for Send notification as E-Mail.
9. In the **Scheduling** area, select **Recurring**.
10. Click **SCHEDULE**.
11. On the **Set Recurrence** screen, customize when the message should be sent.
12. Click **OK**.
13. Click **SAVE AND CLOSE**.



14. On the **Employee Selection** tab, the **All Pay Groups** and **All Hierarchies** will be checked as default.
15. If you want to have the rule only apply to certain pay groups, uncheck **All Pay Groups** and select the applicable pay groups from the popup box.
16. Click **OK**.
17. Click **SAVE AND CLOSE**.

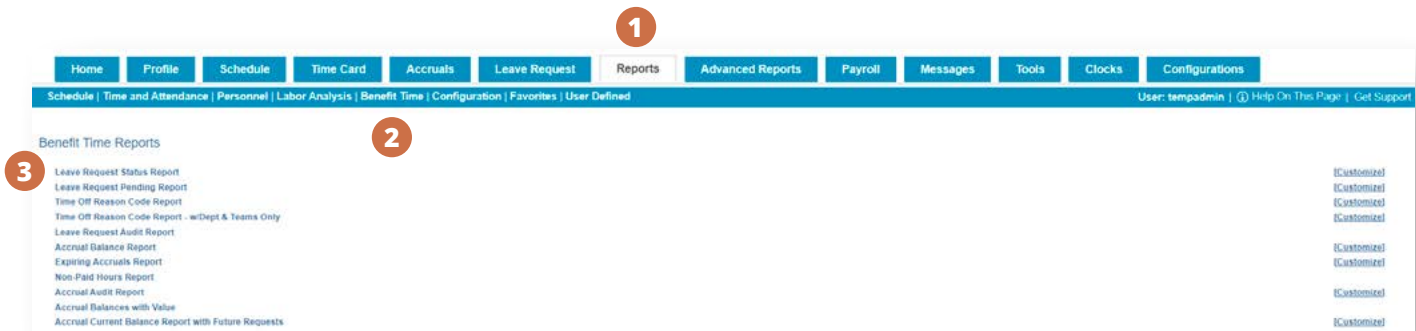


## Reports

### Leave Request Status Report

This report can be pulled to view all leave requests for a specific time frame. This report can be used to check that all approved leave requests are reflected on the time cards.

1. Click on the **Reports** tab.
2. Click on **Benefit Time**. Feel free to explore this area to see if additional reports will be beneficial.
3. Click on **Leave Request Status Report**.



4. **Level Filters** – default is **All** but can be broken down into department reports.
5. **Employee Filters** – default is **All Employees** but individual employees can be selected.
6. **Date Range** – default is the **Current** week; but it is we suggest that you look at either the **Last Period** or the **Current** Period.
7. Click **RUN REPORT**.

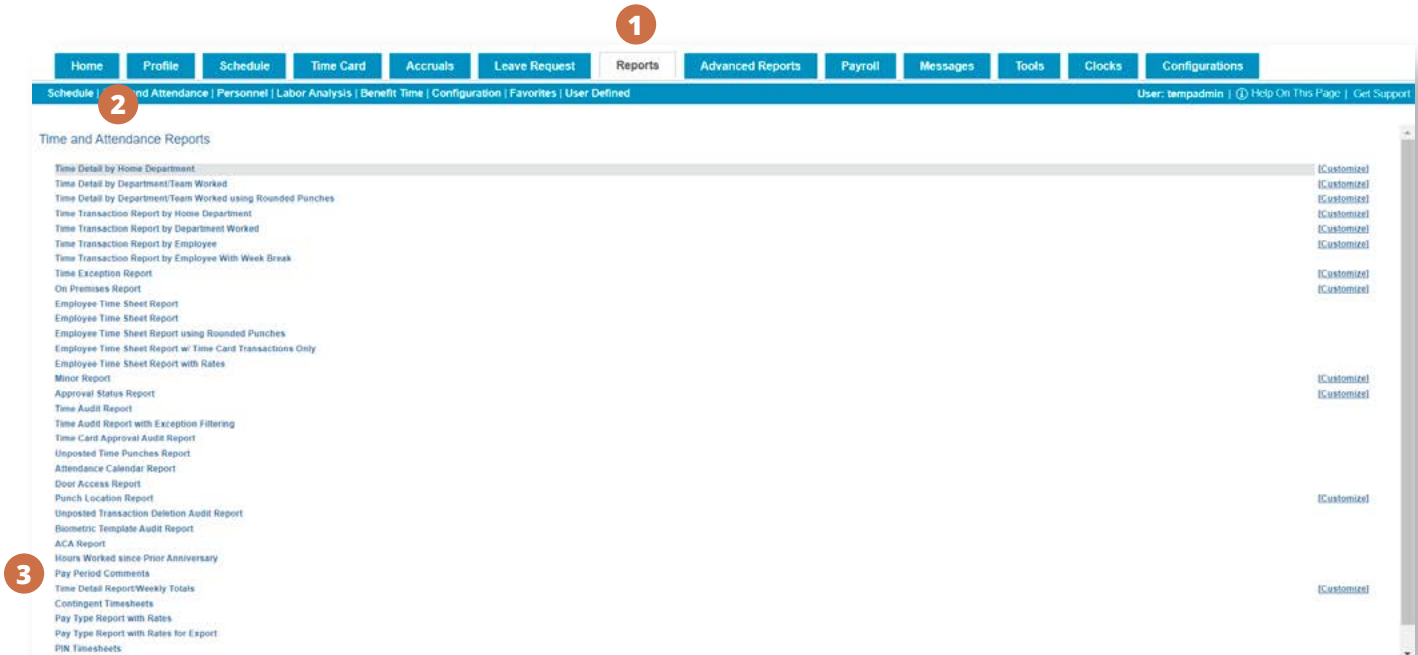
**The Leave Request Status Report** will be displayed. Go to each individual employee's time card to confirm the approved leave requests are reflected.

Leave Request Status Report						
Last Period: 07/08/2022 - 07/22/2022, 07/16/2022 - 07/31/2022						
Requested Date	Branch ID	Hours	Time Off Day	Time Off Reason	Pay Type	Status
07/22/2022	SA	8.00		VACATION		Approved
07/19/2022	SA	8.00		VACATION		Approved
07/18/2022	SA	8.00		VACATION		Approved
07/20/2022	SA	8.00		VACATION		Approved
07/21/2022	SA	8.00		VACATION		Approved
07/22/2022	SA	8.00		VACATION		Approved

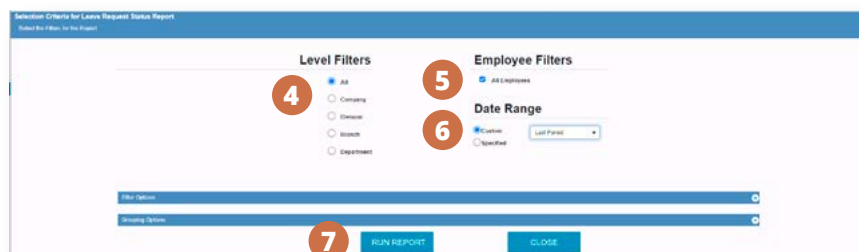
## Pay Period Comments Report

This report can be pulled to view all comments that have been made by employees for a specific time frame.

1. Click on the **Reports** tab.
2. Click on **Time and Attendance**. Feel free to explore this area to see if additional reports will be beneficial.
3. Click on **Pay Period Comments**.



4. **Level Filters** – default is **All** but can be broken down into department reports.
5. **Employee Filters** – default is **All Employees** but individual employees can be selected.
6. **Date Range** – default is **Current** week; but it we suggest that you look at either **Last Period** or **Current** Period.
7. Click **RUN REPORT**.



The **Pay Period Comments** report display. Review to see if action is needed.

Wednesday August 3, 2022  
7:54:42 PM

Pay Period Comments

Pay Period Comments  
January 01, 2022 - December 31, 2022

User ID: tempadmin

CSV

Name	Pay Period Comments
Cramer, Deanne	Finance Team building
Hawkins, Kimberly	On 7/27 thru 7/29, I had to adjust my times because I didn't log in and out at normal times due to activities.
Hawkins, Kimberly	On Fri 7-22, I adjusted the lunch time by 1 hour because Kathy ordered lunch for all of us and I had to take it at that time, but I didn't want the penalty for the 5 hr
Hawkins, Kimberly	On 6/27, deleted last punch since it was an accident. On 7-06-22, I couldn't log off until later in the evening since site wasn't working when I went to log off at 6 p.
Schneider, Deborah	On 6/22 Had dental appt. 11:30 - 1:30 pm. Made up the time same day so I worked a full 8 hr shift. (KS)
Schneider, Deborah	6/27 - started 11:00 am due to a 9:30 am PostOp medical visit. On 7/5 I had a medical appt and returned to work for 2 1/2 more hrs. to complete a 8 hr shift.
Schneider, Deborah	Team Days 7/25 thru 7/29. Checked in late 7/28 @ 12:30 pm due to medical appt.
Tidley, Kimberly	time clock set incorrectly at first punch so had to correct in time





## Profile Audit Report

## Reports tab > Personnel > Profile Audit Report

This audit shows details about the employee's profile setup in *Time & Attendance*. Most of this information will be synchronized from "api" (user name column), which means that it was pushed from other MinistryWorks platforms.

[illegible]

A profile audit can also be generated on each individual's profile.

1. From the **Profile** tab, double-click on a specific employee.
2. From the popup, click on **Action**.
3. Click **Audit**.

The screenshot displays the 'Employee Profile' page for Robert Beckman in the Oracle HR Cloud system. The interface includes a top navigation bar with tabs like Home, Profile, Schedule, Time Card, Absence, Leave Request, Reports, Advanced Imports, Payroll, Messages, Tools, Clocks, and Configurations. A left-hand navigation menu lists various employee profiles, with 'Beckman, Robert' highlighted (labeled 1). The main content area shows the 'Employee Profile' form for Robert Beckman, with the 'Save' button highlighted (labeled 2) and the 'General' tab selected (labeled 3). The form contains fields for personal information (Last Name, First Name, MI, Short Name, Initials), organizational details (Pay Group, Accrual Group, Unique ID, Employee ID #, Time Zone Offset, Primary Department/Team), and Supervisor information.

The audit will display.

HRMS:EMPLOYEE										
Full Time	Sub Type	Employee	Action	Action Date/Time	User	IP Address	Field	Old Value	Details	New Value
Employee	Standard	ADD	15/04/2022 01:10 ADD (OFF: 45:00)	ADD			Account Group	Default		PT Std 1
Employee	Standard	EDIT	15/04/2022 11:18 ADD (OFF: 45:00)	tempadmin	51.104.117.13		Department	DEFAULT		Human Resources
Employee	Standard	EDIT	15/04/2022 08:39 ADD (OFF: 45:00)	tempadmin	51.104.117.13		Employee Type	Employee		Supervisor
							Short Name			Standard - Robert
							Last Name			Standard - Robert
							First Name			Robert
							Initials			RR
							Is Shift Enabled			Yes Enabled
							Login ID			1285
							Is Account Locked			Unlocked
							Unique ID			Unique ID Changed
							Employee ID Number			1285
							Role			Employee
							Department			DEFAULT
							Paid holidays			Yes
							No Pay			DEFAULT
							Auto Promote To Substitute			No
							Account Group			Default
Employee	Standard	ADD	15/04/2022 01:10 ADD (OFF: 45:00)	ADD			Pay Group			DEFAULT
							Department			HR - Maintenance
							Pay Group			SALARYPT