Monroe County Work Experience Program
Time Card Entry Instructions

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Purpose:

The purpose of the following documentation is to provide instructions on how to use the web based timecard module for the RochesterWorks/Monroe County Work Experience Program which will be referred to as W.E.P. in the following documentation. In accordance with Monroe County and the Department of Human Services, RochesterWorks has developed a web based timecard management system for tracking W.E.P. intern’s attendance and overall hours. All W.E.P interns have mandated hours that they must meet in order to continue to receive public assistance. All W.E.P sites are responsible for entering the W.E.P. intern’s hours on a weekly basis. Any non-participation on the part of the W.E.P. intern could affect the public assistance for the W.E.P. intern. Any violations by W.E.P. sites in following guidelines and policies set forth in these may disqualify the W.E.P. site from the W.E.P. program.

For questions on the program please contact:

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Requesting Access to the Time Card System:

1) To request access to the timecard management system, go to [www.monroewep.org](http://www.monroewep.org)
2) Under the “Time Cards” button you will see, “Timecard Access Request”. Select this option
3) Fill out the required information. Please make sure that everything is accurate before you submit the information.

4) Request for access can take up to 48 hours. Your login information will be sent to your email address. If you have any questions please use the contact information on page 3.
Login into the Timecard Management System:

1) To access to the timecard management system, go to www.monroewep.org
2) On the main menu select “Time Cards” button.
3) This will bring you to the Timecard Management System. Enter your username and password, and then select “Login”. You should have already received your login information in the email confirming your registration. If you have not received your login information within 48 hours of the online request, please use the contact information listed on page 3.
Entering W.E.P. workers Time:

Once logged into the system, you will be on the “This Weeks” landing page. All of the W.E.P. workers assigned to you will be listed here.

The six columns you will need to be concerned with are:

1) Hours Worked
2) Hours Absent
3) If Absent - Category
4) Notes
5) Total Worked
6) Total Absent
Worked Hours:

Hours worked should be entered as total worked hours. **Breaks are counted as worked hours, lunches are not counted as worked hours.** So for example:

<table>
<thead>
<tr>
<th>User</th>
<th>Start Time</th>
<th>Break One</th>
<th>Lunch</th>
<th>Break Two</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test User</td>
<td>8:00 AM</td>
<td>10:00–10:15</td>
<td>12:00–12:30</td>
<td>2:00–2:15</td>
<td>4:30 PM</td>
</tr>
<tr>
<td><strong>Counts as timed worked</strong></td>
<td><strong>Subtract from total time</strong></td>
<td><strong>Counts as worked time</strong></td>
<td><strong>Total worked 8 hours</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Hours Absent, Absent Category and Notes:

If the W.E.P worker is out for any reason:

1) Absent hours need to be entered as total hours absent and are not to be included in worked hours.
2) If the W.E.P worker is absent, an Absent Category must be select from drop down box. Please select the most appropriate category.
3) The Notes field is optional except if the “Other” category is selected from the Absent Category drop down box. Then an entry in the notes area will be mandatory and you will not be able to save or submit a time card without an entry.
Total Time and Total Absent:

The Total Worked and Total Absent will automatically calculate based on the information you have entered. If for some reason the W.E.P. worker has not met their mandated hours, a notice will show up under the Total Worked / Total Absent boxes. Once the W.E.P worker has met their hours this notice will disappear. All hours missed should be made up within the same week whenever possible.
How to Submit Hours:

When working within the Timecard Management System, you can either enter your W.E.P. workers daily or weekly. Both entry methods work the same. Enter the hours and or absences, then at the bottom of the website you will see a check box and the “Save” button. Click on the check box, then click “Save”.

![Timecard Management System screenshot](image-url)
You will now be given two choices:

1) The first choice “Submit to Account Manager” is the one you will select when all time is entered and you are ready to submit the W.E.P. worker’s hours for the week. Once this option is chosen, the time card will be submitted for processing and no adjustments can be made.

2) The “Do Not Submit Yet” button is used if you are doing your time entry daily (or weekly but are not yet ready to submit). To save the time card the process is the same as listed on page 14, except you would select the “Do Not Submit Yet” button. This will save the information so that you can edit it. When all hours are entered for any given week and the work week has ended, select the “Submit to Account Manager” to submit the time card for processing.
Past Weeks:

The “Past Weeks” tab allows you to view previous week’s timecards. If, for some reason, a previous week’s time has not been submitted, this must be entered and submitted immediately, or the W.E.P. intern’s public assistance may be jeopardized. The process is the exact same as with the “This Weeks” tab. Please see the “How to Submit Hours” section for more information.