This list is an update to the compiled with tips that have been found useful. Many are from timekeepers that have found ways to simplify their work!

1. When logging in, make sure the User Information is correct (remember these fields are case sensitive. server name: cescentdb07, product line: hris and form id: mm60)

2. Provide yourself a time cushion! Try posting time and attendance on a regular basis through out the two-week pay period.

3. Be sure to use the NoPrefill option to post employees whose regular schedule is not the same hours Monday through Friday. By reporting the number of hours actually worked (or reported absent) accurate reports can be obtained.

4. Do not change the white form function box at the top right of the window [leave at the **Inquire** default].

5. Click on the **Inquire** icon after selecting the employee's id and the employee's position.

6. To find an employee when the employee ID is not known, use the **FIND** command to locate an employee by name [hint: refer to Appendix A, "Locate an Employee Using Find".

7. ECA 3 (Extra Curricular Activities-3) and Professional Workshop attendance are released from the detail time entry screens. All other types of attendance are released from the Attendance Release screen.

8. When entering the dollar amount for ECA 3, enter whole numbers without dollar signs or cents (no decimals).

9. When making a change to a paycode, remember you can only change the hours within that paycode (not the paycode itself). If the paycode for the leave taken needs to be changed, use "D" to delete the incorrect pay code, and then use "A" to add the correct entry.

10. Attendance is not released by clicking on the Attendance Release button on the Attendance Selections screen. Pressing that button transfers to the Attendance Release screen where the attendance can be released using the Special Actions icon. Important: Review attendance carefully! Do not release until verified against timesheets.

11. To view an employee's detail attendance on the attendance release screen, type an "X" in the function code box and press Inquire. After selecting an employee's record from the Attendance Release screen, the detail time entry screen with the selected employee will display. This detail screen needs to be closed by clicking on the X in the upper right hand corner after you are finished making changes to the record.

12. A prior pay period can be adjusted for Temporary Part Time attendance, Summer Supplemental Employees and Extracurricular 1 activities. Retrieve the employee record, enter or select the end date of the prior pay period and click on the Inquire icon to display the employee's record for the prior period. Post hours and save.

13. The substitute attendance will be prefilled from the calling system in the afternoon of each workday, Monday through Thursday and by 10:30 on Fridays. Wait until the end of the day or the next day to review and check the substitute attendance to avoid duplicate entries. Do not post short-term substitute teachers attendance beyond the Sub Thru Date (displayed on the substitute screen).

14. A suggestion from one timekeeper: Review your employees early in the pay period and contact the appropriate staff in the Office of Human Resources (OHR) if there are any additions or corrections that need to be made. Then put those employees aside to the end of the week or near the end of the pay period to give OHR time to enter the appropriate employee information into the system.

15. A suggested tip from a workshop timekeeper: To display a full screen of blank lines to add employees, place your cursor on the first employee ID line and press Shift - F3. The screen will blank out the input fields. Enter the new employee ids and amounts and press the change icon as usual. (Do not worry about the names that are displayed while you are entering the new Ids. The names are remaining from the previous display of the screen.)

16. Order the pre-printed timesheets by using the sequence number located on the upper right of the timesheet. This makes time entry faster and easier.