



Timesheets

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Managing the Timesheets

The timesheets are where all clocking information is processed and links to payroll to determine how many hours staff members will be paid for based on the times they clocked in and out. The timesheets can be viewed at two different levels, per home showing all the timesheets for all staff members and per staff member showing all timesheets for a specific staff member.

Navigating to the Home Timesheets

- Log in to CoolCare4
- Staff
- Timesheet

Checking the Timesheets

Although CoolCare will automatically correct some hours, the timesheets should still be checked to ensure that everyone's hours are correct. We recommend checking the Timesheets daily the morning after when all night staff have clocked out. There are various aids that can be used to help with checking timesheets which are explained throughout this guide.

Clocking In and Out

Assigning iButtons

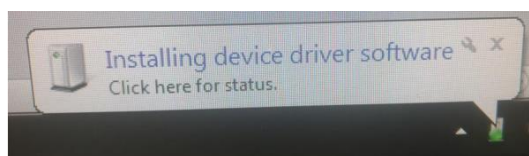
An iButton is the device used by the staff members to clock in and out using the clocking in machine you have in your care home. An iButton must be assigned to a staff member in order for them to start clocking in and out.

Assigning an iButton

- You will need to get an iButton that is not currently assigned to a staff member and the iButton Keyboard
- Plug the iButton Keyboard into your computer via USB.



Please Note: if this is the first time plugging it into your computer it will take a couple of minutes to install the driver.



- Navigate to the Staff Member's record
- Once in the Staff Record click on the T&A dropdown on the top bar
- Click iButton Settings
- Click into the iButton Number text box
- Touch the iButton to the sensor on the iButton Keyboard
- If successful you will see an alphanumeric code appear in the text box.
- Click save



Please Note: The iButton number should be no longer than 16 characters long, if it is longer then it may have double scanned. Simply delete everything in the text box and rescan it.

Clocking In and Out Via The Clocking in Machine

The Nohmad clocking in machine records the time and date of when each staff member clocks in, it transmits this information to a piece of software that LNT Software hosts and transfers this information onto your home's timesheets.

To clock in all you need to do is place the iButton on the sensor and wait for it to beep. In addition to the beep a light on the right-hand side of the clocking in machine will illuminate to indicate it has captured the clock.

Please Note: The first time a staff member clocks using the Nohmad will be a clock in regardless of whether they are clocking in or out so you need to make sure that the first time a new staff member clocks they are clocking in.

Manually Clock in and Out

If a staff member forgets to clock in or out of their shift you have the ability to add in a manual clocking entry within the last 7 days. When adding a manual clock you will just need to enter the date, time and home that the missing clock was for and CoolCare will work out the direction (in/out).

Adding a Manual Clock

- Navigate to the Staff Records
- Open the Staff member's record
- Click on the T&A dropdown
- Click iButton Settings
- Click Manually Clock In/Out
- Select the date of the missing clock
- Enter the time of the missing clock
- Select the home from the drop down
- Click Save

Please note: You can only enter manual clocks for up to 7 days ago. When a manual clock has been entered the direction of all subsequent clocks will be updated to reflect the change, and the timesheet events will also be updated.



Timesheet
Calendar
Payroll
Reports
Residents

General T & A H.R. Payroll Training Documents

iButton Details

Last clocked **IN** at 07/11/2018 08:13 in Oak House

iButton Number:

All manual and automated clocks will show on the right
Manual clocks will show with an orange bin icon on far right
Only manual clocks can be deleted by clicking on the orange bin icon

Clock In/Out History

Clock In/Out Time	Direction	iButton	Home
2018-11-07 08:13:42.0	IN	0000122DDEBA	Oak House
2018-11-05 17:00:00.0	OUT	e10000122ddeb01	Oak House
2018-11-05 08:10:59.0	IN	0000122DDEBA	Oak House
2018-11-02 17:02:00.0	OUT	0000122DDEBA	Oak House
2018-11-02 08:32:25.0	IN	0000122DDEBA	Oak House
2018-11-01 17:10:23.0	OUT	0000122DDEBA	Oak House
2018-11-01 08:08:10.0	IN	0000122DDEBA	Oak House
2018-10-31 17:01:00.0	OUT	0000122DDEBA	Oak House

Snapping to Shift

When a staff member clocks in and out CoolCare4 will snap their shift to a predefined shift. This means that if a staff member clocks in and out within the range of a predefined shift, the hours on the timesheet will set as the shift hours rather than the specific hours the staff member clock in for. (See Getting Set Up guide for more information on setting shifts and shift limits).

If a shift snaps to a shift it will display as blue on the timesheets indicating that the shift should be correct. However, if the shift does not snap to shift it will appear as orange indicating that the shift should be checked to ensure it is correct.

Managing Timesheet Records

Adding or Changing Shifts

If a shift does not exist or has the incorrect number of hours, or the staff member has worked extra or other hours you can amend the shift directly on the timesheets.

- Navigate to the Timesheet
- Find the staff member in the list
- Click on the shift you are wanting to amend or the empty cell
- Change the hours
- Click Save

Please Note: Amending the timesheet hours will not correct the direction of the staff members clocking in and out. If a staff member has forgotten to clock in or out a manually clock should be added.

Christina Adamski 05/11/2018

Standard Hours: Supervisor

Extra Hours: Supervisor

Other Hours:

Notes:

Clock Times: 15:31 **IN** 18:26 **OUT** 02:55

Hours Present (hh:mm)

Hours can be amended here. Standard hours may also need to be amended to Extra hours if overtime has been worked

Clock times are shown here. If a staff member has forgotten to clock in or out these may need a manual clock



Changing Position Worked

If a staff member has can work multiple positions you can change which position they worked on a particular shift. The positions available to select from are only positions that they have in their record as Extra Positions or their Main Position.

- Navigate to the Timesheet
- Find the staff member in the list
- Click on the shift you want to amend the position for
- Change the shift in the drop-down box
- Click Save

Please Note: For further information about extra, main and pool positions see the staff guide.

Christina Adamski 05/11/2018

Standard Hours: 2.92
Extra Hours: 0
Other Hours: 0

Supervisor
Cook
Gardener
Supervisor

Notes:

Clock Times: 15:31 IN 18:26 OUT Hours Present (hh:mm): 02:55

Save

You can alter the position worked by selecting the new position from the drop-down menu
If the position does not exist, add an extra position from the HR menu in Staff Details

Locking and Unlocking Timesheets

In order to keep Payroll accurate, you have the ability to lock the timesheets in CoolCare4 so that no other amendments can be made to them prior to a specified date.

Locking the Timesheets

- Navigate to the Timesheet
- Click on the Padlock symbol
- Select the date you want to lock the timesheets up to

Unlocking the Timesheets

- Navigate to the Timesheet
- Click on the Padlock symbol
- Select the date of the day before you need to be unlocked

Timesheet

Choose Week: 29/10/2018

Name	Position	W	S	E	29 Mon	30 Tue	31 Wed
Jim Adams-Rod...	Supervisor						
Christina Adamski	Supervisor						
Mohammed Akhtar	Care Assistant						
Lenny Atson	Care Assistant						
Kim BAne	Care Assistant						
Brian Badondé	Care Assistant						
Tricia Baillie-Horler	Gardener						

Update Timesheet Lock

Timesheets after this date will be creatable / editable.

Lock up to: 23/11/2017

Update

You can lock / unlock a timesheet by clicking on the lock icon and then entering the day you wish the lock to be valid from
To unlock enter the day before you wish to edit



Daily Totals

The Daily Totals are the numbers of worked hours and display across the bar at the bottom of the Timesheets. The colours indicate if your home is staffing within your budget hours and can be used as a quick check if there are any issues with the timesheets during your daily checks.

Red = over the budgeted hours

Green = under the budgeted hours

White = On target

For more information on setting the Daily Totals please see the Getting Set Up guide.

Individual Timesheets

As well as the full timesheet you have the ability to view Staff member's timesheets individually. The benefits of viewing the individual timesheets is that you can view all the timesheets within a date range specified as long as it does not exceed 15 weeks.

- Navigate to Staff Records
- Open the record of the staff member you want to view the timesheets for
- Click the T&A dropdown on the top bar
- Click Individual Timesheet

Once you are in the Individual Timesheet page the default will display the last five weeks of timesheets. To change the date range you can select the date range by using the selection at the top.

Please Note: You cannot manually add or edit timesheet events in the Individual Timesheet

Christina Adamski
Start date: 01/06/2015
Position: Supervisor at Oak House
Payroll Number: 1276

General | **T & A** | H.R. | Payroll | Training | Documents

Individual Timesheet

Week Start: 05/10/2018 | Week End: 12/11/2018 | View

	Monday	Tuesday	Wednesday
05 Nov - 11 Nov	2.92	9.33	0
29 Oct - 04 Nov	13(E)	21.17(T)	45.12
22 Oct - 28 Oct			
15 Oct - 21 Oct	16.03		
08 Oct - 14 Oct	0.42	15.45	12.95
	15.78		

Enter the start and end date to set the period you wish to view

You can view a shifts entry by clicking on the time block.
You cannot edit the time here. Only on the main timesheet

Timesheet Reports

There are several reports available for you to use to analyse your timesheet hours.

Timesheet Export

The timesheet export is a full CSV export of all hours worked on the timesheets per week. It includes staff member, date, hours type, position and hours worked.

- Navigate to the Timesheet



- Select the week you want to export
- Click Export as CSV

The below reports can all be found within the staff reports sections, and are available at group, company and home levels.

Navigation to staff reports

- Expand the Staff Section
- Click Reports, this is at the bottom of the list

Budget Vs Timesheet

This report compares the budgeted hours set up within your rota setup with the timesheets hours for a specified period. This helps indicate how well the home is been staff against the hours budget.

Planned Vs Timesheet

This report compares the planned hours for the rota with the timesheets hours for a specified period. This helps indicate how well the home is been staff against what was planned to happen.

Budget Vs Planned

This report compares the budgeted hours within your rota set up with the planned hours set up within your rota for a specified period. This helps indicate how well the rota is been planned against the budget.

Timesheet Totals

This report gives you a full breakdown of all the hours in the timesheets for all staff members at the home within a given period.