

Penny 5.0

**Timesheet Entry &
Electronic Leave Request**

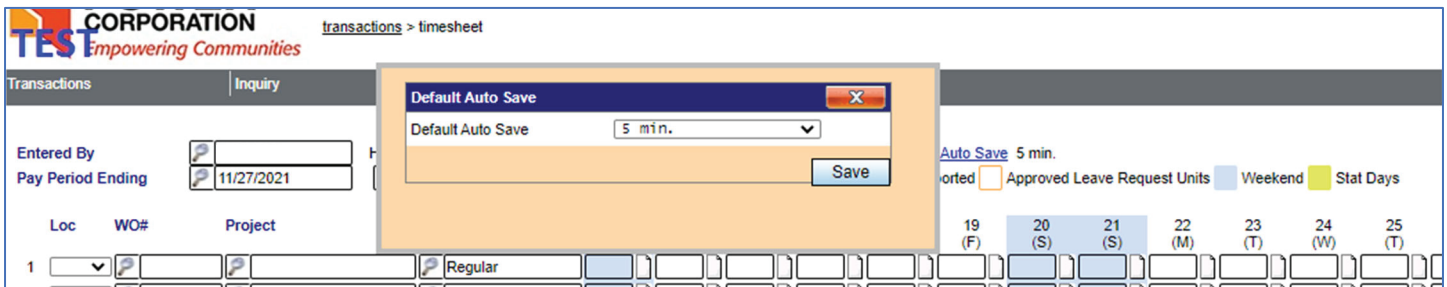
Last update: November 22, 2021

Some Quick Facts about the New Penny 5.0

Timesheet Entry

Auto-save

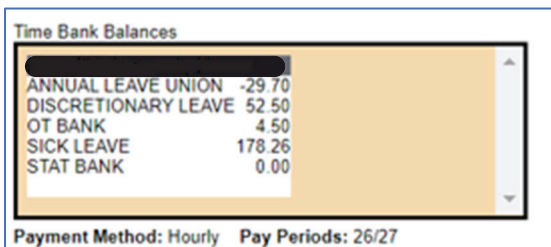
- You can now set Penny Timesheet to Auto-save, based on the following intervals (5, 10, 15 min. or disabled).
- You can find this function under Transactions > Timesheets > click Auto Save and the Default Auto Save window will pop up. Click Save once option is selected.



The screenshot shows the 'transactions > timesheet' interface. A 'Default Auto Save' dialog box is open, displaying 'Default Auto Save' with a dropdown menu set to '5 min.' and a 'Save' button. In the background, the 'Auto Save' section is visible, showing 'Auto Save 5 min.' and a 'Save' button. Below this, there are checkboxes for 'Approved Leave Request Units', 'Weekend', and 'Stat Days'. A calendar grid shows dates from 19 (F) to 25 (T), with 20 (S) and 21 (S) highlighted.

Time Bank Balances

- Time Bank balances are now listed in the lower left-hand corner of the Timesheet entry screen.
- You will now get a negative balance alert when you click Submit if you don't have enough time (eg. Annual Leave).
- If you have approved leave in the future, it will be reflected in the Time Bank Balances shown on your timesheet.



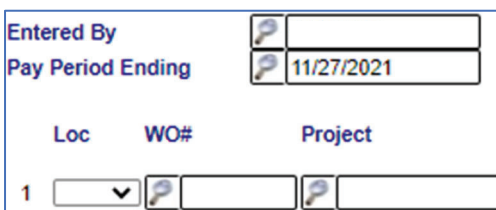
The screenshot shows a 'Time Bank Balances' window with the following data:

ANNUAL LEAVE UNION	-29.70
DISCRETIONARY LEAVE	52.50
OT BANK	4.50
SICK LEAVE	178.26
STAT BANK	0.00

Payment Method: Hourly Pay Periods: 26/27

Work Order Selection

- A new column called WO# has been added in front of the Project column. This is a new integration with GuideTI (CMMS). If you perform work against a work order you can select it and the required project. These hours will be imported back to the work order in GuideTI once your timesheet is approved and processed to assist with planning and reporting in GuideTI.



The screenshot shows the 'Entered By' and 'Pay Period Ending' fields. Below these, there are three columns: 'Loc', 'WO#', and 'Project'. The 'Loc' column has a dropdown menu with '1' selected. The 'WO#' and 'Project' columns have search icons.

New Search and Fill Feature

- In timesheet entry, you can search for a project by typing a letter or two of the Project Name, or start typing a number or two, to search by project number. When you find the project in the list use your down arrow key or mouse to select the code. You can also search for the Work Order # and Pay Code using the same functionality.

Loc	WO#	Project	Pay Code	14 (S)	15 (M)
1		IT Applications and Supp	Regular		7.50
2		it	Regular		
3		350816000001000	IT		
4		350816600001000	IT Applications and Support		
5		350816600001001	IT Apps and Support Prev		
6		350816600001002	IT Apps and Support Corr		
7		350816600001003	IT Apps and Support Emerg		

Paging

- When opening a previously saved timesheet that has more than 10 lines on entry, it will now show on multiple pages. Each page will display no more than 10 lines. Page numbers will be listed at the bottom of the timesheet, click on the page numbers or arrows to move between the pages.

Loc	WO#	Project	Pay Code	14 (S)	15 (M)	16 (T)	17 (W)	18 (T)	19 (F)	20 (S)	21 (S)	22 (M)	23 (T)	24 (W)	25 (T)	26 (F)	27 (S)	Reg	OT	Other
11		Prev Dist OH Lines O&M	Travel OT @ 1.5				1.00											0.00	1.00	0.00
12		Prev Dist OH Lines O&M	Regular				4.00											4.00	0.00	0.00
13		Prev Dist OH Lines O&M	Travel OT @ 1.5				1.00											0.00	1.00	0.00
14			Regular															0.00	0.00	0.00
15			Regular															0.00	0.00	0.00
16			Regular															0.00	0.00	0.00
17			Regular															0.00	0.00	0.00
18			Regular															0.00	0.00	0.00
19			Regular															0.00	0.00	0.00
20			Regular															0.00	0.00	0.00
Labor Time				0.00	0.00	0.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	2.00	0.00
				< 1 2 >																

Timesheet Approval

Recall Approved Time

- This feature is available to managers to recall approved time. Go to Routines > Approve Timesheet and click on "Recall Approved Time" in the top right corner.

Transactions	Inquiry	Reports	Routines	Admin		
Timesheets Currently Awaiting Approval				Recall Approved Time		
Employee ID	Employee Name	Entered By	Employee Name	Pay Period	Approver	Units

- In the recall approved time window select the timesheet you want to recall and click the recall button.

Shearing, Barry	Shearing, Barry	09/09/2018 - 09/22/2018	2.00	<input checked="" type="checkbox"/>

Note(s):
Date format: MM/DD/YYYY.

- You will be returned to the timesheet approval window. Double click the timesheet that was recalled and click decline to send back to working mode for changes to be made.

Leave Requests

- Select the Start Date and End Date, then click the Display Results button. A new Leave Request window will open.

Employee ID:

Start Date: End Date:

Working/Revised Submitted/Re-submitted Declined Approved

Note(s):
Required fields appear in bold blue text type.

[List View](#)

Leave Requests for 90127079 - Hope, Deaon

November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6

- Your leave request can now have multiple pay code entries for the same day, (eg. Annual Leave for 4 hours, and OT Bank Taken for 3.5 hours within the day)

Leave Requests

Employee ID:

Start Date: End Date:

Number of Lines: Auto Save: Disabled

Working/Revised Submitted/Re-submitted Declined Approved Weekend Stat Days

Include Weekend or Stat Days

Pay Code	21 (S)	22 (M)	23 (T)	24 (W)	Reg	OT	Other
1 <input type="text" value="OT Bank Taken 8.0"/>		3.50			3.50	0.00	0.00
2 <input type="text" value="Annual Leave 8.0"/>		4.00	7.50	7.50	0.00	0.00	19.00
3 <input type="text" value=""/>					0.00	0.00	0.00
4 <input type="text" value=""/>					0.00	0.00	0.00
5 <input type="text" value=""/>					0.00	0.00	0.00
Labor Time	0.00	7.50	7.50	7.50	3.50	0.00	19.00