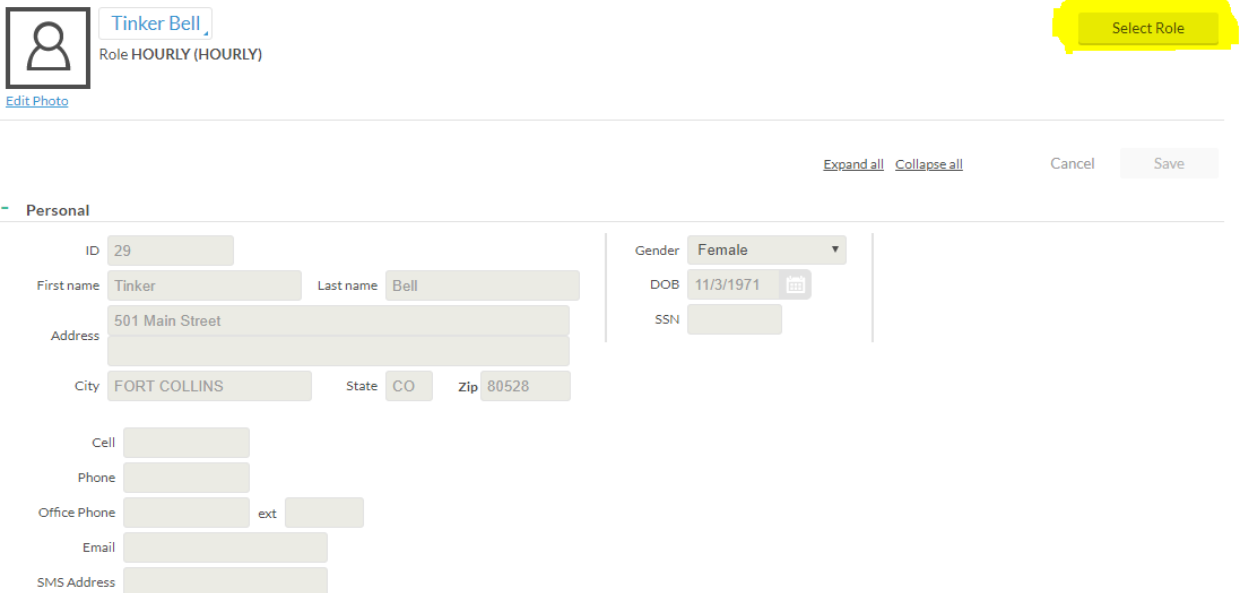# Employee Roles & Badge Number

When you enter a new employee into the prism system or through electronic onboarding you will need to assign that employee a role ***Employees will not be able to punch until a role is assigned***. About an hour after they show up in the Prism system, their information will automatically load into the Time & Labor System. The same steps below would apply if an employee has a status change and their role needs to change.

1. Log into Prism as usual
2. Go to Time & Labor
3. When the Dashboard loads, click on menu item across the top that says Employee
4. You will then choose Employee Profiles
5. Your employee list will load down the left side of the page
6. Click on the appropriate employee
7. Choose Select Role button from right side of page

8. When the Pop Up Box comes up select the new role and then hit select at bottom right

Role Assignment

? Feedback

Automatic break effective date 2/25/2018

Recurring schedule effective date 2/25/2018

Search

Showing 2 records of 2

Role ID↑	Description
	None
FT SALARY	FT SALARY

9. Assign Bade Number – The badge number is typically 1 and the last 4 digits of SS#
10. Employee Info Tab Go to bottom of page and click other to expand. Add the badge number and hit save.

Kye Young
Role **HOURLY (HOURLY)**

Edit Photo

Select Role

Expand all Collapse all   Cancel   Save

- **Personal**

ID	32	

First name	Kye	Last name	Young	Gender	Male ▼
				DOB	8/22/2002 📅
Address	71 S 2610 E			SSN	
City	SAINT GEORGE	State	UT	Zip	84790

Cell

Phone

Office Phone   ext

Email getsmarttrekkie@gmail.com

SMS Address

+ **Company**

- **Other**

Network ID d68885

PIN

Badge 12839

How to edit punches, add missed punches or add vacation or sick leave to Time & Labor Timesheet.

1. Log into Prism
2. Go to Time & Labor
3. When the Dashboard loads, click on the menu item across the top that says Hours
4. Then Click either Individual Hours or Group Hours (whichever applies)
5. If Individual choose employee from the left side, then choose applicable pay period. This pay period or last pay period
6. If adding a punch click add, when the pop up box comes up add time and time out and save. If you want to put in a flat amount of hours you can check the timesheet box. Add Flat amount of hours and if you need to change the job code you can do that as well. For use when you need to add sick, vacation or holiday pay

7. To edit a punch, click the box on the row that you want to edit.

	🔔	M ✓	E ✓	O ✓	Notes	🔗	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Rate
☐	●	☐	☐	☐	📄	⌐	2/26/2018 02:05 PM	2/26/2018 10:15 PM	8:10	8:10		2 - Regular	0.00
☐	●	☐	☐	☐	📄	⌐	2/27/2018 07:00 AM	2/27/2018 10:05 PM	15:05	15:05		2 - Regular	0.00
☐	●	☐	☐	☐	📄	⌐	3/1/2018 04:05 PM	3/2/2018 12:05 AM	8:00	8:00		2 - Regular	0.00
☐	●	☐	☐	☐	📄	⌐	3/2/2018 02:05 PM	3/3/2018 12:10 AM	10:05	10:05		2 - Regular	0.00
☐	●	☐	☐	☐	📄	⌐	3/3/2018 08:00 AM	3/3/2018 04:10 PM	8:10	8:10	49:30	2 - Regular	0.00
☐	●	☐	☐	☐	📄	⌐	3/5/2018 02:00 PM	3/5/2018 10:05 PM	8:05	8:05	8:05	2 - Regular	0.00

Showing 6 records of 6   Selected 0 records

8. Click the manage button

+ Add   Manage   Exceptions   Resolve Period

The choose edit or delete.

9. Same Process for Group Hours.....

10. To Add a Break in the Punch Time go to Manage, Add Break and then add then break time information.

Add Break

? | Feedback

Time in 4/4/2018 08:06 AM
Time out 4/4/2018 05:31 PM

Date   4/4/2018
Time   12:48 PM
Break length   240
Break type   Break
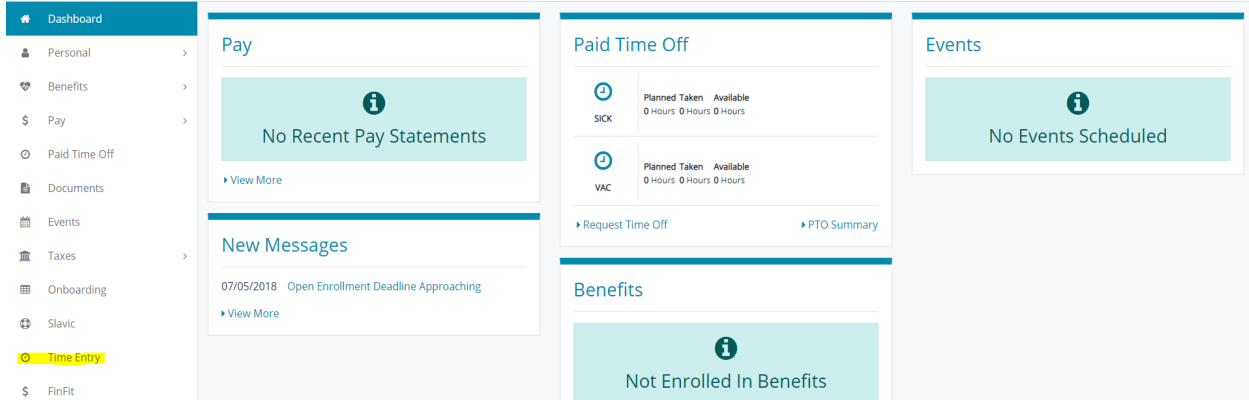Note

Track information goes with ● First Segment

                              ○ Second Segment

Requesting Time Off through Time & Labor

Log into your employee ESS Portal

Once the Dashboard loads click on Time Entry

Once you click on Time Entry the following screen will pop up.

Click on Requests. Then Click Add and complete information. Once Manager approves or denies you will be notified.

Approving Leave Requests

1. Log in to Prism
2. Go to Time & Labor
3. Once the Dashboard Loads you will see a box with Pending Time off Requests.
4. At the Bottom of the Box there will be a blue hyper link that says jump to Request Manager
5. Click that hyper link and it will take you to the request manager. (you can also access it by going to Tools and then Request Manager)
6. Once there you will see the calendar with all the pending requests for your approval. Just click on the Request and then go to Manage.
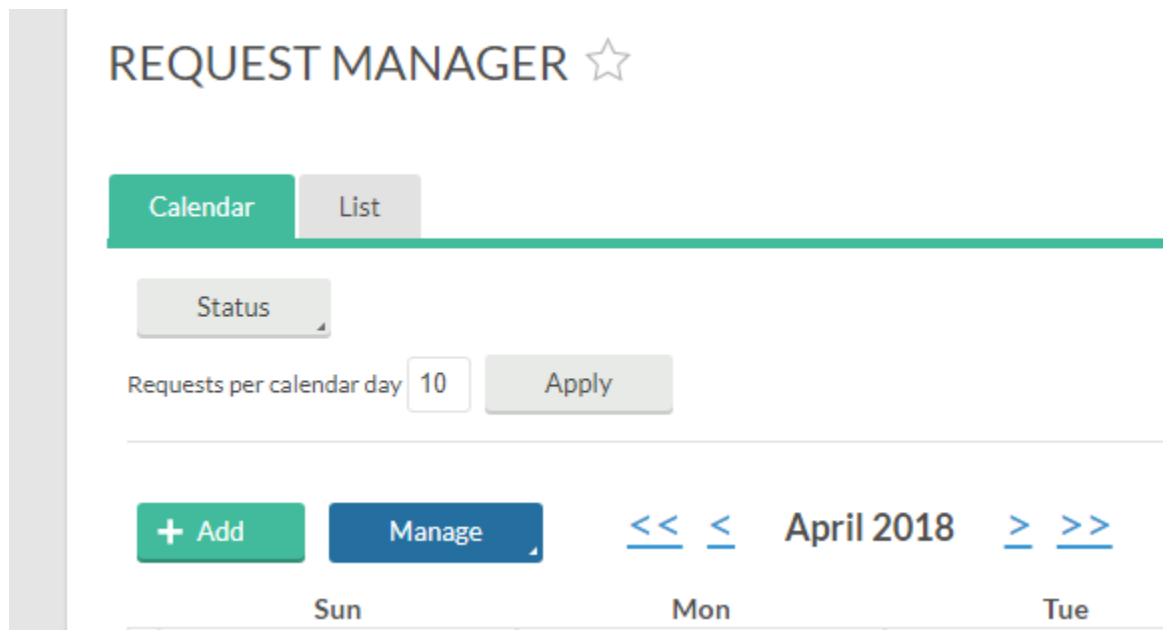
7. Once you click on Manage Click Approve Request Level 1 or you can click Deny.

The system will notify the employee of the approval or denial of the request.

Export Payroll to Prism & Close Week

1. Log into Prism
2. Go to Time & Labor
3. When the Dashboard loads go in and make and final time punch adjustments under hours
4. Once all employees are ready to be finalized go to Company and then Close Week
5. Click on the Close Week Button for each week in the pay period that needs to be closed
6. Once that is completed go to Hours and then Period Export
7. Export Format Should be PrismHR (choose from drop down if not default)
8. Pay Period should be Last Period (choose from drop down)
9. Under Settings split by job code box should be checked & Group by Pay Code should be checked
10. Under Configuration Import Template Configuration should be TCPimport (choose from drop down if not there)
11. Payroll Batch Number **CLICK IN DROP DOWN BOX AND CHOOSE THE MOST RECENT NUMBER**
12. Click the Generate Button

13.   Once you click Generate the system run the data. If any exceptions occur you can accept or reject them. Exceptions will be if someone is negative in their leave etc. If you accept the exceptions the system will continue to run and post to the timesheet. If you reject the process stops and you can make any corrections to the time and the run the process again. After the process is done running it will say 100% and then you can close. At this point go back to Prism and go to Time Sheet Entry and make any necessary entries or you can click finalize.

Close Week
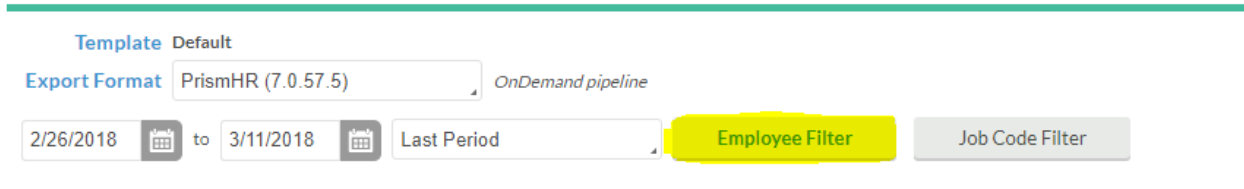
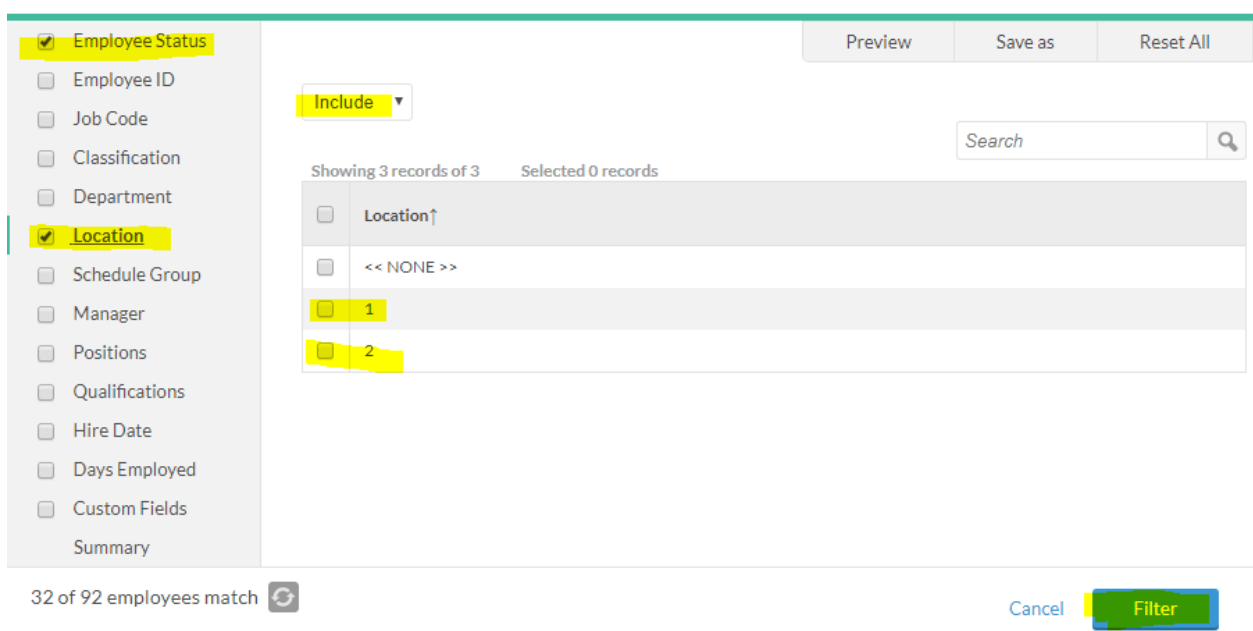1. In the Time Clock System Go to Company and then close week

In order to export the payroll by location

While in the payroll export screen, click on employee filter

Once the screen comes up click the location option if it is already checked then uncheck and check again to get the locations to show up. Choose the location to export and then filter

Continue to export as normal.