



WebTime Setup / Configuration

Computer Arts, Inc. has created an online portal to enable employees to enter time and attendance as well as the ability for supervisors to approve, deny, and submit timesheets to the payroll clerk. This documentation is an overview of how to complete the initial setup and configuration.

We appreciate the input from our users in helping to prioritize and aid in the development of all of our programs. If you have any questions, please feel free to contact the help desk.

Computer Arts, Inc.
Help Desk Support
(208) 955-0151 local
(800) 365-9335
caisupport@gocai.com

Don't forget to check out our website for Payroll information at

<http://www.gocai.com>

Select *Support / Local Government /* then *Payroll* for available documentation.

WebTime Control

Payroll Control File	
Configuration / Settings / Maintenance List.....	3
System Control File Settings.....	4
Time and Attendance Type Settings.....	4
Time and Attendance Code Settings.....	4
Job Class Settings.....	4
WebTime Control.....	5
Payroll Control Clerk Information.....	5
Additional Web Controls General.....	6
Web Setup Information.....	6
Payroll Processing Control.....	6
Additional Web Control.....	7
Setup Supervisors.....	7
Replacing Supervisors.....	8
Removing Supervisors.....	8
Showing the Fund/Department Assigned to a Supervisor.....	8
Assign Supervisors to a Fund.....	9
Change Approval Level.....	9
Removing Supervisors from a Fund.....	9
Adding a Group.....	10
Assign Supervisors to a Group.....	10
Assign Employees to a Group.....	10
Removing a Group.....	11
View a List of Employees for a Fund/Department.....	12
Setup Announcements and Dates.....	13
Setup Holiday Schedules.....	14
Setup Payroll Codes.....	15
Add a Payroll Code.....	15
Inactivating a Payroll Code.....	17
Adding a New Time and Attendance Code.....	17
Viewing Cross Reference Information.....	18
Viewing / Restricting Cross Reference Codes to a Fund/Department.....	18
Adding Cross References (Restricting Payroll Code to Fund/Departments).....	18
Removing Cross References (Removing Restrictions).....	18

Configuration / Settings / Maintenance Steps

1. System Control File
 - a. Check the Web Time Attendance box **(Mandatory)**
2. Time and Attendance Type
 - a. Assign the Pay type to all payroll codes **(Mandatory)**
3. Time and Attendance Codes
 - a. Under Code Options select if the code applies to 'All Employees', 'General Employees', or 'Law Enforcement Employees'. **(Mandatory)**
 - b. Under Code Options select the 'Is this code considered hours worked for law enforcement rule 171?' if the code is applicable **(Mandatory)**
4. Job Class
 - a. Check the 'Public Safety' box for all job class codes that apply to public safety employees. **(Mandatory)**
5. Select Payroll Clerk and E-Mail **(Mandatory)**
6. Enter Web Setup Information **(Mandatory)**
7. Setup Supervisors (Optional)
8. Setup Employees for a Supervisor in a Fund/Department (Optional)
9. Setup Group Supervisors for Employees in a Fund Department (Optional)
10. Setup Announcements/Dates (Optional)
11. Setup Holiday Schedule (Optional)
12. Setup Payroll Codes **(Mandatory)**

Note: Supervisors will need to be identified prior to setup and groups might need to be determined from the setup of supervisors.

Configuration Settings

Web Time configuration settings are located in the Payroll Control Menu. In order for the program to display in Payroll Main and Payroll Control the feature must be turned on.

System Control Settings

Payroll Control Menu / System Control File, select the Web Time Attendance checkbox.

Time and Attendance Type Maintenance

Payroll Control Menu / Time and Attendance Types, **All** codes must have a Pay Type associated with it.

Time and Attendance Codes

Payroll Control Menu / Time and Attendance Codes, each code will need to be edited for which employees will use the code from the Web Portal.

Edit the Code and choose if 'All Employees', 'General Employees, or 'Law Enforcement Employees' will be able to use the code. Check the box if the Code is 171 Applicable

Job Class

Payroll Control Menu / Job Classes, each Job Class for Protective Service Worker will need to be reviewed to determine if it is Public Safety related. If it is, the 'Public Safety' check box will need to be checked.

Change Payroll Control

Employer Information

Employer Name:
 Address 1:
 Address 2:
 City/State/Cip: ID:
 Clerk: Phone:

Payroll Process Information

Payroll Year: Pay Frequency: Wage Item: FMLA Months:

Self Administered Cafeteria? Direct Deposit? SU Manual Entry/Export CAI Imaging Clear Unreported Time/Rate (Report Only)
 Copy Wage Items? Calculate Payroll Item Label Printer? Insurance Saving (Employer) Web Time Attendance

Accrual Information

Accrual Code: Private Accrual:

Change Time And Attendance Types

Code: Payoff %:
 Description:
 Months before printing: Print in Box:
 Accrual Allow negatives? Comp Time

Additional Information

Pay Type: Report Heading: Line 1:
 Line 2:

Change Time And Attendance Codes

Code: Description:
 Short Description: Type:
 Rate Factor: Additional Amount:
 Account: Sub:

Code Options

Code will be used by: Report

Allow Negative Pay With Comp Time Leave Code - Used for time tracking only
 Is this code considered hours worked for law enforcement rule 171

Change Job Class

Job Class Information

Class Code: Description:
 EEO Code:

Shift Differential Information

Shift 2 Amount: Shift 2 Percent:
 Shift 3 Amount: Shift 3 Percent:

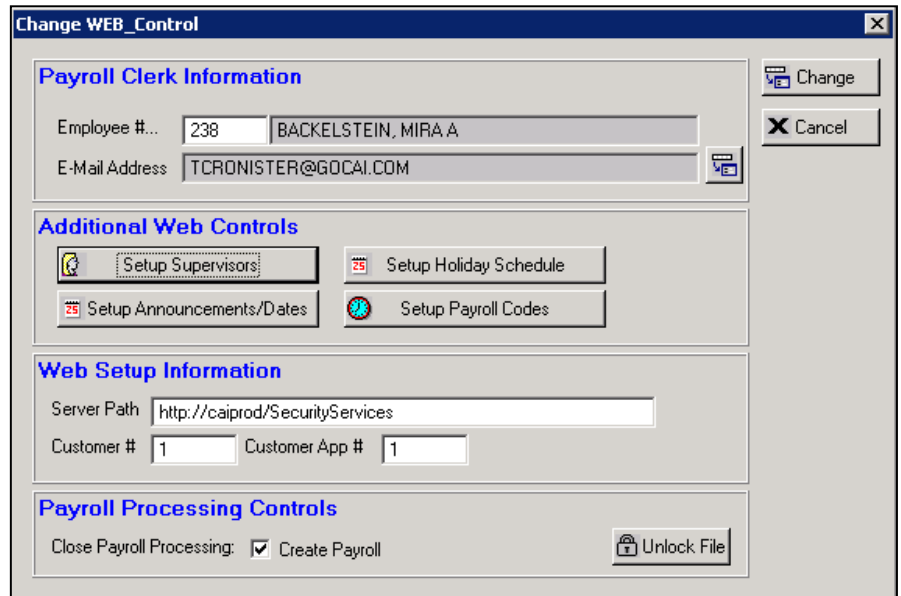
Calc Overtime On Shift Public Safety

WebTime Control

Payroll Control Menu / Web Authorization, select the **Web Control**  icon located on the toolbar

The *Change WEB_Control* panel will display, there are 4 sections to the WEB_Control display

- Payroll Clerk Information
- Additional Web Controls
- Web Setup Information
- Payroll Processing Controls



Change WEB_Control

Payroll Clerk Information

Employee #... 238 BACKELSTEIN, MIRA A
E-Mail Address TCRONISTER@GOCAL.COM

Additional Web Controls

Setup Supervisors Setup Holiday Schedule
Setup Announcements/Dates Setup Payroll Codes

Web Setup Information

Server Path http://caiprod/SecurityServices
Customer # 1 Customer App # 1

Payroll Processing Controls

Close Payroll Processing: Create Payroll Unlock File

Payroll Clerk Information

Double-click on the Employee # field to choose the Payroll Clerk.

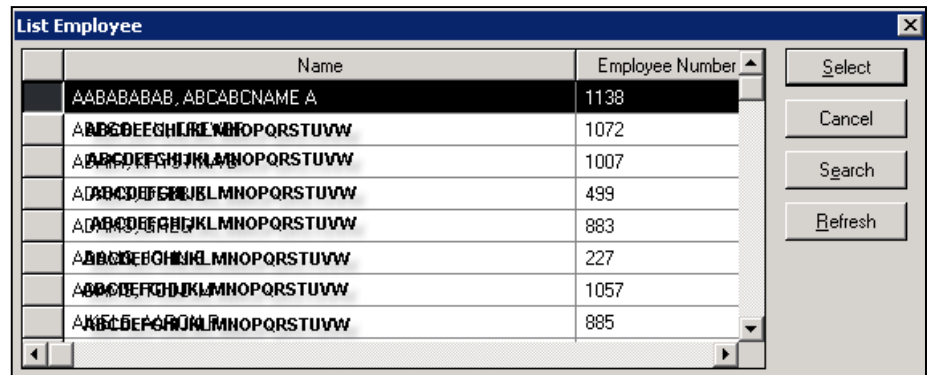


Change WEB_Control

Payroll Clerk Information


Employee #... 238 BACKELSTEIN, MIRA A
E-Mail Address TCRONISTER@GOCAL.COM

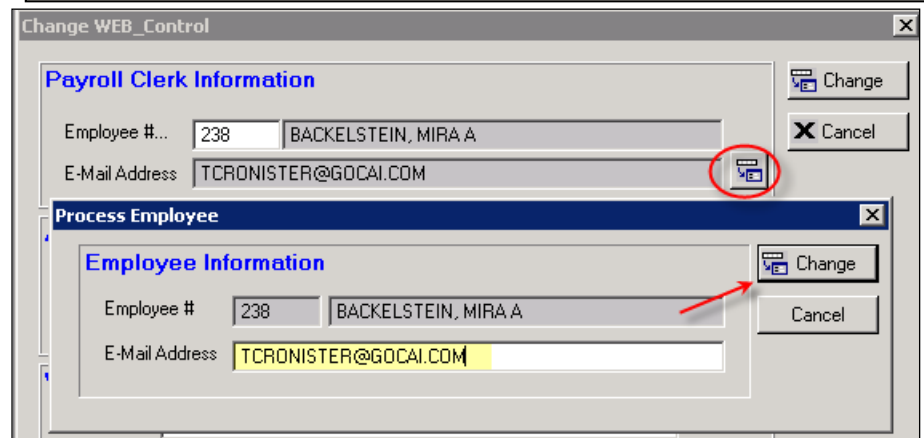
***Note: The Clerk must have an email address**



List Employee

Name	Employee Number
AABABABAB, ABCABCNAME A	1138
ABCDEFGHIJKLMN OPQRSTUW	1072
ABCDEFGHIJKLMN OPQRSTUW	1007
ABCDEFGHIJKLMN OPQRSTUW	499
ABCDEFGHIJKLMN OPQRSTUW	883
ABCDEFGHIJKLMN OPQRSTUW	227
ABCDEFGHIJKLMN OPQRSTUW	1057
ABCDEFGHIJKLMN OPQRSTUW	885

To add or update the E-Mail Address, select the **Change**  button located next to the E-Mail Address field, enter email address and select the Change button



Change WEB_Control

Payroll Clerk Information

Employee #... 238 BACKELSTEIN, MIRA A
E-Mail Address TCRONISTER@GOCAL.COM

Process Employee

Employee Information

Employee # 238 BACKELSTEIN, MIRA A
E-Mail Address TCRONISTER@GOCAL.COM

Additional Web Controls





Setup Supervisors: Manages Supervisors by Group or Fund.

Setup Announcements/Dates: Manages Information that is available to employees on the Web Portal.

Setup Holiday Schedule: Setup of Holidays for All Employees, County Employees, Public Safety Employees.

Setup Payroll Codes: Manages payroll codes for All Employees, County Employees, Public Safety Employees

Additional Web Controls

 Setup Supervisors	 Setup Holiday Schedule
 Setup Announcements/Dates	 Setup Payroll Codes

Web Setup Information

The settings for this section is determined by the IT Staff and CAI


Web Setup Information

Server Path

Customer # Customer App #

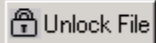
Payroll Processing Controls

If the Close Payroll Processing box is checked, the employee will be unable to enter time and attendance for the current pay cycle from the Web Portal

The **Unlock File**  is used only if the user is unable to log into the System.

Payroll Processing Controls

Close Payroll Processing: Create Payroll

 Unlock File

*** Note:** The system only allows one user to be logged into the clearing house or web control set up at a time. This button will unlock the clearing house so that you can log in.








Additional Web Controls

Setup Supervisors

(Payroll Control Menu/Web Control/Setup Supervisors)

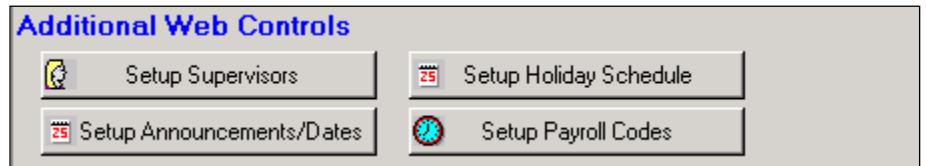
Setup Supervisors Icons





-  Refresh Grid
-  Assign Supervisors to Fund/Dept
-  Search Grid
-  Add Groups
-  Reports
-  List Employees for Fund/Dept
-  Manage Supervisors

Setup Supervisors

Under Additional Web Controls located on the *Web Control* panel select the **Setup Supervisors**  button



The *Setup Supervisors and Groups* panel will display, select the **Manage Supervisor**  icon .

The *Process WEB Supervisor* panel assigns employees as supervisors, place a checkmark in the Supervisor column next to the Employee (s), select **Process Grid**  button.

Supervisor(s) Assigned/Group(s) Assigned

Supervisor	Group(s)	Fund	Department	Description	# of Active Employees in FD	# of Web Employees in FD
		1	1	CLERK / AUDITOR	5	2

Process WEB Supervisor

Position to Employee Last Name

Last Name: _____

a. Select the Employees that are designated as Supervisors

Web	Supervisor	Employee #	Last Name	First Name
	<input checked="" type="checkbox"/>	1138	AABABABAB	ABCABCNAME
	<input checked="" type="checkbox"/>	227		JOHN
	<input checked="" type="checkbox"/>	52		DENTON
	<input type="checkbox"/>	74		KAY
	<input type="checkbox"/>	12	ABDEFahi	SHERRY
	<input type="checkbox"/>	1124	ABDEFahi	JARED
	<input type="checkbox"/>	238	ABDEFahi IN	MIRA
	<input type="checkbox"/>	766	ABDEFahi	SUSANNAH
	<input type="checkbox"/>	950	ABDEFahi	SUZANNE
	<input type="checkbox"/>	1128	ABDEFahi	MARISSA
	<input type="checkbox"/>	1127	ABDEFahi	SCOTT
	<input type="checkbox"/>	1020	ABDEFahi	BRITTNEY

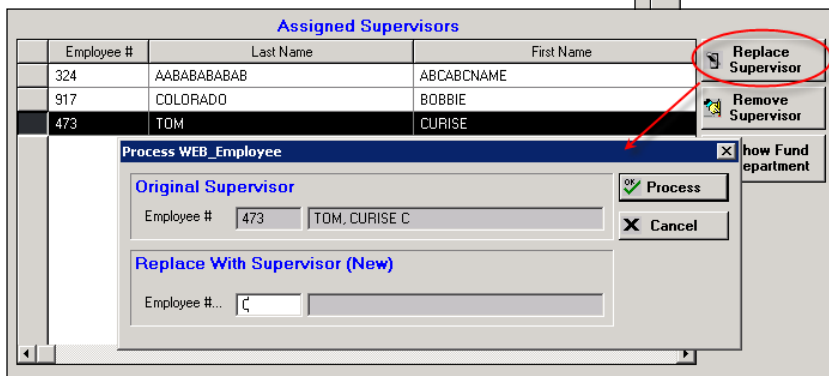
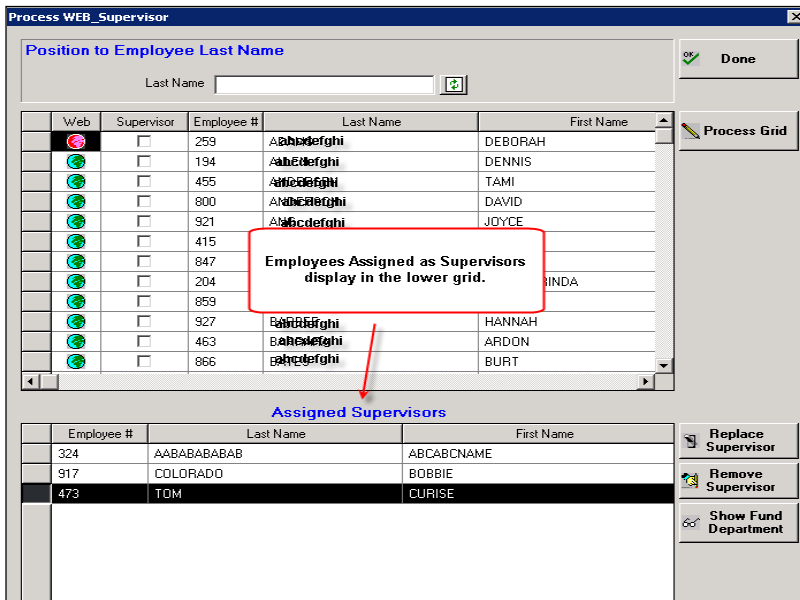
b. Select the Process Grid button to Assign selected employees as Supervisors

Assigned Supervisors

Employee #	Last Name	First Name

Buttons: Done, Process Grid, Replace Supervisor, Remove Supervisor, Show Fund Department

Employees selected as Supervisors are added to the Assigned Supervisors grid

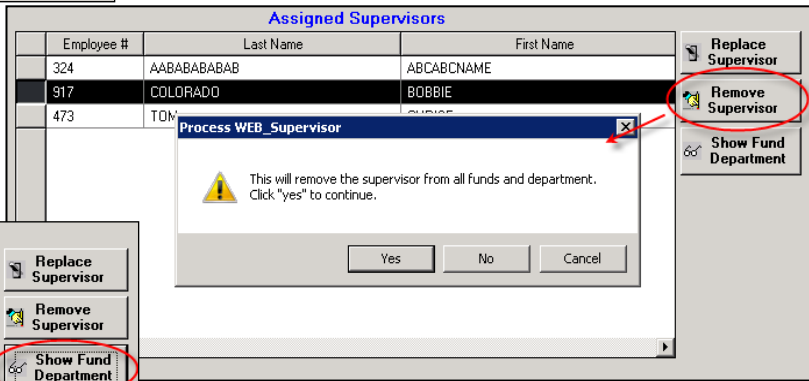


Replacing Supervisor

To Replace Supervisor, highlight the assigned supervisors and select the **Replace Supervisor** button

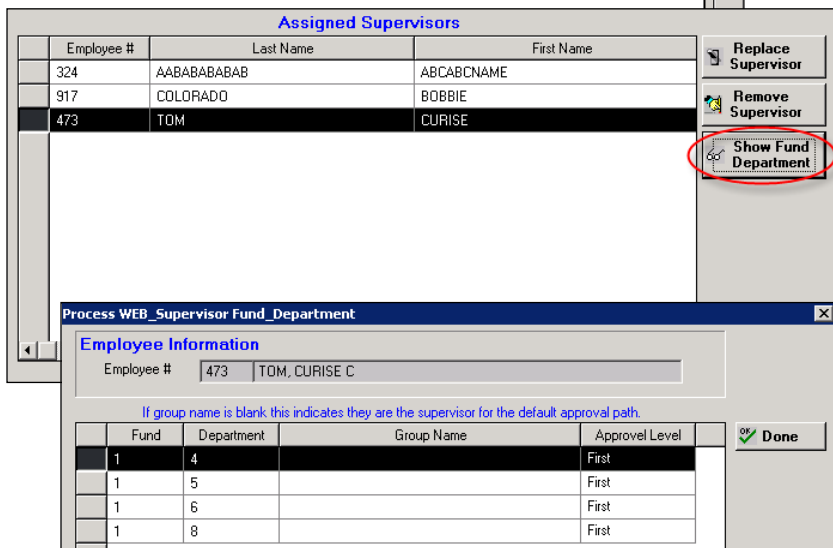
Removing Supervisors

To remove a supervisor from the list selection, highlight the Supervisor and select the **Remove Supervisor** icon.



Show Fund/Department Assigned to a Supervisor


To see which fund(s) are assigned to a given supervisor, highlight the supervisor and select the **Show Fund Department** button.




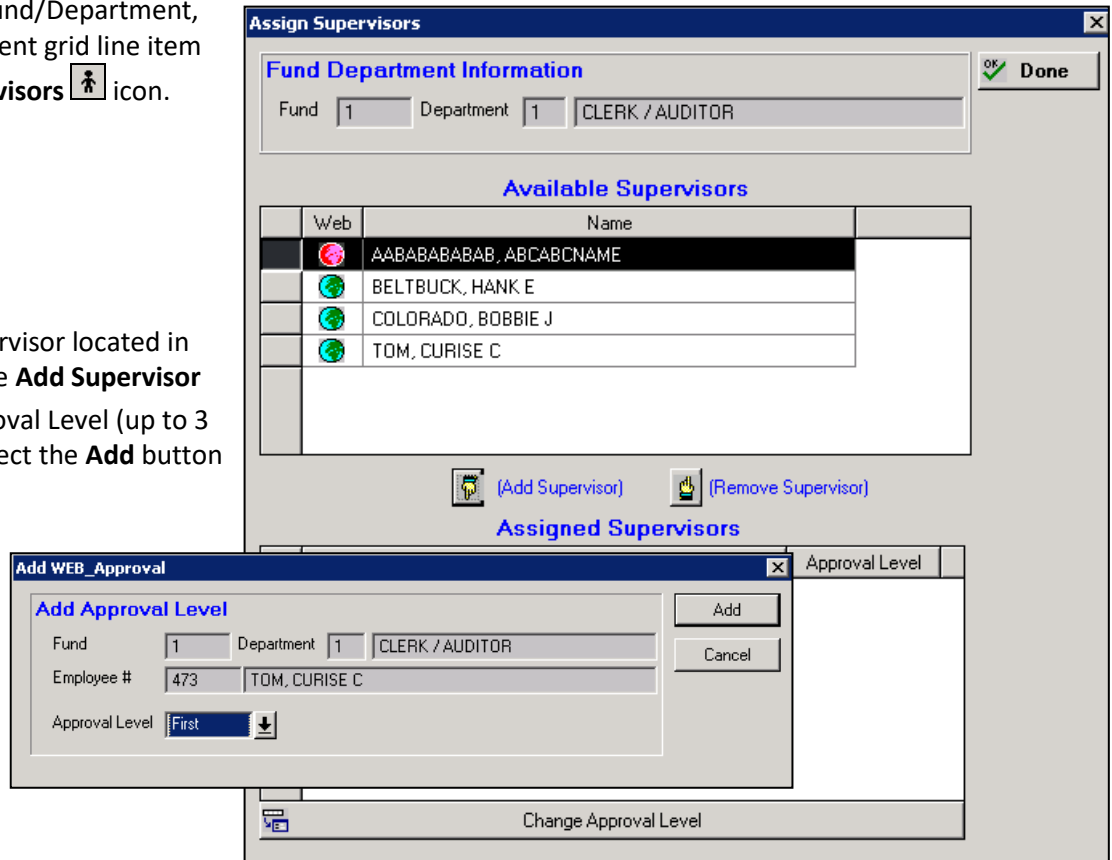
Assign Supervisors to a Fund

It is not required for a supervisor to be assigned to a fund/department. If a supervisor is assigned to a Fund/Department, the timesheet submitted by the employee will route itself to the supervisor of the Fund/Department to approve or reject it.


***Note: If there is no supervisor assigned to a fund/department it will automatically get approved.**

To assign supervisors to a Fund/Department, highlight the Fund/Department grid line item and select the **Assign Supervisors**  icon.


Highlight the Available Supervisor located in the upper grid and select the **Add Supervisor**  button, choose the Approval Level (up to 3 levels of approvals) then select the **Add** button

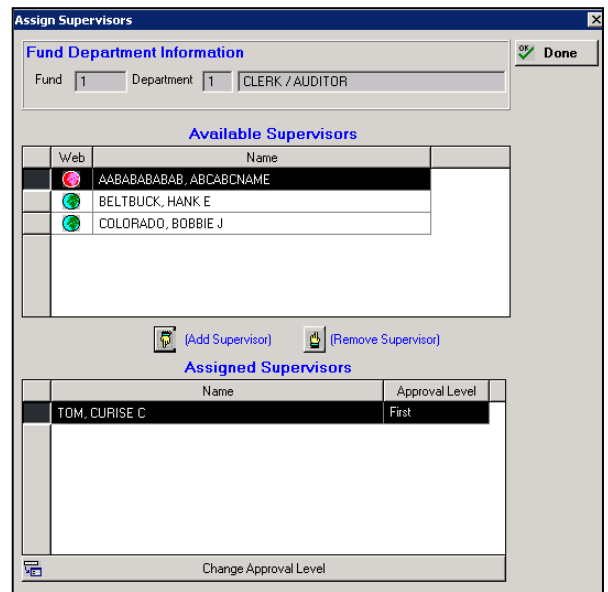


Change Approval Level

To change the Approval Level on a supervisor, select the **Change Approval Level**  button

Remove Supervisor

To remove a supervisor from the selected Fund/Department, highlight the supervisor, select the **Remove Supervisor**  button




Adding Group (s) for a Fund/Department

When to Use Groups: Groups are used when there are more than one set of employees that have a different supervisor for the same Fund/Department.

Example: If you have 10 employees in a specific fund and department and you want 5 employees to go to one supervisor for approval and the other 5 to go to a different supervisor, you would create two groups each with their own supervisor.

To Create or Maintain Groups, highlight the Fund/Department and select the **Add**

Groups  icon, the Add Web Approval Group panel will display

There are 3 steps to create a group on the panel:

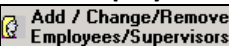
- Add Group Name
- Assign Supervisors for Group
- Assign Employees for Group

NOTE: If an employee is assigned to a Group, that group supervisor takes precedence over the default routing (any/all other supervisors assigned to that fund/dept).

To Add a Group(s), enter the Group Name, select the **Add Groups**

 button

To Assign Supervisors/Employees to the Group, highlight the Group to assign the supervisor to and select the **Add /Change /Remove Employees**

/Supervisors  button

The *Process WEB Approval Group Emp* panel will display.

Check the Supervisor to assign to the group, the *Add WEB Approval Group Super* panel will display, choose the Approval Level and select the **Add** button.

In the Employee's grid, check the employees associated with the supervisor then select the Done button

There can be up to 3 Supervisor Approvals per group

Group Information

Group Name: CLERICAL
Fund: 1 Department: 1 CLERK / AUDITOR

Select Supervisors for this fund/department and group.

Select	Employee #	Name	Approval Level
<input type="checkbox"/>	10	AABABABAB, ABCBCNAME	
<input checked="" type="checkbox"/>	927	BELTBUCK, HANK E	
<input type="checkbox"/>	917	COLORADO, BOBBIE I	

Add WEB Approval Group Super

Add Approval Level

Employee #: 927 BELTBUCK, HANK E
Approval Level: First

Employee's

Web	Select	Employee #	Position #	Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10	1	M...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	120	5	C...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	270	1	P...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	480	8	L...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	756	3	F...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	926	1	H...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	979	1	S...

Example of the display for a group.

Remove Group

To remove a group, highlight the Group, select **Add /Change / Remove Employees /Supervisors**

Add / Change/Remove Employees/Supervisors button, uncheck all employees and supervisors group then highlight the Group and select the **Remove Group** button.

Group Information

Group Name: CLERICAL
AUDITOR

Supervisor(s) for Group

Employee #	Name	Approval Level
927	BELTBUCK, HANK E	First

Employee(s) for Group

Employee #	Name	Position #	Description
270	POPE, JIM	1	DEPUTY CLERK
480	L...	8	CHIEF DEPUTY CLERK
756	F...	3	DEPUTY CLERK

List of Employees for Fund/Department

To view a list of employees for a given fund, highlight the Fund/Department in the grid and select the **List Employee for Fund Dept**



icon.

All Employees that have a position for the Fund/Department selected will display in the grid.

Process WEB_PositionFundDept


Fund Department Information

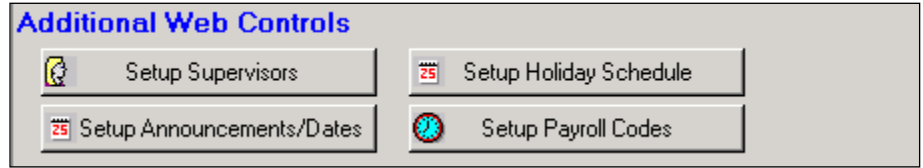
Fund 1 Department 1 CLERK / AUDITOR

Done

Web	Employee #	Name	Position #	Description
	107	WOLF, ASHLEIGH	1	CLERK
	120	CALDWELL, JIM	5	DEPUTY CLERK
	270	POPE, JIM	1	DEPUTY CLERK
	480	LABERGE, JIM	8	CHIEF DEPUTY CLERK
	756	FABER, JIM L	3	DEPUTY CLERK
	926	HARRIS, JIM STYL	1	DEPUTY CLERK
	979	SIMPSON, JIM L	1	DEPUTY CLERK







Setup Announcements/Dates

Dates and announcements are created and maintained from the **Setup Announcements/Dates** under Additional Web Controls located on the *Web Control* panel. Select the **Setup Announcements / Dates**  button



Setup Announcements/Dates Icons





- | | | | |
|---|-----------------------|---|--------------------------|
|  | Refresh Grid |  | Change Announcement/Date |
|  | Reports |  | Delete Announcement/Date |
|  | Add Announcement/Date |  | Copy Announcement/Date |

Setup Announcements and Dates

Dates and announcements are created and maintained from the **Setup Announcements/Dates** screen.

NOTE: These messages are global and ALL employees with web access will see them. They are not specific to an individual employee.

To Add an Announcement/Date select the **Setup Announcements / Dates**  button, the *List Web Bulletin Board* panel will display, select on the **Add**  icon from the top tool bar

There are three sections to the display:

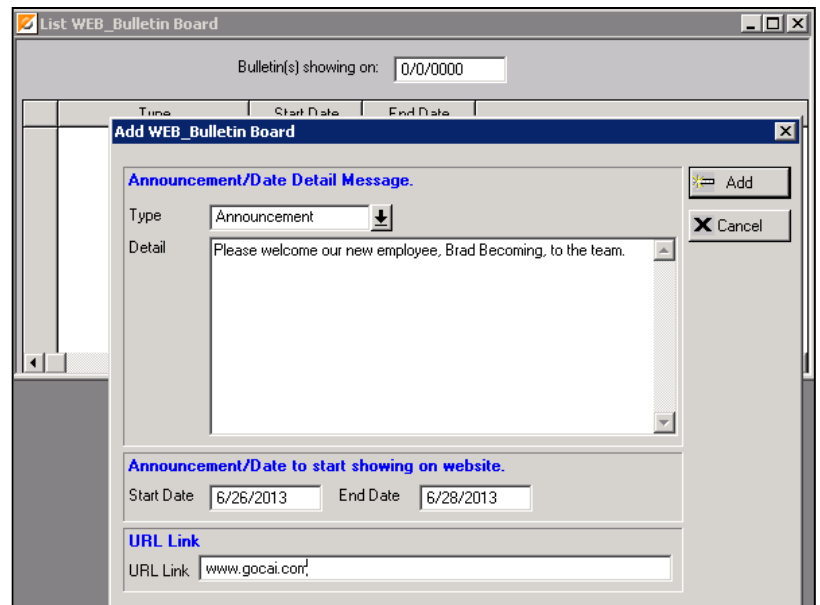
- Announcement/Date Detail Message
- Announcement/Date to Start Showing on Website
- URL Link

Select **Type** (Announcement or Date)

Detail – This is the text that will be visible on the Home page

Enter **Start Date** and **End Date**- The Start Date is the date that the message will start appearing on the Web home page. The End Date is that last date that it will appear on the Web home page

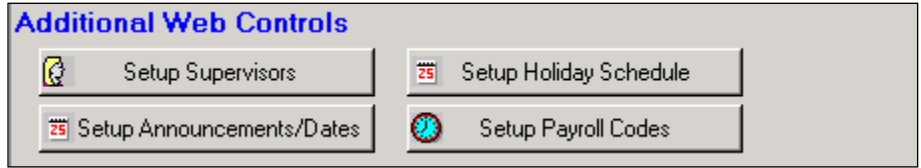
Enter **URL Link** (optional) - This may not apply to most announcements or dates. If a URL is entered



the employees will be able to click the link and will be redirected to that website.

Setup a Holiday Schedule

Under Additional Web Controls located on the *Web Control* panel select the **Setup Holiday Schedule** button, the *List Web Holiday* will display



Setup Holiday Schedule Icons

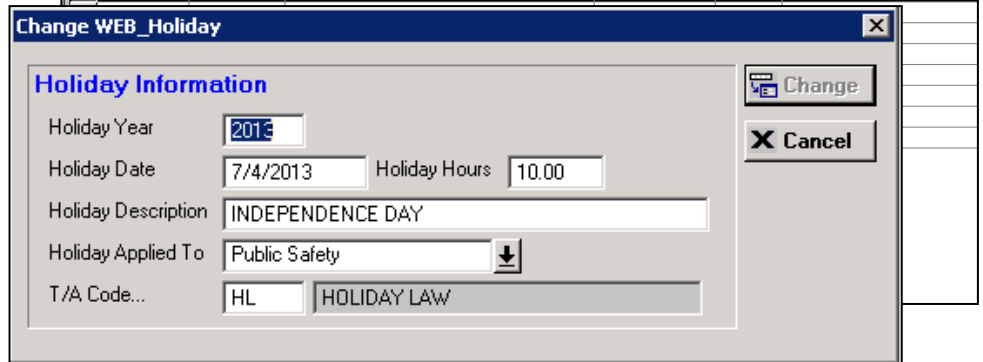
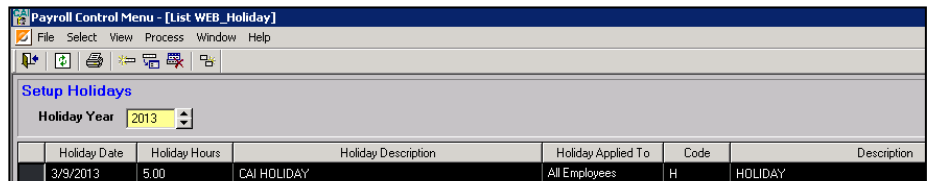


-  Refresh Grid
-  Reports
-  Add Holiday
-  Change Holiday
-  Delete Holiday
-  Copy Holiday

Setup Holiday Schedule

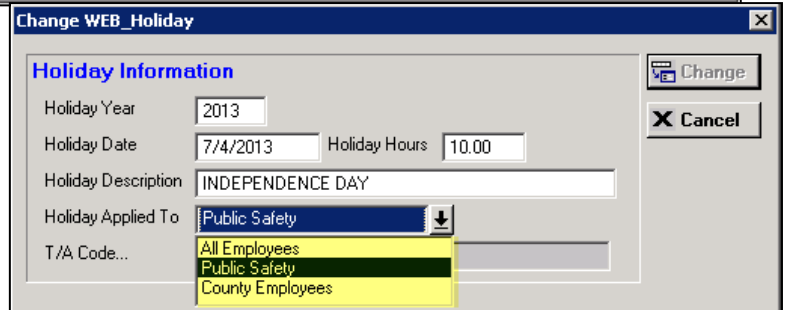
Setting up holidays will automatically prompt employees when entering time and attendance on the Web Portal that there is a holiday in the pay period and give them the option to create a time record for that day.

To add a Holiday entry, select the **Add** icon. Enter the Holiday Year, Date, Hours, Description, Applied to (see below), and T/A Code



The pull down next to Holiday Applied To will show the following options:

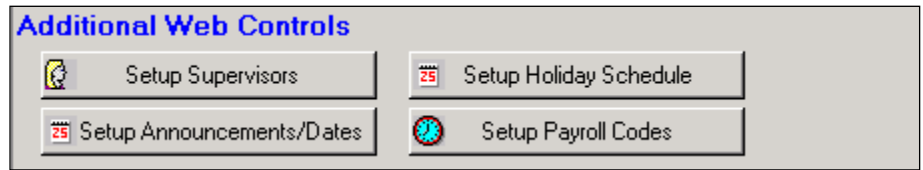
- All Employees – All Employees will be able to choose the holiday
- Public Safety – Only Public Safety employees will be able to choose the holiday
- County Employees – Only County employees will be able to choose the holiday



***Note:** Holiday hours may vary according to job position. For example, County employees may earn 8 hours per holiday while Law Enforcement may earn 10 hours.

Setup a Payroll Codes

Under Additional Web Controls located on the *Web Control* panel select the **Setup Payroll Codes** button, the *List Web Code Cross Reference* panel will display



Setup Payroll Codes Icons



- | | |
|--------------------------|-----------------------------|
| Refresh Grid | Change Cross Reference Code |
| Search | Add Time & Attendance Code |
| Reports | Selection Information |
| Add Cross Reference Code | Link to Fund and Department |

Setup Payroll Codes

To Add a Payroll Code, select the **Add** icon from the *List Web Code Cross Reference* panel

- Double-click on the Code field to select a code (a)

A list of Time and Attendance Codes that are available will display in the grid (b), select the code and choose the **Select** button (c)

Code Cross Reference Status

Status	Fund_Dept	Code	Code Type
Active		CMPE	Comp Time
Active		NEPY	Paid Non_Exempt St
Active		O.T.	Overtime
Active		REG	Straight
Active		SICK	Sick
Active		VAC	Vacation

Add WEB_Code Cross Reference

Cross Reference Information

Status: Active

Code... (a)

Code Type: *Blank

Description:

Public Safety Full Time
 County Employee Part Time
 Hourly
 Non_Exempt
 Salary

List Time And Attendance Codes

Code	Description	TA Rate Fac
ADJ.	ADJUSTMENT TO REGULAR HOURS	1.00
COMP	COMP HOURS USED (b)	1.00
FMLA	FAMILY MEDICAL LEAVE	1.00
STOT	STRAIGHT TIME OVER REG HOURS	1.00

Select (c)

Cancel

Refresh

- Enter the Description that will be displayed to the employees using the code (d)
- Choose the selections that apply to the code and select the **Add** button (e)

The *Add Web Code Cross Reference* panel will display, select **Yes** to restrict the code to a Fund/Department or **No** to add the code without any restrictions to a Fund/Department

***Note: It is not required to restrict it to a certain Fund/Department.**

To restrict the code to a Fund/Department select **Yes**

The *Process Web Fund Department Code* panel will display, under the *Available Funds and Departments* section, a list of Funds/Departments are available to choose from to restrict the code to.

Highlight the Fund/Dept in the grid and select the **Add** button to restrict the code to that particular Fund/Department

Fund	Department	Description
1	1	CLERK / AUDITOR
1	2	ASSESSOR
1	3	TREASURER / TAX COLLECTOR
1	4	SHERIFF
1	5	COMMISSIONERS
1	6	CORONER
1	7	PROSECUTING ATTORNEY
1	8	FEMALE JAIL FACILITY
1	10	BUILDING AND GROUNDS
1	11	HOMELAND SECURITY
1	12	GIS
1	13	COUNTY AGENT

To remove the Fund/Department from the restriction, highlight the Fund under the Fund Department for Code and select the **Remove** button


Select the **Done** button when finished with the restrictions.

Fund	Department	Description
1	1	CLERK / AUDITOR
1	4	SHERIFF
1	5	COMMISSIONERS

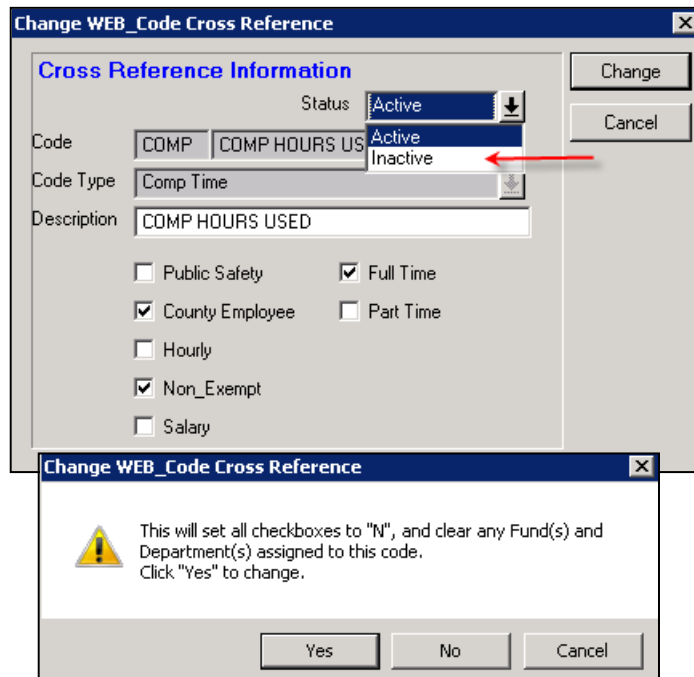
Fund	Department	Description
1	2	ASSESSOR
1	3	TREASURER / TAX COLLECTOR
1	6	CORONER
1	7	PROSECUTING ATTORNEY
1	8	FEMALE JAIL FACILITY
1	10	BUILDING AND GROUNDS
1	11	HOMELAND SECURITY
1	12	GIS
1	13	COUNTY AGENT
1	14	DATA PROCESSING
1	15	ELECTIONS
1	18	GENERAL

***Note:** It is up to the payroll clerk to setup the payroll codes that are visible in the portal. Once created and employee will only see the codes available to their payroll type and status. An employee labeled as public safety, county, hourly, non-exempt, salary, full time, part time all have an effect on which codes they will see.


Inactivating a Payroll Code

Highlight the code in the grid and select the **Change Cross Reference Code**  icon, change the status to 'Inactive', select the **Change** button.

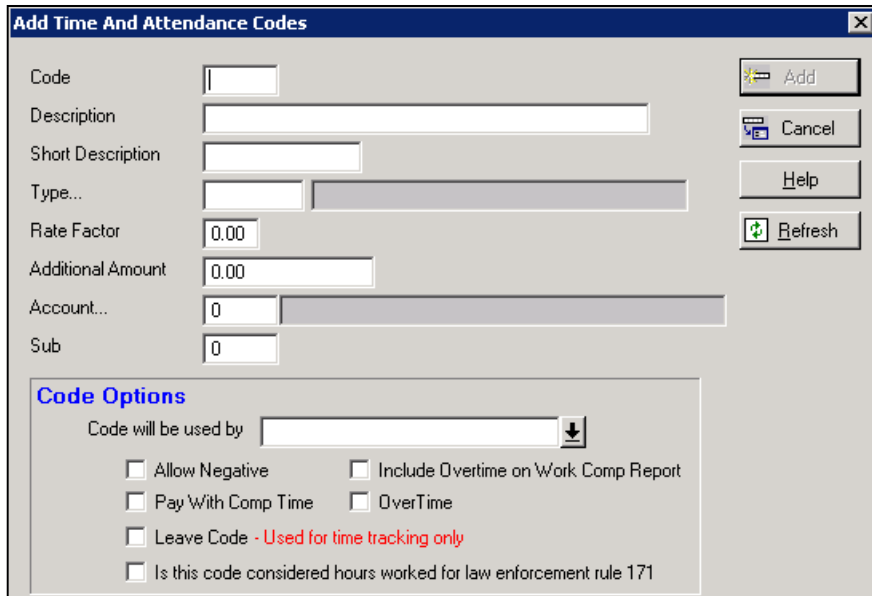
The *Change WEB Code Cross Reference* panel will display, select **Yes** to remove the Cross Reference to the Fund/Department or **No** to keep the Fund/Department restrictions associated with the code.



Adding a new Time and Attendance Code


From the *List Web Code Cross Reference* panel select the **Add Time and Attendance**  icon

***Note:** Any code added from the Web Control will add it to the Payroll Control/Time and Attendance Code



Viewing Cross Reference Information

This tool is used as a reference for which codes the employee is allowed to see when entering time and attendance from the Web Portal.

To view cross reference information, select the **Selection Information**  icon

Choose which employees it applies to:


- Public Safety
- County Employee


Choose:

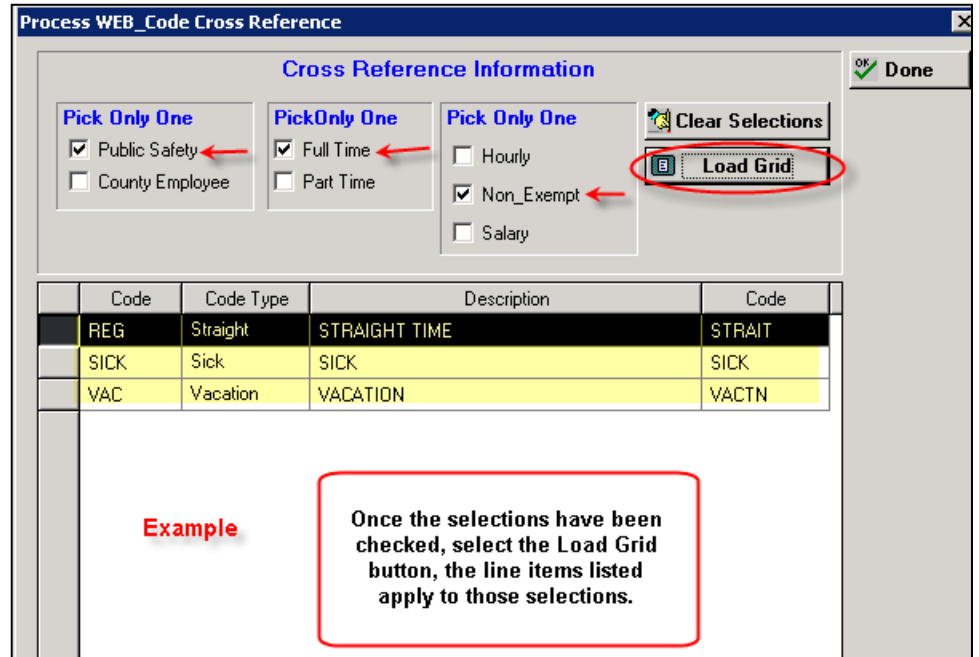
- Part Time
- Full Time

Choose:

- Hourly
- Non Exempt
- Salary


After choices have been made, select the **Load Grid**  button

To clear the selection and start new, select the **Clear Selections**  button





Code	Code Type	Description	Code
REG	Straight	STRAIGHT TIME	STRAIT
SICK	Sick	SICK	SICK
VAC	Vacation	VACATION	VACTN

Viewing / Restricting Time and Attendance code to a Fund/Department

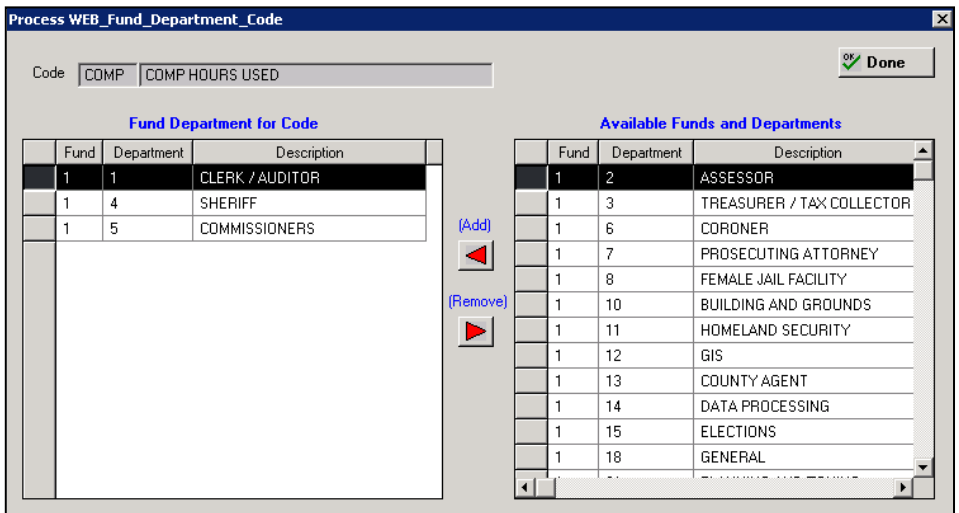
From the *List Web Code Cross Reference* panel, highlight the payroll code in the grid and select the **Link to Fund/Department**  icon. The *Process Web Fund Department Code* panel will display with the restriction selections if any have been applied to the code.

To add a Fund/Department, under the *Available Funds and Departments* section, a list of Funds/Departments are available to choose from.

Highlight the Fund/Dept in the grid and select the **Add**  button to restrict the code to that particular Fund/Department

To remove the Fund/Department from the restriction, highlight the Fund under the Fund Department for Code and select the **Remove**  button

Select the **Done** button when finished with the restrictions.



Fund	Department	Description
1	1	CLERK / AUDITOR
1	4	SHERIFF
1	5	COMMISSIONERS

Fund	Department	Description
1	2	ASSESSOR
1	3	TREASURER / TAX COLLECTOR
1	6	CORONER
1	7	PROSECUTING ATTORNEY
1	8	FEMALE JAIL FACILITY
1	10	BUILDING AND GROUNDS
1	11	HOMELAND SECURITY
1	12	GIS
1	13	COUNTY AGENT
1	14	DATA PROCESSING
1	15	ELECTIONS
1	18	GENERAL