



MinistryWorks®
by Brotherhood Mutual

Time & Attendance: Administrator & Supervisor Training

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Time & Attendance

Login information

1. Web browser needs to be Google™ Chrome®.
 - a. If using mobile Apple® products, the default browser must be set to Safari®.
2. Go to MWxxx.asureforce.net – your unique URL is your MinistryWorks number (MW#).
3. Save the URL as a favorite on your internet browser.
4. Enter Login ID – the format is specific to each individual ministry.
5. Enter password – the initial password is the word “default” – the employee will be prompted to change immediately.

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Login ID *

Password *

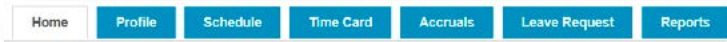
Remember ID [Forgot Password?](#)

LOGIN

Version 12.4.9.626
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Basic Navigation of Time & Attendance

Home tab



Once administrators and supervisors log in, the **Home** tab appears. The **Home** tab offers an overview of multiple sections.

1. The **Dashboard** has helpful gadgets that are relevant to completing payroll.
2. The **Employee List** displays each supervisor's Direct Report Employees along with quick links to each employee's time card, schedule, and profile.

The screenshot shows the MinistryWorks interface. The top navigation bar includes tabs for Home, Profile, Schedule, Time Card, Accruals, Points, Leave Request, Reports, Advanced Reports, Payroll, Messages, Tools, Clocks, and Co. The dashboard area on the left features a 'TIME CARD EXCEPTIONS' gadget with a red circle and a 'View All' link. The main area displays the 'Employee List' for Wednesday, April 27, 2022. The list includes columns for Name, Status, Next Sched. In Time, Department, Department ID, Time, Sche..., and Profile. The following table represents the data shown in the screenshot:

Name	Status	Next Sched. In Time	Department	Department ID	Time ...	Sche...	Profile
Clark, Stephen	OUT	Fri 04:00 PM	MIN	3	Open	Open	Open
Collier, Sara	OUT	Thu 08:00 AM	LS	2	Open	Open	Open
Collins, Sandra	OUT		LS	2	Open	Open	Open
Conley, Brian	OUT	Thu 02:00 PM	Admin	1	Open	Open	Open
Cook, Tyler	OUT	Thu 02:00 PM	PS	4	Open	Open	Open
Cornett, Sasha	OUT	Thu 02:00 PM	PS	4	Open	Open	Open
Cronk, Sarah	OUT		LS	2	Open	Open	Open

At the bottom of the employee list, there is a search bar and a filter menu showing '0 of 17 Selected (Total: 45)' and a list of letters from 'All' to 'z'.

Profile tab



The **Profile** tab gives access to employee profiles. These details can be accessed by double-clicking on the row of any given employee.

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Home Profile Schedule Time Card Accruals Points Leave Request Reports Advanced Reports Payroll Messages Tools Clocks Co

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Filter | User: tempadmin | Help On This Page | Get Support

Search On: Employee Name Find Employee Go Status: Active

Name	ID	Uniqu...	Status	Departm...	Department	Branch ID	Branch	Division ID	Division	Company ID	Company	Superviso...	Superviso...	Pay Gro
Clark, Stephen	HA0596	HA0596	Active	3	MN	200	Evo Time	1000	MinistryW... Evo Time	MWEVOTI...	MinistryW... Evo Time	DEFAULT	DEFAULT	HOURLY
Coller, Sara	PR0076	PR0076	Active	2	LS	200	Evo Time	1000	MinistryW... Evo Time	MWEVOTI...	MinistryW... Evo Time	DEFAULT	DEFAULT	HOURLY
Collins, Sandra	SG5304	SG5304	Active	2	LS	200	Evo Time	1000	MinistryW... Evo Time	MWEVOTI...	MinistryW... Evo Time	DEFAULT	DEFAULT	HOURLY
Conley, Brian	SA3739	SA3739	Active	1	Admin	200	Evo Time	1000	MinistryW... Evo Time	MWEVOTI...	MinistryW... Evo Time	DEFAULT	DEFAULT	HOURLY
Cook, Tyler	KO7056	KO7056	Active	4	PS	200	Evo Time	1000	MinistryW... Evo Time	MWEVOTI...	MinistryW... Evo Time	DEFAULT	DEFAULT	HOURLY
Cornett, Sasha	SASHA	SASHA	Active	4	PG	200	Evo Time	1000	MinistryW... Evo Time	MWEVOTI...	MinistryW... Evo Time	DEFAULT	DEFAULT	SALARY

0 of 17 Selected (Total 43)

SELECT ALL

All # a b c d e f g h i j k l m n o p q r s t u v w x y z

Schedule tab



The **Schedule** tab allows for the creation, editing, and assignment of schedules.

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Home Profile Schedule Time Card Accruals Points Leave Request Reports Advanced Reports Payroll Messages Tools Clocks Co

Product licensed to: MinistryWorks, LLC

Filter | User: tempadmin | Help On This Page | Get Support

Search On: Employee Name Find Employee Go Status: Active

Name	ID	Status	Department	Pay Group	Shift	Schedule Templa...	Schedule Template Desc...	Rotation Schedul...	Rotation Schedule Desc
Clark, Stephen	HA0596	Active	3	HOURLYPT		MWF 4P-8P	MWF 4p-8p		
Coller, Sara	PR0076	Active	2	HOURLYPT		M-F 8-12	M-F 8-12		
Collins, Sandra	SG5304	Active	2	HOURLYPT					
Conley, Brian	SA3739	Active	1	HOURLYPT		M-F 2P - 6P	M-F 2p - 6p		
Cook, Tyler	KO7056	Active	4	HOURLYPT		M-F 2P - 6P	M-F 2p - 6p		
Cornett, Sasha	SASHA	Active	4	SALARY		M-F 2P - 6P	M-F 2p - 6p		
Cronk, Sarah	JO1803	Active	2	HOURLYPT		W 9-12 G 912	W 9-12 9p-12		
Darling, Sylvia	TR191	Active	2	HOURLYPT					
Eiler, Robert	SO0759	Active	4	HOURLYPT		W S 4P-8P S 8A -12P	W S 4p-8p S 8a -12p		
Englekling, Kathern	HE6505	Active	1	PT SALARY		M-F 7A - 2P	M-F 7a - 2p		

0 of 17 Selected (Total 43)

SELECT ALL

All # a b c d e f g h i j k l m n o p q r s t u v w x y z

Time Card tab



The **Time Card** tab provides access to time cards by double-clicking on the row of any given employee. Editing and approvals can be handled in this area.

The screenshot shows the MinistryWorks interface with the Time Card tab selected. It features a search bar, a status dropdown set to 'Active', and a table of employees with columns for Name, ID, Status, Department ID, Department, Pay Group, and Time Entry Type.

Name	ID	Status	Department ID	Department	Pay Group	Time Entry Type
Clark, Stephen	HA0596	Active	3	MIN	HOURLYPT	Punch
Collier, Sara	PR0076	Active	2	LS	HOURLYPT	Punch
Collins, Sandra	SG5304	Active	2	LS	HOURLYPT	Punch
Conley, Brian	SA3739	Active	1	Admin	HOURLYPT	Punch
Cook, Tyler	KO7056	Active	4	PS	HOURLYPT	Punch
Cornett, Sasha	SASHA	Active	4	PS	SALARY	HoursEntry
Cronk, Sarah	JC1803	Active	2	LS	HOURLYPT	Punch
Darling, Sylvia	T9191	Active	2	LS	HOURLYPT	Punch
Eler, Robert	SC0759	Active	4	PS	HOURLYPT	Punch
Engelking, Kathern	HE6505	Active	1	Admin	PT SALARY	Punch
Epperson, Johnny	OJ4817	Active	4	PS	HOURLYPT	Punch

Accruals tab

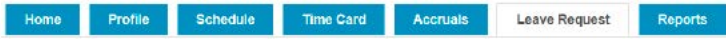


The **Accruals** tab shows available balances, history, and details of the employee's accruals. These details can be accessed by double-clicking on the row of any given employee.

The screenshot shows the MinistryWorks interface with the Accruals tab selected. It features a search bar, a status dropdown set to 'Active', and a table of employees with columns for Name, ID, Accrual Group, PTO, Sick, Vacation, Status, Department, Branch ID, Branch, Division ID, and Division.

Name	ID	Accrual Group	PTO	Sick	Vacation	Status	Departme...	Department	Branch ID	Branch	Division ID	Division
Clark, Stephen	HA0596	Default	16.00	16.00	88.00	Active	3	MIN	200	Evo Time	1000	MinistryW Time
Collier, Sara	PR0076	Default	144.00	24.00	88.00	Active	2	LS	200	Evo Time	1000	MinistryW Time
Collins, Sandra	SG5304	Default	16.00	0.00	112.00	Active	2	LS	200	Evo Time	1000	MinistryW Time
Conley, Brian	SA3739	Default	8.00	24.00	120.00	Active	1	Admin	200	Evo Time	1000	MinistryW Time
Cook, Tyler	KO7056	Default	4.00	16.00	120.00	Active	4	PS	200	Evo Time	1000	MinistryW Time
Cornett, Sasha	SASHA	Full Time Accruals	0.00	0.00	0.00	Active	4	PS	200	Evo Time	1000	MinistryW Time

Leave Request tab



The Leave Request tab allows for the approval or denial of leave requests made by employees. Supervisors and administrators can also create leave requests on behalf of the employees in this area.

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Home Profile Schedule Time Card Accruals Points Leave Request Reports Advanced Reports Payroll Messages Tools Clocks Co

List | Month | Week Filter | User: tempadmin | Help On This Page | Get Support

Search On Employee Name Find Employee Go Status Active

Requests

- Pending
- Approved
- Denied

Start Date: 04/01/2022

End Date: 05/31/2022

VIEW

To view leave requests for all the dates do not specify Start Date and End Date.

Name	ID	Hours	Is Partial Day?	Requested D...	Status	Pay Type	Comments	Reason
Clark, Stephen	HA0566	8.00	No	04/22/2022	Pending	VACATION		
Cook, Tyler	KO7056	8.00	No	04/05/2022	Approved	PTO		NA
Darting, Sylvia	T9191	8.00	No	04/05/2022	Approved	PTO	PTO request AF Scenarios	

1 | 0 of 3 Selected (Total 3) | SELECT ALL

AB # a b c d e f g h i j k l m n o p q r s t u v w x y z

Reports tab



The Reports tab offers reports ranging from schedules, time detail, and many other options.

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Home Profile Schedule Time Card Accruals Points Leave Request Reports Advanced Reports Payroll Messages Tools Clocks Co

Schedule | Time and Attendance | Personnel | Labor Analysis | Benefit Time | Points | Configuration | Favorites | User Defined | User: tempadmin | Help On This Page | Get Support

Schedule Reports

- Schedule Roster by Assignment [Customize]
- Schedule Roster by Employee [Customize]
- Daily Schedule by Arrival Time [Customize]
- Day/Team to be Scheduled [Customize]
- Variance between Budget and Schedule [Customize]
- Variance between Budget and Actual [Customize]
- Schedule Audit Report [Customize]
- Employee Coverage Report [Customize]

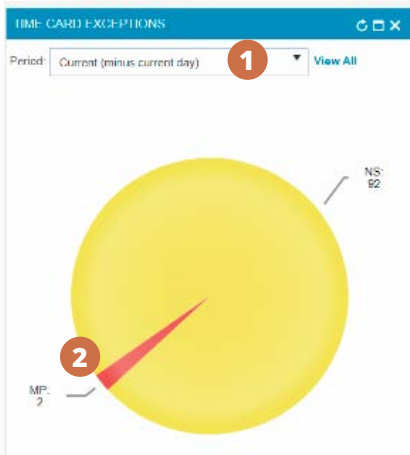
Location: Schedule

Payroll Preparation

Time Card Exceptions (Home – Dashboard)

Missing Punches

1. **Period** – select the time frame for the punches that you want to review.
2. **Review Missing Punches (MP)** – click on the **Red** pie slice. This will take you to the employee(s) who are missing punches.



3. All employees that have missing punches will be shown.
4. Click on **Report Date** and address all missing punches prior to the current day.
Note: Today's punches will also be shown and do not need to be resolved.
5. Click on **Open** to navigate to an individual's time card to resolve missing punches.

REFRESH							EXCEPTION FILTER OPTIONS
Name	ID	Department ID	Report Date	Ex-In	Ex-Out	Time Card	
Gregory, David	3	2	5/18/2022	EA	MP	Open	
Wills, Michael	6	2	5/16/2022	EA	MP	Open	

The employee's time card will be displayed.

1. Ensure you are in the correct pay period.
2. Manually enter missing punches.
3. Click **SAVE** after making changes.
4. Click **CLOSE** to close the time card.

When all missing punches have been resolved, navigate back to the **Home** tab.

The **Red** pie slice, within the **Time Card Exceptions** gadget, will have disappeared.

Additional Exceptions

1. **Not Scheduled (NS)** – Yellow pie slice. If schedules are not being used, this will be the default color of the pie. If schedules are being used, this means an employee punched on a day they were not scheduled.
2. **Early Arrival (EA)** – Green pie slice. If schedules are being used, this indicates that an employee punched in early.
3. **Late Arrival (LA)** – Pink pie slice. If schedules are being used, this indicates that an employee punched in late.
4. **Early Departure (ED)** – Grey pie slice. If schedules are being used, this indicates that an employee punched out early.
5. **Late Departure (LD)** – Purple pie slice. If schedules are being used, this indicates that an employee punched out late.

Time Card – Hours Calculation Detail

From the time card, click F7 to view the applied rounding and/or meal deduction rules by pay period.

1. Actual **Punch In** and **Punch Out** times.
2. Rounded **Paid In** and **Paid Out** times.
3. **Rules Used** applied.

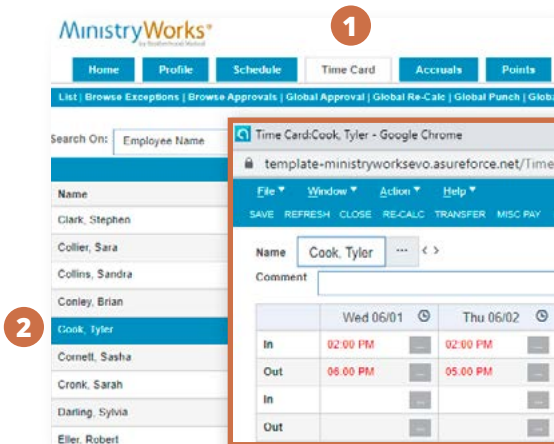
Report Date	Type	Punch In	Punch Out	Paid In	Paid Out	Sched In	Sched Out	Team	Break Min	Paid Break Min	Exc In	Exc Out/Job Id	Pay Type Id	Reg Hrs	OT1 Hrs	OT2 Hrs	OT3 Hrs	OT4 Hrs	Prem Hrs	Other Hrs	PPA Hrs	Rules Used
06/27/2022	P	05:09 PM	09:36 PM	05:15 PM	09:30 PM			F	0	0		NS	REG	4.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Rounding
06/28/2022	P	04:59 PM	08:33 PM	05:00 PM	08:30 PM			F	0	0		NS	REG	3.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Rounding
06/29/2022	P	04:51 PM	10:11 PM	04:45 PM	10:15 PM			F	0	0		NS	REG	5.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Rounding

The above setup has a rounding that rounds each punch to the nearest 15-minute interval with 7 minutes being the mid-point.

Editing and Adding Punches to a Time Card

At times, supervisors & administrators may need to edit an employee's existing punches or add new punches on their time card.

1. Click on the **Time Card** tab.
2. Double-click on the applicable employee to access the time card.



Examples:

Example A: 6/1 The employee punched out at 6:00 PM but ended up staying until 7:00 PM.

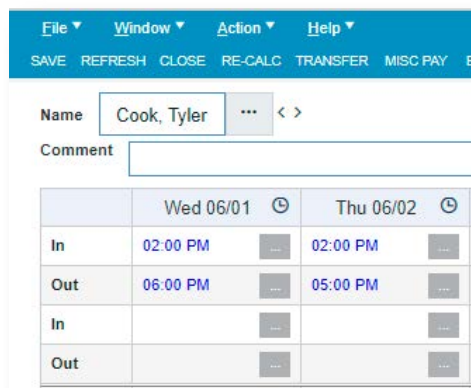
1. Edit – click on 6:00 PM cell and change to 7:00 PM.

Example B: 6/2 The employee punched in at 2:00 PM but was not needed until 5:00 PM, so they went home.

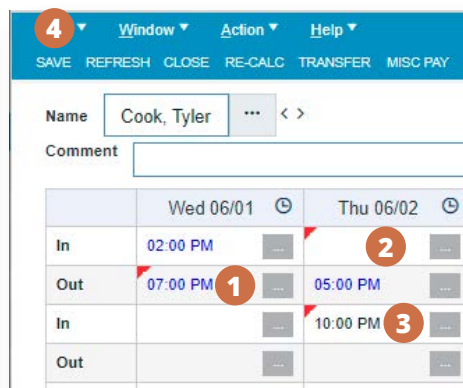
When they returned, they punched in again for the day at 5:00 PM. The employee then forgot to punch out at 10:00 PM.

2. Delete – click on the 2:00 PM cell and click *delete* on the keyboard.
3. Add – click on the next available cell to enter 10:00 PM.
4. Click **SAVE** – all edits are indicated with a red triangle until **SAVE** is clicked on the time card.

Before edits:



During edits:

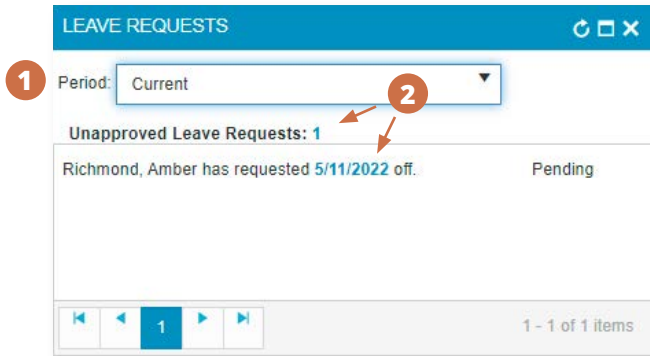


When all punches have been resolved, navigate back to the **Home** tab.

Leave Requests (Home – Dashboard)

Approve/Deny/Delete Leave Requests

1. Period – select the time frame for the punches that you want to review.
2. Click on either the number of **Unapproved Leave Requests** or the date link.



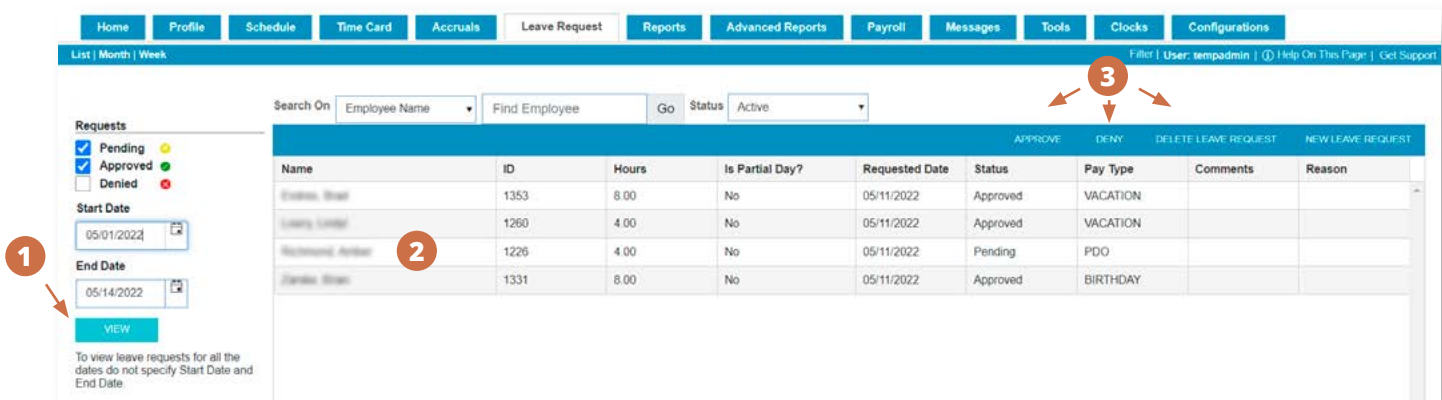
The **Leave Requests** tab will open.

1. Edit **Start Date** and **End Date** to include the full pay period (or desired time frame). Click View.
2. Click on a specific employee that has a pending request. Multiple employees may be selected.

Note: When a leave request is approved, denied, or deleted, an automated email is sent to the employee.

3. Select **APPROVE**, **DENY**, or **DELETE LEAVE REQUEST**. ** Only administrators have the **Delete** function.

Note: When a leave request is approved/denied/deleted, an automated email is sent to the employee.



Once a request is approved, verify that the request transferred to the time card.

Note: Any leave requests submitted or approved on the day of, or for days prior to the requested day, will not transfer automatically to the time card. The time card must be saved again.

[Click here to go to the Time Card Validation section.](#)

Calendar View

The **Calendar View** allows you to see all requests for each day for the entire month.

1. Click **Month**.
2. Check or uncheck desired request types: **Pending**, **Approved**, or **Denied**.

Home Profile Schedule Time Card Accruals Leave Request Reports

List | Month | Week

1

Search On Employee Name Find Employee Go Sta

Requests

2

Pending

Approved

Denied

Start Date

06/08/2022

End Date

06/22/2022

VIEW

Name	ID	Hours
Lamb, Amy	1295	8.00
Wright, Anthony	1256	8.00
Wright, Anthony	1256	8.00
Wright, Anthony	1256	8.00

The **Calendar View** will be displayed.

1. Approved requests have a green check mark next to the employee's name.
2. Pending requests have a yellow **P** next to the employee's name.
3. Denied requests, if selected, have a red **X** next to the employee's name.
4. A red box indicates the current day.

Home Profile Schedule Time Card Accruals Leave Request Reports Advanced Reports Payroll Messages Tools Clocks Configurations

List | Month | Week

Filler | User: tempadmin | Help On This Page | Get Support

06/08/2022

June 2022

Su Mo Tu We Th Fr S

29 00 01 2 3

5 6 7 8 9 10

12 13 14 15 16 17

19 20 21 22 23 24

26 27 28 29 30 1

3 4 5 6 7 8

Requests

Pending

Approved

Denied

VIEW

Select All Pending Requests

APPROVE CHECKED

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

29 30 31 1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 1 2

3 4 5 6 7 8 9

1 2 3 4 5 6 7 8 9

Calendar View – Approve/Deny Leave Requests

1. To approve or deny from the **Calendar View**, click on the white box next to a pending request. A blue check mark will appear.
2. To approve all pending requests, click Select **All Pending Requests**.
3. Once applicable requests are selected, click **APPROVE CHECKED** or **DENY CHECKED**.
4. To exit the **Calendar View**, click on **List**.

Once a request is approved, verify that the request transferred to the time card.

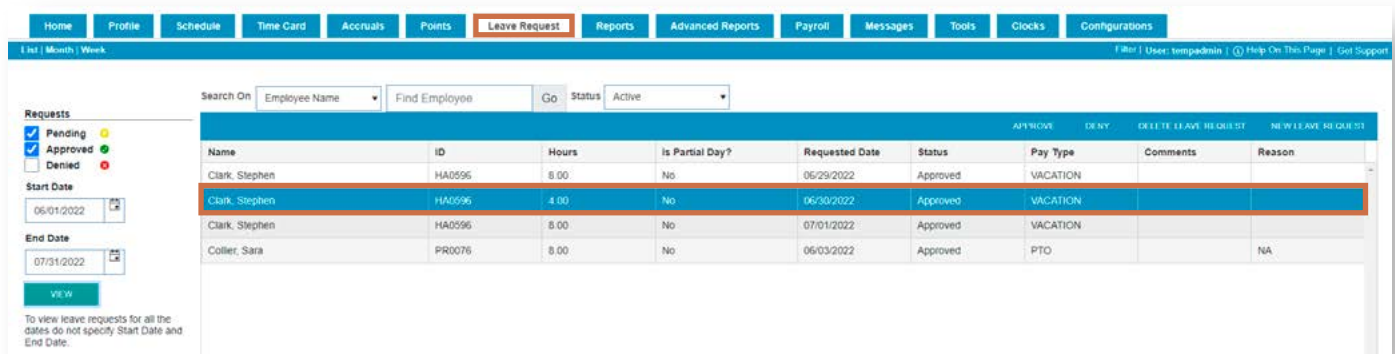
Note: Any leave requests submitted or approved on the day of, or for days prior to the requested day, will not transfer automatically to the time card. The time card must be saved again.

[Click here to go to the Time Card Validation section.](#)

Edit Leave Requests

At times, supervisors and administrators may need to edit leave requests on behalf of the employees.

From the **Leave Request** tab, double-click on the request that needs to be edited.



The **Leave Request** box will appear. Make edits as necessary.

In the example below, the employee took a full sick day instead of a partial vacation day.

1. **Pay Type** was changed from **VACATION** to **SICK**.
2. **Hours Per Day** was changed from 4 to 8.
3. Click **SAVE AND APPROVE** or **SAVE AND CLOSE**. If the latter, the request will remain in pending status until approved.

Original:

Employee: Clark, Stephen

Requested Date: 06/30/2022

Pay Type: VACATION

Hours Per Day: 4

Updated:

Employee: Clark, Stephen

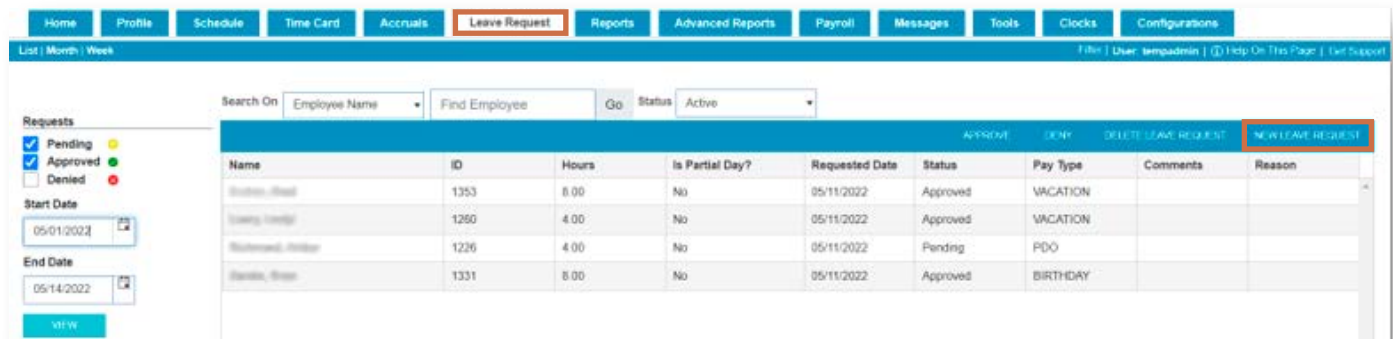
Requested Date: 06/30/2022

Pay Type: SICK

Hours Per Day: 8

Create Leave Requests

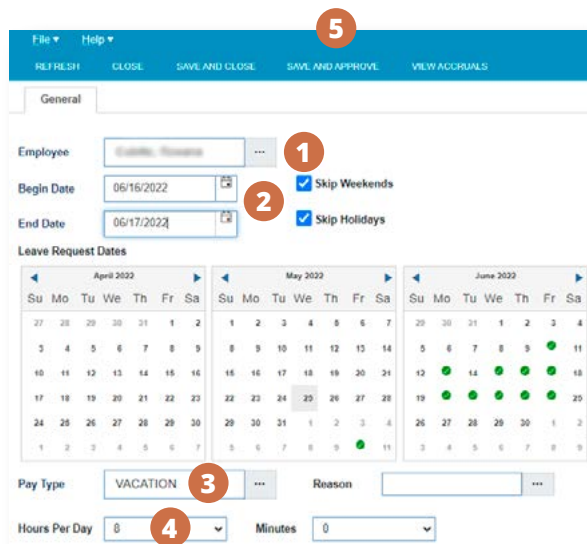
At times, supervisors and administrators may need to create leave requests on behalf of the employees. From the **Leave Request** tab, click on **NEW LEAVE REQUEST**.



The **Leave Request** box will appear.

1. Select the employee.
2. Select **Begin Date** and **End Date**. If applicable, check or uncheck **Skip Weekends** and **Skip Holidays**.
3. Select **Pay Type**.
4. Select **Hours Per Day** and, if applicable, the **Minutes** (15-minute increments).
5. Select **SAVE AND APPROVE** (or **SAVE AND CLOSE** if you do not wish to approve the request now).

Note: When a leave request is created, an automated email is sent to the employee and their direct supervisor.



Once a request is approved, verify that the request transferred to the time card (pg. 18).

Note: Any leave requests submitted or approved on the day of, or for days prior to the requested day, will not transfer automatically to the time card. The time card must be saved again.

Time Card Validation

Once a leave request is approved, the time card must be verified to ensure that the request transferred.

Note: Any Leave Requests submitted or approved on the day of, or for days prior to the requested day, will not transfer automatically to the time card. The time card must be saved again.

From the **Time Card** tab, double-click on the employee for whom the leave request was just approved.

Home Profile Schedule Time Card Accruals Leave Request Reports		
List Browse Exceptions Browse Approvals Global Approval Global Re-Calc Global Punch Global Misc Pay Configure Proxy		
Search On:	Employee Name	Find Employee
		Go
		Status: Active
Name	ID	Status
Cassano, Steve	1322	Active
Coyle, Beth	1291	Active
Crowell, William	1328	Active
Ellis, William	1115	Active
Crabbie, Thomas	1030	Active
Carroll, Scott	1259	Active
Carly, David	1213	Active

If the leave hours are not populated in the **Total Hrs** row, click on **SAVE** to update the time card.

SAVE REFRESH CLOSE RE-CALC TRANSFER MISC PAY ERASE DELETE CVR CH			
Name	Crabbie, Thomas	< >	Departme 605 : Re
Comment			
	Thu 06/16	Fri 06/17	Sat 06/18
In
Out
Misc Pay			
LR Hrs	08.00 VACATION		
LR Hrs		08.00 VACATION	
LR Hrs			
LR Hrs			
LR Hrs			
LR Hrs			
LR Hrs			
Total Hrs	---	---	---

After the time card has been saved, the leave request hours will populate in the **Total Hrs** row.

SAVE REFRESH CLOSE RE-CALC PUNCH TRANSFER MISC PAY ERASE DELETE						
Name	Kurtz, Kathleen			Department		
Comment						
	Mon 05/23	Tue 05/24	Wed 05/25			
In	08:14 AM NS	08:20 AM NS				
Out	04:46 PM	04:51 PM				
In						
Out						
Misc Pay			8.00 VACATION			
Total Hrs	08.03	08.02	08.00			
Reg Hrs	08.00	08.00				
OT1	00.03	00.02				

When all pending leave requests have been resolved and all corresponding time cards have been validated, navigate back to the **Home** tab.

Time Card Approvals (Home – Dashboard)

Checklist

- [Missing punches and other time card exceptions have been resolved.](#)
- [Leave requests have been approved or denied.](#)
- [Time cards have been updated to include all approved leave requests.](#)

Time Card Approvals

1. **Period** – select the time frame that you want to review.
2. **Awaiting Employee Approval** (optional) – this is for accountability purposes only and is not required to process payroll. If required, employee approvals must be done prior to supervisor approvals.
3. **Awaiting Supervisor Approval** – click on the blue number to approve time cards.

Note:

- Once a time card is approved by a supervisor, it is locked.
- Edits cannot be made and employees cannot punch in or out unless the time card is un-approved.
- Because of this, **supervisors should not approve time cards until the employee has punched out on the last day of the pay period.**

TIME CARD APPROVALS		🔄	🗄	✕
1	Period:	Previous	View All	
My Approvals				
	Awaiting Employee Approval	45	2	
	Employee Approved	30		
	Awaiting Supervisor Approval	40	3	
	Supervisor Approved	35		
All Approvals				
	Unapproved	50		
	Approved	25		

A time card summary will be displayed for each employee, 10 summaries per page. Review the following:

1. Dates worked.
2. **Time in** and **Time out**.
3. Total hours worked.
4. **Pay Type** (regular, holiday, vacation, sick, etc).
5. Department transfers (if applicable).
6. **Pay Type Summary** information.

Employee: [Name] ID: 1322
 Department: Donor Services
 Date: 05/23/2022 - 06/07/2022

1 EDIT TIME CARD

Date	Time In	Ex In	Ovr In	Time Out	Ex Out	Ovr Out	Hours	Pay Type	Company	Division	Branch	Department	Job
05/23/2022							8.00	PDO					
05/24/2022	08:30 AM	NS		05:00 PM			8.00	Regular					
05/25/2022	08:30 AM	NS		11:57 AM			3.45	Regular					
05/26/2022	08:30 AM	NS		05:03 PM			8.05	Regular					
05/27/2022	08:30 AM	NS		05:02 PM			8.03	Regular					
05/30/2022							8.00	Holiday					
05/31/2022	08:30 AM	NS		05:03 PM			8.05	Regular					
06/01/2022	08:30 AM	NS		05:03 PM			8.05	Regular					
06/02/2022	08:30 AM	NS		05:01 PM			8.02	Regular					
06/03/2022	08:30 AM	NS		05:04 PM			8.07	Regular					
06/06/2022	08:01 AM	NS		04:31 PM			8.00	Regular					
06/07/2022	08:15 AM	NS		04:53 PM			8.13	Regular					

Total Hours for Period1 :91.85

Employee Approved
 Supervisor Approved

Pay Type	Hours	Pay Type	Hours
*REG	75.45	HOLIDAY	8.00
OVERTIME	0.40	PDO	8.00

7. If information needs to be updated, click on **EDIT TIME CARD**. Make any needed adjustments. After clicking Save, it will return to the time card summaries for continuation of the approval process.
8. Once all information is accurate, check the box next to **Supervisor Approved**.
9. Click **Submit**.

Note: The Check All function is not recommended as detail accuracy may be overlooked.

Home | Profile | Schedule | Time Card | Accruals | Leave Request | Reports | Advanced Reports | Payroll | Messages | Tools | Clocks | Configurations

List | Browse Exceptions | Browse Approvals | Global Approval | Global Re-Calc | Global Punch | Global Miss Pay | Configure Proxy

Filter | User: tempadmin | Help On This Page | Get Support

9 SUBMIT CHECK ALL REFRESH APPROVAL FILTER OPTIONS

Employee: [Name] ID: 1322
 Department: Donor Services
 Date: 05/23/2022 - 06/07/2022

7 EDIT TIME CARD

Date	Time In	Ex In	Ovr In	Time Out	Ex Out	Ovr Out	Hours	Pay Type	Company	Division	Branch	Department	Job
05/23/2022							8.00	PDO					
05/24/2022	08:30 AM	NS		05:00 PM			8.00	Regular					
05/25/2022	08:30 AM	NS		11:57 AM			3.45	Regular					
05/26/2022	08:30 AM	NS		05:03 PM			8.05	Regular					
05/27/2022	08:30 AM	NS		05:02 PM			8.03	Regular					
05/30/2022							8.00	Holiday					
05/31/2022	08:30 AM	NS		05:03 PM			8.05	Regular					
06/01/2022	08:30 AM	NS		05:03 PM			8.05	Regular					
06/02/2022	08:30 AM	NS		05:01 PM			8.02	Regular					
06/03/2022	08:30 AM	NS		05:04 PM			8.07	Regular					
06/06/2022	08:01 AM	NS		04:31 PM			8.00	Regular					
06/07/2022	08:15 AM	NS		04:53 PM			8.13	Regular					

Total Hours for Period1 :91.85

8 Employee Approved
 Supervisor Approved

Pay Type	Hours	Pay Type	Hours
*REG	75.45	HOLIDAY	8.00
OVERTIME	0.40	PDO	8.00

To advance to the next set of 10 employees, scroll to the bottom of the screen and click on the arrows in the bottom-right corner.

Employee: [Redacted] ID : 1352
 Department : Customer Experience
 Date : 05/16/2022 - 05/31/2022
 EDIT TIME CARD

Date	Time In	Ex In	Ovr In	Time Out	Ex Out	Ovr Out	Hours	Pay Type	Company	Division	Branch	Department	Job
05/30/2022							8.00	Holiday					

Total Hours for Period1 : 8.00
 Employee Approved
 Supervisor Approved

Pay Type	Hours
HOLIDAY	8.00

Pay Type Summary
 Pay Type | Hours

← Page 2 →

When all time cards have been approved, the payroll is ready to be processed.

For payroll processing instructions, access *Section 2 – [Online Payroll Processing of the Evolution Training Manual](#)*.

HCM clients, click here to access the HCM manual.

Note:

Payroll Export File will be needed for the following situations. If this is required, specific instructions will be provided.

- Two groups, different pay periods, same check date.
 - Hourly paid on 15th for work completed from 23rd – 7th; salary also paid on the 15th for work from 1st – 15th.
- Employees who have multiple pay rates tied to multiple departments.
 - \$15 for work done in the Admin department; \$13 for work done in the Janitorial department.

Common Time Card Edits

Holidays

Adjusting/Removing Pre-Populated Holiday Hours

Holiday hours are not visible on the time cards until the actual date of the holiday.

Occasionally, adjustments may need to be made to the number of hours awarded to an employee on their time card.

1. From the employee's time card, click on the **Misc Pay** line. The **Miscellaneous Pay** information will open below.
2. Click **ADD ROW** – a new line will appear at the top of the **Miscellaneous Pay** grid.
3. Under **Day** – change the date in the new line to match the date in the original holiday pay line.
4. Under **Pay Type** – click the three dots; choose **Holiday**.
5. Under **Hours** – enter the correct number of holiday hours. In this example, "0" was entered to remove the holiday pay completely.
6. Click **SAVE** – the original holiday pay line will disappear and be replaced with the new line.

The screenshot shows the MinistryWorks time card interface. At the top, there is a menu bar with options like File, Window, Action, and Help. Below the menu bar, there are navigation buttons: SAVE, REFRESH, CLOSE, RE-CALC, TRANSFER, MISC PAY, ERASE, DELETE, GVR CHART, WEEK VIEW, TS REPORT, and VIEW MINS. The main area displays the time card for an employee named Adams, Christine, with a Department of 2: Hourly and a Pay Period of 04/10/2022 - 04/23/2022. The time card grid shows In and Out times for each day from Sun 04/10 to Tue 04/18. A Misc Pay line is highlighted with a red circle 1, showing 4.00 HOLIDAY. Below the time card, there is a Miscellaneous Pay table with columns for Day, Pay Type, Hours, Amount, Department, Ex, Rea, JobID, and Comments. A new row is added with Day 04/15/2022, Pay Type HOLIDAY, Hours 0.00, and Amount \$0.00. Red circles 2 through 6 highlight the steps for adding and editing this row.

Day	Pay Type	Hours	Amount	Department	Ex	Rea	JobID	Comments
04/15/2022	HOLIDAY	0.00	\$0.00					
04/15/2022	HOLIDAY	4.00	\$0.00	Hourly				

Holiday hours are pre-populated on time cards for applicable employees. This is driven by the employee's assigned Pay Group.

- If an employee's time card does not have pre-populated holiday hours – but should, contact your payroll processor.
- If several employees need to have holiday hours adjusted on a consistent basis, contact your payroll processor.

Missing Holiday Hours

Holiday hours are not visible on the time cards until the actual date of the holiday.

If an employee should receive holiday pay but it is not populated on the time card:

1. From the employee's time card, click on the **Misc Pay** line. The **Miscellaneous Pay** information will open below.
2. Click **ADD ROW** – a new line will appear at the top of the **Miscellaneous Pay** grid.
3. Under **Day** – add the date of the holiday that needs to be added.
4. Under **Pay Type** – click the three dots; choose **HOLIDAY**.
5. Under **Hours** – enter the number of holiday hours.
6. Click **SAVE**.

Holiday hours are pre-populated on time cards for applicable employees. This is driven by the employee's assigned Pay Group.

- If an employee's time card does not have pre-populated holiday hours – but should, a new Pay Group may be needed.
- If several employees need to have hours adjusted on a consistent basis, a new Pay Group may also be needed.

Contact your payroll processor to have additional Pay Groups added.

Miscellaneous Pay

Adding Miscellaneous Pay to a Time Card

Miscellaneous pay adjustments may need to be added to time cards for certain instances, such as bereavement or jury duty.

1. From the employee's time card, click on the **Misc Pay** line. The **Miscellaneous Pay** information will open below.
2. Click **ADD ROW** – a new line will appear at the top of the **Miscellaneous Pay** grid.
3. Under **Day** – change the date to the correct date (it will default to the first day of the pay period).
4. Under **Pay Type** – click the three dots; choose the applicable pay type (**BEREAVEMENT**, **JURY DUTY**, or **UNPAID**).
 - This method should not be used for PTO, vacation, or sick time. The preferred method for recording these types of leave hours is via the **Leave Request** tab.
5. Under **Hours** – enter the correct number of hours.
6. Click **SAVE**. The hours will populate in the **Misc Pay** line for the applicable day.

The screenshot shows the MinistryWorks interface for a time card. At the top, there is a menu bar with options like File, Window, Action, and Help. Below the menu bar, the employee's name (Clark, Stephen) and department (3: MIN) are displayed. The pay period is 06/16/2022 - 06/30/2022. The time card grid shows days from Thu 06/16 to Thu 06/23. A 'Misc Pay' row is highlighted with a red circle 1. Below the grid, there is a 'Miscellaneous Pay' table with columns for Day, Pay Type, Hours, Amount, Department, Ex, Rea, JobID, and Comments. A new row is being added with the date 06/16/2022, Pay Type BEREAVE, Hours 8.00, and Amount \$0.00. Red circles 2-6 highlight the steps for adding this row: 2 points to the 'ADD ROW' button, 3 points to the date field, 4 points to the 'BEREAVE' pay type dropdown, 5 points to the '8.00' hours field, and 6 points to the 'SAVE' button.

Day	Pay Type	Hours	Amount	Department	Ex	Rea	JobID	Comments
06/16/2022	BEREAVE	8.00	\$0.00					

Deleting Miscellaneous Pay from a Time Card

If miscellaneous hours need to be removed after they have been manually added:

1. From the employee's time card, click on the **Misc Pay** line. The **Miscellaneous Pay** information will open below.
2. Click on the **miscellaneous pay** row that needs to be removed.
3. Click **DELETE** Row.
4. Click **SAVE**. The miscellaneous hours will be removed from the time card.

The screenshot displays the MinistryWorks time card interface for employee Clark, Stephen. The interface includes a menu bar at the top with options like 'File', 'Window', 'Action', and 'Help'. Below the menu, there are fields for 'Name' (Clark, Stephen) and 'Department' (3 MIN). The main area shows a grid of time card entries for dates from Mon 08/01 to Sat 08/13. A red circle '1' highlights the 'Misc Pay' row for Fri 08/05, which shows '8.00 BEREAVMENT'. Below the grid, a 'Miscellaneous Pay' window is open, showing a table with columns: Day, Pay Type, Hours, Amount, Department, Ex, Rea, JobID, and Comments. A red circle '2' highlights the first row in this window, which contains '08/05/2022', 'BEREAVMENT...', '8.00', '\$0.00', 'MIN', and empty fields for 'Ex', 'Rea', 'JobID', and 'Comments'. At the bottom right of this window, there are buttons for 'ADD ROW', 'DELETE ROW', and 'FILL DOWN'. A red circle '3' highlights the 'DELETE ROW' button. A red circle '4' is located in the top left corner of the screenshot.

Leave Requests

Leave Request Hours are Missing on a Time Card

If leave request hours are not shown on the employee's time card, one of the following scenarios has happened:

- A leave request was either not created or not approved.
- Go to the **Leave Request** tab and look for the request.
- If a request **does not** exist for the date in question:
 - [Click here for instructions to create and approve the request.](#)
 - [Click here to validate the time card.](#)
- If a request **does** exist for the date in question, verify that it was approved.
 - [Click here for instructions to approve the request.](#)
 - [Click here to validate the time card.](#)
- A leave request was created and approved, but the **Time Card Validation** step was not completed.
- [Click here for instructions to validate the time card.](#)

Remove Unused Leave Request Hours from Time Card

If leave request hours are shown on the employee's time card, but the time was not taken, the leave request should be deleted.

1. Click on **Leave Request** tab.
2. Edit **Start date** and **End Date** if needed.
3. Highlight the request that needs to be removed.
4. Click **DENY**. Enter a supervisor note in the popup box. Click **OK**.

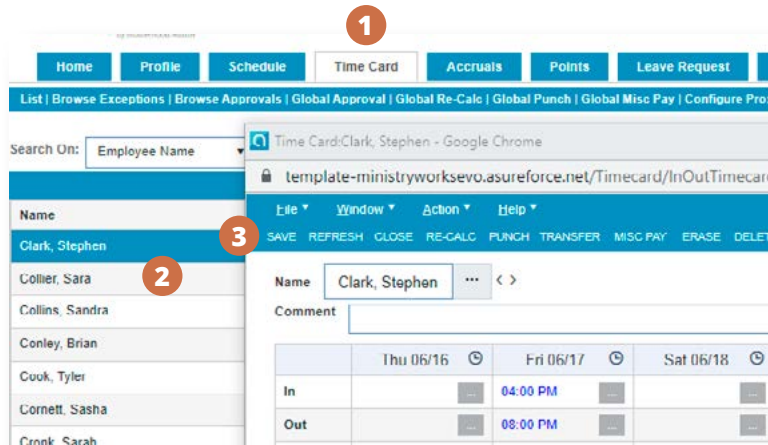
The screenshot shows the MinistryWorks interface for managing leave requests. The 'Leave Request' tab is selected in the top navigation bar. Below the navigation bar, there is a search area with 'Employee Name' and 'Find Employee' buttons. A table of leave requests is displayed with columns: Name, ID, Hours, Is Partial Day?, Requested Date, Status, Pay Type, Comments, and Reason. A red circle '1' is over the 'Leave Request' tab. A red circle '2' is over the 'Start Date' and 'End Date' filters. A red circle '3' is over the first row of the table. A red circle '4' is over the 'DENY' button in the table's action menu.

Name	ID	Hours	Is Partial Day?	Requested Date	Status	Pay Type	Comments	Reason
Buchanan, Robert	1265	8.00	No	07/18/2022	Approved	PDO		
Buchanan, Robert	1265	8.00	No	07/19/2022	Approved	PDO		
Buchanan, Robert	1265	8.00	No	07/20/2022	Approved	PDO		
Buchanan, Robert	1265	8.00	No	07/21/2022	Approved	BIRTHDAY		
Frost, Bob	1291	8.00	No	06/24/2022	Approved	VACATION		
Eric, Callahan	1115	8.00	No	06/27/2022	Approved	VACATION	family vacation	
Eric, Callahan	1115	8.00	No	06/28/2022	Approved	VACATION		
Eric, Callahan	1115	8.00	No	06/29/2022	Approved	VACATION		

(continue to next page)

You must also verify that the time was removed from the employee's timecard

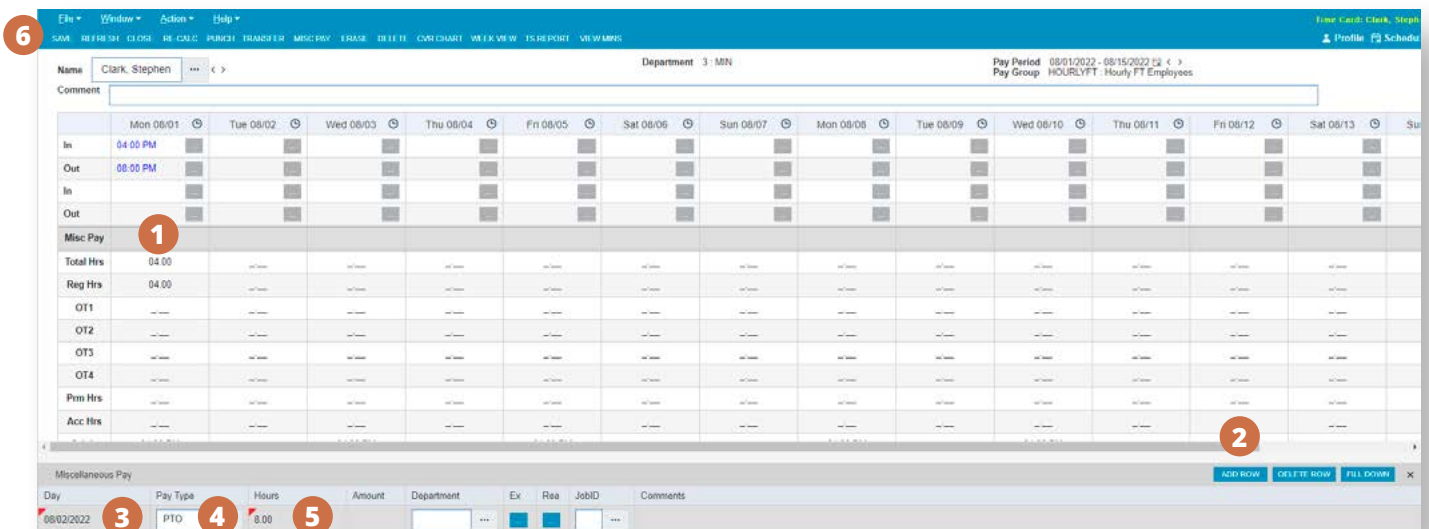
1. Click on the **Time Card** tab.
2. Double-click on the employee for whom the request was just denied.
3. Click **SAVE** on the time card to remove the hours. Verify after saving that the hours were removed.



Manually Enter Leave Requests on a Time Card

There may be times that a supervisor decides to manually enter leave hours on the time card rather than using the **Leave Request** method. This is not the preferred method for recording time. [Click here for instructions for the preferred method.](#)

1. From the employee's time card, click on the **Misc Pay** line. The **Miscellaneous Pay** information will open below.
2. Click **ADD ROW** – a new line will appear at the top of the **Miscellaneous Pay** grid.
3. Under **Day** – change the date to the correct date (it will default to the first day of the pay period).
4. Under **Pay Type** – click the three dots; choose applicable pay type.
5. Under **Hours** – enter the correct number of hours.
6. Click **SAVE**.



Manually Delete Leave Requests from a Time Card

If leave request hours are manually added to the time card, they must also be deleted manually. They cannot be deleted from the **Leave Request** tab.

1. From the employee's time card, click on the **Misc Pay** line. The **Miscellaneous Pay** information will open below.
2. Click on the miscellaneous pay row that needs to be removed.
3. Click **DELETE ROW**.
4. Click **SAVE**. The leave request hours will be removed from the timecard.

The screenshot displays the MinistryWorks time card interface for an employee named Clark, Stephen. The interface shows a weekly time card grid with columns for days from Monday to Sunday. The 'Misc Pay' row is highlighted, showing 8.00 PTO on Monday and 8.00 BEREAVMNT on Friday. Below the time card, a 'Miscellaneous Pay' table is visible, containing two rows of pay data. The first row is for 08/02/2022 with 8.00 hours of PTO, and the second row is for 08/05/2022 with 8.00 hours of BEREAVMNT. A red circle '1' is placed over the 'Misc Pay' row in the time card. A red circle '2' is placed over the first row in the 'Miscellaneous Pay' table. A red circle '3' is placed over the 'DELETE ROW' button in the top right corner of the 'Miscellaneous Pay' table.

Day	Pay Type	Hours	Amount	Department	Ex	Rea	JobID	Comments
08/02/2022	PTO	8.00	\$0.00	MIN				
08/05/2022	BEREAVMNT	8.00	\$0.00	MIN				

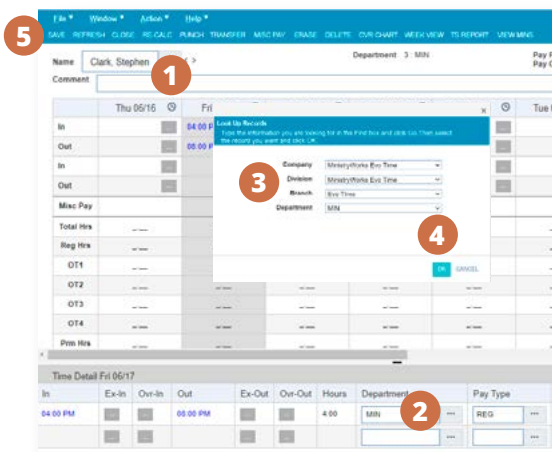
Department Assignments

Change Department Allocation

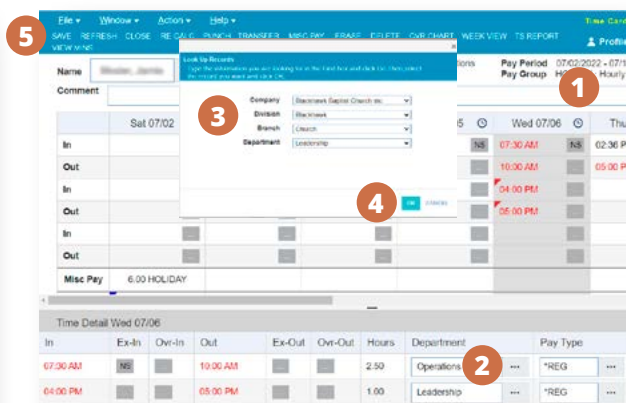
If an employee forgets to transfer departments, the hours will need to be manually allocated on the time card.

1. Click on the **clock icon** – the entire day will be highlighted in gray, and the **Time Detail** will be opened below.
2. Click on the three dots under **Department** – a popup box will display.
3. Select the applicable **Division, Branch or Department** (or **Team** if applicable).
4. Click **OK**.
5. Click **SAVE** in the time card.

Allocate ALL hours to a different dept:



Allocate a PORTION of the hours to a different dept:



Department/Team Summary by Time Card

To review the total hours worked by a department/team for a specific employee:

Go to the employee's time card:

1. Click **Action**.
2. Click **Time Summary**.
3. Click **Department/Team Summary**.
4. A summary will be displayed. It totals all hours for each department.

If the totals do not seem accurate, you can make edits on the individual days.

The screenshot shows the MinistryWorks interface for a time card. The 'Action' menu is open, and the 'Time Summary' option is selected. The 'Department/Team Summary' table is displayed below, showing hours worked for each day from Thursday, June 16, 2022, to Thursday, June 22, 2022. The table includes columns for 'In' and 'Out' times, 'Misc Pay', 'Total Hrs', and 'Reg Hrs'.

	Thu 06/16	Fri 06/17	Sun 06/19	Mon 06/20	Tue 06/21	Wed 06/22	Thu 06/23
In	04:00 PM			04:00 PM		04:00 PM	
Out	08:00 PM			08:00 PM		08:00 PM	
Misc Pay							
Total Hrs	04.00			04.00		04.00	
Reg Hrs	04.00			04.00		04.00	

The screenshot shows the 'Department/Team Summary' table. The table has columns for 'Division', 'Branch', 'Department', 'Regular', 'Other', 'Overtime 1', 'Overtime 2', 'Overtime 3', 'Overtime 4', 'Premium', and 'Total'. The data shows that for Department 3, there are 20.00 Regular hours and 0.00 Other hours. For Department 2, there are 4.00 Regular hours and 0.00 Other hours.

Division	Branch	Department	Regular	Other	Overtime 1	Overtime 2	Overtime 3	Overtime 4	Premium	Total
00	200	3	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
00	200	2	4.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00

Unlock Time Card to Allow Edits

Once a time card has been approved by either the employee or by management, edits will no longer be allowed, including punches. The time card must be unlocked.

- Only administrators can unlock supervisor approvals.
- Administrators and supervisors can unlock employee approvals.

An example of a locked time card is listed below. Approval boxes are checked, and the time card is shaded, and edits cannot be made.

	Thu 06/23	Fri 06/24	Sat 06/25	Sun 06/26	Mon 06/27	Tue 06/28	Wed 06/29	Thu 06/30	Fri 07/01	Sat 07/02	Sun 07/03	Mon 07/04
In	10:00 AM	08:00 AM			08:30 AM	09:00 AM						
Out	01:30 PM	12:00 PM			01:00 PM	01:00 PM						
In	02:00 PM				01:30 PM	01:30 PM						
Out	05:00 PM				04:00 PM	04:00 PM						
In												
Out												
Misc Pay												
Total Hrs	06:50	04:00			07:00	06:50						
Reg Hrs	06:50	04:00			07:00	06:50						
OT1												
OT2												
OT3												
OT4												
Prim Hrs												
Acc Hrs												
Sch In												
Sch Out												
Sch Hrs												
Emp Approval	<input checked="" type="checkbox"/>											
Sup Approval	<input checked="" type="checkbox"/>											

To Unlock:

1. Uncheck the boxes for **Emp Approval** and **Sup Approval** (as applicable).
2. Click **SAVE**. The time card is no longer shaded, and edits can be made.

2

	Thu 06/23	Fri 06/24	Sat 06/25	Sun 06/26	Mon 06/27	Tue 06/28	Wed 06/29	Thu 06/30	Fri 07/01	Sat 07/02	Sun 07/03	Mon 07/04
In	10:00 AM	08:00 AM			08:30 AM	09:00 AM						
Out	01:30 PM	12:00 PM			01:00 PM	01:00 PM						
In	02:00 PM				01:30 PM	01:30 PM						
Out	05:00 PM				04:00 PM	04:00 PM						
In												
Out												
Misc Pay												
Total Hrs	06:50	04:00			07:00	06:50						
Reg Hrs	06:50	04:00			07:00	06:50						
OT1												
OT2												
OT3												
OT4												
Prim Hrs												
Acc Hrs												
Sch In												
Sch Out												
Sch Hrs												
Emp Approval	<input type="checkbox"/>											
Sup Approval	<input type="checkbox"/>											

1

Remove Auto Lunch Deductions

If your ministry has rules built to have lunches automatically deducted from hours worked, you may find that there will be times you need to delete this feature. Example: when an employee does not take a lunch.

From the employee's time card:

1. Click on the **clock icon** for the affected day. The entire day will be highlighted in gray and **Time Detail** will open below.
2. Click on the three dots in the **Ovr-Out** column. A popup box will display.
3. Select **Meal Override**. This will remove the auto lunch deduction.
4. Click **OK**.
5. Click **SAVE**.

The screenshot shows the MinistryWorks time card interface. A clock icon is clicked on Tuesday 07/12, which highlights the day in gray and opens the Time Detail window. In the Ovr-Out column, a three-dot menu is opened, and 'Meal Override' is selected. The OK button is then clicked.

In this example, the auto lunch deduction was removed and the total hours changed from 6 to 6.5 for the day.


The screenshot shows the MinistryWorks time card interface after the meal override. The total hours for Tuesday 07/12 are now 06.50, and the auto lunch deduction has been removed.

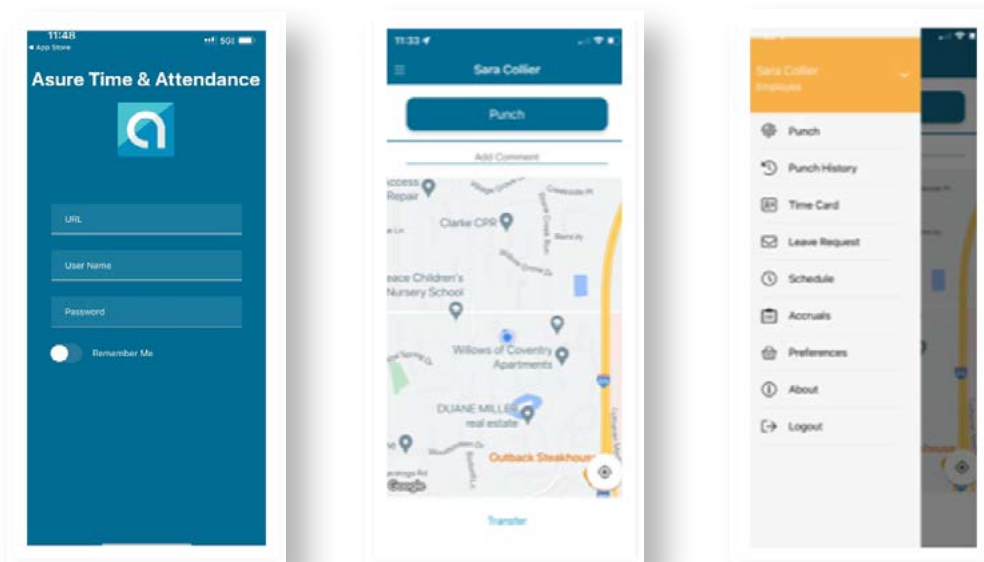
	Sun 07/10	Mon 07/11	Tue 07/12	Wed 07/13	Thu 07/14	Fri 07/15	Sat 07/16	Sun 07/17	Mon 07/18	Tue 07/19	Wed 07/20	Thu 07/21
In		08:24 AM	08:28 AM	08:30 AM	08:29 AM							
Out		01:00 PM	02:58 PM	02:59 PM	03:17 PM							
Misc Pay												
Total Hrs		04.50	06.50	06.00	06.25							
Reg Hrs		04.50	06.50	06.00	06.25							

Mobile App

Some employers want to offer their employees the ability to punch in via the app.

Information to know:

1. The employee must initially complete the sign in process to Asure Time & Attendance by either using the ministry's assigned URL (MWxxxx.asureforce.net) or by logging in via Advanced HR (if applicable) prior to downloading the app.
2. The app only works with the "Punch" or "Hours Entry" time entry techniques. Employee using the In/Out Entry will not be able to use it.
3. Unique URL will need to be entered – https://mwXXXX.asureforce.net – XXXX will need to be replaced with your ministry's assigned #
4. In addition to recording time, the employees will also be able to see their accrual balances and create/edit leave requests from the mobile app.
5. Employees will not be able to approve their own time card from the app. This can only be done via the URL.
6. Supervisors and administrators will not be able to approve their direct reports' time cards and leave requests via the app. This can only be done via the URL.
7. Employees will need to have the Light Mode setting turned on their phone in order to properly see the font.
 - Go to Settings, then tap Display & Brightness
 - Select Light to turn on Light Mode
8. The *Asure Time & Attendance* app can be downloaded via the Apple Store or Google Play. There are multiple Asure apps, please be sure to select to correct one. At times, due to updates, the background may change; however, the Asure  will always appear.
9. The app is created to time out frequently. To avoid having to continually log in, iPhone users can set up facial recognition, while Android users can use fingerprint validation. The setting needs to be turned on within the app and within the phone system settings.



Employee Updates

Adding New Employees

New employees are initially entered via the *Payroll* or *HCM* platform. The information then synchronizes with the *Time & Attendance* platform. A few fields that need to be updated in the *Time & Attendance* platform once the synchronization is complete.

From the **Profile tab**, double-click on the new employee.

From the **General tab**:

1. Select the correct **Time Zone Offset** based on where the employee works.
 - a. Eastern: default
 - b. Central: -1
 - c. Mountain: -2
 - d. Pacific: -3
2. Select the appropriate **Supervisor** by clicking on the three dots. If a supervisor is not selected, the default setting will direct all information to the administrator.
3. **Pay Group** – DO NOT EDIT THIS FIELD. This must be done via *Evolution* or the *HCM* platform; the information will then synch to the *Time & Attendance* platform.
4. **Accrual Group** – DO NOT EDIT THIS FIELD. This must be done via *Evolution* or the *HCM* platform; the information will then synch to the *Time & Attendance* platform.
5. Click **SAVE**.

5

The screenshot shows the 'General' tab of an employee profile form. The form is divided into two main columns. The left column contains fields for: Last Name (Clark), First Name (Stephon), MI, Short Name (Clark, Stephon), Initials (SC), Pay Group (Hourly FT Employees), Accrual Group (Default), and Points Group (No Points). The right column contains: Unique ID (HA0596), Employee ID # (HA0596), Time Zone Offset (0), Primary Department/Team (with a 'SELECT' button), and Supervisor (Gryta, Robert). A 'Schedule Mode' section at the bottom left has three radio buttons: 'None' (selected), 'Master Schedule', and 'Use Department Schedule'. A blue navigation bar at the top contains buttons: SAVE, SAVE AND NEW, SAVE AND CLOSE, REFRESH, CLOSE, PREVIOUS, and NEXT. A red circle with the number '5' is in the top left corner of the screenshot area.

From the **Access** tab:

1. Update the **Login ID** to the ministry's preferred format. The default is the employee number.
2. The initial **Password** is the word "default." If the employee locks themselves out, [click here for instructions](#).

Note: If using the mobile app, employees must log in for the first time via the website to change their password prior to logging into the mobile app.

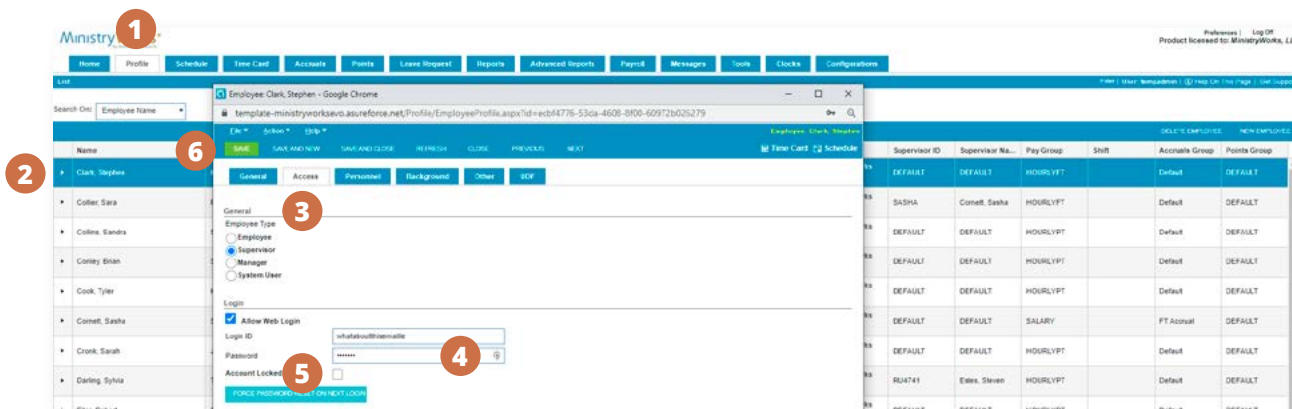
3. Click **SAVE**.

The screenshot shows the MinistryWorks web interface. At the top, there is a blue navigation bar with 'File', 'Action', and 'Help' menus. Below this is a toolbar with buttons: 'SAVE' (highlighted with a red circle '3'), 'SAVE AND NEW', 'SAVE AND CLOSE', 'REFRESH', 'CLOSE', 'PREVIOUS', and 'NEXT'. The main content area has tabs for 'General', 'Access' (selected), 'Personnel', 'Background', 'Other', and 'UDF'. Under the 'Access' tab, there are sections for 'General', 'Login', and 'Employee Role'. In the 'General' section, 'Employee Type' is set to 'Employee'. In the 'Login' section, 'Allow Web Login' is checked. The 'Login ID' field contains 'PR0076' (marked with a red circle '1'). The 'Password' field contains '.....' (marked with a red circle '2'). There is a checkbox for 'Account Locked' which is unchecked. A blue button labeled 'FORCE PASSWORD RESET ON NEXT LOGIN' is visible. In the 'Employee Role' section, the 'Role' dropdown is set to 'Employee'.

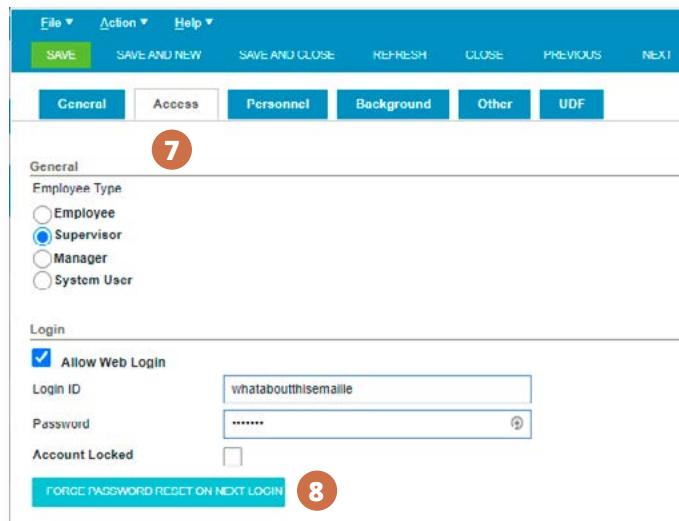
Unlock Employee – Reset Password

If the employee unsuccessfully attempts to login in three times; they will receive a notification that their account is locked. Only an administrator can change an employee profile.

1. Click on the **Profile** tab.
2. Double-click on the applicable employee.
3. From the popup, click on the **Access** tab.
4. Type a new **Password** – we suggest using the word “default.”
5. Uncheck the **Account Locked** box – as a default it will be checked because the employee is locked out.
6. Click **SAVE**. You will be taken to the **General** tab.



7. Click on the **Access** tab again.
8. Click on the **FORCE PASSWORD RESET ON NEXT LOGIN** button.
9. Notify the employee of the temporary password.



Note: If the employee uses the mobile app, they will have to log into the URL first to change their password. Then they will be able to log back into the mobile app with the new password.

Change Password

An employee has access to change their password at any time.

1. Click **Preferences**.



A **Set User Preferences** screen will be shown.

2. Complete the **Change Password** fields.
3. Click **OK**.

A screenshot of the 'Set User Preferences' web page in a Google Chrome browser. The page title is 'Set User Preferences - Google Chrome' and the URL is 'template-ministryworksevo.azureforce.net/settings/userpreferences.aspx?id=f8198e5c-...'. The page has a blue header with the title 'Set User Preferences' and a sub-header 'Specify your preferences so that the program displays the way you prefer. Note that some of the changes take effect after you'. There are three tabs: 'General', 'Time Card', and 'Miscellaneous'. The 'Time Card' tab is selected. The page contains several sections with radio buttons and dropdown menus. The 'Change Password' section is highlighted with a red circle containing the number '2'. It has three input fields: 'Current Password', 'New Password', and 'Confirm Password'. At the bottom of the page, there is a red circle containing the number '3' above two buttons: 'OK' and 'CANCEL'.

Supervisor Setup

If the supervisor is not an employee in *Time & Attendance*, contact your Payroll Processor.

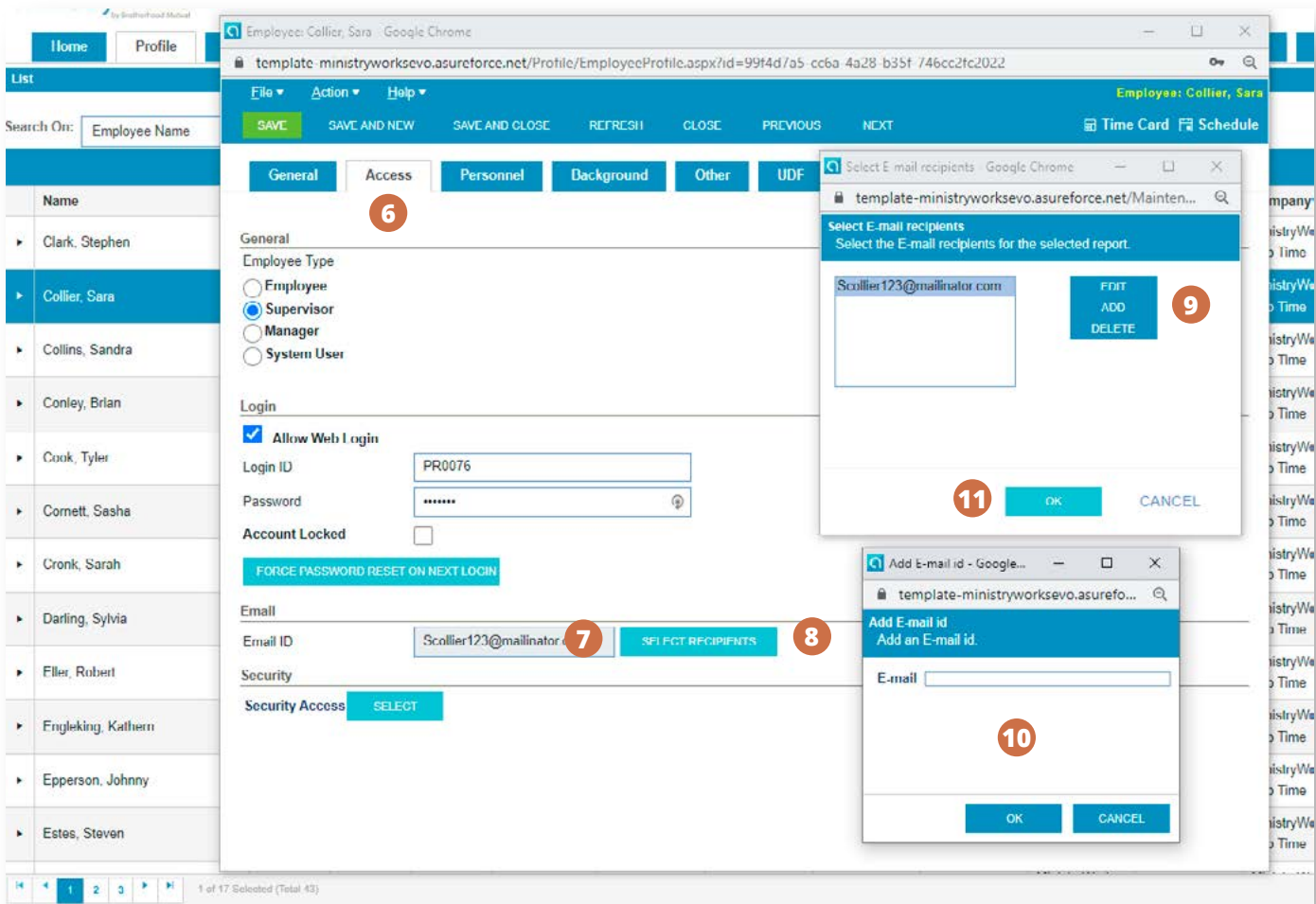
1. Click on the **Profile** tab.
2. Double-click on the applicable employee.
3. Click on the **Access** tab.
4. Select **Supervisor** under **Employee Type**.
5. Click **SAVE**. You will be taken to the **General** tab.

The screenshot displays the MinistryWorks web application interface. At the top, there are navigation tabs: Home, Profile, and Schedule. Below the navigation is a search bar labeled "Employee Name" with a red circle "5" next to it. A list of employees is shown, with "Collier, Sara" selected and highlighted in blue, marked with a red circle "2". A modal window is open for "Employee: Collier, Sara", showing the "Access" tab with a red circle "3". Under "Employee Type", the "Supervisor" radio button is selected, marked with a red circle "4". The "SAVE" button is highlighted in green. The background shows a table with columns for Supervisor ID, Supervisor Name, Pay Group, and Shift.

Supervisor ID	Supervisor ...	Pay Group	Shift
DEFAULT	DEFAULT	HOURLYFT	
SASHA	Comett, Sasha	HOURLYFT	
DEFAULT	DEFAULT	HOURLYPT	
DEFAULT	DEFAULT	HOURLYPT	
DEFAULT	DEFAULT	HOURLYPT	
DEFAULT	DEFAULT	SALARY	
DEFAULT	DEFAULT	HOURLYPT	
RU4741	Estes, Steven	HOURLYPT	
DEFAULT	DEFAULT	HOURLYPT	
DEFAULT	DEFAULT	PT SALARY	
DEFAULT	DEFAULT	HOURLYPT	
DEFAULT	DEFAULT	SALARY	

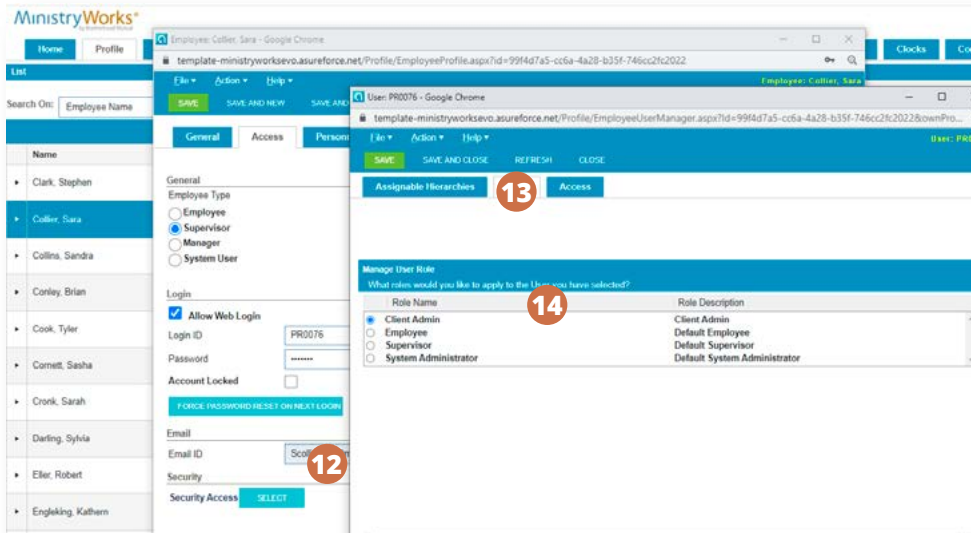
(continue to next page)

6. Click that on the **Access** tab again.
7. Verify the employee's email address populated in the **Email ID** box.
8. If it doesn't, click **SELECT RECIPIENTS**. A popup box is displayed.
9. Click **ADD**.
10. Enter email address and click **OK**.
11. Click **OK** again. You will be taken to the **Access** tab.

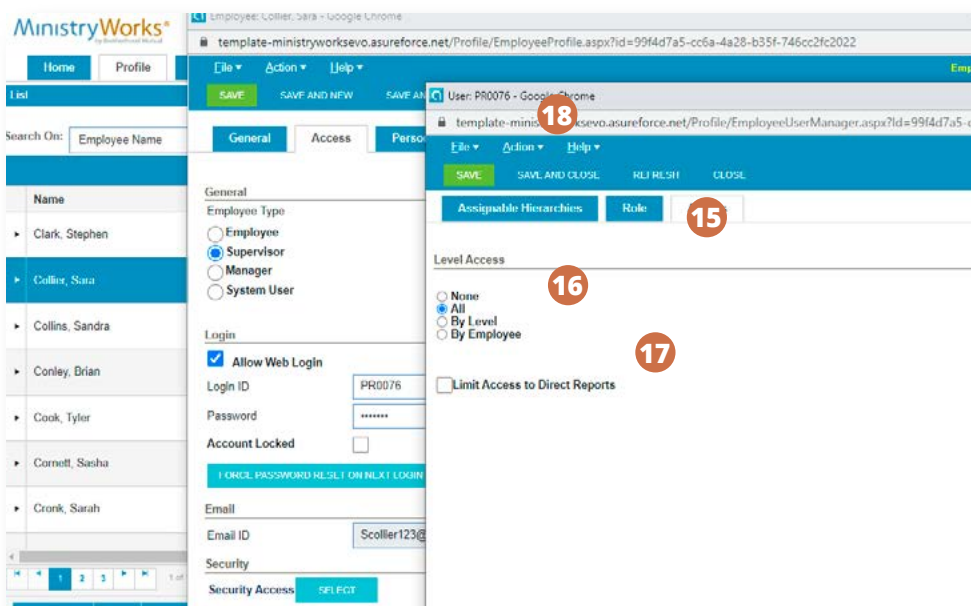


(continue to next page)

12. From the **Access** tab, click on **SELECT** next to **Security Access**. A popup box will be displayed.
13. Click on the **Role** tab.
14. If the employee should be an Administrator, select **Client Admin**; otherwise, leave as the default, **Supervisor**.



15. Click on the **Access** tab.
16. **All** will be selected as the default – DO NOT CHANGE.
17. **Limit Access to Direct Reports** – this box enables the Supervisor to only see their direct reports, as designated on the employee’s **Profile** tab.
 - The box should be checked for Supervisors.
 - The box should be unchecked for Administrators.
18. Click **SAVE AND CLOSE** until you are back to the employee’s **Profile** tab.



Secondary Supervisor Setup

If a second supervisor needs to be added to employees, follow all **Supervisor Setup** steps (pp. 39–41) thru #14, then continue below:

15. Click on the **Access** tab.
16. Select **By Employee**.
17. Click on the **SELECT** button.
18. To select multiple employees, use Ctrl + Click.
19. Click **OK**.
20. Click **SAVE AND CLOSE**.

The screenshot shows the MinistryWorks web application interface. The 'Access' tab is active, and the 'Level Access' section is set to 'By Employee'. A 'Select Employees' dialog box is open, displaying a table of employees. The 'SELECT ALL' button is highlighted.

Name	ID	SSN	Department ID	Department	Branch ID	Branch
Travis Christian	KF0700	KF0700	1	Admin	200	Evo Time
Gregory Holt	JO6791	JO6791	2	LS	200	Evo Time
Travis Christian	KH4998	KH4998	4	PS	200	Evo Time
Travis Christian	MA/367	MA/367	1	Admin	200	Evo Time
Travis Christian	CU2055	CU2055	1	Admin	200	Evo Time
Travis Christian	RA2294	RA2294	4	PS	200	Evo Time
Travis Christian	PI7399	PI7399	1	Admin	200	Evo Time

Workflow Notifications

A workflow notification can be created so that supervisors and/or employees are sent automated emails reminding them to do specific tasks or prompting them with FYI info (e.g. approve time cards or a missed punch).

The initial step is to create the message that will be sent.

1. Click on the **Configurations** tab.
2. Click on **Workflow Notifications - Organizational Configuration**.

The screenshot shows the Asure software interface. At the top, there is a navigation bar with tabs: Home, Profile, Schedule, Time Card, Accruals, Leave Request, Reports, Advanced Reports, Payroll, Messages, Tools, Clocks, and Configurations. The 'Configurations' tab is selected and highlighted with a red circle '1'. Below the navigation bar, there is a breadcrumb trail: Settings | User Parameters | Rules | Maintenance | Administration | Time Clocks | Workflow Notification. The main content area shows a list of configuration categories: System Settings, Schedule and Leave Request Settings, Workflow Notifications - Organizational Configuration (highlighted with a red circle '2'), and Data Retention.

3. Double-click on the type of notification to be created.

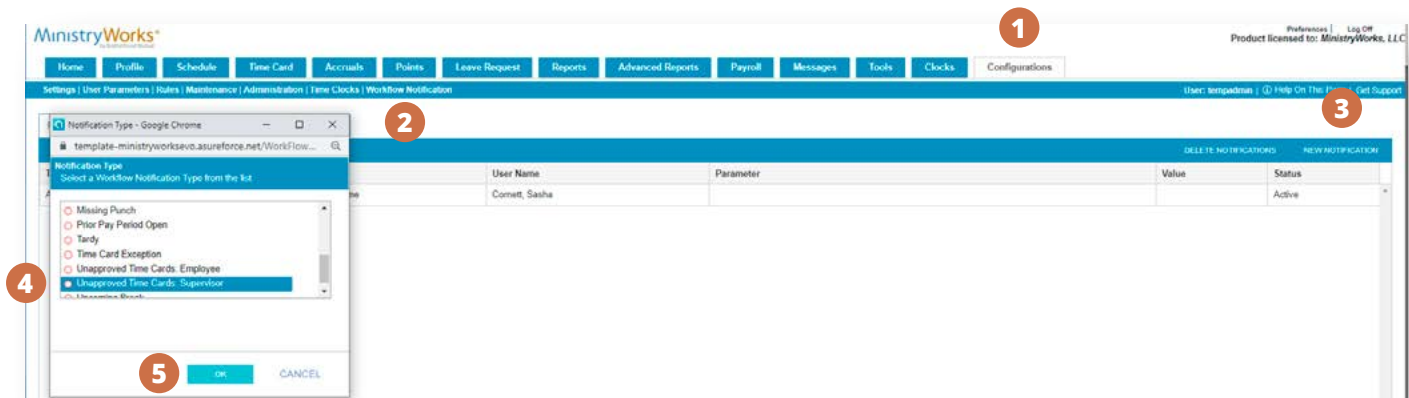
Notification Type	Parameter	Value	Status
Absent	Minutes after scheduled arrival	50	Yes
Active Employees Without Schedules	Number of days prior to start of pay period	7	Yes
Approaching Overtime			Yes
Attendance Notification			Yes
Early Arrival	Minutes arrived before schedule	15	Yes
Early Departure	Minutes left before schedule	15	Yes
Insufficient Accruals	Number of days into the future from current day	7	Yes
Late Departure	Minutes worked past scheduled stop time	15	Yes
Missing Punch	Nbr of days prior to current day to include	1	Yes
Prior Pay Period Open	Number of days after pay period end	7	Yes
Tardy	Minutes arrived after schedule	15	Yes
Time Card Exception	Time Card Exception	ED	Yes
Unapproved Time Cards: Employee			Yes
Unapproved Time Cards: Supervisor			Yes
Upcoming Break	Employee has worked nn hours without a break. Minimum Break Minutes	4.30	Yes
Offline Clock			Yes
Consecutive Pay Type	Consecutive Days of Pay Type	3.REG	Yes

4. Enter your custom message.
5. Click **SAVE AND CLOSE**.

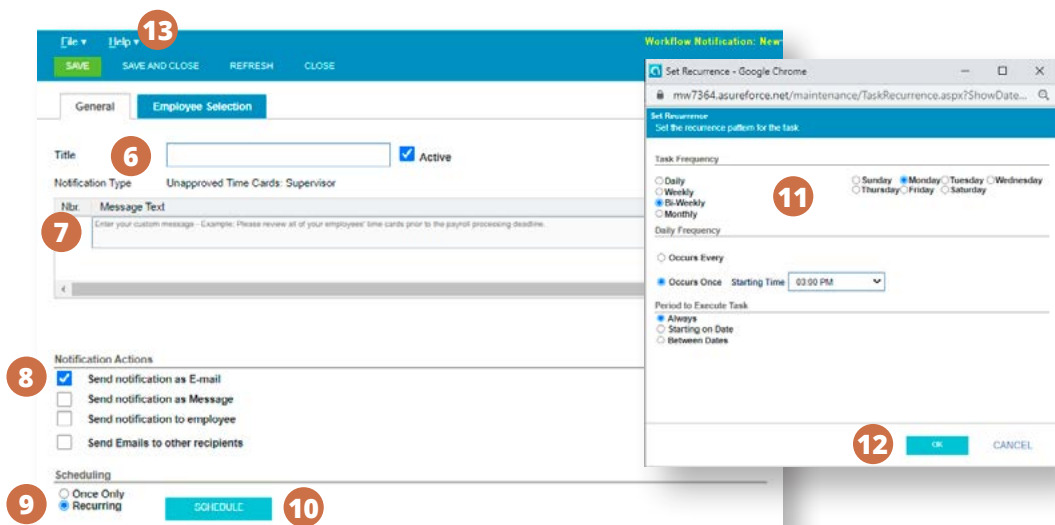
The screenshot shows the configuration form for 'Unapproved Time Cards: Supervisor'. At the top, there is a navigation bar with buttons: SAVE, SAVE AND CLOSE, and CLOSE. The 'SAVE AND CLOSE' button is highlighted with a red circle '5'. Below the navigation bar, there is a 'General' tab. The form has a 'Title' field with the value 'Unapproved Time Cards: Supervisor' and an 'Active' checkbox that is checked. Below the title, there is a 'Notification Type' field with the value 'Unapproved Time Cards: Supervisor'. At the bottom, there is a table with columns: Nbr, Message Text, Add Row, and Delete Row. The table has one row with '1' in the 'Nbr' column and 'Enter your custom message - Example: Please review all of your employees' timecards prior to the payroll processing day.' in the 'Message Text' column. The 'Add Row' button is highlighted with a red circle '4'.

Once the message is created, the actual workflow notification needs to be created.

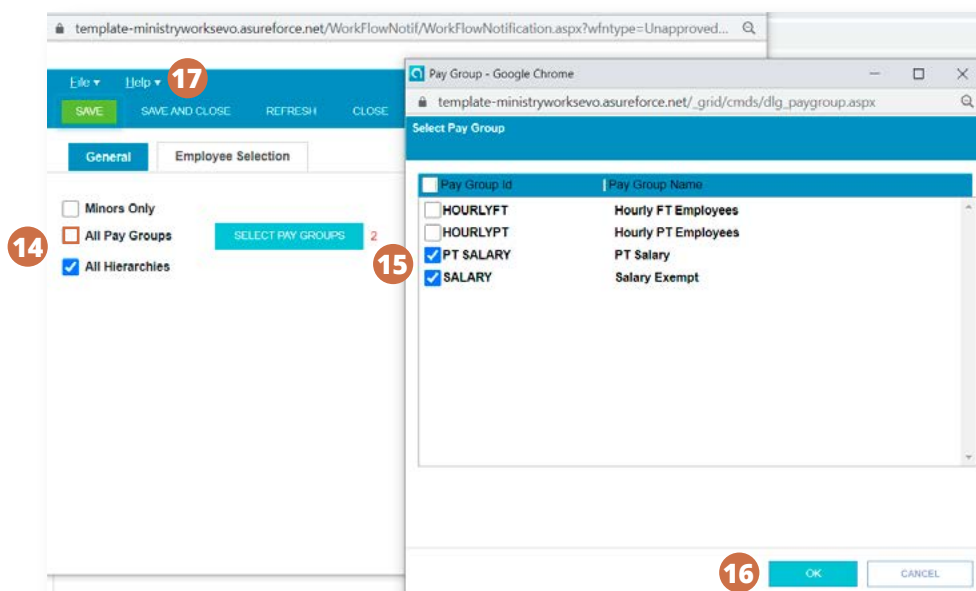
1. Click on the **Configurations** tab.
2. Click **Workflow Notification**.
3. Click **New Notification**.
4. Select a notification type.
5. Click **OK**. The new workflow notification setup will be displayed.



6. On the **General** tab, enter a **Title** for the notification.
7. The **Message Text** will pre-populate with the message that was just created.
8. Check the box for Send notification as E-Mail.
9. In the **Scheduling** area, select **Recurring**.
10. Click **SCHEDULE**.
11. On the **Set Recurrence** screen, customize when the message should be sent.
12. Click **OK**.
13. Click **SAVE AND CLOSE**.



14. On the **Employee Selection** tab, the **All Pay Groups** and **All Hierarchies** will be checked as default.
15. If you want to have the rule only apply to certain pay groups, uncheck **All Pay Groups** and select the applicable pay groups from the popup box.
16. Click **OK**.
17. Click **SAVE AND CLOSE**.

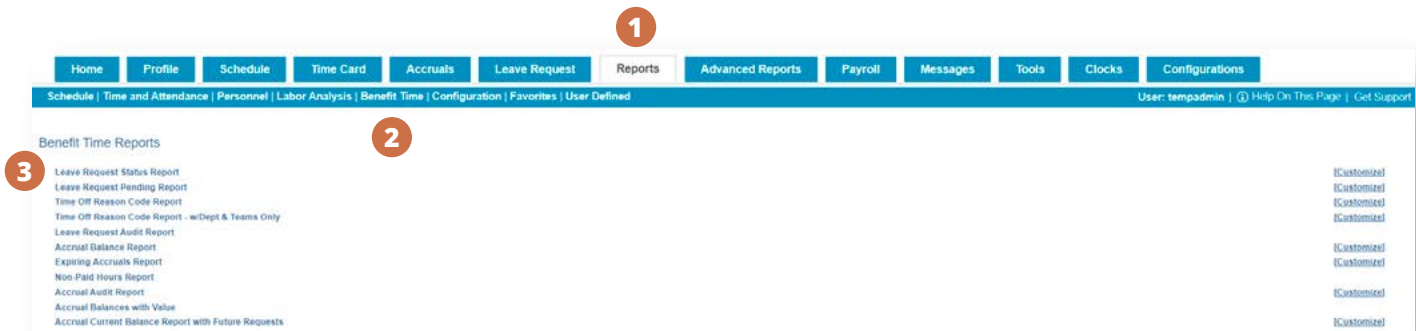


Reports

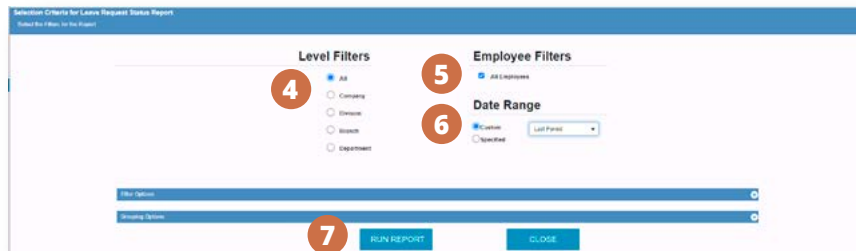
Leave Request Status Report

This report can be pulled to view all leave requests for a specific time frame. This report can be used to check that all approved leave requests are reflected on the time cards.

1. Click on the **Reports** tab.
2. Click on **Benefit Time**. Feel free to explore this area to see if additional reports will be beneficial.
3. Click on **Leave Request Status Report**.



4. **Level Filters** – default is **All** but can be broken down into department reports.
5. **Employee Filters** – default is **All Employees** but individual employees can be selected.
6. **Date Range** – default is the **Current** week; but it is we suggest that you look at either the **Last Period** or the **Current** Period.
7. Click **RUN REPORT**.



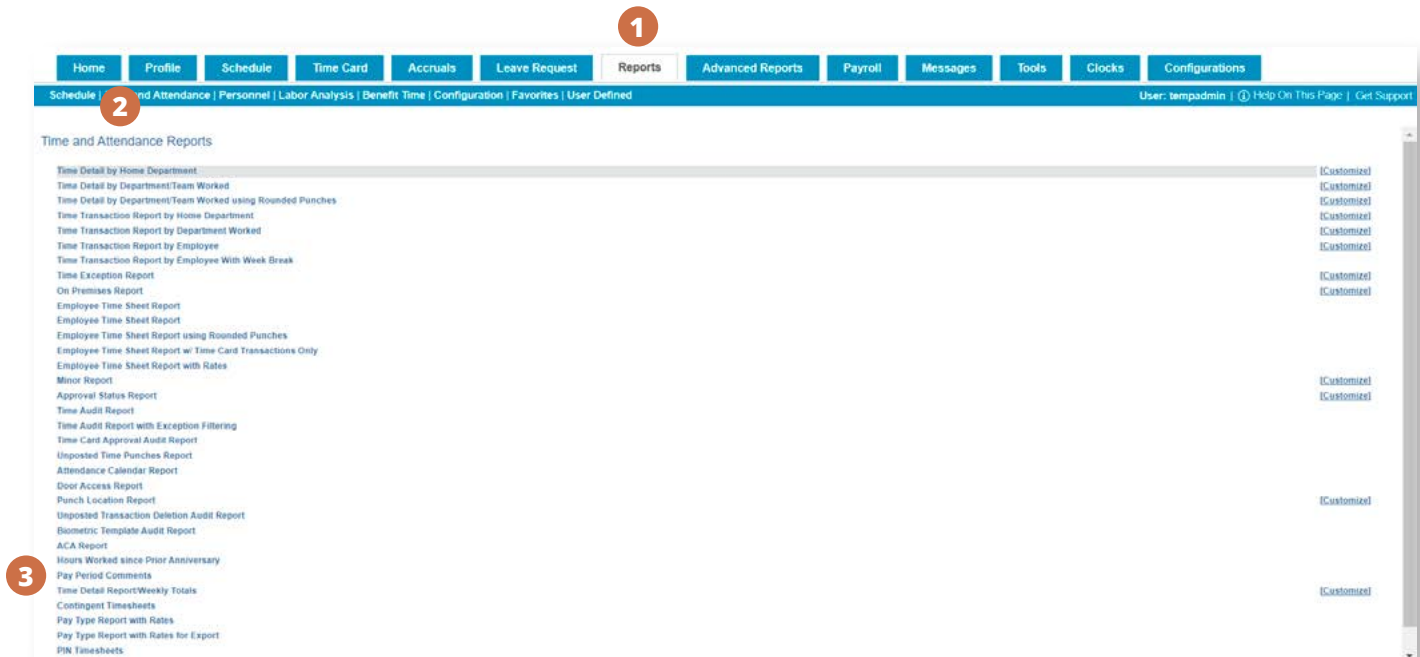
The Leave Request Status Report will be displayed. Go to each individual employee's time card to confirm the approved leave requests are reflected.

Requested Date	Hours	Time Of Day	Time Off Reason	Pay Type	Comments	Status
Wednesday August 3, 2022 7:44:45 PM						
Leave Request Status Report Leave Request Status Report Last Period (07/08/2022 - 07/22/2022, 07/16/2022 - 07/31/2022)						
Department ID: 216	Branch ID: SA	Branch ID: ODU5A	Company ID: 00000000	User ID: tempadmin		
Name: [Employee Name]	Employee ID: 1352	Supervisor ID: Murel, Timothy				
07/22/2022	8.00		VACATION			Approved
Name: [Employee Name]	Employee ID: 1317	Supervisor ID: McCuckin, Laura				
07/19/2022	8.00		VACATION			Approved
07/19/2022	8.00		VACATION			Approved
07/20/2022	8.00		VACATION			Approved
07/21/2022	8.00		VACATION			Approved
07/22/2022	8.00		VACATION			Approved

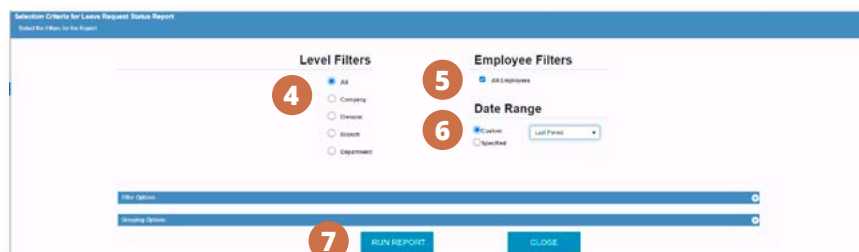
Pay Period Comments Report

This report can be pulled to view all comments that have been made by employees for a specific time frame.

1. Click on the **Reports** tab.
2. Click on **Time and Attendance**. Feel free to explore this area to see if additional reports will be beneficial.
3. Click on **Pay Period Comments**.



4. **Level Filters** – default is **All** but can be broken down into department reports.
5. **Employee Filters** – default is **All Employees** but individual employees can be selected.
6. **Date Range** – default is **Current** week; but it we suggest that you look at either **Last Period** or **Current** Period.
7. Click **RUN REPORT**.



The **Pay Period Comments** report display. Review to see if action is needed.

Wednesday August 3, 2022 7:54:42 PM		Pay Period Comments Pay Period Comments January 01, 2022 - December 31, 2022		CLOSE
		User ID: tempadmin		
		CSV		
Name	Pay Period Comments			
Crane, Deanna	Finance Team building			
Hessley, Kimberly	On 7/27 thru 7/29, I had to adjust my times because I didn't log in and out at normal times due to activities.			
Hessley, Kimberly	On Fri 7-22, I adjusted the lunch time by 1 hour because Kathy ordered lunch for all of us and I had to take it at that time, but I didn't want the penalty for the 5 hr ...			
Hessley, Kimberly	On 6/27, deleted last punch since it was an accident. On 7-06-22, I couldn't log off until later in the evening since site wasn't working when I went to log off at 6.1			
Schneider, Dylan	On 6/22 Had dental appt. 11:30 - 1:30 pm. Made up the time same day so I worked a full 8 hr shift. (KS)			
Schneider, Dylan	6/27 - started 11:00 am due to a 9:30 am PostOp medical visit. On 7/5 I had a medical appt and returned to work for 2 1/2 more hrs. to complete a 8 hr shift.			
Schneider, Dylan	Team Days 7/25 thru 7/29. Checked in late 7/28 @ 12:30 pm due to medical appt.			
Wills, Kimberly	Time clock set incorrectly at first punch so had to correct in time			

Audit Reports

There are several audits that you can pull to see what happened, by whom, and when it occurred.

Time Audit Report

Reports tab > Time and Attendance > Time Audit Report

This audit shows details about the punches for all employees, including the location of each punch.

Time Audit Report
Time Audit Report
July 31, 2022 - August 08, 2022

Emp Punch Date	Emp Punch Time	Emp Type	User Name	Date Add Entry	Time Add Entry	Old Value	New Value	Source	Report
Department 215 Branch ID: SA Company ID: 000004									
Employee ID: 1317 Name: Nishie, Brianna									
08/01/2022	09:00 AM	Add Punch Time	1317	08/01/2022	11:00 AM (GMT)		08/01/2022 09:00 AM		72,208 120
08/01/2022	05:31 PM	Add Punch Time	1317	08/01/2022	07:31 PM (GMT)		08/01/2022 05:31 PM		72,208 120
08/02/2022	09:30 AM	Add Punch Time	1317	08/02/2022	10:30 AM (GMT)		08/02/2022 09:30 AM		72,208 120
08/02/2022	08:03 PM	Add Punch Time	1317	08/02/2022	07:03 PM (GMT)		08/02/2022 08:03 PM		72,208 120
08/03/2022	08:20 AM	Add Punch Time	1317	08/03/2022	10:20 AM (GMT)		08/03/2022 08:20 AM		72,208 120
08/03/2022	04:50 PM	Add Punch Time	1317	08/03/2022	06:50 PM (GMT)		08/03/2022 04:50 PM		72,208 120
Department 250 Branch ID: SA Company ID: 0007304									
Employee ID: 1221 Name: Nishie, Brianna									
08/01/2022	08:00 AM	Add Punch Time	1221	08/01/2022	11:00 AM (GMT)		08/01/2022 08:00 AM		172,88 35.1
08/01/2022	01:00 PM	Add Punch Time	1221	08/01/2022	04:00 PM (GMT)		08/01/2022 01:00 PM		172,88 35.1
08/01/2022	01:30 PM	Add Punch Time	1221	08/01/2022	04:30 PM (GMT)		08/01/2022 01:30 PM		172,88 35.1
08/01/2022	04:00 PM	Add Punch Time	1221	08/01/2022	07:00 PM (GMT)		08/01/2022 04:00 PM		172,88 35.1
08/02/2022	09:00 AM	Add Punch Time	1221	08/02/2022	12:00 PM (GMT)		08/02/2022 09:00 AM		172,88 35.1
08/02/2022	01:00 PM	Add Punch Time	1221	08/02/2022	04:00 PM (GMT)		08/02/2022 01:00 PM		172,88 35.1
08/02/2022	01:30 PM	Add Punch Time	1221	08/02/2022	04:30 PM (GMT)		08/02/2022 01:30 PM		172,88 35.1
08/02/2022	04:00 PM	Add Punch Time	1221	08/02/2022	07:00 PM (GMT)		08/02/2022 04:00 PM		172,88 35.1
08/03/2022	01:00 PM	Add Punch Time	1221	08/03/2022	04:00 PM (GMT)		08/03/2022 01:00 PM		172,88 35.1
08/03/2022	05:01 PM	Add Punch Time	1221	08/03/2022	08:01 PM (GMT)		08/03/2022 05:01 PM		172,88 35.1

A time card audit can also be generated on an individual employee's time card.

1. Click **Action**.
2. Click **Audit**.

Time Card: Clark, Stephen

Department: 3 - MIN Pay Period: 08/01/2022 - 08/15/2022 Pay Group: HOURLYFT - Hourly FT Employees

	Mon 08/01	Tue 08/02	Wed 08/03	Thu 08/04	Fri 08/05	Sat 08/06	Sun 08/07
In	04:00 PM		04:00 PM				
Out	08:00 PM		08:00 PM				
Misc Pay					8.00 BEREAVEMNT		
Total Hrs	04.00		04.00		08.00		
Reg Hrs	04.00		04.00				

The audit will display.

Audit Type	Sub Type Name	Action	Action Date/Time	User	IP Address	Report Date/Time	Field	Old Value	Details	New Value
TimeCard	Punch	Add	08/03/2022 06:50 PM (GMT -05:00)	Nishie, Brianna	72.208.120.77	08/03/2022 04:50 PM	Punch Time			08/03/2022 04:50 PM
TimeCard	Punch	Add	08/03/2022 10:20 AM (GMT -05:00)	Nishie, Brianna	72.208.120.77	08/03/2022 08:20 AM	Punch Time			08/03/2022 08:20 AM
TimeCard	Punch	Add	08/02/2022 07:03 PM (GMT -05:00)	Nishie, Brianna	72.208.120.77	08/02/2022 05:03 PM	Punch Time			08/02/2022 05:03 PM
TimeCard	Punch	Add	08/02/2022 10:30 AM (GMT -05:00)	Nishie, Brianna	72.208.120.77	08/02/2022 08:30 AM	Punch Time			08/02/2022 08:30 AM
TimeCard	Punch	Add	08/01/2022 07:31 PM (GMT -05:00)	Nishie, Brianna	72.208.120.77	08/01/2022 05:31 PM	Punch Time			08/01/2022 05:31 PM
TimeCard	Timecard Edit	Add	08/01/2022 11:24 AM (GMT -05:00)	Nishie, Brianna	72.208.120.77	07/28/2022 04:30 PM	End Time			07/28/2022 04:30 PM

Leave Request Audit Report

Reports tab > Benefit Time > Leave Request Audit Report

This audit shows details about all leave requests.

Name	Request ID	Branch ID	Status	Request Date	End Date	Pay Type	Action
John Smith	00012002	0001	Pending	08/01/2022	08/15/2022	VACATION	View
Jane Doe	00012003	0001	Approved	08/01/2022	08/15/2022	VACATION	View
John Smith	00012004	0001	Pending	08/01/2022	08/15/2022	VACATION	View
Jane Doe	00012005	0001	Approved	08/01/2022	08/15/2022	VACATION	View

A leave request audit can also be generated on each individual leave request.

1. From the **Leave Request** tab, double-click on a specific leave request.
2. From the popup, click on **Action**.
3. Click **Audit**.

The screenshot shows the 'Leave Request' detail view. The 'Employee Name' field is highlighted with a red circle '1'. The 'Action' button is highlighted with a red circle '2'. The 'Audit' button in the dropdown menu is highlighted with a red circle '3'. The interface also shows a calendar for the leave request dates and various input fields for pay type, reason, and hours.

The audit will display.

Audit Type	Sub Type	Date	Name	Action	Action Date/Time	User	IP Address	Field	Old Value	Details
Leave Request	VACATION	08/01/2022	John Smith	Update Status	08/01/2022 06:31 PM (GMT-05:00)	John Smith	72.186.54.33	Status	Pending	
Leave Request	VACATION	08/01/2022	Jane Doe	Submit	08/01/2022 05:39 PM (GMT-05:00)	Jane Doe	47.144.103.32	Employee ID		Employee ID Status Is Specific Time Hours Pay Type ID When Paid

