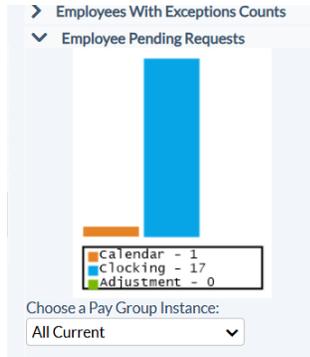


Symplr Three Things to Check Daily

From the home screen, select LaborView from right side of the screen. A LaborView is a list of employees that meet selected filter criteria. You can use the LaborView information to take action.

1. Three LaborViews that should be checked daily.
 - a. Employee Pending Requests LaborView. Click on the bar on the pending request graph to view the associated LaborView. This will open a list of employees with that type of pending request.



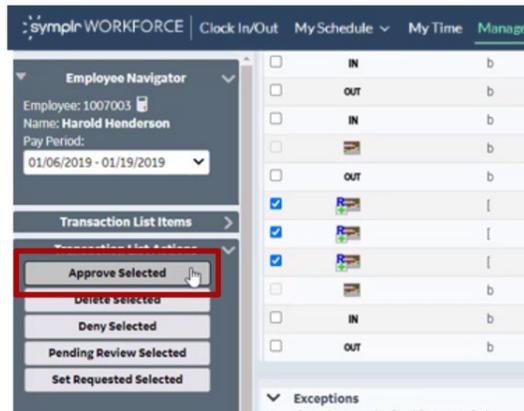
- i. To open the employee's timecard to address their request, click the folder next to their name.

Filter Criteria	Status	Editor SignOff	Emp SignOff	Employee Last Name	Employee First Name
				Handerson	Harold

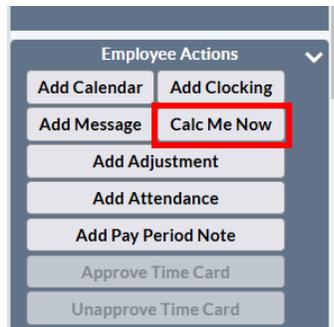
- ii. Request icon with a plus sign is a request in the transaction list.
 1. Can be addressed from Transaction Grid, or in Requests list.

Request Start	Transaction Time	Total Hours	Pay Code	Dept
Wed 01/09/2019 07:00		8.00	PTO	1007
Thu 01/10/2019 07:00		8.00	PTO	1007
Fri 01/11/2019 12:30		5.00	PTO	1007

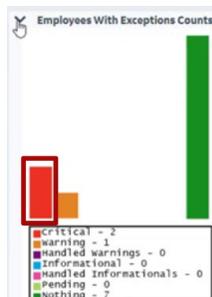
- iii. Select the requests from the Transaction Grid and under Transaction List Actions, select the appropriate option.



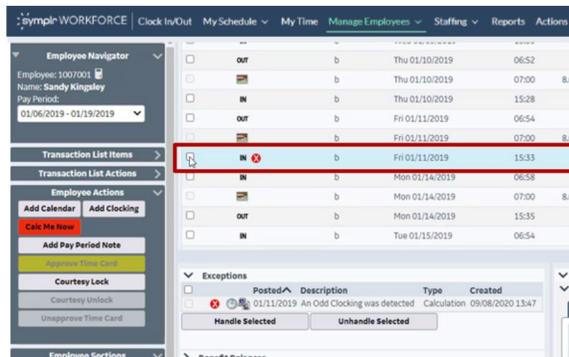
- iv. Once approved the calendar icon will change to the standard calendar icon (No R+).
- v. Calendar requests are typically time off requests that need to be reviewed and addressed.
- vi. Clocking requests are submitted when an employee is correcting an incorrect clocking punch, or if they forgot to clock in or out for a shift.
 - 1. Approving a clocking request may correct an exception. This is why requests should be addressed first before reviewing exceptions.
- vii. To see the effect of the change right away, select Calc Me Now under Employee Actions to recalculate the card.



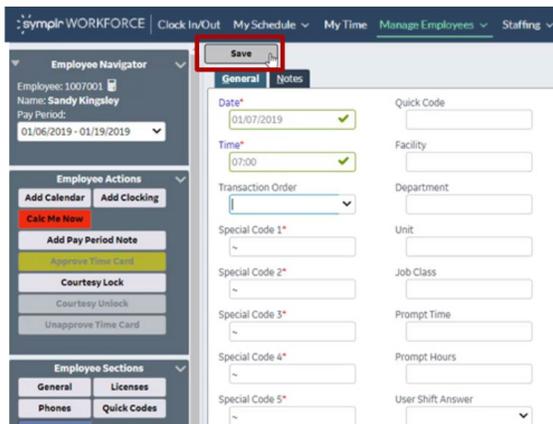
- viii. Requests for current period must be either or approved or denied for the final timecard to be approved.
- b. Employees With Exceptions Counts LaborView.
 - i. The Employees With Exceptions Counts graph summarizes the number of employees with each type of exception.



1. Click a bar in the graph to go to the associated LaborView where types and number of exceptions are listed for each employee.
 2. To open and correct an employee's timecard, click the folder next to their name.
- ii. Check Critical and Warning Exceptions.
1. Critical exceptions must be resolved to calculate and approve timecard.
 - a. Critical exceptions are indicated by a red x icon in the Transaction List and in the Exceptions section.



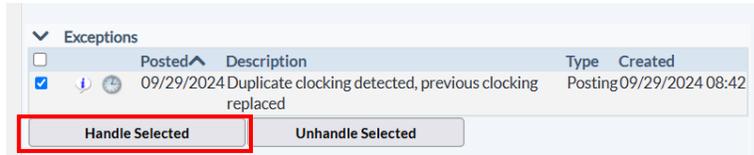
- b. To correct a critical exception, you might need to add or adjust a clocking or calendar.
- c. The most common critical exception is an Odd Clocking.
 - i. This will generate when an employee fails to clock in or out.
 - ii. Ideally, an employee will enter a clocking request for you to approve.
 - iii. If they do not, review the timecard to see when there was a clocking error and identify what clocking was missed.
 - iv. Enter a clocking to correct the issue.
 1. Choose Add Clocking from Employee Actions.
 2. Fill in fields as needed.
 3. Save.



v. Select Calc Me Now, to recalculate the card and see if Odd Clocking is resolved.

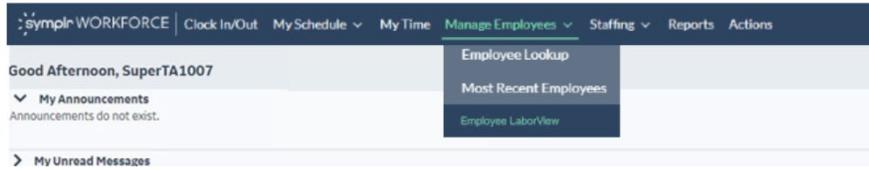
2. You can also view warnings.

- a. Warnings do not prevent you to approve a timecard but could cause the employee to be paid incorrectly.
- b. You can resolve warnings similarly to how you correct critical exceptions.
- c. If nothing needs updated, you can select handle selected to indicate that you have already reviewed.



c. All Employee LaborView.

- i. Use to identify other potential issues for your employees.
- ii. Choose Employee LaborView, under Manage Employees.



iii. Choose All Employees under LaborView and choose Pay Group Instance.

iv. Note anything out of the ordinary, such as unexpected total hours.

Is Fwd	Sts	Edit Aprv	Pay Group	Dept_	Employee Last Name	Employee First Name	Pend ReqCnt	Total Wrk Hrs	Wrk Hrs-Wk1	Wrk Hrs-Wk2
<input checked="" type="checkbox"/>	<input type="checkbox"/>		HS	516600			0	8.00	8.00	0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>		HS	516600			0	50.25	42.00	8.25
<input checked="" type="checkbox"/>	<input type="checkbox"/>		HS	517350			0	36.25	36.25	0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>		HS	517350			1	40.25	40.25	0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>		HS	516600			1	49.75	49.75	0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>		HS	517350			0	48.00	40.00	8.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>		HS	517350			0	48.50	40.00	8.50
<input checked="" type="checkbox"/>	<input type="checkbox"/>		HS	516600			0	31.75	31.75	0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>		HS	516600			1	15.00	15.00	0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>		HS	516600			1	24.00	24.00	0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>		HS	516600			0	36.00	26.00	10.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>		HS	516600			0	0.00	0.00	0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>		HS	517350			0	48.00	40.00	8.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>		HS	516600			0	39.25	39.25	0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>		HS	516600			2	20.75	20.75	0.00