## 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.

		ock In/Out My Schedu	ile 🗸 MyTime 👖	Aanage Employee	📧 🗸 Staffin	g v Reports Acti	ons						\$ O
> Filter	r Criteria										_	_	_
_			Status	SignOff	SignOff	Last Name		First	Vame		10		12
= <b>4</b>	0					Henderson		Harol	1		0		3
TOLINS											0		3
ii	Request	t icon witl	h a nlue	eign ig	o roc	nuget in .	tha tr	aner	octio	n liet			
	neques		n a plus	Signia	saie	luestin	uie u	anso	actio	11 (13)	•		
	1.	Can be ad	ddresse	d from	n Tran	saction	Grid,	or in	Req	uest	s lis	t.	
0	OUT	b	Tue 01/08/201	9	15:34	~ *	~~~	1007		200	)		>
	<b>8</b> 77	I	Wed 01/09/20	19	07:00	8.00 PT	D	1007		200	)		>
	Real	I	Thu 01/10/201	19	07:00	8.00 PT	D	1007		200	)		>
	8777	[	Fri 01/11/2019	9	12:30	5.00 PT	D	1007		200	)		>
	2	b	Wed 01/16/20	19	07:00	8.00 SC	HED	1007		200			>
	IN	b	Wed 01/16/20	19	07:01	~ ~	~ ~ ~	1007		200	)		>
-	oл	h	Wed 01/16/20	19	15:36	~ *	~~~	1007		200	)		>
0		U											
		0			4		tions (Daily	Haure) /		Total: 40.			
Exception	ceptions ns do not exist for this	pay period.			Î	<ul> <li>Pay Distribution</li> <li>Department</li> </ul>	tions (Daily 1007 Job	Hours) A	NH: 80.00	Total: 40.0	00		
Exc     xception	ceptions ns do not exist for this	pay period.			Î	<ul> <li>Pay Distribution</li> <li>Department</li> <li>01/06 - 01/12</li> </ul>	tions (Daily : 1007 Job 2 01/13 -	Hours) A Class 200	NH: 80.00	Total: 40.	00		
Exc xception     Ben	ceptions ns do not exist for this efit Balances	pay period.			ĺ	<ul> <li>Pay Distribution</li> <li>Department</li> <li>01/06-01/12</li> </ul>	tions (Daily 1007 Job 2 01/13 -	Hours) A Class 200 01/19	NH: 80.00	Total: 40.	00		stals
Exc xception     Ben     Rec	ceptions ns do not exist for this efit Balances auests	pay period.			Í	<ul> <li>Pay Distribution</li> <li>Department</li> <li>01/06 - 01/12</li> </ul>	tions (Daily : 1007 Job 2 01/13 - <u>6</u> 7 Su M	Hours) A Class 200 01/19 7 8 40 Tu	9 We	Total: 40.0	00 11 12 Fr Sa	2 To	otals
Exc Exception     Ben     Rec     Rec	ceptions ns do not exist for this efit Balances nuests quested	pay period.			Î	<ul> <li>Pay Distribu</li> <li>Department</li> <li>01/06-01/13</li> <li>REG<sup>2</sup></li> </ul>	tions (Daily : 1007 Job 2 01/13 - 6 7 Su N 8	Hours) A Class 200 01/19 7 8 10 Tu 1.00 8.0	9 We	Total: 40.4	00 L1 12 Fr 52	2 To 1	otals
Exc xception     Ben     Rev     Rev     C:	ceptions ns do not exist for this efit Balances quested alendar Requests (3)	pay period.			Î	<ul> <li>Pay Distribu</li> <li>Department</li> <li>01/06-01/12</li> <li>REG<sup>T</sup></li> </ul>	tions (Daily 1007 Job 2 01/13 - <u>5</u> 7 SH N 8	Hours) / Class 200 01/19 7 8 40 Tu 1.00 8.0	9 We	Total: 40.0	00 11 12 Fr Sa	2 To 1	otals 5.00
<ul> <li>Exception</li> <li>Ben</li> <li>Ren</li> <li>Ren</li> <li>C:</li> </ul>	eptions ns do not exist for this efit Balances quested alendar Requests (3	pay period. requests) Request Start Tran Request Start 7Tran	saction TimeTota	al HoursPay Co	deDej	<ul> <li>Pay Distribu</li> <li>Departmeni</li> <li>01/06 - 01/11</li> <li>REG<sup>I</sup></li> <li>Total Worked</li> </ul>	tions (Daily 1007 Job 2 01/13 - 6 7 54 N 8	Hours) A Class 200 01/19 7 8 40 Tu 1.00 8.0	4H: 80.00 9 We	Total: 40.0	00 L1 12 Fr Sa	2 To 1	otals 5.00
Exc xception     Ben     Rec     C:     C:	ceptions ns do not exist for this efit Balances quested alendar Requests (3)	pay period. requests) Request Start Tran Wed 01/09/2019 07:01 Thu 01/10/2019 07:01	saction TimeTott 0 8.00	al HoursPay Co PTO PTO	deDet 10C	Pay Distribu     Departmeni     O1/06 - 01/12     REG <sup>3</sup> Total Worked	tions (Daily : 1007 Job 2 01/13 - 6 7 Su N 8 8	Hours) A Class 200 01/19 7 8 40 Tu 1.00 8.0 3.00 8.0	H: 80.00 9 We 0	Total: 40.0	00 11 12 Fr Sa	2 Te 1 1	otals 5.00

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

Symple WORKFORCE Clock	c In/Out	My Schedule 🗸	MyTime Man	age
	- O	IN	b	
Employee Navigator V		олт	b	
Employee: 1007003		IN	b	
Pay Period:	0	2	b	
01/06/2019 - 01/19/2019	0	out	b	
		Real	[	
Transaction List Items		Real	L	
T	1 🛛	Real	1	
Approve Selected	0	2	b	
Delete Selected		IN	Þ	
Deny Selected	-			
Pending Review Selected	0	OUT	b	
Set Requested Selected				
	~	Exceptions		

- 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.

Symple WORKFORCE Clock	n/Out M	ySchedule ~ M	yTime Manage E	mployees ~ Staffing ~	Reports Acti	ons
	- I -					
Employee Navigator V		олт	b	Thu 01/10/2019	06:52	
Employee: 1007001			b	Thu 01/10/2019	07:00	8
Pay Period:		IN	b	Thu 01/10/2019	15:28	
01/06/2019 - 01/19/2019 💙		олт	b	Fri 01/11/2019	06:54	
	0	2	b	Fri 01/11/2019	07:00	8
Transaction List Items	R	N 🚯	b	Fri 01/11/2019	15:33	
Transaction List Actions		N	b	Mon 01/14/2019	06:58	-
Employee Actions V		2	b	Mon 01/14/2019	07:00	8
Add Calendar Add Clocking		out	b	Mon 01/14/2019	15:35	
Calc Me Now			h	Tue 01/15/2019	06:54	
Add Pay Period Note						
Approve Time Card	14.00					
Courtesy Lock	▼ EX	Postodo	Description	Type Cr	bates	ž
Courtesy Unlock	ŏ.	01/11/201	9 An Odd Clocking w	as detected Calculation 09	/08/2020 13:47	
Unapprove Time Card		Handle Selected	Unhandi	e Selected		

- 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.

$\sim$	Exceptions								
	Posted De	scription	Type Created						
Op/29/2024 Duplicate clocking detected, previous clocking Posting 09/29/2024 replaced									
	Handle Selected	Unhandle Selected							

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

Symple WORKFORCE Clock In/Out	My Schedule 🗸	MyTime	Manage Employees ~	Staffing ~	Reports	Actions
Good Afternoon, SuperTA1007			Employee Lookup			
V My Announcements			Most Recent Emplo	yees		
Announcements do not exist.			Employee LaborView			

> My Unread Messages

- iii. Choose All Employees under LaborView and choose Pay Group Instance.
- iv. Note anything out of the ordinary, such as unexpected total hours.

Actions         is         Edit         Pay         Employee         Employee         Employee         Pard         Total         Wrike			î.	> Filter Cr	iteria													
Approve Time Card       Image: Contresy Lock       Im	•	Actions 🗸	1			ls Fwd	Sts	Edit	Pay	Dent	Employee Last Name	Employee First Name			Pend RegCnt	Total Wrk Hrs	Wrk Hrs-Wk1	Wrk Hrs-W
Unapprove Time Card       Image Card       Imag		Approve Time Card		<b>-</b>				1411	HS	516600		THOTTAM	0	0	0	8.00	8.00	0.00
Courtesy Lock       Image: Courtesy Unlock       Image: Cou		Unapprove Time Card		=					HS	516600			0	0	0	50.25	42.00	8.25
Courtey Unick       Image:	ľ	Courtesy Lock		<b>a</b>	<b>V</b>				HS	517350			0	0	0	36.25	36.25	0.00
Lock Employee       Image: Contemployee		Courtesy Unlock		<b>=</b>					HS	517350			1	0	0	40.25	40.25	0.00
Lock Supervisor/Employee         Image: Constraint of the state	ľ	Lock Employee		= 🔍					HS	516600			1	0	0	49.75	49.75	0.00
Unlock Sign M3//Employee       I       HS       51/250       0       0       0       48.50       40.00       8.50         Unlock Sign M3//Employee       I       0       0       0       0       31.75       31.75       0.00         Sign Off       Un-Sign Off       I       0       0       0       24.00       0.00         Labor View       I       0       0       0.00       0.00       0.00       0.00         Labor View       I       I       0       0       0.00       0.00       0.00       0.00         Labor View       I       I       0       0       0.00       0.00       0.00       0.00       0.00         Labor View       I       I       0       0       0.00<	ŀ	Lock Superviser (Employee		<b>=</b>					HS	517350			0	0	0	48.00	40.00	8.00
Unickt minorye         Image	ŀ	Lock Supervisor/Employee		<b>=</b>					HS	517350			0	0	0	48.50	40.00	8.50
Unlock Supervisor/Employee       I       0       1       0       15.00       0.00         Sign Off       Un-Sign Off       I       0       0       14.00       0       24.00       0.00         Labor/View       I       0       0       0       24.00       24.00       0.00         Labor/View       I       I       0       0       0       36.00       26.00       10.00         Labor/View       I       I       0       0       0       0.00       0.00       0.00         Pay Group Instance:       I       I       0       0       0       0.00       0.00       0.00         All Current       I       I       0       0       0       0.00       0.00       0.00         I Current       I       I       I       0       0       0.00       0.00       0.00         I Current       I       I       I       I       0       0       0       0.00       0.00       0.00         I Current       I       I       I       I       I       0       0       0.00       0.00       0.00         I Current       I       I       I </th <th>ŀ</th> <th>Unlock Employee</th> <th></th> <th><b>1</b></th> <th></th> <th></th> <th></th> <th></th> <th>HS</th> <th>516600</th> <th></th> <th></th> <th>0</th> <th>0</th> <th>0</th> <th>31.75</th> <th>31.75</th> <th>0.00</th>	ŀ	Unlock Employee		<b>1</b>					HS	516600			0	0	0	31.75	31.75	0.00
Sign Off         Un-Sign Off         Un-Sign Off         Un-Sign Off         Un-Sign Off         1         0         0         24.00         0.00           Labor/View.         Image: C         Image: C         Image: C         Image: C         0         0         0         36.00         26.00         10.00           All Employees         Image: C         Image: C         Image: C         Image: C         Image: C         0         0         0         0.00	L	Unlock Supervisor/Employee		<b>1</b>					HS	516600			1	0	0	15.00	15.00	0.00
LaborView         Image: Constraint of the state of	ľ	Sign Off Un-Sign Off		<b>.</b>	<b>~</b>				HS	516600			1	0	0	24.00	24.00	0.00
AllEmployees         Image: Constraint of the state	l	aborView		<b>a</b>					HS	516600			0	0	0	36.00	26.00	10.00
Pay Group Instance:         Image: Constraint of the state of th	ľ	All Employees		<b>=</b>			D 🔒		HS	516600			0	0	0	0.00	0.00	0.00
Pay Group instance:         Image: Constance         Image: Constan									HS	517350			0	0	0	48.00	40.00	8.00
HS 516600 2 0 20.75 20.75 0.00	ľ	ay Group Instance:							HS	516600			0	0	0	39.25	39.25	0.00
		All Current		<b>a</b>	2				HS	516600			2	0	0	20.75	20.75	0.00