



ARCHDIOCESE OF CHICAGO

Attendance on Demand

Employee Timesheet Reference Guide

LOGGING ON

The time and attendance login page provides access to all the features of the time reporting system where time and attendance tasks are performed.

Steps:

1. Open an internet browser window and go to the following address:
<https://archchicago.attendanceondemand.com>
2. Access the login page
3. Enter your user name in the “Badge/ID” and password in the “PIN”

Note: Do not share your password with anyone for any reason.

Badge/ID	<input type="text"/>
PIN	<input type="password"/>
	<input type="button" value="Login"/>

NOTE: The internet browser “back” button has been disabled and will not work if used.



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VIEWING ACTIVITY

The page that appears after login includes the “Activity” tab which displays the most recent activity including: when you logged in, entered hours, and approved hours.

Activity Worksheet Archives

Recent Activity		
Operation	Description	Effective
Logged into System	Logged In	Mon Feb-15 16 9:34a
Worksheet	Add 7:00 to Archbishop's Office-Archbishop's Residence on 02/11/16	Thu Feb-11 16 12:00a
Worksheet	Add 7:00 to Vacation on 02/10/16	Wed Feb-10 16 12:00a
Worksheet	Add 7:00 to Archbishop's Office-Archbishop's Residence on 02/09/16	Tue Feb-09 16 12:00a
Worksheet	Add 7:00 to Archhishon's Office-Archhishon's Residence on	Mon Feb-08 16 12:00a

ACCESSING YOUR TIMESHEET

From the “Worksheet” tab, open your timesheet to enter time prior to payroll processing.

Steps:

1. Select “Worksheet” tab
2. Select the specific time period (e.g. “Current Pay Period” or “Prev. Period”)

Activity Worksheet Archives

Current Pay Period Prev. Period Approve Time Card Print Time Card Help

Department	Acct Unit	Sun Mar-6	Mon Mar-7	Tue Mar-8	Wed Mar-9	Thu Mar-10	Fri Mar-11	Sat Mar-12	Sun Mar-13	Mon Mar-14	Tue Mar-15	Wed Mar-16
Archbishop's Office	Amate House		7:00	7:00						7:00	7:00	7:00
Summary			7:00	7:00	7:00	7:00	7:00			7:00	7:00	7:00
Absences		Sun 6	Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Tue 15	Wed 16
Vacation					7:00	7:00	7:00					
Sick												
Personal												
Holiday												
Bereave												
Unpd Leave												
Jury Duty												
Summaries			PD/Amount	PD/Amount	PD/Amount	PD/Amount	PD/Amount			PD/Amount	PD/Amount	PD/Amount
			REG 7:00	REG 7:00	VAC 7:00	VAC 7:00	VAC 7:00			REG 7:00	REG 7:00	REG 7:00

Period Totals Benefit Balances

Pay Desig.	Hours
Regular	49:00
Vacation	21:00
Totals	70:00



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ADDING TIME AND EXCEPTIONS

To enter hours worked or absences, click the cell under the appropriate date column and on the appropriate row. Enter hours for that day in hours and minutes format (e.g. 7 hours and 30 minutes would be entered as 7:30).

Steps:

1. Click the cell under the appropriate date column and on the appropriate row.
2. Enter hours using the acceptable format.

Note: Full-time salaried employees will have a standard schedule with “Regular” hours automatically populated. All employees, however, will be required to report absences (i.e. “Vacation”, “Sick”, etc.).

Activity
Worksheet
Archives

Current Pay Period
Prev. Period
Approve Time Card
Print Time Card
Help

Department	Acct Unit	Sun Mar-6	Mon Mar-7	Tue Mar-8	Wed Mar-9	Thu Mar-10	Fri Mar-11	Sat Mar-12	Sun Mar-13	Mon Mar-14	Tue Mar-15	Wed Mar-16
Archbishop's Office	Amate House		7:00	7:00						7:00	7:00	7:00
Summary			7:00	7:00	7:00	7:00	7:00			7:00	7:00	7:00
Absences		Sun 6	Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Tue 15	Wed 16
Vacation					7:00	7:00	7:00					
Sick												
Personal												
Holiday												
Bereave												
Unpd Leave												
Jury Duty												
Summaries			PD/Amount	PD/Amount	PD/Amount	PD/Amount	PD/Amount		PD/Amount	PD/Amount	PD/Amount	P
			REG 7:00	REG 7:00	VAC 7:00	VAC 7:00	VAC 7:00		REG 7:00	REG 7:00	REG 7:00	R

Period Totals
Benefit Balances

Pay Desig.	Hours
Regular	49:00
Vacation	21:00
Totals	70:00



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The “Pay Period Totals” tab displays all hours accumulated for the period being viewed.

Pay Period Totals		Benefit Balances
Pay Desig.	Hours	
Regular	49:00	
Vacation	21:00	
Totals	70:00	

The “Benefit Balances” tab displays the starting and ending balances for the period being viewed.

Period Totals		Benefit Balances		
Date	Type	Vacation	Sick	Personal
02/07/16	Starting Balance	94:30	0:00	4:00
02/21/16	Ending Balance	87:30	0:00	4:00

APPROVE TIMESHEET

Review the data entered on your timesheet for accuracy and click “Approve Time Card” which sends a clear indication to your supervisor that the timesheet has been reviewed and is ready for their approval.

Steps:

1. Select the specific time period
2. Click “Approve Time Card”
3. Select “Confirm Approval of Time Card”, and then click “OK”

Activity	Worksheet	Archives
Current Pay Period	Prev. Period	Approve Time Card Print Time Card Help



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Time Card Approval

Approve Time Card

I understand that I am approving my time card for the selected pay period.

Confirm Approval of Time Card

Select OK to approve this time card for this pay period.

Note: The Timecard Approval deadline is close of business on the Monday following the end of each bi-weekly pay period. If a holiday falls on a Monday when timecards are due, the timecard approval deadline is Tuesday at 10:00 a.m.



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VIEWING ARCHIVED PAY PERIODS

Click the “Archives” tab. The current pay period is the default view. Click “Select another Pay Period” to view different pay periods.

Activity | Worksheet | Archives

Select another Pay Period [Help](#)

Showing period from Sun Mar-06 16 to Sat Mar-19 16

Worksheet | Period Totals | Benefit Balances

Department	Acct Unit	Sun Mar-6	Mon Mar-7	Tue Mar-8	Wed Mar-9	Thu Mar-10	Fri Mar-11	Sat Mar-12	Total
Archbishop's Office	Amate House		7:00	7:00	7:00	7:00			28:00
Vacation									0:00
Sick									0:00
Personal									0:00
Holiday									0:00
Bereave									0:00
Unpd Leave									0:00
Jury Duty									0:00
Summary			7:00	7:00	7:00	7:00			28:00
Archbishop's Office	Amate House	Mar-13	Mar-14	Mar-15	Mar-16	Mar-17	Mar-18	Mar-19	0:00
Vacation									0:00
Sick									0:00
Personal									0:00
Holiday									0:00
Bereave									0:00
Unpd Leave									0:00
Jury Duty									0:00
Summary									0:00

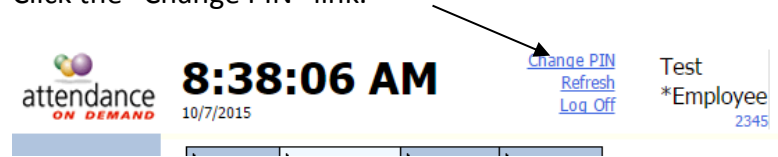
Area	Description
Worksheet	Displays worked and time off hours by day
Period Totals	Displays all hours accumulated for the period being viewed
Benefit Balances	Displays the starting and ending balances for the pay period being viewed



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Changing Your PIN Number

Click the “Change PIN” link.



Key in your new PIN number in both boxes, and then click “Ok.” The next time you log onto Attendance on Demand, the new PIN number must be used.

Enter New PIN Number

Enter new PIN Number

Type in your new PIN number. Please use only digits.

Enter PIN Number Again

Enter the same PIN number again for verification.