



ARCHDIOCESE OF CHICAGO

Attendance on Demand Supervisor Guide

Open an internet browser window and go to the following address:
<https://archchicago.attendanceondemand.com/operator>

Logging Into Attendance on Demand

Never share your login with anyone else!

Enter the User Name and Password. Then click the Log In button.

Authentication Required ×

The server <https://archchicago.attendanceondemand.com> requires a username and password. The server says: archchicago.attendanceondemand.com.

User Name:

Password:

NOTE: The Back button has been disabled in all browsers and will not work if used.



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Operations — My Timesheet

Reference the AoD ESS Guide for more information.

Supervisors

Supervisor Browser Profile

My Employees

- ▶ Hours by Employee - Current
- ▶ Hours by Employee - Previous
- ▶ Unapproved Timesheets

Interactive Summaries

- ▶ Department Hours
- ▶ Accounting Unit Hours
- ▶ Active Employees
- ▶ Terminated Employees
- ▶ Benefit Balances

Operations

- ▶ My Profile
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Other Supervisors

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Clear

My Timesheet

10:59:33 AM [Change PIN](#) Tester
[Refresh](#) Testee
[Log Off](#) 789

3/17/2016

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
Archbishop's Office	Amate House		7:00	7:00						7:00
Summary			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
Vacation					7:00	7:00	7:00			
Sick										
Personal										
Holiday										
Bereave										
Unpd Leave										
Jury Duty										
Summaries										
		REG	7:00	REG	7:00	VAC	7:00	VAC	7:00	VAC
										REG 7:0

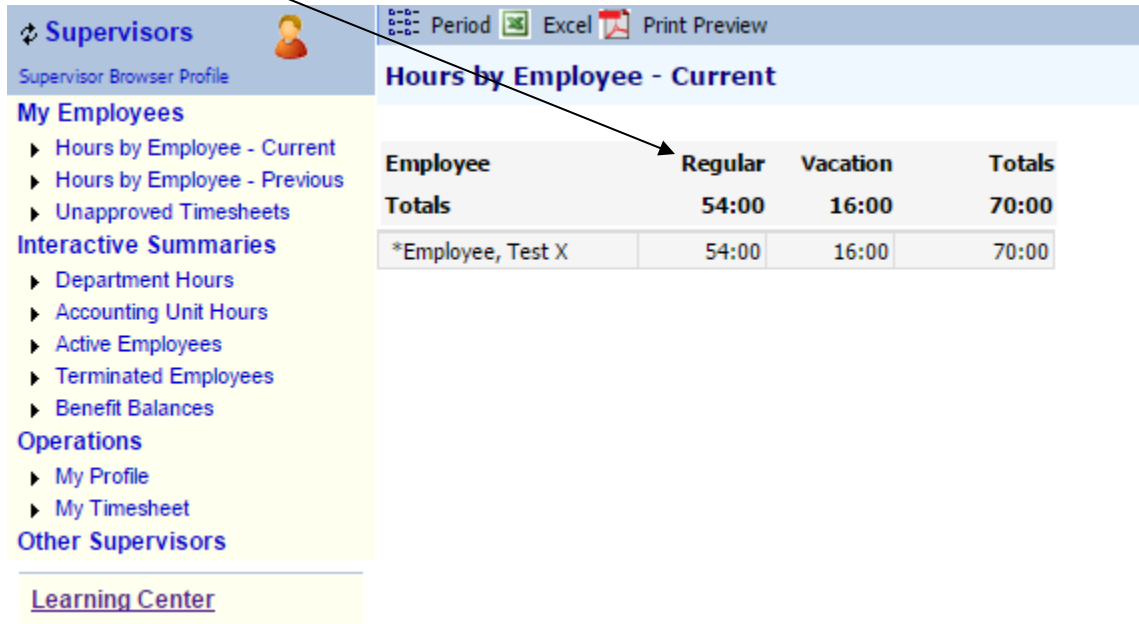
Period Totals
Benefit Balances

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

My Employees – Hours by Employee - Current & Previous Pay Period

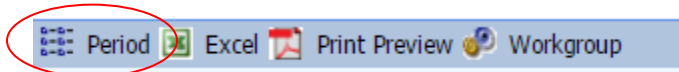
These menu options will display current pay period or previous pay period hours by each employee.

Click on the column header resort.



Employee	Regular	Vacation	Totals
Totals	54:00	16:00	70:00
*Employee, Test X	54:00	16:00	70:00

Click the Period button to view a different timeframe.



Select Time Period

Period Current Year ▼

Choose the encompassing time period. If your desired selection is not available, select "Custom" and enter the dates below.

Custom Date From ▼

Enter the earliest date encompassing the information. Applies only when "Custom" is selected above.

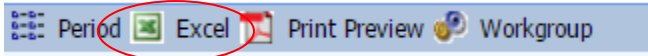
Custom Date To ▼

Enter the latest date encompassing the information. Applies only when "Custom" is selected above.

Click the Excel button to push the data into a spreadsheet.



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Hours by Employee - Current (1) [Pro

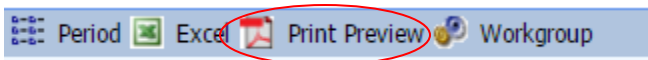
File Home Insert Page Layout Formulas Data Review View

Protected View This file originated from an Internet location and might be unsafe. Click for m

A1 fx Employee

	A	B	C	D	E
1	Employee	Regular	Vacation	Totals	
2	*Employee, Test X	54.00	16.00	70.00	
3					
4					
5					
6					
7					
8					
9					

Click the Print Preview button to push the data into a PDF.



Hours by Employee - Current

Sun Mar-20 16 to Sat Apr-02 16

Employee	Regular	vacation	Totals
Totals	54:00	16:00	70:00
*Employee, Test X	54:00	16:00	70:00



Click on the employee name to drill down to the employee Worksheet.

Supervisors Supervisor Browser Profile

Period Excel Print Preview

Hours by Employee - Current

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Employee	Regular	Vacation	Totals
Totals	54:00	16:00	70:00
Employee, Test X	54:00	16:00	70:00

Viewing the Worksheet

Click the Worksheet tab. Use the drop downs at the top of the Worksheet to view the Current or Previous Pay Periods. To add hours, click in the cell and enter the amount in hours and minutes.

Pages Pay Periods Time Card Department Print Preview

Testee, Tester (Archbishop's Office)

[Approve 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	Thu Mar-17	Fri Mar-18	Sat Mar-19
Archbishop's Office	Amate House		7:00	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	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	Thu 17	Fri 18	Sat 19
Vacation					7:00	7:00	7:00								
Sick															
Personal															
Holiday															
Bereave															
Unpd Leave															
Jury Duty															
Summaries			PD/Amount REG 7:00	PD/Amount REG 7:00	PD/Amount VAC 7:00	PD/Amount VAC 7:00	PD/Amount VAC 7:00	PD/Amount VAC 7:00			PD/Amount REG 7:00	PD/Amount REG 7:00	PD/Amount REG 7:00	PD/Amount REG 7:00	PD/Amount REG 7:00

Pay Desig.	Hours
Regular	42:00
Vacation	21:00
Totals	63:00



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The Print Preview displays the Time Card Report for the period being viewed.

Pages Time Card Pay Periods Current Period *Employee, Test X Next Empl. Time Card Normal Department 10110 Arch **Print Preview**

Time Card Report For Print Preview

Current Period (Sun Mar-06 16 to Sat Mar-19 16)

Testee, Tester

Employee	ID Number		Badge		Pay Class			
Testee, Tester	789		789		Hourly + Stipend			
Accounting Uni	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
	Mar-6	Mar-7	Mar-8	Mar-9	Mar-10	Mar-11	Mar-12	
Amate House		7:00	7:00	7:00	7:00	7:00		35:00
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	7:00		35:00
	Mar-13	Mar-14	Mar-15	Mar-16	Mar-17	Mar-18	Mar-19	
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

Pay Desig.	Accounting Unit	Hours
Regular	Amate House	63:00
Totals		63:00

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

Pay Desig.	Hours
Regular	63:00
Totals	63:00

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

Date	Type	Vacation	Sick	Personal
Sun Mar-06 16	Starting Balance	120:00	8:00	0:00
Sun Mar-20 16	Ending Balance	120:00	8:00	0:00



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Approve and Sign off on Employee Hours

At the end of each pay period, review each time card to make sure that all information is complete.

Remember - do this only at the end of a pay period when you agree that all information is correct and complete.

Click on the Details Tab and then click on Time Card Not Yet Approved.

Pages Time Card Pay Periods Current Period Prev. Empl. Stump, Becca E

Stump, Becca E (Archbishop's Office)

Worksheet Detail

Last Name	First Name	ID	Location	Department
Stump	Becca	1234	Archbishop's Office	Archbishop's Residence

Date	Schedule Start	Schedule End	Punches		Hours	D
			In	Out		
Su Feb-7						
Mo Feb-8			8:00a	3:00p	7:00	At
Tu Feb-9			8:00a	3:00p	7:00	At
We Feb-10				Vacation	7:00	
Th Feb-11			8:00a	3:00p	7:00	At
Fr Feb-12						
Sa Feb-13						
Su Feb-14						
Mo Feb-15						
Tu Feb-16						
We Feb-17						
Th Feb-18						
Fr Feb-19						
Sa Feb-20						

Time Card Not Yet Approved

Time Card Approved will now be displayed.

Time Card Approved



Canceling Previously Approved Time

On the Details Tab, click the double down arrow on the first day of the pay period.

The screenshot shows the 'Details' tab for an employee named Test. The interface includes a navigation menu on the left and a main data table. The table has columns for Last Name, First Name, ID, Location, Department, Supervisor, Division, Hired, and Pay Class. Below this is a detailed schedule table with columns for Date, Schedule (Start/End), Punches (In/Out), Hours, Department, Workgroups (From/To), Hours, Exceptions, and Details. A double-down arrow icon is visible in the 'Hours' column for the date Feb-21.

Click on the red X next to **ESSUSER EMP AUTH** to cancel the **Employee's** authorization.
 Click on the red X next to **USER AUTHORIZED** to cancel the **Supervisor's** authorization.

This screenshot shows the same interface as the previous one, but with two red X icons highlighted. One red X is next to the text 'ESSUSER EMP AUTH PERIOD BEGINNING Sun Feb-21 16' and the other is next to 'USER AUTHORIZED PERIOD BEGINNING Sun Feb-21 16'. Both are located in the 'Details' column of the schedule table.



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Employee Daily Operations – Unapproved Employee

This menu option will display Unapproved Employee Hours for the previous pay period.

Not Authorized = 1

Authorized = Blank

ATH – Authorized by Supervisor

EAH – Authorized by Employee

Click on the column header resort.

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Period Excel Print Preview

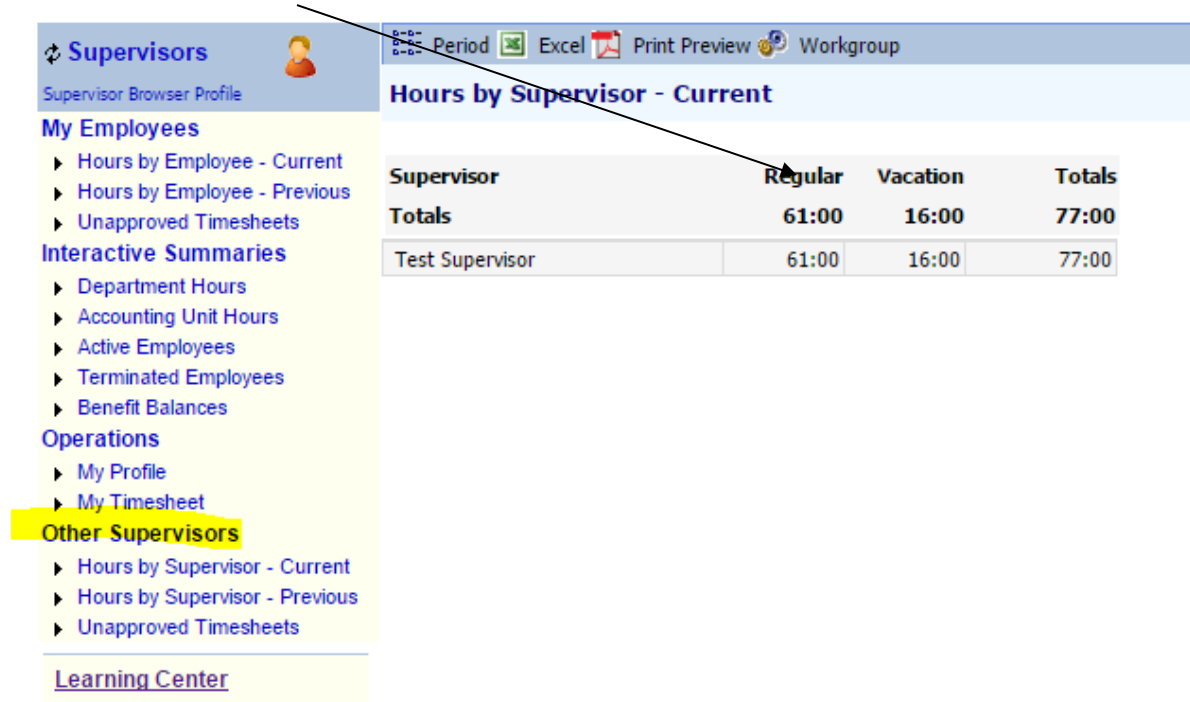
Unapproved Timesheets

Employee	ATH	EAH
*Employee, Test X	1	1

Other Supervisors – Hours by Supervisor Current & Previous Pay Periods

These menu options will display current pay period or previous pay period hours by each supervisor.

Click on the column header resort.



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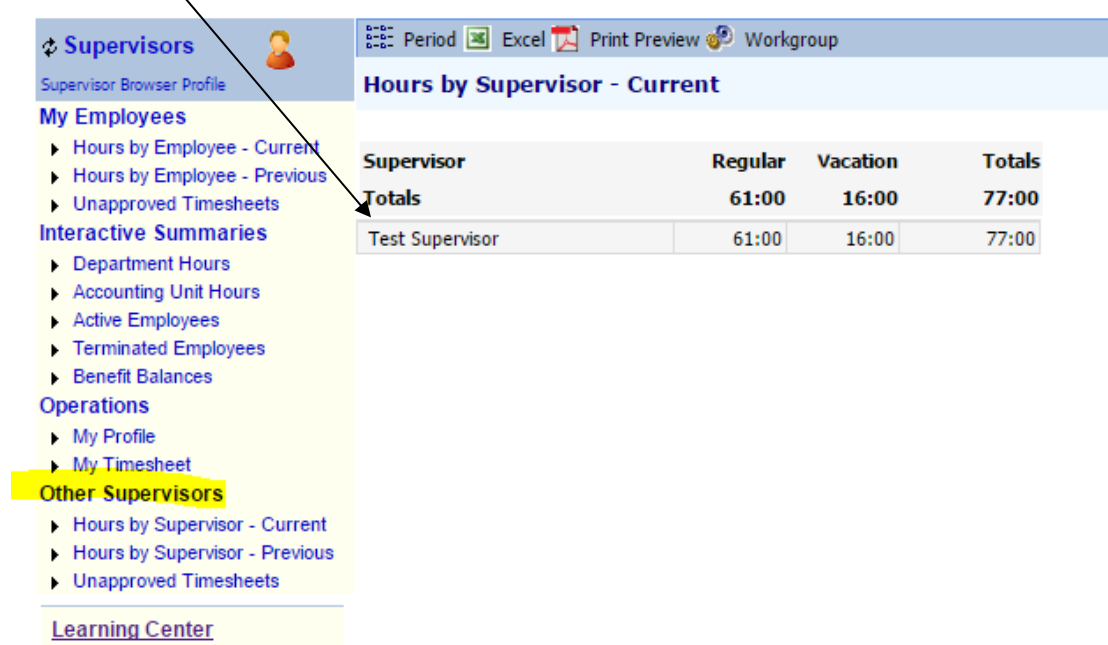
[Learning Center](#)

Period Excel Print Preview Workgroup

Hours by Supervisor - Current

Supervisor	Regular	Vacation	Totals
Totals	61:00	16:00	77:00
Test Supervisor	61:00	16:00	77:00

Click on the supervisor name to drill down to the employees assigned to supervisor.



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Supervisor Browser Profile

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- Hours by Supervisor - Previous
- Unapproved Timesheets

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Period Excel Print Preview Workgroup

Hours by Supervisor - Current


Supervisor	Regular	Vacation	Totals
Totals	61:00	16:00	77:00
Test Supervisor	61:00	16:00	77:00



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Operations – My Profile – Changing your Password

Click on The Change link for Password.

Supervisors  [Print Screen](#)

My Profile

USER (B4Time User)

[Basic](#) | [Preferences](#) | [Private WG Sets](#) | [Adj. Pattern](#) | [Recent Adjs.](#)

General	Operator's Name B4Time User	Change
	eMail Address rebeccac@b4time.com	
	Account Code USER	
	Browser Profile Supervisor Browser Profile	
	User Group System Administrators	
Login	Domain Account No Domain Account!	
Password	Password Click <i>Change</i> to change password.	Change
	Last Changed None	

[Learning Center](#)

Access Account Change Password

Password

Enter account password.

Repeat Password

Enter account password again.

eMail new Password to Operator

eMail this operator's new password. Note: The password is transmitted in clear text (not encrypted).