City of Alameda

ExecuTime
Employee Time Entry

Access ExecuTime

1. Navigate to ExecuTime Using the URL - https://alamedaca.executime.com/ExecuTime/

2. Log in to the application
   - Username: Employee ID #
   - Password: Employee ID #
   - If you do not know your employee ID number contact Human Resources at 510-747-4900.

Menu Overview

Time Card Inquiry- Overview of all time keeping current and historical. Review your current and past time keeping transactions.

Timesheet Entry – Enter and edit time; time must be entered according to the payroll calendar.

Time Summary- A detailed breakdown of the total hours collected in current and previous pay periods, as well as the overall history.

Benefits Summary- A view of balances for all available Benefit Time (Vacation, Sick, Holiday, Comp Time, etc.). View Approved, Pending, Declined requests and a full history of any Time-Off Requests.

Benefits Calendar- A calendar view of any submitted and approved Time-Off requests.

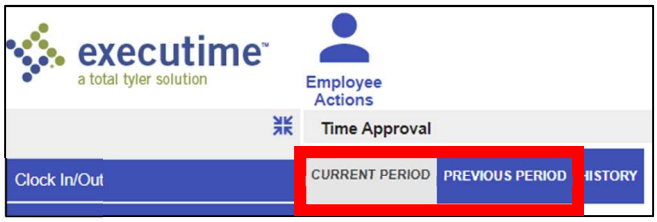
Time-Off Request- Create, submit, and review Time-Off requests.

Time Approval- Review and approve your timesheet for the current pay period. View previous pay period time records and approvals.

EMPLOYEE TIME ENTRY

Before you begin make sure you are in the correct pay period.

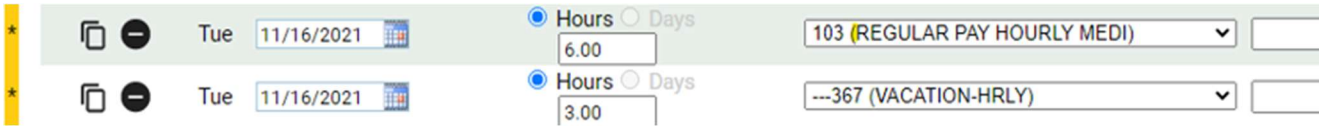
IMPORTANT: When entering and approving your time, you must select the appropriate time period (Current Period or Previous Period) before submitting. **The greyed section is the time period you are viewing.**



While on the Time Entry screen you can see the pay period in which you are in listed at the top of the page.

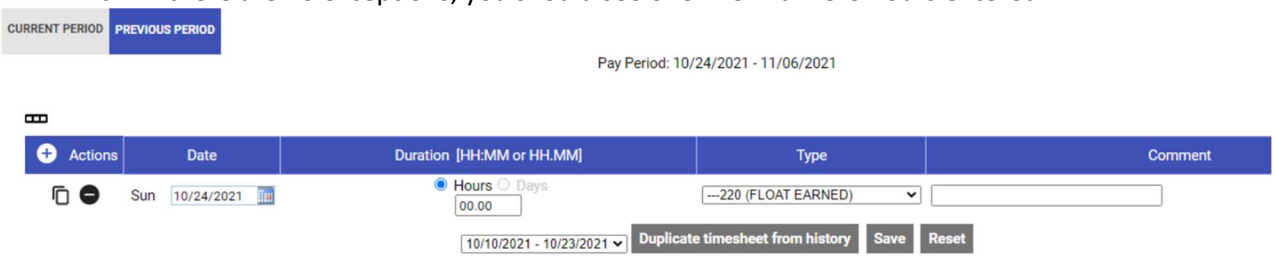
Step 1: Go to Timesheet Entry

- **Navigate to the time entry screen by selecting "Timesheet Entry" from the menu on the left of the screen.**
- **NON-EXEMPT (HOURLY) EMPLOYEES**
  - The time entry screen should default to your regular schedule and should populate with your regularly scheduled time and any approved Time-Off requests
  - If you have changes to your regular schedule, enter the changes to your hours (B below); if you need another line for the day, to enter standby or leave for example, use the + at the top of the screen (A below) to add a row and select the pay code you are using (C below).
  - To enter **overtime**, simply change the total hours worked (B below) and ExecuTime will automatically separate it out (See Time Card Inquiry screen for the separation).
  - If you have multiple pay codes, they will need to be split into separate lines (See Tuesday 11/16 in the screenshot below)
  - Once you have entered your time and made any necessary changes, **select "Save" and continue to Step 2**.

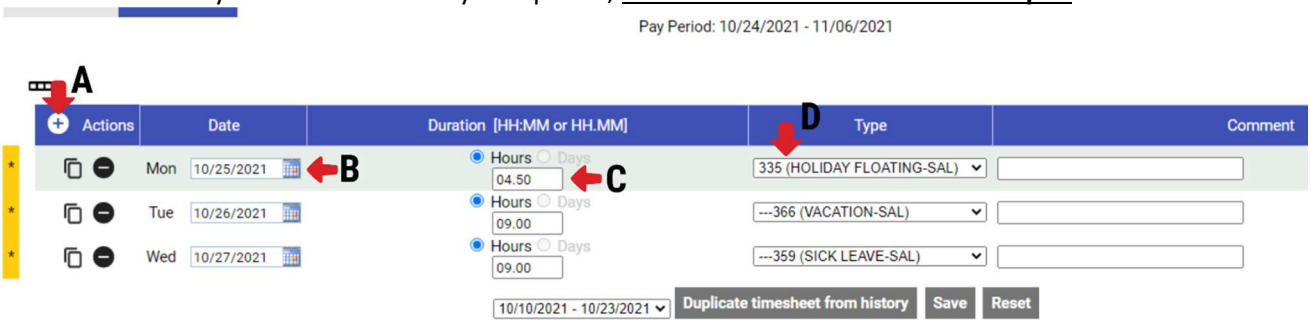


Created 10/26/2021
Last Updated 12/19/2021

- **<u>EXEMPT (SALARY) EMPLOYEES</u>**
  - As an exempt employee you will enter only exceptions like vacation, sick or Holiday time.
  - If there are no exceptions, you should see one line with zero hours entered.

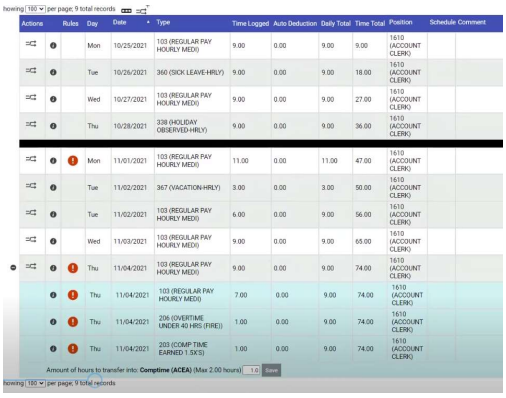


  - If you have exceptions to enter, use the + at the top of the screen (A below) to enter a new line; change the date (B below) enter the hours for the exception (C Below) and the pay code (D Below, for example sick or floating holiday.
  - Once you have entered any exceptions, **<u>select "Save" and continue to Step 3.</u>**



<u>Step 2:</u> Go to Time Card Inquiry (Convert Overtime to Comp Time)

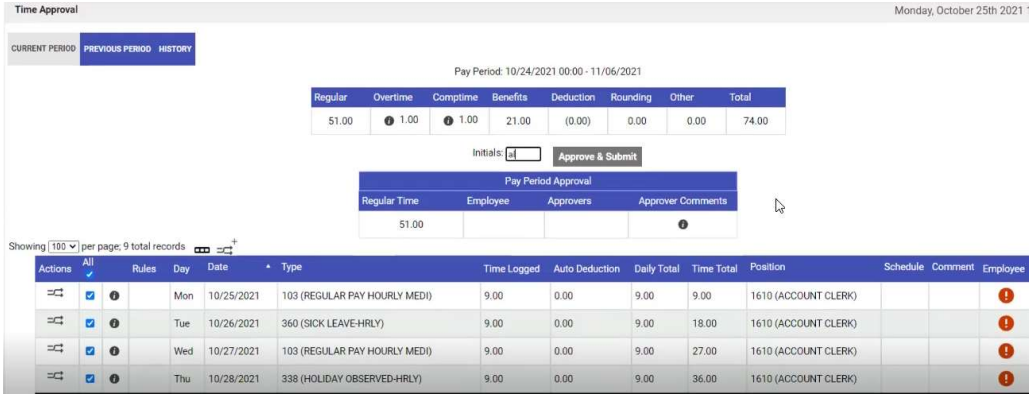
- If you are Exempt (Salary) or do not have overtime this pay period **<u>skip to step 3</u>**. This is only used if you have overtime or comp time.
- To convert overtime to comp time navigate to "Time Card Inquiry" screen from the menu on the left.
- At the bottom of the screen you will see "Amount of hours to transfer into: Comptime (BU) (Max __ hours). In the box next to this sentence enter the number of hours you would like to convert to comp time.
- Save and continue to step 3.



<u>Step 3:</u> Time Approval (Submit your Time Entry)

- Navigate to the time approval screen by selecting "Time Approval" from the menu on the left of the screen.
- Make sure you are in the correct pay period (Current vs. Previous Period)
- Verify your time entry is correct.

- Note that any vacation, sick, or holiday time entered will show in the “Benefits” section of the summary at the top of the page.
- Note for Exempt (Salary) employees your “Regular” hours will show 0.00.
- **<u>Enter your initials, then click Approve & Submit</u>**
- Once approved and submitted, your Supervisor will be notified that they need to approve the time card.



- When successfully submitted, you should see green check marks in the employee column.

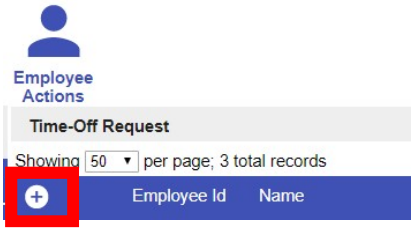
<u>Remember completing and submitting your timecard is a two-step process. You must Enter your time on the Timesheet Entry page, and the go to Time Approval to Approve & Submit!</u>

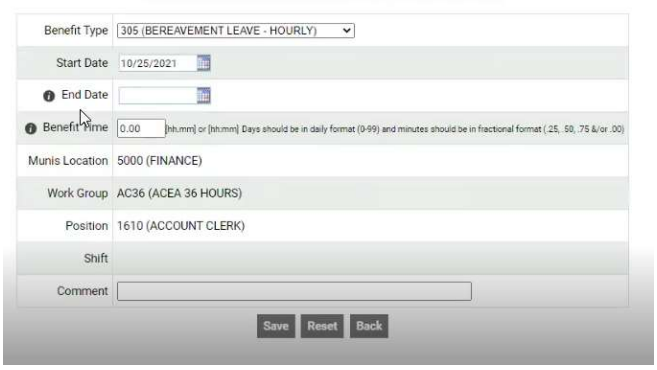
Employee Time-Off Request

Before submitting a time-off request, check with your Supervisor to determine if your department is implementing this feature.

To submit a Time-Off Request:

1. Navigate to Time-Off Request screen from the menu on the left.
2. Click the plus (+) button to add a new request
3. Fill in request information including:
    a. Benefit Type (vacation, floating holiday, etc.)
    b. Start Date (the first day of leave)
    c. End Date (the last day of leave)
    d. Benefit Time (your daily hourly schedule ex: 9.00 – not the total hours you will use, the system will calculate this time.
    e. Comments (if applicable)
4. Click Save
    a. This request will then be routed to your supervisor for approval
    b. Time-Off Request will automatically be added to your time sheet once approved.
        i. **Note:** A duplicate row may be added when this happens so double check your time sheet for this day.
    c. This request will show up on your Benefits Calendar as red until it is approved at which time it will show green





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2022
CITY OF ALAMEDA
EMPLOYEE PAYROLL CALENDAR

PAY PERIOD			HOLIDAY	TIME ENTRY DUE: MONDAY 10 AM (except as highlighted)	PAY DATE
	BEGINS	ENDS			
1	12/19/2021	1/1/2022	12/24/2021 & 12/31/2021	WEDNESDAY 12/22/2021	1/7/2022
2	1/2/2022	1/15/2022		WEDENSDAY 1/12/2022	1/21/2022
3	1/16/2022	1/29/2022	1/17/2022	1/31/2022	2/4/2022
4	1/30/2022	2/12/2022		2/14/2022	2/18/2022
5	2/13/2022	2/26/2022	2/21/2022	2/28/2022	3/4/2022
6	2/27/2022	3/12/2022		3/14/2022	3/18/2022
7	3/13/2022	3/26/2022		3/28/2022	4/1/2022
8	3/27/2022	4/9/2022		4/11/2022	4/15/2022
9	4/10/2022	4/23/2022		4/25/2022	4/29/2022
10	4/24/2022	5/7/2022		5/9/2022	5/13/2022
11	5/8/2022	5/21/2022		5/23/2022	5/27/2022
12	5/22/2022	6/4/2022	5/30/2022	6/6/2022	6/10/2022
13	6/5/2022	6/18/2022		6/20/2022	6/24/2022
14	6/19/2022	7/2/2022		THURSDAY 6/30/2022	7/8/2022
15	7/3/2022	7/16/2022	7/4/2022	7/18/2022	7/22/2022
16	7/17/2022	7/30/2022		8/1/2022	8/5/2022
17	7/31/2022	8/13/2022		8/15/2022	8/19/2022
18	8/14/2022	8/27/2022		8/29/2022	9/2/2022
19	8/28/2022	9/10/2022	9/5/2022	9/12/2022	9/16/2022
20	9/11/2022	9/24/2022		9/26/2022	9/30/2022
21	9/25/2022	10/8/2022		10/10/2022	10/14/2022
22	10/9/2022	10/22/2022		10/24/2022	10/28/2022
23	10/23/2022	11/5/2022		11/7/2022	11/11/2022
24	11/6/2022	11/19/2022	11/11/2022	11/21/2022	11/25/2022
25	11/20/2022	12/3/2022	11/24/2022 & 11/25/2022	12/5/2022	12/9/2022
26	12/4/2022	12/17/2022		12/19/2022	12/23/2022
	12/18/2022	12/31/2022	12/26/2022	1/2/2023	1/6/2023

* PLEASE NOTE THAT THE DATES ABOVE MAY CHANGE DUE TO HOLIDAYS OR UNFORSEEN EMERGENCY AND THAT THERE ARE 26 PAY PERIODS AND 26 PAY DATES.