

## API COMPUTER LOGIN

### **On Campus and Off Campus: etime**

[https://etime.utoledo.edu/APIHC/TASS/WebPortal/APIHealthcare\\_Live/Default.aspx](https://etime.utoledo.edu/APIHC/TASS/WebPortal/APIHealthcare_Live/Default.aspx)

### **On Campus: eschedule**

<http://apiweb1/LaborWorkx/Login.aspx>

To login use your **UTAD name**: example: pwillard

Password: your UTAD password

### **QUICK BADGE**

The 2<sup>nd</sup> icon at the top is called “quick badge”, use the mouse to click on the icon, click save and you have registered your punch into the API system. You can not alter the punch time, it is based on the time on the server. Should you need to enter a special code you may choose the code from the listing on the right side, you may enter up to 5 special codes per clocking. If you are not working in your home department you will need to enter an alternate cost center, click in the department box and type in the cost center or choose from the drop down box.

### **NON-PRODUCTIVE TIME EG: VACATION**

To enter a non productive time request for time away or a clocking request for a missed punch:

- click the 3<sup>rd</sup> icon at the top labeled “employee”
- on the left side under “Employee Actions” click “Add Calendar”

For “adding a calendar” you will need to enter 4 items of information:

- 1) Date of request eg: 10-09-08
- 2) Time the pay should start eg:0700
- 3) Type of pay requested eg: vacation used
- 4) Number of hours for the day eg:8.00

Click save at the bottom of the box which looks like a diskette, to save your request to the system for payment on your time cards.

### **PRODUCTIVE TIME-CLOCKINGS**

To enter in a missed clocking do the same steps as for entering in vacation time except use “add clocking” and just enter in the date and time that was missed.

## **API Employee Self Service**

It is the **responsibility** of each employee to verify the hours worked on their time card along with requested paid time off for each pay period no later than the Monday following a payday. This verification must be completed before your department approves the time card and submits your time card to the payroll office.

This review process will insure that your payroll check will be processed for the correct number of hours each pay period. If there are any corrections that need to be made to the time card you must contact your department supervisor by Monday at 5:00 PM.

### **SWIPE SYSTEM**

You can access your time card at the time clock reader using the self service function with the following steps:

1. Touch Employee Information Button\
2. Swipe your badge
3. Select "more options"
4. "employee information"
5. Enter PIN Number ( Your first login the PIN number is your birth month and birth date)
6. You are required to enter a new PIN number ( 4 numbers) and then confirm the number by retyping it.
7. Touch the employee icon at the top of the screen.
8. Touch transactions icon to review all your punches made each day.
9. Touch pay distributions to review the total hours by pay code to be submitted to payroll.
10. Touch benefit balance icon to review your sick, vacation, personal and comp time.

### **SPECIAL CODES EG: IA, WOC**

- swipe badge
- select "Productive time"
- select code to be used for that time
- touch "finish"
- "complete entry" to submit entry

### **DEPARTMENT CHARGE**

- swipe badge
- select "productive time"
- "next" (unless code is needed for timeframe)
- touch department along side panel to charge or enter in dept with keypad
- "finish"
- "complete entry"

### **QUICK CODES- EG: HAVING MORE THAN ONE JOB WITH 2 DIFFERENT DEPT**

- swipe
- select "productive time"
- "next"
- touch the "quick code" box -on the right side select the ALT 1 ( this is the second position-for employees that have more than 1 position-even if charged to the same dept.)
- "finish"
- "complete entry"