Telephony User Information

*WISCONSIN YOUTH-6101- **Dane***

Time & Labor Management

- Call into your company's designated telephony phone number, 866-257-7003
- Follow the prompts
  1. "You have reached the time and attendance reporting line. Please enter your employee ID followed by the # key".
     - Enter your employee ID as it is in Orbit.
  2. "Press 1 for a Punch in. Press 2 for a punch out"
  3. "Please enter you cost center followed by the # key".
     - This will be your region, position, program type worked = one digit #
     - Dane/ 5010-Program Staff /101- After School = 1
  4. "Please enter you cost center followed by the # key".
     - This will be your site
     - 100-Crestwood
  5. "Your punch (in/out) was recorded at (time). Thank you for calling, good bye."

Location/Department Listing

Cost Full Name	
Dane/5010 - Program Staff/101 - After School	1
Dane/5010 - Program Staff/103 - Before School	2
Dane/5010 - Program Staff/104 - Training	3
Dane/5010 - Program Staff/120 - All Day Program	4
Dane/5050 - Site Supervisor/101 - After School	5
Dane/5050 - Site Supervisor/103 - Before School	6
Dane/5050 - Site Supervisor/104 - Training	7
Dane/5050 - Site Supervisor/109 - Admin	8
Dane/5050 - Site Supervisor/120 - All Day Program	9

Program Listing

Cost Full Name	Id
001 - WYC	001
100 - CRESTWOOD	100
101 - EAGLE	101
102 - FRANKLIN	102
104 - LEOPOLD	104
106 - EPNC	106
107 - MUIR	107
108 - RANDALL	108
109 - SHOREWOOD	109
110 - STEPHENS	110
111 - THOREAU	111
112 - VAN HISE	112
114 - CHAVEZ	114
140 - WAUBESA	140
141 - ELVEHJEM	141
150 - ELM LAWN	150
151 - WEST MIDDLETON	151
160 - MT. HOREB	160
170 - FOX PRAIRIE	170
172 - SANDHILL	172
190 - HERITAGE	190
191 - PRAIRIE	191
192 - ABRORETUM	192
500 - DANE	500

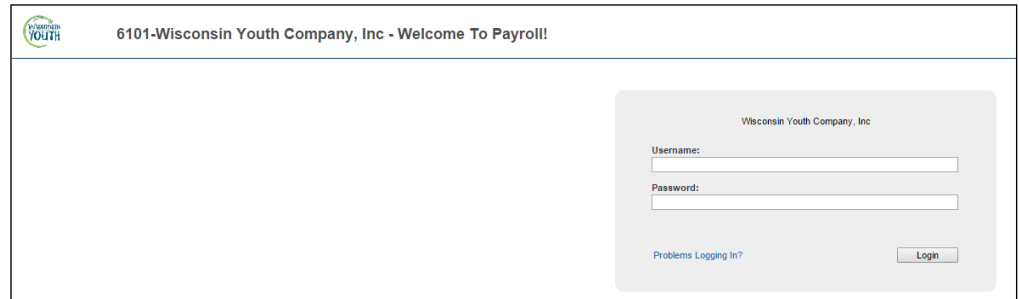# Orbit Labor, Payroll & HR – Employee Tasks (ESS)

Contents

General Information

Disclaimer

The Orbit platform is a very robust system that allows a company to use as many or very few features as they feel are necessary for their business. This guide provides you with the full list of features, however, your company's business needs may prohibit you from seeing some items in your actual ESS portal. Please note, there are several ways to complete processes or functions in the system, including using your Quick Links on your Dashboard (first screen). This guide usually only provides one method. Your trainer may provide additional instructions not in this guide.

Login to the System

- ❑ Ideally, your Company Administrator will forward you the direct link to your site. The instructions below are for accessing the site from the generic login screen.
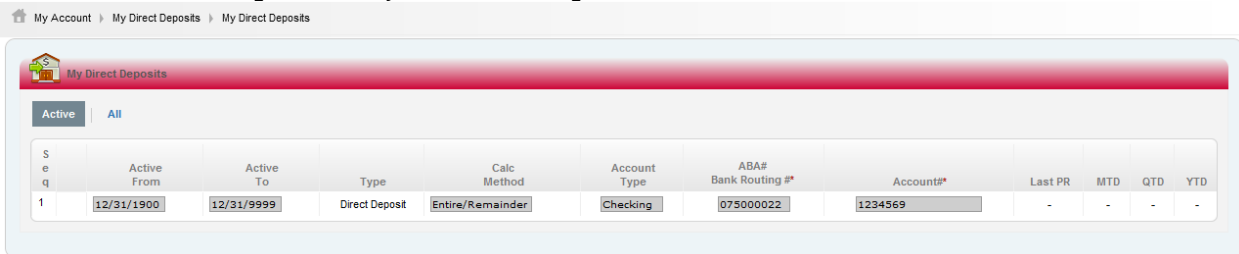- ❑ Log into Orbit. https://secure.timesheetplus.net/ta/6101.login?rnd=HTB

- ❑ Enter your User Name: FirstInitialLastName
- ❑ Enter your Password: Last 4 digits of your SS#
    - o The system will prompt you to change your password on your 1st Login.
    - o The new Password must be at least 6 digits
    - o If it does not, you should go to: My Account > My Settings and change your password.

	6101-Wisconsin Youth Company, Inc - Welcome To Payroll!
	Wisconsin Youth Company, Inc
	Username:
	Password:
	Problems Logging In? Login

My Account

My Direct Deposit

- ❑ You can view your direct deposit banking information, if your company has this feature turned on.
- ❑ After you have logged into Orbit Payroll, Click on My Account > My Direct Deposit
- ❑ All of your direct deposits will be listed in the order in which they will be processed. This will also give you a running total of the amount sent to each account. (your banking routing –ABA- and account numbers will be displayed)
- ❑ You cannot make updates to your direct deposit information online, at this time.

🏠 My Account ▶ My Direct Deposits ▶ My Direct Deposits

My Direct Deposits

Active | All

Seq	Active From	Active To	Type	Calc Method	Account Type	ABA# Bank Routing #*	Account#*	Last PR	MTD	QTD	YTD
1	12/31/1900	12/31/9999	Direct Deposit	Entire/Remainder	Checking	075000022	1234569	-	-	-	-

My Forms (W-2)

- ❑ You can view your annual W-2 online, for any year that has been processed in the system, if you company has this feature enabled.
- ❑ After you have logged into Orbit Payroll, Click on My Account > My Forms > W-2
- ❑ You will be presented with your basic W-2 information by year.

- ❑ To see the detailed, and printable version of your W2, Click on the 🔍 icon to the left of the year you want to view

My Learning

- ❑ Here you will find downloadable how to videos and documentation regarding using and navigating in the system.

My Pay Statement

- ❑ After you have logged into Orbit Payroll, Click on My Account > My Pay Statements
- ❑ You will be presented with a listing of your pay statements.
- ❑ General information about each pay statement will display on the screen for a quick view

- ❑ To see the detailed version of your pay statement, Click on the 🔍 icon on the far left

❑ Once the preview is opened, you will have the option to download the pay statement to a PDF

My Profile

❑ You can view your basic employee & Payroll information, if your company as enabled this feature
❑ After you have logged into Orbit Payroll , Click on My Account > My Profile
❑ You will be presented with your basic information your company has chosen to store & display
❑ The Main tab includes your basic employee & HR information

❑ The Payroll tab includes your basic payroll information (Scheduled earnings & Deductions)

My Schedule

❑ If your company has opted to use work schedules, you will be able to see your current, future and/or past work schedules.
❑ My Account > My Schedule
❑ Using the date range selections at the top of the screen, you will be able to see your work schedules in a bar graph form.
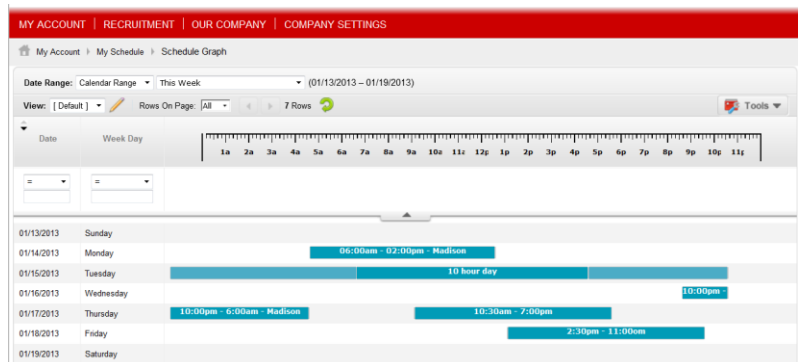
My Settings (Changing your Password)

❑ If you feel your password has been compromised, you may change it at any time by going to: My Account > My Settings > Change Password.

- You will be asked to validate your current password and enter your new password two times.
- Then, click Change Password at the bottom to complete the transaction.
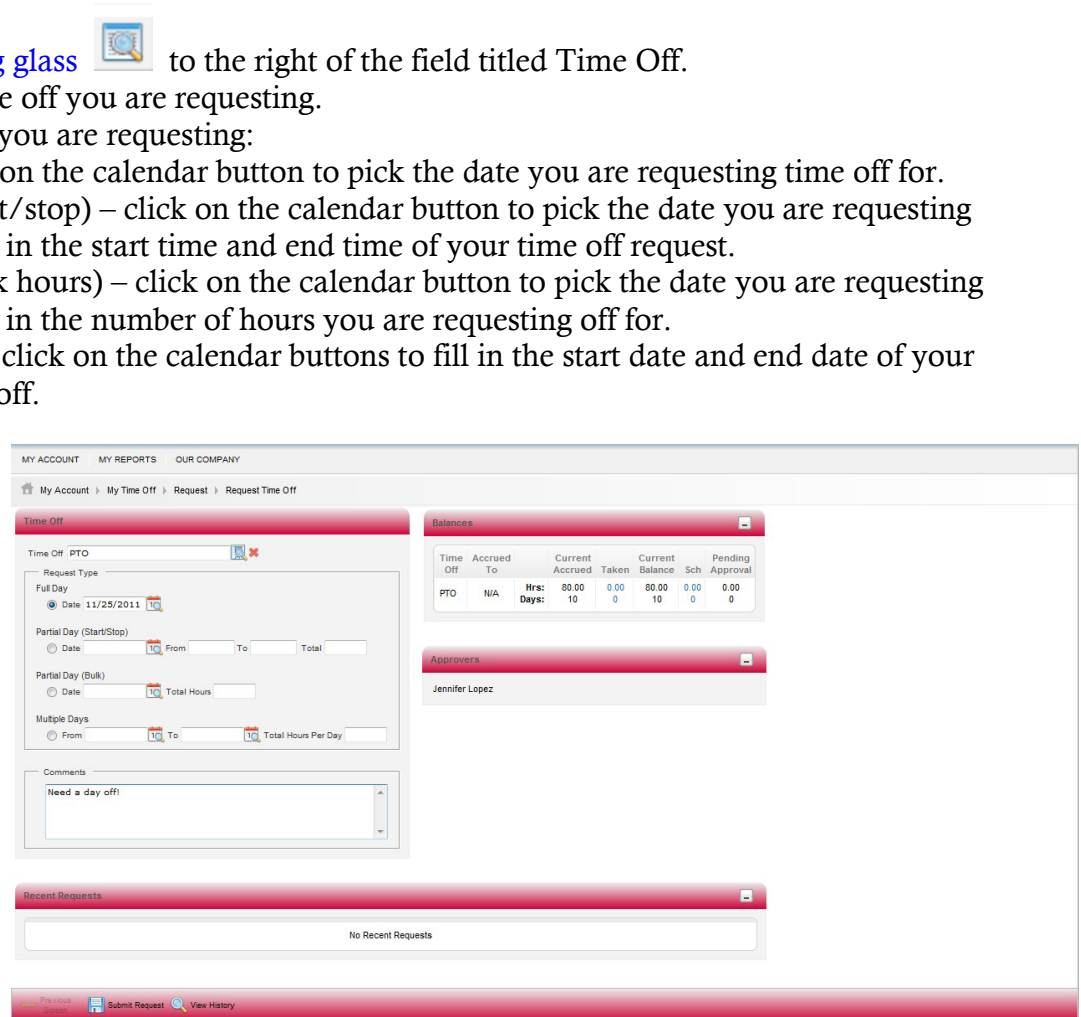
My Tax information

- You can view your federal, state and local tax filing status and allowances, as well as Historical totals, if your company has this feature turned on.
- After you have logged into Orbit Payroll, Click on My Account > My Tax Information

Labor (Timekeeping) Information:

My Time Off

Request

- Click on the magnifying glass [🔍] to the right of the field titled Time Off.
- Click on the type of time off you are requesting.
- Select what time frame you are requesting:
    - o Full Day – click on the calendar button to pick the date you are requesting time off for.
    - o Partial Day (start/stop) – click on the calendar button to pick the date you are requesting time off for. Fill in the start time and end time of your time off request.
    - o Partial Day (bulk hours) – click on the calendar button to pick the date you are requesting time off for. Fill in the number of hours you are requesting off for.
    - o Multiple Days – click on the calendar buttons to fill in the start date and end date of your request for time off.
- In the comment section, fill in your reason for the request for time off.
- Click the Submit Request button in the lower left-hand corner of your screen.
- An email will be generated to your time off approver notifying them that you have put in a request. Your time off approver will log into the system at their earliest convenience and either approve or reject your request.

- Whether your request is approved or denied, you will be notified via email with the decision.
- You also have the opportunity to rescind your request before it is approved or rejected. If you no longer need that time off you may click the Red X in front of the request that now appears on the lower half of your screen under Pending Requests.
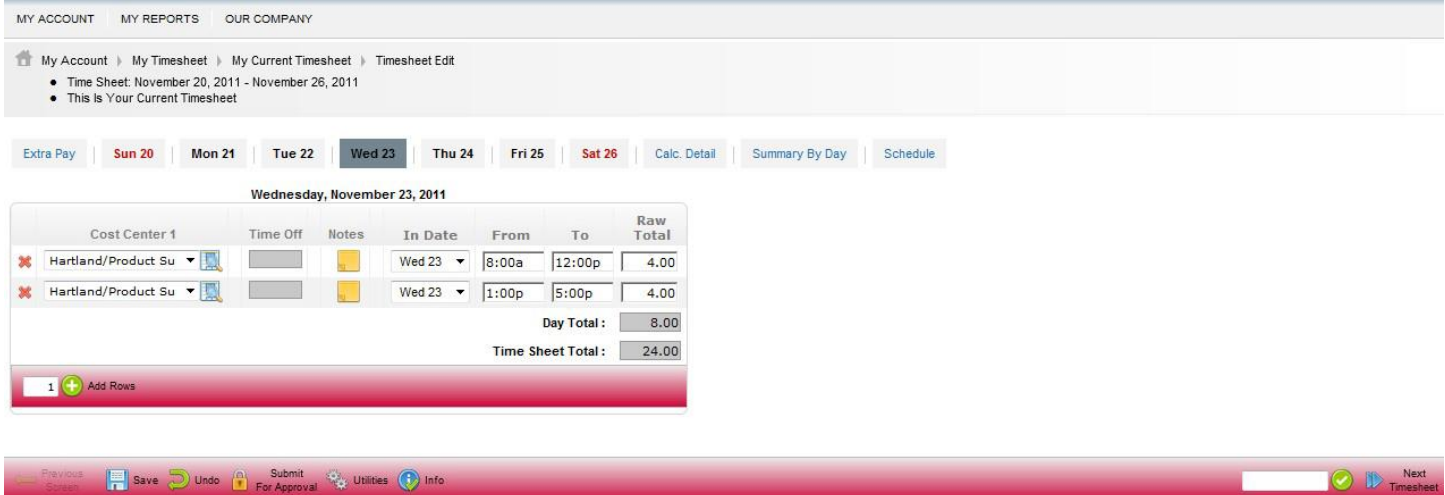
My Time Sheet

There are 3 main types of time sheets you may be assigned to. Your company administrator or managers will advise you as to which you will be using, or if your companies set up varies from the standard

Start/Stop Timesheet (Allows you to Edit your own time or clock in/out)
- ❑ Log into Orbit Labor.   Your timesheet should be the first screen that loads.
    - o If not, click on My Account -> My Current Timesheet.
- ❑ In the first From box, type in your arrival time. (Ex. 8:00a for 8:00 AM) (or if you have clock in & clock out buttons, you can use those)
- ❑ In the first To box, type in your out time for lunch. (Ex. 12:00p for 12:00 PM)
- ❑ In the second From box, type in your return time from lunch. (Ex. 1:00p for 1:00 PM)
- ❑ In the second To box, type in your departing time. (Ex. 5:00p for 5:00PM)
- ❑ NOTE: If you don't have to punch for lunch, the in/out times for the day will all be done on the first line!
- ❑ You will have to SAVE your timesheet! The save button is found in the lower left-hand corner of the screen.
- ❑ If you type a note onto your timesheet, you will need to save the note and then save the timesheet by clicking on the Save button in the lower left-hand corner of your screen.

Changing Jobs/Departments
- ❑ Option 1
    - o Click on the Change Cost Center button (between the clock in & clock out buttons).
    - o You will be prompted to enter the new job/department.
    - o Hit Save before closing out.
    - o When using this Button you will automatically clocked into the new cost center (and out of of the prior one, if already clocked in)
- ❑ Option 2:
    - o You may also use the Loc/Department and Program fields to choose your new cost center once punched in. click on the ![icon] to select your desired new cost center

Punch Clock (Time Stamp)
Clocking In & Out
- ❑ Log into Orbit Labor.   Your timesheet should be the first screen that loads.
    - o If not, click on My Account -> My Current Timesheet.

- ❑ Click on the Clock In button to clock in for the day.
- ❑ Click on the Clock Out button to clock out for lunch/break.
- ❑ Click on the Clock In button to clock in from lunch/break.
- ❑ Click on the Clock Out button to clock out for the day.
- ❑ Your punches are automatically saved. There is no need to save your timesheet.
- ❑ However if you type a note onto your timesheet, you will need to save the note and then save the timesheet by clicking on the Save button in the lower left-hand corner of your screen.


Changing Jobs/Departments

- ❑ Option 1
  - o Click on the Change Cost Center button (between the clock in & clock out buttons).
  - o You will be prompted to enter the new job/department.
  - o Hit Save before closing out.
  - o When using this Button you will automatically clocked into the new cost center (and out of of the prior one, if already clocked in)
- ❑ Option 2:
  - o You may also use the Loc/Department and Program fields to choose your new cost center once punched in. click on the to select your desired new cost center

Bulk Hours Timesheet

- ❑ Log into Orbit Labor. Your timesheet should be the first screen that loads.
  - o If not, click on My Account -> My Current Timesheet.
- ❑ In the first line, select the Department and Property by clicking on the magnifying glass next to each field.
- ❑ Then, enter the total hours that applies to that property on the correct day.
- ❑ Repeat steps on the other lines to add more properties.
- ❑ You will have to SAVE your timesheet! The save button is found in the lower left-hand corner of the screen.
- ❑ If you type a note onto your timesheet, you will need to save the note and then save the timesheet by clicking on the Save button in the lower left-hand corner of your screen.

❑ If you need additional lines on your timesheet, select the Add Rows plus sign at the bottom left – you can change the # of rows you are adding in the box here also.
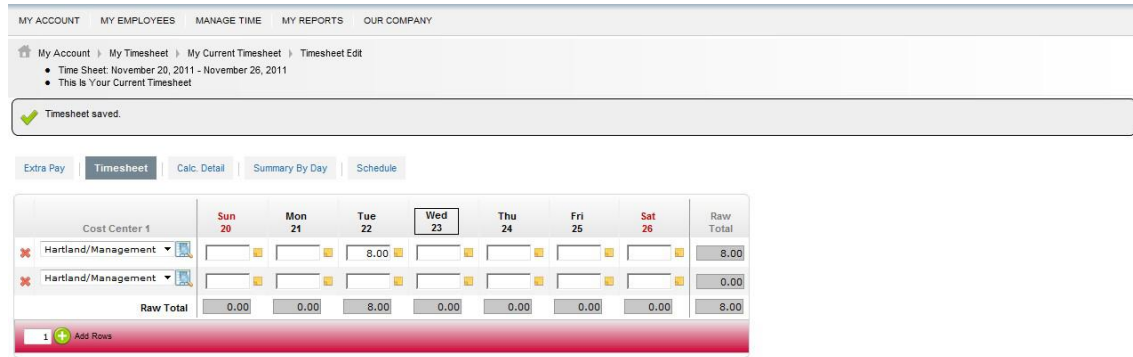
Requesting Changes to Time sheets

From the timesheet, you can request changes to the timesheet. Options that may be available include:

- Add a punch in
- Add a punch out
- Add Time Entry (punch in and punch out)
- Cancel Time off (see below)
- Modify Cost Center
- Modify Pay Category
- Modify Punch In
- Modify Punch Out
- Modify Shift

❑ From the timesheet select, the Change Request icon in the bottom tool menu
❑ Select the desired Change type from the menu presented
❑ The system will then present you with the available corresponding days to modify items, or a list of dates to add items, and the available fields
❑ Populate the fields and submit changes.

Canceling an already approved time-off

If your company has this feature enabled, you can request a change to your timesheet.

❑ At the bottom of the timecard that has the time off in it (you may have to advance to future time cards), click on the 🕐 icon.
❑ Select the "Cancel Time Off" option in the Change Type drop down.
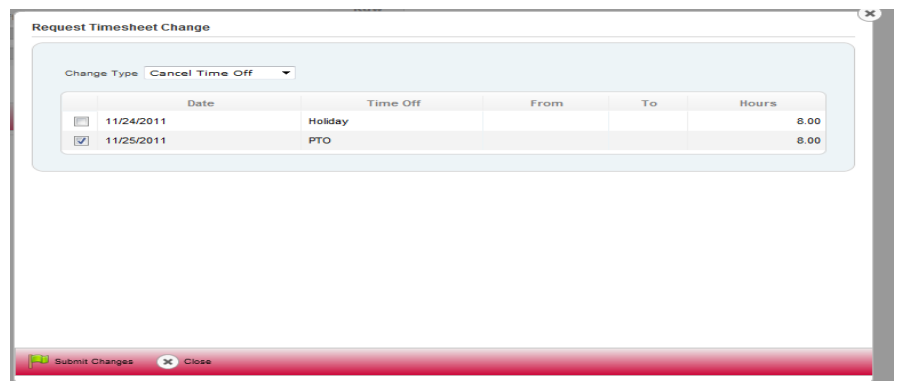
- The system will find the time off(s) that reside within that time sheet.
- Place check marks on the row(s) you would like to cancel.
- Click Submit Changes.
- Enter a reason for the cancellation (if desired)
- Click Request.

Mobile Application

There is now a **Mobile Application** for both iPhone, iPad, Tablets and Android phones. The following functionality is available:

Company Level: Ability to customize preferences, such as remembering an employee's login information and also enabling or disabling the use of the application for each company. The login screen can also be customized to fit each company's needs. GPS coordinates can also be captured with punches, and visible within the All Punches Report in the "Location" column.

Manager Level: Can view Employee Lists which will display employee's Timesheets, schedules, and more, Approve Time Off Requests, and view the Dot Board Report.

Employee Level: Ability to view personal Timesheet, do a basic Punch in and punch out, View Time Off Balances, Request Time Off, view personal Time Off Calendar, and view pay statements.

How to Download the Mobile App

iPhone: Go to your mobile App Store and search for TotalHRWorks. Your search should result in providing the TotalHRWorks application for you to install on your iPhone. Select install and the app should appear with the rest of your apps once it has successfully loaded.
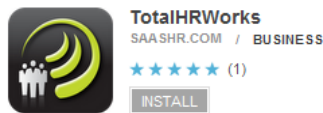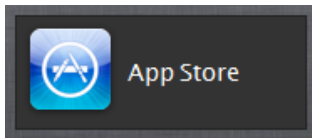
Android phones: This mobile application CANNOT yet be downloaded from the Android Market App, rather it MUST be downloaded from the Android Market online. Go to https://**market.android**.com/ *and in the search bar in the upper right hand corner of the screen, search for TotalHRWorks. Upon selecting INSTALL, a checkout window will pop up prompting you to SIGN IN. Select SIGN IN and you will be redirected to your Google Sign in where you need to sign in with the email account associated with your Android phone. Once you have successfully logged in, you will need to select the device to send the app to and select INSTALL. This will send the application to the selected device. You should be able to see the download in your notification bar as well as in your main app area.*

*** Please Note: We have experienced a few phones with the Android operating system that will NOT download the app. We do not know which types of devices (brand, model, etc.) will or will not support the app.*
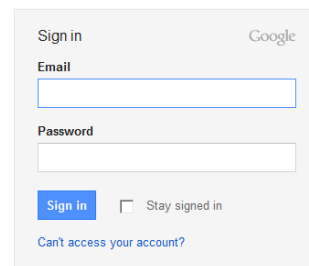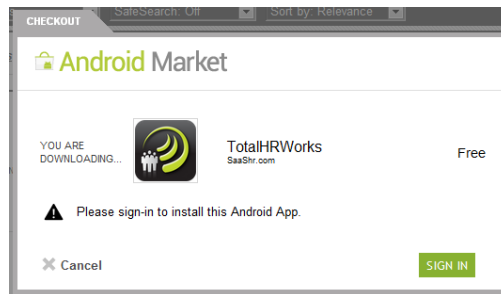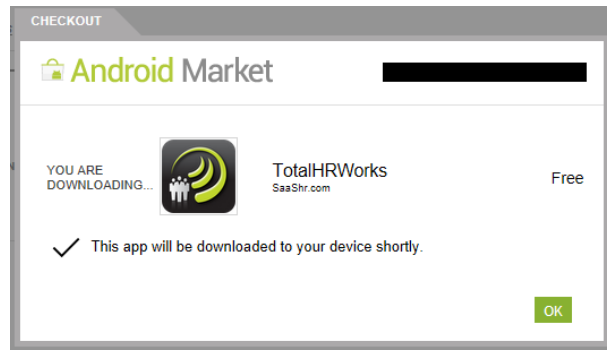
How to Use the Mobile App

Once you have successfully installed the TotalHRWorks app, you can open the app by selecting the TotalHRWorks icon on your mobile device. Upon initial login, you will need to enter your Company (this is your company short name, please contact your Company Administrator or CSR if you do not know your company short name), your Username, and your Password. Your username and password are the same as your online login.

Upon successful login, you will have access to the following areas:

Time & Labor Management
- My Timesheet – view your punches for the day or another selected day
- My Schedule – get a weekly view of your schedule for the current week or another selected week
- Request Time Off – submit time off requests
- My Time Off Calendar – view your time off by month
- My Time Off Balances – view current, scheduled, or carry over time off balances
  (Convenient button to toggle between Request Time Off and My Time Off Calendar OR My Time Off Balances!)
- Dot Board – view who is clocked in or out

Human Resources
- My Profile – view basic profile info including username, id, email, phone, address, and convenient links to Timesheet, Schedule, Time Off Calendar, and Time Off Balances

Payroll
- My Time Off Balances – view current, scheduled, or carry over time off balances
- My Pay Statements – select pay statements to see current or YTD earnings and net payment, deductions, taxes, and benefits

Logout

Punching In and Out

1. Log in, select Time & Labor Management ⏰ , then My Timesheet 🗓
2. Employee's may Punch In/Out here using In/Out button **OR**
   a. To allocate time to a different Cost Center (optional) , click on Select Action
   b. Click on Change Cost Centers
   c. Click on the Cost Center you wish to change
      i. Click on the double arrows ⤨ in the upper right to get a list of all available Cost Center choices (there may be additional pages to choose by using the arrows at the bottom of the page), click on the desired Cost Center
      OR
      ii. Type in part of the desired Cost Center into the search box and click GO, click on the desired Cost Center
      OR
      iii. Click on the desired Cost Center from Most Recently used list
   d. Click Submit.
      i. This will automatically clock/punch you into the selected Cost Center
   e. To change Cost Centers, log in and repeat steps a-d above
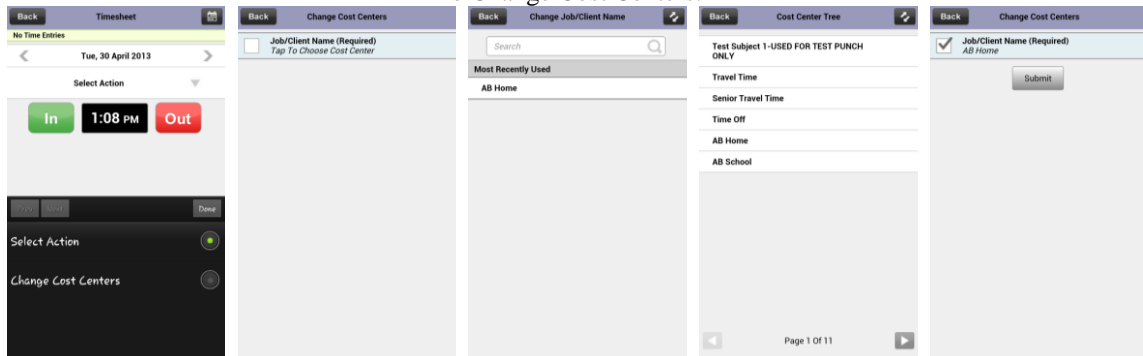   i. When you clock/punch in to one cost center, it will automatically clock you out of the previous one.
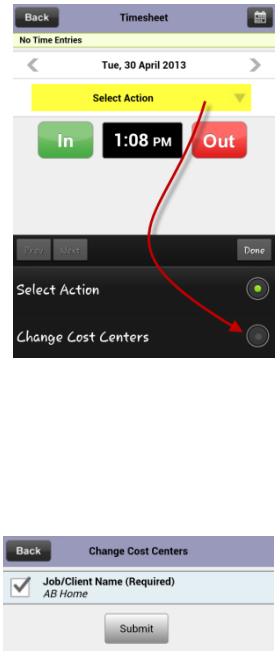
Sample of the screenshots:

To clock In/Out:

To Change Cost Centers:

Manager Actions

In addition to the features mentioned above, managers will have access to the following additional features within their respective areas:

Time & Labor Management
- Employee List – list of your employees that will lead you to their basic profile information (similar to My Profile info)
- Approve Time Off – approve or reject pending time off requests as well as enter a comment
- Reports – Access to Anniversary Calendar, Birthday Calendar, Bot Board and employees' Time Off Calendar

Human Resources
- Employee List – list of your employees that will lead you to their basic profile information (similar to My Profile info)
- HR Reports – access to Anniversary Calendar and Birthday Calendar

Payroll
- Employee List – list of your employees that will lead you to their basic profile information (similar to My Profile info)
- Payroll Reports – access to Pay Statement History

Reporting Issues/Enhancement requests

As you are working with the app, please report any issues or enhancement ideas directly to OrbitSupport@PayrollData.com.