Caselle Connect Online Timekeeping

Online Timekeeping, Payroll Submittal & Leave Requests
What is Caselle Connect Online

- Caselle is our Financial System – Budget, AP, Financials, Utility Billing & Payroll
- Caselle Connect Online is a web based system that allows you to view information important to you online
- Managers can view budget and accounts payable

New for all employees is timekeeping & tracking

- Time Clock – All non exempt employees will use this to clock in and out
  - Access this on your PC or through your Smart Phone
- Timesheet Submittal – all time will be submitted via Caselle Connect for manager approval and payroll processing.
- Leave requests – all leave requests will be processed via Caselle Connect
- Notifications – You will be made aware of approvals, time changes needed, etc. on Caselle Connect
Logging On

- Go to perryut.caselleconnect.com
- Log in ID will be your first initial, middle initial, last name (i.e. ssjohnson)
- Password – a generic password was created for 1st time Caselle users, Please contact HR for your ID/Password.
- The system will prompt you to change the password when you log in the first time.
Settings
Select Widgets to View on Dashboard

- Widgets that you need for Timekeeping:
  - Time Clock
  - Weekly Hours
  - My Requests
  - Notifications
  - Timesheet Statuses – for time managers
  - Manager Reports
Timeclock

- Where you clock in & clock out
  - Rounds time to quarter hour
    - Clock in at 7:07am rounds to 7:00am
    - Clock in at 7:08am rounds to 7:15am
- Use web address to access
  - Perryut.caselleconnect.com
- Can be Bookmarked on your PC or Smart Phone
Weekly Hours

- View total worked hours for the week
- Scroll week to week
- Access View My Timesheet
### View My Timesheet

#### Time Clock
- Deputy Recorder

#### Timesheet Details
- **Johnson, Shanna S. (60)**
- **Current Pay Period:** 10/20/2019 - 11/02/2019
- **Leave Time:** 499.28
- **Total Time in Pay Period:** 811.10

#### Timesheet Grid
<table>
<thead>
<tr>
<th>Task: Administration</th>
<th>Sun 11/10</th>
<th>Mon 11/11</th>
<th>Tue 11/12</th>
<th>Wed 11/13</th>
<th>Thu 11/14</th>
<th>Fri 11/15</th>
<th>Sat 11/16</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity: Regular Pay</td>
<td></td>
<td></td>
<td>9.92</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9.92</td>
</tr>
<tr>
<td>Activity: Vacation Pay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Activity: Sick Leave</td>
<td>+</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Activity: Holiday Pay</td>
<td>+</td>
<td></td>
<td>8.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8.00</td>
</tr>
<tr>
<td>Activity: CT Earned</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Activity: CT Used</td>
<td></td>
<td></td>
<td>2.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2.00</td>
</tr>
</tbody>
</table>

#### Hour Totals
- **0.00**
- **10.00**
- **9.92**
- **0.00**
- **0.00**
- **0.00**
- **0.00**
- **19.92**

#### Time Clock Times
- **6:05 AM - 11:15 AM**
- **6:04 AM - 1:15 PM**
- **12:07 PM - 5:02 PM**

#### Additional Hours
- **+**
- **+**
Timesheet Functions

- View Hours
- Enter Holiday, Vacation, Sick, or Comp Time
- Enter missed clock in/out (does log that this was keyed)
- View Leave time
- Submit Leave Request
- Submit Timesheet for approval
### Timesheet Exception hours

- Specific to Department
- On Call, Overtime, Walmart, DUI, Etc.

#### Casele:

**View Timesheet Status**
- **Position:** Deputy Recorder
- **Department:** Administration
- **Current Pay Period:** 10/20/2019 - 11/11/2019

#### Timesheet Details

<table>
<thead>
<tr>
<th>Task</th>
<th>Activity</th>
<th>Sun 11/10</th>
<th>Mon 11/11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Regular Pay</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>Administration</td>
<td>Vacation Pay</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>Administration</td>
<td>Sick Leave</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>Administration</td>
<td>Holiday Pay</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>Administration</td>
<td>CT Earned</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>Administration</td>
<td>CT Used</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>Additional Hours</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Timesheet Totals:**
- Total Hours: 0.00
- Total Time Clock Times: in - out 0.00

**Hours Totals:**
- Total Hours: 0.00

**Time Clock Times:**
- in - out

#### Casele Connect Online:

- **Position:** Deputy Recorder
- **Department:** Administration
- **Current Pay Period:** 10/20/2019 - 11/11/2019

#### Task Details:

- **Task:** Administration
- **Activity:** On Call
- **Hours:** 2.00

### Instructions:

1. **Add category**
2. **Example:**
   - Admin 100
   - Holiday Worked Comp 703
   - Misc Pay 801

3. **Activity Selection:**
   - On Call (600)

4. **Task Details:**
   - Administration 100
   - Activity: Regular Pay
   - Activity: On Call
   - Activity: Regular Pay
   - Activity: Sick Leave
   - Activity: Holiday Pay
   - Activity: CT Earned
   - Activity: CT Used
   - Task: Administration
   - Activity: On Call
## Time Sheet Exception Hours

**Steps to follow:**
1. Enter Time Spent
2. Comment (optional)
3. Click Save

### Screenshot of the Interface:

- **Position:** Deputy Recorder
- **Department:** Administration
- **Current Pay Period:** 11/17/2019 - 11/30/2019
- **Total Time in Pay Period:** 80h 0m

The timesheet details are as follows:

<table>
<thead>
<tr>
<th>Task: Administration Activity: Regular Pay</th>
<th>Sun 12/21</th>
<th>Mon 12/22</th>
<th>Tue 12/23</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td></td>
<td>5.00</td>
<td></td>
</tr>
</tbody>
</table>

New Allocation:

- **Time Spent**

- **Comments**

- **Add Hours Allocation**

- **Save**

- **Cancel**
Leave Requests

- Submit (Future)
- Leave Request

Employee Requests

<table>
<thead>
<tr>
<th>Leave Request</th>
<th>Select...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Select...</td>
</tr>
</tbody>
</table>

Submit

Vacation Pay
110.5
Sick Leave
363
Comp Time
15.78
Leave Request

Employee Requests

Leave

Leave Request: Vacation Pay

Position: Deputy Recorder

From date: 

From time: 

To date: 

To time: 

Total hours: 

Reason: 

Submit

Vacation Pay
110.5
Sick Leave
363
Comp Time
15.75
My Requests

- Create New Leave time Request
- Review Status of Requests & Completed Requests
Notifications

- View Status of timesheet approval
- Notifies you of approval, changes or denials
- Notifies you when leave time approved
<table>
<thead>
<tr>
<th>Notification</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please submit your 2019 budget requests for the Administration department.</td>
<td>30/10/2019</td>
</tr>
<tr>
<td>Please submit your 2019 budget requests for the Parks department.</td>
<td>30/10/2019</td>
</tr>
<tr>
<td>Please submit your 2019 budget requests for the Police department.</td>
<td>30/10/2019</td>
</tr>
<tr>
<td>Please submit your 2019 budget requests for the Water department.</td>
<td>30/10/2019</td>
</tr>
<tr>
<td>Multiple Departments</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>--</td>
</tr>
<tr>
<td>Positions</td>
<td>In Approval</td>
</tr>
<tr>
<td>53</td>
<td>0</td>
</tr>
</tbody>
</table>

- View # of positions
- View Status (In approval or Approved)
- Click View Timesheet status to expand
### Timesheet Statuses - Expanded

<table>
<thead>
<tr>
<th>Employee</th>
<th>Employee number</th>
<th>Position</th>
<th>Department</th>
<th>Team</th>
<th>Assigned to</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bamhill, Robert J.</td>
<td>142</td>
<td>Planner</td>
<td>Administration</td>
<td>Executive</td>
<td>Bamhill, Robert J.</td>
<td>Not submitted</td>
</tr>
<tr>
<td>Bischoff, Tyra M.</td>
<td>148</td>
<td>Utility Clerk</td>
<td>Administration</td>
<td>Recorder, Assistant</td>
<td>Bischoff, Tyra M.</td>
<td>Not submitted</td>
</tr>
<tr>
<td>Eddington, Jelene</td>
<td>10</td>
<td>Treasurer</td>
<td>Administration</td>
<td>Clerks</td>
<td>Eddington, Jelene</td>
<td>Not submitted</td>
</tr>
<tr>
<td>Illim, Cody R.</td>
<td>29</td>
<td>Planner</td>
<td>Administration</td>
<td>Clerks</td>
<td>Illim, Cody R.</td>
<td>Not submitted</td>
</tr>
<tr>
<td>Johnson, Shanna S.</td>
<td>60</td>
<td>Deputy Recorder</td>
<td>Administration</td>
<td>Executive</td>
<td>Johnson, Shanna S.</td>
<td>Not submitted</td>
</tr>
<tr>
<td>Matthews, Robin W.</td>
<td>7</td>
<td>Utility Clerk</td>
<td>Administration</td>
<td>Clerks</td>
<td>Matthews, Robin W.</td>
<td>Not submitted</td>
</tr>
<tr>
<td>Nish, Melani P.</td>
<td>120</td>
<td>Employee Position</td>
<td>Administration</td>
<td>Minutes &amp; RSO</td>
<td>Nish, Melani P.</td>
<td>Not submitted</td>
</tr>
<tr>
<td>Obrey, Susan K.</td>
<td>4</td>
<td>City Recorder</td>
<td>Administration</td>
<td>Recorder, Assistant</td>
<td>Obrey, Susan K.</td>
<td>Not submitted</td>
</tr>
<tr>
<td>Ostler, Blake W.</td>
<td>160</td>
<td>Council Member</td>
<td>Administration</td>
<td>Recorder, Assistant</td>
<td>Ostler, Blake W.</td>
<td>Not submitted</td>
</tr>
<tr>
<td>Watkins, J. Andrew</td>
<td>130</td>
<td>Council Member</td>
<td>Administration</td>
<td></td>
<td>Watkins, J. Andrew</td>
<td>Not submitted</td>
</tr>
</tbody>
</table>

- View Employees timesheet status
- Click on employee to view individual hours
- Approve or deny time
Manager Reports

- View Time Punch Reports
  - See unrounded clock in time and last modified, which shows date and time of entry
- Other Reports available i.e. Leave time, Overtime Analysis,
- Notifies you when leave time approved
### Manager Reports

#### Time Punches Report

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position</th>
<th>Type</th>
<th>Date</th>
<th>Time</th>
<th>Unrounded</th>
<th>Last Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eddington, Jolene</td>
<td>Treasurer</td>
<td>Out</td>
<td>11/15/2019</td>
<td>1:00 PM</td>
<td>1:01 PM</td>
<td>Eddington, Jolene</td>
</tr>
<tr>
<td>Eddington, Jolene</td>
<td>Treasurer</td>
<td>In</td>
<td>11/15/2019</td>
<td>9:00 AM</td>
<td>8:59 AM</td>
<td>Eddington, Jolene</td>
</tr>
<tr>
<td>Johnson, Shanna S.</td>
<td>Deputy Recorder</td>
<td>Out</td>
<td>11/14/2019</td>
<td>8:15 PM</td>
<td>8:17 PM</td>
<td>Johnson, Shanna S.</td>
</tr>
<tr>
<td>Johnson, Shanna S.</td>
<td>Deputy Recorder</td>
<td>In</td>
<td>11/14/2019</td>
<td>6:30 PM</td>
<td>6:27 PM</td>
<td>Johnson, Shanna S.</td>
</tr>
<tr>
<td>Eddington, Jolene</td>
<td>Treasurer</td>
<td>Out</td>
<td>11/14/2019</td>
<td>5:00 PM</td>
<td>4:57 PM</td>
<td>Eddington, Jolene</td>
</tr>
<tr>
<td>Johnson, Shanna S.</td>
<td>Deputy Recorder</td>
<td>Out</td>
<td>11/14/2019</td>
<td>5:00 PM</td>
<td>5:00 PM</td>
<td>Johnson, Shanna S.</td>
</tr>
<tr>
<td>Johnson, Shanna S.</td>
<td>Deputy Recorder</td>
<td>In</td>
<td>11/14/2019</td>
<td>2:30 PM</td>
<td>2:26 PM</td>
<td>Johnson, Shanna S.</td>
</tr>
<tr>
<td>Johnson, Shanna S.</td>
<td>Deputy Recorder</td>
<td>Out</td>
<td>11/14/2019</td>
<td>1:30 PM</td>
<td>1:23 PM</td>
<td>Johnson, Shanna S.</td>
</tr>
</tbody>
</table>