

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 you 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.

Dashboard

My Dashboard

Weekly Hours

Total: 9h 55m | 11/10/2019 - 11/16/2019

10	11	12	13 - Today	14	15	16
S	M	T	W	T	F	S

9h 55m

[View My Timesheet](#)

Time Clock

Deputy Recorder

[Clock Out](#)

[View My Timesheet](#)

Timesheet Statuses

Multiple Departments

Positions	In Approval	Approved	Current Pay Period
53	0	0	10/20/2019 - 11/02/2019

[View Timesheet Status](#)

My Requests

Pending Requests	Completed Requests
0	0

[New Request](#)

[View My Requests](#)

Service Address Lookup

Notifications

[View All Notifications](#)

Accounts Payable Lookup

Account Watch List

Add Account	YTD	Budget	Variance
10-46-00-4337 Prof & Technical	11,902.42	40,000.00	28,097.58
10-48-00-4224 Office Expense & Supplies	2,753.61	13,300.00	10,546.39
10-54-00-4336 Uniforms	897.54	7,000.00	6,102.46

[View Account List](#)

Budget Summary

Add Segment	Projected	Percent of Budget	Budget
10-54: Police	746,883.40	20.38%	916,385.43
10-48: Administration	901,173.92	29.55%	762,519.14
10-60: Streets	283,315.48	3.11%	2,280,568.96
10-42: Judicial	19,000.00	12.67%	37,500.00
10-64: Parks	133,240.80	25.83%	128,938.22

Settings

The screenshot shows the Caselle Connect Online interface. The browser address bar displays `perryut.caselleconnect.com`. The user is logged in as Shanna Johnson. The dashboard includes several widgets:

- Weekly Hours:** Shows a total of 9h 55m for the period 11/10/2019 - 11/16/2019. A calendar view highlights the days S, M, T, W (Today), T, F, S.
- Time Clock:** Shows the user is a Deputy Recorder with a **Clock Out** button.
- Timesheet Statuses:** Shows 53 positions, 0 in approval, and 0 approved for the current pay period of 10/20/2019 - 11/02/2019.
- Notifications:** A section with a **View All Notifications** link.
- Accounts Payable Lookup:** A search bar for vendors.
- Account Watch List:** A table listing accounts with YTD, Budget, and Variance values.
- Budget Summary:** A section for budget overview.

Account	YTD	Budget	Variance
10-46-00-4337 Prof & Technical	11,902.42	40,000.00	28,097.58
10-48-00-4224 Office Expense & Supplies	2,753.61	13,300.00	10,546.39
10-54-00-4336 Uniforms	897.54	7,000.00	6,102.46

Select Widgets to View on Dashboard

Shanna Johnson Logout

Settings

Name: My Dashboard

Add Widgets

Applications: All

Search Widgets

- Account Watch List +
- Accounts Payable Lookup +
- Budget Summary +
- Department Timesheet Entry +
- Manager Reports +
- Manager Requests +
- My Requests +
- Notifications +
- Property Lookup +
- Service Address Lookup +
- Time Clock +
- Timesheet Statuses +
- Weekly Hours +
- Work Orders +

Notifications

Accounts Payable Lookup

Search Vendors

Account Watch List

Add Account

Account ID	Account Name	YTD	Budget
10-46-00-4337	Prof & Technical	11,902.42	40,000.00
10-48-00-4224	Office Expense & Supplies	2,753.61	13,300.00
10-54-00-4336	Uniforms	897.54	7,000.00

Budget Summary

Add Segment

Segment	Actual	Projected	Percent of
10-54: Police	186,720.85	746,883.40	20.38%
10-48: Administration	225,293.48	901,173.92	29.55%
10-60: Streets	70,828.87	283,315.48	3.11%
10-42: Judicial	4,750.00	19,000.00	12.67%
10-64: Parks	33,310.20	133,240.80	25.83%

- 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

The screenshot shows a web browser window with the URL `perryut.caselleconnect.com`. The page title is "My Dashboard" under the "CASELLE" logo. A sidebar on the left contains icons for home, calendar, grid, and information. The main content area features a "Weekly Hours" widget with a calendar view for the week of 11/10/2019 to 11/16/2019. The total hours worked are 9h 55m. A red arrow points to the "View My Timesheet" link. Below the weekly hours widget is a "Time Clock" widget with a "Deputy Recorder" label and a "Clock Out" button. Another "View My Timesheet" link is visible at the bottom right of the "Time Clock" widget.

Day	Hours
10 S	
11 M	
12 T	9h 55m
13 - Today W	
14 T	
15 F	
16 S	

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

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

Time Sheet Exception Hours

CASELLE

Shanna S. Johnson (60) **5**

View Timesheet Status

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

Timesheet Details

	Sun 12/01	Mon 12/02	Tue 12/03
Task: Administration Activity: Regular Pay	+	9.00	+
Task: Administration Activity: Vacation Pay	+	+	+
Task: Administration Activity: Sick Leave	+	+	+
Task: Administration Activity: Holiday Pay	+	+	+
Task: Administration Activity: CT Earned	+	+	+
Task: Administration Activity: CT Used	+	+	+

New Allocation

Time Spent 

Comments

+ Add Hours Allocation

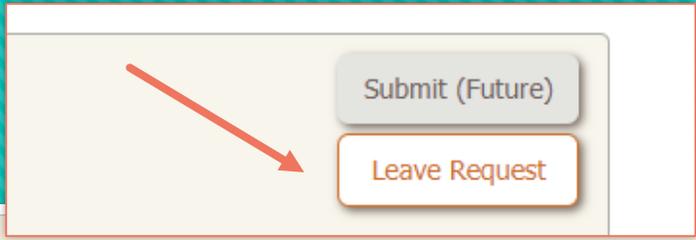
Save Cancel

+ Add New

- Enter Time Spent
- Comment (optional)
- Click Save

Leave Requests

- Enter Leave Request From Timesheet



Leave

Leave Request

Select...



Position

Select...

Submit

Vacation Pay	110.5
Sick Leave	363
Comp Time	15.78

Leave Request

Caselle Connect Online x +

perryut.caselleconnect.com/pr/hr/employees/173/requests/new

Apps Settings - Personal... America First Credit... Coleman Knitting... Google Facebook -- Weber State Wil... HP Laptops | HP® Offi... HP - 17.3" Pavilion... Amazon.com: Lapto... Walmart Digital Ph... happy wheels Utah Property Tax... Bookmarks

CASELLE Shanna Johnson Log

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
15.78

My Requests

My Requests

Pending Requests: 0 Completed Requests: 0

[New Request](#)

CASELLE Shanna Johnson Logout

My Requests

Pending Requests Completed Requests

Pending Requests

Request Type	From
Leave Request	12/02/2019
Description	To
Vacation Pay	12/03/2019
Request Date	Status
12/03/2019	Submitted

Request Type	From
Leave Request	03/03/2020
Description	To
Vacation Pay	03/06/2020
Request Date	Status
12/03/2019	Submitted

Completed Requests

Pending Requests: 2 [New Request](#)

Completed Requests: 0

Needs Action: 2

- 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

Notifications

Apps Settings Personal... America First Credit... Coleman Knitting... Google Facebook Weber State W... Laptops | HP - Onlin... HP - 17.5 Pavilion... Amazon.com: Lapt... Walmart Digital Pr... happy wheels Utah Property Tax... Bookmarks

CASELLE Shanna Johnson Logout

Notifications

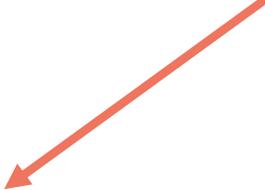
- Please submit your 2019 budget requests for the Administration department.
05/18/2019
- Please submit your 2019 budget requests for the Parks department.
05/18/2019
- Please submit your 2019 budget requests for the Police department.
05/18/2019
- Please submit your 2019 budget requests for the Water department.
05/18/2019

Timesheet Statuses

Timesheet Statuses

Multiple Departments

Positions	In Approval	Approved	Current Pay Period
53	0	0	10/20/2019 - 11/02/2019


[View Timesheet Status](#)

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

Timesheet Statuses- Expanded

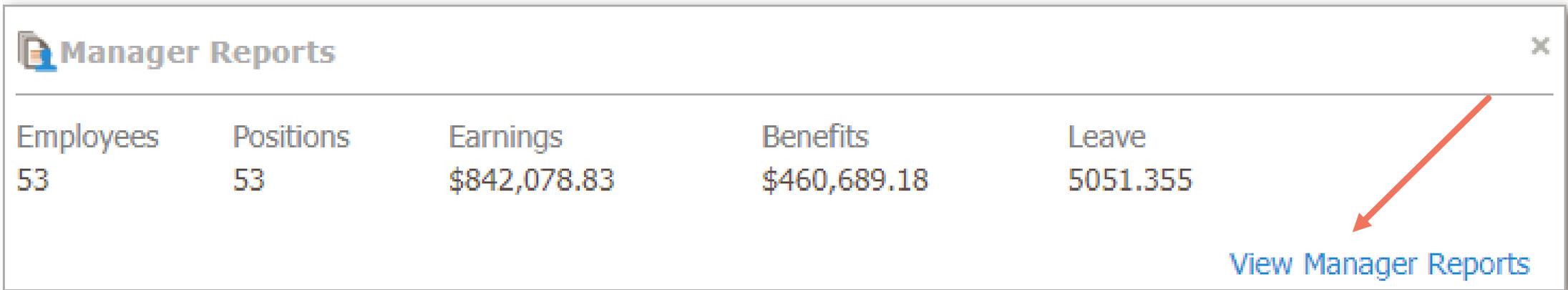
Department: Administration | Positions: 10 | In Approval: 0 | Approved: 0 | Current Pay Period: 10/20/2019 - 11/02/2019

Employee	Employee number	Position	Department	Team	Assigned to	Status
Barnhill, Robert J.	142	Planner	Administration	Executive	Barnhill, Robert J.	Not submitted
Bischoff, Tyra M.	148	Utility Clerk	Administration	Recorder, Assistant	Bischoff, Tyra M.	Not submitted
Eddington, Jolene	10	Treasurer	Administration	Clerks	Eddington, Jolene	Not submitted
Illum, Codey R.	29	Planner	Administration		Illum, Codey R.	Not submitted
Johnson, Shanna S.	60	Deputy Recorder	Administration	Executive	Johnson, Shanna S.	Not submitted
Matthews, Robin W.	7	Utility Clerk	Administration	Clerks	Matthews, Robin W.	Not submitted
Nish, Melani P.	120	Employee Position	Administration	Minutes & RSO	Nish, Melani P.	Not submitted
Obray, Susan K	4	City Recorder	Administration	Recorder, Assistant	Obray, Susan K	Not submitted
Ostler, Blake W.	160	Council Member	Administration		Ostler, Blake W.	Not submitted
Watkins, J. Andrew	130	Council Member	Administration		Watkins, J. Andrew	Not submitted

Settings: Show all
Departments: [Administration](#)
Teams: All...
Position Type: All...
[Reset](#)

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

Manager Reports



The screenshot shows a window titled 'Manager Reports' with a close button (X) in the top right corner. Below the title bar is a table with five columns: Employees, Positions, Earnings, Benefits, and Leave. The data row shows 53 employees, 53 positions, earnings of \$842,078.83, benefits of \$460,689.18, and 5051.355 leave units. In the bottom right corner of the window, there is a blue link labeled 'View Manager Reports' with a red arrow pointing to it from the top right.

Employees	Positions	Earnings	Benefits	Leave
53	53	\$842,078.83	\$460,689.18	5051.355

[View 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

CASELLE 🔔 👤 Shanna Johnson Logout

Manager Reports

Employee Leave Time

Time Punches Report

Employee	Position	Type	Date	Time	Unrounded ...	Last Modifi...	Last Modified ...
Eddington, Jolene	Treasurer	Out	11/15/2019	1:00 PM	1:01 PM	Eddington, J...	11/15/2019 1:01...
Eddington, Jolene	Treasurer	In	11/15/2019	9:00 AM	8:59 AM	Eddington, J...	11/15/2019 8:59...
Johnson, Shanna S.	Deputy Recorder	Out	11/14/2019	8:15 PM	8:17 PM	Johnson, Sh...	11/14/2019 8:17...
Johnson, Shanna S.	Deputy Recorder	In	11/14/2019	6:30 PM	6:27 PM	Johnson, Sh...	11/14/2019 6:27...
Eddington, Jolene	Treasurer	Out	11/14/2019	5:00 PM	4:57 PM	Eddington, J...	11/14/2019 4:57...
Johnson, Shanna S.	Deputy Recorder	Out	11/14/2019	5:00 PM	5:00 PM	Johnson, Sh...	11/14/2019 5:00...
Johnson, Shanna S.	Deputy Recorder	In	11/14/2019	2:30 PM	2:26 PM	Johnson, Sh...	11/14/2019 2:26...
Johnson, Shanna S.	Deputy Recorder	Out	11/14/2019	1:30 PM	1:23 PM	Johnson, Sh...	11/14/2019 1:23...

Settings

Date
November 3, 2019 - November 16, 2019

Filters

Show all

Departments
All...

Teams
All...

Position Type
All...

In/Out Status
All...