Introduction

Welcome to the CCCWorks Time and Attendance Employee Guide.

This guide supplements instructor-led classroom training and helps CCC employees learn the most commonly used functions in the CCCWorks application.

The CCCWorks application automates and standardizes the time collection, time review and approval processes for City Colleges of Chicago. CCCWorks delivers the functionality and flexibility to enforce HR, payroll, and union policies across City Colleges of Chicago. With CCCWorks, CCC is able to align its workforce to meet its business goals, control labor costs, and improve workforce productivity and satisfaction.

Access to the system is browser-based. **CCCWorks supports the Microsoft Internet Explorer, Mozilla Firefox, and Apple Safari web browsers.**

*Note: Images shown in this guide are sample images. As such, the screens depicted in this training may differ from the screens once the CCCWorks system goes live.*

*Employees should check CCCWorks every day to make sure time swipes are accurate, time off is approved, and exception time is entered.*
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</tr>
</tbody>
</table>
Navigation Basics

All employees can access CCCWorks daily to record hours worked and attendance in one of the following ways:

1. **Time clocks (data collection terminal)**

**Non Exempt Employees**
Nonexempt employees will press “In” (function key F1) on the key pad. Employees will be prompted on the time clock screen to “enter badge number”. At this time the employees will swipe either their employee ID badge on the time clock or enter their employee ID number. Employees will then be prompted to place a finger on the biometric scanner. Nonexempt employees will perform these functions at the time clock daily before the start of their work schedule

- (F1) start of their work schedule
- (F2) start of meal period
- (F6) returning from a meal period and
- (F5) at the end of their work day

(\textbf{Note:} All employees must use the same finger each time when using the biometric scanner at the time clock.)

**Exempt Employees**
All salaried employees will press “In” (function key F1) on the key pad. Employees will be prompted on the time clock screen to “enter the badge number”. At this time the employees will either swipe their employee ID badge on the time clock or enter their employee ID number. Employees will then be prompted to place a finger on the biometric scanner. Exempt employees will perform these functions at the time clock daily at the start of their work schedule (F1). (Exception: If exempt employees start their work schedule at a non-CCC location, they must access the WebClock in order to record their attendance. Instructions on accessing the WebClock are presented later in this guide.

(\textbf{Note:} All employees must use the same finger each time when using the biometric scanner at the time clock.)
2. WebClock on a personal computer

Nonexempt Employees
Nonexempt employees will NOT access the WebClock for time entry.

(Note: All nonexempt employees are required to go to a time clock daily to record hours worked).

Exempt Employees
If exempt employees start their work schedule at a non-CCC location, they can access the WebClock in order to record their attendance. Instructions on accessing the WebClock are presented later in this training guide.

Logging into CCCWorks
The CCCWorks application allows employees to record their hours worked, track attendance and request a type of leave of absence. Employees can also perform other tasks such as viewing time reports and submitting missed swipes.

Logging In
1. Log in to CCCWorks at the CCC.edu Home Directory
2. Click on Faculty and Staff
3. Click on CCCWorks
4. Click on the CCCWorks Login button

5. You are now logged in and will be taken to the Dashboard.

Sample of Employee Dashboard
Employee Functions: CCCWorks Dashboard

The CCCWorks employee dashboard supports the following functions:

**Time Entry**
- **Enter My Hours**: View, enter or update the timesheet
- **Go to WebClock**: View time sheet

**Schedules**
- **My Calendar**: Request time off
- **My Time Off**: Submit time off requests, track the status and view the history of a request

**Reports**
- **View General Reports**: Employees can access basic reports to view time sheet information for a certain period, roles delegated to them or comments on time sheets.

**Time Off Balances**
- **View Time Off Balances**: Employees can view time off balances and self-service requests.

**Personal Time Off Request**
- **View Personal Time Off Request**: Employees can view pending personal leave requests.
The WebClock

Exempt employees who are starting the work day at a non-CCC location, may access the WebClock through the CCCWorks dashboard or through https://www.ccc.edu/cccworks to clock in for attendance.

1. To access the WebClock, see the Time Entry heading.

2. Click on Go to WebClock from the CCCWorks dashboard.

3. The WebClock interface appears.
The WebClock interface can include the following fields/buttons. The buttons you see vary according to your assignment.

- **In Special Assignment:** Clock into a valid special assignment. (future phase)
- **Out Special Assignment:** Clock out a valid special assignment. (future phase)
- **Attendance Regular:** Punch in for regular job for designated employees.
- **Second Job Attendance:** Punch in for a lectureship each day. (future phase)
- **Time Sheet:** Takes you to your time sheet.
- **Logout:** Logs you out of CCCWorks.

### The Time Entry Window

The time entry window comprises various fields and tabs which allow easy view of your time. After you login to the system and (if necessary) select the appropriate assignment, open your timesheet by selecting Enter My Hours from the Time Entry area of the dashboard.

![](image)

The time entry window provides the options necessary for completing time entry. From this window, you can perform one or more of the following tasks:

- View time on your timesheet
- View your schedule
- View or acknowledge any exceptions (errors or warnings) about your timesheet
- View details of available time off
- See a summary of time entered on the timesheet
The following is an example of an employee time entry window. The upper panel displays the Time Sheet and Schedule tabs.

While the lower panel includes the Exceptions, Leave Balances, and Pay Preview tabs. Further explanation of each tab is on page 10.

**Function Buttons**

Several buttons reside at the top of your time sheet. These buttons execute certain program functions.

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selects the pay period to view. Click the calendar button to access a pop-up calendar from which to select a Pay Period.</td>
<td></td>
</tr>
<tr>
<td>Sends your completed time sheet to your manager for approval.</td>
<td></td>
</tr>
<tr>
<td>Saves your time sheet data. This is typically done every time you enter new data or make changes.</td>
<td></td>
</tr>
<tr>
<td>The More button reveals the Print, Print Preferences, Reload Data, and Timesheet Comments buttons. The Print Preferences function enables you to include or exclude the following fields to print:: Reload Data refreshes the timesheet with the previously saved data. Timesheet Comments adds comments to your time sheet.</td>
<td></td>
</tr>
<tr>
<td>Displays the List View, Table View or Day View of the time sheet. The view you select alters the presentation of the data on the Timesheet tab.</td>
<td></td>
</tr>
</tbody>
</table>
Information Tabs

The time entry layout shows two or three information tabs, depending on your role.

Exceptions Tab

An exception is a conflict noted between your time and attendance information and the rules under which your time sheet is processed. Exceptions generate messages which appear in the Exceptions tab on the Time Entry window. Some messages are informational and require no action; others require a satisfactory resolution before the time sheet can be successfully submitted. Error level exceptions must be corrected before the respective time is paid by your manager or timekeeper.

The Exceptions tab presents exceptions. Each exception shows the:

- Date of the exception
- Exception message describing the problem
- Severity of the exception (Informational, Error, or Warning)
- Any action that may be required
Note: Exception messages are color-coded to identify the level of severity:

- **White**: No exceptions or only informational messages present
- **Yellow**: Warnings present
- **Red**: Errors present: Will not pay until error is resolved

To view the exception, click the **Exception** button.

The **Time Entry** window opens the time sheet in the period containing the message exception.

**Leave Balances Tab**

The Leave Balances tab displays the number of hours available in various time off banks, taking into account any hours used during the current period. It includes initial and ending balances for the period.

For any given bank, notice the interface functions in the following example:

1. Click the **Show Details** link in the lower right corner of a bank to see more details about the period’s bank transactions.

**Note**

Leaves accruals are granted the first of the month. Employees can view their current available bank balances on the employee dashboard and for up to 365 days in the future.
2. Click the Hide Details link to return to the summary view.

### Results (or Pay Preview) Tab

The Results tab reports the calculated results of the data input on the main time sheet, including overtime, shift premiums, etc.

### Schedule Tab

The Schedule tab displays schedules—which are your start and end times. Lunch is a place holder and can be taken at anytime during the work period by using F2 and F6.

Schedules are used for e-mail notifications. Your manager may have developed a schedule template for your position and can use this template to assign schedules to you.
Submitting and Amending Time Sheets

To submit your time sheet for approval, click the Submit button after ensuring all time is correct and saving the time sheet.

The following dialog box appears, prompting you to confirm your decision.

To certify that your hours are accurate, check the “By submitting this time sheet, I am certifying these hours are accurate.” check box and click the Submit Time Sheet button. The message “Time sheet submitted” appears if the submission was successful.
Note: Do not submit your timesheet if you have pending self-service requests. Once your manager approves all your requests you can submit your timesheet.

**Recalling a Submitted Time Sheet**

You can recall a submitted time sheet if it has not yet been approved by your manager. If your timesheet has not yet been approved the **Recall** button appears with the function buttons. You can also use this feature in instances where you would need to submit a self-service request due to missing information on your timesheet.

To recall a submitted time sheet, click the **Recall** button.

Clicking the **Recall** button generates the “Time Sheet Recalled: message:

In addition, after a recall, the **Save** button is reactivated and the **Submit** button reappears.

Update the information recorded in the time sheet, then **Save** and resubmit the time sheet.

**Requesting Time-Off Request or Self-Service Request for Missed Swipes**

You can submit time off requests, self-service requests for missed swipes, track the status of your requests, and view the history of past requests using the **My Time Off** function. When employees request time-off, an e-mail is sent to notify the manager that a request was made.

From the dashboard, select **Schedules > My Time Off.**

The **Request List** window appears.
Select **Create New Request**.

The **Create Time Off** Request window appears.

Choose the type of time off from the **Pay Code** drop-down list.

Enter the day on which you want to begin your time off in the **Start Date** field, or click the Calendar button on the right of the date field to display a calendar from which you can choose the date. Ensure that the **Start Date** is today’s date or later.

**Note**

*When selecting a leave request make sure that you look closely at the pay code to determine if the request should is in hours or days. Example: The pay code for conference time shows in (Hours). You can enter four (4) hours or the appropriate number of hours taken for the conference. The pay code for vacation shows in (Days). You can enter one (1) for a whole day or .5 for a half day. There are some paycodes that also require a start and end time.*
Enter the day on which you want to end your time off in the End Date field, or use the Calendar button.

It is recommended that you enter a note to accompany your request in the Comments field.

Select Next to display the details of your time off request.

The Request Details window appears. The hours request defaults to the scheduled hours for that day. You can modify the hours requested and also select another pay code from the Pay Code column.

Click the Insert button in the Action field of a row to add another row for that day, select the Pay code and enter the hours for that type. Remember to adjust the other hours for that day accordingly, if necessary.

If exceptions prevent you from submitting the request, do one of the following:
• Click the Back button to return to the previous window and make a different selection, or
• Reduce the hours selected by the clicking the Delete button in the Action field of a row to remove the hours from that row, and then click the Update button.

If no exceptions prevent you from submitting the request, click the Submit button to submit your request. You are notified of a successful submission.

Click OK. The following events occur:

• You are returned to the Request List window.
• Your new request appears in the Request List window as Pending if the date is in the future. If the request is in the past, the request will be in the past list.

A request email is sent to your manager.

**Note:** When your manager approves the Time-Off Request, the requested time posts to your time sheet as time off. You receive an email message when your manager approves or rejects your request.
Request for Missed Swipes Exempt (Salary)

1. If an employee misses a swipe, a Time Off request is needed. From the dashboard, select Schedules > My Time Off. The Request List window appears.

2. Choose the type of time off from the Pay Code drop-down list. Select Attendance Regular (Elapsed) from the drop down menu.
3. Select the Start and End date or Use the Calendar
4. Add a comment as to why the swipe was missed (required)
5. Click Next

The Request Details screen appears.
- Enter the number of days
- Click on the + sign to add an action (new row)
- Click on the x sign to delete an action
- Click on Update

If there are no exceptions, you will see a successfully submitted status.

Note: Exempt employees have to complete a missed swipe request one time for the day.
Request for Missed Swipes Non-Exempt (Hourly)

1. If an employee misses a swipe, a Time Off request is needed. From the dashboard, select Schedules > My Time Off.
   a. The Request List window appears. Follow steps 1-5 of the preceding page
2. Complete Dates: Date (s) you missed swipe
3. Hourly employees will select Pay code “Regular I/O” for missed swipes
4. Comments: Add a comment as to why you did not swipe in (required)
5. Time In: Add the time you started work (i.e. 8:30 am)
6. Out Time: The time you started meal time (i.e. 12:30 pm)
7. Time you ended meal time (i.e. 1:30 pm)
8. Time Out: Add the time you finished work (i.e. 5:30 pm)
9. Click Update and Submit

10. The Request Details screen appears.
    ✓ Enter the number of days
    ✓ Click on the + sign to add an action (new row)
    ✓ Click on the x sign to delete an action
    ✓ Click on Update

If there are no exceptions, you will see a successfully submitted status.
Email Notifications

Email messages are sent to the following recipients when a time off request is submitted. The following table shows the event triggering the email, the recipients, and the content of the message.

<table>
<thead>
<tr>
<th>Message subject</th>
<th>When email is sent</th>
<th>Recipient(s)</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missed Swipe</td>
<td>Day after missed swipe occurred on scheduled work day</td>
<td>Employee, Manager (s), Delegate(s), Timekeeper</td>
<td>Employee missing swipe In or Out time. &lt;Employee Name&gt; has a missing In or Out swipe in the timesheet period ending xx/xx/201x.</td>
</tr>
<tr>
<td>Time Off Request - Pending</td>
<td>Submission of time off request</td>
<td>Manager(s), Delegate(s), and Timekeeper</td>
<td>&lt;Employee Name&gt; has requested time off. Please review.</td>
</tr>
<tr>
<td>Time Off Request - Approved</td>
<td>Approval of time off request</td>
<td>Employee</td>
<td>Your time off request has been approved.</td>
</tr>
<tr>
<td>Time Off Request - Rejected</td>
<td>Rejection of time off request</td>
<td>Employee</td>
<td>Please see your manager(s) regarding rejection.</td>
</tr>
<tr>
<td>Time Off Request - Cancelled</td>
<td>Cancellation of time off request</td>
<td>Manager(s), Delegate(s), and Timekeeper</td>
<td>&lt;Employee Name&gt; has cancelled his or her request for time off.</td>
</tr>
</tbody>
</table>

Canceling a Time Off Request

You can cancel a time off request before or after it has been approved.

1. Go to Schedules > My Time Off.
2. Select the Current tab.
3. Select the respective time off request.

The View/Cancel Time Off Request window appears listing the details and history of the request.
4. Click Cancel Request button to withdraw your request.

![Cancel Request Button](image)

The Reason for Cancellation window appears. Enter your reason for cancellation, if necessary.
5. Select Cancel Request.

The My Time Off window appears again, showing the status of the request as cancelled.

<table>
<thead>
<tr>
<th>Current</th>
<th>Past</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Start Date</td>
</tr>
<tr>
<td>Time off - Vacation</td>
<td>08/02/2012</td>
</tr>
</tbody>
</table>

Note: If you submitted a time off request but came to work, you should cancel the time off request.
Running General Reports

CCCWorks supports report generation for employees. Employees can access general reports to view time sheet information for a certain period, roles delegated to them, time spent by project, or comments on time sheets.

1. To generate a report: from the CCCWorks dashboard, click Reports > View General Reports.

A list of report categories appears.

2. Do one of the following:
   - Select a report category to display the respective reports or
   - Search for the report.
   - Enter the name or part of the name of the report in the Search field.

   Reports with the search criteria in their name appear in the Search Results pane as you type.
3. Click the name of the report you want to generate.

A second pane appears, allowing you to specify report criteria.

4. Complete the respective fields.

5. Select your preferred output format:

- **Excel** to view/print the report as a *Microsoft Excel* spreadsheet.
- **HTML** (the default) to view the report in the browser window as a web page.
- **PDF** to view/print the report in *Adobe Acrobat* PDF format.

*Adobe Acrobat Reader* is required to view this format. The Reader is available at: http://get.adobe.com/reader/.

*Note: Make sure the pop up blocker is turned off your computer.*
6. Click **Submit** to generate the report.

The following figure shows a sample report in PDF format.

```
<table>
<thead>
<tr>
<th>Employee</th>
<th>Assignment</th>
<th>Time Sheet Version</th>
<th>Work Date</th>
<th>Pay Code</th>
<th>In Time</th>
<th>Out Time</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falcon, Araceli (001118527)</td>
<td>001118527</td>
<td>0.00</td>
<td>08/02/2013</td>
<td>Regular Hours</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>08/05/2015</td>
<td>Regular Hours</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>08/07/2015</td>
<td>Regular Hours</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>08/09/2015</td>
<td>Regular Hours</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>08/09/2015</td>
<td>Regular Hours</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>07/25/2015</td>
<td>Regular Hours</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>07/30/2015</td>
<td>Regular Hours</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>07/31/2015</td>
<td>Regular Hours</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>09/01/2015</td>
<td>Regular Hours</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>09/02/2015</td>
<td>Regular Hours</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>09/02/2015</td>
<td>Regular UO</td>
<td>9:56 am</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>09/02/2015</td>
<td>Regular UO</td>
<td>10:41 am</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>09/02/2015</td>
<td>Regular UO</td>
<td>1:42 pm</td>
<td>1:41 pm</td>
<td>0.02</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>09/02/2015</td>
<td>Regular UO</td>
<td>1:41 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>07/31/2018</td>
<td>Attendance Regular</td>
<td>6:17 pm</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>08/05/2013</td>
<td>Regular Hours</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>08/05/2013</td>
<td>Regular Hours</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>08/07/2013</td>
<td>Regular Hours</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>08/08/2013</td>
<td>Regular Hours</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

If You Need Assistance- Online Help is Available

Once logged into the CCCWorks employee dashboard, employees have access to online documentation through the Help link.

1. Click the Help link. The online version of the CCCWorks employee guide opens in a new browser window. Only the Time and Attendance Help topics are viewable.

Sample of CCCWorks Help window

2. Click any of the links to view the topics for Time and Attendance Help.
3. If you need further assistance please e-mail CCCWorks@ccc.edu.