

**Huddle Notes**  
**February 18, 2020**

In today's Huddle, Angie Crews from the Auditors Office discussed with us the new Executime functions for supervisors and employees.

Easy Accessibility

- The easiest way to access our new Executime system is on the Greene County Home Page.
- Click the green state of Missouri emblem (Employee Access) on the bottom right hand of our home page.

For Employees

- The time card inquiry tab and the time summary tab both allow an overview of the current or previous pay periods.
- Time-off requests can be easily submitted using the plus sign and will be assigned a color
  - Green is approved.
  - Yellow is pending.
  - Gray is denied.
- Leave audits will be caught up soon by the Auditor's Office, and the leave discrepancy between Eden and Executime will be resolved shortly.

For Supervisors


- **Red (!)** Exclamation marks are an indicator of a transaction being incomplete.
- If zschedule vacation time code is used, later the time code will have to be unapproved, then entered as vacation.
- If an employee is unavailable to submit or approve time on the last day of the pay period, the supervisor can do this.
- Under supervisor actions the Who is Here Tab? can provide a quick overview as to employee status.
  - Gray indicates clocked out employees
  - Green indicates clocked in/ checked in employees

For Departments


- It's important that departments be able to determine the best practices for managing their area.
- This includes approval practices and time request submissions.
- For questions about your specific department guidelines asking your department head or elected official is best practice.
- Human Resources is available to assist departments on time reporting policies.

Screen Tips

 This symbol next to Employee Clock In/Out will collapse the column of tabs and expand the Clock In/Out area

 This symbol next to Employee Clock In/Out will expand the column of tabs and shrink the Clock In/Out area

 This symbol will show a condensed Time Card Inquiry View

 This symbol will show a Full Time Card Inquiry View