Viewing the Pay Period Close Genie

If you have access to the Pay Period Close (PPC) Genie, it may be visible as a selection in the Genie drop-down list.

To access the Pay Period Close Genie, click the Genie drop-down arrow and select it from the list.

Action menu
Displays actions and categories for performing tasks within Workforce Timekeeper.

Columns
Displays information relevant to the end of the payroll cycle.

Names
Identifies the employee.

Refresh
Displays the most current information from the Workforce Timekeeper database.

Reviewing Employees' Time

1. In the Pay Period Close Genie, review the data in the columns.
2. To view more details about an employee's time, double-click the employee's name to display his/her timecard.

Best Practices

- Review the Worked Hours column to quickly identify discrepancies in employee's total worked hours.
- Address missed punch issues to ensure that your payroll data is as accurate as possible.

Approving Timecards

1. In the Pay Period Close Genie, select the employee group(s) and time period.
   - If you want to approve timecards for the entire pay period, select Previous Pay Period.
   - If you want to approve timecards for one or more days, select Range of Dates and specify the dates.
2. Either Select All Rows or select the individual employees you want to approve.
3. Select Approval > Approve Timecard. Click Yes.
4. View Group Edit Results.

Best Practices

- Review the Pay Period Close Genie to view the number of managers who have approved an employee's timecard. The managers' names might also appear in this Genie.
- If you do not want your employees to perform additional edits for a specific timeframe, apply your approval for that timeframe.
- To perform additional edits to a timecard you have approved, select Approval > Remove Timecard Approval.
Generating Reports

1. If you have access to reports, they may be visible as a widget that appears in the Related Items pane. Select the Reports widget.

2. Expand one of the categories and select a specific report.

3. From the People list, select a HyperFind option.

4. From the Time Period list, select a time span.

5. Click Run Report.

6. Click Refresh Status once.

7. When Complete appears in the Status column, click View Report.

Best Practices

- To generate a report for one or more employees, select those employees using a Workforce Genia, and then select GoTo > Reports. Continue with step 2.
- To ensure that the report matches your needs, click the report name once and review its description in the workspace.
- While viewing a report, you can use the Search feature in Adobe Acrobat to locate specific information within a report.
- To send a report via e-mail, open the Share pane, and then select Attach to Email. By default, all standard reports use the Adobe Acrobat Document (.pdf) format.
- To print a report, use the Print option on the menu to send a report to a local or network printer.