



# **Campus Time & Attendance for Managers of Exempt Employees**

# Campus Time & Attendance For Exempt Employees

## Introduction

This content is designed for managers responsible for managing time-off requests for exempt or monthly paid employees in the Campus Time & Attendance application. By the end of this content, you will be able to:

- **Locate and log into the Campus Time & Attendance System:** We'll show you how to access the system quickly and securely so you can get started without any hassle.
- **Navigate the Campus Time & Attendance Home Page:** Next, we'll tour the homepage, highlighting the key features and sections that you'll use most frequently.
- **Submit a Request for Time Off Using Campus Time & Attendance:** Finally, we'll walk you through viewing, editing, and approving requests submitted by your exempt employees.

## Overview



**What is it?:** Campus Time & Attendance is the timekeeping system used by UAB Employees.

**What is it used for?:** Exempt Employees use Campus Time & Attendance for three main functions.



- **Requesting Time Off:** Exempt (monthly paid) employees use the CTA system to help manage their accrued leave times and submit time off requests.
- **Tracking Leave Balances:** CTA provides real-time information on leave balances.
- **Viewing Submitted Requests:** Exempt employees and supervisors can easily see submitted requests and their status.

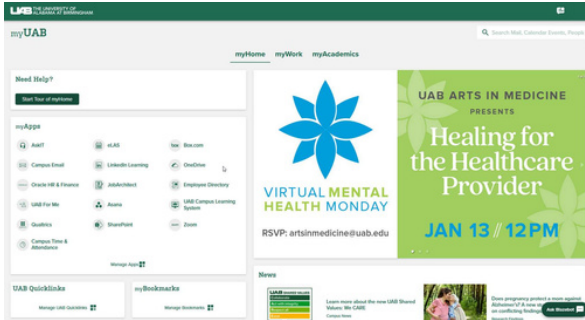


**Who else uses the system?:** UAB Time Editors also use Campus Time & Attendance. Time Editors are designated individuals authorized by a department to approve and edit time off requests of exempt (monthly paid) employees.

# Campus Time & Attendance For Exempt Employees

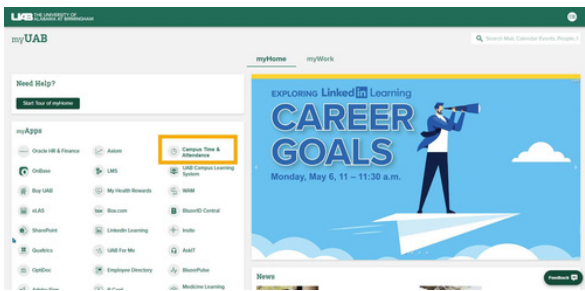
## How Do I Access CTA?

Let's start with the basics! This foundational knowledge is essential for navigating the system efficiently and making the most of its features.



### Logging Into Campus Time & Attendance

- You will access Campus Time & Attendance from the myUAB Portal.
  - Navigate to <https://my.uab.edu>
  - If prompted, enter BlazerID and strong password

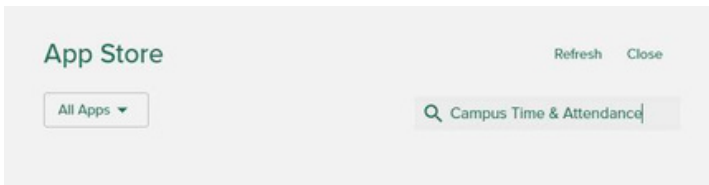


### Open Campus Time & Attendance from myUAB Portal

- In myApps, find Campus Time & Attendance and click to open.

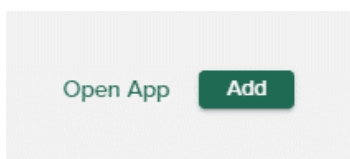
## I Do Not See CTA in myApps

After logging into the myUAB Portal, if you do not see Campus Time & Attendance in your apps, follow the steps below to add the application.



### Search to Find and Add Campus Time & Attendance

- In the Search bar, type Campus Time & Attendance.



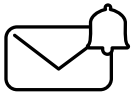
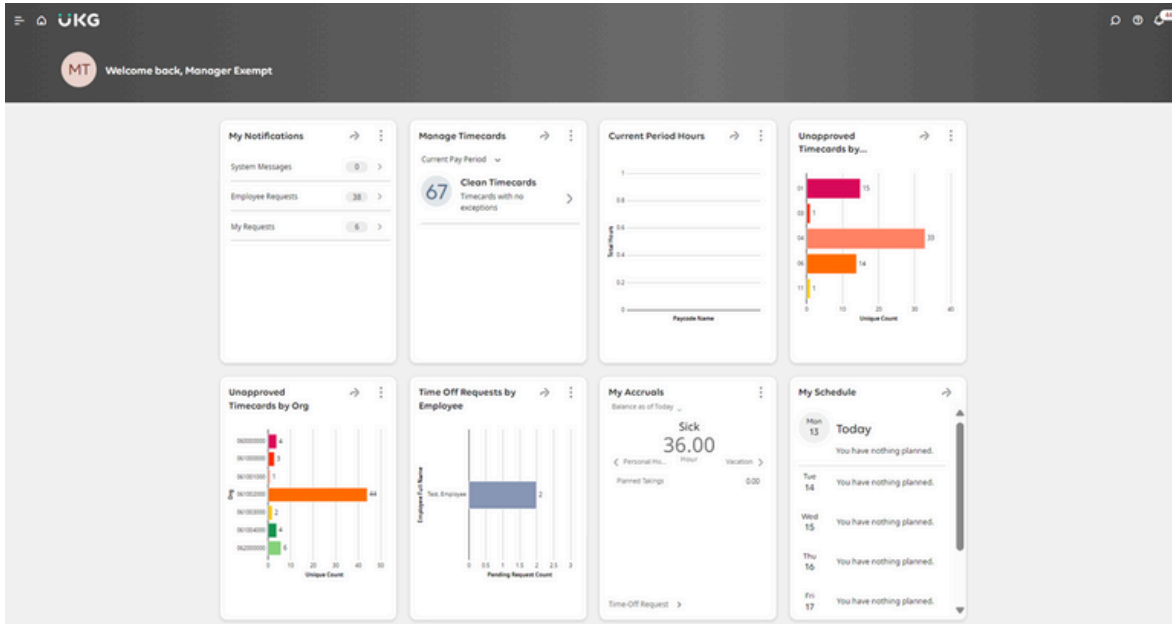
### Add and Open Campus Time & Attendance

- Click add to move Campus Time & Attendance to my Apps
- Click Open App to open

# Campus Time & Attendance For Exempt Employees

## Campus Time & Attendance Homepage Basics

When you log into the Campus Time & Attendance system as a manager of an exempt employee, your dashboard should look like this.



**My Notifications:** The My Notifications tile displays the number of system messages, you have received, the number of employee requests that require attention, and the number of requests you have submitted as an employee.



**Manage Timecards:** The **Manage** Timecard Tile allows you, as a manager, to oversee and adjust employee timecards.

- **Review Time Entries:** You can view detailed records of employee work hours, overtime, and any adjustments.
- **Approve or Reject Timecards:** Approve or reject submitted timecards to ensure accuracy.
- **Edit Time Entries:** Make necessary corrections to time entries.



**My Accruals:** This tile shows your available accrued amounts for sick, vacation, and personal holidays. You can easily toggle between the available amounts by clicking on the arrows within the tile.

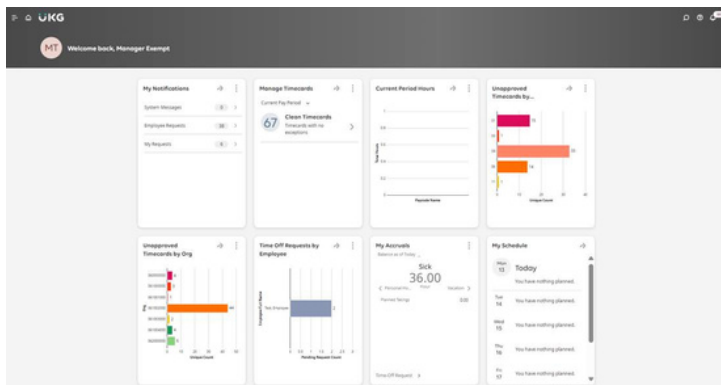
- **Note:** There is something you should know about your time reflected on this tile. Your accrued time for each leave type is reflected in hours not days.



**My Schedule:** This tile shows your schedule of submitted requests. This tile provides a calendar view of all your approved and pending time off requests.

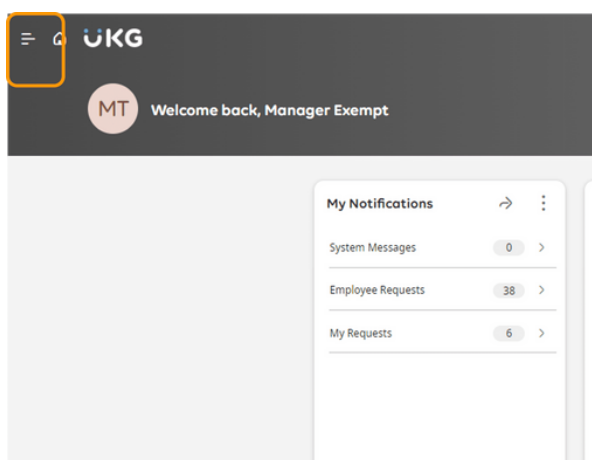
# Campus Time & Attendance For Exempt Employees

## How to View Timecards



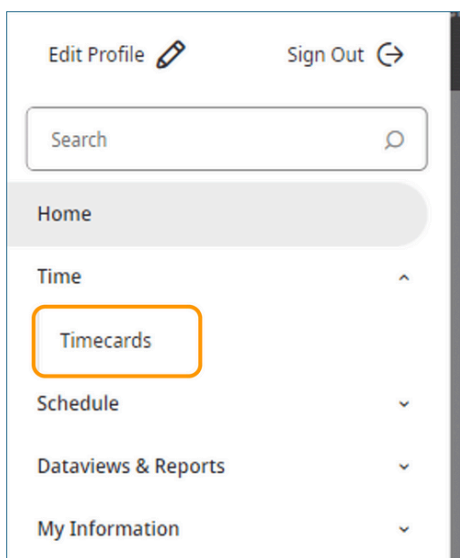
### Time Card View

Although exempt employees do not track worked time (by clocking in and out), managers can view monthly employee time off information through the timecard view.



### To View

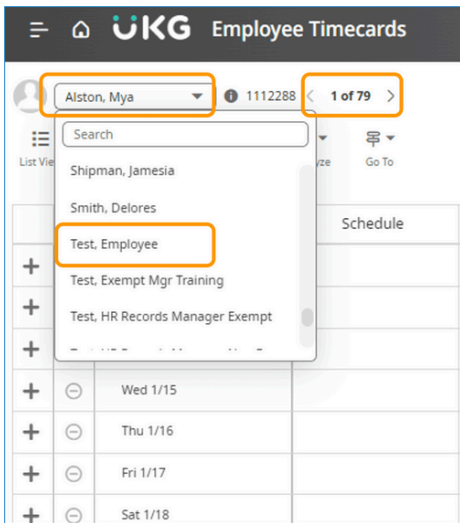
To view, open the main menu from the top left corner.



### Open Time and Select

Open time and select timecards.

# Campus Time & Attendance For Exempt Employees



## Select Your Employee

Use the drop-down list to select your employee.  
**NOTE:** You can also use the toggle buttons to flip through employees.

## Employee Project View

Exempt employees have a project view card displaying only scheduled time off in the selected period.

The screenshot shows the UKG Employee Timecards interface in project view. The table displays time off for an employee over a week. The columns represent days from Sun 12/01 to Sat 12/07. The rows represent projects: Home Sick, Home Vacation, and Daily Total. The 'Home Sick' project shows 8.00 hours on Tue 12/03. The 'Home Vacation' project shows 8.00 hours on Tue 12/03. The 'Daily Total' row shows 8.00 hours on Tue 12/03.

Project	Sun 12/01	Mon 12/02	Tue 12/03	Wed 12/04	Thu 12/05	Fri 12/06	Sat 12/07	Week	Timeframe
Home Sick			8.00					8.00	48.00
Home Vacation			8.00					8.00	24.00
Daily Total			8.00					8.00	72.00

## One Week at a Time

Time is shown one week at a time, with toggle buttons for moving from one week to the next.

The screenshot shows the UKG Employee Timecards interface in project view. The table displays time off for an employee over a week. The columns represent days from Sun 12/01 to Wed 12/04. The rows represent projects: Home Sick, Home Vacation, and Daily Total. The 'Home Sick' project shows 8.00 hours on Tue 12/03. The 'Home Vacation' project shows 8.00 hours on Tue 12/03. The 'Daily Total' row shows 8.00 hours on Tue 12/03. Navigation buttons for 'Previous', 'Today', and 'Next' are highlighted with an orange box.

Project	Sun 12/01	Mon 12/02	Tue 12/03	Wed 12/04
Home Sick			8.00	
Home Vacation			8.00	
Daily Total			8.00	

# Campus Time & Attendance For Exempt Employees

## Days Display

Days are displayed horizontally across the top of the card.

The screenshot shows the UKG Employee Timecards interface. At the top, there is a navigation bar with the UKG logo and the text 'Employee Timecards'. Below this, there is a user selection dropdown showing 'Test, Employee' and 'EMPLOYEE < 68 of 79 >'. A toolbar contains icons for 'Previous', 'Today', 'Next', 'Add New', 'List View', 'Zoom', 'Approve', 'Remove Approval', 'Analyze', and 'Go To'. The main table has columns for 'Project', 'Sun 12/01', 'Mon 12/02', 'Tue 12/03', and 'Wed 12/04'. The 'Home: Sick' row shows '8.00' hours on Tue 12/03. The 'Home: Vacation' row is empty. The 'Daily Total' row shows '8.00' hours on Tue 12/03. An orange box highlights the top row of the table, which contains the days of the week.

Project	Sun 12/01	Mon 12/02	Tue 12/03	Wed 12/04
Home: Sick			8.00	
Home: Vacation				
Daily Total			8.00	

## Leave Types Display

Leave Types are shown vertically on the left.

The screenshot shows the UKG Employee Timecards interface. The main table has columns for 'Project', 'Sun 12/01', 'Mon 12/02', 'Tue 12/03', and 'Wed 12/04'. The 'Home: Sick' row shows '8.00' hours on Tue 12/03. The 'Home: Vacation' row is empty. The 'Daily Total' row shows '8.00' hours on Tue 12/03. An orange box highlights the left side of the table, which contains the leave types.

Project	Sun 12/01	Mon 12/02	Tue 12/03	Wed 12/04
Home: Sick			8.00	
Home: Vacation				
Daily Total			8.00	

## Time Off Display

Time off is shown at the intersection of day and leave types.

The screenshot shows the UKG Employee Timecards interface. The main table has columns for 'Project', 'Sun 12/01', 'Mon 12/02', 'Tue 12/03', and 'Wed 12/04'. The 'Home: Sick' row shows '8.00' hours on Tue 12/03. The 'Home: Vacation' row is empty. The 'Daily Total' row shows '8.00' hours on Tue 12/03. An orange box highlights the intersection of the 'Home: Sick' row and the 'Tue 12/03' column.

Project	Sun 12/01	Mon 12/02	Tue 12/03	Wed 12/04
Home: Sick			8.00	
Home: Vacation				
Daily Total			8.00	

# Campus Time & Attendance For Exempt Employees

## All Time Display

All time off is automatically added to the Project View from Time Off Requests. Any edits needed must be made with time off requests.

Project	Sun 12/01	Mon 12/02	Tue 12/03	Wed 12/04
Home: Sick			8.00	
Home: Vacation				
Daily Total			8.00	

## Accrual Balances

Accrual balances are also available from this view. To open them, click on the accrual drawer at the bottom.

Project	Sun 12/01	Mon 12/02	Tue 12/03	Wed 12/04	Thu 12/05	Fri 12/06	Sat 12/07	Week	Timeframe
Home: Sick			8.00					8.00	48.00
Home: Vacation									24.00
Daily Total			8.00					8.00	72.00

Accrual Code Name	Current Balance (Hours)	Planned Takings	Available Balance (Hours)
Personal Holiday	56.00	0.00	56.00
Sick	148.67	48.00	99.67
Vacation	112.00	24.00	88.00

# Campus Time & Attendance For Exempt Employees

## Accrual Drawers

The Accrual Drawer is also available in this view.

Accrual Code Name	Current Balance (Hours)	Planned Takings	Available Balance (Hours)
Personal Holiday	56.00	0.00	56.00
Sick	148.67	48.00	99.33
Vacation	112.00	24.00	96.00

Accruals      Totals      Audits      Historical Corrections

## Current Balances

Here, you can see the current balances in hours for the selected period.

Current Balance (Hours)	Planned Takings	Available Balance (Hours)
56.00	0.00	56.00
148.67	48.00	99.33
112.00	24.00	96.00

## Any Future Requests

Any future planned takings in hours can be seen here.

Current Balance (Hours)	Planned Takings	Available Balance (Hours)
56.00	0.00	56.00
148.67	48.00	99.33
112.00	24.00	96.00

## Available Balance in Hours

Here you can see the available balances in hours. This number is the current balance minus any planned takings.

Current Balance (Hours)	Planned Takings	Available Balance (Hours)
56.00	0.00	56.00
148.67	48.00	99.33
112.00	24.00	96.00

# Campus Time & Attendance For Exempt Employees

## Other Drawers

Other drawers available in the Project View are Total, which refer to worked time and are not applicable to monthly employees, audits, and historical corrections.

Current Balance (Hours)	Planned Takings	Available Balance (Hours)
56.00	0.00	56.00
148.67	48.00	99.33
112.00	24.00	96.00

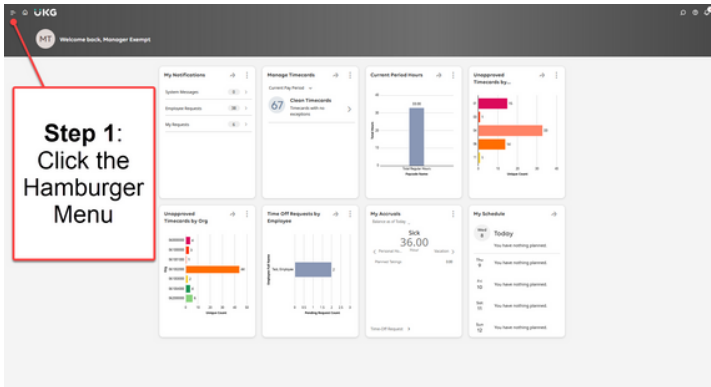
Totals      Audits      Historical Corrections

# Campus Time & Attendance For Exempt Employees

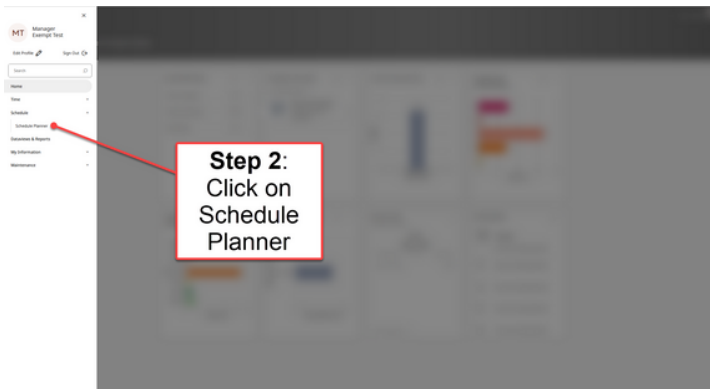
## Submitting a Request on Behalf

From time to time, an exempt employee will need you as their manager to submit a time-off request on their behalf.

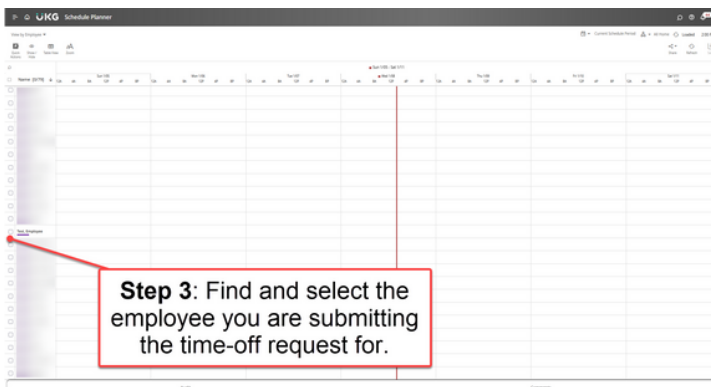
### What are the steps?



**Step 1:** Click the Hamburger Menu

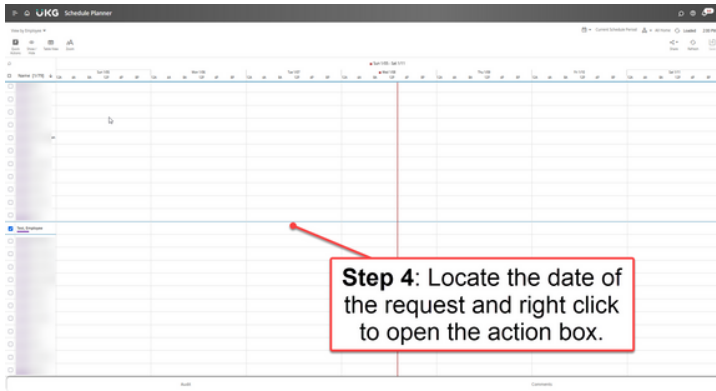


**Step 2:** Click on Schedule Planner

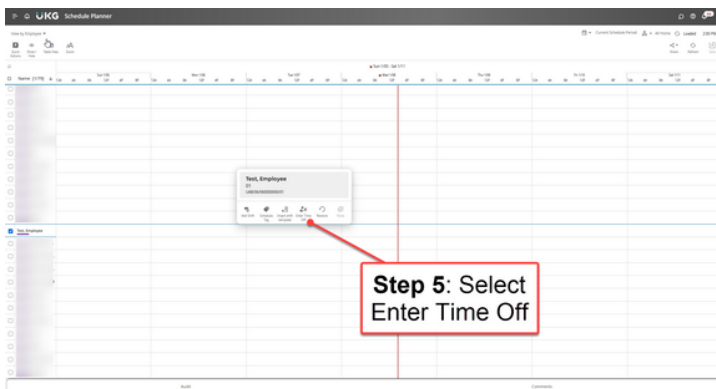


**Step 3:** Find and select the employee you are submitting the time-off request for.

# Campus Time & Attendance For Exempt Employees



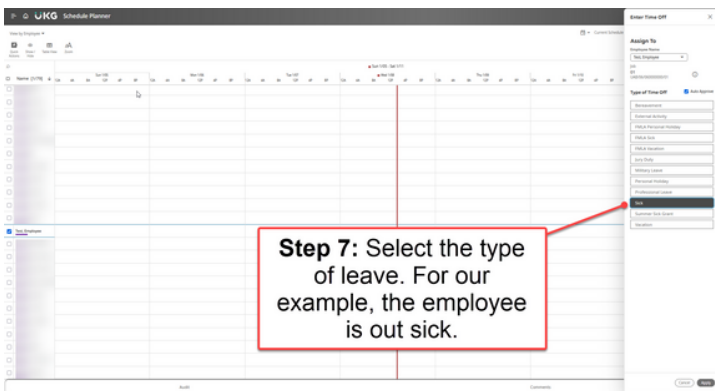
**Step 4:** Locate the date of the request and right-click to open the action box.



**Step 5:** Select Enter Time Off

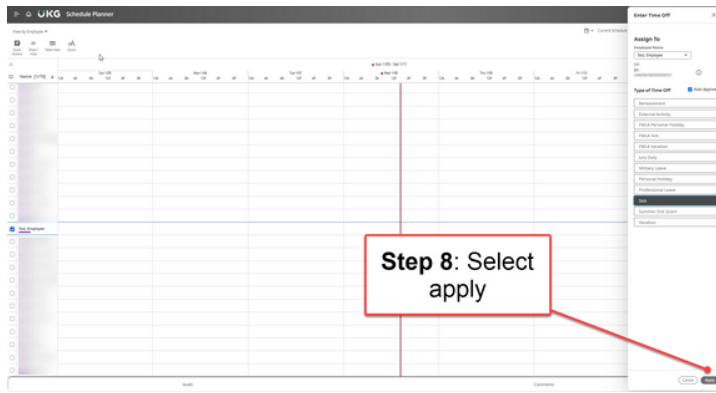


**Step 6:** Confirm the employee name

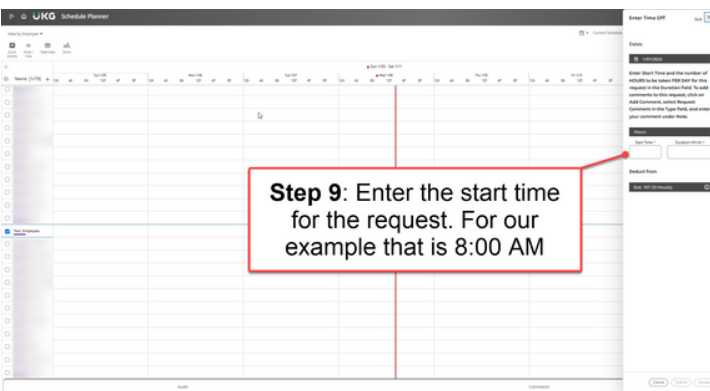


**Step 7:** Select the type of leave.

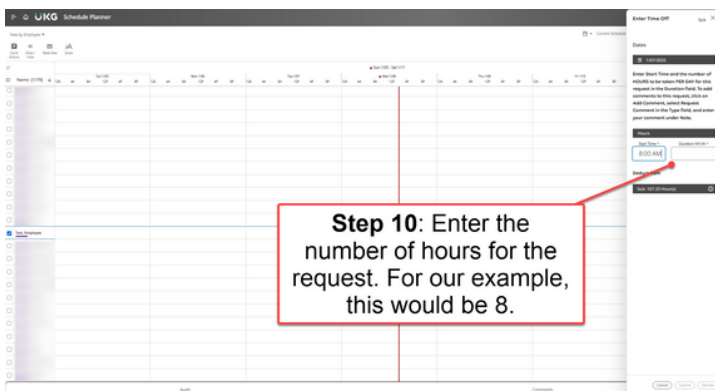
# Campus Time & Attendance For Exempt Employees



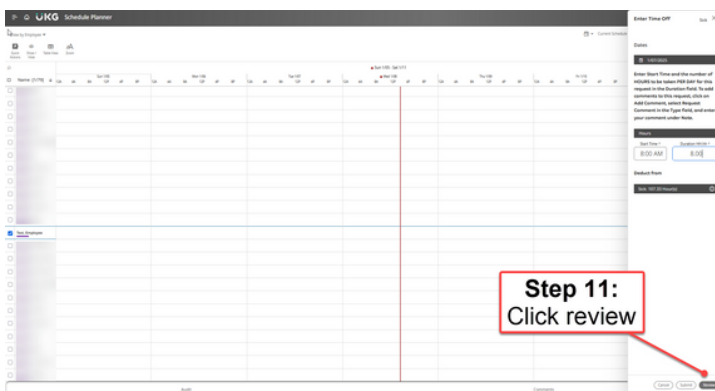
**Step 8:** Select apply.



**Step 9:** Enter the start time for the request.

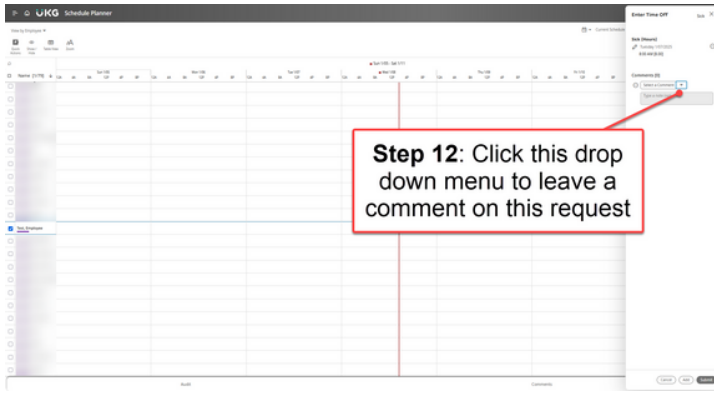


**Step 10:** Enter the start time for the request.

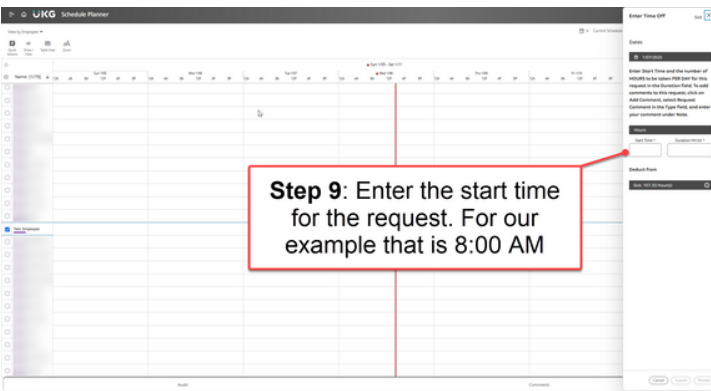


**Step 11:** Click review.

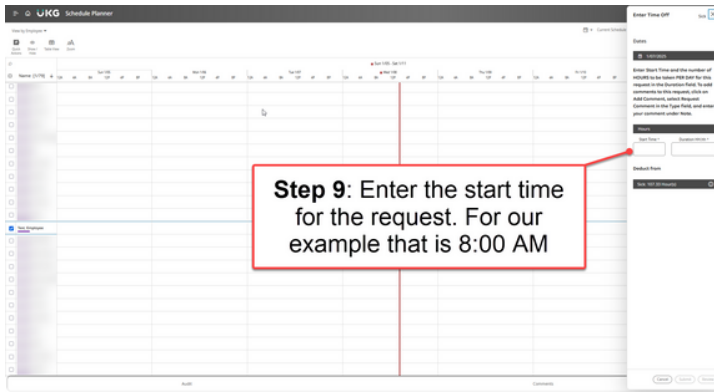
# Campus Time & Attendance For Exempt Employees



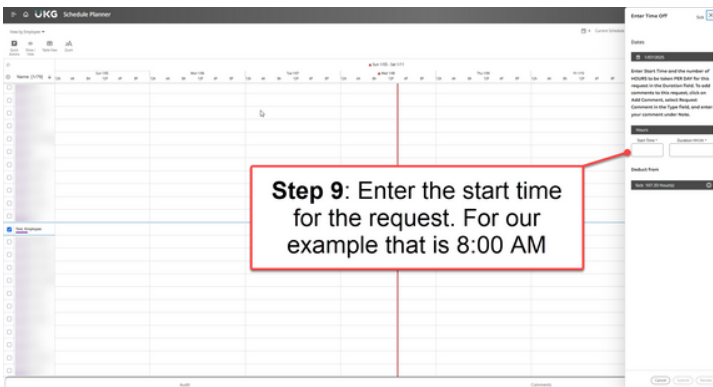
**Step 12:** Click this drop down menu to leave a comment on this request.



**Step 13:** Select Request Comment to leave a comment on this request entry. .

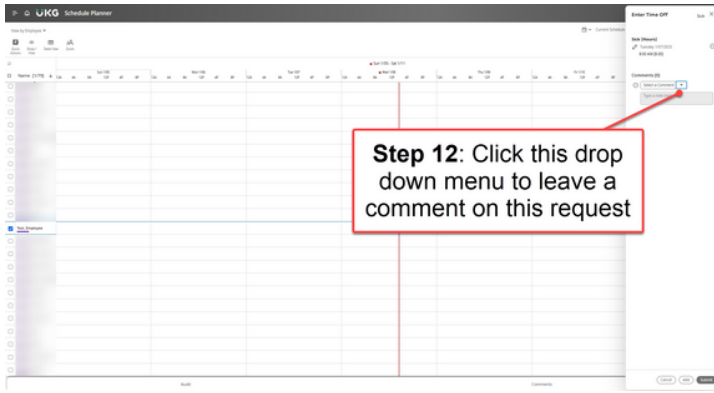


**Step 14:** Type in the comment.

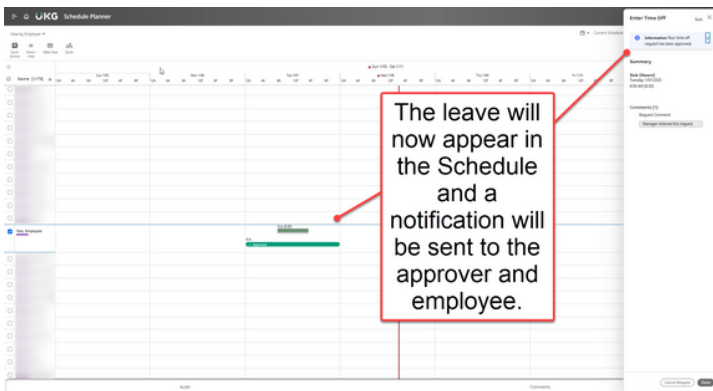


**Step 15:** Click submit to complete the request.

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The leave will now appear in the Schedule and a notification will be sent to the approver and employee.



**Step 13:** Select Request Comment to leave a comment on this request entry. .

# Campus Time & Attendance For Exempt Employees

## Reporting

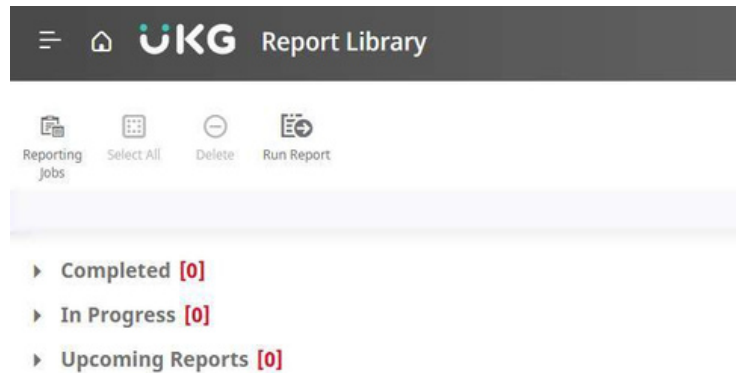
### How Do I Run Reports?

#### *What is Dataview?*

A Dataview is a tool for analyzing data and taking action on a group of employee timecards. Within a Dataview, you can sort, group, filter, and perform calculations.

#### *What is the Report Library?*

Reports can provide valuable data related to a specific timeframe, pay period, or group of employees. The Report Library is the starting report for most reporting activities. It displays reports that are completed, in progress, or incoming.



#### Steps to Get to the Report Library

1. Open the Main Menu
2. Select Dataviews & Reports
3. Click to Open the Report Library

## Summary

### Key Takeaways

To recap, you have learned how to:

1. Locate and log into the Campus Time & Attendance system.
2. Navigate the CTA homepage and understand the functions of the Manager Dashboard.
3. Manage your exempt employee time-off requests with ease.