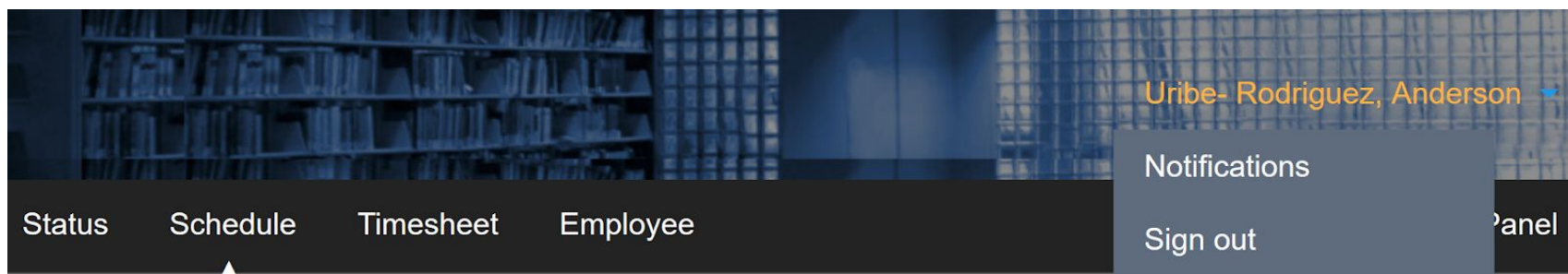


General and Navigation



Login

The ESS website cannot be accessed without credentials; users will always be asked to login, unless they choose to have the browser save their credentials.

Sign out

When users sign out, they will be redirected to the LSS page. There they can click on **Resources** and click on **Employee Scheduling** to return to the ESS.

Notifications

In the notifications link, users will have access to submitted notifications by the admin from the **Admin Panel**, in the **Notifications Tab**.

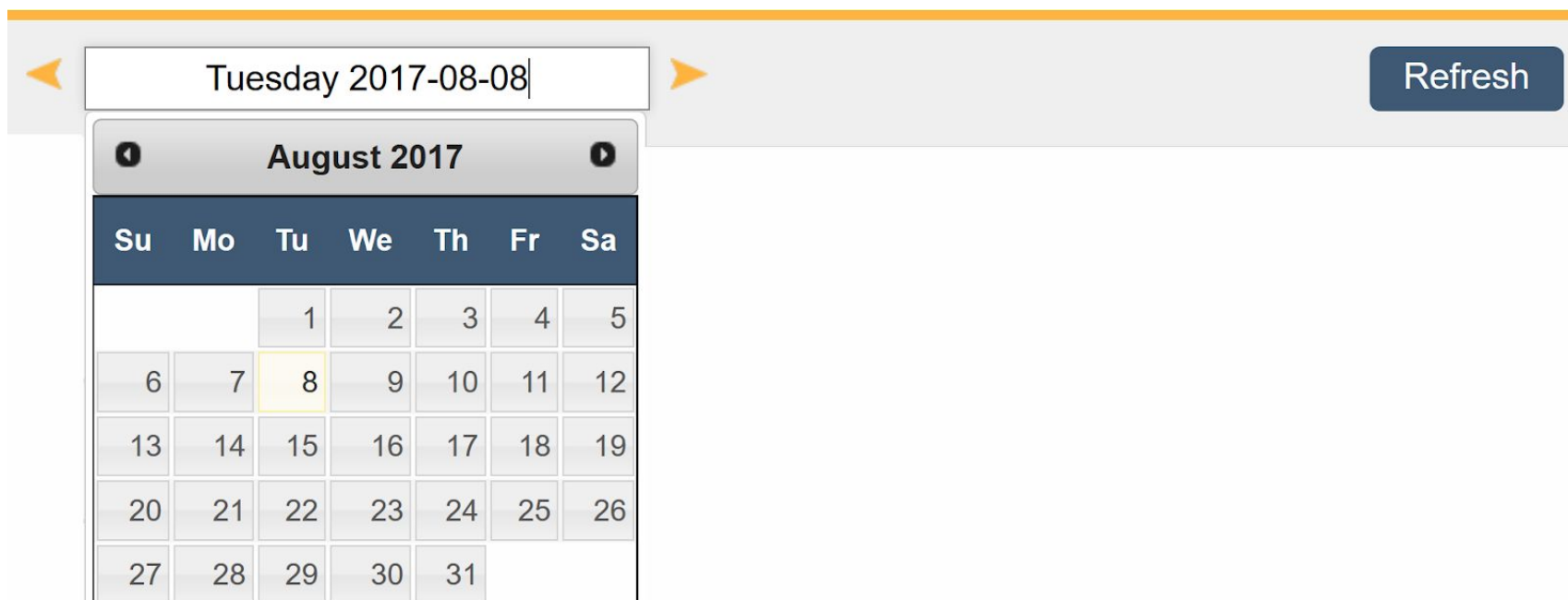
Any future improvements or additions to notifications will be visible here.

Navigation Menu

Users have two quick methods for navigating ESS:

1. The address bar of the browser can be used to access direct content, such as specific dates for the schedule table, sorted by labs: `.../timesheet/scheduleLabIndex/2017-08-02`.
2. The navigation bar provides easy access for the main links of the ESS, such as the schedule page. The indicator arrow will tell the users what page they are currently viewing.

Status Page



Previous & Next Day Arrows

These arrows change the employee arrival status being shown to the previous or next day's.

Selected Date

The date between the arrows show the date being viewed. Clicking this input opens a date picker that is used to change the data in the table to reflect the selected date.

Refresh

If the status table is currently showing today's data, clicking this button will simply refresh the page to show current data. On the other hand, if the table is showing data for a day other than today, clicking this button will take the user back to today. **It is recommended to click this button when first accessing the page, in case the table is showing old data.**

Shifts	Employee	Status	Scheduled	Start	End	Area
Edit	LAST, FIRST	NA	18:00	-	-	
Edit	LAST, FIRST	On-time	10:00	10:00	-	

Status Table

The purpose of the status table is to be able to easily keep track of employees through the various library departments. It is sorted by location first, then by employee earliest due time.

Note that because the status table can be set for future dates, it can serve as a quick method for viewing employee schedules per day. For example, it can be used to tell who will be opening or closing a certain department tomorrow.

Shifts Column

The status table allows the supervisor to make changes to **one shift** at a time. **This is the only method for modifying only one of a repeating set of scheduled shifts.** As mentioned, future shifts can be viewed, and thus edited.

There are two scenarios when clicking in the Edit link for a given employee.

1. For employee shifts with status NA: **Opens the Edit Shift form** so that the supervisor can modify this scheduled shift before the employee signs in or substitute the employee.
2. For employees that have signed in: **Opens the Edit Timesheet form.** The supervisor can then edit the hours that will be calculated towards the given employee's timesheet.

Status Column

There are various status labels used in this column and each has a given rule, as explained below:

Due: Displayed if the employee is due in 15 minutes.

On-time: Displayed if the rounded signed in time is equal to the employee's due time.

Example: Employee signs in at 12:03 and her due time is 12:00. Following the rule of rounding to the nearest 7, 12:03 is rounded to 12:00, which is equal to their due time of 12:00.

Late: Displayed if the employee did not sign in at their due time. **Special:** Displayed if the supervisor used the **Set in Timesheet** form to mark the employee as signed in.

Scheduled Column

Shows the due times for employees as scheduled by the supervisor using the add shift form, or by having edited an existing shift.

Start & End Columns

These columns show the time the employees signed in/out, or "-" if there is no data available yet.

Substitute



Find temporary employee

Edit Shift: Jonny Bravo

Date

2017-09-27

Start

17:00

End

20:00

Location

Circulation

Save

Set in timesheet

Remove

Edit Shift Form

Opens from the [Status page](#) > [Status table edit link](#)

This form opens when a shift has not been signed in. Any changes to this form will only affect the shift being edited, not future shifts as a result of Repeat Weekly. For example, the **Remove button** will only remove the current shift.

Set in Timesheet

Opens the Set in Timesheet (Status page) form to mark the employee as signed in, or signed in and signed out.



Set in timesheet: adminFirst adminLast

Date

2019-06-16

Start

07:00

End

08:00

Location

Multimedia

Mark as worked

Mark as signed in

[Back to Edit Schedule](#)

Set In Timesheet (Status page)

Opens from the [Status page](#) > [Status Table edit link](#) > [Edit Shift form](#) > [Set in timesheet button](#)

This form opens because there is no sign in time for the given worked shift. By default, the date, start time, end time and location are those that were originally set when the shift was added to the schedule. The goal is that, if necessary, the corresponding shift in the timesheet can be immediately filled with the original values using this form. In addition, only the sign in time can be filled, so that if there was a problem with the sign in, the employee can do his/her shift and sign out later. Edits can be made to any of the fields before marking the shift as worked.

Clicking **Mark as worked** will use the date, start time, end time and location of this form fields to fill the timesheet for this shift.

Clicking **Mark as signed in** will use the date, start time, and location of the original scheduled shift to fill the timesheet for this shift. The employee will then have to sign out at the end of his/her shift.

Schedule Page

Show Week Of...

Sort By...

This Week

August 2017

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Show week of...

When a date is selected from the date picker, the schedule table will show the week of the selected date. Any date can be selected from the picker and if no data is available, the table will be empty.

Sort by...

- There are currently two sorting methods, by Employee and by Area.
- 1. Sort by Area - By default, area is selected. The schedule table will show all employees for the given week grouped by the area where they work.
 - 2. Sort by Employee - The schedule table will show employees alphabetically by last name. Each employee gets their own row of shifts and the Shifts Column is made available.

This Week

This button refreshes the schedule table to show shifts for the current day. It is recommended to press this button to be sure that the data being viewed in the table is current.

<

2017-07-09

2017-07-15

>

Previous & Next Week Arrows

These arrows change the schedule being shown to the previous or next week's schedule. The dates between the arrows show the range of the week being viewed, Sunday to Saturday.

Shifts	Employee	Sun 08-06	Mon 08-07	Tue 08-08	Wed 08-09	Thu 08-10	Fri 08-11	Sat 08-12
View	LAST, FIRST				 10:00-13:00			
View	LAST, FIRST		 16:00-20:00	 16:00-20:00				

Schedule Table

This table shows all the shifts the employees have to work for the current week. The data inside comes from shifts scheduled by the supervisors through the **Add Shift form in the Employee page**.

Shifts Column

This column is only available if the sorting method is set to Employee. Supervisors can click the view link to be **directed to the Employee page > Schedule Shifts Tab for the given employee** to make changes to the shift.

Timesheet Page

Show Week Of...|

Sort By...▼

This Week

◀August 2017▶

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Show week of...

When a date is selected from the picker, the timesheet table will show the week of the selected date. Any date can be selected from the picker and if no data is available, the table will be empty.

Sort by...

- There are currently two sorting methods, by Employee and by Area.
- Sort by Area - By default, area is selected. The timesheet table will show all employees for the given week grouped by the area where they have worked.
 - Sort by Employee - The timesheet table will show employees alphabetically by last name. Each employee get their own row of shifts and the Shifts Column is made available.



This Week

This button refreshes the timesheet table to show shifts for the current day.

◀
2017-07-09
2017-07-15
▶

Previous & Next Week Arrows

These arrows change the timesheet being shown to the previous or next week's timesheet. The dates between the arrows show the range of the week being viewed, Sunday to Saturday. Note that the table will be empty if a week other than the current week is viewed or if no data is available.

Shifts	Employee	Sun 08-06	Mon 08-07	Tue 08-08	Wed 08-09	Thu 08-10	Fri 08-11	Sat 08-12
View	LAST, FIRST				 10:00-13:00			
View	LAST, FIRST		 16:00-20:00	 16:00-20:00				

Timesheet Table

This table shows all the shifts the employees have worked for the current week. The data inside comes from three locations: **the signin/signout page, the edit timesheet form, or the set in timesheet form.**

Shifts Column

This column is only available if the sorting method is set to employee. Supervisors can click the view link to be **directed to the Employee page > Worked Shifts Tab for the given employee.**

Employee Page: Schedule Shifts Tab

Scheduled Shifts

Worked Shifts

Profile

Fall 2017



Shifts	Date	Day	Lab	Start	End
Edit	08/30/17	Every Wed till 12-20		15:00	19:00

Select Semester

The Schedule Shifts tab will always **default to the current semester**, which then controls the data shown in the **Employee Schedule table**. To change the semester, choose another from this dropdown.

Calendar Icon

The **calendar icon** can be clicked to view the calendar from CUNY for the semester being shown in Select Semester. The link for this icon is entered through the **Add Semester form** in the Admin Panel > Semester Tab.

Employee Schedule Table

This table shows all the shifts for the given employee, according to the selected semester.

Shifts Column

The edit link in this column opens the **Edit Semester Schedule form**. Changes in this form will be displayed in the **Employee Schedule Table**, in the **Schedule Table** and in the **Status Table**

Day Column

This column displays the day the shift is due. Note that if the shift repeats, this column will show "Every...", specifying the day and until when it will repeat. Otherwise, it will display the one day the shift is due.

Substitute

Find temporary employee

Edit Semester Schedule: Jonny Bravo

Date

2017-08-30

Start

15:00

End

19:00

Location

Periodicals

Repeat weekly until ☒

2017-12-20

Save

Remove

Edit Semester Schedule Form

Opens by clicking the edit link in the Employee page > Semester Schedule Table

This form allows the user to **modify the schedule for the entire semester**. Changes in this form will be visible in the Employee page > Semester Schedule Table, Schedule page > Schedule Table and Status page > Status Table for the shifts' date.

Substitute

Search for an employee using this input to substitute the current owner of the shift.

Use the input by typing the name of the employee you wish to use for the substitution. An autocomplete function will open with users. Select the employee from the list and accept the prompt to make the substitution. Cancel if the selection was incorrect.

When Repeat weekly is selected, this shift will be substituted for **today** (assuming the shift is due today) **and all future shifts**.

Repeat Weekly

When the checkbox is unchecked - The shift entered will be applied **once** for the selected date.

When the checkbox is checked - The shift will be repeated weekly until the date entered in the input below it. It will be repeated by day of week, according to the due day.

Save

Submits any edits made to the shift (note that substitute does not need to be saved, it automatically saves when an employee is selected). This will update all schedule related tables.

Remove

Removes all future occurrences of this shift as a result of repeat weekly being used. **To remove this shift only for this week, use the edit shift form from the status table in the status page.** Note that shifts that have been worked cannot be removed. In order to remove the worked shifts, do so in the Edit Timesheet form first. Then remove here as explained.

Add Shift

Date

2017-08-08

Start

14:45

End

16:45

Location

Circulation

Repeat Weekly until... ☐

2017-08-10

Submit

Add Shift

Use this form to enter shifts for the given employee using the date pickers and time pickers that will show when clicking each field, since typing in these fields is disabled.





Repeat weekly until...

If the check-box is **unchecked**, the shift entered will be applied **once** for the selected date.

On the other hand, if the check-box is **checked**, the shift will be repeated weekly until the date entered in the input below it. It will be repeated by day of week, according to the due day.

Example: Entering a shift 8/8/17 (a Tuesday) and checking the box to repeat it weekly until 8/15/17 will repeat the shift every Tuesday until 8/15/17.

Employee Page: Worked Shifts Tab

Shifts	Date	Lab	Status	Time In-Out	In-stamp	Out-stamp	Total	Approved
Edit	Mon 08/28/17		On-Time	09:30-13:00	<i>A. Vrubel</i>	<i>A. Vrubel</i>	03:30	✓
Edit	Wed 08/30/17		On-Time	15:00-19:00		<i>A. Vrubel</i>	04:00	✓
Edit	Thu 08/31/17		On-Time	09:30-14:30	<i>A. Vrubel</i>	<i>A. Vrubel</i>	05:00	✓

Worked Shifts Table

This table shows all worked shifts for the employee currently viewed. The data in this table is directly related to the week being viewed, as specified by the two date fields above this table.

Shifts Column

If the employee has a sign in/out time(s), The edit link in this column opens the **Edit Timesheet** form, to edit the worked shift. Otherwise, it will open the **Set In Timesheet** form to set the sign in/out time(s) to a custom time, or to the scheduled times. By default, the times shown in the **Set In Timesheet** form are the scheduled times as seen in the Schedule Table for the shift.

Time In-Out Column

This column displays the times the employee signed in and signed out. What is important to note is that these times are rounded to the nearest 7.dec according to the requirements of Human Resources.

Stamps Columns

When the employees sign in/out, they have to write their signature. These stamps columns show their in and out signature. If instead of a signature a not found icon is displayed, even though the employee signed in and out successfully, then this means that this shift was marked as worked by a supervisor. If the employee signed in, but has not signed out, a not found icon will be shown in the Out-Stamp column.

Approved Column

A checkmark in this column means the shift has been approved and will count towards the total hours worked. Otherwise an X will be shown and the shift will not count. The need for approving a shift arises from an employee signing in to a shift they were not scheduled for by using the **Temporary Shift** form in the sign in page.

Search Employee

Scheduled Shifts

Worked Shifts

Jonny Bravo

Total hours worked this period: 12:30

2017-12-10

2017-12-16

View period

Total Hours

The total hours worked this period refers to the hours worked by the employee for one week. The given week is specified in the two date fields below. However, by default, they show the current week. The Worked Shift Table shows data for the given employee according to the week being viewed.

View Period & Date Fields

Clicking on the date or time fields opens a date picker. Once selections have been made as necessary, the user can click the button View Period to see data in the table from-to the selected dates. Note that the total hours will change accordingly as well.

Important note: Upon clicking the view period button, the start date will be used for all pages that filter with date. For example, if 2019/06/16 is selected, then the status table will show data for 2019/06/16.

Add Worked Shift

Date

2017-09-06

Start

00:00

End

00:00

Where

Circulation

Submit

Add Worked Shift

Use this form to schedule shifts and immediately mark them as worked for the given employee. To enter data, use the date pickers and time pickers that will show when clicking each field, since typing in these fields is disabled.

Due to the **Set in Timesheet** form, **Temporary Shifts** and **Edit Timesheet** form, the **Add Worked Shift** form has one special purpose: If a supervisor forgets to create a shift for an employee and the employee does not create a temporary shift because they forgot to sign in, then this form will allow the supervisor to **enter a worked shift that was not scheduled**.

Employee Page: Profile Tab

Search Employee

Scheduled Shifts

Worked Shifts

Profile

Jonny Bravo

Phone

Email

Library Barcode

aQAI4d

Emergency Contact

Cancel

Save

Profile

This form shows contact information for the currently viewed employee. The fields that are not grayed-out can be edited by both the supervisor and the employee. Press the Save button after making changes or the Cancel button to reload the page and reset changes that have not been saved.

Future improvements to this form include allowing users to enter a profile picture and showing who supervises the viewed employee.

Admin Panel Page: AnnouncementsTab

Announcements

Add Employee

Semester

Submit Announcements

Show on

yy-mm-dd

Stop showing on

yy-mm-dd

Title

Body

Cancel

Add

Submitted Announcements

Show on

2017-11-13

Stop showing on

2017-11-22

Title

Tuesday November 21 classes follow a Friday schedule

Body

College Assistants work a Friday schedule but library will be open until 10:30 pm. Circulation CA should plan to stay until 10:30 pm if you have any other

Edit

Remove

Show on

2017-11-13

Stop showing on

2017-11-22

Title

Tuesday November 21 classes follow a Friday schedule

Body

College Assistants work a Friday schedule but library will be open until 10:30 pm. Circulation CA should plan to stay until 10:30 pm if you have any other

Edit

Remove

Submit Announcements

Supervisors can add announcements that all ESS users can see using this form. Employees who are affected by this announcement will receive an email automatically when the announcement is set to show, based on the Show On date.

Show On & Stop Showing On

When creating a new announcement, use these fields' date pickers to set a date when the announcement will be visible to ESS users and when it will be removed from view.

Types Of Submitted Announcements

Announcements submitted using the **Submit Announcements Form** can be edited and removed (the user will see the edit and remove buttons).

When an exception is added from the **Edit Semester Form** in the Admin Panel > Semester tab, an automatic announcement is created. There is no edit or remove button for it.

To remove or edit an automatic announcement, click on the "View announcement" link under the exception that corresponds to this announcement.

Announcements

Add Employee

Semester

Edit	Semester	Start	End
Edit	Spring 2017	2017-01-30	2017-05-30
Edit	Summer (I) 2017	2017-06-01	2017-07-05
Edit	Summer (II) 2017	2017-07-10	2017-08-10
Edit	Fall 2017	2017-08-25	2017-12-20

Semester Table

Semesters that have been added using the **Add Semester form** will show in this table. Each semester is editable by clicking the corresponding edit button in the Edit column. This will open a popup with forms to edit the semester, add exceptions dates for that semester and edit exception announcements.

Edit Semester

Calendar URL

http://www.citytech.cuny.edu/registrar/docs/fallcal_2017.pdf

Start

Start

End

Fall 2017

2017-08-25

2017-12-20

Edit

Date Exceptions

Exception date

00-00-00

Replace with

00-00-00

No replace ☐

Add

No work date

2017-11-21

Replace with

2017-11-24

Remove

[View announcement](#)

Edit Semester

The given semester can be edited by making changes to the various inputs and clicking the edit button. Changes to this form will be reflected in the **Semesters Table** in the Admin Panel > Semester tab

Date Exceptions

Exceptions refer to dates when there is no work or there is a swap of two dates because it is, for example, a Monday schedule.

Add a No Work Exception

To add a date when there is no work, fill Exception Date input with the date and select the No Replace checkbox. Then click Add.

Add a Swap Date Exception

If a day is being replaced by another (which we are calling swap date exception), fill the Exception date input with the date of when the change is happening. Next select the date which will be used instead, the date to swap with, from the Replace With input. Then click the add button. Example: 4/11/2018 is a Wednesday that follows a Friday schedule, select 4/11/2018 for the Exception date input, then select the Friday that has no classes for the Replace With input. The Replace With date is usually a future date, so it could be 4/13/2018. However, in this case, it is 4/06/2018 (Spring Recess Friday). **Please make sure that the Replace With date selected is a date where no one will sign in.**

Each time an exception is added, an automatic announcement is added for it explaining whether it is a no work exception, or a swap date exception.

Remove Exception

Exceptions cannot be edited. If the user made a mistake adding an exception, the exception must be removed using the Remove button, then added once more. Removing an exception will also remove the automatic announcement.

Edit/View Exception Announcement

To edit the automatic exception posted when an exception is added, click the View announcement link, which will open a pop up with the corresponding exception.

Add Semester

Calendar URL

Semester Start End

Spring 2018-01-11 yy-mm-dd

Save

Add Semester Form

In order to add shifts for employees, the given semester needs to be available to select it in the Employee page. The Add Semester form allows the user to enter semesters, which will be visible in the Semesters Table and the Employee page > Schedule Shifts tab. The Semester can be edited from the Semester Table.

Calendar URL

The calendar url can be filled with the PDF link from CUNY for the given semester the user wants to enter. This link will be used in the calendar icon in the Employee Page > Schedule Shifts tab.

Example of link: http://www.citytech.cuny.edu/registrar/docs/fallcal_2017.pdf

Other Forms

Edit Timesheet: Jonny Bravo

Shift: 2017-09-14 09:00-13:00 Internet Lab

Date

2017-09-14

Start

09:00

End

-

Location

Internet Lab

Add notes

Remove

Save

Edit Timesheet Form

Opens from the **Status page > Status Table edit link** and from the **Employee page > Timesheet Table edit link**.

This form is used to edit a shift that has at least been signed in. Making changes to this form will affect the timesheet tables and the total hours the employee has worked.

Notes

Notes can be written in this form to explain reasons for changes to the timesheet. An icon will appear in the Employee Timesheet Table if a note is present for the shift. Notes can be edited by opening this form for the associated shift.