



“Time Attendance”

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Especialista en Tecnología de Información
CTI - RUM



- Sistema de Control de Asistencia y tiempo para personal de la Universidad de PR.
- Herramienta para manejar de manera sencilla y automática el horario del personal:
 - Entrada y salidas
 - Licencias asignadas
 - Vacaciones
 - Enfermedad
 - Otras
 - Tiempo extra trabajado - Compensatorio
- Minimiza el tiempo para llenar la asistencia y procesar nóminas
- Actualizar las licencias será más sencillo



RECINTO UNIVERSITARIO DE MAYAGUEZ
OFICINA DE RECURSOS HUMANOS
Centro de Tecnologías de Información

REGISTRO DE ASISTENCIA

Periodo del 13 Noviembre 2017 al 19 Noviembre 2017

Si su horario de trabajo es distinto al regular (7:45 a 11:45 AM y 1:00 a 4:00 PM) indique en esta línea su horario regular de trabajo: _____

Correo electrónico: carmen.altieri@upr.edu

Registro	Lunes	Martes	Miércoles	Jueves	Viernes	Sábado	Domingo	Comentarios
Entrada								
Salida								
Entrada								
Salida								
Entrada								
Salida								
Total de Horas Trabajadas								
Ausencia Tiempo								
Tipo								
Total Horas Extra								

SUPERVISOR O DIRECTOR DE DEPARTAMENTO

Autorizado a trabajar horas extra: ☐ Sí ☐ No
Razón: _____

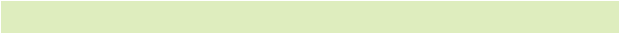
Estos son los productos de la tecnología del pasado

Para uso exclusivo de:

Codificado por: _____

Certifico que la información





Opción 1 para conectarse:

<https://dev.portal.upr.edu/rum>

Login

Services [HOME »](#)

Welcome...



[Forgot Password?](#)

Login using your email and password provided by the university.

By accessing this service, you agree to the terms set by the institutional policy for the use of electronic resources.

[Cambiar lenguaje...](#)

Escribe su usuario y contraseña

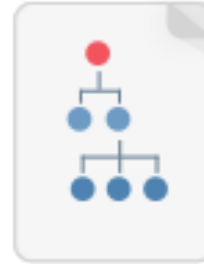
Escoja lenguaje



My W2



Time and Attendance



Agencies



Attendance



FA Academic
Progress



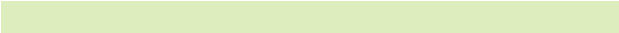
COE



EnrollmentR



FERPA



Opción 2 para conectarse:

[https://dev.portal.upr.edu/rum/hr/employee/
TimeAttendance/index.php](https://dev.portal.upr.edu/rum/hr/employee/TimeAttendance/index.php)

Menú disponible para Supervisores

Welcome:

🕒 My Time Clock

📄 View Time Sheet

📄 View Weeks/Status

👤 Employee Information

Supervisor

👤 View my Employees

📄 My Employees Report

🕒 My Employees Clock Entries

🔍 Search my Employees





Supervisor

View my Employees

My Employees Report

My Employees Clock Entries

Search my Employees

Q 2 Employees Found!

Page 1 of 1 | Showing 2 of 2

Description of Status Colors:

Green = Approved by HR

RED = REJECTED and requires attention

Orange = Approved by Supervisor

Blue = Pending or Approved by Employee

	Agency	Employee #	Employee Name	Status	
1	ANALYSIS AND PROGRAMING			24/Jan/2022 - 30/Jan/2022: Pending by Employee 17/Jan/2022 - 23/Jan/2022: Pending by Employee 10/Jan/2022 - 16/Jan/2022: Approved by Employee 03/Jan/2022 - 09/Jan/2022: Approved by Supervisor	Time Sheet Employee Details My Employees Clock Entries View Weeks
2	ANALYSIS AND PROGRAMING			24/Jan/2022 - 30/Jan/2022: Pending by Employee 17/Jan/2022 - 23/Jan/2022: Pending by Employee 10/Jan/2022 - 16/Jan/2022: Approved by Employee 03/Jan/2022 - 09/Jan/2022: Pending by Employee	Time Sheet Employee Details My Employees Clock Entries View Weeks

Supervisor

 View my Employees

 My Employees Report

 My Employees Clock Entries

 Search my Employees



Employee Time Clock

Select Date:

03/14/2019

Search

	Employee #	Employee	In / Input Type	Out / Input Type	Worked
1			07:44:20 AM / VIRTUAL Clock In - Information : IP > 136.145.33.61 Location > BY SCREEN Committed > 2019-03-14 07:44:20 User > Comment > Add: 2019-03-14 07:44:20 AM, Ponche Virtual	09:20:02 AM / VIRTUAL Clock Out - Information : IP > 136.145.33.61 Location > BY SCREEN Committed > 2019-03-14 09:20:02 User > Comment > Add: 2019-03-14 09:20:02 AM, Ponche Virtual	01:36
2			01:06:11 PM / VIRTUAL Clock In - Information : IP > 136.145.33.61 Location > BY SCREEN Committed > 2019-03-14 13:06:11 User > Comment > Add: 2019-03-14 01:06:11 PM, Ponche Virtual	-	-

Opciones disponibles para Supervisores

Supervisor

👤 View my Employees

📄 My Employees Report

🕒 My Employees Clock Entries

🔍 Search my Employees

🔍 Search for Employee

Please fill the field provided below to start your search.

Keywords:



🔍 Search

Buscar Empleado por:

- Apellidos
- Nombre
- Número de Empleado
- Seguro Social
- Email

Supervisor

 View my Employees

 My Employees Report

 My Employees Clock Entries

 Search my Employees



Q 1 Employees Found!

Keyword(s): "jorge" | Page 1 of 1 | Showing 1 of 1

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Orange = Approved by Supervisor

Blue = Pending or Approved by Employee

	Agency	Employee #	Employee Name	Status	
1	ANALYSIS AND PROGRAMING			24/Jan/2022 - 30/Jan/2022: Pending by Employee 17/Jan/2022 - 23/Jan/2022: Pending by Employee 10/Jan/2022 - 16/Jan/2022: Approved by Employee 03/Jan/2022 - 09/Jan/2022: Approved by Supervisor	Time Sheet Employee Details My Employees Clock Entries View Weeks



Supervisor
View my Employees
My Employees Report
My Employees Clock Entries
Search my Employees

Reporte de Asistencia de Empleados

- Esta pantalla permite escoger diferentes opciones o filtrar información para buscar empleados que cumplan con las condiciones deseadas.
- Debe tener cuidado porque mientras más opciones escoja menos empleados mostrará.
- Tiene opción de ver la información en pantalla o tipo reporte para bajarlo a Excel.

Report Type	
Select one:	
Screen	☒
Report	☐
Filter Options	
Select all you want:	
Type of Employee	Active Employee ▼
Timesheet Status	☐
View Weeks	☐
Select one:	
Employee Number	☐
Select Type of Assistance with:	
Perfect Assistance	☐
Extra Hours	☐
Absent Hours	☐
***Grace Period:	
Lateness	☐
Extra without compensation	☐
Sort Information	
Order by:	Week, Office, Employee Number ▼
Update	Reset

Supervisor

 View my Employees

 My Employees Report

 My Employees Clock Entries

 Search my Employees

Report Type

Select one:

Screen ☒

Report ☐

Sort Information

Order by: Week, Office, Employee Number

Update

Reset

Search...

	Week	Office	Employee #	Name	E-mail	Status	
1	10/Jan/2022 - 16/Jan/2022	ANALYSIS AND PROGRAMING		Morales Padilla, Efrain	efrain.morales2@upr.edu	Approved by Employee	Time Sheet Employee Details My Employees Clock Entries View Weeks
2	10/Jan/2022 - 16/Jan/2022	ANALYSIS AND PROGRAMING		Bencosme Rodriguez, Jorge L	jorge.bencosme@upr.edu	Approved by Employee	Time Sheet Employee Details My Employees Clock Entries View Weeks

Supervisor

 View my Employees

 My Employees Report

 My Employees Clock Entries

 Search my Employees

Report Type

Select one:

Screen ☐

Report ☒

Sort Information

Order by: Week, Office, Employee Number ▼

Update

Reset

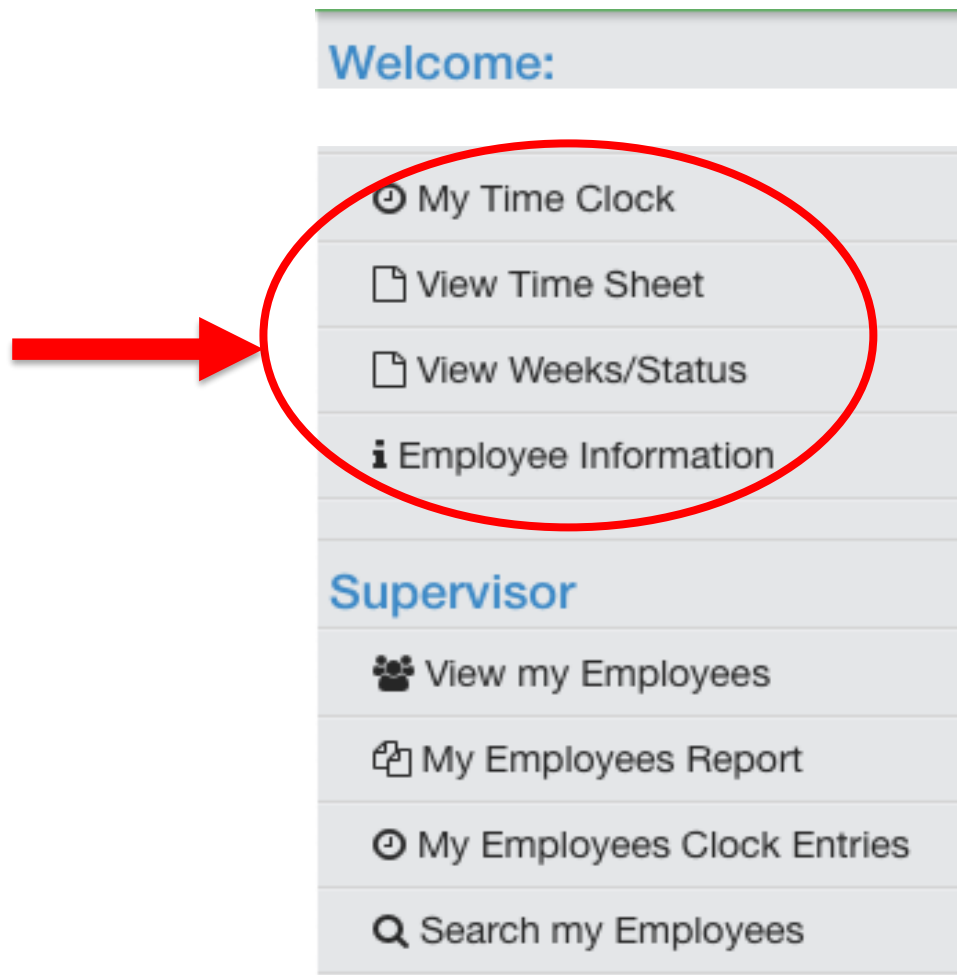
Search...

	Week	Office	Employee #	Name	E-mail	Status	Required	Worked	Absent	Charged	Leave Charged	LICCOM Approved
1	10/Jan/2022 - 16/Jan/2022	ANALYSIS AND PROGRAMING		Morales Padilla, Efrain	efrain.morales2@upr.edu		37:30	37:28	00:00	00:00	Not Leaves Charges	00:00
2	10/Jan/2022 - 16/Jan/2022	ANALYSIS AND PROGRAMING		Bencosme Rodriguez, Jorge L	jorge.bencosme@upr.edu		37:30	37:34	00:00	00:00	Not Leaves Charges	00:00
3	17/Jan/2022 - 23/Jan/2022	ANALYSIS AND PROGRAMING		Morales Padilla, Efrain	efrain.morales2@upr.edu		37:30	29:57	07:30	07:30	HOLIDAY 07:30	00:00
4	17/Jan/2022 - 23/Jan/2022	ANALYSIS AND PROGRAMING		Bencosme Rodriguez, Jorge L	jorge.bencosme@upr.edu		37:30	30:07	07:30	07:30	HOLIDAY 07:30	00:00
5	24/Jan/2022 - 30/Jan/2022	ANALYSIS AND PROGRAMING		Morales Padilla, Efrain	efrain.morales2@upr.edu		37:30	30:05	07:30	07:30	LICORD 07:30	00:00
6	31/Jan/2022 - 06/Feb/2022	ANALYSIS AND PROGRAMING		Morales Padilla, Efrain	efrain.morales2@upr.edu		37:30	33:39	04:00	04:00	LICORD 04:00	00:00

Para bajar el resultado
a Excel



Menú disponible para Empleados



Pantalla para Ponchar

“My Time Clock”

Welcome:



My Time Clock

View Time Sheet

View Weeks/Status

Employee Information

Supervisor

View my Employees

My Employees Report

My Employees Clock Entries

Search my Employees

Human Resources

Search Employee

Employees Report

Employee Schedule

My Employees Clock Entries

Oprimir este botón para ponchar, la entrada y salida.

Clock Punch:



Check In / Check Out

2/7/2022, 9:59:28 AM

WARNING !!! This button uses the current Time Clock from our systems and can not be modified by the user.

Select Date:

02/07/2022

Search

No Results Found

Datos Importantes:

- Los ponches realizados no se pueden eliminar o modificar.
- Los ponches se cuadran en entrada y salida.
- No ponche fuera de horario regular, a menos que sea una tardanza o una salida anticipada.
- Si pierde un ponche, debe solicitar a su supervisor que entre el ponche manualmente.
- La pantalla permite ponchar cada 5 minutos, para prevenir ponches repetidos.
- Si tiene la pantalla de ponchar abierta, **SIEMPRE** debe refrescar la pantalla para realizar un ponche nuevo.

Welcome:

🕒 My Time Clock

📄 View Time Sheet

📄 View Weeks/Status

👤 Employee Information

🔍 Display Time Attendance Sheets for one year

Name: Altieri Valentin, Carmen I

UID: 118721

SSN: ***-**-4760

Email: carmen.altieri@upr.edu

First Punch: 06-Jul-2020

Description of Status Colors:
Green = Approved by HR
RED = REJECTED and requires attention
Orange = Approved by Supervisor
Blue = Pending or Approved by Employee

Legenda del código de colores para identificar el estatus.

Select week by pressing the status:

- Esta opción de View Week o View Weeks/Status presenta aproximadamente 1 año y 8 meses de hojas de asistencias hacia atrás.
- Esta pantalla le permite darle seguimiento al estatus de sus hojas de asistencia.
- Aquí puede escoger la semana deseada y le presenta la hoja de asistencia para que usted pueda ver los detalles de esa semana.
- El estatus aparece con un código de colores que le ayudan a visualizar mejor el status de su hoja.

	Week Tag	Week / Status
1	P2022_06	07/Feb/2022 - 13/Feb/2022: Pending by Employee
2	P2022_05	31/Jan/2022 - 06/Feb/2022: Pending by Employee
3	P2022_04	24/Jan/2022 - 30/Jan/2022: Approved by Employee
4	P2022_03	17/Jan/2022 - 23/Jan/2022: Approved by Employee
5	P2022_02	10/Jan/2022 - 16/Jan/2022: Approved by Employee
6	P2022_01	03/Jan/2022 - 09/Jan/2022: Approved by Supervisor
7	P2021_52	27/Dec/2021 - 02/Jan/2022: Approved by HR
8	P2021_51	20/Dec/2021 - 26/Dec/2021: Approved by HR
9	P2021_50	13/Dec/2021 - 19/Dec/2021: Approved by HR
10	P2021_49	06/Dec/2021 - 12/Dec/2021: Approved by Employee
11	P2021_48	29/Nov/2021 - 05/Dec/2021: Approved by HR
12	P2021_47	22/Nov/2021 - 28/Nov/2021: Approved by HR
13	P2021_46	15/Nov/2021 - 21/Nov/2021: Approved by HR
14	P2021_45	08/Nov/2021 - 14/Nov/2021: Approved by HR
15	P2021_44	01/Nov/2021 - 07/Nov/2021: Approved by HR

Welcome:

🕒 My Time Clock

📄 View Time Sheet

📄 View Weeks/Status

👤 Employee Information

Employee Personal Information

👤 Employee Personal Information

Name: Altieri Valentin, Carmen I

UID:

SSN:

Email:

Location: Recinto Universitario de Mayaguez

Organization: ANALYSIS AND PROGRAMING

Position: Especialista En Tecnologias De Informacion I

Attributes: Empleado No Docente,
Empleado Regular,
Nombramiento: Permanente,
Nombramiento: Probatorio,
Sindicato: Miembro de la Hermandad,
Supervisor

Classification: Exento

Hire Date:

Work Week Schedule: COMPLETO REGULAR: 7:45AM-11:45AM / 1:00PM-4:30PM

Immediate Supervisor/Assistant: Escapa, Carmen J / Ortiz Soto, Wanda I / Valentin Centeno, Yamileth M / Velez Rivera, Carlos J

Pantalla Inicial

Welcome:

My Time Clock

View Time Sheet

View Weeks/Status

Employee Information

Employee Timesheets

Week P2022_06: 07/Feb/2022 - 13/Feb/2022

Name:

UID:

Location: Recinto Universitario de Mayaguez

Organization: ANALYSIS AND PROGRAMING

Position: Especialista En Tecnologias De Informacion I

Classification: Exento

Membership: HEEND - Afiliado

Información
básica del
Empleado
Información
necesaria para
analizar la hoja de
asistencia.

Unsubmitted Week

Week with Pending Action

Processed Week

Lastest 5 weeks

	Week Tag	Week	Status	
1	P2022_06	07/Feb/2022 - 13/Feb/2022	Pending by Employee	Time Sheet
2	P2022_05	31/Jan/2022 - 06/Feb/2022	Pending by Employee	Time Sheet
3	P2022_04	24/Jan/2022 - 30/Jan/2022	Approved by Employee	Time Sheet
4	P2022_03	17/Jan/2022 - 23/Jan/2022	Approved by Employee	Time Sheet
5	P2022_02	10/Jan/2022 - 16/Jan/2022	Approved by Employee	Time Sheet

Description of Status Colors:

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RED = REJECTED and requires attention

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Blue = Pending or Approved by Employee

Oprimir para ver la hoja de asistencia
de la semana seleccionada

Hojas de
Asistencia
Listado de hojas
de asistencias

Hoja de Asistencia - Time Sheet

Time Sheet: Altieri Valentin, Carmen I -

Week P2022_05: 31/Jan/2022 - 06/Feb/2022

Classification: Exento

Membership: HEEND - Afiliado

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	07:45 AM - 11:45 AM 01:00 PM - 04:30 PM	07:45 AM - 11:45 AM 01:00 PM - 04:30 PM	07:45 AM - 11:45 AM 01:00 PM - 04:30 PM	07:45 AM - 11:45 AM 01:00 PM - 04:30 PM	07:45 AM - 11:45 AM 01:00 PM - 04:30 PM	NA	NA
	Daily Hours: 07:30	Daily Hours: 07:30	Daily Hours: 07:30	Daily Hours: 07:30	Daily Hours: 07:30		

Timesheet Status: 0 - Pending by Employee

Entries	Monday 31-Jan-2022		Tuesday 01-Feb-2022		Wednesday 02-Feb-2022		Thursday 03-Feb-2022		Friday 04-Feb-2022		Saturday 05-Feb-2022		Sunday 06-Feb-2022	
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
Entry 1	07:45am	11:45am	07:45am	11:48am	-	-	07:45am	11:30am	07:45am	11:01am	-	-	-	-
Entry 2	01:00pm	04:30pm	01:00pm	04:30pm	-	-	01:00pm	04:31pm	01:00pm	04:30pm	-	-	-	-
Worked hours (Adjusted)	07:30		07:30		-		07:15		06:46		-		-	
Extra Hours (Adjusted)	-		-		-		-		-		-		-	
Absent Hours	-		-		07:30		00:15		00:44		-		-	
Charged Hours	-		-		07:30		00:15		-		-		-	
Pending	-		-		-		-		00:44		-		-	

Table of Attendance Descriptions : ? -> Pending / Missed Clock
00:00 -> Adjusted Clock In/Out

Weekly Summary:

Adjusted Worked: 29:01 Hours (Exactly: 29:05)

Worked on Schedule: 29:01 Hours of 37:30 Hours

Absent: 08:29 Hours (Leave Submitted: 07:45 Hours + Pending: 00:44 Hours)

Warning! Must Verify: *Leaves Submitted Hours must be equal to Absent Hours.

Comments:

New Message:

Save Comment

Información básica del Empleado
Información necesaria para analizar la hoja de asistencia.

Detalles de los ponches realizados por días. Horas extras, ausentes y horas cargadas a licencias.

Resumen de total de horas semanales, horas trabajadas, extras y ausentes.

Area para escribir comentarios

ÁREA DE ASISTENCIA SEMANAL INCLUYE:

- Hora de entrada y salida por día
- Ponches añadidos por Supervisor -> 07:45am*
- Ponches faltantes / pendientes -> ?*
- Calcula las horas:
 - Trabajadas
 - Extras
 - Ausentes
 - Asignadas a Licencias
 - Ausentes pendientes de asignar licencia

Attendance - Exento

Entries	Monday 2017-Nov-06		Tuesday 2017-Nov-07		Wednesday 2017-Nov-08		Thursday 2017-Nov-09		Friday 2017-Nov-10		Saturday 2017-Nov-11		Sunday 2017-Nov-12	
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
Entry 1	07:50am	11:46am	07:46am	11:44am	-	-	07:45am*	?*	11:45am	01:00pm	-	-	-	-
Entry 2	12:59pm	04:35pm	01:05pm	04:29pm	-	-	-	-	-	-	-	-	-	-
Worked hours	07:30		07:28		-		-		01:15		-		-	
Extra hours	-		-		-		-		-		-		-	
Absent Hours	-		00:02		07:30		07:30		-		-		-	
Leave hours	-		-		07:30		-		-		-		-	
Pending Balance for Absent Hours	-		00:02		-		07:30		-		-		-	

Table of Attendance Descriptions : ?* -> Pending / Missed Clock
 00:00* -> Adjusted Clock In/Out by Supervisor

Añadir Ponche Manual

(Solo para Supervisores)

dev.portal.upr.edu says

Desea Añadir un ponche perdido en Horario Regular?, Cancel para entrar otros ponches.

Cancel

OK

Oprima Cancel para entrar ponches fuera de horario regular. Esta opción permite entrar ponche todos los días de la semana.

Oprima OK para entrar ponches en horario regular que tiene ausencias. Esta opción solo presenta días con ausencias.

Time Sheet: Altieri Valentin, Carmen I - 118721

Week P2022_06: 07/Feb/2022 - 13/Feb/2022

Classification: Exento

Membership: HEEND - Afiliado

	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07:45 AM - 11:45 AM	07:45 AM - 11:45 AM	07:45 AM - 11:45 AM	07:45 AM - 11:45 AM	07:45 AM - 11:45 AM	NA	NA
01:00 PM - 04:30 PM	01:00 PM - 04:30 PM	01:00 PM - 04:30 PM	01:00 PM - 04:30 PM	01:00 PM - 04:30 PM	NA	NA
Daily Hours: 07:30	Daily Hours: 07:30	Daily Hours: 07:30	Daily Hours: 07:30	Daily Hours: 07:30		

Attendance by Employee

	Tuesday 08-Feb-2022	Wednesday 09-Feb-2022	Thursday 10-Feb-2022	Friday 11-Feb-2022	Saturday 12-Feb-2022	Sunday 13-Feb-2022
In	-	-	-	-	-	-
Out	-	-	-	-	-	-
Adjusted	-	-	-	-	-	-
Extra Hours	-	-	-	-	-	-
Absent Hours	07:30	07:30	07:30	07:30	-	-
Charged Hours	-	-	-	-	-	-
Pending	07:30	07:30	07:30	07:30	-	-

Table of Attendance Descriptions : ? -> Pending / Missed Clock
00:00 -> Adjusted Clock In/Out

Weekly Summary:

Adjusted Worked: 00:00 Hours

Worked on Schedule: 00:00 Hours of 37:30 Hours

Absent: 37:30 Hours (Leave Submitted: 00:00 Hours + Pending: 37:30 Hours)

Warning! Must Verify: *Leaves Submitted Hours must be equal to Absent Hours.

Comments:

New Message:

Save Comment

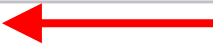
Add Clock Punch Previous Week Next Week

Reviews Leave Submitted

Pantalla Ponche Manual

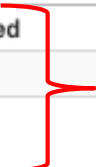
(Solo para Supervisores)

Add Clock Punch

Select Date: Monday 07-Feb-2022  Escoja la fecha que desea añadir el ponche.

Clock Entries

	In	Out	Hours Worked
1	11:45am	?	00:00
2	Total Absent: 07:30 / Leave Charged: 00:00	Total Extra: 00:00	Total Worked: 00:00

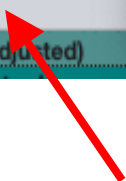
 Area que muestra listado de los ponches.

Clock Adjustment (0:00): 07:45 AM  Entre la hora del ponche manual.

Comments of Adjustment

- ✓ Missed Clock In/Out
- Official Matters
- Problem with the equipment
- General Emergency
- Others...

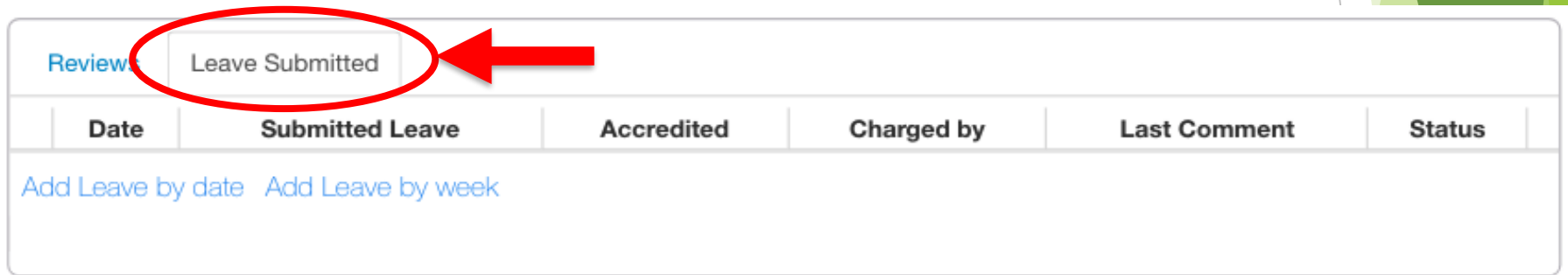
 Listado de posibles razones para realizar un ponche manual, sino existe la razón deseada escoge others.

Return Save  Área de botones, depende de la situación puede aparecer otros botones como el de borrar o guardar.

(Adjusted)

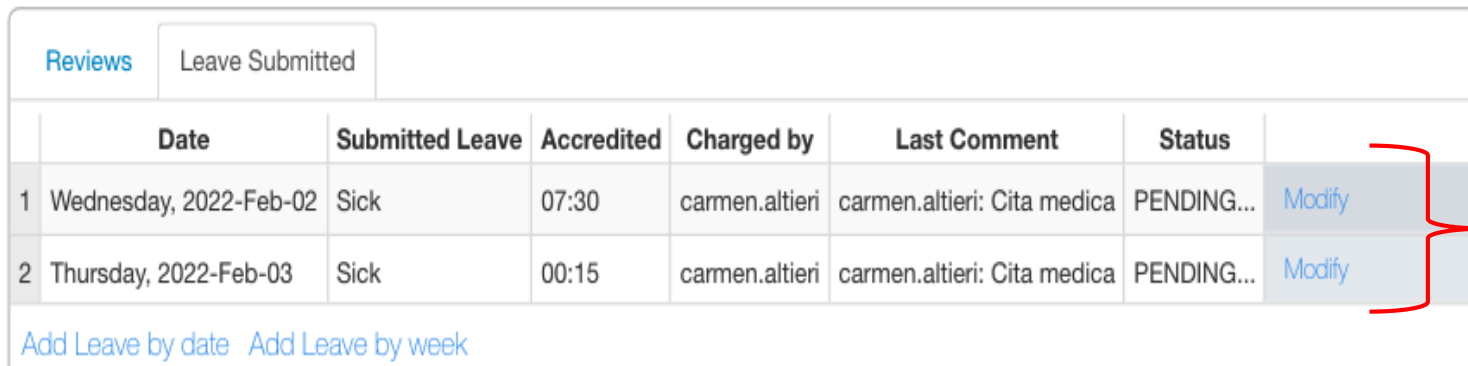
LICENCIAS (Leave Submitted):

- Este “tab” solo aparece si existen ausencias o no ha terminado la semana.
- Presenta ausencias del empleado y licencia seleccionada si ya fueron cargadas a alguna licencia
- Solo empleado y Recursos Humanos puede cargar licencia a horas ausentes
- Supervisor puede verla, pero no modifica las licencias



Review **Leave Submitted**

Date	Submitted Leave	Accredited	Charged by	Last Comment	Status
Add Leave by date Add Leave by week					



Reviews **Leave Submitted**

	Date	Submitted Leave	Accredited	Charged by	Last Comment	Status	
1	Wednesday, 2022-Feb-02	Sick	07:30	carmen.altieri	carmen.altieri: Cita medica	PENDING...	Modify
2	Thursday, 2022-Feb-03	Sick	00:15	carmen.altieri	carmen.altieri: Cita medica	PENDING...	Modify
Add Leave by date Add Leave by week							

Listado de días con horas cargadas a una licencia.

Reviews

Leave Submitted

Date

Submitted Leave

Accredited

Charged by

Last Comment

Status

[Add Leave by date](#) [Add Leave by week](#)

Oprimir para cargar una licencia o cargar una licencia parcial.

Modify or Delete Leaves for: Altieri Valentin, Carmen I

Employee #:

118721

Escoges en listado la licencia deseada, si no está escoges "otras/other" y escribes en el área de comentarios la licencia que desea aplicar.

Select Leave:

Compensatory

Select Date:

Tuesday 08-Feb-2022

Seleccione la fecha a la que desea cargar la licencia.

New Accredited Hours:

07:30

Pending Absent Hours:

00:00

Comments:

Leave Comments

Escriba la horas que desea cargar a la licencia, puede ser una cantidad parcial. Ej. Puede cargar 4 horas a LC y 3:30 a LO.

Return

Add

Area de botones, depende de la situación puede aparecer otros botones como el de borrar o guardar.

[Reviews](#) [Leave Submitted](#)

Date	Submitted Leave	Accredited	Charged by	Last Comment	Status
------	-----------------	------------	------------	--------------	--------

[Add Leave by date](#) [Add Leave by week](#) ← Oprimir para cargar todas las horas ausentes a la misma licencia por varios días.

Modify or Delete Leaves for: Altieri Valentin, Carmen I

Employee #:

Select Leave: ▼ ← Escoges en listado la licencia deseada, si no está escoges "otras/other" y escribes en el área de comentarios la licencia que desea aplicar.

Select Date:

☐ Tuesday 08-Feb-2022
☐ Wednesday 09-Feb-2022
☐ Thursday 10-Feb-2022
☐ Friday 11-Feb-2022

 ← Seleccione las fechas a la que desea cargar la misma licencia.

Comments:

← Area de botones, depende de la situación puede aparecer otros botones como el de borrar o guardar.

Horas Extras

- Este “tab” solo aparece si existen horas extras trabajadas.
- Presenta las horas extras del empleado
- Si fueron aprobadas despliega quien las aprobó y cantidad aprobada.
- Presenta el cálculo de horas compensatorias acumuladas.
- Supervisor puede aprobar o no las mismas.
- Tiene opción para añadir comentarios a las horas extras trabajadas.



Review Extra Hours Leave Submitted											
	Date	Extra Hours	Status	Total Approved	Multiplier	LICCOM Accredited	NOT Approved	Approved by	Approved Date	Payment Account	
1	Wednesday, 2022-Jan-19	00:09	PENDING...	00:00	0	00:00	00:00			301150100000000	Evaluate Hours Comments

Reviews Extra Hours Leave Submitted											
	Date	Extra Hours	Status	Total Approved	Multiplier	LICCOM Accredited	NOT Approved	Approved by	Approved Date	Payment Account	
1	Wednesday, 2022-Jan-19	00:09	PENDING...	00:00	0	00:00	00:00			301150100000000	Evaluate Hours Comments

Oprimes Evaluate Hours para ver la pantalla de calcular las horas compensatorias.

Approve like Compensatory for:

Date
Wednesday, 2022-Jan-19

Status
Not Approved

Approve like Compensatory?
☐

Total Approved
00:00

NOT Approved
00:09

Multiplier
0

Comments:
Reason to approve or not Compensatory Leave, other comments

Return
Save Change

Oprime esta opción para autorizar estas horas como compensatorias.

Entries	Monday 14-Feb-2022		Tuesday 15-Feb-2022		Wednesday 16-Feb-2022		Thursday 17-Feb-2022		Friday 18-Feb-2022		Saturday 19-Feb-2022		Sunday 20-Feb-2022	
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
Entry 1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Entry 2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Worked hours (Adjusted)	-		-		-		-		-		-		-	
Extra Hours (Adjusted)	-		-		-		-		-		-		-	
Absent Hours	07:30		07:30		07:30		07:30		07:30		-		-	
Charged Hours	07:30		07:30		07:30		07:30		07:30		-		-	
Pending	-		-		-		-		-		-		-	

Table of Attendance Descriptions : ? -> Pending / Missed Clock
00:00 -> Adjusted Clock In/Out

Weekly Summary:

Adjusted Worked: 00:00 Hours

Worked on Schedule: 00:00 Hours of 37:30 Hours

Absent: 37:30 Hours (Leave Submitted: 37:30 Hours + Pending: 00:00 Hours)

Comments:

[Save Comment](#)

[Submit to Supervisor](#) [Previous Week](#) [Next Week](#)

- Oprime este botón para someter la hoja de asistencia, solo se presenta cuando tiene asistencia perfecta, o si ya se cargaron todas las horas ausentes a alguna licencia.
- Una vez sometida no puede modificarse por el empleado, a menos que el supervisor rechace la hoja de asistencia.

Timesheet Status: 1 - Approved by Employee

X

Entries	Monday 14-Feb-2022		Tuesday 15-Feb-2022		Wednesday 16-Feb-2022		Thursday 17-Feb-2022		Friday 18-Feb-2022		Saturday 19-Feb-2022		Sunday 20-Feb-2022	
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
Entry 1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Entry 2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Worked hours (Adjusted)	-		-		-		-		-		-		-	
Extra Hours (Adjusted)	-		-		-		-		-		-		-	
Absent Hours	07:30		07:30		07:30		07:30		07:30		-		-	
Charged Hours	07:30		07:30		07:30		07:30		07:30		-		-	
Pending	-		-		-		-		-		-		-	

Table of Attendance Descriptions : ? -> Pending / Missed Clock
00:00 -> Adjusted Clock In/Out

Weekly Summary:

Adjusted Worked: 00:00 Hours

Worked on Schedule: 00:00 Hours of 37:30 Hours

Absent: 37:30 Hours (Leave Submitted: 37:30 Hours + Pending: 00:00 Hours)

Comments:

New Message:

Save Comment

Reject Sheet

Submit to HR

Previous Week

Next Week

- Si existe un error en la hoja, el supervisor puede rechazar la hoja.
- Este botón envía una notificación por email.
- Si es rechazada por HR, la hoja llega al supervisor para arreglarla.

- Si no hay errores en la hoja, supervisor la somete a Recursos Humanos para su aprobación final.
- Si es rechazada por HR, la hoja llega al supervisor para arreglarla y es notificado por email.

Notificación: Hoja de Asistencia Rechazada

Empleado: Juan del Pueblo

Semana: 07/Feb/2022 - 13/Feb/2022

Status: Pendiente de Acción!!!

La Hoja de Asistencia fue Rechazada por la siguiente razón:

prueba

Debe verificar, modificar y/o someter evidencia solicitada para la siguiente hoja de asistencia:

[P2022_06 - 07/Feb/2022 - 13/Feb/2022](#)

Oprime este link para ir a la hoja de asistencia.

IMPORTANTE:

Debe someter la hoja debidamente modificada en o antes de 5 días laborables.

Fecha Límite para someter la hoja: 14 / Mar / 2022

Atentamente,

Juan del Pueblo2

NOTA:

Esto es un correo electrónico automático. La información contenida es legalmente privilegiada y confidencial. Si usted no es el destinatario y recibió este mensaje por error, por favor notifique al remitente y elimine permanentemente el correo electrónico y los archivos adjuntos de inmediato.

Para futuras referencias:

<https://www.uprm.edu/cti/time-attendance/>