

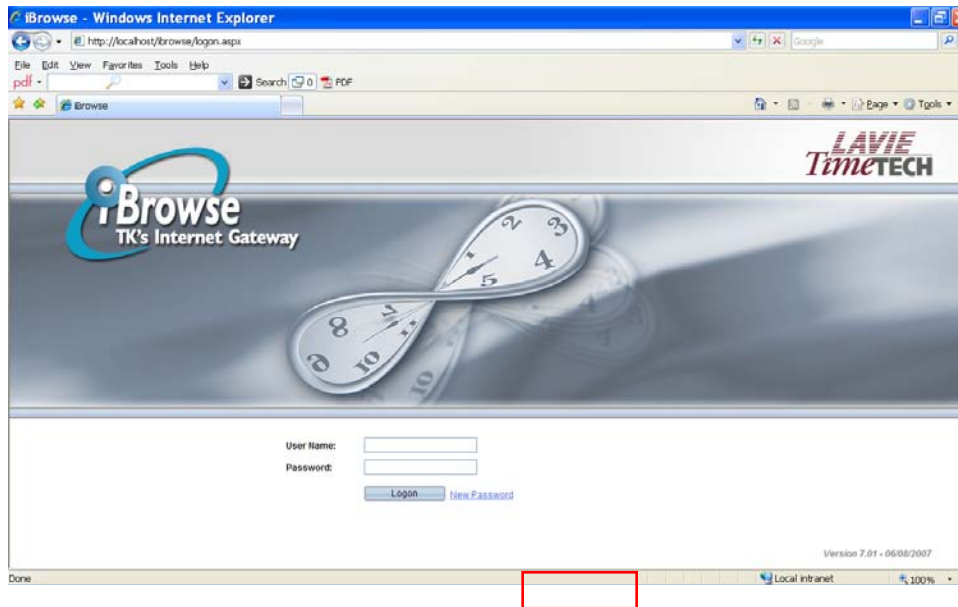


Employees' I-Browse Guide

TimeTECH's I-Browse software allows employees to record attendance data and request time off via a convenient web gateway.

Section 1: Accessing iBrowse

In Internet Explorer, add the URL rutimetech to your address bar. Do not use www or http, simply rutimetech. The following screen will appear.



Enter your User name and Password:

- User name: your user name is your nine-digit employee number.
- Password: leave this section blank.

Click on “New Password”

You will be prompted to enter your User Name and Current Password (leave blank). Select a new password and confirm it. Click Set.

Note: You will be prompted to change your password the first time you log in.

Enter new Password

User Name:

Current Password:

Password:

Confirm Password:

You will receive confirmation that the password has been changed.

The password was changed
successfully. Click on 'Ok' button to go
back to logon screen

Section 2: Clocking in/out

Once logged in to iBrowse, you will see the daily edits screen. Simply click on the clock to record your in and out time for the day.

The screenshot shows the 'Daily Edits' interface in Internet Explorer. The browser title is 'Daily Edits Version 8.06 - 24/06/2008 - Windows Internet Explorer'. The URL is 'http://localhost/browse/dailyscreen/dayscreen.aspx'. The page header includes 'iBrowse TK's Internet Gateway' and 'LAVIE TimeTECH'. The main content area shows an employee named '3 Test Test3' with a date of '12/10'. There is a table with columns for 'Report', 'Absence Code', 'In', and 'Out'. The 'In' and 'Out' columns contain time values like '09:00' and '15:00'. There are callouts pointing to the clock icons: 'Arrive to work.' points to the first 'In' clock, 'Out for meal period.' points to the first 'Out' clock, 'Return from meal period' points to the second 'In' clock, and 'Out for the day.' points to the second 'Out' clock. A 'Send Updates' button is at the bottom. A red arrow points to the 'EDS' checkbox on the right.

Report	Absence Code	In	Out	EDS
Attendance		09:00	15:00	<input type="checkbox"/>
Attendance		00:00	00:00	<input type="checkbox"/>
Attendance		00:00	00:00	<input type="checkbox"/>
Attendance		00:00	00:00	<input type="checkbox"/>

At the end of the day, check off the “EDS” or “Employee Digital Signature” and press the Send Updates button to indicate that your record is complete for the day.

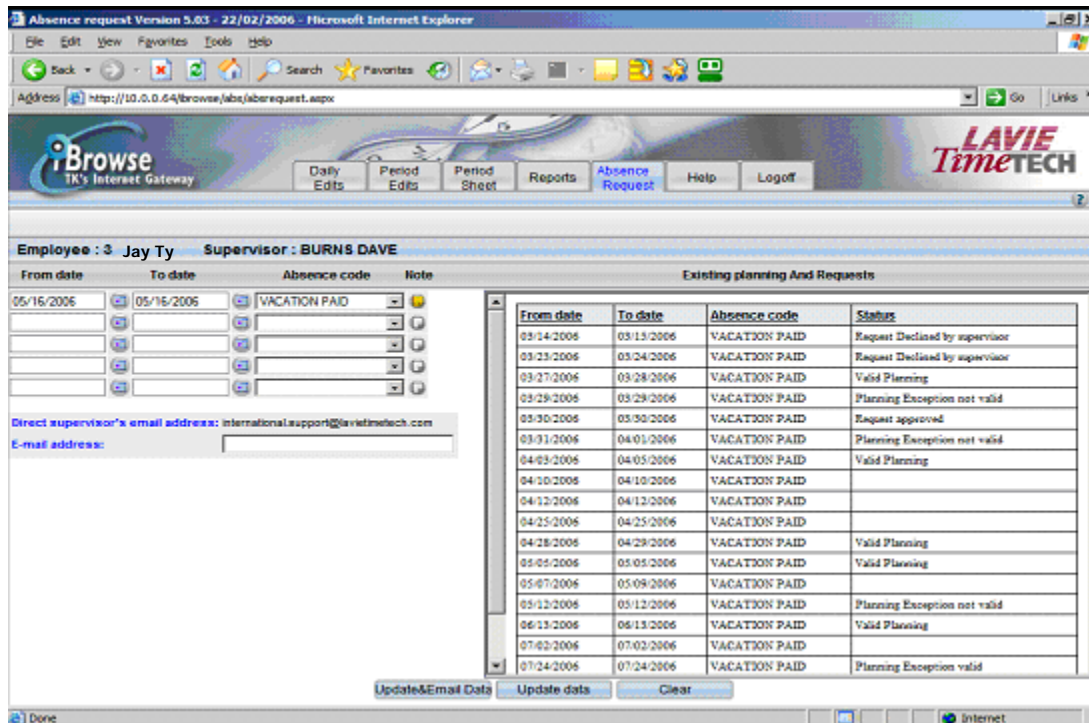
The screenshot shows the 'Daily Edits' interface in Internet Explorer. The browser title is 'Daily Edits Version 8.06 - 24/06/2008 - Windows Internet Explorer'. The URL is 'http://rulmetech.roosevelt.edu/browse/dailyscreen/dayscreen.aspx'. The page header includes 'iBrowse TK's Internet Gateway' and 'LAVIE TimeTECH'. The main content area shows an employee named '3 Test Test3' with a date of '08/16/2009' and 'Sunday'. There is a table with columns for 'Report', 'Absence Code', 'In', 'Out', and 'Note'. The 'In' and 'Out' columns contain time values like '00:00'. There is a callout pointing to the 'Note' column: 'Use this Notes function to communicate with your supervisor. Comments are saved as a permanent record.' A 'Send Updates' button is at the bottom.

Report	Absence Code	In	Out	Note	EDS
Attendance		00:00	00:00		<input type="checkbox"/>
Attendance		00:00	00:00		<input type="checkbox"/>
Attendance		00:00	00:00		<input type="checkbox"/>
Attendance		00:00	00:00		<input type="checkbox"/>

Section 3: Absence Planner

Once logged in, select the Absence Request tab to submit an absence request.

The absence request screen has two sections: The left-hand section is designed for requesting absences; whereas the right-hand section displays the history of absence requests and their status.



Once logged in, select the Absence Request tab to submit an absence request.

Your supervisor will received an e-mail informing that you have requested time off. Your supervisor can approve or reject the request and you will receive notification via your e-mail.

Again, use the Notes function to communicate specific information. For example, use the Notes function to communicate that you would like a partial day off.

On Friday, August 30, I would like to leave by 3:00 pm and use two hours annual leave time.

OK

Delete

Exit

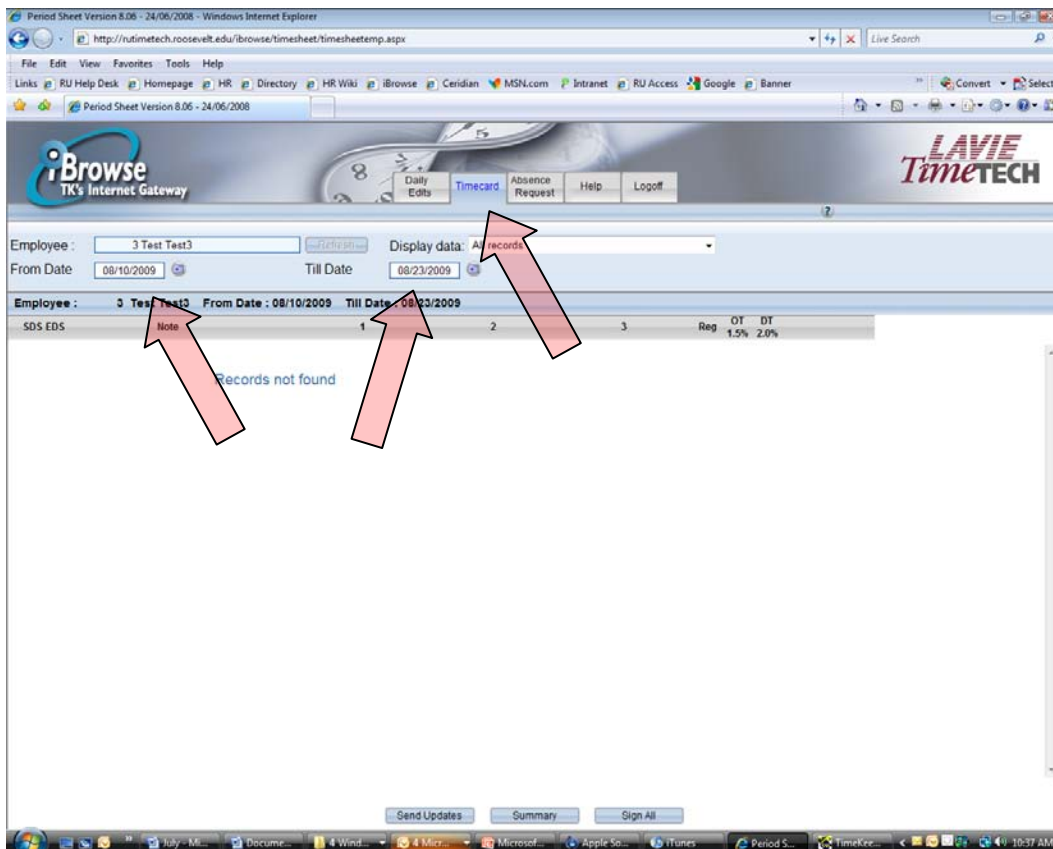
To add a new request, enter the following information in the left hand section:

- From date
- To date
- Absence code: click on the drop-down list to select the proper absence code
- Note (optional) – a note from the employee to the supervisor(s) or for any special time off request which cannot be found in the absence code, i.e. vacation for two hours only..
- Your supervisor's email is shown, and you have the option to enter an alternate email address to receive a copy of the request, such as your own.
- Press Update & Email Data

Once the absence request has been submitted, an email will be sent to BOTH the supervisor(s) and the employee.

Note: Only ONE request can be submitted for the same date. Once a request is submitted, it can be modified.

Section 4: Viewing Timesheet Records



Click on the Timecard tab. To view records for the full pay period, add the From and the Til date. Click on Send Update.