Presenters:

educational service center
of Central Ohio

Acumatica
Training for Intervention Specialist

How to Log In

Go to: escco.acumatica.com

Select a tenant

- From the drop down box, select ESCCO

Enter credentials

- firstname.lastname

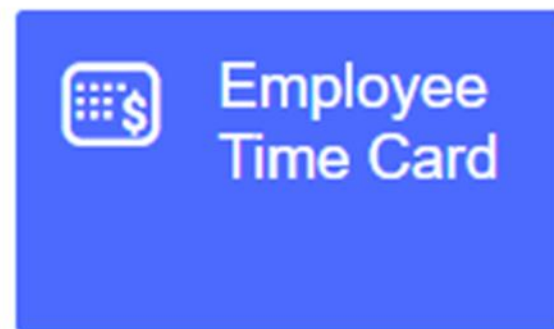Enter default password

- Happy2023

Reset password when prompted

Employee Time Card

For Time Card Entry Only users, the Employee Time Card screen will open by default when logged in to Acumatica. Under Time Tracking, select Employee Time Cards.

Employee Time Card

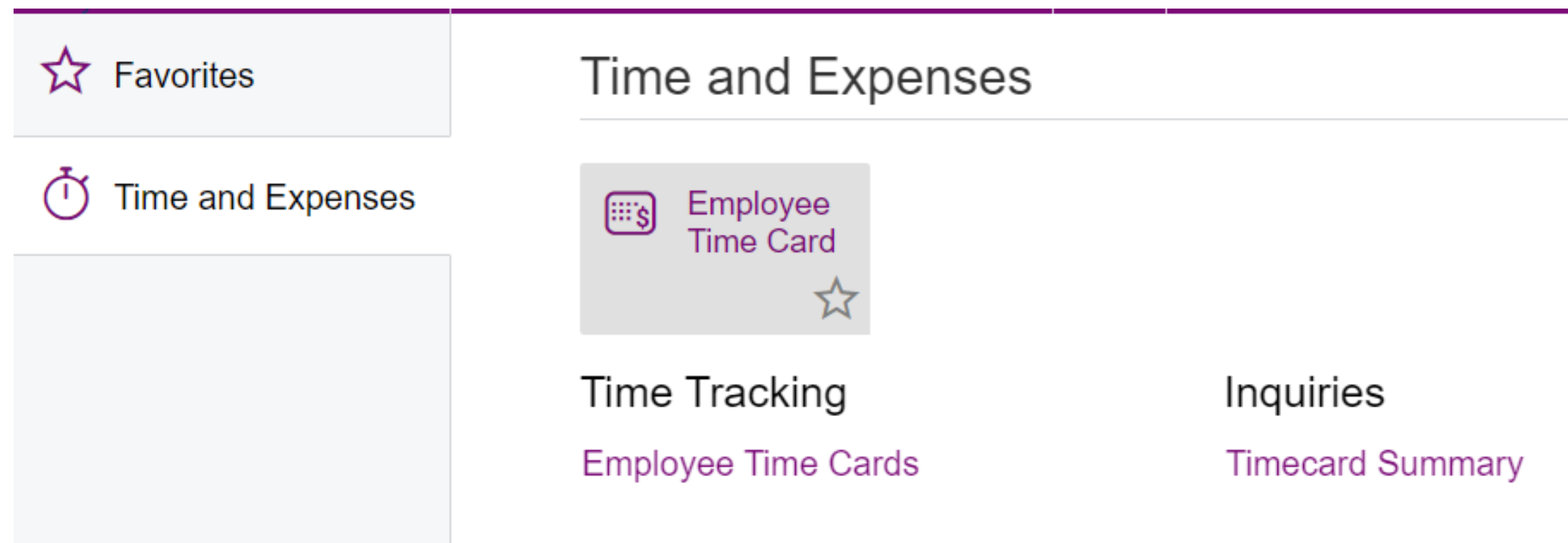If you do not see the Employee Time Card screen, go to Time and Expenses to open the Employee Time Card screen. Under Time Tracking, select Employee Time Cards.
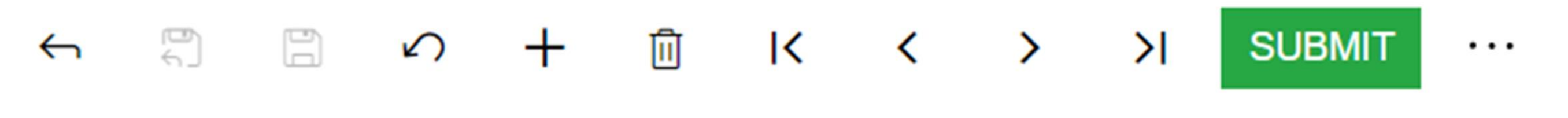
Employee Time Card - Option A

When you open Employee Time Cards for the first time, you will see a time card for the week of 8/13-8/19.

- Double click on the line to open the time card

Week	Status
2023-33 (08/13 - 08/19)	On Hold

- If your district was not in session per district calendar the week of 8/13-8/19, click the Submit button

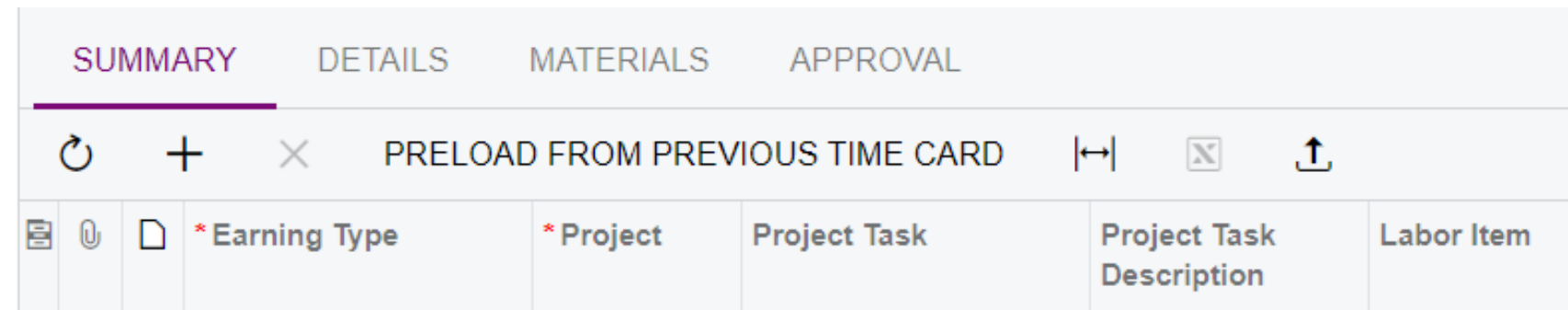# Employee Time Card – Option B

When you open the Employee Time Card screen for the first time, you will see a time card for the week of 8/13-8/19.

- Double click on the line to open the time card.

Week	Status
2023-33 (08/13 - 08/19)	On Hold

Employee Time Card - Option B

- On the SUMMARY tab, select the + icon to add lines to the time card

For each new line, the following fields must be completed:

- Earning Type defaults to RG
- Project – District Code and Program Type
- Project Task – Student
- Project Task Description defaults to Student selected under Project Task
- Labor Item = Employee Labor Code

Project = District Code/Program Type

CBT = Campus Based Transition

CCS = Low Incidence

BSC = Behavioral Support Classroom

DSC = Dublin Springs Classroom

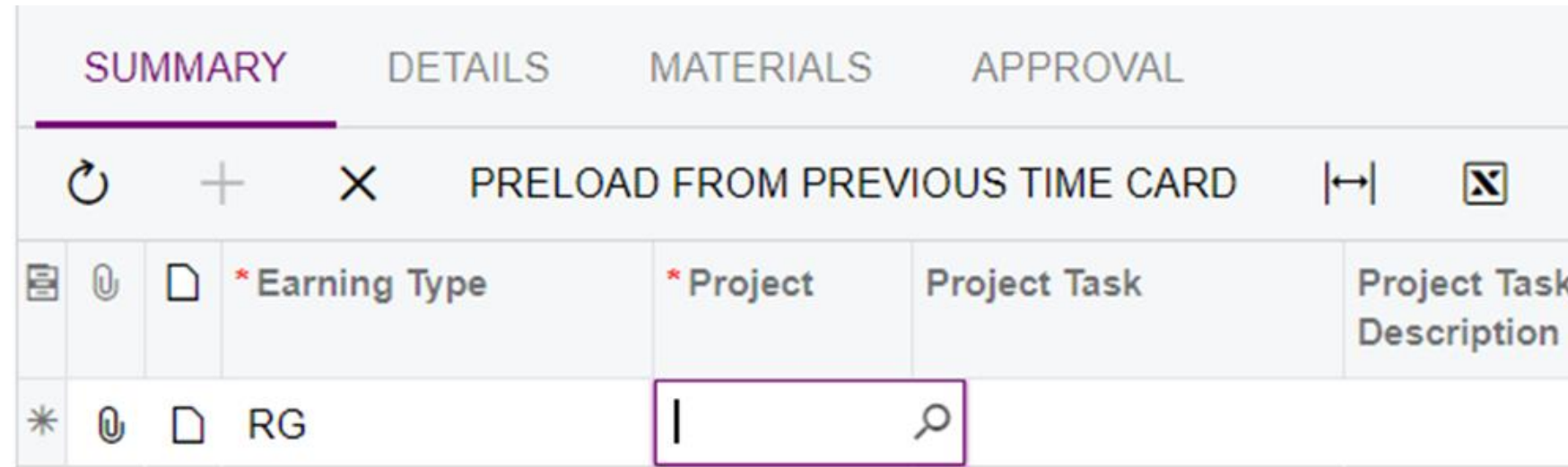HIS = Hearing Impaired

SRC = Project Search

STACK = Structured Teaching for Autistic and Communication-Delayed Kids

STRIVE = Structured Teaching Reinforced in a Visual Environment

If a student is missing the appropriate Project, please STOP and email solomon.help@escco.org (Yes, this is the current help desk for Acumatica)

To Select the Project

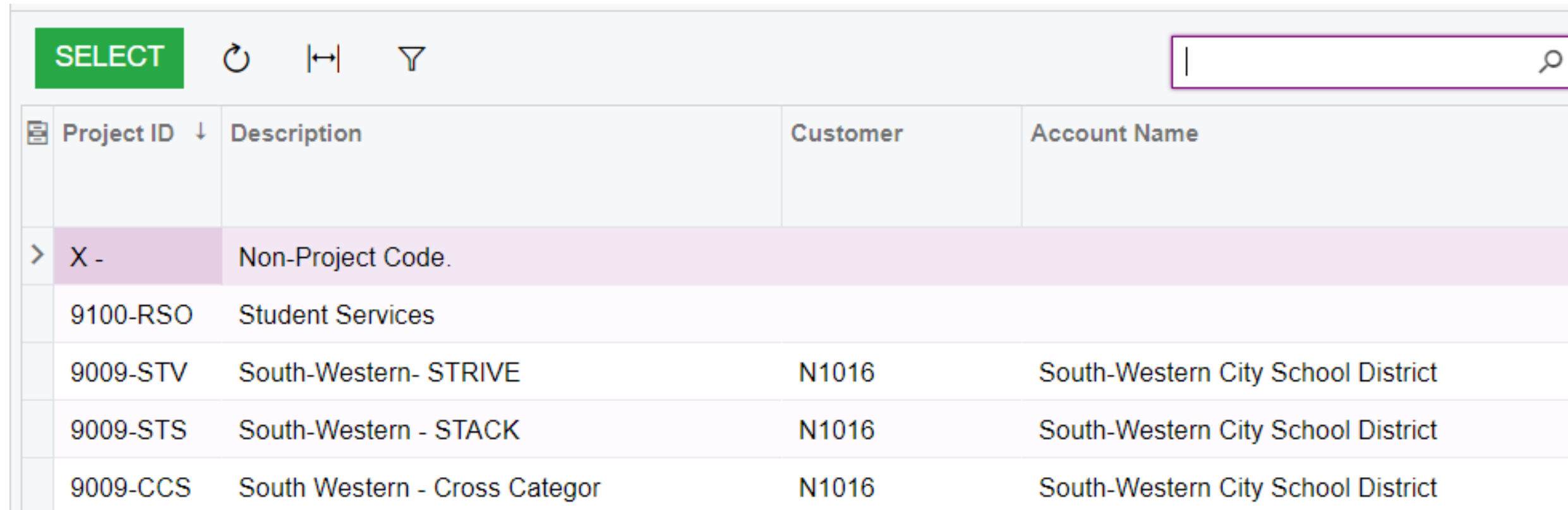Use the Tab key or place cursor in the blank space under the Project column

Use either method to filter:

1. Type in the first few characters of the Project ID and select from the list
2. Use the magnifying glass to open the list of available Projects (see next slide)

To Select the Project Using Magnifying Glass

- Type in a few characters in the lookup field to see the Projects meeting the criteria
- Double click your selection or single click and then SELECT

To Select the Project Task

- Use the Tab key or place cursor in the blank space under the Project Task column
- Type in the first few characters in the student name and select student

- The Project Task will revert to billing code and the Project Task Description will default to the student name

Labor Item Defaults by Employee

- The Labor Item defaults to the Employee Labor Code
- Intervention Specialists <u>do not</u> change the Labor Item
- Exception: Hearing Impaired Classrooms (see next slide)

SUMMARY	DETAILS	MATERIALS	APPROVAL

↻   +   ✕   PRELOAD FROM TASKS   PRELOAD FROM PREVIOUS TIME CARD |↔|

	🔗	📄	*Earning Type	*Project	Project Task	Project Task Description	Labor Item
✳	🔗	📄	RG				CCMD
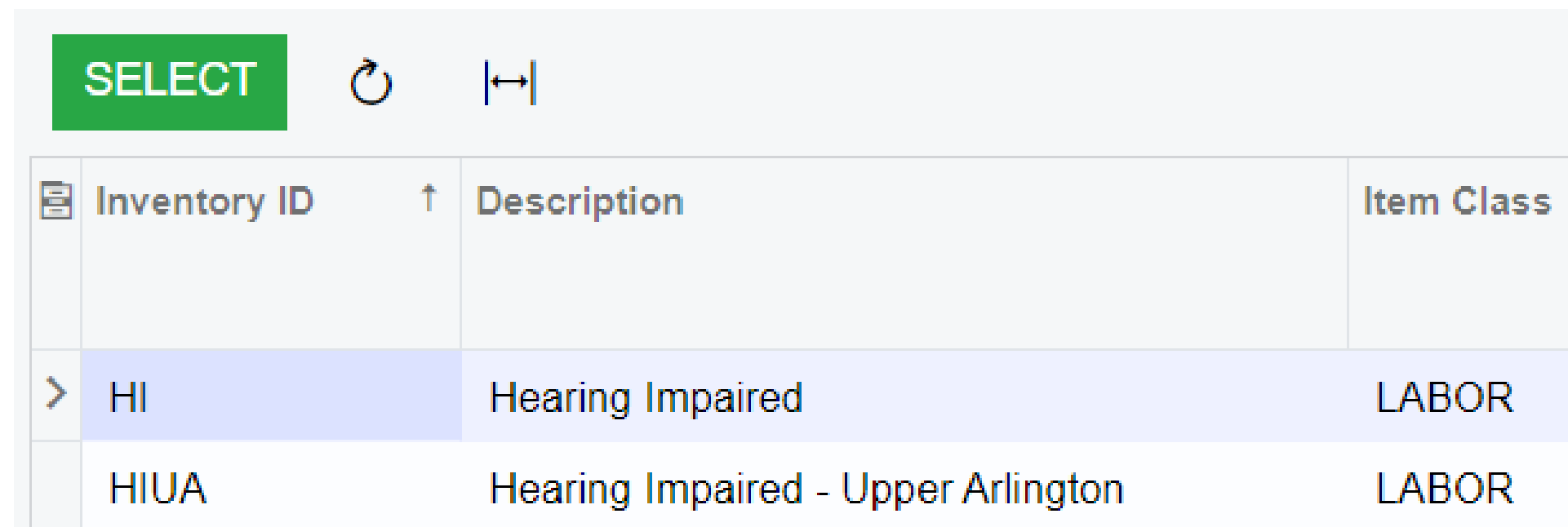
Labor Item for Hearing Impaired Programs

- Place cursor in the Labor Item column and select the magnifying glass to open search box

Labor Item for Hearing Impaired Programs

- Use the HI Labor Item for out of district students
- Use the HIUA Labor Item for Upper Arlington District students only

Inventory ID ↑	Description	Item Class
HI	Hearing Impaired	LABOR
HIUA	Hearing Impaired - Upper Arlington	LABOR

- Double click your selection or single click and then SELECT

Creating a Master Time Card

- Repeat steps to select the Project and Project Task for all students on your class roster
- Hearing Impaired Programs will also select the appropriate Labor Item

Saving a Time Card

At the top left of the Employee Time Card, you will see the following icons:
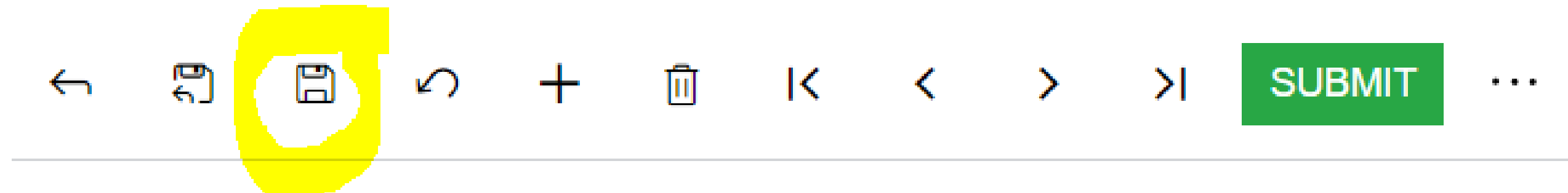
- Select the floppy disc icon to save changes
- Save changes frequently as you are entering data on the Time Card
- Always save changes before logging out or changing screens

Enrollment Status

Enter 1 for enrolled
- Student is in attendance at school
- Student is absent
- Student arrives late or leaves early
- Late start or early dismissal
- Calamity Day

Leave column blank or zero
- When the district is closed per calendar, e.g., spring break
- On Professional Development days when students are not in session
- Day of effective student withdrawal (must match district withdrawal date

Enter Enrollment By Day of Week

- Use the Tab key or place cursor in the blank space under day of week column where time needs to be entered

- Format is HH:MM – the colon is set as default

- You must enter at least 2 digits (HH) when time is one hour, e.g., enter 01 for one hour and press the enter key

Mon	Tue	Wed	Thu	Fri	Time Spent
01:00	01:00	01:00	01:00	01:00	05:00
	01:00	01:00	01:00	01:00	04:00

Enrollment Status

Select the day and enter the student's enrollment status

- Enter 1 for enrolled
- Leave column blank or zero for not enrolled
- Example: District had staggered start and student B was not enrolled on Monday

Mon	Tue	Wed	Thu	Fri	Time Spent
01:00	01:00	01:00	01:00	01:00	05:00
	01:00	01:00	01:00	01:00	04:00

Review and Submit a Time Card

- When all time has been entered and saved, review the Time Spent for each student
- Make any changes as needed and save the Time Card
- If correct, click the SUMBIT button at the top of the Time Card
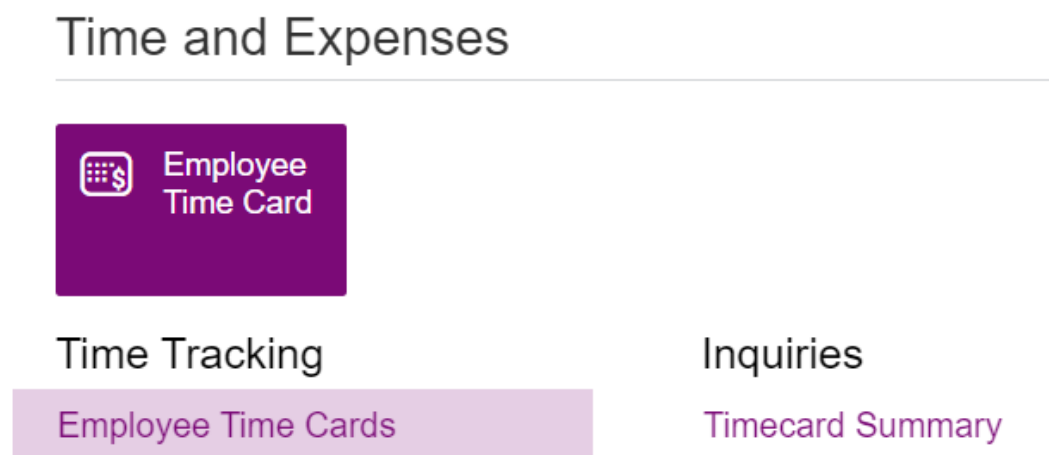

- You will now see your completed Time Card on the Time Card Summary screen under the PENDING APPROVAL tab

Correcting a Rejected Time Card

- Go to the Employee Time Card summary screen>Time Tracking>Employee Time Cards

- Select the Rejected button to view all rejected time cards

Correcting a Rejected Time Card

- Double click on a Time Card line to open a Time Card for correction

- Click the Hold button at the top of the Time Card to enable changes

Correcting a Rejected Time Card
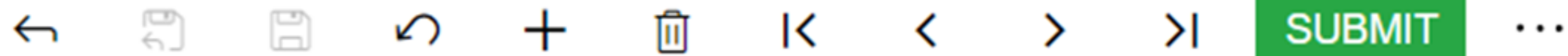
- Once you see the green Submit button, you are able to make needed changes
- Double click on the line that needs changes, update and save
- To delete a duplicate line, select the appropriate line and then select the "X" icon under the Summary tab
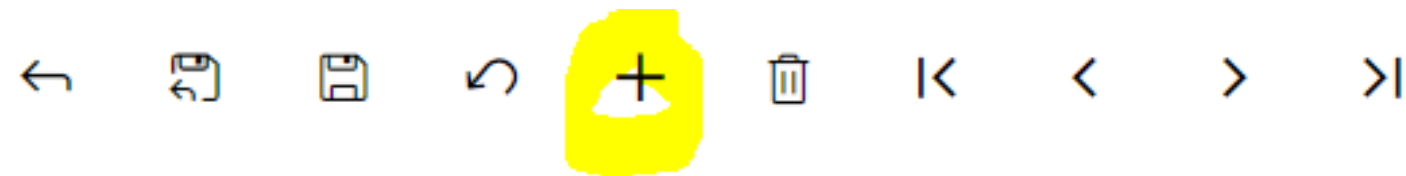- Save changes, review, and submit

How to Duplicate a Time Card

- You cannot select the week after the first time card has been entered.
- The week will always be the next week from the last time card.
- If an employee does not work for a couple of weeks, blank timecards will need to be created to get to the correct week.
- On the Employee Time Card summary screen, go to the All Records tab to locate and open the most recent time card

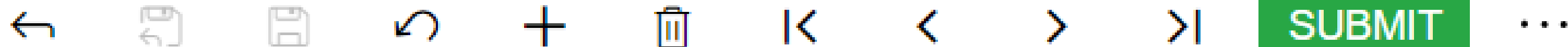ALL RECORDS   ON HOLD   REJECTED   PENDING APPROVAL
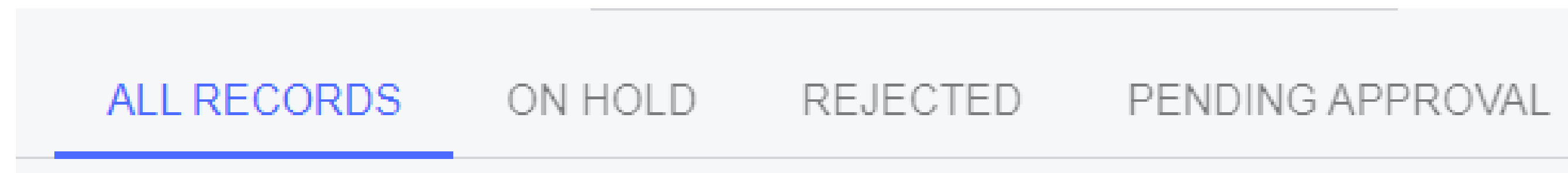
How to Duplicate a Time Card

- At the top left of the Employee Time Card, select the + icon to add a new record
- Select Preload from previous time card and enter enrollment data for each student

Navigating Between Time Cards

- Do not use the arrow keys to navigate between time cards.

Go to Time and Expenses>Employee Time Cards

- In the Employee Time Card summary screen, you can see all time cards that have been entered, grouped by status in separate tabs.
- Current time cards are found On Hold

Contact Us

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