



STROMBERG

*Enterprise Solutions for Time and
Employee Management*

e-Kiosk
Stromberg Reference
Version 4.0

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Introduction

The Stromberg e-Access Employee Kiosk program enables employees to view their Schedules and Timecard information. If the Time History Reporting, Employee Benefit Tracking and Exception History modules are being used, employees may also view archived timecards, accrued benefits and exception history.

- As a security measure, employees may only view their own personal records.
- To maintain data integrity and accuracy, the screens displayed are for informational purposes. Therefore, the employee information may only be viewed and is unavailable for editing.

During the installation of the program, your technician will create an icon on the desktop of the PC that contains the program. To access the e-Kiosk module, select this icon, which displays the login screen below.



The image shows a login screen for the Stromberg e-Access Kiosk. At the top center is a large, stylized 'S' logo. Below the logo, the text 'Stromberg e-Access Kiosk' is centered. Underneath the text, there are two input fields: 'UserName' and 'Password'. A 'Login' button is positioned below the password field.

- Once the login screen displays, enter the program by typing in the User Name and Password supplied to you by your Corporate Software Administrator.
- Access to the program is password protected to maintain privacy. This ensures the security of the employee information displayed here and that only the logged in employee and no one else may view their records.

Note: Should you forget your password, you can obtain another one by contacting your Corporate Software Administrator.

Viewing Schedules

After entering a valid User Name and Password in the login screen, the program opens to display the Schedule view below.

The screenshot shows the 'Schedule' view in the Stromberg e-Access Kiosk. At the top, there is a navigation bar with a 'Schedule' dropdown menu, a 'Go' button, and buttons for 'Time Card', 'Time-Off Requests', 'Log Off', and 'Help'. The main content area displays a table of schedules for the week of 3/31/2005 to 4/6/2005. The table has columns for each day and a row for the schedule details. The schedule for 3/31/2005 is 'Schedule 1' with In: 09:00a and Out: 05:30p. The schedule for 4/1/2005 is 'Schedule 1' with In: 09:00a and Out: 05:30p. The schedule for 4/2/2005 is 'Schedule 1: Not Scheduled'. The schedule for 4/3/2005 is 'Schedule 1: Not Scheduled'. The schedule for 4/4/2005 is 'Schedule 1' with In: 09:00a and Out: 05:30p. The schedule for 4/5/2005 is 'Schedule 1' with In: 08:00a and Out: 04:30p. The schedule for 4/6/2005 is 'Schedule 1' with In: 09:30a and Out: 05:30p. There are '< Previous' and 'Next >' buttons on either side of the table.

	3/31/2005	4/1/2005	4/2/2005	4/3/2005	4/4/2005	4/5/2005	4/6/2005
Schedule	Schedule 1	Schedule 1	Schedule 1:	Schedule 1:	Schedule 1	Schedule 1	Schedule 1
In:	09:00a	09:00a	Not Scheduled	Not Scheduled	09:00a	08:00a	09:30a
Out:	05:30p	05:30p			05:30p	04:30p	05:30p

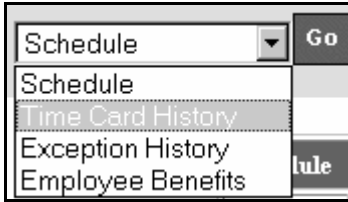
- The Schedule view opens with the schedule for the Current pay period displayed, beginning with the current day of the week.
 - Each additional schedule displayed whether Previous or Next, will also begin with the current day of the week.
- Display the schedule for the previous week by selecting the Previous button.
- To display the schedule for future weeks select the Next button.
- You may return to the current schedule by clicking the Go button.
- If the employee is scheduled to be off for a particular day, this day will appear in the schedule as off.
- An employee whose schedule contains no information for a particular day will have Not Scheduled display under that day, as shown in our example below.

The screenshot shows the 'Schedule' view in the Stromberg e-Access Kiosk. At the top, there is a navigation bar with a 'Schedule' dropdown menu, a 'Go' button, and buttons for 'Log Off' and 'Help'. The main content area displays a table of schedules for the week of 4/14/2003 to 4/20/2003. The table has columns for each day and a row for the schedule details. The schedule for 4/14/2003 is 'Schedule 1' with In: 08:00a and Out: 05:00p. The schedule for 4/15/2003 is 'Schedule 1' with In: 08:00a and Out: 05:00p. The schedule for 4/16/2003 is 'Schedule 1' with In: 08:00a and Out: 05:00p. The schedule for 4/17/2003 is 'Schedule 1' with In: 08:00a and Out: 05:00p. The schedule for 4/18/2003 is 'Schedule 1' with In: 08:00a and Out: 05:00p. The schedule for 4/19/2003 is 'Schedule 1: Off'. The schedule for 4/20/2003 is 'Schedule 1: Not Scheduled'. There are '< Previous' and 'Next >' buttons on either side of the table. A callout box labeled 'Employee Not Scheduled' points to the 'Not Scheduled' entry for 4/20/2003.

	4/14/2003	4/15/2003	4/16/2003	4/17/2003	4/18/2003	4/19/2003	4/20/2003
Schedule	Schedule 1	Schedule 1	Schedule 1	Schedule 1	Schedule 1	Schedule 1:	Schedule 1:
In:	08:00a	08:00a	08:00a	08:00a	08:00a	Off	Not Scheduled
Out:	05:00p	05:00p	05:00p	05:00p	05:00p		

Viewing Timecard Information

Employees may view their timecards by selecting the Timecard History option from the drop-down box, and clicking the Go button.



This selection displays the current timecard for the employee and also displays archived timecards for previous pay periods. An example appears below.

Current Time Card								
Employee #:0000000001-Lion, Leo								
Department #:70-HE-603				Payroll Rule:PREMIUM Automatic				
Day	Date	In	Department	Out	In	Department	Out	Totals
Mon	03/28	08:50a		12:16p	m12:41p		05:37p	8:30 8:30
Tue	03/29	08:50a*1		12:16p*				
Previous Time Cards								
Pay Period	Department	Description	Comments					
1/30/2005 - 2/12/2005	70-HE-603		Data archived: 2/16/2005 11:18:37 AM					
1/16/2005 - 1/29/2005	70-HE-603		Data archived: 2/4/2005 9:47:54 AM					
1/2/2005 - 1/15/2005	70-HE-603		Data archived: 1/19/2005 9:40:11 AM					
12/19/2004 - 1/1/2005	70-HE-603	Hartford/Operations/Technical Suppo	Data archived: 1/13/2005 9:52:09 AM					

- The Previous Timecards area of the screen contains a record of all archived timecards for the employee.
- Timecards are listed according to the beginning and ending date of the Pay Period. You may display a timecard for a particular Pay Period by clicking on the date under the Pay Period column. When you select the Pay Period date, a detailed view of the employee's timecard for that period displays.
 - The Timecard may be printed by clicking on the Print button at the top of the archived timecard.
- If viewing a selection from the Previous Timecards, you may return to the current timecard by selecting Go, or by scrolling to the bottom of the screen and clicking the Back text.

Exception History View

If your company uses the Exception History module, you may view exception information by selecting that option from the drop-down list and clicking the Go button. This action displays the screen below, which reflects the exception information contained in the Exception History Module. All archived exceptions for the employee will display in this view.

Exception History						
Date	Type	Minutes	Points	Reason Code	Supervisor	Info
10/16/2000	ML - Long Meal	60	1		300	
10/16/2000	MP - Missed Punch	0	2		300	
10/16/2000	MP - Missed Punch	0	2		300	
10/17/2000	ML - Long Meal	55	1		300	
10/17/2000	MP - Missed Punch	0	2		300	
10/19/2000	MP - Missed Punch	0	2		300	
10/23/2000	AB - Absent From Work	0	5			
4/5/2001	MP - Missed Punch	0	2		115	
4/6/2001	MP - Missed Punch	0	2		115	
4/6/2001	MP - Missed Punch	0	2		115	
4/9/2001	IL - Late Punch-In	30	2		115	
5/29/2001	IE -	30	1		000	
5/30/2001	IE -	30	1		000	
5/30/2001	ML - Long Meal	60	1		000	

- Each exception is listed by Date and displays the exception type, the number of minutes (if applicable), points charged for the exception, reason code (if one was applied) and the number of the Supervisor.
- Any comments entered by the supervisor that apply to the exception will display beneath the Info column.

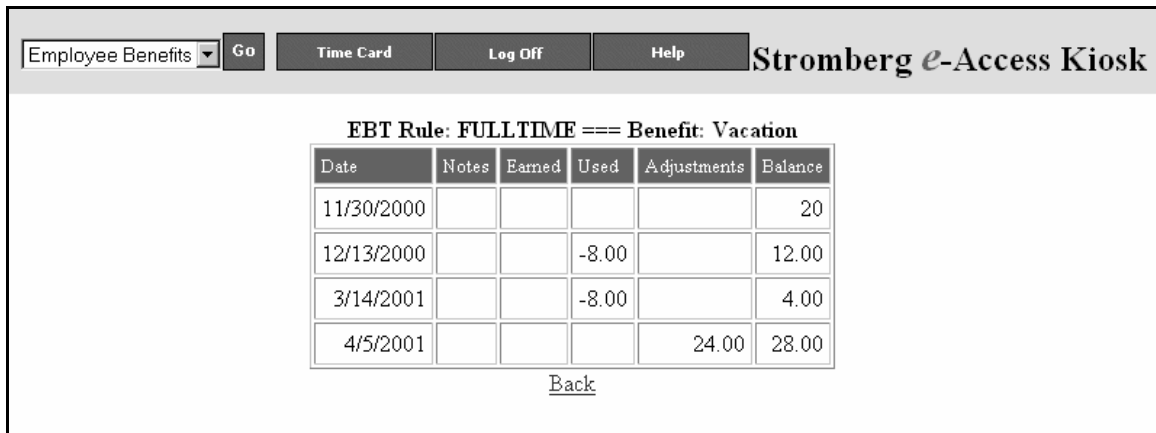
Employee Benefits View

If you have the Employee Benefit Tracking module, employees may view their benefit information by selecting the Employee Benefits option from the drop-down list and selecting Go.



Benefit	Balance
Vacation	28.00
Sick	4.00
Personal	24.00
Bereave	0.00

- Each displayed benefit lists the benefit balance remaining for the employee.
 - As an example, the employee in the screen above has a total of 28 hours of vacation time remaining, 4 hours of sick time and 24 hours of personal time.
- To display details for an individual benefit, click on the benefit name to display a screen similar to the one below.



Date	Notes	Earned	Used	Adjustments	Balance
11/30/2000					20
12/13/2000			-8.00		12.00
3/14/2001			-8.00		4.00
4/5/2001				24.00	28.00

[Back](#)

- This view contains the beginning benefit balance, the dates and amounts used, any adjustments made and the remaining balance.
- Return to the Employee Benefits view by selecting Back, located under the benefit details.

Time-Off Requests

Time-off Requests are units of time that either an employee has submitted for approval or a supervisor has scheduled an employee to take. Located on the menu bar, the Time-Off Requests feature allows an employee to request time off.

If the employee selects Time-Off Requests from the toolbar the following screen is displayed.

The screenshot displays the 'Time-Off Requests' interface. At the top, there is a navigation bar with a 'Schedule' dropdown, 'Go', 'Time Card', 'Time-Off Requests', 'Log Off', and 'Help' buttons. The 'Stromberg e-Access Kiosk' logo is on the right. Below this is a header for 'Time-Off Requests' with a 'Print' icon. A table header shows columns for 'Date Requested', 'Request Status', 'Category', 'Requested Hours Off', and 'Comments'. The main content area features a 'Add New Time-Off Request' form with the following fields: 'Start Date' (3/31/2005), 'End Date' (3/31/2005), 'Category' (VACATION), 'Department' (70-HE-603), 'Hours per day', and 'Comments'. 'Add' and 'Cancel' buttons are at the bottom of the form.

Once a request for time off has been entered in the Add New Time-Off Request screen by the employee, it is automatically added to the Supervisor Time-Off Maintenance screen for review.

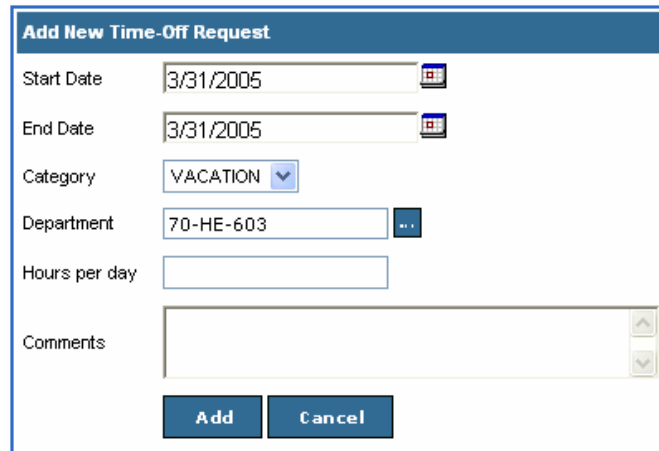
A single day of any time-off request can exist in one of four states:

- **Pending** - The initial state of a request when added by an employee. This state signifies to the supervisor that there is a request that needs to be reviewed, and to the employee that the request has not yet been approved. Any modification to a request by an employee changes the state back to Pending.
- **Approved** - The initial state of a request when added by a supervisor in Stromberg Scheduler. This state signifies to an employee that his supervisor has read and approved the request and that the employee may take that time off.
- **Unapproved** - An indeterminate state that signifies to the employee that the supervisor needs more information before deciding whether the request can be approved. The supervisor is encouraged to enter a comment explaining the reason for setting the request to this status.
- **Declined** - The request has been declined by the supervisor. The employee cannot edit or modify a request in this state. However, the employee may view the details of the request to read any comments the supervisor may have added.

Located at the bottom of the screen, the Add New Time-Off Request segment offers a convenient way to add a new request for time off. Employees can simply select a start and end date, a category of time off (vacation, personal, etc.) and an optional

comment, then click the Add button. The employee's home department is automatically displayed in the Department field.

Add a New Time-Off Request



The screenshot shows a web form titled "Add New Time-Off Request". It contains the following fields and controls:

- Start Date:** A text input field containing "3/31/2005" with a calendar icon to its right.
- End Date:** A text input field containing "3/31/2005" with a calendar icon to its right.
- Category:** A dropdown menu with "VACATION" selected.
- Department:** A text input field containing "70-HE-603" with a dropdown arrow to its right.
- Hours per day:** An empty text input field.
- Comments:** A large text area with scrollbars.
- Buttons:** Two buttons labeled "Add" and "Cancel" are positioned at the bottom of the form.

Add New Time-Off Request Fields

- **Start Date** - The initial calendar date of an employee's time-off request.
- **End Date** - The final calendar date of an employee's time-off request. The default entry for this field is the Start Date indicating a request for one calendar day off.
- **Category** - The type of time from which the approved time off will be deducted. Categories may include vacation, personal, jury duty, military leave, bereavement and leaves of absence.
- **Department** - The work department from which the time-off request will be deducted. The default department is the employee's home department.
- **Hours Per Day** - The number of hours to be deducted for the selected time-off request (the default setting is 8 hours representing one calendar work shift).
- **Comments** - An optional field in which the employee can provide a comment regarding the new time-off request.

To add a new Time-Off Request:

1. Select the **Start Date** for the Time-Off Request
2. Select the **End Date** for the Time-Off Request
3. Select the **Category**
4. Change the **Department** (if required)
5. Enter the number of **Hours per Day**
6. Enter **Request Comments** (if necessary)
7. To complete the request, click on the **Add** button

Once all required fields have been entered, select the Add button to save the entries and add the new time-off request to the list. The new status is set to Pending and appears in the supervisor's Time-Off Request Maintenance screen for review. To clear all fields within the Add New Time-Off Request section, select the Cancel button.

Schedule **Stromberg e-Access Kiosk**

Time-Off Requests

Date Requested ^	Request Status	Category	Requested Hours Off	Comments
Monday, 04/25/2005	Pending	PERSONAL	8.00	Going to Colorado
Tuesday, 04/26/2005	Pending	PERSONAL	8.00	Going to Colorado
Wednesday, 04/27/2005	Pending	PERSONAL	8.00	Going to Colorado
Thursday, 04/28/2005	Pending	PERSONAL	8.00	Going to Colorado
Friday, 04/29/2005	Pending	PERSONAL	8.00	Going to Colorado

Add New Time-Off Request

Start Date: 3/31/2005

End Date: 3/31/2005

Category: VACATION

Department: 70-HE-603

Hours per day:

Comments:

Edit Time-Off Request

A time-off request can be edited by double-clicking on the individual time-off request. An example of the Edit Time-Off Request Window is shown below.

Edit Time-Off -- Web Page Dialog

Edit Time-Off Request

Request Date: Wednesday, 4/27/2005

Request Status: Pending

Category: PERSONAL

Department: 70-HE-603

Hours: 8.00

Comment History: --New Comment--
03/31/2005--Lion, Leo

Comments:

The Edit Time-Off Request window appears when an employee double-clicks an individual or consecutively grouped time-off request from the Employee Time-Off Request screen. This pop-up window allows the employee to edit details of the request, cancel the request, and to read or add comments.

Edit Time-Off Request Fields

- **Request Date** - The tentative date selected by the employee for time off
- **Request Status** - The current status of the employee's request.
- **Category** - The type of time from which the approved time off will be deducted.

- **Hours** - The number of hours to be deducted for the selected time-off request (the default setting is 8 hours representing one calendar work day).
- **Comment History** - A list of any comments made since the initial time-off request was created by the employee.
- **Comments** - The content of each comment selected from the Comment History list.

To edit a Time-Off Request:

1. Select the **Request** to edit by double-clicking on the specified request
2. Modify the **Category** (if required)
3. Modify the **Department** (if required)
4. Modify the number of **Hours per Day**
5. Enter new **Request Comments** (if necessary)
 - a. Review comments by selecting the dates within the **Comment History**
6. To complete the request, click on the **Save Changes** button.

Log Off

Selecting the Log Off toolbar button logs off the current user and displays the e-Kiosk login screen.



Stromberg *e-Access* Kiosk

UserName

Password

Login