






AcroTime Employee Quick Start Guide

Using Your Timesheet

Including Notes with Your Timesheet

AcroTime provides the ability to attach Notes to your timesheet that your approver can view. For example, if you were late on a particular day, you can include a brief explanation for the delay.

To enter a Note:

1. Click the Notes  icon associated with the time entry/day you want to attach a note.
2. Enter your note in the **Notes** window, and click SAVE.
3. You will then see the Notes icon change to , indicating a note has been added.
4. To review the note, click on the  icon.

Printing Your Timesheet




AcroTime provides the ability to print your timesheets. Within this option, your timesheet will print with a **Signature** line, allowing both you and your manager to sign the timesheet.

1. Go to **My Account > My Current Timesheet**.
2. Within your timesheet, select **Print** from **UTILITIES** in the upper right menu.

Requesting Time Off

In addition to using AcroTime for entering time and submitting timesheets, you can use the application to submit requests for time off. Your time off requests can be for one or multiple days and you can even specify the type of time off and the number of hours you want to take. Similar to timesheet submittals, your manager will receive your time off request in his/her AcroTime approval menu. If your request is approved, the time off will automatically appear on your timesheet.


To Request Time Off:

1. Go to **My Account > My Time Off > Request**.
2. In the **Time Off** field, select the type of time off you would like to take using the look up  icon.
3. To request time off on a single workday; select the **Full Day** radio button. Enter the appropriate date in the **Date** field, or use the View Calendar  icon to choose the date from the calendar.
4. To request a **Partial Day**, you have two options:
 - First, you can enter a **Partial Day (Start/Stop)**, where you can request the specific **From** and **To** time you would like off (Ex. 1PM-3PM).
 - Or, you can choose a **Partial Day (Bulk)**, which allows you to request a specific amount of hours (Ex. 2 hours).
5. To request several consecutive days off, select the **Multiple Days** radio button. Enter the date range in the **From** and **To** fields, or use the View Calendar  icon to choose the dates from the calendar.
6. Enter any notes you may want to communicate to your approver(s) regarding your request in the **Comments** field.
7. Click **SUBMIT REQUEST** in the upper right menu.



Checking the Status of Your Time Off Request

To check the status of your time off requests, go to **My Account > My Time Off > History**. The **Time Off Requests History** page will display listing the status of your time off requests. From this page you can also view any comments your approver may have attached to your time off request, by clicking on the

View Comments  icon for the corresponding request. For example, they might include a comment explaining why they approved or rejected your request.

Checking Your Accrual Balance

If your organization is using AcroTime to track benefit accruals, there are two places where you will be able to check your available benefit time balance.

- First, go to **My Account > My Timesheet > My Current Timesheet**.
- Within your timesheet, select **Time Off Counts** from **UTILITIES** in the upper right menu.
- You can also go to **My Account > My Time Off > Request**. Your benefit time information will appear in the top right corner of the page.
- The **Balances** window displays for each Time Off the **Authorized** (initial balance), **Remaining** (current balance available), **Taken** (time off taken previously), **Scheduled** (time off scheduled in the future), and **Pending Approval** (time off not yet approved).
- If the **Pending Approval** information appears in **green font**, you currently have enough time accrued for your request. If the pending time off information appears in **red font**, you currently do not have enough time accrued for your request.

Time Off Calendar

AcroTime provides you with the ability to view a report of your time off taken in the past and scheduled in the future.

1. Go to **My Account > My Time Off > Calendar**.
2. As displayed below, you can filter this report to view a specific year, or specific time off categories. The numbers in **blue** indicate the hours taken on that day. The numbers in yellow indicate a company holiday.

JANUARY							FEBRUARY							MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2 8.00	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14 4.00	15	16	17 4.00	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31	1	2	3	4	26	27	28	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8