



Employee Guide

Website Link

Lumina System: <https://secure3.entertimeonline.com/ta/965.login>

Web Clock: <https://secure3.entertimeonline.com/ta/965.clock>

Username is usually the First initial of the first name plus the entire last name.

Password defaults to your full social security number, no dashes, and needs to be reset to a minimum of 8 characters containing one each of the following: uppercase letter, lowercase letter, number, and symbol.

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Clocking In or Out

A dark blue rectangular interface for clocking in or out. It contains a "Username" input field with a person icon, a "Password" input field with a lock icon, a "LOGIN" button, a "CLOCK IN" button, and a "CLOCK OUT" button. At the bottom left, there is a link that says "Problems Logging In?".

When starting for the day, press clock in. When leaving for the day, press clock out.

If available, press 'change department' to choose a department other than your default.

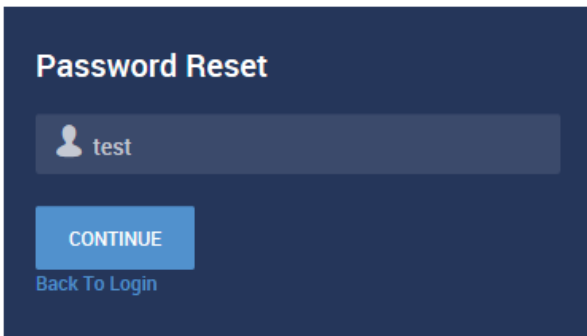
Press login for any other activities.

Resetting your Password

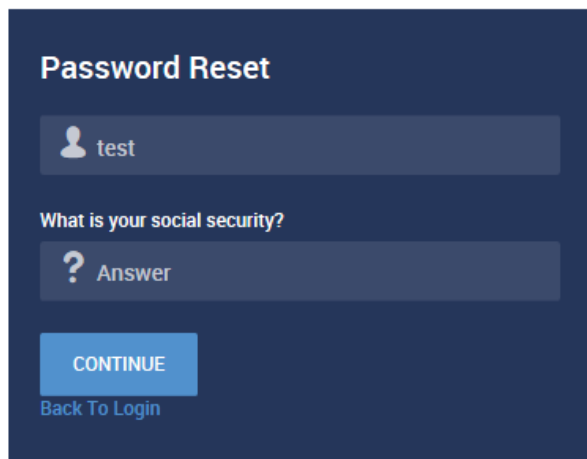
If you forget your password, you can use the Problems Logging in Link

A dark blue rectangular interface for resetting a password. It contains a "Username" input field with a person icon, a "Password" input field with a lock icon, a "LOGIN" button, a "CLOCK IN" button, and a "CLOCK OUT" button. At the bottom left, there is a link that says "Problems Logging In?". A red arrow points to this link.

You will first need to type in your username

A screenshot of a dark blue "Password Reset" form. It has a title "Password Reset" at the top. Below it is a text input field with a person icon and the text "test". Underneath the input field is a blue button labeled "CONTINUE". At the bottom left of the form is a link that says "Back To Login".

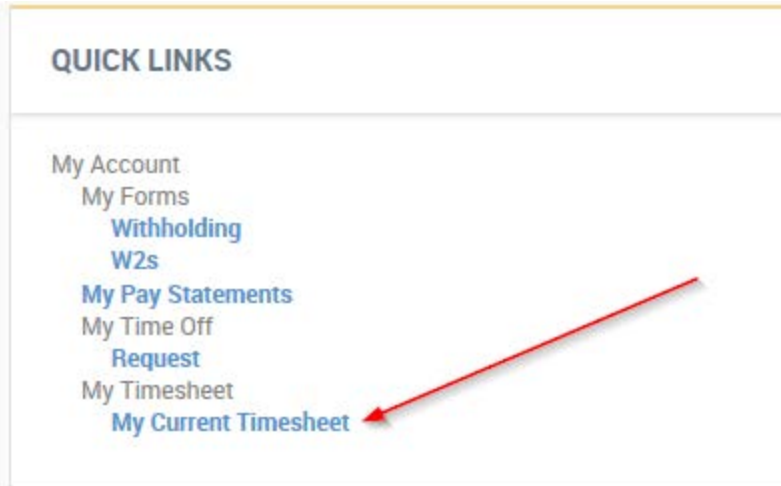
After you enter your username and press continue, you will need to verify your identity with your social security number (not including any dashes or spaces)

A screenshot of a dark blue "Password Reset" form. It has a title "Password Reset" at the top. Below it is a text input field with a person icon and the text "test". Underneath that is the question "What is your social security?" followed by a text input field with a question mark icon and the text "Answer". At the bottom left of the form is a blue button labeled "CONTINUE" and a link that says "Back To Login".

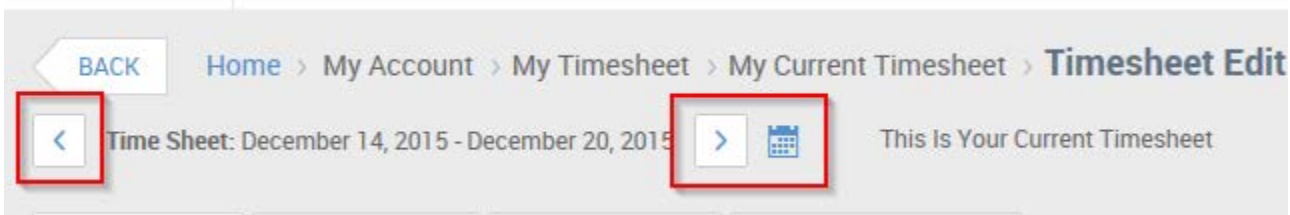
Once you press continue, you will be able to enter in a new password to a minimum of 8 characters containing one each of the following: uppercase letter, lowercase letter, number, and symbol.

Change Requests

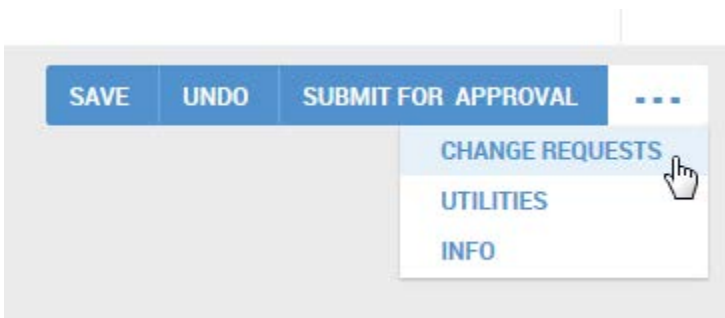
A Change Request asks your supervisor to make an update to your timesheet on your behalf, like a missed punch in. You will need to be looking at your timesheet to request these changes. Navigate to your timesheet from the link on your dashboard:



This will show you the current timesheet (the timesheet including today). Change the dates you are looking at with the arrows at the top of the screen:



In order to request a change to your timesheet, use the link at the top of the screen on the right and choose change requests.




This will open up a popup.

You will want to choose your Change Type. Your options are:

- Cancel Time Off – to cancel a time off that was already approved and is already populated on this timesheet.
- Modify Punch In – for a missing punch in
- Modify Punch Out – for a missing punch out

Request Timesheet Change ×

Change Type 

After choosing your change type, it will open up your options.

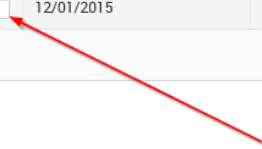
Cancel Time Off

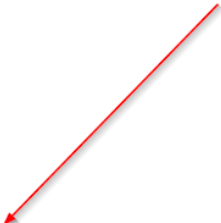
- Cancel Time off - to cancel an approved time off on the timesheet that is open

Request Timesheet Change ×

Change Type

	DATE	TIME OFF	FROM	TO	HOURS
<input type="checkbox"/>	12/01/2015	Sick			8.00

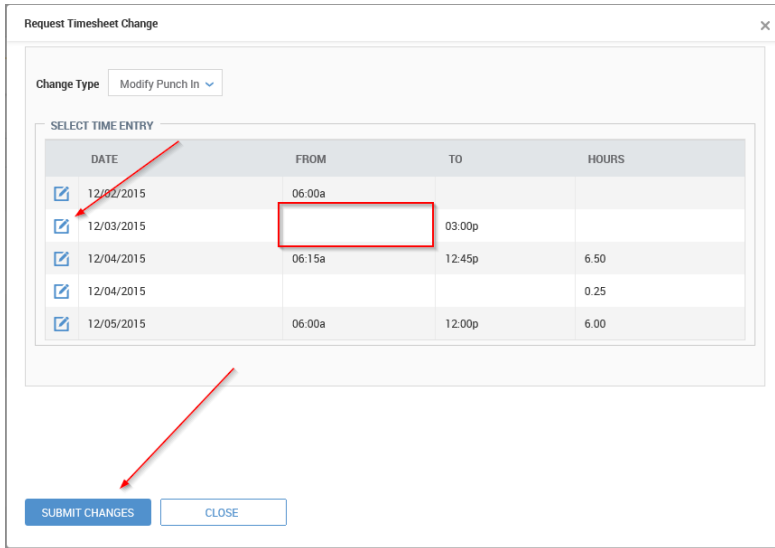




- Use the checkbox to select the time off you wish to cancel.
- Remember that only time scheduled on the timesheet you are currently looking at will show up

Missing or Incorrect Punch In Times

- Modify Punch In – for a missing or incorrect punch in



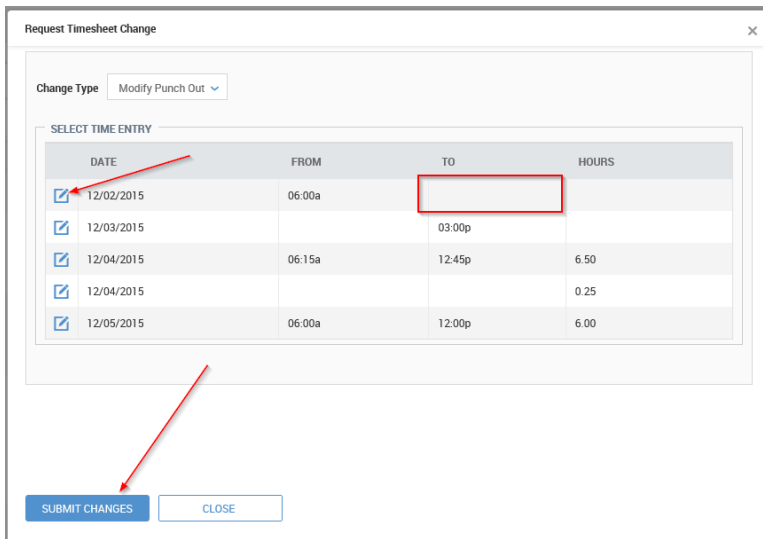
The screenshot shows a 'Request Timesheet Change' dialog box with 'Change Type' set to 'Modify Punch In'. It contains a table with columns: DATE, FROM, TO, and HOURS. The table has five rows of data. The second row (12/03/2015) has a missing 'FROM' time, indicated by a red box. A red arrow points to the 'SUBMIT CHANGES' button.

DATE	FROM	TO	HOURS
12/02/2015	06:00a		
12/03/2015		03:00p	
12/04/2015	06:15a	12:45p	6.50
12/04/2015			0.25
12/05/2015	06:00a	12:00p	6.00

- On the second line, we can see the “From” time is missing.
- Click on the little pencil to edit this line
- Enter the missing punch in time into the empty box

Missing or Incorrect Punch Out Times

- Modify Punch Out – for a missing or incorrect punch out



The screenshot shows a 'Request Timesheet Change' dialog box with 'Change Type' set to 'Modify Punch Out'. It contains a table with columns: DATE, FROM, TO, and HOURS. The table has five rows of data. The first row (12/02/2015) has a missing 'TO' time, indicated by a red box. A red arrow points to the 'SUBMIT CHANGES' button.

DATE	FROM	TO	HOURS
12/02/2015	06:00a		
12/03/2015		03:00p	
12/04/2015	06:15a	12:45p	6.50
12/04/2015			0.25
12/05/2015	06:00a	12:00p	6.00

- On the top line, we can see the “to” time is missing.
- Click on the little pencil to edit this line
- Enter the missing punch out into the empty box

Requesting Time Off

Requesting time off can be done with the link from your dashboard:


QUICK LINKS

- My Account
- My Forms
 - Withholding
 - W2s
- My Pay Statements
- My Time Off
 - Request**
- My Timesheet
 - My Current Timesheet

The Request form looks like this:


First you will need to choose your type of time off using the magnifying glass.

TIME OFF



Time Off 

REQUEST TYPE

One Day

Date  Total Hours

Multiple Days

From  To  Total Hours Per Day

COMMENTS

comments to the time off approver



Then you will need to choose your request type:

One Day

Date Total Hours

- One Day – to enter 1 full day of time off request (i.e. I want to take this Friday off).
- Enter the date and the total hours for this one day.

Multiple Days

From To Total Hours Per Day

- Multiple Days – to request a group of days off (i.e. I want to take Thursday and Friday off, at 8 hours per day).
- Enter the ‘from’ date (to start your time off) and the ‘to’ date (last day of your time off) and the total number of hours PER day.

Enter comments to let your manager know any details they need about this time off.

The submit request button is at the top of the screen on the right and remember to check your current balances to ensure you have the time off available.

[SUBMIT REQUEST](#) [VIEW HISTORY](#)

BALANCES

TIME OFF	ACCRUED TO		CURRENT ACCRUED	TAKEN	CURRENT BALANCE	SCH	PENDING APPROVAL	ACCRUE RATE
Birthday	01/01/2016	Hrs:	0.00	0.00	0.00	0.00	0.00	1/Yearly
		Days:	0.00	0.00	0.00	0.00	0.00	
Sick	01/01/2016	Hrs:	24.00	8.00	16.00	0.00	0.00	10/Yearly
		Days:	3.00	1.00	2.00	0.00	0.00	
Vacation	01/01/2016	Hrs:	40.00	0.00	40.00	0.00	0.00	10/Yearly
		Days:	5.00	0.00	5.00	0.00	0.00	

Viewing your Pay Statements

You can view your pay statements (check stubs) by using the quick link on your dashboard:

QUICK LINKS

- My Account
 - My Forms
 - Withholding
 - W2s
 - My Pay Statements**
 - My Time Off
 - Request
 - My Timesheet
 - My Current Timesheet


At the top of this report, you will see the time frame for the statements you are viewing.

[BACK](#) [Home](#) > [My Account](#) > **My Pay Statements**

Rows On Page: [No Rows](#) [Refresh Data](#)

Pay Dates: (11/01/2015 – 06/05/2079)

If you need to view something from a different period, change these using the drop downs.

Click on the icon on the left to view the pay statement 

Earnings				
	Current		YTD	
Regular		2,058.40		2,058.40
Gross Pay		2,058.40		2,058.40
Taxes Withheld				
	Taxable	Taxable YTD	Current	YTD
FIT	2,058.40	2,058.40	200.59	200.59
FICA	2,058.40	2,058.40	127.62	127.62
MEDI	2,058.40	2,058.40	29.85	29.85
Total			358.06	358.06
Net Pay			1,700.34	1,700.34
Check			1,700.34	1,700.34
Company Paid Benefits				
	Current		YTD	
FUTA		12.35		12.35
FICA		127.62		127.62
MEDI		29.85		29.85
Washington Rate		0.41		0.41
SUTA:WA		21.61		21.61
Total		191.84		191.84
Accruals				
	Accrued	Taken	Bal.	
Personal	Hrs: 0.00	0.00	0.00	
Sick	Hrs: 0.00	0.00	0.00	
Vacation	Hrs: 0.00	0.00	0.00	
Tax Allowance Settings				
Federal:	Married/1			



DOWNLOAD PDF

You can either view the statement on the screen or print it by clicking on Download to PDF. Once it is in PDF, you can print or save the document in any way you like.

Submitting a new Form W-4

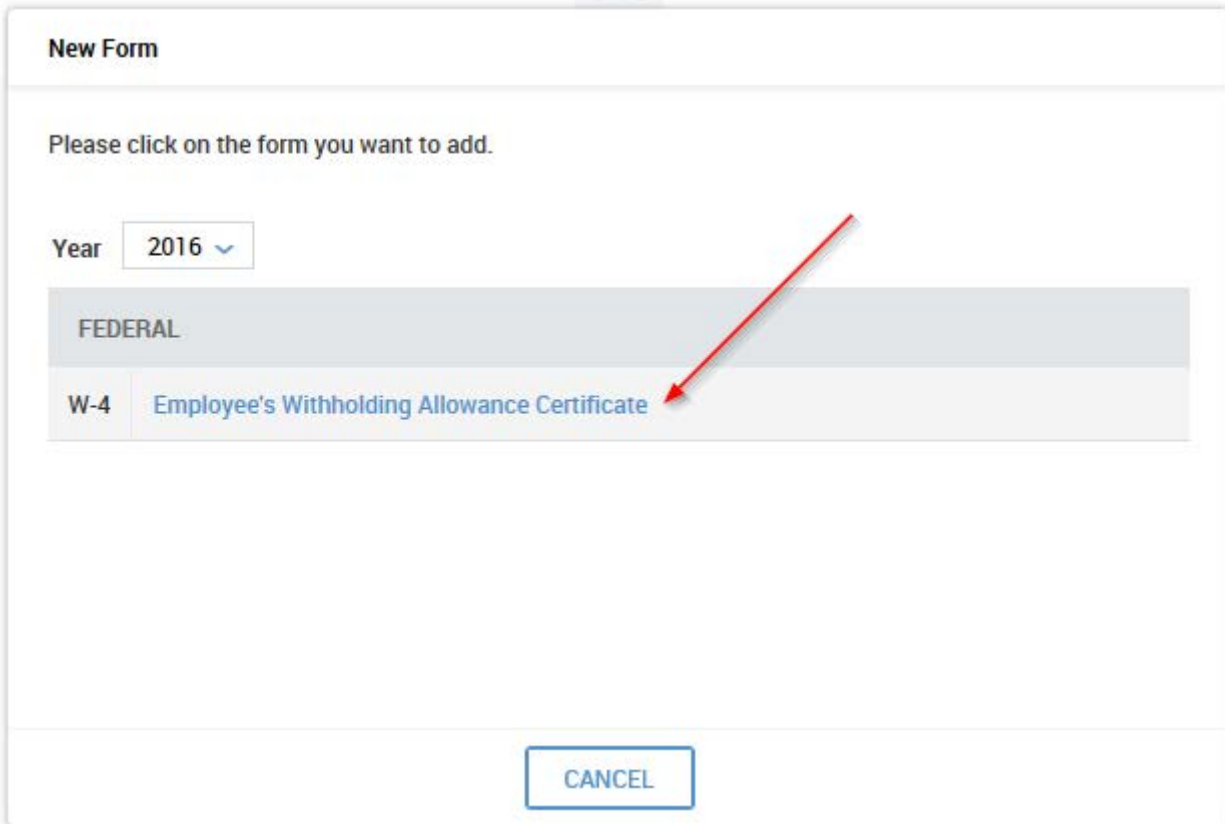
If you need to submit an updated form W-4, use the withholding link on your dashboard:

QUICK LINKS

- My Account
 - My Forms
 - [Withholding](#)
 - W2s
 - My Pay Statements
 - My Time Off
 - [Request](#)
 - My Timesheet
 - [My Current Timesheet](#)
- My Reports
 - Time & Labor
 - Time Allocation
 - [Time Off Calendar \(Monthly\)](#)

Click Add New Withholding Form at the top right of the screen.

Choose the correct year, and click on Employee's Withholding Allowance Certification

A screenshot of a web application window titled "New Form". The window contains the following elements: a header "New Form", a prompt "Please click on the form you want to add.", a "Year" dropdown menu set to "2016", a list of form categories including "FEDERAL" and "W-4 Employee's Withholding Allowance Certificate", and a "CANCEL" button at the bottom. A red arrow points to the "W-4 Employee's Withholding Allowance Certificate" option in the list.

New Form

Please click on the form you want to add.

Year 2016 ▾

FEDERAL

W-4 Employee's Withholding Allowance Certificate

CANCEL

You can use the top section of the W4 to help you figure out how many exemptions you qualify for, if needed.

Fill out the missing information on the W4 at the bottom **NOTE: Even if you filled out the worksheet on top, you MUST transfer to the bottom. The system will not look at the top worksheet to determine exemptions.**

Click Submit Withholding Form at the bottom

You will be asked to enter your password. This is the password you used when logging into the system. This will work as your signature for submitting the W4.

NOTE: New these changes will not be updated until they are approved. You will receive an email to confirm your changes have been completed.