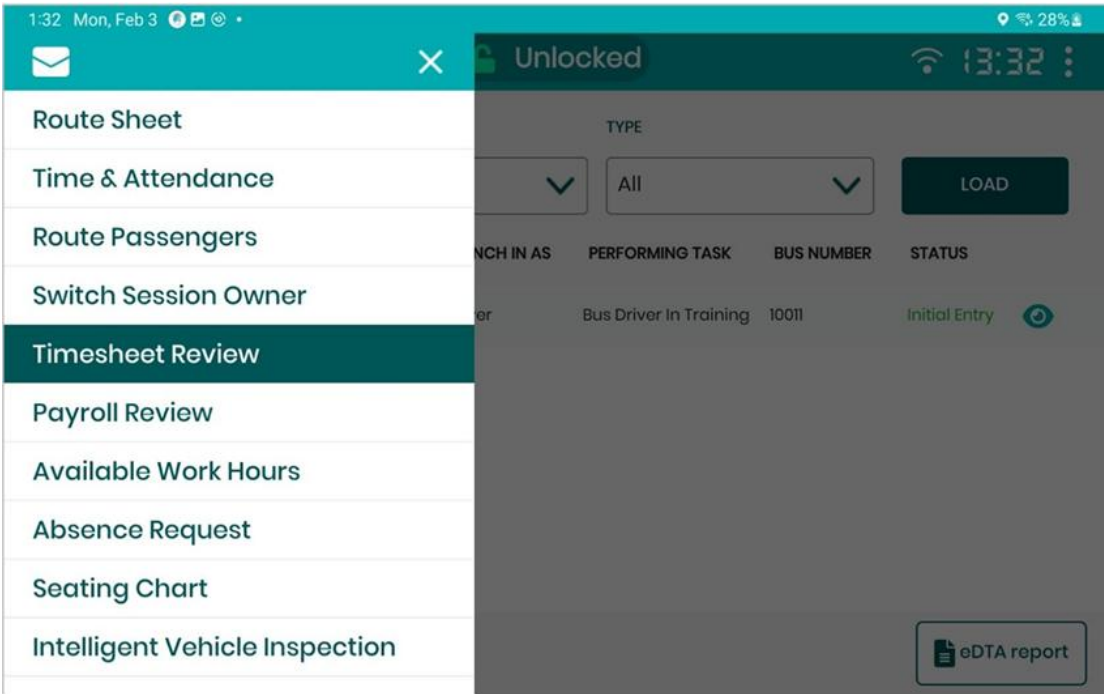


Tablet Instructions for Timesheet and ROA

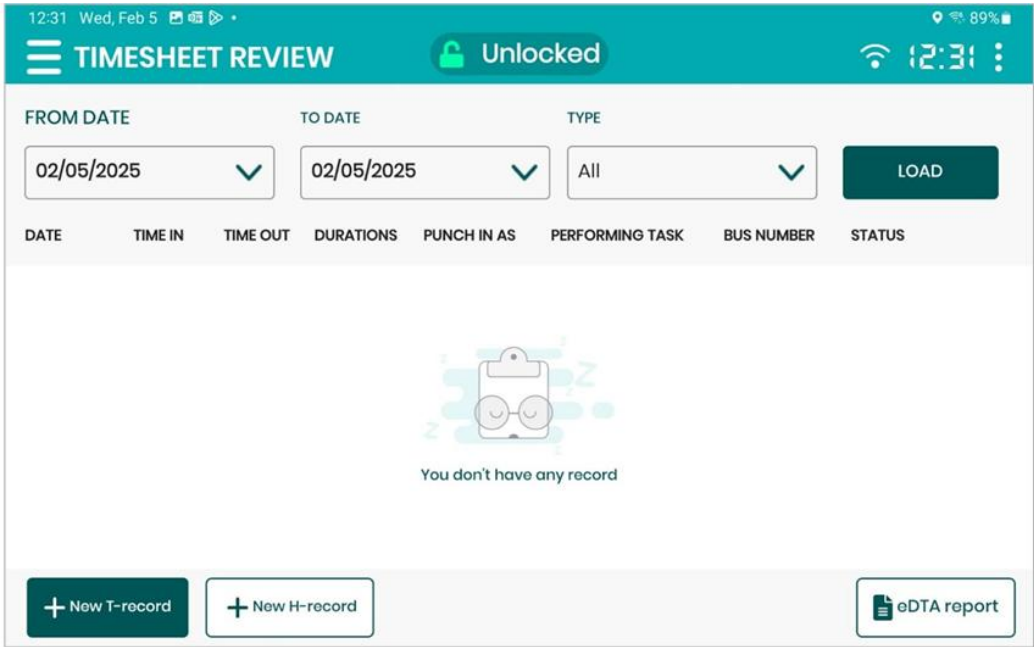
Timesheet Review

Navigate to the main menu by tapping the  and select Timesheet Review.

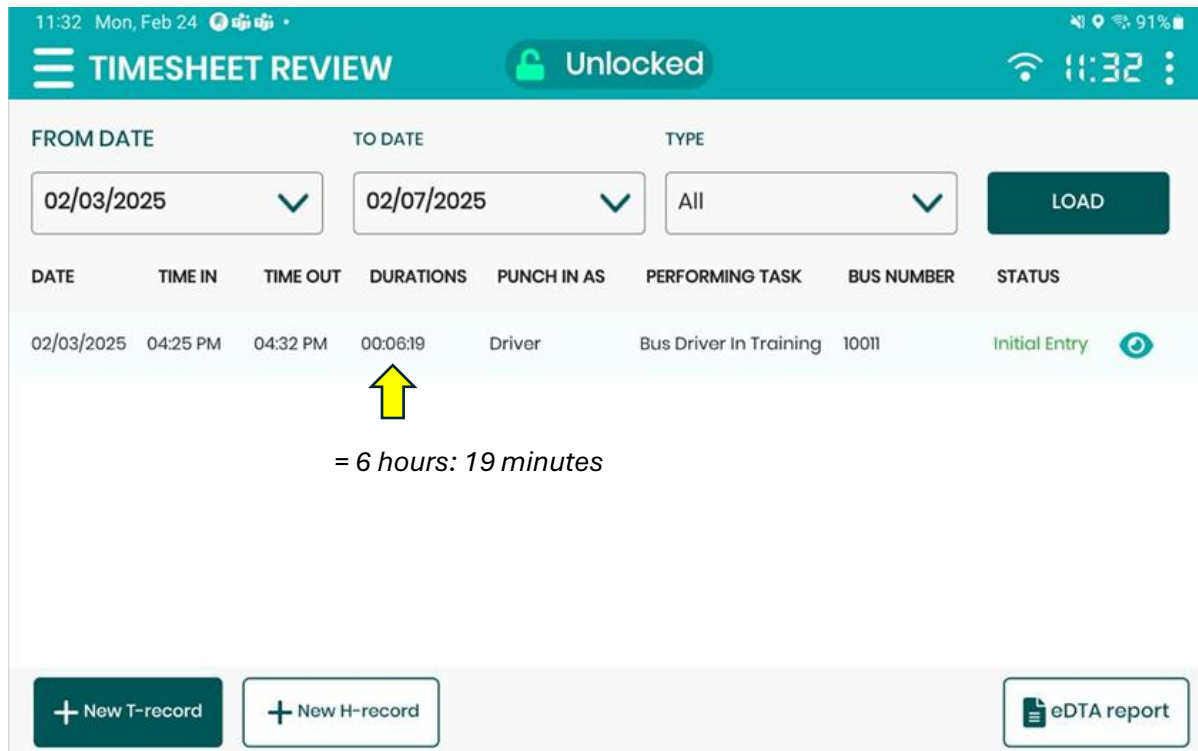
For Monitors to review, they must log in to the tablet with Bus Number, ID and “9999” password.



The Timesheet Review screen will appear.



Enter the from date, to date, and time of timesheet. Then select Load. If you've had a time correction, you can verify it's been completed here. At this time, your hours are displayed in hours:minutes under "Duration". You must convert these to decimals to compare to your paystub.



11:32 Mon, Feb 24

TIMESHEET REVIEW Unlocked 11:32

FROM DATE: 02/03/2025 TO DATE: 02/07/2025 TYPE: All **LOAD**

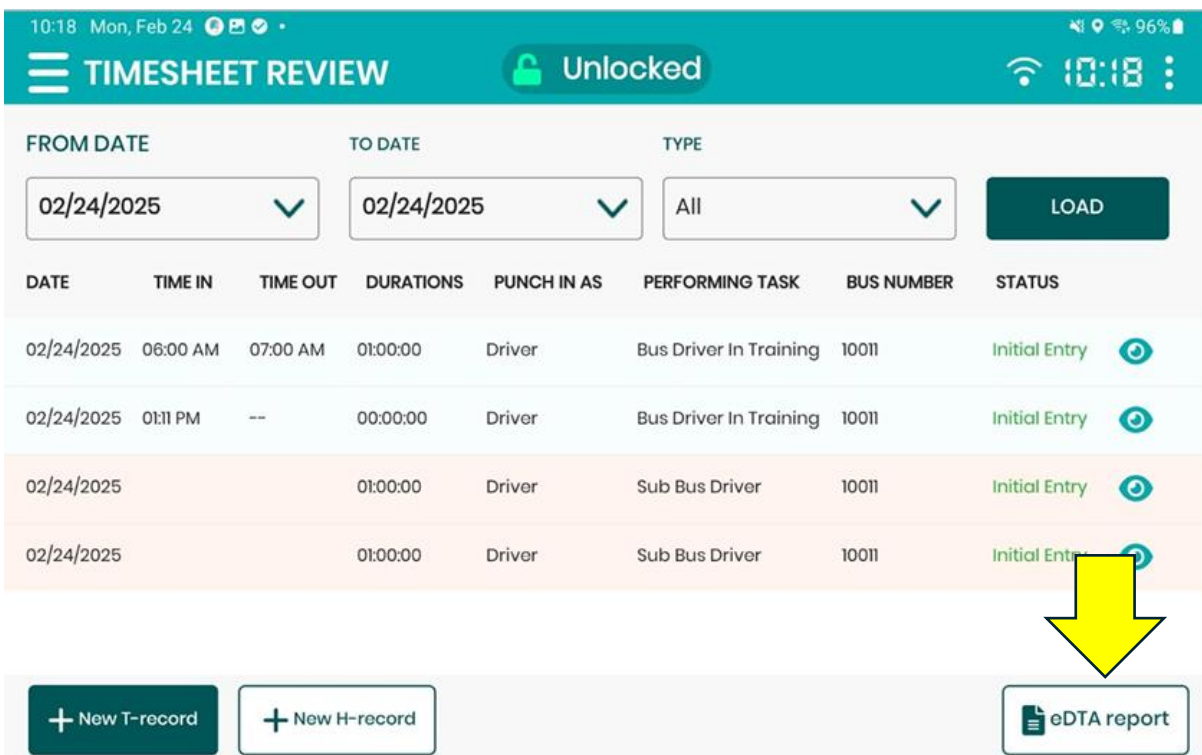
DATE	TIME IN	TIME OUT	DURATIONS	PUNCH IN AS	PERFORMING TASK	BUS NUMBER	STATUS
02/03/2025	04:25 PM	04:32 PM	00:06:19	Driver	Bus Driver In Training	10011	Initial Entry

↑
= 6 hours: 19 minutes

+ New T-record + New H-record eDTA report

eDTA Report – Approved Time

Once your time has been approved, it will no longer be visible on the Timesheet Review. To view your time, create an eDTA report, select the eDTA report button on the Timesheet Review screen.



10:18 Mon, Feb 24

TIMESHEET REVIEW Unlocked 10:18

FROM DATE: 02/24/2025 TO DATE: 02/24/2025 TYPE: All **LOAD**

DATE	TIME IN	TIME OUT	DURATIONS	PUNCH IN AS	PERFORMING TASK	BUS NUMBER	STATUS
02/24/2025	06:00 AM	07:00 AM	01:00:00	Driver	Bus Driver In Training	10011	Initial Entry
02/24/2025	01:11 PM	--	00:00:00	Driver	Bus Driver In Training	10011	Initial Entry
02/24/2025			01:00:00	Driver	Sub Bus Driver	10011	Initial Entry
02/24/2025			01:00:00	Driver	Sub Bus Driver	10011	Initial Entry

+ New T-record + New H-record **eDTA report**

Select the Report type, “Daily Details”.

The screenshot shows the 'EDTA REPORT' screen. At the top, the status bar displays '12:30 Mon, Feb 24' and '86%' battery. The screen has a teal header with a back arrow and the title 'EDTA REPORT'. Below the header, there are two main sections: 'REPORT TYPE' and 'DATE SELECTION'. The 'REPORT TYPE' section has a dropdown menu that is currently open, showing three options: 'Daily details' (which is selected and marked with a green checkmark), 'Daily summary', and 'Daily total'. The 'DATE SELECTION' section has a 'Select date' button with a calendar icon and a 'LOAD' button. Below these sections, there is a large area with a clipboard icon and the text 'No record'.

Then select the date/date range, and then select OK.

Pay periods are auto set for you of every two weeks.

The screenshot shows the 'DATE SELECTION' dialog box. It has a teal header with the title 'DATE SELECTION'. The dialog is divided into two main sections: 'Date type' and 'Date input'. The 'Date type' section has three radio buttons: 'Single date', 'Date range' (which is selected), and 'By pay period'. The 'Date input' section has two date pickers: 'FROM DATE' and 'TO DATE'. The 'FROM DATE' is set to '02/03/2025' and the 'TO DATE' is set to '02/10/2025'. There is also an 'All days' toggle switch which is turned on. At the bottom of the dialog, there are two buttons: 'CANCEL' and 'OK'.

Then select LOAD.

1:08 Mon, Feb 24 83%

← EDTA REPORT

REPORT TYPE: Daily details

DATE SELECTION: Feb 03, 2025 – Feb 10, 2025

LOAD



No record

The report will load below.

1:08 Mon, Feb 24 83%

← EDTA REPORT

REPORT TYPE: Daily details

DATE SELECTION: Feb 03, 2025 – Feb 10, 2025

LOAD

Report 1/1

Daily Details

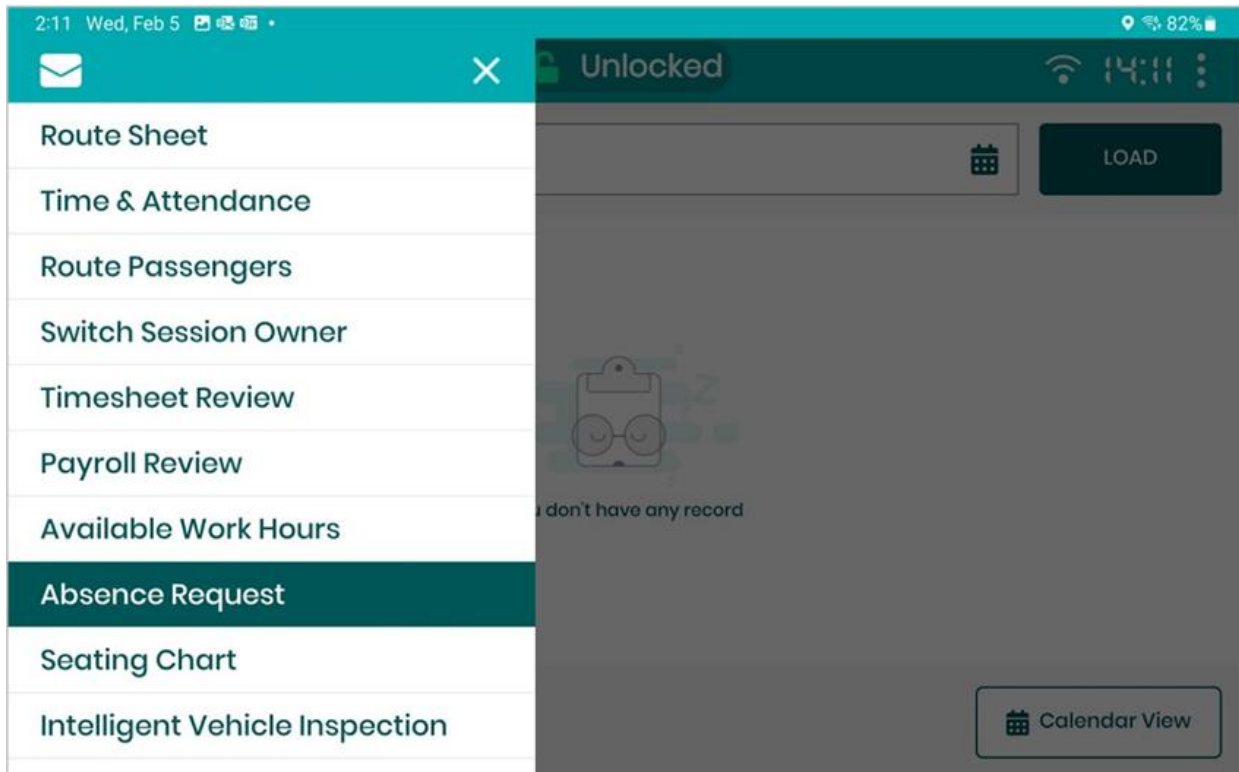
Employee Id	First Name	Last Name	Department			
Date	Type	PunchIn	PunchOut	JobClass	PayCode	Duration
KTVN	Nguyen	Van				
2/3/25	Punch	04:25:42 PM	04:32:01 PM	DRV - Driver	255 - Bus Driver In Training	00:06:19

✓ Load report successfully

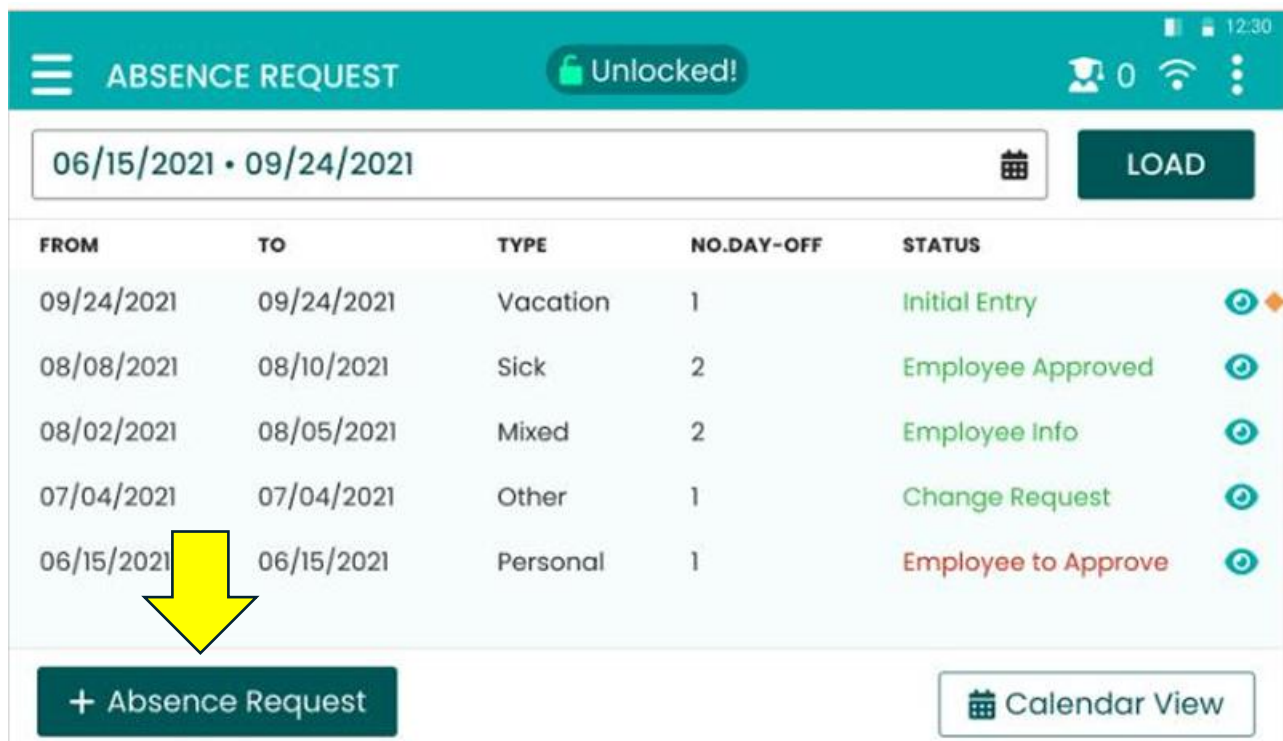
Absence Request - ROA

To submit an Absence Request, select Absence Request in the main menu.

For Monitors to submit or review ROAs, they must log in to the tablet with Bus Number, employee ID and “9999” password.



To create an Absence Request, select the Absence Request button.



Select the Date, Job Class, Activity, Day-Off Type, Hours per day and add any notes for the request.

1. Dates should be one, single date. Do not enter non-sequential or date range. If your date is not available on the calendar, you must go online to submit your request.
2. Job Class is Driver or Monitor.
3. Activity is BD for Driver, BM for Monitor.
4. Day-off Type is type of leave. “(Office Only)” and “Admin Lv w/pay” should not be selected by employees.
5. Hours Per Day. Use “Half Day AM” or “Half Day PM” if missing any part of AM or PM.
6. Notes should be ONLY the runs you are missing. “PM ES”, “AM HS”, etc. DO NOT enter any medical information or reason for being absent. Please email or call the Supervisor or Field Coordinator with that information.
 - a. If you are taking leave for approved intermittent FMLA, you should note “Int FMLA”.

2:19 Wed, Feb 5 81%

NEW ABSENCE REQUEST | Reset

DATE
Select date

JOB CLASS
Select type

ACTIVITY
Select type

DAY-OFF TYPE
Select type

HOURS PER DAY
Select time

NOTE
Enter text here...

COMMENT

Then select the check mark to save and submit.

1:39 Thu, Feb 27 66%

NEW ABSENCE REQUEST | Reset

03/28/2025

JOB CLASS
Driver

ACTIVITY
Bus Driver In Training

TYPE
Personal

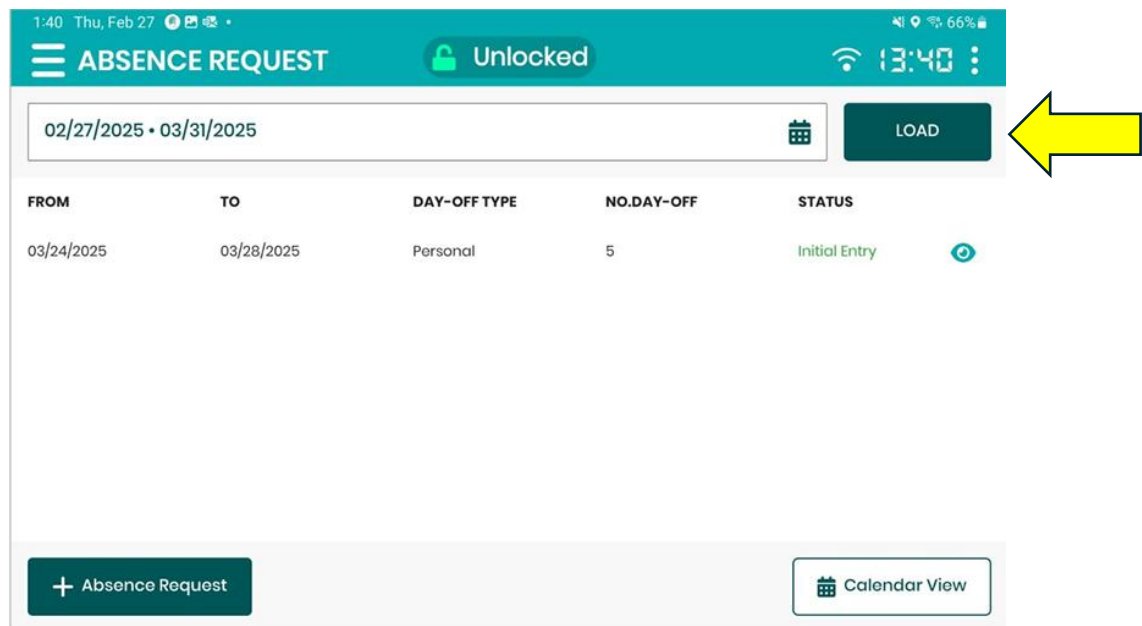
HOURS PER DAY
Full day

FULL DAY

NOTE
Enter text here...

COMMENT
New record: Date: 03/24/2025 – 03/28/2025, Job class: Driver, Activity: Bus Driver In Training, Day-off type: Personal, Hours per day: Full day.

To view the new Absence Request, you must change the date range and then select Load.



1:40 Thu, Feb 27 Unlocked 13:40 66%

02/27/2025 • 03/31/2025

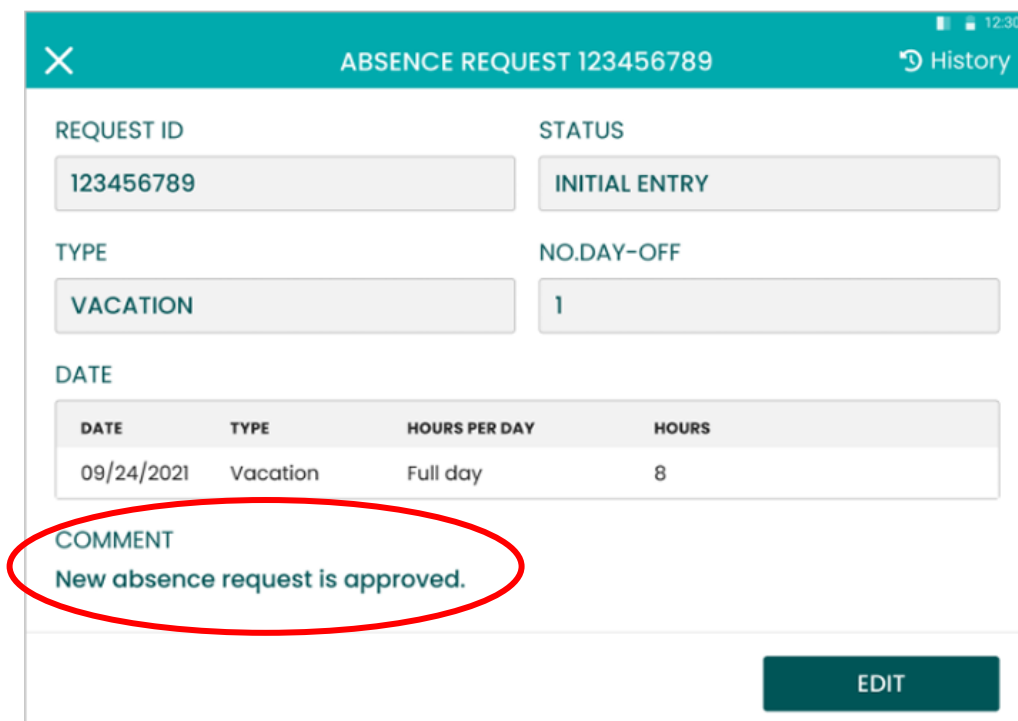
LOAD

FROM	TO	DAY-OFF TYPE	NO.DAY-OFF	STATUS
03/24/2025	03/28/2025	Personal	5	Initial Entry

+ Absence Request Calendar View

To view an Absence Request, select the eye icon . The Absence Request window will open.

Review the “Comment” for indication of approval or denial.



ABSENCE REQUEST 123456789 History

REQUEST ID: 123456789 STATUS: INITIAL ENTRY

TYPE: VACATION NO.DAY-OFF: 1

DATE	TYPE	HOURS PER DAY	HOURS
09/24/2021	Vacation	Full day	8

COMMENT: New absence request is approved.

EDIT

- If you need to make a change to a ROA, notify your supervisor or field coordinator.
- If you do not have any leave available for pay, your ROA will be updated to AWOP.
- Please remember all leave is paid based on your scale hours. Review your paystub to verify paid leave hours.