

# Tompkins County Workforce Job Link and Summer Youth Employment Programs Supervisor Submission of Employee Time.

## **Introduction**

Tompkins County uses a program called UKG for the SYEP and Job Link employees to submit their time. Businesses do not have logins to the UKG system because supervisors are not employees of Tompkins County. We need supervisors to verify the time that the employees are working on a weekly basis on Fridays.

## **Solution**

The Information Technology Department at Tompkins County created an online form for the supervisors of SYEP and/or JobLink employees to fill out daily and save to record the times their employees are working.

We strongly recommend that the youth workers fill out their timesheets daily at the same time the supervisors make edits to the verification sheets. This should be a part of the daily work routine.

Friday of each week, supervisors will verify and submit all hours unless they have received permission to submit on Saturdays. Youths should save their hours every week as we report to our granter every Monday. Youths will submit timecards on a bi-weekly basis, in keeping with the County bi-weekly payroll system.

## **Directions**

The link to the online form is:

<https://lfweb.tompkins-co.org/Forms/JLSYEPTIME>



The screenshot shows the top portion of a web form. At the top left is the Tompkins Workforce New York logo with the tagline "Put us to work for you". To the right of the logo, the text reads "Tompkins County Summer Youth Employment Program and Job Link Timesheet Verification Submission". Below this header, there are two input fields: "Your Business or Organization Name\*" and "Password\*", both with asterisks indicating they are required. Below the password field is the text "Tab to continue." and a "Save as Draft" button.

1. The Business or Organization Name is a drop-down box and as soon as you click in it you will be able to select your Business/Organization Name.
2. The Password will be given to each individual Business/Organization separately.
3. Make sure you hit TAB after you enter the password (or if using a cell phone, touch the Tab to continue words).

4. The form will expand when the password is correct, and the user clicks off that field:

The screenshot shows a web form titled "Tompkins County Summer Youth Employment Program and Job Link Timesheet Verification Submission". The form includes a logo for "Workforce New York" with the tagline "Put us to work for you!". Below the header, there is a text input field for "Your Business or Organization Name" with a red asterisk indicating it is required. A "Tab to continue." instruction is present. The "Weekly Time Section" contains a date picker for "First day of pay week - choose the Sunday" with a red asterisk. The "Time Table" section has a sub-header "Enter the total hours for each day, not including 30 minute lunch breaks". It features a table with columns for "Employee First Name", "Employee Last Name", and days of the week (Sun, Mon, Tues, Wed, Thur, Fri, Sat), plus a "Weekly Total" column. The "Weekly Total" column shows "0.00". Below the table is a link "Add another Employee". At the bottom, there is a question "Are you done entering all information for the week?" with two radio button options: "Save Youth Daily Hours (you will be able to return and edit this form)" and "Week complete, Submit (this will lock this form and will not be editable)". A "Save as Draft" button is located at the bottom right.

5. Select the first day of the pay week – choose the Sunday of that week.
6. In the Time Table, you will list each employee’s first and last Name and the times that they worked each day of the week in hours and minutes in decimal value. If employee took an unpaid 30 minute lunch break, that should not be included in the hours. For example:
  - a. 3 hours and 30 minutes = 3.5
  - b. 4 hours and 15 minutes = 4.25
  - c. 5 hours 75 minutes = 5.75
  - d. 6 hours = 6
7. The Weekly Total will fill in automatically.
8. Click the [Add another Employee](#) to add more employees - Please add ALL of your Job Link and/or Summer Youth Employees on the same form.
9. Answer the question: Are you done entering all information for the week? \*
  - a. If you choose: No, I’m not done. I have hours to enter on additional days
    - i. Select the Save as Draft button and you will be able to enter your email address and a link will be sent to that email address where you will be able to complete the form.
    - ii. ONLY the person with that link will be able to complete the form.
    - iii. If you don’t have that link, you will have to re-enter all information that was previously entered on the form for the week.

Your Business or Organization Name \*

Tab to continue.

Weekly Time Section

First day of pay week - choose the Sunday \*

Time Table

Enter the total hours for each day, not including 30 minute lunch breaks

Employee First Name *	Employee Last Name *	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Weekly Total	
John	Doe	4.50	3.50	2.00	4.25		5.75		20.00	×
Jane	Smith		5.25		5.25		5.50		16.00	×

[Add another Employee](#)

Are you done entering all information for the week? \*

- No, I'm not done. I have hours to enter on additional days.  
 Yes, I'm done.

Please click the **Save as Draft** button and you will be prompted to enter your email address so that you can return to this form. Make sure you **SAVE** that email so you can return, otherwise you will need to re-enter all information on this form.

- b. If you choose Yes, I'm done. This will lock this form and will not be editable.
  - i. The Submitter Section will appear and you will need to
    1. Verify that you have reviewed the times with the employees on the form.
    2. Enter your name as the Submitter Name.
    3. Enter your email address.
  - ii. A Submit button will appear to enable you to submit the form for the week.
  - iii. The form will be locked and not be editable even if you have the link from the Save as Draft email.
  - iv. After you submit, you will see the form you submitted and have the option to download and/or email it. You do NOT need to email it to Workforce; it will be submitted to them.

Your Business or Organization Name\*

**Tab to continue.**

Weekly Time Section

First day of pay week - choose the Sunday\*  
 

Time Table

Enter the total hours for each day, not including 30 minute lunch breaks

Employee First Name*	Employee Last Name*	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Worksho Time	Weekly Total	Program*
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text" value="4.50"/>	<input type="text" value="3.50"/>	<input type="text" value="2.42"/>	<input type="text" value="5.75"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="16.17"/>	<input type="text"/>

[Add another Employee](#)

Are you done entering all information for the week?\*

No, I'm not done. I have hours to enter on additional days.  
 Yes, I'm done.

Submitter Section

Verification\*  
 I have reviewed these times with these employees

Submitter Name\*

Submitter Email Address\*

Submission Date  
 

**Submit**

[Save as Draft](#)

10. If you have additional questions, please contact Amy Callahan at Workforce: [acallahan@tomkins-co.org](mailto:acallahan@tomkins-co.org) or 607-280-3181.