

ePro Scheduler – Basic Functions

Introduction

Welcome to ePro Scheduler, your new online tool for reporting your work hours.

ePro Scheduler is web based and can be accessed from any computer with an internet connection and a web browser. The URL (or web address) for your ePro Scheduler is:

<https://www.net-scheduler.com/Mat-Su>

Enter this web address in your web browser and the following screen appears:



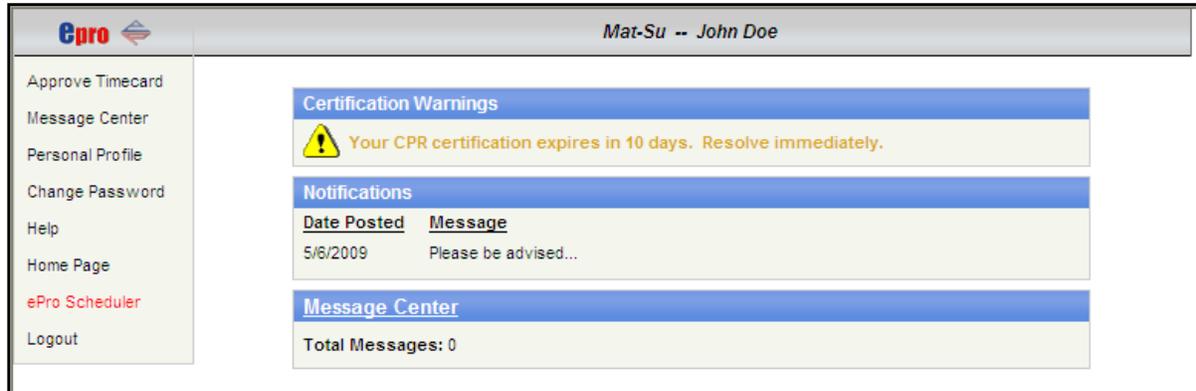
Your username is your last name and your initial password is your employee ID (payroll ID) number. The first time you log in, the following page appears noting your password has expired:



At this point, enter a new password (at least 6 characters) twice in the provided fields and click submit. This password will serve as your password for ePro Scheduler. Usernames and passwords are not case

sensitive. This expiration message will appear every 90 days. When it appears, simply enter a new password twice and click submit. If you have any problems logging in, please contact your supervisor.

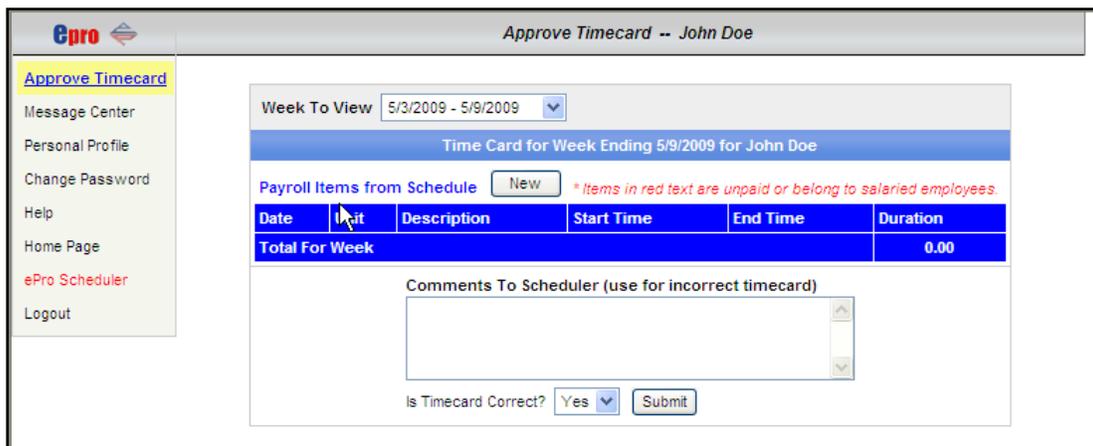
Once you have successfully logged in, you will see the following interface:



The initial screen of ePro Scheduler displays warnings about any expiring certifications, any notifications posted by administration, and a message center displaying the number of new messages you have and your total message count (Click the 'Message Center' link to view messages).

Entering Information On Your Timecard

Timecards in ePro Scheduler include 7 day blocks of time. To enter information on your timecard, click the Approve Timecard link. The following screen appears:



Make sure the 7 day date span in the dropdown menu contains the current date for which you want to report time. If it does not, click the menu and select the appropriate date span. If the appropriate date span does not appear in the menu, contact your supervisor.

Once the appropriate date span has been selected, click the new button. The following popup appears:

Select the area where you worked from the cost center menu. Once selected, the appropriate job step should appear in the qualification menu. Select the appropriate hours code from the earning code menu. Select the appropriate date and enter a start time and a duration for the shift you worked. Enter any comments and click accept. Here is an example:

Once you click accept the following message appears:

Click OK to continue adding items, or close to return to the timecard view. With new items added, a timecard should look like this:

Approve Timecard -- John Doe

Week To View: 5/3/2009 - 5/9/2009

Time Card for Week Ending 5/9/2009 for John Doe

Payroll Items from Schedule ** Items in red text are unpaid or belong to salaried employees.*

| Date | Unit | Description | Start Time | End Time | Duration |
|--------------------------|------|-------------|------------|----------|--------------|
| 5/3/2009 | All | A006 | 08:00 | 16:00 | 08:00 |
| 5/4/2009 | All | F006 | 08:00 | 16:15 | 08:15 |
| 5/5/2009 | All | A006 | 08:00 | 20:00 | 12:00 |
| 5/9/2009 | All | A006 | 08:00 | 16:15 | 08:15 |
| Total For Week | | | | | 36.50 |

Comments To Scheduler (use for incorrect timecard)

Is Timecard Correct? Yes

After all items have been entered for the selected 7 day date span and all items look correct, click the submit button at the bottom of the timecard to indicate that the timecard is ready for processing. After you click submit, a date and timestamp appears displaying the time of the “approval”.

Editing Your Timecard

To edit timecard entries, click on the hyperlinked date for the item you wish to adjust. (Note: timecard entries where dates are not hyperlinked are flat pay items and may only be altered by your supervisor.)

Approve Timecard -- John Doe

Week To View: 5/3/2009 - 5/9/2009

Time Card for Week Ending 5/9/2009 for John Doe

Payroll Items from Schedule ** Items in red text are unpaid or belong to salaried employees.*

| Date | Unit | Description | Start Time | End Time | Duration |
|--------------------------|------|-------------|------------|----------|--------------|
| 5/3/2009 | All | A006 | 08:00 | 16:00 | 08:00 |
| 5/4/2009 | All | F006 | 08:00 | 16:15 | 08:15 |
| 5/5/2009 | All | A006 | 04:00 | 08:00 | 04:00 |
| 5/6/2009 | All | A999 | 00:00 | 01:00 | 01:00 |
| 5/8/2009 | All | A006 | 08:00 | 20:00 | 12:00 |
| 5/9/2009 | All | A006 | 08:00 | 16:15 | 08:15 |
| Total For Week | | | | | 41.50 |

Comments To Scheduler (use for incorrect timecard)

Is Timecard Correct? Yes

Within the popup window, make the necessary changes and click accept. Click delete to remove the item from your timecard.

Manage This Assigned Schedule Slot

Date 5/4/2009 Unit All Start Time 08:00 Duration 08:15
Qualification F006 Employee ID 99999 Employee John Doe

Cost Center Talkeetna Fire
Unit All
Qualification F006
Earning Code VFS - Fire Service (Hrs)
Scheduled Day 9 - 5/4
Start Time 08 : 00
Duration 08 : 15
Shift Break 0 (minutes)
End Time 16:15
Comment

Accept Delete Cancel

Miscellaneous Features

For information regarding other links that appear on this interface such as 'Message Center' and 'Personal Profile' click the 'Help' link on the navigation bar of the interface.