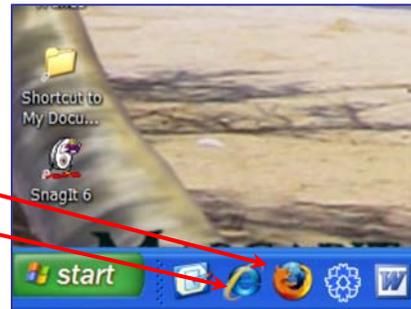


Big Ben

Using the City of Bloomington Big Ben timesheet program:

Step 1 (Open an Internet browser):

- Open a web browser such as Microsoft Internet Explorer or Mozilla Firefox.



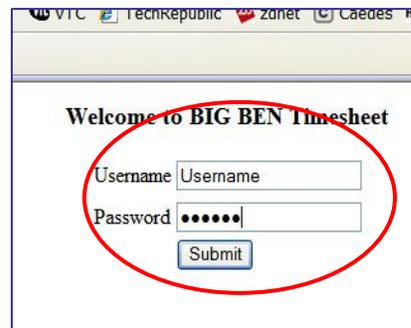
Step 2 (Navigate to Big Ben):

- Type the word “timesheet” in the address bar of the web browser and press the enter key on your keyboard (*this can only be accomplished when you are using a computer within the city intranet*).



Step 3 (Log into Big Ben):

- Log into Big Ben using your city username and password



Step 4 (Entering your daily time worked)

- By default Big Ben opens with the current pay period shaded in light gray.
- By default Big Ben also opens with the current day shaded in dark gray

There are 3 different ways to enter time worked in Big Ben:

(Big Ben uses the military time format)

The screenshot shows the 'Hours for Kevin Bowlen, Monday, February 18, 2008' interface. At the top is a time bar from 8:00 to 17:00. Below it are 'IN' and 'OUT' input boxes, a 'Regular Time Worked' dropdown, and 'Enter new time', 'Save', and 'Templates' buttons. A calendar grid shows dates from Sun to Sat, with some cells containing '8.00'. On the right, there are navigation buttons: 'Today', 'Report', 'help', 'Log Out', and an 'Auto Logout' field set to '4:48'. Three callout boxes with red arrows point to the sliding time bar, the 'IN'/'OUT' boxes, and the 'Templates' button.

The sliding time bar allows you to enter, adjust or delete time worked (*time is displayed in the military time format*)

The “In” & “Out” boxes offers you another way to enter your time worked.

Templates offer a third way to enter your time worked.

Entering time with the mouse

By placing the mouse within the horizontal rectangle which represents the time line, you will see an image of the current time follow the mouse pointer. In other words, if the mouse pointer is hovering around 08:05, you will see 08:05 printed below the time line. This will change as you move the mouse around. The way you enter time is by holding the mouse button down and dragging the mouse left or right. The time shown when you click the mouse down will be one end of your time interval, and the time shown when you release the mouse will be the other end. After you release the mouse, you will see a time interval added, represented by a grey rectangle, which occupies a region of the time line. Once you have an interval added, you can select it by clicking the mouse button with the mouse pointer somewhere inside the occupied region. You will then see the interval get 'selected', meaning that it will now have a border, and a close button, and the properties for that interval appear in the fields at the bottom of the window. After an interval is selected, you can make changes in the bottom fields, such as adjust the in or

out time, or change the time category from the default (Regular Time Worked) to something different.

Another way to adjust your time after an interval is selected is to use the right and left mouse buttons. In general, the left button moves time earlier and the right button moves it later. The specific rules are as follows:

- If the mouse pointer is in the left half of the interval:
 - the left mouse button decreases the in-time.
 - the right mouse button increases the in-time.
- If the mouse pointer is in the right half of the interval:
 - the left mouse button decreases the out-time.
 - the right mouse button increases the out-time.

A final way to adjust your time after an interval is selected is to use the resize handles. They are located to the right and left of the selected interval, marked with a right/left arrow (<->). Simply click on the resize handles and drag the edge of that interval right or left to increase or decrease the time.

Entering time with the keyboard

As mentioned above, you can adjust existing time intervals manually by changing the values of the fields in the bottom portion of the window. This option can also be used to input new time intervals. If there is no currently selected time interval, then just start typing in the fields for in-time and out-time. If an interval is selected, you can get it un-selected by clicking the mouse somewhere other than the area above, below, or within an existing interval. An easier way to get an interval un-selected is to click the button titled "Enter New Time".

Once you have blank fields in front of you, just click the mouse cursor so that you have a blinking text cursor in the first (in-time) text field. Then, enter your in-time. The program will put in the colon (:) character for you. When you are done with the in-time, hit TAB. Then, proceed to type in your out-time. As you complete your 4th keystroke for out-time, the interval you described will pop up on the time line. If you wish to change it to a category other than the default (Regular Time Worked), then hit TAB once, and pick from the list. If you didn't wish to change it to a category other than the default, then hit TAB twice, and you will be at the "Enter New Time" button. Hit SPACE to invoke the "Enter New Time" button, and the bottom fields will be erased, and then hit TAB once to go back to the in-time field, and you will start over again, ready to enter your next interval. In general, to navigate amongst these objects, use TAB to navigate to the next object (to the right), and use Shift-TAB to navigate to the previous object (to the left).

Examples

These examples cover a number of cases for entering the time intervals (clock-in and clock-out) using the keyboard. For all these examples, it is assumed that the user had clicked on the day of starting work (time-in).

- If you worked from 9:05pm to 2:15am you would enter 21:05 as time-in and 26:15 as time-out
- If you worked from 7am to 5am on the next day, you would enter 07:00 as time-in and 29:00 as time-out
- If you worked from 6pm till 5pm on nest day, you would enter 18:00 as time-in and 41:00 as time-out. This is because 6pm military on the same day is 12+6=18, and 5pm on the next day is 24+12+5=41.

Using templates

To make your job easier, there are several templates. click on "Templates" button and choose desired option from popup menu. New template have been added for the evening, night and whole day shifts. New suggestion for new templates are welcome and will find their way to the timesheet code if needed and believed to be useful for wide range of users. Email your suggestions to ITS group!

Finishing with time entry window

To save any changes you have made in time entry click save button or just ignore it if you don't want to save any changes.

Logging out

It is recommended that you hit the log out button when you are finished, in order to release your connection to the database where the time interval data is stored. There are good reasons, beyond the scope of this document, why you should log out when you are finished. In addition, if you do not log out and leave it running for a long time with no activity, you may lose your connection anyway, meaning that you would have to hit the log out button before you could do anything else. Since it is easy to log right back in once you log out, there is no reason to stay logged in after you are finished with your current session.