

Logging In

You can access tmsConneXion by visiting:

<https://oakespublicschools.tmsconnexion.com/home.aspx>

From the main tmsConneXion, enter your login credentials/password and click 'Login'. **Upon the first time logging in, you will be prompted to change your password, which will be a random alpha/numeric password of your choosing.**

Login:

Password:
password

Sign In

Login

example@example.com/UserName

*

Password

*

[Forgot Password?](#)

Login

Home Screen:

Once you have successfully logged you will be taken to the Home screen (**Figure 1**) where you will see messages pictures and videos from the administration. To access the menu, click on

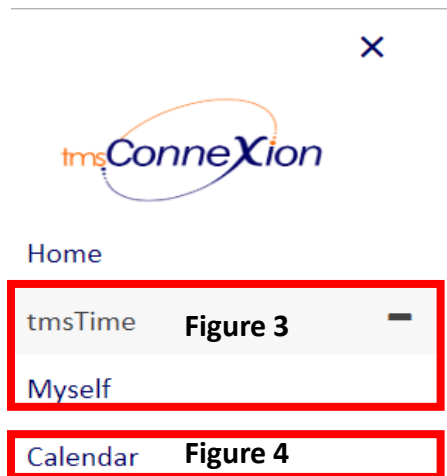


the (**Figure 2**).

Figure 1

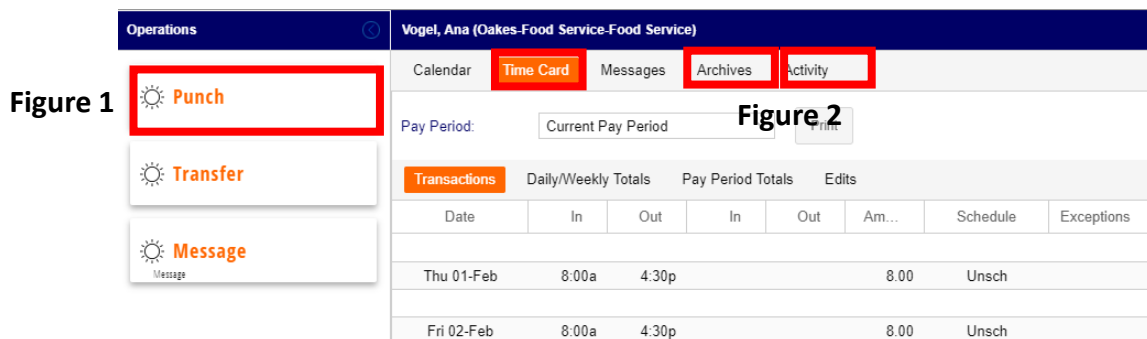


Select tmsTime tab (**Figure 3**) to show Myself, where you can punch in/out, transfer departments and message your manager. The Calendar button (**Figure 4**) will show you your requested and approved time off as well as requested and approved time off for others in your workgroup (if used).



Punching:

Under the tmsTime button, select Myself. To punch both in and out, select the Punch button (**Figure 1**). You will notice that your transaction is documented in the Time Card, Archive and Activity areas (**Figure 2**). Please follow your payroll policy for missed or duplicate punches.



Leave A Message:

Employees can send a message to their manager; this will show up on their manager's dashboard (**Figure 1**) (**Please note that messages will be seen by any manager/supervisor that has direct access to the employee**). Once selecting Leave a Message, the Leave a Message box will appear. Enter in the Priority, Subject and Message and click OK (**Figure 2**).



Figure 1

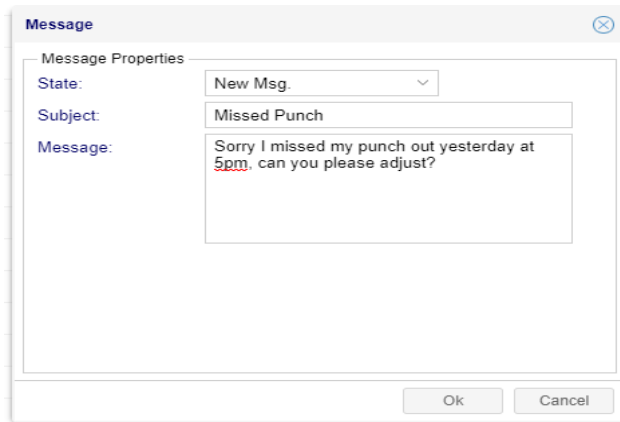


Figure 2


In addition to the message being sent to the supervisor and posting to the Message tab, the message will also post to the Activity area. To review and/or delete the message, select the message tab (**Figure 3**); to delete, select the ✂ (Figure 4). To reply to a supervisor's message, click  (**Figure 5**).



Figure 3

Timestamp	Operator	Subject	Comments
Conversation:			
Feb-9 2018	Vogel, Ana		Going home early
Conversation:			
Feb-9 2018	User User	Missed Punch	I was able to fix that punch for you..have a great day!
Feb-9 2018 10:57am	Vogel, Ana	Missed Punch	Sorry I missed my punch out yesterday at 5pm, can you please adjust?

Figure 4

Figure 5

Reviewing Information:

Employees can access many aspects of their own records. The following information is available.

Calendar Tab (Figure 1)

The Calendar view for ESS displays the schedule (if assigned) and total worked time (the punches will show if worked time is clicked) (**Figure 2**). Total weekly hours will be displayed in the Total cell (**Figure 3**). Change the month view by using the previous and next month buttons.

Figure 1

The screenshot shows the user interface for 'Vogel, Ana (Oakes-Food Service-Food Service)'. The 'Calendar' tab is selected and highlighted with a red box. Below the navigation buttons, a calendar grid for February is displayed. A pop-up window for Thursday, February 1st, shows a transaction from 8:00am to 4:30pm. A 'Total' cell for Friday, February 2nd, shows 'Fod 16:00'.

Figure 2

Figure 3

Time Card Tab (Figure 2)

The Time Card tab displays:

- a) **Transactions** shows all of the punches and exceptions for the Current Period.
- b) **Daily/Weekly Totals** shows a calendar view with hours per day and week.
- c) **Pay Period Totals** displays the total worked hours broken down by workgroup and any benefit hours used during the pay period.
- d) **Edits** will show any changes made by the employee's supervisor.
- e) An option to change current pay period to the previous pay period is also displayed.
- f) **Print** allows the employee to print their time card.

The screenshot shows the user interface for 'Vogel, Ana (Oakes-Food Service-Food Service)'. The 'Time Card' tab is selected and highlighted with a red box. The 'Pay Period' is set to 'Current Pay Period'. The 'Transactions' sub-tab is selected. A table shows punches for Thursday and Friday, February 1st and 2nd, with in/out times and a total of 8.00 hours.

Date	In	Out	In	Out	Am...	Schedule	Exceptions
Thu 01-Feb	8:00a	4:30p			8.00	Unsch	
Fri 02-Feb	8:00a	4:30p			8.00	Unsch	

Figure 2

Messages Tab (Figure 3)









The Messages tab displays a log of the notification's employees have sent to their supervisors (and any supervisor/manager with direct access to the employee) along with any replies. Messages can be deleted by the employee by clicking  or replied to by clicking .


Figure 3

Vogel, Ana (Oakes-Food Service-Food Service)					
Calendar		Time Card	Messages	Archives	Activity
Refresh					
	Timestamp		Operator	Subject	Comments
[-] Conversation:					
	Feb-9 2018 11:26am		Vogel, Ana		Going home early
[-] Conversation:					
	Feb-9 2018 11:03am		User User	Missed Punch	I was able to fix that punch for you..have a great day!
	Feb-9 2018 10:57am		Vogel, Ana	Missed Punch	Sorry I missed my punch out yesterday at 5pm. can you please adjust?

Archives Tab (Figure 4)

To view archived time entry information, use the Archives tab and select the pay period you want to view. Punches in and out, total daily hours, daily schedule and exceptions are all available to view on the main page. All Archived data may be printed by Pay Period as well by clicking on Print.

Figure 4

Vogel, Ana (Oakes-Food Service-Food Service)							
Calendar		Time Card	Messages	Archives	Activity		
Pay Period:		2/1/2018 to 2/28/2018					
Transactions		Period Totals	Activity	Adjustments			
Date	In	Out	In	Out	Am...	Schedule	Exceptions
Thu 01-Feb	8:00a	4:30p			8.00	Unsch	
Thu 01-Feb					8.00	Food	
Fri 02-Feb	8:00a	4:30p			8.00	Unsch	
Fri 02-Feb					8.00	Food	

Additional data sections are available in the *Archives* tab for viewing specific archived information such as Period Totals, Activity and Adjustments.