

Poll Worker Module Manual

Konnech®

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PLMS Tasks

Create your election

1. Election settings tab → click add new

Home	Add New	Election List						
Communication		Election List (13)		Alert Settings		Select Election Year: 2015 Election		
Organizations		Number	Election Name	Election Period	Date	Default	Status	Action
Buildings		20150704	Early Mock Douglas County Election	10/02/2015 - 11/02/2015 Exclude 10/31/2015, 11/01/2015	11/05/2015	☐	Pre Published	Manage
All Buildings		20150702	Kelly's Test Election	10/12/2015 - 11/02/2015 Exclude 11/01/2015	11/03/2015	☐	Published	Manage
Potential Buildings		20150803	PW3 Demo	10/02/2015 - 10/09/2015 Exclude 10/08/2015	10/10/2015	☐	Pre Published	Manage
Active Buildings		20150802	PW2 Demo	08/01/2015 - 08/13/2015	09/14/2015	☒	Pre Published	Manage
Asset Planning		20150801	PW Demo	08/17/2015 - 08/30/2015 Exclude 08/22/2015, 08/23/2015	08/31/2015	☐	Pre Published	Manage
Areas		20150703	GL Test	08/03/2015 - 08/17/2015 Exclude 08/11/2015	08/17/2015	☐	Pre Published	Manage
Precincts		201507	2015 July Elec	07/01/2015 - 07/28/2015 Exclude 07/21/2015, 07/26/2015	07/29/2015	☐	Pre Published	Manage
Election Settings		20150706	Mock Election Douglas	07/01/2015 - 07/13/2015 Exclude 07/10/2015	07/24/2015	☐	Pre Published	Manage
Payments		20150705	All Election Facilities	07/20/2015 - 07/20/2015	07/20/2015	☐	Pre Published	Manage
Reports		20150707	Statewide Election	07/01/2015 - 07/13/2015	07/17/2015	☐	Pre Published	Manage
Street Index		20150701	Mock Election	07/01/2015 - 07/07/2015	07/14/2015	☐	Pre Published	Manage
Members		20150700	Sara Election		07/12/2015	☐	Pre Published	Manage
My Profile		20150708	2015 Primary Election		06/02/2015	☐	Pre Published	Manage
Web Log		All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z						
		Add New						

2. Define the detail needed:
 - a. Election Name – this will be the name that is displayed in the dropdown at the top of most PollChief pages
 - b. Election number – this is predefined but please edit if needed
 - c. Election date – this is the election day. Click on the calendar icon to choose the desired day.
 - d. Election period – this is the date range of early voting.
 - i. Define the starting day and ending day in the calendar boxes.
 - e. Exclude – this is how you can exclude a certain day from the early voting period.
 - i. Click on the calendar icon to choose which day won't be open for early voting.
 - ii. Click the  icon to add another day to exclude if needed. Continue using this icon to add all the different excluded days.
 - iii. To remove an excluded day, click the  icon.
 - f. Status – this drives information to the worker PORTAL, please ignore this for now.
 - g. Election Settings Template – this example I'm choosing a blank option so you can go through all the steps.
3. Click Save.

IF YOU HAVE QUESTIONS PLEASE CONTACT US A 517-381-1830
OR AT KELLY@KONNECH.COM & BENGALICKI@KONNECH.COM

Mountain Standard Time: Thursday, August 6, 2015 11:37:02 AM

Back **Save**

Election Add/Edit

Election Name: PW4 Demo

Election Number: 20150804

Election Date:

Election Period From: To:

Exclude ☐

Status Pre Published

Election Settings Template: Select Template

Description:

Save

Defining your Active Buildings

1. Click on the active building tab
2. Make sure the election listed at the top is your election you want to work out of.
3. Since we created an election with no template, there are no VSPC, Training, 24/7 Drop-off, etc. buildings defined.

Mountain Standard Time: Thursday, August 6, 2015 11:43:51 AM

PLMS [Technical Help](#) [Logout](#)

Hello, George Konnech (Version 2.6.15.0115)

Home **Communication** **Organizations** **Buildings** **Precincts** **Election Settings** **Payments** **Reports** **Street Index** **Members** **My Profile**

Export **Location Label** **Active Buildings**

<< PW4 Demo >>

VSPC (0) Training (0) 24/7 Drop-off (0) Designated Drop-offs (0) Post Offices (0) Other Locations (0)

ID	Building	Building Name	Building Phone Number	Election Period	Election Day Use	Action
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z						

Add **Remove** **Replace Buildings** **Communication** **Send To Payroll**

Gray item(s) is the building(s) used in election, but not in potential building.

Search **All**

Keyword:

Organization Type:

☐ Is Paid

Search

Poll Location Map

Voter Density Map

Icon Key

☐ Private

☐ Sent To Payroll

Defining the VSPC centers

4. In the active building tab – make sure you’re in the VSPC tab – click ‘add’. The popup will be all your current ‘active’ buildings.
 - a. Check THE boxes next to the buildings you want to make active for the building type.
 - b. Click ‘Save’. This will add them under the tab you are within.

IF YOU HAVE QUESTIONS PLEASE CONTACT US A 517-381-1830
OR AT [KELLY@KONNECH.COM](mailto:kelly@konnech.com) & [BENGALICKI@KONNECH.COM](mailto:bengalicki@konnech.com)

Export Location Label

<< PW4 Demo >>

Search A

VSPC (0) Training (0) 24/7 Drop-off (0) Designated Drop-offs (0) Post Offices (0) Other Locations (0)

Building ID

Add Remove R

Gray item(s) is the building

Keyword: Organization Type: All Search

Building List (17)

BLDG ID	Building Name	Organization	Phone	Zip	Status
EDCVHS	CASTLE VIEW HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT		80568	Potential
EDCPHS	CHAPARRAL HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT		80134	Potential
8790	D-Private_Building01	D-Building01-Mock	(303) 663-6266	80124	Potential
EDDCHS	DOUGLAS COUNTY HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT		80104	Potential
VSPCEOHQ	ELECTION OFFICE HEADQUARTERS	DOUGLAS COUNTY		80109	Potential
1417	fake bldg	TEST BLDG		33333	Potential
EDHRHS	HIGHLANDS RANCH HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT		80130	Potential
VSPCHRSS	HIGHLANDS RANCH SHERIFF SUBSTATION	DOUGLAS COUNTY SHERIFF OFFICE		80129	Potential
VSPCLKS	LARKSPUR FIRE DEPT.	LARKSPUR FIRE DEPT.		80118	Potential
VSPCPMC	LONE TREE MOTOR VEHICLE OFFICE	DOUGLAS COUNTY		80124	Potential
EDMVHS	MOUNTAIN VISTA HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT		80126	Potential
EDTRHS	THUNDERRIDGE HIGH SCHOOL	DOUGLAS COUNTY FAIRGROUNDS AND EVENT CENTER		80129	Potential

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Save

Midnight Standard Time: Thursday, August 6, 2015 11:40:59 AM Hello, George

Home

Communication

Organizations

Buildings

All Buildings

Potential Buildings

Active Buildings

Asset Planning

Areas

Precincts

Election Settings

Payments

Reports

Street Index

Export Location Label

<< PW4 Demo >>

✓ Saved Successfully.

VSPC (2) Training (0) 24/7 Drop-off (0) Designated Drop-offs (0) Post Offices (0) Other Locations (0)

Building ID	Building Name	Building Phone Number	Election Period	Election Day Use	Action
EDDCHS	DOUGLAS COUNTY HIGH SCHOOL				Edit
VSPCHRSS	HIGHLANDS RANCH SHERIFF SUBSTATION				Edit

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add Remove Replace Buildings Communication Send To Payroll

Gray item(s) is the building(s) used in election, but not in potential building.

Defining the VSPC buildings as early voting use and/or Election Day use

1. In the active buildings tab, make sure you are viewing the VSPC tab for the election desired.
2. Click 'edit' across from a building.
3. In the building profile, locate the Election Use section. Check the box next to the desired early voting time period and/or Election Day period. This is how you will define the building's use for early voting and or for Election Day.
4. Click 'save' when finished. Click save/next to move to the next building in the list.

IF YOU HAVE QUESTIONS PLEASE CONTACT US A 517-381-1830
OR AT KELLY@KONNECH.COM & BENGALICKI@KONNECH.COM

Back View Next >> Save Save/Next Building Add/Edit

PW4 Demo

Building Name: DOUGLAS COUNTY HIGH SCHOOL

Basic Info Contact Info Other Info

Building ID: EDDCHS

Building Name: DOUGLAS COUNTY HIGH SCHOOL

Organization Name: DOUGLAS COUNTY SCHOOL DISTRICT

Building Address:

Street Address: 2842 FRONT ST.

City: CASTLE ROCK State: CO

Zip: 80104

☐ Define Mailing Address for Payment

Building Phone Number:

Open Hours: 12

Constraint:

Training Classroom #:

Election Setup Area & Room #:

Cross Street:

Short Directions:

Long Directions:

Picture Map Point Attach Files

No Picture

Choose File No file chosen Upload

Maximum file size: 5MB.
The allowed file format: .gif, .jpg, .jpeg, .bmp, .png

Election Use

☐ Election Period: 01/15/2016 - 01/22/2016

☐ Election Day: 01/23/2016

- Back in the active building –VSPC tab, you’ll now see the ‘Y’ in the different columns. This ‘Y’ is representing that ‘yes’, it’s defined as being used for this type of election use.

Export Location Label Active Buildings

<< PW4 Demo >>

VSPC (2) Training (0) 24/7 Drop-off (0) Designated Drop-offs (0) Post Offices (0) Other Locations (0)

ID	Building	Building Name	Building Phone Number	Election Period	Election Day Use	Action
EDDCHS	☐	DOUGLAS COUNTY HIGH SCHOOL		Y	Y	Edit
VSPCHRSS	☐	HIGHLANDS RANCH SHERIFF SUBSTATION			Y	Edit

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add Remove Replace Buildings Communication Send To Payroll

Gray item(s) is the building(s) used in election, but not in potential building.

Search All

Keyword:

Organization Type: All

☐ Is Paid

Search

Poll Location Map

Voter Density Map

Add buildings to the other types of election categories (ie. Training, 24/7 drop-off, designated drop-offs, other locations)

- In the active building tab, click on the tab desired.
- Use the ‘add’ button to have the popup appear. Check the box next to the building(s) you want to add under that category and then click ‘save’.
 - Note: you’ll want to setup your training locations so that they are available for training class setup.

Mountain Standard Time: Thursday, August 6, 2015 11:37:11 AM

Home | Communication | Organizations | Buildings | All Buildings | Potential Buildings | **Active Buildings** | Asset Planning | Areas | Precincts | Election Settings

Export | Location Label

<< PW4 Demo >>

✓ Saved Successfully.

VSPC (3) Training (1) 24/7 Drop-off (0) Designated Drop-offs (0) Post Offices (0) Other Locations (0)

Building ID	Building Name	Building Phone Number	Action
☐ VSPCEOHQ	ELECTION OFFICE HEADQUARTERS		Edit

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add Remove Replace Buildings Communication

Poll Worker Tasks

Defining job titles for the election

1. Either click on the target number or click on the job title settings tab.

Mountain Standard Time: Thursday, August 6, 2015 12:00:08 PM

Home | Communication | Poll Workers | Assigned | Training | Election Day Attendance | Payroll | Complaints | Reports | **Job Title Settings** | Active Buildings | Precincts | Members | My Profile | Web Log

<< PW4 Demo >>

Poll Worker Overview Normal [At A Glance](#)

[Target](#)

Target	Interested	Assigned	Training	Completed	Attendance	Payroll
0	0	0	0	0	0	0

```

graph LR
    Applicant --> PollWorker[Poll Worker]
    PollWorker --> Assigned
    Assigned --> Payroll
    PollWorker --> TrainingClass[Training Class]
    TrainingClass --> TrainingTracking[Training Assignment Tracking]
    Assigned --> PollDayAttendance[Poll Day Attendance]
    PollDayAttendance --> Complaints
  
```

2. Make sure the screen is listing the election you want to setup job titles for.

Home | Communication | Poll Workers | Assigned | Training | Election Day Attendance | Payroll | Complaints | Reports | **Job Title Settings** | Active Buildings | Precincts | Members | My Profile | Web Log

Expense Settings | Job Title Budget | Election Job Titles

<< PW4 Demo >>

Election Job Title (0)

Sort	Job Title	Assignment Type	Use For	Work Time	Pay Type	Payment	Action
☐							

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Job Title Bank Add New Job Title Remove Copy From History Election

Target Overview

VSPC	0
Area	0
Other Location	0
Total	0

3. Click Job Title Bank → this is the list of all your job titles which have been used in the past.
 - a. Check the box next to the job title desired and click 'Save'. This will add the job title to the election.

Job Title Bank

Job Title	Assignment Type	Use For	Work Time	Pay Type	Payment	Action
0 BA - Paper Ballot Judge	Per VSPC	Election Day	07:00 AM-07:00 PM	Lump Sum	\$125,000	Edit Delete
1 EV - E - Ballot Baorad	Per VSPC	Early Voting	01:00 AM-01:00 PM	Lump Sum	\$100,000	Edit Delete
1 WA - WAREHOUSE WORKER	Per VSPC	Election Day	12:00 AM-10:00 AM	Per Unit	\$10,000	Edit Delete
1 APM - ASSISTANT POLL MANAGER	Per VSPC	Election Day	08:00 AM-05:00 PM	Lump Sum	\$125,000	Edit Delete
1 VSPC - VOTER SERVICE & POLLING CENTER JUDGE	Per VSPC	Election Day	05:00 AM-02:00 PM	Per Unit	\$10,000	Edit Delete
2 BA - BALLOT JUDGE	Per VSPC	Election Day	08:00 AM-05:00 PM	Lump Sum	\$125,000	Edit Delete
3 BA - BALLOT BOX JUDGE	Per VSPC	Election Day	09:00 AM-03:00 PM	Per Unit	\$125,000	Edit Delete
4 BOD - BOD BALLOT	Per VSPC	Election Day	06:00 AM-02:00 PM	Lump Sum	\$125,000	Edit Delete
5 CO - COURIER	Per VSPC	Election Day	06:00 AM-06:00 PM	Per Unit	\$125,000	Edit Delete
6 CO - COMPUTER JUDGE	Per VSPC	Election Day	05:00 AM-04:00 PM	Lump Sum	\$125,000	Edit Delete

- Each job title is setup either for Election Day or early voting use. Notice the 'Use For' column. This shows off the 'use'.
- The Assignment Type column is showing off where the job title will be assigned: to a VSPC, to a building defined as 'other location' or to an area.

Job Title Settings

Job Title	Assignment Type	Use For	Work Time	Pay Type	Payment	Action
0 BA-Paper Ballot Judge	Per VSPC	Election Day	07:00 AM-07:00 PM	Lump Sum	\$125,000	Edit
6 CO-COMPUTER JUDGE	Per VSPC	Election Day	05:00 AM-04:00 PM	Lump Sum	\$125,000	Edit
8 EVBA-EV BALLOT JUDGE	Per VSPC	Early Voting	07:00 AM-02:00 PM	Lump Sum	\$145,000	Edit
11 EVBOD-EV BOD BALLOT	Per VSPC	Early Voting	05:00 AM-05:00 PM	Per Unit	\$10,000	Edit
12 EVCJ-EV COMPUTER JUDGE	Per VSPC	Early Voting	04:00 AM-06:00 PM	Per Unit	\$10,000	Edit

Target Overview

VSPC	0
Area	0
Other Location	0
Total	0

Editing job title information

- In the job title settings tab, click 'edit' across from a job title.

Expense Settings		Job Title Budget					
<< PW4 Demo >>							
Election Job Title (5)							
☐ Sort	Job Title	Assignment Type	Use For	Work Time	Pay Type	Payment	Action
☐ 0	BA-Paper Ballot Judge	Per VSPC	Election Day	07:00 AM-07:00 PM	Lump Sum	\$125.000	Edit
☐ 6	CO-COMPUTER JUDGE	Per VSPC	Election Day	05:00 AM-04:00 PM	Lump Sum	\$125.000	Edit
☐ 8	EVBA-EV BALLOT JUDGE	Per VSPC	Early Voting	07:00 AM-02:00 PM	Lump Sum	\$145.000	Edit
☐ 11	EVBOD-EV BOD BALLOT	Per VSPC	Early Voting	05:00 AM-05:00 PM	Per Unit	\$10.000	Edit
☐ 12	EVCJ-EV COMPUTER JUDGE	Per VSPC	Early Voting	04:00 AM-06:00 PM	Per Unit	\$10.000	Edit
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z							
Job Title Bank		Add New Job Title	Remove	Copy From History Election			

2. In the 'edit' screen you can update:

- Sort order – this will just list the job titles in a specific order when in a list
- Work time – this is used for communication sent to the worker who is working this position. It also is very important for your Early Voting Job titles. It will help populate the hours the worker worked each day they were assigned.
- Assignment type – this will help populate this job title in the 'add job title' list for the building of the 'type' defined.
 - For example a job title which is setup with a 'type' as per other location will not have the job title be available to be assigned to a VSPC center.
- Pay type – this is how you define if the payment will be lump sum or per unit.
 - Per unit = hourly
- Payment – define the amount to be paid based on the pay type.
- Use for – this is how you define if the job title is for Election Day use or early voting.
- Need package – set this to 'yes' if you want in PAMS to be able to pack a container of items for each person assigned this job title.
 - If no or left blank – it will not be in PAMS
- Need Communication? – If defined as yes, the job title will be available to assign a county assigned cell phone to each worker of this job title.
- Work hours – the amount of hours that a shift consists of
 - Usually 8
- Overtime Payment – the pay rate for overtime hours

Election Job Title Edit	
Abbreviation:	BA
Sort Order:	0
Use For:	Election Day
Work Time:	07 AM 00 - 07 PM 00
Pay Type:	Lump Sum
Payment:	125.00
Need Package:	☐
Title:	Paper Ballot Judge
Assignment Type:	Per VSPC
Work Hours:	8.00
Overtime Payment:	0.00
Need Communication?:	☐

Save

3. Click 'save' when finished editing.

Extra Expenses

Extra expenses are extra pay options to provide to a job title that is different than their Election Day pay or training pay. For example overtime, mileage reimbursement, etc.

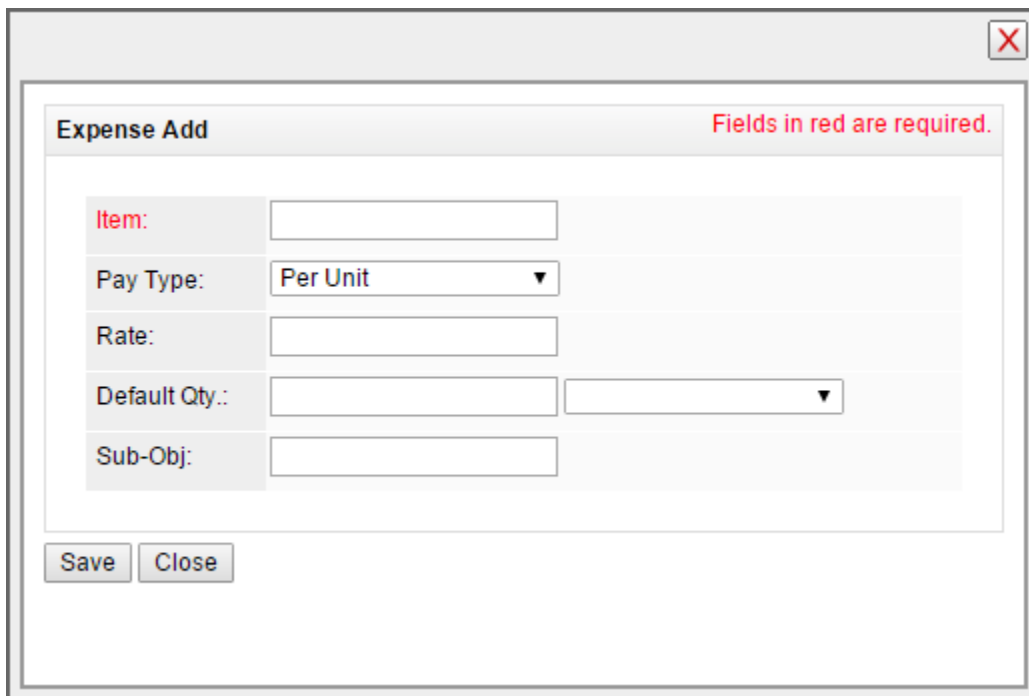
1. Job title settings → click extra expenses

2. Click 'Add' to add a new expense.
 - a. If the expense is one that you want to give an exact amount to each worker of a position, I recommend using 'lump sum'. Define the amount you want to give the worker in the 'Rate' field. Leave the sub-obj field blank.

- b. If the expense is an optional payment for a position, it would be best to use the pay type per unit for the expense. For example Mileage – some workers may need to be reimbursed for this. Having this expense setup as per unit, the mileage reimbursement will only be applied to the worker IF you populate how many miles driven. If you leave this expense blank in the worker's payroll profile, then they won't be getting any money for miles.
 - i. Setup the expense like so:
 1. Pay type: per unit
 2. Rate: the amount you want to give per mile
 3. Default qty: this you can populate with '0' or a number.
 - a. Leaving it at 0, this would start every position off receiving 0.00 for miles. You then would have to type in

the amount the worker drove for the system to then to the math of how much they should receive.

- b. Populating this with a number, for example '10', this would start everyone off saying they drove '10' miles. So 10 miles x 0.55 = \$5.50. This means every worker would start out with \$5.50 for miles. You of course in the worker's payroll profile edit the number 10 if needed.
- c. Leave sub-obj blank.



Expense Add Fields in red are required.

Item:	
Pay Type:	Per Unit
Rate:	
Default Qty.:	
Sub-Obj:	

3. The expenses defined are currently setup to be chosen for a job title. You can edit existing ones or add new.

Back

Expense Settings

Expense Settings

Items	Pay Type	Rate	Quantity	Sub-Obj	Action
EV Asst Poll Mgr OT	Per Unit	15.000	0.00		Update Delete
EV Ballot Judge OT	Per Unit	15.000	0.00		Update Delete
EVEPB JUDGE OT	Per Unit	15.000	0.00		Update Delete
Mileage	Per Unit	0.555	0.00		Update Delete
AllA B C D E F G H I J K L M N O P Q R S T U V W X Y Z					
AddUpdate All					

4. Edit the name, pay type, rate, quantity for one row and click 'Update'.

- a. Note: ignore the sub-obj → based on our payroll discussion, you won't use this so I'll have it removed

Defining expenses with a job title

1. In the job title settings tab, click 'edit' across from a job title.
2. At the bottom of the screen, you'll see the expense options. Click the check box next to the expense you want active for this job title in the payroll.
3. Click 'save'.

Back Next >> Save Save/Next

Election Job Title Edit Fields in red are required.

Abbreviation: BA

Sort Order: 0

Assignment Type: Per VSPC

Use For: ☒ Election Day ☐ Early Voting

Need Package: ?

Title: Paper Ballot Judge

Work Time: 07 AM 00 - 07 PM 00

Pay Type: Lump Sum

Payment: 125.000

Need Communication: ?

Title	Pay Type	Rate	Quantity
☐ EV Asst Poll Mgr OT	Per Unit	15.000	0.00
☐ EV Ballot Judge OT	Per Unit	15.000	0.00
☐ EVEPB JUDGE OT	Per Unit	15.000	0.00
☒ Mileage	Per Unit	0.555	0.00

Save

Assignment Needs

The assignment needs page is very helpful to allow you to see the day by day job title need and who's assigned.

Here is where you can define the job title need at the sites for the different day and then also the target need per job title.

You can assign workers to the job titles from this tab.

Setting up job titles and target need at the buildings for the election

1. Click on the Assigned tab.
2. Click on the Assignment Needs button.

Home At A Glance Poll Worker Directory Export Dymo Worker Label Worker Label Assignment Needs

Communication

Poll Workers

Assigned

Training

Election Day Attendance

Payroll

Complaints

Assigned (1) Cancelled Assigned List (0)

Name	Party	Job Title	Age	Work Place	Training Class	Communication	Action
AADAMB, CBOWERSD	REP	BA - Paper Ballot Judge		ROCK CANYON HIGH SCHOOL			Edit

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Remove Cancel Complaint Communications Export Work Bar Code Assign to Training Send Out Account Yes Interested Not Interested

3. The next screen will list out the different types of places a worker could be assigned: VSPC, Other Locations, Areas.
4. The 'use for' for VSPC tab is showing off if the building is setup for early voting use and/or Election Day use.

Back	Export Vacant Report	View By List	Assignment Needs
<< Kelly's E 2 >>			
Total Assigned: 31 DEM Assigned: 2 REP Assigned: 5 Other Assigned: 24			
VSPC (12)	Other Location (1)	Area (3)	
ID	Building Name	Use For	Filled / Total Target Need
2	2 Building		0 / 0
3	3 Building		0 / 0
1	call out ex		0 / 0
EDHRHS	HIGHLANDS RANCH HIGH SCHOOL		2 / 2
VSPCLKS	LARKSPUR FIRE DEPT.		13 / 26
4908	Lone Tree Municipal Bldg.		0 / 0
EDMVHS	MOUNTAIN VISTA HIGH SCHOOL	Early Voting / Election Day	14 / 3
5596	Pat's Garage		0 / 0
EDPNHS	PONDEROSA HIGH SCHOOL	Election Day	3 / 3
EDRCHS	ROCK CANYON HIGH SCHOOL	Election Day	2 / 3
EDTRHS	THUNDERIDGE HIGH SCHOOL	Early Voting / Election Day	4 / 7
8769	VSPC in CR		0 / 0

5. Choose one of the VSPC's as your building that you will add job titles to and then apply to other locations. *NOTE: Once you set up all of your days, you can export a list of all the job vacancies via excel by clicking on "Export Vacant Report," OR click on "View By List" to bring you a screen that lists all of the position slots and who they are filled by (or not filled).*
 - a. Click on the day number across from the desired location. For example the blue '0' across from 2 Building. The next screen you'll see is one telling you there are no work days defined yet for the building. Click ["Add Day\(s\)"](#).

Home	Back	Add Day(s)	Delete Day	Add Job Titles to a Day	Copy Day Assignment	Copy To Other VSPC(s)	Assignment Needs
Communication	PW4 Demo						
Poll Workers	Assignment Type: VSPC						EDDCHS - DOUGLAS COUNTY HIGH S
Assigned	There is no work day for this work place, please click Add Day(s) to setup assignment.						
Training							Icon Key ☒ Remove Worker from the assignment ☒ Student Worker ☒ Caucus Worker ☒ Early Voting and Election Day
Election Day Attendance							
Payroll							
Complaints							
Reports							
Job Title Settings							
Active Buildings							

- b. The next screen will be the calendar. The Election Day is defined with a circle. In this calendar, you'll want to define the early voting day(s) the building is going to be open.

Back	Save	Calendar				
Please select which day(s) to add to: EDDCHS - DOUGLAS COUNTY HIGH SCHOOL:						
<< Jan. 2016 >>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Save						

- c. The days you choose will activate to a yellow background. Once all the days are defined, click 'Save'. This should change the day numbers to 'red'. The red coloring is trying to tell you these days are already setup as active days for the building.

Back Save Calendar

Please select which day(s) to add to: EDDCHS - DOUGLAS COUNTY HIGH SCHOOL:

<< < Jan. 2016 > >>

already defined days Green: available days

Currently Selected Election Day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Save

- d. Click 'back' to return to the day by day screen for the selected location. (see image below)

Back Add Day(s) Delete Day Add Job Titles to a Day Copy Day Assignment Copy To Other VSPC(s) Assignment Needs

PW4 Demo

Assignment Type: VSPC EDDCHS - DOUGLAS COUNTY HIGH S

< Monday - 01/11/2016 >

Job Title	Assigned Workers	Action
	All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	

Icon Key

- Remove Worker from the assignment
- Student Worker
- Caucus Worker
- Early Voting and Election Day

- e. Click 'Add Job Titles to a Day' to add job titles and the target need to the day for the selected building.
- The job titles that are showing are only for the type of building you are viewing ALONG with the type day you are currently within. For example I'm viewing a VSPC location on a day that isn't defined as 'election day'. Therefore the job titles in the popup are early voting job titles.
- f. Check the box next to the job title you want to assign to the day. This will activate the 'target' field. Type in the target amount.
- Note: the target is the number of workers you want to be staffed for the job title on the day at the building.
- g. When finished, click 'save'.

- h. The job titles you chose should now be in the screen along with your target need.
 - i. The (X/X) = target need. This is representing number of workers assigned to this job title / target need
- i. Continue clicking 'add job titles to a day' to add more and more job titles.
 - i. If the job title you want to add isn't listed in the popup, go back to the job title settings tab and make sure the job title is listed within the screen for the correct 'assignment type' and 'use for'.

Editing the target need

1. For the day and location desired, click 'Adjust Target' across from the job title you want to edit.
2. In the popup, change the target need and click 'save'.

Deleting a job title

1. For the day and location desired, click 'Delete Job Title' across from the job title.

- This will only delete the job title if no workers are currently assigned to the position for this day and this building.

Applying a day job title and target need to other day(s)

- In the assigned tab → click on assignment needs
- Click on the day number across from the desired location. It will default open to the first 'open' day for the building.
- Click 'Copy Day Assignment' to apply the current job title and target setup to a different day for this building.
 - For example my image below is for Douglas County High School. You can take this Monday day assignment for early voting and apply it to the Douglas County High School for Tues/Wed/Thurs/ etc.

- In the next screen, click on the calendar days you want to apply this Monday assignment to.

- When ready, click 'save'. This will generate a popup asking what you want the copy to include: Just the job title and target need? Or the job title, target need and the current workers assigned to this day.
 - Choose your option and click 'save'.

Do you want to assign the workers to the day(s) chosen as well?

☐ Yes, assign the same workers.

☐ No, only copy over the job titles and the quantity needed.

Save Cancel

- Now, for the job title, target need and workers (if there were any and you chose that option) will be available for the days selected.

Mountain Standard Time: Thursday, August 6, 2015 1:24:11 PM Hello, George Konnech (Version 2.6.15.0515)

Back Add Day(s) Delete Day Add Job Titles to a Day Copy Day Assignment Copy To Other VSPC(s) Assignment Needs

PW4 Demo

Assignment Type: VSPC EDDCHS - DOUGLAS COUNTY HIGH S

Tuesday - 01/12/2016

Job Title	Assigned Workers	Action
EVBA - EV BALLOT JUDGE(0/3)		Assign Worker Title Adjust Target Delete Job Title
EVCJ - EV COMPUTER JUDGE(0/2)		Assign Worker Title Adjust Target Delete Job Title

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Icon Key

- ☒ Remove Worker from the assignment
- Student Worker
- Caucus Worker
- Early Voting and Election Day

Deleting a work day from a building

- In the assigned tab → click assignment needs.
- Click on the number of days across from the desired building that has a day you'd like to delete.
- Use the dropdown in the middle of the screen to choose the day you desire to delete.

Mountain Standard Time: Thursday, August 6, 2015 1:24:11 PM Hello, George Konnech (Version 2.6.15.0515)

Back Add Day(s) Delete Day Add Job Titles to a Day Copy Day Assignment Copy To Other VSPC(s) Assignment Needs

PW4 Demo

Assignment Type: VSPC EDDCHS - DOUGLAS COUNTY HIGH S

Tuesday - 01/12/2016

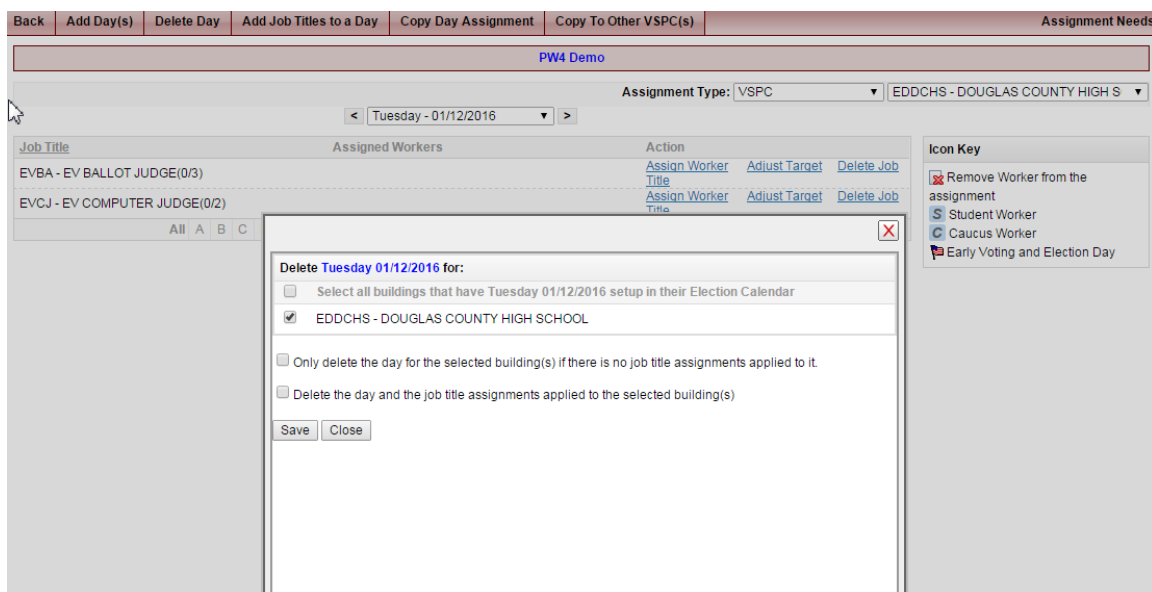
Job Title	Assigned Workers	Action
EVBA - EV BALLOT JUDGE(0/3)		Assign Worker Title Adjust Target Delete Job Title
EVCJ - EV COMPUTER JUDGE(0/2)		Assign Worker Title Adjust Target Delete Job Title

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Icon Key

- ☒ Remove Worker from the assignment
- Student Worker
- Caucus Worker
- Early Voting and Election Day

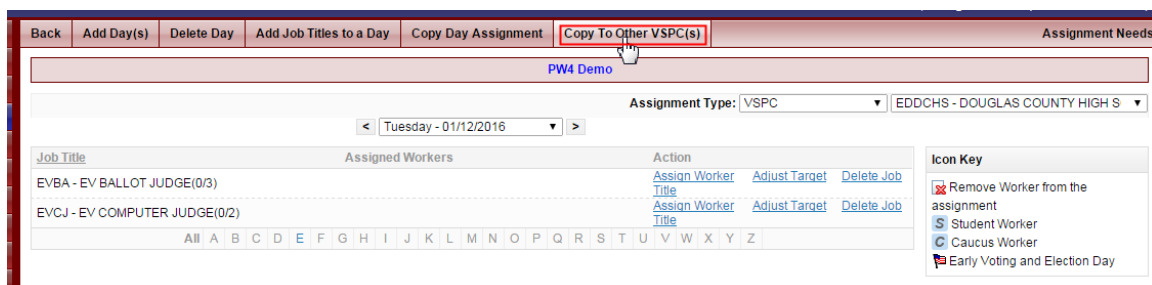
- When the day is displayed, click 'Delete Day'.
 - The popup will show off all the buildings that have that day setup in the election calendar. You can choose which buildings to delete the day out of.
 - Choose the option you'd like and click 'save'.



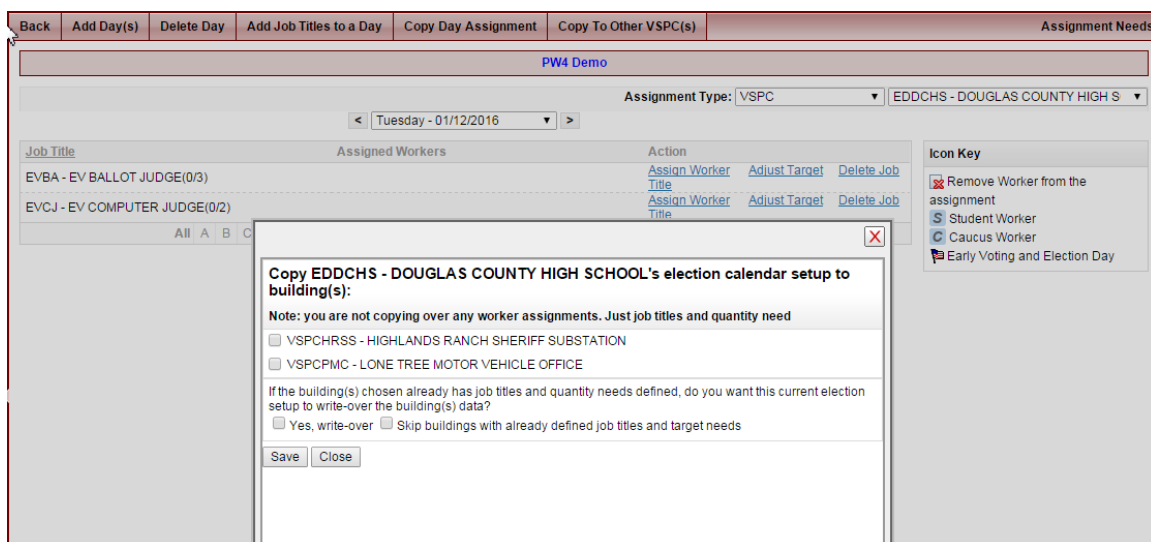
Applying a building's full calendar of election days and job title target needs

Once you have one building's days and job title and target needs setup for the full election period, you can apply it to all the other sites of the same type. (For example you can only apply a VSPC setup to other VSPC buildings. You can't apply a VSPC setup to an 'other location').

1. In the assigned tab → click Assignment Needs
2. Click on the number of days across from the building desired.
3. Click on the button called 'Copy to Other VSPC(s)'.



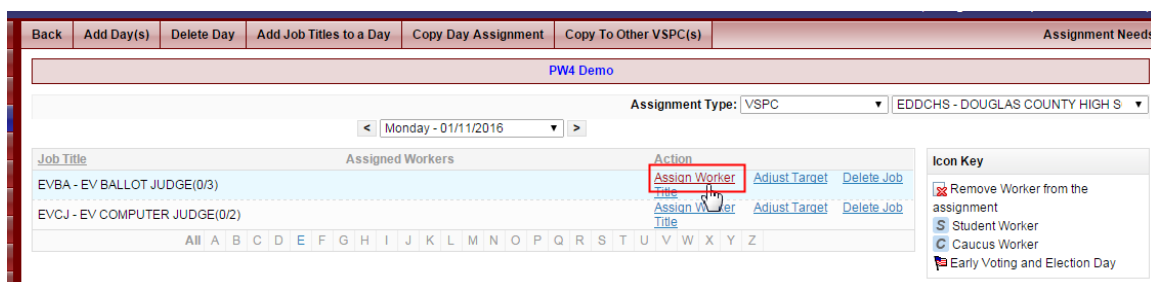
- a. This will activate a popup – choose which buildings you want to apply the site's full assignment of information to.
- b. Choose the assignment setup desired and click 'save'.



Work assignments

Assigning workers to job titles from the building calendar

1. In the assigned tab, click assignment needs
2. Click on the days number across from the desired location
3. Choose the day desired to add a worker to.
4. Click 'Assign Worker' across from the job title you want to put a worker at.



5. By default, the popup have 1 filter set: to only show workers who currently aren't assigned to this specific day.
6. Click the check box next to the worker name you want to fill that job title and click 'assign worker'. (note: you can choose multiple workers at once)

Assign Poll Worker to Job Title: 1CJ - #1 Computer Judge, Work Place: 2 - 2 Building on Wednesday 10/28/2015

☒ Review Poll Workers that aren't assigned on Wednesday 10/28/2015

Name	Age	Interested	Home State Precinct	Party	Caucus Worker?	Background	Past Assignment	Work Place	Rating
AAAAA, BBBBB						Qualified			
AAARONB, CMENKED S		Y				Paperwork Sent	CO - COURIER	Area 02	
AAARONB, CPETERSOND				UAF		Paperwork Sent	EVPR - EV POLLBOOK JUDGE	PARKER TOWN HALL	
AAARONB, CSOCHAD				UAF		Paperwork Sent	BA - BALLOT JUDGE	THUNDERRIDGE HIGH SCHOOL	
AAARONB, CTHOMASD	96			DEM		Paperwork Sent	EVSCO - EV SITE COORDINATOR	CHAPARRAL HIGH SCHOOL	
AAB, CPRICED				REP		Paperwork Sent	BA - Paper Ballot Judge	CASTLE VIEW HIGH SCHOOL	
AAB, CWASHBURND				DEM		Paperwork Sent	BA - BALLOT JUDGE	CASTLE VIEW HIGH SCHOOL	Good
AABDELB, CELZARADD				DEM		Paperwork Sent	EVPR - EV POLLBOOK JUDGE	CASTLE VIEW HIGH SCHOOL	
AABELB, CALMAZAND				REP		Paperwork Sent	CO - COMPUTER JUDGE	THUNDERRIDGE HIGH SCHOOL	
AABHILASHAB, CSHARMAD				DEM		Paperwork Sent	CO - COURIER	THUNDERRIDGE HIGH SCHOOL	

10 Per Page Next>> Page 1 of 591 1

Assign Worker

Search

Keywords:

Home State Precinct:

Age:

Language:

Party:

Interested: ☐ Yes ☐ No

Job Title:

Work Place:

Worker Type:

Background:

Caucus: ☐ Yes ☒ No

Specialties:

Rating:

Search

7. You'll see the worker name across from the job title. The worker's name will have the party affiliation in parenthesis next to it. The name may also have some icons next to it to help define the worker as 'student' or 'caucus' or a worker with ev and election day job title assignments.

Back Add Day(s) Delete Day Add Job Titles to a Day Copy Day Assignment Copy To Other VSPC(s) Assignment Needs

PW4 Demo

Added Successfully.

Assignment Type: VSPC EDDCHS - DOUGLAS COUNTY HIGH S

Monday - 01/11/2016

Job Title	Assigned Workers	Action
EVBA - EV BALLOT JUDGE(1/3)	ABBOTT JANET (REP)	Assign Worker Title Adjust Target Delete Job
EVCJ - EV COMPUTER JUDGE(0/2)		Assign Worker Title Adjust Target Delete Job

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Icon Key

- Remove Worker from the assignment
- Student Worker
- Caucus Worker
- Early Voting and Election Day

Remove a worker from the job title using the election calendar

1. In the election calendar list for a building, check the red 'x' next to a worker's name to remove them from the days job title.

Back Add Day(s) Delete Day Add Job Titles to a Day Copy Day Assignment Copy To Other VSPC(s) Assignment Needs

PW4 Demo

Added Successfully.

Assignment Type: VSPC EDDCHS - DOUGLAS COUNTY HIGH S

Monday - 01/11/2016

Job Title	Assigned Workers	Action
EVBA - EV BALLOT JUDGE(1/3)	ABBOTT JANET (REP)	Assign Worker Title Adjust Target Delete Job
EVCJ - EV COMPUTER JUDGE(0/2)		Assign Worker Title Adjust Target Delete Job

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Icon Key

- Remove Worker from the assignment
- Student Worker
- Caucus Worker
- Early Voting and Election Day

Assigning workers to a job title from the worker profile

1. In the poll worker tab → click 'edit' across from a worker.

Home	Comparison Export	Update Home Precinct & Town Precinct & Home District	Worker Label	Export																																																																																																			
Communication	<< PW4 Demo >>																																																																																																						
Poll Workers	☐ Poll Workers (5894) ☐ Removed (1) ☒ Review Poll Workers that aren't assigned																																																																																																						
Assigned	<table border="1"> <thead> <tr> <th>☐ Name</th> <th>Age</th> <th>Interested</th> <th>Home State Precinct</th> <th>Party</th> <th>Caucus Worker?</th> <th>Background</th> <th>Past Assignment</th> <th>Work Place</th> <th>Rating</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>☐ 2TEST, XLO S</td> <td>17</td> <td></td> <td></td> <td></td> <td>No</td> <td>Paperwork Received</td> <td>EVBA - EV BALLOT JUDGE</td> <td>PARKER TOWN HALL</td> <td></td> <td>Edit</td> </tr> <tr> <td>☐ 33, VICTOR</td> <td>21</td> <td></td> <td></td> <td>Unaffiliated</td> <td>No</td> <td>Denied</td> <td></td> <td></td> <td></td> <td>Edit</td> </tr> <tr> <td>☐ AALBU, JILL</td> <td></td> <td></td> <td></td> <td>American Constitution</td> <td>No</td> <td>Qualified</td> <td></td> <td></td> <td></td> <td>Edit</td> </tr> <tr> <td>☐ AALBU, JILL</td> <td></td> <td></td> <td></td> <td>Republican</td> <td>No</td> <td>Qualified</td> <td></td> <td></td> <td></td> <td>Edit</td> </tr> <tr> <td>☐ AAMODT, PETER</td> <td></td> <td></td> <td></td> <td>Unaffiliated</td> <td>No</td> <td></td> <td></td> <td></td> <td></td> <td>Edit</td> </tr> <tr> <td>☐ ABAR, MATTHEW</td> <td></td> <td></td> <td></td> <td>Republican</td> <td>No</td> <td></td> <td></td> <td></td> <td></td> <td>Edit</td> </tr> <tr> <td>☐ ABBEY, EUNICE</td> <td></td> <td></td> <td></td> <td>Republican</td> <td>No</td> <td></td> <td></td> <td></td> <td></td> <td>Edit</td> </tr> <tr> <td>☐ ABEL, JAMES</td> <td></td> <td></td> <td></td> <td>Unaffiliated</td> <td>No</td> <td></td> <td></td> <td></td> <td></td> <td>Edit</td> </tr> </tbody> </table>				☐ Name	Age	Interested	Home State Precinct	Party	Caucus Worker?	Background	Past Assignment	Work Place	Rating	Action	☐ 2TEST, XLO S	17				No	Paperwork Received	EVBA - EV BALLOT JUDGE	PARKER TOWN HALL		Edit	☐ 33, VICTOR	21			Unaffiliated	No	Denied				Edit	☐ AALBU, JILL				American Constitution	No	Qualified				Edit	☐ AALBU, JILL				Republican	No	Qualified				Edit	☐ AAMODT, PETER				Unaffiliated	No					Edit	☐ ABAR, MATTHEW				Republican	No					Edit	☐ ABBEY, EUNICE				Republican	No					Edit	☐ ABEL, JAMES				Unaffiliated	No					Edit
☐ Name	Age	Interested	Home State Precinct	Party	Caucus Worker?	Background	Past Assignment	Work Place	Rating	Action																																																																																													
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☐ ABEL, JAMES				Unaffiliated	No					Edit																																																																																													

2. Click on the 'assignment' tab.
3. Click on the assignment dropdown to choose a job title you want to assign the worker to.

Back	<< Previous	Next >>	Save	Save/Next	Poll Worker Add/Edit
☒ Assignment ☐ Worker Profile					Created 08/05/2015
ABBEY, EUNICE Worker ID: 154052 Voter ID: 5768106 Suffix: Nickname: SSN: Driver License: Basic Info DOB: Party: Republican Gender: MALE Foreign Language: Caucus Date: Worker Type: City Employee Worker Status: Y - ACTIVE PW Voter Status: Active School Name: Club: Address Residence Address: Mailing Address: Home PCT: Contacts E-mail: Home / Evening Phone: Secondary Email: Work / Daytime					Election Panel 20150804 PW4 Demo Background: Caucus: Closest VSPC: Work Barcode: Training Barcode: Interested: ☐ Yes ☐ No Assignment Job Title: Training Class Save Save/Next

4. Once you choose a job title, the building list window will adjust to the buildings that are intended to have that job title chosen work at. For example if I chose an early voting job title, the building list would be the early voting locations.

Building Name	Required	Filled	Yet to Fill	Action
HIGHLANDS RANCH HIGH SCHOOL	1	1	0	
MOUNTAIN VISTA HIGH SCHOOL	3	3	0	
PONDEROSA HIGH SCHOOL	3	3	0	
ROCK CANYON HIGH SCHOOL	3	2	1	Select
THUNDERRIDGE HIGH SCHOOL	3	2	1	Select

Keywords: Search

s: Yes - 2015
 st VSPC: 8769 - VSPC in CR
 Barcode:
 Barcode:
 ted: ☐ Yes ☐ No
 ment
 je:
 Paper Ballot Judge
 g Place:
 :
 g ID:
 g Name:
 in Day: 10/31/2015
 g Class
 Save/Next

5. You'll then have to choose which days you want the worker to work on for the job title/place chosen.
 - a. Click the blue triangle to show off the calendar feature. Choose which day you want to add to the worker's schedule and then click the green plus sign.

Assignment 

Job Title:

Working Place:

Building ID:

Building Name:

0 Work days 

Work Day:


Training Class 

- b. The calendar date(s) showing with a red 'x' depict the days the person is setup to work.

Job Title:
 EVBA - EV BALLOT JUD ▼

Working Place:
 VSPC ▼

EDDCHS : DOUGLAS COUN

Building ID:
 EDDCHS

Building Name:
 DOUGLAS COUNTY HIGH SC

1 Work days ▲

Work Day:
 01/11/2016  

01/11/2016 

Training Class 

Save Save/Next

- c. Continue to click the green check mark next to the calendar item to add another day to the worker's work calendar.
- d. Click 'save' when finished. The worker's name will now be in the Assigned tab with the election work assignment. Their name will also be added to the assignment needs tab for the job title they filled.

Home

Communication

Poll Workers

Assigned

Training

Election Day Attendance

Payroll

Complaints

Reports

Job Title Settings

At A Glance

Poll Worker Directory

Export

Worker Label

Assignment Needs

<<

PW4 Demo

>>

Assigned (2)

Cancelled Assigned List (0)

☐

Name

Party

Job Title

Age

Work Place

Training Class

Communication

Action

☐

ABBEY, EUNICE

Republican

EVBA - EV BALLOT JUDGE

0

DOUGLAS COUNTY HIGH SCHOOL

Edit

☐

ABBOTT, JANET

Republican

EVBA - EV BALLOT JUDGE

0

DOUGLAS COUNTY HIGH SCHOOL

Edit

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Remove

Cancel

Complaint

Communications

Export Work Bar Code

Assign to Training

Send Out Account

Yes Interested

Not Interested

Adding a 2nd assignment to a poll worker's work schedule

1. In the poll worker tab, or the assigned tab, click 'edit' across from a worker's name.
2. In the assignment tab for the worker profile, click the green plus sign next to the word 'assignment'. This will activate a new assignment box to give the worker another job title assignment.

Poll Worker Management System
Mountain Standard Time: Thursday, August 6, 2015 2:12:45 PM

Home | At A Glance | Poll Worker Directory | Export | Worker Label | Assignment Needs

Communication | Poll Workers | Assigned | Training | Election Day Attendance | Payroll | Complaints | Reports | Job Title Settings | Active Buildings | Precincts

Assigned (2) | Cancelled Assigned List (0)

Name	Party	Job Title	Age	Work Place	Training Class	Communication	Action
ABBEY, EUNICE	Republican	EVBA - EV BALLOT JUDGE	0	DOUGLAS COUNTY HIGH SCHOOL			Edit
ABBOTT, JANET	Republican	EVBA - EV BALLOT JUDGE	0	DOUGLAS COUNTY HIGH SCHOOL			Edit

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Remove | Cancel | Complaint | Communications | Export Work Bar Code | Assign to Training | Send Out Account | Yes Interested | Not Interested

Back | Next >> | Save | Save/Next | Poll Worker

Assignment | Worker Profile | Created 08/06/2015

ABBEY, EUNICE

Worker ID: 154052 | Nickname: |
Voter ID: 5768106 | SSN: |
Suffix: | Driver License: |

Basic Info

DOB: | Worker Type: City Employee
Party: Republican | Worker Status: Y - ACTIVE PW
Gender: MALE | Voter Status: Active
Foreign Language: | School Name: |
Caucus Date: | Club: |

Address

Residence Address: |
Mailing Address: |
Home PCT: |

Contacts

E-mail: | Home / Evening Phone: |
Secondary E-mail: | Work / Daytime Phone: |
Fax: | Mobile Phone: |

Specialties

Comments

Background History | Work History | Training History | Payroll History | Activity Log | Communication Log | More

Attachment Files

Election Panel

20150804 PW4 Demo

Background: |
Caucus: No
Closest VSPC: |
Work Barcode: 014842215405297
Training Barcode: 024897815405240
Interested: ☐ Yes ☐ No

Assignment

Job Title: EVBA - EV BALLOT JUD
Working Place: VSPC
DOUGLAS COUNTY HIGH SCHOOL
Building ID: EDDCHS
Building Name: DOUGLAS COUNTY HIGH SCHOOL
Date Assigned: 8/6/2015
1 Work days

Training Class

Save | Save/Next

3. Again choose from the job title dropdown a job title. This will activate the working place dropdown.
4. Choose from the working place dropdown by clicking in the field.
 - a. If you chose an Election Day job title, there will be feature to allow you to choose which 'days' the person will work. It's strictly only Election Day.
 - b. Click 'save' to complete.

Poll Worker tab Overview

Adding a new worker

1. In the poll worker tab, click 'add new'.

Poll Worker Management System
Mountain Standard Time: Thursday, August 6, 2015 2:34:01 PM

FWMS | Technical Help | Logout
Hello, George Konnech (Version 2.6.15.0515)

Home | Comparison Export | Update Home Precinct & Town Precinct & Home District | Worker Label | Export | Poll Workers List

Home
Communication
Poll Workers
Assigned
Training
Election Day Attendance
Payroll
Complaints
Reports
Job Title Settings
Active Buildings
Precincts
Members
My Profile
Web Log

Comparison Export | Update Home Precinct & Town Precinct & Home District | Worker Label | Export | Poll Workers List

PW4 Demo

Poll Workers (5895) | Removed (1) | Review Poll Workers that aren't assigned

Name	Age	Interested	Home State Precinct	Party	Caucus Worker?	Background	Past Assignment	Work Place	Rating	Action
2TEST, XLO	17				No	Paperwork Received	EVBA - EV BALLOT JUDGE	PARKER TOWN HALL		Edit
33, VICTOR	21			Unaffiliated	No	Denied				Edit
AALBU, JILL				American Constitution	No	Qualified				Edit

3 Per Page | Page 1 of 1965 | 1

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add New | Delete | Complaint | Communications | Assign to Training | Send Out Account | Update Background Status

Set Caucus Last Years | Yes Interested | Not Interested

Search

Keywords:

Home State Precinct:

Age:

Gender:

Language:

Party:

Interested: ☐ Yes ☐ No

Past Assignment:

Work Place:

Worker Type:

Background:

Caucus: ☐ Yes ☐ No

2. All the fields in red are required to be filled out in order to save.
 - a. Some important fields to fill out are:
 - i. Caucus – defining a date in the caucus field will characterize the worker as a caucus worker. this will put the ‘c’ icon next to their name.
 - ii. Worker type – choose the type of worker the person is. Choosing student will put the ‘S’ icon next to their name.
 - iii. Agreed to Automatic Phone Calls – will allow the system to call them

* Last Name: Worker ID: 068171306

* First Name: Voter ID:

Middle Initial: SSN:

Suffix: Driver License:

Nickname:

Basic Info

Date Of Birth: Worker Status:

Gender: Voter Status:

Party: * Worker Type:

Foreign Language:

Caucus Year:

Address

Residence Address: Mailing Address: ☐ Same as Residence Address

* Street # / Pre: Street # / Pre:

* Street / Type: Street / Type:

Suf / Apt: Suf / Apt:

City / State: CO City / State: CO

Zip: Zip:

Home State Precinct:

Home County Precinct:

Contacts

* Agreed to Automated Phone Calls: ☐ Yes ☐ No

E-mail: Home / Evening Phone:

Secondary E-mail: Work / Daytime Phone:

Fax: Mobile Phone:

Specialties

SELECT SOME OPTION

3. Clicking ‘save’ will activate the ‘assignment’ dropdown.

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- The assignment tab in the profile will allow you to define the background check and the worker's Election Day work assignment.

Training Overview

The **Training** section is where you can review training classes along with who has been assigned to a specific class.

In the **Training** section you can:

- Create new class types
- Review the buildings used as training locations
- Review and create instructors
- Scan in poll worker attendance
- Add new class sections
- Review class section rosters
- Use the communication section to communicate with a class
- Mark a poll workers attendance as attended
- Mark if a poll worker completed the class or not
- Remove workers from a class or reassign them to another section
- File a complaint against a worker

View and training tab

- Click on the **Training** tab in the menu bar. The training classes will be displayed.
- The columns are clickable to help you review the training class information.
- Use the **Search** box to find a class name, section or date.
- Click on the **Section** title to review more information about the specific section.
- Click on the **Student** number to review the list of poll workers assigned to that class. Note: poll workers can be assigned to numerous training classes so their name may appear in many different class rosters.
- Change the Per Page number to review more or less classes on the screen.
- Use the alphabetical letter line to find different sections.

Training Settings	Training Materials	Training Quizzes	Attendance Scanning	Work Barcode for Uncomplete Training Label	Unresolved Records From Tablet (0)	Training Classes
<< Kelly's E 2 >> Keyword: Search Assigned to Training: Democratic: 10% Republican: 10% Others: 80%						
Training Class (4) Training Assignment Tracking (18) Applicants (0)		Filter: All				
Section	Class Type	For Job Titles	Students/Limit	Location	Date/Time	Action
1	(A) D	Paper Ballot Judge.EV PROVISIONAL JUDGE	3 / 3		11/30/2015 3:00 PM	Print Letter
23	(A) D	Paper Ballot Judge.EV PROVISIONAL JUDGE	4 / 5		10/31/2015 7:00 PM	Print Letter
105	(R) ROVER	Rover	2 / 2		10/30/2015 6:00 PM	Print Letter
A	(R) ROVER	Rover	1 / 2			Print Letter
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z						
Add Section Copy From Other Elections Add Section By Copy Delete Communications Export Training Bar Code						

Create / Edit class types

Class Types allow you to define the different training classes needed for an election. You can create different class types and define the types of poll workers you want to be assigned to a class; For example experienced workers, new workers, workers with a

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specific job title, etc. Once a class type is created, you can go ahead and create sections for the type. To create / edit a class type:

1. Click on the **Training** tab in the menu bar. The training classes will be displayed.
2. Click on the **Training Settings** button.
3. In the new screen you will see multiple tabs. The first one that will be open is the **Class Type** tab. Click on the **Add** button to create a new type.
4. Type in a **Class Code**.
5. Type in a **Class Type**. The class code and class type will be combined to create the final Class Type.
6. Select a **Targeted Group** by clicking on one listed. To select multiple, hold down the Shift or Ctrl button. This will allow you to select more than one group.
7. Selected the **Targeted Job Title(s)**. To select multiple, hold down the Shift or Ctrl button.
8. Select an option out of the **Pre-Required Class** box. By selecting an option, you can keep track of targeting the right group of workers. For example if you set a pre-requisite to be the basic class → that means the only workers that will be able to attend the class would be those who already completed the basic class.
9. Check the **Need Pay** box if you want to document that the workers will receive a pay amount for attending this class type. By checking this box, automatically payment fields will appear for you to fill out.
10. Document how many **Training Hours** are required.
11. Leave a note in the **Description** box about the type if needed.
12. Click **Save** once finished.

The screenshot shows a web form titled "Training Class Type Add/Edit". At the top are "Back" and "Save" buttons. The form contains several input fields and a list box, each with a red number and an arrow pointing to it:

- 4** points to the "Class Type Code" input field, which contains the number "4".
- 5** points to the "Class Type" input field, which contains the number "5".
- 6** points to the "Targeted Groups" list box, which contains a scrollable list: "New Poll Workers", "Active Poll Workers", "Student Poll Workers", "County Staff", and "Organizations".
- 7** points to the "Job Title" list box, which contains a scrollable list: "Clerk", "Operational Assistant Clerk", "Technical Assistant Clerk", "Machine Inspector", "Book Inspector", and "Deputy".
- 8** points to the "Pre-Required Class" dropdown menu, which currently shows "None".
- 9** points to the "Need Pay?" checkbox, which is currently unchecked.
- 10** points to the "Training Hours" input field, which contains the number "10". To the right of this field is the text "(e.g. 3.00)".
- 11** points to the "Description" text area, which contains the number "11".
- 12** points to the "Add" button at the bottom left of the form.

Delete a class type

1. Click on the **Training** tab in the menu bar. The training classes will be displayed.

2. Click on the **Training Settings** button.
3. Check the box next to the class type(s) desired.
4. Click **Delete**. Note that class types that have sections created for it can't be deleted.

Add/Edit a section

1. Click on the **Training** tab in the menu bar. The training classes will be displayed.
2. Click on a **Section** to edit or click **Add Section** to create a new one.
3. In the new screen you can review the section detail.
4. Modify the **Section** title.
5. Modify the **Class Type** by selecting one from the dropdown. If you click the button manage, it'll take you to the different class types to let you modify the target groups and job titles.
- 5.2 The class type selected will show you the targeted groups and which job titles.
6. Select or modify the **Instructor** for the class by selecting a name from the dropdown. If you click the button manage, it'll take you to the list of instructors and let you review each one.
7. Modify or select a **Training Location** from the dropdown. The training locations come from a list that is setup within PLMS. With a selected training location, the address will fill in automatically.
8. Set the **Class Limit** for the section. This will let you know how many people to place in a class.
9. Set or modify the **Date** and **Time** the class will be held.
10. Once finished, click **Save**.

Section:	
Class Type:	Manage
Targeted Groups:	
Job Title:	
Instructor:	Manage
Training Location:	☐ Is Online
Address:	
Notes	
Training Materials:	Add Remove
Pre-generated Quiz:	
Class Size:	
Training Date/Time:	12 AM 00

Add a section using the copy feature

You can create a new section without having to fill in all the fields by using out Copy feature. Lots of times a class type needs to have multiple sections to allow poll workers to have a variety of classes to choose from. This feature will allow you to copy an already created section and let you put in the new date/time.

1. Click on the **Training** tab in the menu bar. The training classes will be displayed.
2. Click the box next to the section you want to copy.
3. At the bottom of the screen, click the button **Add Section By Copy**.
4. In the new screen, fill in the **Section** number
5. Modify the **Instructor** if needed
6. Modify the **Training Location** if needed
7. Modify the **Limit Size** if needed
8. Set the **Date / Time**
9. Click **Add** when finished.

Section	Class Type	For Group	Students/L
203A	203 Clerk and Assistant Clerk Foru	Active Poll Workers	1 / 28
208A	208 Book Inspector	Active Poll Workers	1 / 30
204A	204 Tech. Asst Clerk Training	Active Poll Workers	1 / 23
208C	208 Book Inspector	Active Poll Workers	1 / 30
201C	202 New Clerk Certification Class	Active Poll Workers	0 / 100
203B	203 Clerk and Assistant Clerk Foru	Active Poll Workers	2 / 28
405A	405 Introductory	Organizations, County Staff, Student Poll Workers, Active Poll Workers, New Poll Workers	0 / 25
201B	202 New Clerk Certification Class	Active Poll Workers	1 / 35
201A	202 New Clerk Certification Class	Active Poll Workers	11 / 100
A	101 Basic	Organizations, County Staff, Student Poll Workers, Active Poll Workers, New Poll Workers	5 / 10

10 Per Page

All A B C D E F G H I J K L M N O P Q R

Add Section Add Section By Copy Delete Communications Export Training Bar Code

Section Add/Edit

Section: 4

Class Type: 202 New Clerk Certification Class Manage

Targeted Groups: Active Poll Workers

Job Title: Clerk
Operational Assistant Clerk
Technical Assistant Clerk

Instructor: 5 Konnech, George Manage

Training Location: 6 TALLAHASSEE COMMUNITY COLLEGE

Address: 444 APPELYARD DR

Limit Size: 7 100

Training Date/Time: 8 04 PM 00

Add 9

Review the training locations

1. Click on the **Training** tab in the menu bar. The training classes will be displayed.
2. Click on the **Training Settings** button at the top of the screen.
3. Next to the **Class Type** tab, click on the **Training Locations** tab.
4. Review the locations set to be used for training classes.
5. Click the **Back** button to return to the training section.

Back  4					
Primary Election 2010					
Training Locations (4)					
BLDG ID	Building Name	Address	Zip	Primary Contact	Contact Person
24510	BETHEL METHODIST CHURCH	1470 BETHEL CHURCH RD	32304		Wesley,Will
34770	BETHELONIA AME CHURCH	8997 N MERIDIAN RD	32312		Shettler, Kevin
41670	Bradfordville Baptist Church	6494 THOMASVILLE RD	32312		Arrington, Olivia
20100	TALLAHASSEE COMMUNITY COLLEGE	444 APPELYARD DR	32304		Dedrick, Rob
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z					

Review, add and edit training instructors

1. Click on the **Training** tab in the menu bar. The training classes will be displayed.
2. Click on the **Training Settings** button at the top of the screen.
3. Next to the **Training Locations** tab, click on the **Instructors** tab
4. The instructor list is made up of staffers or others that are able to teach the classes. You can review their names, the classes they are assigned to teach, their phone number and email address.
5. Click **Edit** across from a person's name to modify their information.
6. To add a new instructor, click the **Add New** button. Fill out the fields required and click save.
7. To add an instructor from the PWMS Staff list, click **Add From Staff**. A popup will appear with all the workers saved as a staff member.
8. To communicate with the instructors, check all the boxes or the desired individuals and click **Communication**.
9. Automatically the email section will appear with the selected instructors. Click the tabs at the top if you are looking to send a voice message or letter.

Back

Training Instructors

• Kelly's E 2

Class Type (2)

Training Locations (0)

Instructors (1)

☐ Instructor	Class	Phone	Email	Action
☐ Gifford, Charlotte	A.R	(517) 555-4455	fake@email.com	Edit

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Add New

Add From Staff

Remove

Communications

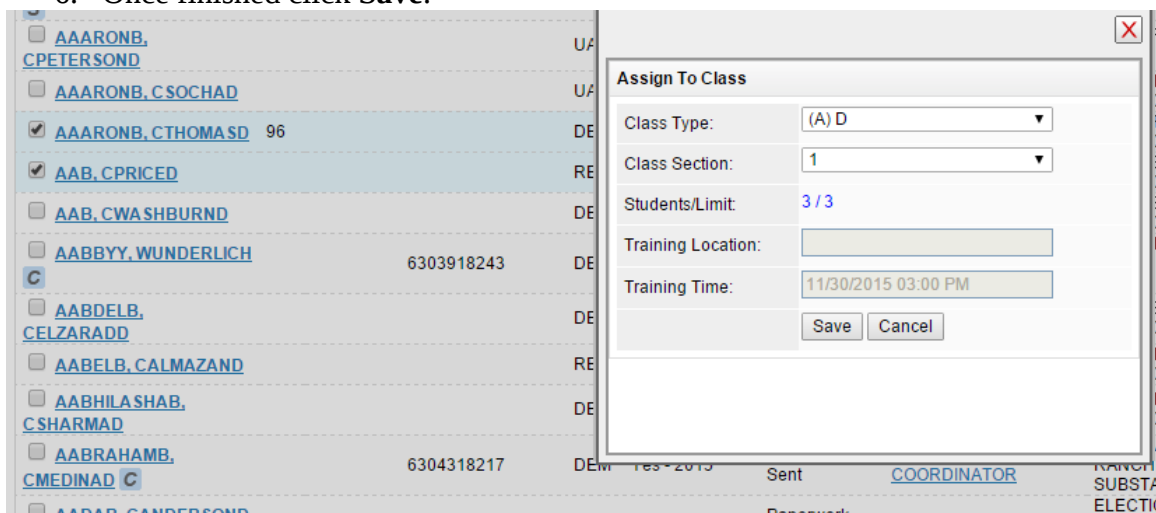
Assign poll workers to training classes

Poll workers can be assigned to training classes within the **Assigned tab**. Poll workers are assigned a specific job title and have certain classes they must take in order to work on Election Day. PollChief will help the users assign the poll workers to the specific classes they are required to take.

1. Click on **Assigned** in the menu bar. The list of all the assigned poll workers will be displayed.
2. The Training Class column shows which classes poll workers are assigned to. Click on this column title to sort the list. For example clicking on the column title twice will show you which poll workers are not assigned to a class yet.
3. Check the boxes next the name of the poll workers desired.
4. Click on the **Assigned To Training** button at the bottom of the page.

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5. A popup window will appear requesting you to select a class type and section.
The location and time will change as you select your class.
6. Once finished click **Save**.



7. The new class number that you just assigned to the worker will appear in the training column next to their name.
8. If you click edit across from the worker, you can review the **Training History** tab to see if they have completed any of the required training classes yet.

Work History	Training History	Activity Log	More
Training Class	8	Election	Completed Date
101 Basic		65	3/30/2010

Review the training class rosters

Within the **Training** tab, you can review any of the training class rosters. Within the roster, you can:

- Review who has attended the class
- Scan attendance in using the poll worker's training bar code
 - Or you can manually change a poll worker's attendance
- Set poll worker attendance as completed
- Communicate with a specific class
- Assign poll workers to another training course
- Remove workers from a class
- Add specific workers to a class

View a class roster

1. Click on the **Training** tab in the menu bar. The training classes will be displayed.
2. To review the class roster, click on the **Student** number.

Training Settings | Training Materials | Training Quizzes | Attendance Scanning | Work Barcode for Uncomplete Training Label | Unresolved Records From Tablet (0) | Training Classes

<< Kelly's E 2 >>

Keyword: Search Assigned to Training: Democratic: 10% Republican: 10% Others: 80%

Training Class (4) | Training Assignment Tracking (18) | Applicants (0) Filter: All

Section	Class Type	For Job Titles	Students/Limit	Location	Date/Time	Action
1	(A) D	Paper Ballot Judge.EV PROVISIONAL JUDGE	3 / 3		11/30/2015 3:00 PM	Print Letter
23	(A) D	Paper Ballot Judge.EV PROVISIONAL JUDGE	4 / 5		10/31/2015 7:00 PM	Print Letter
105	(R) ROVER	Rover	2 / 2		10/30/2015 6:00 PM	Print Letter
A	(R) ROVER	Rover	1 / 2			Print Letter

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add Section Copy From Other Elections Add Section By Copy Delete Communications Export Training Bar Code

- The new screen will open by default to the list of poll worker students assigned to this class.
- There are two different tabs at the top. The **Poll Worker** tab shows the workers who are assigned to this tab and the **System Staff** tab would show the list of workers assigned to this class.
- The columns are setup to give you a quick idea as to what has happened so far for this class. The communication column would notify you if the worker has been sent a letter, email or phone call.
- The attendance column shows you if the poll worker has had their attendance taken for them yet.
- The completed column shows if they have been marked as completed yet.
- If you want to review another class – use the filter at the top to select a different class type and/or section.
- The **Search Box** is available to quickly locate a person.

Back | Attendance Scanning | Export | Class Roster

< Kelly's E 2

Democratic: 0% Republican: 33% Others: 67%

Poll Workers (3) Class Type: (A) D Section: 1

Name	Letter Printed	ID	Party	Attendance	Completed
AADELEB, CALEXANDER		5851339		Yes	Yes
FAKE_USER		597398	REP	Yes	Yes
ROTTER, OTTY		876257636	UAF	Yes	Yes

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add Remove Complaint Communications Set As Attended Set As Completed Assign to New Class Export Training Bar Code

Search

Keyword:

Date of Class:

Location of Class:

Party: ALL

Job Title: BA - Paper Ballot Judg 1CJ - #1 Computer Juc

Search

Icon Key

- Complaint Symbol
- Access Code Sent
- EV/Main Election Worker
- Student
- Caucus

Add poll workers to the class roster

- Click on the **Training** tab in the menu bar. The training classes will be displayed.
- To review the class roster, click on the **Student** number.
- Within the class roster screen, click the **Add** button.
- In the popup window, there is a detailed **Filter** box to allow you to find desired poll workers.
- Use the **Search** box to type in a specific individuals FVRS ID number or their name.

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6. Select one **Target Group** type by clicking on the desired group.
7. Select one or multiple **Job Titles**. To select one, just click on the desired job title. To select multiple, while holding down the control button on your keyboard, click on the desired job titles. The ones you clicked on should highlight in blue. To unselect a job title, hold down the control button and click on the title you don't want selected.
8. Click **Search** once you finished your Filter.
9. After you ran the filter search, check the boxes next to the desired poll workers.
10. Click **Select** to add them to the training class roster.

Poll Workers (11) | **Select Students for Class (6)** | **Class 201A 202 New Clerk Certification Class** | **Filter 4**

Name	FVRS ID
☐ ALICE, HINTON	100100533
☐ ARRINGTON, CINDY	100100422
☐ BAKER, PAT	200434111
☐ FANNIE, LANCE	100100335
☐ HATIE, ABIGAIL	100100334
☐ LUVENIA, FERGUSON	100100333

Targeted Groups: New Poll Workers, **Active Poll Workers**, Student Poll Workers

Job Title: Clerk, Operational Assistant Clerk, Technical Assistant Clerk, Machine Inspector, Book Inspector, Deputy, Mentor Clerk, Rover

Select

Remove a worker from a class roster

1. Click on the **Training** tab in the menu bar. The training classes will be displayed.
2. To review the class roster, click on the **Student** number.
3. Check the boxes next to the desired poll workers name.
4. Click **Remove**. This will take them off of the training class roster. Another way to remove a worker from a class roster is by assigning them to a different class.

View the next section to see how to do so.

Poll Workers (3) | **Class Type: (R) ROVER** | **Section: All**

Name	Letter Printed	ID	Party	Attendance	Completed
☐ AAAAA, BBBB		317410621		Yes	Yes
☐ BAGODONUTS, JILLIAN		485453725	DEM	Yes	Yes
☐ TEST.USER 02		591505		No	No

Add **Remove** **Complaint** **Communications** **Set As Attended** **Set As Completed** **Assign to New Class** **Export Training Bar Code**

Remove a worker from a class roster

1. Click on the **Training** tab in the menu bar. The training classes will be displayed.
2. To review the class roster, click on the **Student** number.

3. Check the boxes next to the poll workers you wish to assign to a different training class.
4. Click the **Assign to New Class** button. A popup will appear asking you if you are sure you want to assign the worker to a new class. Click OK to continue or Cancel to return to the roster page.
5. A little popup will appear to allow you to select the proper **Class Type** and **Class Section**. The training location and time will fill in with what you selected as the type and section.
6. Once finished, click **Save**.

Assign To Class

Class Type: 202 New Clerk Certification C

Class Section: 201A

Training Location: TALLAHASSEE COMMUNITY CC

Training Time: 03-26-2010 16:00:00

Save Cancel

Mark a poll worker attendance as attended manually

1. Click on the **Training** tab in the menu bar. The training classes will be displayed.
2. To review the class roster, click on the **Student** number.
3. Click the box next to the desired poll worker(s) name you want to mark their attendance to Attended or Yes.
4. Click the button titled **Set As Attended**.
5. A popup will appear to ask you one more time if you are sure you want to change the attendance. Click OK to continue or Cancel to return. Once finished, you will see the person's attendance column status change from No to Yes.

Name	FVRS ID	Communication	Attendance	Completed
AGNES, BAPTISTE	211111111		No	No
ALEXANDER, RONALD	100100403		Yes	Yes
ALTA, TEAGUE	100100519		Yes	No
AMY, HANK	100100382		Yes	Yes
ANN, HARRIET	100100365		No	No
ANNA, lihua	100100439		No	No
ANNE, MILES	100100441		No	No
ANTHONY, JIM	100100347		No	No
ANTOINETTE, RICHARD	100100352		No	No
ANTOINETTE, PAUL	100100397		No	No

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Next >>

Page 1 of 2 1

Set As Attended Set As Completed Assign to New Class

Scan in training attendance for a specific class roster

You can skip the step of selecting a class name from the dropdown menu if you already are within the class roster screen.

1. Click on the **Training** tab in the menu bar. The training classes will be displayed.
2. To review the class roster, click on the **Student** number.
3. Click on the **Attendance Scanning** button.

Primary Election 2010					
Poll Workers (11)		Organizations (0)	County Staff (0)	Class Type: 202 New Clerk Certification Class	Section: 201A
Name	FVRS ID	Communication	Attendance	Completed	
AGNES, BAPTISTE	211111111		No	No	
ALEXANDER, RONALD	100100403		Yes	Yes	

4. In the new screen, you will see the **Class Name** is already setup for you. All you need to do is type in the bar code or scan the bar code.

Primary Election 2010	
Bar Code:	Enter
Class Name:	202 201A New Clerk Certification Class 4
Poll Worker:	
FVRS ID:	
Class Time:	
Attendance:	

Review scanned attendance

1. Click on the **Training** tab in the menu bar. The training classes will be displayed.
2. To review the class roster, click on the **Student** number.
3. To look at attendance for a specific worker, click on the No or Yes under the **Attendance** column for the worker.

Primary Election 2010					
Poll Workers (11)		Organizations (0)	County Staff (0)	Class Type: 202 New Clerk Certification Class	Section: 201A
Name	FVRS ID	Communication	Attendance	Completed	
AGNES, BAPTISTE	211111111		No	No	
ALEXANDER, RONALD	100100403		Yes 3	Yes	

4. In the next screen, you will see the poll worker's name and the class information that they are assigned to.
5. If you clicked on the attendance of someone that had their attendance scanned in, you will be able to review the different scan in and out times.
 - a. If you clicked on the attendance status that was Yes and there are no scan in or out times listed, it is because this persons attendance was taken manually by pressing the

button titled **Set as Attended**. Below you can review how to add scanned in times if needed.

- b. If you clicked on the attendance status that was No, there will be no scan in or out times.
6. The box to the right of the in and out times is for you to put a note in. You can document for example; 'late 15 minutes' for the in time or 'left early' for the out time.
7. To add another in or out time, click on the **plus sign**. Automatically a new slot will appear where you can input the in or out status as well as a note.
8. To remove a time, click the **negative sign** next to the desired time to remove.
9. The **Attendance Remark** box is available for you to input notes if needed.
10. The **Approved** and **Completed** button will change the poll workers completed status from No to Yes. Click either one to change the worker's completed status to Yes.
 - a. Note: if the completed box is already checked, that means the status is already marked as Yes. If you uncheck the completed box, it'll notify you that you are going to change the status.

Training Attendance - [ANTOINETTE, RICHARD](#)

Class: 201A 202 New Clerk Certification Class

Training Location: TALLAHASSEE COMMUNITY COLLEGE

Address: 444 APLEYARD DR TALLAHASSEE FL 32304

Attendance Records:

6/1/2010 1:10:05 PM	In		
6/1/2010 1:10:07 PM	Out		

Attendance Remark:

Change the completed status

By changing a poll workers status to completed, it'll show up in their Training History tab as completed. This is how workers get full credit for the class.

1. Click on the **Training** tab in the menu bar. The training classes will be displayed.
2. To review the class roster, click on the **Student** number.
3. In the new screen, select the boxes next to the poll workers you desire to modify their completed status.

4. Click the button at the bottom that says **Set as Completed**. Note: this will update any poll worker's status. Whether they have attendance documented or not, it'll update their attendance and completed column to Yes.

Poll Workers (11)			Organizations (0)	County Staff (0)	Class Type: 202 New Clerk Certification Class	Section: 201A
☐ Name	FVRS ID	Communication	Attendance	Completed		
☐ AGNES, BAPTISTE	211111111		No	No		
☐ ALEXANDER, RONALD	100100403		Yes	Yes		
☒ ALTA, TEAGUE	100100519		Yes	No		
☒ AMY, HANK	100100382		No	No		
☐ ANN, HARRIET	100100365		No	No		
☐ ANNA, lihua	100100439		No	No		
☐ ANNE, MILES	100100441		No	No		
☐ ANTHONY, JIM	100100347		No	No		
☐ ANTOINETTE, RICHARD	100100352		Yes	No		
☐ ANTOINETTE, PAUL	100100397		Yes	Yes		

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All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Training assignment Tracking

Overview

The **Assignment Training** tab within the **Training** tab shows you everyone currently linked to this current election; linked normally either by having a work assignment or a training assignment. Within this tab you can:

- Review poll workers who may have a training assignment but no work assignment.
- Review poll workers who may have a work assignment but no training assignment.
- Send workers to Election Day attendance.
- Edit any workers training assignment, work assignment, or status.

Review the Training Assignment Tracking tab

1. The main part of the screen shows the workers, along with their ID, Party, Class they've been assigned to, Classification/Job Title, Precinct/ID #, and communication log.
2. The bottom of the screen has many buttons similar to what the user has already seen. The communication and the export bar code buttons work identically as they do in other tabs/modules.
3. The Modify Classification/Work Place button is a quick and easy way to change a workers work assignment without having to leave the training module. Simply select the worker you'd like to modify and click on that button.
4. Send to Election Day Attendance button will send the selected worker to the **Election Day Attendance** tab. That is covered in the next chapter.
5. The most important feature of this tab is the search box on the right hand side. The user is able to search workers to find out who is missing a class, an assignment, who has attended but not completed training, etc. Almost every combination of training and work scenarios are searchable from this screen.

Export Training Assignment Tracking

<< Demo Election >>

Training Class (25)		Training Assignment Tracking (111)		Class Type: All Class Type		Section: All		Search	
Name	ID	Party	Class	Classification	PCT/ID#	Communication	Action	Keywords	Last 4 SSN
1 ADAMS, CHECK EDIT	861062	D	INT 1 - (Intro)Introduction Class				Edit		
111 TIFFANIE	068248	O	767 - (Intro)Introduction Class				Edit		
111111 ADOLPHUS, DERRICK	516342	O	INT 1 - (Intro)Introduction Class				Edit		
11A 111	353143	D	INT 1 - (Intro)Introduction Class	EPBC - E Poll Book Checkout PSA S - POLLING SITE ASSESSOR SUPERVISOR	7 3	02/16 02/16	Edit		
11A PEEN	174714	O	INT 1 - (Intro)Introduction Class	EPBC - E Poll Book Checkout		02/16 02/16	Edit		
11A XK	206216	O	INT 1 - (Intro)Introduction Class	EPBC - E Poll Book Checkout		02/16 02/16	Edit		
12 MIA	064171	O	INT 1 - (Intro)Introduction Class	EPBC - E Poll Book Checkout		02/16 02/16	Edit		
123 JENNIFER	187573	O	2 - (sa)SITE ASSESSOR				Edit		
1B DANETTA	467160	O	767 - (Intro)Introduction Class				Edit		
1HQ VELIER	585453	O	INT 1 - (Intro)Introduction Class	EPBC - E Poll Book Checkout		02/16 02/16	Edit		

10 Per Page Next >> Page 1 of 12

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Modify Classification/Work Place Communications Export Work Bar Code Send To Election Day Attendance

Search

Keywords:

Last 4 SSN:

Home PCT:

Interested: ☐ Yes ☐ No

Classification: EPBC - E Poll Book Ch LINE MARSHALL

Training Assigned: ☐ Yes ☐ No

Training Attended: ☐ Yes ☐ No

Training Completed: ☐ Yes ☐ No

PCT/ID#:

Worker Type:

Status:

Mechanized Calls: ALL

Sent to Poll Day Attendance: All

Date Assigned Range: From: To:

Search

Icon Key

- Attendance Approved
- Payroll worker
- Complaint Symbol
- Terminated Symbol
- Unavailable Symbol
- Inactive Symbol

Election Day Attendance

In the **Election Day Attendance** section, you can view all the Election Day scanned attendance records for different poll workers. This also can be a list of workers that got moved over from the training tab manually. The poll day attendance tab is available to help the user build the payroll. You can verify attendance and document notes if needed.

In the **Election Attendance** section you can:

- View and edit poll worker poll day attendance records
- Remove poll workers from the poll day attendance tab
- Send poll workers to the payroll section
- Communicate with poll workers
- Add complaint information to poll workers
- Set poll worker performance ratings
- Scan in poll day attendance for poll workers
- Search for certain poll workers poll day attendance

Click the **Election Day Attendance** task menu bar in the task menu section. The Work Attendance page will appear. Officials who have been scanned in or have been sent manually from the Training Assignment tab will be listed.

Export Attendance/Payroll Scanning Mark Attendance Approved Send To Payroll Unresolved Records From Tablet PLW (0) Election Day Attendance

<< Kelly's E 2 >>

Attendance (17) Sent to Payroll: All

Name	ID	Party	Job Title	Work Place	Rating	Action
AAAAA, BBBBB	317410621		CAN - CANVASSING	fake bldg		Edit
AAARONB, CPETERSOND	5844148	UAF	R - Rover	Area 02		Edit
AAARONB, CTHOMASD	600312922	DEM	BA - Paper Ballot Judge	MOUNTAIN VISTA HIGH SCHOOL		Edit
AAARONB, CSOCHAD	600060271	UAF	BA - Paper Ballot Judge	MOUNTAIN VISTA HIGH SCHOOL		Edit
AAB, CPRICED	5697703	REP	BA - Paper Ballot Judge	MOUNTAIN VISTA HIGH SCHOOL		Edit
AADAMB, CTAYLORD	309609	REP	CAN - CANVASSING	fake bldg		Edit
AADELEB, CALEXANDERD	5851339		BA - Paper Ballot Judge	THUNDERIDGE HIGH SCHOOL		Edit
AADELIAB, CCHERRERAD	820505	REP	CAN - CANVASSING	fake bldg		Edit
ANDERSON, KELLY	200290658	UAF	BA - Paper Ballot Judge	HIGHLANDS RANCH HIGH SCHOOL		Edit
			EVPR - EV PROVISIONAL JUDGE	LARKSPUR FIRE DEPT.		Edit
BAGODONUTS, JILLIAN	485453725	DEM	R - Rover	Area 02		Edit
FAKE, USER	597398	REP	BA - Paper Ballot Judge	ROCK CANYON HIGH SCHOOL		Edit
JACK, BE NIMBLE	765141263		BA - Paper Ballot Judge	PONDEROSA HIGH SCHOOL		Edit
JERRY, MANDER	1035		BA - Paper Ballot Judge	PONDEROSA HIGH SCHOOL		Edit
POTTER, LAURA	597399		BA - Paper Ballot Judge	PONDEROSA HIGH SCHOOL		Edit
ROTTER, OTTY	876257636	UAF	BA - Paper Ballot Judge	THUNDERIDGE HIGH SCHOOL		Edit
RULL, KYLE	650683563		ED EJ - #1 Election Judge	HIGHLANDS RANCH HIGH SCHOOL		Edit
TEST, USER 02	591505		R - Rover	Area 01		Edit

Remove Complaint Communications Mark Attendance Approved Send To Payroll Set Rating As

Search

Keywords

Home State

Precinct

Age

Gender

Language

Party

Interested

Job Title

Work Place

Worker Type

Background

Caucus

Rating

Device Code

Icon Key

- Attendance Approved
- Payroll worker
- EVMain Election Worker
- Training Payment Only
- Student
- Caucus

Attendance Scanning

There is an Attendance Scanning button available at the top of the Election Attendance page. If desired, you can have assigned workers scan their work bar codes when they come in to work and when they leave work. The system will mark the attendance automatically. The first scanning will be marked as In, the next scanning will be Out.

For attendance scanning, you don't have to scan a bar code twice or as they walk in or out of the election building. One bar code scan is enough to move a worker from the Completed tab of the training task. The bar code scanning is a tool which can speed up the process of documenting who actually worked the election.

Click the **Attendance Scanning** button at the top of the page. The Work Attendance Scan page will appear.

Scan or type the work bar code of an official into the Bar Code box then click the **Enter** button.

The worker's name, ID, assigned position, assigned working place, and working building will populate in the fields.

Bar Code: Enter

Remark: Undo

☐ Clear remark after saved.

Bar Code:			
Poll Worker:			
ID:			
Job Title:	Work Place:	Building:	
Attendance:			

While scanning in attendance, you can leave an attendance note with the record. The 'Remark' box can be used to type in a note that will be attached with the time stamp.

Below the Remark box is a check box. If the box is checked, the remark that is typed for the person for whom you are about to scan attendance will be cleared. If unchecked, whatever you typed into the Remark box will be submitted with each subsequent scanning of a bar code.

Bar Code: 016328582269695 Enter

Remark: Undo

☐ Clear remark after saved.

Bar Code:	016328582269695		
Poll Worker:	CBOWERSD AADAMB		
ID:	5822696		
Job Title:	Work Place:	Building:	
	BA - Paper Ballot Judge	VSPC - ROCK CANYON HIGH SCHOOL	ROCK CANYON HIGH SCHOOL
Attendance:	2/11/2016 7:04:43 AM In		

Once a bar code is scanned, you can 'undo' the scan. Once the screen says 'Saved Successfully', you can click the **Undo** button to remove the attendance.

Edit Worker Attendance

On the Work Attendance page, click a worker's name link to view the attendance record of the official or to click the Edit link to make changes to the attendance record.

Every check-in or check-out scanning of the worker is listed under the Attendance Records.

Back	Save	Save/Next	View	<< Previous	Next >>
------	------	-----------	------	-------------	---------

Election Day Attendance - AADRIAB, CSTEIND		Rating:
Job Title:	BA - Paper Ballot Judge	Work Place:
Building:	ROCK CANYON HIGH SCHOOL	Address:
		5810 MCARTHUR RANCH RD.
Attendance Records: Approved Add		
02/11/2016 07:26:18 AM	In	BA - Paper Ballot Judge
		ROCK CANYON HIGH SCHOOL
Attendance Remark:		

On the Work Attendance Edit page

- Click on the **+** sign to add an attendance record for the official or Click on the **-** sign across from an attendance record to remove it.
- For the time stamps that have a note within the last field – this is the comment that was left for the worker when their bar code was scanned in at that time.
- Select a rating for the official's performance from the Rating drop down box.
- Click the **Approved** button. The attendance records of the official will be approved and grayed out. The approved official will be listed in Payroll.
- You can document an attendance remark within the box or leave an attendance note with a specific time stamp within the text field box.
 - If you leave an attendance remark or a note with a time stamp, these will be visible within the payroll feature.
 - The attendance remark will also be visible within the worker's work history tab within their profile.

Click the **Save** button or **Save/Next** button to update the information

Remove Officials from Work Attendance

- On the Election Day Attendance page, check the boxes of the workers that you are going to remove from Election Day Attendance.
- Click the **Remove** button then click the **OK** button to confirm.

The workers will be removed from Election Day Attendance. Their work assignment will not be removed from their profile; they are just taken off this task within the menu bar.

workers who have had their attendance approved or have already been sent to payroll cannot be removed.

Approve an Worker's Attendance

You can approve a worker's attendance in the Election Day Attendance Edit page. You can also use the **Mark Attendance Approved** button on the Work Attendance page to approve multiple officials at a time.

- Click the Election Day Attendance task menu bar to get to the Election Day Attendance page.
- Check the boxes of the workers whose attendance you want to mark approved.
- Click the **Mark Attendance Approved** button.
- In the pop up window, click the **OK** button to confirm.

The attendance records for the selected workers will be approved and an approved icon will appear next to each approved official ().

*****IMPORTANT NOTE:** If a worker is sent to the Election Day Attendance tab by being scanned, their attendance is automatically approved and they will also appear in the Payroll tab. If a worker is sent manually to the Election Day Attendance tab by way of the Training Assignment Tracking tab, then their attendance must be approved.*

Send Workers to Payroll

People who have worked in the election need to be sent to Payroll to get their payment processed.

- On the Election Day Attendance page, check the boxes of the workers that you want to send to Payroll.
- Click the **Send To Payroll** button and click the **OK** button to confirm.

A payroll icon will appear next to each selected worker (). The selected workers will be added in Payroll and, if their attendance has not been previously approved, it will be automatically approved.

Set Performance Rating for Officials

In the Election Day Attendance page, check the boxes of the workers for whom you are going to set a rating.

Select a rating in the **Set Work Performance As** drop down box. The selected officials will receive the rating for their performance that will appear in the Rating column.

Generate the Work Performance Worksheet

- Set the work attendance tab up as desired. For example use the search box to only show a specific polling location or a specific work position
- Click the 'Work Performance Work Sheet' button. This will generate the list showing within the screen in a Word Document.

Payroll

The Payroll task is the place to process officials' payment for working in the election. You can:

- View and edit the day attendance records and payment of officials
- Make adjustment for payment
- Generate payment for officials
- Void payments
- Communicate with officials and file complaints against officials
- Generate the payment report

The screenshot displays the 'Payroll List' interface. At the top, there are tabs for 'Export', 'Only Training Payment', 'Approve Checks', 'School Name Payment', and 'Payroll List'. Below the tabs is a search bar with a dropdown menu showing 'Kelly's E 2'. The main table lists workers with columns for Name, ID, Job Title, Work Place, Payment, and Action. The table is filtered to show 'Approved Workers'. On the right side, there is a search panel with various filters including Keywords, Home State, Precinct, Age, Gender, Language, Party, Interested, Job Title, Work Place, Worker Type, Background, Caucus, and Rating. Below the table, there are buttons for 'Remove', 'Complaint', 'Communications', 'Only Training Payment', and 'Approve Checks'. The total approved amount is shown as \$1,741.91.

Name	ID	Job Title	Work Place	Payment	Action
AAARONB_CPETERSOND	5844148	R - Rover	Area 02	\$125.00	Edit
AAARONB_CSOCHAD	600060271	BA - Paper Ballot Judge	MOUNTAIN VISTA HIGH SCHOOL	\$137.77	Edit
AAARONB_CTHOMASD	600312922	BA - Paper Ballot Judge	MOUNTAIN VISTA HIGH SCHOOL	\$378.88	Edit
AAB_CPRIED	5697703	BA - Paper Ballot Judge	MOUNTAIN VISTA HIGH SCHOOL	\$144.88	Edit
ANDERSON_KELLY	200290658	BA - Paper Ballot Judge	HIGHLANDS RANCH HIGH SCHOOL	\$137.00	Edit
BAGODONUTS_JILLIAN	485453725	EVPR - EV PROVISIONAL JUDGE	LARKSPUR FIRE DEPT.		
FAKE_USER	597398	R - Rover	Area 02	\$141.00	Edit
JACK_BE_NIMBLE	597398	BA - Paper Ballot Judge	ROCK CANYON HIGH SCHOOL	\$142.00	Edit
TEST_USER_02	765141263	BA - Paper Ballot Judge	PONDEROSA HIGH SCHOOL	\$142.00	Edit
TEST_USER_02	591505	R - Rover	Area 01	\$139.00	Edit

Approved Amount: \$1,741.91

The edit screen breaks down the pay for you. Below there is training pay (green), early voting pay (blue), Election Day pay (purple), and expense pay (orange). In red, I highlighted the Days Detail button.

Payroll Edit - ABBYY, WUNDERLICH Regular Worker

Job Title	Work Place
EVPR - EV PROVISIONAL JUDGE	CHAPARRAL HIGH SCHOOL
EVVA - EV VOTER AIDE	CHAPARRAL HIGH SCHOOL
PM - POLL MANAGER	LONE TREE MOTOR VEHICLE OFFICE

Attendance Records [Edit](#)
09/28/2015 12:19:43 PM In EVPR - EV PROVISIONAL JUDGE CHAPARRAL HIGH SCHOOL
Attendance Remark

Payroll Note

Rating:
Rating Note

Save Add Check

School Pay	Per Unit	Qty.	Total
SECTION1 - (Class2) Class2-1			\$25.000

Working Payment	Per Unit	Qty.	Total
Job Title: EVPR - EV PROVISIONAL JUDGE Work Time: 12:00 AM - 12:45 AM Work Place: CHAPARRAL HIGH SCHOOL			
Work days	Per unit	Qty.	Total
11/11/2015 - 11/11/2015	\$10.000	12.00	
Other Expenses			
Job Title: EVVA - EV VOTER AIDE Work Time: 08:00 AM - 05:00 PM Work Place: CHAPARRAL HIGH SCHOOL			
Work days	Per unit	Qty.	Total
11/02/2015 - 11/02/2015	\$10.000	8.00	
Other Expenses			
Job Title: PM - POLL MANAGER Work Time: 12:00 AM - 05:00 AM Work Place: LONE TREE MOTOR VEHICLE OFFICE			
Work days	Per unit	Qty.	Total
10/27/2015			\$150.000
Other Expenses			
11/11/2015	Delivery		\$5.000
Amount	Per unit	Qty.	Total:
Week1	\$10.000	8.00	\$80.000
Week2	\$10.000	12.00	\$120.000
Grand Total:			\$ 380.00
☒ Approved at 09/28/2015 12:23 PM by Konnech, George			
PE#: 20150928142425 Modified at: 09/28/2015 12:24 PM			
☐ Void			
Notes:			
Save	Days Detail		

Days Detail tab

This tab allows the user to adjust the days, locations, and hours the worker worked during the election.

- Click on the green plus sign to add a day
- Adjust the job title, work place, date and hours
 - Note: You can only add a job title that the worker has already been assigned
- Hit refresh then close the window when complete

Job Title	Work Palce	Days	Hours	Pay Period
ED EJ - #1 Election Jt	HIGHLANDS RANCH	10/31/2015	8.00	Week1
ED EJ - #1 Election Jt	HIGHLANDS RANCH			

Refresh Close

Week1: 8.00(Hours)

Expenses

Expenses allow the user to add additional compensation for the worker outside of their standard pay. Click on the green plus sign across from expenses in the Worker Profile in the Pay Roll tab to add expenses.

Other Expenses



- Currently the two expenses that can be given to a worker are Delivery and Mileage.
- Check the checkbox to add the expense.
- You will need to also put in the date of the expense.
- Hit save when you are done

Add Other Expense for this job title.

☒ Miles ☐ Delivery

Save

Calendar: Feb 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Clear Today Close

If the expense is reliant on another piece of data (like miles for mileage) you can enter the information on the worker screen once you close the expense window.

Other Expenses						
02/19/2016	Miles	\$0.555	20.00	\$11.100		
02/11/2016	Delivery			\$5.000		

Approving workers

Approving a worker will allow their check to be exported when you export the Payroll file from the corresponding worker type tab. EG: Regular Worker or Student Worker.

You can approve a workers payroll two ways.

- First you can approve it from their profile in the Payroll tab. Check the box and hit Save

School Pay	Per Unit	Qty.	Total
1 - (A) D			\$12.000

Working Payment	Per Unit	Qty.	Total
Job Title: BA - Paper Ballot Judge Work Time: 07:00 AM - 07:00 PM Work Place: THUNDERRIDGE HIGH SCHOOL			
Work days	Per unit	Qty.	Total
10/31/2015			\$125.000

Other Expenses			
Amount	Per unit	Qty.	Total
Grand Total:			\$ 137.00

☐ Approved
 ☐ Void

Notes:

- Secondly you can approve a worker from the main screen of the Payroll tab. Check the box next to their name and hit the Approve Checks button

Remove	Complaint	Communications	Only Training Payment	Approve Checks
--------	-----------	----------------	-----------------------	----------------

Various

There are two other buttons on the main Payroll screen: **School Name Payment** and **Only Training Payment**.

Export	Only Training Payment	Approve Checks	School Name Payment
--------	-----------------------	----------------	---------------------

School Name Payment

This will bring you to a screen with the list of schools and how much money they get for your student workers. You can also organize the list by student by clicking on the “List by Students” tab.

Back	Export																										
<< ▾ Kelly's E 2 ▾ >>																											
Stats. by School Name (2)		List by Students (2)																									
School Name				Total Students												Total Payment											
				1												\$137.00											
Chaparral HS				1												\$139.00											
				All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z																							
Total:				2												\$276.00											

Only Training Payment

This screen will list all of the works who have been pushed to payroll who only have training classes to be paid for.

Remove

If you determine that some workers in the Payroll List should not be paid, you can remove them from the Payroll List. Workers who have their payroll status set to ‘Approved’ or ‘Paid’ cannot be removed from the Payroll. For those workers that have the ‘paid’ status, you can void their payment.

- On the Payroll List page, check the boxes of the workers that you are going to remove from the Payroll.
- Click the **Remove** button and click the **OK** button to confirm. The workers will be removed off the list but still remain within work attendance with their attendance documentation.

Exporting Payroll

Exporting your payroll is permanent; although you can void or alter payments, you cannot un-export a person’s pay. In the Regular Payment, Student Payment, and the County Employee Payment tabs, there is a “Payroll Export” button.

The button will export everyone from that list who has been approved but not yet exported.

Payroll Export

Export

Voiced Export

<< Kelly's E 2 >>

All Workers Payment (20)

Regular Payment (16)

Student Payment (3)

County Employee Payment (3)

Processing Summary Event (8)

Total Payment : \$1,615.03

Name	ID	Payment	Type	Status	Modified Date Time	Modified By	Action
AAAAA,BBBBB	317410621	\$141.00		Replaced	11/10/2015 01:45 PM	Konnech, George	Edit
		\$80.00	Replacement/Additional	Unapproved	01/28/2016 10:49 AM		Edit
AAARONB,CPETERSOND	5844148	\$125.00		Exported	11/12/2015 06:09 AM	Konnech, George	Edit
AAARONB,C SOCHAD	600060271	\$137.77		Exported	11/05/2015 06:02 AM	Konnech, George	Edit
		\$138.88		Exported	11/12/2015 09:21 AM	Gifford, Charlotte	Edit
AAARONB,CTHOMASD	600312922	\$200.00	Replacement/Additional	Exported	11/12/2015 09:21 AM	Gifford, Charlotte	Edit
		\$40.00	Replacement/Additional	Exported	11/12/2015 09:21 AM	Gifford, Charlotte	Edit
AADAMB,CBOWERSD C	5822696	\$125.00		Unapproved	02/11/2016 07:04 AM		Edit
		\$228.88		Exported	11/12/2015 06:10 AM	Konnech, George	Edit
AADAMB,CTAYLORD	309609	\$0.00	Replacement/Additional	Unapproved	11/24/2015 09:01 AM		Edit
ANDERSON,KELLY	200290658	\$137.00		Exported	12/07/2015 01:46 PM	Konnech, George	Edit
FAKE,USER	597398	\$142.00		Exported	11/12/2015 06:33 AM	Konnech, George	Edit
		\$137.00		Exported	11/12/2015 06:33 AM	Konnech, George	Edit
POTTER,LAURA	597399	\$27.50	Replacement/Additional	Exported	11/12/2015 06:33 AM	Konnech, George	Edit
		\$0.00	Replacement/Additional	Unapproved	12/05/2015 02:37 AM		Edit
RULLI,KYLE	650683563	\$96.00		Approved	02/12/2016 08:57 AM	Konnech, George	Edit

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Approved Amount:\$1,693.03

A preview will pop up that will allow you to preview who is about to be exported. From here you can print the list or export the payroll.

317410621
\$80.00
Replacement/Additional
Unapproved
01/28/2016 10:49 AM
Edit

Payroll

20151003.Kelly's E 2 Saturday, October 31, 2015

TYPE	Worker ID	Voter ID	Payroll Code	SSN	Last Name	First Name	Middle Name	Name Suffix	DOB	Mailing Address	Mailing City	Mailing State	Mailing Zip	Mailing Country	Phone
Job	650683563	650683563		650683563	RULLI	KYLE	AB	C	11-Nov-86	10634 ABBOTSWOOD #987	HIGHLANDS RANCH	CO	80129	US	6547523423

All A B C D E F G H I J K L M N O P Q R S T U

Close Print Export

Approved By

From:

To:

Approved By

From:

To:

Void Time R

From:

To:

Void By:

PE#:

Icon Key

Exported

Student

Caucus

The payroll export will be downloaded as a TXT file.

IF YOU HAVE QUESTIONS PLEASE CONTACT US A 517-381-1830
OR AT KELLY@KONNECH.COM & BENGALICKI@KONNECH.COM

Voiding a Payment

If you need a void a payment you can do so in a worker's profile in the Payroll Tab. This can only be done to workers who have already had their payroll already exported.

- Click on Edit across from their name
- Check the Void box for the check you are going to void.
- Because the Void cannot be undone, a popup will appear asking you to confirm that you want to void the payment. Click the OK button to acknowledge the message. The popup will clear but the check mark will remain in the Void box.

The screenshot shows a web application interface for managing payroll. A worker's profile is displayed with the following details:

- Job Title:** CAN - CANVASSING
- Work Time:** 08:00 AM - 06:00 PM
- Work Place:** fake bldg

A table shows work days and expenses:

Work days	Per unit	Qty.	Total
11/01/2015 - 11/13/2015	\$10.000	21.00	

Other Expenses

Amount	Per unit	Qty.	Total
11/12/2015 Miles	\$0.555	25.00	\$13.875
11/12/2015 Delivery			\$5.000
Week1	\$10.000	16.00	\$160.000
Week2	\$10.000	5.00	\$50.000
Grand Total:			\$ 228.88

Below the table, there is a status bar indicating approval: "Approved at 11/12/2015 06:10 AM by Konnech, George" and "PE#: 20151112081055 Modified at: 11/12/2015 06:10 AM".

A red box highlights the "Void" button, which is currently unchecked. To the right of the main form, there is a sidebar with buttons for "School Pay", "Working Paym", "Amount", "Adjustment Pay", "Grand Total:", "Approved", "Void", "Notes:", and "Adjust Check".

A confirmation popup is displayed over the form, titled "test.vote4douglas.com says:", with the message "Once this action has been done, you cannot undo it." and an "OK" button.

Make Adjustments for Individuals with a Paid Status

Once the payroll for a worker is marked as paid, you cannot make any changes to the payment amount. If any adjustment is needed, you can use the **Adjust Cheque** button to generate another payment.

Another check can be generated for additional payment or to replace a voided check.

Additional payment

IF YOU HAVE QUESTIONS PLEASE CONTACT US A 517-381-1830
OR AT KELLY@KONNECH.COM & BENGALICKI@KONNECH.COM

If the payment amount for the first check must be increased for any reason, you only need to generate another paycheck for the additional amount.

- In the Payroll List page, click the Edit link of a worker to get to the Payroll edit page.
- Click the **Add Check** button at the bottom of the page. Another payment section will be added at the right side of the page.

School Pay	Per Unit	Qty.	Total
Working Payment	Per Unit	Qty.	Total
Amount	Per unit	Qty.	Total
Adjustment Payment:			0.00
Grand Total:			\$ 0.00
☐ Approved			
☐ Void			
Notes:			
Adjust Check		Save	

- Enter the payment information within the Adjustment Payment box.
 - Check the Approved box.
 - Click the **Save** button.
-
- An worker with an additional payment will be listed two times within the payroll tab – once with the paid status and the second time with the approved status for the new additional payment.
 - Follow the steps above to add this additional payment

Generate a Replacement payment for a voided a payment

You may occasionally find it necessary to generate an adjustment check after one has been voided.

- On the Payroll List page, click the Edit link of a worker to get to the Payroll edit page.
- Within the screen that shows off a 'voided' payment, click 'replacement'. This will generate the payment detail which reflects the voided payment.

The screenshot shows a web form for editing payroll. It contains several status lines: 'Approved By konnech, test On 08/20/2015', 'SAP: 4 SAP ON konnech, test On 08/20/2015', and 'Void By konnech, test On 08/20/2015'. Below these is a 'Notes:' section with a large, empty text area. At the bottom of the form, a button labeled 'Replacement' is highlighted with a red rectangular border.

- Make changes to the payment using the 'adjustment' field if needed, and then click approve.
- Click the **Save** button once finished.