

**Elected/Appointed  
Officials &  
Board Commissioners**  
Version 3.5

**Ceridian Time and Attendance Training  
Winter/Spring 2007**

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## Elected/Appointed Officials & Board Commissioners

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### Elected/Appointed Officials and Board Commissioners

The system automatically “forecasts” the regular hours of Elected/[Appointed](#) Officials and Board Commissioners from Ceridian Time & Attendance to HPW each pay period. For this reason Elected/[Appointed](#) Officials and Board Commissioners do not need to access the Ceridian Time & Attendance website each pay period to complete a timecard— a check will be issued automatically for them as long as they are an employee of Milwaukee County.

Note: When an Elected/[Appointed](#) Official or Board Commissioner is an approver they will interact with their employee’s timecards. Approver’s should see the “Approver Functions” manual for assistance.

### Forecasting

Forecasting is a method used by the system to automatically send an employee’s regular hours from Ceridian Time & Attendance to HPW. There are two types of forecasting:

- Employees that accrue and use accrued time — During the pay period, these forecasted employees use an Elapsed timecard **without** labor distribution columns to enter any accrued time that they use, but do not enter regular hours on their timecard. This is because their regular hours come from CTA to HPW each pay period. At Milwaukee County, these employees are generally ECP.
- Employees that **do not** accrue or use accrued time — These forecasted employees do not need to enter their regular hours on a timecard so they do not use them. This is because their regular hours come from CTA to HPW each pay period. At Milwaukee County, these employees are generally Elected/[Appointed](#) Officials or Board Commissioners.