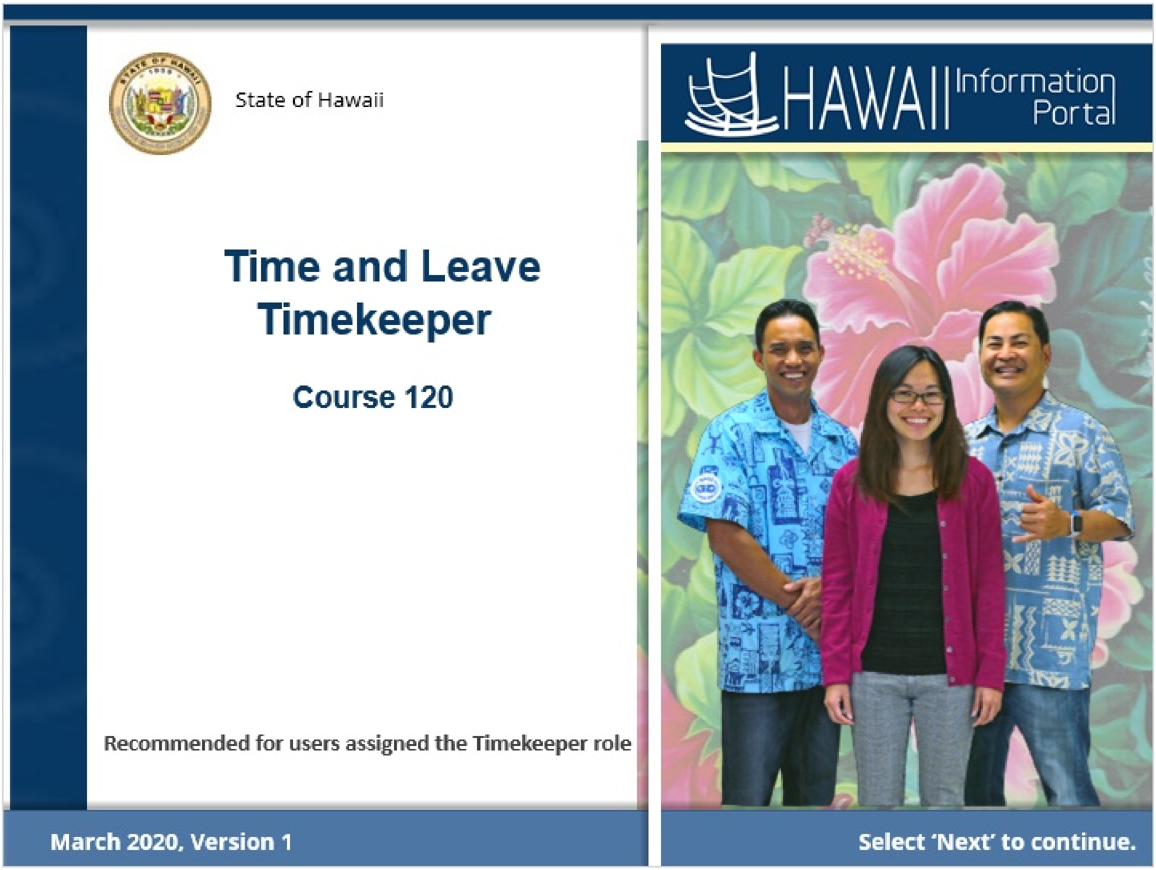
(120) Time and Leave – Timekeepers



Duration

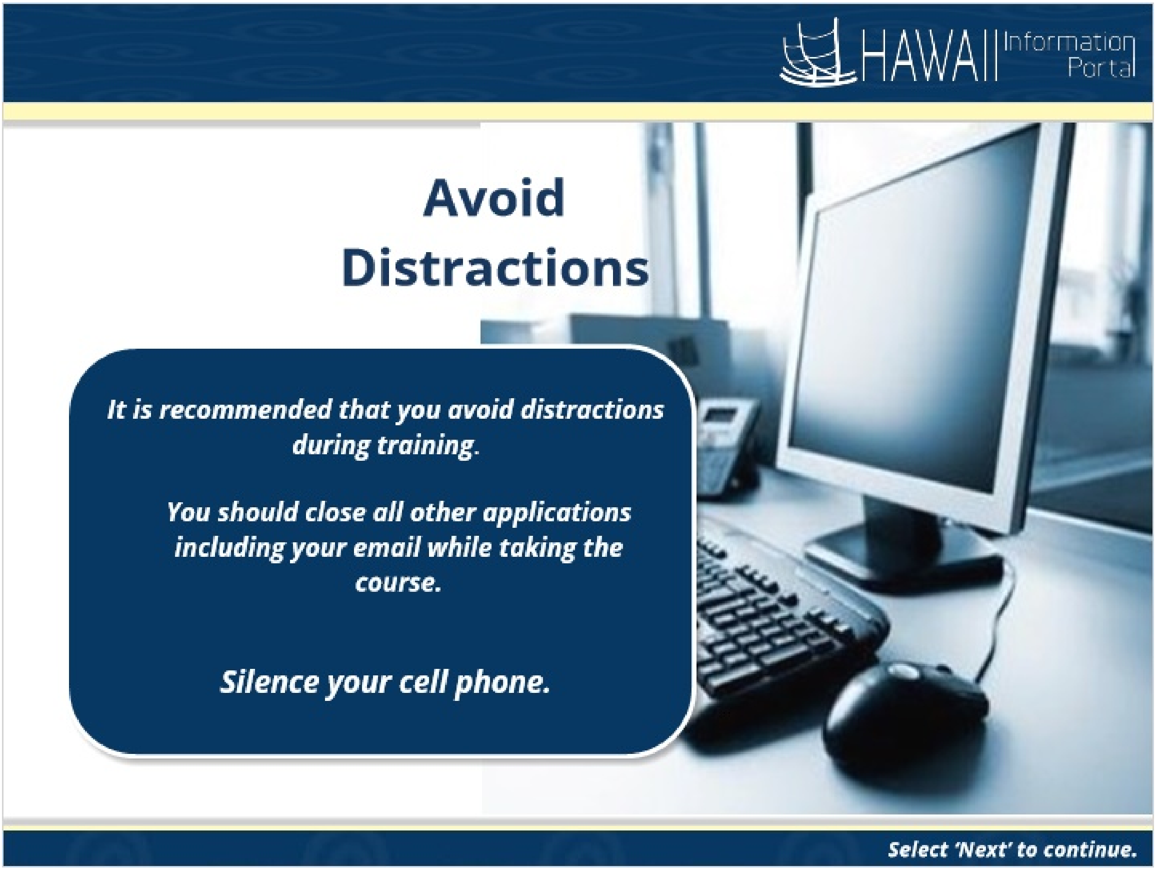
This course will take approximately 5 - 6 hours.

You can complete it all today or by sections.

It's really up to you.

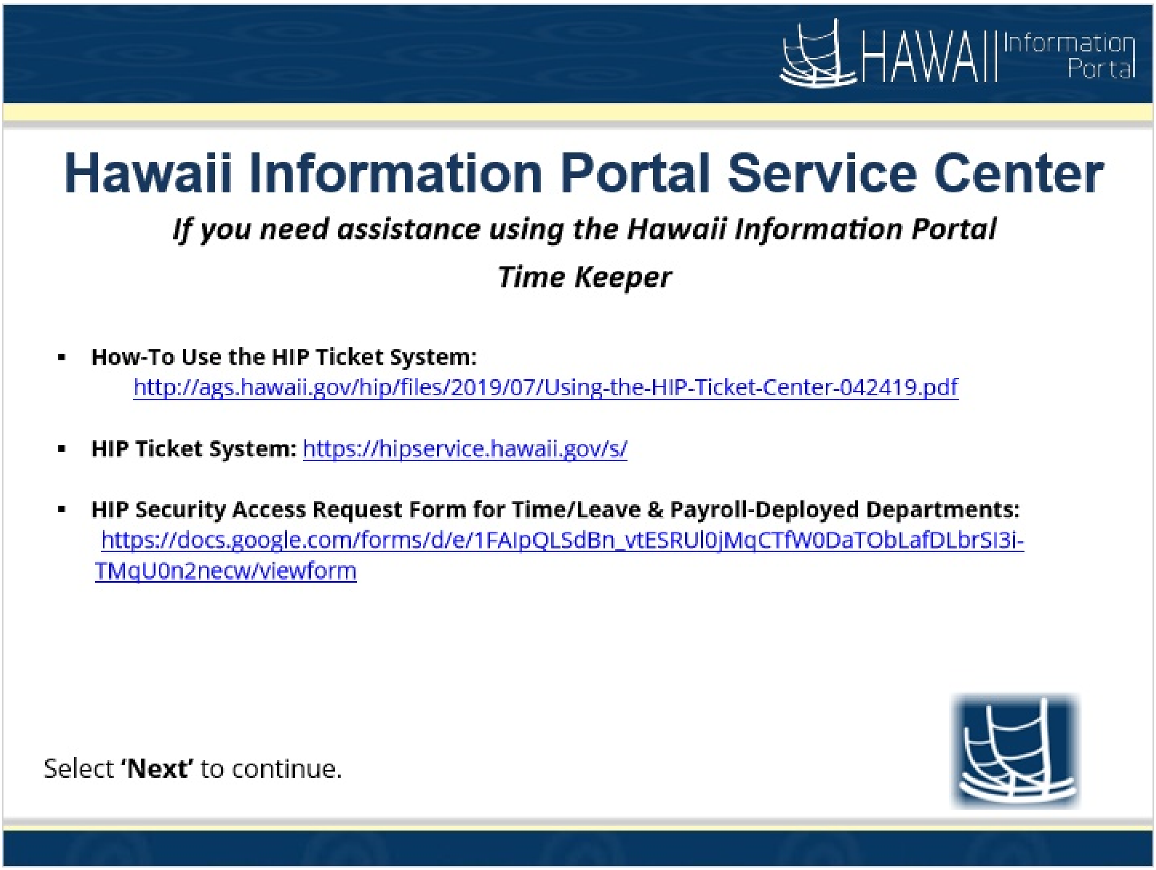
You can take the training how it best fits in your schedule.

Preparation



It is recommended that you avoid distractions during your training session. You should close all other applications including your email while taking the course and silence your cell phone.

Help Desk Information



- **How-To Use the HIP Ticket System:**
  http://ags.hawaii.gov/hip/files/2019/07/Using-the-HIP-Ticket-Center-042419.pdf

- **HIP Ticket System:** https://hipservice.hawaii.gov/s/

- **HIP Security Access Request Form for Time/Leave & Payroll-Deployed Departments:**
  https://docs.google.com/forms/d/e/1FAIpQLSdBn_vtESRUl0jMqCTfW0DaTObLafDLbrSI3i-TMqU0n2necw/viewform

Time and Leave – Timekeepers

Table of Contents

Course Objectives

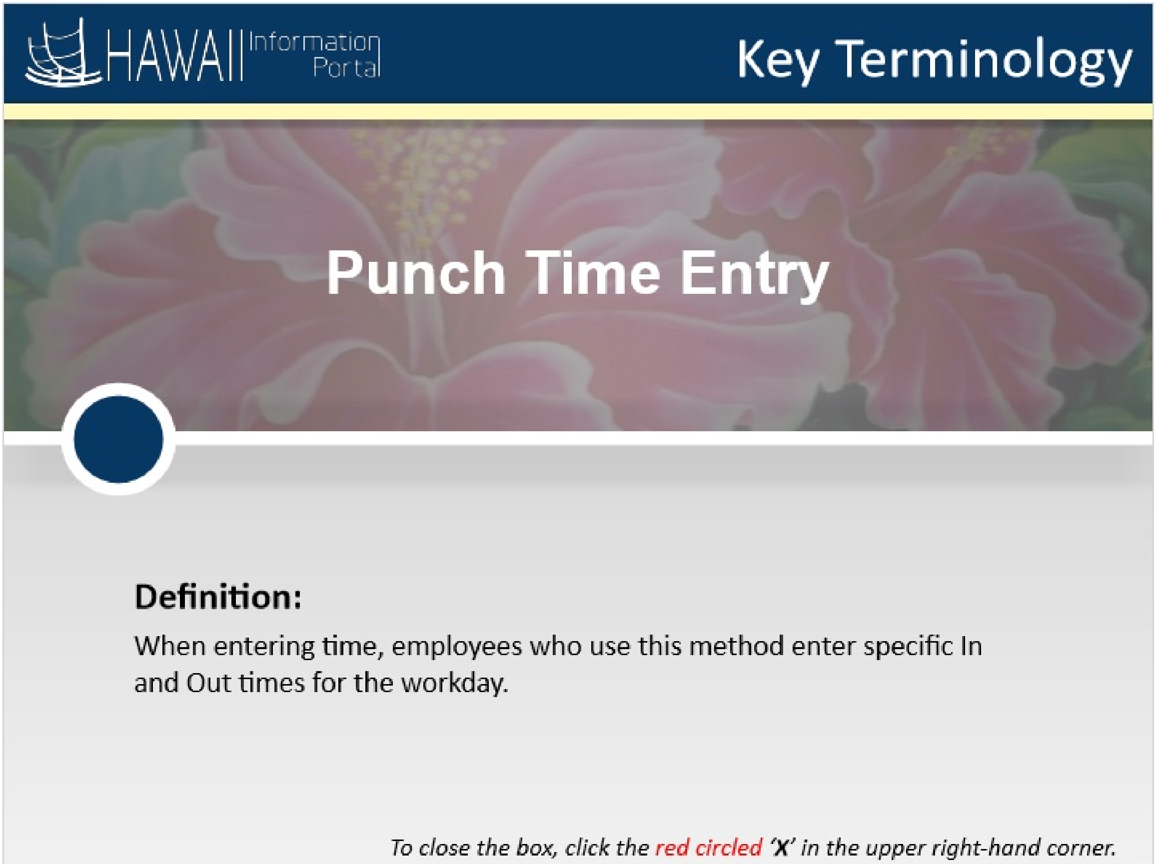
After completing this course, you will understand the following:

- Using the Time and Labor WorkCenter
- Working with Exceptions
- Reporting Time and Adding Comments
- Adjusting Reported Time
- Using Rapid Time Entry

Key Terminology

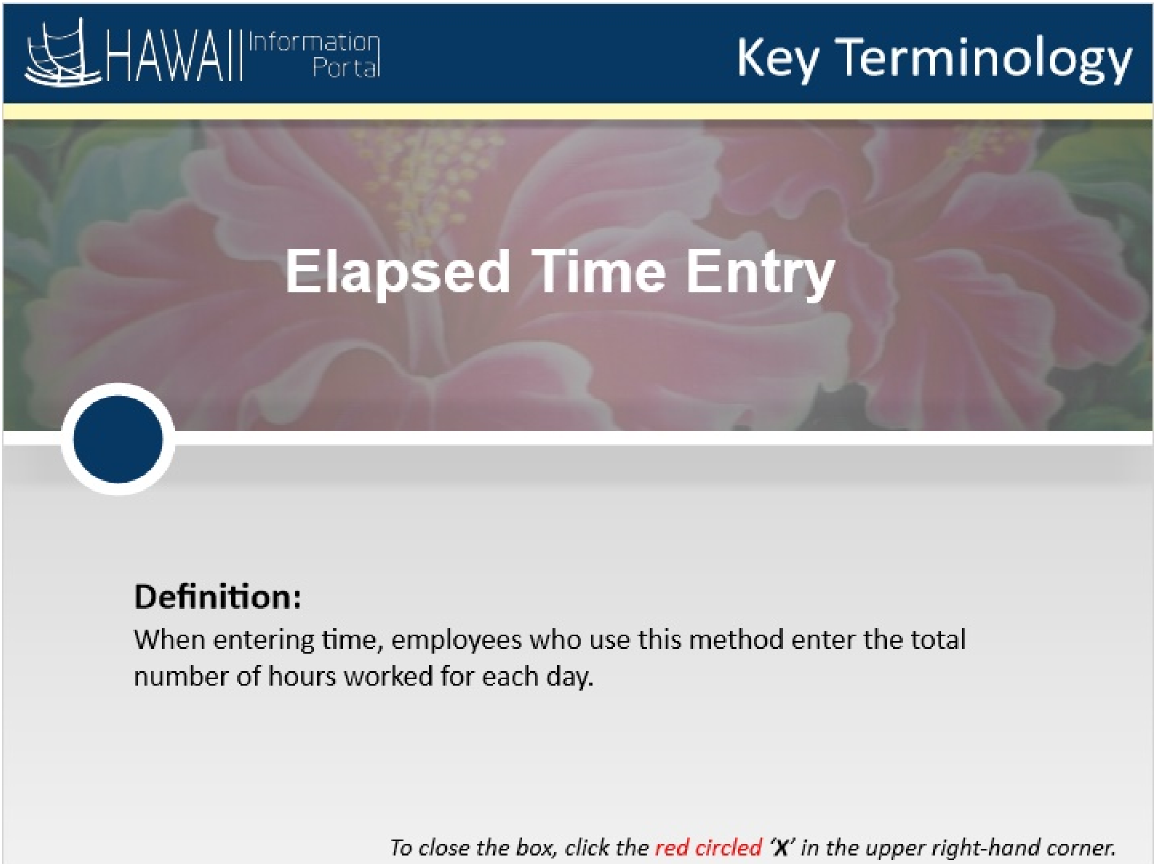
Elapsed Time Entry
Punch Time Entry
Positive Time Reporter
Time Reporting Code (TRC)
Time Administration
Timesheet Exception
Rapid Time Entry
Reported Time
Payable Time

Click on any Term listed above to learn more!



Punch Time Entry

Definition:
When entering time, employees who use this method enter specific In and Out times for the workday.



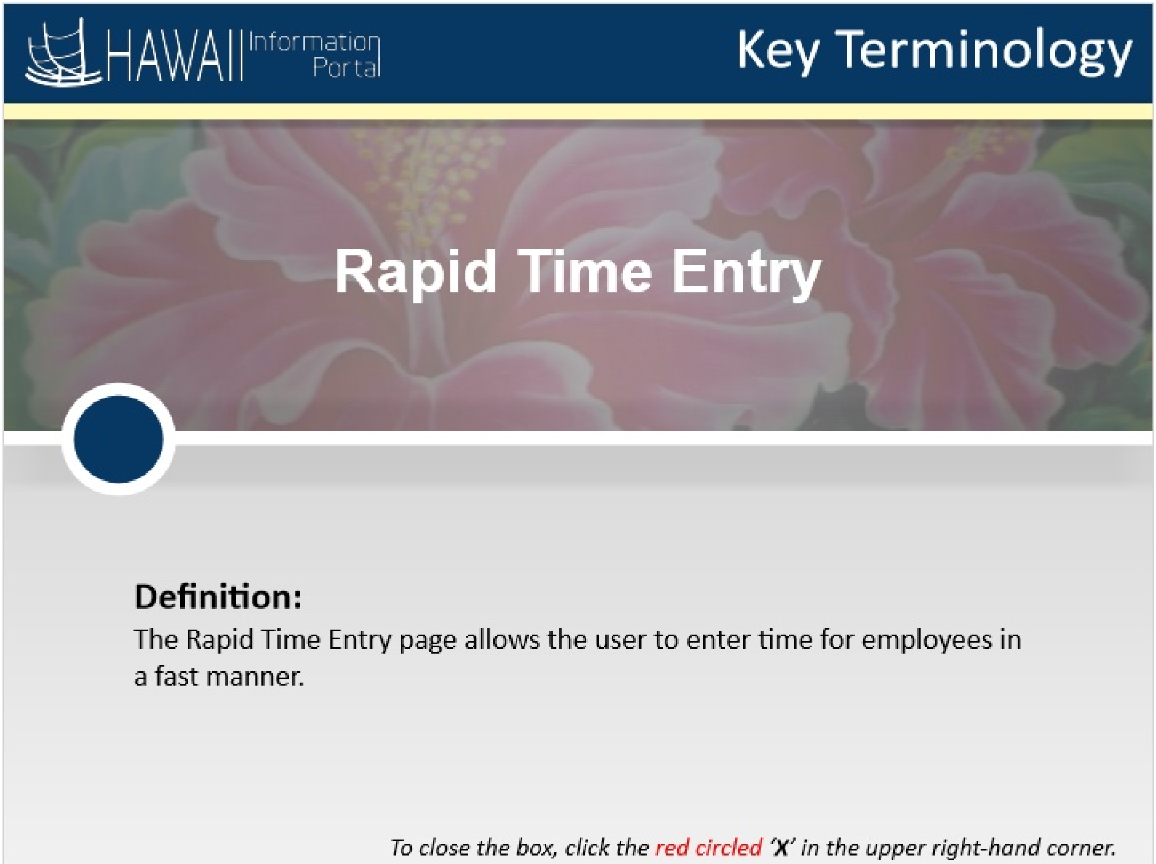
Elapsed Time Entry

Definition:
When entering time, employees who use this method enter the total number of hours worked for each day.

Time Reporting Code (TRC)

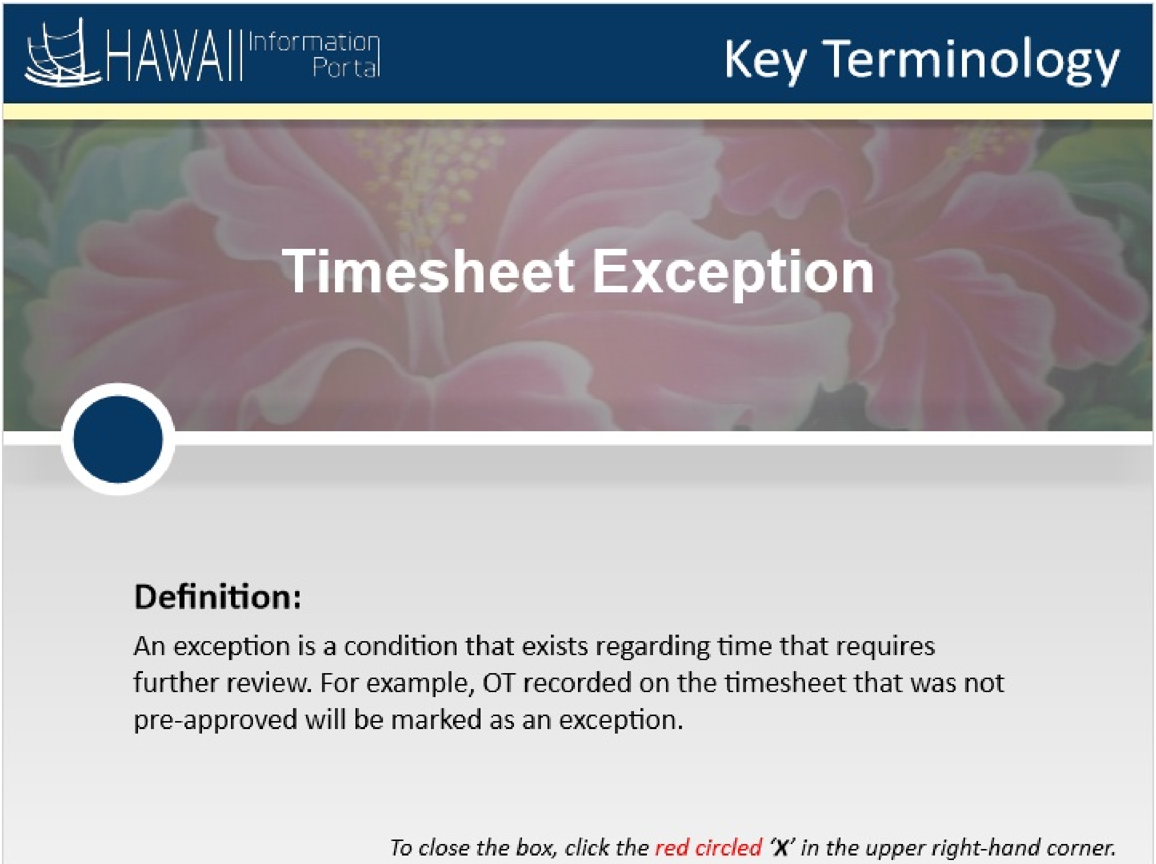
Definition:

A Time Reporting Code (TRC) is a code that identifies the type of time worked.



Rapid Time Entry

Definition:
The Rapid Time Entry page allows the user to enter time for employees in a fast manner.

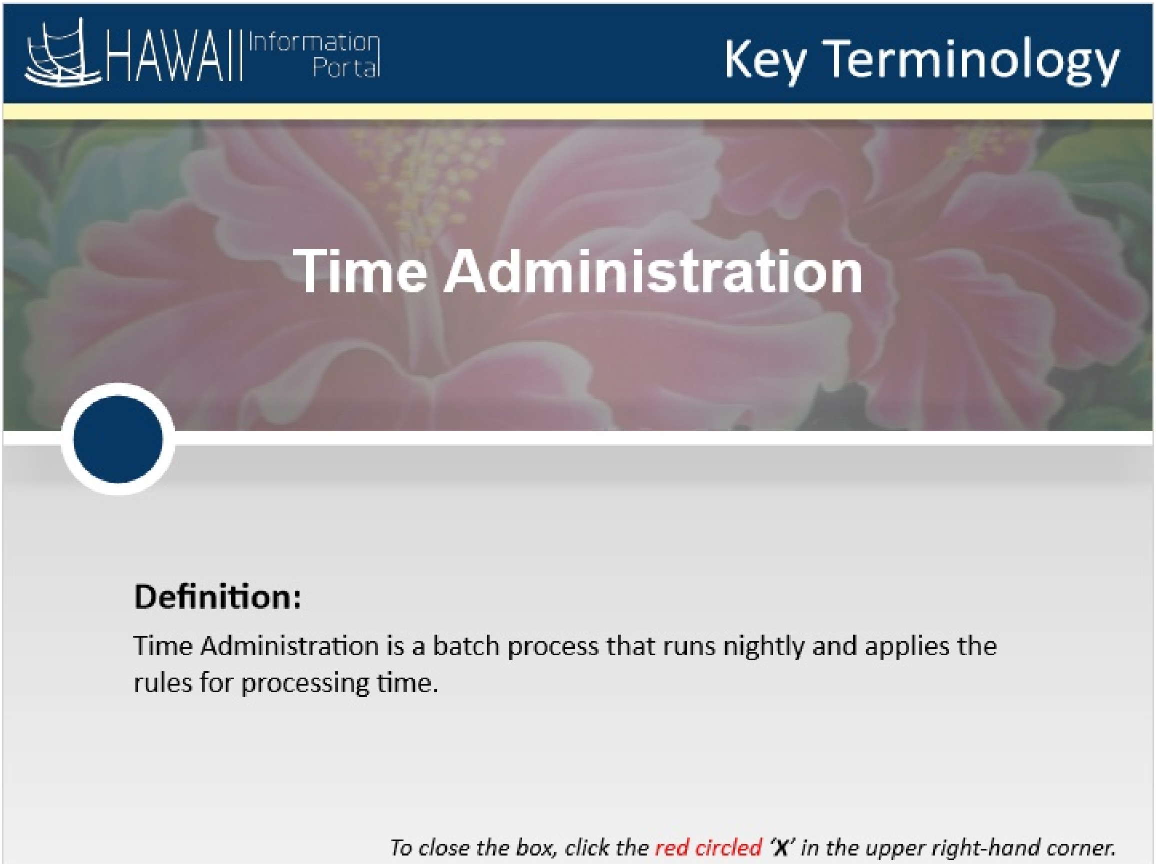


Timesheet Exception

Definition:
An exception is a condition that exists regarding time that requires further review. For example, OT recorded on the timesheet that was not pre-approved will be marked as an exception.

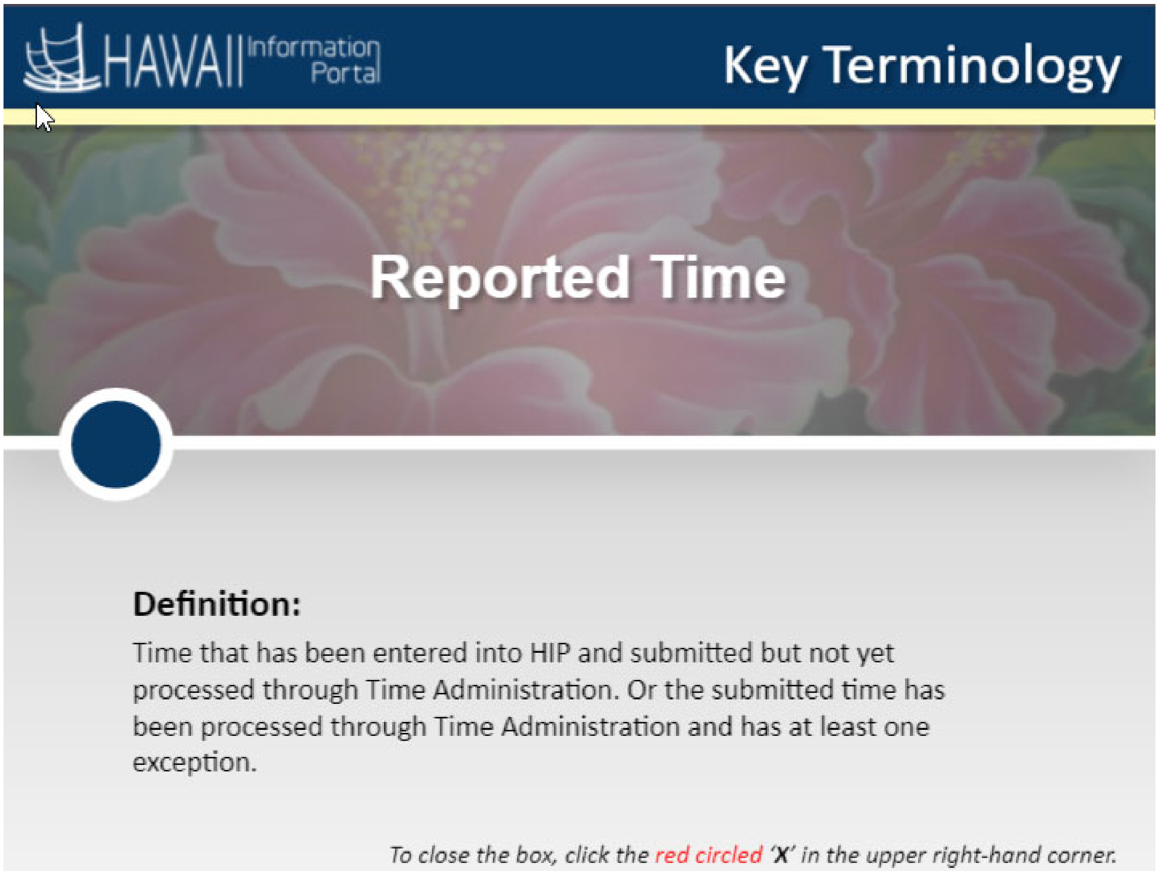
Positive Time Reporter

Definition:
Positive time reporters report all time worked. Depending on the setup, this type of reporter can report either punched or elapsed time.



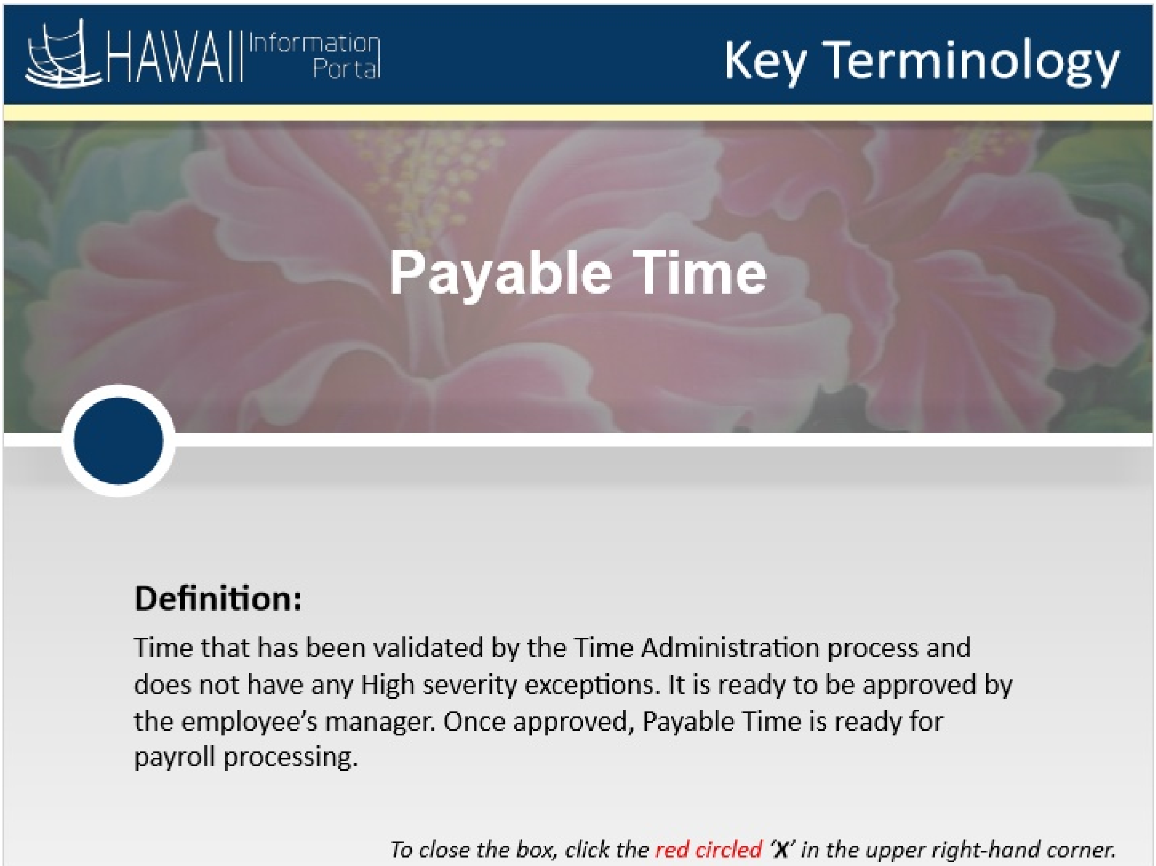
Time Administration

Definition:
Time Administration is a batch process that runs nightly and applies the rules for processing time.



Reported Time

Definition:
Time that has been entered into HIP and submitted but not yet processed through Time Administration. Or the submitted time has been processed through Time Administration and has at least one High severity exception.



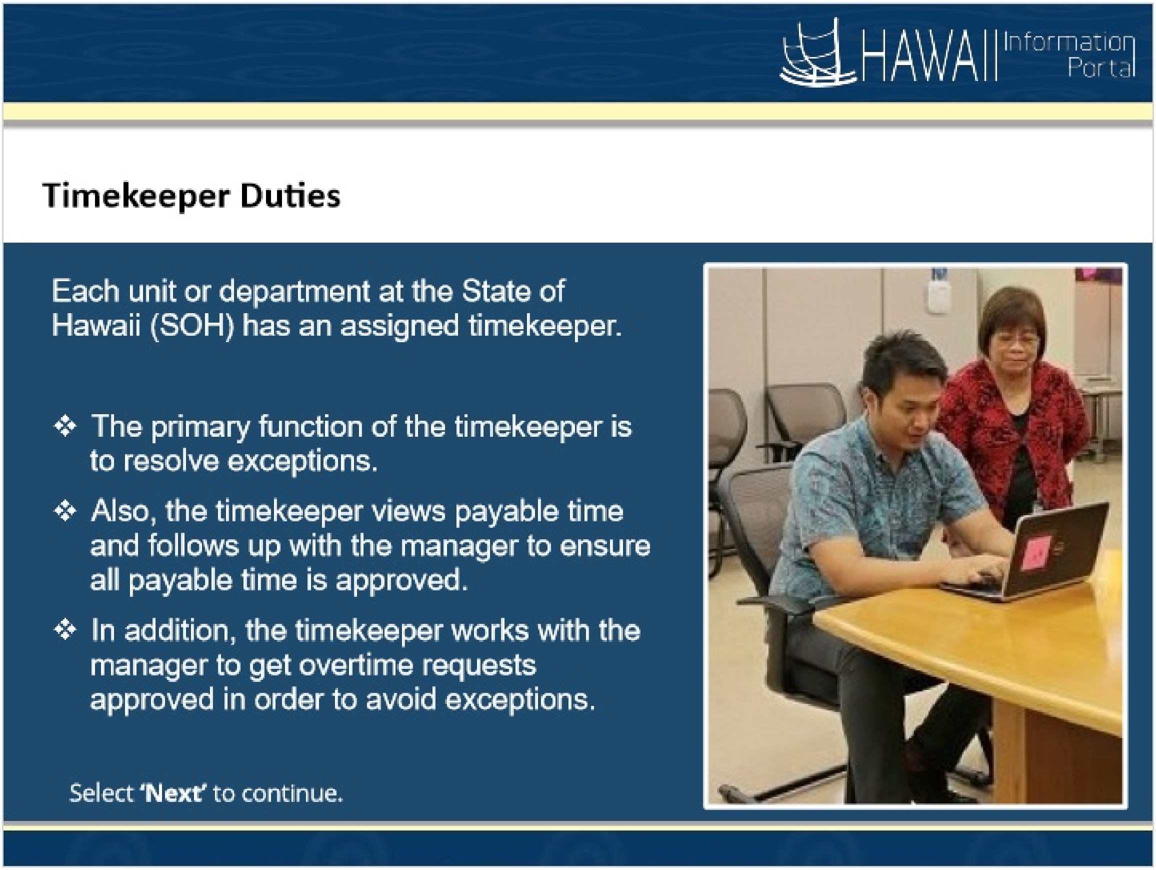
Payable Time

Definition:
Time that has been validated by the Time Administration process and does not have any High severity exceptions. It is ready to be approved by the employee's manager. Once approved, Payable Time is ready for payroll processing.

Timekeeper Overview

Lesson Scenario

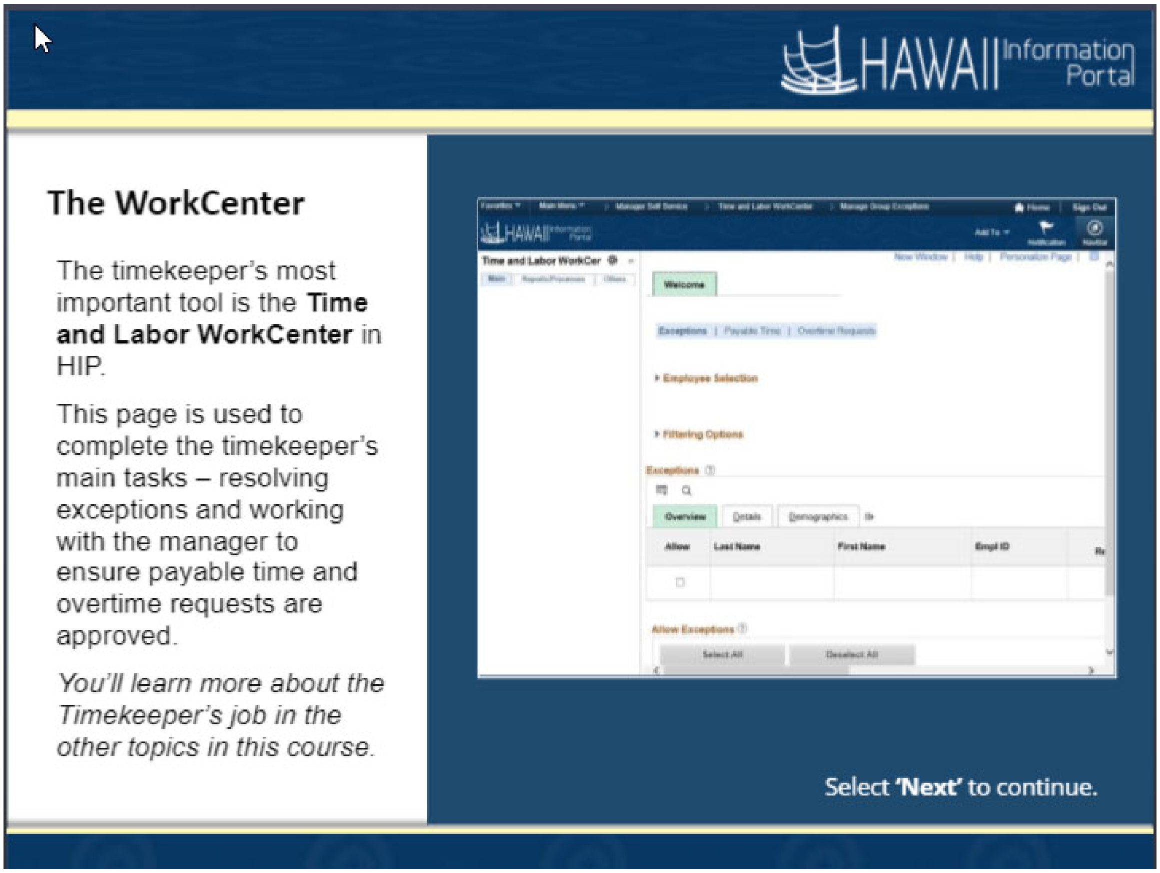
In this lesson, you will learn the duties of a timekeeper.



Timekeeper Duties

Each unit or department at the State of Hawaii (SOH) has an assigned timekeeper.

- ❖ The primary function of the timekeeper is to resolve exceptions.
- ❖ Also, the timekeeper views payable time and follows up with the manager to ensure all payable time is approved.
- ❖ In addition, the timekeeper works with the manager to get overtime requests approved in order to avoid exceptions.



The WorkCenter

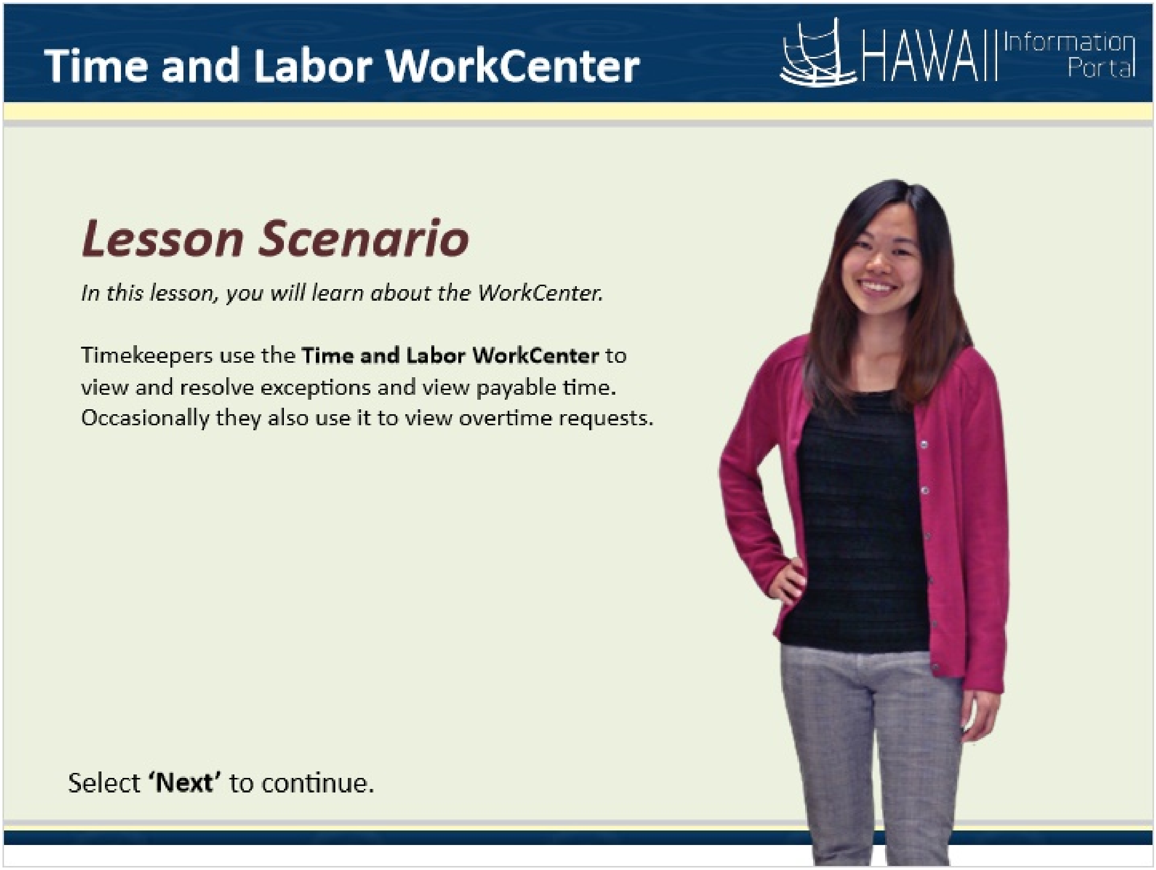
The timekeeper's most important tool is the **Time and Labor WorkCenter** in HIP.

This page is used to complete the timekeeper's main tasks - resolving exceptions and working with the manager to ensure payable time and overtime requests are approved.

You'll learn more about the Timekeeper's job in the other topics in this course.

Congratulations!

You've successfully completed this lesson.

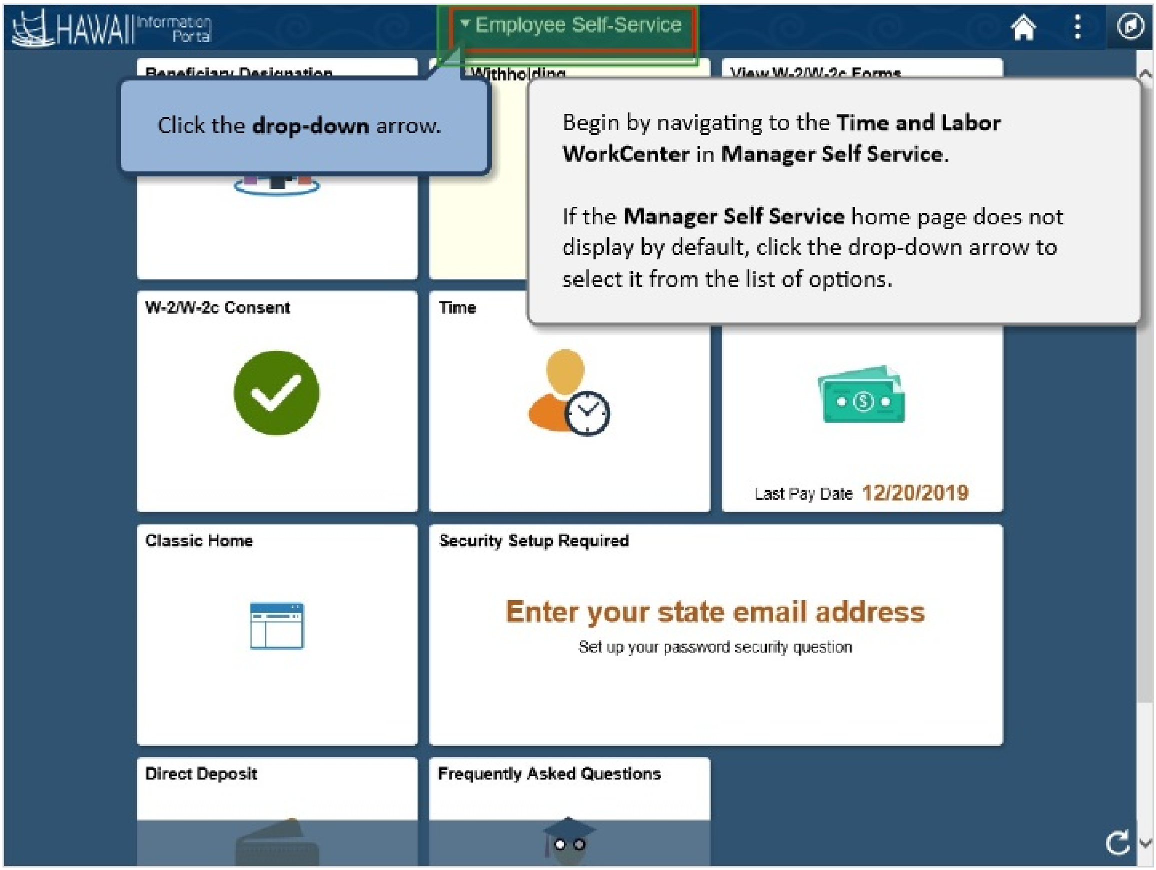


Time and Labor Workcenter

Lesson Scenario

In this lesson, you will learn about the WorkCenter.

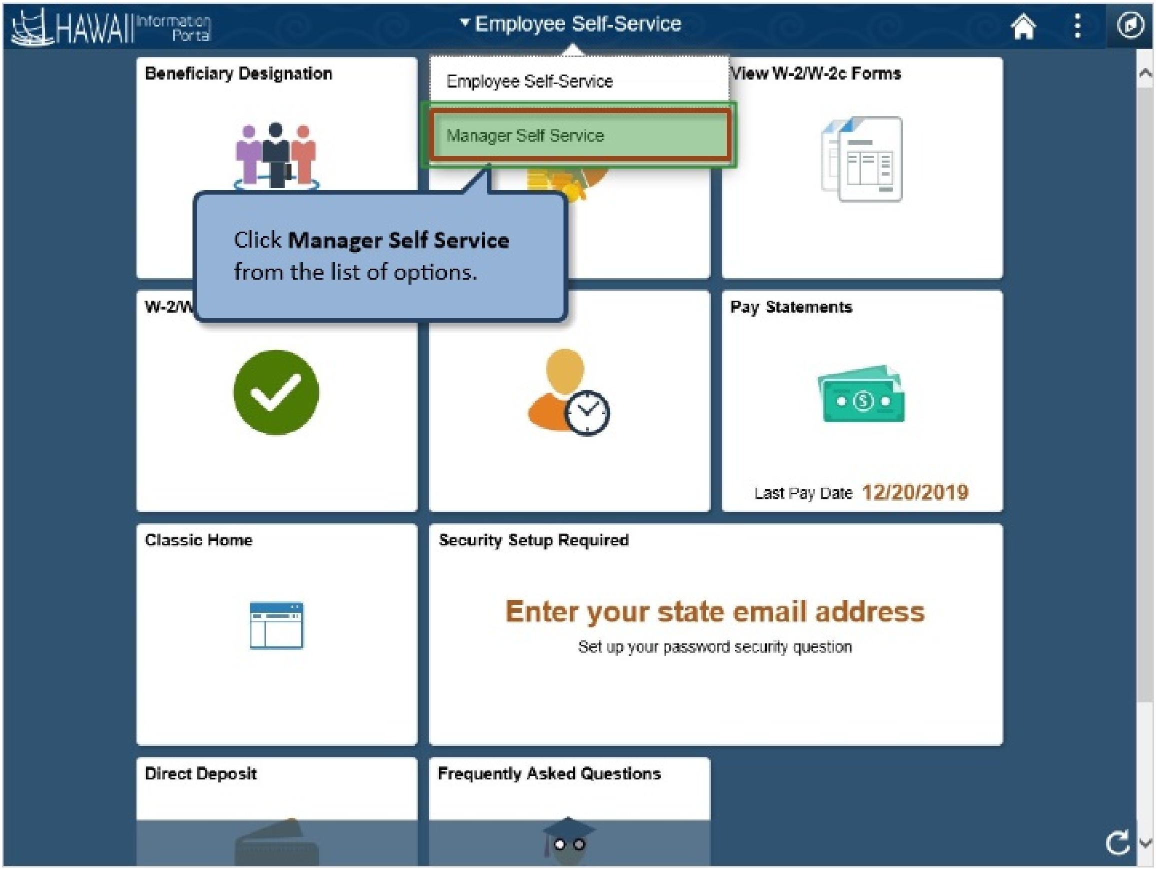
Timekeepers use the **Time and Labor WorkCenter** to view and resolve exceptions and view payable time. Occasionally they also use it to view overtime requests.



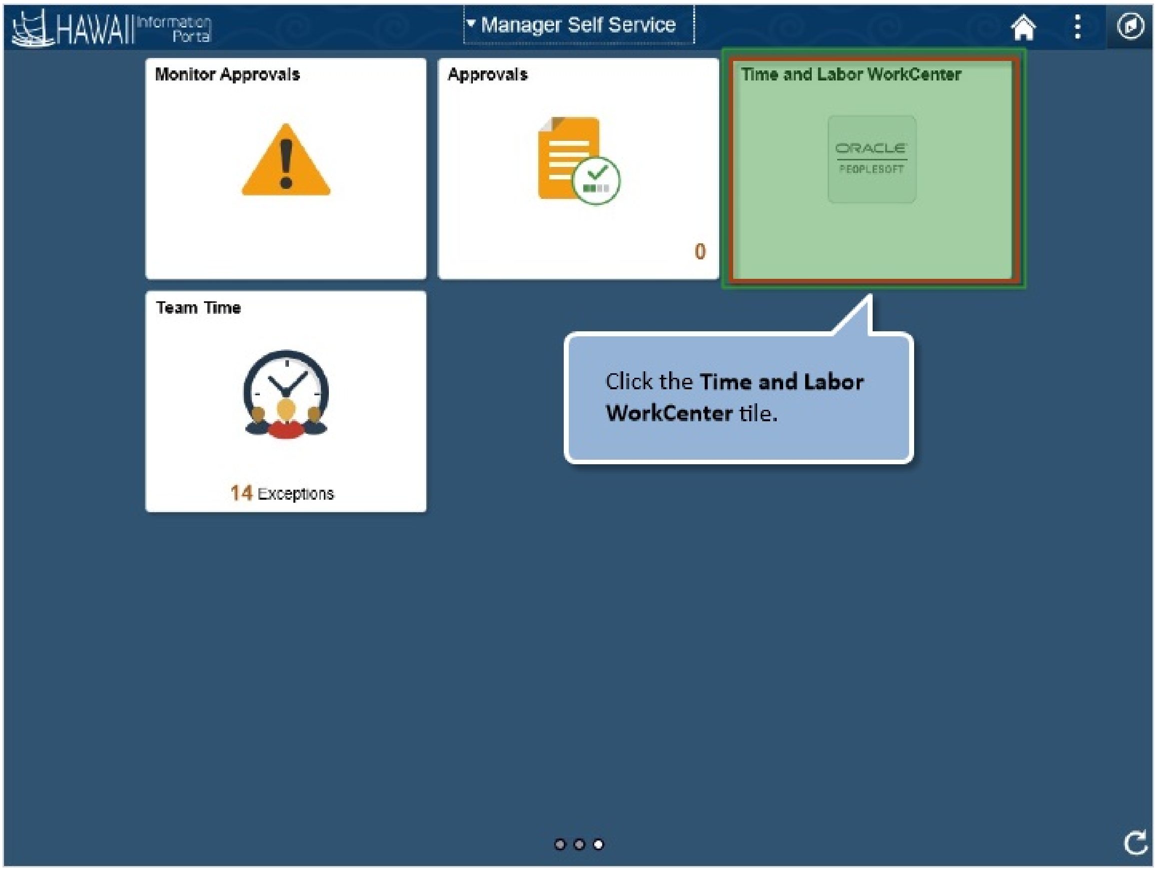
Begin by navigating to the **Time and Labor WorkCenter** in **Manager Self Service**.

If the **Manager Self Service** home page does not display by default, click the drop-down arrow to select it from the list of options.

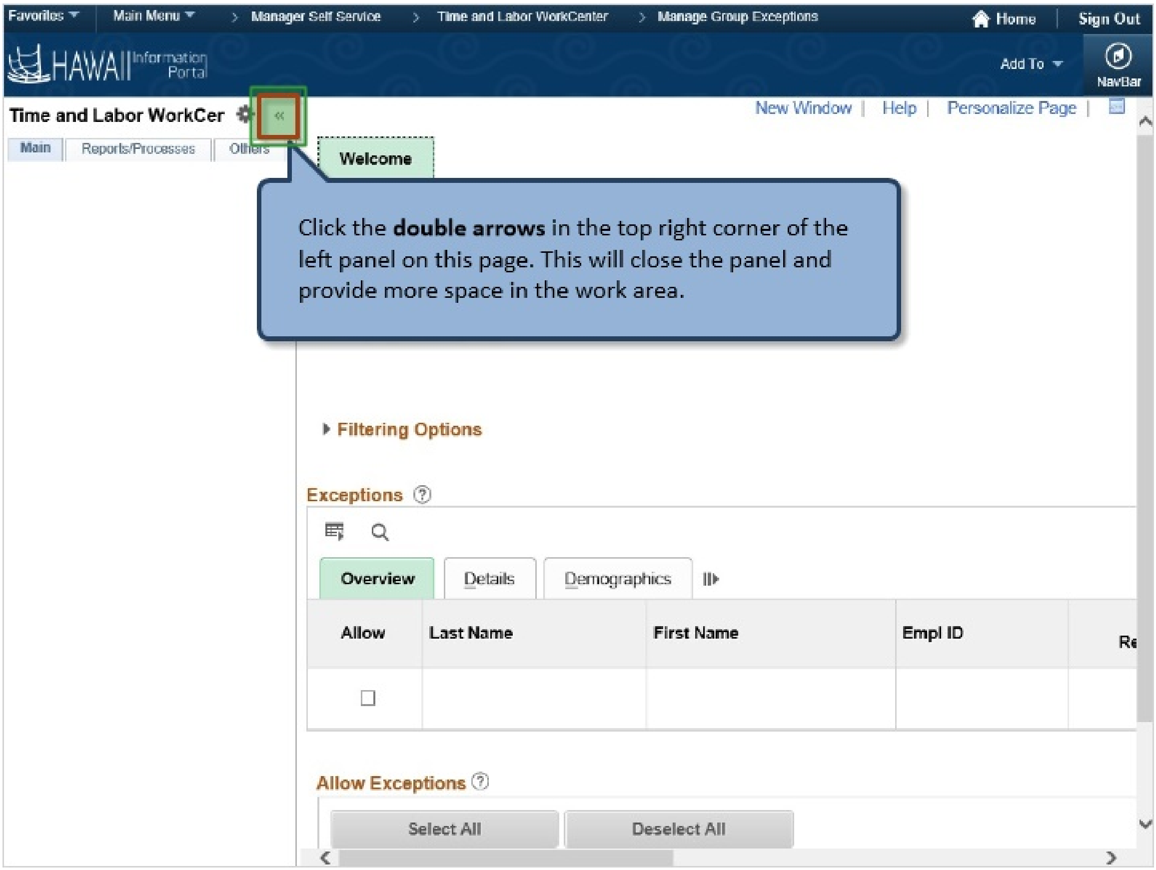
Click the **drop-down** arrow.



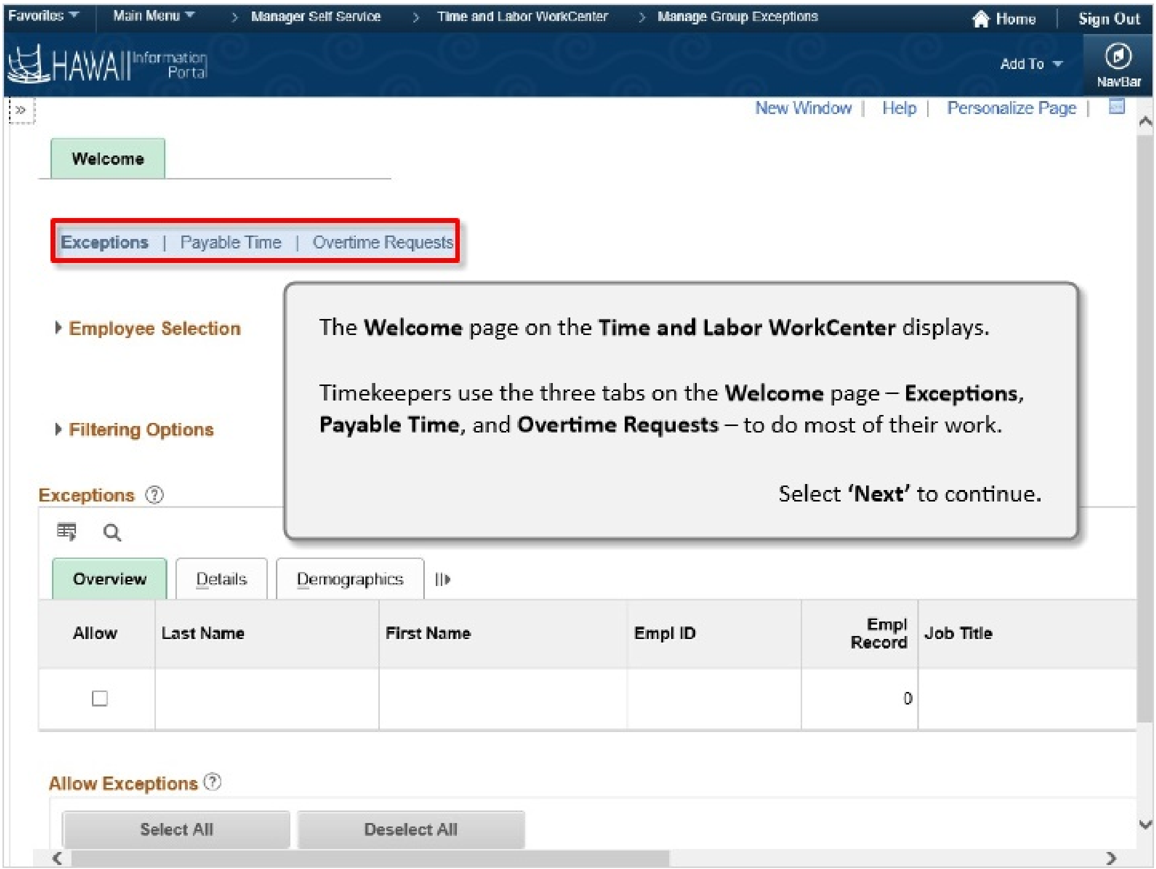
Click **Manager Self Service** from the list of options.



Click the **Time and Labor WorkCenter** tile.

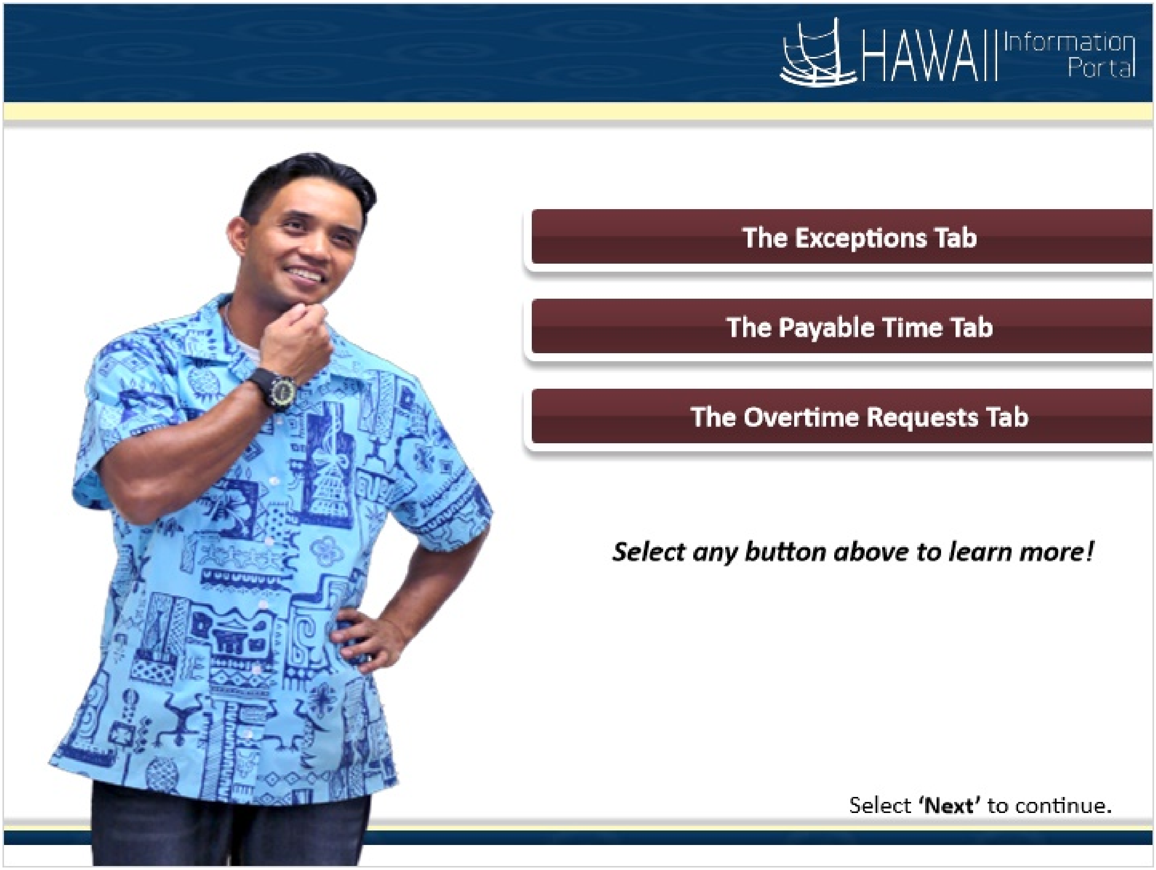


Click the double arrows in the top right corner of the left panel on this page. This will close the panel and provide more space in the work area.



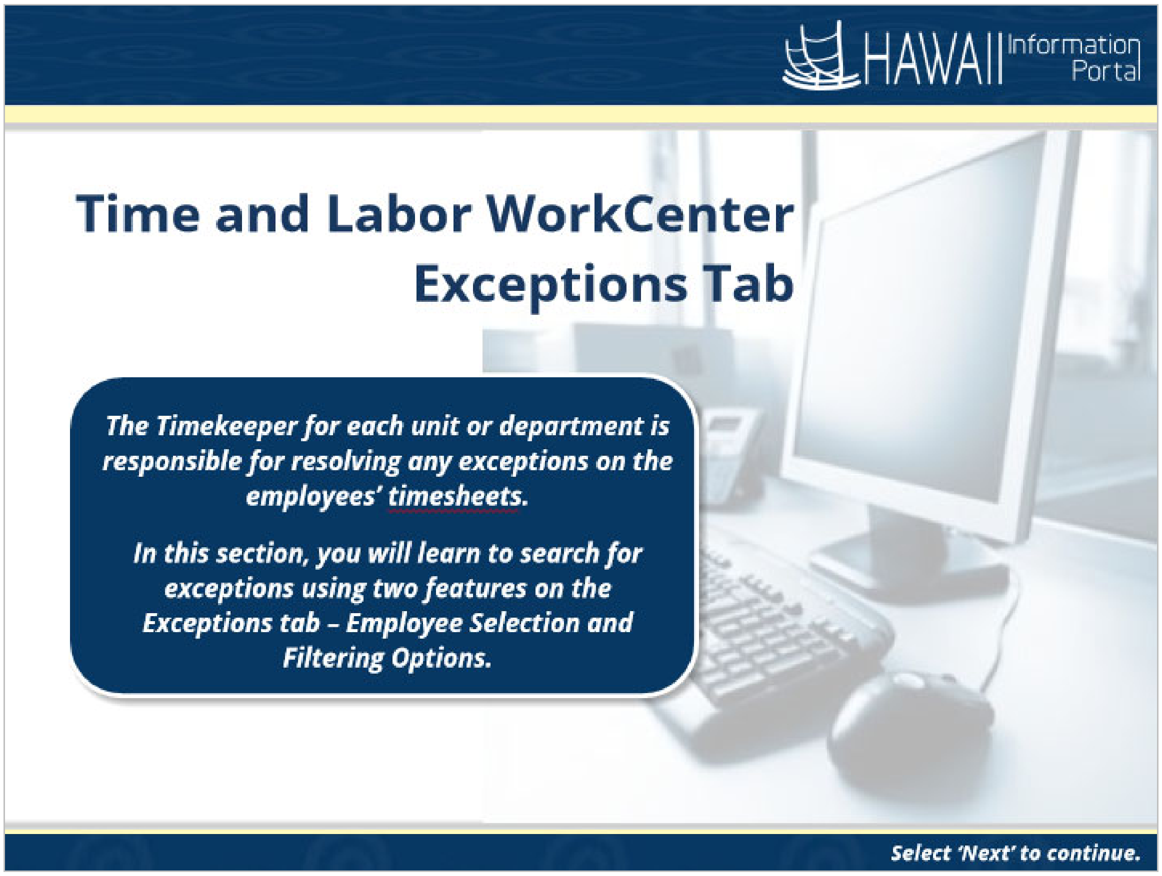
The **Welcome** page on the **Time and Labor WorkCenter** displays.

Timekeepers use the three tabs on the **Welcome** page – **Exceptions**, **Payable Time**, and **Overtime Requests** – to do most of their work.



- **The Exceptions Tab**
- **The Payable Time Tab**
- **The Overtime Requests Tab**

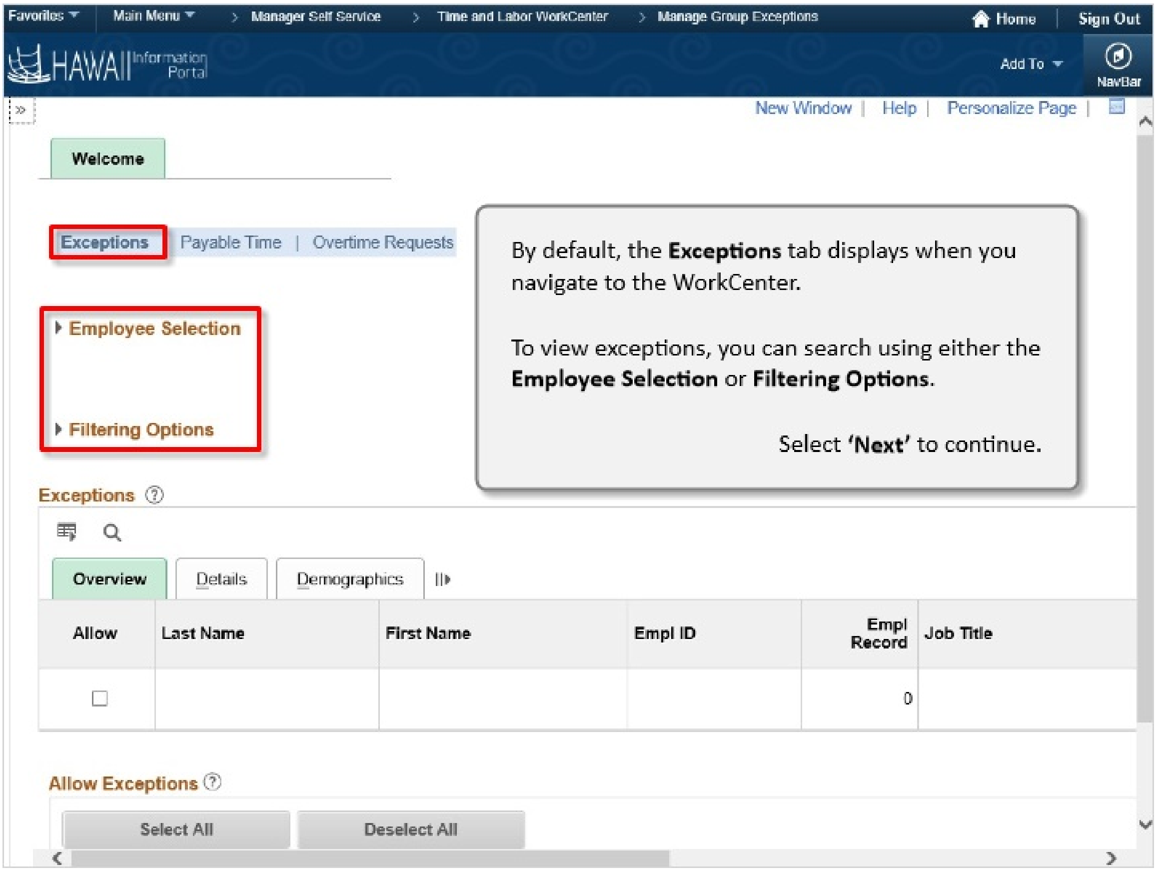
Select any button above to learn more!



Time and Labor WorkCenter Exceptions Tab

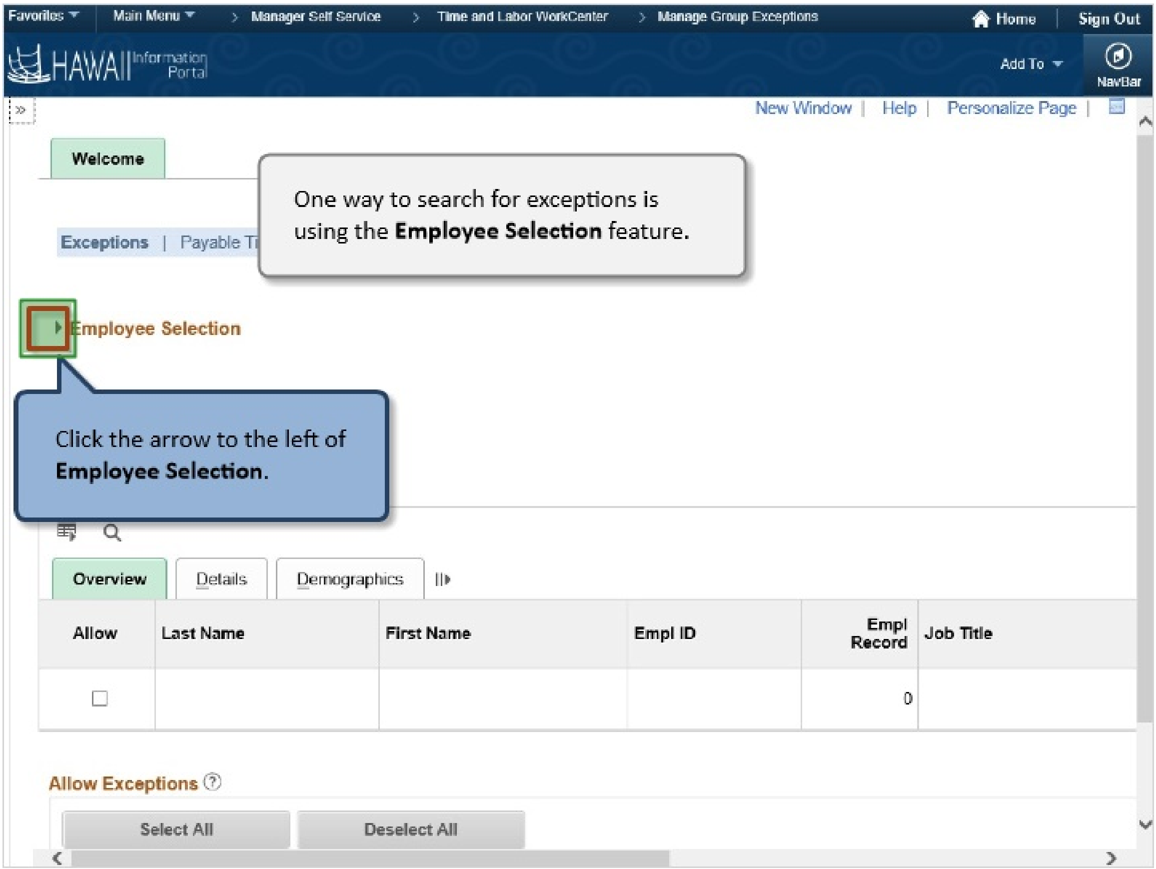
The Timekeeper for each unit or department is responsible for resolving any exceptions on the employees' timesheets.

In this section, you will learn to search for exceptions using two features on the Exceptions tab - Employee Selection and Filtering Options.



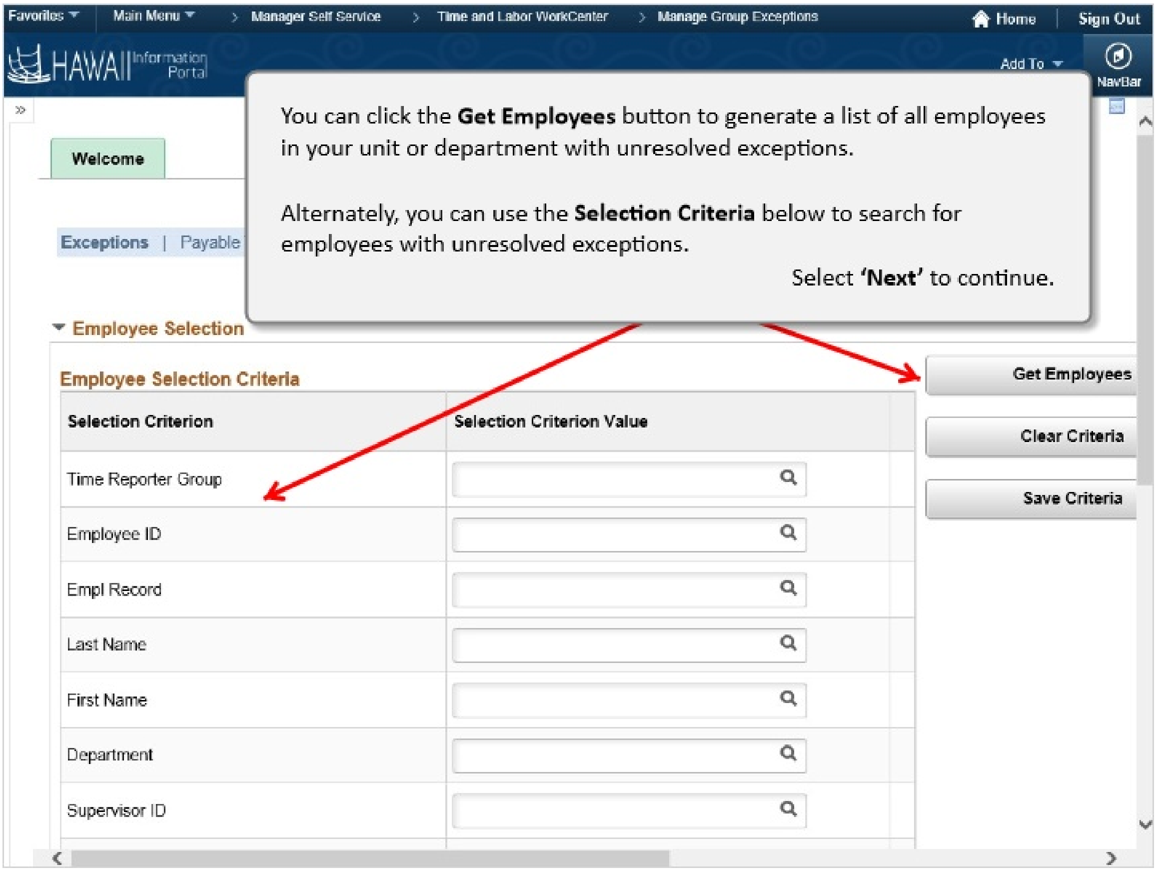
By default, the **Exceptions** tab displays when you navigate to the WorkCenter.

To view exceptions, you can search using either the **Employee Selection** or **Filtering Options**.



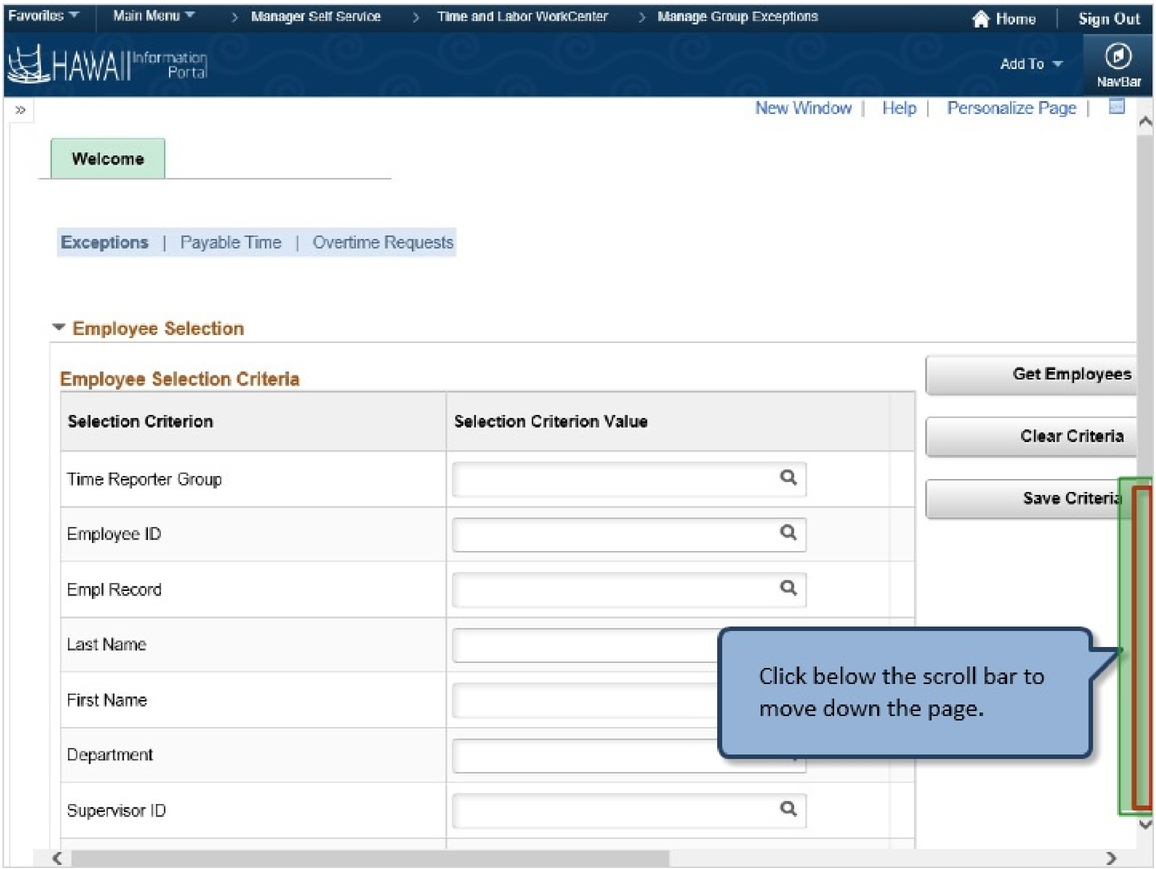
One way to search for exceptions is using the **Employee Selection** feature.

Click the arrow to the left of **Employee Selection**.

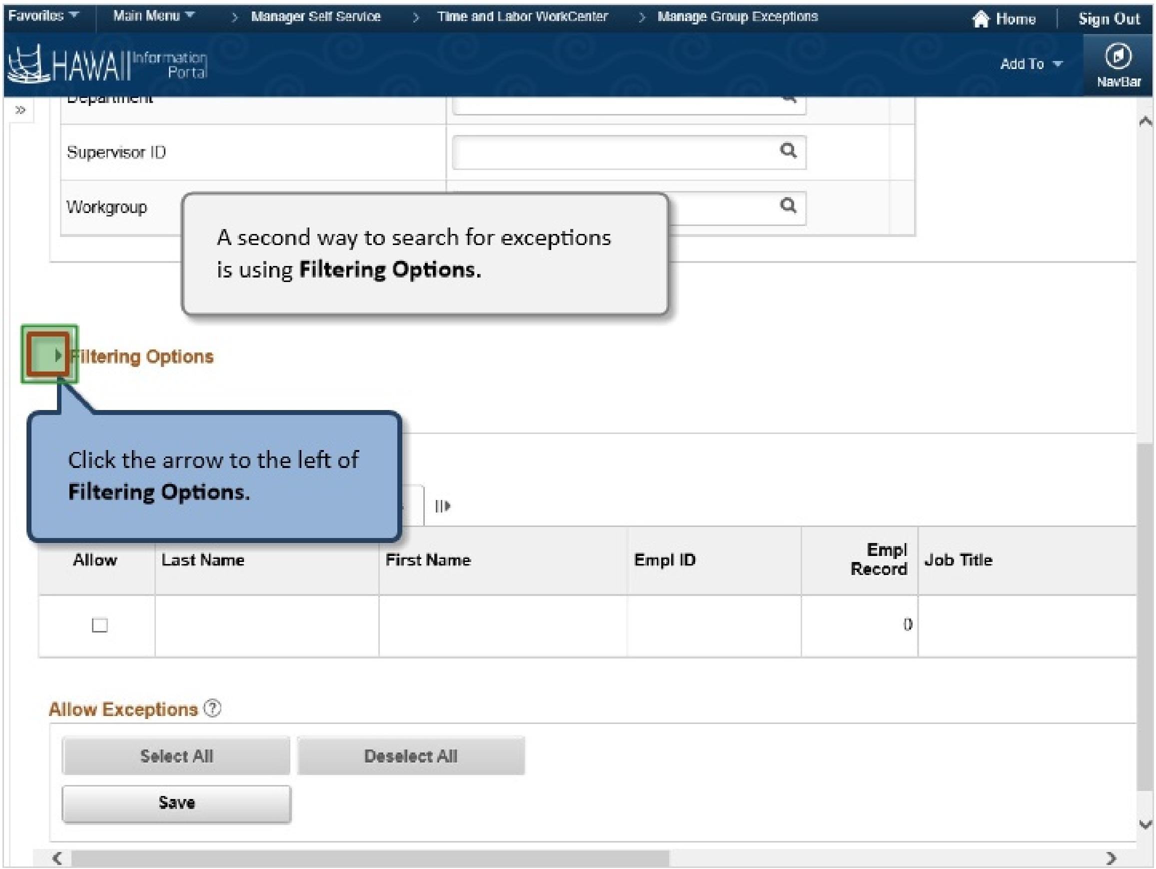


You can click the **Get Employees** button to generate a list of all employees in your unit or department with unresolved exceptions.

Alternately, you can use the **Selection Criteria** below to search for employees with unresolved exceptions.

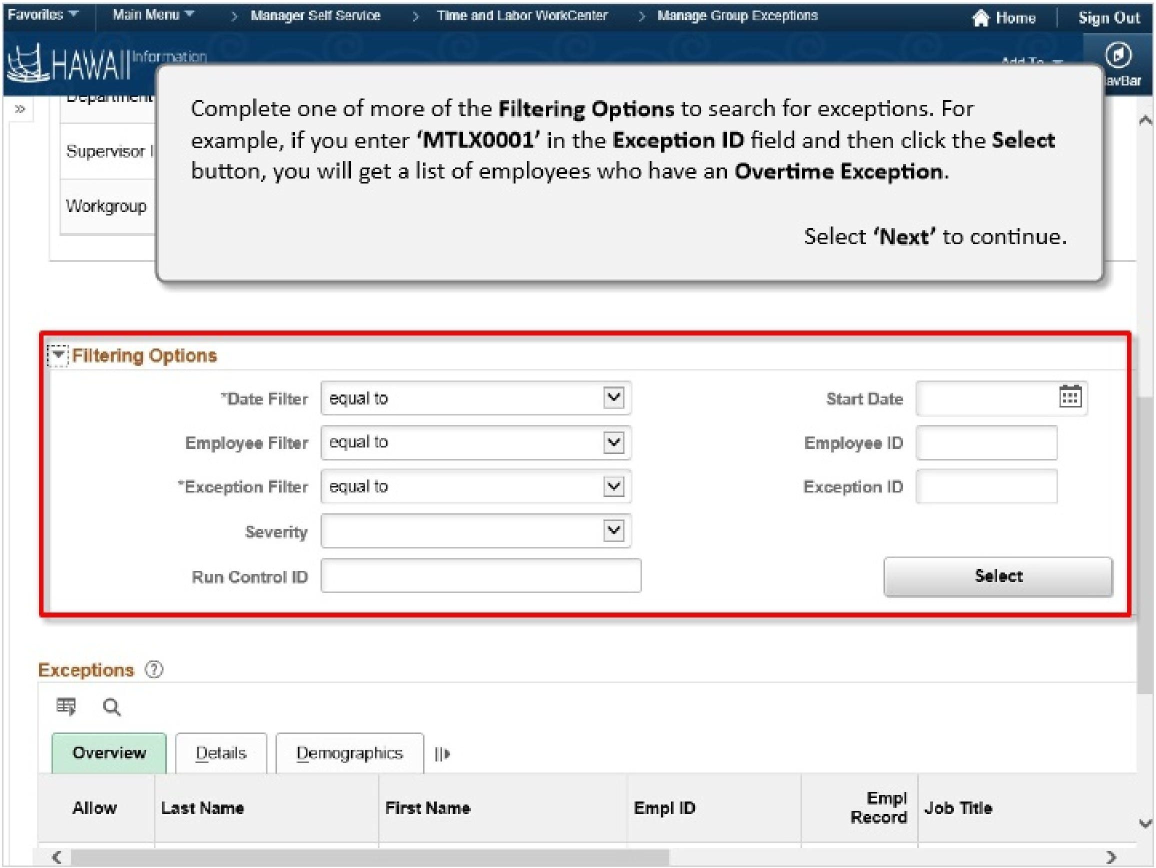


Click below the scroll bar to move down the page.

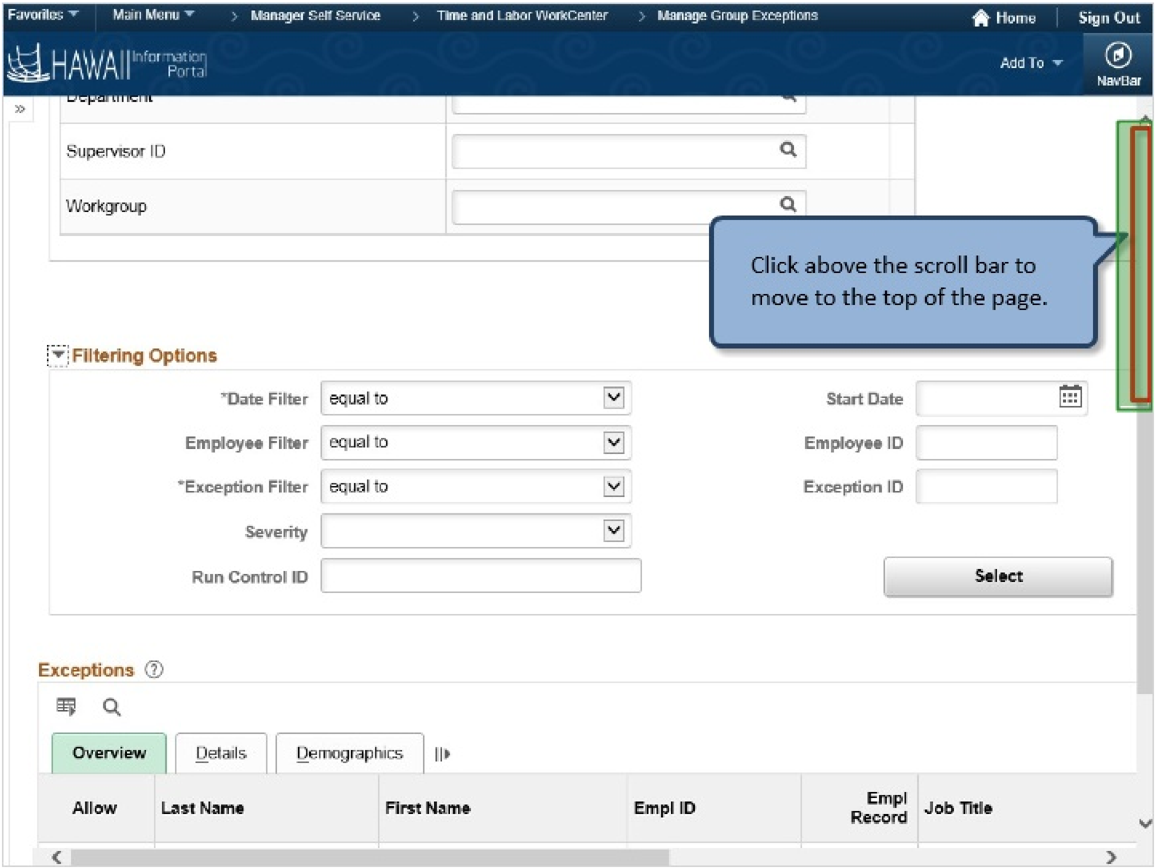


A second way to search for exceptions is using **Filtering Options**.

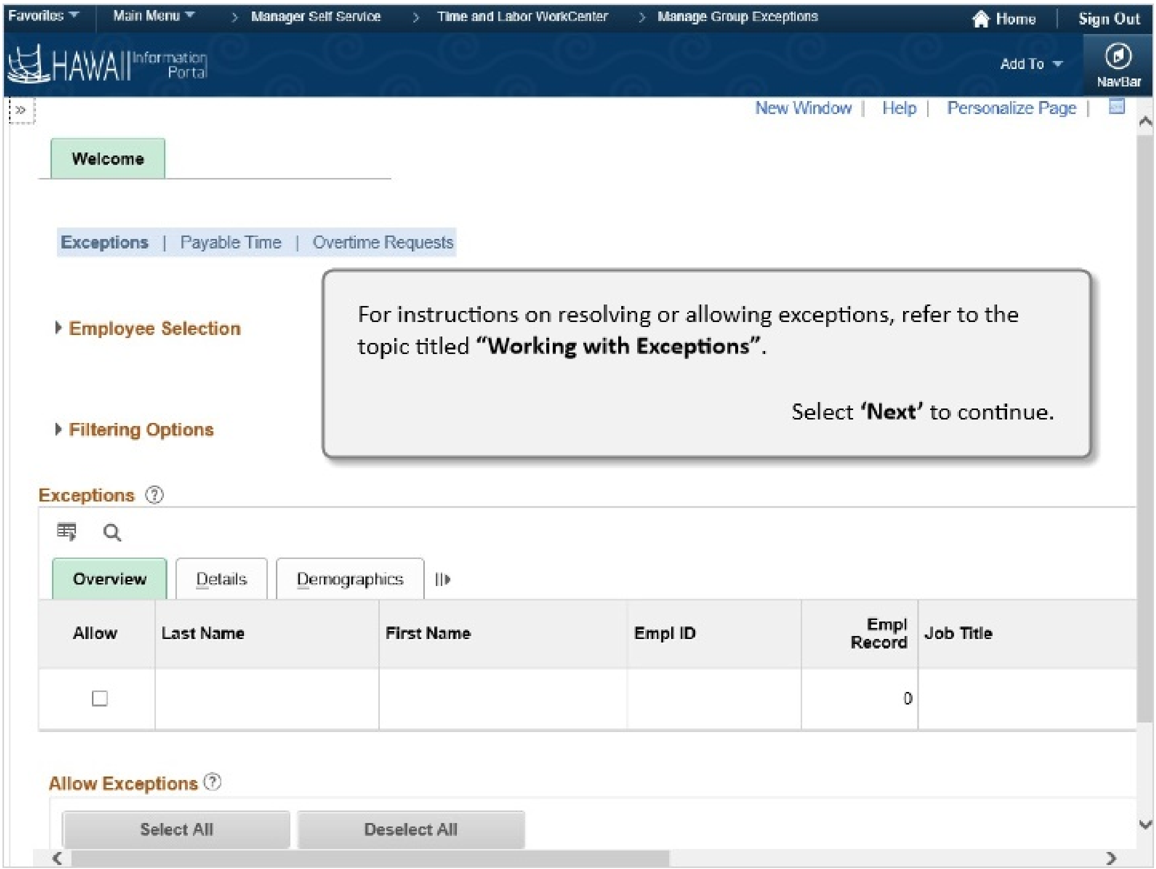
Click the arrow to the left of **Filtering Options**.



Complete one of more of the **Filtering Options** to search for exceptions. For example, if you enter **'MTLX0001'** in the **Exception ID** field and then click the **Select** button, you will get a list of employees who have an **Overtime Exception**.



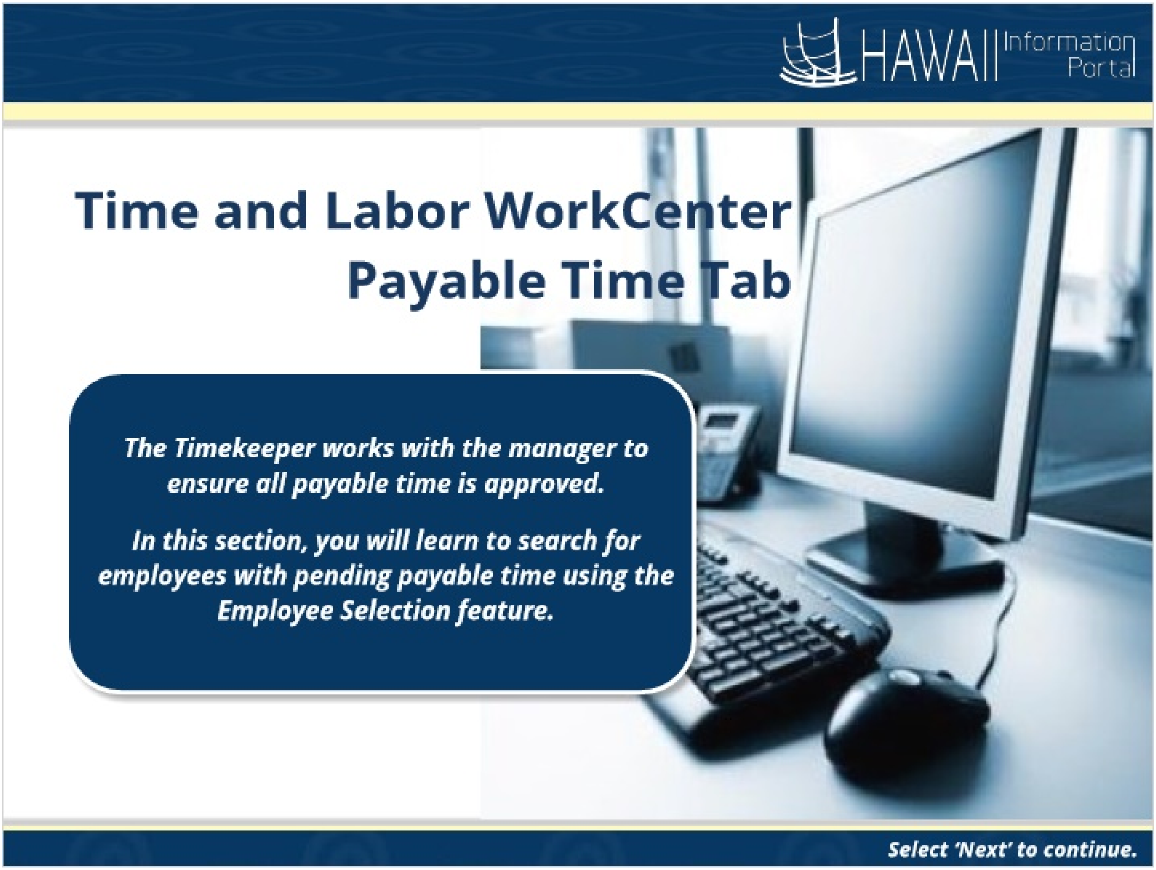
Click above the scroll bar to move to the top of the page.



For instructions on resolving or allowing exceptions, refer to the topic titled **"Working with Exceptions"**.

Congratulations!

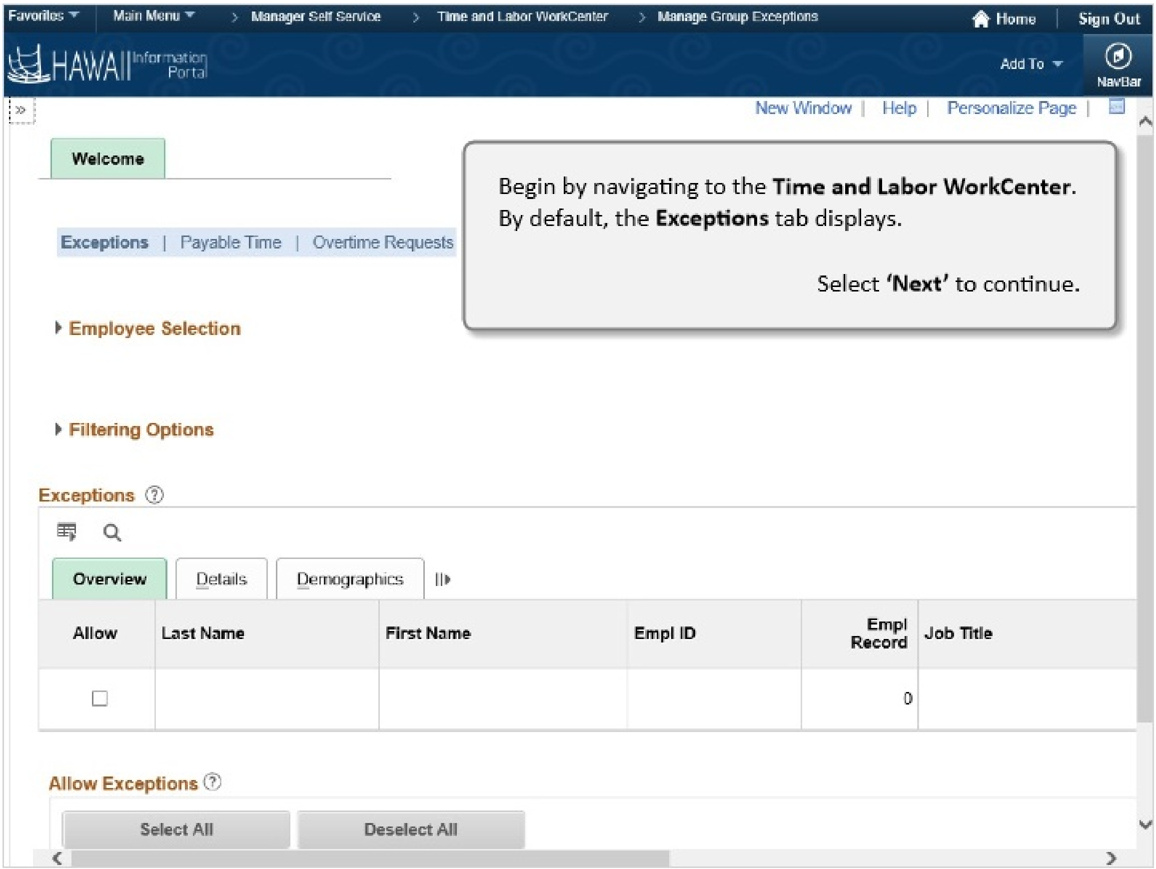
You've successfully completed this lesson.



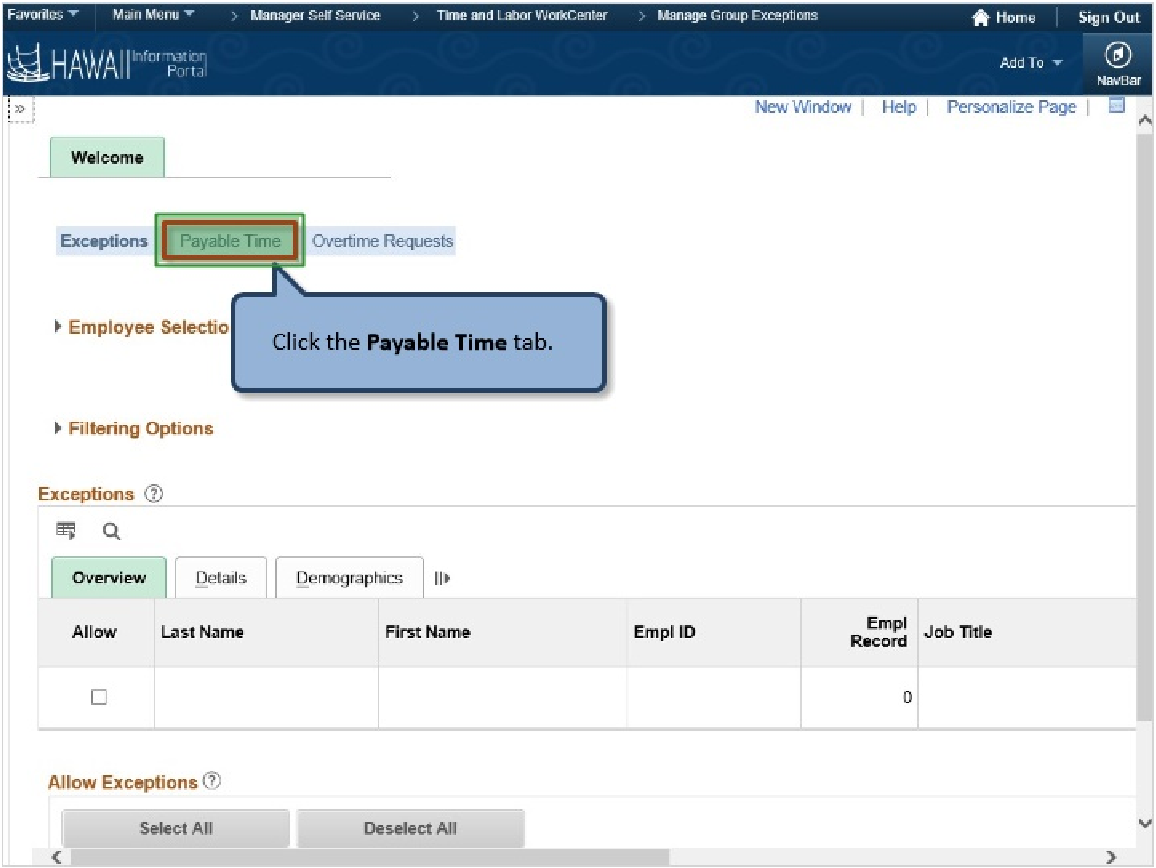
Time and Labor WorkCenter Payable Time Tab

The Timekeeper works with the manager to ensure all payable time is approved.

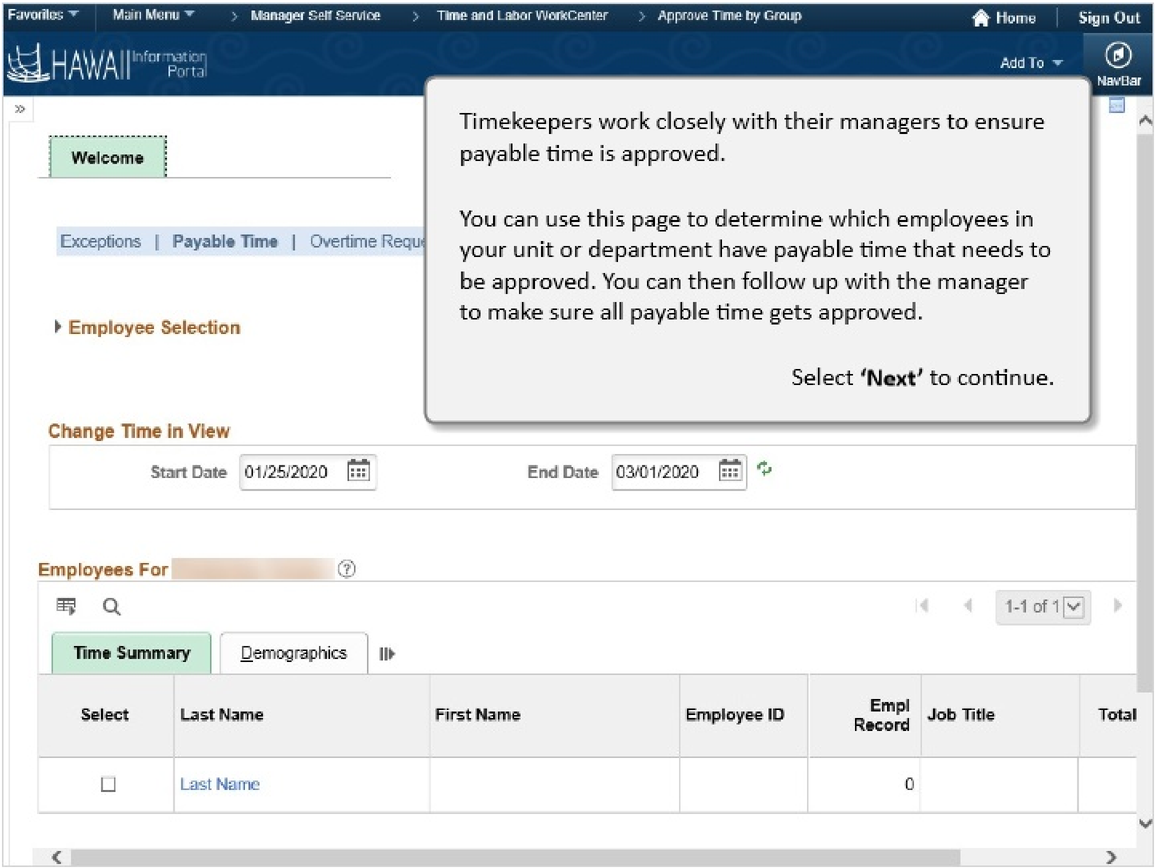
In this section, you will learn to search for employees with pending payable time using the Employee Selection feature.



Begin by navigating to the **Time and Labor WorkCenter**. By default, the **Exceptions** tab displays.

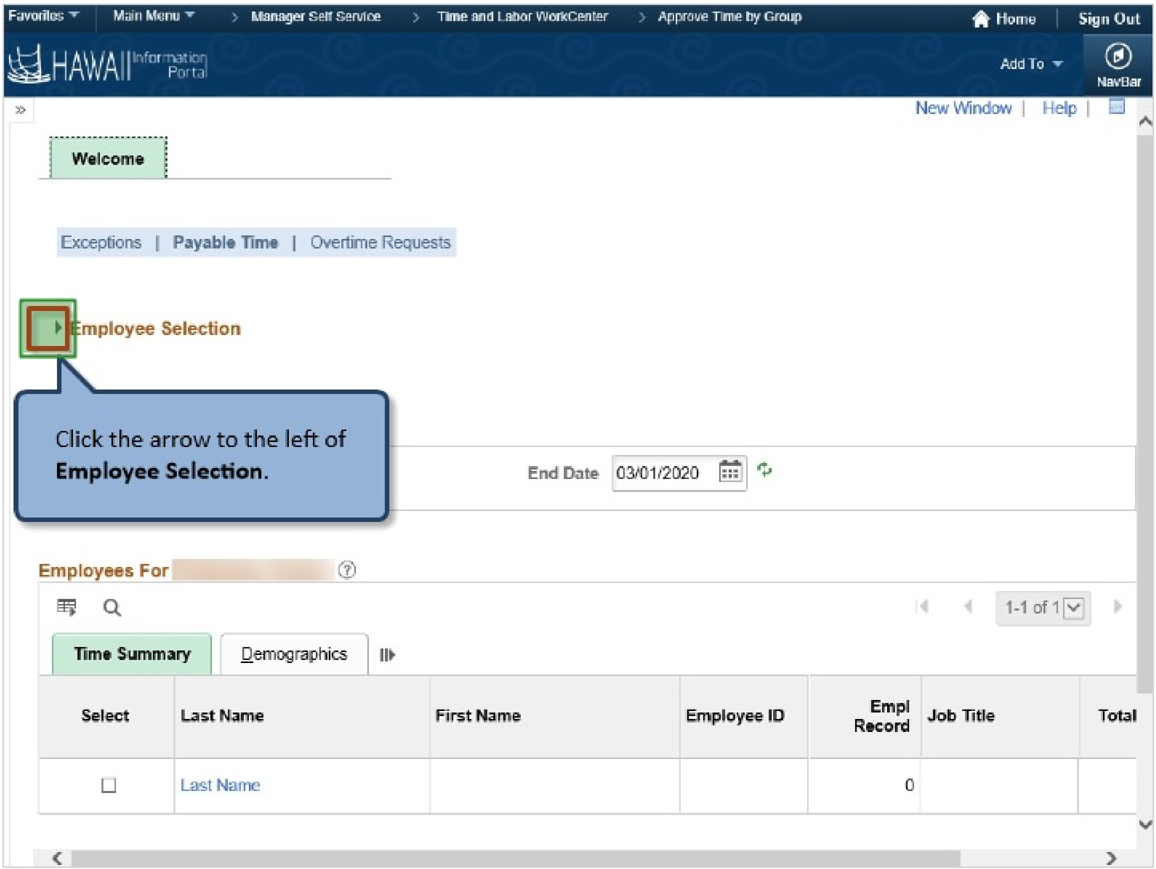


Click the **Payable Time** tab.

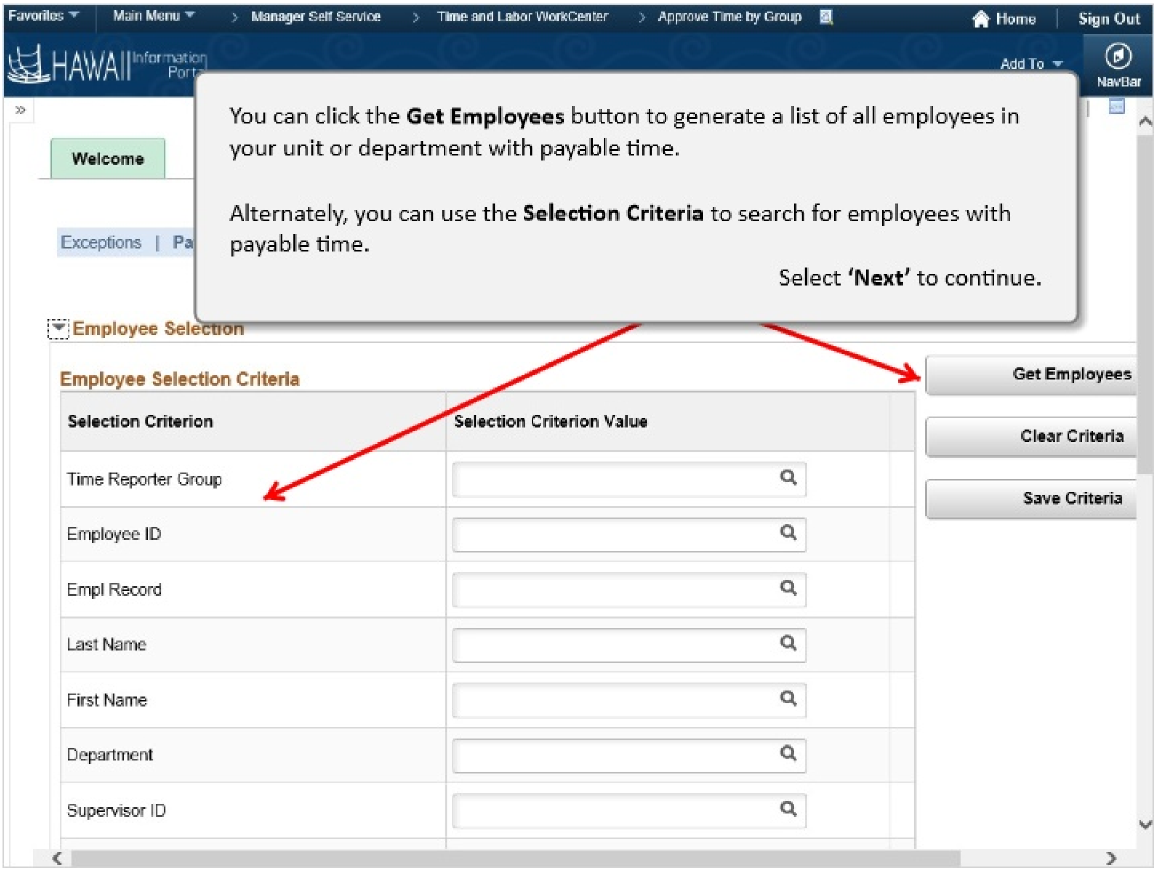


Timekeepers work closely with their managers to ensure payable time is approved.

You can use this page to determine which employees in your unit or department have payable time that needs to be approved. You can then follow up with the manager to make sure all payable time gets approved.

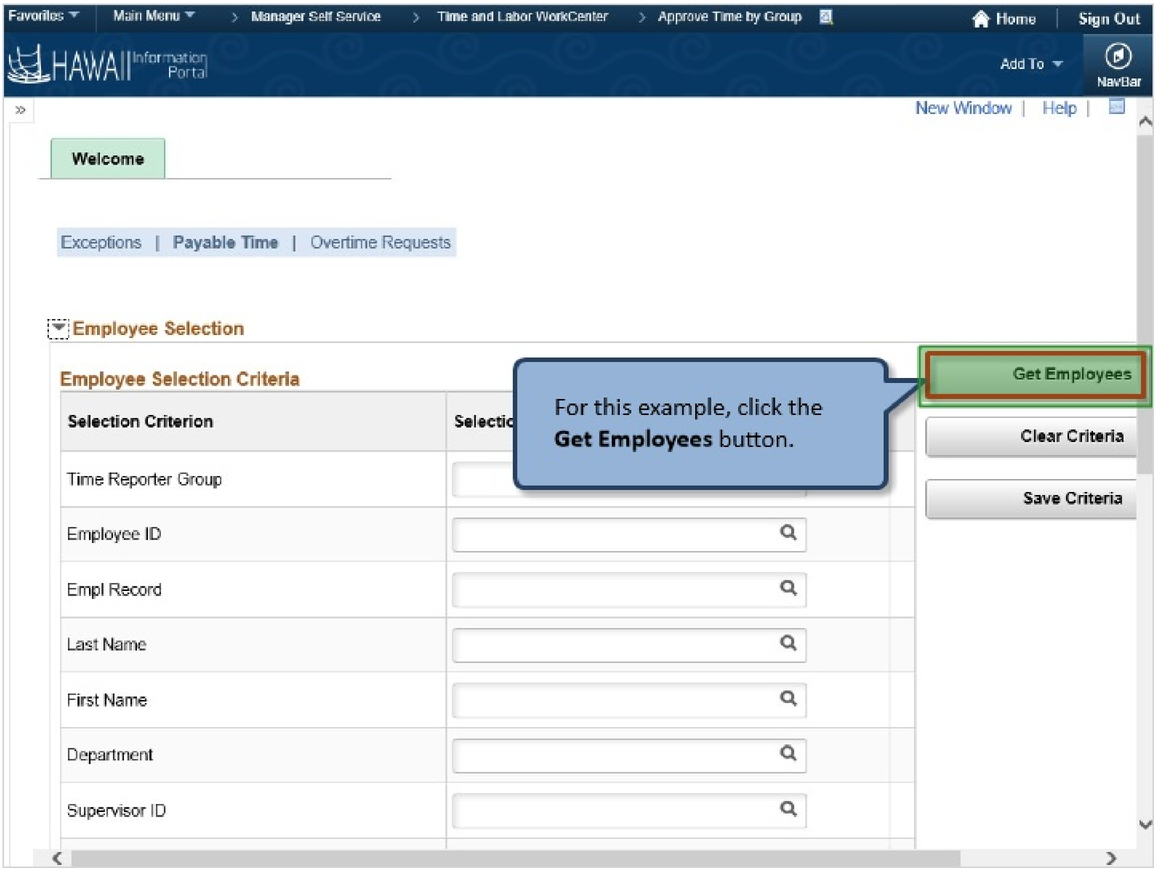


Click the arrow to the left of **Employee Selection**.

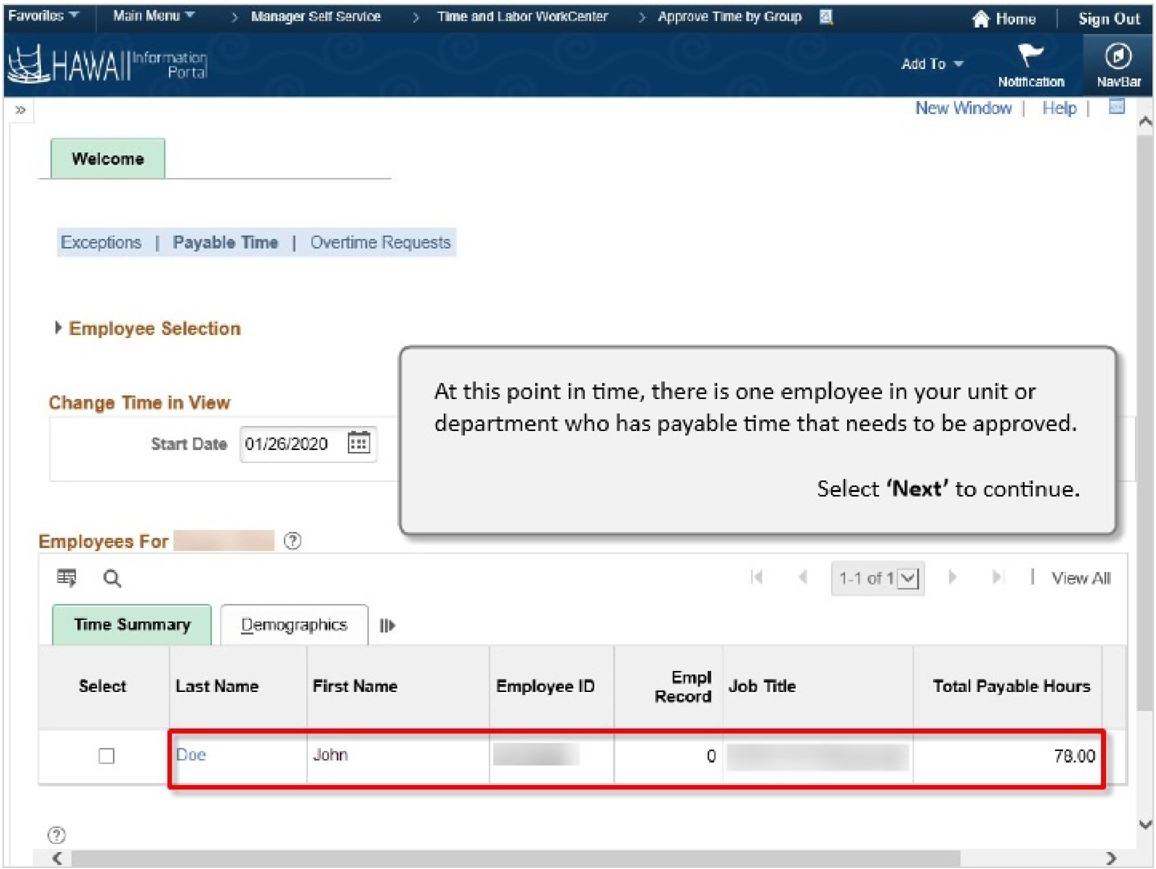


You can click the **Get Employees** button to generate a list of all employees in your unit or department with payable time.

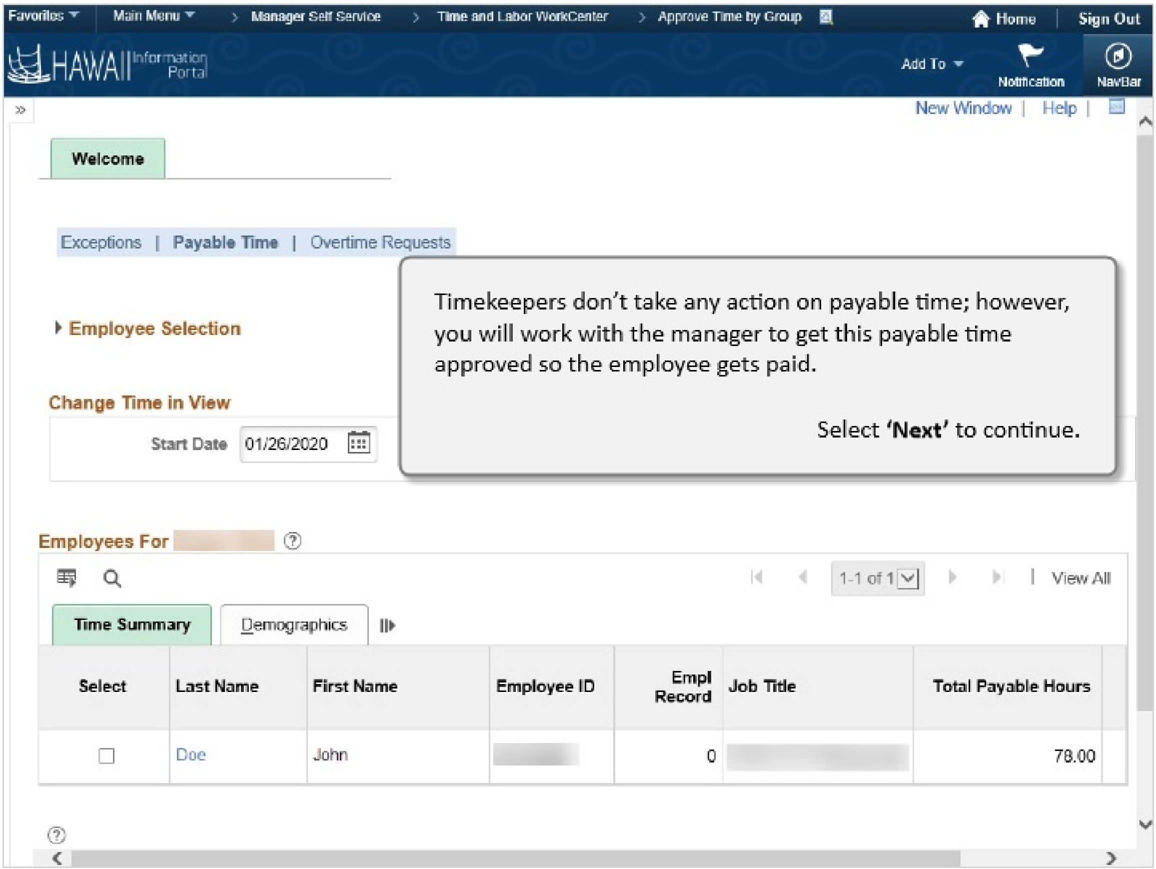
Alternately, you can use the **Selection Criteria** to search for employees with payable time.



For this example, click the **Get Employees** button.



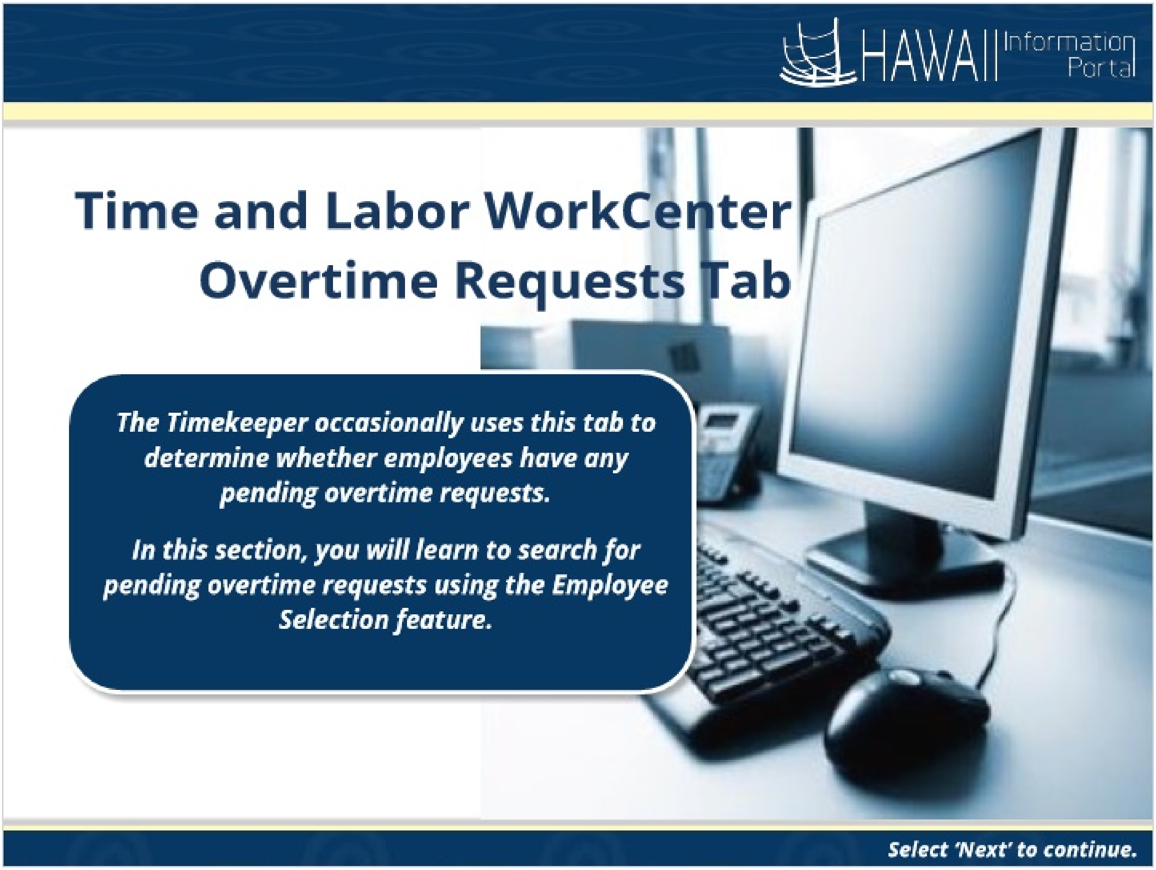
At this point in time, there is one employee in your unit or department who has payable time that needs to be approved.



Timekeepers don't take any action on payable time; however, you will work with the manager to get this payable time approved so the employee gets paid.

Congratulations!

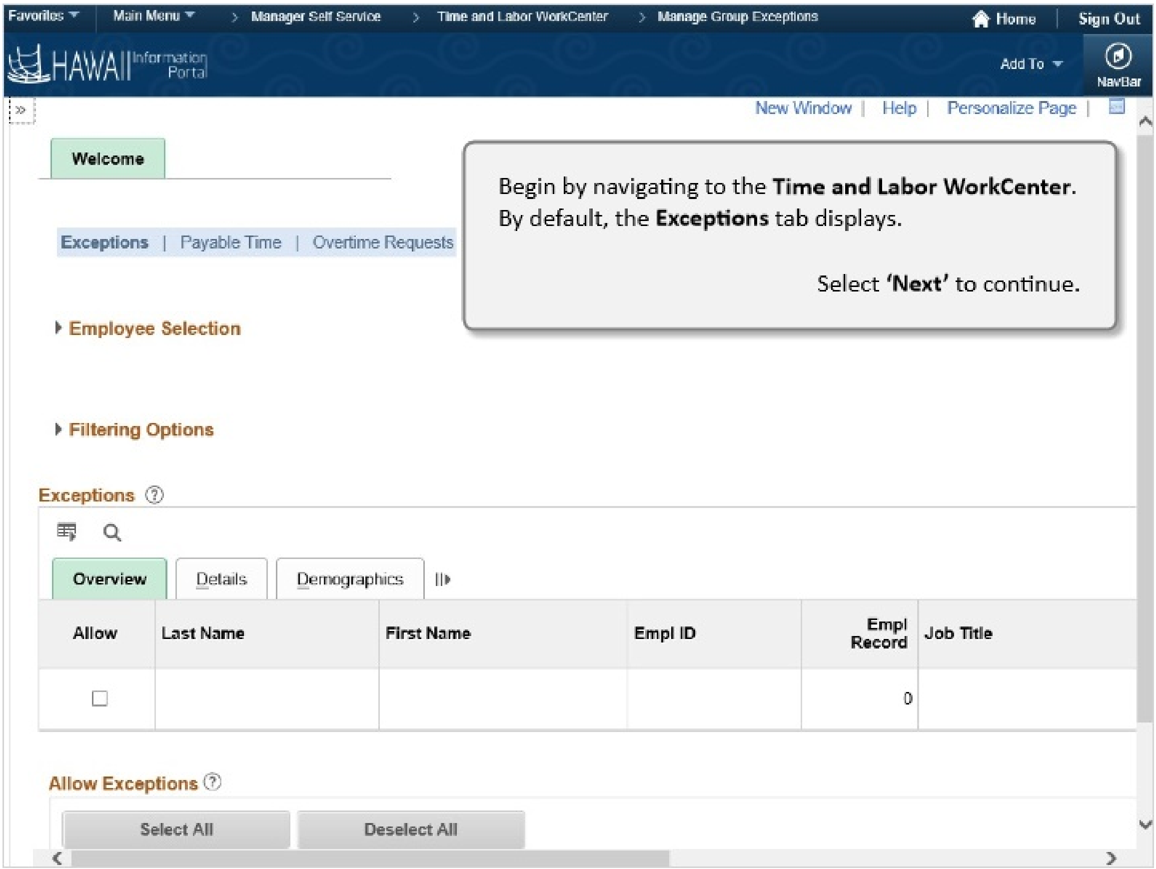
You've successfully completed this lesson.



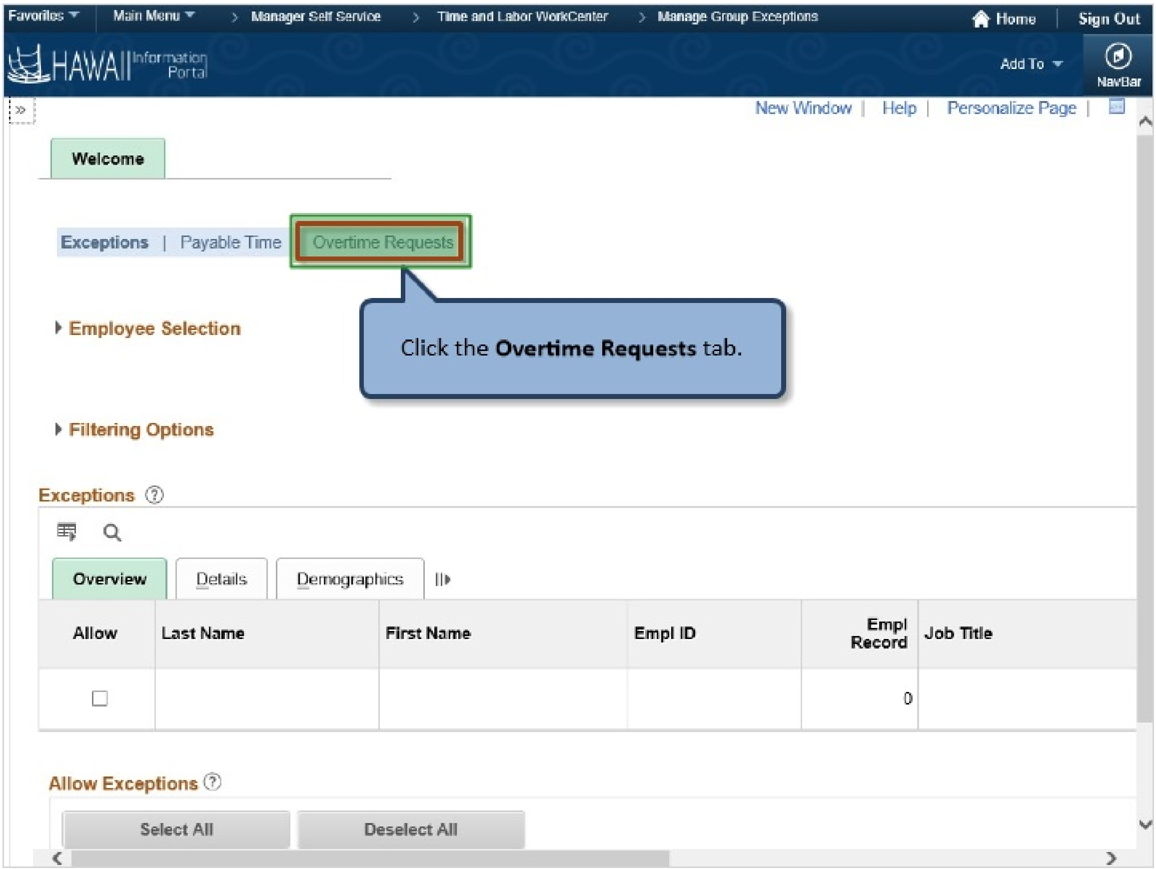
Time and Labor WorkCenter Overtime Requests Tab

The Timekeeper occasionally uses this tab to determine whether employees have any pending overtime requests.

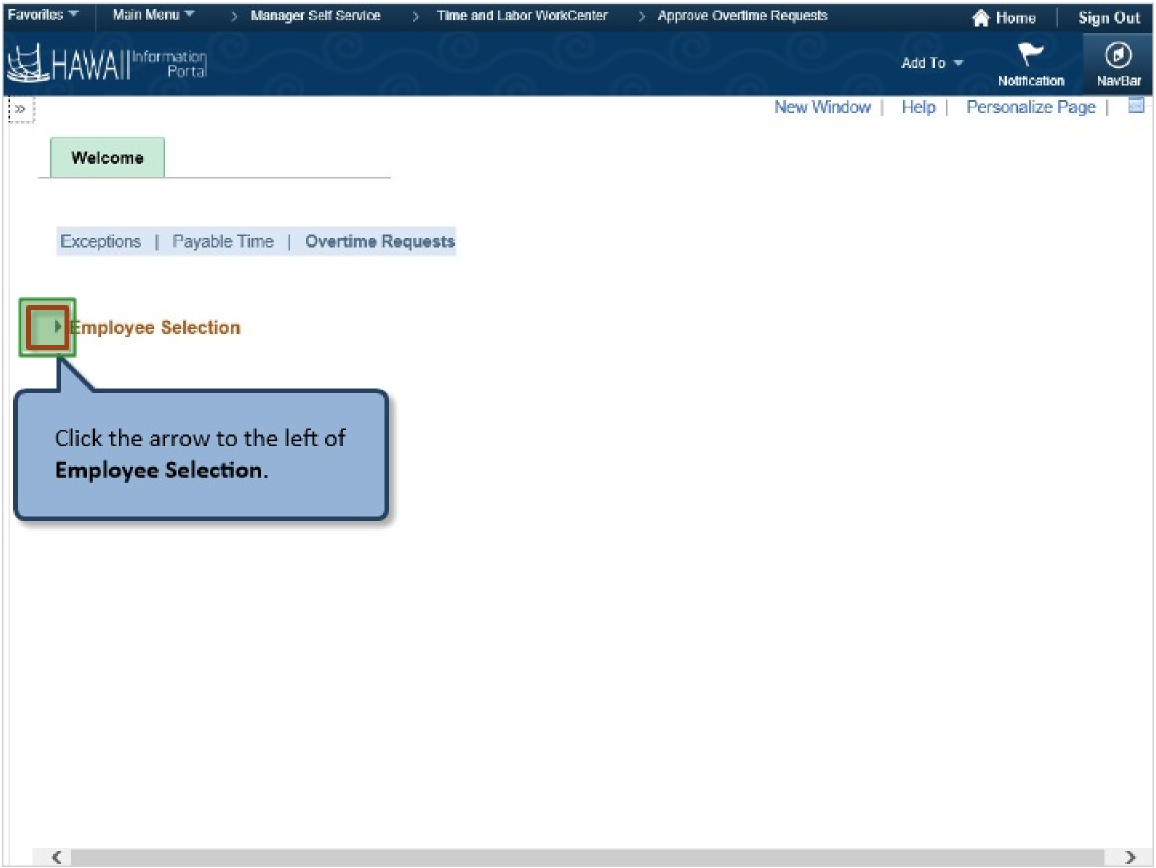
In this section, you will learn to search for pending overtime requests using the Employee Selection feature.



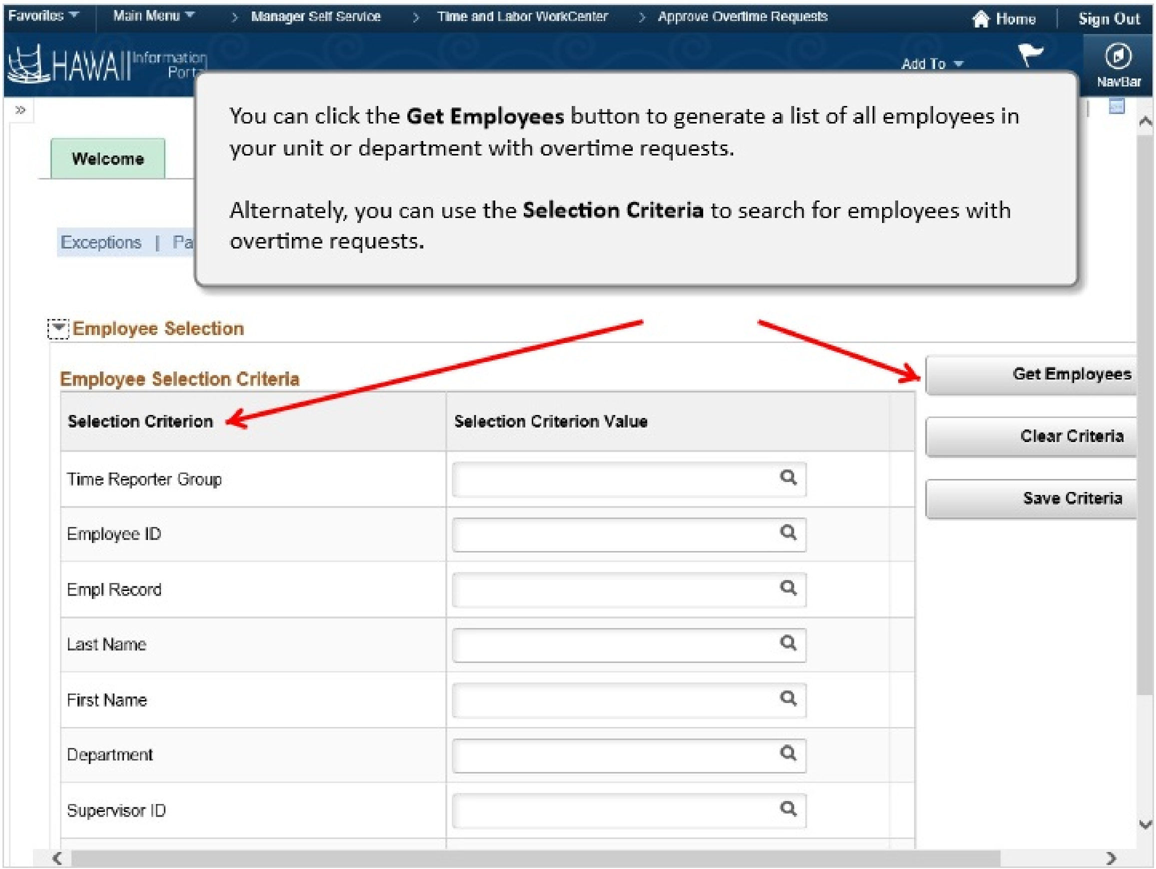
Begin by navigating to the **Time and Labor WorkCenter**. By default, the **Exceptions** tab displays.



Click the **Overtime Requests** tab.

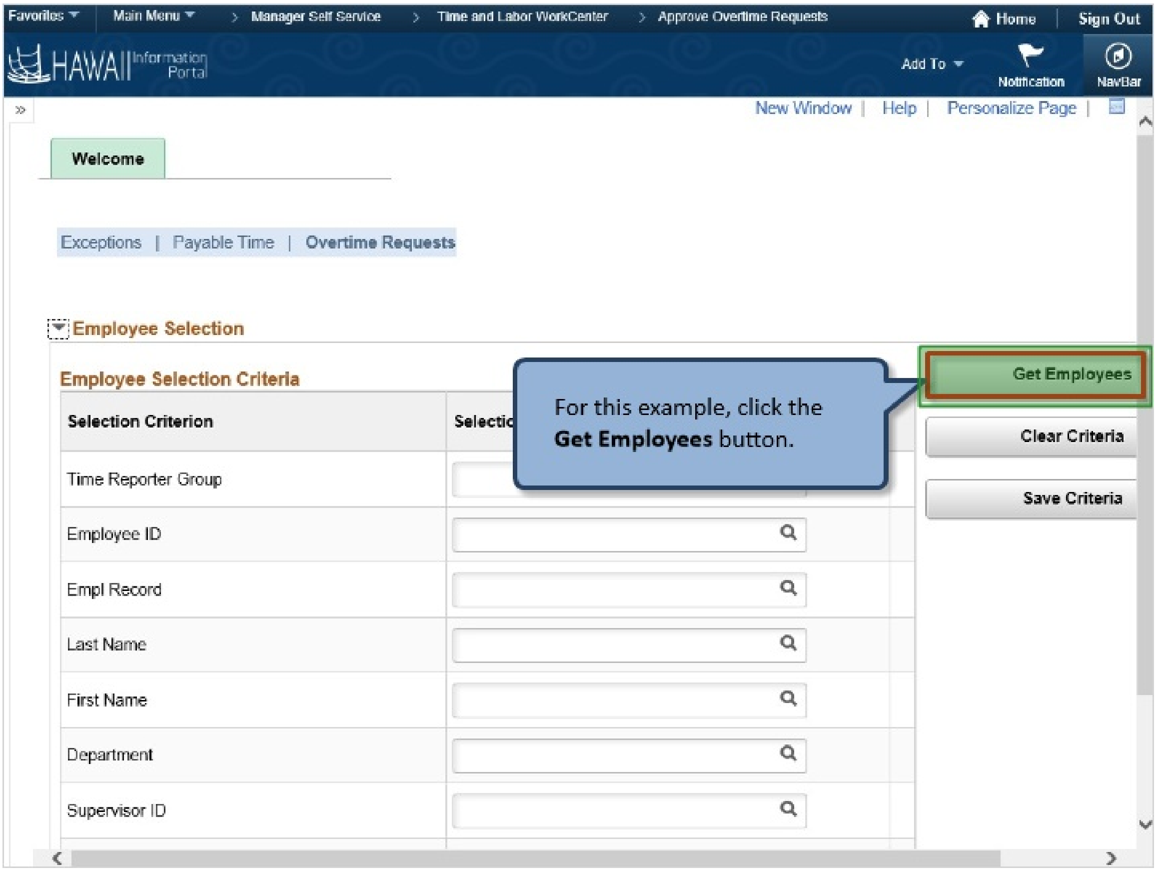


Click the arrow to the left of **Employee Selection**.

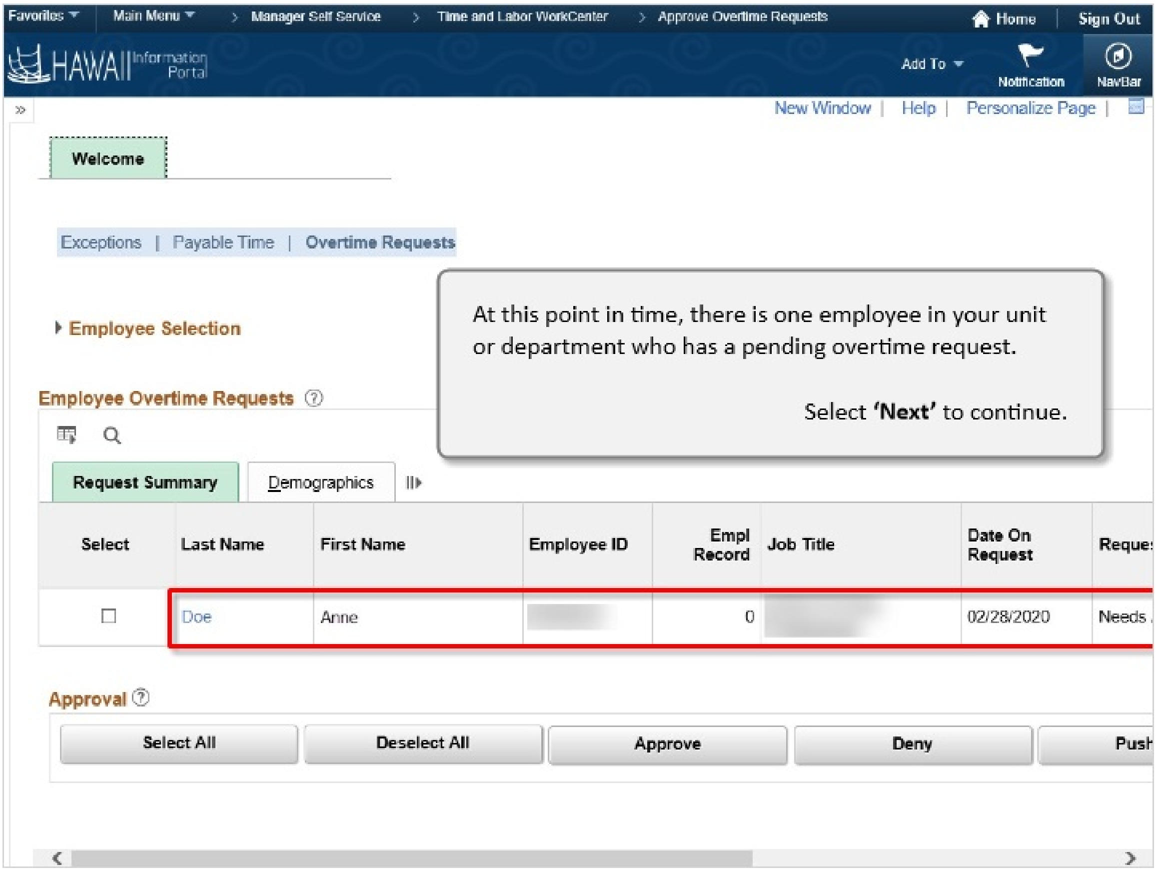


You can click the **Get Employees** button to generate a list of all employees in your unit or department with overtime requests.

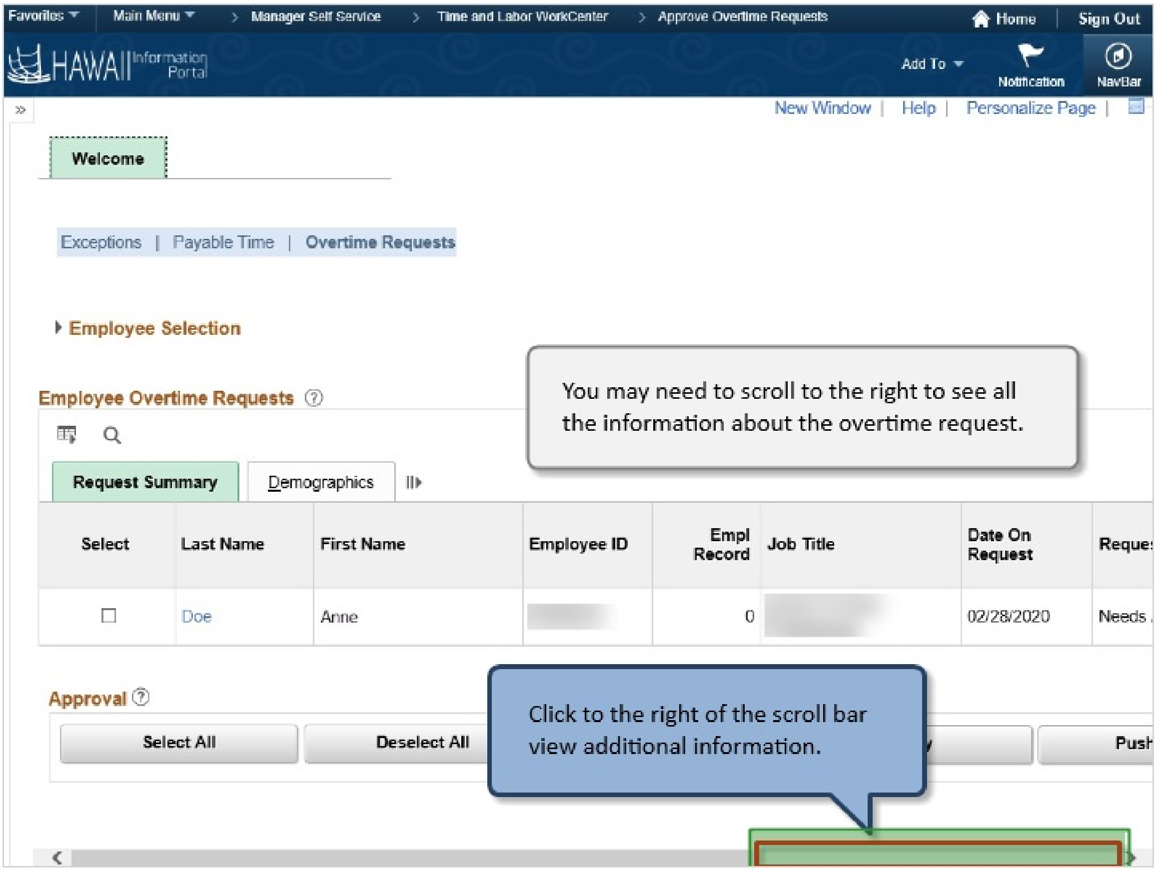
Alternately, you can use the **Selection Criteria** to search for employees with overtime requests.



For this example, click the **Get Employees** button.

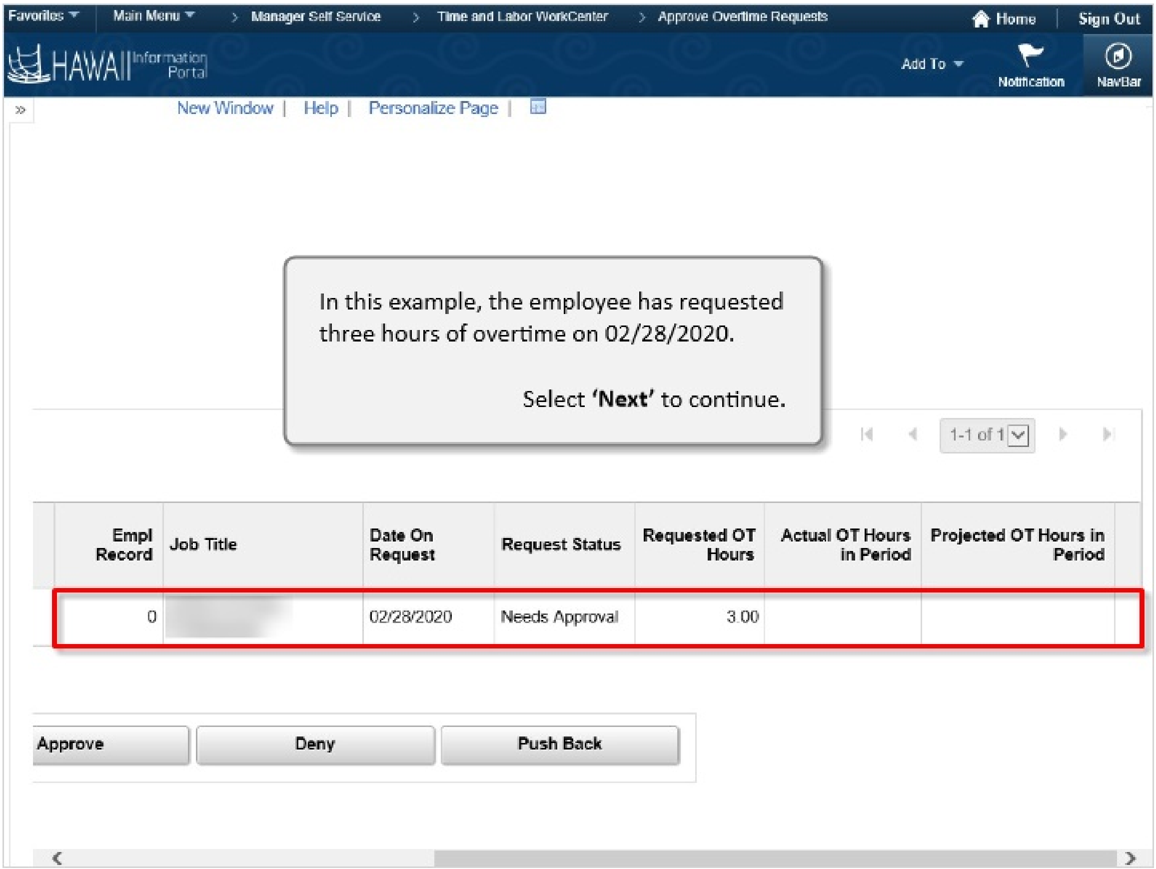


At this point in time, there is one employee in your unit or department who has a pending overtime request.

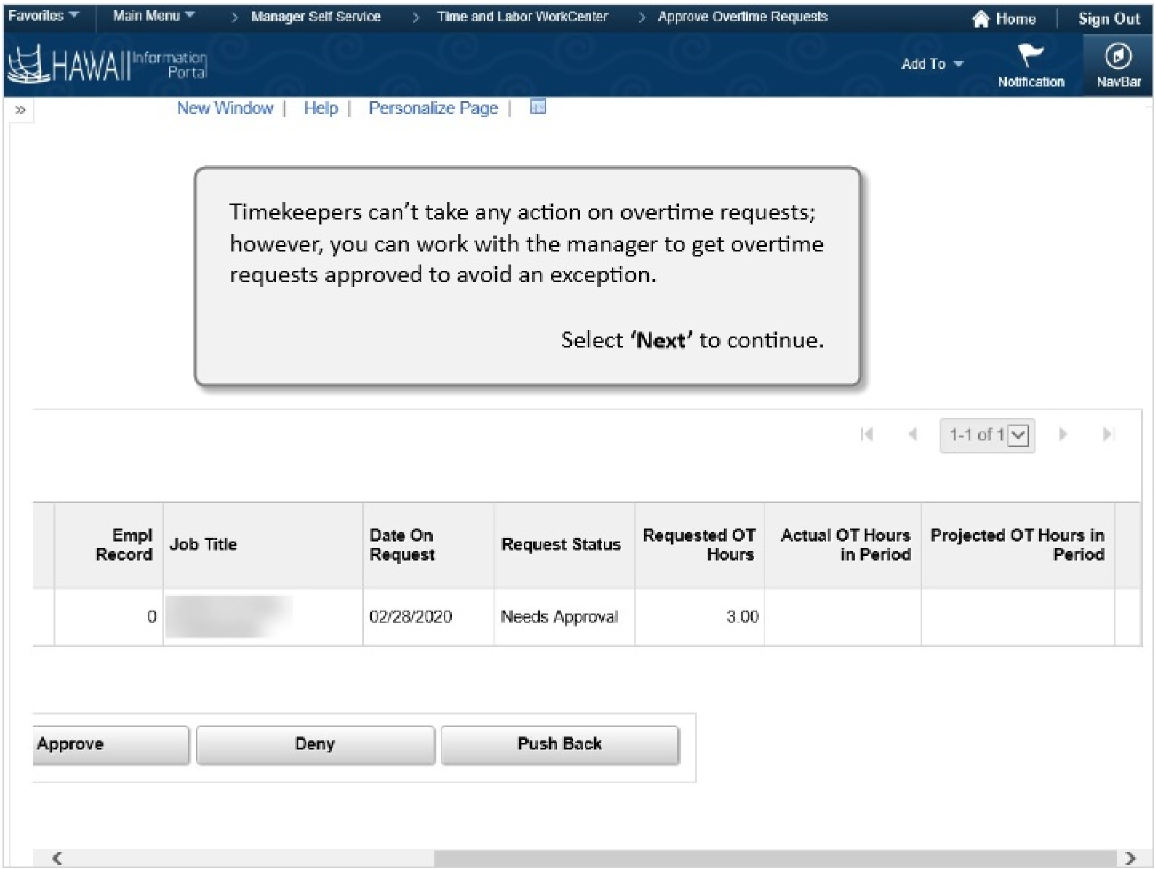


You may need to scroll to the right to see all the information about the overtime request.

Click to the right of the scroll bar view additional information.



In this example, the employee has requested three hours of overtime on 02/28/2020.



Timekeepers can't take any action on overtime requests; however, you can work with the manager to get overtime requests approved to avoid an exception.

Congratulations!

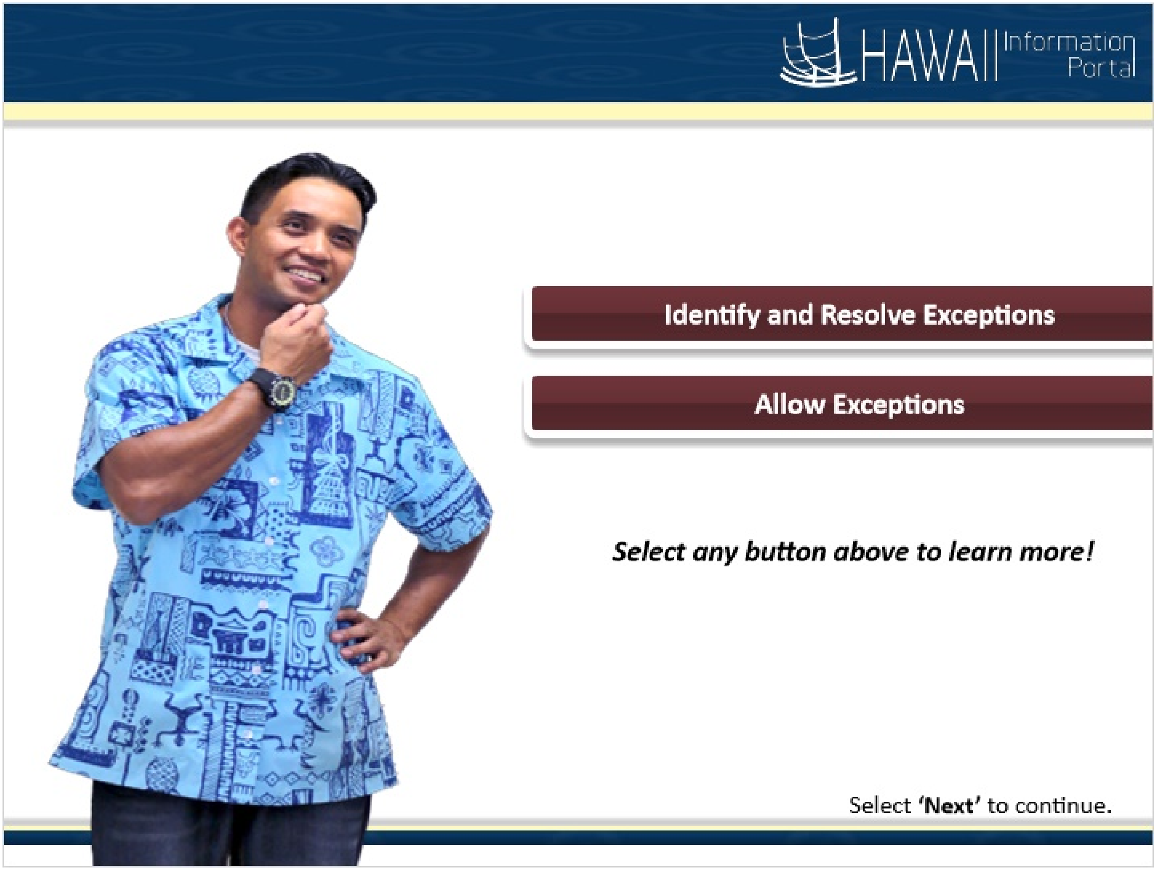
You've successfully completed this lesson.

Working with Exceptions

Lesson Scenario

In this lesson, you will learn to:

1. Identify and Resolve Exceptions
2. Allow Exceptions



- **Identify and Resolve Exceptions**
- **Allow Exceptions**

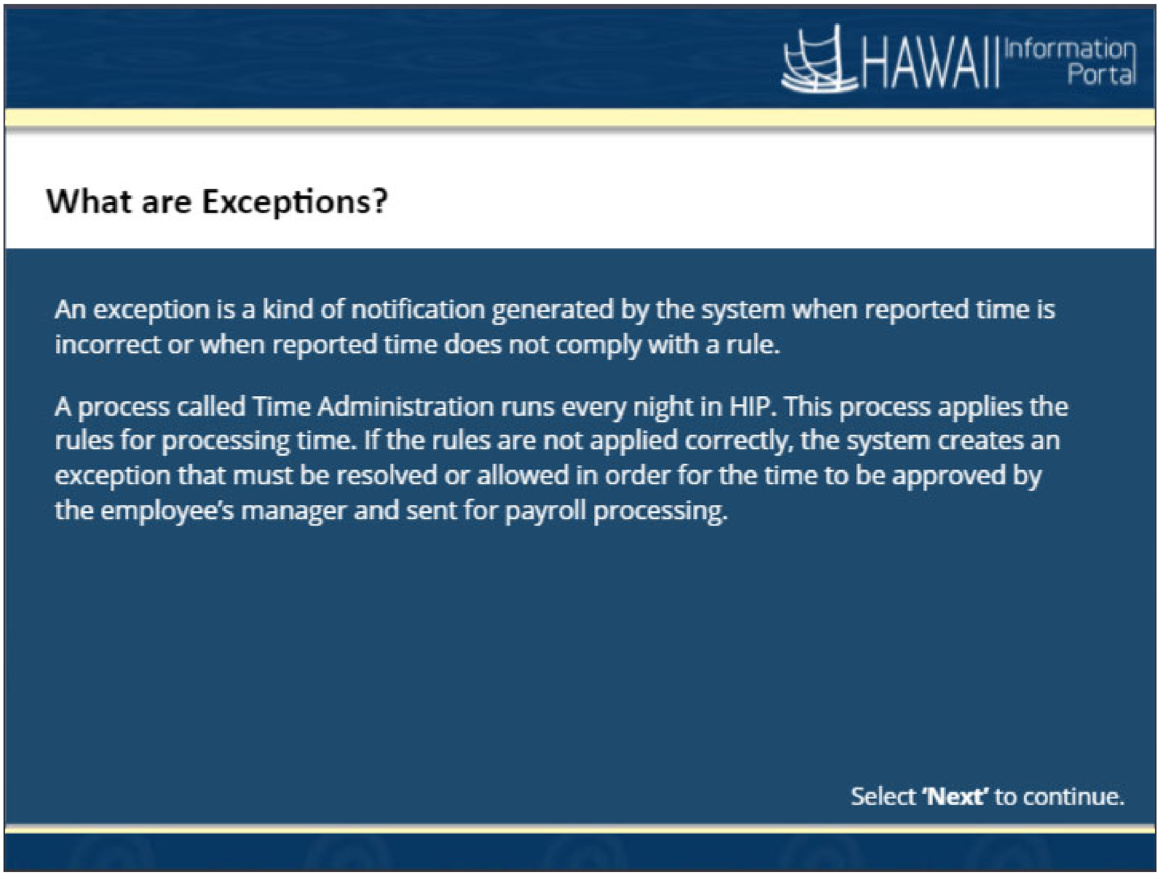
Select any button above to learn more!

Identify and Resolve Exceptions

Lesson Scenario

In this lesson, you will learn to identify and resolve exceptions.

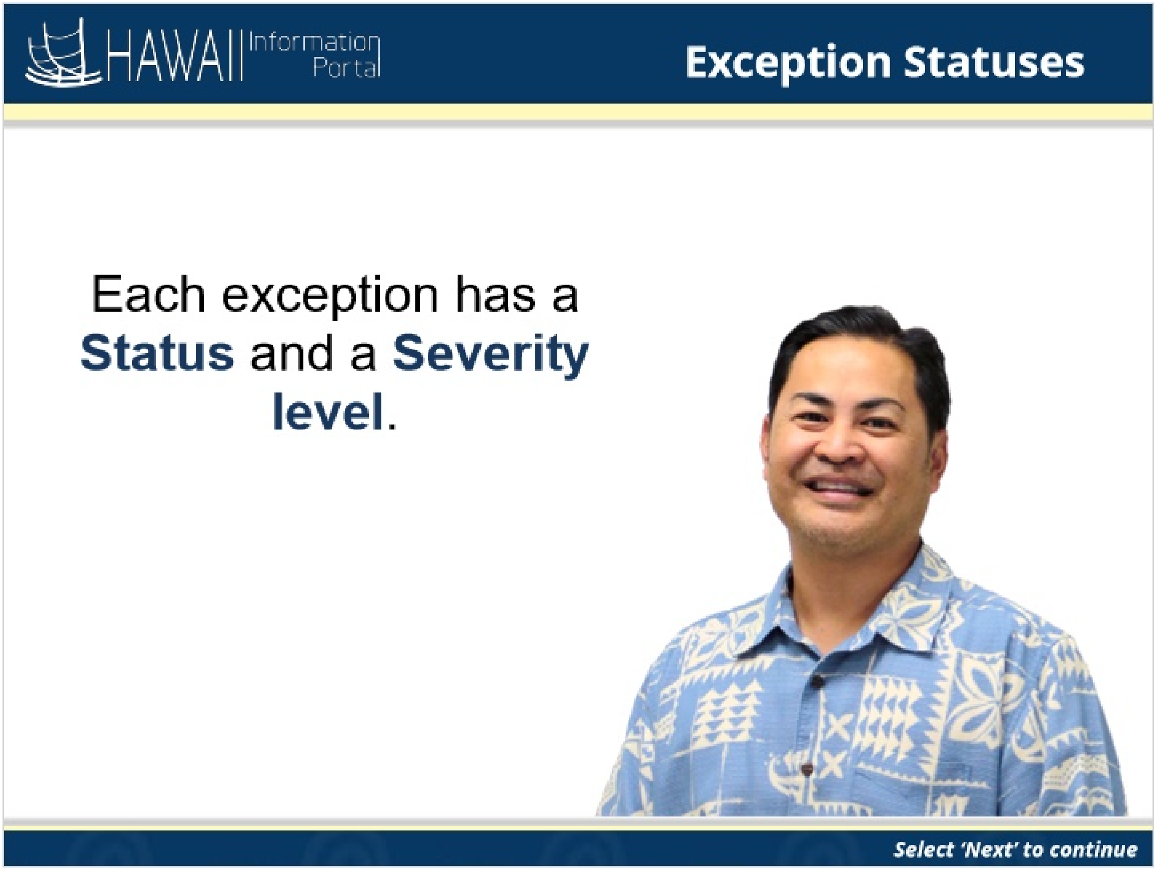
The Timekeeper identifies and resolves exceptions to generate payable time and pay employees for time reported.



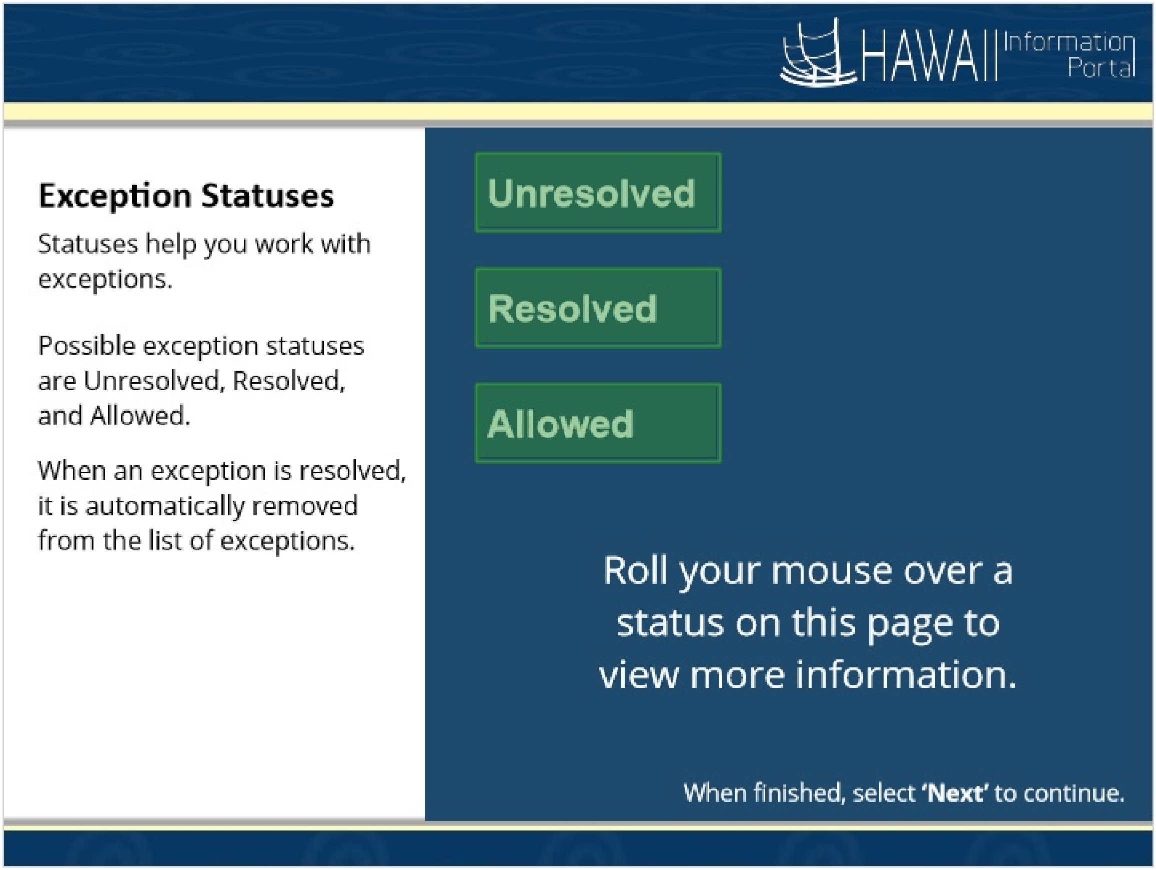
What are Exceptions?

An exception is a kind of notification generated by the system when reported time is incorrect or when reported time does not comply with a rule.

A process called Time Administration runs every night in HIP. This process applies the rules for processing time. If the rules are not applied correctly, the system creates an exception that must be resolved or allowed in order for the time to be approved by the employee's manager and sent for payroll processing.



Each exception has a **Status** and a **Severity level**.



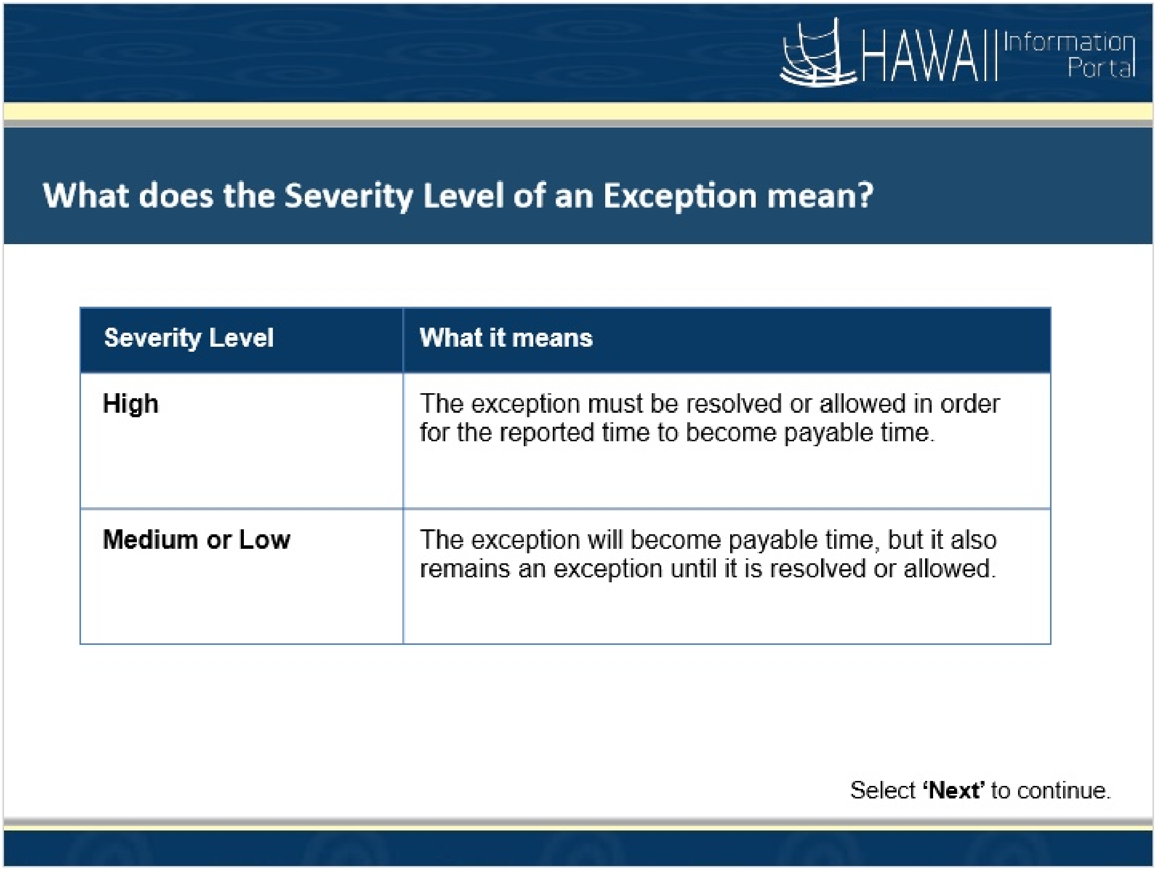
Exception Statuses

Statuses help you work with exceptions.

Possible exception statuses are Unresolved, Resolved, and Allowed.

When an exception is resolved, it is automatically removed from the list of exceptions.

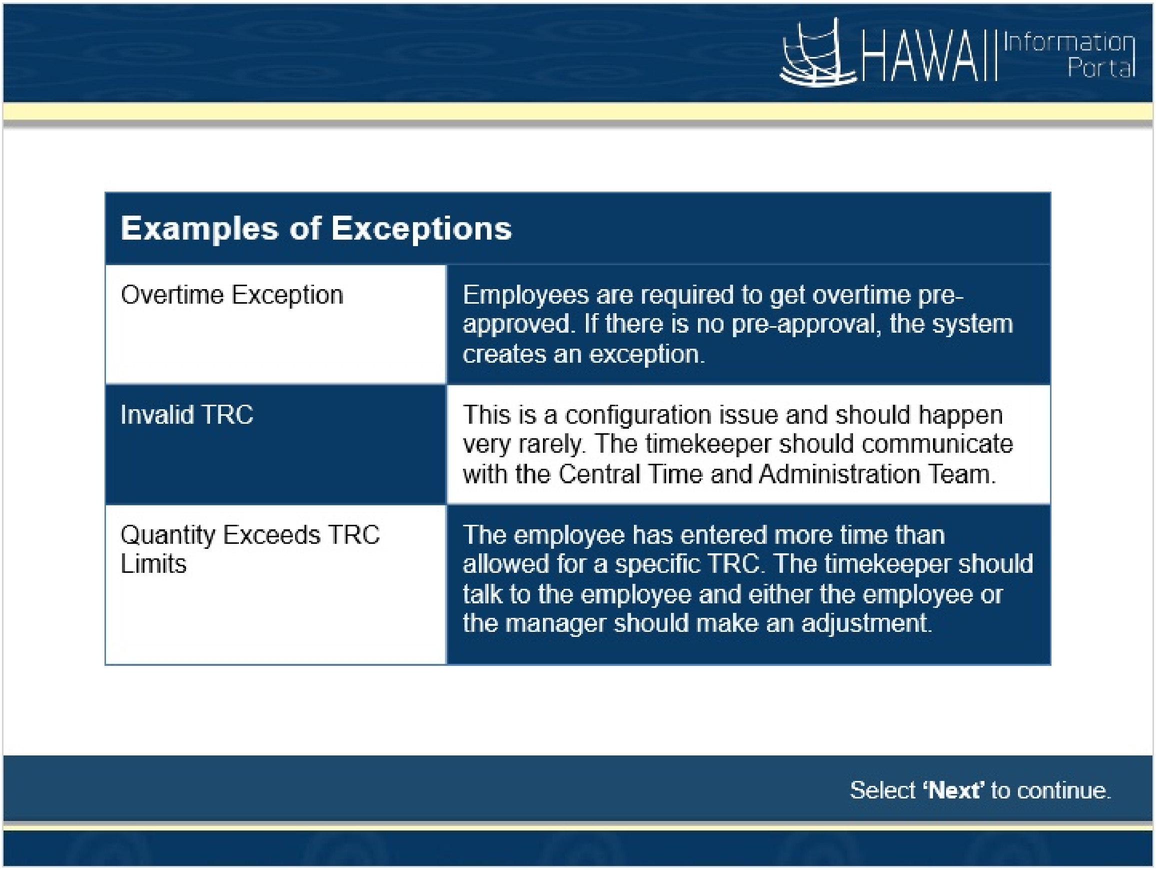
- **Unresolved**- When an exception is created, the status of the exception is **Unresolved**.
- **Resolved**- When the exception condition no longer exists, the status of the exception changes to **Resolved**.
- **Allowed**- Indicates the timekeeper allowed the exception, which generates payable time without resolving the exception.



What does the Severity Level of an Exception mean?

Severity Level	What it means
High	The exception must be resolved or allowed in order for the reported time to become payable time.
Medium or Low	The exception will become payable time, but it also remains an exception until it is resolved or allowed.

What are some examples of exceptions?

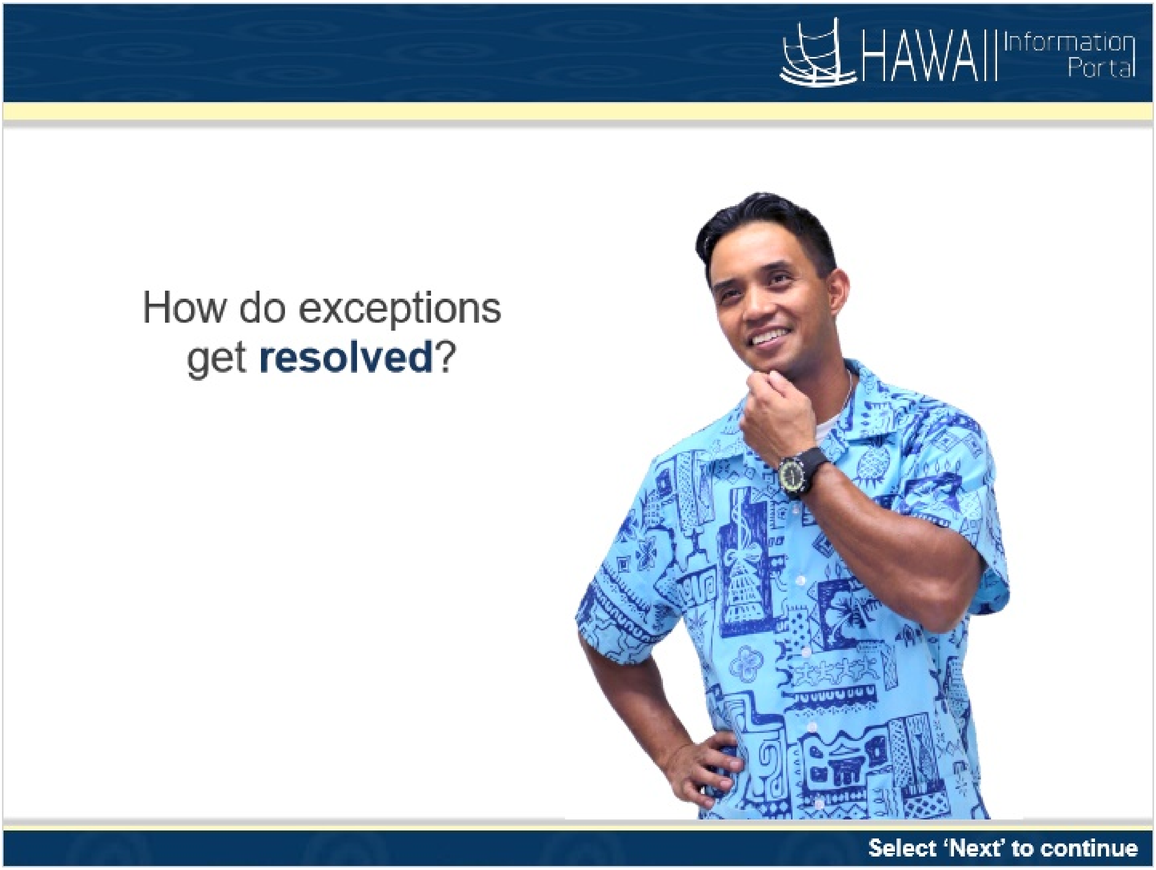


Examples of Exceptions

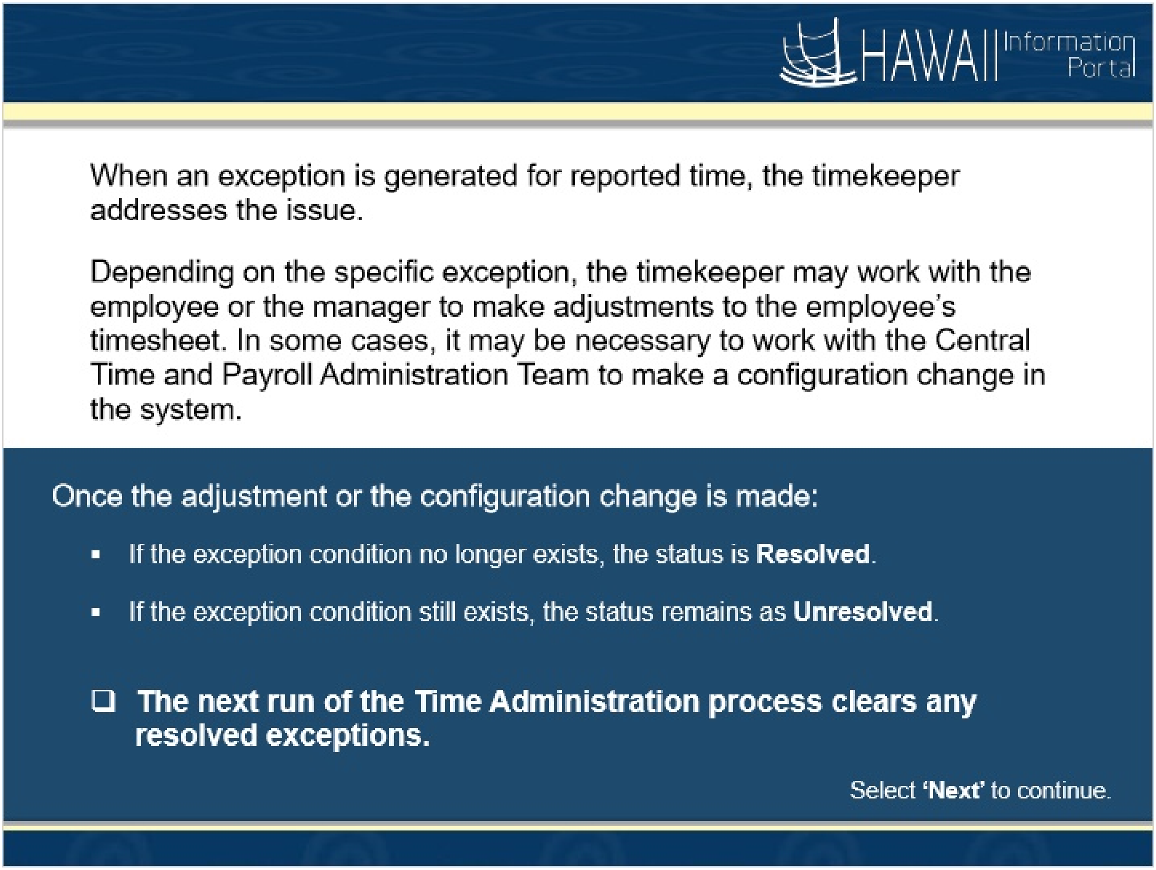
Overtime Exception: Employees are required to get overtime pre-approved. If there is no pre-approval, the system creates an exception.

Invalid TRC: This is a configuration issue and should happen very rarely. The timekeeper should communicate with the Central Time and Administration Team.

Quantity Exceeds TRC Limits: The employee has entered more time than allowed for a specific TRC. The timekeeper should talk to the employee and either the employee or the manager should make an adjustment.



How do exceptions get **resolved**?



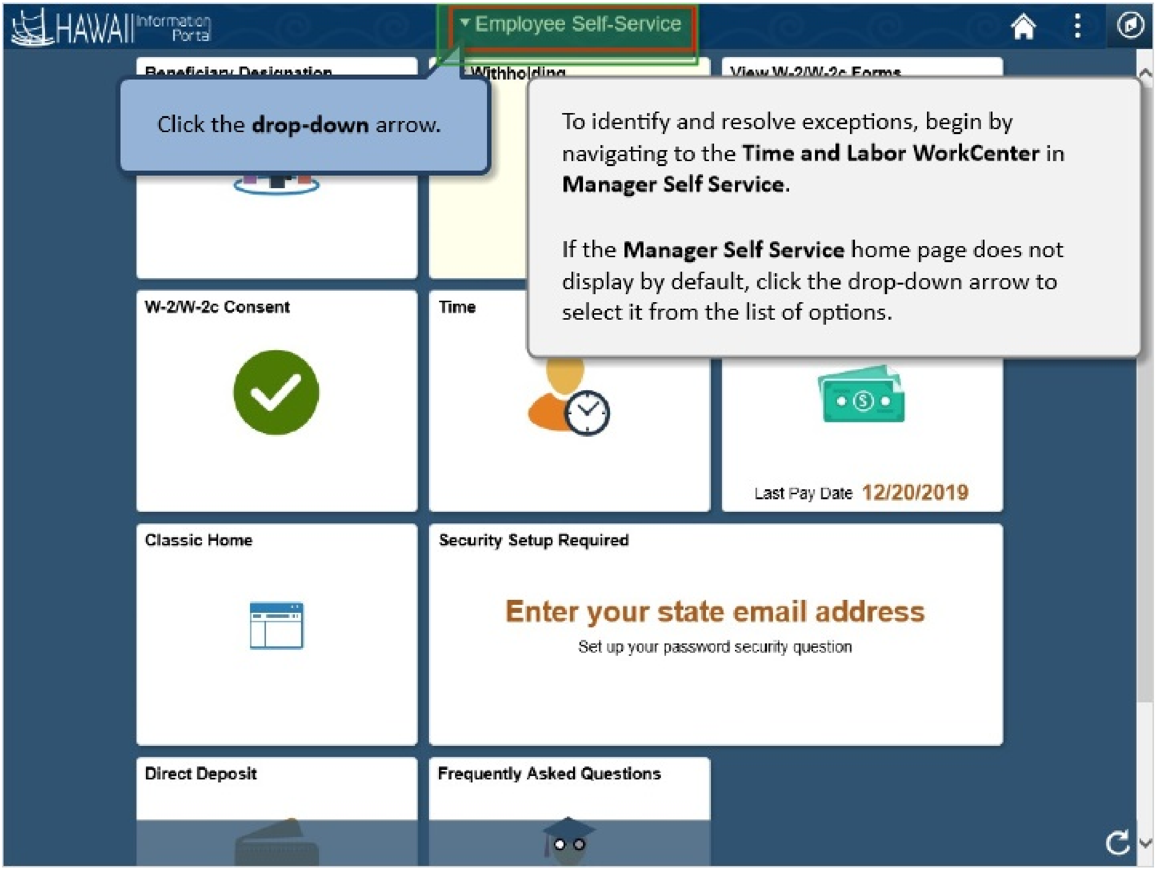
When an exception is generated for reported time, the timekeeper addresses the issue.

Depending on the specific exception, the timekeeper may work with the employee or the manager to make adjustments to the employee's timesheet. In some cases, it may be necessary to work with the Central Time and Payroll Administration Team to make a configuration change in the system.

Once the adjustment or the configuration change is made:

- If the exception condition no longer exists, the status is **Resolved**.
- If the exception condition still exists, the status remains as **Unresolved**.

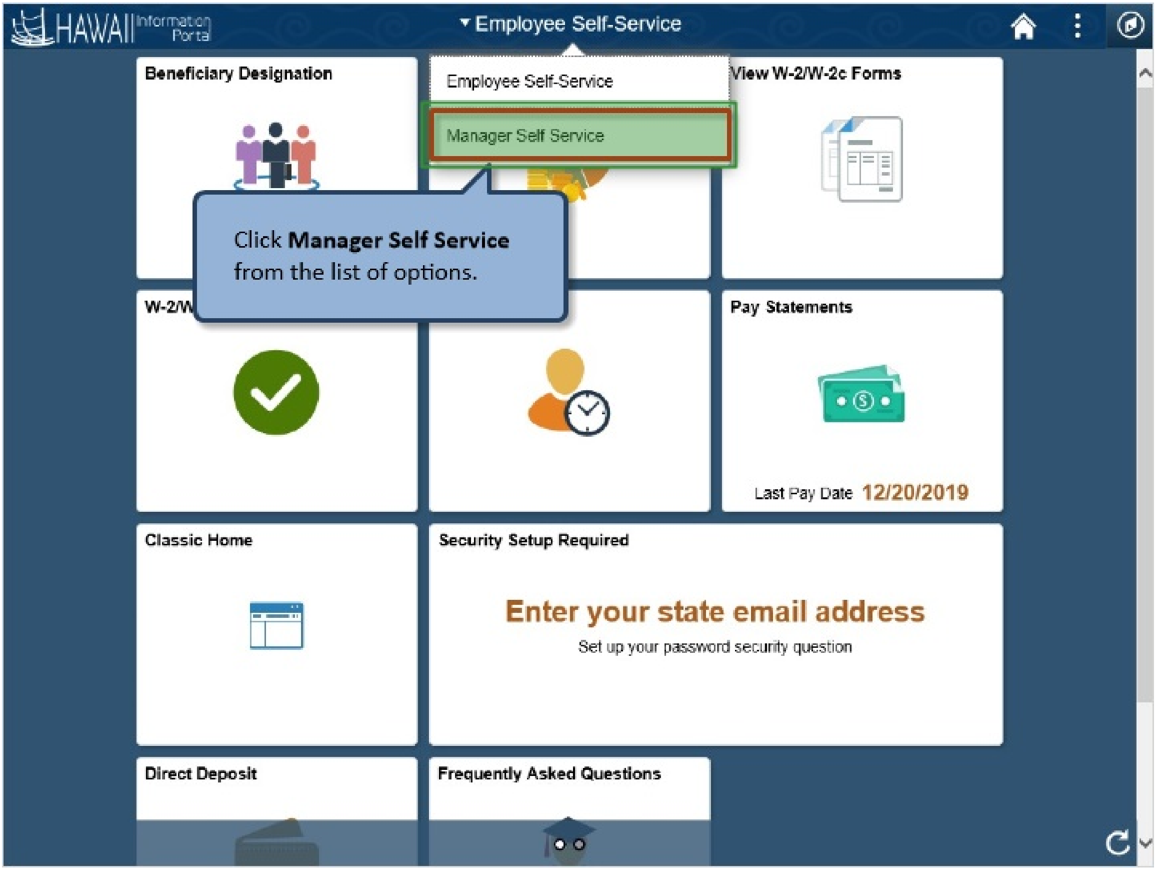
- ❑ **The next run of the Time Administration process clears any resolved exceptions.**



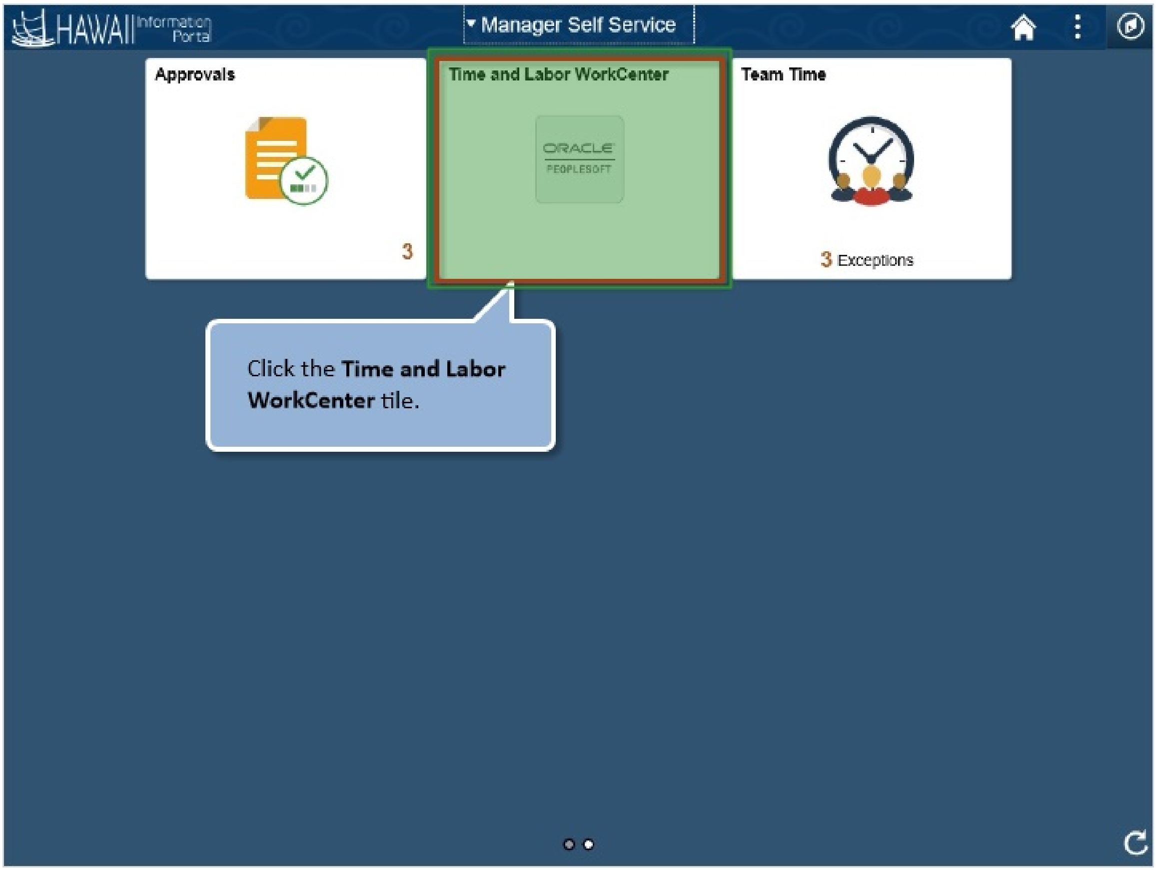
To identify and resolve exceptions, begin by navigating to the **Time and Labor WorkCenter** in **Manager Self Service**.

If the **Manager Self Service** home page does not display by default, click the drop-down arrow to select it from the list of options.

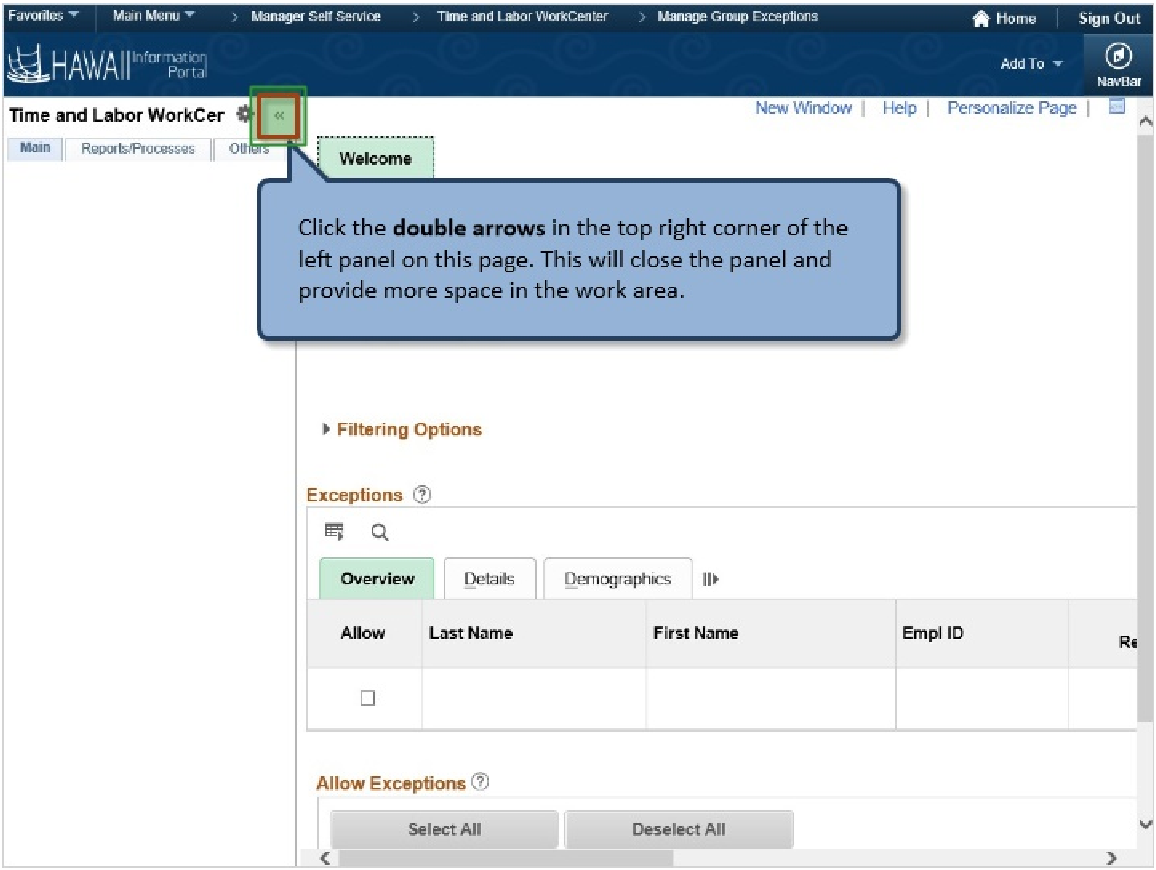
Click the **drop-down** arrow.



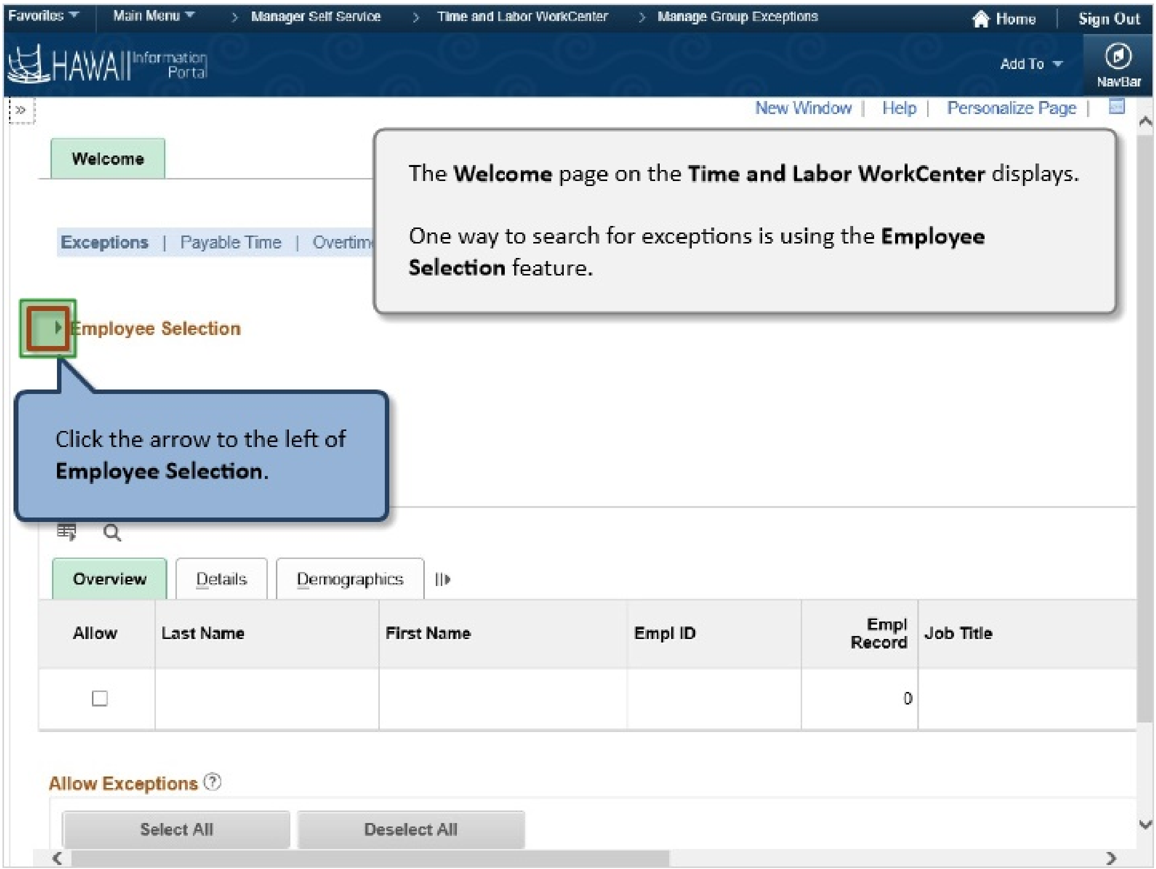
Click **Manager Self Service** from the list of options.



Click the **Time and Labor WorkCenter** tile.



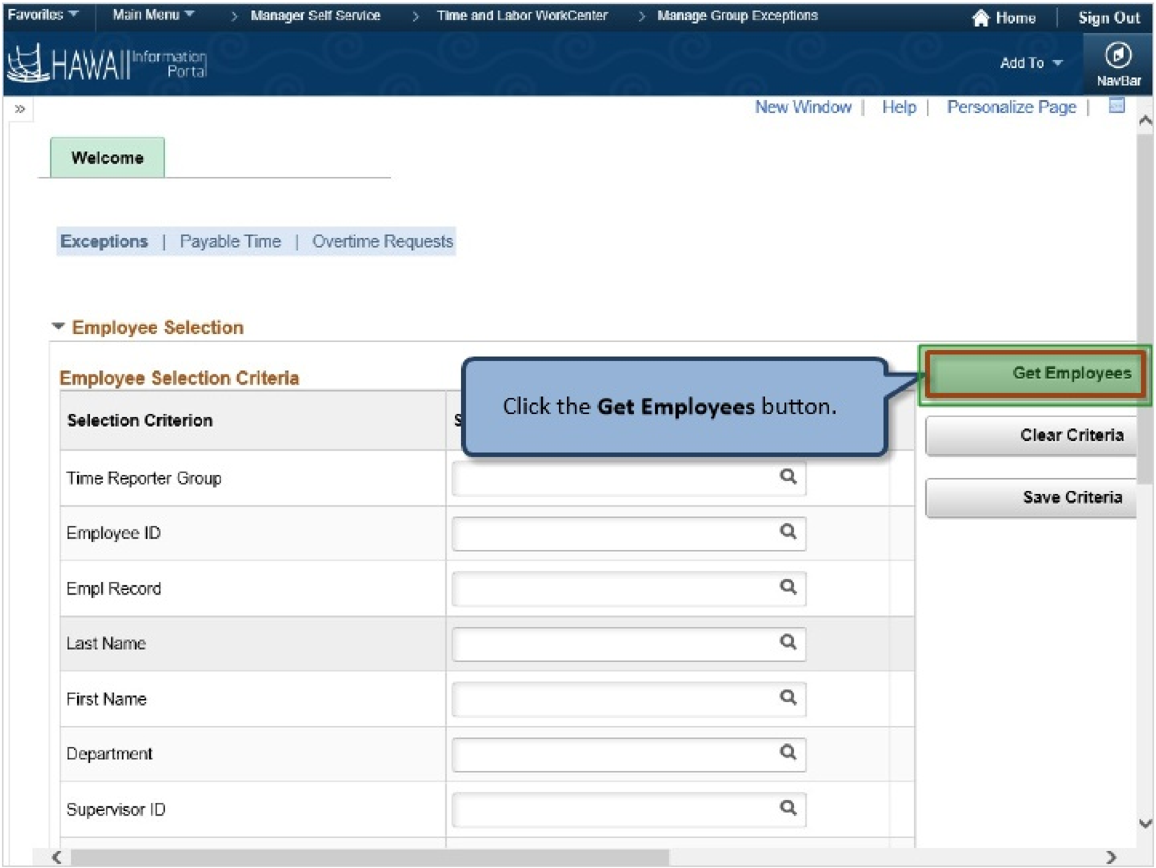
Click the **double arrows** in the top right corner of the left panel on this page. This will close the panel and provide more space in the work area.



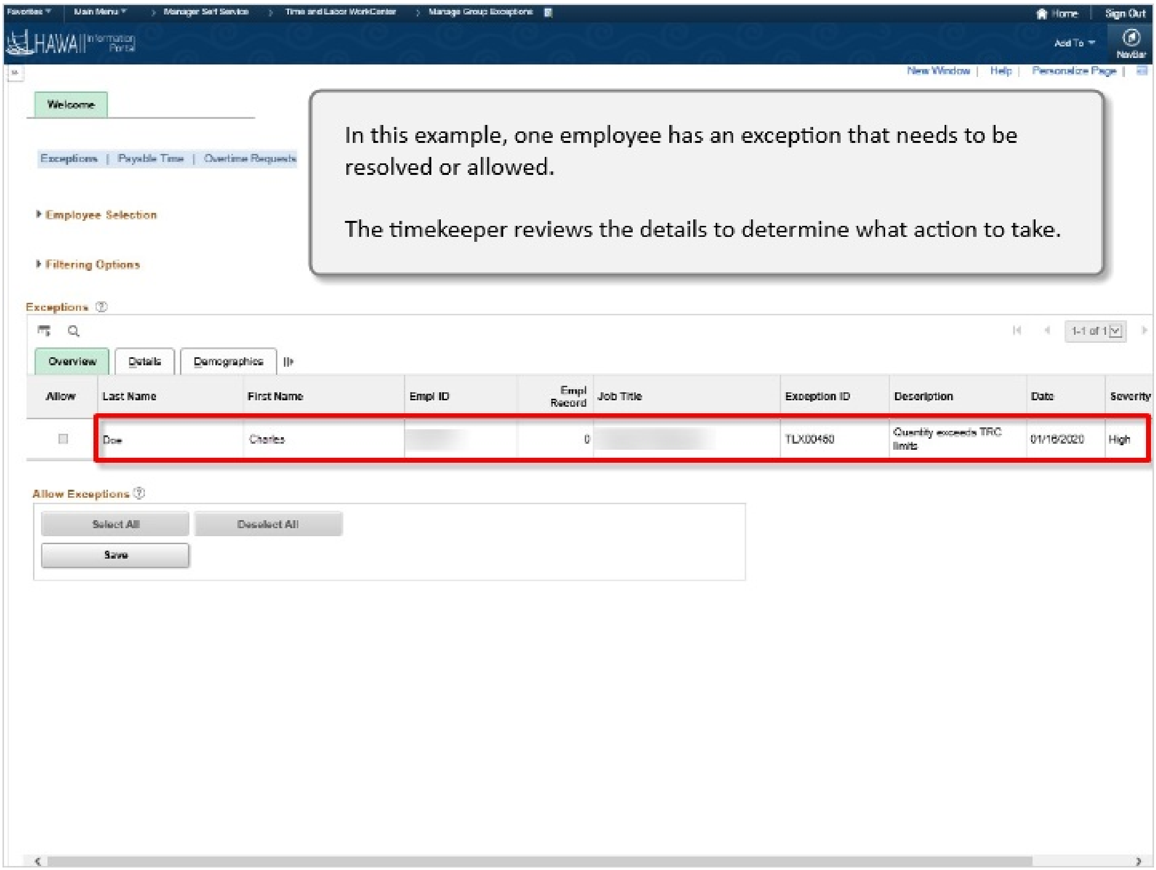
The **Welcome** page on the **Time and Labor WorkCenter** displays.

One way to search for exceptions is using the **Employee Selection** feature.

Click the arrow to the left of **Employee Selection**.

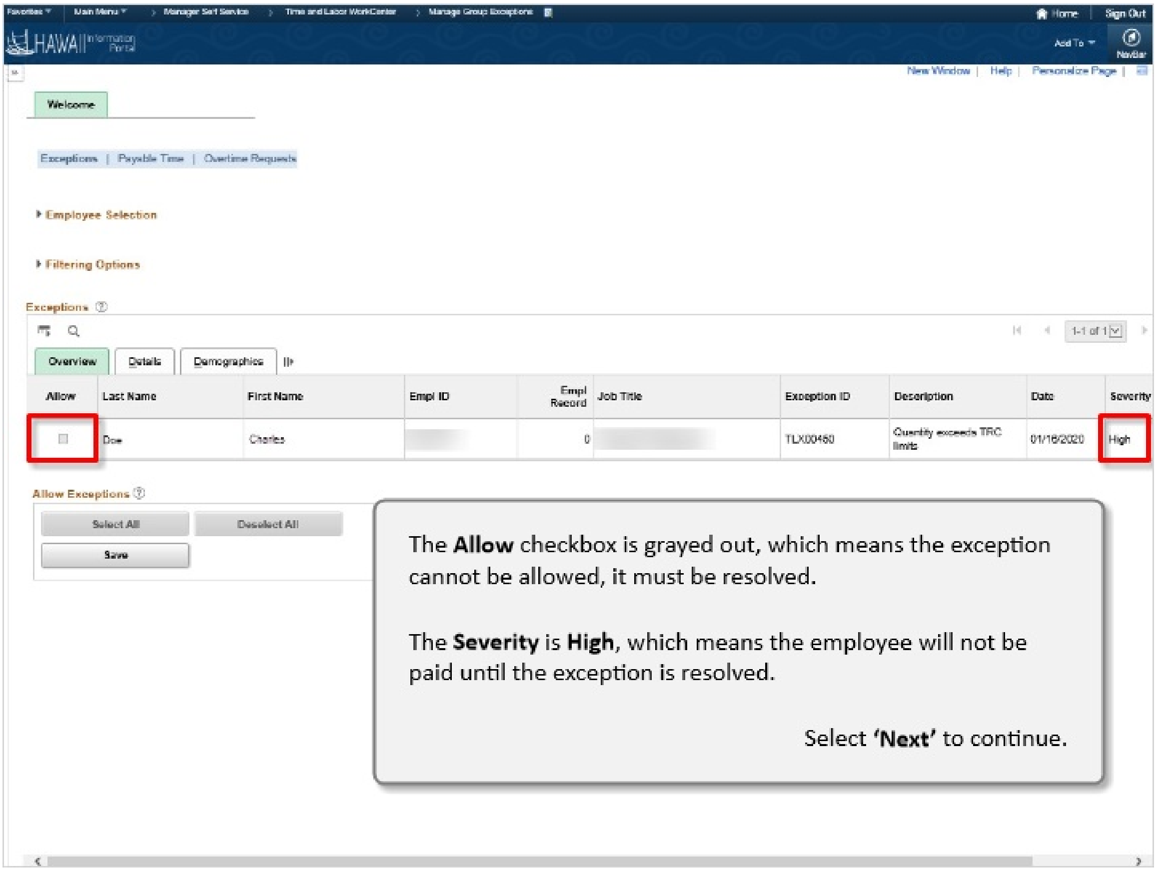


Click the **Get Employees** button.



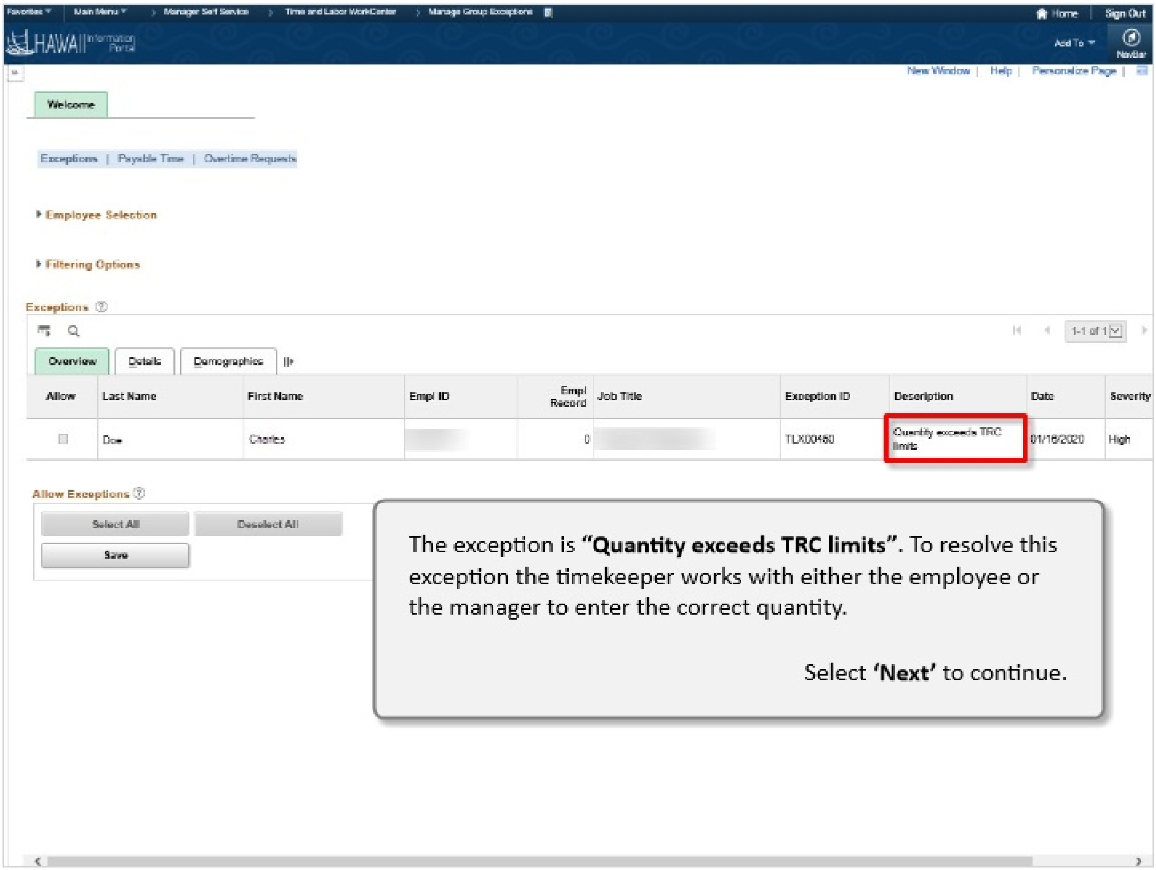
In this example, one employee has an exception that needs to be resolved or allowed.

The timekeeper reviews the details to determine what action to take.

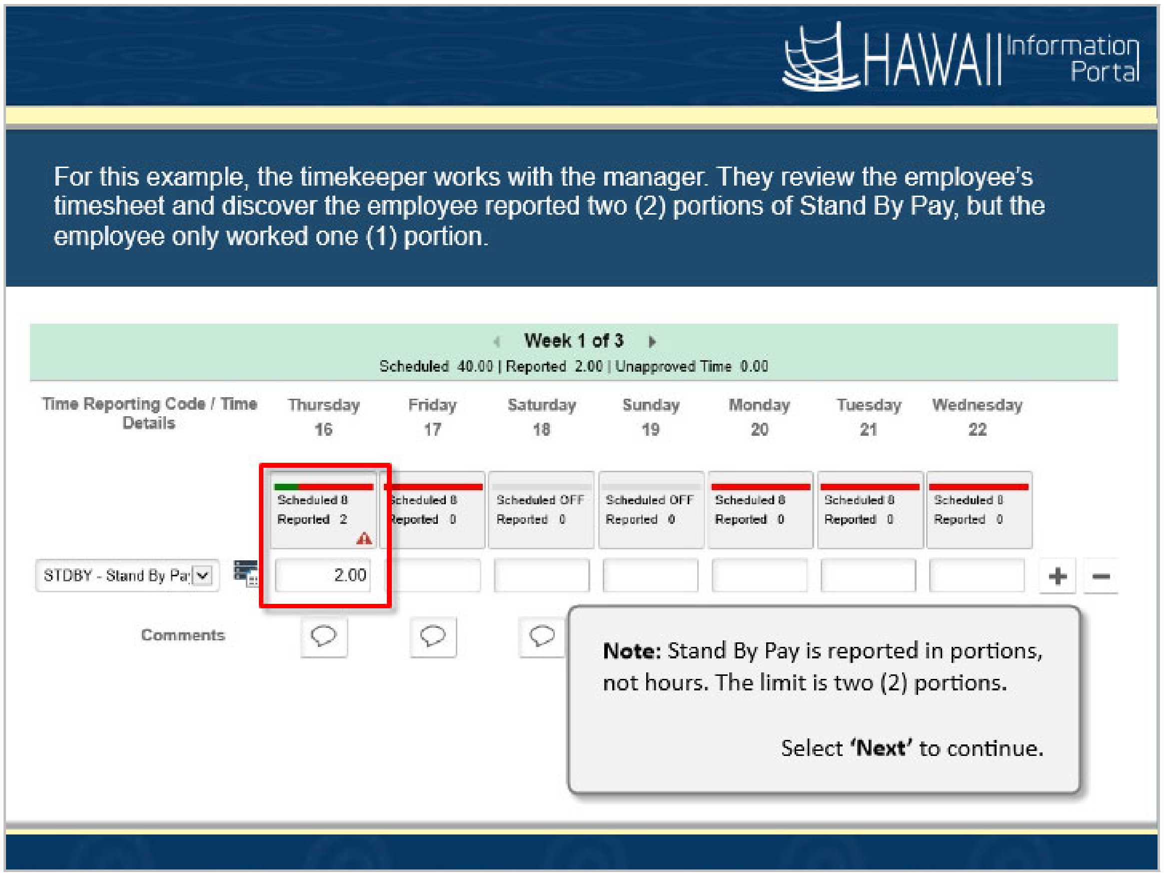


The **Allow** checkbox is grayed out, which means the exception cannot be allowed, it must be resolved.

The **Severity** is **High**, which means the employee will not be paid until the exception is resolved.

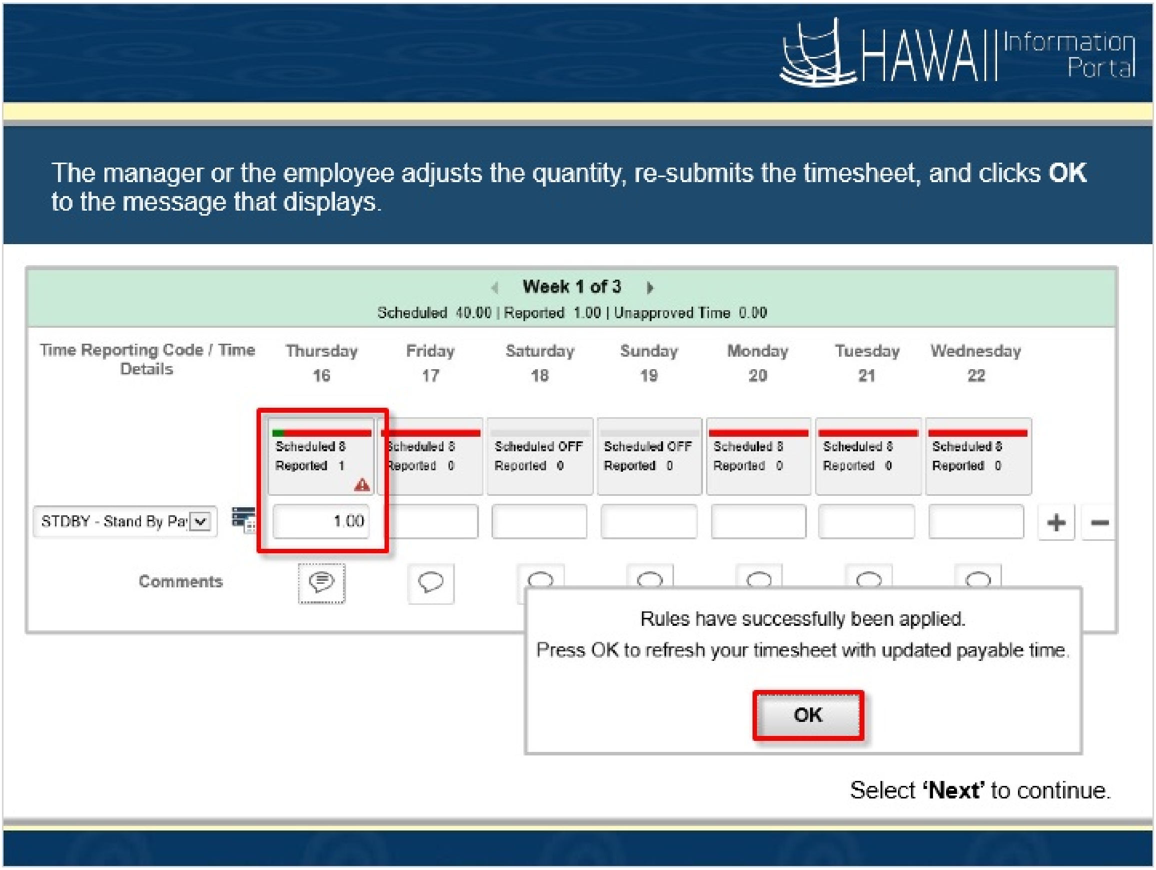


The exception is **"Quantity exceeds TRC limits"**. To resolve this exception the timekeeper works with either the employee or the manager to enter the correct quantity.

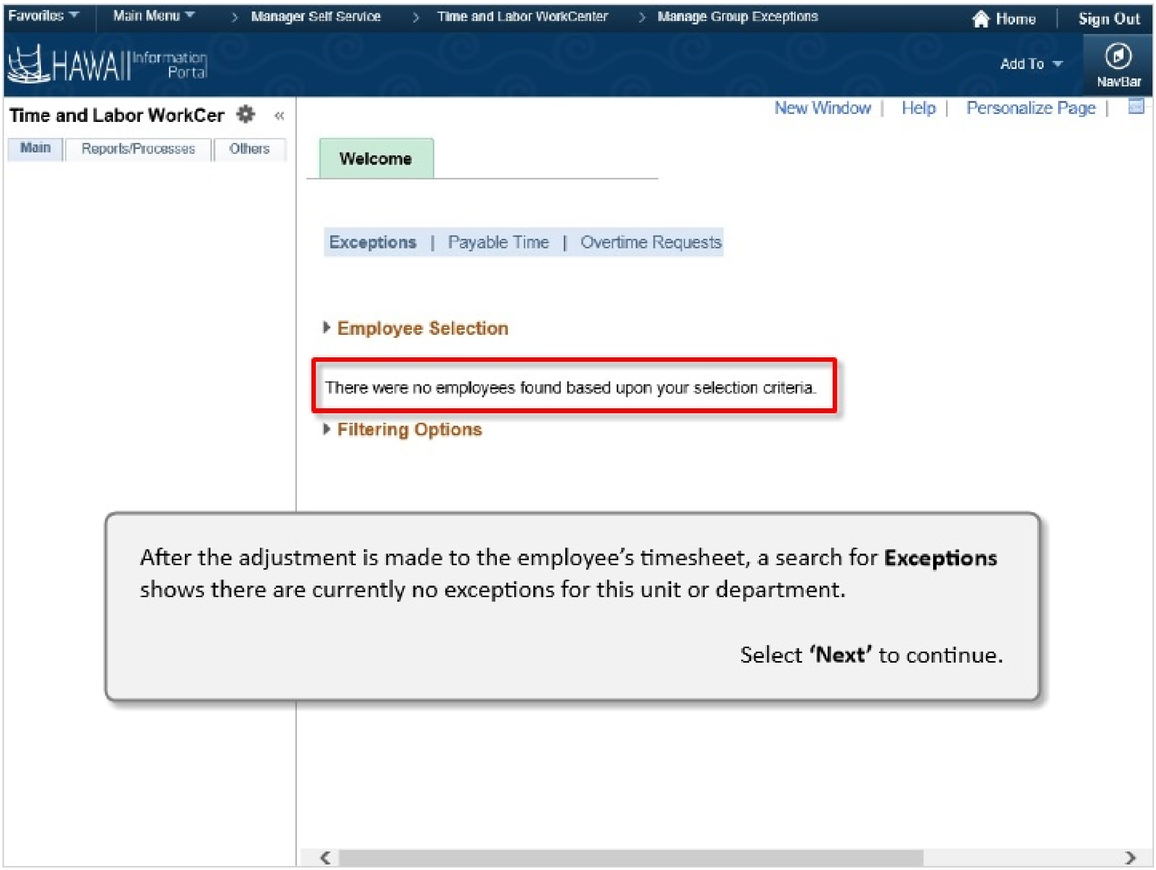


For this example, the timekeeper works with the manager. They review the employee's timesheet and discover the employee reported two (2) portions of Stand By Pay, but the employee only worked one (1) portion.

Note: Stand By Pay is reported in portions, not hours. The limit is two (2) portions.



The manager or the employee adjusts the quantity, re-submits the timesheet, and clicks **OK** to the message that displays.



After the adjustment is made to the employee's timesheet, a search for **Exceptions** shows there are currently no exceptions for this unit or department.

Congratulations!

You've successfully completed this lesson.

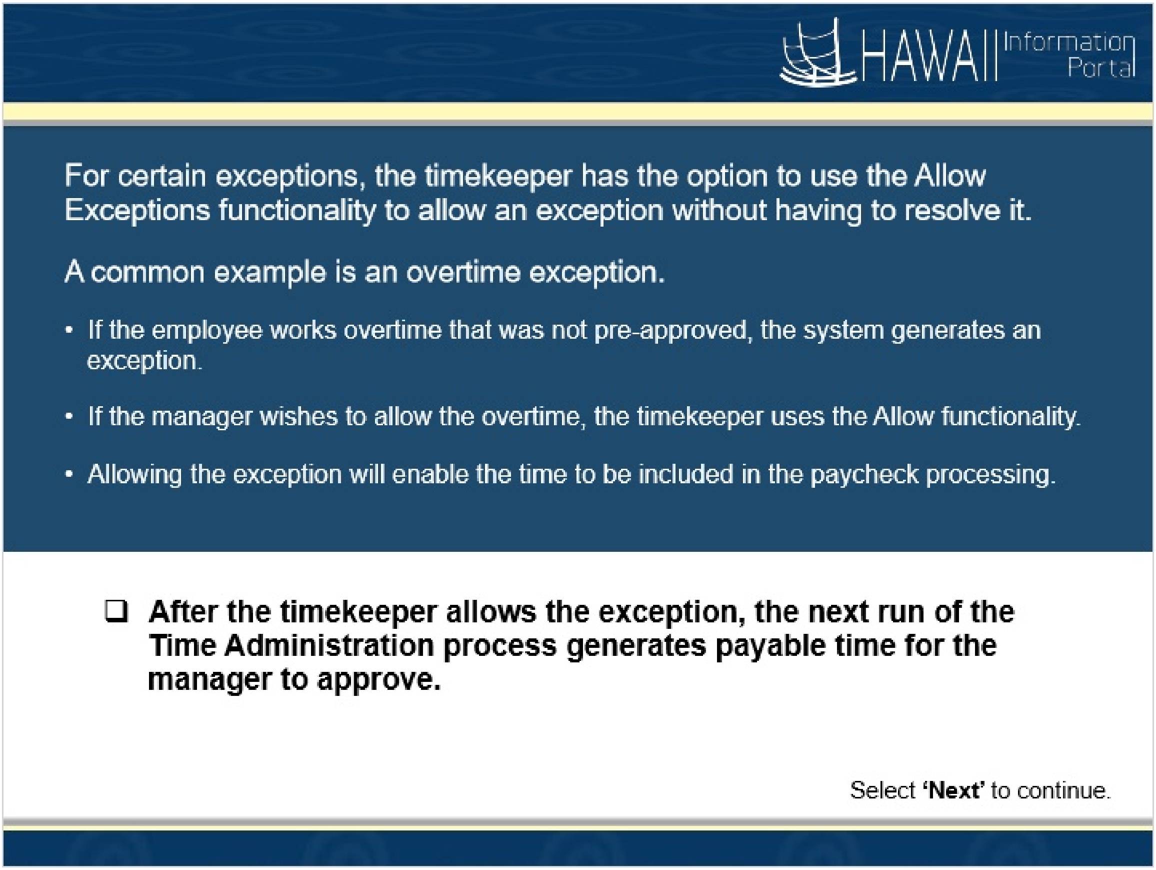
Allow Exceptions

Lesson Scenario

The system generates an exception when reported time is incorrect or when reported time does not comply with a rule.

Exceptions may be generated through a validation process or through rules applied when the Time Administration process runs.

In this lesson, you will learn to allow exceptions.

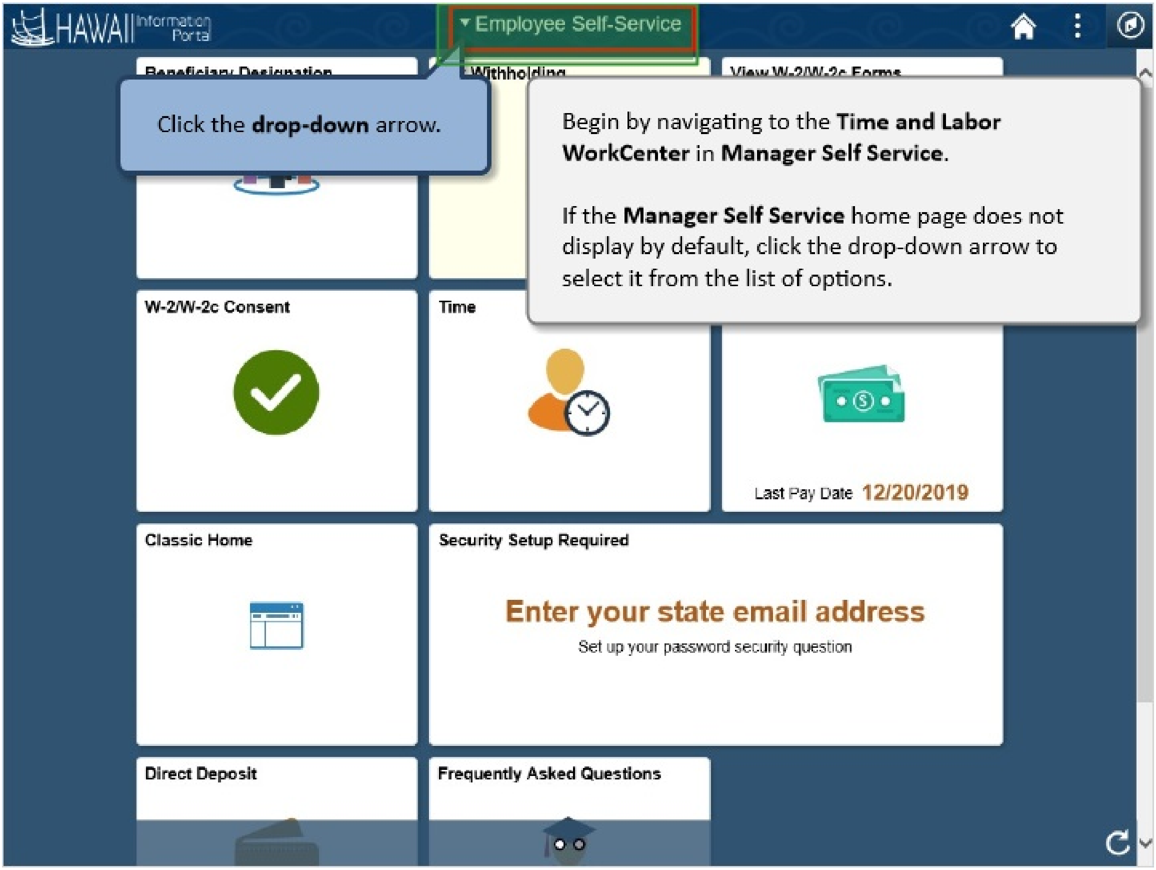


For certain exceptions, the timekeeper has the option to use the Allow Exceptions functionality to allow an exception without having to resolve it.

A common example is an overtime exception.

- If the employee works overtime that was not pre-approved, the system generates an exception.
- If the manager wishes to allow the overtime, the timekeeper uses the Allow functionality.
- Allowing the exception will enable the time to be included in the paycheck processing.

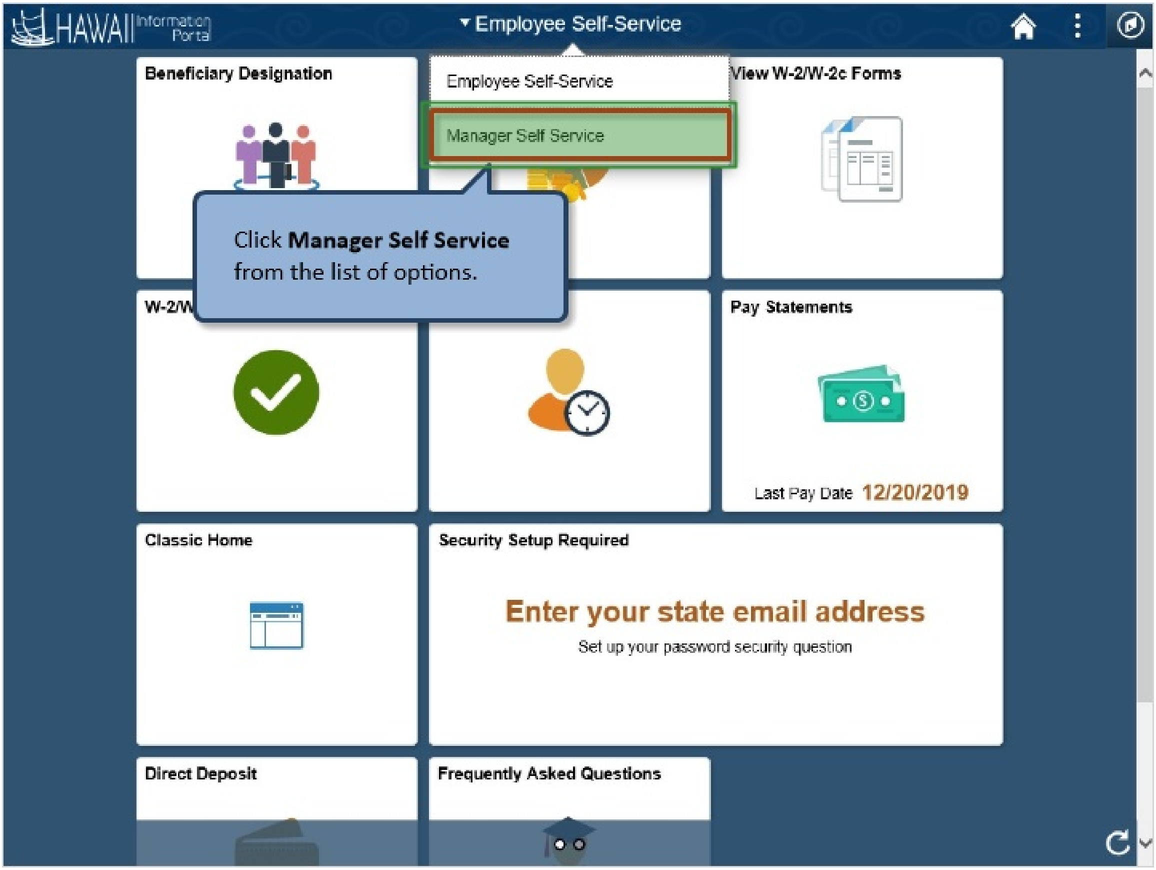
After the timekeeper allows the exception, the next run of the Time Administration process generates payable time for the manager to approve.



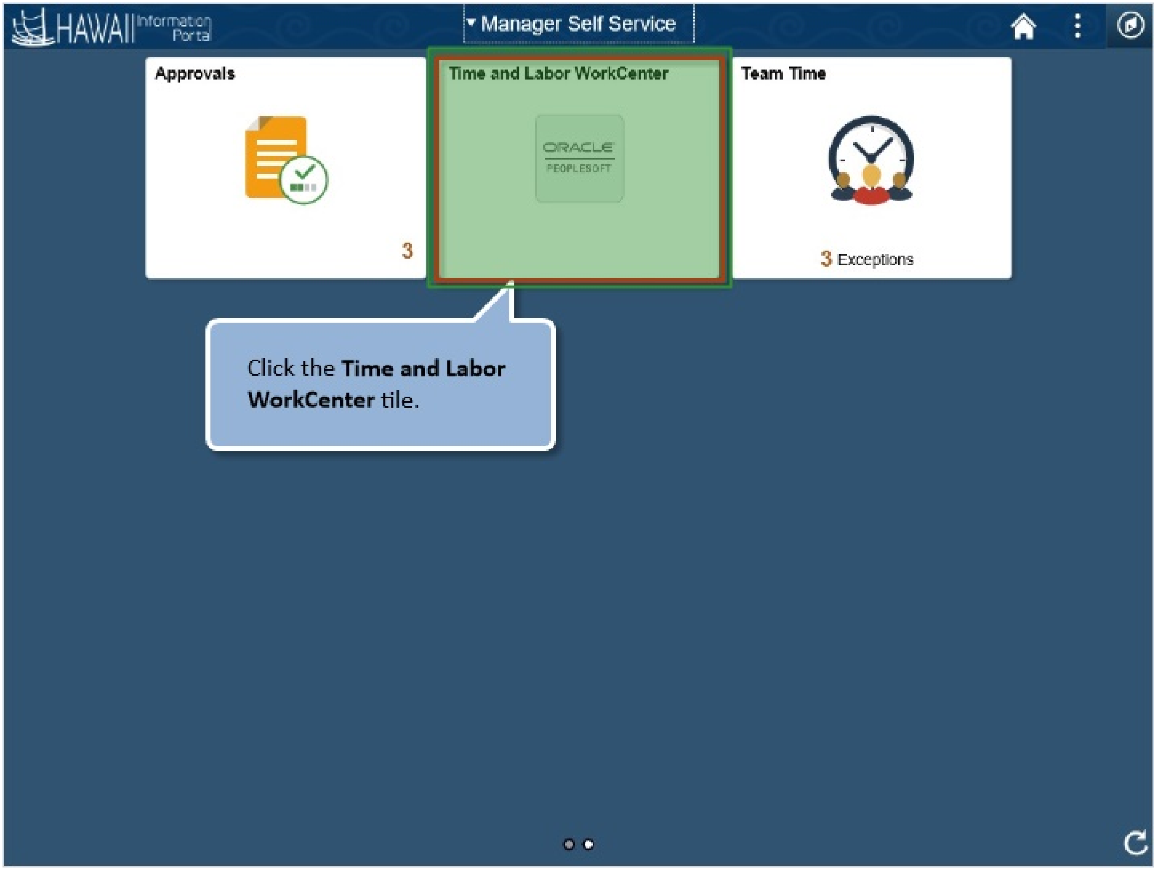
Begin by navigating to the **Time and Labor WorkCenter** in **Manager Self Service**.

If the **Manager Self Service** home page does not display by default, click the drop-down arrow to select it from the list of options.

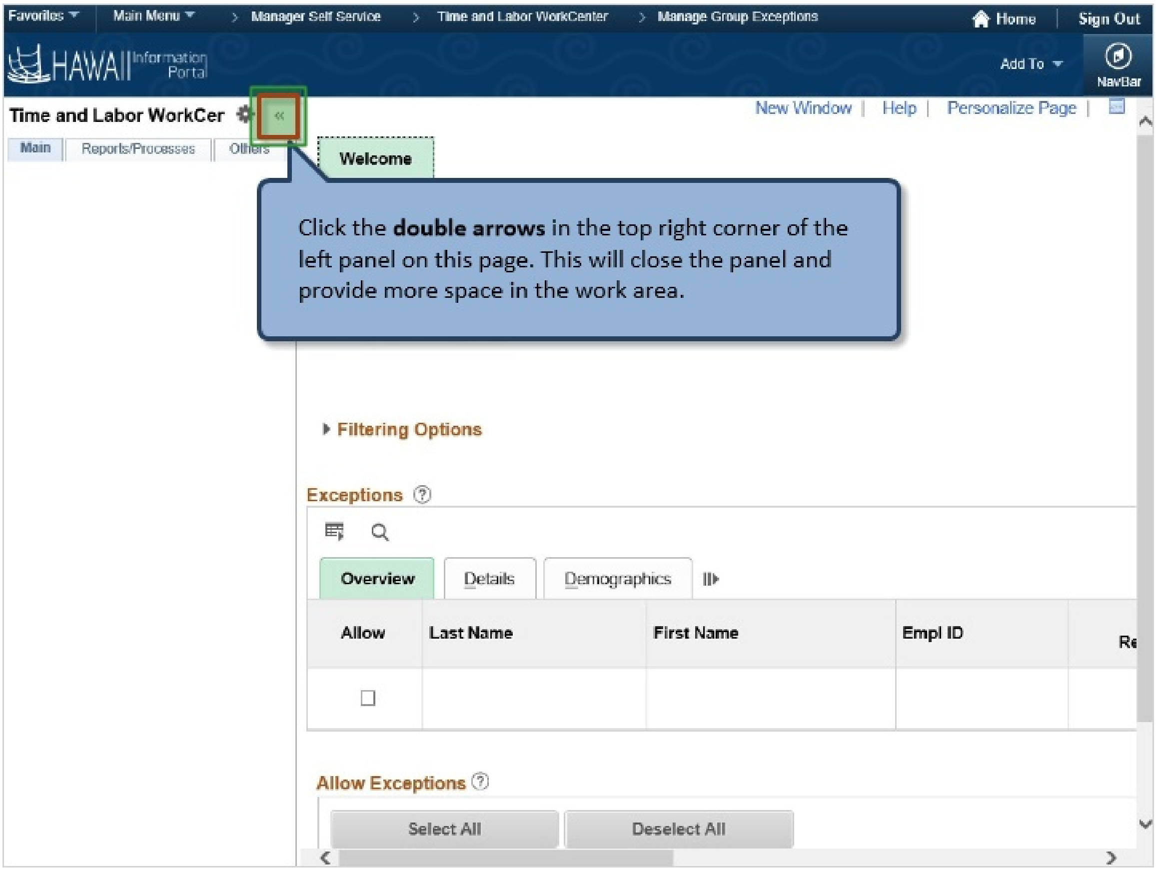
Click the **drop-down** arrow.



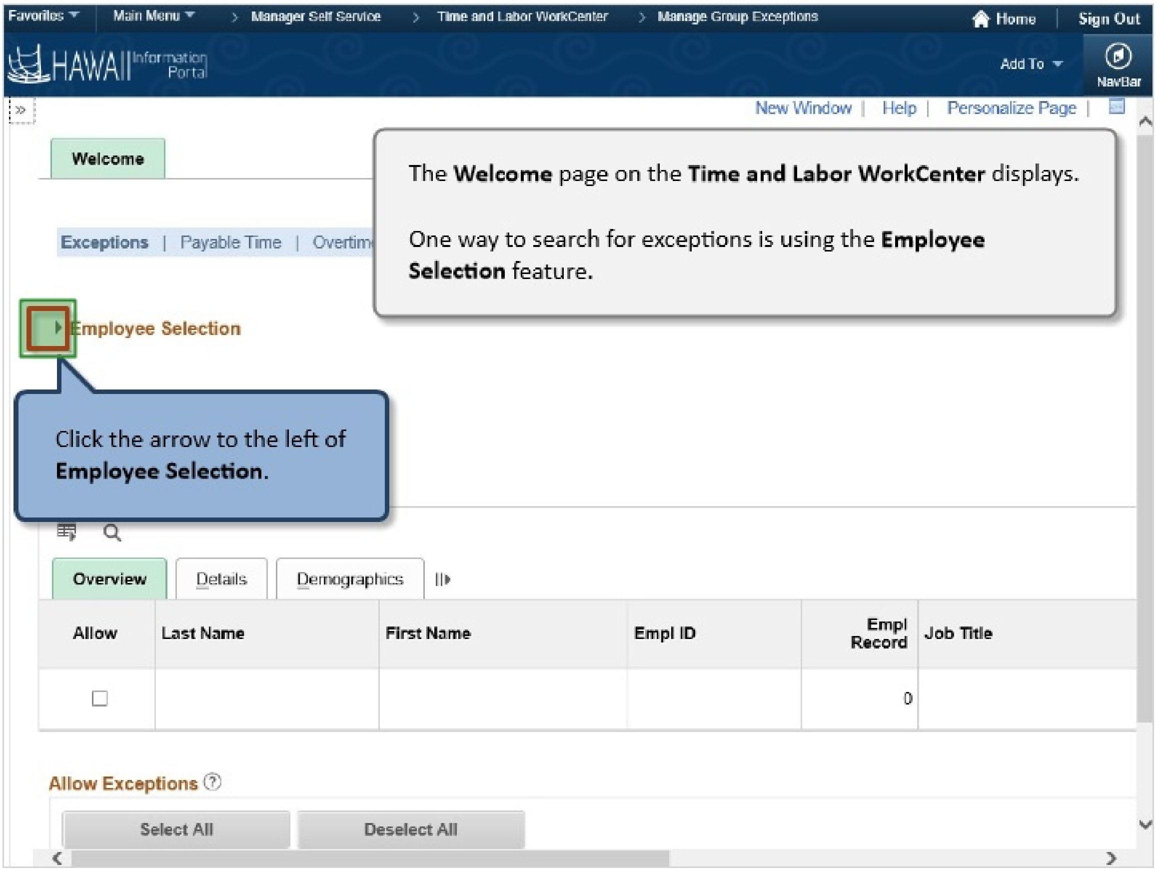
Click **Manager Self Service** from the list of options.



Click the **Time and Labor WorkCenter** tile.



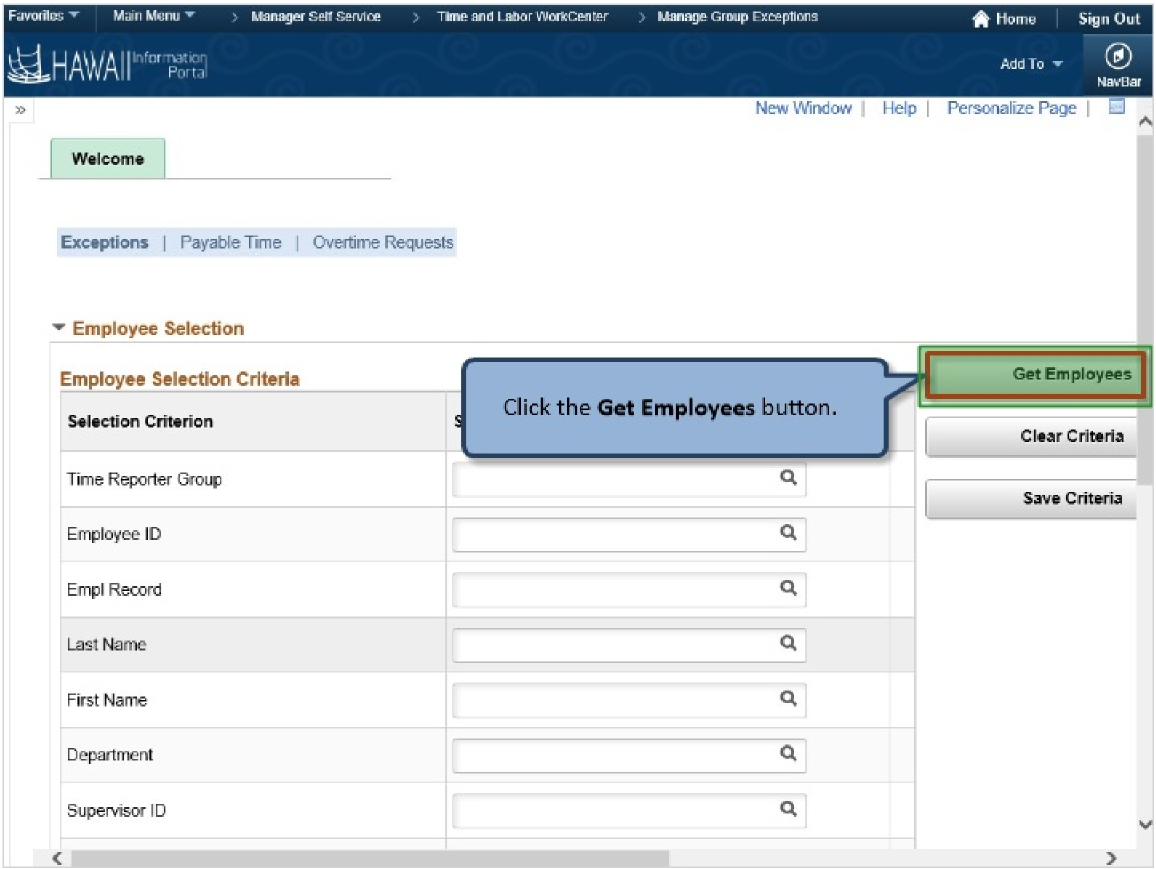
Click the **double arrows** in the top right corner of the left panel on this page. This will close the panel and provide more space in the work area.



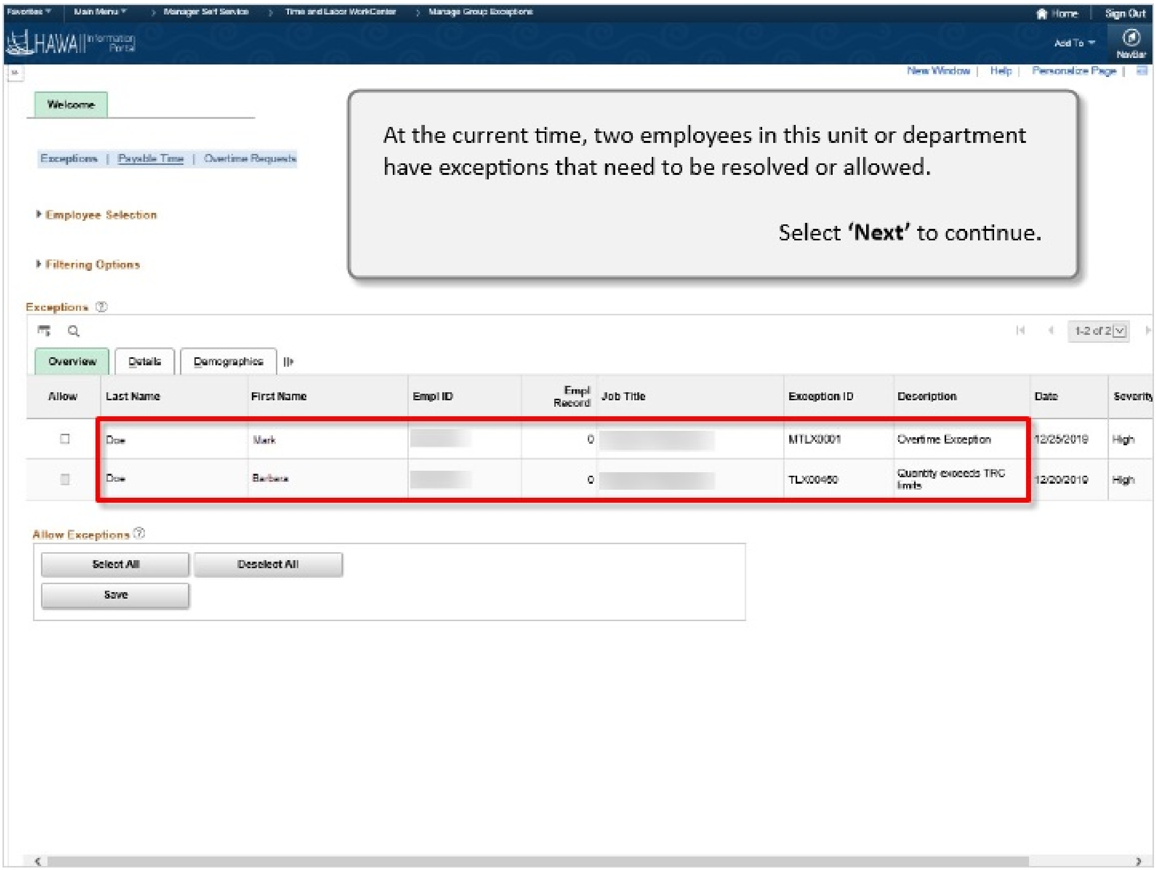
The **Welcome** page on the **Time and Labor WorkCenter** displays.

One way to search for exceptions is using the **Employee Selection** feature.

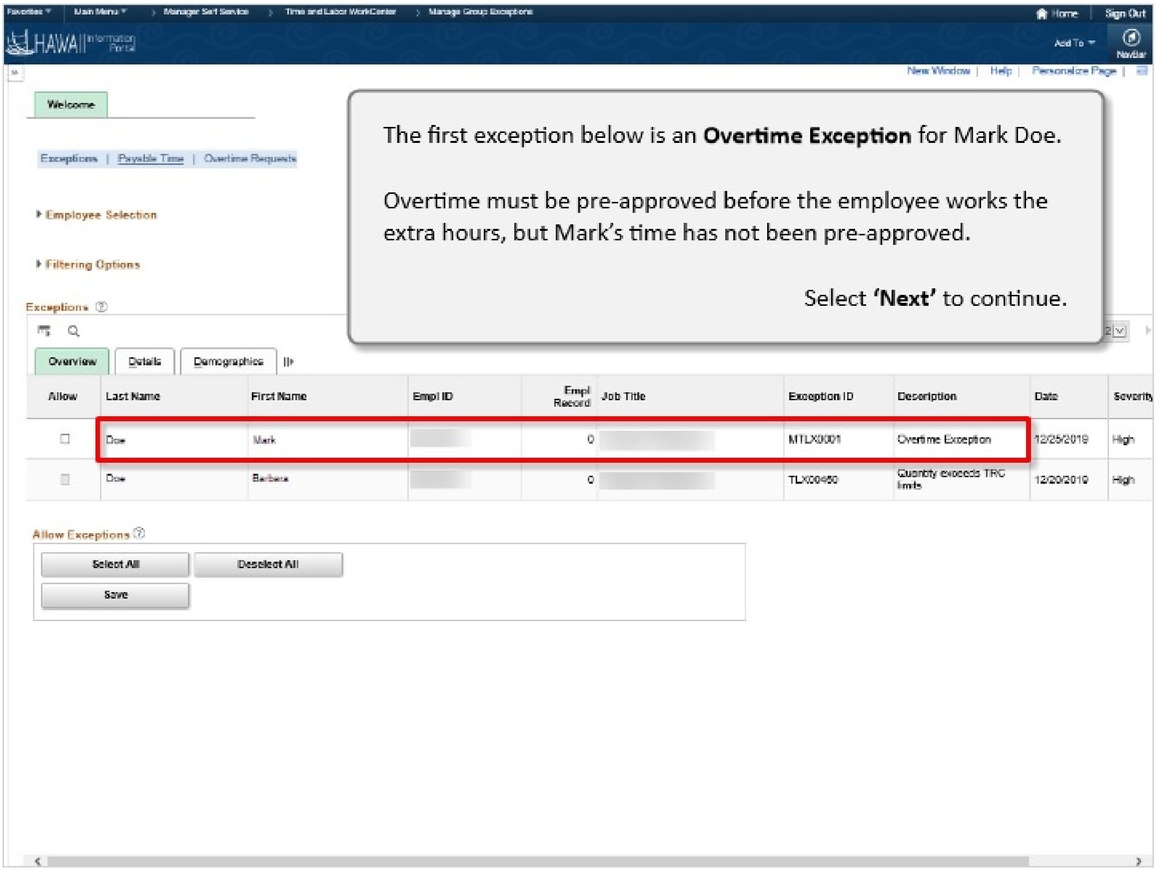
Click the arrow to the left of **Employee Selection**.



Click the **Get Employees** button.

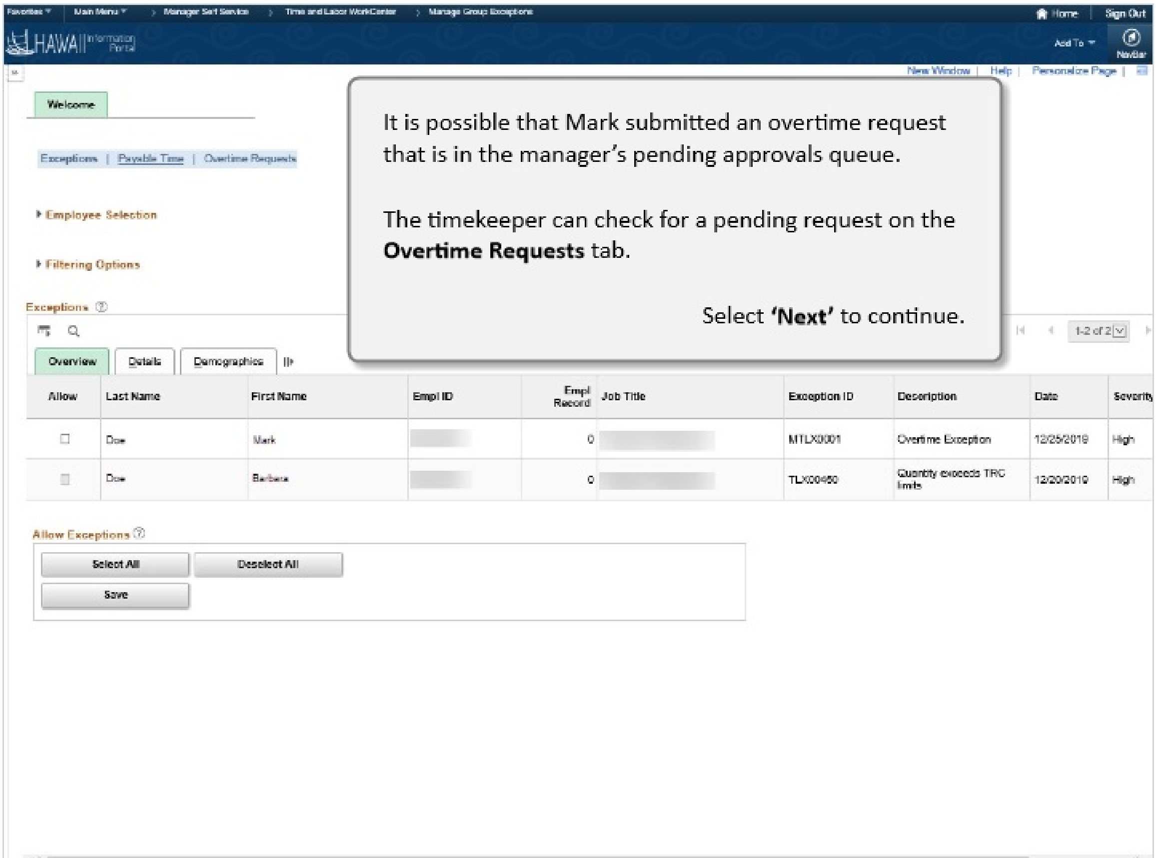


At the current time, two employees in this unit or department have exceptions that need to be resolved or allowed.



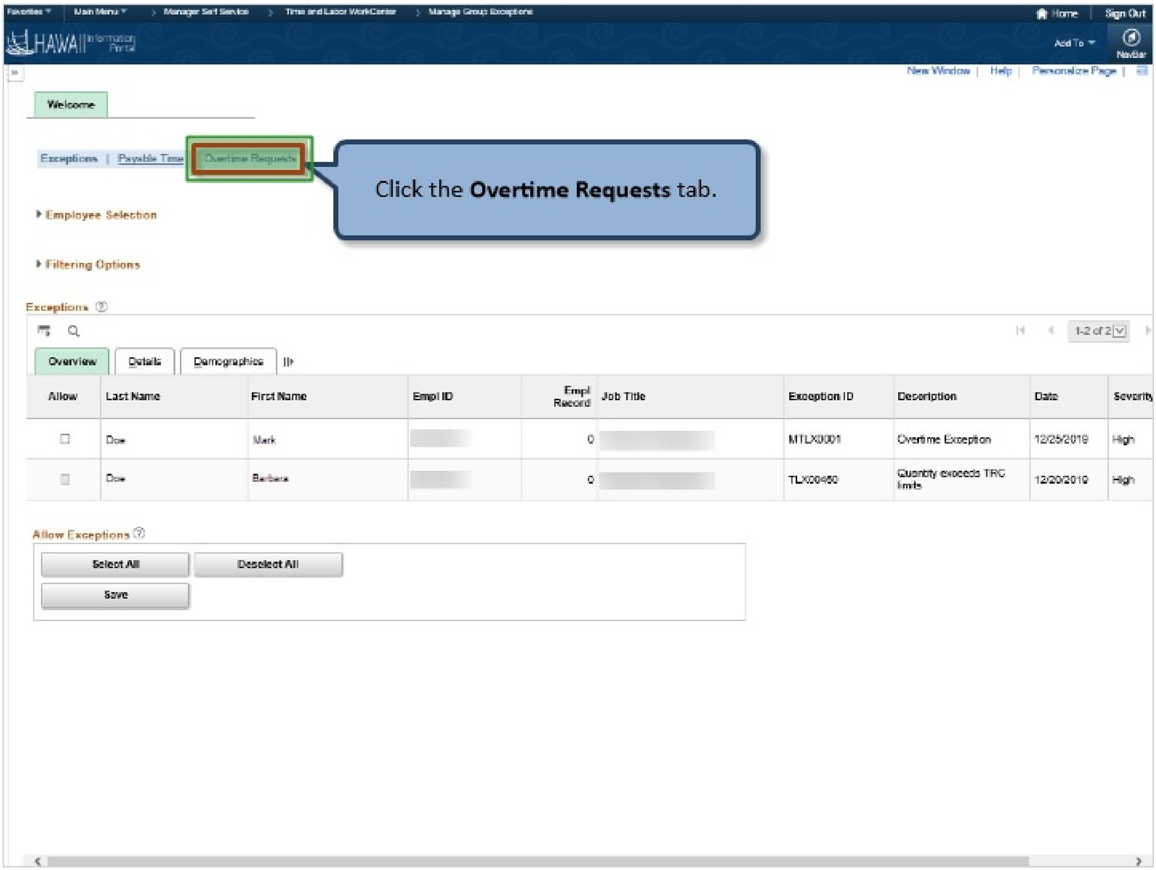
The first exception below is an **Overtime Exception** for Mark Doe.

Overtime must be pre-approved before the employee works the extra hours, but Mark's time has not been pre-approved.

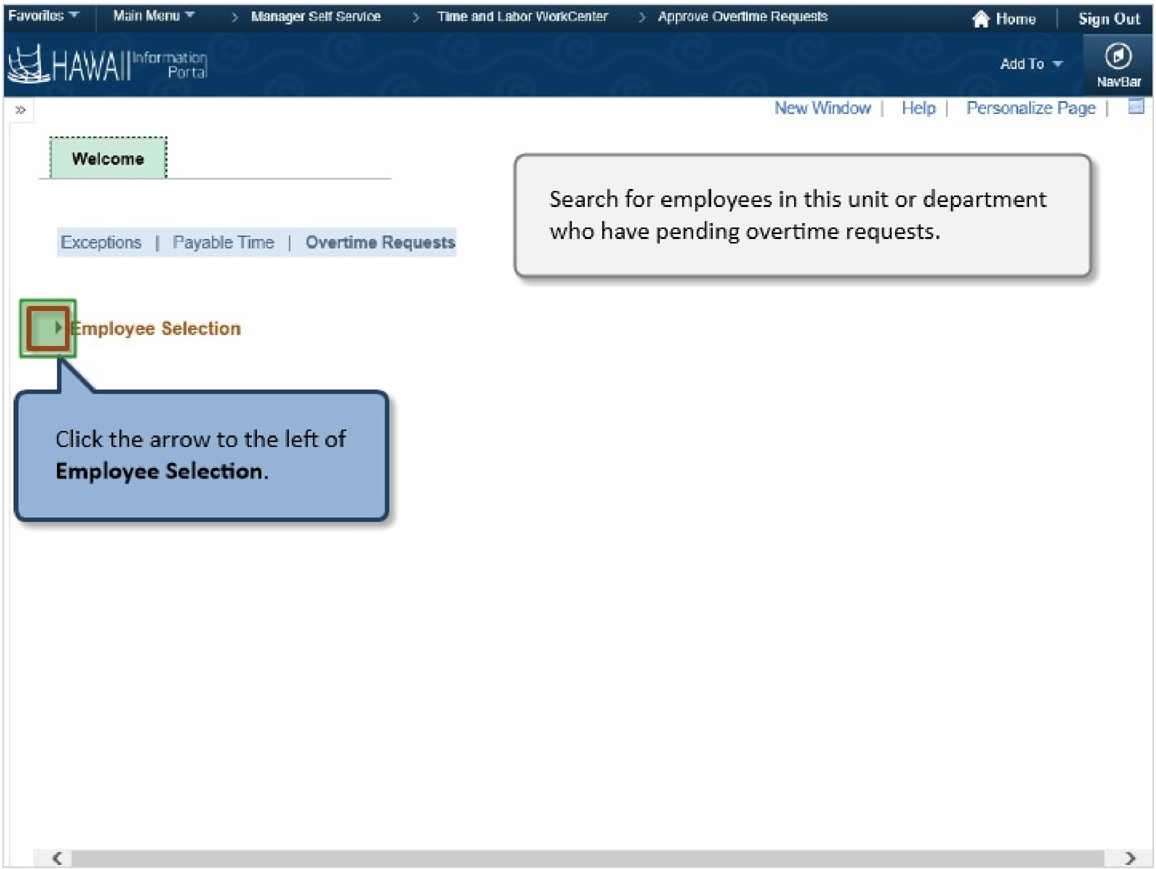


It is possible that Mark submitted an overtime request that is in the manager's pending approvals queue.

The timekeeper can check for a pending request on the **Overtime Requests** tab.

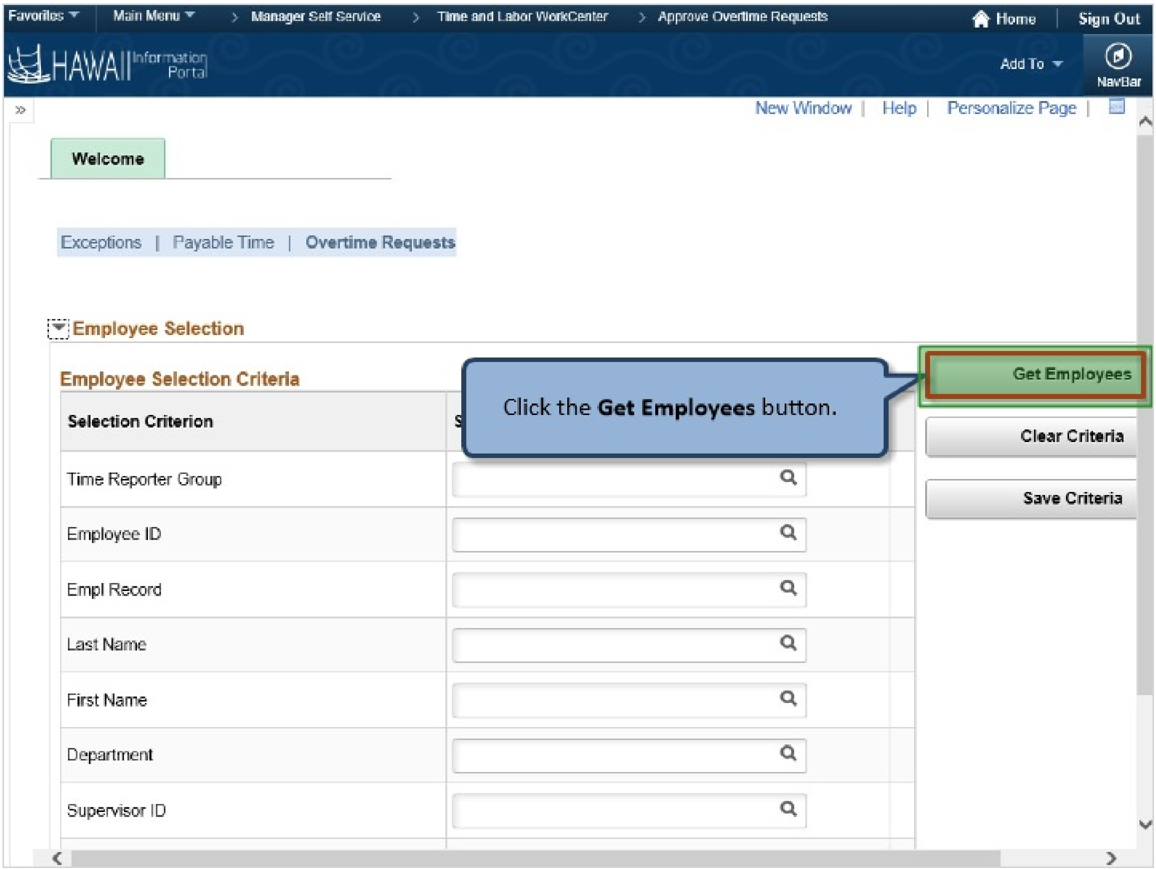


Click the **Overtime Requests** tab.

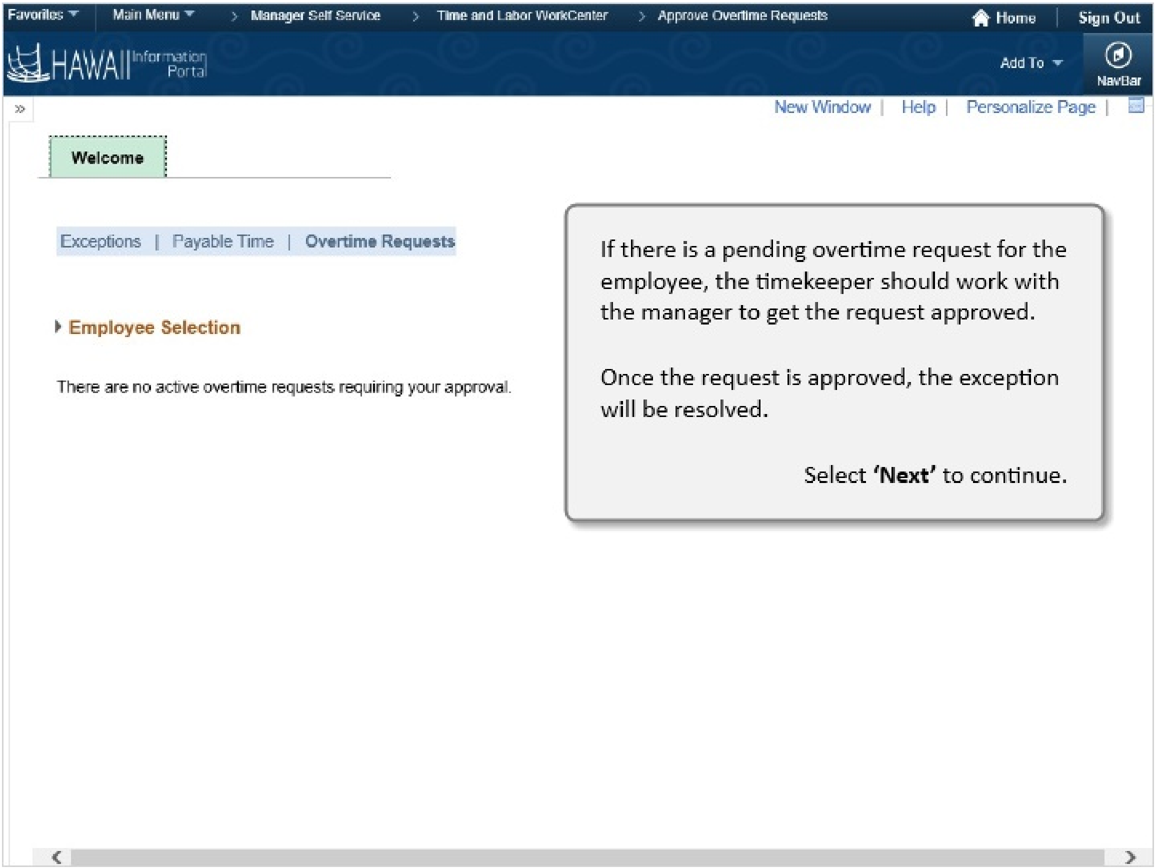


Search for employees in this unit or department who have pending overtime requests.

Click the arrow to the left of **Employee Selection**.

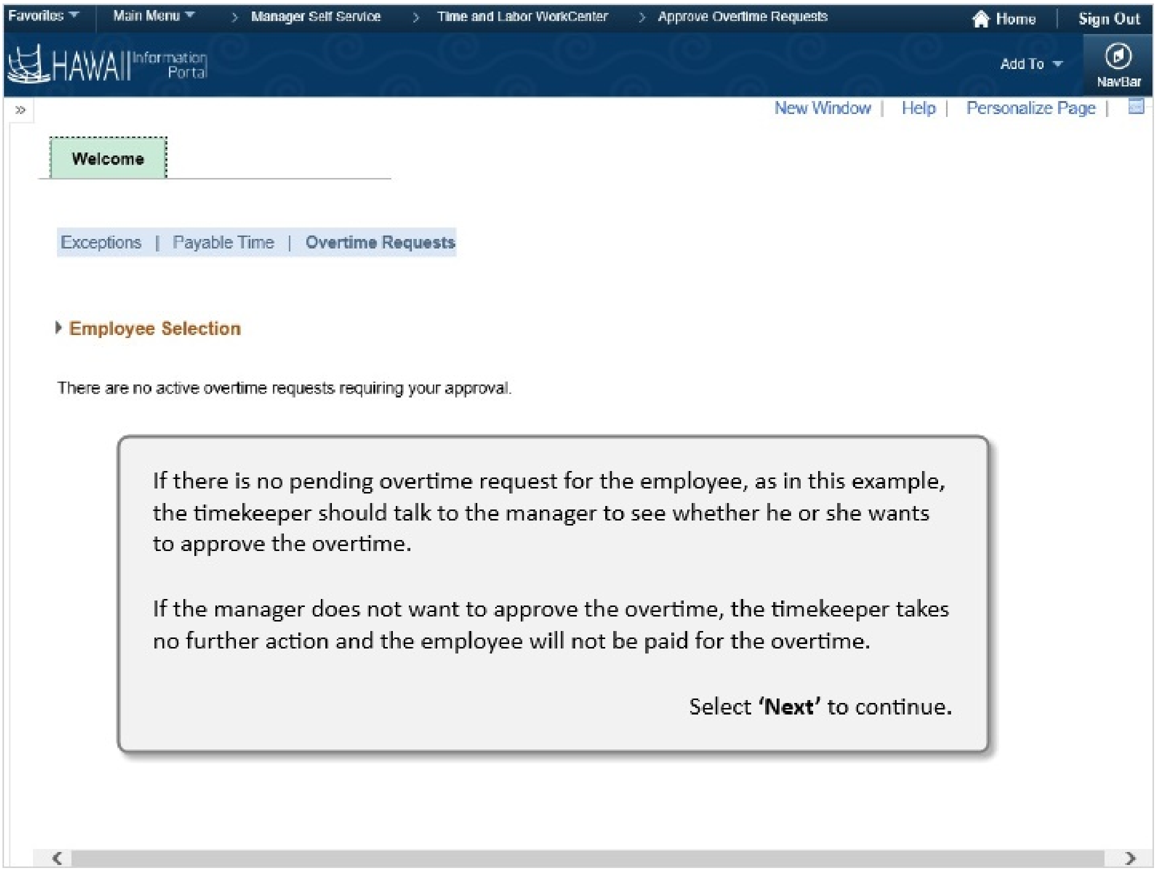


Click the **Get Employees** button.



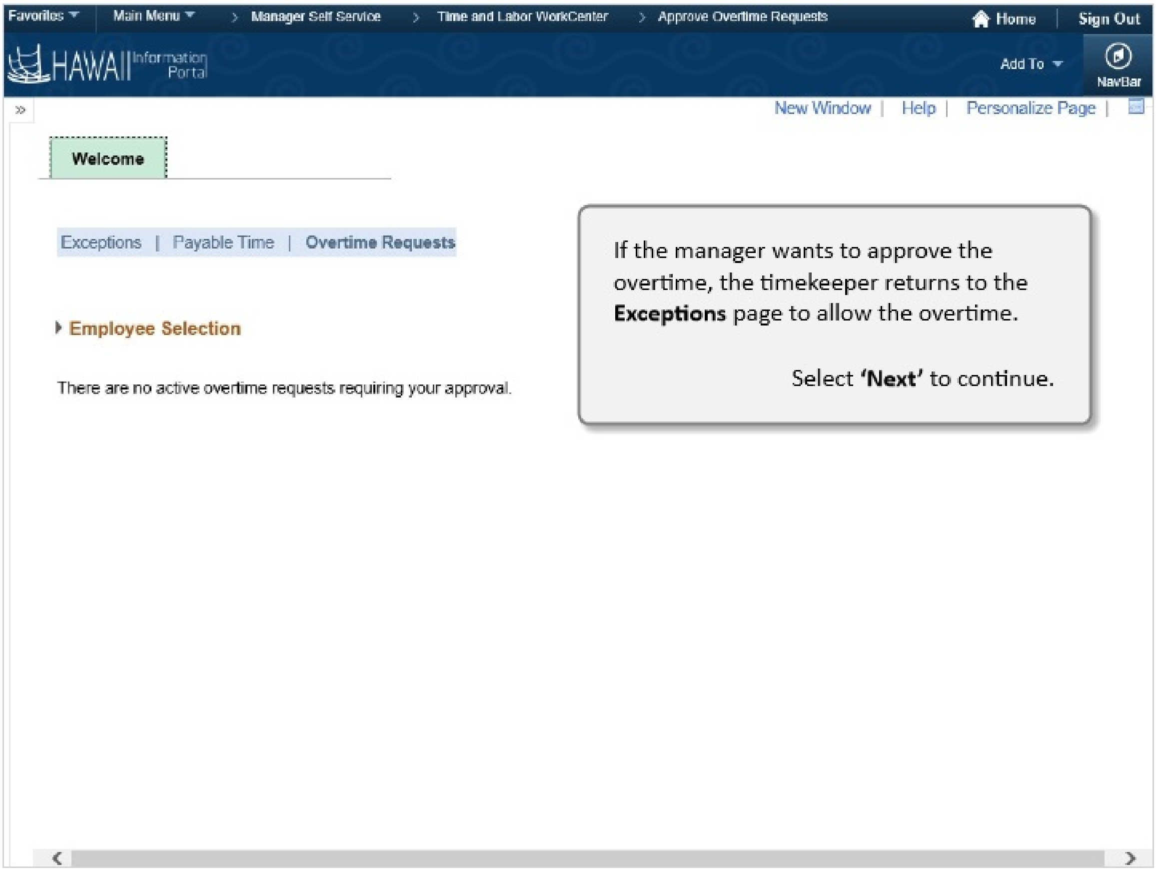
If there is a pending overtime request for the employee, the timekeeper should work with the manager to get the request approved.

Once the request is approved, the exception will be resolved.

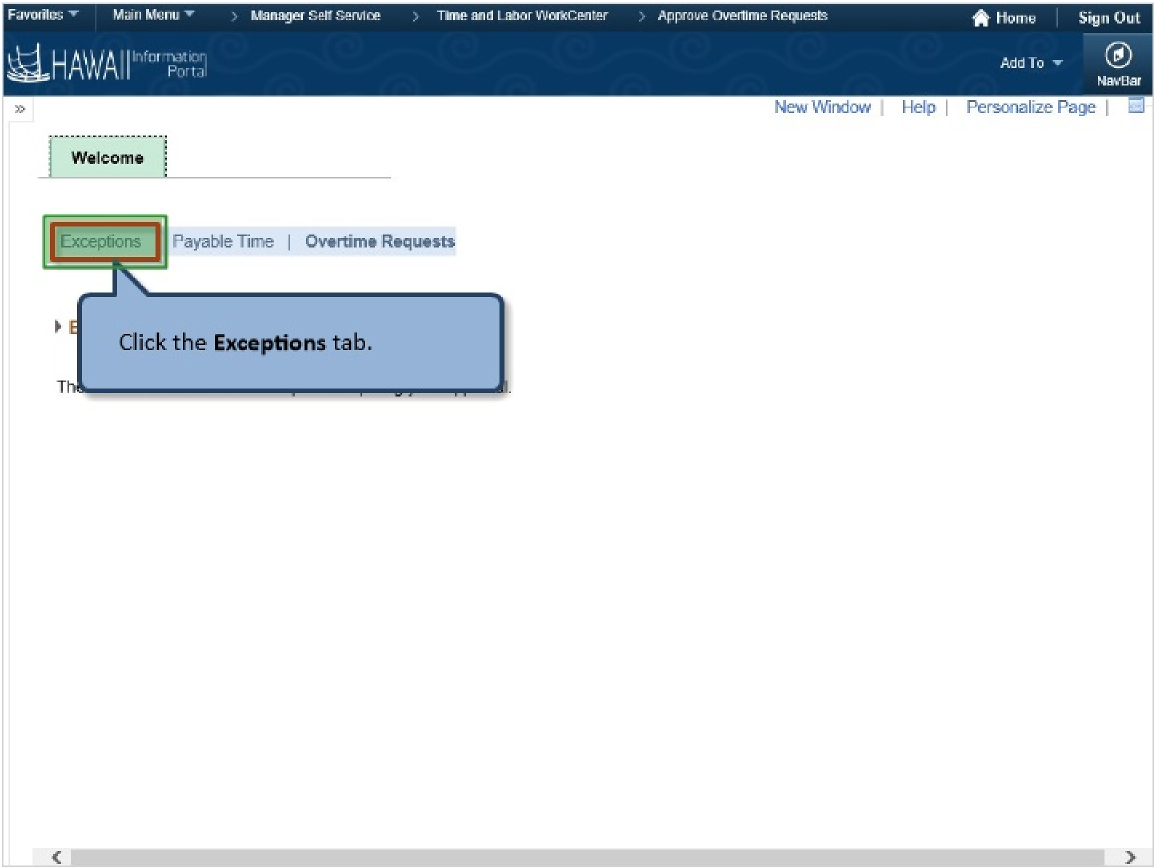


If there is no pending overtime request for the employee, as in this example, the timekeeper should talk to the manager to see whether he or she wants to approve the overtime.

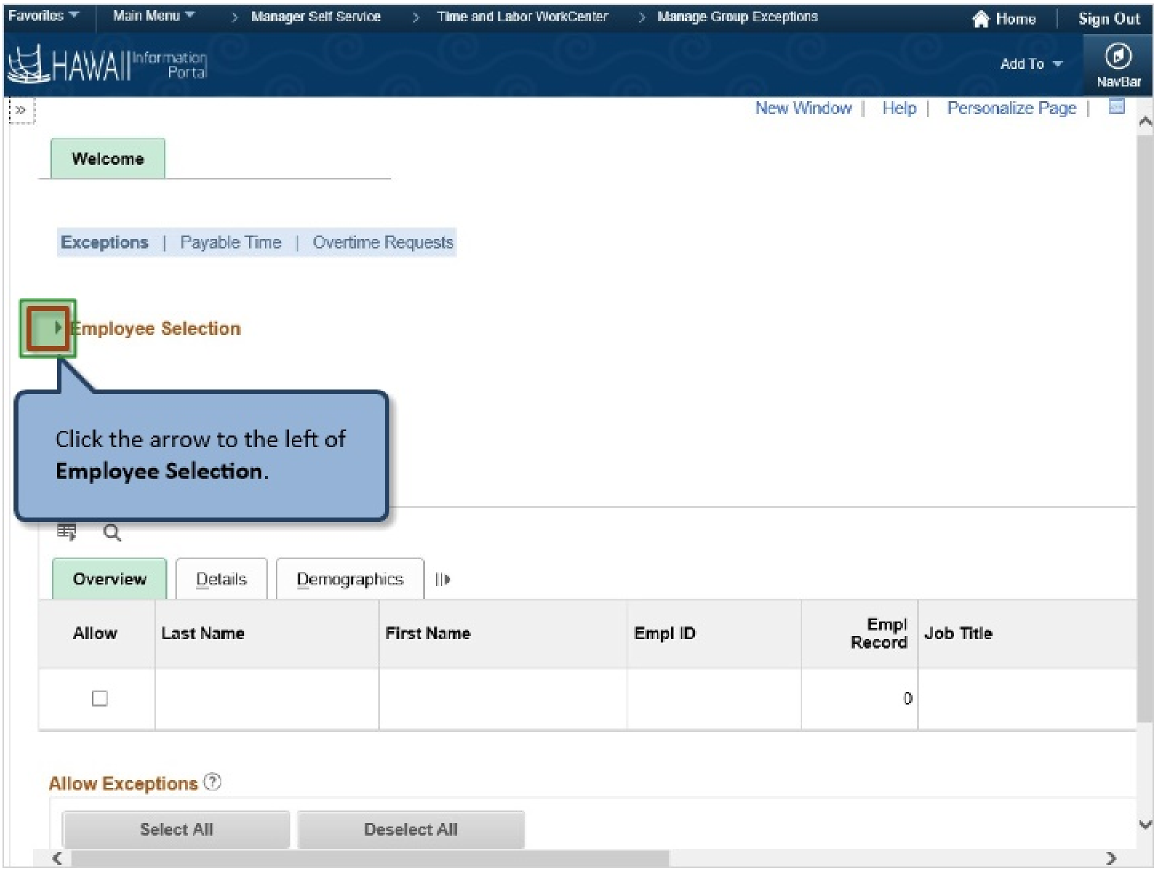
If the manager does not want to approve the overtime, the timekeeper takes no further action and the employee will not be paid for the overtime.



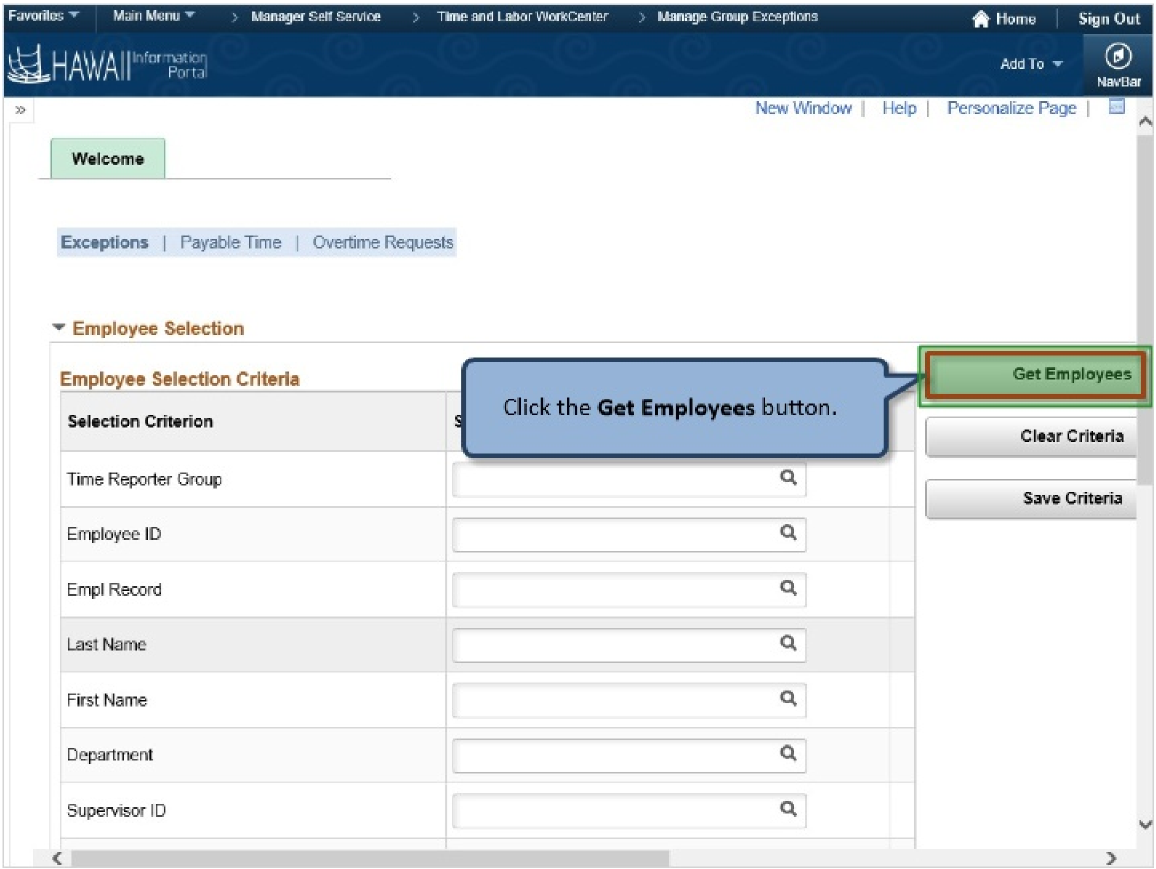
If the manager wants to approve the overtime, the timekeeper returns to the **Exceptions** page to allow the overtime.



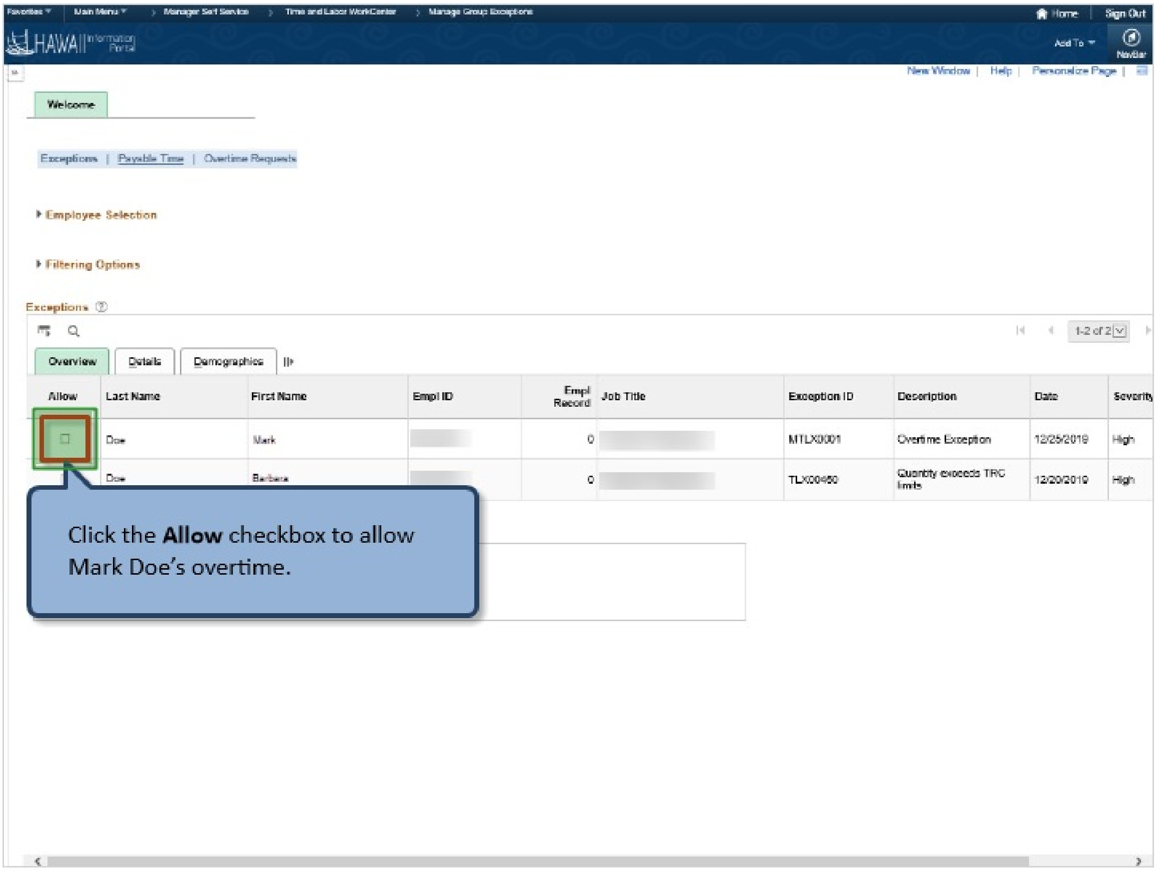
Click the **Exceptions** tab.



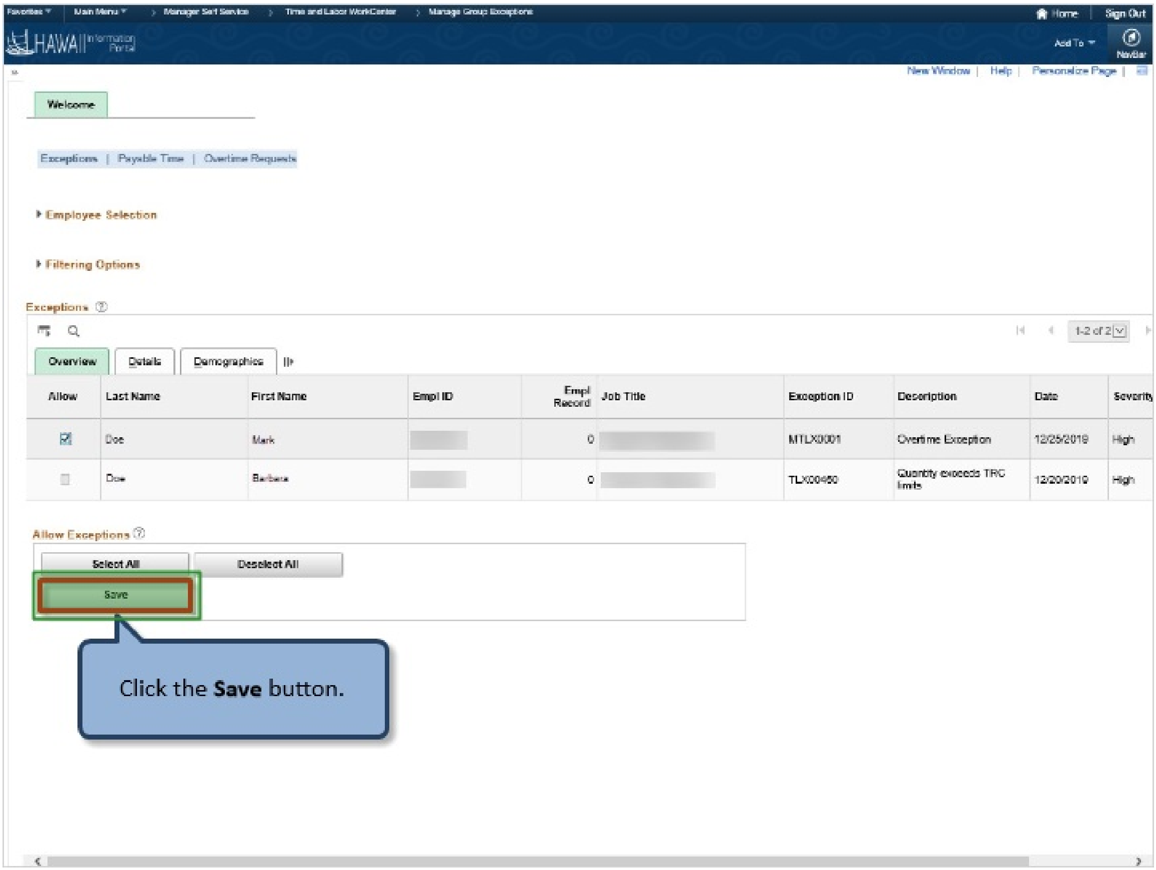
Click the arrow to the left of **Employee Selection**.



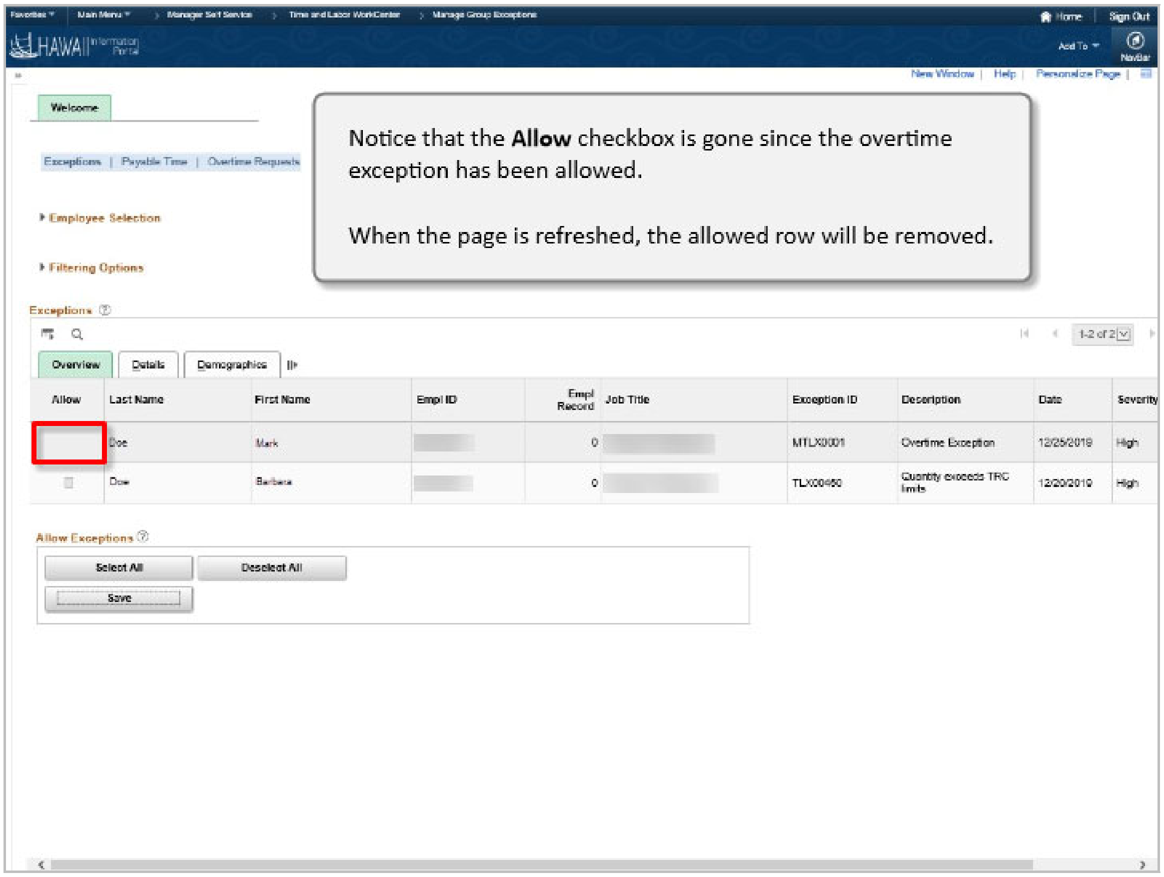
Click the **Get Employees** button.



Click the **Allow** checkbox to allow Mark Doe's overtime.

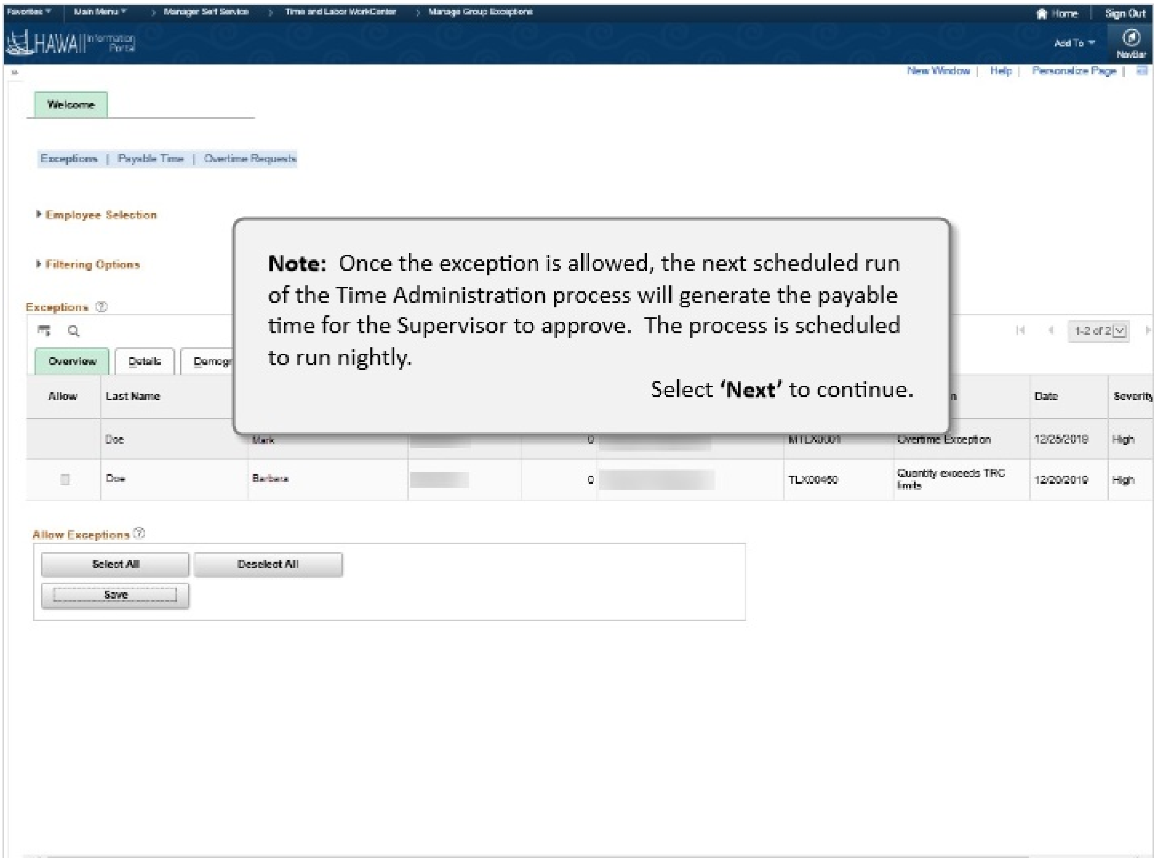


Click the **Save** button.

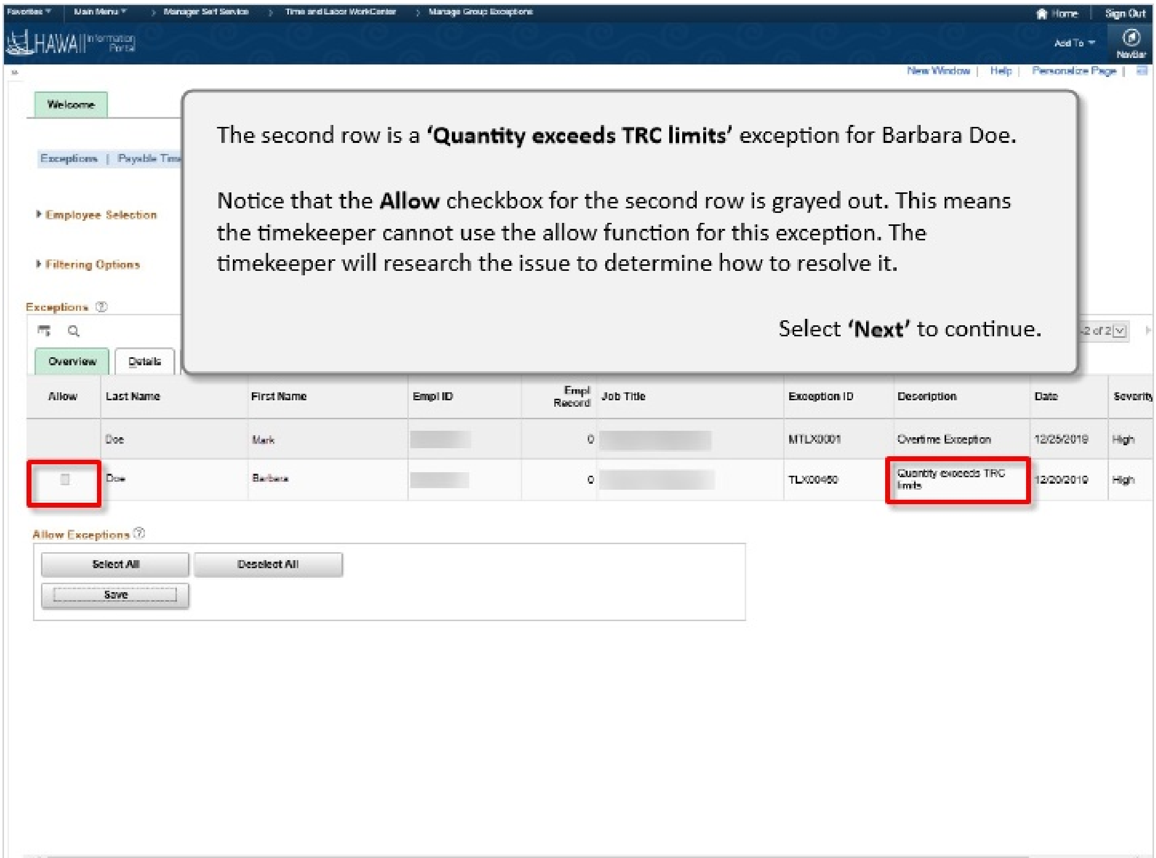


Notice that the **Allow** checkbox is gone since the overtime exception has been allowed.

When the page is refreshed, the allowed row will be removed.

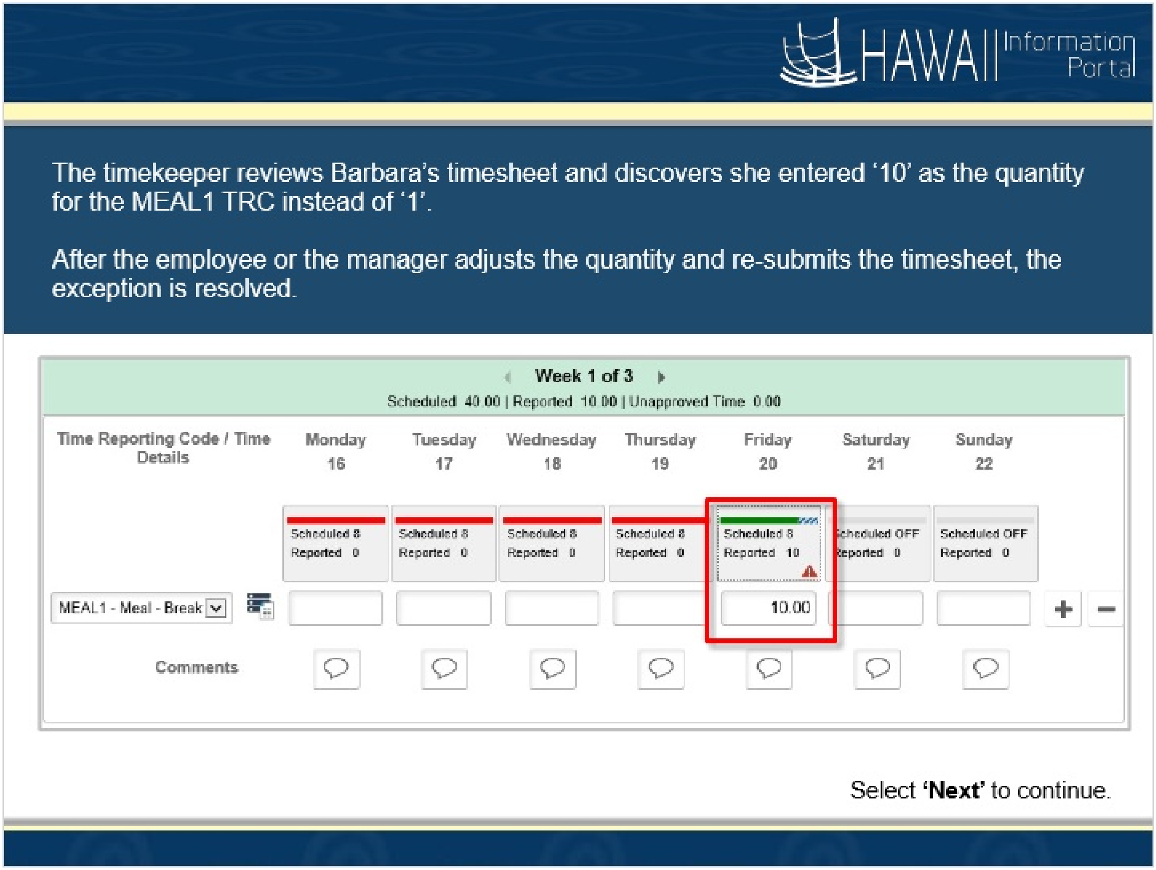


Note: Once the exception is allowed, the next scheduled run of the Time Administration process will generate the payable time for the Supervisor to approve. The process is scheduled to run nightly.



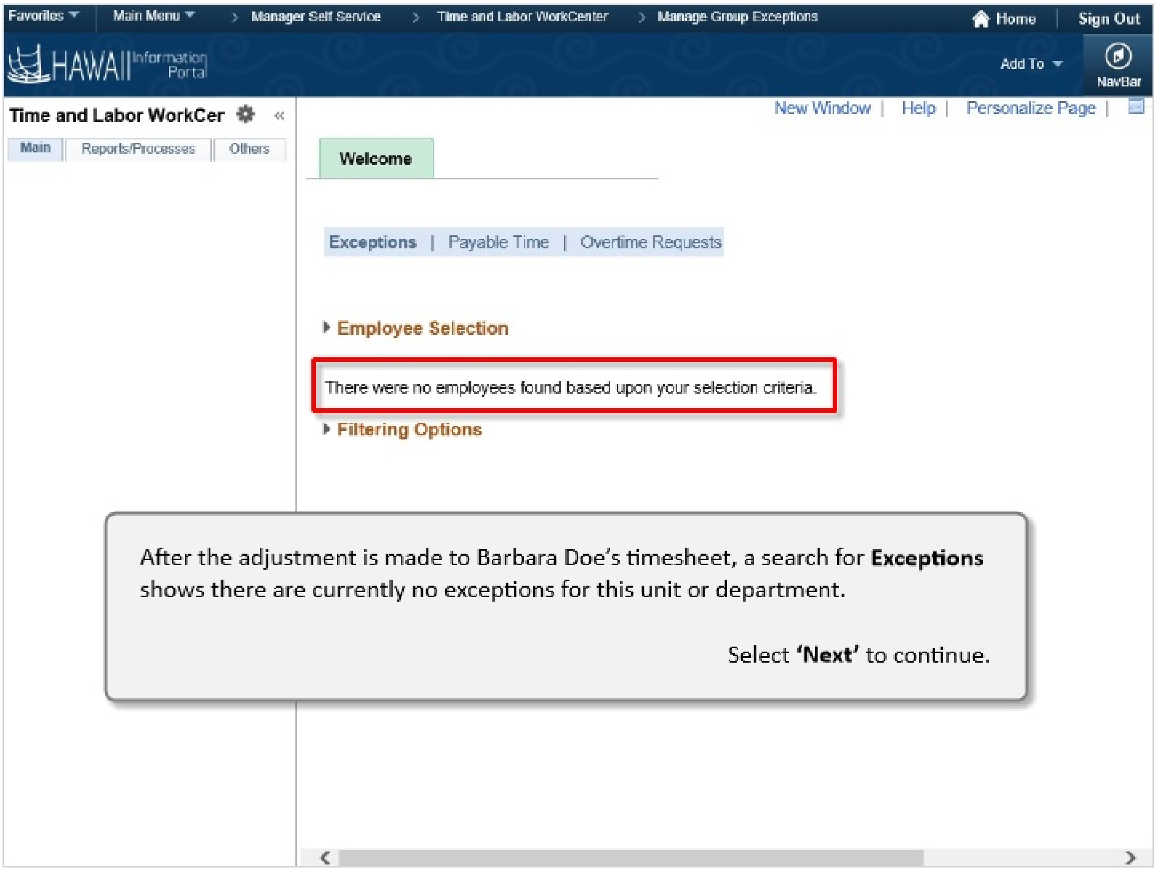
The second row is a **'Quantity exceeds TRC limits'** exception for Barbara Doe.

Notice that the **Allow** checkbox for the second row is grayed out. This means the timekeeper cannot use the allow function for this exception. The timekeeper will research the issue to determine how to resolve it.



The timekeeper reviews Barbara's timesheet and discovers she entered '10' as the quantity for the MEAL1 TRC instead of '1'.

After the employee or the manager adjusts the quantity and re-submits the timesheet, the exception is resolved.



After the adjustment is made to Barbara Doe's timesheet, a search for **Exceptions** shows there are currently no exceptions for this unit or department.

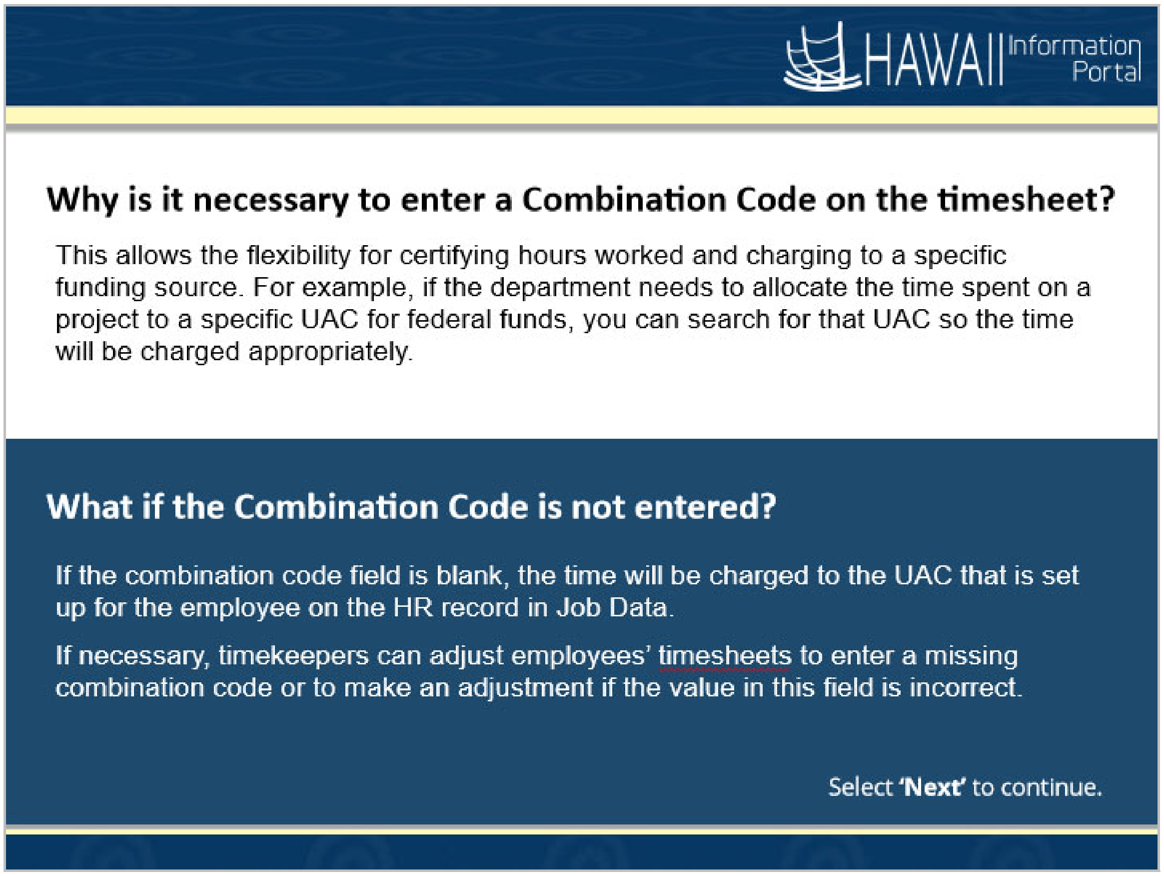
Congratulations!

You've successfully completed this lesson.

Adjust Reported Time

Lesson Scenario

*In this lesson, you will learn to adjust reported time for an employee. Specifically, you will change the **Combination Code** on an employee's timesheet in order to ensure the employee's time is charged to the correct UAC.*



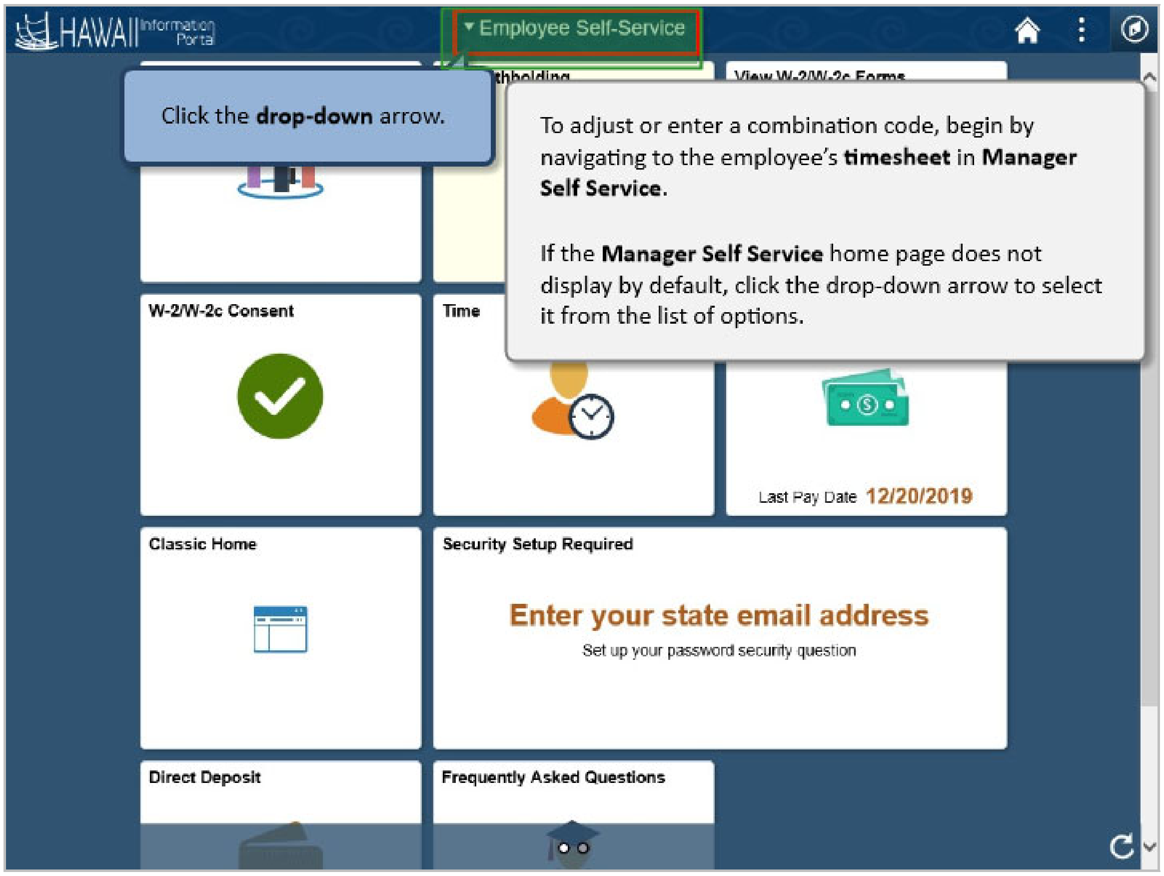
Why is it necessary to enter a Combination Code on the timesheet?

This allows the flexibility for certifying hours worked and charging to a specific funding source. For example, if the department needs to allocate the time spent on a project to a specific UAC for federal funds, you can search for that UAC so the time will be charged appropriately.

What if the Combination Code is not entered?

If the combination code field is blank, the time will be charged to the UAC that is set up for the employee on the HR record in Job Data.

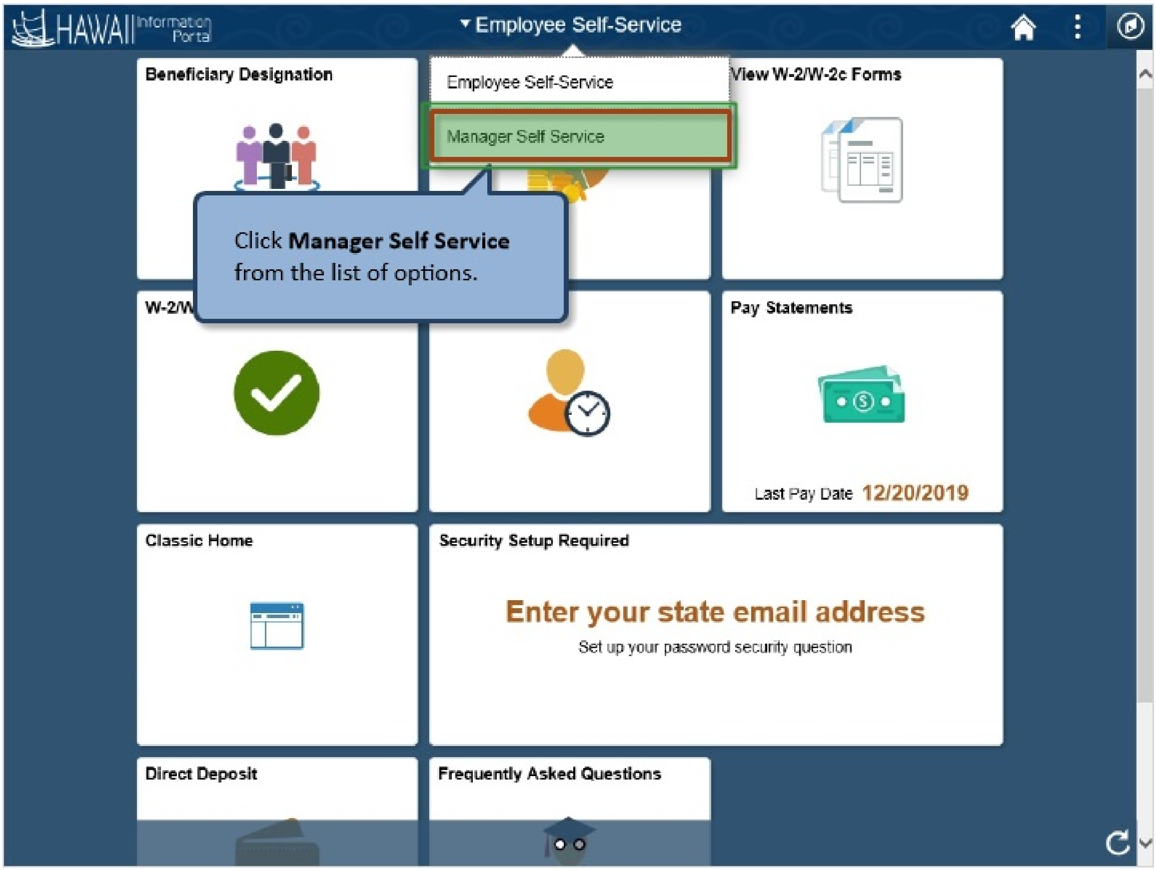
If necessary, timekeepers can adjust employees' timesheets to enter a missing combination code or to make an adjustment if the value in this field is incorrect.



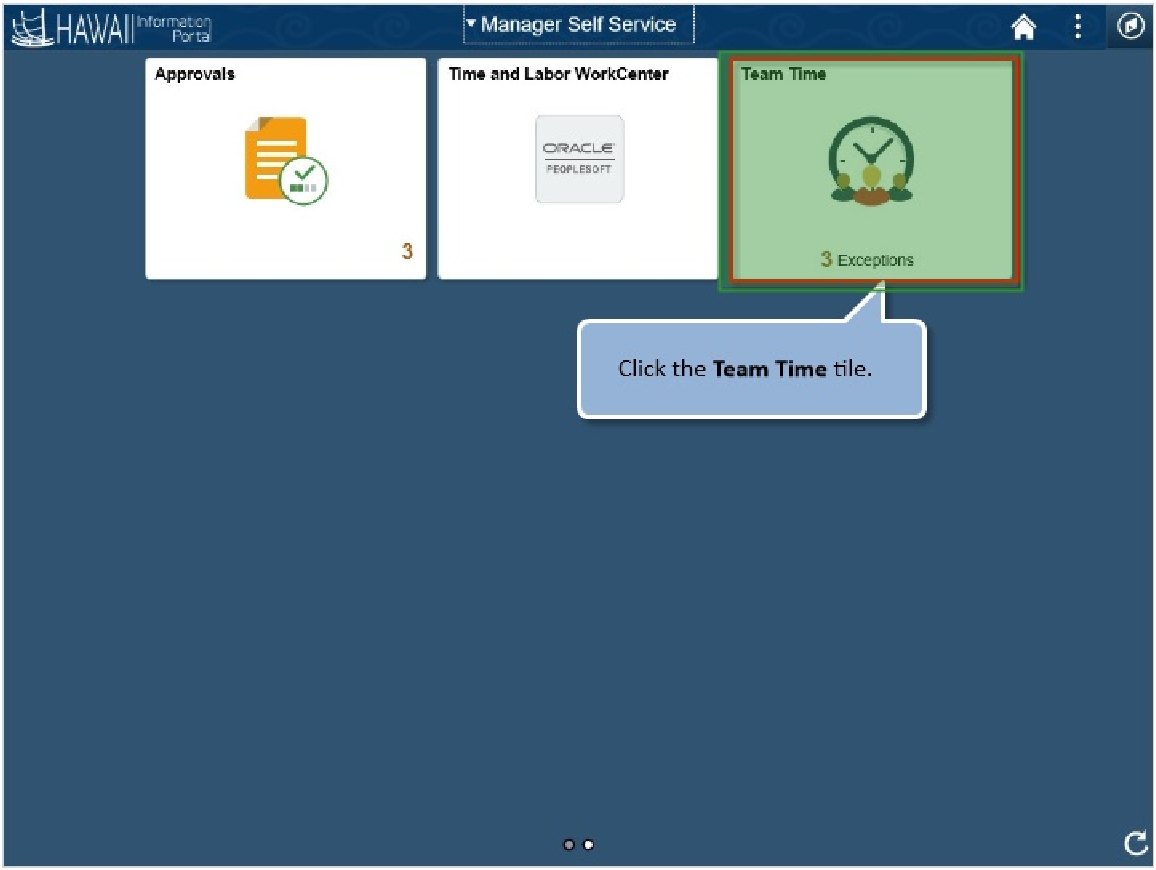
To adjust or enter a combination code, begin by navigating to the employee's **timesheet** in **Manager Self Service**.

If the **Manager Self Service** home page does not display by default, click the drop-down arrow to select it from the list of options.

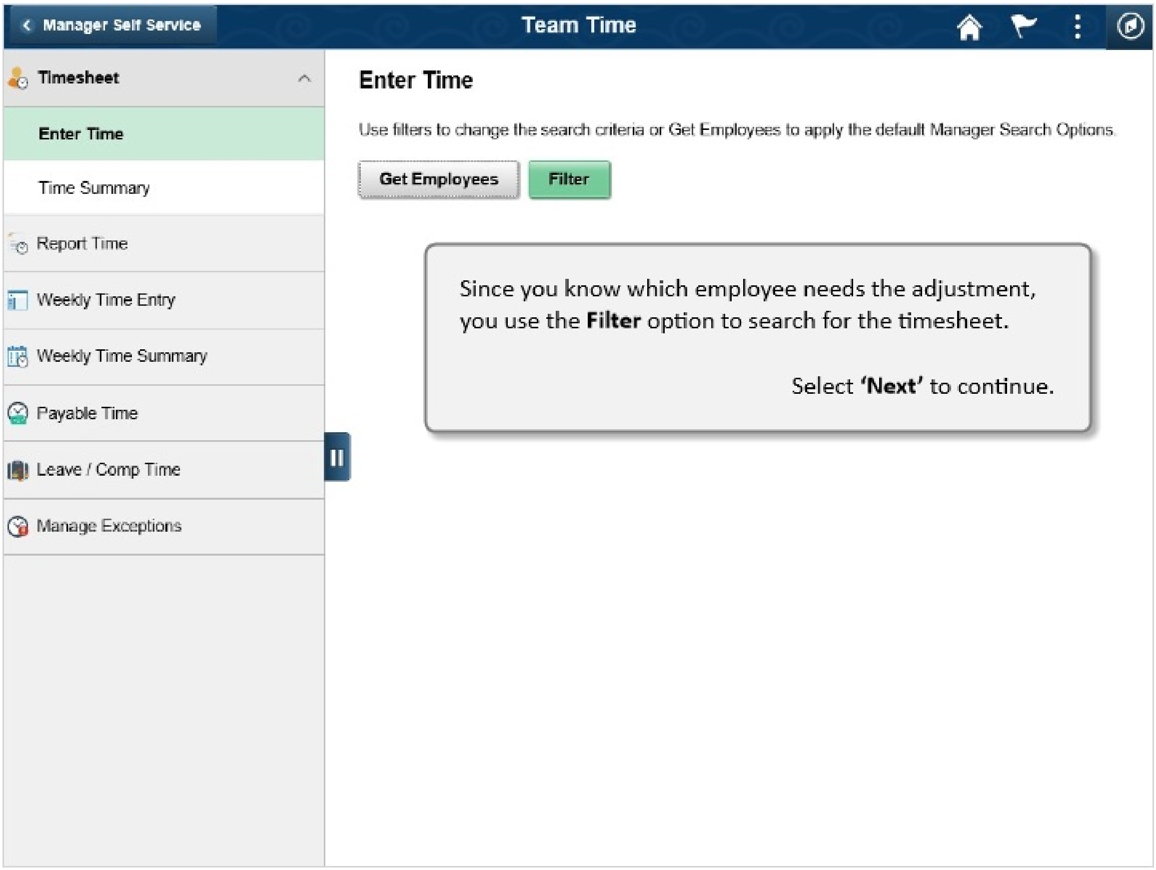
Click the **drop-down** arrow.



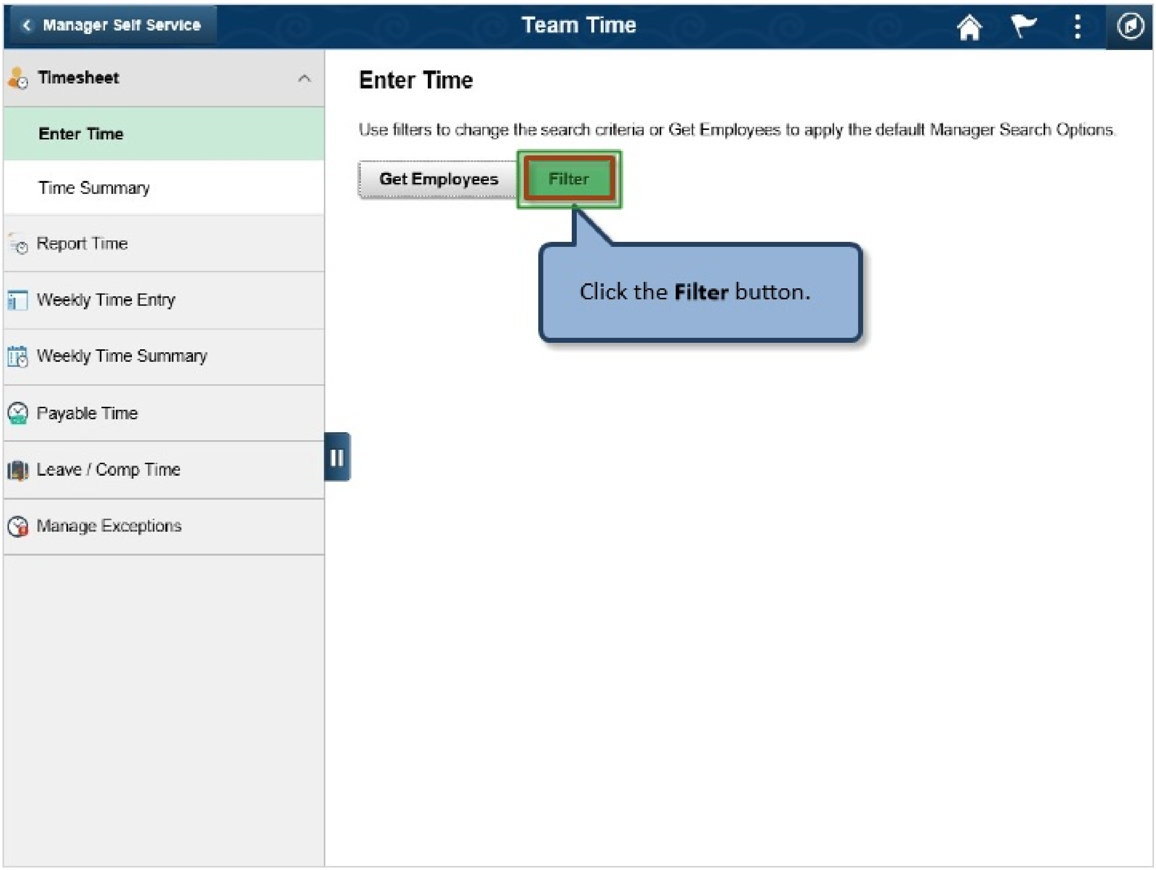
Click **Manager Self Service** from the list of options.



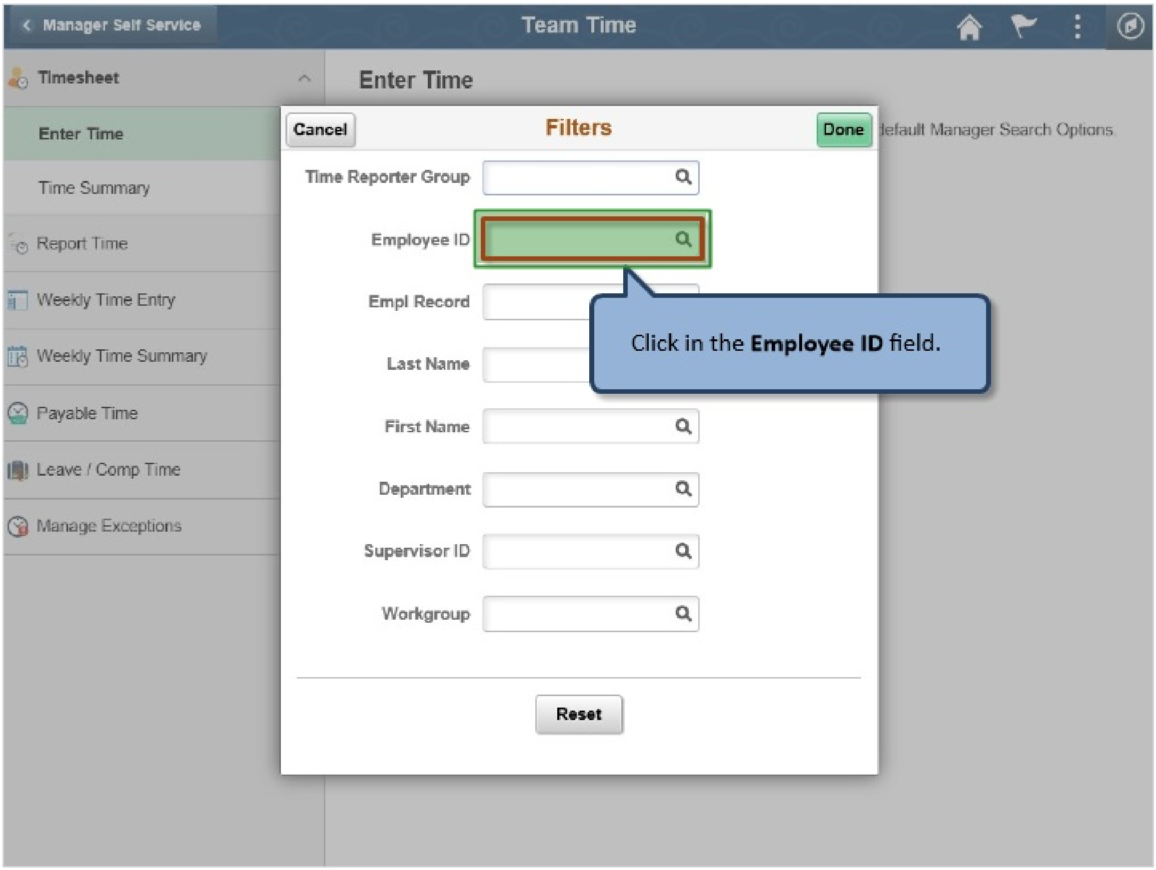
Click the **Team Time** tile.



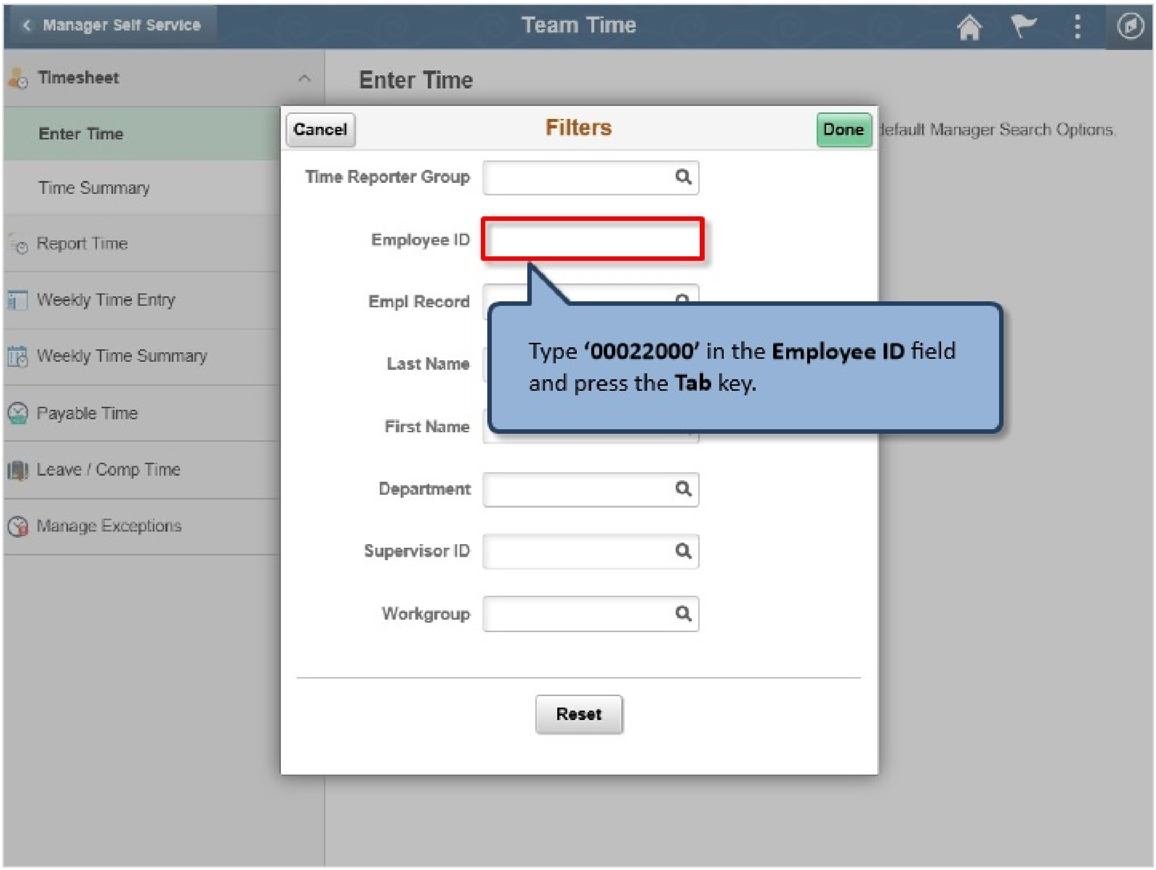
Since you know which employee needs the adjustment, you use the **Filter** option to search for the timesheet.



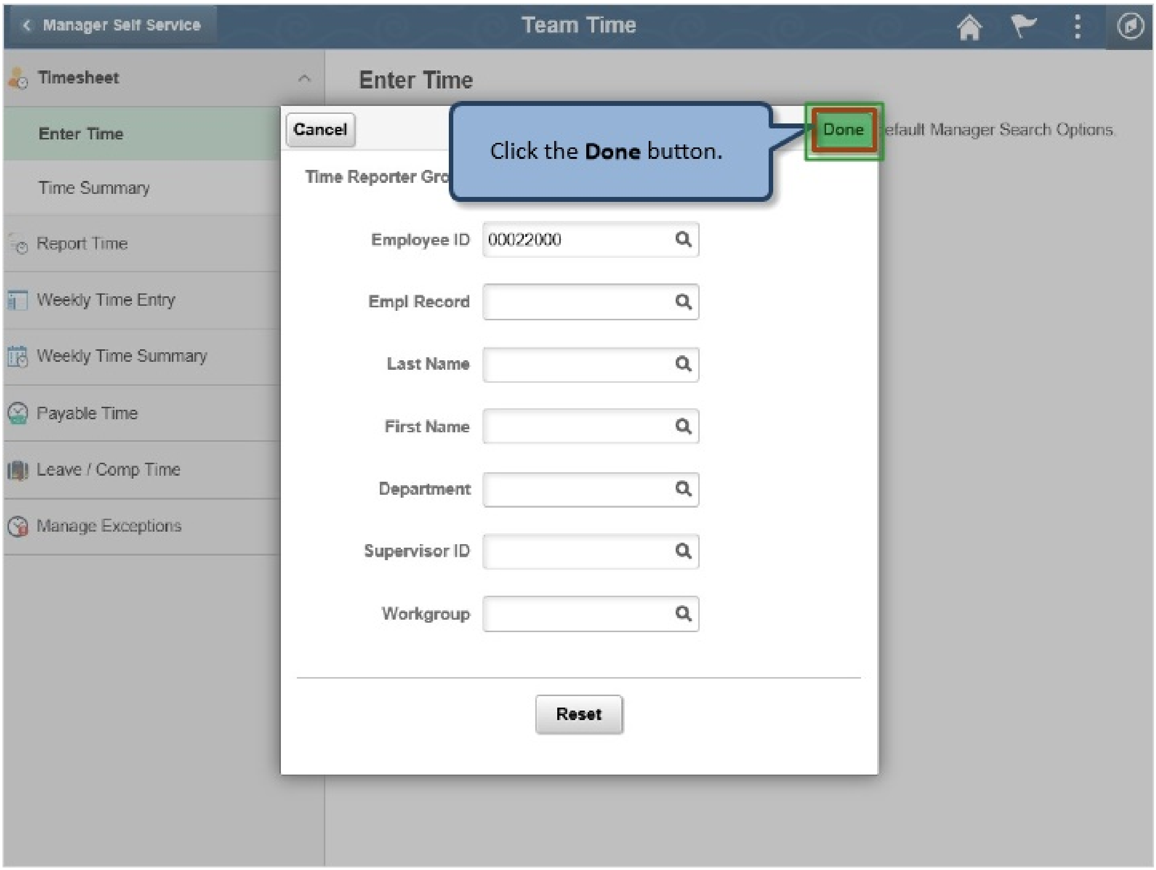
Click the **Filter** button.



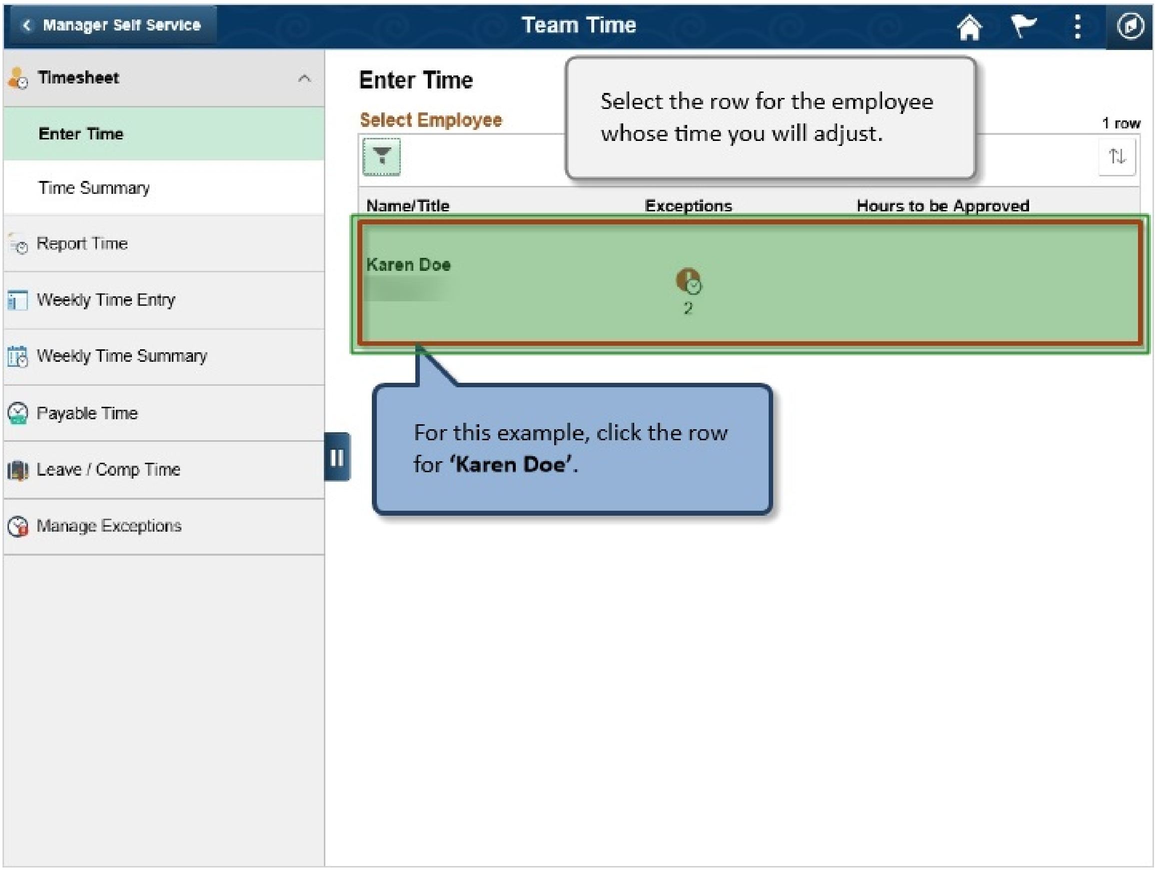
Click in the **Employee ID** field.



Type **'00022000'** in the **Employee ID** field and press the **Tab** key.

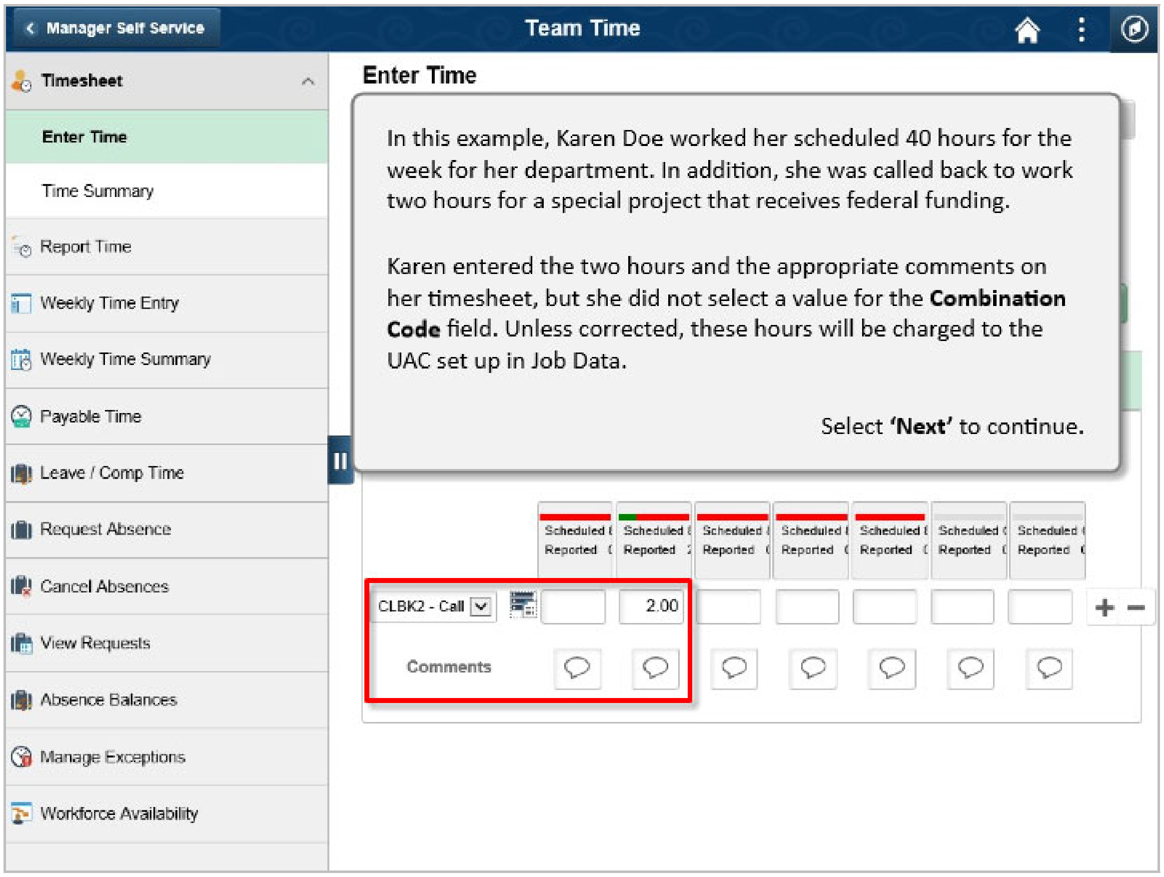


Click the **Done** button.



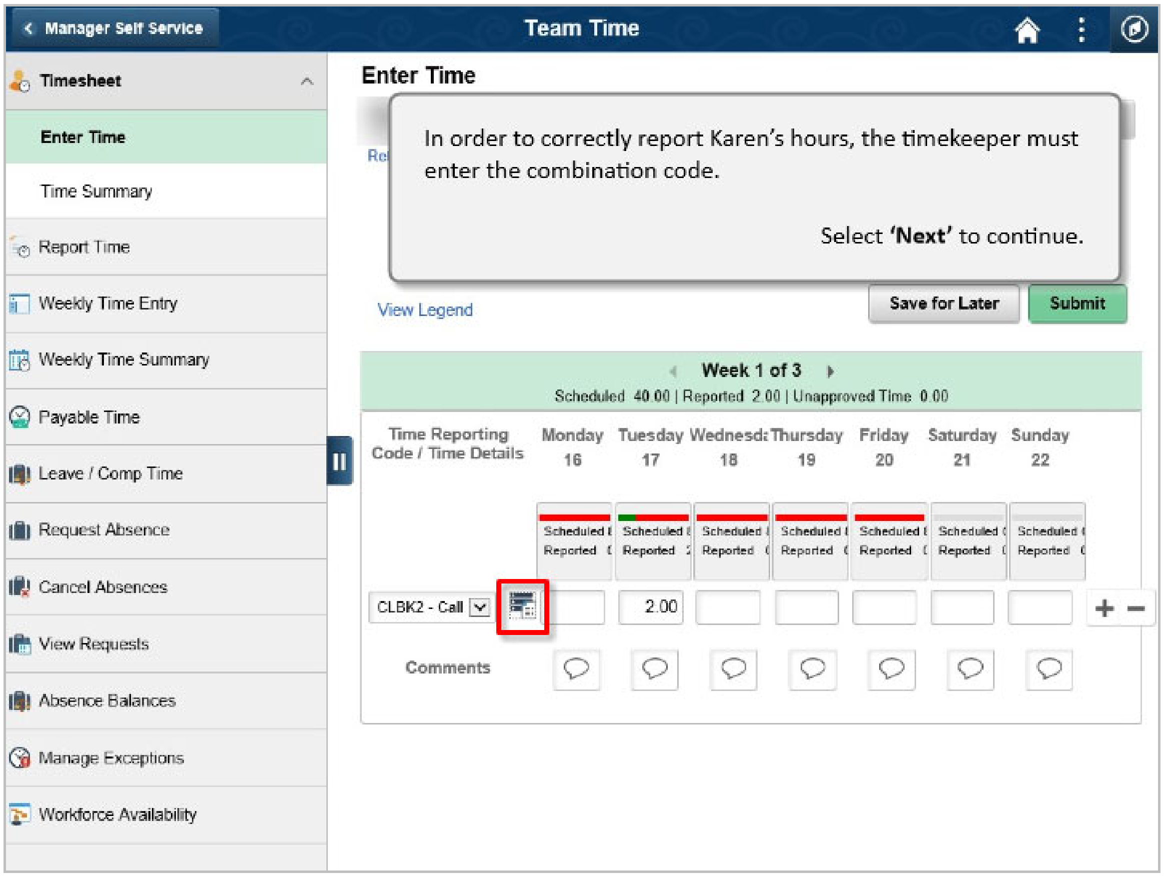
Select the row for the employee whose time you will adjust.

For this example, click the row for **'Karen Doe'**.

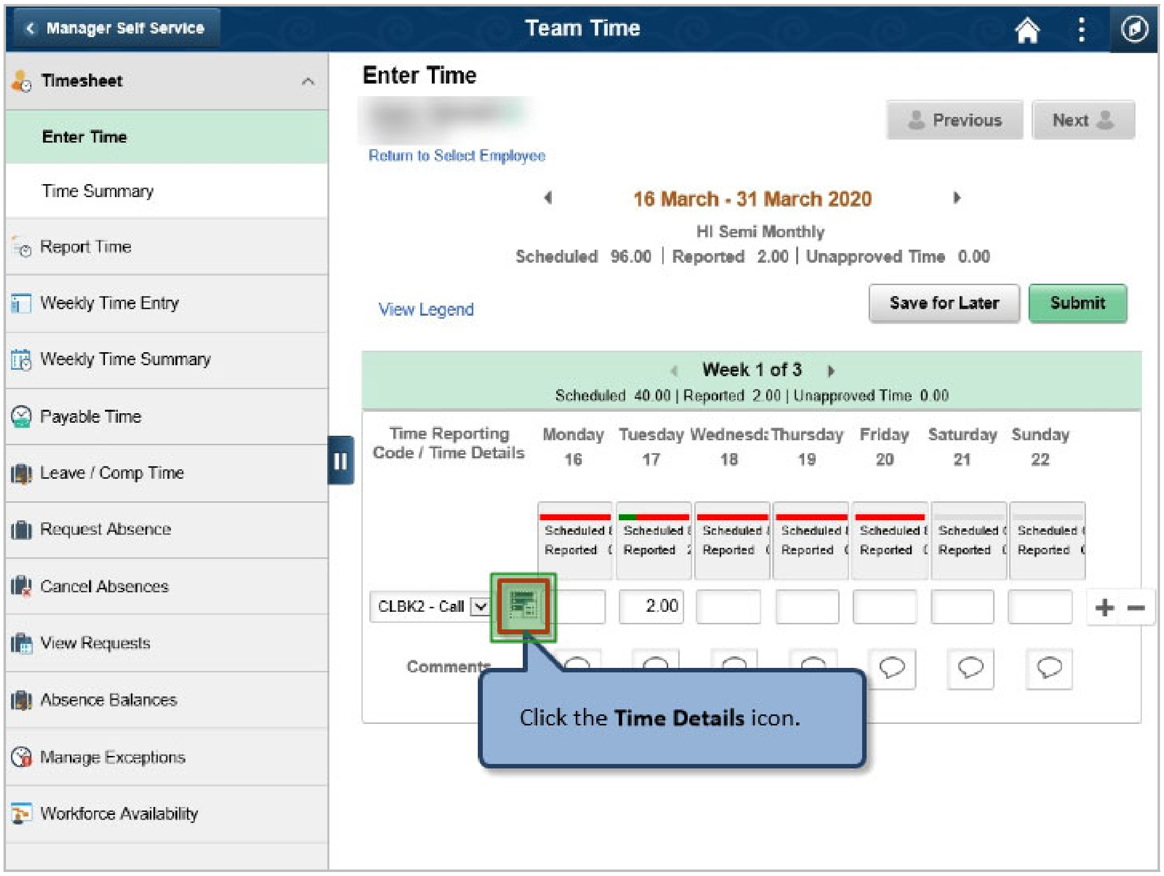


In this example, Karen Doe worked her scheduled 40 hours for the week for her department. In addition, she was called back to work two hours for a special project that receives federal funding.

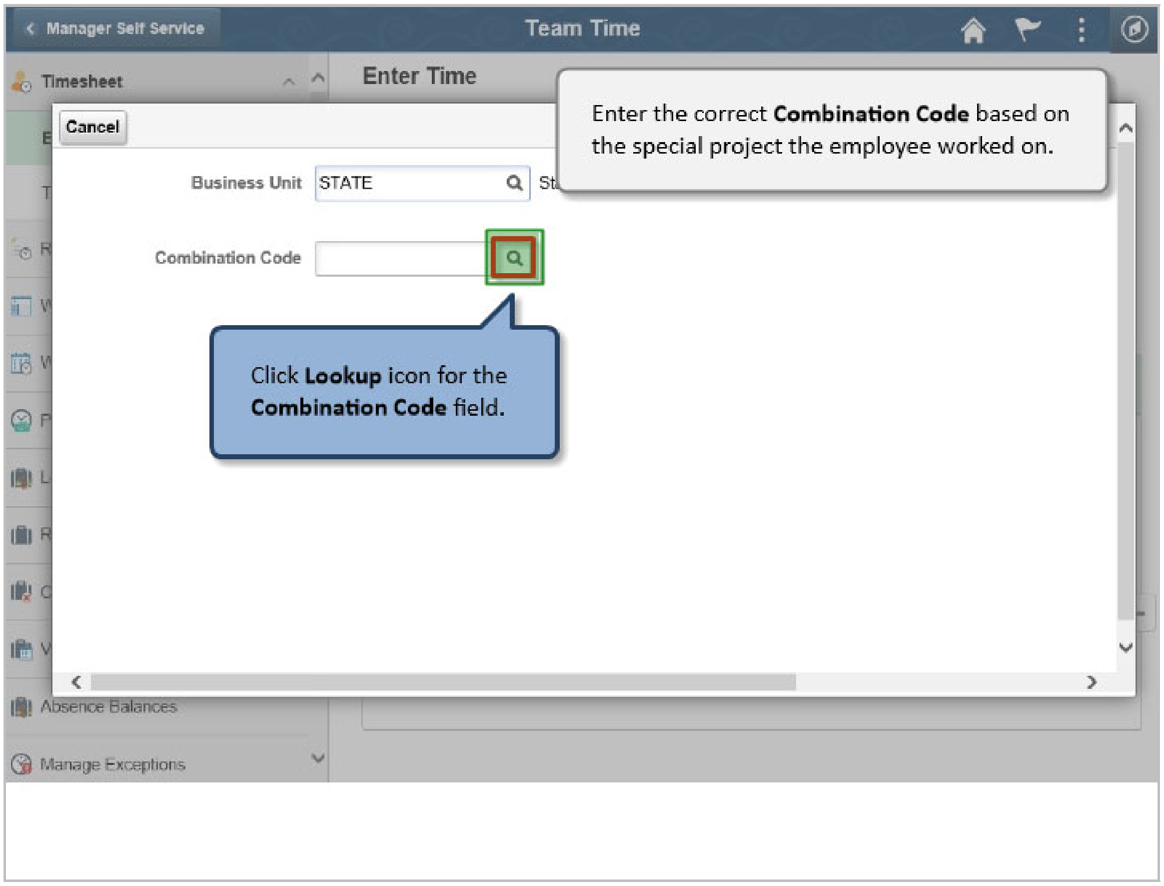
Karen entered the two hours and the appropriate comments on her timesheet, but she did not select a value for the **Combination Code** field. Unless corrected, these hours will be charged to the UAC set up in Job Data.



In order to correctly report Karen's hours, the timekeeper must enter the correct combination code.

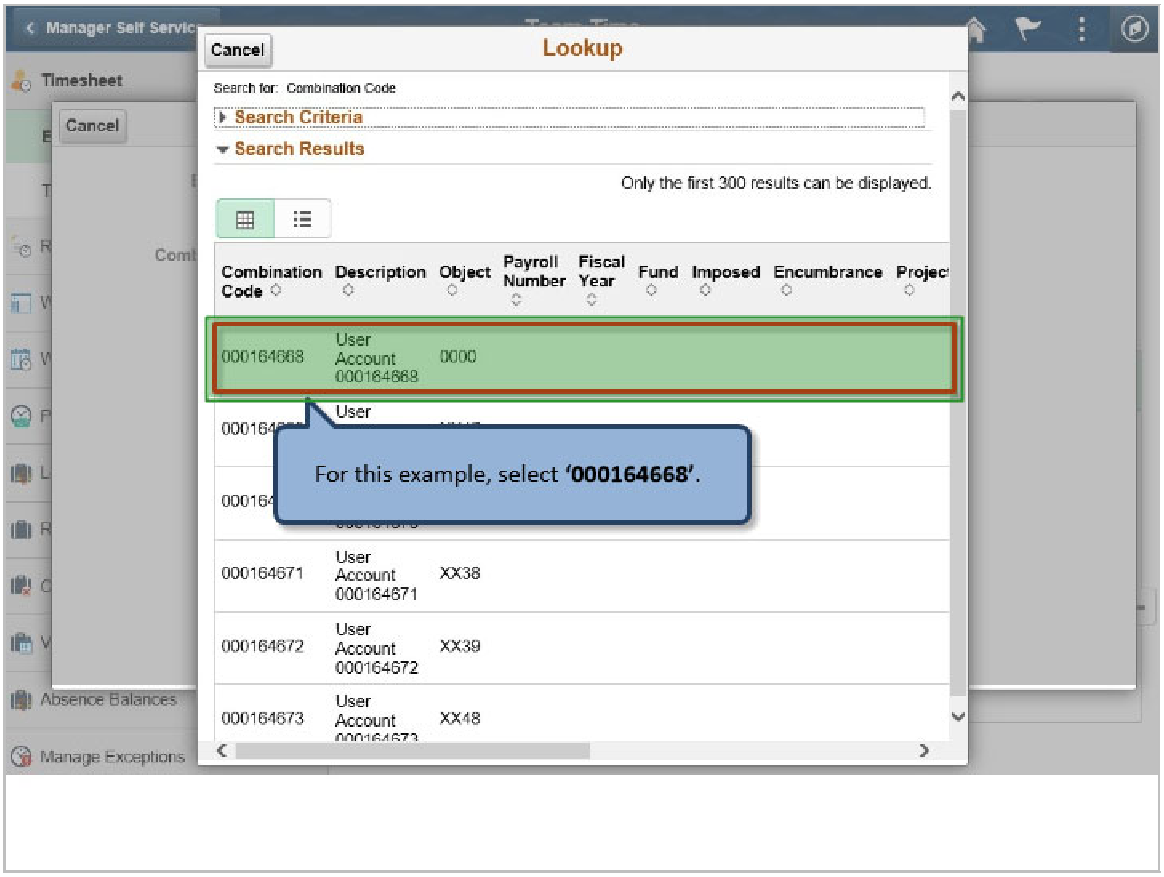


Click the **Time Details** icon.

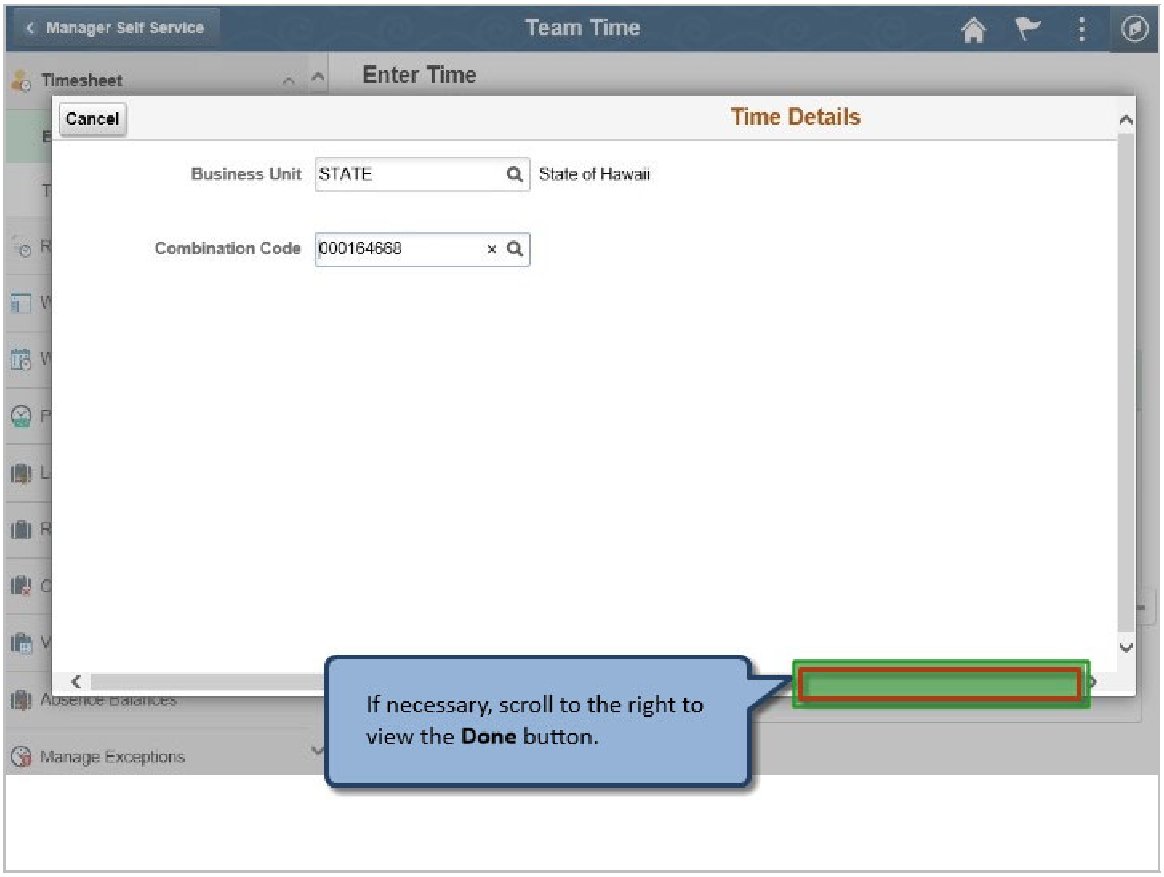


Enter the correct **Combination Code** based on the special project the employee worked on.

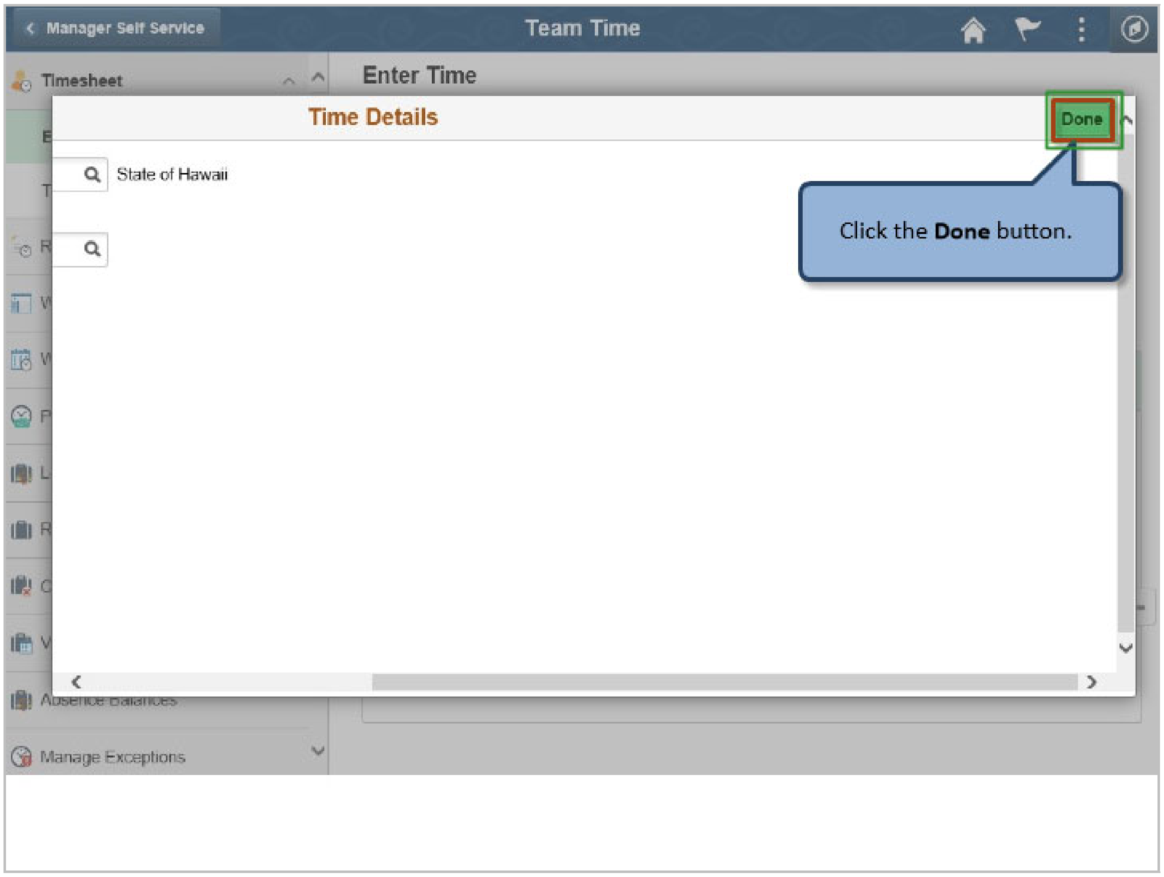
Click **Lookup** icon for the **Combination Code** field.



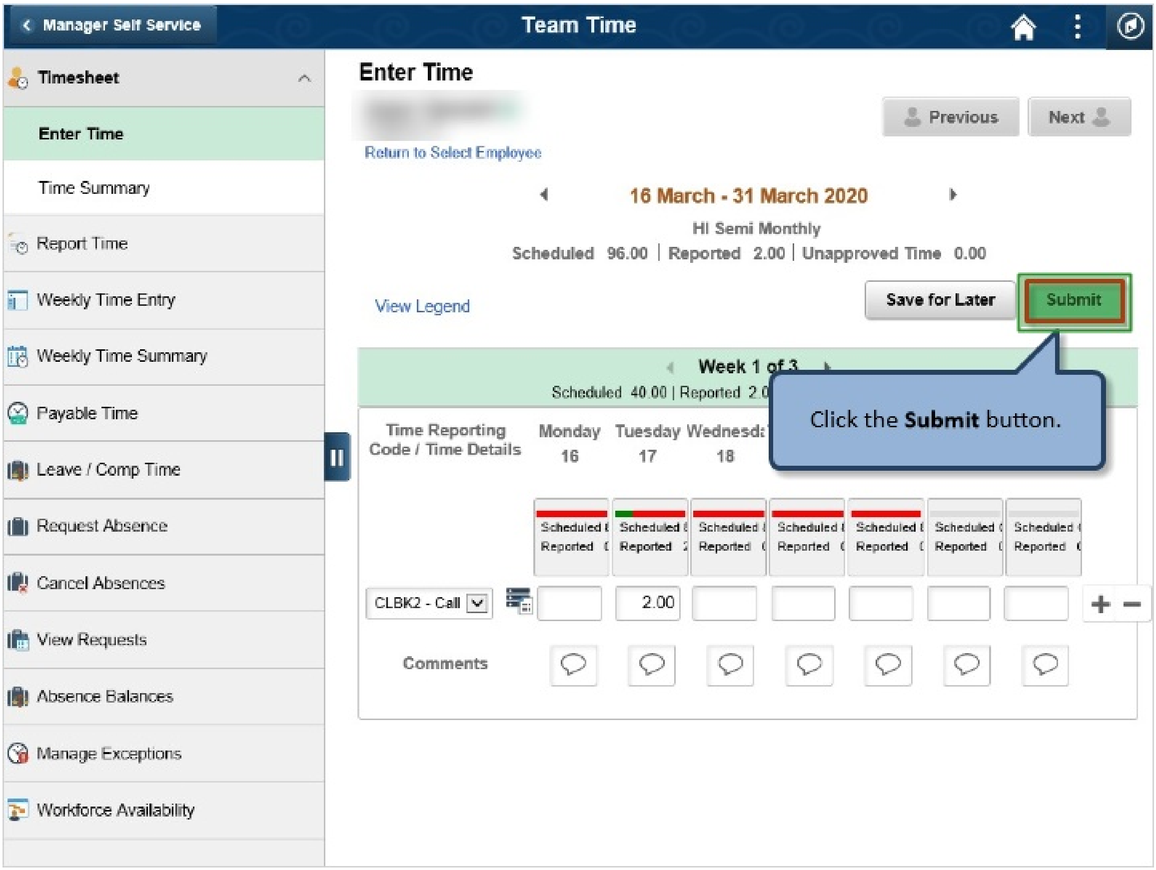
For this example, select **'000164668'**.



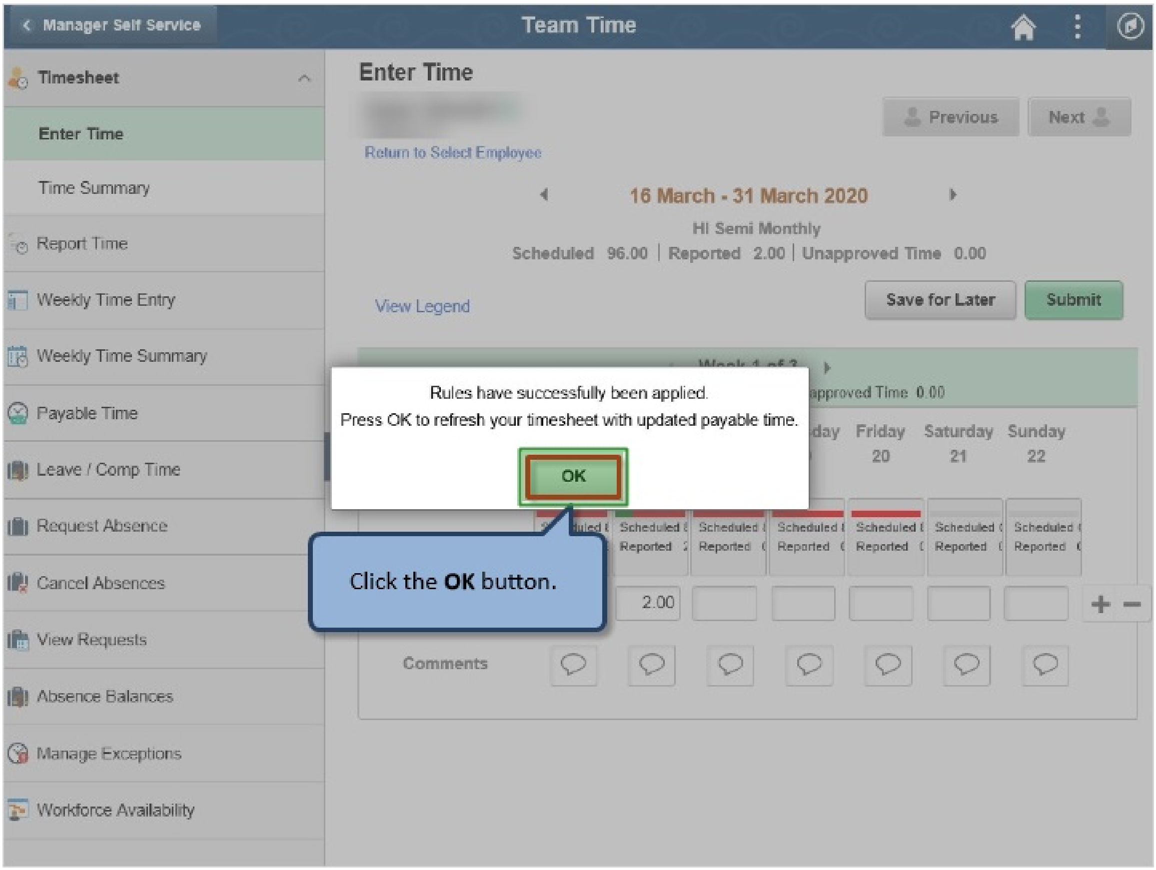
If necessary, scroll to the right to view the **Done** button.



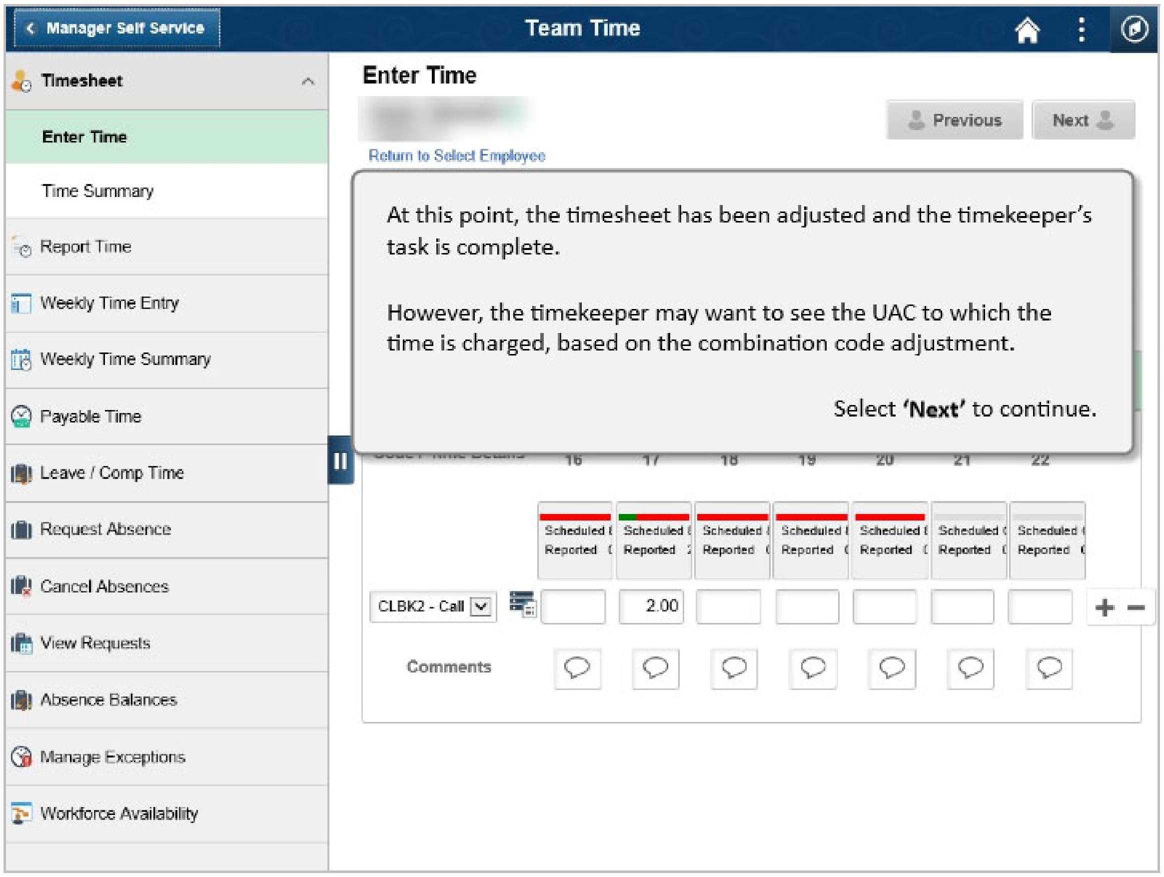
Click the **Done** button.



Click the **Submit** button.

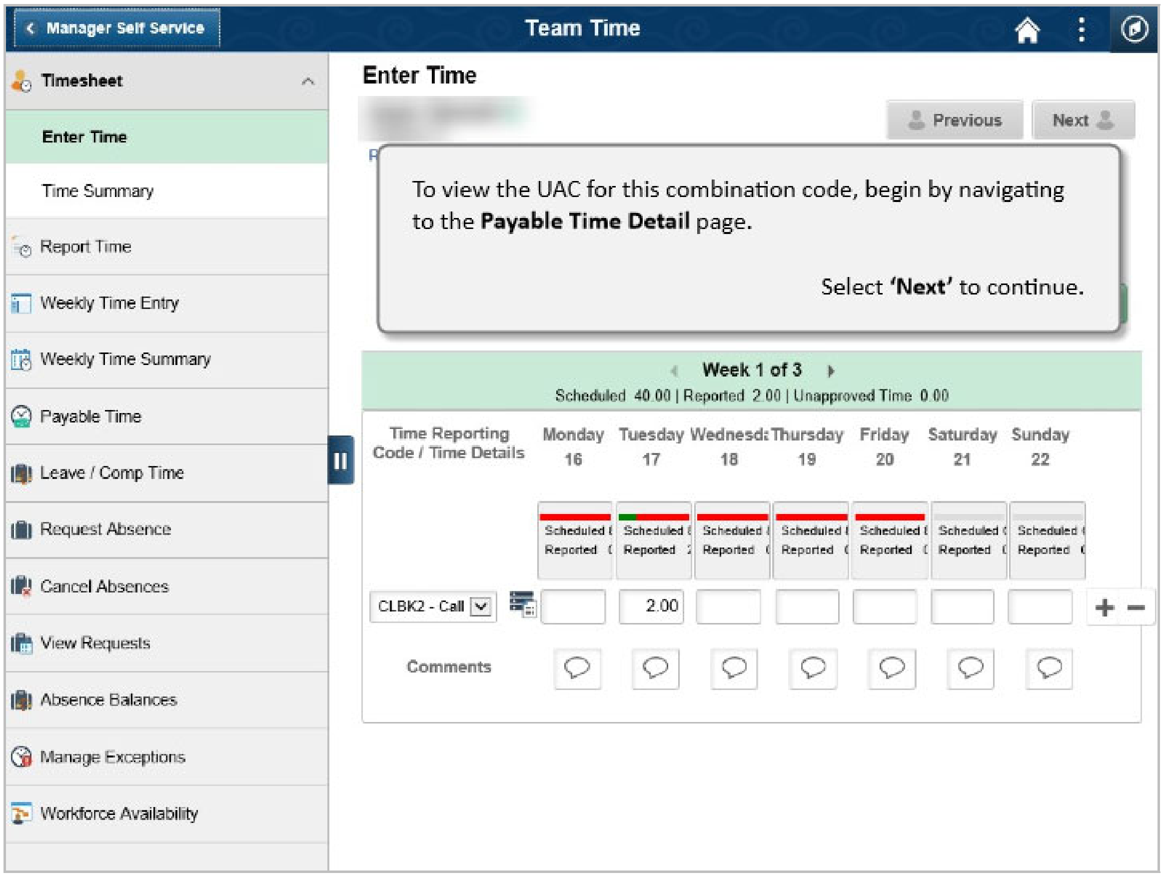


Click the **OK** button.

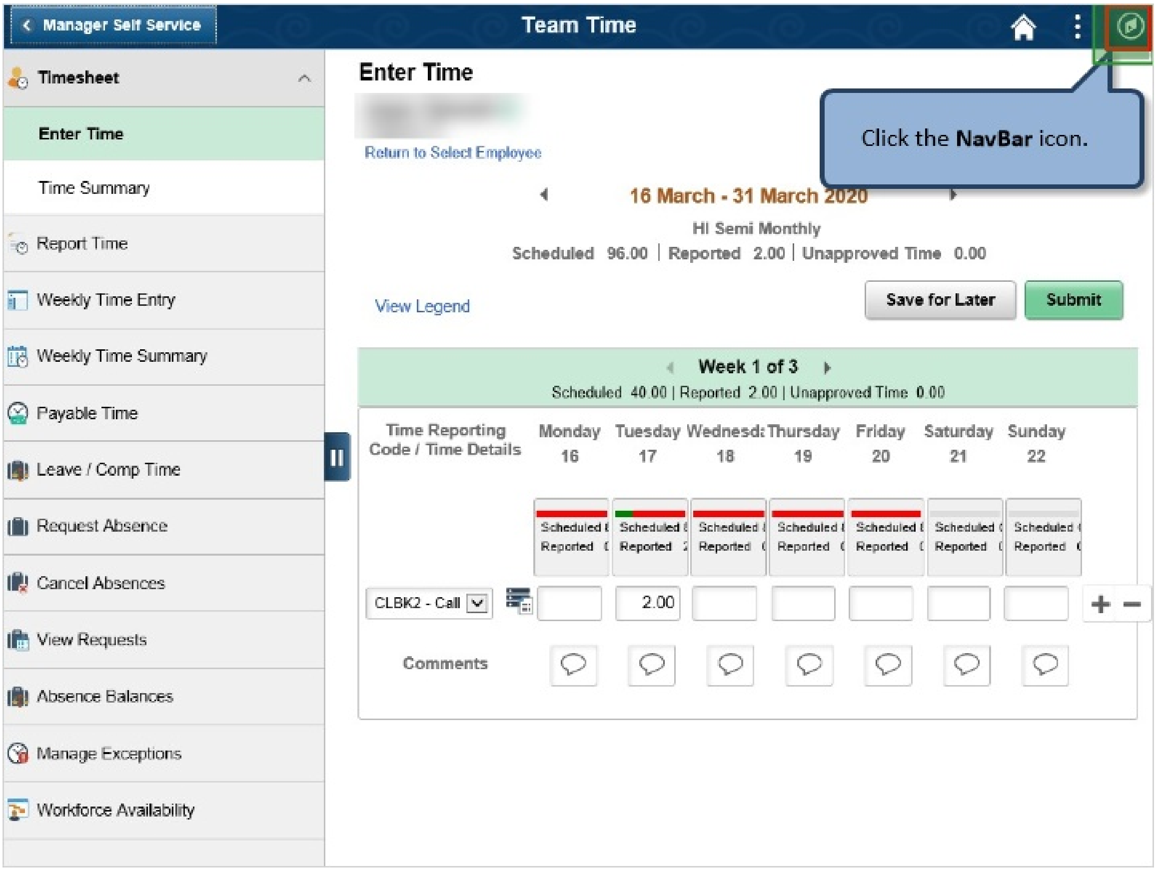


At this point, the timesheet has been adjusted and the timekeeper's task is complete.

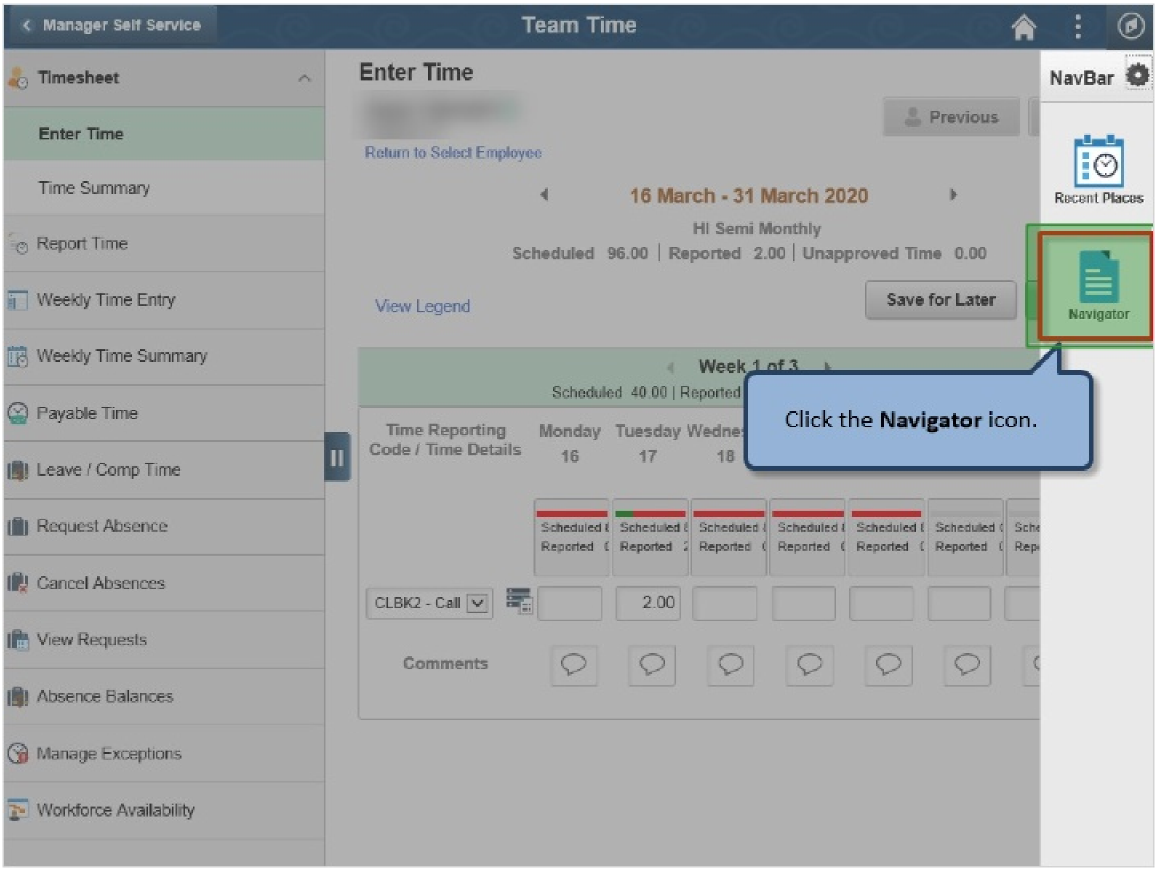
However, the timekeeper may want to see the UAC to which the time is charged, based on the combination code adjustment.



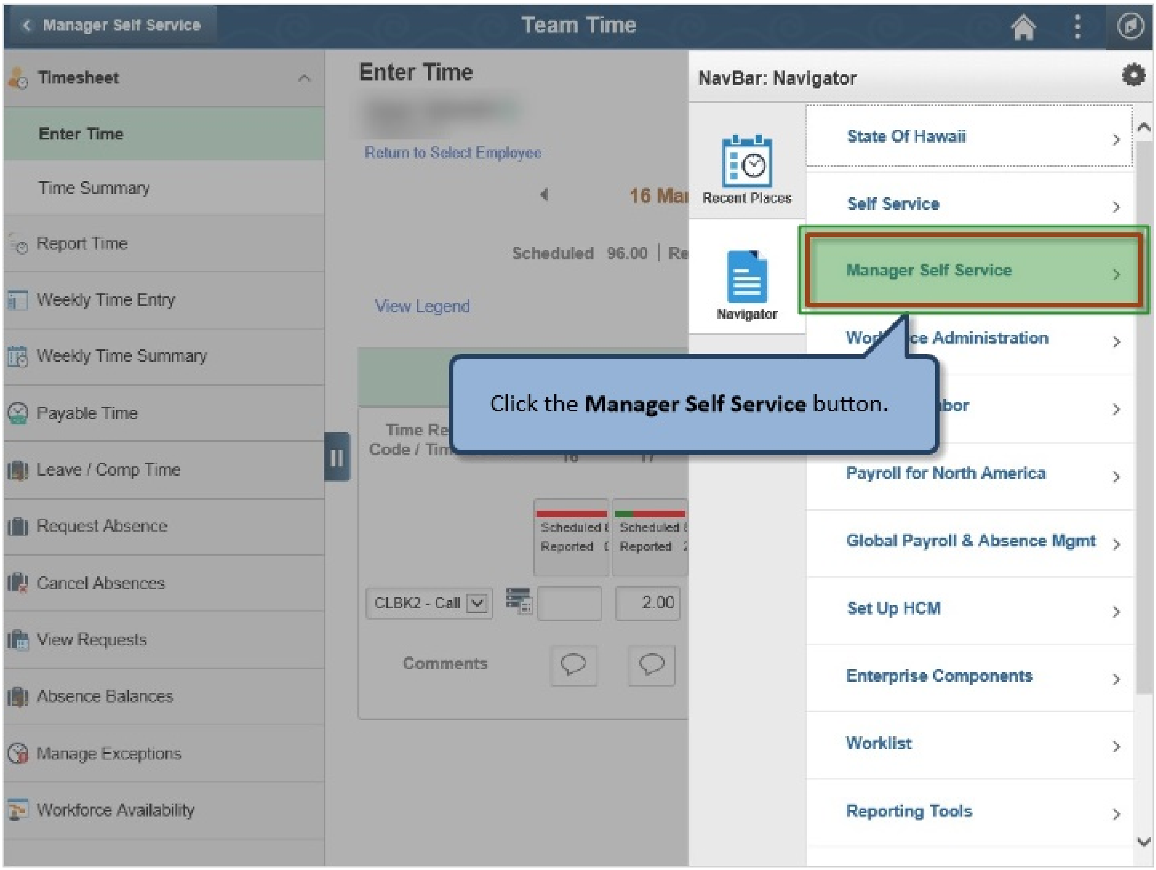
To view the UAC for this combination code, begin by navigating to the **Payable Time Detail** page.



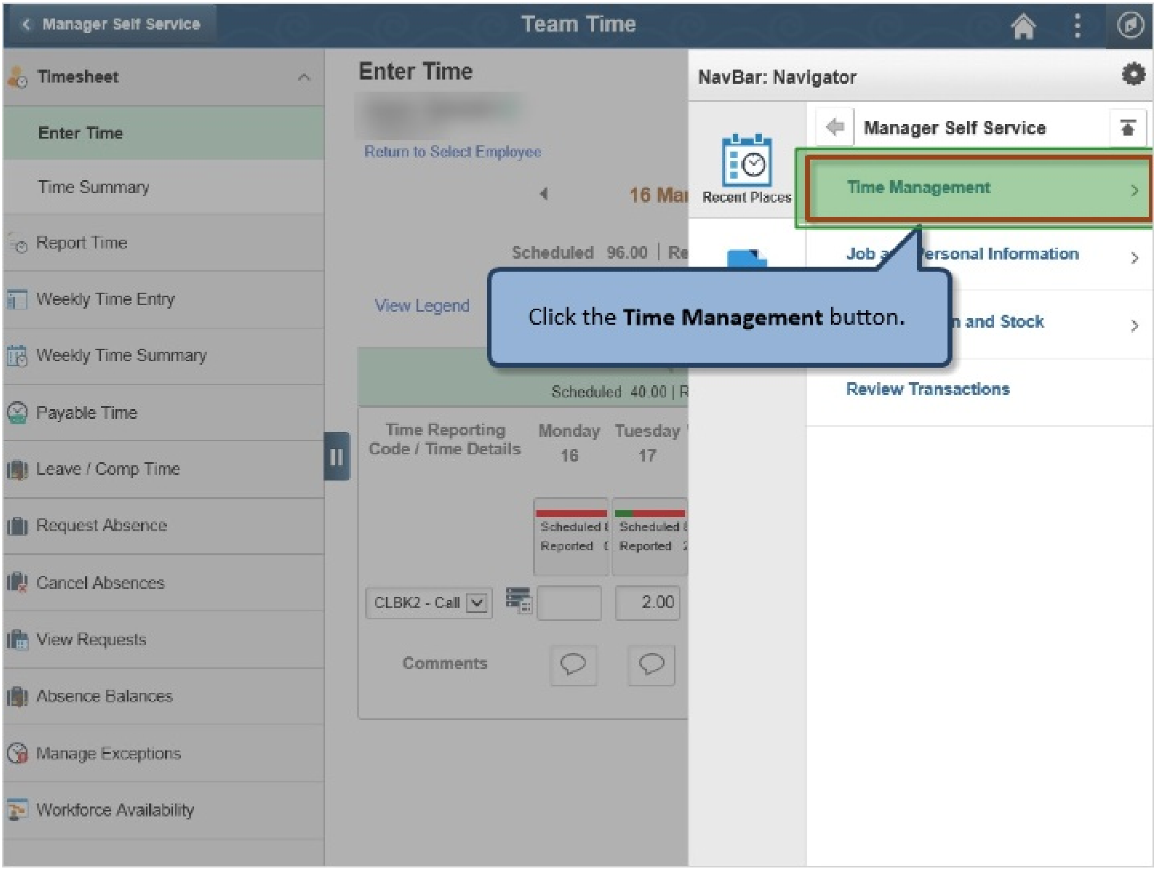
Click the **NavBar** icon.



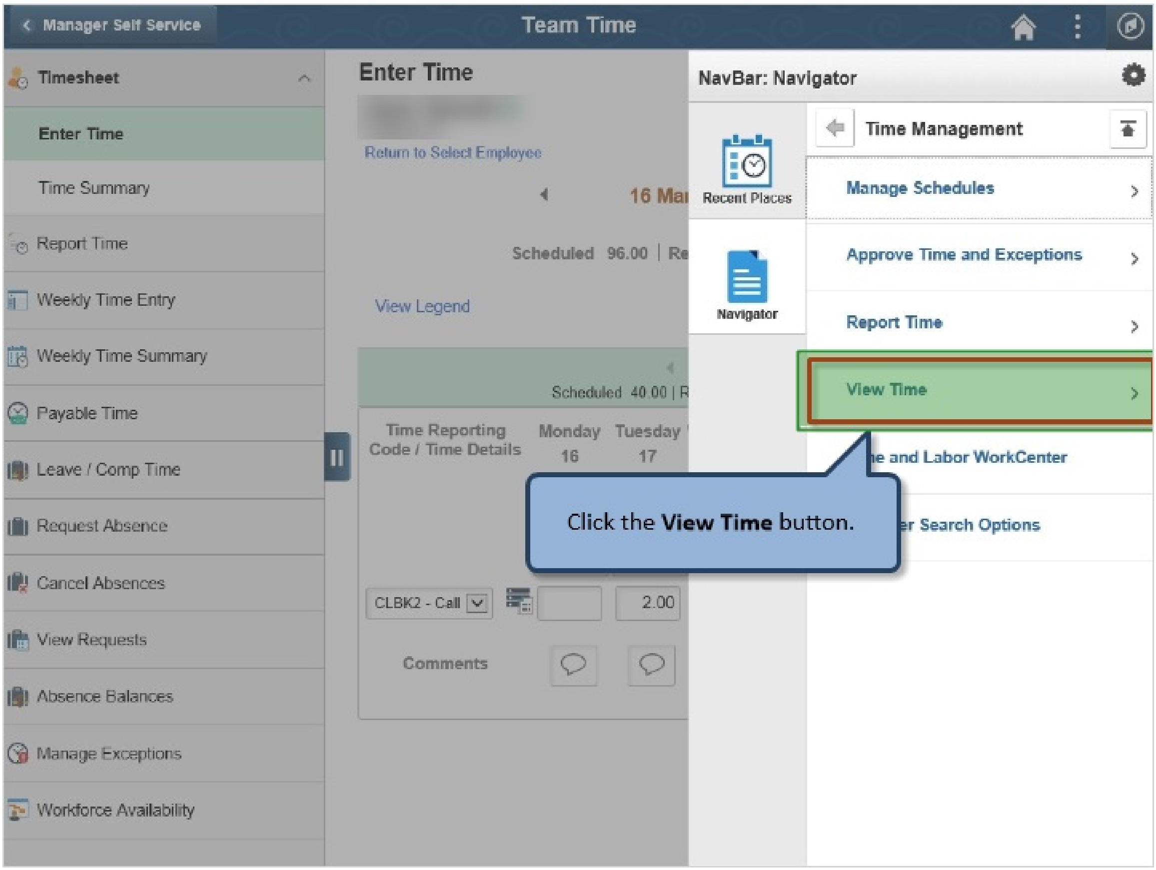
Click the **Navigator** icon.



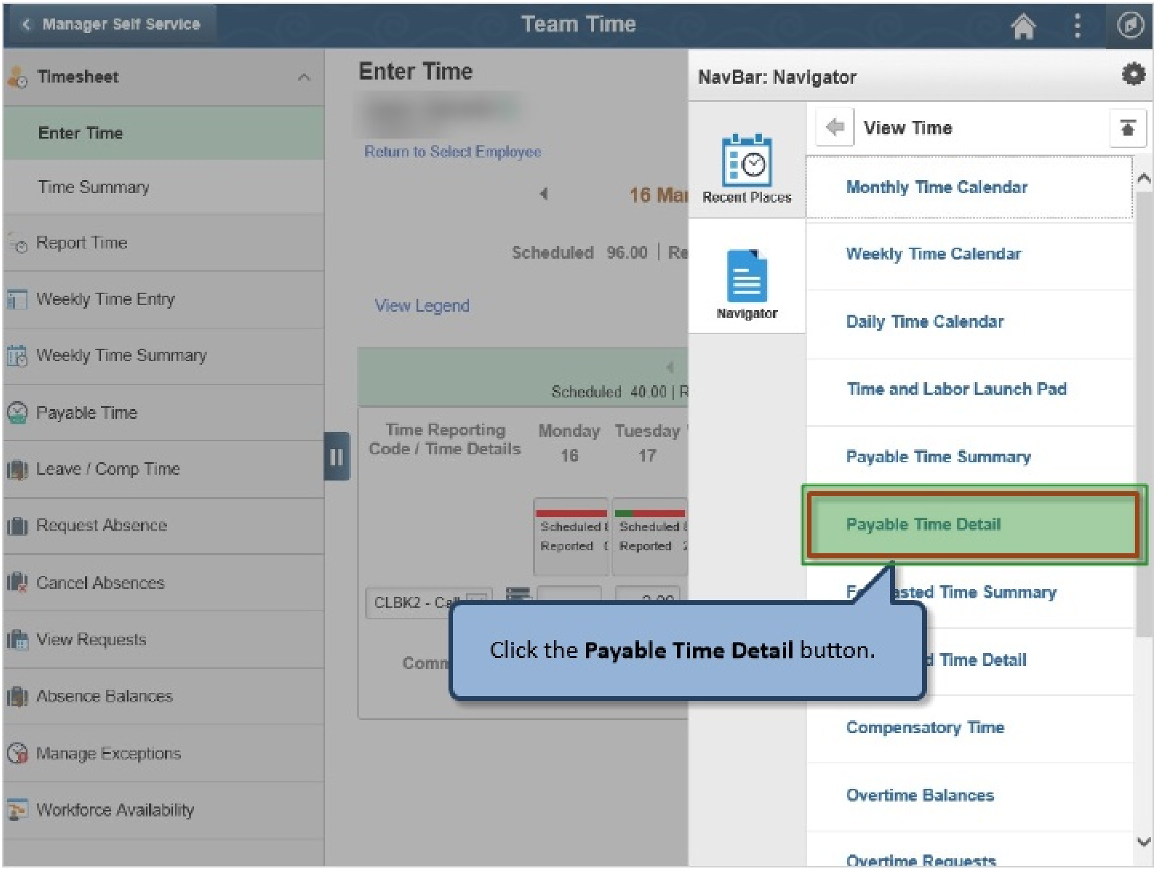
Click the **Manager Self Service** button.



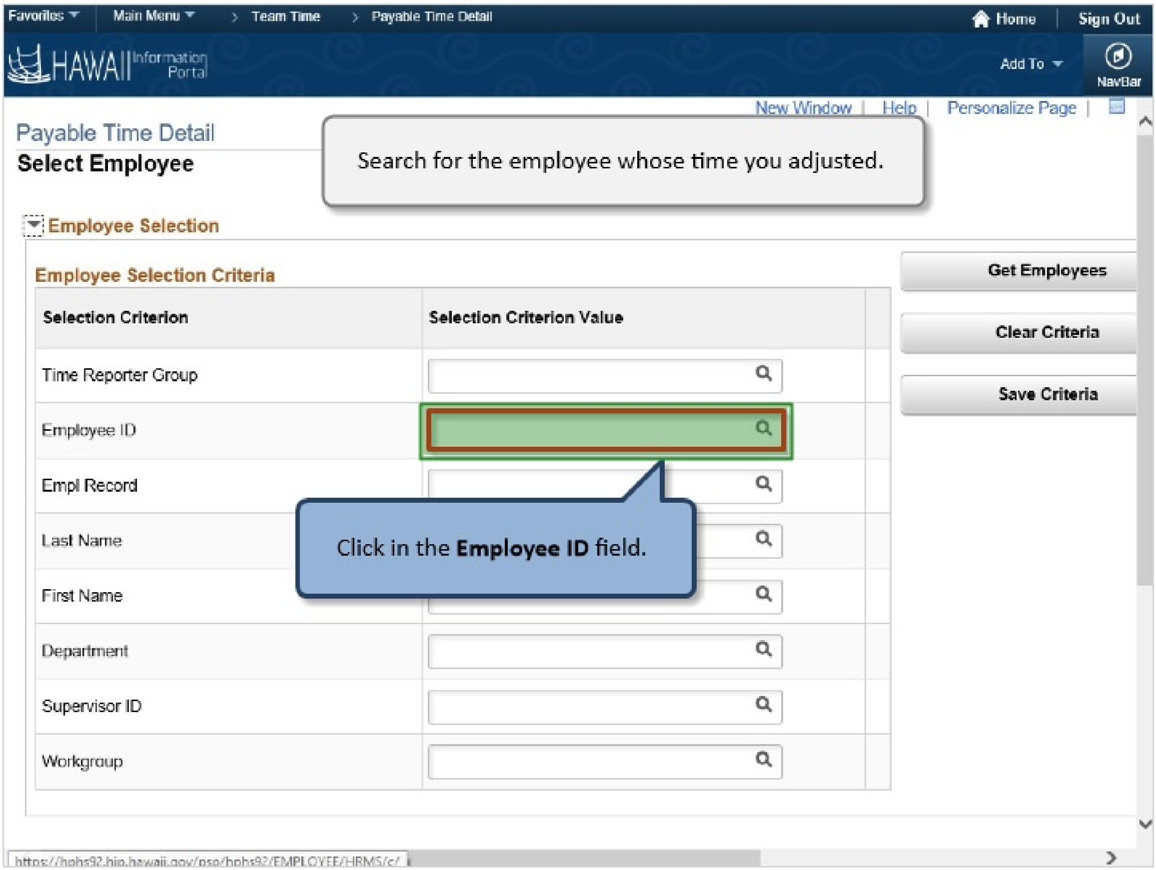
Click the **Time Management** button.



Click the **View Time** button.

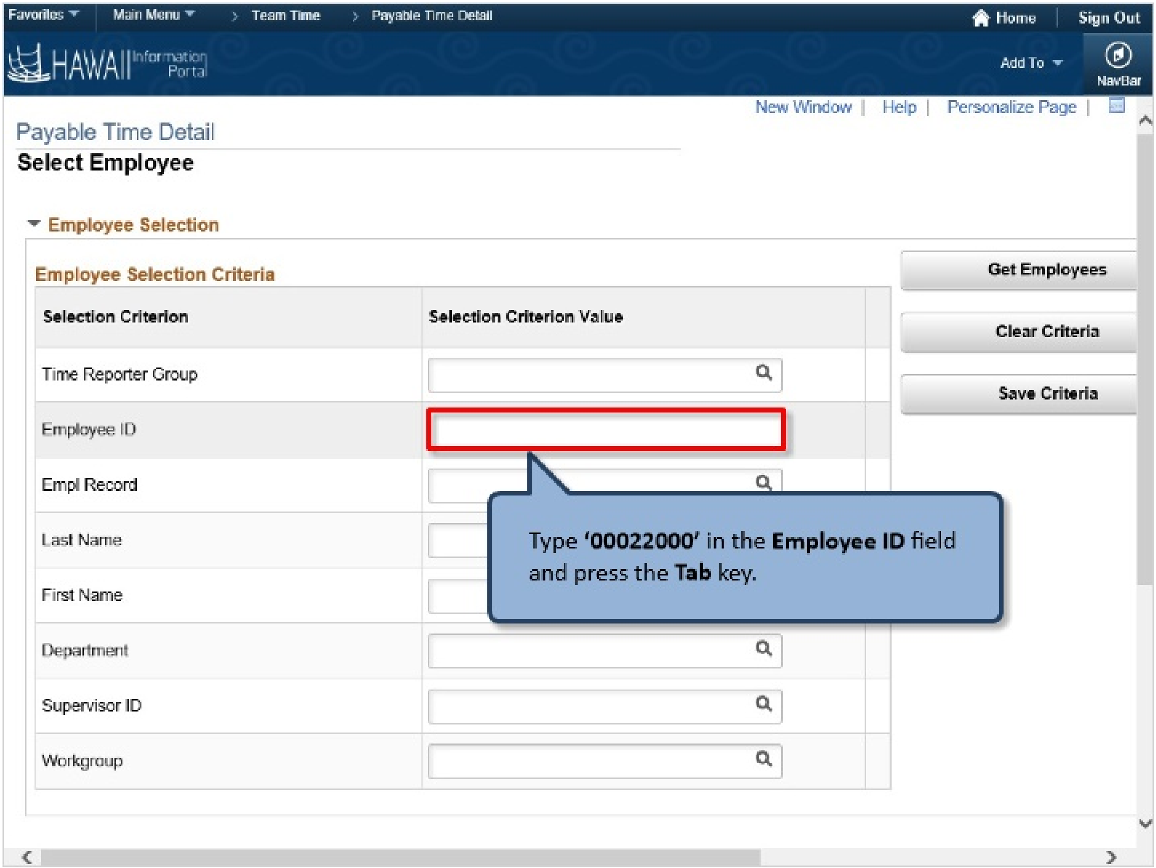


Click the **Payable Time Detail** button.

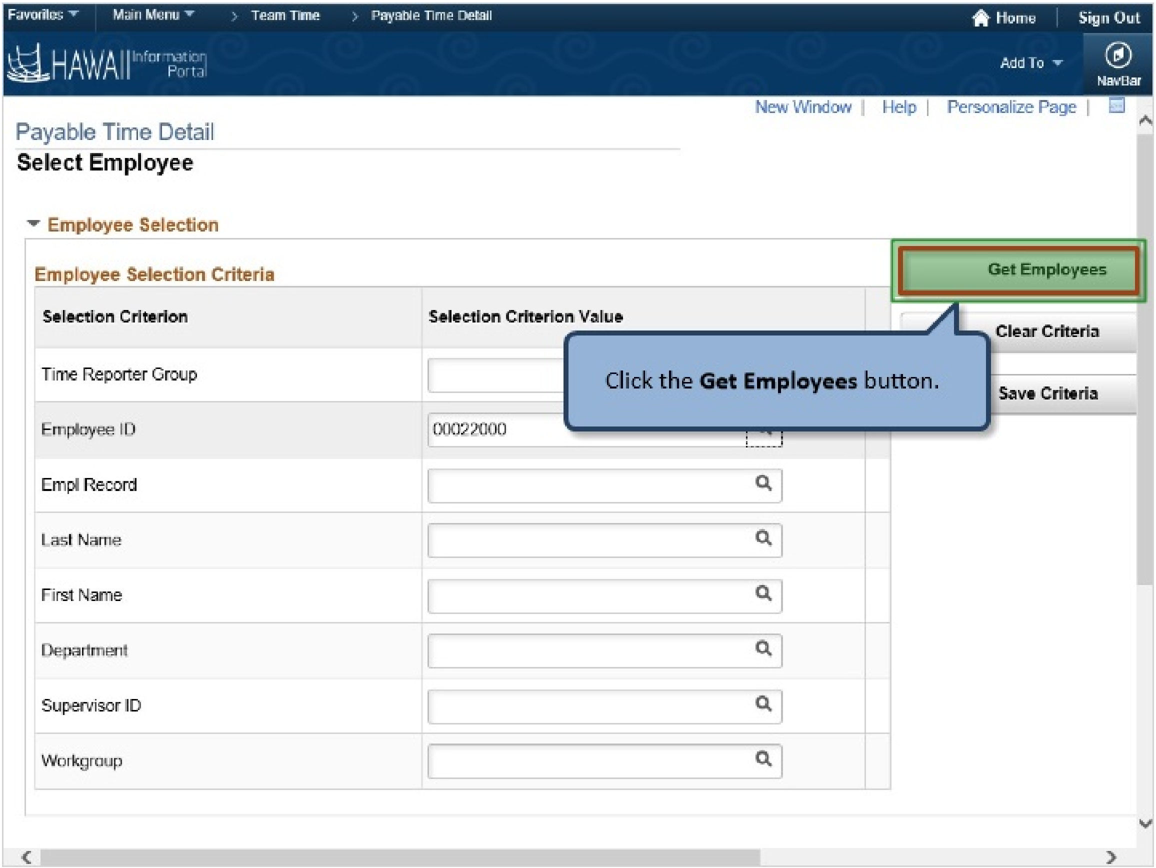


Search for the employee whose time you adjusted.

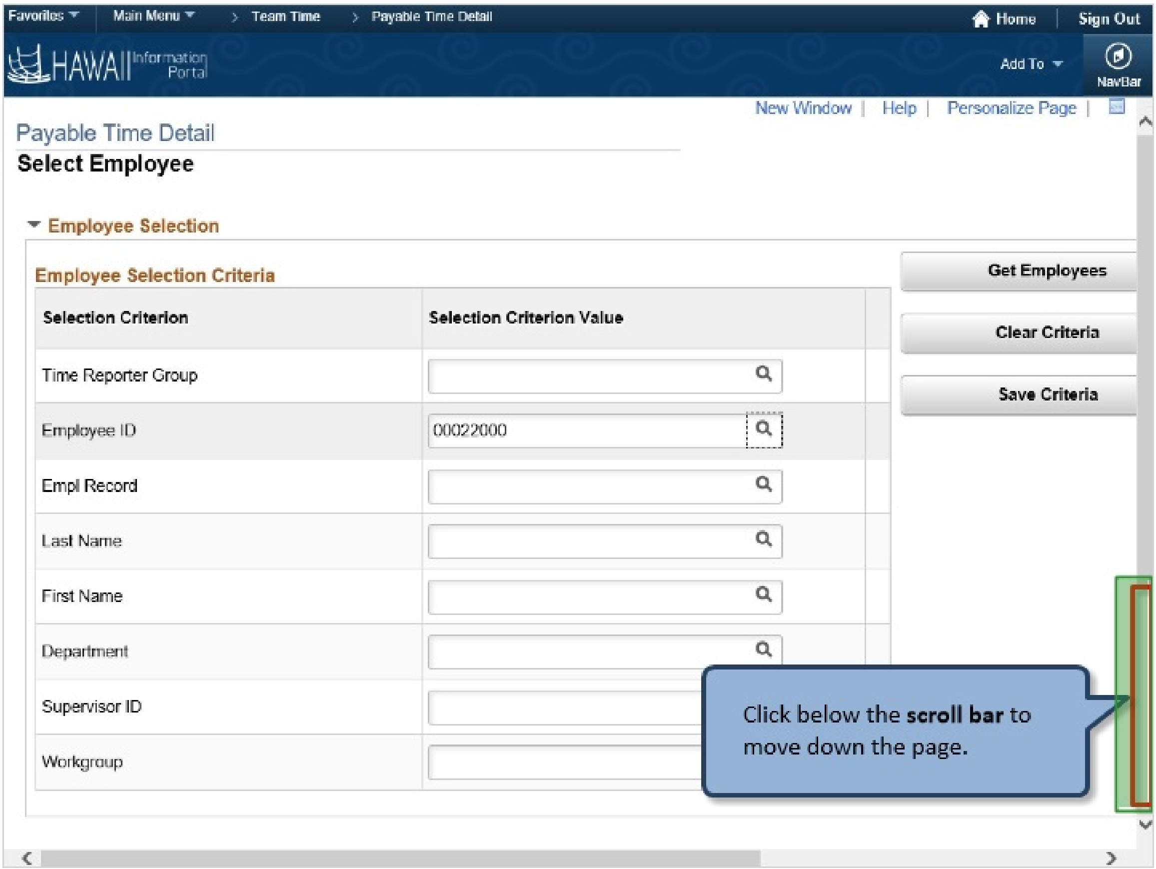
Click in the **Employee ID** field.



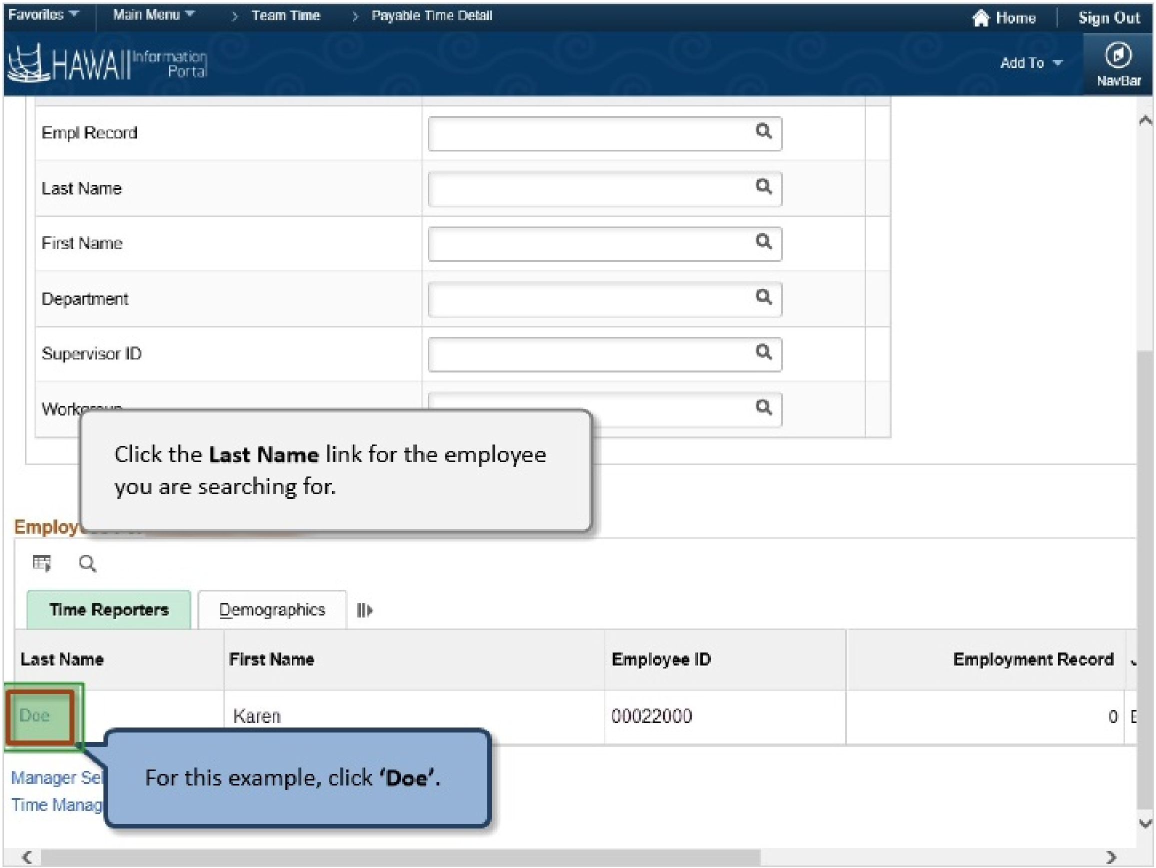
Type **'00022000'** in the **Employee ID** field and press the **Tab** key.



Click the **Get Employees** button.

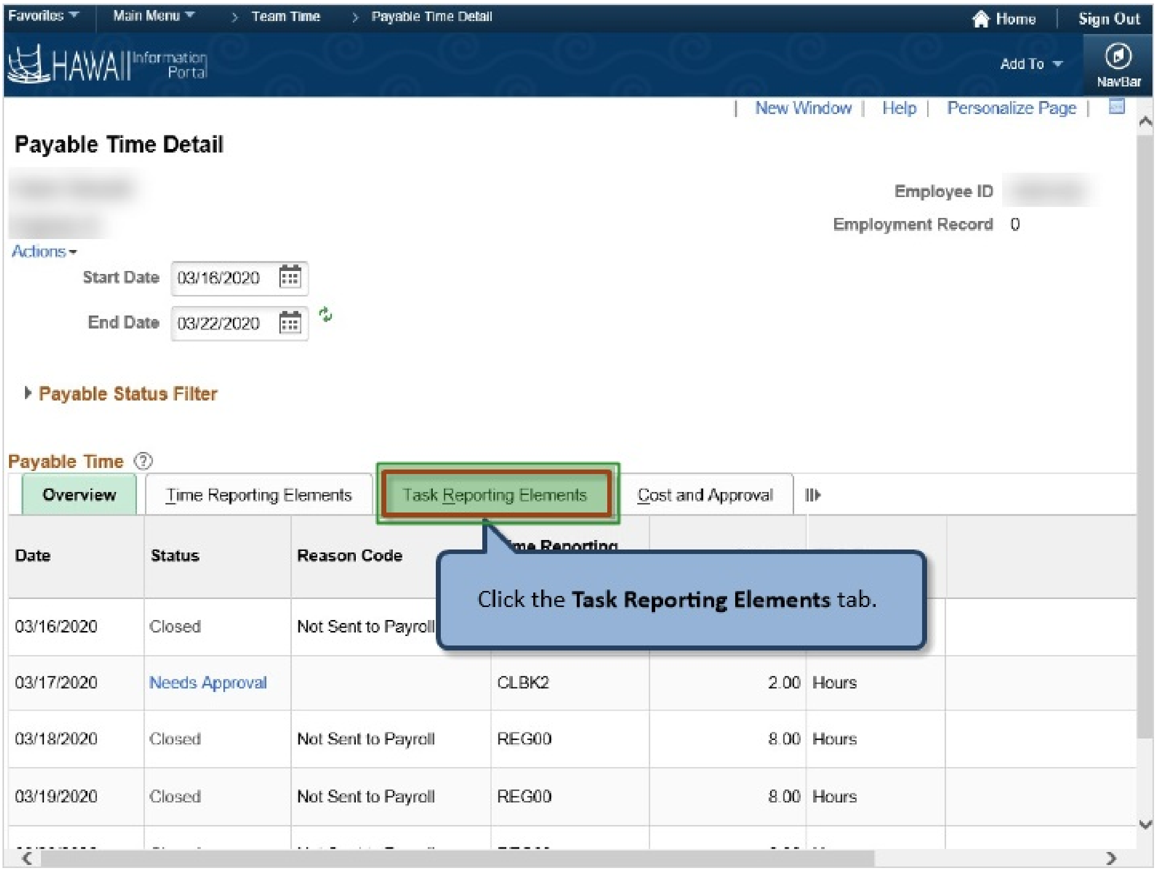


Click below the **scroll bar** to move down the page.

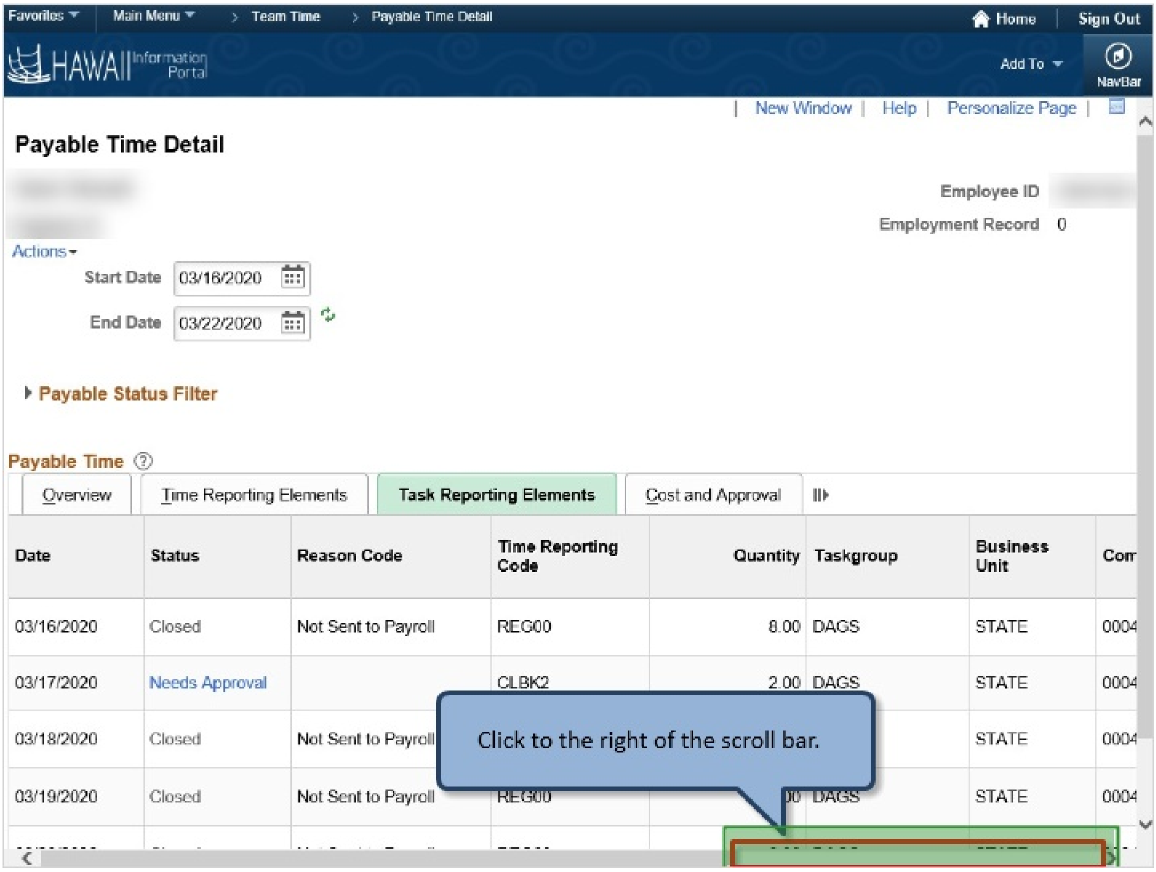


Click the **Last Name** link for the employee you are searching for.

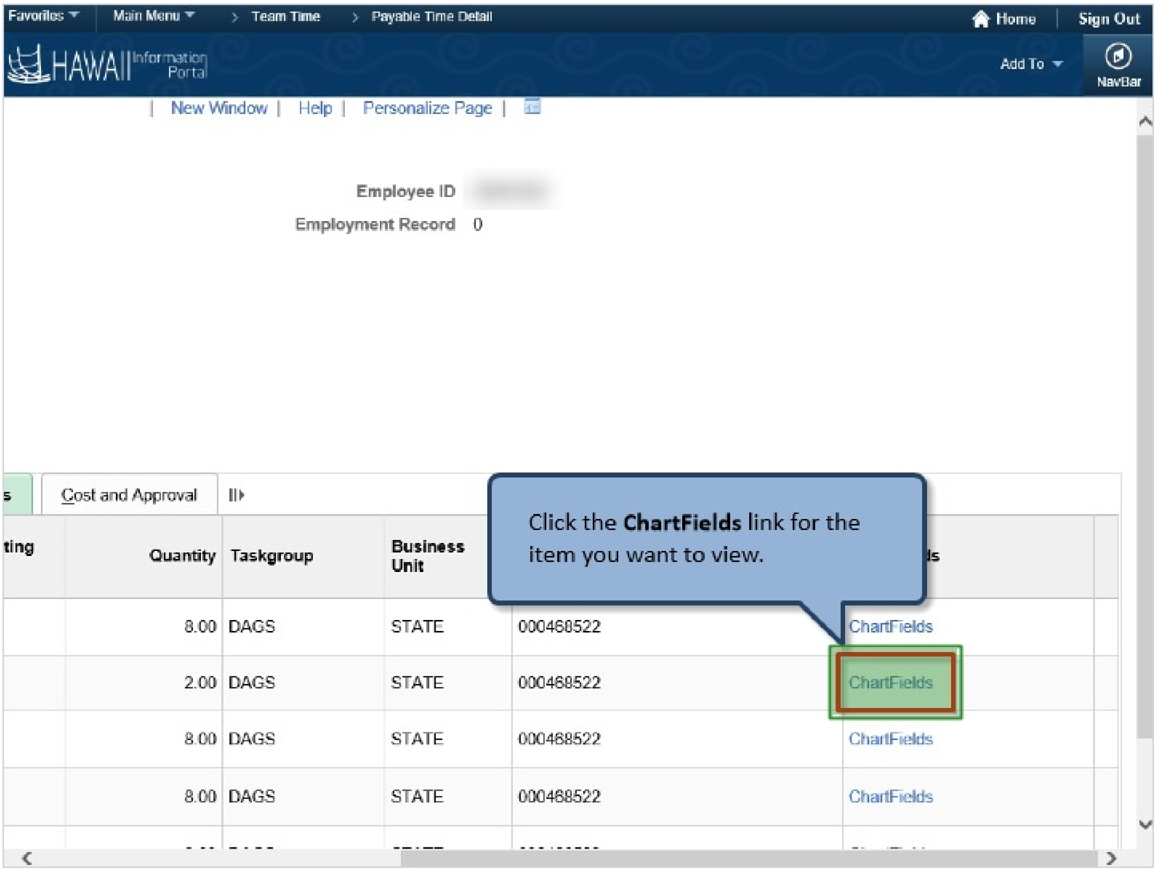
For this example, click **'Doe'**.



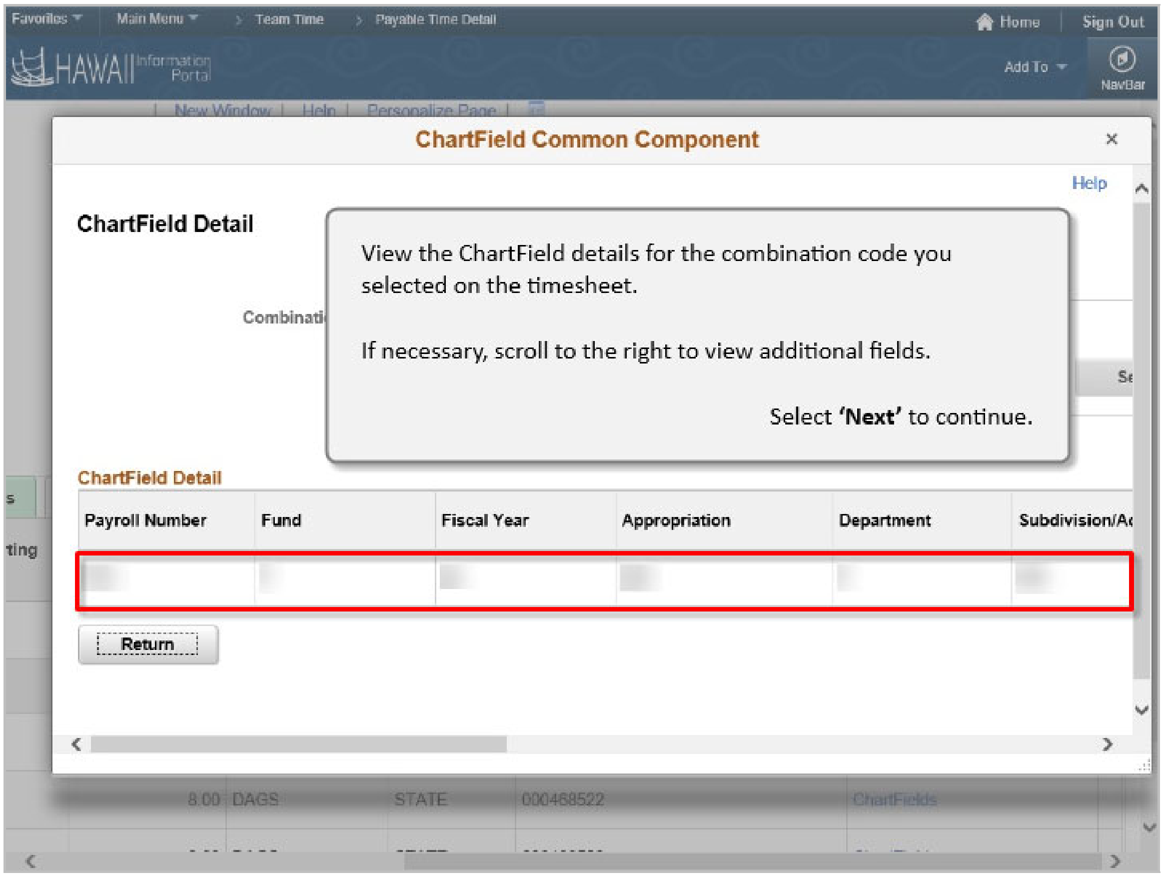
Click the **Task Reporting Elements** tab.



Click to the right of the scroll bar.

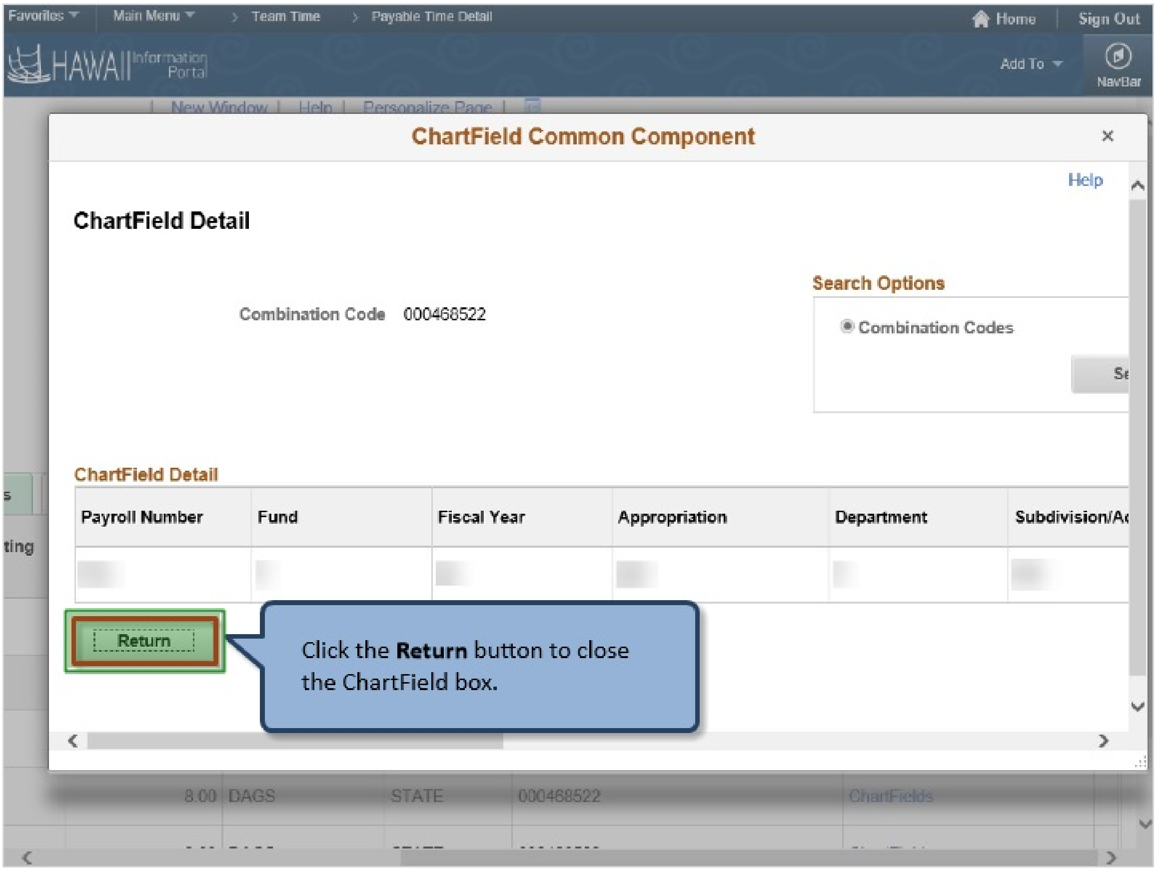


Click the **ChartFields** link for the item you want to view.

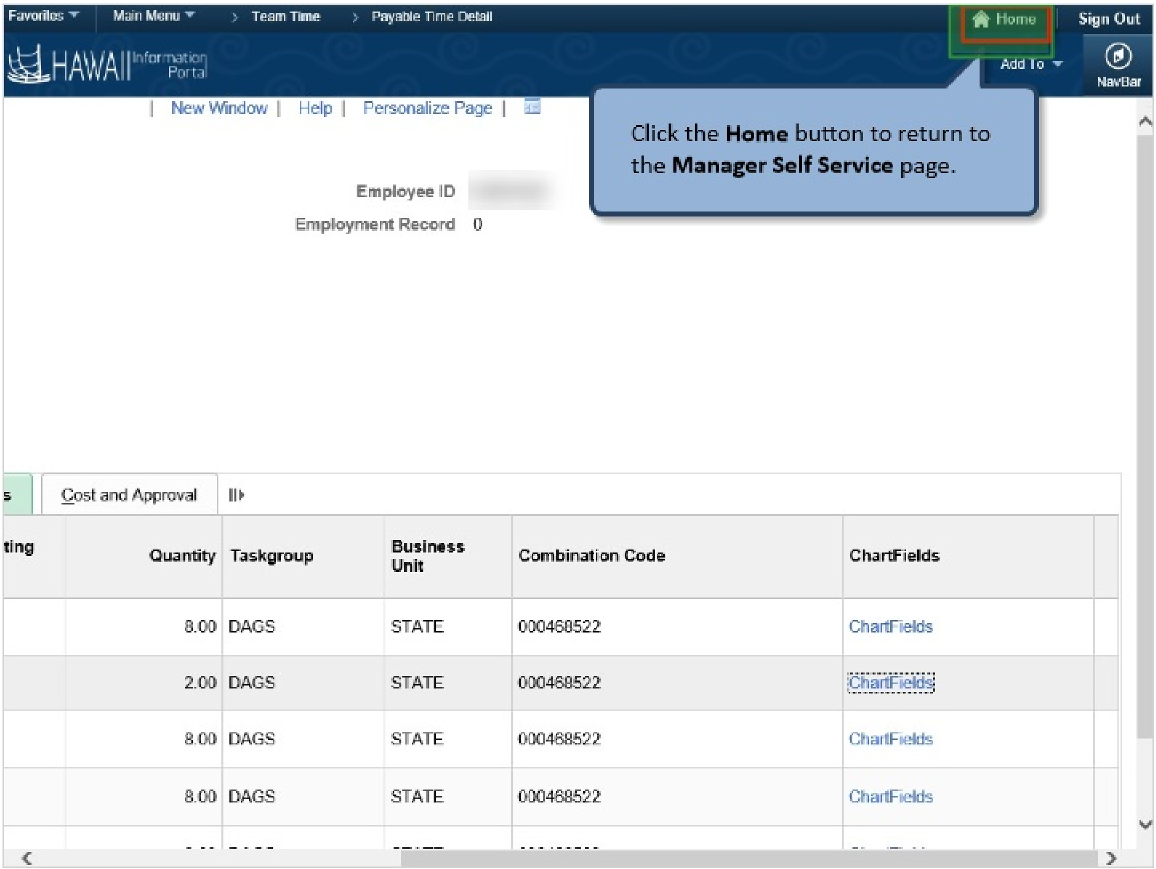


View the ChartField details for the combination code you selected on the timesheet.

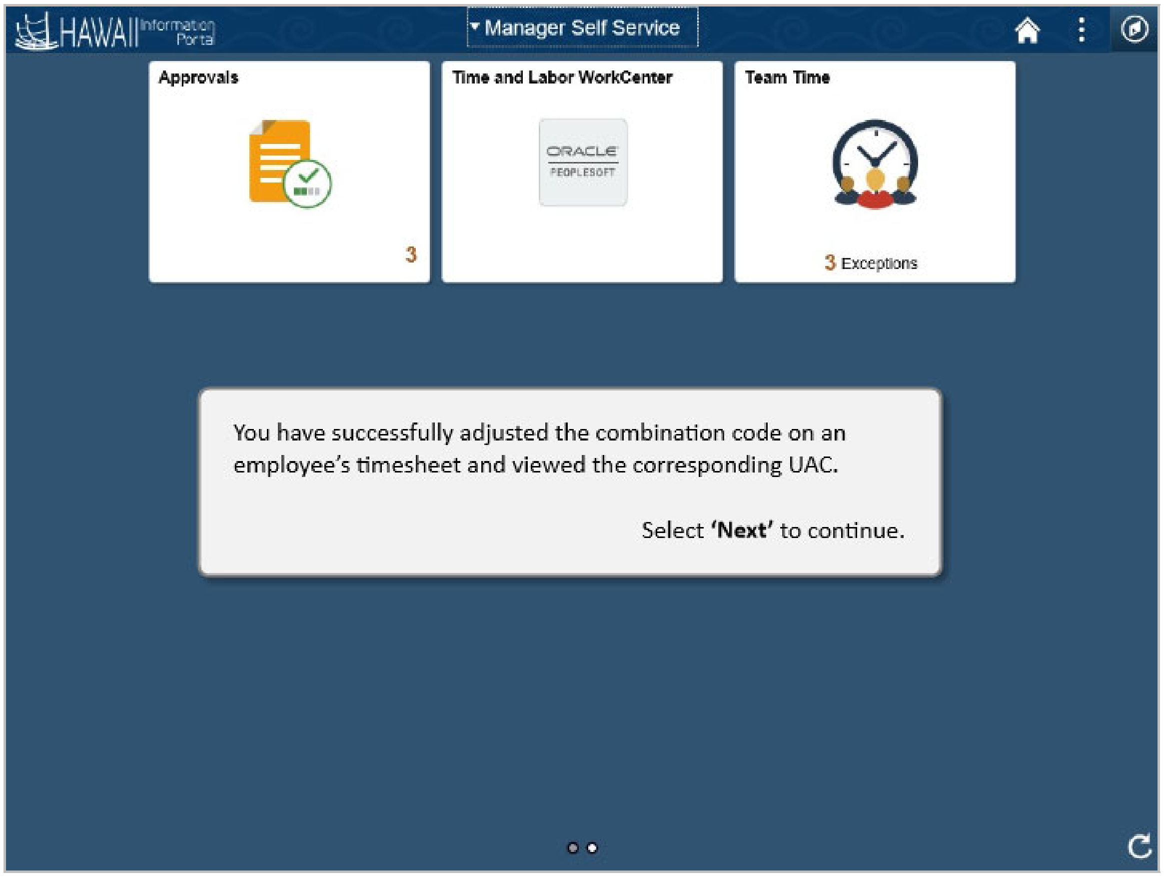
If necessary, scroll to the right to view additional fields.



Click the **Return** button to close the ChartField box.



Click the **Home** button to return to the **Manager Self Service** page.



You have successfully adjusted the combination code on an employee's timesheet and viewed the corresponding UAC.

Congratulations!

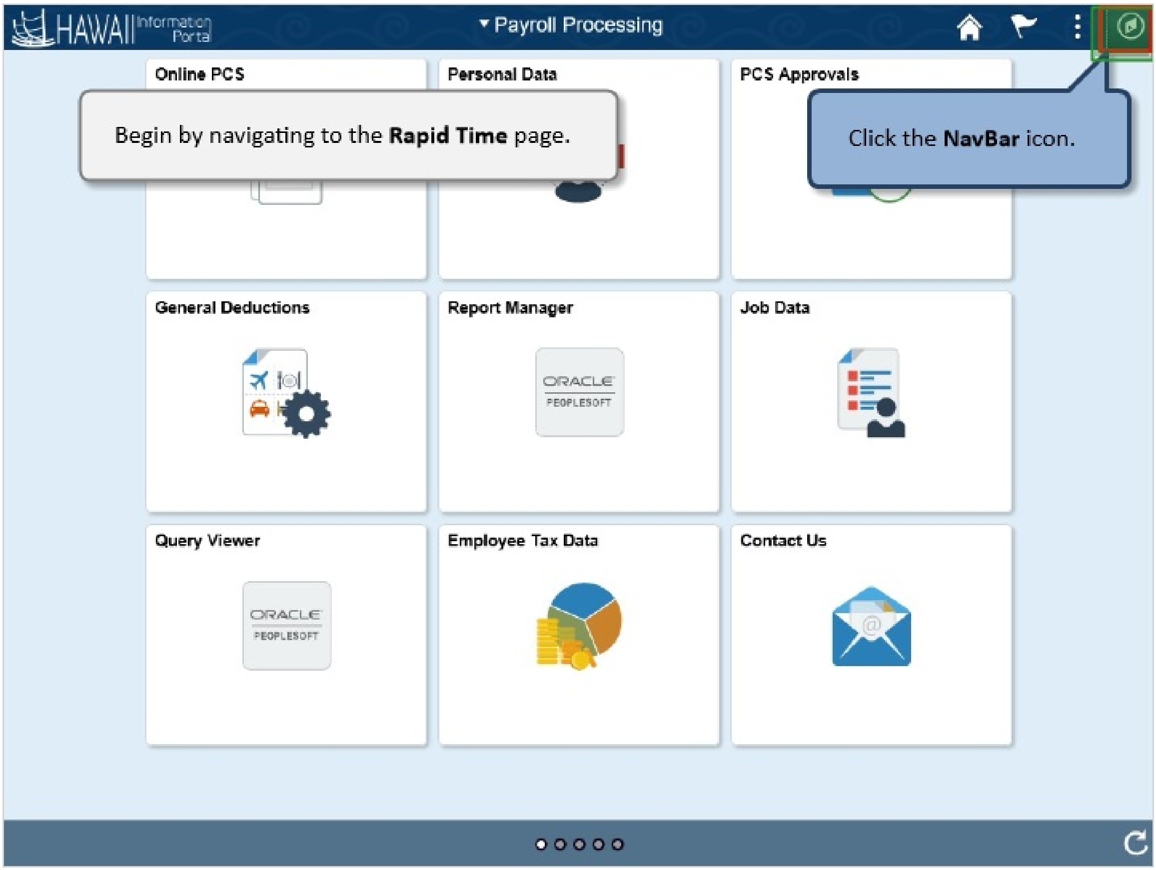
You've successfully completed this lesson.

Report Rapid Time

Lesson Scenario

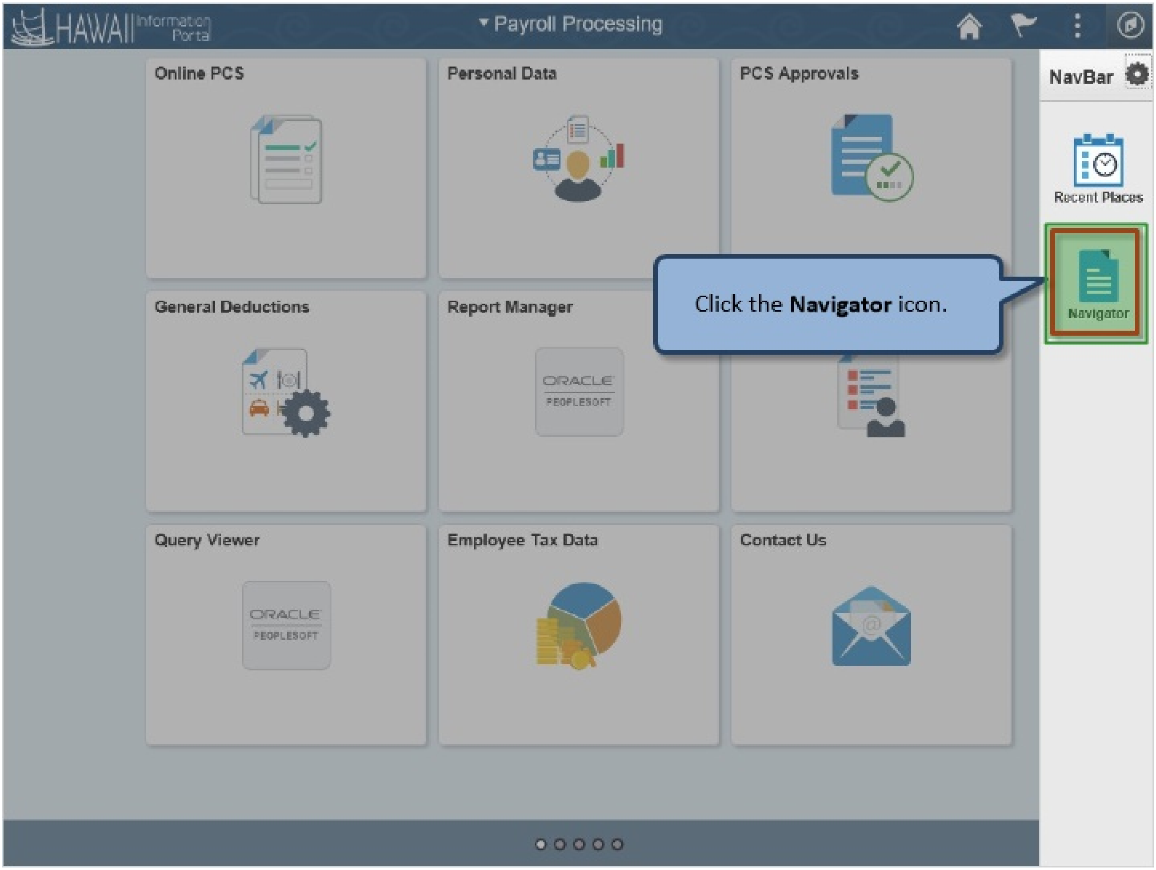
In this lesson, you will learn to use rapid time entry.

The **Rapid Time Entry** page is used by the Timekeeper to quickly report time for a group of employees. The Timekeeper selects employees, and then enters the TRC (Time Reporting Code) and the quantity of hours.

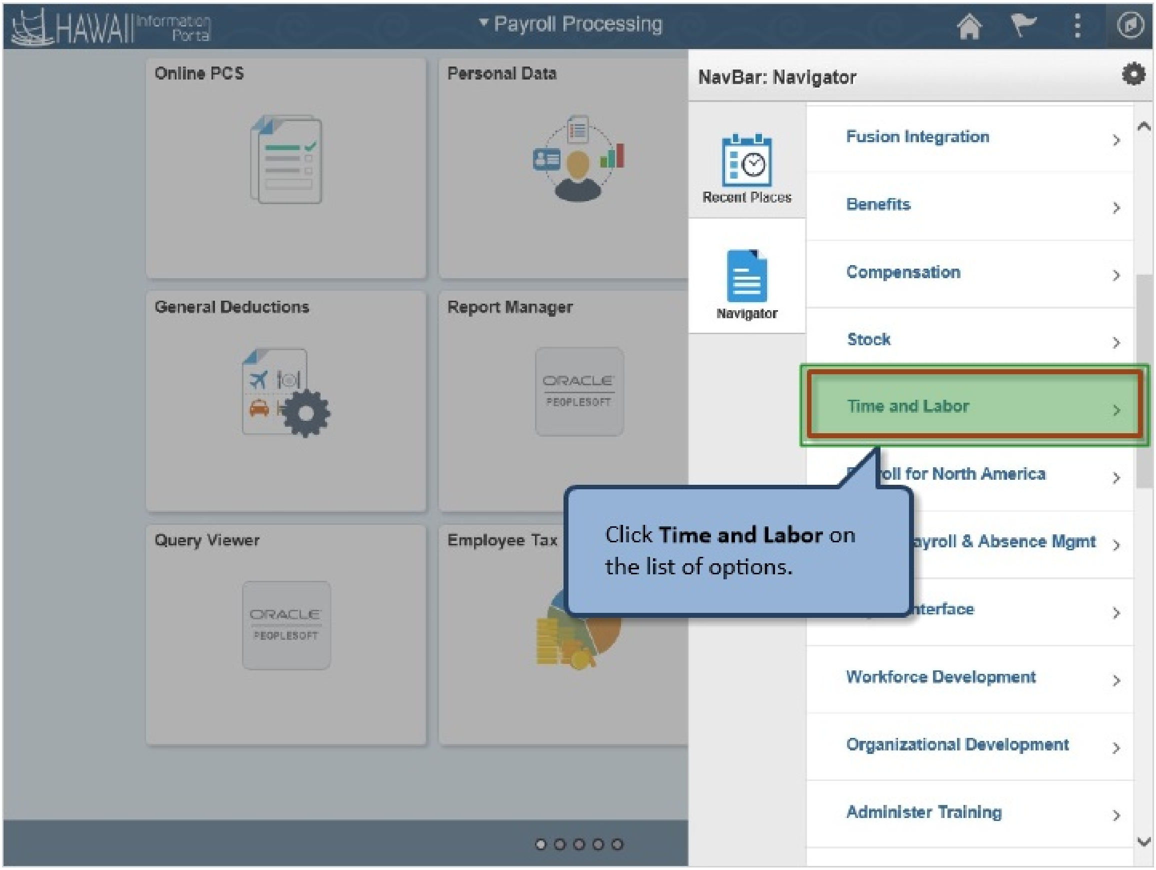


Begin by navigating to the **Rapid Time** page.

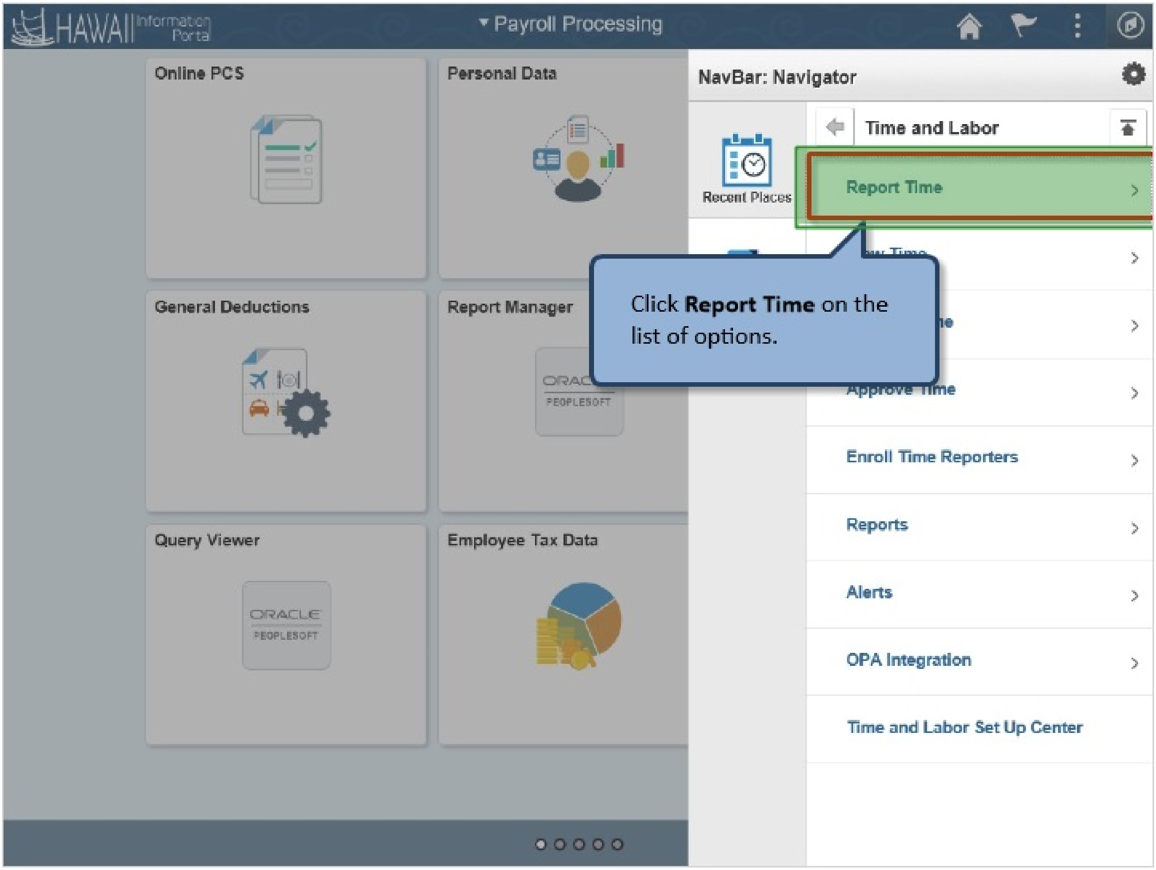
Click the **NavBar** icon.



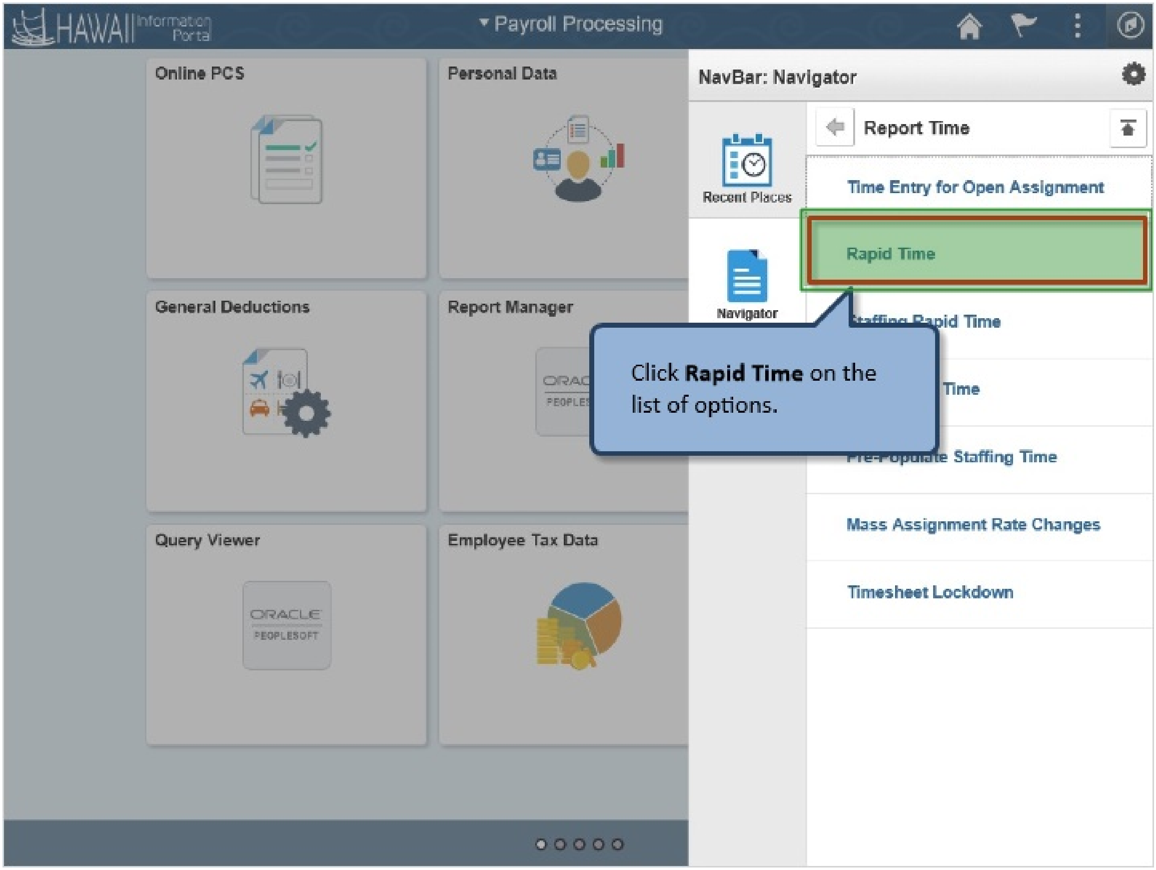
Click the **Navigator** icon.



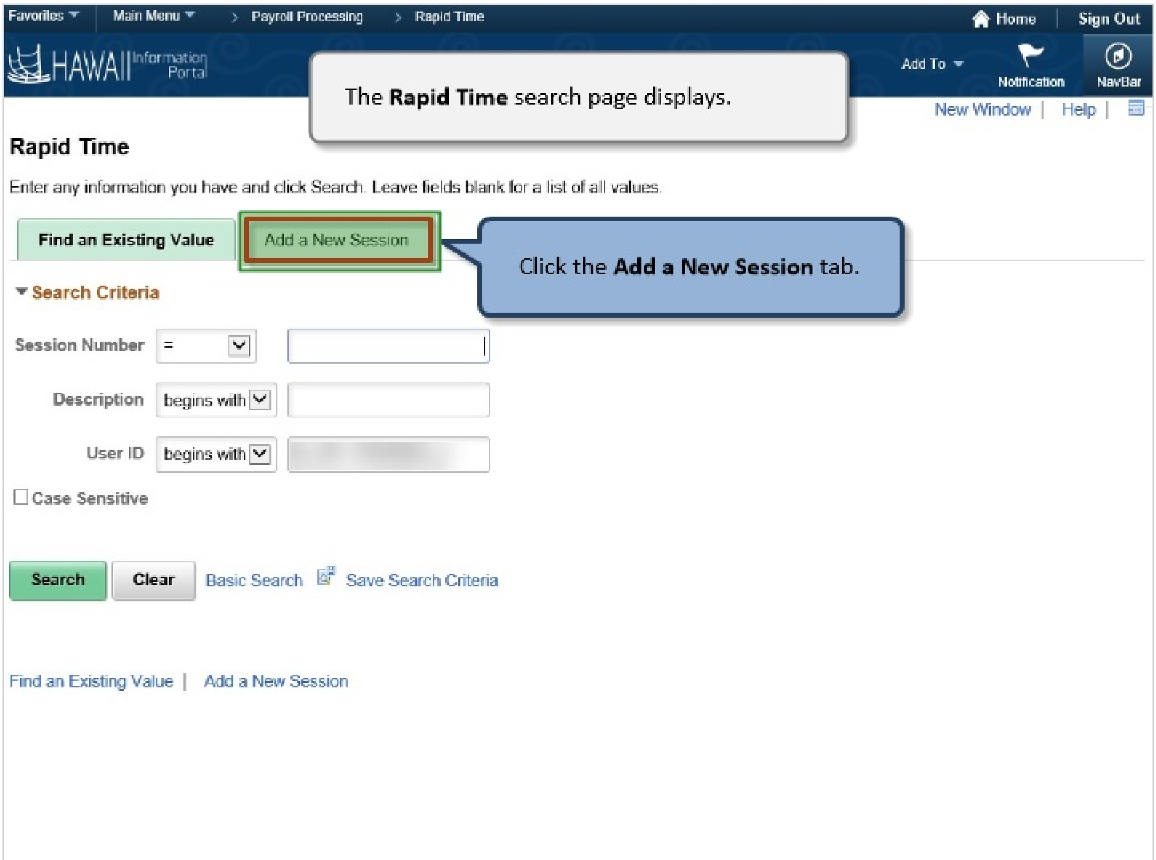
Click **Time and Labor** on the list of options.



Click **Report Time** on the list of options.

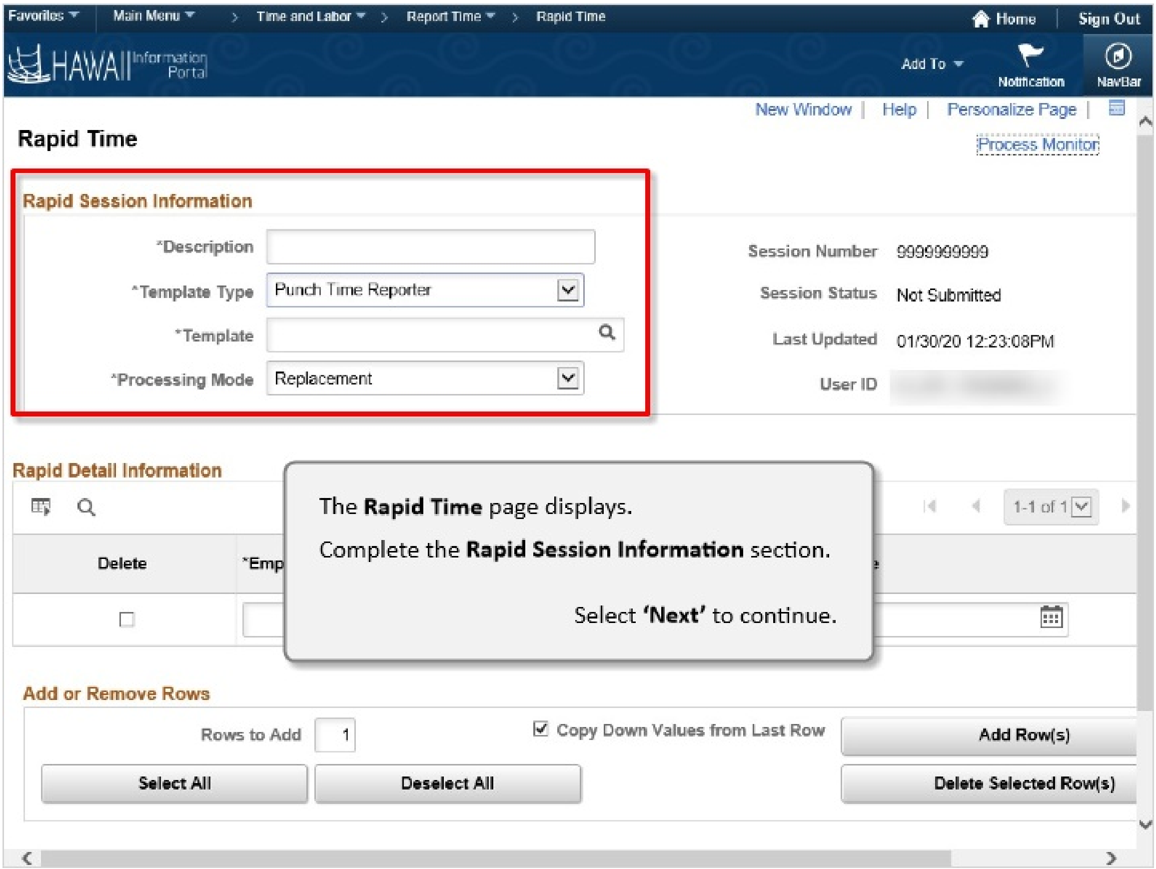


Click **Rapid Time** on the list of options.



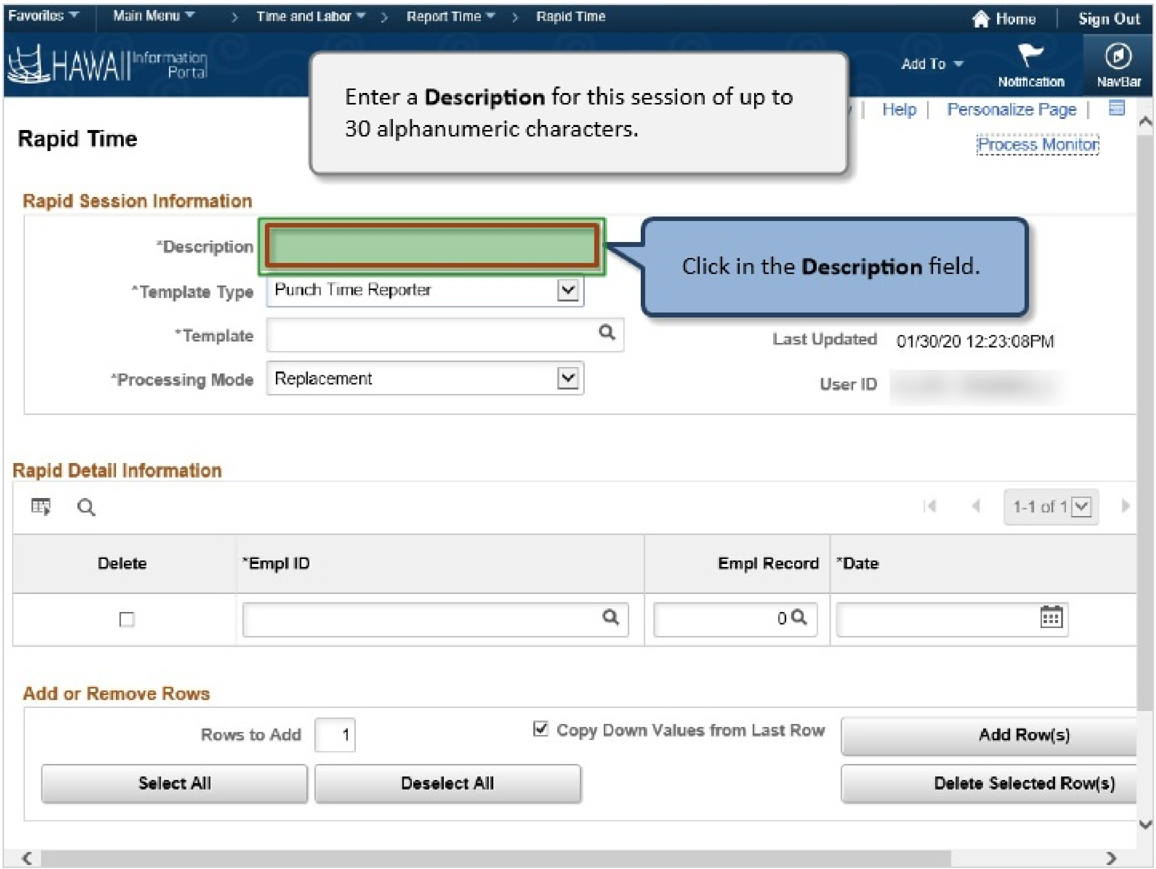
The **Rapid Time** search page displays.

Click the **Add a New Session** tab.



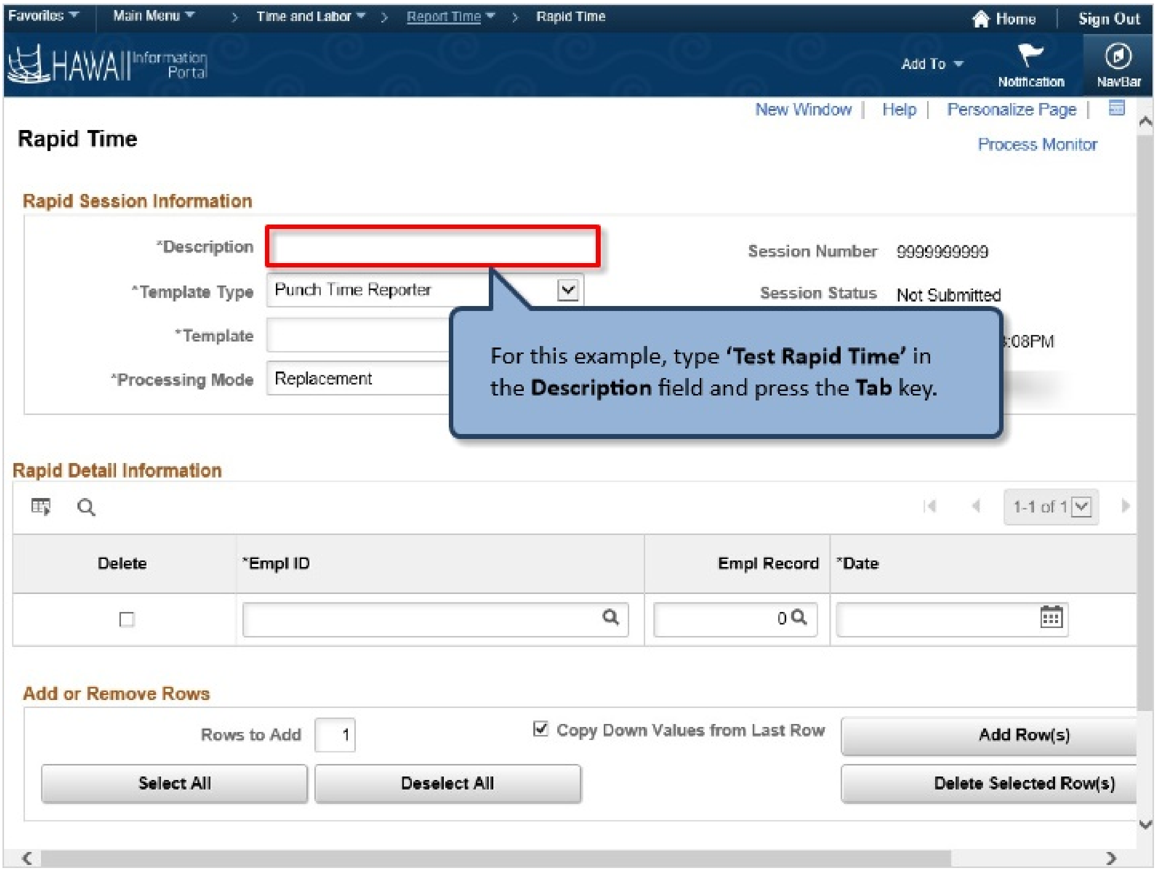
The **Rapid Time** page displays.

Complete the **Rapid Session Information** section.

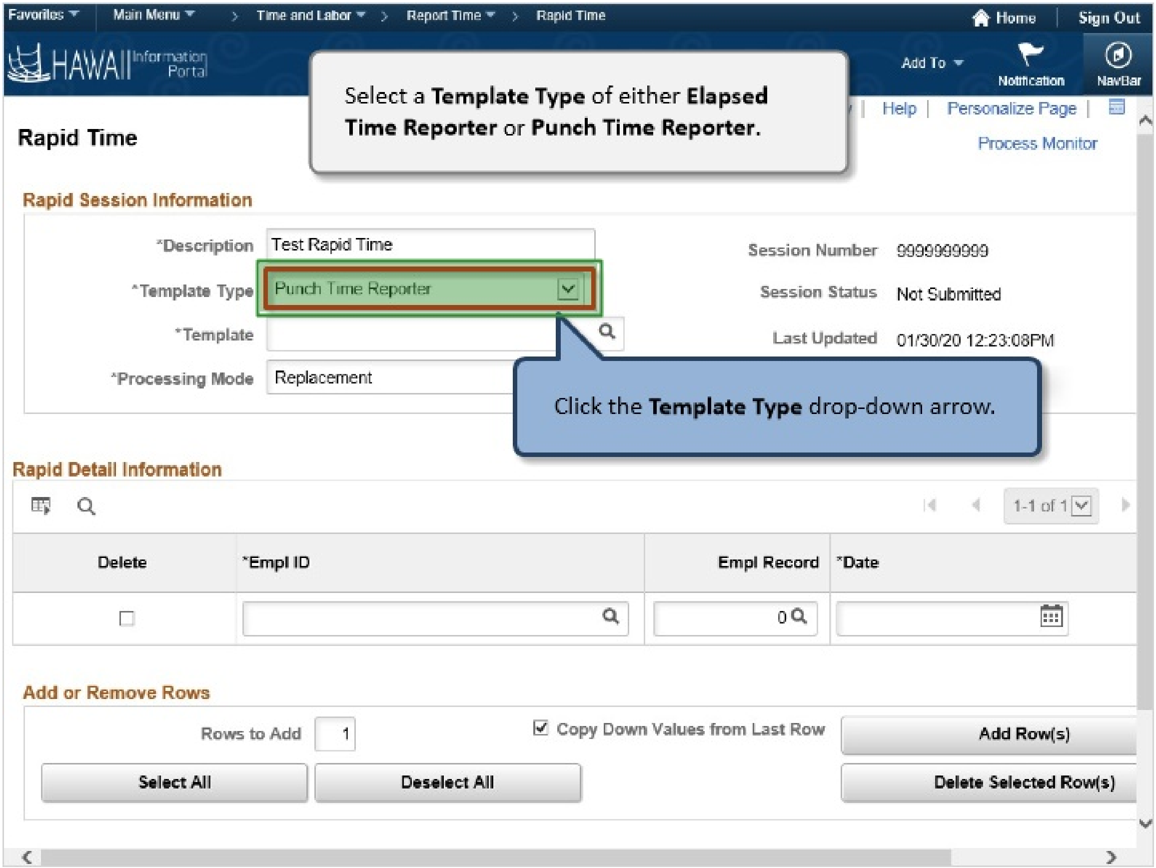


Enter a **Description** for this session of up to 30 alphanumeric characters.

Click in the **Description** field.

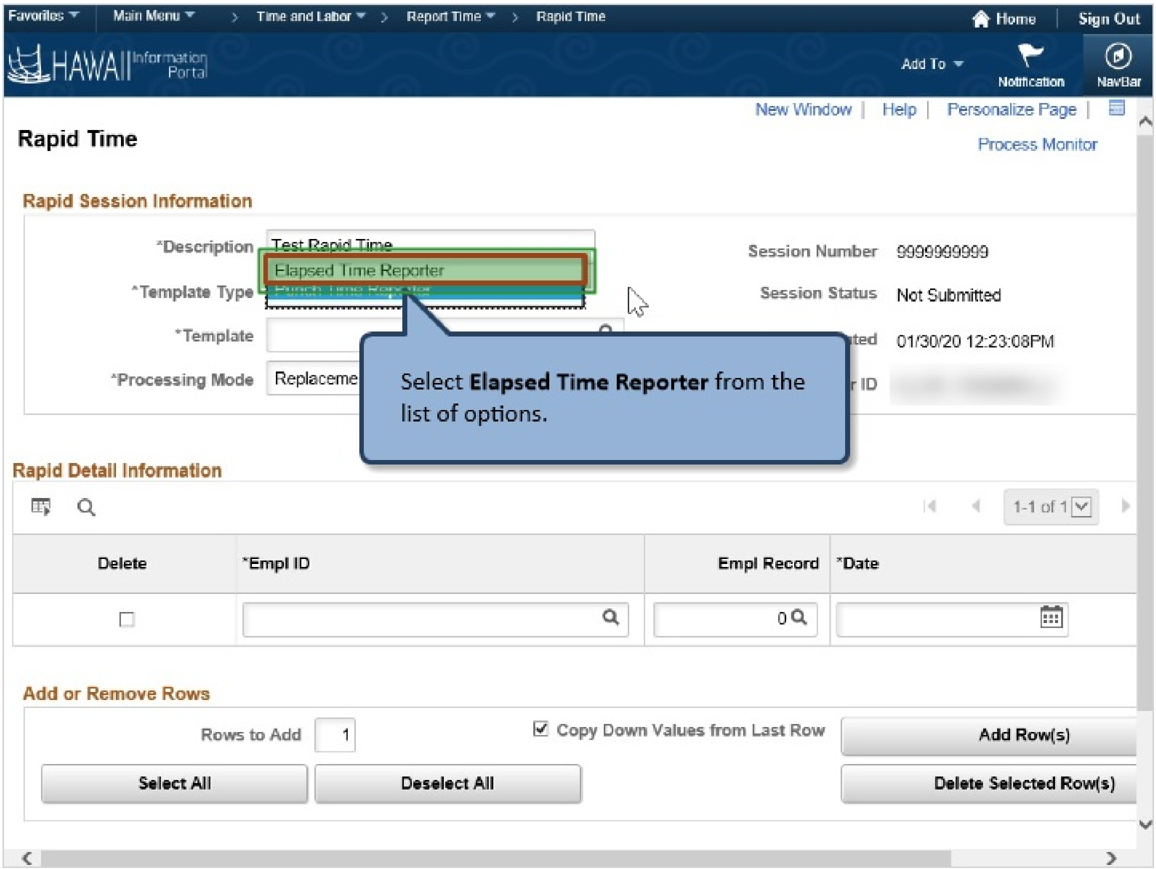


For this example, type **'Test Rapid Time'** in the **Description** field and press the **Tab** key.

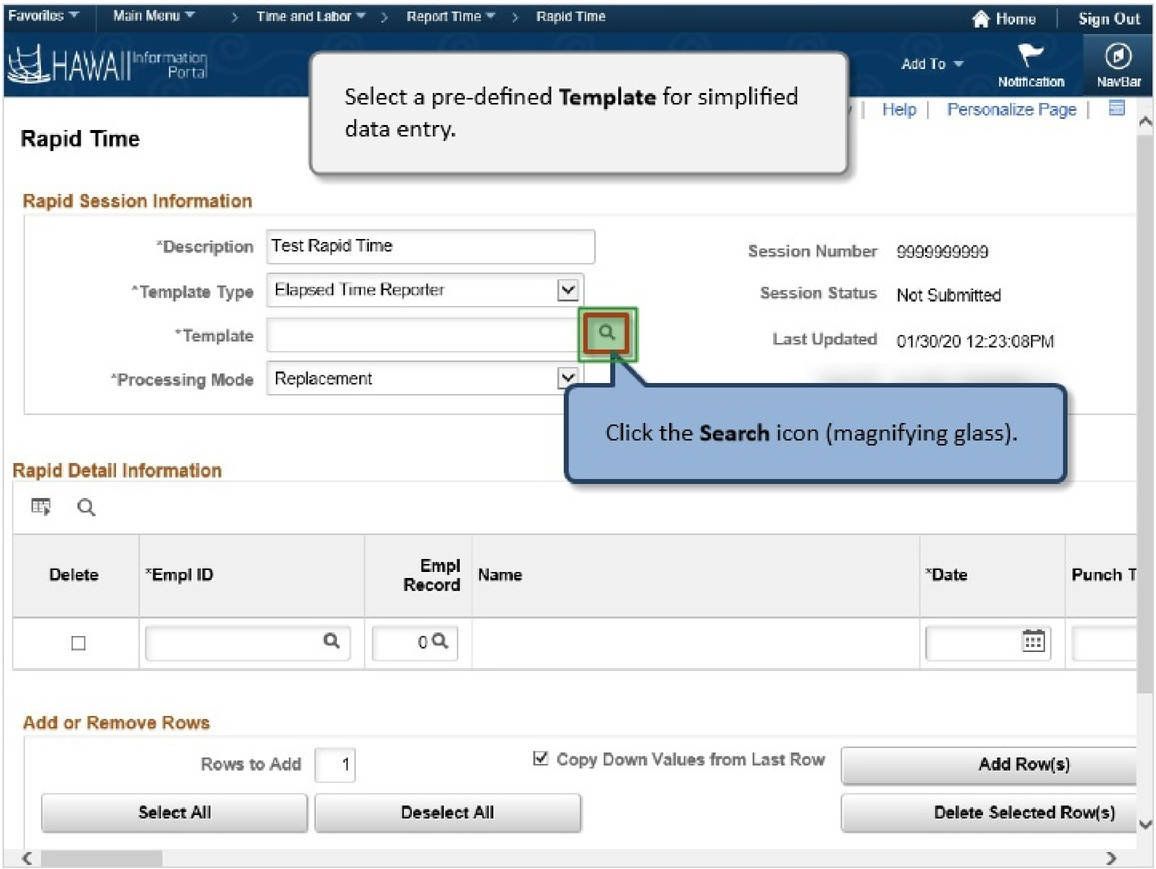


Select a **Template Type** of either **Elapsed Time Reporter** or **Punch Time Reporter**.

Click the **Template Type** drop-down arrow.

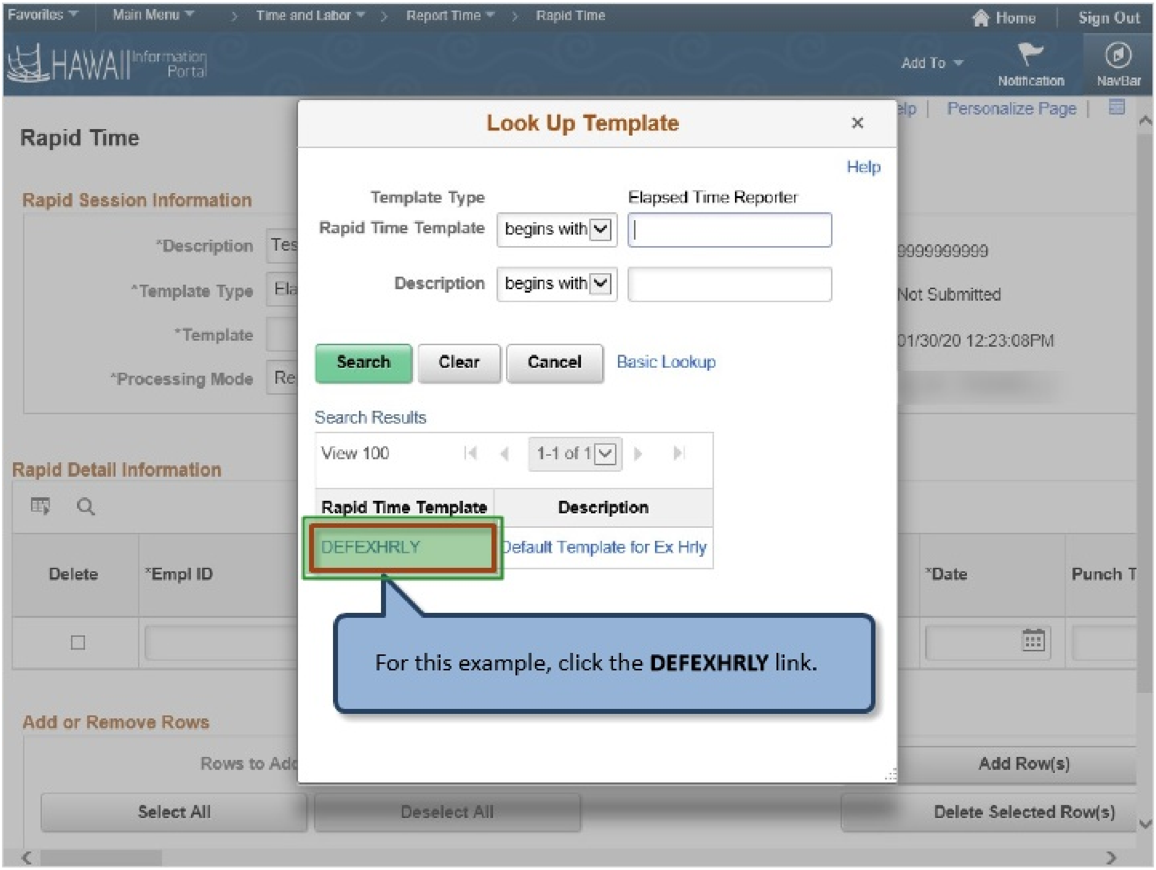


Select **Elapsed Time Reporter** from the list of options.

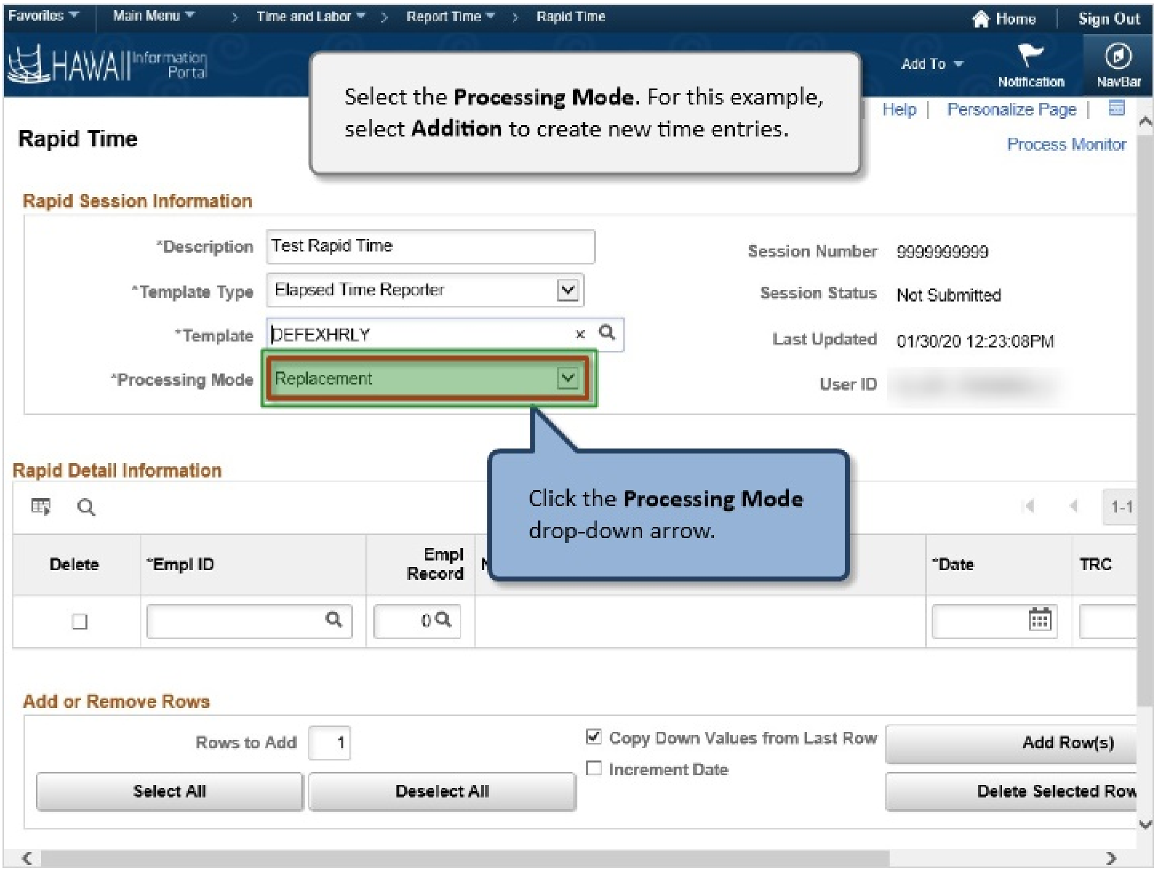


Select a pre-defined **Template** for simplified data entry.

Click the **Search** icon (magnifying glass).

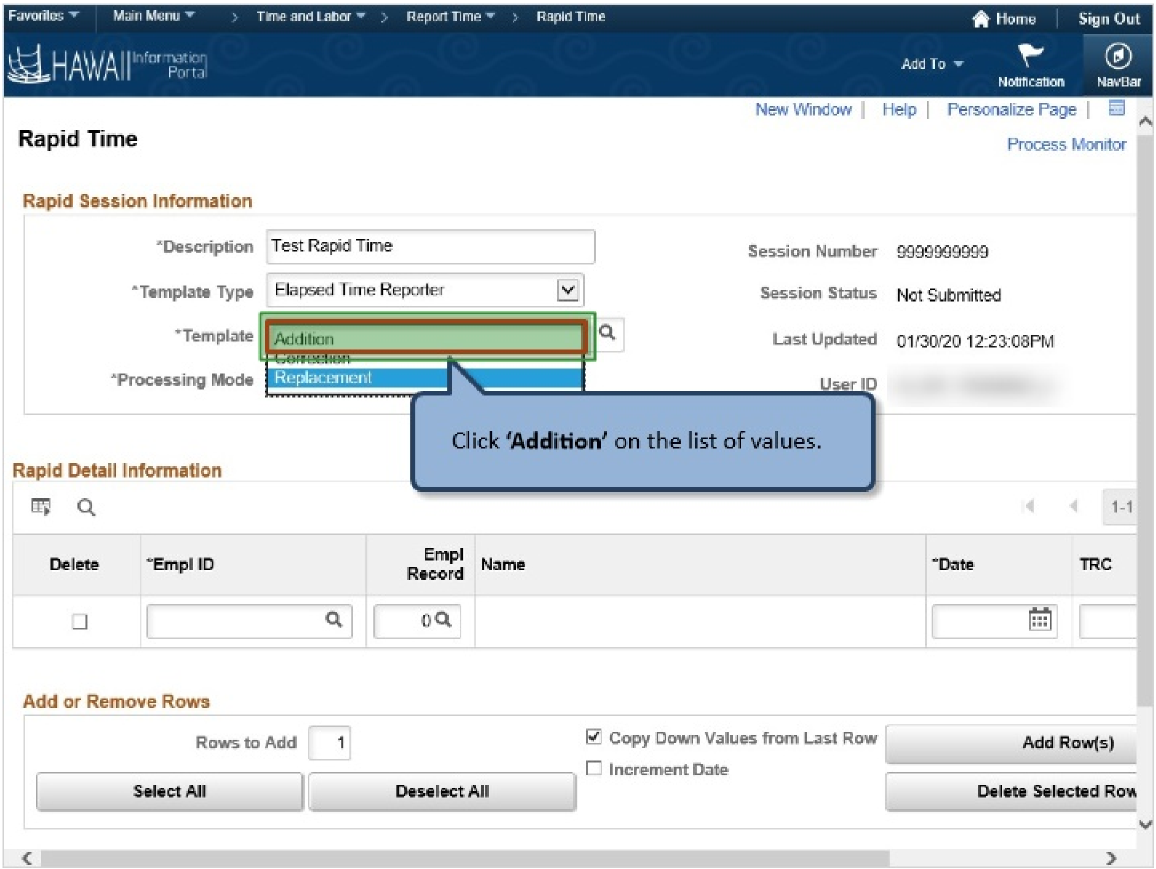


For this example, click the **DEFEXHRLY** link.

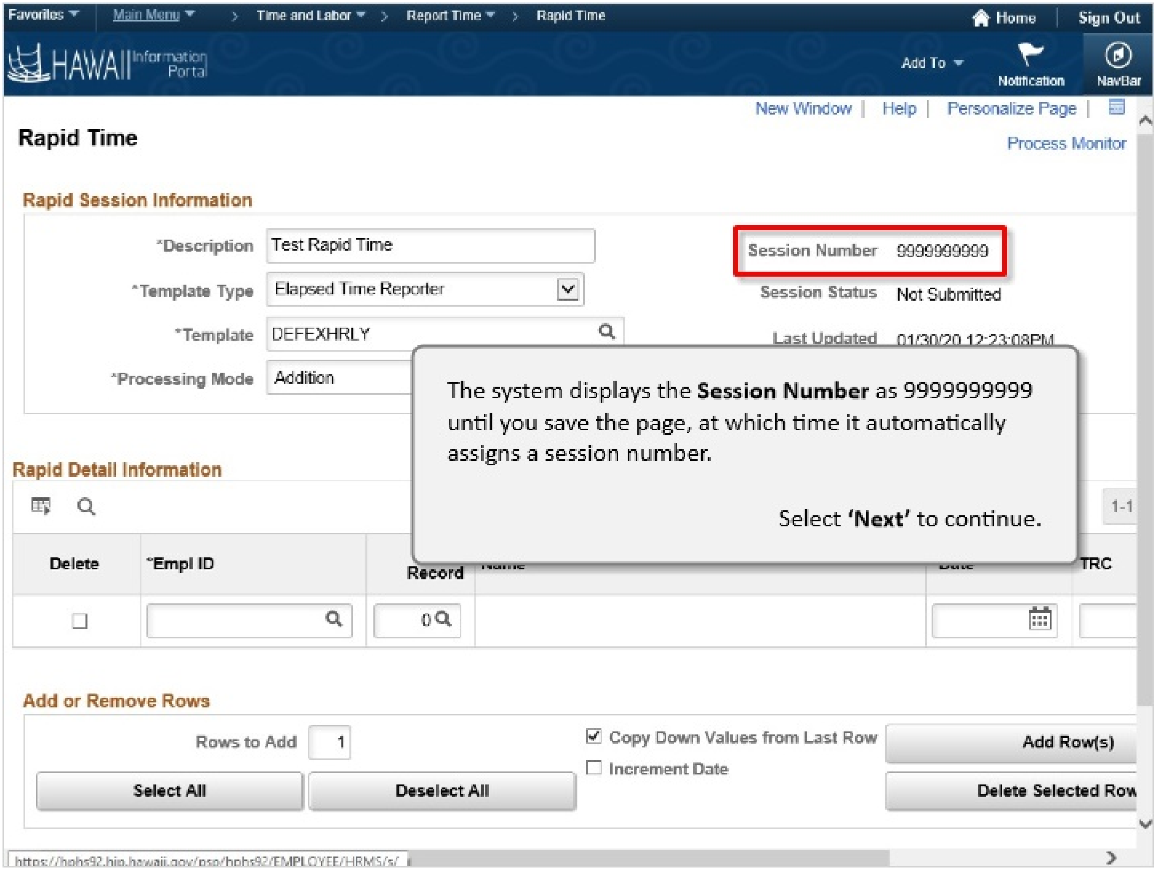


Select the **Processing Mode**. For this example, select **Addition** to create new time entries.

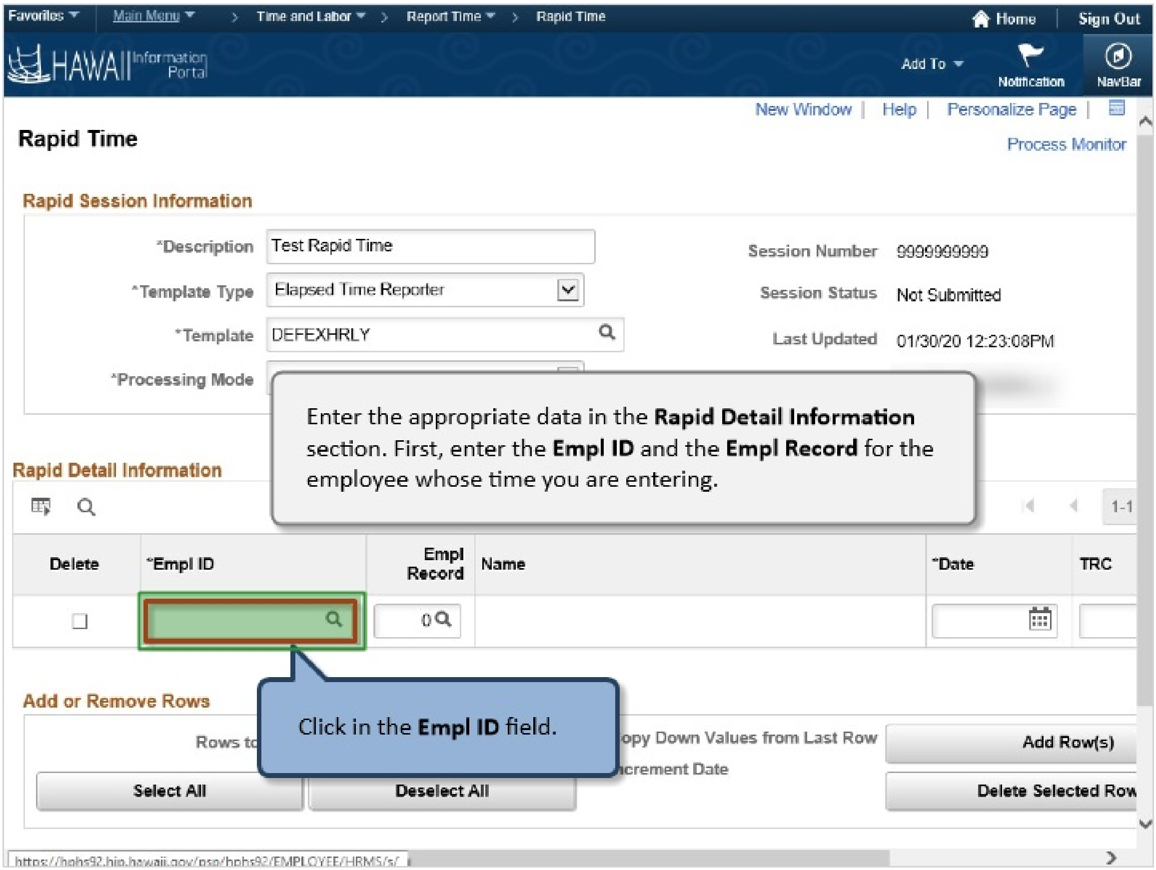
Click the **Processing Mode** drop-down arrow.



Click **'Addition'** on the list of values.

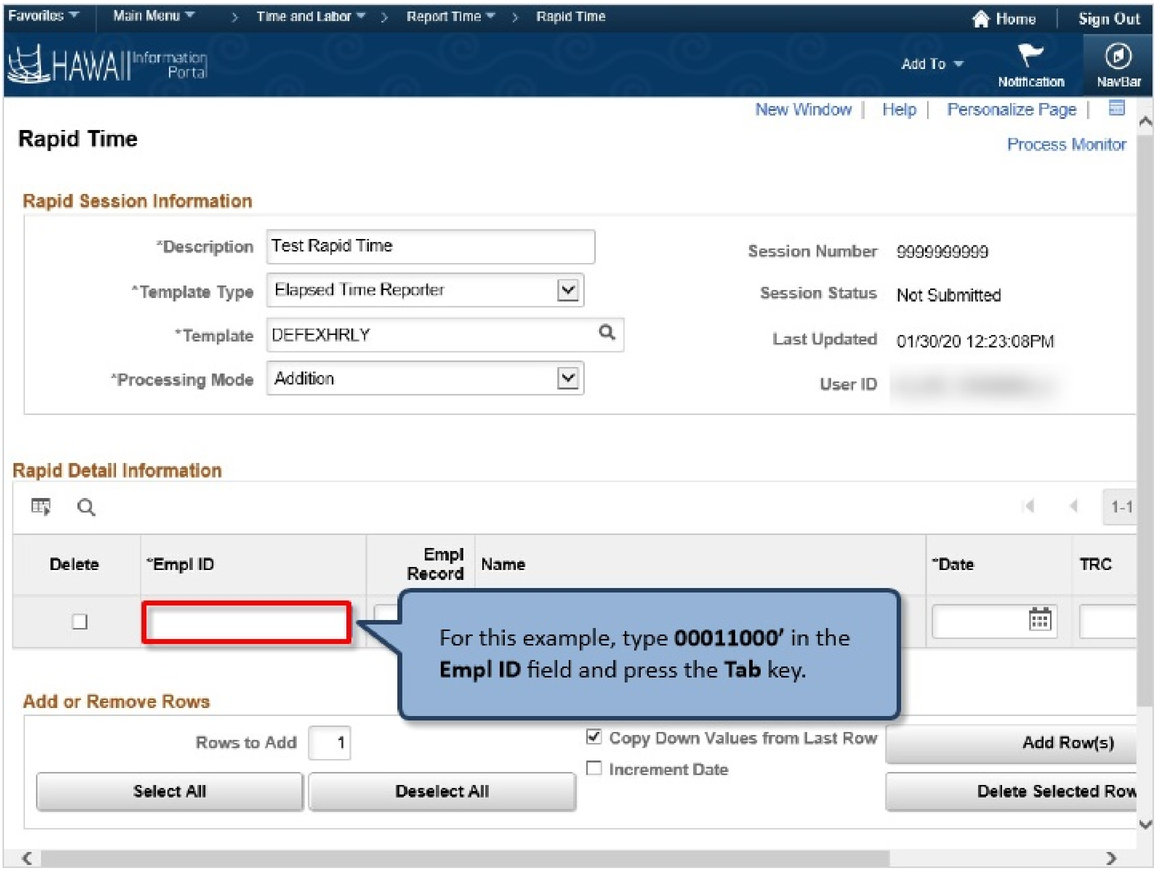


The system displays the **Session Number** as 9999999999 until you save the page, at which time it automatically assigns a session number.

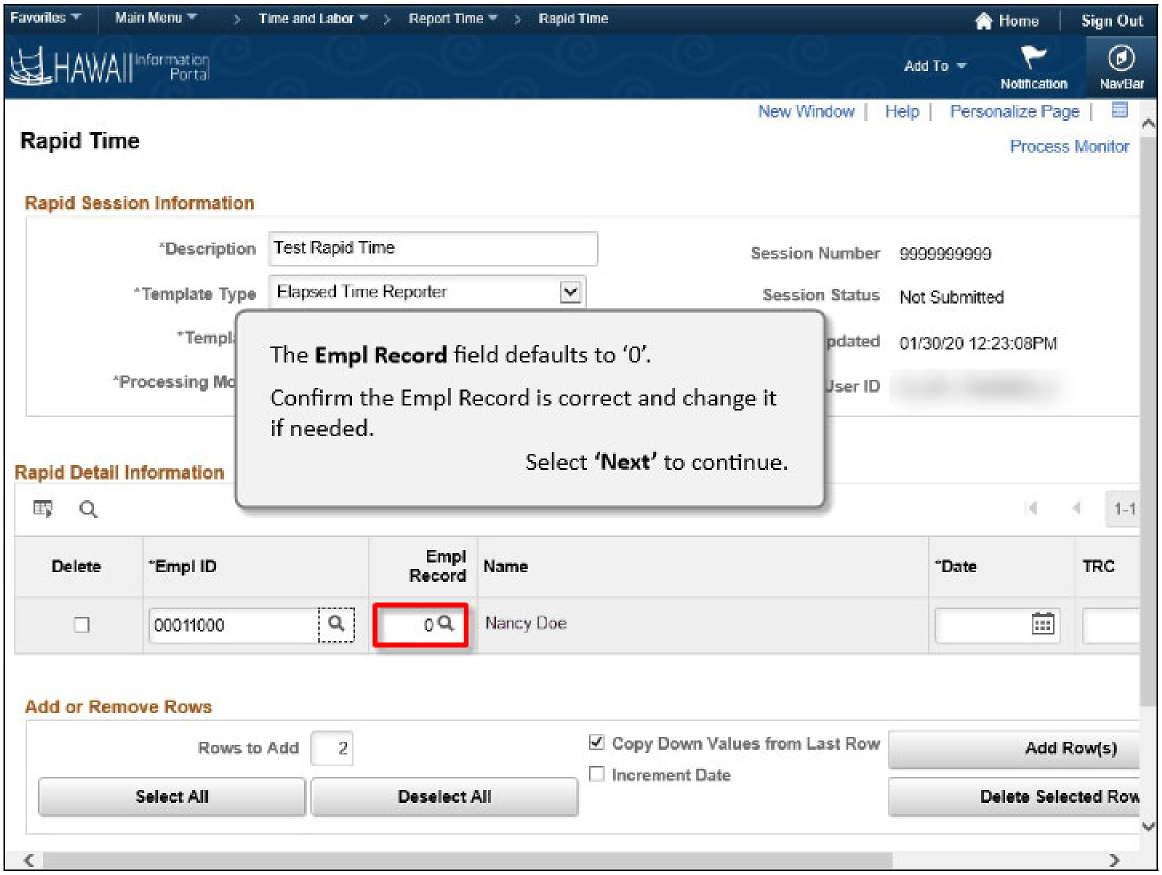


Enter the appropriate data in the **Rapid Detail Information** section. First, enter the **Empl ID** and the **Empl Record** for the employee whose time you are entering.

Click in the **Empl ID** field.

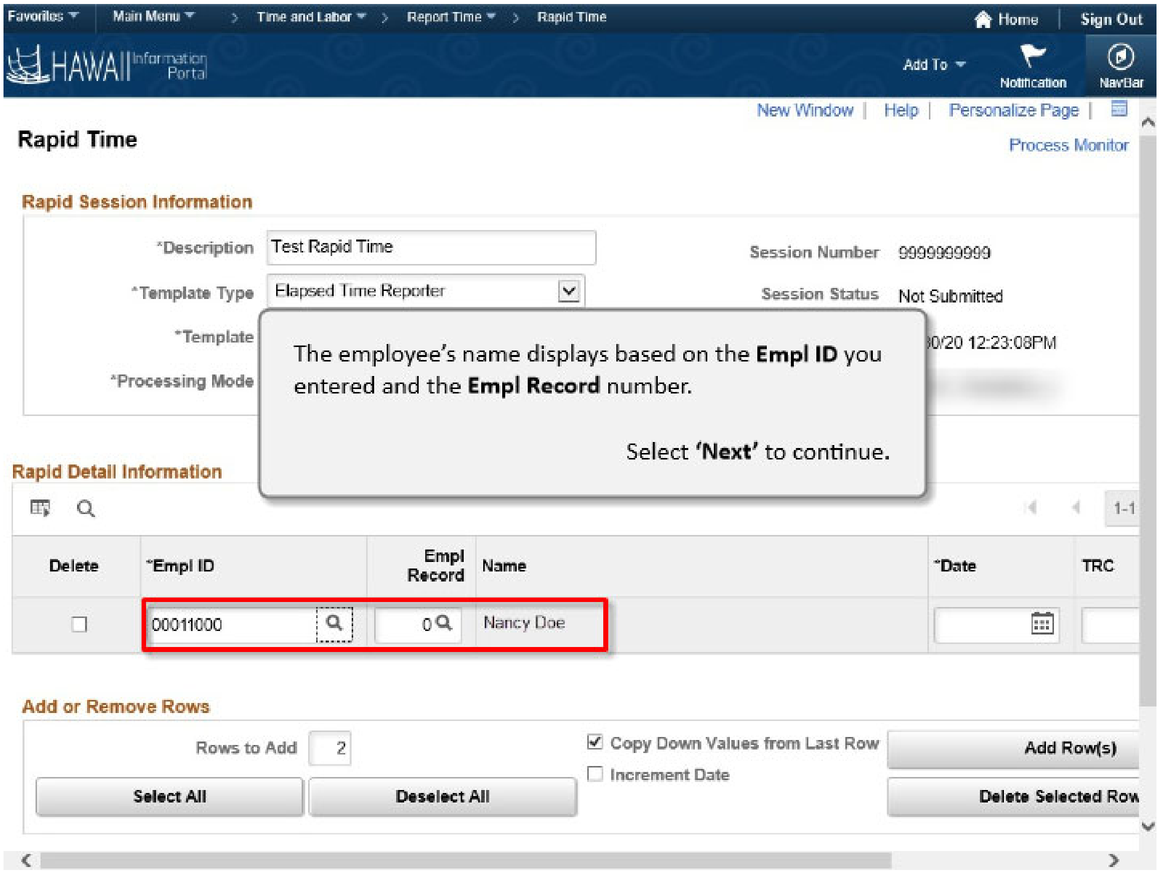


For this example, type **00011000’** in the **Empl ID** field and press the **Tab** key.

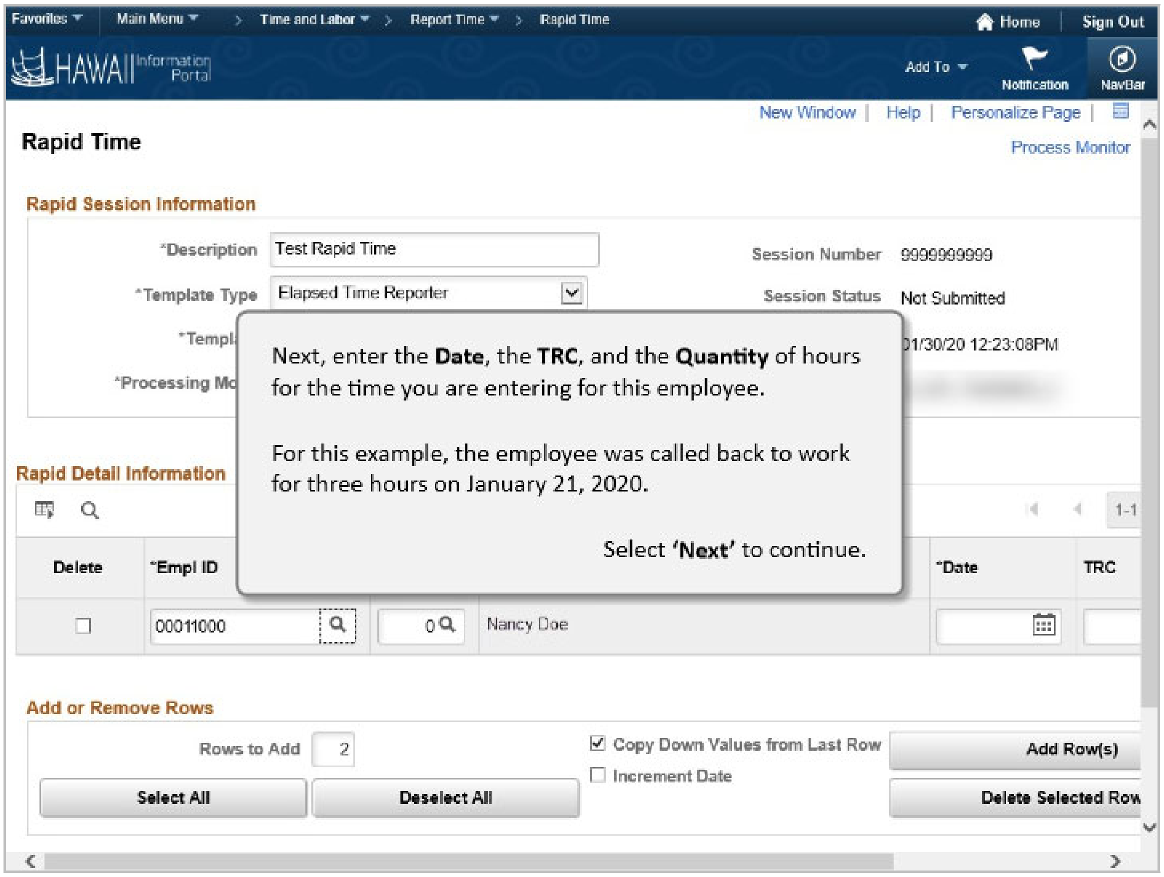


The **Empl Record** field defaults to '0'.

Confirm the Empl Record is correct and change it if needed.

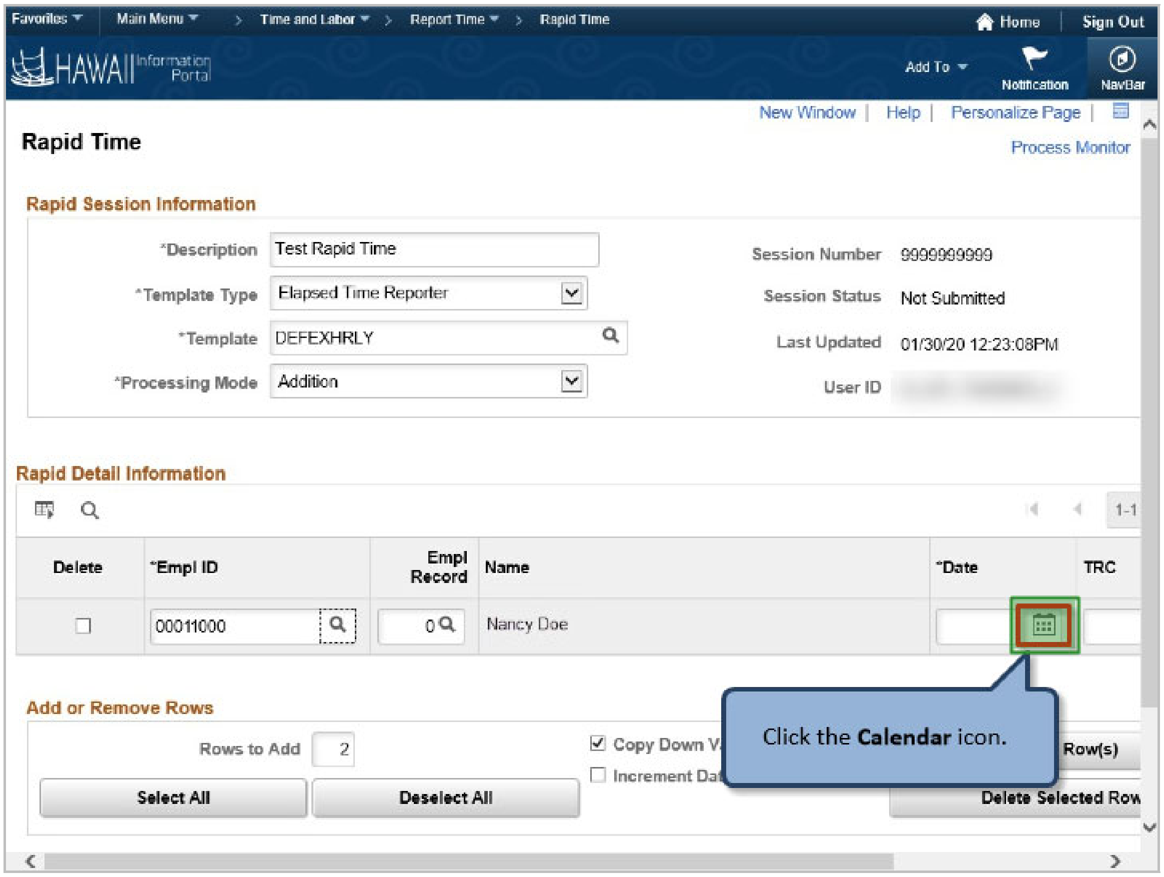


The employee's name displays based on the **Empl ID** you entered and the **Empl Record** number.

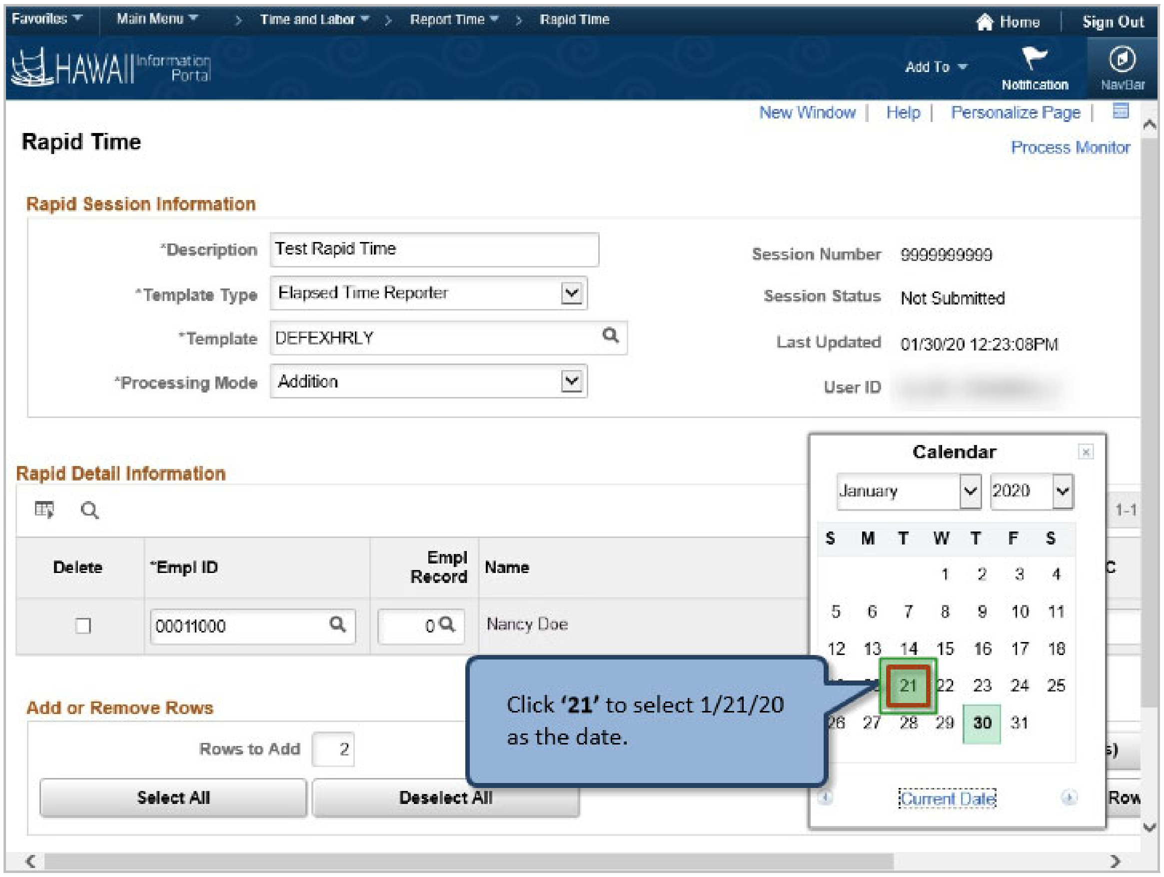


Next, enter the **Date**, the **TRC**, and the **Quantity** of hours for the time you are entering for this employee.

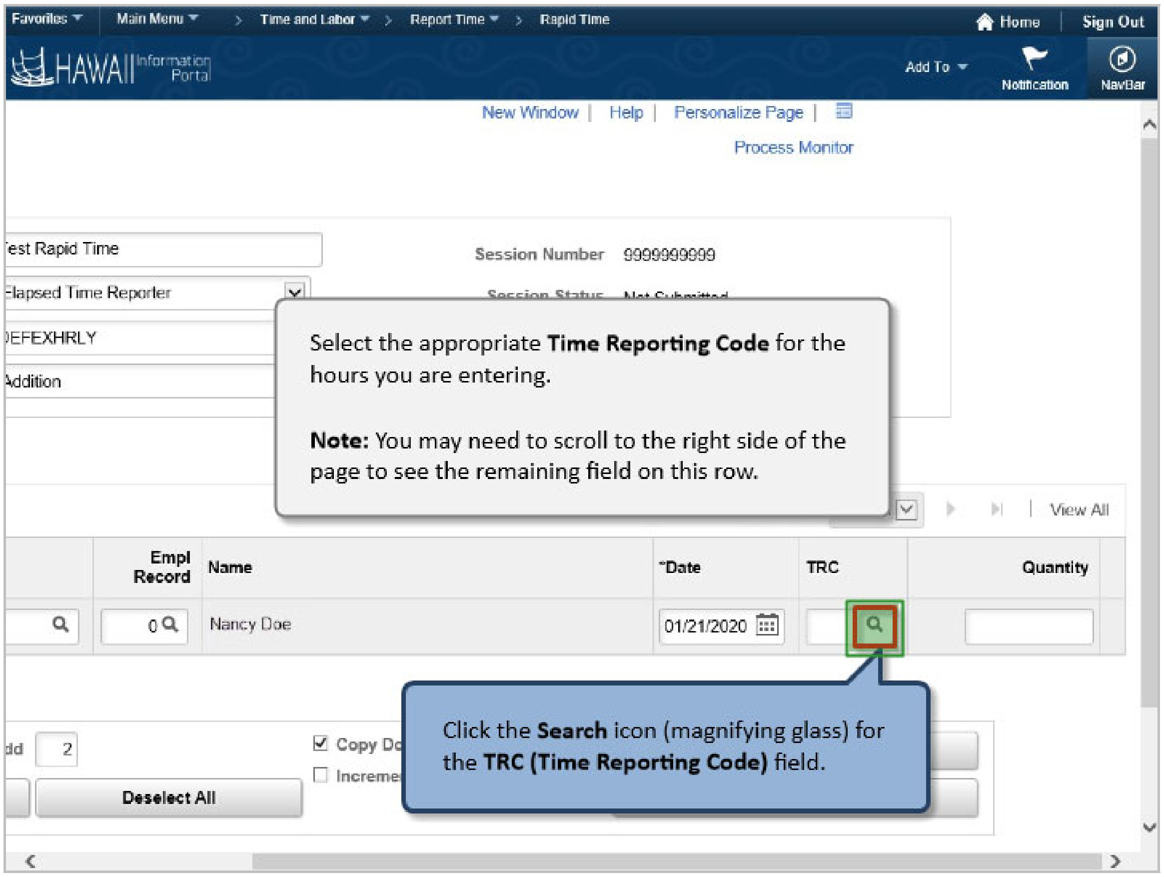
For this example, the employee was called back to work for three hours on January 21, 2020.



Click the **Calendar** icon.



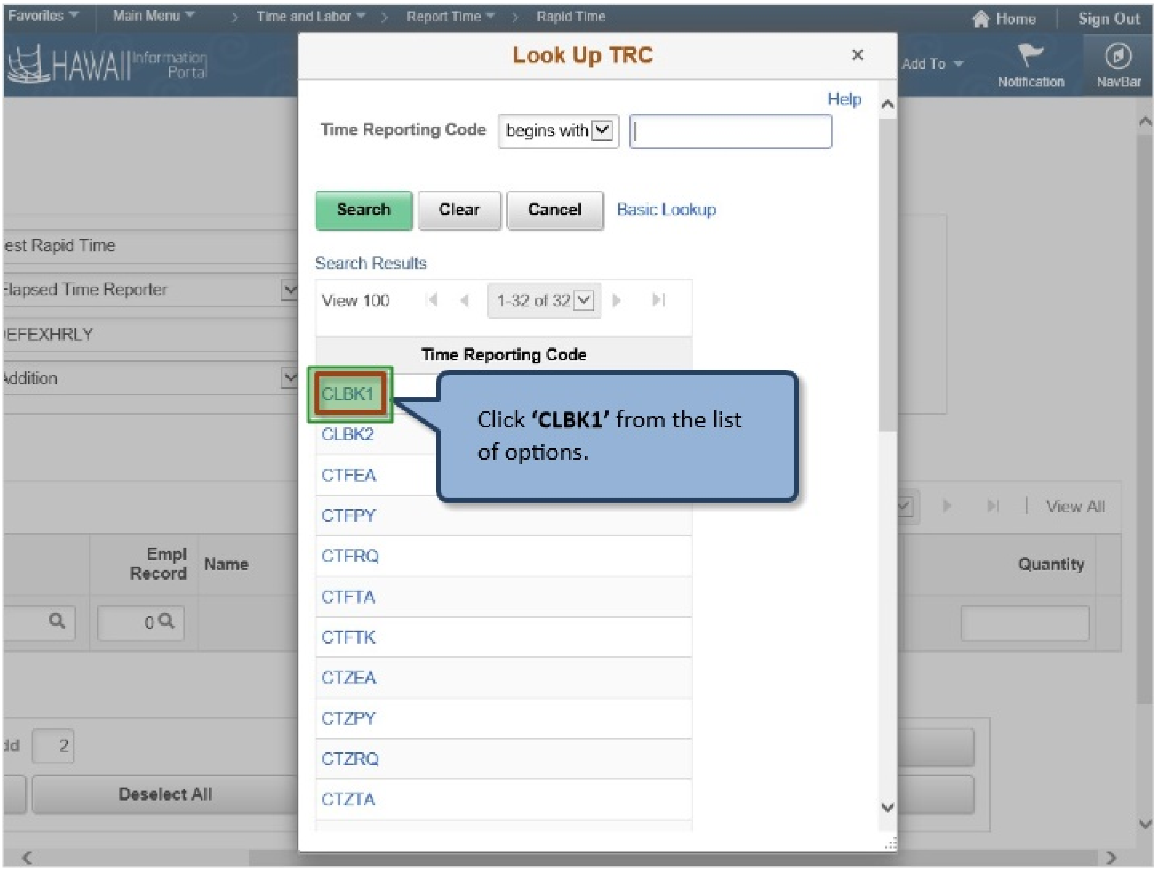
Click **'21'** to select 1/21/20 as the date.



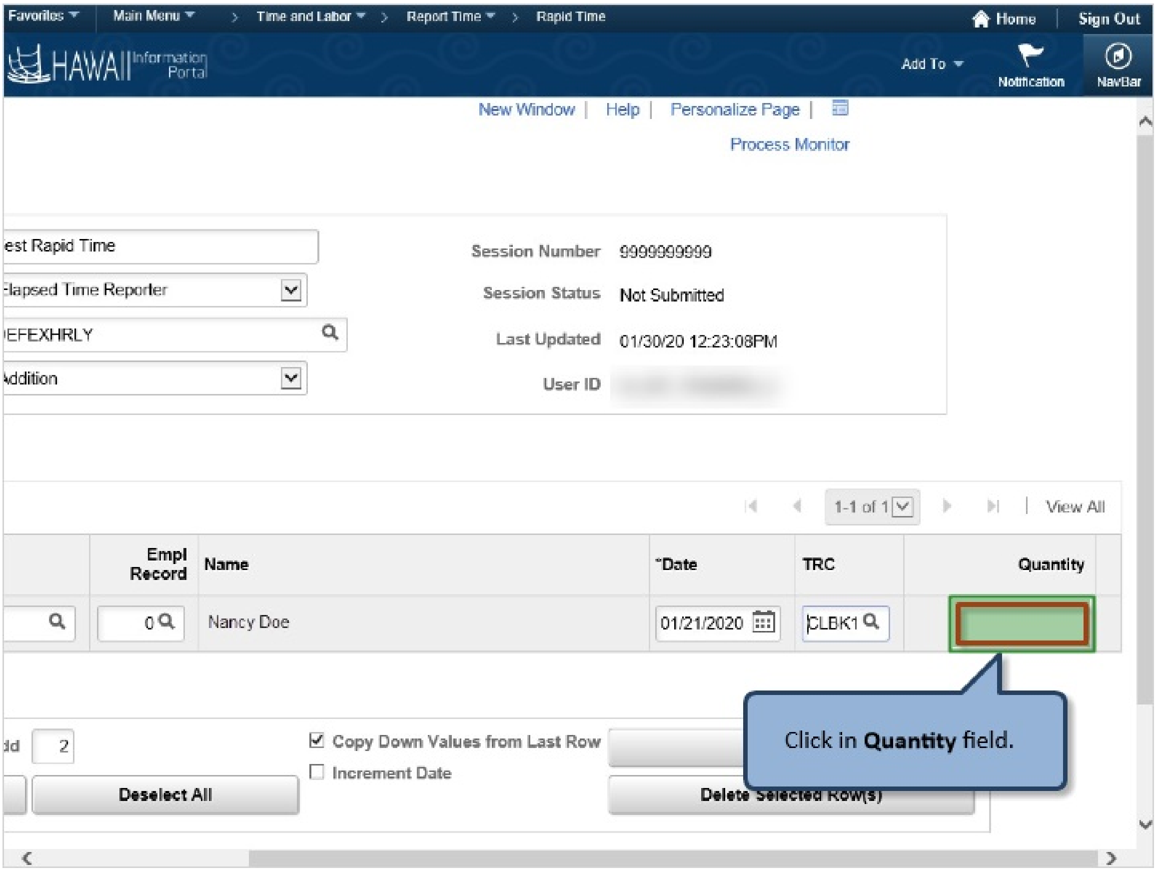
Select the appropriate **Time Reporting Code** for the hours you are entering.

Note: You may need to scroll to the right side of the page to see the remaining field on this row.

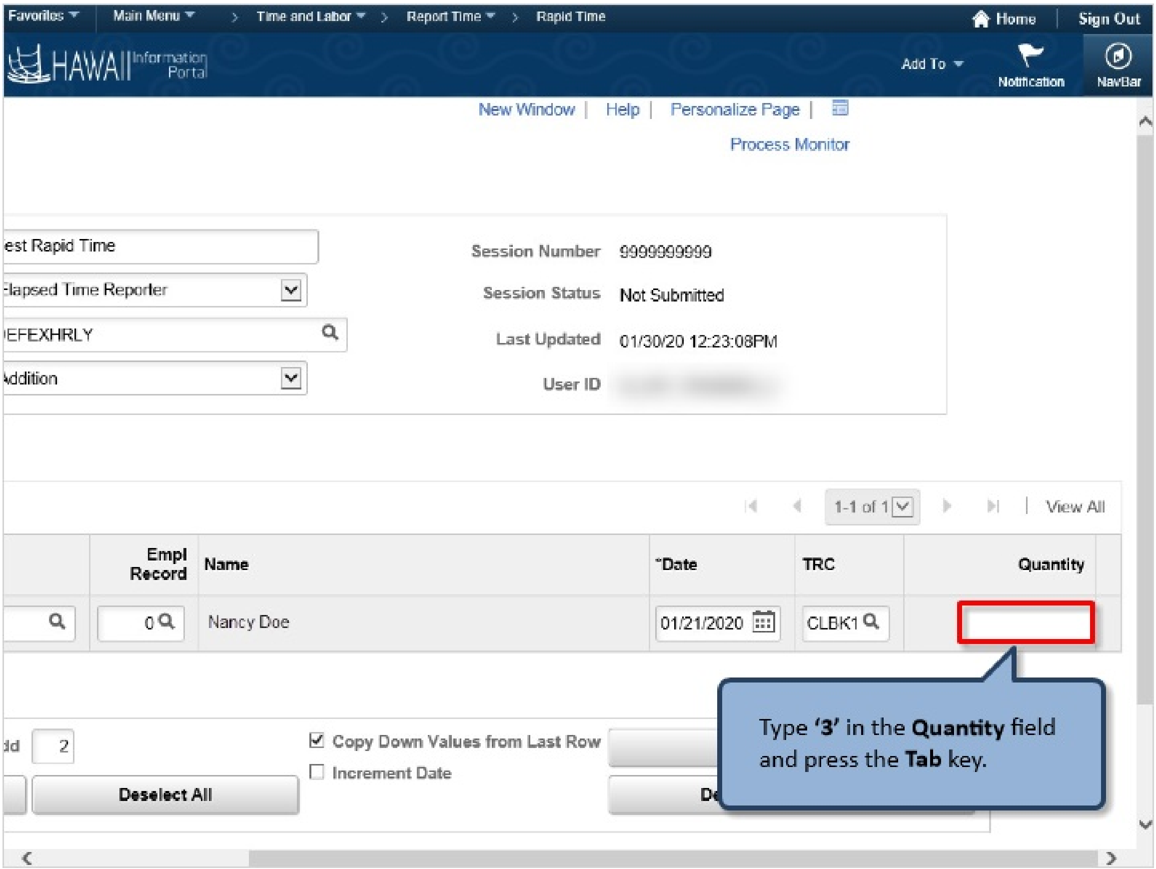
Click the **Search** icon (magnifying glass) for the **TRC (Time Reporting Code)** field.



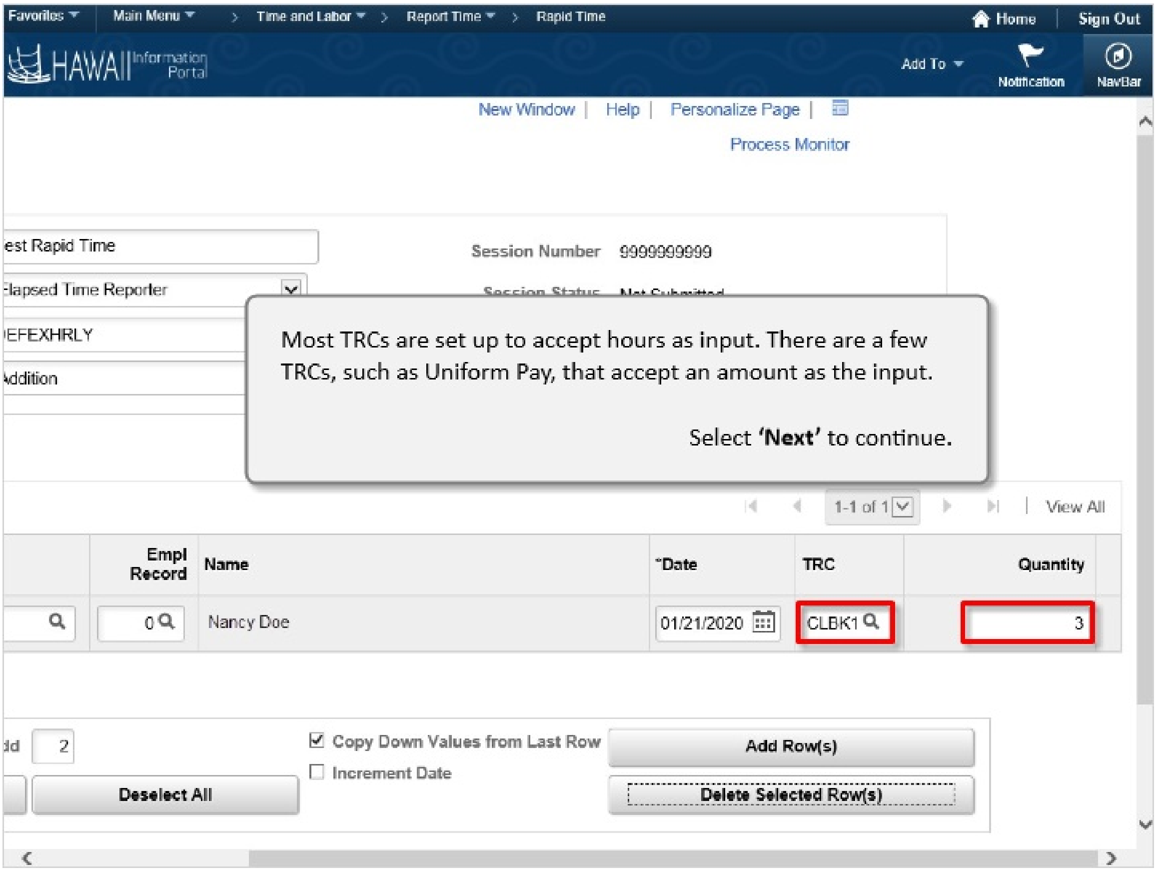
Click **'CLBK1'** from the list of options.



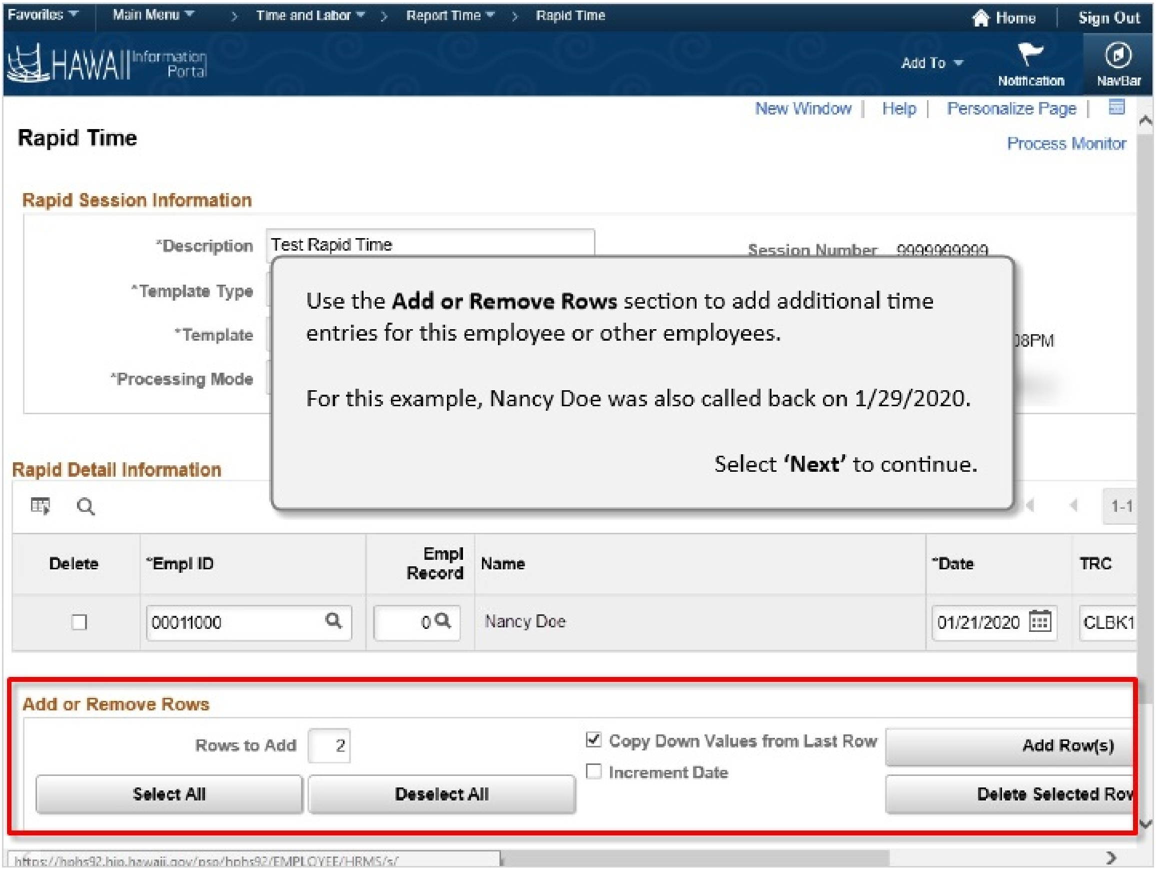
Click in **Quantity** field.



Type **'3'** in the **Quantity** field and press the **Tab** key.

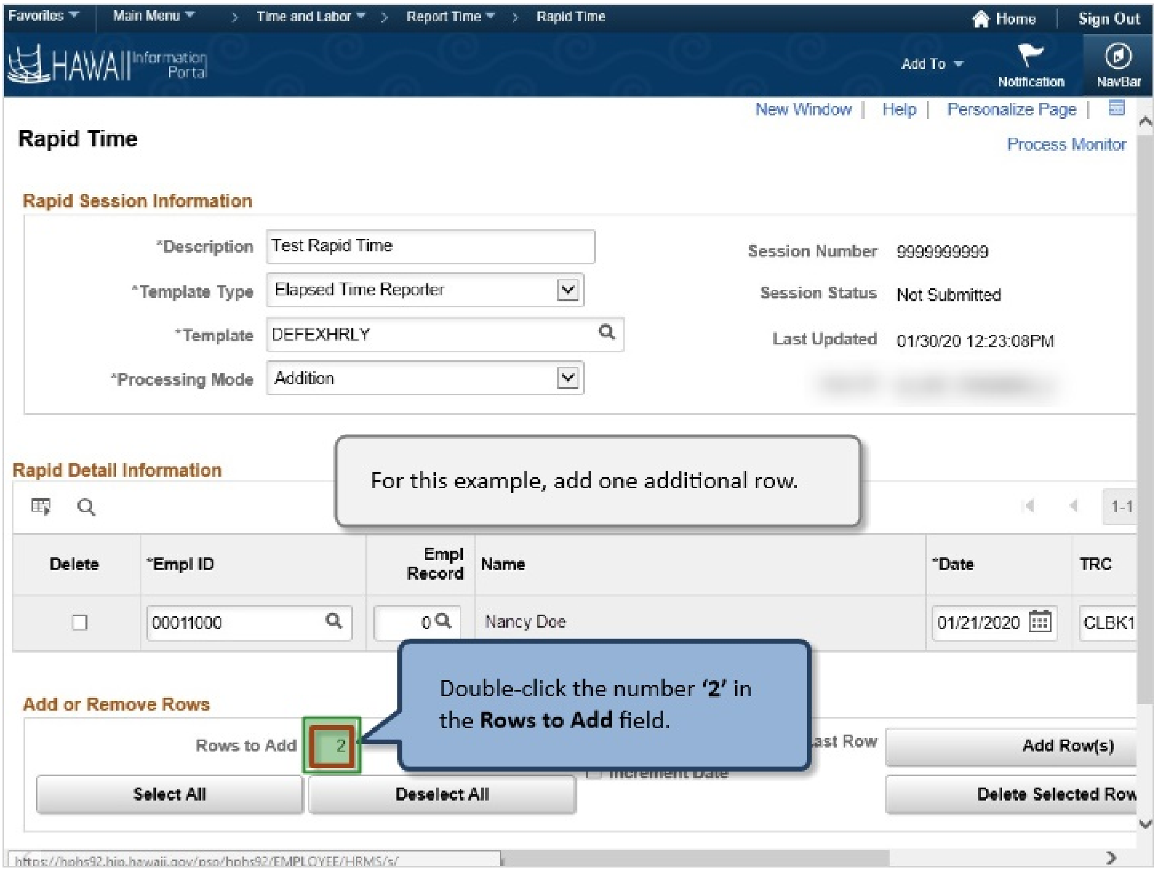


Most TRCs are set up to accept hours as input. There are a few TRCs, such as Uniform Pay, that accept an amount as the input.



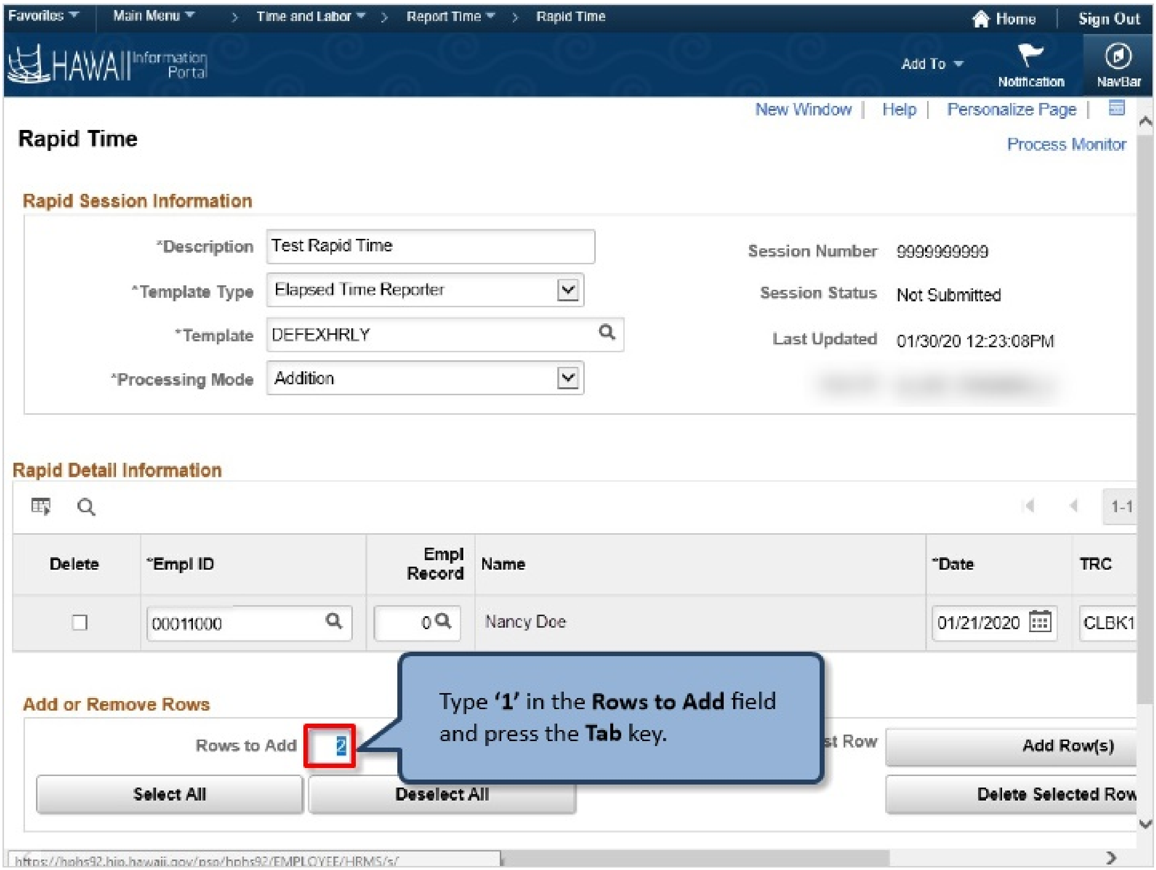
Use the **Add or Remove Rows** section to add additional time entries for this employee or other employees.

For this example, Nancy Doe was also called back on 1/29/2020.

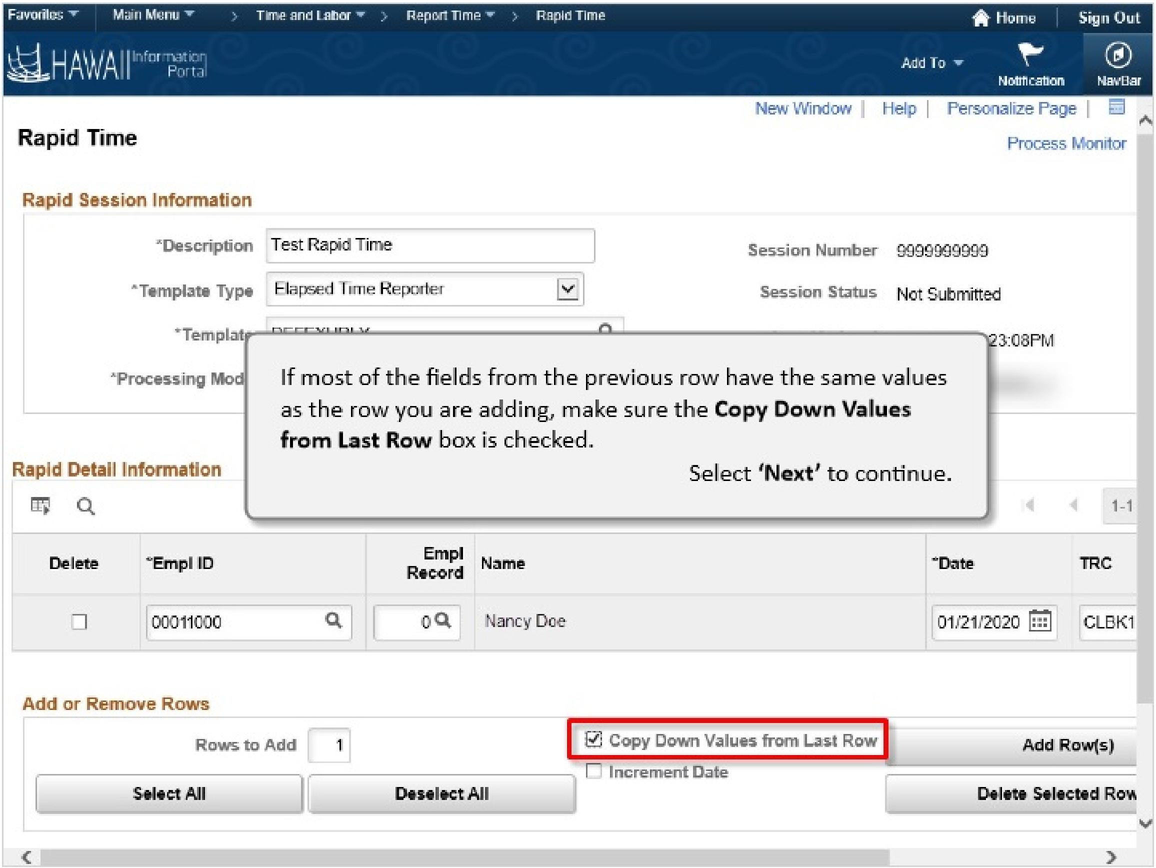


For this example, add one additional row.

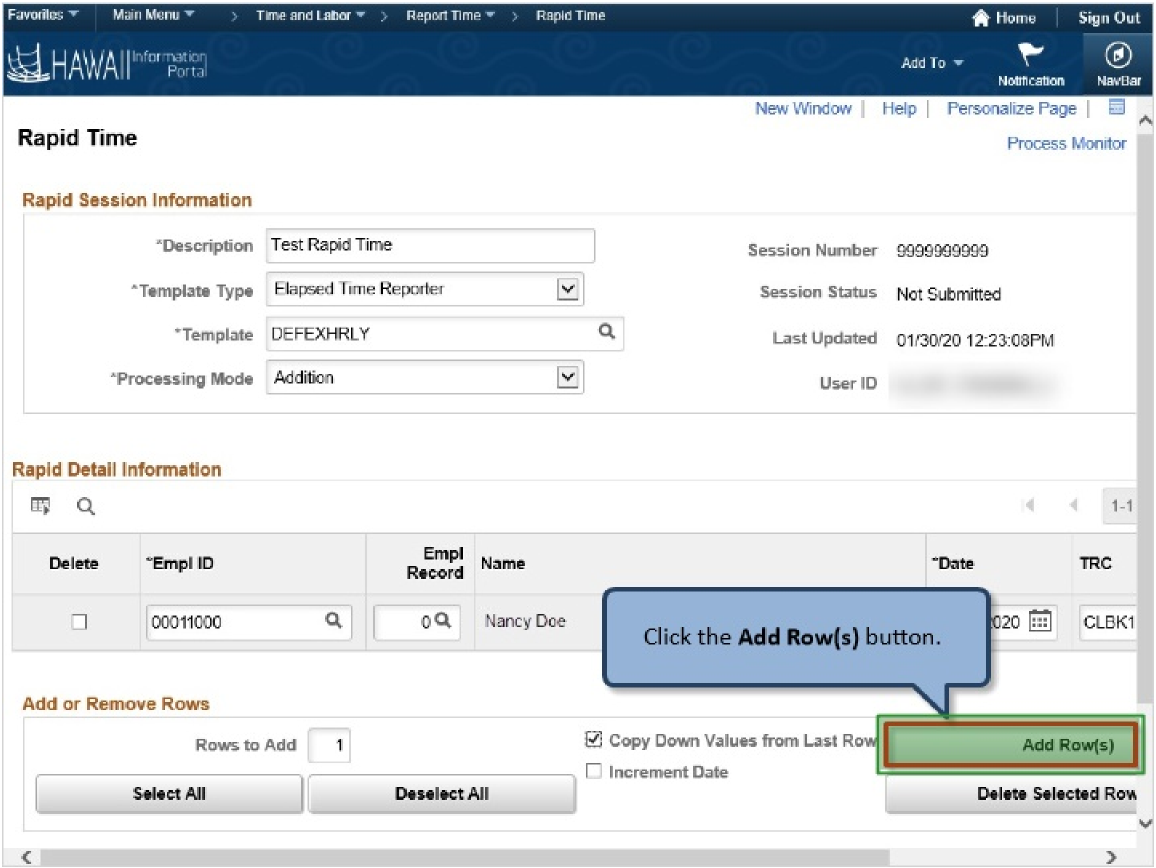
Double-click the number **‘2’** in the **Rows to Add** field.



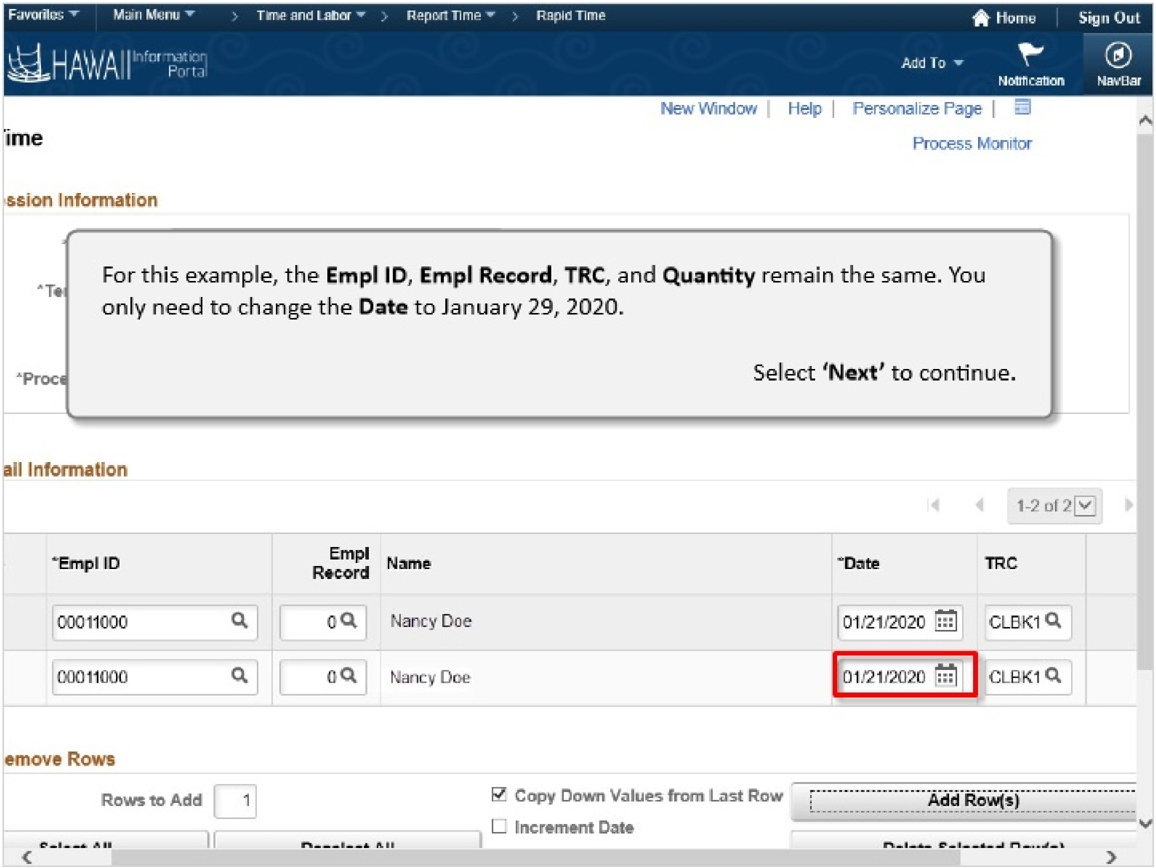
Type **'1'** in the **Rows to Add** field and press the **Tab** key.



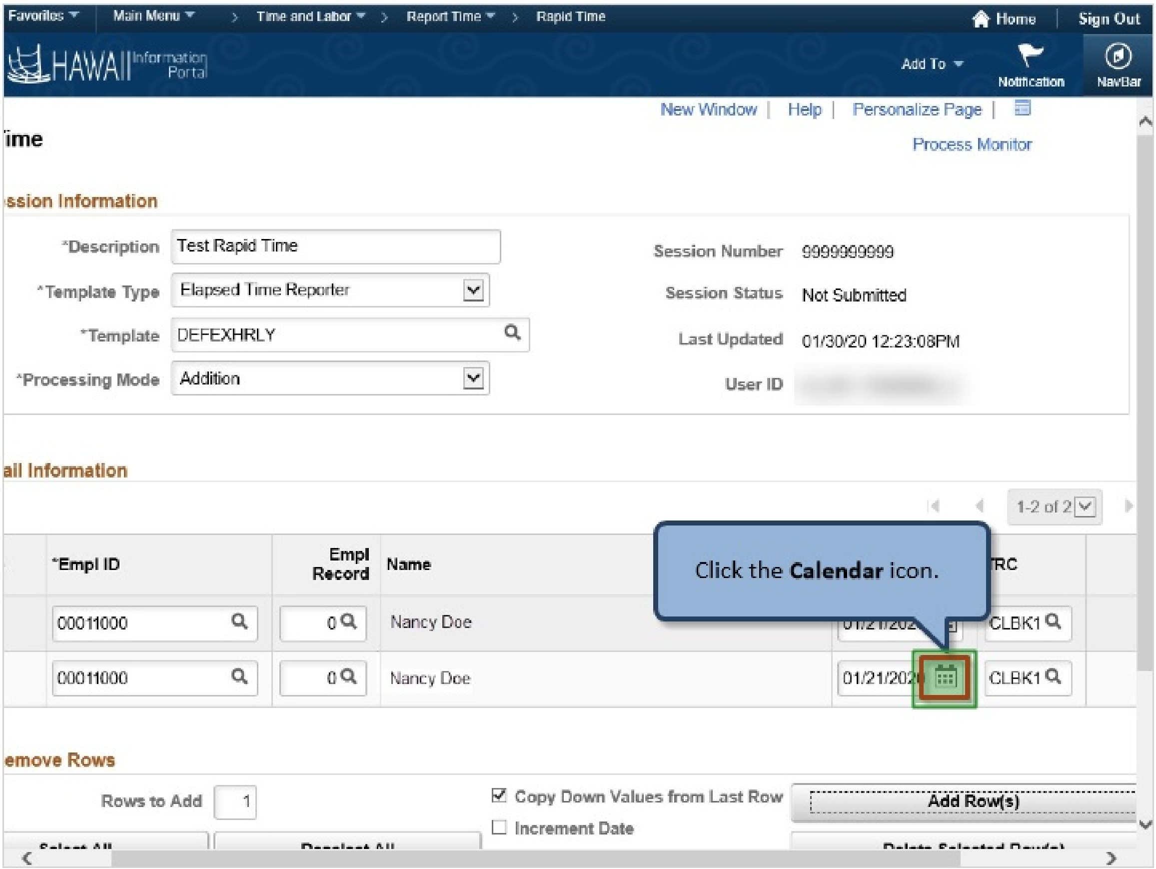
If most of the fields from the previous row have the same values as the row you are adding, make sure the **Copy Down Values from Last Row** box is checked.



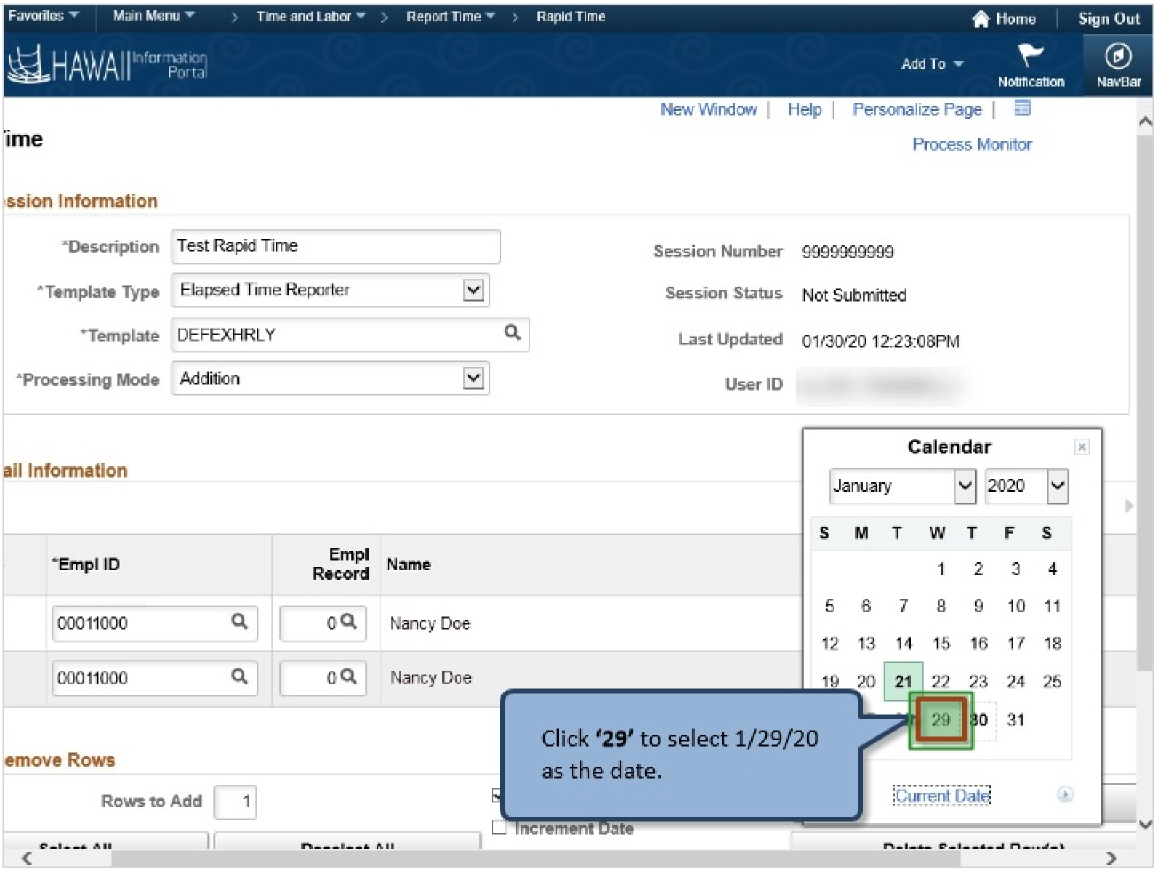
Click the **Add Row(s)** button.



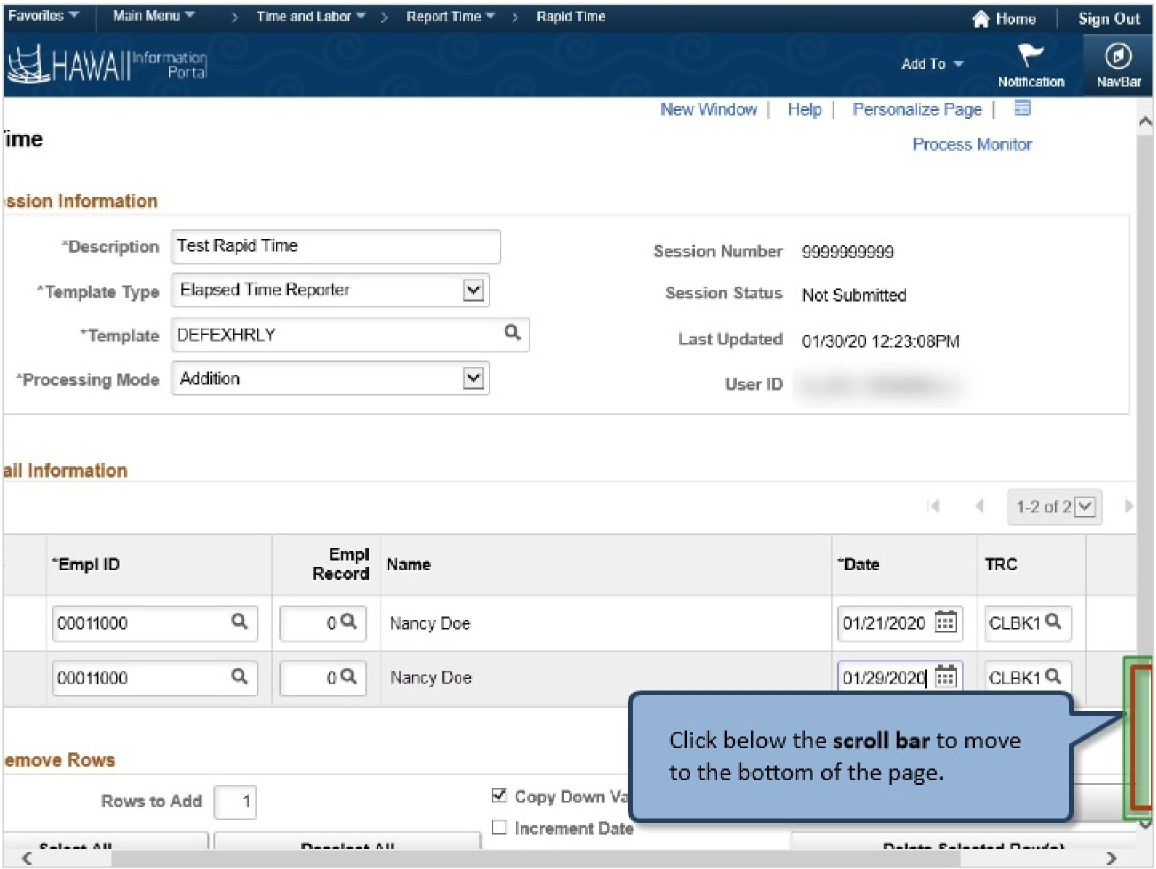
For this example, the **Empl ID**, **Empl Record**, **TRC**, and **Quantity** remain the same. You only need to change the **Date** to January 29, 2020.



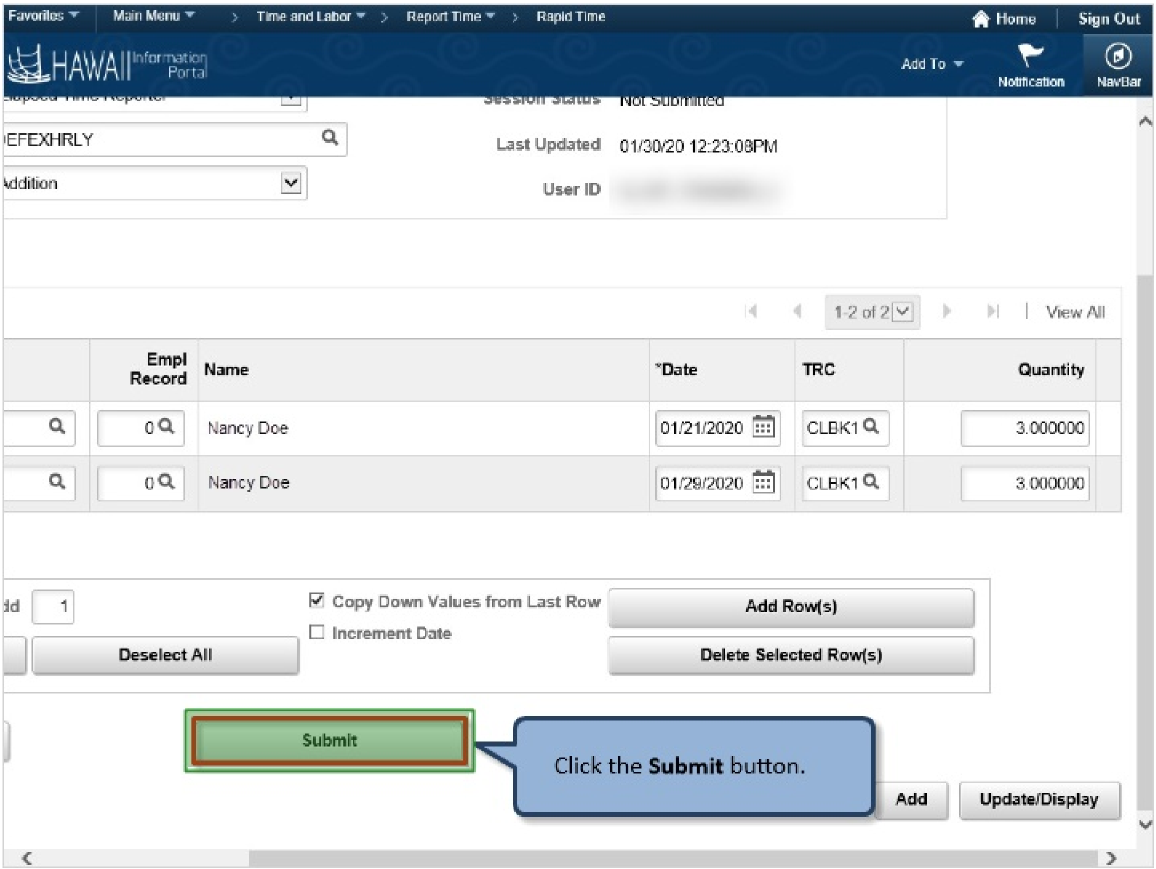
Click the **Calendar** icon.



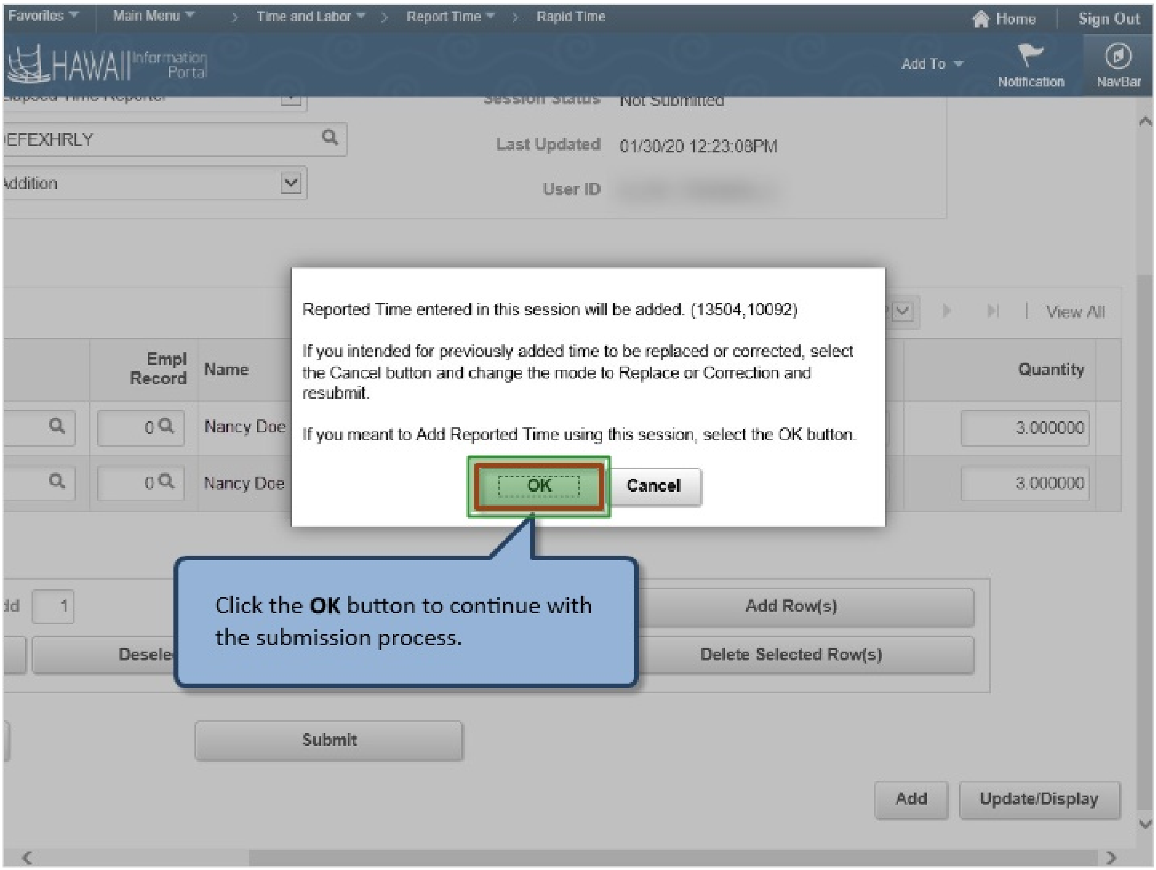
Click **'29'** to select 1/29/20 as the date.



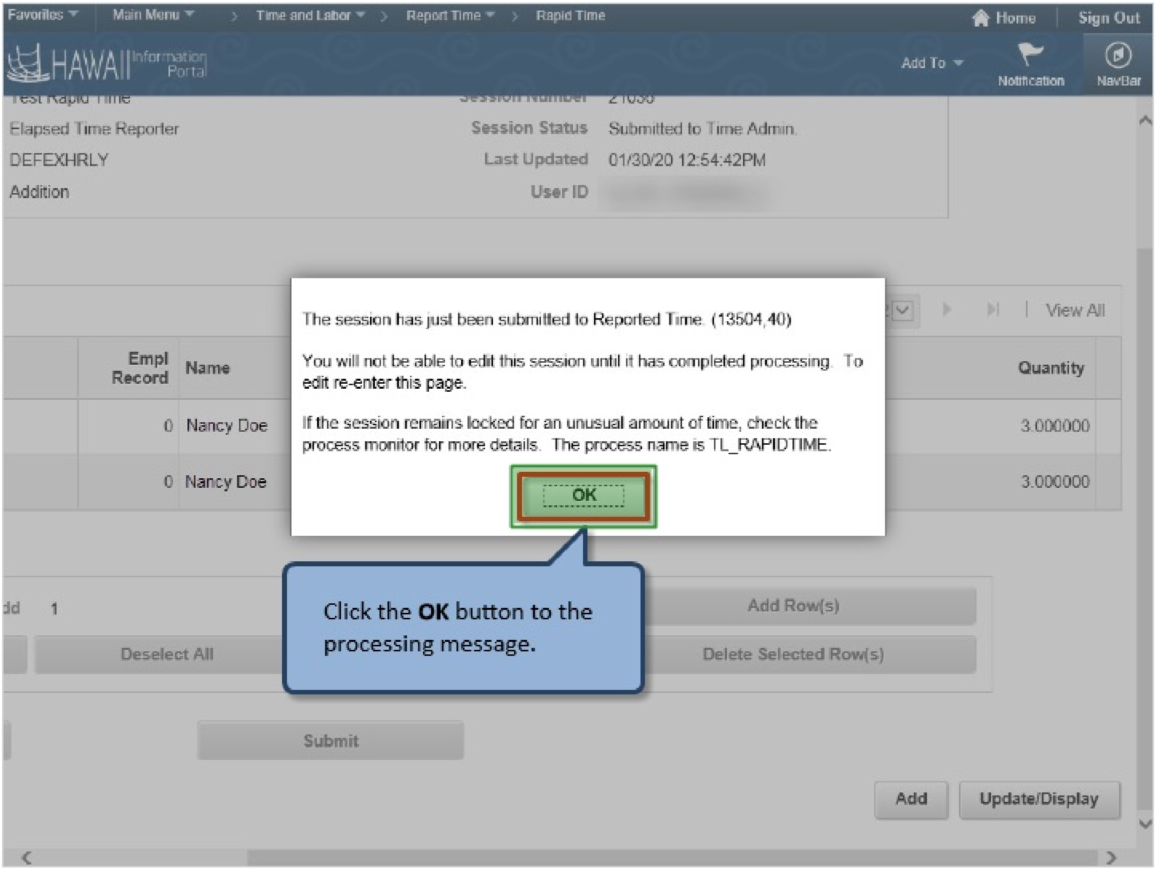
Click below the **scroll bar** to move to the bottom of the page.



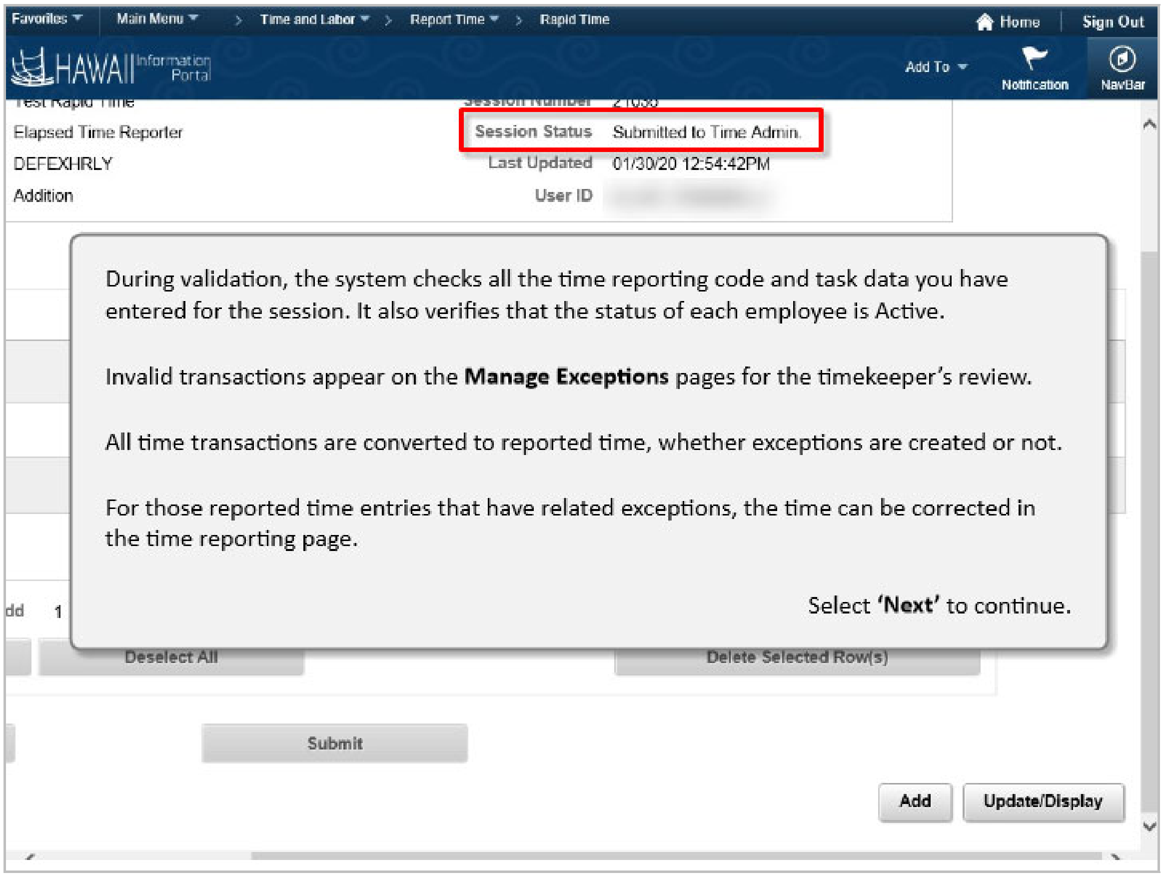
Click the **Submit** button.



Click the **OK** button to continue with the submission process.



Click the **OK** button to the processing message.

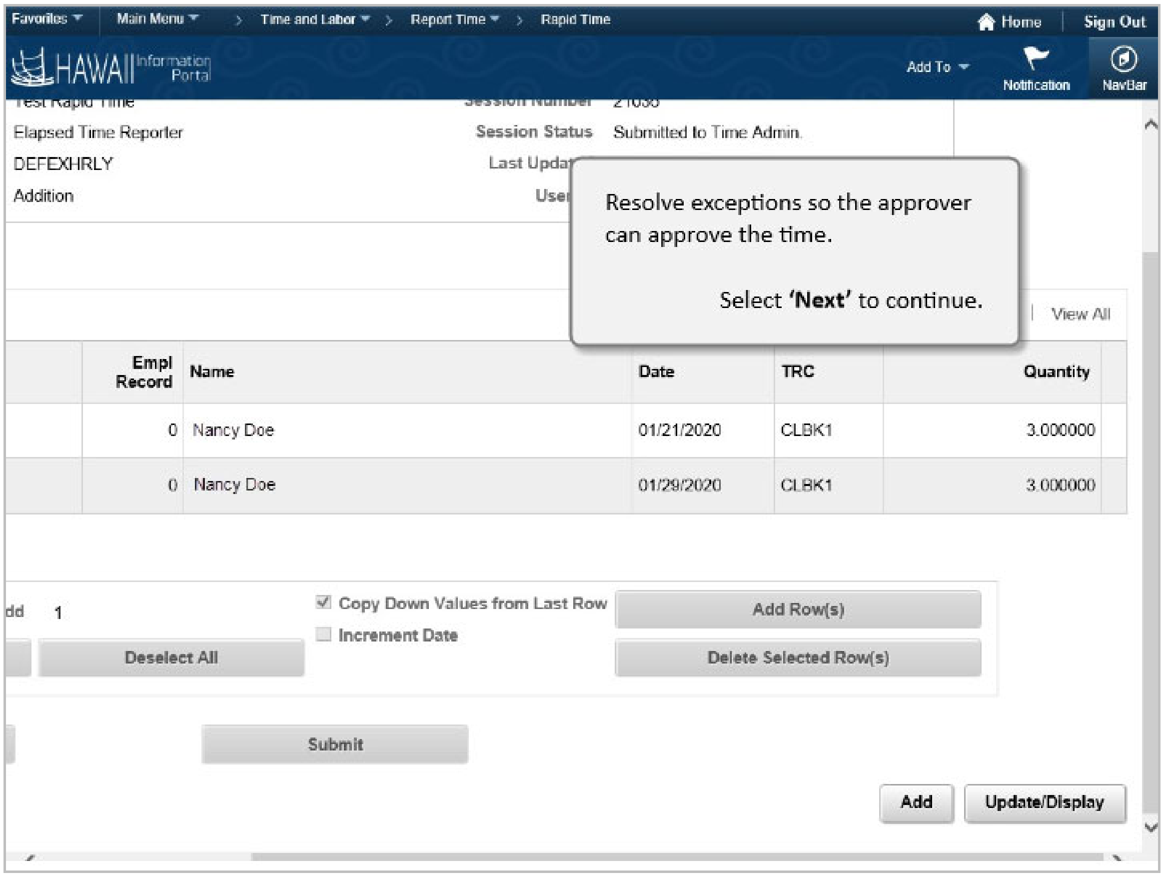


During validation, the system checks all the time reporting code and task data you have entered for the session. It also verifies that the status of each employee is Active.

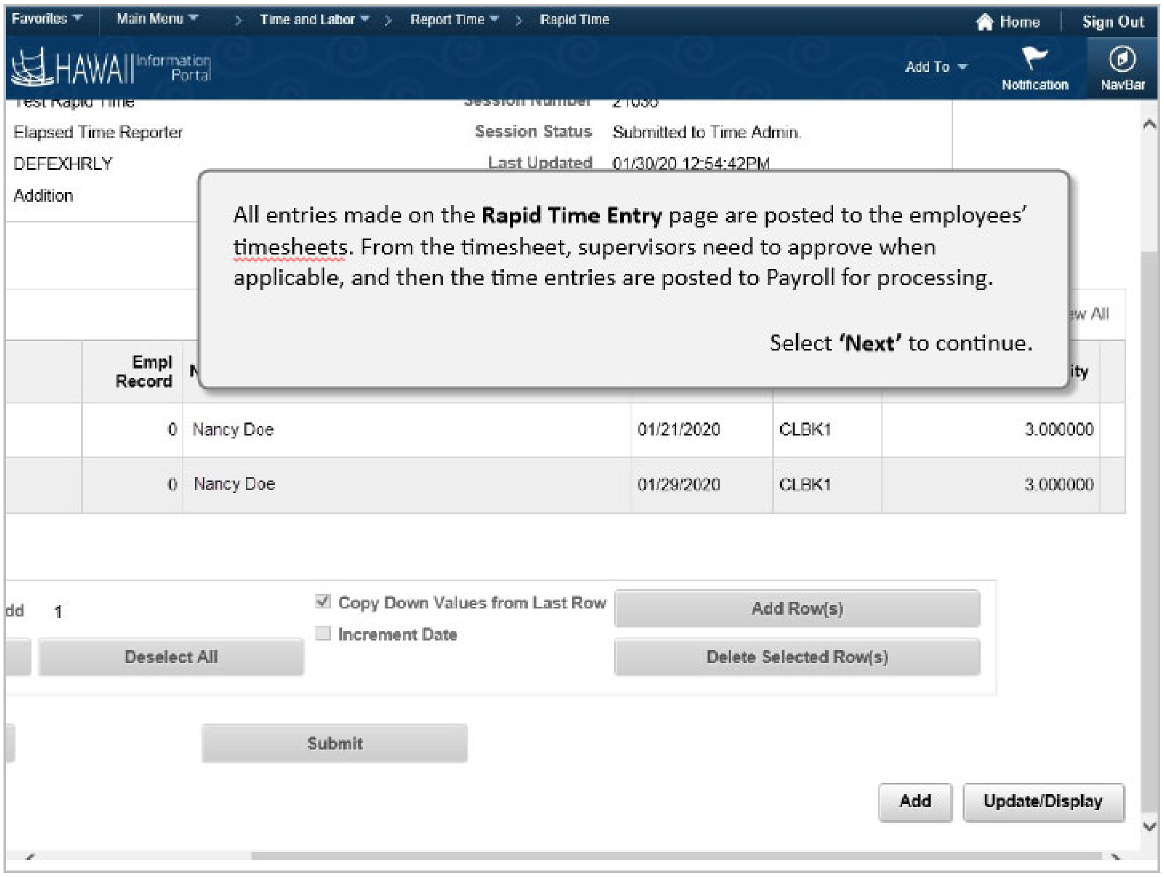
Invalid transactions appear on the **Manage Exceptions** pages for the timekeeper's review.

All time transactions are converted to reported time, whether exceptions are created or not.

For those reported time entries that have related exceptions, the time can be corrected in the time reporting page.



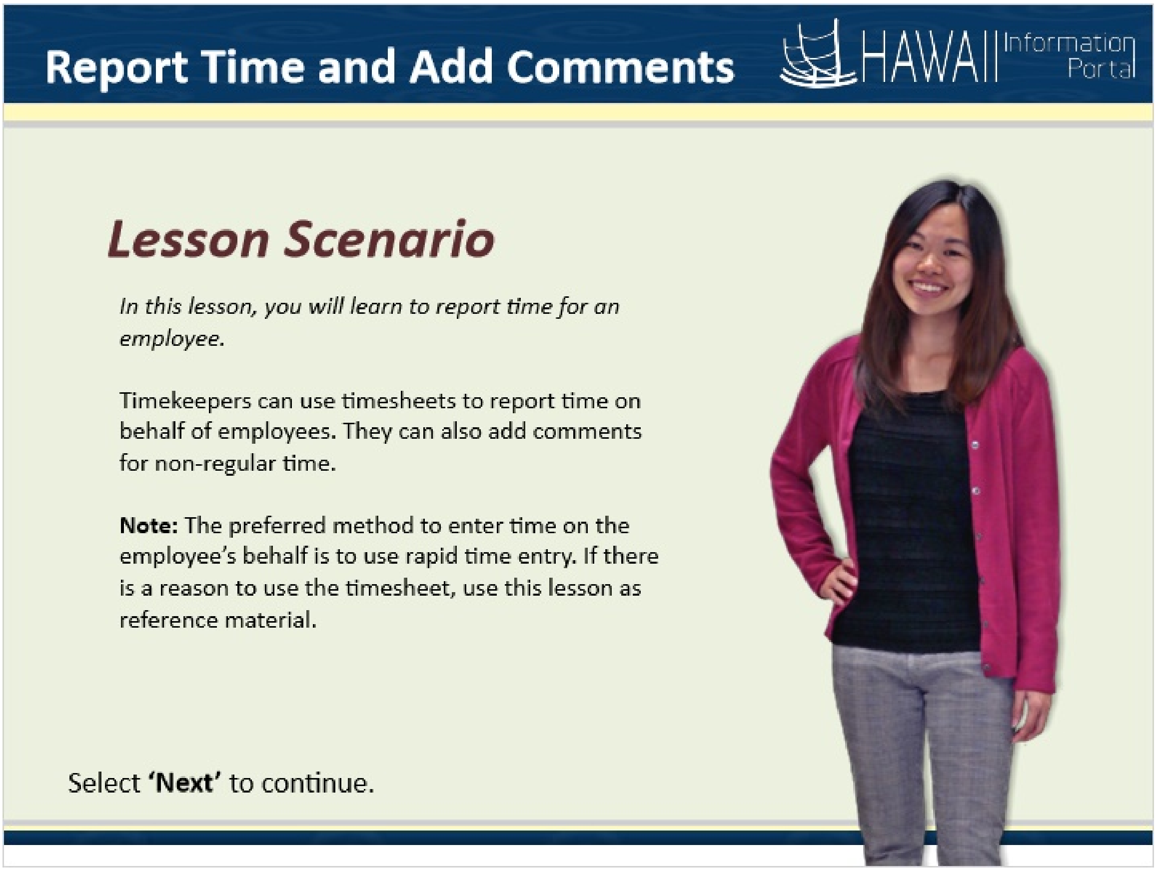
Resolve exceptions so the approver can approve the time.



All entries made on the **Rapid Time Entry** page are posted to the employees' timesheets. From the timesheet, supervisors need to approve when applicable, and then the time entries are posted to Payroll for processing.

Congratulations!

You've successfully completed this lesson.



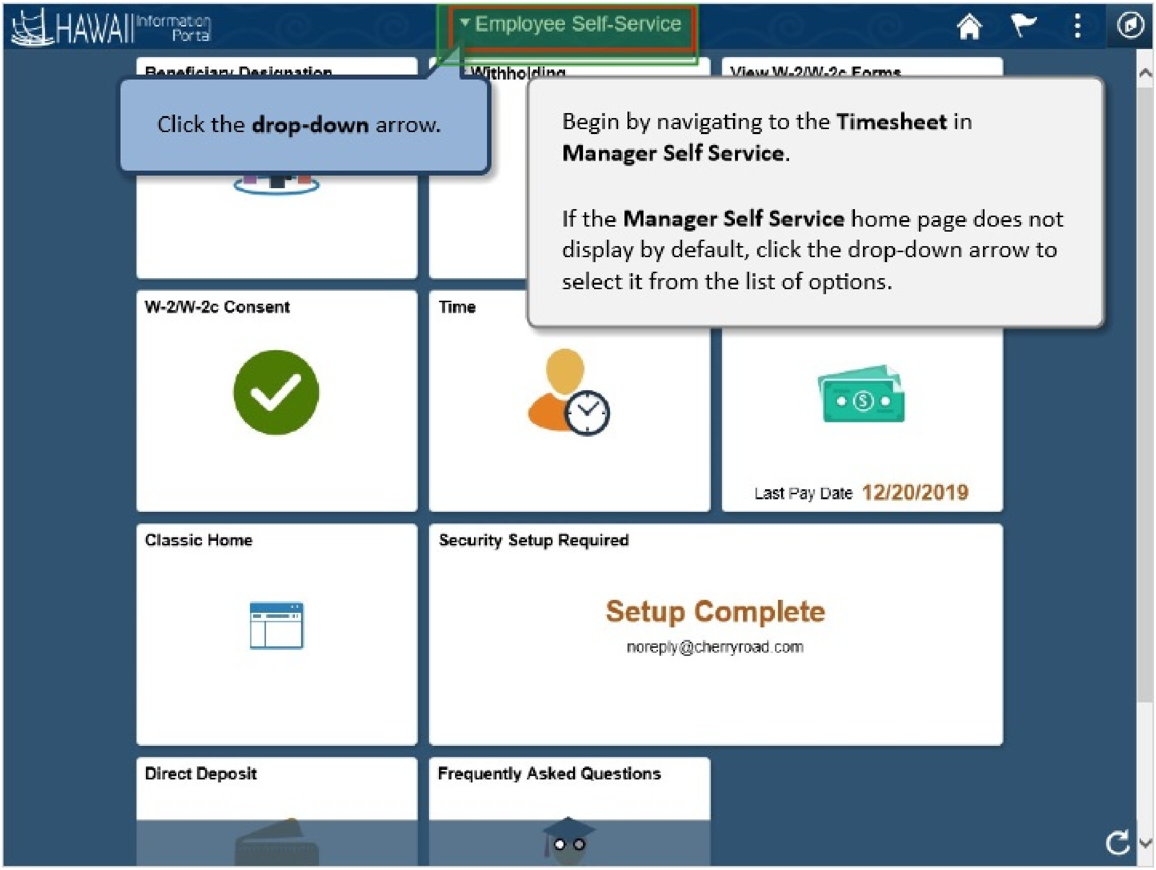
Report Time and Add Comments

Lesson Scenario

In this lesson, you will learn to report time for an employee.

Timekeepers can use timesheets to report time on behalf of employees. They can also add comments for non-regular time.

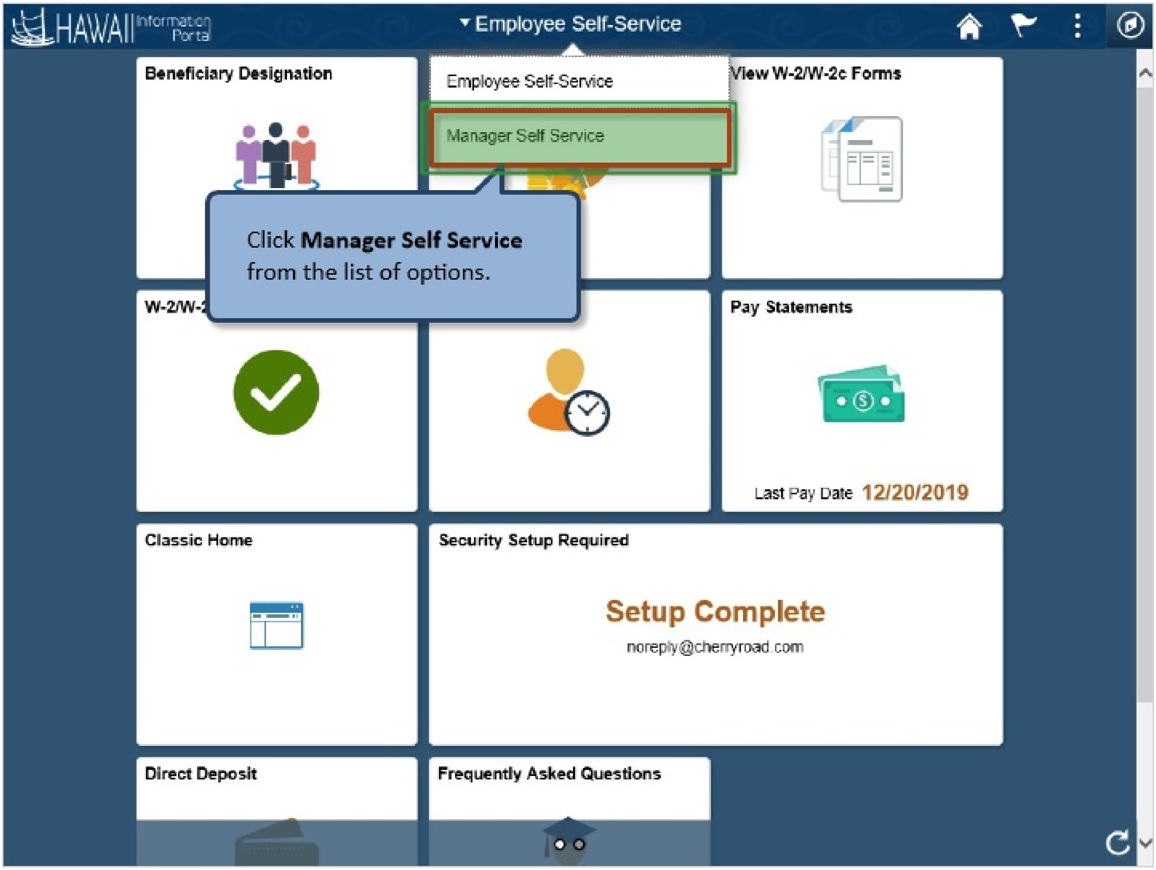
Note: The preferred method to enter time on the employee's behalf is to use rapid time entry. If there is a reason to use the timesheet, use this lesson as reference material.



Begin by navigating to the **Timesheet** in **Manager Self Service**.

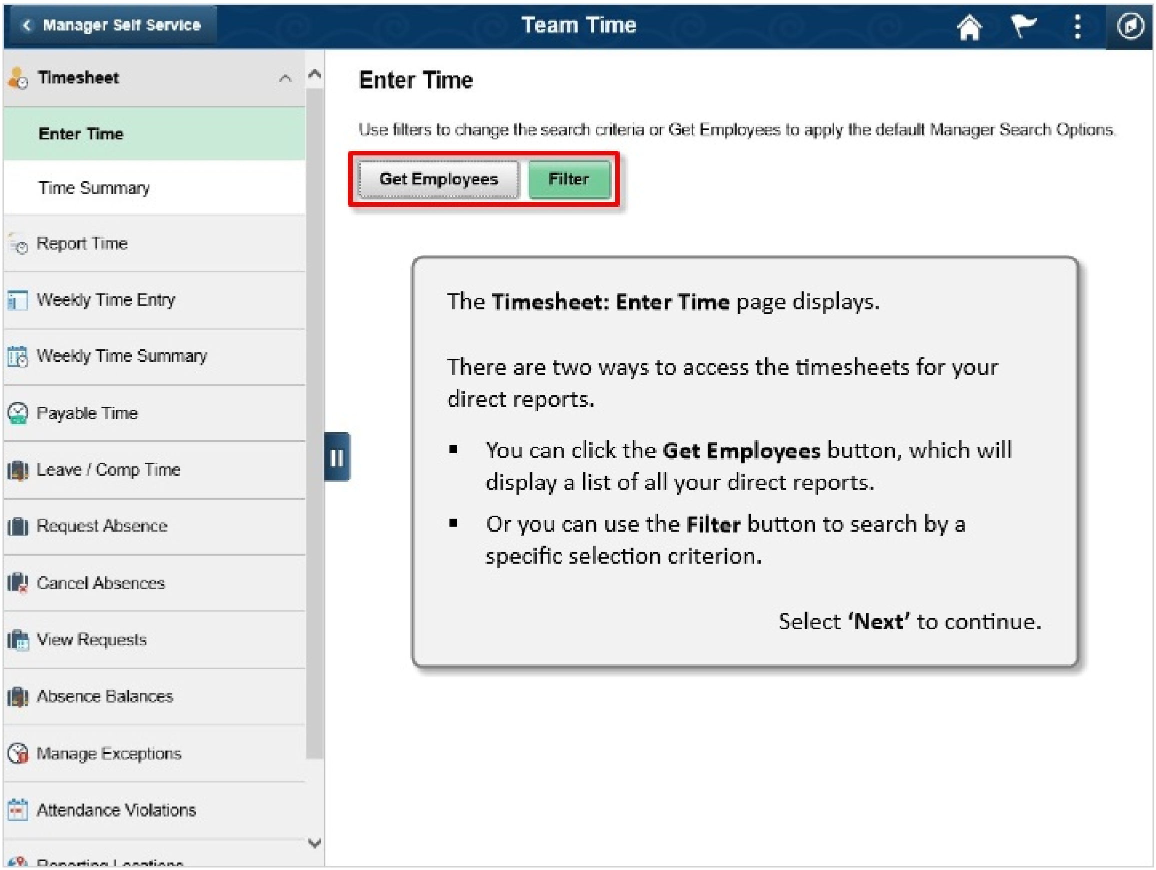
If the **Manager Self Service** home page does not display by default, click the drop-down arrow to select it from the list of options.

Click the **drop-down** arrow.



Click **Manager Self Service** from the list of options.

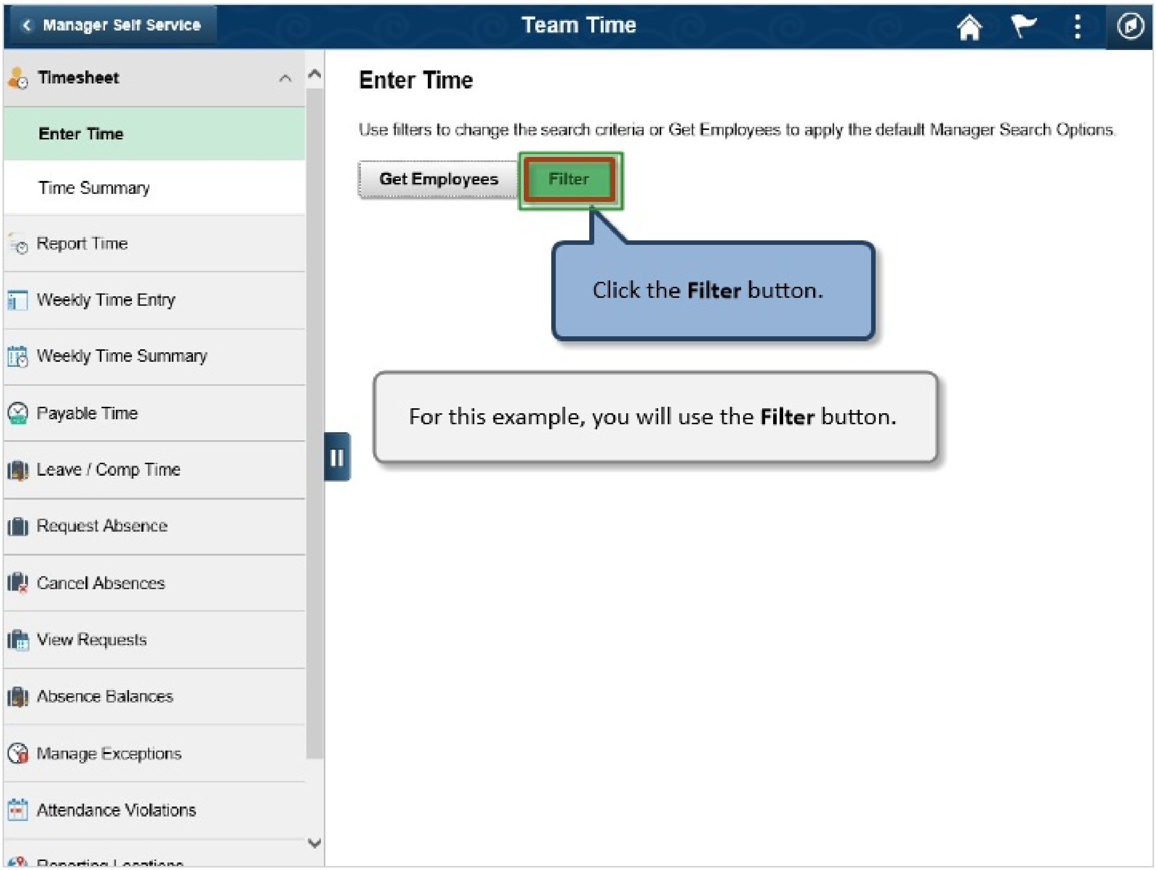
Click the **Team Time** tile.



The **Timesheet: Enter Time** page displays.

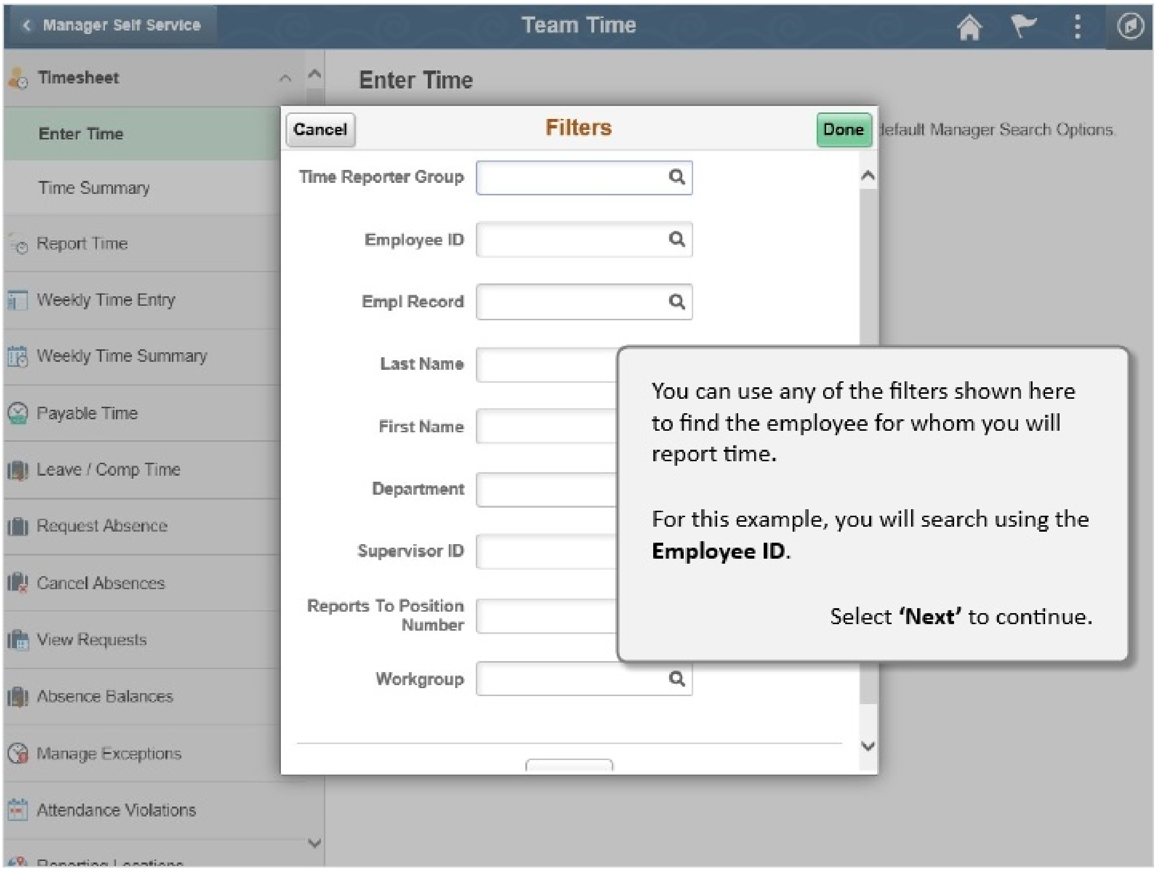
There are two ways to access the timesheets for your direct reports.

- You can click the **Get Employees** button, which will display a list of all your direct reports.
- Or you can use the **Filter** button to search by a specific selection criterion.



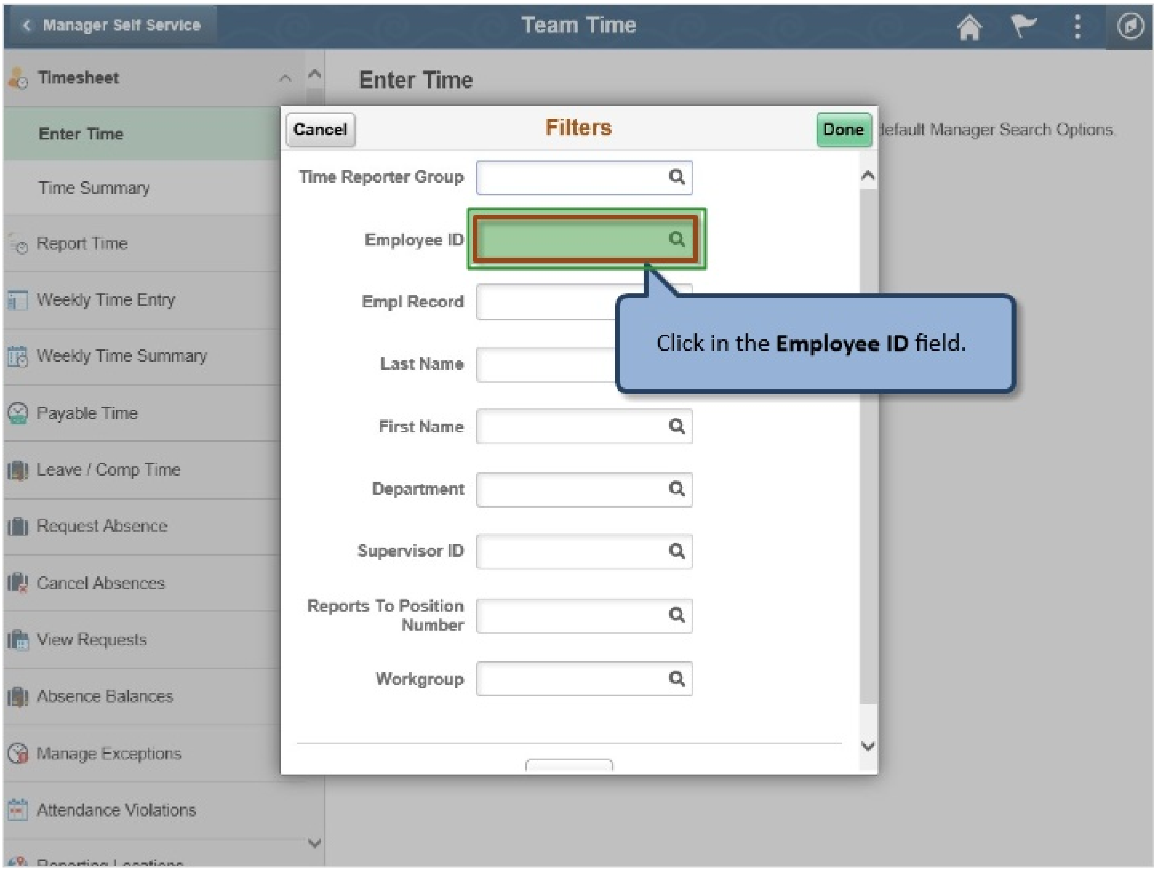
For this example, you will use the **Filter** button.

Click the **Filter** button.

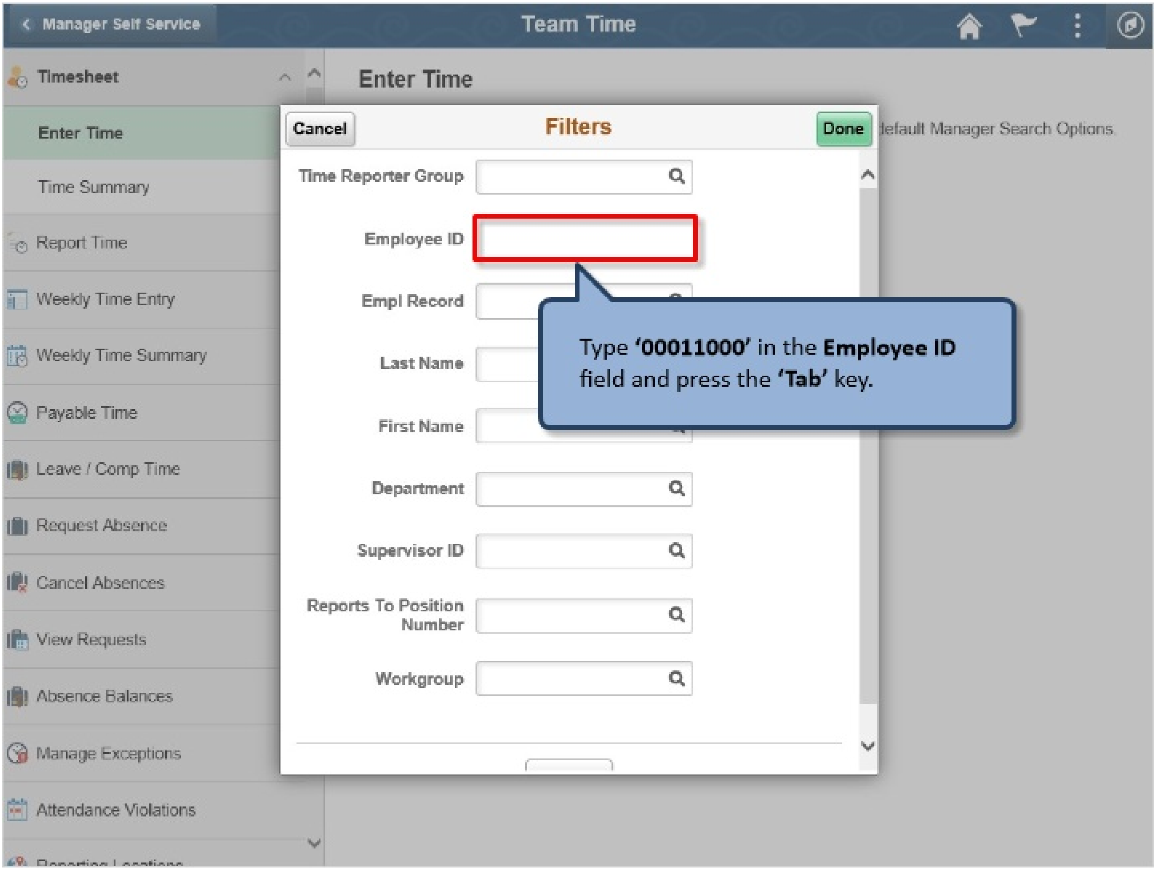


You can use any of the filters shown here to find the employee for whom you will report time.

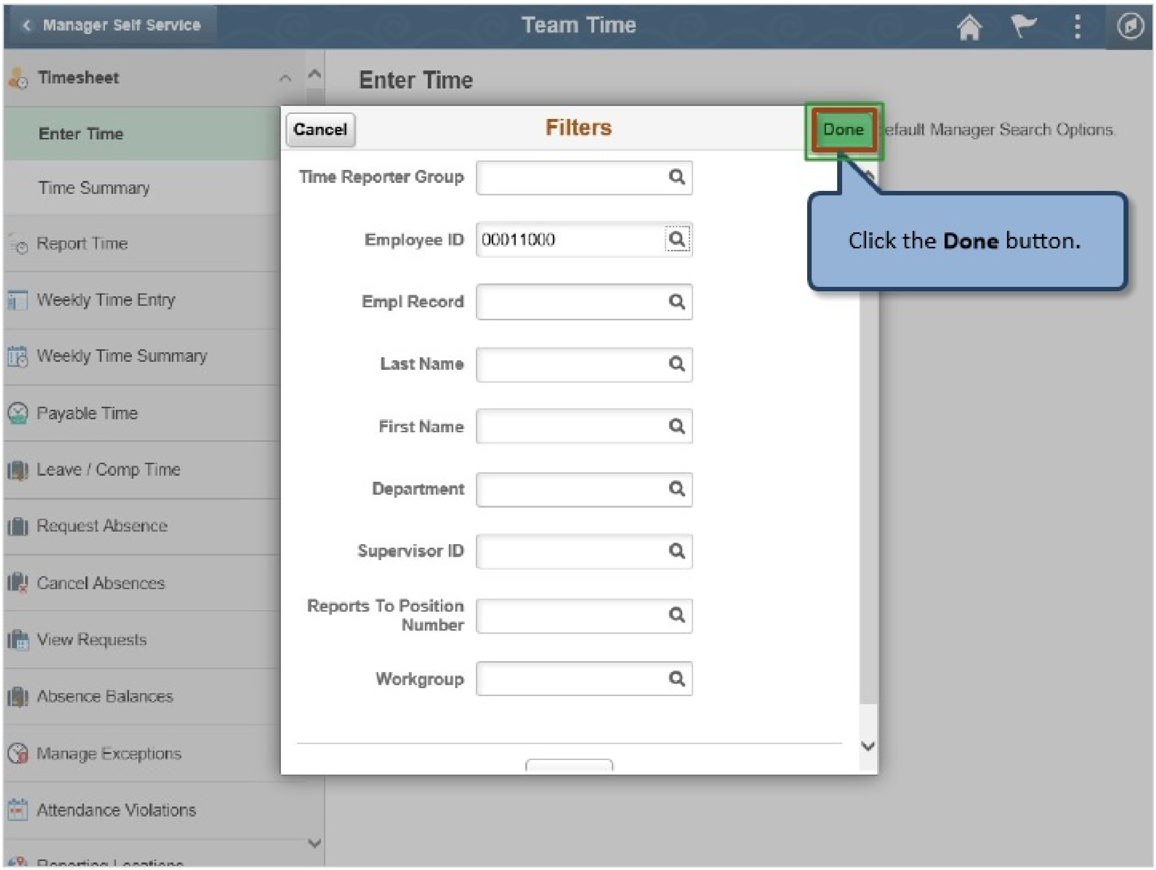
For this example, you will search using the **Employee ID**.



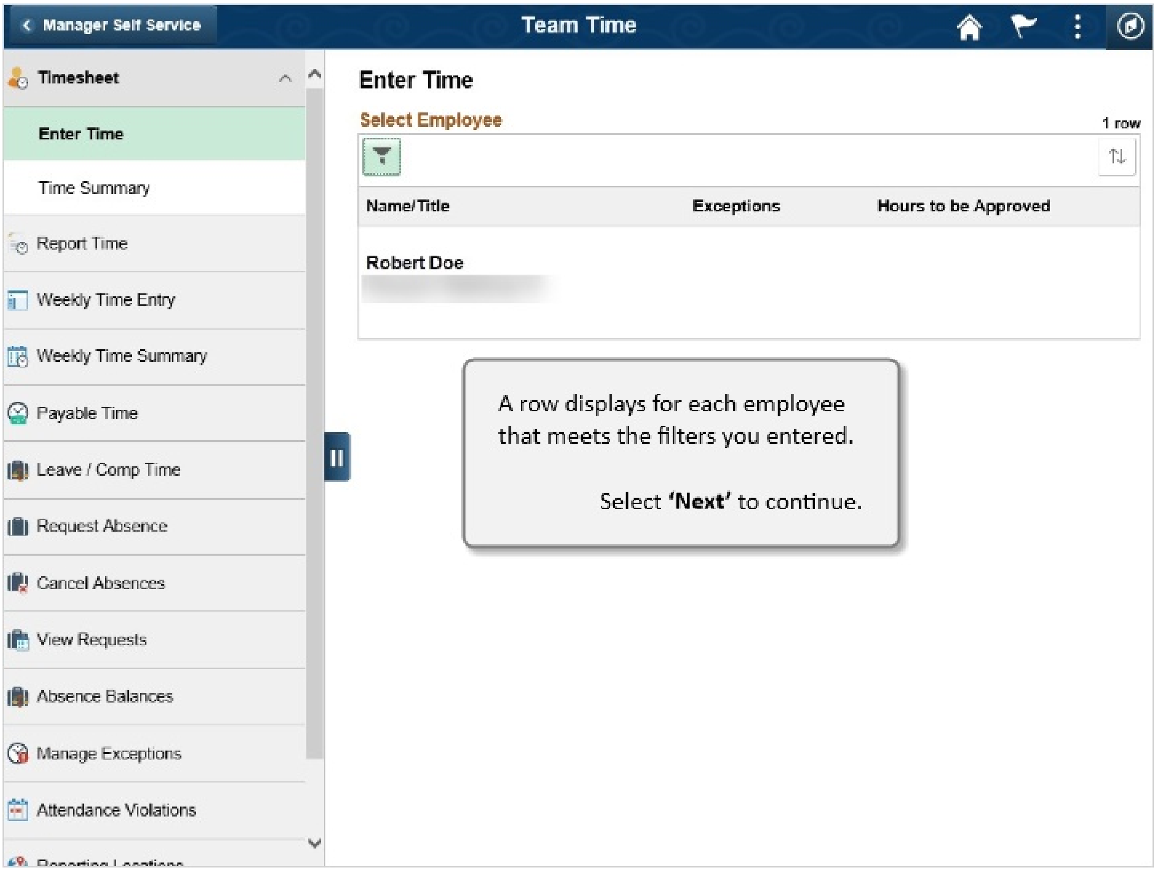
Click in the **Employee ID** field.



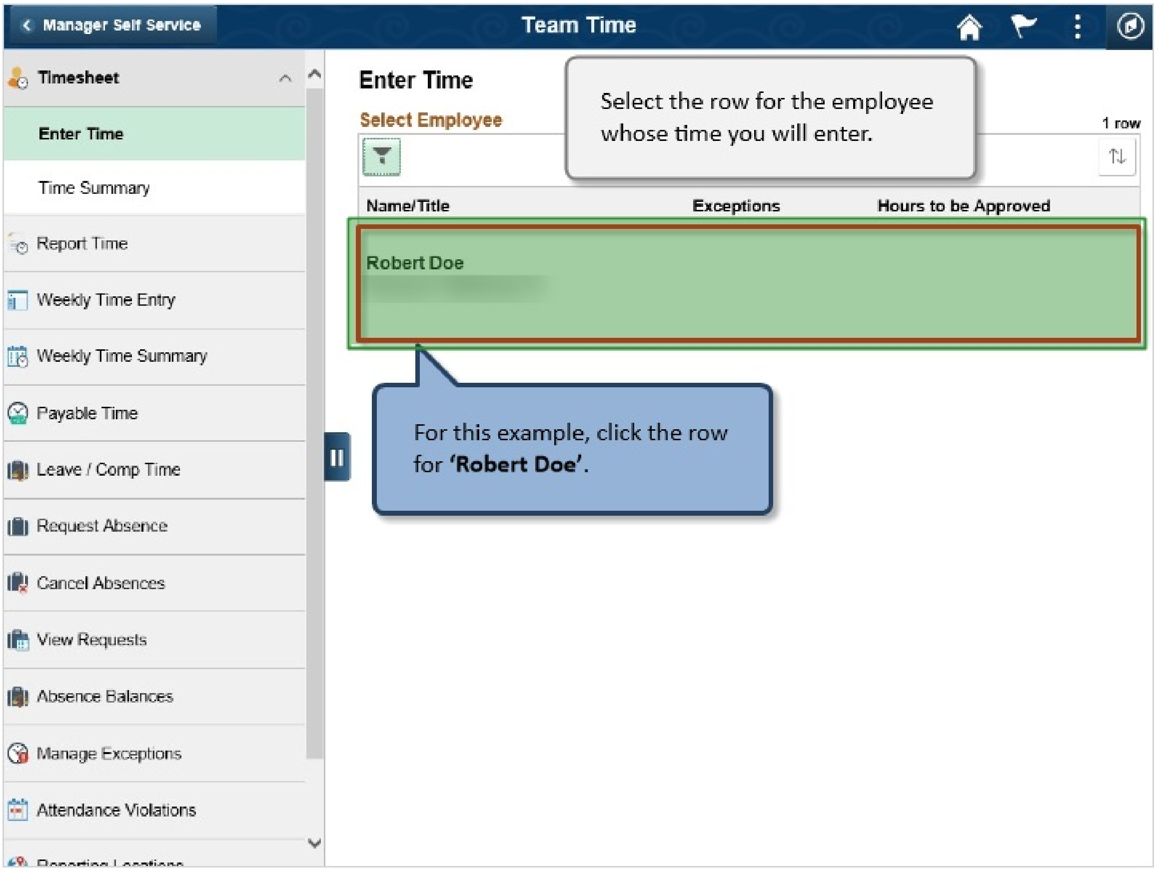
Type **'00011000'** in the **Employee ID** field and press the **'Tab'** key.



Click the **Done** button.

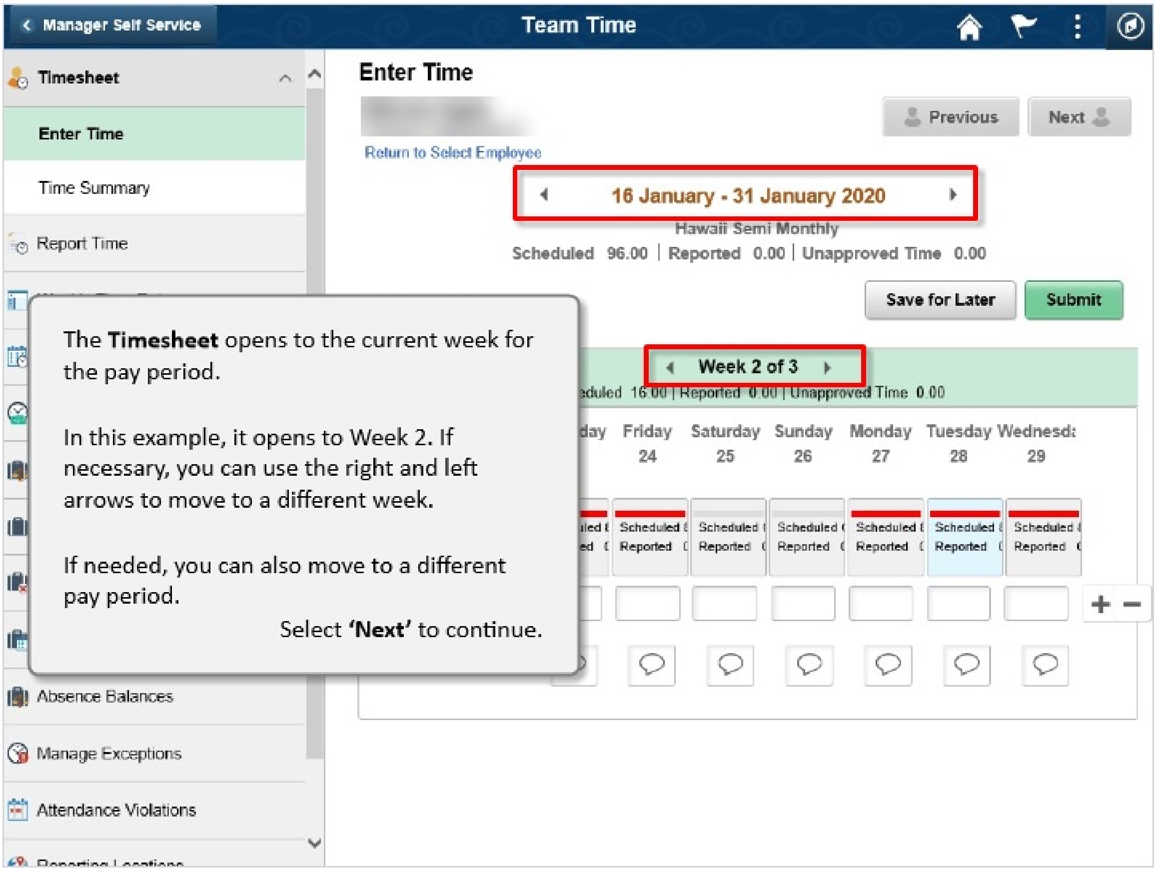


A row displays for each employee that meets the filters you entered.



Select the row for the employee whose time you will enter.

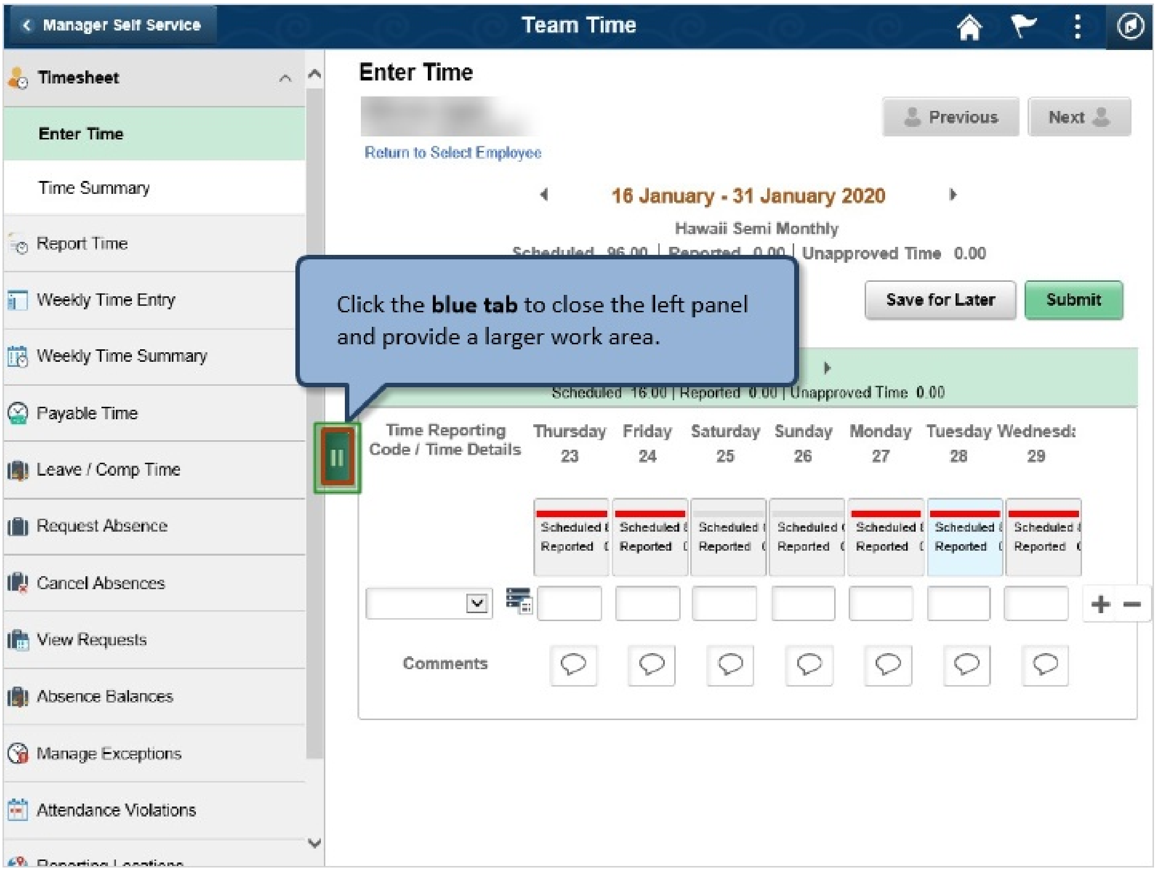
For this example, click the row for **'Robert Doe'**.



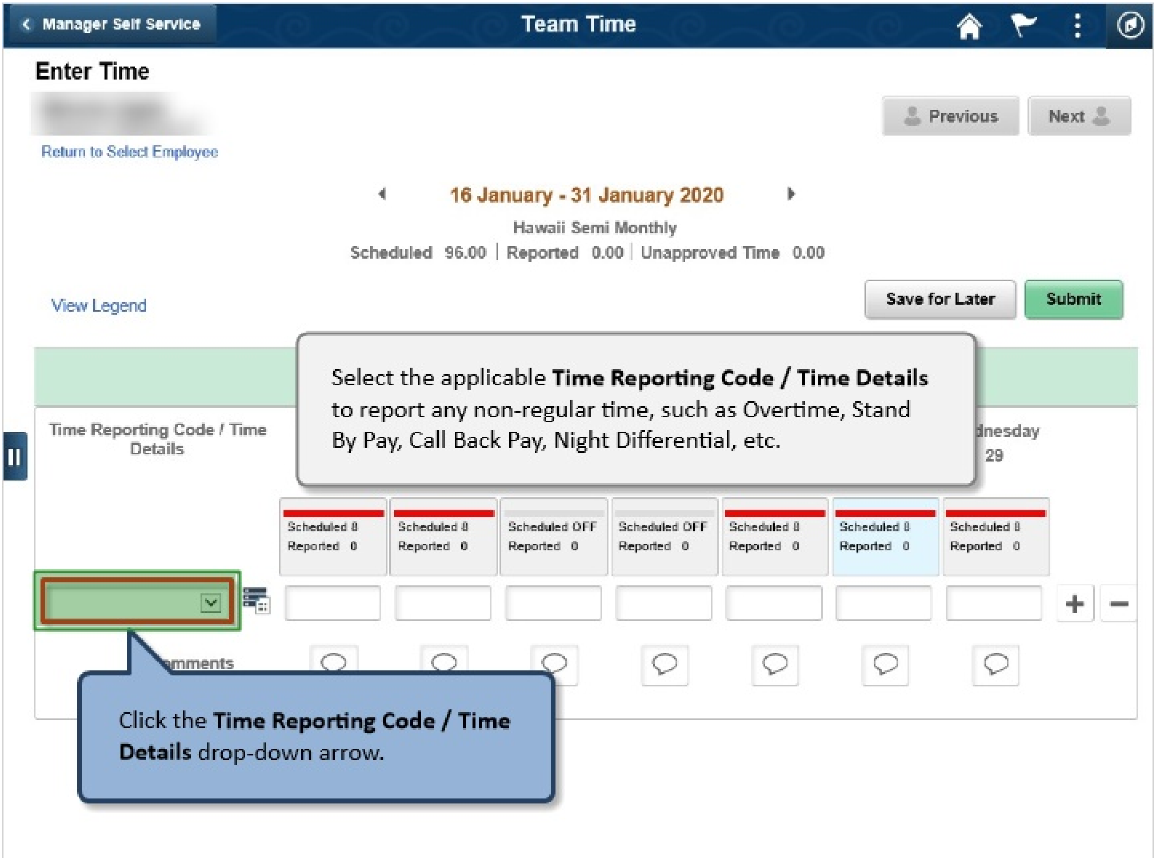
The **Timesheet** opens to the current week for the pay period.

In this example, it opens to Week 2. If necessary, you can use the right and left arrows to move to a different week.

If needed, you can also move to a different pay period.

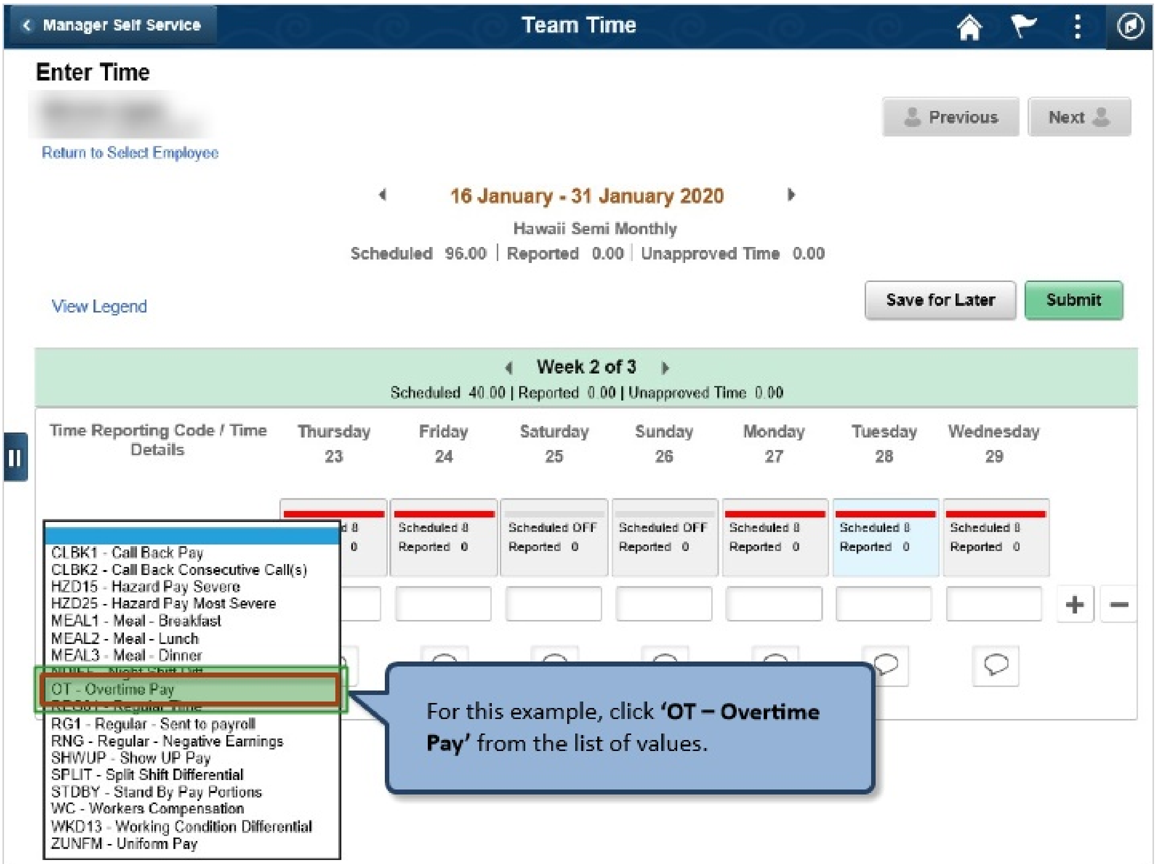


Click the **blue tab** to close the left panel and provide a larger work area.

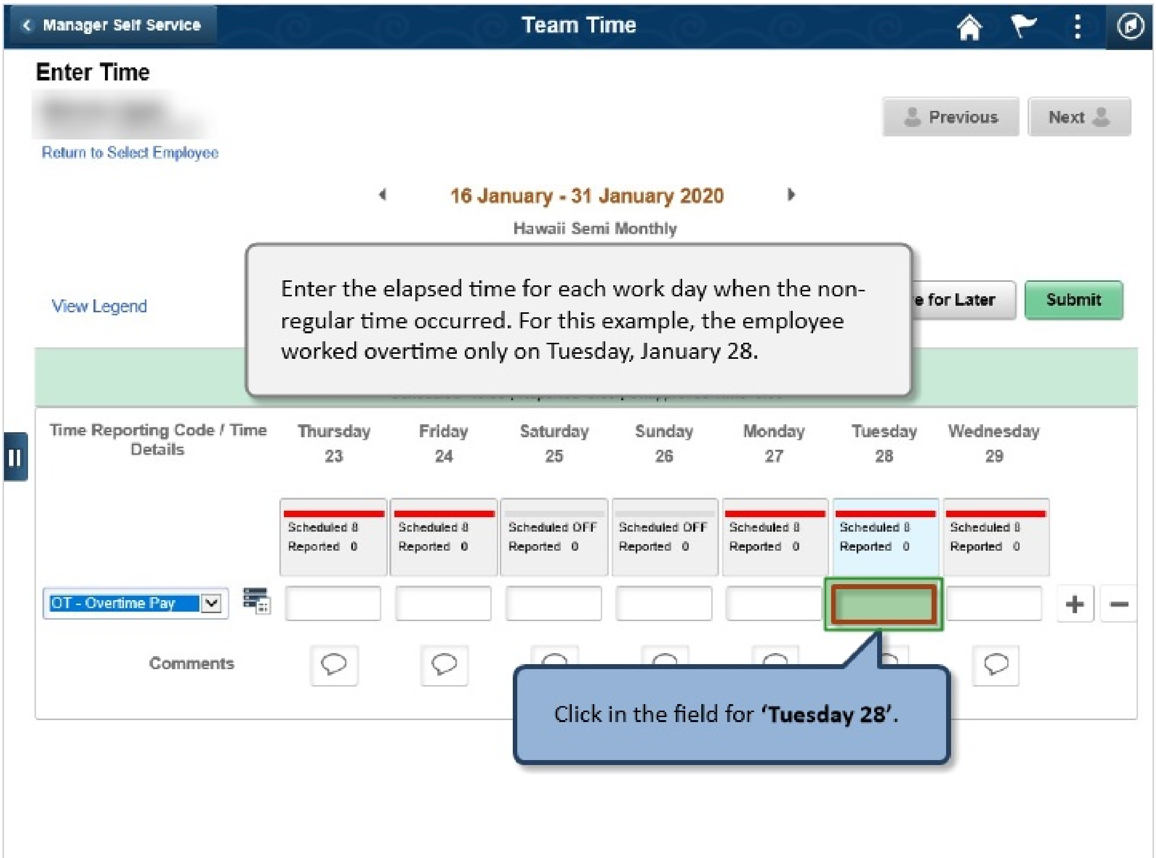


Select the applicable **Time Reporting Code / Time Details** to report any non-regular time, such as Overtime, Stand By Pay, Call Back Pay, Night Differential, etc.

Click the **Time Reporting Code / Time Details** drop-down arrow.

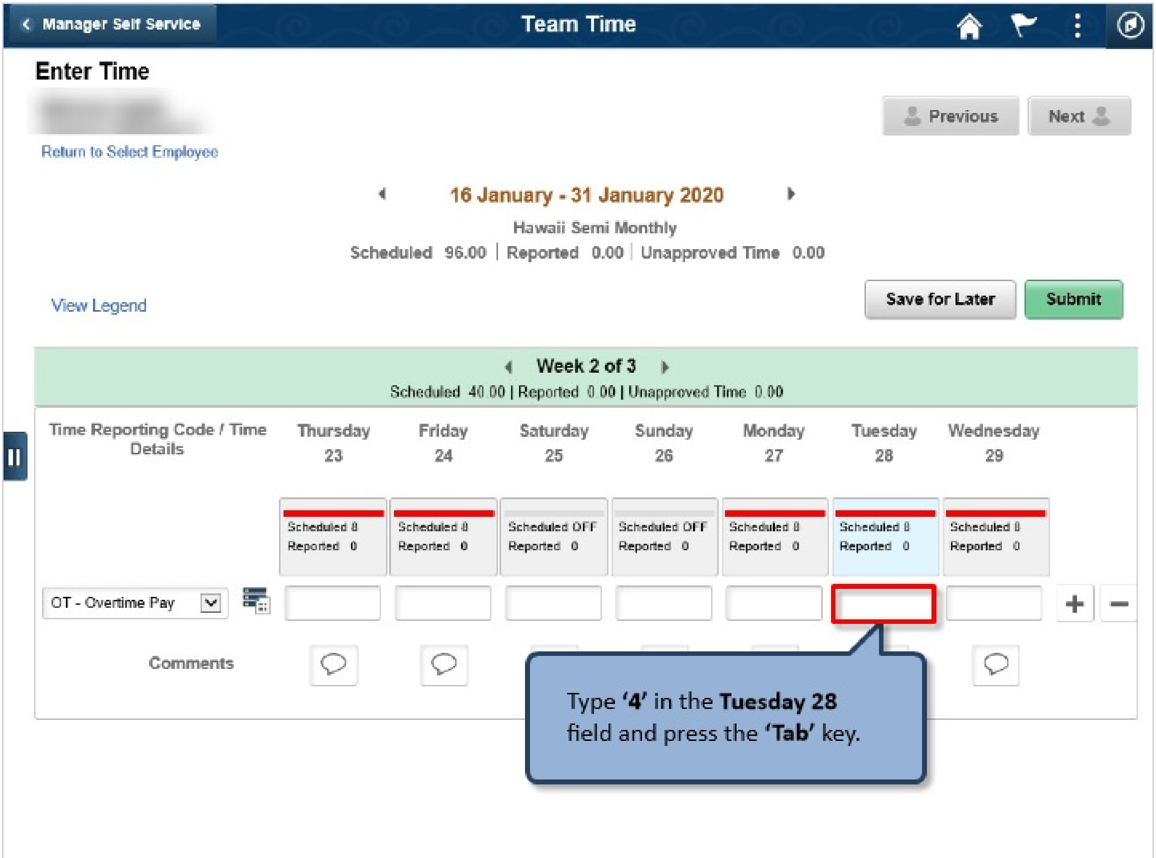


For this example, click **'OT - Overtime Pay'** from the list of values.

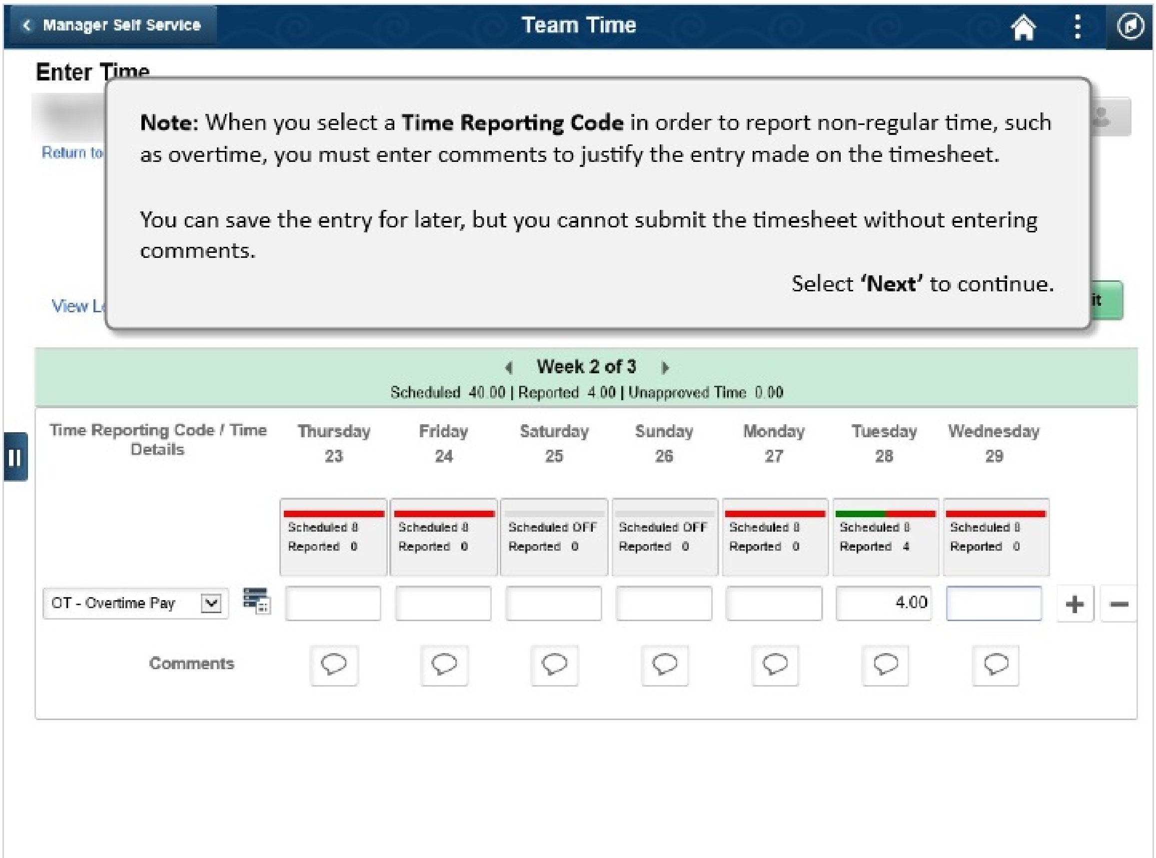


Enter the elapsed time for each work day when the non-regular time occurred. For this example, the employee worked overtime only on Tuesday, January 28.

Click in the field for **'Tuesday 28'**.

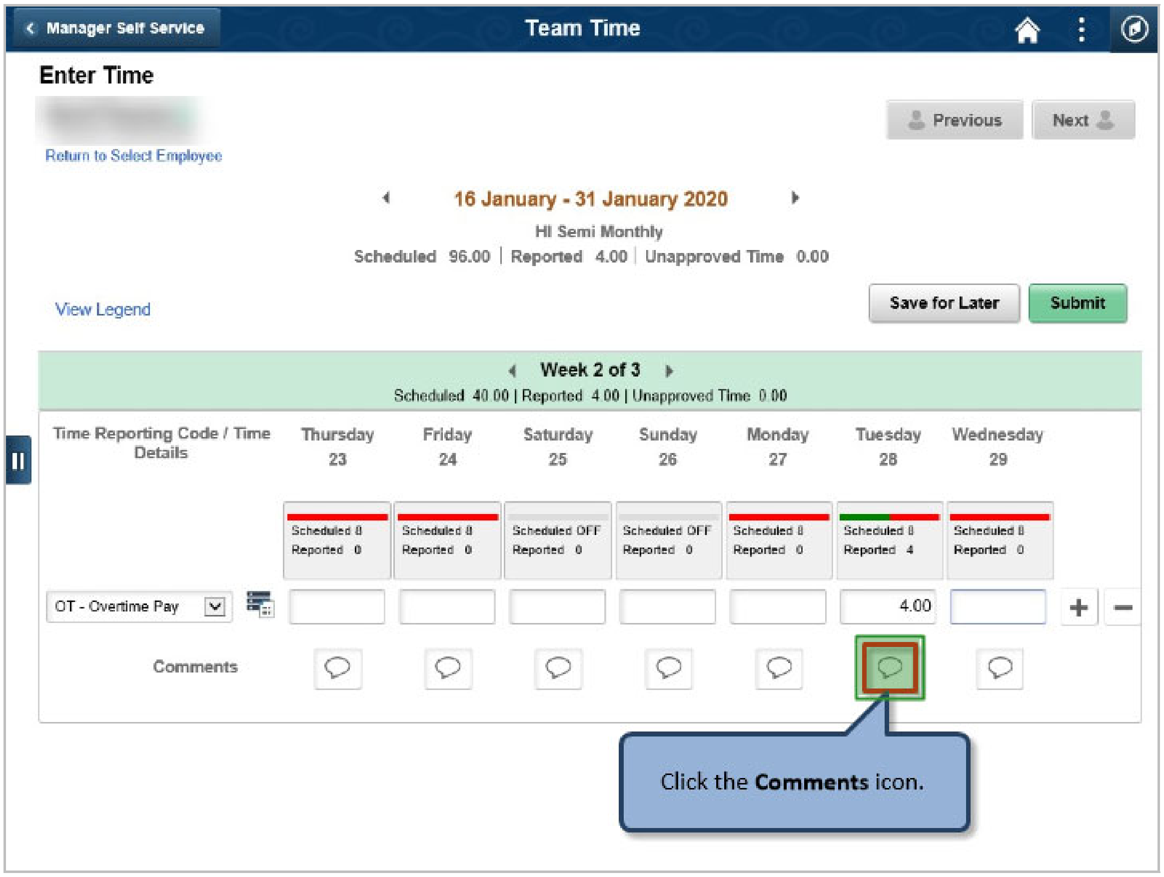


Type **'4'** in the **Tuesday 28** field and press the **'Tab'** key.

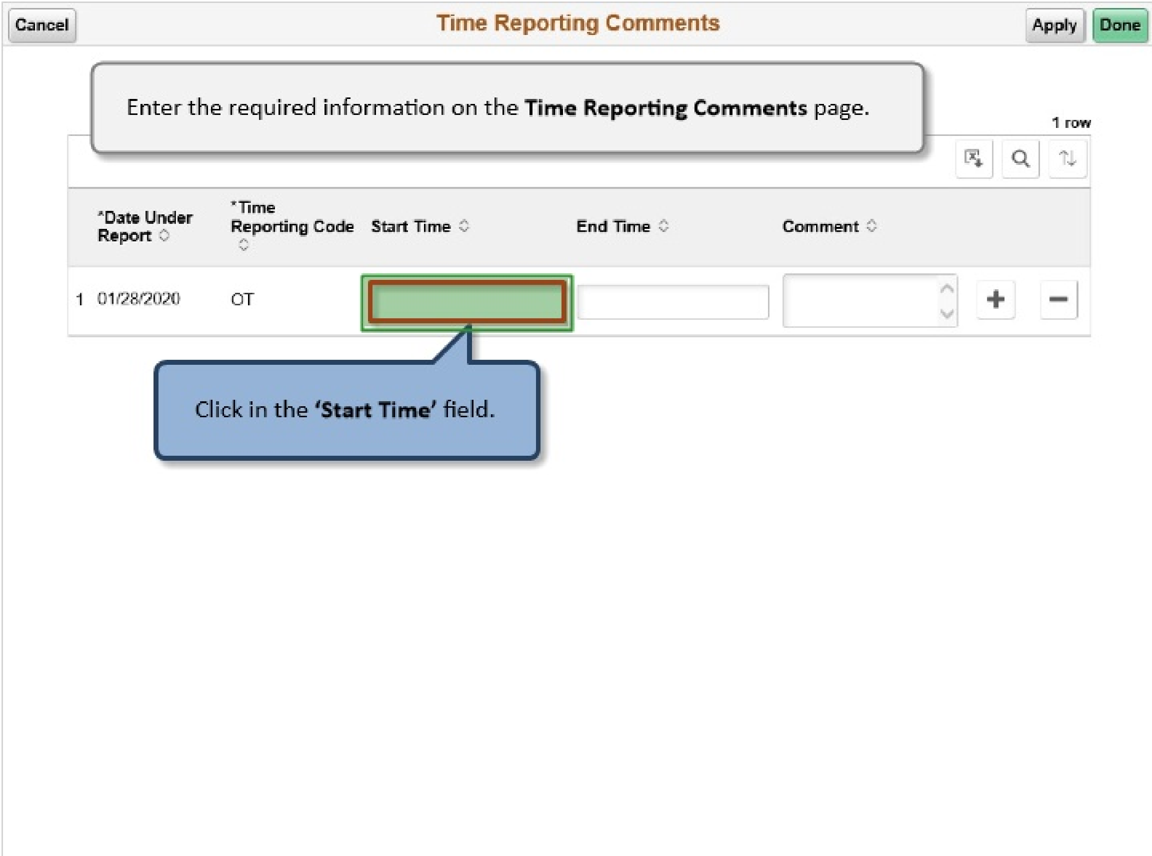


Note: When you select a **Time Reporting Code** in order to report non-regular time, such as overtime, you must enter comments to justify the entry made on the timesheet.

You can save the entry for later, but you cannot submit the timesheet without entering comments.

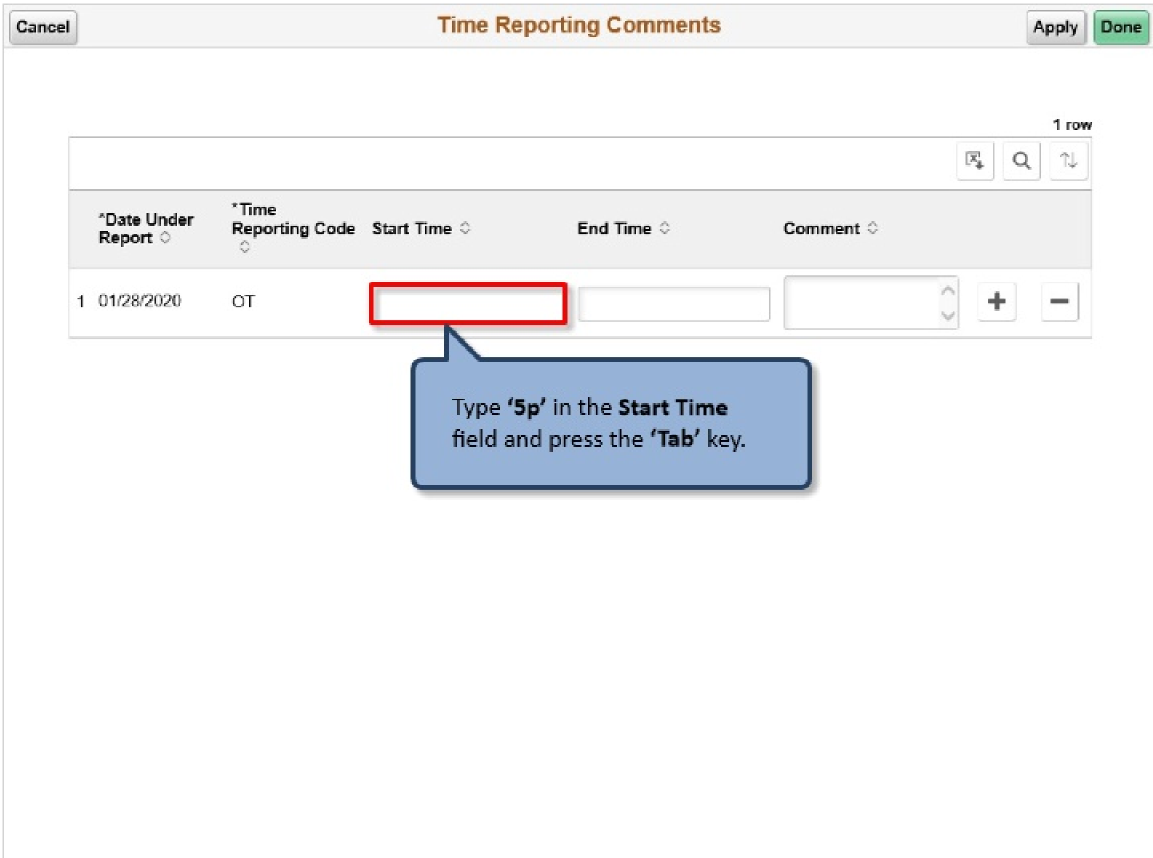


Click the **Comments** icon.

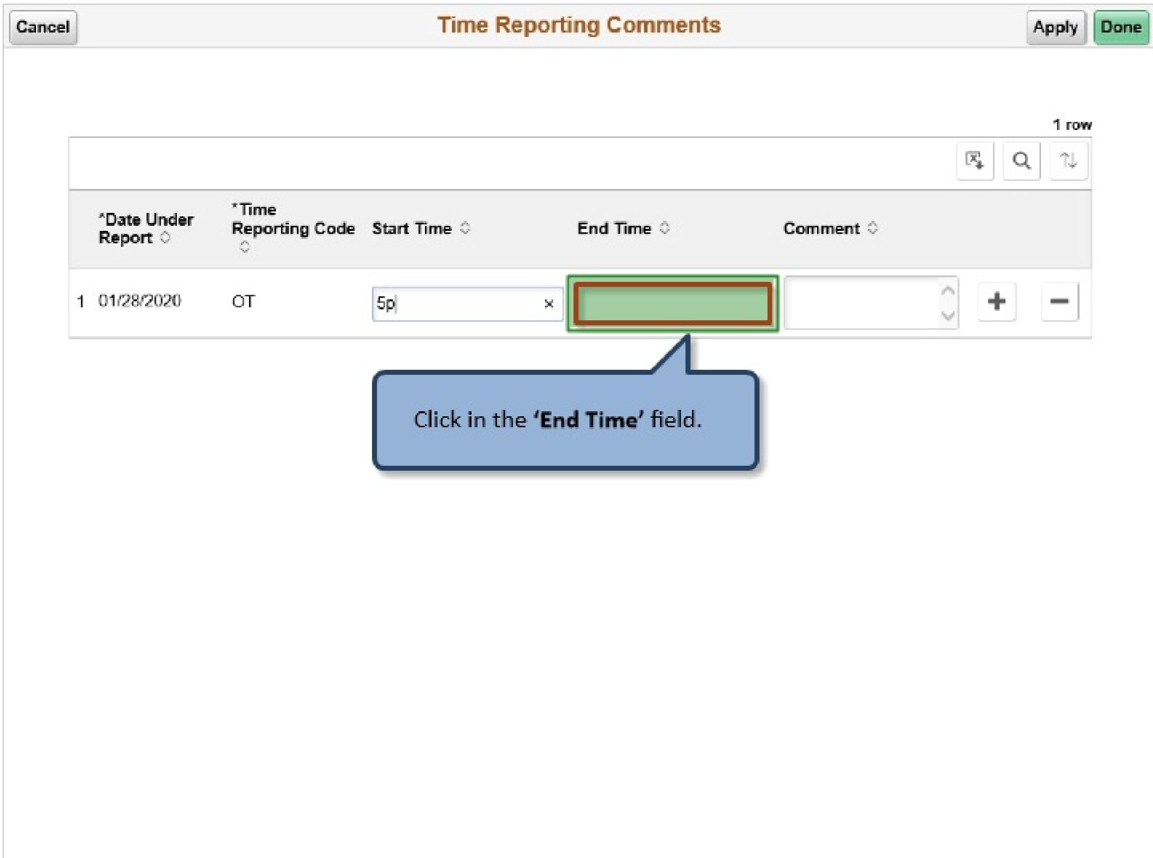


Enter the required information on the **Time Reporting Comments** page.

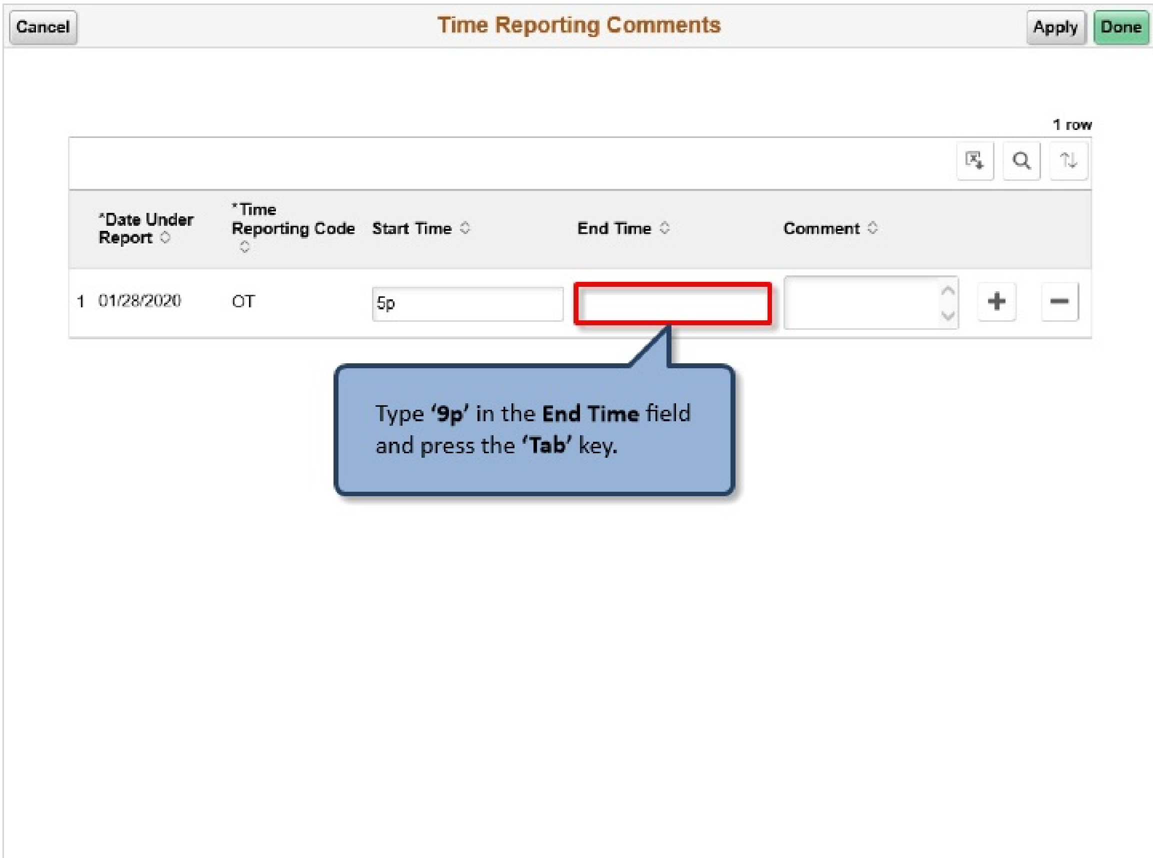
Click in the **'Start Time'** field.



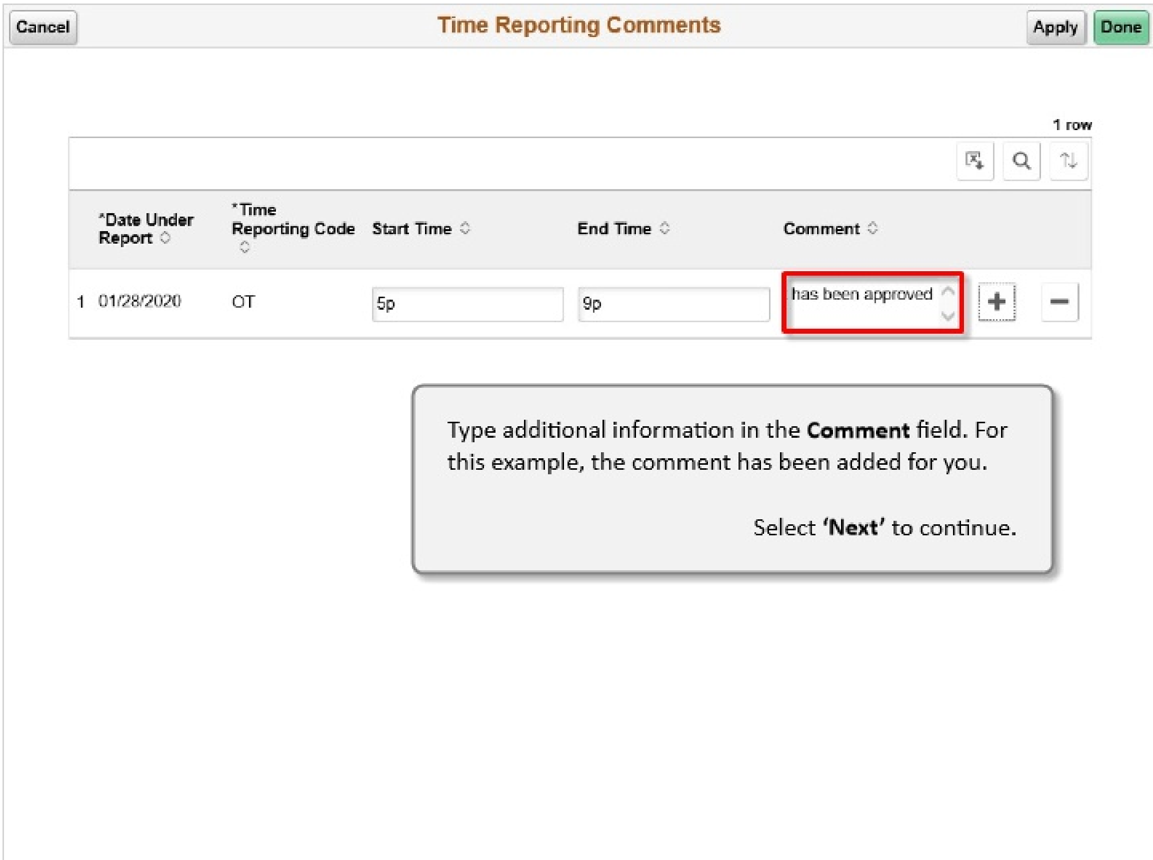
Type **'5p'** in the **Start Time** field and press the **'Tab'** key.



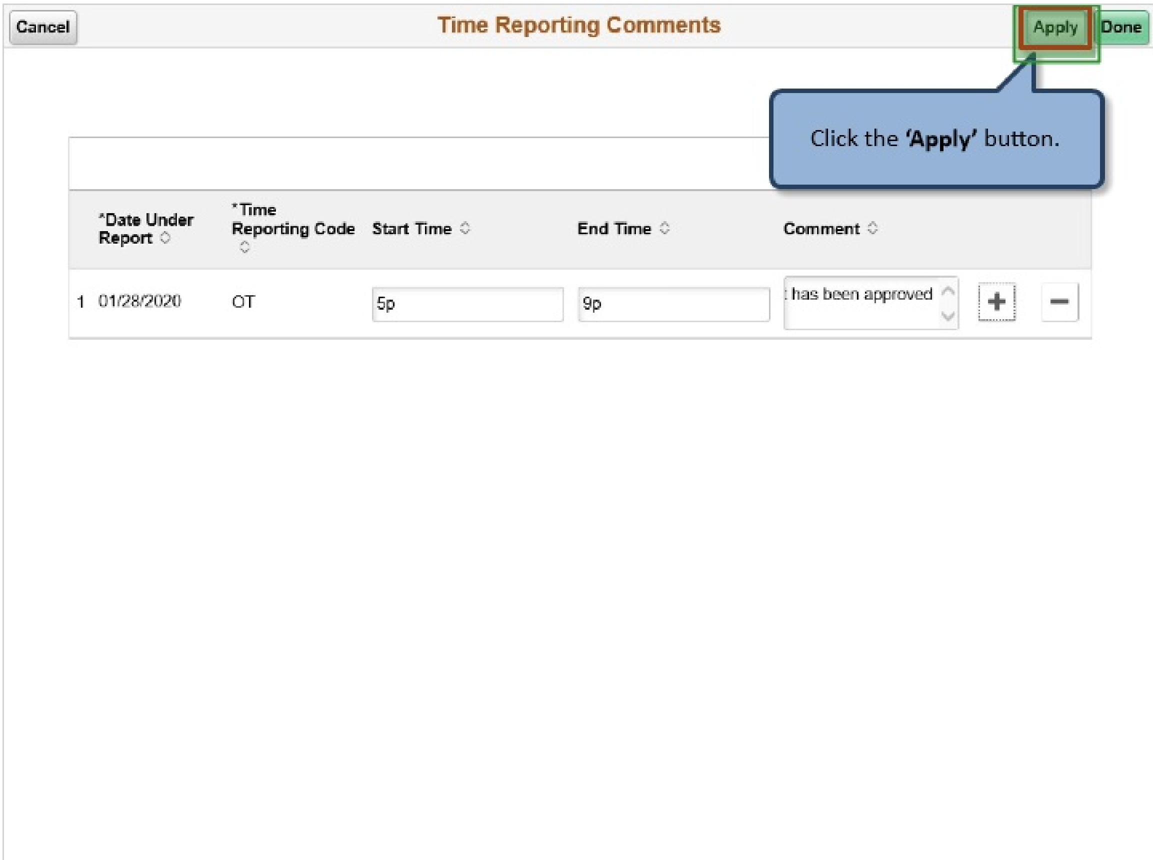
Click in the **'End Time'** field.



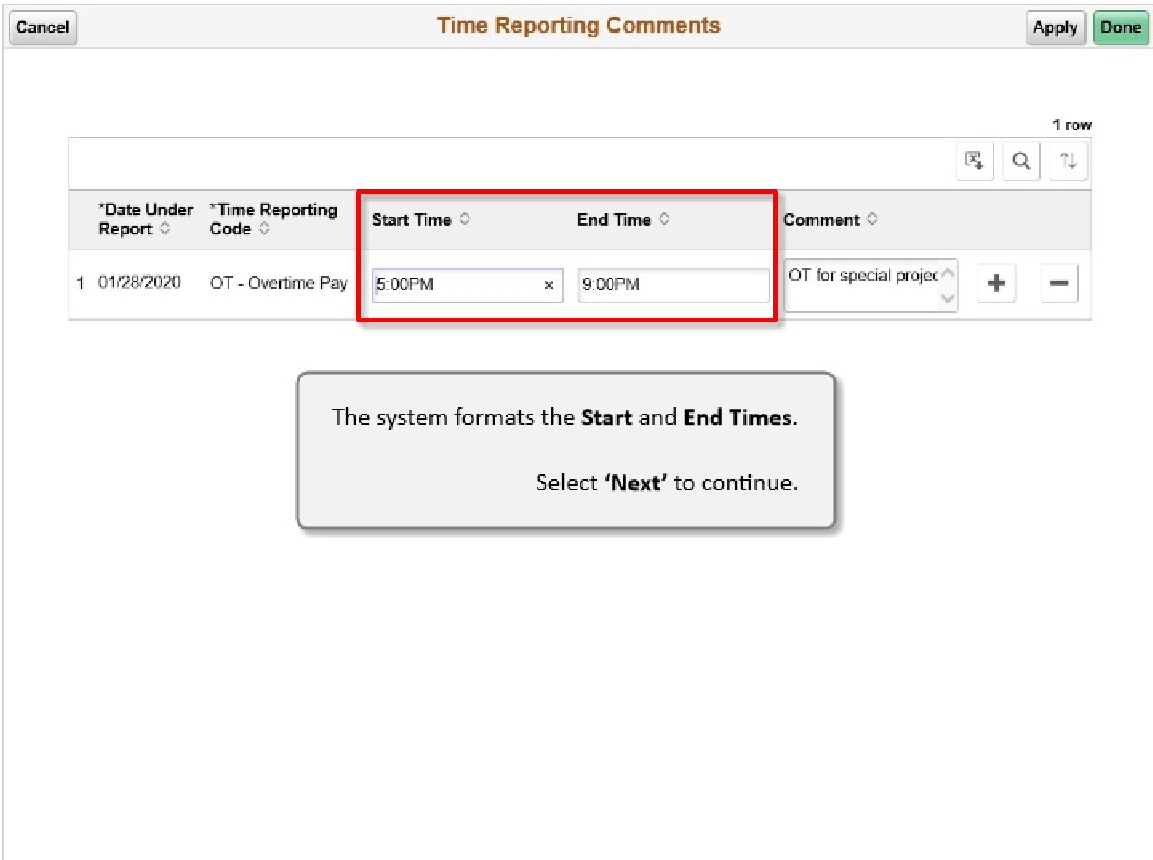
Type **'9p'** in the **End Time** field and press the **'Tab'** key.



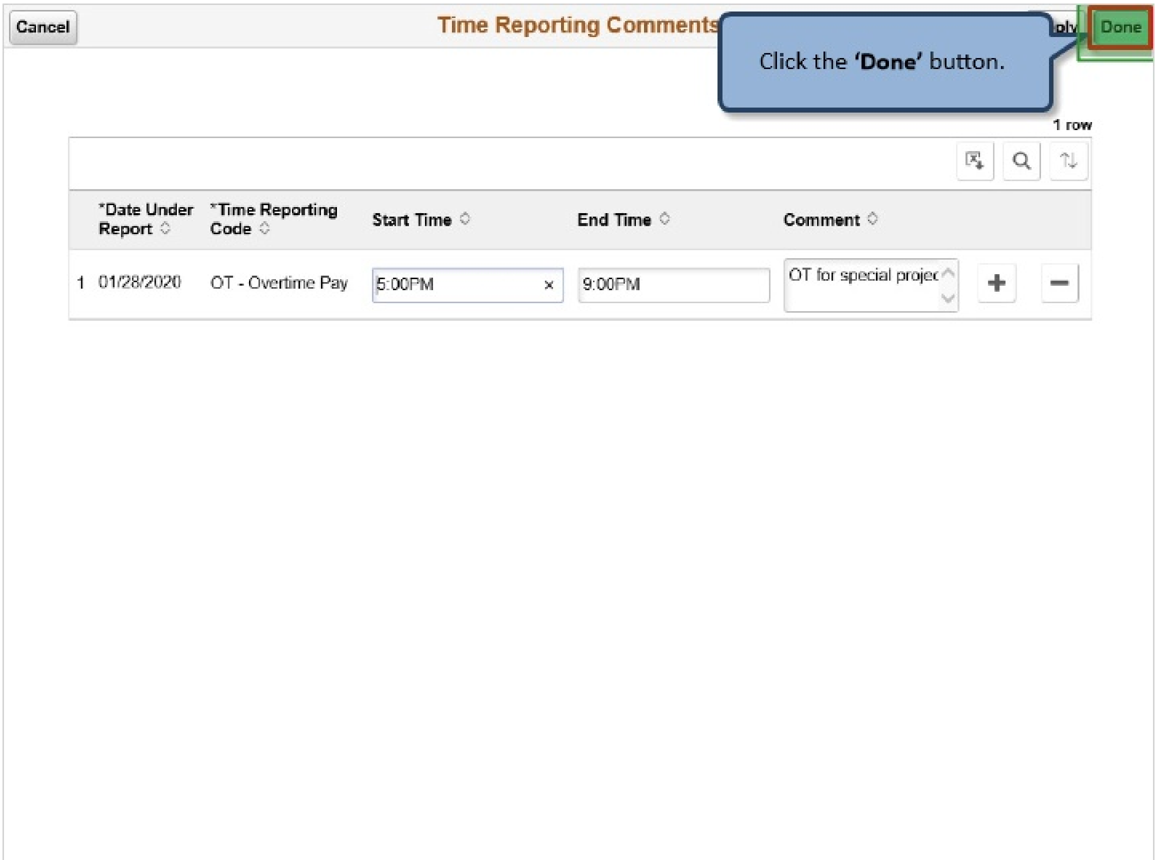
Type additional information in the **Comment** field. For this example, the comment has been added for you.



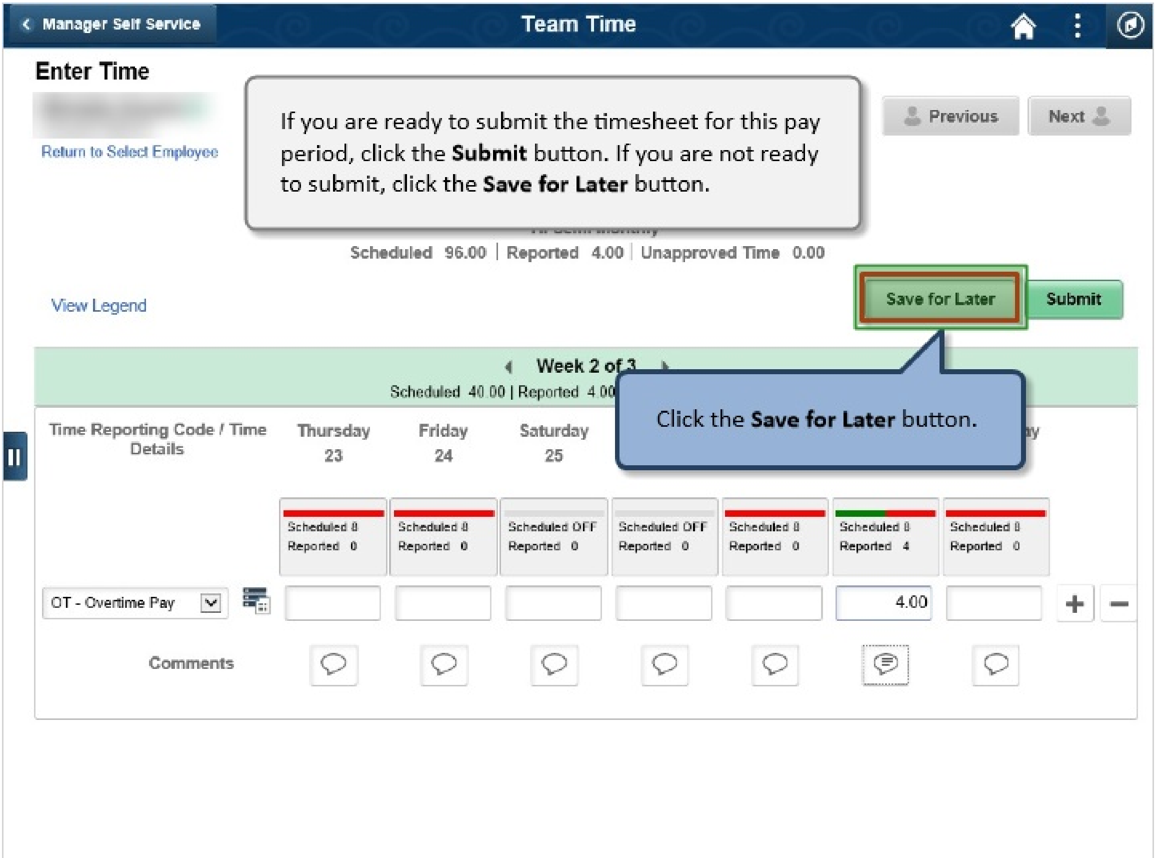
Click the **'Apply'** button.



The system formats the **Start** and **End Times**.

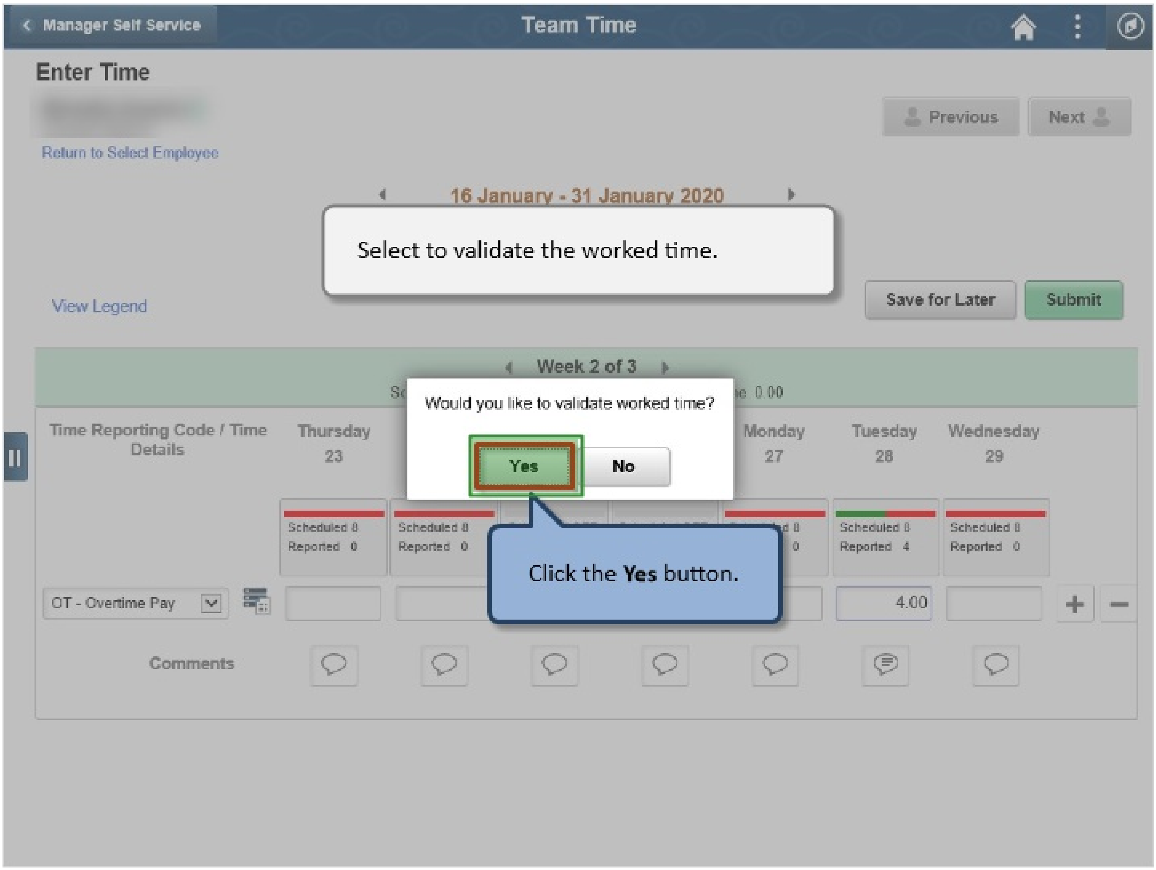


Click the **'Done'** button.



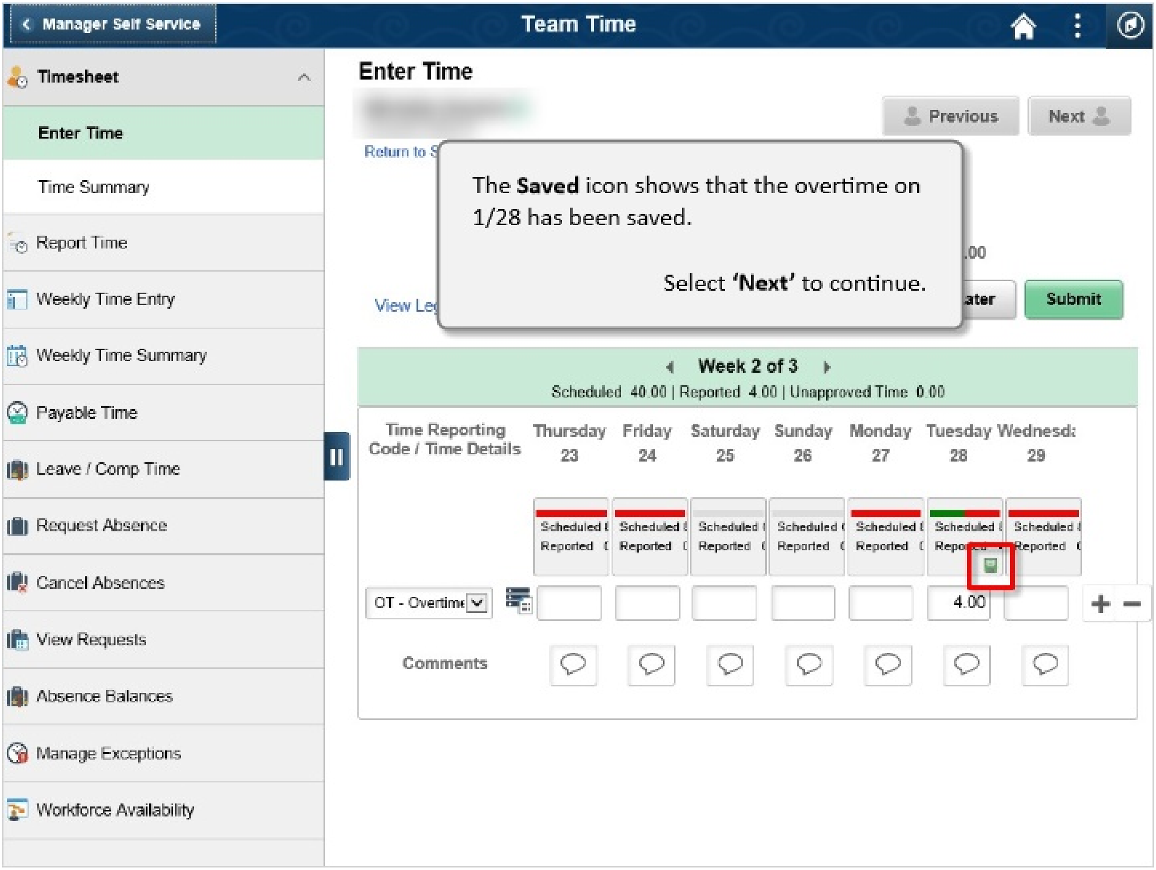
If you are ready to submit the timesheet for this pay period, click the **Submit** button. If you are not ready to submit, click the **Save for Later** button.

Click the **Save for Later** button.

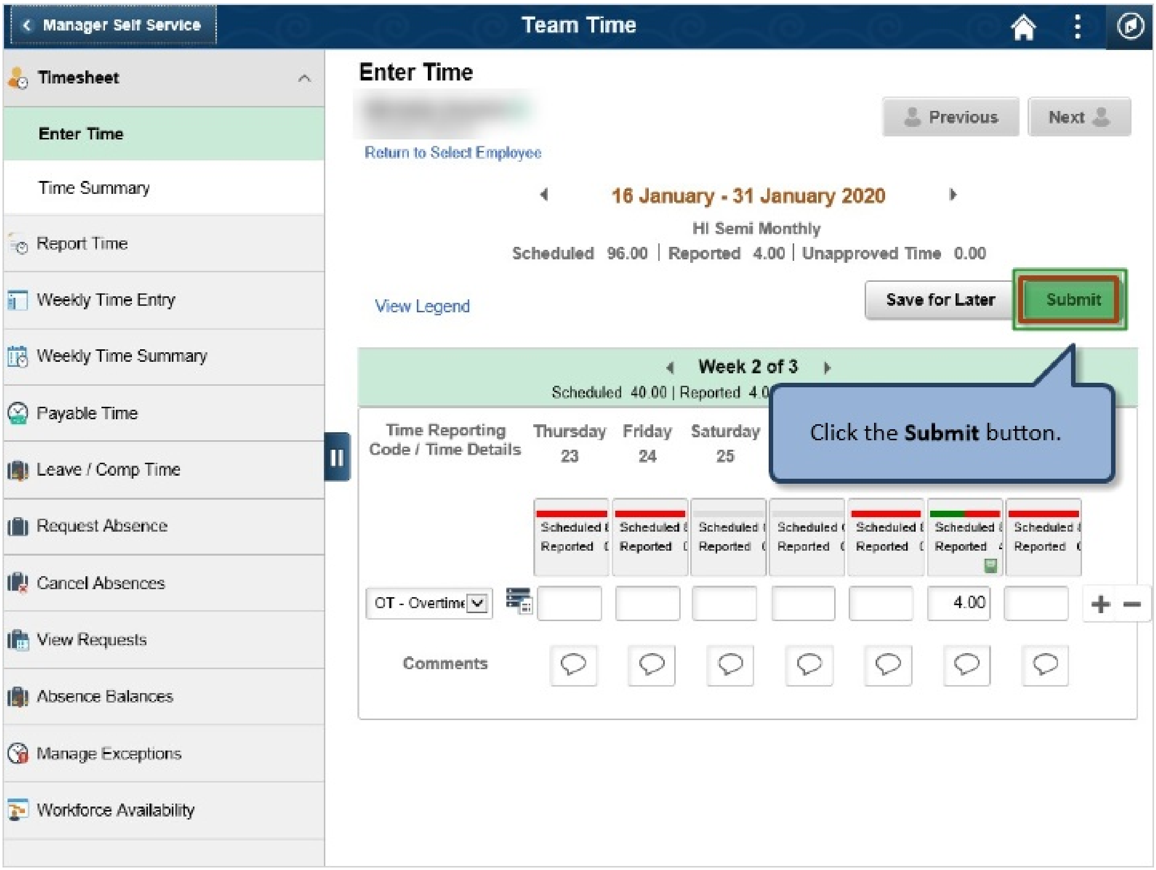


Select to validate the worked time.

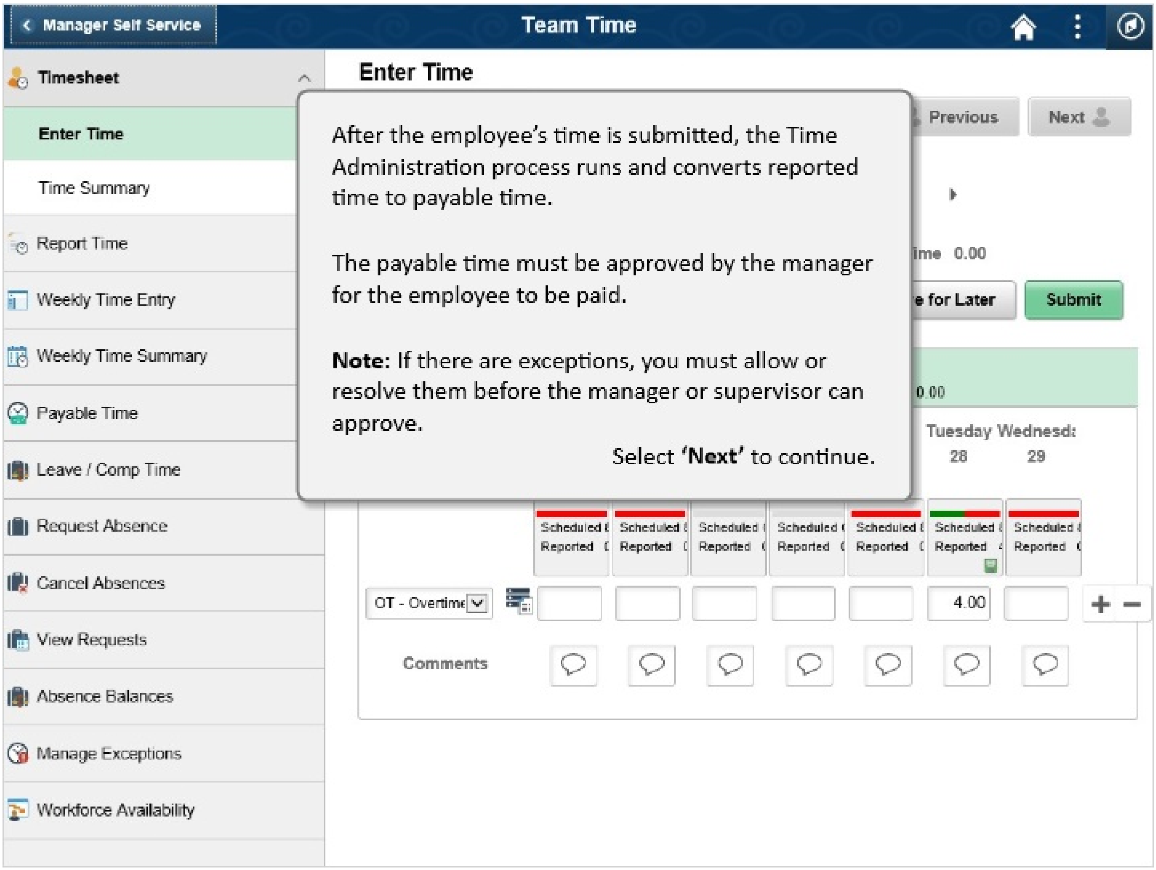
Click the **Yes** button.



The **Saved** icon shows that the overtime on 1/28 has been saved.



Click the **Submit** button.

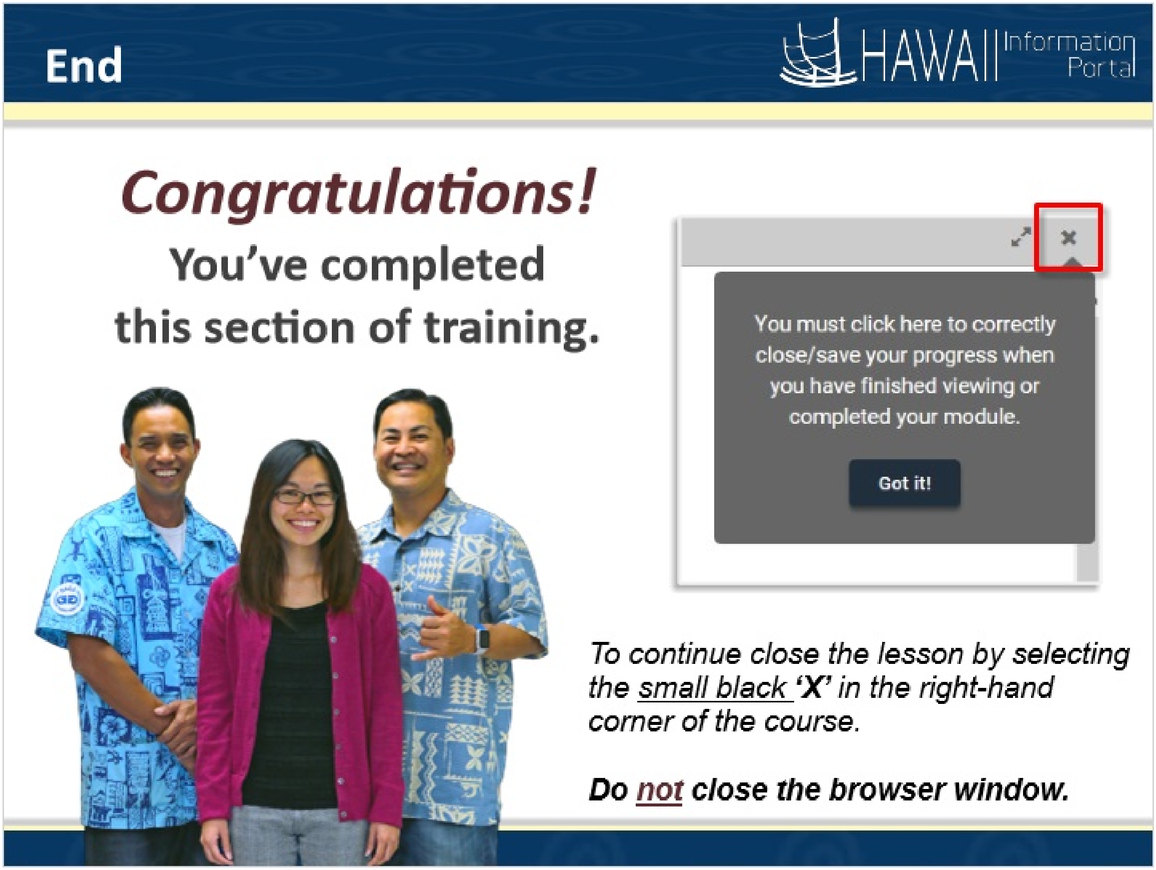


After the employee's time is submitted, the Time Administration process runs and converts reported time to payable time.

The payable time must be approved by the manager for the employee to be paid.

Note: If there are exceptions, you must allow or resolve them before the manager or supervisor can approve.

Congratulations!
You've successfully completed this lesson.



END

Congratulations!

You've completed this section of training.

To continue, close the lesson by selecting the <u>small black</u> 'X' in the right-hand corner of the course.

Do <u>not</u> close the browser window.