

## (120) Time and Leave – Timekeepers



The image shows a two-panel cover for the course. The left panel is white with a blue border on the left and bottom. It features the State of Hawaii seal in the top left, the text 'State of Hawaii' to its right, and the title 'Time and Leave Timekeeper Course 120' in the center. At the bottom, it says 'Recommended for users assigned the Timekeeper role' and 'March 2020, Version 1'. The right panel has a blue top with the 'HAWAII Information Portal' logo. Below is a photograph of three people (two men and one woman) in front of a large pink hibiscus flower. At the bottom of this panel, it says 'Select 'Next' to continue.'

State of Hawaii

**Time and Leave  
Timekeeper**

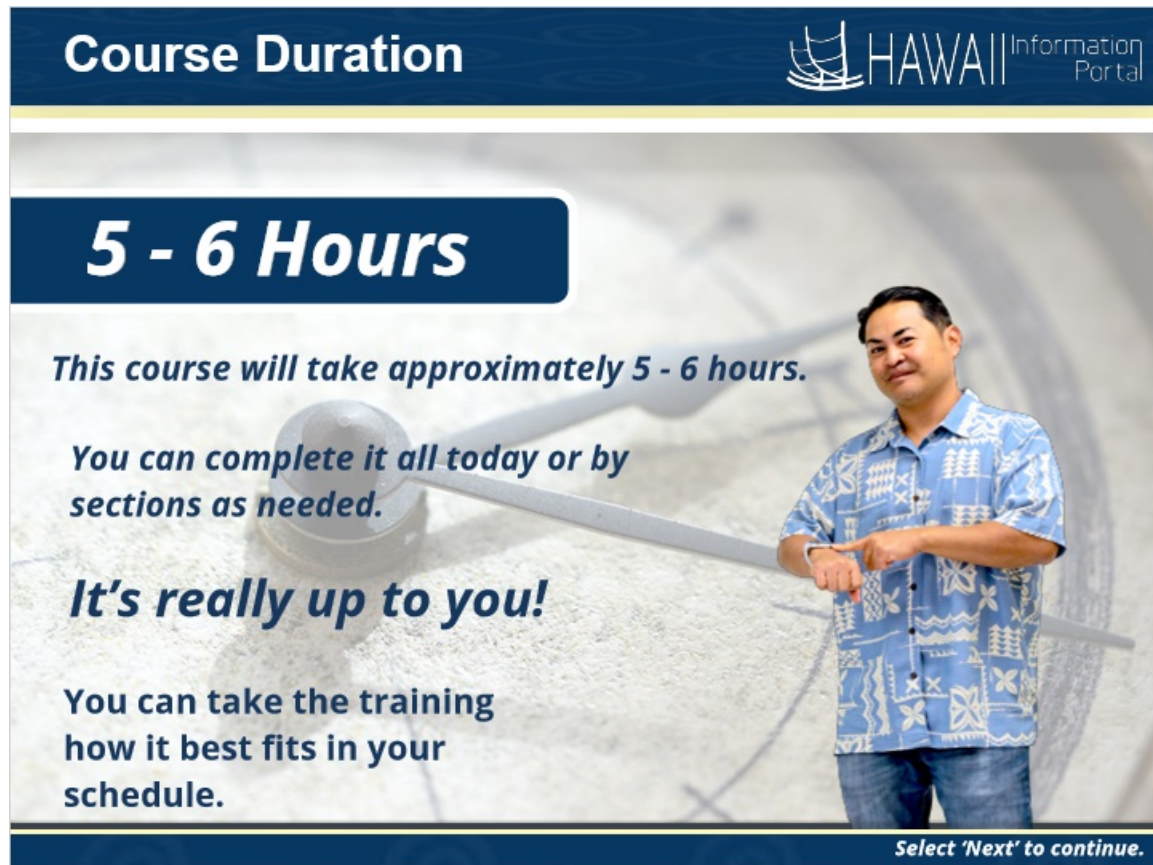
Course 120

Recommended for users assigned the Timekeeper role

March 2020, Version 1

Select 'Next' to continue.

## Duration

A graphic with a dark blue header containing the text 'Course Duration' and the 'HAWAII Information Portal' logo. Below the header is a large image of a man in a blue patterned shirt standing next to a large clock face. A dark blue box on the left contains the text '5 - 6 Hours'. To the right of the box, there are three lines of text: 'This course will take approximately 5 - 6 hours.', 'You can complete it all today or by sections as needed.', and 'It's really up to you!'. Below this is another line of text: 'You can take the training how it best fits in your schedule.' At the bottom right of the graphic, it says 'Select 'Next' to continue.'

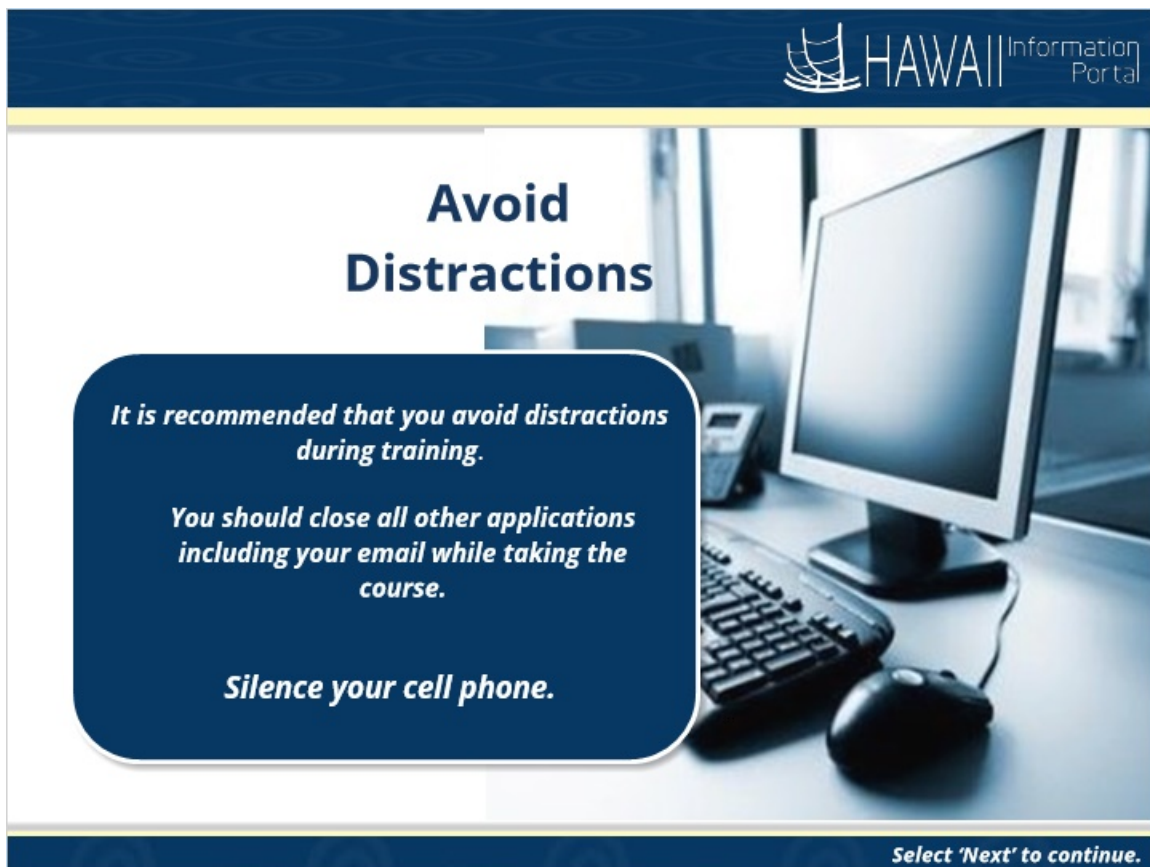
This course will take approximately 5 - 6 hours.

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



**Avoid Distractions**

*It is recommended that you avoid distractions during training.*


*You should close all other applications including your email while taking the course.*

*Silence your cell phone.*

Select 'Next' to continue.

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




### Hawaii Information Portal Service Center

*If you need assistance using the Hawaii Information Portal  
Time Keeper*

- **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](https://docs.google.com/forms/d/e/1FAIpQLSdBn_vtESRUl0jMqCTfW0DaTOblafDLbrSI3i-TMqU0n2necw/viewform)

Select **'Next'** to continue.



- **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](https://docs.google.com/forms/d/e/1FAIpQLSdBn_vtESRUl0jMqCTfW0DaTOblafDLbrSI3i-TMqU0n2necw/viewform)



The screenshot shows the course landing page for 'Time and Leave - Timekeepers'. At the top right is the HAWAII Information Portal logo. The main title is 'Time and Leave - Timekeepers' in a large, bold, dark red font. Below the title are several links: 'Course Objectives', 'Key Terminology', 'Timekeeper Overview', 'Time and Labor WorkCenter', 'Working with Exceptions', 'Adjust Reported Time', 'Report Rapid Time', and 'Report Time and Add Comments'. A dark blue banner with white text reads 'SELECT A TOPIC FROM ABOVE TO LEARN MORE!'. Below this is a large image of a woman with long dark hair, wearing a pink cardigan, standing in front of a background of large pink flowers. To her right, the text 'SELECT A TOPIC FROM ABOVE TO LEARN MORE!' is repeated in a large, bold, dark blue font. At the bottom of the image area, a dark blue banner with white text reads 'AFTER COMPLETING THE SECTIONS ABOVE, SELECT 'NEXT' TO COMPLETE THE COURSE.'

## Time and Leave – Timekeepers

### Table of Contents

- Course Objectives
- Key Terminology
- Timekeeper Overview
- Time and Labor WorkCenter
- Working with Exceptions
- Adjust Reported Time
- Report Rapid Time
- Report Time and Add Comments

## 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



Select **'Next'** to continue.

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

Click on any Term listed above to learn more!

When finished, select **'Next'** to complete this section.

## 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.

*To close the box, click the **red circled 'X'** in the upper right-hand corner.*

### 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.

*To close the box, click the **red circled 'X'** in the upper right-hand corner.*

### 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.

*To close the box, click the red circled 'X' in the upper right-hand corner.*

## 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.

*To close the box, click the **red circled 'X'** in the upper right-hand corner.*

### 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.

*To close the box, click the **red circled 'X'** in the upper right-hand corner.*

### Timesheet Exception

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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:**

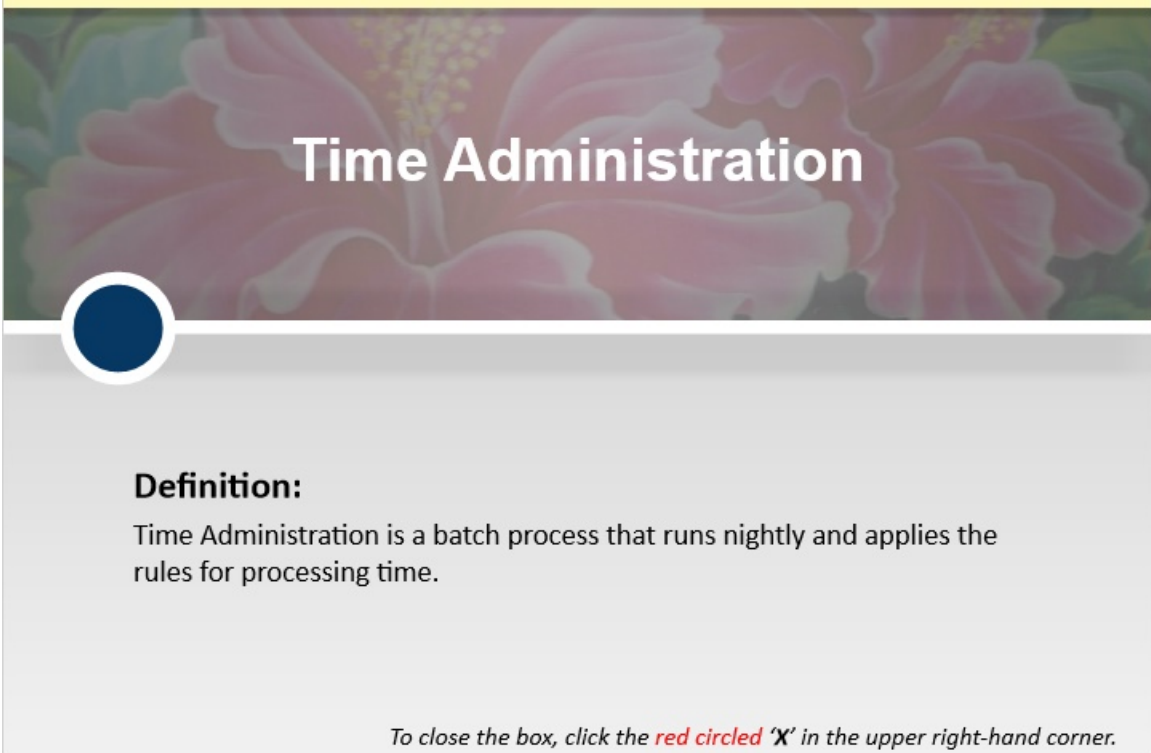
Positive time reporters report all time worked. Depending on the setup, this type of reporter can report either punched or elapsed time.

*To close the box, click the **red circled 'X'** in the upper right-hand corner.*

### 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

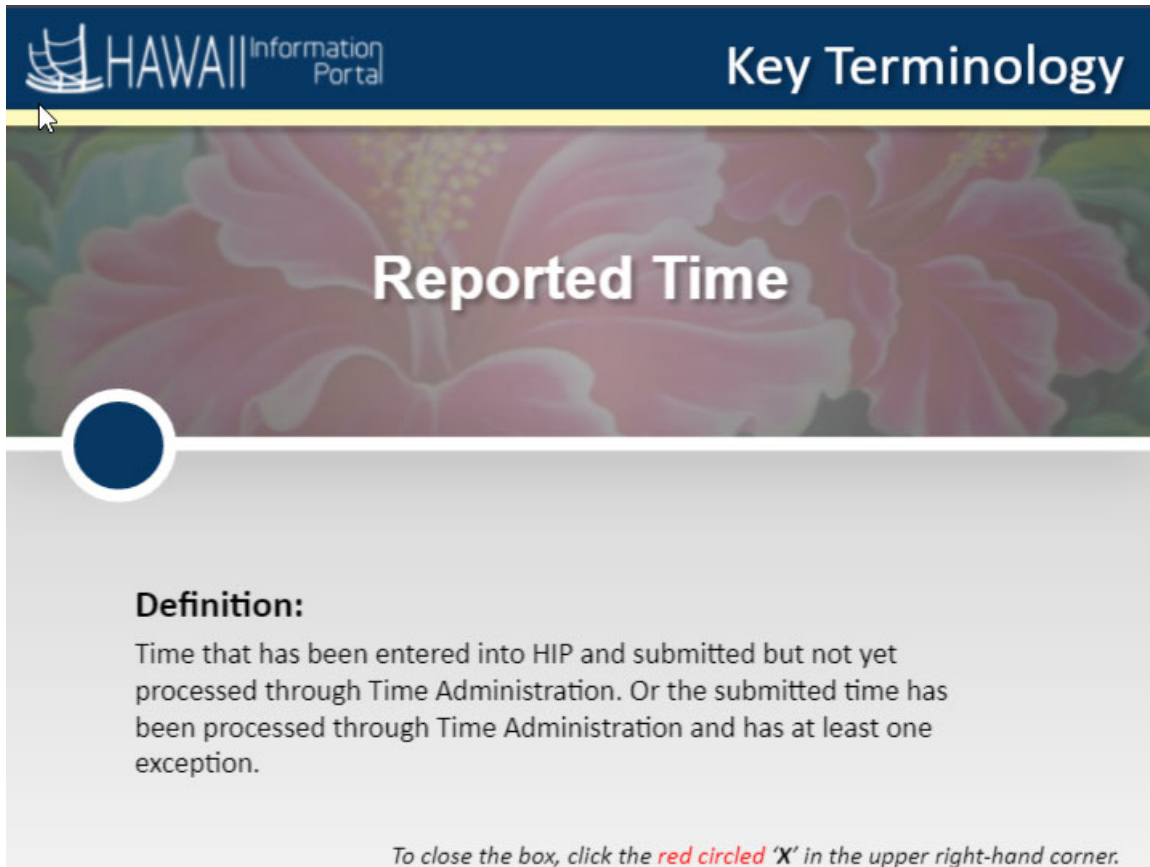
**Definition:**

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

*To close the box, click the **red circled 'X'** in the upper right-hand corner.*

**Time Administration****Definition:**

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



**Key Terminology**

## 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 exception.

*To close the box, click the red circled 'X' in the upper right-hand corner.*

## 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.

*To close the box, click the **red circled 'X'** in the upper right-hand corner.*

**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.*



Select **'Next'** to continue.

## 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.


Select **'Next'** to continue.



## 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.

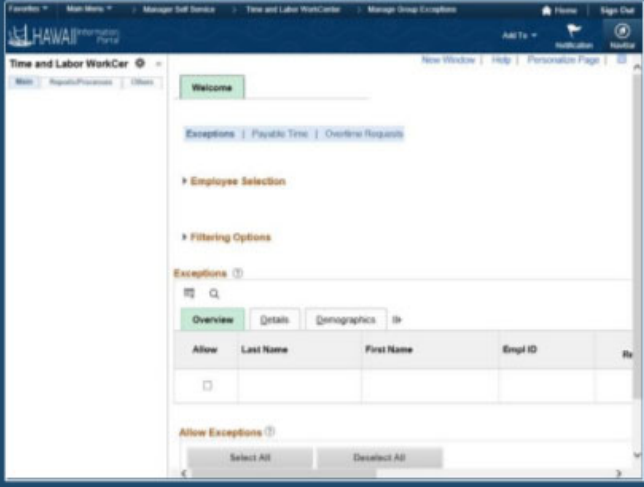


## The WorkCenter

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.*



Select **'Next'** to continue.

## 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.

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 HAWAII Information Portal



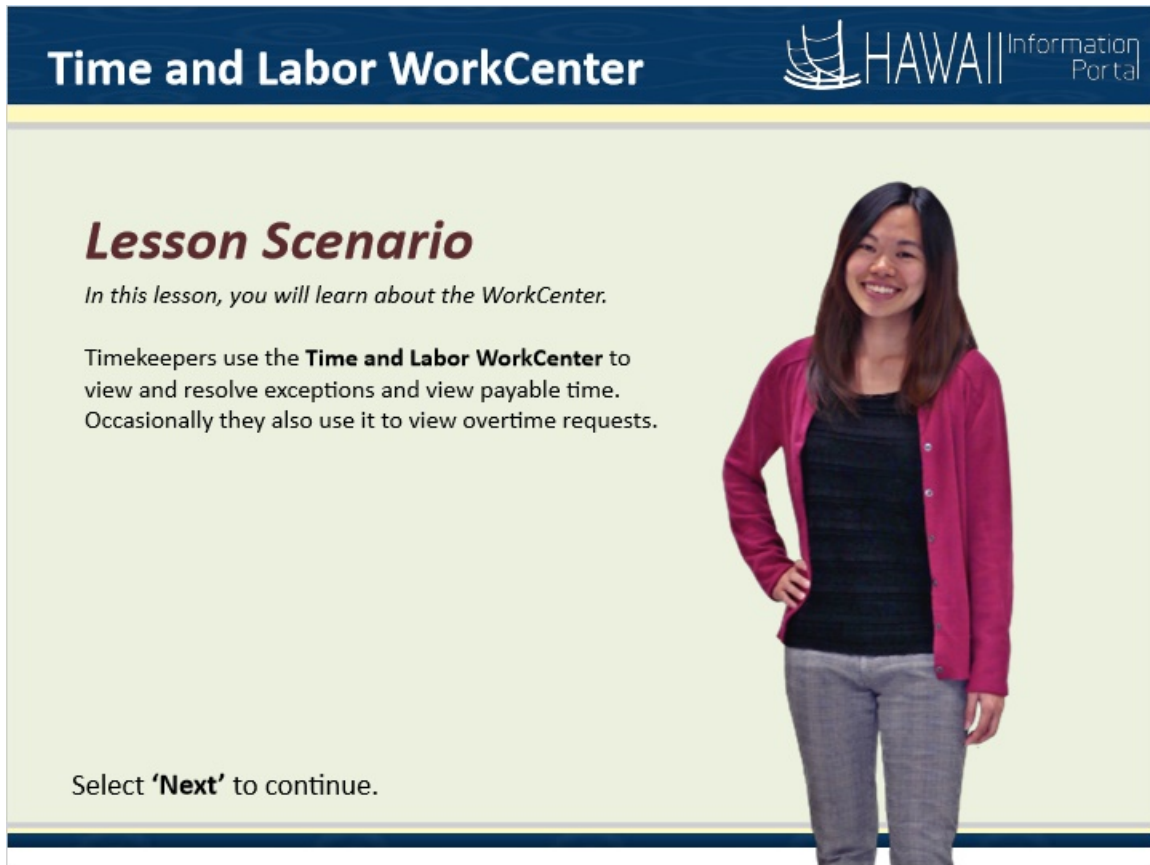
***Congratulations!***

You've successfully completed  
this lesson.

Select **'Next'** to continue.

***Congratulations!***

***You've successfully completed this lesson.***

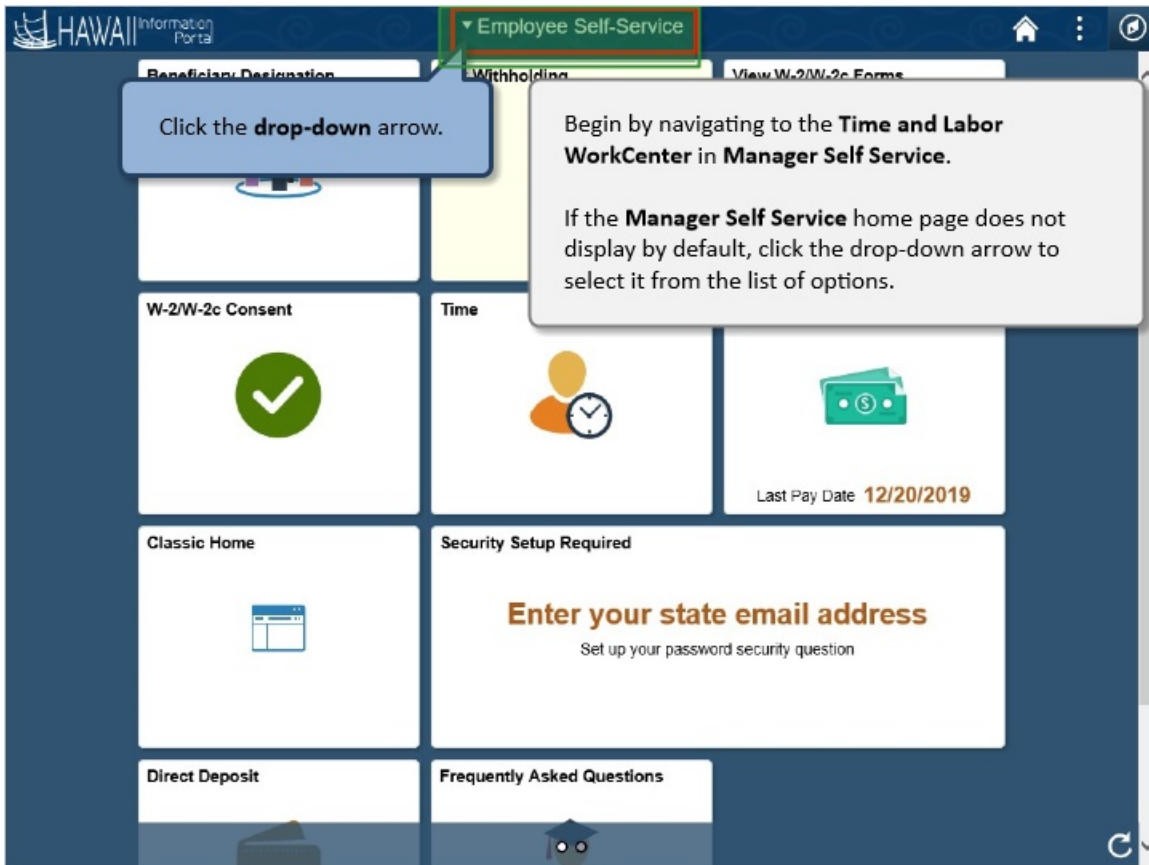


## Time and Labor Workcenter

### *Lesson Scenario*

*In this lesson, you will learn about the WorkCenter.*

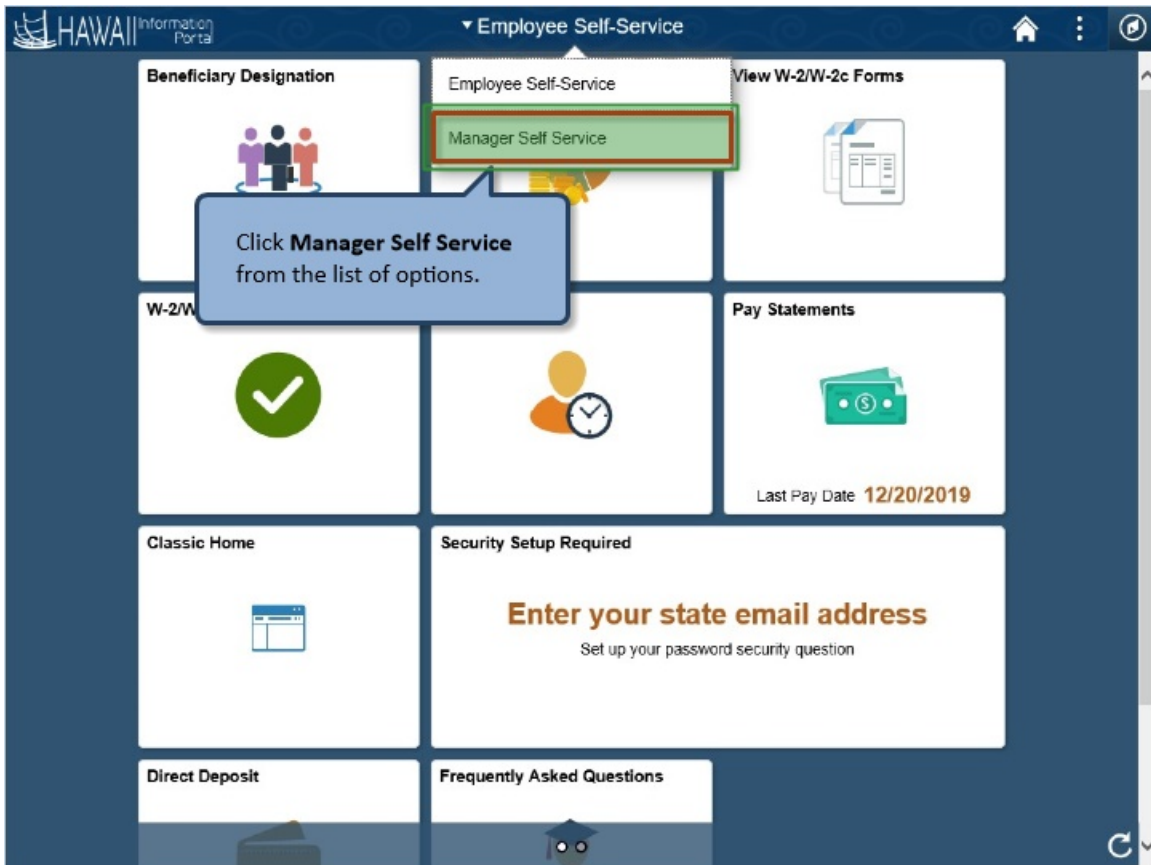
Timekeepers use the **Time and Labor WorkCenter** to view and resolve exceptions and view payable time. Occasionally they also use it to view overtime requests.



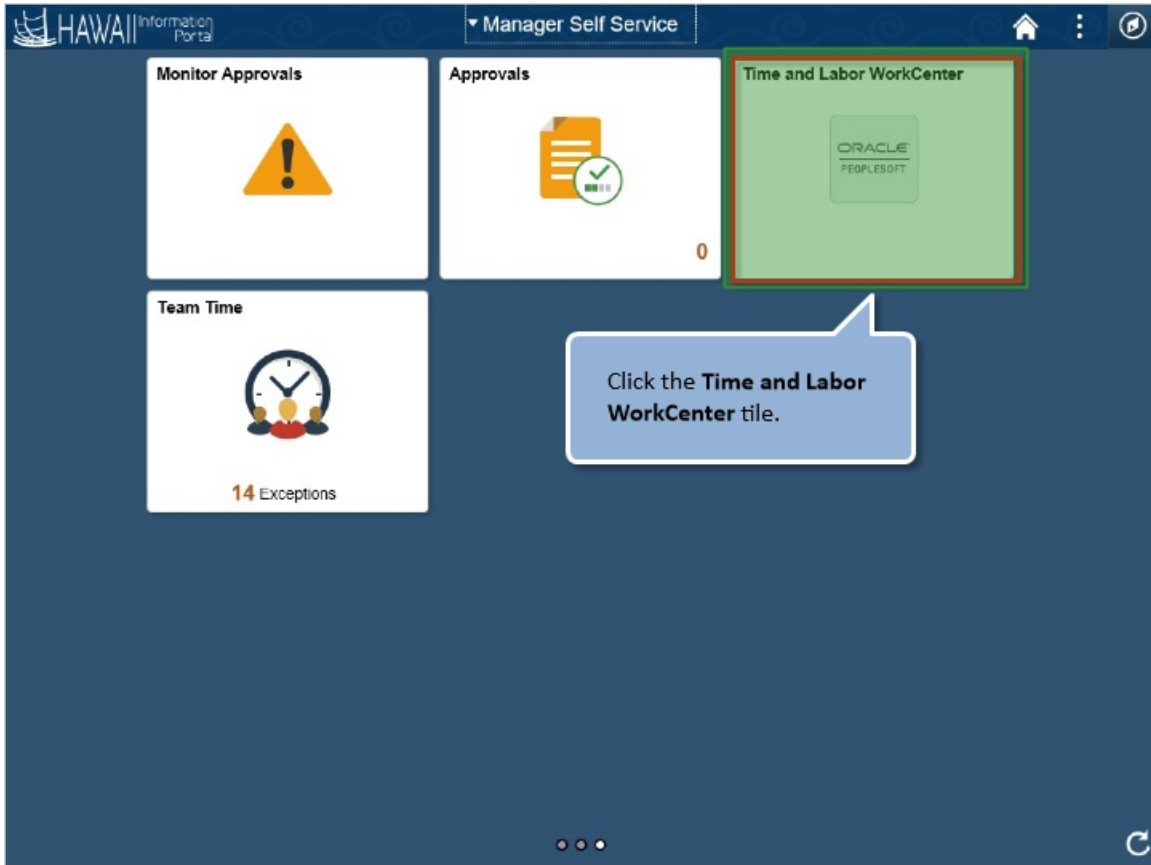
Begin by navigating to the **Time and Labor WorkCenter** in **Manager Self Service**.

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.

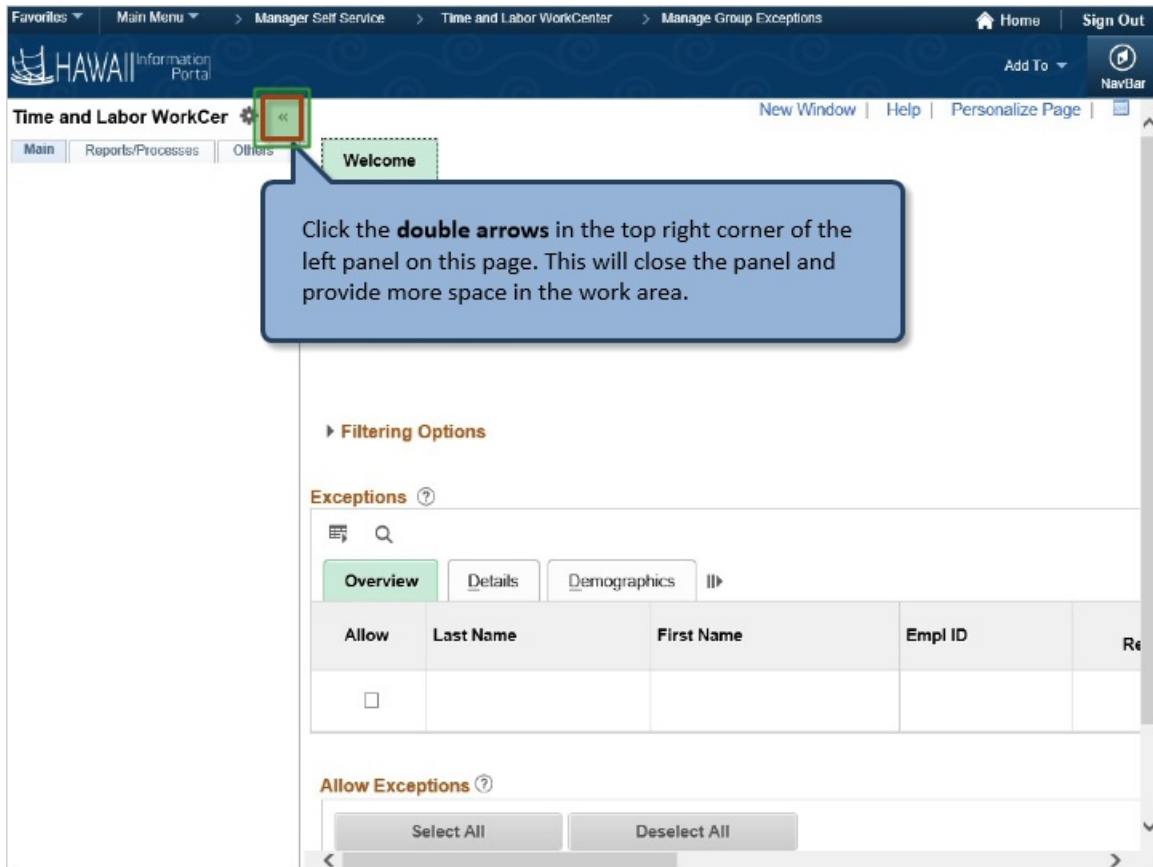


Click **Manager Self Service** from the list of options.

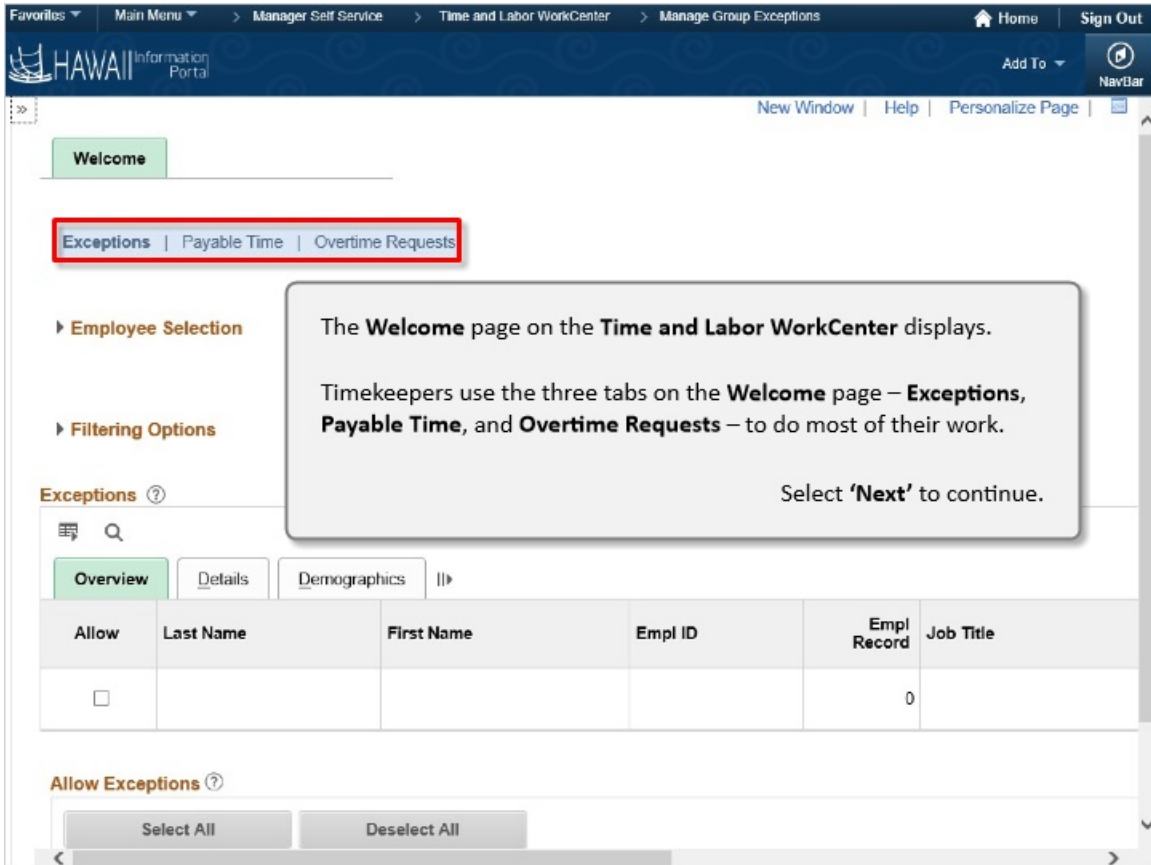


Click the **Time and Labor WorkCenter** tile.





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.



 HAWAII Information Portal

The Exceptions Tab

The Payable Time Tab


The Overtime Requests Tab

*Select any button above to learn more!*

Select **'Next'** to continue.

- 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.*

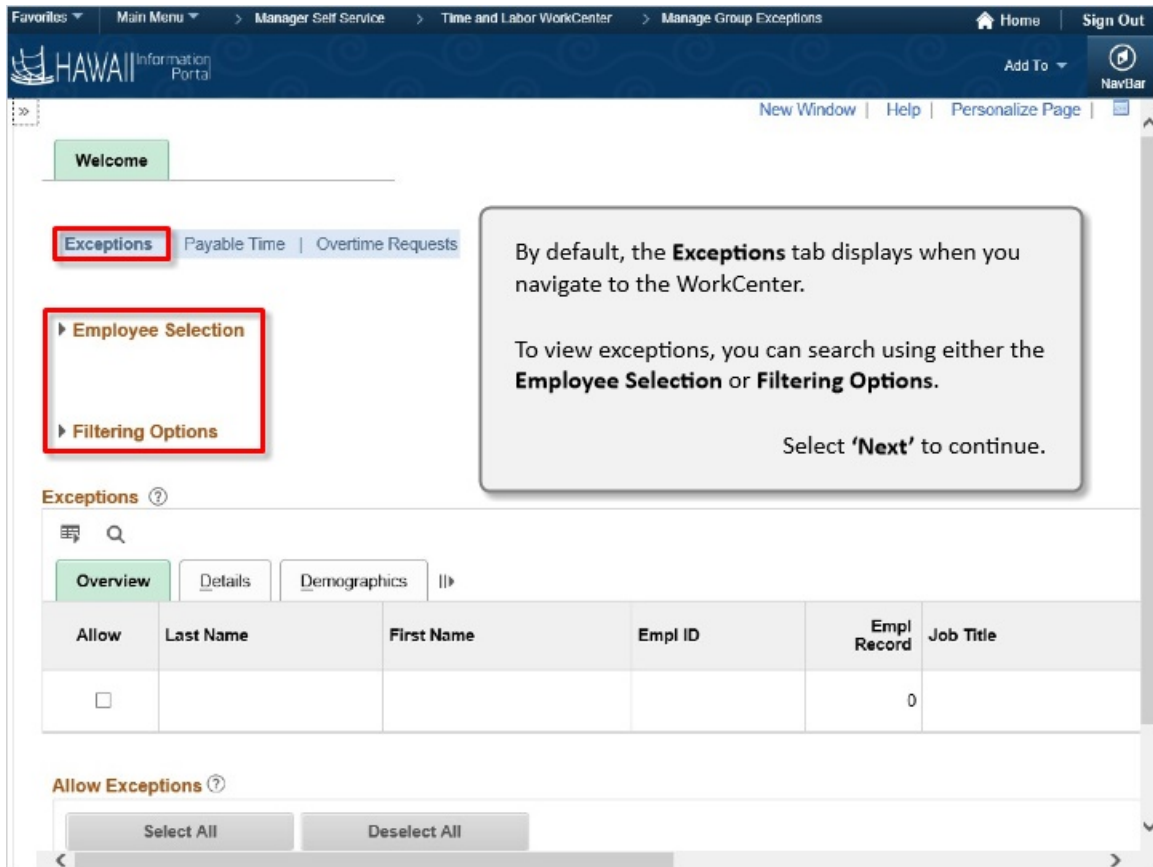
*In this section, you will learn to search for exceptions using two features on the Exceptions tab - Employee Selection and Filtering Options.*

Select 'Next' to continue.

## 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.

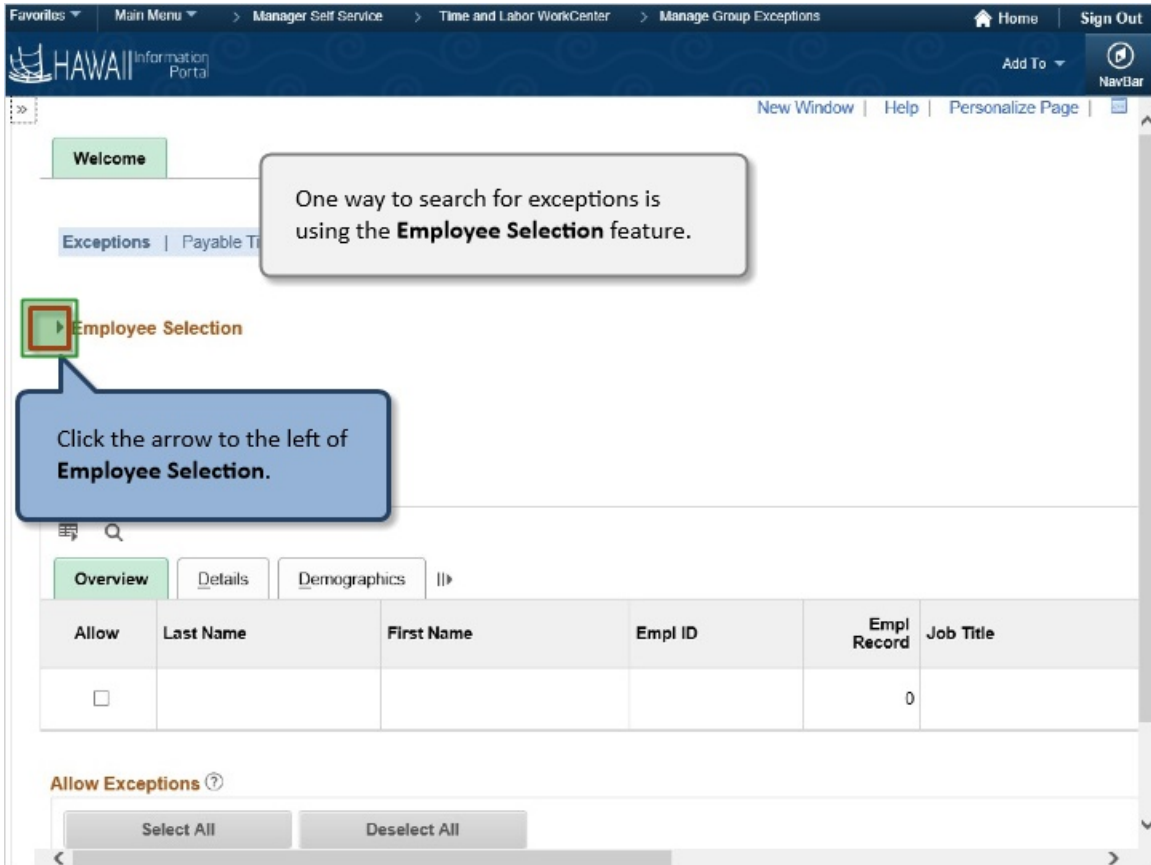
To view exceptions, you can search using either the **Employee Selection** or **Filtering Options**.

Select **'Next'** to continue.

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title
<input type="checkbox"/>				0	

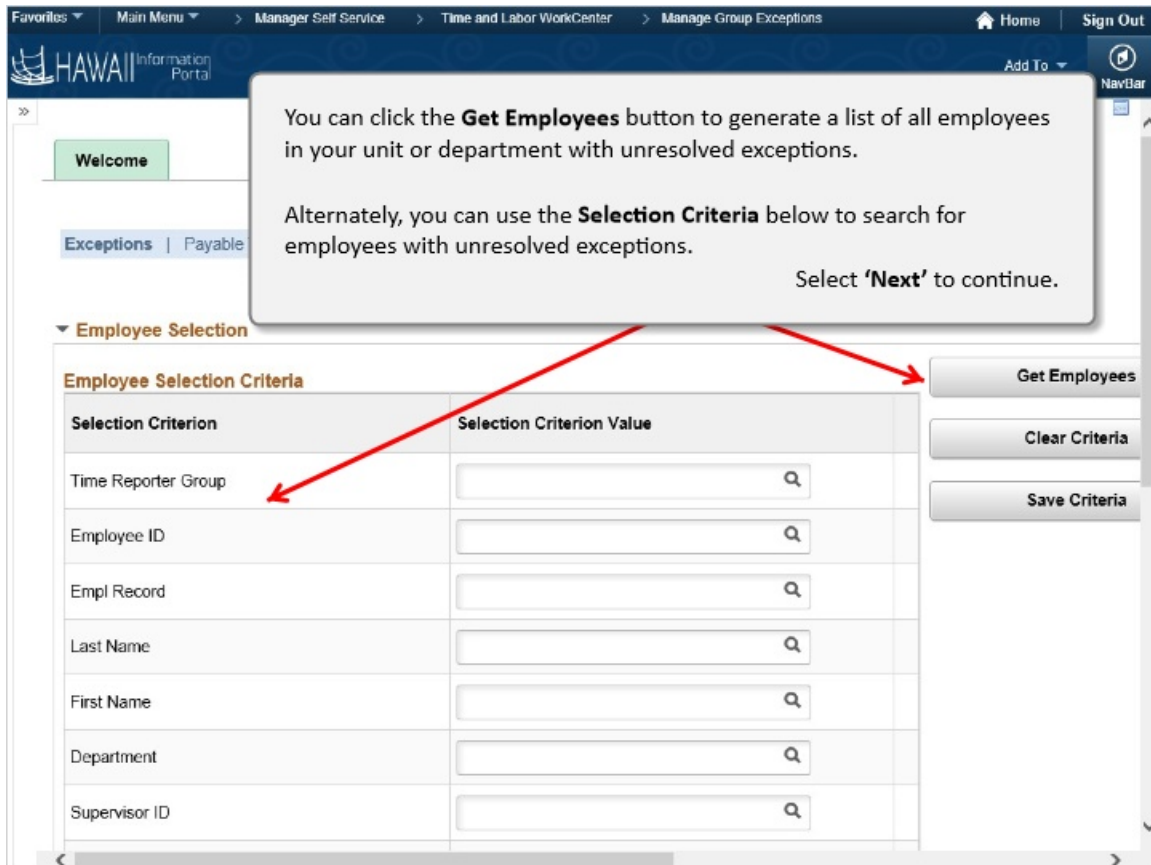
By default, the **Exceptions** tab displays when you navigate to the WorkCenter.

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.

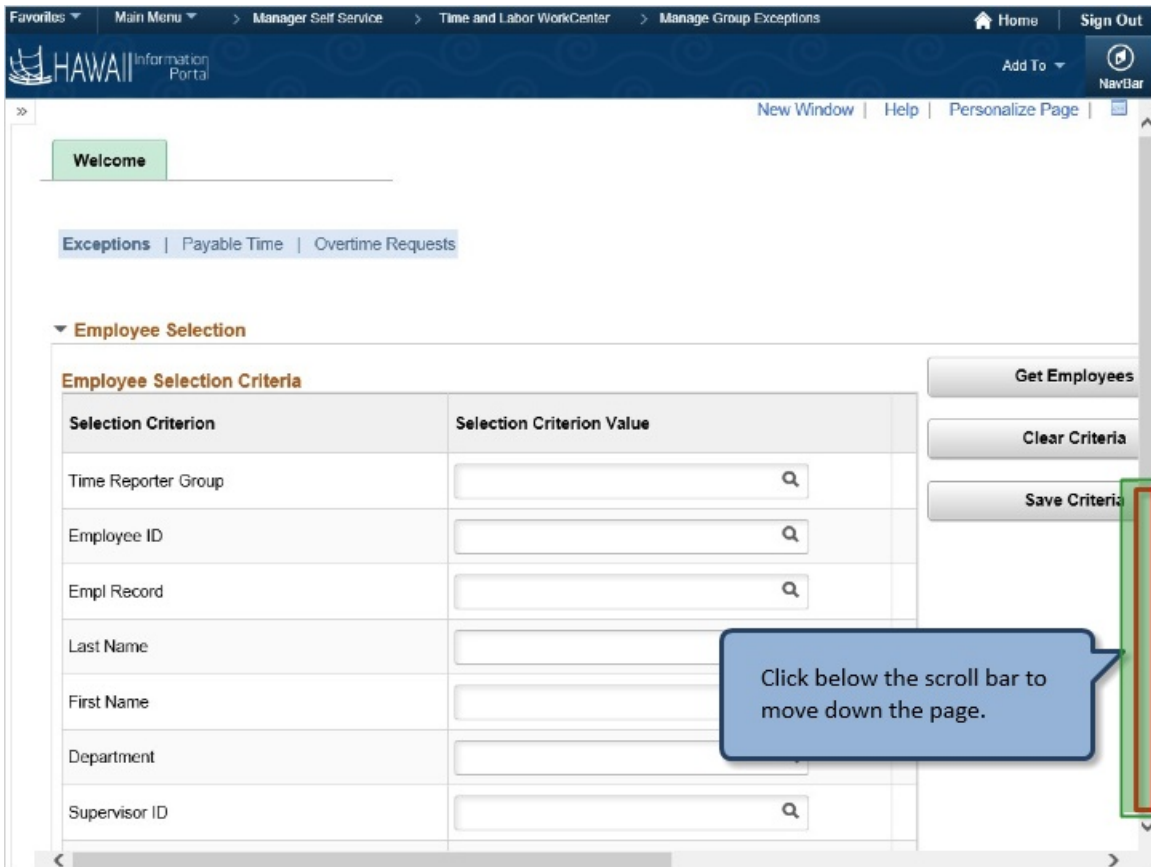
Select **'Next'** to continue.

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>

Buttons: Get Employees, Clear Criteria, Save Criteria

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**.

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title
<input type="checkbox"/>				0	

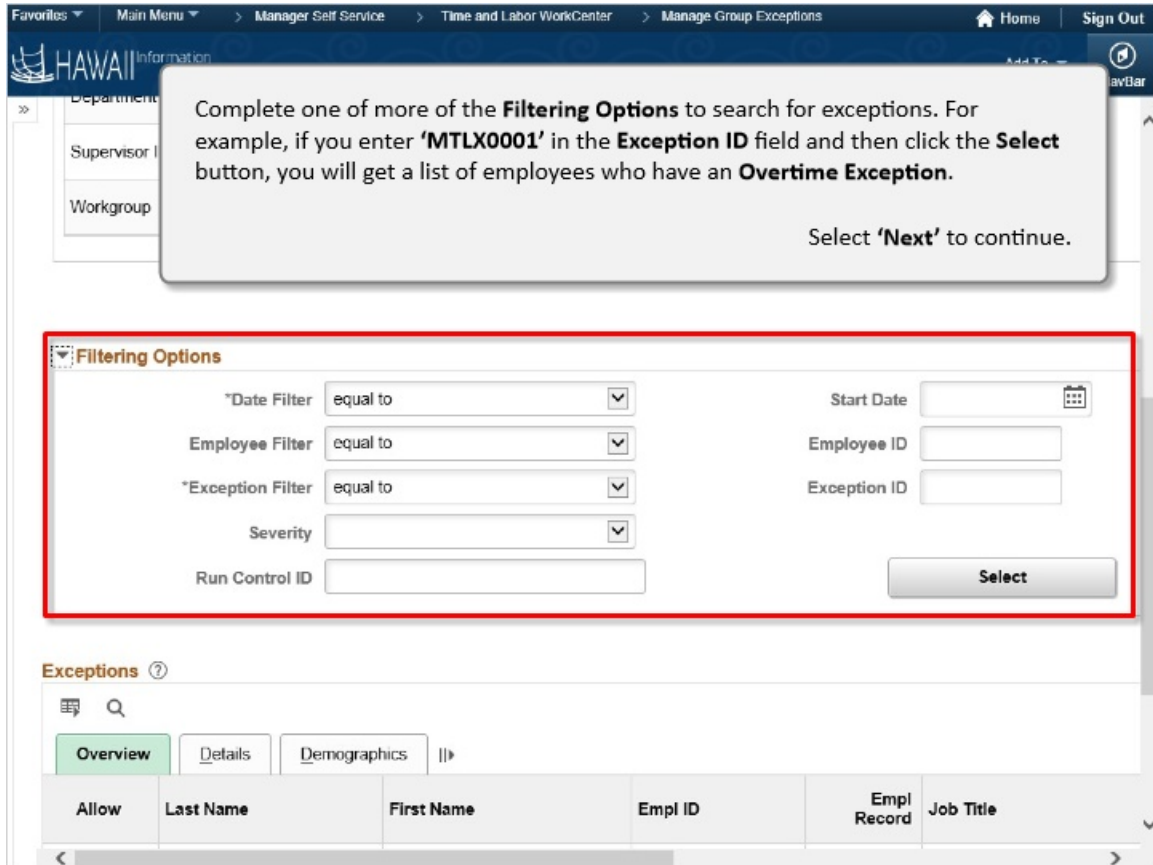
Allow Exceptions ?

Select All Deselect All

Save

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**.

Select **'Next'** to continue.

**Filtering Options**

\*Date Filter: equal to [dropdown] Start Date: [calendar icon]

Employee Filter: equal to [dropdown] Employee ID: [text input]

\*Exception Filter: equal to [dropdown] Exception ID: [text input]

Severity: [dropdown]

Run Control ID: [text input] **Select**

**Exceptions** ?

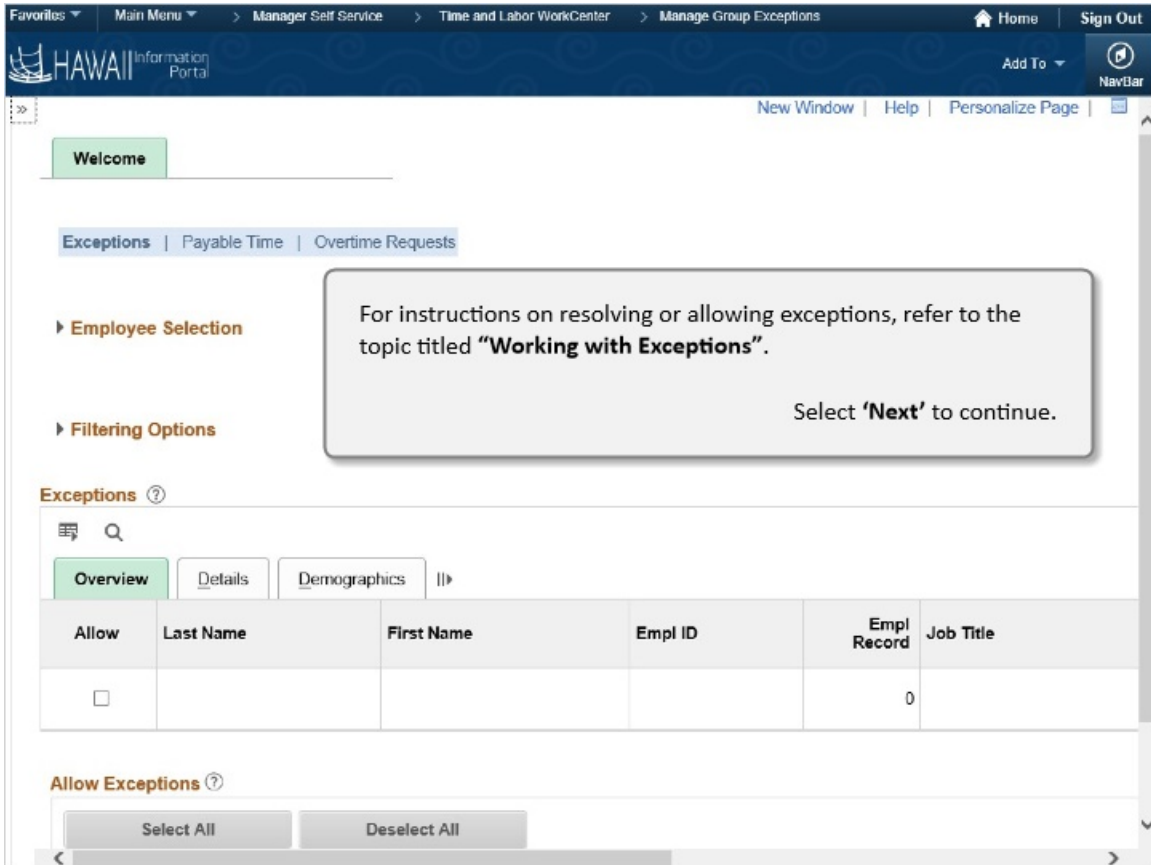
Overview | Details | Demographics ||>

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title

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.

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”**.  
Select **‘Next’** to continue.

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title
<input type="checkbox"/>				0	

Select All      Deselect All

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

 HAWAII Information Portal

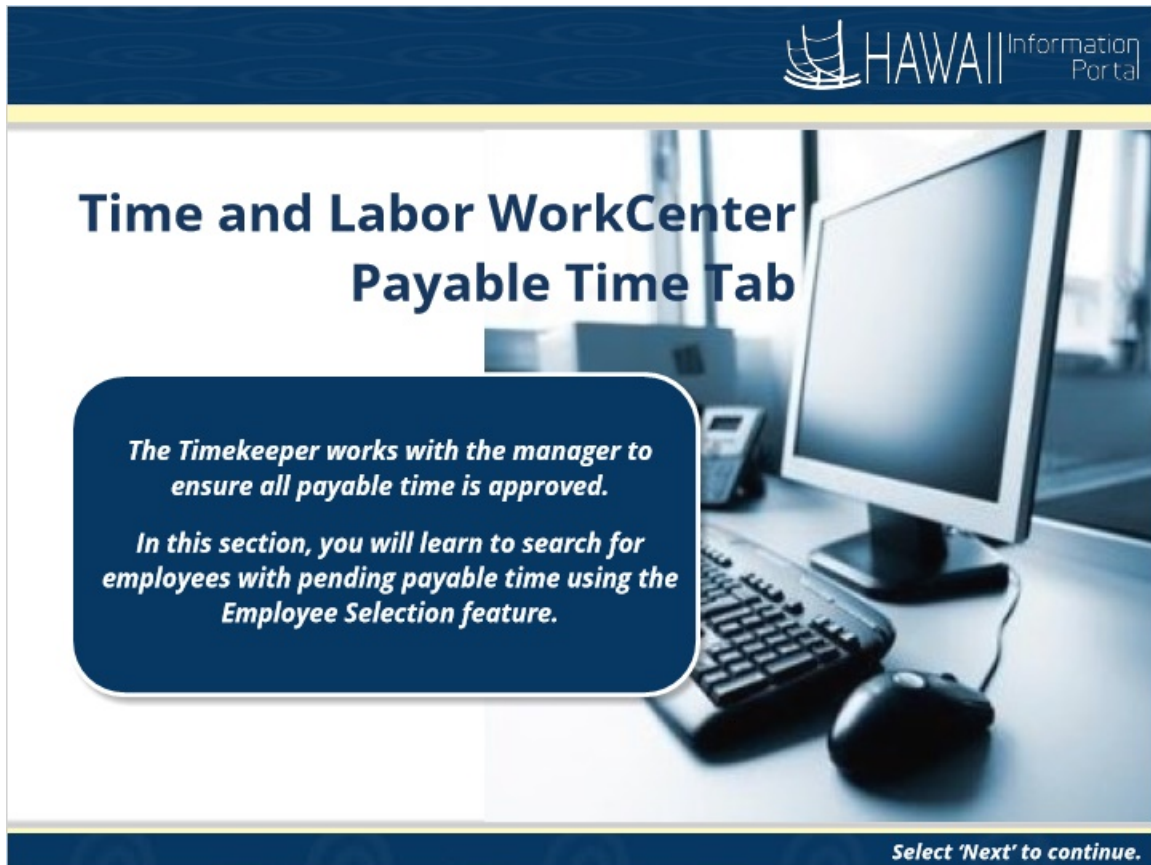



***Congratulations!***  
You've successfully completed  
this lesson.

Select **'Next'** to continue.

***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.*

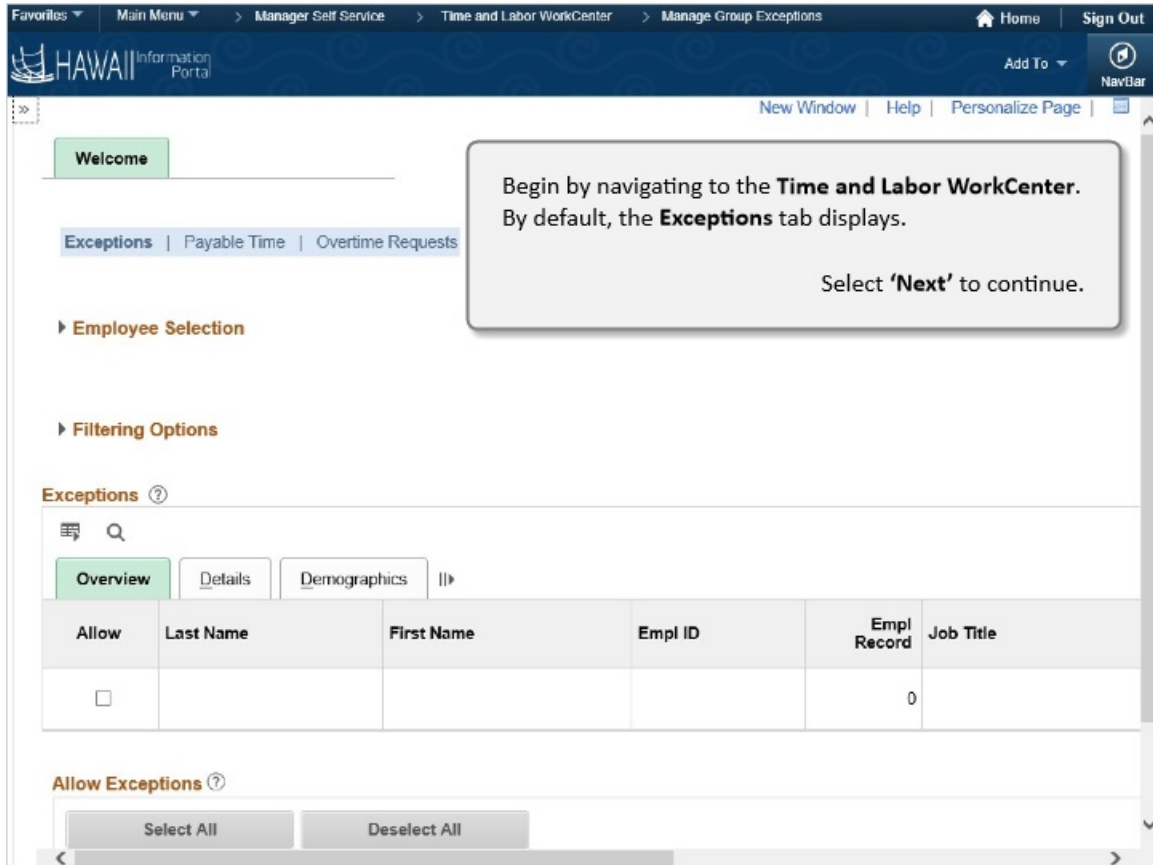
*In this section, you will learn to search for employees with pending payable time using the Employee Selection feature.*

Select 'Next' to continue.

## 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.

Select **'Next'** to continue.

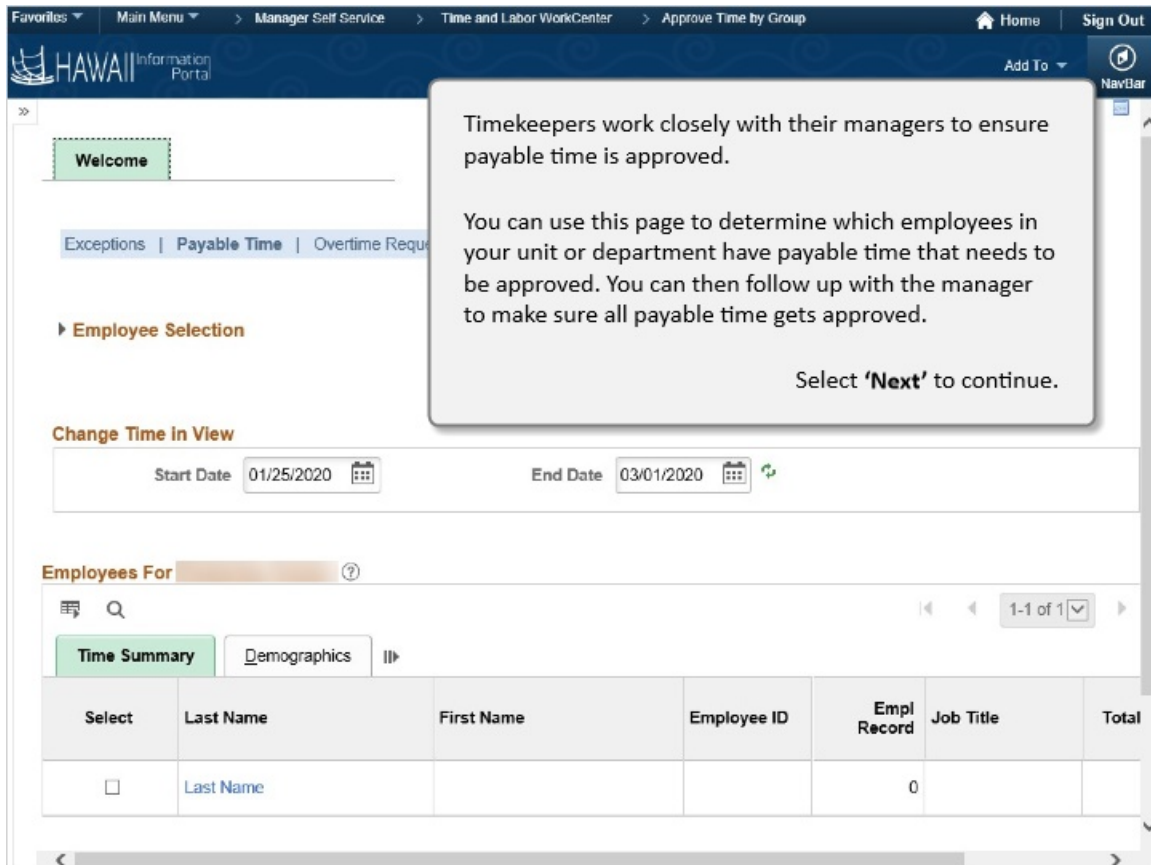
Begin by navigating to the **Time and Labor WorkCenter**. By default, the **Exceptions** tab displays.

Click the **Payable Time** tab.

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title
<input type="checkbox"/>				0	

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.

Select **'Next'** to continue.

Navigation: Favorites, Main Menu, Manager Self Service, Time and Labor WorkCenter, Approve Time by Group, Home, Sign Out

Page Content: Welcome, Exceptions, Payable Time, Overtime Request, Employee Selection, Change Time In View (Start Date: 01/25/2020, End Date: 03/01/2020), Employees For, Time Summary, Demographics

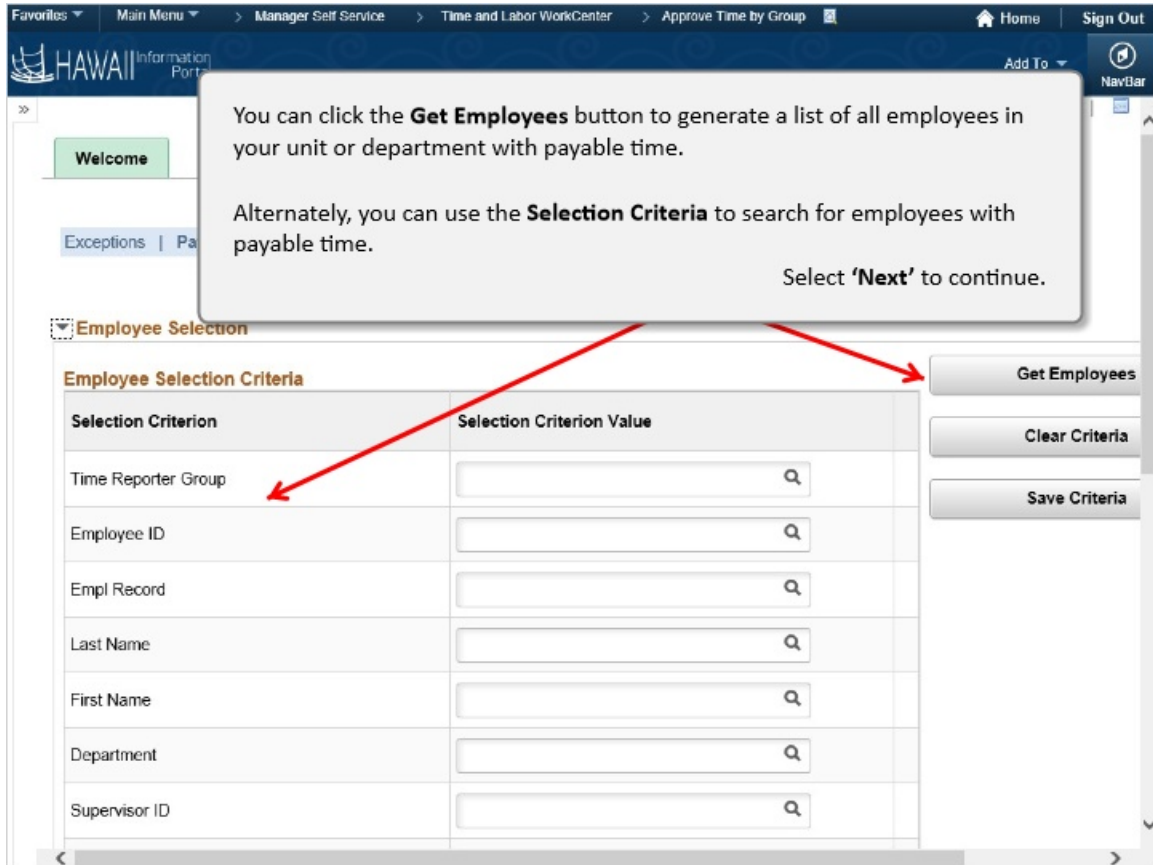
Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total
<input type="checkbox"/>	Last Name			0		

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.

The screenshot shows the Hawaii Information Portal interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Manager Self Service', 'Time and Labor WorkCenter', and 'Approve Time by Group'. On the right, there are 'Home' and 'Sign Out' links. Below the navigation bar, there is a 'Welcome' message and a menu with 'Exceptions', 'Payable Time', and 'Overtime Requests'. The 'Employee Selection' button is highlighted with a red box and a callout box that says 'Click the arrow to the left of Employee Selection.' Below this, there is an 'End Date' field set to '03/01/2020'. Further down, there is a section titled 'Employees For' with a search icon and a '1-1 of 1' dropdown. Below this, there are two tabs: 'Time Summary' (selected) and 'Demographics'. A table is displayed with the following columns: 'Select', 'Last Name', 'First Name', 'Employee ID', 'Empl Record', 'Job Title', and 'Total'. The table contains one row with a checkbox in the 'Select' column, 'Last Name' in the 'Last Name' column, and '0' in the 'Empl Record' column.

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.

Select **'Next'** to continue.

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>

Buttons: Get Employees, Clear Criteria, Save Criteria

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.

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/> <input type="button" value="Q"/>
Empl Record	<input type="text"/> <input type="button" value="Q"/>
Last Name	<input type="text"/> <input type="button" value="Q"/>
First Name	<input type="text"/> <input type="button" value="Q"/>
Department	<input type="text"/> <input type="button" value="Q"/>
Supervisor ID	<input type="text"/> <input type="button" value="Q"/>

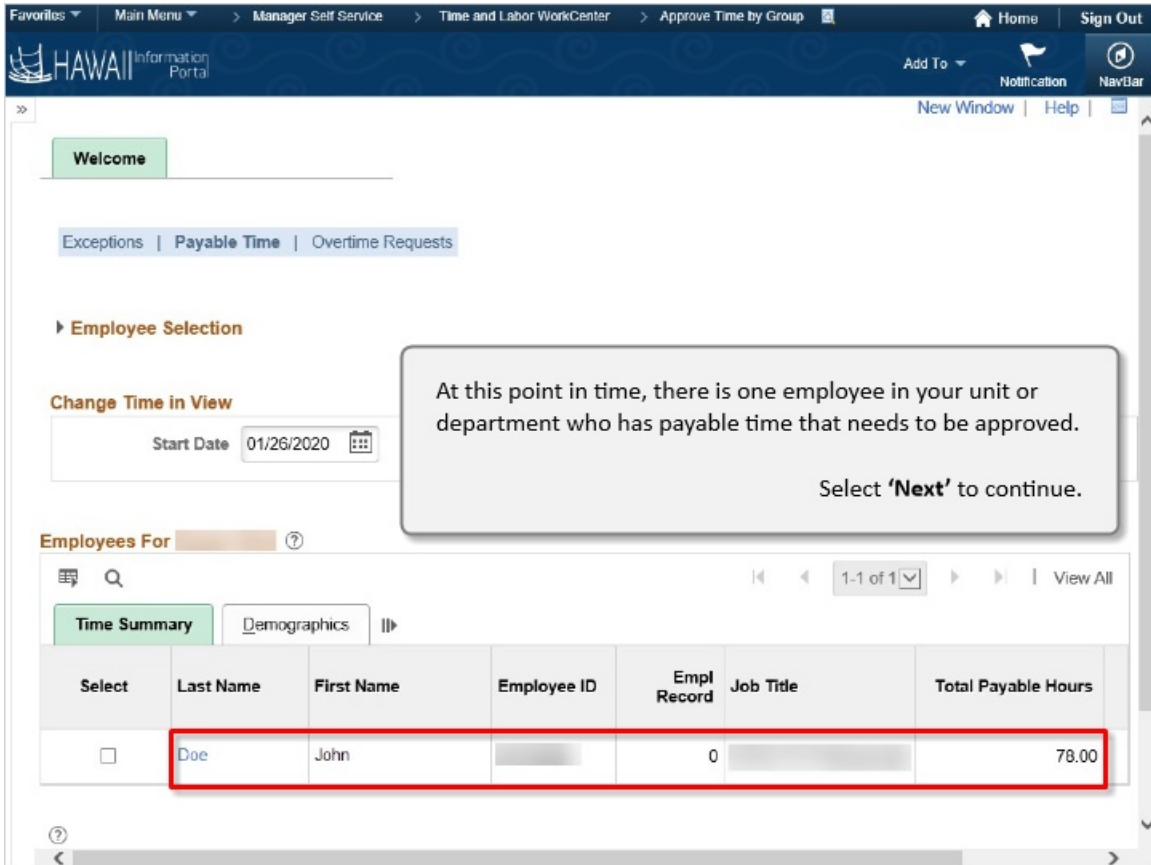
Get Employees

Clear Criteria

Save Criteria

For this example, click the Get Employees button.

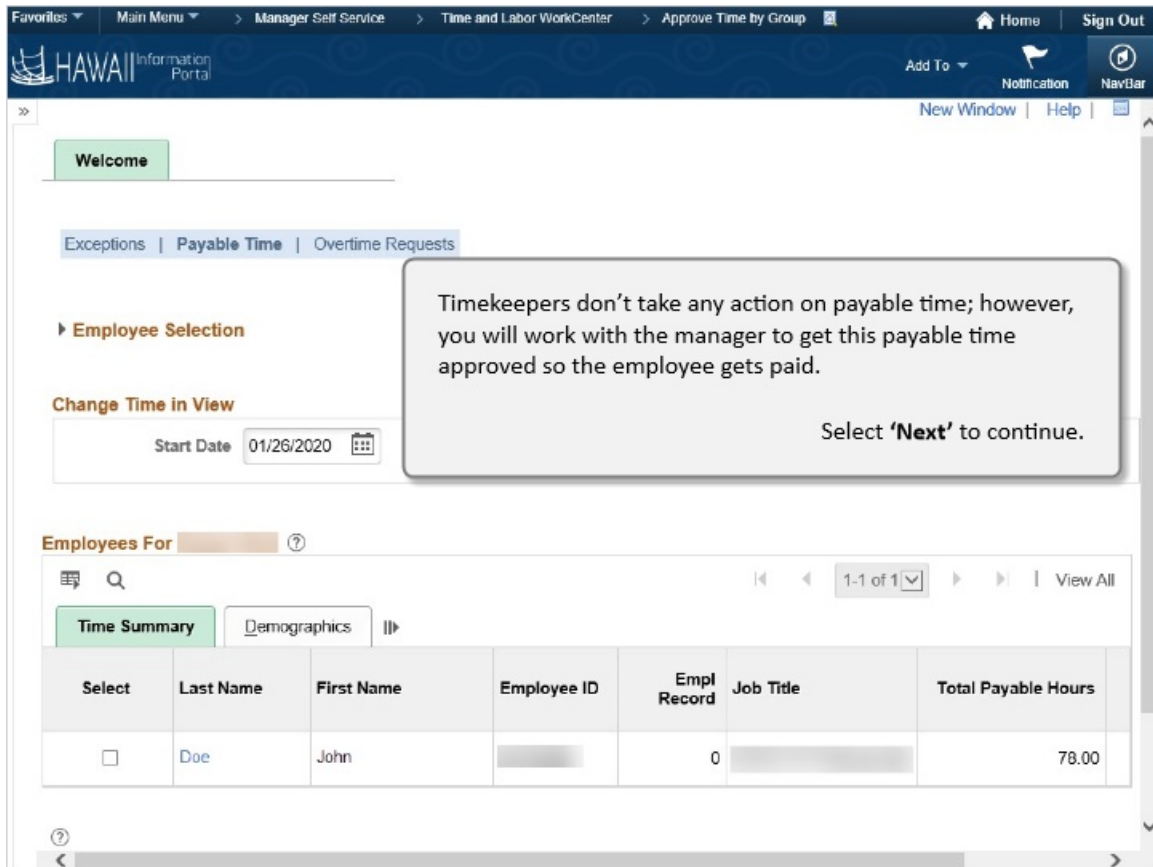
For this example, click the **Get Employees** button.



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

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours
<input type="checkbox"/>	Doe	John		0		78.00

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.

Select 'Next' to continue.

Employees For [ ]

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours
<input type="checkbox"/>	Doe	John	[REDACTED]	0	[REDACTED]	78.00

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.

 HAWAII Information Portal




***Congratulations!***

You've successfully completed  
this lesson.

Select '**Next**' to continue.

***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.*



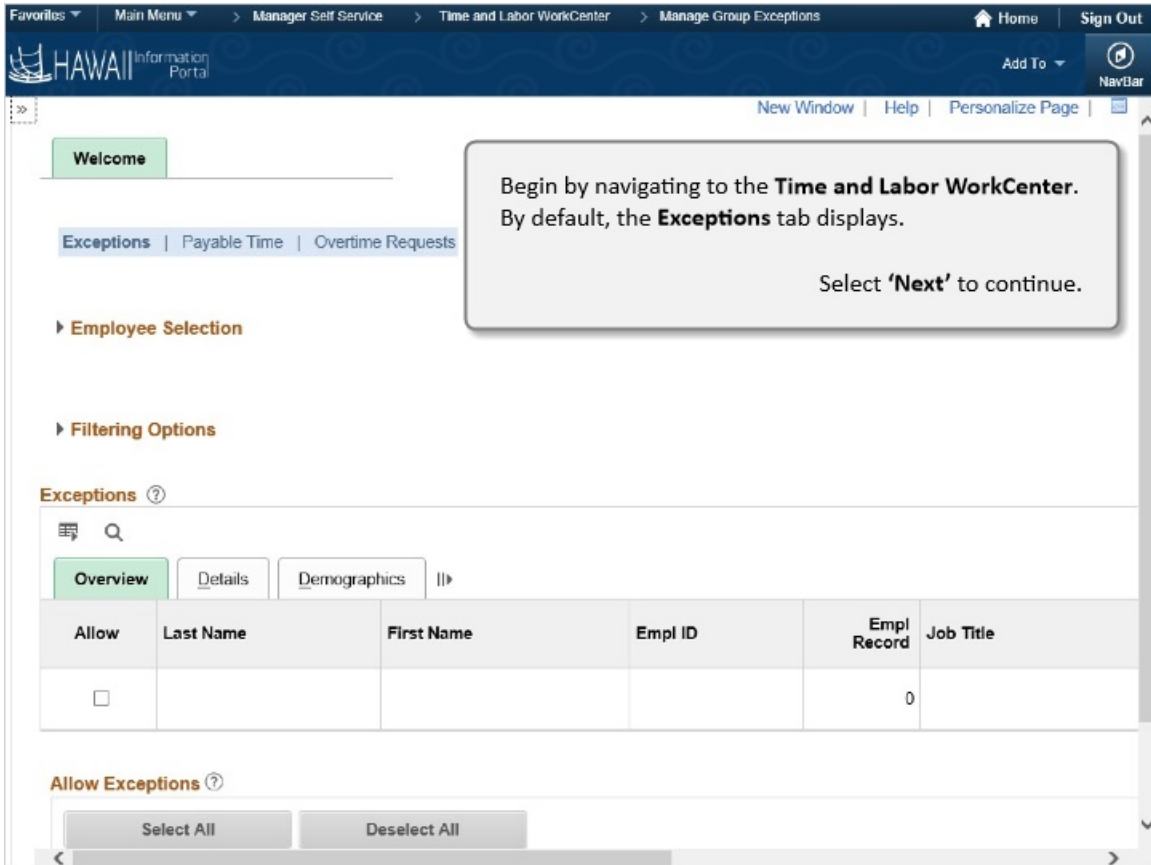
Select 'Next' to continue.

## 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.

Select **'Next'** to continue.

Exceptions

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title
<input type="checkbox"/>				0	

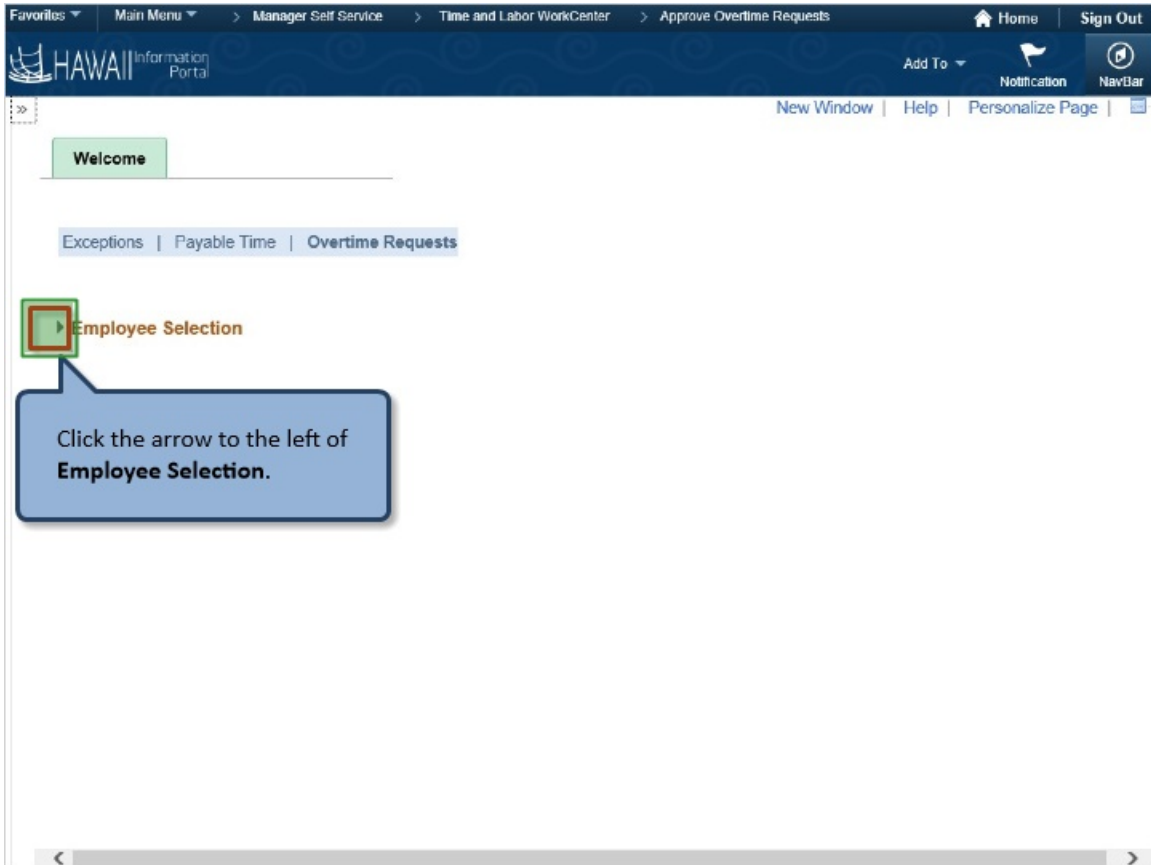
Begin by navigating to the **Time and Labor WorkCenter**. By default, the **Exceptions** tab displays.

Click the **Overtime Requests** tab.

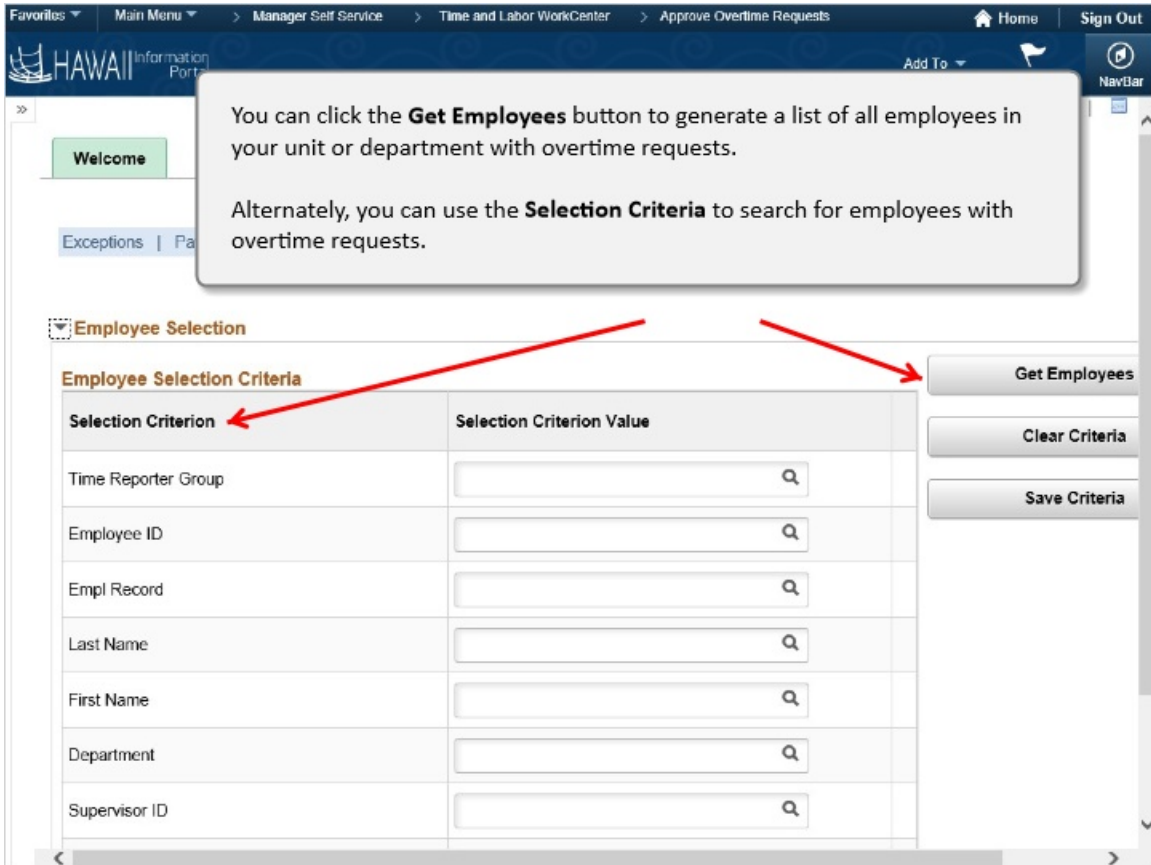
Allow	Last Name	First Name	Empl ID	Empl Record	Job Title
<input type="checkbox"/>				0	

Select All    Deselect All

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.

**Employee Selection**

**Employee Selection Criteria**

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>

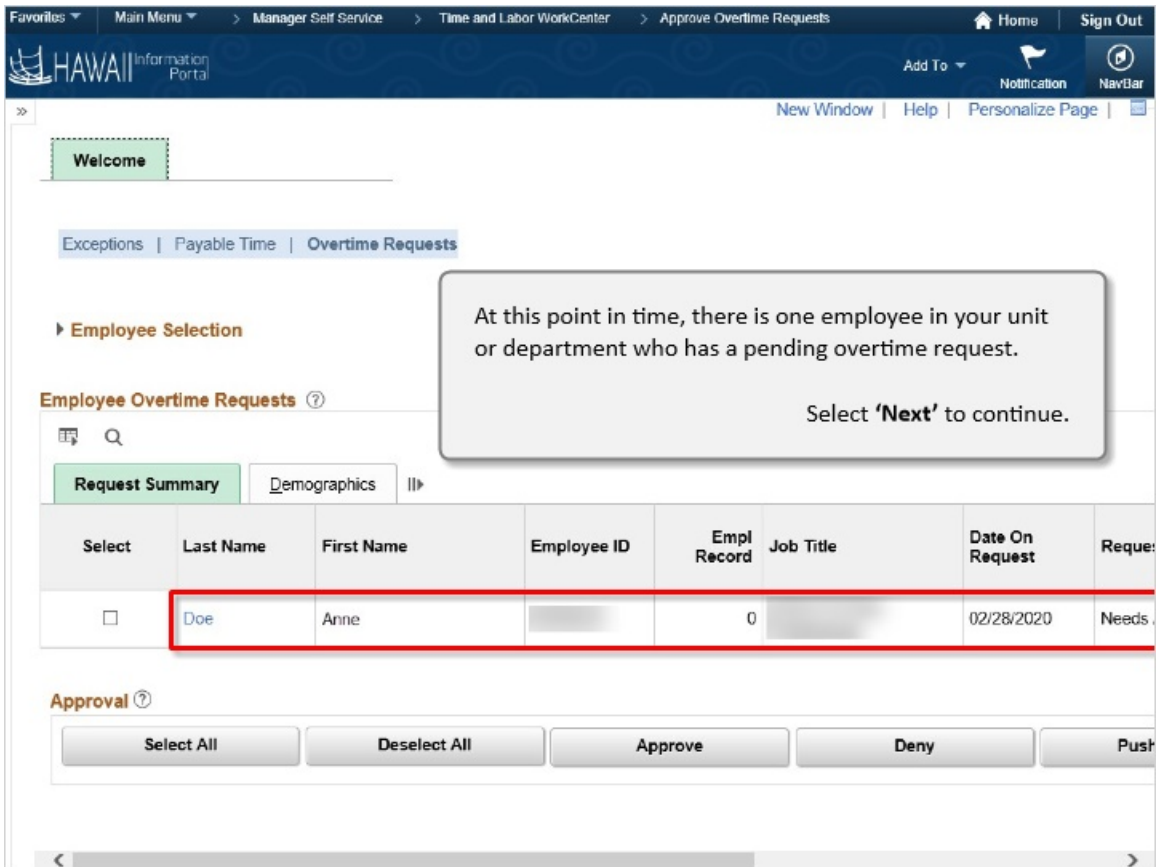
Buttons: **Get Employees**, **Clear Criteria**, **Save Criteria**

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.

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. Select 'Next' to continue.

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Date On Request	Request
<input type="checkbox"/>	Doe	Anne		0		02/28/2020	Needs...

Approval

Select All Deselect All Approve Deny Push

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

Approve Overtime Requests

Exceptions | Payable Time | Overtime Requests

Employee Selection

Employee Overtime Requests

Request Summary | Demographics

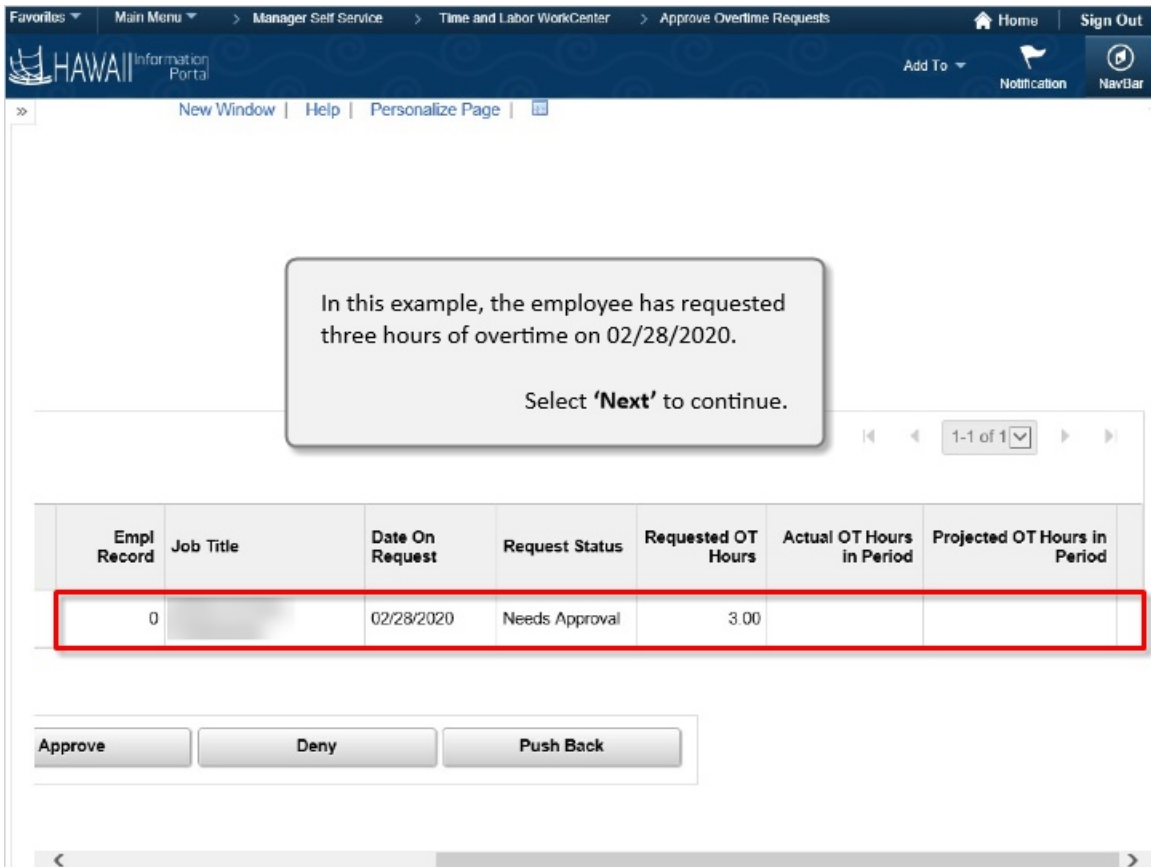
Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Date On Request	Request
<input type="checkbox"/>	Doe	Anne		0		02/28/2020	Needs...

Approval

Select All | Deselect All | Push

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.



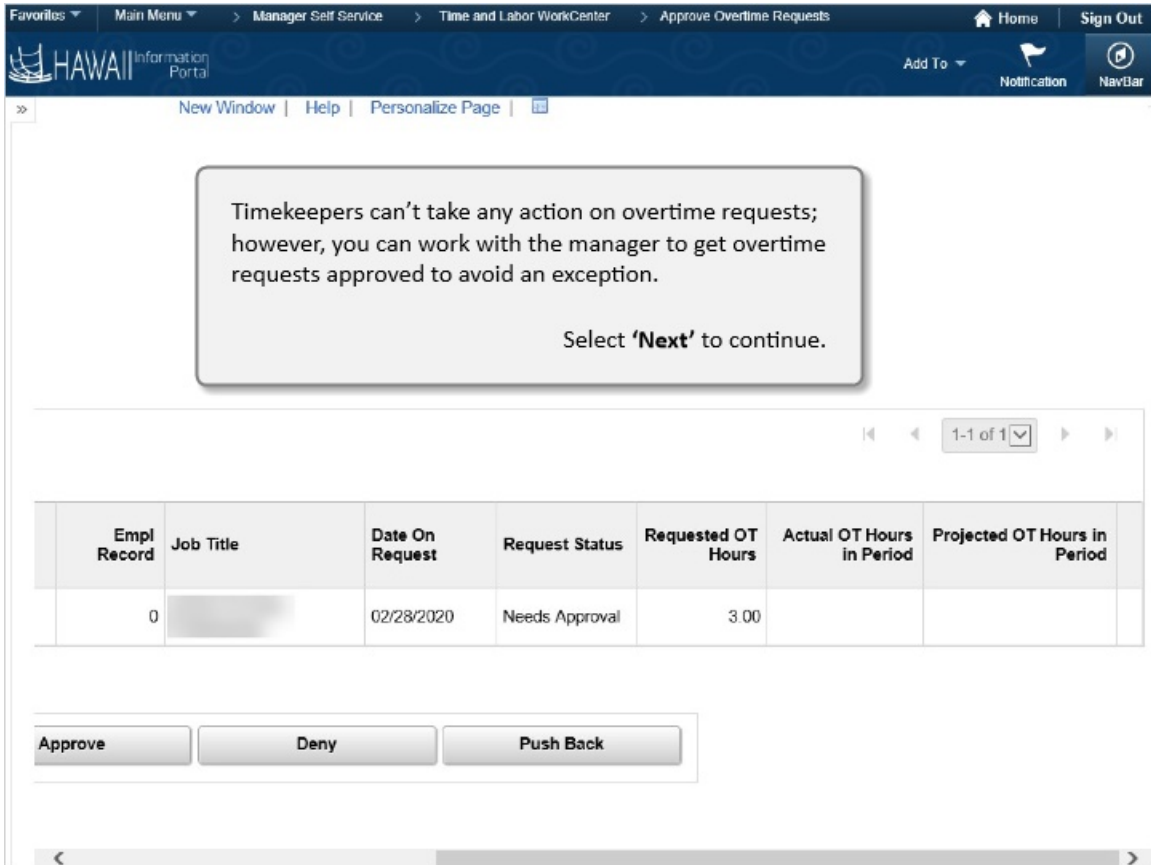
In this example, the employee has requested three hours of overtime on 02/28/2020.  
Select 'Next' to continue.

Empl Record	Job Title	Date On Request	Request Status	Requested OT Hours	Actual OT Hours in Period	Projected OT Hours in Period
0		02/28/2020	Needs Approval	3.00		

Approve Deny Push Back

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.

Select **'Next'** to continue.

Empl Record	Job Title	Date On Request	Request Status	Requested OT Hours	Actual OT Hours in Period	Projected OT Hours in Period
0		02/28/2020	Needs Approval	3.00		

Approve    Deny    Push Back

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.

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***Congratulations!***

You've successfully completed  
this lesson.

Select **'Next'** to continue.

***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

Select **'Next'** to continue.



## 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!*

Select **'Next'** to continue.

- **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.

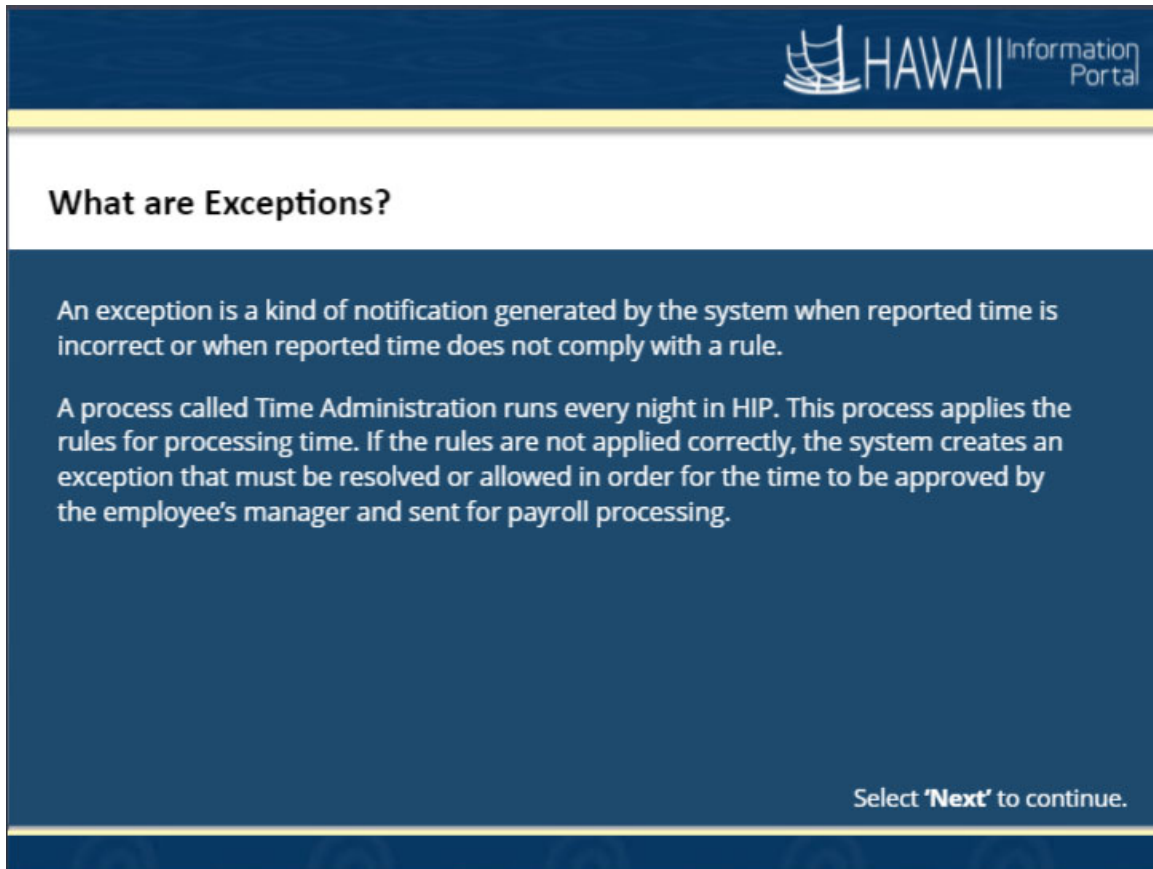
Select **'Next'** to continue.

## 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.

Select **'Next'** to continue.

## 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.

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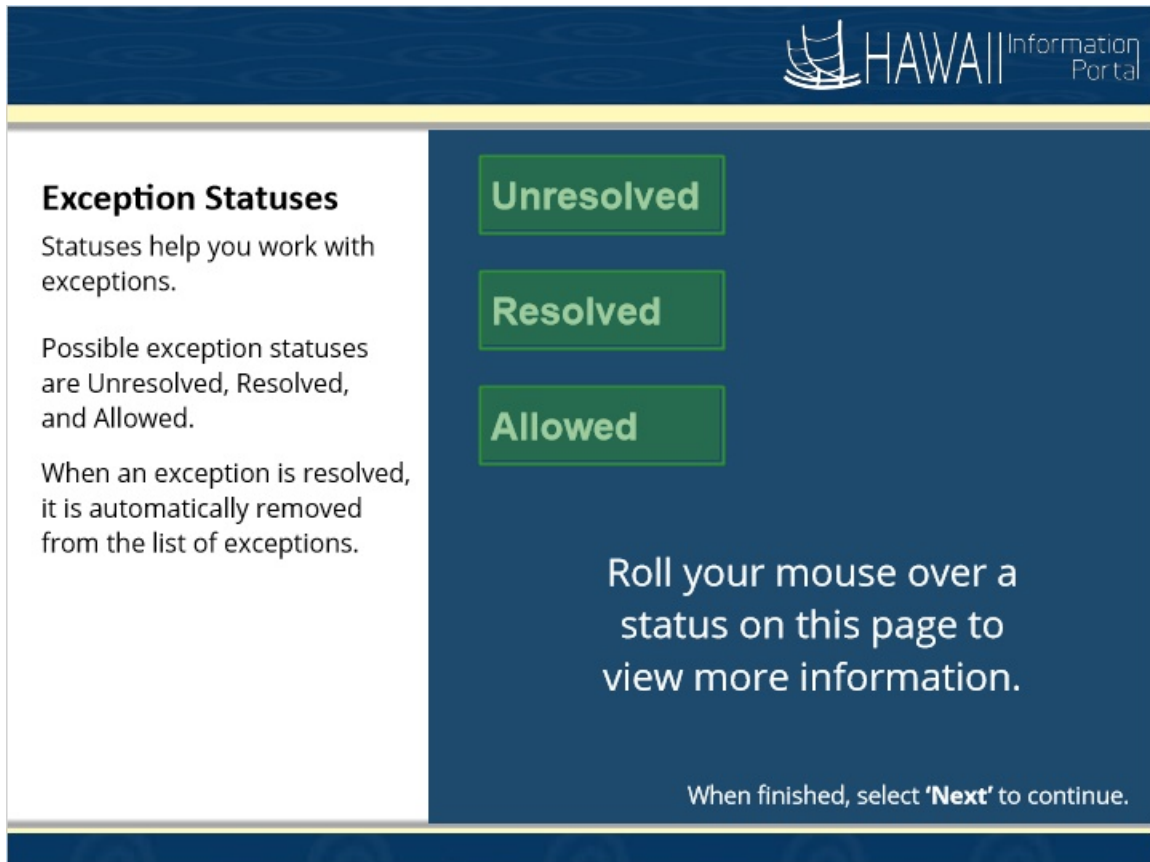
## Exception Statuses

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



Select 'Next' to continue

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**

**Resolved**

**Allowed**

Roll your mouse over a status on this page to view more information.

When finished, select **'Next'** to continue.

## 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.

Select **'Next'** to continue.

## 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**?

Select 'Next' to continue

**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.

Select **'Next'** to continue.

## 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**?



Select 'Next' to continue

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.**

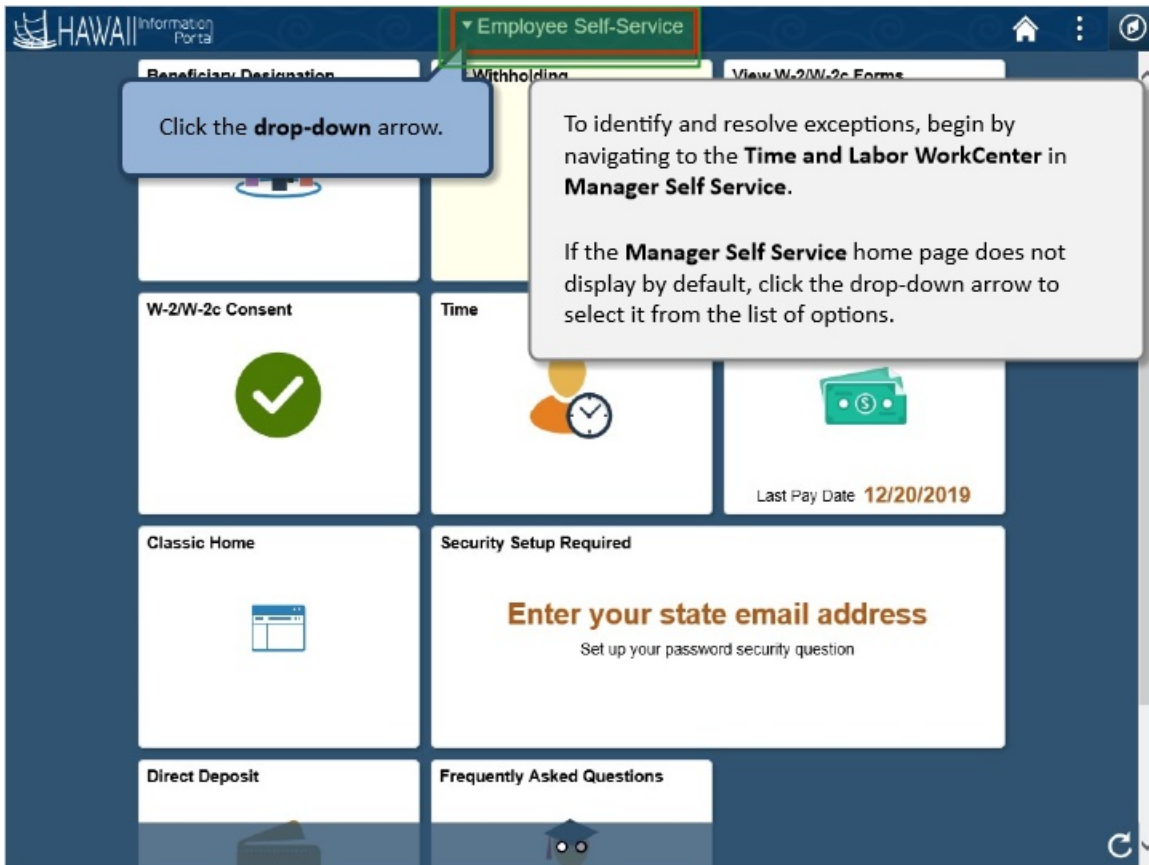
Select '**Next**' to continue.

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:

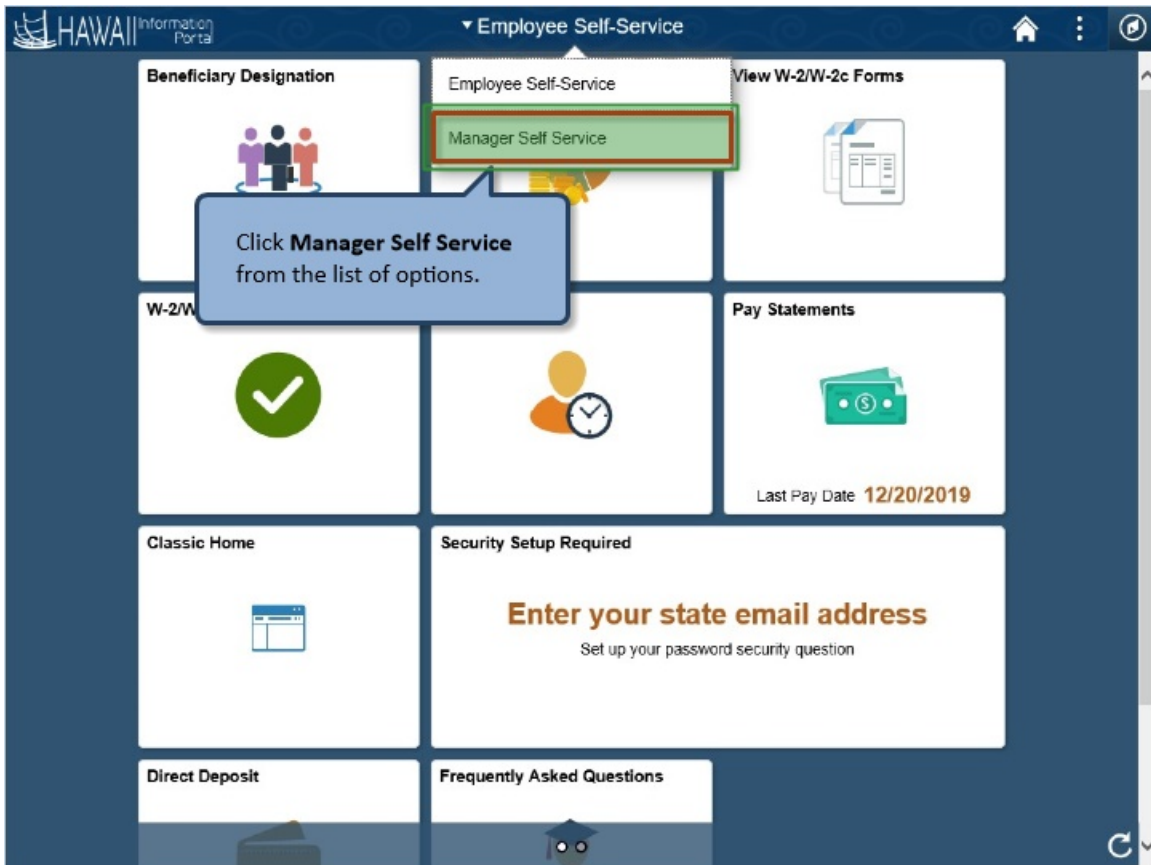
- If the exception condition no longer exists, the status is **Resolved**.
- If the exception condition still exists, the status remains as **Unresolved**.
- The next run of the Time Administration process clears any resolved exceptions.**



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.

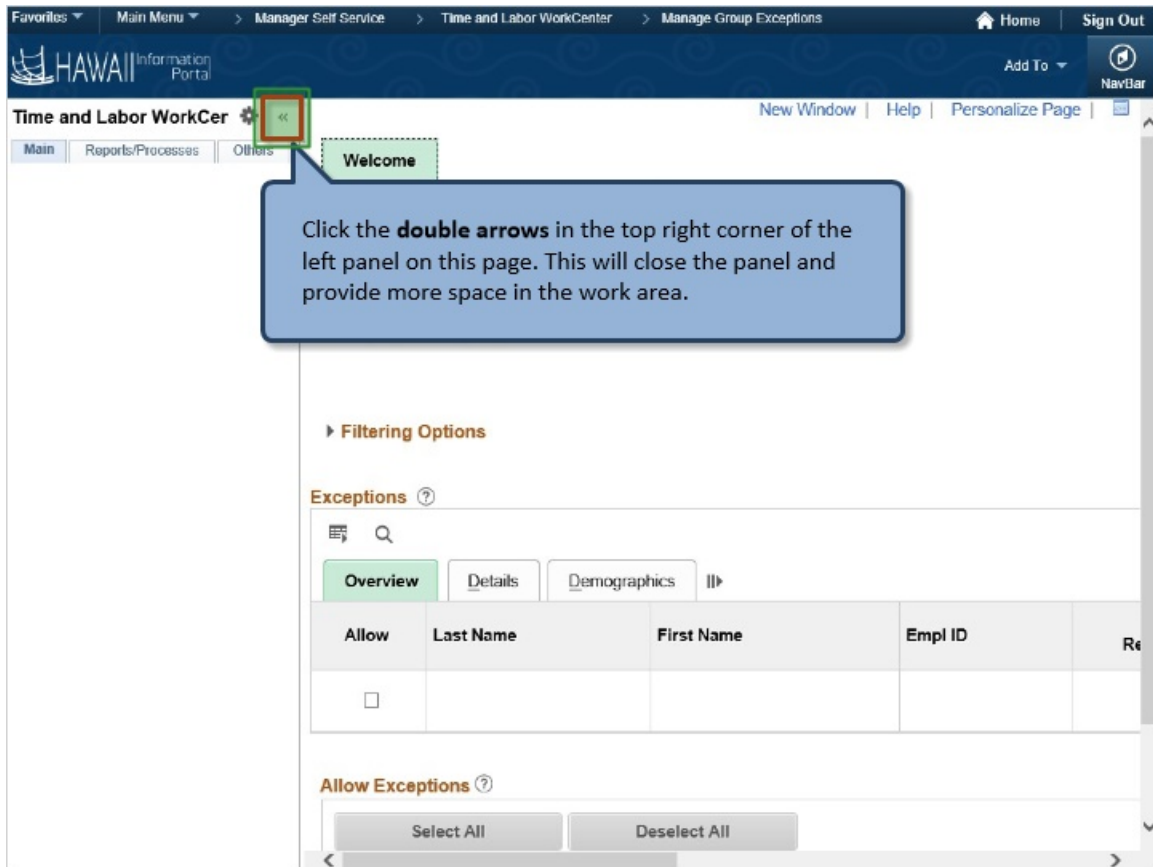


Click **Manager Self Service** from the list of options.

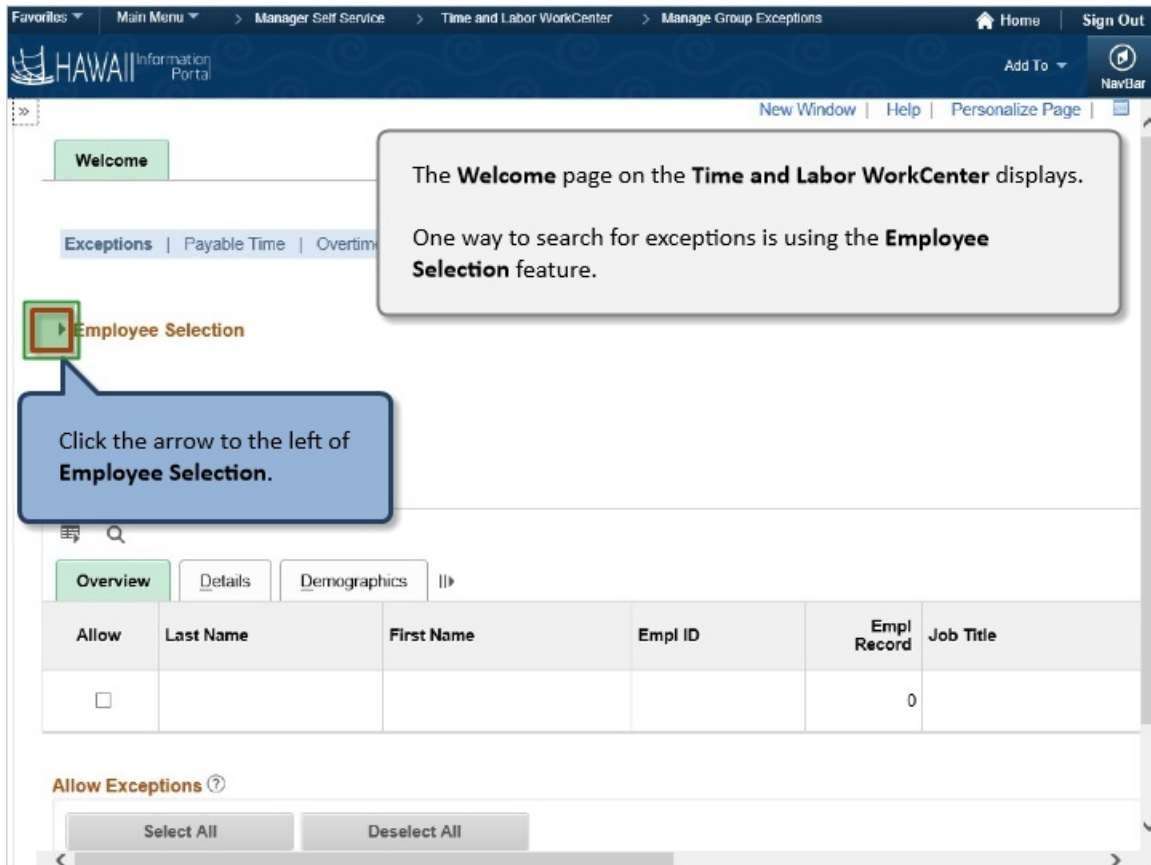


Click the **Time and Labor WorkCenter** tile.





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.



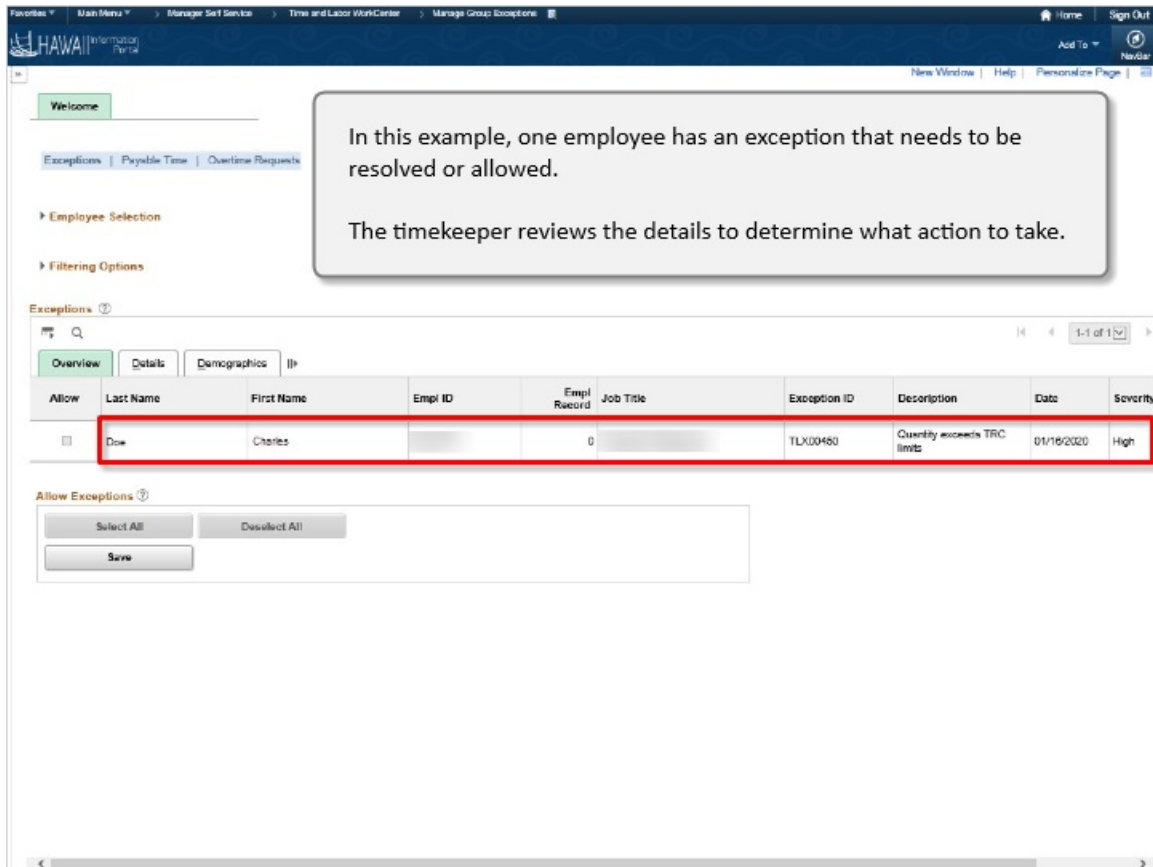
The **Welcome** page on the **Time and Labor WorkCenter** displays.

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.

Click the **Get Employees** button.



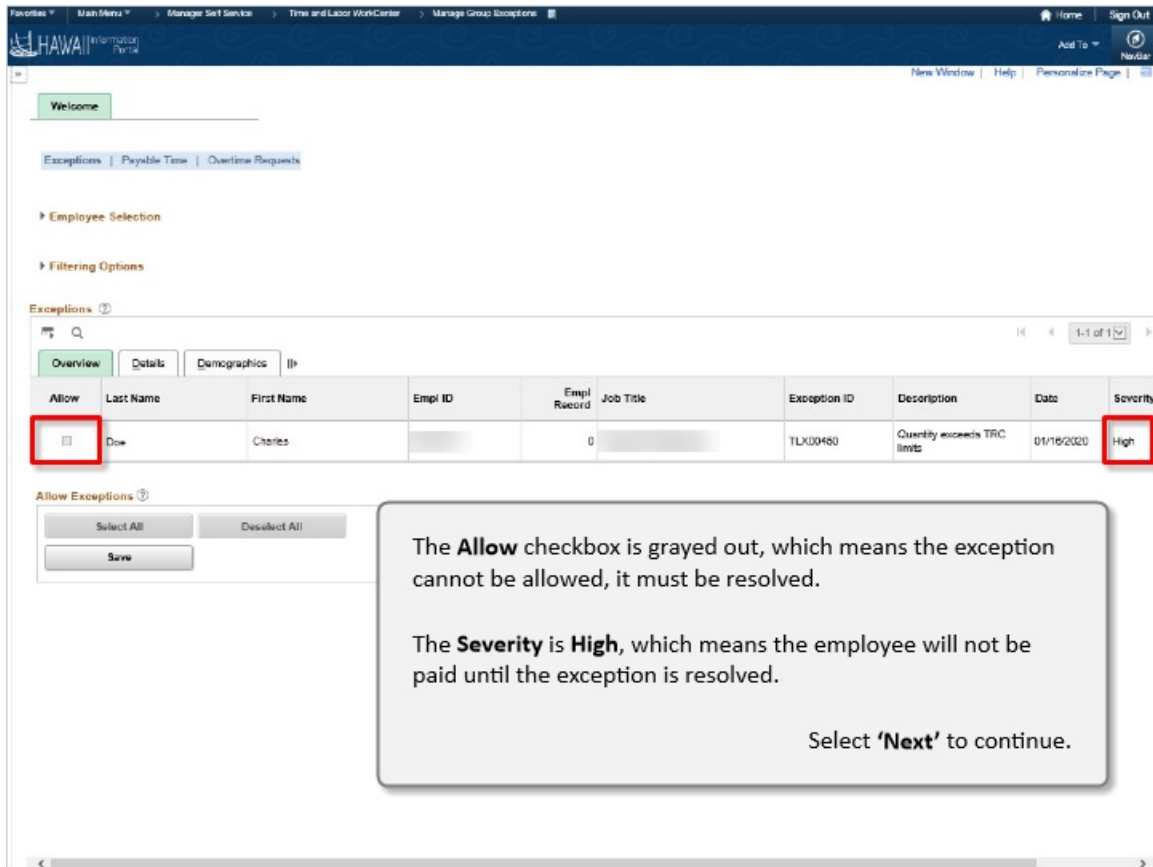
In this example, one employee has an exception that needs to be resolved or allowed.

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

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	Doe	Charles		0		TLX00480	Quantity exceeds TRC limit	01/16/2020	High

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.



Exceptions

Employee Selection

Filtering Options

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	Doe	Charles		0		TLX00480	Quantity exceeds TRC limit	01/16/2020	High

Allow Exceptions

Select All    Deselect All

Save

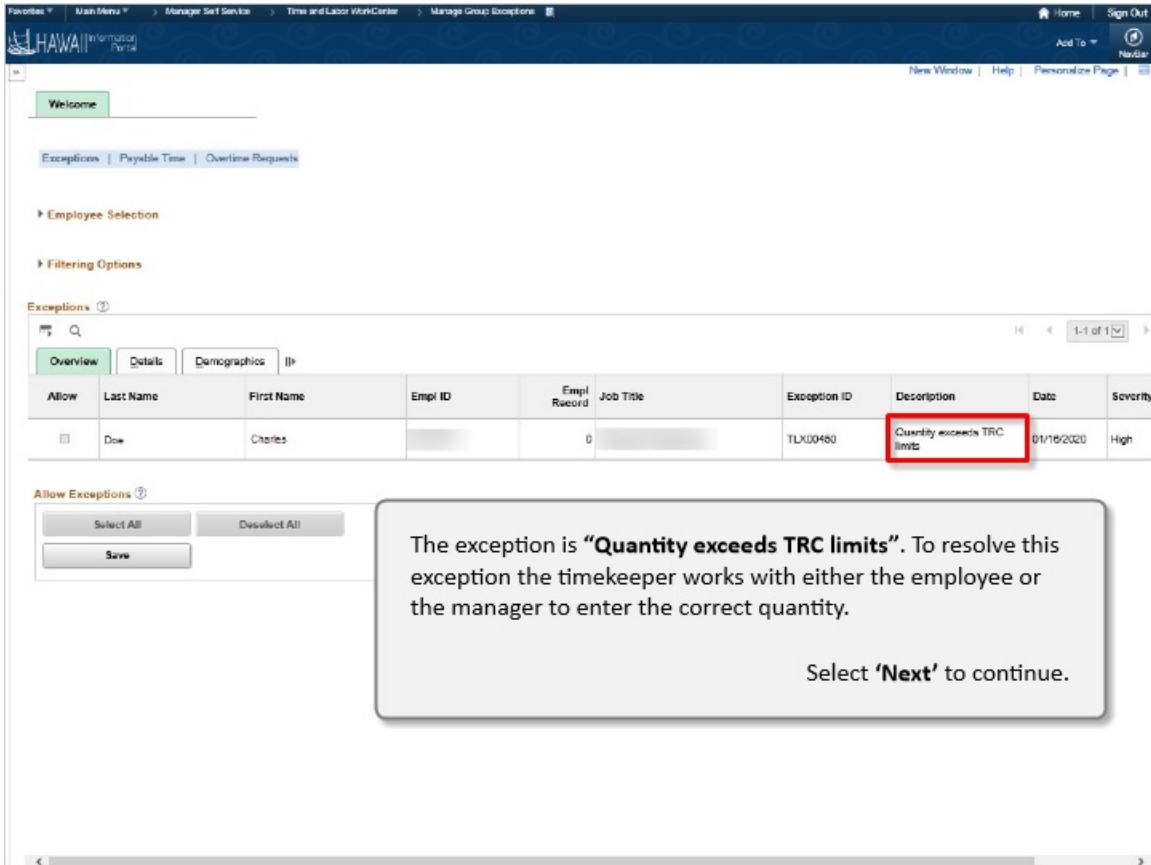
The **Allow** checkbox is grayed out, which means the exception cannot be allowed, it must be resolved.

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

Select **'Next'** to continue.

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.



Exceptions

Employee Selection

Filtering Options

Exceptions

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	Doe	Charles		0		TLX00480	Quantity exceeds TRC limits	01/16/2020	High

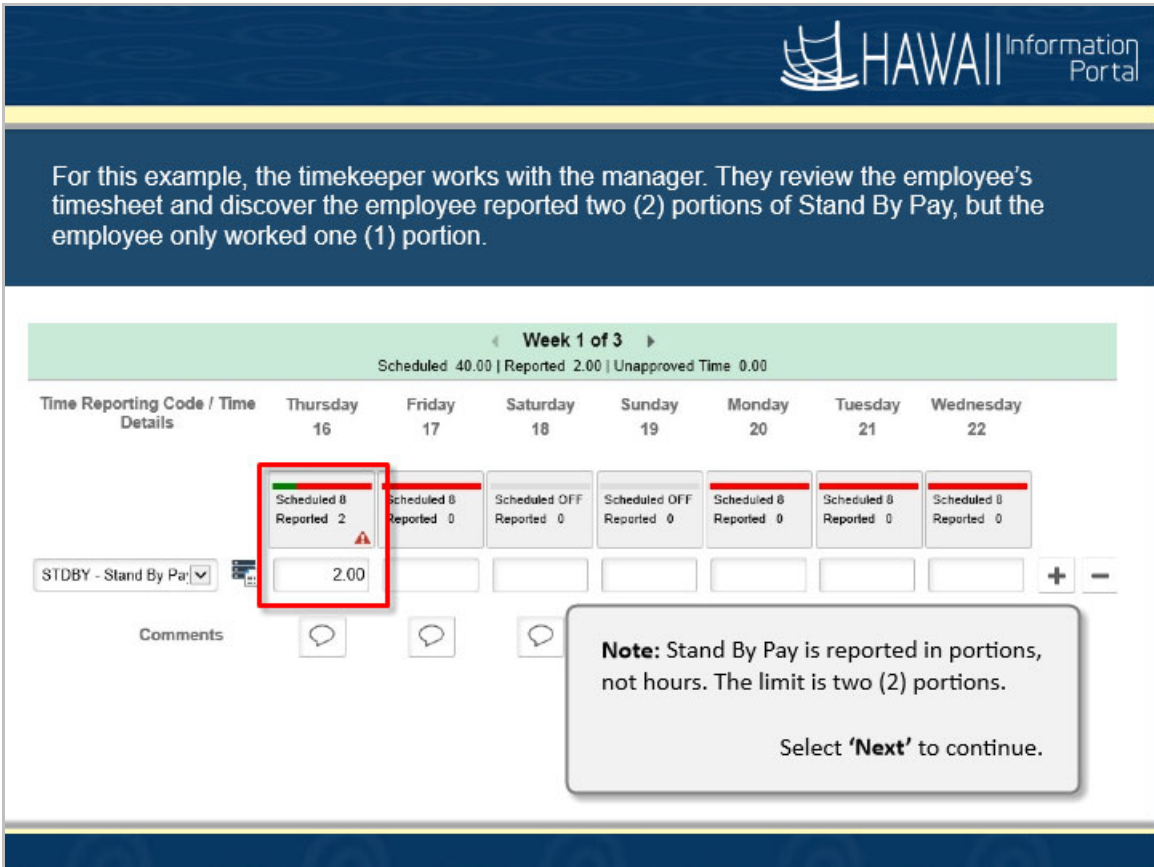
Allow Exceptions

Select All | Deselect All | Save

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.

Select **‘Next’** to continue.

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.

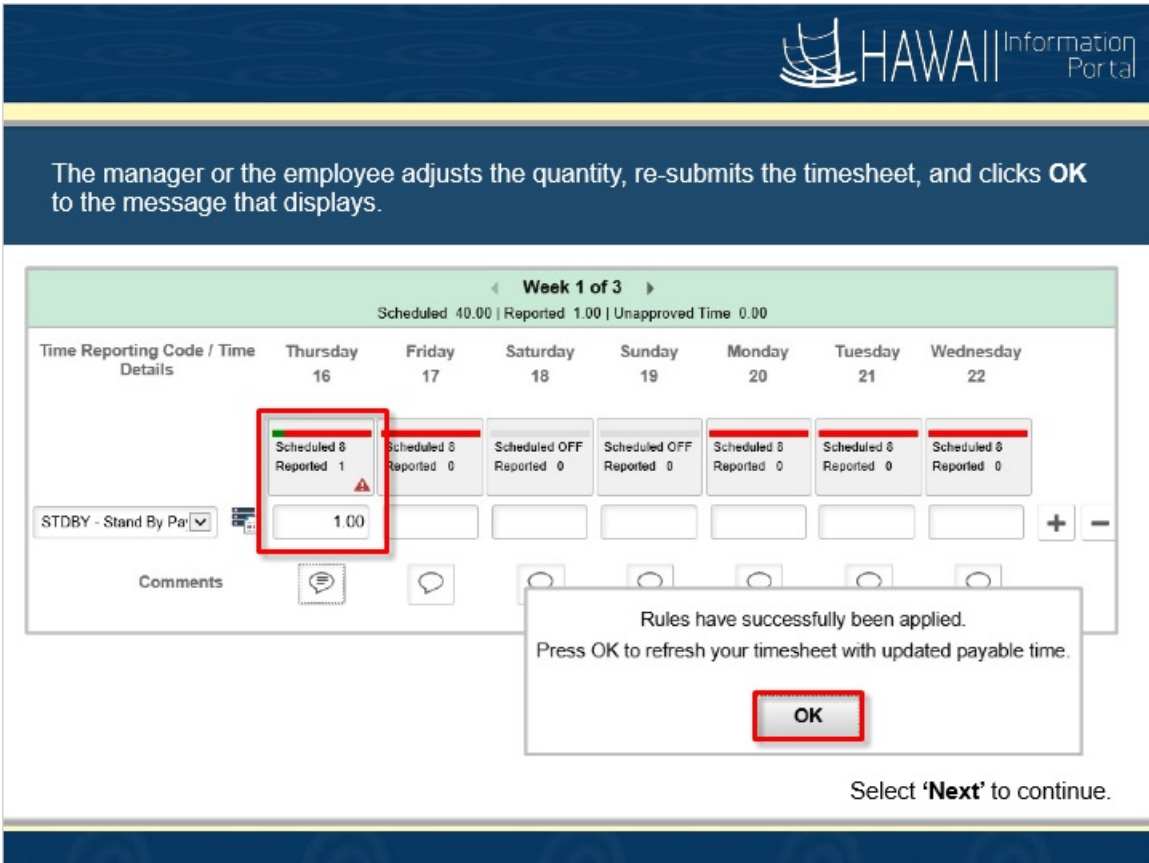
Time Reporting Code / Time Details	Thursday 16	Friday 17	Saturday 18	Sunday 19	Monday 20	Tuesday 21	Wednesday 22
Scheduled 8 Reported 2	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	

STDBY - Stand By Pay: 2.00

**Note:** Stand By Pay is reported in portions, not hours. The limit is two (2) portions.  
Select 'Next' to continue.

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.

Time Reporting Code / Time Details	Thursday 16	Friday 17	Saturday 18	Sunday 19	Monday 20	Tuesday 21	Wednesday 22
Scheduled 8 Reported 1	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	
STDBY - Stand By Pa	1.00						

Rules have successfully been applied.  
Press OK to refresh your timesheet with updated payable time.

**OK**

Select **'Next'** to continue.

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



The screenshot displays the 'Time and Labor WorkCenter' interface. The breadcrumb trail includes 'Manager Self Service', 'Time and Labor WorkCenter', and 'Manage Group Exceptions'. The main content area has a 'Welcome' message and navigation links for 'Exceptions', 'Payable Time', and 'Overtime Requests'. Under the 'Employee Selection' section, a red-bordered box contains the text: 'There were no employees found based upon your selection criteria.' Below this, there are 'Filtering Options'. A large callout box at the bottom of the screenshot contains the following text: '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. Select **'Next'** to continue.'

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.

 HAWAII Information Portal



***Congratulations!***

You've successfully completed this lesson.

Select **'Next'** to continue.

***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.*

Select **'Next'** to continue.



## 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.**

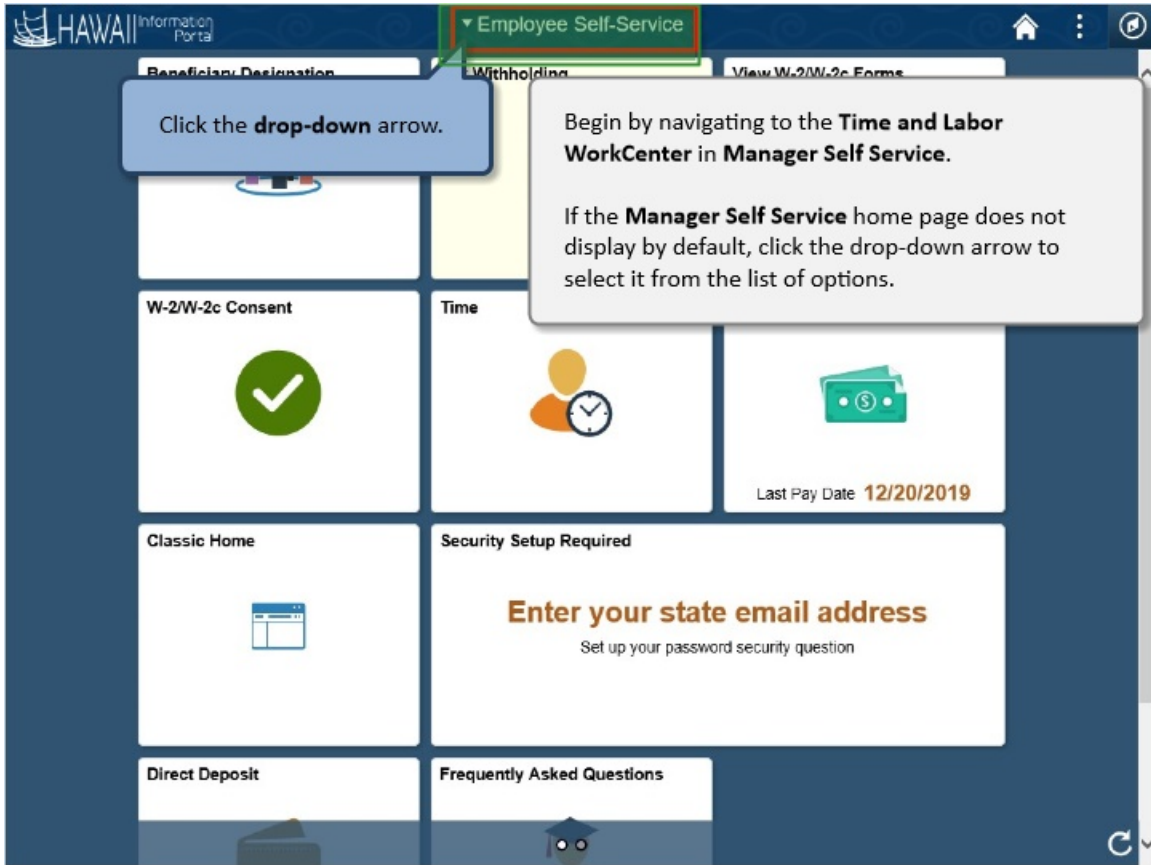
Select **'Next'** to continue.

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.

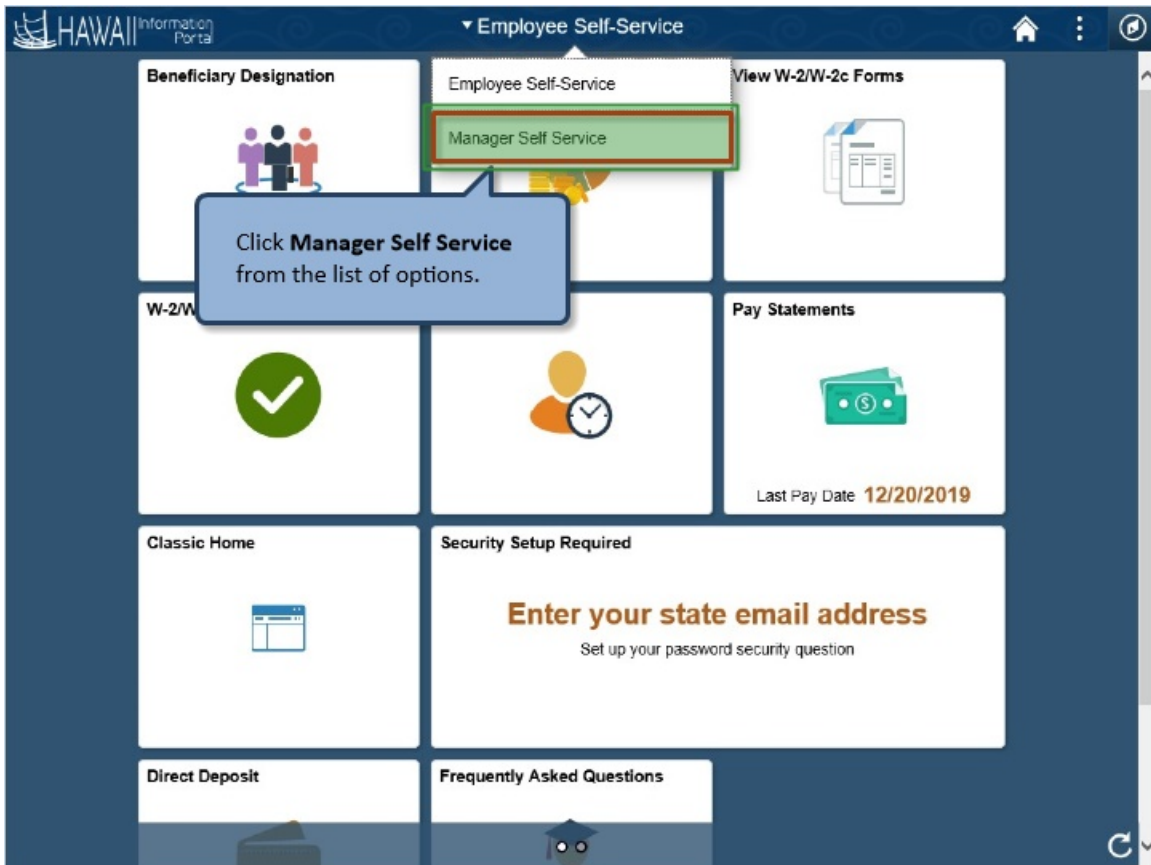
**After the timekeeper allows the exception, the next run of the Time Administration process generates payable time for the manager to approve.**



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.

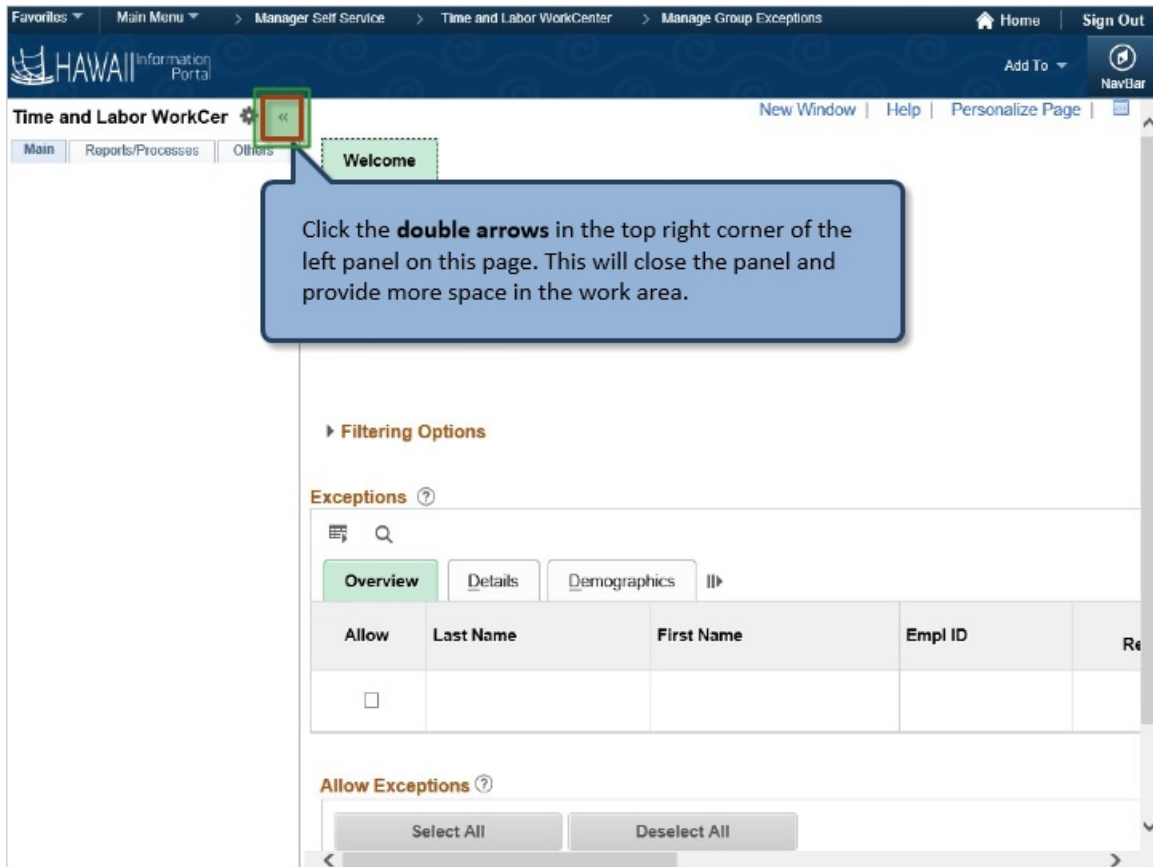
Click the **drop-down** arrow.



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

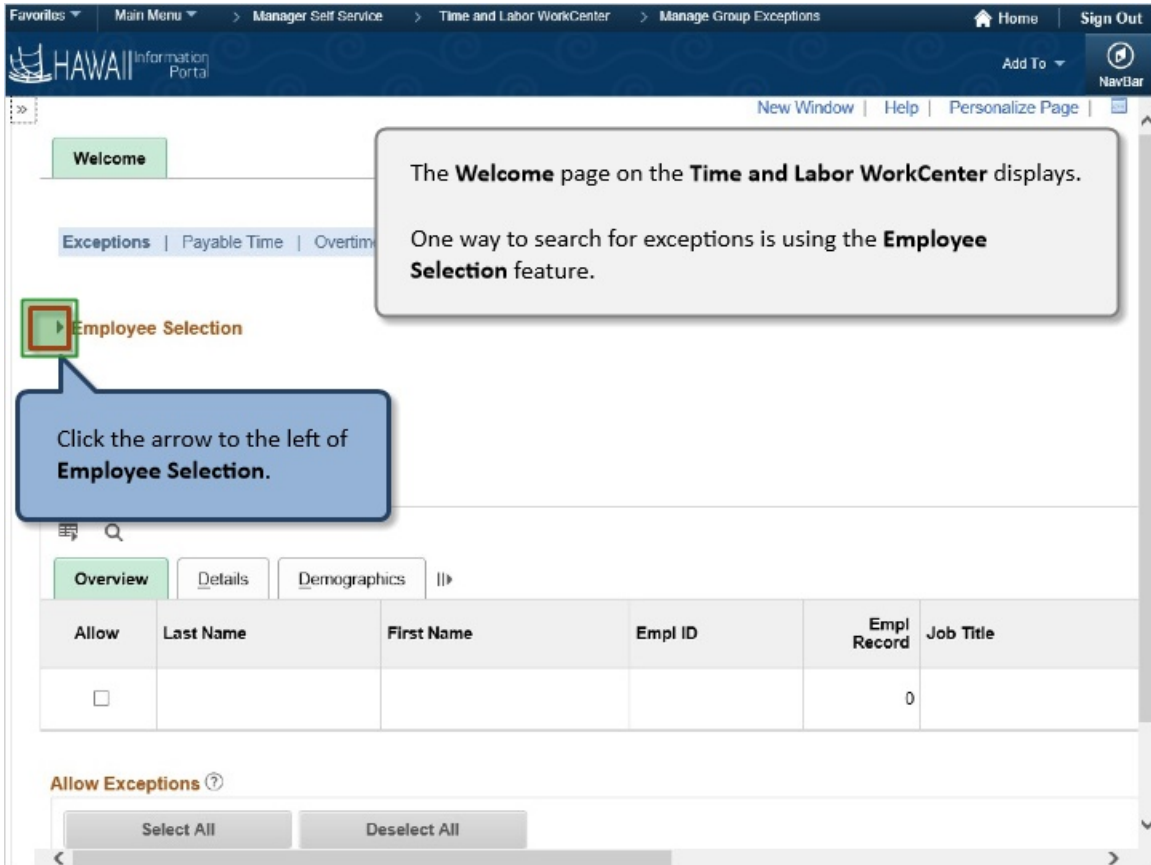


Click the **Time and Labor WorkCenter** tile.



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**.

Navigation: Favorites | Main Menu | Manager Self Service | Time and Labor WorkCenter | Manage Group Exceptions | Home | Sign Out

Buttons: Add To | NavBar

Page Actions: New Window | Help | Personalize Page

Welcome

Exceptions | Payable Time | Overtime Requests

Employee Selection

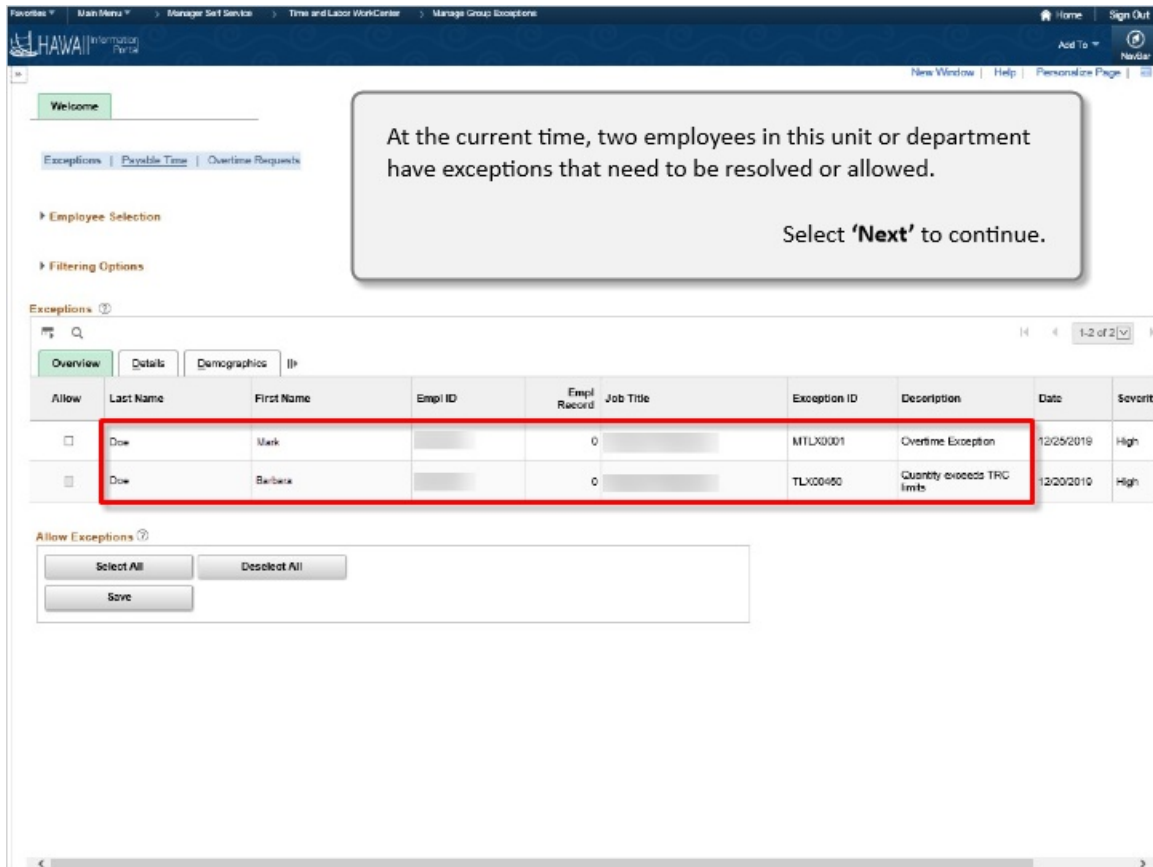
Employee Selection Criteria

Selection Criterion	Search
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>

Buttons: Get Employees, Clear Criteria, Save Criteria

Callout: Click the Get Employees button.

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.

Select 'Next' to continue.

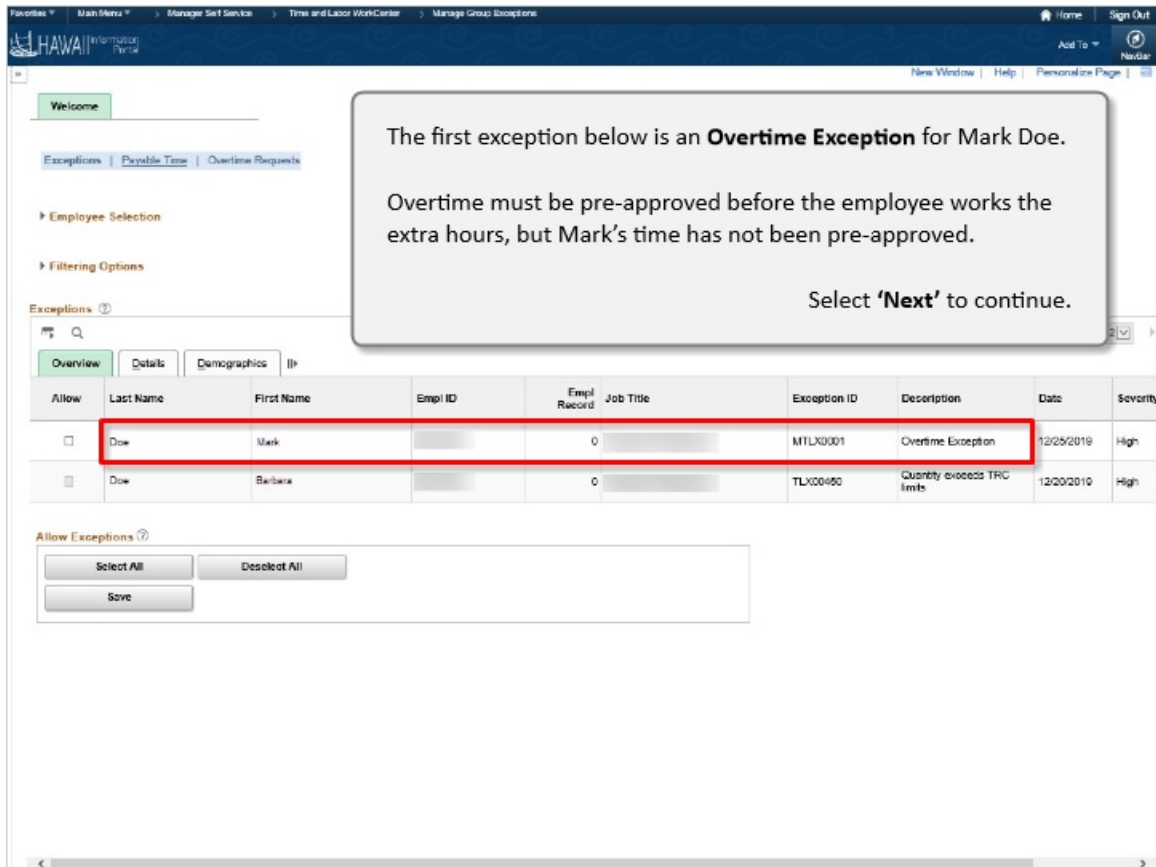
Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	Doe	Mark		0		MTLX0001	Overtime Exception	12/25/2019	High
<input type="checkbox"/>	Doe	Barbara		0		TLX00450	Quantity exceeds TRC limits	12/20/2019	High

Allow Exceptions ?

Select All    Deselect All

Save

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.

Select '**Next**' to continue.

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	Doe	Mark		0		MTLX0001	Overtime Exception	12/25/2019	High
<input type="checkbox"/>	Doe	Barbara		0		TLX00450	Quantity exceeds TRC limits	12/20/2010	High

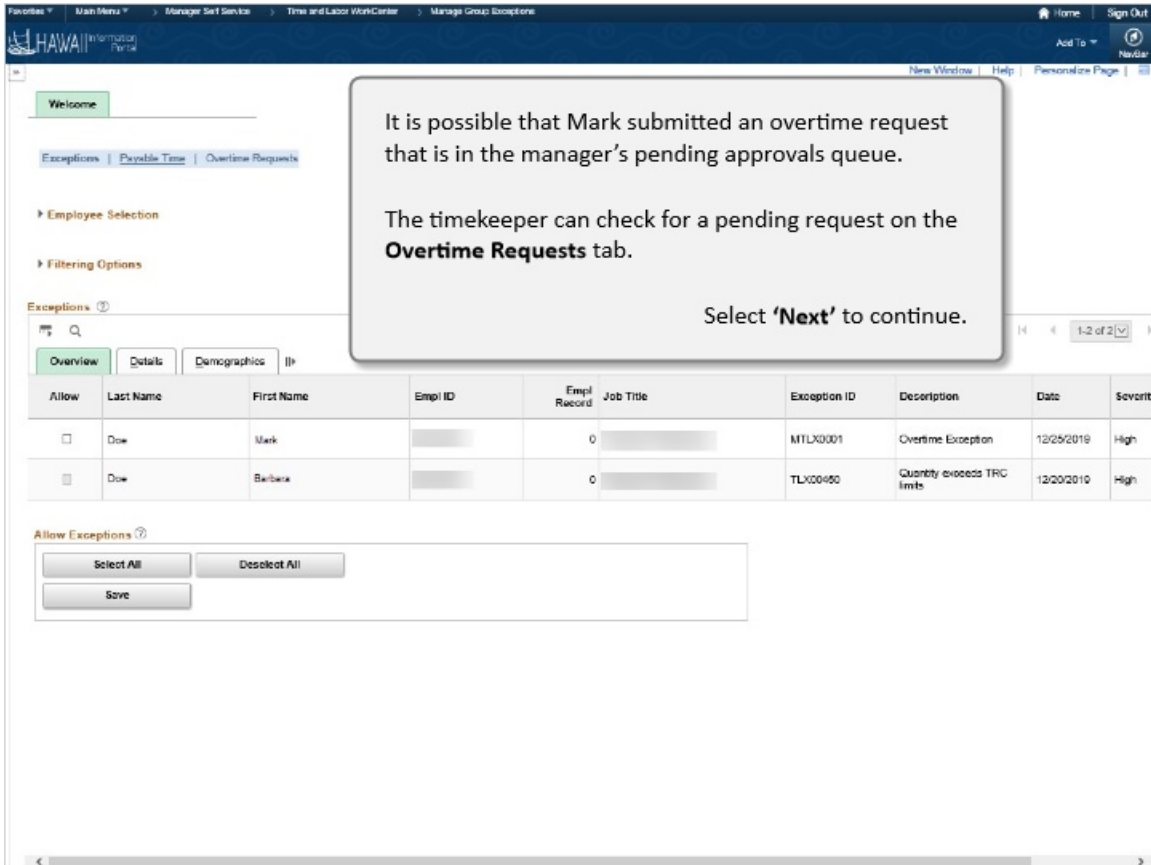
Allow Exceptions ?

Select All    Deselect All

Save

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.

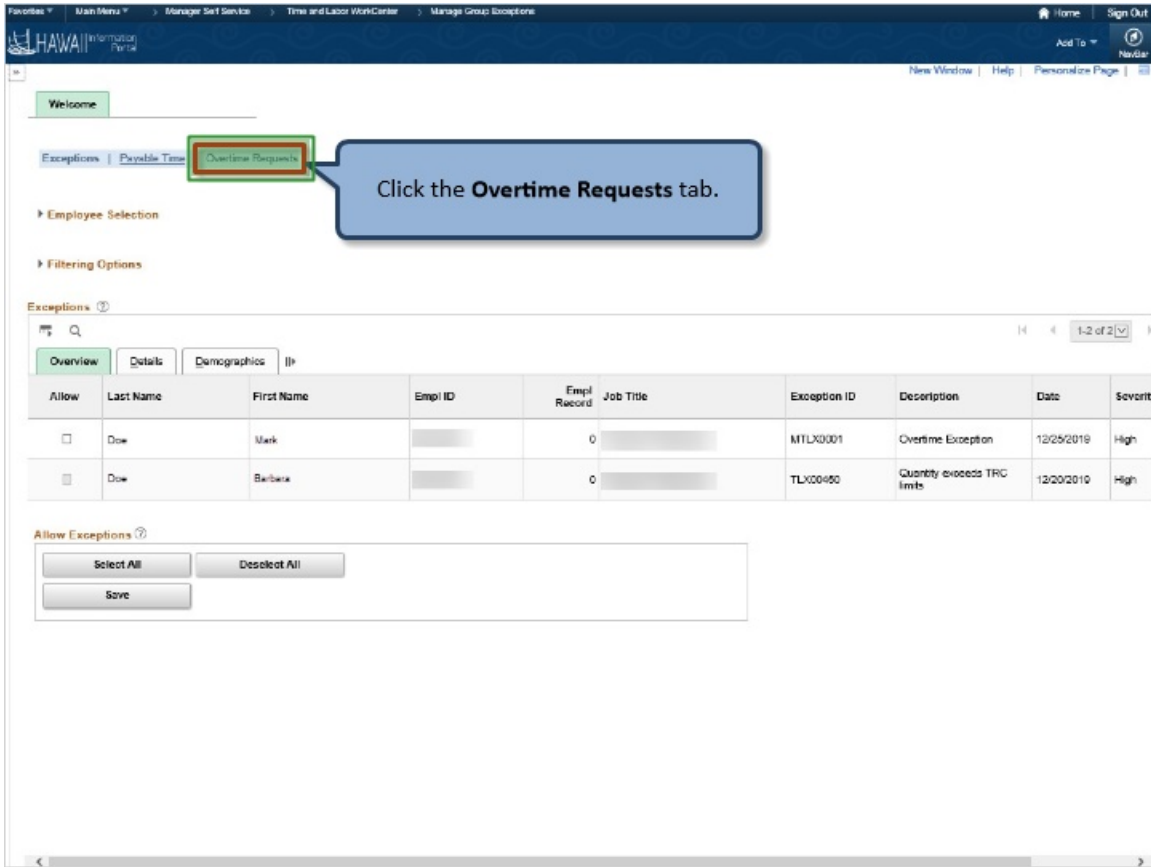
The timekeeper can check for a pending request on the **Overtime Requests** tab.

Select **'Next'** to continue.

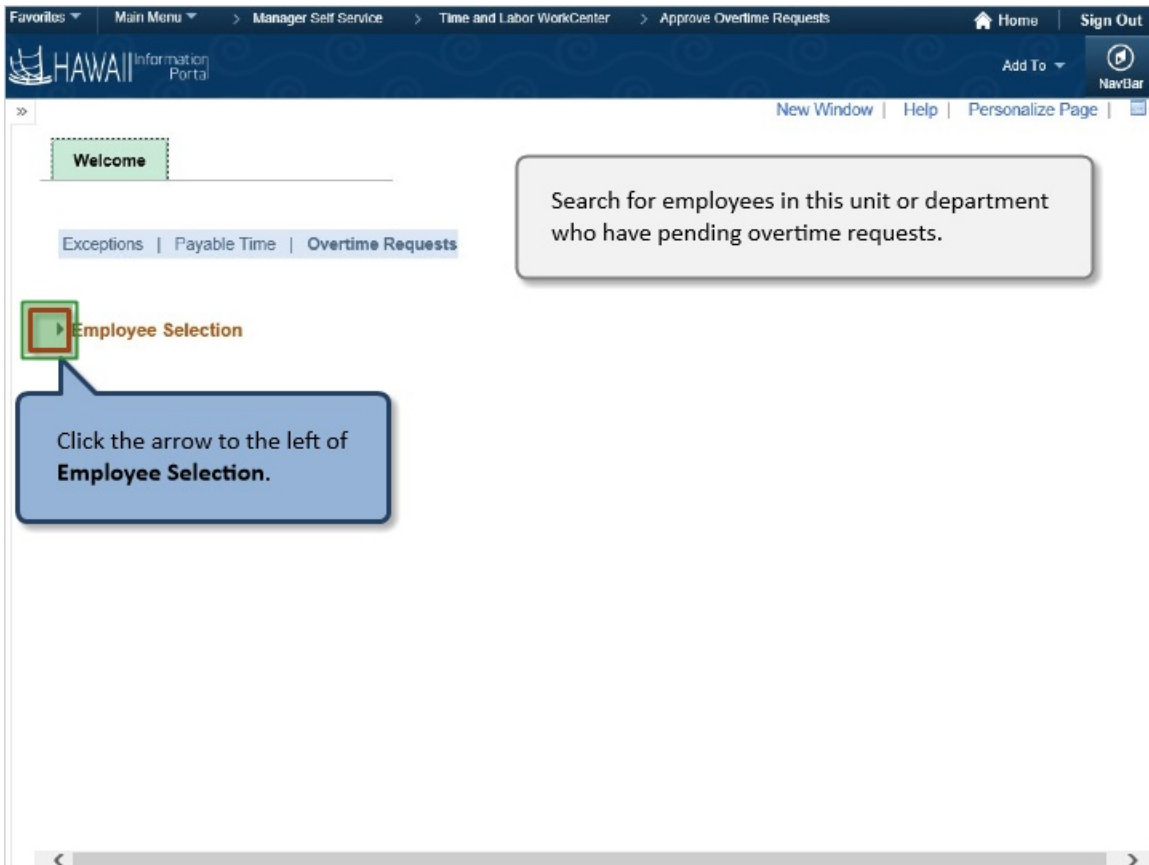
Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	Doe	Mark		0		MTLX0001	Overtime Exception	12/25/2019	High
<input type="checkbox"/>	Doe	Barbara		0		TLX00450	Quantity exceeds TRC limits	12/20/2019	High

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**.

Approve Overtime Requests

Home Sign Out

Add To NavBar

New Window Help Personalize Page

Welcome

Exceptions Payable Time Overtime Requests

Employee Selection

Employee Selection Criteria

Selection Criterion	
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>

Get Employees

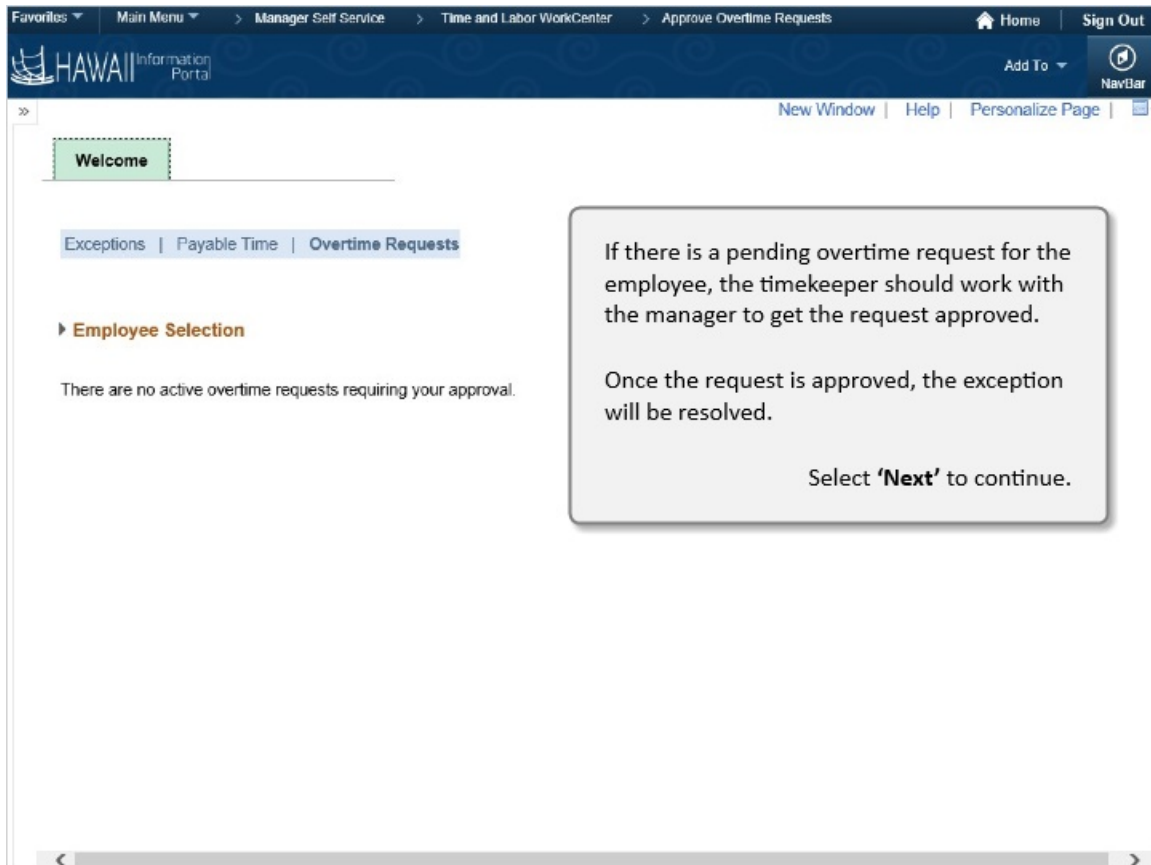
Clear Criteria

Save Criteria

Click the Get Employees button.

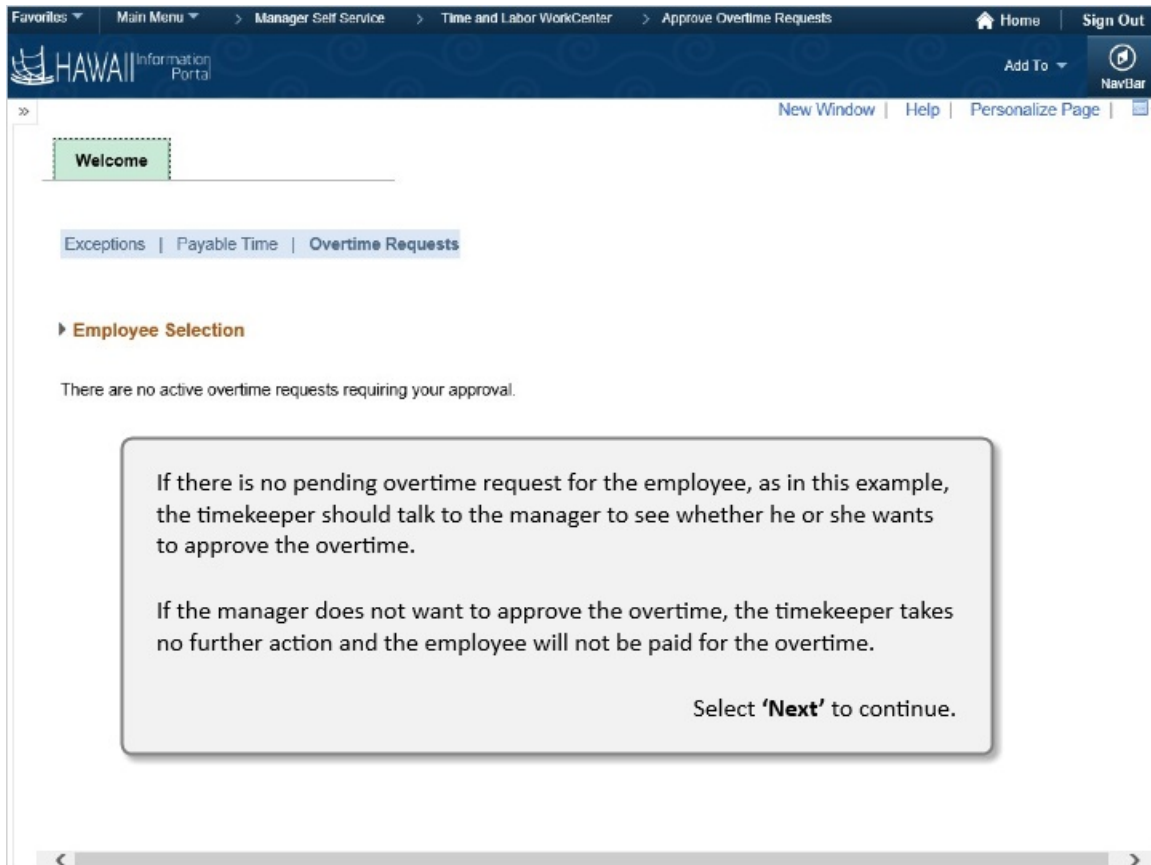
Click the **Get Employees** button.





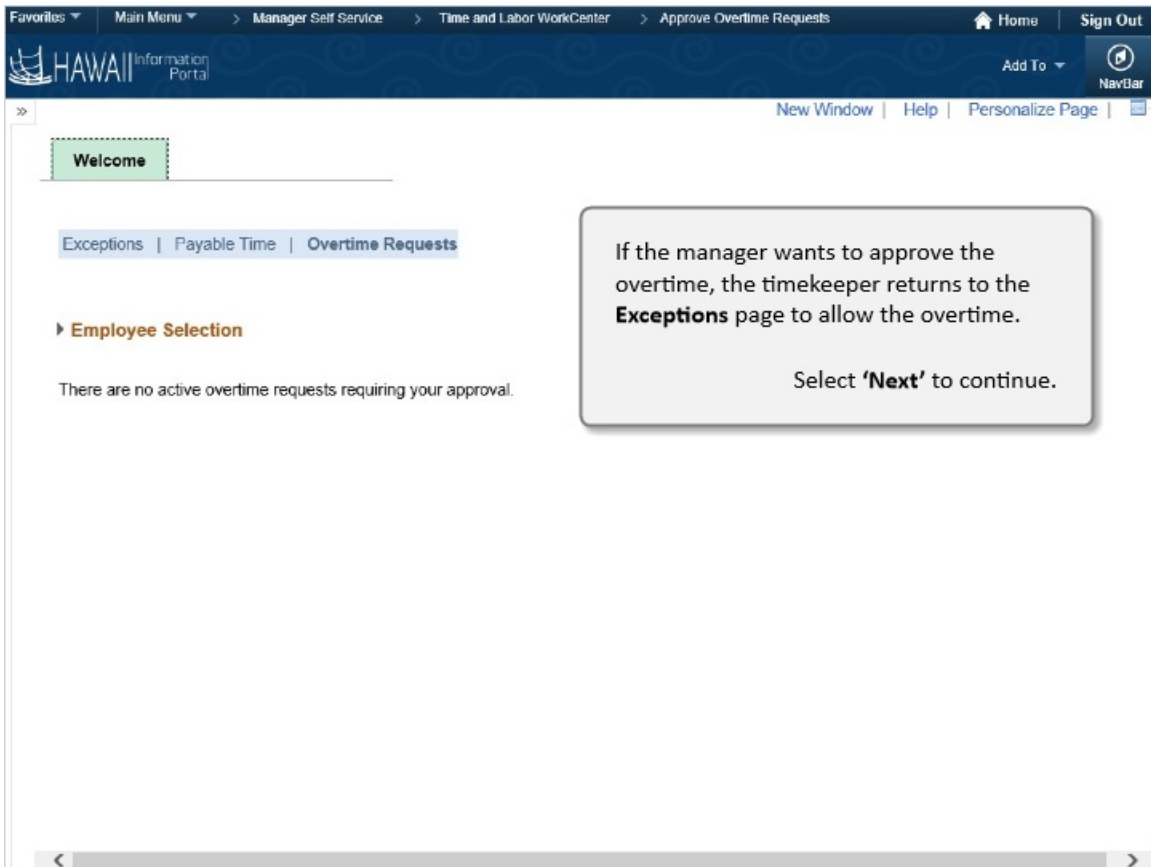
If there is a pending overtime request for the employee, the timekeeper should work with the manager to get the request approved.

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

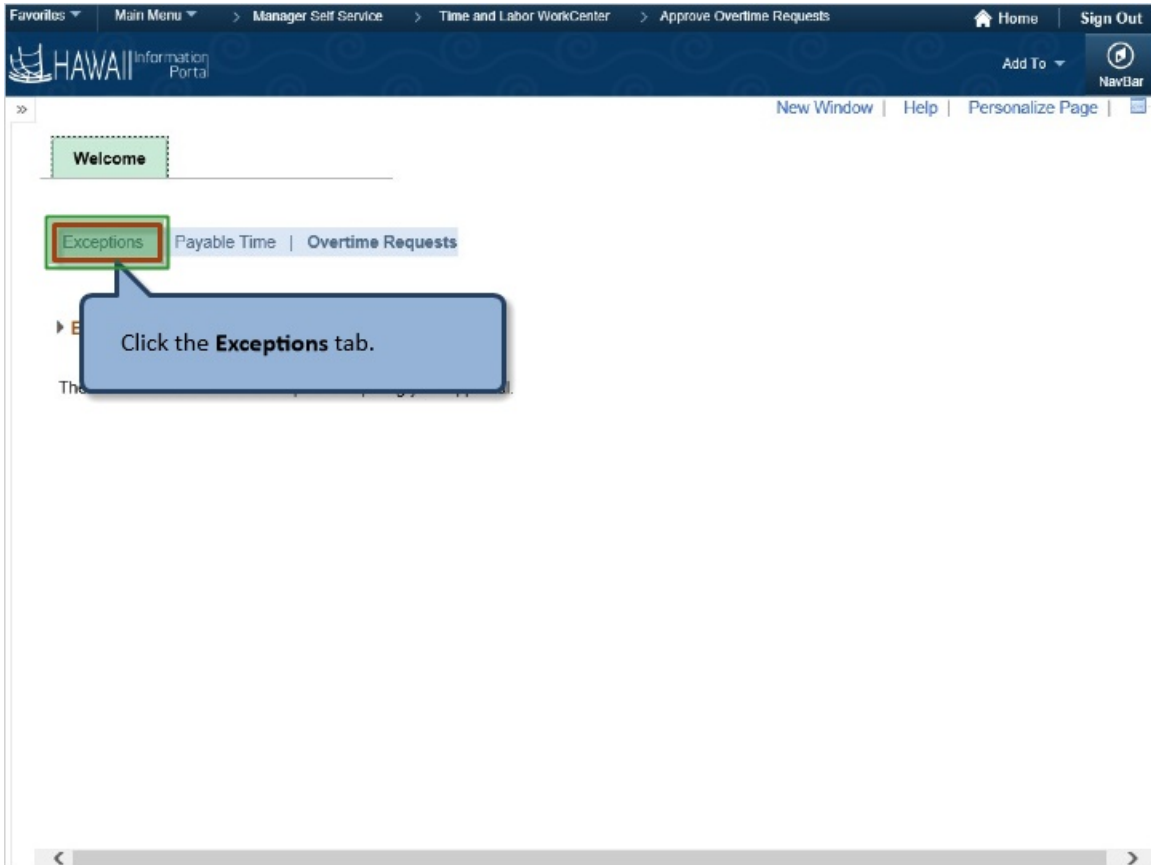


If there is no pending overtime request for the employee, as in this example, the timekeeper should talk to the manager to see whether he or she wants to approve the overtime.

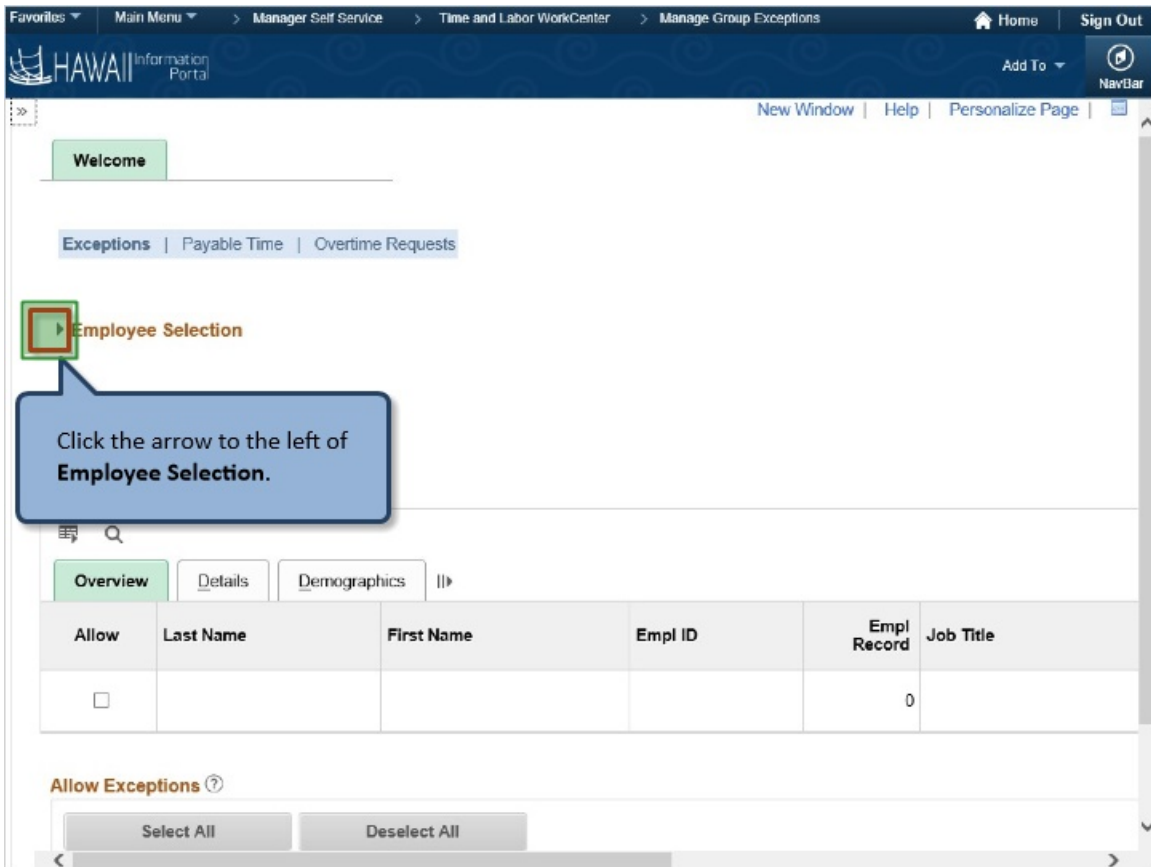
If the manager does not want to approve the overtime, the timekeeper takes no further action and the employee will not be paid for the overtime.



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**.

Navigation: Favorites | Main Menu | Manager Self Service | Time and Labor WorkCenter | Manage Group Exceptions | Home | Sign Out

Buttons: Add To | NavBar

Page Actions: New Window | Help | Personalize Page

Section: Welcome

Navigation: Exceptions | Payable Time | Overtime Requests

Section: Employee Selection

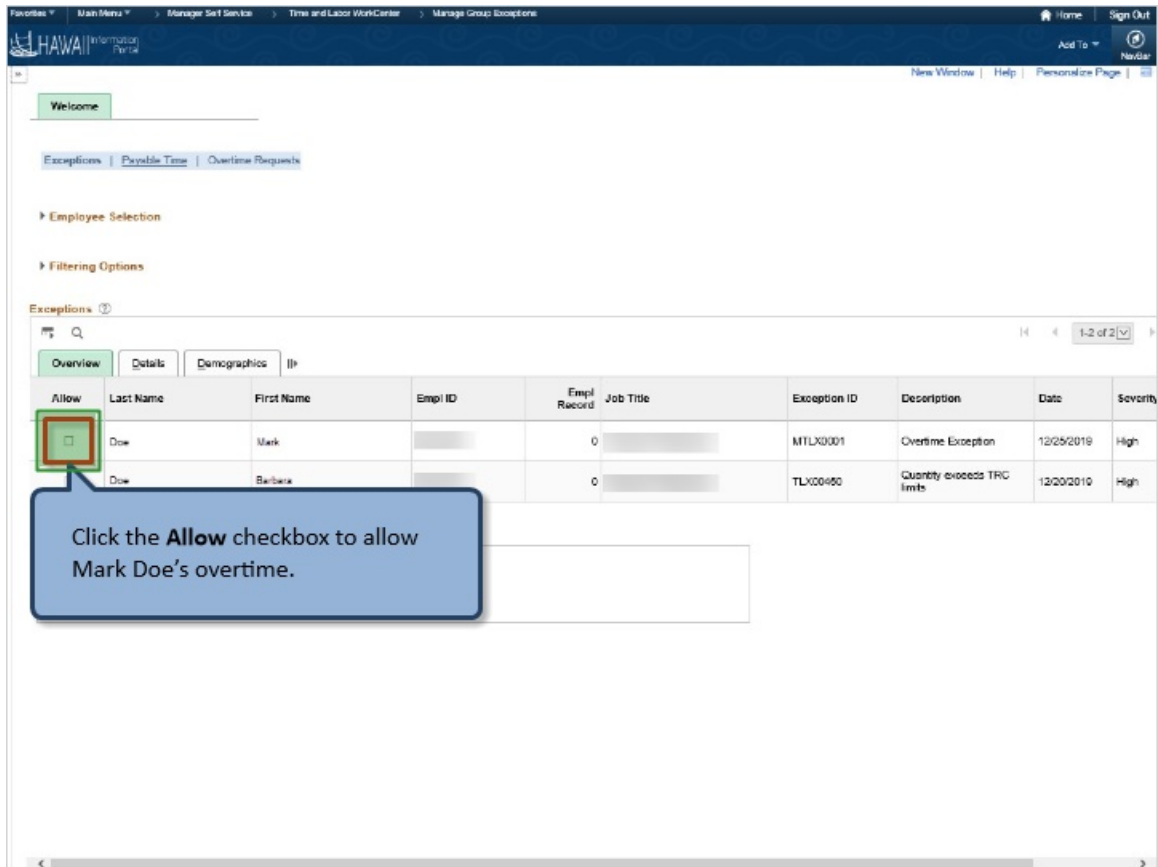
Section: Employee Selection Criteria

Selection Criterion	Search
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>

Buttons: Get Employees (highlighted), Clear Criteria, Save Criteria

Callout: Click the Get Employees button.

Click the **Get Employees** button.



Exceptions

Employee Selection

Filtering Options

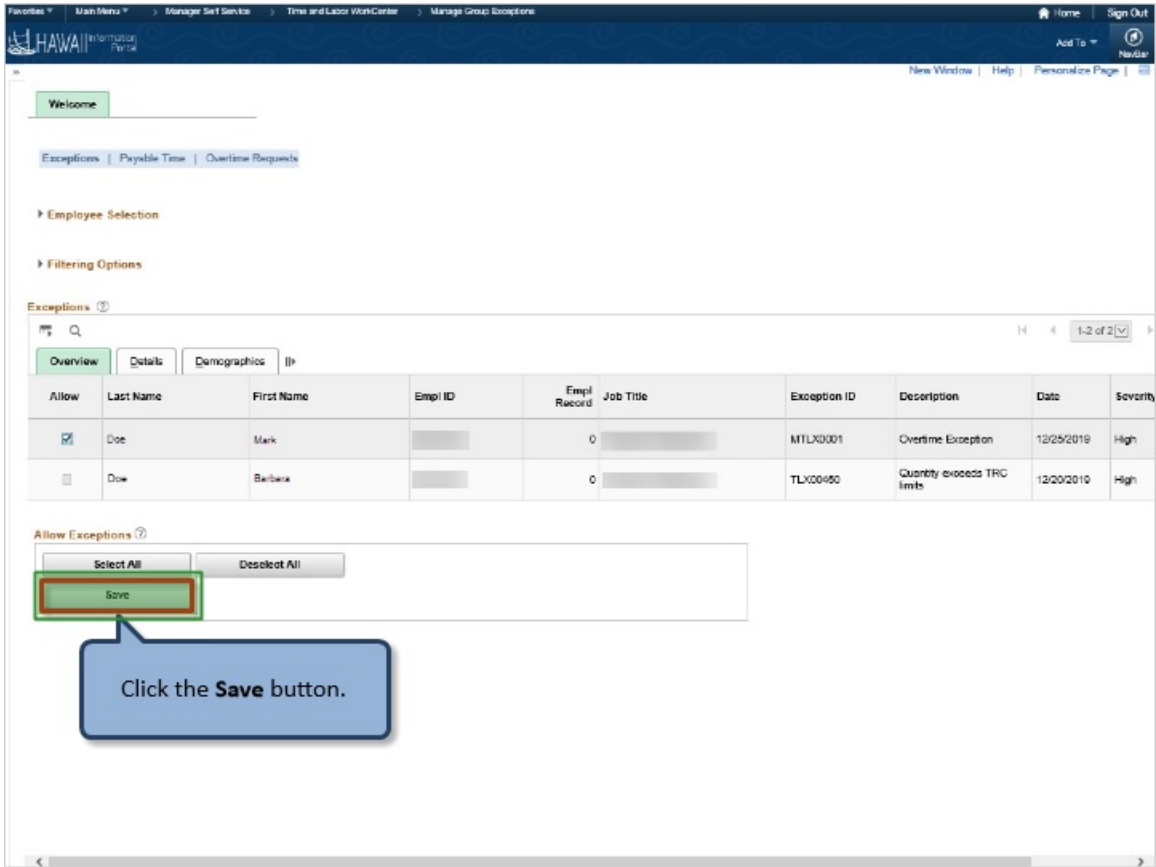
Exceptions

Overview | Details | Demographics

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	Doe	Mark		0		MTLX0001	Overtime Exception	12/25/2019	High
<input type="checkbox"/>	Doe	Barbara		0		TLX00450	Quantity exceeds TRC limits	12/20/2019	High

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

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



Exceptions

Employee Selection

Filtering Options

Exceptions

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input checked="" type="checkbox"/>	Doe	Mark		0		MTLX0001	Overtime Exception	12/25/2018	High
<input type="checkbox"/>	Doe	Barbara		0		TLX00450	Quantity exceeds TRC limits	12/20/2010	High

Allow Exceptions

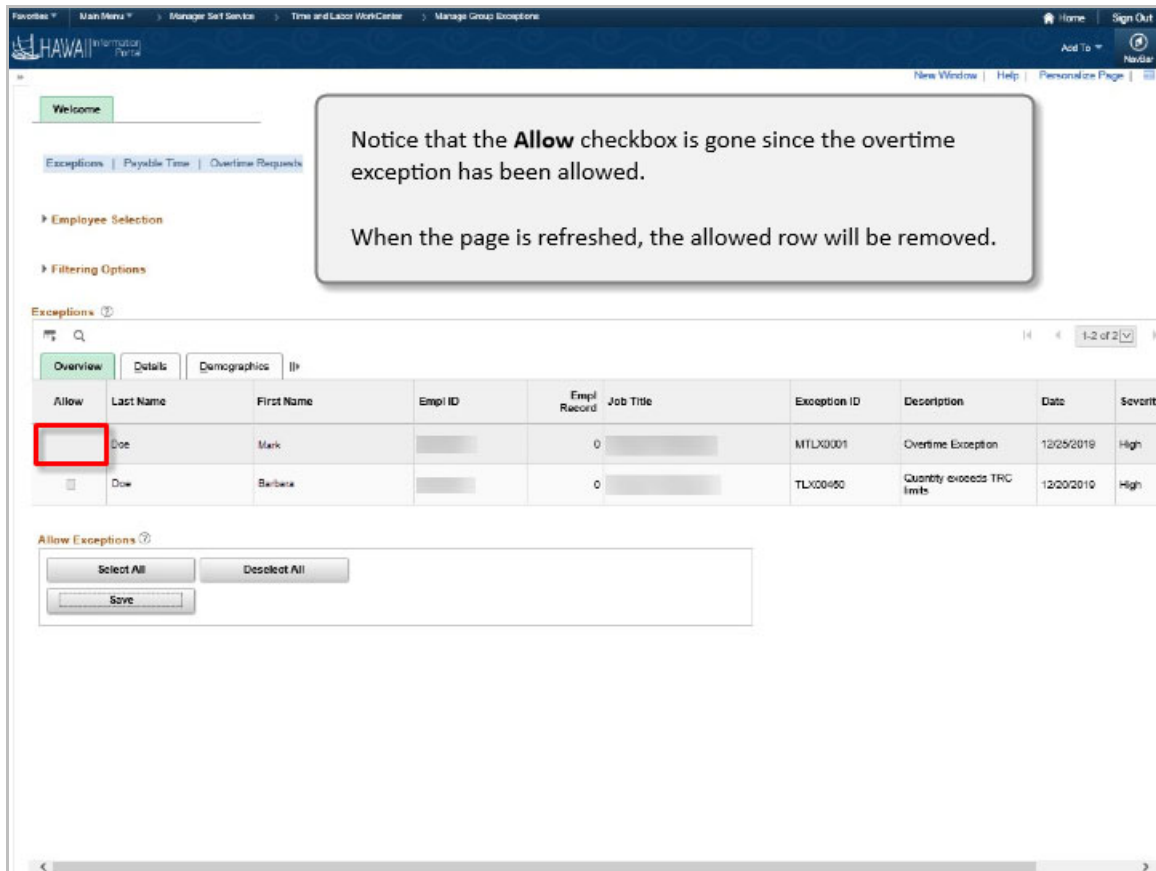
Select All Deselect All

Save

Click the **Save** button.

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.

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	Doe	Mark		0		MTLX0001	Overtime Exception	12/25/2019	High
<input checked="" type="checkbox"/>	Doe	Barbara		0		TLX00#90	Quantity exceeds TRC limits	12/20/2010	High

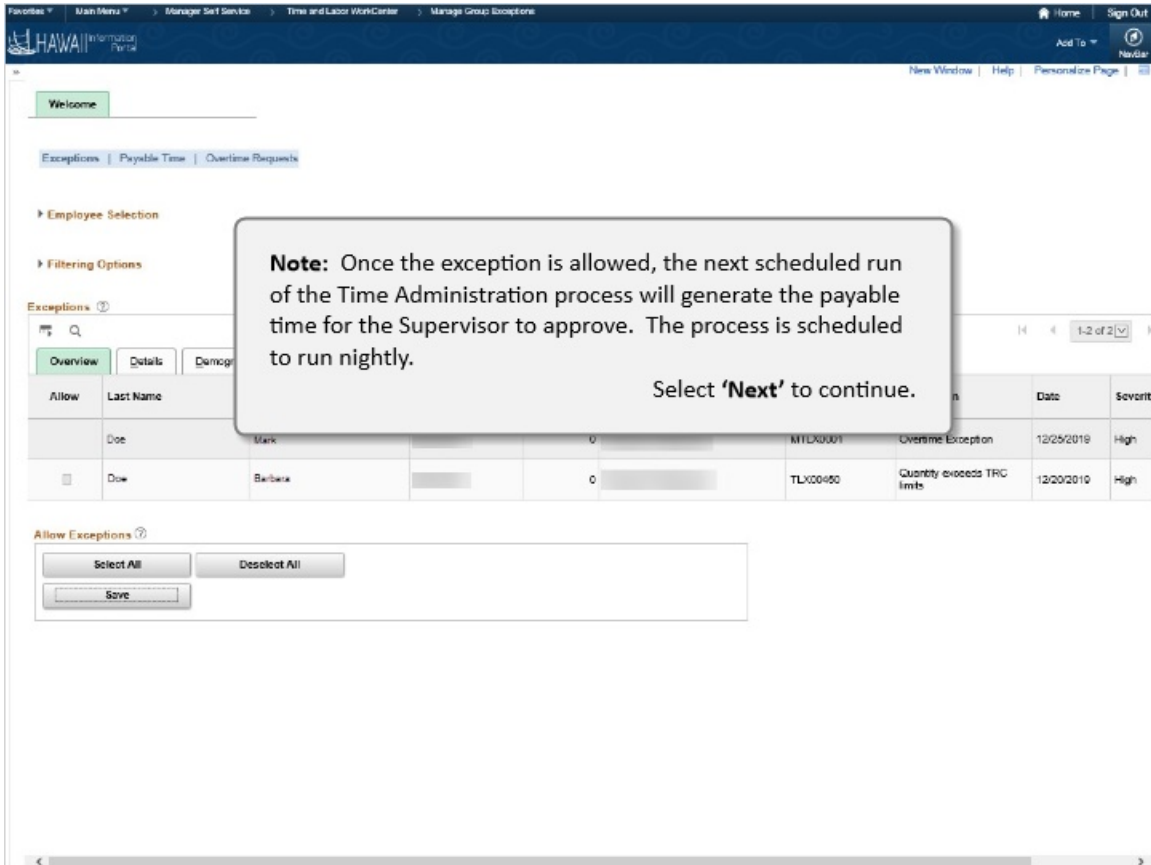
Allow Exceptions

Select All    Deselect All

Save

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.



The screenshot shows the 'Exceptions' page in the Hawaii Information Portal. A callout box is overlaid on the page with the following text:

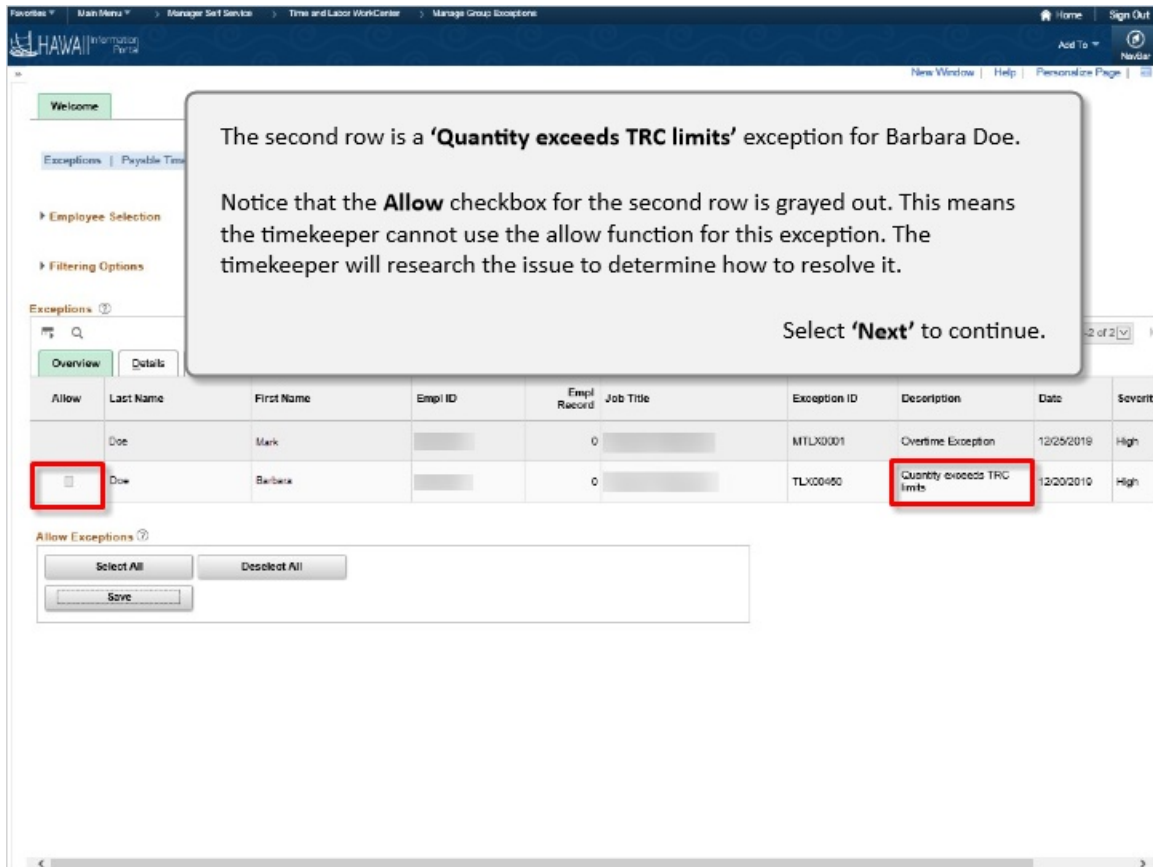
**Note:** Once the exception is allowed, the next scheduled run of the Time Administration process will generate the payable time for the Supervisor to approve. The process is scheduled to run nightly.

Select 'Next' to continue.

The background interface includes a navigation bar with 'Home' and 'Sign Out' links, and a sidebar with 'Employee Selection' and 'Filtering Options'. The main content area shows a table of exceptions with columns for 'Allow', 'Last Name', 'Date', and 'Severity'. Below the table are buttons for 'Select All', 'Deselect All', and 'Save'.

Allow	Last Name	Date	Severity
<input type="checkbox"/>	Doe, Mark	12/25/2019	High
<input type="checkbox"/>	Doe, Barbara	12/20/2019	High

**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.

Select '**Next**' to continue.

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	Doe	Mark		0		MTLX0001	Overtime Exception	12/25/2018	High
<input type="checkbox"/>	Doe	Barbara		0		TLX00450	Quantity exceeds TRC limits	12/20/2019	High


Allow Exceptions ?

Select All    Deselect All

Save

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.

< Week 1 of 3 >  
 Scheduled 40.00 | Reported 10.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Monday 16	Tuesday 17	Wednesday 18	Thursday 19	Friday 20	Saturday 21	Sunday 22
MEAL1 - Meal - Break	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 10	Scheduled OFF Reported 0	Scheduled OFF Reported 0
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="10.00"/>	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select **'Next'** to continue.

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.

The screenshot shows the 'Time and Labor WorkCenter' interface. The breadcrumb trail is: Favorites > Main Menu > Manager Self Service > Time and Labor WorkCenter > Manage Group Exceptions. The page title is 'Time and Labor WorkCenter'. There are tabs for 'Main', 'Reports/Processes', and 'Others'. A 'Welcome' message is at the top. Below it are links for 'Exceptions', 'Payable Time', and 'Overtime Requests'. Under 'Employee Selection', a red box highlights the message: 'There were no employees found based upon your selection criteria.' Below that is a 'Filtering Options' link. A large grey callout box contains the text: '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. Select **'Next'** to continue.'

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.

 HAWAII Information Portal



***Congratulations!***

You've successfully completed  
this lesson.

Select '**Next**' to continue.

***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.*

Select **'Next'** to continue.

## 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.

Select **'Next'** to continue.

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

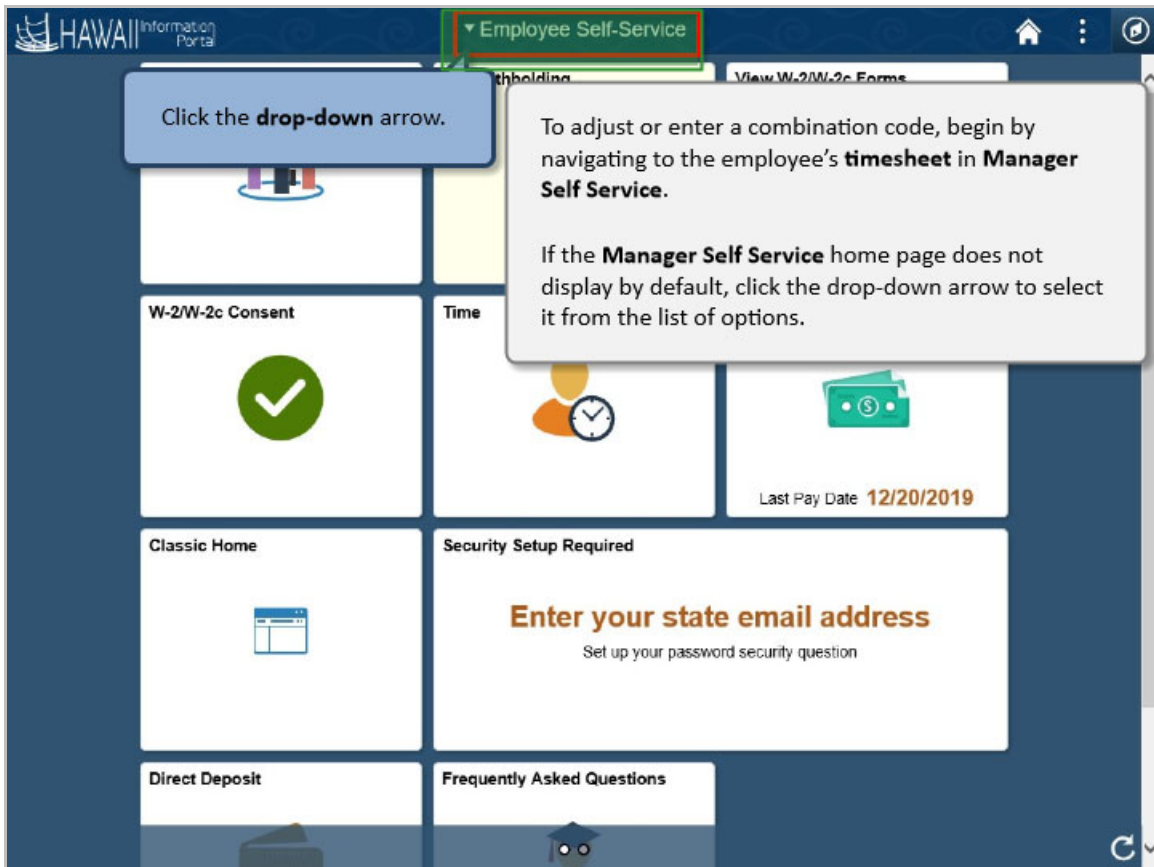
This allows the flexibility for certifying hours worked and charging to a specific funding source. For example, if the department needs to allocate the time spent on a project to a specific UAC for federal funds, you can search for that UAC so the time will be charged appropriately.

### **What if the Combination Code is not entered?**

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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.

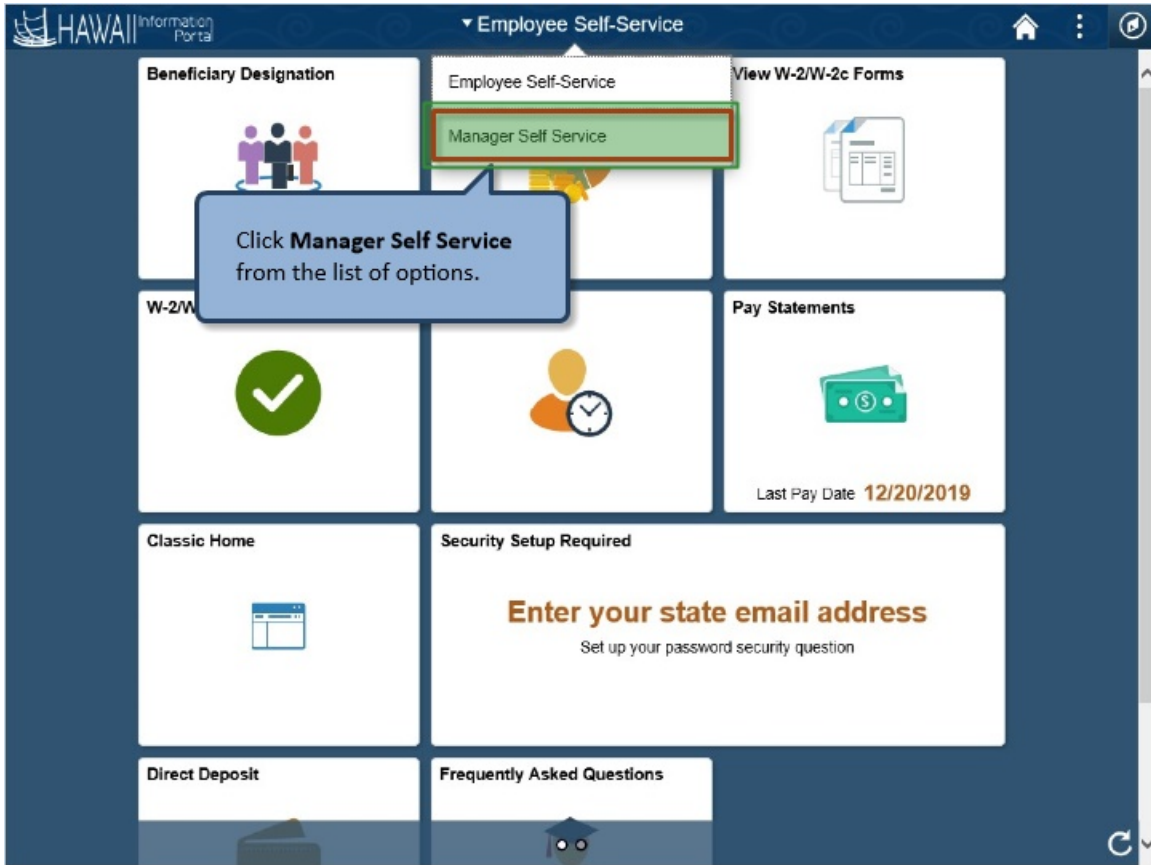




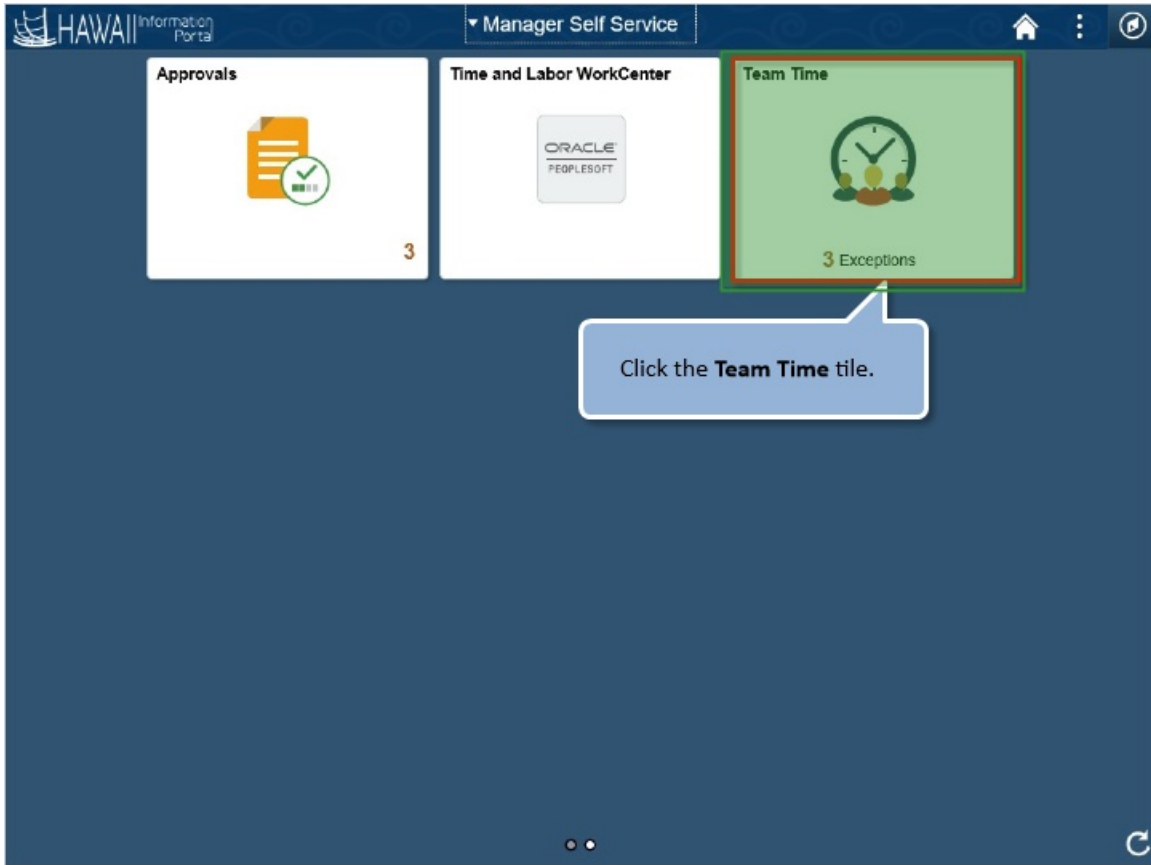
To adjust or enter a combination code, begin by navigating to the employee's **timesheet** in **Manager Self Service**.

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.

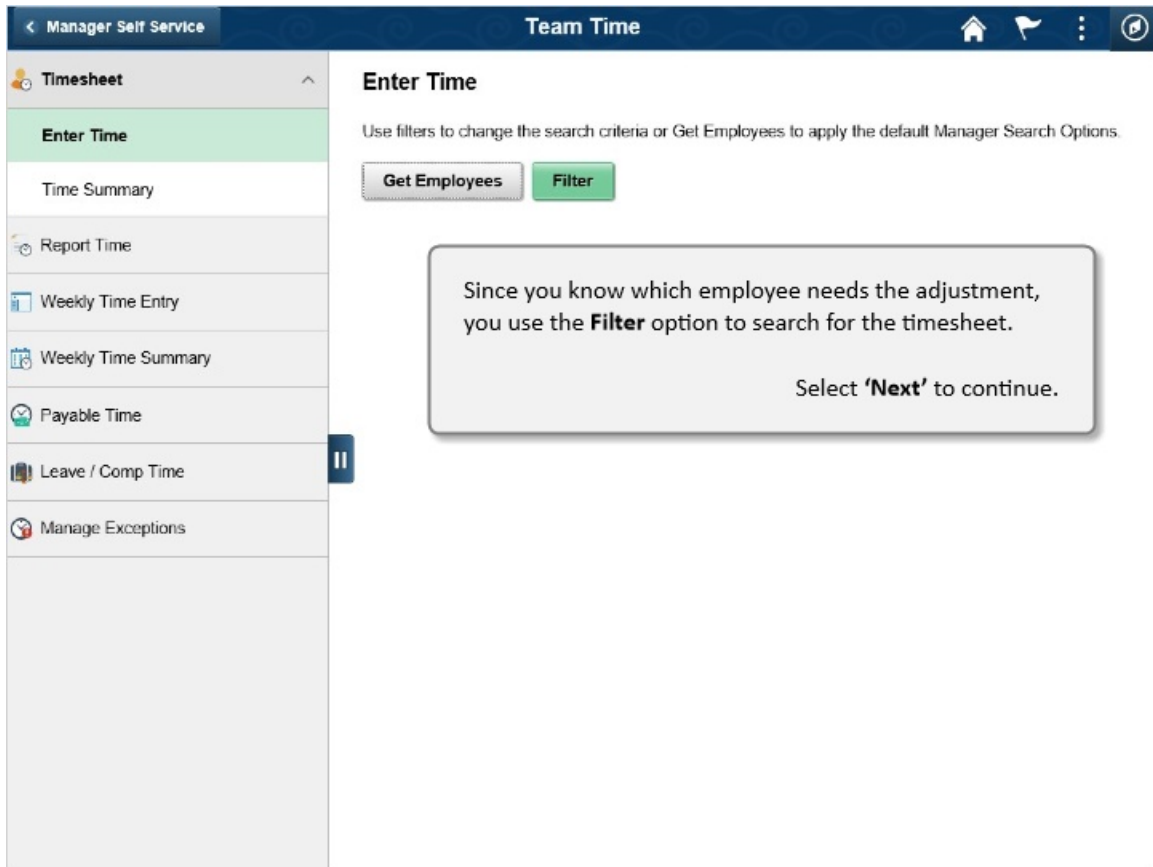
Click the **drop-down** arrow.



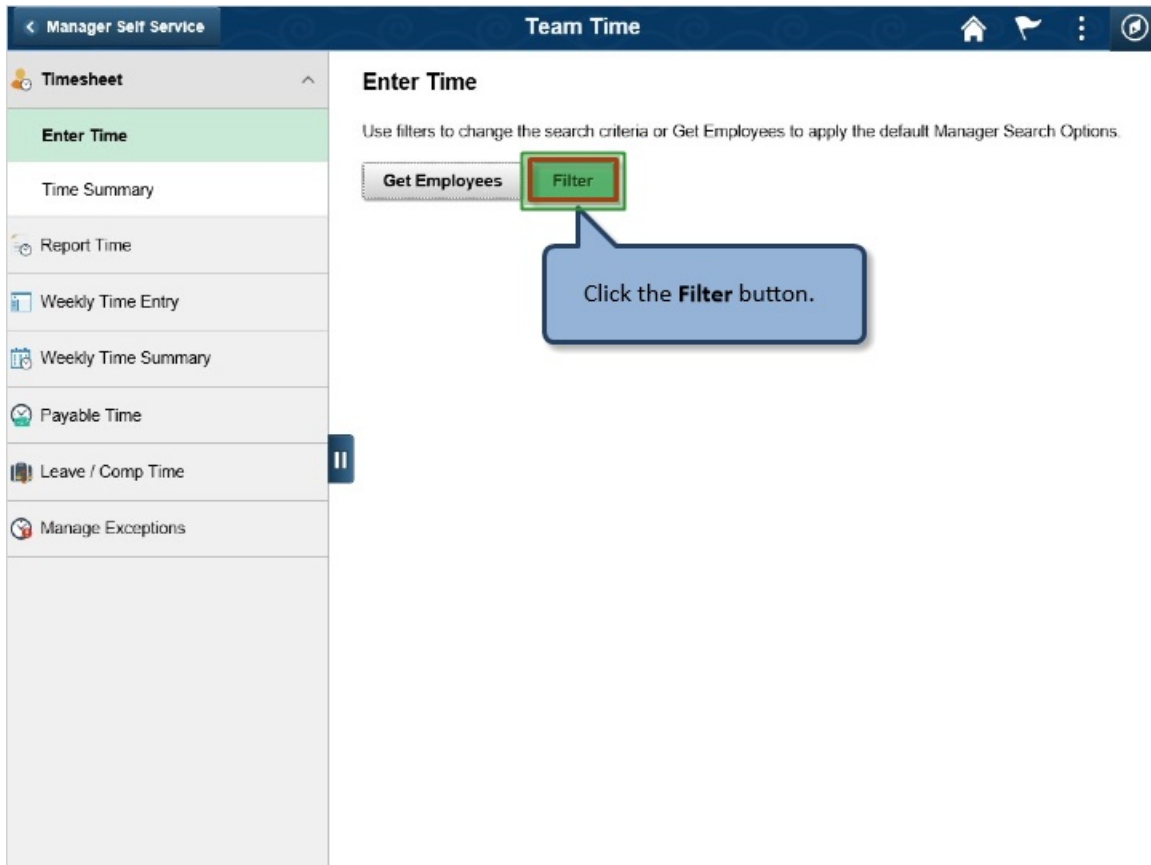
Click **Manager Self Service** from the list of options.



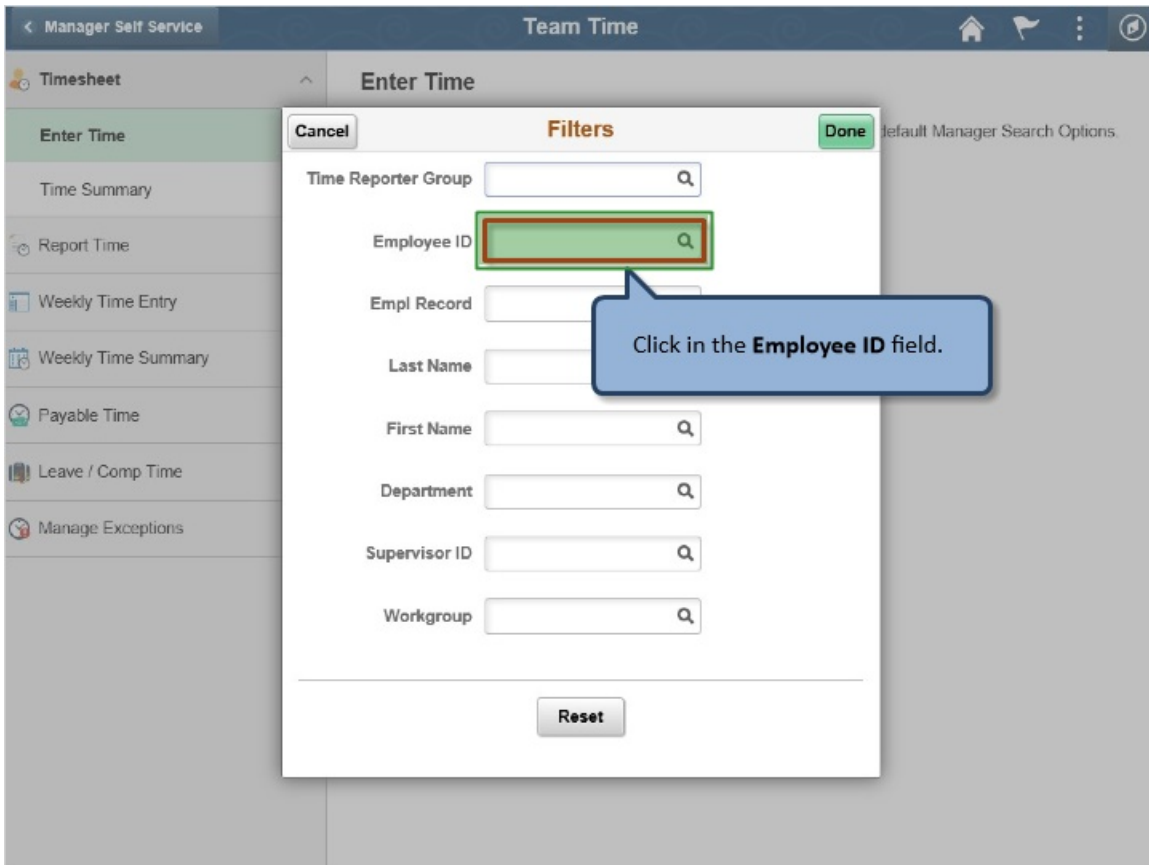
Click the **Team Time** tile.



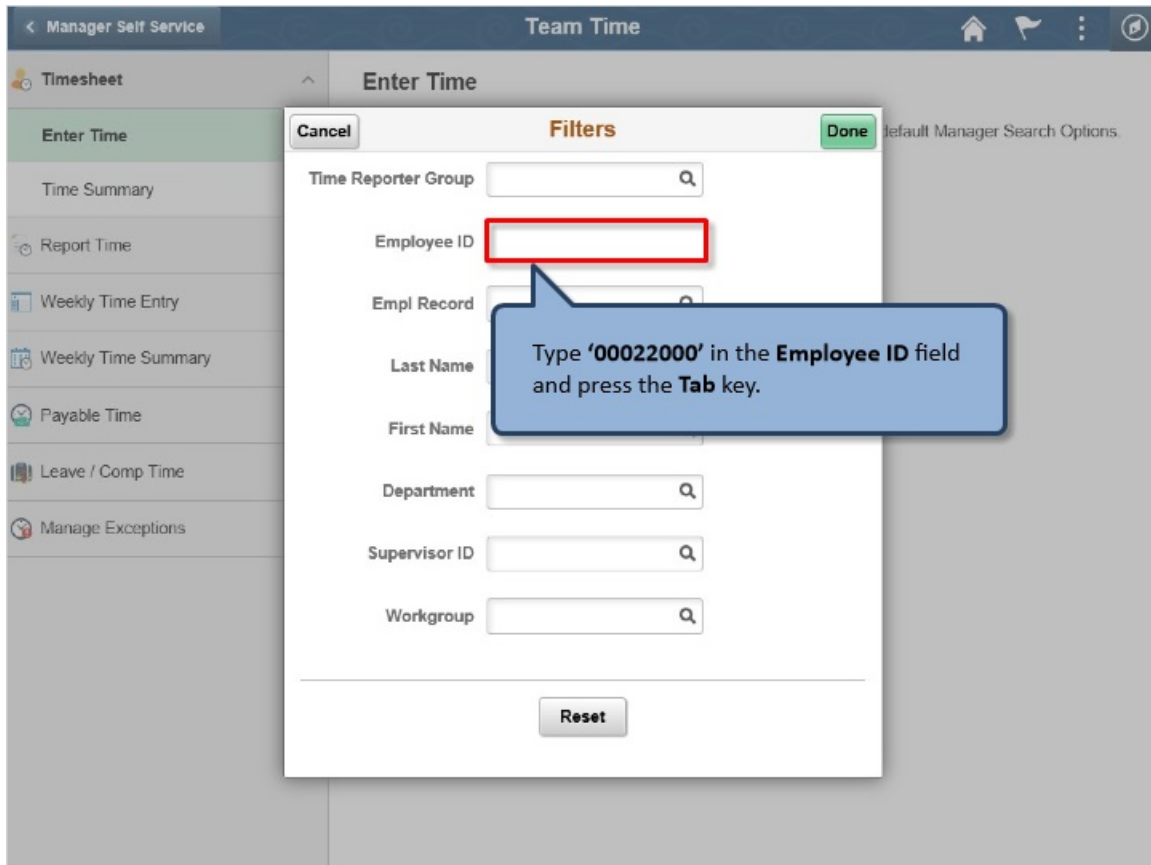
Since you know which employee needs the adjustment, you use the **Filter** option to search for the timesheet.



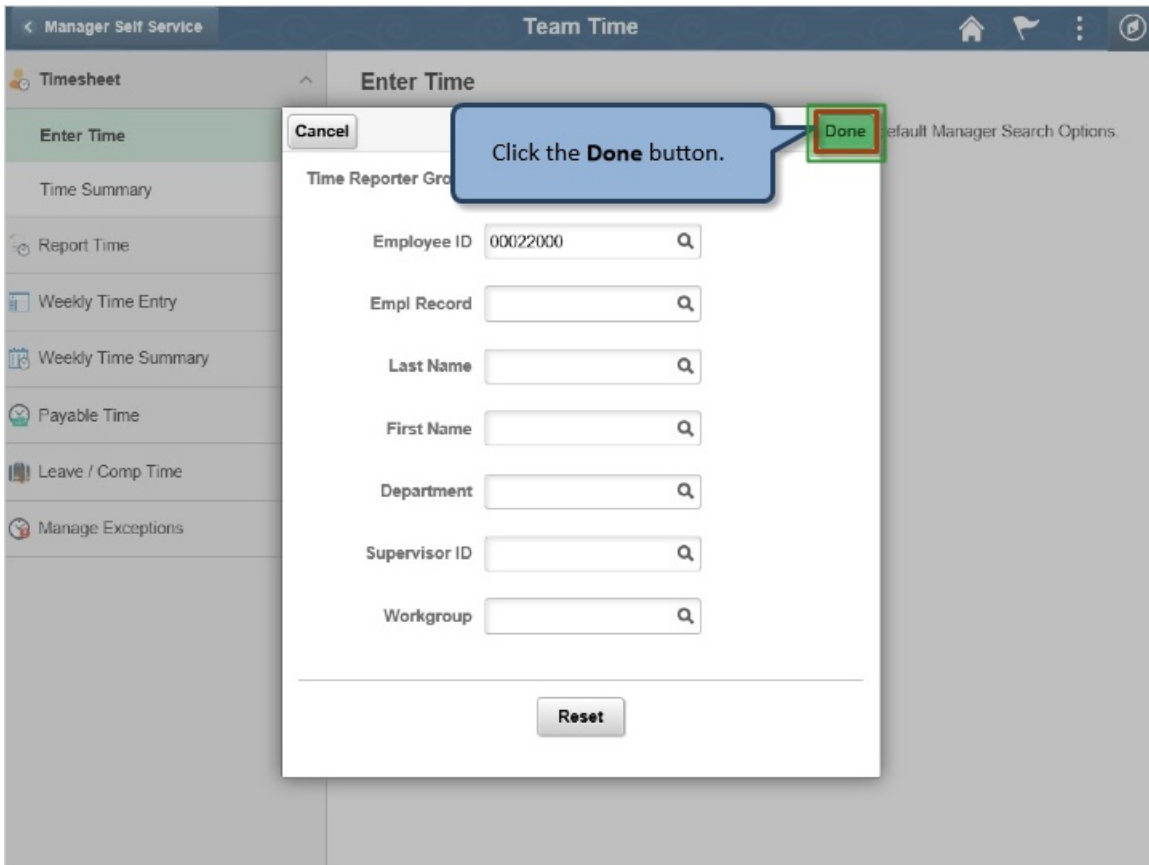
Click the **Filter** button.



Click in the **Employee ID** field.



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

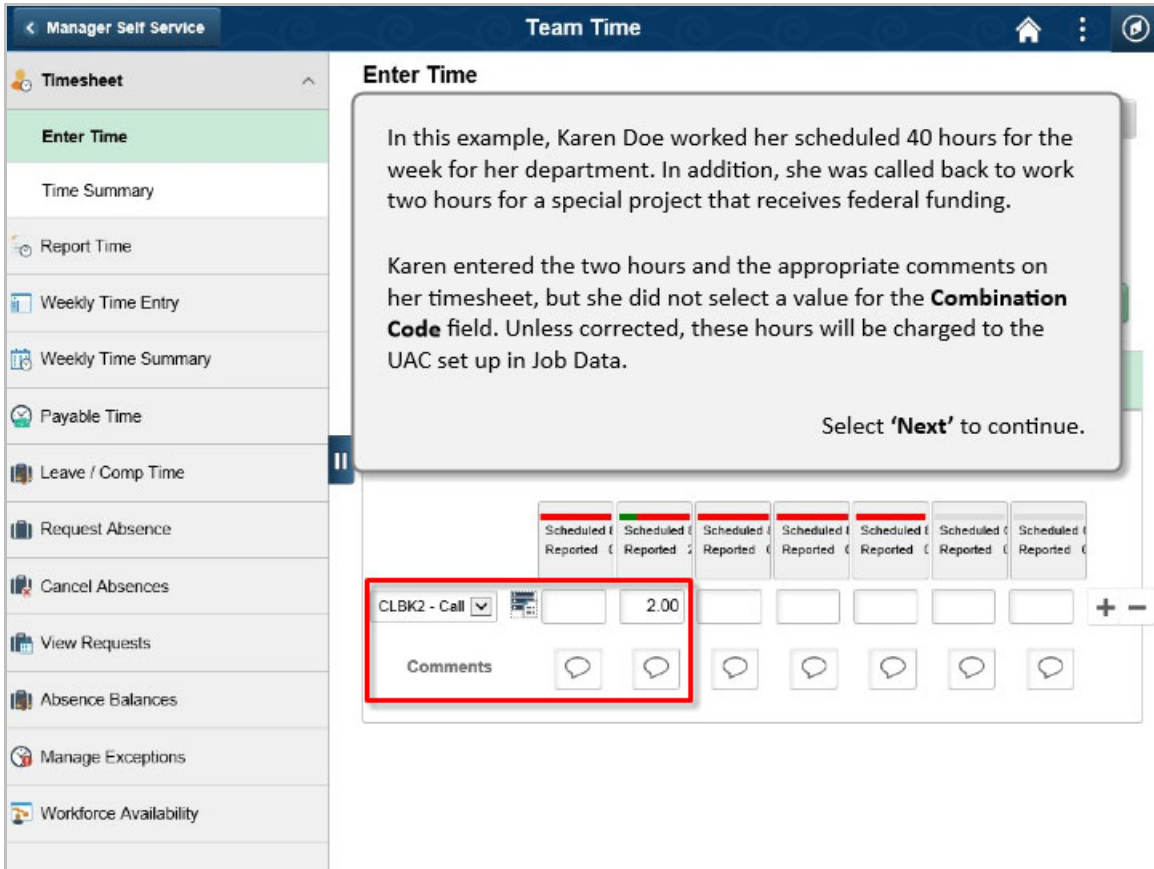


Click the **Done** button.



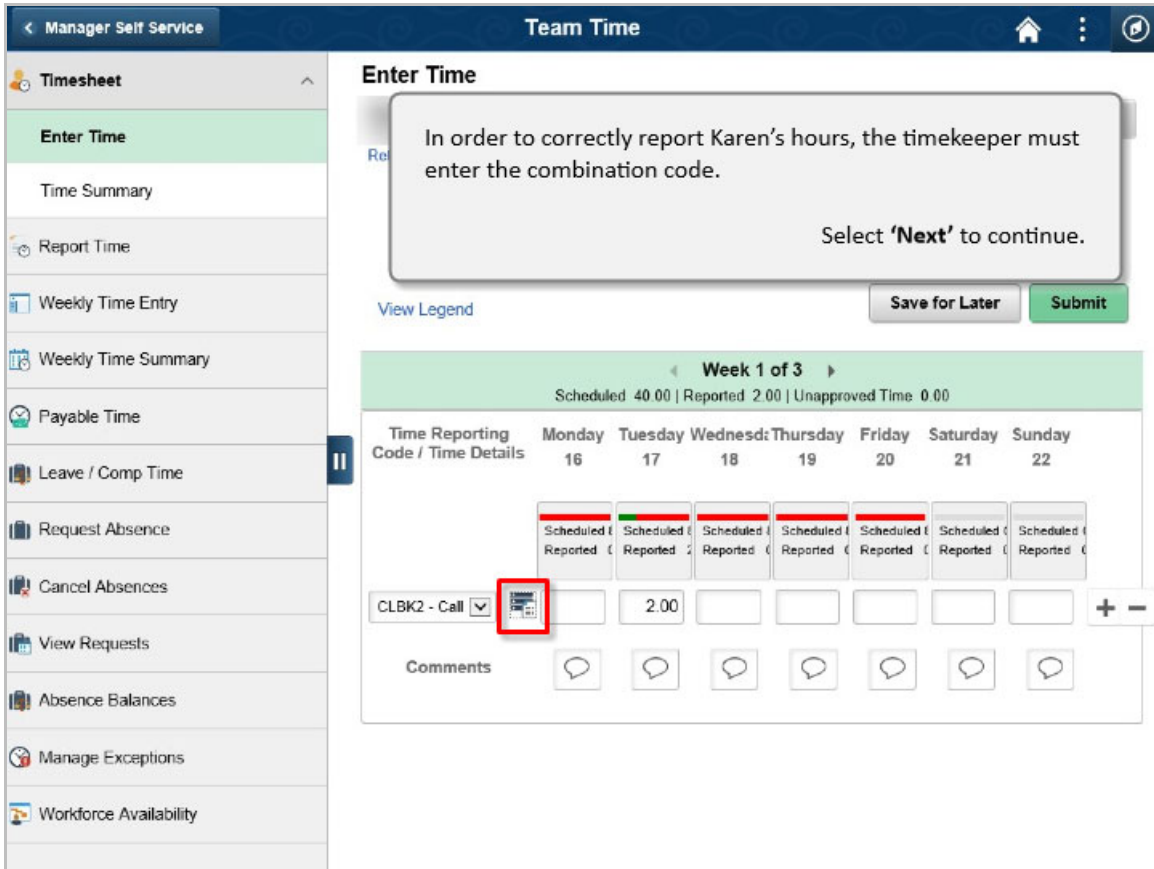
Select the row for the employee whose time you will adjust.

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.



**Enter Time**

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

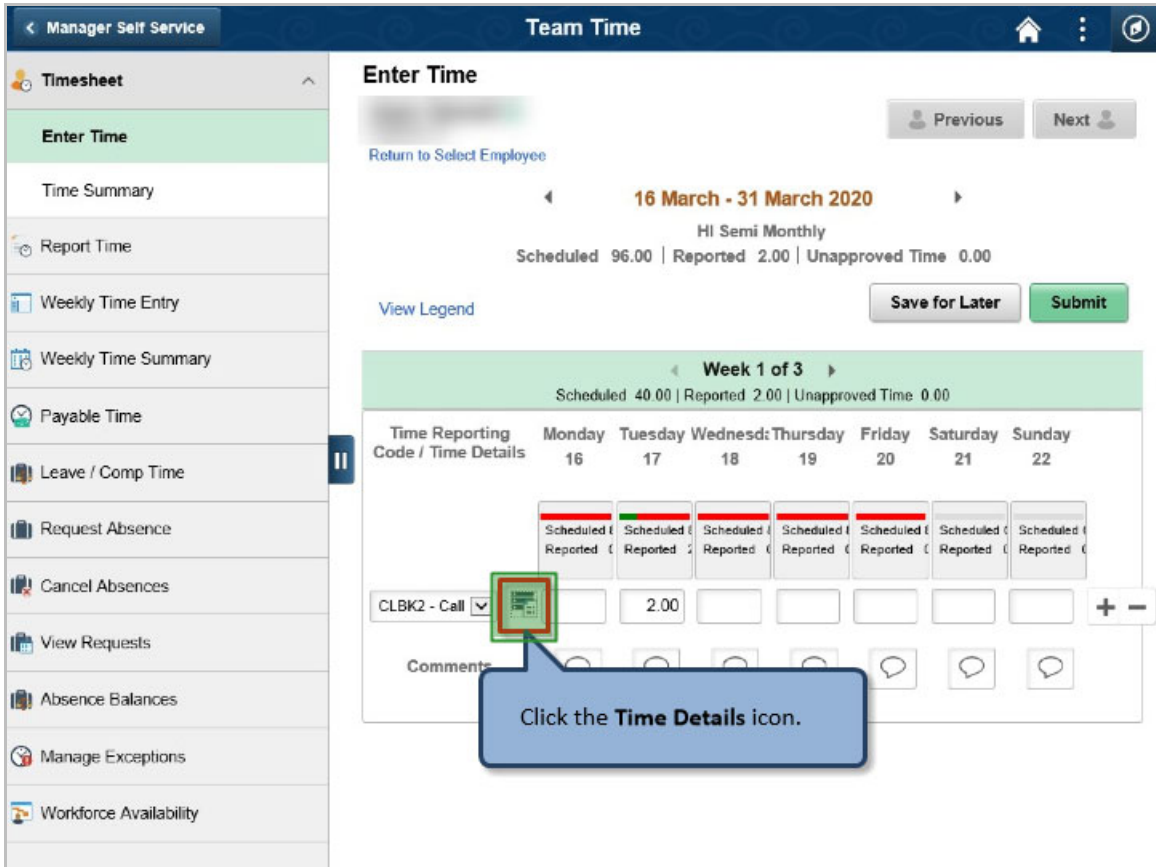
Select 'Next' to continue.

View Legend Save for Later Submit

**Week 1 of 3**  
Scheduled 40.00 | Reported 2.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Monday 16	Tuesday 17	Wednesday 18	Thursday 19	Friday 20	Saturday 21	Sunday 22
Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported
CLBK2 - Call	2.00						
Comments							

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



**Enter Time**

Return to Select Employee

16 March - 31 March 2020

HI Semi Monthly

Scheduled 96.00 | Reported 2.00 | Unapproved Time 0.00

View Legend

Save for Later Submit

Week 1 of 3

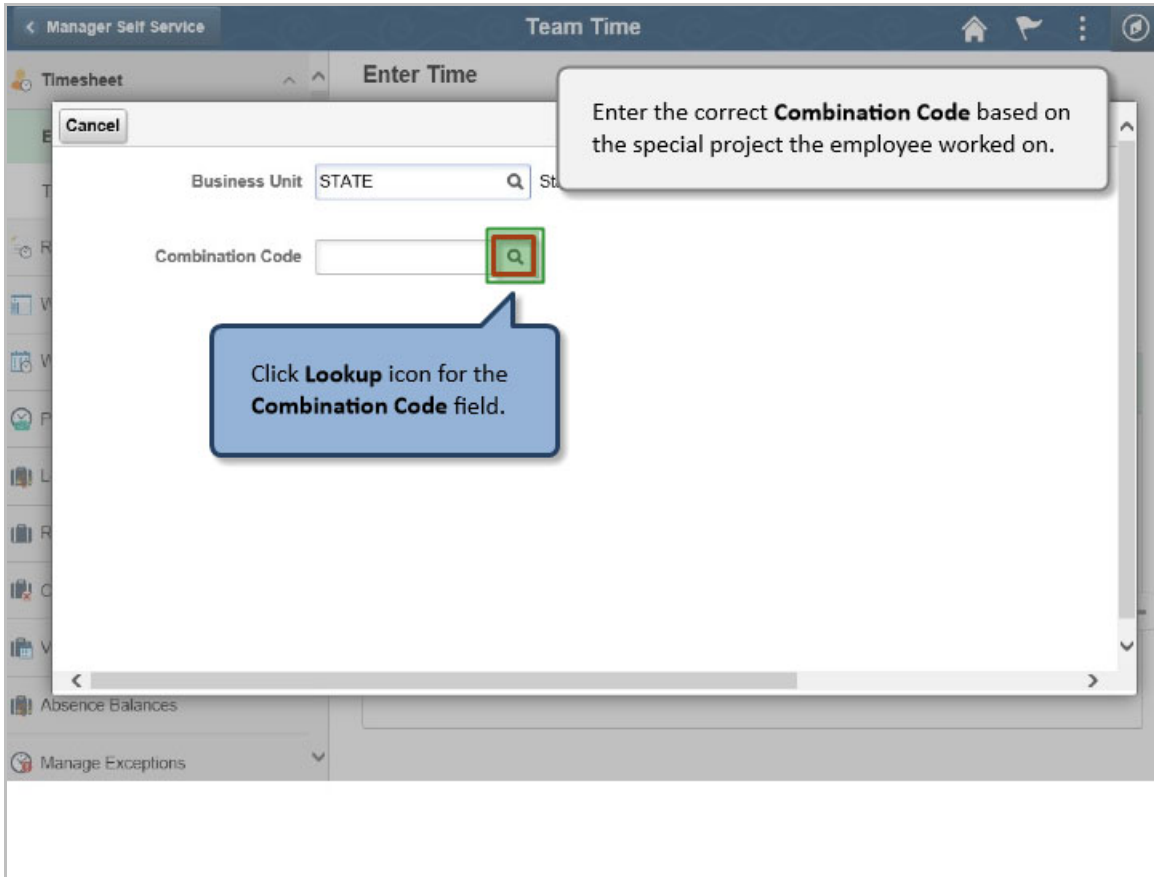
Scheduled 40.00 | Reported 2.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Monday 16	Tuesday 17	Wednesday 18	Thursday 19	Friday 20	Saturday 21	Sunday 22
	Scheduled ( ) Reported ( )	Scheduled ( ) Reported ( )	Scheduled ( ) Reported ( )	Scheduled ( ) Reported ( )	Scheduled ( ) Reported ( )	Scheduled ( ) Reported ( )	Scheduled ( ) Reported ( )
CLBK2 - Call		2.00					

Comments

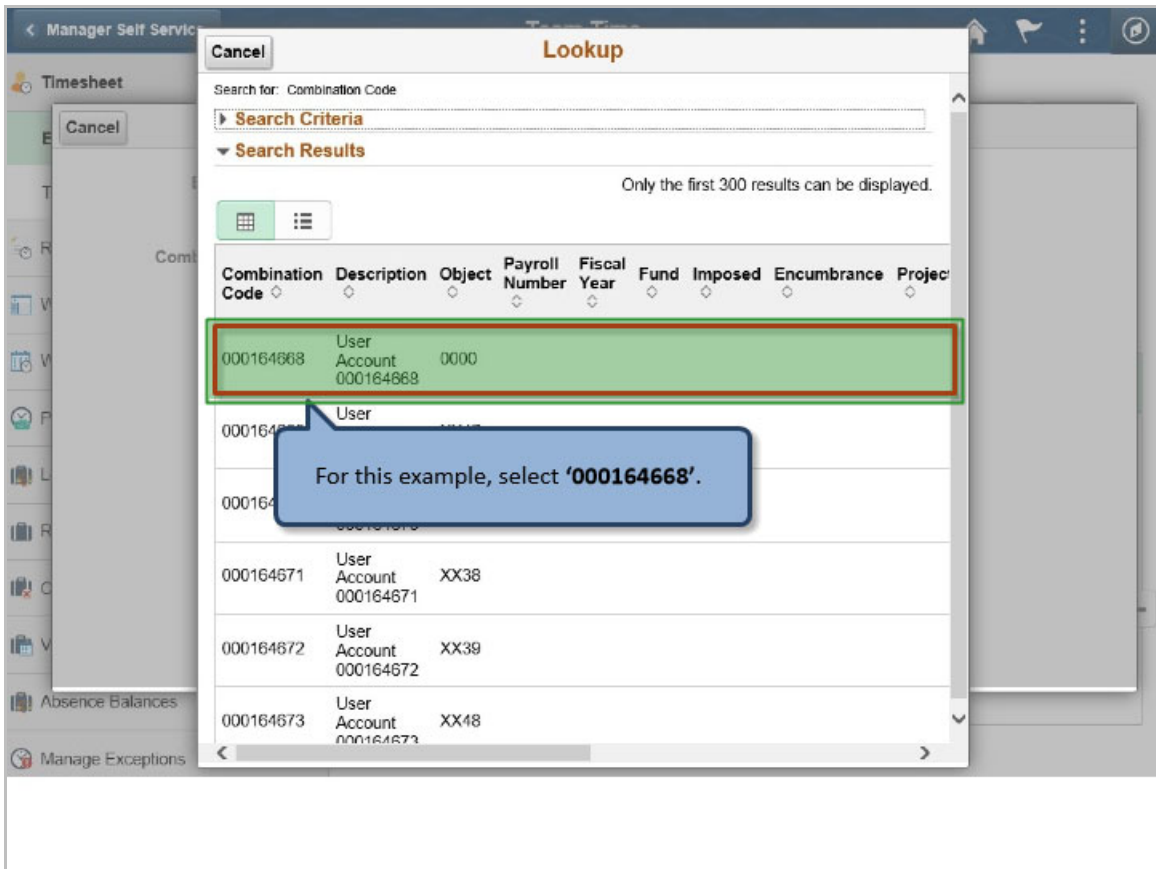
Click the **Time Details** icon.

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.



Cancel      **Lookup**

Search for: Combination Code

Search Criteria

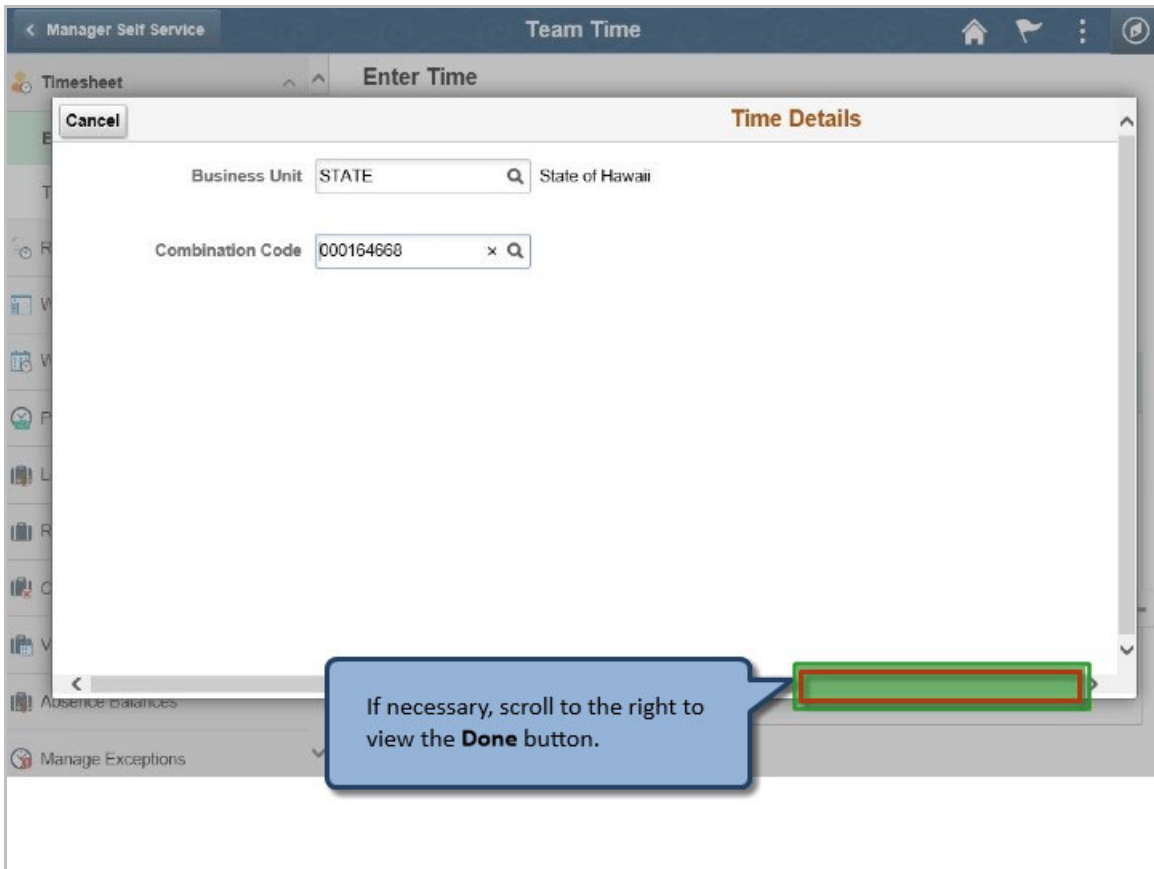
Search Results

Only the first 300 results can be displayed.

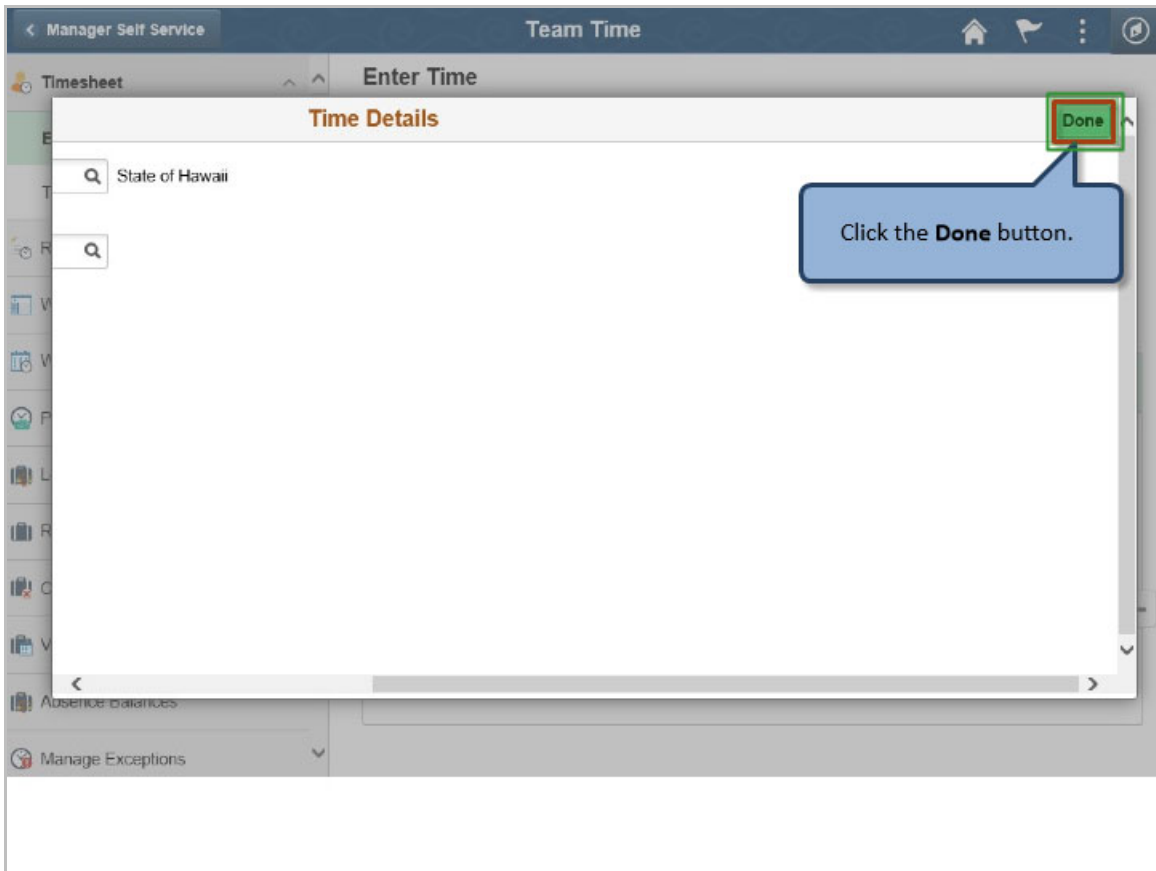
Combination Code	Description	Object	Payroll Number	Fiscal Year	Fund	Imposed	Encumbrance	Project
000164668	User Account	0000						
000164669	User Account							
000164670	User Account							
000164671	User Account	XX38						
000164672	User Account	XX39						
000164673	User Account	XX48						

For this example, select '000164668'.

For this example, select '000164668'.



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

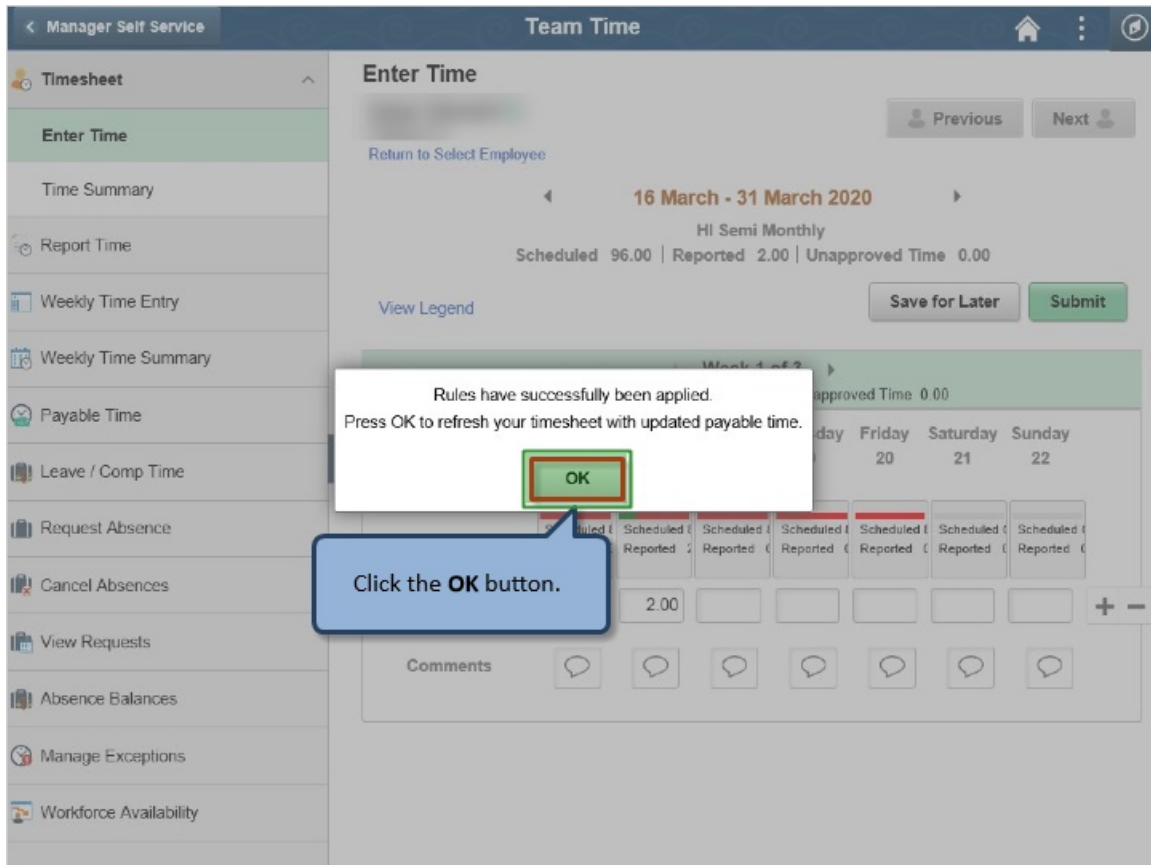


Click the **Done** button.

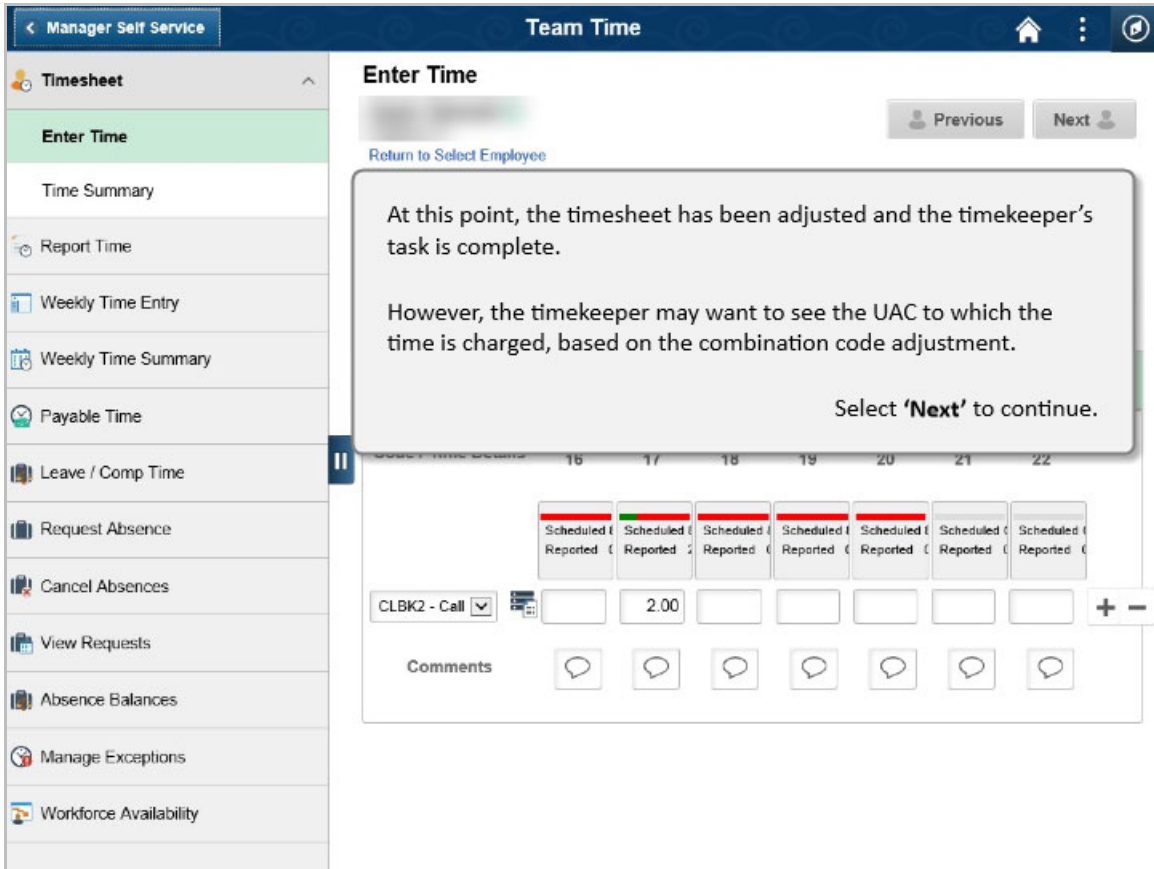


The screenshot shows the 'Enter Time' interface in the Manager Self Service portal. The sidebar on the left contains the following menu items: Timesheet, Enter Time (highlighted), Time Summary, Report Time, Weekly Time Entry, Weekly Time Summary, Payable Time, Leave / Comp Time, Request Absence, Cancel Absences, View Requests, Absence Balances, Manage Exceptions, and Workforce Availability. The main content area is titled 'Enter Time' and shows the date range '16 March - 31 March 2020'. It includes a 'Return to Select Employee' link, a 'View Legend' link, and buttons for 'Save for Later' and 'Submit'. The 'Submit' button is highlighted with a red box. A callout bubble points to the 'Submit' button with the text 'Click the Submit button.' Below the date range, there is a table for 'Week 1 of 3' with columns for 'Monday', 'Tuesday', and 'Wednesday'. The table shows 'Scheduled' and 'Reported' times for each day. The 'Reported' time for Tuesday is 2.00. There is also a 'Comments' section with input fields for each day.

Click the **Submit** button.

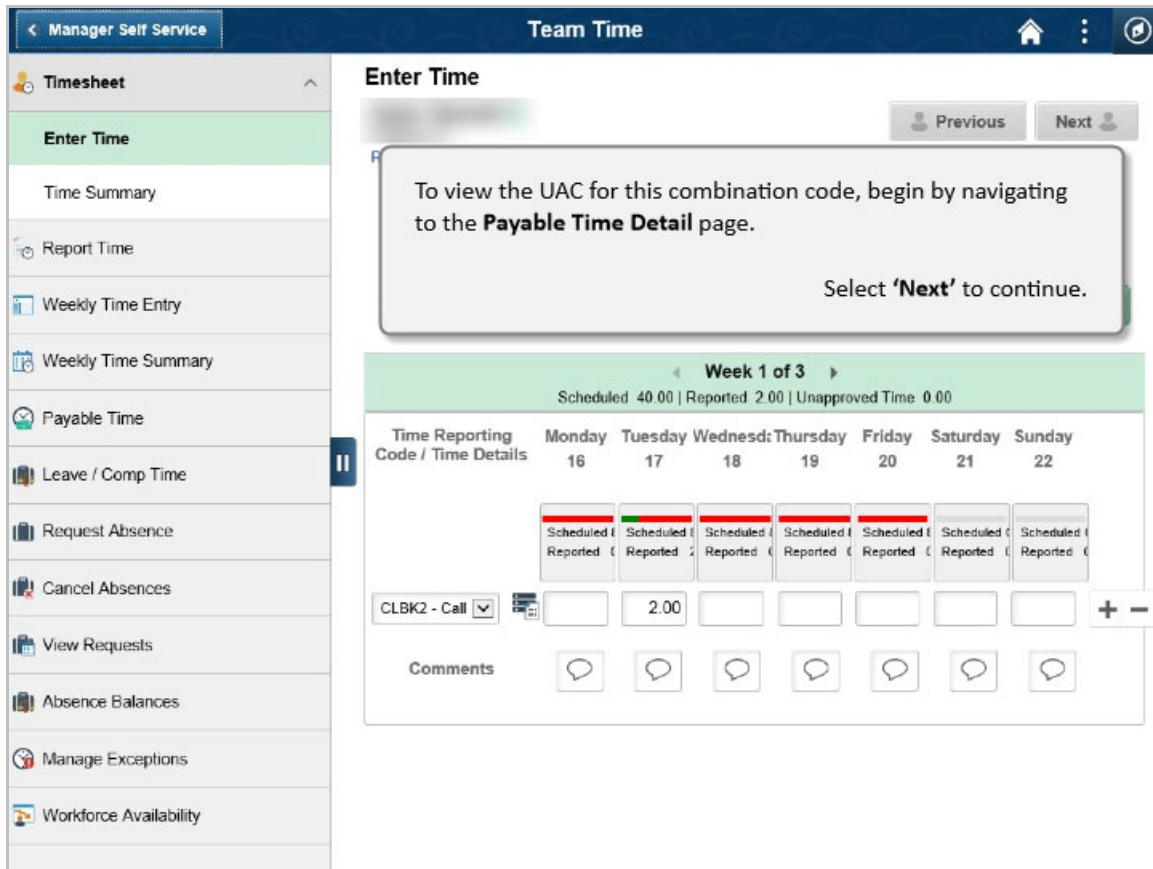


Click the **OK** button.



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.



**Enter Time**

Previous Next

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

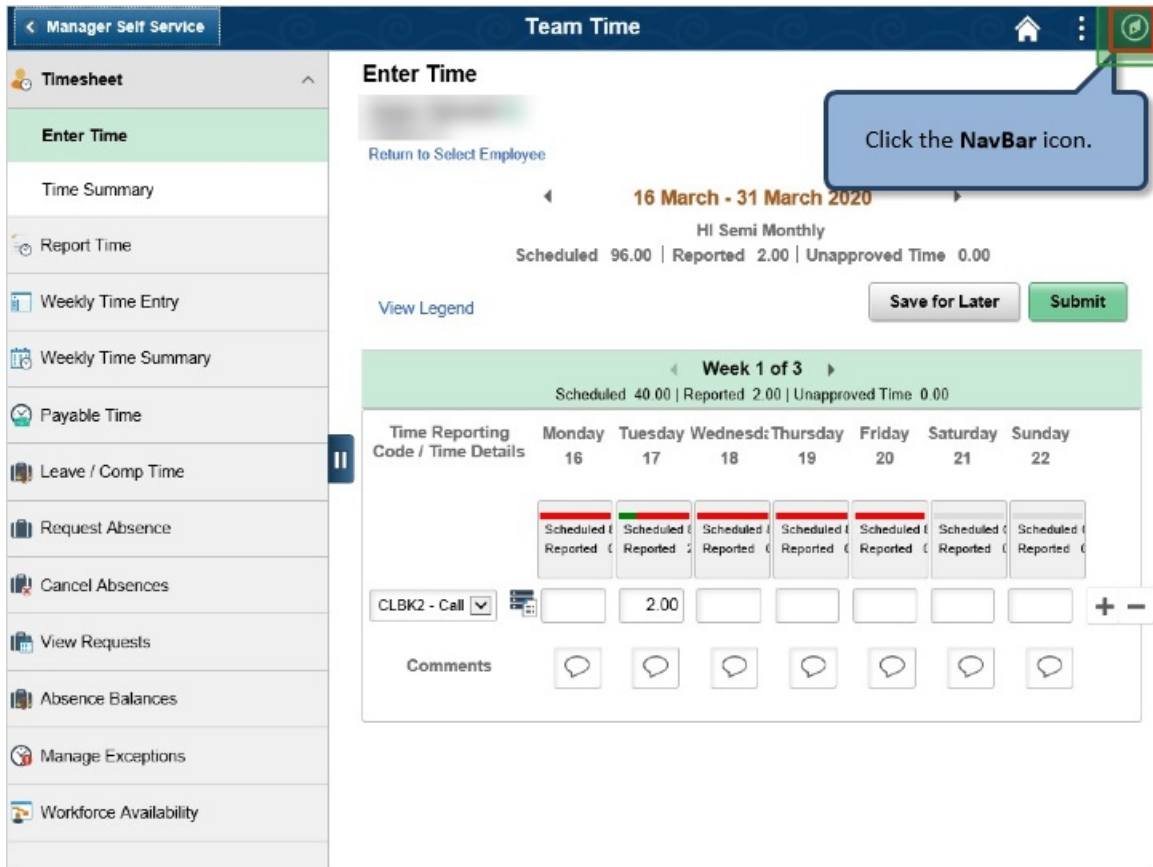
Select **'Next'** to continue.

Week 1 of 3

Scheduled 40.00 | Reported 2.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Monday 16	Tuesday 17	Wednesday 18	Thursday 19	Friday 20	Saturday 21	Sunday 22
	Scheduled ( ) Reported ( )	Scheduled ( ) Reported ( )	Scheduled ( ) Reported ( )	Scheduled ( ) Reported ( )	Scheduled ( ) Reported ( )	Scheduled ( ) Reported ( )	Scheduled ( ) Reported ( )
CLBK2 - Call		2.00					
Comments							

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



**Enter Time**

Return to Select Employee

16 March - 31 March 2020

HI Semi Monthly

Scheduled 96.00 | Reported 2.00 | Unapproved Time 0.00

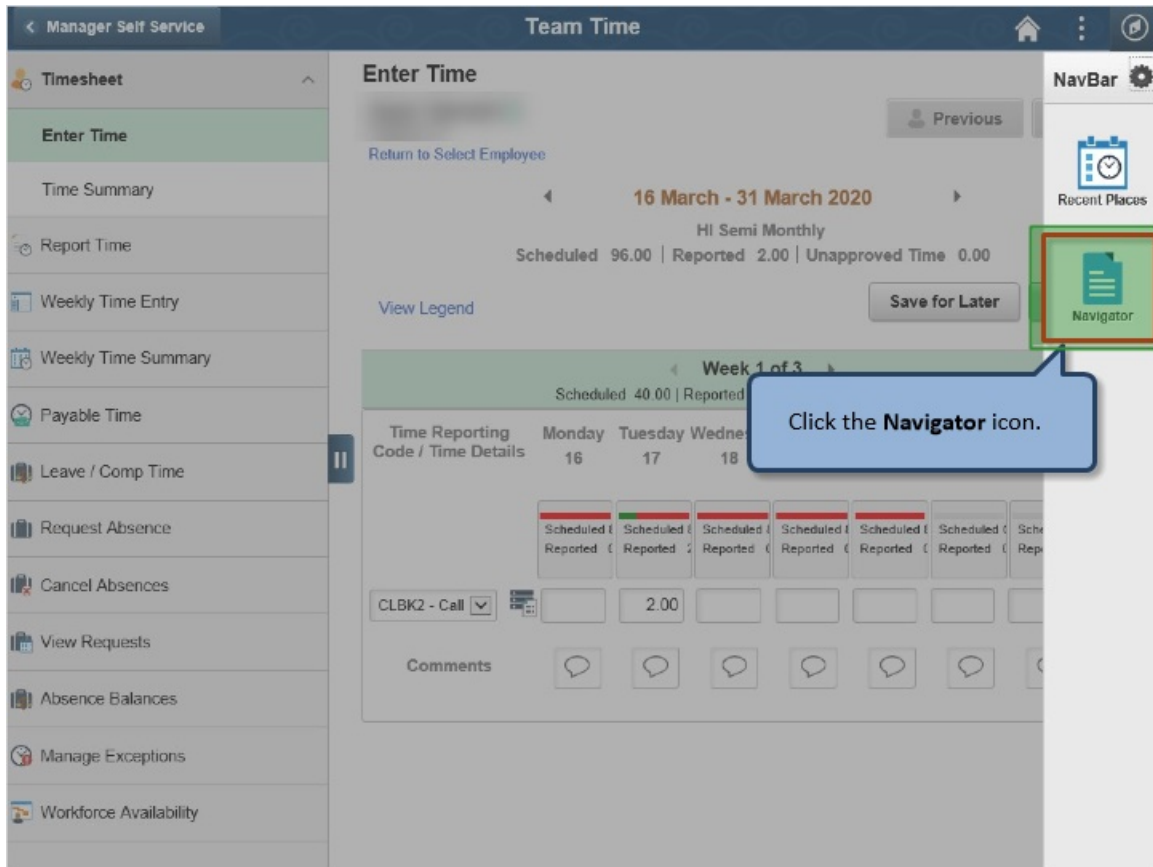
View Legend Save for Later Submit

**Week 1 of 3**

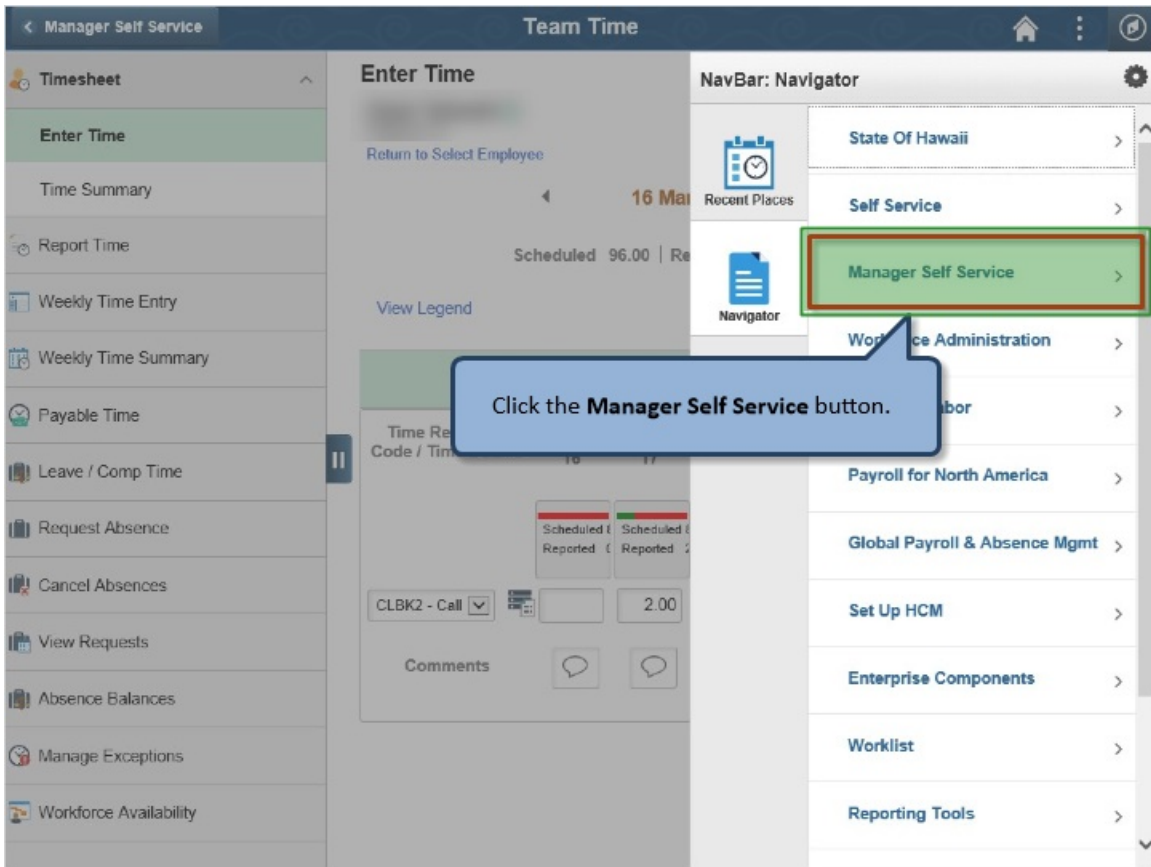
Scheduled 40.00 | Reported 2.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Monday 16	Tuesday 17	Wednesday 18	Thursday 19	Friday 20	Saturday 21	Sunday 22
Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled
Reported	Reported	Reported	Reported	Reported	Reported	Reported	Reported
CLBK2 - Call		2.00					
Comments							

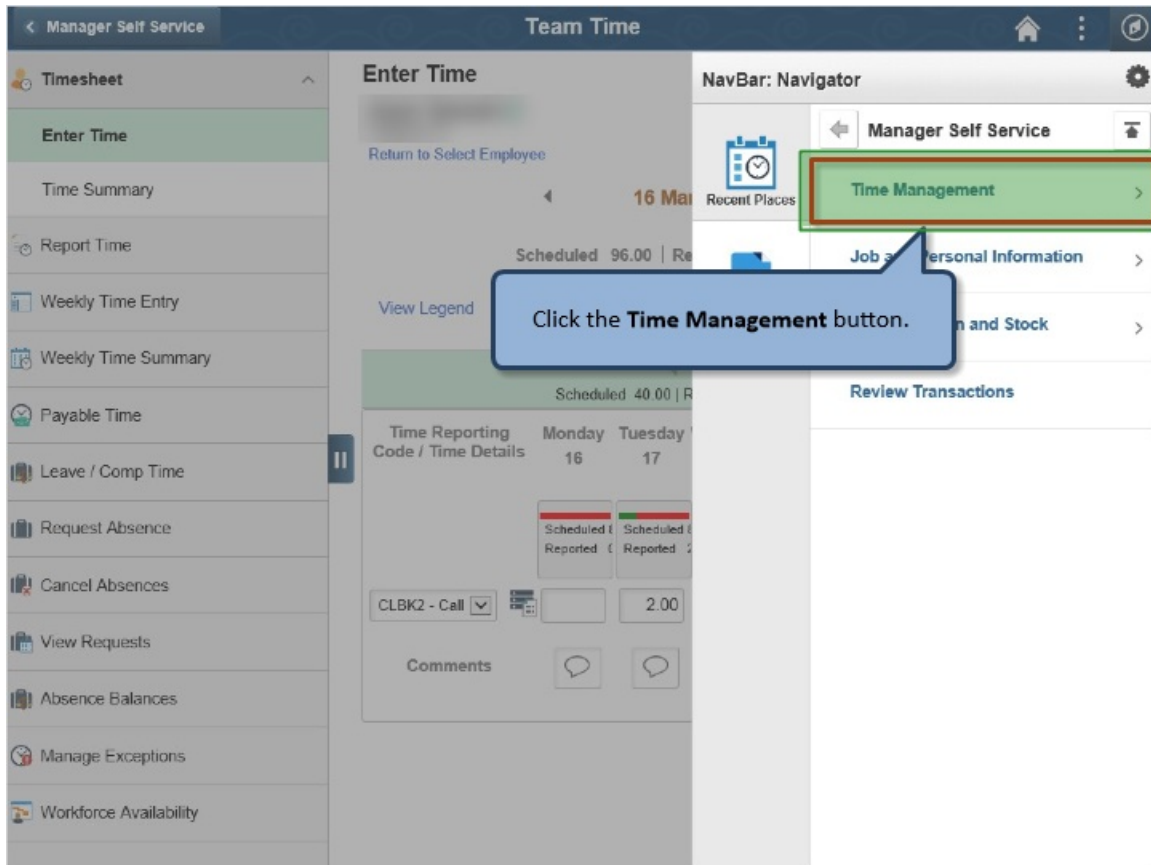
Click the **NavBar** icon.



Click the **Navigator** icon.

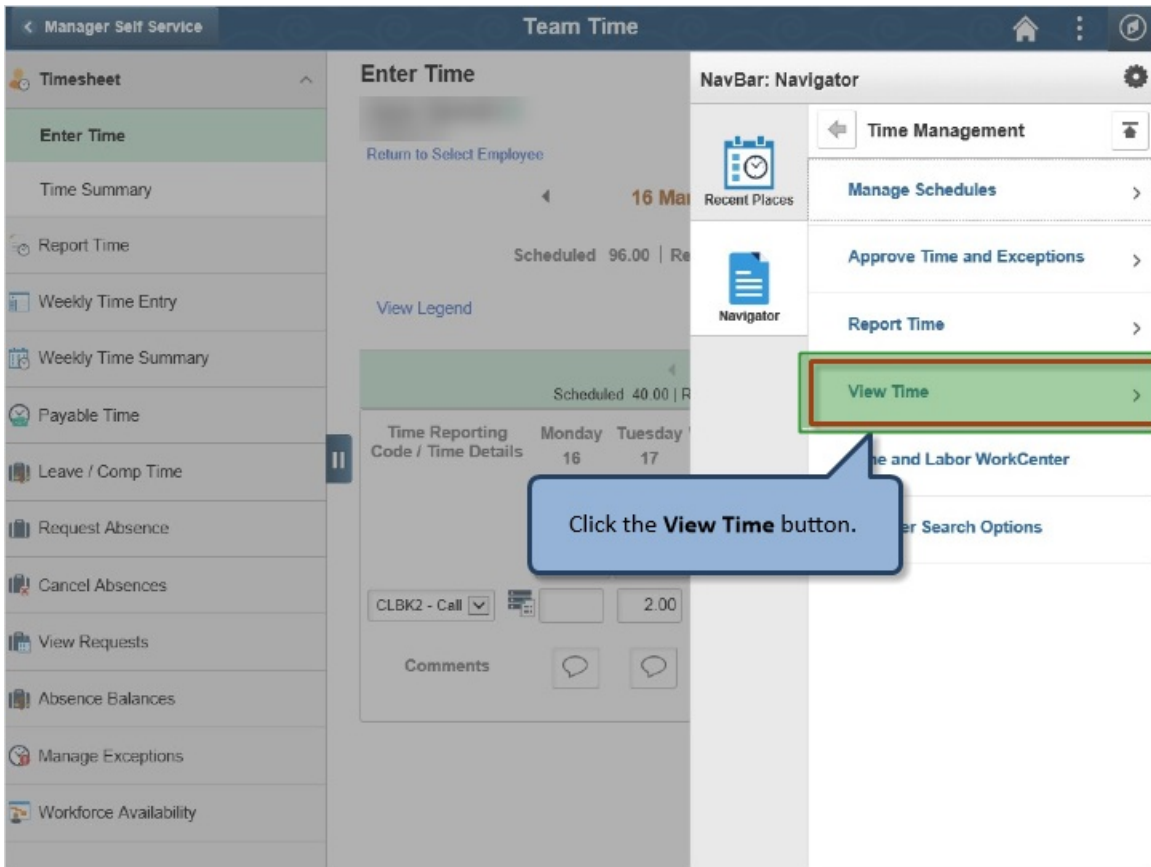


Click the **Manager Self Service** button.

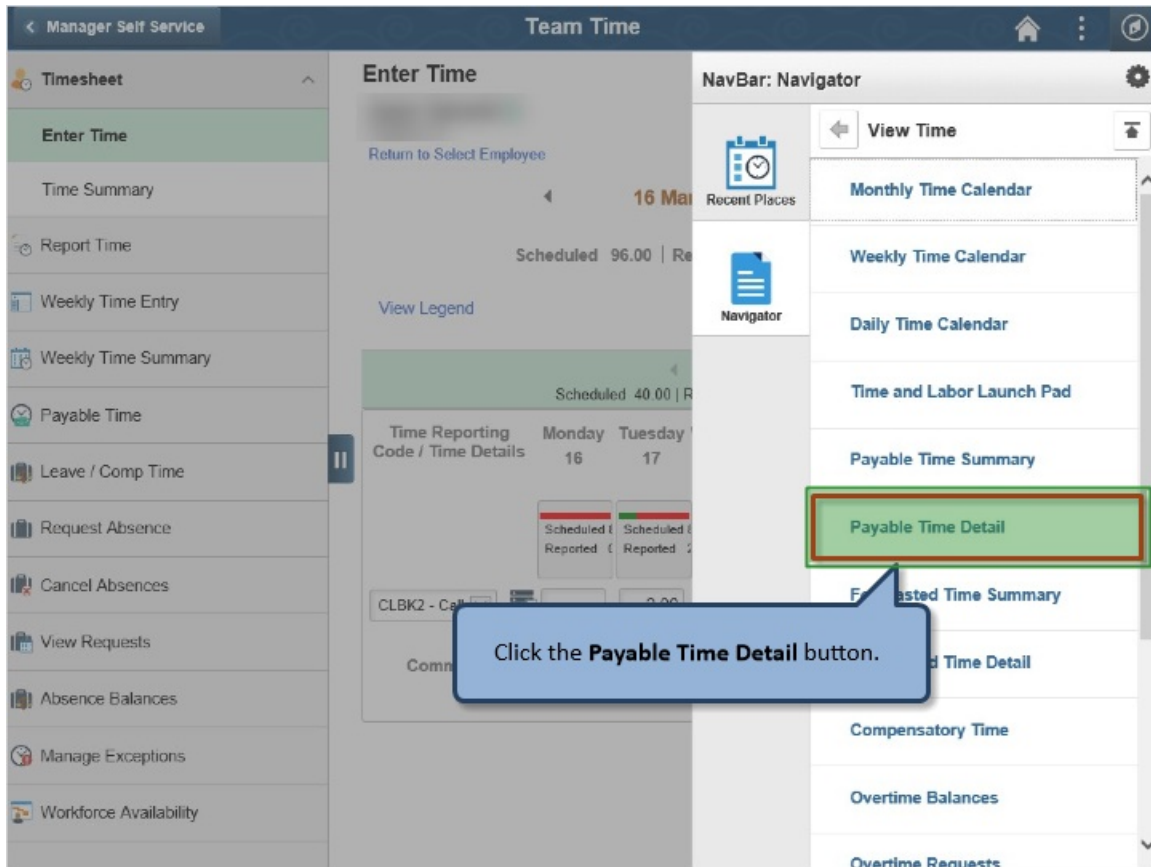


Click the **Time Management** button.





Click the **View Time** button.



Click the **Payable Time Detail** button.

The screenshot shows the 'Payable Time Detail' interface. At the top, there is a navigation bar with 'Home' and 'Sign Out' buttons. Below the navigation bar, the page title is 'Payable Time Detail' and the sub-section is 'Select Employee'. A callout box at the top says 'Search for the employee whose time you adjusted.' Below this is the 'Employee Selection' section, which contains a table of 'Employee Selection Criteria'. The table has two columns: 'Selection Criterion' and 'Selection Criterion Value'. The 'Employee ID' row is highlighted with a green border. A callout box points to the 'Employee ID' field with the text 'Click in the Employee ID field.' To the right of the table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. The browser address bar at the bottom shows the URL: https://hohs92.hio.hawaii.gov/psa/hohs92/EMPLOYEE/HRMS/c/

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Workgroup	<input type="text"/>

Search for the employee whose time you adjusted.

Click in the **Employee ID** field.

Payable Time Detail  
Select Employee

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Workgroup	<input type="text"/>

Get Employees  
Clear Criteria  
Save Criteria

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

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

The screenshot shows the 'Payable Time Detail' web application interface. At the top, there is a navigation bar with 'Home' and 'Sign Out' links. Below the navigation bar, the page title is 'Payable Time Detail' and the sub-section is 'Select Employee'. The main content area is titled 'Employee Selection' and contains a table for 'Employee Selection Criteria'. The table has two columns: 'Selection Criterion' and 'Selection Criterion Value'. The 'Employee ID' row has the value '00022000'. To the right of the table, there are three buttons: 'Get Employees' (highlighted with a green box), 'Clear Criteria', and 'Save Criteria'. A blue callout box with a speech bubble points to the 'Get Employees' button and contains the text 'Click the Get Employees button.'

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	00022000
Empl Record	<input type="text"/> <input type="button" value="Q"/>
Last Name	<input type="text"/> <input type="button" value="Q"/>
First Name	<input type="text"/> <input type="button" value="Q"/>
Department	<input type="text"/> <input type="button" value="Q"/>
Supervisor ID	<input type="text"/> <input type="button" value="Q"/>
Workgroup	<input type="text"/> <input type="button" value="Q"/>

Click the **Get Employees** button.

Payable Time Detail  
Select Employee

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	00022000
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Workgroup	<input type="text"/>

Get Employees  
Clear Criteria  
Save Criteria

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

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

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

Last Name	First Name	Employee ID	Employment Record
<a href="#">Doe</a>	Karen	00022000	0 E

For this example, click 'Doe'.

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

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

The screenshot displays the 'Payable Time Detail' page. At the top, there is a navigation bar with 'Home' and 'Sign Out' buttons. Below the navigation bar, the page title 'Payable Time Detail' is visible. To the right, there are fields for 'Employee ID' and 'Employment Record 0'. Under the 'Actions' section, there are date pickers for 'Start Date' (03/16/2020) and 'End Date' (03/22/2020). A 'Payable Status Filter' is also present. The main content area features a 'Payable Time' section with a tabbed interface. The 'Task Reporting Elements' tab is highlighted with a green box and a callout box that says 'Click the Task Reporting Elements tab.' Below the tabs is a table with the following data:

Date	Status	Reason Code	Task Reporting	Hours
03/16/2020	Closed	Not Sent to Payroll		
03/17/2020	Needs Approval		CLBK2	2.00 Hours
03/18/2020	Closed	Not Sent to Payroll	REG00	8.00 Hours
03/19/2020	Closed	Not Sent to Payroll	REG00	8.00 Hours

Click the **Task Reporting Elements** tab.



Payable Time Detail

Employee ID [Redacted]  
Employment Record 0

Actions -  
Start Date 03/16/2020  
End Date 03/22/2020

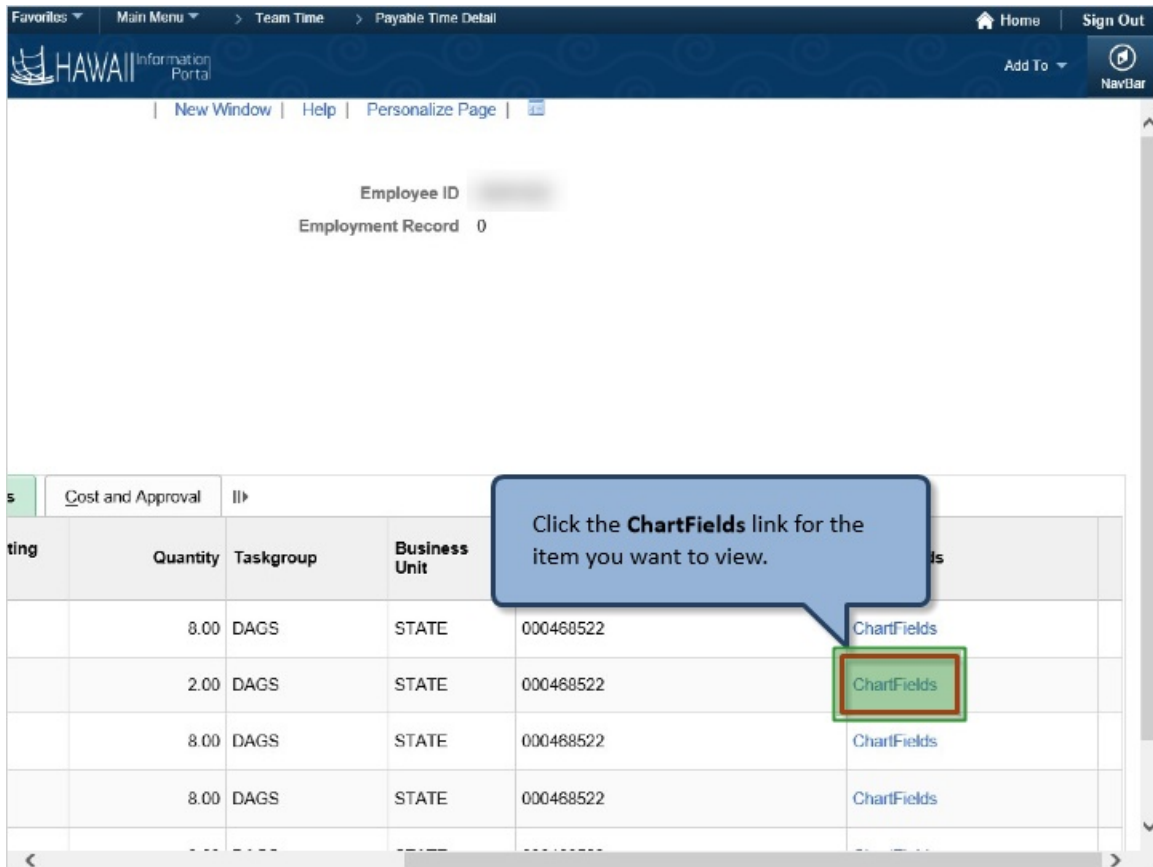
Payable Status Filter

Payable Time

Date	Status	Reason Code	Time Reporting Code	Quantity	Taskgroup	Business Unit	Com
03/16/2020	Closed	Not Sent to Payroll	REG00	8.00	DAGS	STATE	0004
03/17/2020	Needs Approval		CLBK2	2.00	DAGS	STATE	0004
03/18/2020	Closed	Not Sent to Payroll				STATE	0004
03/19/2020	Closed	Not Sent to Payroll	REG00		DAGS	STATE	0004

Click to the right of the scroll bar.

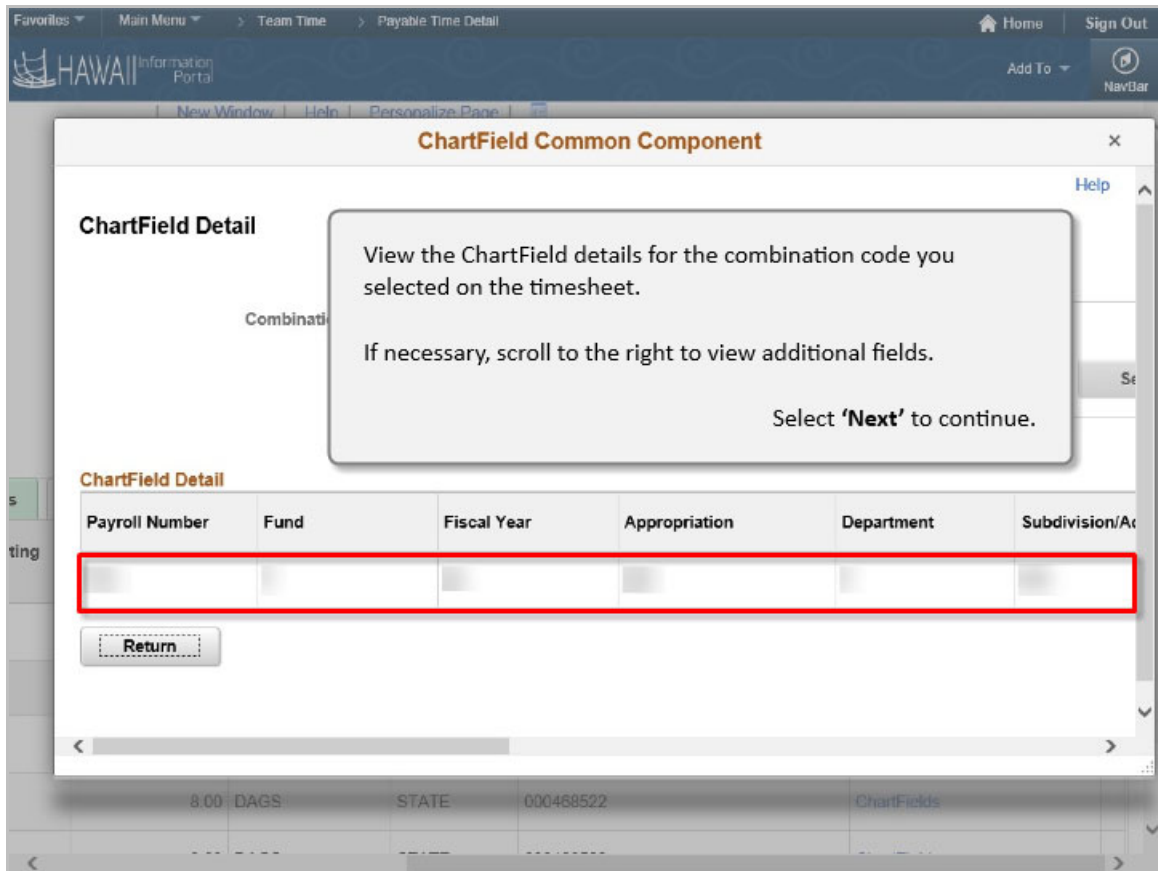
Click to the right of the scroll bar.



Employee ID [REDACTED]  
Employment Record 0

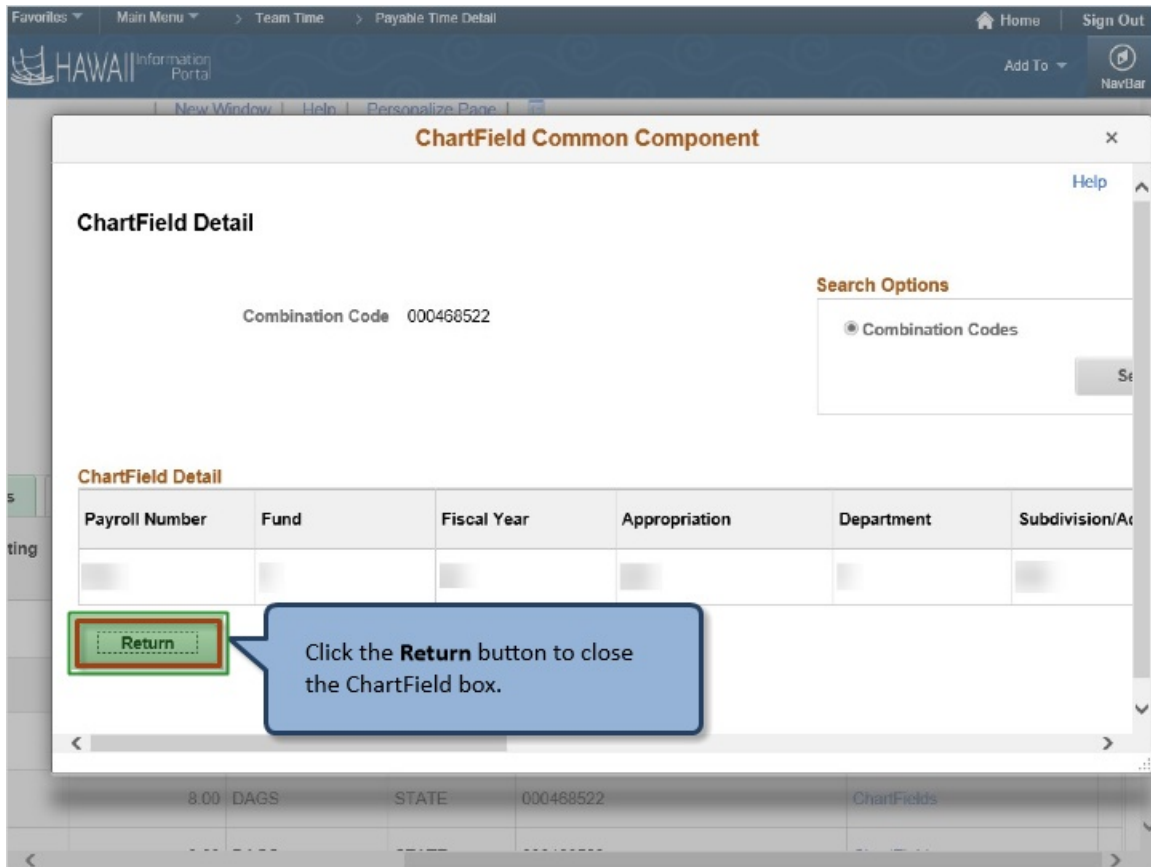
Quantity	Taskgroup	Business Unit	ChartFields
8.00	DAGS	STATE	000468522
2.00	DAGS	STATE	000468522
8.00	DAGS	STATE	000468522
8.00	DAGS	STATE	000468522

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

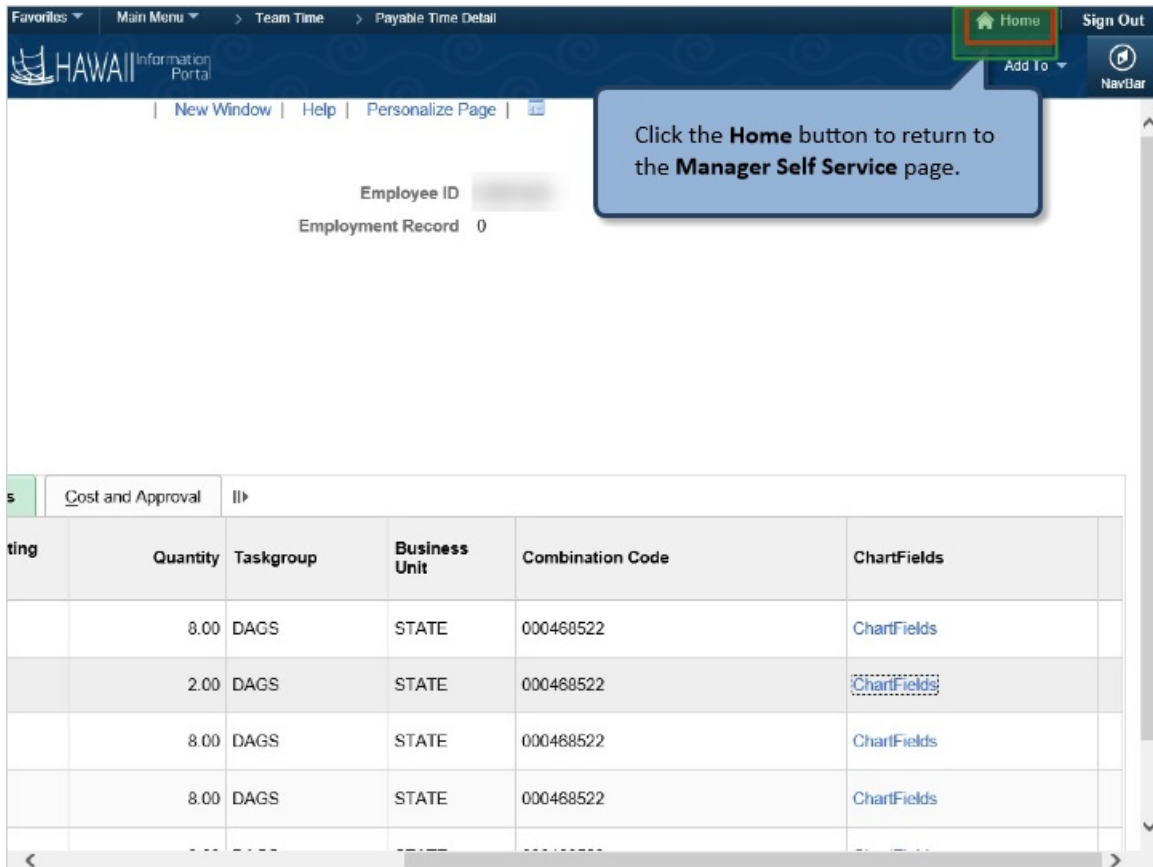


View the ChartField details for the combination code you selected on the timesheet.

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



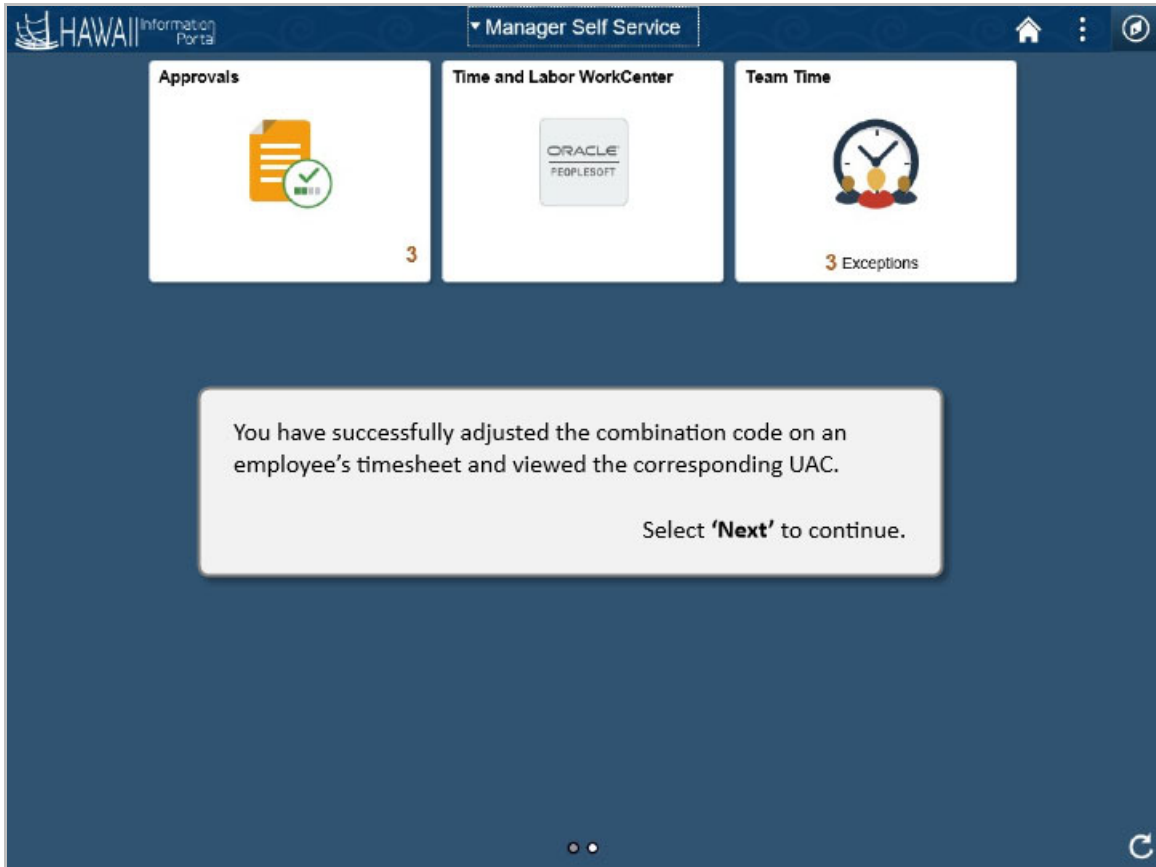
Click the **Return** button to close the ChartField box.



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

Quantity	Taskgroup	Business Unit	Combination Code	ChartFields
8.00	DAGS	STATE	000468522	<a href="#">ChartFields</a>
2.00	DAGS	STATE	000468522	<a href="#">ChartFields</a>
8.00	DAGS	STATE	000468522	<a href="#">ChartFields</a>
8.00	DAGS	STATE	000468522	<a href="#">ChartFields</a>

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.

 HAWAII Information Portal



***Congratulations!***  
You've successfully completed  
this lesson.

Select '**Next**' to continue.

***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.

Select **'Next'** to continue.

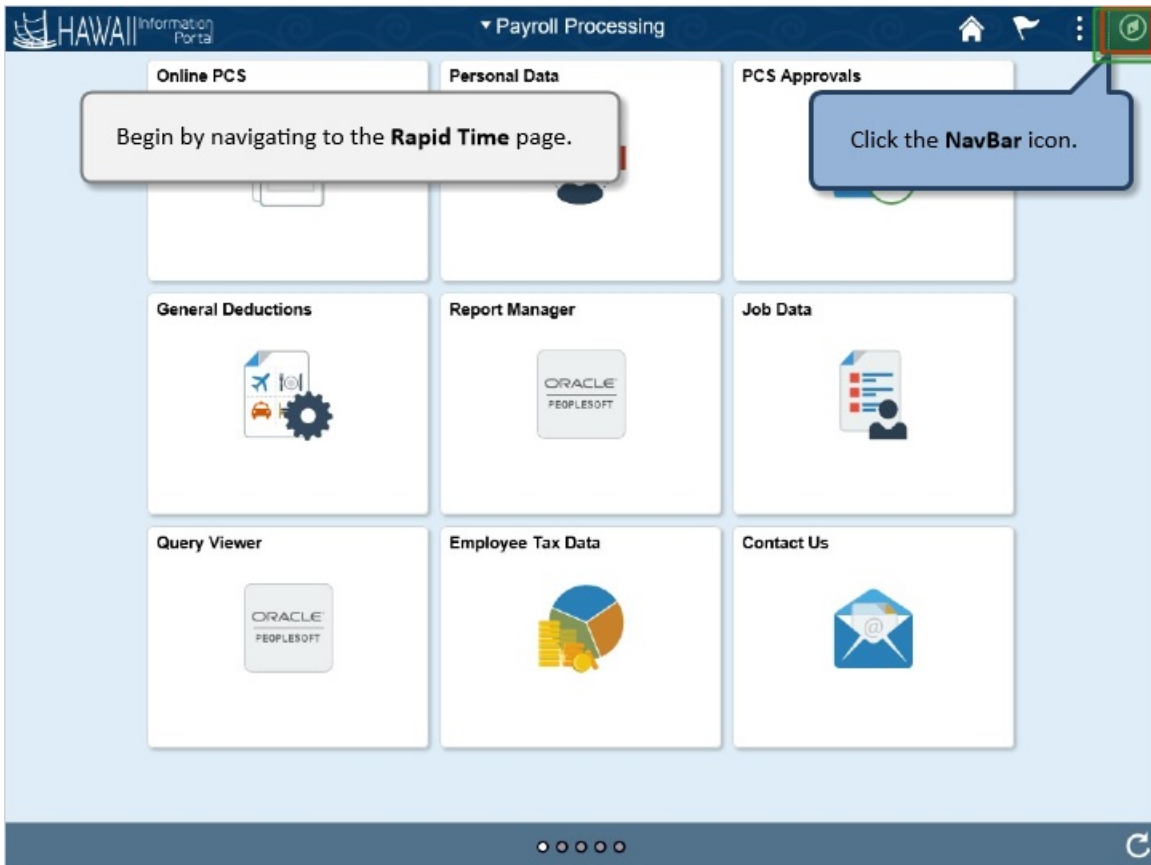
## Report Rapid Time

### Lesson Scenario

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

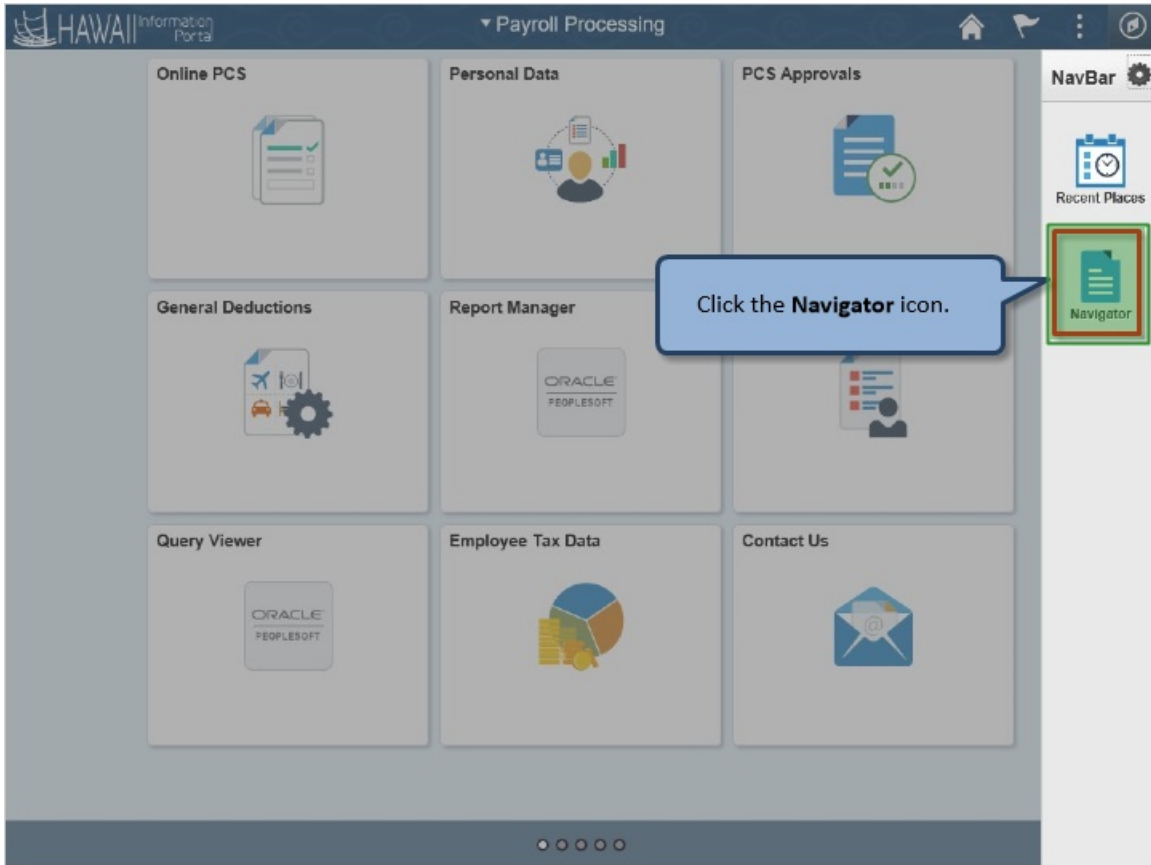
The **Rapid Time Entry** page is used by the Timekeeper to quickly report time for a group of employees. The Timekeeper selects employees, and then enters the TRC (Time Reporting Code) and the quantity of hours.



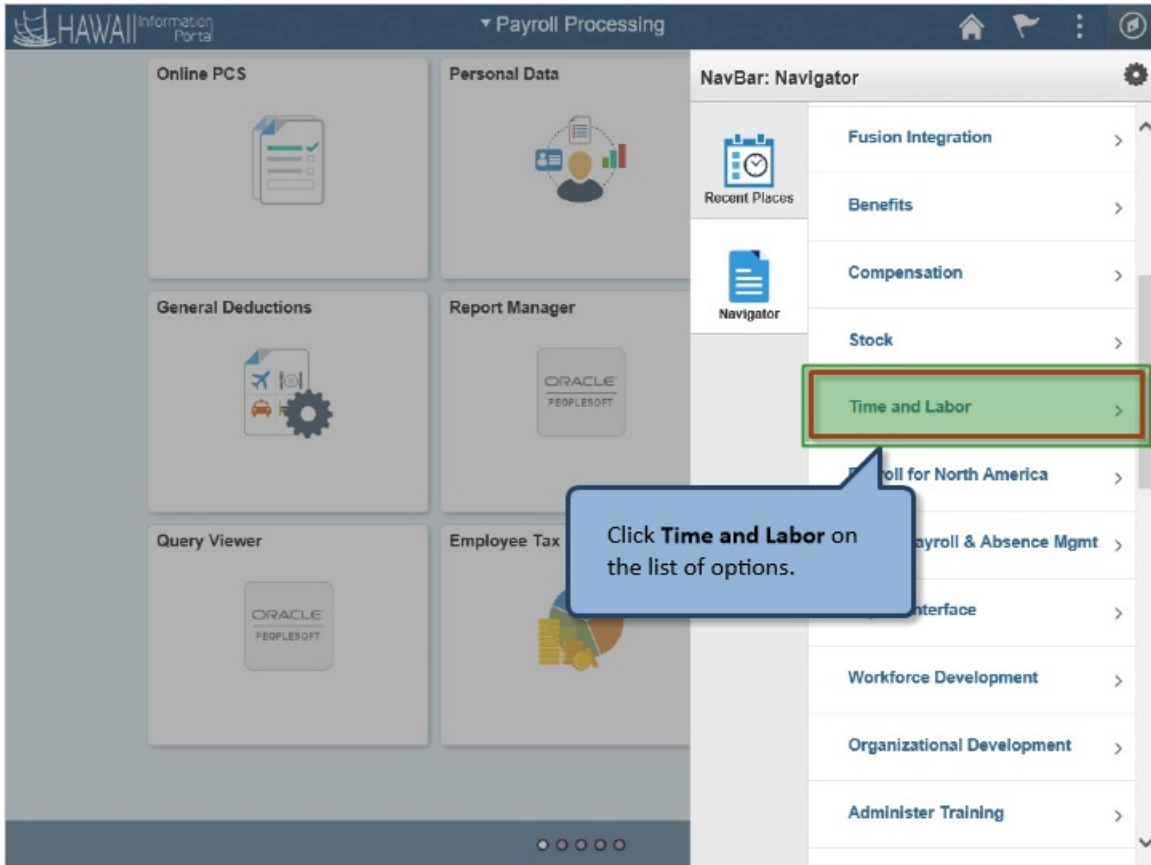


Begin by navigating to the **Rapid Time** page.

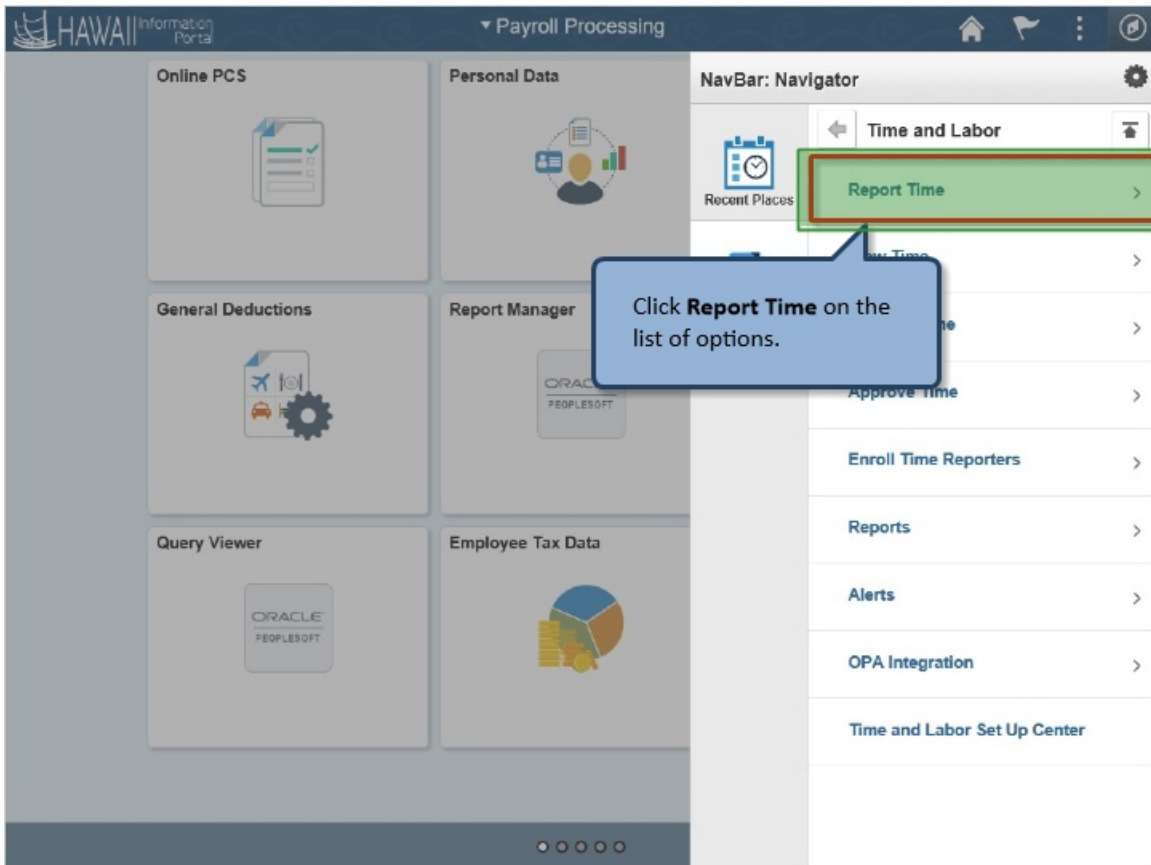
Click the **NavBar** icon.



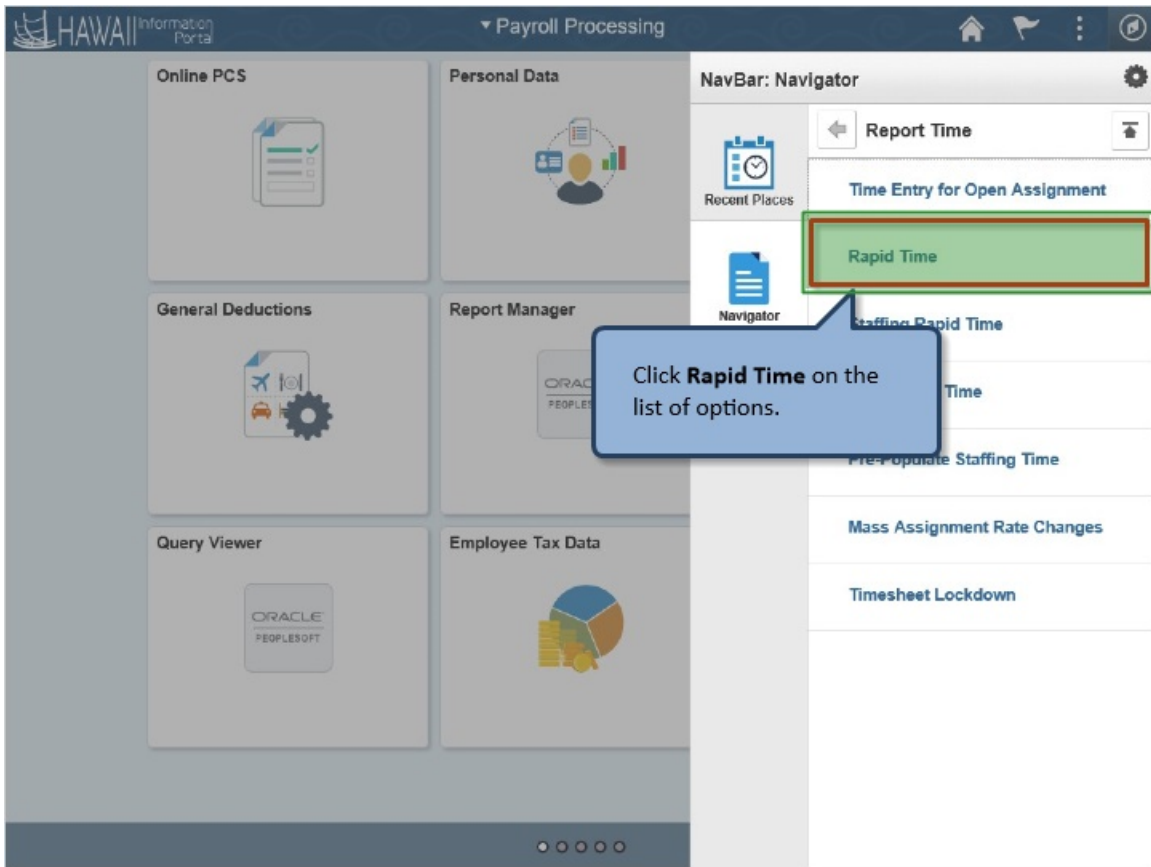
Click the **Navigator** icon.



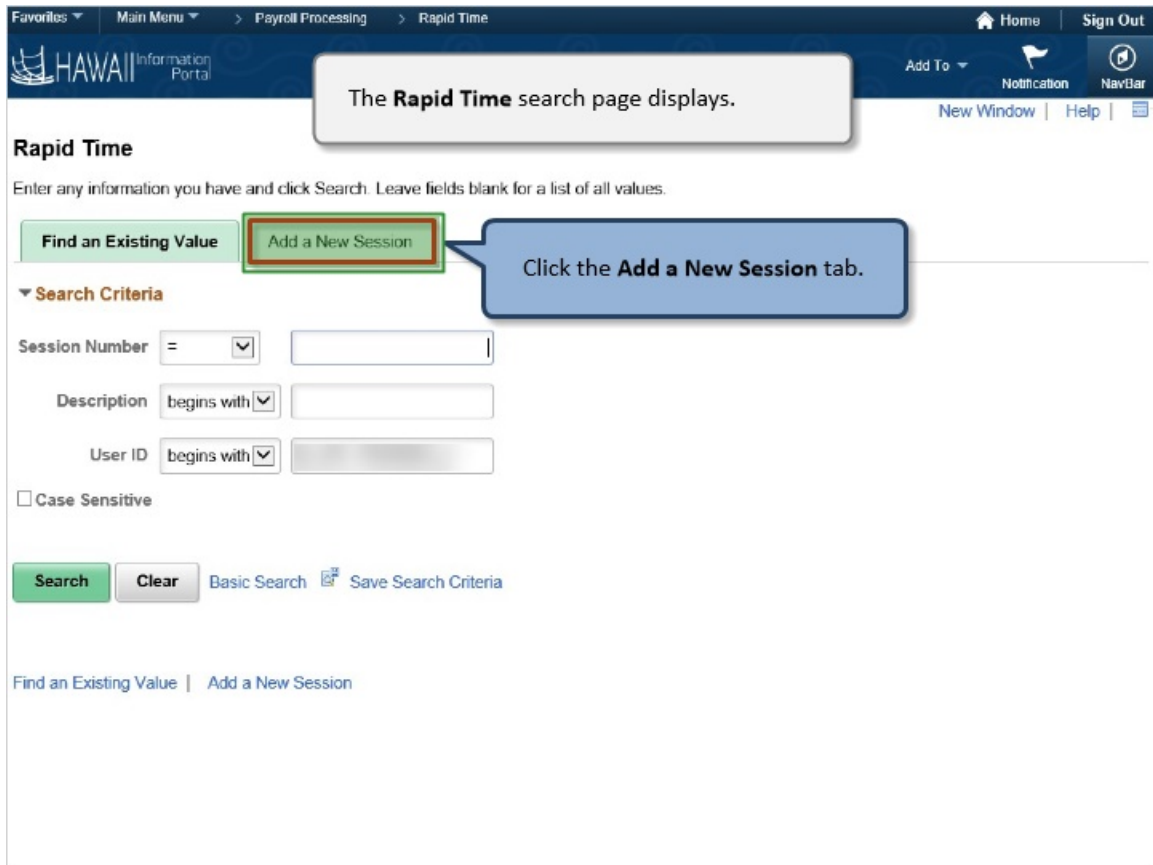
Click **Time and Labor** on the list of options.



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 screenshot shows the 'Rapid Time' page in the Hawaii Information Portal. The top navigation bar includes 'Home', 'Sign Out', 'Add To', 'Notification', and 'NavBar'. The breadcrumb trail is 'Time and Labor > Report Time > Rapid Time'. The main content area is titled 'Rapid Time' and features a 'Process Monitor' link. The 'Rapid Session Information' section is highlighted with a red box and contains the following fields: '\*Description' (text input), '\*Template Type' (dropdown menu with 'Punch Time Reporter' selected), '\*Template' (text input with a search icon), and '\*Processing Mode' (dropdown menu with 'Replacement' selected). To the right of these fields, session details are displayed: 'Session Number: 999999999', 'Session Status: Not Submitted', 'Last Updated: 01/30/20 12:23:08PM', and 'User ID'. Below this is the 'Rapid Detail Information' section, which includes a table with columns for 'Delete' and '\*Emp'. A callout box with a grey background and black text is overlaid on the page, stating: 'The **Rapid Time** page displays. Complete the **Rapid Session Information** section. Select **'Next'** to continue.' At the bottom, the 'Add or Remove Rows' section includes a 'Rows to Add' input set to '1', a checked 'Copy Down Values from Last Row' checkbox, and buttons for 'Add Row(s)', 'Delete Selected Row(s)', 'Select All', and 'Deselect All'.

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.

**Rapid Session Information**

\*Description

\*Template Type Punch Time Reporter

\*Template

\*Processing Mode Replacement

Last Updated 01/30/20 12:23:08PM

User ID

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	*Date
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add or Remove Rows**

Rows to Add   Copy Down Values from Last Row

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

Click in the **Description** field.



**Rapid Time**

**Rapid Session Information**

\*Description  Session Number 999999999  
\*Template Type Punch Time Reporter Session Status Not Submitted  
\*Template   
\*Processing Mode Replacement

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

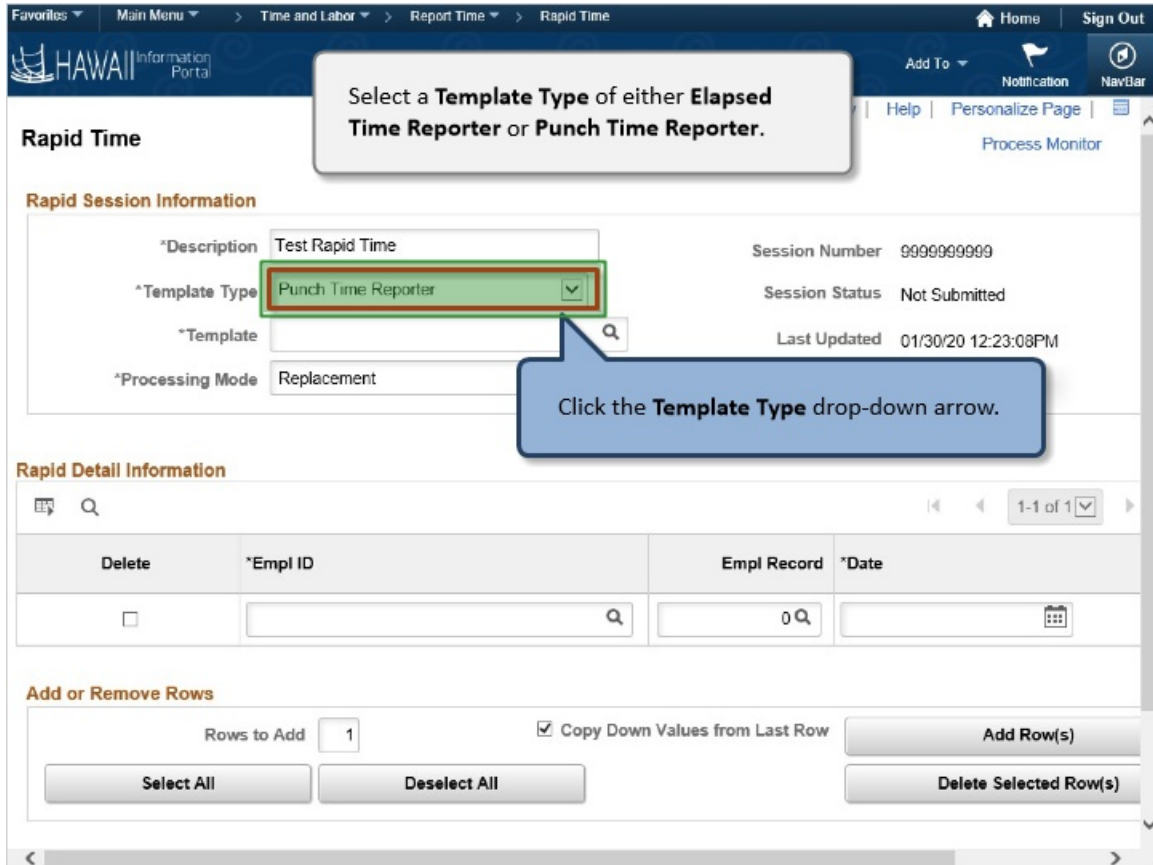
**Rapid Detail Information**

Delete	*Empl ID	Empl Record	*Date
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add or Remove Rows**

Rows to Add   Copy Down Values from Last Row

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



**Rapid Time**

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

**Rapid Session Information**

\*Description: Test Rapid Time  
 \*Template Type: **Punch Time Reporter** (dropdown menu)  
 \*Template: [empty]  
 \*Processing Mode: Replacement

Session Number: 999999999  
 Session Status: Not Submitted  
 Last Updated: 01/30/20 12:23:08PM

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	*Date
<input type="checkbox"/>	[input]	0	[calendar icon]

**Add or Remove Rows**

Rows to Add: 1  Copy Down Values from Last Row

Select All | Deselect All | Add Row(s) | Delete Selected Row(s)

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

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

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

**Rapid Time**

**Rapid Session Information**

\*Description: Test Rapid Time  
\*Template Type: **Elapsed Time Reporter**  
\*Template: [Empty]  
\*Processing Mode: Replacement

Session Number: 999999999  
Session Status: Not Submitted  
Created: 01/30/20 12:23:08PM  
User ID: [Redacted]

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	*Date
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add or Remove Rows**

Rows to Add: 1  Copy Down Values from Last Row

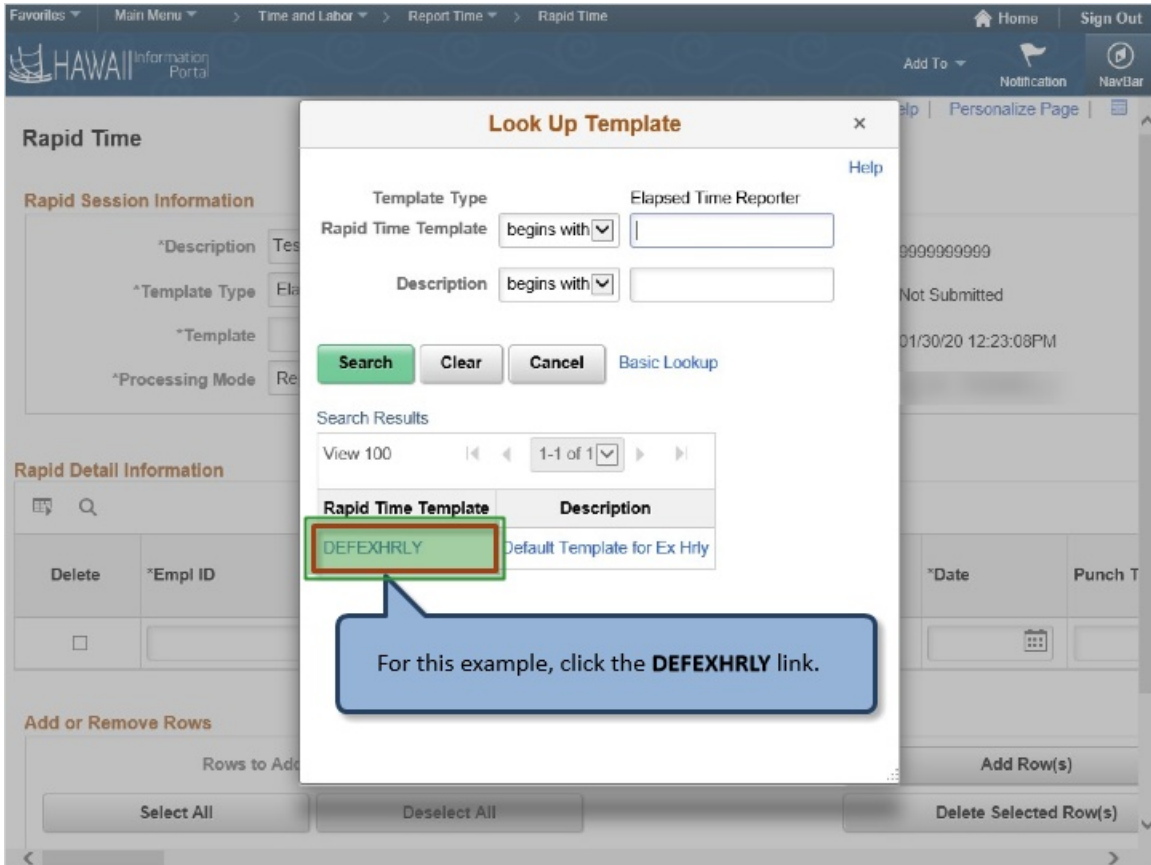
Select All | Deselect All | Add Row(s) | Delete Selected Row(s)

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

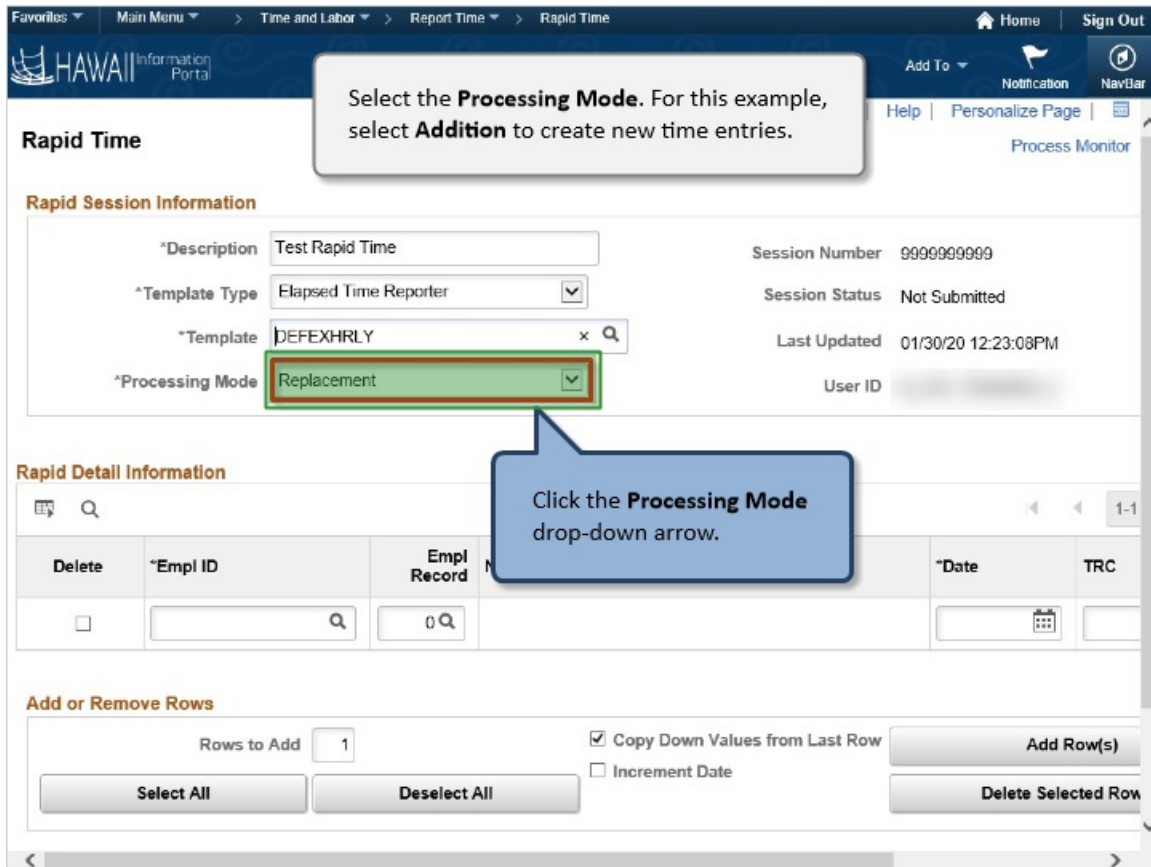
The screenshot shows the 'Rapid Time' interface. At the top, a navigation bar includes 'Home' and 'Sign Out'. Below the header, a callout box says 'Select a pre-defined **Template** for simplified data entry.' The 'Rapid Session Information' section contains fields for Description (Test Rapid Time), Template Type (Elapsed Time Reporter), Template (with a search icon highlighted in a red box), and Processing Mode (Replacement). To the right, session details like Session Number (999999999), Session Status (Not Submitted), and Last Updated (01/30/20 12:23:08PM) are displayed. A blue callout box points to the search icon with the text 'Click the **Search** icon (magnifying glass)'. The 'Rapid Detail Information' section features a table with columns: Delete, \*Empl ID, Empl Record, Name, \*Date, and Punch T. Below the table, the 'Add or Remove Rows' section includes a 'Rows to Add' field set to 1, a checked 'Copy Down Values from Last Row' option, and buttons for 'Add Row(s)', 'Delete Selected Row(s)', 'Select All', and 'Deselect All'.

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.

Rapid Session Information

\*Description: Test Rapid Time  
 \*Template Type: Elapsed Time Reporter  
 \*Template: DEFEXHRLY  
 \*Processing Mode: Replacement

Session Number: 999999999  
 Session Status: Not Submitted  
 Last Updated: 01/30/20 12:23:08PM  
 User ID: [Redacted]

Rapid Detail Information

Delete	*Empl ID	Empl Record	*Date	TRC
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add or Remove Rows

Rows to Add: 1  
 Copy Down Values from Last Row  
 Increment Date

Select All, Deselect All, Add Row(s), Delete Selected Row

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

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

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

**Rapid Time**

**Rapid Session Information**

\*Description: Test Rapid Time  
\*Template Type: Elapsed Time Reporter  
\*Template: Addition  
\*Processing Mode: Replacement

Session Number: 999999999  
Session Status: Not Submitted  
Last Updated: 01/30/20 12:23:08PM  
User ID: [Redacted]

**Rapid Detail Information**

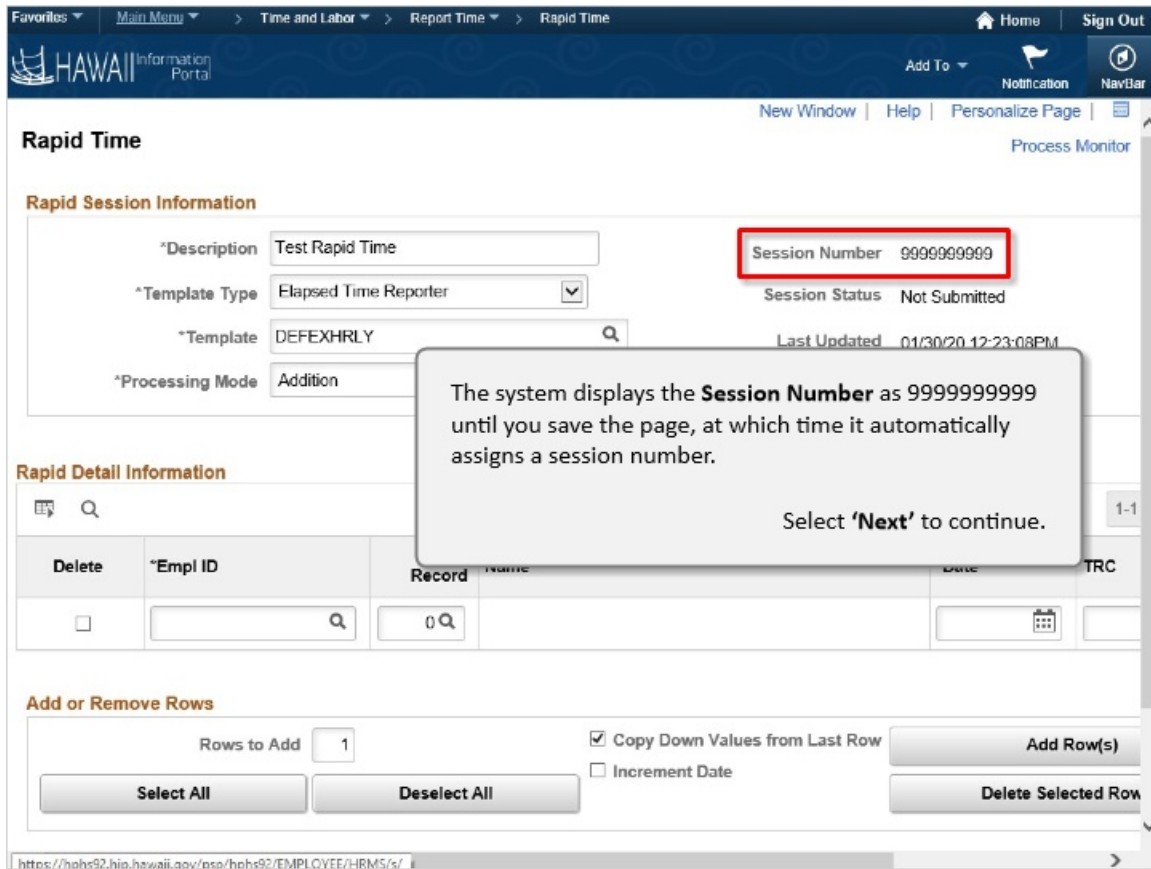
Delete	*Empl ID	Empl Record	Name	*Date	TRC
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	

**Add or Remove Rows**

Rows to Add: 1  
Copy Down Values from Last Row:   
Increment Date:

Select All, Deselect All, Add Row(s), Delete Selected Row

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



**Rapid Time**

**Rapid Session Information**

\*Description: Test Rapid Time  
 \*Template Type: Elapsed Time Reporter  
 \*Template: DEFEXHRLY  
 \*Processing Mode: Addition

Session Number: 999999999  
 Session Status: Not Submitted  
 Last Updated: 01/30/20 12:23:08PM

**Rapid Detail Information**

Delete	*Empl ID	Record	Name	Date	TRC
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	

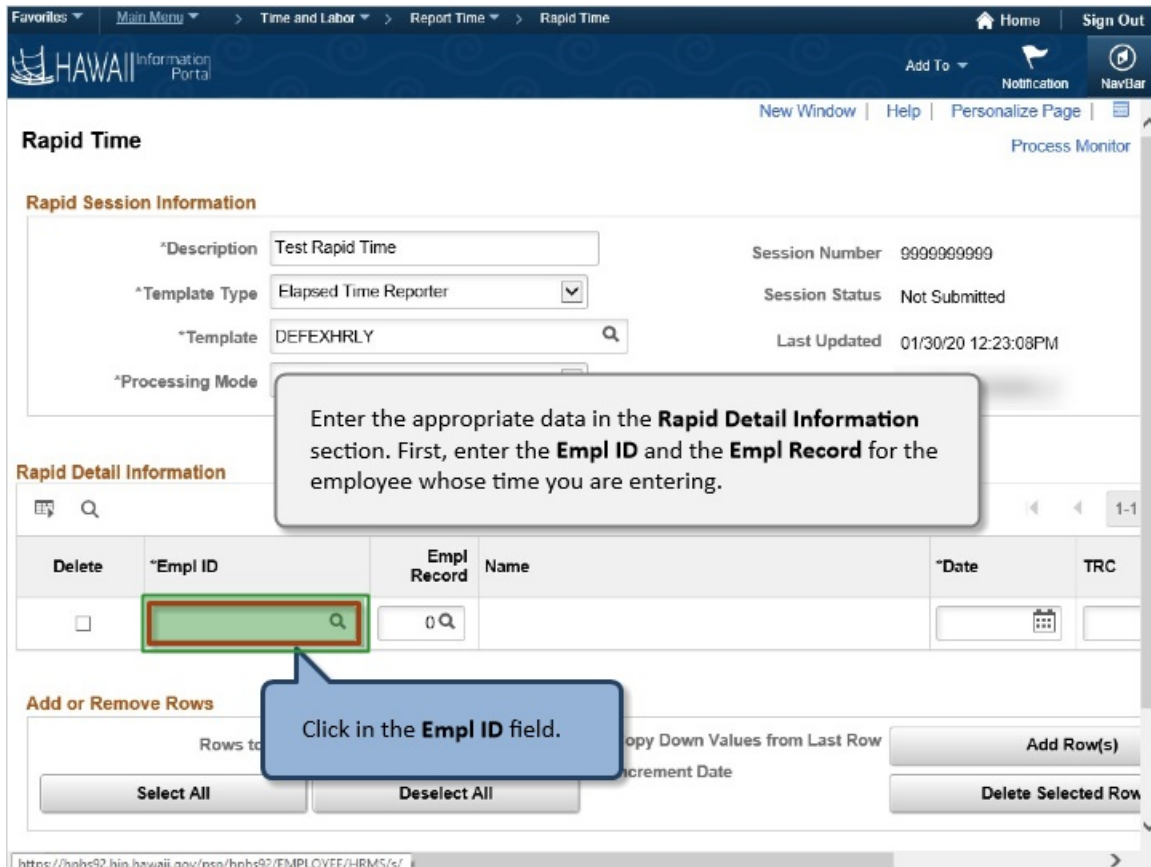
**Add or Remove Rows**

Rows to Add: 1  
 Copy Down Values from Last Row  
 Increment Date

Select All | Deselect All | Add Row(s) | Delete Selected Row

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





**Rapid Time**

**Rapid Session Information**

\*Description: Test Rapid Time  
 \*Template Type: Elapsed Time Reporter  
 \*Template: DEFEXHRLY  
 \*Processing Mode: [ ]

Session Number: 999999999  
 Session Status: Not Submitted  
 Last Updated: 01/30/20 12:23:08PM

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	

**Add or Remove Rows**

Rows to: [ ] Copy Down Values from Last Row [ ] Add Row(s) [ ]  
 Select All [ ] Deselect All [ ] Increment Date [ ] Delete Selected Row [ ]

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.

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.

[Favorites](#) | [Main Menu](#) | [Time and Labor](#) | [Report Time](#) | [Rapid Time](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [NavBar](#)

[New Window](#) | [Help](#) | [Personalize Page](#) | [Process Monitor](#)

### Rapid Time

#### Rapid Session Information

*Description	Test Rapid Time	Session Number	999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	DEFEXHRLY	Last Updated	01/30/20 12:23:08PM
*Processing Mode	Addition	User ID	

#### Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	TRC
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>

Add or Remove Rows

Rows to Add: 
 Copy Down Values from Last Row
  Increment Date

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

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

**Rapid Time**

**Rapid Session Information**

\*Description: Test Rapid Time  
\*Template Type: Elapsed Time Reporter  
\*Processing Mo: [blank]  
Session Number: 999999999  
Session Status: Not Submitted  
Updated: 01/30/20 12:23:08PM  
User ID: [blurred]

**Rapid Detail Information**

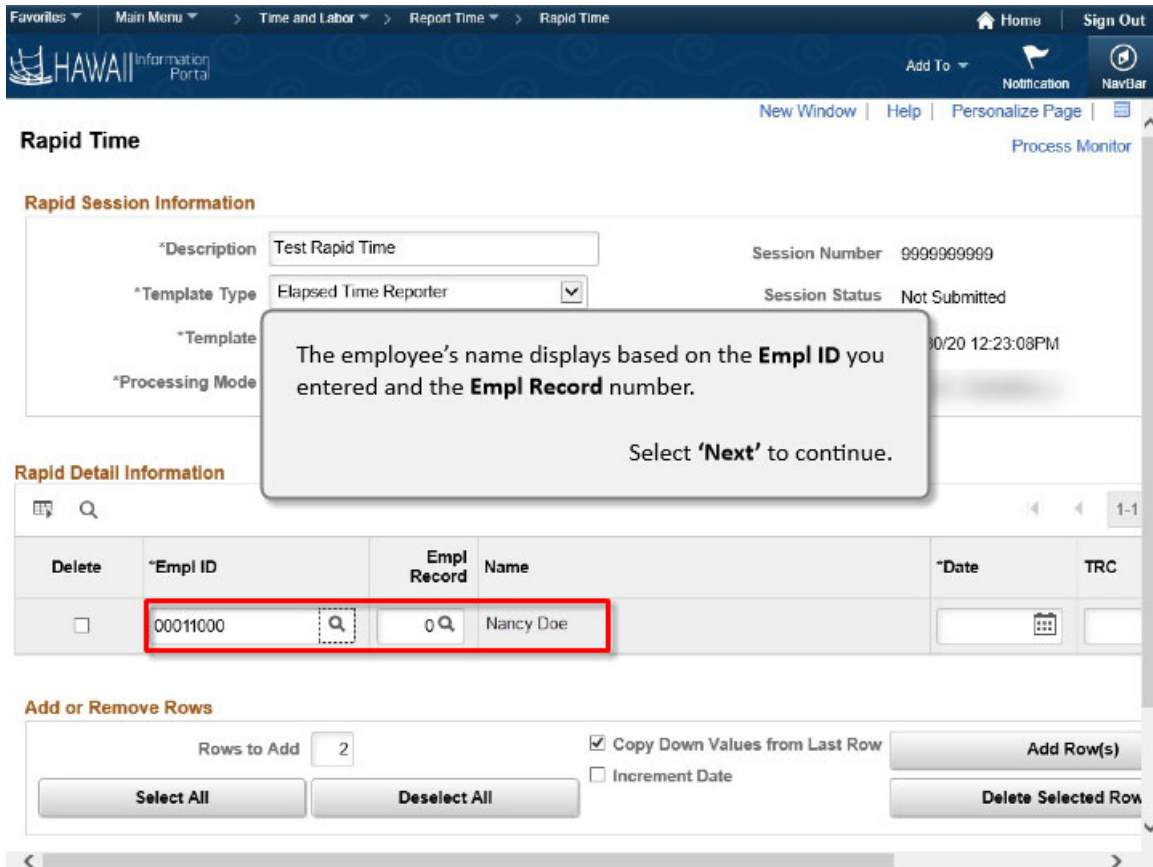
Delete	*Empl ID	Empl Record	Name	*Date	TRC
<input type="checkbox"/>	00011000	0	Nancy Doe		

**Add or Remove Rows**

Rows to Add: 2  
 Copy Down Values from Last Row  
 Increment Date  
Buttons: Select All, Deselect All, Add Row(s), Delete Selected Row

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

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



**Rapid Time**

**Rapid Session Information**

\*Description: Test Rapid Time      Session Number: 999999999  
 \*Template Type: Elapsed Time Reporter      Session Status: Not Submitted  
 \*Template:      00/20 12:23:08PM  
 \*Processing Mode:      The employee's name displays based on the **Empl ID** you entered and the **Empl Record** number.  
 Select '**Next**' to continue.

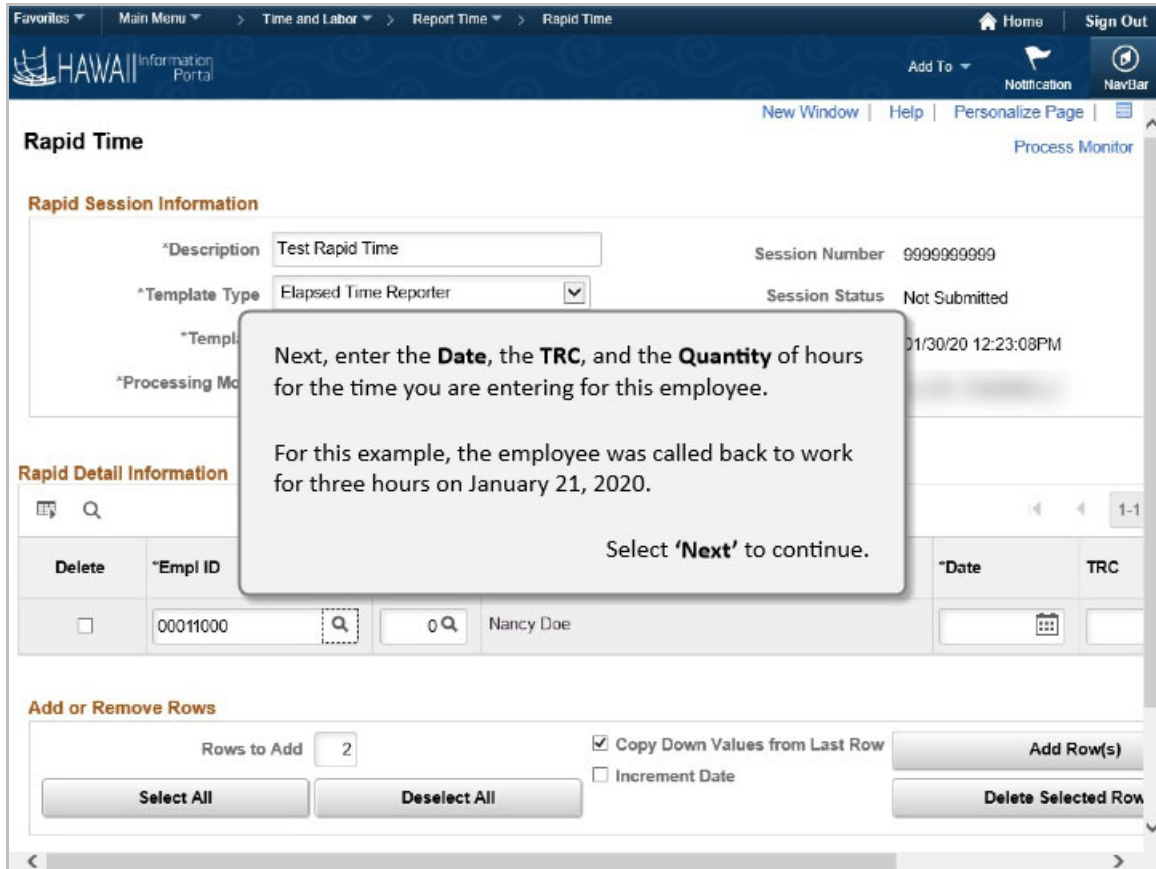
**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC
<input type="checkbox"/>	00011000	0	Nancy Doe		

**Add or Remove Rows**

Rows to Add: 2       Copy Down Values from Last Row      Add Row(s)  
 Increment Date      Delete Selected Row

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



The screenshot shows the 'Rapid Time' web application interface. A modal dialog box is overlaid on the form, containing the following text:

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.

Select '**Next**' to continue.

The background interface includes a navigation bar with 'Home' and 'Sign Out' buttons, and a breadcrumb trail: 'Time and Labor > Report Time > Rapid Time'. The main form area is titled 'Rapid Session Information' and contains fields for 'Description' (Test Rapid Time), 'Template Type' (Elapsed Time Reporter), 'Session Number' (999999999), and 'Session Status' (Not Submitted). Below this is a table for 'Rapid Detail Information' with columns for 'Delete', 'Empl ID', 'Date', and 'TRC'. The table contains one row for 'Nancy Doe' with 'Empl ID' 00011000. At the bottom, there is an 'Add or Remove Rows' section with a 'Rows to Add' field set to 2, and buttons for 'Select All', 'Deselect All', 'Add Row(s)', and 'Delete Selected Row'.

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.


**Rapid Time**

**Rapid Session Information**

\*Description: Test Rapid Time  
\*Template Type: Elapsed Time Reporter  
\*Template: DEFEXHRLY  
\*Processing Mode: Addition

Session Number: 999999999  
Session Status: Not Submitted  
Last Updated: 01/30/20 12:23:08PM  
User ID: [Redacted]

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC
<input type="checkbox"/>	00011000	0	Nancy Doe		

**Add or Remove Rows**

Rows to Add: 2  
Copy Down V:   
Increment Date:

Select All | Deselect All | Delete Selected Row(s)

Click the **Calendar** icon.

Click the **Calendar** icon.

**Rapid Time**

**Rapid Session Information**

\*Description: Test Rapid Time  
\*Template Type: Elapsed Time Reporter  
\*Template: DEFEXHRLY  
\*Processing Mode: Addition

Session Number: 999999999  
Session Status: Not Submitted  
Last Updated: 01/30/20 12:23:08PM  
User ID: [Redacted]

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name
<input type="checkbox"/>	00011000	0	Nancy Doe

**Add or Remove Rows**

Rows to Add: 2  
[Select All] [Deselect All]

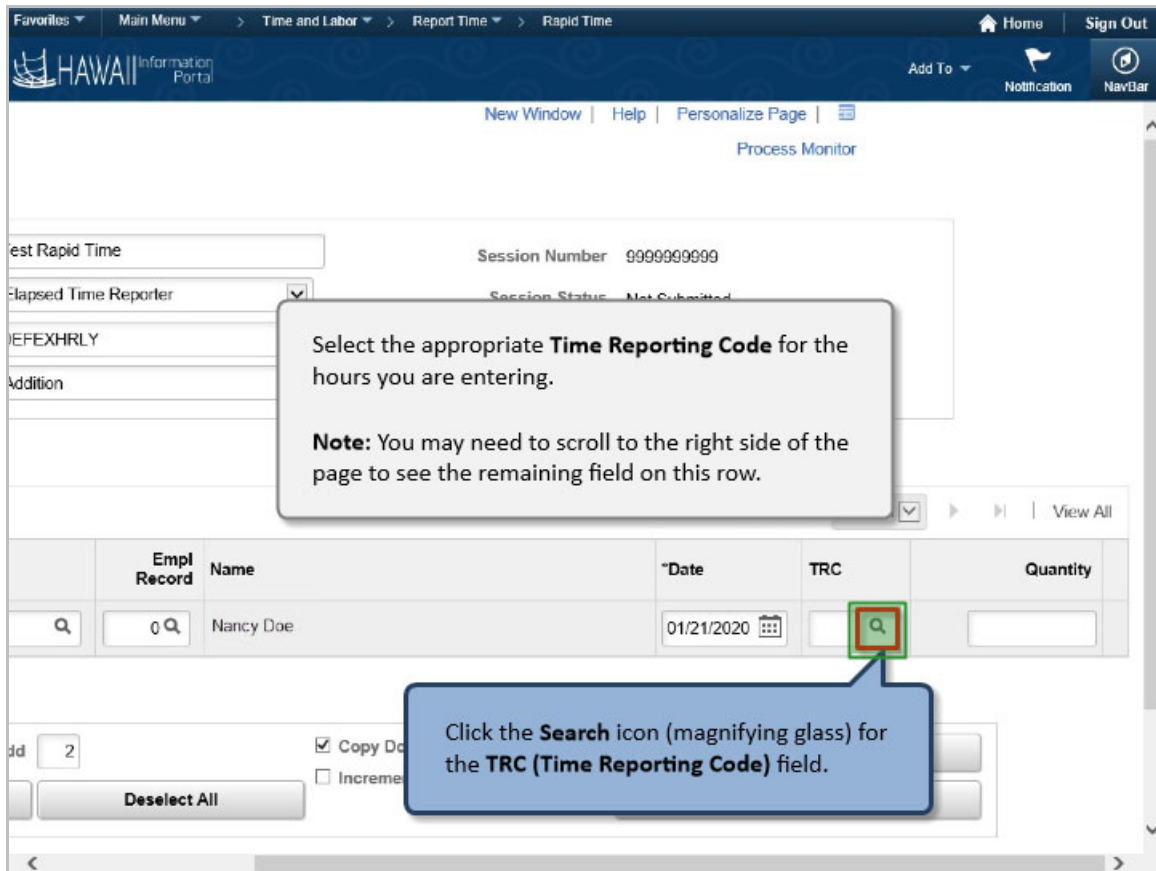
**Calendar**

January 2020

S	M	T	W	T	F	S
			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	

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

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



Process Monitor

Session Number 999999999  
Session Status Not Submitted

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.

Empl Record	Name	Date	TRC	Quantity
0	Nancy Doe	01/21/2020	<input type="text"/>	<input type="text"/>

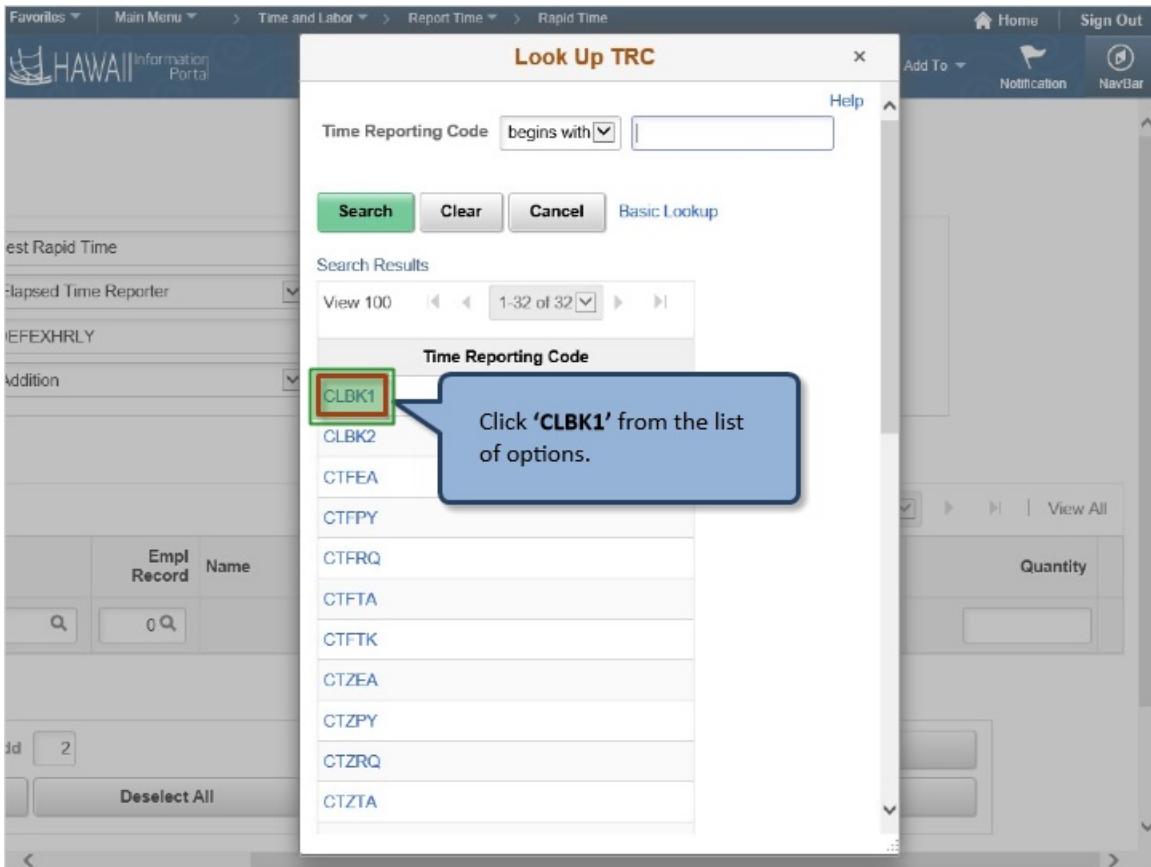
Click the **Search** icon (magnifying glass) for the **TRC (Time Reporting Code)** field.

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.

Process Monitor

Session Number: 999999999  
Session Status: Not Submitted  
Last Updated: 01/30/20 12:23:08PM  
User ID: [REDACTED]

Empl Record	Name	Date	TRC	Quantity
0	Nancy Doe	01/21/2020	CLBK1	

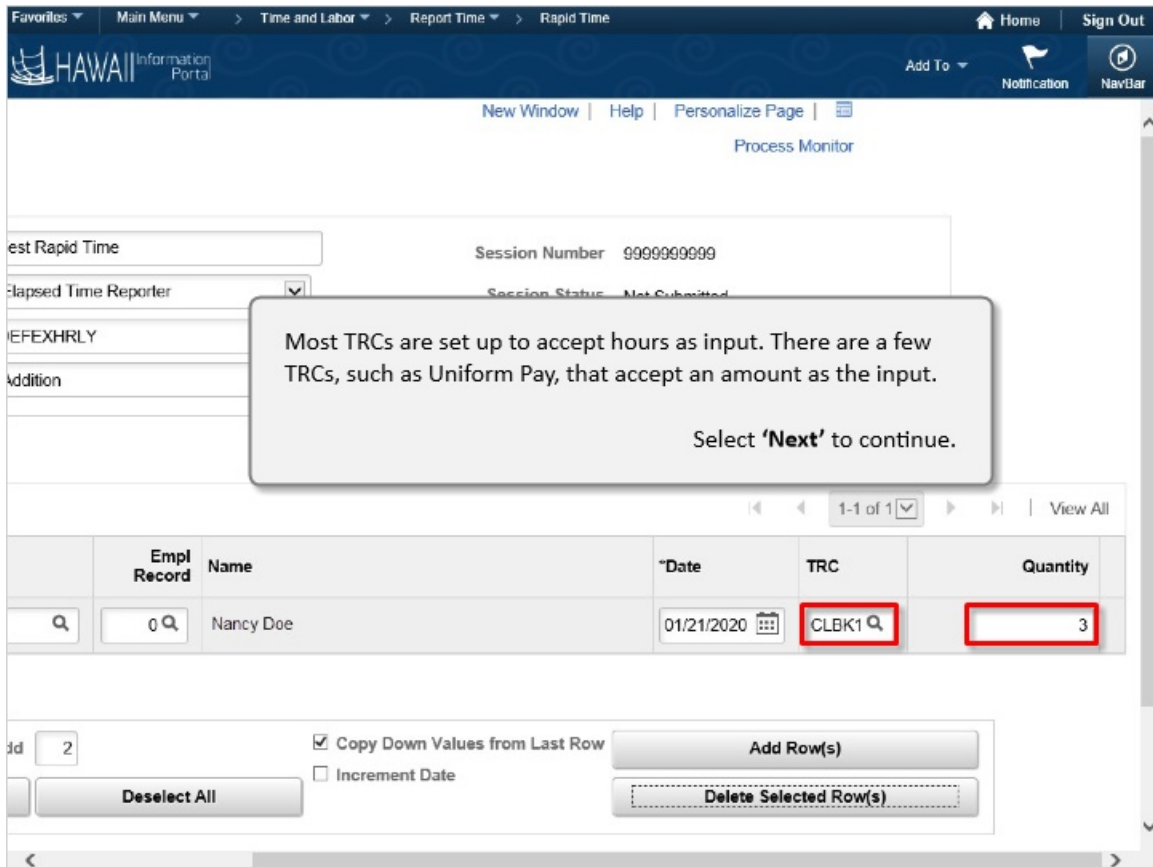
Click in **Quantity** field.

Click in **Quantity** field.

The screenshot shows the Hawaii Information Portal interface for Time and Labor reporting. At the top, there is a navigation bar with 'Time and Labor' > 'Report Time' > 'Rapid Time'. Below this, a 'Process Monitor' section displays session details: Session Number 999999999, Session Status Not Submitted, Last Updated 01/30/20 12:23:08PM, and User ID. A table below shows a single row for Nancy Doe on 01/21/2020 with TRC CLBK1. The 'Quantity' field in this row is highlighted with a red box. A blue callout box points to this field with the text: 'Type '3' in the Quantity field and press the Tab key.' Below the table are controls for 'Copy Down Values from Last Row' (checked) and 'Increment Date' (unchecked), along with a 'Deselect All' button.

Empl Record	Name	Date	TRC	Quantity
0	Nancy Doe	01/21/2020	CLBK1	

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



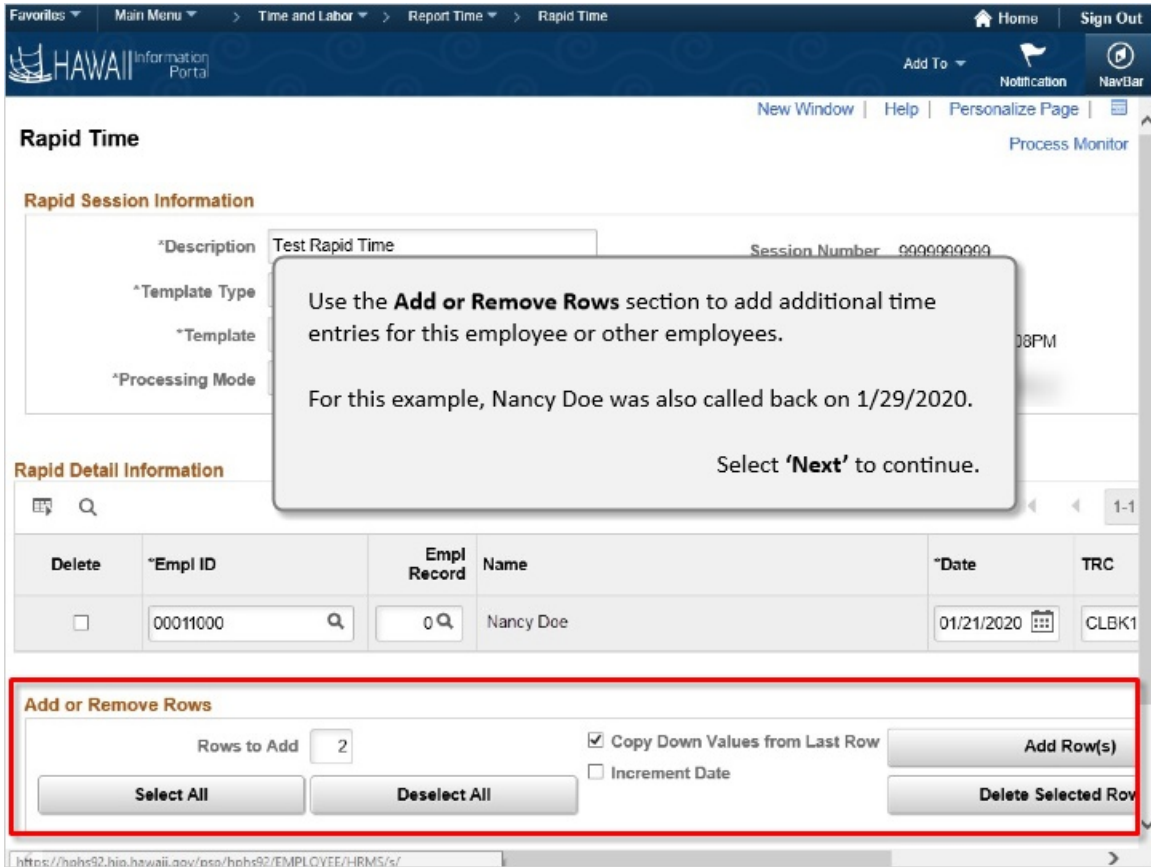
Most TRCs are set up to accept hours as input. There are a few TRCs, such as Uniform Pay, that accept an amount as the input.

Select **'Next'** to continue.

Empl Record	Name	Date	TRC	Quantity
0	Nancy Doe	01/21/2020	CLBK1	3

id: 2  
 Copy Down Values from Last Row  
 Increment Date  
 Add Row(s)  
 Delete Selected Row(s)  
 Deselect All

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.



**Rapid Time**

**Rapid Session Information**

\*Description: Test Rapid Time      Session Number: 999999999

\*Template Type:      08PM

\*Template:      08PM

\*Processing Mode:      08PM

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC
<input type="checkbox"/>	00011000	0	Nancy Doe	01/21/2020	CLBK1

**Add or Remove Rows**

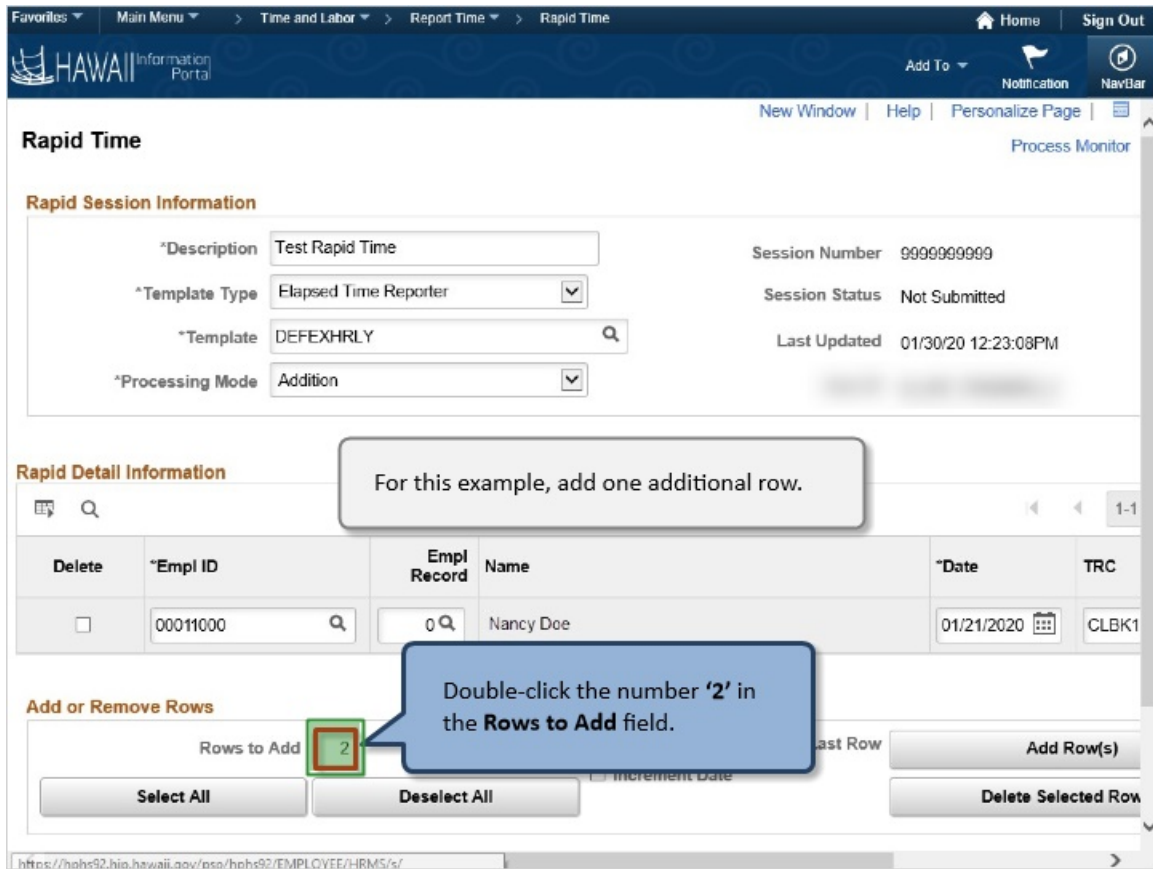
Rows to Add:        Copy Down Values from Last Row       Increment Date

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.



**Rapid Time**

**Rapid Session Information**

\*Description: Test Rapid Time  
 \*Template Type: Elapsed Time Reporter  
 \*Template: DEFEXHRLY  
 \*Processing Mode: Addition

Session Number: 999999999  
 Session Status: Not Submitted  
 Last Updated: 01/30/20 12:23:08PM

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC
<input type="checkbox"/>	00011000	0	Nancy Doe	01/21/2020	CLBK1

**Add or Remove Rows**

Rows to Add: 2

Buttons: Select All, Deselect All, Add Row(s), Delete Selected Row

Callout 1: For this example, add one additional row.

Callout 2: Double-click the number '2' in the Rows to Add field.

For this example, add one additional row.

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

**Rapid Time**

**Rapid Session Information**

\*Description: Test Rapid Time  
\*Template Type: Elapsed Time Reporter  
\*Template: DEFEXHRLY  
\*Processing Mode: Addition

Session Number: 999999999  
Session Status: Not Submitted  
Last Updated: 01/30/20 12:23:08PM

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC
<input type="checkbox"/>	00011000	0	Nancy Doe	01/21/2020	CLBK1

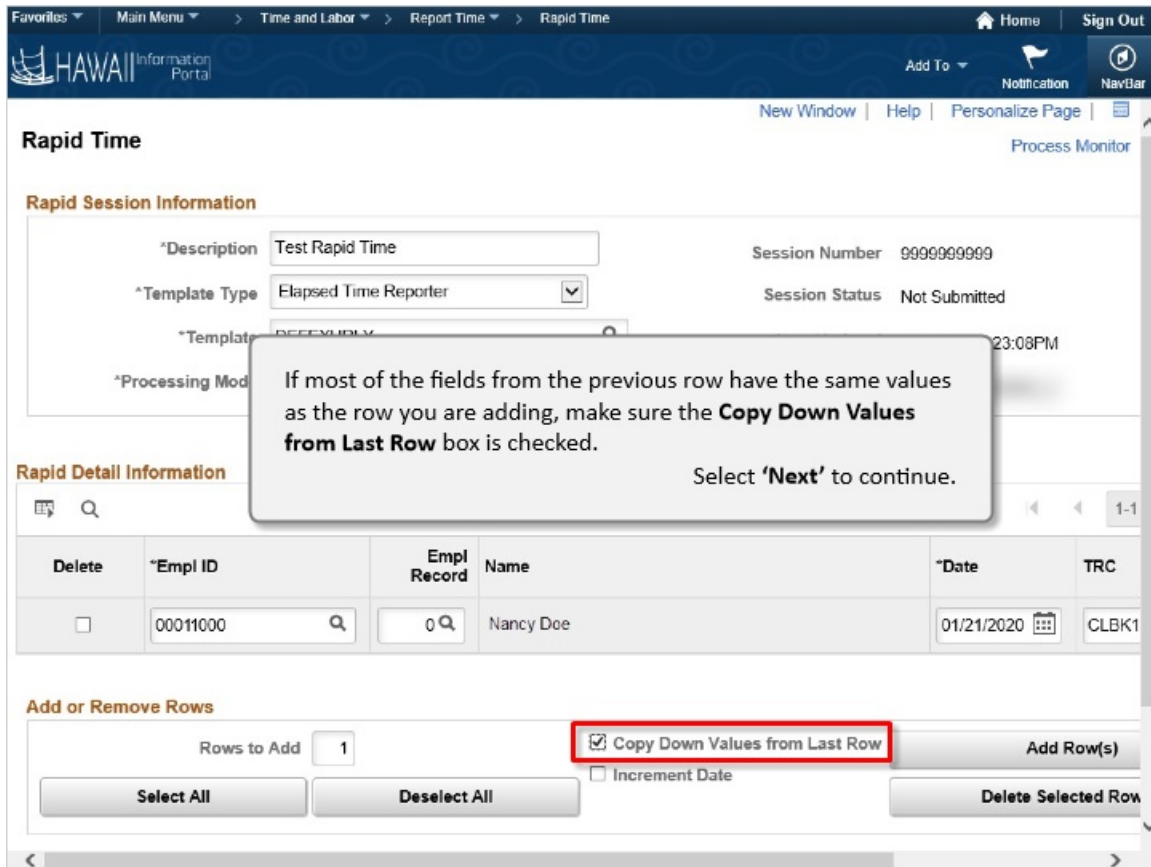
**Add or Remove Rows**

Rows to Add:

Select All | Deselect All | Add Row(s) | Delete Selected Row

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

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



**Rapid Time**

**Rapid Session Information**

\*Description: Test Rapid Time      Session Number: 999999999  
 \*Template Type: Elapsed Time Reporter      Session Status: Not Submitted  
 \*Template: DEFERREDLY      23:08PM  
 \*Processing Mod: [ ]

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC
<input type="checkbox"/>	00011000	0	Nancy Doe	01/21/2020	CLBK1

**Add or Remove Rows**

Rows to Add: 1       Copy Down Values from Last Row      Add Row(s)  
 Increment Date  
 Select All      Deselect All      Delete Selected Row

**Callout Box:** 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. Select 'Next' to continue.

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.



**Rapid Time**

**Rapid Session Information**

\*Description: Test Rapid Time  
\*Template Type: Elapsed Time Reporter  
\*Template: DEFEXHRLY  
\*Processing Mode: Addition

Session Number: 999999999  
Session Status: Not Submitted  
Last Updated: 01/30/20 12:23:08PM  
User ID: [REDACTED]

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC
<input type="checkbox"/>	00011000	0	Nancy Doe	020	CLBK1

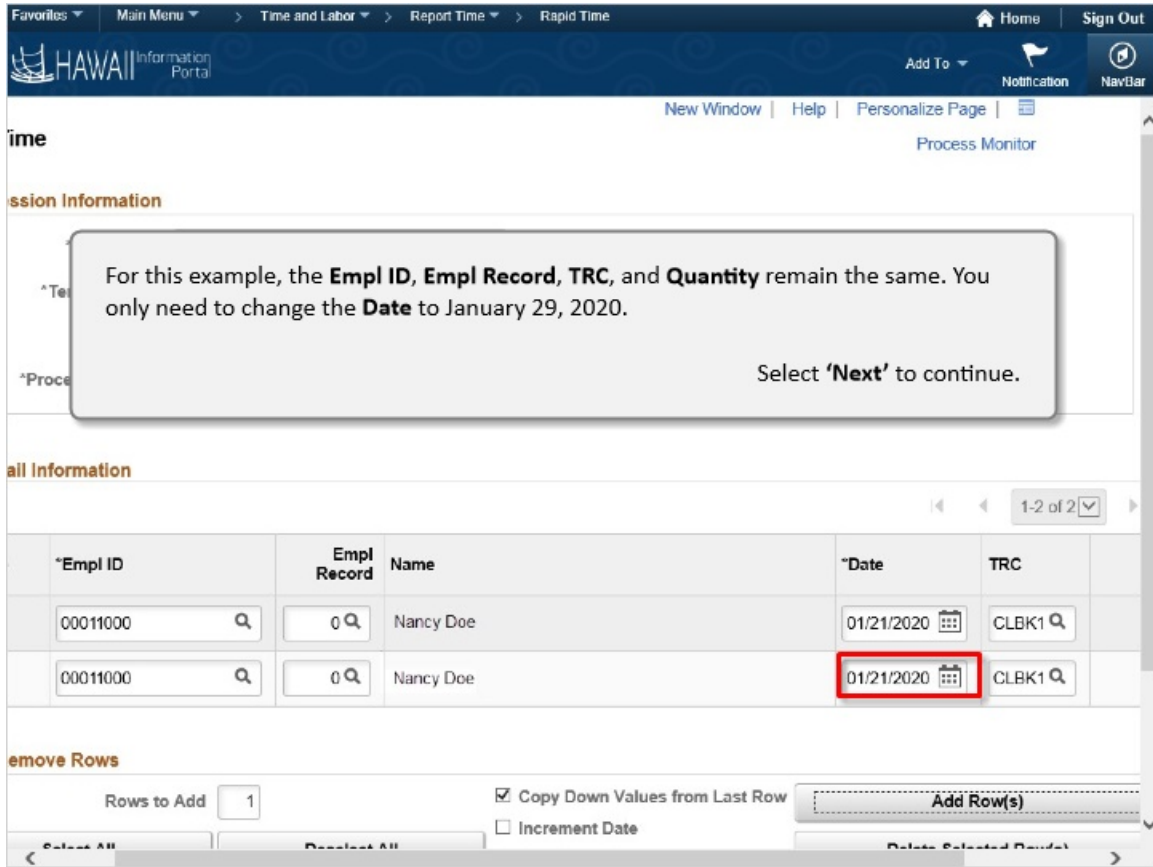
**Add or Remove Rows**

Rows to Add: 1  
 Copy Down Values from Last Row  
 Increment Date

**Add Row(s)** (highlighted with a green box)

Select All, Deselect All, Delete Selected Row

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.

Select 'Next' to continue.

*Empl ID	Empl Record	Name	*Date	TRC
00011000	0	Nancy Doe	01/21/2020	CLBK1
00011000	0	Nancy Doe	01/21/2020	CLBK1

Remove Rows

Rows to Add: 1

Copy Down Values from Last Row

Increment Date

Add Row(s)

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.

The screenshot shows the 'Time' page in the Hawaii Information Portal. The top navigation bar includes 'Favorites', 'Main Menu', 'Time and Labor', 'Report Time', and 'Rapid Time'. The page title is 'Time' and it includes a 'Process Monitor' link. The 'Session Information' section contains the following details:

- \*Description: Test Rapid Time
- \*Template Type: Elapsed Time Reporter
- \*Template: DEFEXHRLY
- \*Processing Mode: Addition
- Session Number: 999999999
- Session Status: Not Submitted
- Last Updated: 01/30/20 12:23:08PM
- User ID: [Redacted]

The 'Table Information' section displays a table with the following columns: \*Empl ID, Empl Record, Name, Date, and TRC. The table contains two rows for Nancy Doe on 01/21/2020. A blue callout box with the text 'Click the Calendar icon.' points to a calendar icon in the date column of the second row.

Below the table is the 'Remove Rows' section, which includes a 'Rows to Add' field set to 1, a checked 'Copy Down Values from Last Row' checkbox, and an 'Add Row(s)' button. There are also 'Select All' and 'Deselect All' buttons.

Click the **Calendar** icon.

**Session Information**

\*Description: Test Rapid Time  
\*Template Type: Elapsed Time Reporter  
\*Template: DEFEXHRLY  
\*Processing Mode: Addition

Session Number: 999999999  
Session Status: Not Submitted  
Last Updated: 01/30/20 12:23:08PM  
User ID: [Redacted]

**Table Information**

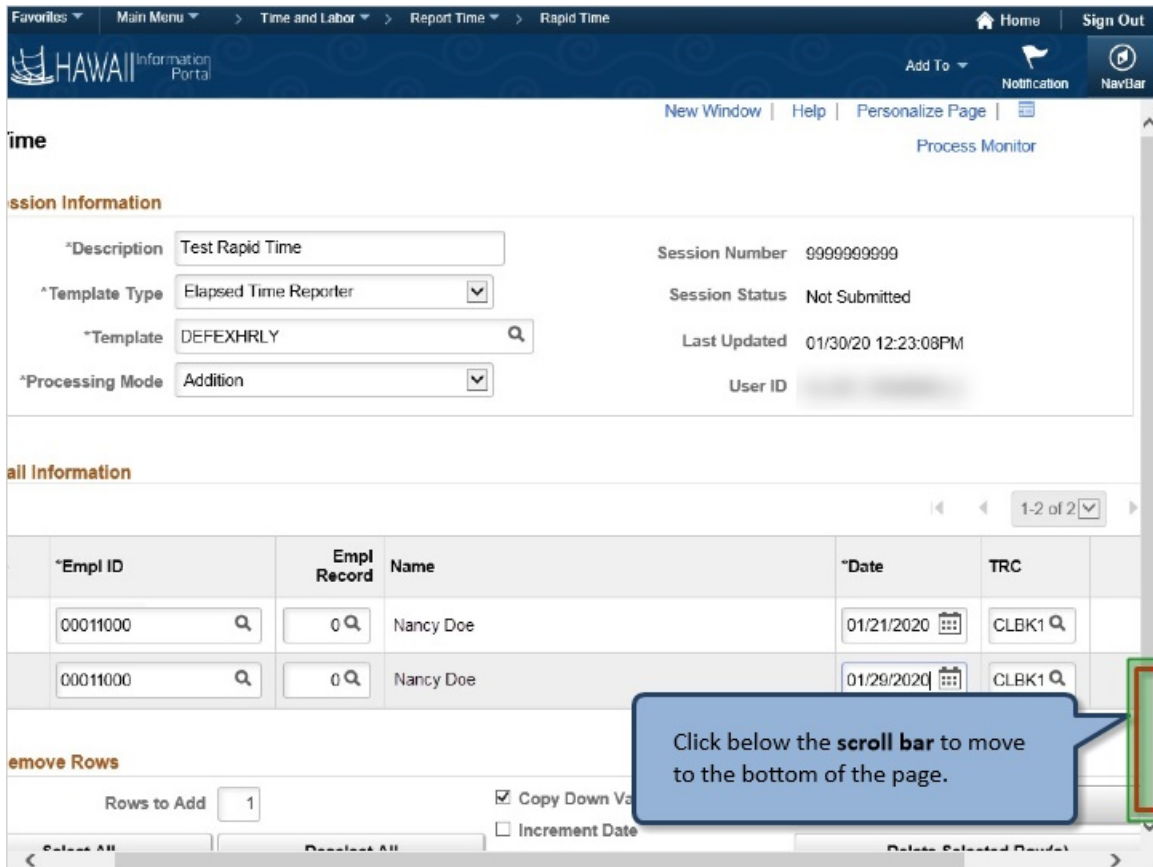
*Empl ID	Empl Record	Name
00011000	0	Nancy Doe
00011000	0	Nancy Doe

**Calendar** (January 2020)

S	M	T	W	T	F	S
			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

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

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



**Time**

**Session Information**

\*Description: Test Rapid Time  
 \*Template Type: Elapsed Time Reporter  
 \*Template: DEFEXHRLY  
 \*Processing Mode: Addition

Session Number: 999999999  
 Session Status: Not Submitted  
 Last Updated: 01/30/20 12:23:08PM  
 User ID: [Redacted]

**Table Information**

*Empl ID	Empl Record	Name	*Date	TRC
00011000	0	Nancy Doe	01/21/2020	CLBK1
00011000	0	Nancy Doe	01/29/2020	CLBK1

**Remove Rows**

Rows to Add: 1  
 Copy Down Values  
 Increment Date

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

EFEXHRLY

Last Updated 01/30/20 12:23:08PM

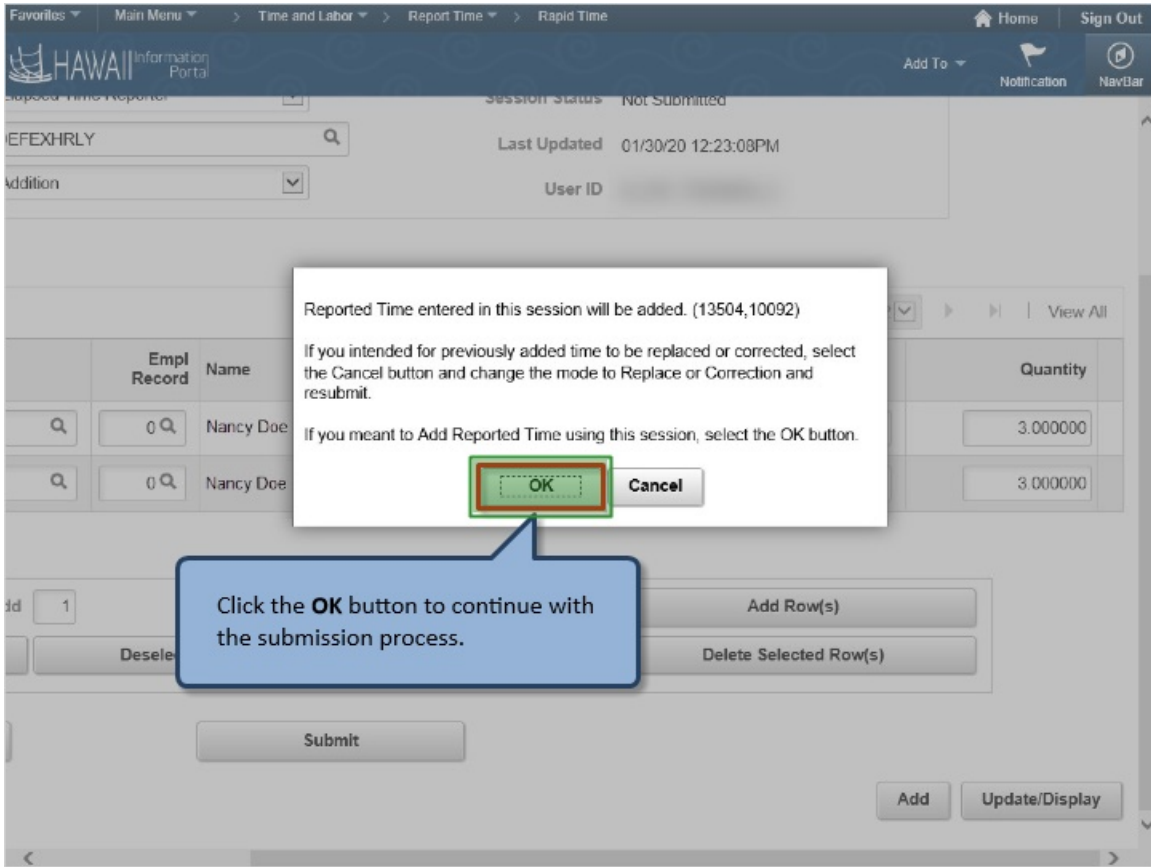
User ID

Empl Record	Name	*Date	TRC	Quantity
0	Nancy Doe	01/21/2020	CLBK1	3.000000
0	Nancy Doe	01/29/2020	CLBK1	3.000000

Submit

Click the **Submit** button.

Click the **Submit** button.

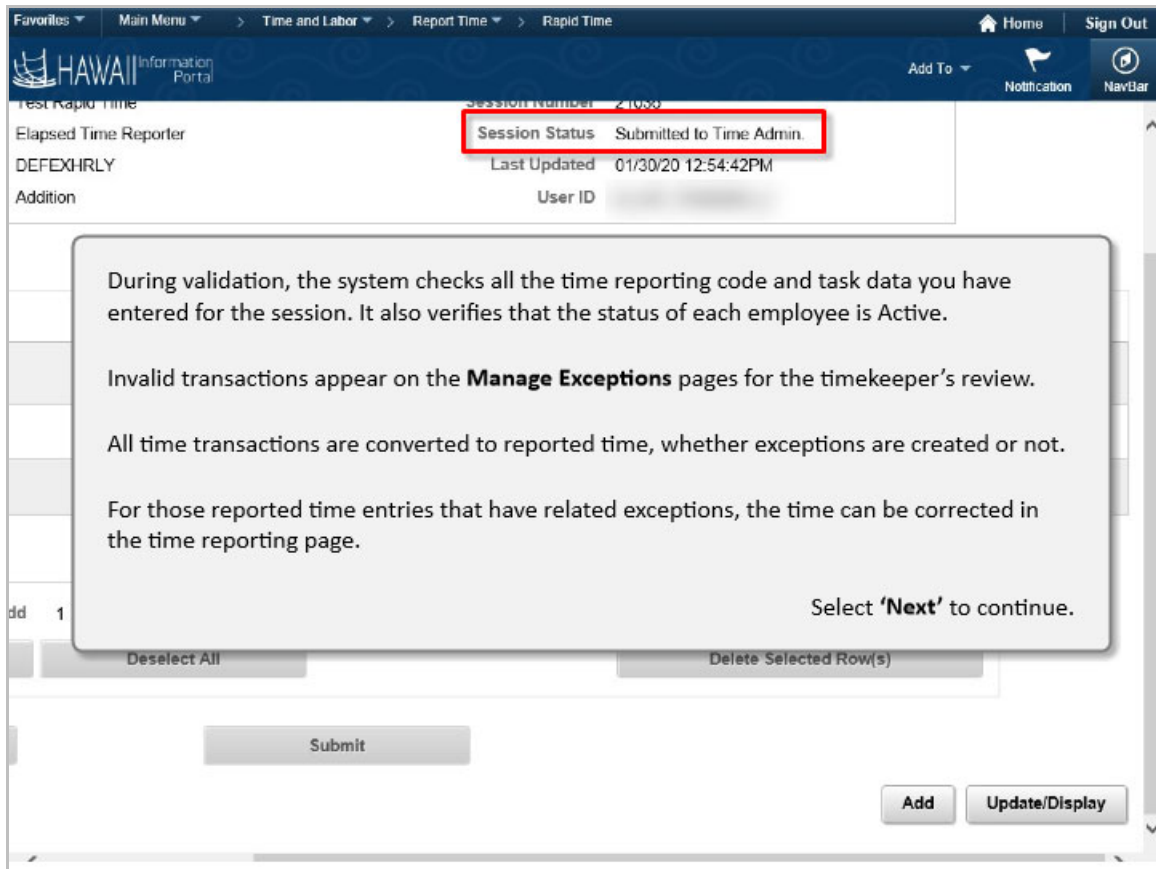


Click the **OK** button to continue with the submission process.

The screenshot shows the Hawaii Information Portal interface. At the top, there is a navigation bar with 'Time and Labor' > 'Report Time' > 'Rapid Time'. A message box is displayed in the center, stating: 'The session has just been submitted to Reported Time. (13504,40)'. Below this, it says: 'You will not be able to edit this session until it has completed processing. To edit re-enter this page.' and 'If the session remains locked for an unusual amount of time, check the process monitor for more details. The process name is TL\_RAPIDTIME.' An 'OK' button is highlighted with a red box. A blue callout box points to the 'OK' button with the text: 'Click the OK button to the processing message.' In the background, a table is visible with columns 'Empl Record' and 'Name', showing two rows for 'Nancy Doe' with 'Empl Record' values of 0. To the right of the table, there is a 'Quantity' column with values 3.000000 and 3.000000. Other interface elements include 'Add Row(s)', 'Delete Selected Row(s)', 'Submit', 'Add', and 'Update/Display' buttons.

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



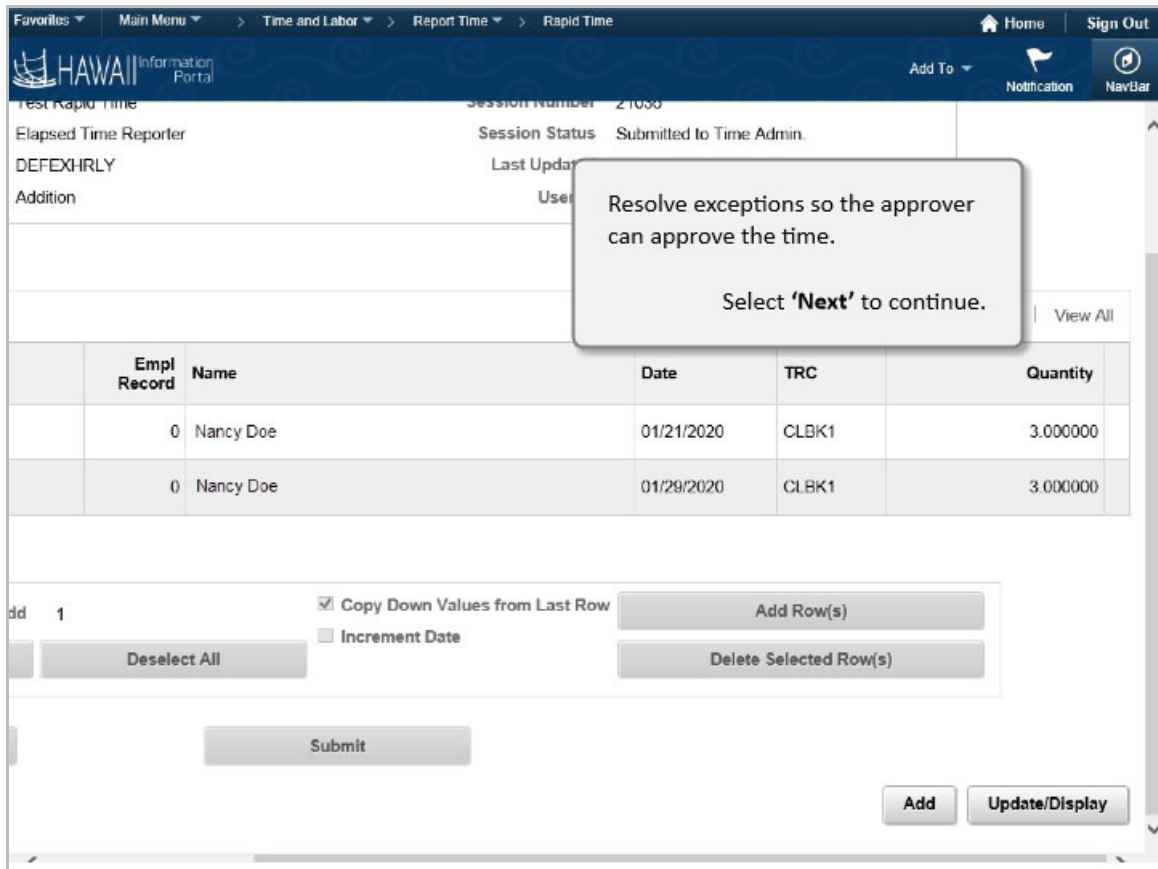


During validation, the system checks all the time reporting code and task data you have entered for the session. It also verifies that the status of each employee is Active.

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.

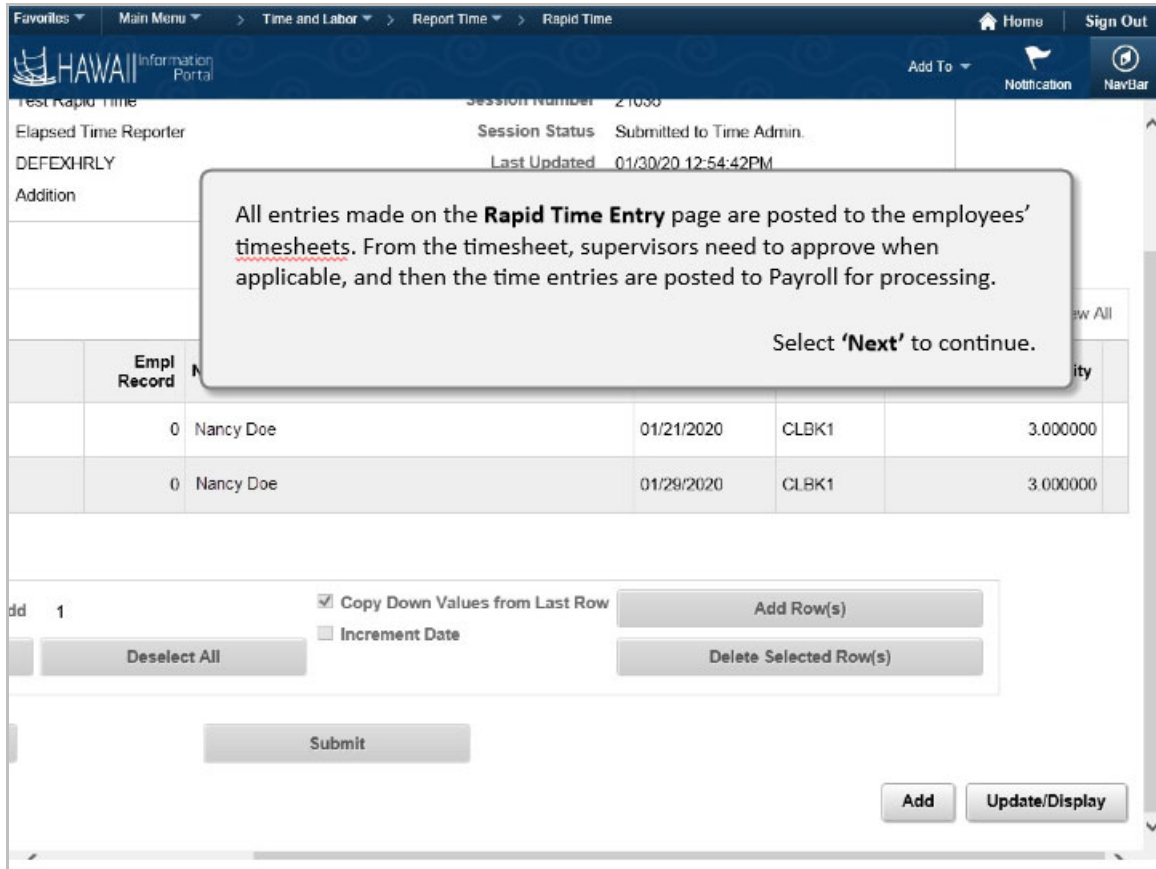


Resolve exceptions so the approver can approve the time.  
Select 'Next' to continue.

Empl Record	Name	Date	TRC	Quantity
0	Nancy Doe	01/21/2020	CLBK1	3.000000
0	Nancy Doe	01/29/2020	CLBK1	3.000000

Additional interface elements visible include: 'Add Row(s)', 'Delete Selected Row(s)', 'Deselect All', 'Submit', 'Add', and 'Update/Display' buttons.

Resolve exceptions so the approver can approve the time.



The screenshot shows the 'Rapid Time' entry interface. At the top, there are navigation tabs: 'Favorites', 'Main Menu', 'Time and Labor', 'Report Time', and 'Rapid Time'. The page header includes 'HAWAII Information Portal' and 'Sign Out'. A callout box in the center contains the following text:

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.

Select '**Next**' to continue.

Below the callout, there is a table with the following data:

Empl Record	Name	Date	Code	Quantity
0	Nancy Doe	01/21/2020	CLBK1	3.000000
0	Nancy Doe	01/29/2020	CLBK1	3.000000

At the bottom of the interface, there are several buttons: 'Deselect All', 'Add Row(s)', 'Delete Selected Row(s)', 'Submit', 'Add', and 'Update/Display'. There are also checkboxes for 'Copy Down Values from Last Row' (checked) and 'Increment Date'.

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.

 **HAWAII** Information  
Portal



***Congratulations!***  
You've successfully completed  
this lesson.

Select '**Next**' to continue.

***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.

Select **'Next'** to continue.



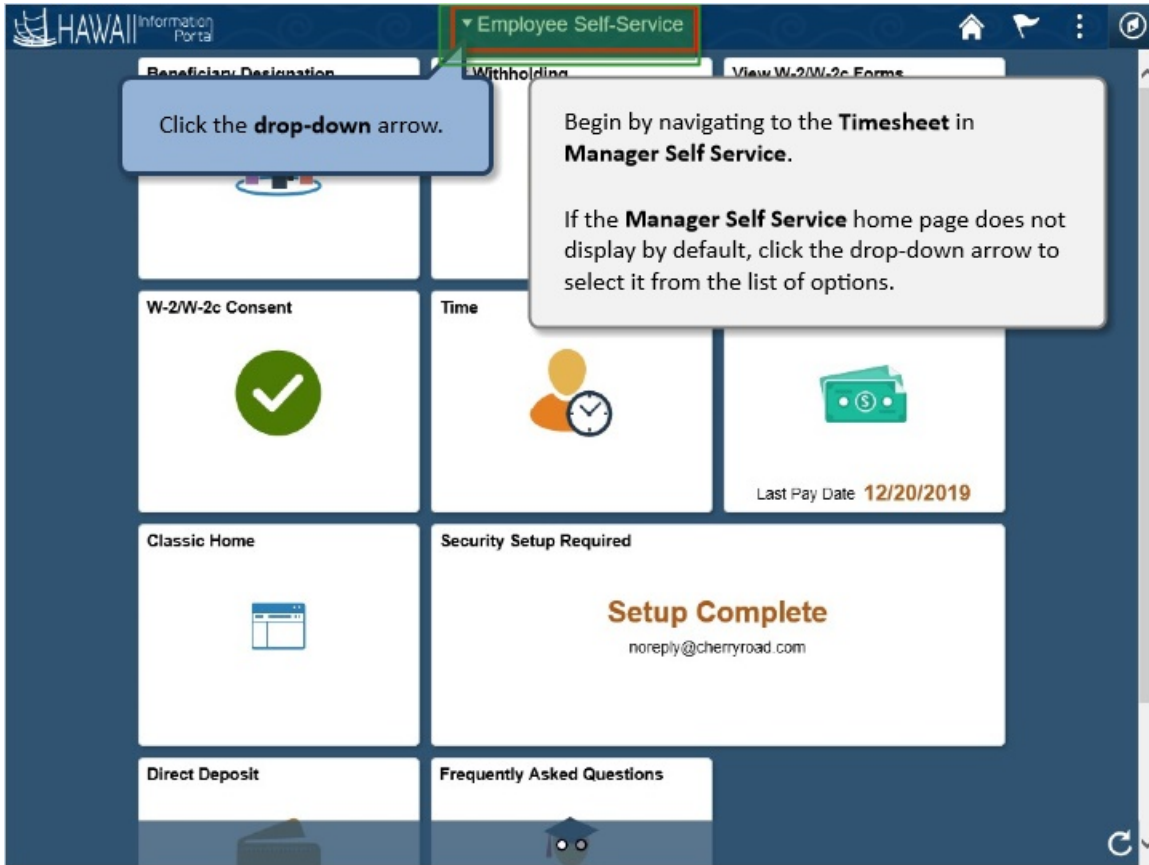
## Report Time and Add Comments

### *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.

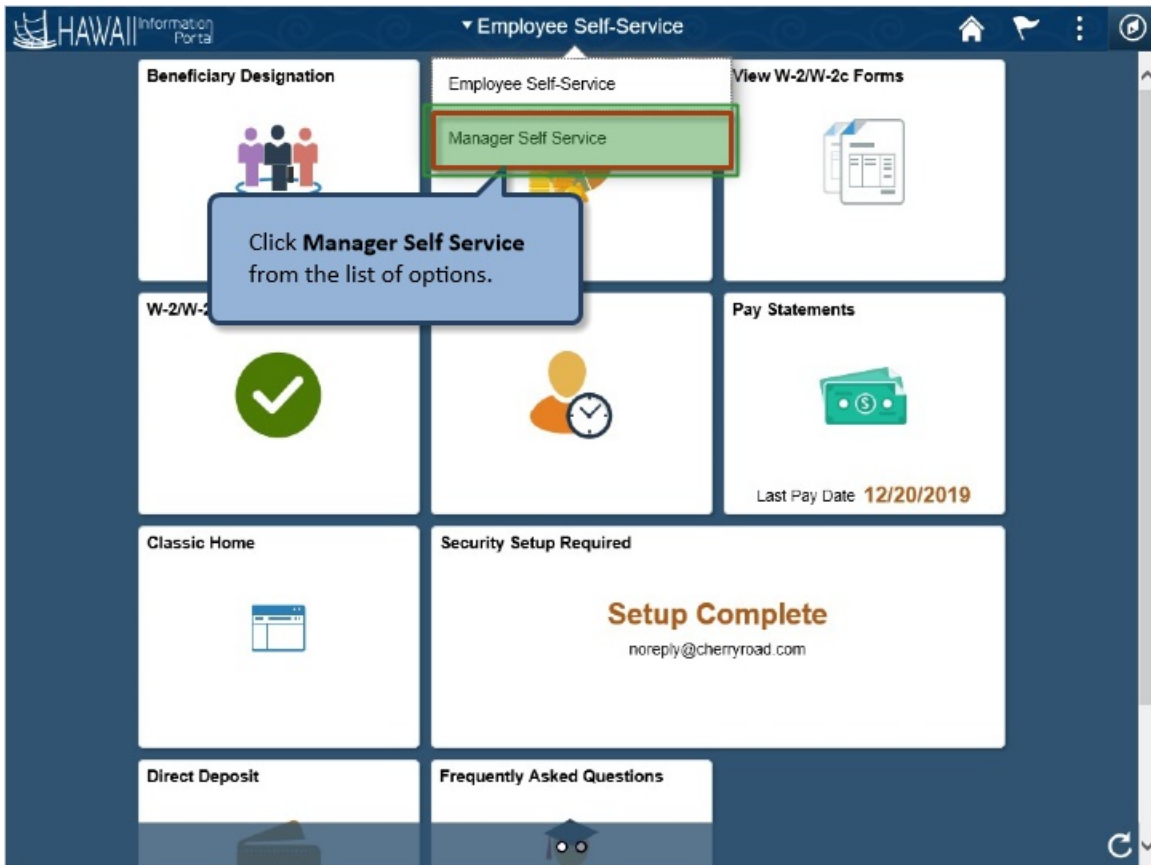
**Note:** The preferred method to enter time on the employee's behalf is to use rapid time entry. If there is a reason to use the timesheet, use this lesson as reference material.



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.

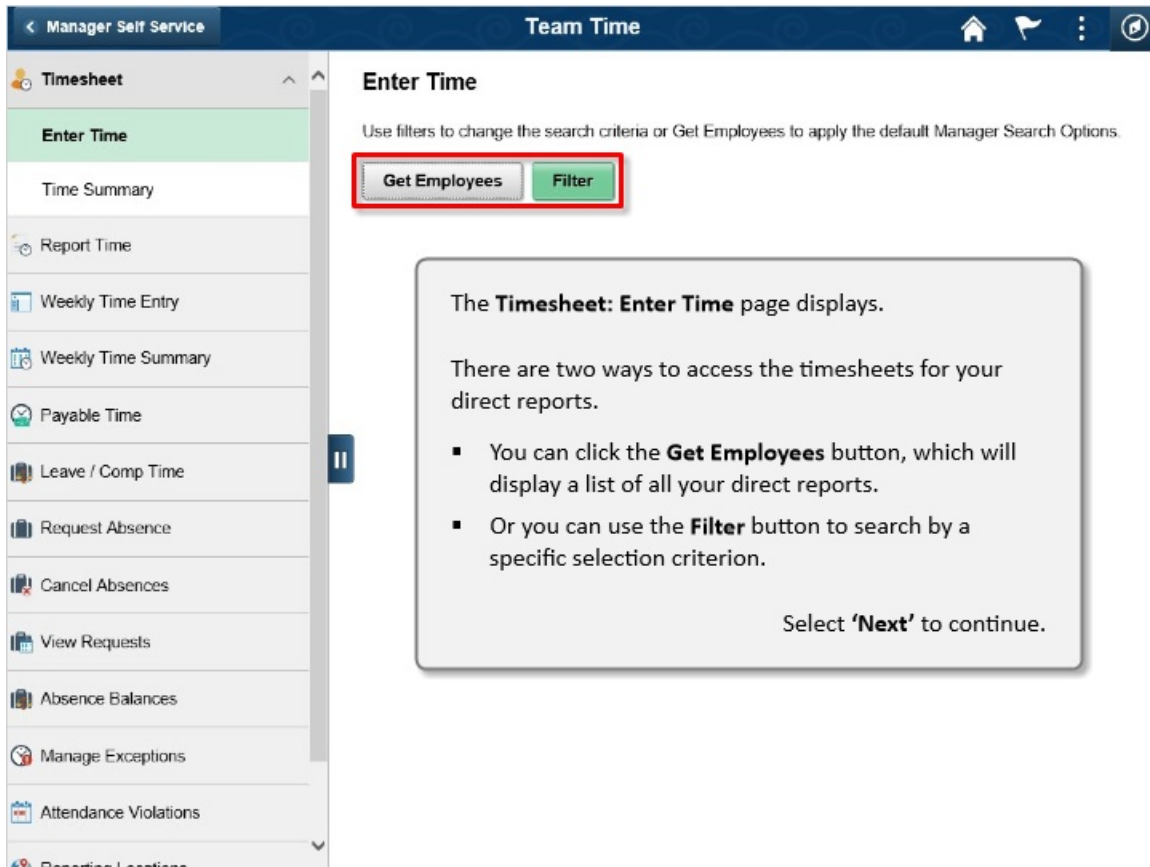


Click **Manager Self Service** from the list of options.



Click the **Team Time** tile.

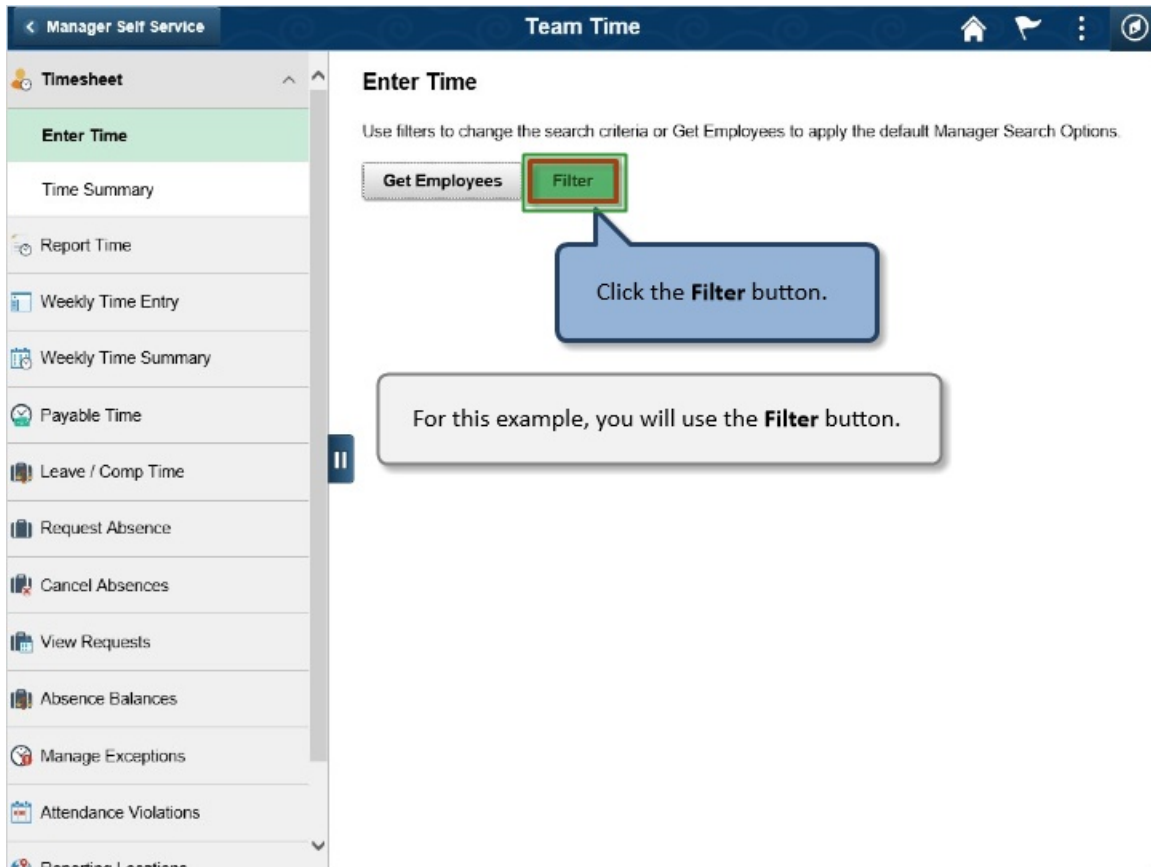




The **Timesheet: Enter Time** page displays.

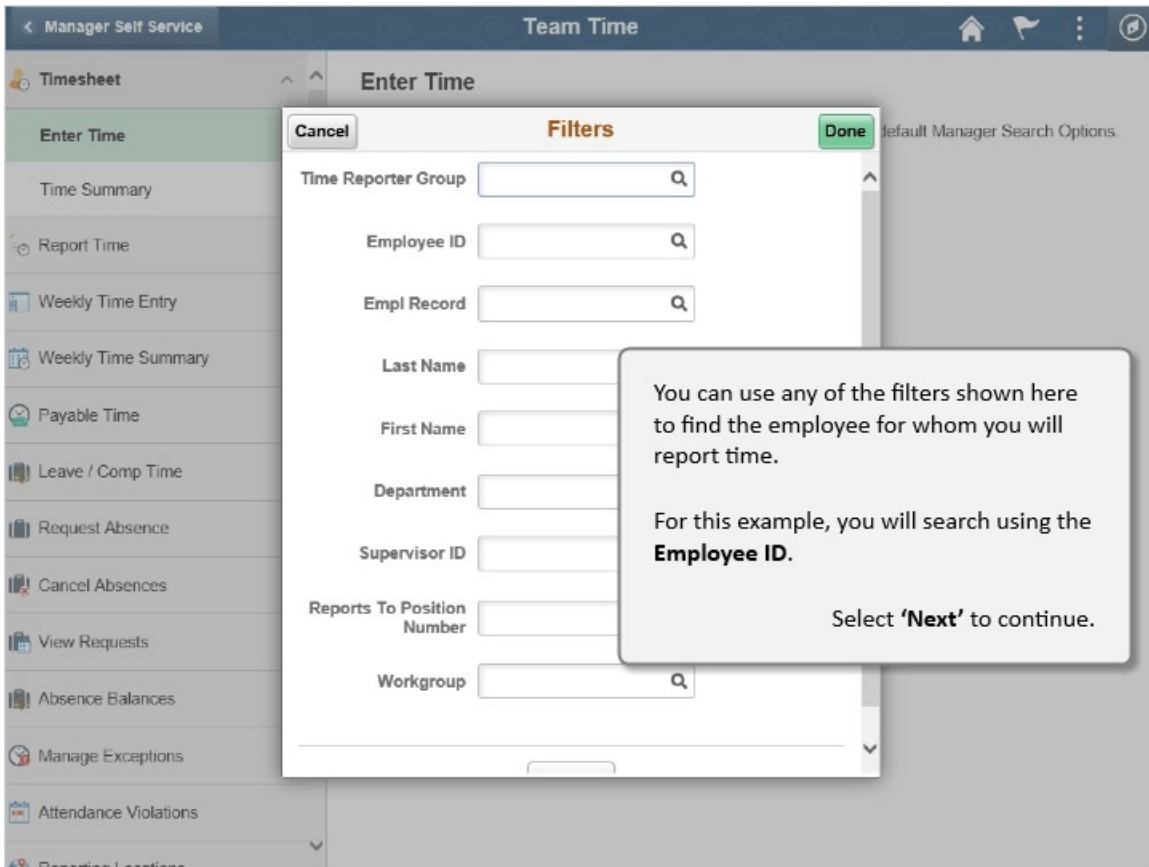
There are two ways to access the timesheets for your direct reports.

- 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.



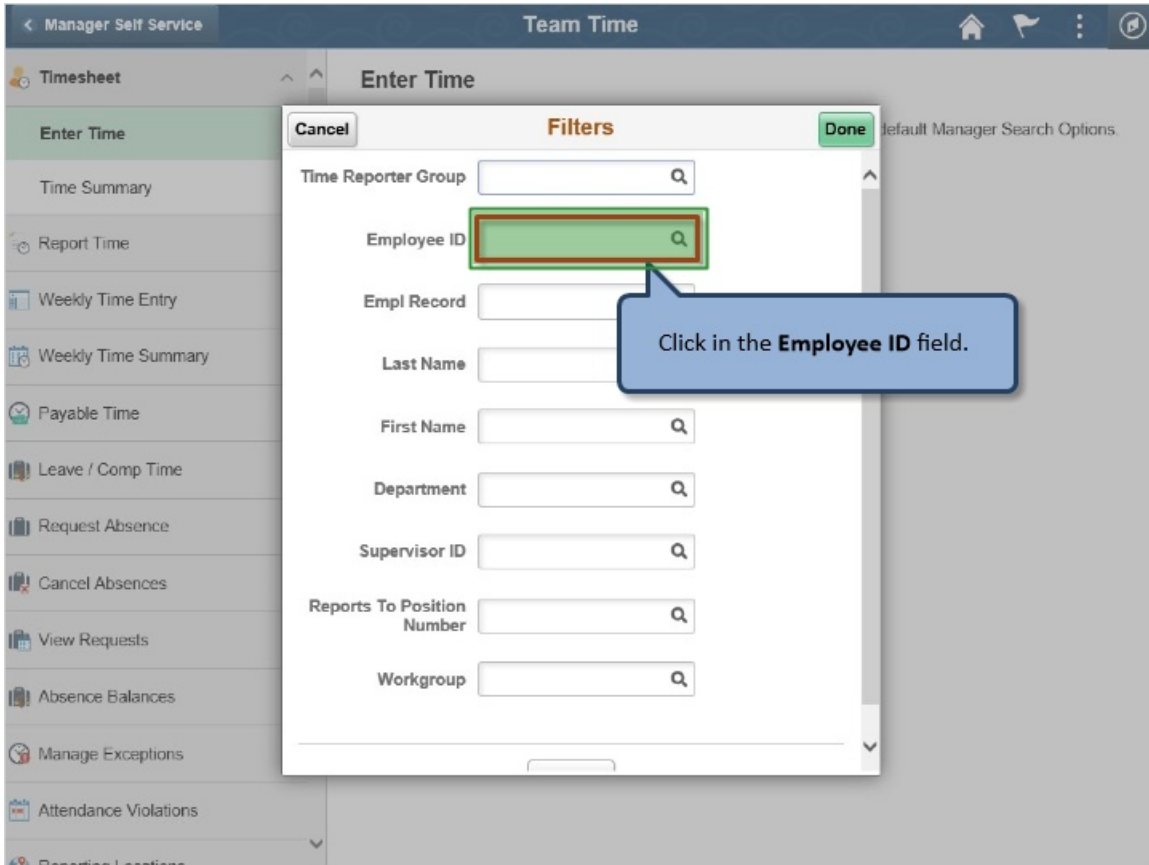
For this example, you will use the **Filter** button.

Click the **Filter** button.

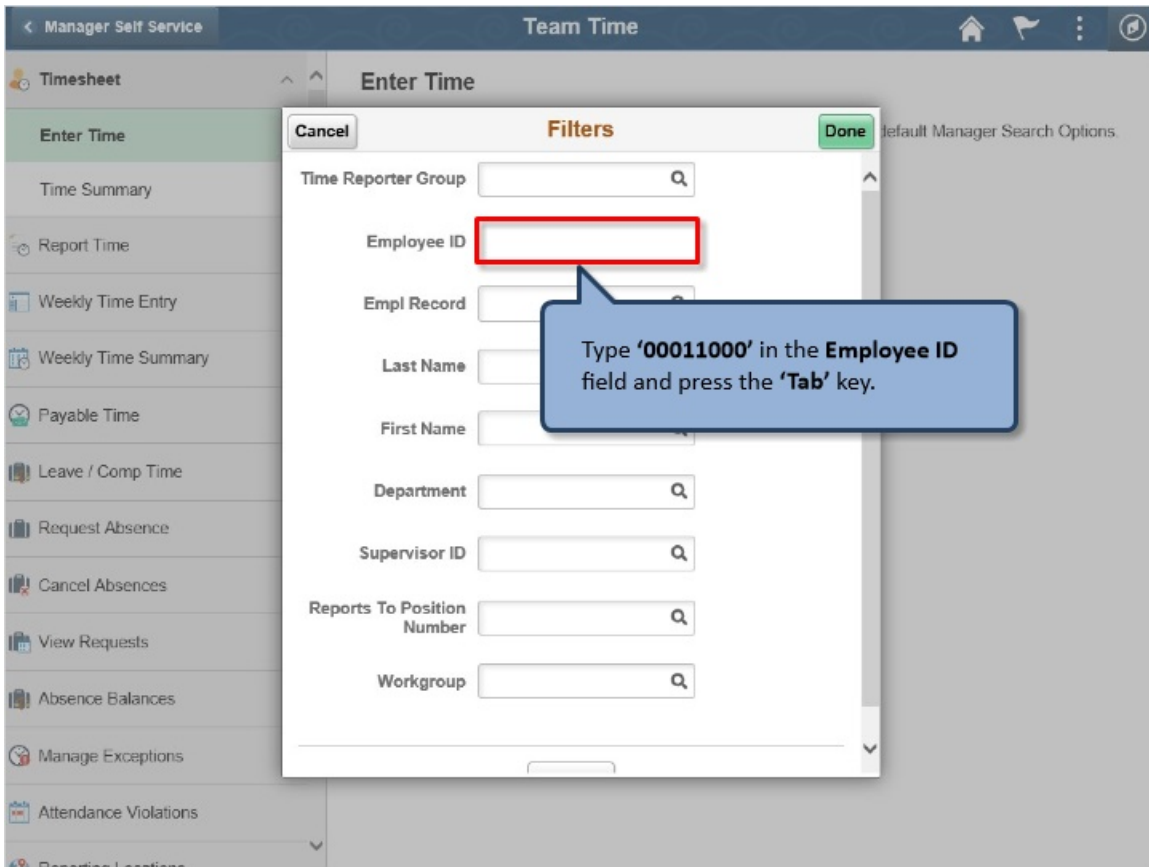


You can use any of the filters shown here to find the employee for whom you will report time.

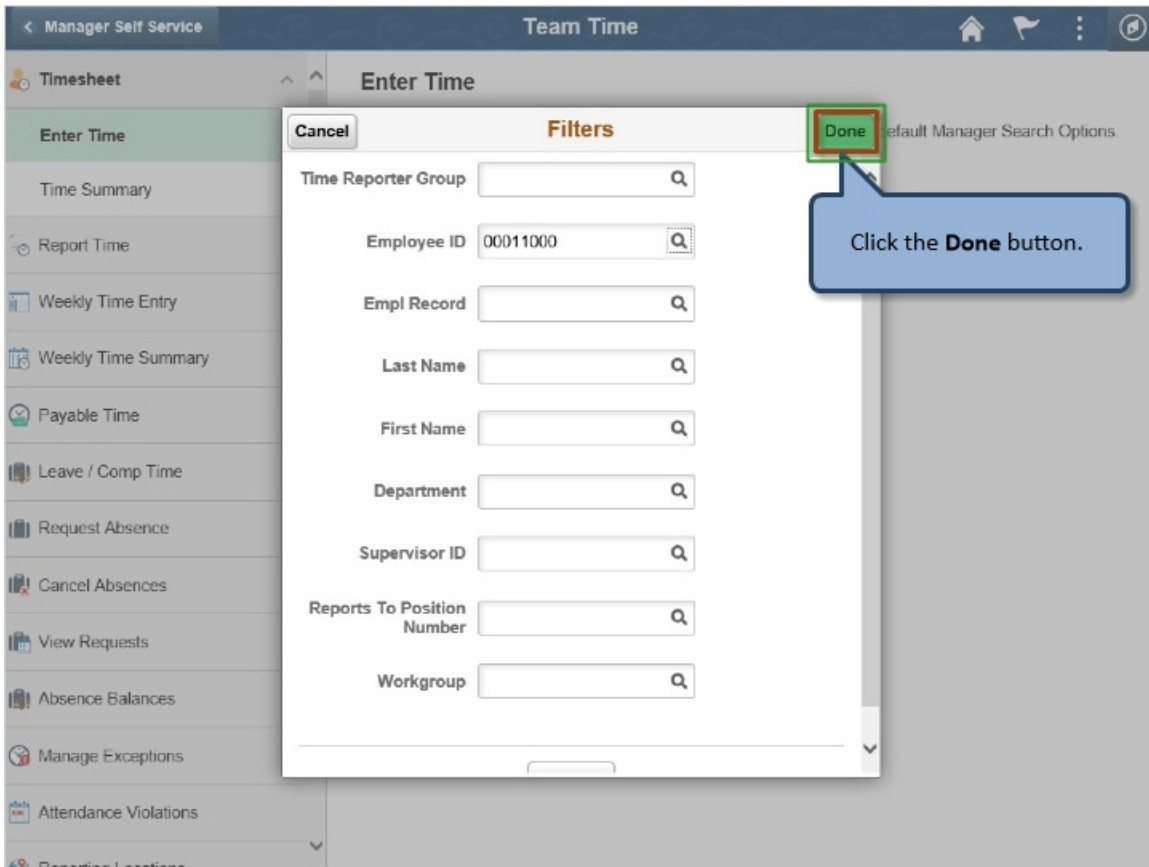
For this example, you will search using the **Employee ID**.



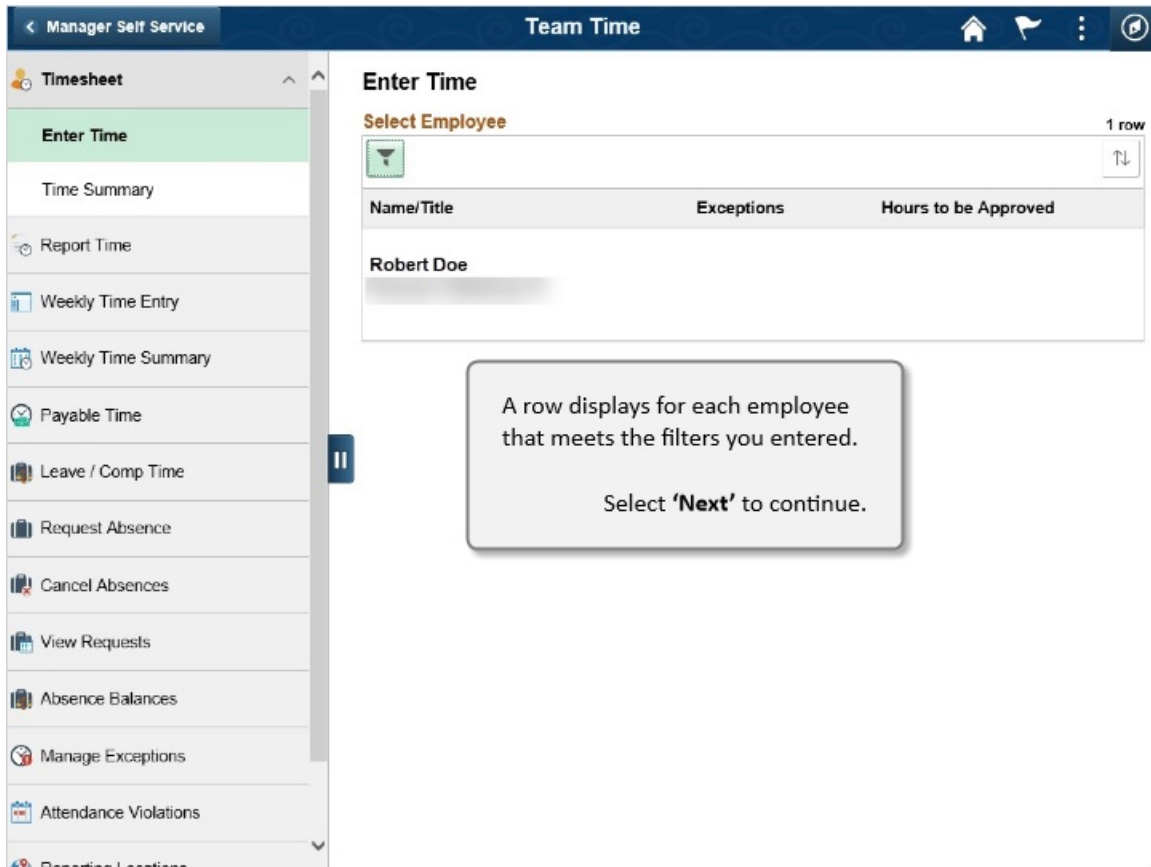
Click in the **Employee ID** field.



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



Click the **Done** button.



**Enter Time**

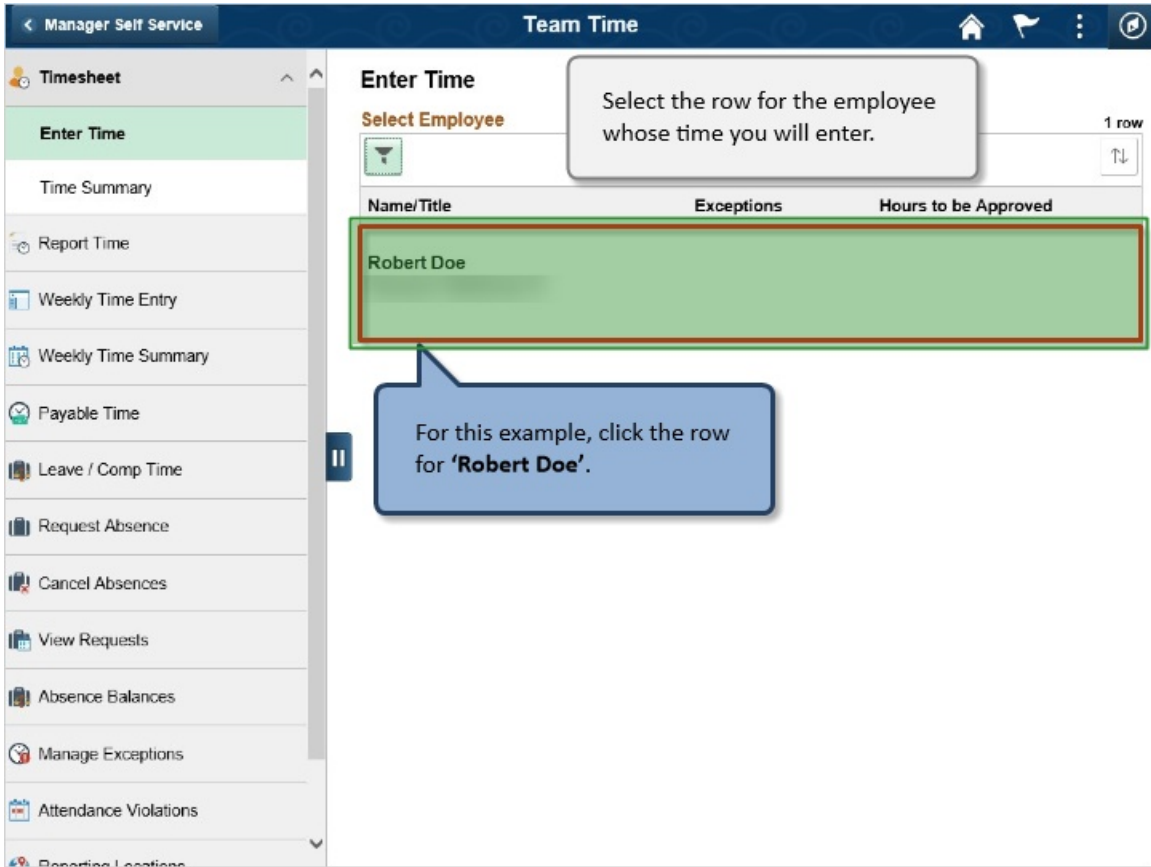
Select Employee 1 row

Name/Title	Exceptions	Hours to be Approved
Robert Doe		

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

Select **'Next'** to continue.

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



Manager Self Service Team Time

Enter Time

Select Employee

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

Name/Title	Exceptions	Hours to be Approved
Robert Doe		

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

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.

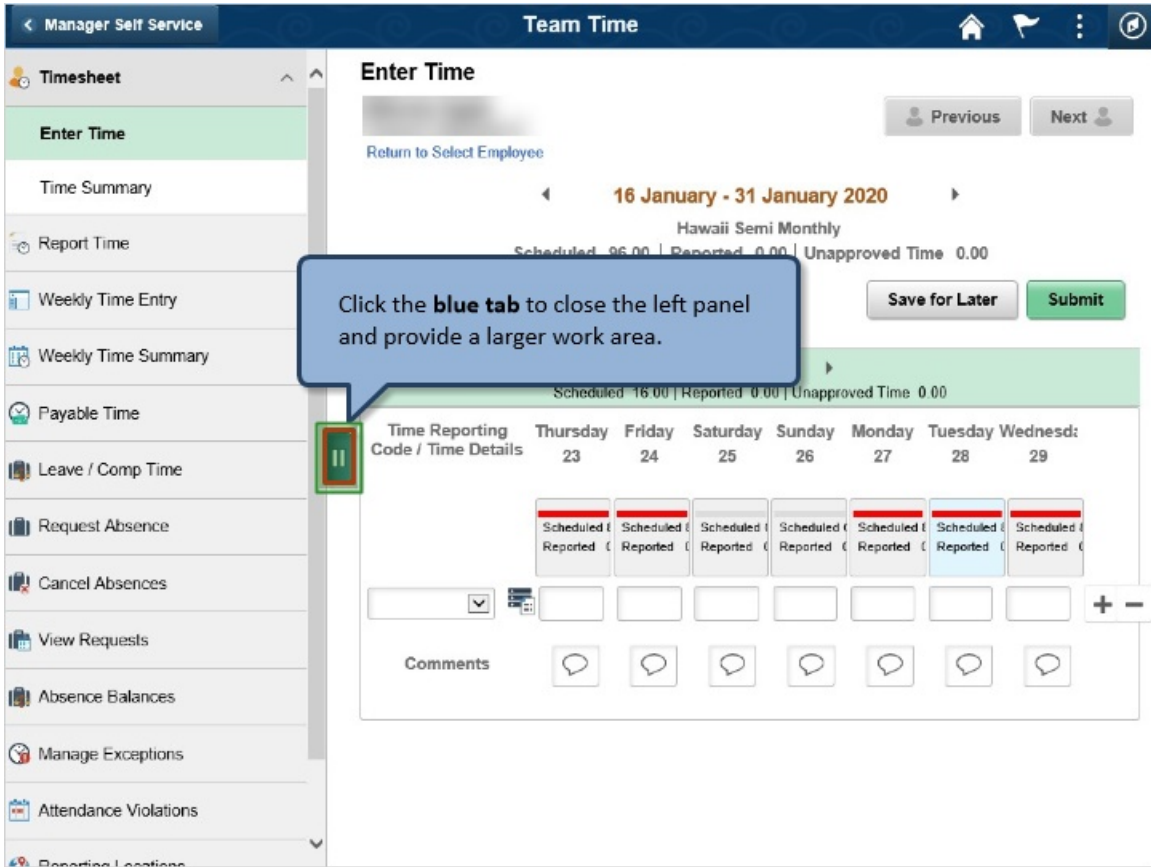
If needed, you can also move to a different pay period.

Select **'Next'** to continue.

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.



Manager Self Service Team Time

Enter Time

Return to Select Employee

16 January - 31 January 2020

Hawaii Semi Monthly

Scheduled 96.00 | Reported 0.00 | Unapproved Time 0.00

Save for Later Submit

Scheduled 16.00 | Reported 0.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29
	Scheduled (	Scheduled (	Scheduled (	Scheduled (	Scheduled (	Scheduled (	Scheduled (
	Reported (	Reported (	Reported (	Reported (	Reported (	Reported (	Reported (

Comments

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

Manager Self Service Team Time

Enter Time

Return to Select Employee

16 January - 31 January 2020

Hawaii Semi Monthly

Scheduled 96.00 | Reported 0.00 | Unapproved Time 0.00

View Legend Save for Later Submit

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.

Scheduled	Scheduled	Scheduled OFF	Scheduled OFF	Scheduled	Scheduled	Scheduled
Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0

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

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.

Manager Self Service Team Time

Enter Time

Return to Select Employee

16 January - 31 January 2020

Hawaii Semi Monthly  
Scheduled 96.00 | Reported 0.00 | Unapproved Time 0.00

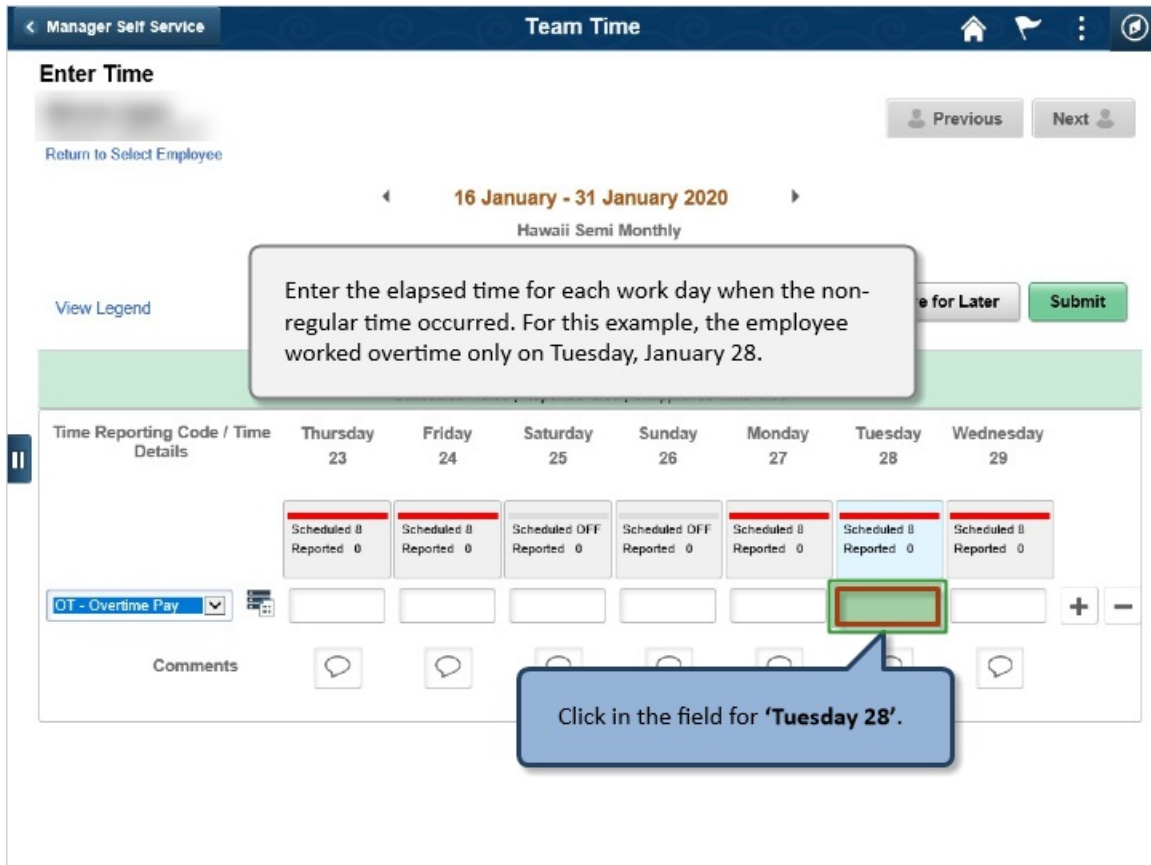
View Legend Save for Later Submit

Week 2 of 3  
Scheduled 40.00 | Reported 0.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29
CLBK1 - Call Back Pay							
CLBK2 - Call Back Consecutive Call(s)							
HZD15 - Hazard Pay Severe							
HZD25 - Hazard Pay Most Severe							
MEAL1 - Meal - Breakfast							
MEAL2 - Meal - Lunch							
MEAL3 - Meal - Dinner							
OT - Overtime Pay							
REG01 - Regular Time							
RG1 - Regular - Sent to payroll							
RNG - Regular - Negative Earnings							
SHWUP - Show UP Pay							
SPLIT - Split Shift Differential							
STDBY - Stand By Pay Portions							
WC - Workers Compensation							
WKD13 - Working Condition Differential							
ZUNFM - Uniform Pay							

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

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



**Enter Time**

Return to Select Employee

16 January - 31 January 2020  
Hawaii Semi Monthly

View Legend

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.

Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29
Scheduled # Reported 0	Scheduled # Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled # Reported 0	Scheduled # Reported 0	Scheduled # Reported 0	Scheduled # Reported 0
OT - Overtime Pay							
Comments							

Click in the field for 'Tuesday 28'.

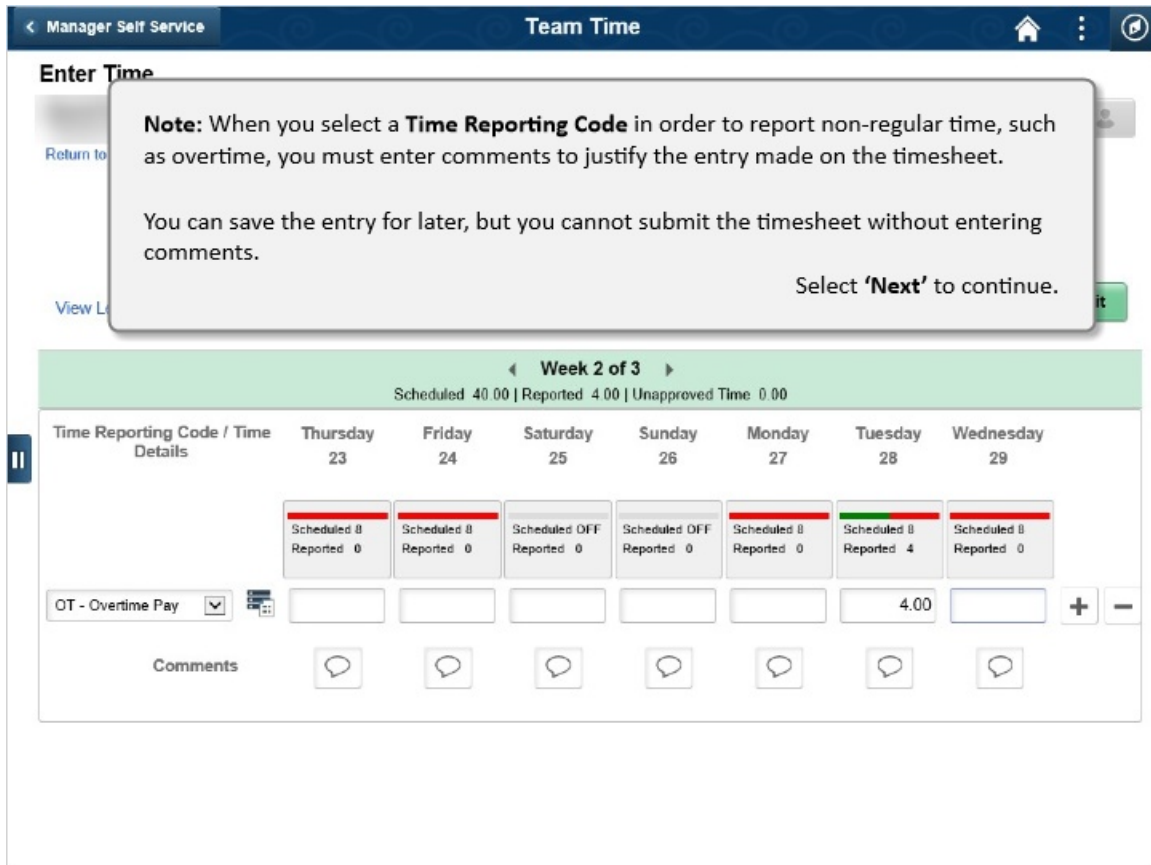
Enter the elapsed time for each work day when the non-regular time occurred. For this example, the employee worked overtime only on Tuesday, January 28.

Click in the field for 'Tuesday 28'.

The screenshot shows the 'Enter Time' interface for 'Team Time' in the Hawaii Information Portal. The interface includes a navigation bar with 'Manager Self Service' and 'Team Time'. Below the navigation bar, there are buttons for 'Previous' and 'Next'. The main content area displays the date range '16 January - 31 January 2020' and the schedule type 'Hawaii Semi Monthly'. It shows 'Scheduled 96.00 | Reported 0.00 | Unapproved Time 0.00'. There are buttons for 'View Legend', 'Save for Later', and 'Submit'. A green bar indicates 'Week 2 of 3' with 'Scheduled 40.00 | Reported 0.00 | Unapproved Time 0.00'. Below this, a table shows the schedule for the week of January 23-29. The table has columns for 'Time Reporting Code / Time Details', 'Thursday 23', 'Friday 24', 'Saturday 25', 'Sunday 26', 'Monday 27', 'Tuesday 28', and 'Wednesday 29'. Each day has a 'Scheduled' and 'Reported' field. The 'Tuesday 28' field is highlighted with a red box. A callout box points to this field with the text: 'Type '4' in the Tuesday 28 field and press the 'Tab' key.' Below the table, there are fields for 'OT - Overtime Pay' and 'Comments'.

Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
OT - Overtime Pay							
Comments							

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.

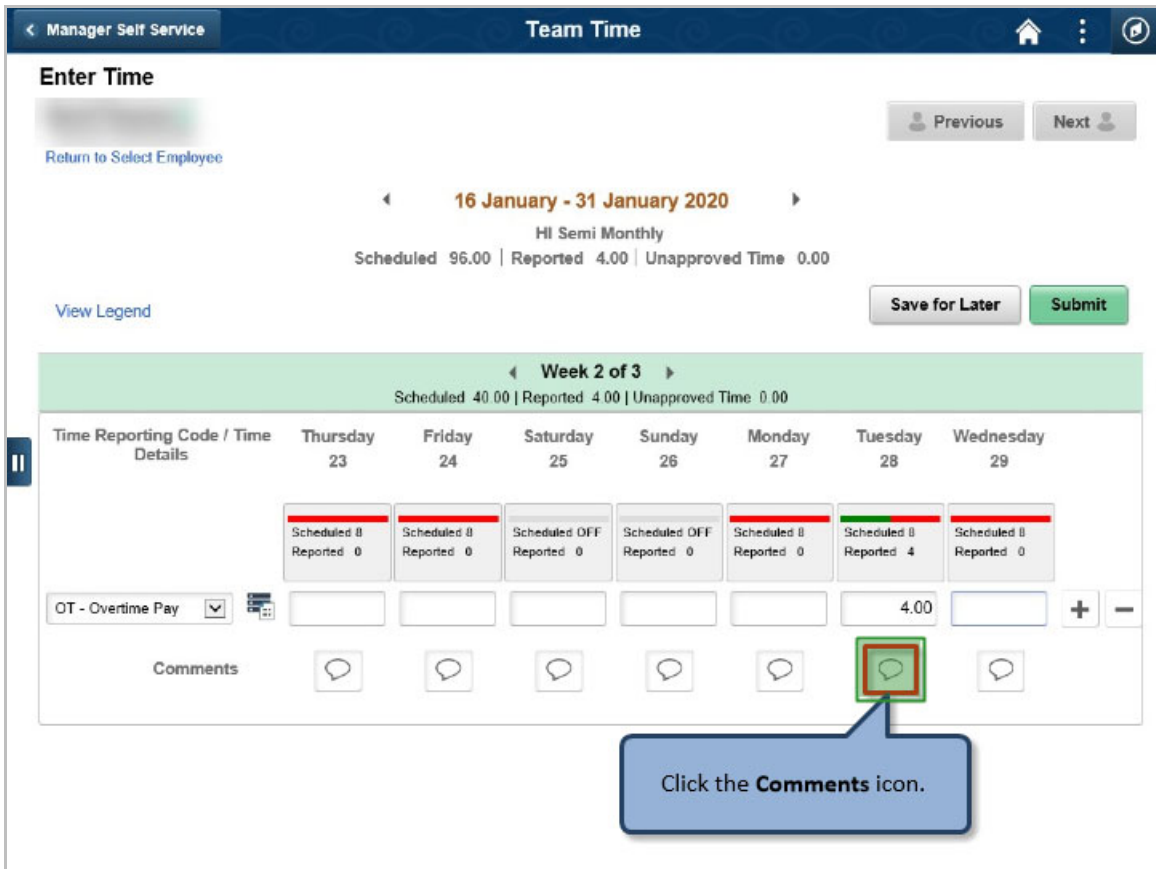
You can save the entry for later, but you cannot submit the timesheet without entering comments.

Select **'Next'** to continue.

Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29
Scheduled	0	0	OFF	OFF	0	0	0
Reported	0	0	0	0	0	4	0
OT - Overtime Pay						4.00	
Comments							

**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.



Manager Self Service Team Time

Enter Time

Return to Select Employee

16 January - 31 January 2020  
HI Semi Monthly  
Scheduled 96.00 | Reported 4.00 | Unapproved Time 0.00

View Legend Save for Later Submit

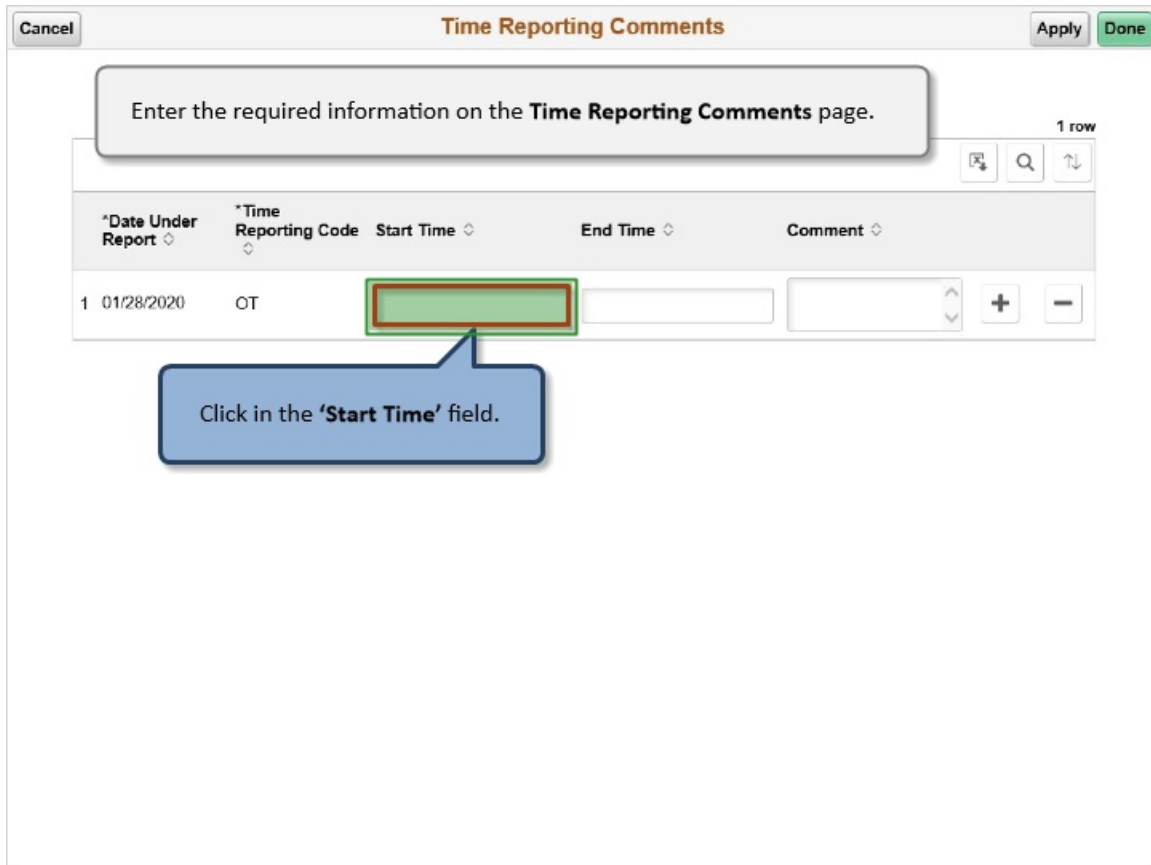
Week 2 of 3  
Scheduled 40.00 | Reported 4.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29
Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 4	Scheduled 0 Reported 0
OT - Overtime Pay						4.00	
Comments							

Click the **Comments** icon.

Click the **Comments** icon.





*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1	01/28/2020	OT		

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

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

Time Reporting Comments

Cancel Apply Done

1 row

*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1 01/28/2020	OT	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

Time Reporting Comments

Cancel Apply Done

1 row

*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1 01/28/2020	OT	5p	<input type="text"/>	

Click in the 'End Time' field.

Click in the 'End Time' field.

Time Reporting Comments

Cancel Apply Done

1 row

*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1 01/28/2020	OT	5p		

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

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

Cancel **Time Reporting Comments** Apply Done

1 row

*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1 01/28/2020	OT	5p	9p	has been approved

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

Select **'Next'** to continue.

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

Time Reporting Comments

Cancel Apply Done

Click the 'Apply' button.

*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1 01/28/2020	OT	5p	9p	has been approved

Click the 'Apply' button.

Time Reporting Comments

Cancel Apply Done

1 row

*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1 01/28/2020	OT - Overtime Pay	5:00PM	9:00PM	OT for special projec

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

Select **'Next'** to continue.

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

Cancel Time Reporting Comments Apply Done

Click the 'Done' button.

1 row

*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1 01/28/2020	OT - Overtime Pay	5:00PM	9:00PM	OT for special projec

+ -

Click the 'Done' button.



**Enter Time**

Return to Select Employee

Scheduled 96.00 | Reported 4.00 | Unapproved Time 0.00

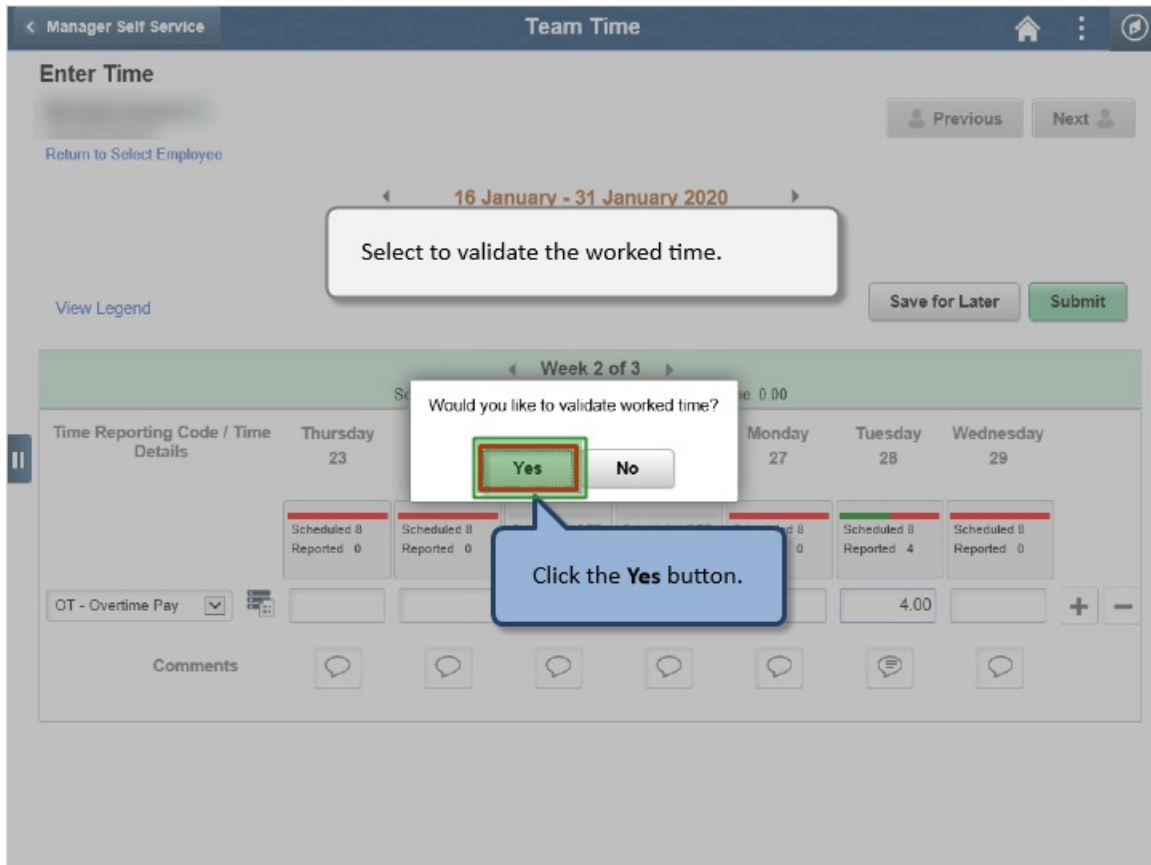
View Legend

Week 2 of 3  
Scheduled 40.00 | Reported 4.00

Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday	Monday	Tuesday	Wednesday
Scheduled	8	8	OFF	OFF	8	8	8
Reported	0	0	0	0	0	4	0
OT - Overtime Pay						4.00	
Comments							

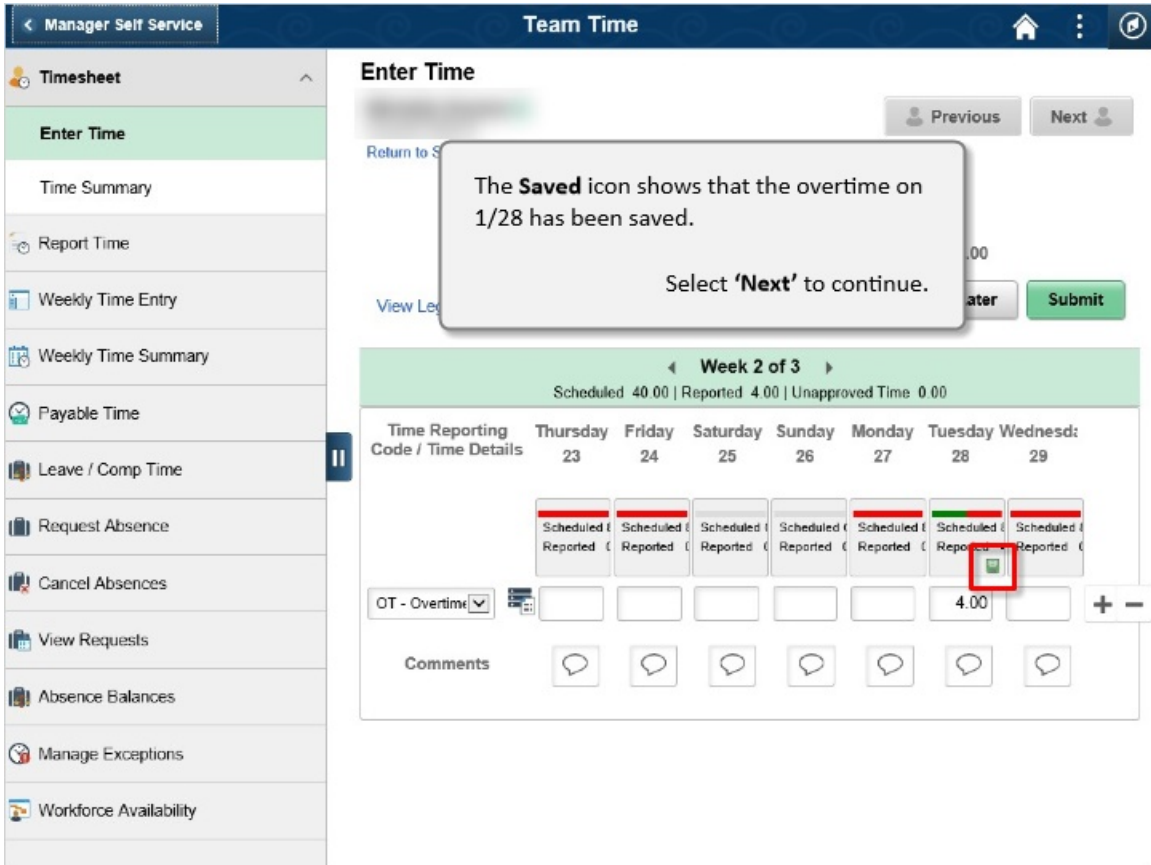
If you are ready to submit the timesheet for this pay period, click the **Submit** button. If you are not ready to submit, click the **Save for Later** button.

Click the **Save for Later** button.



Select to validate the worked time.

Click the **Yes** button.



The screenshot shows the 'Enter Time' interface for 'Team Time'. A callout box contains the following text:

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

Select '**Next**' to continue.

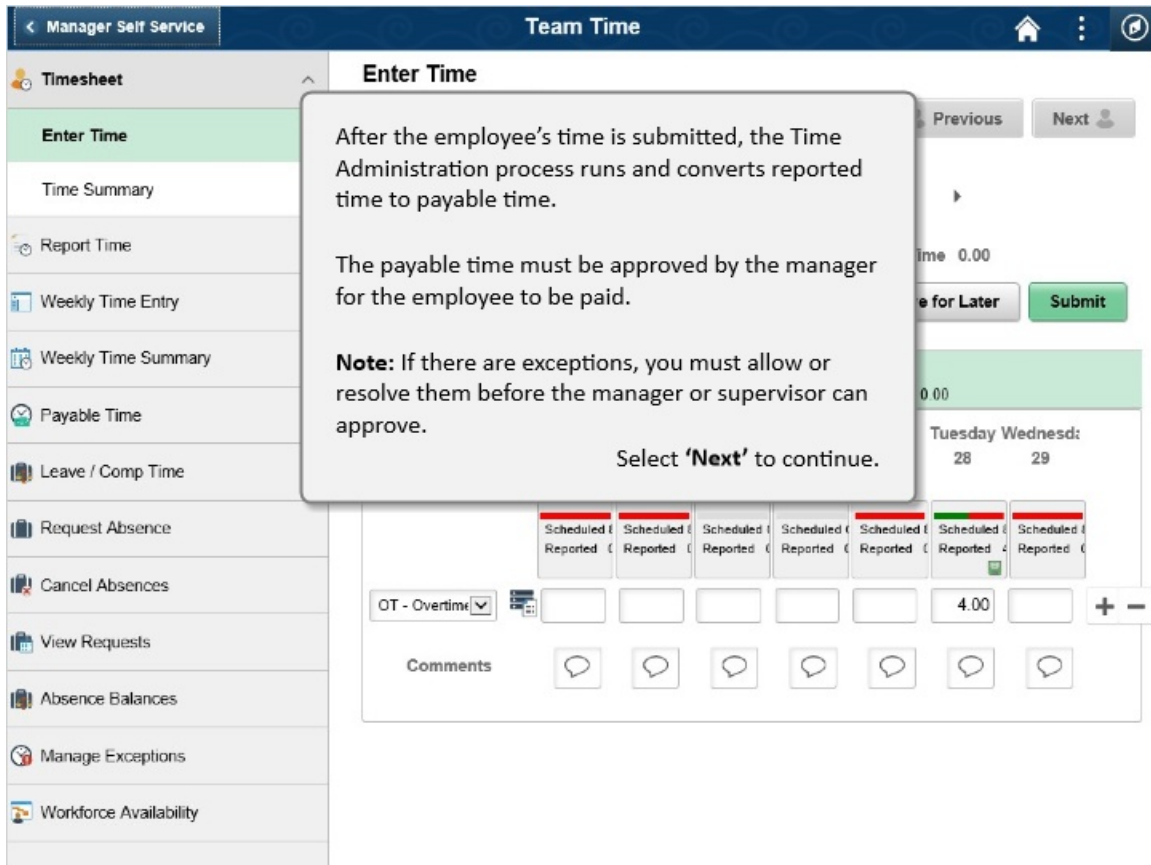
The interface displays a weekly time entry grid for 'Week 2 of 3'. The grid shows scheduled and reported time for each day from Thursday (1/23) to Wednesday (1/29). Overtime is entered for Tuesday (1/28) as 4.00 hours. A green 'Saved' icon is visible in the overtime entry cell for Tuesday, 1/28.

Time Reporting Code / Time Details	Thursday 23	Friday 24	Saturday 25	Sunday 26	Monday 27	Tuesday 28	Wednesday 29
Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported	Scheduled / Reported
OT - Overtime						4.00	
Comments							

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

The screenshot shows the 'Enter Time' interface in the Manager Self Service portal. The interface is divided into a sidebar on the left and a main content area. The sidebar contains a list of navigation options: Timesheet, Enter Time (highlighted), Time Summary, Report Time, Weekly Time Entry, Weekly Time Summary, Payable Time, Leave / Comp Time, Request Absence, Cancel Absences, View Requests, Absence Balances, Manage Exceptions, and Workforce Availability. The main content area is titled 'Enter Time' and shows the following information: 'Return to Select Employee', '16 January - 31 January 2020', 'HI Semi Monthly', 'Scheduled 96.00 | Reported 4.00 | Unapproved Time 0.00', and 'View Legend'. There are 'Previous' and 'Next' buttons at the top right. Below the main information, there is a 'Save for Later' button and a 'Submit' button, which is highlighted with a red box. A blue callout bubble points to the 'Submit' button with the text 'Click the Submit button.' The interface also shows a table for 'Week 2 of 3' with columns for 'Time Reporting Code / Time Details', 'Thursday 23', 'Friday 24', and 'Saturday 25'. The table shows 'Scheduled' and 'Reported' times for each day. At the bottom, there is an 'OT - Overtime' dropdown menu, a 'Comments' section with speech bubble icons, and a '+ -' button.

Click the **Submit** button.



**Enter Time**

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.

Select 'Next' to continue.

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.

 HAWAII Information Portal




***Congratulations!***  
You've successfully completed  
this lesson.

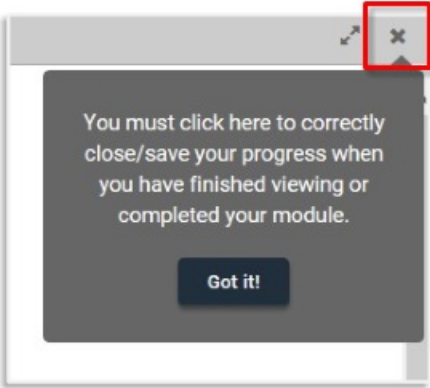

Select '**Next**' to continue.

***Congratulations!***  
*You've successfully completed this lesson.*

**End**



***Congratulations!***  
You've completed  
this section of training.



*To continue close the lesson by selecting the small black 'X' in the right-hand corner of the course.*

***Do not close the browser window.***

## END

### ***Congratulations!***

**You've completed this section of training.**

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

***Do not close the browser window.***