

(120) Time and Leave – Timekeepers



Time and Leave - Timekeepers

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[Working with Exceptions](#) | [Report Time and Add Comments](#) | [Adjust Reported Time](#)
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SELECT A TOPIC FROM ABOVE TO LEARN MORE!

SELECT A TOPIC FROM ABOVE TO LEARN MORE!

AFTER COMPLETING THE SECTIONS ABOVE, SELECT 'NEXT' TO COMPLETE THE COURSE.

Time and Leave – Timekeepers

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A presentation slide titled "Course Objectives" with a dark blue header and a small Hawaii logo in the top right. The slide lists six objectives for the course. To the right of the list is a photo of a smiling woman with long dark hair, wearing a pink cardigan over a black top and grey pants. At the bottom left, it says "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
- Maintaining Time Reporter Data
- 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
- Maintaining Time Reporter Data
- 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.



The screenshot shows a dark blue header with the Hawaii Information Portal logo and the text 'Key Terminology'. Below this is a large image of pink flowers. Overlaid on the flowers is a white box with a dark blue circular close button in the top-left corner. The box is titled 'Time Reporting Code (TRC)' and contains a 'Definition:' section. The definition states: 'A Time Reporting Code (TRC) is a code that identifies the type of time worked.' At the bottom of the box, a note reads: 'To close the box, click the red circled 'X' in the upper right-hand corner.'

Key Terminology

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.

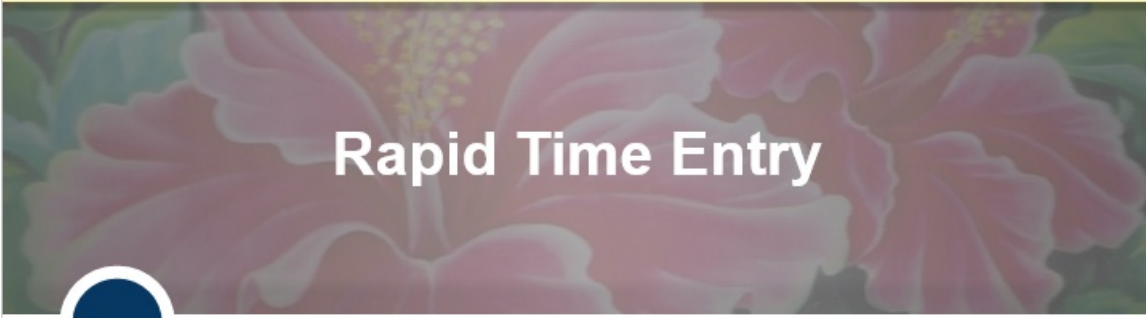
Time Reporting Code (TRC)

Definition:

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

HAWAII Information Portal

Key Terminology



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**Definition:**

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



Positive Time Reporter


**Definition:**

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

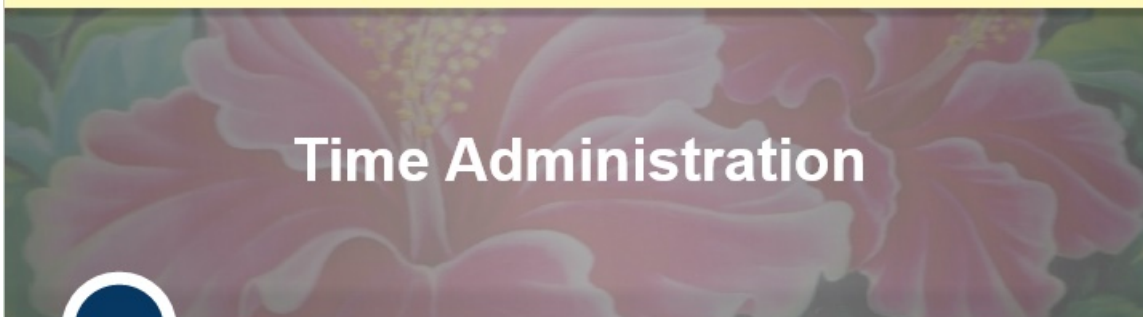
*To close the box, click the **red circled 'X'** in the upper right-hand corner.*

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.

HAWAII Information Portal

Key Terminology



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.



Reported Time



Definition:

Time that has been entered into PeopleSoft 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.

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

Reported Time

Definition:

Time that has been entered into PeopleSoft 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.

A photograph of a woman with long dark hair, wearing a pink cardigan over a black top and grey pants, standing with her right hand on her hip and smiling.

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.

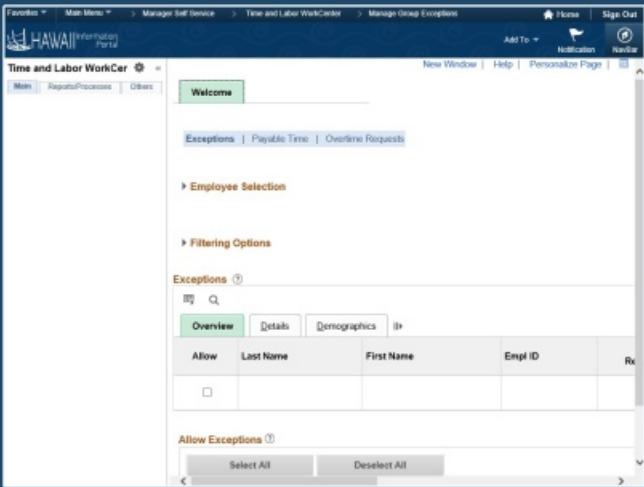


The WorkCenter

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

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 PeopleSoft.

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


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



Congratulations!

You've successfully completed this lesson.

Time and Labor WorkCenter




Lesson Scenario

In this lesson, you will learn about the WorkCenter.

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

Select '**Next**' to continue.

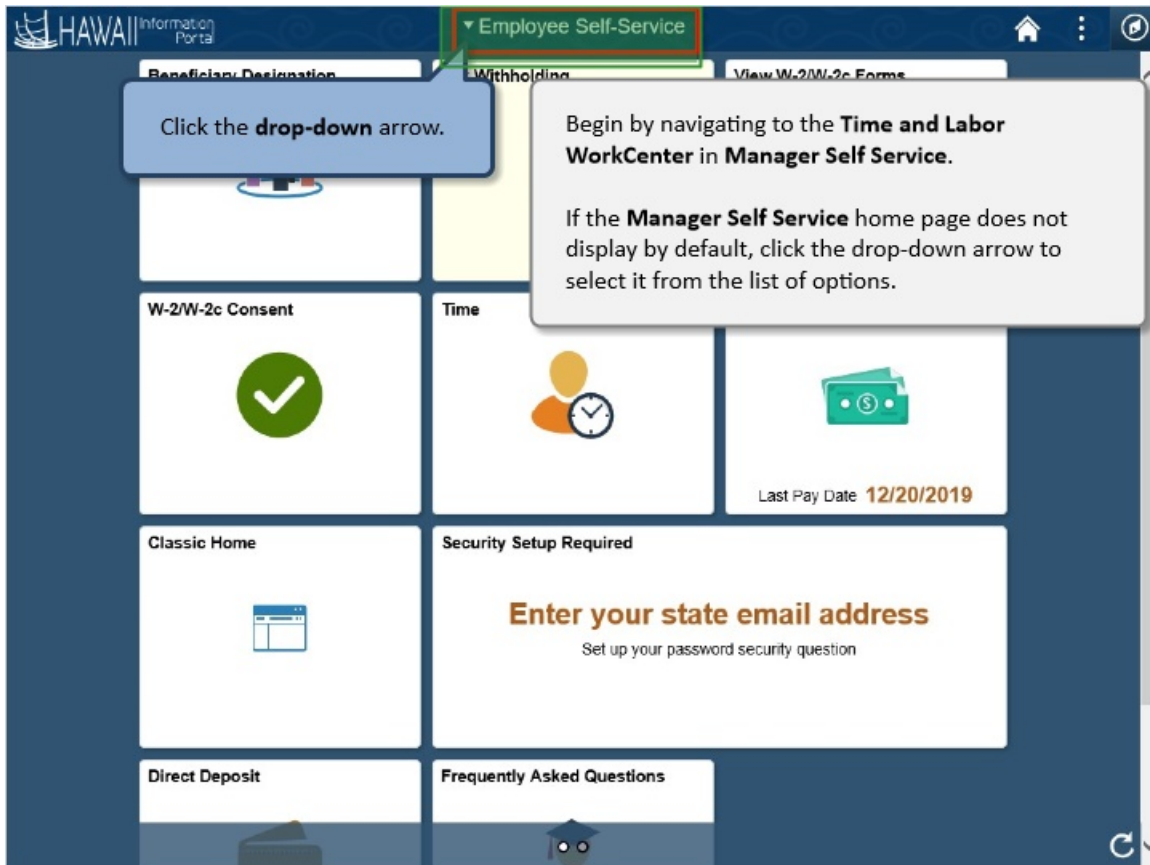


Time and Labor Workcenter

Lesson Scenario

In this lesson, you will learn about the WorkCenter.

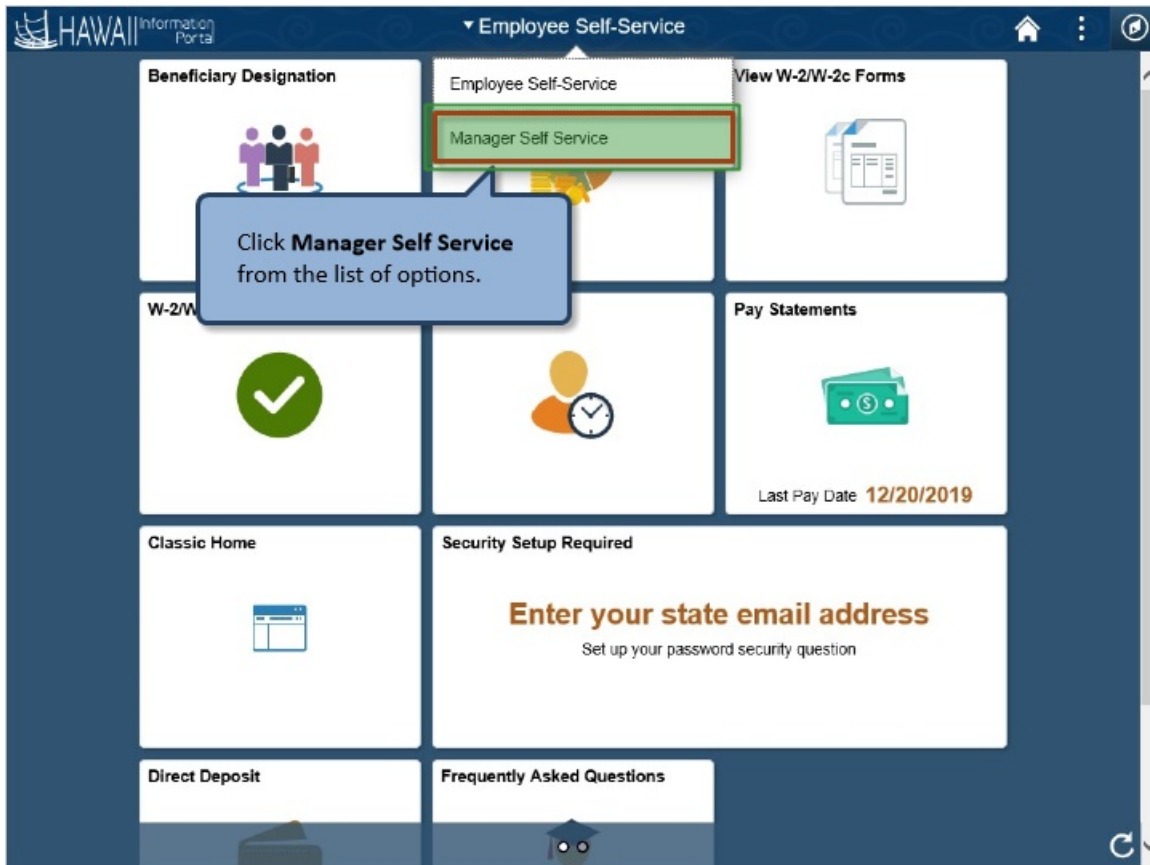
Timekeepers use the **Time and Labor WorkCenter** to view and resolve exceptions and view payable time. Occasionally they also use it to view overtime requests.



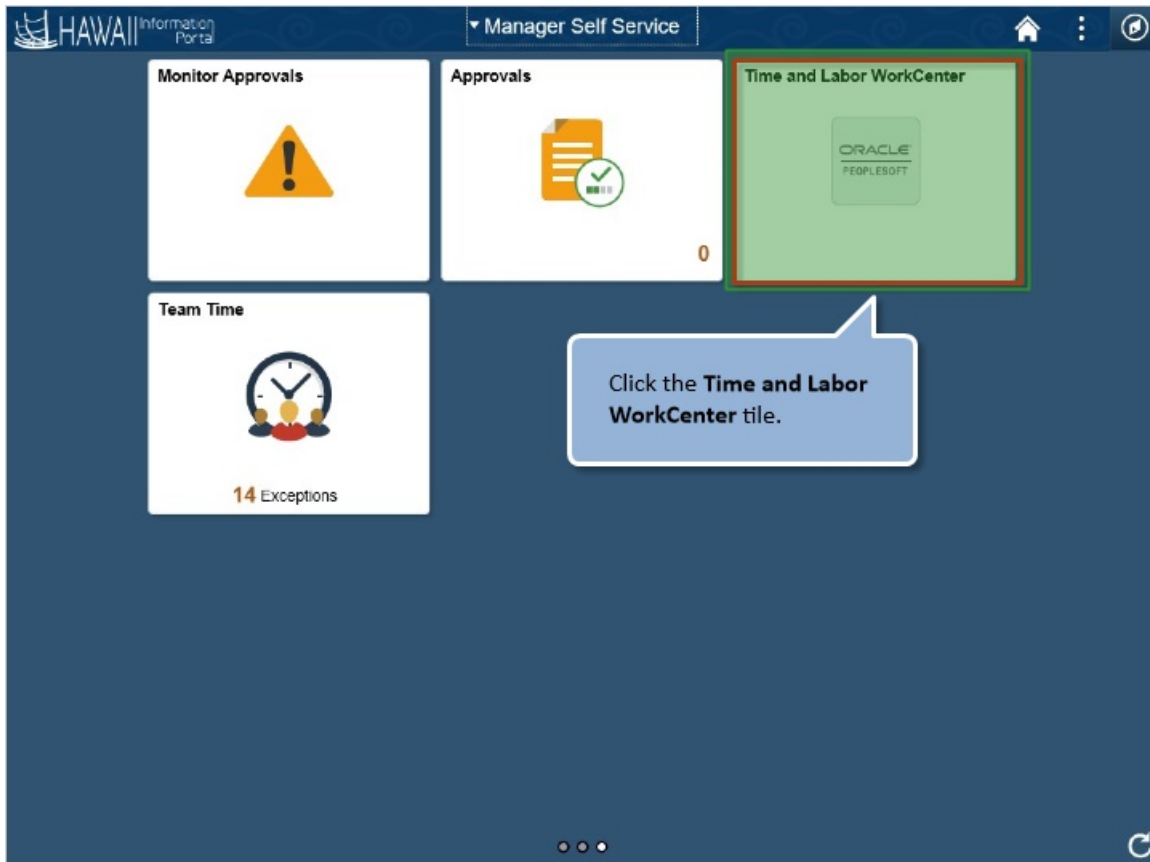
Begin by navigating to the **Time and Labor WorkCenter** in **Manager Self Service**.

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.

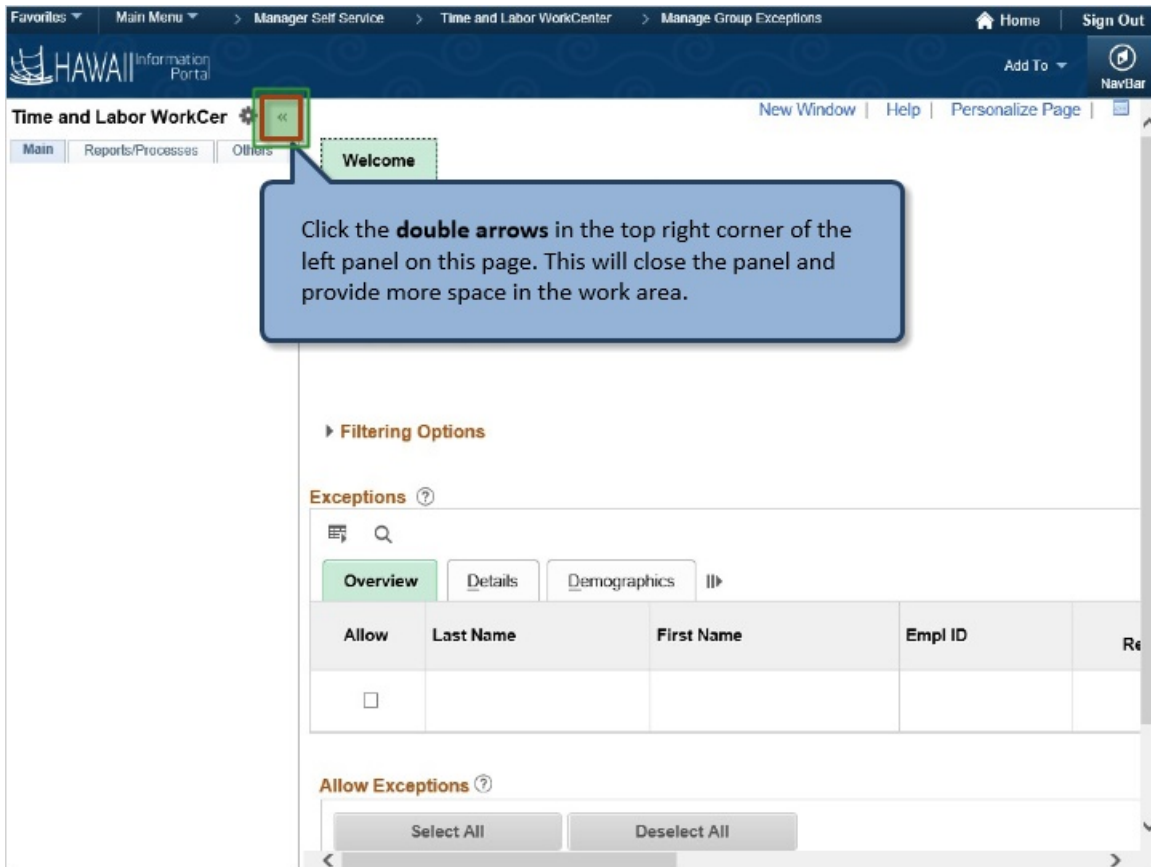
Click the **drop-down** arrow.



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.

Filtering Options

Exceptions ?

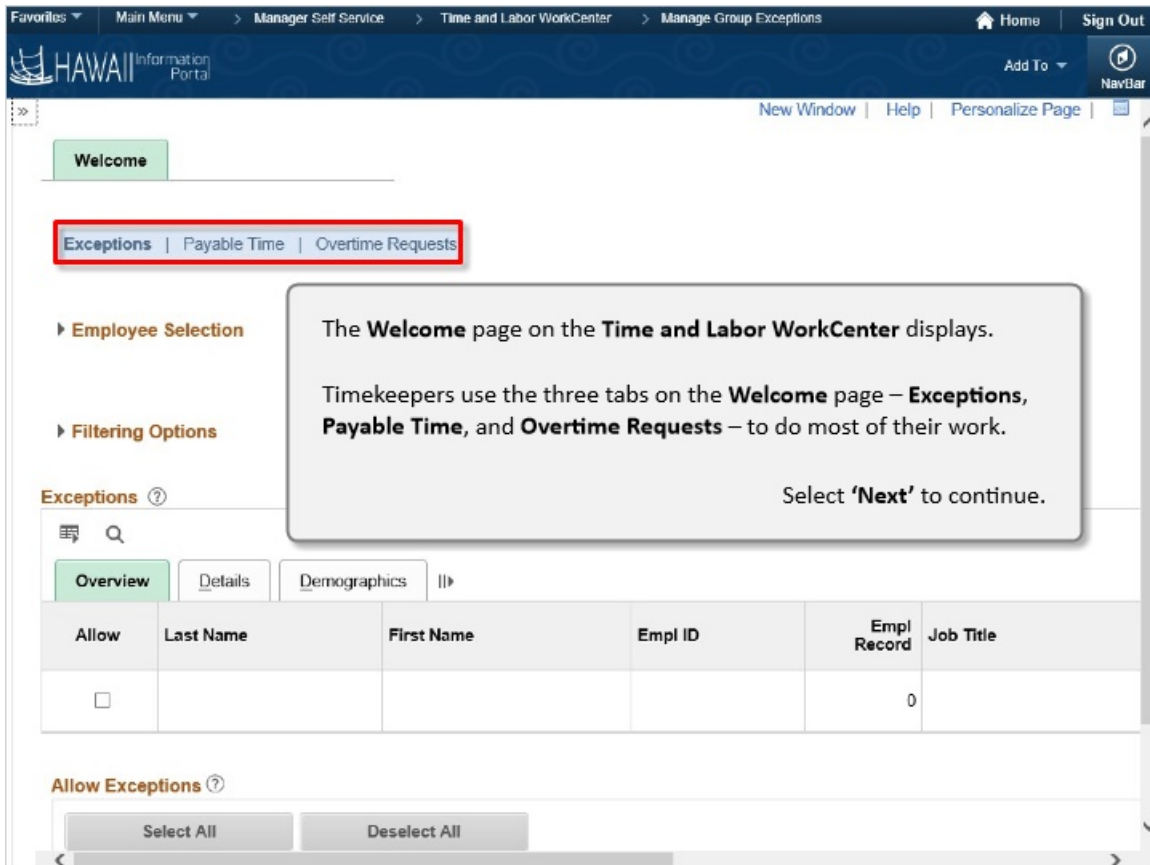
Overview Details Demographics ||>

Allow	Last Name	First Name	Empl ID	Re
<input type="checkbox"/>				

Allow Exceptions ?

Select All Deselect All

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.



Welcome

Exceptions | Payable Time | Overtime Requests

Employee Selection

Filtering Options

Exceptions ?

Overview | Details | Demographics |

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

Allow Exceptions ?

Select All Deselect All

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.

Select '**Next**' to continue.

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.

A banner for the Hawaii Information Portal. On the left is a man in a blue patterned shirt. On the right are three buttons: "The Exceptions Tab", "The Payable Time Tab", and "The Overtime Requests Tab". Below the buttons is the text "Select any button above to learn more!". At the bottom right is the text "Select 'Next' to continue.".

The logo for the Hawaii Information Portal, featuring a stylized sailboat icon to the left of the text "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!

The logo for the Hawaii Information Portal, featuring a stylized graphic of a sailboat or similar structure to the left of the text "HAWAII Information Portal".

Time and Labor WorkCenter Exceptions Tab

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

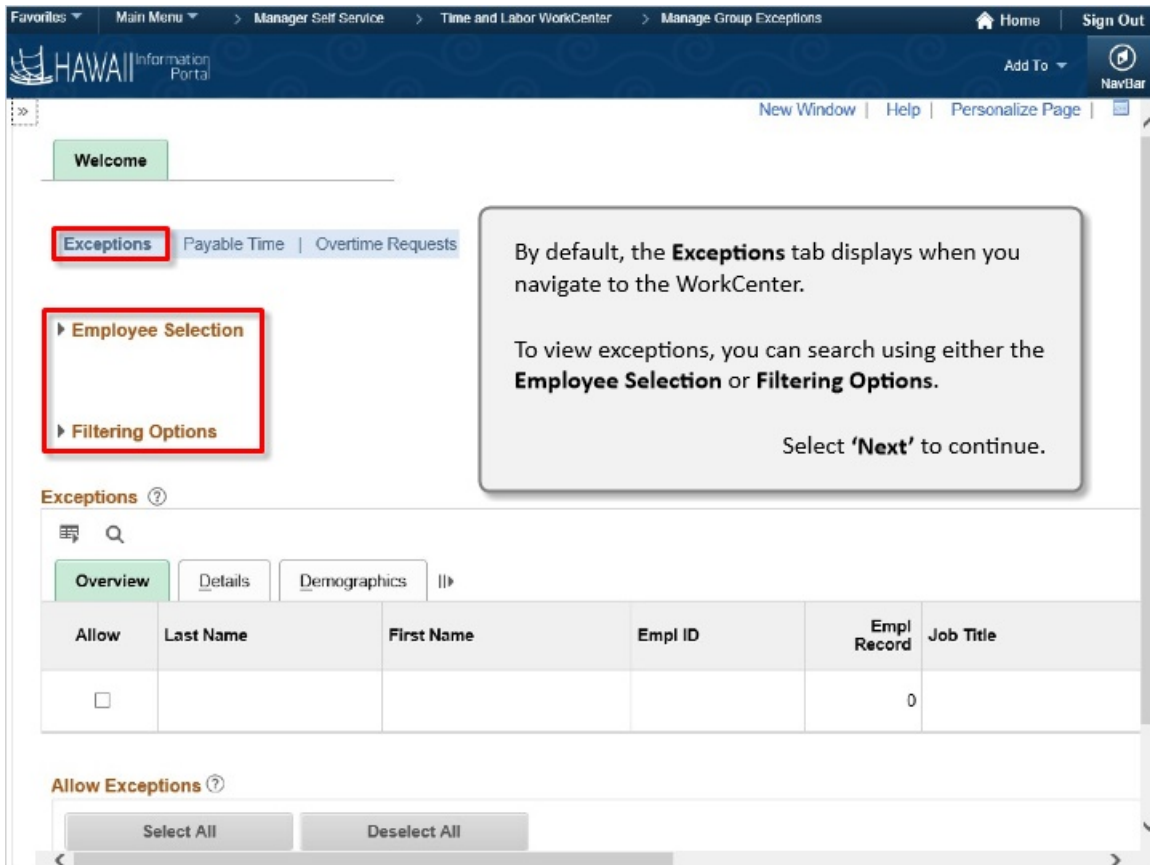
In this section, you will learn to search for exceptions using two features on the Exceptions tab – Employee Selection and Filtering Options.

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**.

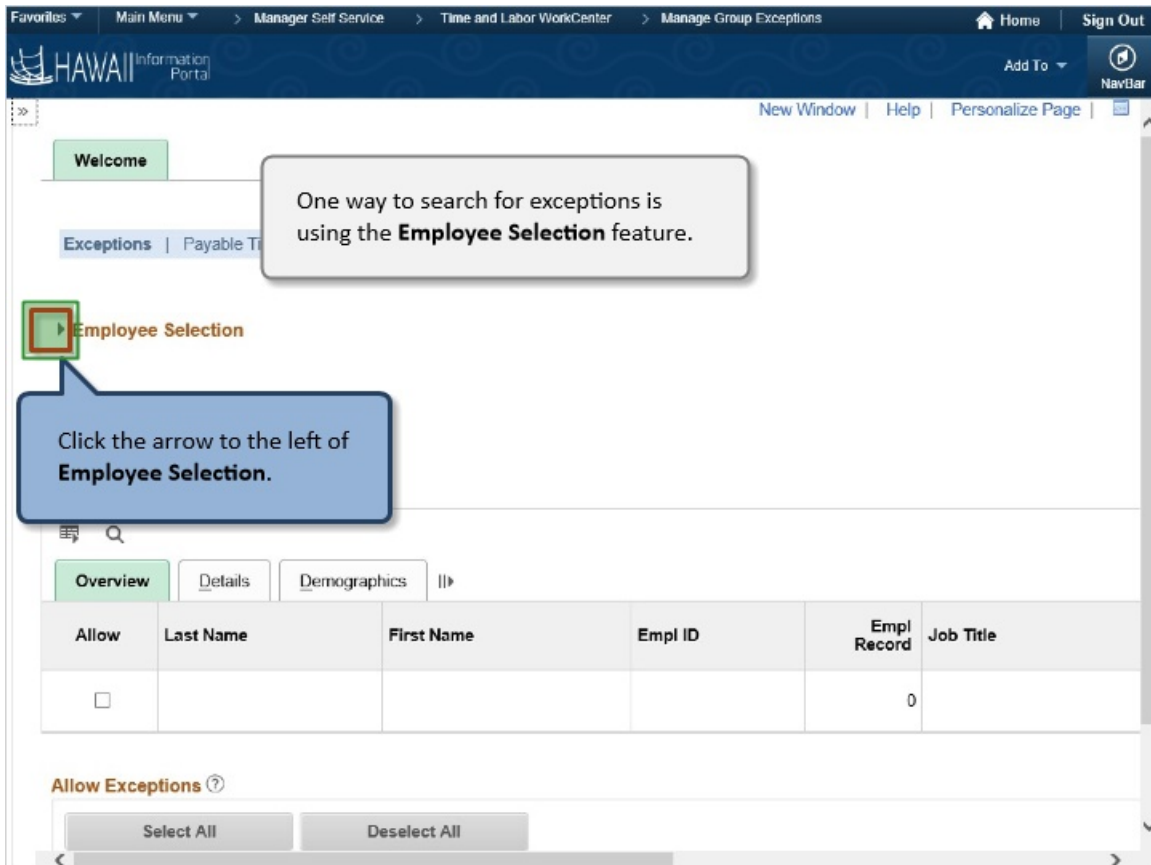
Select '**Next**' to continue.

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

Select All Deselect All

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**.



The screenshot shows the HAWAII Information Portal Manager Self Service interface. The breadcrumb trail is: Manager Self Service > Time and Labor WorkCenter > Manage Group Exceptions. The page has a 'Welcome' message and a 'Payable Time' section. A callout box states: 'One way to search for exceptions is using the **Employee Selection** feature.' The 'Employee Selection' link is highlighted with a green box and a red arrow. A second callout box points to the arrow and says: 'Click the arrow to the left of **Employee Selection**.' Below this, there are tabs for 'Overview', 'Details', and 'Demographics'. The 'Overview' tab is active, showing a table with columns: Allow, Last Name, First Name, Empl ID, Empl Record, and Job Title. The 'Allow' column has a checkbox. Below the table, there is a section titled 'Allow Exceptions' with 'Select All' and 'Deselect All' buttons.

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

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

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Time and Labor WorkCenter](#) | [Manage Group Exceptions](#) | [Home](#) | [Sign Out](#)

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

[Welcome](#)

[Exceptions](#) | [Payable](#)

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.

Employee Selection

Employee Selection Criteria

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

[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.

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Time and Labor WorkCenter](#) | [Manage Group Exceptions](#) | [Home](#) | [Sign Out](#)

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

[Welcome](#)

[Exceptions](#) | [Payable Time](#) | [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"/>

[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.

[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [Time and Labor WorkCenter](#) > [Manage Group Exceptions](#)
[Home](#) [Sign Out](#)

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

Department
 Supervisor ID
 Workgroup

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

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 Start Date

Employee Filter equal to Employee ID

*Exception Filter equal to Exception ID

Severity

Run Control ID

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**.

[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [Time and Labor WorkCenter](#) > [Manage Group Exceptions](#)
[Home](#) [Sign Out](#)

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

Department
 Supervisor ID
 Workgroup

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

Filtering Options

*Date Filter Start Date
 Employee Filter Employee ID
 *Exception Filter Exception ID
 Severity
 Run Control ID

Exceptions

[Overview](#) [Details](#) [Demographics](#) [||>](#)

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title

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

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

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Welcome

[Exceptions](#) | [Payable Time](#) | [Overtime Requests](#)

[Employee Selection](#)

[Filtering Options](#)

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

Select **‘Next’** to continue.

Exceptions ?

[Overview](#) | [Details](#) | [Demographics](#) | [Filtering Options](#)

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

Allow Exceptions ?


[Select All](#) | [Deselect All](#)

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



Congratulations!

You've successfully completed this lesson.

The logo for the Hawaii Information Portal, featuring a stylized sailboat icon to the left of the text "HAWAII Information Portal".

Time and Labor WorkCenter Payable Time Tab

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

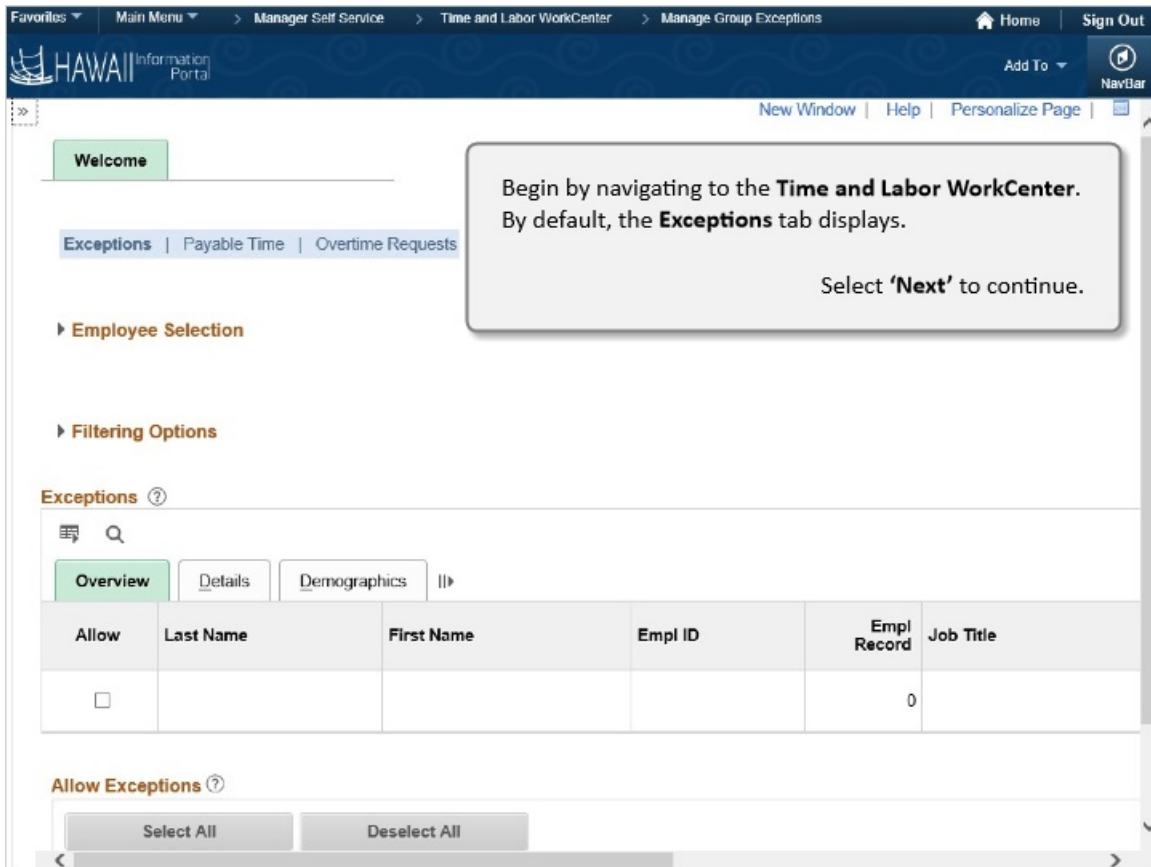
In this section, you will learn to search for employees with pending payable time using the Employee Selection feature.

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.

Exceptions | Payable Time | Overtime Requests

Employee Selection

Filtering Options

Exceptions ?

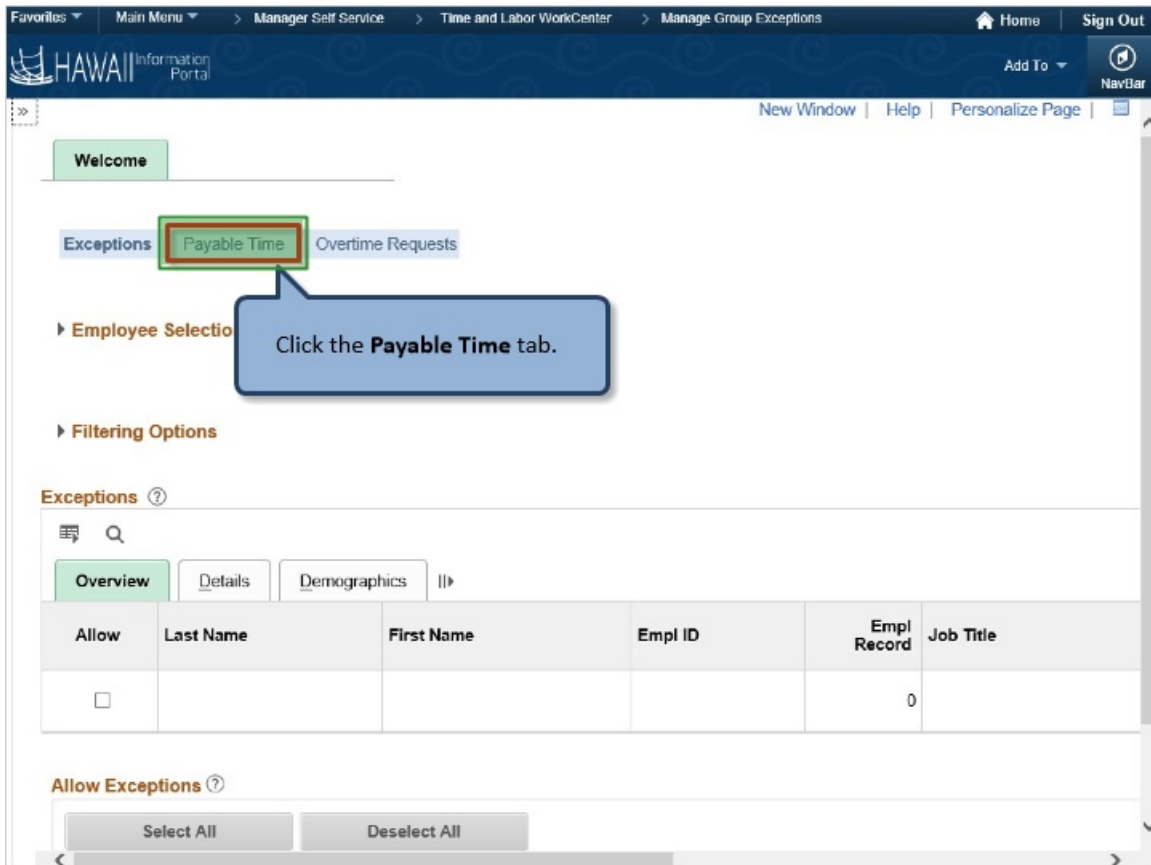
Overview | Details | Demographics |

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

Allow Exceptions ?

Select All | Deselect All

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



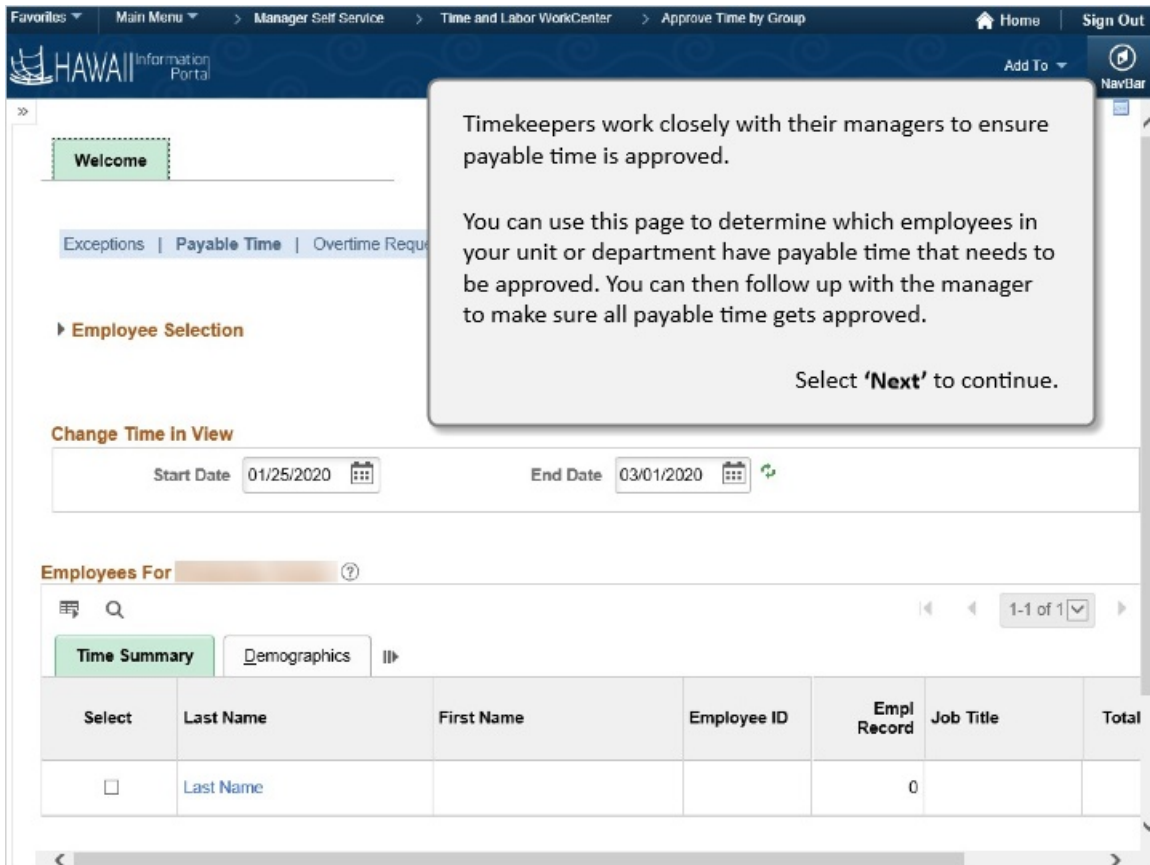
Click the **Payable Time** tab.

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

Allow Exceptions ?

Select All Deselect All

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.

Welcome

Exceptions | **Payable Time** | Overtime Request

► **Employee Selection**

Change Time in View

Start Date: 01/25/2020 End Date: 03/01/2020

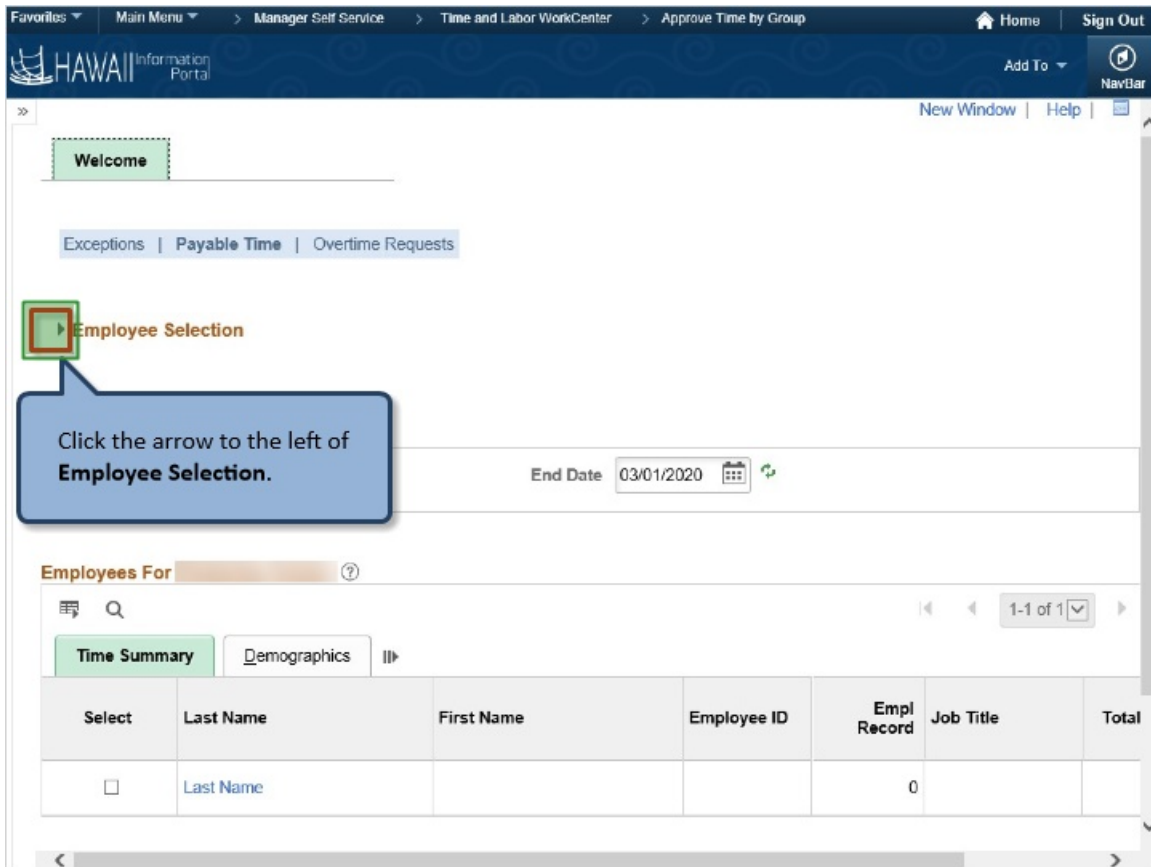
Employees For

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.

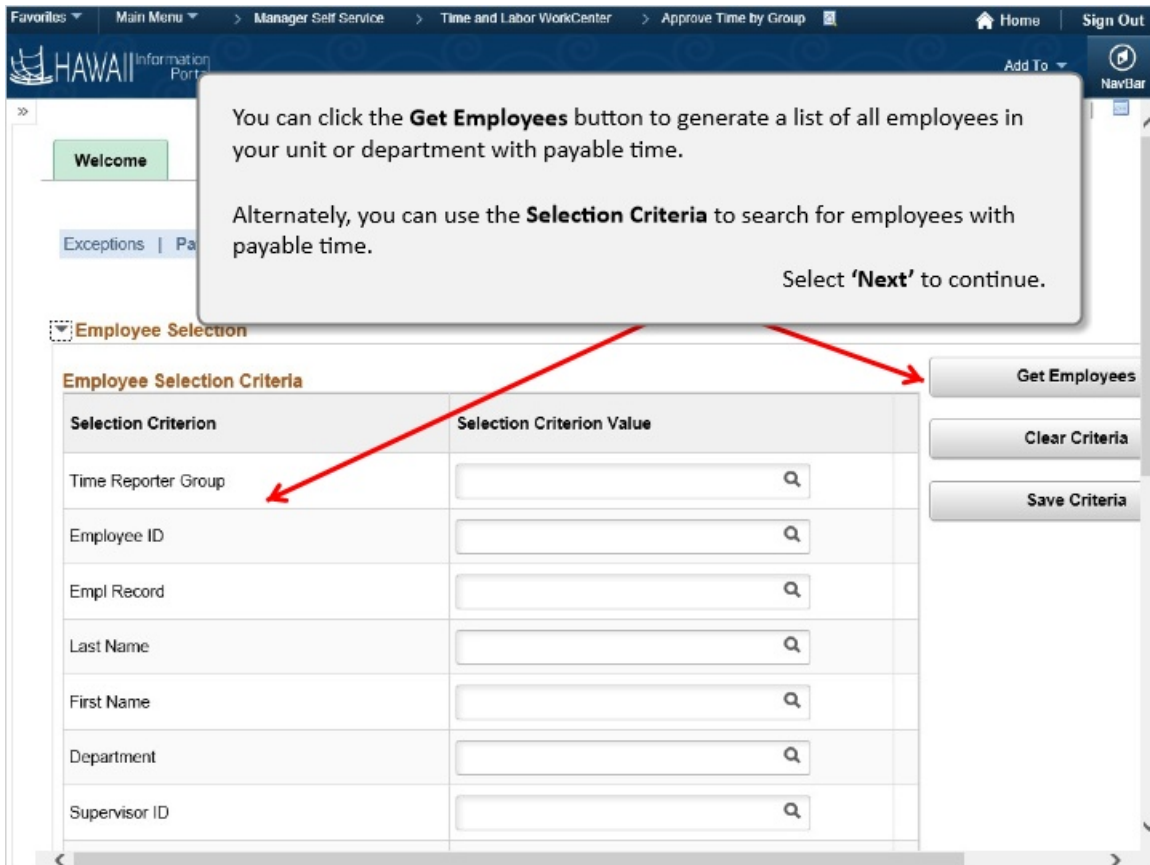
You can use this page to determine which employees in your unit or department have payable time that needs to be approved. You can then follow up with the manager to make sure all payable time gets approved.



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

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

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.

Employee Selection

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.

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[Welcome](#)

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Employee Selection

Employee Selection Criteria

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

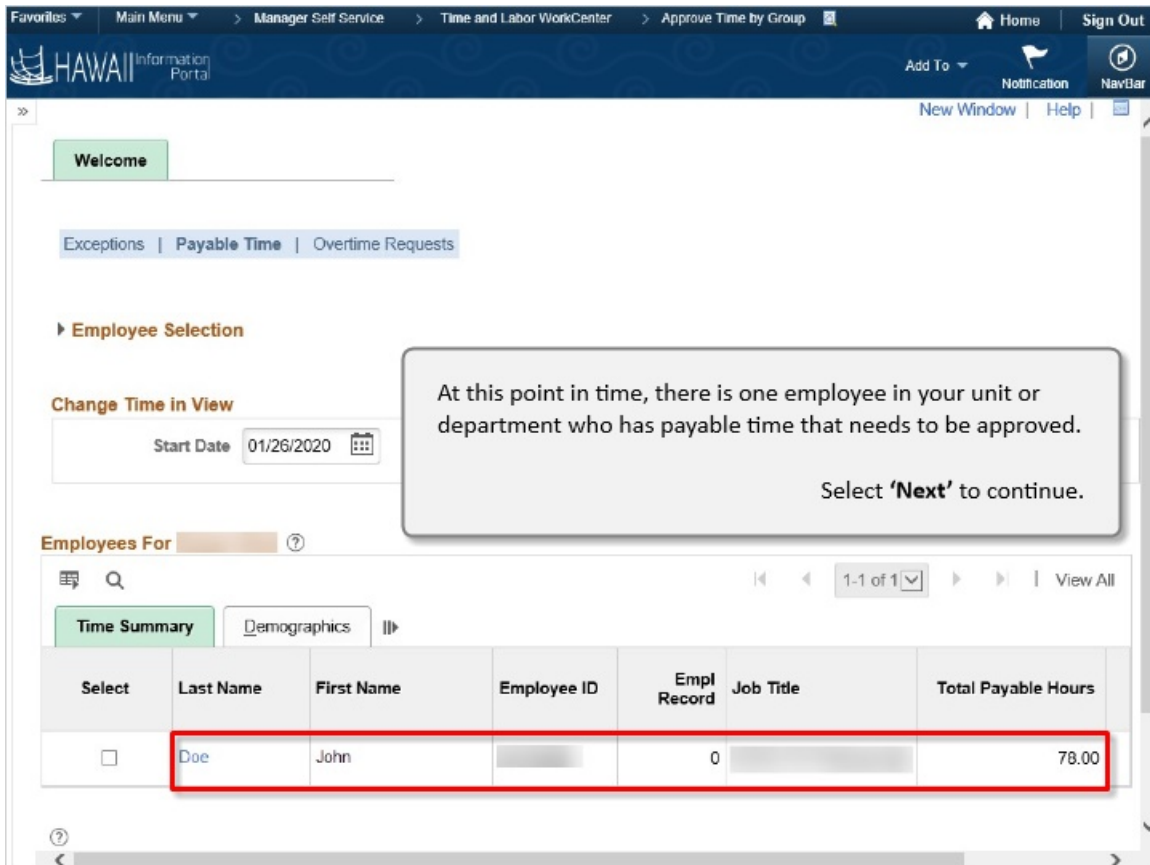
[Get Employees](#)

[Clear Criteria](#)

[Save Criteria](#)

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

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



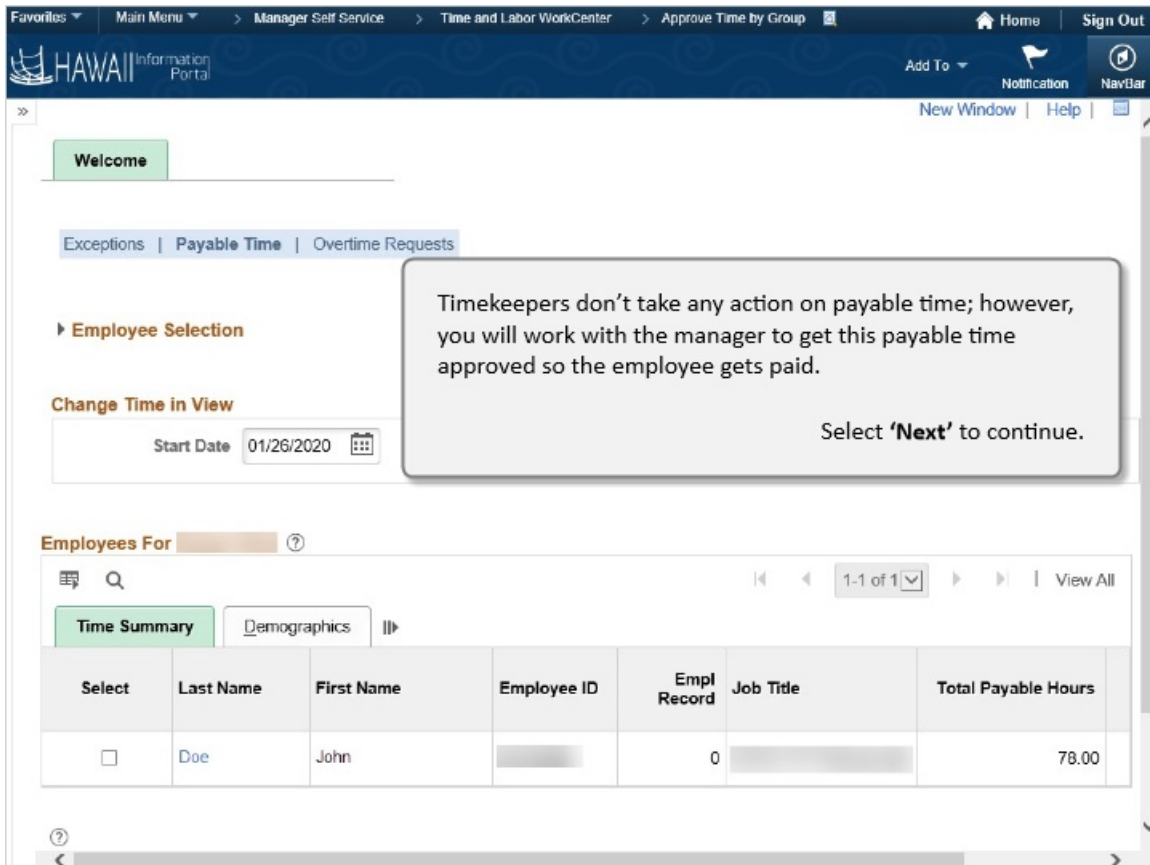
At this point in time, there is one employee in your unit or department who has payable time that needs to be approved.

Select **'Next'** to continue.

Employees For [Unit/Department] ?

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.



Manager Self Service > Time and Labor WorkCenter > Approve Time by Group

Home | Sign Out

Add To | Notification | NavBar

New Window | Help

Welcome

Exceptions | **Payable Time** | Overtime Requests

Employee Selection

Change Time in View

Start Date: 01/26/2020

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: [Group Name]

Time Summary | Demographics


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



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.

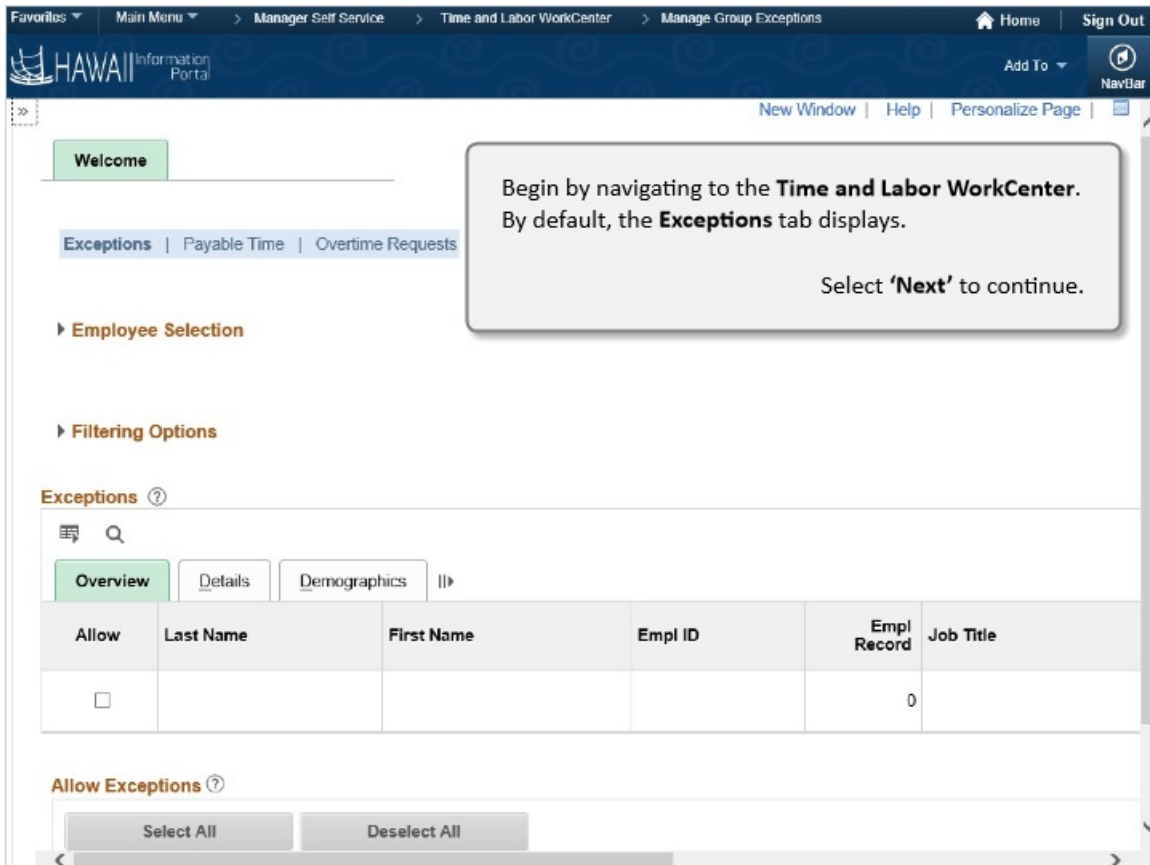


Select 'Next' to continue.

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 | Payable Time | Overtime Requests

Employee Selection

Filtering Options

Exceptions ?

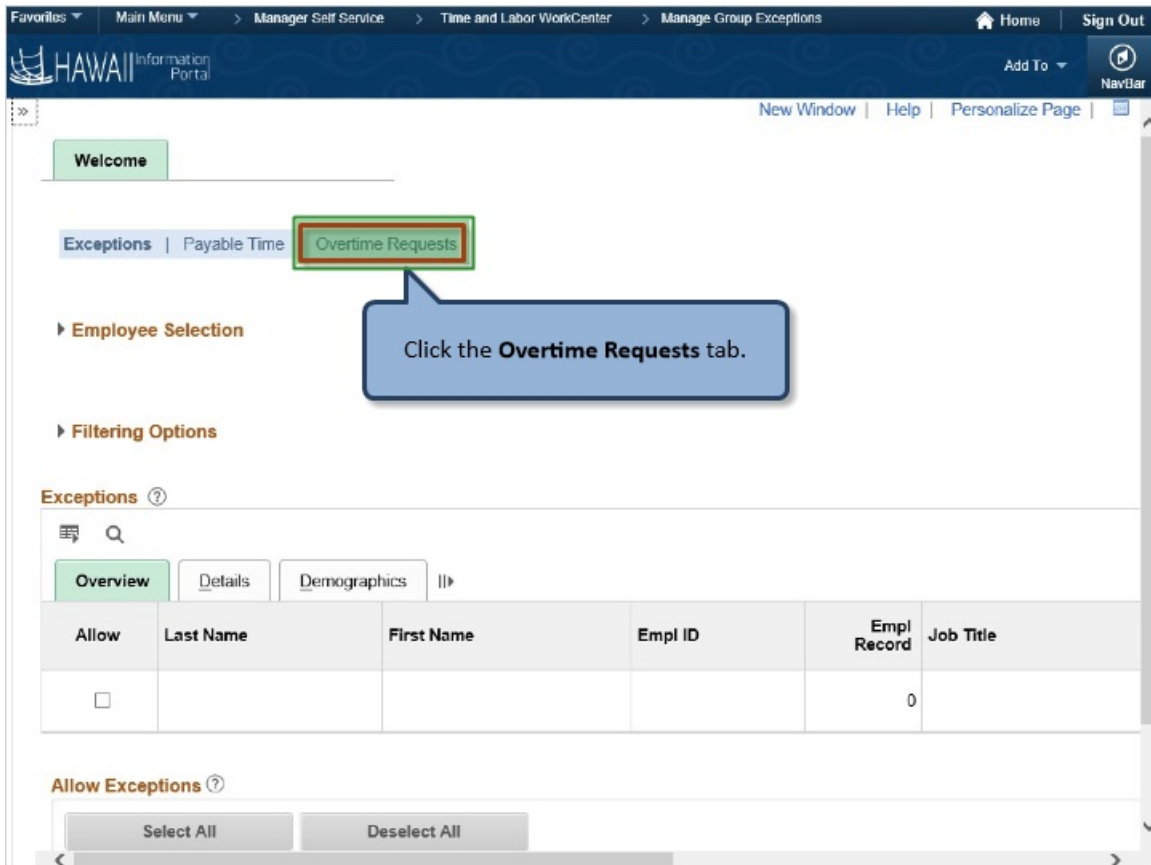
Overview | Details | Demographics |

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

Allow Exceptions ?

Select All | Deselect All

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

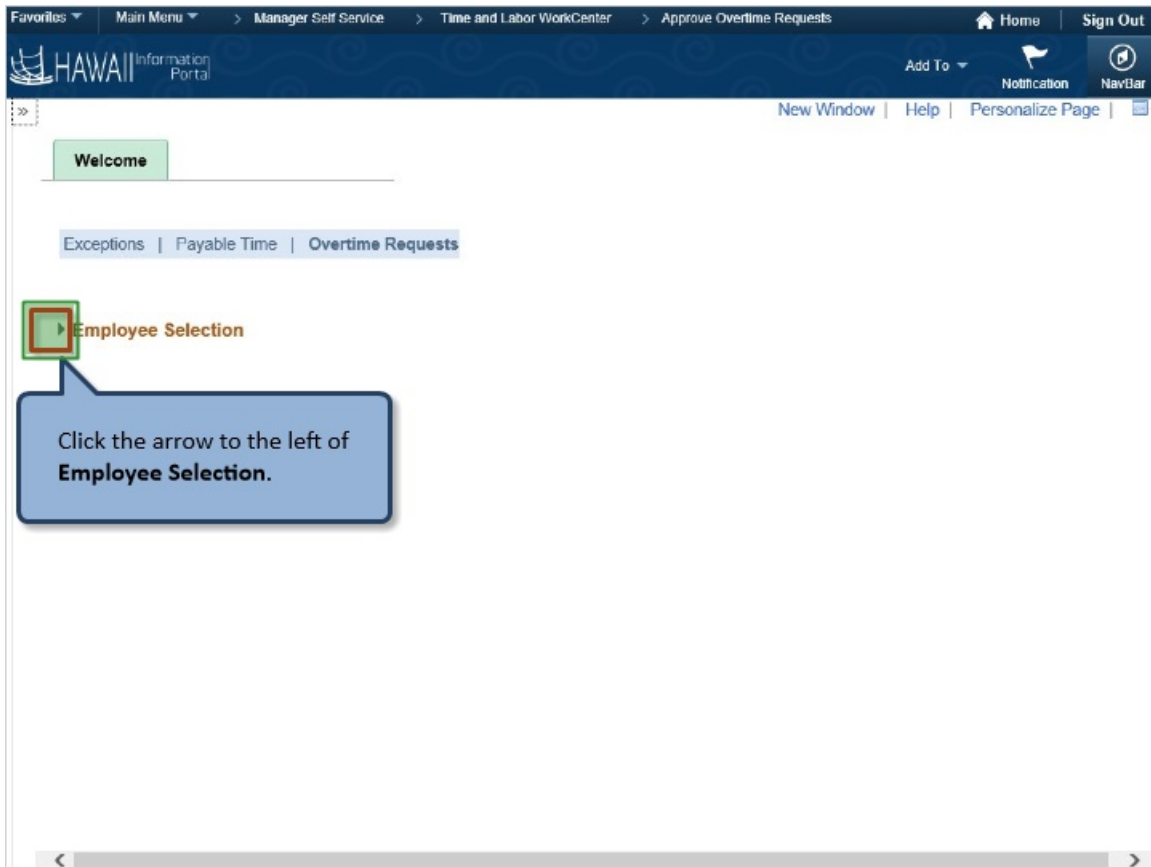


Click the **Overtime Requests** tab.

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**.

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Time and Labor WorkCenter](#) | [Approve Overtime Requests](#) | [Home](#) | [Sign Out](#)

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

[Welcome](#)

[Exceptions](#) | [Pa](#)

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"/> Q
Employee ID	<input type="text"/> Q
Empl Record	<input type="text"/> Q
Last Name	<input type="text"/> Q
First Name	<input type="text"/> Q
Department	<input type="text"/> Q
Supervisor ID	<input type="text"/> Q

[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.

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[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Time and Labor WorkCenter](#) | [Approve Overtime Requests](#) | [Home](#) | [Sign Out](#)

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

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

Welcome

[Exceptions](#) | [Payable Time](#) | [Overtime Requests](#)

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.

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Time and Labor WorkCenter](#) | [Approve Overtime Requests](#) | [Home](#) | [Sign Out](#)

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

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

Welcome

[Exceptions](#) | [Payable Time](#) | [Overtime Requests](#)

Employee Selection

Employee Overtime Requests ?

Request Summary | Demographics | II>

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.

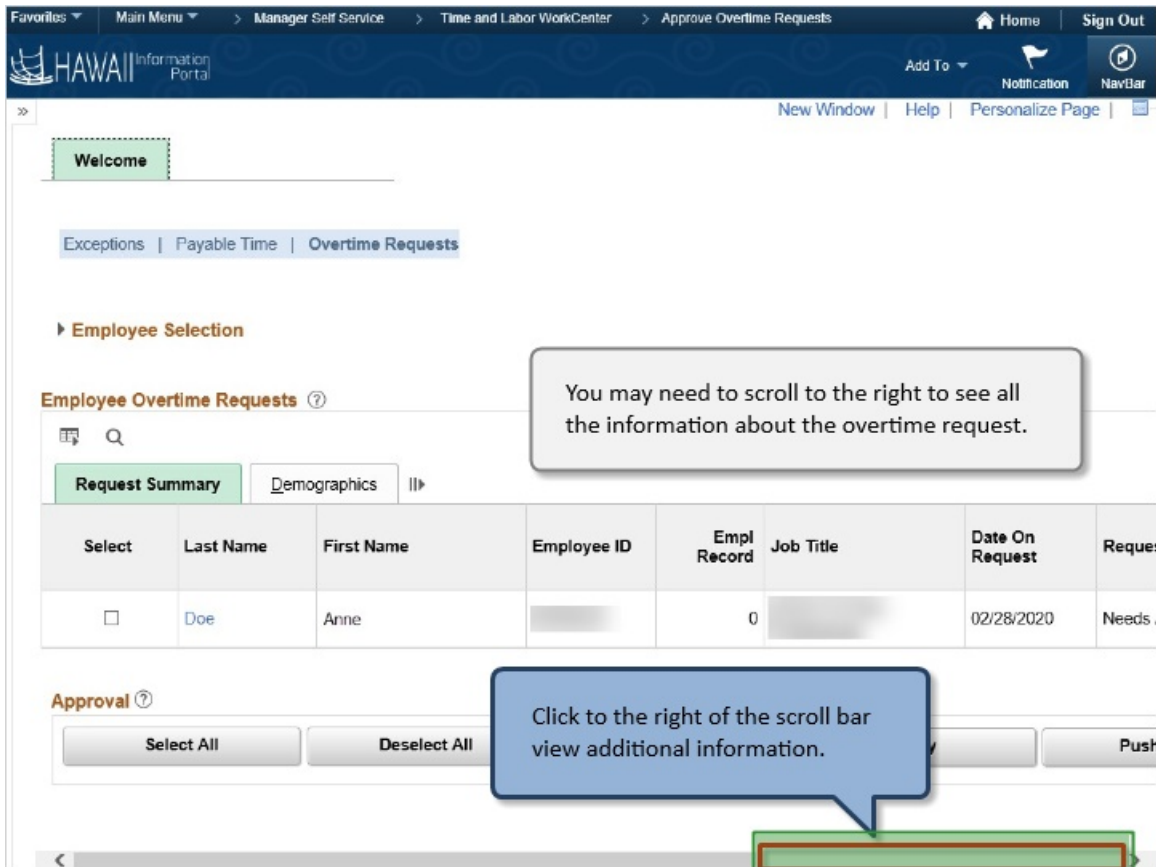
Approval ?

[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.

Select 'Next' to continue.

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



Favorites ▾ Main Menu ▾ > Manager Self Service > Time and Labor WorkCenter > Approve Overtime Requests Home Sign Out

HAWAII Information Portal Add To ▾ Notification NavBar

New Window | Help | Personalize Page

Welcome

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.

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

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Time and Labor WorkCenter](#) | [Approve Overtime Requests](#) | [Home](#) | [Sign Out](#)

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

[New Window](#) | [Help](#) | [Personalize Page](#) | [\[Icon\]](#)

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

Select **'Next'** to continue.

1-1 of 1

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.

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Time and Labor WorkCenter](#) | [Approve Overtime Requests](#) | [Home](#) | [Sign Out](#)

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

[New Window](#) | [Help](#) | [Personalize Page](#) | [\[Icon\]](#)

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.

1-1 of 1

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.



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

A banner for the Hawaii Information Portal. On the left is a man in a blue patterned shirt. On the right are two buttons: "Identify and Resolve Exceptions" and "Allow Exceptions". Below the buttons is the text "Select any button above to learn more!". At the bottom right is the text "Select 'Next' to continue.".

The logo for the Hawaii Information Portal, featuring a stylized sailboat icon to the left of the text "HAWAII Information Portal".

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 and Labor.

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 and Labor.

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 PeopleSoft. 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.

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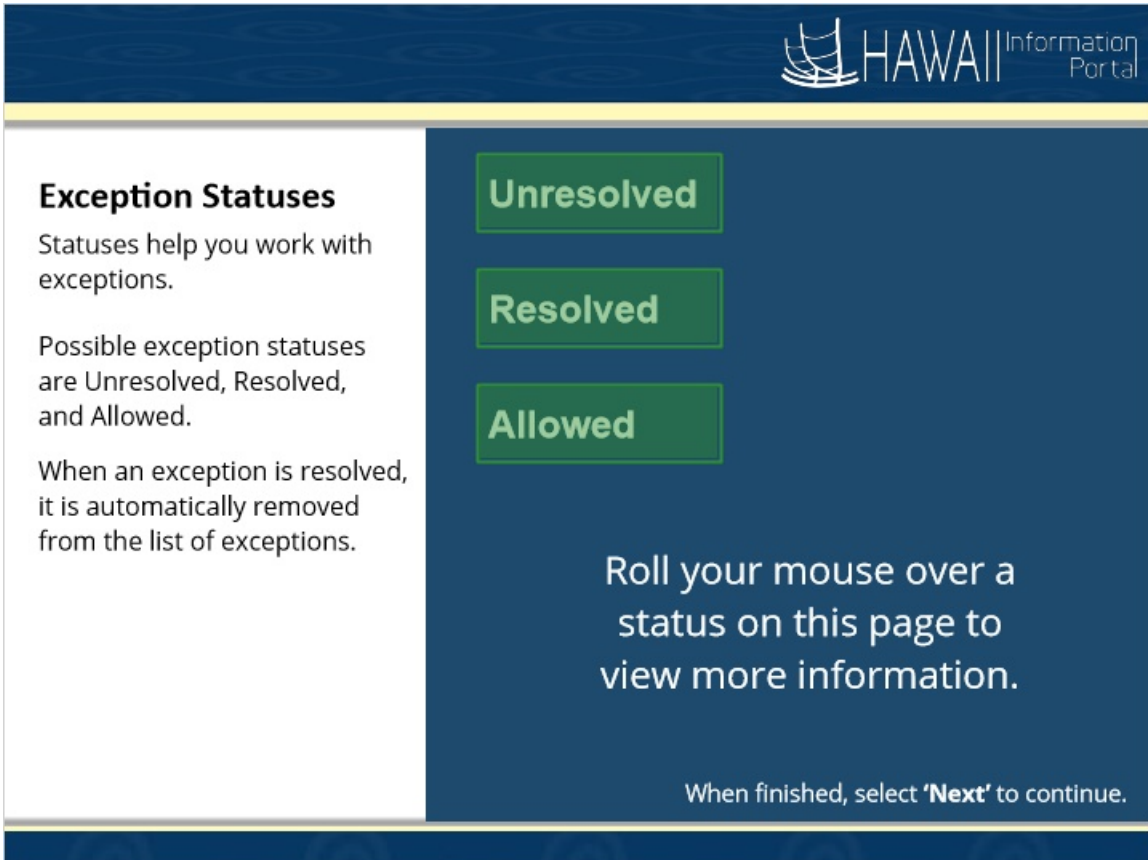
Exception Statuses

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



Select 'Next' to continue

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



The screenshot shows a web interface for the Hawaii Information Portal. At the top right is the portal's logo. The main content area is split into two columns. The left column has a white background and contains the title 'Exception Statuses', a brief explanation of statuses, a list of possible statuses (Unresolved, Resolved, Allowed), and a note about automatic removal of resolved exceptions. The right column has a dark blue background and features three green buttons labeled 'Unresolved', 'Resolved', and 'Allowed' stacked vertically. Below these buttons is a large text prompt: 'Roll your mouse over a status on this page to view more information.' At the bottom right of this column is a smaller instruction: '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

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.**

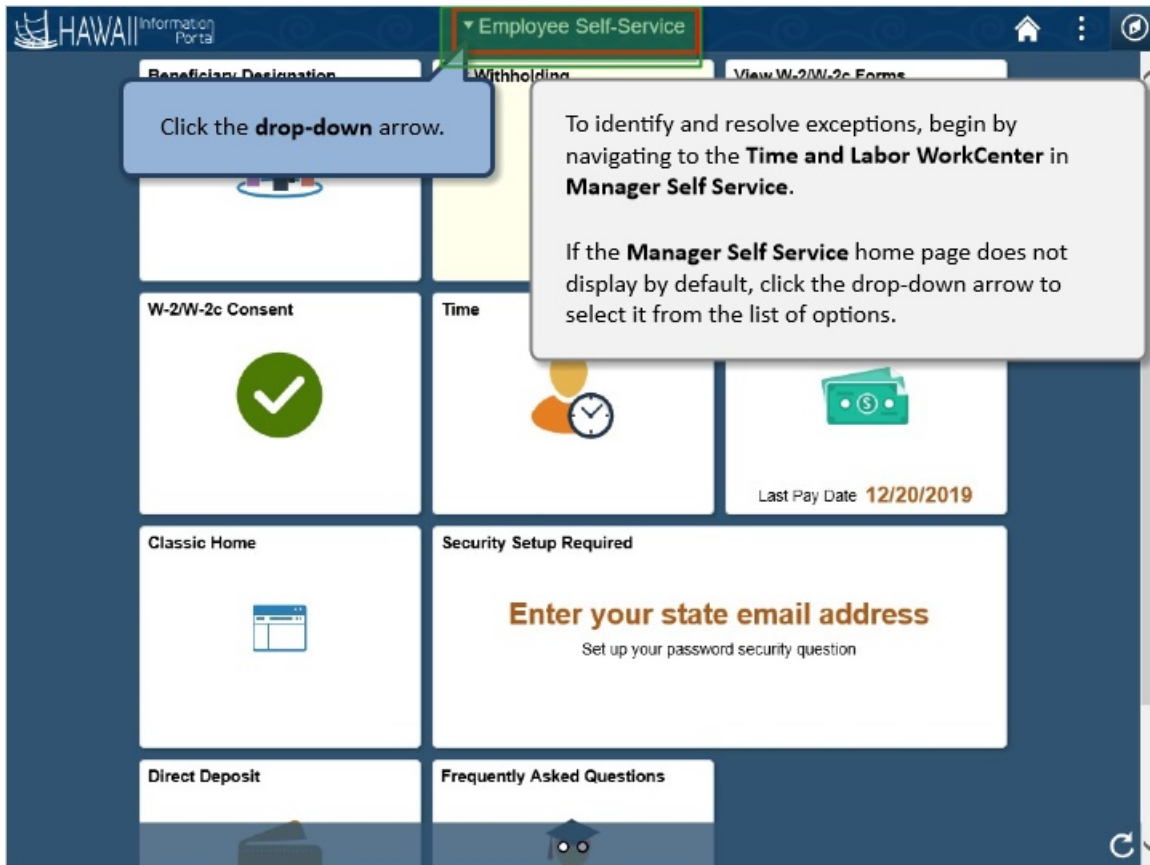
Select '**Next**' to continue.

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

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Once the adjustment or the configuration change is made:

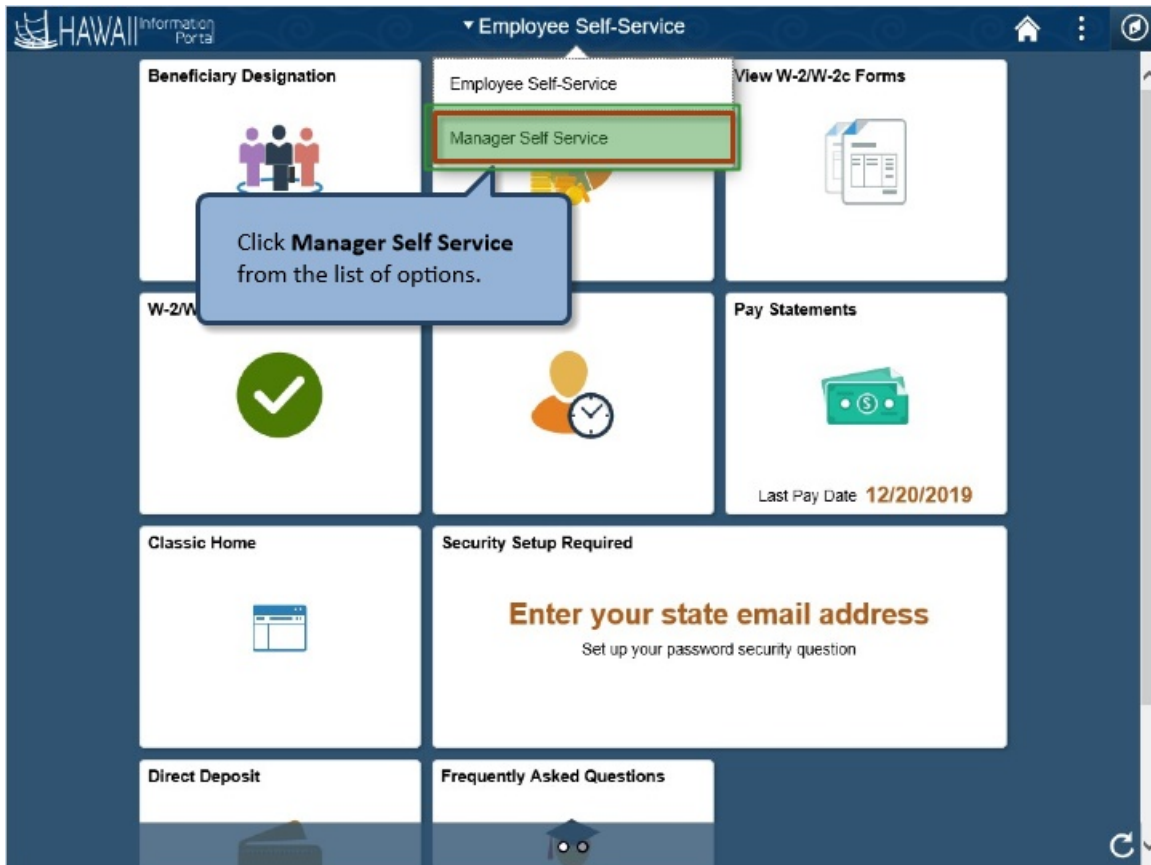
- If the exception condition no longer exists, the status is **Resolved**.
 - If the exception condition still exists, the status remains as **Unresolved**.
- ☐ **The next run of the Time Administration process clears any resolved exceptions.**



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.

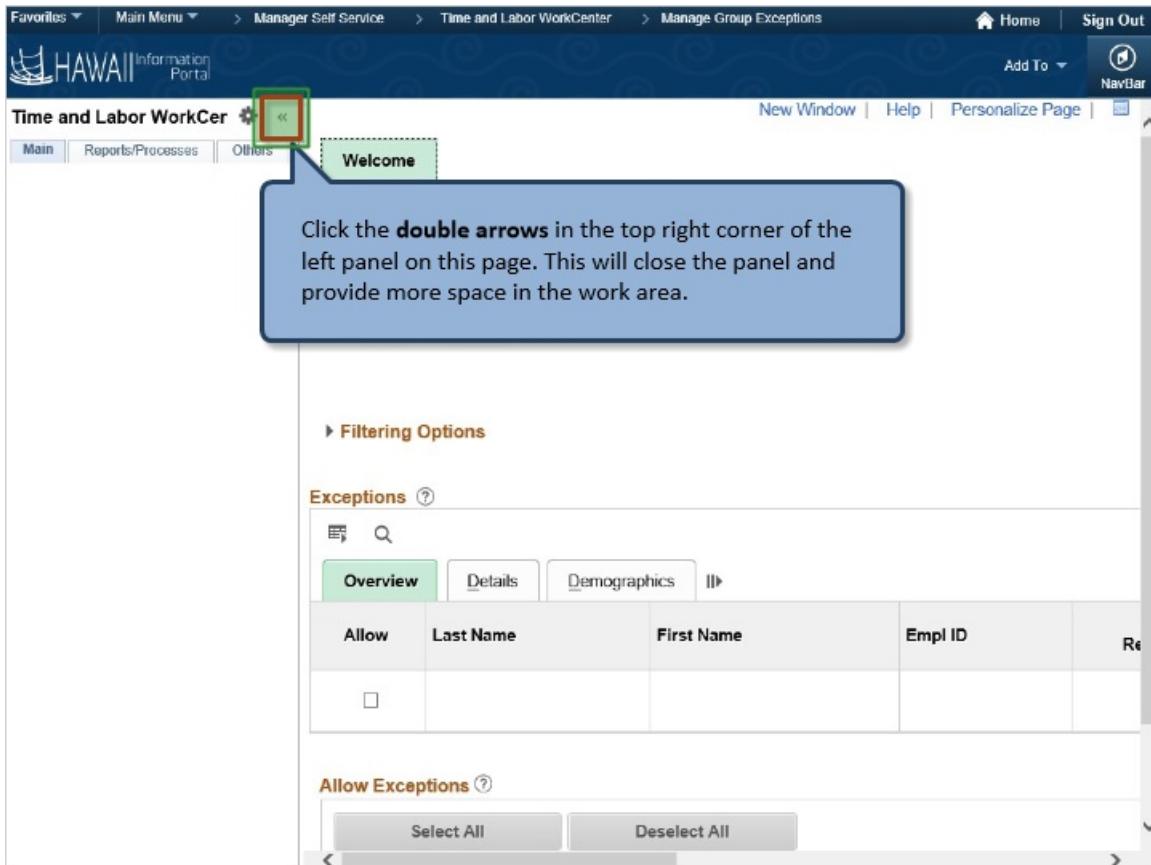
Click the **drop-down** arrow.



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



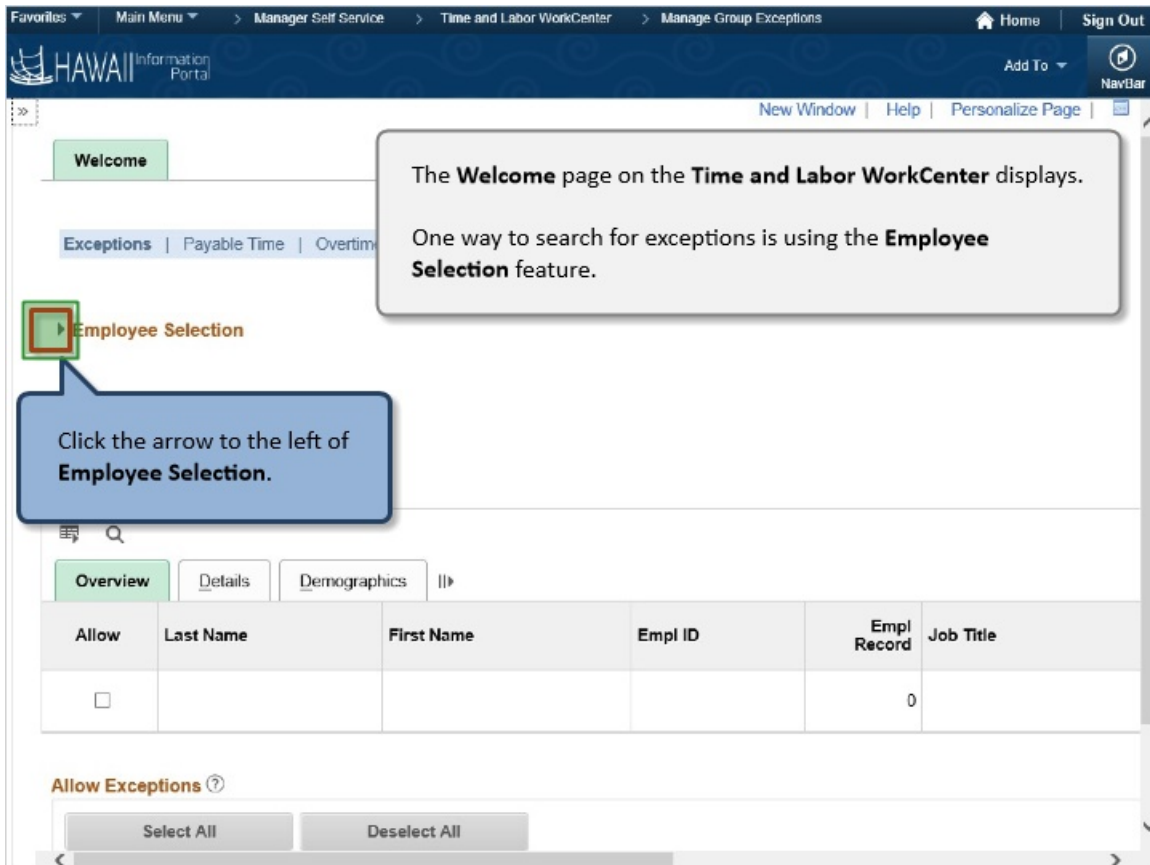
Click the **Time and Labor WorkCenter** tile.



The screenshot shows the 'Time and Labor WorkCenter' interface. A callout box points to a double arrow icon in the top right corner of the left panel. The callout text reads: '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 interface includes a top navigation bar with links like 'Favorites', 'Main Menu', 'Manager Self Service', 'Time and Labor WorkCenter', and 'Manage Group Exceptions'. The left panel has tabs for 'Main', 'Reports/Processes', and 'Others'. The main content area shows 'Filtering Options', 'Exceptions' (with 'Overview', 'Details', and 'Demographics' tabs), and a table with columns: 'Allow', 'Last Name', 'First Name', 'Empl ID', and 'Re'. Below the table are 'Select All' and 'Deselect All' buttons.

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**.

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Time and Labor WorkCenter](#) | [Manage Group Exceptions](#) | [Home](#) | [Sign Out](#)

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

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

[Welcome](#)

[Exceptions](#) | [Payable Time](#) | [Overtime Requests](#)

Employee Selection

Employee Selection Criteria

Selection Criterion	Value	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"/>

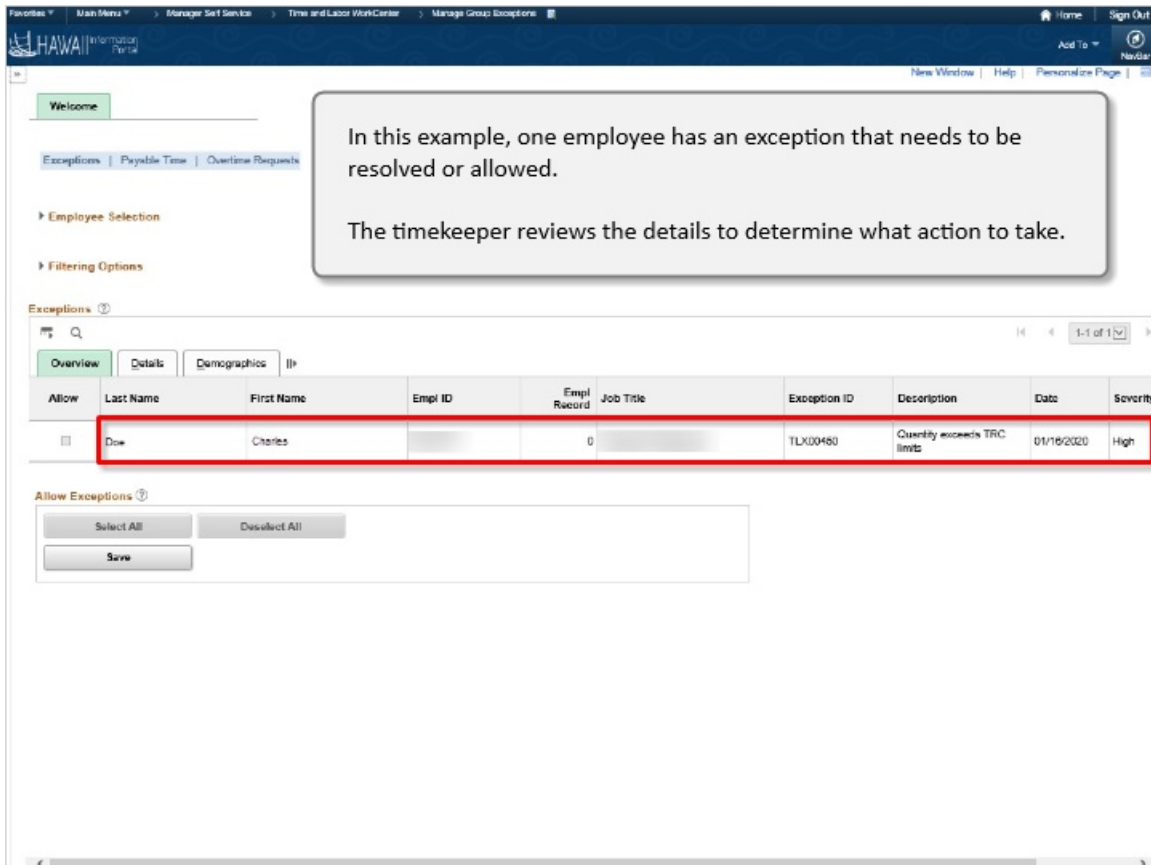
[Get Employees](#)

[Clear Criteria](#)

[Save Criteria](#)

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.

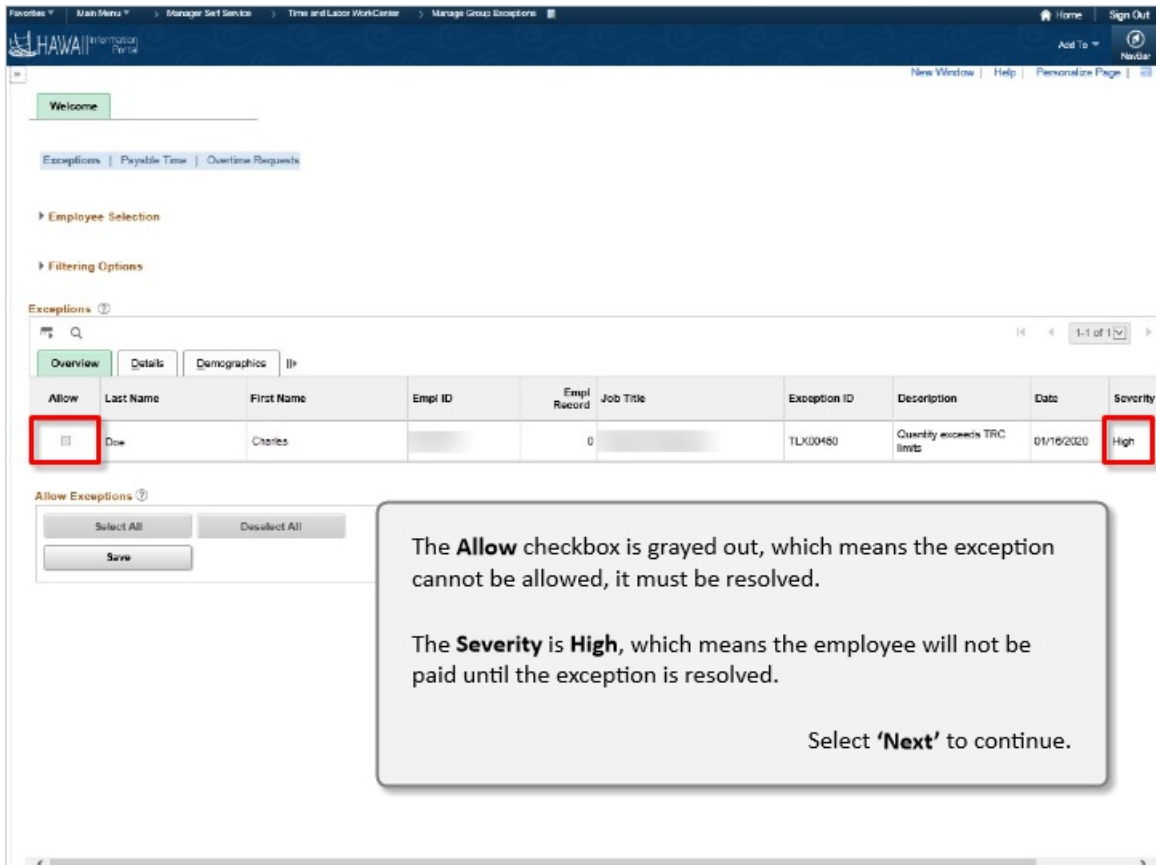
Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	Doe	Charles		0		TLX00460	Quantity exceeds TRC limit	01/16/2020	High

Allow Exceptions

Select All Deselect All Save

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

Overview Details Demographics

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	Doe	Charles		0		TLX00460	Quantity exceeds TRC limits	01/16/2020	High

Allow Exceptions

Select All Deselect All Save

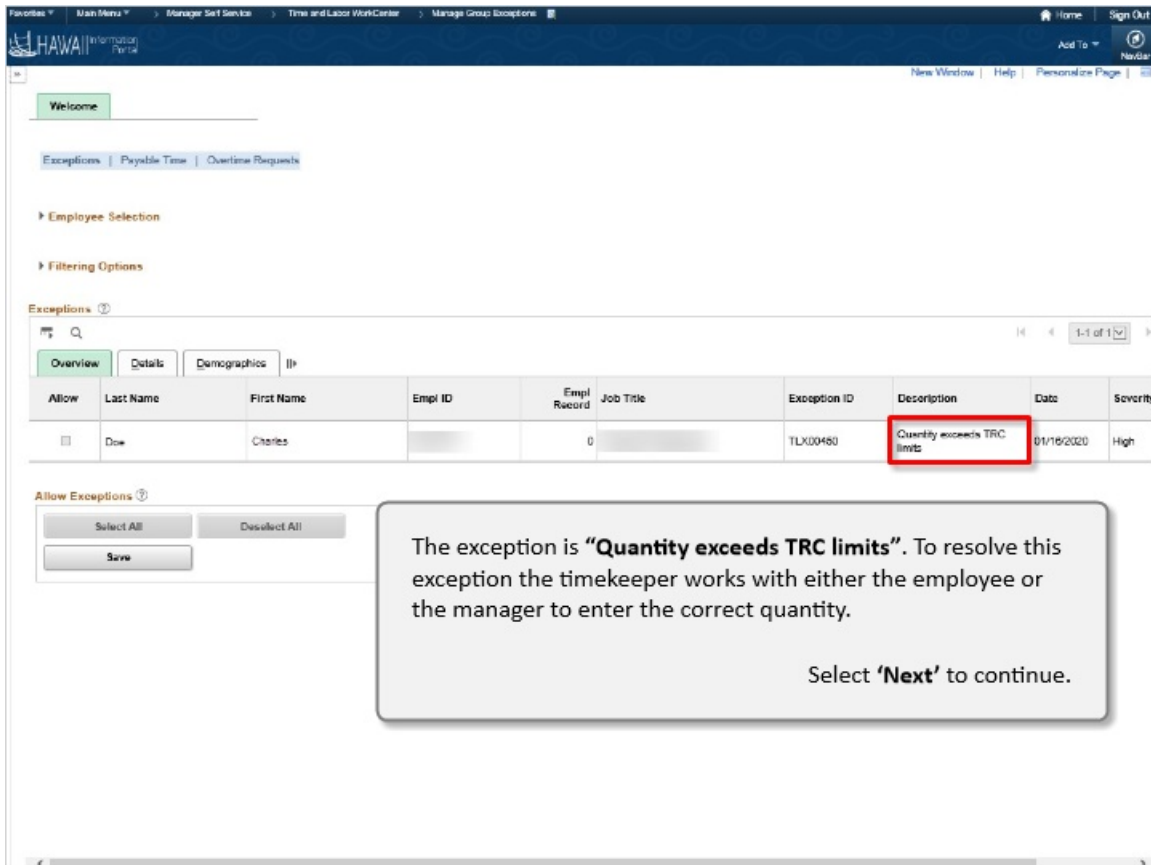
The **Allow** checkbox is grayed out, which means the exception cannot be allowed, it must be resolved.

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.



The screenshot shows the HAWAII Information Portal interface. The top navigation bar includes links for Home, Sign Out, and a search bar. The main content area is titled 'Exceptions' and includes tabs for Overview, Details, and Demographics. A table lists exceptions, with one entry highlighted: 'Quantity exceeds TRC limits' for employee Charles Doe. A red box highlights the description 'Quantity exceeds TRC limits'. Below the table, a message box states: '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.'

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	Doe	Charles		0		TLX00460	Quantity exceeds TRC limits	01/16/2020	High

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) hours of Stand By Pay, but the limit is one (1) hour.

< Week 1 of 3 >

Scheduled 40.00 | Reported 2.00 | Unapproved Time 0.00

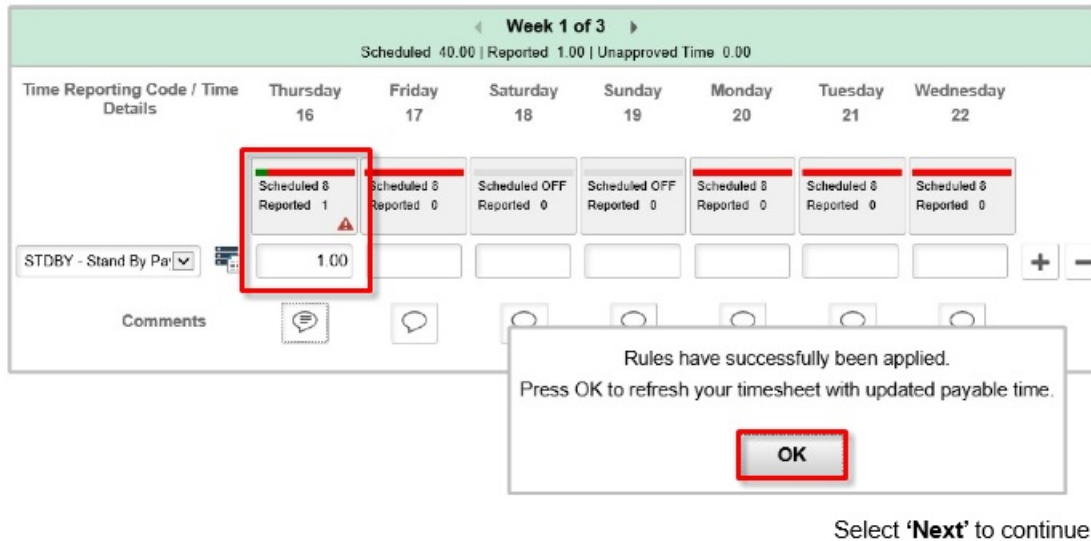
Time Reporting Code / Time Details	Thursday 16	Friday 17	Saturday 18	Sunday 19	Monday 20	Tuesday 21	Wednesday 22
Scheduled 8 Reported 2	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	
STDBY - Stand By Pay	2.00						
Comments							

+ -

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) hours of Stand By Pay, but the limit is one (1) hour.

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



Week 1 of 3
 Scheduled 40.00 | Reported 1.00 | Unapproved Time 0.00

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 Par	1.00						

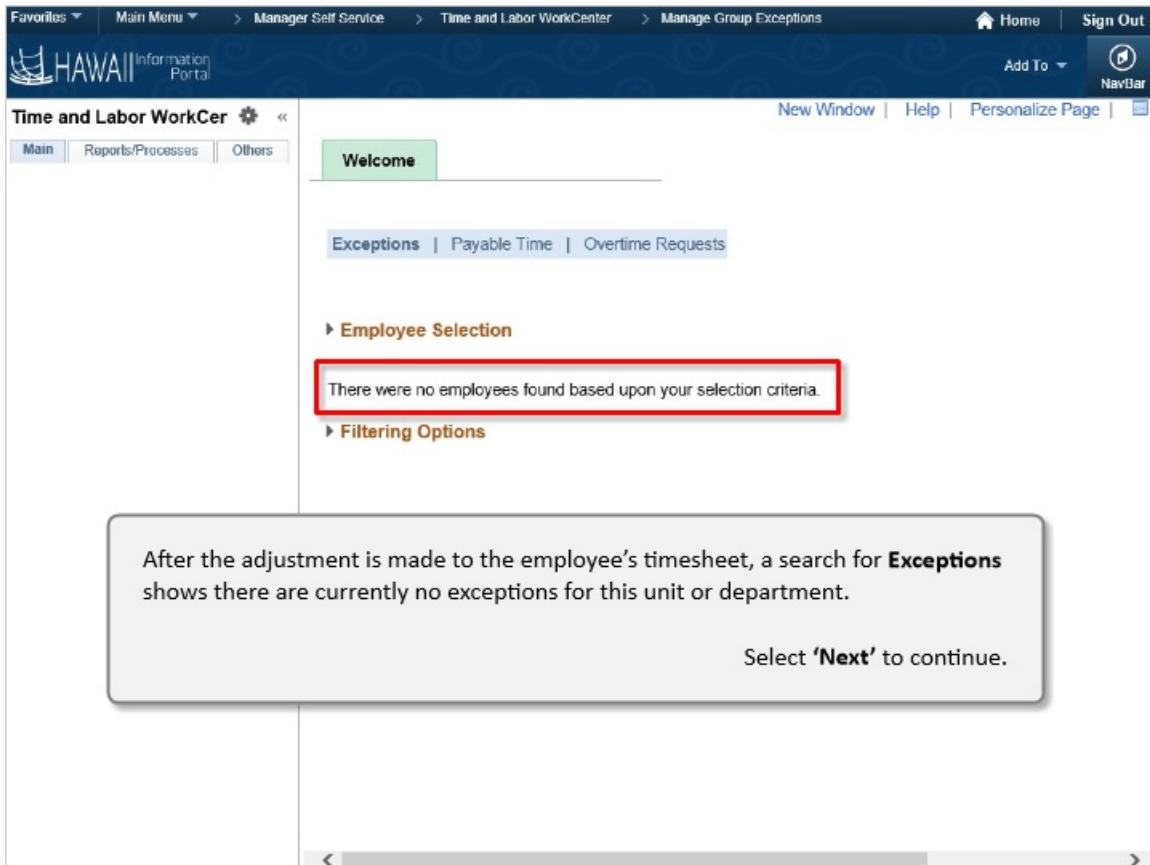
Comments

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.




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



Congratulations!

You've successfully completed this lesson.

Allow Exceptions




Lesson Scenario

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

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

In this lesson, you will learn to allow exceptions.

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.**

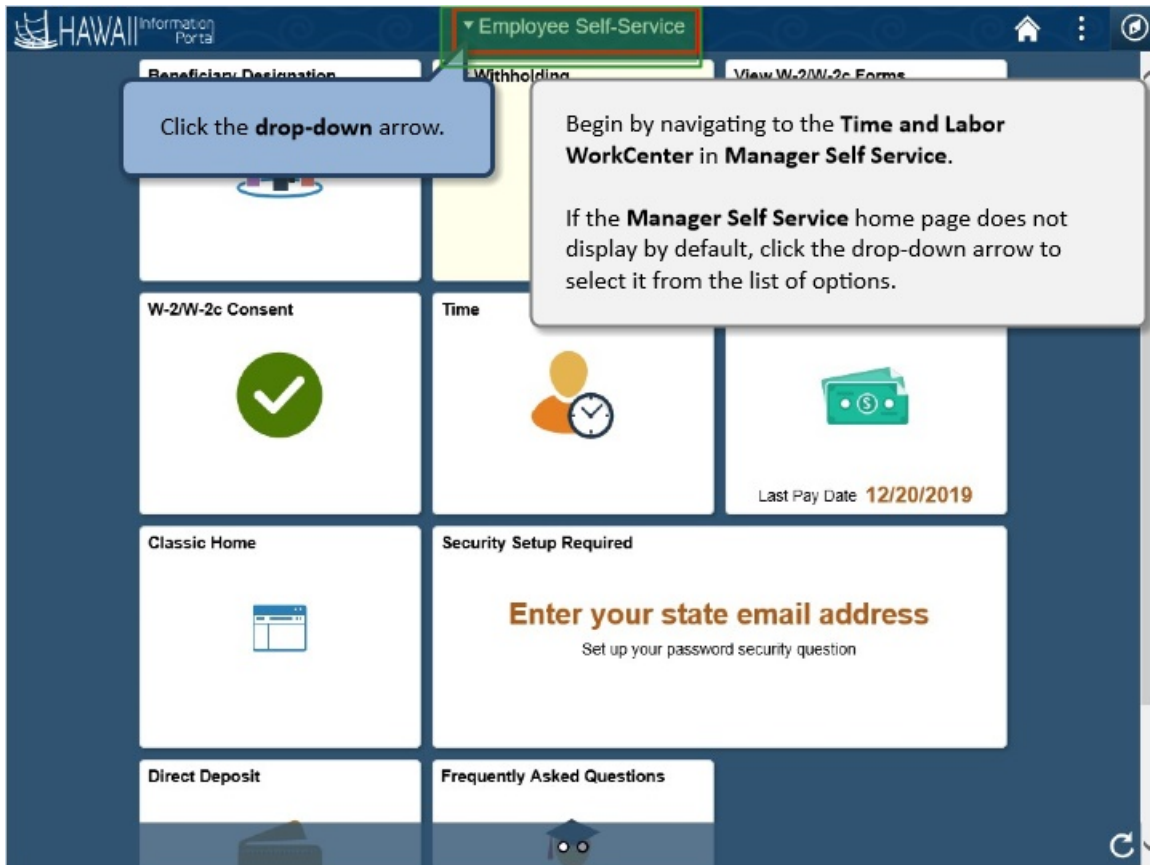
Select **'Next'** to continue.

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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.

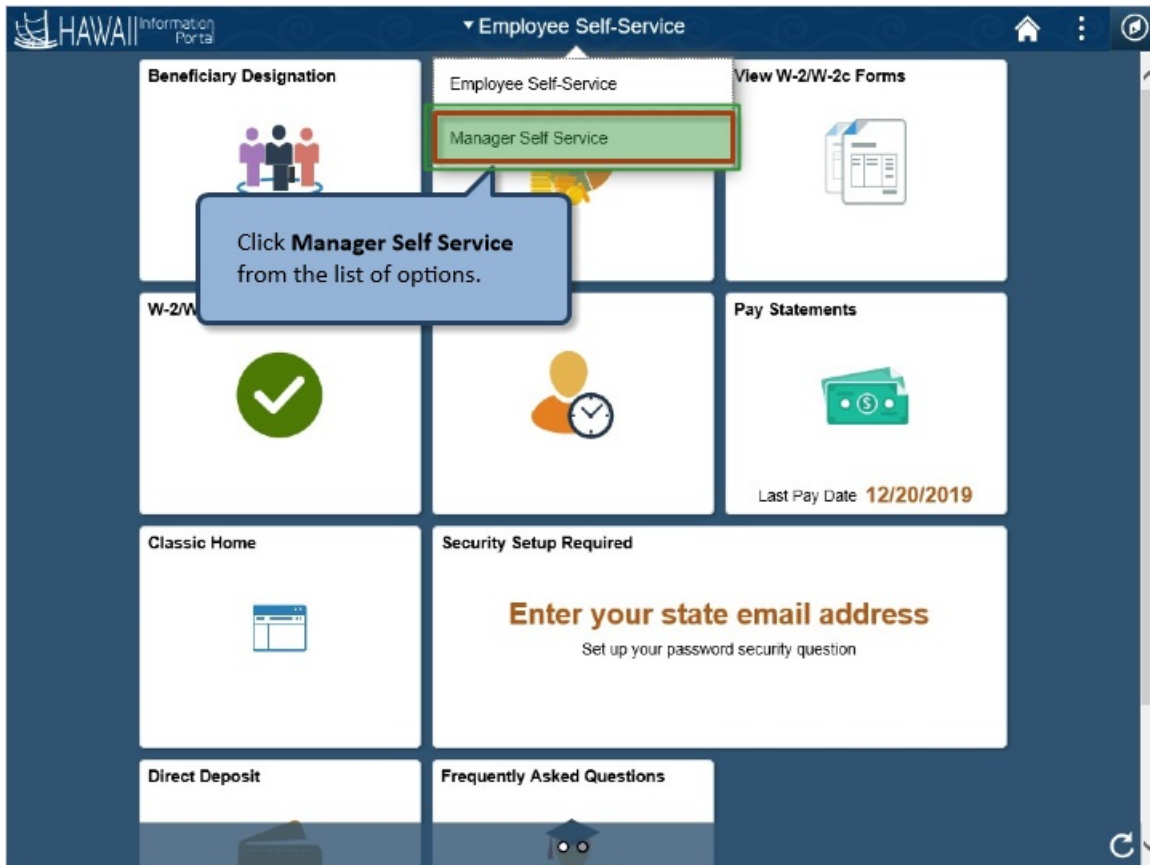
After the timekeeper allows the exception, the next run of the Time Administration process generates payable time for the manager to approve.



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.

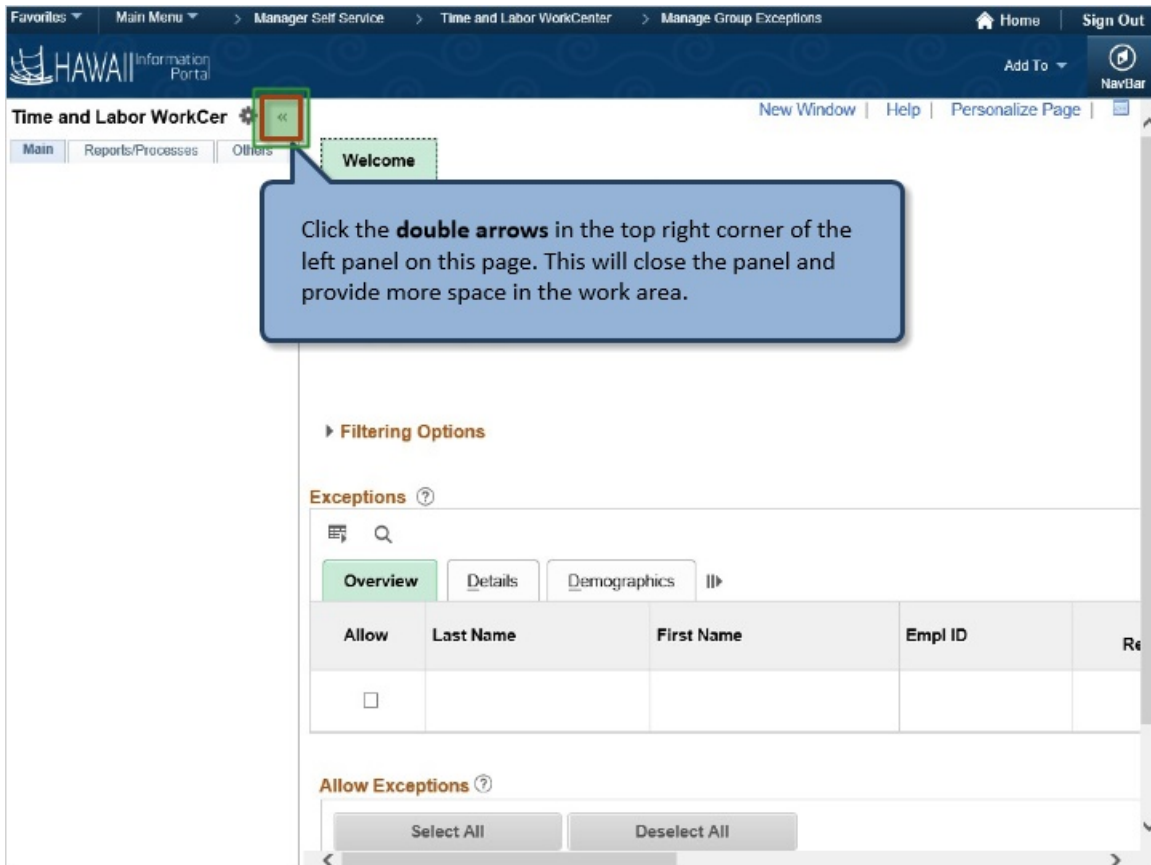
Click the **drop-down** arrow.



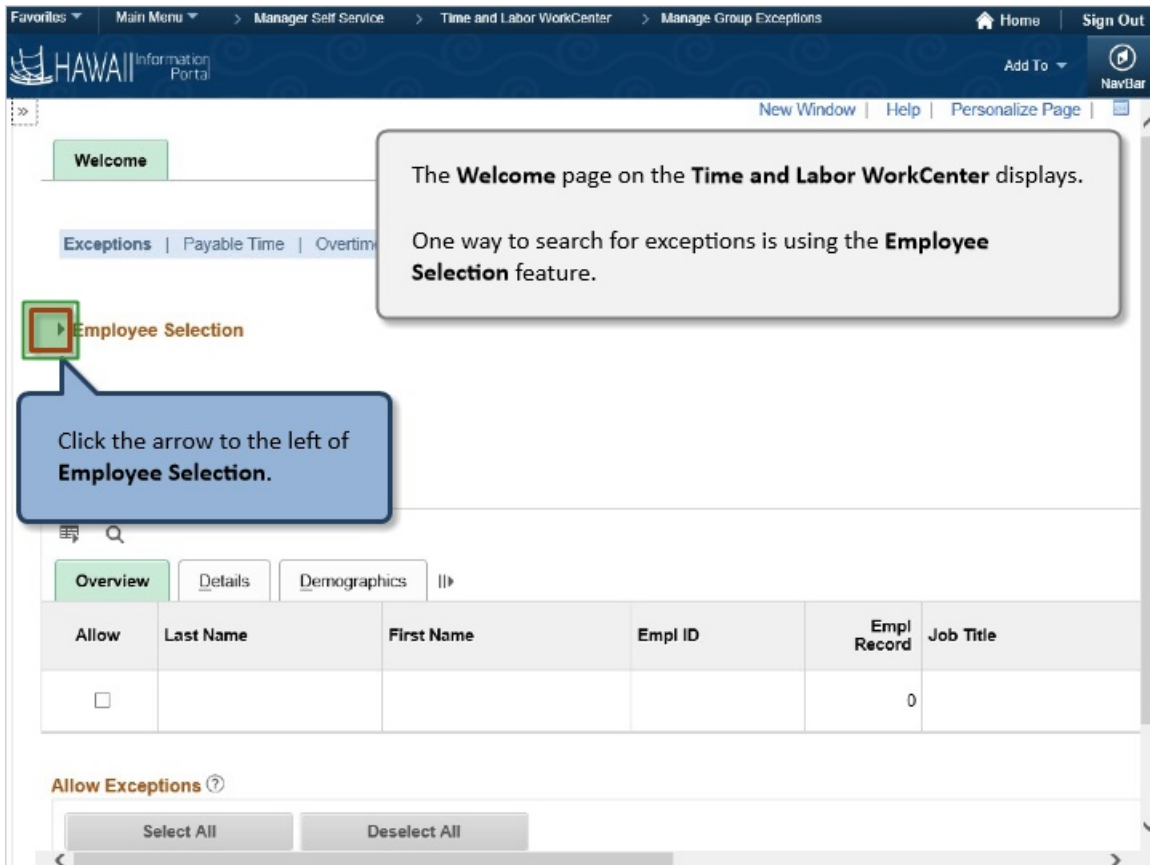
Click **Manager Self Service** from the list of options.



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.



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

Hawaii Information Portal Add To NavBar

New Window Help Personalize Page

Welcome

Exceptions Payable Time Overtime

Employee Selection

Click the arrow to the left of Employee Selection.

The Welcome page on the Time and Labor WorkCenter displays. One way to search for exceptions is using the Employee Selection feature.

Overview Details Demographics

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

Allow Exceptions ?

Select All Deselect All

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**.

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Time and Labor WorkCenter](#) | [Manage Group Exceptions](#) | [Home](#) | [Sign Out](#)

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

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

[Welcome](#)

[Exceptions](#) | [Payable Time](#) | [Overtime Requests](#)

Employee Selection

Employee Selection Criteria

Selection Criterion	Value	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"/>

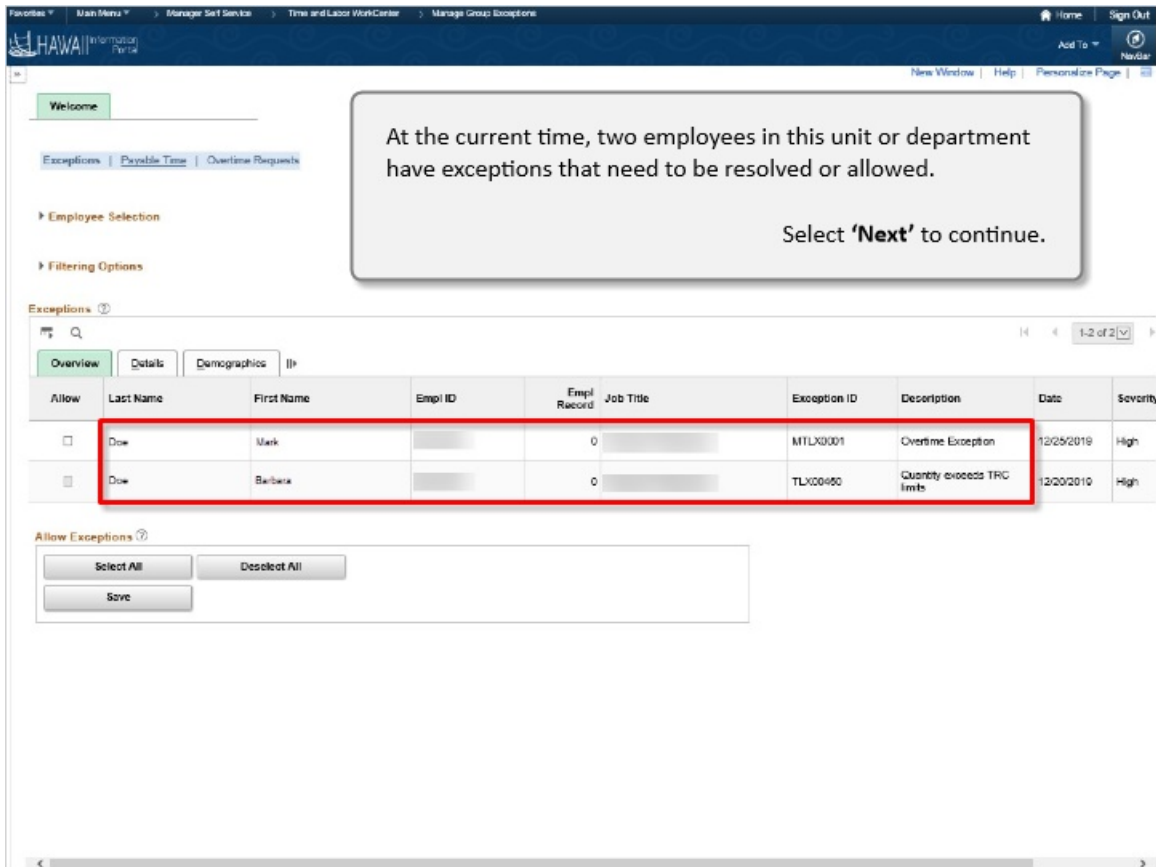
[Get Employees](#)

[Clear Criteria](#)

[Save Criteria](#)

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.

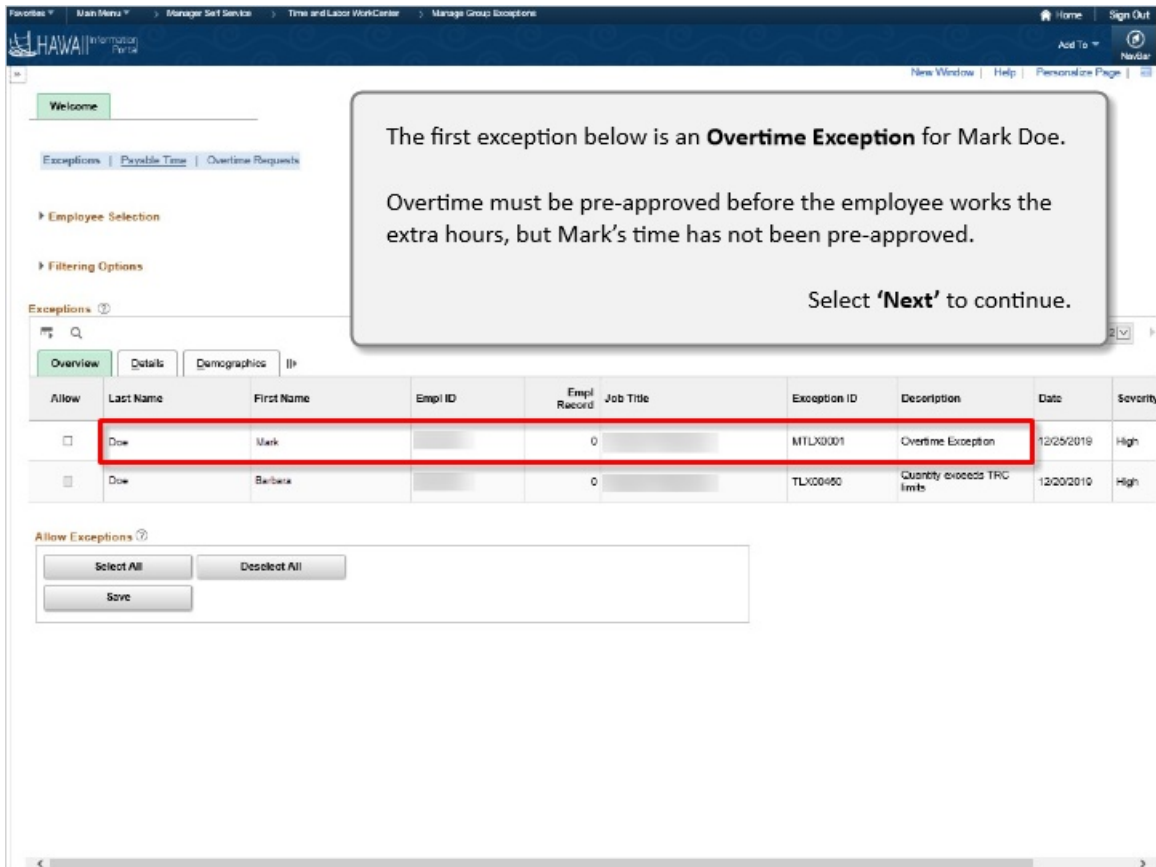
Select 'Next' to continue.

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.

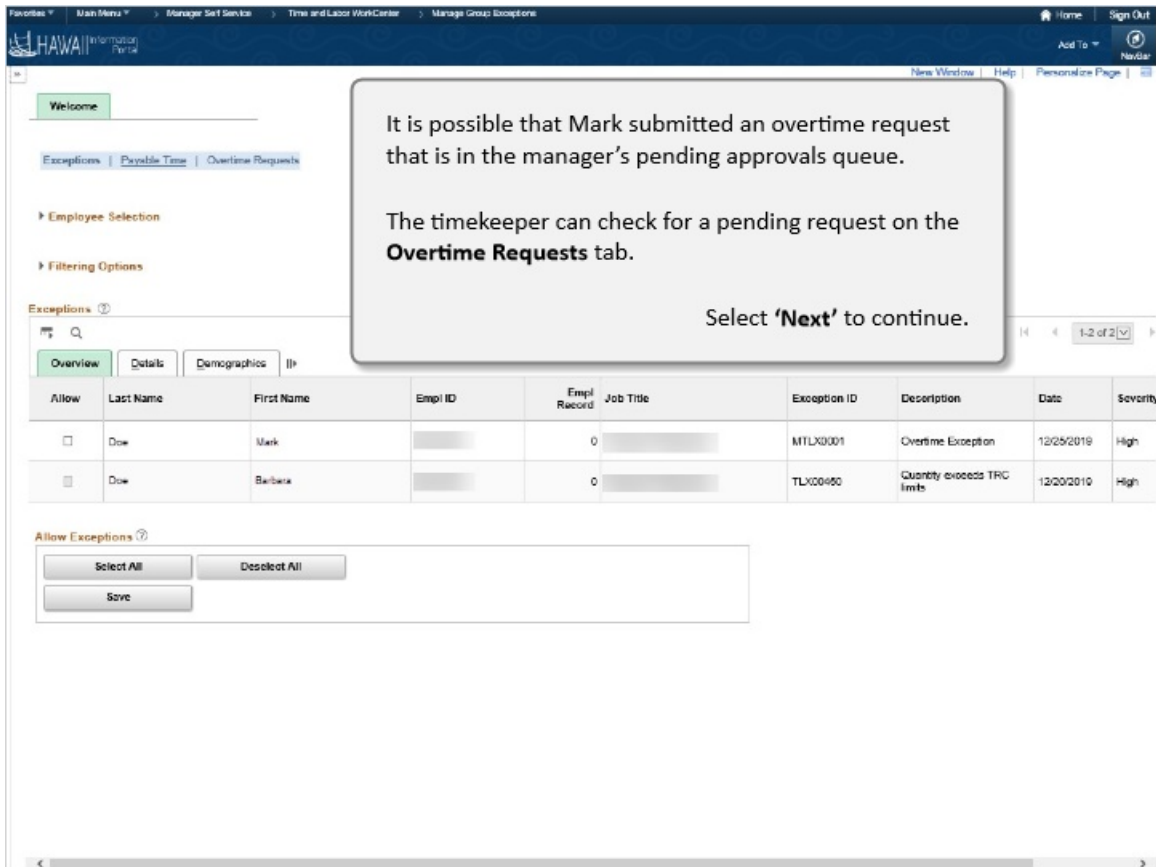
Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	Doe	Mark		0		MTLX0001	Overtime Exception	12/25/2019	High
<input type="checkbox"/>	Doe	Barbara		0		TLX00450	Quantity exceeds TRC limits	12/20/2019	High

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.

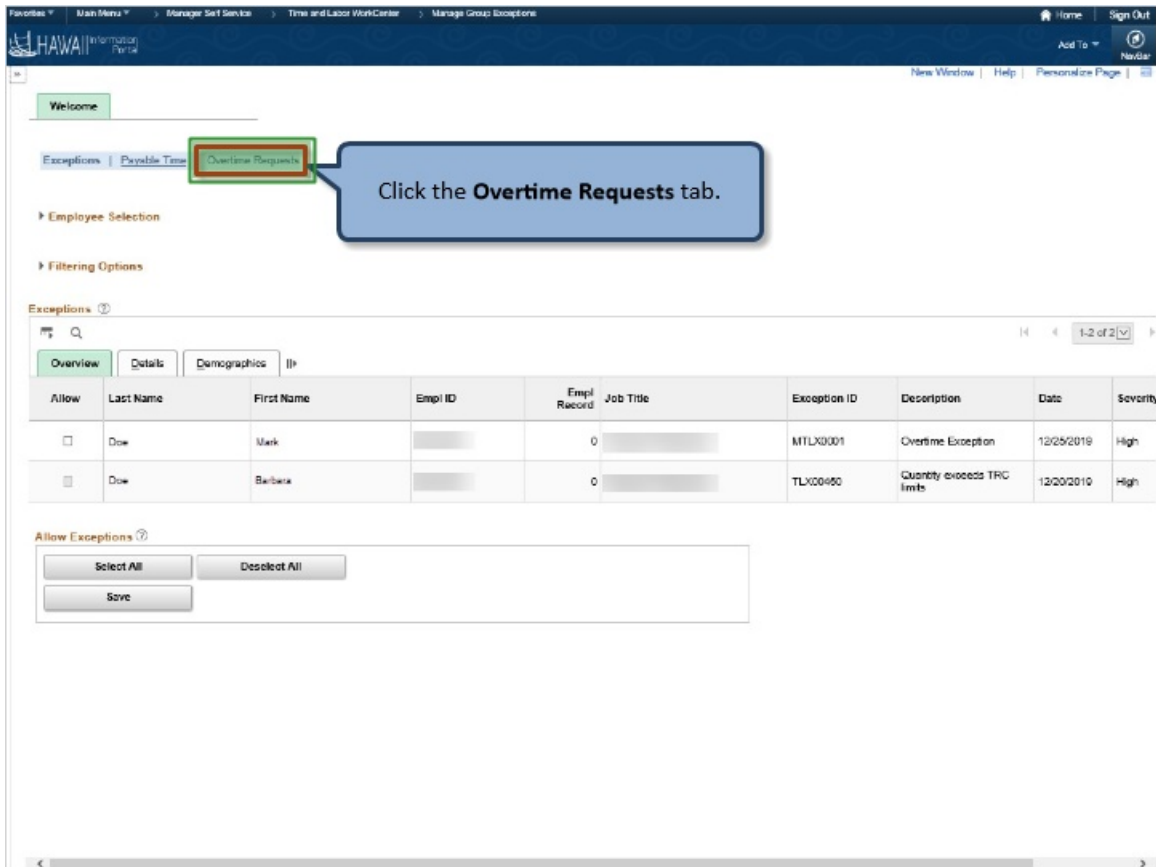
Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	Doe	Mark		0		MTLX0001	Overtime Exception	12/25/2019	High
<input type="checkbox"/>	Doe	Barbara		0		TLX00450	Quantity exceeds TRC limits	12/20/2019	High

Allow Exceptions ?

Select All Deselect All Save

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

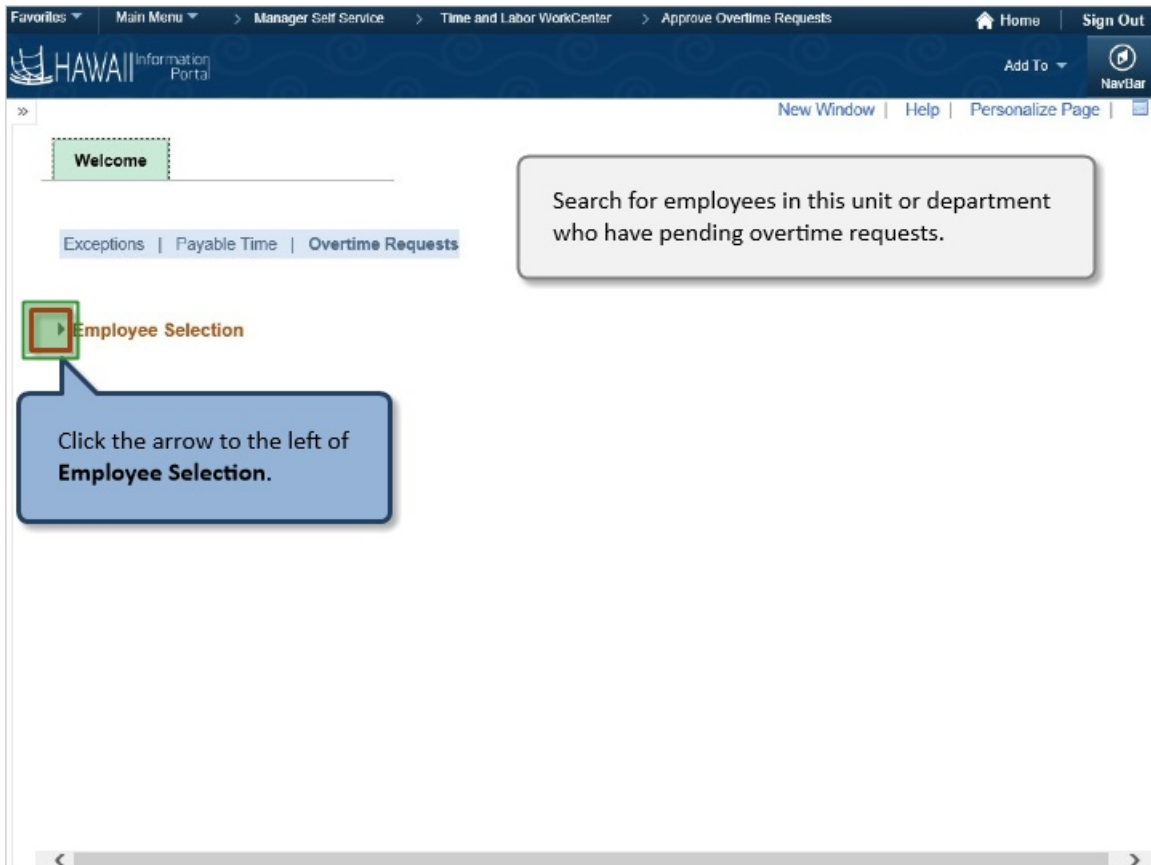
The timekeeper can check for a pending request on the **Overtime Requests** tab.



The screenshot shows the HAWAII Information Portal interface. At the top, there is a navigation bar with links like 'Home', 'Sign Out', and 'Add To'. Below this, a 'Welcome' message is displayed. A callout box points to the 'Overtime Requests' tab, which is highlighted in green. Below the tabs, there are sections for 'Employee Selection' and 'Filtering Options'. The main content area is titled 'Exceptions' and contains a table with columns: Allow, Last Name, First Name, Empl ID, Empl Record, Job Title, Exception ID, Description, Date, and Severity. The table lists two exceptions: one for Mark Doe (Exception ID: MTLX0001) and one for Barbara Doe (Exception ID: TLX00450). Below the table, there are buttons for 'Select All', 'Deselect All', and 'Save'.

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 **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**.

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Time and Labor WorkCenter](#) | [Approve Overtime Requests](#) | [Home](#) | [Sign Out](#)

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

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

Welcome

[Exceptions](#) | [Payable Time](#) | [Overtime Requests](#)

Employee Selection

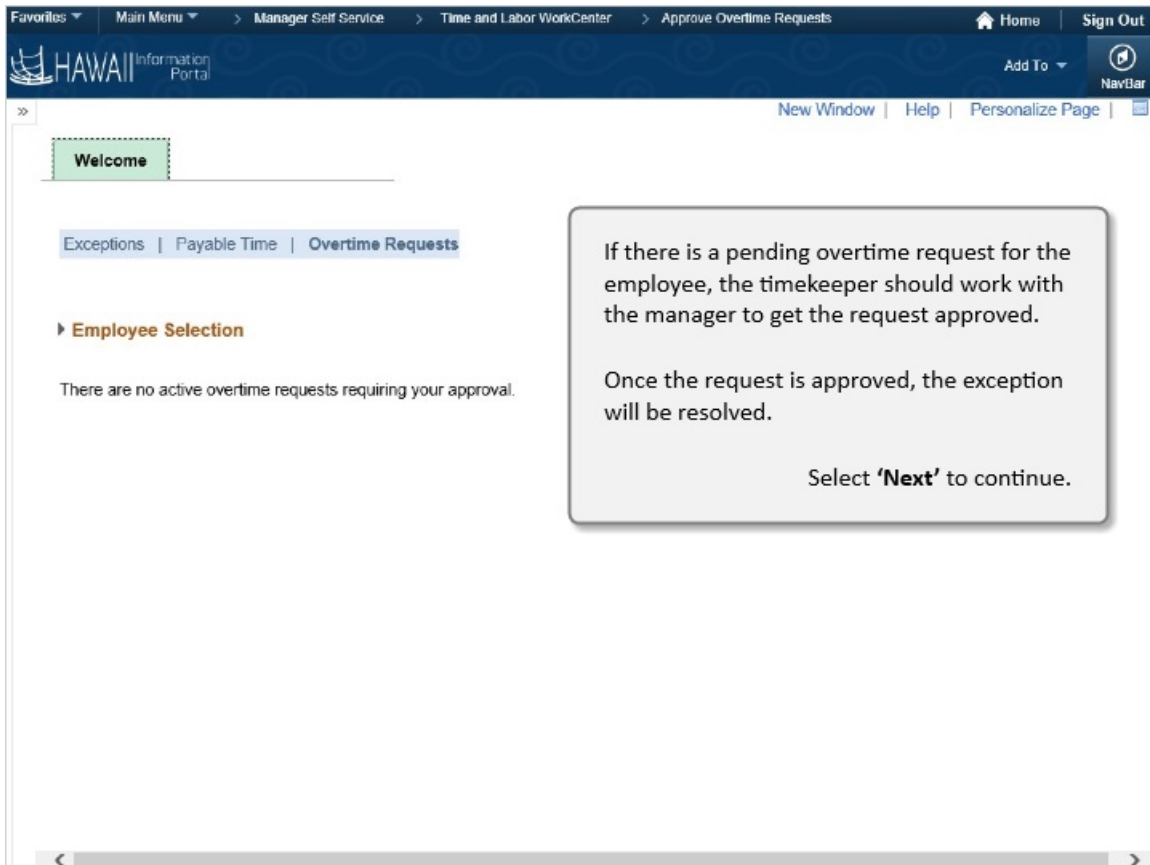
Employee Selection Criteria

Selection Criterion	Value	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"/>

[Get Employees](#) | [Clear Criteria](#) | [Save Criteria](#)

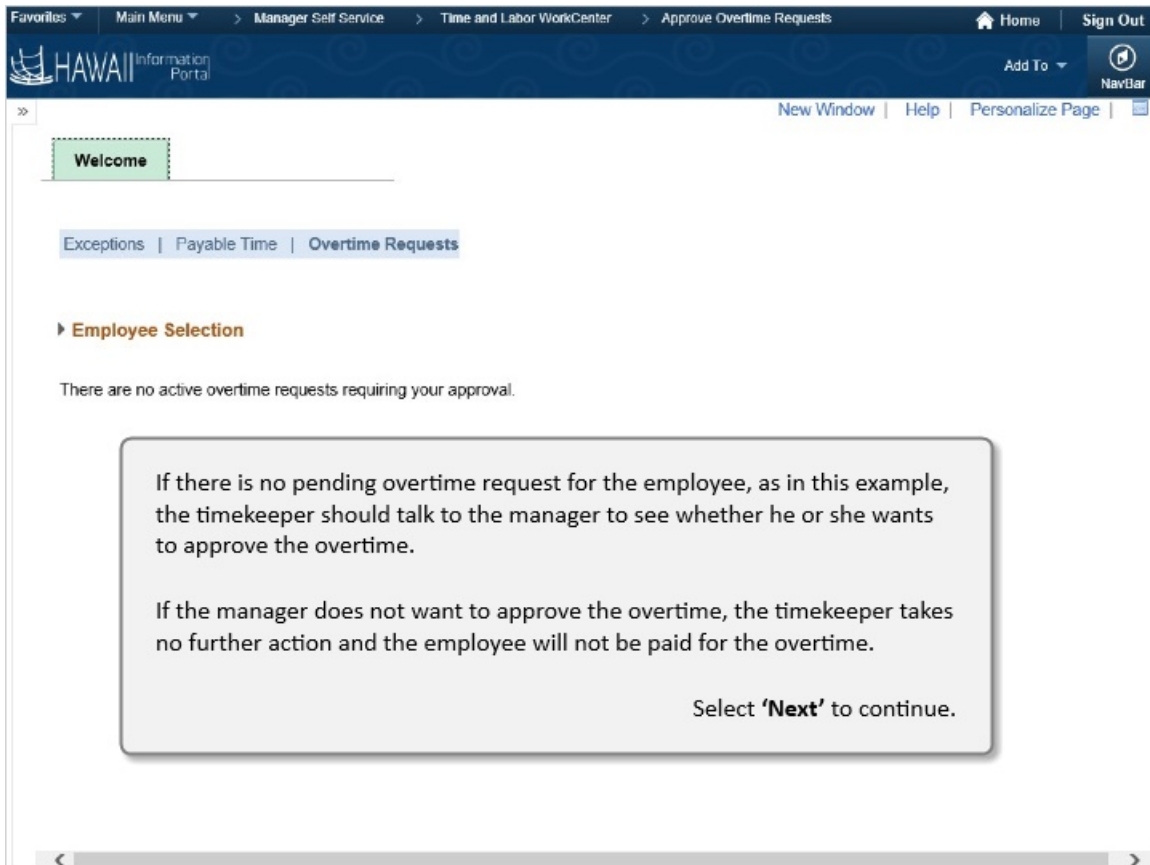
Click the **Get Employees** button.

Click the **Get Employees** button.



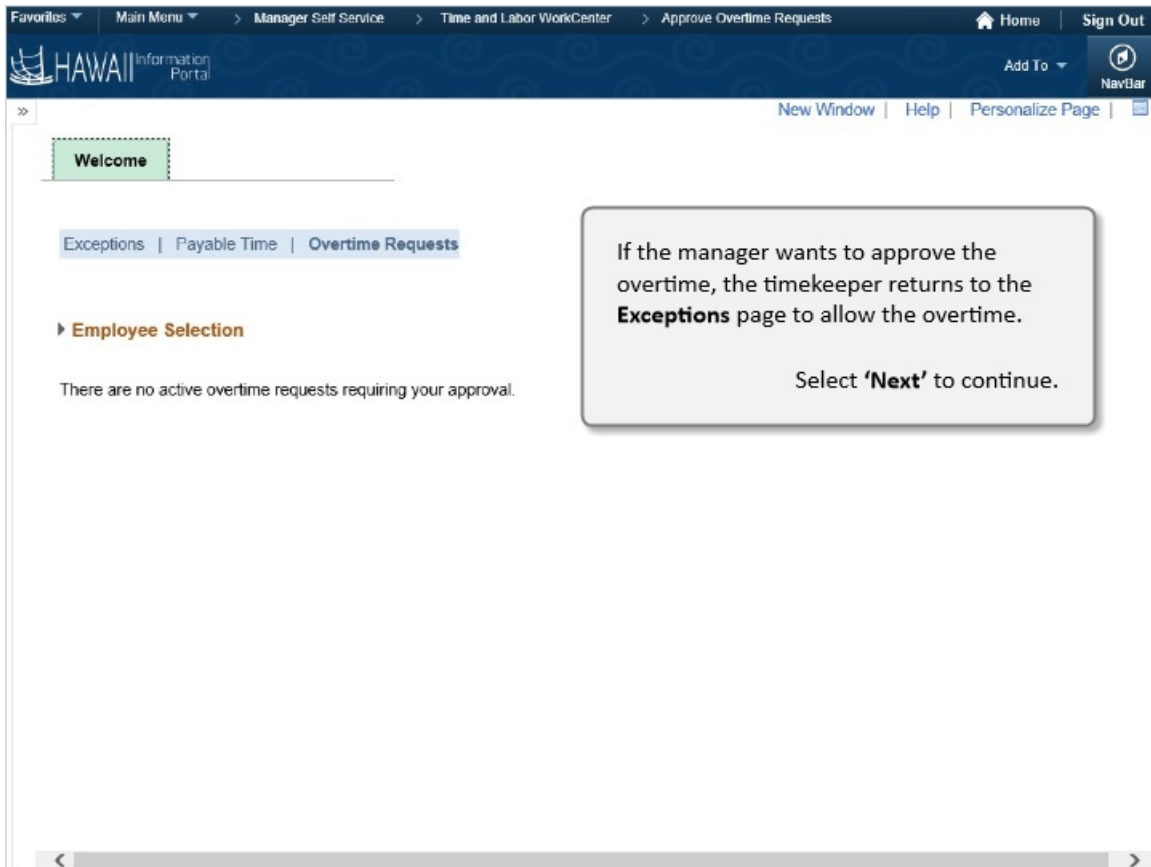
If there is a pending overtime request for the employee, the timekeeper should work with the manager to get the request approved.

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

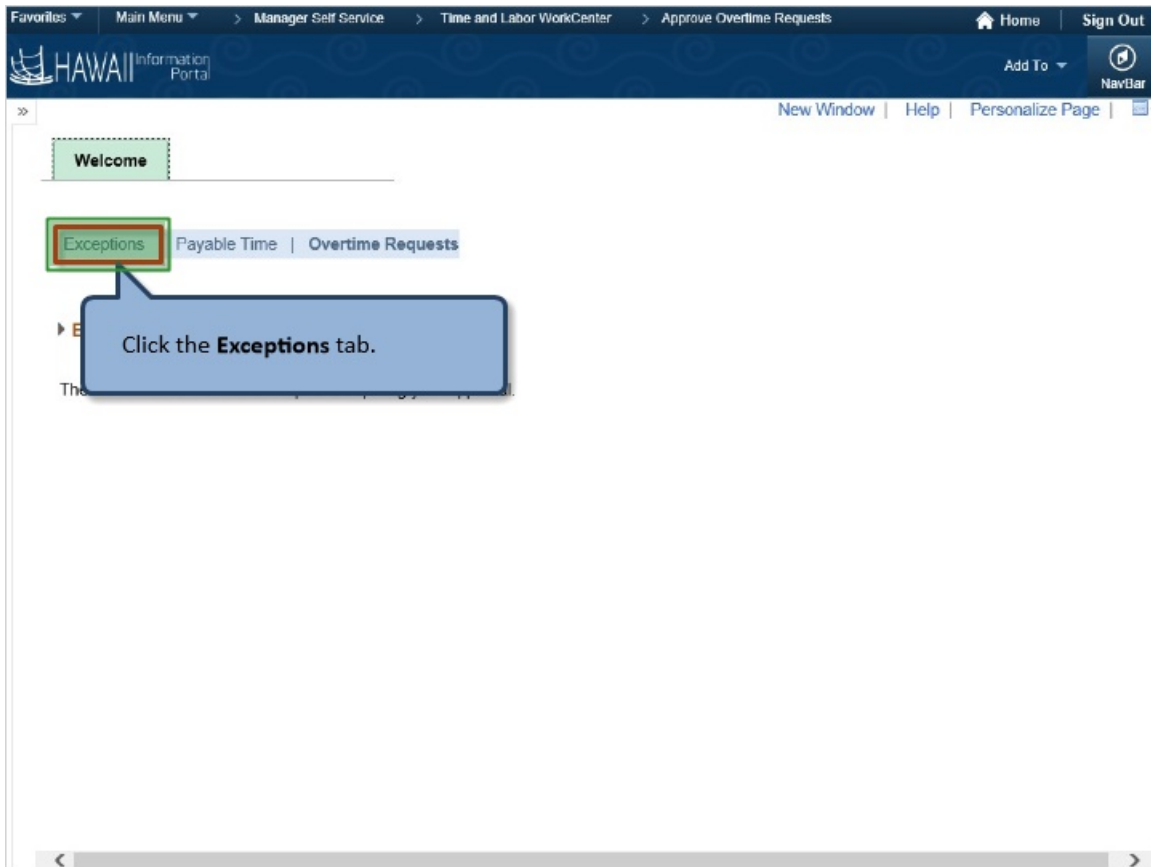


If there is no pending overtime request for the employee, as in this example, the timekeeper should talk to the manager to see whether he or she wants to approve the overtime.

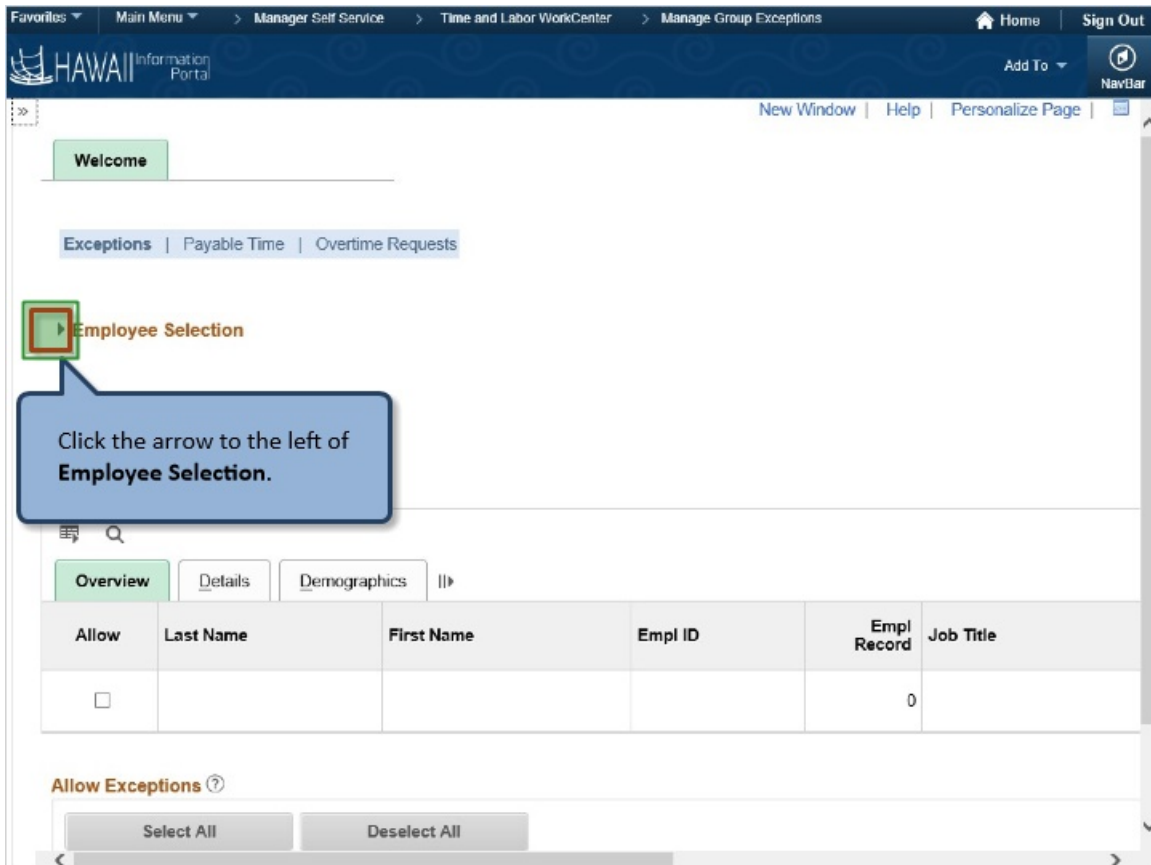
If the manager does not want to approve the overtime, the timekeeper takes no further action and the employee will not be paid for the overtime.



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



Click the **Exceptions** tab.



[Welcome](#)

[Exceptions](#) | [Payable Time](#) | [Overtime Requests](#)

[Employee Selection](#)

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

[Overview](#) | [Details](#) | [Demographics](#) | [More](#)

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

[Allow Exceptions ?](#)

[Select All](#) | [Deselect All](#)

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

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Time and Labor WorkCenter](#) | [Manage Group Exceptions](#) | [Home](#) | [Sign Out](#)

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

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

Welcome

[Exceptions](#) | [Payable Time](#) | [Overtime Requests](#)

▼ Employee Selection

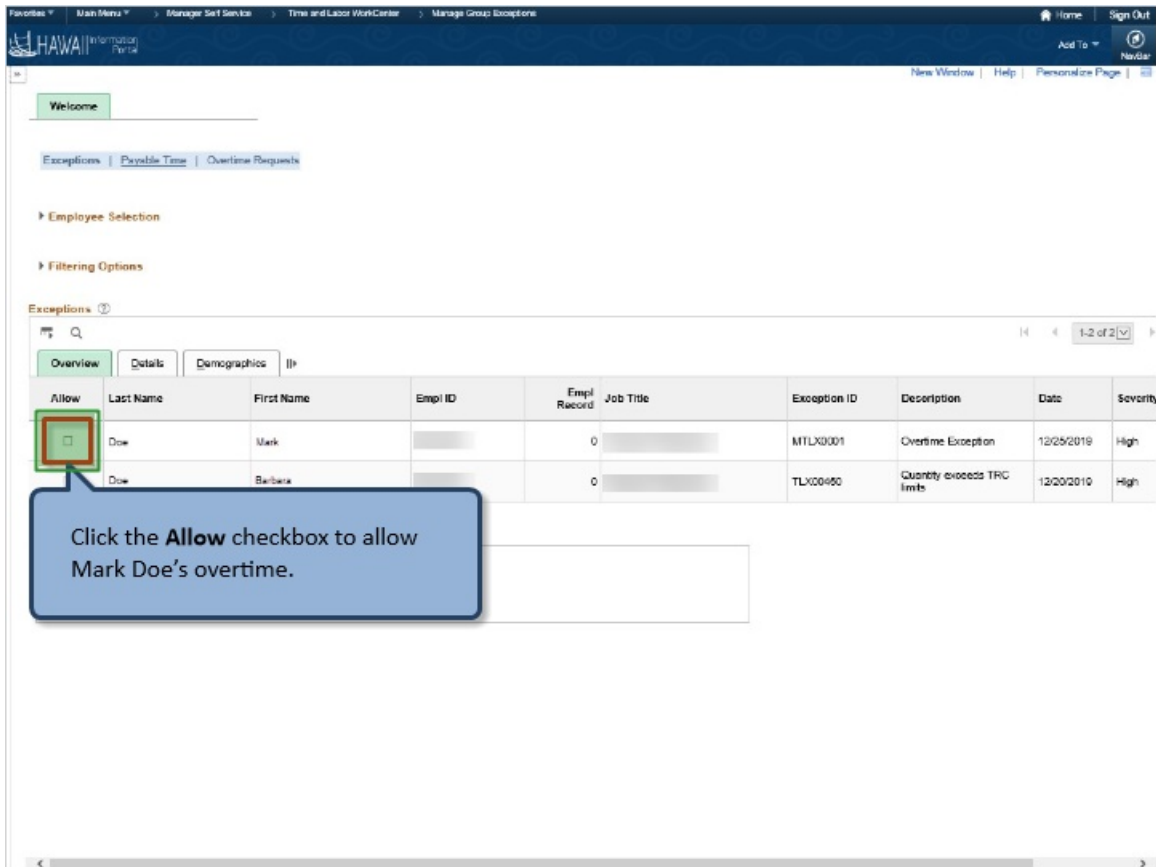
Employee Selection Criteria

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

[Get Employees](#)
[Clear Criteria](#)
[Save Criteria](#)

Click the **Get Employees** button.

Click the **Get Employees** button.



Exceptions

Employee Selection

Filtering Options

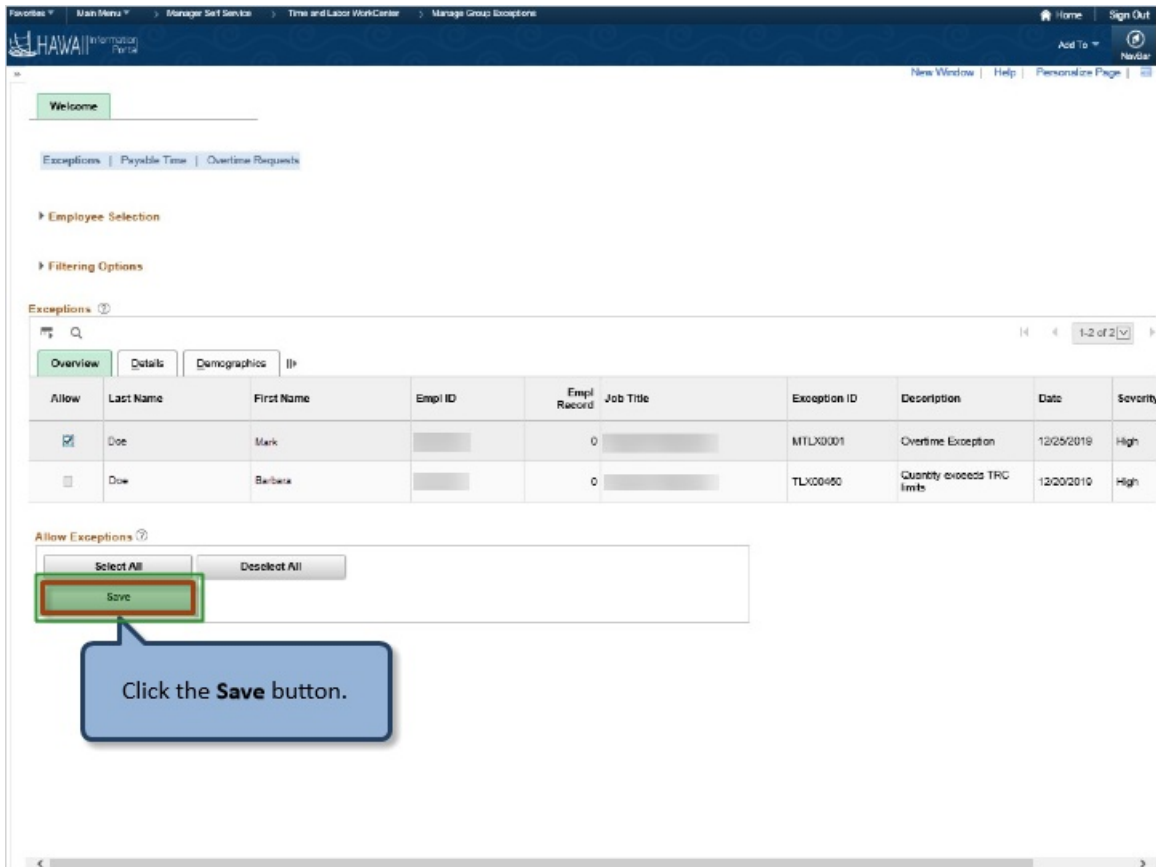
Exceptions

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	12/25/2019	High
<input type="checkbox"/>	Doe	Barbara		0		TLX00450	Quantity exceeds TRC limits	12/20/2019	High

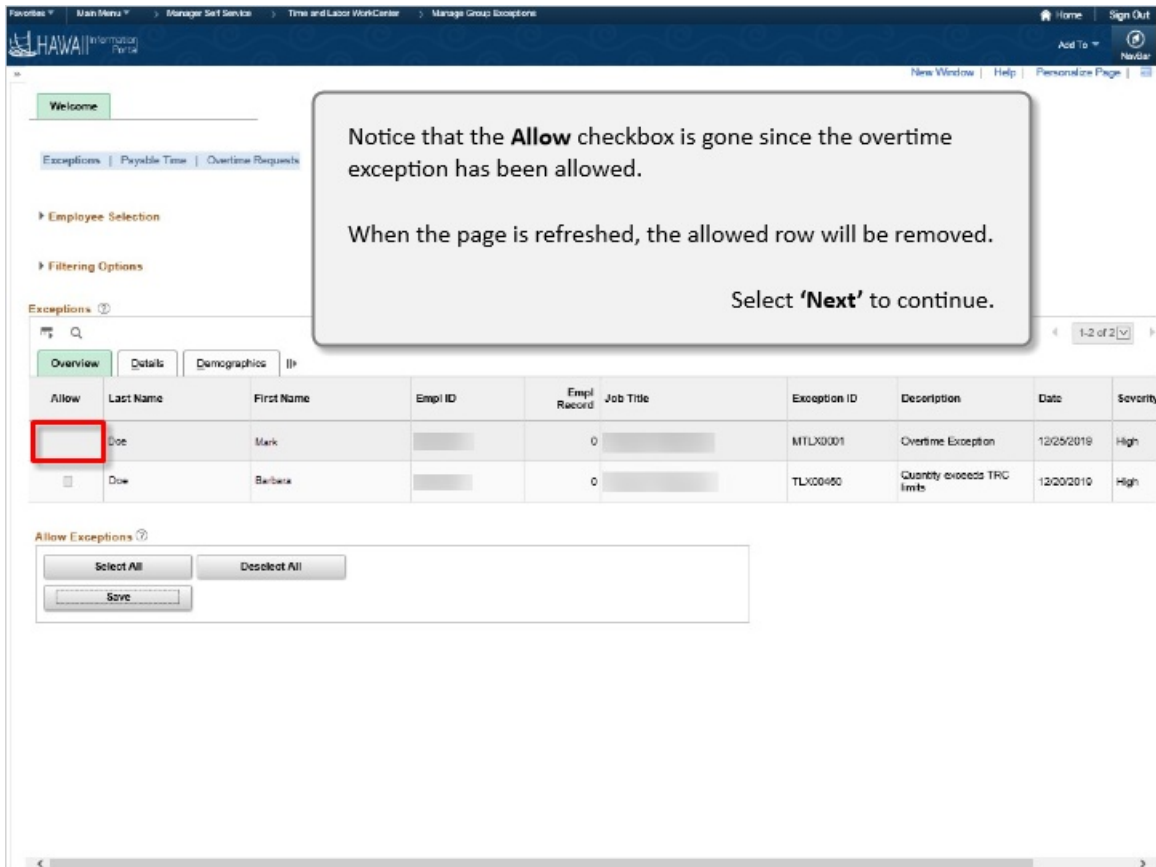
Allow Exceptions

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.

Select **'Next'** to continue.

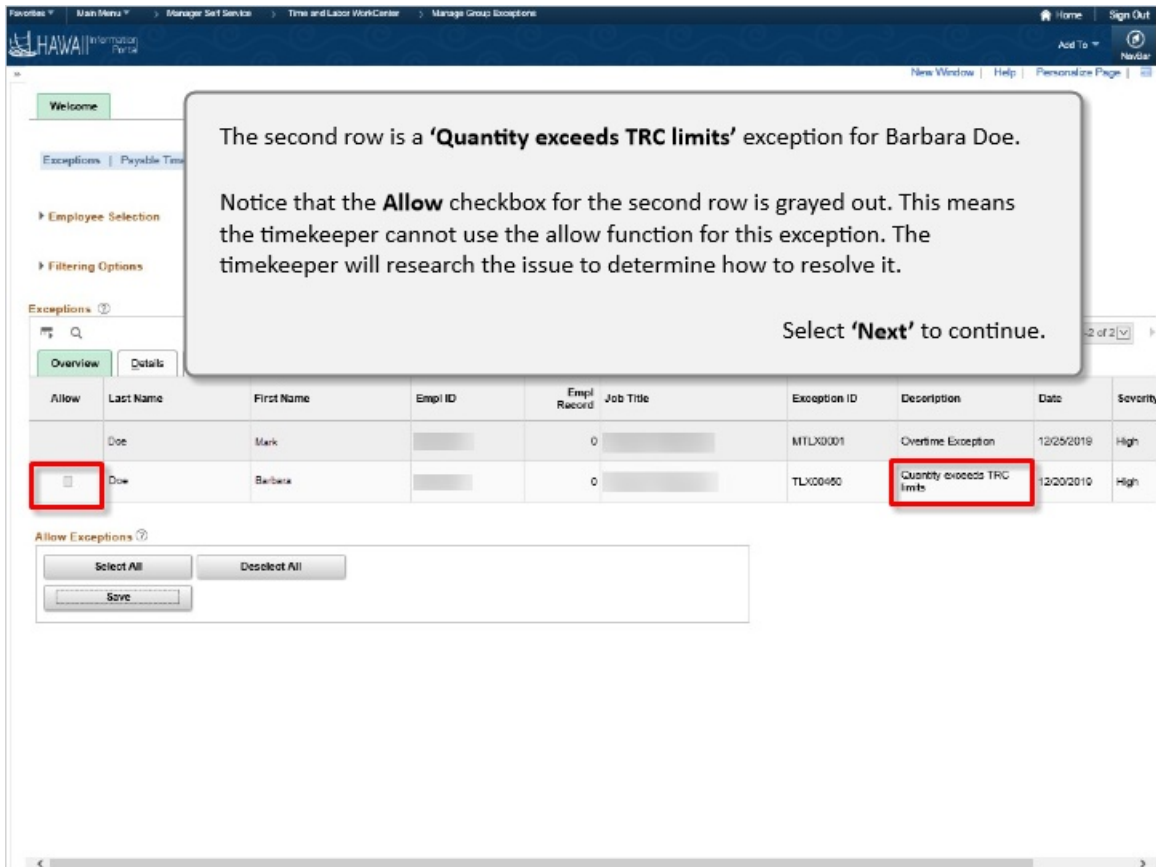
Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	Doe	Mark		0		MTLX0001	Overtime Exception	12/25/2019	High
<input type="checkbox"/>	Doe	Barbara		0		TLX00450	Quantity exceeds TRC limits	12/20/2019	High

Allow Exceptions ?

Select All Deselect All Save

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 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	12/25/2019	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 >

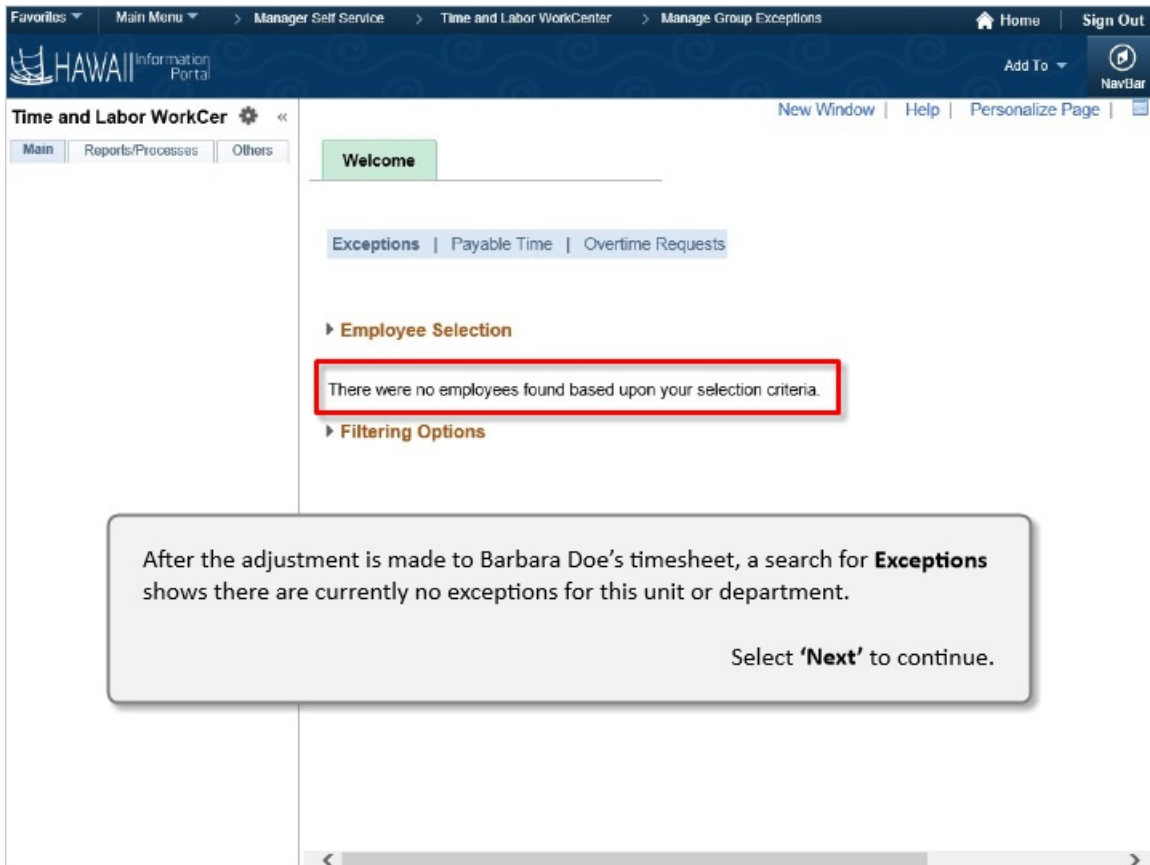
Scheduled 40.00 | Reported 10.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Monday 16	Tuesday 17	Wednesday 18	Thursday 19	Friday 20	Saturday 21	Sunday 22
	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
MEAL1 - Meal - Break	0	0	0	0	10.00	0	0
Comments	🗨	🗨	🗨	🗨	🗨	🗨	🗨

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.




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



Congratulations!


You've successfully completed this lesson.

Report Time and Add Comments



Placeholder:

Copy Report Time and Add Comments from the Approvers Course when the topic is complete.



Select **'Next'** to continue.

Report Time and Add Comments

Placeholder:

Copy Report Time and Add Comments from the Approvers Course when the topic is complete.



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 **Task Profile ID** 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 **Task Profile ID** 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 Task Profile ID on the timesheet?

The task profile ID is used by departments that have federal funding, such as the Department of Land and Natural Resources. Employees in these departments must certify the time they spend on projects that received federal funding by entering a task profile ID.

Rather than entering the UAC, which is a long string of values, employees enter the associated Task Profile ID.

What if the Task Profile ID is not entered?

If the task profile ID field is blank, the time will be charged to base pay.

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

Select **'Next'** to continue.

Why is it necessary to enter a Task Profile ID on the timesheet?

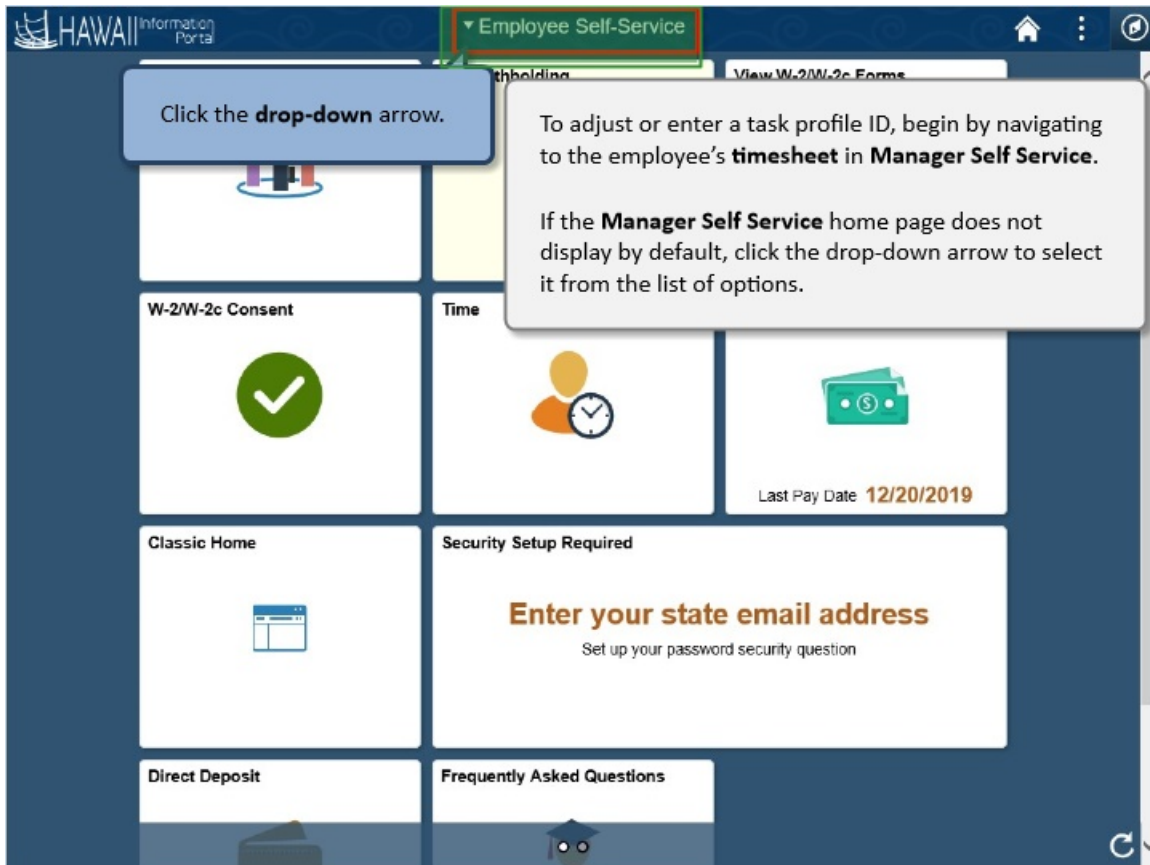
The task profile ID is used by departments that have federal funding, such as the Department of Land and Natural Resources. Employees in these departments must certify the time they spend on projects that received federal funding by entering a task profile ID.

Rather than entering the UAC, which is a long string of values, employees enter the associated Task Profile ID.

What if the Task Profile ID is not entered?

If the task profile ID field is blank, the time will be charged to base pay.

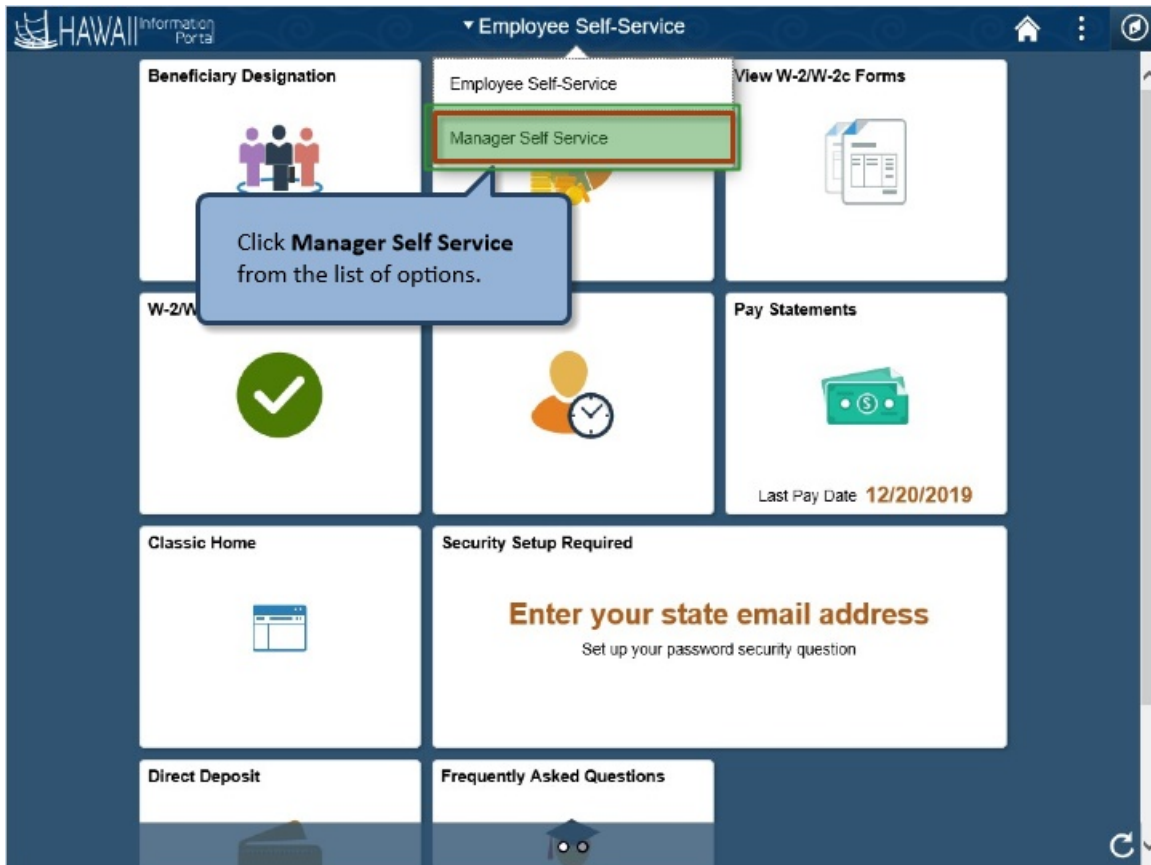
If necessary, timekeepers can adjust employees' timesheets to enter a missing task profile ID or to make an adjustment if the value in this field is incorrect.



To adjust or enter a task profile ID, 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.

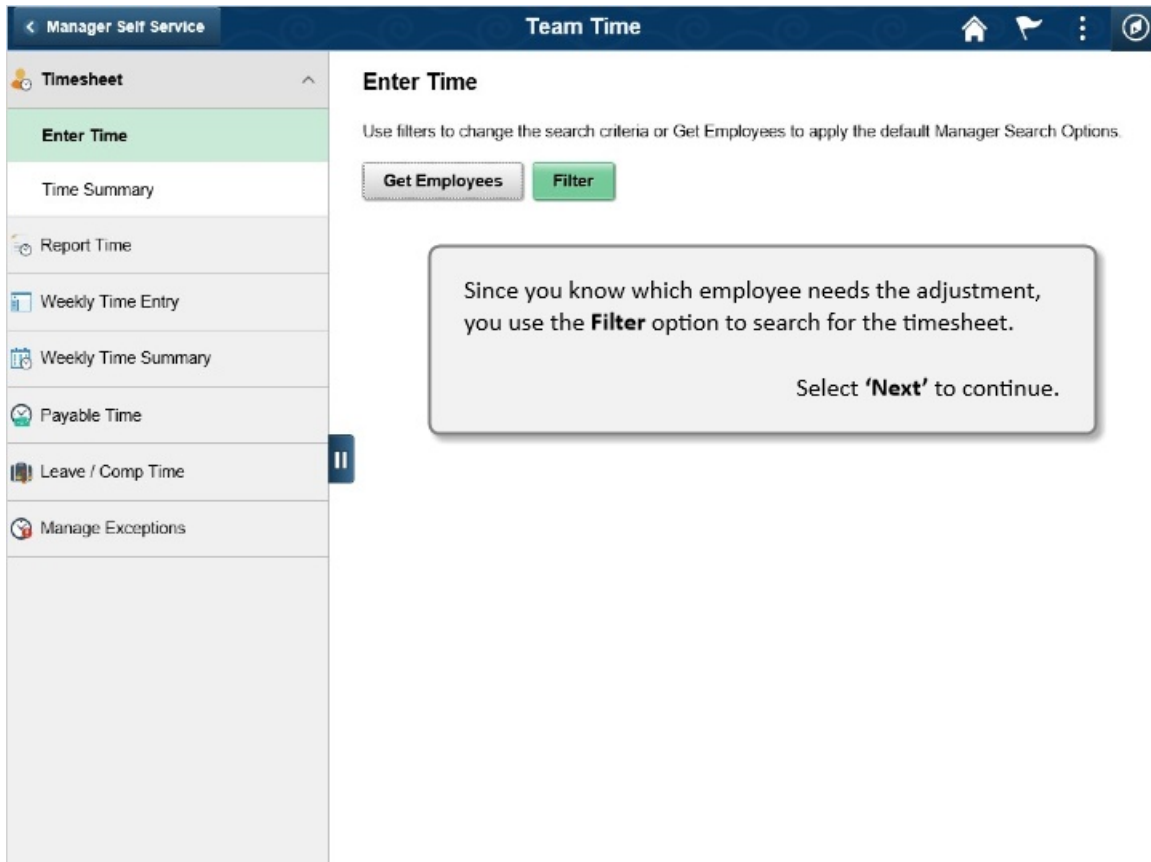
Click the **drop-down** arrow.



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

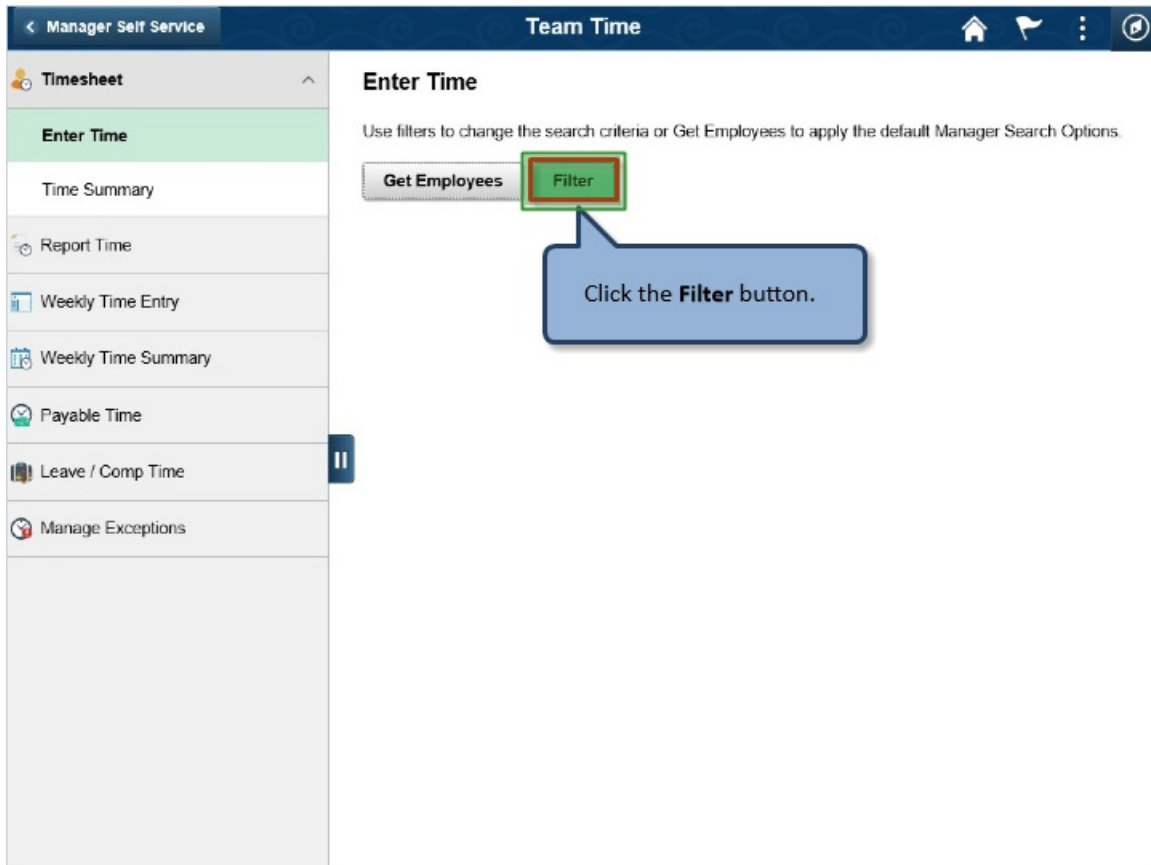


Click the **Team Time** tile.

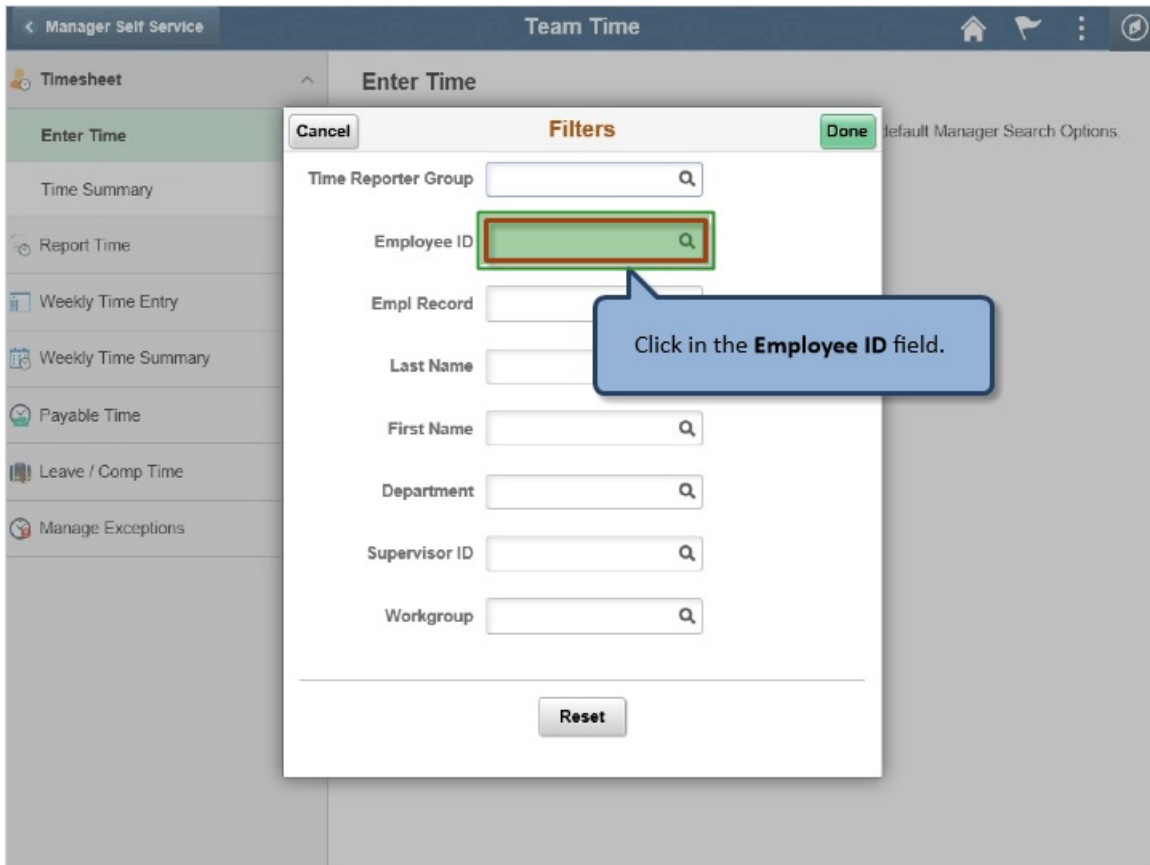


The screenshot shows the 'Manager Self Service' interface for 'Team Time'. On the left is a sidebar menu with options: Timesheet, Enter Time (highlighted), Time Summary, Report Time, Weekly Time Entry, Weekly Time Summary, Payable Time, Leave / Comp Time, and Manage Exceptions. The main content area is titled 'Enter Time' and includes the instruction: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this are two buttons: 'Get Employees' and 'Filter'. A callout box contains the text: 'Since you know which employee needs the adjustment, you use the **Filter** option to search for the timesheet. Select **Next** to continue.'

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

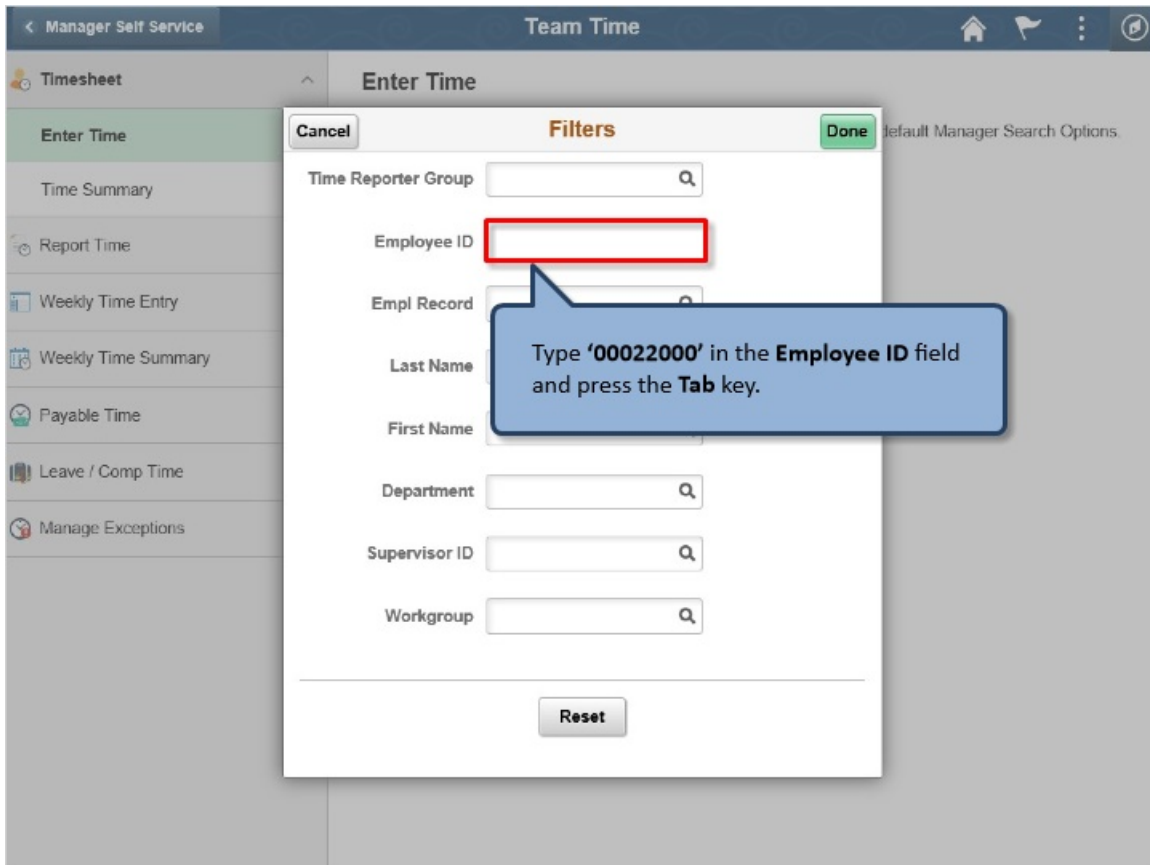


Click the **Filter** button.



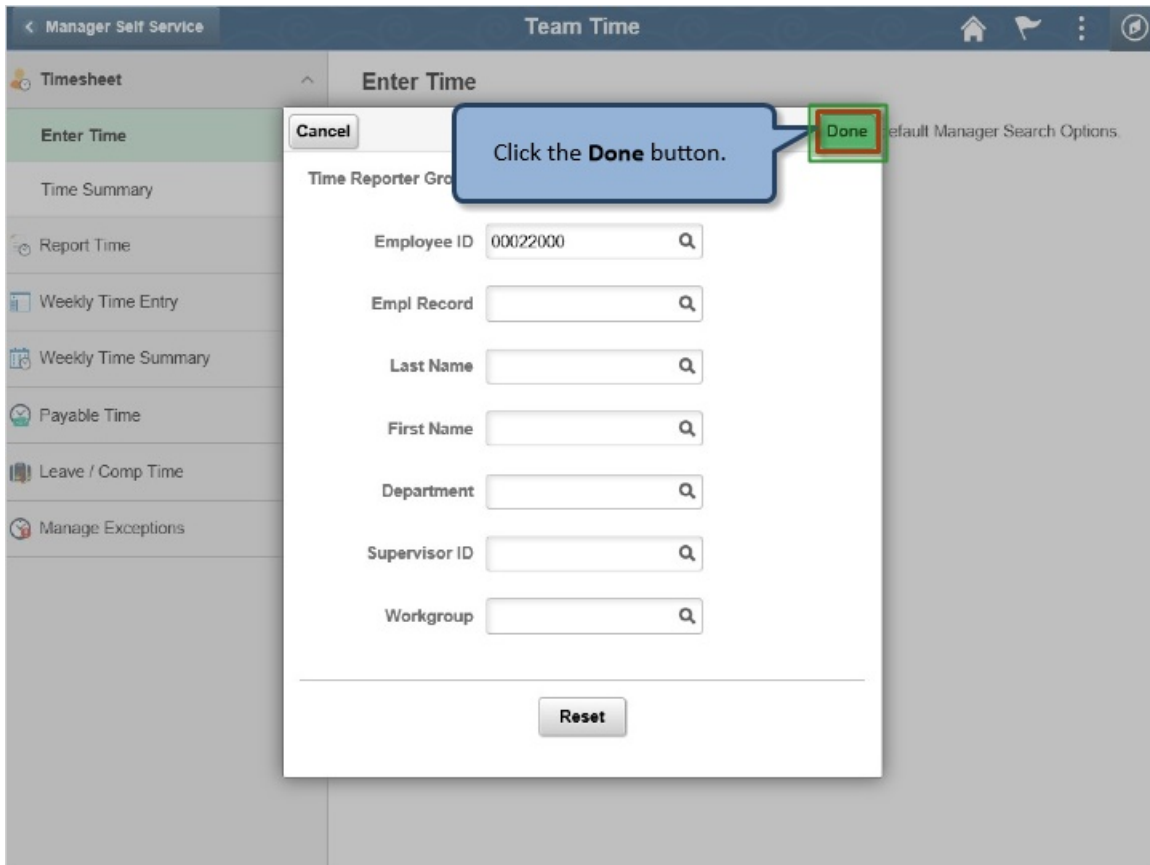
The screenshot shows the 'Manager Self Service' interface with the 'Enter Time' tab selected. A 'Filters' modal is open, displaying various search criteria. The 'Employee ID' field is highlighted with a green border, and a blue callout bubble points to it with the text 'Click in the Employee ID field.' The modal includes fields for Time Reporter Group, Employee ID, Empl Record, Last Name, First Name, Department, Supervisor ID, and Workgroup. A 'Reset' button is at the bottom, and 'Cancel' and 'Done' buttons are at the top of the modal.

Click in the **Employee ID** field.



The screenshot shows the 'Manager Self Service' interface with the 'Enter Time' tab selected. A 'Filters' modal is open, displaying various search criteria. The 'Employee ID' field is highlighted with a red rectangular box. A blue callout bubble points to this field, containing the instruction: 'Type '00022000' in the Employee ID field and press the Tab key.' The modal includes fields for Time Reporter Group, Employee ID, Empl Record, Last Name, First Name, Department, Supervisor ID, and Workgroup, each with a search icon. Buttons for 'Cancel', 'Done', and 'Reset' are also visible.

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



Manager Self Service Team Time

Timesheet Enter Time

Time Reporter Group

Employee ID 00022000

Empl Record

Last Name

First Name

Department

Supervisor ID

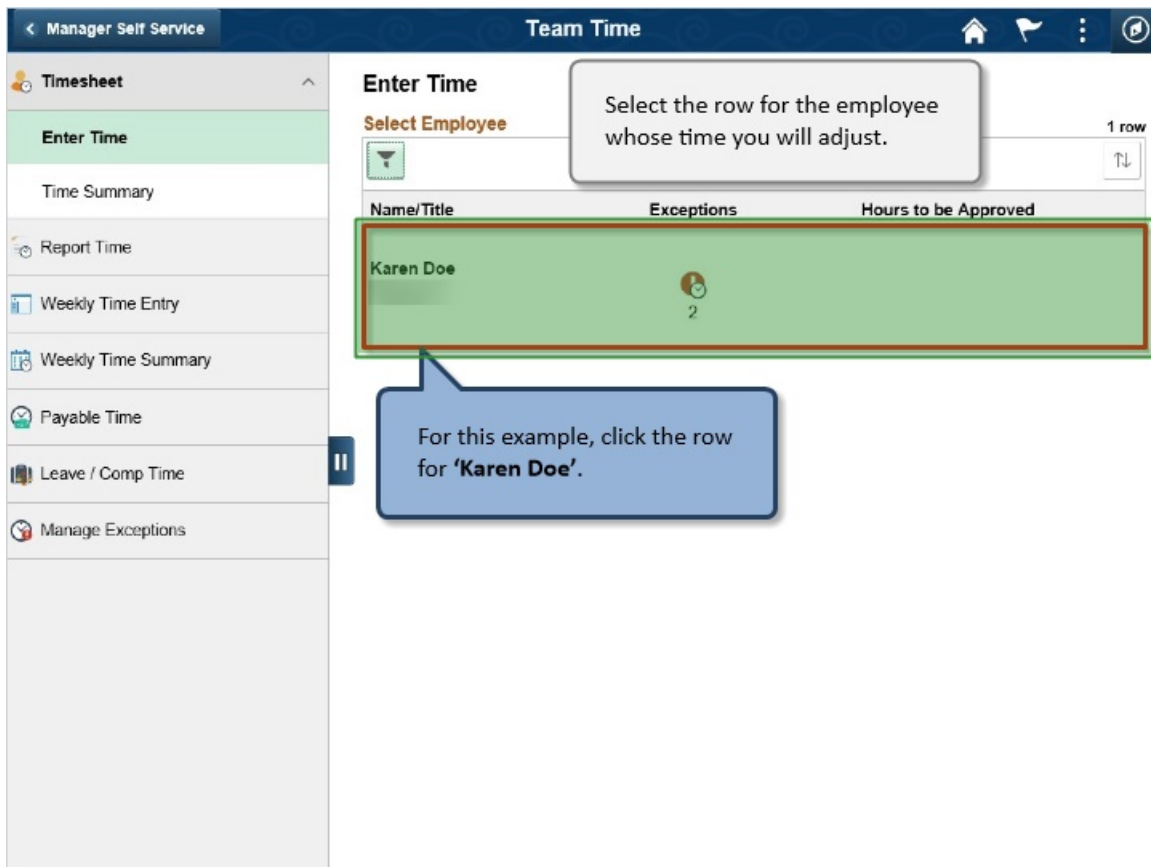
Workgroup

Reset

Done

Click the **Done** button.

Click the **Done** button.




Manager Self Service **Team Time**

Enter Time

Select Employee

1 row

Name/Title	Exceptions	Hours to be Approved
Karen Doe	 2	

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

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

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

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

Manager Self Service
Team Time

Timesheet
Enter Time
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
Workforce Availability

Enter Time

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 **Task Profile ID** field. Unless corrected, these hours will be charged to base pay.

Select 'Next' to continue.

Code / Time Details	16	17	18	19	20	21	22
Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled
Reported	Reported	Reported	Reported	Reported	Reported	Reported	Reported
CLBK2 - Call		2.00					
Comments							

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 **Task Profile ID** field. Unless corrected, these hours will be charged to base pay.

Manager Self Service
Team Time

Timesheet
Enter Time
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
Workforce Availability

Enter Time

In order to correctly report Karen's hours, the timekeeper must enter the correct task profile ID.

Select 'Next' to continue.

Save for Later Submit

View Legend

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
CLBK2 - Call	Scheduled Reported	Scheduled Reported 2.00	Scheduled Reported	Scheduled Reported	Scheduled Reported	Scheduled Reported	Scheduled Reported
Comments							

In order to correctly report Karen's hours, the timekeeper must enter the correct task profile ID.

Manager Self Service **Team Time**

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**

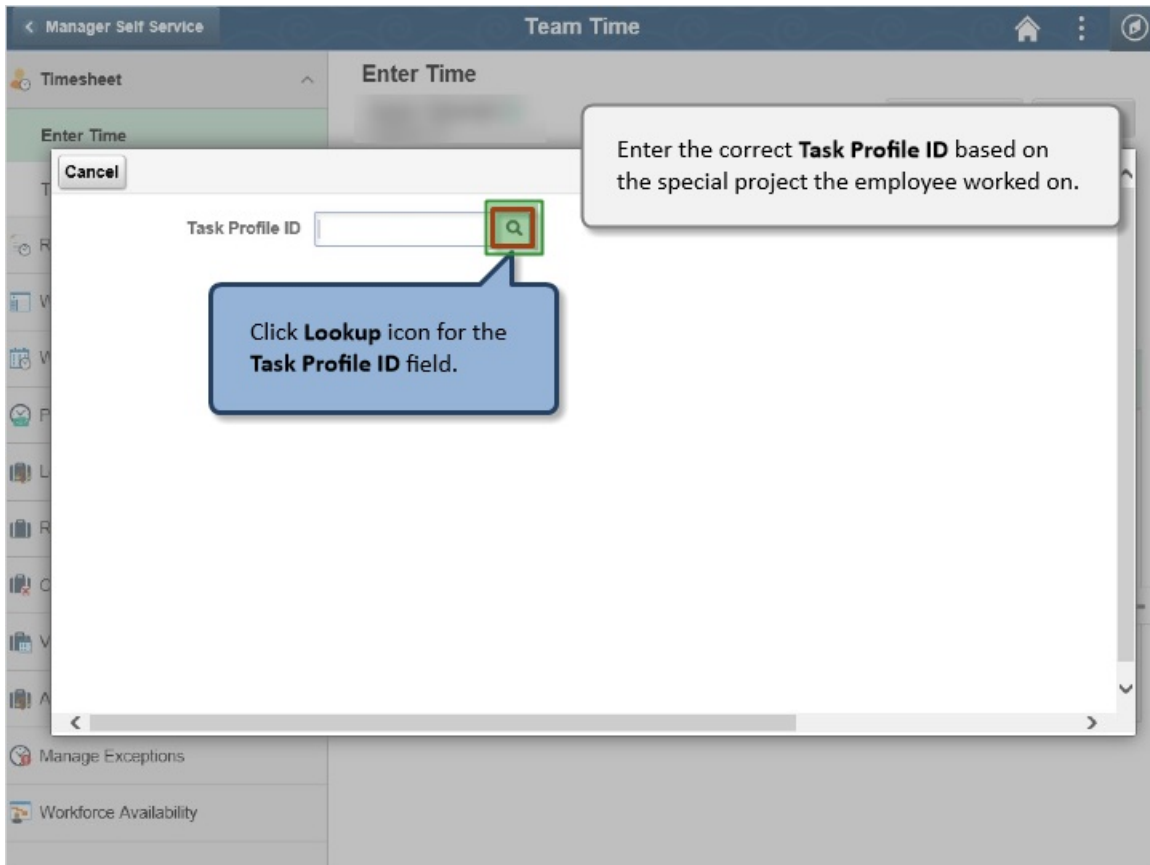
Week 1 of 3

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							

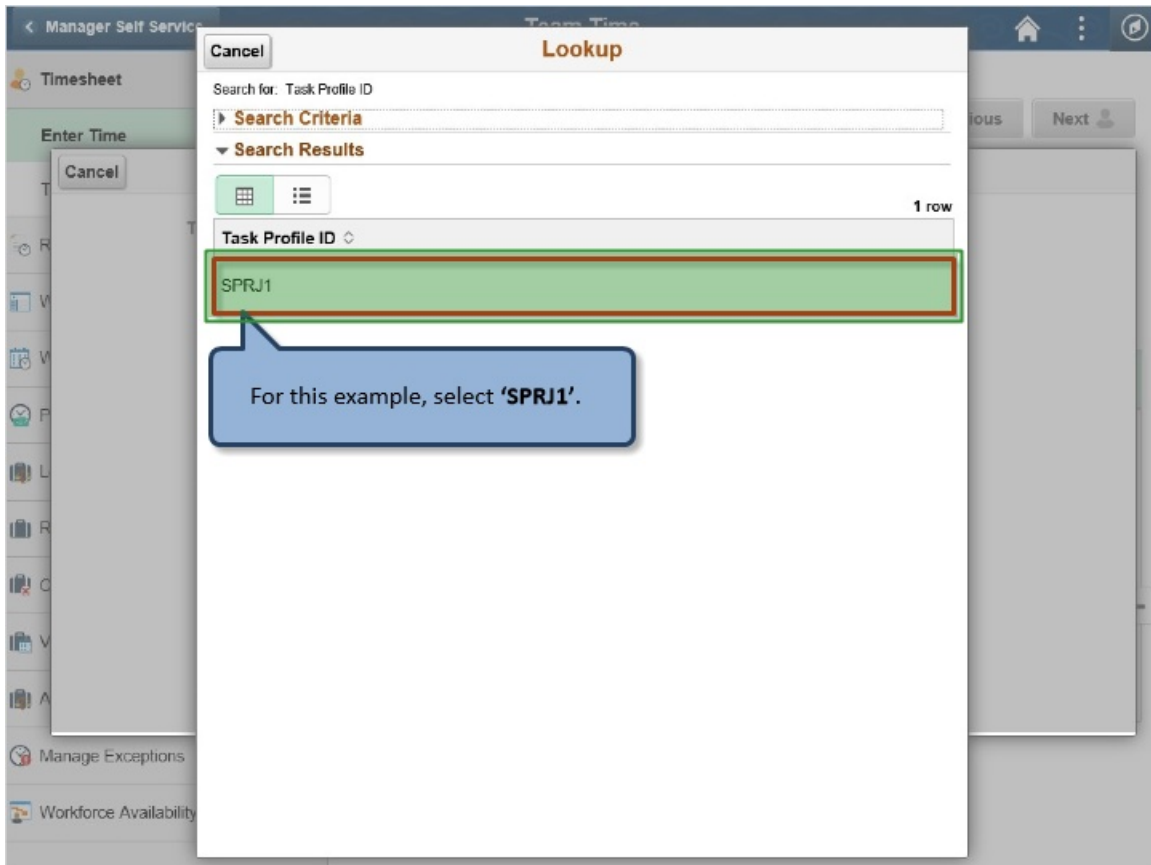
Click the **Task Profile ID** icon.

Click the **Task Profile ID** icon.

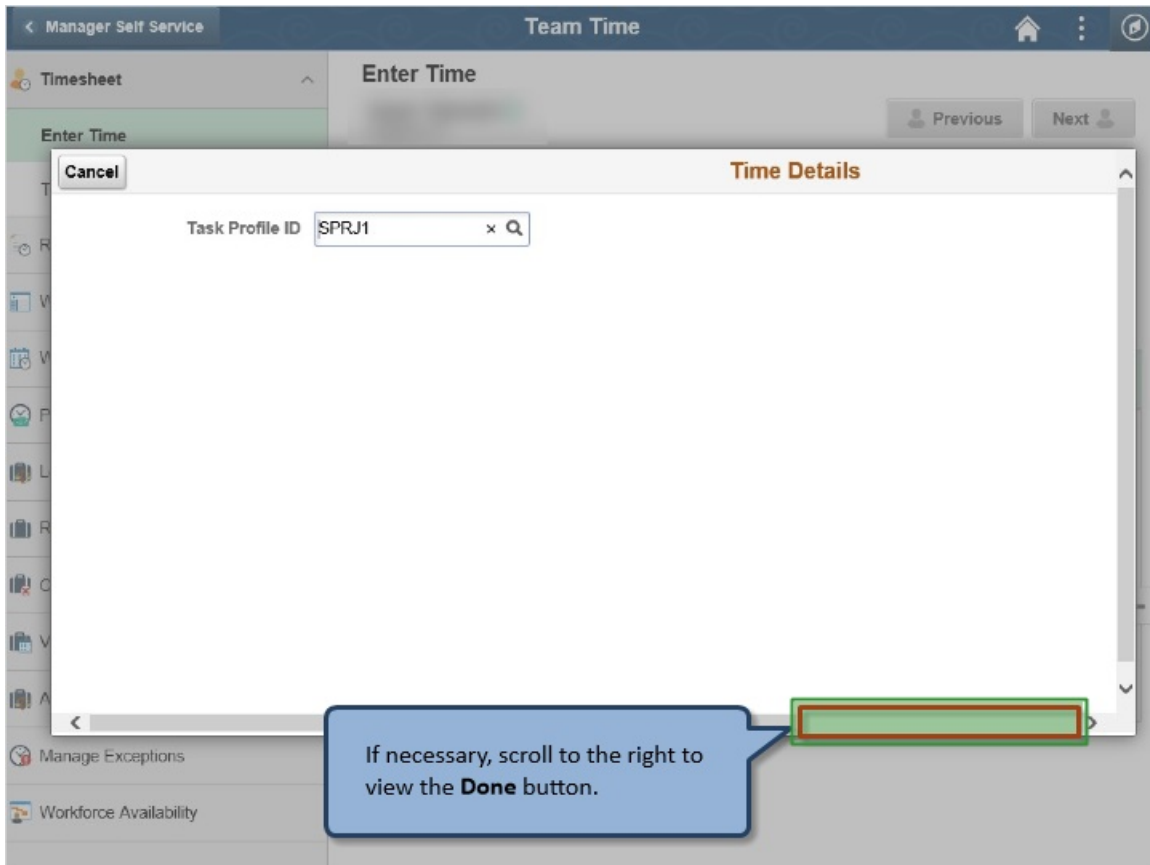


Enter the correct **Task Profile ID** based on the special project the employee worked on.

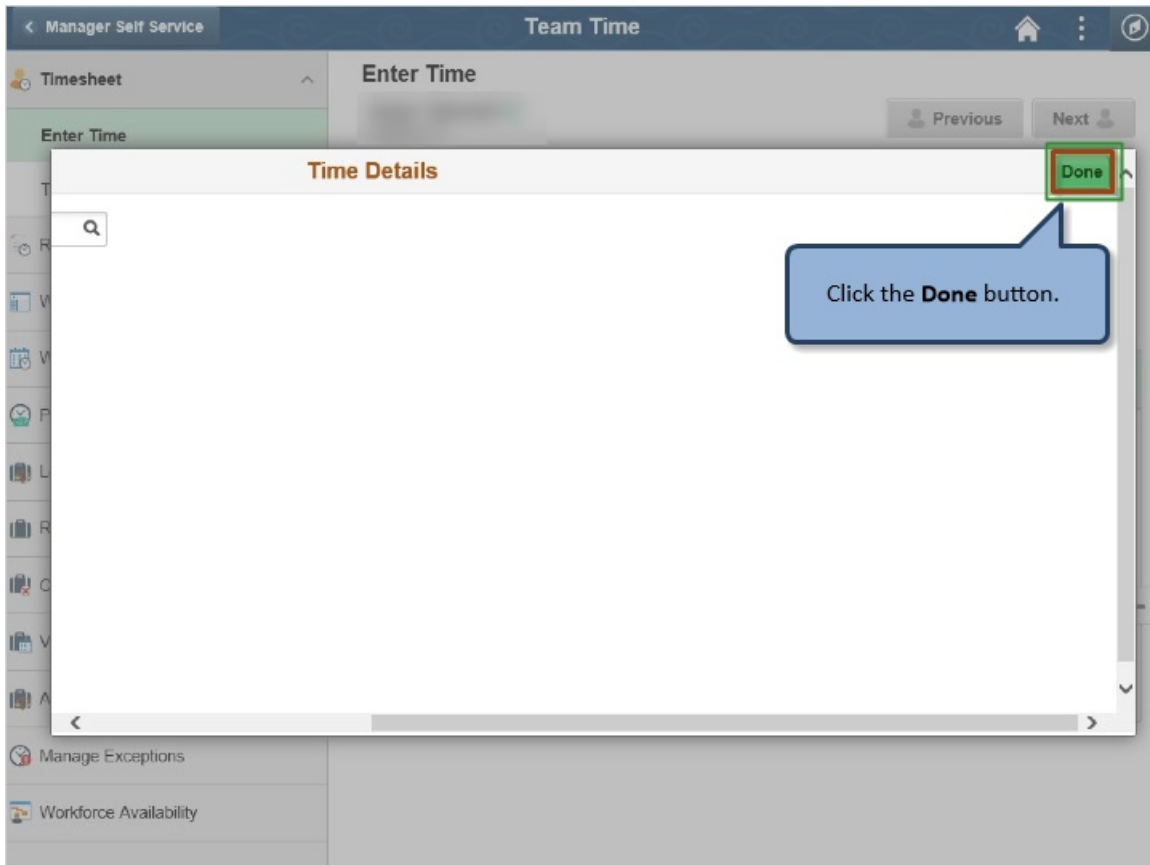
Click **Lookup** icon for the **Task Profile ID** field.



For this example, select '**SPRJ1**'.



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



Click the **Done** button.

Manager Self Service **Team Time**

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**

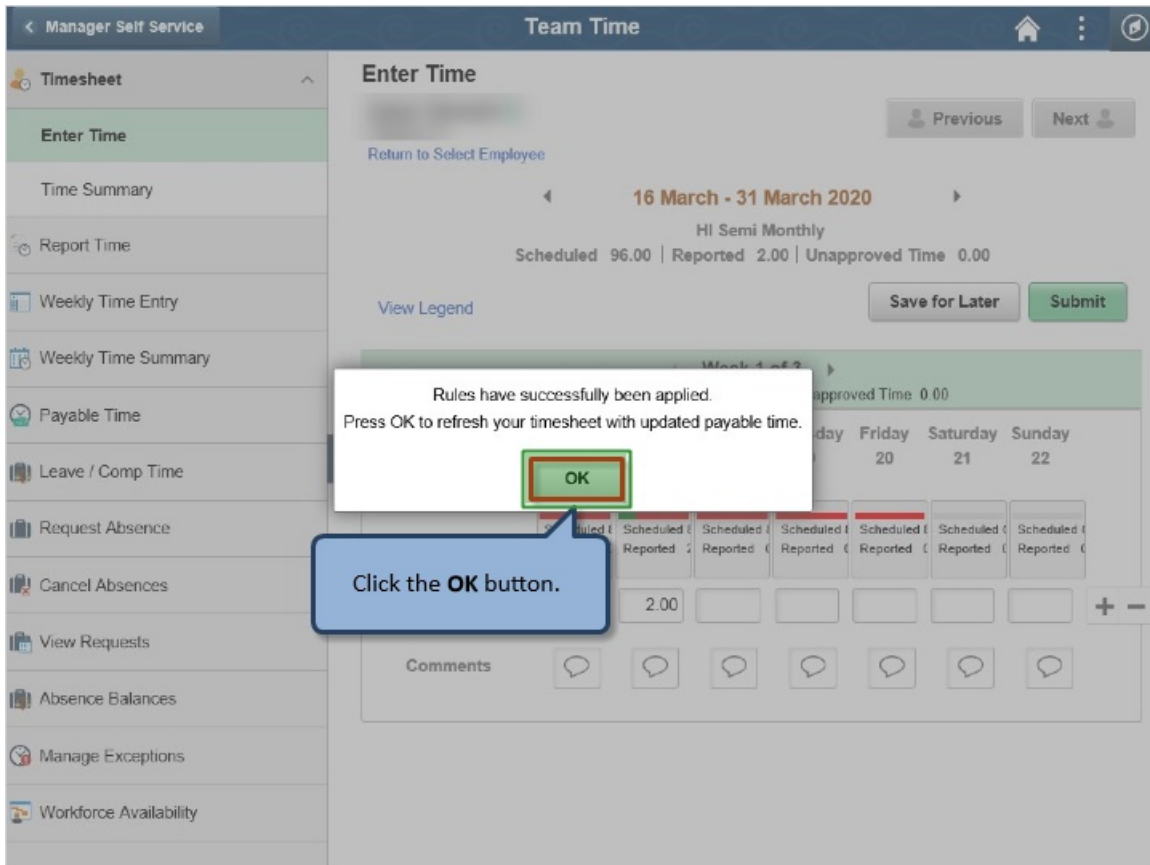
Week 1 of 3

Scheduled 40.00 | Reported 2.00

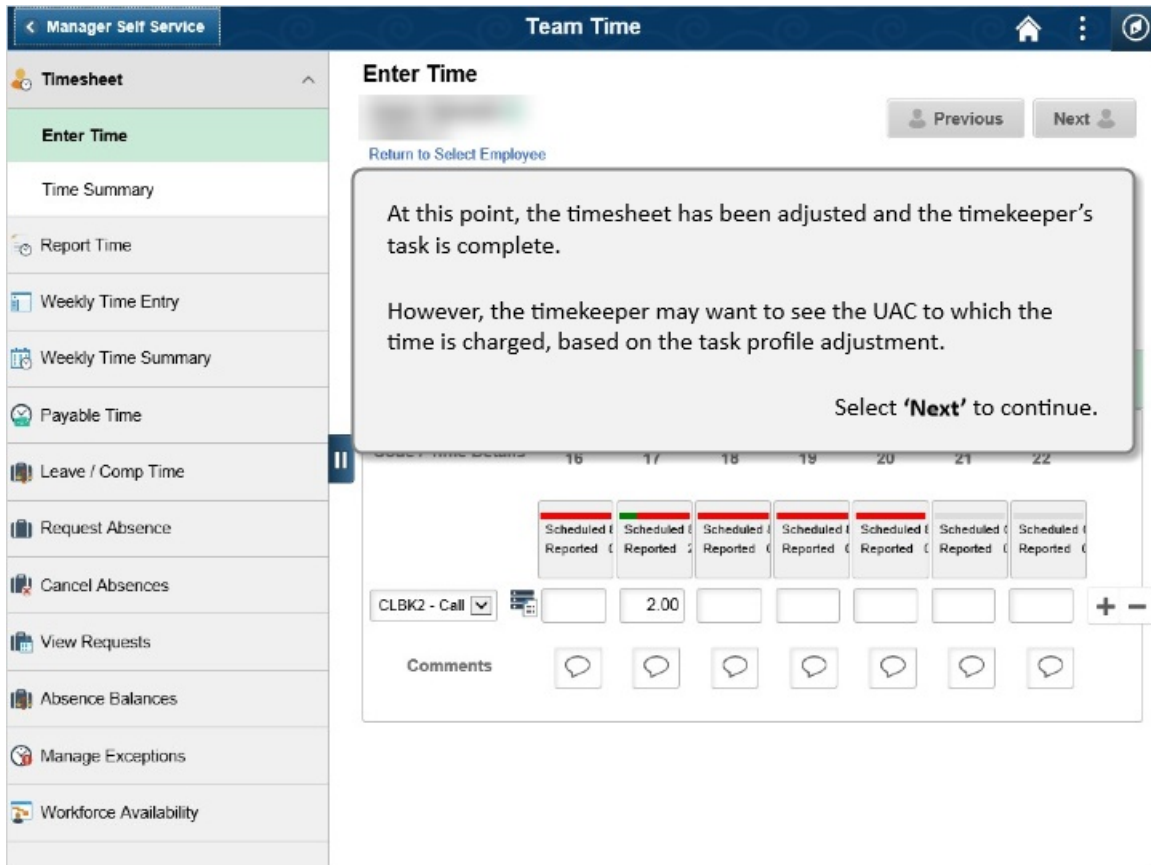
Time Reporting Code / Time Details	Monday 16	Tuesday 17	Wednesday 18	Thursday 19	Friday 20	Saturday 21	Sunday 22
Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled
Reported	Reported	Reported	Reported	Reported	Reported	Reported	Reported
CLBK2 - Call		2.00					
Comments							

Click the **Submit** button.

Click the **Submit** button.



Click the **OK** button.



Manager Self Service **Team Time**

Enter Time

Return to Select Employee

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 task profile adjustment.

Select 'Next' to continue.

Previous Next

	16	17	18	19	20	21	22
Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled
Reported	Reported	Reported	Reported	Reported	Reported	Reported	Reported
CLBK2 - Call		2.00					
Comments							

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 task profile adjustment.

Manager Self Service
Team Time

Timesheet
Enter Time
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
Workforce Availability

Enter Time

Previous
Next

To view the UAC for this task profile ID, 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	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled
	Reported	Reported	Reported	Reported	Reported	Reported	Reported
CLBK2 - Call		2.00					
Comments							

To view the UAC for this task profile ID, begin by navigating to the **Payable Time Detail** page.

Manager Self Service
Team Time

Timesheet
Enter Time
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
Workforce Availability

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

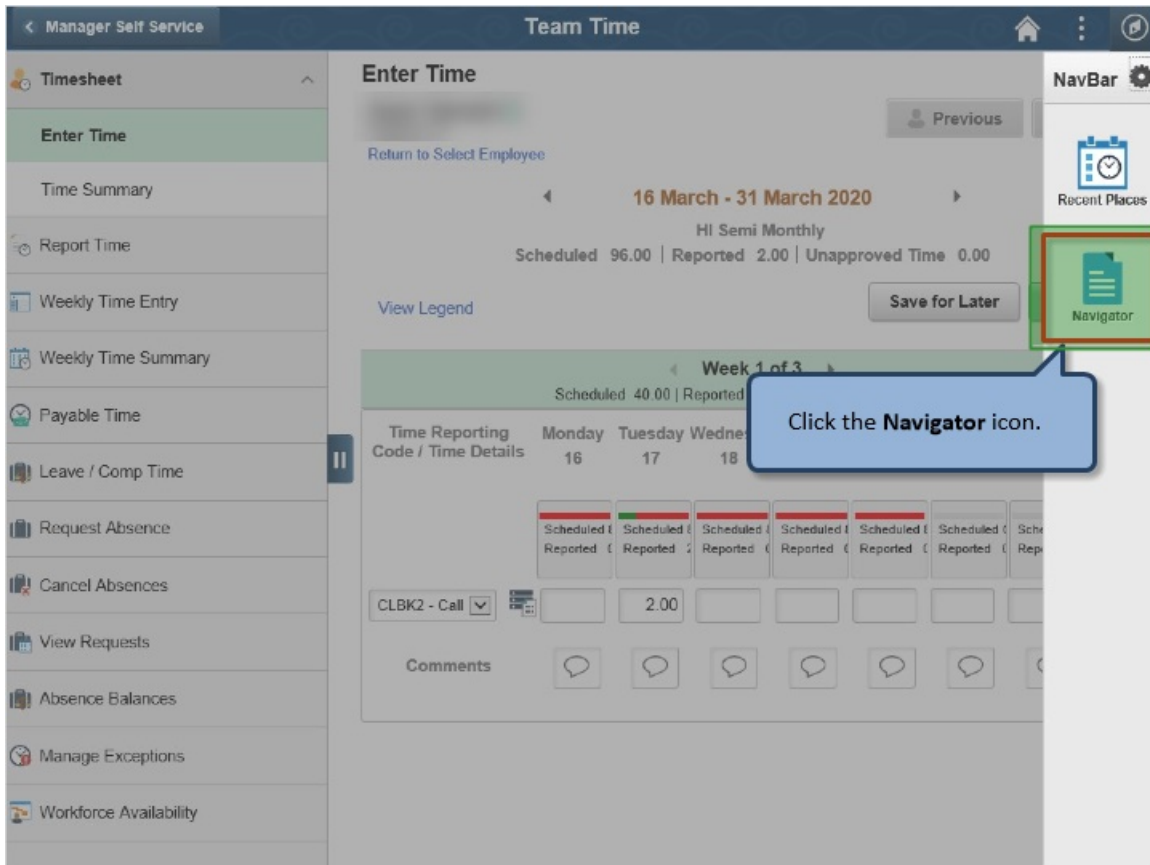
Week 1 of 3

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
	Reported	Reported	Reported	Reported	Reported	Reported	Reported
CLBK2 - Call		2.00					
Comments							

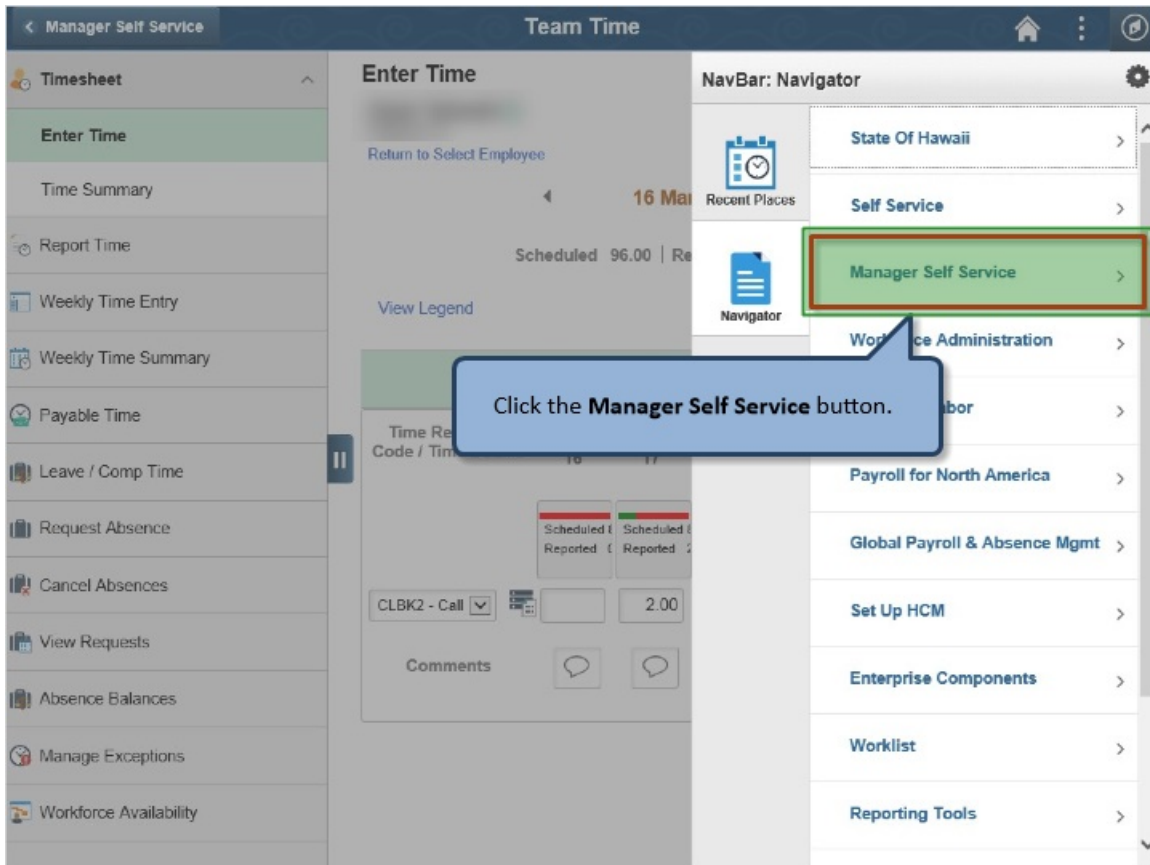
Click the NavBar icon.

Click the **NavBar** icon.

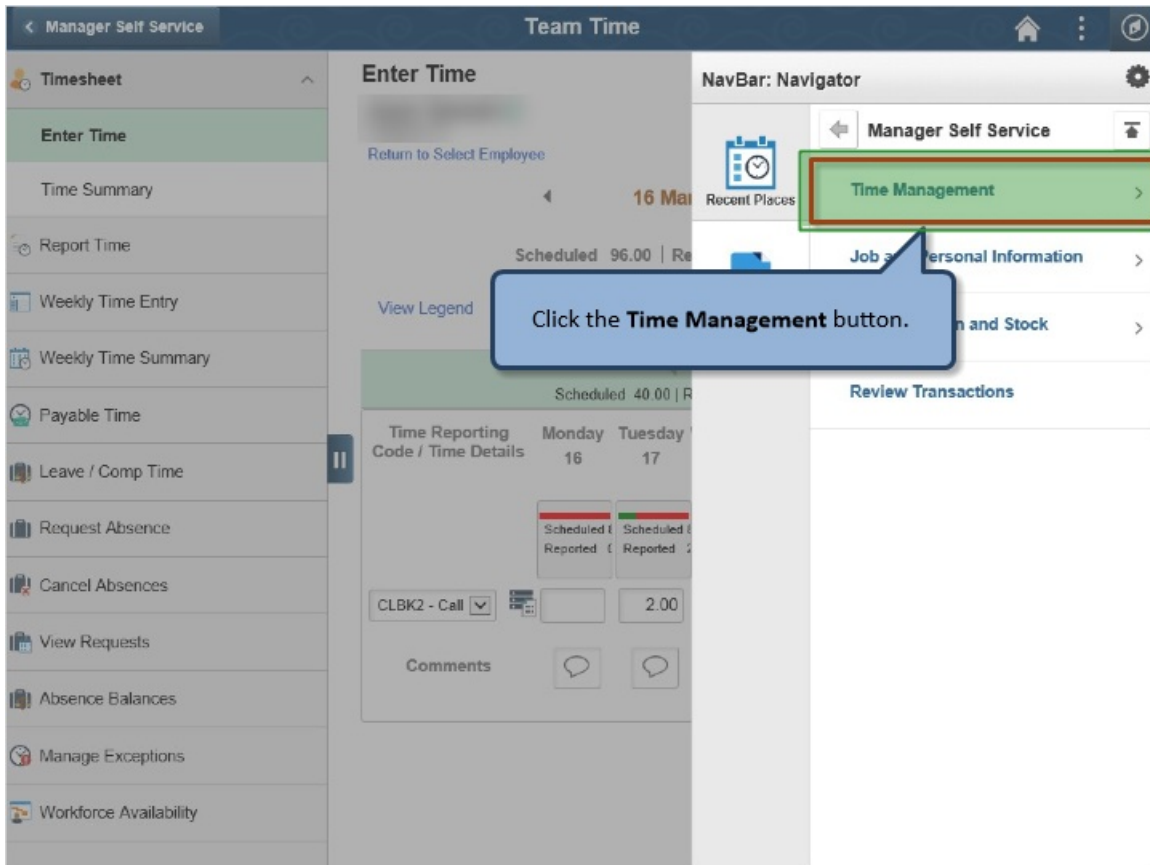


The screenshot displays the 'Manager Self Service' interface for 'Team Time'. The left sidebar lists various time management functions. The main area is titled 'Enter Time' and shows a date range of '16 March - 31 March 2020'. It includes a 'Previous' button, a 'Return to Select Employee' link, and a 'Save for Later' button. A callout bubble points to the 'Navigator' icon in the right-hand sidebar, which is highlighted with a red box. The callout bubble contains the text: 'Click the **Navigator** icon.'

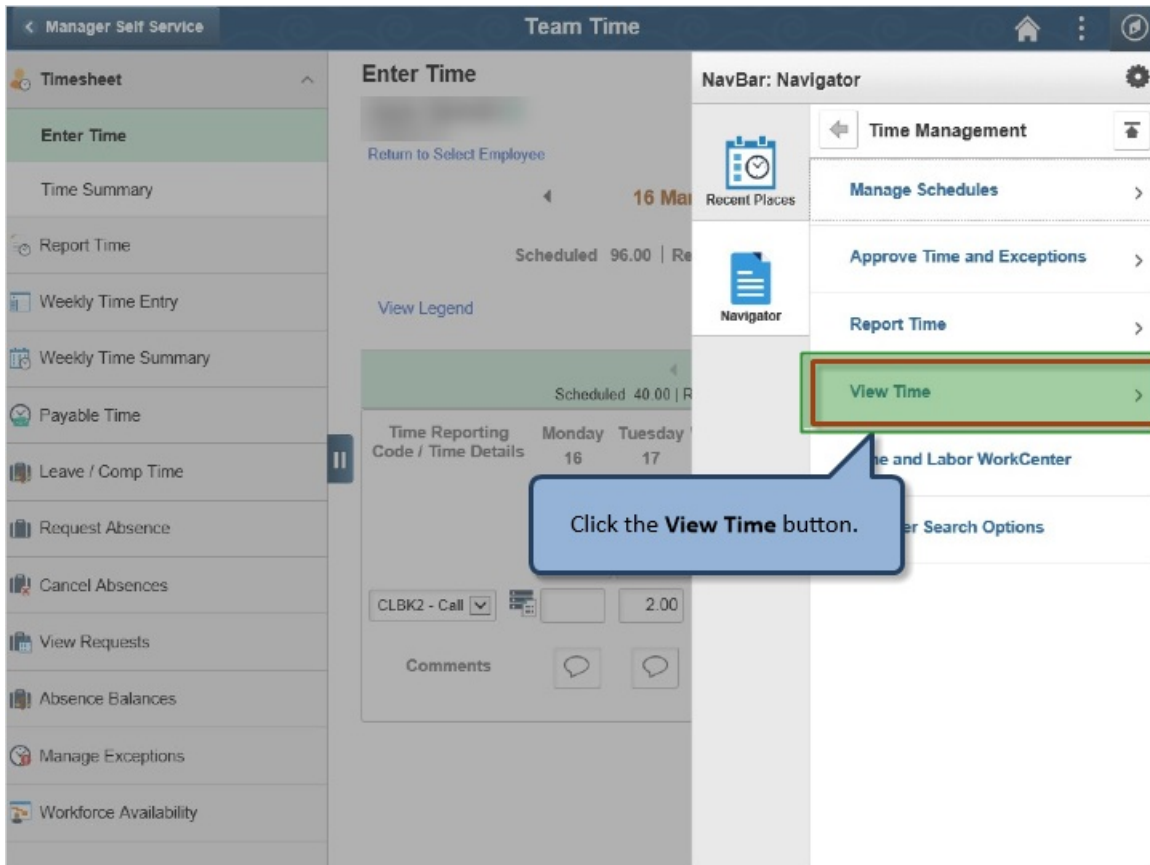
Click the **Navigator** icon.



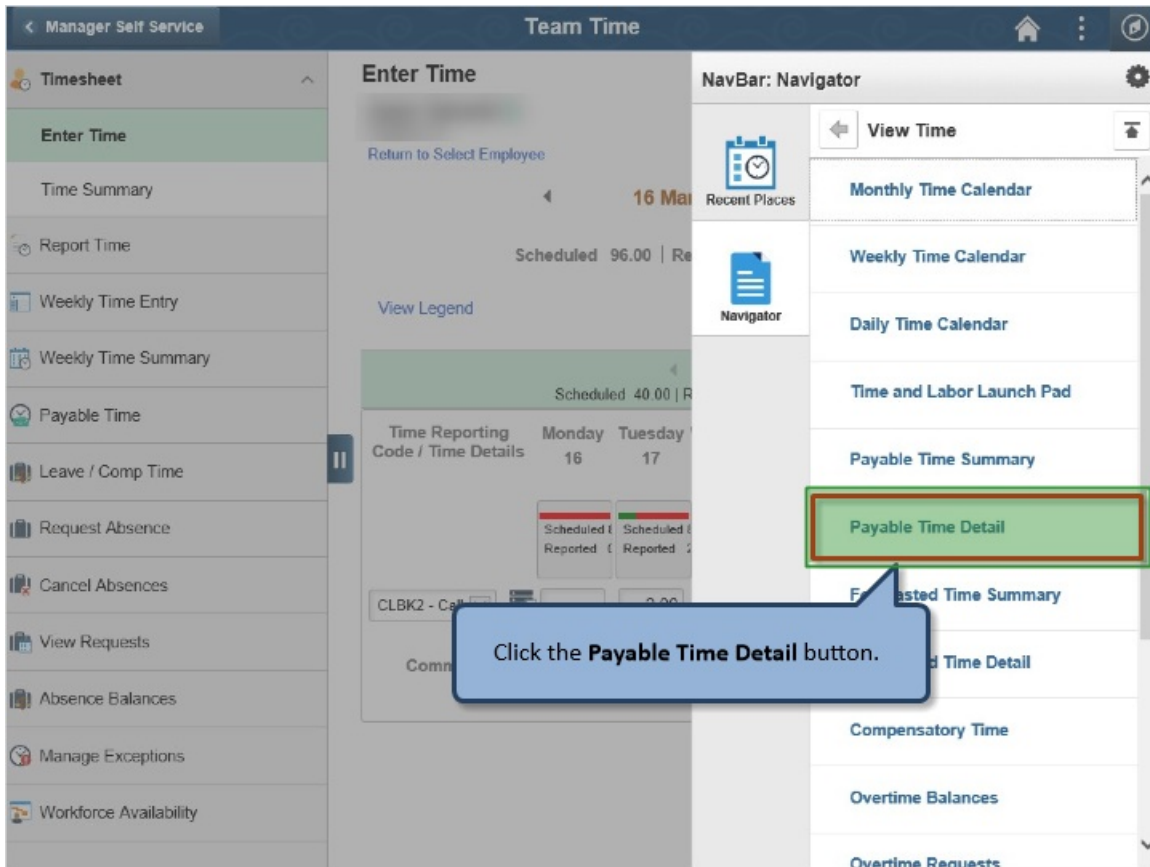
Click the **Manager Self Service** button.



Click the **Time Management** button.



Click the **View Time** button.



Click the **Payable Time Detail** button.

Payable Time Detail

Select Employee

Search for the employee whose time you adjusted.

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"/>

Click in the **Employee ID** field.

Get Employees

Clear Criteria

Save Criteria

<https://hohs92.hio.hawaii.gov/psa/hohs92/EMPLOYEE/HRMS/c/>

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.

Payable Time Detail

Select Employee

▼ **Employee Selection**

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	00022000 <input type="button" value="v"/>
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"/>

Get Employees

Clear Criteria

Save Criteria

Click the **Get Employees** button.

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"/>

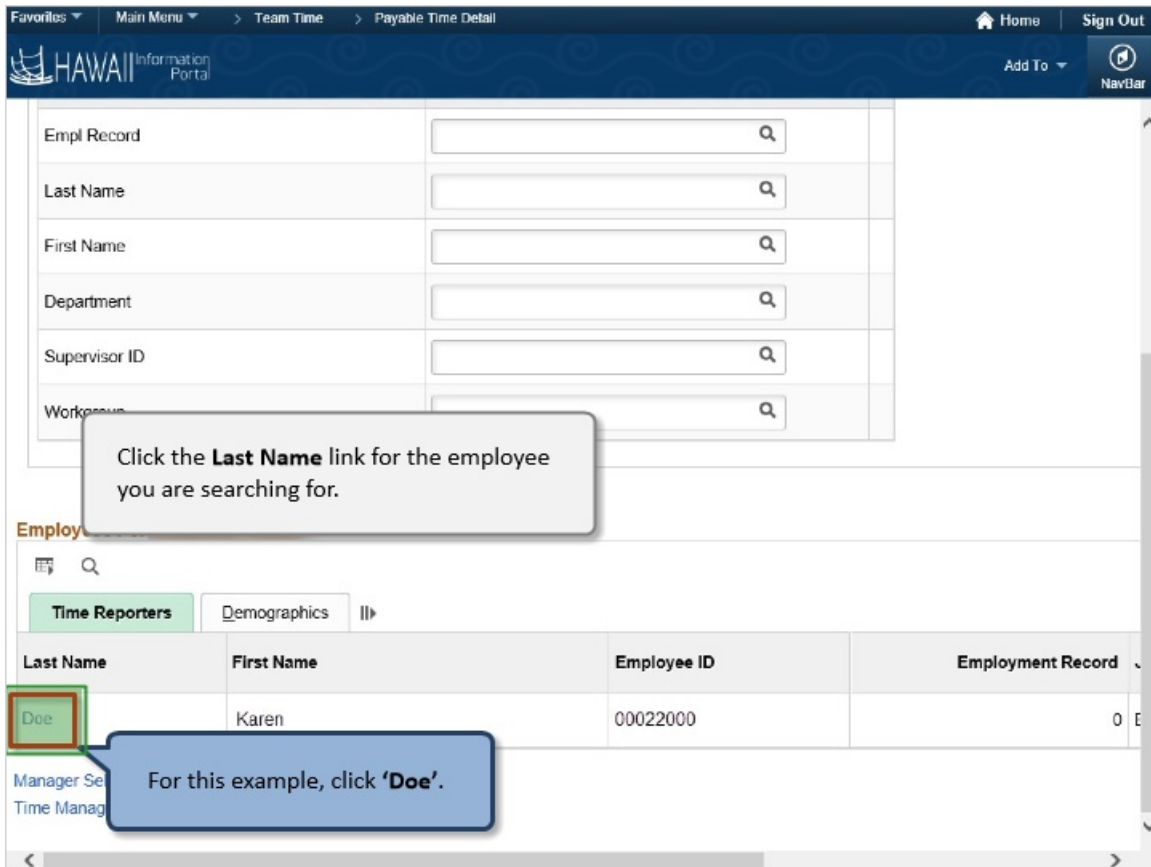
Get Employees

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.

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

Last Name	First Name	Employee ID	Employment Record
Doe	Karen	00022000	0 E

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

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

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	Hours	Rate	Amount
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.

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	00	DAGS	STATE	0004

Click to the right of the scroll bar.

Click to the right of the scroll bar.

[Favorites](#) | [Main Menu](#) | [Team Time](#) | [Payable Time Detail](#) | [Home](#) | [Sign Out](#)
[Add To](#) | [NavBar](#)
[New Window](#) | [Help](#) | [Personalize Page](#) | [...](#)

Employee ID [REDACTED]
Employment Record 0

Quantity	Taskgroup	Business Unit	
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.

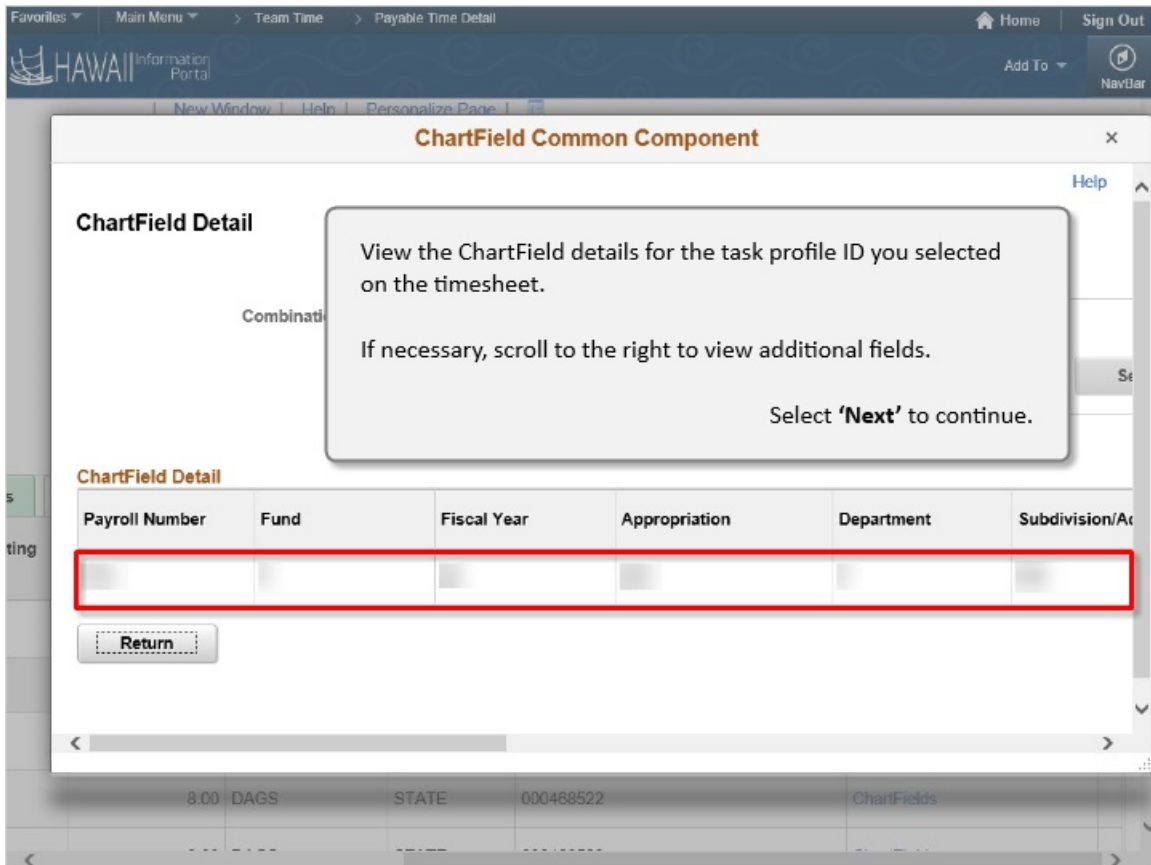
ChartFields

ChartFields

ChartFields

ChartFields

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



ChartField Common Component

ChartField Detail

View the ChartField details for the task profile ID you selected on the timesheet.

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

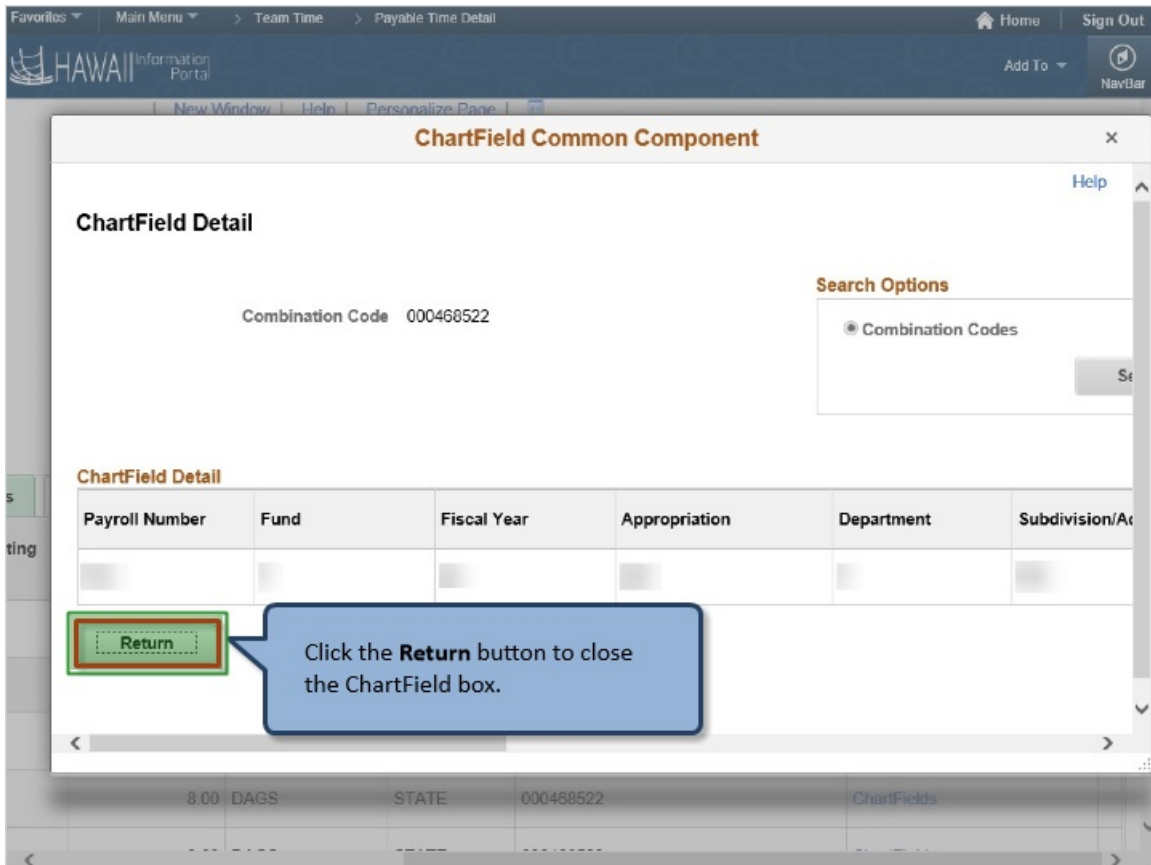
Select **'Next'** to continue.

Payroll Number	Fund	Fiscal Year	Appropriation	Department	Subdivision/Account

[Return](#)

View the ChartField details for the task profile ID you selected on the timesheet.

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



ChartField Common Component

ChartField Detail

Combination Code 000468522

Search Options

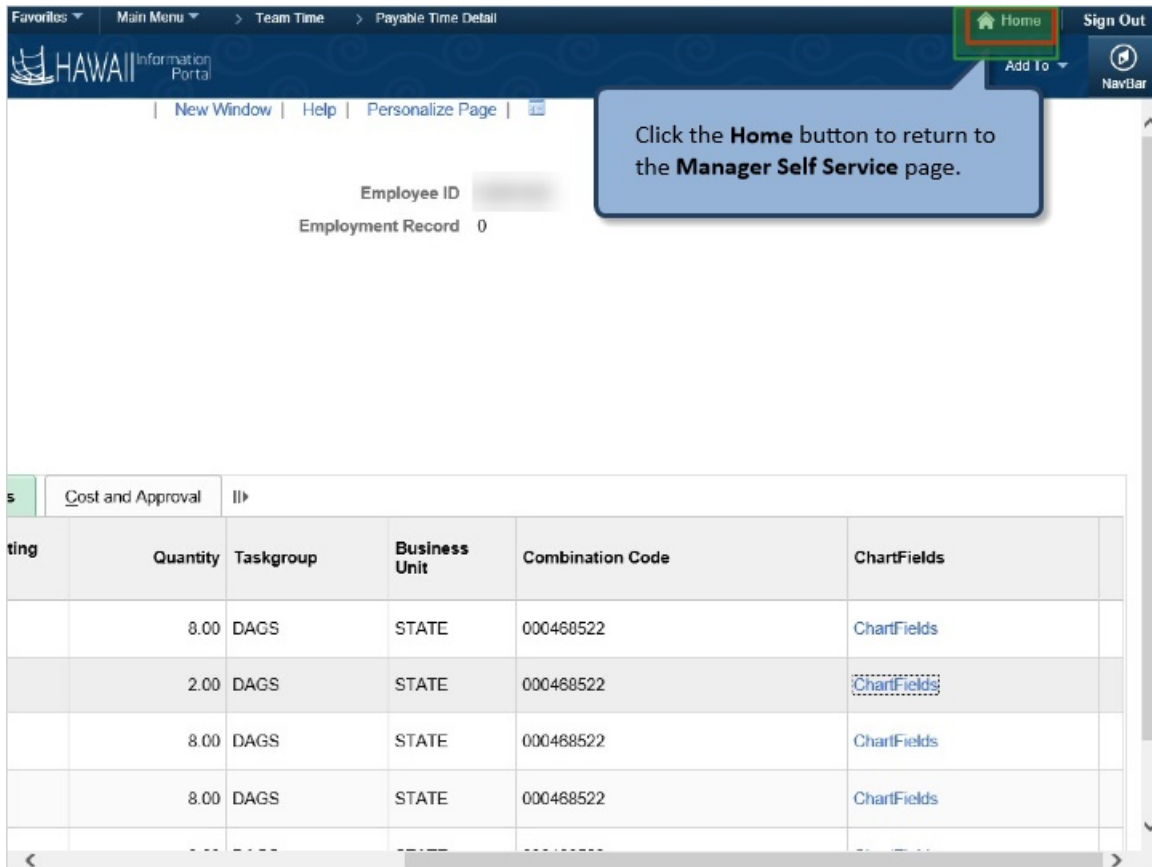
- Combination Codes

Payroll Number	Fund	Fiscal Year	Appropriation	Department	Subdivision/Account

Return

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

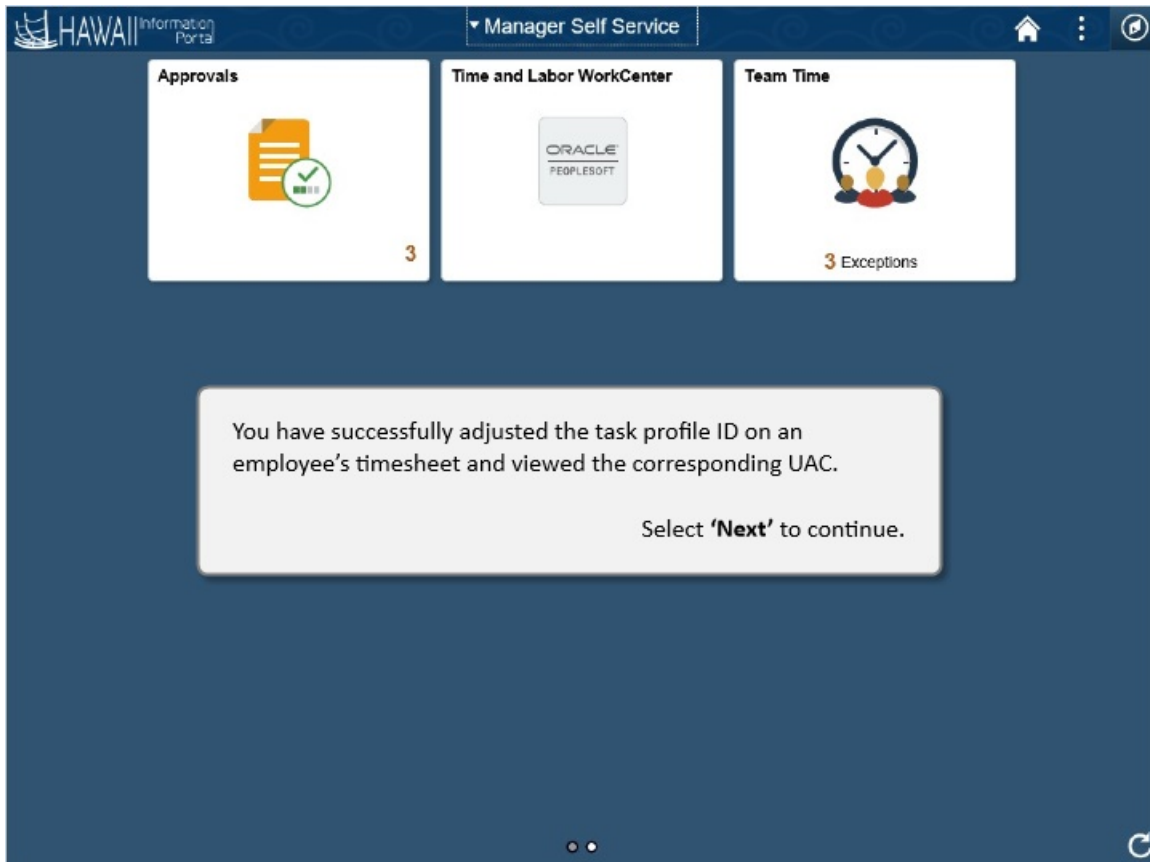
Click the **Return** button to close the ChartField box.



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

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

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




You have successfully adjusted the task profile ID on an employee's timesheet and viewed the corresponding UAC.



Congratulations!


You've successfully completed this lesson.

Maintain Time Reporter Data

Lesson Scenario

In this lesson, you will learn to enroll and maintain time reporter data for Time & Labor.

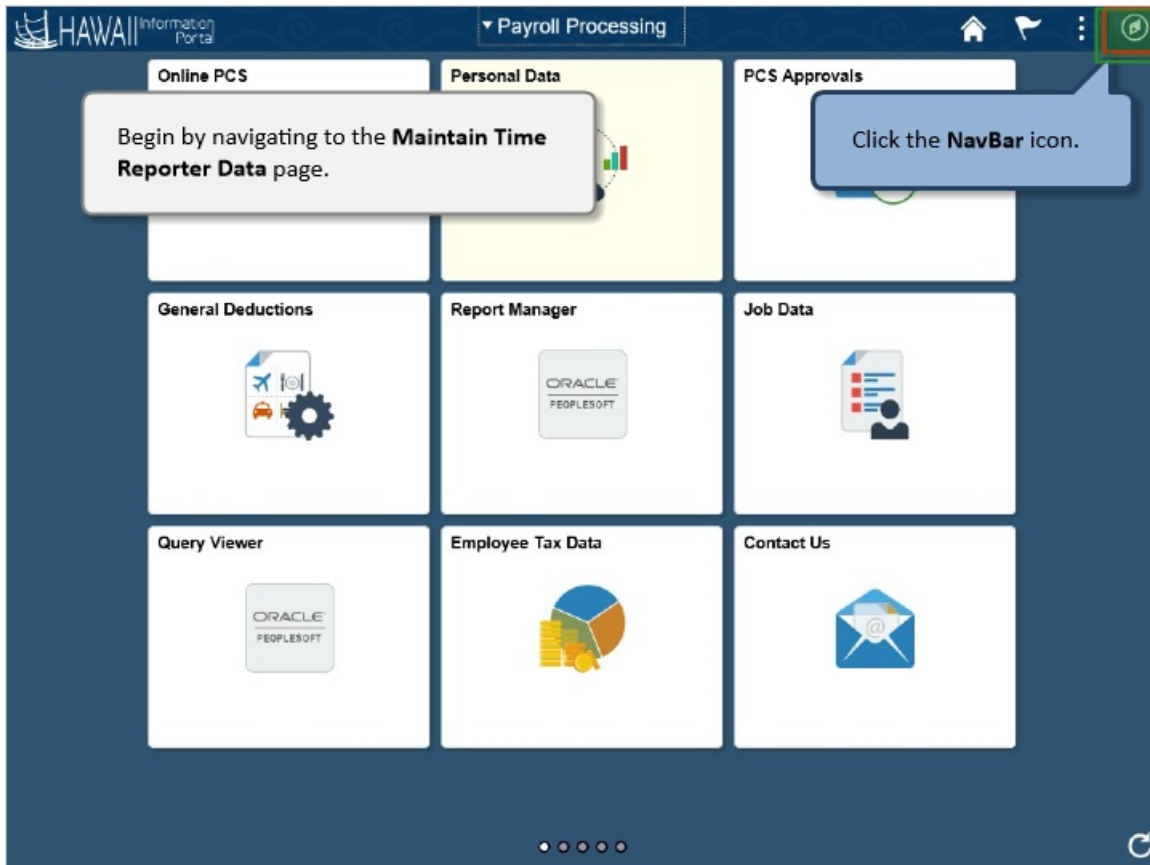
Select **'Next'** to continue.



Maintain Time Reporter Data

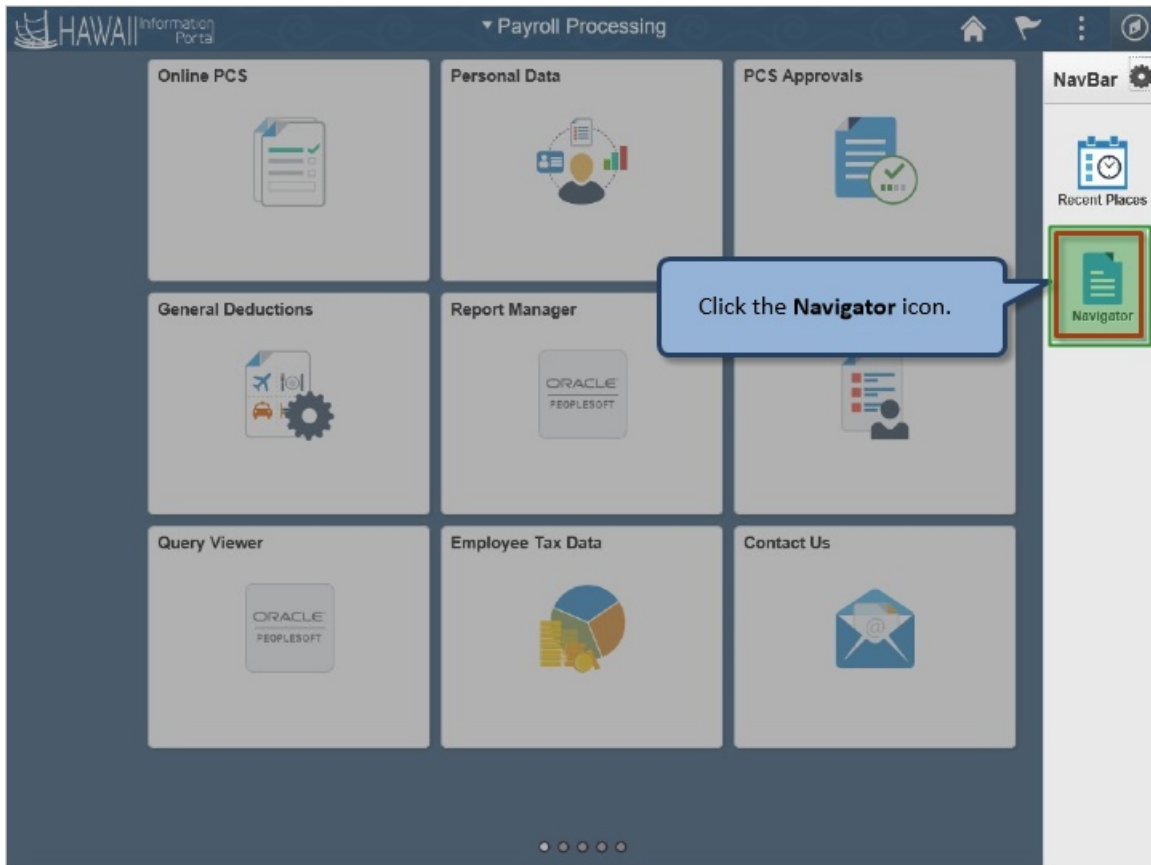
Lesson Scenario

In this lesson, you will learn to enroll and maintain time reporter data for Time & Labor.

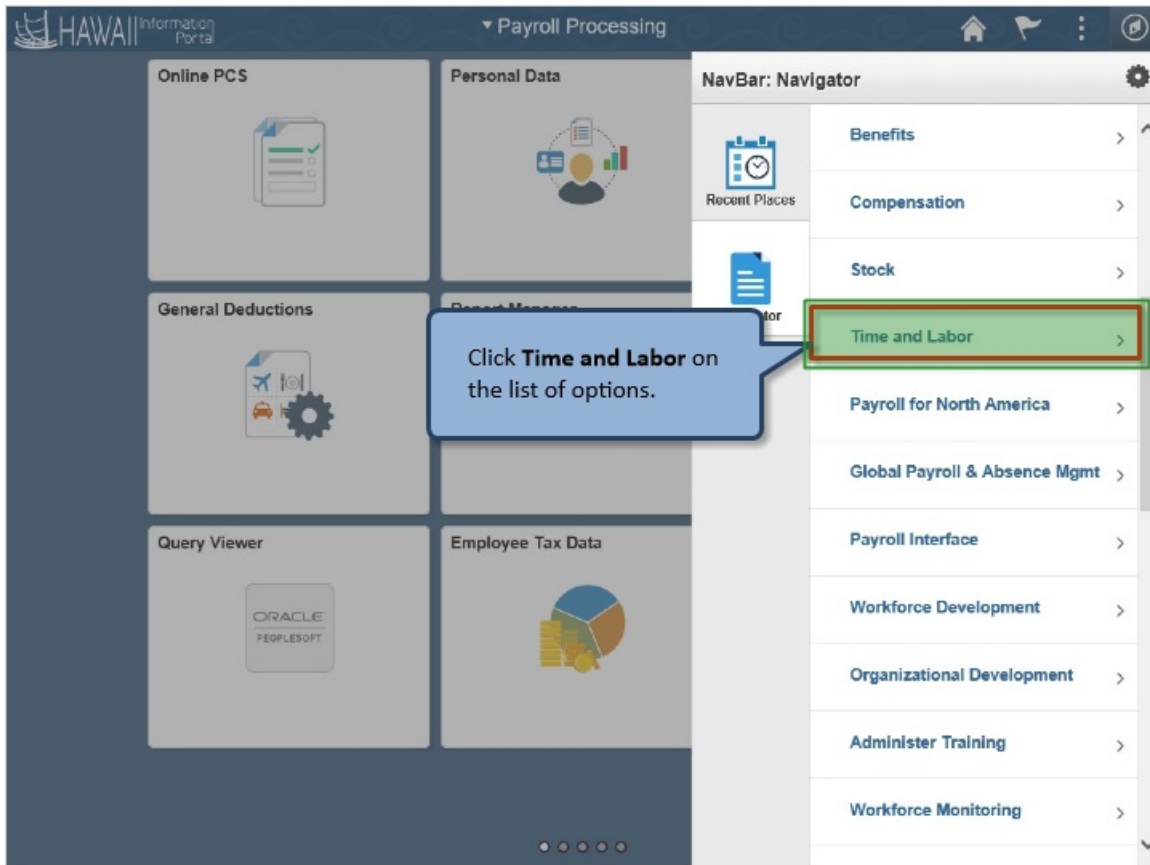


Begin by navigating to the **Maintain Time Reporter Data** page.

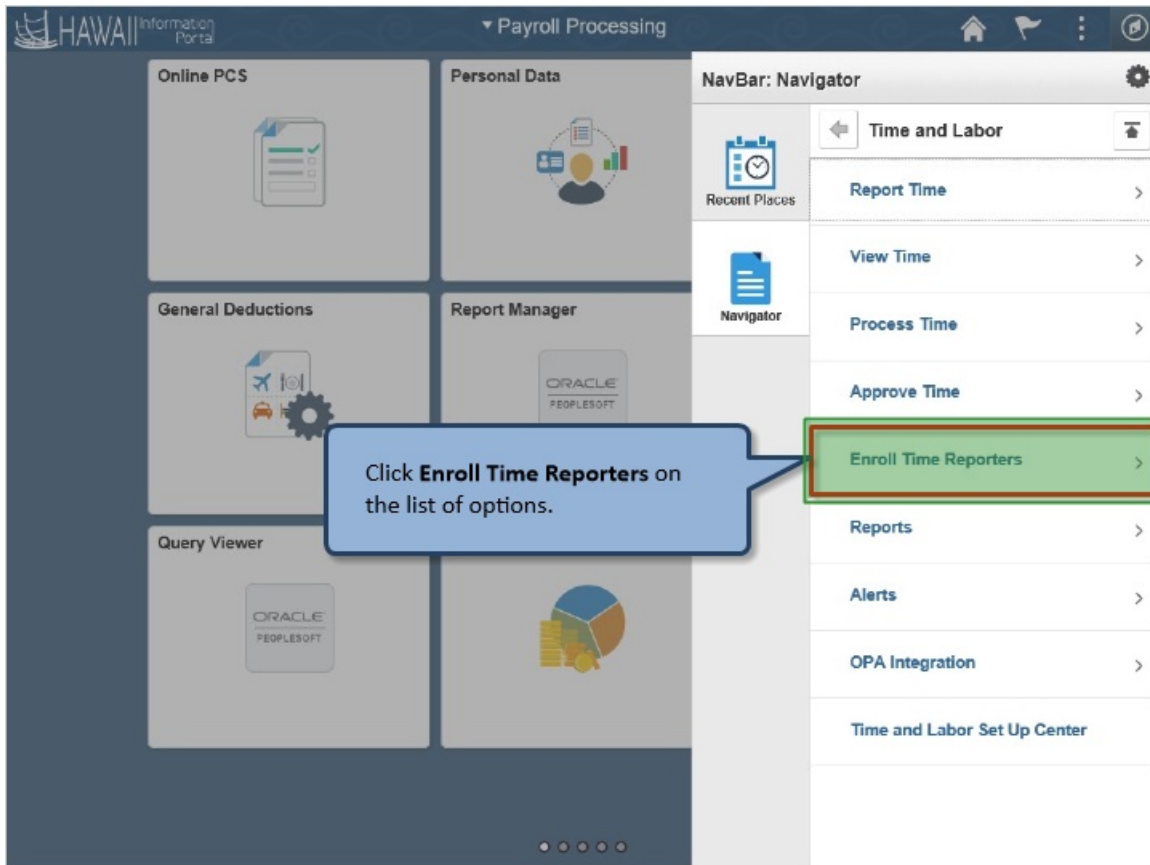
Click the **NavBar** icon.



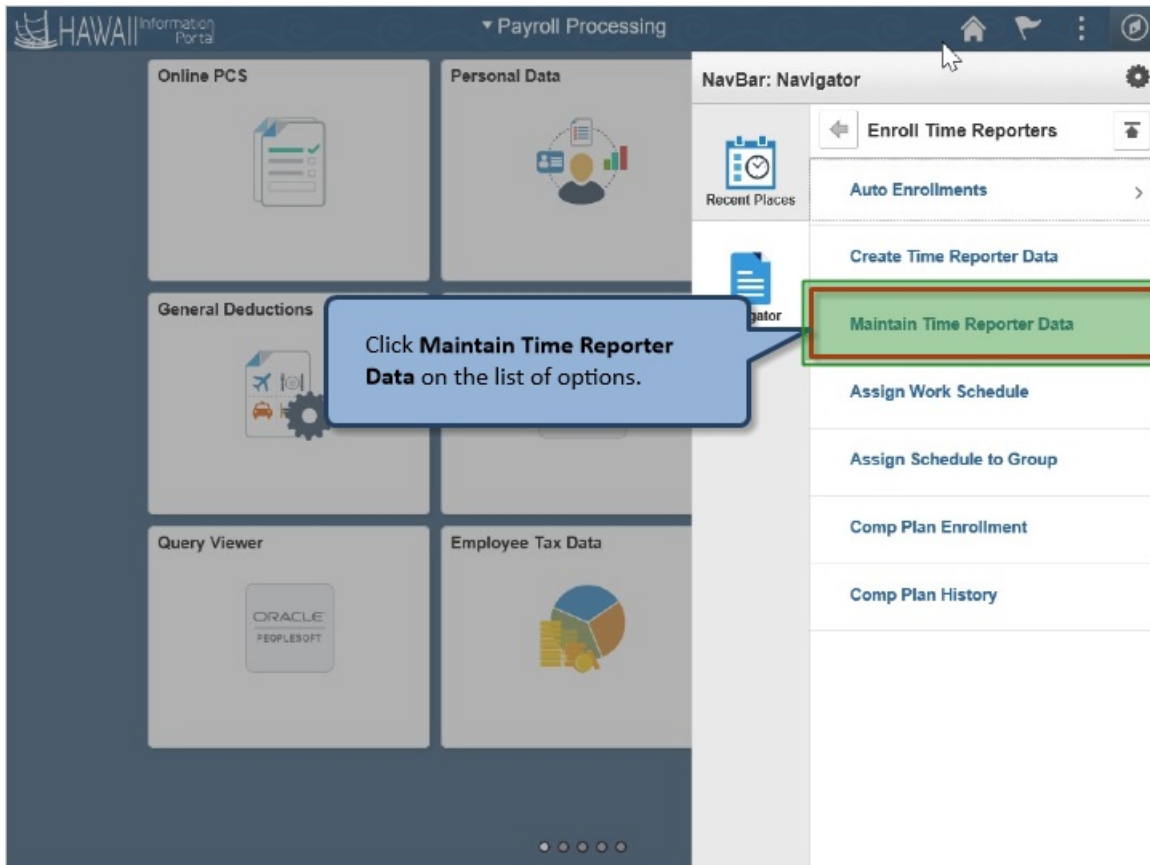
Click the **Navigator** icon.



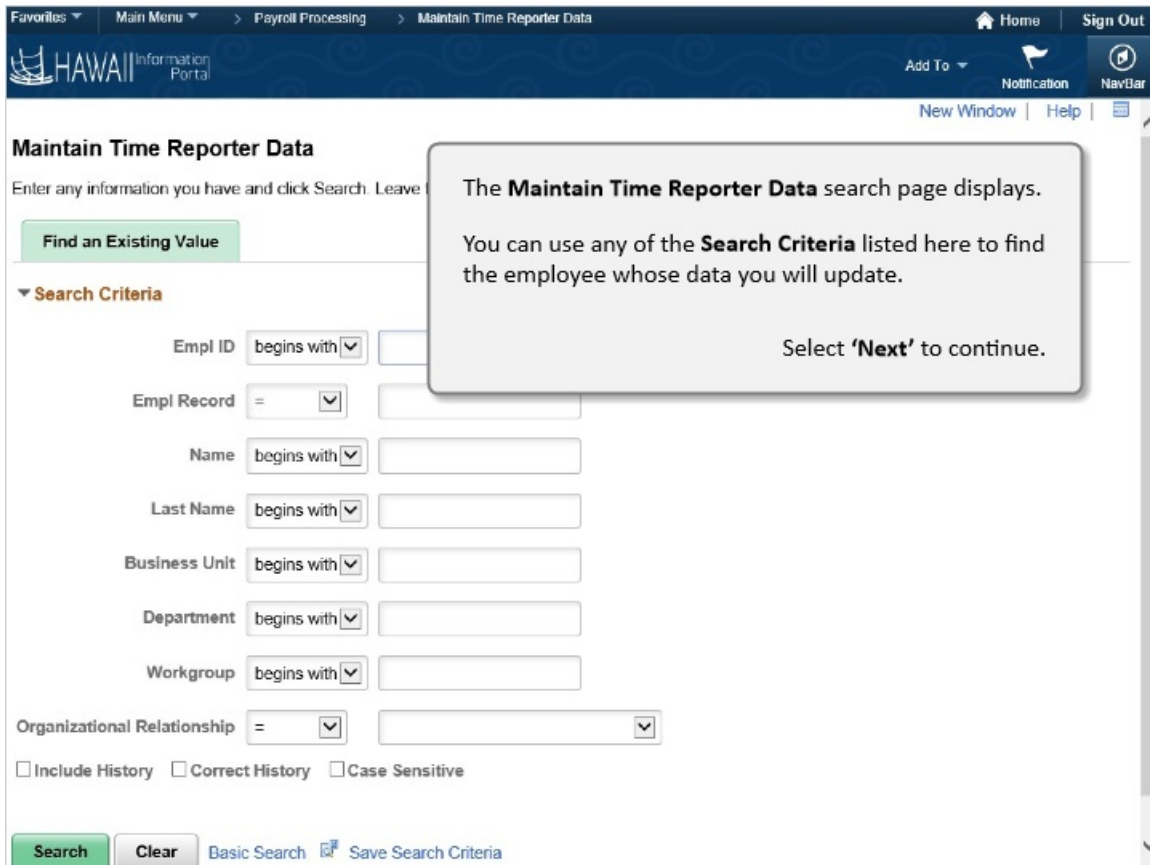
Click **Time and Labor** on the list of options.



Click **Enroll Time Reporters** on the list of options.



Click **Maintain Time Reporter Data** on the list of options.



The screenshot shows the 'Maintain Time Reporter Data' search page. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Payroll Processing', and 'Maintain Time Reporter Data'. On the right, there are links for 'Home', 'Sign Out', 'Add To', 'Notification', and 'NavBar'. Below the navigation bar, the page title 'Maintain Time Reporter Data' is displayed. A callout box with a grey background and a white border contains the following text: 'The **Maintain Time Reporter Data** search page displays. You can use any of the **Search Criteria** listed here to find the employee whose data you will update. Select **'Next'** to continue.' Below the callout box, there is a green button labeled 'Find an Existing Value'. Underneath, the 'Search Criteria' section is expanded, showing several search fields: 'Empl ID' (dropdown: 'begins with'), 'Empl Record' (dropdown: '='), 'Name' (dropdown: 'begins with'), 'Last Name' (dropdown: 'begins with'), 'Business Unit' (dropdown: 'begins with'), 'Department' (dropdown: 'begins with'), 'Workgroup' (dropdown: 'begins with'), and 'Organizational Relationship' (dropdown: '='). At the bottom of the search criteria, there are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the very bottom, there are four buttons: 'Search' (green), 'Clear' (grey), 'Basic Search' (blue), and 'Save Search Criteria' (blue).

The **Maintain Time Reporter Data** search page displays.

You can use any of the **Search Criteria** listed here to find the employee whose data you will update.

[Favorites](#) | [Main Menu](#) | [Payroll Processing](#) | [Maintain Time Reporter Data](#) | [Home](#) | [Sign Out](#)

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

[New Window](#) | [Help](#)

Maintain Time Reporter Data

Enter any information you have and click Search. L

[Find an Existing Value](#)

For this example, search by **Empl ID**.

▼ **Search Criteria**

Empl ID

Empl Record

Name

Last Name

Business Unit

Department

Workgroup

Organizational Relationship

☐ Include History
 ☐ Correct History
 ☐ Case Sensitive

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)

Click in the **Empl ID** field.

For this example, search by **Empl ID**.

Click in the **Empl ID** field.

[Favorites](#) | [Main Menu](#) | [Payroll Processing](#) | [Maintain Time Reporter Data](#) | [Home](#) | [Sign Out](#)

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

[New Window](#) | [Help](#)

Maintain Time Reporter Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Empl ID

Empl Record

Name

Last Name

Business Unit

Department

Workgroup

Organizational Relationship

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Type '00012345' in the **Empl ID** field and press the **Tab** key.

Type '00012345' in the **Empl ID** field and press the **Tab** key.

Favorites ▾Main Menu ▾Payroll Processing >Maintain Time Reporter Data

HomeSign Out

Add To ▾NotificationNavBar

New Window | Help |

Maintain Time Reporter Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID

begins with ▾

00012345

Empl Record

= ▾

Name

begins with ▾

Last Name

begins with ▾

Business Unit

begins with ▾

Department

begins with ▾

Workgroup

begins with ▾

Org

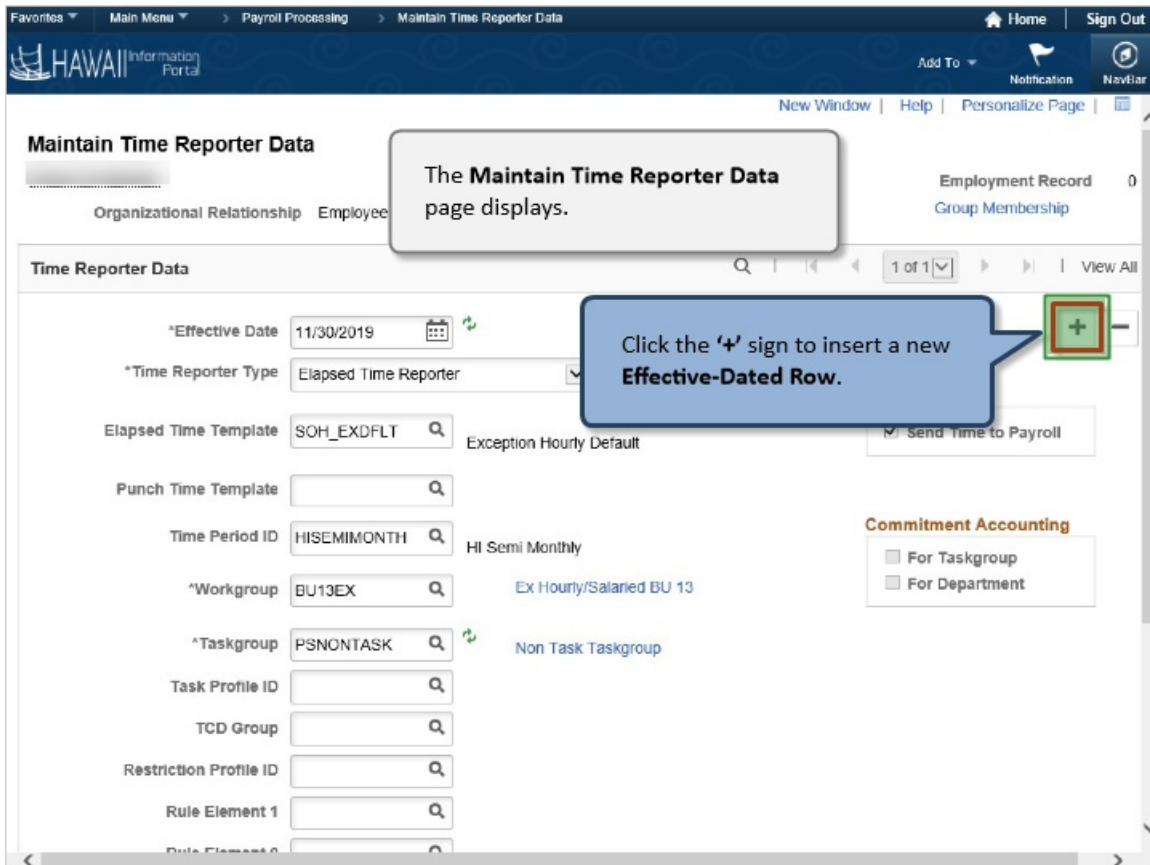
▾

☐ Sensitive

Click the **Search** button.

SearchClearBasic SearchSave Search Criteria

Click the **Search** button.

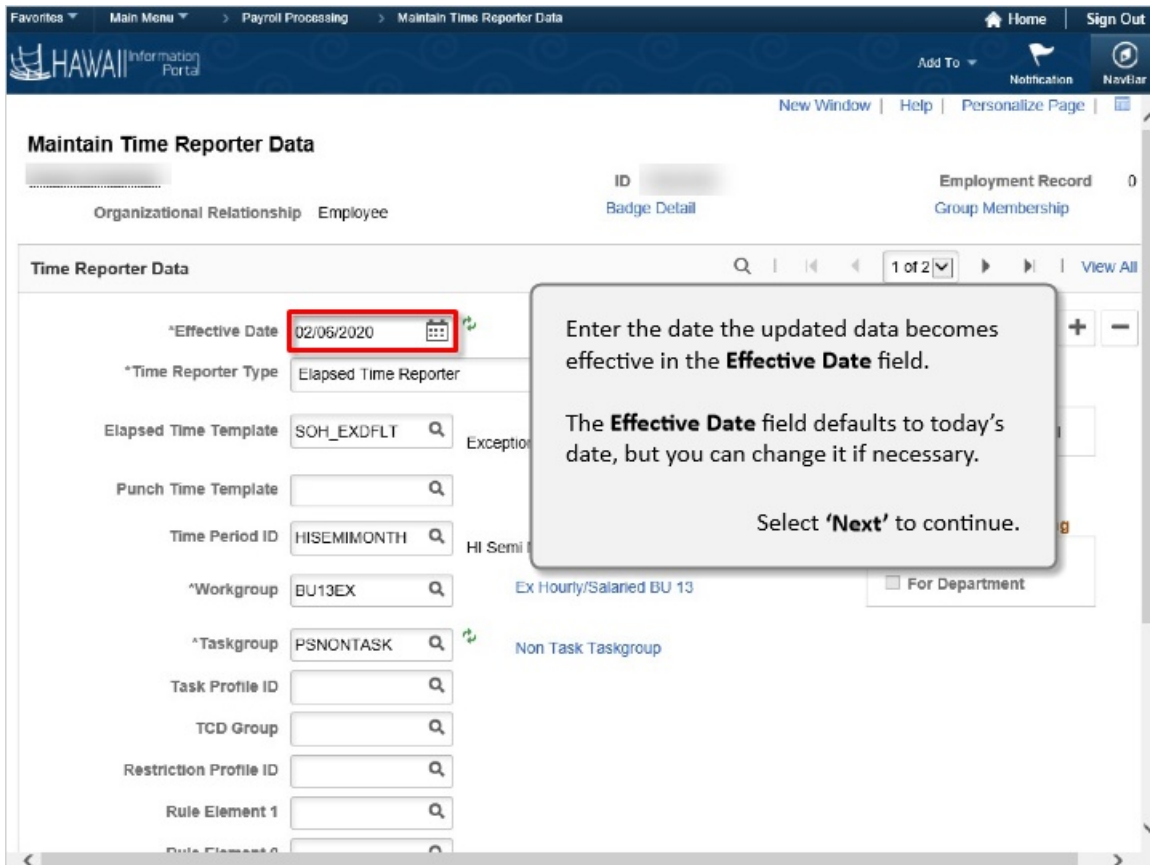


The **Maintain Time Reporter Data** page displays.

Click the '+ ' sign to insert a new **Effective-Dated Row**.

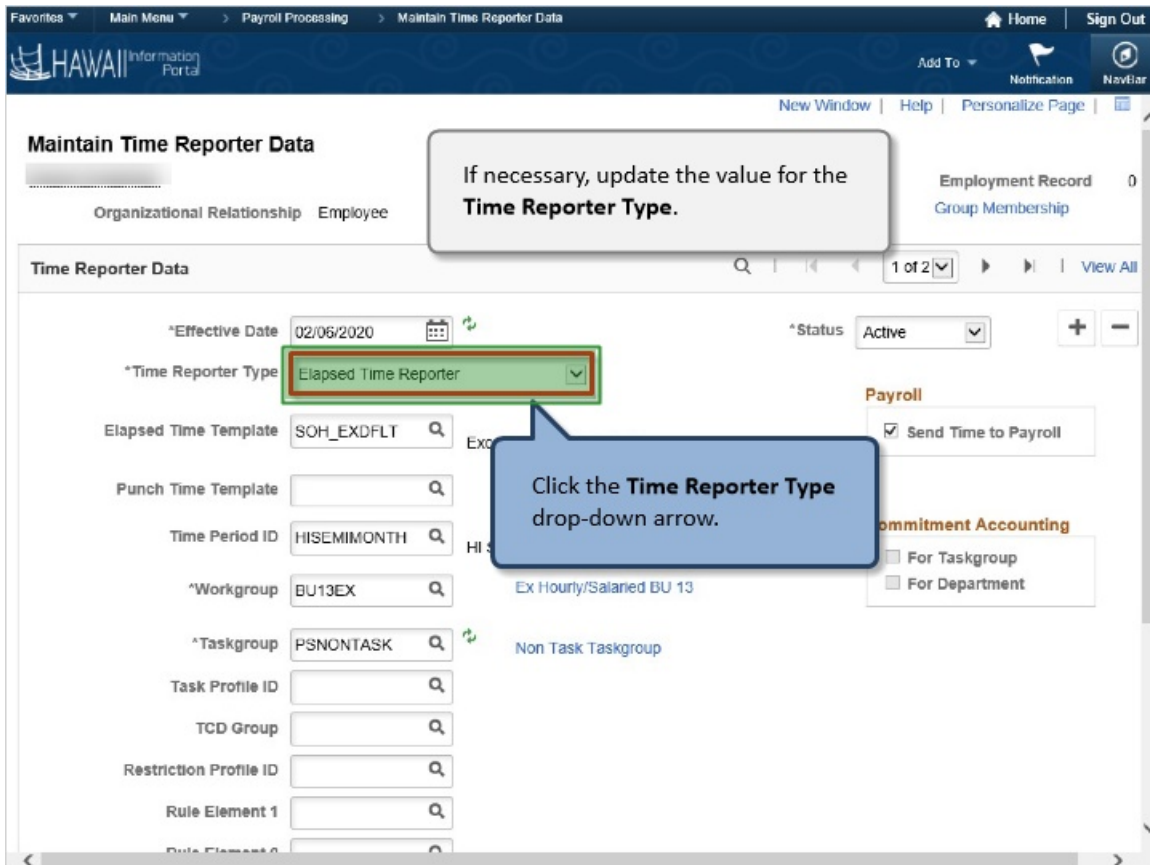
The **Maintain Time Reporter Data** page displays.

Click the '+ ' sign to insert a new **Effective-Dated Row**.



Enter the date the updated data becomes effective in the **Effective Date** field.

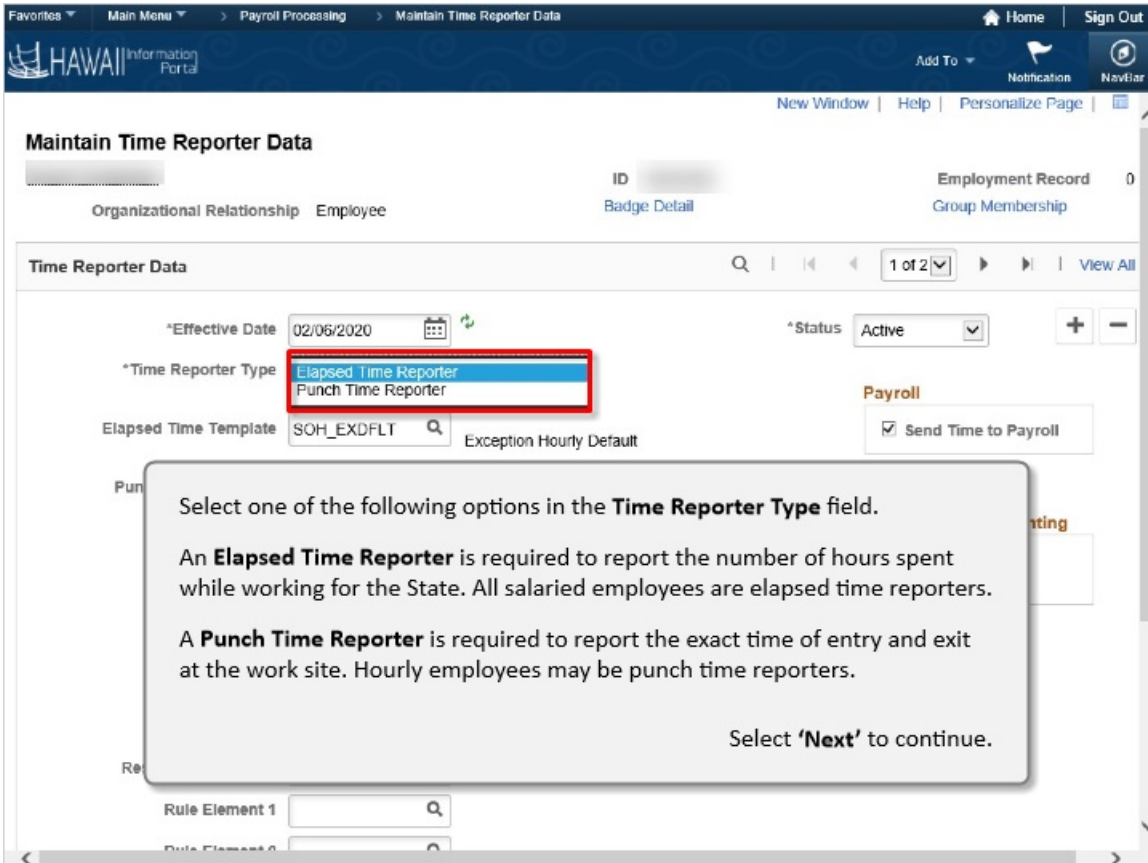
The **Effective Date** field defaults to today's date, but you can change it if necessary.



The screenshot shows the 'Maintain Time Reporter Data' page in the HAWAII Information Portal. The page has a dark blue header with navigation links like 'Favorites', 'Main Menu', 'Payroll Processing', and 'Maintain Time Reporter Data'. Below the header, there's a sub-header 'Maintain Time Reporter Data' with tabs for 'Organizational Relationship' and 'Employee'. A search bar and 'View All' link are on the right. The main form area contains several fields: '*Effective Date' (02/06/2020), '*Time Reporter Type' (Elapsed Time Reporter), 'Elapsed Time Template' (SOH_EXDFLT), 'Punch Time Template', 'Time Period ID' (HISEMIMONTH), '*Workgroup' (BU13EX), '*Taskgroup' (PSNONTASK), 'Task Profile ID', 'TCD Group', 'Restriction Profile ID', and 'Rule Element 1'. To the right of the form are sections for 'Payroll' (with a 'Send Time to Payroll' checkbox) and 'Commitment Accounting' (with checkboxes for 'For Taskgroup' and 'For Department'). Two callout boxes are present: a grey one at the top right saying 'If necessary, update the value for the Time Reporter Type.' and a blue one pointing to the '*Time Reporter Type' dropdown saying 'Click the Time Reporter Type drop-down arrow.'

If necessary, update the value for the **Time Reporter Type**.

Click the **Time Reporter Type** drop-down arrow.



Maintain Time Reporter Data

Organizational Relationship Employee ID Badge Detail Employment Record 0 Group Membership

Time Reporter Data 1 of 2 View All

*Effective Date 02/06/2020 *Status Active

*Time Reporter Type **Elapsed Time Reporter** Punch Time Reporter

Elapsed Time Template SOH_EXDFLT Exception Hourly Default Payroll ☒ Send Time to Payroll

Select one of the following options in the **Time Reporter Type** field.

An **Elapsed Time Reporter** is required to report the number of hours spent while working for the State. All salaried employees are elapsed time reporters.

A **Punch Time Reporter** is required to report the exact time of entry and exit at the work site. Hourly employees may be punch time reporters.

Select '**Next**' to continue.

Select one of the following options in the **Time Reporter Type** field.

An **Elapsed Time Reporter** is required to report the number of hours spent while working for the State. All salaried employees are elapsed time reporters.

A **Punch Time Reporter** is required to report the exact time of entry and exit at the work site. Hourly employees may be punch time reporters.

[Favorites](#) | [Main Menu](#) | [Payroll Processing](#) | [Maintain Time Reporter Data](#) | [Home](#) | [Sign Out](#)

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

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

Maintain Time Reporter Data

[Organizational Relationship](#) | [Employee](#) | ID: [REDACTED] | [Badge Detail](#) | [Employment Record](#) | [Group Membership](#)

[Time Reporter Data](#) | 1 of 2 | [View All](#)

*Effective Date: 02/06/2020 | *Status: Active

*Time Reporter Type: **Elapsed Time Reporter**

Elapsed Time Template: SOH_EXDFLT | Exception Hourly Default

Punch Time Template: [REDACTED]

Time Period ID: HISEMIMONTH | HI Semi Monthly

*Workgroup: BU13EX | Ex Hourly/Salaried BU 13

*Taskgroup: PSNONTASK | Non Task Taskgroup

Task Profile ID: [REDACTED]

TCD Group: [REDACTED]

Restriction Profile ID: [REDACTED]

Rule Element 1: [REDACTED]

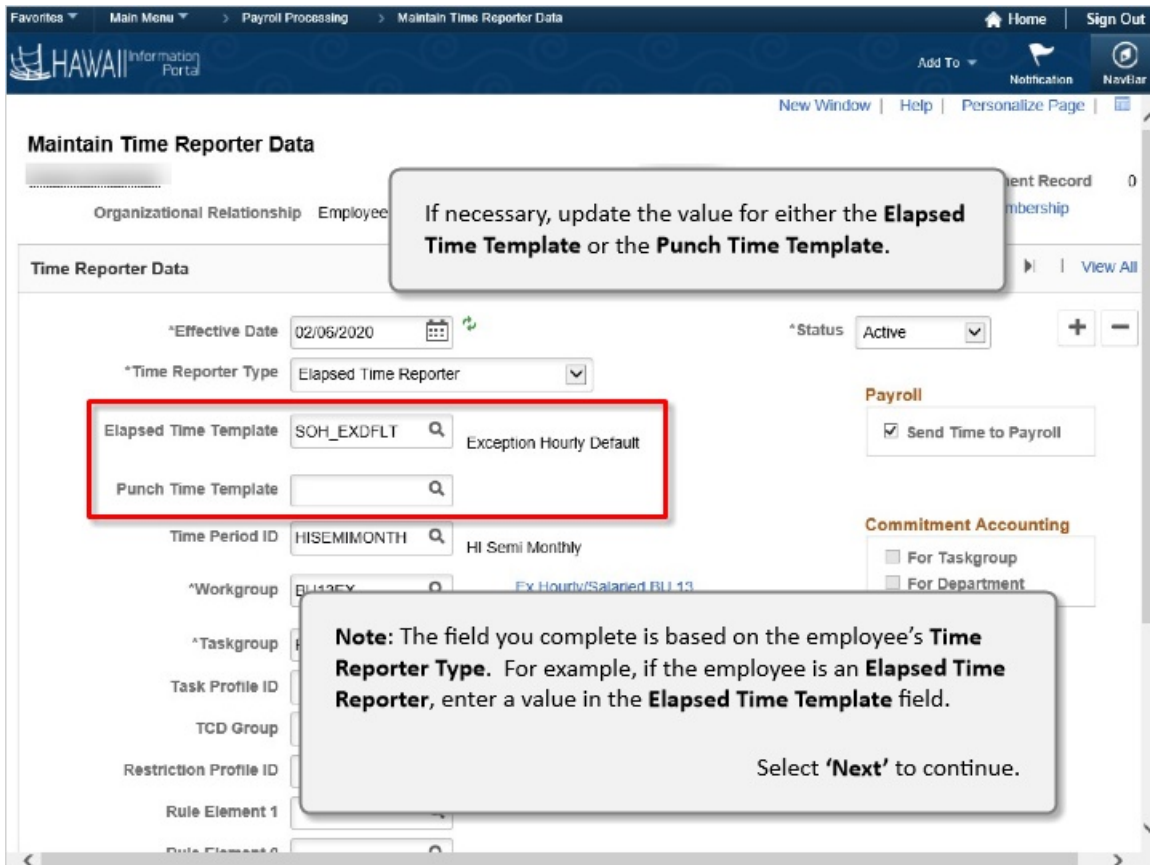
Rule Element 2: [REDACTED]

Commitment Accounting

☐ For Taskgroup
☐ For Department

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

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



Maintain Time Reporter Data

Organizational Relationship Employee

Time Reporter Data

*Effective Date: 02/06/2020

*Status: Active

*Time Reporter Type: Elapsed Time Reporter

Elapsed Time Template: SOH_EXDFLT Exception Hourly Default

Punch Time Template:

Time Period ID: HISEMIMONTH HI Semi Monthly

*Workgroup: BU12EX Ex Hourly/Salaried BU 12

*Taskgroup:

Task Profile ID:

TCD Group:

Restriction Profile ID:

Rule Element 1:

Rule Element 2:

Payroll

☒ Send Time to Payroll

Commitment Accounting

☐ For Taskgroup

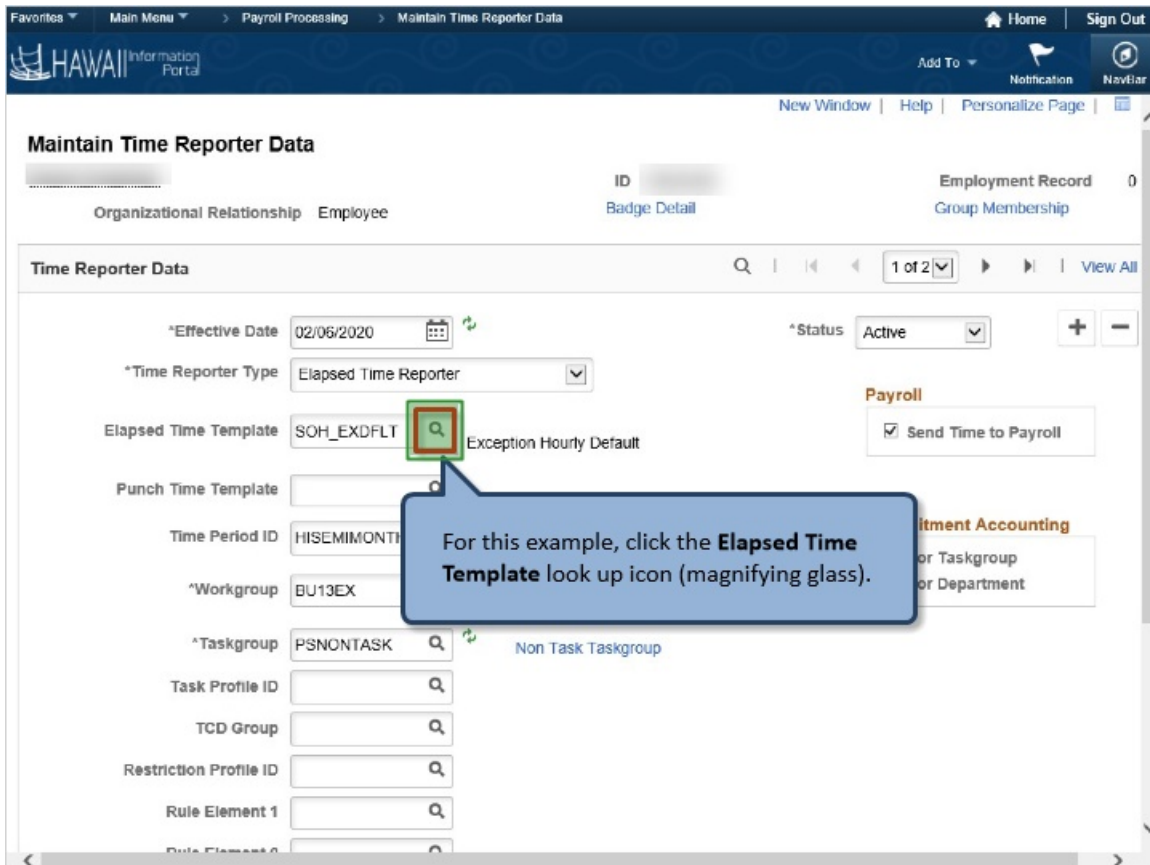
☐ For Department

Note: The field you complete is based on the employee's **Time Reporter Type**. For example, if the employee is an **Elapsed Time Reporter**, enter a value in the **Elapsed Time Template** field.

Select '**Next**' to continue.

If necessary, update the value for either the **Elapsed Time Template** or the **Punch Time Template**.

Note: The field you complete is based on the employee's **Time Reporter Type**. For example, if the employee is an **Elapsed Time Reporter**, enter a value in the **Elapsed Time Template** field.



Maintain Time Reporter Data

Organizational Relationship Employee ID Badge Detail Employment Record 0 Group Membership

Time Reporter Data 1 of 2 View All

*Effective Date 02/06/2020 *Status Active

*Time Reporter Type Elapsed Time Reporter

Elapsed Time Template SOH_EXDFLT Exception Hourly Default

Punch Time Template

Time Period ID HISEMIMONTI

*Workgroup BU13EX

*Taskgroup PSNONTASK Non Task Taskgroup

Task Profile ID

TCD Group

Restriction Profile ID

Rule Element 1

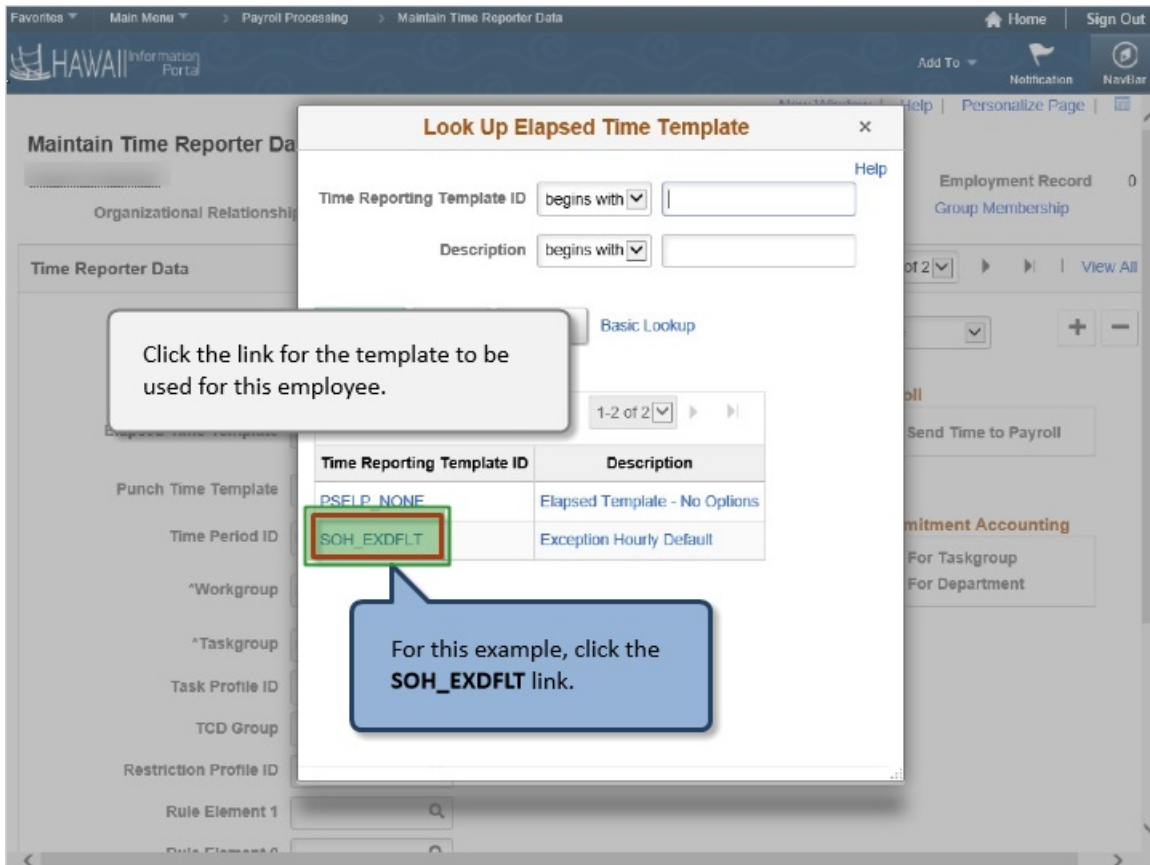
Rule Element 2

Payroll ☒ Send Time to Payroll

Assignment Accounting or Taskgroup or Department

For this example, click the **Elapsed Time Template** look up icon (magnifying glass).

For this example, click the **Elapsed Time Template** look up icon (magnifying glass).



Look Up Elapsed Time Template

Time Reporting Template ID begins with

Description begins with

Basic Lookup

1-2 of 2

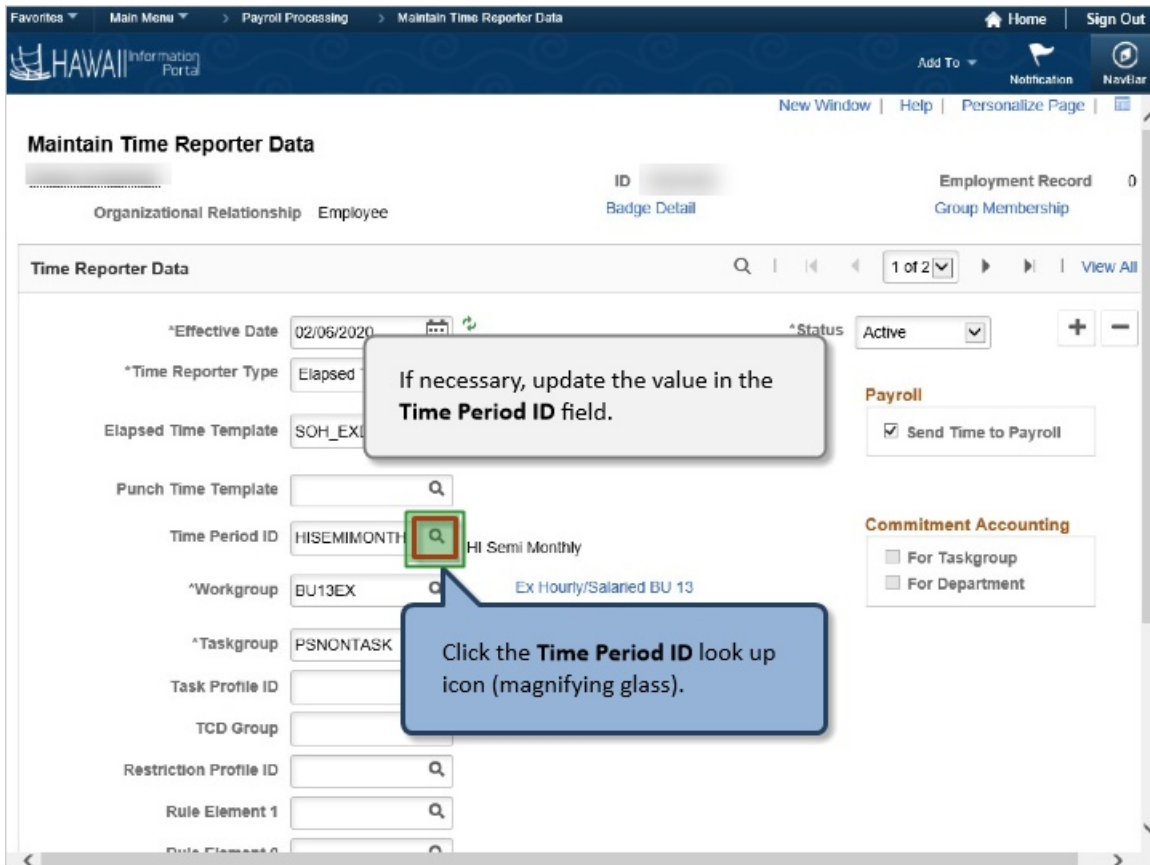
Time Reporting Template ID	Description
PSELP_NONE	Elapsed Template - No Options
SOH_EXDFLT	Exception Hourly Default

Click the link for the template to be used for this employee.

For this example, click the SOH_EXDFLT link.

Click the link for the template to be used for this employee.

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



Maintain Time Reporter Data

ID [REDACTED] Employment Record 0

Organizational Relationship Employee Badge Detail Group Membership

Time Reporter Data 1 of 2 View All

*Effective Date 02/06/2020 *Status Active

*Time Reporter Type Elapsed

Elapsed Time Template SOH_EXL

Punch Time Template

Time Period ID HI SEMIMONTHLY HI Semi Monthly

*Workgroup BU13EX Ex Hourly/Salaried BU 13

*Taskgroup PSNONTASK

Task Profile ID

TCD Group

Restriction Profile ID

Rule Element 1

Rule Element 2

Payroll

☒ Send Time to Payroll

Commitment Accounting

☐ For Taskgroup

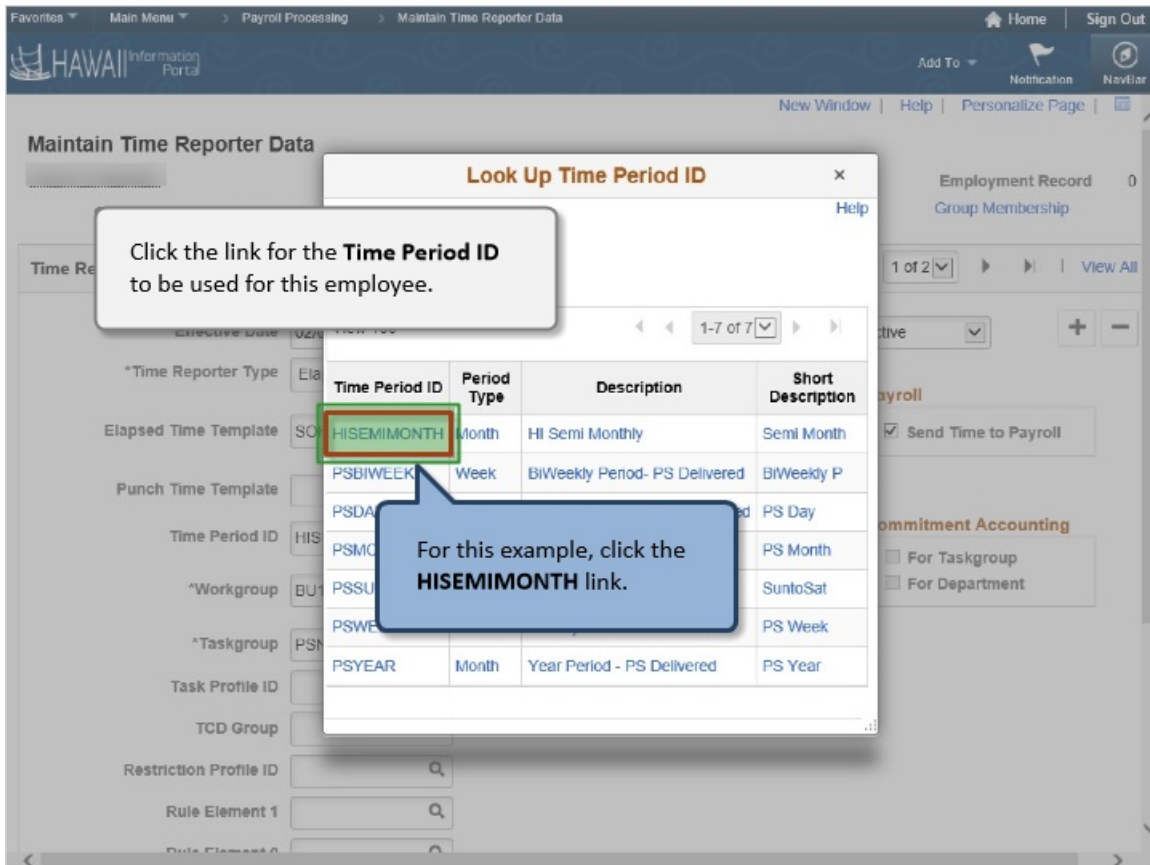
☐ For Department

If necessary, update the value in the **Time Period ID** field.

Click the **Time Period ID** look up icon (magnifying glass).

If necessary, update the value in the **Time Period ID** field.

Click the **Time Period ID** look up icon (magnifying glass).



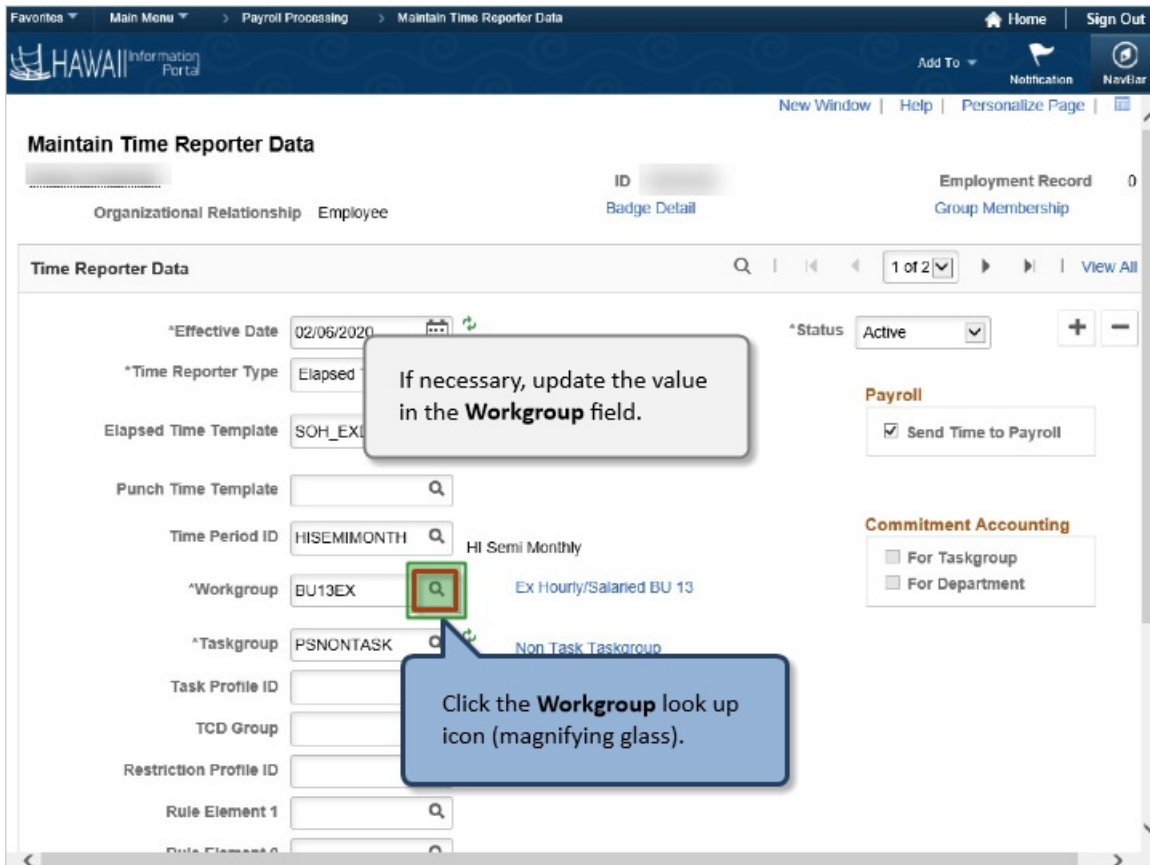
Click the link for the **Time Period ID** to be used for this employee.

Time Period ID	Period Type	Description	Short Description
HISEMIMONTH	Month	HI Semi Monthly	Semi Month
PSBIWEEK	Week	BiWeekly Period- PS Delivered	BiWeekly P
PSDAY	Day	PS Day	PS Day
PSMONTH	Month	PS Month	PS Month
PSSUNTO	SuntoSat	SuntoSat	SuntoSat
PSWEEK	PS Week	PS Week	PS Week
PSYEAR	Month	Year Period - PS Delivered	PS Year

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

Click the link for the **Time Period ID** to be used for this employee.

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



Maintain Time Reporter Data

Organizational Relationship Employee

ID [redacted] Employment Record 0

Badge Detail Group Membership

Time Reporter Data

*Effective Date 02/06/2020

*Time Reporter Type Elapsed

Elapsed Time Template SOH_EXL

Punch Time Template

Time Period ID HISEMIMONTH HI Semi Monthly

*Workgroup BU13EX Ex Hourly/Salaried BU 13

*Taskgroup PSNONTASK Non Task Taskgroup

Task Profile ID

TCD Group

Restriction Profile ID

Rule Element 1

Rule Element 2

*Status Active

Payroll

☒ Send Time to Payroll

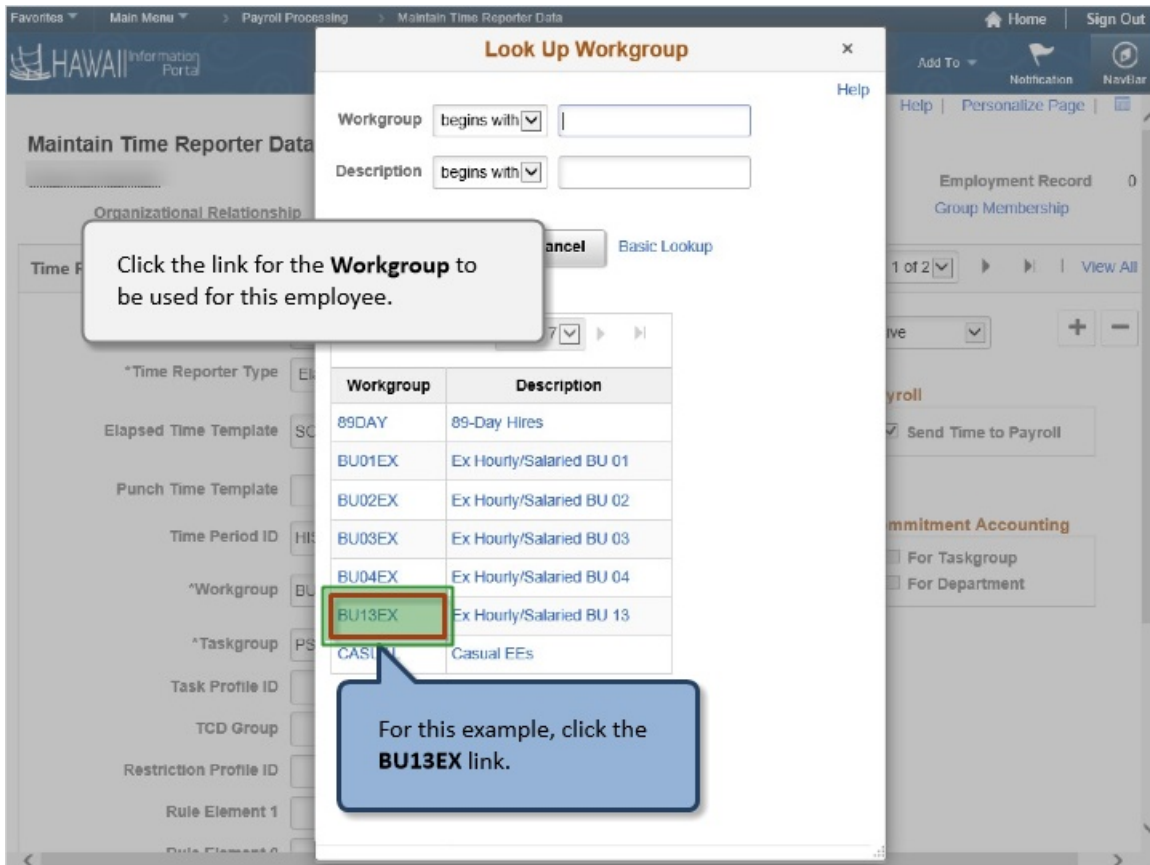
Commitment Accounting

☐ For Taskgroup

☐ For Department

If necessary, update the value in the **Workgroup** field.

Click the **Workgroup** look up icon (magnifying glass).



Look Up Workgroup

Workgroup begins with

Description begins with

Cancel Basic Lookup

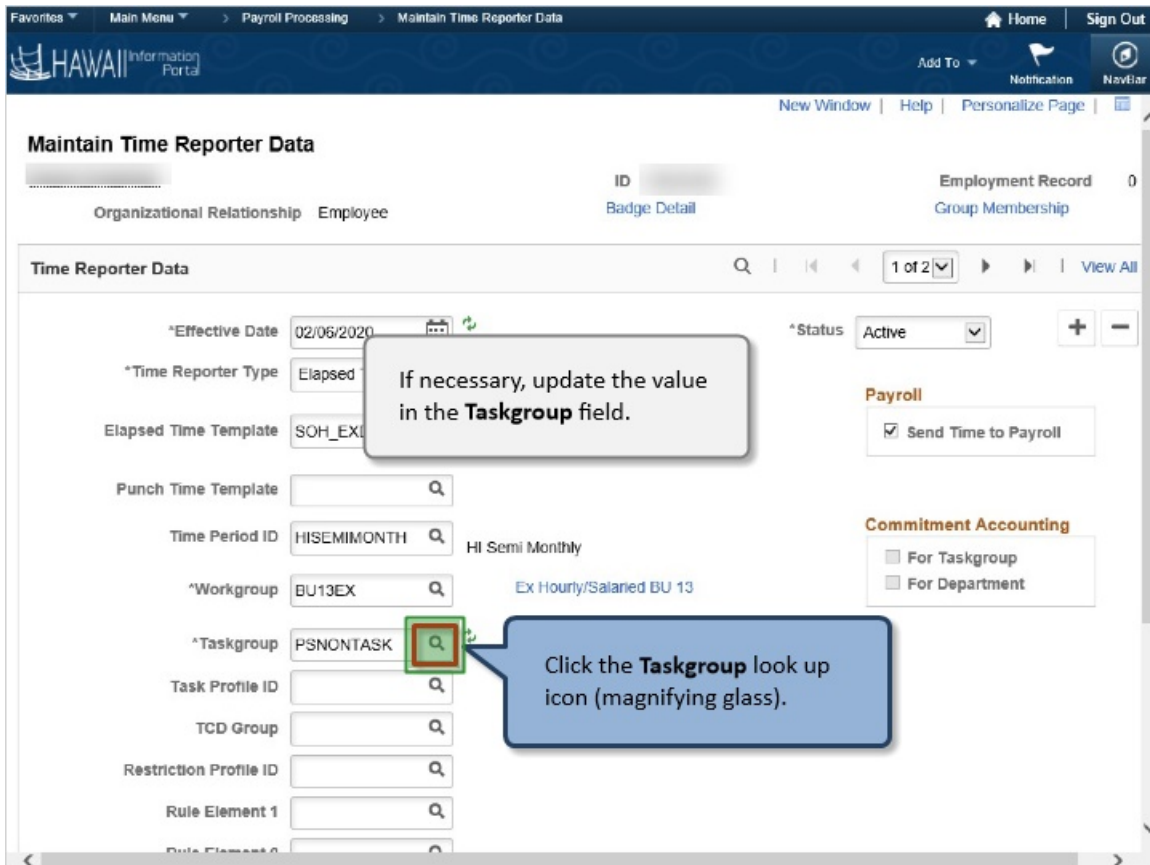
Click the link for the **Workgroup** to be used for this employee.

Workgroup	Description
89DAY	89-Day Hires
BU01EX	Ex Hourly/Salaried BU 01
BU02EX	Ex Hourly/Salaried BU 02
BU03EX	Ex Hourly/Salaried BU 03
BU04EX	Ex Hourly/Salaried BU 04
BU13EX	Ex Hourly/Salaried BU 13
CASUAL	Casual EEs

For this example, click the **BU13EX** link.

Click the link for the **Workgroup** to be used for this employee.

For this example, click the **BU13EX** link.



Maintain Time Reporter Data

Organizational Relationship Employee

ID [REDACTED] Employment Record 0

Badge Detail Group Membership

Time Reporter Data

*Effective Date 02/06/2020

*Time Reporter Type Elapsed

Elapsed Time Template SOH_EXL

Punch Time Template

Time Period ID HISEMIMONTH HI Semi Monthly

*Workgroup BU13EX Ex Hourly/Salaried BU 13

*Taskgroup PSNONTASK

Task Profile ID

TCD Group

Restriction Profile ID

Rule Element 1

Rule Element 2

*Status Active

Payroll

☒ Send Time to Payroll

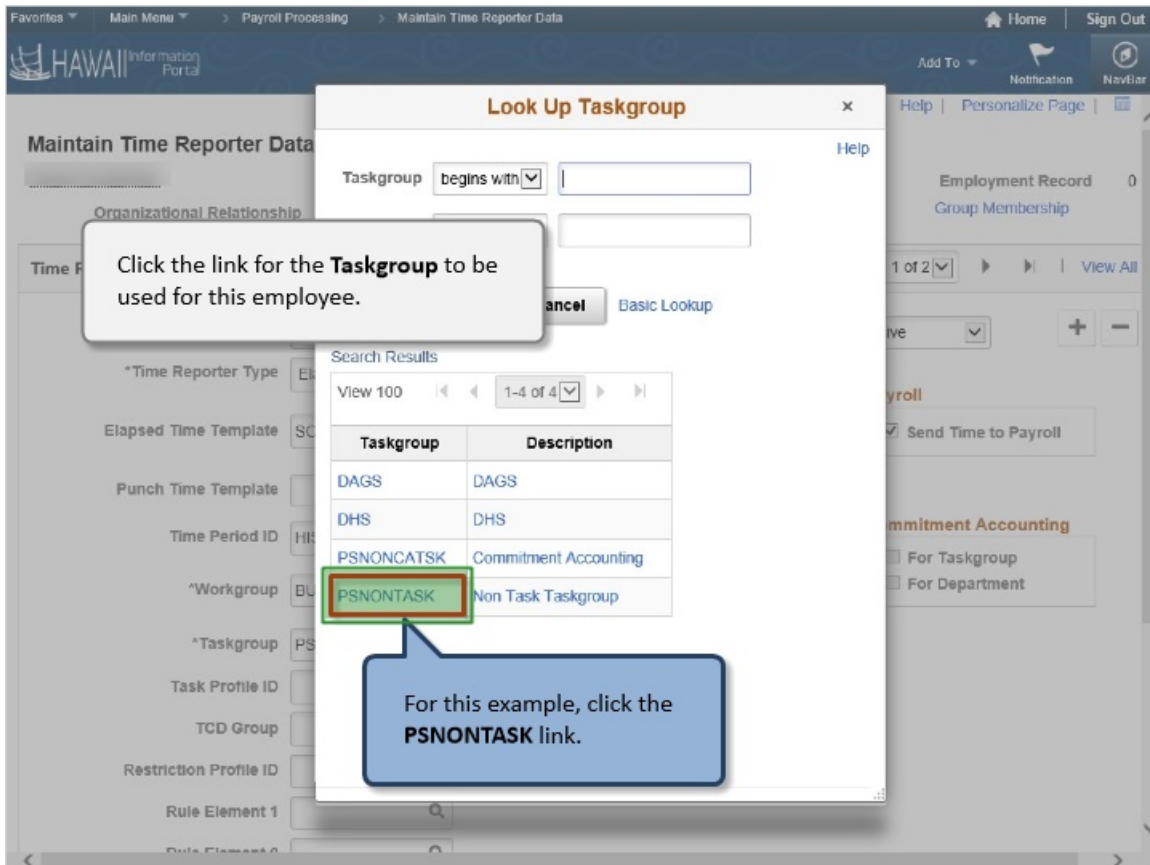
Commitment Accounting

☐ For Taskgroup

☐ For Department

If necessary, update the value in the **Taskgroup** field.

Click the **Taskgroup** look up icon (magnifying glass).



Look Up Taskgroup

Taskgroup begins with

Search Results

View 100 1-4 of 4

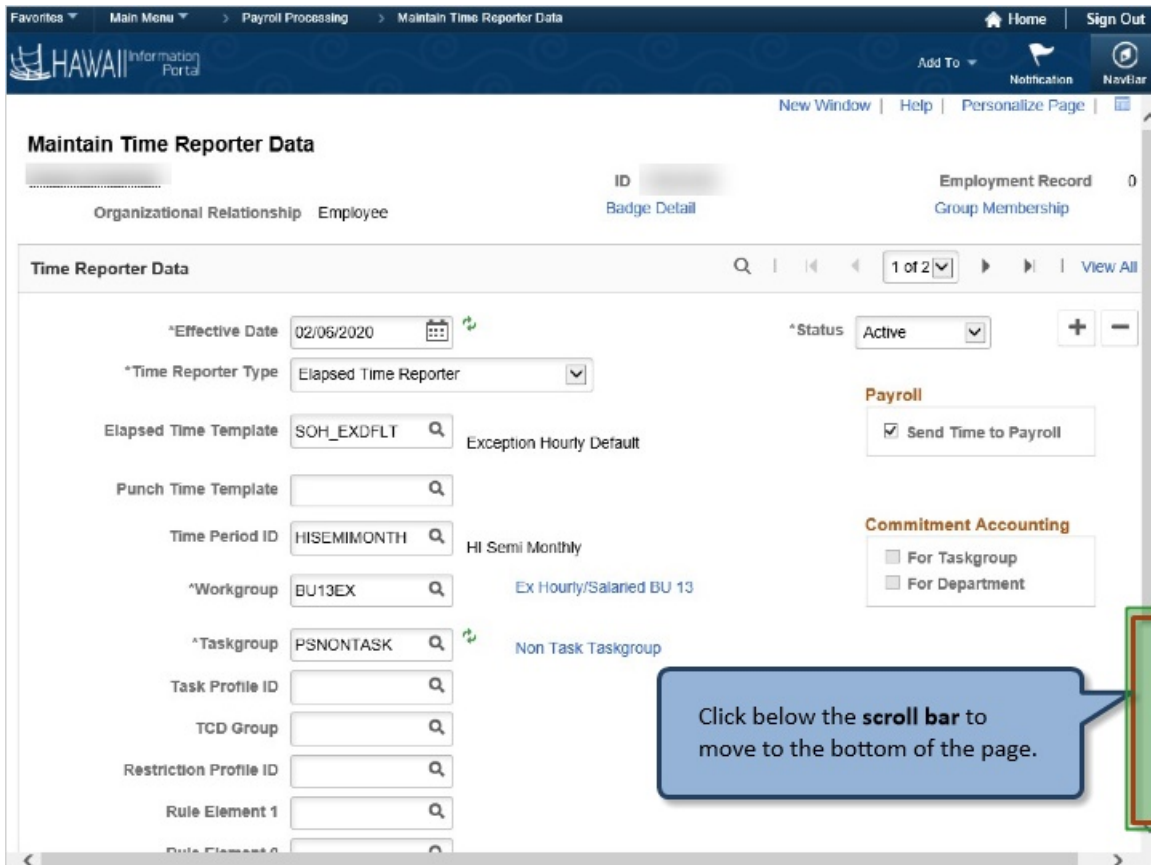
Taskgroup	Description
DAGS	DAGS
DHS	DHS
PSNONCATSK	Commitment Accounting
PSNONTASK	Non Task Taskgroup

Click the link for the **Taskgroup** to be used for this employee.

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

Click the link for the **Taskgroup** to be used for this employee.

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



Maintain Time Reporter Data

Organizational Relationship Employee ID Badge Detail Employment Record 0 Group Membership

Time Reporter Data 1 of 2 View All

*Effective Date 02/06/2020 *Status Active

*Time Reporter Type Elapsed Time Reporter

Elapsed Time Template SOH_EXDFLT Exception Hourly Default

Punch Time Template

Time Period ID HISEMIMONTH HI Semi Monthly

*Workgroup BU13EX Ex Hourly/Salaried BU 13

*Taskgroup PSNONTASK Non Task Taskgroup

Task Profile ID

TCD Group

Restriction Profile ID

Rule Element 1

Rule Element 2

Payroll
☒ Send Time to Payroll

Commitment Accounting
☐ For Taskgroup
☐ For Department

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

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

Click the **Save** button.

The system is now configured to report time for this employee using the new parameters.
Select 'Next' to continue.

Maintain Time Reporter Data

Organizational Relationship: Employee

Time Reporter Data

*Effective Date: 02/06/2020
*Time Reporter Type: Elapsed Time Reporter
Elapsed Time Template: SOH_EXDFLT (Exception Hourly Default)
Punch Time Template:
Time Period ID: HISEMIMONTH (HI Semi Monthly)
*Workgroup: BU13EX (Ex Hourly/Salaried BU 13)
*Taskgroup: PSNONTASK (Non Task Taskgroup)
Task Profile ID:
TCD Group:
Restriction Profile ID:
Rule Element 1:
Rule Element 2:

*Status: Active

Payroll
☒ Send Time to Payroll

Commitment Accounting
☐ For Taskgroup
☐ For Department

The system is now configured to report time for this employee using the new parameters.



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.

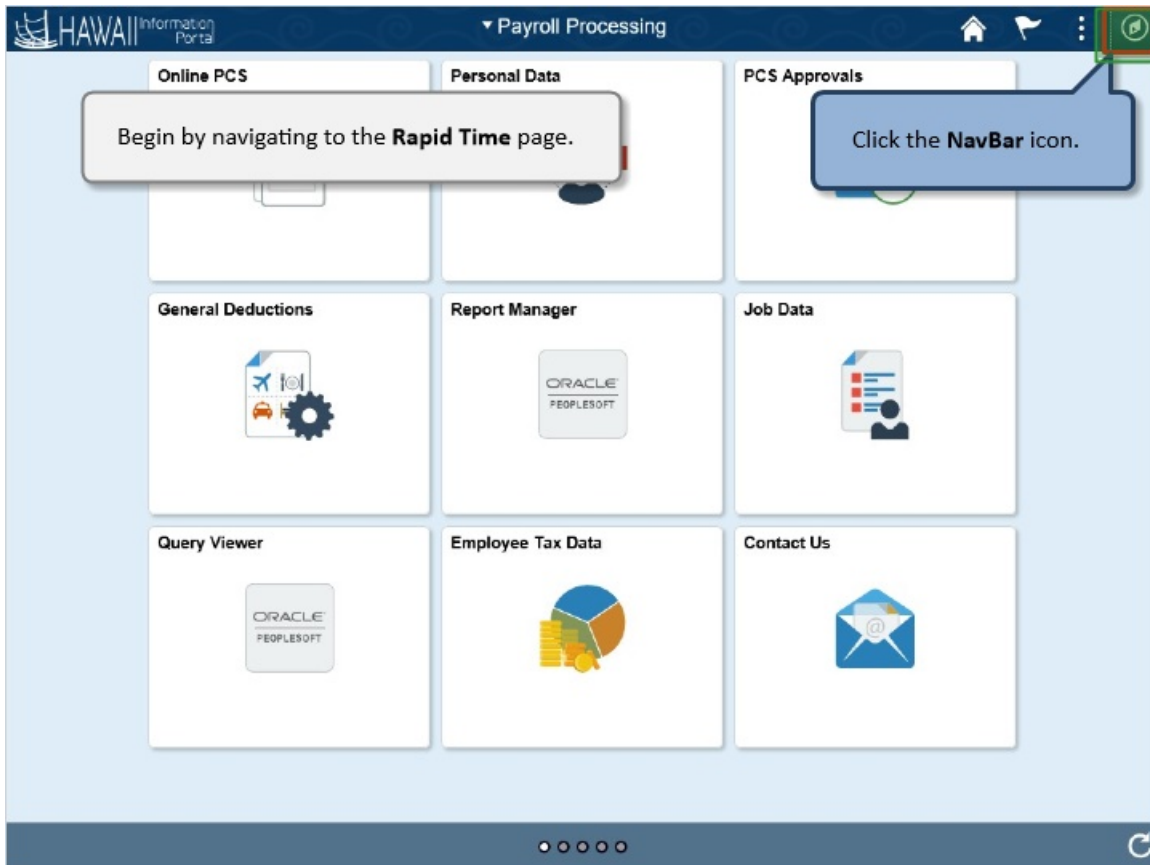


Report Rapid Time

Lesson Scenario

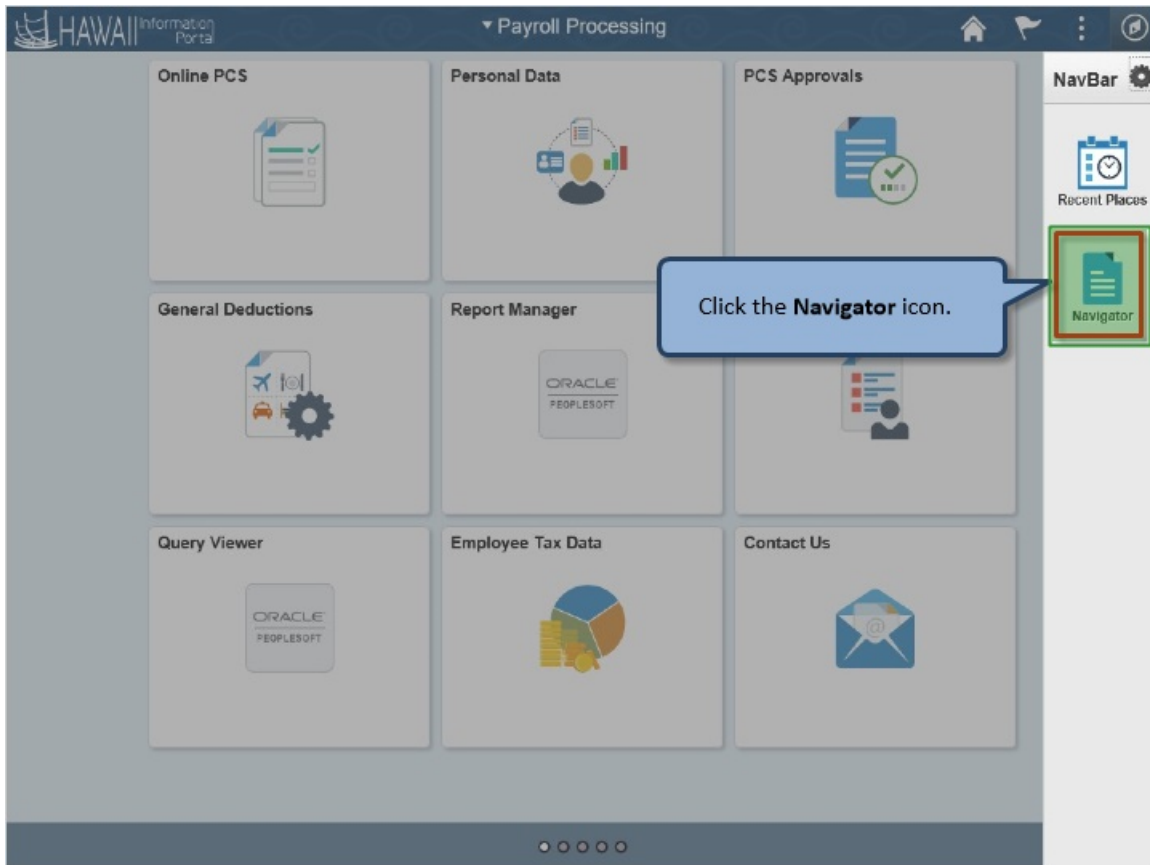
In this lesson, you will learn to use rapid time entry.

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.

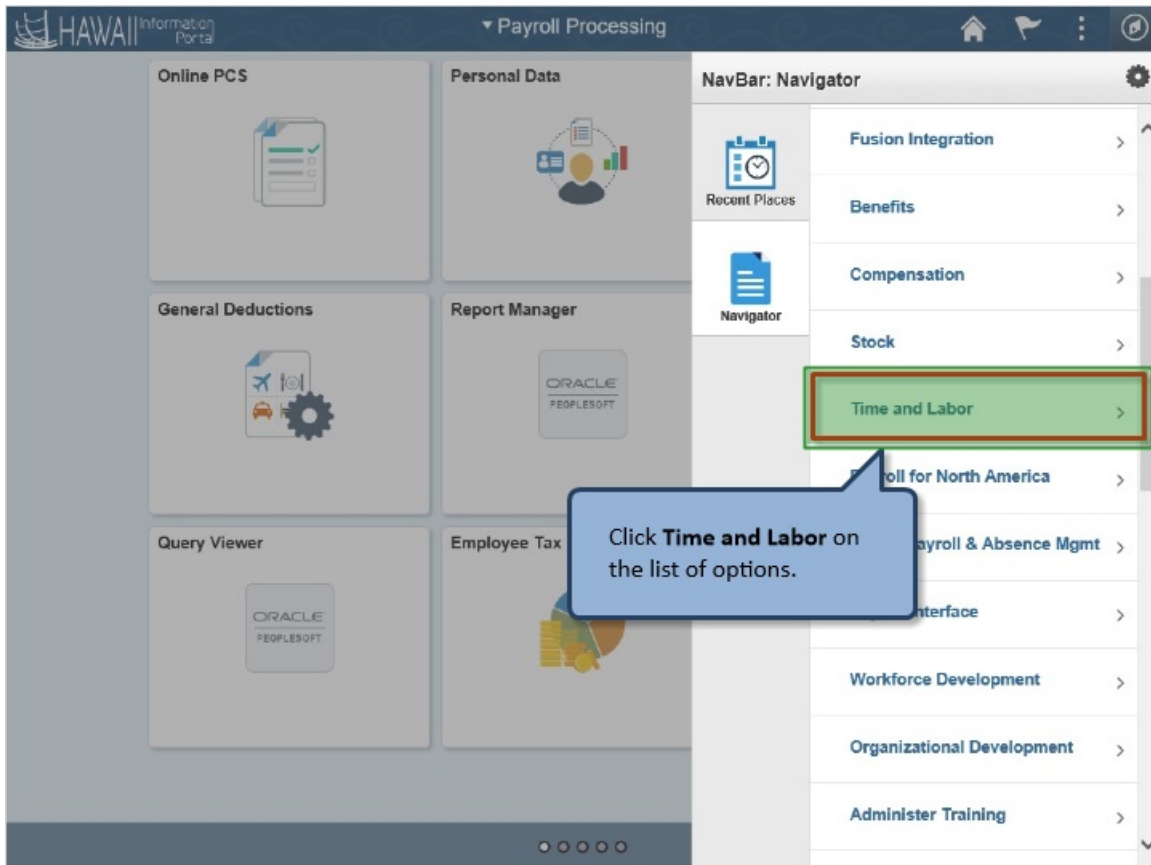


Begin by navigating to the **Rapid Time** page.

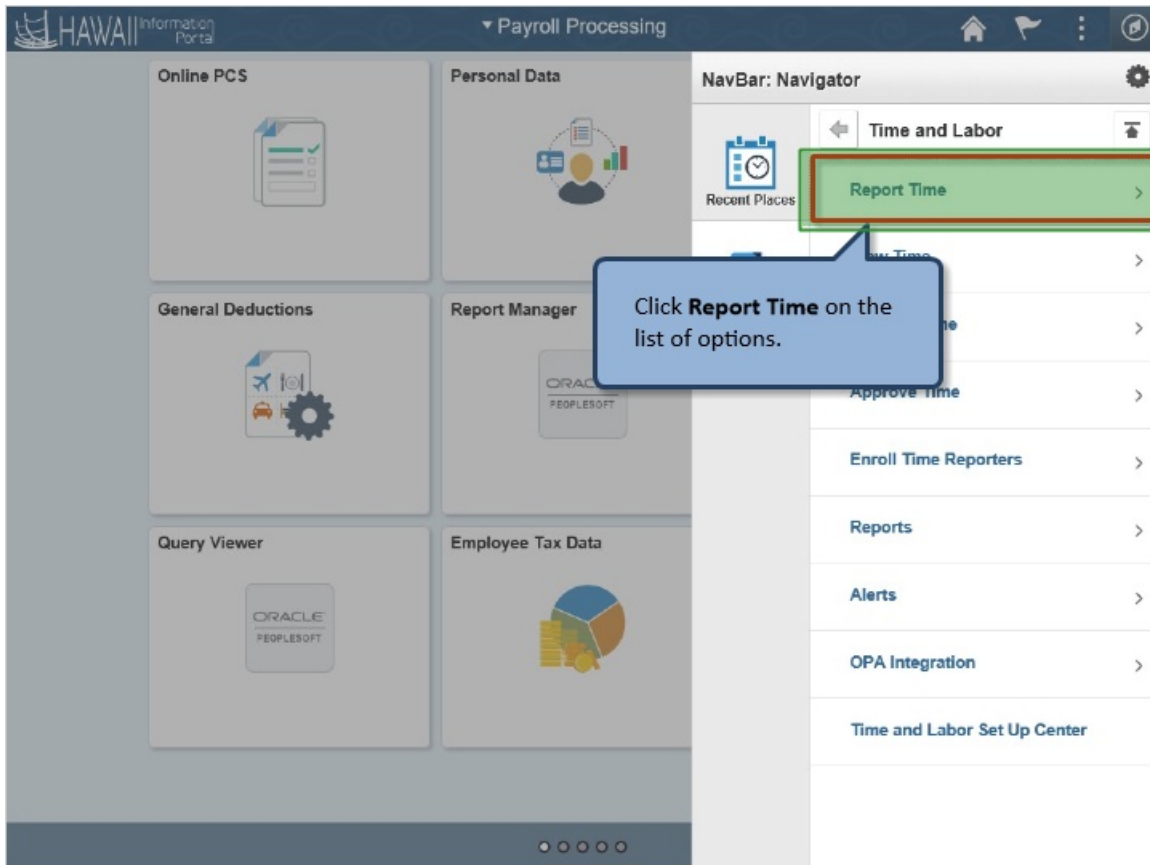
Click the **NavBar** icon.



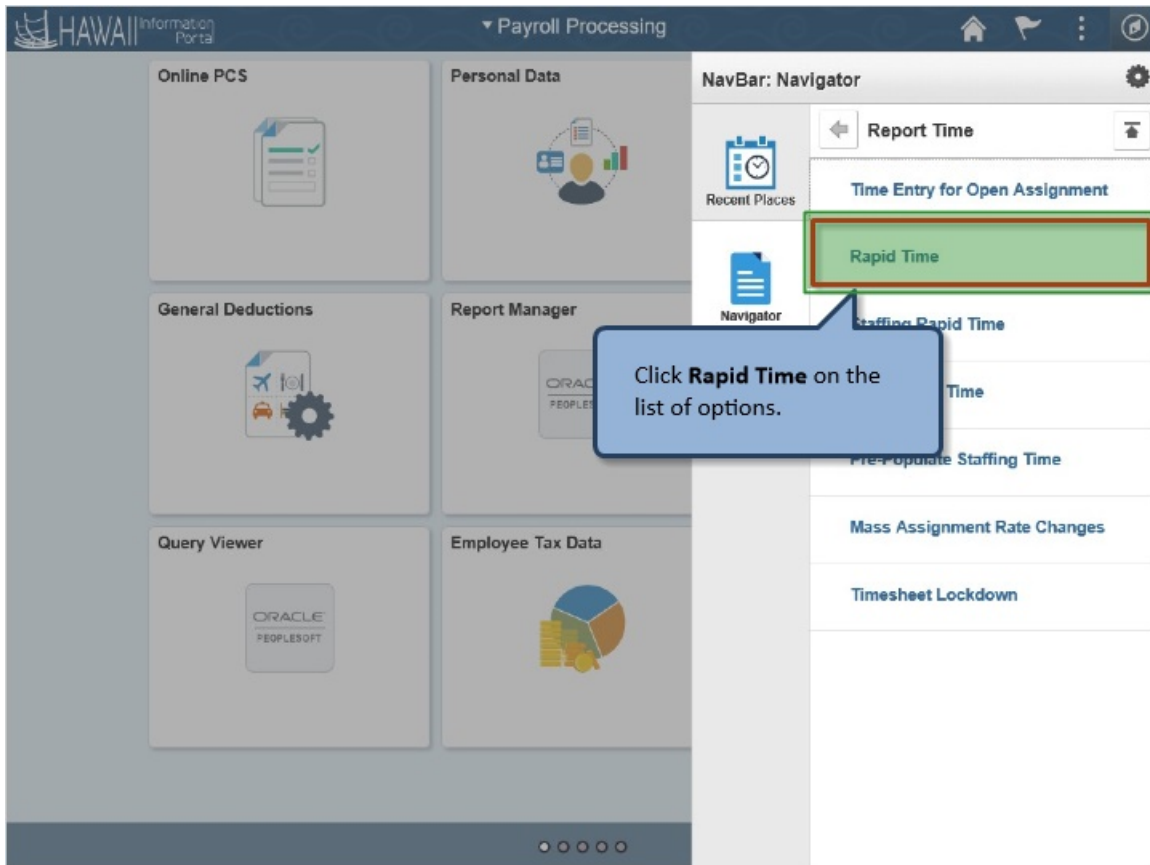
Click the **Navigator** icon.



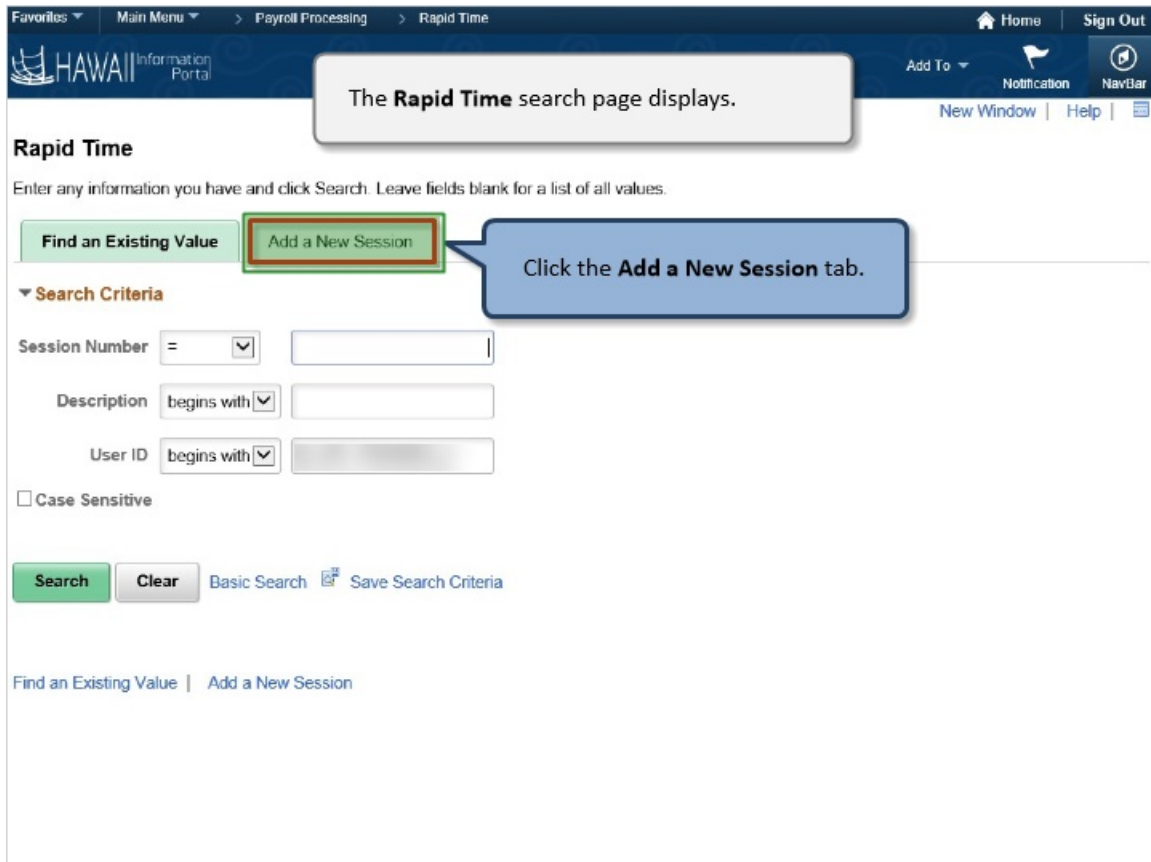
Click **Time and Labor** on the list of options.



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



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



The screenshot shows the 'Rapid Time' search interface. At the top, a dark blue navigation bar contains links for 'Favorites', 'Main Menu', 'Payroll Processing', and 'Rapid Time'. On the right, there are links for 'Home', 'Sign Out', 'Add To', 'Notification', and 'NavBar'. Below the navigation bar, a light blue banner reads 'The **Rapid Time** search page displays.' The main content area is titled 'Rapid Time' and includes the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Two tabs are visible: 'Find an Existing Value' and 'Add a New Session'. The 'Add a New Session' tab is highlighted with a red border, and a blue callout bubble points to it with the text 'Click the **Add a New Session** tab.' Below the tabs, the 'Search Criteria' section contains three input fields: 'Session Number' with a dropdown set to '=', 'Description' with a dropdown set to 'begins with', and 'User ID' with a dropdown set to 'begins with'. There is also a 'Case Sensitive' checkbox. At the bottom of the search criteria, there are buttons for 'Search' (green), 'Clear' (grey), 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria' (with a floppy disk icon). At the very bottom, there are links for 'Find an Existing Value' and 'Add a New Session'.

The **Rapid Time** search page displays.

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

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

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

Rapid Time

Rapid Session Information

*Description

*Template Type Punch Time Reporter

*Template

*Processing Mode Replacement

Session Number 999999999

Session Status Not Submitted

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

User ID

Rapid Detail Information

Delete	*Emp
<input type="checkbox"/>	<input type="checkbox"/>

The **Rapid Time** page displays.

Complete the **Rapid Session Information** section.

Select '**Next**' to continue.

Add or Remove Rows

Rows to Add

☒ Copy Down Values from Last Row

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 Time

Rapid Session Information

*Description

*Template Type

*Template

*Processing Mode

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

User ID

Rapid Detail Information

1-1 of 1

Delete	*Empl ID	Empl Record	*Date
<input type="checkbox"/>	<input type="text"/>	<input type="text" value="0"/>	<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.

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

[Home](#) | [Sign Out](#)

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

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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

1-1 of 1

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.

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

[Add To](#) | [Notification](#) | [NavBar](#) | [Help](#) | [Personalize Page](#) | [Process Monitor](#)

Rapid Time

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

Rapid Session Information

*Description	Test Rapid Time	Session Number	999999999
*Template Type	Punch Time Reporter	Session Status	Not Submitted
*Template		Last Updated	01/30/20 12:23:08PM
*Processing Mode	Replacement		

Rapid Detail Information

Delete	*Empl ID	Empl Record	*Date
<input type="checkbox"/>		0	

Add or Remove Rows

Rows to Add:
☒ Copy Down Values from Last Row

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

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

[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: Session Number: 999999999
 *Template Type: **Elapsed Time Reporter** Session Status: Not Submitted
 *Template: Date: 01/30/20 12:23:08PM
 *Processing Mode: Replaceme ID:

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

Rapid Detail Information

1-1 of 1

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

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

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[Add To](#) | [Notification](#) | [NavBar](#) | [Help](#) | [Personalize Page](#)

Rapid Time

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

Rapid Session Information

*Description	Test Rapid Time	Session Number	999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	<input type="text"/>	Last Updated	01/30/20 12:23:08PM
*Processing Mode	Replacement		

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

Rapid Detail Information

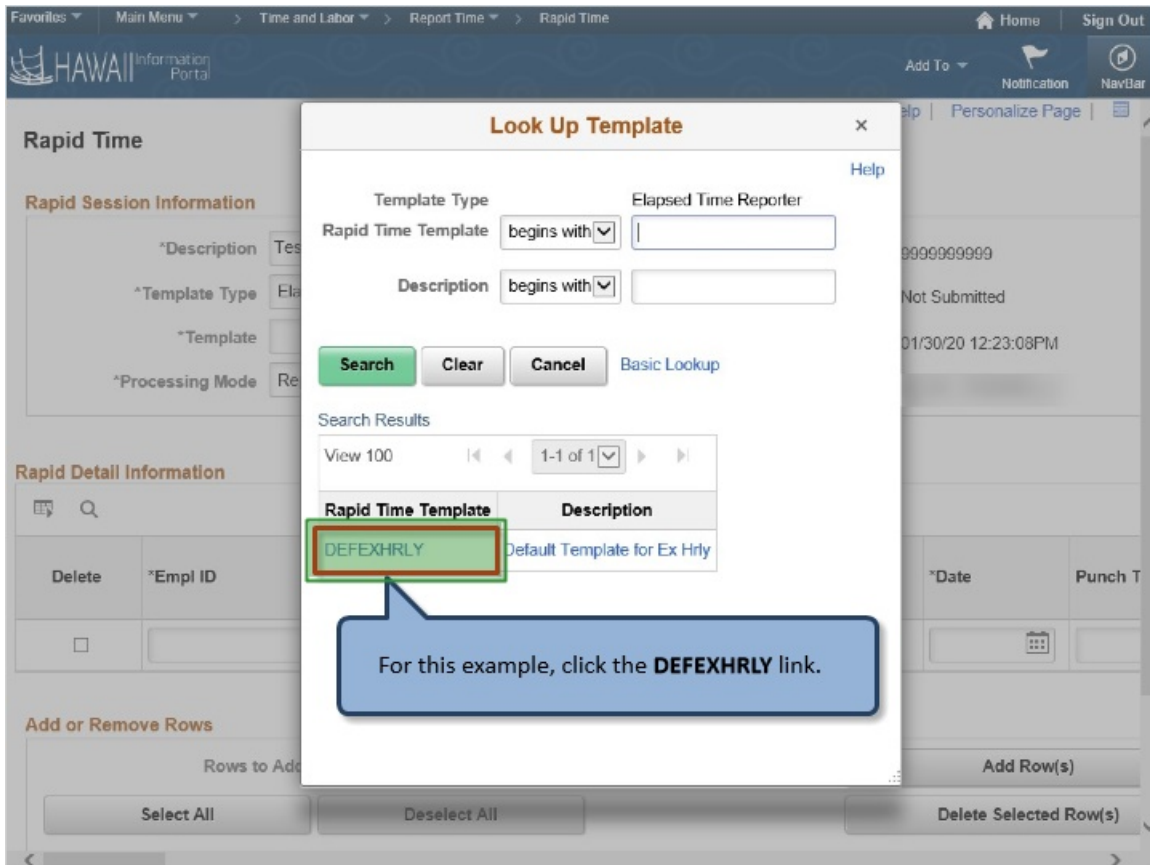
Delete	*Empl ID	Empl Record	Name	*Date	Punch T
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	

Add or Remove Rows

Rows to Add:
☒ Copy Down Values from Last Row

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

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



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

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[Add To](#) | [Notification](#) | [NavBar](#) | [Help](#) | [Personalize Page](#) | [Process Monitor](#)

Rapid Time

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

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	Replacement	User ID	

Rapid Detail Information

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

Add or Remove Rows

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

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.

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

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[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	<div style="border: 1px solid black; padding: 2px;"> Addition Correction Replacement </div>	Last Updated	01/30/20 12:23:08PM
*Processing Mode		User ID	

Click 'Addition' on the list of values.

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

☒ Copy Down Values from Last Row
☐ Increment Date

Add Row(s)

Select All

Deselect All

Delete Selected Row

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

[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
 *Template Type: Elapsed Time Reporter
 *Template: DEFEXHRLY
 *Processing Mode: Addition

Session Number 9999999999
 Session Status: Not Submitted
 Last Updated: 01/30/20 12:23:08PM

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

Rapid Detail Information

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

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](#)

<https://hohs92.hio.hawaii.gov/osa/hohs92/EMPLOYEE/HRMS/s/>

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

[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
 *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

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.

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

<https://hohs92.hio.hawaii.gov/psa/hohs92/EMPLCYEE/HRMS/s/>

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.

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

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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"/>					

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

Add or Remove Rows

Rows to Add:
☒ Copy Down Values from Last Row
 ☐ Increment Date
 [Add Row\(s\)](#)

[Select All](#)
[Deselect All](#)
[Delete Selected Row](#)

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

[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: Session Number: 999999999
 *Template Type: Session Status: Not Submitted
 *Template: Updated: 01/30/20 12:23:08PM
 *Processing Mode: User ID:

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	TRC
<input type="checkbox"/>	<input type="text" value="00011000"/> <input type="button" value="Search"/>	<input type="text" value="0"/> <input type="button" value="Search"/>		<input type="text" value=""/>	<input type="text" value=""/>

Add or Remove Rows

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

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

Do not change the default unless the employee has multiple jobs with the State of Hawaii.

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

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

Rapid Time

Rapid Session Information

*Description: Session Number: 999999999
 *Template Type: Session Status: Not Submitted
 *Template: 01/30/20 12:23:08PM
 *Processing Mode:

Rapid Detail Information

*Empl ID:

Date	TRC
<input type="text"/>	<input type="text"/>

Add or Remove Rows

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

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.

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Rapid Time

Rapid Session Information

*Description	Test Rapid Time	Session Number	9999999999
*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"/>	00011000	0			

[Add or Remove Rows](#)

Rows to Add:
☒ Copy Down V ☐ Increment Date

Click the **Calendar** icon.

Click the **Calendar** icon.

[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
<input type="checkbox"/>	00011000	0	

[Add or Remove Rows](#)

Rows to Add:

[Select All](#) | [Deselect All](#)

Calendar

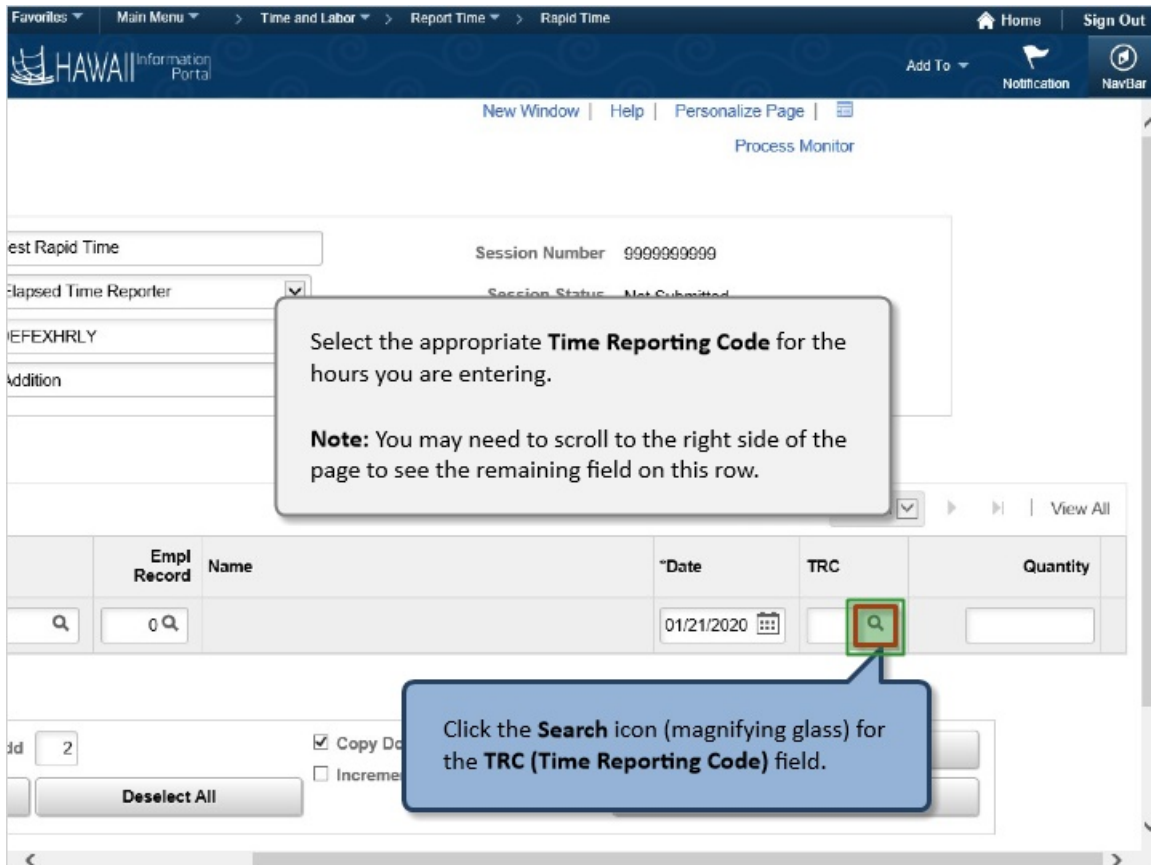
January 2020

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	

Current Date

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

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



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.

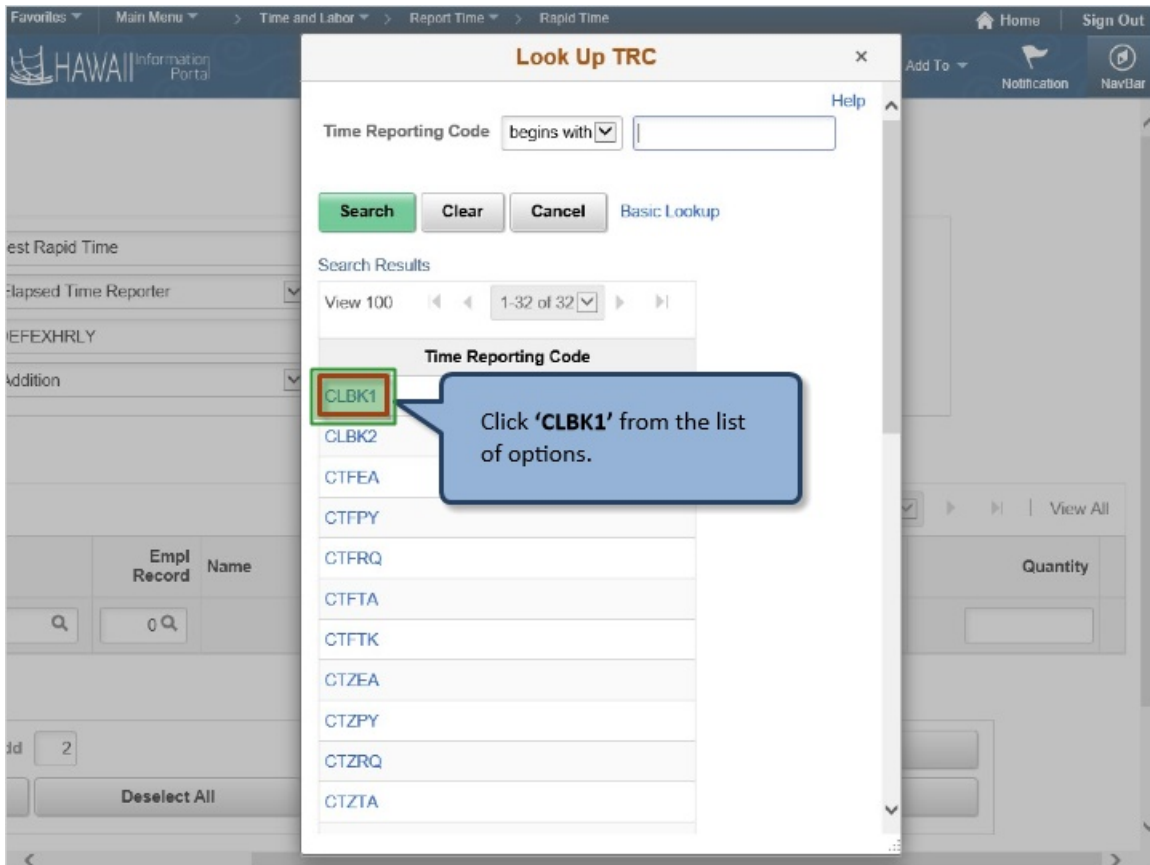
Empl Record	Name	Date	TRC	Quantity
0		01/21/2020		

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.

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

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

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Test Rapid Time
 Elapsed Time Reporter
 REFEXHRLY
 Addition

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

1-1 of 1 | [View All](#)

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

id: 2
☒ Copy Down Values from Last Row
☐ Increment Date
[Deselect All](#) | [Delete Selected Row\(s\)](#)

Click in **Quantity** field.

Click in **Quantity** field.

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

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

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Test Rapid Time
 Elapsed Time Reporter
 REFEXHRLY
 Addition

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

1-1 of 1 | [View All](#)

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

id 2
☒ Copy Down Values from Last Row
☐ Increment Date
[Deselect All](#)

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

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

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

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

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

Test Rapid Time | Session Number: 999999999 | Session Status: Not Submitted

Elapsed Time Reporter: ☒ | REFEXHRLY | Addition

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.

1-1 of 1 | [View All](#)

Empl Record	Name	Date	TRC	Quantity
<input type="text" value="0"/>	Nancy Doe	01/21/2020	CLBK1	3

Add: | ☒ 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.

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[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:
 *Template:
 *Processing Mode:

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

<https://hohs92.hio.hawaii.gov/psa/hohs92/EMPLOYEE/HRMS/s/>

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.

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Rapid Time

Rapid Session Information

*Description: Session Number: 999999999
 *Template Type: Session Status: Not Submitted
 *Template: Last Updated: 01/30/20 12:23:08PM
 *Processing Mode:

Rapid Detail Information

For this example, add one additional row.

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

Add or Remove Rows

Rows to Add:

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

<https://hohs92.hio.hawaii.gov/psa/hohs92/EMPLQYEE/HRMS/s/>

For this example, add one additional row.

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

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Rapid Time

Rapid Session Information

*Description	Test Rapid Time	Session Number	9999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	DEFEXHRLY	Last Updated	01/30/20 12:23:08PM
*Processing Mode	Addition		

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

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

<https://hohs92.hio.hawaii.gov/psa/hohs92/EMPLQYEE/HRMS/s/>

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

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Rapid Time

Rapid Session Information

*Description: Test Rapid Time
 *Template Type: Elapsed Time Reporter
 *Template: DECEMBER
 *Processing Mod:

Session Number: 999999999
 Session Status: Not Submitted
 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: 1

☒ Copy Down Values from Last Row

☐ Increment Date

[Add Row\(s\)](#)

[Select All](#) | [Deselect All](#) | [Delete Selected Row](#)

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.

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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"/>	00011000	0	Nancy Doe	020	CLBK1

[Add or Remove Rows](#)

Rows to Add:
☒ Copy Down Values from Last Row
 ☐ Increment Date
 [Add Row\(s\)](#)
[Delete Selected Row](#)

[Select All](#)
[Deselect All](#)

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

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

Time and Labor > Report Time > Rapid Time

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Session Information

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.

Session Information

*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.

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Time

Session Information

*Description: Session Number: 999999999
 *Template Type: Session Status: Not Submitted
 *Template: Last Updated: 01/30/20 12:23:08PM
 *Processing Mode: User ID:

Table Information

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

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

Click the **Calendar** icon.

Click the **Calendar** icon.

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]

all Information

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

remove Rows

Rows to Add: 1

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.

Current Date

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

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Session Information

*Description: Session Number: 999999999
 *Template Type: Session Status: Not Submitted
 *Template: Last Updated: 01/30/20 12:23:08PM
 *Processing Mode: User ID:

Table Information

1-2 of 2

*Empl ID	Empl Record	Name	*Date	TRC
<input type="text" value="00011000"/>	<input type="text" value="0"/>	Nancy Doe	<input type="text" value="01/21/2020"/>	<input type="text" value="CLBK1"/>
<input type="text" value="00011000"/>	<input type="text" value="0"/>	Nancy Doe	<input type="text" value="01/29/2020"/>	<input type="text" value="CLBK1"/>

Remove Rows

Rows to Add: ☒ Copy Down Values ☐ Increment Date

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

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

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[EFEXHRLY](#)
[Last Updated](#) 01/30/20 12:23:08PM

[Addition](#)
[User ID](#)

[1-2 of 2](#) | [View All](#)

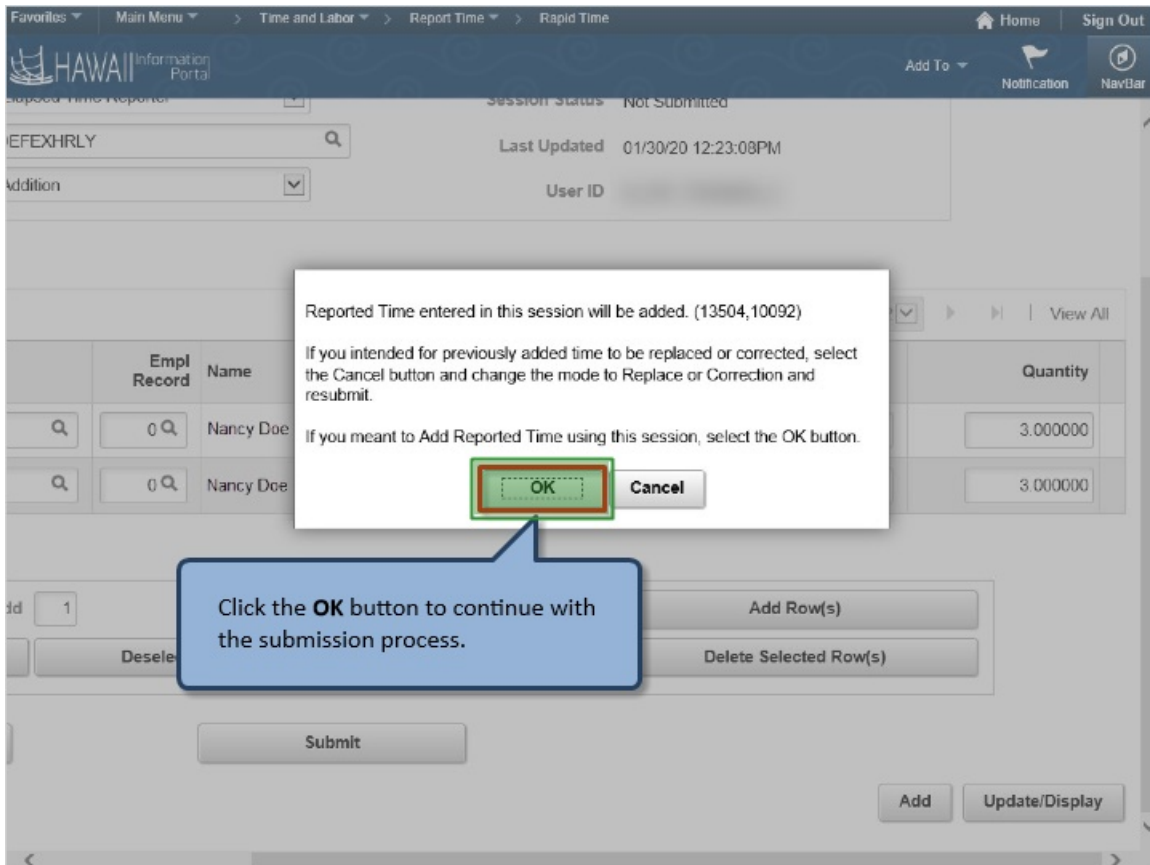
	Empl Record	Name	*Date	TRC	Quantity
Q	Q	Nancy Doe	01/21/2020 Q	CLBK1 Q	3.000000
Q	Q	Nancy Doe	01/29/2020 Q	CLBK1 Q	3.000000

[Add](#) 1 ☒ Copy Down Values from Last Row [Add Row\(s\)](#)
☐ Increment Date [Delete Selected Row\(s\)](#)
[Deselect All](#)

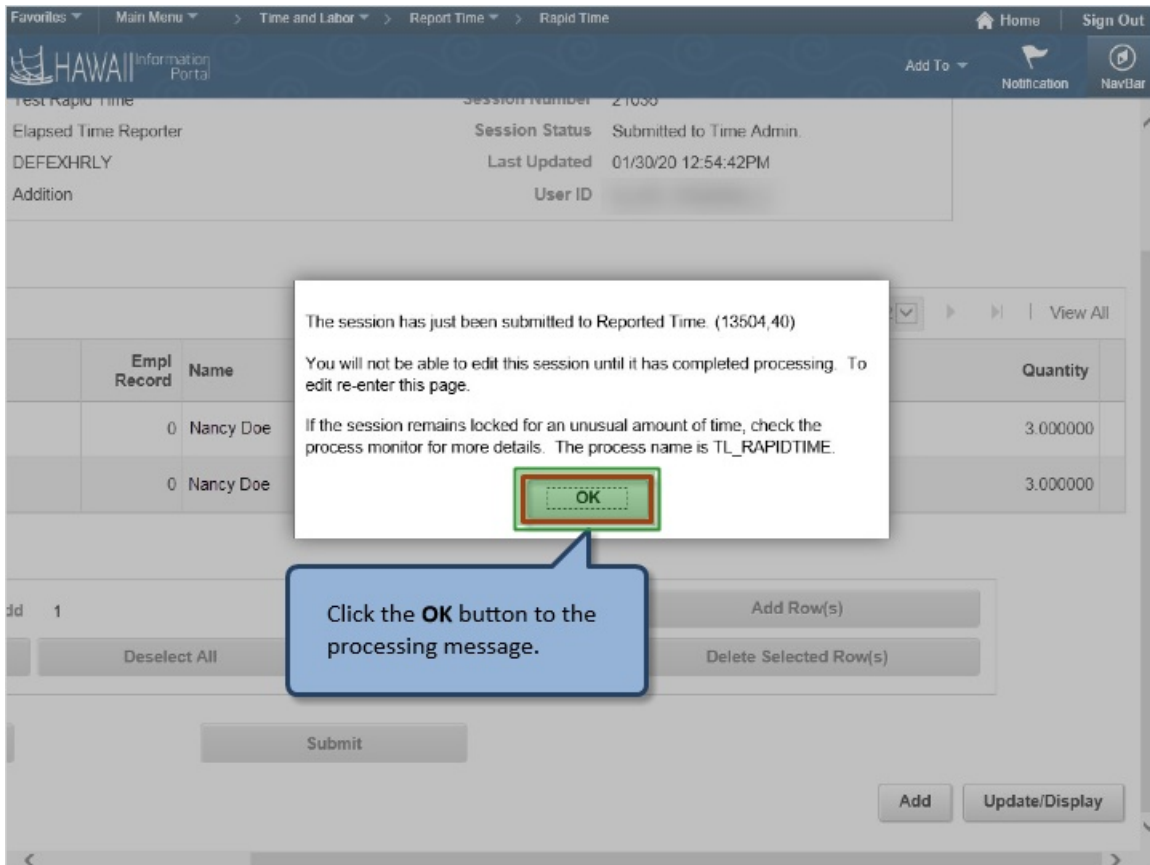
[Submit](#)
[Add](#)
[Update/Display](#)

Click the **Submit** button.

Click the **Submit** button.



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



Session Number: 21033
 Session Status: Submitted to Time Admin.
 Last Updated: 01/30/20 12:54:42PM
 User ID: [REDACTED]

The session has just been submitted to Reported Time. (13504,40)

You will not be able to edit this session until it has completed processing. To edit re-enter this page.

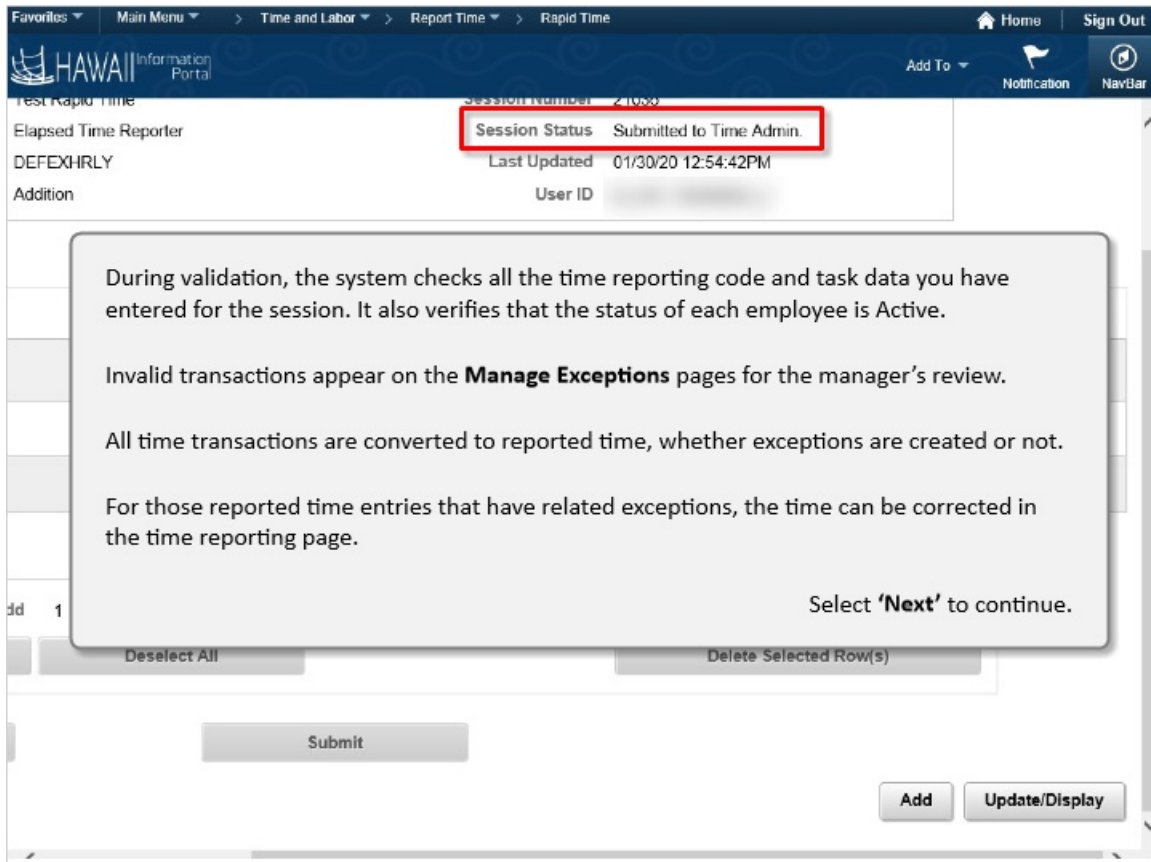
If the session remains locked for an unusual amount of time, check the process monitor for more details. The process name is TL_RAPIDTIME.

OK

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

Empl Record	Name	Quantity
0	Nancy Doe	3.000000
0	Nancy Doe	3.000000

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



Session Number: 21053

Session Status: Submitted to Time Admin.

Last Updated: 01/30/20 12:54:42PM

User ID: [REDACTED]

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 manager’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.

Select ‘Next’ to continue.

Deselect All Delete Selected Row(s)

Submit

Add Update/Display

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 manager’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.

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Test Rapid Time Session Number 21033
 Elapsed Time Reporter Session Status Submitted to Time Admin.

DEFEXHRLY

Addition

Resolve exceptions and run the Time Admin process to generate payable 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

Add 1 ☒ Copy Down Values from Last Row ☐ Increment Date

[Add Row\(s\)](#)

[Deselect All](#) [Delete Selected Row\(s\)](#)

[Submit](#)

[Add](#) [Update/Display](#)

Resolve exceptions and run the Time Admin process to generate payable time.

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Test Rapid Time

Elapsed Time Reporter

DEFEXHRLY

Addition

Session Number 21033

Session Status Submitted to Time Admin.

Last Updated 01/30/20 12:54:42PM

Add To

Notification

NavBar

All entries made on the **Rapid Time Entry** page are posted to the employees' timesheets. PeopleSoft workflow initiates from the timesheets. This includes manager approval when applicable, and then the time entries are posted to Payroll for processing.

Select '**Next**' to continue.

0	Nancy Doe	01/21/2020	CLBK1	3.000000
0	Nancy Doe	01/29/2020	CLBK1	3.000000

☒ Copy Down Values from Last Row
 ☐ Increment Date


All entries made on the **Rapid Time Entry** page are posted to the employees' timesheets. PeopleSoft workflow initiates from the timesheets. This includes manager approval when applicable, and then the time entries are posted to Payroll for processing.



Congratulations!


You've successfully completed this lesson.

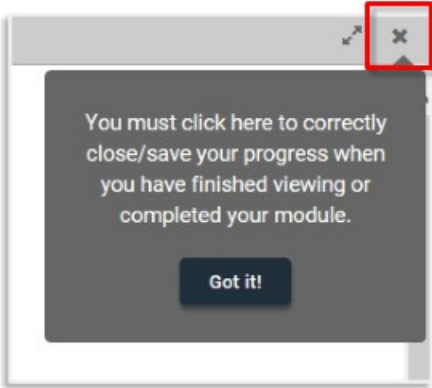
End



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.