


400 - Fiscal Administrator




State of Hawaii


Time and Leave Fiscal Administrators

Course Number: 400

Recommended for Fiscal Administrators

March 2020, Version 1

 **HAWAII** Information
Portal



Select 'Next' to continue.

DurationA graphic titled "Course Duration" from the Hawaii Information Portal. It features a background image of a man in a blue patterned shirt pointing at a large clock face. The text on the graphic states: "1.5 Hours", "This course will take approximately 1.5 hour.", "You can complete it all today or by sections as needed.", "It's really up to you!", and "You can take the training how it best fits in your schedule." A small instruction at the bottom right says "Select 'Next' to continue."

Course Duration

1.5 Hours

This course will take approximately 1.5 hour.

You can complete it all today or by sections as needed.

It's really up to you!

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

Select 'Next' to continue.

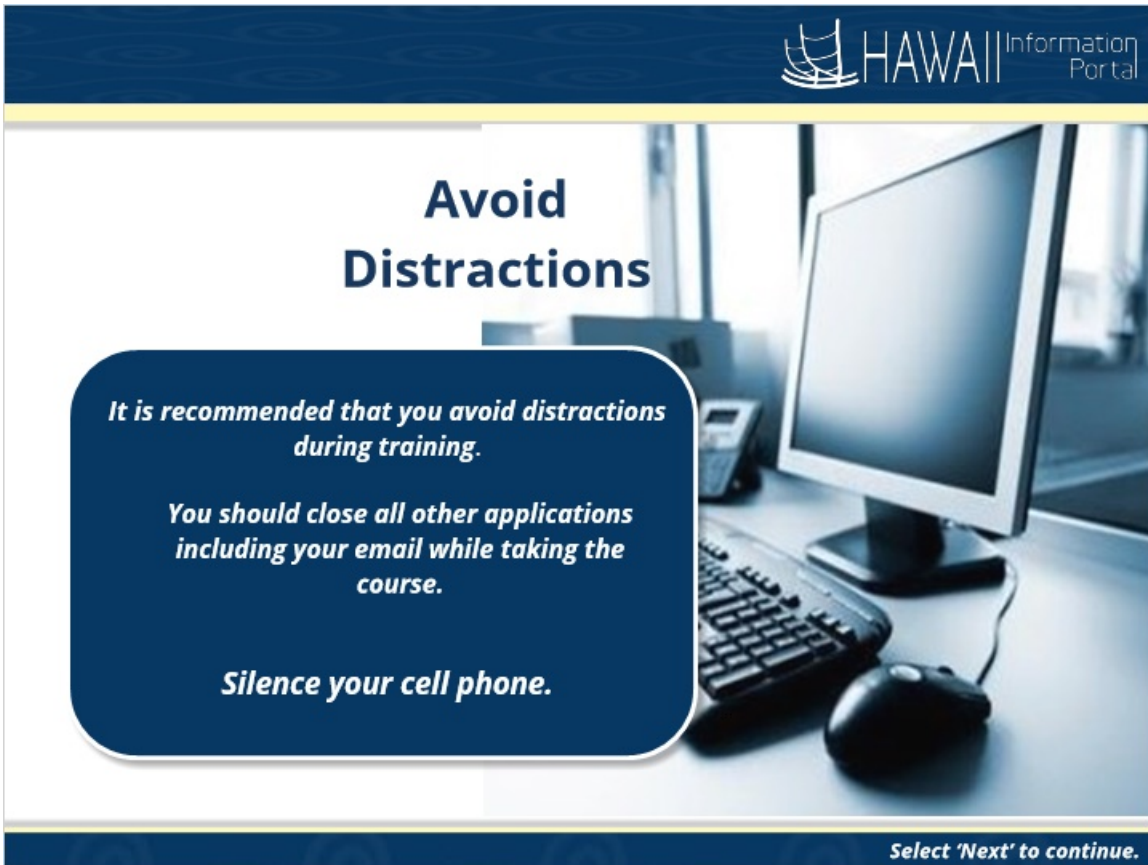
This course will take approximately one hour.

You can complete it all today or by sections.

It's really up to you.

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

Avoid Distraction

A training slide titled "Avoid Distractions" with a background image of a computer desk. The slide contains three bullet points in a dark blue rounded rectangle: "It is recommended that you avoid distractions during training.", "You should close all other applications including your email while taking the course.", and "Silence your cell phone." The bottom right corner of the slide says "Select 'Next' to continue." The Hawaii Information Portal logo is in the top right corner.

Avoid Distractions

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

Select 'Next' to continue.

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

Table of Contents



- Course Objective
- Time and Leave Overview
- Time and Labor Work Center
- Monthly Calendar
- Reports

Objectives



The slide features a dark blue header with the title 'Course Objectives' in white. To the right of the title is a small icon of a sailboat. Below the title, the text 'After completing this course, you will understand how to:' is followed by a bulleted list of objectives. On the right side of the slide is a photograph of a smiling woman with long dark hair, wearing a pink cardigan over a black top. At the bottom left, the text 'Select 'Next' to continue.' is displayed.

Course Objectives

After completing this course, you will understand how to:

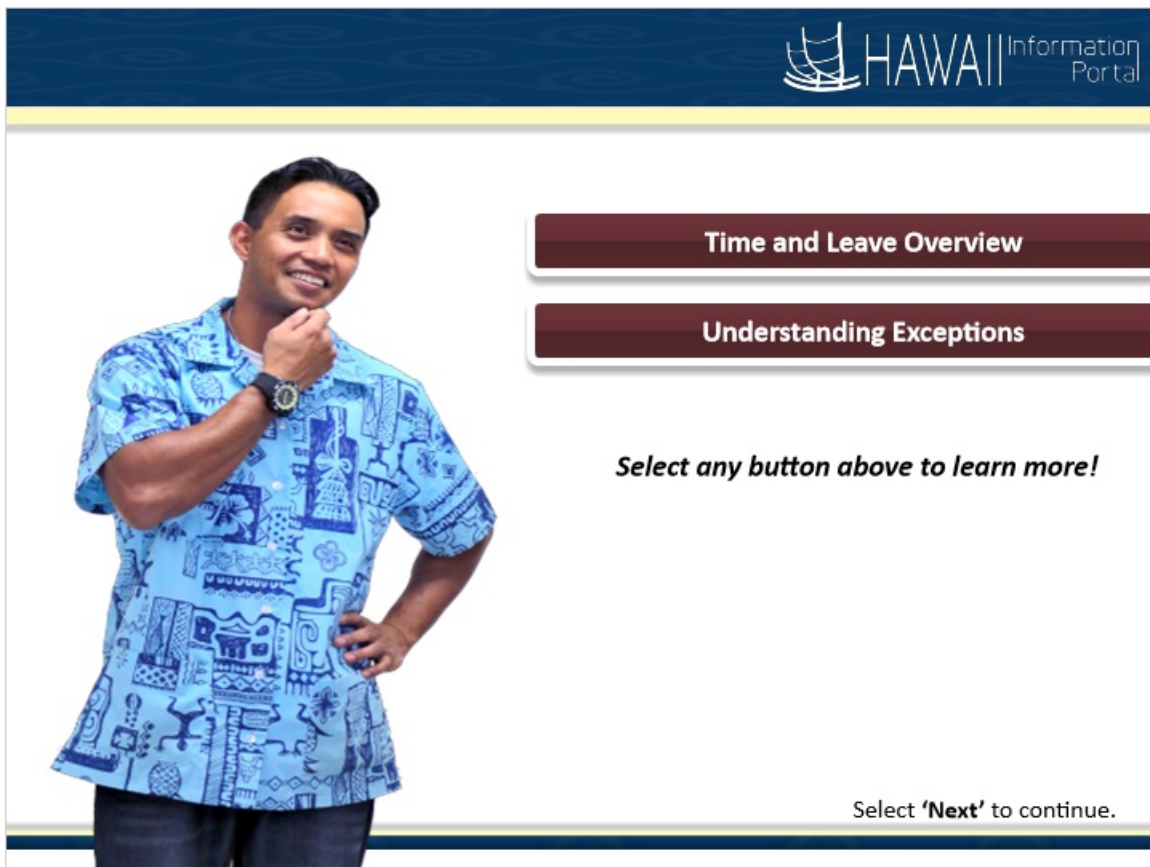
- Time and Leave Overview
- Navigate through the Work Center
 - View Overtime Request
 - View Payable Time
- View the Monthly Calendar
- Run Queries

Select 'Next' to continue.

After completing this course you will understand how to:

- Time and Leave Overview
- Navigate through the Work Center
 - View Overtime Request
 - View Payable Time
- View the Monthly Calendar
- Run Queries

Time and Leave Overview

A screenshot of the Hawaii Information Portal interface. On the left, a man in a blue patterned shirt is smiling. On the right, there are two dark red buttons with white text: "Time and Leave Overview" and "Understanding Exceptions". Below the buttons, the text "Select any button above to learn more!" is displayed. At the bottom right, it says "Select 'Next' to continue." The Hawaii Information Portal logo is in the top right corner of the interface.

Time and Leave Overview

Understanding Exceptions

Select any button above to learn more!

Select '**Next**' to continue.

Time and Leave Overview

Understanding Exceptions

Select any button above to learn more!

Time and Leave Approval Overview

Time and Leave Approval Overview



Lesson Scenario

In this lesson, you will learn about the approval process in HIP.



Select '**Next**' to continue.

Lesson Scenario

In this lesson, you will learn about the approval process in HIP.

The Approval Process in HIP

Certain transactions in HIP are required to be approved. For example,

- An employee's timesheet must be approved in order for the employee to be paid.
- An approval is required when an employee submits a request to work overtime.
- Leave requests must also be approved.

All approvals can be managed in the Manager Self Service (MSS) page.

Select '**Next**' to continue.

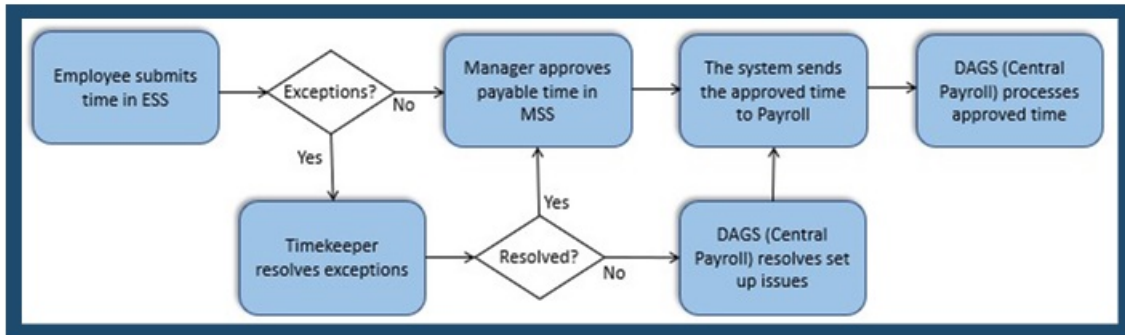
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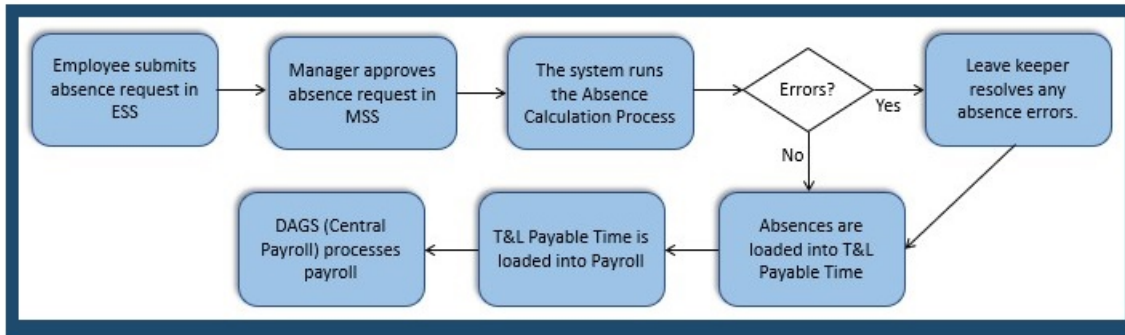
All approvals can be managed in the Manager Self Service (MSS) page.

Employee Timesheet Approval and Processing



Employee Timesheet Approval and Processing

Absence Request Approval and Processing



Absence Request Approval and Processing

What is the Process for Employees without Computer Access?

Timesheets and Absence Requests

If employees do not have computer access,

- The employees submit the transactions on paper
- The managers approve the transactions on paper
- The timekeepers / leave keepers enter the transactions into HIP
 - The timekeepers use Rapid Time to enter the timesheets.
 - The leave keepers use Bulk Leave Entry to enter the absence requests.

Select **'Next'** to continue.

What is the Process for Employees without Computer Access?

Timesheets and Absence Requests

If employees do not have computer access,

- The employees submit the transactions on paper
- The managers approve the transactions on paper
- The timekeepers / leave keepers enter the transactions into HIP
 - The timekeepers use Rapid Time to enter the timesheets.
 - The leave keepers use Bulk Leave Entry to enter the absence requests.

Who Approves the Time and Leave Transactions?

Time Approvals:

Approvals are required for payable time and for requests to work overtime.

These transactions are routed to employee's supervisor/time manager. This data is stored in the **Reports To/Supervisor** field in HIP. Your HR office maintains this data.

Leave Approvals:

Absence approvals are routed either to the employee's **Reports To/Supervisor** or to the HR Admin based on the type of absence.

Examples of absences approved by the HR Admin: military leave, workers compensation, and leave donations.

Select '**Next**' to continue.

Who Approves the Time and Leave Transactions?

Time Approvals:

Approvals are required for payable time and for requests to work overtime.

These transactions are routed to employee's supervisor/time manager. This data is stored in the Reports To/Supervisor field in HIP. Your HR office maintains this data.

Leave Approvals:

Absence approvals are routed either to the employee's Reports To/Supervisor or to the HR Admin based on the type of absence. Examples of absences approved by the HR Admin: military leave, workers compensation, and leave donations.

How does the system determine the Approver?

When employees submit their timesheets, overtime requests, or absence requests, they are automatically routed to the approvers.

Approval routing in the system is based on the 'Reports To' or the 'Supervisor' field. This data is maintained by your HR office and is based on your department hierarchy.

If you have questions about who your approver is, consult with your supervisor or your HR office.

Select '**Next**' to continue.

How does the system determine the Approver?

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If you have questions about who your approver is, consult with your supervisor or your HR office.



Congratulations!

You've successfully completed this lesson.

Understand Exceptions

Understand Exceptions



Lesson Scenario

In this lesson, you will learn to understand exceptions.

Managers will be able to view exceptions for their direct reports; however, Timekeepers will resolve all exceptions.

Select **'Next'** to continue.



Understand Exceptions

Lesson Scenario

In this lesson, you will learn to understand exceptions.

Managers will be able to view exceptions for their direct reports; however, Timekeepers will resolve all exceptions.

What are Exceptions?

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

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

Select **'Next'** to continue.

What are Exceptions?

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

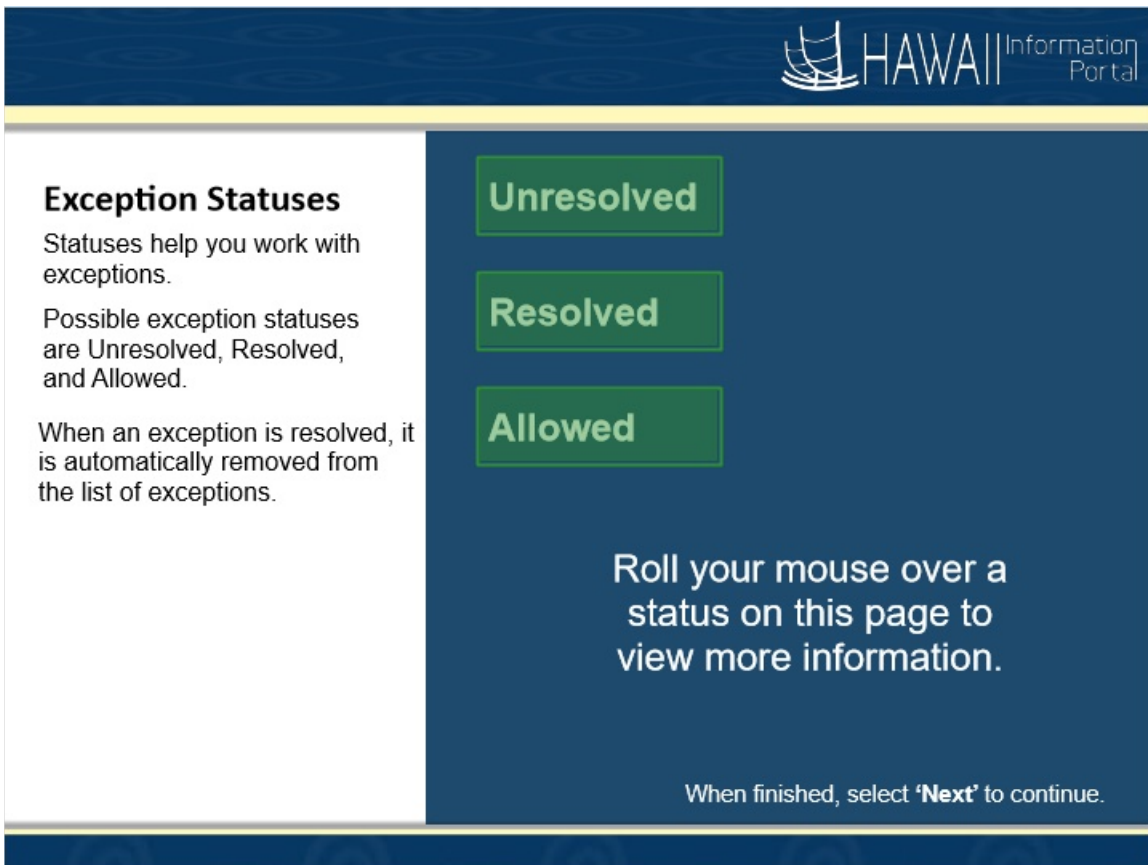
Exception Statuses

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 'Exception Statuses'. On the left, a white box contains text explaining the statuses. On the right, a dark blue box features three green buttons labeled 'Unresolved', 'Resolved', and 'Allowed'. Below these buttons, text instructs the user to 'Roll your mouse over a status on this page to view more information.' At the bottom right, a note says '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 exemption statuses are Unresolved, Resolved, and Allowed.

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

- Unresolved- When an exemption is created, the status of the exemption is Unresolved.
- Resolved- When the exception condition no longer exists, the status of the exemption 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?

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 DAGS.
Quantity Exceeds TRC Limits	The employee has entered more 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 DAGS.

Quantity Exceeds TRC Limits: The employee has entered more 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. This process will be run nightly by the system.**

Select '**Next**' to continue.

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What does it mean to
allow an exception?

Select 'Next' to continue

What does it mean to **allow** an exception?

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

A common example is an overtime exception.

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

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

Select **'Next'** to continue.

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

A common example is an overtime exception.

If the employee works overtime that was not pre-approved, the system generates an exception.

If the manager wishes to allow the overtime, the timekeeper uses the Allow functionality.

Allowing the exception will enable the time to be included in the paycheck processing.

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




Congratulations!

You've successfully completed this lesson.

Time and Labor WorkCenter

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.

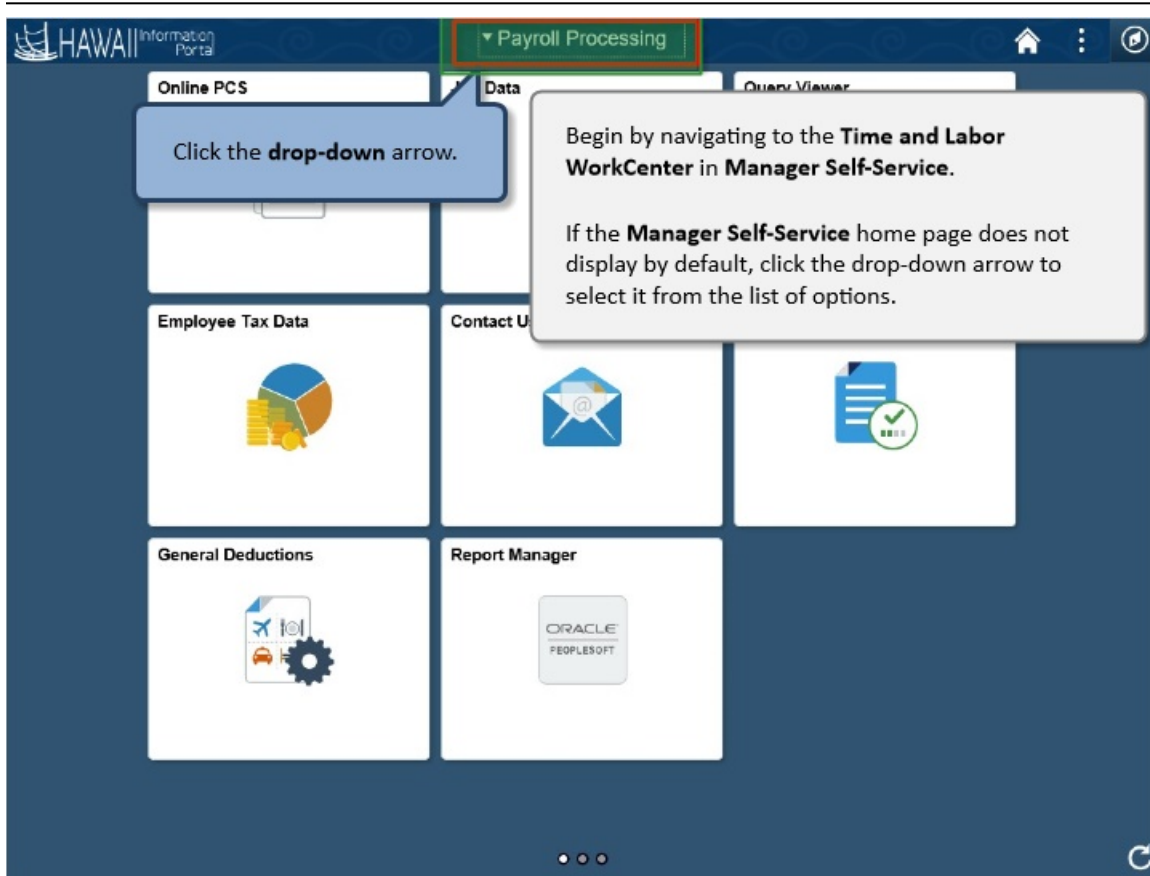
Select '**Next**' to continue.



Lesson Scenario

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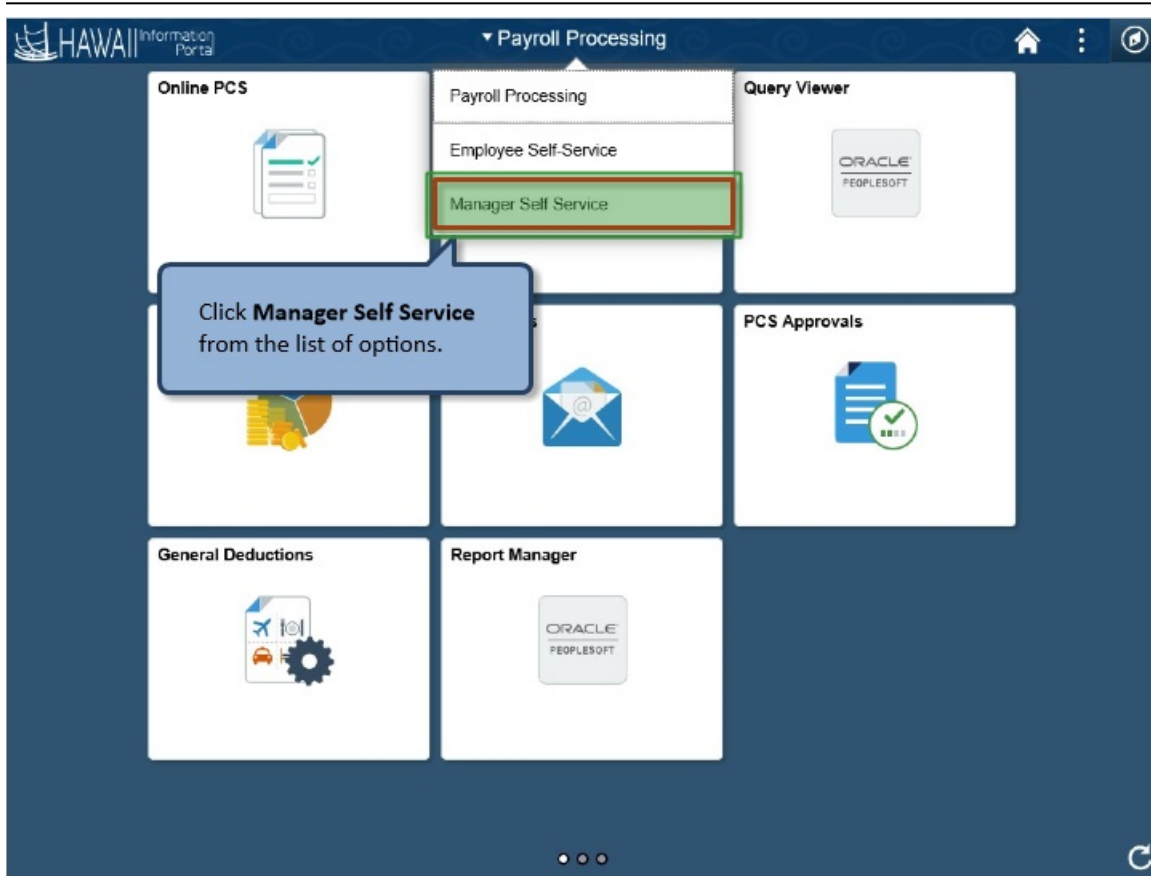
Timekeepers use the Time and Labor WorkCenter to view and resolve exceptions and view payable time. Occasionally they also use it to view overtime requests.



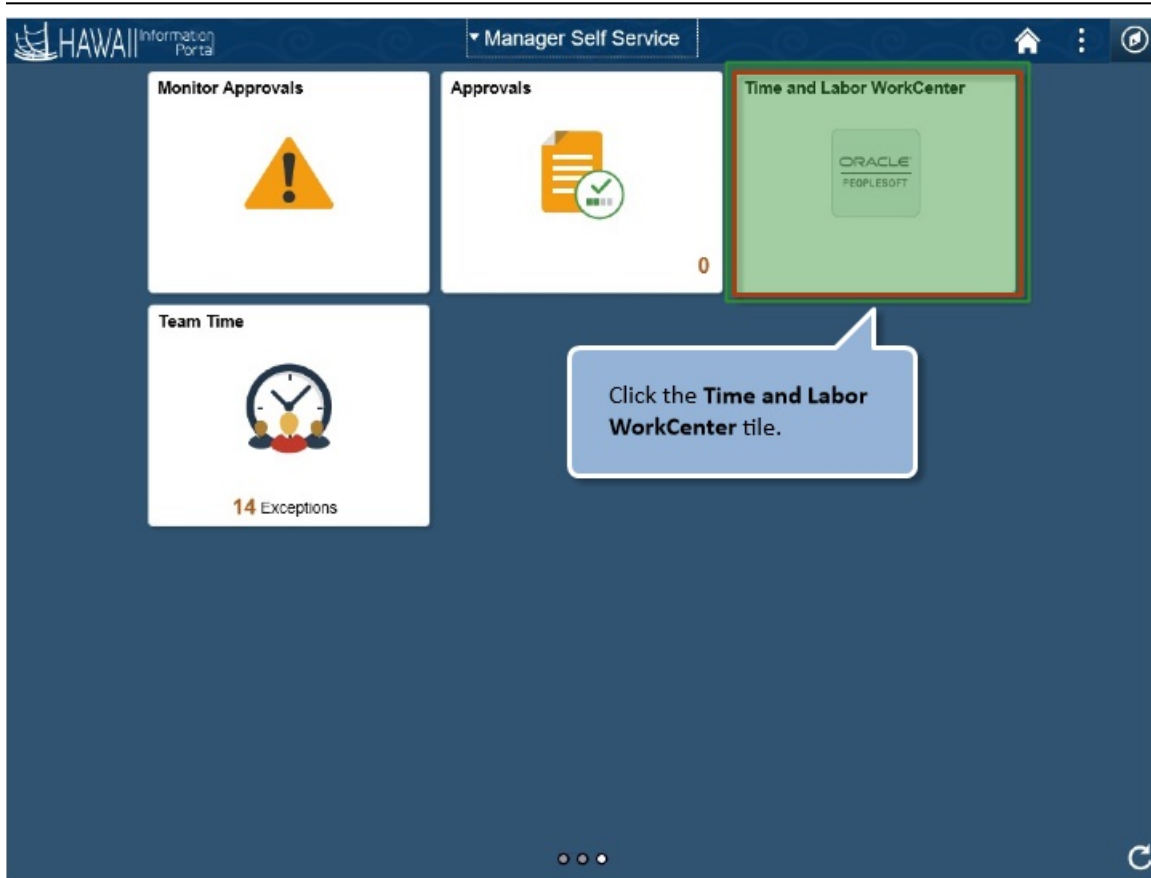
Begin by navigating to the Time and Labor WorkCenter in Manager Self Service.

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.

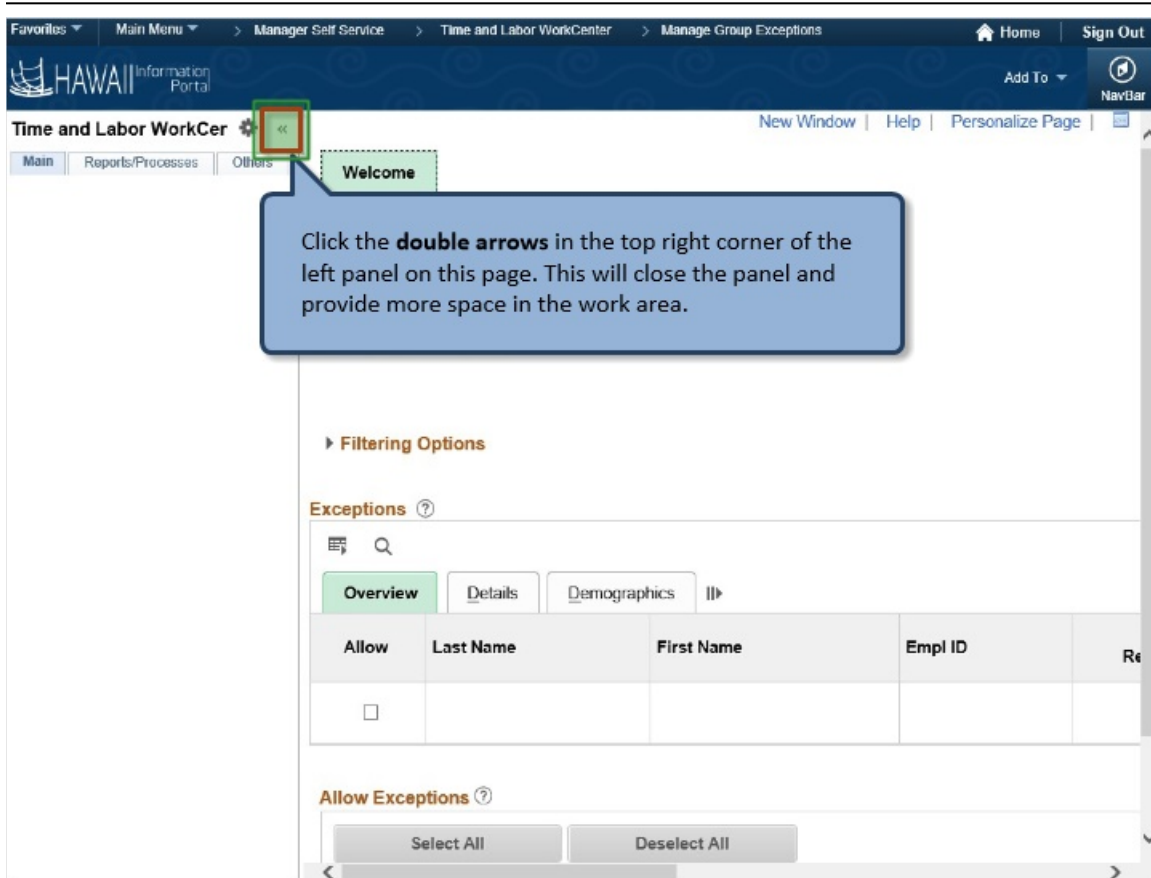
Click the drop-down arrow.



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.

Time and Labor WorkCenter

Filtering Options

Exceptions ?

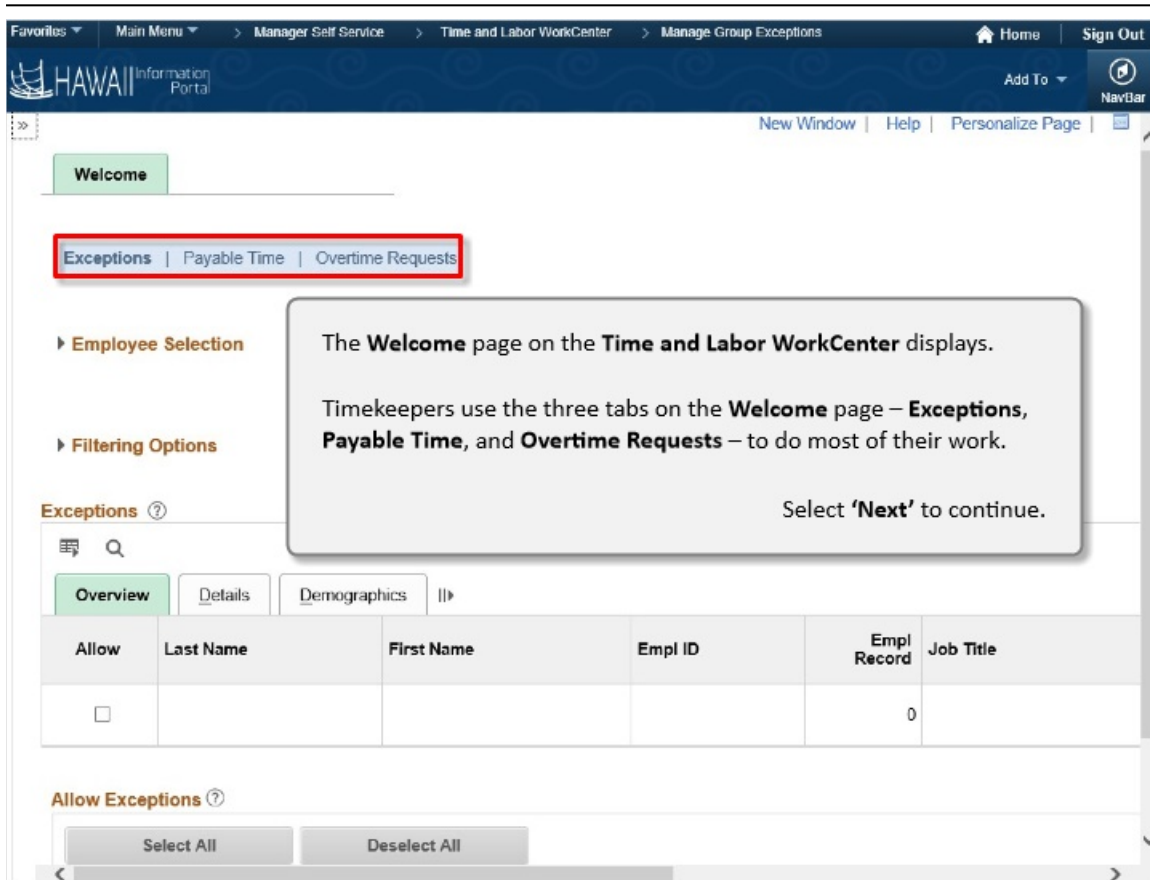
Overview Details Demographics

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 dark blue banner at the top of the slide with the Hawaii Information Portal logo on the right side.A man with dark hair, wearing a blue short-sleeved shirt with a white geometric pattern and dark pants, standing with his hand on his chin and smiling.Three dark red buttons with white text, stacked vertically. The top button says "The Exceptions Tab", the middle button says "The Payable Time Tab", and the bottom button says "The Overtime Requests Tab".

Select any button above to learn more!

Select **'Next'** to continue.

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


Select any button above to learn more!



Time and Labor WorkCenter Exceptions Tab

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

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

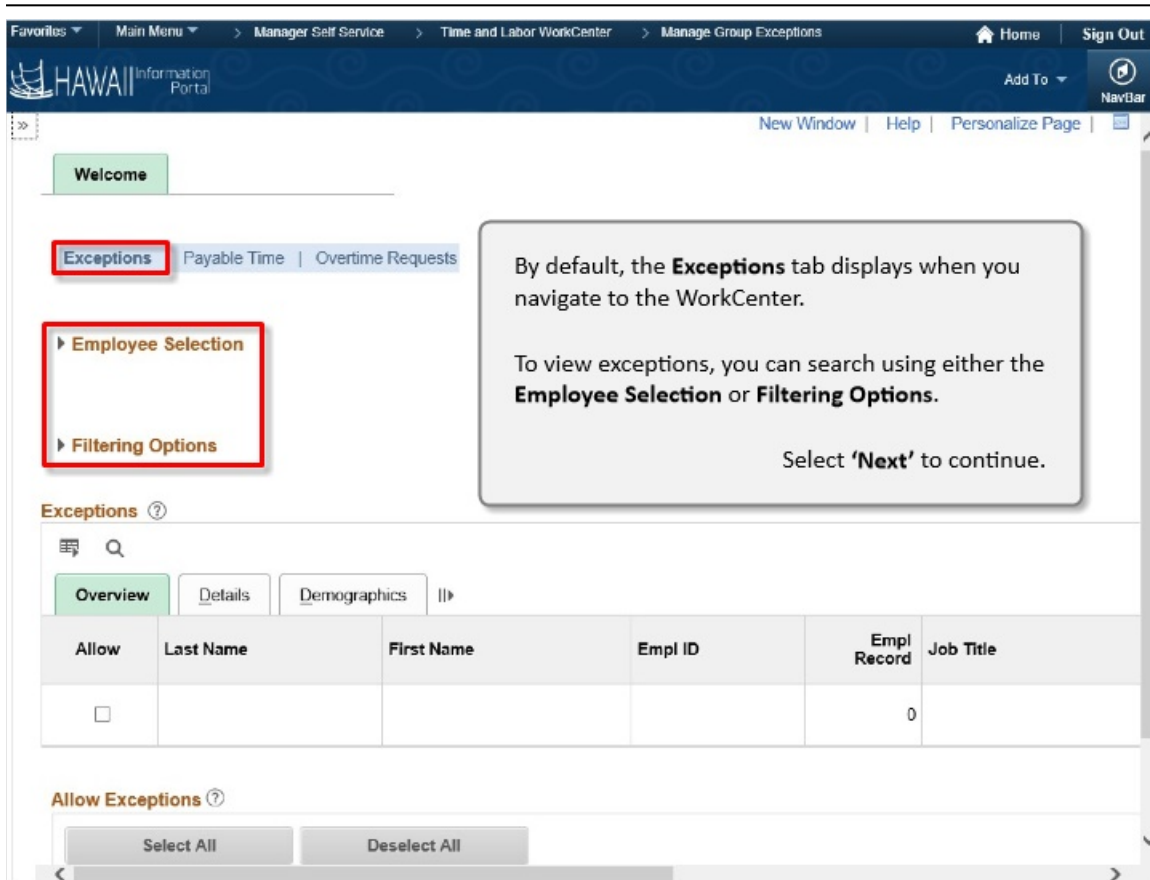


Select 'Next' to continue.

The 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



The screenshot shows the HAWAII Information Portal Manager Self Service interface. The top navigation bar includes links for Favorites, Main Menu, Manager Self Service, Time and Labor WorkCenter, and Manage Group Exceptions. The main content area features a 'Welcome' message, a 'Welcome' button, and a 'Welcome' button. The 'Exceptions' tab is highlighted, and the 'Employee Selection' and 'Filtering Options' buttons are also highlighted. A callout box provides instructions: '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.'

Exceptions ?

Overview Details Demographics ||>

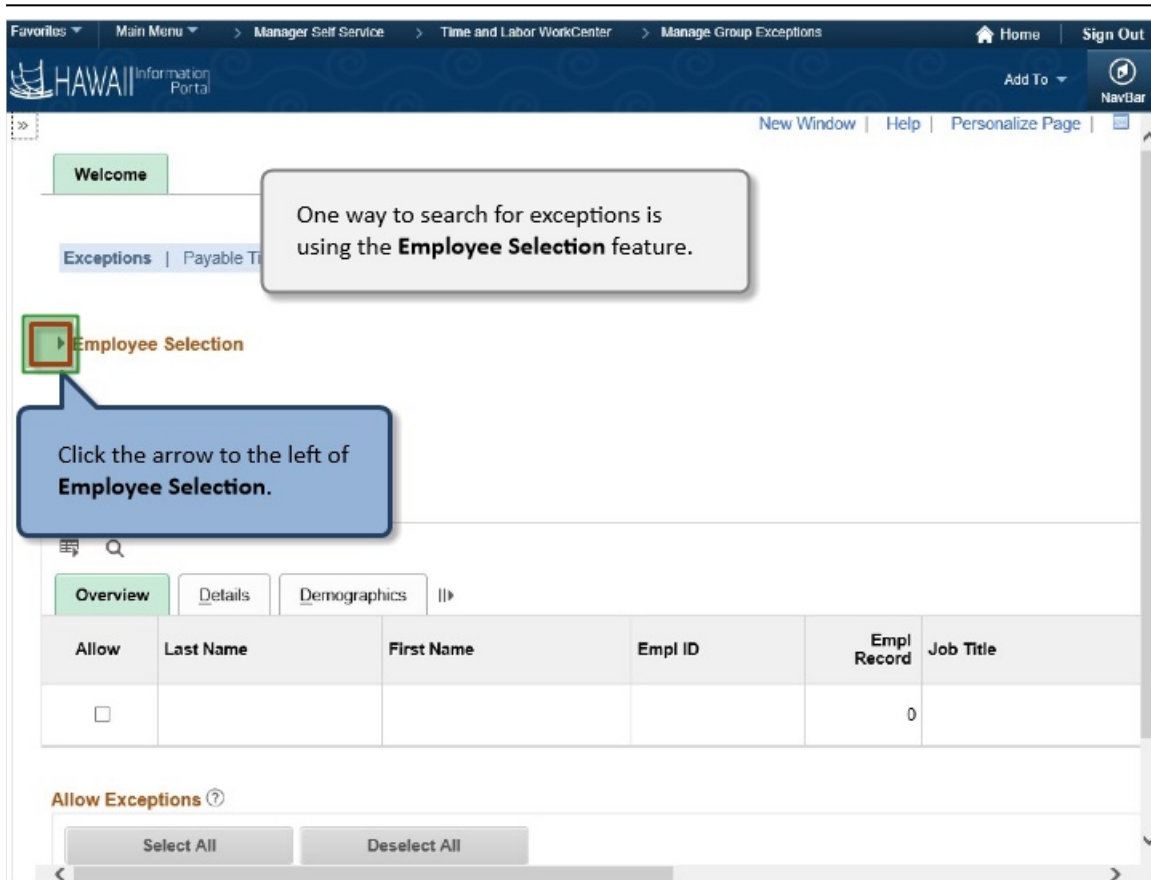
Allow	Last Name	First Name	Empl ID	Empl Record	Job Title
<input type="checkbox"/>				0	

Allow Exceptions ?

Select All Deselect All

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

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



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

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

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

Allow Exceptions ?

Select All Deselect All

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](#)

[HAWAII Information Portal](#) | [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.

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[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

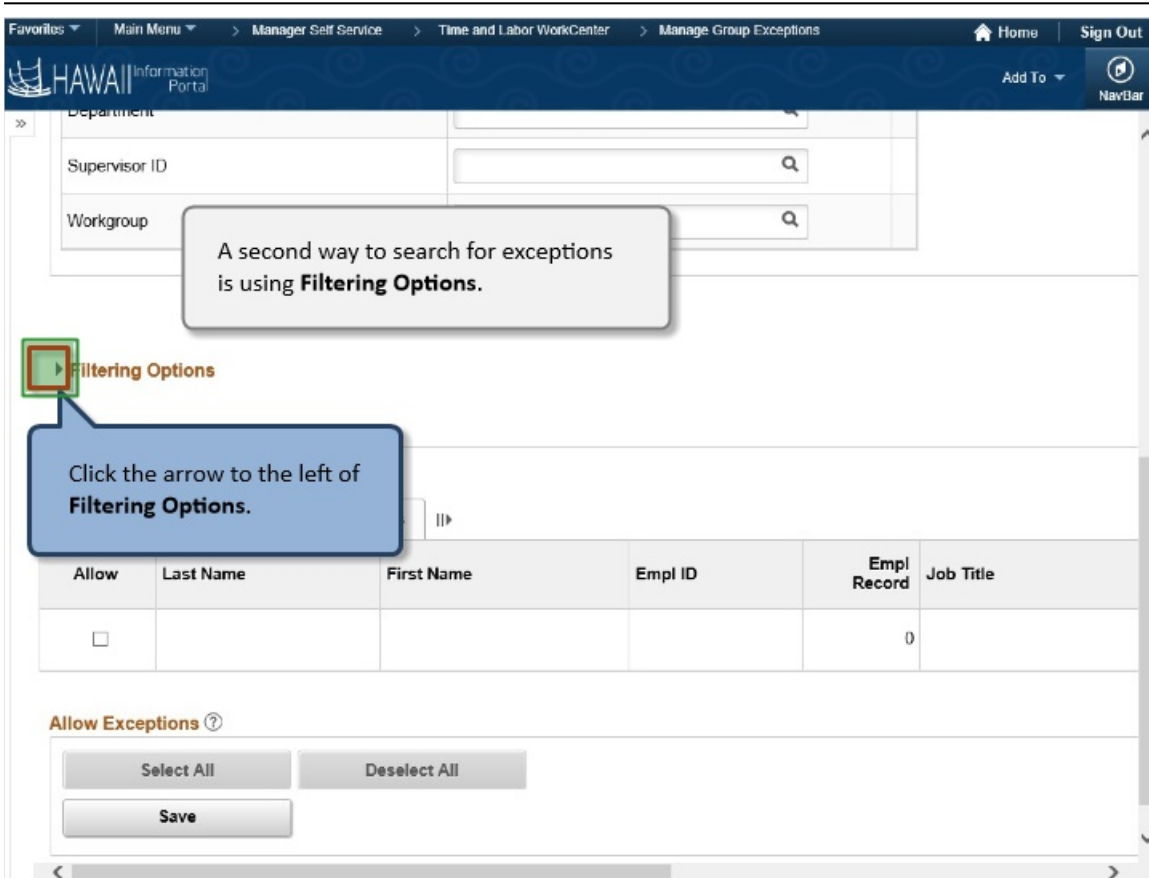
Employee Selection Criteria

Selection Criterion	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.



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

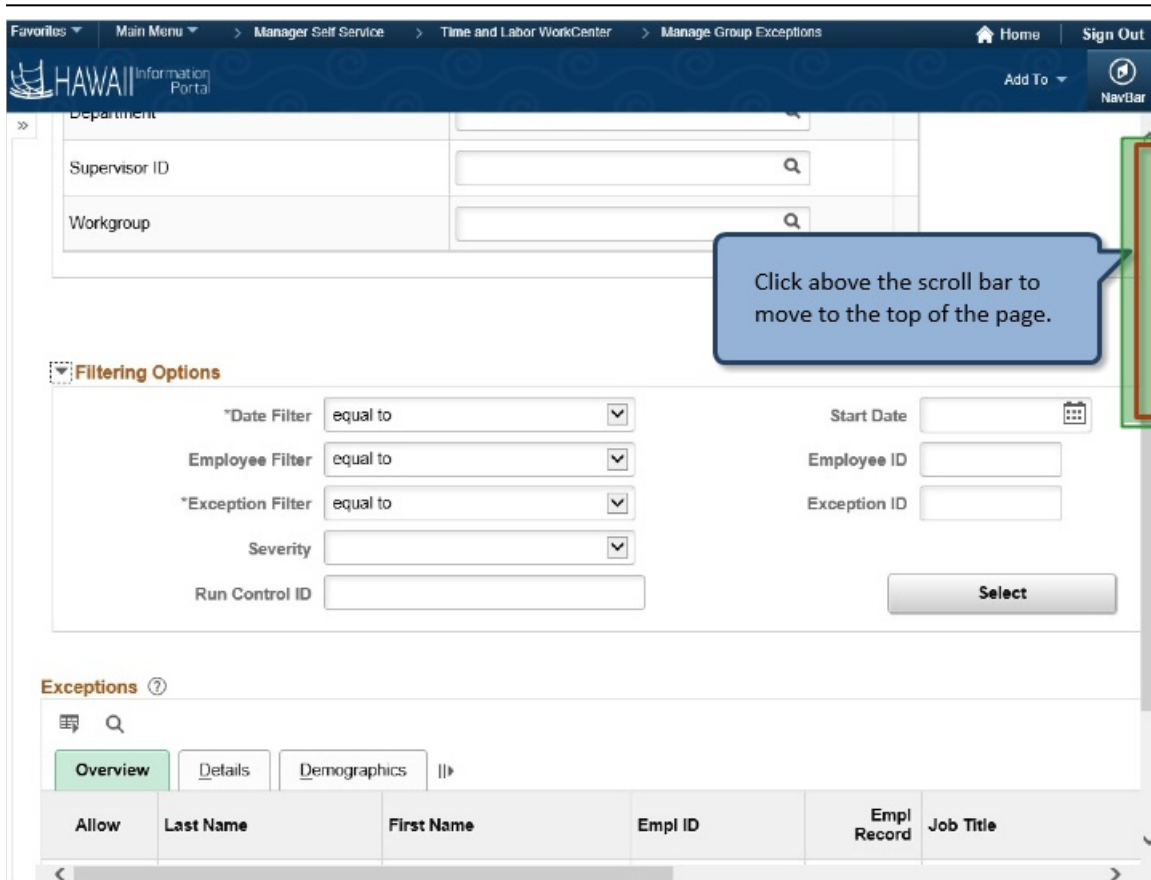
Select

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.



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

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[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

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](#) | [||>](#)

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.

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.

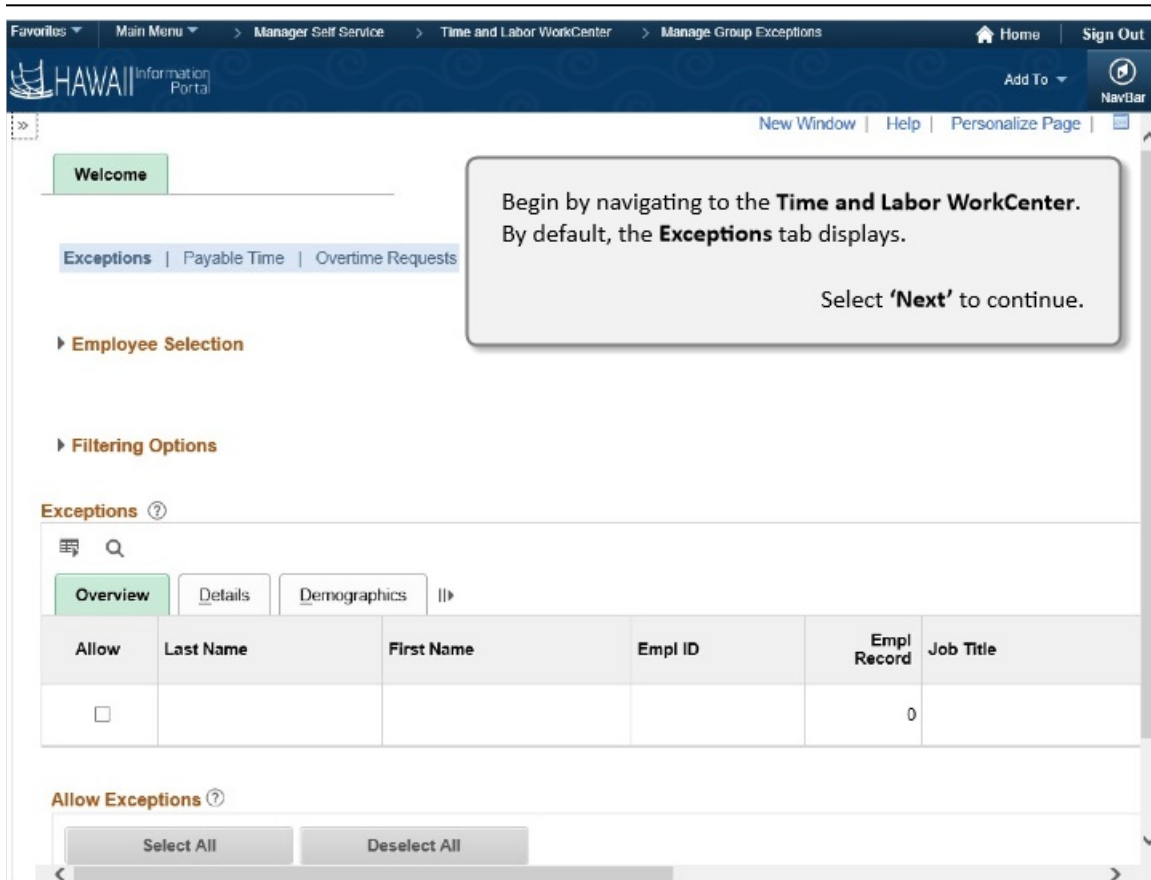
Select 'Next' to continue.

The Payable Time Tab

Time and Labor WorkCenter Payable Time Tab

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

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Welcome

Exceptions | Payable Time | Overtime Requests

▶ **Employee Selection**

▶ **Filtering Options**

Exceptions ?

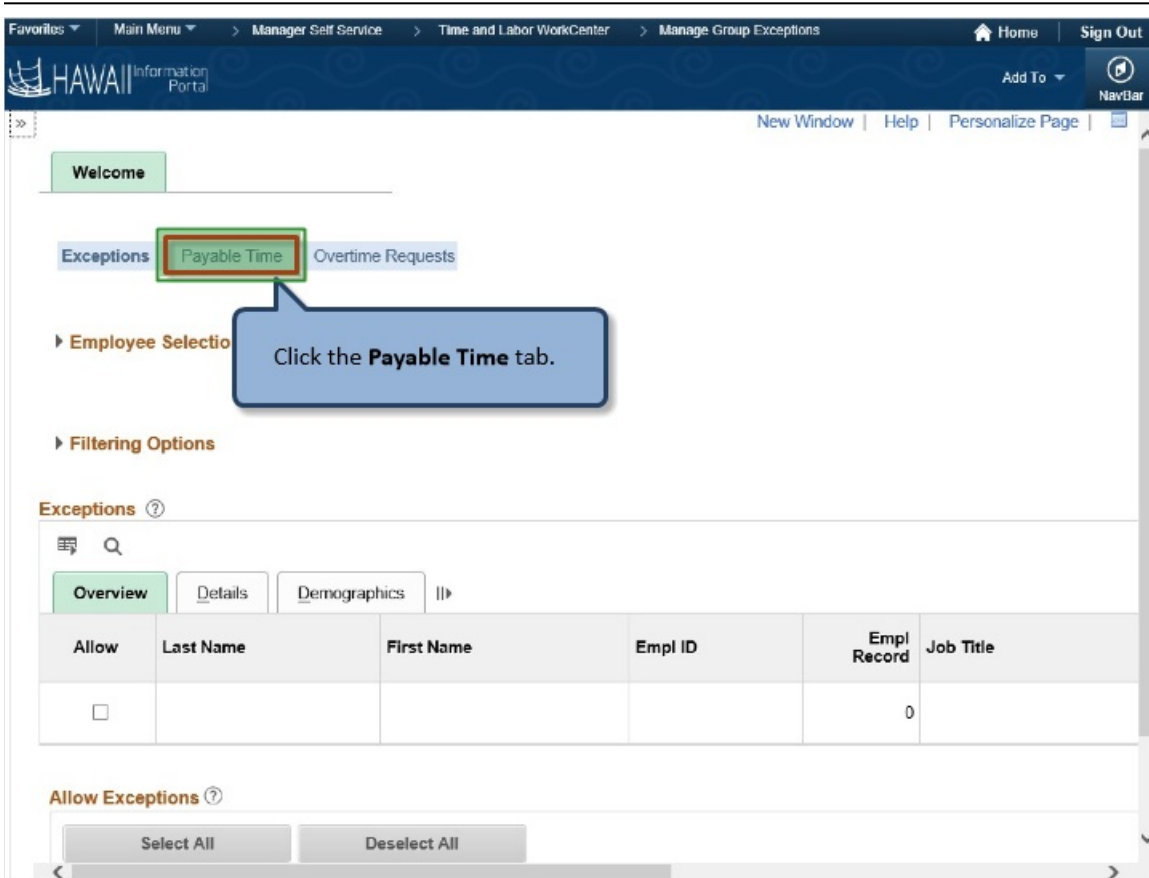
Overview Details Demographics ||▶

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

Allow Exceptions ?

Select All Deselect All

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

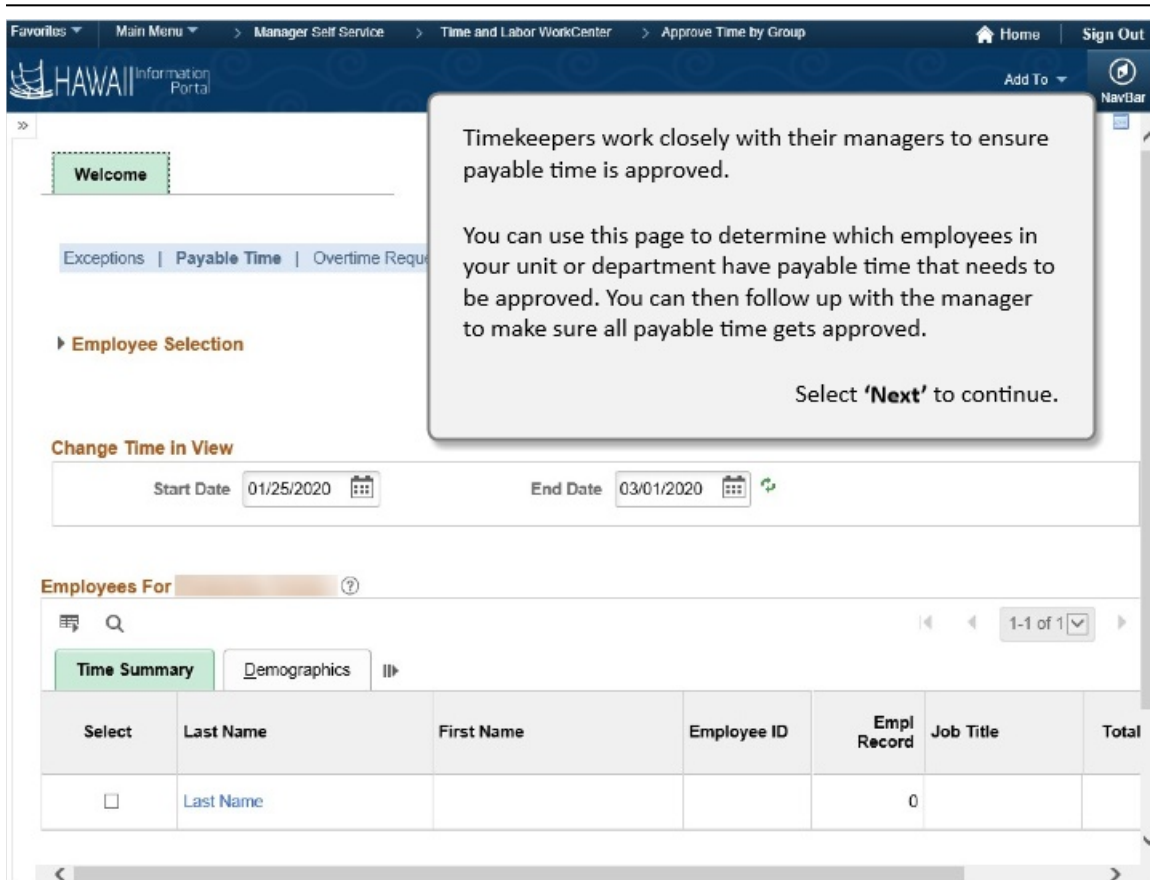


Click the **Payable Time** tab.

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

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

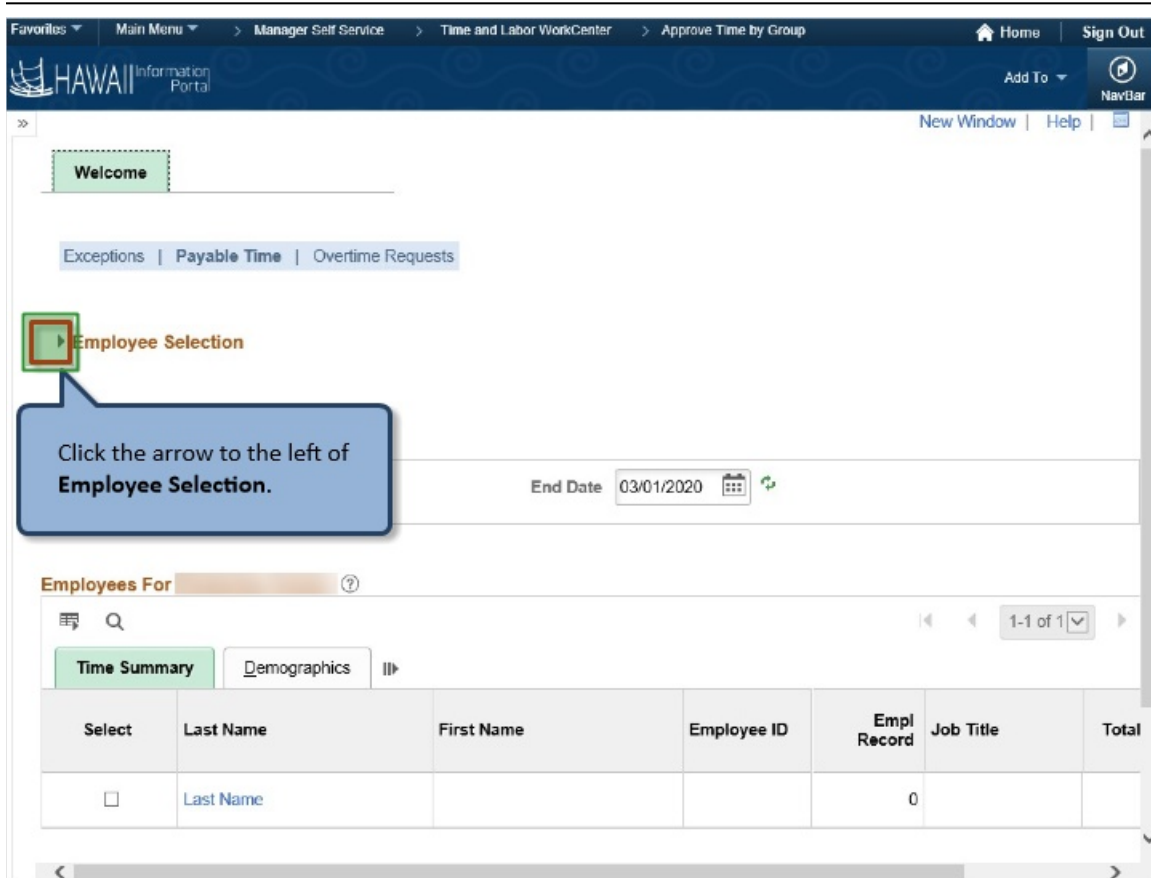
Employees For

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.

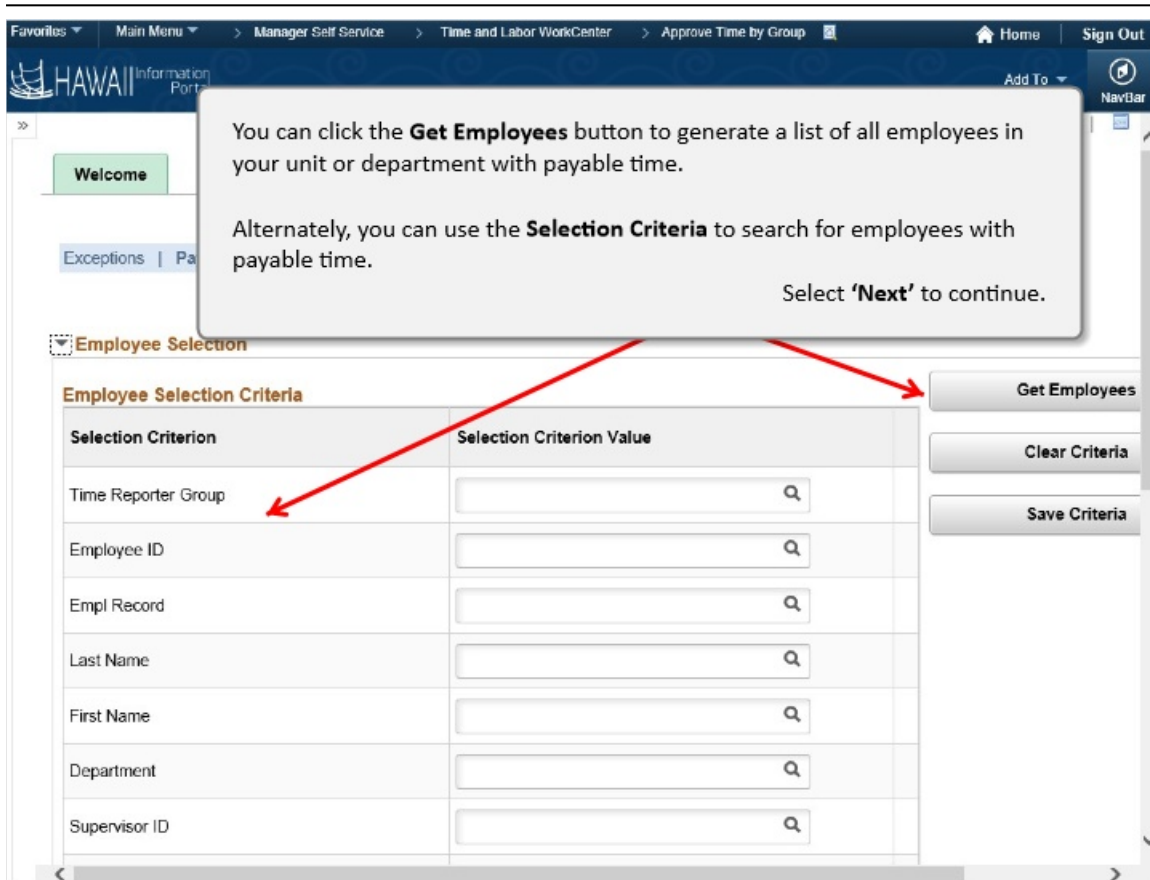
You can use this page to determine which employees in your unit or department have payable time that needs to be approved. You can then follow up with the manager to make sure all payable time gets approved.



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

Employee Selection Criteria

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

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

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

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

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

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

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

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"/> 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.

[Favorites](#) | [Main Menu](#) | [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

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]

[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

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

[Favorites](#) | [Main Menu](#) | [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: [?]

[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

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

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.

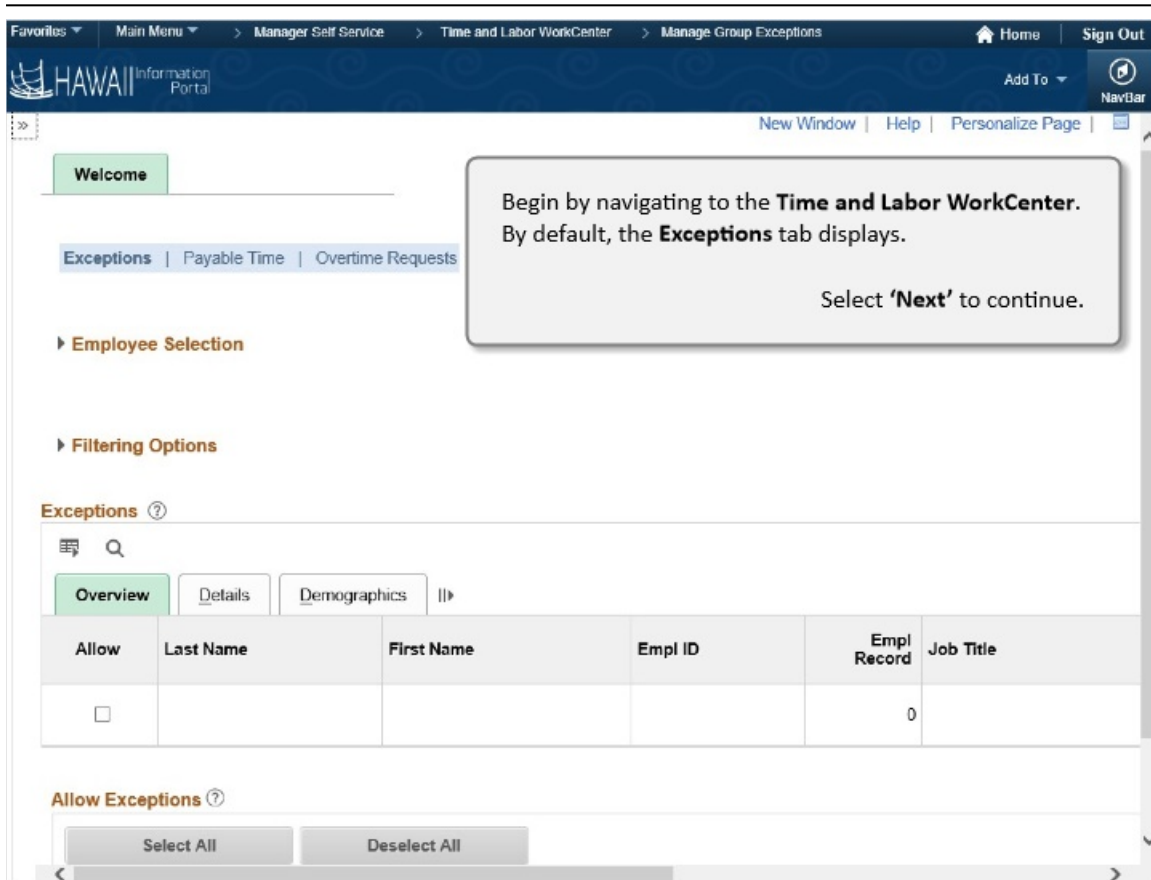
Select 'Next' to continue.

The Overtime Requests Tab

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.



Welcome

Exceptions | Payable Time | Overtime Requests

▶ **Employee Selection**

▶ **Filtering Options**

Exceptions ?

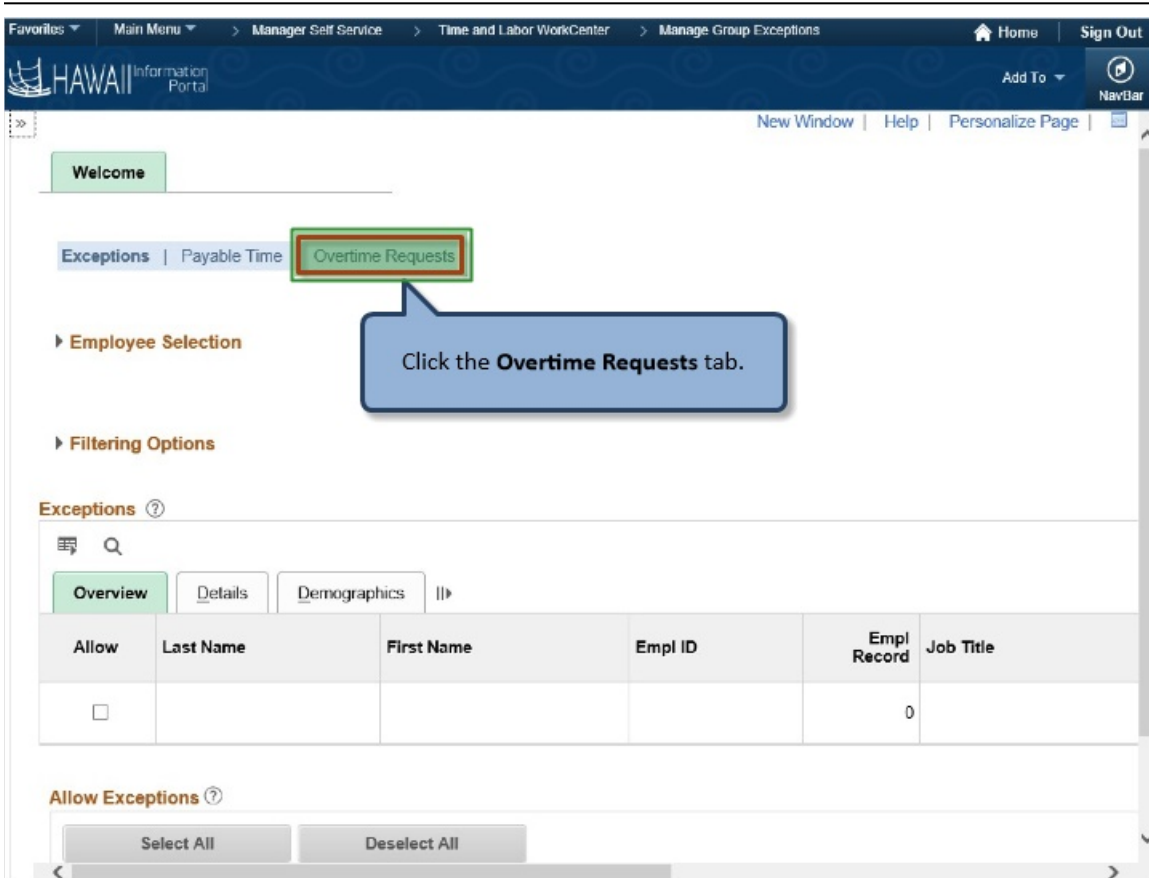
Overview Details Demographics ||▶

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

Allow Exceptions ?

Select All Deselect All

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

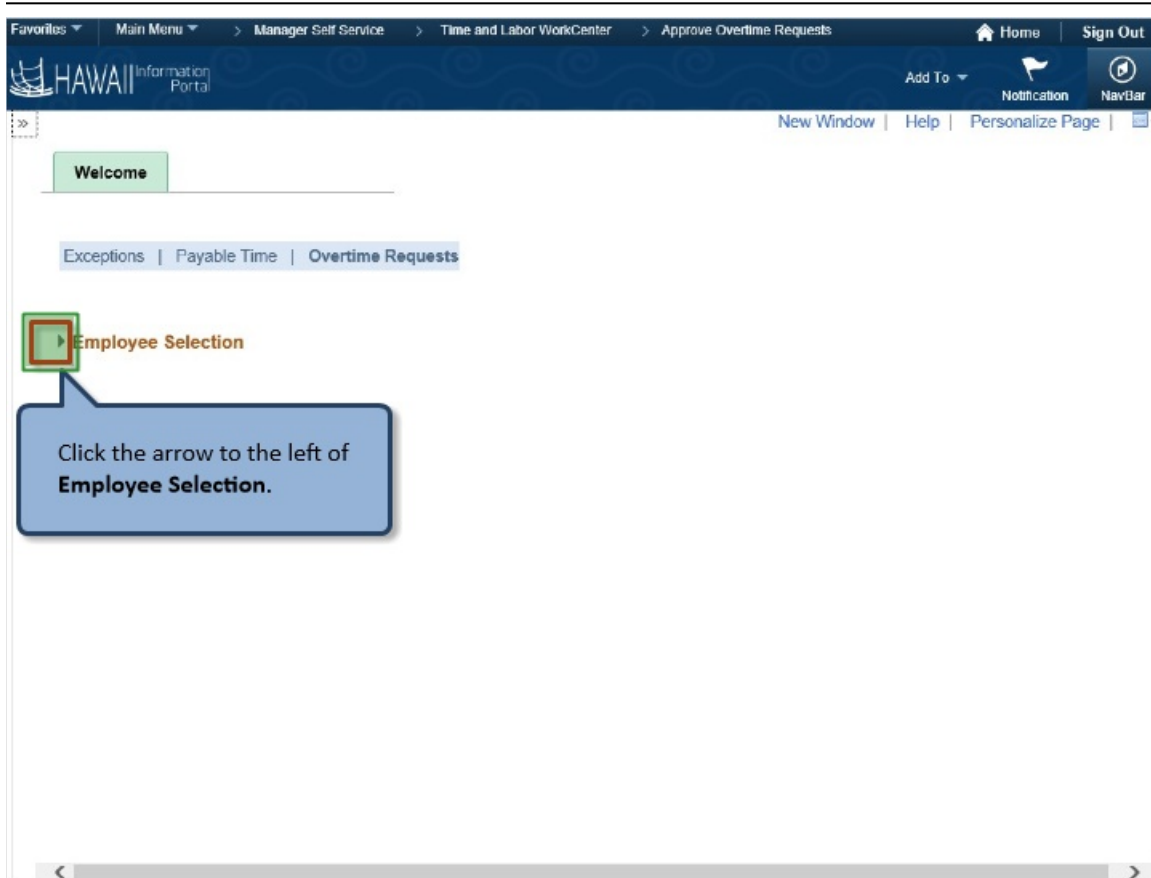


Click the **Overtime Requests** tab.

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

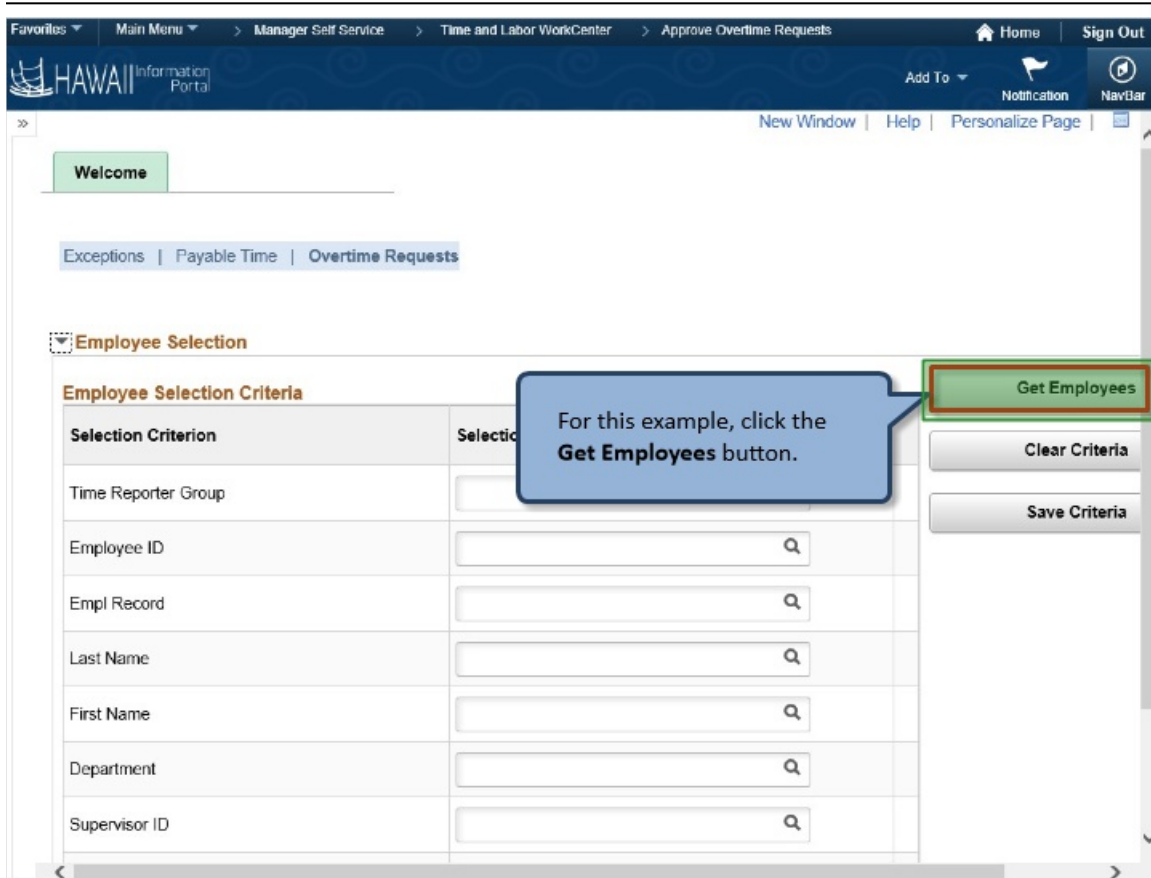
Employee Selection Criteria

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.

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



[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"/> 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.

[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

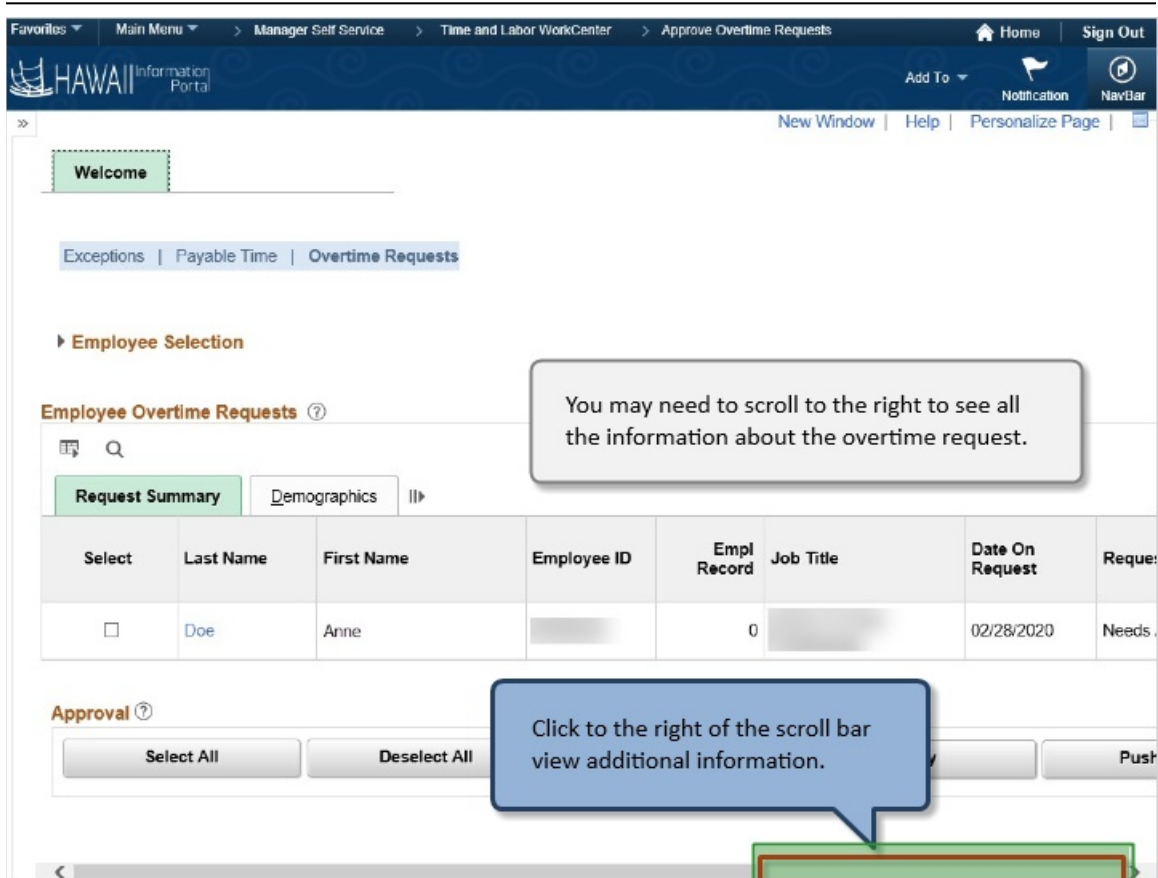
Approval ?

[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.



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.

[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		

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		

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.

Monthly Calendar

Monthly Calendar



Lesson Scenario

In this lesson, you will learn to use the Monthly Time Calendar.

You are a manager with two direct reports. You want to view their payable time for the current month (February 2020) and you also want to see if either of them has any leave or overtime planned for the first week of March 2020.

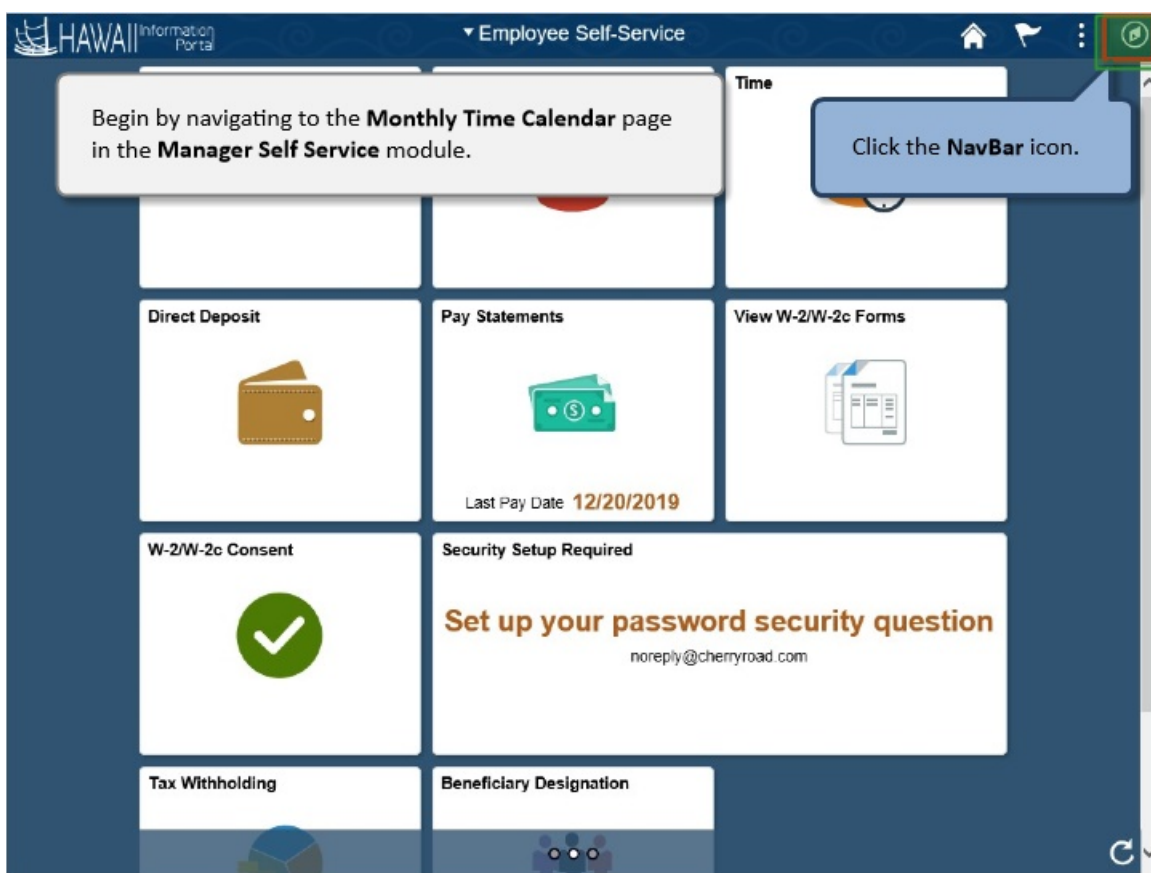
Select **'Next'** to continue.



Lesson Scenario

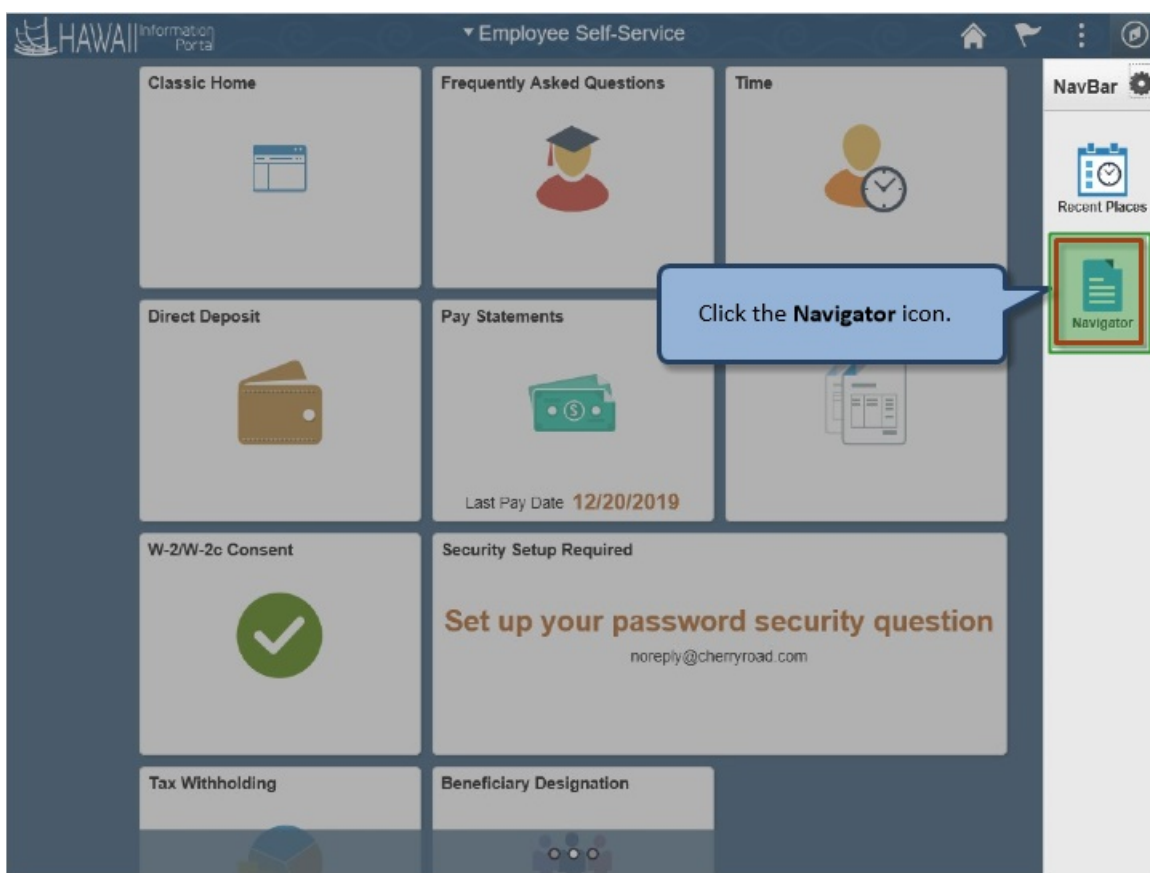
In this lesson, you will learn to use the Monthly Time Calendar.

You are a manager with two direct reports. You want to view their payable time for the current month (February 2020) and you also want to see if either of them has any leave or overtime planned for the first week of March 2020.

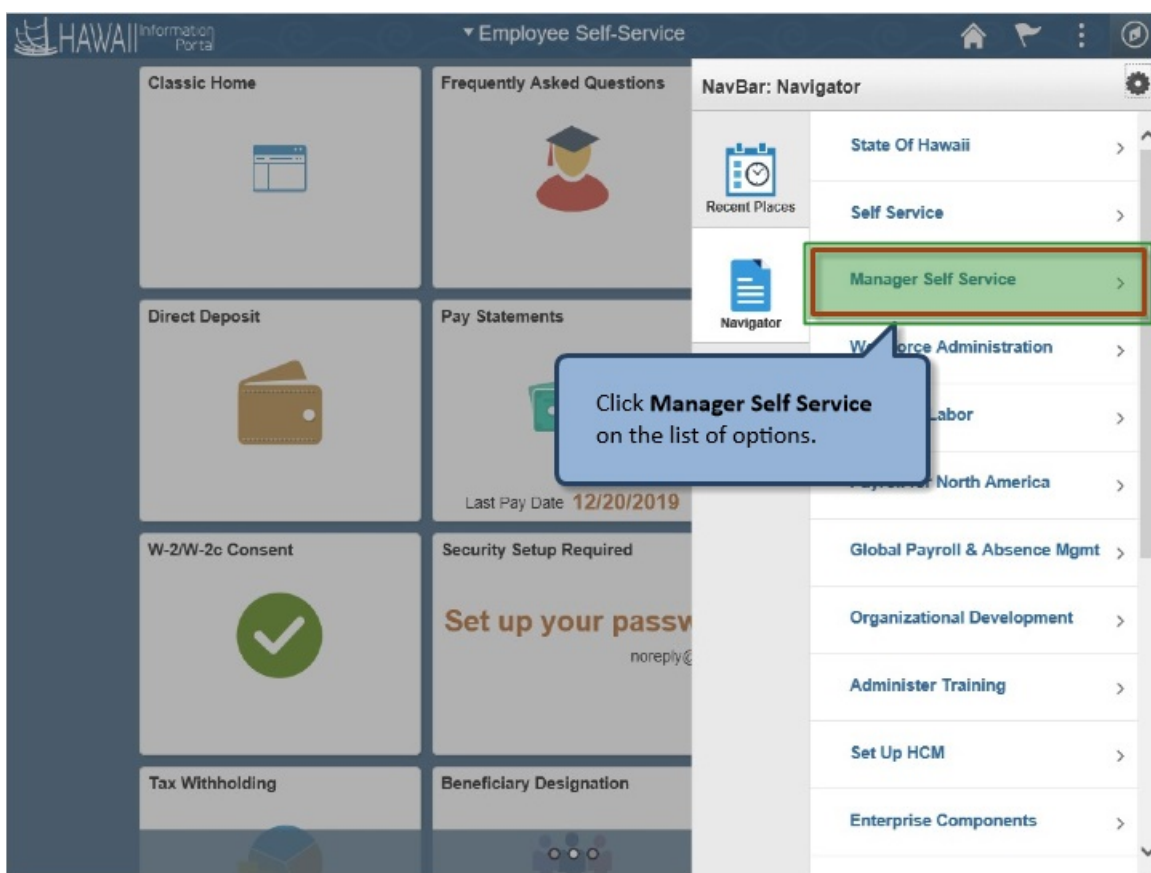


Begin by navigating to the **Monthly Time Calendar** page in the **Manager Self Service** module.

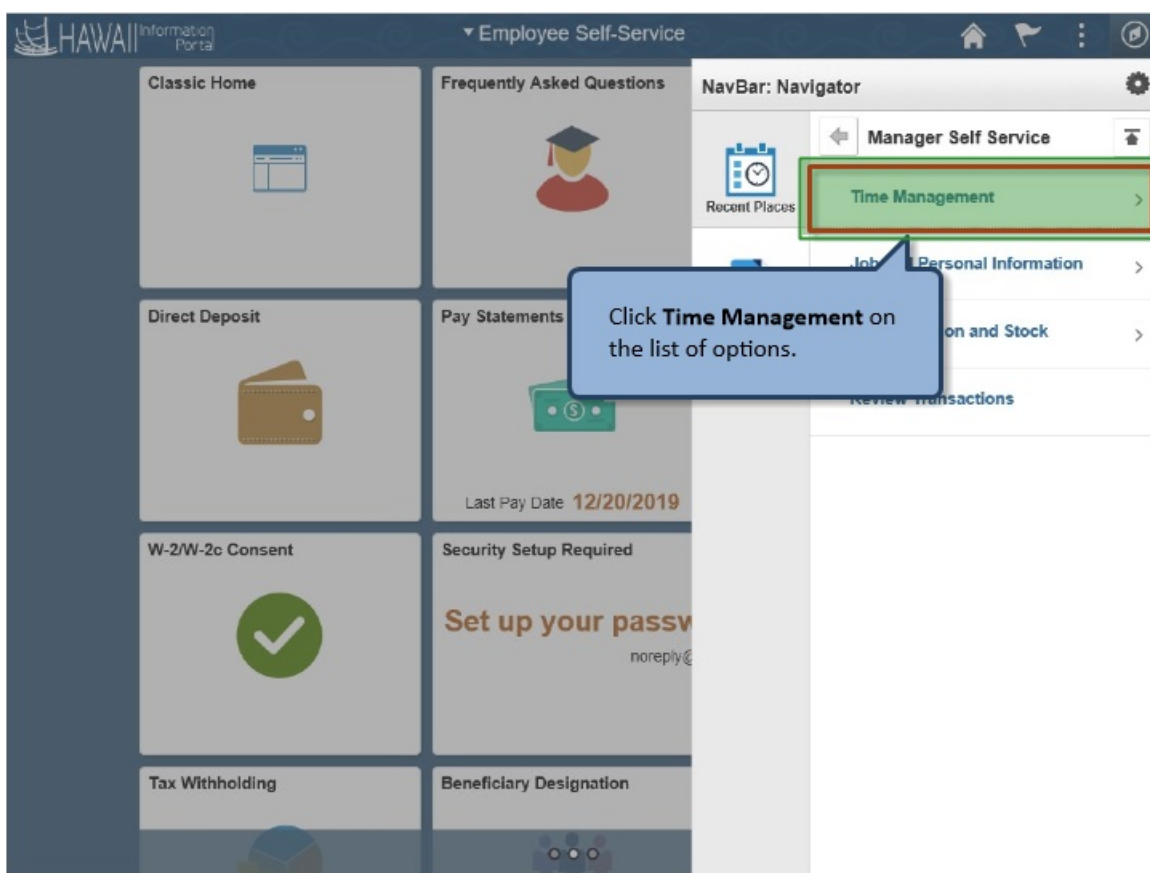
Click the **NavBar** icon.



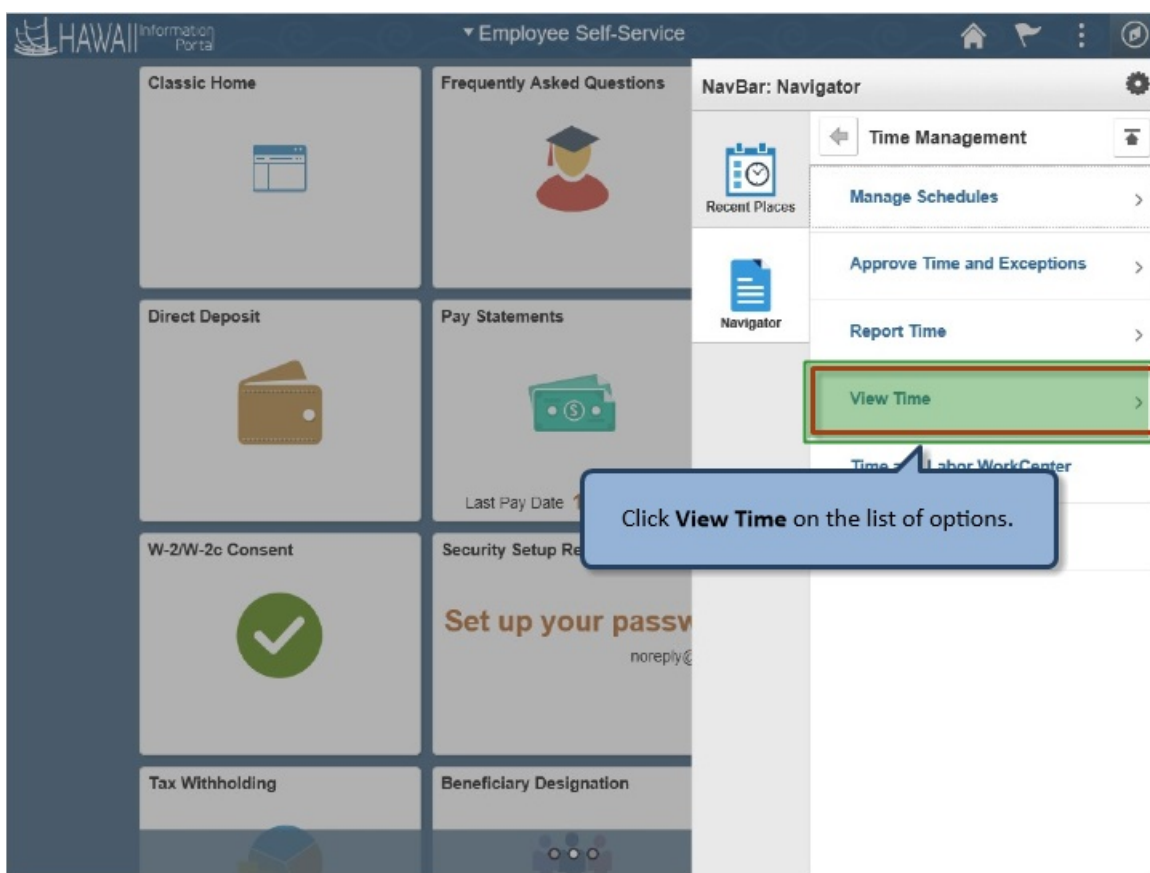
Click the **Navigator** icon.



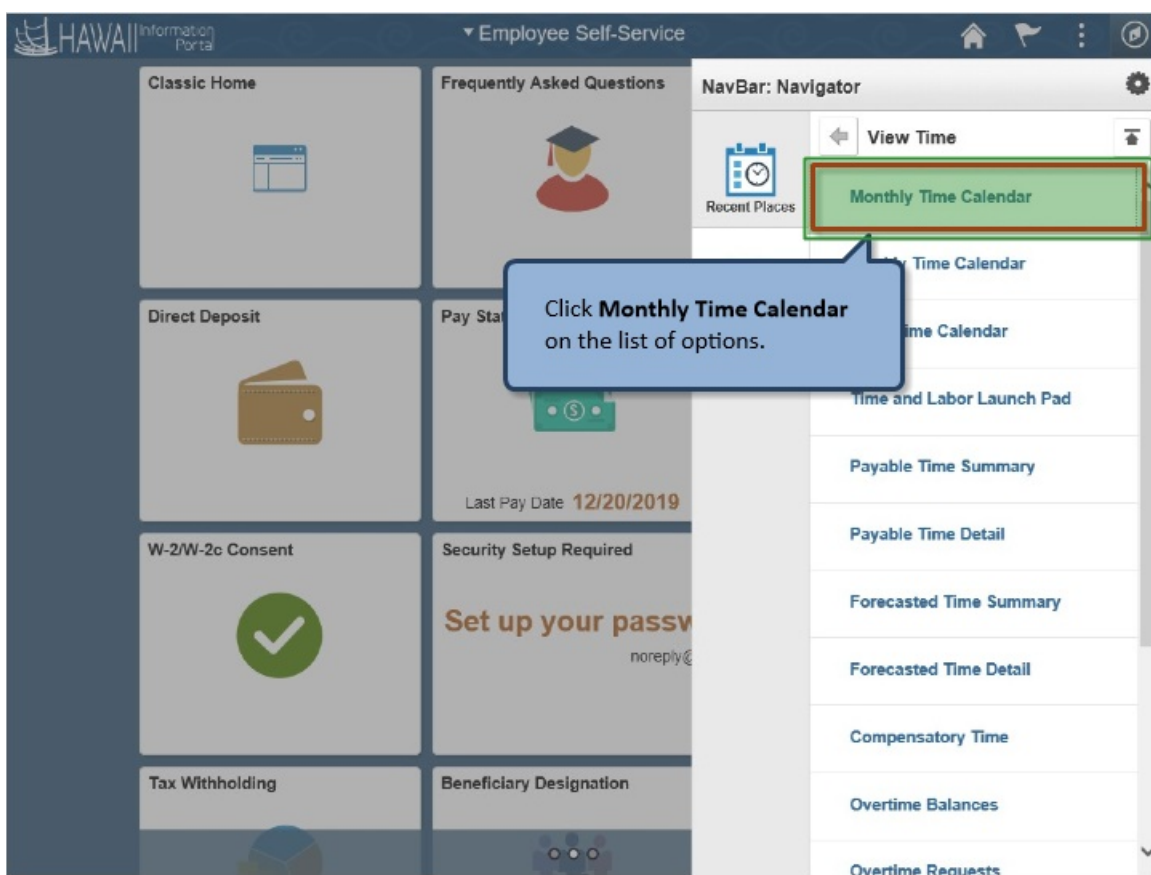
Click **Manager Self Service** on the list of options.



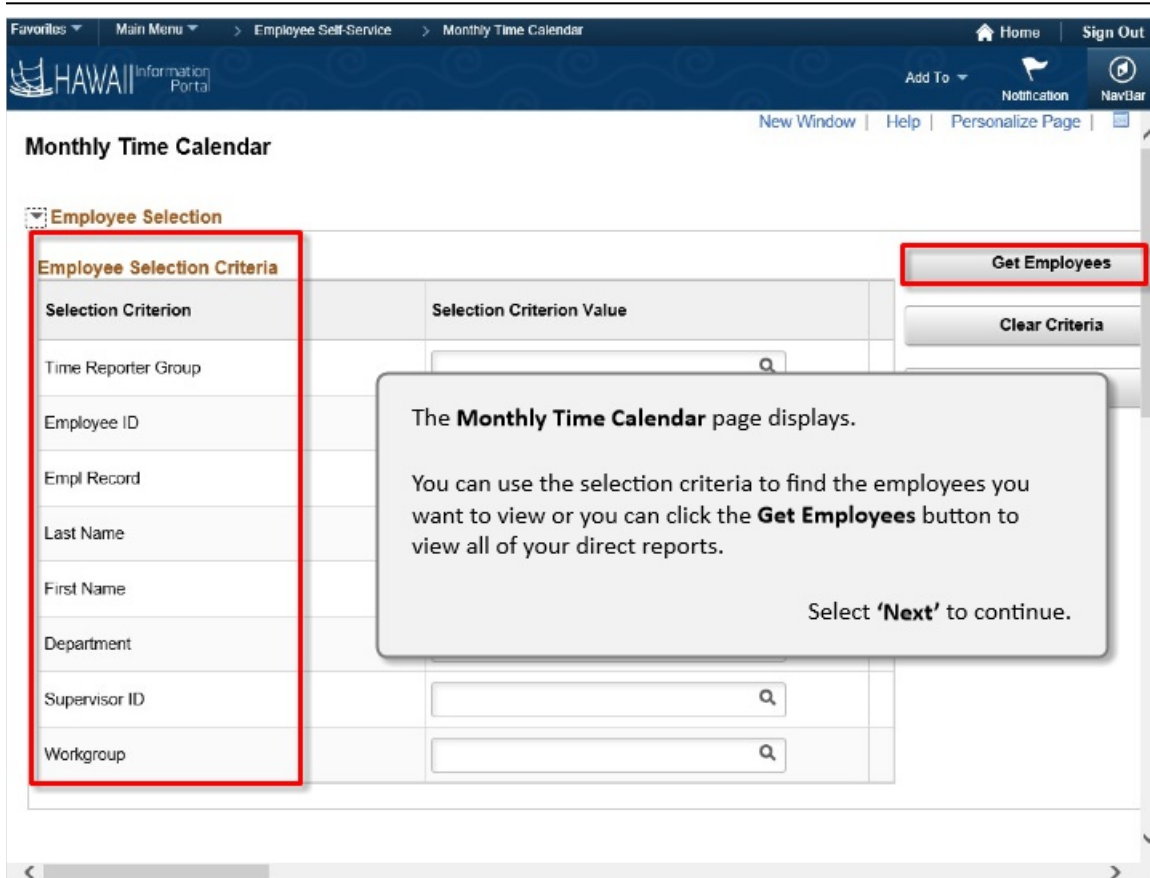
Click **Time Management** on the list of options.



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



Click **Monthly Time Calendar** on the list of options.



Monthly Time Calendar

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

The **Monthly Time Calendar** page displays.

You can use the selection criteria to find the employees you want to view or you can click the **Get Employees** button to view all of your direct reports.

Select **'Next'** to continue.

The **Monthly Time Calendar** page displays.

You can use the selection criteria to find the employees you want to view or you can click the **Get Employees** button to view all of your direct reports.

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Monthly Time Calendar](#) | [Home](#) | [Sign Out](#)

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

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

Monthly Time Calendar

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection
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](#)

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

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

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Monthly Time Calendar](#)

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



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

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

Monthly Time Calendar

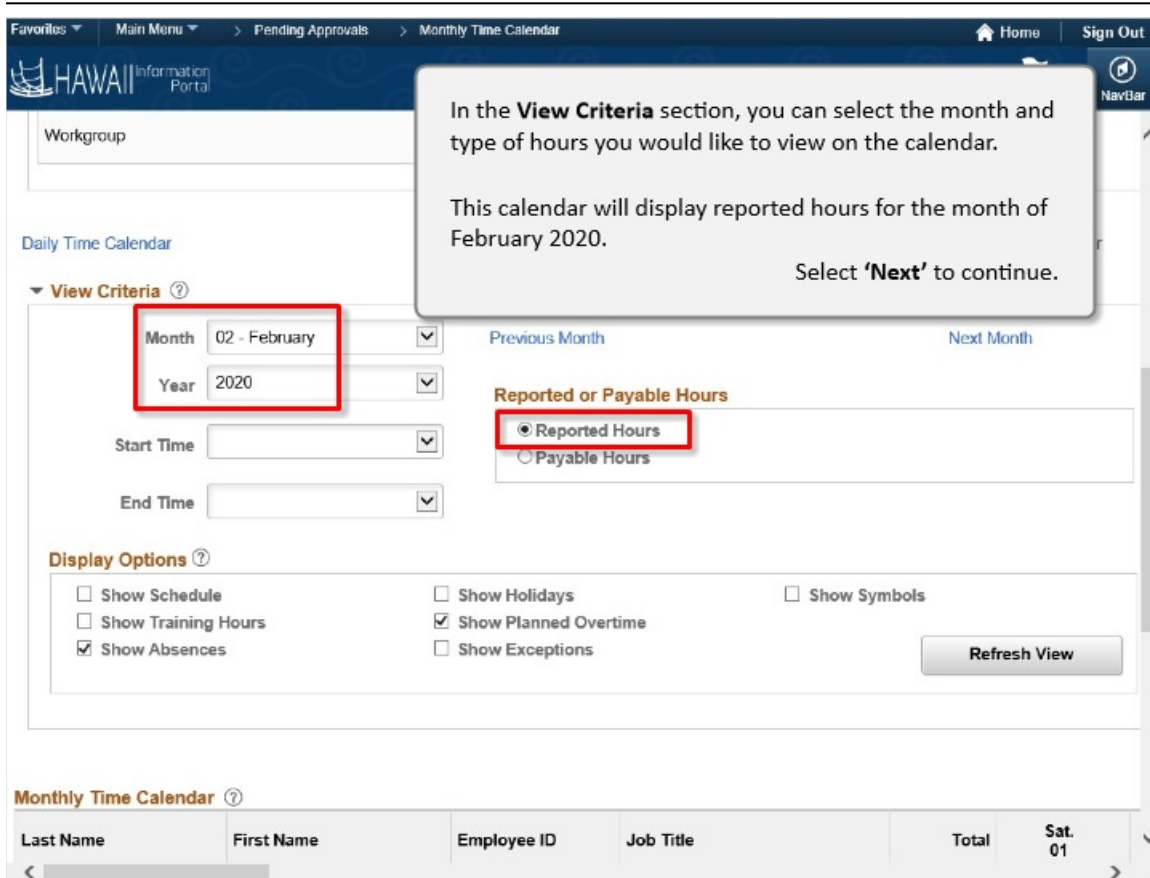
Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/> <input type="button" value="Q"/>
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"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/> <input type="button" value="Q"/>
Workgroup	<input type="text"/> <input type="button" value="Q"/>

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

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



In the **View Criteria** section, you can select the month and type of hours you would like to view on the calendar.

This calendar will display reported hours for the month of February 2020.

Select '**Next**' to continue.

View Criteria ?

Month: 02 - February
Year: 2020

Start Time:
End Time:

Reported or Payable Hours

☒ Reported Hours
☐ Payable Hours

Display Options ?

☐ Show Schedule
☐ Show Training Hours
☒ Show Absences
☐ Show Holidays
☒ Show Planned Overtime
☐ Show Exceptions
☐ Show Symbols

Refresh View

Monthly Time Calendar ?

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
[Empty row]					

In the **View Criteria** section, you can select the month and type of hours you would like to view on the calendar.

This calendar will display reported hours for the month of February 2020.

[Favorites](#) | [Main Menu](#) | [Pending Approvals](#) | [Monthly Time Calendar](#)

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

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

Workgroup

Daily Time Calendar

View Criteria ?

Month: 02 - February
 Year: 2020
 Start Time:
 End Time:

☒ Reported Hours
☐ Payable Hours

Display Options ?

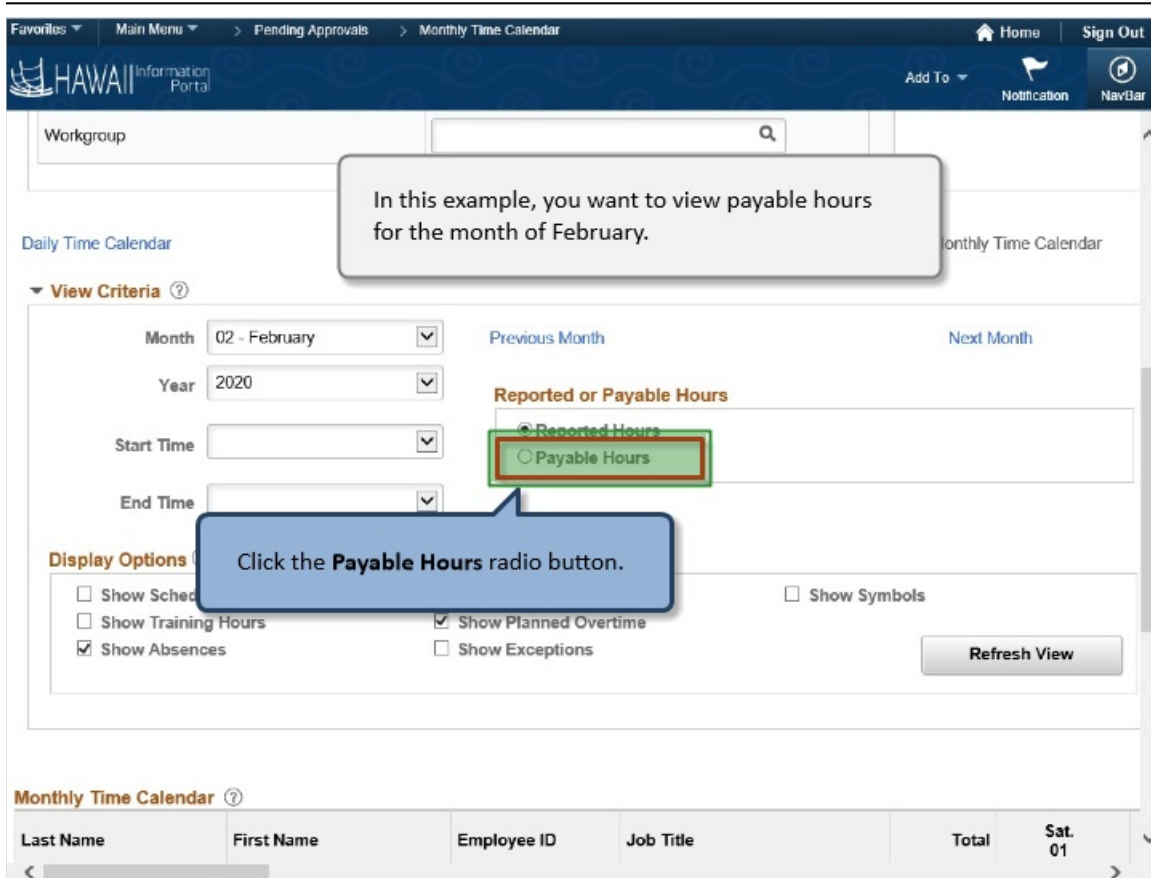
☐ Show Schedule
☐ Show Training Hours
☒ Show Absences
☐ Show Holidays
☒ Show Planned Overtime
☐ Show Exceptions
☐ Show Symbols

[Refresh View](#)

Monthly Time Calendar ?

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
<div style="text-align: right;">></div>					

In the **Display Options** section, you can select to view additional items, such as absences and planned overtime.



Workgroup

Daily Time Calendar

View Criteria

Month: 02 - February
 Year: 2020
 Start Time:
 End Time:

Previous Month Next Month

Reported or Payable Hours

☐ Reported Hours
☒ Payable Hours

Display Options

☐ Show Scheduled
☐ Show Training Hours
☒ Show Absences
☒ Show Planned Overtime
☐ Show Exceptions

Show Symbols

Refresh View

Monthly Time Calendar

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
-----------	------------	-------------	-----------	-------	---------

In this example, you want to view payable hours for the month of February.

Click the **Payable Hours** radio button.

[illegible]

Click the **Refresh View** button.

HAWAII Information Portal

Navigation: Favorites | Main Menu | Pending Approvals | Monthly Time Calendar | Home | Sign Out

Add To | Notification | NavBar

Workgroup [] Search []

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

▼ View Criteria (?)

Month: 02 - February Previous Month Next Month

Year: 2020

Start Time End Time

Reported or Payable Hours

☐ Reported Hours
☒ Payable Hours

Display Options (?)

☐ Show Schedule ☐ Show Holidays ☐ Show Symbols
☐ Show Training Hours ☒ Show Planned Overtime
☒ Show Absences ☐ Show Exceptions

Refresh View

Monthly Time Calendar (?)

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
<					>

Click below the scroll bar to move down the page.





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

The **Monthly Time Calendar** displays for your direct reports. You may need to scroll to the right to see the payable hours they worked in February.

Monthly Time Calendar ?

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
Doe	Lisa			80.00	-
Doe	Mark			80.00	-

Legend

	Approved Absence		Requested Absence		Approved Overtime
	Default Reported/Payable Time				

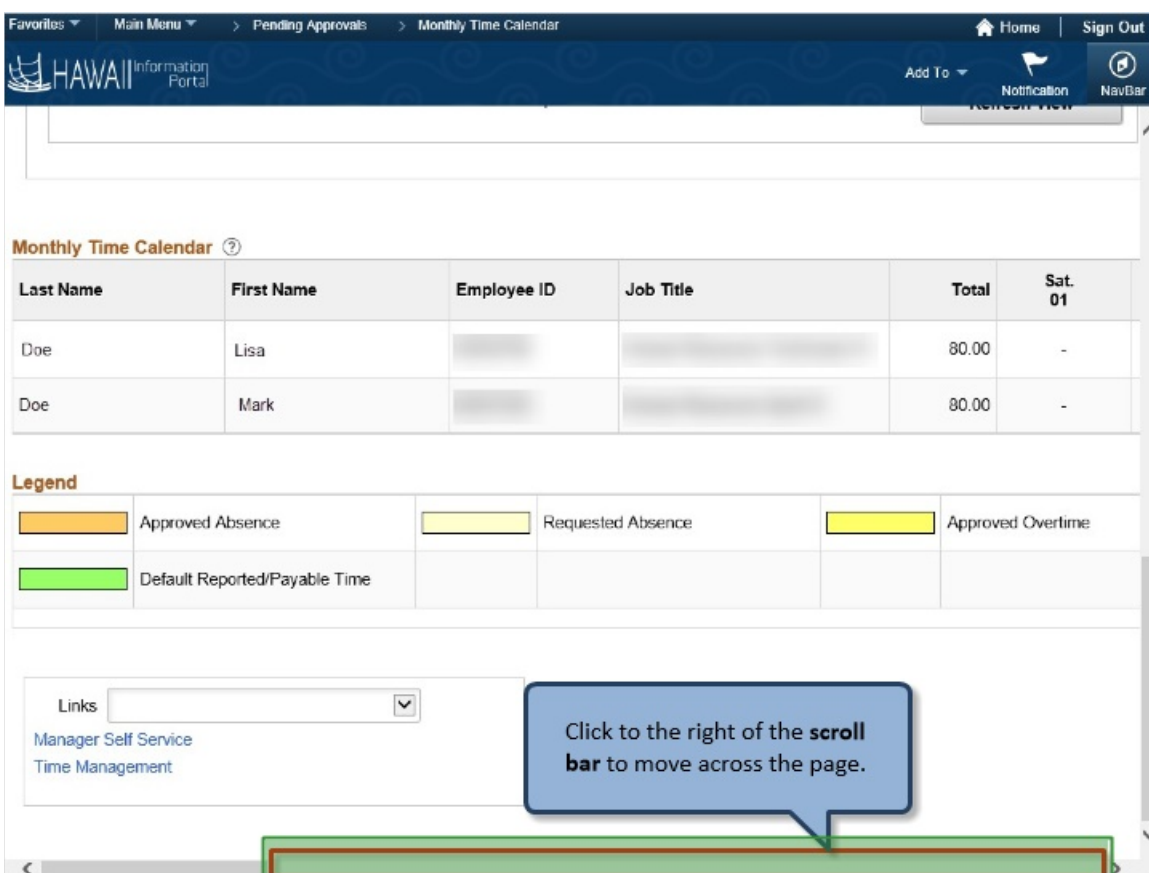
Notice the legend under the calendar. Payable time displays in green and other data on the calendar displays in different colors based on the type of data.

Select **'Next'** to continue.

Links
Time Management

The **Monthly Time Calendar** displays for your direct reports. You may need to scroll to the right to see the payable hours they worked in February.




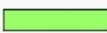
Notice the legend under the calendar. Payable time displays in green and other data on the calendar displays in different colors based on the type of data.



Monthly Time Calendar ?

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
Doe	Lisa			80.00	-
Doe	Mark			80.00	-

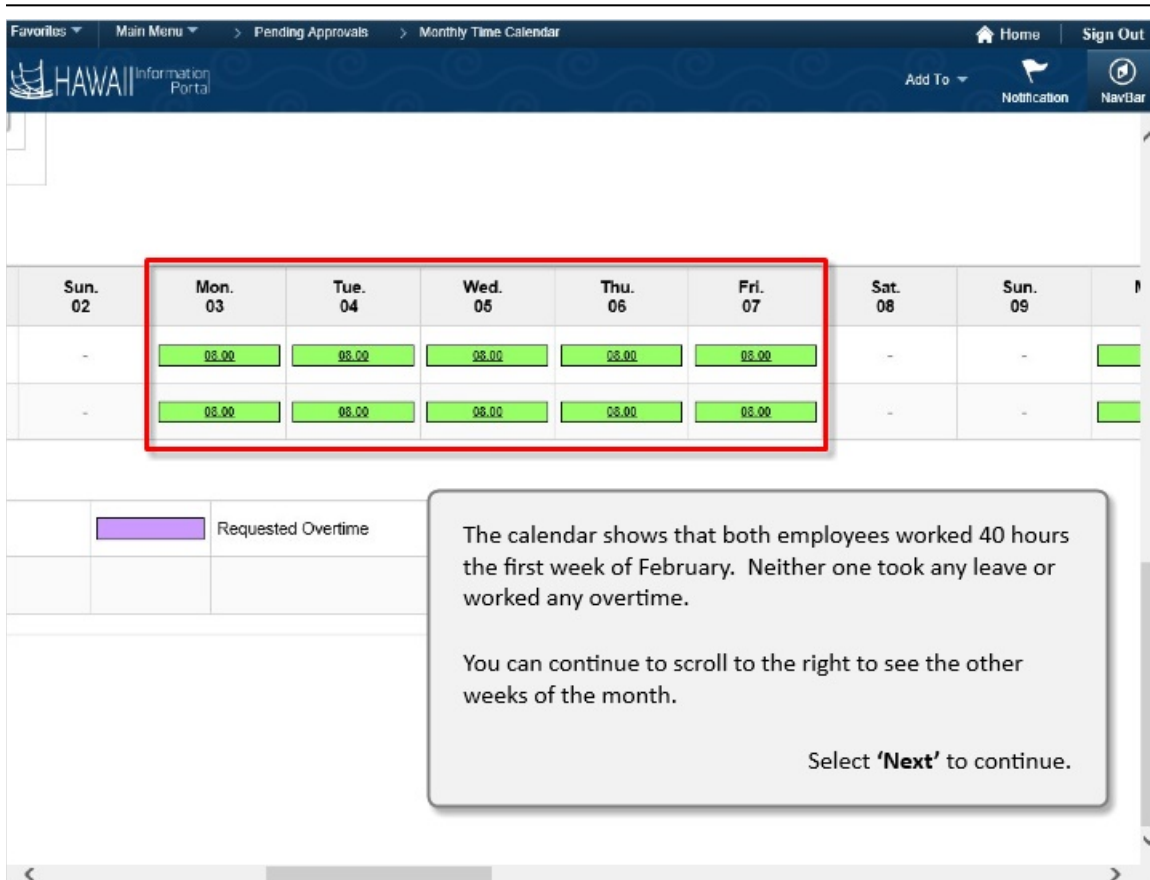
Legend

	Approved Absence		Requested Absence		Approved Overtime
	Default Reported/Payable Time				

Links
[Manager Self Service](#)
[Time Management](#)

Click to the right of the **scroll bar** to move across the page.

Click to the right of the **scroll bar** to move across the page.



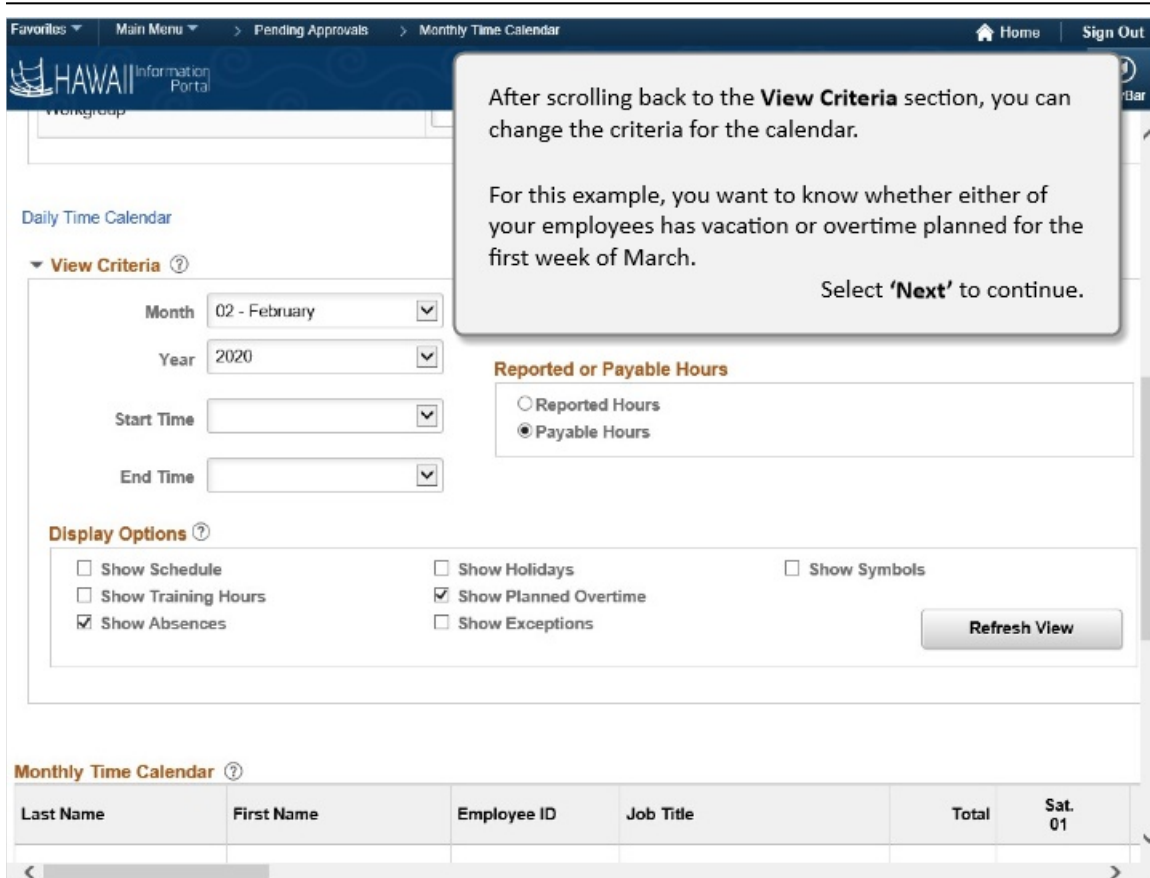
The calendar shows that both employees worked 40 hours the first week of February. Neither one took any leave or worked any overtime.

You can continue to scroll to the right to see the other weeks of the month.

Select **'Next'** to continue.

The calendar shows that both employees worked 40 hours the first week of February. Neither one took any leave or worked any overtime.

You can continue to scroll to the right to see the other weeks of the month.



After scrolling back to the **View Criteria** section, you can change the criteria for the calendar.

For this example, you want to know whether either of your employees has vacation or overtime planned for the first week of March.

Select **'Next'** to continue.

View Criteria ?

Month: 02 - February
Year: 2020
Start Time:
End Time:

Reported or Payable Hours

☐ Reported Hours
☒ Payable Hours

Display Options ?

☐ Show Schedule
☐ Show Training Hours
☒ Show Absences
☐ Show Holidays
☒ Show Planned Overtime
☐ Show Exceptions
☐ Show Symbols

Refresh View

Monthly Time Calendar ?

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01

After scrolling back to the **View Criteria** section, you can change the criteria for the calendar.

For this example, you want to know whether either of your employees has vacation or overtime planned for the first week of March.

First, change the month to March, then review the display options to make sure they show the data you want to view.

Select **'Next'** to continue.

View Criteria ?

Month: 02 - February
 Year: 2020
 Start Time:
 End Time:

Reported or Payable Hours

☐ Reported Hours
☒ Payable Hours

Display Options ?

☐ Show Schedule ☐ Show Holidays ☐ Show Symbols
☐ Show Training Hours ☒ Show Planned Overtime
☒ Show Absences ☐ Show Exceptions


Monthly Time Calendar ?

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01

First, change the month to March, then review the display options to make sure they show the data you want to view.

[Favorites](#) | [Main Menu](#) | [Pending Approvals](#) | [Monthly Time Calendar](#)

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



HAWAII Information Portal

To change from February to March, you can either use the drop-down menu, or you can click the **Next Month** link.

Select '**Next**' to continue.

Daily Time Calendar

▼ **View Criteria** ?

Month: 02 - February ▼

Year: 2020 ▼

Start Time: ▼

End Time: ▼

Previous Month Next Month

Reported or Payable Hours

☐ Reported Hours
☒ Payable Hours

Display Options ?

☐ Show Schedule

☐ Show Training Hours

☒ Show Absences

☐ Show Holidays

☒ Show Planned Overtime

☐ Show Exceptions

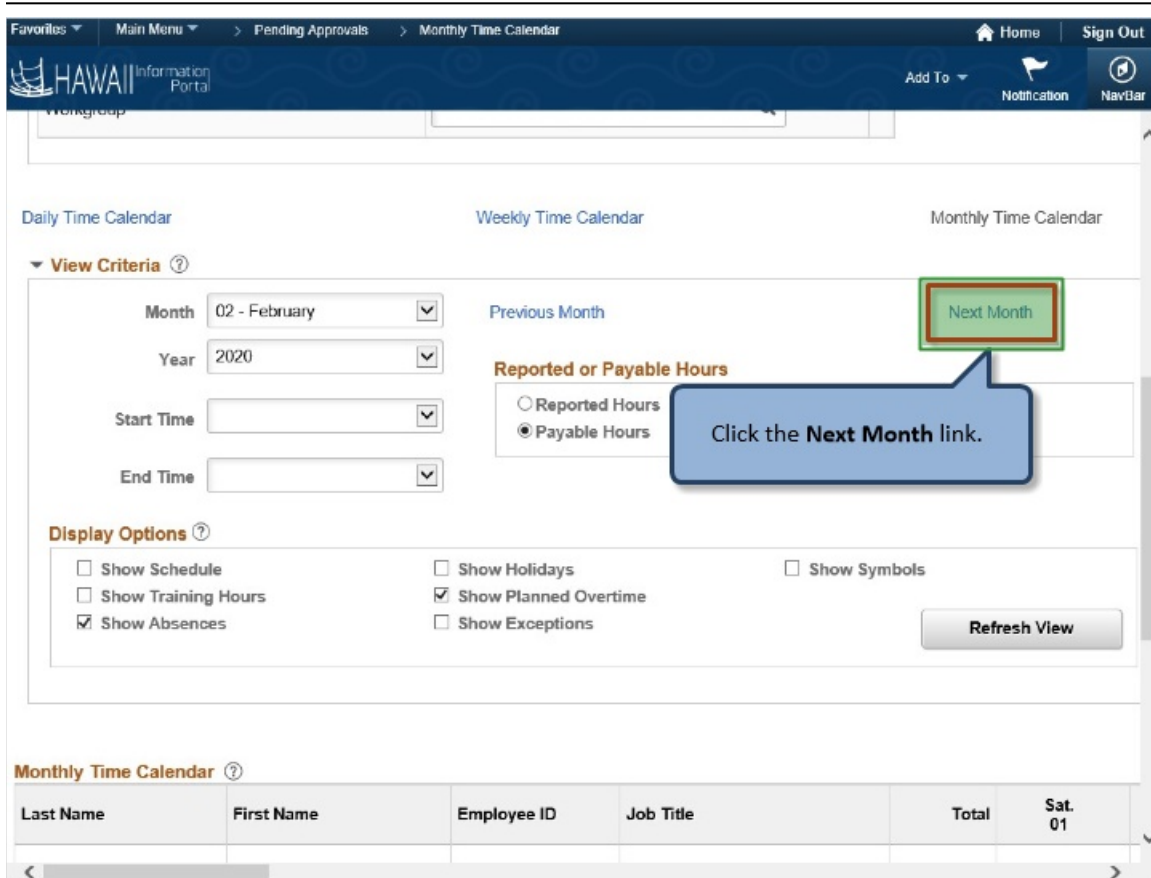
☐ Show Symbols

Refresh View

Monthly Time Calendar ?

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01

To change from February to March, you can either use the drop-down menu, or you can click the **Next Month** link.



Monthly Time Calendar

View Criteria

Month: 02 - February

Year: 2020

Start Time:

End Time:

Previous Month

Next Month

Reported or Payable Hours

☐ Reported Hours

☒ Payable Hours

Click the **Next Month** link.

Display Options

☐ Show Schedule

☐ Show Training Hours

☒ Show Absences

☐ Show Holidays

☒ Show Planned Overtime

☐ Show Exceptions

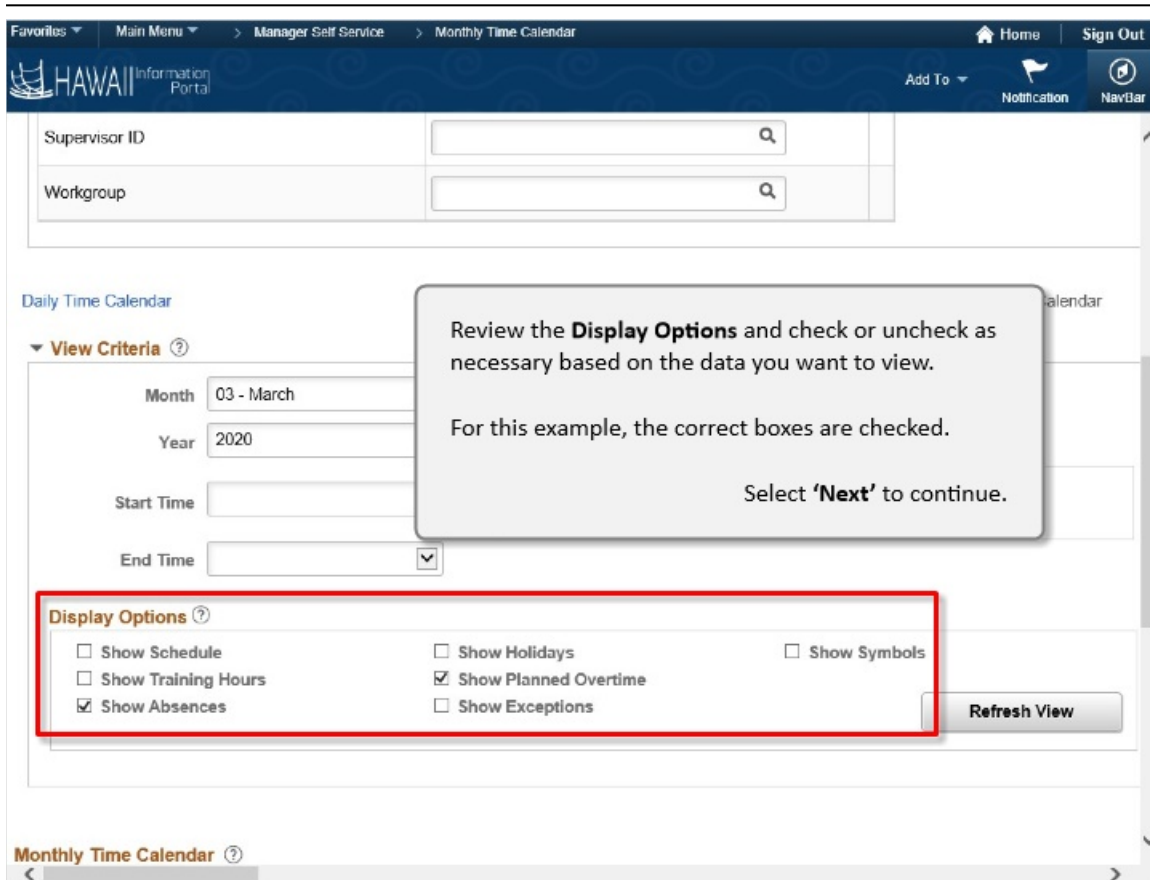
☐ Show Symbols

Refresh View

Monthly Time Calendar

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01

Click the **Next Month** link.



Supervisor ID

Workgroup

Daily Time Calendar

▼ View Criteria ?

Month

Year

Start Time

End Time

Display Options ?

☐ Show Schedule ☐ Show Holidays ☐ Show Symbols

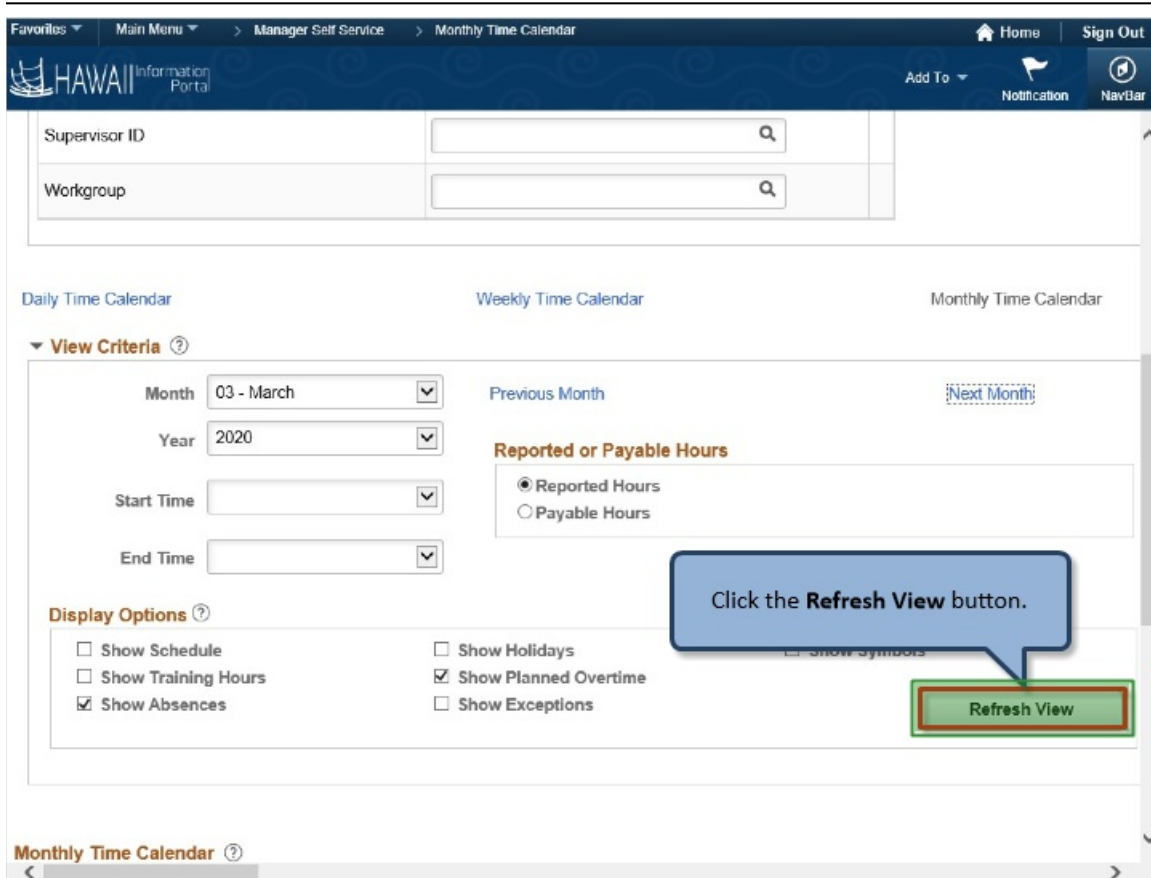
☐ Show Training Hours ☒ Show Planned Overtime

☒ Show Absences ☐ Show Exceptions

Monthly Time Calendar ?

Review the **Display Options** and check or uncheck as necessary based on the data you want to view.

For this example, the correct boxes are checked.



Supervisor ID

Workgroup

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

▼ View Criteria ?

Month Previous Month [Next Month](#)

Year

Start Time

End Time

Reported or Payable Hours

☒ Reported Hours
☐ Payable Hours

Display Options ?

☐ Show Schedule ☐ Show Holidays ☐ Show Symbols

☐ Show Training Hours ☒ Show Planned Overtime

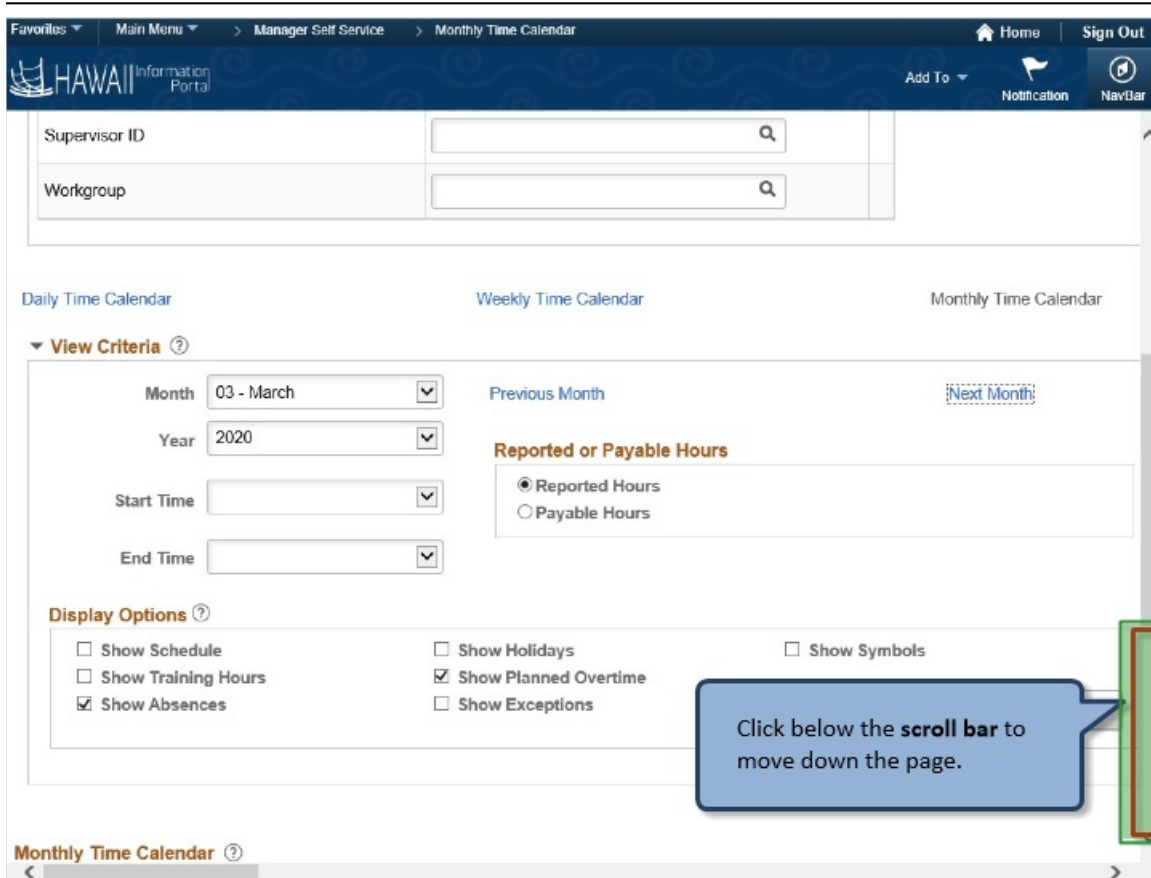
☒ Show Absences ☐ Show Exceptions

Refresh View

Click the **Refresh View** button.

Monthly Time Calendar ?

Click the **Refresh View** button.



Supervisor ID

Workgroup

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

▼ View Criteria ?

Month Previous Month [Next Month](#)

Year

Start Time

End Time

Reported or Payable Hours

☒ Reported Hours
☐ Payable Hours

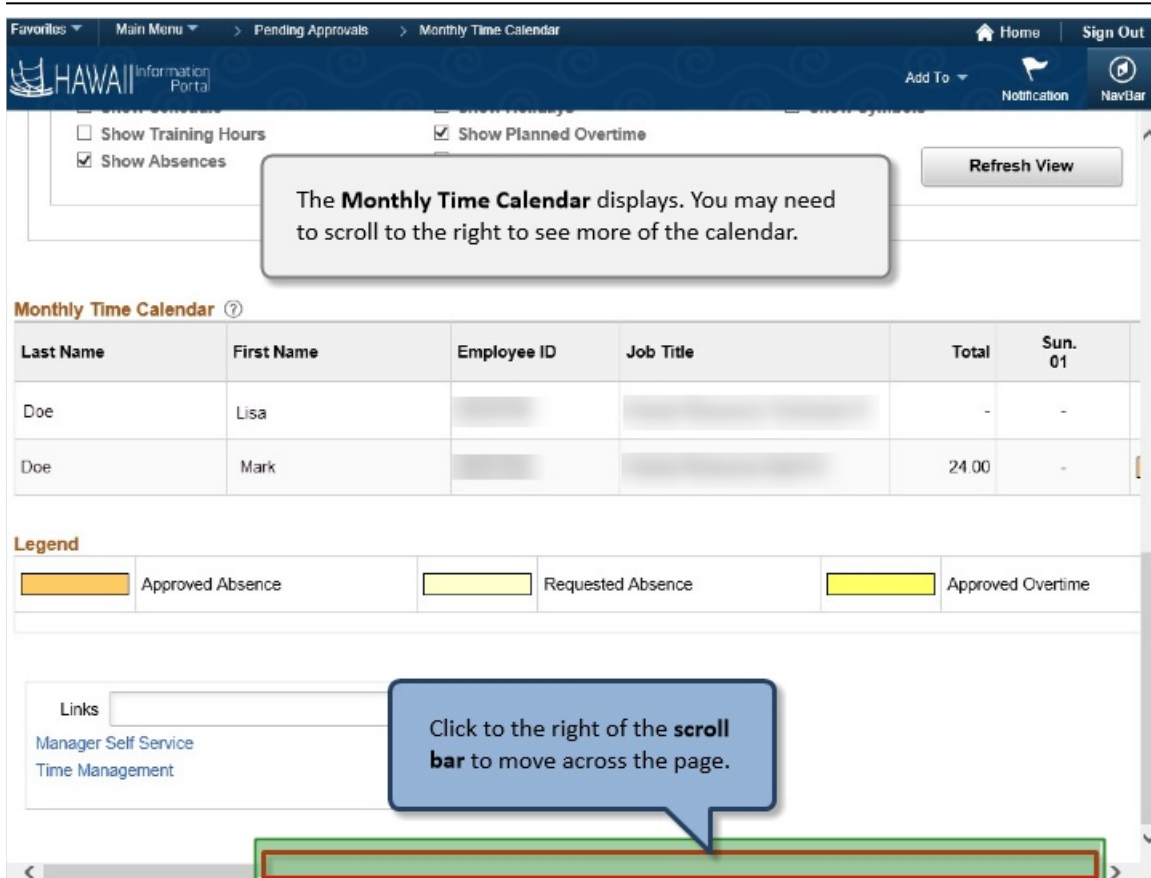
Display Options ?

☐ Show Schedule ☐ Show Holidays ☐ Show Symbols
☐ Show Training Hours ☒ Show Planned Overtime
☒ Show Absences ☐ Show Exceptions

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

Monthly Time Calendar ?


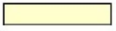
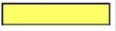
Click below the **scroll bar** to move down the page.



The **Monthly Time Calendar** displays. You may need to scroll to the right to see more of the calendar.

Last Name	First Name	Employee ID	Job Title	Total	Sun. 01
Doe	Lisa			-	-
Doe	Mark			24.00	-

Legend

	Approved Absence		Requested Absence		Approved Overtime
---	------------------	---	-------------------	---	-------------------

Links
[Manager Self Service](#)
[Time Management](#)

Click to the right of the **scroll bar** to move across the page.

The **Monthly Time Calendar** displays. You may need to scroll to the right to see more of the calendar.

Click to the right of the **scroll bar** to move across the page.

[Favorites](#) |
 [Main Menu](#) |
 [Pending Approvals](#) |
 [Monthly Time Calendar](#)

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

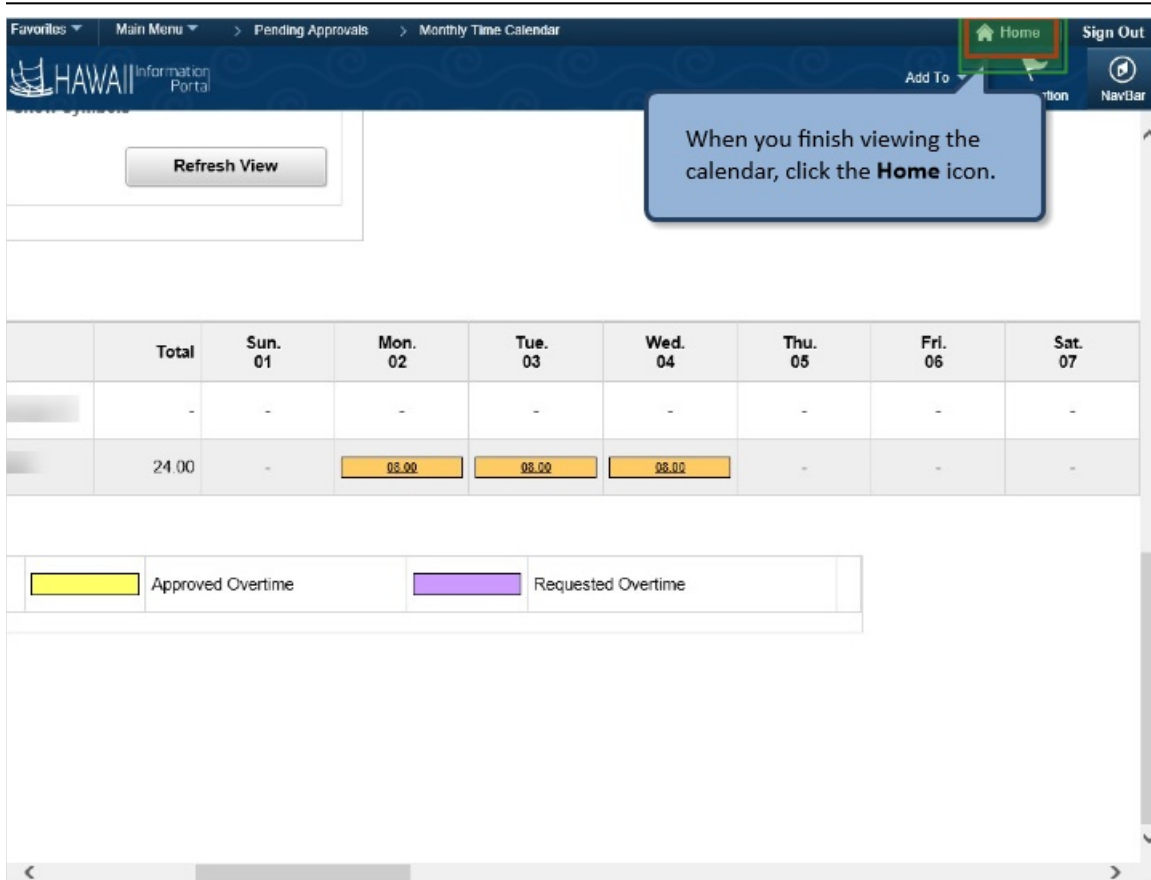
The calendar shows you that one employee has an approved absence for the first three day of the week while the other employee is not taking any vacation next week. Neither employee has any planned overtime.

Select '**Next**' to continue.

	Total	Sun. 01	Mon. 02	Tue. 03	Wed. 04	Thu. 05	Fri. 06	Sat. 07
	-	-	-	-	-	-	-	-
	24.00	-	08.00	08.00	08.00	-	-	-

Approved Overtime
 Requested Overtime

The calendar shows you that one employee has an approved absence for the first three day of the week while the other employee is not taking any vacation next week. Neither employee has any planned overtime.



When you finish viewing the calendar, click the **Home** icon.

	Total	Sun. 01	Mon. 02	Tue. 03	Wed. 04	Thu. 05	Fri. 06	Sat. 07
	-	-	-	-	-	-	-	-
	24.00	-	08.00	08.00	08.00	-	-	-

 Approved Overtime
 Requested Overtime

When you finish viewing the calendar, click the **Home** icon.



Congratulations!

You've successfully completed this lesson.

Reports

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

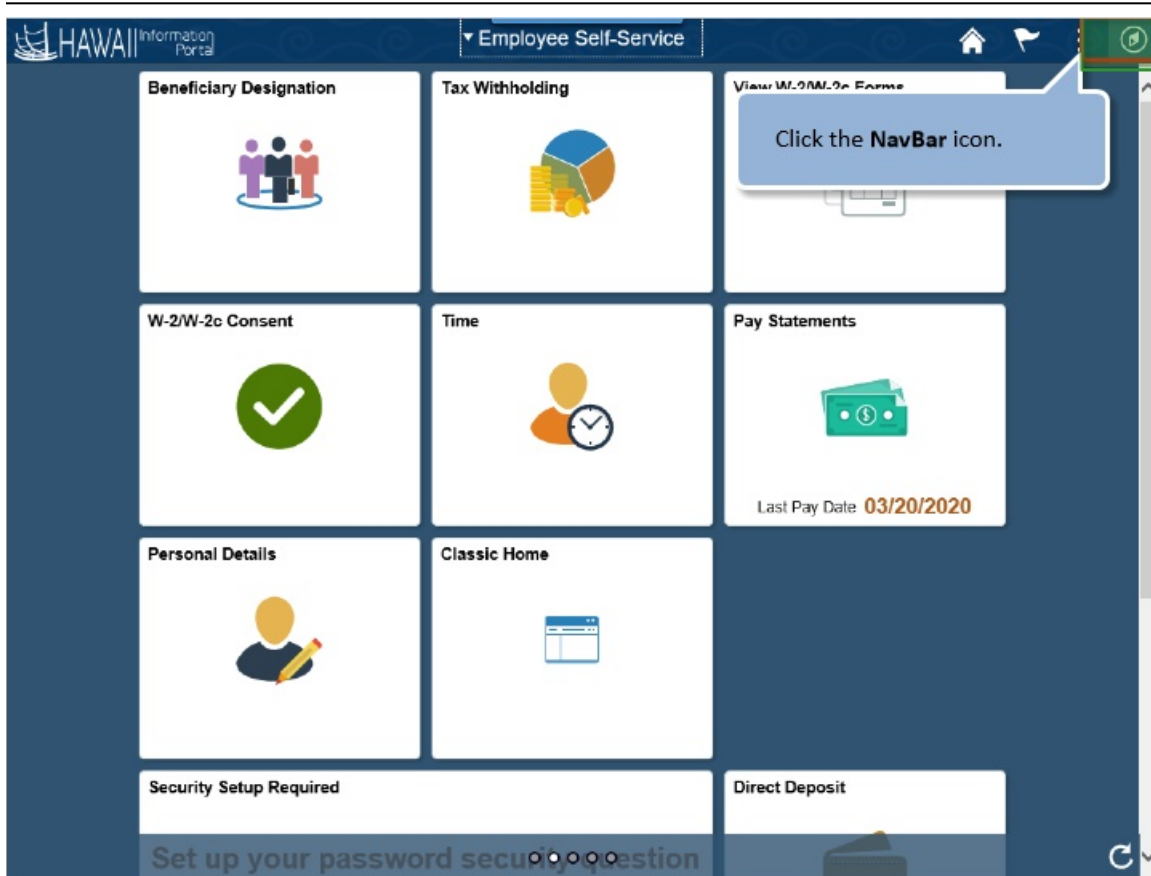
Lesson Scenario

In this lesson, you will learn how to use Query Viewer to run predefined reports in HIP Time and Leave.

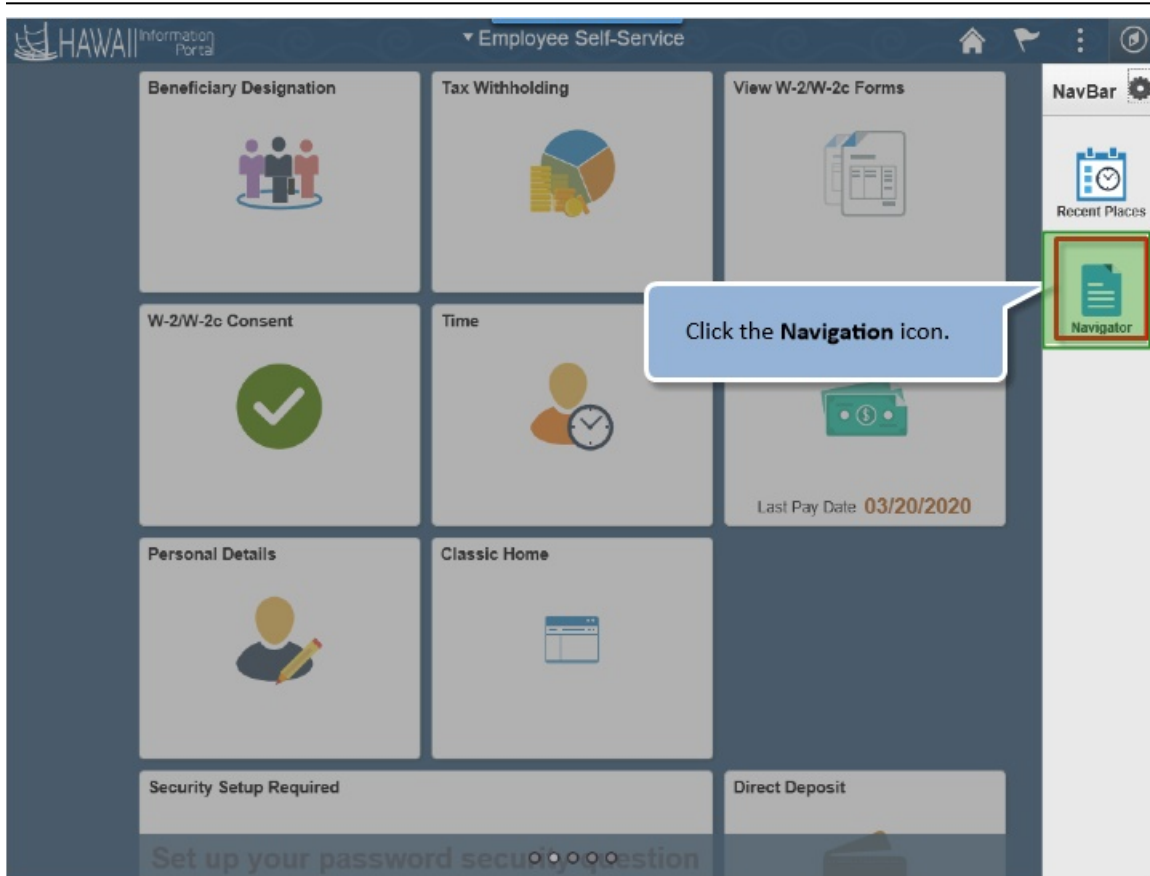
A photograph of a woman with long dark hair, smiling, wearing a pink cardigan over a black top and grey pants, standing with her hand on her hip.

Lesson Scenario

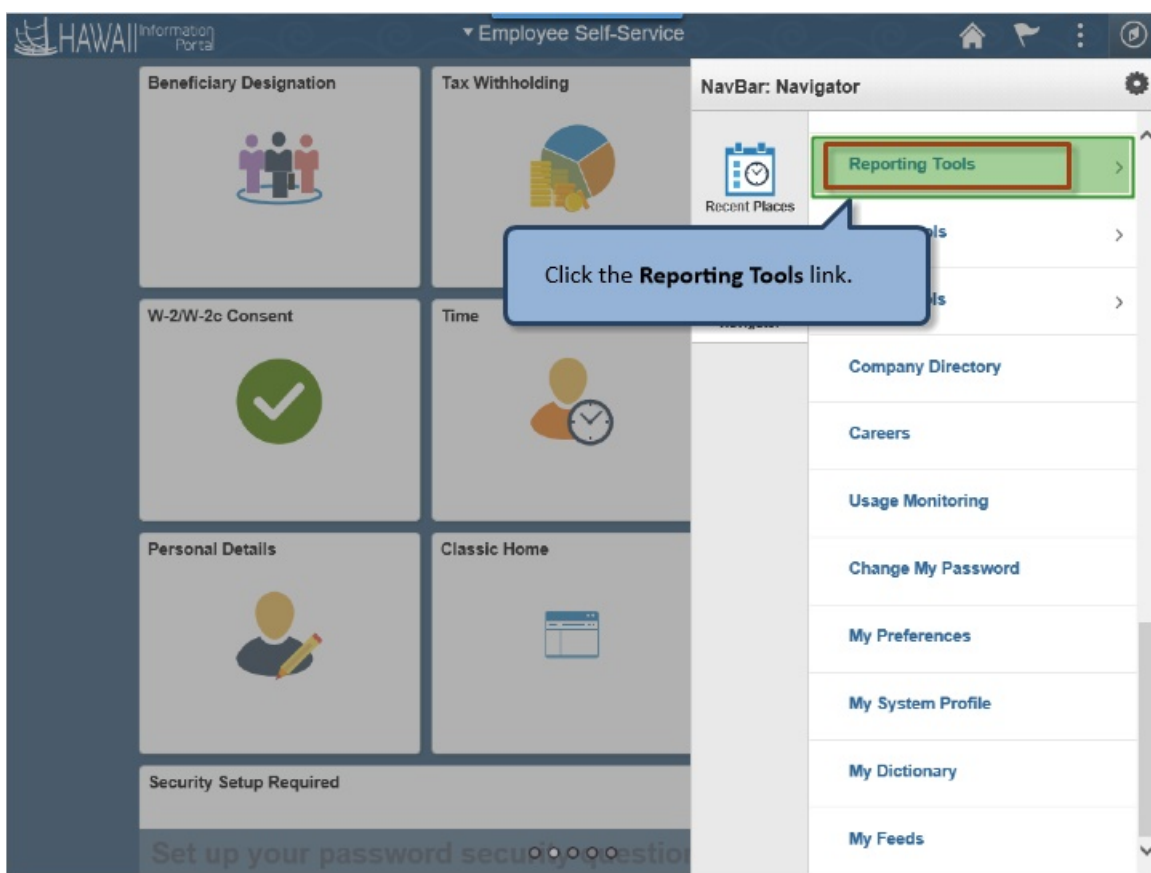
In this lesson, you will learn how to use Query Viewer to run predefined reports in HIP Time and Leave.



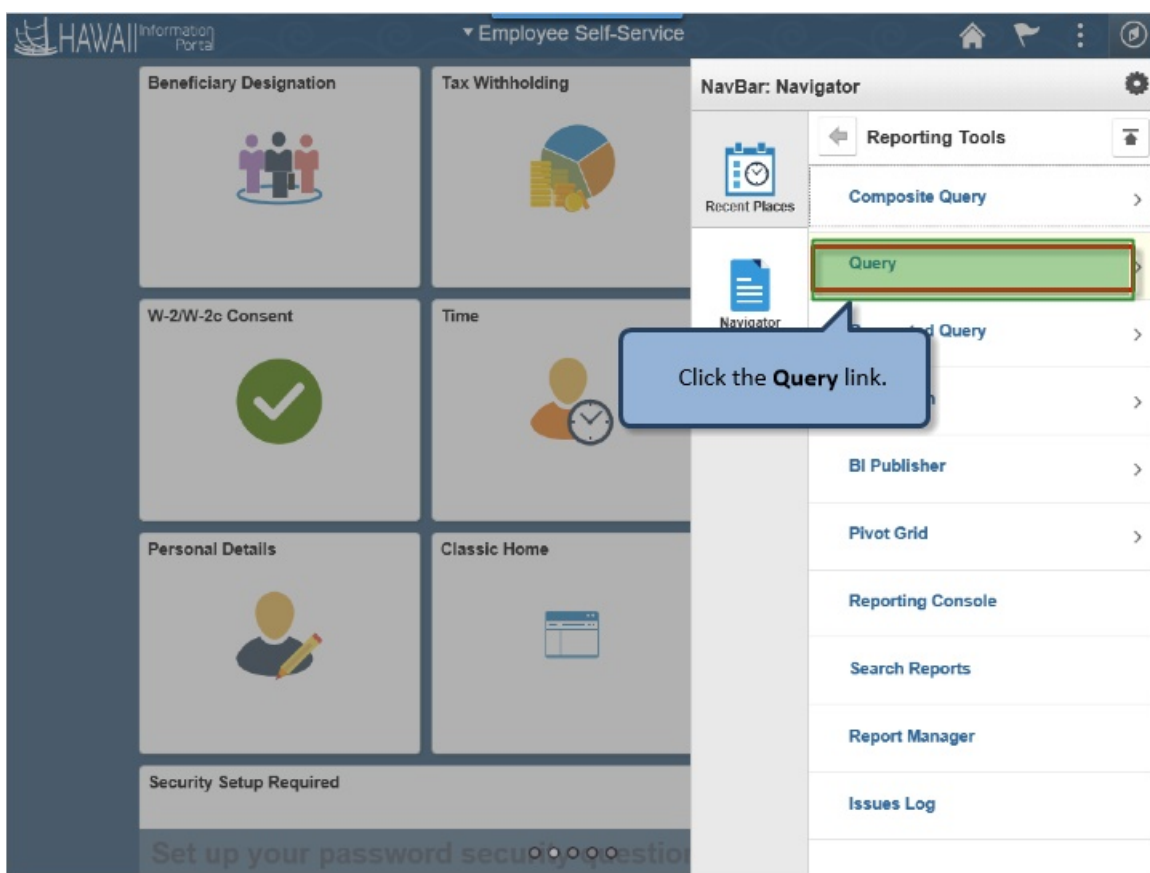
Click the **NavBar** icon.



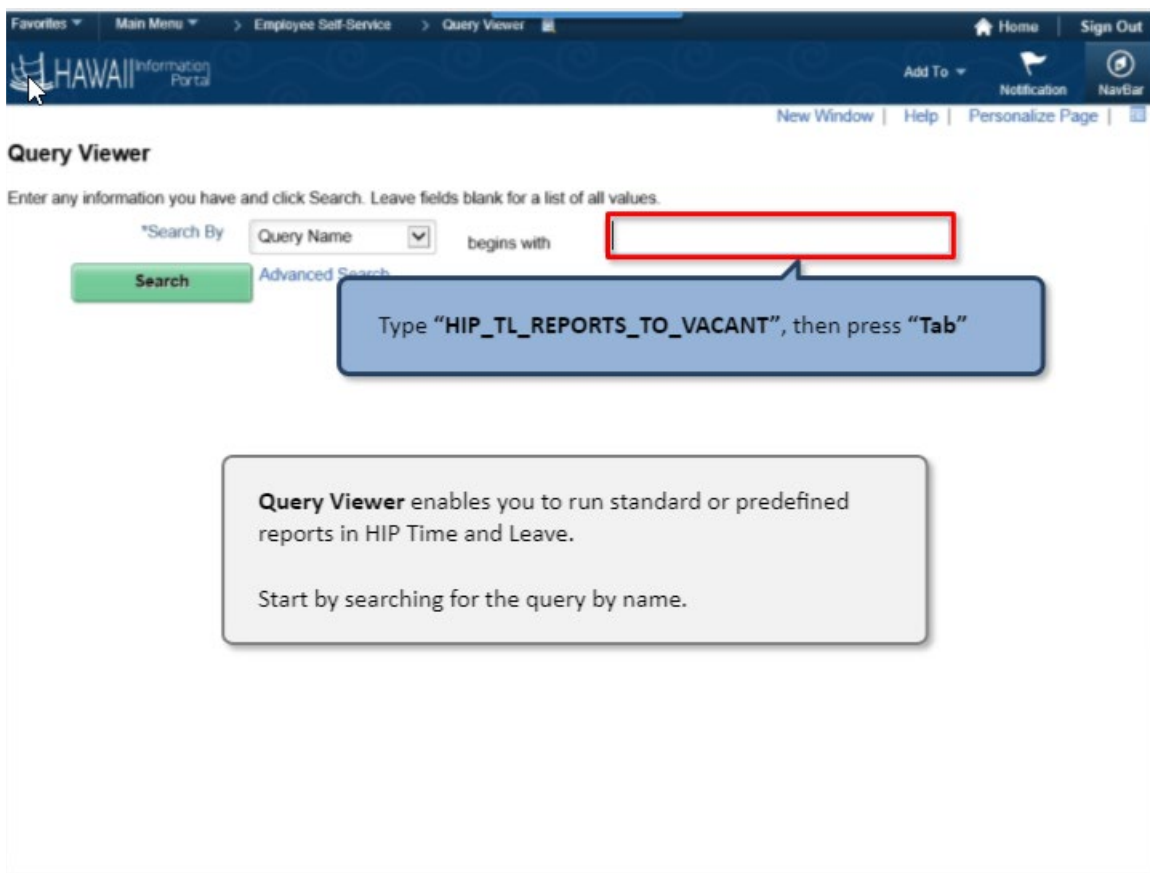
Click the **Navigation** icon.



Click the **Reporting Tools** link.



Click the **Query** link.



Query Viewer

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

*Search By Query Name begins with

Search

Advanced Search

Type "HIP_TL_REPORTS_TO_VACANT", then press "Tab"

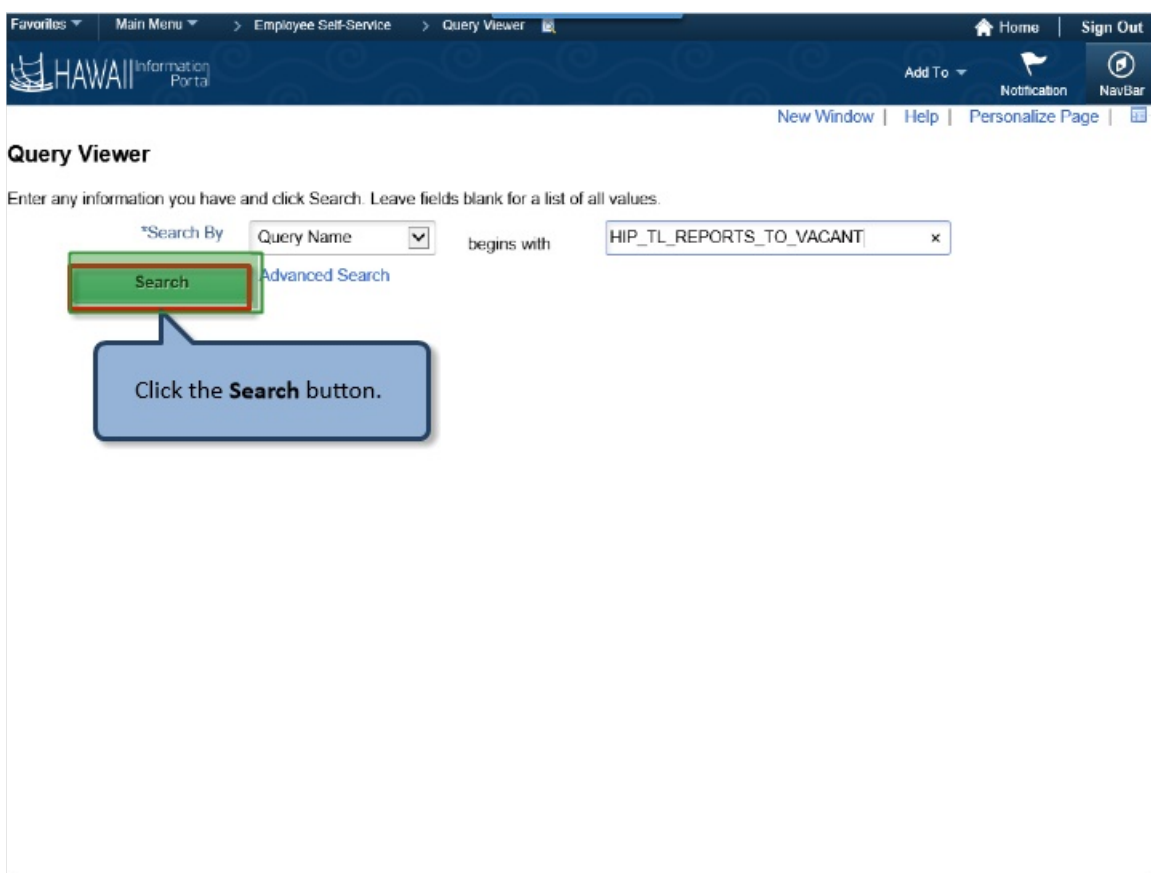
Query Viewer enables you to run standard or predefined reports in HIP Time and Leave.

Start by searching for the query by name.

Type "HIP_TL_REPORTS_TO_VACANT", then press "Tab"

Query Viewer enables you to run standard or predefined reports in HIP Time and Leave.

Start by searching for the query by name.



Query Viewer

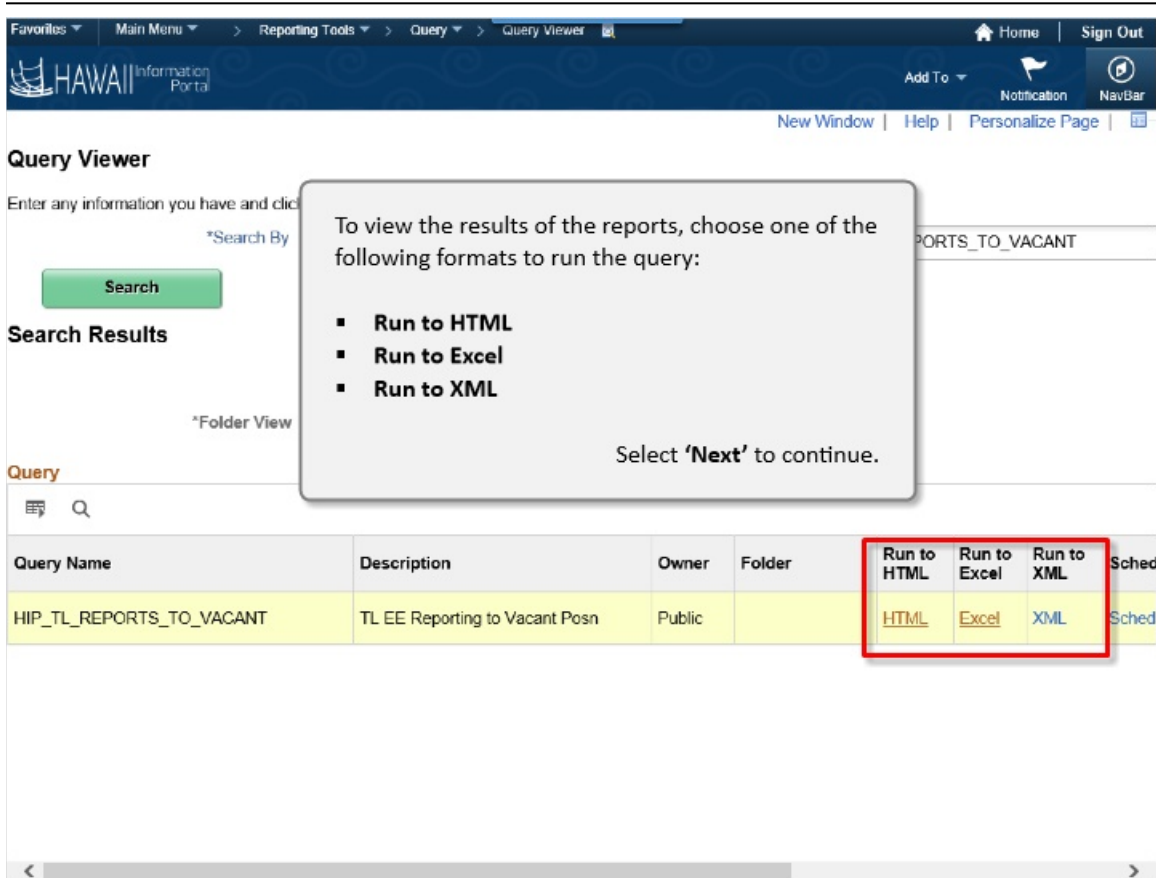
Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name (dropdown) begins with: HIP_TL_REPORTS_TO_VACANT (text input)

Search (button) Advanced Search (link)

Click the **Search** button.

Click the **Search** button.



Query Viewer

Enter any information you have and click **Search**

Search Results

Query

To view the results of the reports, choose one of the following formats to run the query:

- Run to HTML
- Run to Excel
- Run to XML

Select 'Next' to continue.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Scheduled
HIP_TL_REPORTS_TO_VACANT	TL EE Reporting to Vacant Posn	Public		HTML	Excel	XML	Scheduled

To view the results of the reports, choose one of the following formats to run the query:

- **Run to HTML**
- **Run to Excel**
- **Run to XML**

[Favorites](#) | [Main Menu](#) | [Reporting Tools](#) | [Query](#) | [Query Viewer](#) | [Home](#) | [Sign Out](#)

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

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

Query Viewer

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

*Search By: begins with:

[Search](#) | [Advanced Search](#)

Search Results

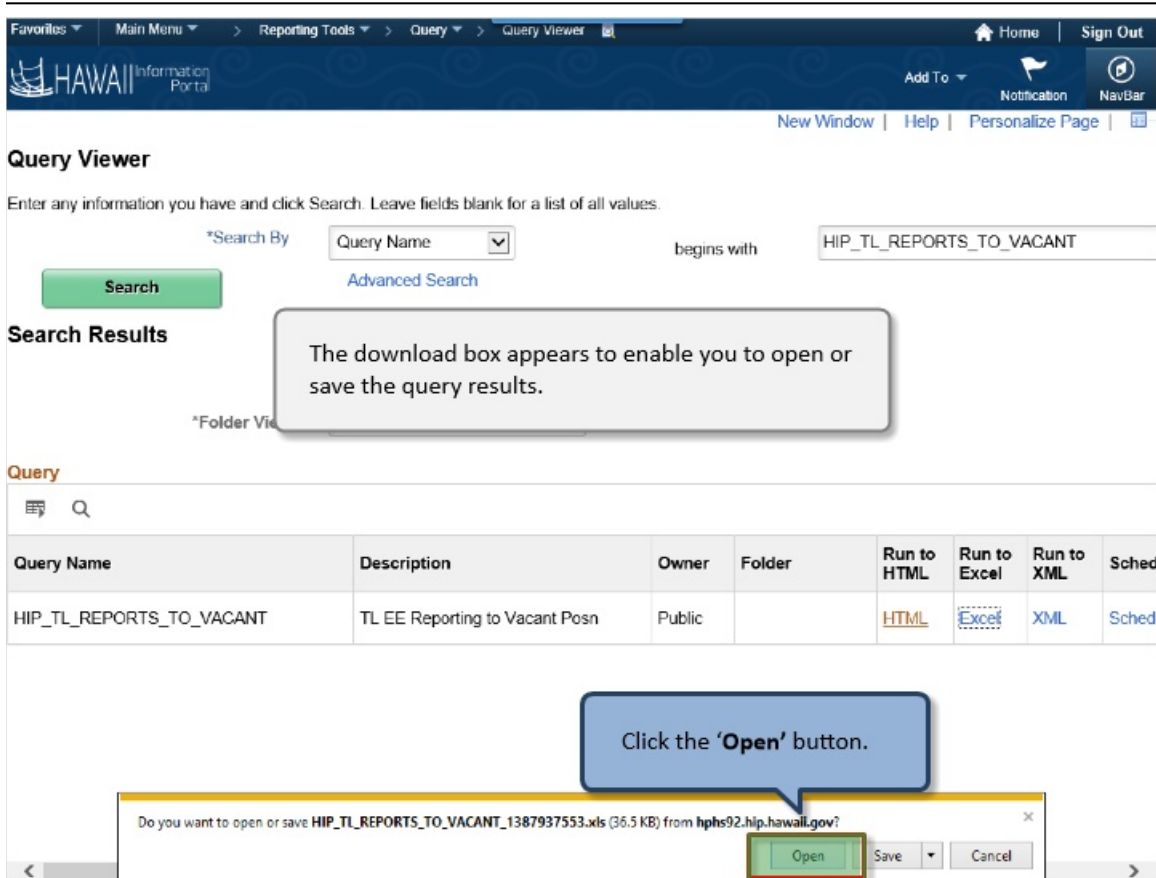
*Folder View:

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Sched
HIP_TL_REPORTS_TO_VACANT	TL EE Reporting to Vacant Posn	Public		HTML	Excel	XML	Sched

Click the "Excel" link.

Click the **"Excel"** link.



Query Viewer

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

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query

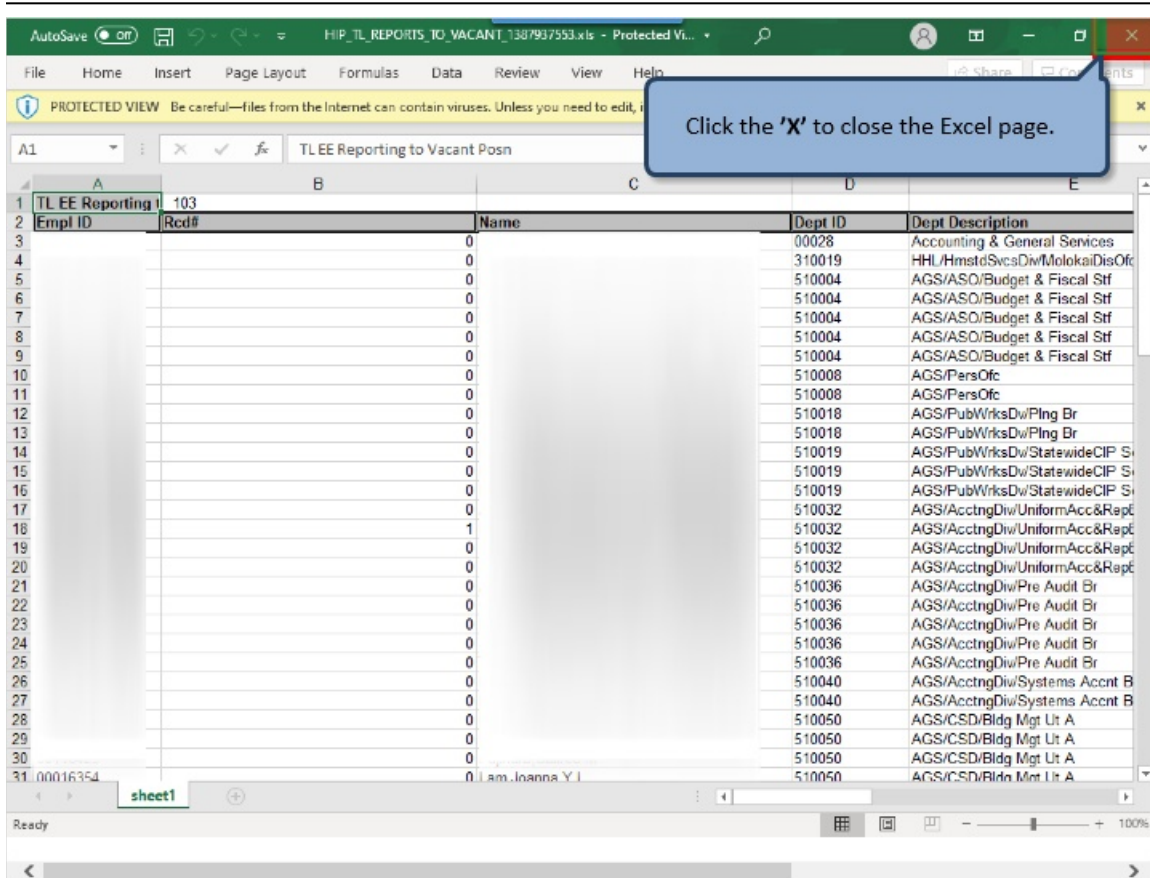
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Sched
HIP_TL_REPORTS_TO_VACANT	TL EE Reporting to Vacant Posn	Public		HTML	Excel	XML	Sched


Click the 'Open' button.

Do you want to open or save **HIP_TL_REPORTS_TO_VACANT_1387937553.xls** (35.5 KB) from **hphs92.hip.hawaii.gov**?

The download box appears to enable you to open or save the query results.

Click the '**Open**' button.



AutoSave  OFF

HIP_TL_REPORTS_TO_VACANT_Posn - Protected View

File Home Insert Page Layout Formulas Data Review View Help

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to disable the following automatic updates and options that might change your documents without your knowledge.

Click the 'X' to close the Excel page.

Empl ID	Red#	Name	Dept ID	Dept Description
0			00028	Accounting & General Services
0			310019	HHL/Hmstd SvcsDw/Molokai DisOfc
0			510004	AGS/ASO/Budget & Fiscal Stf
0			510004	AGS/ASO/Budget & Fiscal Stf
0			510004	AGS/ASO/Budget & Fiscal Stf
0			510004	AGS/ASO/Budget & Fiscal Stf
0			510004	AGS/ASO/Budget & Fiscal Stf
0			510008	AGS/PersOfc
0			510008	AGS/PersOfc
0			510018	AGS/PubWrksDw/Ping Br
0			510018	AGS/PubWrksDw/Ping Br
0			510019	AGS/PubWrksDw/StatewideCIP S
0			510019	AGS/PubWrksDw/StatewideCIP S
0			510019	AGS/PubWrksDw/StatewideCIP S
0			510032	AGS/AcctngDw/UniformAcc&Rep
1			510032	AGS/AcctngDw/UniformAcc&Rep
0			510032	AGS/AcctngDw/UniformAcc&Rep
0			510032	AGS/AcctngDw/UniformAcc&Rep
0			510036	AGS/AcctngDw/Pre Audit Br
0			510036	AGS/AcctngDw/Pre Audit Br
0			510036	AGS/AcctngDw/Pre Audit Br
0			510036	AGS/AcctngDw/Pre Audit Br
0			510036	AGS/AcctngDw/Pre Audit Br
0			510040	AGS/AcctngDw/Systems Acct B
0			510040	AGS/AcctngDw/Systems Acct B
0			510050	AGS/CSD/Bldg Mgt Ut A
0			510050	AGS/CSD/Bldg Mgt Ut A
0			510050	AGS/CSD/Bldg Mgt Ut A

sheet1

Ready

Click the 'X' to close the Excel page.

Query Viewer

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

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query

Select 'Next' to continue.

Query Name	Search Results	Run to HTML	Run to Excel	Run to XML	Sched	
HIP_TL_REPORTS_TO_VACANT	TL EE Reporting to Vacant Posn	Public	HTML	Excel	XML	Sched

Internet Explorer blocked a pop-up from *.hip.hawaii.gov.

Note: Based on the browser you may receive a 'pop-up' blocker. Click the 'Allow once' to allow the report to run to your desktop.



Congratulations!

You've successfully completed this lesson.

End

End

A photograph of three people standing together and smiling. On the left is a man in a blue patterned short-sleeved shirt. In the center is a woman with glasses wearing a pink cardigan over a black top. On the right is a man in a blue patterned short-sleeved shirt, gesturing with his right hand.

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

*To close the lesson close the
browser tab or window by
selecting the 'X' in the right-hand
corner of the screen.*

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