

Lesson Scenario

In this lesson, you will learn to approve/manage PeopleSoft system generated offsets to payable time entries



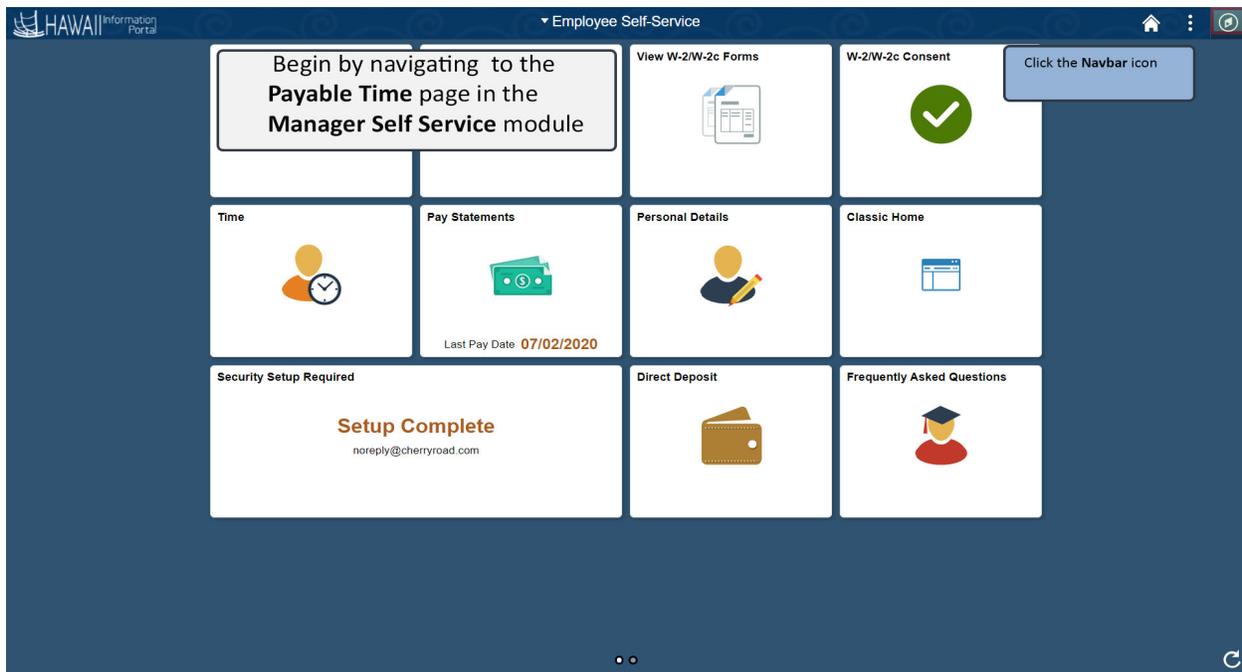
“Payable time” is created after an employee enters their time in a timesheet in HIP and a supervisor approves the time. Payable time can be modified when a subsequent timesheet is submitted for the same period. This may occur when an employee or supervisor discovers a mistake in an earlier timesheet. In some cases, the time may even be reversed and create what’s called a “negative offset”. When someone modifies existing payable time, the system creates offsets because payable time rows are in a frozen state. The system creates offsets to back out the originally reported time, and then adds in the new time that you have entered. For example, if you originally reported 2 hours of overtime and then subsequently adjust that to 4 hours, the system will generate 3 rows of data as in the following table:

Date	Quantity	TRC
08/01/2000	2	OT (Overtime)
08/01/2000	-2	OT (Overtime)
08/01/2000	4	OT (Overtime)

The first row above is the original entry for two hours of OT, the second row is the system generated offset which backs out the original two hours, and the third row is the new [corrected] four hours of time reported. The offsets do not display on the Report Time page, but you can view them on the View Payable time page. The frozen flag is set when time is approved, closed, or sent to payroll. Subsequent adjustments to payable time cause the system to create offsetting entries.

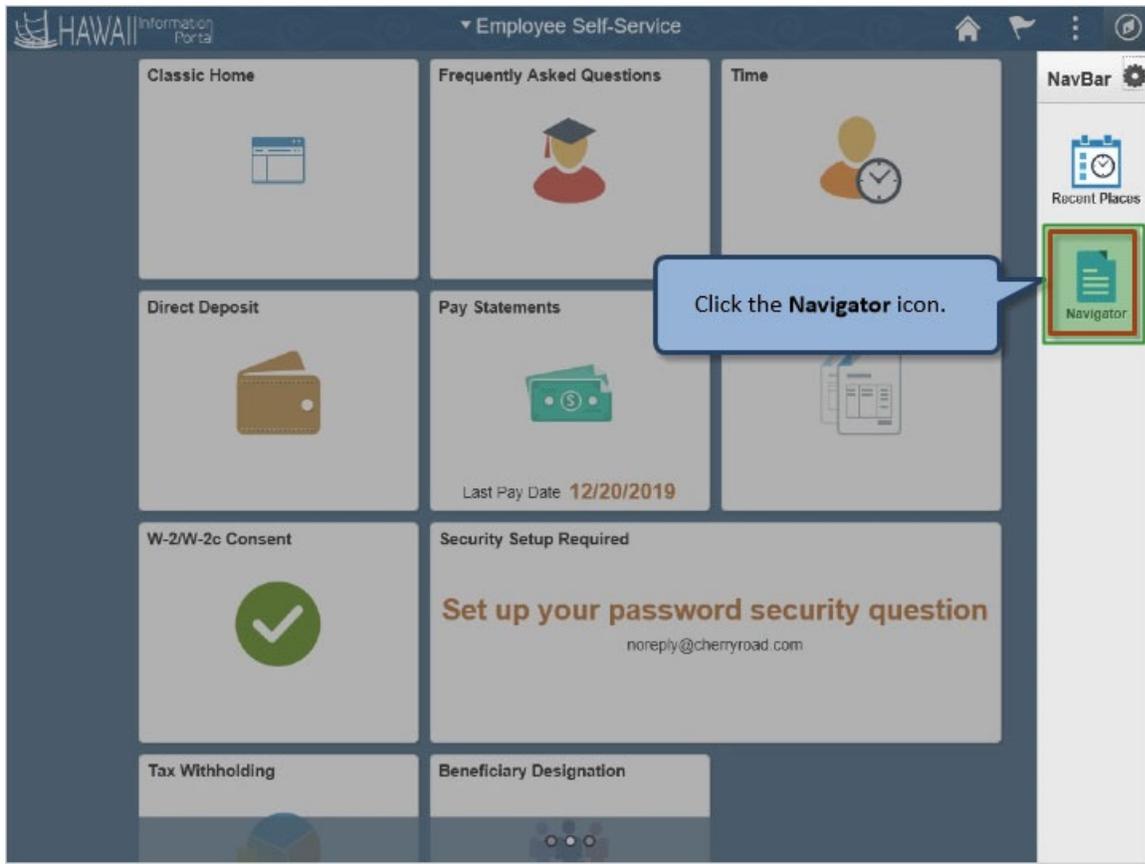
Regardless of the data value being updated, the same process is used to correct the payable time entry. In the following example the quantity remains the same, but the user made a change to a task reporting element.

Navigate to Manager Self Service, Time Management, View Time, and select the Payable Time Detail page.

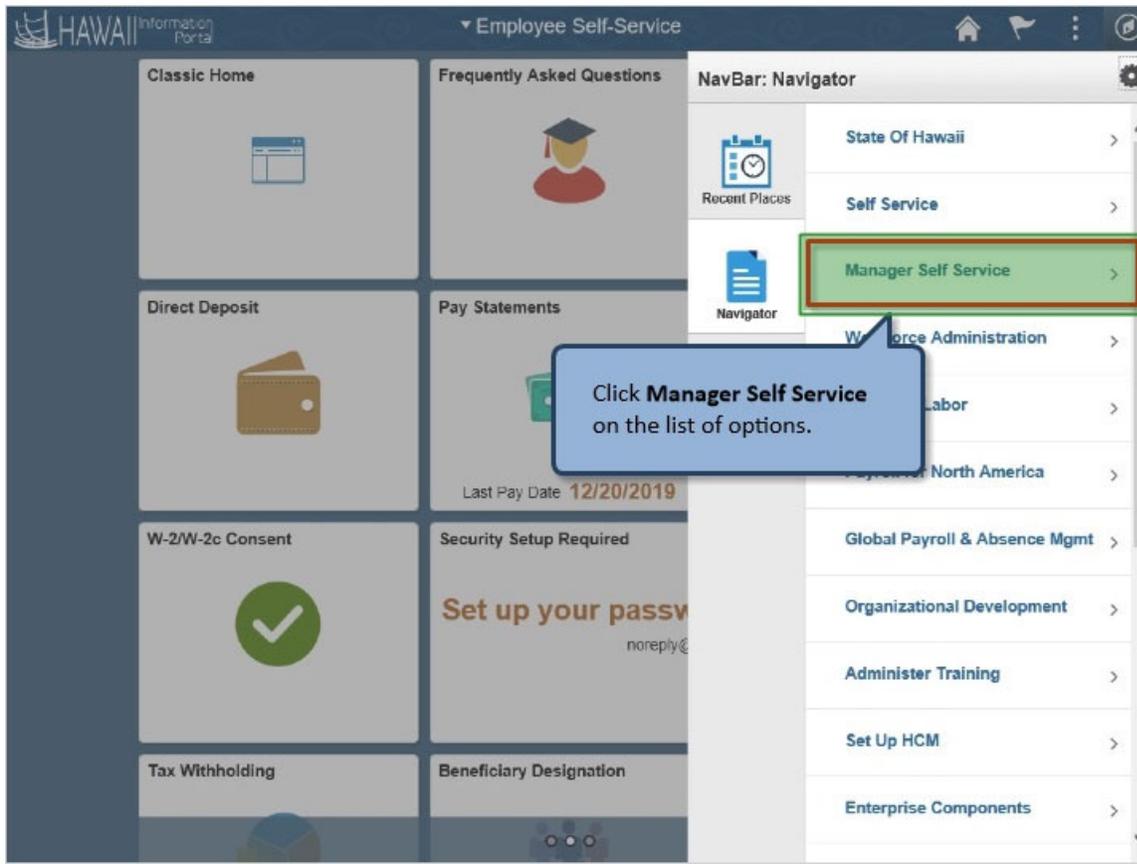


Begin by navigating to the **Payable Time Detail** page in the **Manager Self Service** module.

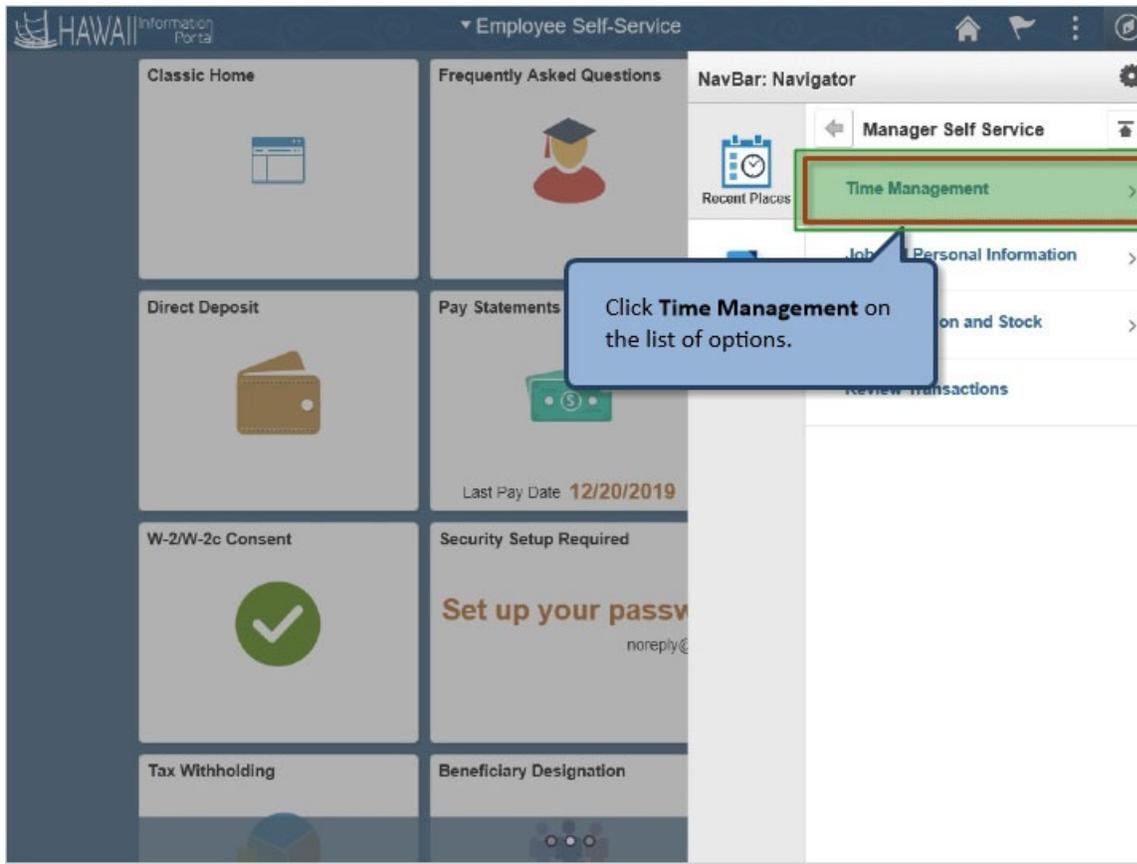
Click the **NavBar** icon.



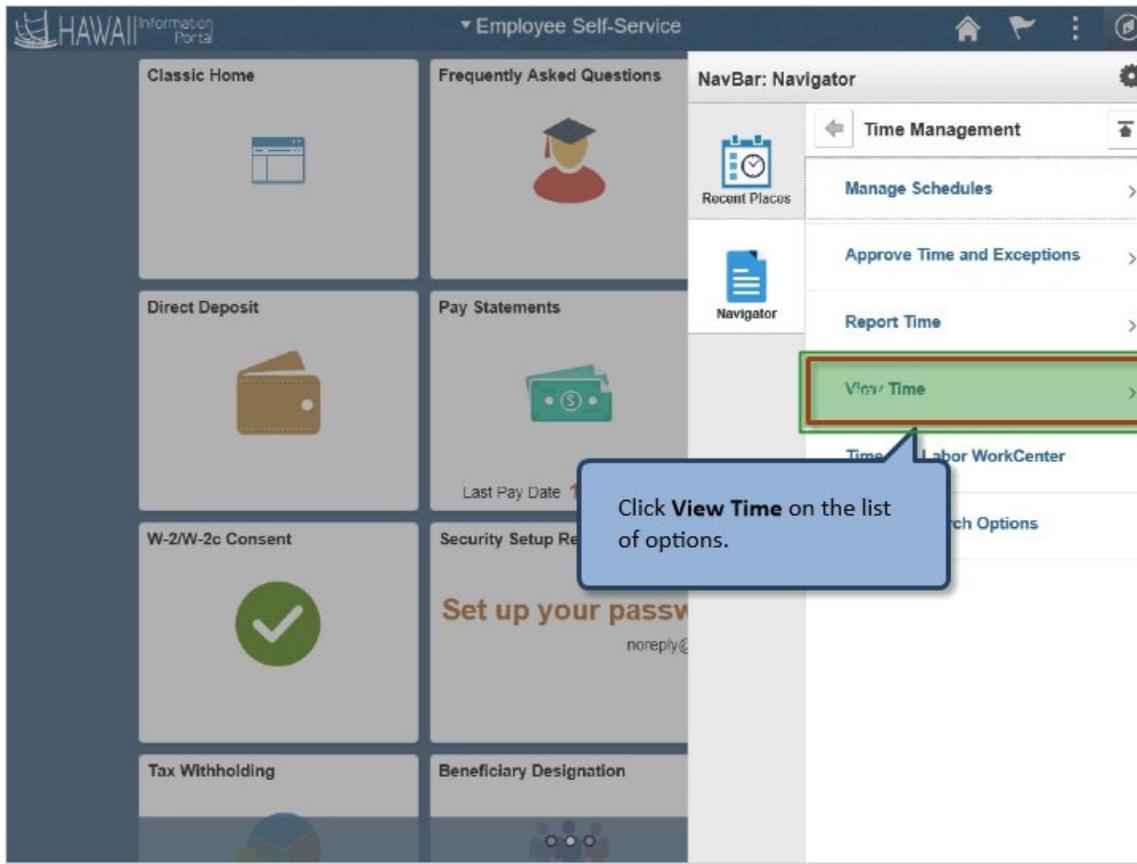
Click the **Navigator** icon.



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.

HAWAII Information Portal

Employee Self-Service

Beneficiary Designation

Tax Withholding

View W-2/W-2c Forms

Time

Pay Statements

Personal Details

Security Setup Required

Setup Complete

noreply@cherryroad.com

Direct Deposits

NavBar: Navigator

View Time

Recent Places

Navigator

- Monthly Time Calendar
- Weekly Time Calendar
- Daily Time Calendar
- Time and Labor Launch Pad
- Payable Time Summary
- Payable Time Detail
- Forecasted Time Summary
- Forecasted Time Detail
- Compensatory Time
- Overtime Balances
- Overtime Requests
- Leave and Compensatory Time
- Alerts
- View Requests
- Absence Balances

Last Pay Date 07/02/2020

Click Payable Time Detail on the list of options

javascript:PTNavBar.OpenInWindow(%27https://hihs92.hip.hawaii.gov/psp/hihs92_newwin/EMPLOYEE/HRMS/c/ROLE_MANAGER.TL_MNG_SPAY_VIEW_D.GBL?NAVSTACK=Clear%27,%27HC_TL_M

Click **Payable Time Detail** on the list of options.

Payable Time ?

Overview		Time Reporting Elements	Task Reporting Elements	Cost and Approval	▶	
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	
07/02/2020	Approved		NIGHT	8.00	Hours	
07/02/2020	Needs Approval		NIGHT	8.00	Hours	
07/02/2020	Needs Approval		NIGHT	-8.00	Hours	

Observe sets of three entries for the same employee with the same date, for the same TRC. The first entry was previously approved. When the employee (or timekeeper) made an entry for the same TRC and date, the system generated an offsetting entry in addition to the entry made by the user. Both the [negative] offsetting entry and the updated entry need to be approved by the manager or their proxy. If the updated entry is approved but the [negative] offsetting entry is not approved, the employee will be overpaid because the original [approved] entry will not be backed out and both positive entries will be paid.

NOTE: Once the [negative] offsetting entry and the updated entry are approved and processed, the status above should show "Approved" for all 3 lines. The sum of the approved hours are 8, therefore employee will be paid only 8 hours of NIGHT

Payable Time Detail

Actions

Start Date 07/02/2020

End Date 07/02/2020

[Previous Employee](#)

Payable Status Filter

Payable Time

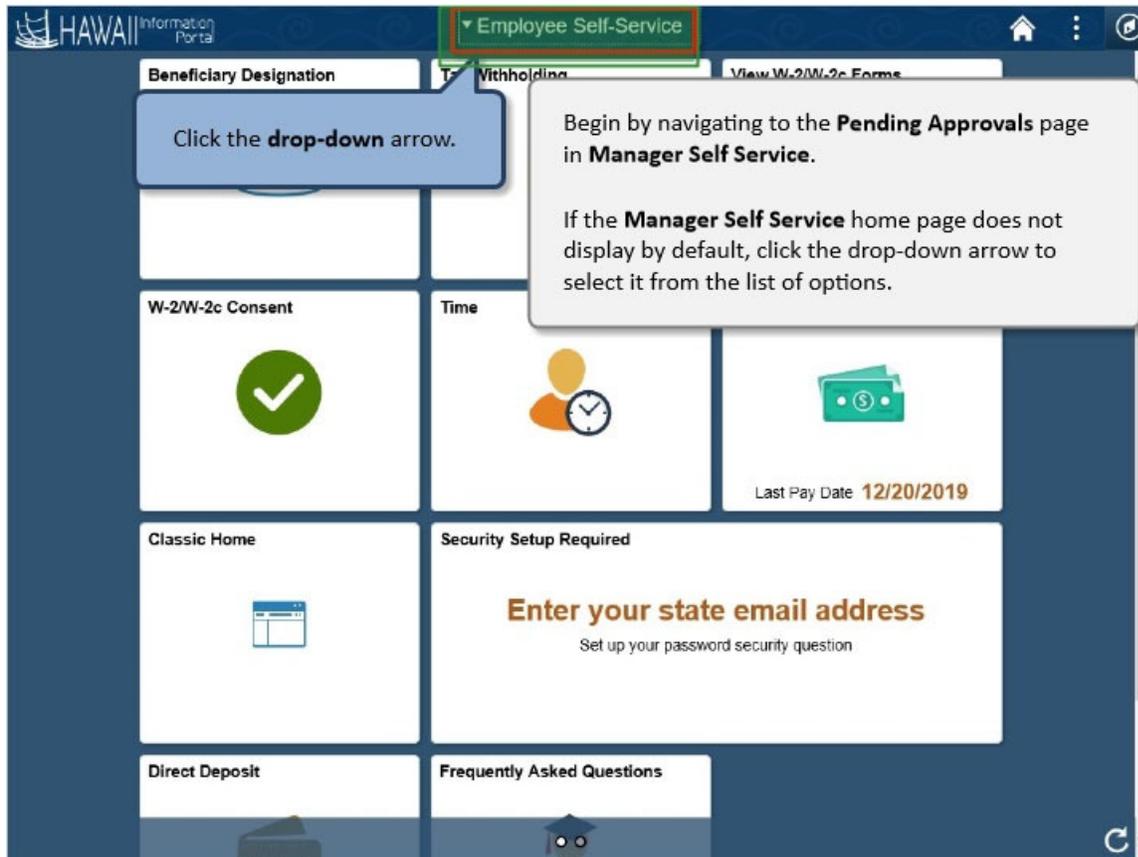
Payable Time								
Overview	Time Reporting Elements	Task Reporting Elements	Cost and Approval					
Date	Status	Reason Code	Time Reporting Code	Quantity	Taskgroup	Business Unit	Combination Code	ChartFields
07/02/2020	Approved		NIGHT	8.00	PSNONTASK		505926	ChartFields
07/02/2020	Needs Approval		NIGHT	8.00	PSNONTASK	STATE	000506105	ChartFields
07/02/2020	Needs Approval		NIGHT	-8.00	PSNONTASK		505926	ChartFields

[Return to Select Employee](#)

In some cases, the hours may be correct but other data requires correction. For example, Task Reporting Elements may be incorrect (see changes to Combination Code above). In this case, the charges need to go to 000506105 therefore an offset needs to be approved so it's not charged to 505925, which was already approved.

To continue with approving the offsetting entries, navigate to Manager Self Service using one of the following options:

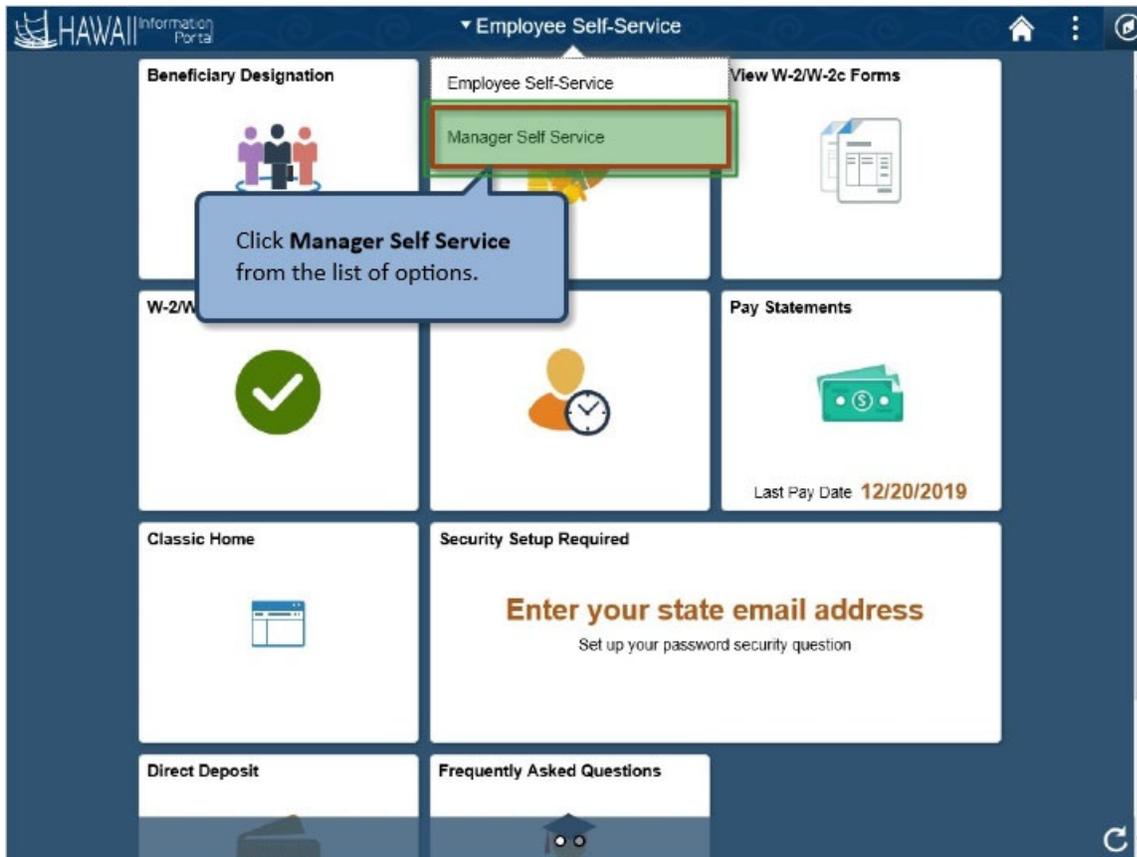
Option 1: Click on Manager Self Service



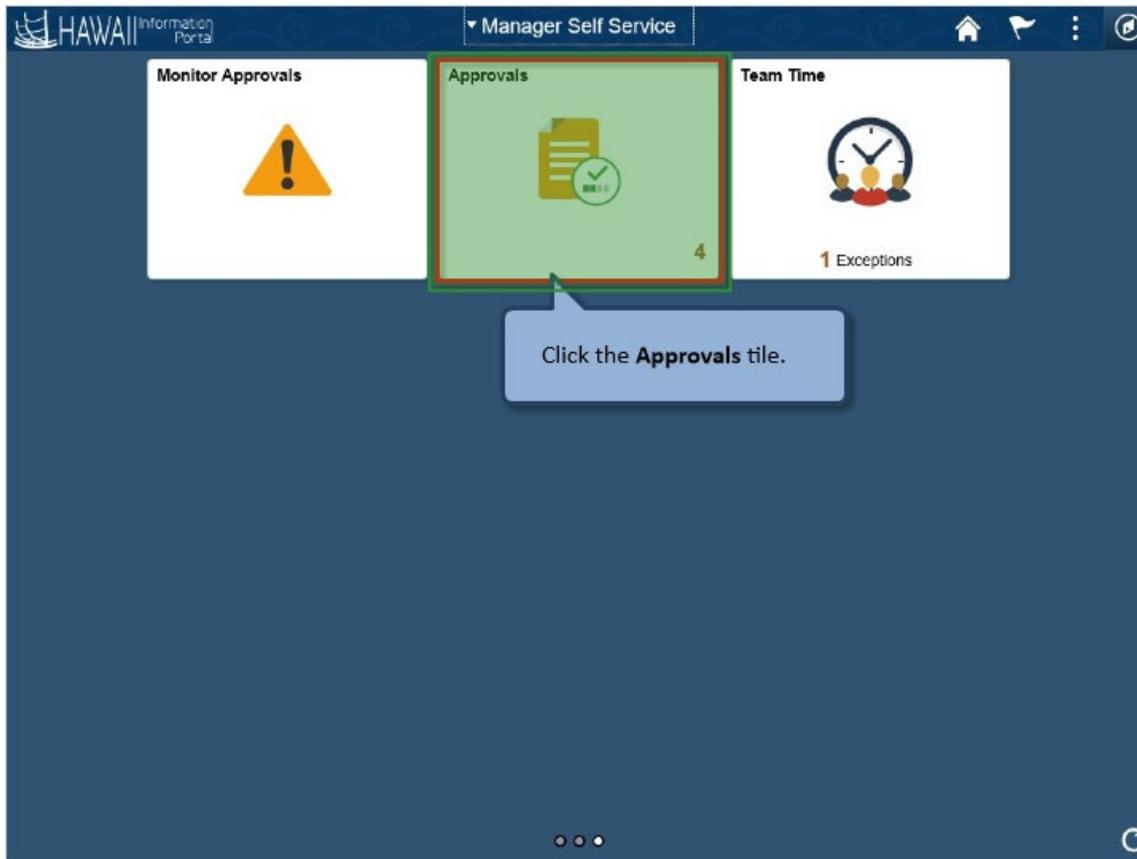
Begin by navigating to the **Pending Approvals** page in **Manager Self Service**.

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 **Approvals** tile.

The screenshot shows the 'Pending Approvals' interface. At the top, there is a navigation bar with 'Manager Self Service' and 'Pending Approvals'. Below this, there is a filter section with 'View By' set to 'Type'. The filter list includes 'All' and 'Payable Time', both with a count of 1. The main content area shows a table with one row highlighted in green. The row contains the text 'Quantity for Approval 0 Hours' and 'Routed 07/02/2020 - 07/02/2020'. A callout box with a blue border and white background points to this row with the text 'Click the row for the appropriate transaction'.

Quantity for Approval	Routed
0 Hours 07/02/2020 - 07/02/2020	07/15/2020

This page displays all pending approvals for this manager. It includes all types of approvals, such as payable time, overtime requests, and absence requests.

Click the row for the appropriate payable time transaction.

← Pending Approvals Payable Time Home Menu Profile

Approve Deny

☰ 2 line(s) are pending your approval

Summary

Quantity for Approval 0 Hours
Time Period 07/02/2020 - 07/02/2020

Check appropriate select boxes and enter comments before clicking **Approve**

▼ Payable Time Details

Pending All 2 rows

Select	Report Date	Time Reporting Code	Quantity	
<input checked="" type="checkbox"/>	07/02/20	NIGHT - Scheduled Night Shift	8 Hours	>
<input checked="" type="checkbox"/>	07/02/20	NIGHT - Scheduled Night Shift	-8 Hours	>

Approver Comments

Approval Chain >

javascript:submitAction_win0(document.win0,'EOAW_ACTPB0_WK_EOPCOBJ_BUTTON_L0');

Check appropriate select boxes and enter comments before clicking **Approve**.

Payable Time

2 line(s) are pending your approval

Summary

Quantity for Approval 0 Hours

Time Period 07/02/2020 - 07/02/2020

Payable Time Details

Pending All

Select	Report Date	Time	Quantity
<input checked="" type="checkbox"/>	07/02/20	NIG	8 Hours
<input checked="" type="checkbox"/>	07/02/20	NIG	-8 Hours

Approver Comments

Approval Chain

Verify Approver comments and make any edits before clicking Submit

You are about to approve this request.

Approver Comments

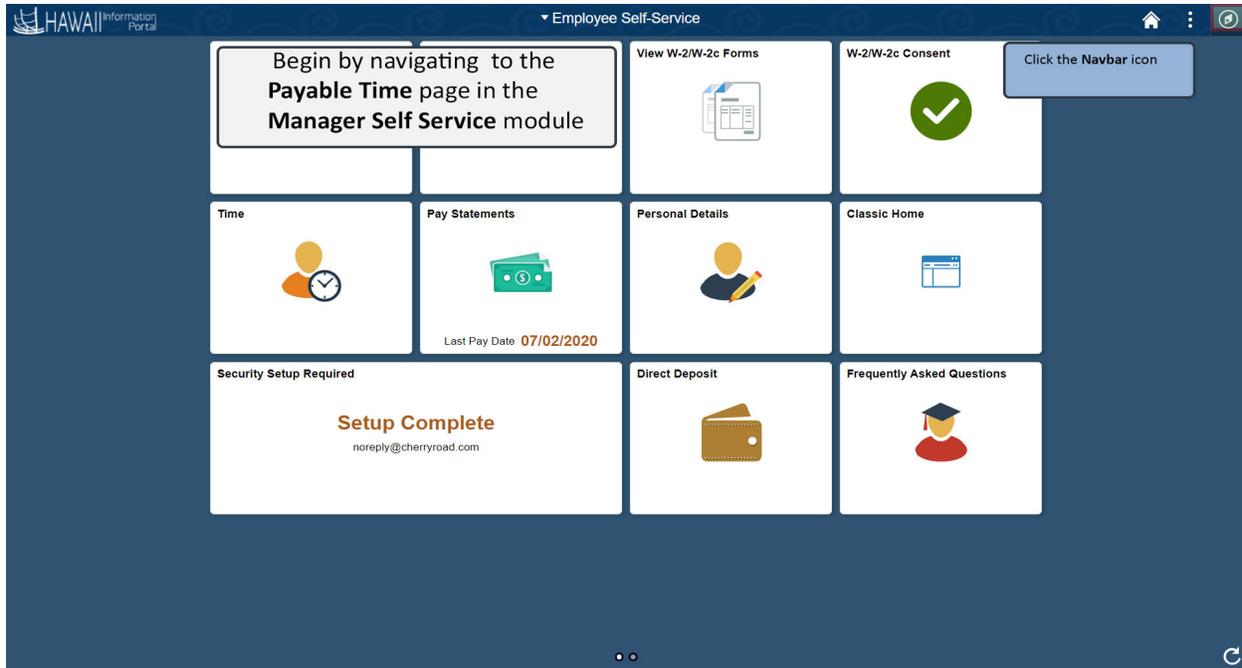
Approved

Cancel Approve Submit

Verify Approver comments and make any edits before clicking **Submit**.

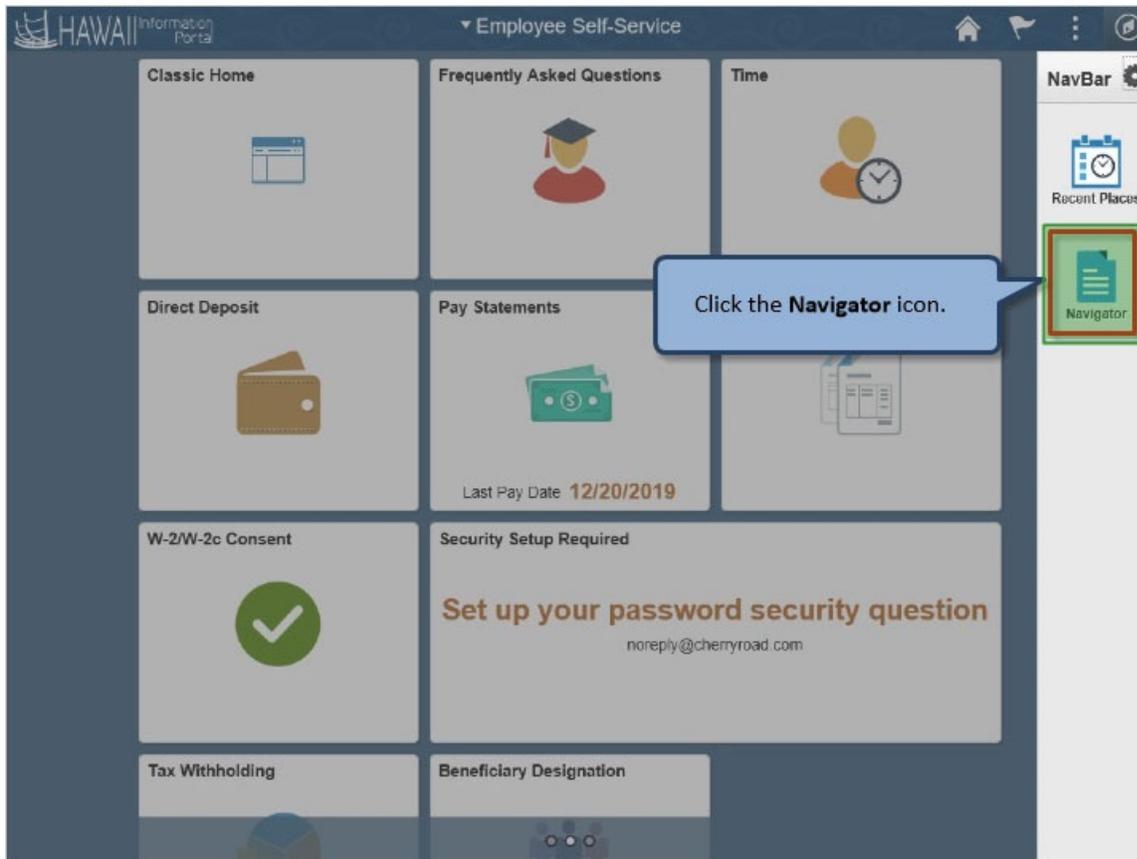
NOTE: Once the [negative offsetting entry and the updated entry are approved and processed they no longer appear on the Approvals Page. The completed approved entries may be reviewed by repeating the View Payable Time steps again.

Option 2: Click on the NavBar, Navigator, Manager Self Service, Time Management, Approve Time and Exceptions, and select the Payable Time.

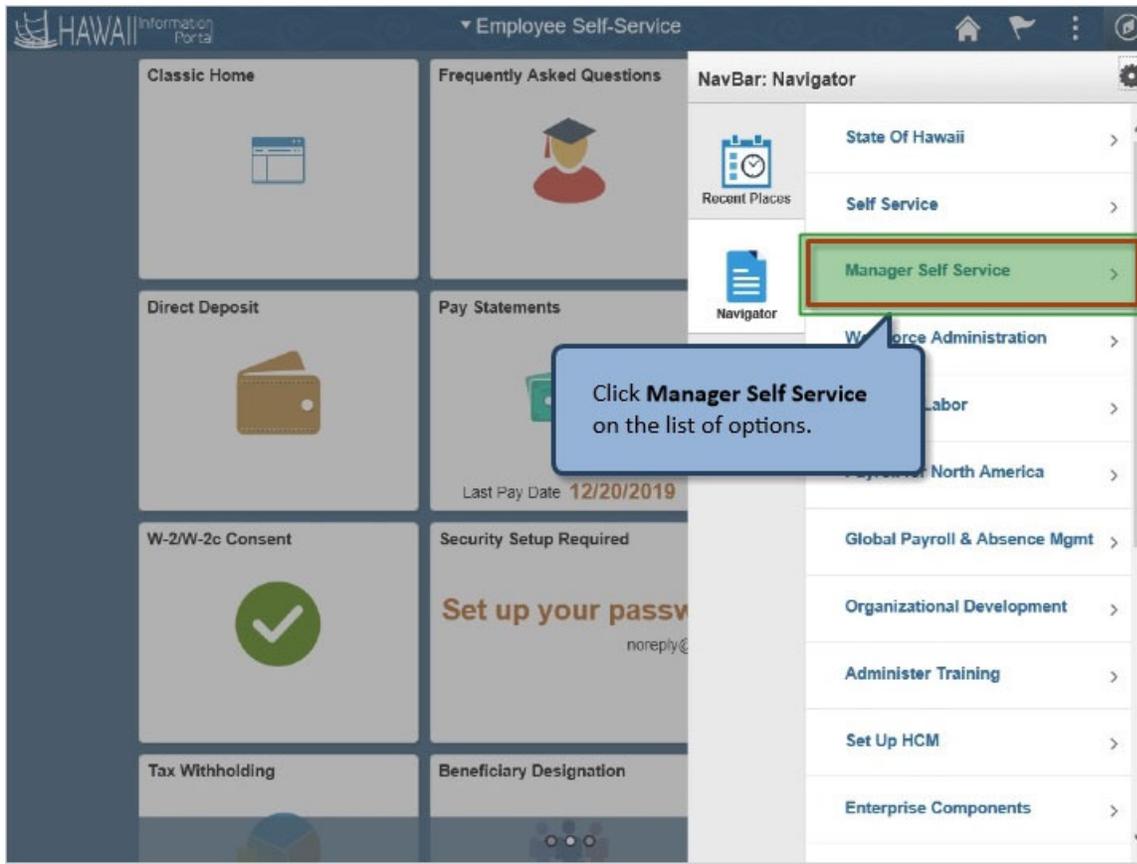


Begin by navigating to the **Payable Time** page in the **Manager Self Service** module.

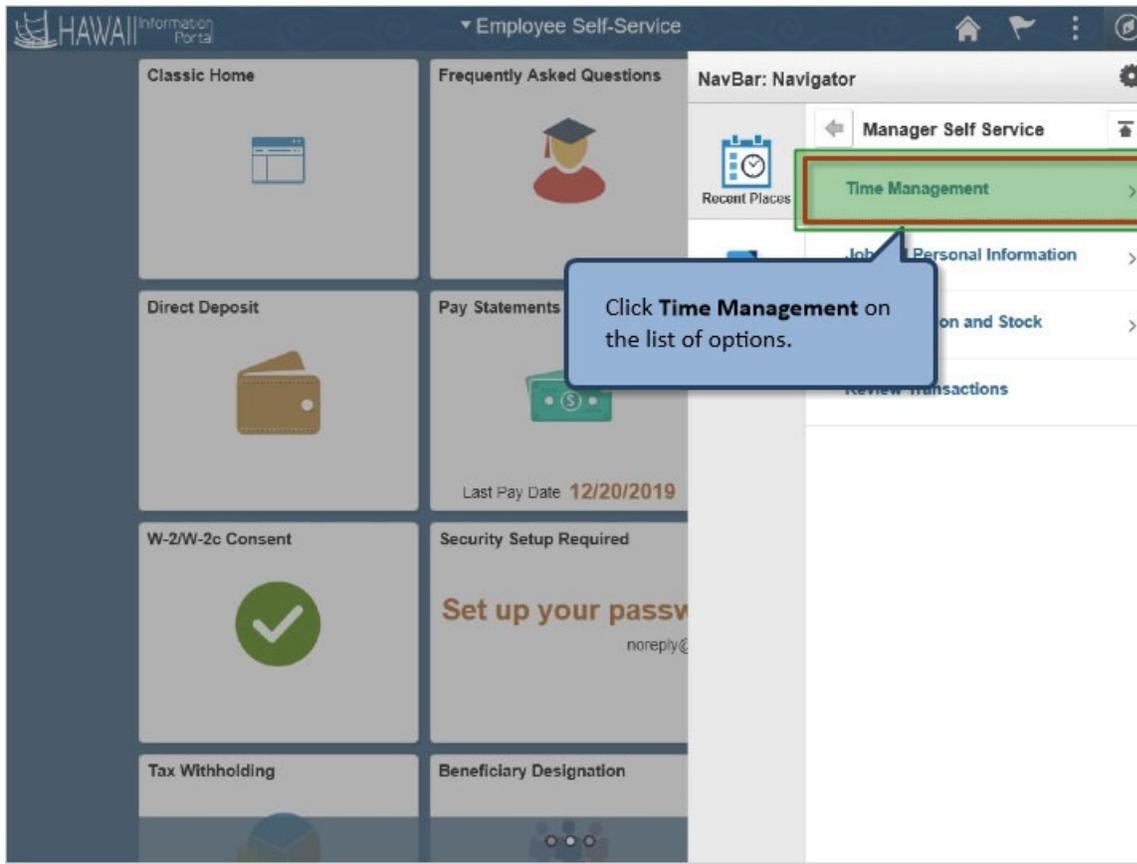
Click the **NavBar** icon.



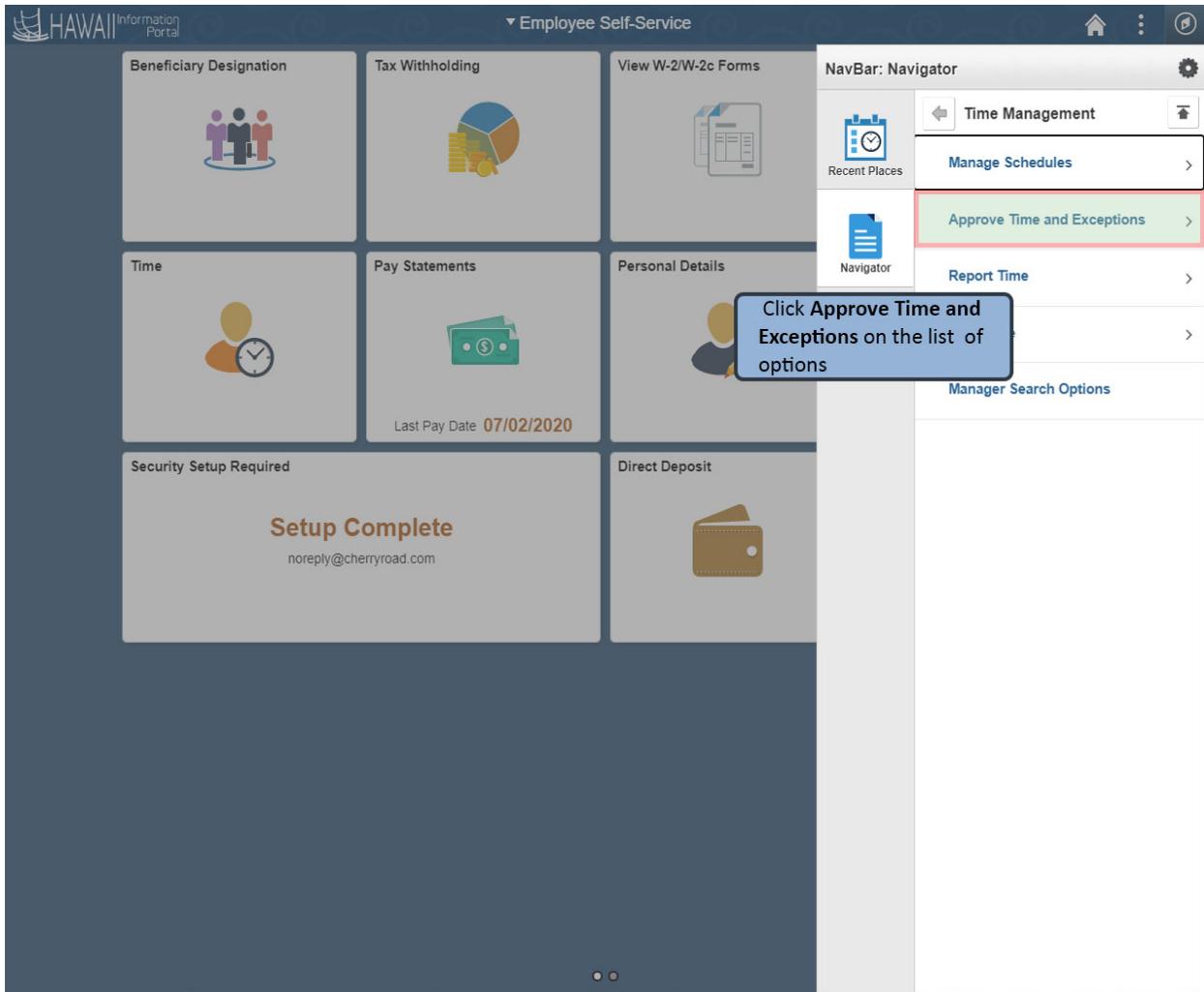
Click the **Navigator** icon.



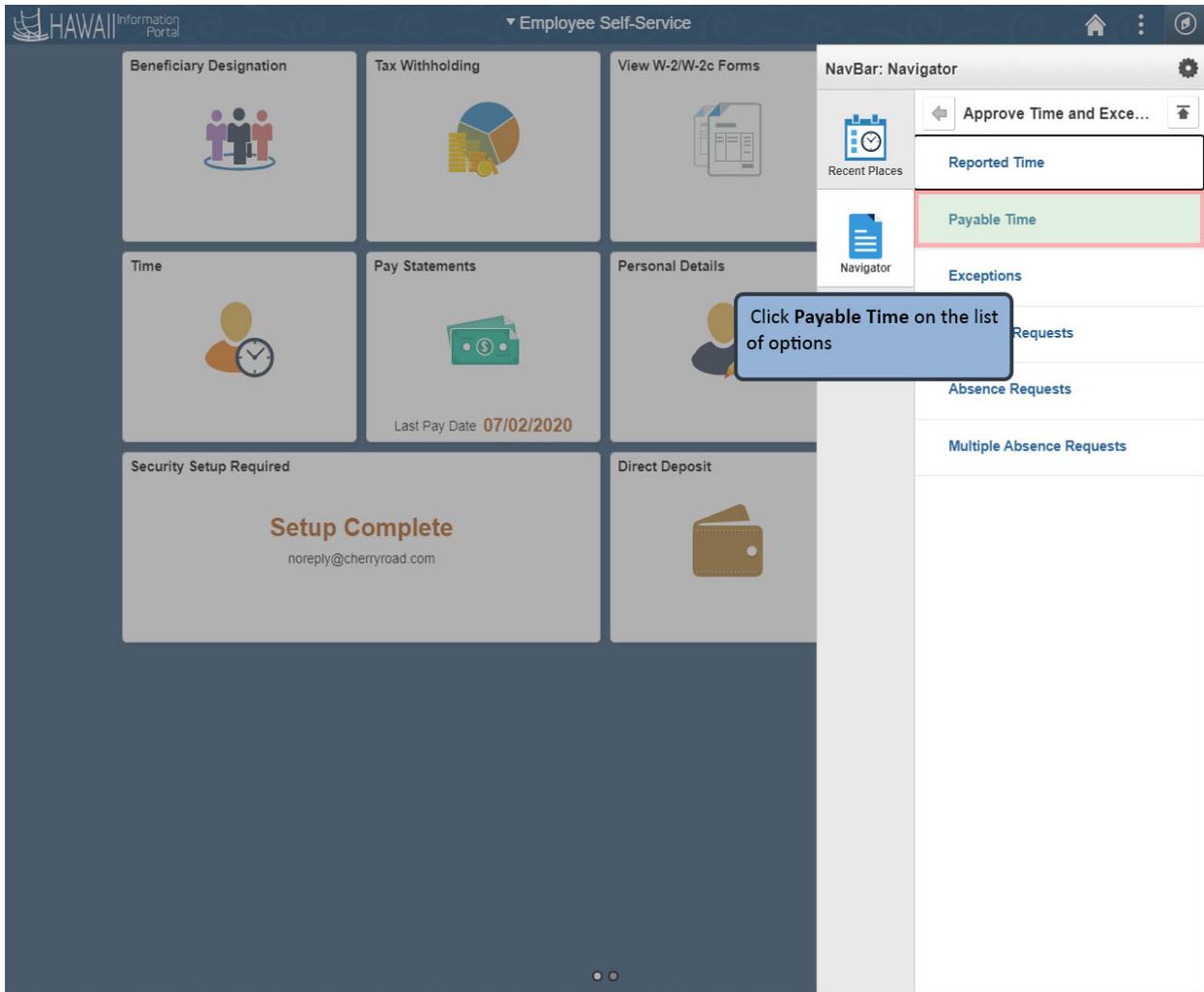
Click **Manager Self Service** on the list of options.



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



Click **Approve Time and Exceptions** on the list of options.



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

Approve Payable Time

Approve Time for Time Reporters

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

Click Get Employees and scroll down. Click on the appropriate employee

Change Time in View

Start Date 06/08/2020 End Date 07/12/2020

Employees For

1-1 of 1 View All

Click **Get Employees** and scroll down. Click on the appropriate employee name in the list of options.

Approve Payable Time

Employee ID
 Employment Record 0
 Actions ▾
 Start Date 06/08/2020
 End Date 07/12/2020

Approval Details [?](#)

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Add Comment
<input checked="" type="checkbox"/>	07/02/2020	NIGHT	Needs Approval	-8.00	Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input checked="" type="checkbox"/>	07/02/2020	NIGHT	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>

Select All

Deselect All

[Return to Approval Summary](#)

Click the select boxes and then the Approve button

Click the select boxes and then the **Approve** button. A prompt asking if you are sure you want to approve the time selected will appear.

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Click the Yes button to complete the approval.

NOTE: Once the [negative offsetting entry and the updated entry are approved and processed they no longer appear on the Approve Payable Time Page. The completed approved entries may be reviewed by repeating the View Payable Time steps again.



Congratulations!

You've successfully completed
this lesson.

Select **'Next'** to continue.