

## Rapid Time Processing Timekeeper

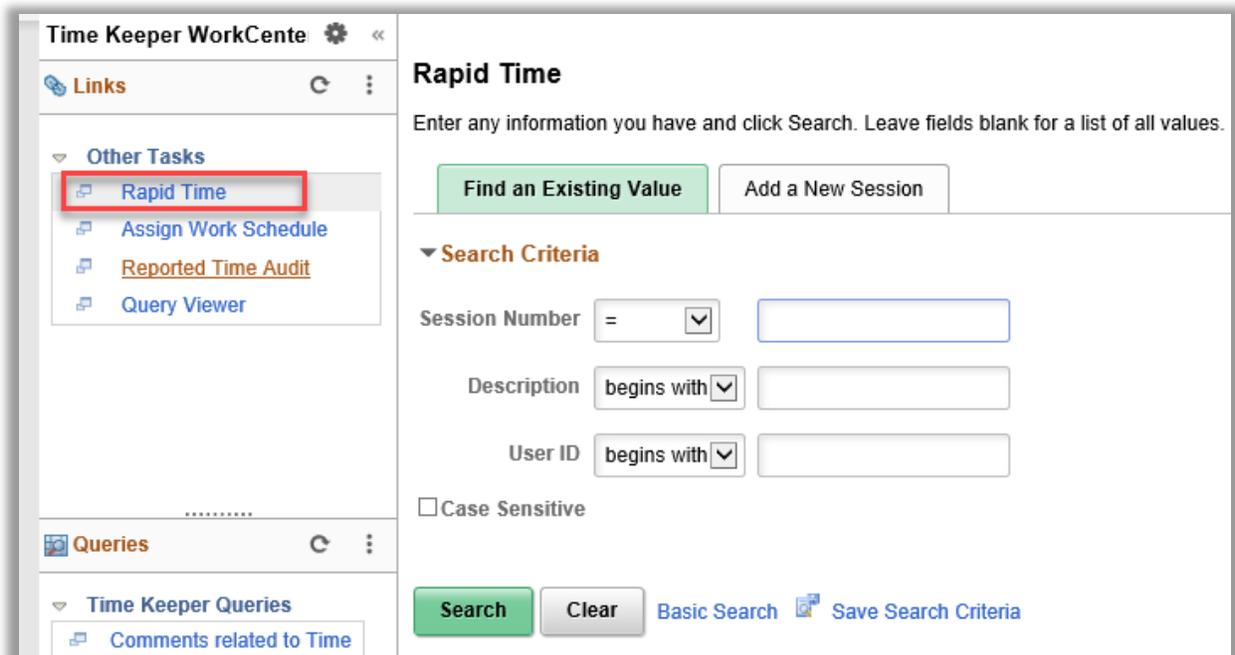
### What is Rapid Time?

The Rapid Time page is a tool used for reporting time on the timesheet. It is useful when you need to have time reported for many employees. Instead of going to each person’s timesheet, you can enter many employees’ time on one page.

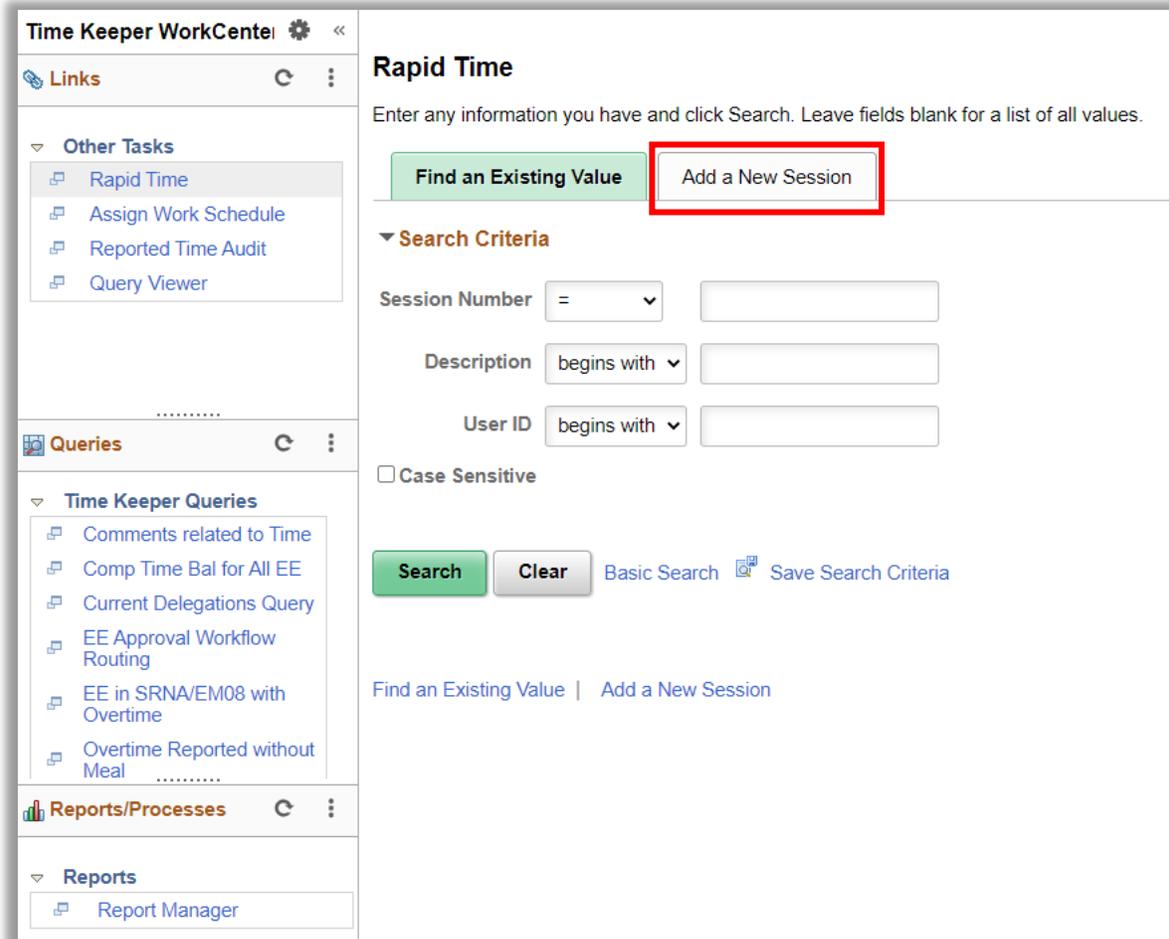
### 2 Ways to Navigate to Rapid Time

- A. *Homepage > Manager Self Service > Time and Labor Work Center > Rapid Time*
- B. *NavBar > Navigator > Time and Labor > Report Time > Rapid Time*

1. (A) *Homepage > Manager Self Service > Time and Labor Work Center > Rapid Time*



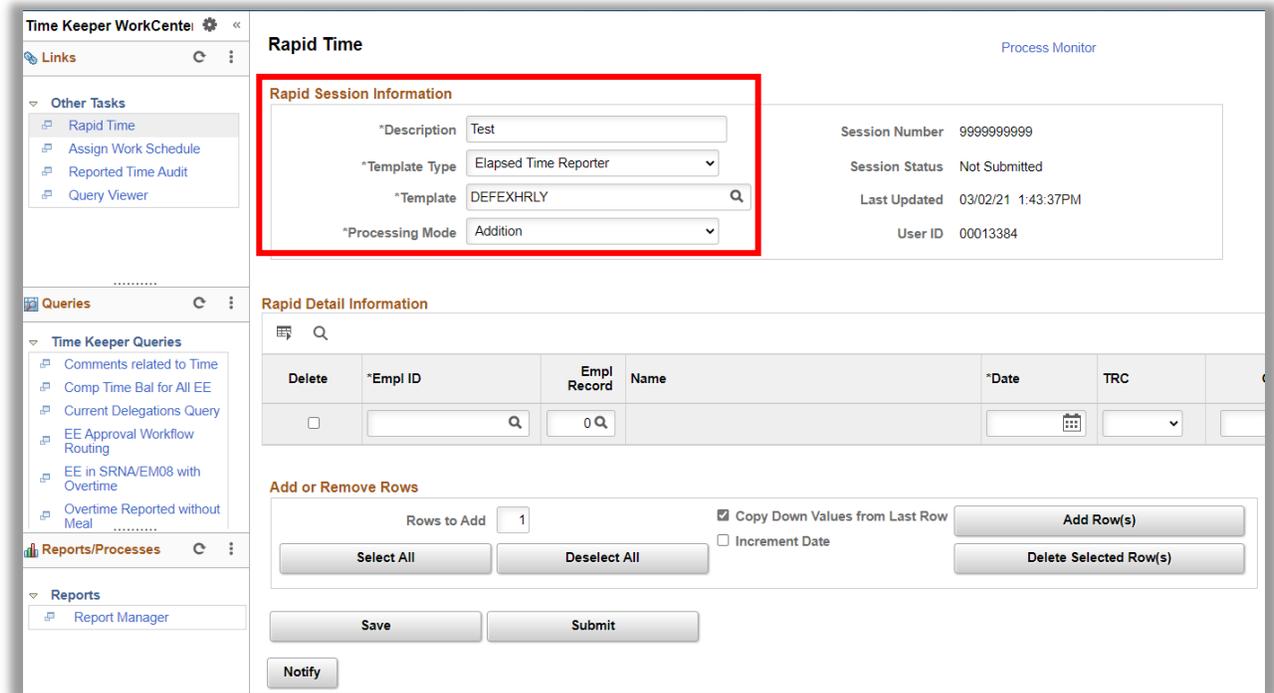
2. In Rapid Time, click **Add a New Session** tab
  - a. Note: You may find a session that you have already saved or submitted in the **Find an Existing Value** tab. (see also Appendix B)



The screenshot shows the 'Time Keeper WorkCenter' interface. On the left is a navigation sidebar with sections: 'Links', 'Other Tasks' (containing 'Rapid Time', 'Assign Work Schedule', 'Reported Time Audit', 'Query Viewer'), 'Queries' (containing 'Time Keeper Queries' with sub-items like 'Comments related to Time', 'Comp Time Bal for All EE', etc.), and 'Reports/Processes' (containing 'Reports' with 'Report Manager'). The main content area is titled 'Rapid Time' and contains the following elements:

- Instructional text: "Enter any information you have and click Search. Leave fields blank for a list of all values."
- Two buttons: "Find an Existing Value" (green) and "Add a New Session" (white with a red border).
- "Search Criteria" section with three rows of dropdown menus and text input fields:
  - Session Number: dropdown set to "=", followed by an empty text box.
  - Description: dropdown set to "begins with", followed by an empty text box.
  - User ID: dropdown set to "begins with", followed by an empty text box.
- A checkbox labeled "Case Sensitive" which is currently unchecked.
- Buttons: "Search" (green), "Clear" (grey), "Basic Search" (blue text), and "Save Search Criteria" (blue text with a save icon).
- Footer links: "Find an Existing Value" and "Add a New Session" (both in blue text).

### 3. Complete the **Rapid Session Information** section



**Rapid Time** Process Monitor

**Rapid Session Information**

\*Description: Test

\*Template Type: Elapsed Time Reporter

\*Template: DEFEXHRLY

\*Processing Mode: Addition

Session Number: 999999999

Session Status: Not Submitted

Last Updated: 03/02/21 1:43:37PM

User ID: 00013384

**Rapid Detail Information**

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

Add or Remove Rows

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

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

Save Submit Notify

a. **Description**

b. **Template Type**

- [Elapsed Time Reporter](#) for salaried employees
- [Punch Time Reporter](#) for hourly employees

c. **Template** - The templates are predefined to allow certain fields to be entered. The options will vary depending on the Template Type chosen previously.

- Elapsed Time Reporter - [DEFEXHRLY](#) (Default exception hourly) This template is used for generally all different types of time.

d. **Processing Mode** (see also Appendix A)

- [Addition](#) - This mode adds a new instance of time for that day without replacing any time previously reported for the same day.

This is the best mode to use for new sessions.

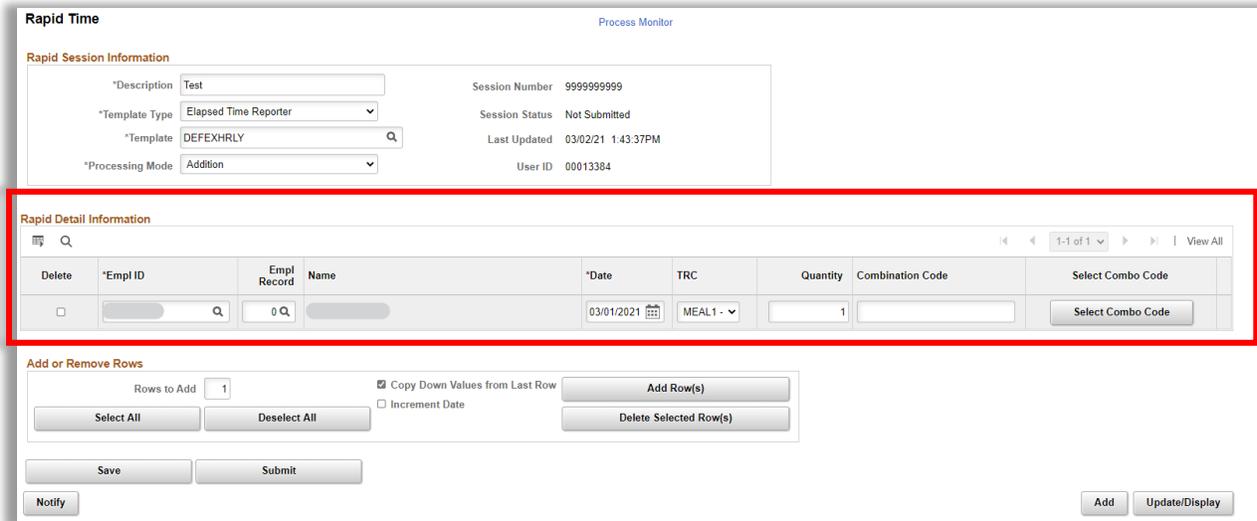
- [Replacement](#) - This mode replaces any time entered for the same dates in any previous session via Rapid Time session, or Mass Time with your new entries.

This is most useful for input on a new session if you find time entries that needs to be fixed on previously submitted sessions.

- **Correction** –This mode causes reported time to be regenerated and any reported time submitted earlier for the session is deleted.

This is most useful for sessions that were already submitted. Note: This may not be used frequently due to the potential risk of deleting previously submitted time entries. However, if there are many errors in a previously submitted session it is a good mode for clean-up processing.

#### 4. Complete the **Rapid Detail Information** section



The screenshot shows the 'Rapid Time' interface. The 'Rapid Session Information' section includes fields for Description (Test), Template Type (Elapsed Time Reporter), Template (DEFEXHRLY), and Processing Mode (Addition). It also displays Session Number (999999999), Session Status (Not Submitted), Last Updated (03/02/21 1:43:37PM), and User ID (00013384). The 'Rapid Detail Information' section is highlighted with a red box and contains a table with the following data:

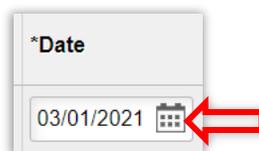
Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	Combination Code	Select Combo Code
<input type="checkbox"/>	<input type="text"/>	0	<input type="text"/>	03/01/2021	MEAL1 -	1	<input type="text"/>	Select Combo Code

Below the table is the 'Add or Remove Rows' section with options for 'Rows to Add' (1), 'Copy Down Values from Last Row' (checked), and 'Increment Date' (unchecked). Buttons for 'Add Row(s)', 'Delete Selected Row(s)', 'Select All', 'Deselect All', 'Save', 'Submit', 'Notify', 'Add', and 'Update/Display' are also visible.

- Empl ID** - Use the magnifying glass to search by name if you do not know the ID number. When you enter the ID number then tab out, the Name should display.
- Empl Record** - Some employees have multiple Empl Record numbers on the HR Job Data side in the system due to having multiple job employments (this can be indicated in the system as "0", "1", "2", etc.). You must pick the correct number that corresponds to the employee's job in your department so the system can process pay effectively

The default is 0. Use the magnifying glass to search the record numbers. If 0 is the only available option, then that is fine.

- Date** - Choose the Date the payment is for. Use the Calendar Icon to choose the date or you can enter it manually.



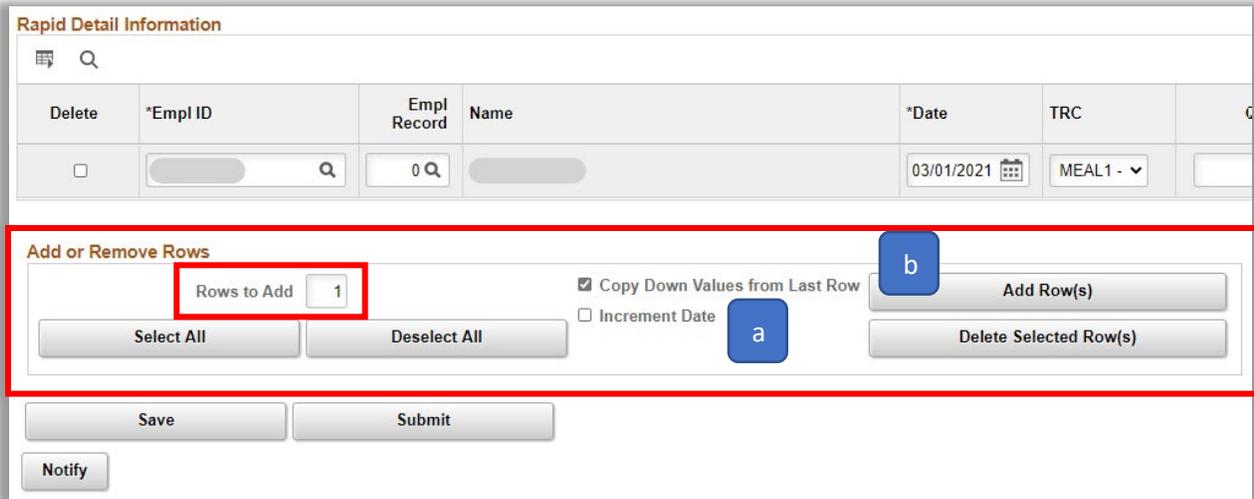
- d. **TRC** - Choose the TRC you are inputting for payment.
- Note: when you select a date, the TRC options adjust to the available options for the employee.

TRC	Quantity	Combination Code
MEAL1 - ▾	1	

- ADM - Administrative Leave
- CLBK2 - Call Back Consultative Call(s)
- CTFEA - Adjust Earned Comp Time (Fed)
- CTFPY - Pay Comp Time (Federal)
- CTFRQ - Earn Comp Time (Federal)
- CTFTA - Adjust Take Comp (Federal)
- CTFTF - FMLA Take Comp Time (Federal)
- CTFTK - Take Comp Time (Federal)
- CTZEA - Adjust Earn Comp Time (State)
- CTZPY - Pay Comp Time (State)
- CTZRQ - Earn Comp Time (State)
- CTZTA - Adjust Take Comp Time (State)
- CTZTF - FMLA Take Comp Time (State)
- CTZTK - Take Comp Time (State)
- EFMLE - Expanded Family & Medical Leave
- EPSL1 - Emergency Paid Sick Leave
- EPSL2 - Emergency Paid Sick Leave(2/3)
- HZD15 - Hazard Pay Severe
- HZD25 - Hazard Pay Most Severe
- MEAL1 - Meal - Breakfast

- e. **Quantity** - Some TRCs are configured as hours and others are configured as amounts, refer to the Time Reporting Code and Earn Code Matrix to determine what quantity is used per type.
- Note: Meals and Standby pay TRCs are to be recorded in units (1 or 2).
- f. **Combination Code** - The combination code represents the Uniform Accounting Code (UAC) that needs to be charged for the payment. Click on the Select Combo Code and a pop-up window will appear for you to enter the UAC string to find the combo code for you.
- Note: This is not necessary if the UAC you need for that earnings type is the same as the base pay UAC or the UAC for that earnings is already set up on Job Data (Payroll and HR users have access to this).

5. To **Add or Remove Rows** - input a numerical value in the **Rows to Add** open box. Note: this is defaulted to 1. Then click the **Add Row(s)** to add the desired number of rows to the session.
  - a. Check the **Increment Date** box if you want to increase the Date by one day for each row added.
  - b. Check **Copy Down Values from Last Row** box if you want to duplicate the last row's values for x number of rows.



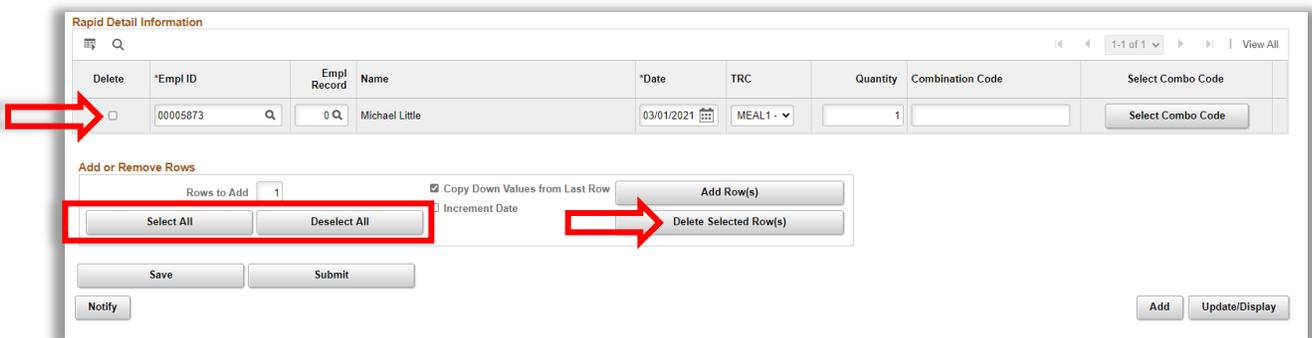
**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC
<input type="checkbox"/>	<input type="text" value="00005873"/>	<input type="text" value="0"/>	<input type="text"/>	03/01/2021	MEAL1 -

**Add or Remove Rows**

Copy Down Values from Last Row
  Increment Date

6. To delete designated rows, check the desired box in the Delete column then click the **Delete Selected Row(s)**.
  - a. To choose all rows for deletion use the **Select All** button.
  - b. To uncheck all rows, use the **Deselect All** button.



**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	Combination Code	Select Combo Code
<input checked="" type="checkbox"/>	00005873	0	Michael Little	03/01/2021	MEAL1 -	1		Select Combo Code

**Add or Remove Rows**

Copy Down Values from Last Row
  Increment Date

7. Click **Save** the session data if you want to take a break and are not ready to submit.
8. Click **Submit** button.

9. Click **OK** (or Cancel) to continue with submission.

Reported Time entered in this session will be added. (13504,10092)

If you intended for previously added time to be replaced or corrected, select the Cancel button and change the mode to Replace or Correction and resubmit.

If you meant to Add Reported Time using this session, select the OK button.

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

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.

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

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

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

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

11. Session Number and Session Status are now updated.

**Rapid Time** Process Monitor

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**Rapid Session Information**

Description	Test	<b>Session Number</b>	21434
Template Type	Elapsed Time Reporter	<b>Session Status</b>	Submitted to Time Admin.
Template	DEFEXHRLY	<b>Last Updated</b>	<input type="text"/>
Processing Mode	Addition	<b>User ID</b>	<input type="text"/>

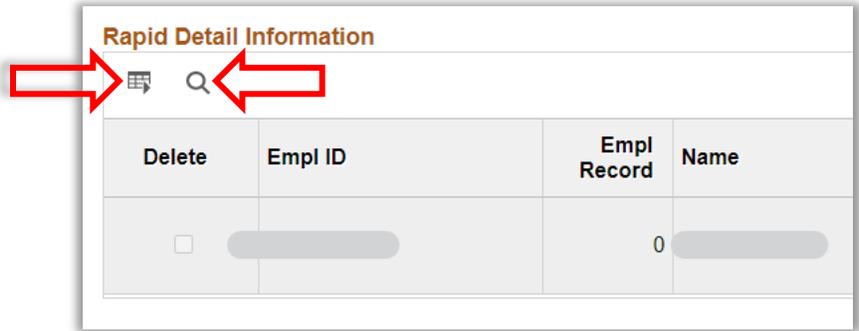
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**Rapid Detail Information**

Delete	Empl ID	Empl Record	Name	Date	TRC	Quantity	Combination Code	Select Combo Code
<input type="checkbox"/>	<input type="text"/>	0	<input type="text"/>	03/01/2021	MEAL1 - Meal - Breakfast	1.000000		<input type="button" value="Select Combo Code"/>

- a. **Session Number** - Once submitted, it will populate a unique session ID number.
- b. **Session Status** - Session has been submitted or not
- c. **Last Updated** - Reflect the date and time when the session was last submitted
- d. **User ID** - Who last submitted the session.

- 12. Options are available to review the data on the page at anytime.
  - a. Use the grid icon to export the data to excel
  - b. Use the magnifying glass to search by name or ID. This will bring your search result to the top of the page.



## Appendix A: Rapid Time Processing Modes

### Additional Processing Mode

**Addition** – Best used on new sessions. Since this mode adds time to the dates selected, it is best if multiple users do not work on the same employee at the same time in case of duplicate reported hours. See the following example:

**Rapid Time** [Process Monitor](#)

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**Rapid Session Information**

*Description: 02/19/21 Check Date	Session Number: 21421
*Template Type: Elapsed Time Reporter	Session Status: Submitted to Time Admin.
*Template: TA PAY	Last Updated: 02/08/21 2:55:28PM
*Processing Mode: Addition	User ID: 00000009

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**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	Override Rate
<input type="checkbox"/>	00000001	0	Mark Aloha	01/31/2021	TA - Ten	8.000000	2.180000
<input type="checkbox"/>	00000002	0	Lani Doe	01/31/2021	TA - Ten	66.250000	3.090000
<input type="checkbox"/>	00000003	0	Mary Smith	01/15/2021	TA - Ten	80.000000	6.430000
<input type="checkbox"/>	00000004	0	Jane Doe	01/31/2021	TA - Ten	80.000000	6.430000

For the 02/19/21 check processing, if you submitted 01/31/2021 with TRC TA for quantity 8 (hours) at a rate of 2.18 using **Addition** mode on a new session, it would add that data to the timesheet and pay  $8 * 2.18$ .

Sun 1/31	Total	Time Reporting Code	Override Rate
8.00	8.00	TA - Temporary Assignment Pay	2.180000

### Replacement Processing Mode

**Replacement** – Best used on new sessions. Since this mode replaces the entries that were previously submitted via **Rapid Time** session or through **Mass Time** with your new entries, be aware of the dates used. This will not affect time that has been submitted by employees on their own via Employee Self-Service (ESS).

Example: If you have already submitted a session for Lani reporting 01/31/2021 with TRC "TA" for quantity 66.25 hours at an **Override Rate** of 3.09, and for Mary reporting 01/15/21 with TRC "TA" for quantity 80 hours at an **Override Rate** of 6.43, those values should appear on the timesheet as indicated below.

If you find out those hours were incorrect, you can then Add a New Session using **Replacement** mode to replace the existing entries with the new correct entries.

In this situation, 70 hours should have been reported for Lani and 72 hours should have been reported for Mary. When the session is submitted, the timesheet should reflect the new hours as indicated below.

**Rapid Time** [Process Monitor](#)

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**Rapid Session Information**

*Description: 02/19/21 Check Date	Session Number: 21421
*Template Type: Elapsed Time Reporter	Session Status: Submitted to Time Admin.
*Template: TA PAY	Last Updated: 02/08/21 2:55:28PM
*Processing Mode: Addition	User ID: 00000009

---

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	Override Rate
<input type="checkbox"/>	00000001	0	Mark Aloha	01/31/2021	TA - Ten	8.000000	2.180000
<input type="checkbox"/>	00000002	0	Lani Doe	01/31/2021	TA - Ten	66.250000	3.090000
<input type="checkbox"/>	00000003	0	Mary Smith	01/15/2021	TA - Ten	80.000000	6.430000
<input type="checkbox"/>	00000004	0	Jane Doe	01/31/2021	TA - Ten	80.000000	6.430000

**Rapid Time** [Process Monitor](#)

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**Rapid Session Information**

*Description: 03/05/21 Check Date	Session Number: 21425
*Template Type: Elapsed Time Reporter	Session Status: Submitted to Time Admin.
*Template: TA PAY	Last Updated: 02/11/21 5:34:54PM
*Processing Mode: Replacement	User ID: 00000009

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**Rapid Detail Information**

Delete	Empl ID	Empl Record	Name	Date	TRC	Quantity	Override Rate
<input type="checkbox"/>	00000002	0	Lani Doe	01/31/2021	TA - Temporary Assignment Pay	70.000000	3.090000
<input type="checkbox"/>	00000003	0	Mary Smith	01/15/2021	TA - Temporary Assignment Pay	72.000000	3.090000

**Add or Remove Rows**

Rows to Add: 1  Copy Down Values from Last Row

## Correction Processing Mode

**Correction** – Best used on existing sessions. Since this mode can be used on existing session, be cautious of deleting rows that you still want to pay because if deleted, upon submission it will delete the data on the timesheet that are no longer on the Rapid Time session. See the following example:

Below reflects a session with several rows of Uniform Pay that was submitted.

**Rapid Time** Process Monitor

**Rapid Session Information**

Description: Uniform Pay Jul - Dec 2020 1/2  
 \*Template Type: Elapsed Time Reporter  
 \*Template: DEFEXHRLY  
 \*Processing Mode: Addition

Session Number: 21379  
 Session Status: Submitted to Time Admin  
 Last Updated: 01/22/21 1:40:29PM  
 User ID: 00000009

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity
<input type="checkbox"/>	00000010	0	Sam Smith	01/15/2021	ZUNFM	60.000000
<input type="checkbox"/>	00000011	0	Grace Williams	01/15/2021	ZUNFM	60.000000
<input type="checkbox"/>	00000012	0	Clark Davis	01/15/2021	ZUNFM	60.000000
<input type="checkbox"/>	00000013	0	Bob Williams	01/15/2021	ZUNFM	60.000000
<input type="checkbox"/>	00000014	0	Nani Davis	01/15/2021	ZUNFM	60.000000
<input type="checkbox"/>	00000015	0	Joe White	01/15/2021	ZUNFM	53.500000
<input type="checkbox"/>	00000016	0	David Smith	01/15/2021	ZUNFM	60.000000
<input type="checkbox"/>	00000017	0	Kate Austen	01/15/2021	ZUNFM	60.000000

Upon review, it was discovered Sam and Grace should not have gotten Uniform Pay. You can find the session number **21379** in the *Find an Existing Value* feature, change the processing mode to **Correction**, and delete Sam and Grace's rows from the session.

Below shows the session submitted in correction mode with the rows for Sam and Grace deleted.

**Rapid Time** Process Monitor

**Rapid Session Information**

Description: Uniform Pay Jul - Dec 2020 1/2  
 \*Template Type: Elapsed Time Reporter  
 \*Template: DEFEXHRLY  
 \*Processing Mode: Correction

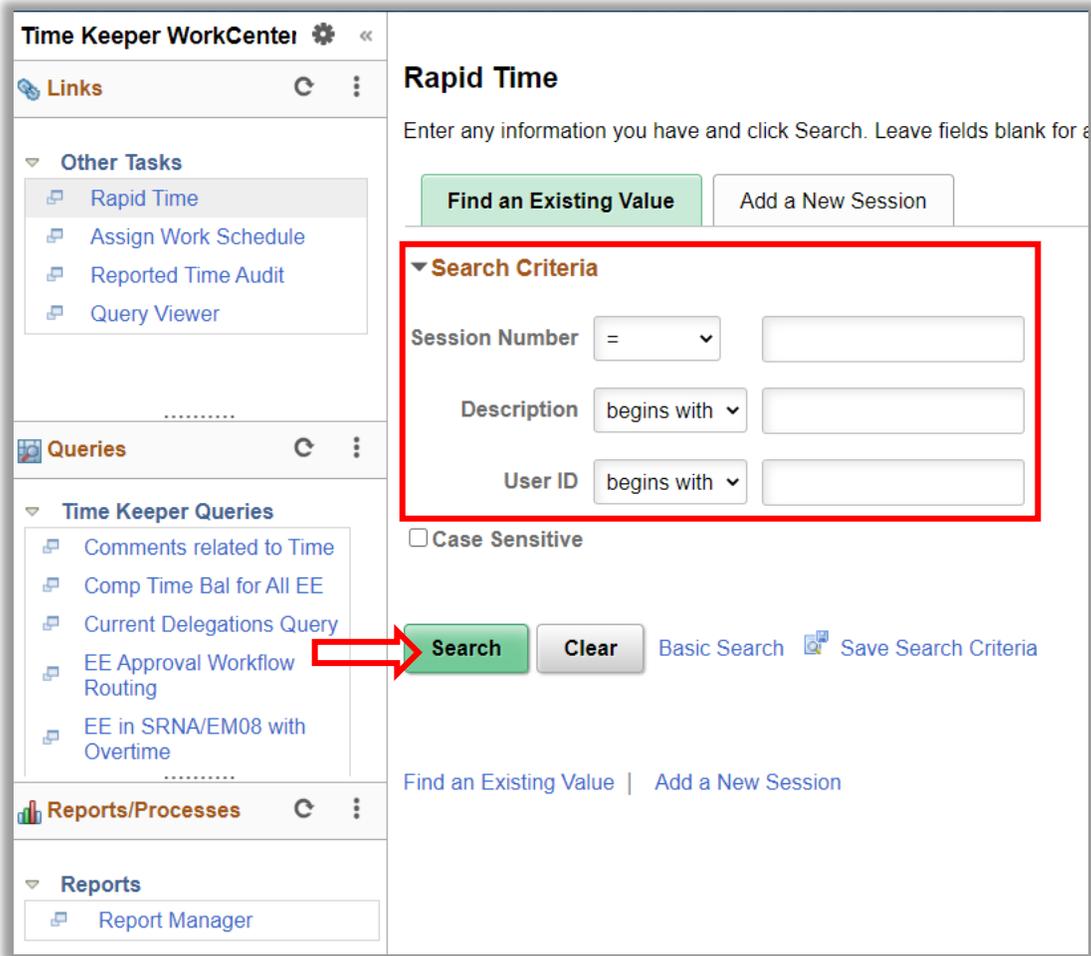
Session Number: 21379  
 Session Status: Submitted to Time Admin  
 Last Updated: 01/22/21 5:13:24PM  
 User ID: 00000009

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity
<input type="checkbox"/>	00000012	0	Clark Davis	01/15/2021	ZUNFM - Uniform Pay	60.000000
<input type="checkbox"/>	00000013	0	Bob Williams	01/15/2021	ZUNFM - Uniform Pay	60.000000
<input type="checkbox"/>	00000014	0	Nani Davis	01/15/2021	ZUNFM - Uniform Pay	60.000000
<input type="checkbox"/>	00000015	0	Joe White	01/15/2021	ZUNFM - Uniform Pay	53.500000
<input type="checkbox"/>	00000016	0	David Smith	01/15/2021	ZUNFM - Uniform Pay	60.000000
<input type="checkbox"/>	00000017	0	Kate Austen	01/15/2021	ZUNFM - Uniform Pay	60.000000

## Appendix B: Rapid Time – Finding Previous Sessions

Enter Search Criteria then click Search



The screenshot displays the 'Time Keeper WorkCenter' interface. On the left, there is a navigation sidebar with sections for 'Links', 'Other Tasks' (including 'Rapid Time', 'Assign Work Schedule', 'Reported Time Audit', and 'Query Viewer'), 'Queries' (including 'Time Keeper Queries' with sub-items like 'Comments related to Time', 'Comp Time Bal for All EE', 'Current Delegations Query', 'EE Approval Workflow Routing', and 'EE in SRNA/EM08 with Overtime'), and 'Reports/Processes' (including 'Reports' with 'Report Manager').

The main content area is titled 'Rapid Time' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a'. Below this instruction are two buttons: 'Find an Existing Value' (highlighted in green) and 'Add a New Session'. A red box highlights the 'Search Criteria' section, which includes three rows of search filters: 'Session Number' with an equals sign dropdown and an input field; 'Description' with a 'begins with' dropdown and an input field; and 'User ID' with a 'begins with' dropdown and an input field. Below these filters is a checkbox for 'Case Sensitive'. A red arrow points from the 'Search' button to the 'Search Criteria' section.

At the bottom of the search area, there are buttons for 'Search' (highlighted in green) and 'Clear', along with links for 'Basic Search' and 'Save Search Criteria'. Below the search area, there are two buttons: 'Find an Existing Value' and 'Add a New Session'.