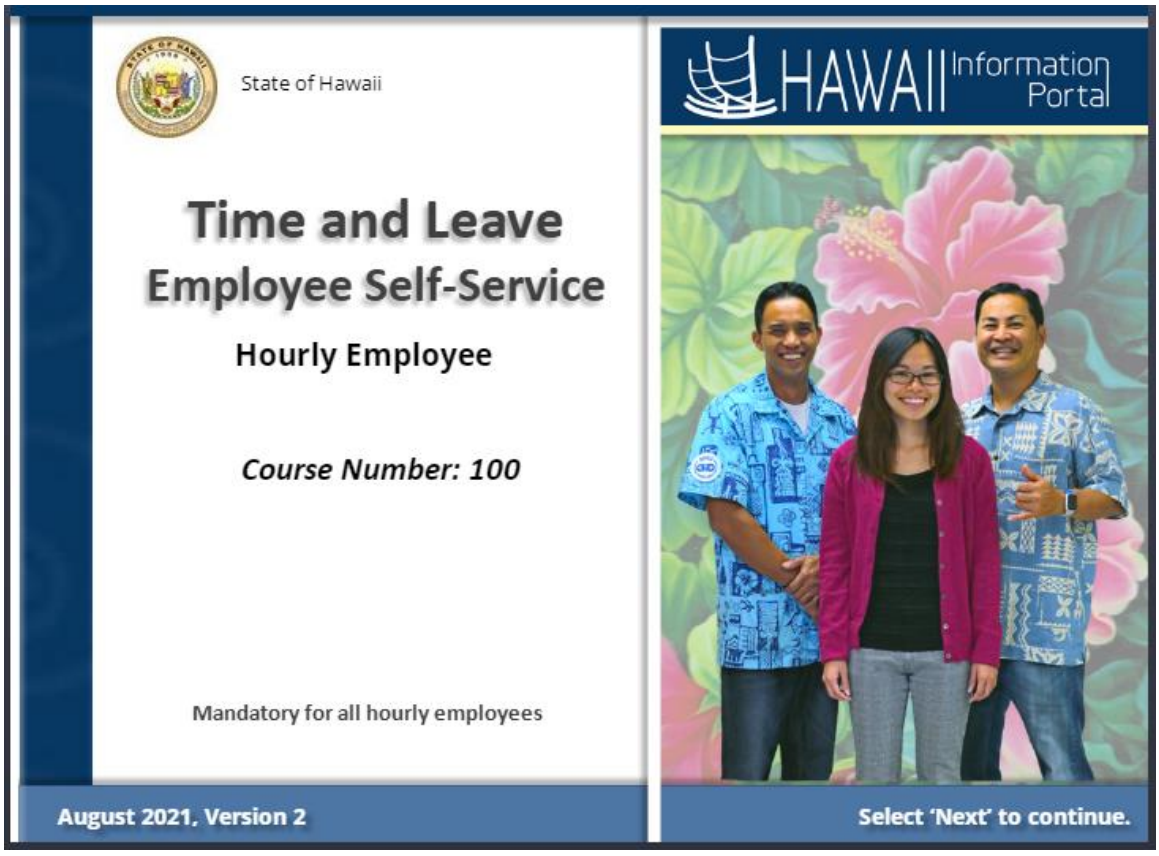
100 - ESS HOURLY TIME ENTRY



Duration

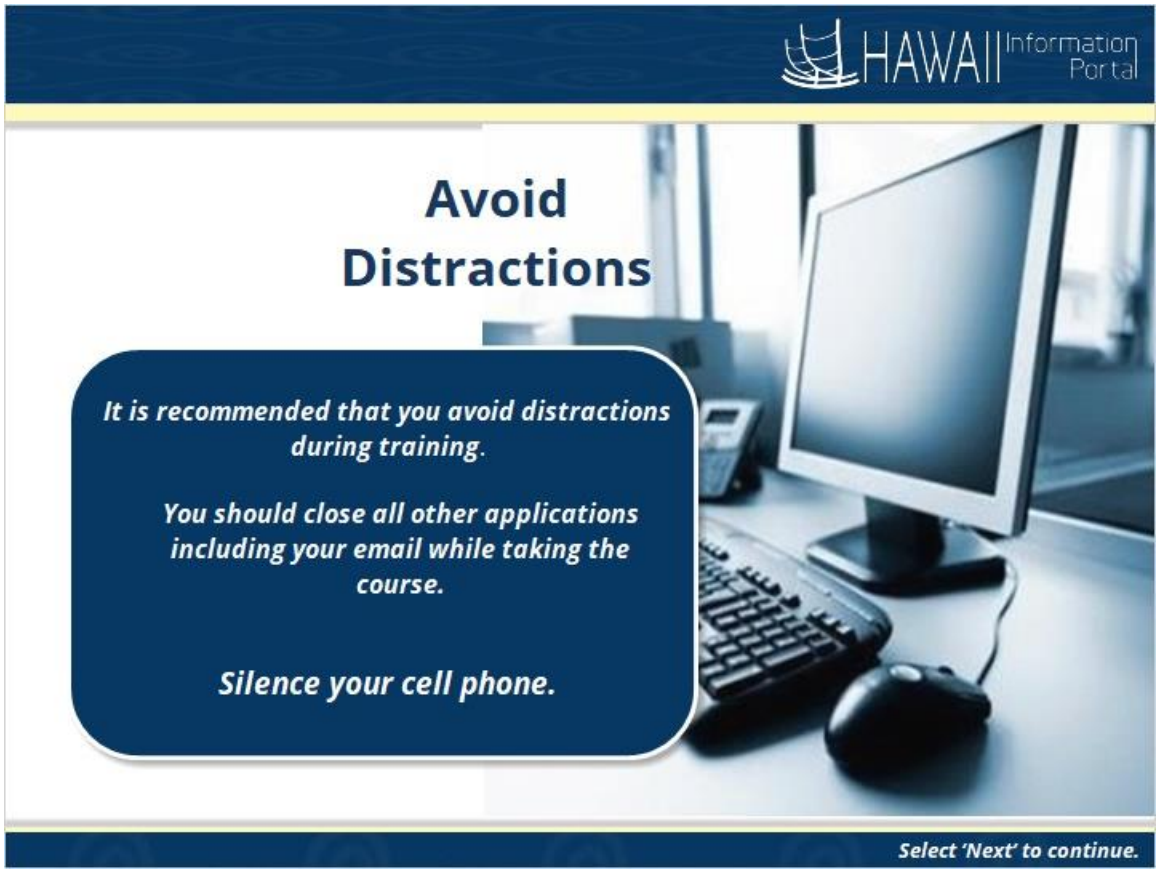
This course will take approximately one hour.

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



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.

Table of Contents

- Course Objectives
- Key Terminology
- Tour the Timesheets
- Enter Time
- Understand Approvals
- Need Help?

Course Objectives

After completing this course, you will understand how to:

- Fina additional help and get support with HIP Time and Leave
- Navigate to the Timesheet and understand its components as an Hourly Employee
- Enter Time on the Timesheet
- Edit Time on Timesheets after Submission
- Submit Timesheets for approval

NEED HELP?

If you need assistance using the Hawaii Information Portal for Tine and Leave:

See complete instructions available at: https://ags.hawaii.gov/hip/time-and-leave/.

For further assistance, contact your local timekeeper. To assist you with locating your local timekeeper, a listing is provided at: https://ags.hawaii.gov/hip/get-time-and-leave-help/.

Consult applicable Collective Bargaining Agreements for detailed rules for union members.

KEY TERMINOLOGY

You will now review the key terminology for Time and Leave

Time Reporting Code (TRC)

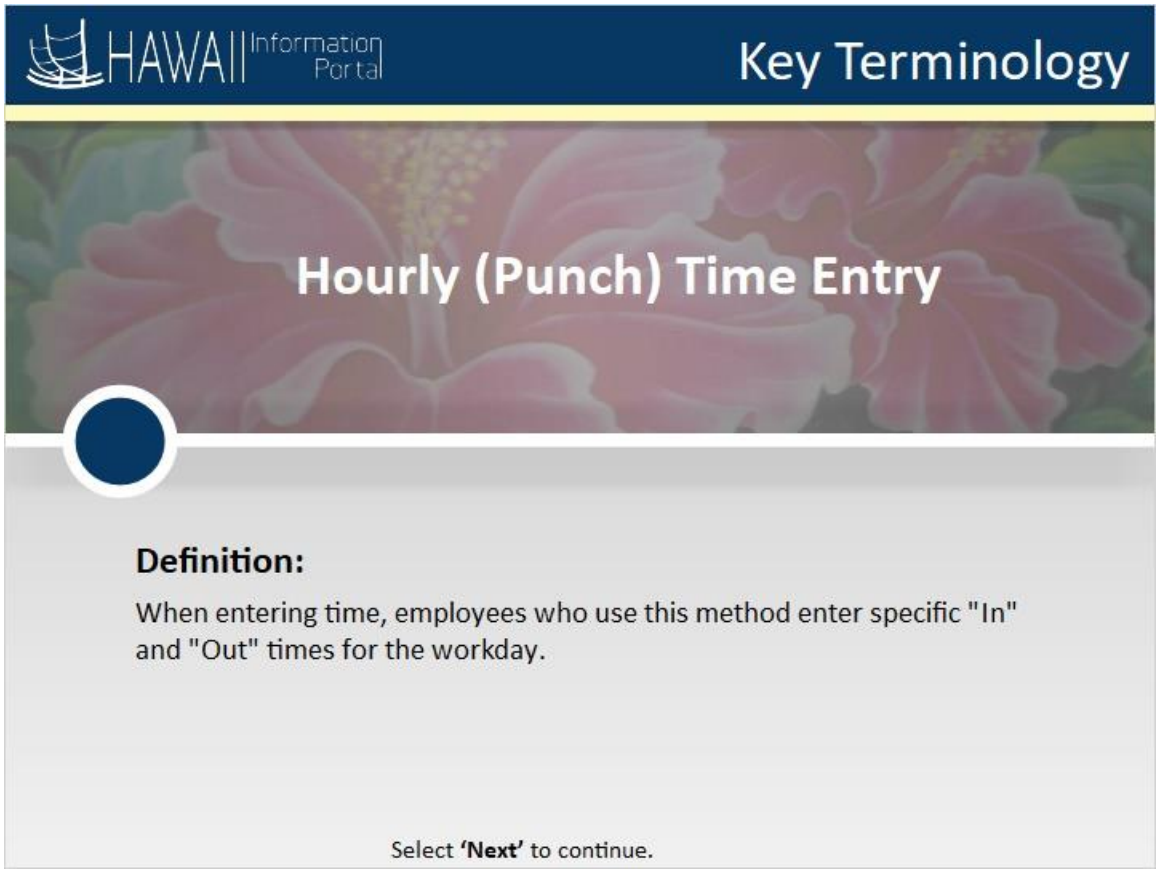
Definition:
These codes are used to identify the type of time worked. For example, one TRC is "NIGHT - Night Shift". There are codes in HIP for each type of time that you may be eligible to earn pay for.

Timesheet Exception

Definition:
A timesheet entry that requires further review after submitting time, for example, overtime entered that was not pre-approved by your supervisor

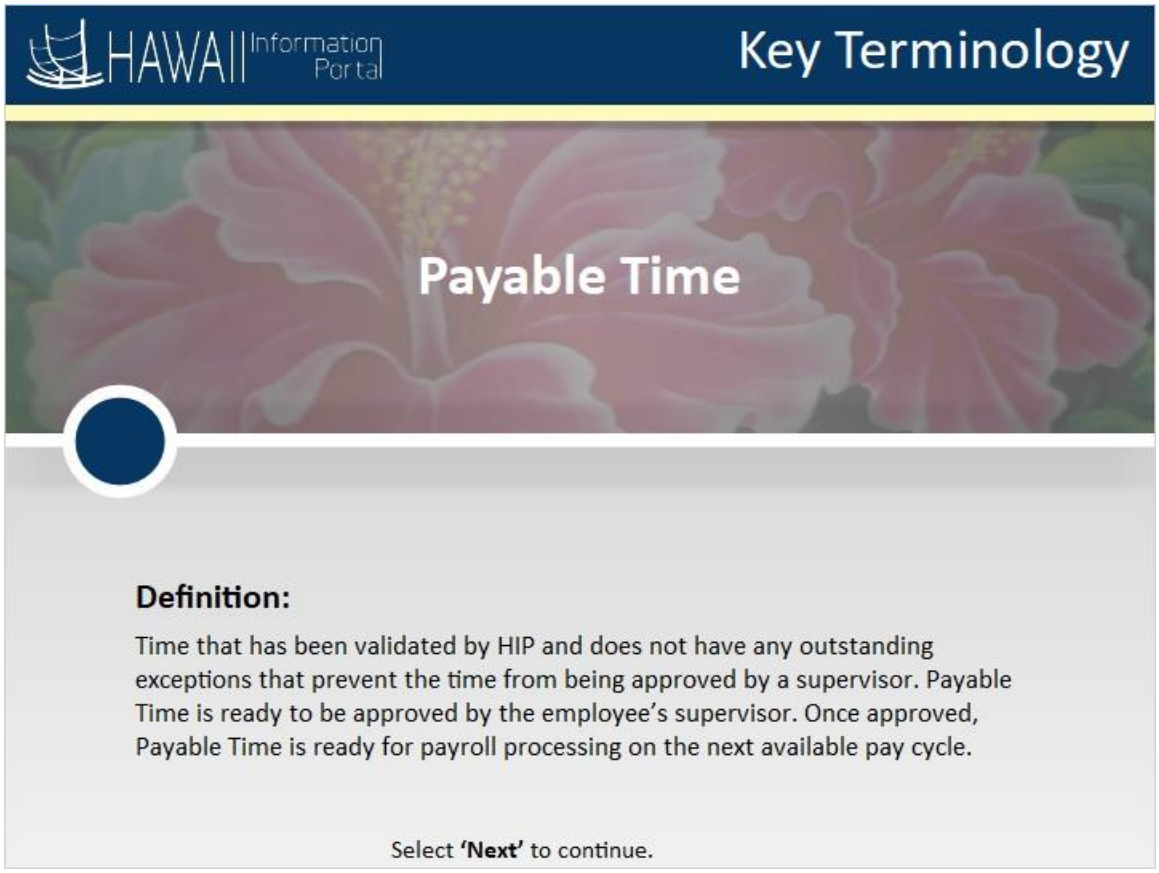
Positive Time Reporter

Definition:
A time reporter who is required to enter all hours worked in order to be paid for their time. No hours are auto-populated on their timesheet. A positive time reporter can be an hourly, casual, or 89-day hire, for example.



Hourly (Punch) Time Entry

Definition:
When entering time, employees who use this method enter specific "In" and "Out" times for the workday.



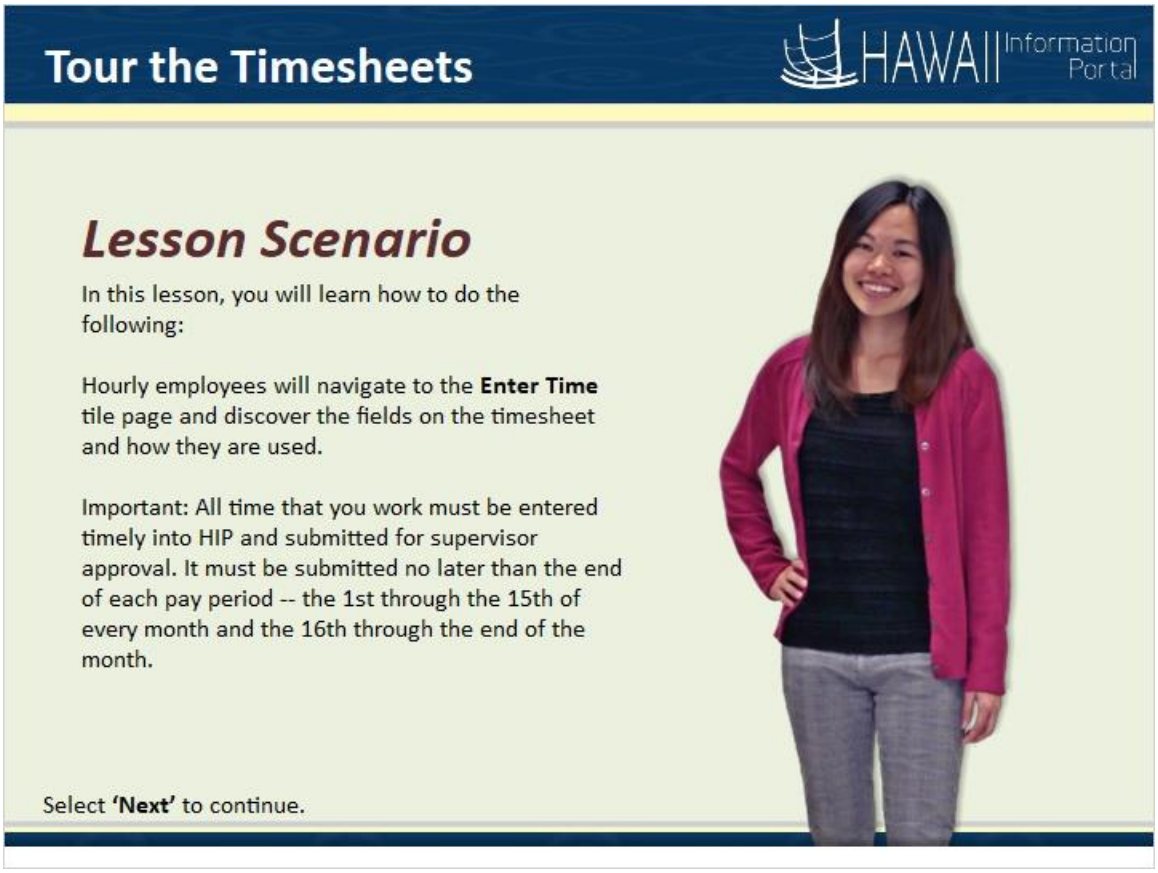
Payable Time

Definition:
Time that has been validated by HIP and does not have any outstanding exceptions that prevent the time from being approved by a supervisor. Payable Time is ready to be approved by the employee's supervisor. Once approved, Payable Time is ready for payroll processing on the next available pay cycle.

Time Administration

Definition:
Time Administration are automated system processes in HIP that run nightly and apply the system rules for processing the time entered

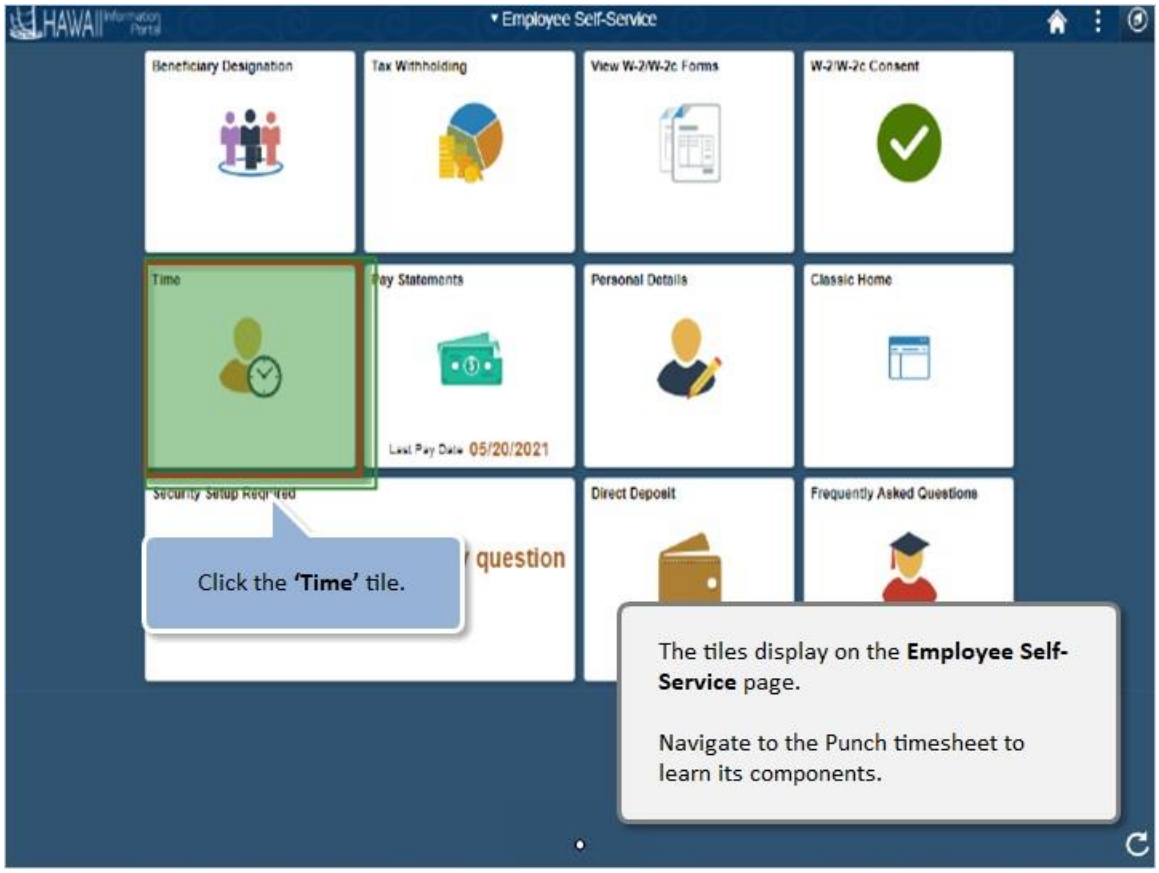
TOUR THE TIMESHEET



In this lesson, you will learn how to do the following:

Hourly employees will navigate to the **Enter Time** tile page and discover the fields on the timesheet and how they are used.

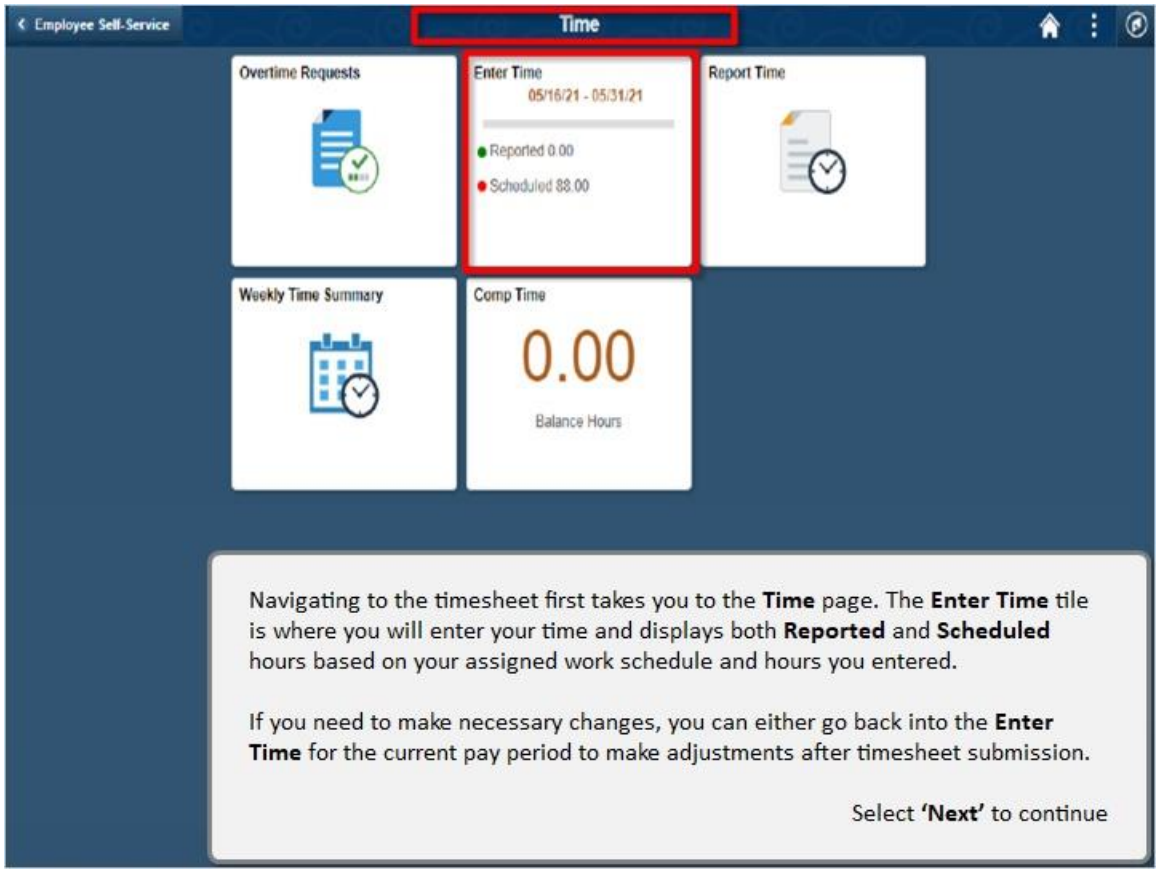
Important: All time that you work must be entered timely into HIP and submitted for supervisor approval. It must be submitted no later than the end of each pay period -- the 1st through the 15th of every month and the 16th through the end of the month.



The tiles display on the **Employee Self-Service** page.

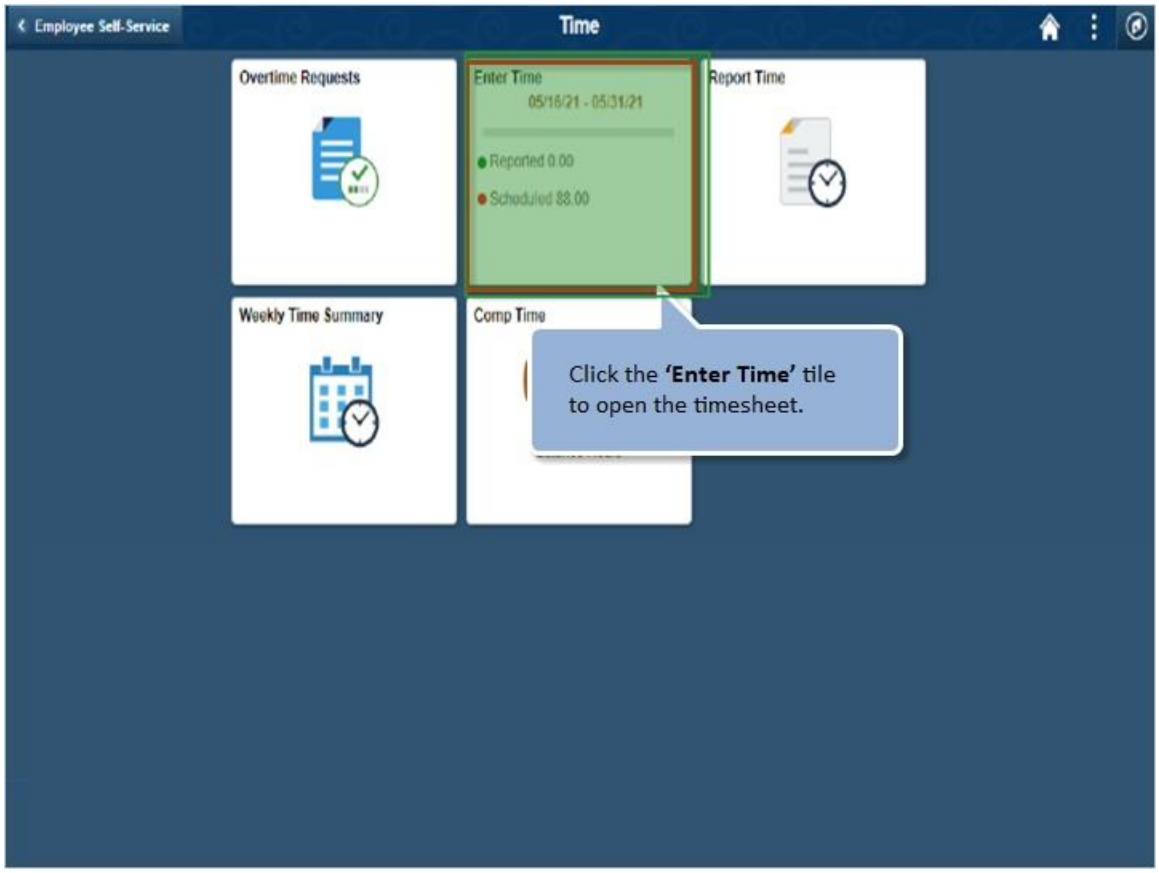
Navigate to the Punch timesheet to learn its components.

Click the **'Time'** tile.

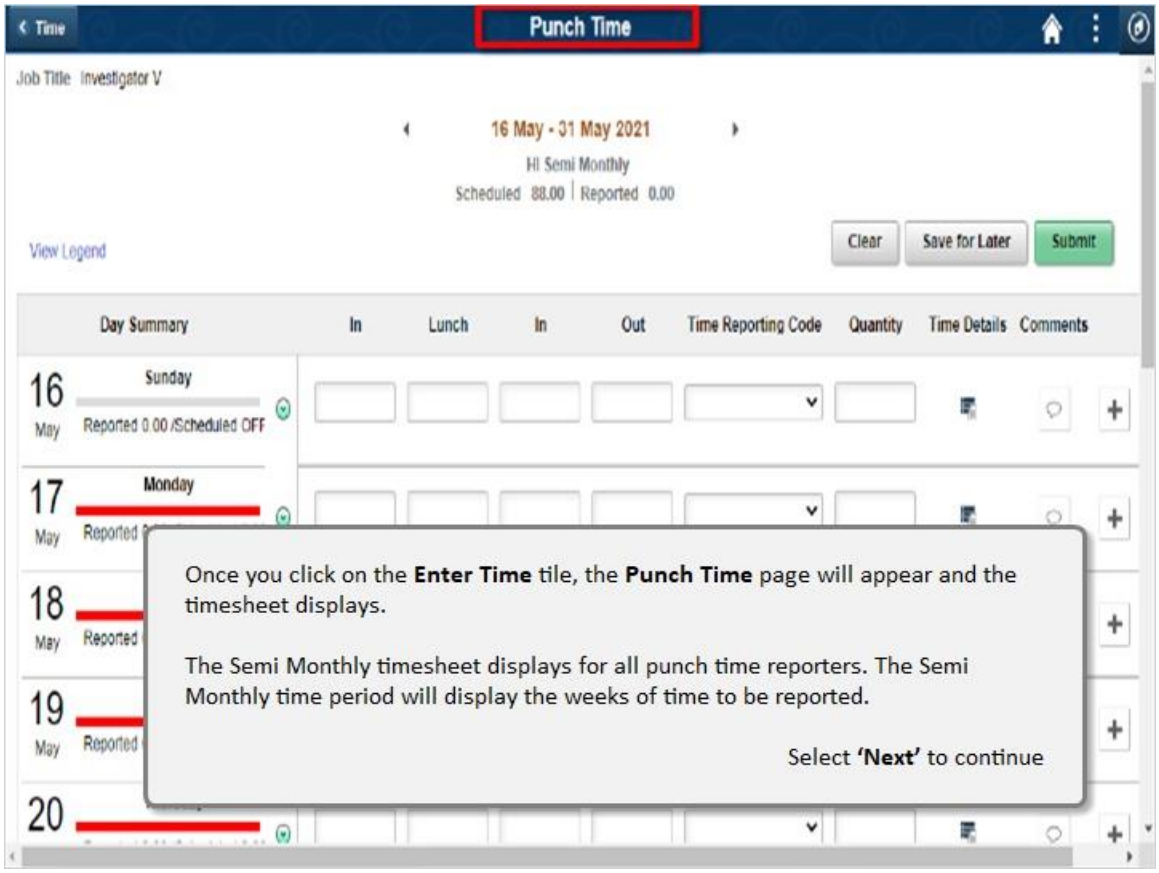


Navigating to the timesheet first takes you to the **Time** page. The **Enter Time** tile is where you will enter your time and displays both **Reported** and **Scheduled** hours based on your assigned work schedule and hours you entered.

If you need to make necessary changes, you can either go back into the **Enter Time** for the current pay period to make adjustments after timesheet submission.

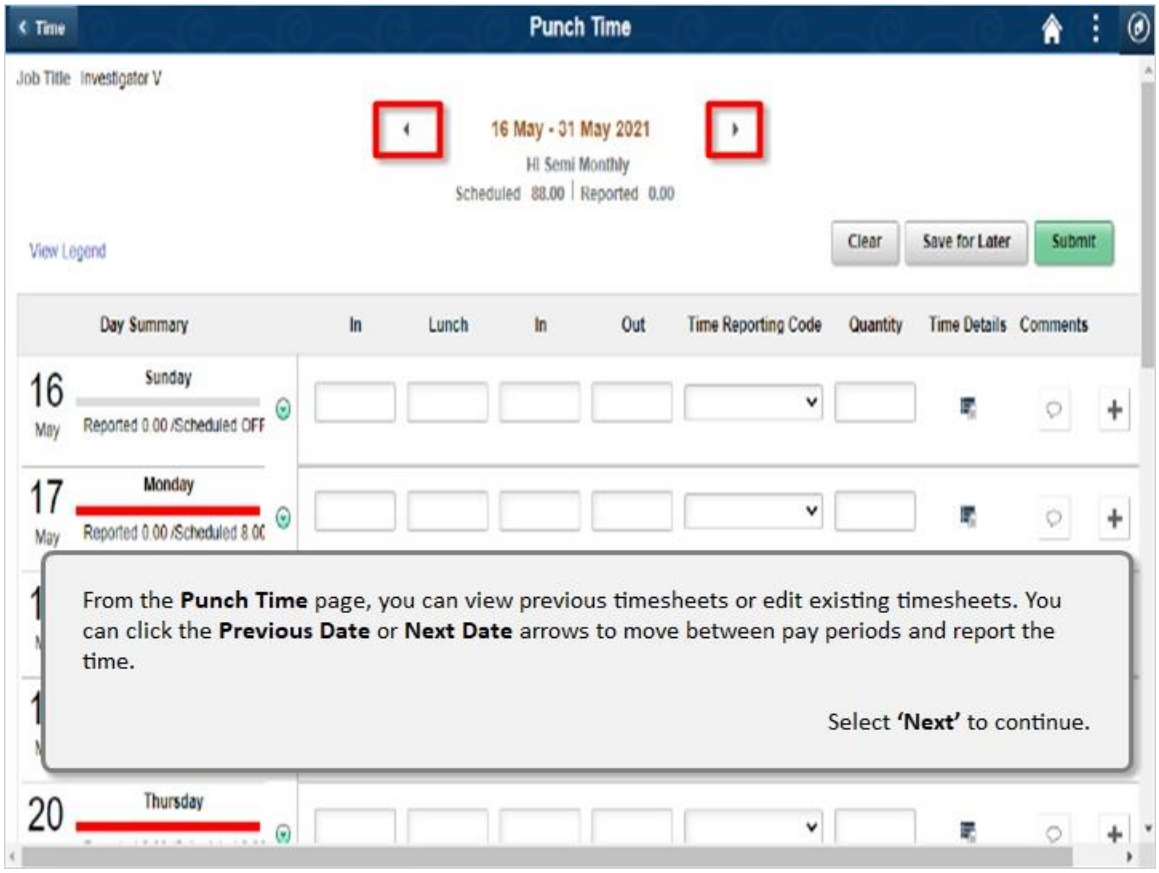


Click the **'Enter Time'** tile to open the timesheet.

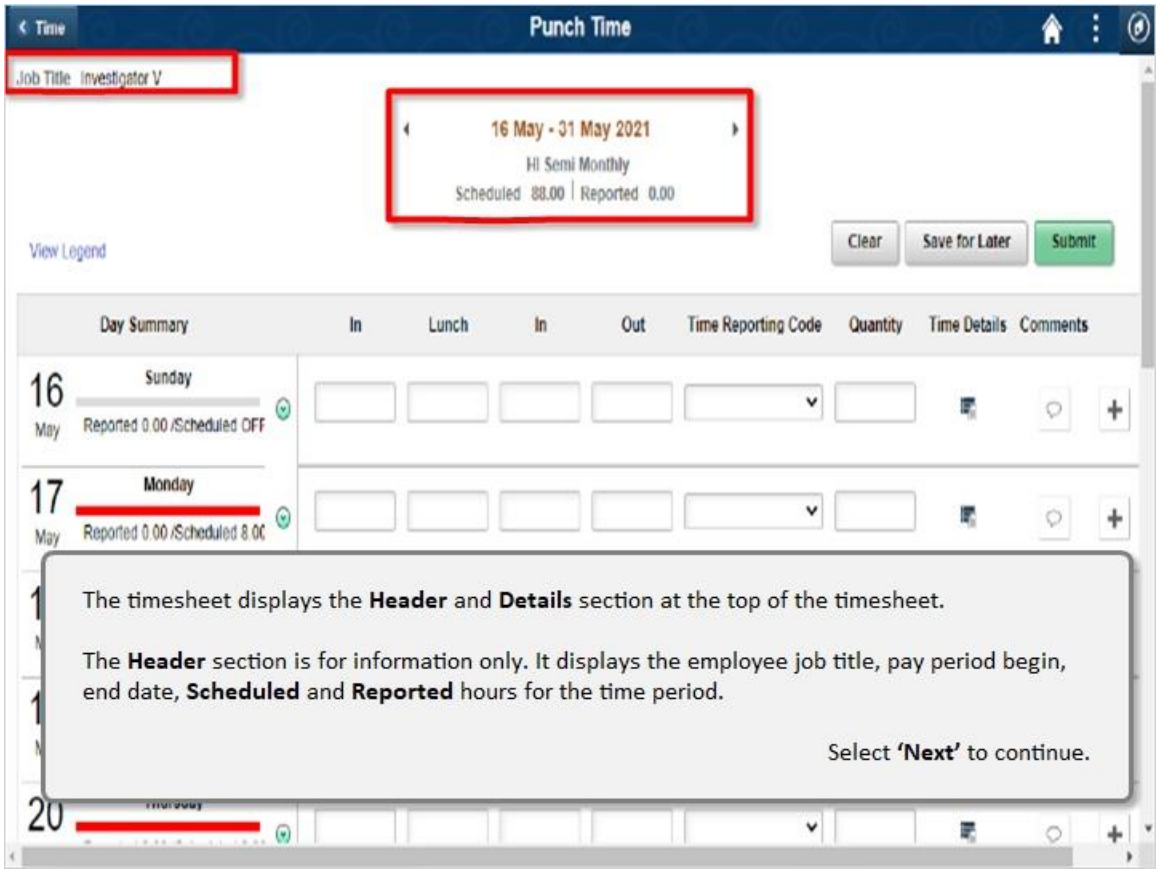


Once you click on the **Enter Time** tile, the **Punch Time** page will appear and the timesheet displays.

The Semi Monthly timesheet displays for all punch time reporters. The Semi Monthly time period will display the weeks of time to be reported.

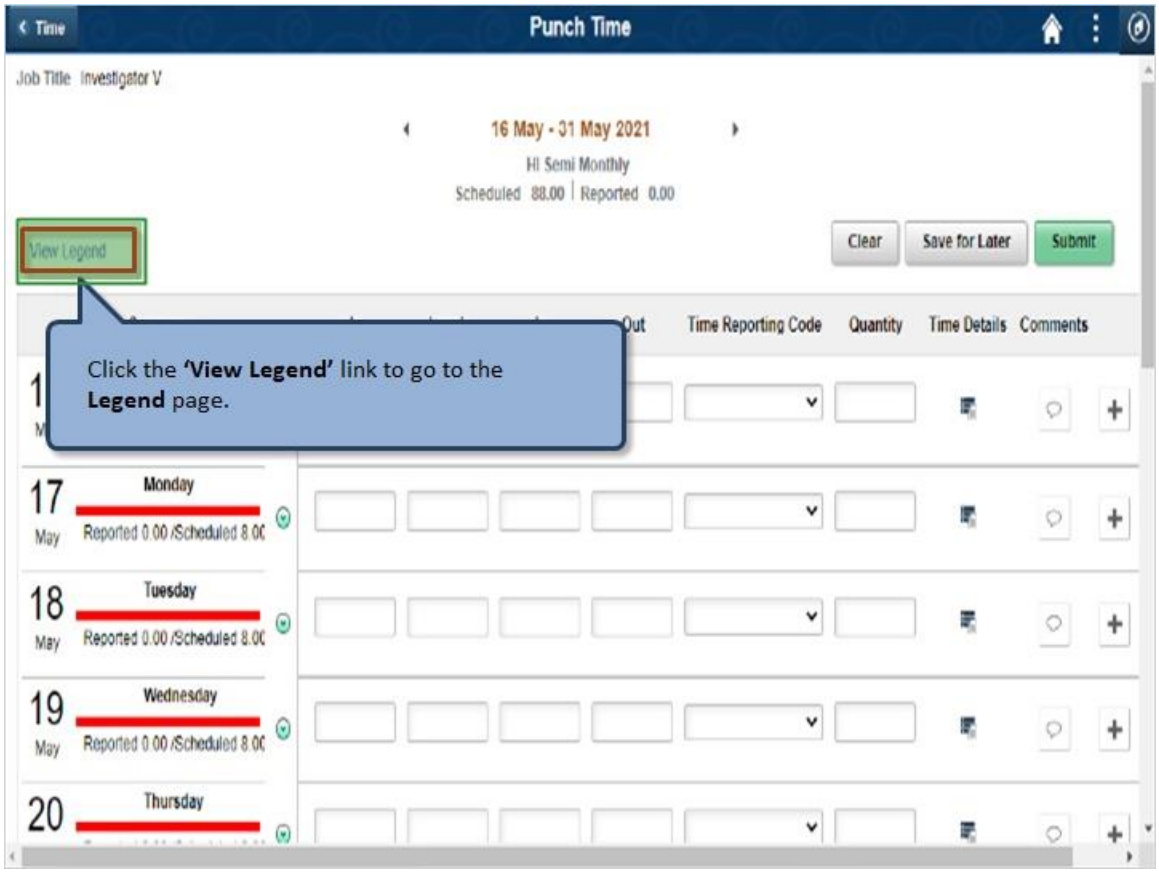


From the **Punch Time** page, you can view previous timesheets or edit existing timesheets. You can click the **Previous Date** or **Next Date** arrows to move between pay periods and report the time.

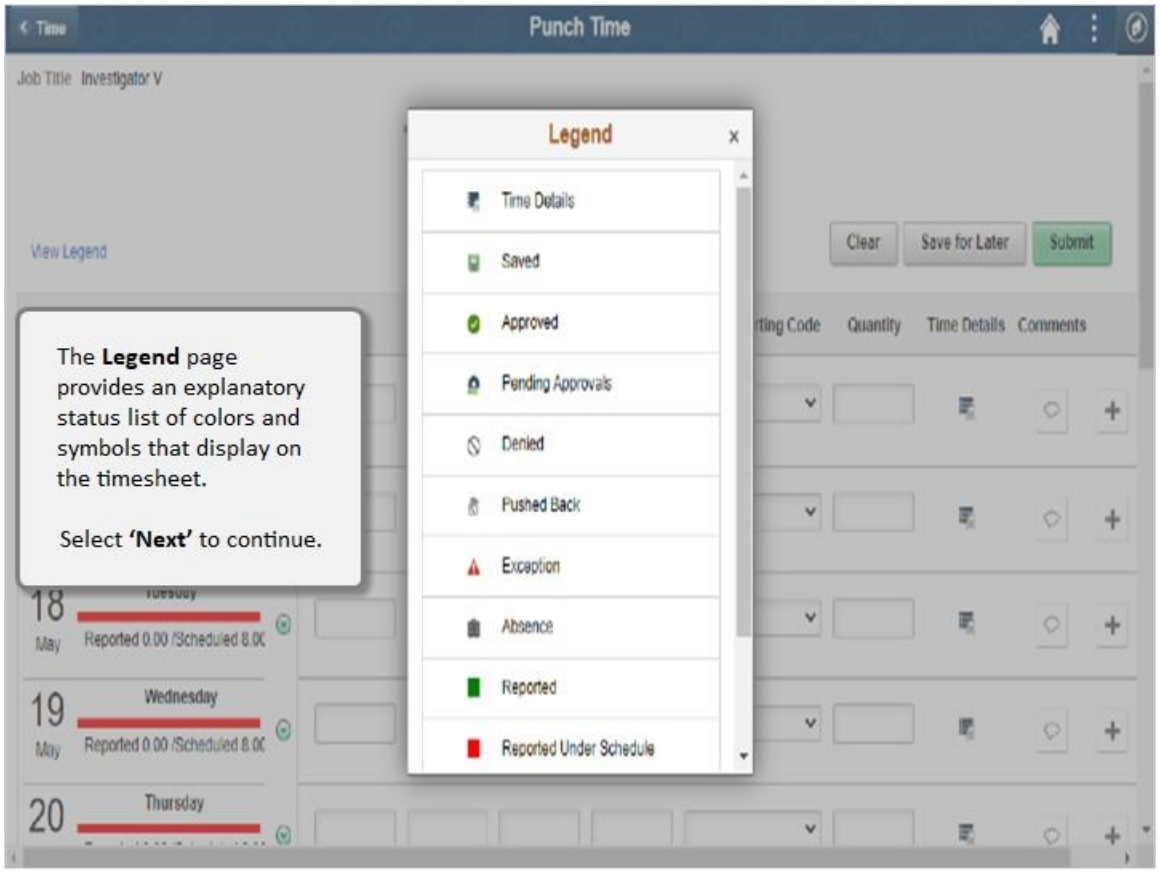


The timesheet displays the **Header** and **Details** section at the top of the timesheet.

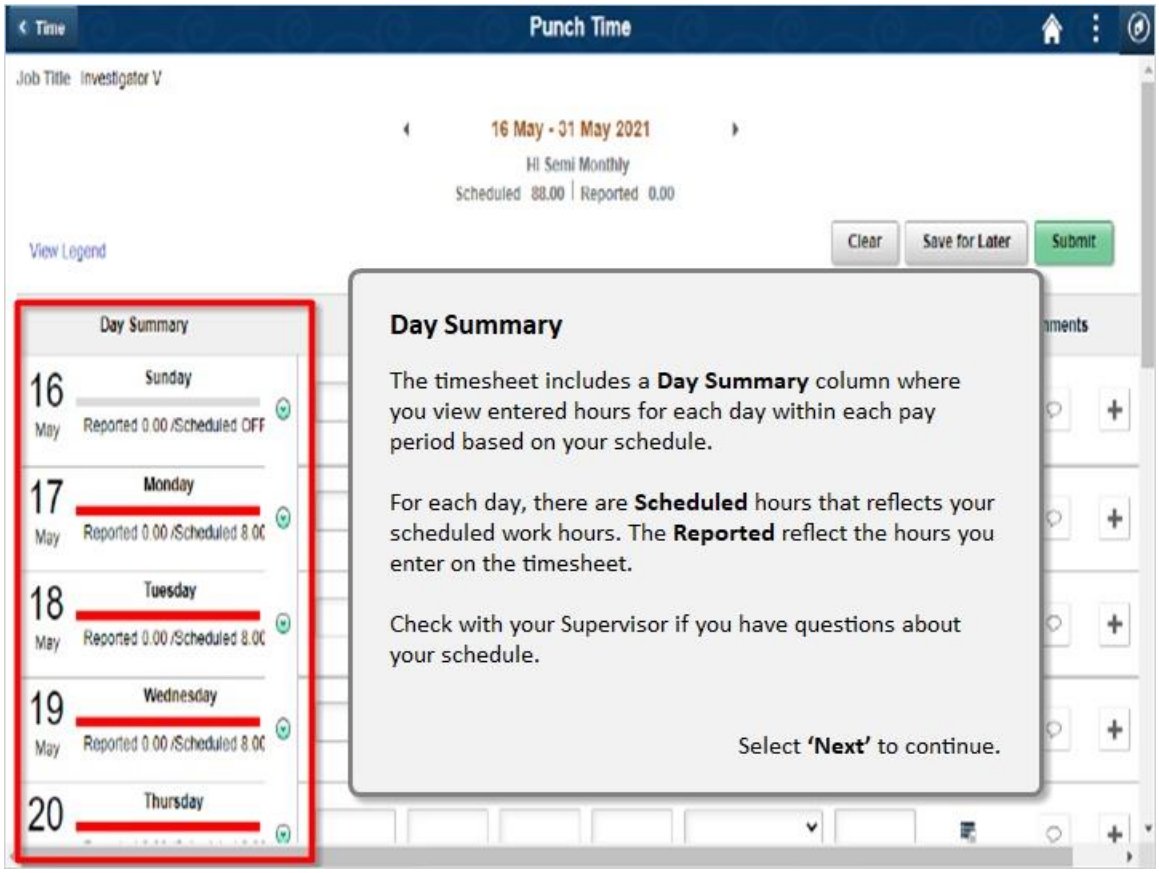
The **Header** section is for information only. It displays the employee job title, pay period begin, end date, **Scheduled** and **Reported** hours for the time period.



Click the **'View Legend'** link to go to the **Legend** page.



The **Legend** page provides an explanatory status list of colors and symbols that display on the timesheet.

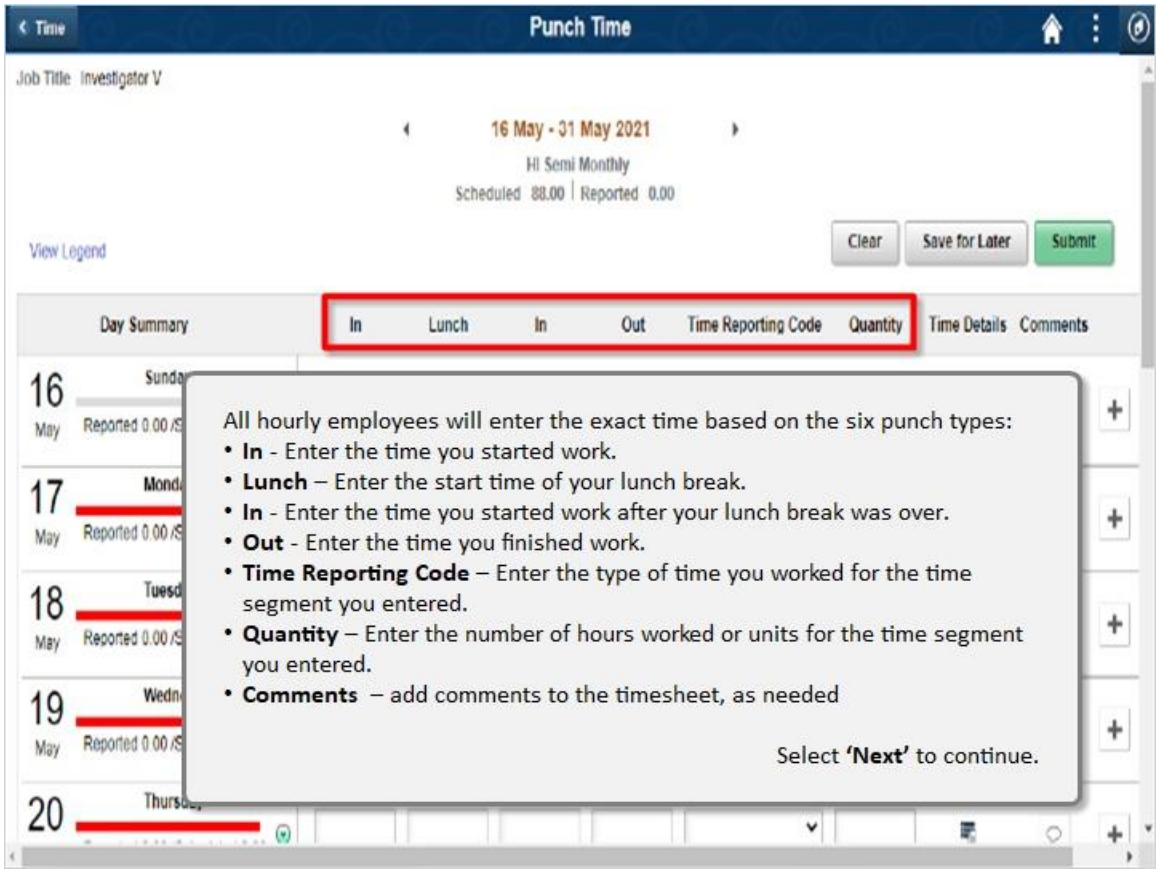


Day Summary

The timesheet includes a **Day Summary** column where you view entered hours for each day within each pay period based on your schedule.

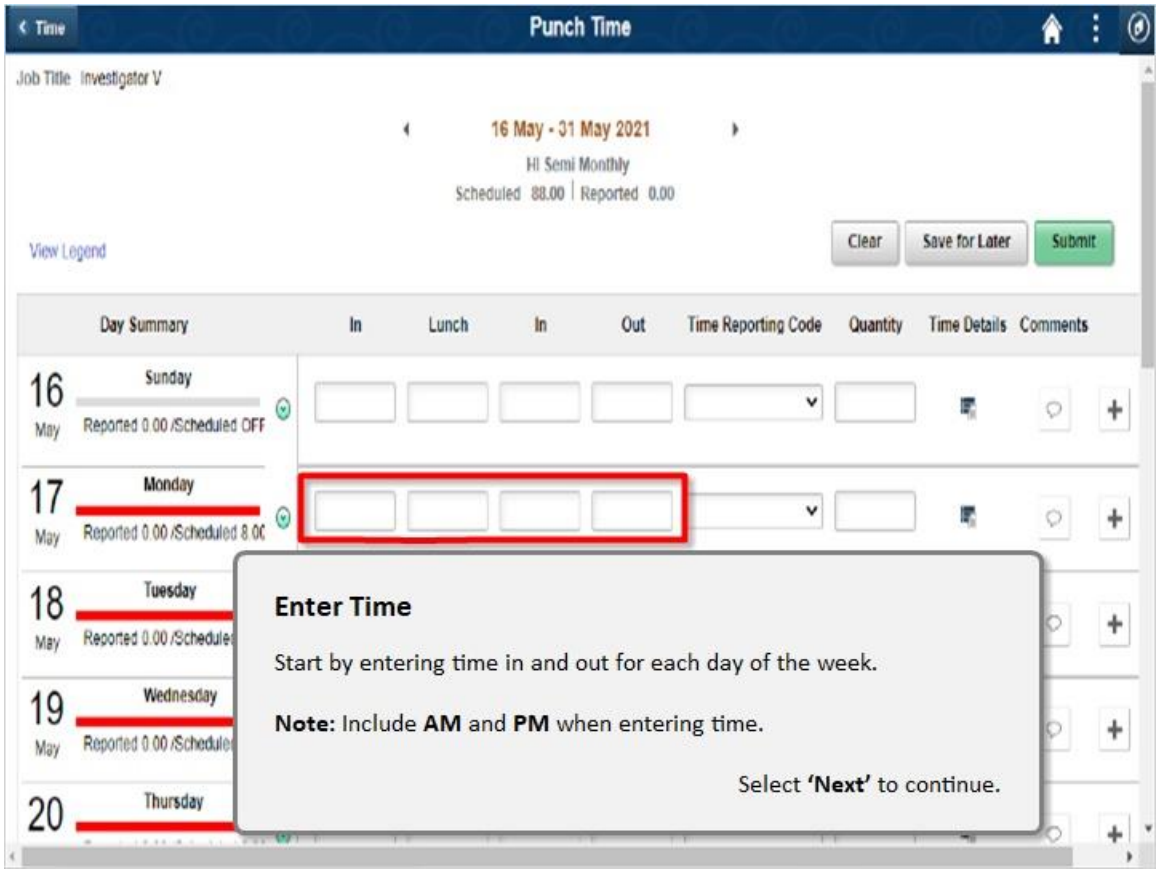
For each day, there are **Scheduled** hours that reflects your scheduled work hours. The **Reported** reflect the hours you enter on the timesheet.

Check with your Supervisor if you have questions about your schedule.



All hourly employees will enter the exact time based on the six punch types:

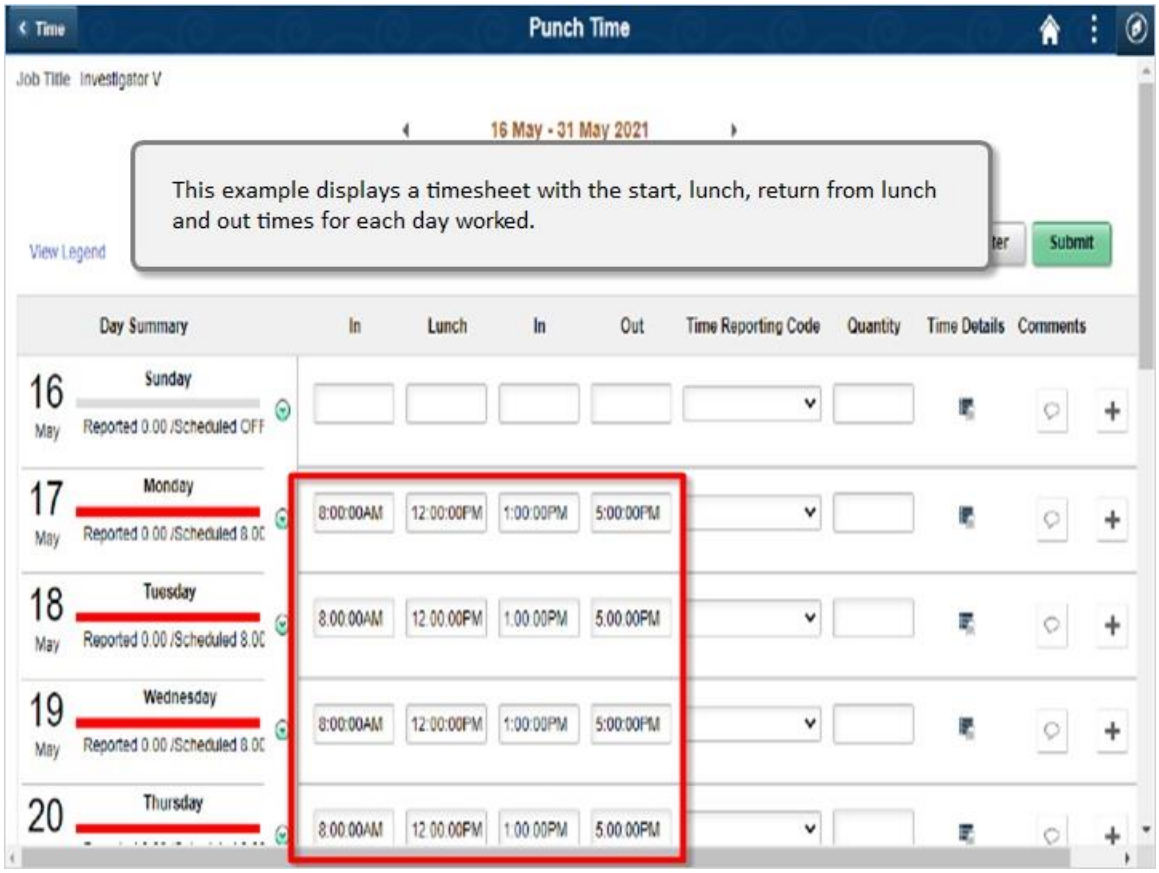
- **In** - Enter the time you started work.
- **Lunch** - Enter the start time of your lunch break.
- **In** - Enter the time you started work after your lunch break was over.
- **Out** - Enter the time you finished work.
- **Time Reporting Code** - Enter the type of time you worked for the time segment you entered.
- **Quantity** - Enter the number of hours worked or units for the time segment you entered.
- **Comments** – add comments to the timesheet, as needed



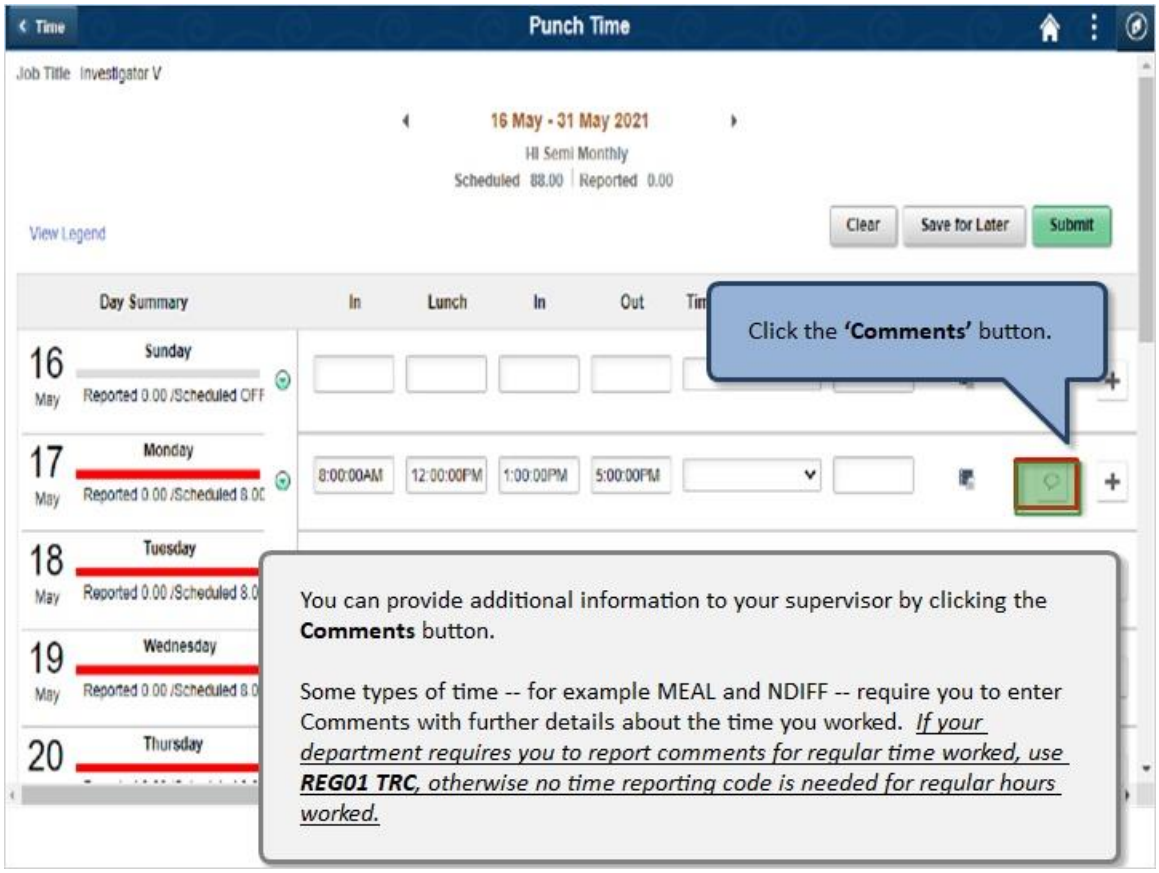
Enter Time

Start by entering time in and out for each day of the week.

Note: Include **AM** and **PM** when entering time.



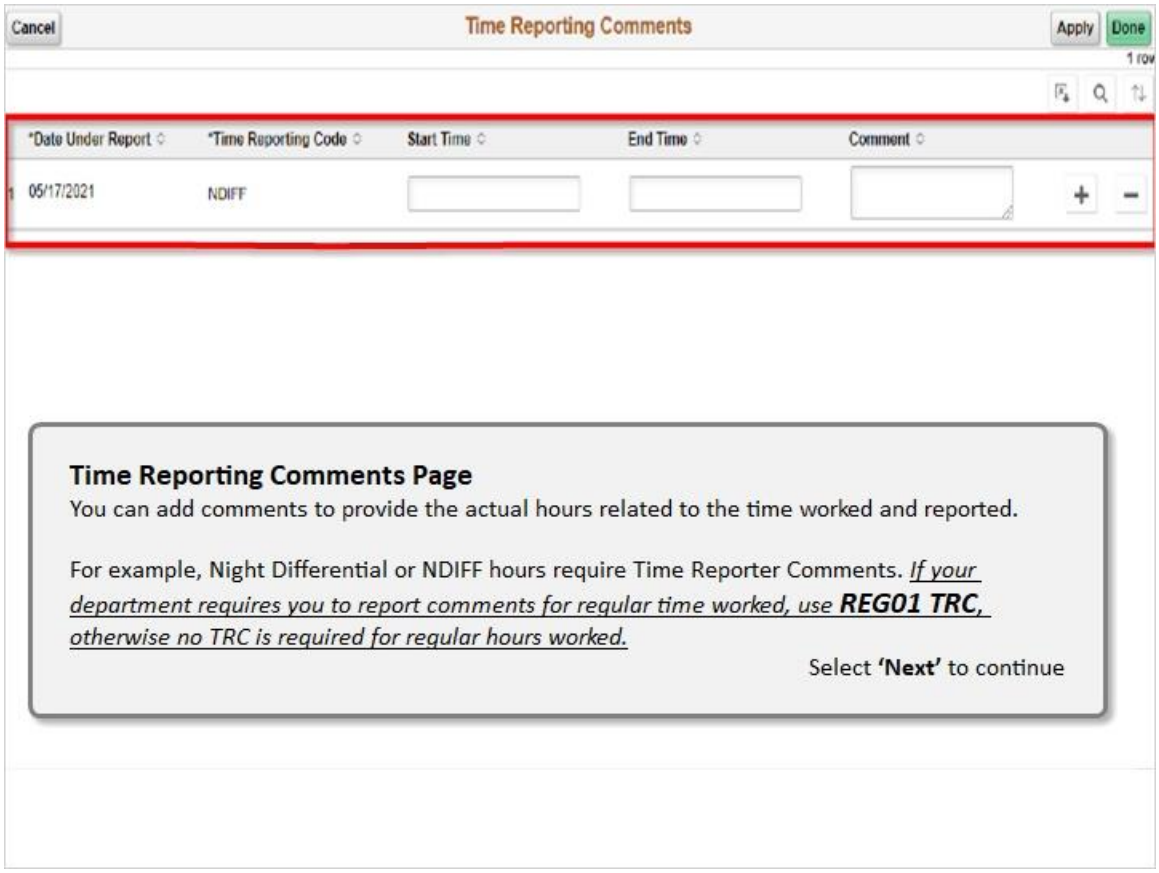
This example displays a timesheet with the start, lunch, return from lunch and out times for each day worked.



You can provide additional information to your supervisor by clicking the **Comments** button.

Some types of time -- for example MEAL and NDIFF -- require you to enter Comments with further details about the time you worked. *If your department requires you to report comments for regular time worked, use **REG01 TRC**, otherwise no time reporting code is needed for regular hours worked.*

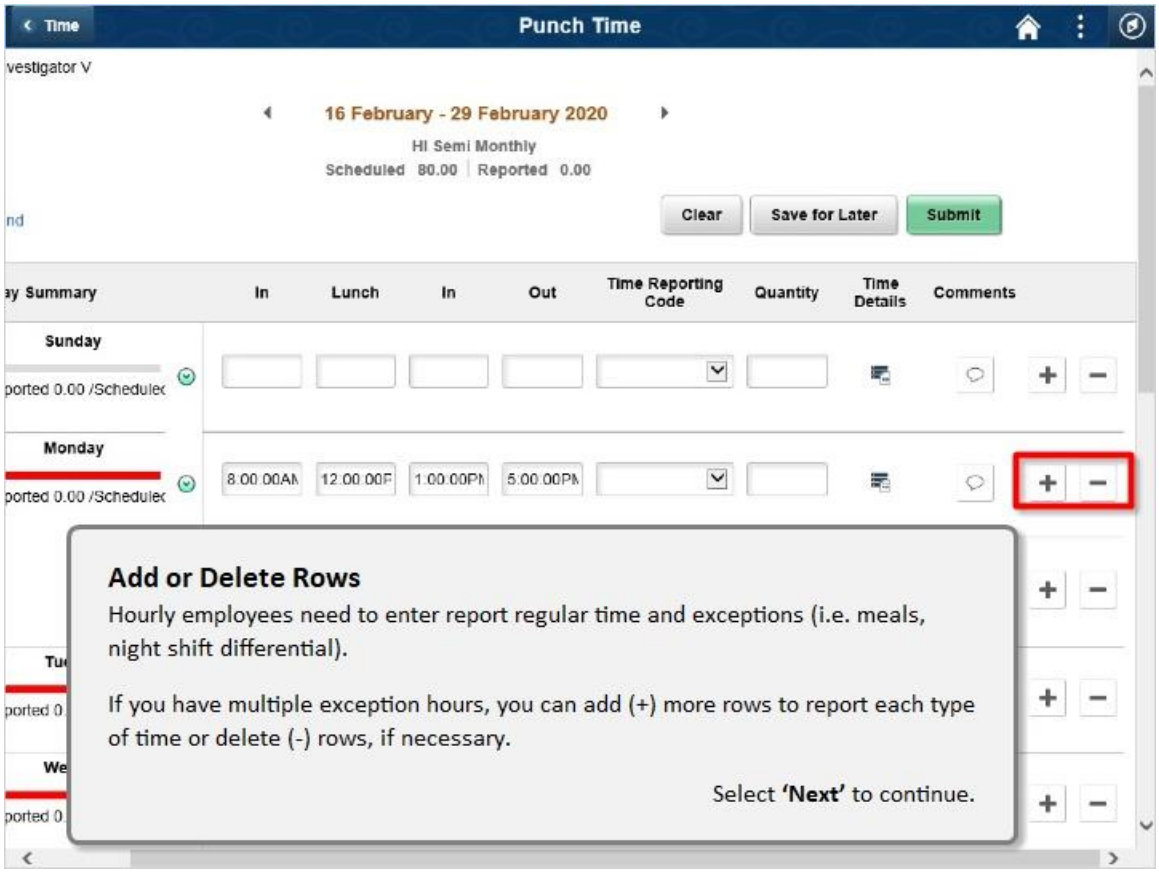
Click the **'Comments'** button.



Time Reporting Comments Page

You can add comments to provide the actual hours related to the time worked and reported.

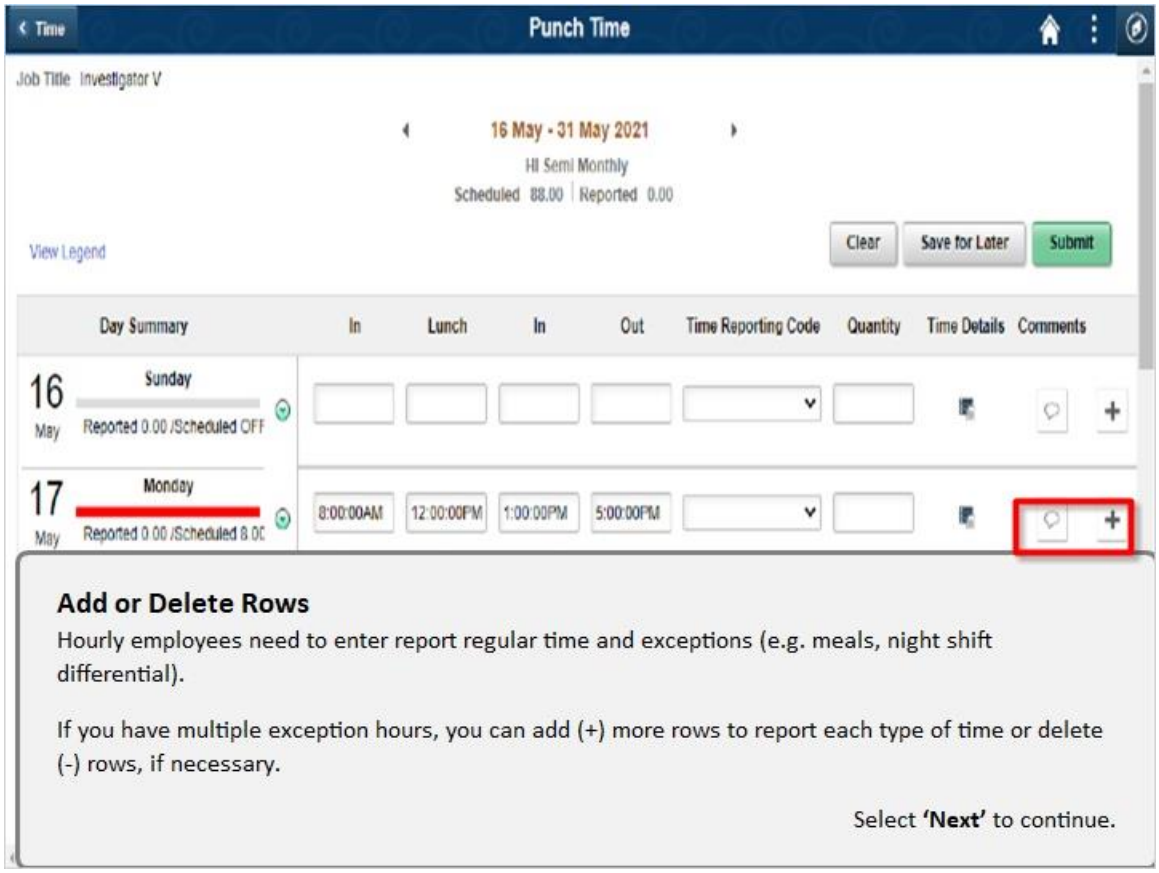
For example, Night Differential or NDIFF hours require Time Reporter Comments. *If your department requires you to report comments for regular time worked, use* ***REG01 TRC****, otherwise no time reporting code is needed for regular hours worked.*



Add or Delete Rows

Hourly employees need to enter report regular time and exceptions (i.e. meals, night shift differential).

If you have multiple exception hours, you can add (+) more rows to report each type of time or delete (-) rows, if necessary.



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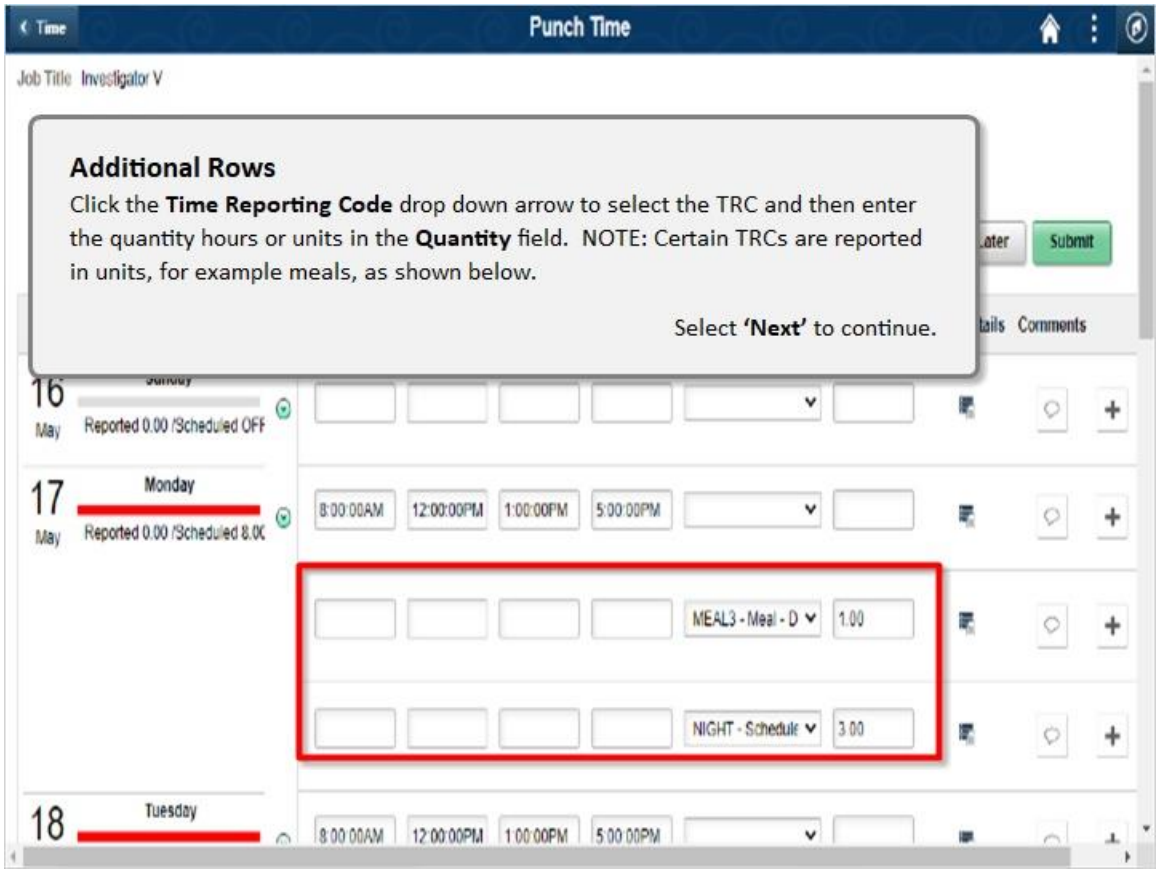
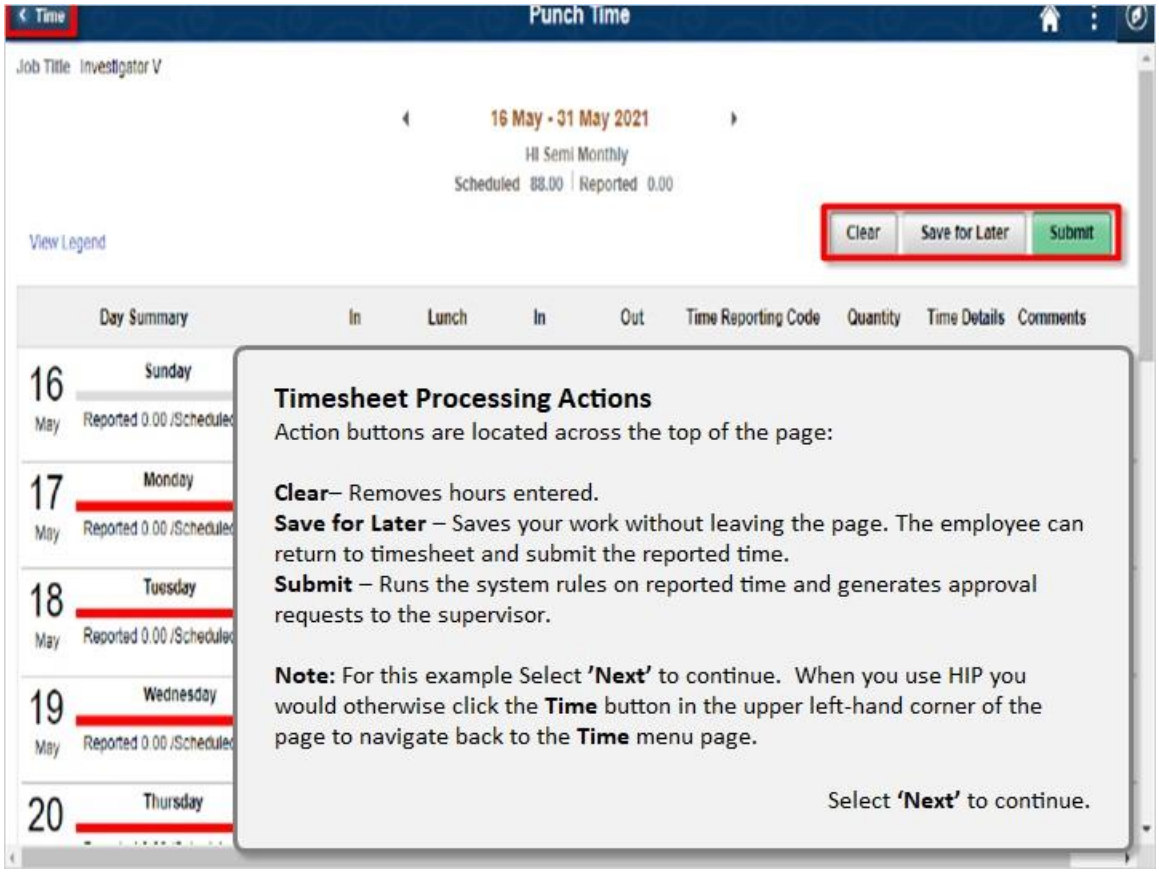


Additional Rows

Click the **Time Reporting Code** drop down arrow to select the TRC and then enter the quantity hours or units in the **Quantity** field. NOTE: Certain TRC's are reported in units, for example meals, as shown below.



Timesheet Processing Actions

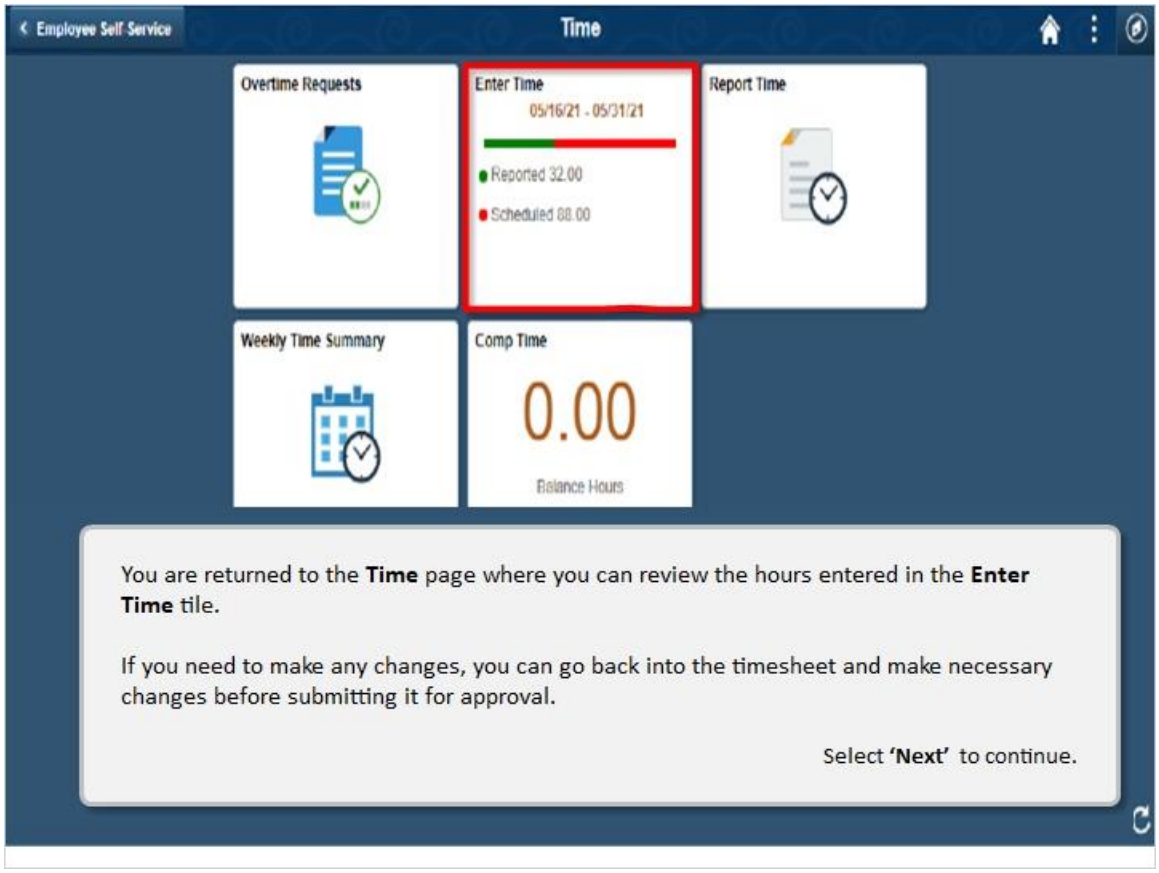
Action buttons are located across the top of the page:

Clear- Removes hours entered.

Save for Later - Saves your work without leaving the page. The employee can return to timesheet and submit the reported time.

Submit - Runs the system rules on reported time and generates approval requests to the supervisor.

Note: For this example, Select '**Next'** to continue. When you use HIP you would otherwise click the **Time** button in the upper left-hand corner of the page to navigate back to the **Time** menu page.



You are returned to the **Time** page where you can review the hours entered in the **Enter Time** tile.

If you need to make any changes, you can go back into the timesheet and make necessary changes before submitting it for approval.

Congratulations!

You've successfully completed this lesson.

HOURLY TIME ENTRY

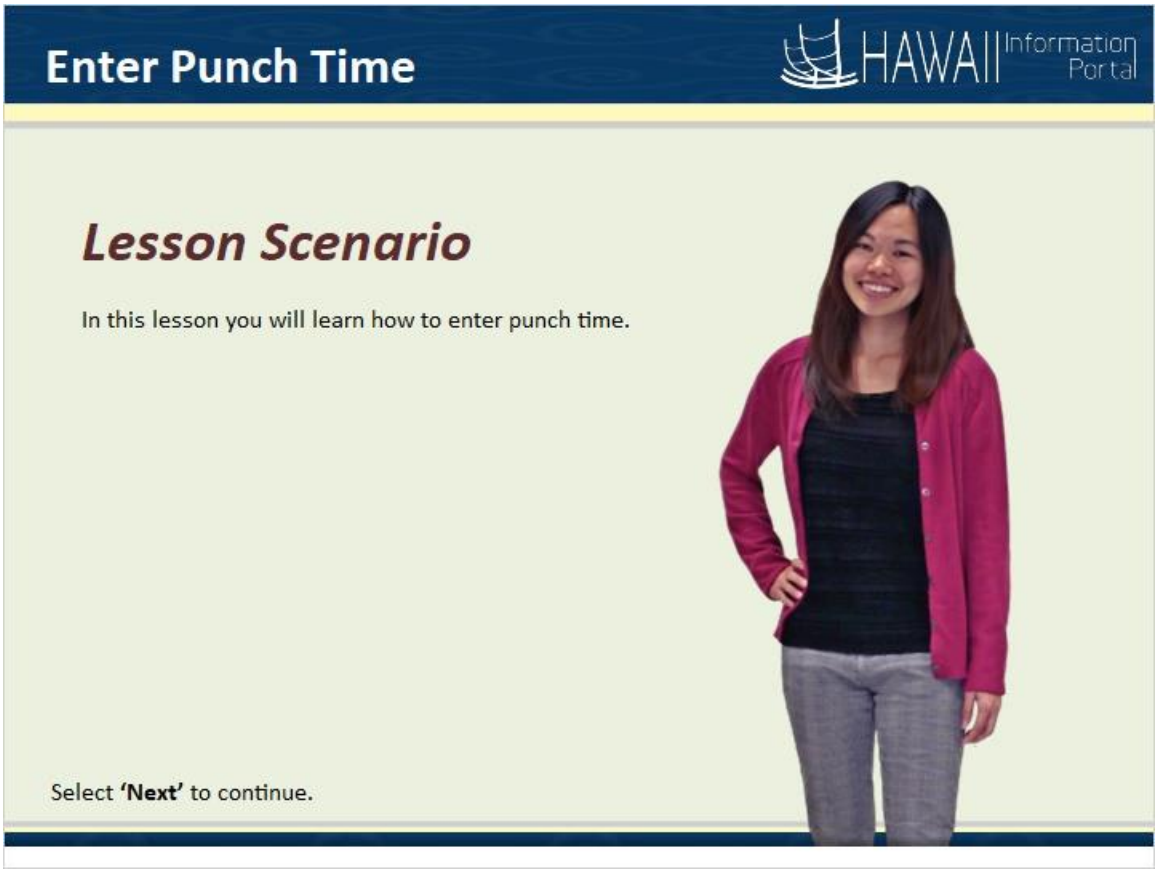
In this lesson, hourly employees or punch time reporters will learn how to enter weekly time. Punch time reporters are required to report the exact time of entry and exit for each day.

At State of Hawaii, most of the 89-day hires and other hourly employees will be punch time reporters.

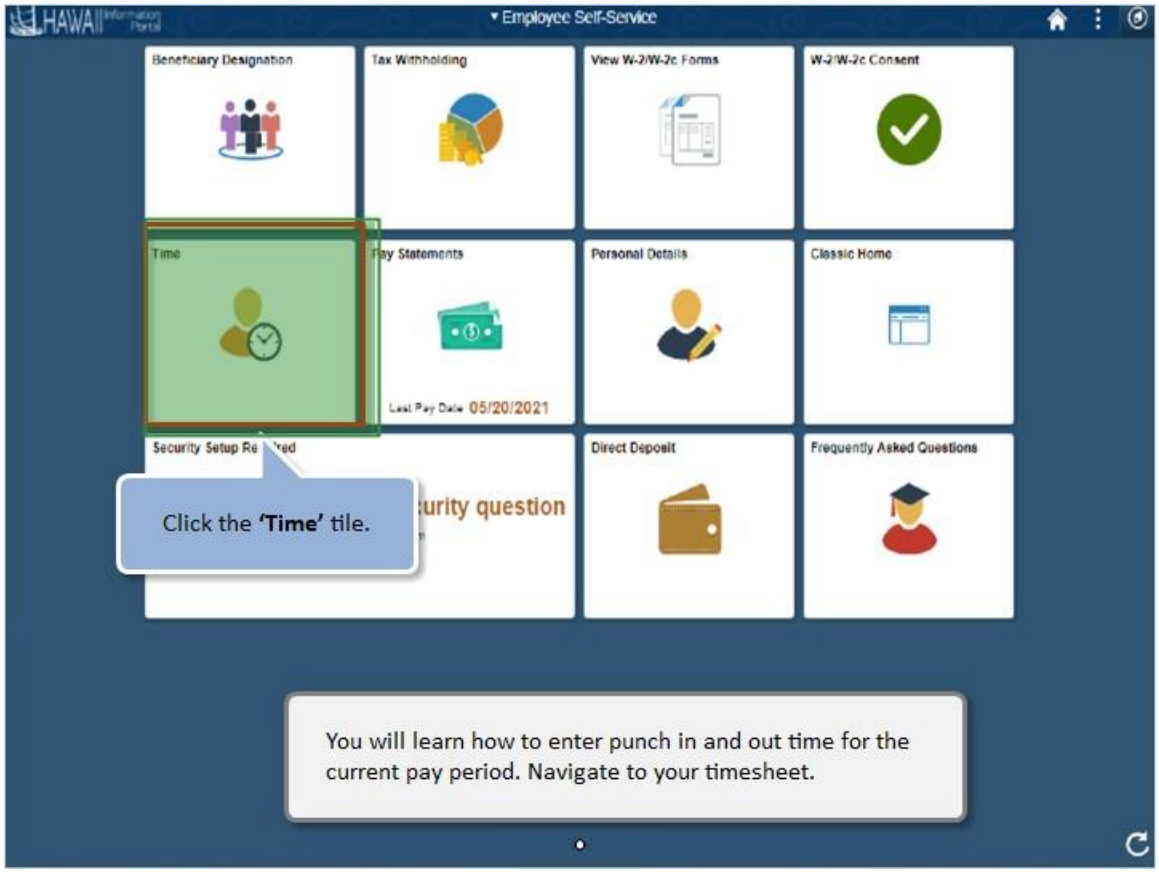
Hourly Time Reporter

- Enter Punch Time
- Edit Punch Time
- Mid-Period Term/Rehire Time Entry
- Quantity and Unit Entries
- Enter an Overtime Request

Enter Punch Time

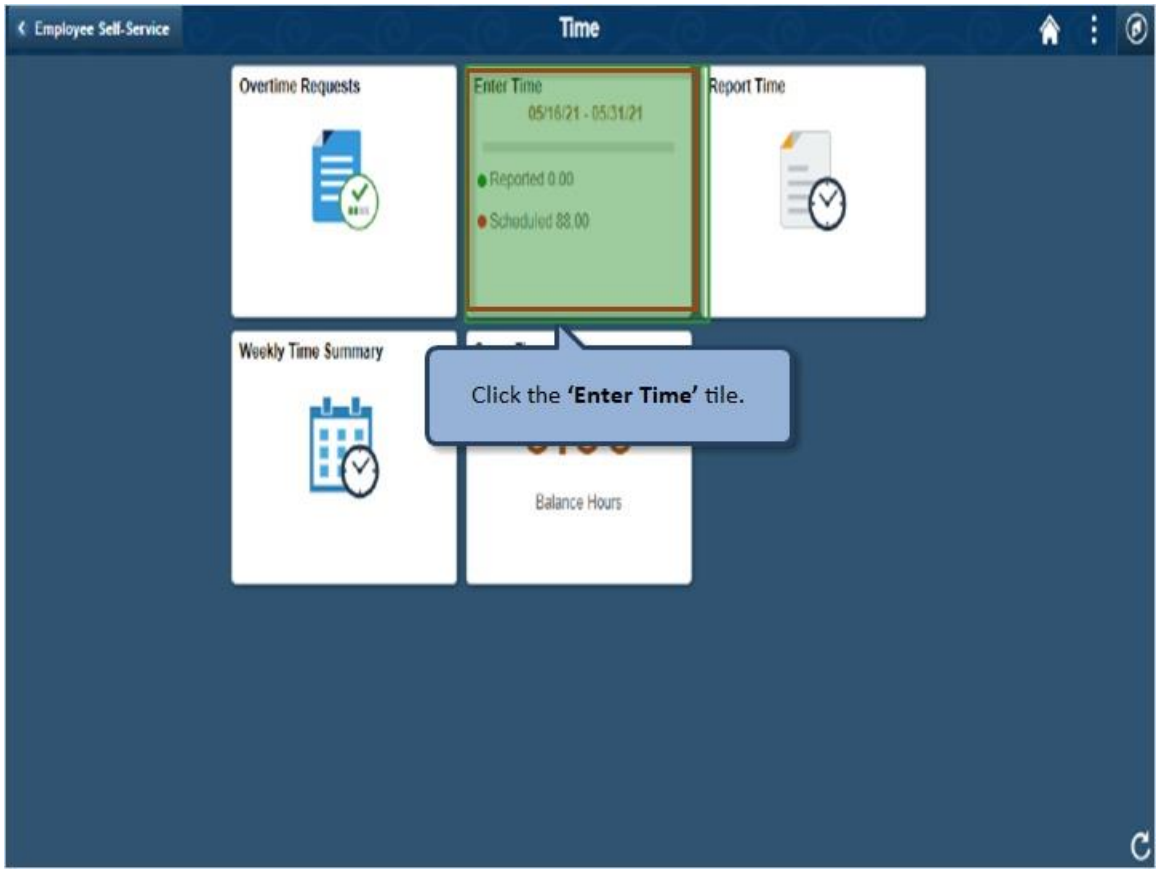


In this lesson you will learn how to enter punch time.

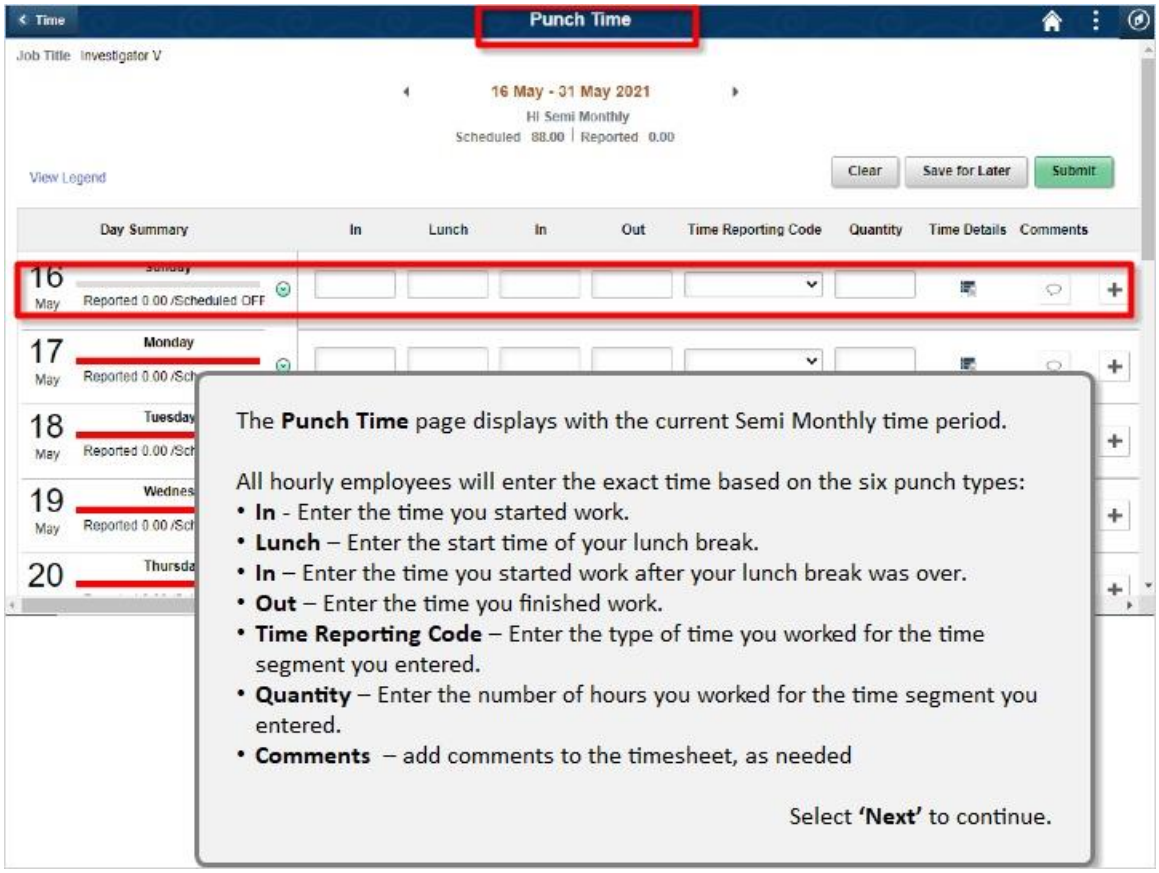


You will learn how to enter punch in and out time for the current pay period. Navigate to your timesheet.

Click the **'Time'** tile.



Click the **'Enter Time'** tile.



The **Punch Time** page displays with the current Semi Monthly time period.

All hourly employees will enter the exact time based on the six punch types:

- **In** - Enter the time you started work.
- **Lunch** - Enter the start time of your lunch break.
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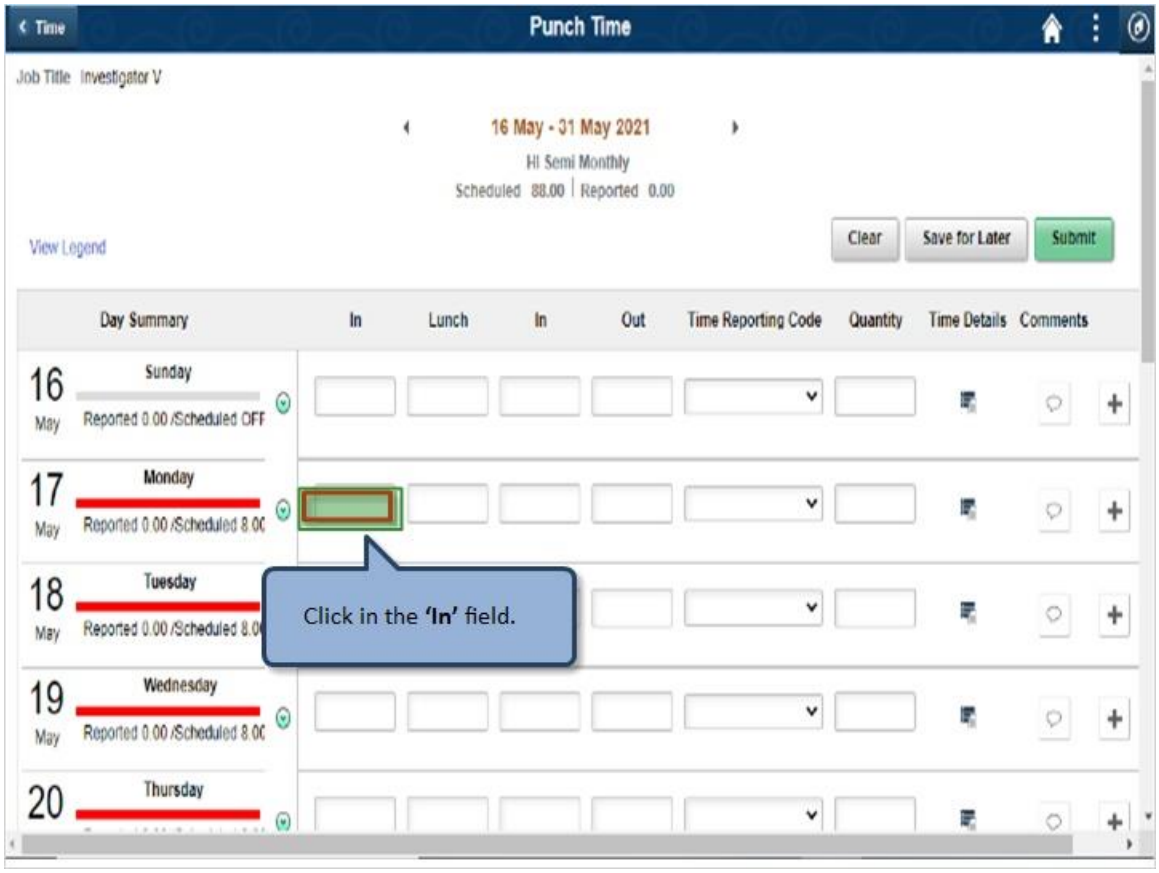
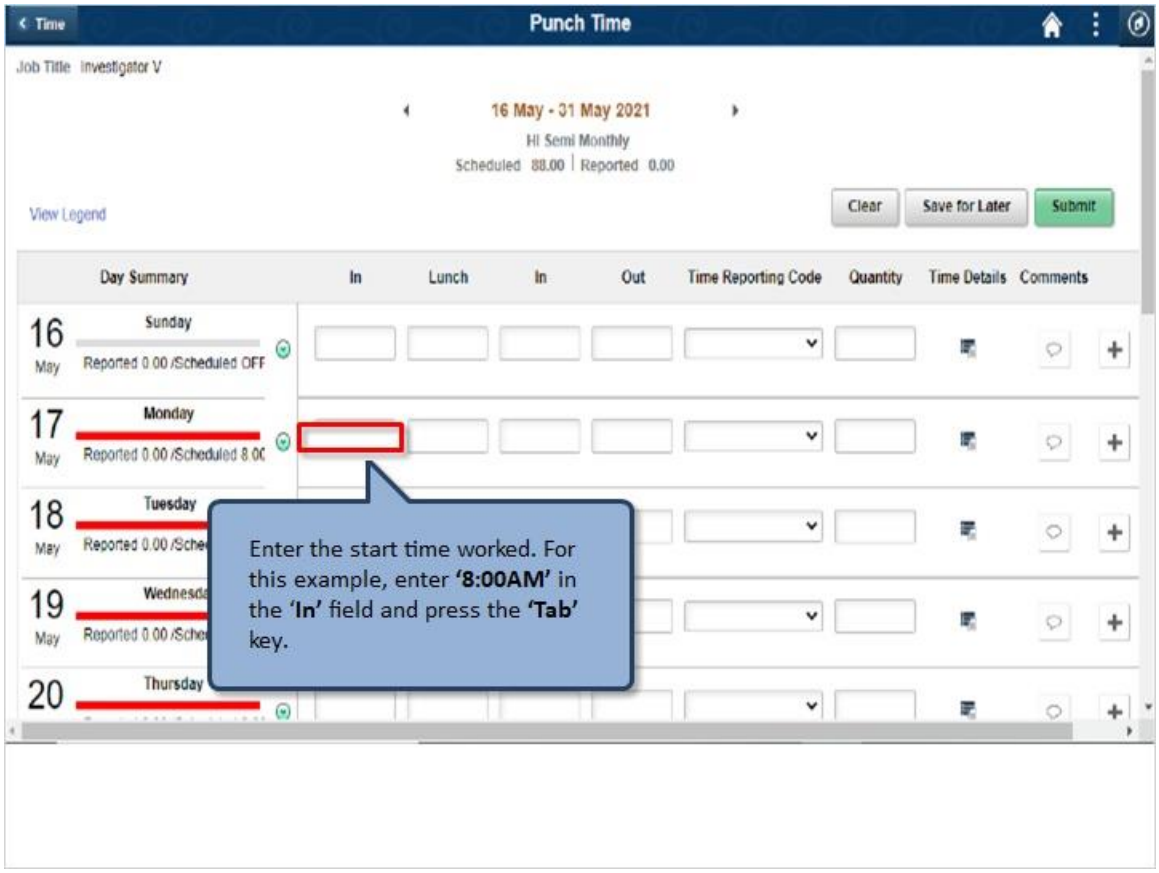
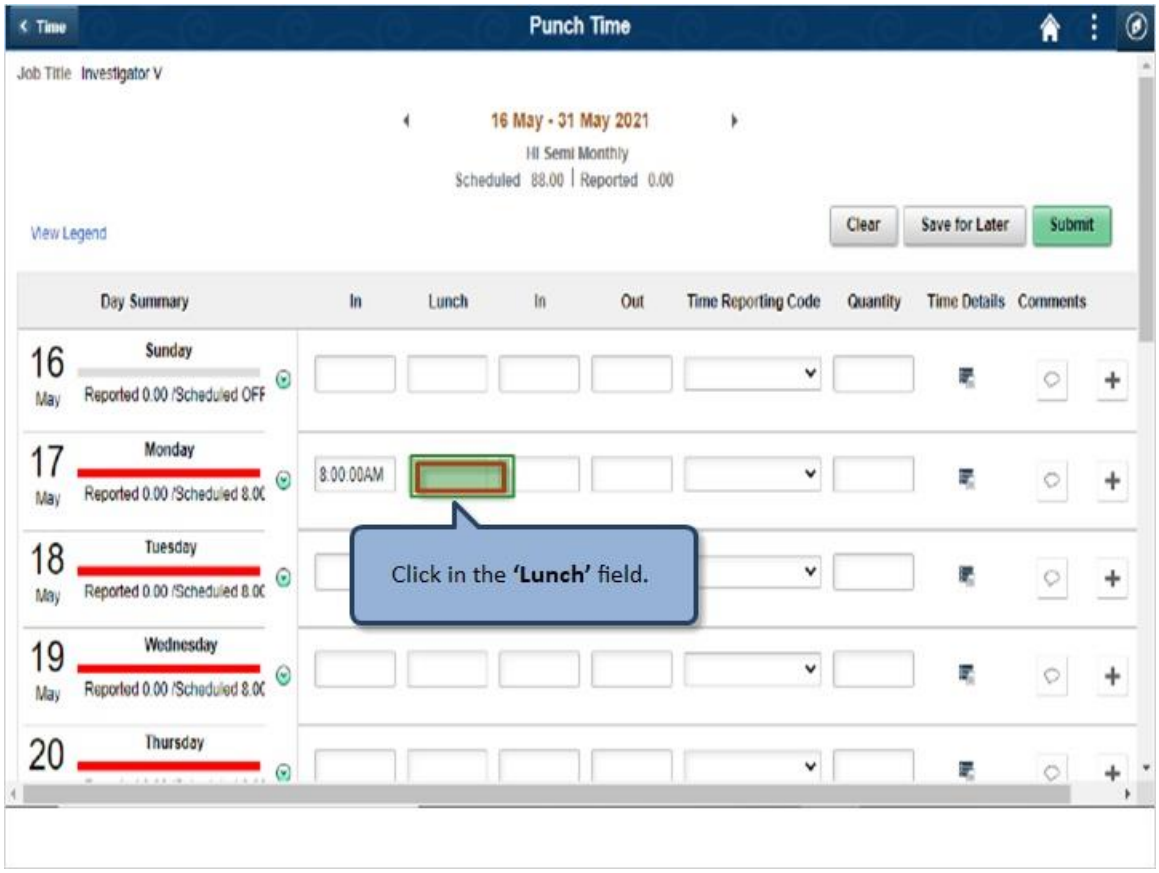


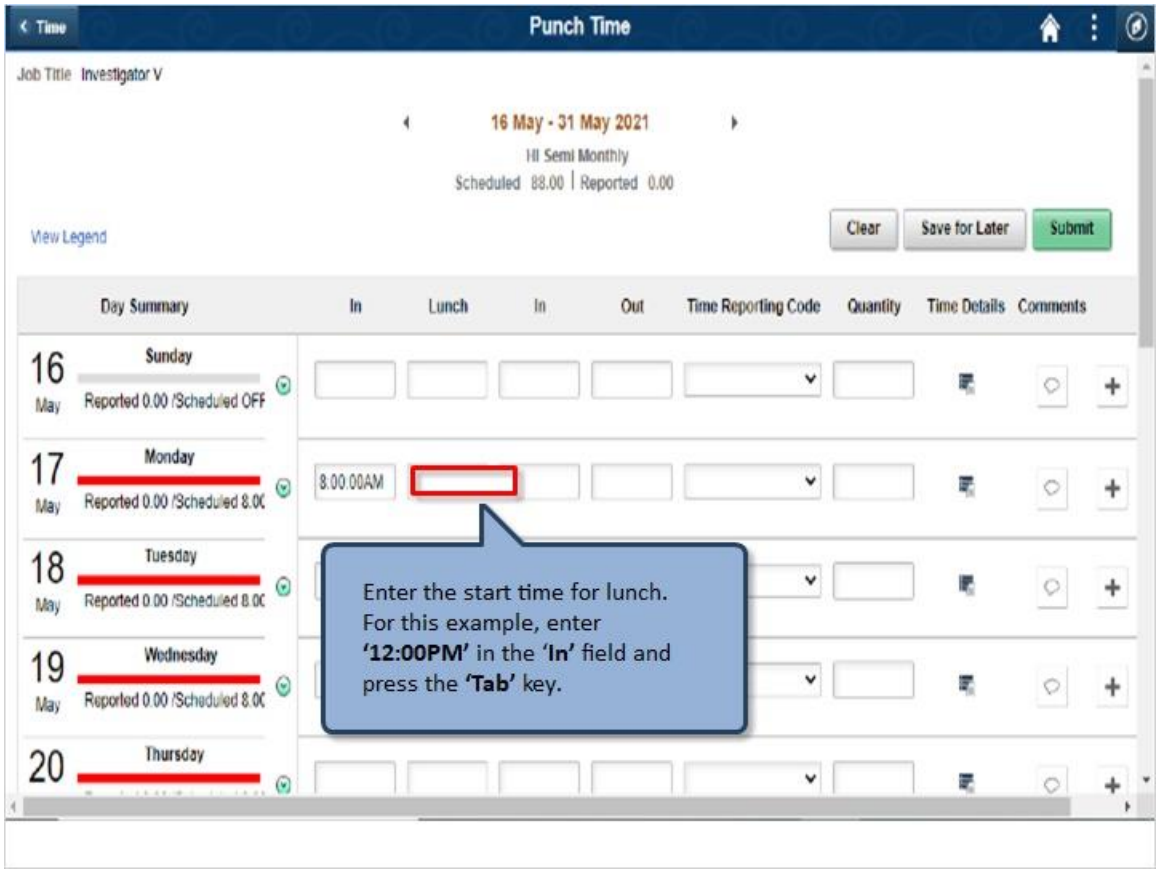
Click in the **'In'** field.



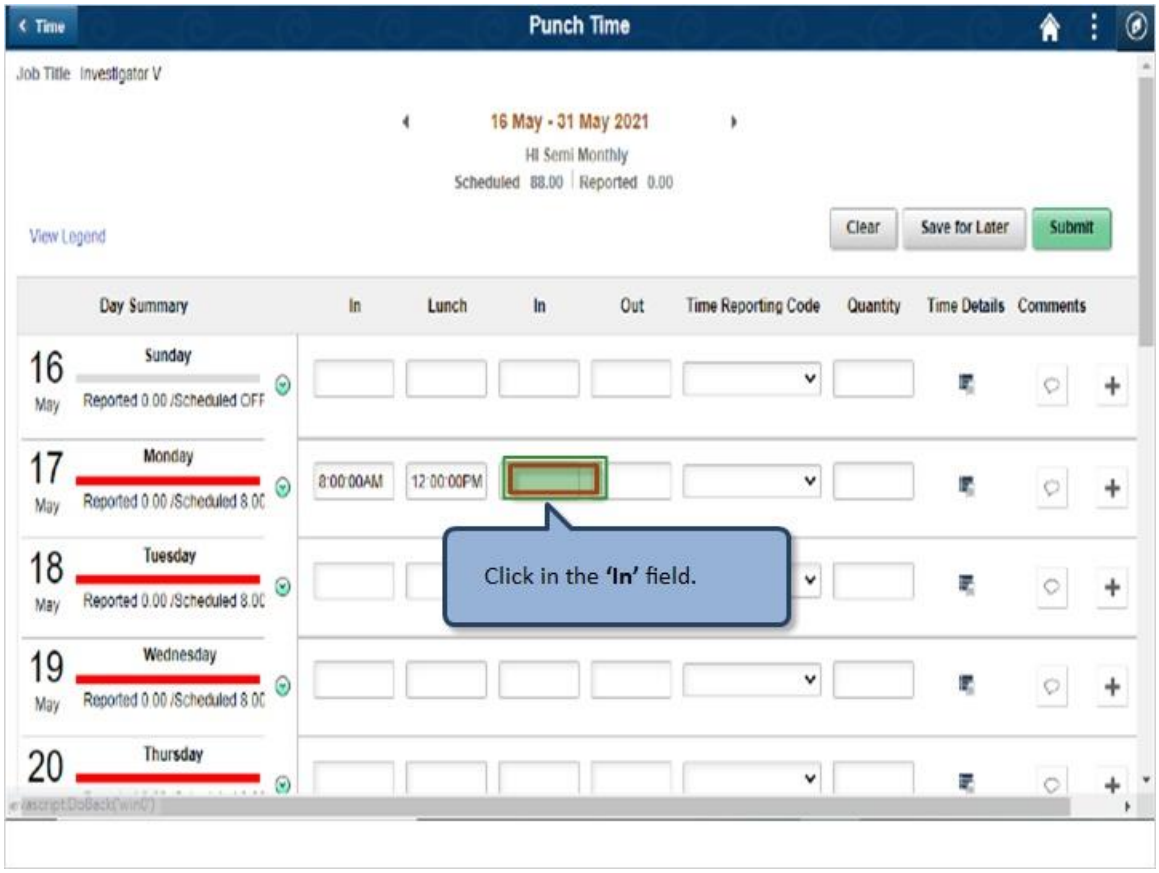
Enter the start time worked. For this example, enter **'8:00AM'** in the '**In'** field and press the **'Tab'** key.



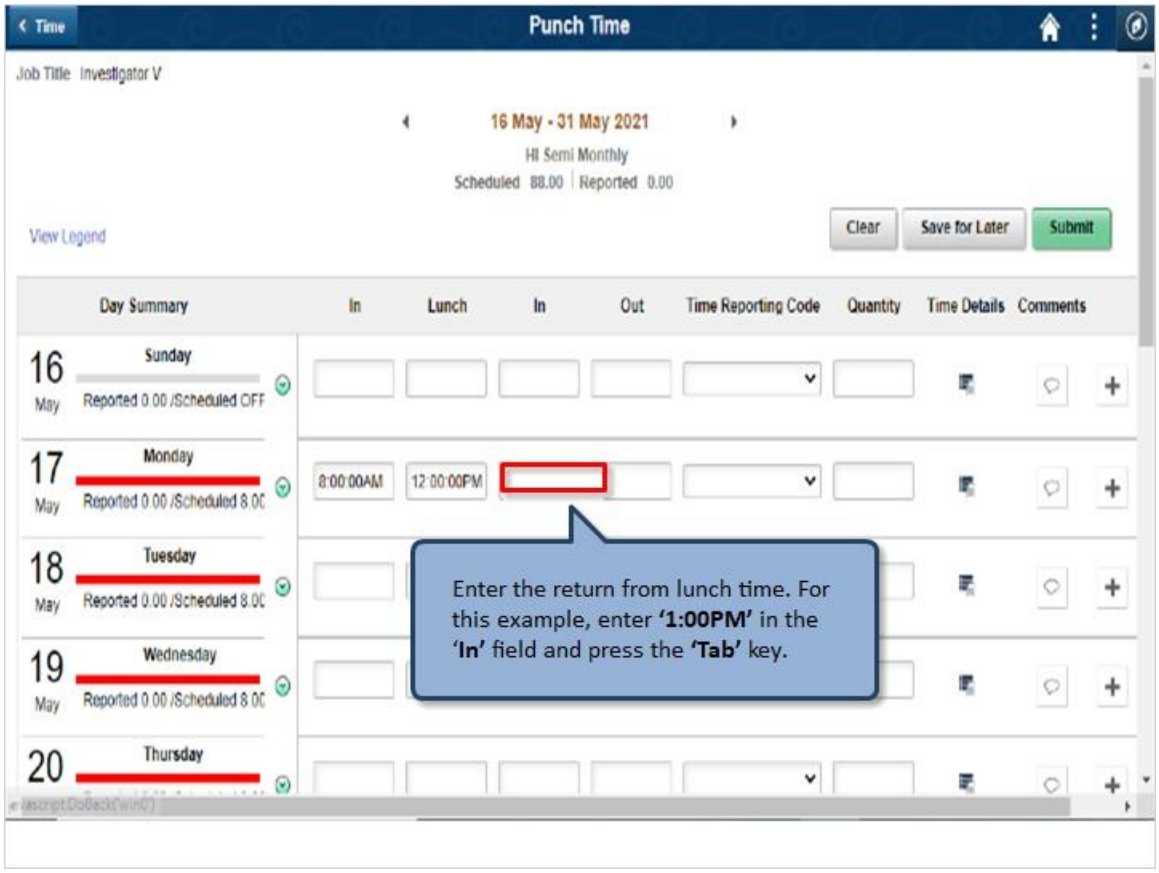
Click in the **'Lunch'** field.



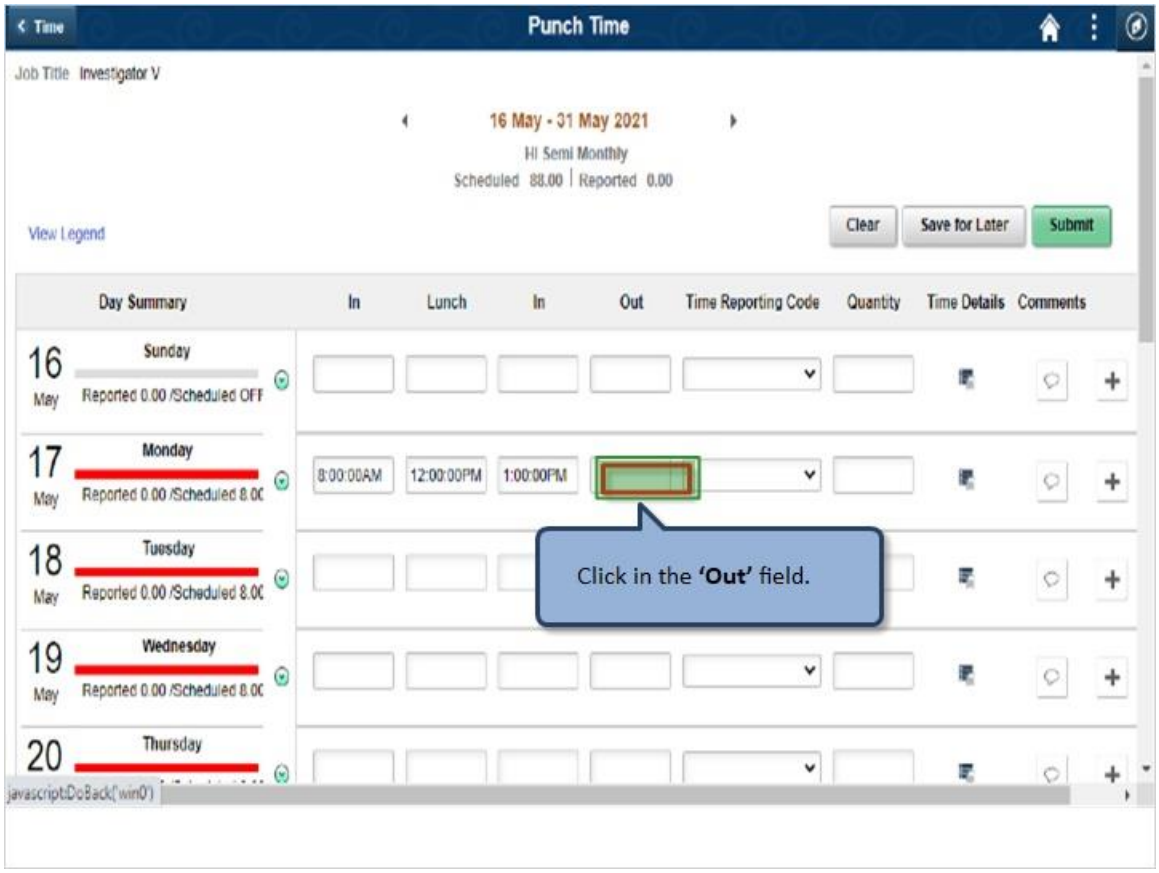
Enter the start time for lunch. For this example, enter **'12:00PM'** in the '**In'** field and press the **'Tab'** key.



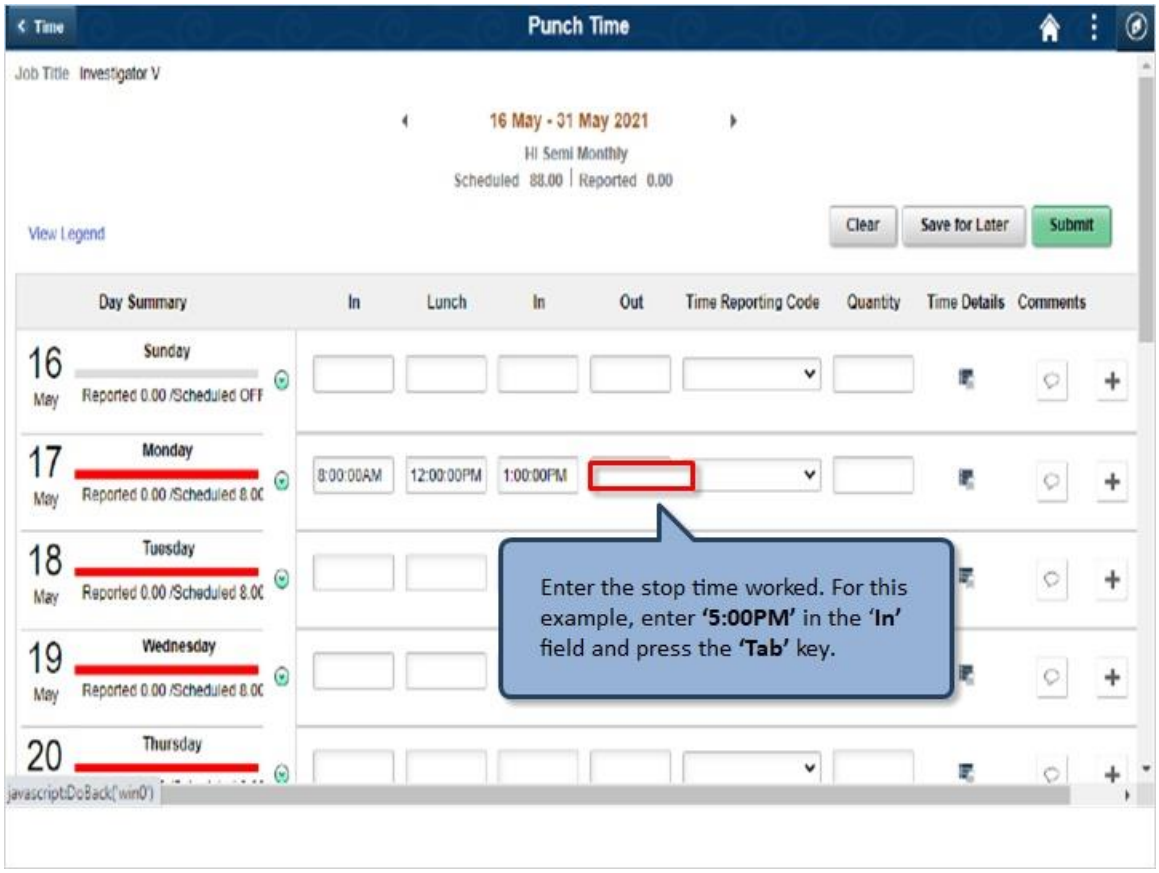
Click in the **'In'** field.



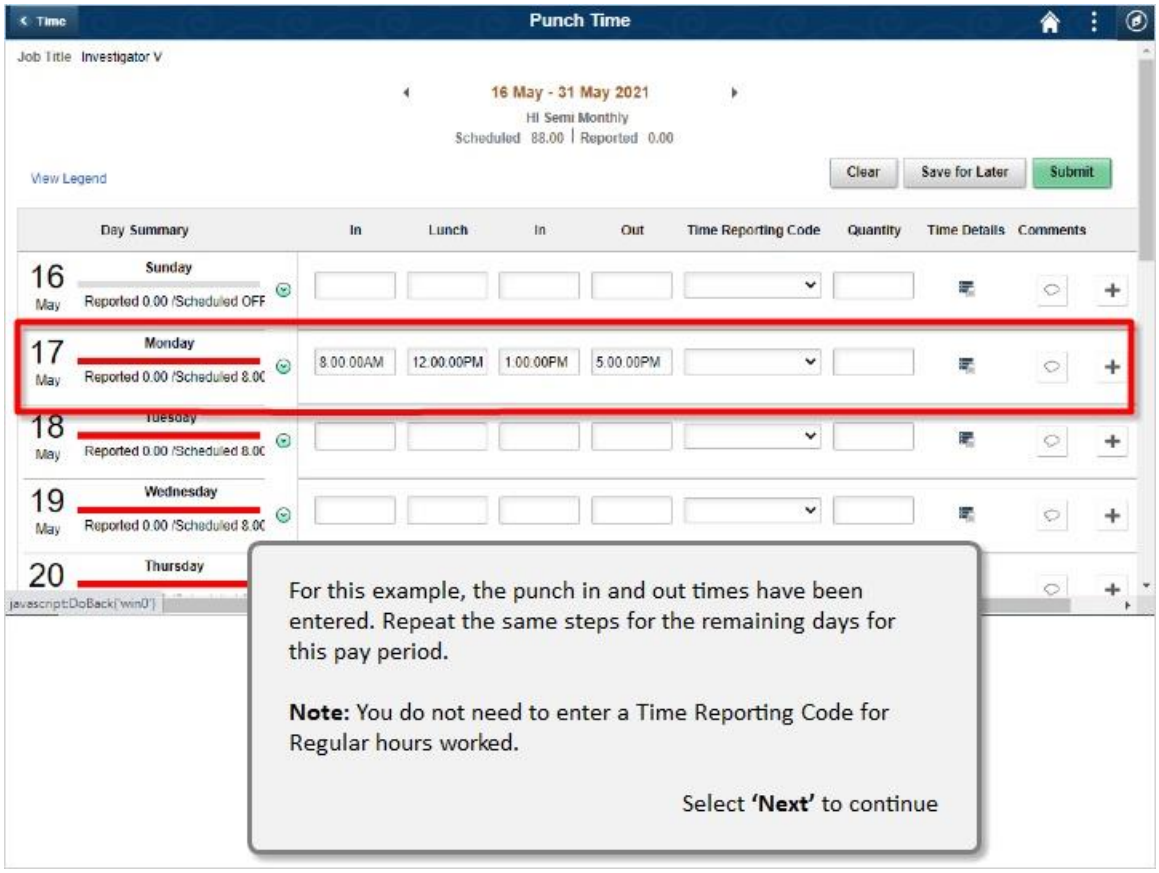
Enter the return from lunch time. For this example, enter **'1:00PM'** in the '**In'** field and press the **'Tab'** key.



Click in the **'Out'** field.

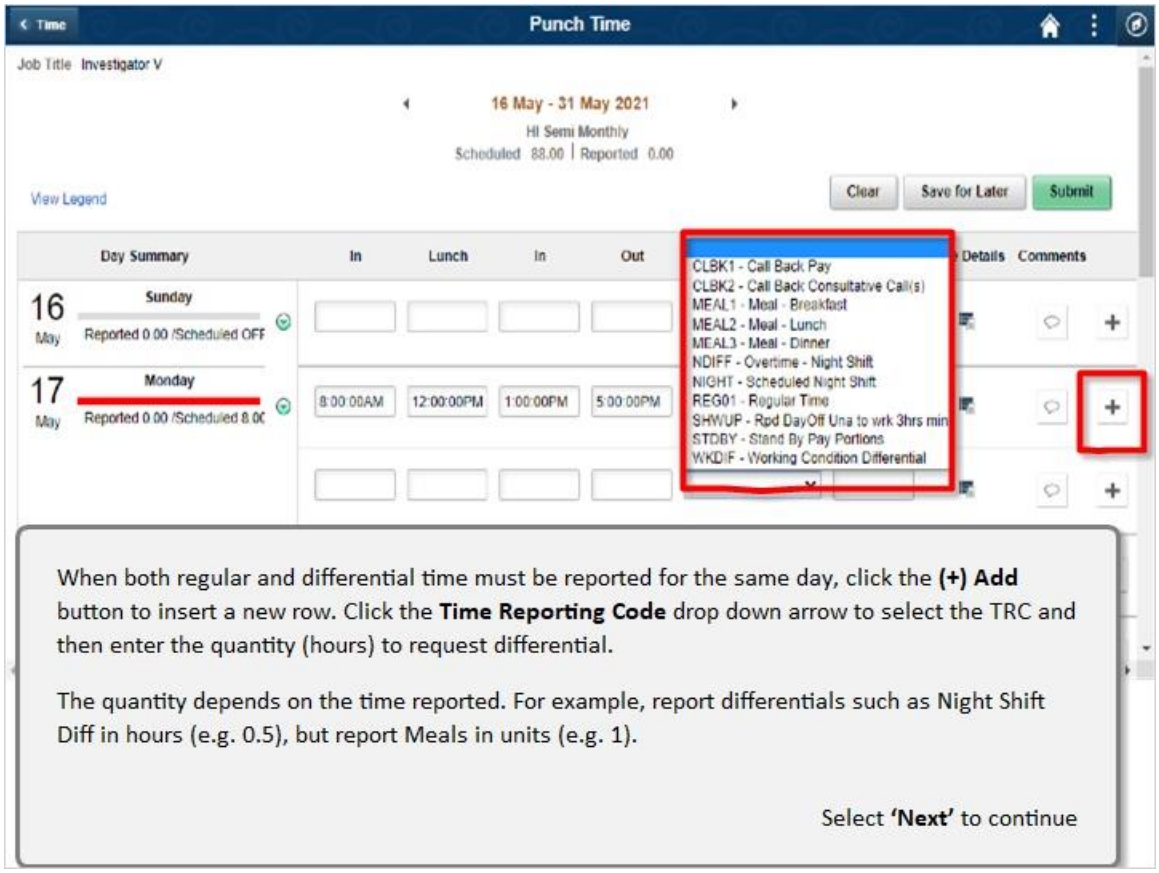


Enter the stop time worked. For this example, enter **'5:00PM'** in the '**In'** field and press the **'Tab'** key.



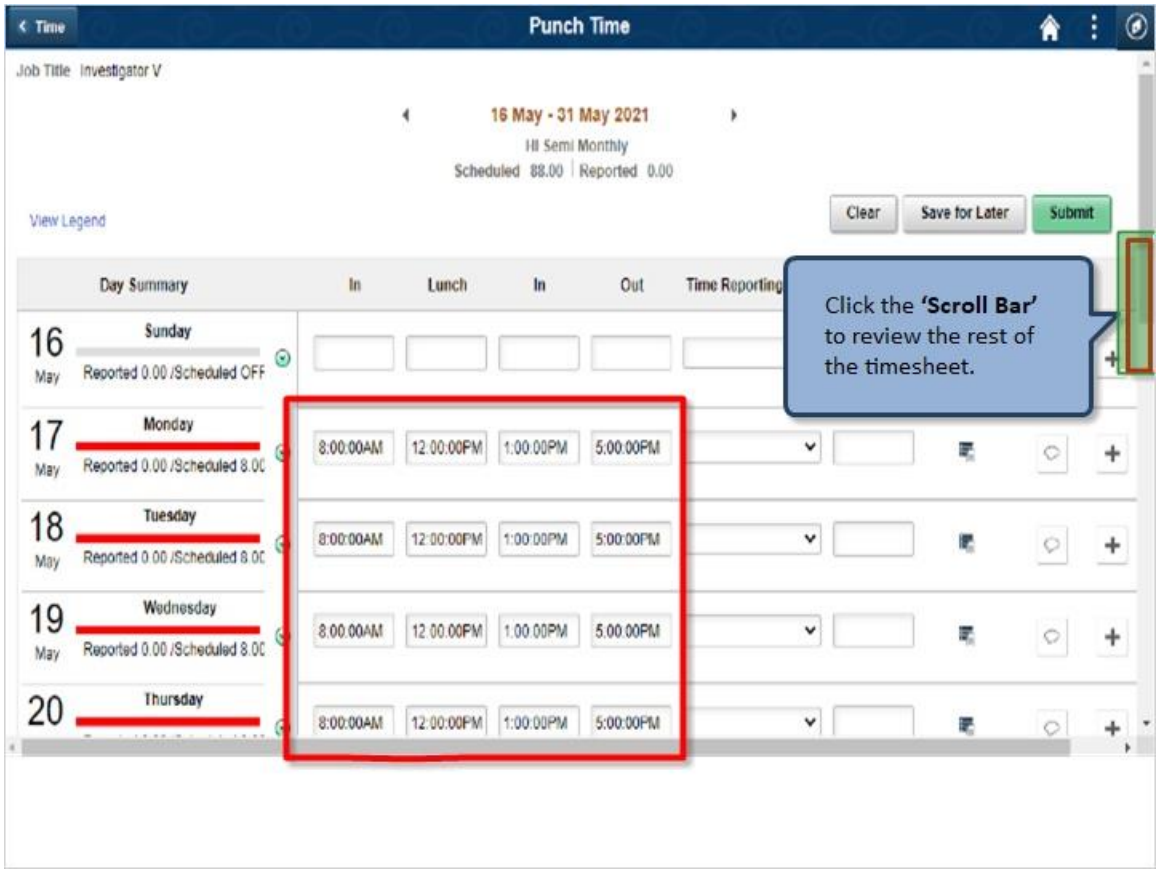
For this example, the punch in and out times have been entered. Repeat the same steps for the remaining days for this pay period.

Note: You do not need to enter a Time Reporting Code for Regular hours worked.

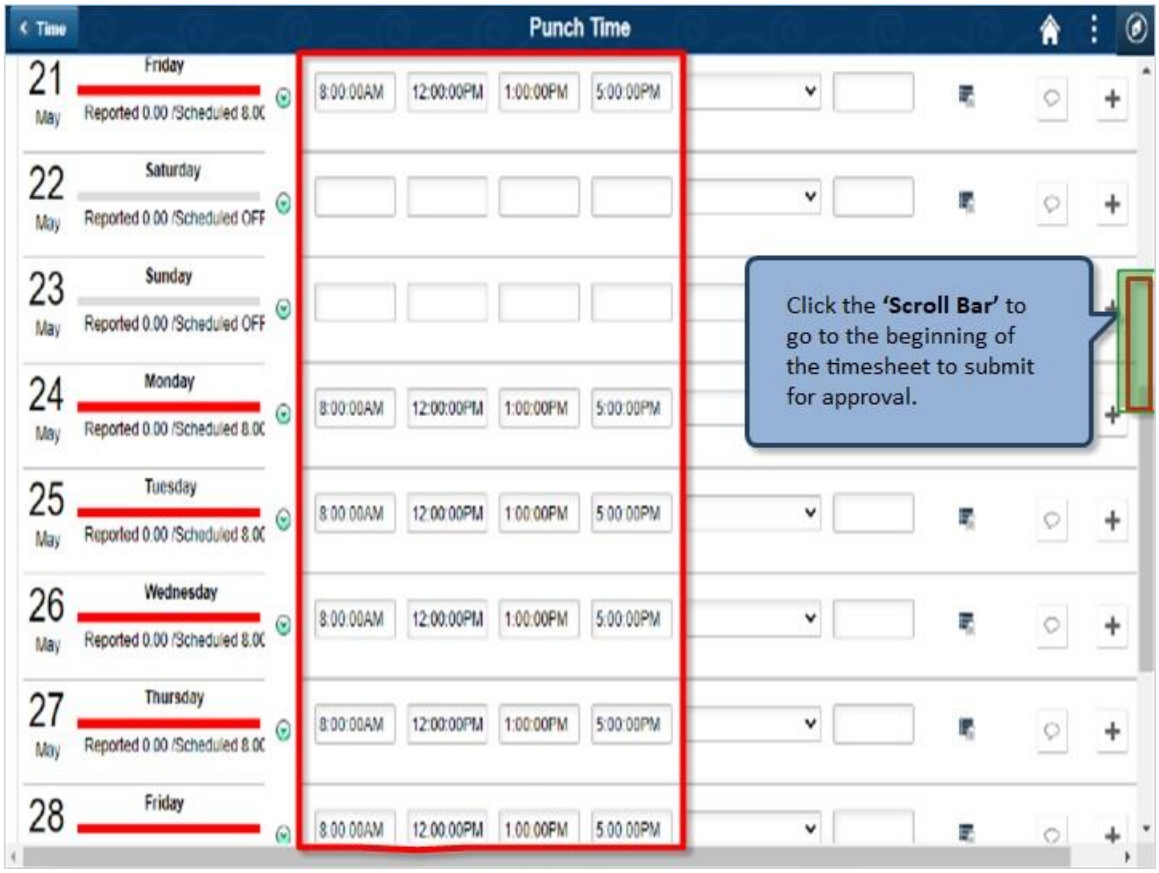


When both regular and differential time must be reported for the same day, click the **(+) Add** button to insert a new row. Click the **Time Reporting Code** drop down arrow to select the TRC and then enter the quantity (hours) to request differential.

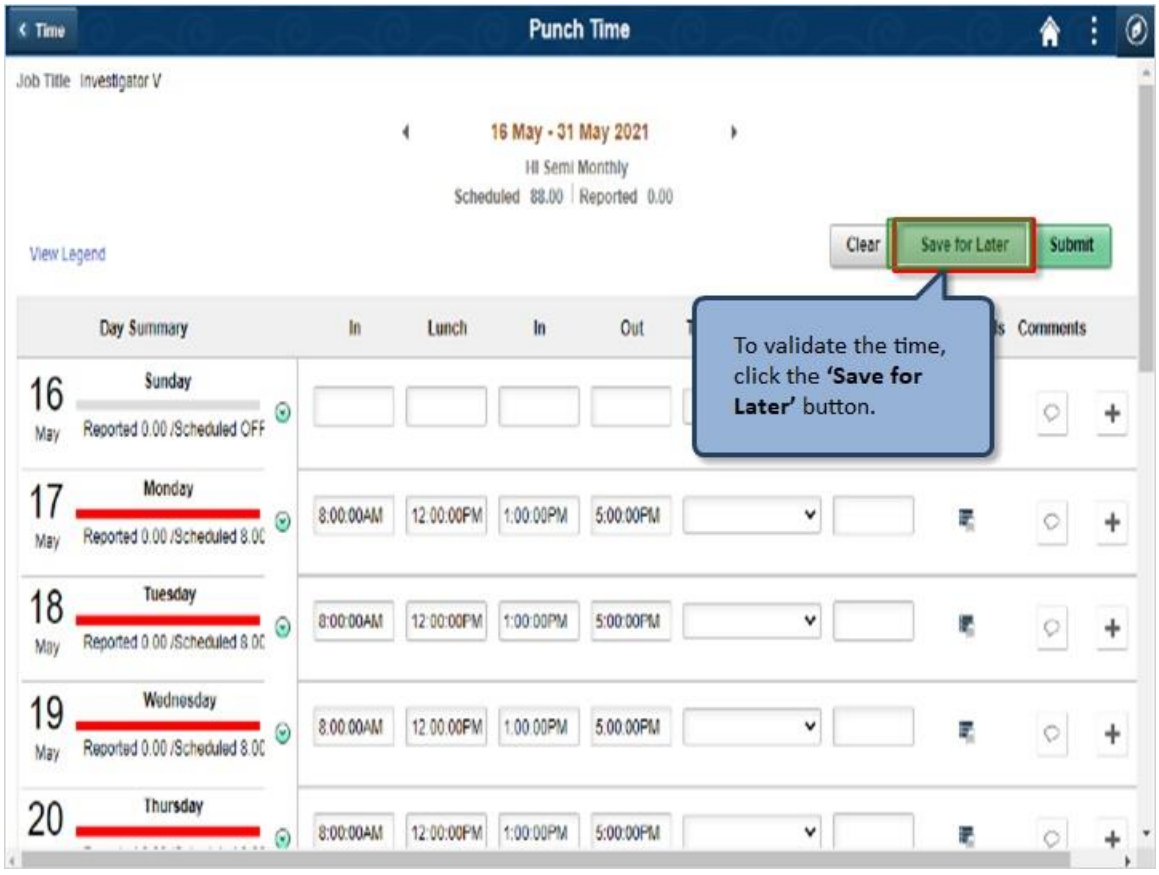
The quantity depends on the time reported. For example, report differentials such as Night Shift Diff in hours (e.g. 0.5), but report Meals in units (e.g. 1).



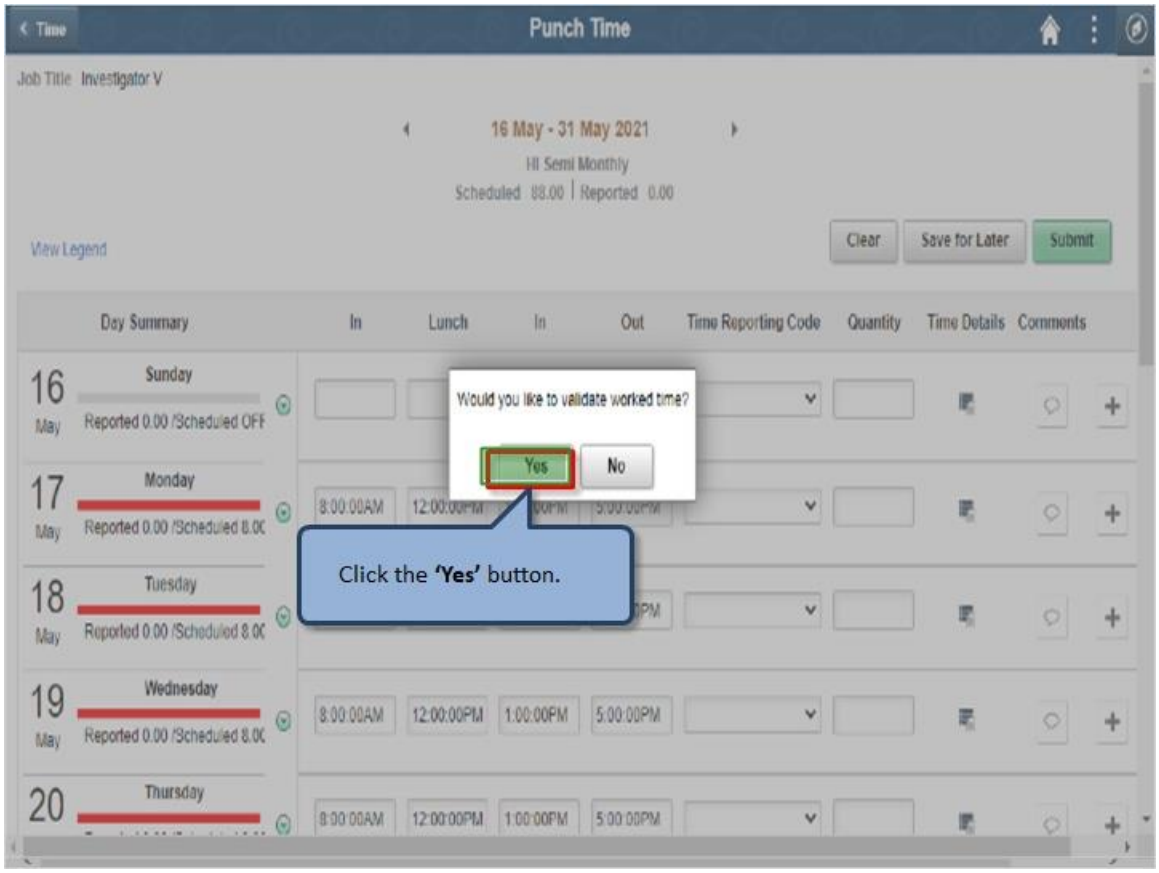
Click the **'Scroll Bar'** to review the rest of the timesheet.



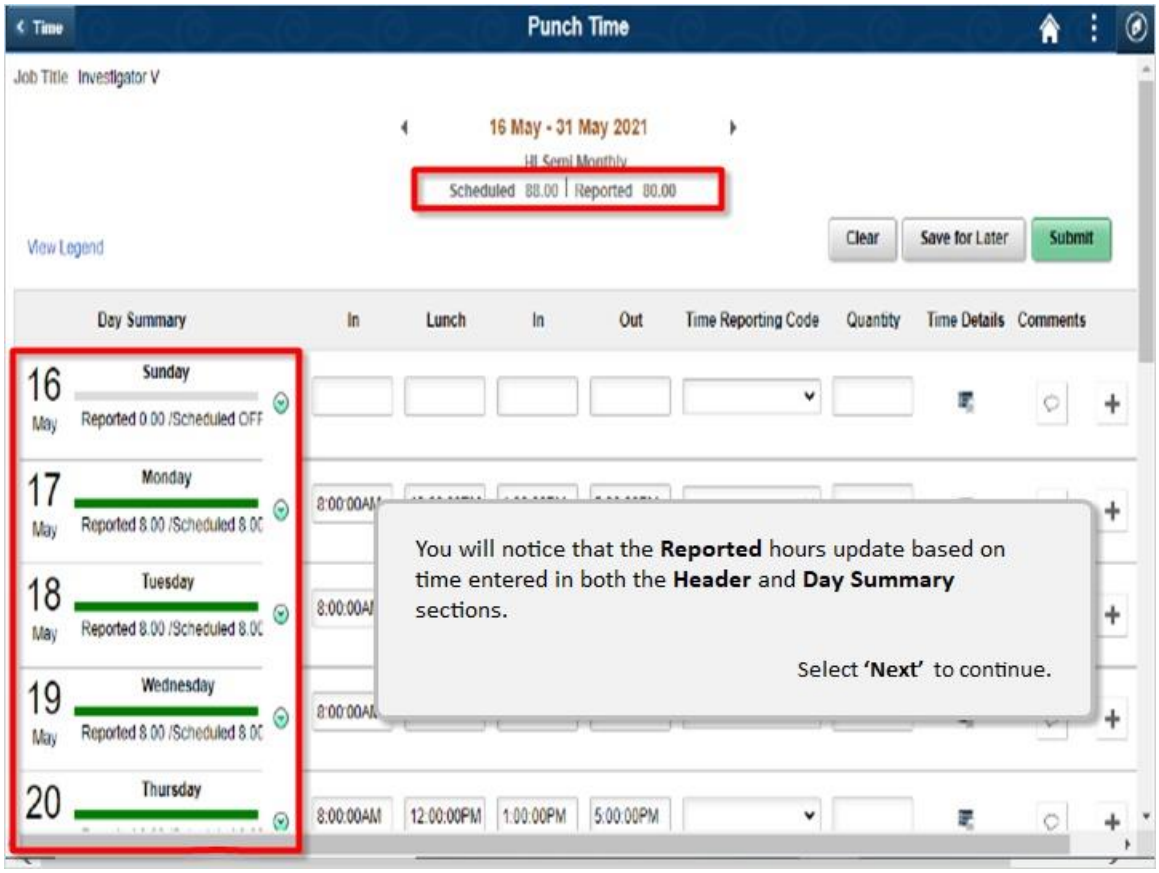
Click the **'Scroll Bar'** to go to the beginning of the timesheet to submit for approval.



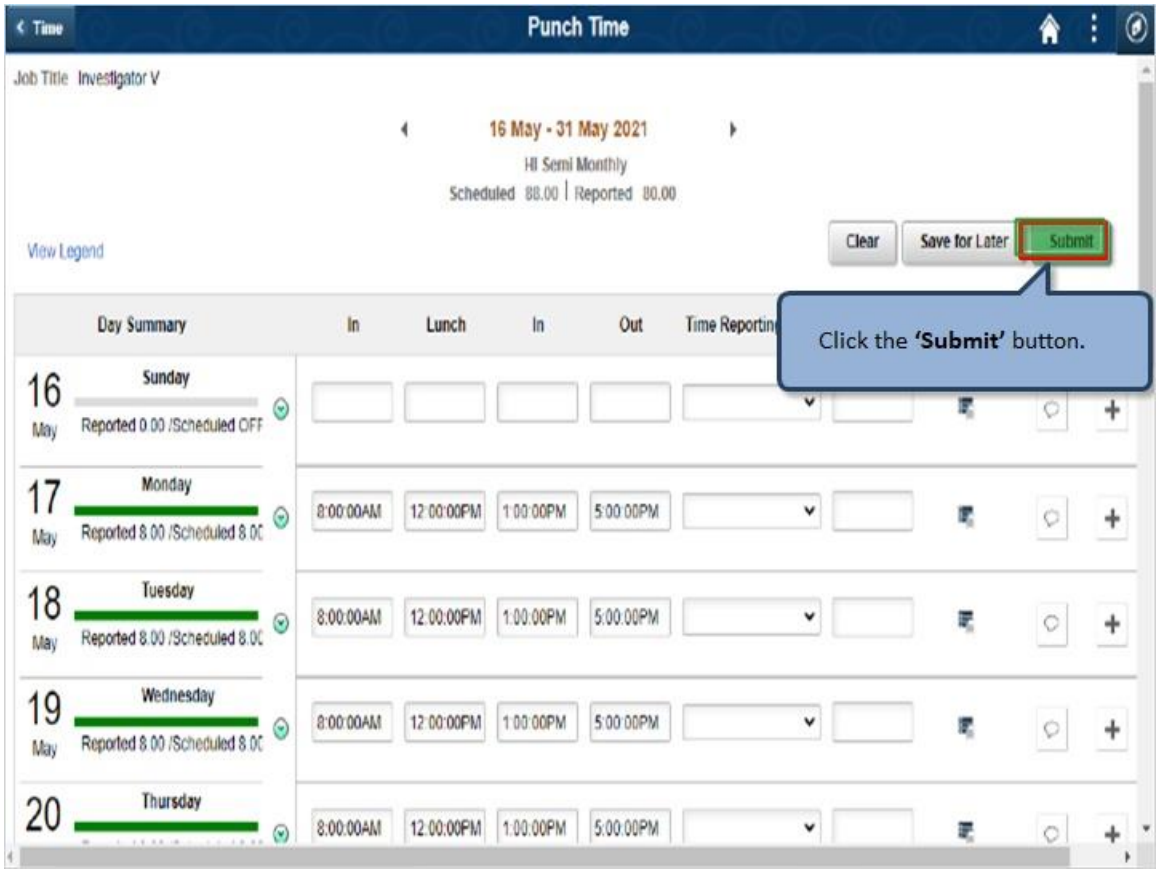
To validate the time, click the **'Save for Later'** button.



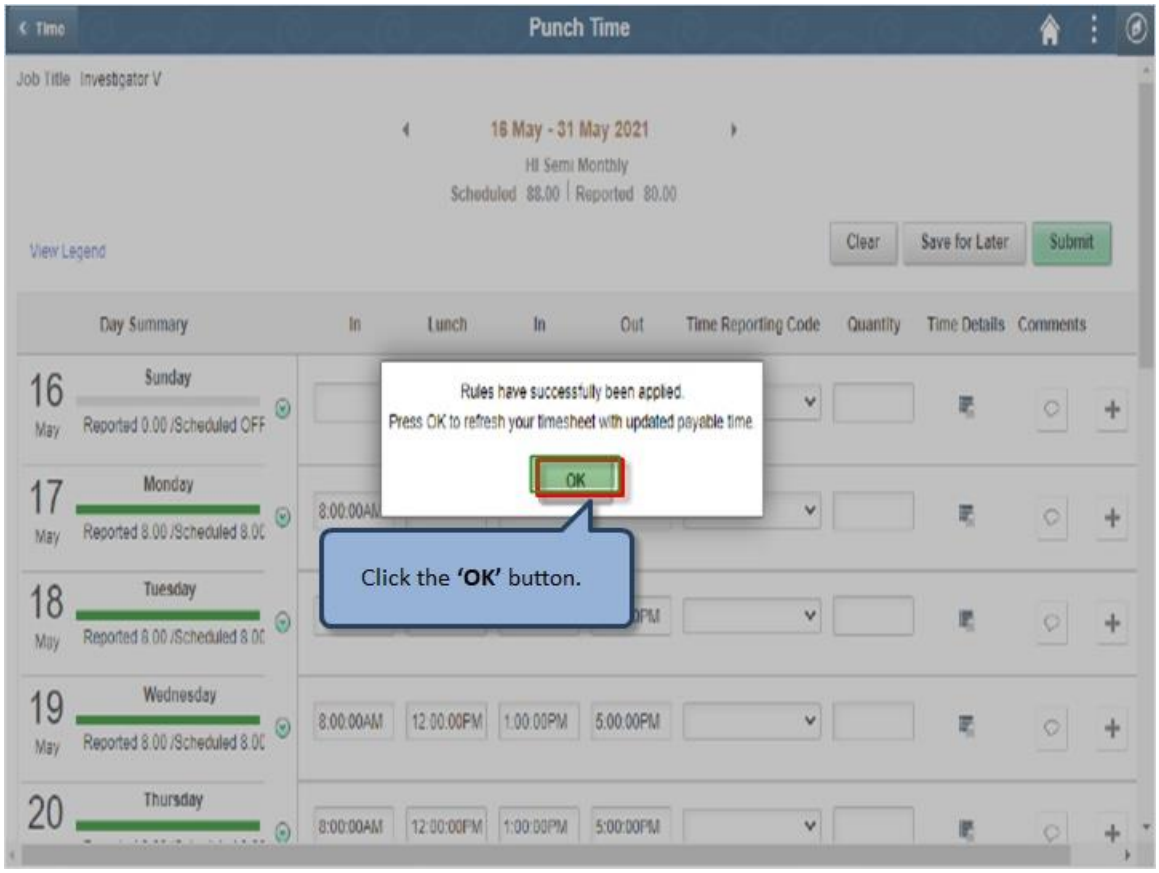
Click the **'Yes'** button.



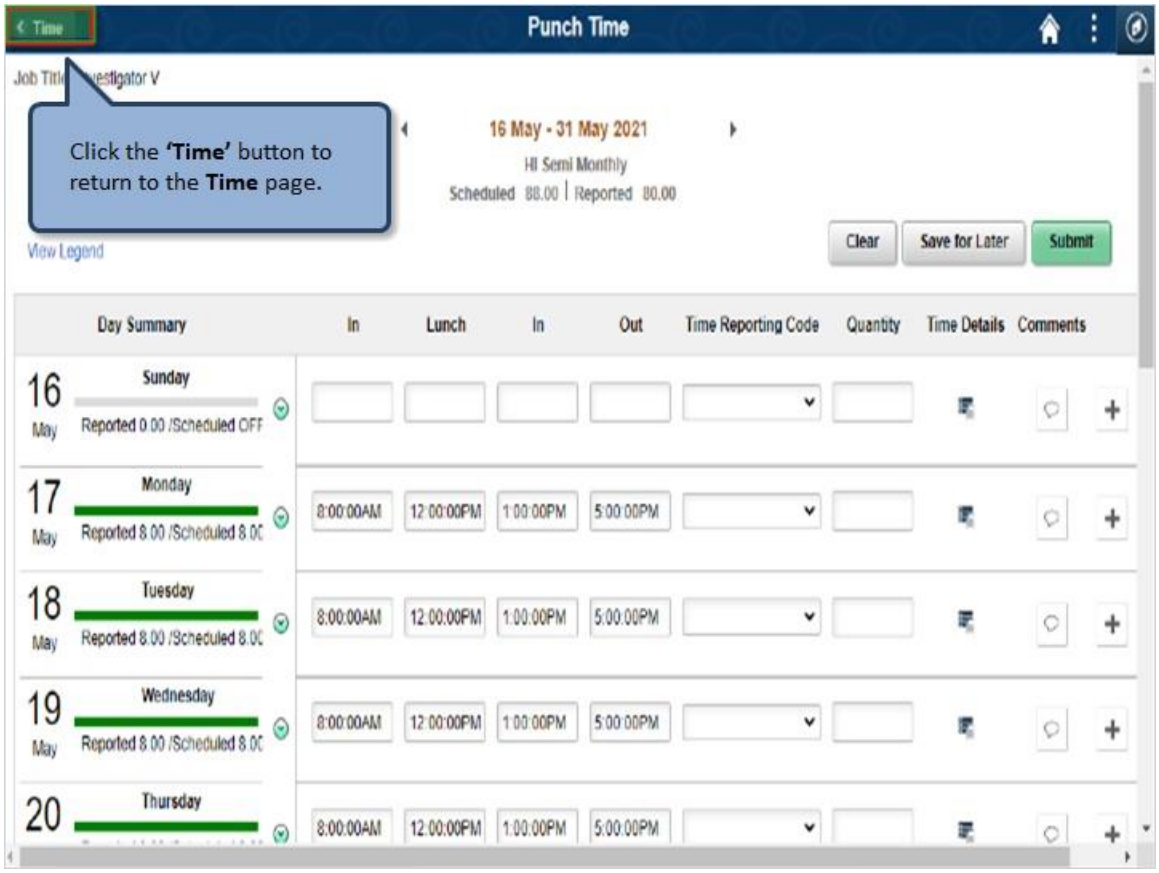
You will notice that the Reported hours update based on time entered in both the **Header** and **Day Summary** sections.



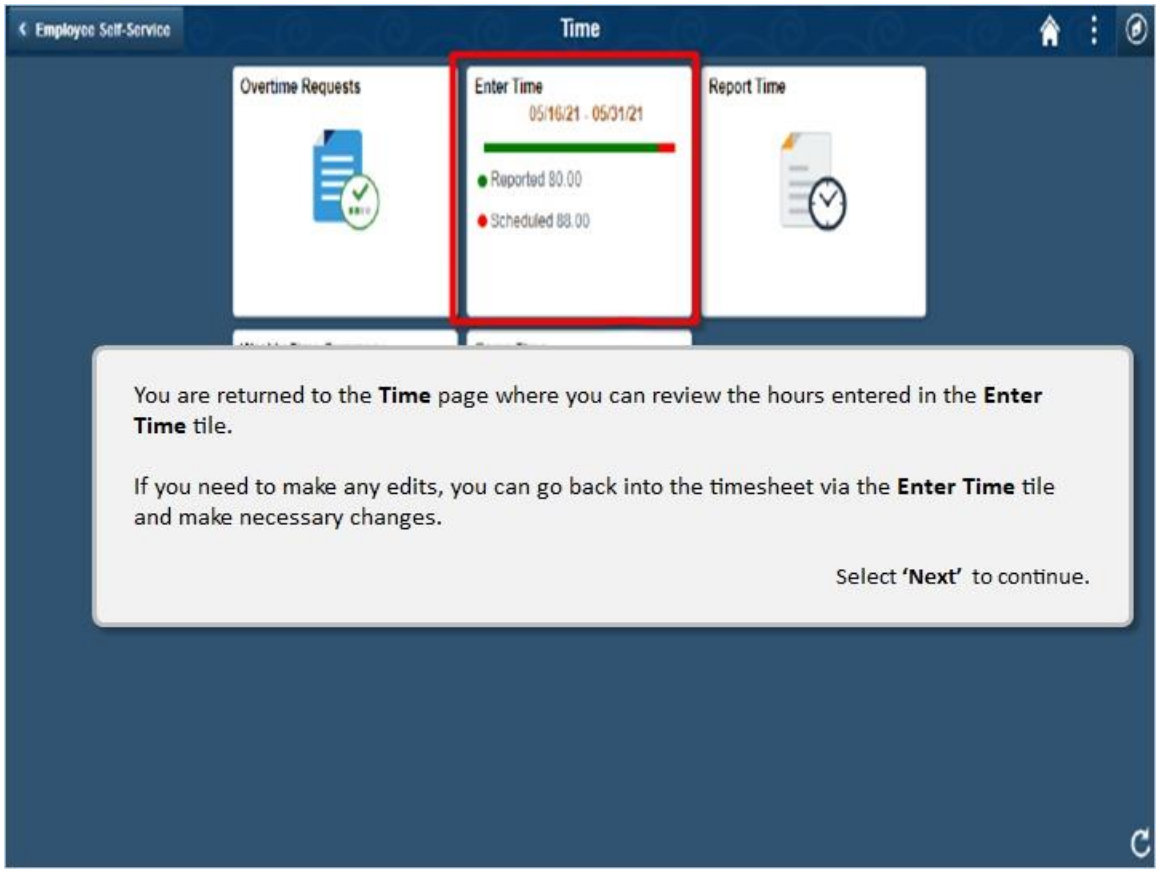
Click the **'Submit'** button.



Click the **'OK'** button.



Click the **'Time'** button to return to the **Time** page.



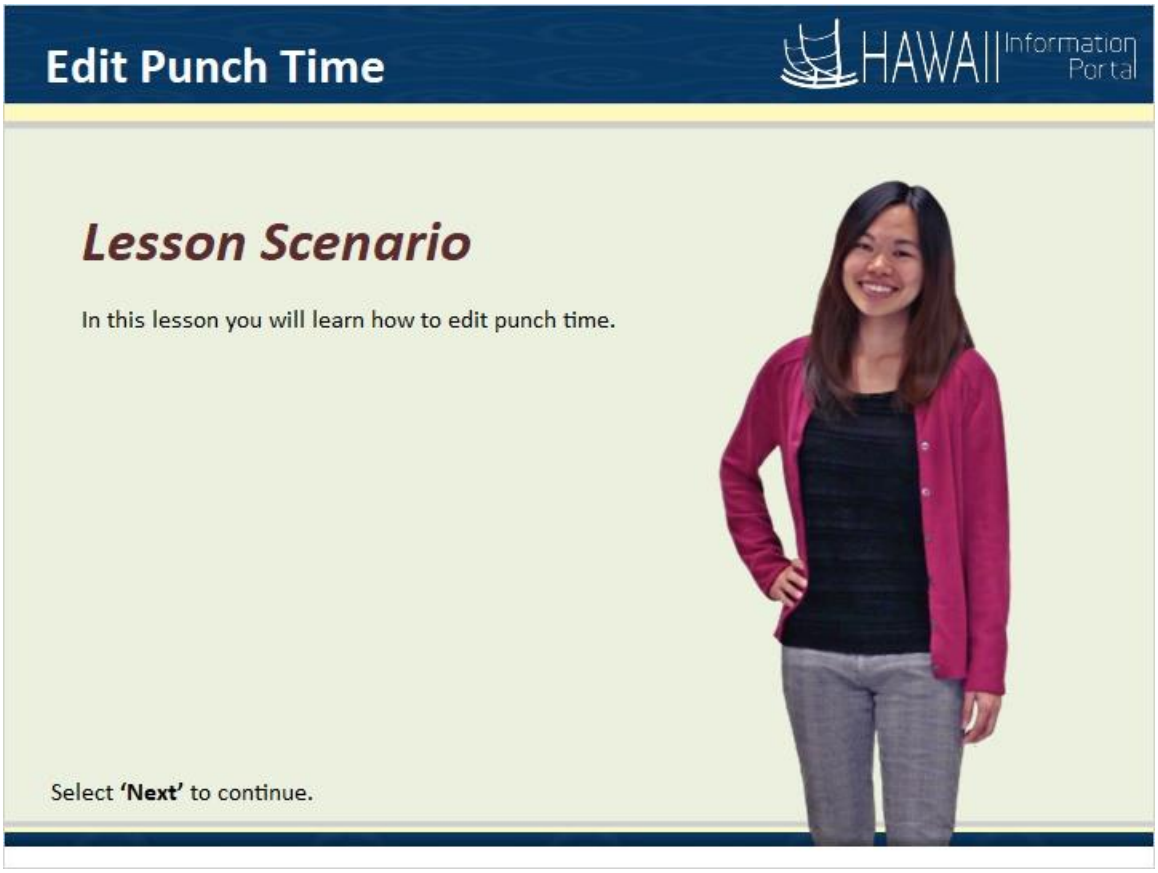
You are returned to the **Time** page where you can review the hours entered in the **Enter Time** tile.

If you need to make any edits, you can go back into the timesheet via the **Enter Time** tile and make necessary changes.

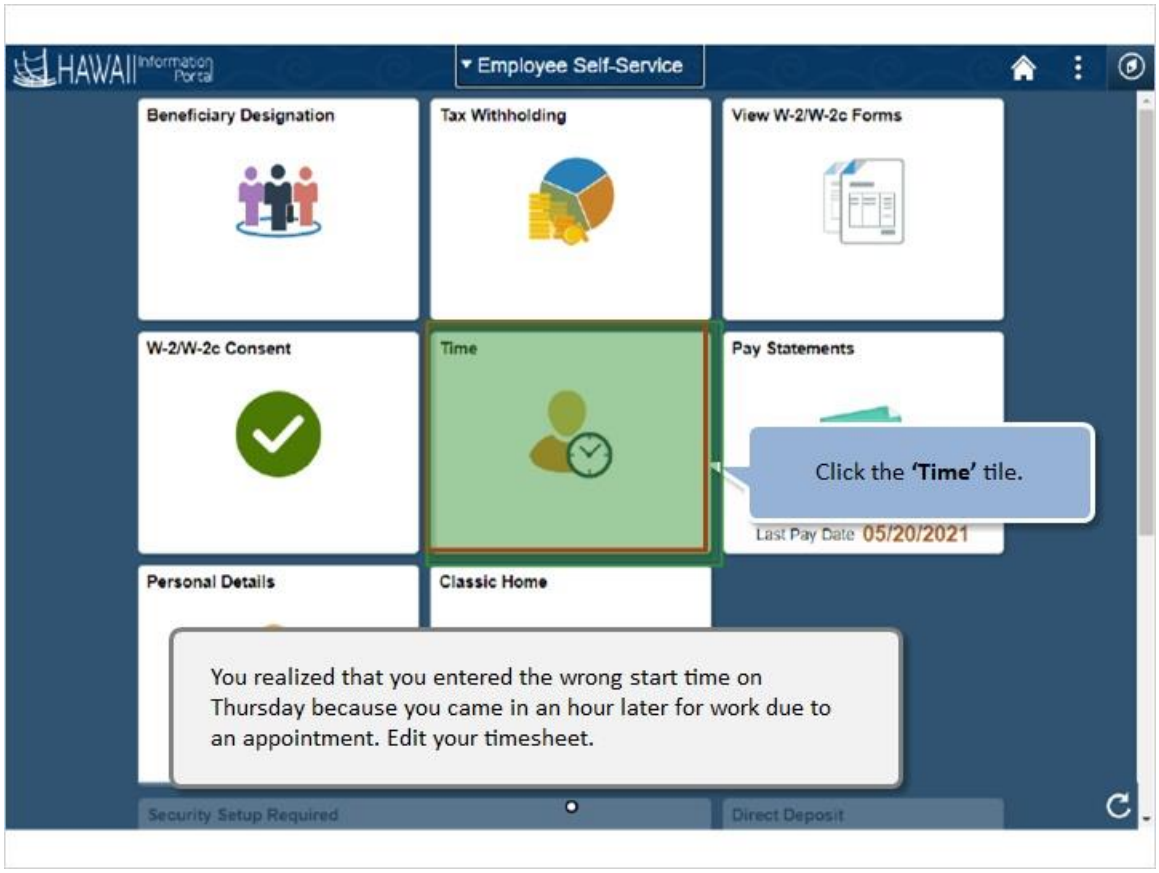
Congratulations!

You've successfully completed this lesson.

Edit Punch Time

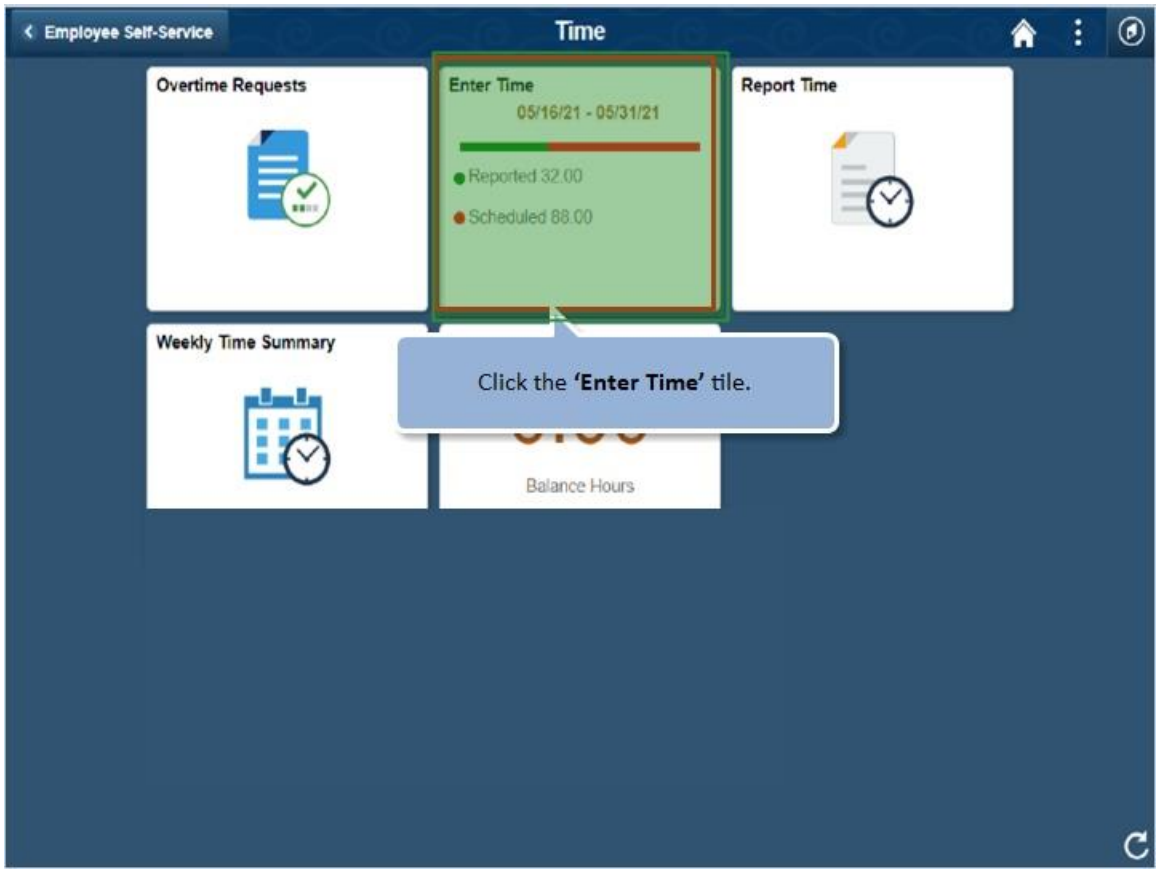


In this lesson you will learn how to edit punch time.

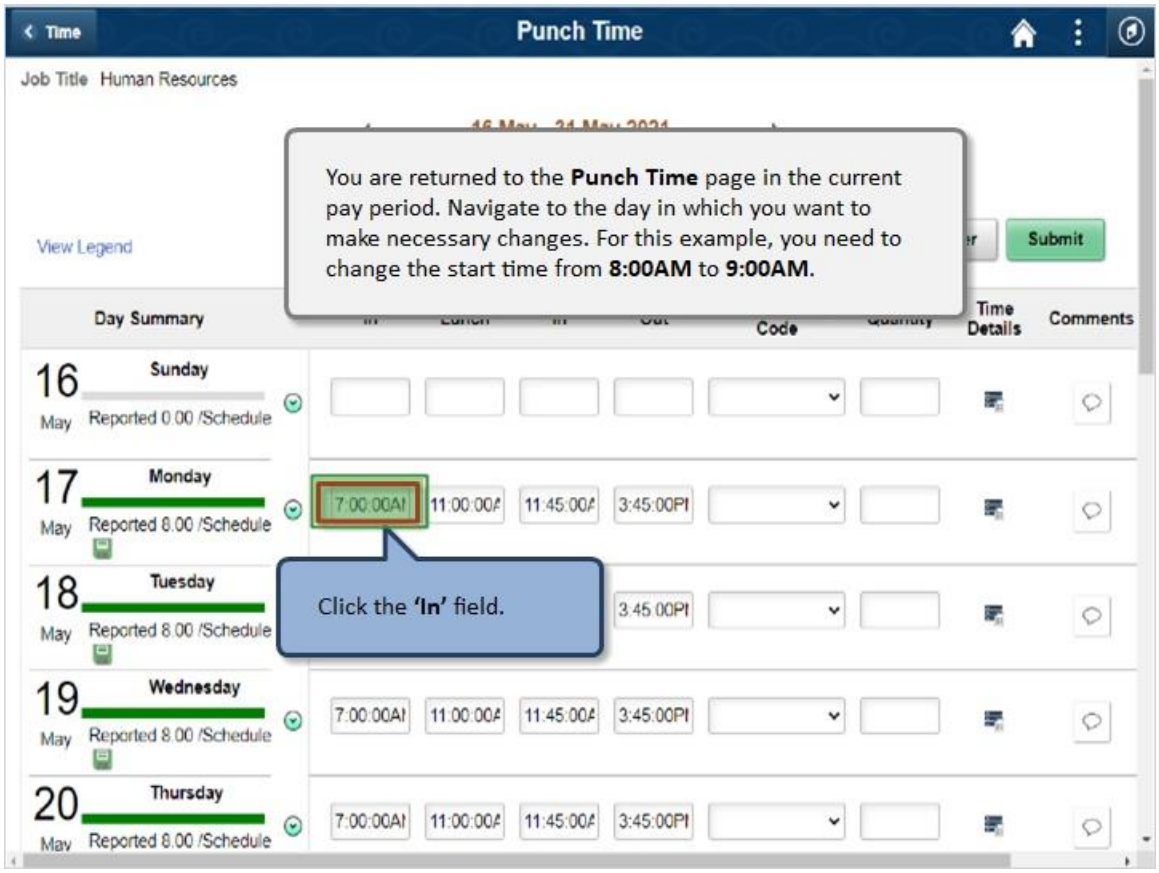


You realized that you entered the wrong start time on Thursday because you came in an hour later for work due to an appointment. Edit your timesheet.

Click the **'Time'** tile.

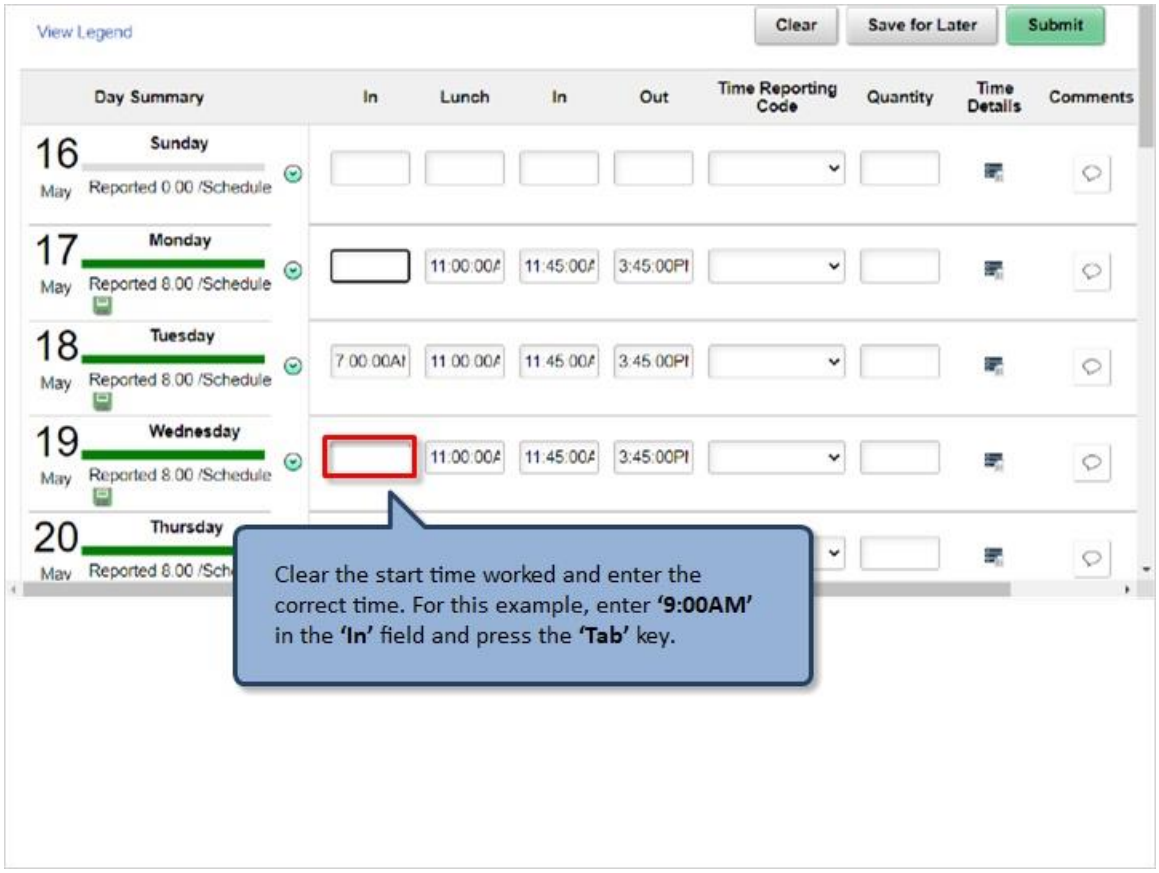


Click the **'Enter Time'** tile.

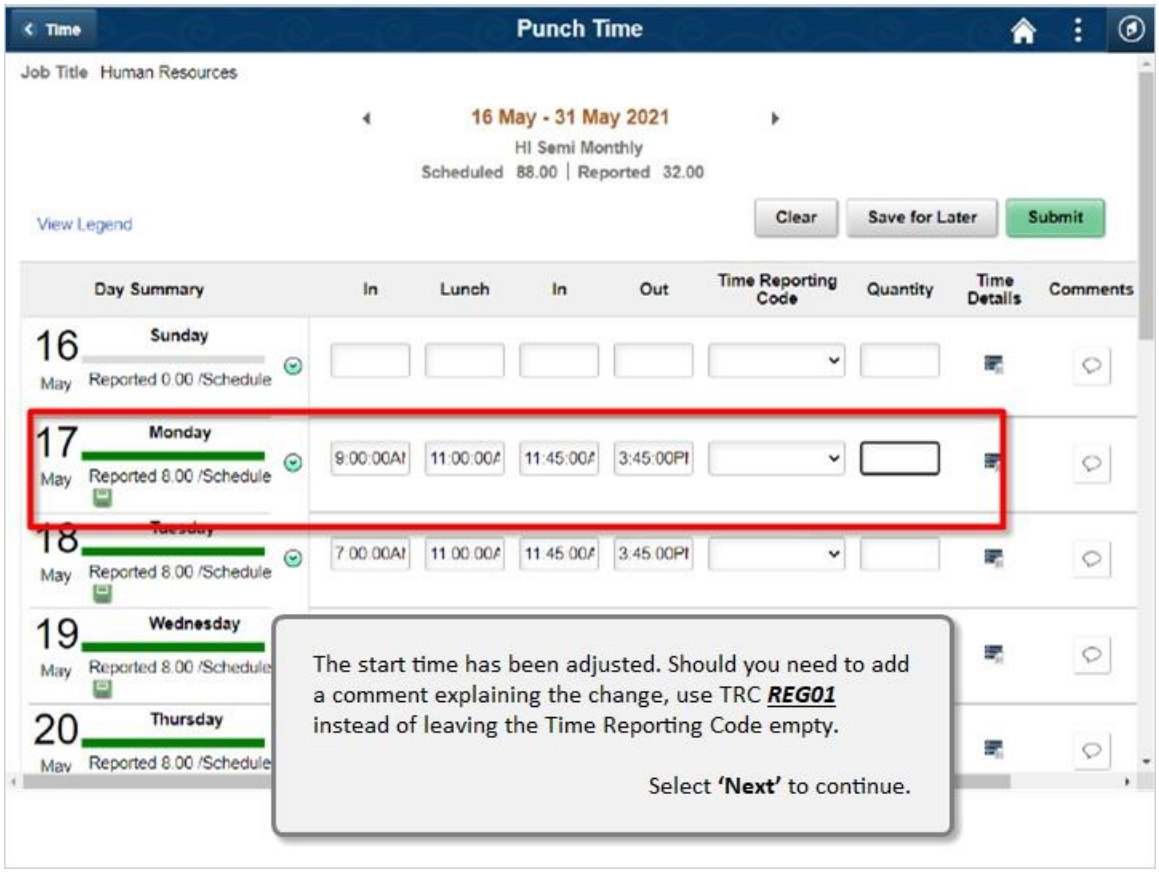


You are returned to the **Punch Time** page in the current pay period. Navigate to the day in which you want to make necessary changes. For this example, you need to change the start time from **8:00AM** to **9:00AM**.

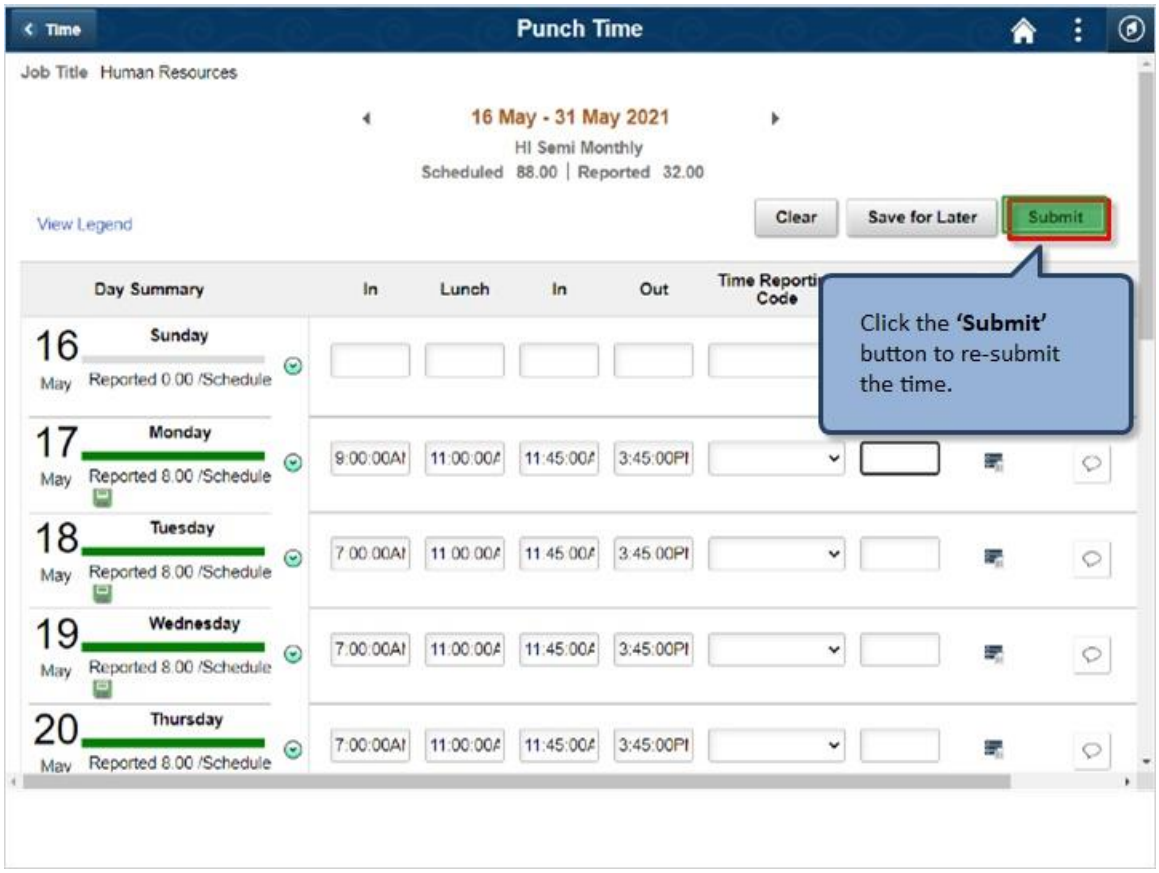
Click in the **'In'** field.



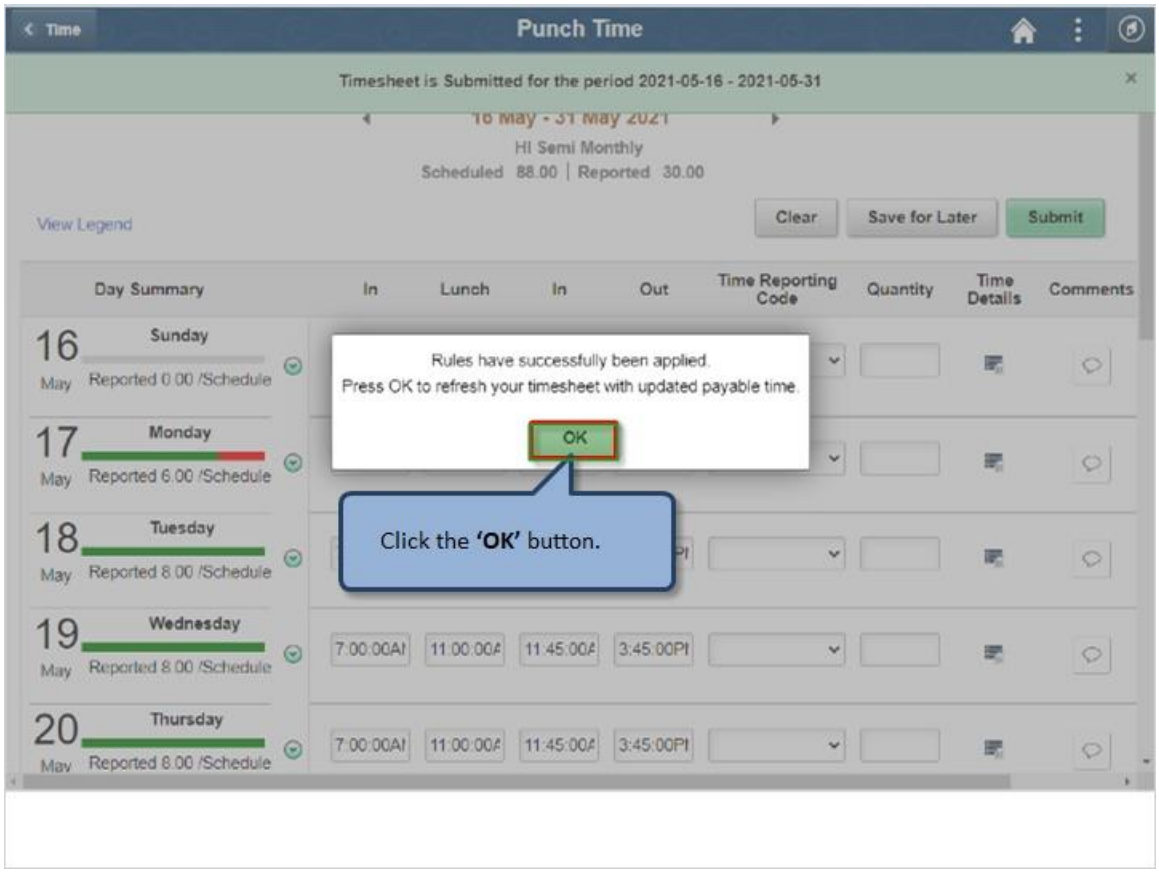
Clear the start time worked and enter the correct time. For this example, enter **'9:00AM'** in the '**In'** field and press the **'Tab'** key.



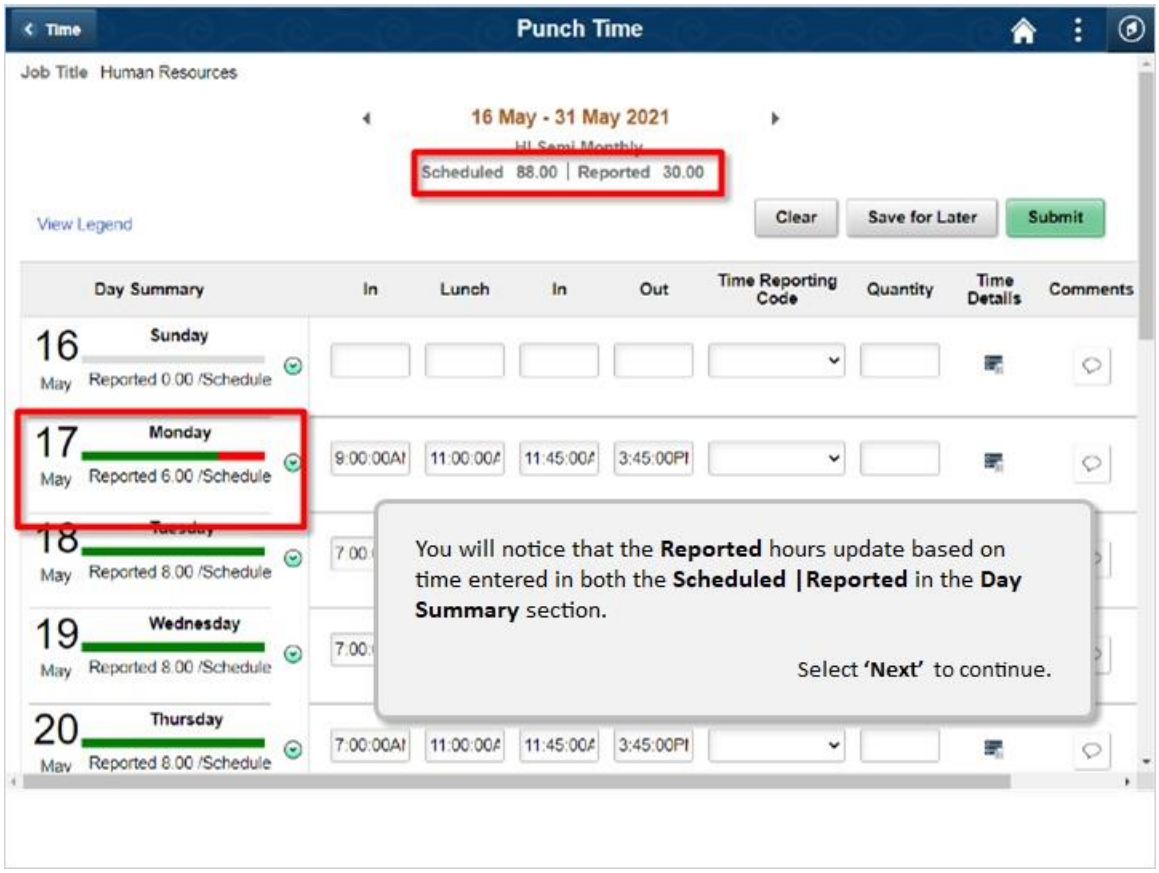
The start time has been adjusted. Should you need to add a comment explaining the change, use TRC REG01 instead of leaving the Time Reporting Code empty.



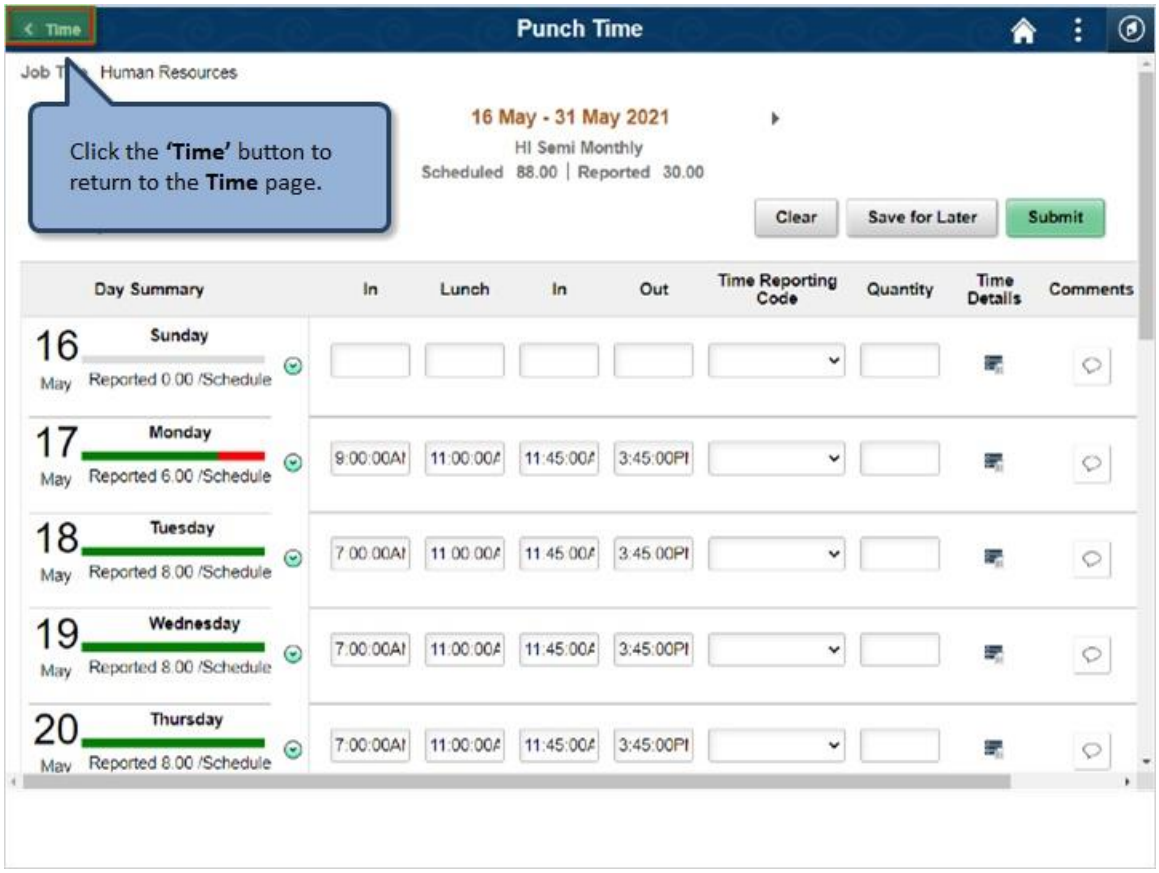
Click the **'Submit'** button to re-submit the time.



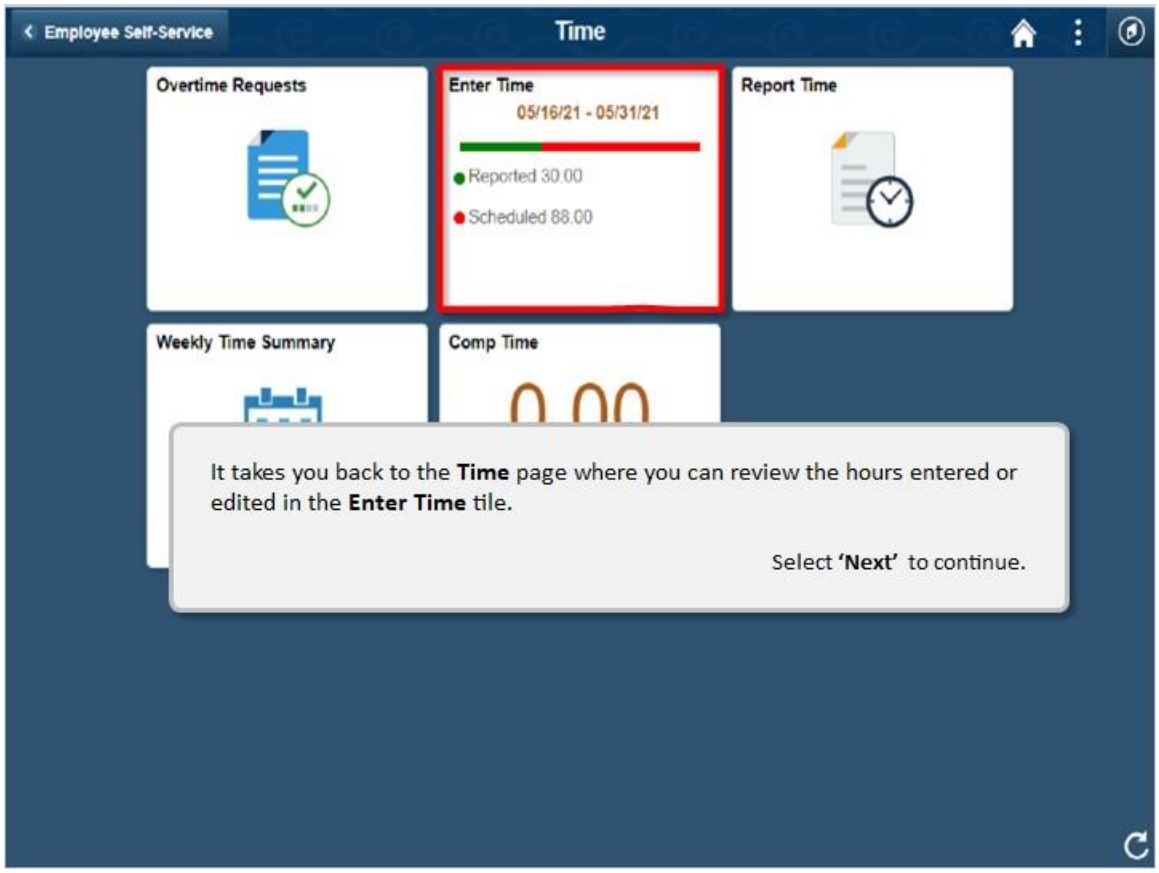
Click the **'OK'** button.



You will notice that the **Reported** hours update based on time entered in both the **Scheduled | Reported** in the **Day Summary** section.



Click the **'Time'** button to return to the **Time** page.

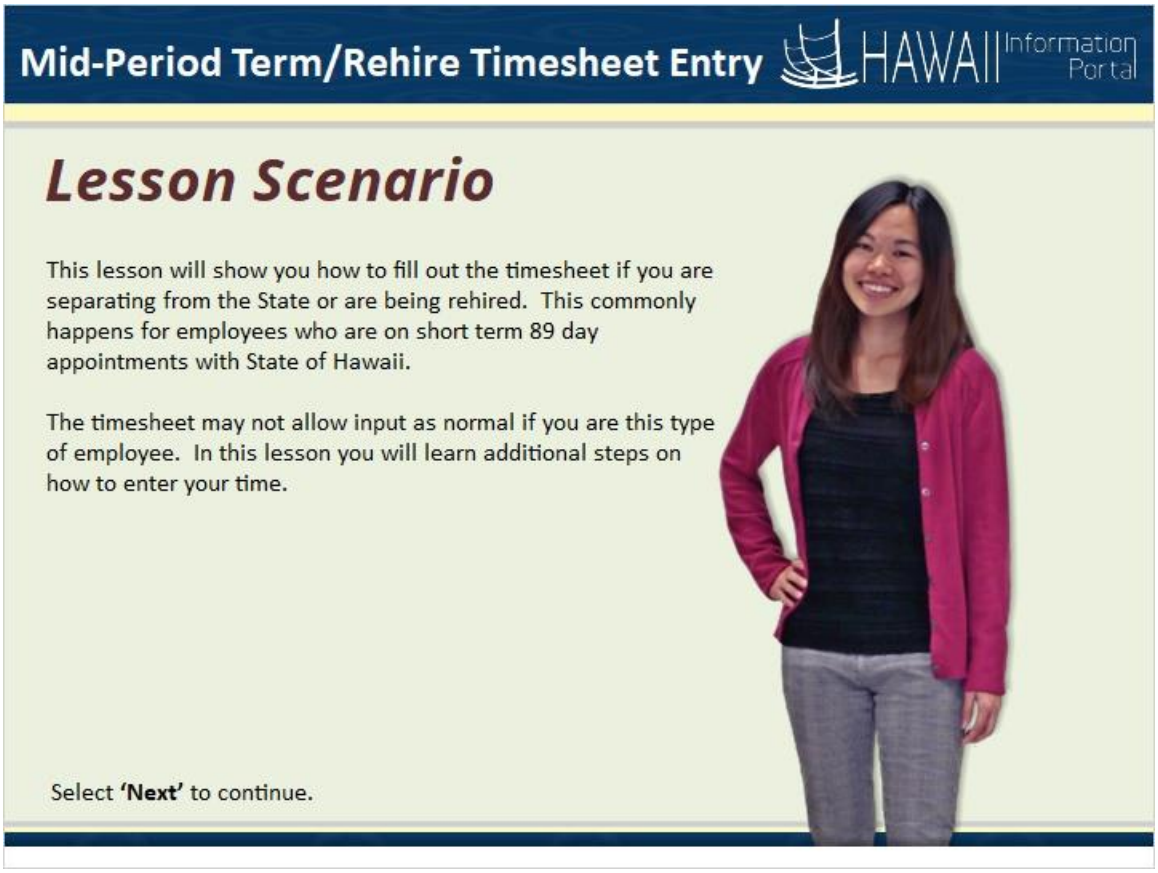


It takes you back to the **Time** page where you can review the hours entered or edited in the **Enter Time** tile.

Congratulations!

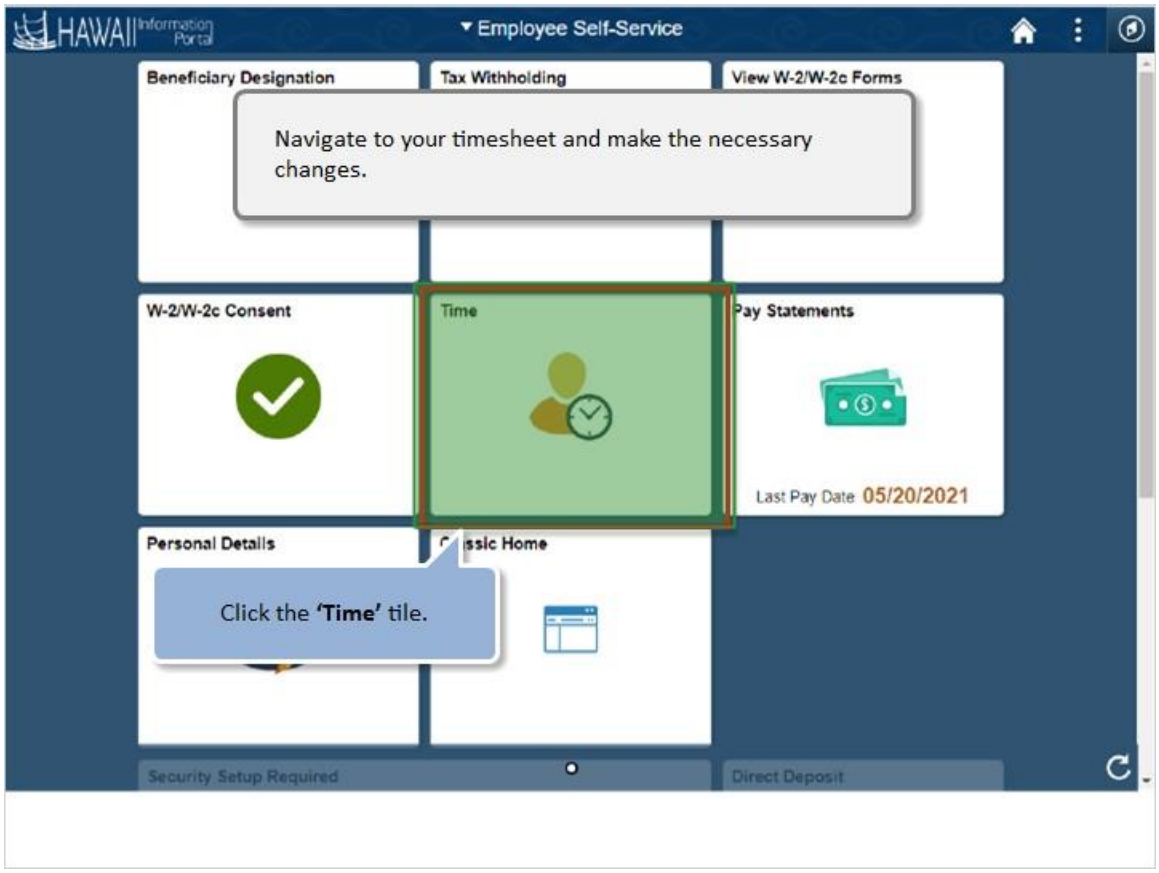
You've successfully completed this lesson.

Timesheet Editable



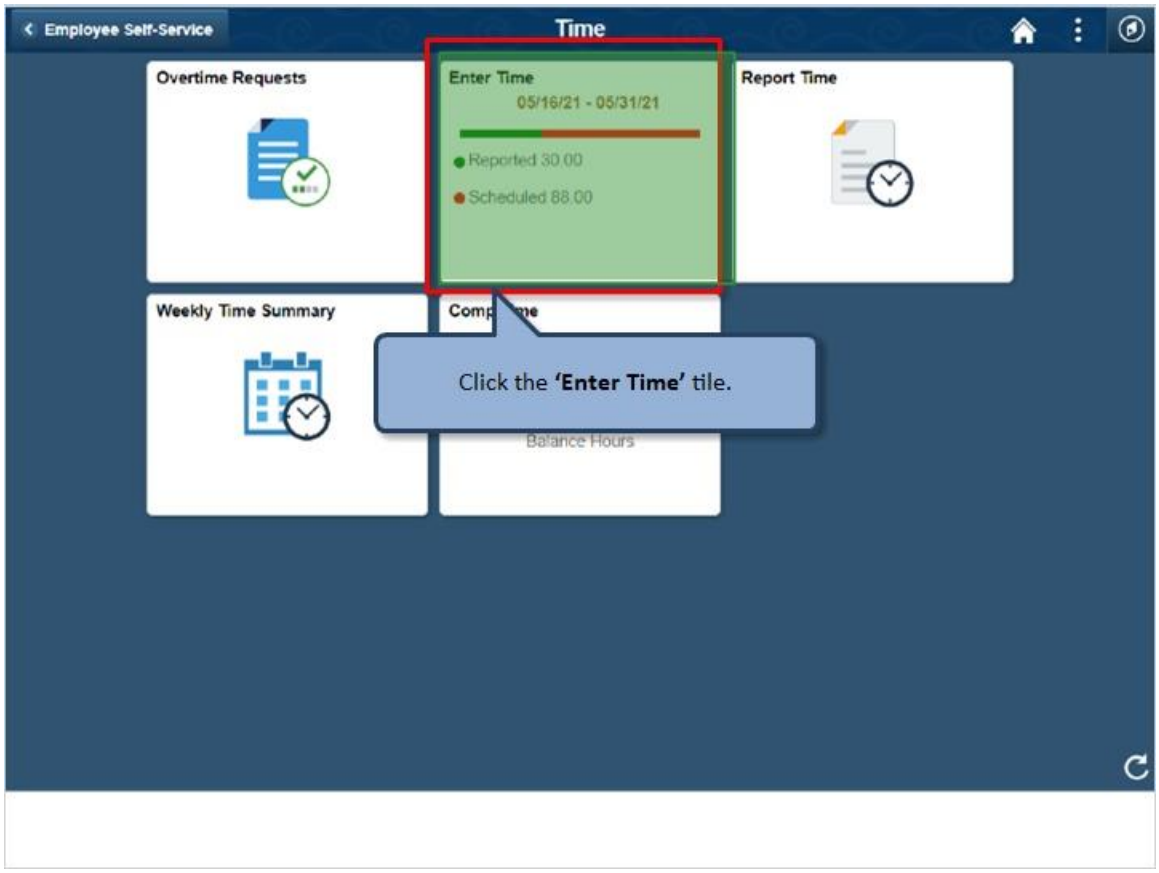
This lesson will show you how to fill out the timesheet if you are separating from the State or are being rehired. This commonly happens for employees who are short term 89 day appointments with State of Hawaii.

The timesheet may not allow input as normal if you are this type of employee. In this lesson you will learn additional steps on how to enter your time.

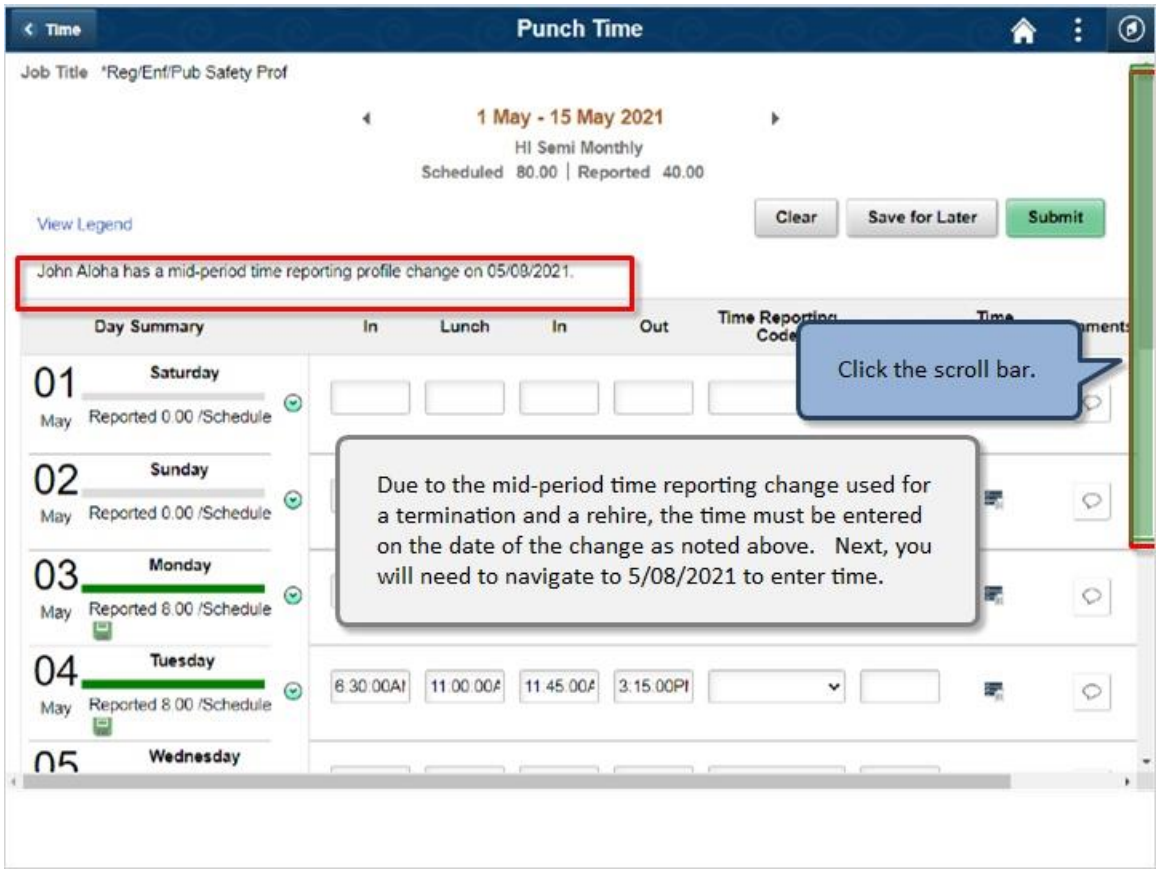


Navigate to your timesheet and make the necessary changes.

Click the **'Time'** tile.

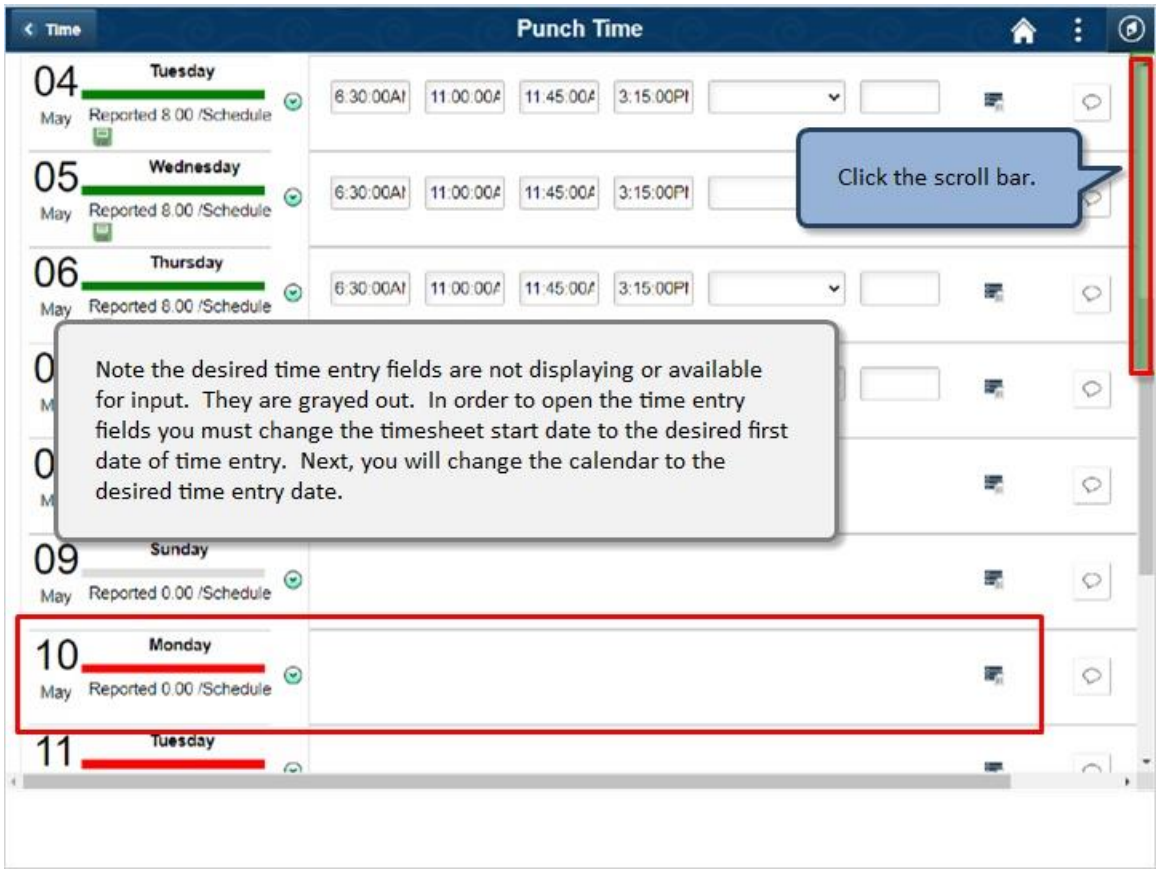


Click the **'Enter Time'** tile.



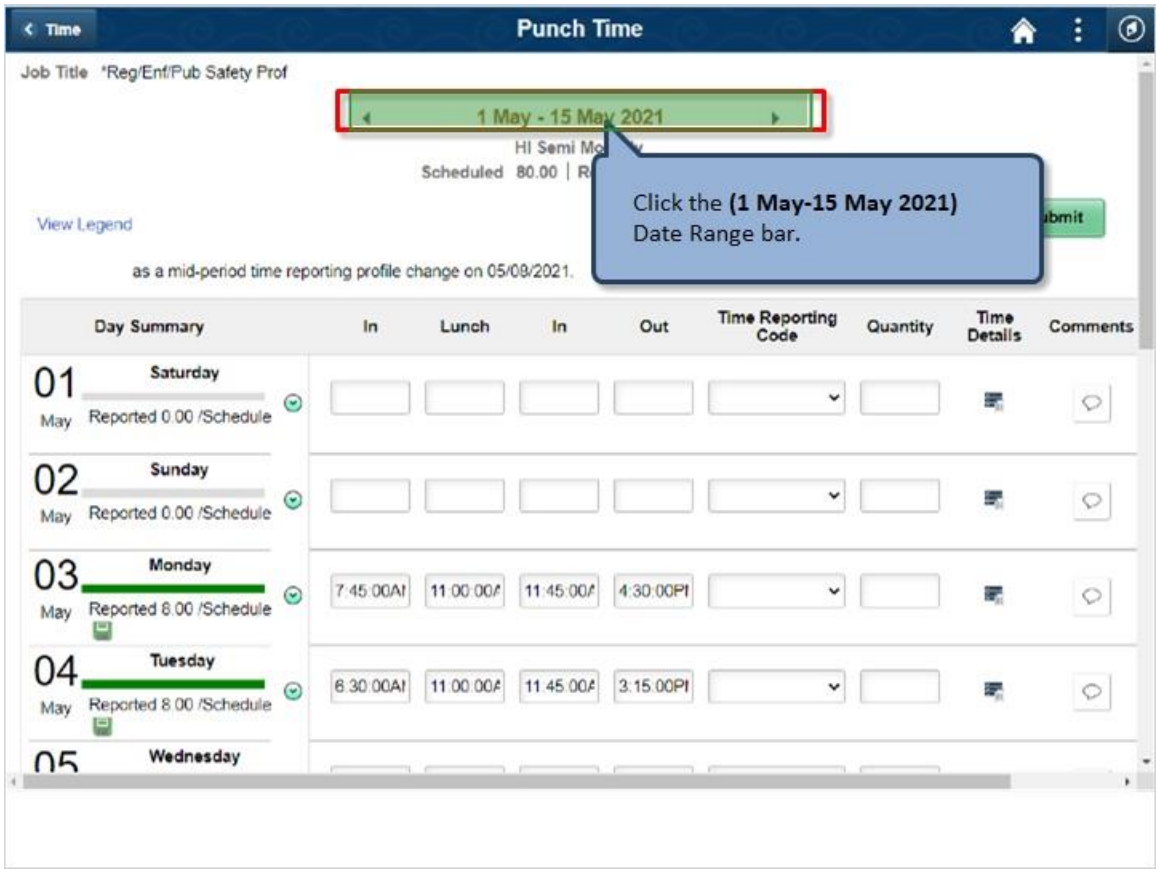
Due to the mid-period time reporting change used for a termination and a rehire, the time must be entered on the date of the change as noted above. Next, you will need to navigate to 5/08/2021 to enter time.

Click the scroll bar.

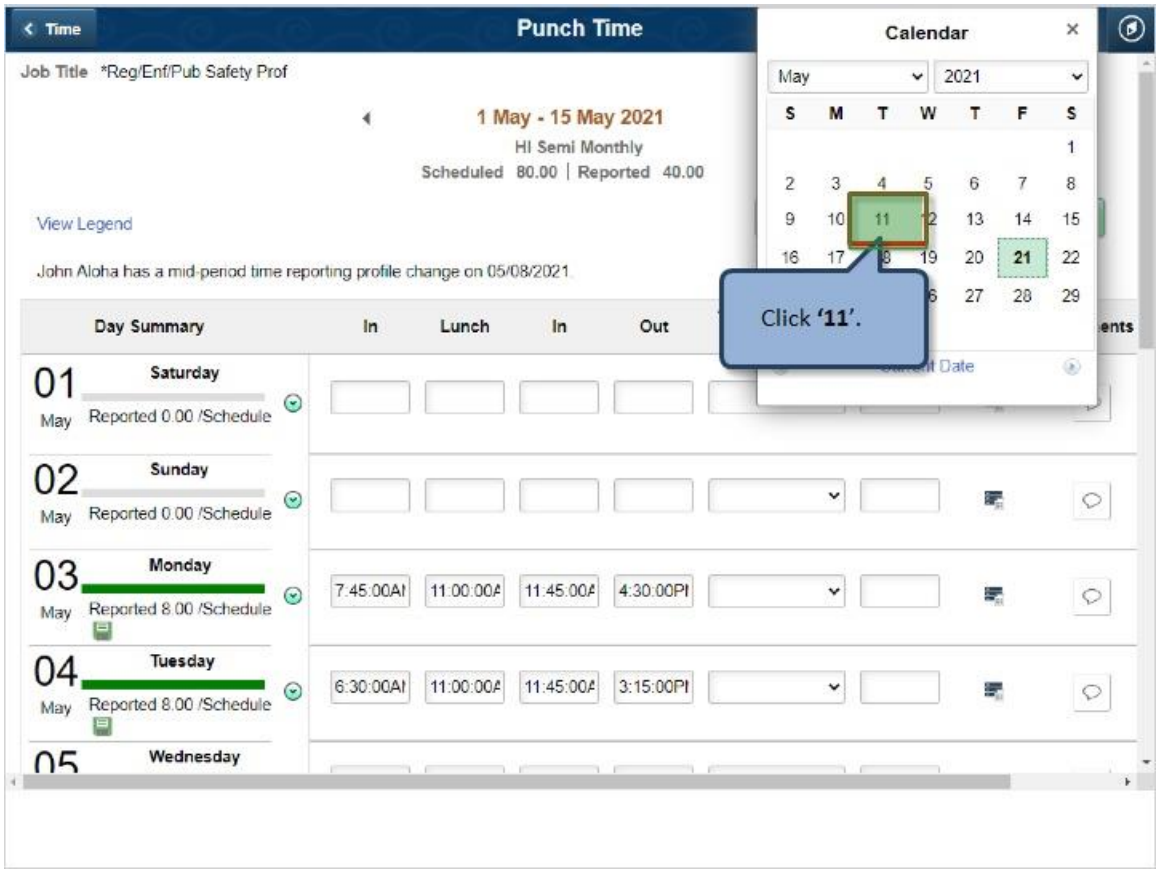


Note the desired time entry fields are not displaying or available for input. They are grayed out. In order to open the time entry fields you must change the timesheet start date to the desired first date of time entry. Next, you will change the calendar to the desired time entry date.

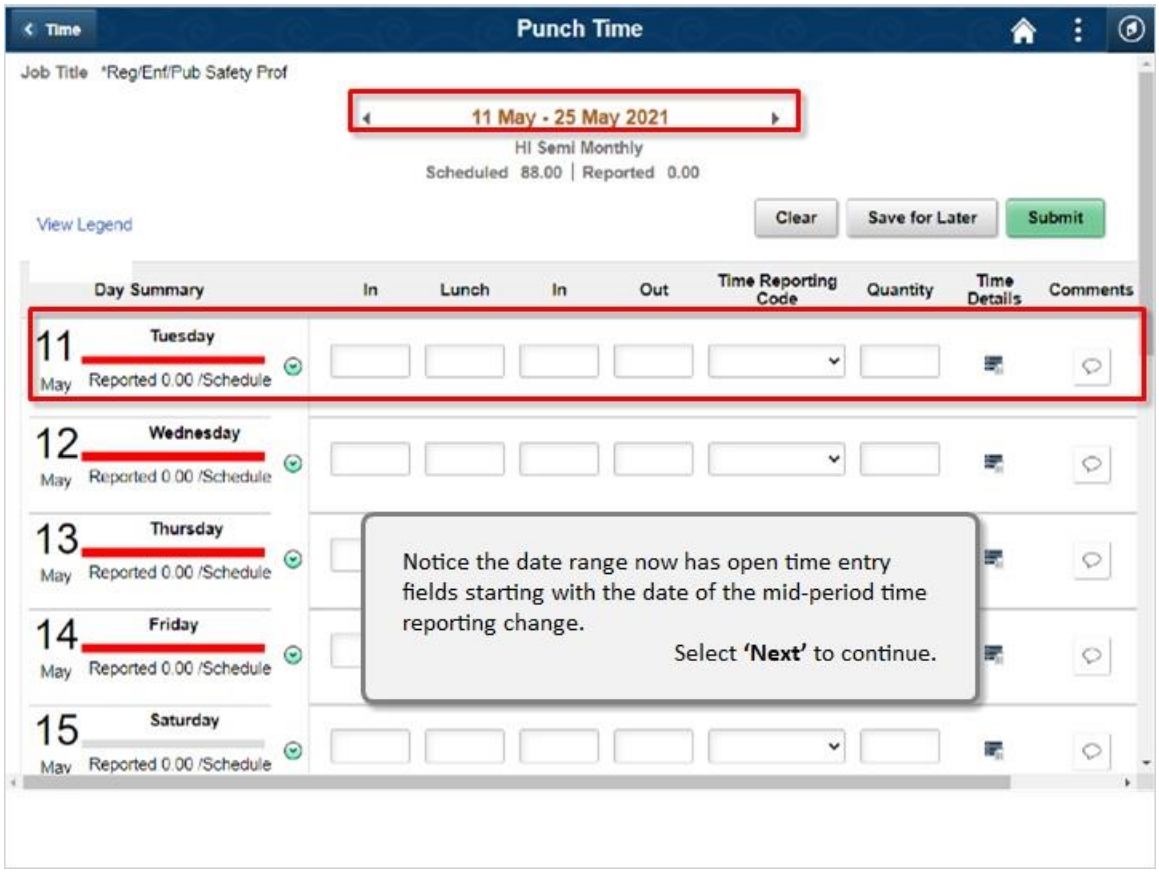
Click the scroll bar.



Click the (1 May-15 May 2021) Date Range bar.


Time
Punch Time
Job Title *Reg/Enf/Pub Safety Prof
1 May - 15 May 2021
HI Semi Monthly
Scheduled 80.00 | Reported 40.00
View Legend
John Aloha has a mid-period time reporting profile change on 05/08/2021
Day Summary
In
Lunch
In
Out
01 May Saturday Reported 0.00 /Schedule
02 May Sunday Reported 0.00 /Schedule
03 May Monday Reported 8.00 /Schedule 7:45:00AM 11:00:00A 11:45:00A 4:30:00PM
04 May Tuesday Reported 8.00 /Schedule 6:30:00AM 11:00:00A 11:45:00A 3:15:00PM
05 Wednesday
Calendar
May
2021
S M T W T F S
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
27 28 29
Click '11'.

Click ‘11’

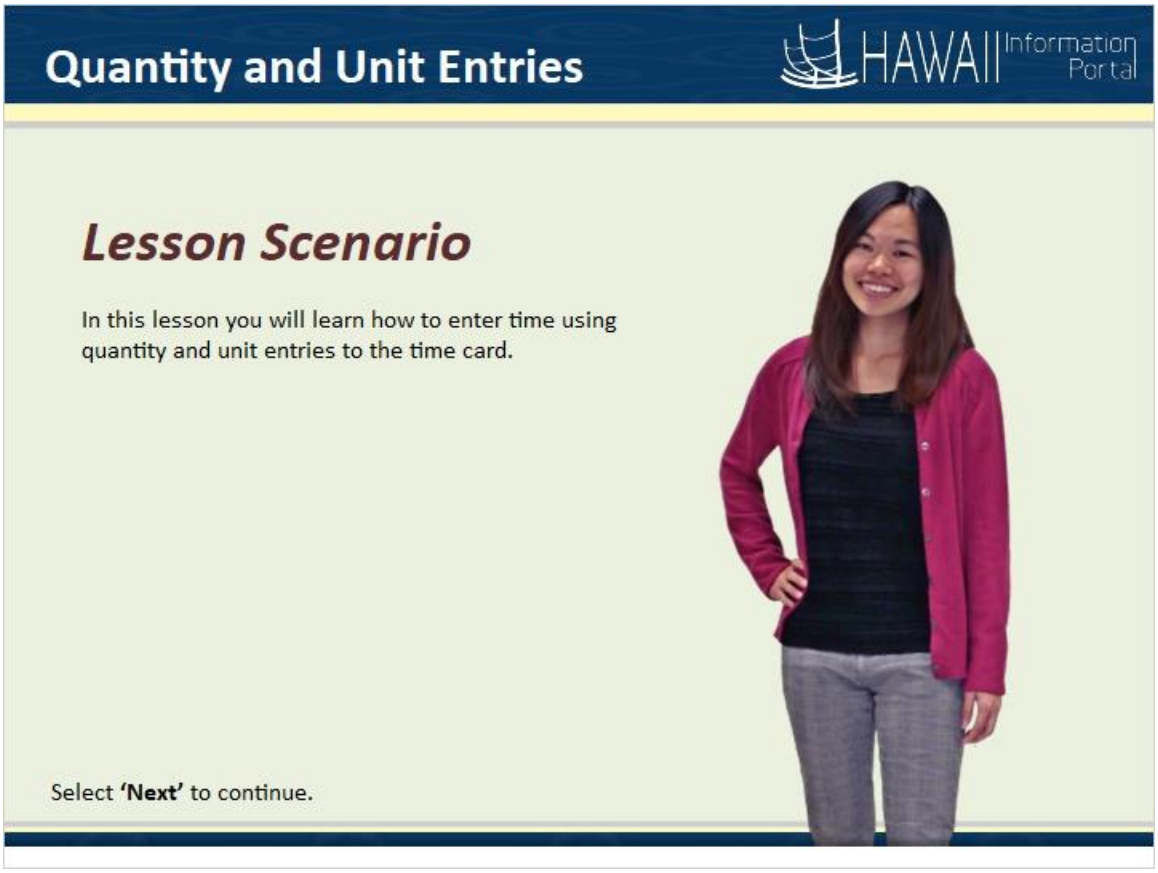


Notice the date range now has open time entry fields starting with the date of the mid-period time reporting change.

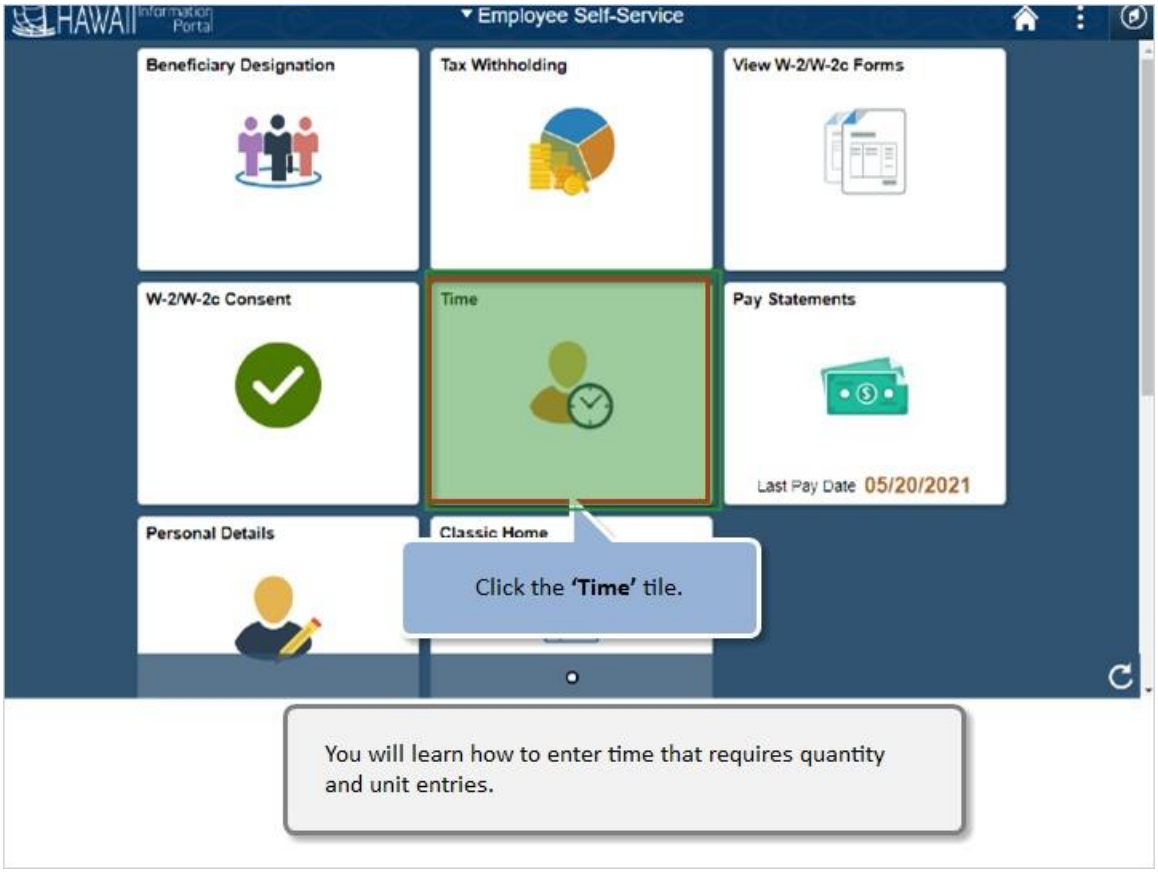
Congratulations!

You've successfully completed this lesson!

Enter Quantity and Unit Entries

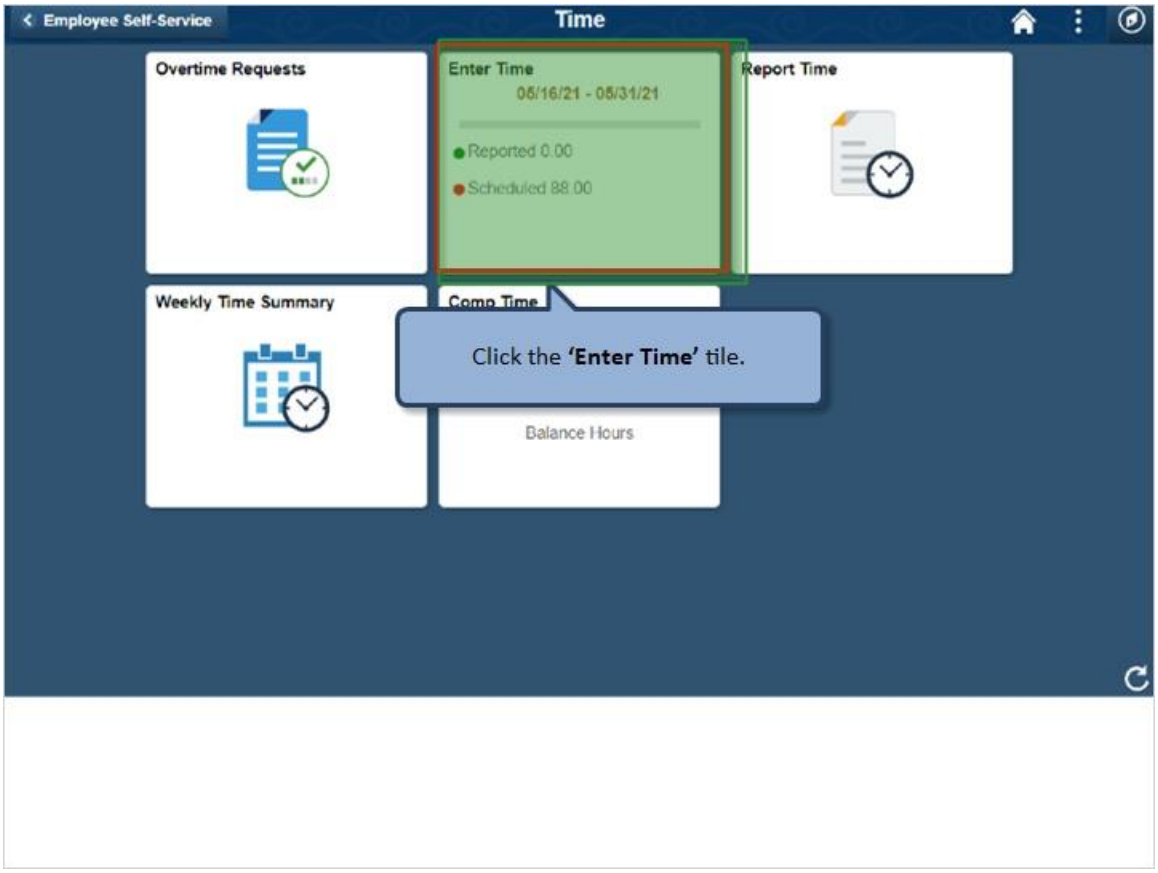


In this lesson you will learn how to enter time using quantity and unit entries to the time card.

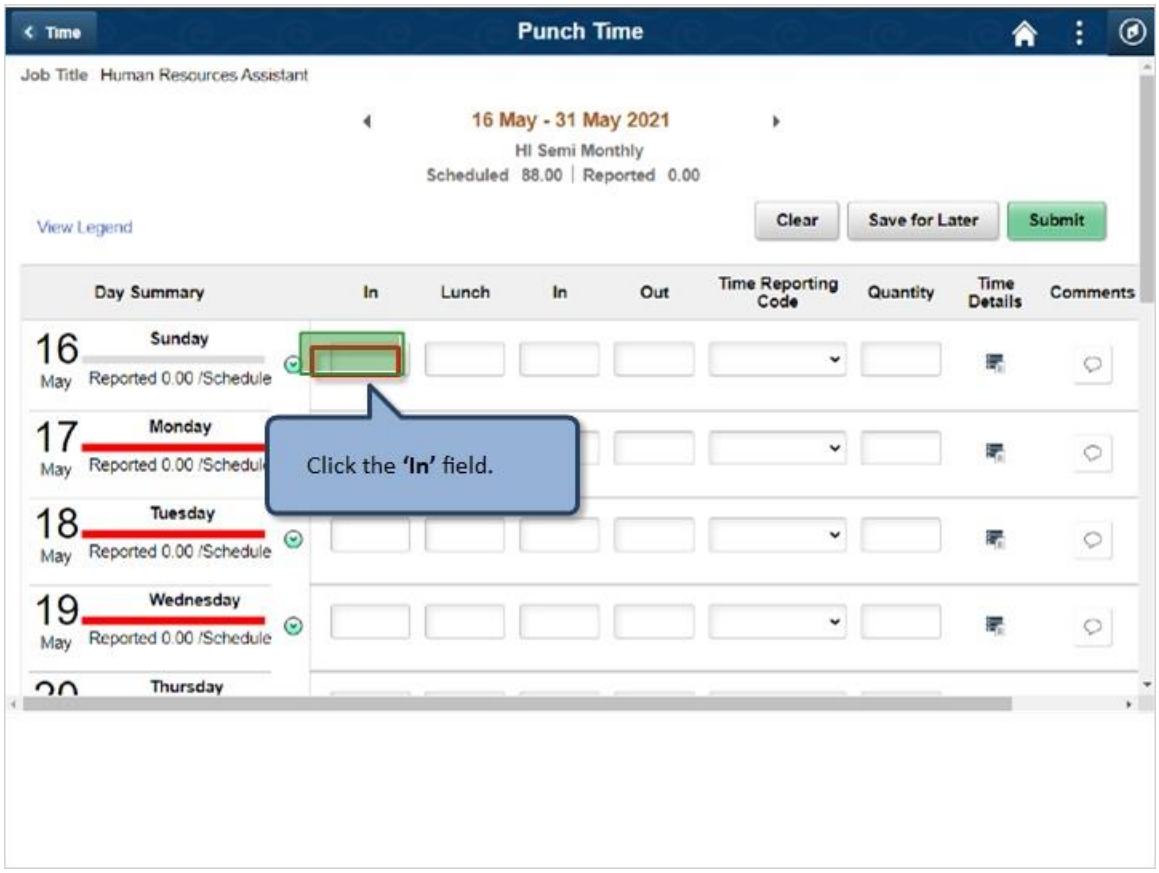


You will learn how to enter time that requires quantity and unit entries.

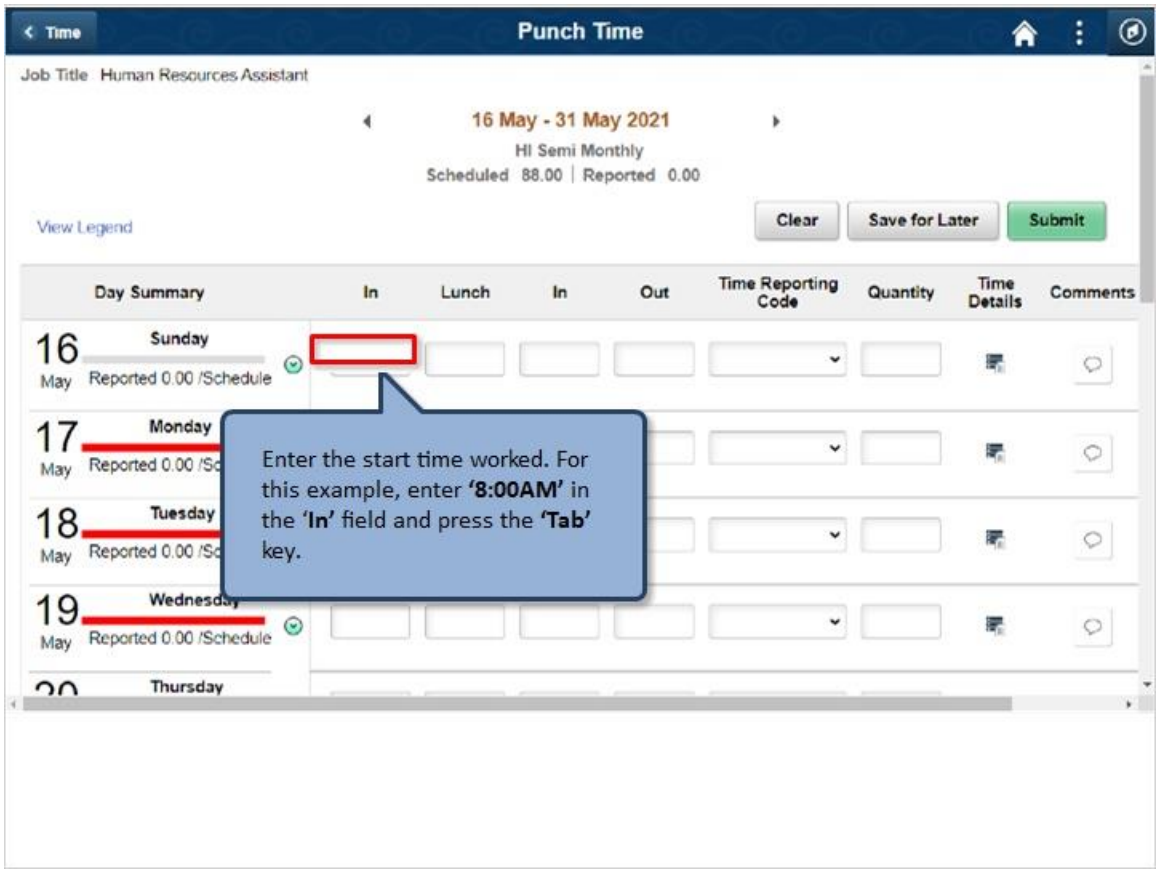
Click the **'Time'** tile.



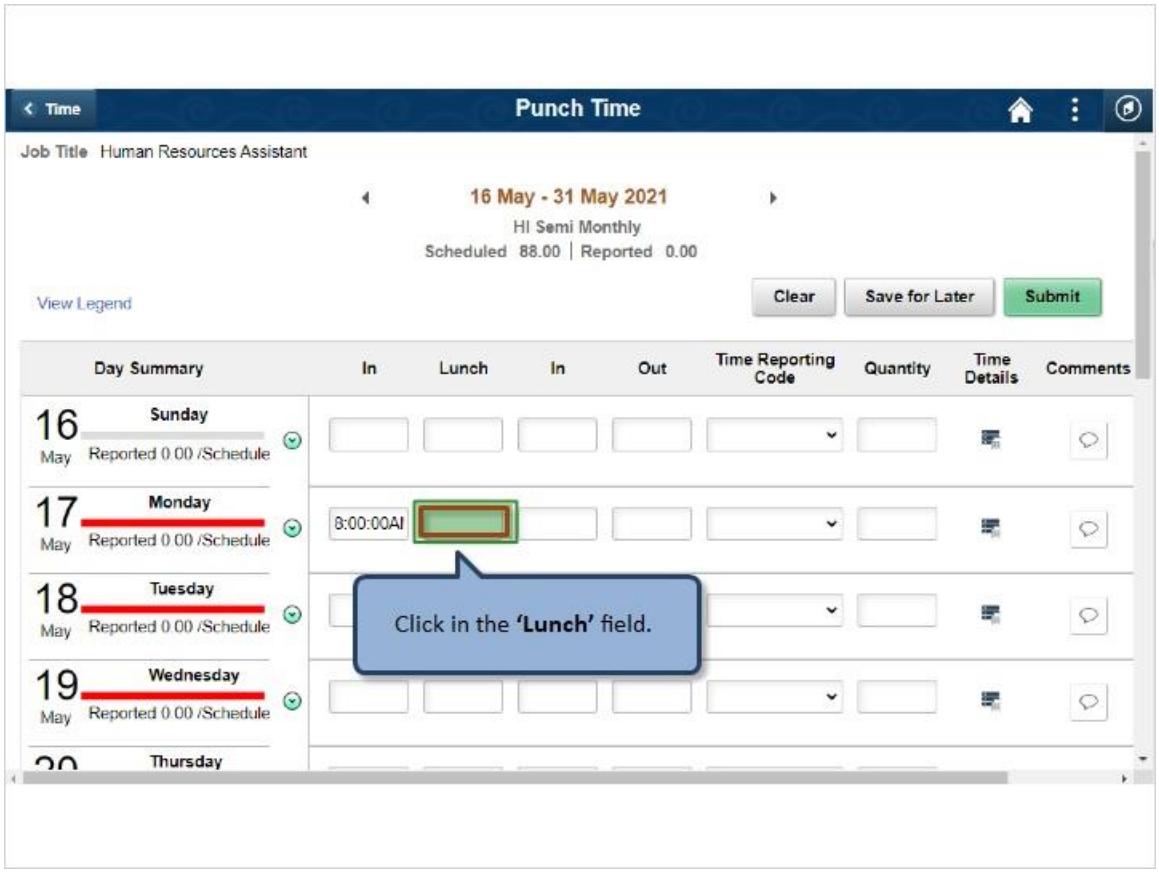
Click the **'Enter Time'** tile.



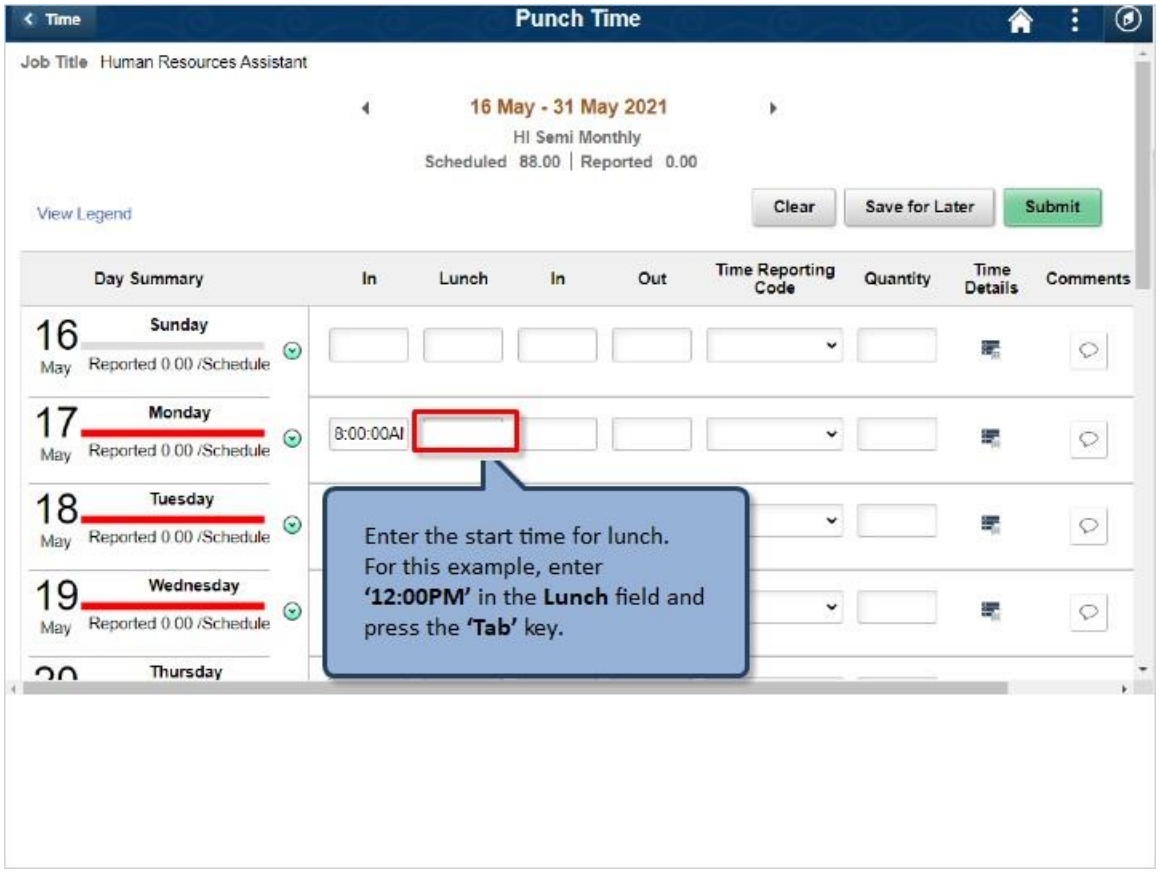
Click in the **'In'** field.



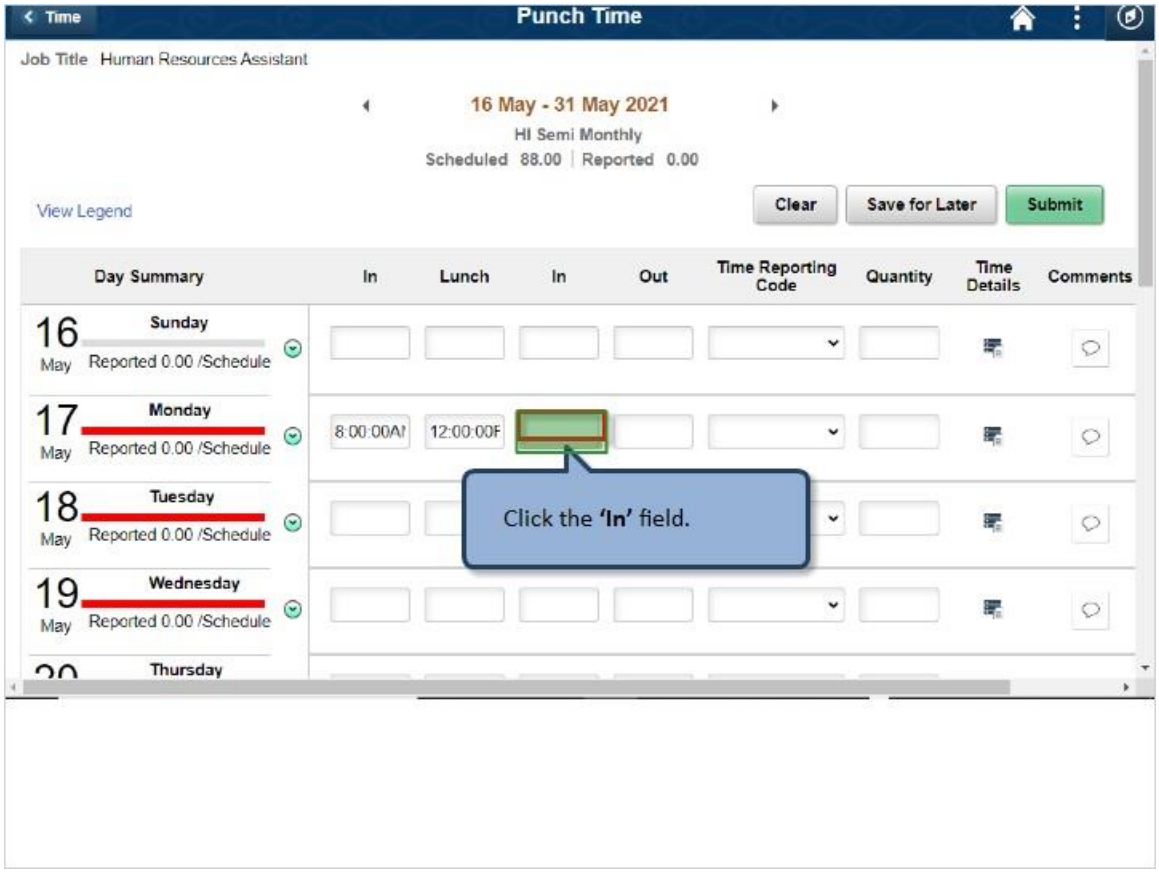
Enter the start time worked. For this example, enter **'8:00AM'** in the '**In**' field and press the **'Tab'** key.



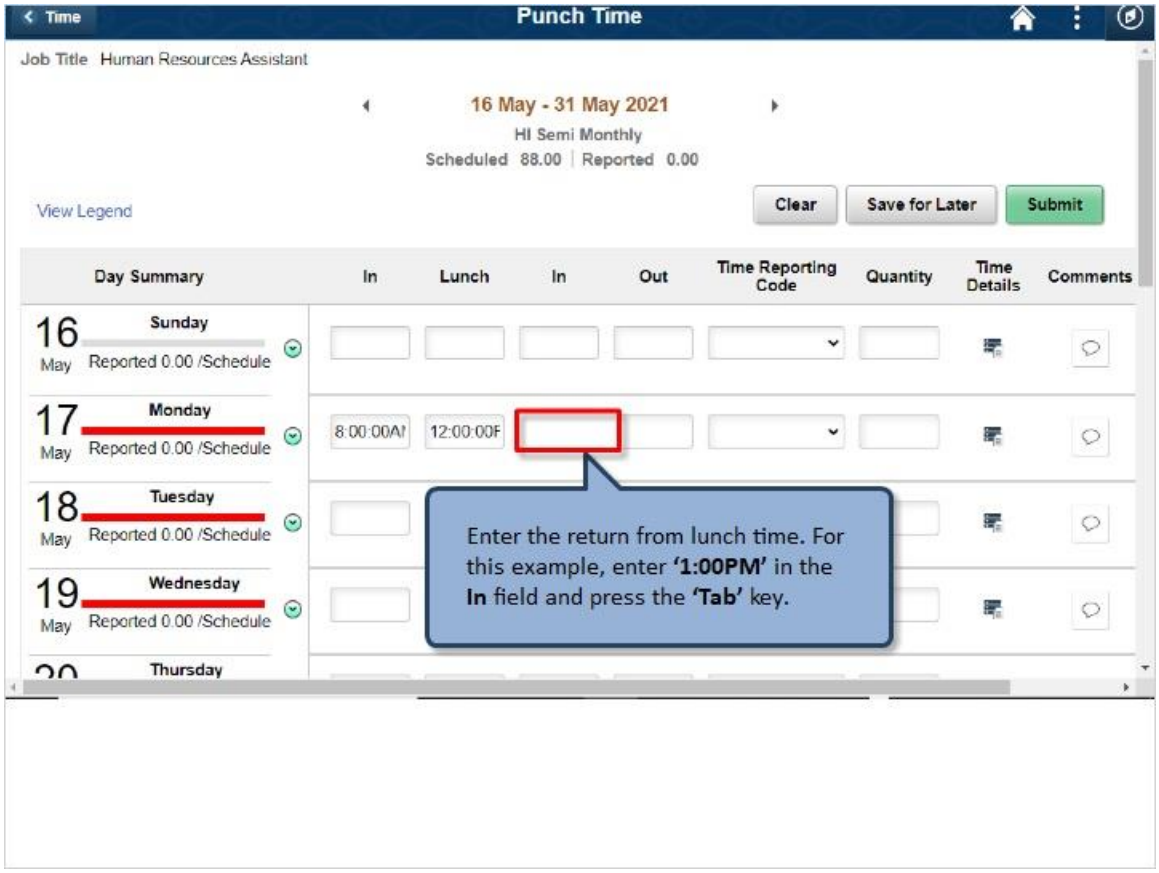
Click in the **'Lunch'** field.



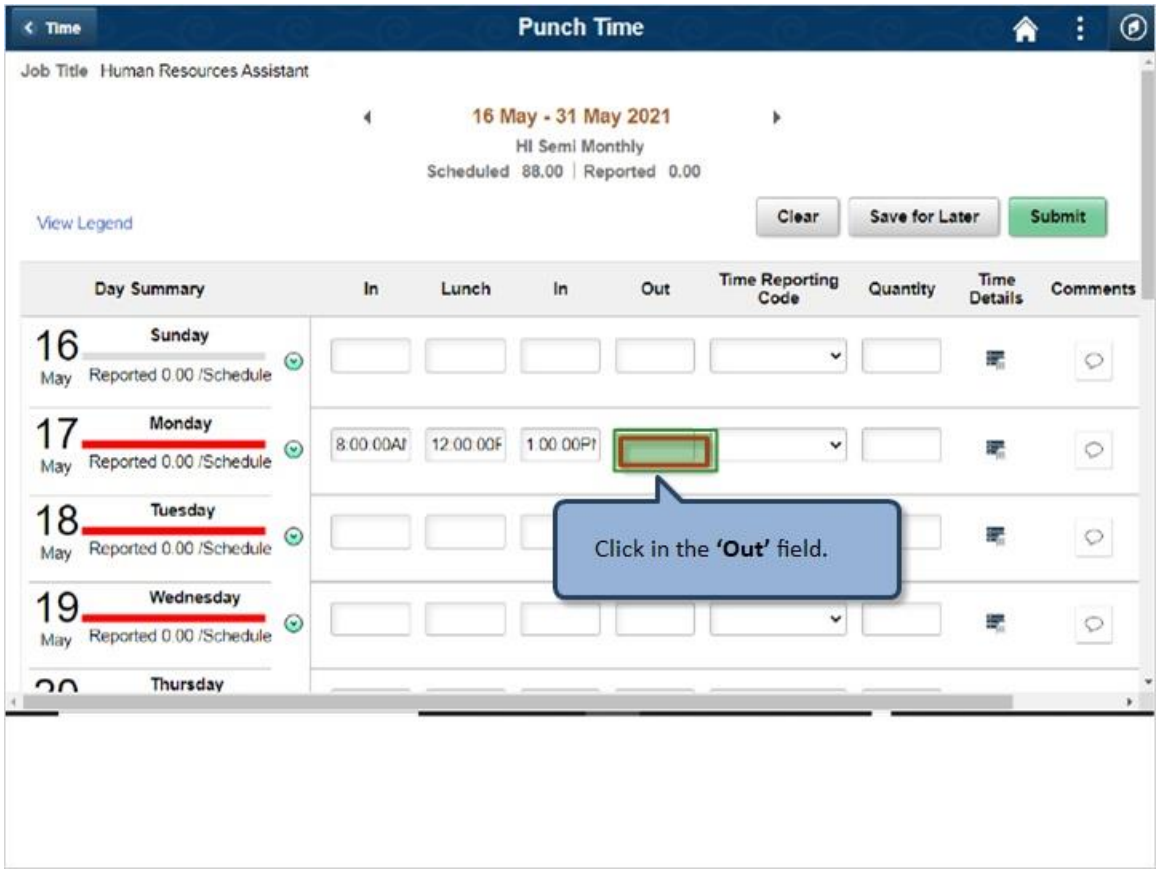
Enter the start time for lunch. For this example, enter **'12:00PM'** in the **Lunch** field and press the **'Tab'** key.



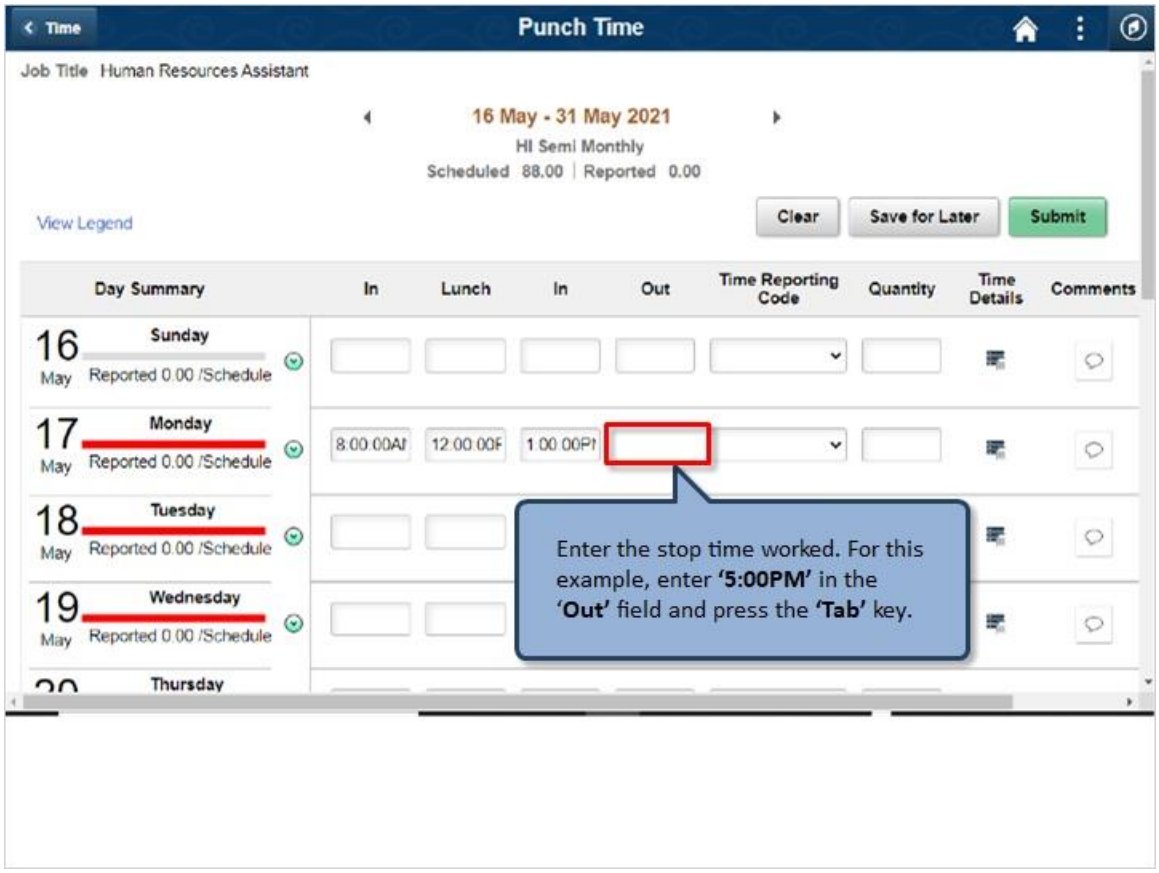
Click the **'In'** field.



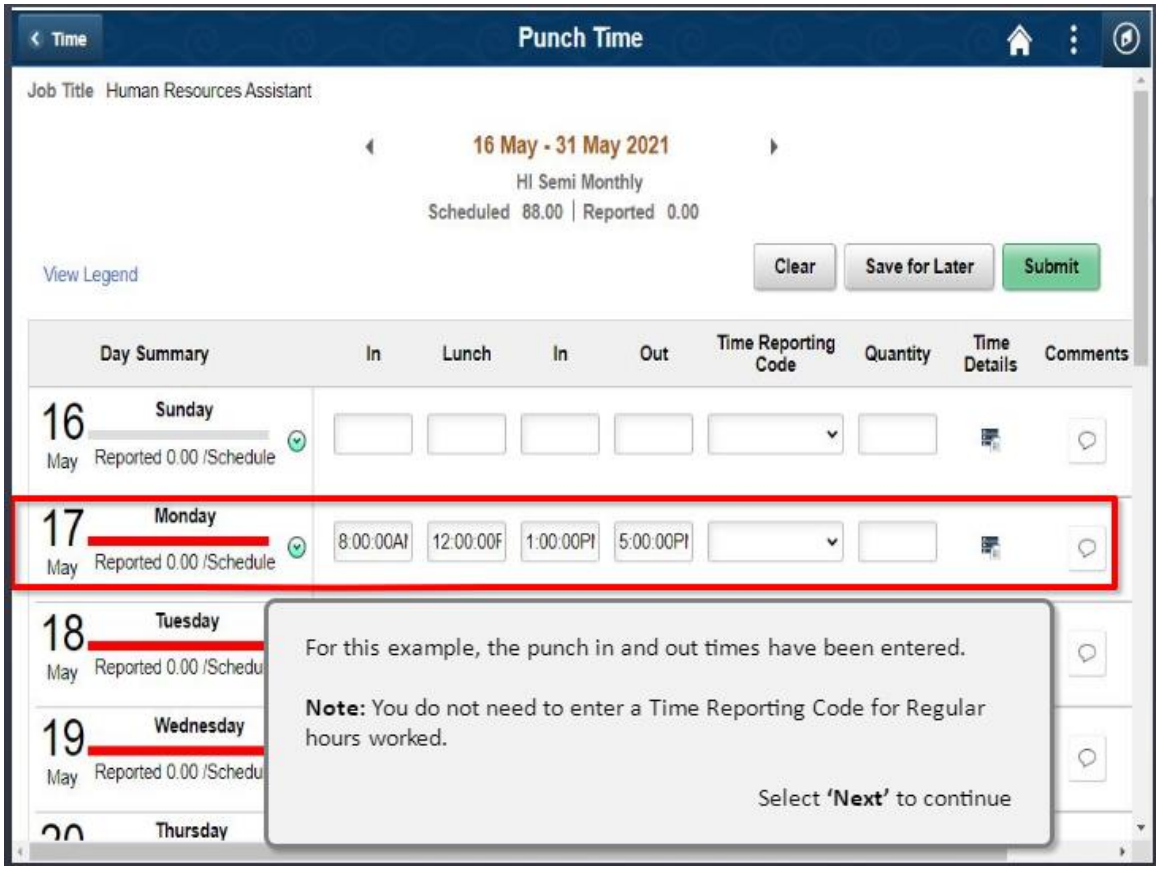
Enter the return from lunch time. For this example, enter **'1:00PM'** in the **In** field and press the **'Tab'** key.



Click in the **'Out'** field.

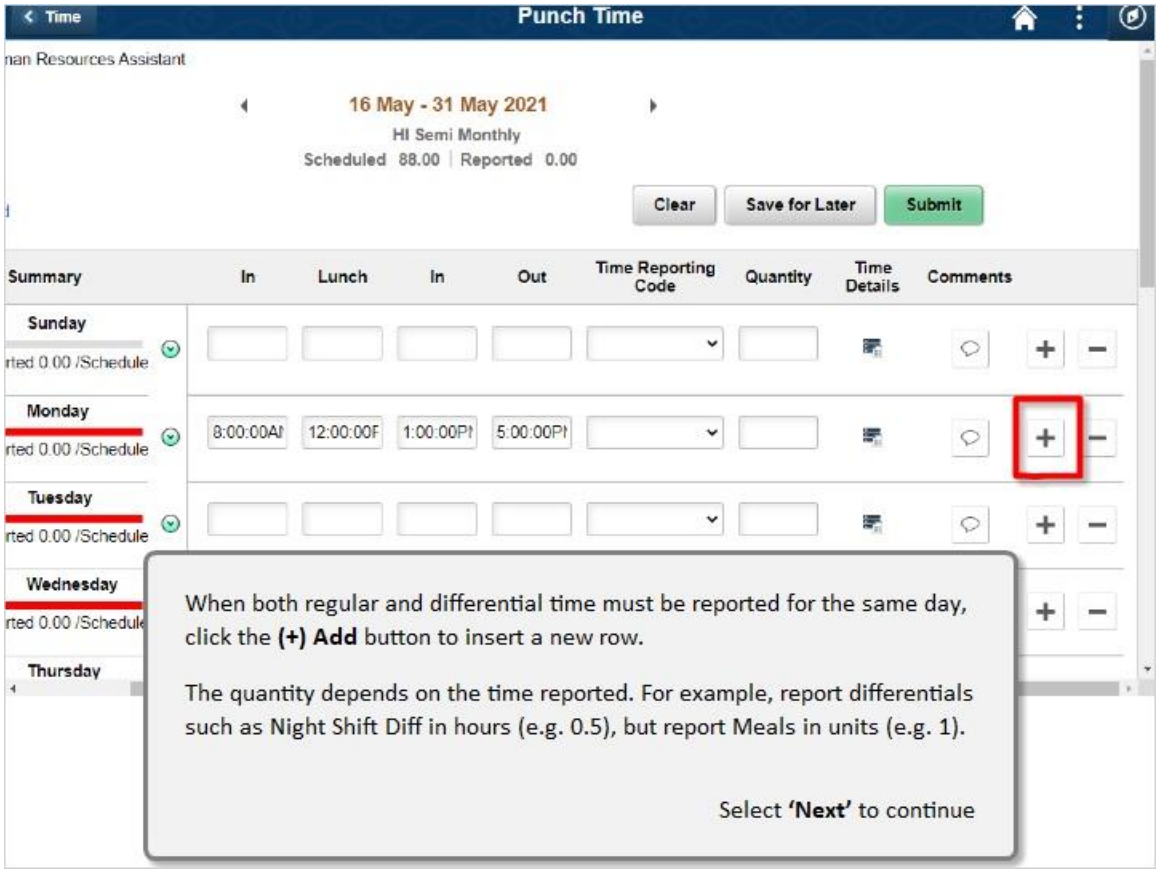


Enter the stop time worked. For this example, enter **'5:00PM'** in the '**Out'** field and press the **'Tab'** key.



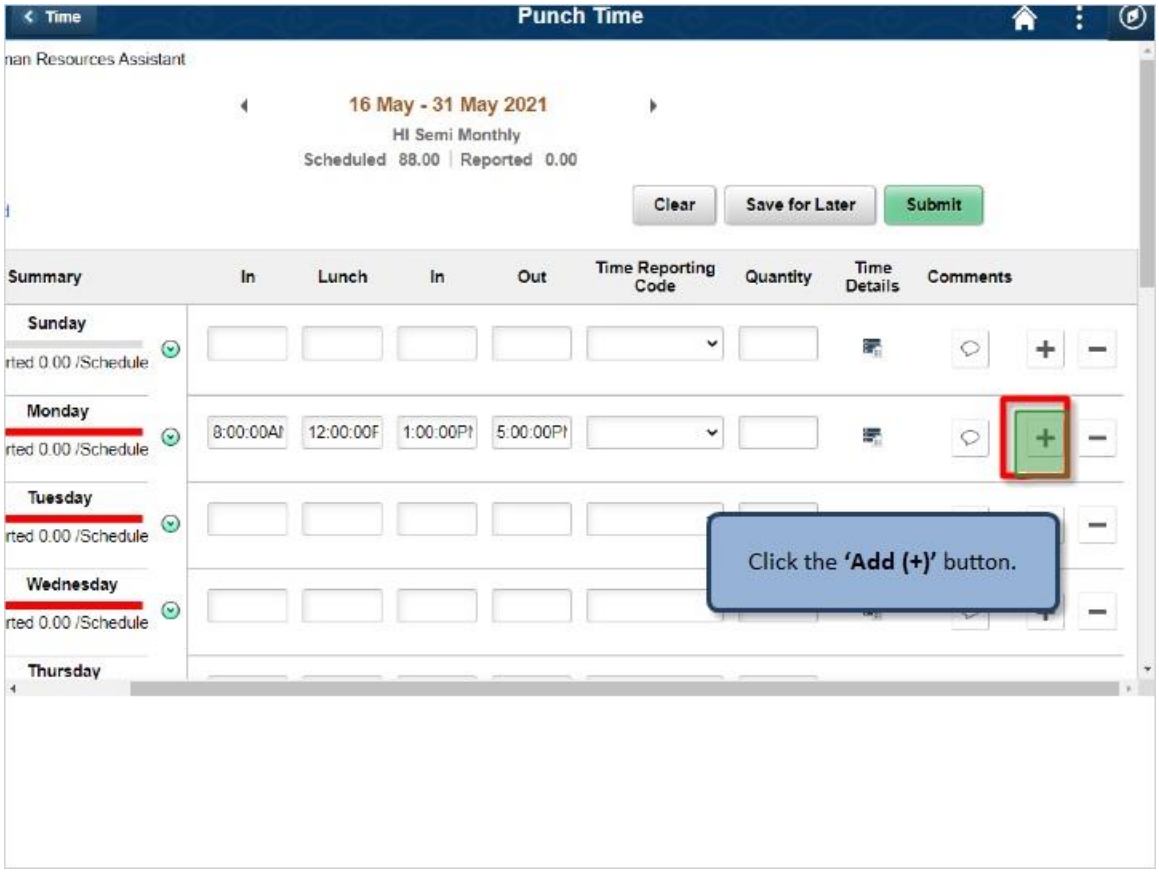
For this example, the punch in and out times have been entered.

Note: You do not need to enter a Time Reporting Code for Regular hours worked.

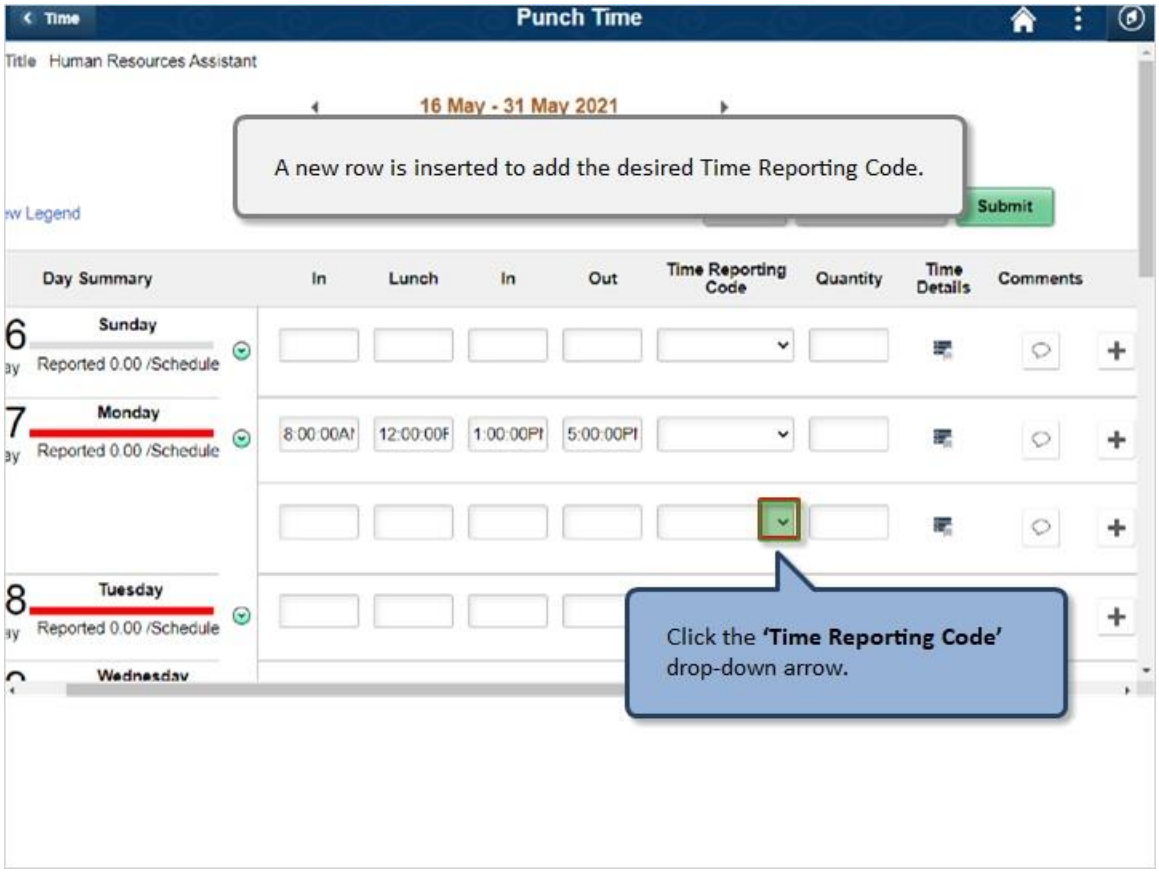


When both regular and differential time must be reported for the same day, click the **(+) Add** button to insert a new row.

The quantity depends on the time reported. For example, report differentials such as Night Shift Diff in hours (e.g. 0.5), but report Meals in units (e.g. 1).

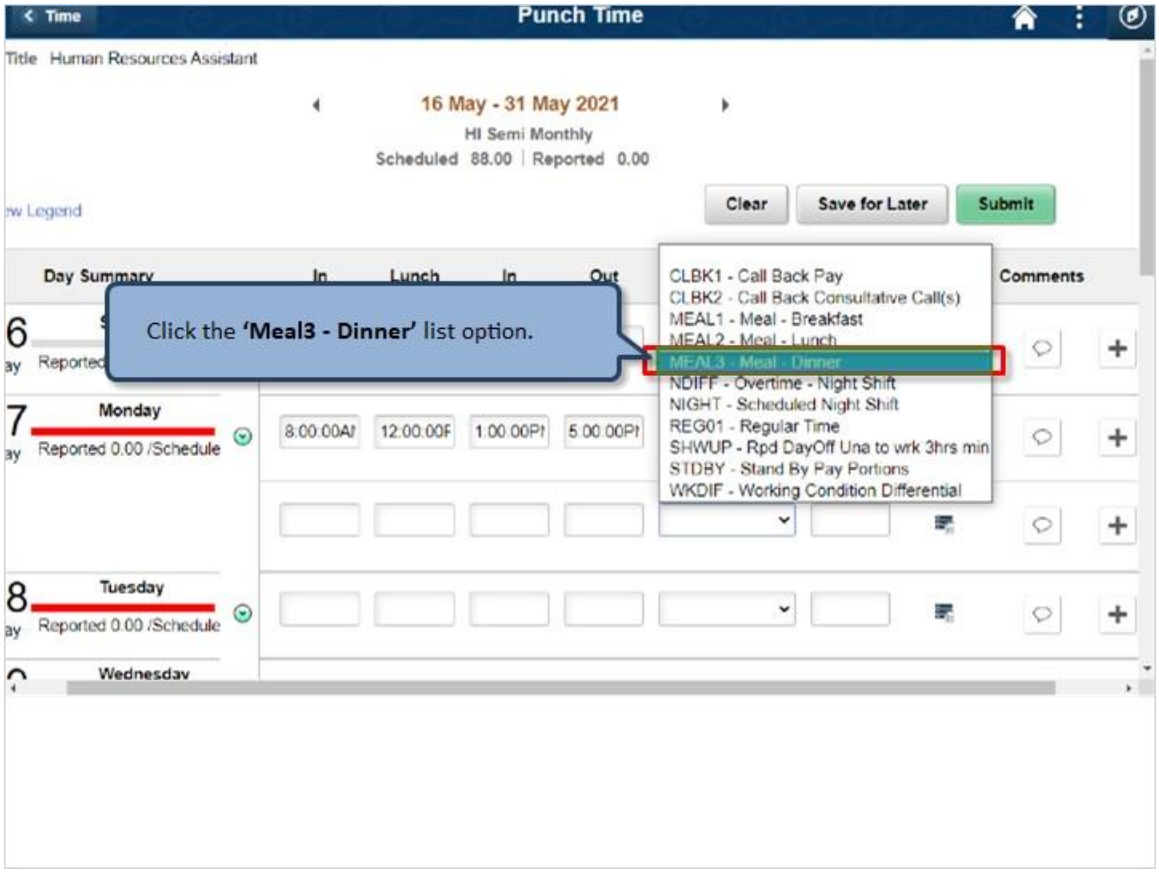


Click the '**Add (+)**' button.

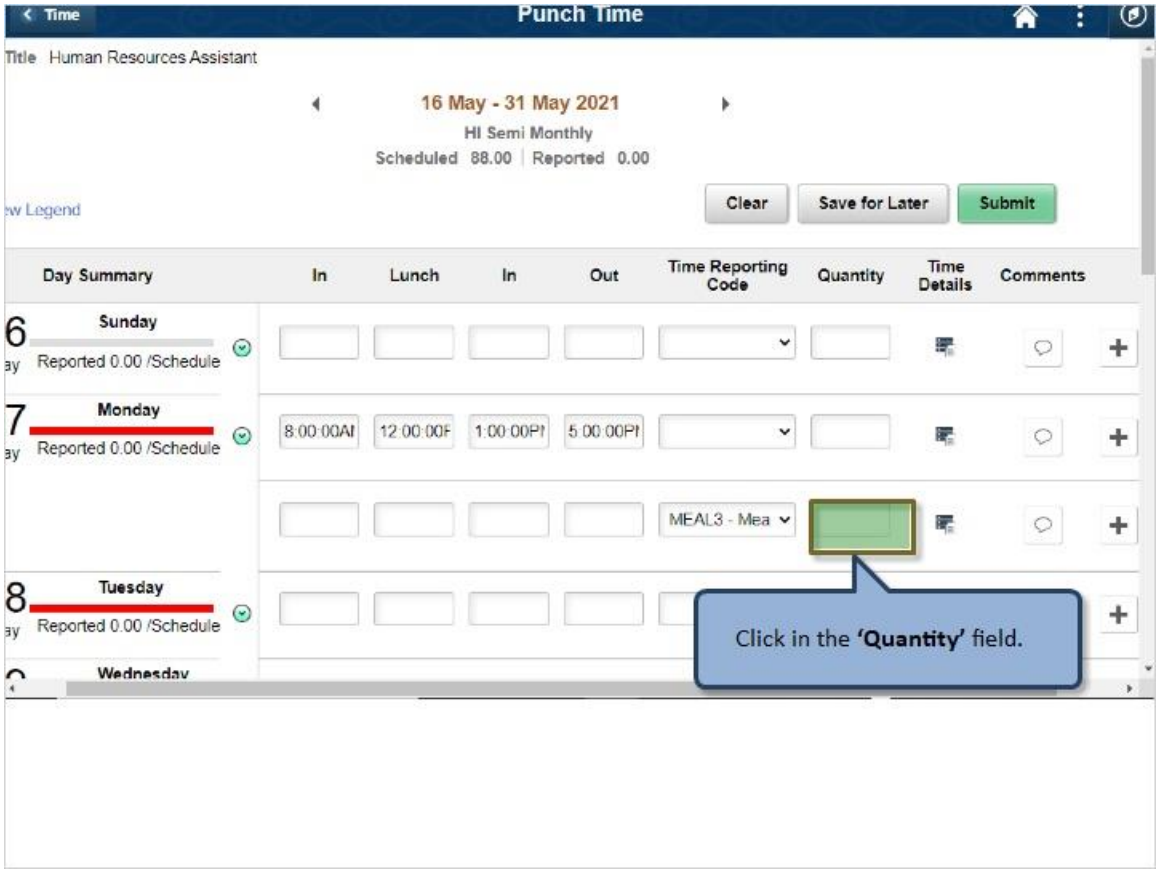


A new row is inserted to add the desired Time Reporting Code.

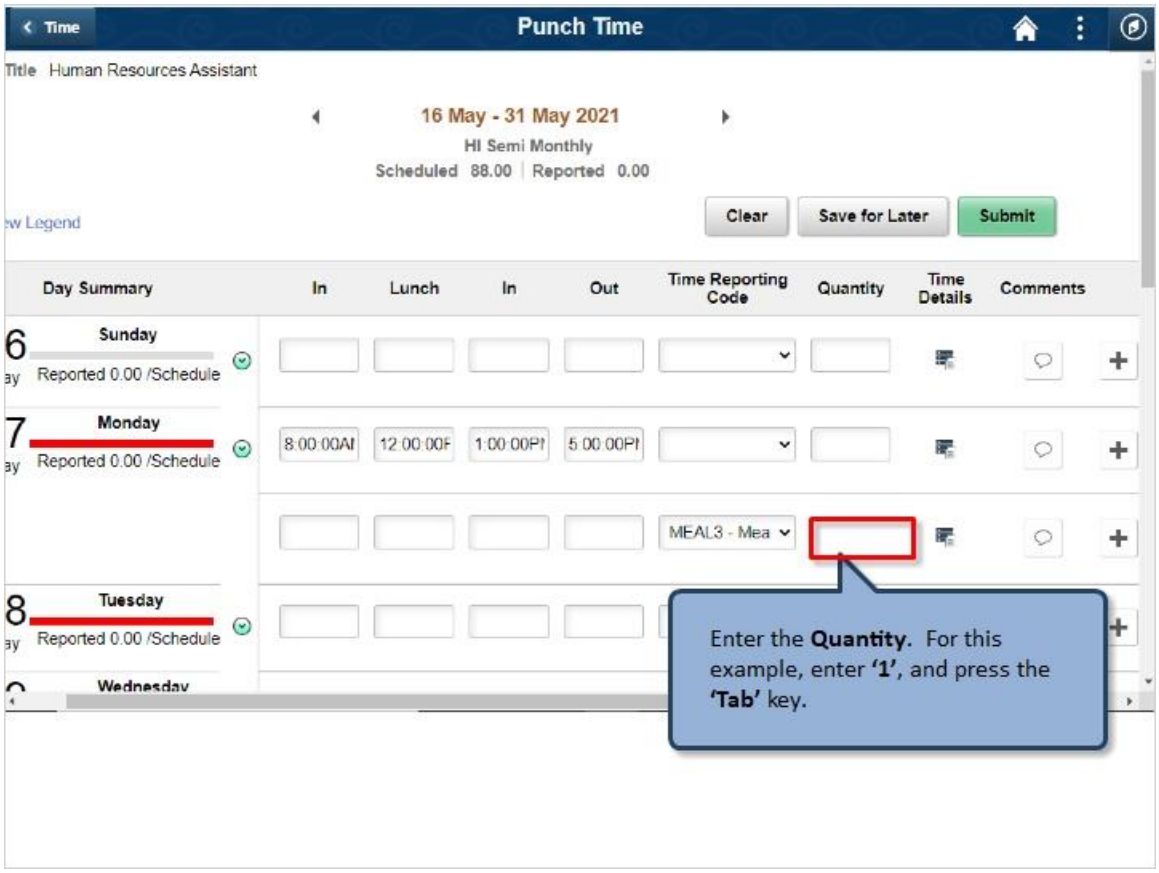
Click the **'Time Reporting Code'** drop-down arrow.



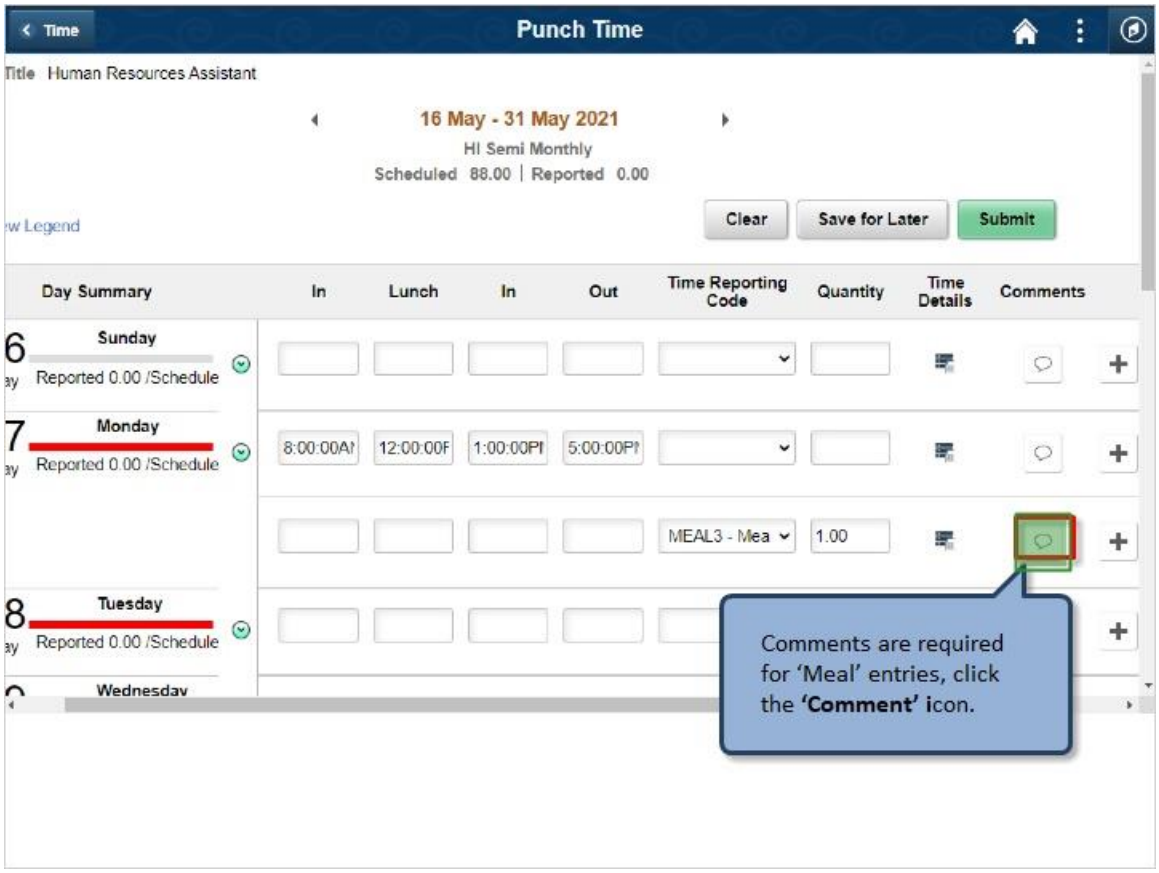
Click the **'Meal3 - Dinner'** list option.



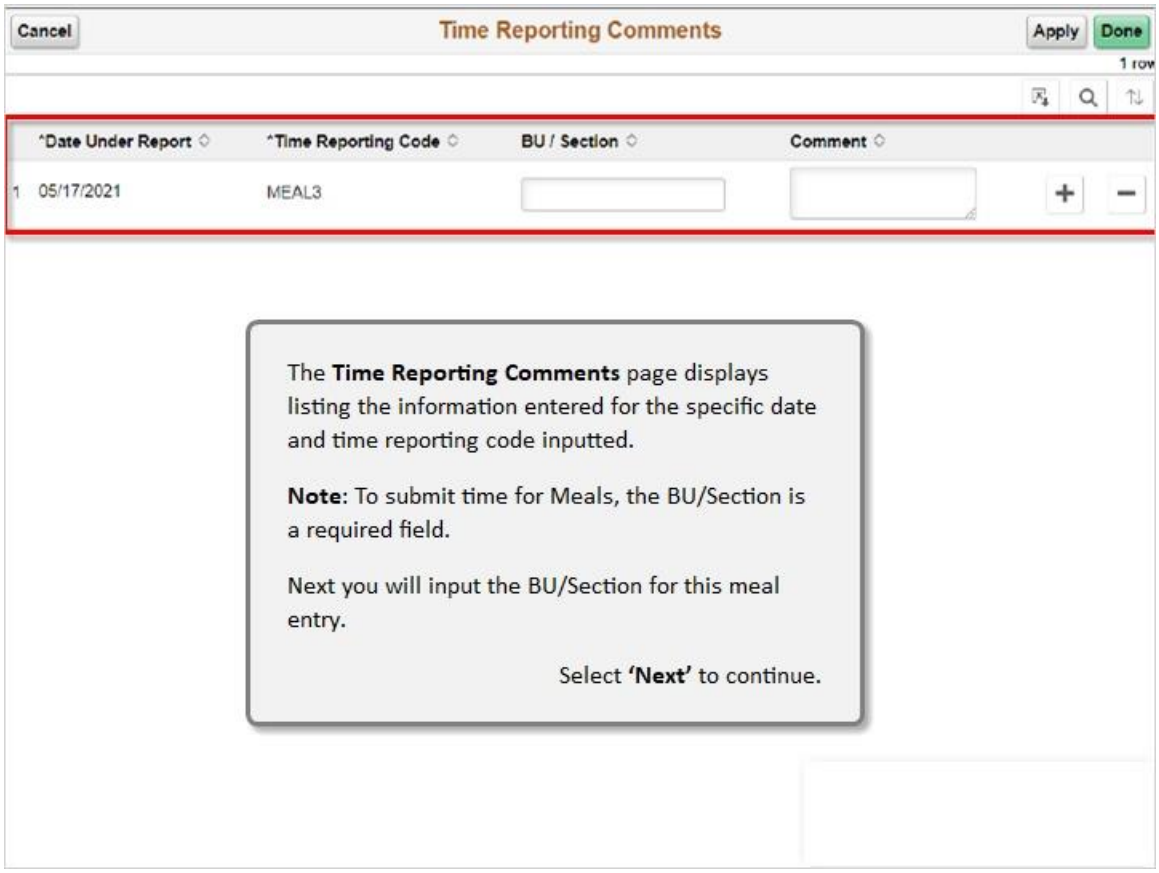
Click in the **'Quantity'** field.



Enter the **Quantity**. For this example, enter **'1'**, and press the **'Tab'** key.



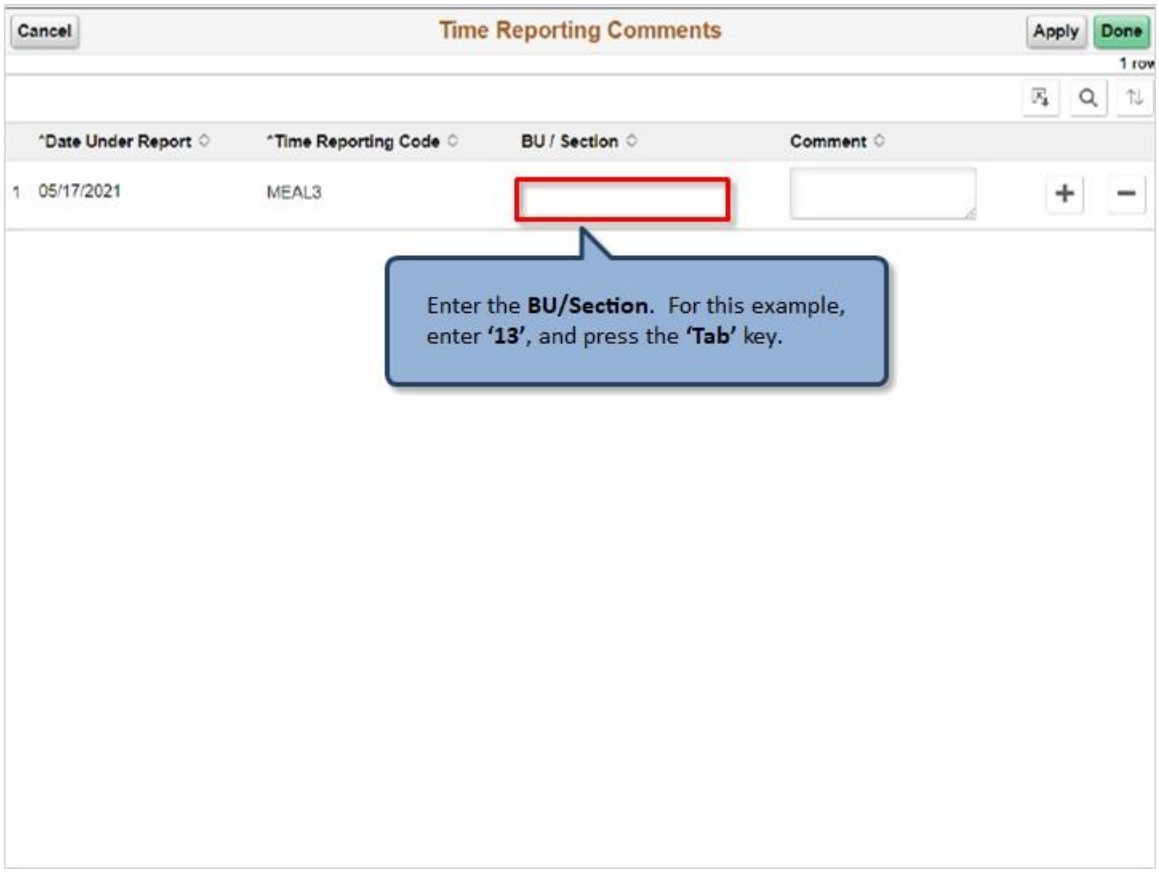
Comments are required for 'Meal' entries, click the **'Comment' i**con.



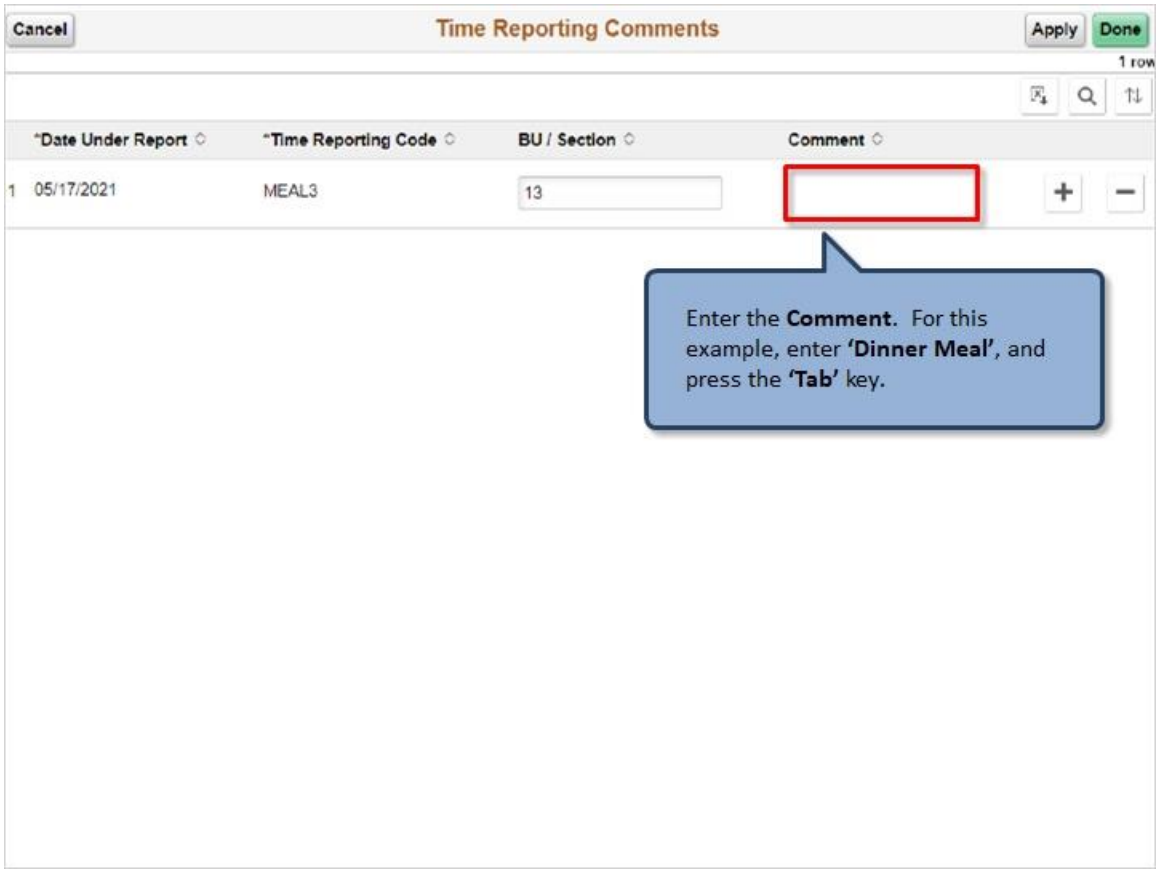
The **Time Reporting Comments** page displays listing the information enter for the specific date and time reporting code inputted.

Note: To submit time for Meals, the BU/Section is a required field.

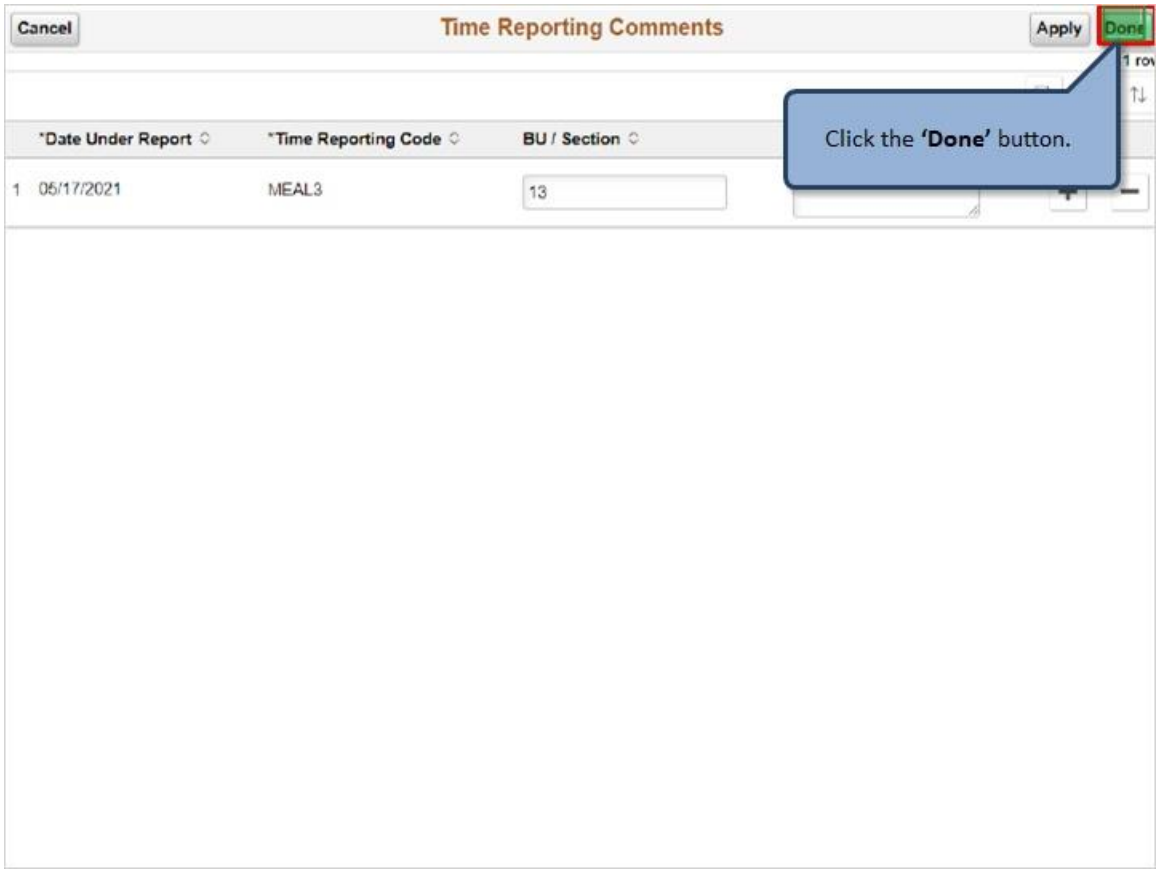
Next you will input the BU/Section for this meal entry.



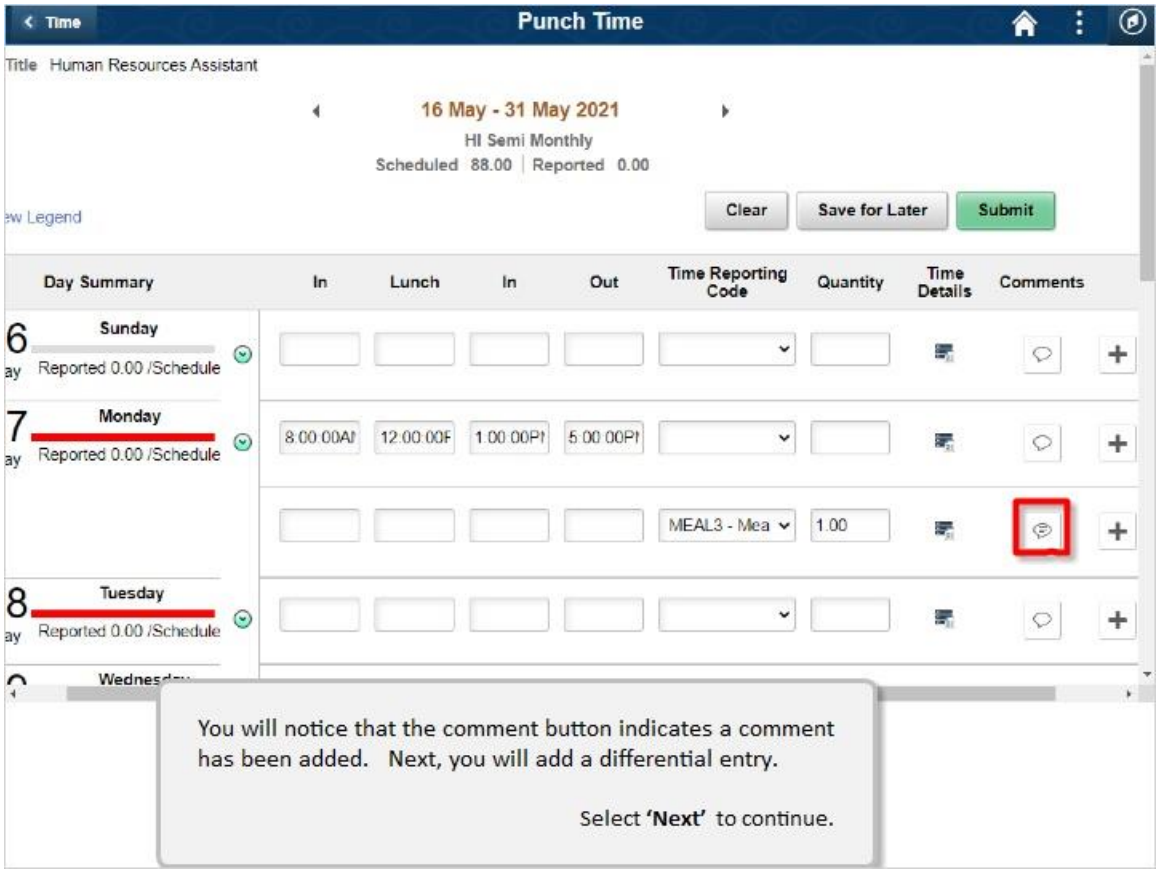
Enter the **BU/Section**. For this example, enter **'13'**, and press the **'Tab'** key.



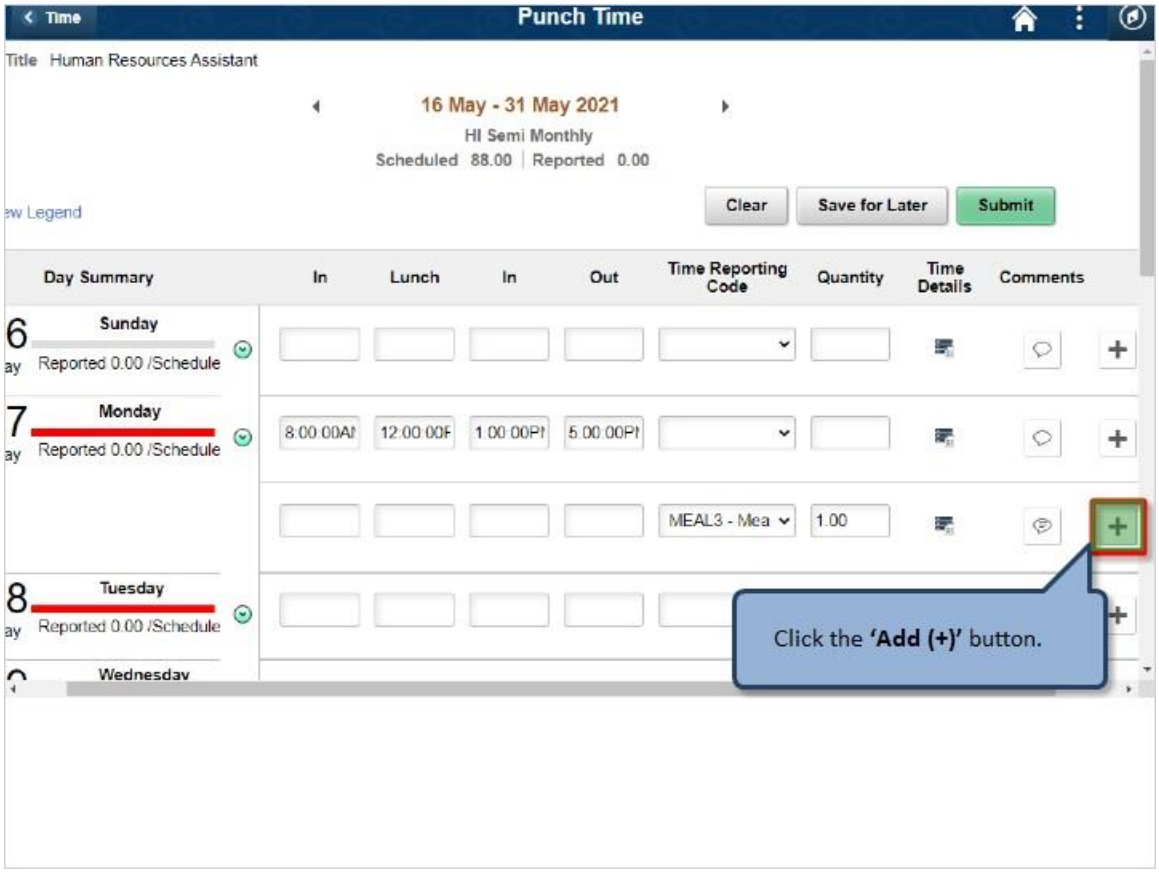
Enter the **Comment**. For this example, enter **'Dinner Meal'**, and press the **'Tab'** key.



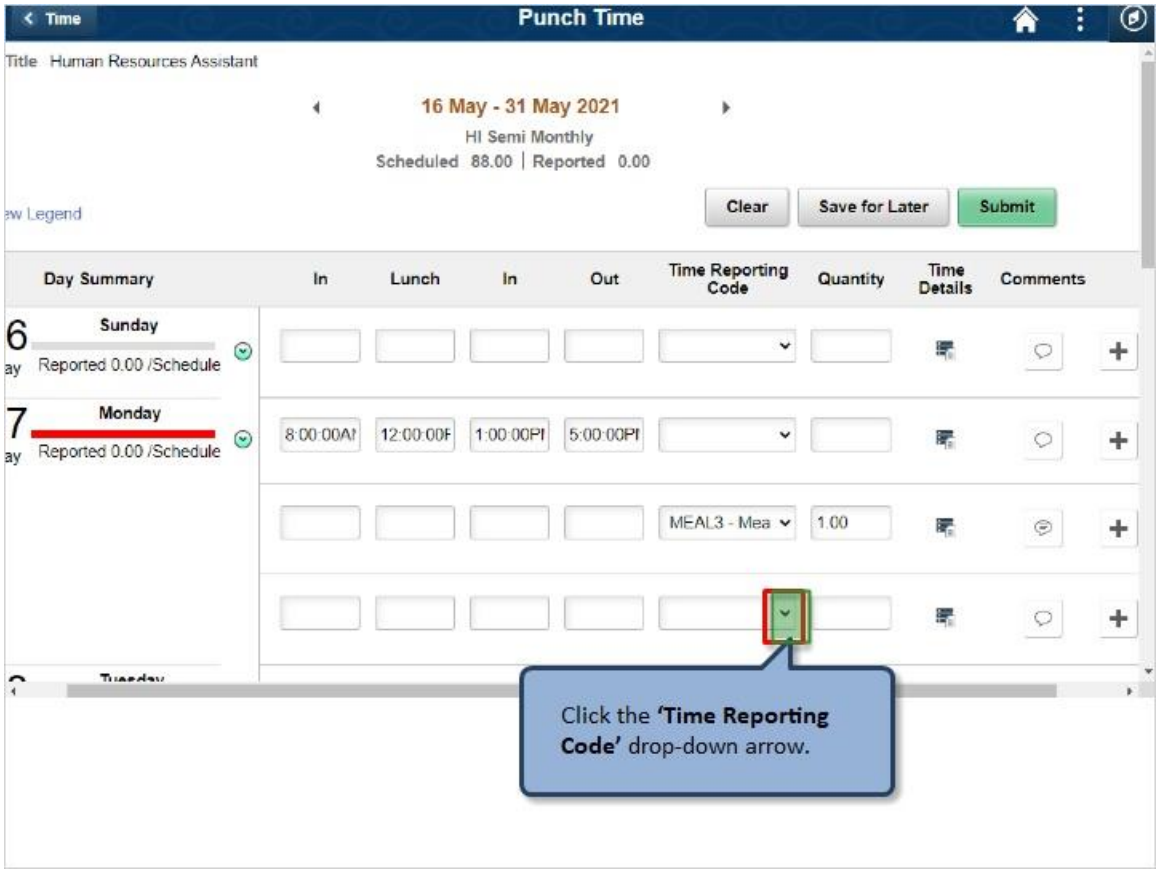
Click the **'Done'** button.



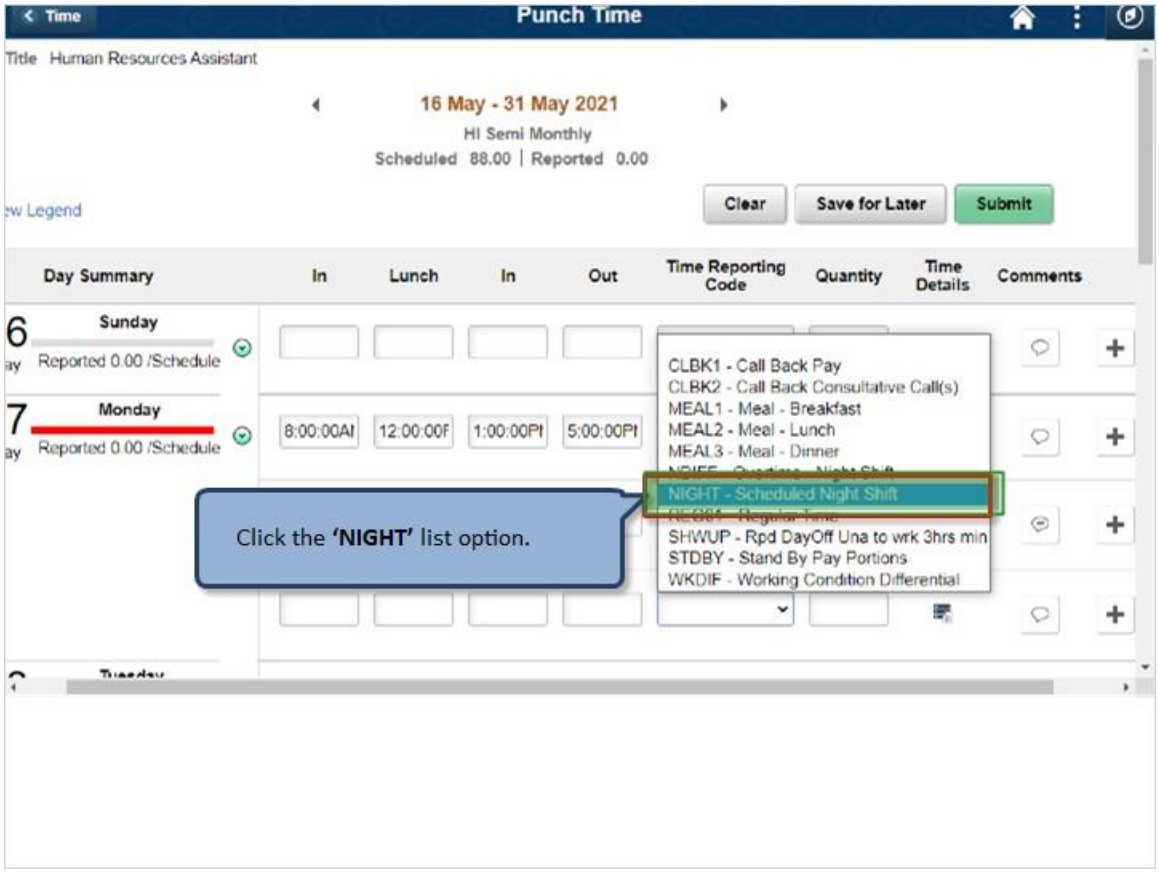
You will notice that the comment button indicates a comment has been added. Next, you will add a differential entry.



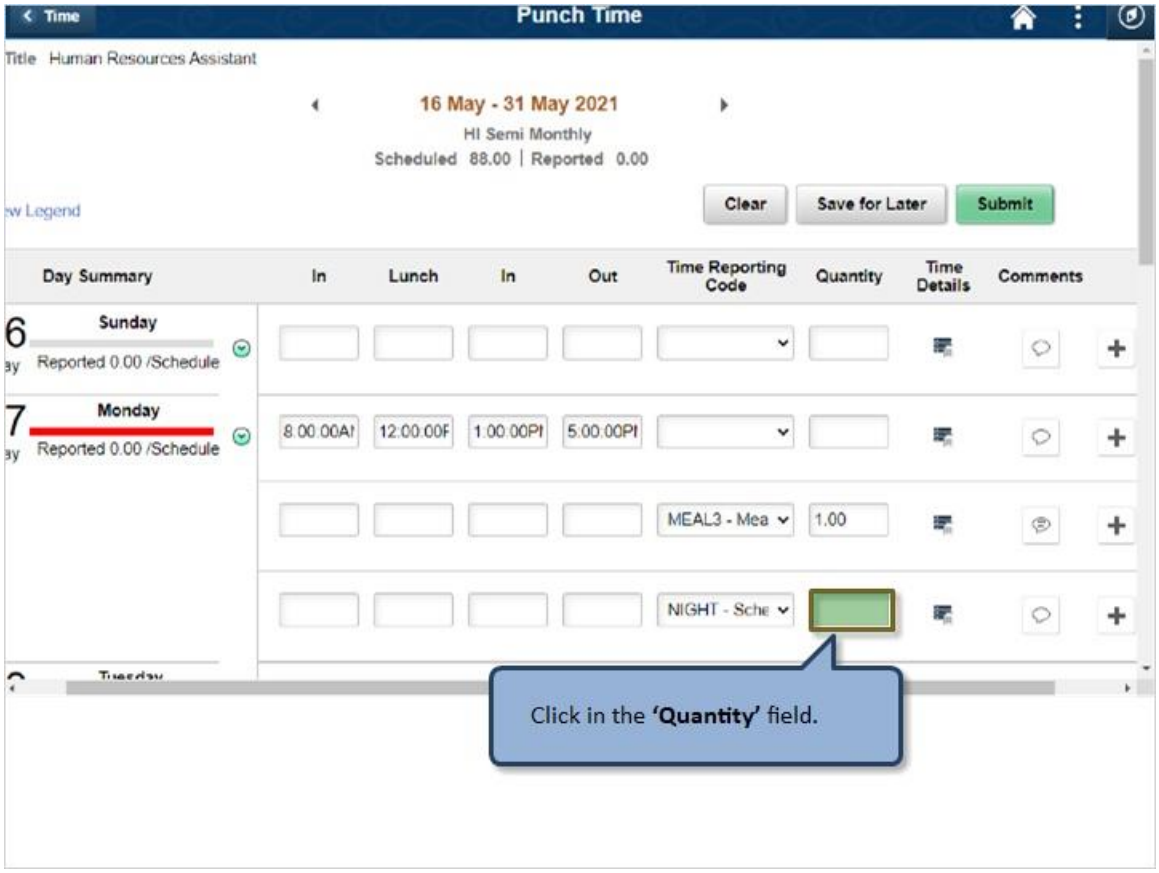
Click the **'Add (+)'** button.



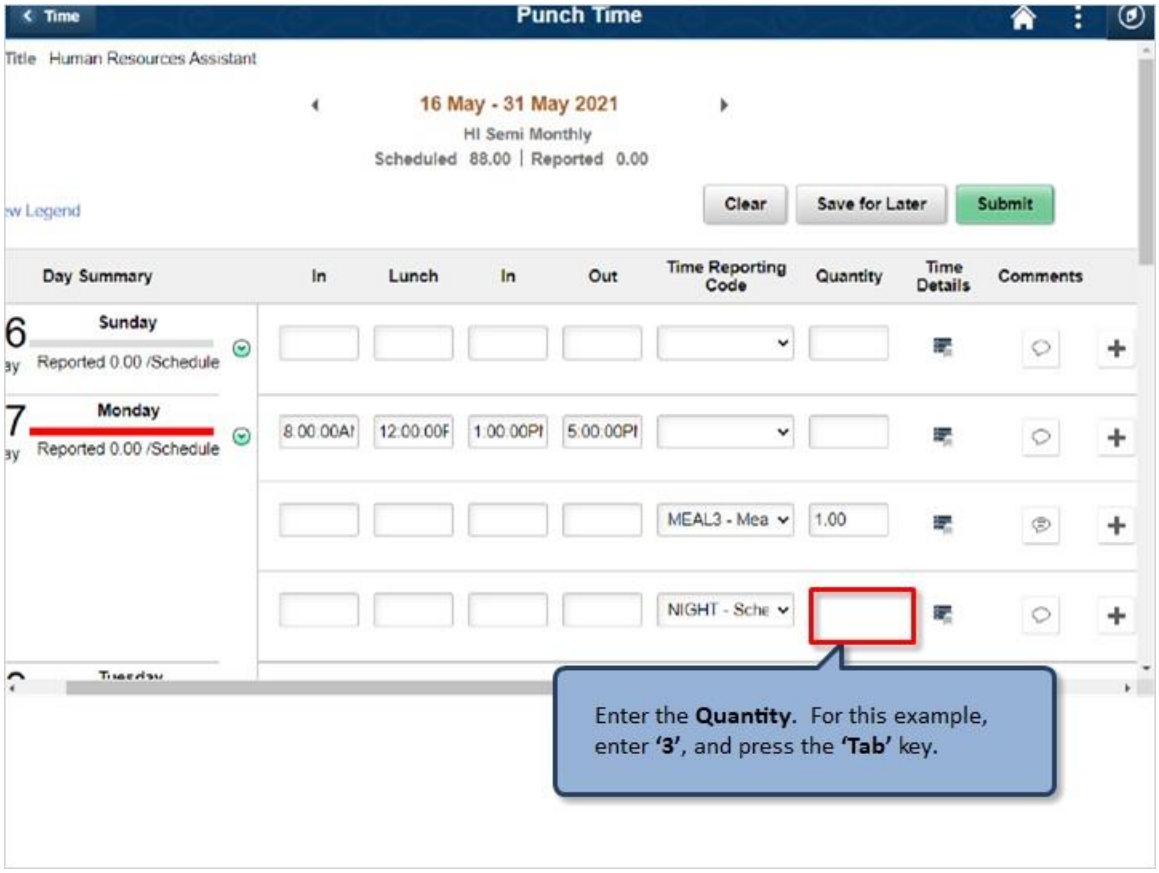
Click the **'Time Reporting Code'** drop-down arrow.



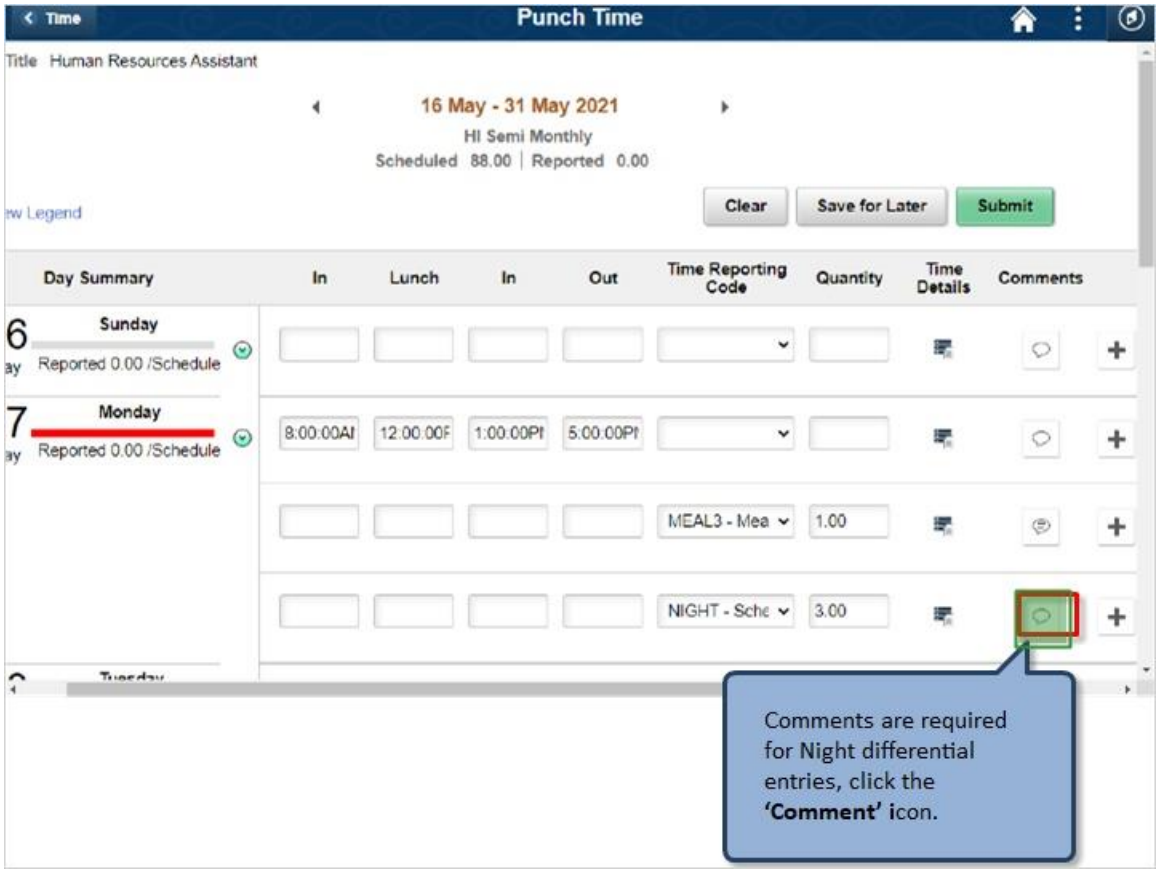
Click the **'NIGHT'** list option.



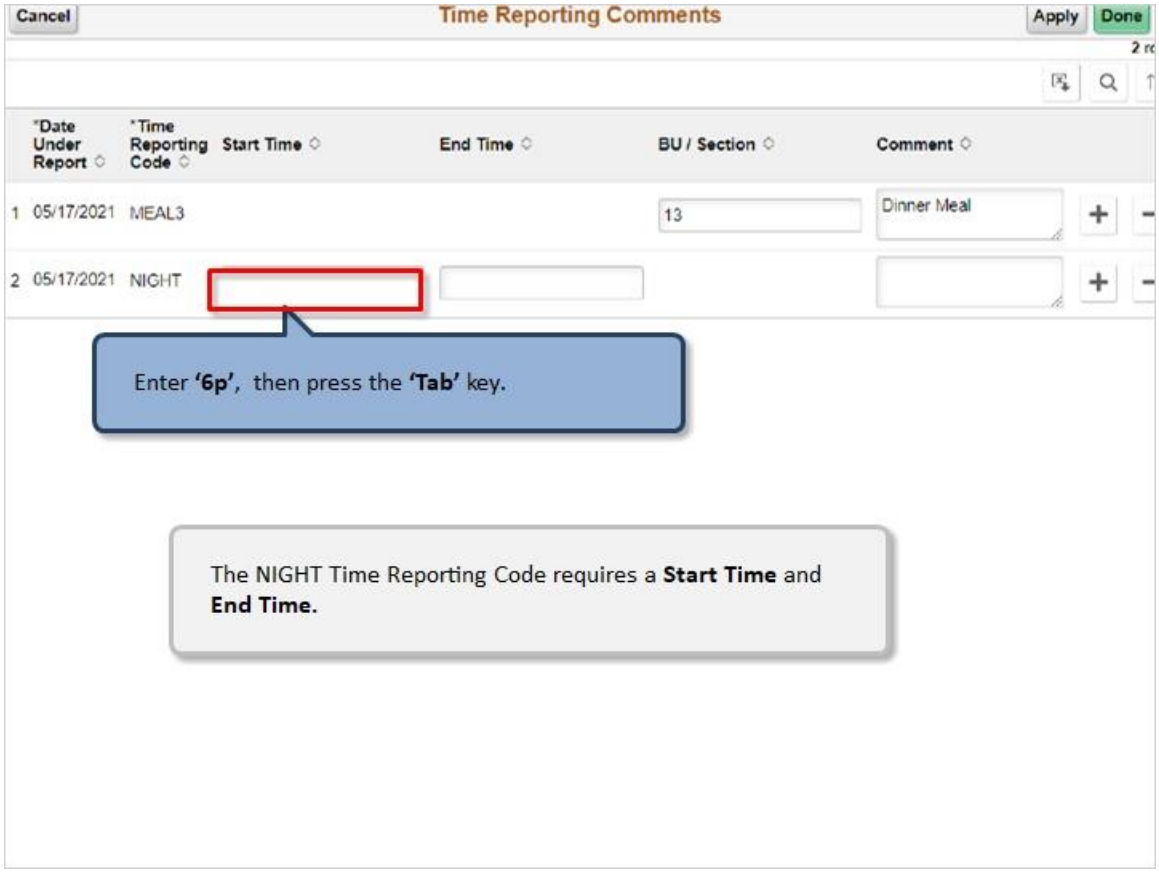
Click in the **'Quantity'** field.



Enter the **Quantity**. For this example, enter **'3'**, and press the **'Tab'** key.

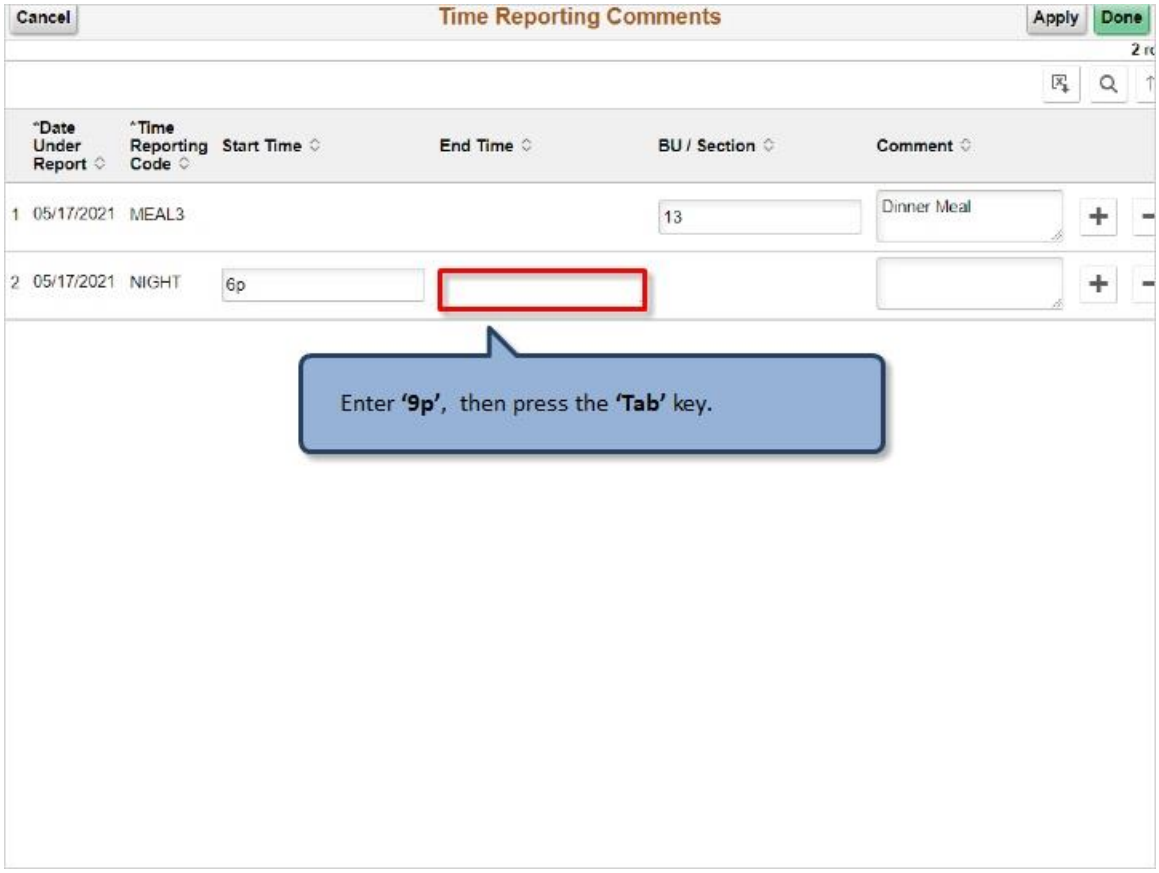


Comments are required for Night differential entries, click the **'Comment' i**con.

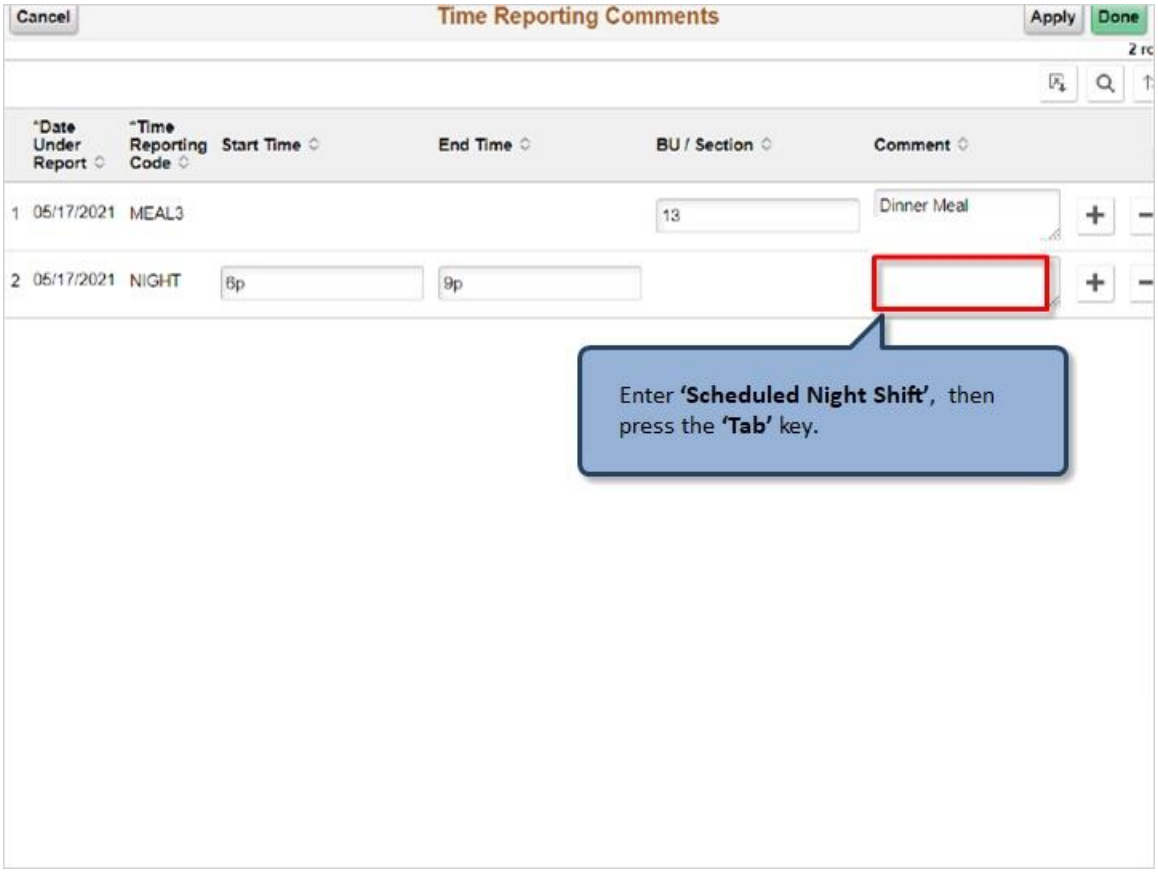


The NIGHT Time Reporting Code requires a **Start Time** and **End Time.**

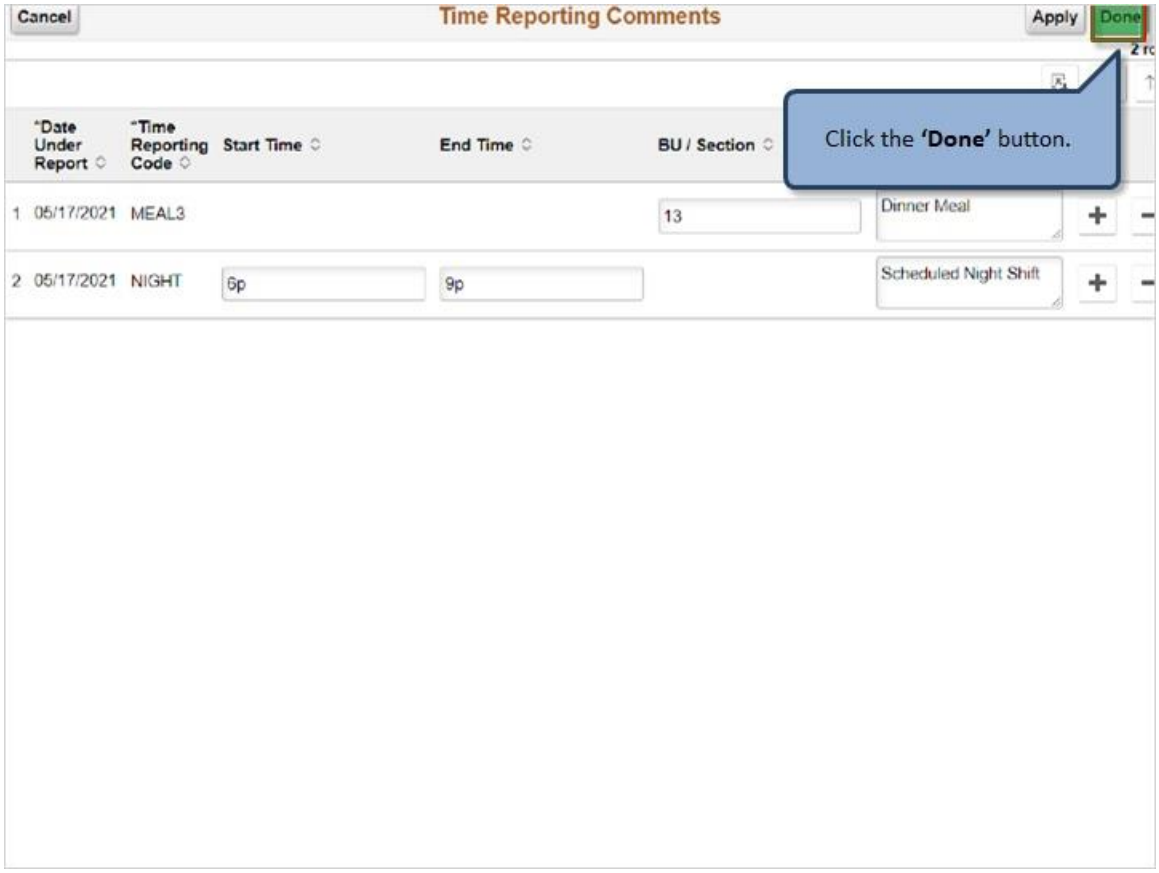
Enter **'6p'**, then press the **'Tab'** key.



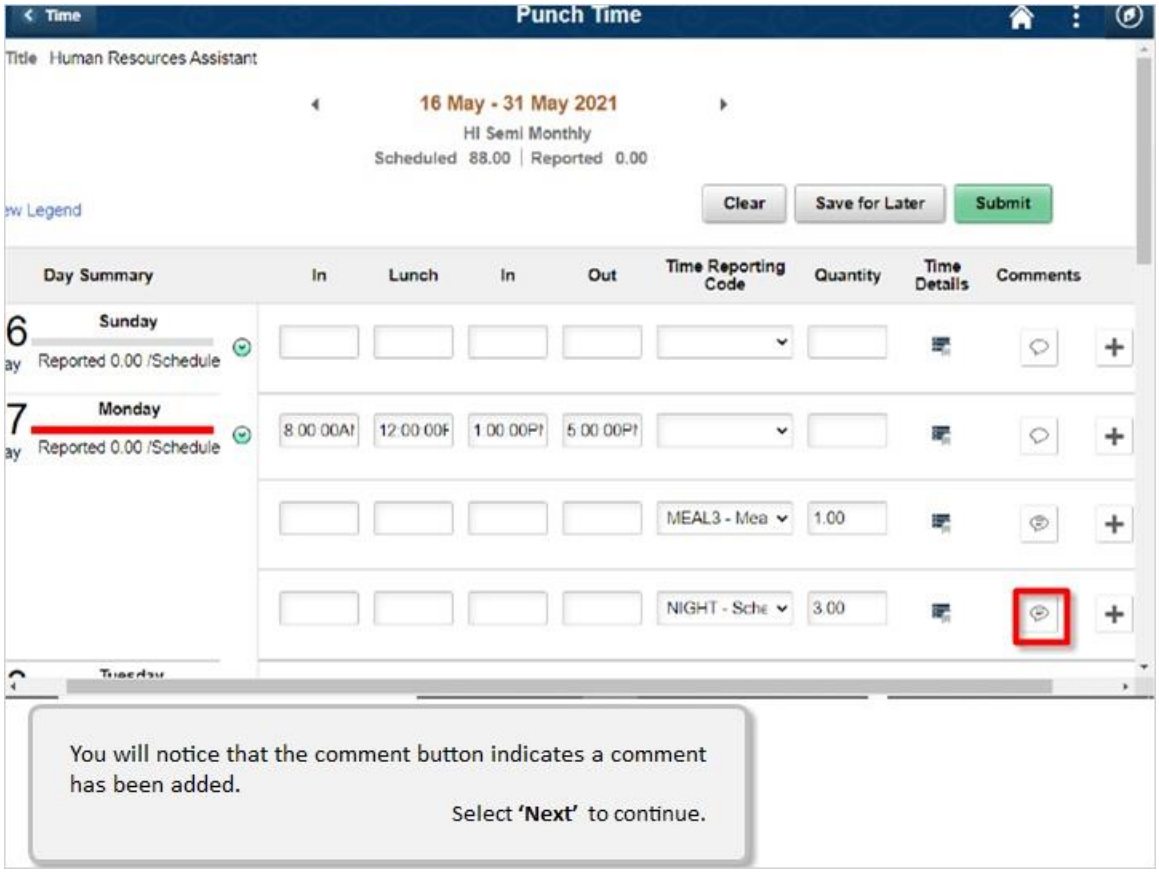
Enter **'9p'**, then press the **'Tab'** key.



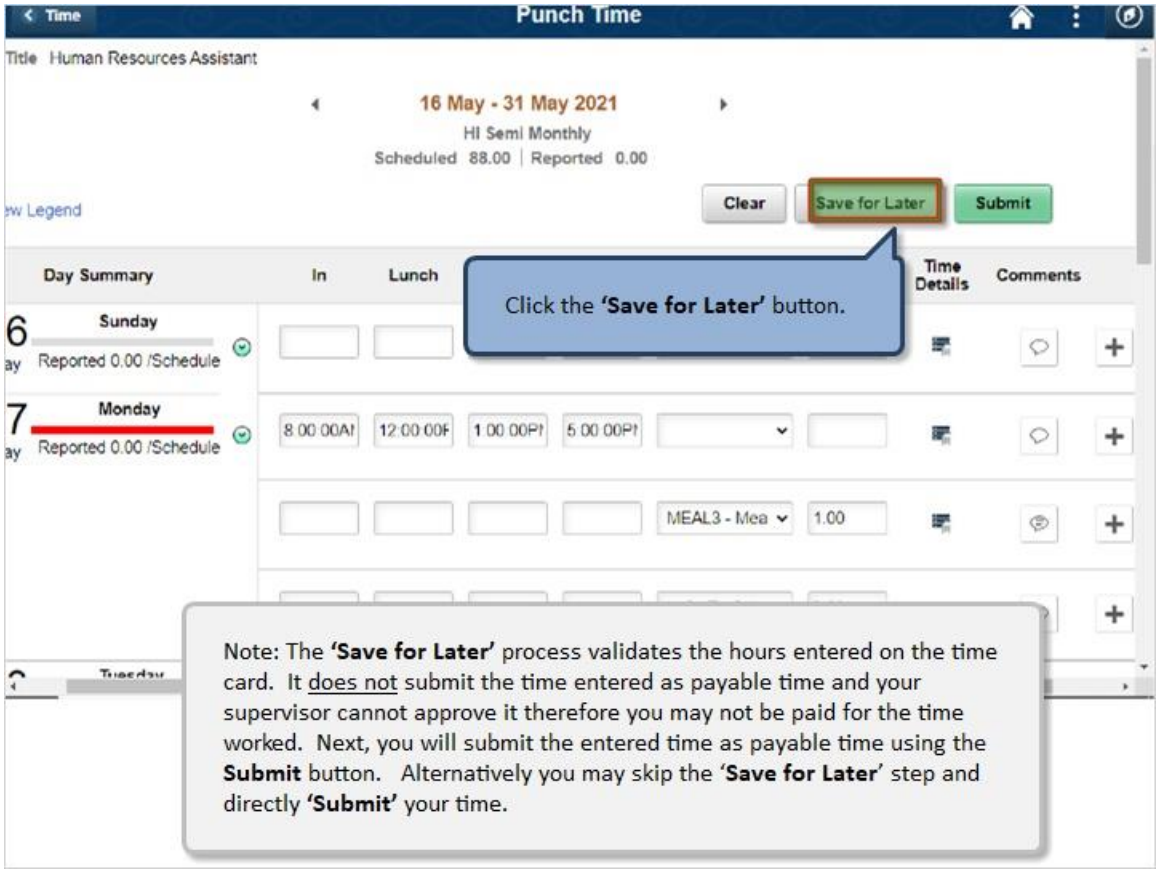
Enter **'Scheduled Night Shift'**, then press the **'Tab'** key.



Click the **'Done'** button.

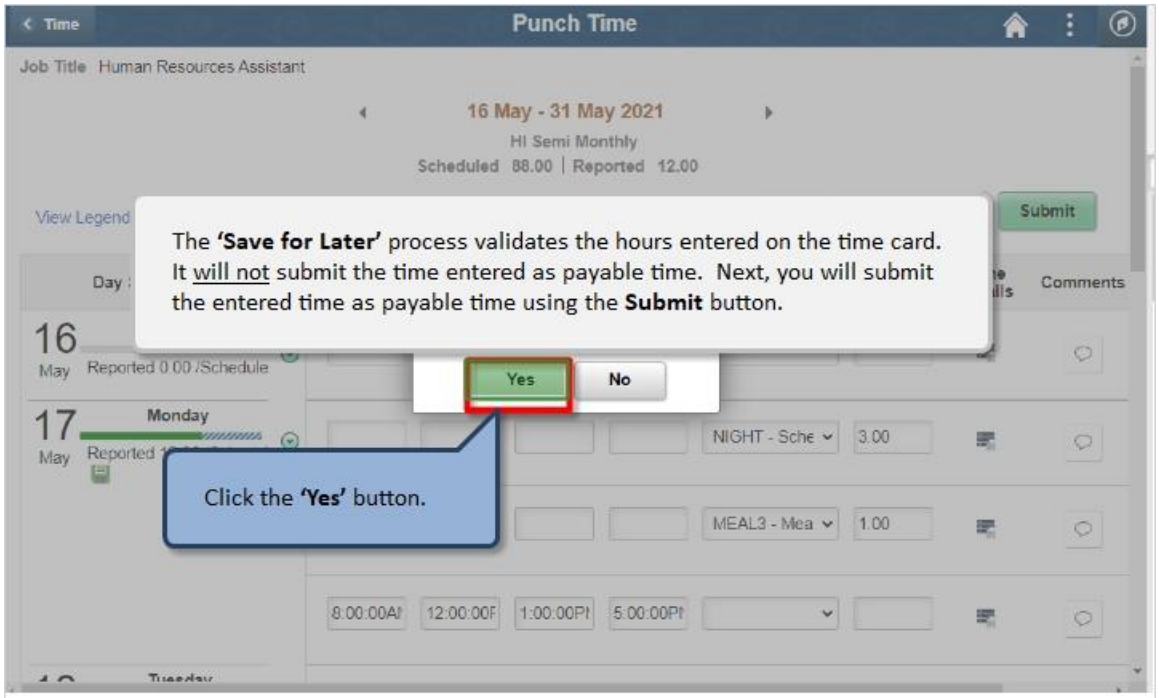


You will notice that the comment button indicates a comment has been added.



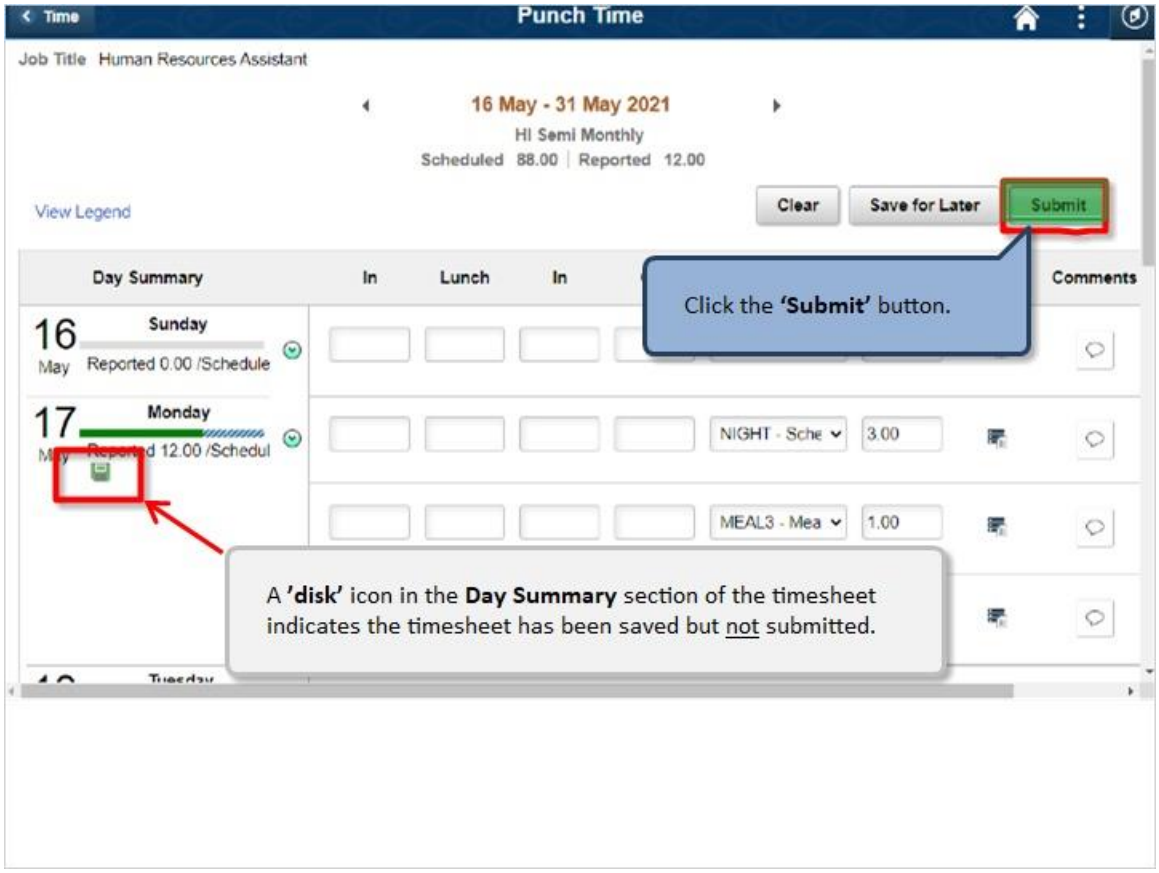
Note: The **'Save for Later'** process validates the hours entered on the time card. It does not submit the time entered as payable time and your supervisor cannot approve it therefore you may not be paid for the time worked. Next, you will submit the entered time as payable time using the **Submit** button. Alternatively, you may skip the "**Save for Later'** step and directly '**Submit**' your time

Click the **'Save for Later'** button.



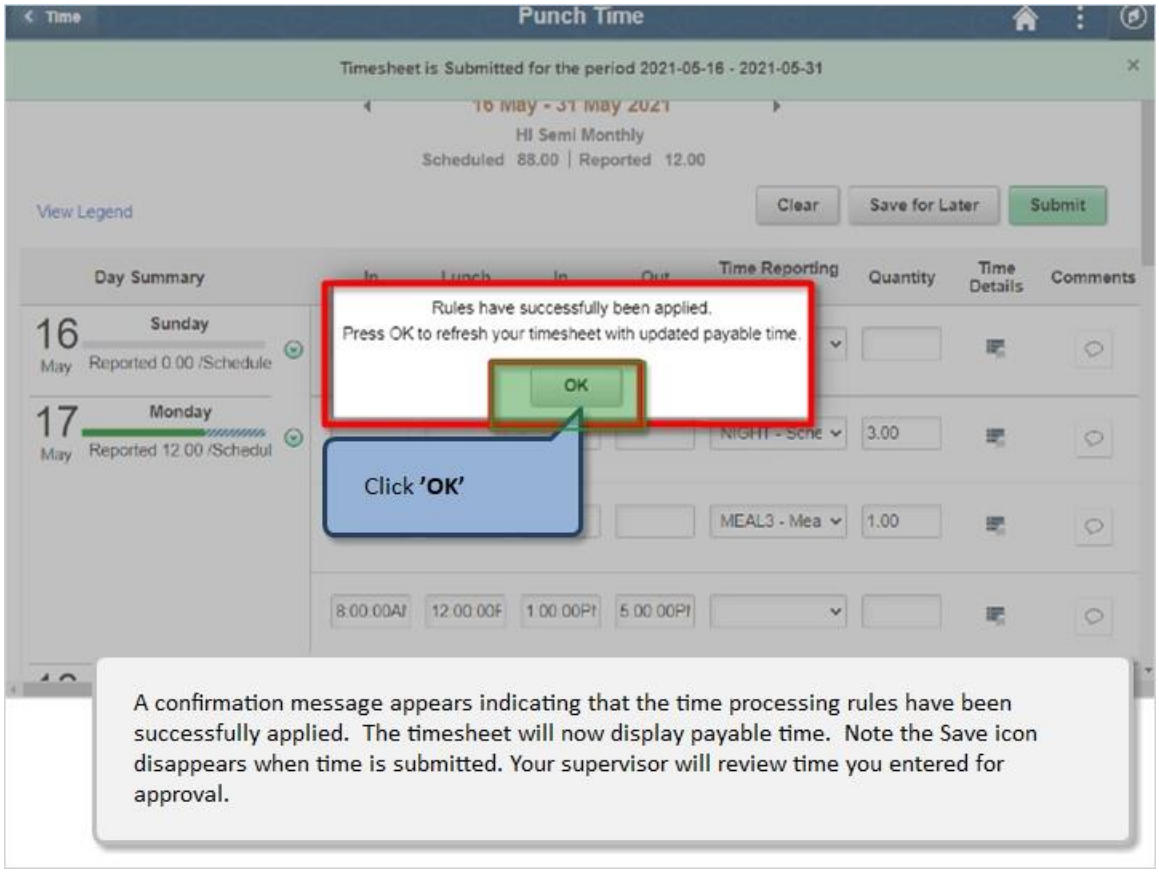
The **'Save for Later'** process validates the hours entered on the time card. It <u>will not</u> submit the time entered as payable time. Next, you will submit the entered time as payable time using the **Submit** button.

Click the **'Yes'** button.



A **'disk'** icon in the **Day Summary** section of the timesheet indicates the timesheet has been saved but not submitted.

Click the **'Submit'** button.



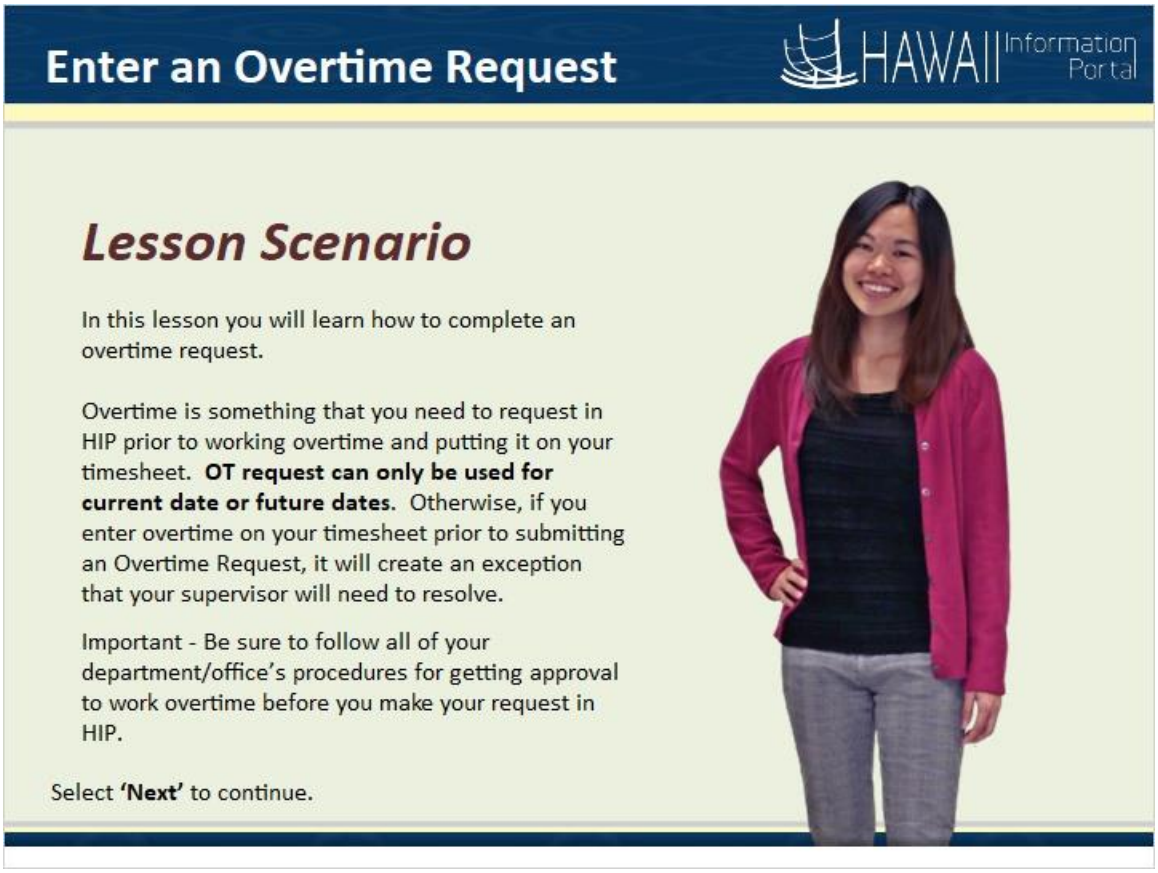
A confirmation message appears indicating that the time processing rules have been successfully applied. The timesheet will now display payable time. Note the Save icon disappears when time is submitted. Your supervisor will review time you entered for approval.

Click '**OK**'.

Congratulations!

You've successfully completed this lesson.

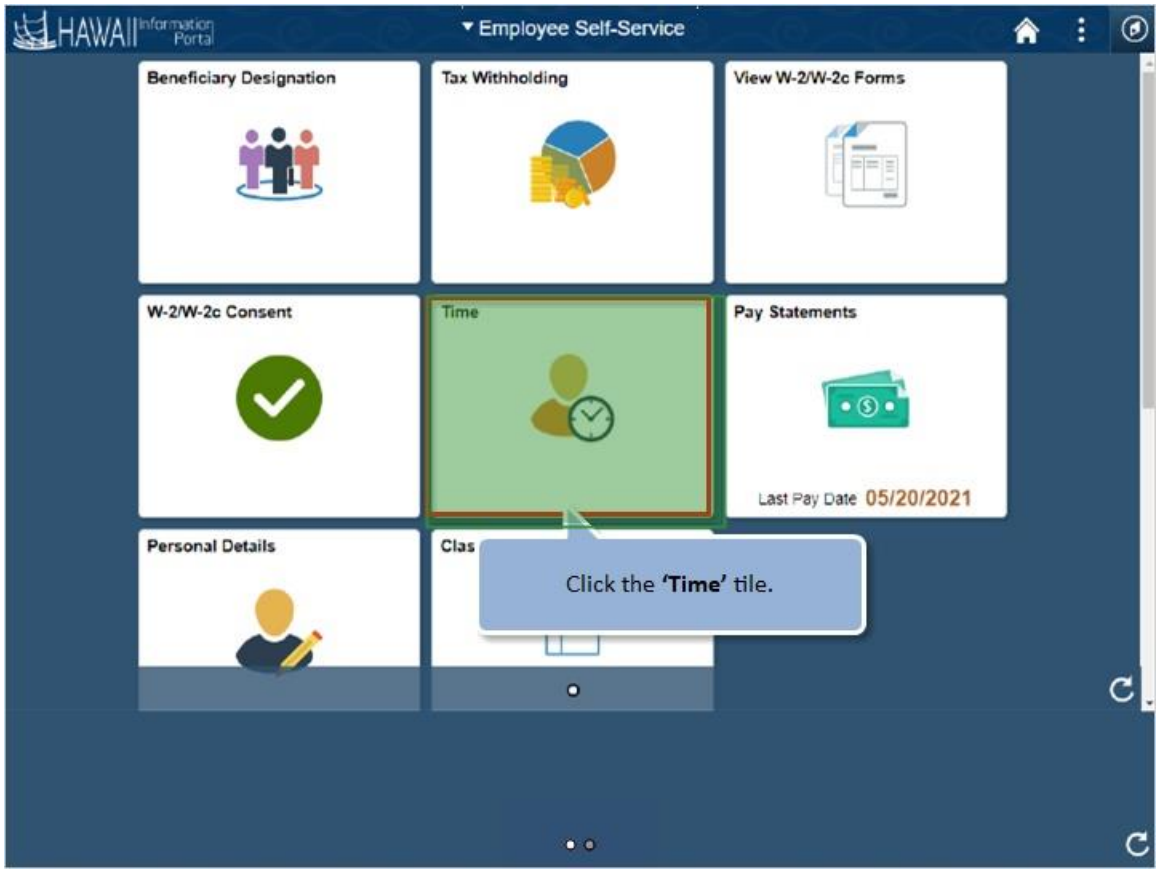
Overtime Request



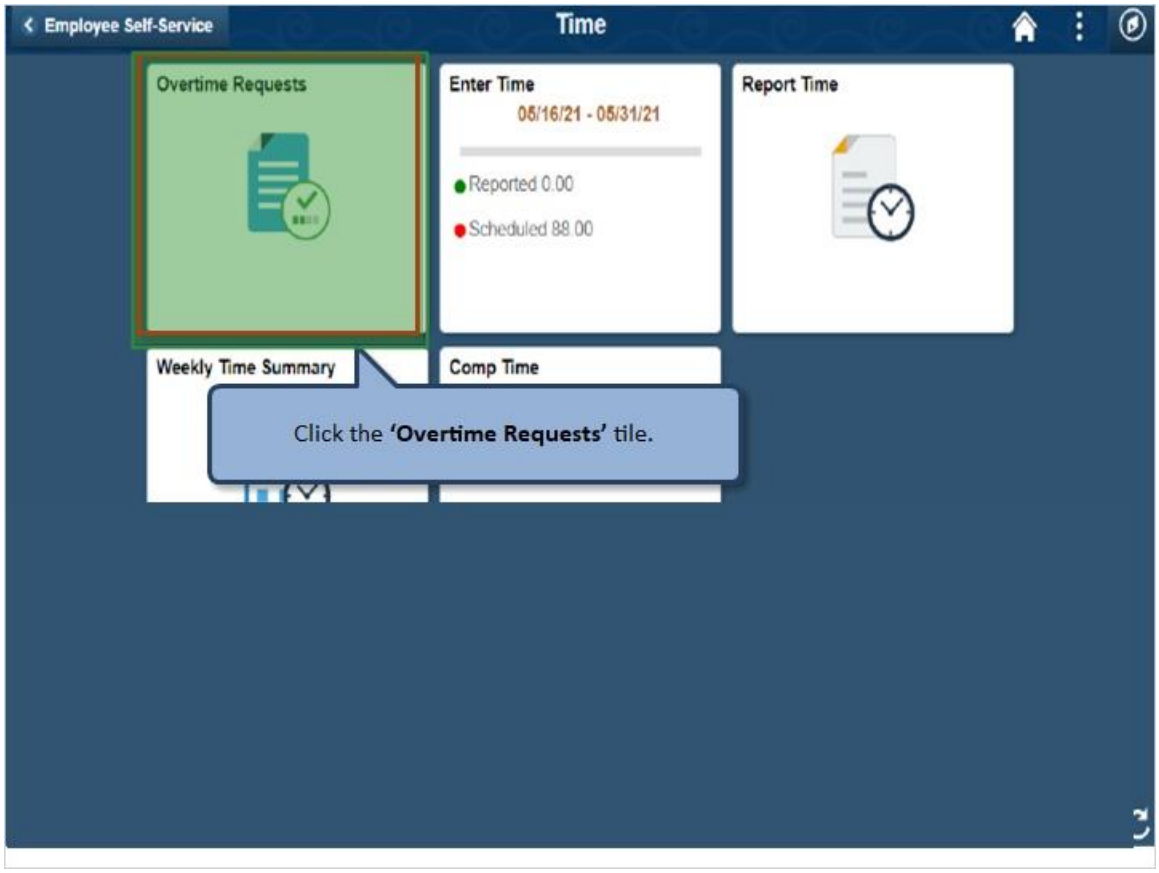
In this lesson you will learn how to complete an overtime request.

Overtime is something that you need to request in HIP prior to working overtime and putting it on your timesheet. **OT request can only be used for current date or future dates.** Otherwise, if you enter overtime on your timesheet prior to submitting an Overtime Request, it will create an exception that your timekeeper will need to resolve.

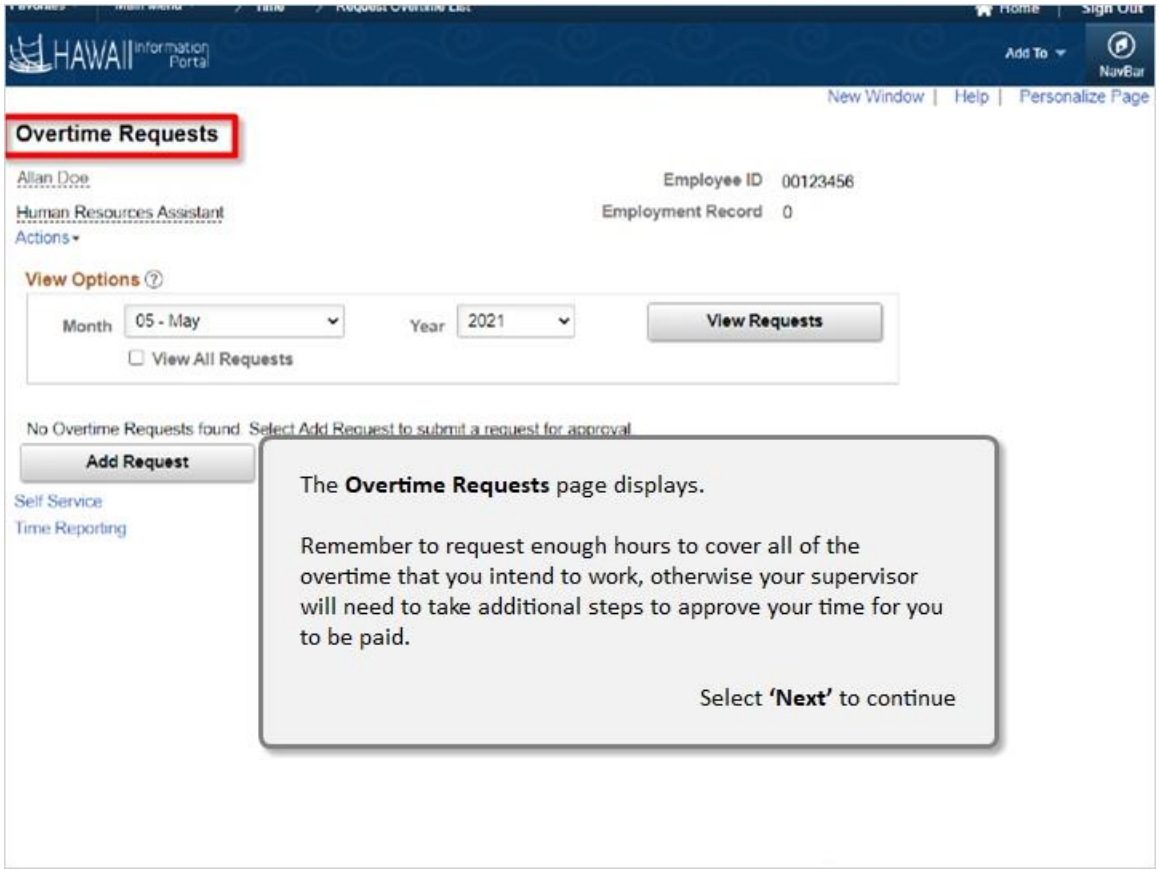
Important - Be sure to follow all of your department/office's procedures for getting approval to work overtime before you make your request in HIP.



Click the **'Time'** tile.

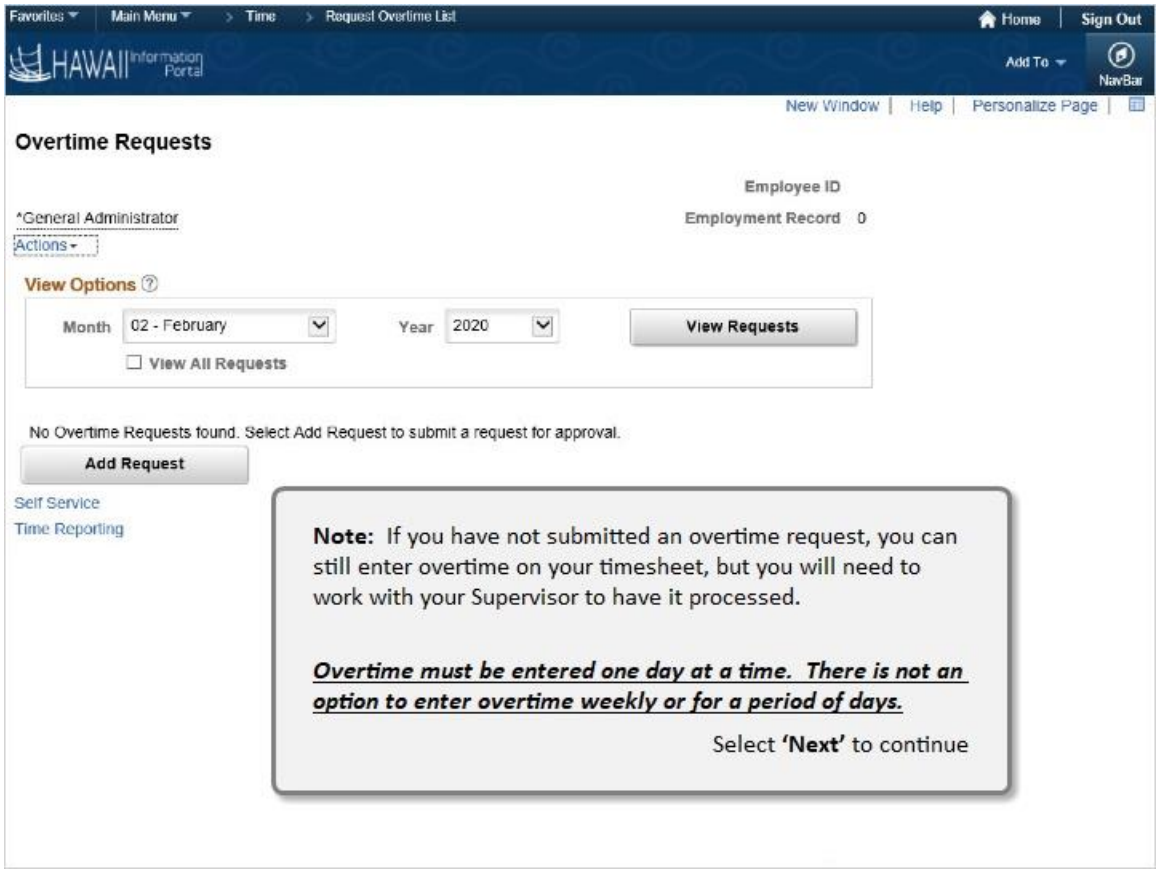


Click the **'Overtime Requests'** tile.



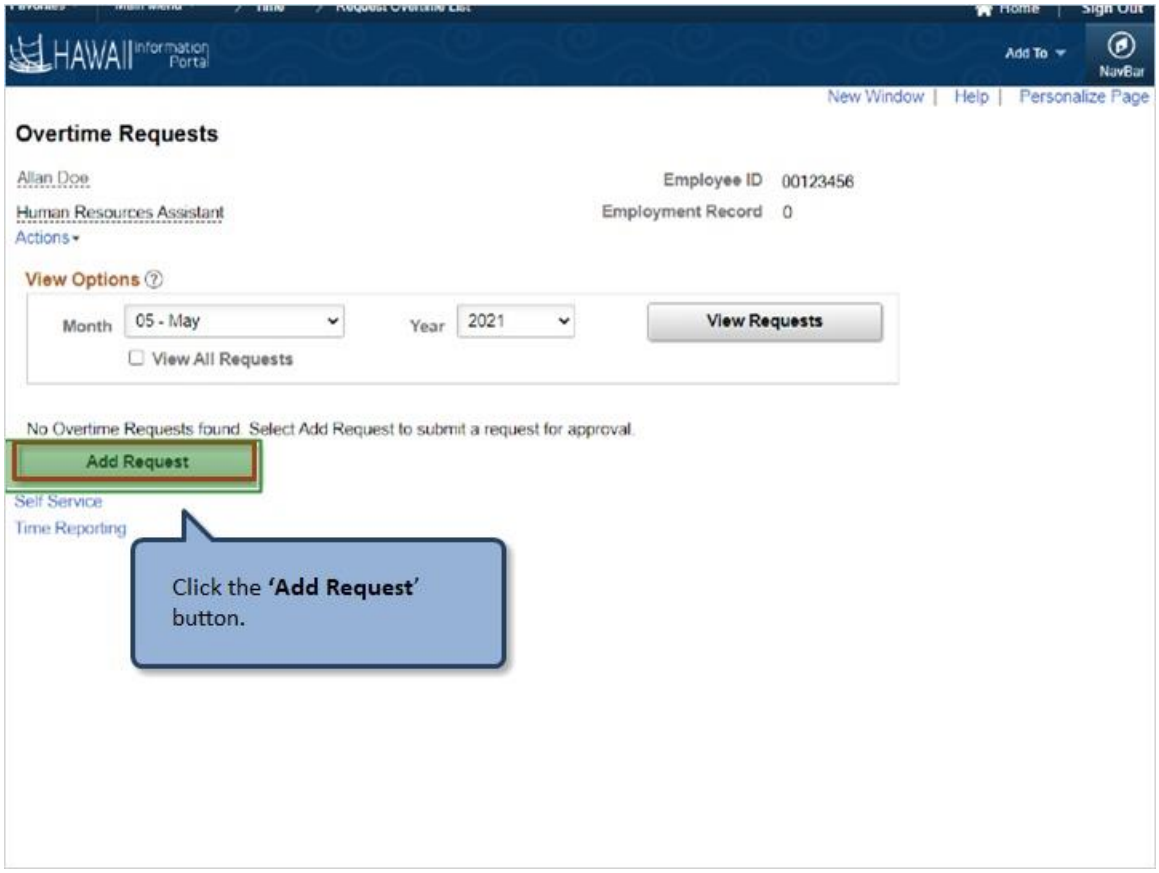
The **Overtime Requests** page displays.

Remember to request enough hours to cover all of the overtime that you intend to work, otherwise your supervisor will need to take additional steps to approve your time for you to be paid.

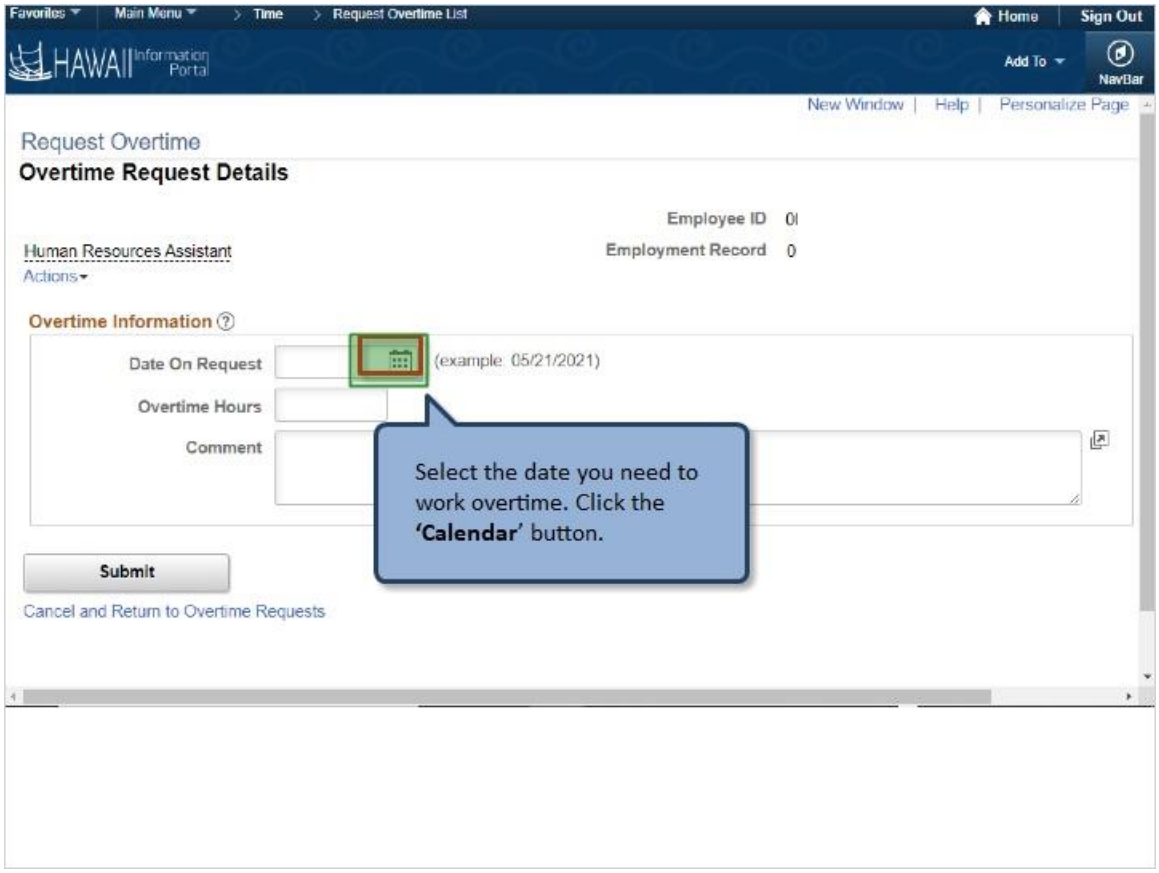


Note: If you have not submitted an overtime request, you can still enter overtime on your timesheet, but you will need to work with your Supervisor to have it processed.

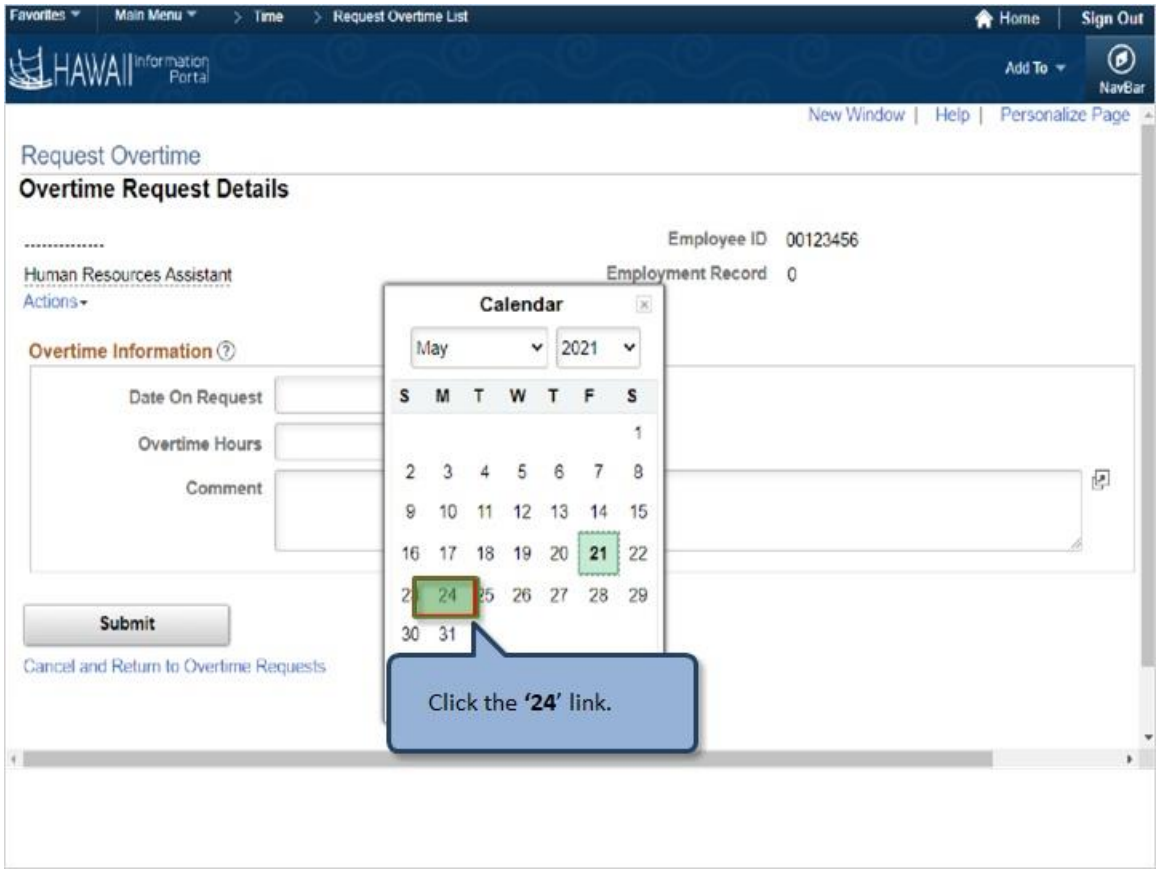
Overtime must be entered one day at a time. There is not an option to enter overtime weekly or for a period of days.



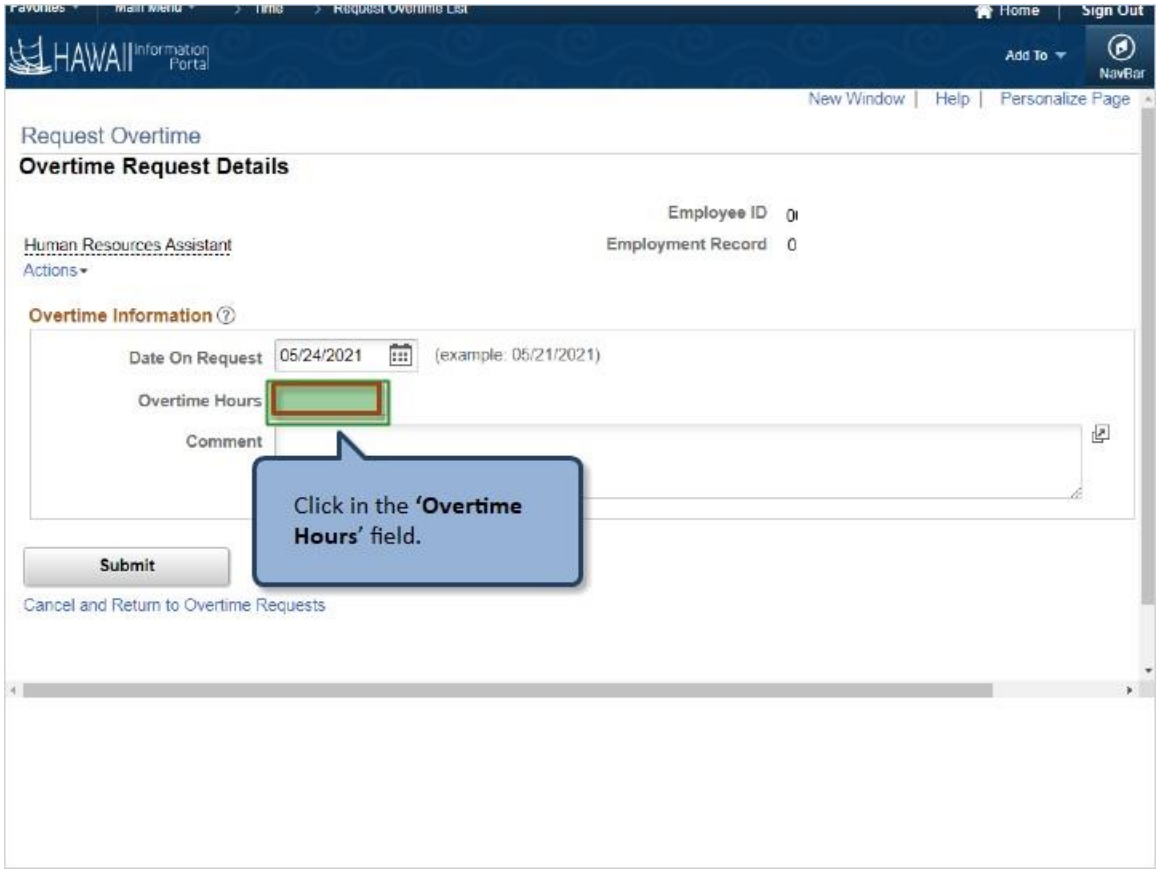
Click the **'Add Request**' button.



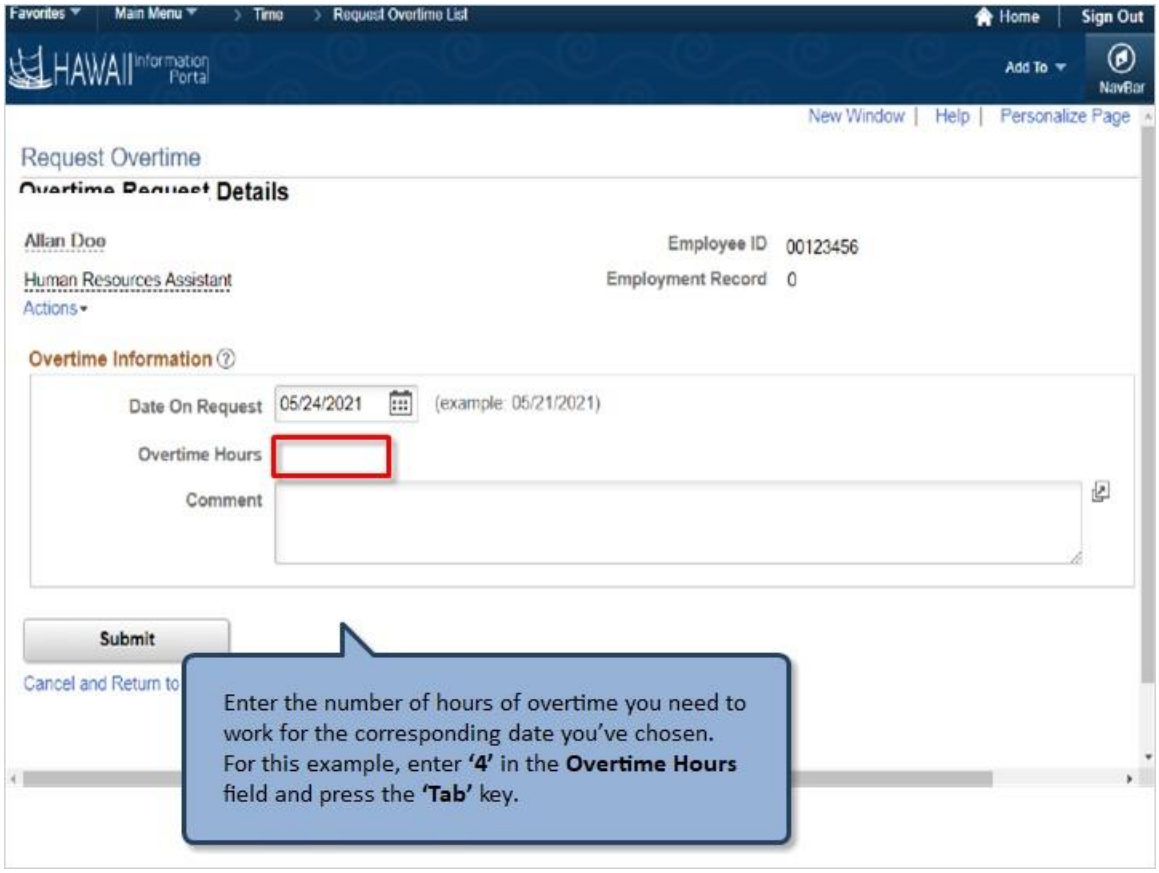
Select a date you need to work overtime. Click the **'Calendar**' button.



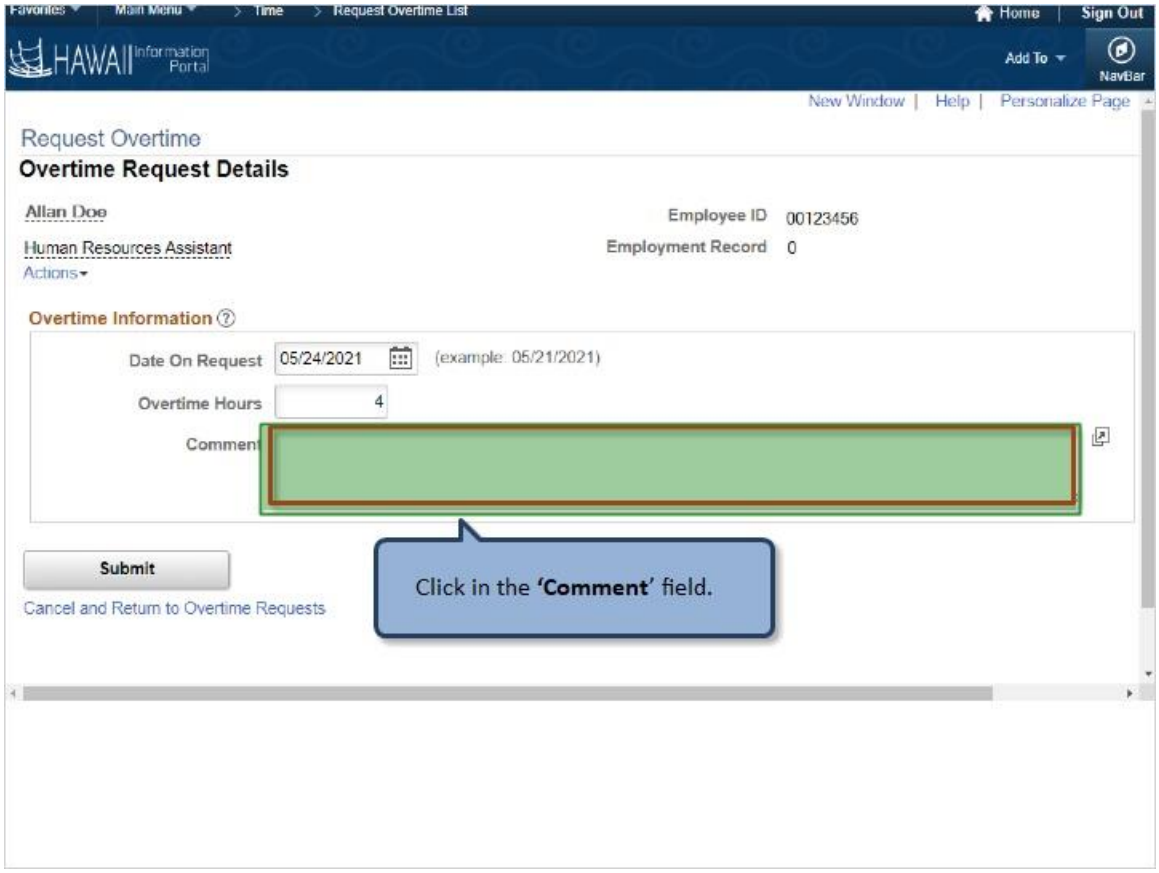
Click the **'24**' link.



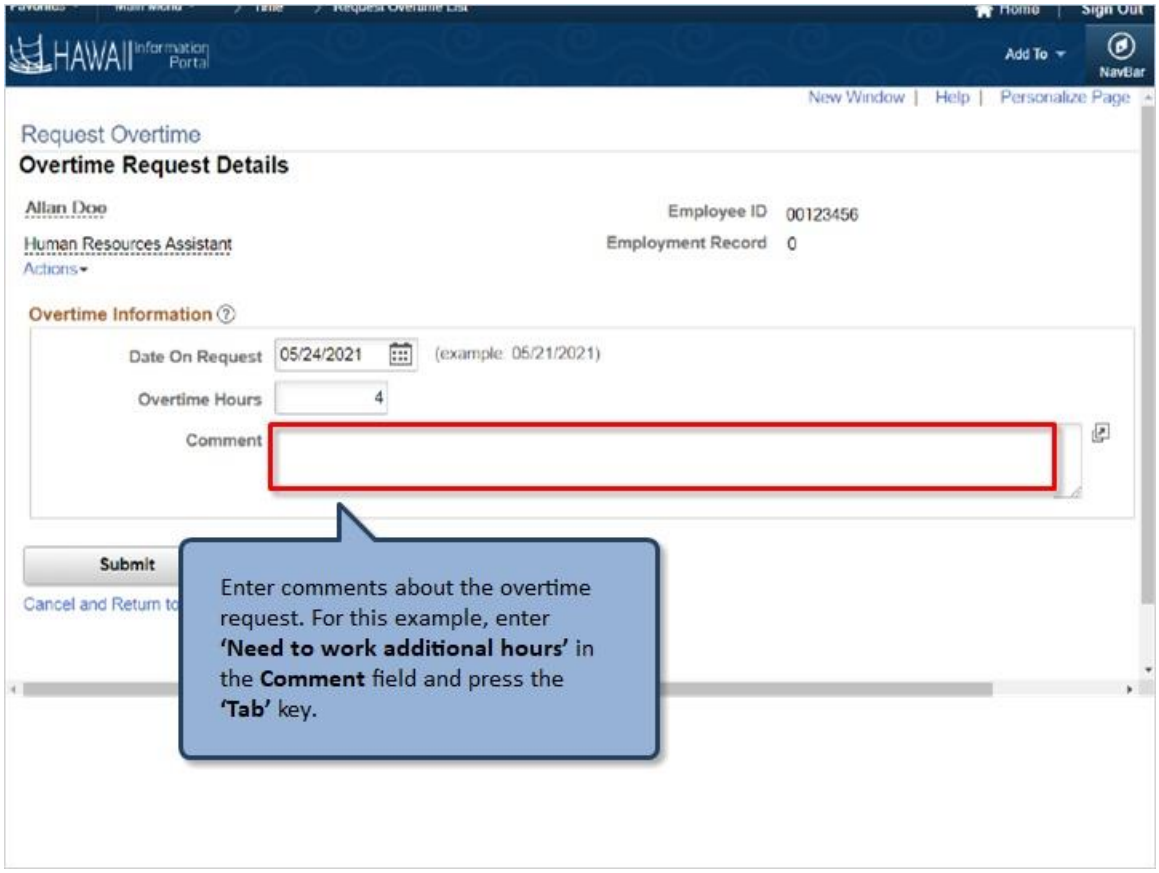
Click in the **'Overtime Hours**' field.



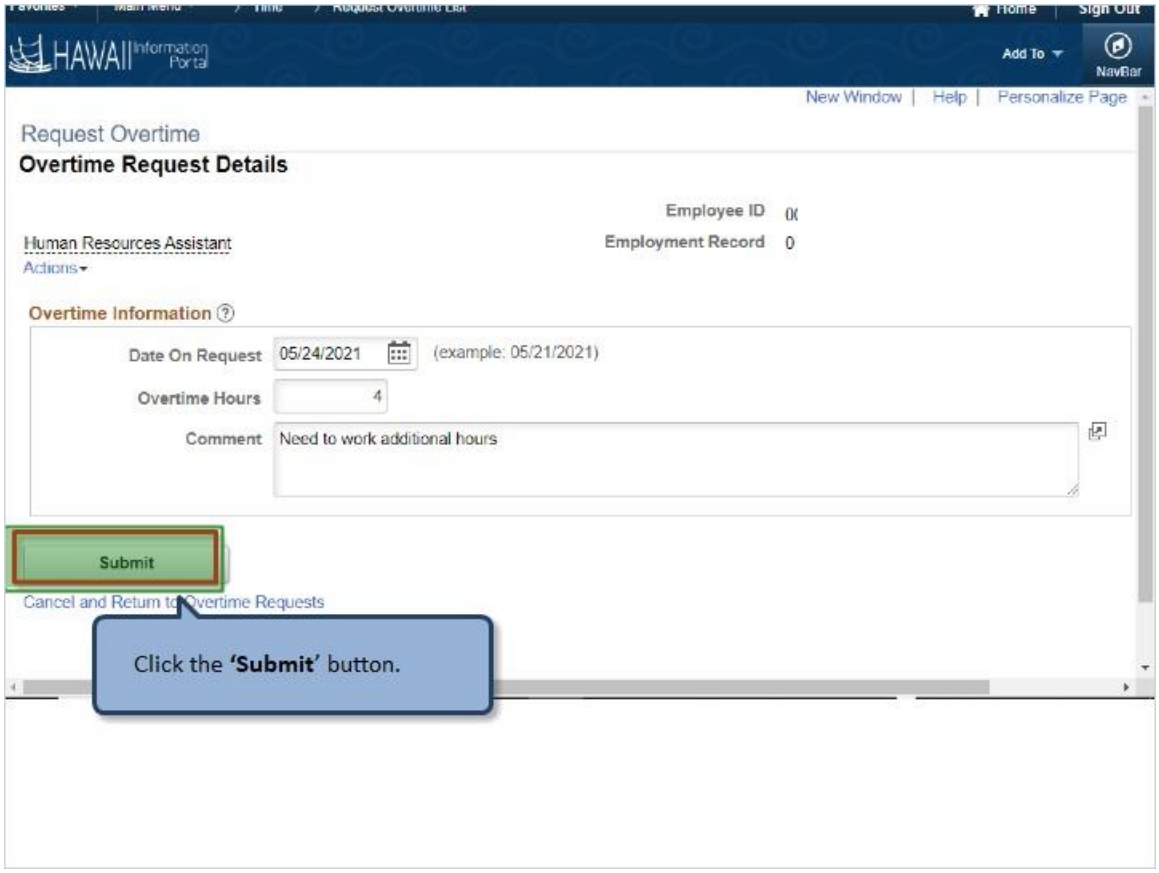
Enter the number of hours of overtime you need to work for the corresponding date you've chosen. For this example, enter **'4'** in the **Overtime Hours** field and press the **'Tab'** key.



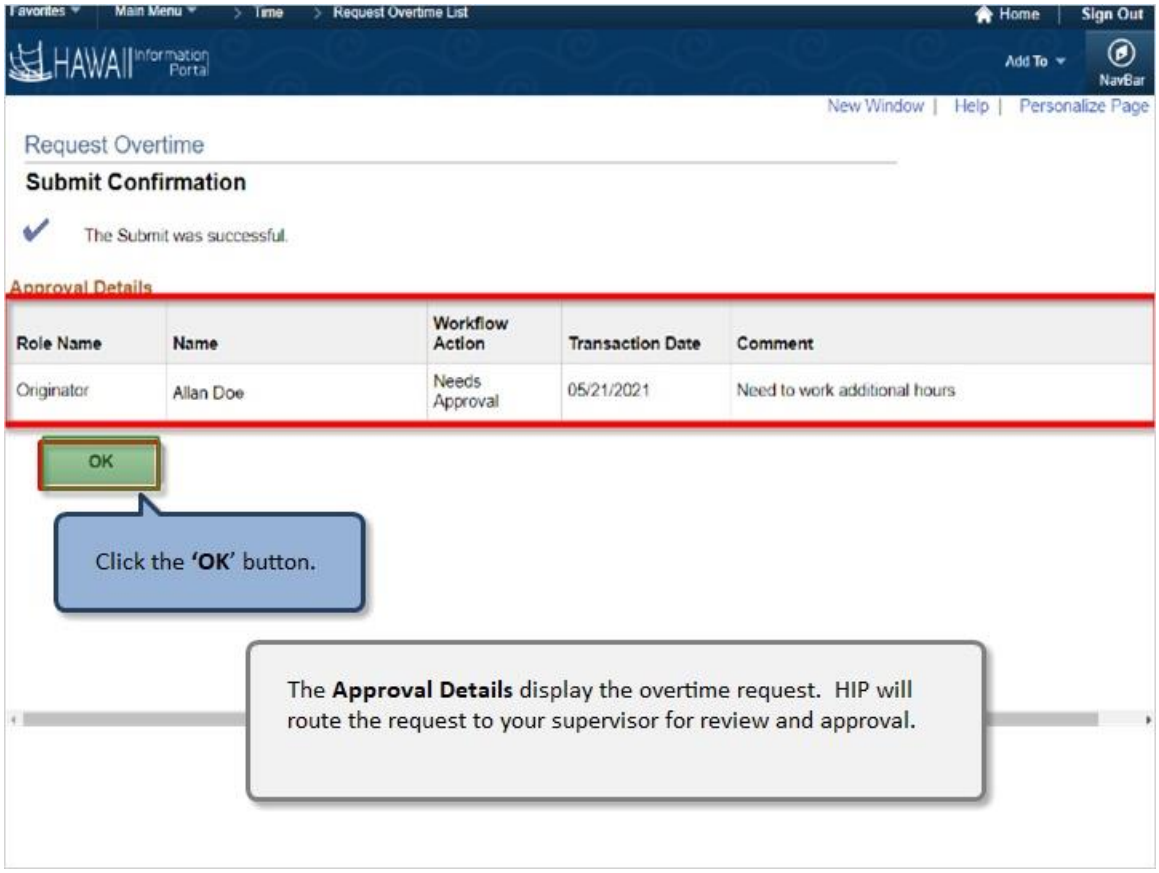
Click in the **'Comment**' field.



Enter comments about the overtime request. For this example, enter **'Need to work additional hours'** in the **Comment** field and press the **'Tab'** key.

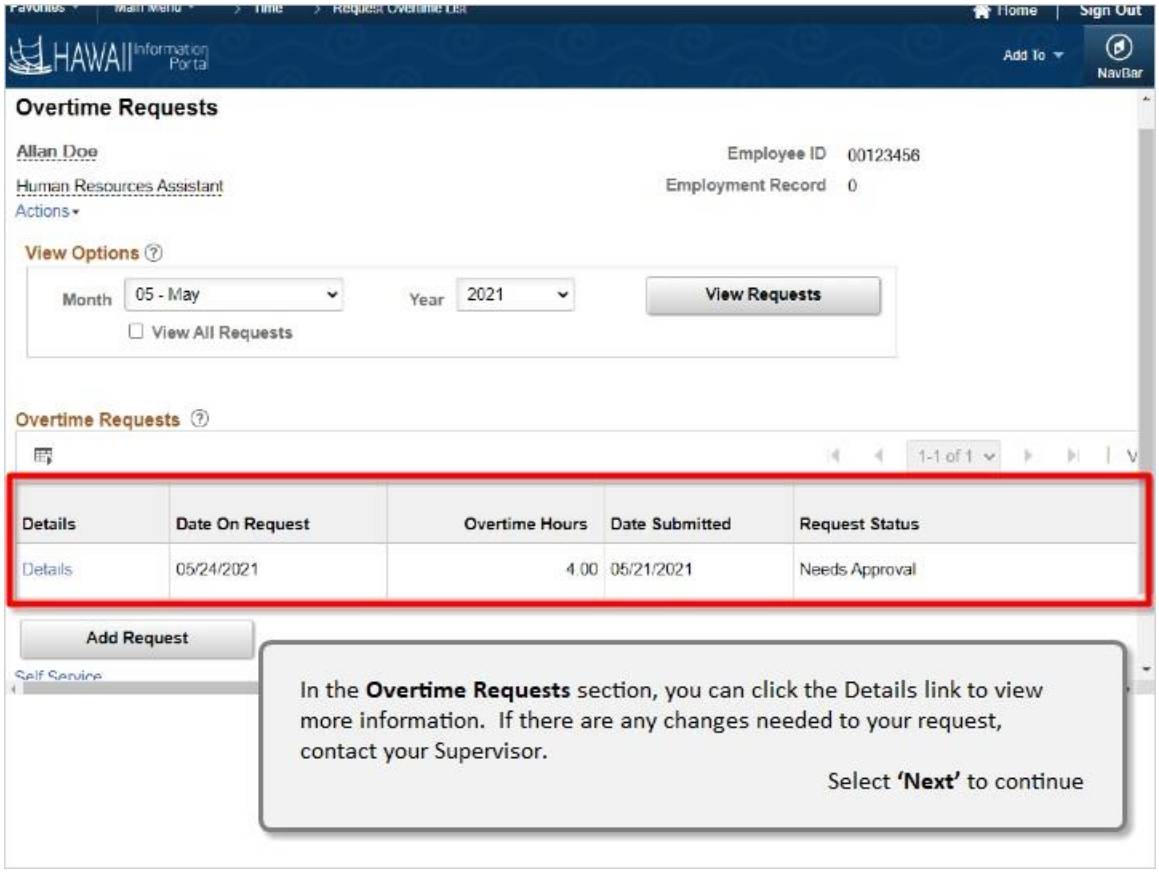


Click the **'Submit**' button.



The **Approval Details** display the overtime request. HIP will route the request to your supervisor for review and approval.

Click the **'OK**' button.

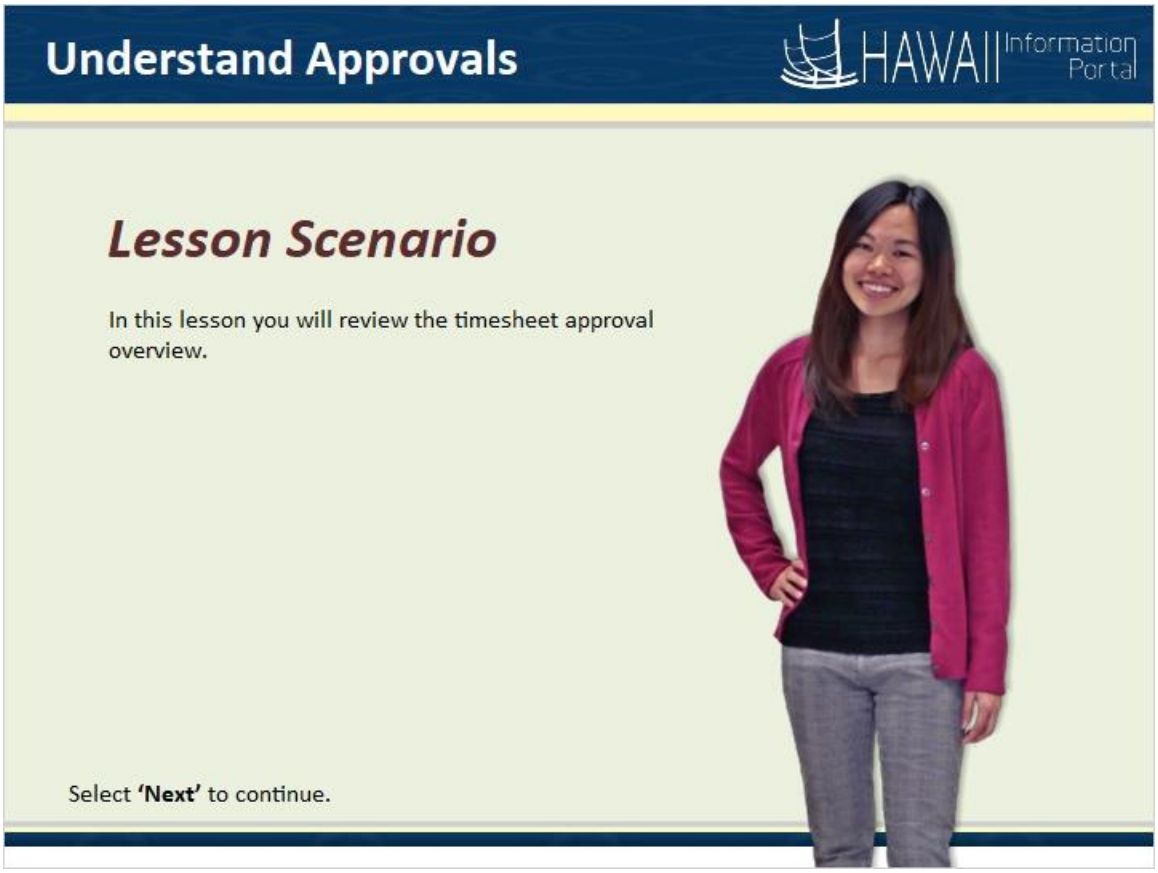


In the **Overtime Requests** section, you can click the Details link to view more information. If there are any changes needed to your request, contact your Supervisor.

Congratulations!

You've successfully completed this lesson.

UNDERSTAND APPROVAL



In this lesson you will review the timesheet approval overview.

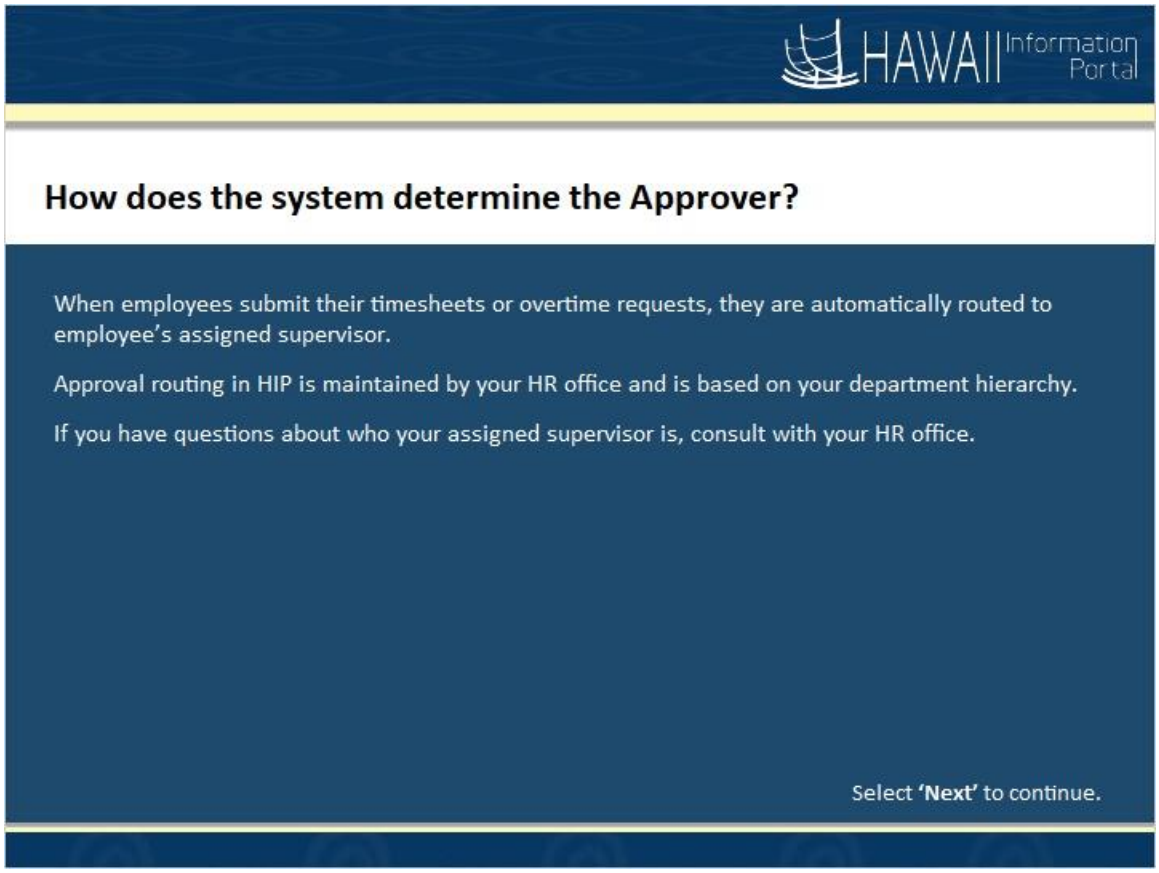
The Approval Process in HIP

Certain transactions in HIP Time and Labor are required to be approved.

For example, after an employee submits his or her time for a pay period, the employee's supervisor must approve the timesheet.

- Once approved, the time is sent to Payroll and the employee is paid.
- If the timesheet is not approved, the employee is not paid.

An approval is also required when an employee submits an overtime request.

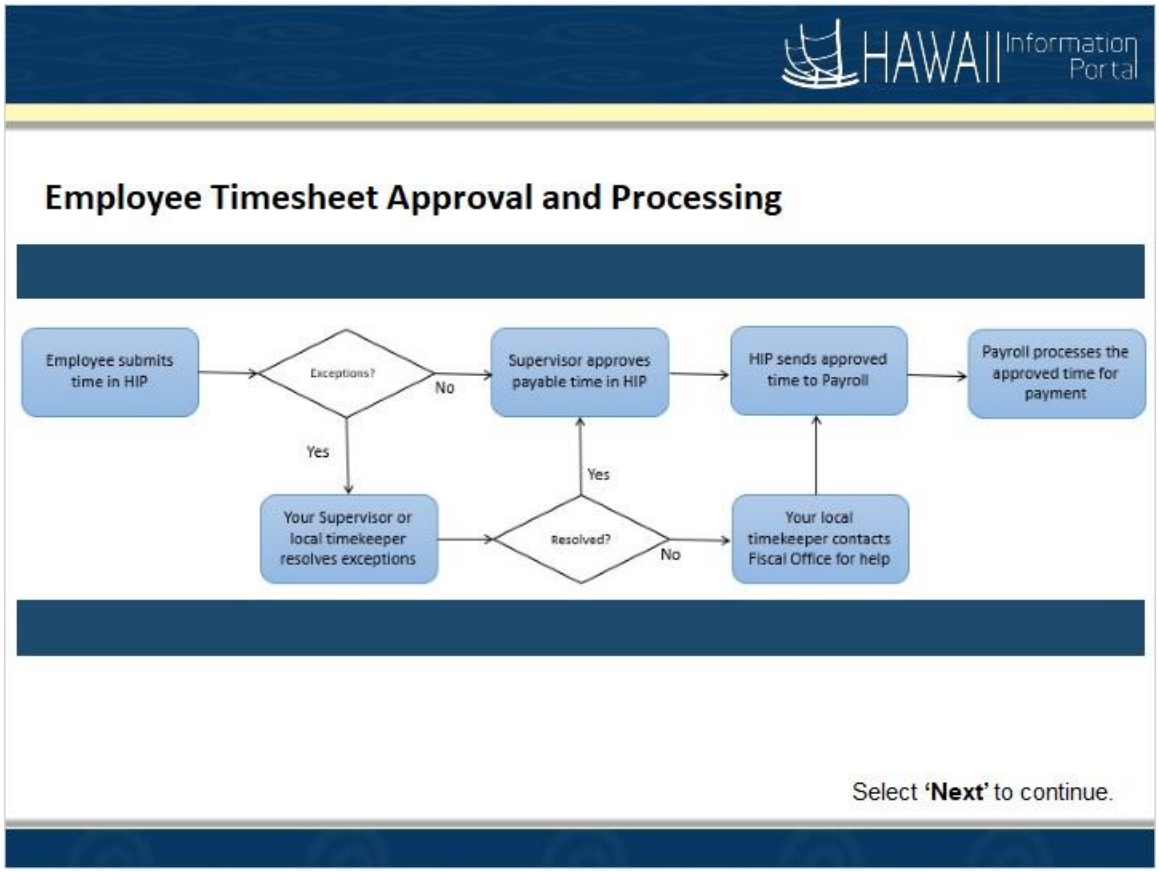


How does the system determine the Approver?

When employees submit their timesheets or overtime requests, they are automatically routed to employee's assigned supervisor.

Approval routing in HIP is maintained by your HR office and is based on your department hierarchy.

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



Employee Timesheet Approval and Processing

Congratulations!

You've successfully completed this lesson.

END

End
HAWAII Information Portal
Maika'i!
Please click 'Save and exit' at the upper right.
Close the lesson by clicking 'Save and exit' in the top right-hand corner.
Do not close the browser window before clicking 'Save and exit'.