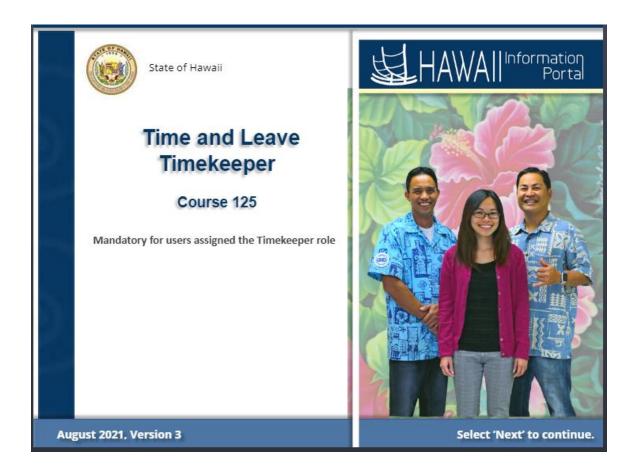


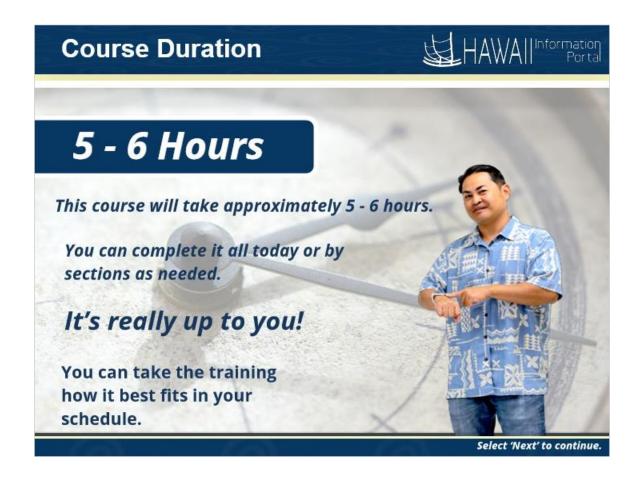
## 125 TIME AND LEAVE - TIMEKEEPERS



State of Hawaii Time and Leave Timekeeper



## **Duration**



This course will take approximately 5 - 6 hours.

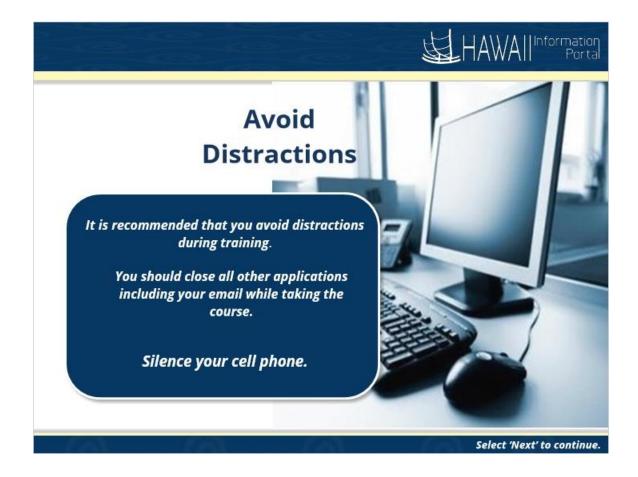
You can complete it all today or by sections.

It's really up to you.

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



## **Preparation**



It is recommended that you avoid distractions during your training session.

You should close all other applications including your email while taking the course.

Silence your cell phone.



## **Table Of Contents**



#### • Time and Leave - Timekeepers

- Course Objectives
- Key Terminology
- Timekeeper Overview
- Time and Labor WorkCenter
- Working with Exceptions
- Adjust Reported Time
- Report Rapid Time
- Report Time and Add Comments
- Need Help?

The above topics are covered in this course.



## **Course Objectives**

# **Course Objectives**



### After completing this course, you will understand the following:

- · Where to find additional help and assistance
- Key Terminology
- . Using the Time and Labor WorkCenter
- Using Rapid Time Entry
- · Assigning a Work Schedule
- · Review Reported Time Audit
- Run Timekeeper Queries
- Review Overtime Requests
- Working with Exceptions
- · Reporting Time and Adding Comments
- · Adjusting Reported Time



Select 'Next' to continue.

### After completing this course, you will understand the following:

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## **Need Help?**

## **Need Help?**



## **Hawaii Information Portal Service Center**

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

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

For further assistance, contact your departmental payroll staff in your Fiscal/ASO office.

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

Select 'Next' to continue.



See complete instructions available at: <a href="https://ags.hawaii.gov/hip/for-time-leave-keepers/">https://ags.hawaii.gov/hip/for-time-leave-keepers/</a>

For further assistance, contact your departmental payroll staff in your Fiscal/ASO office.

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## **Key Terminology**



**Key Terminology** 

**Elapsed Time Entry** 

Punch Time Entry

**TRC** 

Time Administration

**Timesheet Exception** 

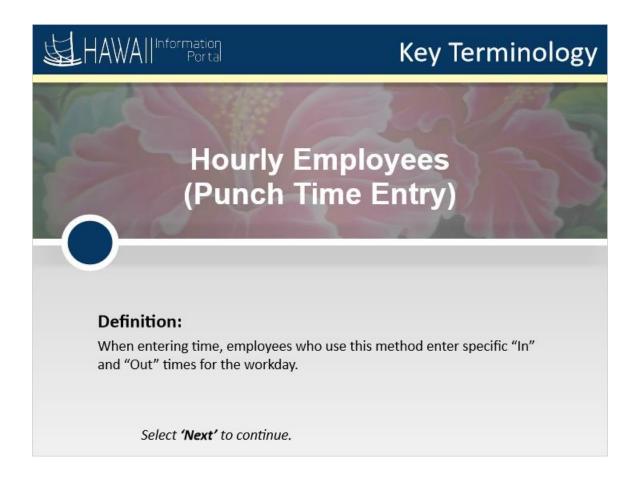
Rapid Time Entry

Reported Time

Payable Time

The terms above will be covered in this section.





### **Punch Time Entry**

#### **Definition:**

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



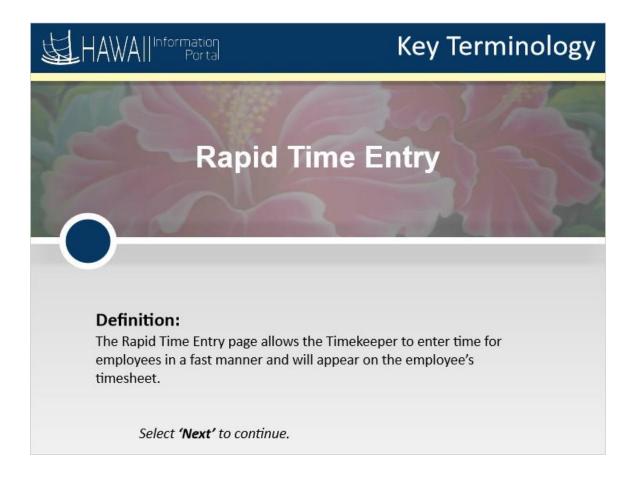


#### **Elapsed Time Entry**

#### **Definition:**

When entering time, employees who use this method enter the number of hours that have elapsed when they enter time, and not specific In and Out times, or their regular hours worked.





### **Rapid Time Entry**

#### **Definition:**

The Rapid Time Entry page allows the Timekeeper to enter time for employees in a fast manner and will appear on the employee's timesheet.



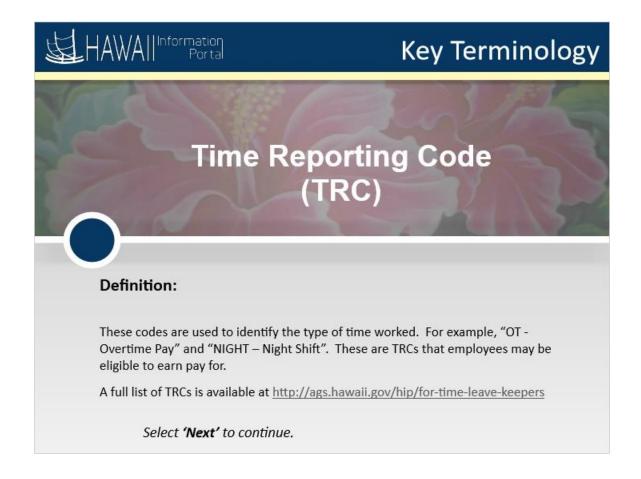


### **Reported Time**

#### **Definition:**

Time that has been entered into HIP and submitted but not yet processed through Time Administration.





#### **TRC**

#### **Definition:**

These codes are used to identify the type of time worked. For example, "OT - Overtime Pay" and "NIGHT - Night Shift". These are TRCs that employees may be eligible to earn pay for.

A full list of TRCs is available at http://ags.hawaii.gov/hip/for-time-leave-keepers





#### **Time Administration**

#### **Definition:**

Time Administration is an automated system process in HIP that runs nightly and applies the system rules for processing the time entered.





### **Timesheet Exception**

#### **Definition:**

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





#### **Payable Time**

#### **Definition:**

Time that has been validated by the HIP process 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.



## **Timekeeper Overview**



#### Lesson Scenario

In this lesson, you will learn the duties of a timekeeper.

We will explore a quick tour of the primary timekeeper tools. Later in the course we will go into depth on each topic and how to use the tools





### **Timekeeper Duties**

Each unit or department at the State of Hawaii (SOH) has an assigned timekeeper.

- The primary function of the timekeeper is to monitor exceptions and work with supervisors to address unresolved exceptions.
- Also, the timekeeper views payable time and follows up with the supervisor to ensure all payable time is approved.
- They enter time on behalf of employees who do not have access to input it on their own.
- The timekeeper also runs pre-defined queries for auditing.

Select **'Next'** to continue.

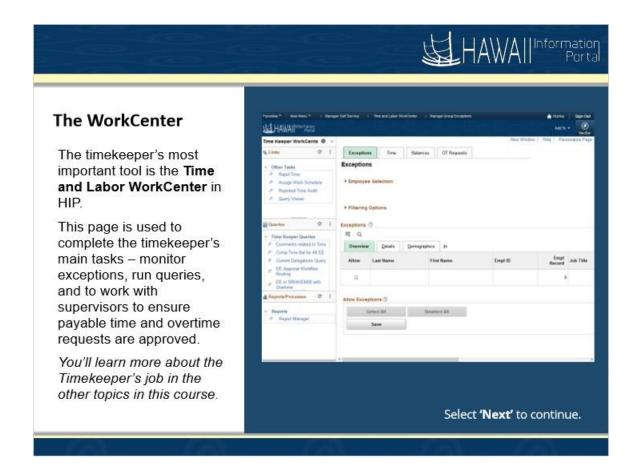


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- The timekeeper also, runs pre-defined queries for auditing.





#### The WorkCenter

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

This page is used to complete the timekeeper's main tasks - monitor exceptions, run queries, and to work with supervisors to ensure payable time and overtime requests are approved.

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





### Congratulations!

You've successfully completed this lesson.



### Time and Labor WorkCenter



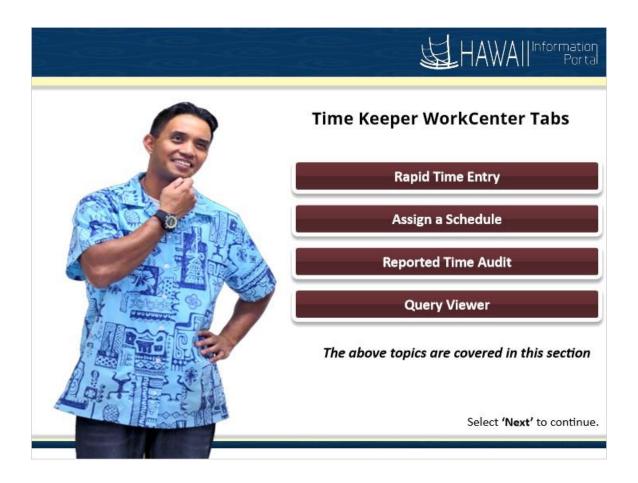
#### Lesson Scenario

In this lesson, you will learn about the WorkCenter.

Timekeepers use the **Time and Labor WorkCenter** for a variety of key functions:

- Rapid Time
- Assign Work Schedule
- Reported Time Audit
- Query Viewer and top queries
- Exceptions
- Timesheet and Payable Time detail
- Compensatory Time Balances
- Overtime Requests





### Time Keeper WorkCenter Tabs

- Rapid Time Entry
- Assign a Schedule
- Reported Time Audit
- Query Viewer

The above topics are covered in this section



## **Report Rapid Time**



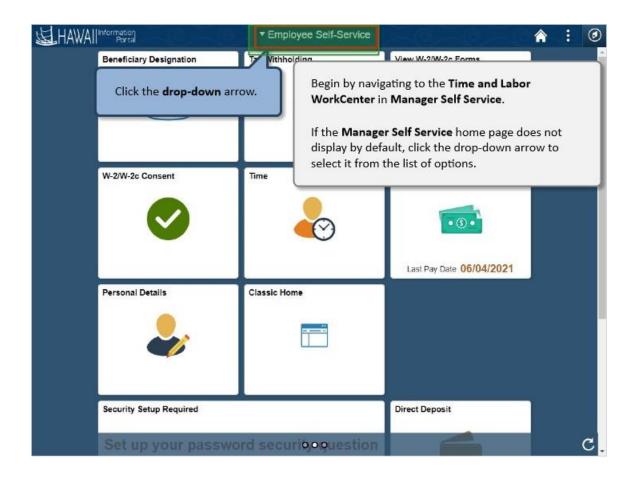
#### Lesson Scenario

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

The **Rapid Time Entry** page is used by the Timekeeper to quickly report time for a group of employees. The Timekeeper selects employees, and then enters the TRC (Time Reporting Code) and the quantity of hours. The Combination Code (UAC) may also be entered on the Rapid Time entry timesheet, as needed.

Note: Your payroll office may handle certain types of time like Temporary Assignment pay or Workers' Comp. Please check with them if you have questions about the types of time you are authorized to enter.



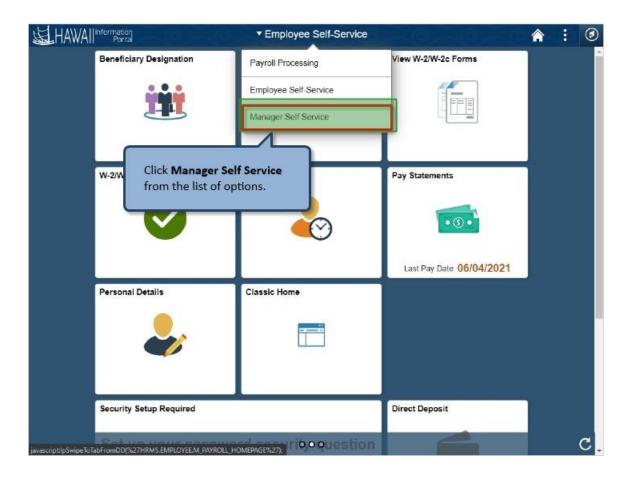


Begin by navigating to the **Time and Labor WorkCenter** in **Manager Self Service.** 

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.

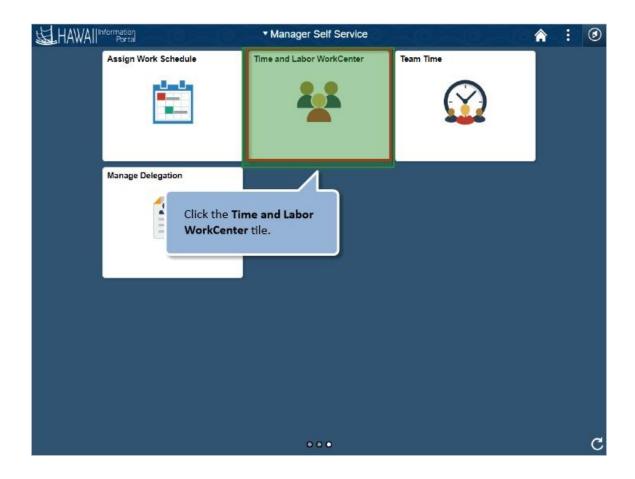
Click the **drop-down** arrow.





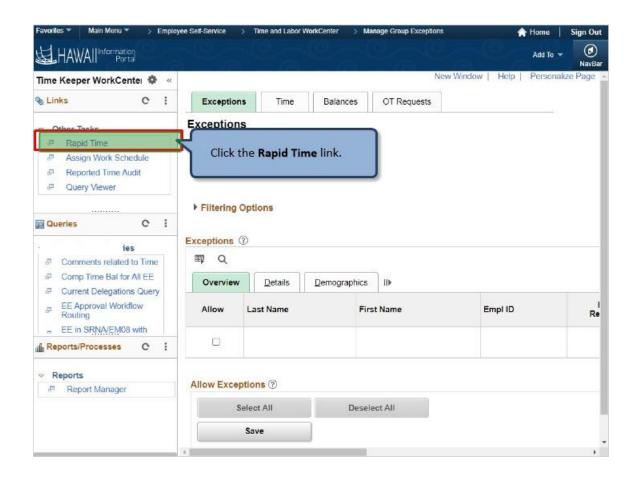
Click Manager Self Service from the list of options.





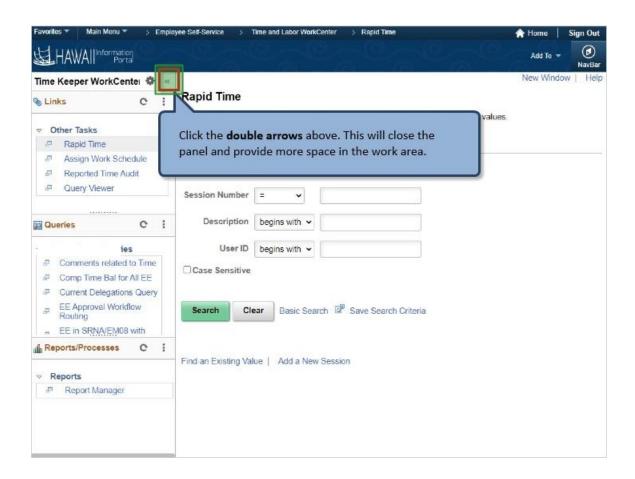
Click the Time and Labor WorkCenter tile.





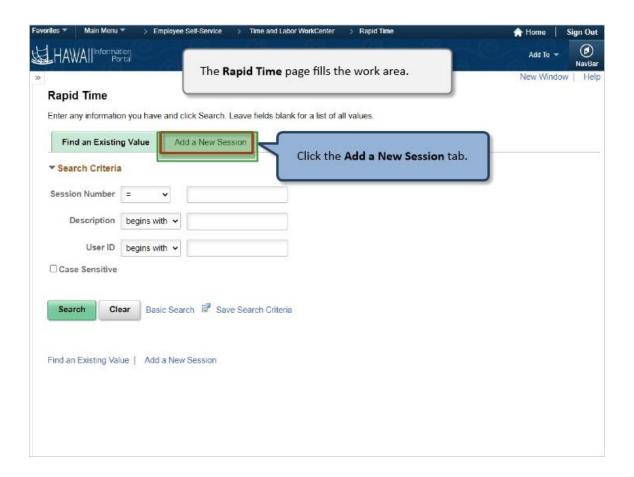
Click the Rapid Time link.





Click the **double arrows** above. This will close the panel and provide more space in the work area.

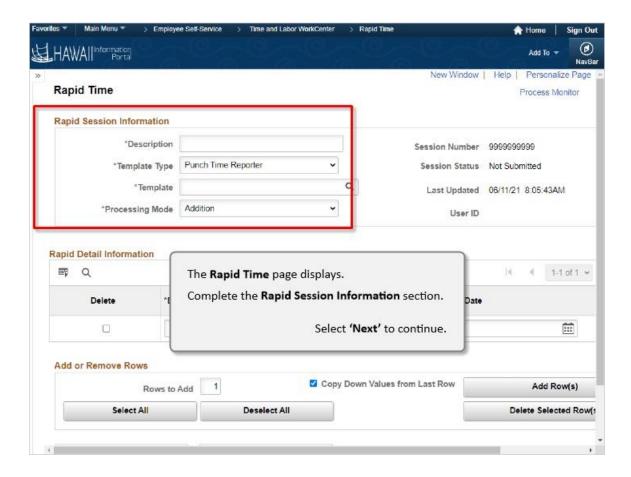




The **Rapid Time** page fills the work area.

Click the Add a New Session tab.

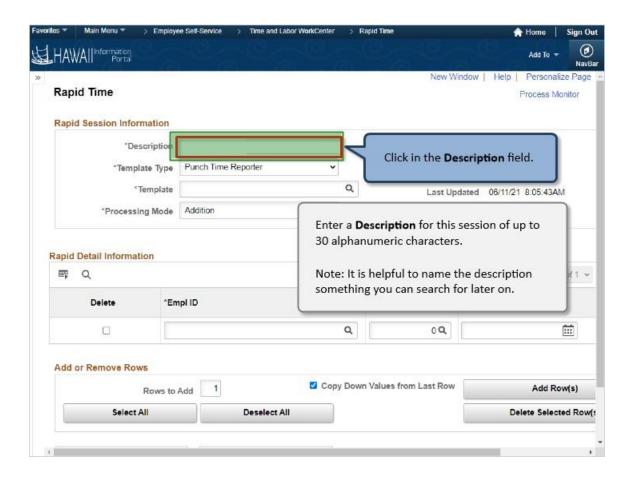




The Rapid Time page displays.

Complete the Rapid Session Information section.



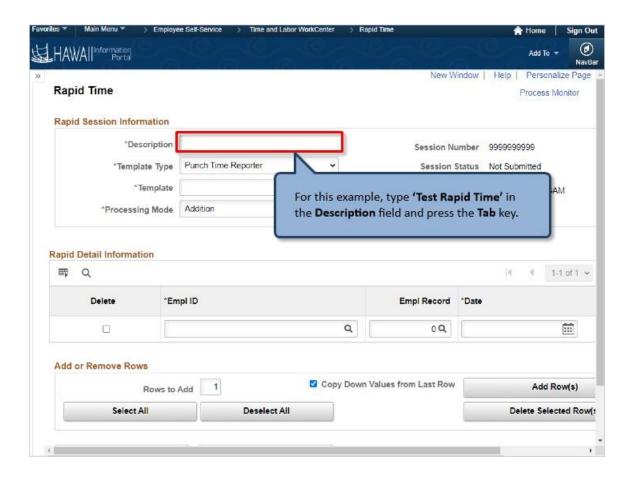


Enter a **Description** for this session of up to 30 alphanumeric characters.

Note: It is helpful to name the description something you can search for later on.

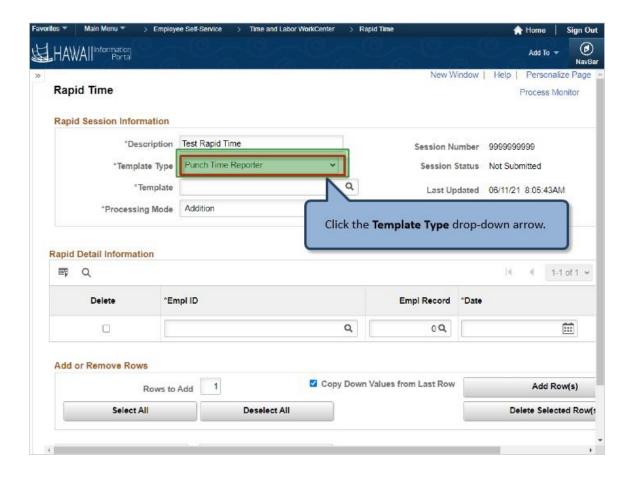
Click in the **Description** field.





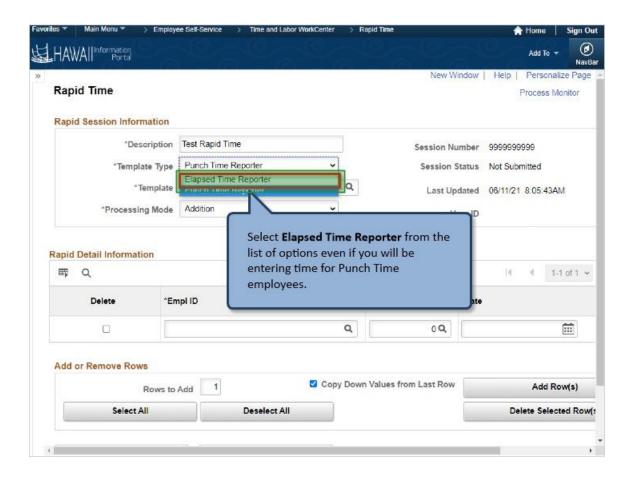
For this example, type 'Test Rapid Time' in the Description field and press the Tab key.





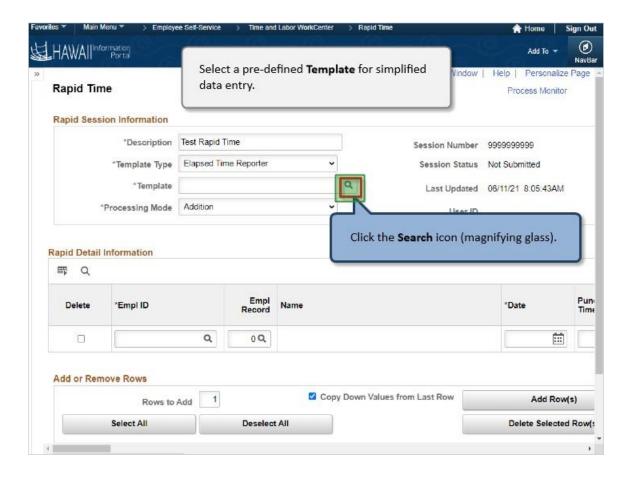
Click the **Template Type** drop-down arrow.





Select **Elapsed Time Reporter** from the list of options even if you will be entering time for Punch Time employees.

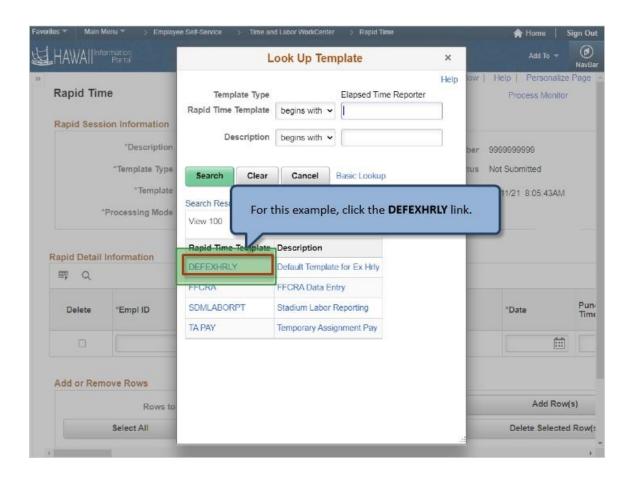




Select a pre-defined **Template** for simplified data entry.

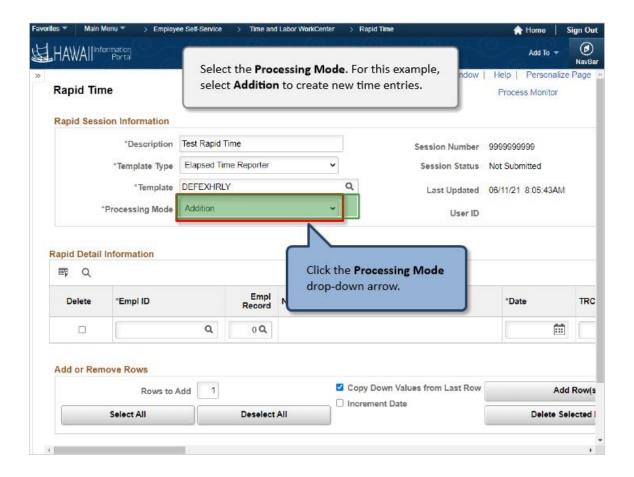
Click the **Search** icon (magnifying glass).





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

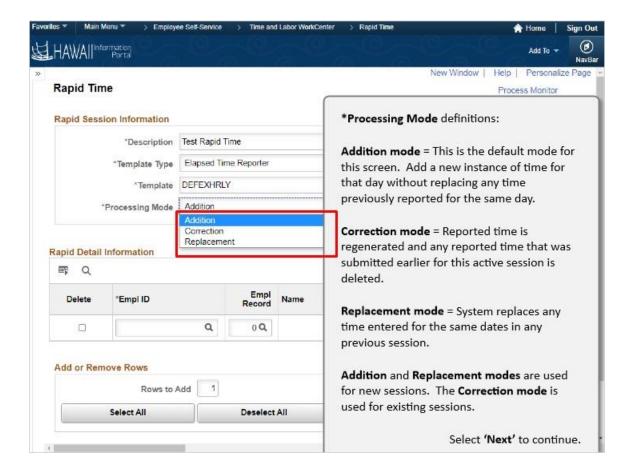




Select the **Processing Mode**. For this example, select **Addition** to create new time entries.

Click the **Processing Mode** drop-down arrow.





### \*Processing Mode definitions:

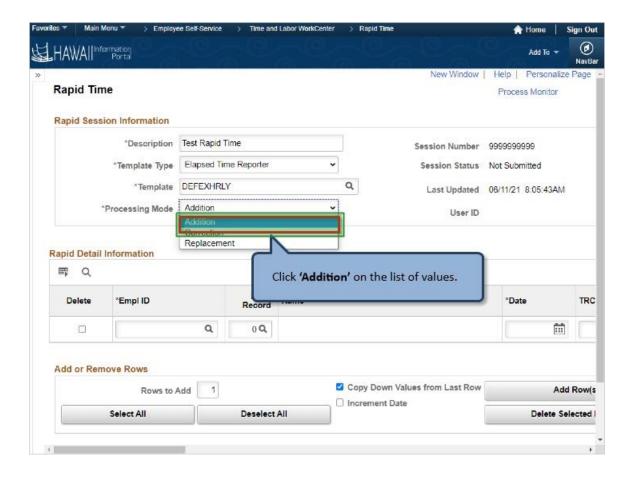
**Addition mode** = This is the default mode for this screen. Add a new instance of time for that day without replacing any time previously reported for the same day.

**Correction mode** = Reported time is regenerated and any reported time that was submitted earlier for this active session is deleted.

**Replacement mode** = System replaces any time entered for the same dates in any previous session.

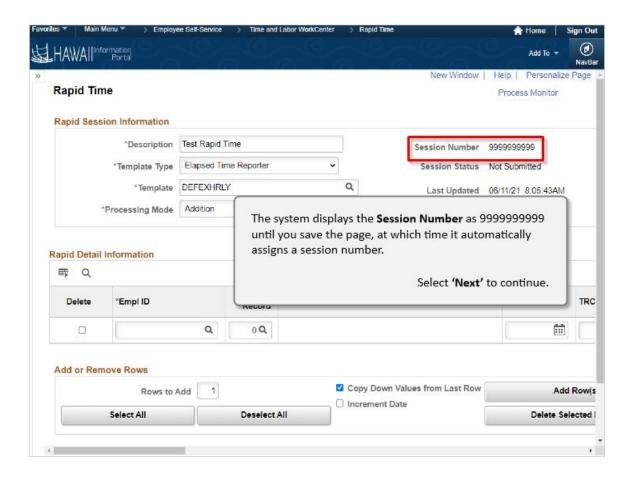
**Addition** and **Replacement modes** are used for new sessions. The **Correction mode** is used for existing sessions.





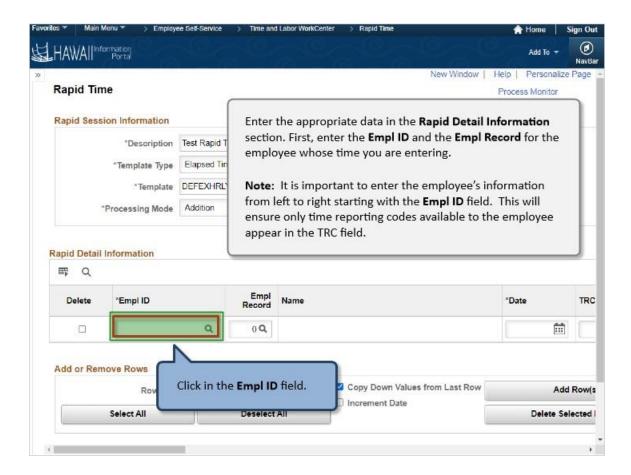
Click 'Addition' on the list of values.





The system displays the **Session Number** as 999999999 until you save the page, at which time it automatically assigns a session number.



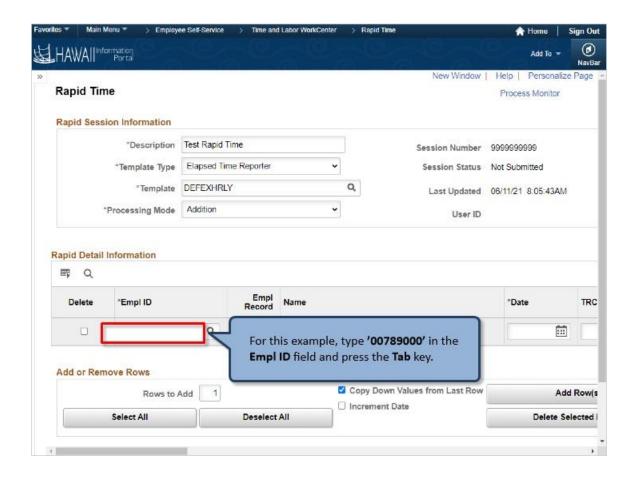


Enter the appropriate data in the **Rapid Detail Information** section. First, enter the **Empl ID** and the **Empl Record** for the employee whose time you are entering.

**Note:** It is important to enter the employee's information from left to right starting with the **Empl ID** field. This will ensure only time reporting codes available to the employee appear in the TRC field.

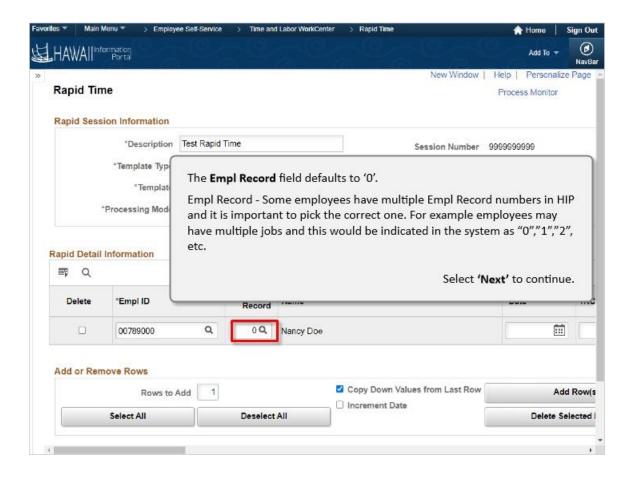
Click in the **Empl ID** field.





For this example, type '00789000' in the Empl ID field and press the Tab key.

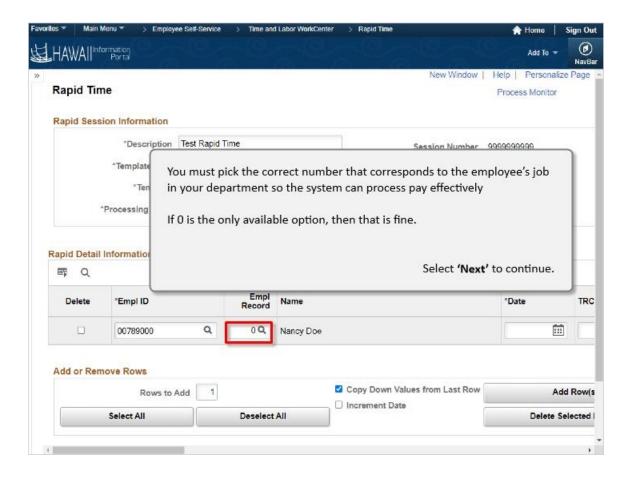




The Empl Record field defaults to '0'.

Empl Record - Some employees have multiple Empl Record numbers in HIP and it is important to pick the correct one. For example employees may have multiple jobs and this would be indicated in the system as "0","1","2", etc.

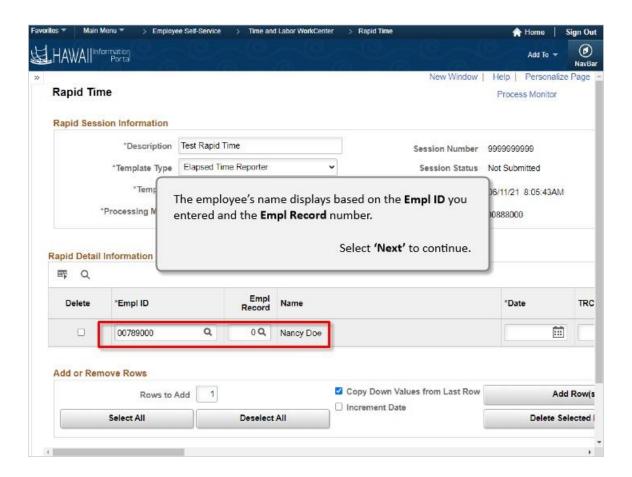




You must pick the correct number that corresponds to the employee's job in your department so the system can process pay effectively

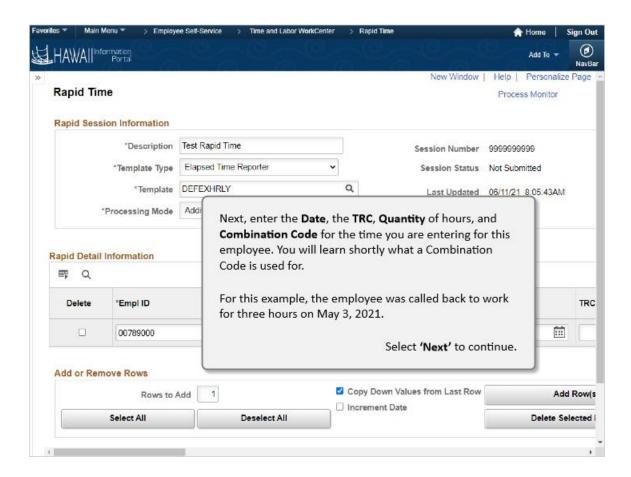
If 0 is the only available option, then that is fine.





The employee's name displays based on the **Empl ID** you entered and the **Empl Record** number.

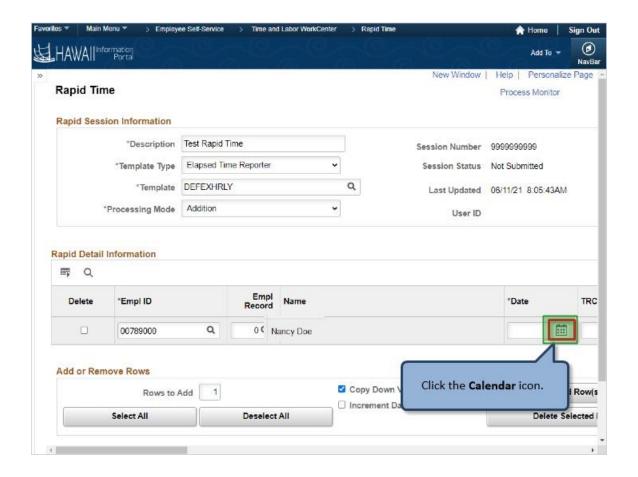




Next, enter the **Date**, the **TRC**, **Quantity** of hours, and **Combination Code** for the time you are entering for this employee. You will learn shortly what a Combination Code is used for.

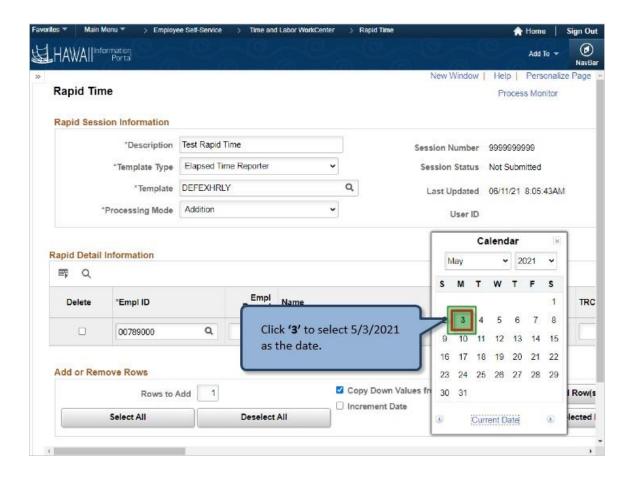
For this example, the employee was called back to work for three hours on May 3, 2021.





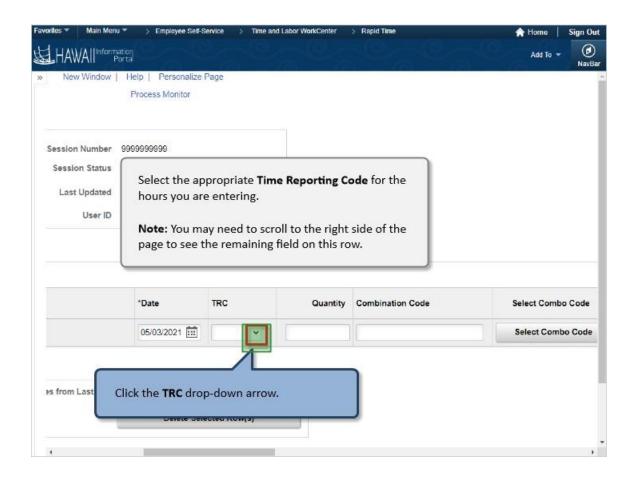
Click the Calendar icon.





Click '3' to select 5/3/2021 as the date.



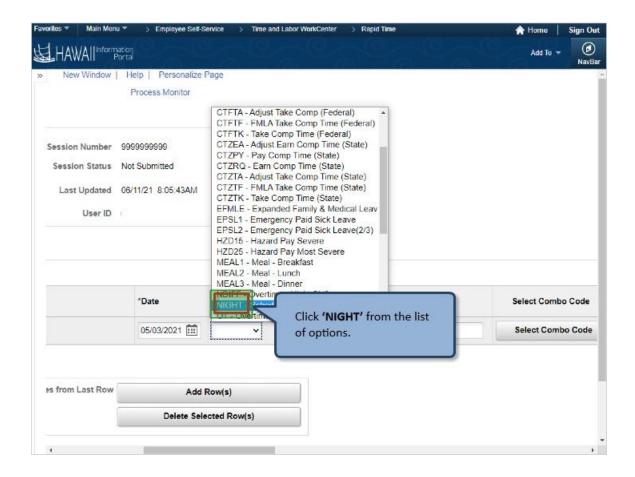


Select the appropriate **Time Reporting Code** for the hours you are entering.

**Note:** You may need to scroll to the right side of the page to see the remaining field on this row.

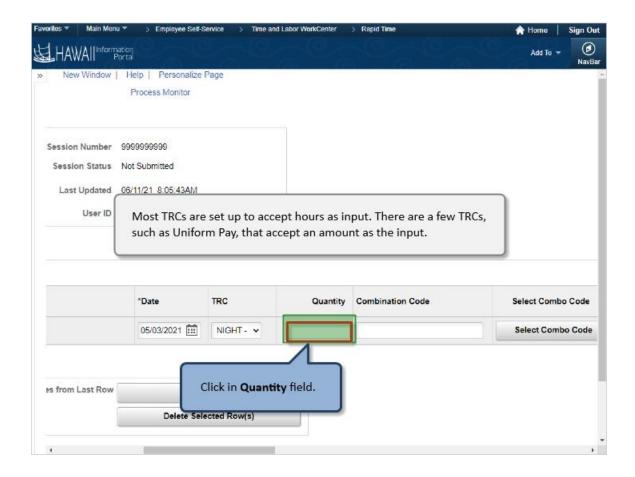
Click the **TRC** drop-down arrow.





Click 'NIGHT' from the list of options.

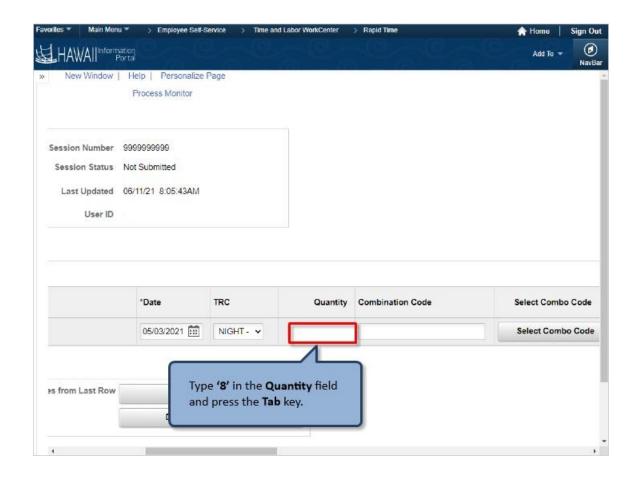




Most TRCs are set up to accept hours as input. There are a few TRCs, such as Uniform Pay, that accept an amount as the input.

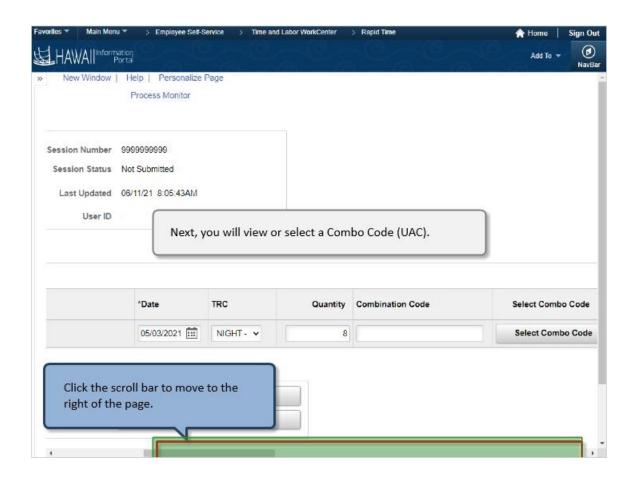
Click in **Quantity** field.





Type '8' in the Quantity field and press the Tab key.





Next, you will view or select a Combo Code (UAC).

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





# Why is it necessary to enter a Combination Code on the timesheet?

This allows the flexibility for certifying hours worked and charging to a specific funding source. For example, if the department needs to allocate the time spent on a project to a specific Uniform Account Code (UAC) for federal funds, you can search for that UAC so the time will be charged appropriately.

### What if the Combination Code is not entered?

If the combination code field is blank, the time will be charged to the UAC that is setup for the employee by HR in HIP (the UAC on the EPAR).

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

Select 'Next' to continue.

## Why is it necessary to enter a Combination Code on the timesheet?

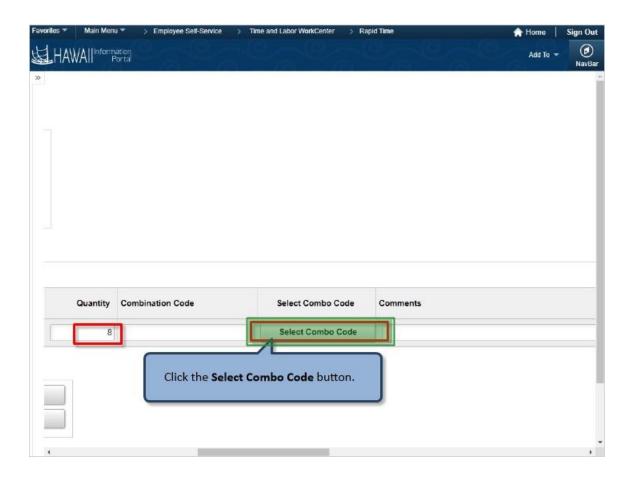
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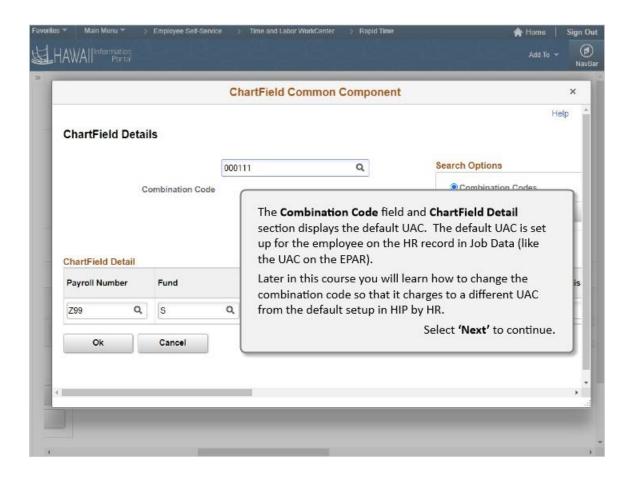
If necessary, timekeepers can adjust employees' timesheets to enter a missing combination code or to make an adjustment if the value in this field is incorrect.





Click the **Select Combo Code** button.

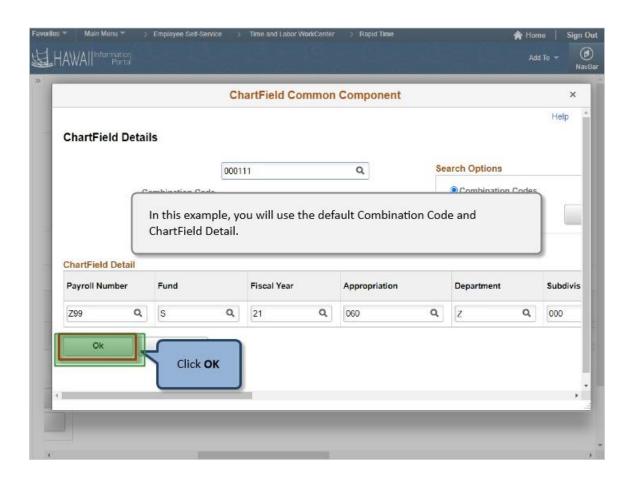




The **Combination Code** field and **ChartField Detail** section displays the default UAC. The default UAC is set up for the employee on the HR record in Job Data (like the UAC on the EPAR).

Later in this course you will learn how to change the combination code so that it charges to a different UAC from the default setup in HIP by HR.

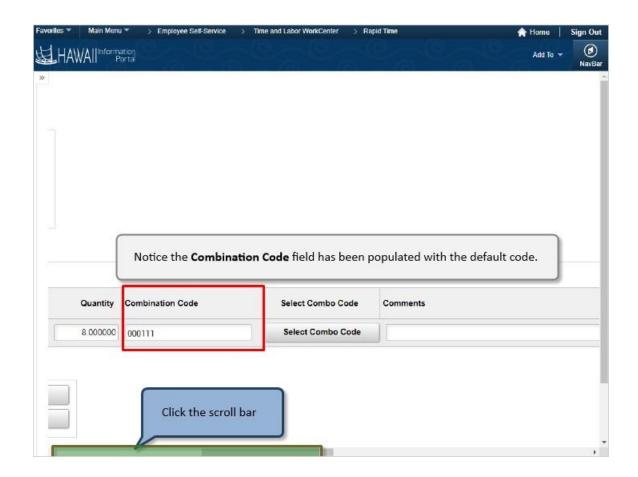




In this example, you will use the default Combination Code and ChartField Detail.

Click OK

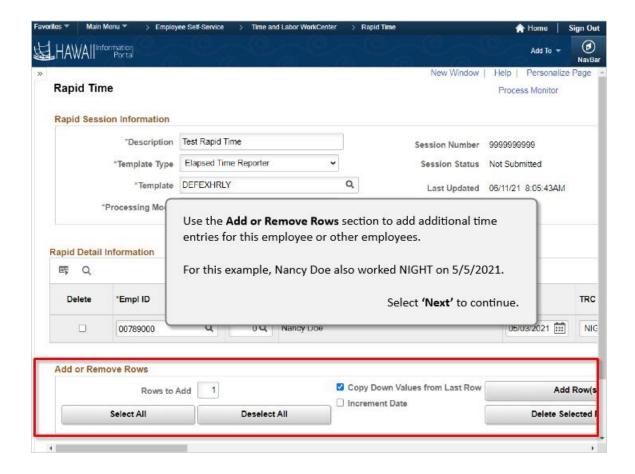




Notice the Combination Code field has been populated with the default code.

Click the scroll bar

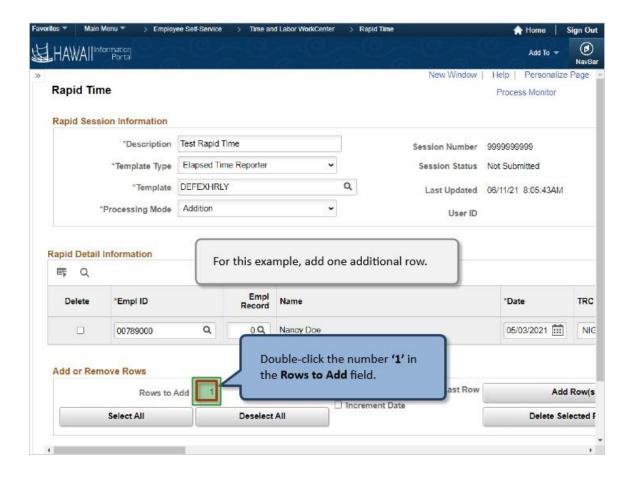




Use the **Add or Remove Rows** section to add additional time entries for this employee or other employees.

For this example, Nancy Doe was also worked NIGHT on 5/5/2021.

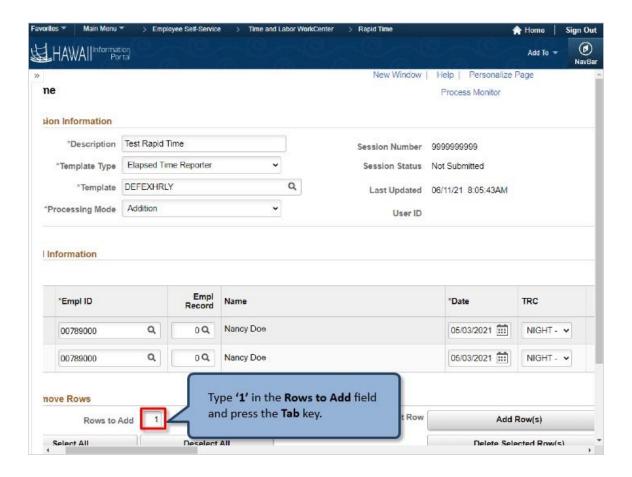




For this example, add one additional row.

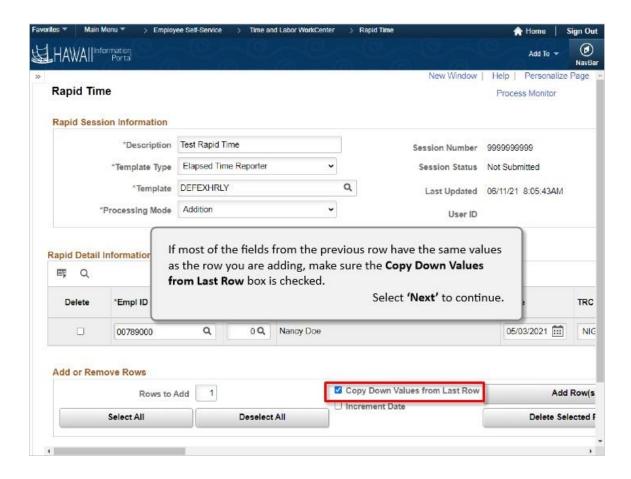
Double-click the number '1' in the Rows to Add field.





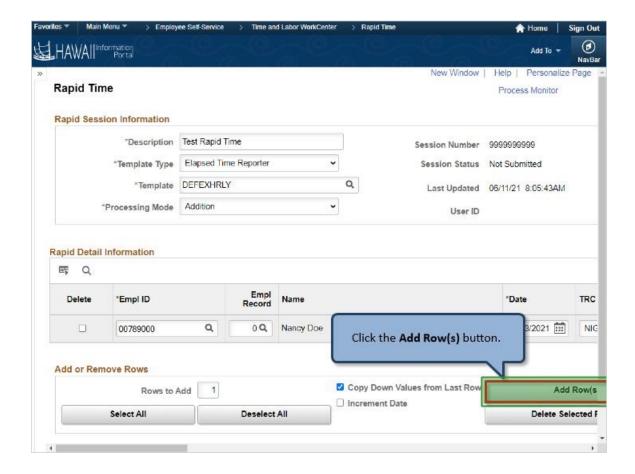
Type '1' in the Rows to Add field and press the Tab key.





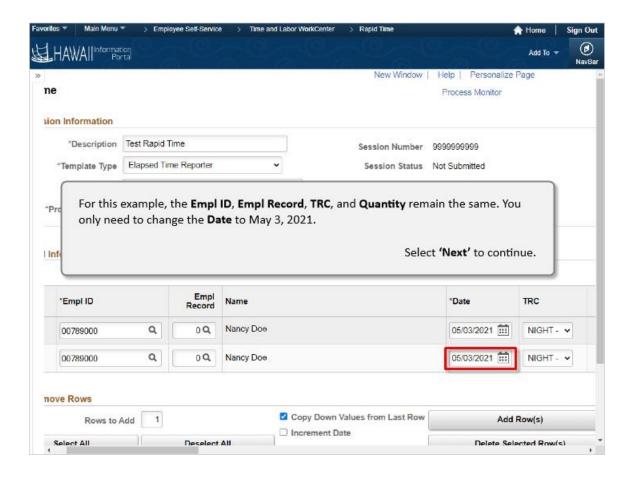
If most of the fields from the previous row have the same values as the row you are adding, make sure the **Copy Down Values from Last Row** box is checked.





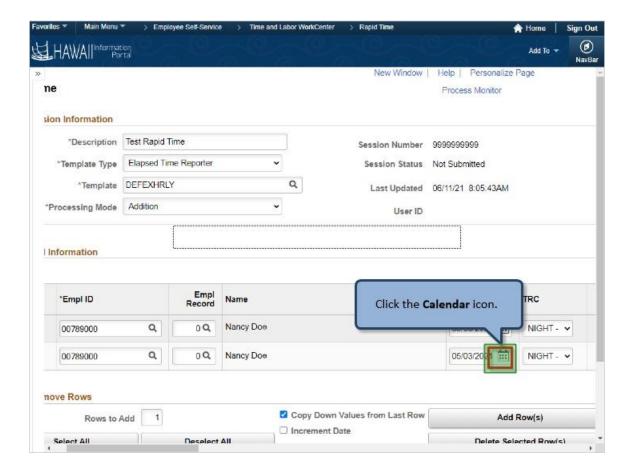
Click the Add Row(s) button.





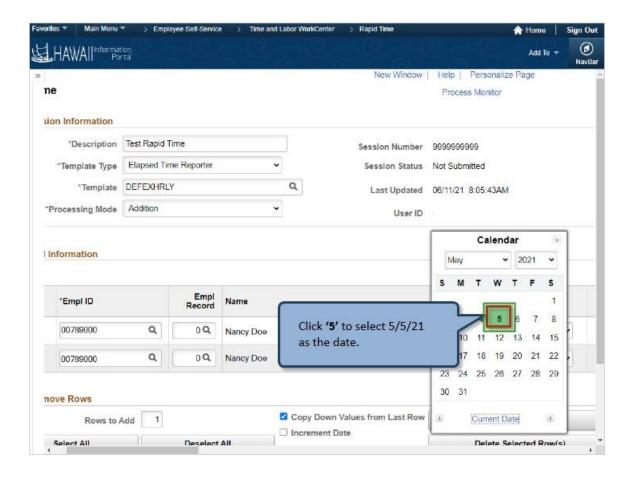
For this example, the **Empl ID**, **Empl Record**, **TRC**, and **Quantity** remain the same. You only need to change the **Date** to May 3, 2021.





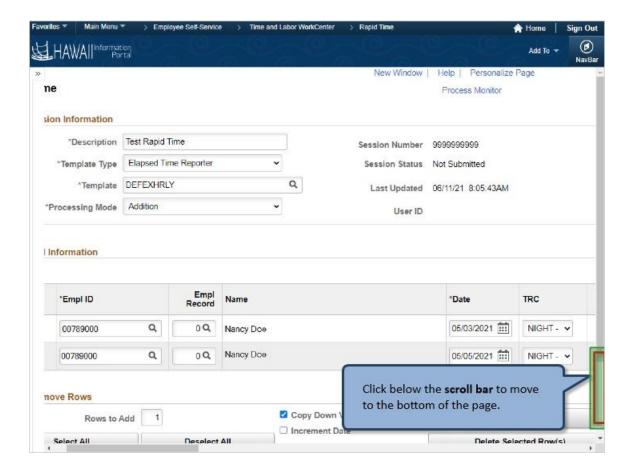
Click the Calendar icon.





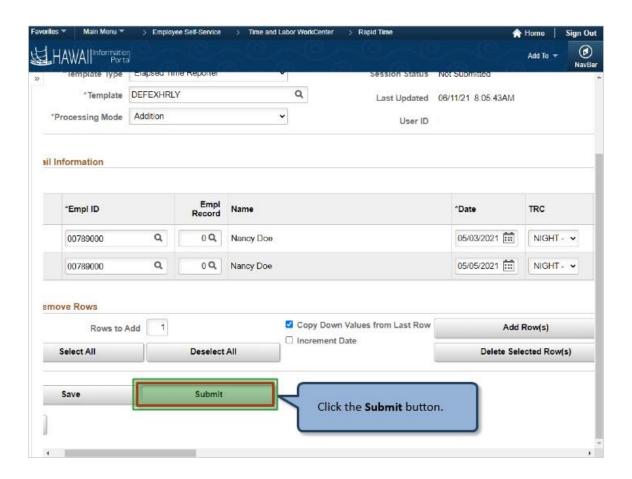
Click '5' to select 5/5/21 as the date.





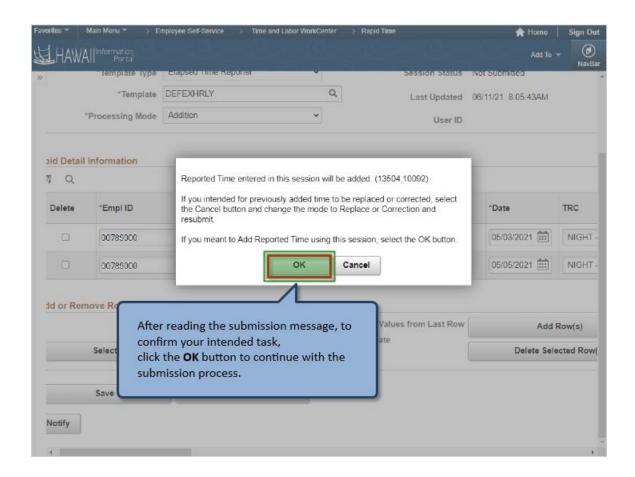
Click below the **scroll bar** to move to the bottom of the page.





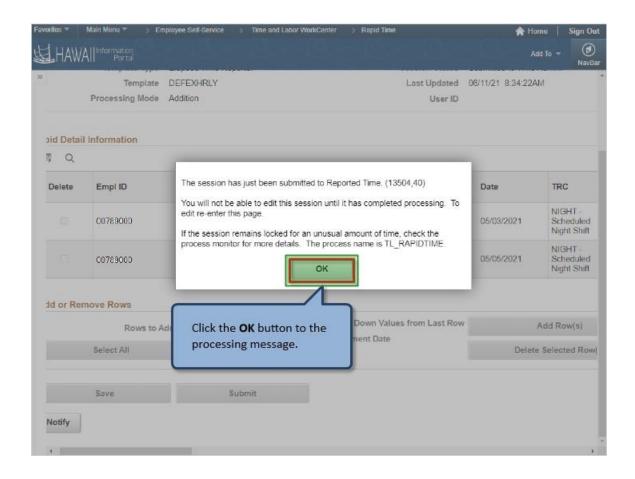
Click the Submit button.





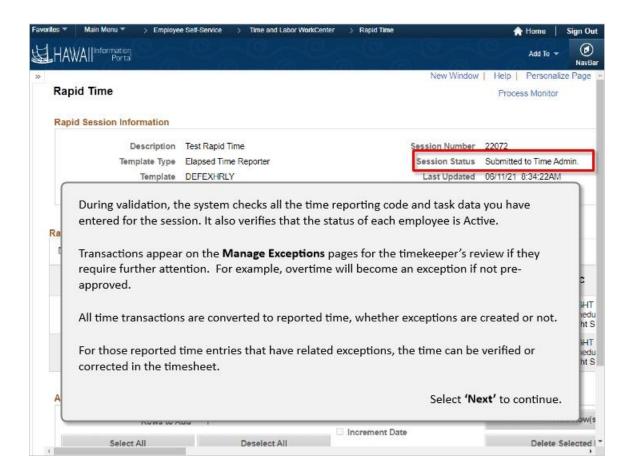
After reading the submission message, to confirm your intended task, click the **OK** button to continue with the submission process.





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





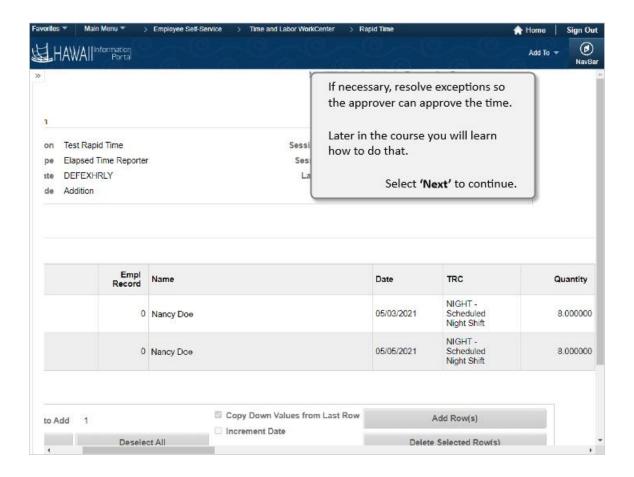
During validation, the system checks all the time reporting code and task data you have entered for the session. It also verifies that the status of each employee is Active.

Transactions appear on the Manage Exceptions pages for the timekeeper's review if they require further attention. For example, overtime will become an exception if not pre-approved.

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 timesheet.

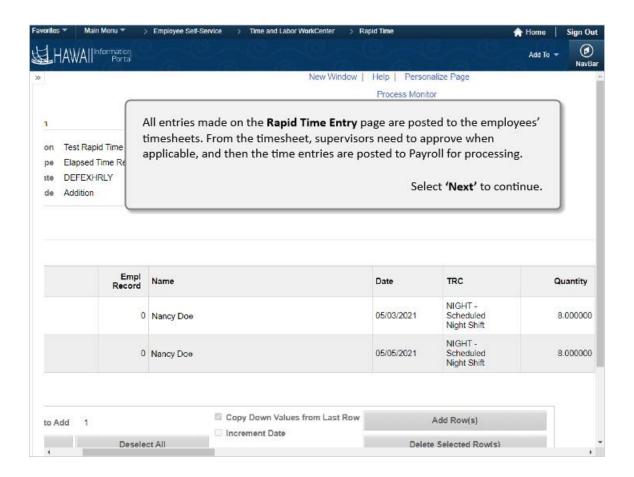




If necessary, resolve exceptions so the approver can approve the time.

Later in the course you will learn how to do that.





All entries made on the **Rapid Time Entry** page are posted to the employees' timesheets. From the timesheet, supervisors need to approve when applicable, and then the time entries are posted to Payroll for processing.





## Congratulations!

You've successfully completed this lesson.



# **Work Schedule**

# Update Employee Work Schedule Lesson Scenario In this lesson, you will learn how to update an employee Work Schedule. Work schedules are important so absences can be applied correctly. For example if an employee works M-F but accidentally requests leave for a weekend HIP will not count their non-scheduled hours in the leave request. Schedules are not used to track attendance. Every new hire will be given a default M-F 8 hours a day schedule. Supervisors and Timekeepers have access to make schedule changes. Select 'Next' to continue.

### Lesson Scenario

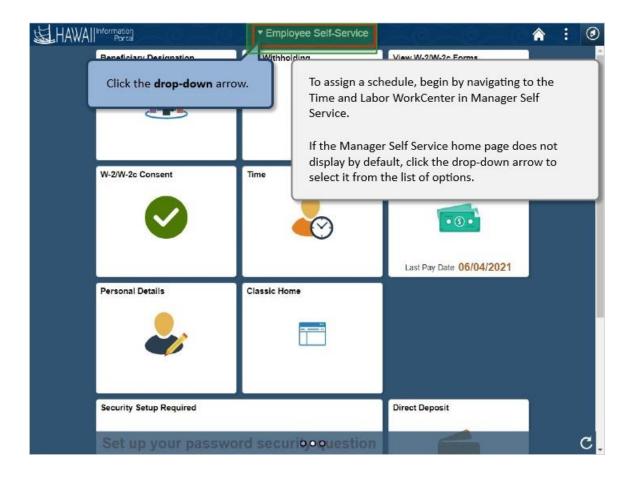
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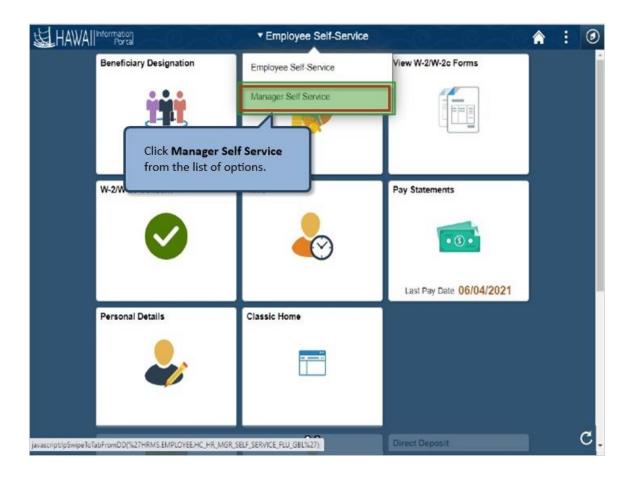


To assign a schedule, begin by navigating to the **Time and Labor WorkCenter** in **Manager Self Service**.

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.

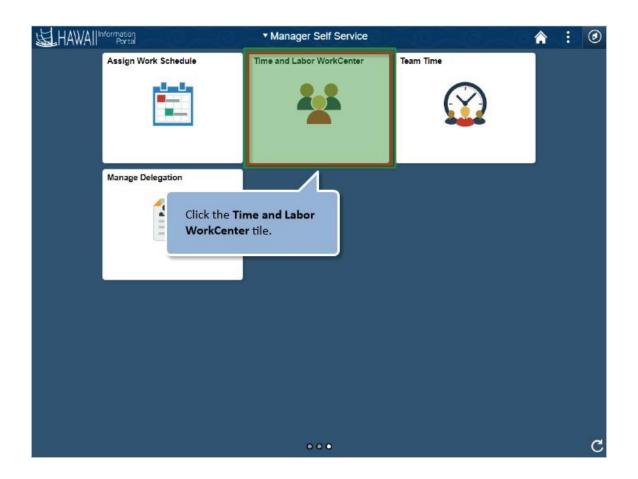
Click the **drop-down** arrow.





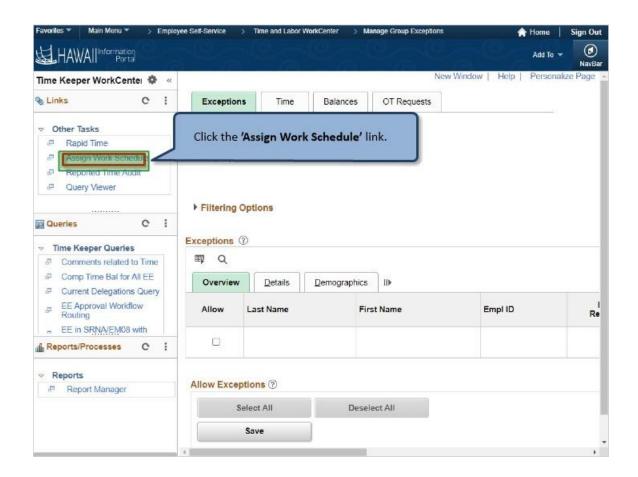
Click Manager Self Service from the list of options.





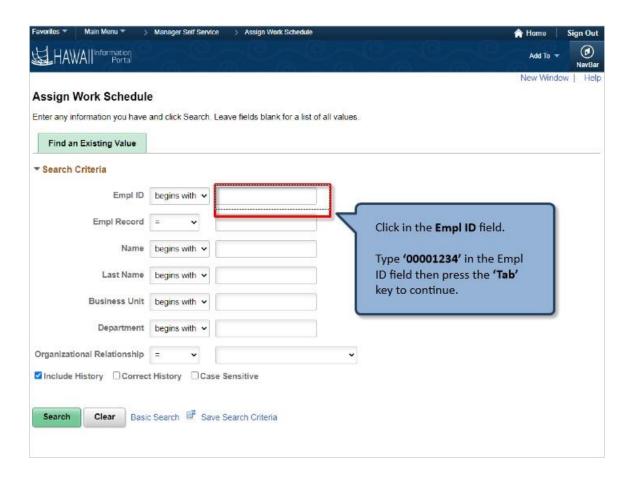
Click the Time and Labor WorkCenter tile.





Click the 'Assign Work Schedule' link.

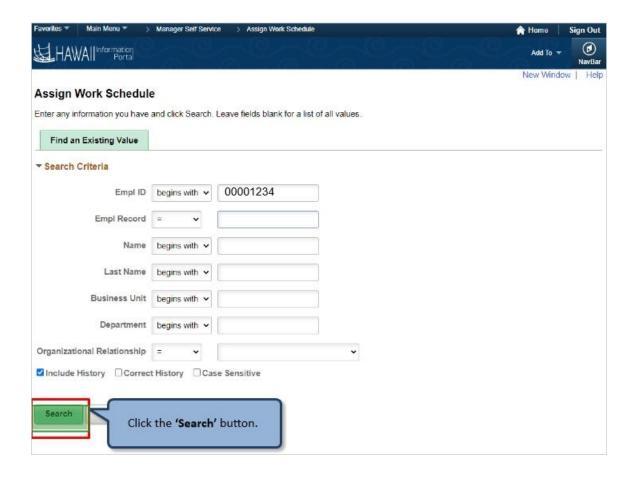




Click in the Empl ID field.

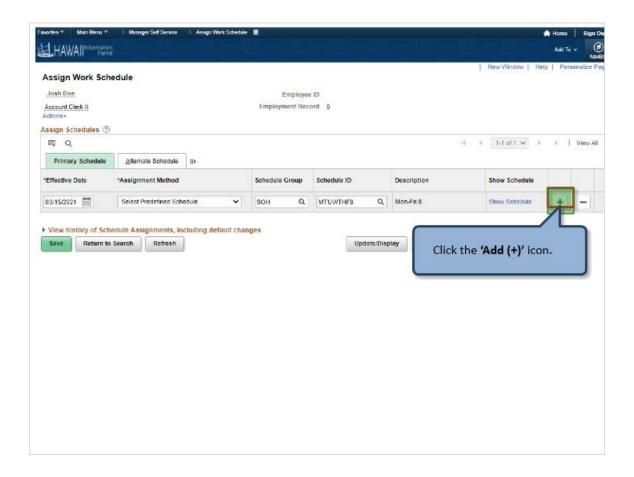
Type '00001234' in the Empl ID field then press the 'Tab' key to continue.





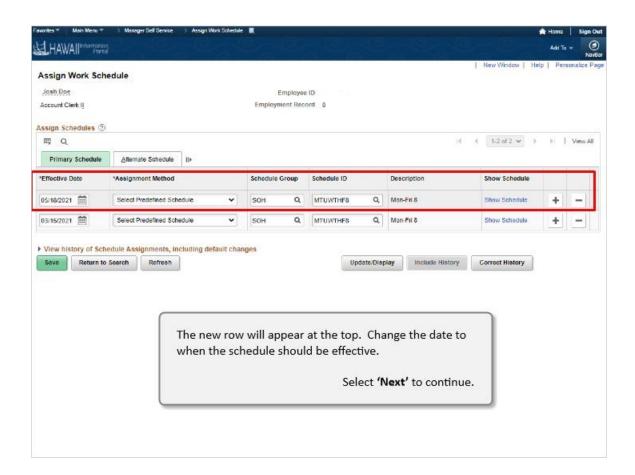
Click the 'Search' button.





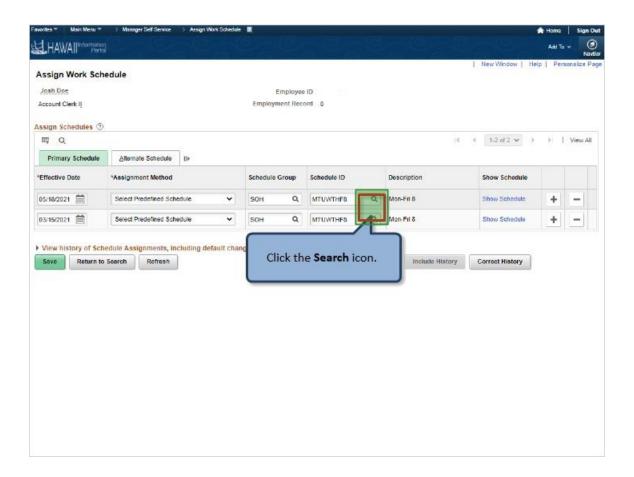
Click the 'Add (+)' icon.





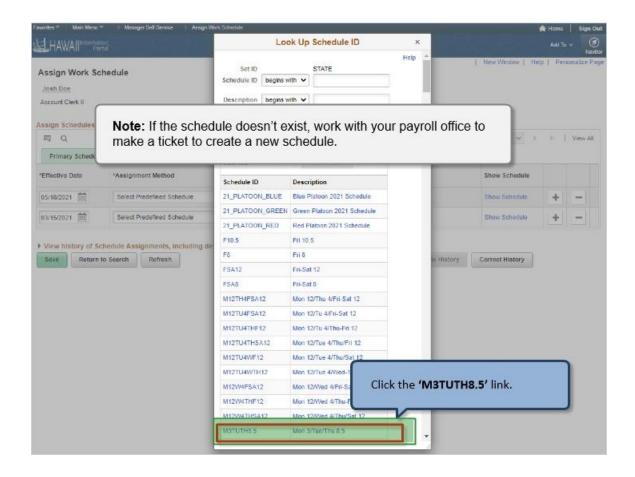
The new row will appear at the top. Change the date to when the schedule should be effective





Click the Search icon.

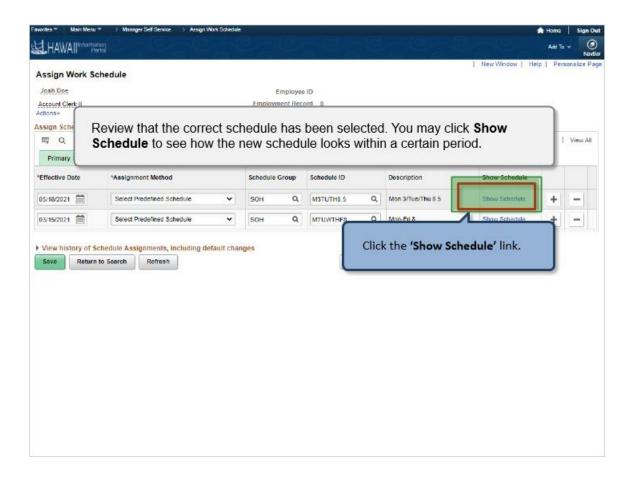




**Note:** If the schedule doesn't exist, work with your payroll office to make a ticket to create a new schedule.

Click the 'M3TUTH8.5' link.

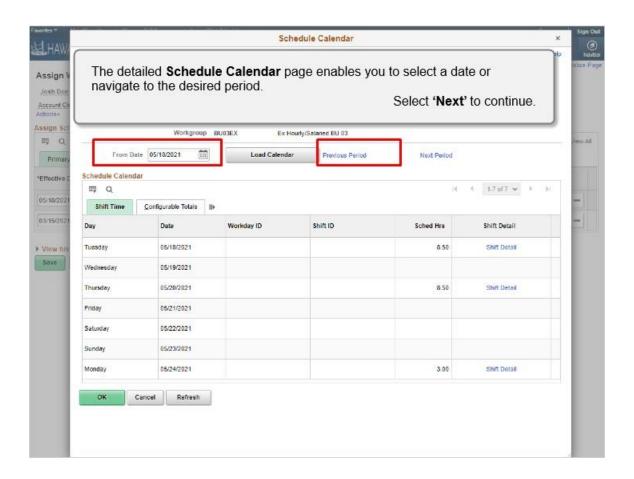




Review that the correct schedule has been selected. You may click **Show Schedule** to see how the new schedule looks within a certain period.

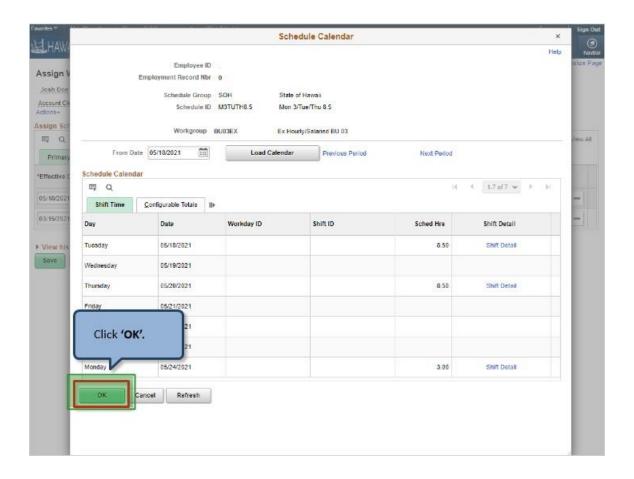
Click the 'Show Schedule' link.





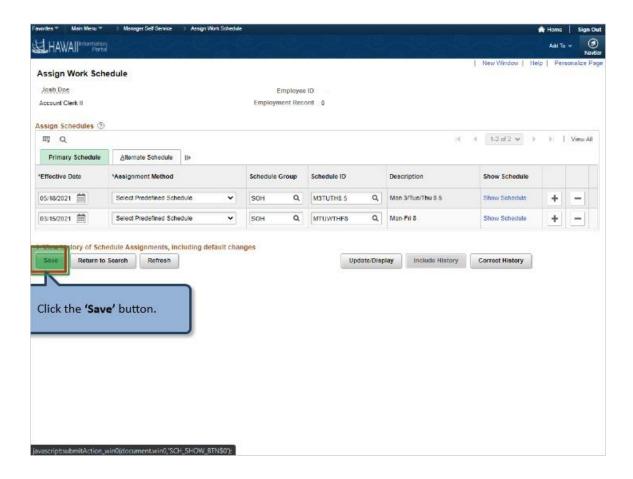
The detailed **Schedule Calendar** page enables you to select a date or navigate to the desired period.





Click 'OK'.





Click the 'Save' button.





# Congratulations!

You've successfully completed this lesson.



# **Reported Time Audit**



### Lesson Scenario

In this lesson, you will learn to use the Reported Time Audit page.

The Reported Time Audit page is helpful for research and audit of timesheet transactions. You can view the status and history of a transaction including the Reported Status, User ID of who submitted it and related combo code.





### When do Timekeepers use Reported Time Audit?

Timekeepers have access to help employees and supervisors input time transactions. Timekeepers also support supervisors and employees with research and audit of time transactions.

The Reported Time Audit page is something that Timekeepers use to help research or review the Reported Status, History and UAC for time transactions.

It is recommended to use this screen when the need arises to review details of time transactions.

Select 'Next' to continue.

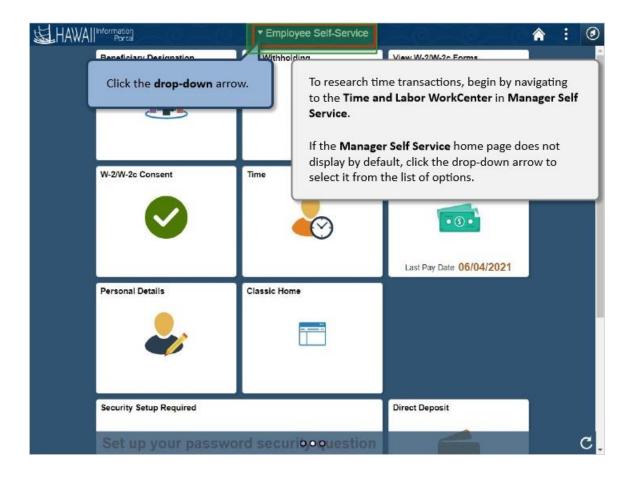
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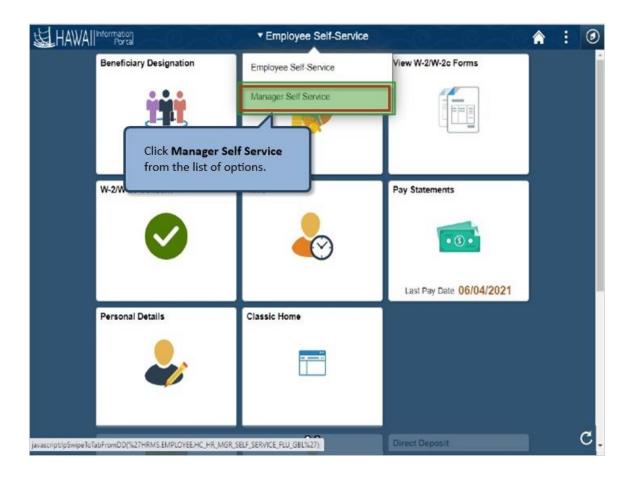


To research time transactions, begin by navigating to the **Time and Labor WorkCenter** in **Manager Self Service**.

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.





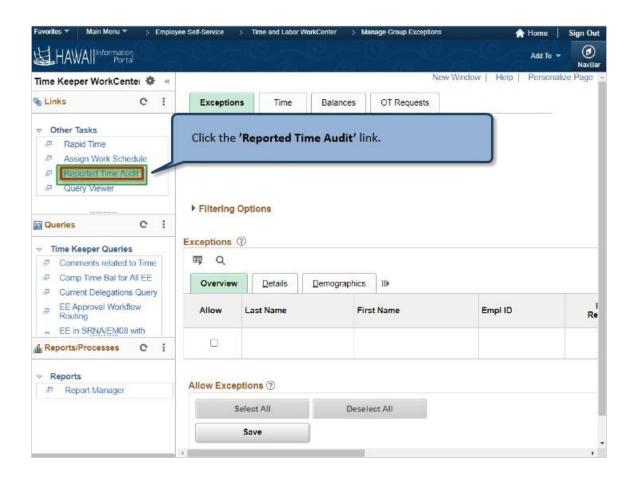
Click Manager Self Service from the list of options.





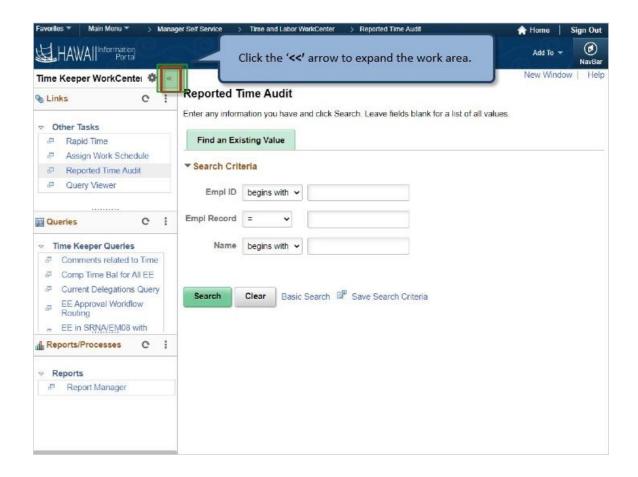
Click the Time and Labor WorkCenter tile.





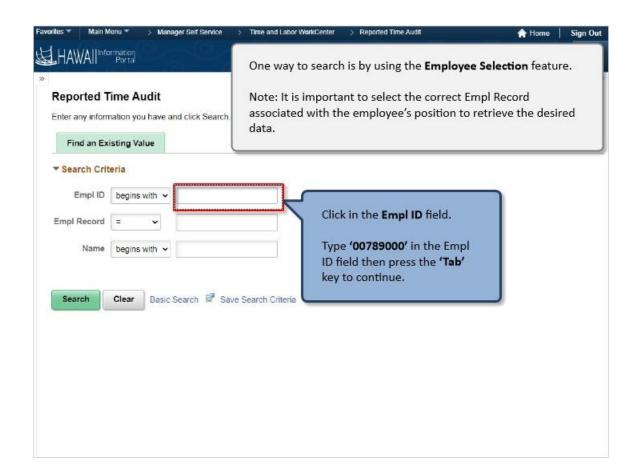
Click the 'Reported Time Audit' link.





Click the '<<' arrow to expand the work area.





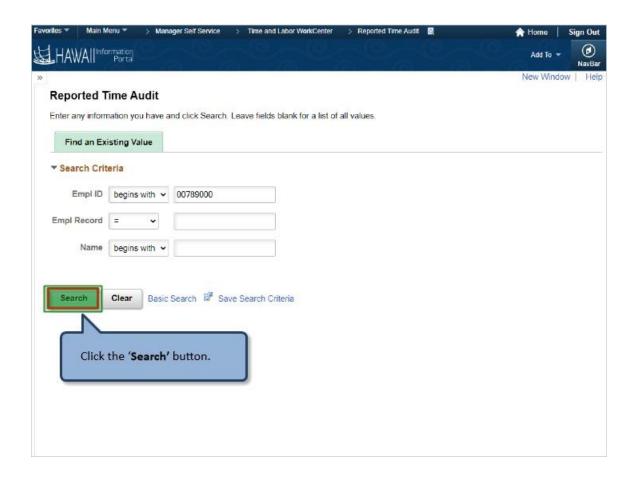
One way to search is by using the **Employee Selection** feature.

Note: It is important to select the correct Empl Record associated with the employee's position to retrieve the desired data.

Click in the **Empl ID** field.

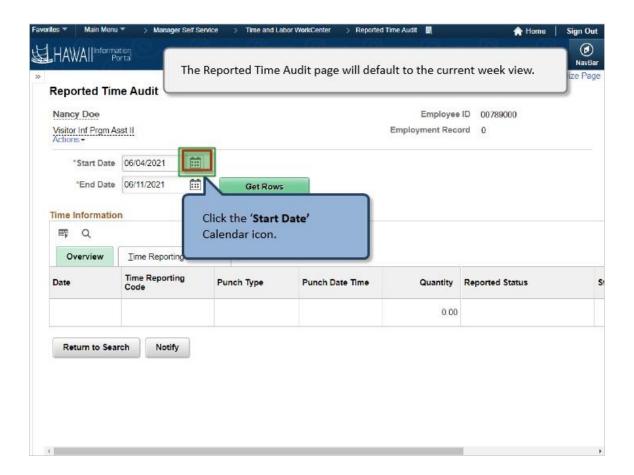
Type '00789000' in the Empl ID field then press the 'Tab' key to continue.





Click the 'Search' button.

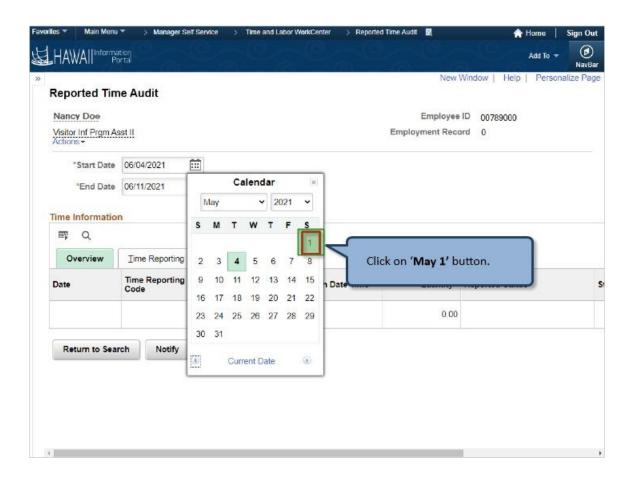




The Reported Time Audit page will default to the current week view.

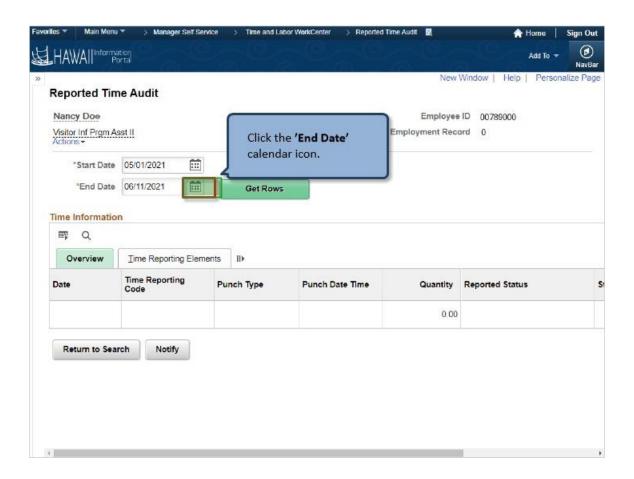
Click the 'Start Date' Calendar icon.





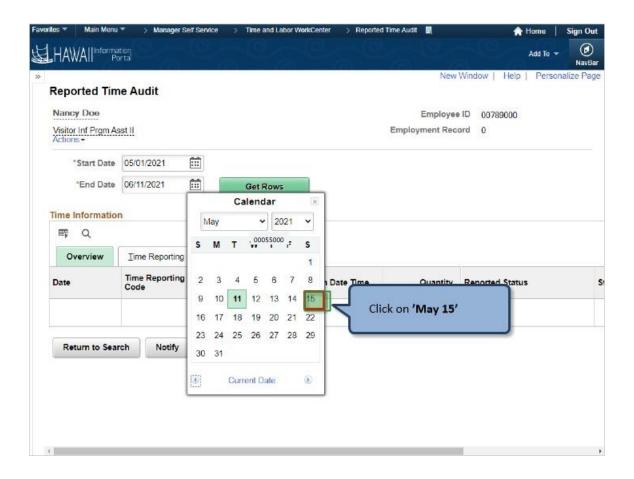
Click on 'May 1' button.





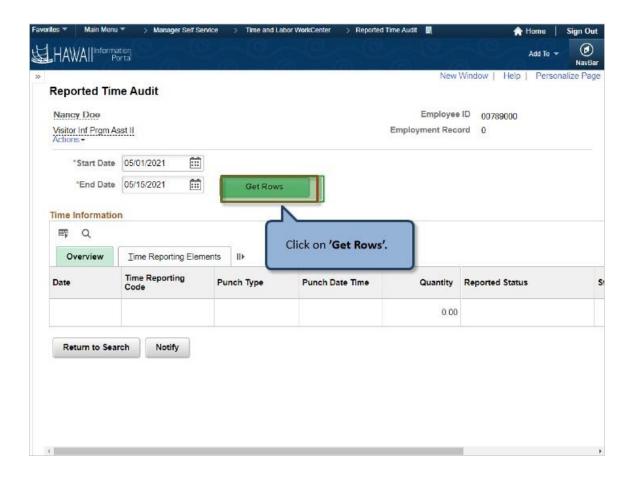
Click the 'End Date' calendar icon.





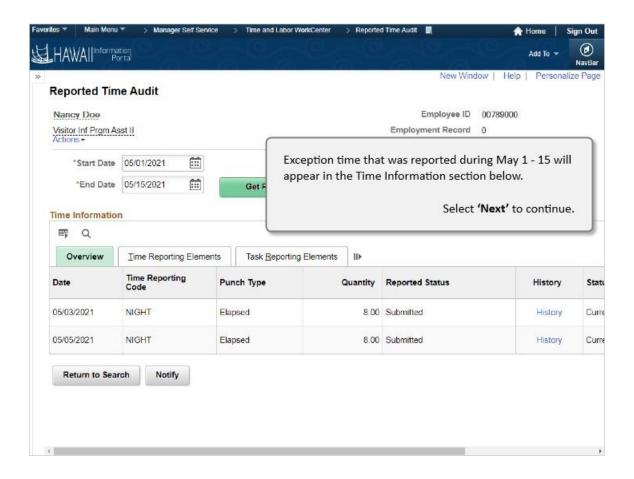
Click on 'May 15'





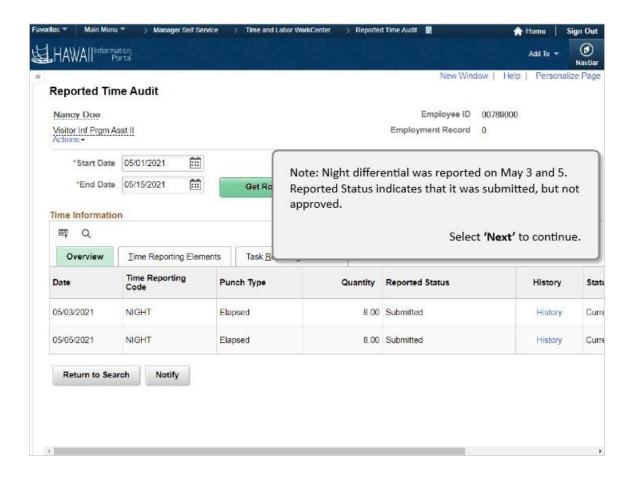
Click on 'Get Rows'.





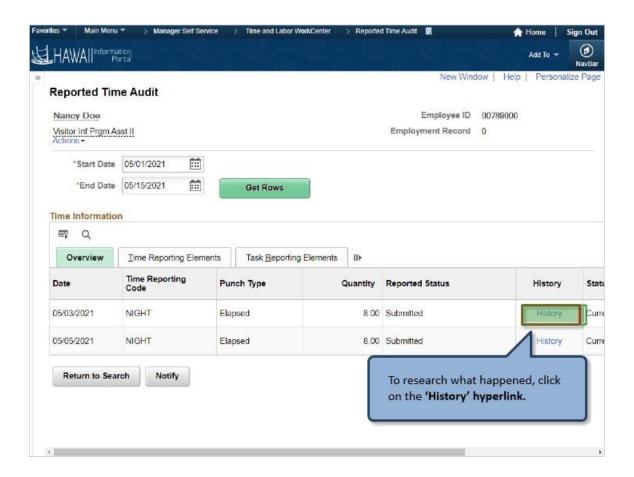
Exception time that was reported during May 1 - 15 will appear in the Time Information section below.





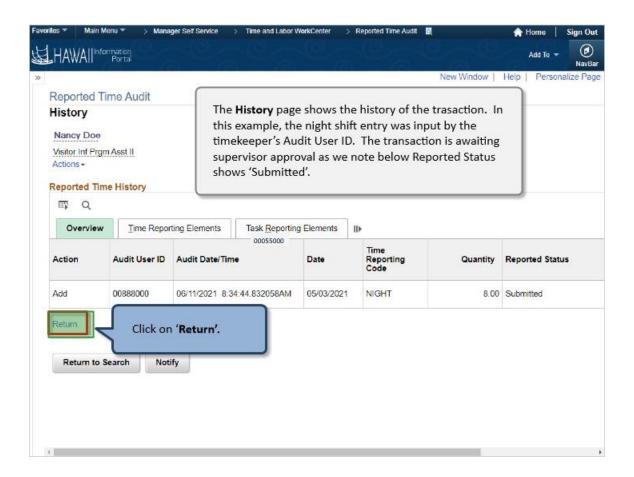
Note: Night differential was reported on May 3 and 5. Reported Status indicates that it was submitted, but not approved.





To research what happened, click on the 'History' hyperlink.

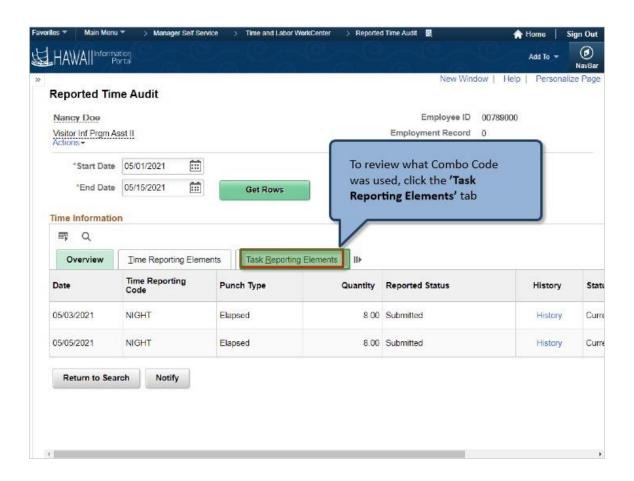




The **History** page shows the history of the transaction. In this example, the night shift entry was input by the timekeeper's Audit User ID. The transaction is awaiting supervisor approval as we note below Reported Status shows 'Submitted'.

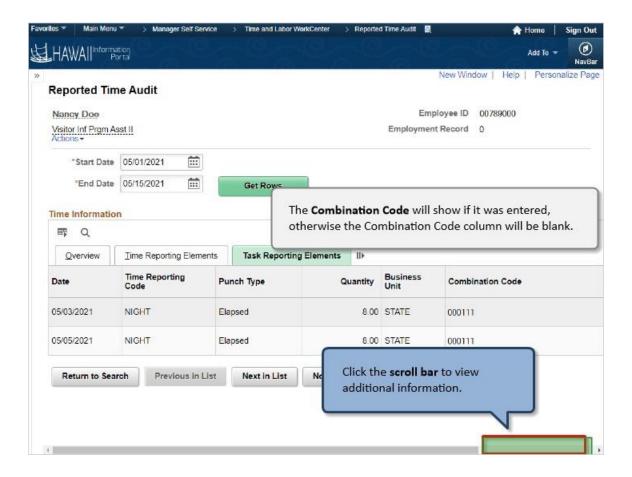
Click on 'Return'.





To review what Combo Code was used, click the 'Task Reporting Elements' tab.

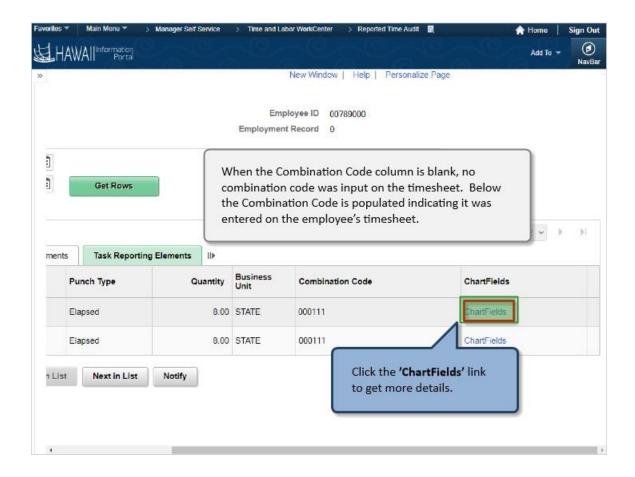




The **Combination Code** will show if it was entered, otherwise the Combination Code column will be blank.

Click the **scroll bar** to view additional information.

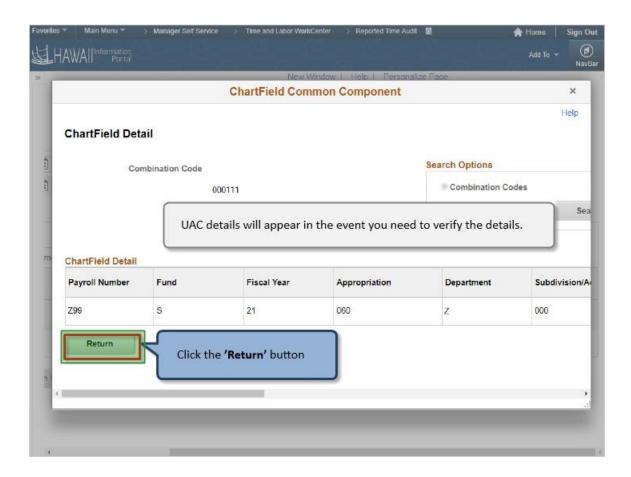




When the Combination Code column is blank, no combination code was input on the timesheet. Below the Combination Code is populated indicating it was entered on the employee's timesheet.

Click the 'ChartFields' link to get more details.





UAC details will appear in the event you need to verify the details.

Click the 'Return' button



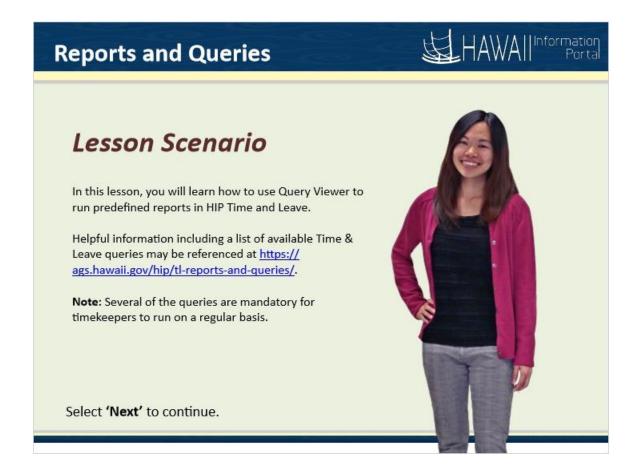


### Congratulations!

You've successfully completed this lesson.



# **Reports**



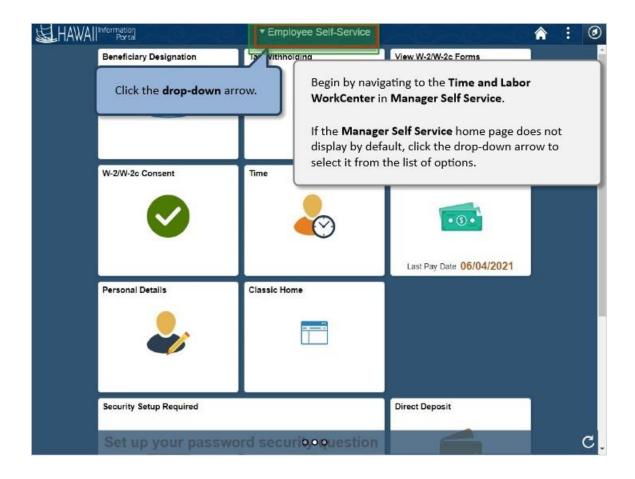
#### Lesson Scenario

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

Helpful information including a list of available Time & Leave queries may be referenced at https://ags.hawaii.gov/hip/tl-reports-and-queries/.

Note: Several of the queries are mandatory for timekeepers to run on a regular basis.



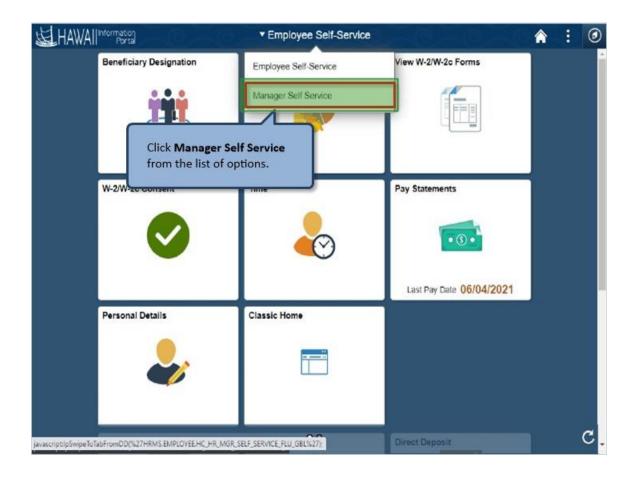


Begin by navigating to the **Time and Labor WorkCenter** in **Manager Self Service.** 

If **the Manager Self Service** home page does not display by default, click the drop-down arrow to select it from the list of options.

Click the drop-down arrow.





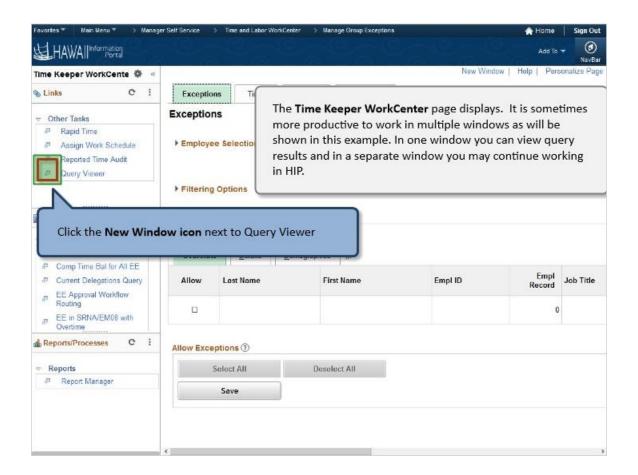
Click Manager Self Service from the list of options.





Click the Time and Labor WorkCenter tile.

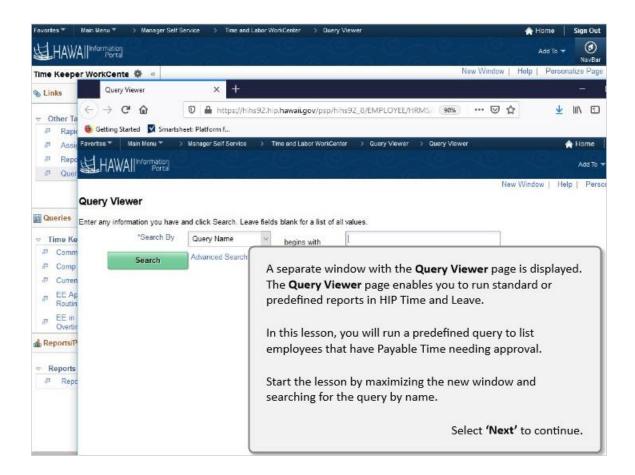




The **Time Keeper WorkCenter** page displays. It is sometimes more productive to work in multiple windows as will be shown in this example. In one window you can view query results and in a separate window you may continue working in HIP.

Click the **New Window icon** next to Query Viewer



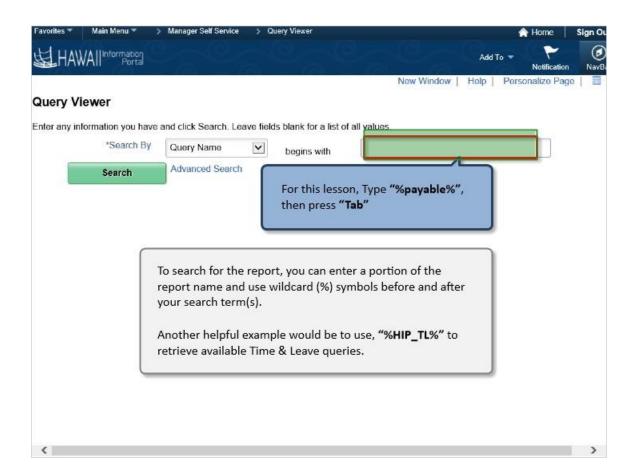


A separate window with the **Query Viewer** page is displayed. The **Query Viewer** page enables you to run standard or predefined reports in HIP Time and Leave.

In this lesson, you will run a predefined report to list employees that have Payable Time Needing Approval.

Start the lesson by maximizing the new window and searching for the query by name.



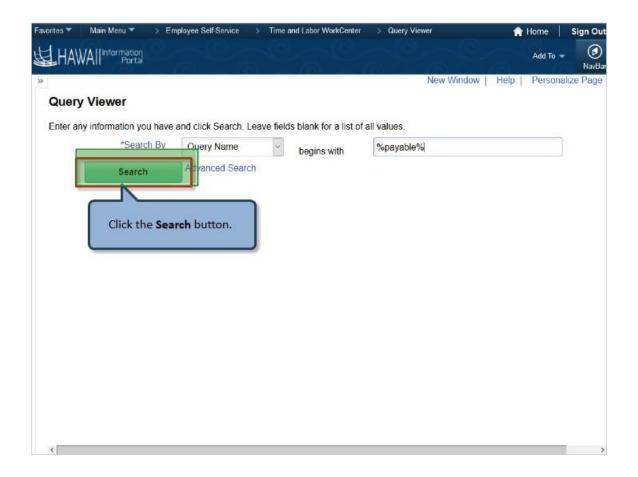


To search for the report, you can enter a portion of the report name and use wildcard (%) symbols before and after your search term(s).

Another helpful example would be to use, "%HIP\_TL%" to retrieve available Time & Leave queries.

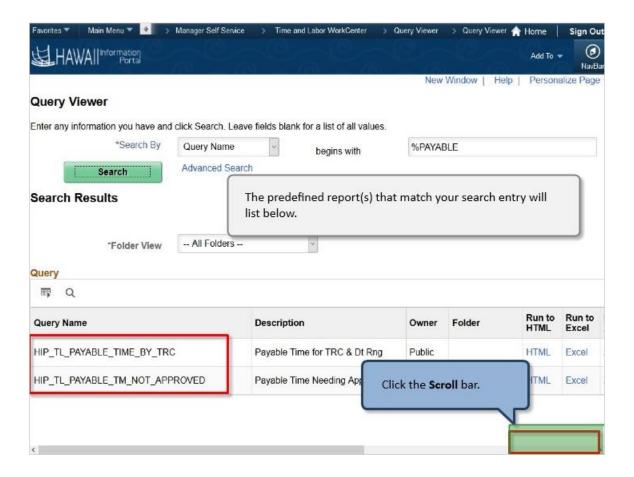
For this lesson, Type "%payable%", then press "Tab"





Click the Search button.

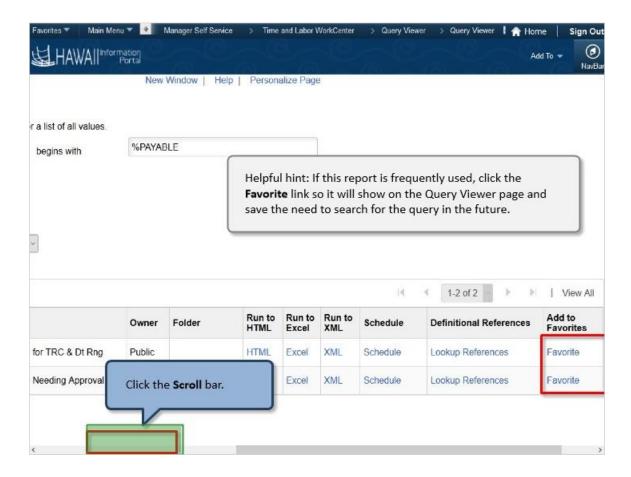




The predefined report(s) that match your search entry will list below.

Click the Scroll bar.

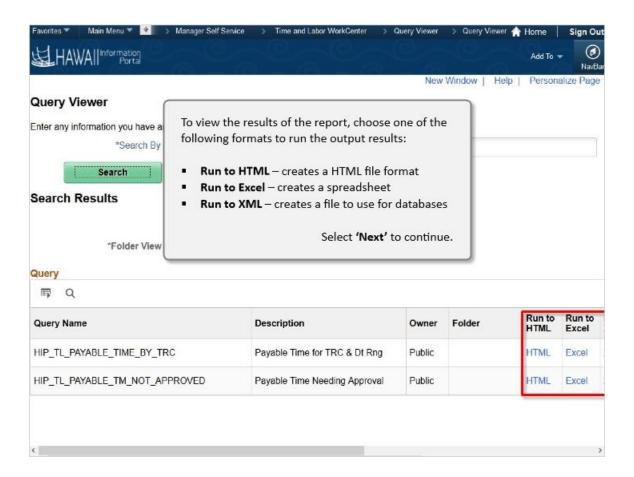




Helpful hint: If this report is frequently used, click the **Favorite** link so it will show on the Query Viewer page and save the need to search for the query in the future.

Click the Scroll bar.

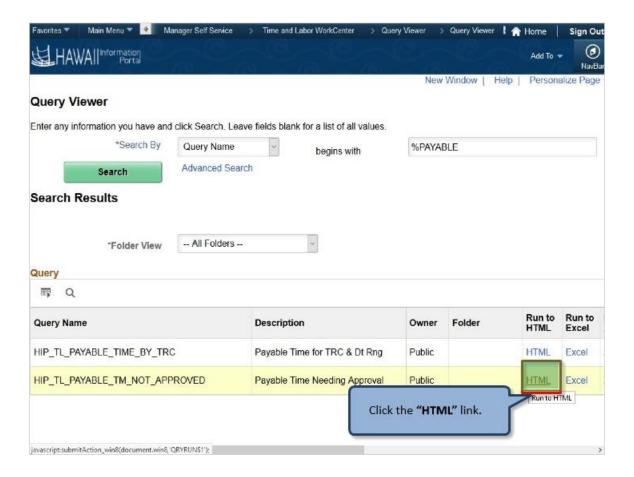




To view the results of the report, choose one of the following formats to run the output results:

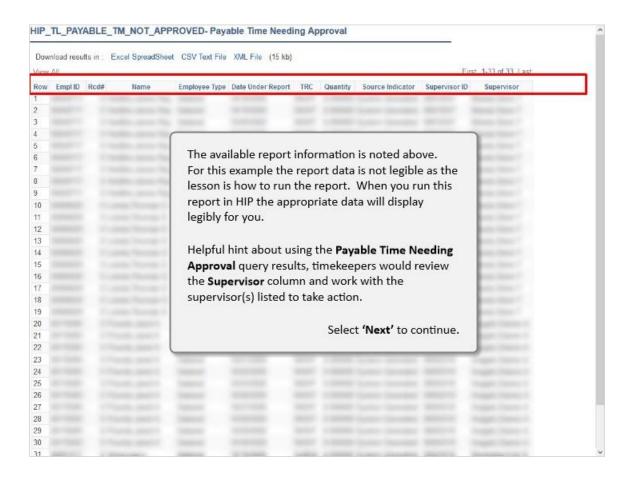
- Run to HTML creates a HTML file format
- Run to Excel creates a spreadsheet
- Run to XML creates a file to use for databases





Click the "HTML" link.





The available report information is noted above. For this example the report data is not legible as the lesson is how to run the report. When you run this report in HIP the appropriate data will display legibly for you.

Helpful hint about using the **Payable Time Needing Approval** query results, timekeepers would review the **Supervisor** column and work with the supervisor(s) listed to take action.





### Congratulations!

You've successfully completed this lesson.



# **Time and Labor WorkCenter**



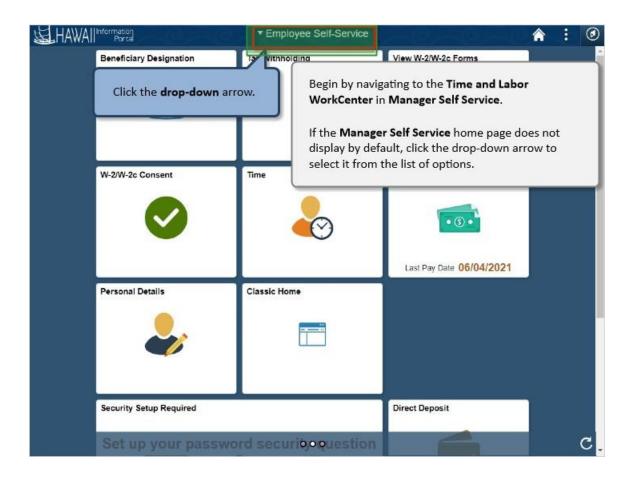
#### Lesson Scenario

In this lesson, you will learn about the WorkCenter.

Timekeepers use the **Time and Labor WorkCenter** for a variety of key functions:

- Rapid Time
- Assign Work Schedule
- Reported Time Audit
- Query Viewer and top queries
- Exceptions
- Timesheet and Payable Time detail
- Compensatory Time Balances
- Overtime Requests



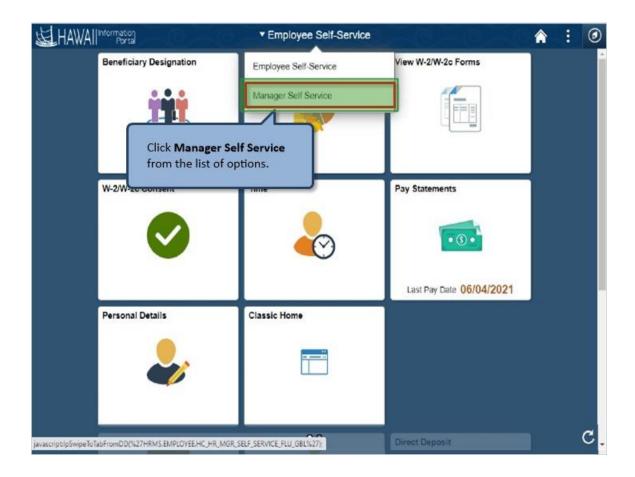


Begin by navigating to the **Time and Labor WorkCenter** in **Manager Self Service.** 

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.

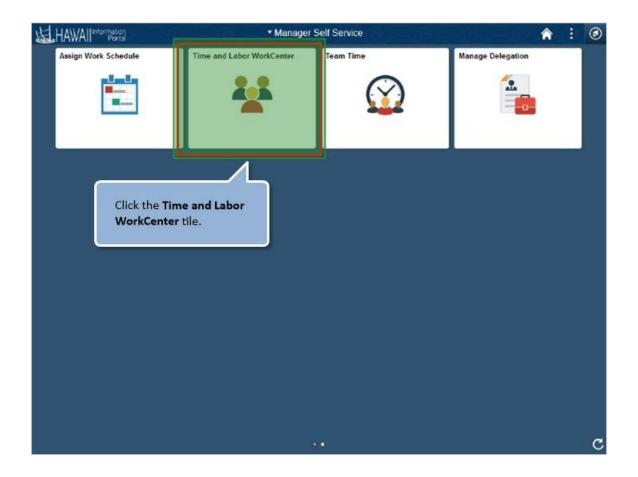
Click the drop-down arrow.





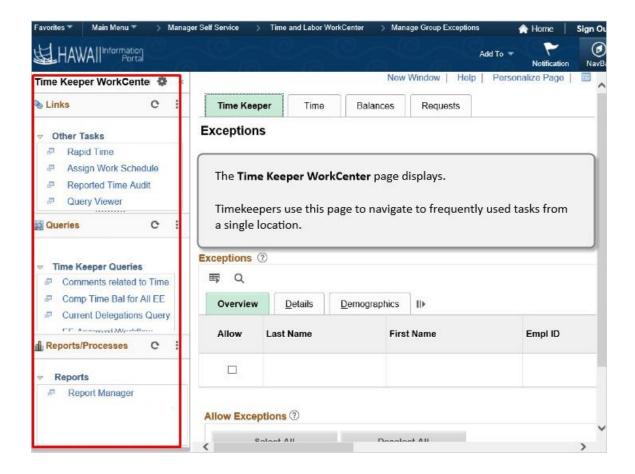
Click Manager Self Service from the list of options.





Click the Time and Labor WorkCenter tile.

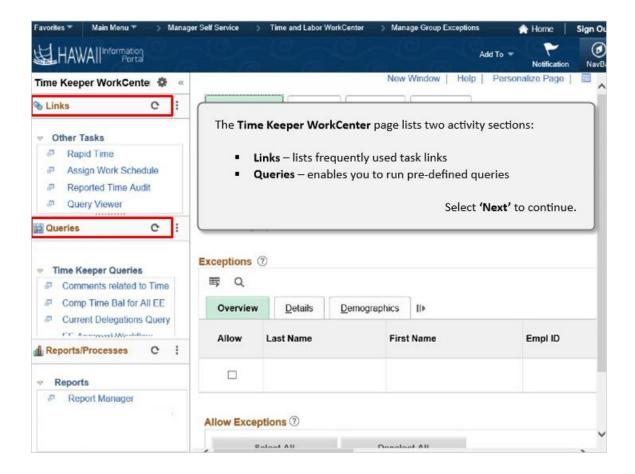




The Time Keeper WorkCenter page displays.

Timekeepers use this page to navigate to frequently used tasks from a single location.

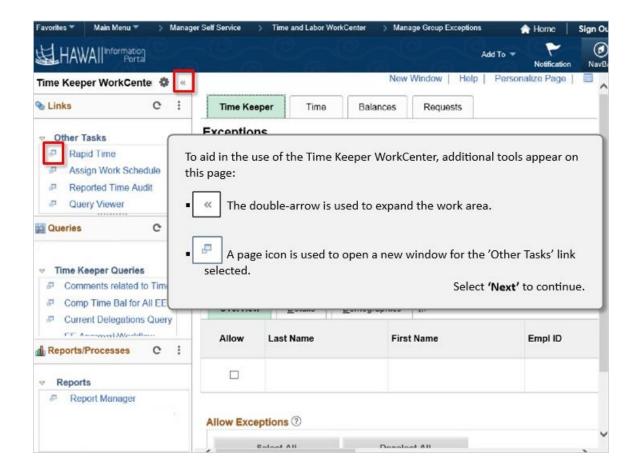




The Time Keeper WorkCenter page lists two activity sections:

- Links lists frequently used task links
- Queries enables you to run pre-defined queries

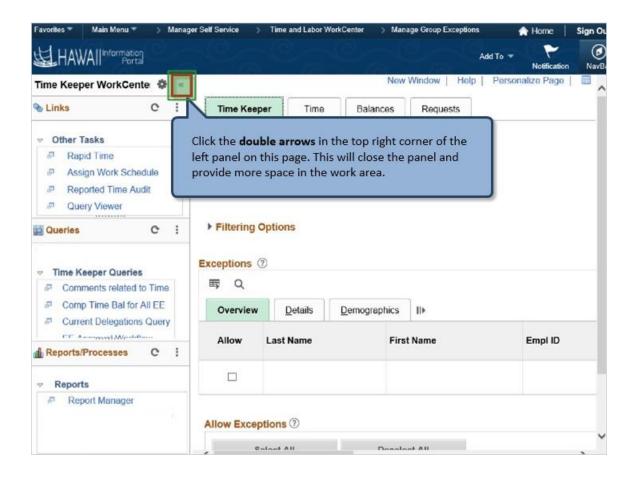




To aid in the use of the Time Keeper WorkCenter, additional tools appear on this page:

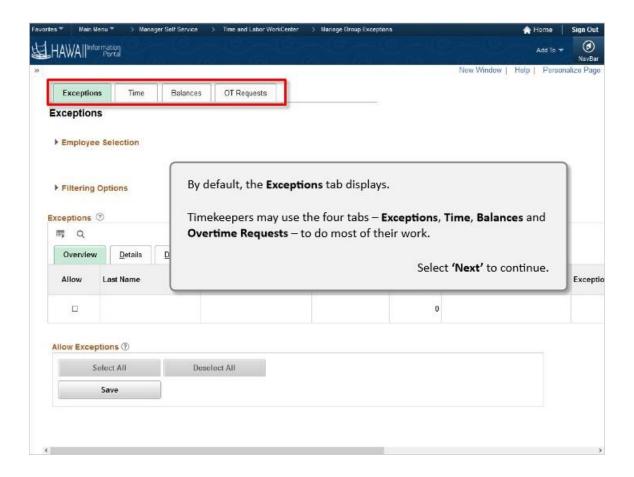
- The double-arrow is used to expand the work area.
- A page icon is used to open a new window for the 'Other Tasks' link selected.





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.



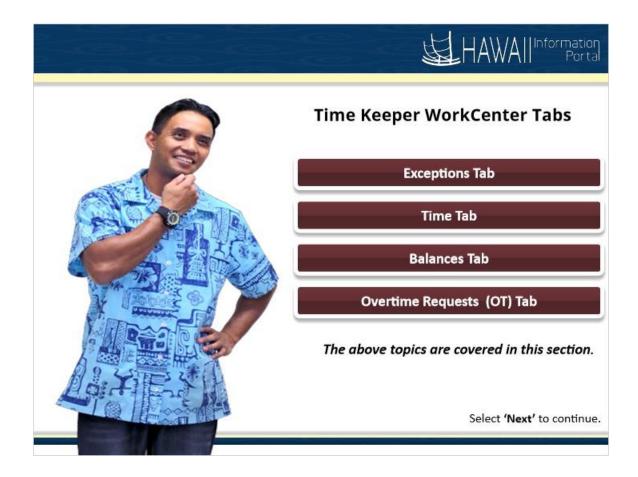


By default, the **Exceptions** tab displays.

Timekeepers may use the four tabs - Exceptions, Time, Balances and Overtime Requests - to do most of their work.



# **Time Keeper WorkCenter Tabs**



Exceptions Tab
Time Tab
Balances Tab
Overtime Requests (OT) Tab

The above topics are covered in this section.



## The Exceptions Tab

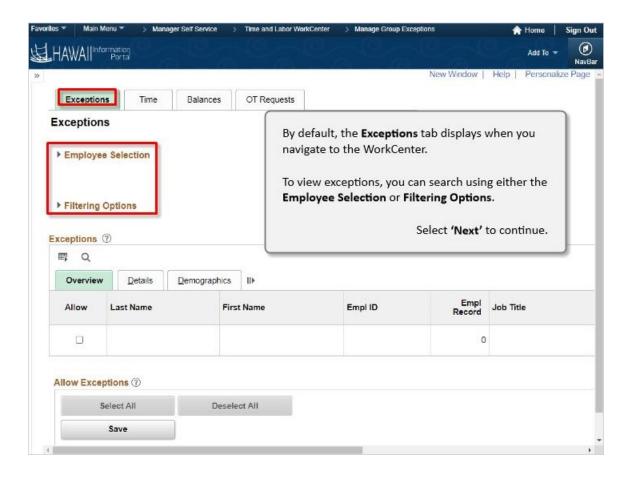


Time and Labor WorkCenter Exceptions Tab

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

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

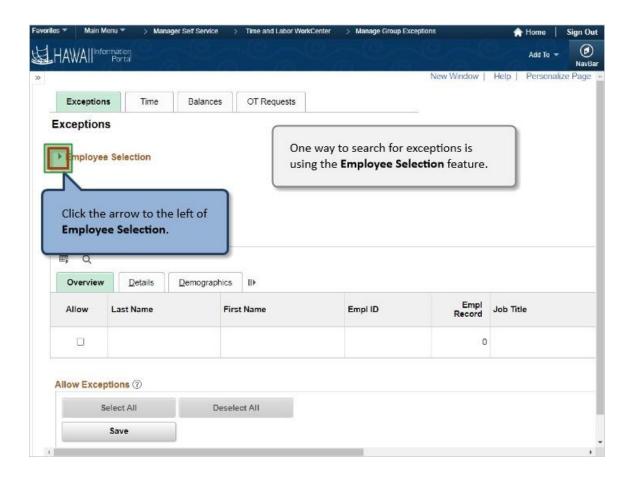




By default, the **Exceptions** tab displays when you navigate to the WorkCenter.

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

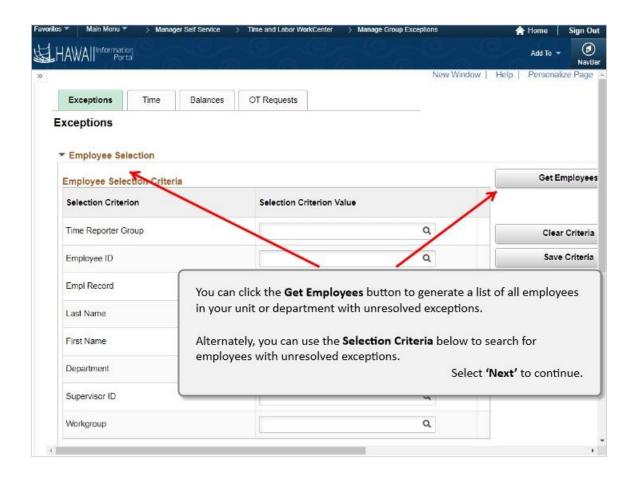




One way to search for exceptions is using the **Employee Selection** feature.

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

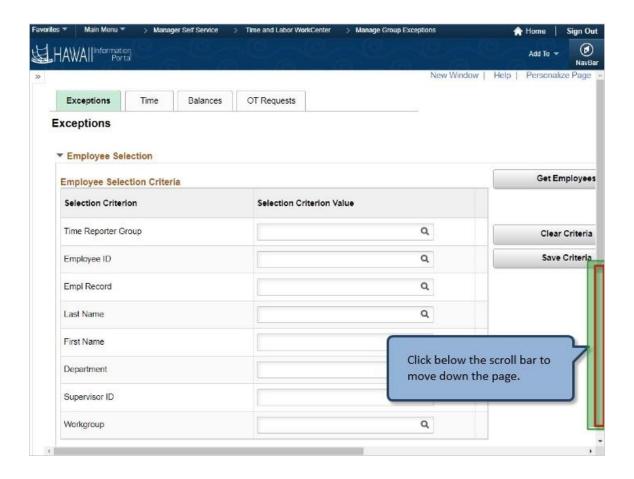




You can click the **Get Employees** button to generate a list of all employees in your unit or department with unresolved exceptions.

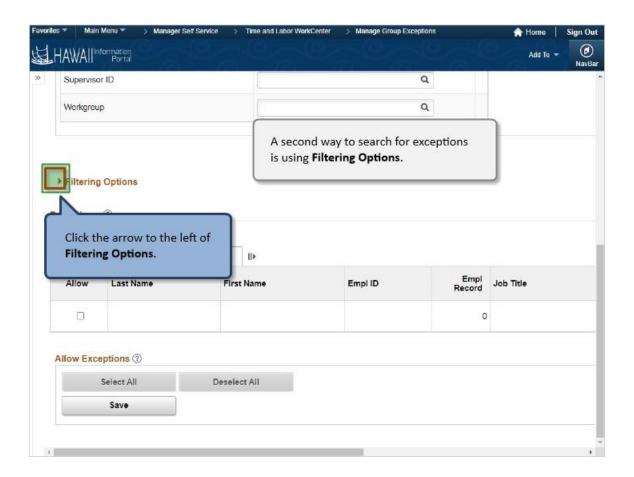
Alternately, you can use the **Selection Criteri**a below to search for employees with unresolved exceptions.





Click below the scroll bar to move down the page.

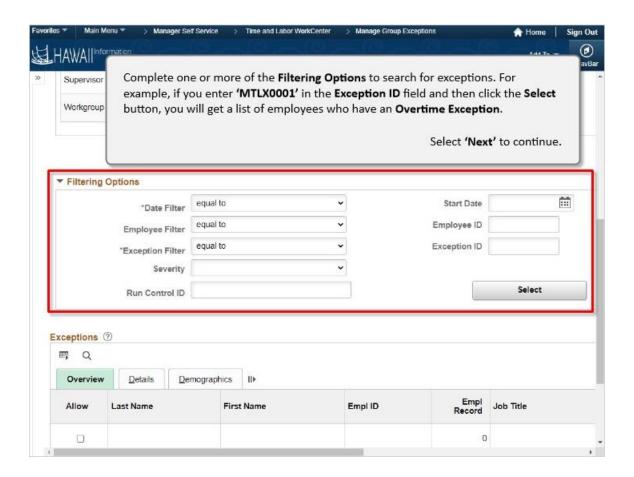




A second way to search for exceptions is using Filtering Options.

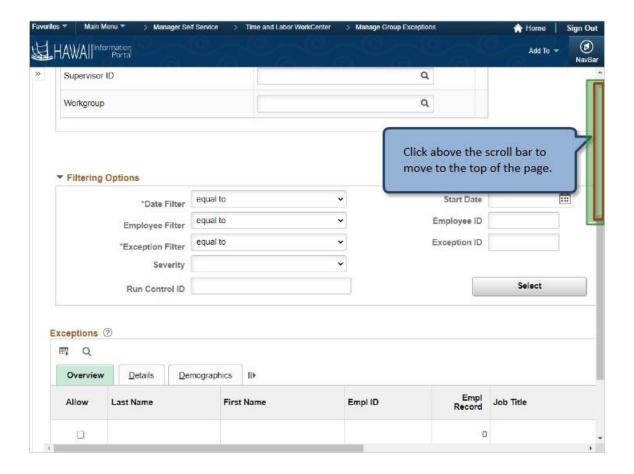
Click the arrow to the left of Filtering Options.





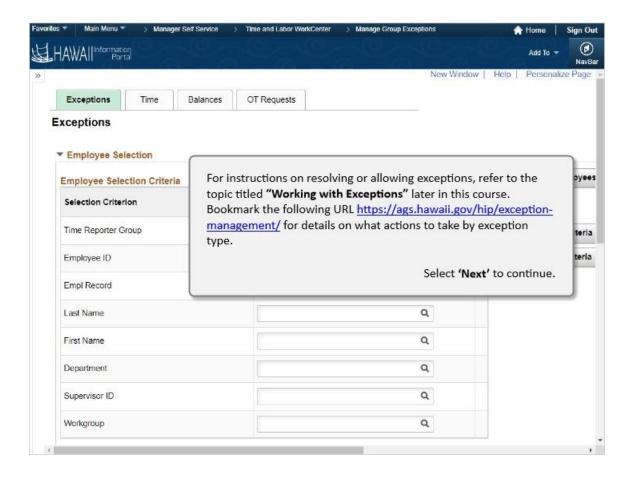
Complete one of more of the **Filtering Options** to search for exceptions. For example, if you enter 'MTLX0001' in the **Exception ID** field and then click the **Select** button, you will get a list of employees who have an **Overtime Exception**.





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





For instructions on resolving or allowing exceptions, refer to the topic titled "Working with Exceptions" later in this course. Bookmark the following URL <a href="https://ags.hawaii.gov/hip/exception-management/">https://ags.hawaii.gov/hip/exception-management/</a> for details on what actions to take by exception type.





# Congratulations!

You've successfully completed this lesson.



#### The Time Tab

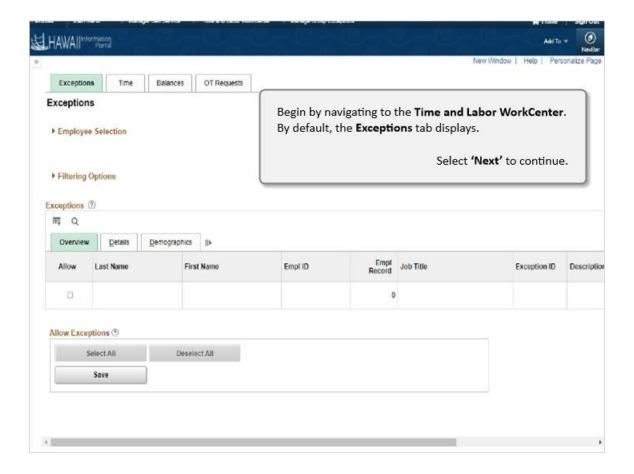


Time and Labor WorkCenter Time Tab

The Timekeeper works with the supervisor to ensure all payable time is approved. They also have the ability to enter time on behalf of an employee.

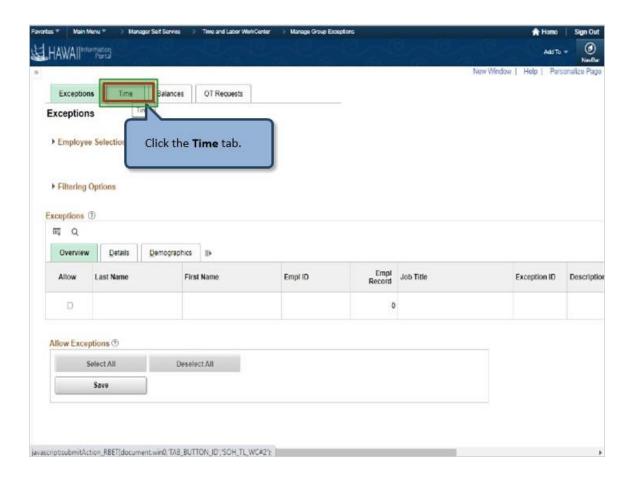
In this section, you will explore the time tab and access the employees timesheet and payable time detail.





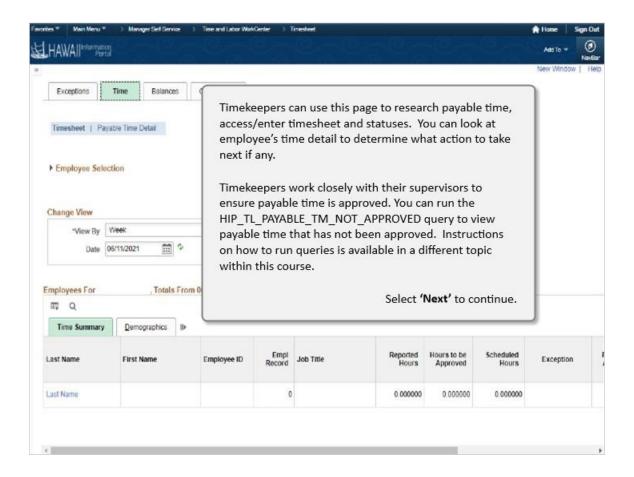
Begin by navigating to the **Time and Labor WorkCenter**. By default, the **Exceptions** tab displays.





Click the **Time** tab.

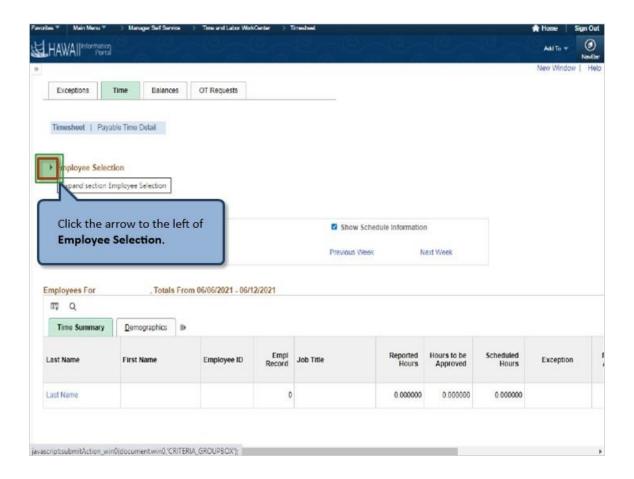




Timekeepers can use this page to research payable time, access/enter timesheet and statuses. You can look at employee's time detail to determine what action to take next if any.

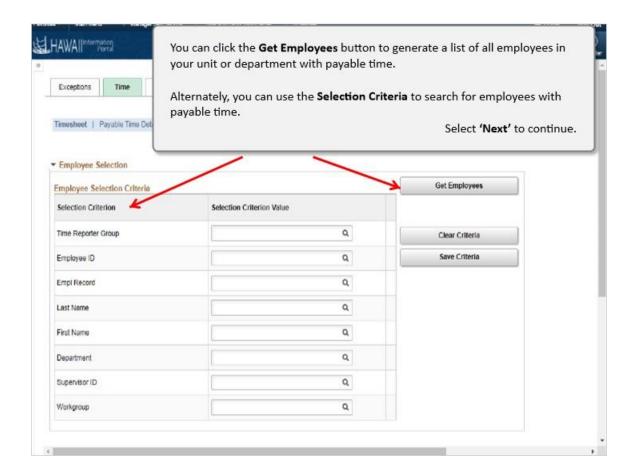
Timekeepers work closely with their supervisors to ensure payable time is approved. You can run the HIP\_TL\_PAYABLE\_TM\_NOT\_APPROVED query to view payable time that has not been approved. Instructions on how to run queries is available in a different topic within this course.





Click the arrow to the left of Employee Selection.

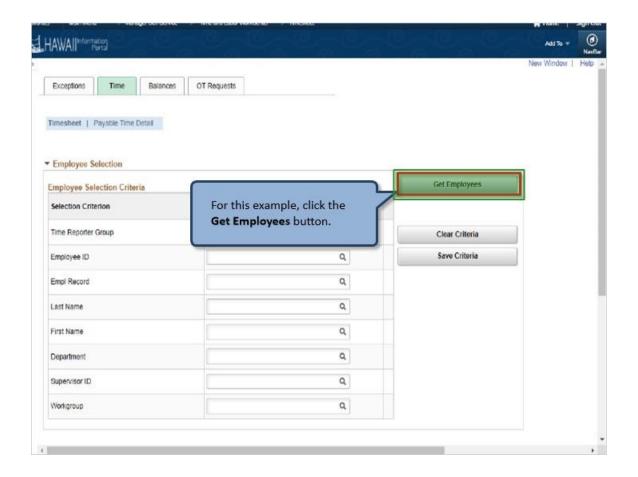




You can click the **Get Employees** button to generate a list of all employees in your unit or department with payable time.

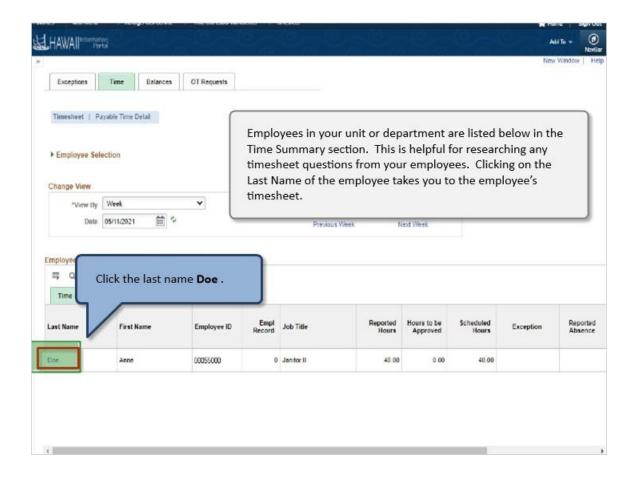
Alternately, you can use the **Selection Criteria** to search for employees with payable time.





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

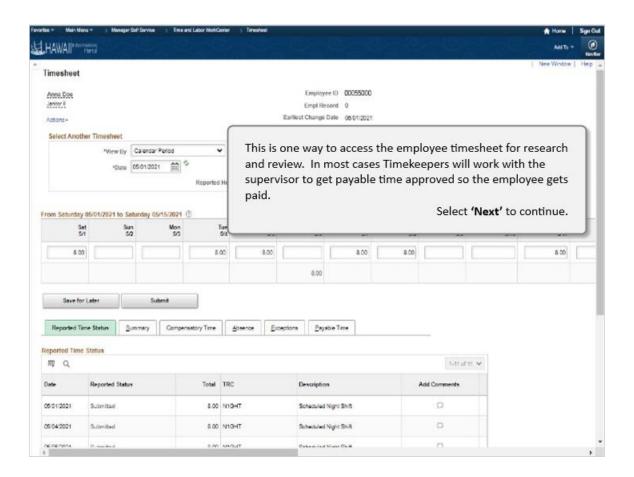




Employees in your unit or department are listed below in the Time Summary section. This is helpful for researching any timesheet questions from your employees. Clicking on the Last Name of the employee takes you to the employee's timesheet.

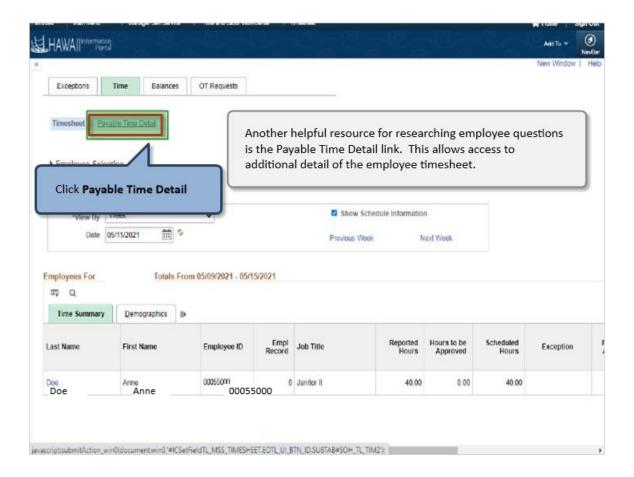
Click the last name Doe.





This is one way to access the employee timesheet for research and review. In most cases Timekeepers will work with the supervisor to get payable time approved so the employee gets paid.

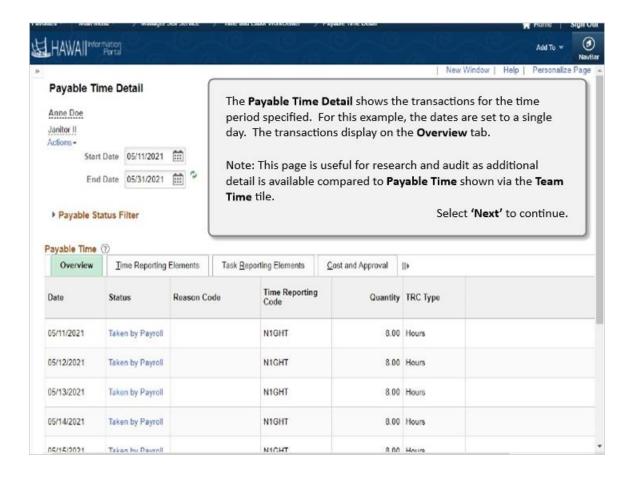




Another helpful resource for researching employee questions is the Payable Time Detail link. This allows access to additional detail of the employee timesheet.

#### Click Payable Time Detail

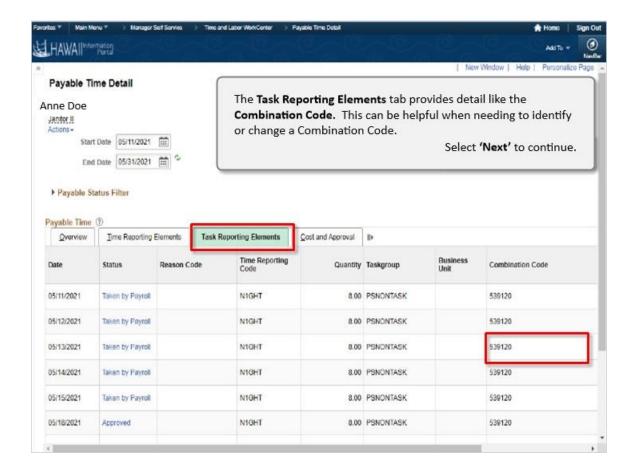




The **Payable Time Detail** shows the transactions for the time period specified. For this example, the dates are set to a single day. The transactions display on the **Overview** tab.

Note: This page is useful for research and audit as additional detail is available compared to **Payable Time** shown via the **Team Time** tile.





The **Task Reporting Elements** tab provides detail like the **Combination Code**. This can be helpful when needing to identify or change a Combination Code.



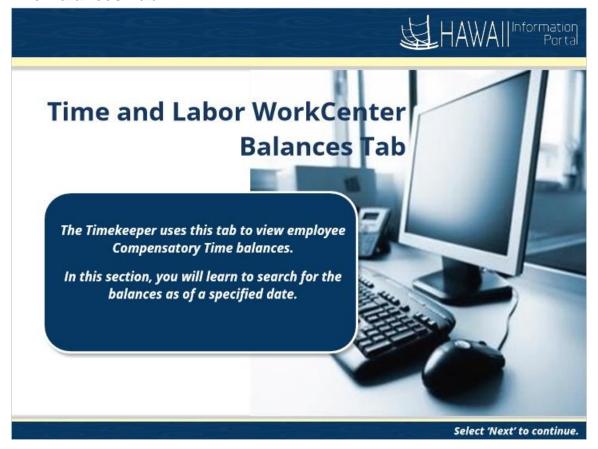


# Congratulations!

You've successfully completed this lesson.



#### The Balances Tab

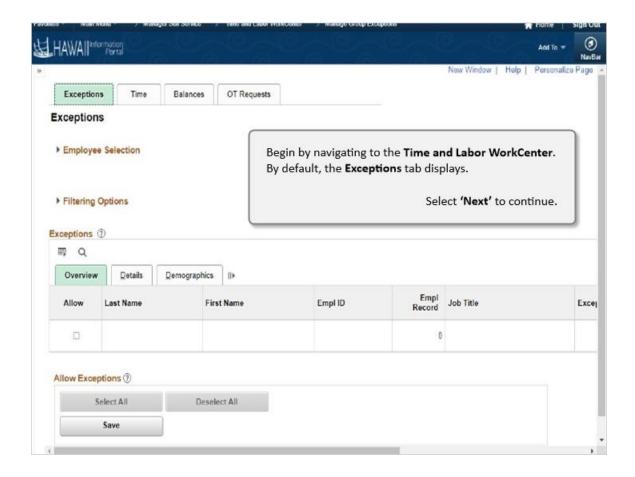


Time and Labor WorkCenter Balances Tab

The Timekeeper uses this tab to view employee Compensatory Time balances.

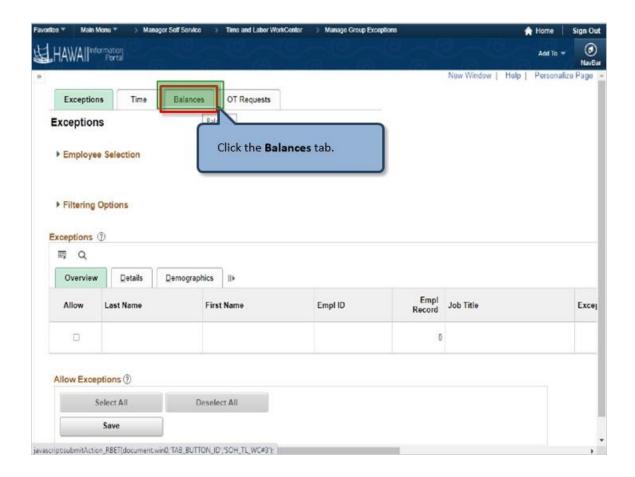
In this section, you will learn to search for the balances as of a specified date.





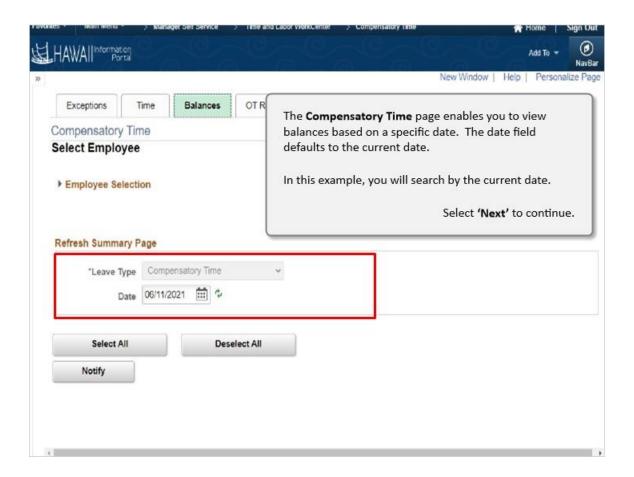
Begin by navigating to the **Time and Labor WorkCenter**. By default, the **Exceptions** tab displays.





Click the Balances tab.

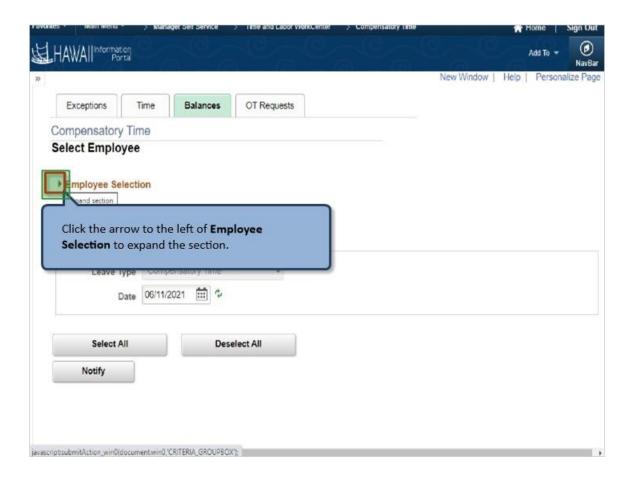




The **Compensatory Time** page enables you to view balances based on a specific date. The date field defaults to the current date.

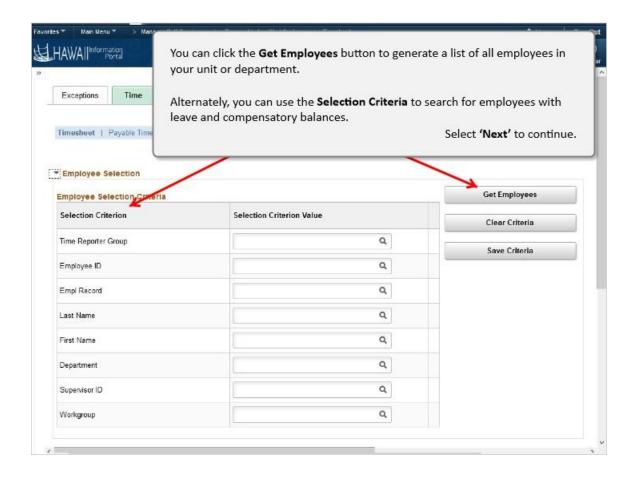
In this example, you will search by the current date.





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

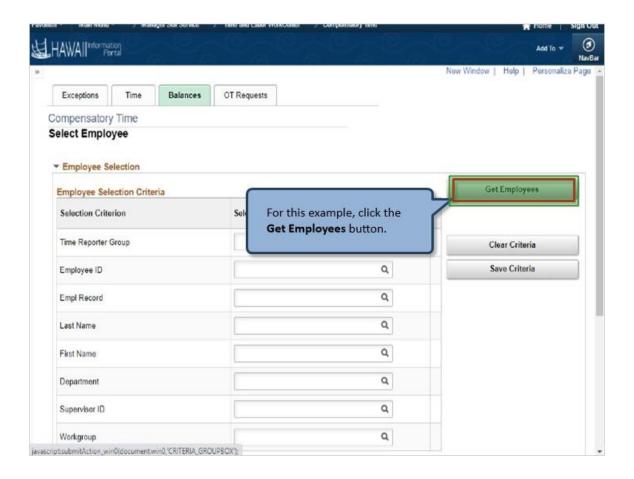




You can click the **Get Employees** button to generate a list of all employees in your unit or department.

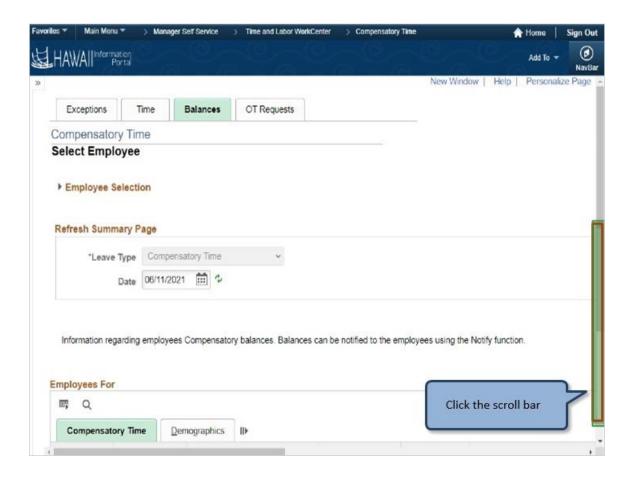
Alternately, you can use the **Selection Criteria** to search for employees with leave and compensatory balances.





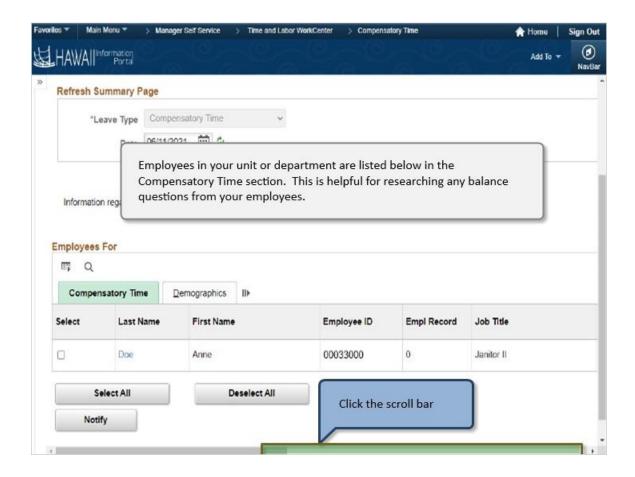
For this example, click the **Get Employees** button.





Click the scroll bar

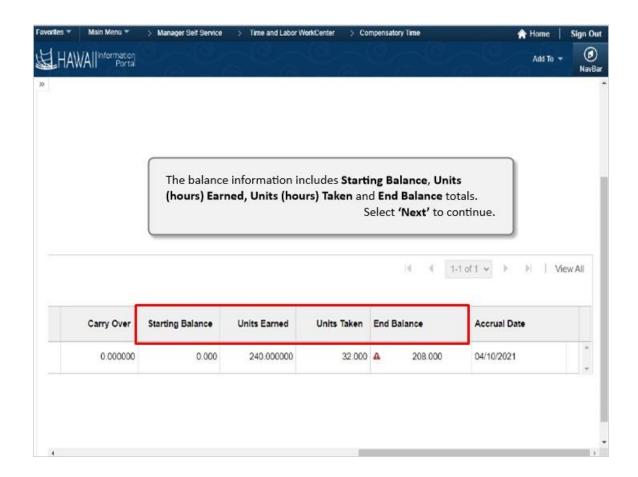




Employees in your unit or department are listed below in the Compensatory Time section. This is helpful for researching any balance questions from your employees.

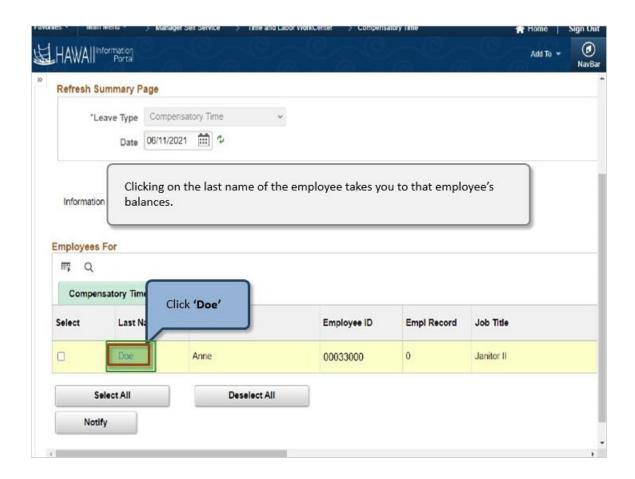
Click the scroll bar





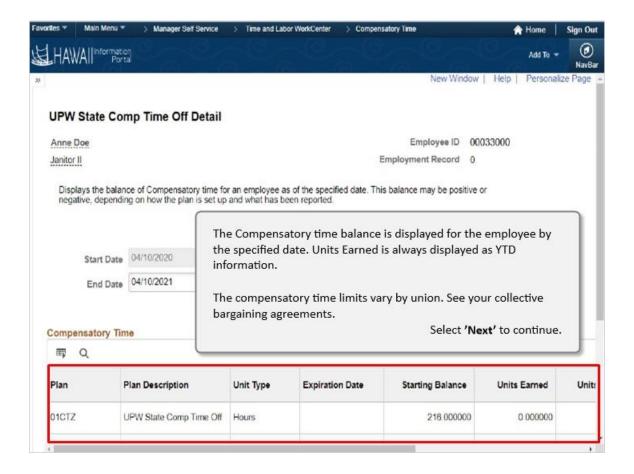
The balance information includes **Starting Balance**, **Units (hours) Earned**, **Units (hours) Taken** and **End Balance** totals.





Clicking on the last name of the employee takes you to that employee's balances.

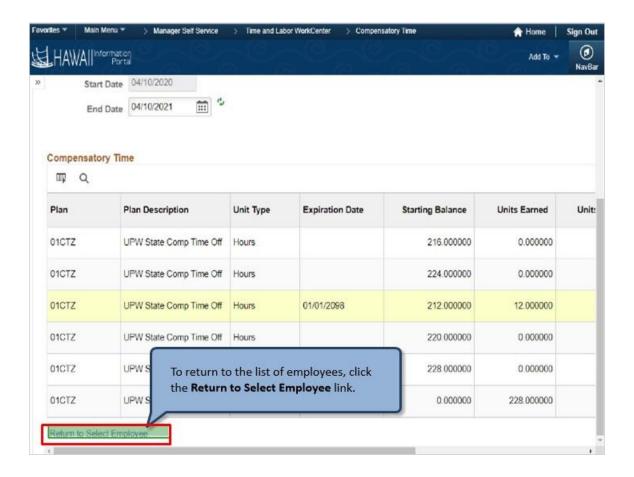




The Compensatory time balance is displayed for the employee by the specified date. Units Earned is always displayed as YTD information.

The compensatory time limits vary by union. See your collective bargaining agreements.





To return to the list of employees, click the Return to Select Employee link.





# Congratulations!

You've successfully completed this lesson.



### The Overtime Requests Tab

# The Overtime Requests Tab



# Lesson Scenario

In this lesson, you will learn to use the Overtime Requests Tab in the Time and Labor WorkCenter.

The Timekeeper uses this tab to determine whether employees have any pending overtime requests. Overtime requests are required for both overtime and compensatory time earned, which are both are both types of time. You can view approved, submitted and denied requests.

In this section, you will learn to search for pending overtime requests using the Employee Selection feature.

Note that HIP's overtime requests process does not replace any forms that your department may currently require for authorizing overtime budgets.

Select 'Next' to continue.



#### Lesson Scenario

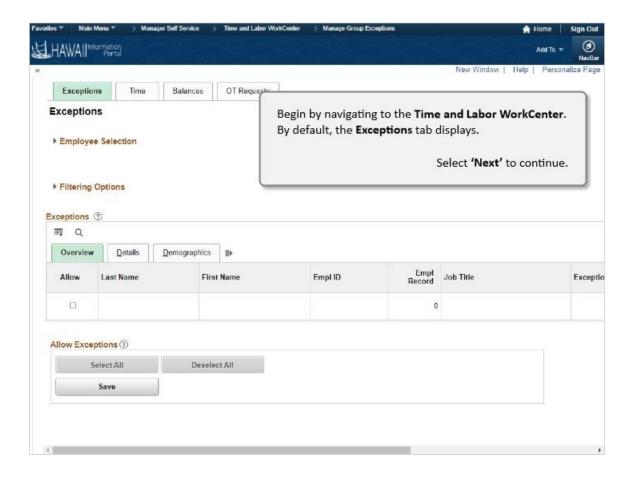
In this lesson, you will learn to use the Overtime Requests Tab in the Time and Labor WorkCenter.

The Timekeeper uses this tab to determine whether employees have any pending overtime requests. Overtime requests are required for both overtime and compensatory time earned, which are both are both types of time. You can view approved, submitted and denied requests.

In this section, you will learn to search for pending overtime requests using the Employee Selection feature.

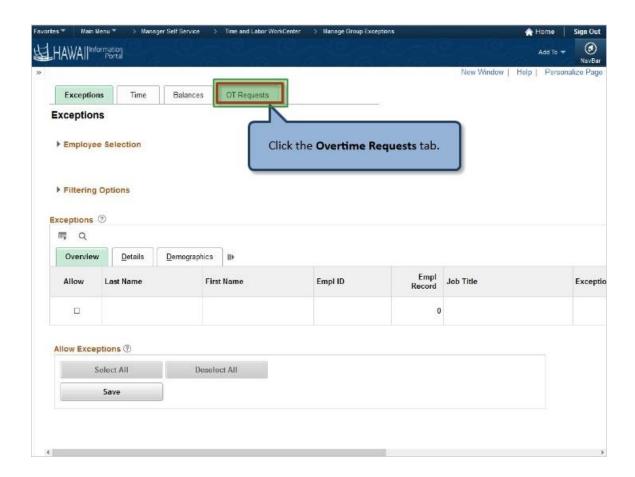
Note that HIP's overtime requests process does not replace any forms that your department may currently require for authorizing overtime budgets.





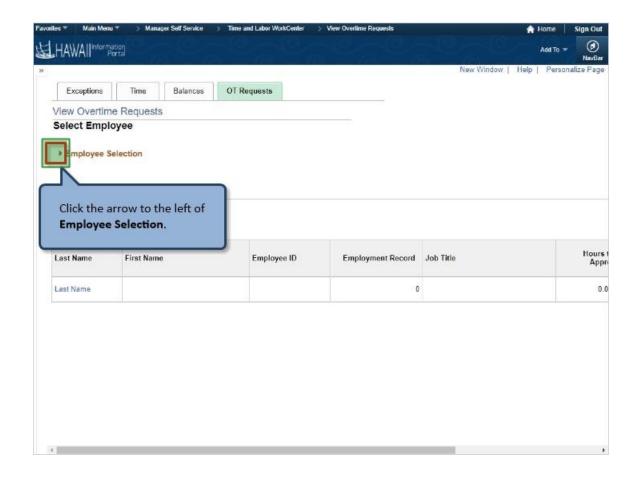
Begin by navigating to the **Time and Labor WorkCenter**. By default, the **Exceptions** tab displays.





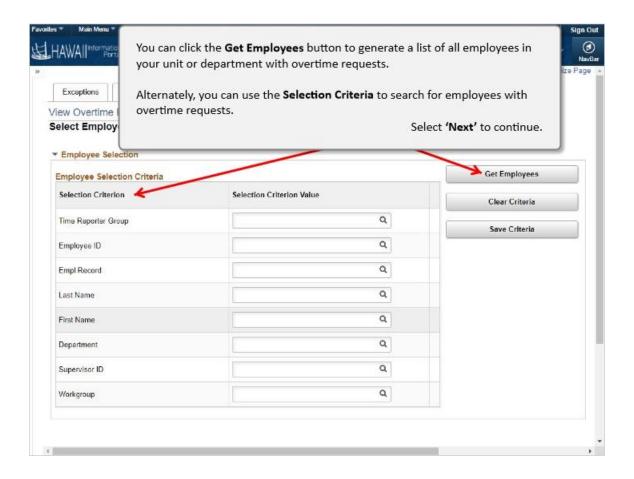
Click the Overtime Requests tab.





Click the arrow to the left of Employee Selection.

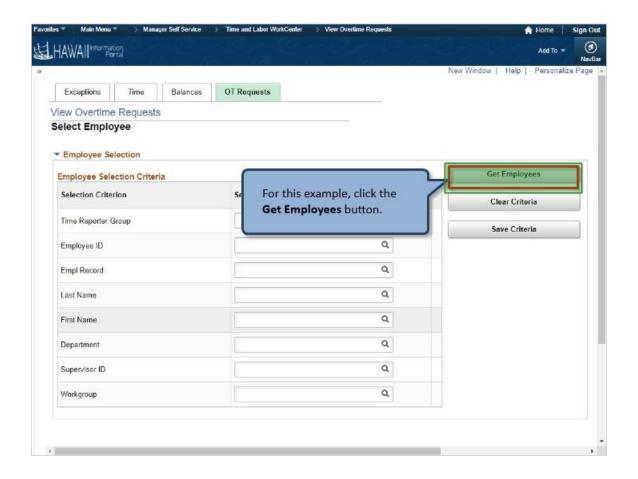




You can click the **Get Employees** button to generate a list of all employees in your unit or department with overtime requests.

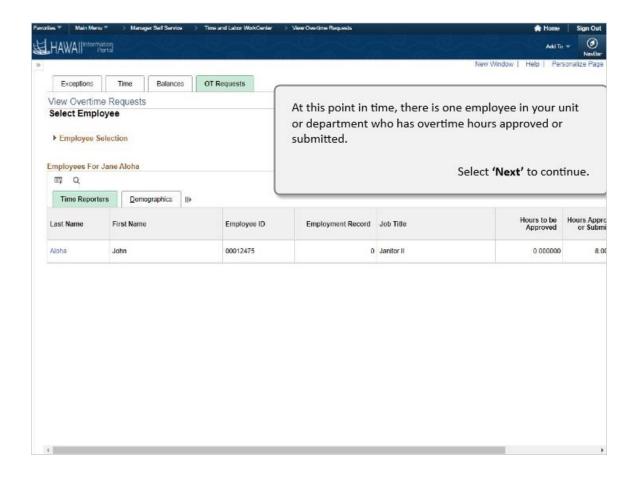
Alternately, you can use the **Selection Criteria** to search for employees with overtime requests.





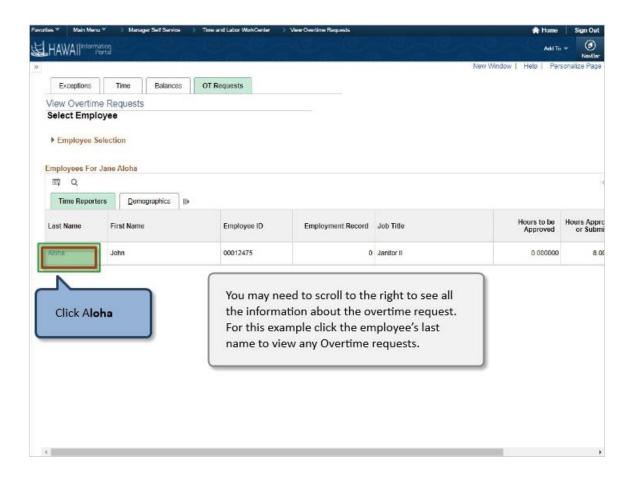
For this example, click the **Get Employees** button.





At this point in time, there is one employee in your unit or department who has overtime hours approved or submitted.



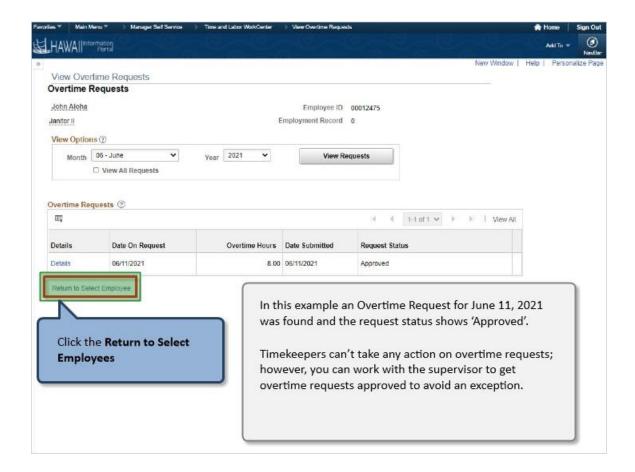


You may need to scroll to the right to see all the information about the overtime request.

For this example click the employee's last name to view any Overtime requests.

### Click Aloha



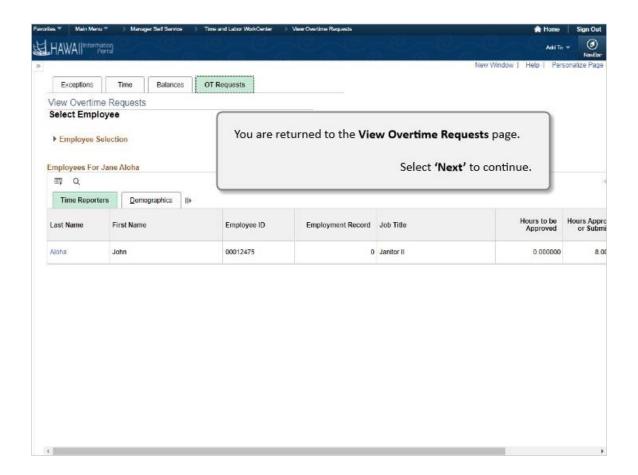


In this example an Overtime Request for June 11, 2021 was found and the request status shows 'Approved'.

Timekeepers can't take any action on overtime requests; however, you can work with the supervisor to get overtime requests approved to avoid an exception.

### Click the Return to Select Employees





You are returned to the View Overtime Requests page.





# Congratulations!

You've successfully completed this lesson.



# **Working with Exceptions**



### Lesson Scenario

In this lesson, you will learn to work with exceptions.

Supervisors are primarily responsible for viewing exceptions for their direct reports and resolving them. Timekeepers may also resolve exceptions if necessary. Identifying and resolving exceptions will generate payable time and pay employees for time reported.



# **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 supervisor and sent for payroll processing.

It is recommended to login daily to review and clear exceptions.

Select 'Next' to continue.

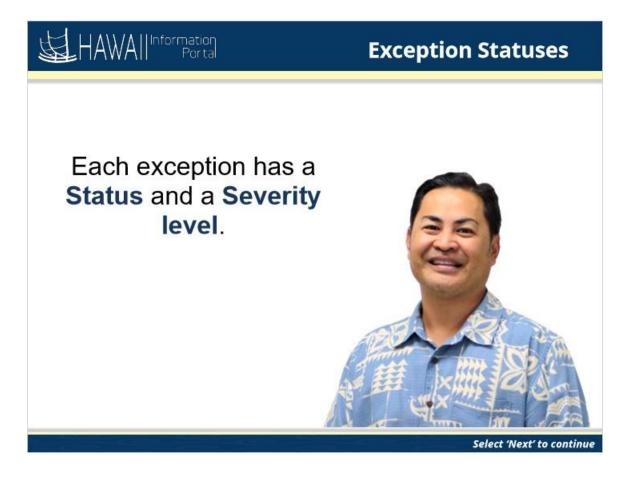
# What are Exceptions?

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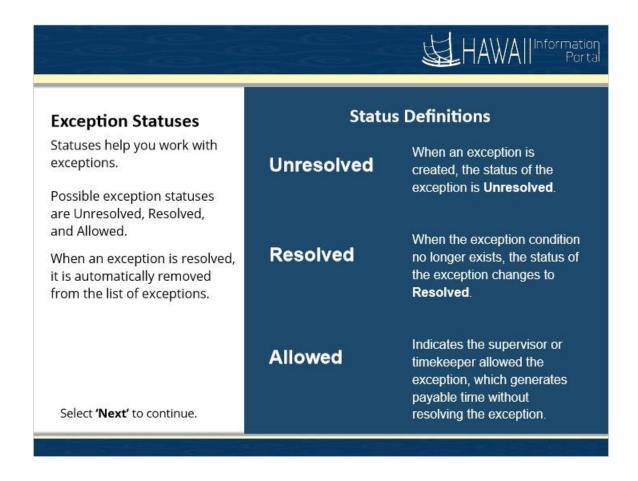
It is recommended to login daily to review and clear exceptions.





Each exception has a Status and a Severity level.





### **Exception Statuses**

Statuses help you work with exceptions.

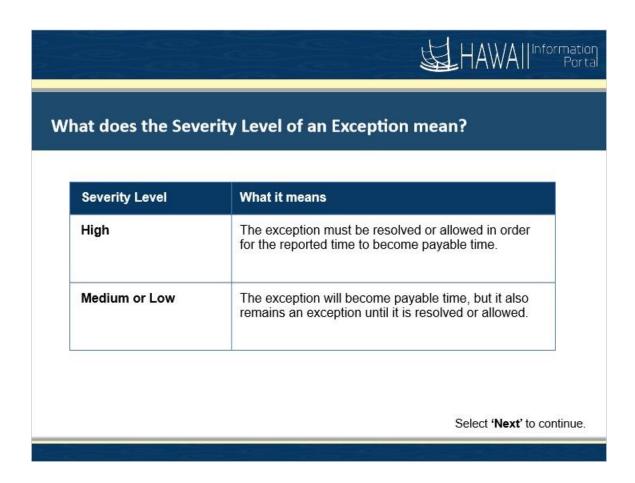
Possible exception statuses are Unresolved, Resolved, and Allowed.

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

### Status Definitions

- Unresolved- When an exception is created, the status of the exception is Unresolved.
- Resolved- When the exception condition no longer exists, the status of the exception changes to Resolved.
- Allowed- Indicates the timekeeper allowed the exception, which generates payable time without resolving the exception.





### What does the Severity Level of an Exception mean?

### **Severity Level**

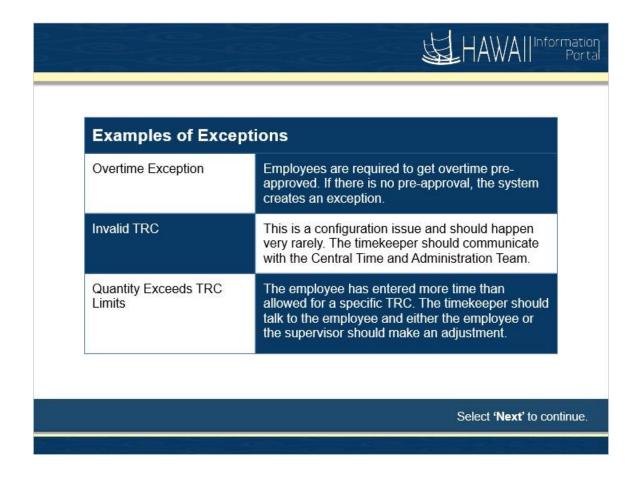
- High The exception must be resolved or allowed in order for the reported time to become payable time.
- Medium or Low The exception will become payable time, but it also remains an exception until it is resolved or allowed.





What are some examples of exceptions?





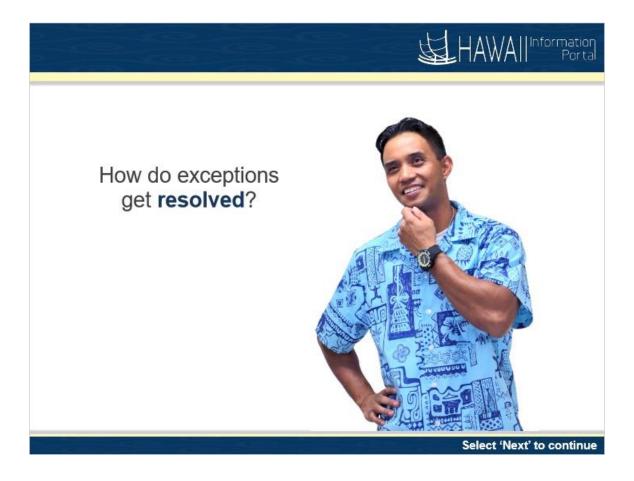
# **Examples of Exceptions**

**Overtime Exception:** Employees are required to get overtime pre-approved. If there is no pre-approval, the system creates an exception.

**Invalid TRC:** This is a configuration issue and should happen very rarely. The timekeeper should communicate with the Central Time and Administration Team.

**Quantity Exceeds TRC Limits:** The employee has entered more time than allowed for a specific TRC. The timekeeper should talk to the employee and either the employee or the supervisor should make an adjustment.





How do exceptions get **resolved**?





When an exception is generated for reported time, the supervisor addresses the issue. Timekeepers may support supervisors with exceptions should they require assistance.

Depending on the specific exception, the timekeeper may work with the employee or the supervisor to make adjustments to the employee's timesheet. If you are unable to resolve the issue please work with your fiscal office.

### 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.

When an exception is generated for reported time, the timekeeper addresses the issue. Timekeepers may support supervisors with exceptions should they require assistance.

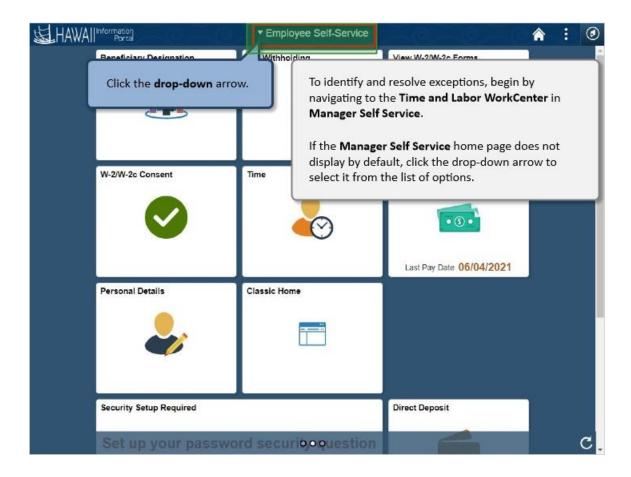
Depending on the specific exception, the timekeeper may work with the employee or the supervisor to make adjustments to the employee's timesheet. If you are unable to resolve the issue please work with your fiscal office.

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.



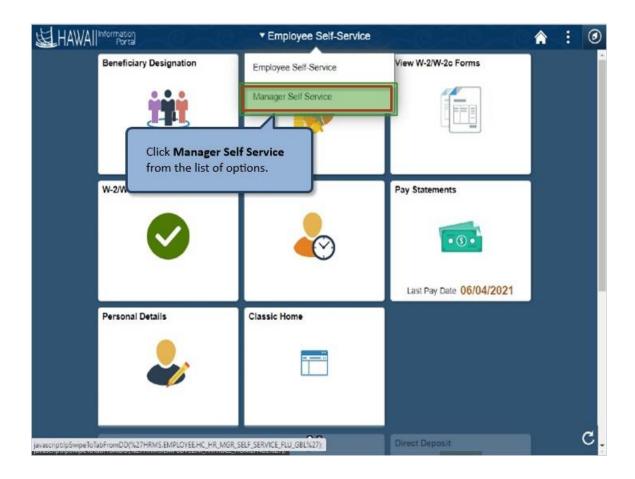


To identify and resolve exceptions, begin by navigating to the **Time and Labor WorkCenter** in **Manager Self Service**.

If the **Manager Self Service** home page does not display by default, click the drop-down arrow to select it from the list of options.

Click the **drop-down** arrow.





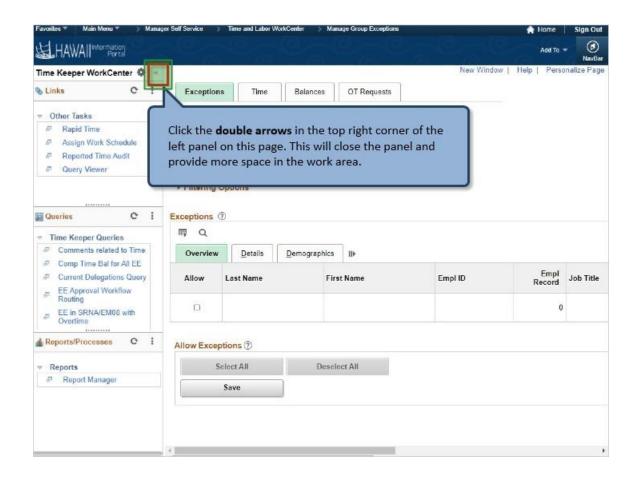
Click Manager Self Service from the list of options.





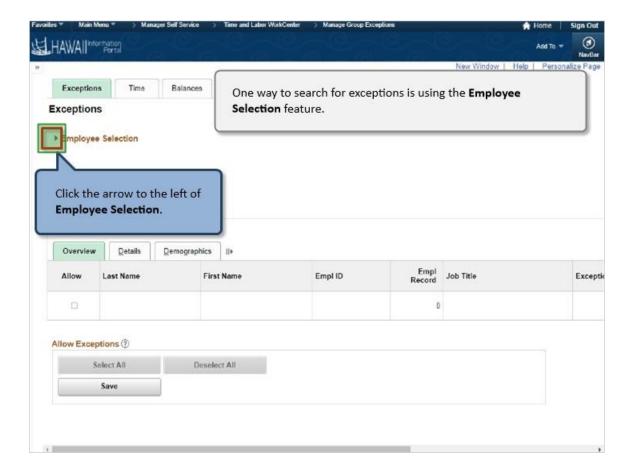
Click the Time and Labor WorkCenter tile.





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.

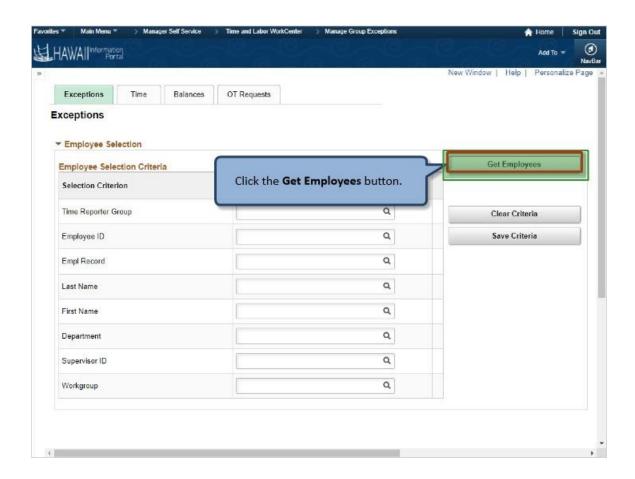




One way to search for exceptions is using the **Employee Selection** feature.

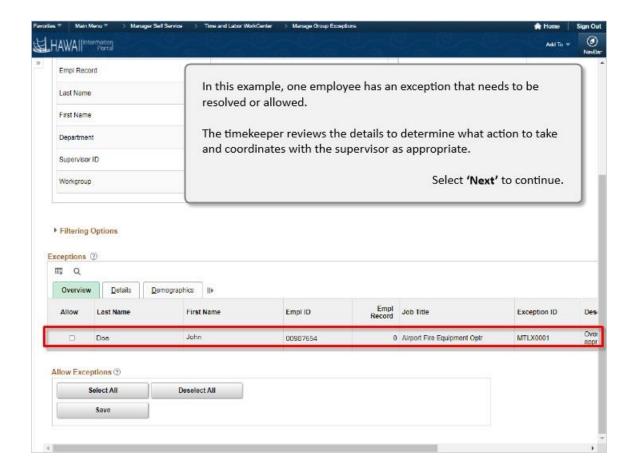
Click the arrow to the left of **Employee Selection**.





Click the **Get Employees** button.

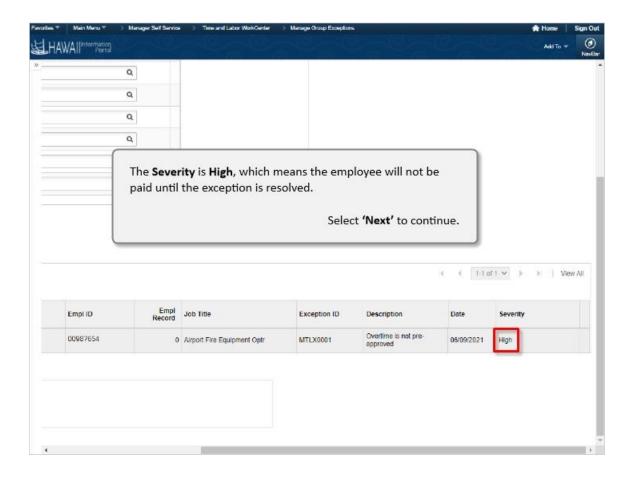




In this example, one employee has an exception that needs to be resolved or allowed.

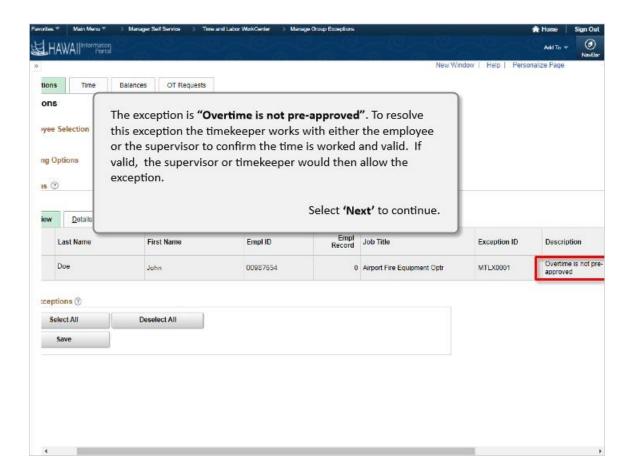
The timekeeper reviews the details to determine what action to take and coordinates with the supervisor as appropriate.





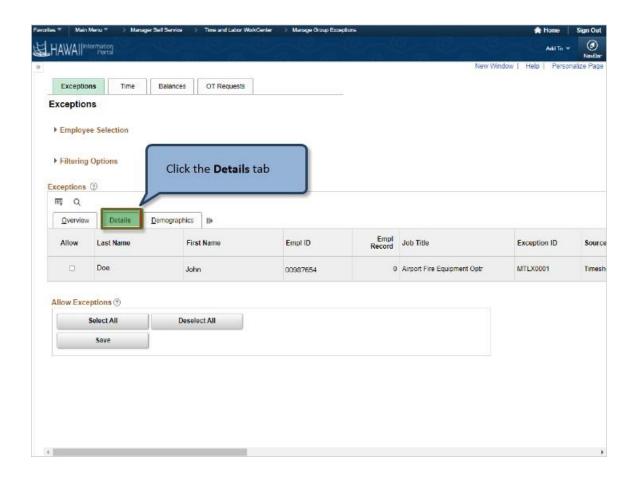
The **Severity** is **High**, which means the employee will not be paid until the exception is resolved.





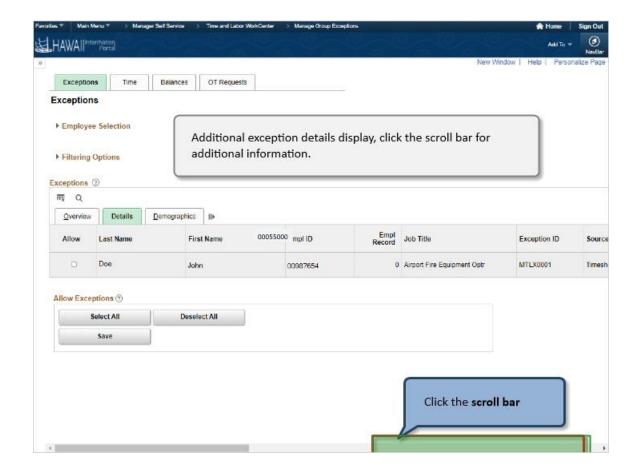
The exception is "Overtime is not pre-approved". To resolve this exception the timekeeper works with either the employee or the supervisor to confirm the time is worked and valid. If valid, the supervisor or timekeeper would then allow the exception.





Click the **Details** tab

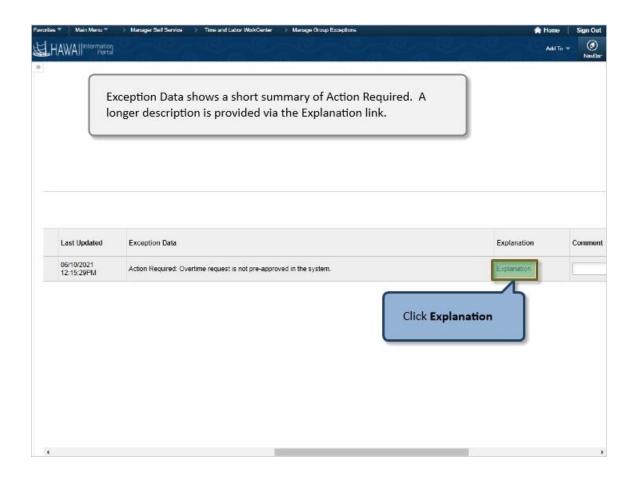




Additional exception details display, click the scroll bar for additional information.

Click the scroll bar

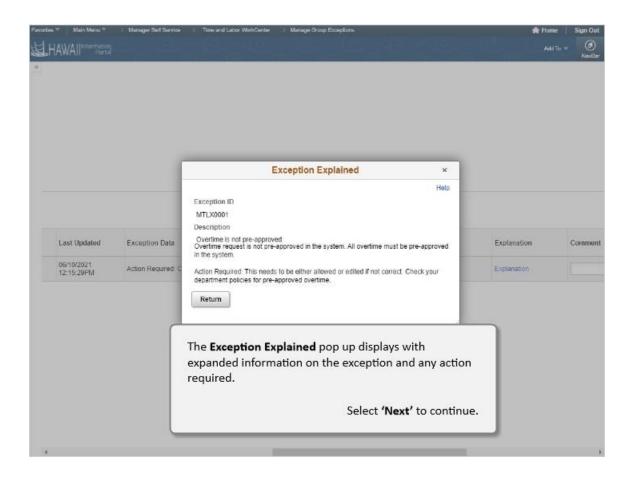




Exception Data shows a short summary of Action Required. A longer description is provided via the Explanation link.

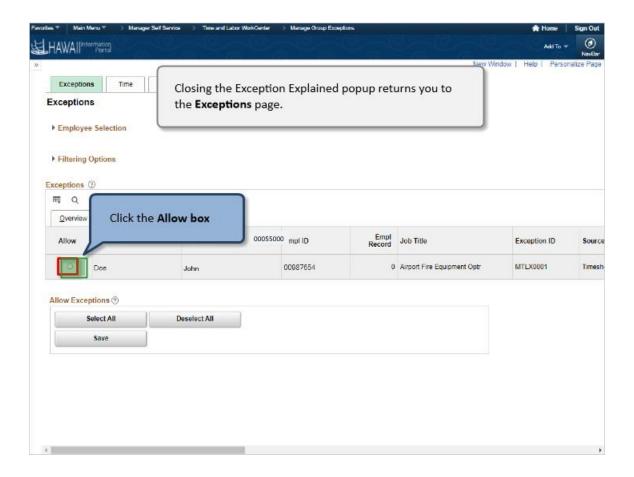
# Click Explanation





The **Exception Explained** pop up displays with expanded information on the exception and any action required.

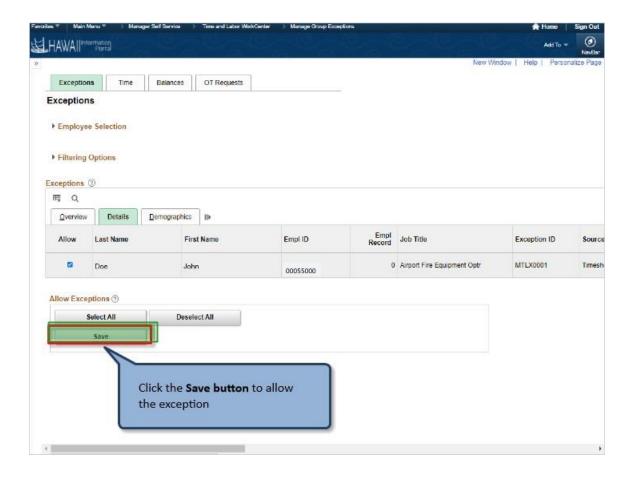




Closing the Exception Explained popup returns you to the Exceptions page.

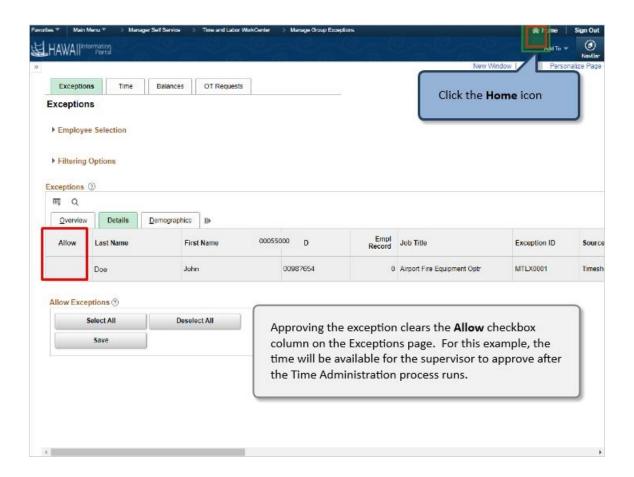
Click the **Allow** box





Click the Save button to allow the exception





Approving the exception clears the Allow checkbox column on the Exceptions page. For this example, the time will be available for the supervisor to approve after the Time Administration process runs.

Click the **Home** icon.





# Congratulations!

You've successfully completed this lesson.



# **Report Time**

# Lesson Scenario In this lesson, you will learn to report time for an employee. Timekeepers can report time on behalf of employees if they cannot do so for themselves and/or use paper timesheets. They can also add comments for non-regular time. Note: The preferred method to enter time on the employee's behalf is to use rapid time entry. If there is a reason to use the timesheet, use this lesson as reference material. Supervisors use Team Time to enter timesheets. Timekeepers may use Team Time as an alternate method of entry. Select 'Next' to continue.

### Lesson Scenario

In this lesson, you will learn to report time for an employee.

Timekeepers can report time on behalf of employees if they cannot do so for themselves and/or use paper timesheets. They can also add comments for nonregular time.

**Note**: The preferred method to enter time on the employee's behalf is to use rapid time entry. If there is a reason to use the timesheet, use this lesson as reference material. Supervisors use Team Time to enter timesheets. Timekeepers may use Team Time as an alternate method of entry.





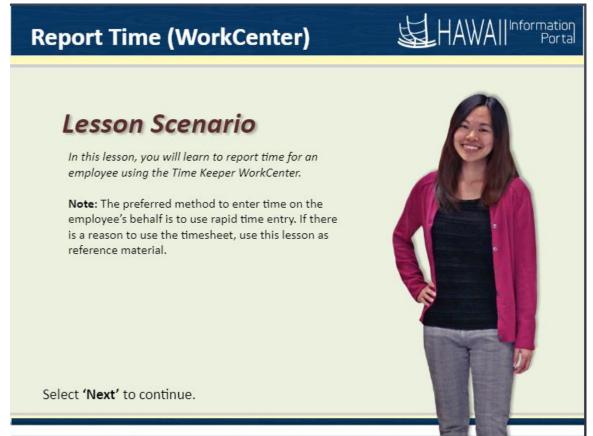
Report Time using Time Keeper WorkCenter

Report Time on behalf on an Employee (Team Time)

These above topics are covered in this section



# Report Time using the WorkCenter for an Employee

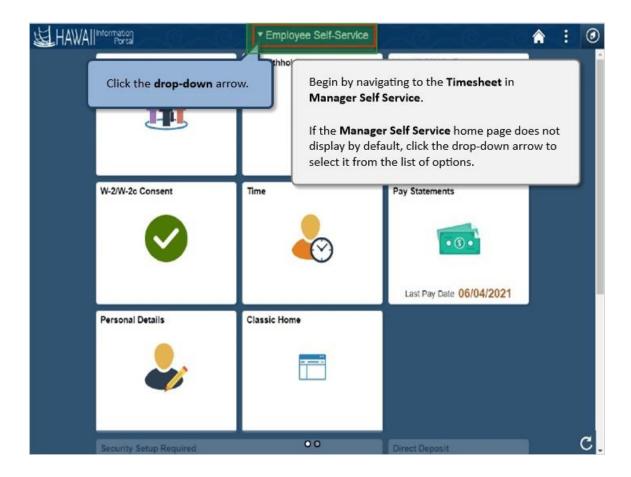


### Lesson Scenario

In this lesson, you will learn to report time for an employee using the Time Keeper WorkCenter.

**Note:** The preferred method to enter time on the employee's behalf is to use rapid time entry. If there is a reason to use the timesheet, use this lesson as reference material.



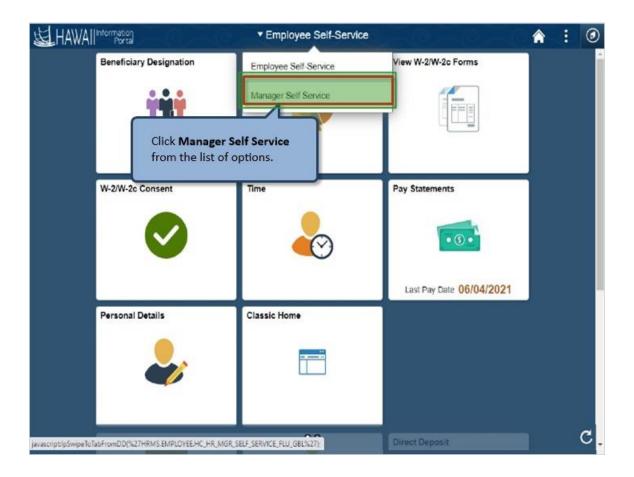


Begin by navigating to the Timesheet in Manager Self Service.

If the **Manager Self Service** home page does not display by default, click the drop-down arrow to select it from the list of options.

Click the **drop-down** arrow.





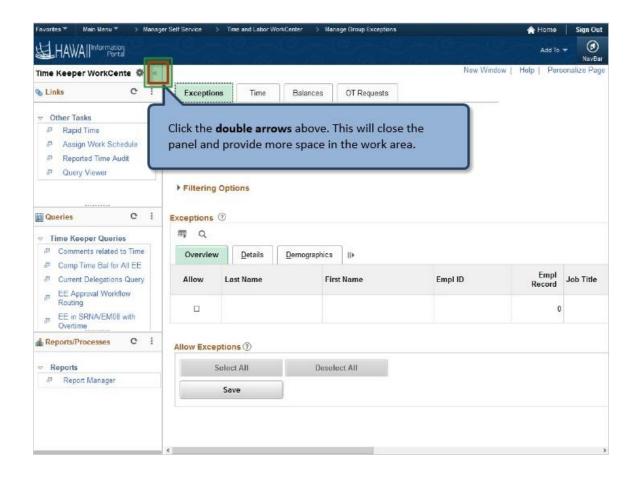
Click Manager Self Service from the list of options.





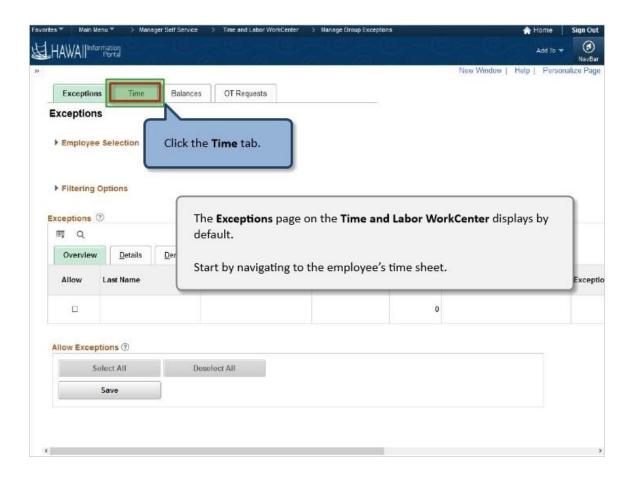
Click the Time and Labor WorkCenter tile.





Click the **double arrows** above. This will close the panel and provide more space in the work area.



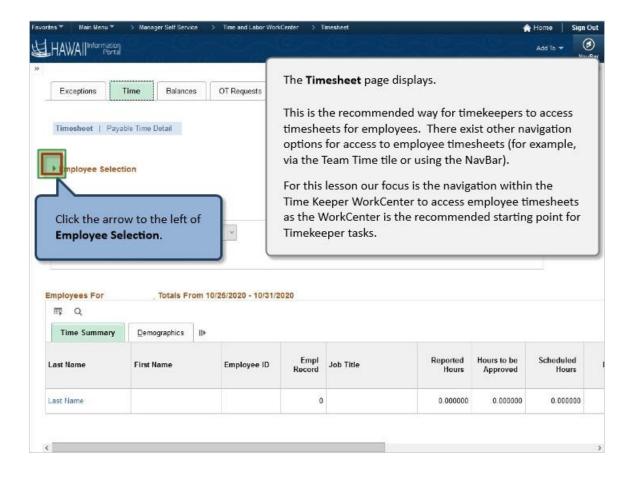


The Exceptions page on the Time and Labor WorkCenter displays by default.

Start by navigating to the employee's time sheet.

Click the **Time** tab.





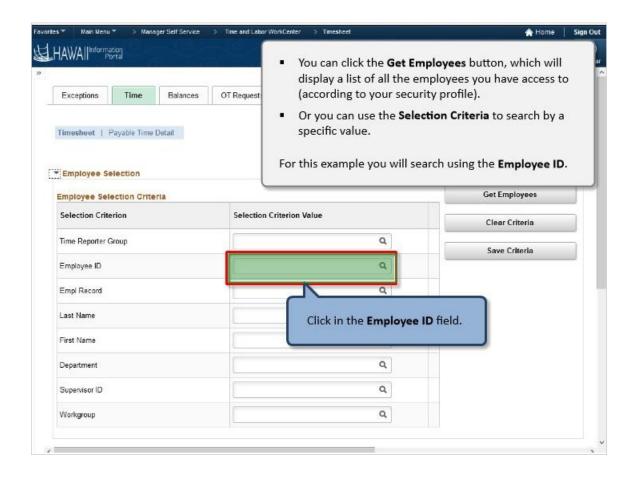
The **Timesheet** page displays.

This is the recommended way for timekeepers to access timesheets for employees. There exist other navigation options for access to employee timesheets (for example, via the Team Time tile or using the NavBar).

For this lesson our focus is the navigation within the Time Keeper WorkCenter to access employee timesheets as the WorkCenter is the recommended starting point for Timekeeper tasks.

Click the arrow to the left of Employee Selection.



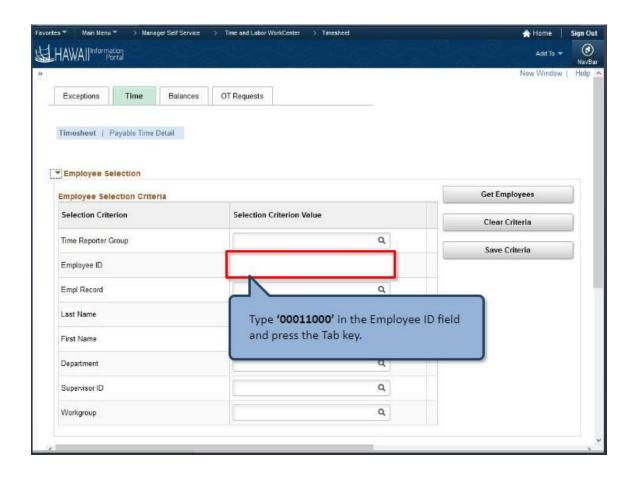


- You can click the **Get Employees** button, which will display a list of all the employees you have access to (according to your security profile).
- Or you can use the **Selection Criteria** to search by a specific value.

For this example you will search using the Employee ID.

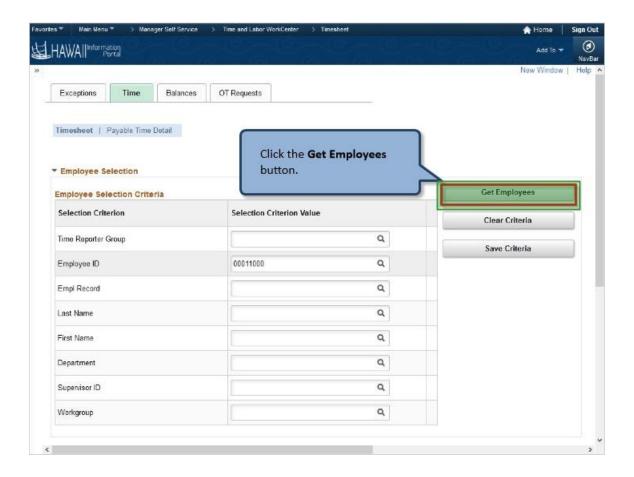
Click in the Employee ID field.





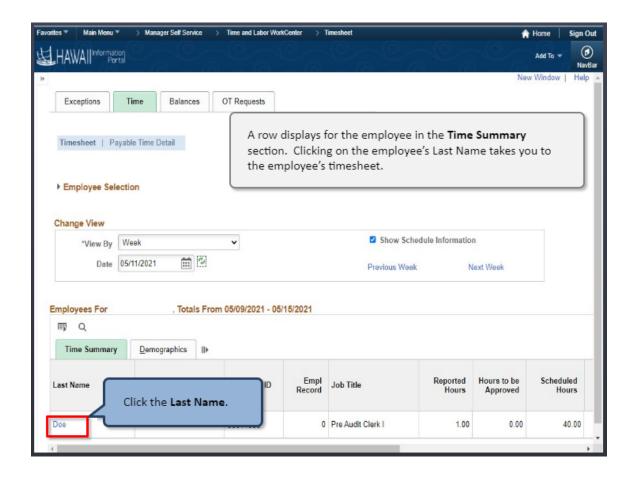
Type '00011000' in the Employee ID field and press the Tab key.





Click the **Get Employees** button.

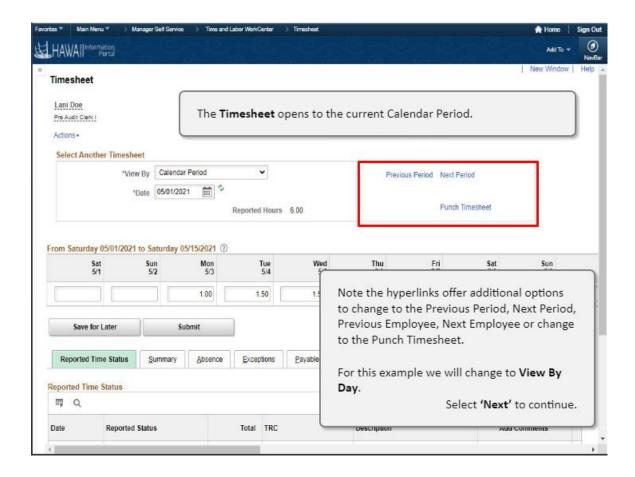




A row displays for the employee in the **Time Summary** section. Clicking on the employee's Last Name takes you to the employee's timesheet.

Click the Last Name



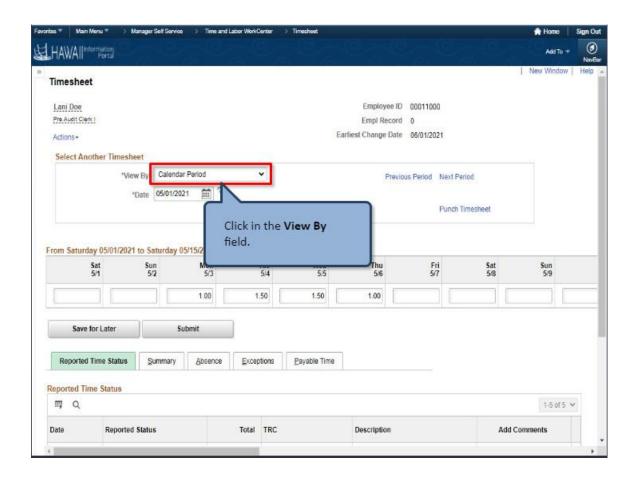


The Timesheet opens to the current Calendar Period.

Note the hyperlinks offer additional options to change to the Previous Period, Next Period, Previous Employee, Next Employee or change to the Punch Timesheet.

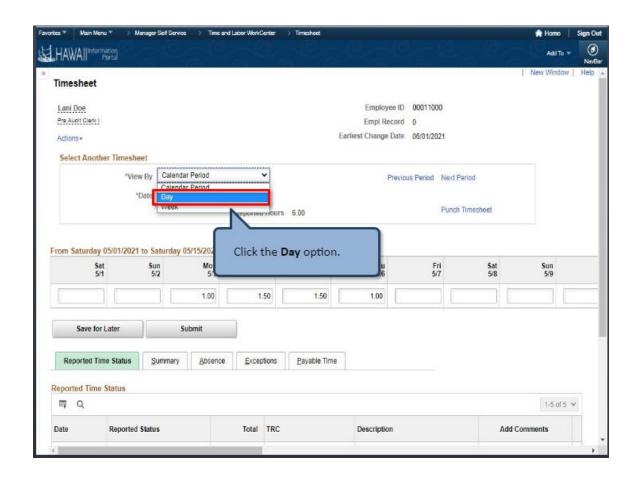
For this example we will change to View By Day.





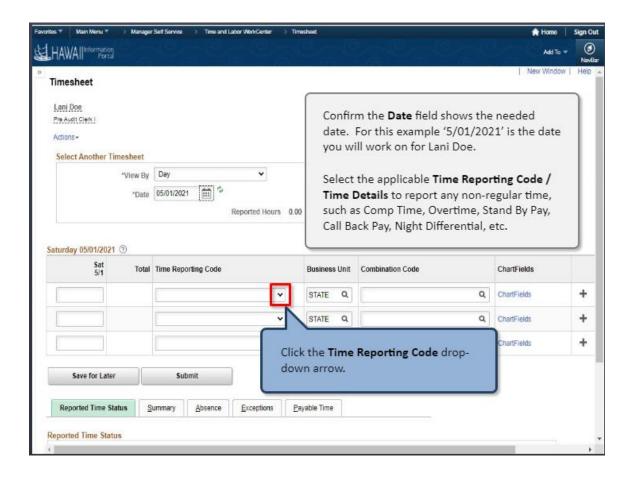
Click in the View By field.





Click the Day option.



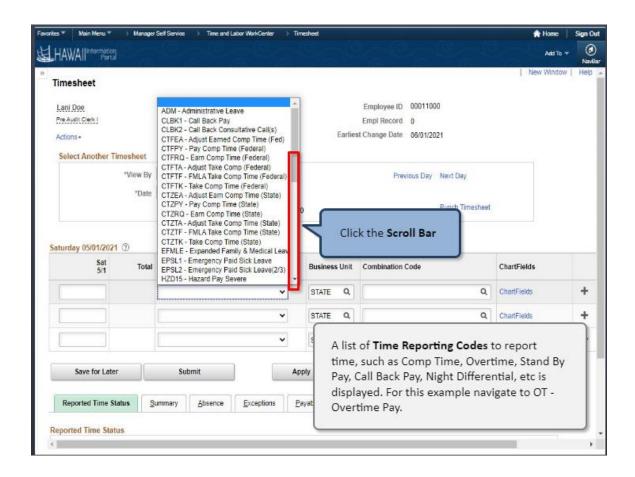


Confirm the **Date** field shows the needed date. For this example '5/01/2021' is the date you will work on for Lani Doe.

Select the applicable **Time Reporting Code / Time Details** to report any non-regular time, such as Comp Time, Overtime, Stand By Pay, Call Back Pay, Night Differential, etc.

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

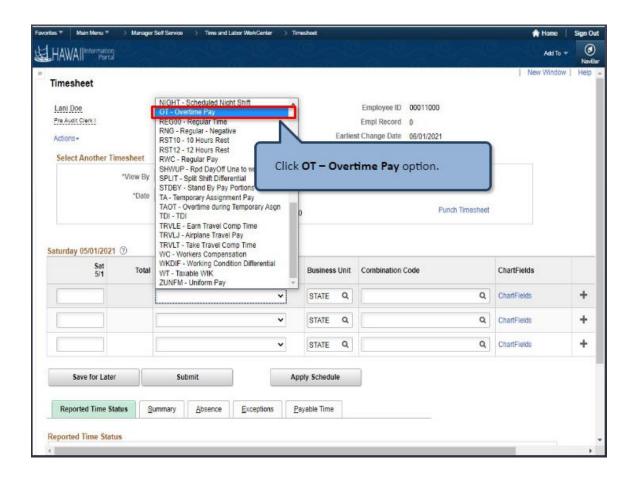




A list of **Time Reporting Codes** to report time, such as Comp Time, Overtime, Stand By Pay, Call Back Pay, Night Differential, etc is displayed. For this example navigate to OT - Overtime Pay.

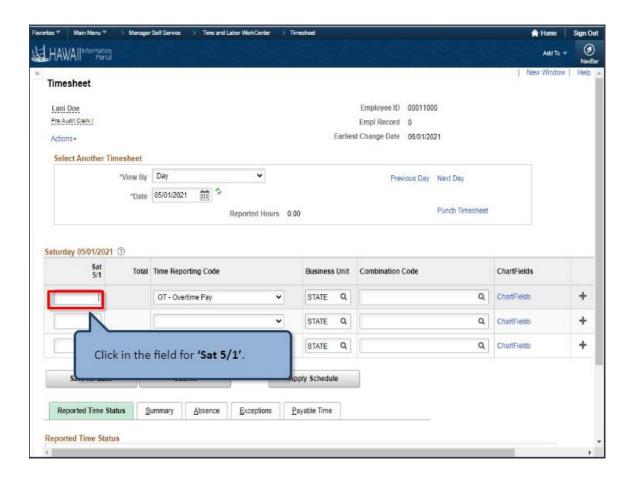
Click the Scroll Bar.





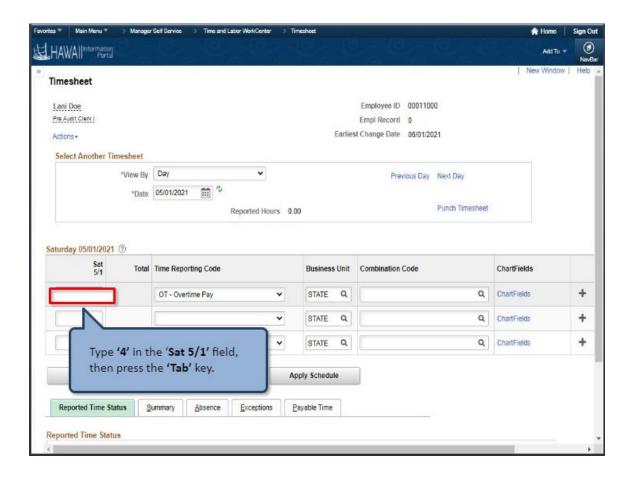
Click OT - Overtime Pay option.





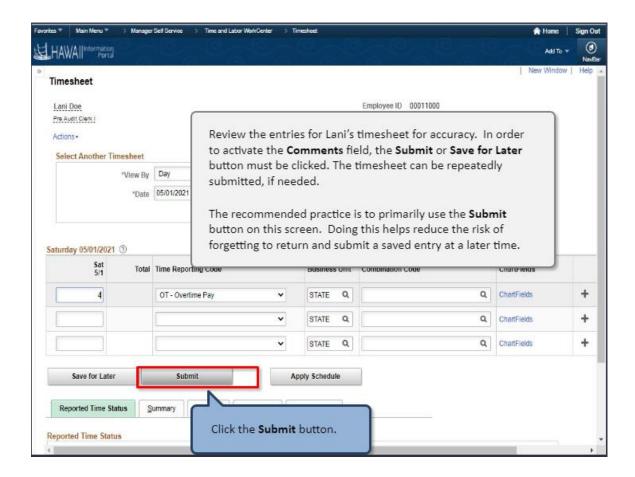
Click in the field for 'Sat 5/1'.





Type '4' in the 'Sat 5/1' field, then press the 'Tab' key.

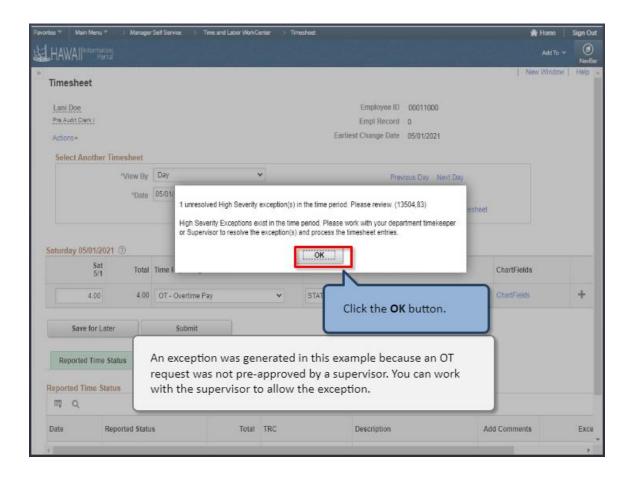




Review the entries for Lani's timesheet for accuracy. In order to activate the **Comments** field, the **Submit** or **Save for Later** button must be clicked. The timesheet can be repeatedly submitted, if needed.

The recommended practice is to primarily use the **Submit** button on this screen. Doing this helps reduce the risk of forgetting to return and submit a saved entry at a later time.

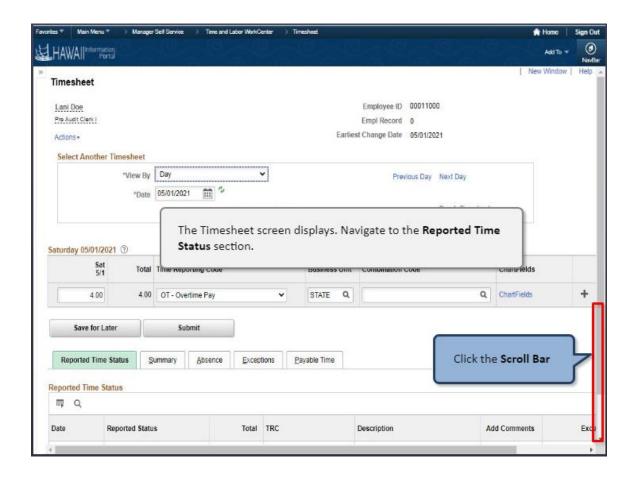




An exception was generated in this example because an OT request was not pre-approved by a supervisor. You can work with the supervisor to allow the exception.

Click the **OK** button.

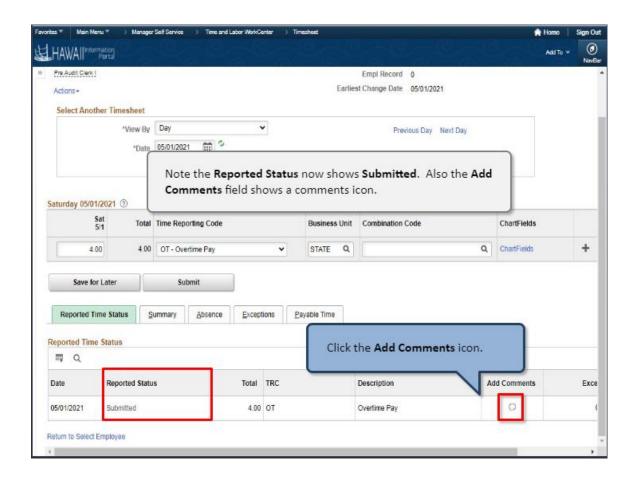




The Timesheet screen displays. Navigate to the Reported Time Status section.

Click the Scroll Bar

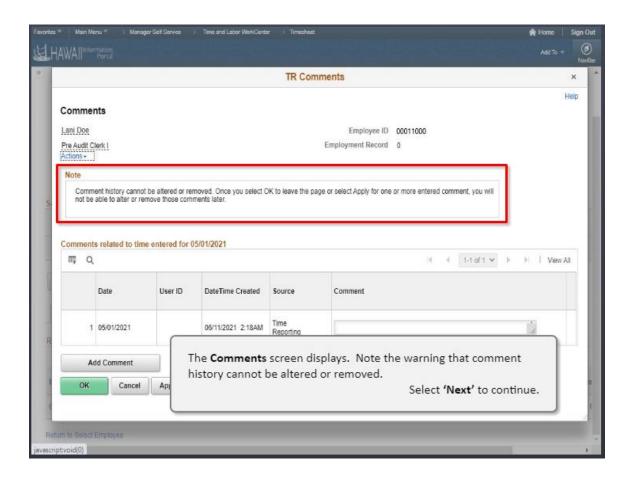




Note the **Reported Status** now shows **Submitted**. Also the **Add** Comments field shows a comments icon.

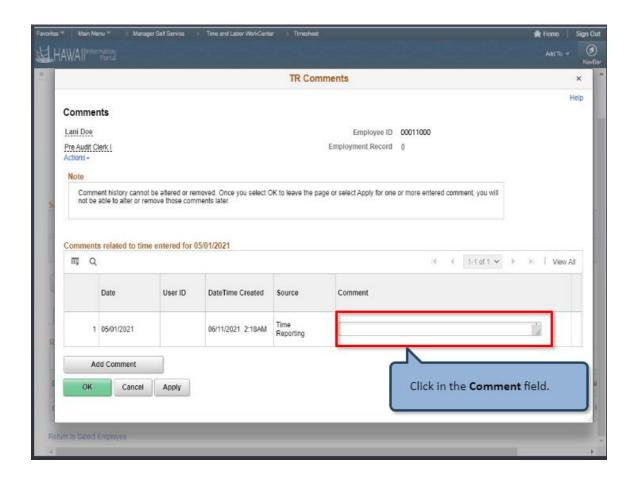
Click the Add Comments icon.





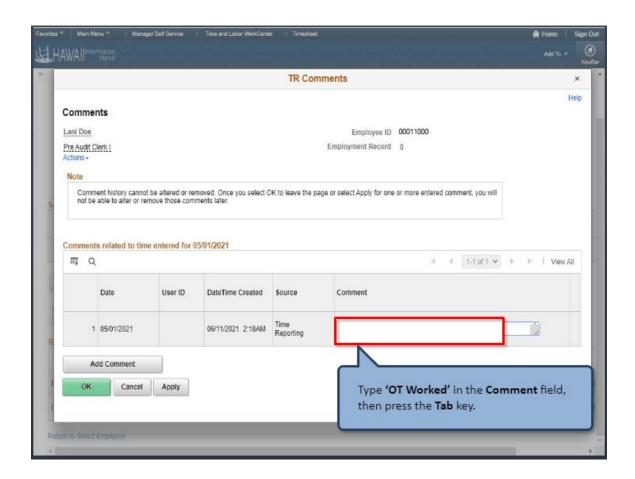
The **Comments** screen displays. Note the warning that comment history cannot be altered or removed.





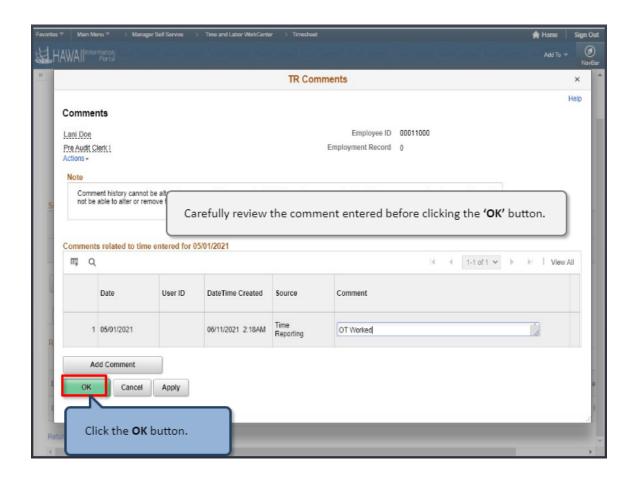
Click in the Comment field.





Type 'OT Worked' in the Comment field, then press the Tab key.

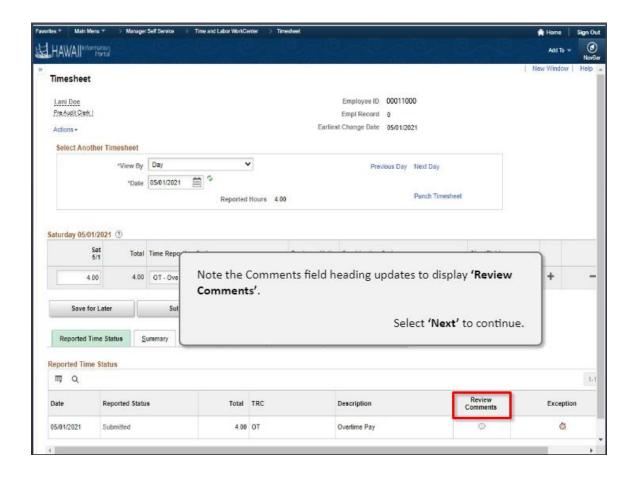




Carefully review the comment entered before clicking the 'OK' button.

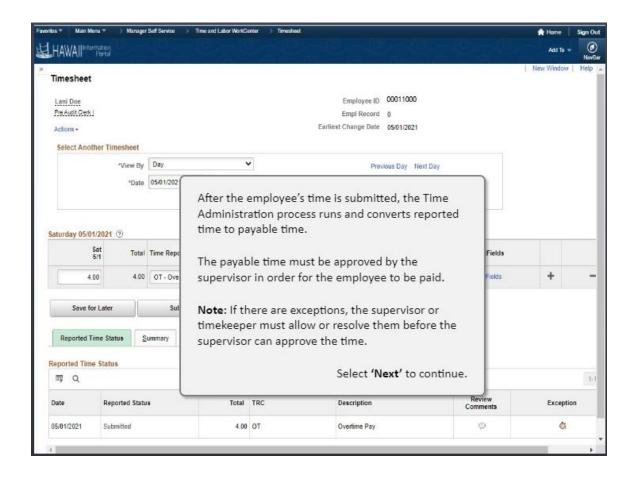
Click the **OK** button.





Note the Comments field heading updates to display 'Review Comments'.





After the employee's time is submitted, the Time Administration process runs and converts reported time to payable time.

The payable time must be approved by the supervisor in order for the employee to be paid.

**Note:** If there are exceptions, the supervisor or timekeeper must allow or resolve them before the supervisor can approve the time.





## Congratulations!

You've successfully completed this lesson.



## **Report Time using Team Time**

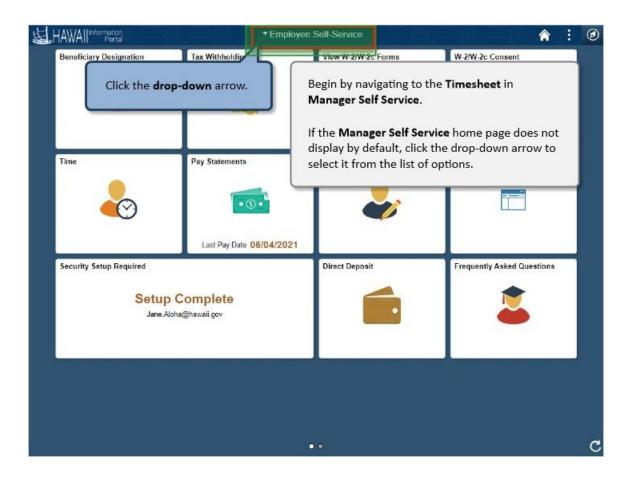


## Lesson Scenario

In this lesson, you will learn to report time for an employee via Team Time.

This lesson shows the navigation used by Supervisors to report time on behalf of employees. This is just one of the options to enter time for an employee available to a timekeeper. This way is one employee at a time whereas Rapid Time allows you to input multiple employees at once.



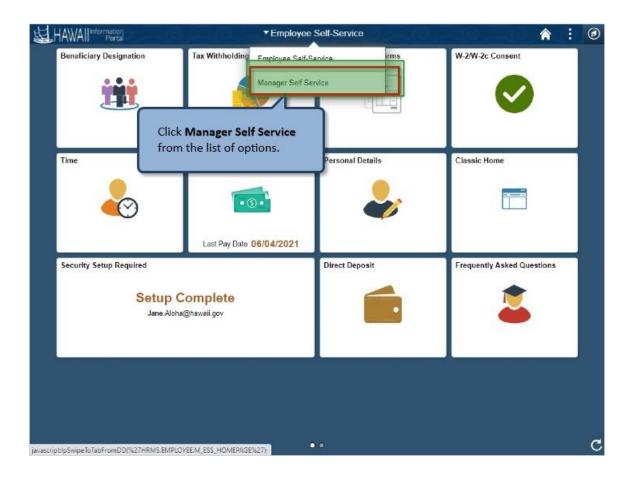


Begin by navigating to the Timesheet in Manager Self Service.

If the **Manager Self Service** home page does not display by default, click the drop-down arrow to select it from the list of options.

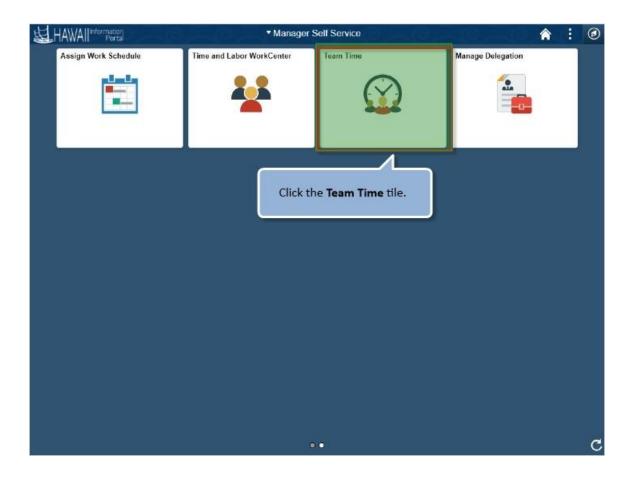
Click the **drop-down** arrow.





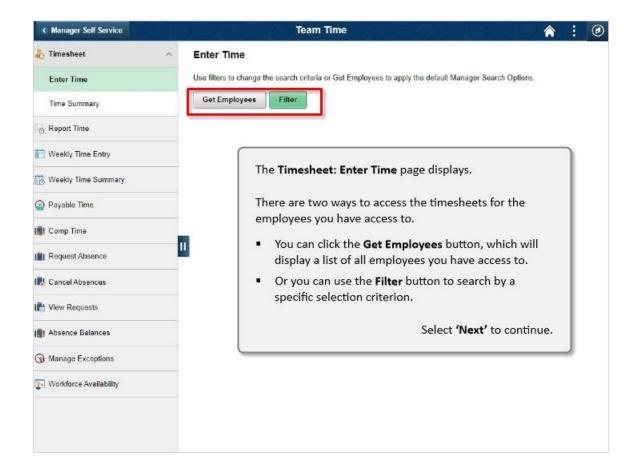
Click Manager Self Service from the list of options.





Click the **Team Time** tile.



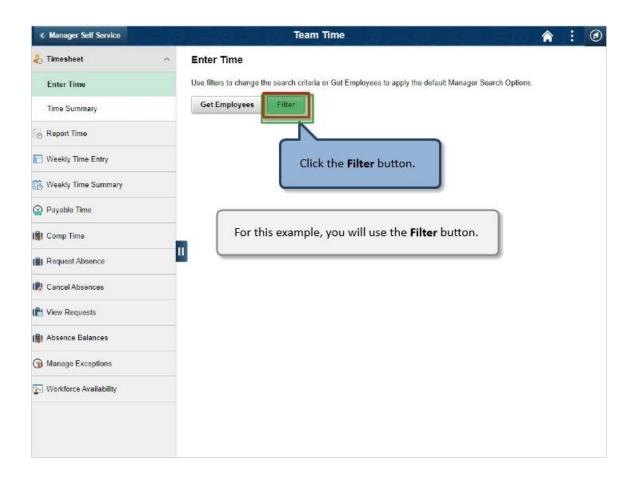


The **Timesheet: Enter Time** page displays.

There are two ways to access the timesheets for the employees you have access to.

- You can click the Get Employees button, which will display a list of all employees you have access to.
- Or you can use the **Filter** button to search by a specific selection criterion.

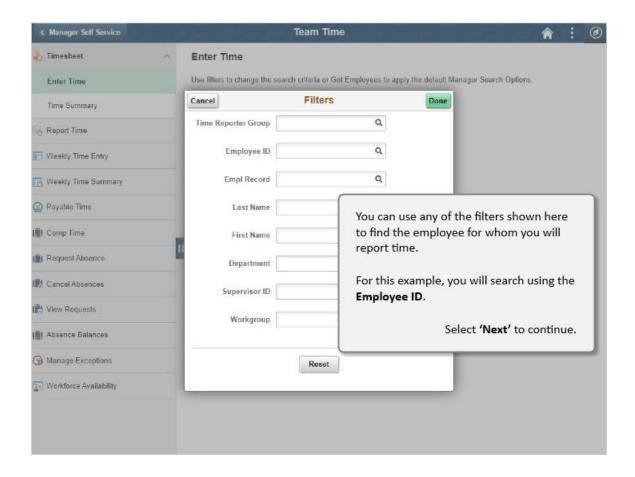




For this example, you will use the Filter button.

Click the Filter button.

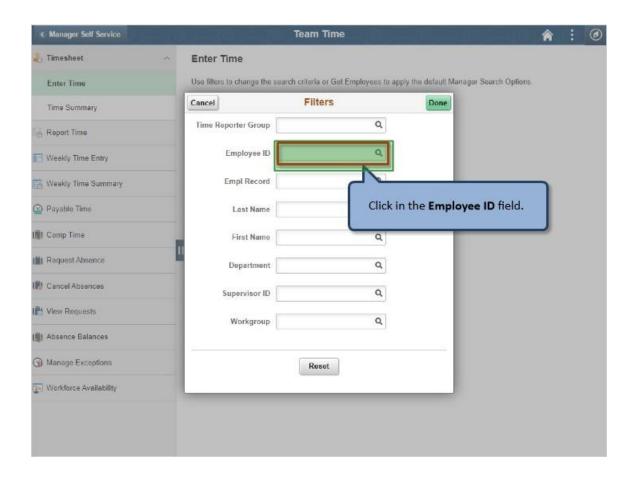




You can use any of the filters shown here to find the employee for whom you will report time.

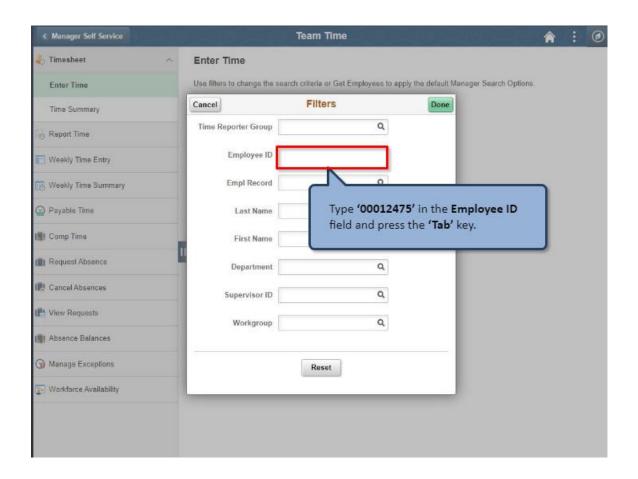
For this example, you will search using the Employee ID.





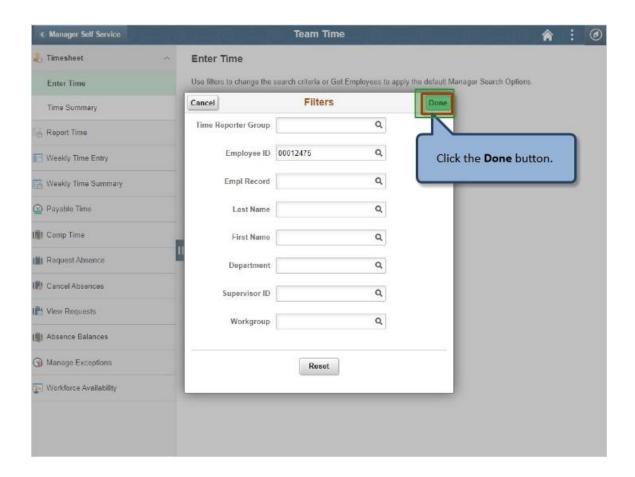
Click in the Employee ID field.





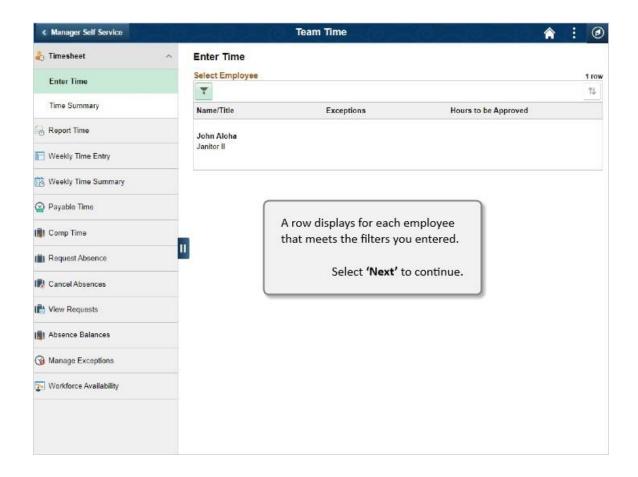
Type '00012475' in the Employee ID field and press the 'Tab' key.





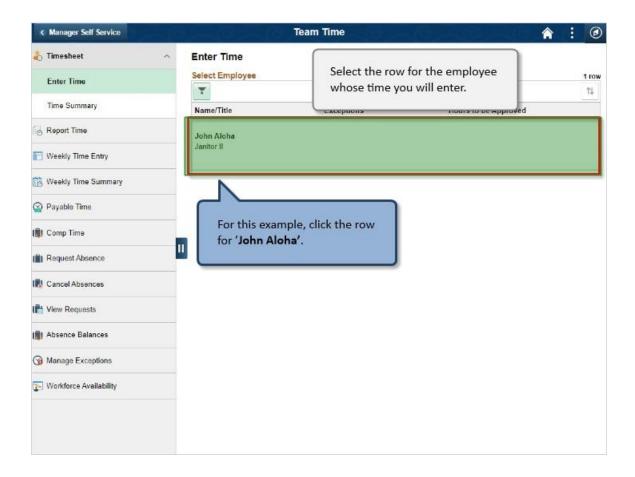
Click the **Done** button.





A row displays for each employee that meets the filters you entered.

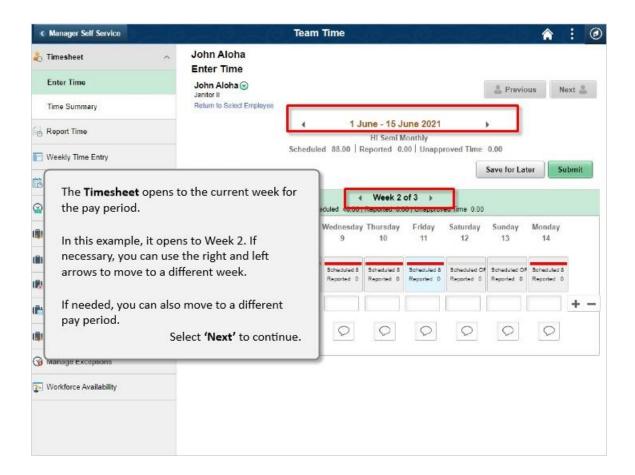




Select the row for the employee whose time you will enter.

For this example, click the row for 'John Aloha'.



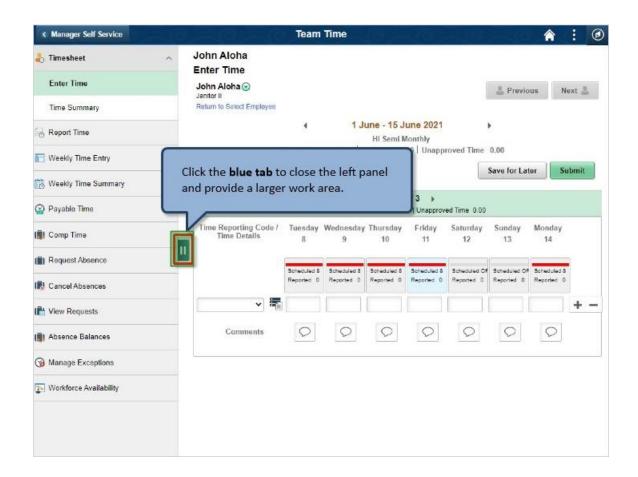


The **Timesheet** opens to the current week for the pay period.

In this example, it opens to Week 2. If necessary, you can use the right and left arrows to move to a different week.

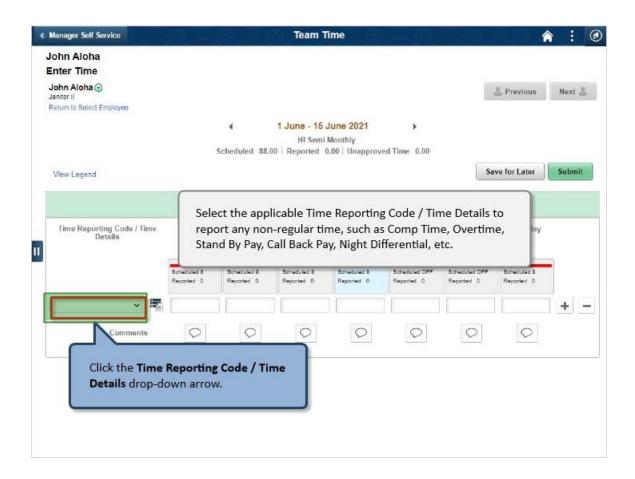
If needed, you can also move to a different pay period.





Click the blue tab to close the left panel and provide a larger work area.

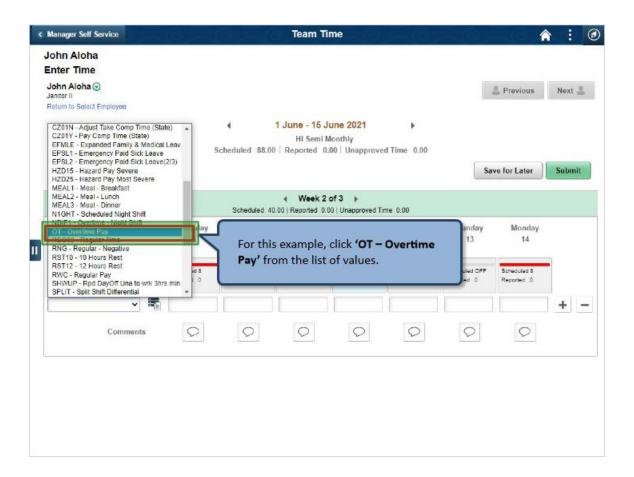




Select the applicable Time Reporting Code / Time Details to report any non-regular time, such as Comp Time, Overtime, Stand By Pay, Call Back Pay, Night Differential, etc.

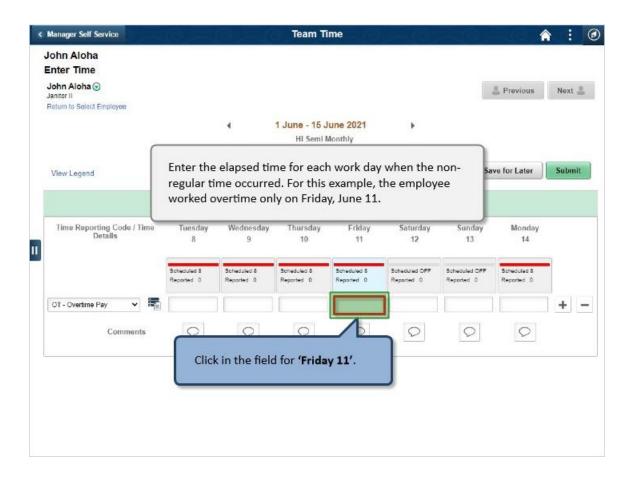
Click the Time Reporting Code / Time Details drop-down arrow.





For this example, click 'OT - Overtime Pay' from the list of values.

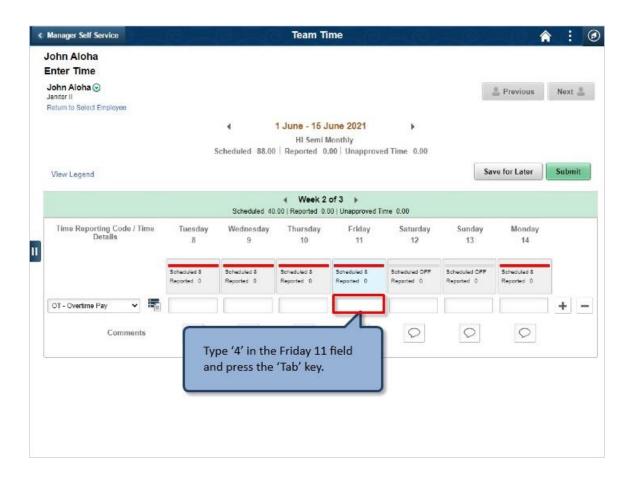




Enter the elapsed time for each work day when the non-regular time occurred. For this example, the employee worked overtime only on Friday, June 11

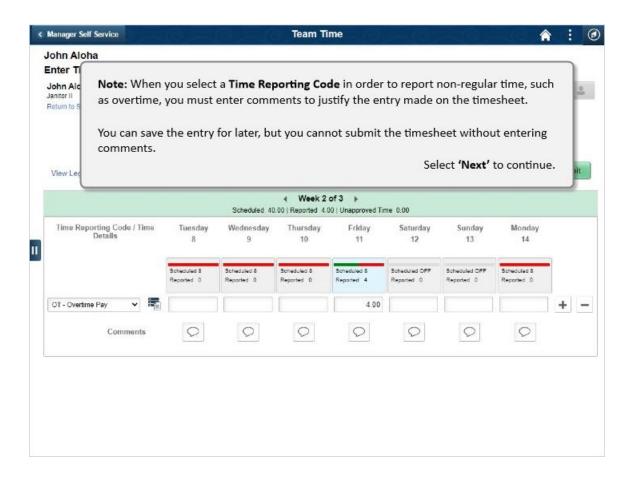
Click in the field for 'Friday 11'.





Type '4' in the Friday 11 field and press the 'Tab' key.

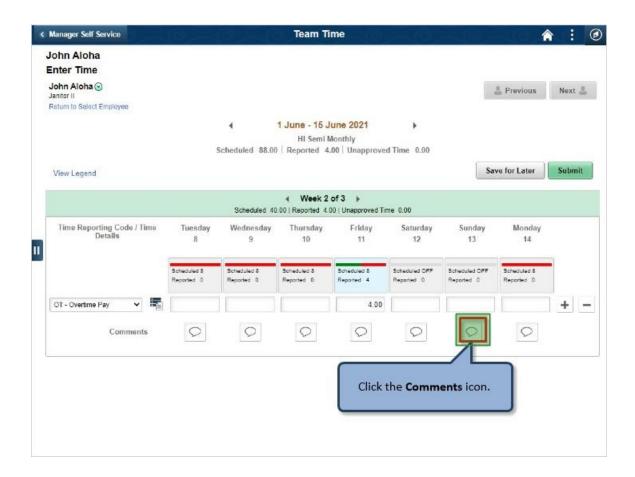




Note: When you select a **Time Reporting Code** in order to report non-regular time, such as overtime, you must enter comments to justify the entry made on the timesheet.

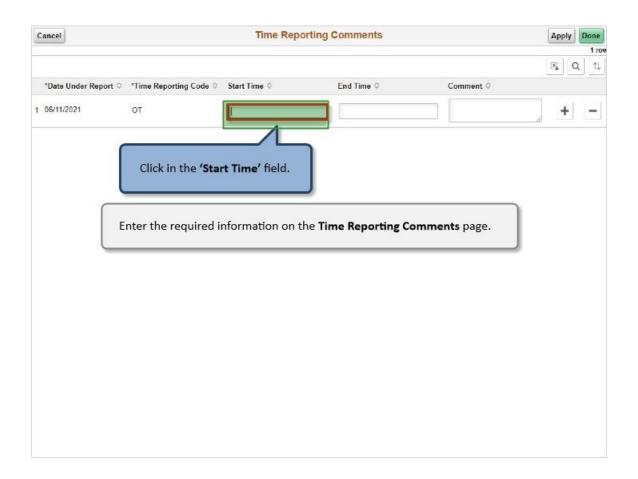
You can save the entry for later, but you cannot submit the timesheet without entering comments.





Click the Comments icon.

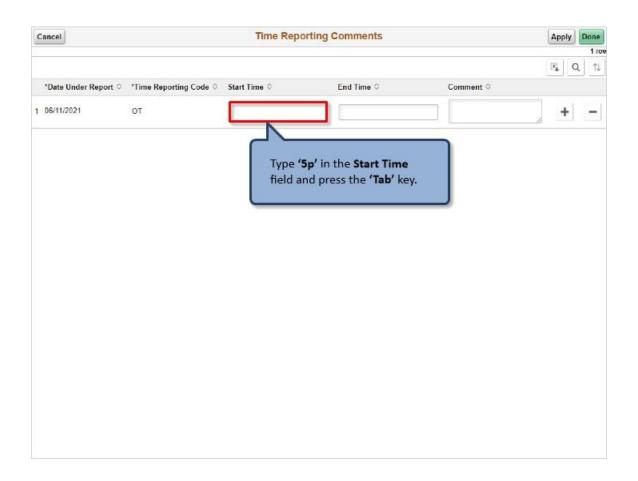




Enter the required information on the Time Reporting Comments page.

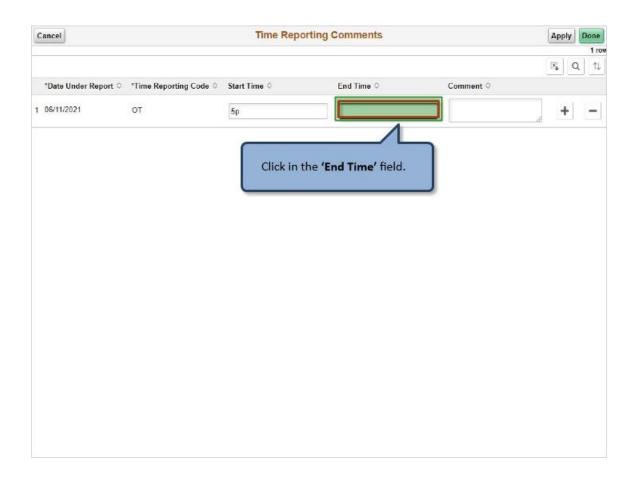
Click in the 'Start Time' field.





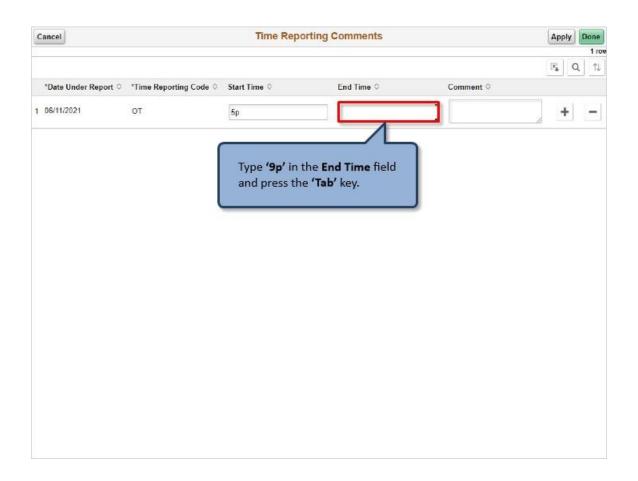
Type '5p' in the Start Time field and press the 'Tab' key.





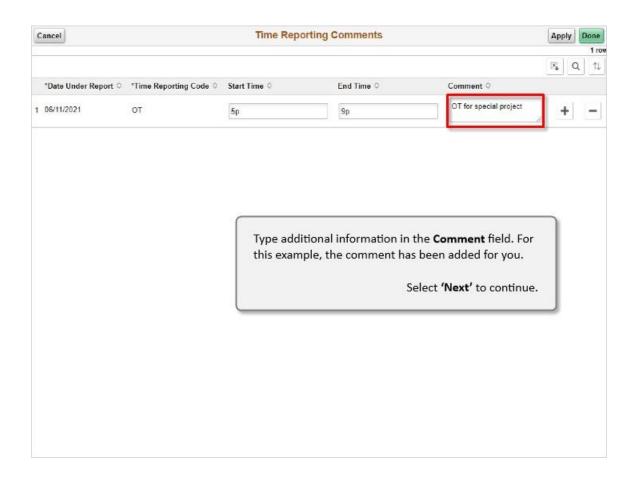
Click in the 'End Time' field.





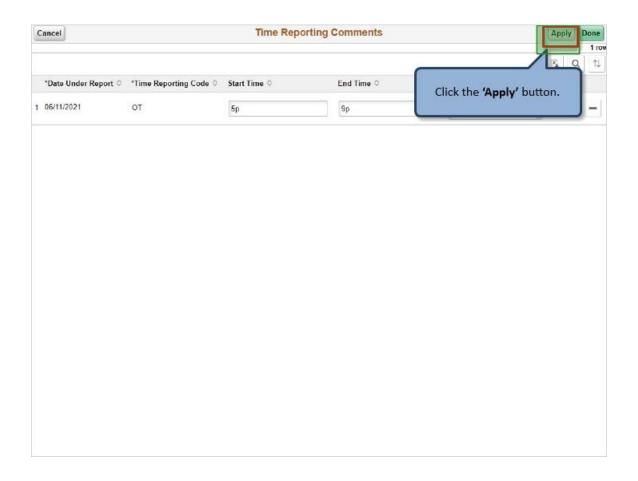
Type '9p' in the End Time field and press the 'Tab' key.





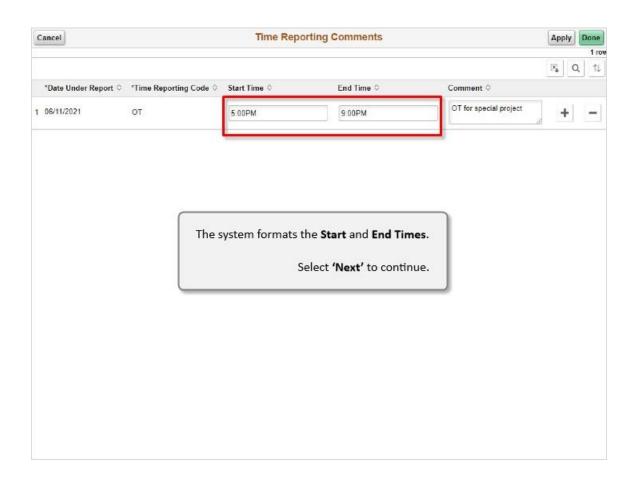
Type additional information in the **Comment** field. For this example, the comment has been added for you.





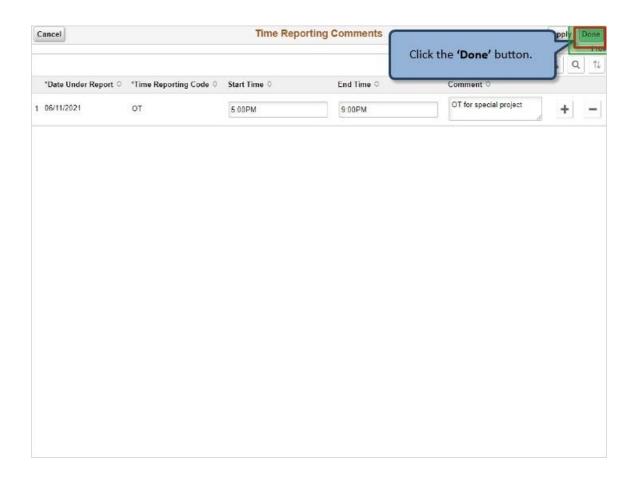
Click the 'Apply' button.





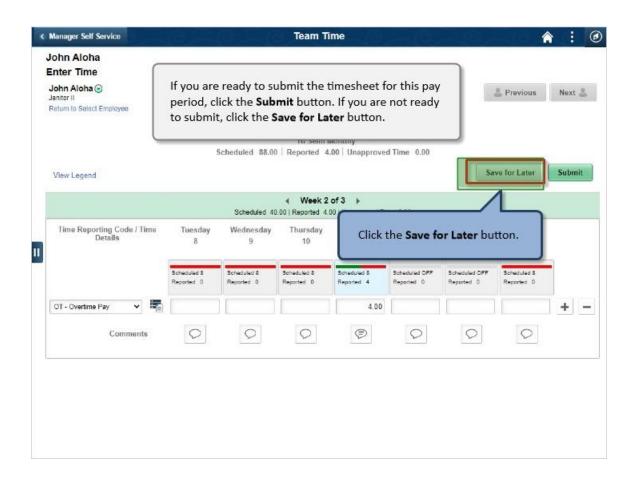
The system formats the **Start** and **End Times**.





Click the 'Done' button.

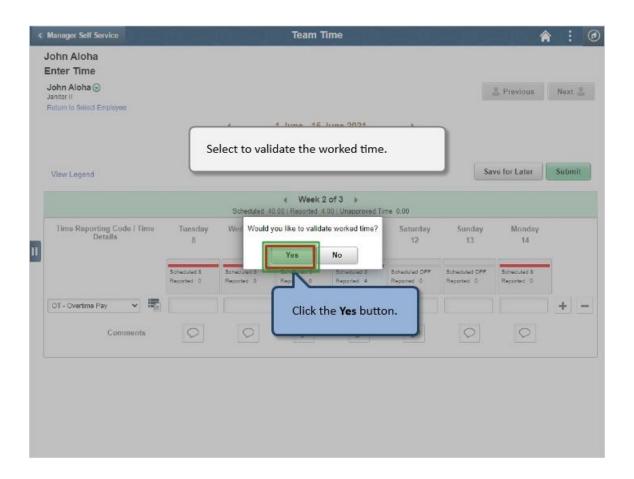




If you are ready to submit the timesheet for this pay period, click the **Submit** button. If you are not ready to submit, click the **Save for Later** button.

Click the Save for Later button.

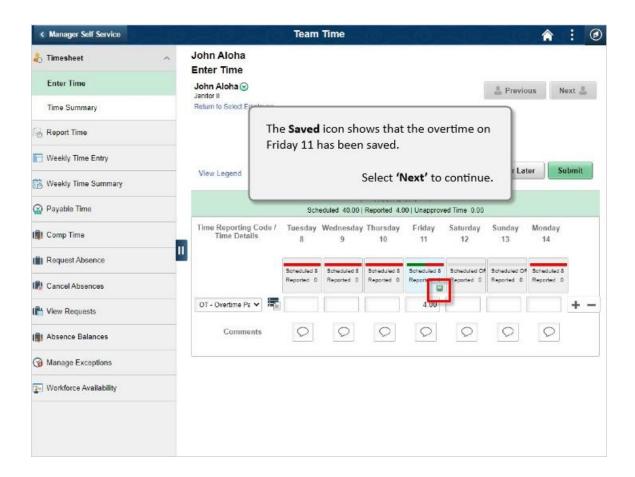




Select to validate the worked time.

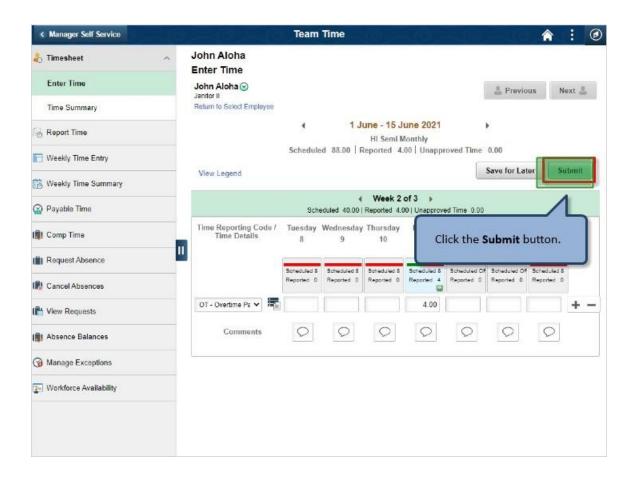
Click the Yes button.





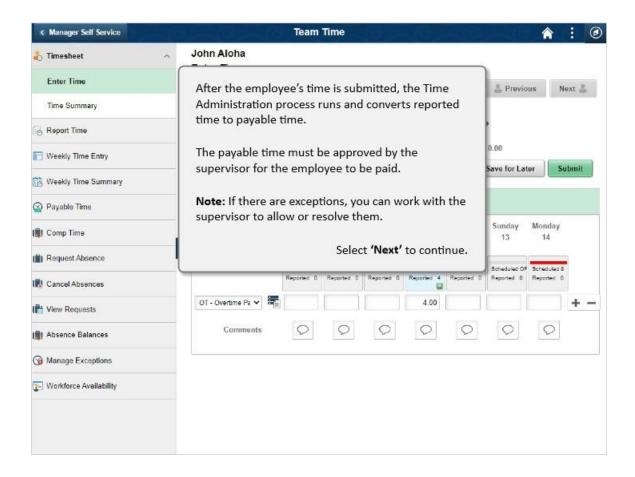
The Saved icon shows that the overtime on Friday 11 has been saved.





Click the Submit button.





After the employee's time is submitted, the Time Administration process runs and converts reported time to payable time.

The payable time must be approved by the supervisor for the employee to be paid.

**Note**: If there are exceptions, you can work with the supervisor to allow or resolve them.





## Congratulations!

You've successfully completed this lesson.



# **Adjust Reported Time**



#### Lesson Scenario

In this lesson, you will learn to adjust reported time for an employee. Specifically, you will change the **Combination Code** on an employee's timesheet in order to ensure the employee's time is charged to the correct UAC.

Consult with your fiscal office if you have any questions about this function.



## **Concept Review**



## Why is it necessary to enter a Combination Code on the timesheet?

This allows the flexibility for certifying hours worked and charging to a specific funding source. For example, if the department needs to allocate the time spent on a project to a specific Uniform Account Code (UAC) for federal funds, you can search for that UAC so the time will be charged appropriately.

### What if the Combination Code is not entered?

If the combination code field is blank, the time will be charged to the UAC that is set up for the employee by HR in HIP (the UAC on the EPAR).

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

Select 'Next' to continue.

### Why is it necessary to enter a Combination Code on the timesheet?

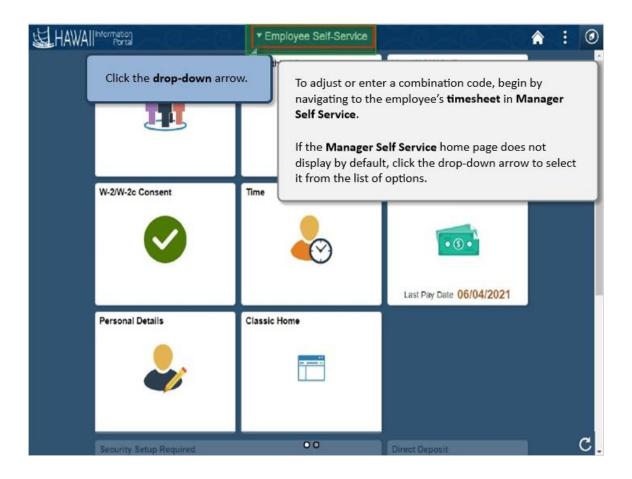
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If necessary, timekeepers can adjust employees' timesheets to enter a missing combination code or to make an adjustment if the value in this field is incorrect.



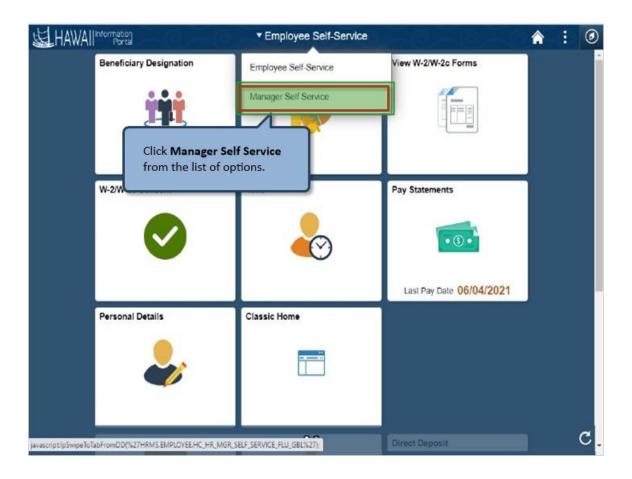


To adjust or enter a combination code, begin by navigating to the employee's **timesheet** in **Manager Self Service**.

If the **Manager Self Service** home page does not display by default, click the drop-down arrow to select it from the list of options.

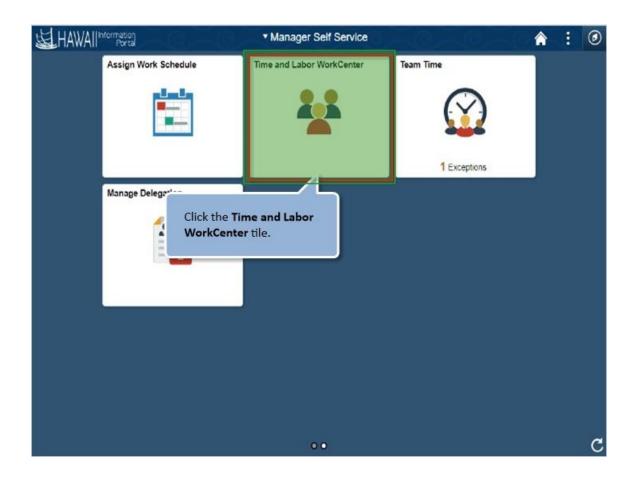
Click the **drop-down** arrow.





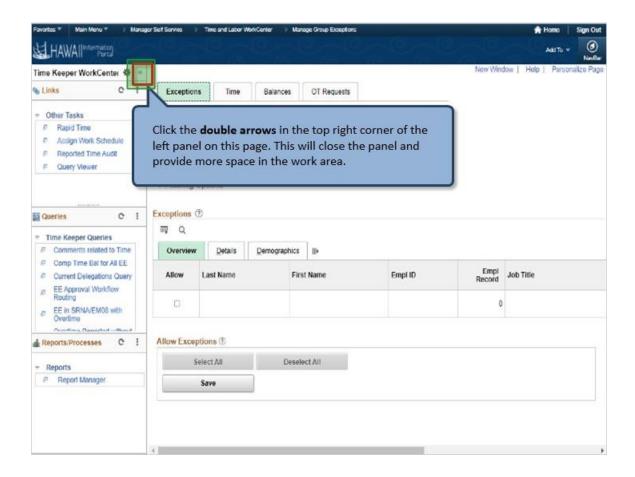
Click Manager Self Service from the list of options.





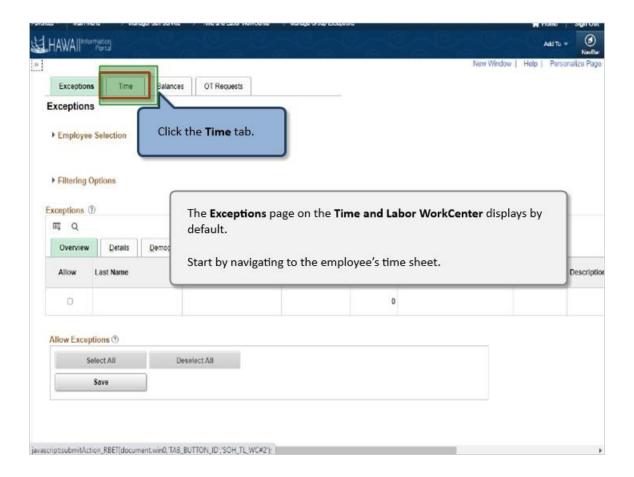
Click the Time and Labor WorkCenter tile.





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.



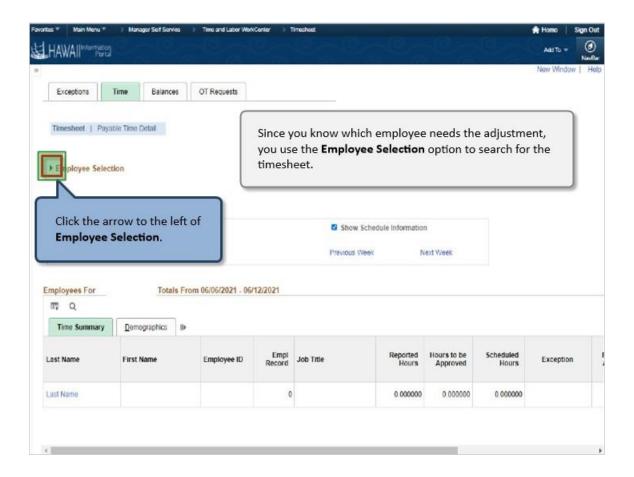


The Exceptions page on the Time and Labor WorkCenter displays by default.

Start by navigating to the employee's time sheet.

Click the **Time** tab.

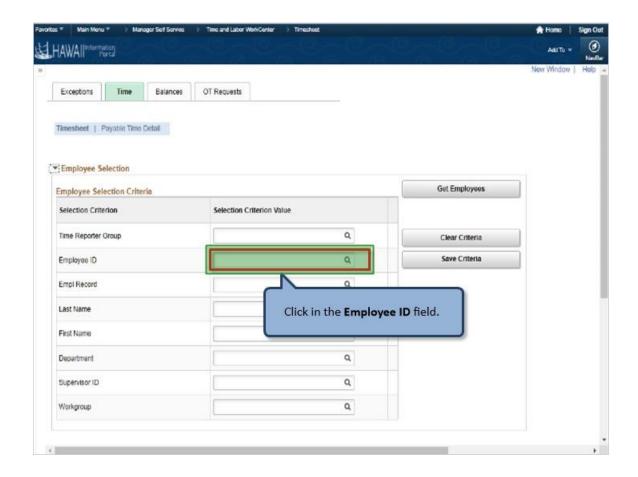




Since you know which employee needs the adjustment, you use the **Employee Selection** option to search for the timesheet.

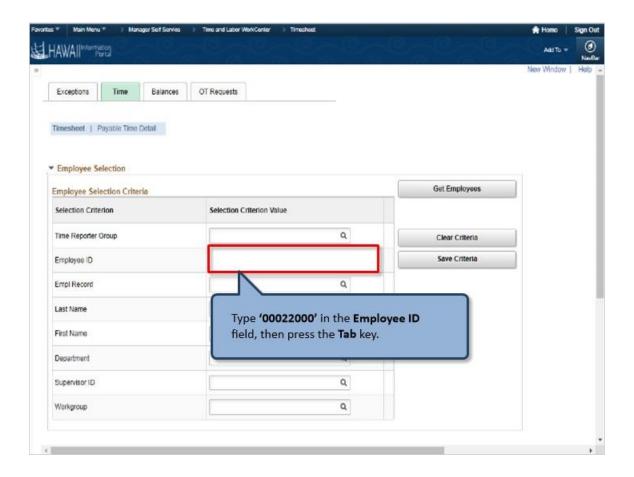
Click the arrow to the left of Employee Selection.





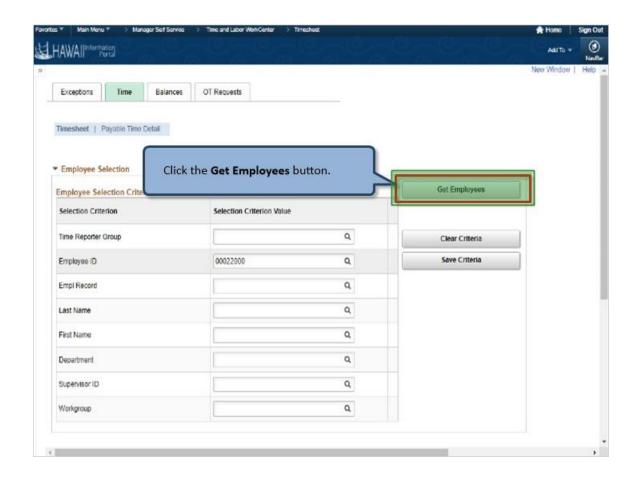
Click in the Employee ID field.





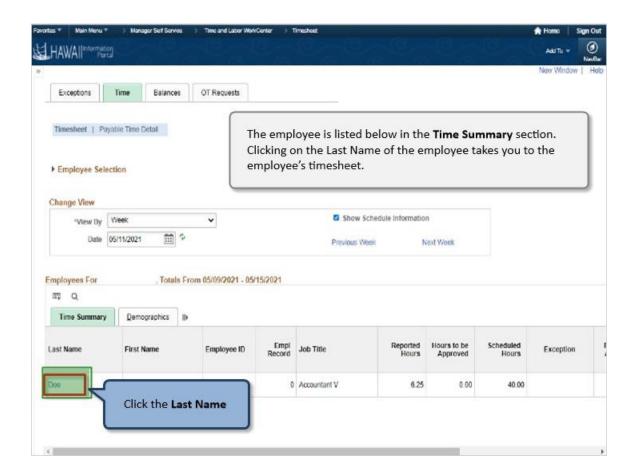
Type '00022000' in the Employee ID field and press the Tab key.





Click the **Get Employees** button.

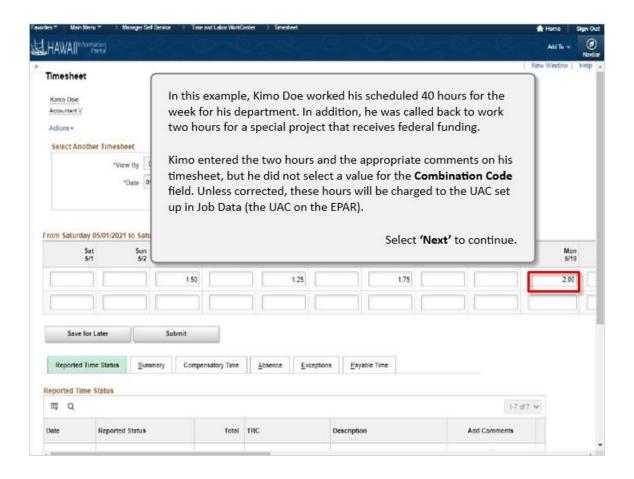




The employee is listed below in the **Time Summary** section. Clicking on the Last Name of the employee takes you to the employee's timesheet.

Click the Last Name

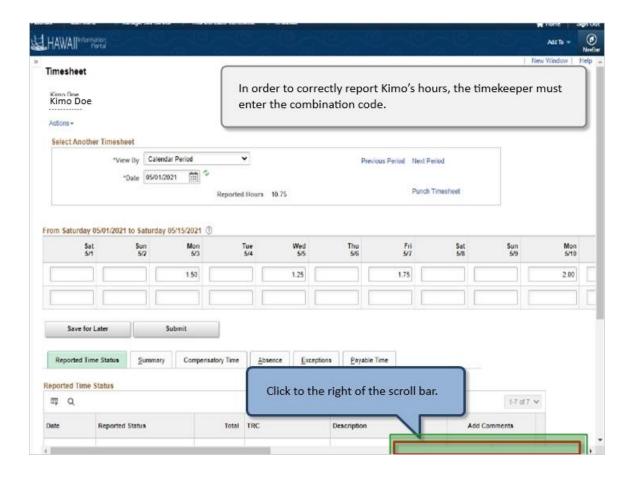




In this example, Kimo Doe worked his scheduled 40 hours for the week for his department. In addition, he was called back to work two hours for a special project that receives federal funding.

Kimo entered the two hours and the appropriate comments on his timesheet, but he did not select a value for the **Combination Code** field. Unless corrected, these hours will be charged to the UAC set up in Job Data (the UAC on the EPAR).

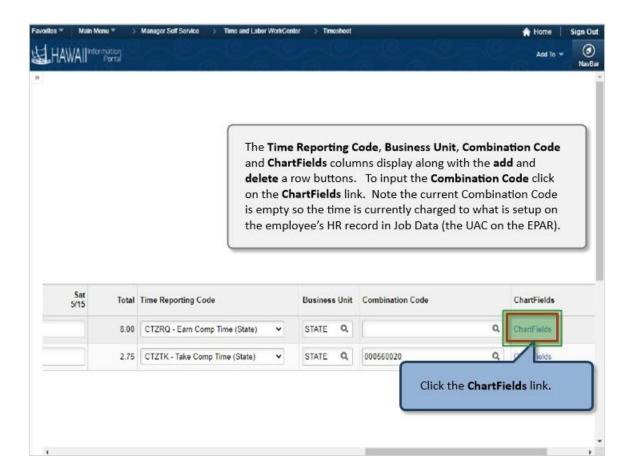




In order to correctly report Kimo's hours, the timekeeper must enter the combination code.

Click to the right of the scroll bar.

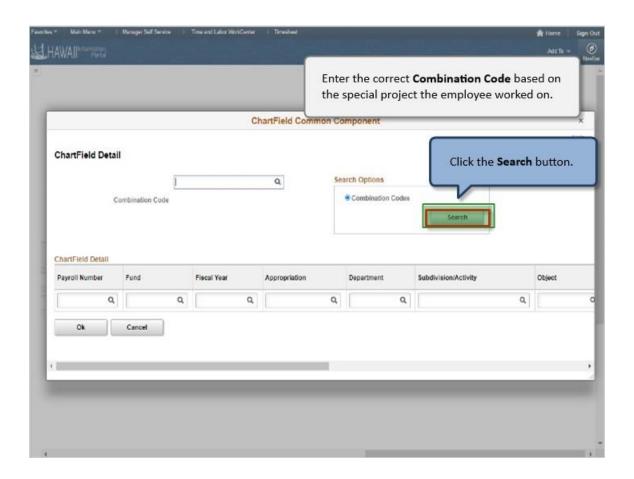




The Time Reporting Code, Business Unit, Combination Code and ChartFields columns display along with the add and delete a row buttons. To input the Combination Code click on the ChartFields link. Note the current Combination Code is empty so the time is currently charged to what is setup on the employee's HR record in Job Data (the UAC on the EPAR).

Click the **ChartFields** link.

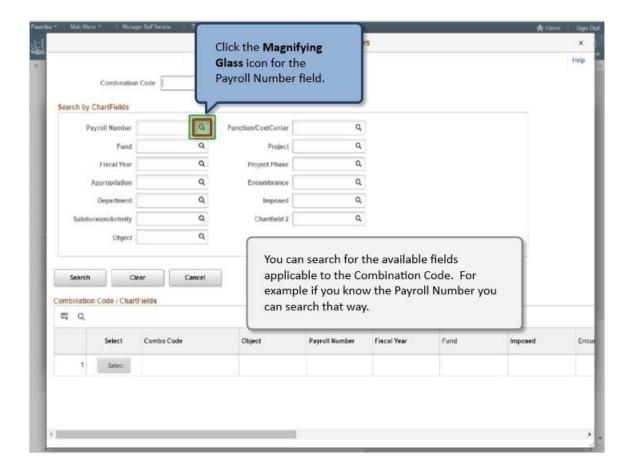




Enter the correct **Combination Code** based on the special project the employee worked on.

Click the **Search** button.

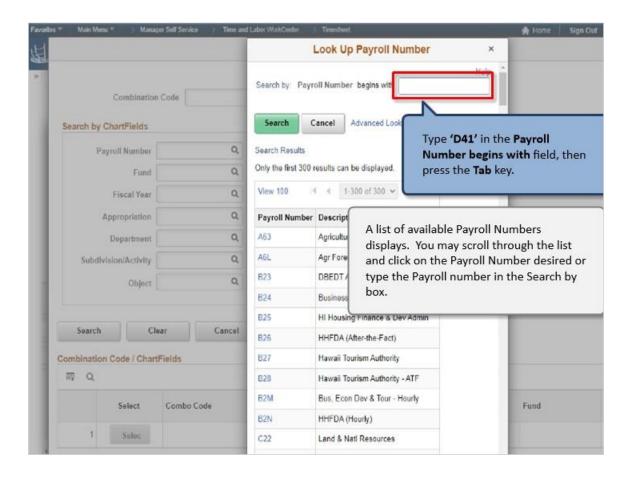




You can search for the available fields applicable to the Combination Code. For example if you know the Payroll Number you can search that way.

Click the Magnifying Glass button for the Payroll Number field.

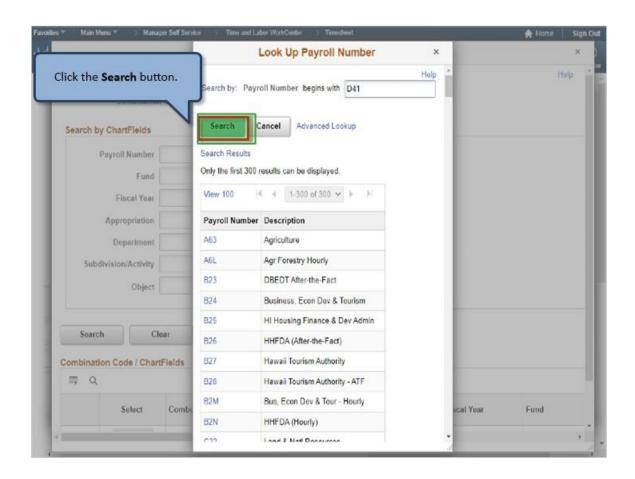




A list of available Payroll Numbers displays. You may scroll through the list and click on the Payroll Number desired or type the Payroll number in the Search by box.

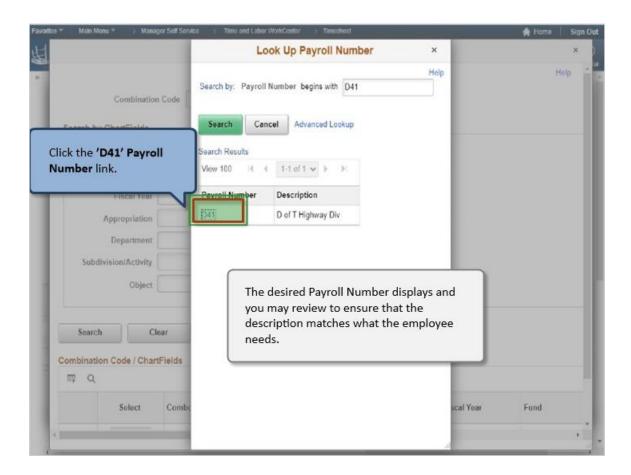
Type 'D41' in the Payroll Number begins with field, then press the Tab key.





Click the Search button.

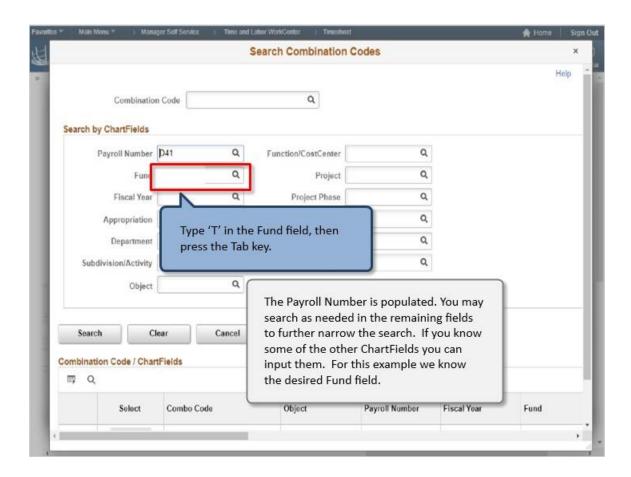




The desired Payroll Number displays and you may review to ensure that the description matches what the employee needs.

Click the 'D41' Payroll Number link.

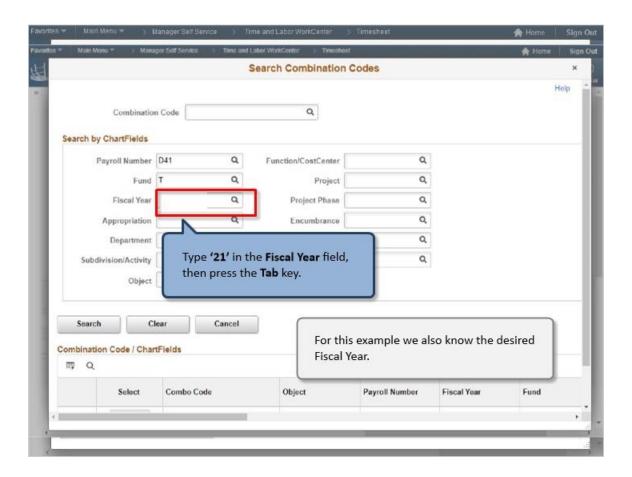




The Payroll Number is populated. You may search as needed in the remaining fields to further narrow the search. If you know some of the other ChartFields you can input them. For this example we know the desired Fund field.

Type 'T' in the Fund field, then press the Tab key.

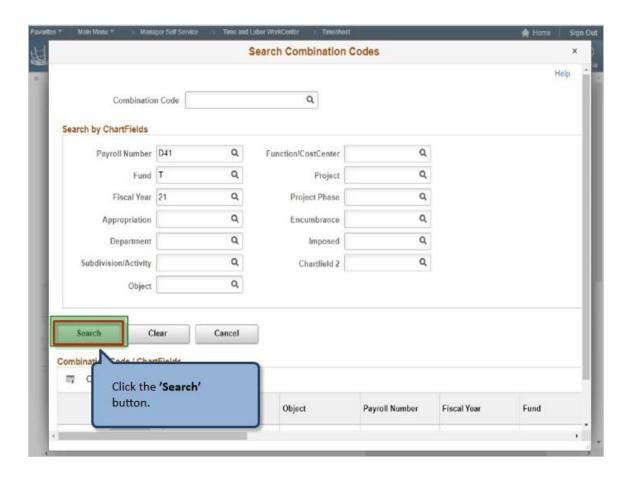




For this example we also know the desired Fiscal Year.

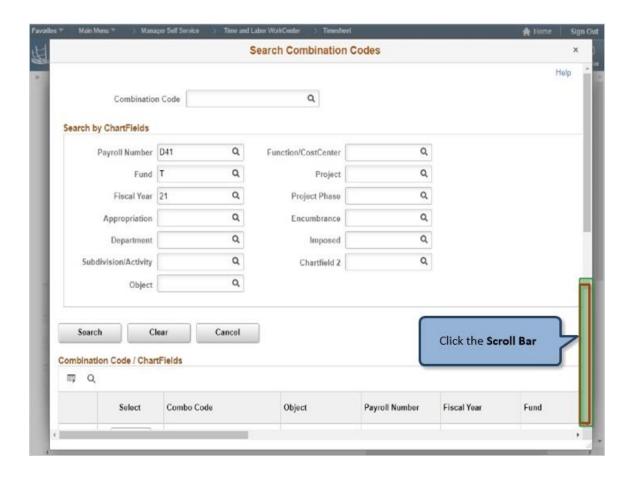
Type '21' in the Fiscal Year field, then press the Tab key.





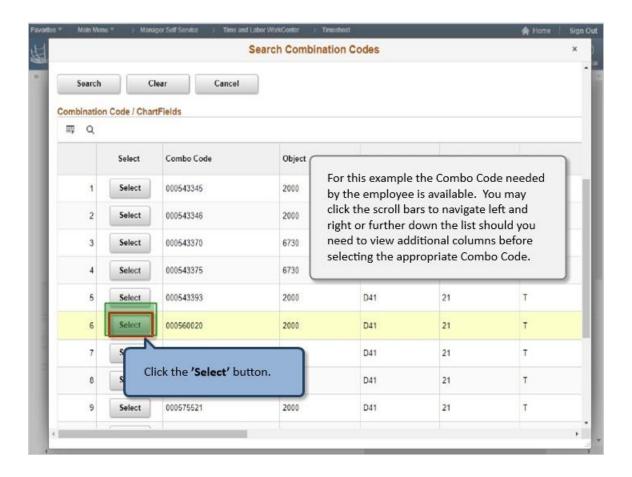
Click the 'Search' button.





Click the Scroll Bar

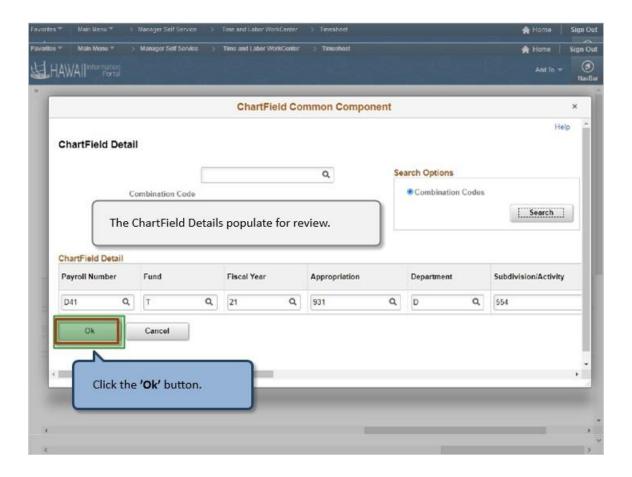




For this example the Combo Code needed by the employee is available. You may click the scroll bars to navigate left and right or further down the list should you need to view additional columns before selecting the appropriate Combo Code.

Click the 'Select' button.

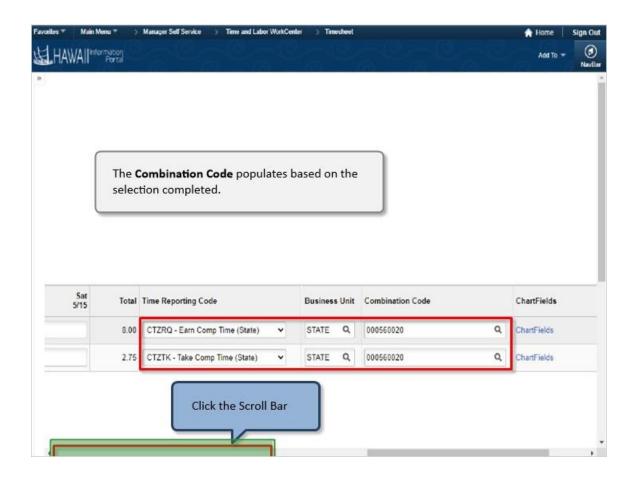




The ChartField Details populate for review.

Click the 'OK' button.

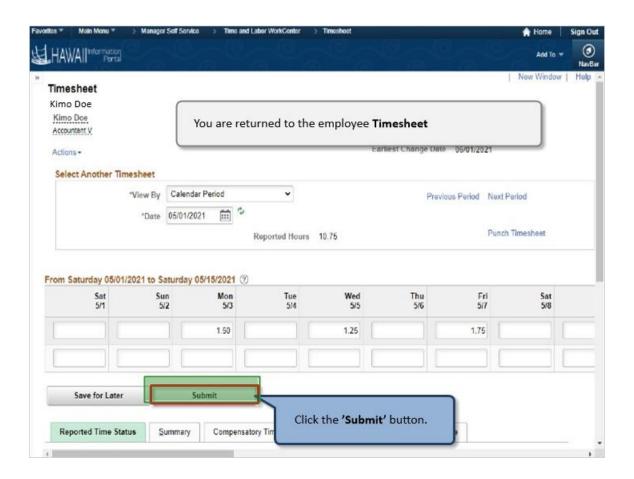




The Combination Code populates based on the selection completed.

Click the Scroll Bar

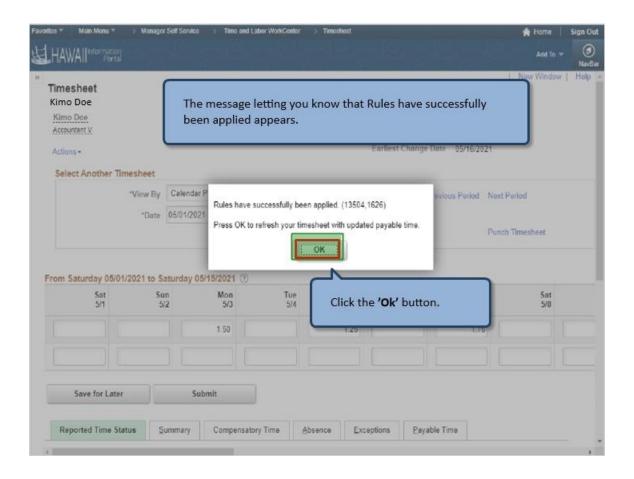




You are returned to the employee Timesheet

Click the 'Submit' button.

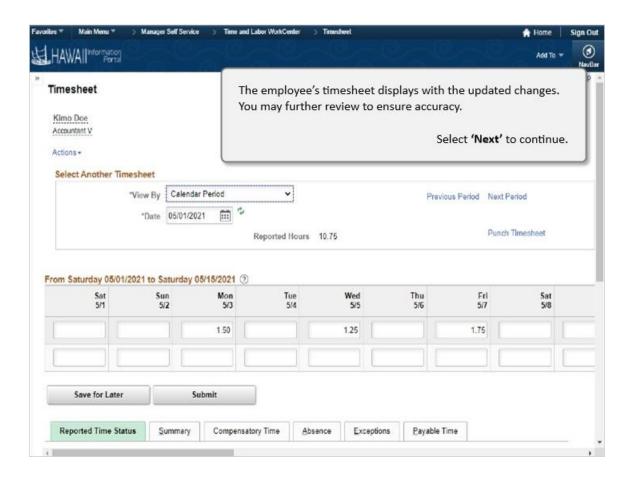




The message letting you know that Rules have successfully been applied appears.

Click the 'Ok' button.





The employee's timesheet displays with the updated changes. You may further review to ensure accuracy.





## Congratulations!

You've successfully completed this lesson.



## **End**



## Maika'i!

Please click 'Save and exit' at the upper right.

To continue close the lesson by clicking 'Save and exit' in the top right-hand corner of the course.

Do not close the browser window before clicking 'Save and exit'.