

101 – ESS SALARIED (ELAPSED) TIME ENTRY

 <p>State of Hawaii</p> <h3>Time and Leave Employee Self-Service</h3> <p>Salaried Employee</p> <p>Course Number: 101</p> <p>Mandatory for all Salaried Employees</p> <p>August 2021, Version 2</p>	 HAWAII Information Portal  <p>Select 'Next' to continue.</p>
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Duration

A graphic titled "Course Duration" from the Hawaii Information Portal. It features a background image of a man in a blue patterned shirt pointing towards the text. The text is overlaid on a light blue background with a faint clock face. The main text reads: "1 - 2 Hour", "This course will take approximately 1 - 2 hours.", "You can complete it all today or by sections.", "It's really up to you!", and "You can take the training how it best fits in your schedule." At the bottom right, it says "Select 'Next' to continue." The Hawaii Information Portal logo is in the top right corner.

Course Duration

1 - 2 Hour

This course will take approximately 1 - 2 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.

Select 'Next' to continue.

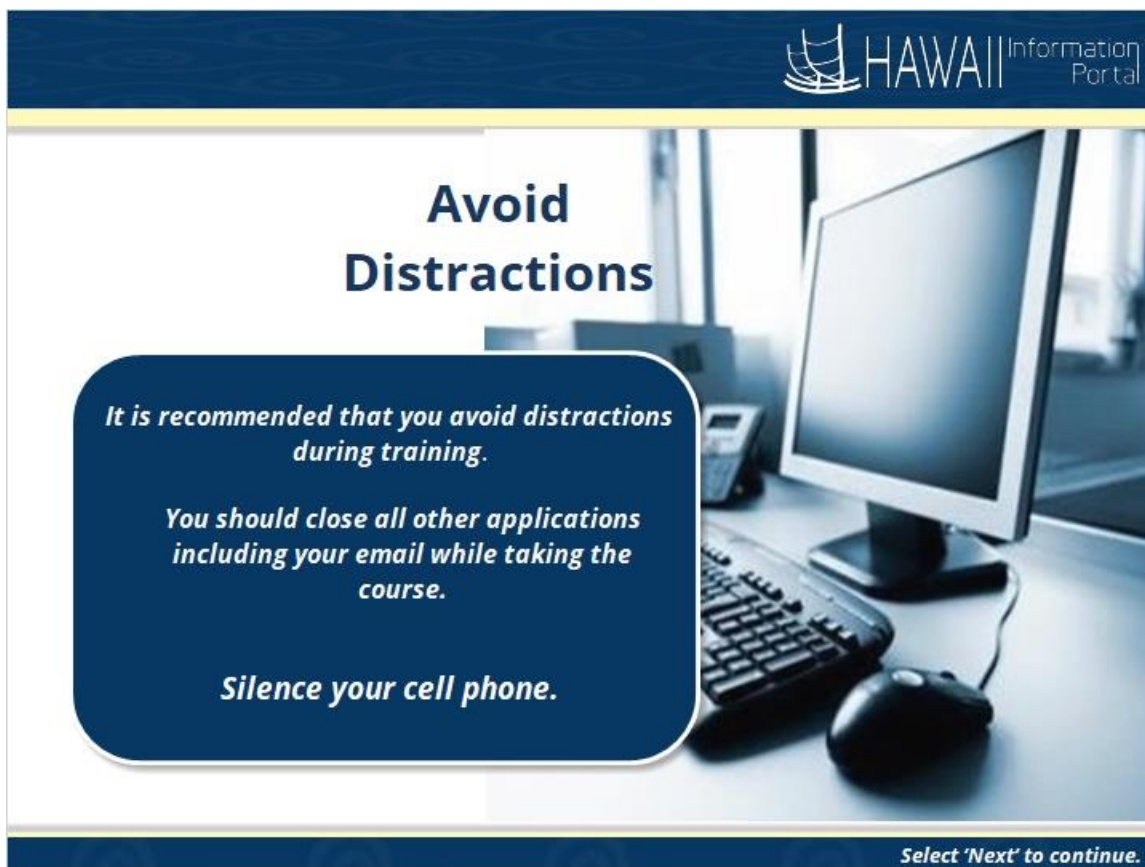
This course will take approximately one to two hours.

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

A presentation slide titled "Avoid Distractions" with a background image of a computer desk. The slide includes a dark blue rounded rectangle with white text containing instructions. The Hawaii Information Portal logo is in the top right corner, and a navigation instruction is in the bottom right corner.

Avoid Distractions

It is recommended that you avoid distractions during training.

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

Silence your cell phone.

Select 'Next' to continue.

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

You should close all other applications including your email while taking the course and silence your cell phone.

Table of Contents



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- Overtime/Comp Time Requests
- Need Help?

Course Objectives

A presentation slide titled "Course Objectives" in a dark blue header. Below the title, it states "After completing this course, you will understand:" followed by a bulleted list of six items. At the bottom left, it says "Select 'Next' to continue." On the right side of the slide is a photograph of a smiling woman with long dark hair, wearing a pink cardigan over a black top.

Course Objectives

After completing this course, you will understand:


- Where to find additional help and assistance
- Key Terminology
- Key Points for salaried employees
- Entering time on a Salaried (Elapsed) Timesheet
- Submit Overtime Requests
- Submit Comp Time Requests

Select '**Next**' to continue.

After completing this course you will understand how to:

- Where to find additional help and assistance
- Key Terminology
- Key Points for salaried employees
- Entering time on a Salaried (Elapsed) Timesheet
- Submit Overtime Requests
- Submit Comp Time Requests

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/time-and-leave>.

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

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

Select **'Next'** to continue.



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

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

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

Key Terminology



The screenshot shows the 'Key Terminology' page of the Hawaii Information Portal. The page has a dark blue header with the portal logo and title. Below the header is a large image of a pink hibiscus flower. Overlaid on the flower are seven terms, each underlined: 'Time Reporting Code (TRC)', 'Payable Time', 'Compensatory Time (Comp Time)', 'Timesheet Exceptions', 'Salaried (Elapsed) Timesheet', and 'Time Administration'. A white circle with a blue dot is on the left side of the image. At the bottom right, there is a photo of a smiling man in a blue patterned shirt. Below the photo, the text 'Select **'Next'** to continue.' is displayed.

Time Reporting Code (TRC)

Payable Time

Compensatory Time (Comp Time)

Timesheet Exceptions

Salaried (Elapsed) Timesheet

Time Administration

 HAWAII Information Portal

Key Terminology



Time Reporting Code (TRC)



Definition:


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

Select **'Next'** to continue.


Definition:

These codes are used to identify the type of time worked.


For example, one TRC is "OT - Overtime Pay". There are codes in HIP for each type of time that you may be eligible to earn pay for.

 HAWAII Information Portal

Key Terminology



Timesheet Exception




Definition:

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


Select **'Next'** to continue.

Definition:


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

 HAWAII Information Portal

Key Terminology



Payable Time




Definition:

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


Select **‘Next’** to continue.

Definition:


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

 HAWAII Information Portal

Key Terminology



Salaried (Elapsed) Time Entry



Definition:

When entering time, employees who use this method only enter their exception time worked for each day. They do not need to enter scheduled regular hours to HIP.

Select **'Next'** to continue.

Definition:

When entering time, employees who use this method only enter their exception time worked for each day. They do not need to enter their scheduled regular hours to HIP.



Compensatory Time (also known as Comp Time for short)




Definition:

Compensatory Time aka Comp time for short refers to time you've earned working overtime hours that you can apply to take time off at a later time.


Select **'Next'** to continue.

Definition:


Compensatory Time, also known as Comp time for short, refers to time you've earned working overtime hours that you can apply to take time off at a later time.

 HAWAII Information Portal

Key Terminology



Time Administration



Definition:

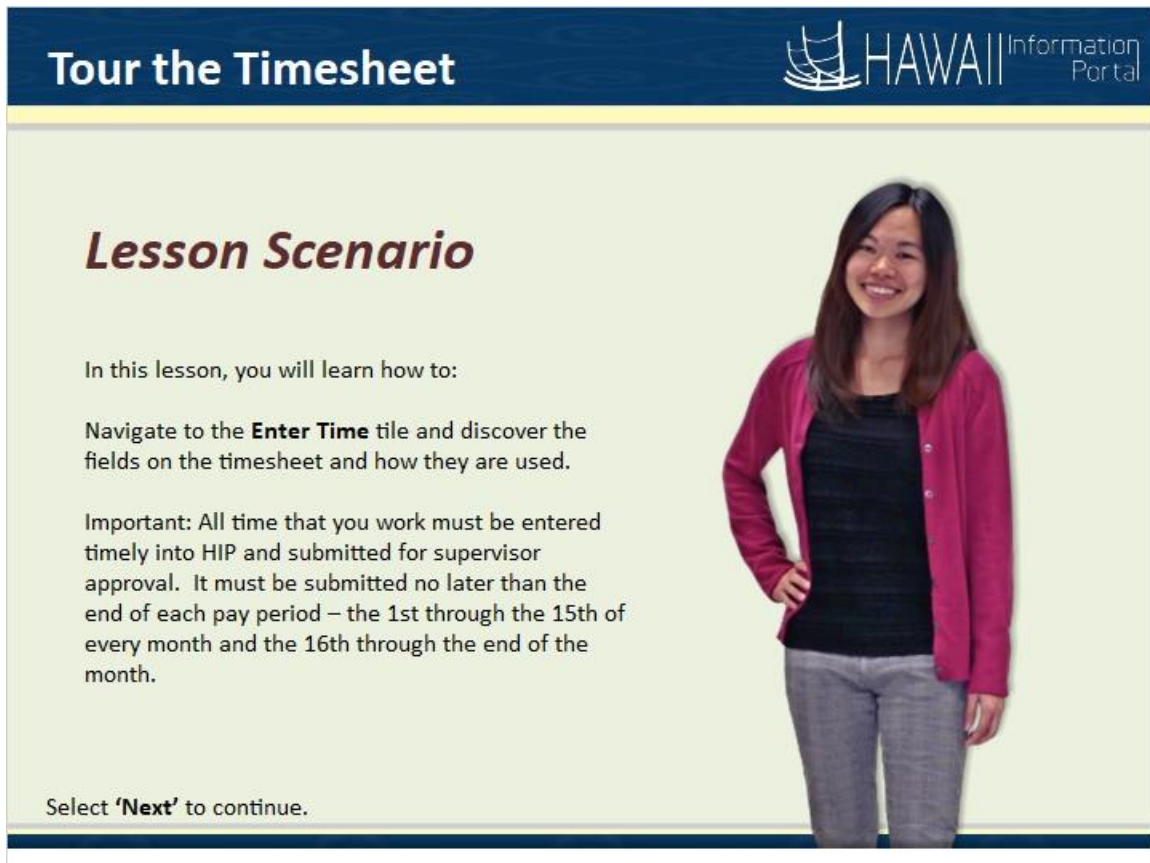
Time Administration are automated system processes in HIP that run nightly and apply the system rules for processing the time entered

Select **'Next'** to continue.

Definition:

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

Tour of Timesheet

A screenshot of a presentation slide titled "Tour the Timesheet" with the Hawaii Information Portal logo in the top right. The slide has a dark blue header and a light green background. On the right side is a photo of a smiling woman with long dark hair, wearing a pink cardigan over a black top and grey pants. On the left, the text reads: "Lesson Scenario", "In this lesson, you will learn how to:", "Navigate to the **Enter Time** tile and discover the fields on the timesheet and how they are used.", "Important: All time that you work must be entered timely into HIP and submitted for supervisor approval. It must be submitted no later than the end of each pay period – the 1st through the 15th of every month and the 16th through the end of the month.", and "Select '**Next**' to continue." at the bottom left.

Tour the Timesheet

Lesson Scenario

In this lesson, you will learn how to:

Navigate to the **Enter Time** tile and discover the fields on the timesheet and how they are used.

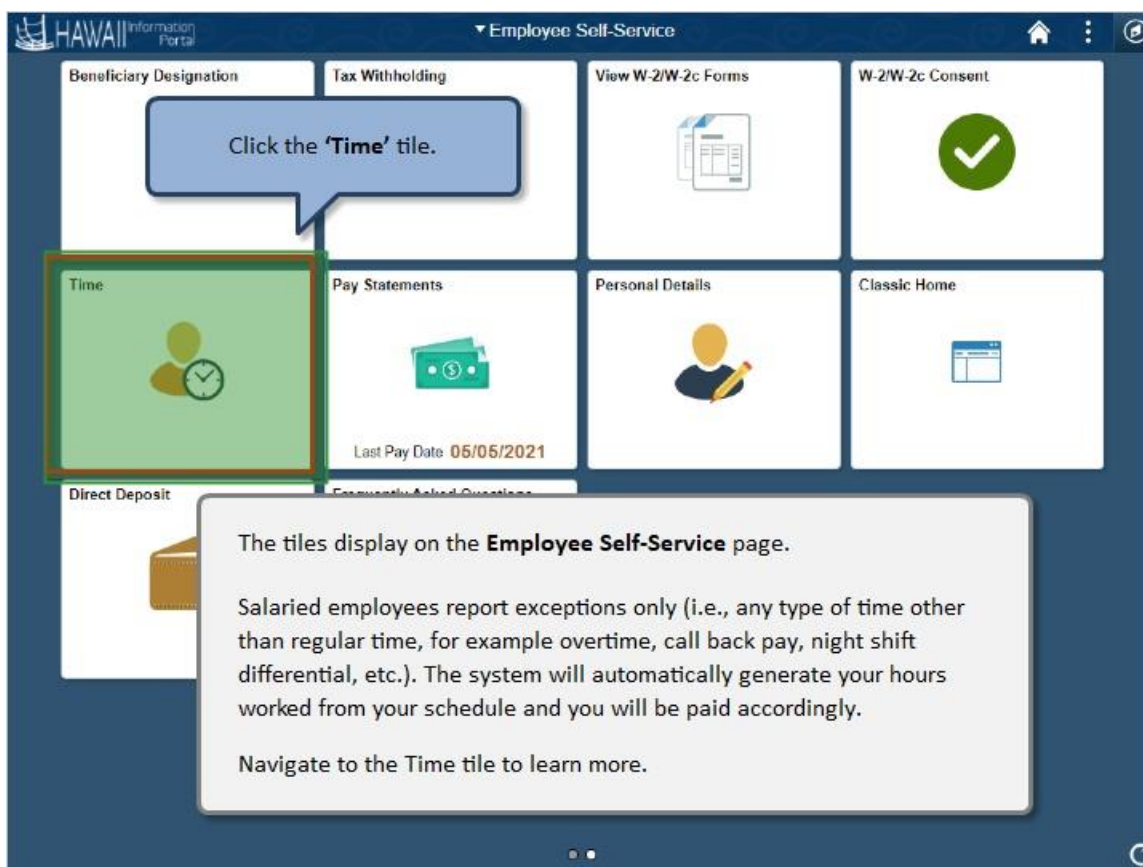
Important: All time that you work must be entered timely into HIP and submitted for supervisor approval. It must be submitted no later than the end of each pay period – the 1st through the 15th of every month and the 16th through the end of the month.

Select '**Next**' to continue.

In this lesson, you will learn how to:

Navigate to the **Enter Time** tile and discover the fields on the timesheet and how they are used.

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

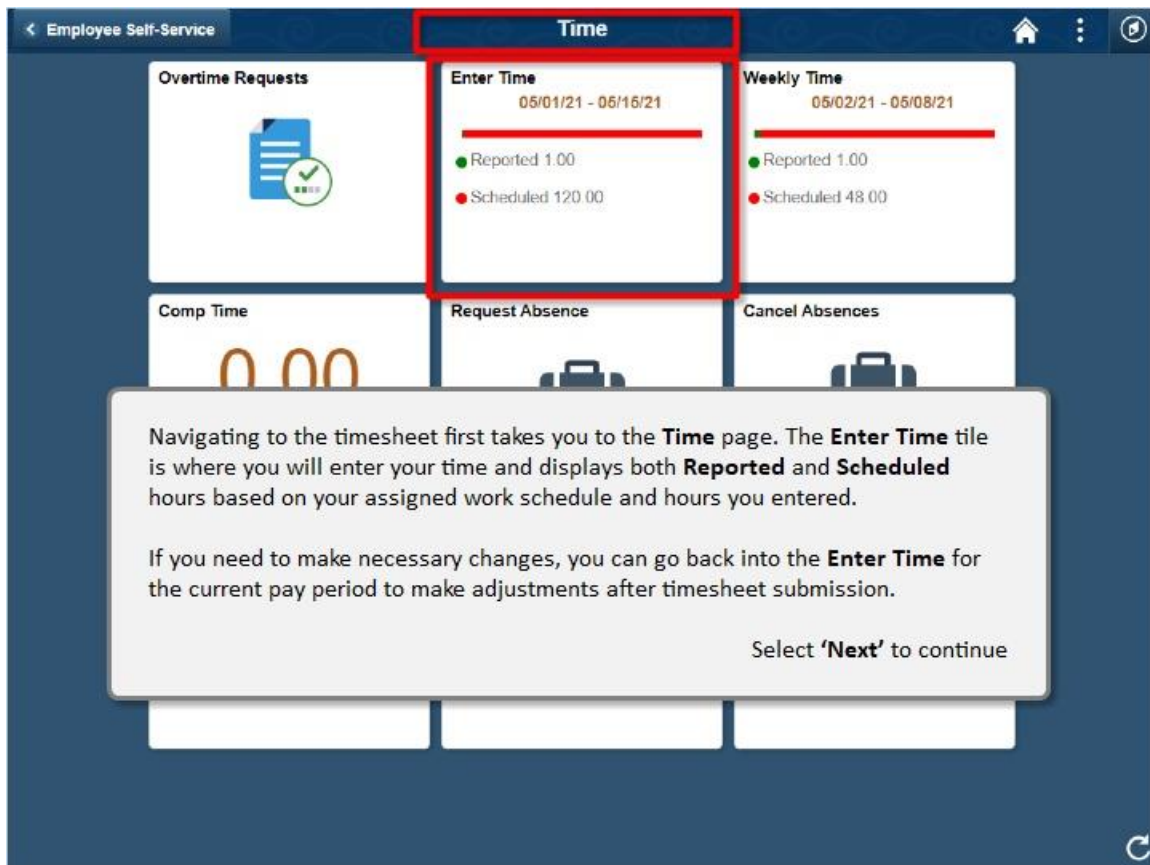


The tiles display on the **Employee Self-Service** page.

Salaried employees report exceptions only (i.e. any other type of time other than regular time e.g. overtime, call back pay, night shift differential). The system will automatically generate your hours worked from your schedule and you will be paid accordingly.

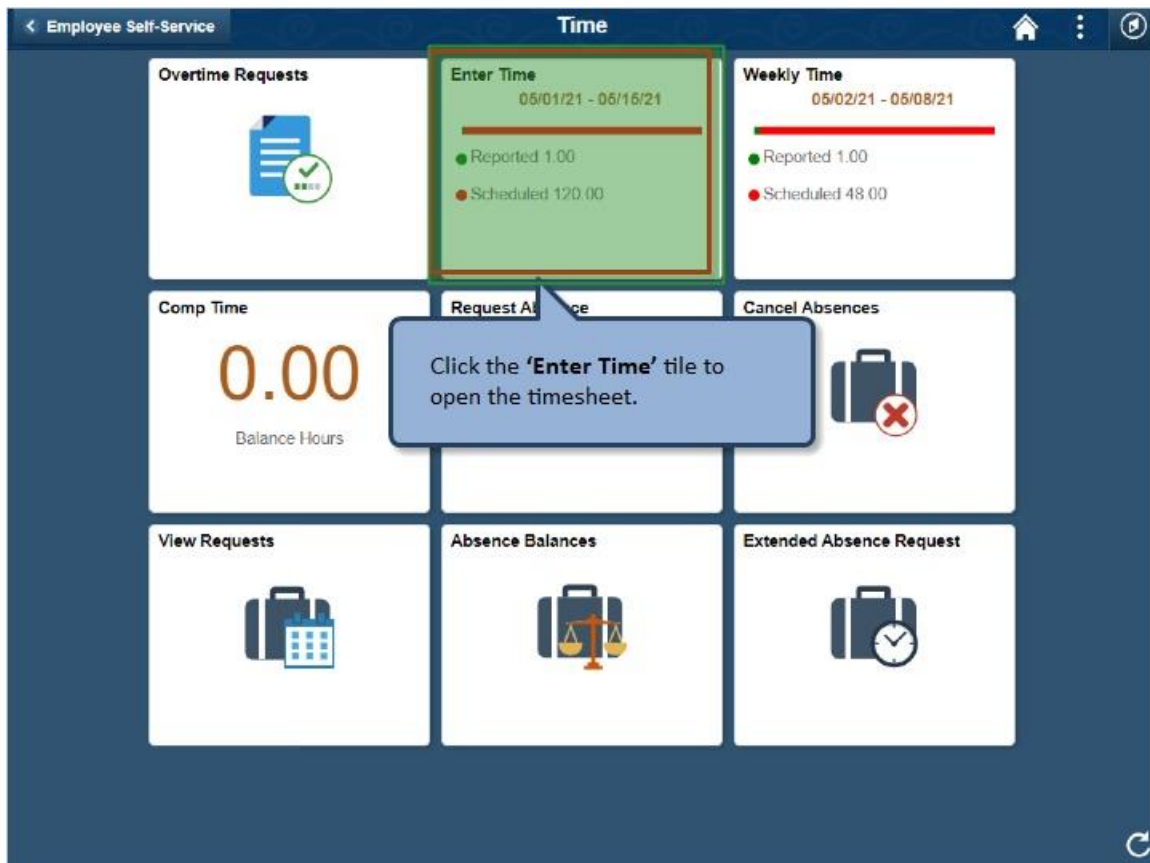
Navigate to the Time tile to learn more.

Click the 'Time' tile.

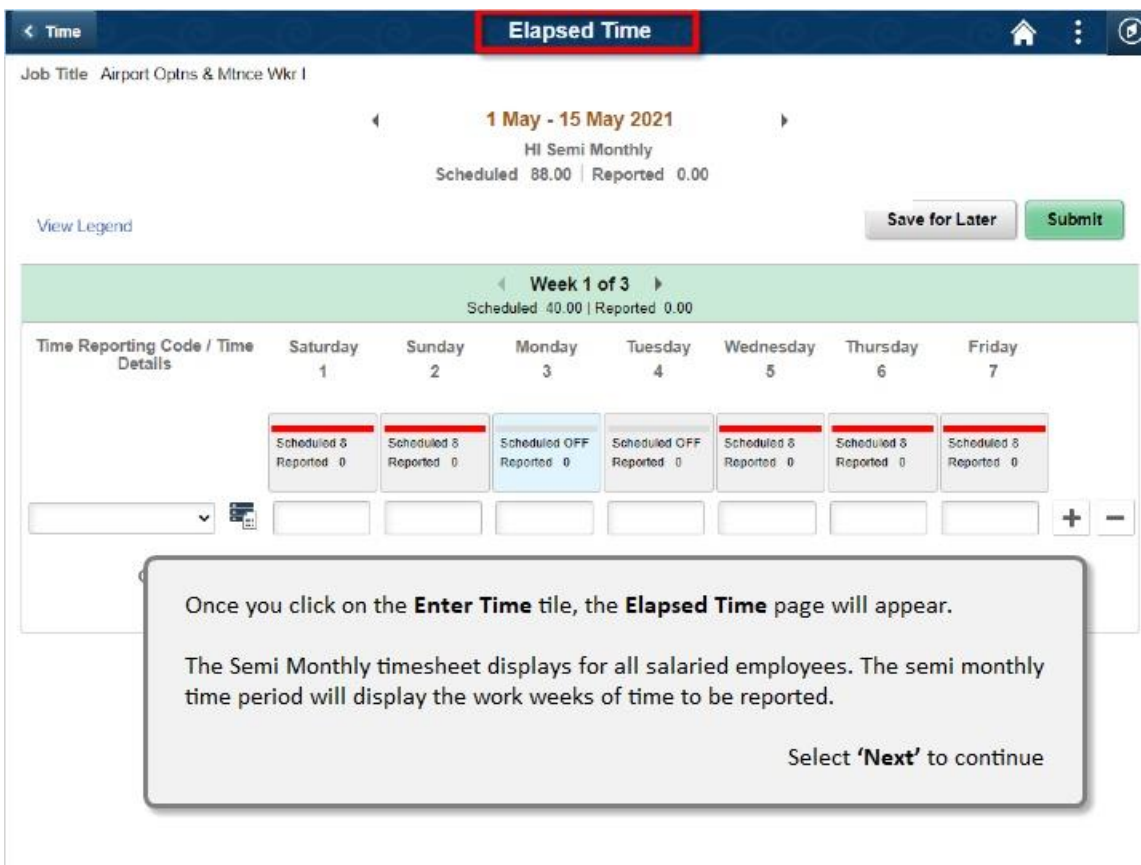


Navigating to the timesheet first takes you to the **Time** page. The **Enter Time** tile is where you will enter your time and displays both **Reported** and **Scheduled** hours based on your assigned work schedule and hours you entered.

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



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



Elapsed Time

Job Title Airport Optns & Mtnce Wkr I

1 May - 15 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 0.00

View Legend

Save for Later Submit

Week 1 of 3

Scheduled 40.00 | Reported 0.00

Time Reporting Code / Time Details	Saturday 1	Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0

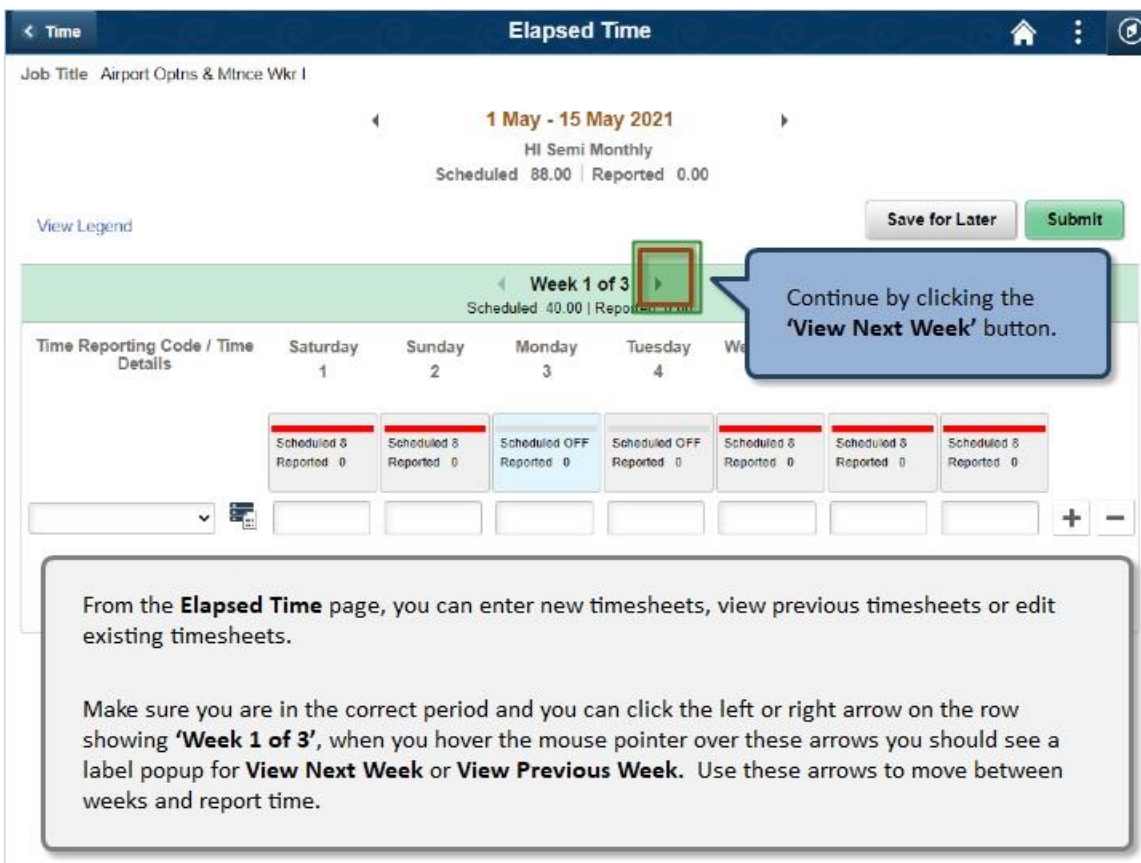
Once you click on the **Enter Time** tile, the **Elapsed Time** page will appear.

The Semi Monthly timesheet displays for all salaried employees. The semi monthly time period will display the work weeks of time to be reported.

Select '**Next**' to continue

Once you click on the **Enter Time** tile, the **Elapsed Time** page will appear.

The Semi Monthly timesheet displays for all salaried employees. The semi-monthly time period will display the work weeks of time to be reported.



The screenshot shows the 'Elapsed Time' interface. At the top, there's a header with a back arrow, 'Time', and 'Elapsed Time'. Below this, the job title 'Airport Opns & Mtnce Wkr I' is displayed. The date range is '1 May - 15 May 2021' for 'HI Semi Monthly'. Scheduled time is 88.00 and Reported time is 0.00. There are 'Save for Later' and 'Submit' buttons. A green bar indicates 'Week 1 of 3' with a right arrow button. A callout box points to this arrow with the text: 'Continue by clicking the 'View Next Week' button.' Below the week bar is a table with columns for days of the week and their respective scheduled and reported times. A large text box at the bottom provides instructions on how to navigate between weeks using the arrows.

From the **Elapsed Time** page, you can enter new timesheets, view previous timesheets or edit existing timesheets.

Make sure you are in the correct period and you can click the left or right arrow on the row showing '**Week 1 of 3**', when you hover the mouse pointer over these arrows you should see a label popup for **View Next Week** or **View Previous Week**. Use these arrows to move between weeks and report time.

From the **Elapsed Time** page, you can enter new timesheets, view previous timesheets or edit existing timesheets.

Make sure you are in the correct period and you can click the left or right arrow on the row showing '**Week 1 of 3**', when you hover the mouse pointer over these arrows you should see a label popup for **View Next Week** or **View Previous Week**. Use these arrows to move between weeks and report time.

Continue by clicking the '**View Next Week**' button

Time

Elapsed Time

Home

Menu

Help

Job Title Airport Optns & Mtnce Wkr I

1 May - 15 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 0.00

View Legend

Save for Later

Submit

Week 2 of 3

Scheduled 40.00 | Reported 0.00

Time Reporting Code / Time Details	Saturday 8	Sunday 9	Monday 10	Tuesday 11	Wednesday 12	Thursday 13	Friday 14
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0

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

The **Header** section is for information only. It displays the employee job title, pay period begin and end date, and the **Scheduled** and **Reported** hours for the time period. Please note for salaried employees, the **Reported** hours will not equate to all of your hours worked, just time that you have reported. Also, the **Scheduled** hours will reflect hours in your normal workweek (e.g., 40) plus any exception time you enter.”

Select **'Next'** to continue.

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

The **Header** section is for information only. It displays the employee job title, pay period begin and end date, and the **Scheduled** and **Reported** hours for the time period. Please note for salaried employees, the **Reported** hours will not equate to all of your hours worked, just time that you have reported. Also, the **Scheduled** hours will reflect hours in your normal workweek (e.g., 40) plus any exception time you enter.”

Time

Elapsed Time

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Job Title Airport Optns & Mtncs Wkr I

1 May - 15 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 0.00

View Legend

Save for Later

Submit

Week 2 of 3

Tuesday 11

Wednesday 12

Thursday 13

Friday 14

Scheduled 8
Reported 0

Scheduled 8
Reported 0

Scheduled OFF
Reported 0

Scheduled OFF
Reported 0

Scheduled 8
Reported 0

Scheduled 8
Reported 0

Scheduled 8
Reported 0

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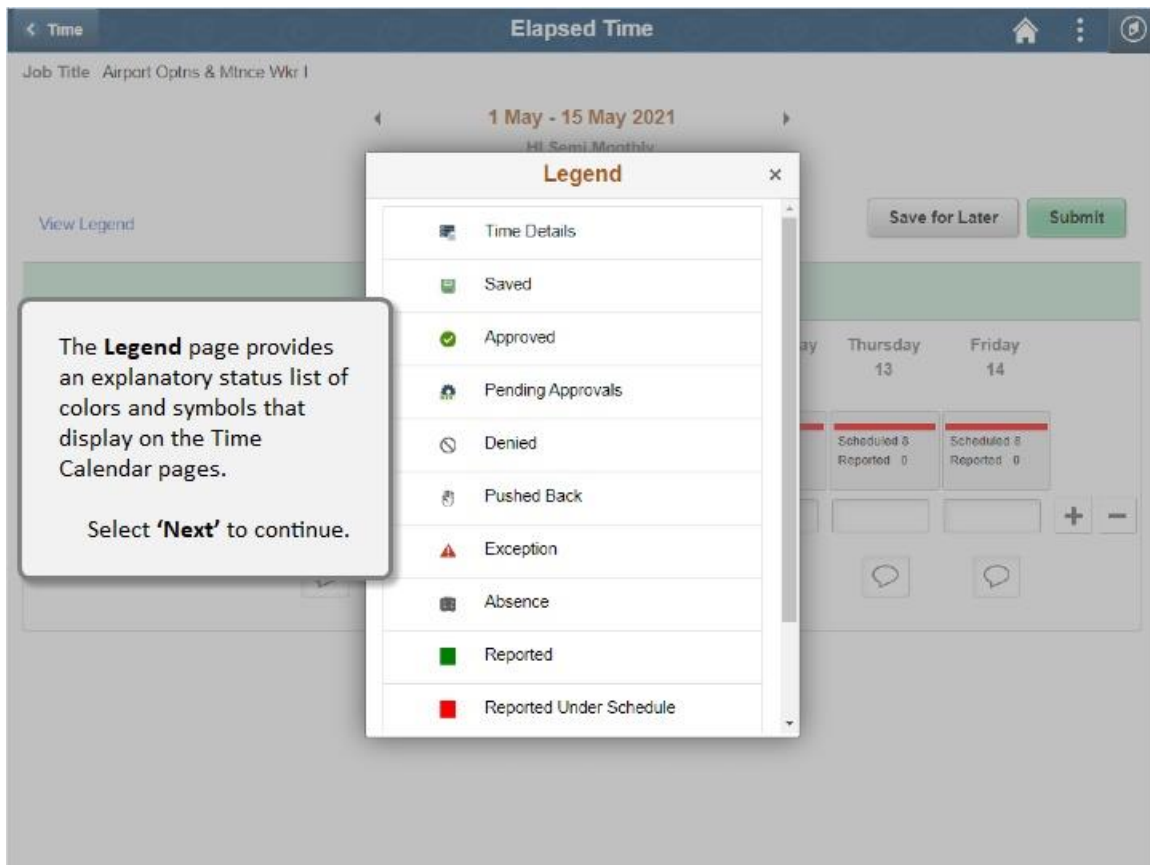
Comments

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

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

August 2021, Version 2

Page 21



The Legend page provides an explanatory status list of colors and symbols that display on the Time Calendar pages.

Time

Elapsed Time

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Job Title: Airport Optns & Mtncs Wkr I

1 May - 15 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 0.00

View Legend

Save for Later

Submit

Week 2 of 3

Scheduled 40.00 | Reported 0.00

Time Reporting Code / Time Details	Saturday 8	Sunday 9	Monday 10	Tuesday 11	Wednesday 12	Thursday 13	Friday 14
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0

▼

Comments

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Scheduled Hours and Reported Hours

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

Select '**Next**' to continue.

Scheduled Hours and Reported Hours

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

Time Elapsed Time

Job Title Airport Optns & Mtncs Wkr I

1 May - 15 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 0.00

View Legend

Save for Later Submit

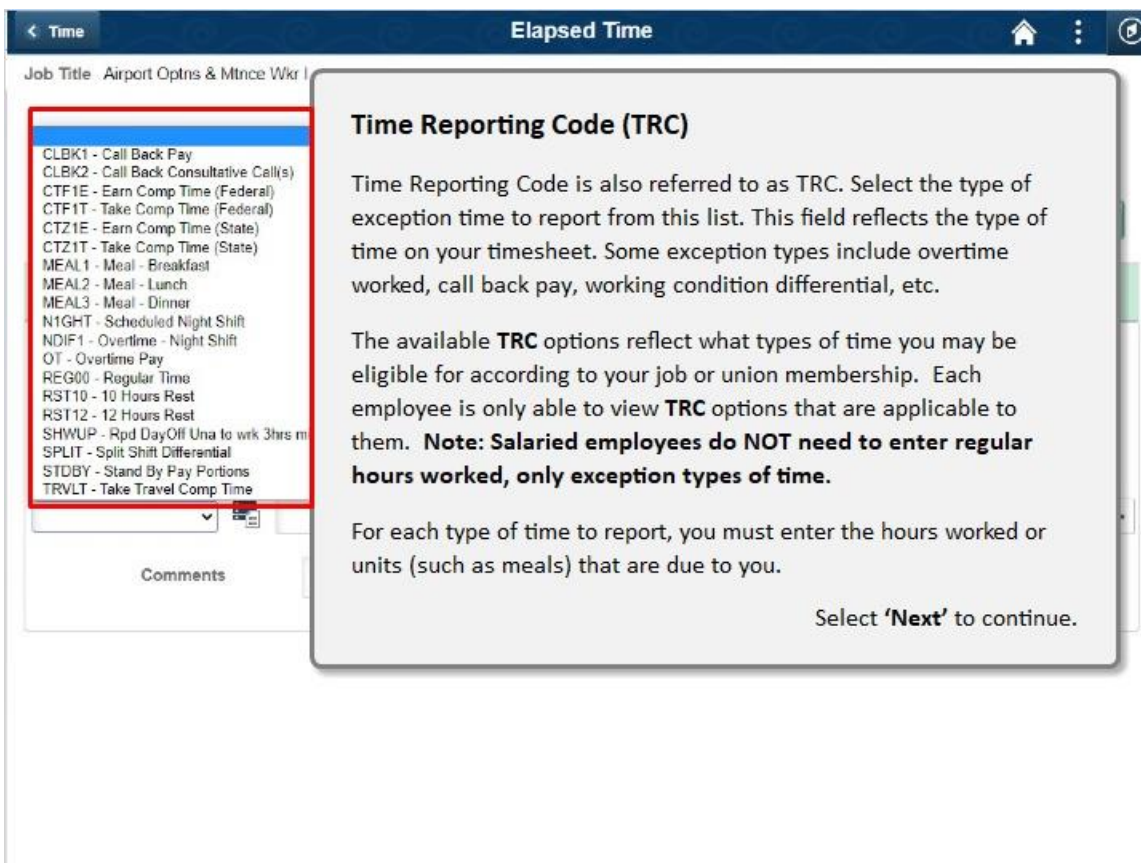
Week 2 of 3

Scheduled 40.00 | Reported 0.00

Time Reporting Code / Time Details	Saturday 8	Sunday 9	Monday 10	Tuesday 11	Wednesday 12	Thursday 13	Friday 14
Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	

Click the 'Time Reporting Code' drop down arrow.

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



The screenshot shows a web application interface for reporting time. At the top, there's a navigation bar with a back arrow, the text 'Time', and the title 'Elapsed Time'. Below the navigation bar, the 'Job Title' is 'Airport Optns & Mtnc Wkr'. A list of Time Reporting Codes (TRC) is displayed on the left, enclosed in a red box. The list includes: CLBK1 - Call Back Pay, CLBK2 - Call Back Consultative Call(s), CTF1E - Earn Comp Time (Federal), CTF1T - Take Comp Time (Federal), CTZ1E - Earn Comp Time (State), CTZ1T - Take Comp Time (State), MEAL1 - Meal - Breakfast, MEAL2 - Meal - Lunch, MEAL3 - Meal - Dinner, N1GHT - Scheduled Night Shift, NDIF1 - Overtime - Night Shift, OT - Overtime Pay, REG00 - Regular Time, RST10 - 10 Hours Rest, RST12 - 12 Hours Rest, SHWUP - Rpd Day Off Una to wrk 3hrs m, SPLIT - Split Shift Differential, STDBY - Stand By Pay Portions, and TRVLT - Take Travel Comp Time. Below the list is a dropdown menu and a 'Comments' field. A large grey pop-up box on the right contains the following text:

Time Reporting Code (TRC)

Time Reporting Code is also referred to as TRC. Select the type of exception time to report from this list. This field reflects the type of time on your timesheet. Some exception types include overtime worked, call back pay, working condition differential, etc.

The available **TRC** options reflect what types of time you may be eligible for according to your job or union membership. Each employee is only able to view **TRC** options that are applicable to them. **Note: Salaried employees do NOT need to enter regular hours worked, only exception types of time.**

For each type of time to report, you must enter the hours worked or units (such as meals) that are due to you.

Select '**Next**' to continue.

Time Reporting Code (TRC)

Time Reporting Code is also referred to as TRC. Select the type of exception time to report from this list. This field reflects the type of time on your timesheet. Some exception types include overtime worked, call back pay, working condition differential, etc.

The available **TRC** options reflect what types of time you may be eligible for according to your job or union membership. Each employee is only able to view **TRC** options that are applicable to them. **Note: salaried employees do NOT need to enter regular hours worked, only exception types of time.**

For each type of time to report, you must enter the number of hours or units (such as meals) that are due to you.

For this example, click the **'OT - Overtime'** code from the list.

Time
Elapsed Time

Job Title Airport Optns & Mtncs Wkr I

1 May - 15 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 4.00

View Legend

Save for Later
Submit

Week 2 of 3

Scheduled 40.00 | Reported 2.00

Time Reporting Code / Time Details	Saturday 8	Sunday 9	Monday 10	Tuesday 11	Wednesday 12	Thursday 13	Friday 14
	Scheduled 8 Reported 2	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
OT - Overtime Pay	2.00						

Comments

Quantity Fields

Enter the number of hours worked or units you are due for each TRC you select in the appropriate **Quantity** field for the date worked.

Note: There may be instances where some TRCs are reported in units and not hours, such as meals or standby portions for instance.

Select **'Next'** to continue.

Quantity Fields

Enter the number of hours worked or units you are due for each TRC you select in the appropriate **Quantity** field for the date worked.

Note: There may be instances where some TRCs are reported in units and not hours, such as meals or standby portions for instance.

Time

Elapsed Time

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Job Title

Airport Optns & Mtnce Wkr I

1 May - 15 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 4.00

View Legend

Save for Later

Submit

Week 2 of 3

Scheduled 16.00 | Reported 1.00

Time Reporting Code / Time Details	Saturday 8	Sunday 9	Monday 10	Tuesday 11	Wednesday 12	Thursday 13	Friday 14
	Scheduled 8 Reported 2	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
OT - Overtime Pay	2.00						

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Add or Delete Rows

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

Click the 'Add (+)' button to add a new row.

Add or Delete Rows

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

Click the '**Add (+)**' button to add a new row.

Time

Elapsed Time

Home

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Job Title Airport Optns & Mtncs Wkr I

1 May - 15 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 7.00

View Legend

Save for Later

Submit

Week 2 of 3

Scheduled 40.00 | Reported 5.00

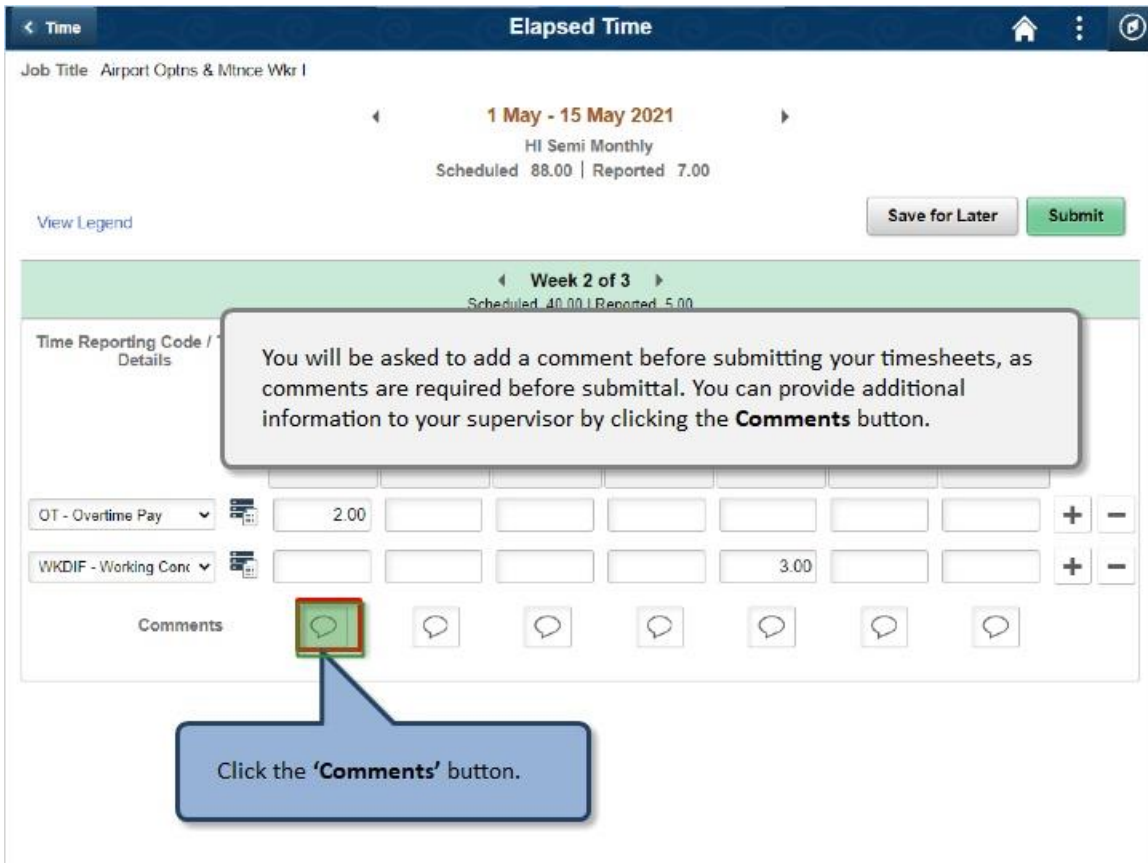
Time Reporting Code / Time Details	Saturday 8	Sunday 9	Monday 10	Tuesday 11	Wednesday 12	Thursday 13	Friday 14
	<div>Scheduled 8</div> <div>Reported 2</div>	<div>Scheduled 8</div> <div>Reported 0</div>	<div>Scheduled OFF</div> <div>Reported 0</div>	<div>Scheduled OFF</div> <div>Reported 0</div>	<div>Scheduled 8</div> <div>Reported 3</div>	<div>Scheduled 8</div> <div>Reported 0</div>	<div>Scheduled 8</div> <div>Reported 0</div>
OT - Overtime Pay	2.00						
WKDIF - Working Conc					3.00		

Comments

In this example above, there are now two rows available to select a **TRC** and enter hours. For every type of time to report, employees need to enter the number of hours worked.

Select '**Next**' to continue.

In this example above, there are now two rows to select a **TRC** and enter hours. For every type of time to report, employees need to enter the number of hours worked.



Elapsed Time

Job Title: Airport Optns & Mtncs Wkr I

1 May - 15 May 2021
HI Semi Monthly
Scheduled 88.00 | Reported 7.00

View Legend

Save for Later Submit

Week 2 of 3
Scheduled 40.00 | Reported 5.00

Time Reporting Code / Details

OT - Overtime Pay 2.00

WKDIF - Working Conc 3.00

Comments

You will be asked to add a comment before submitting your timesheets, as comments are required before submittal. You can provide additional information to your supervisor by clicking the **Comments** button.

Click the 'Comments' button.

You will be asked to add a comment before submitting your timesheets, as comments are required before submittal. You can provide additional information to your supervisor by clicking the **Comments** button.

Click the '**Comments**' button.

Cancel
Time Reporting Comments

Apply
Done

*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment	
05/08/2021	OT	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -
05/08/2021	WKDIF	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -

Time Reporting Comments Page

You can add comments to a specific day instead of the entire timesheet. Note: When you click on the comments bubble, all the TRCs shown on the previous screen will display so it can be easy to mistakenly input a comment under the wrong TRC. Please pay careful attention to the “Date Under Report” column and carefully input the comment related to the Time Reporting Code(s) on the date shown. You will need to click on the ‘Done’ button to return to the previous screen and access the comment bubble separately for any other dates worked.

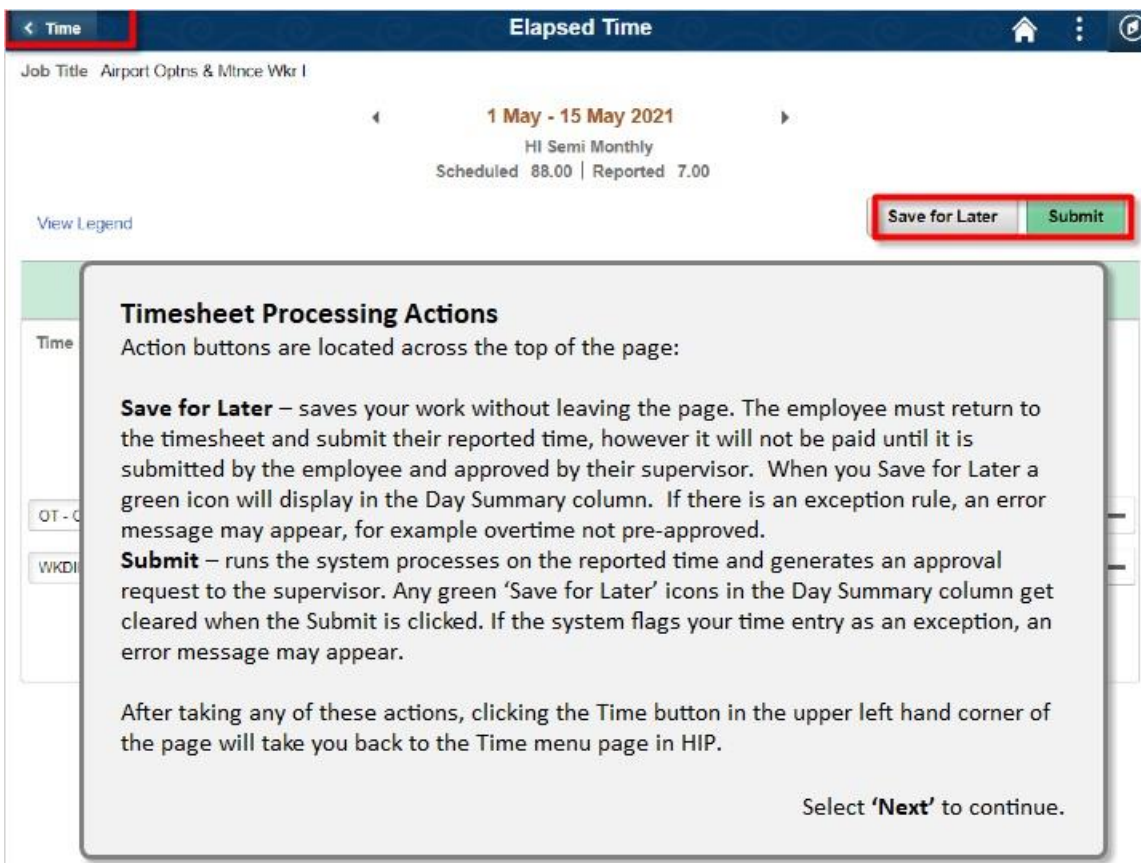
For this example, you would enter a comment for the 2 hours entered for OT and then click the **Apply** and **Done** buttons.

Select **‘Next’** to continue.

Time Reporting Comments Page

You can add comments to a specific day instead of the entire timesheet. Note: When you click on the comments bubble, all the TRCs shown on the previous screen will display so it can be easy to mistakenly input a comment under the wrong TRC. Please pay careful attention to the “Date Under Report” column and carefully input the comment related to the Time Reporting Code (s) on the date shown. You will need to click on the ‘Done’ button to return to the previous screen and access the comment bubble separately for any other dates worked.

For this example, you would enter a comment for the 2 hours entered for OT and then click the **Apply** and **Done** buttons.



Timesheet Processing Actions

Action buttons are located across the top of the page:

Save for Later – saves your work without leaving the page. The employee must return to the timesheet and submit their reported time, however it will not be paid until it is submitted by the employee and approved by their supervisor. When you Save for Later a green icon will display in the Day Summary column. If there is an exception rule, an error message may appear, for example overtime not pre-approved.

Submit – runs the system processes on the reported time and generates an approval request to the supervisor. Any green 'Save for Later' icons in the Day Summary column get cleared when the Submit is clicked. If the system flags your time entry as an exception, an error message may appear.

After taking any of these actions, clicking the Time button in the upper left hand corner of the page will take you back to the Time menu page in HIP.

Select **'Next'** to continue.

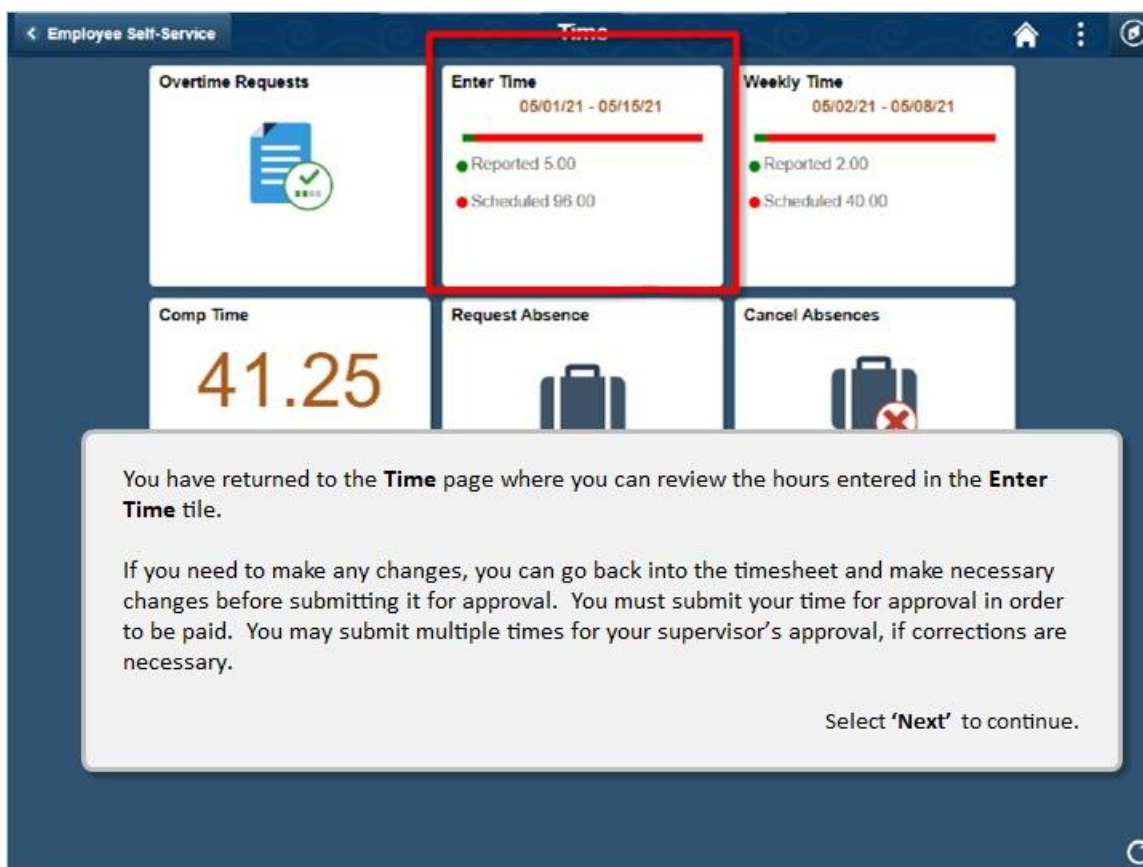
Timesheet Processing Actions

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Submit - runs the system processes on the reported time and generates an approval request to the supervisor. Any green 'Save for Later' icons in the Day Summary column get cleared when the Submit is clicked. If the system flags your time entry as an exception, an error message may appear.

After taking any of these actions, clicking the Time button in the Upper left hand corner of the page, will take you back to the Time menu page in HIP.



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

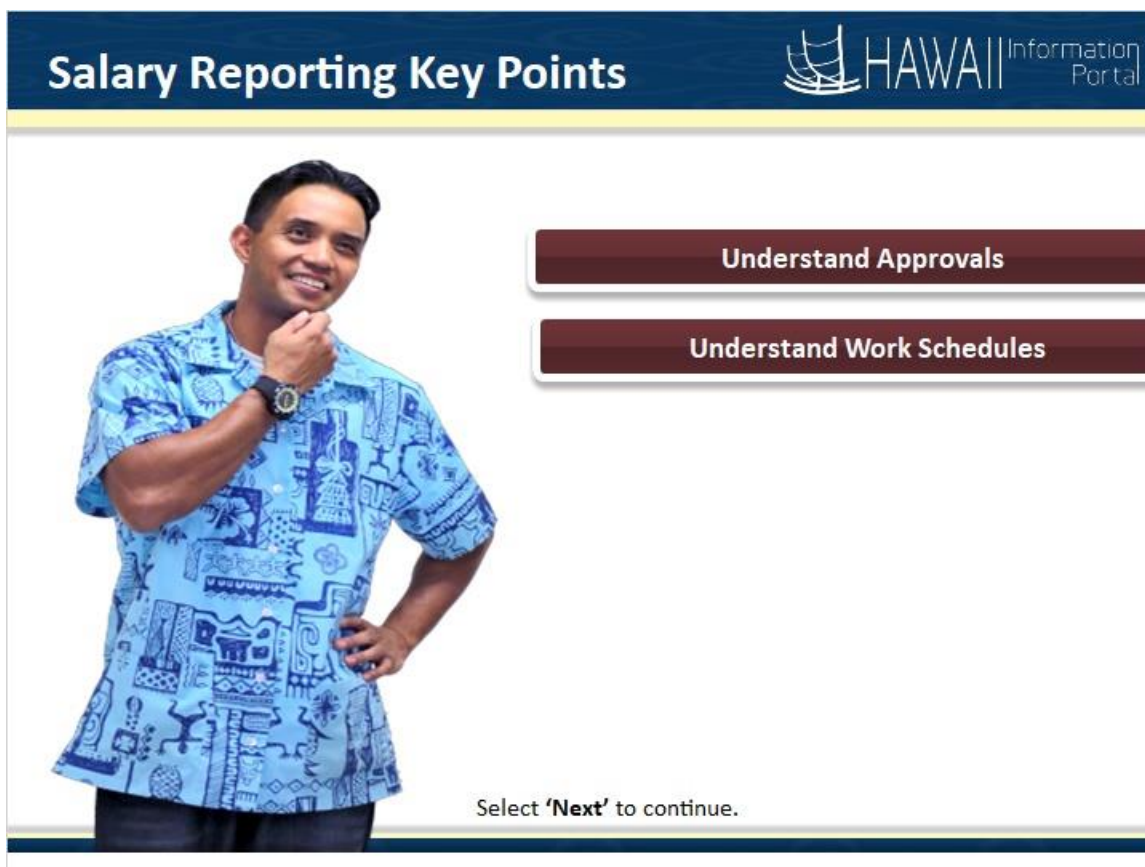
If you need to make any changes, you can go back into the timesheet and make necessary changes before submitting it for approval. You must submit your time for approval in order to be paid. You may submit multiple times for your supervisor's approval, if corrections are necessary.



Congratulations!

You've successfully completed this lesson.

Salary Reporting Key Points



The slide features a man in a blue patterned shirt on the left. On the right, there are two dark red buttons with white text: 'Understand Approvals' and 'Understand Work Schedules'. At the bottom right, it says 'Select **'Next'** to continue.'

Salary Reporting Key Points

Understand Approvals

Understand Work Schedules

Select **'Next'** to continue.

- Understand Approvals
- Understand Work Schedules

Approval Process

 **HAWAII** Information Portal

Understand Approvals

Lesson Scenario

In this lesson you will review the timesheet approval process.



Select **'Next'** to continue.

In this lesson you will review the timesheet approval process.

The Approval Process in HIP

Certain transactions in HIP are required to be approved.

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

- Once approved, the time is sent to Payroll and the employee is paid.
- If the timesheet is not approved, the exception time will be paid after the 'Reports to' supervisor approves your timesheet..

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

Select 'Next' to continue.

The Approval Process in HIP

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

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

- Once approved, the time is sent to Payroll and the employee is paid.
- If the timesheet is not approved, the exception time will be paid after the 'Reports to' supervisor approves your timesheet.

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

How does the system determine the Approver?

When employees submit their timesheets or overtime requests, they are automatically routed to the “Reports To” supervisor determined by your department.

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

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

Select ‘Next’ to continue.

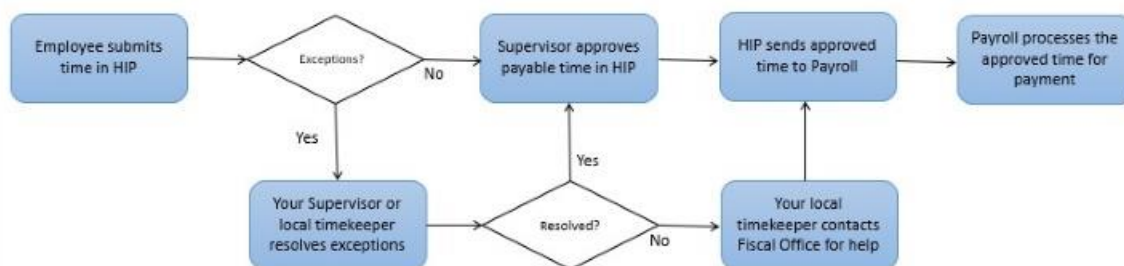
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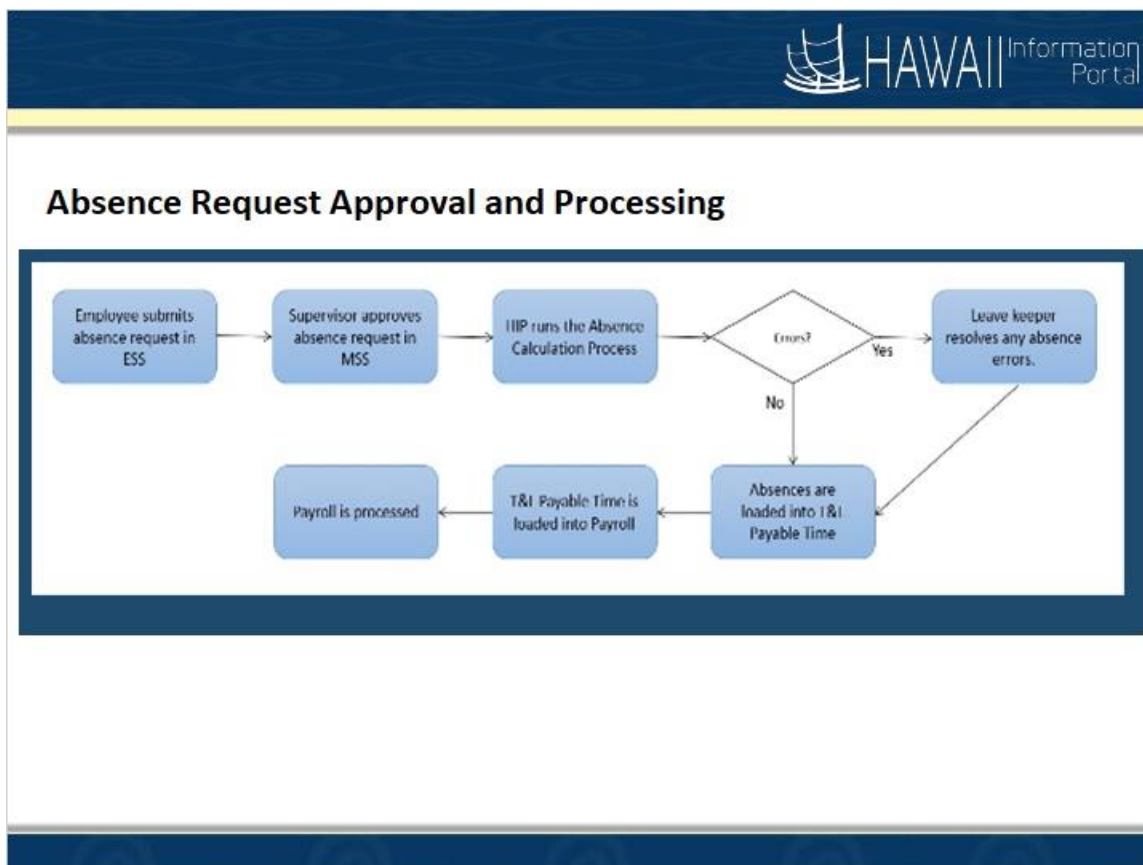
Approval routing in HIP is maintained by your HR office, and is based on your department hierarchy.

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

Employee Timesheet Approval and Processing



Employee Timesheet Approval and Processing




Absence Request Approval and Processing



Congratulations!
You've successfully completed this lesson.

Work Schedules

Understand Work Schedules




Lesson Scenario

In this lesson you will learn to understand the following:

The purpose of work schedules and how they are used in HIP. Note: The designated “reports To” supervisor as determined by your department manages employee schedules in HIP. Timekeepers also have access to tools in HIP to make employee schedule updates or assignments.

Select **‘Next’** to continue.



In this lesson you will learn to understand the following:

The purpose of work schedules and how they are used in HIP. Note: The designated “reports To” supervisor as determined by your department manages employee schedules in HIP. Timekeepers also have access to tools in HIP to make employee schedule updates or assignments.

What are Work Schedules?

Work schedules are created and assigned to employees. For salaried time reporting, schedules are set, and time reporters enter exception data.

Work schedules have several functions:


- To provide a facility to create, view, and manage an employee's schedule.
- To provide schedule information that the system can use to create payable time for exception reporters.
- To alert the system so that the employees do not request absence on a scheduled day off.

Select **'Next'** to continue.

Work schedules are created and assigned to employees. For salaried time reporting, schedules are set, and time reporters enter exception data.

Work schedules have several functions:

- To provide a facility to create, view, and manage an employee's schedule.
- To provide schedule information that the system can use to create payable time for exception reporters.
- To alert the system so that the employees do not request absence on a scheduled day off.



Where are Work Schedules?

From within the elapsed timesheet or calendar, you will see **Scheduled Hours** and **Reported Hours** entered by the Time Reporter.

◀ Week 1 of 3 ▶
Scheduled 40.00 | Reported 4.00

Time Reporting Code / Time Details	Saturday 1	Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
	Scheduled Off Reported: 0	Scheduled Off Reported: 0	Scheduled 8 Reported: 4	Scheduled 8 Reported: 0	Scheduled 8 Reported: 0	Scheduled 8 Reported: 0	Scheduled 8 Reported: 0

Saturday
1

Off Day

Scheduled: Off
Reported: 0 Hours

Sunday
2

Off Day

Scheduled: Off
Reported: 0 Hours

Monday
3

⚠ Earn Comp Time (State) - 4 Hours

Scheduled: 8 Hours
Reported: 4 Hours

Tuesday
4

Scheduled: 8 Hours
Reported: 0 Hours

Wednesday
5

Scheduled: 8 Hours
Reported: 0 Hours

Thursday
6

Scheduled: 8 Hours
Reported: 0 Hours

Friday
7

Scheduled: 8 Hours
Reported: 0 Hours

Select 'Next' to continue.


From within the elapsed timesheet or calendar, you will see **Scheduled Hours** and **Reported Hours** entered by the time reporter.



Congratulations!
You've successfully completed this lesson.


Salaried Time Entry

Salaried Time Entry



Lesson Scenario

In this lesson, salaried employees or elapsed time reporters will learn how to enter and edit time worked. Elapsed time reporters are required to report non-regular time worked only.



Select **'Next'** to continue.

In this lesson, salaried employees or elapsed time reporters will learn how to enter and edit time worked. Elapsed time reporters are required to report non-regular time worked only.



Enter Exception Time

Edit Submitted Exception Time

Mid Period Termination/Rehire Timesheet Entry

Enter Salaried Time



Enter Exception Time

Remember!

Salaried employees will not need to enter regular hours worked on a timesheet. Instead, only enter exception hours on your timesheet. The system will automatically generate your hours worked from your schedule and you will be paid accordingly.

Here is what you need to know!

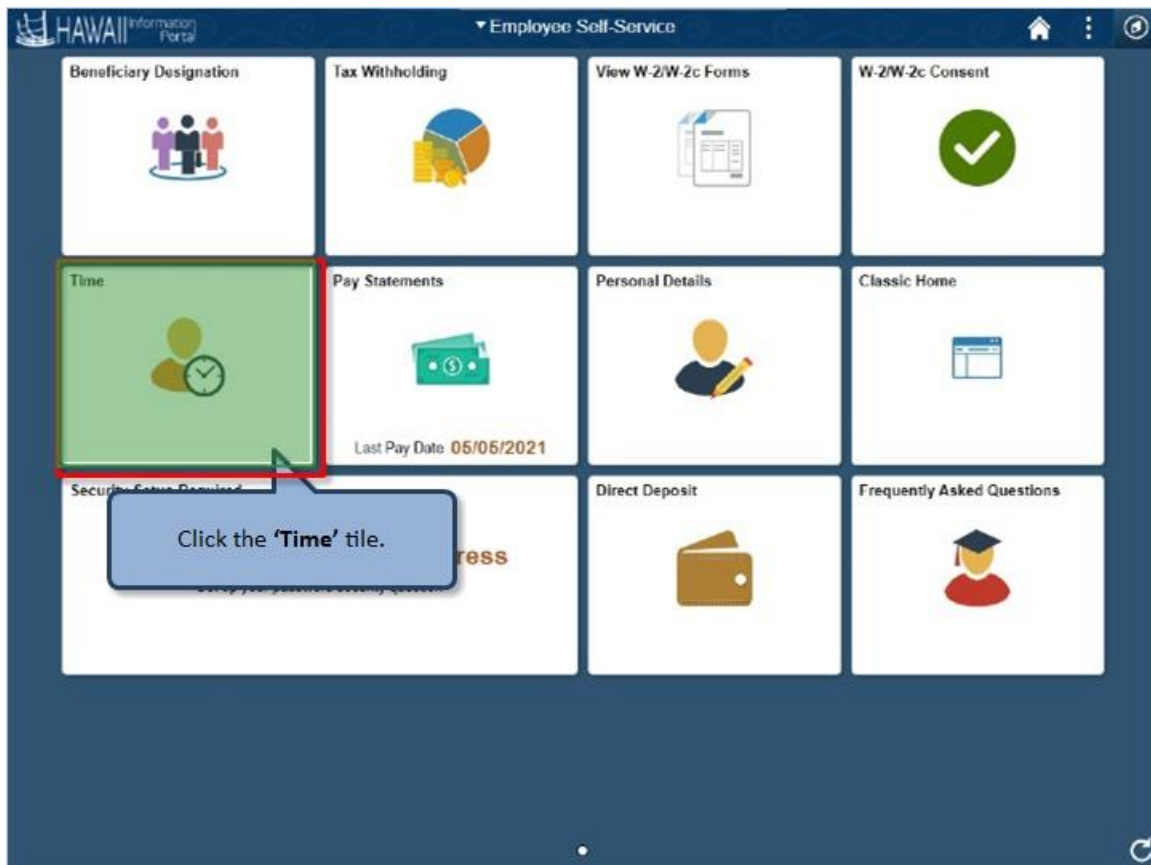
- When you take leave, you will need to create an absence request in order for the system to calculate your leave time correctly. See Course 200 for further details.
- Exception time can include overtime, call back pay, or comp time, that you will need to enter on your timesheet.
- Your manager/supervisor will still be responsible for approving your time worked and your absence request.

Select **'Next'** to continue.

Salaried employees will not need to enter regular hours worked on a timesheet. Instead, only enter exception hours on your timesheet. The system will automatically generate your hours worked from your schedule and you will be paid accordingly.

Here is what you need to know!

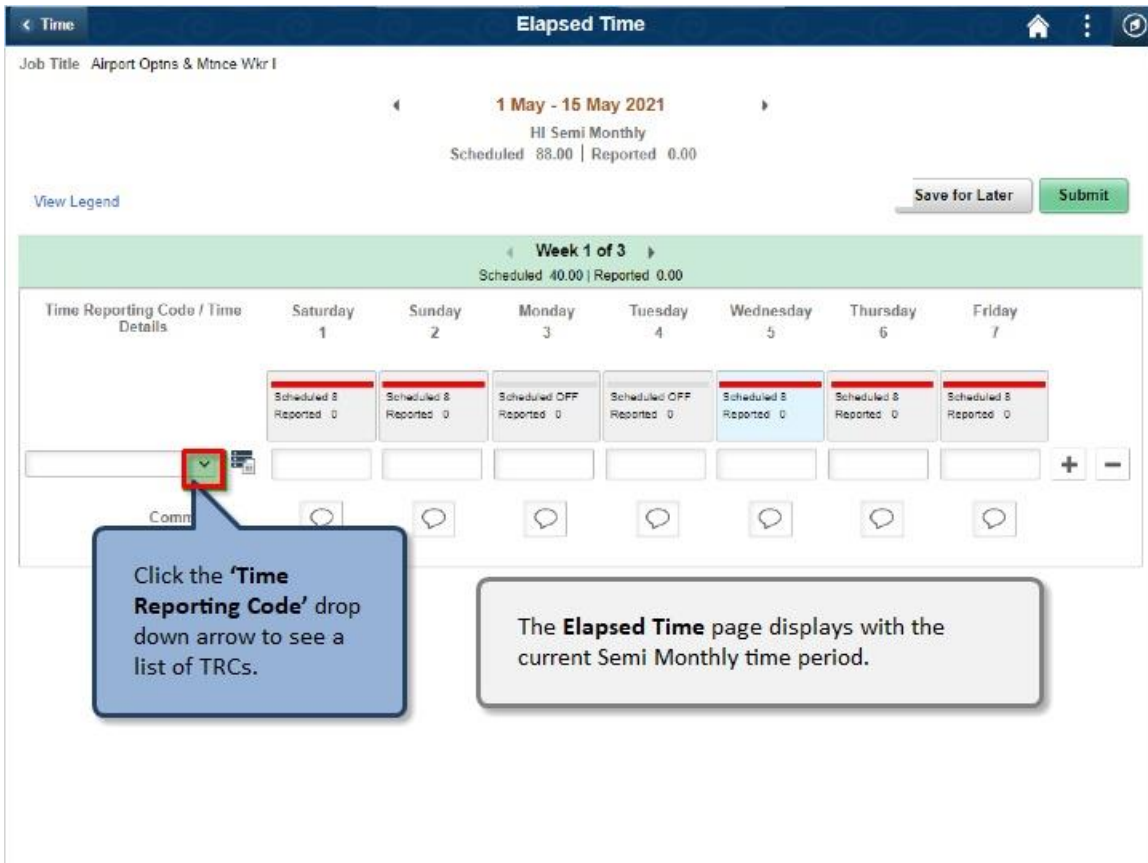
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- Exception time can include overtime, call back pay, or comp time, that you will need to enter on your timesheet.
- Your manager/supervisor will still be responsible for approving your time worked and your absence request.



Click the '**Time**' tile.



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



Time Reporting Code / Time Details

	Saturday 1	Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
Scheduled	8	8	OFF	OFF	8	8	8
Reported	0	0	0	0	0	0	0

Click the 'Time Reporting Code' drop down arrow to see a list of TRCs.

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

Click the '**Time Reporting Code**' drop down arrow to see a list of TRCs.

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

Elapsed Time

Job Title: Airport Optns & Mtncs Wkr I

1 May - 16 May 2021

HII Semi Monthly

Scheduled 88.00 | Reported 0.00

View Legend

Time Reporting Code / Time Details

Schedule Reported

Salaried employees will not enter regular hours worked on a timesheet. Instead, only enter exception hours on your timesheet. The system will automatically generate your hours worked from your schedule and you will be paid accordingly.

Select 'Next' to continue.

CLEK1 - Call Back Pay
 CLEK2 - Call Back Consultative Call(s)
 CTF1E - Earn Comp Time (Federal)
 CTF1T - Take Comp Time (Federal)
 CTZ1E - Earn Comp Time (State)
 CTZ1T - Take Comp Time (State)
 MEAL1 - Meal - Breakfast
 MEAL2 - Meal - Lunch
 MEAL3 - Meal - Dinner
 N1GHT - Scheduled Night Shift
 NDIF1 - Overtime - Night Shift
 OT - Overtime Pay
 REG00 - Regular Time
 RST10 - 10 Hours Rest
 RST12 - 12 Hours Rest
 SH/WUP - Rpd Day Off Una to wrk 3hrs min
 SPLIT - Split Shift Differential
 STDBY - Stand By Pay Portions
 TRVLT - Take Travel Comp Time

Salaried employees will not enter regular hours worked on a timesheet. Instead, only enter exception hours on your timesheet. The system will automatically generate your hours worked from your schedule and you will be paid accordingly.

Time
Elapsed Time

Job Title Airport Opns & Mtnc Wkr I

1 May - 16 May 2021

Hl Semi Monthly

Scheduled 88.00 | Reported 0.00

View Legend

Save for Later
Submit

Time Reporting Code / Time Details

CLEK1 - Call Back Pay
CLEK2 - Call Back Consultative Call(s)
CTF1E - Earn Comp Time (Federal)
CTF1T - Take Comp Time (Federal)
CTZ1E - Earn Comp Time (State)
CTZ1T - Take Comp Time (State)
MEAL1 - Meal - Breakfast
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Select the type of exceptions time on the timesheet. Some exception examples are overtime worked, call back pay, working condition differential, etc.

For every type of time to report, you must enter a value (for example the number of hours or quantity for standby pay or meals).

Note:

- REG00** is only for labor reporting purpose on the elapsed timesheet. If applicable to you, your department will let you know.
- N1GHT** will pay per hours reported at established rate.
- NDIF1** is paid at 1.5 times each hour reported at established rate.
- MEAL1** requires a quantity for example 1 Breakfast is entered with a value of "1" (and not the dollar value of the Meal).

Select 'Next' to continue.

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- **N1GHT** will pay per hours reported at established rate.
- **NDIF1** is paid at 1.5 times each hour reported at established rate.
- **MEAL1** requires a quantity for example 1 Breakfast is entered with a value of "1" (and not the dollar value of the Meal)

For this example, select '**CLBK1 - Call Back Pay**' from the list.

Elapsed Time

Job Title: Airport Optns & Mtnc Wkr I

1 May - 15 May 2021
HI Semi Monthly
Scheduled: 88.00 | Reported: 0.00

View Legend Save for Later Submit

Week 1 of 3
Scheduled: 40.00 | Reported: 0.00

Time Reporting Code / Time Details	Saturday 1	Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
CLBK1 - Call Back Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click in the 'Quantity' field.

Click in the 'Quantity' field.

Elapsed Time

Job Title: Airport Optns & Mtnc Wkr I

1 May - 15 May 2021
HI Semi Monthly
Scheduled 88.00 | Reported 0.00

View Legend Save for Later Submit

Week 1 of 3
Scheduled 40.00 | Reported 0.00

Time Reporting Code / Time Details	Saturday 1	Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
CLIK1 - Call Back Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the number of hours worked. For this example, enter '2' in the **Quantity** field and press the 'Tab' key.

Enter the number of hours worked. For this example, enter '2' in the **Quantity** field and press the 'Tab' key.

Elapsed Time

Job Title: Airport Optns & Mince Wkr I

1 May - 15 May 2021

Scheduled 88.00 | Reported 2.00

View Legend

Save for Later Submit

Week 1 of 3

Scheduled 40.00 | Reported 2.00

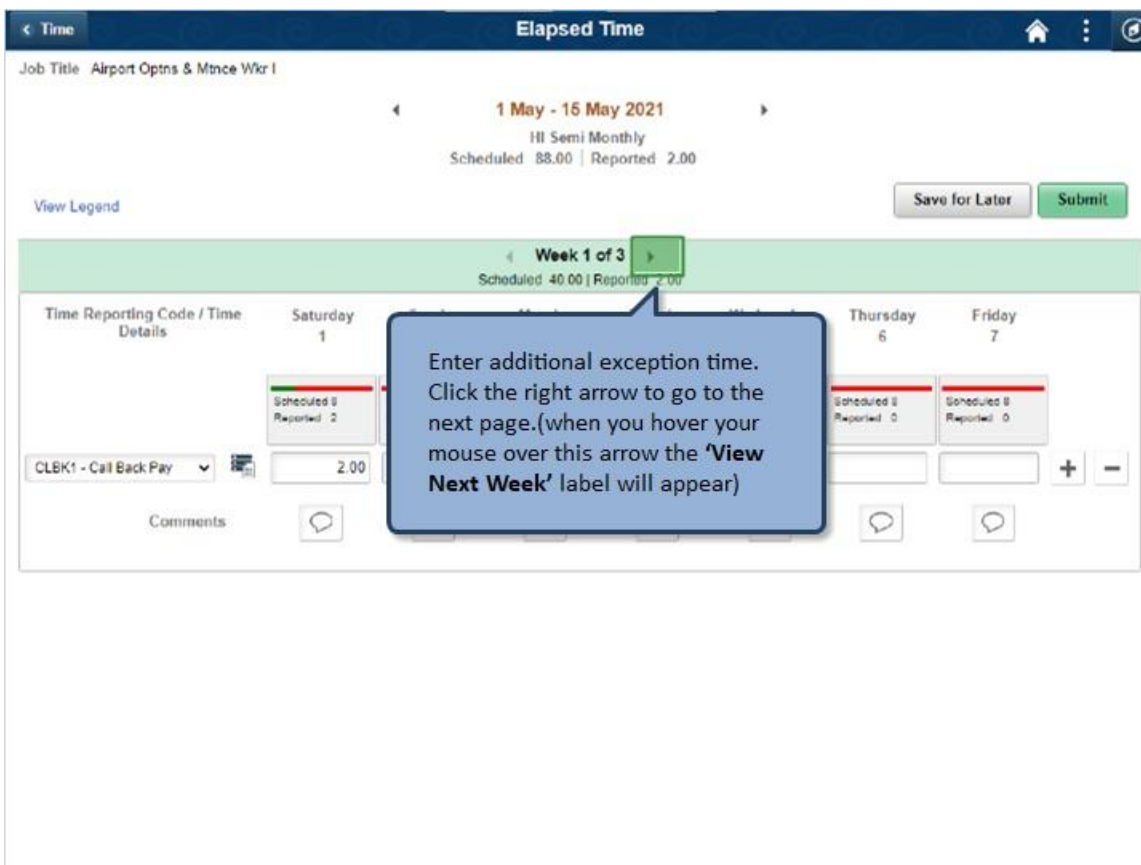
Time Reporting Code / Time Details	Saturday 1	Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
	Scheduled 8 Reported 2	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
CLBK1 - Call Back Pay	2.00						

Comments

After the hours are entered, note how the **Reported** hours change.

Select 'Next' to continue

After the hours are entered, note how the **Reported** hours change.



Elapsed Time

Job Title: Airport Optns & Mtnc Wkr I

1 May - 15 May 2021

Hll Semi Monthly

Scheduled 88.00 | Reported 2.00

View Legend

Save for Later Submit

Week 1 of 3

Scheduled 40.00 | Reported 2.00

Time Reporting Code / Time Details	Saturday 1	Thursday 6	Friday 7
CLBK1 - Call Back Pay	Scheduled 0 Reported 2 2.00	Scheduled 0 Reported 0	Scheduled 0 Reported 0
Comments			

Enter additional exception time. Click the right arrow to go to the next page.(when you hover your mouse over this arrow the 'View Next Week' label will appear)

Enter additional exception time. Click the right arrow to go to the next page (when you hover your mouse over this arrow the **'View Next Week'** label will appear).

Time

Elapsed Time

Job Title Airport Optns & Mtnc Wkr I

1 May - 15 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 2.00

View Legend

Save for Later

Submit

Week 2 of 3

Scheduled 40.00 | Reported 0.00

Time Reporting Code / Time Details	Saturday 8	Sunday 9	Monday 10	Tuesday 11	Wednesday 12	Thursday 13	Friday 14
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
CLIK1 - Call Back Pay							
Comments							

+

-

To enter additional exception hours, you need to add more rows for each Time Reporting Code.

Select **'Next'** to continue

To enter additional exception hours, you need to add more rows for each Time Reporting Code.

Time

Elapsed Time

Home

Menu

Help

Job Title Airport Optns & Mtncs Wkr I

1 May - 15 May 2021
HI Semi Monthly
Scheduled 88.00 | Reported 2.00

View Legend

Save for Later Submit

Week 2 of 3

Scheduled 40.00 | Reported 0.00

Time Reporting Code / Time Details	Saturday 8	Sunday 9	Monday 10	Tuesday 11	Wednesday 12	Thursday 13	Friday 14
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
CLBK1 - Call Back Pay							
Comments							

Click the 'Add' button.

Click the 'Add' button.

Elapsed Time

Job Title: Airport Optns & Mtnc Wkr I

1 May - 15 May 2021
HI Semi Monthly
Scheduled 88.00 | Reported 2.00

View Legend Save for Later Submit

Week 2 of 3
Scheduled 40.00 | Reported 0.00

Time Reporting Code / Time Details	Saturday 8	Sunday 9	Monday 10	Tuesday 11	Wednesday 12	Thursday 13	Friday 14
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
CLBK1 - Call Back Pay							

The new row is added. Click the 'Time Reporting Code' drop down arrow.

The new row is added. Click the 'Time Reporting Code' drop down arrow.

Elapsed Time

Job Title: Airport Optns & Mtnc Wkr I

1 May - 16 May 2021
HI Semi Monthly
Scheduled 88.00 | Reported 2.00

Save for Later Submit

Week 2 of 3
Scheduled 40.00 | Reported 0.00

	Saturday 8	Sunday 9	Monday 10	Tuesday 11	Wednesday 12	Thursday 13	Friday 14
REG00 - Regular Time	Scheduled 8	Scheduled 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
RST10 - 10 Minute Rest							
RST12 - 12 Minute Rest							
SHWUP - R							
SPLIT - Spl							
STDBY - St							
TRVLT - Tak							

Comments

For this example, select 'NDIF1 – Overtime Night Shift' from the list.

For this example, select '**NDIF1 – Overtime Night Shift**' from the list.

Elapsed Time

Job Title: Airport Optns & Mtnc Wkr I

1 May - 15 May 2021
III Semi Monthly
Scheduled 88.00 | Reported 2.00

View Legend Save for Later Submit

Week 2 of 3
Scheduled 40.00 | Reported 0.00

Time Reporting Code / Time Details	Saturday 8	Sunday 9	Monday 10	Tuesday 11	Wednesday 12	Thursday 13	Friday 14
	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0
CLBK1 - Call Back Pay							
NDIF1 - Overtime - Night S							
Comments							

Click in the 'Quantity' field.

Click in the 'Quantity' field.

Time Elapsed Time

Job Title Airport Optns & Mtnc Wkr I

1 May - 15 May 2021
HI Semi Monthly
Scheduled 88.00 | Reported 2.00

View Legend Save for Later Submit

Week 2 of 3
Scheduled 40.00 | Reported 0.00

Time Reporting Code / Time Details	Saturday 8	Sunday 9	Monday 10	Tuesday 11	Wednesday 12	Thursday 13	Friday 14
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
CLBK1 - Call Back Pay							
NDIF1 - Overtime - Night S							
Comments							

Enter the number of hours worked. For this example, enter '4' in the **Quantity** field and press the **'Tab'** key.

Enter the number of hours worked. For this example, enter '4' in the **Quantity** field and press the **'Tab'** key.

Elapsed Time

Job Title: Airport Optns & Mtnc Wkr I

1 May - 15 May 2021

Scheduled: 88.00 | Reported: 6.00

View Legend

Save for Later Submit

Week 2 of 3

Scheduled: 40.00 | Reported: 4.00

Time Reporting Code / Time Details	Saturday 8	Sunday 9	Monday 10	Tuesday 11	Wednesday 12	Thursday 13	Friday 14
	Scheduled 8 Reported 0	Scheduled 8 Reported 4	Scheduled OFF Reported	Scheduled OFF Reported	Scheduled 8 Reported	Scheduled 8 Reported	Scheduled 8 Reported

CLBK1 - Call Back Pay

NDIF1 - Overtime - Night

Comments

After the hours are entered, note how the **Reported** hours change.

Repeat the same steps for additional hours.

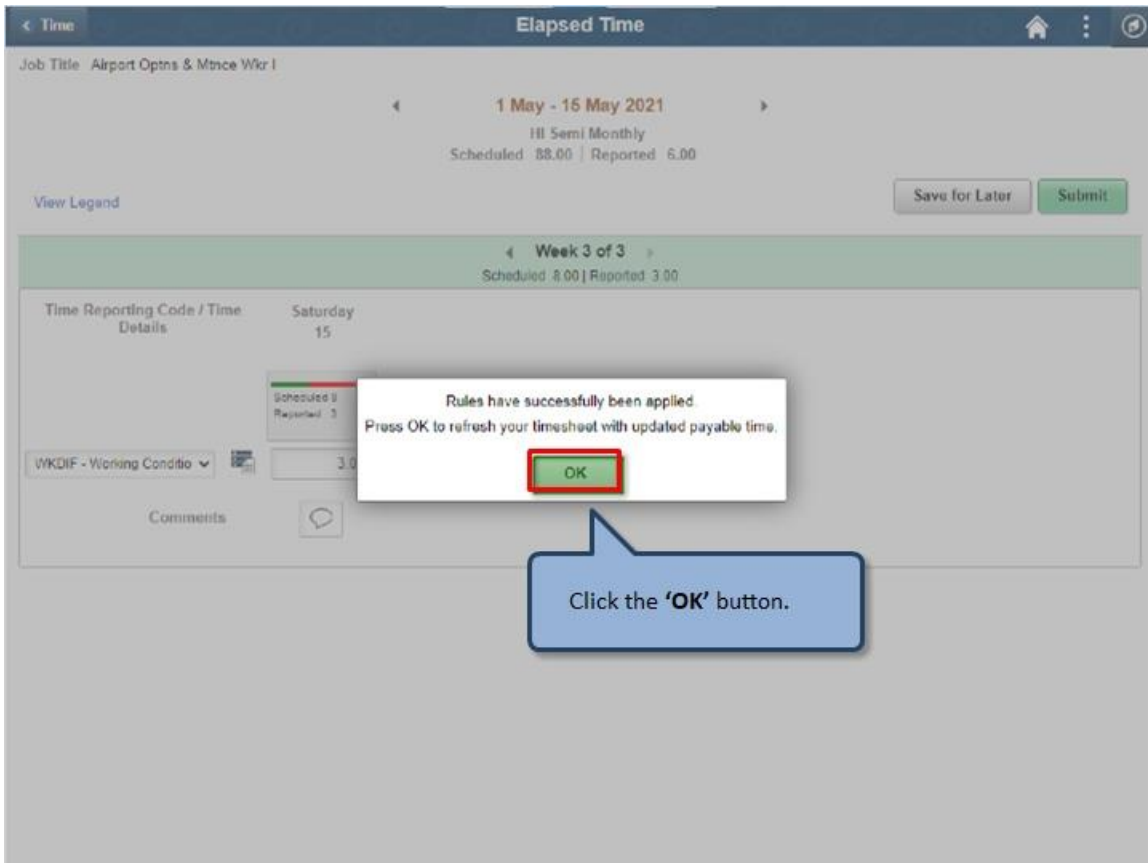
Remember that for salaried employees, the **Reported** hours will not equate to all of your hours worked, just exception time that you have reported.

Select **'Next'** to continue

After the hours are entered, note how the **Reported** hours change.

Repeat the same steps for additional hours.

Remember that for salaried employees, the **Reported** hours will not equate to all of your hours worked, just exception time that you have reported.



Click the **'OK'** button.

[< Time](#)

Elapsed Time

[Home](#)
[Help](#)

Job Title: Airport Optns & Mtnc Wkr I

1 May - 15 May 2021

III Semi Monthly

Scheduled 88.00 | Reported 6.00

Save for Later

Submit

Week 3 of 3

Scheduled 8.00 | Reported 3.00

Time Reporting Code / Time Details

Saturday 15

Scheduled 8

Reported 3

WKDIF - Working Conditi

3.00

+

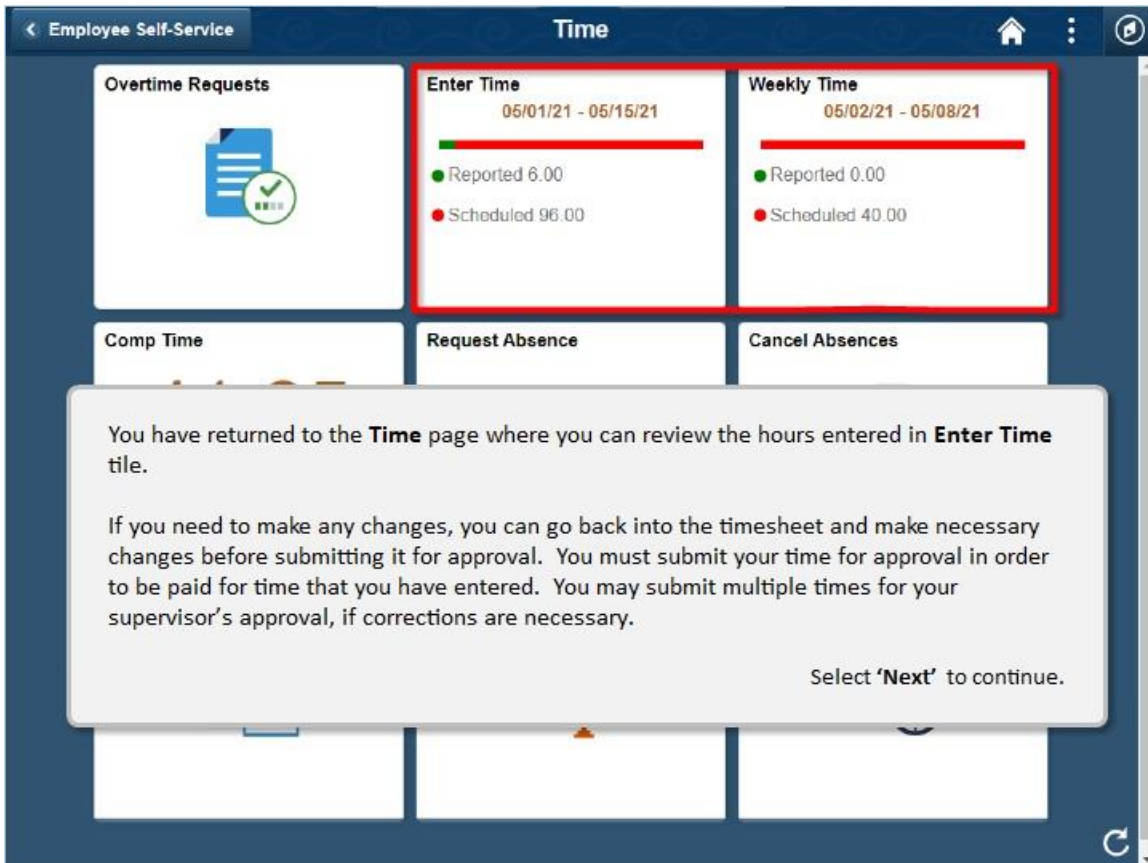
-

Comments

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

August 2021, Version 2

Page 68



Employee Self-Service **Time**

Overtime Requests

Enter Time
05/01/21 - 05/15/21
● Reported 6.00
● Scheduled 96.00

Weekly Time
05/02/21 - 05/08/21
● Reported 0.00
● Scheduled 40.00

Comp Time **Request Absence** **Cancel Absences**

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

If you need to make any changes, you can go back into the timesheet and make necessary changes before submitting it for approval. You must submit your time for approval in order to be paid for time that you have entered. You may submit multiple times for your supervisor's approval, if corrections are necessary.

Select 'Next' to continue.

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

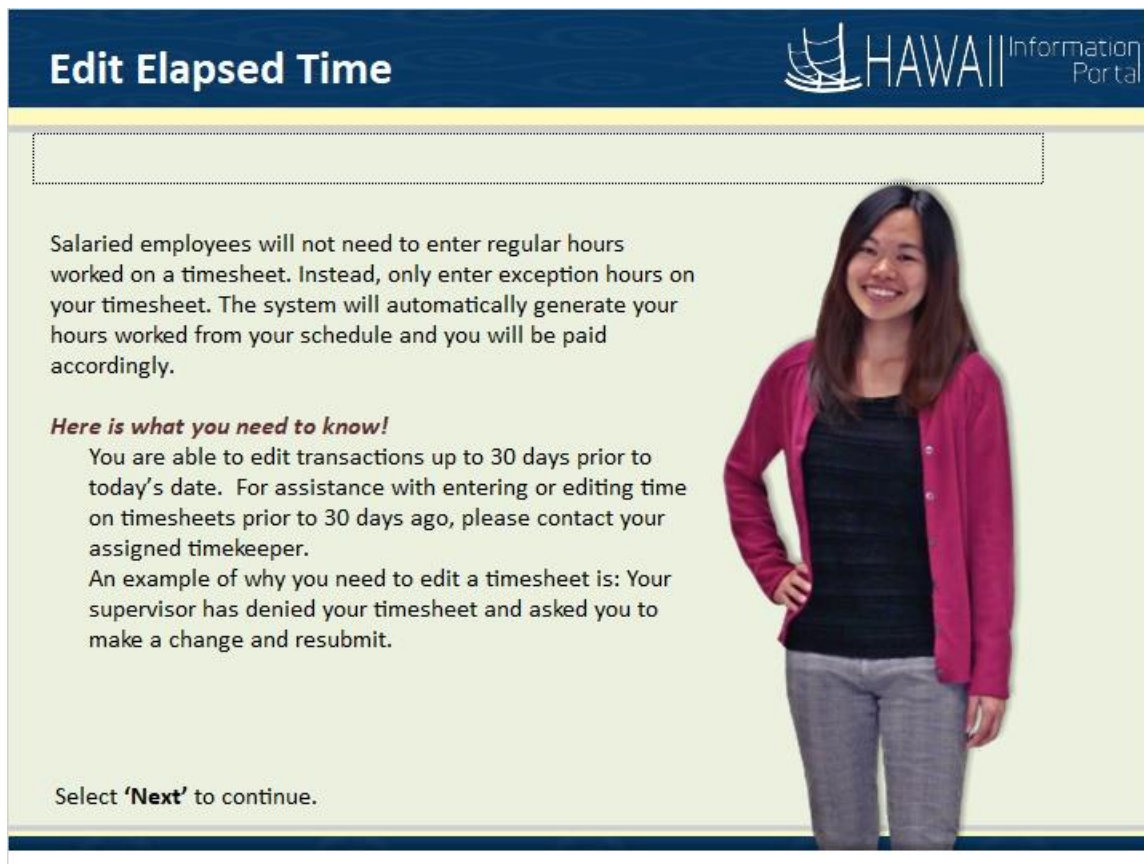
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Congratulations!

You've successfully completed this lesson.

Edit Salaried Time

A screenshot of a web application titled "Edit Elapsed Time" with the Hawaii Information Portal logo in the top right. The page has a light green background. On the left, there is instructional text about salaried employees and a section titled "Here is what you need to know!". On the right, there is a photograph of a smiling woman with long dark hair, wearing a pink cardigan over a black top and grey jeans. At the bottom left, it says "Select 'Next' to continue.".

Edit Elapsed Time

Salaried employees will not need to enter regular hours worked on a timesheet. Instead, only enter exception hours on your timesheet. The system will automatically generate your hours worked from your schedule and you will be paid accordingly.

Here is what you need to know!

You are able to edit transactions up to 30 days prior to today's date. For assistance with entering or editing time on timesheets prior to 30 days ago, please contact your assigned timekeeper.

An example of why you need to edit a timesheet is: Your supervisor has denied your timesheet and asked you to make a change and resubmit.

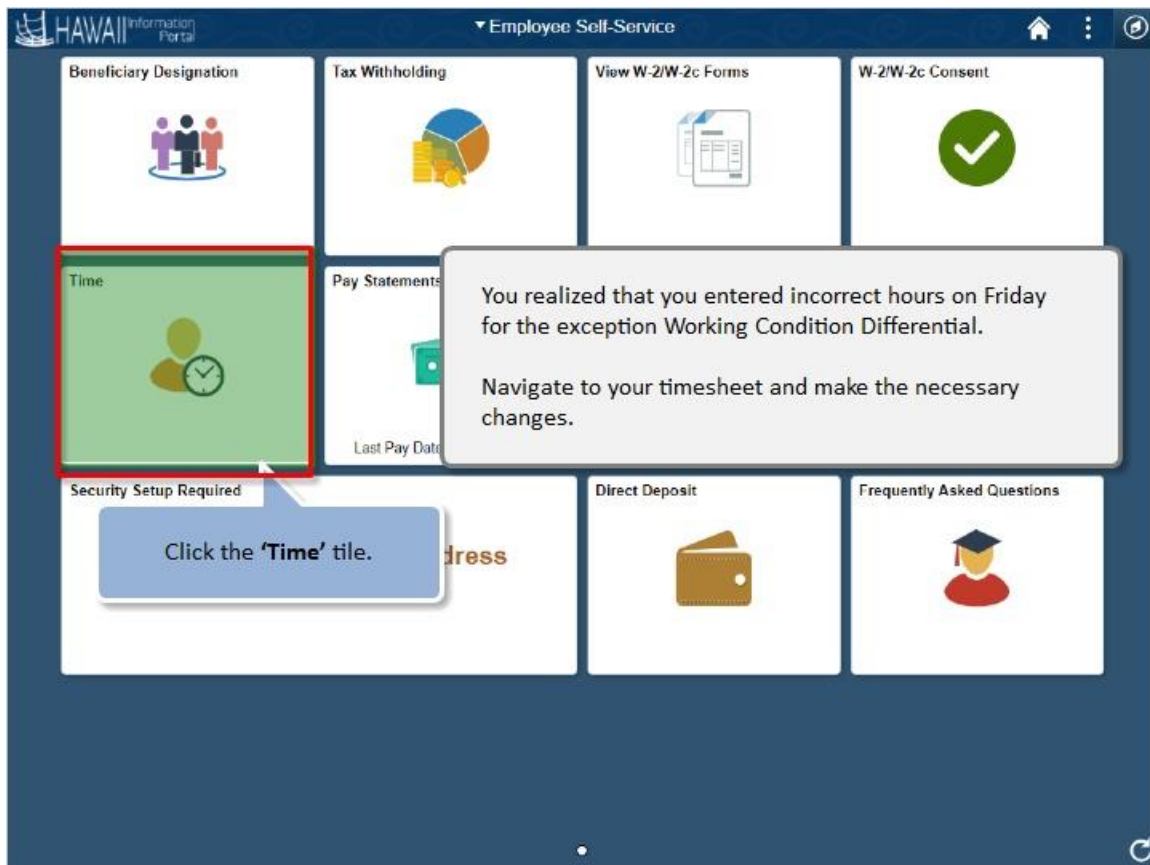
Select '**Next**' to continue.

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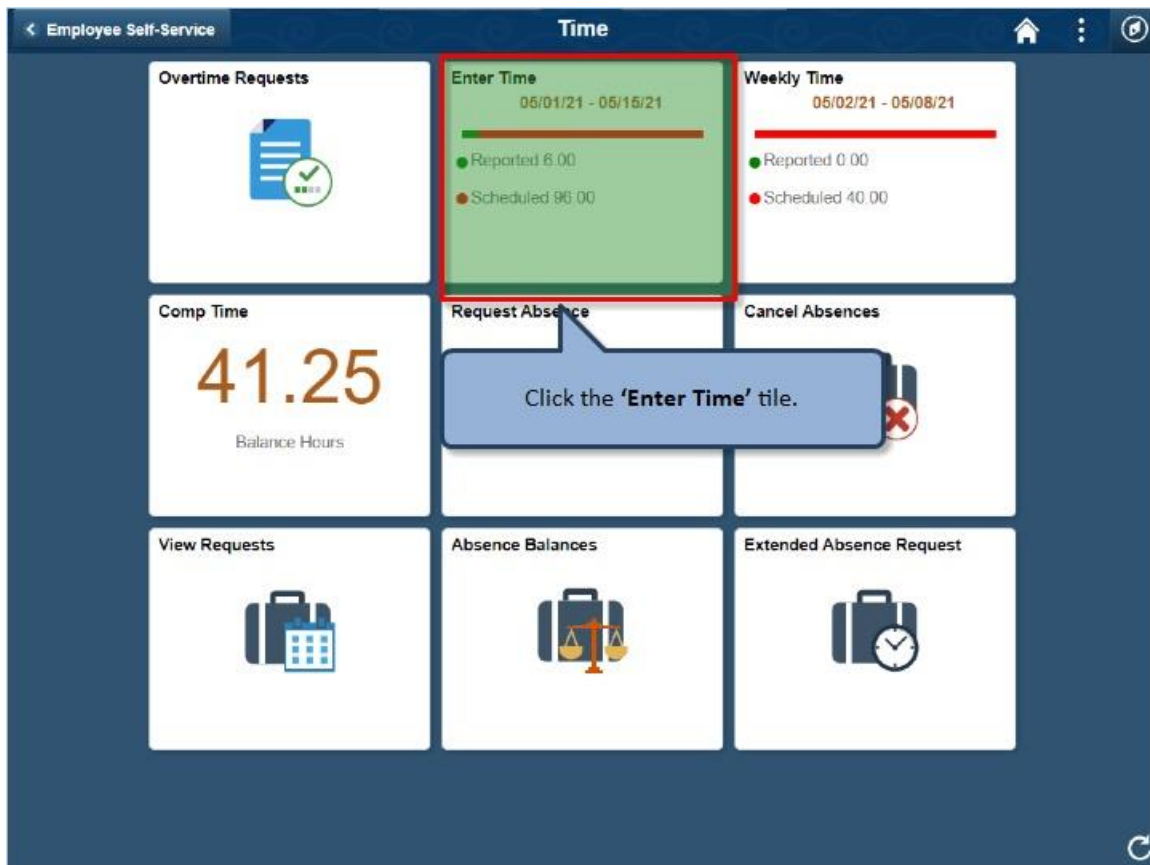
An example of why you need to edit a timesheet is: Your supervisor has denied your timesheet and asked you to make a change and resubmit.



Click the **'Time'** tile.

You realized that you entered incorrect hours on Friday for the exception Working Condition Differential.

Navigate to your timesheet and make the necessary changes.



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

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

Navigate to the week in which you want to make necessary changes. For this example, you need to change the hours from 3 to 2 hours for the Working Condition Differential TRC.

Time

Elapsed Time

Home

Menu

Help

Job Title Airport Optns & Mtnce Wkr I

1 May - 15 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 6.00

View Legend

Save for Later

Submit

Week 3 of 3

Scheduled 8.00 | Reported 3.00

Time Reporting Code / Time Details	Saturday
15	

Scheduled 8

Reported 3

WKDIF - Working Cont

+

-

Comments

Enter the number of hours worked. For this example, enter '2' in the **Quantity** field and press the **'Tab'** key.

Enter the number of hours worked. For this example, enter '2' in the **Quantity** field and press the **'Tab'** key.

Time

Elapsed Time

Home

Menu

Help

Job Title Airport Optns & Mtncs Wkr I

1 May - 15 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 5.00

[View Legend](#)

Save for Later

Submit

Week 3 of 3

Scheduled 8.00 | Reported 2.00

Time Reporting Code / Time Details

Saturday 15

Scheduled 8

Reported 2

WKDIF - Working Cont

2.00

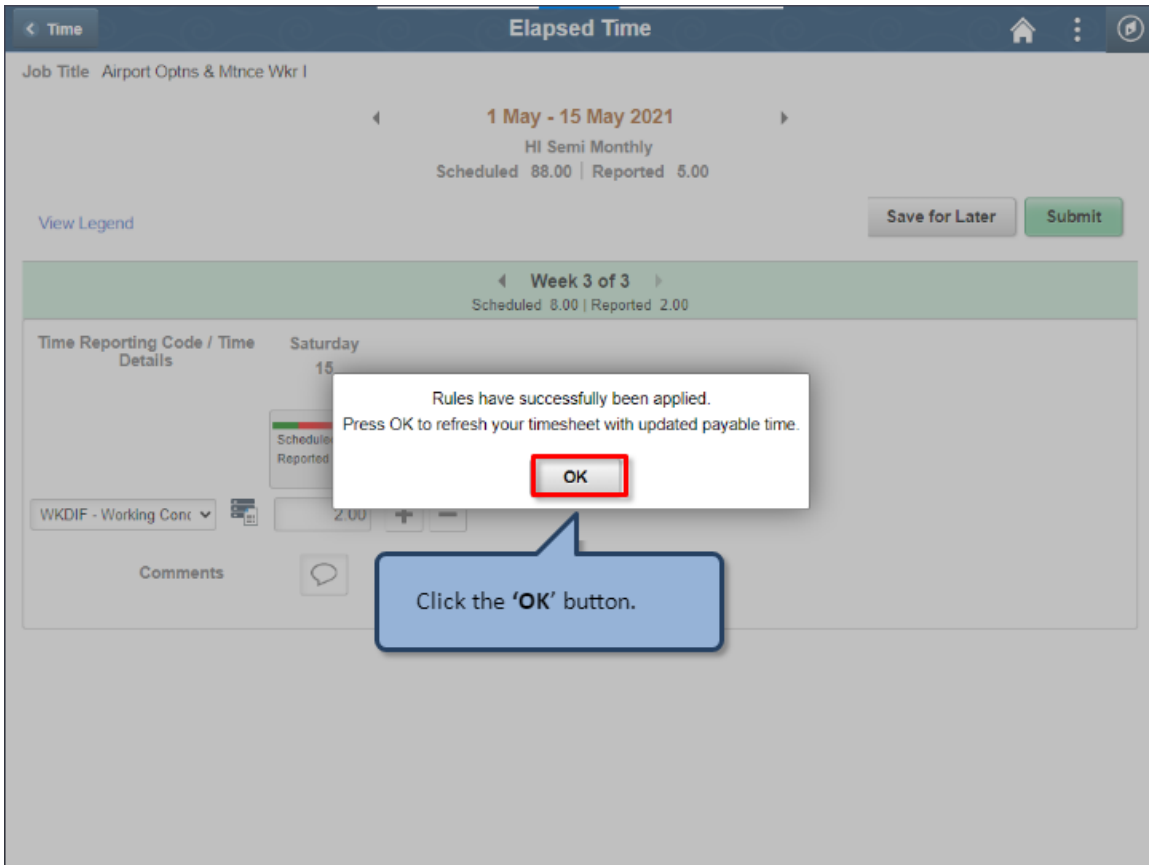
+

-

Comments

Click the 'Submit' button to resubmit your timesheet for approval.

Click the '**Submit**' button to resubmit your timesheet for approval.



Time Reporting Code / Time Details

Saturday 15

Scheduled 2.00

Comments

Rules have successfully been applied.
Press OK to refresh your timesheet with updated payable time.

OK

Click the 'OK' button.


Click the 'OK' button.



Congratulations!

You've successfully completed this lesson!

Timesheet Editable

Mid-Period Term/Rehire Timesheet Entry  HAWAII Information Portal


Lesson Scenario

In this lesson you will learn how to enter time for a mid-period termination or a rehire timesheet.

For example, if you are rehired on a date that is not the first of the month or sixteenth of the month, you will need to take additional steps to access your timesheet on your first pay period following your rehire.

The date on the timesheet screen will need to be updated to your rehire date in order for the input fields to be activated.

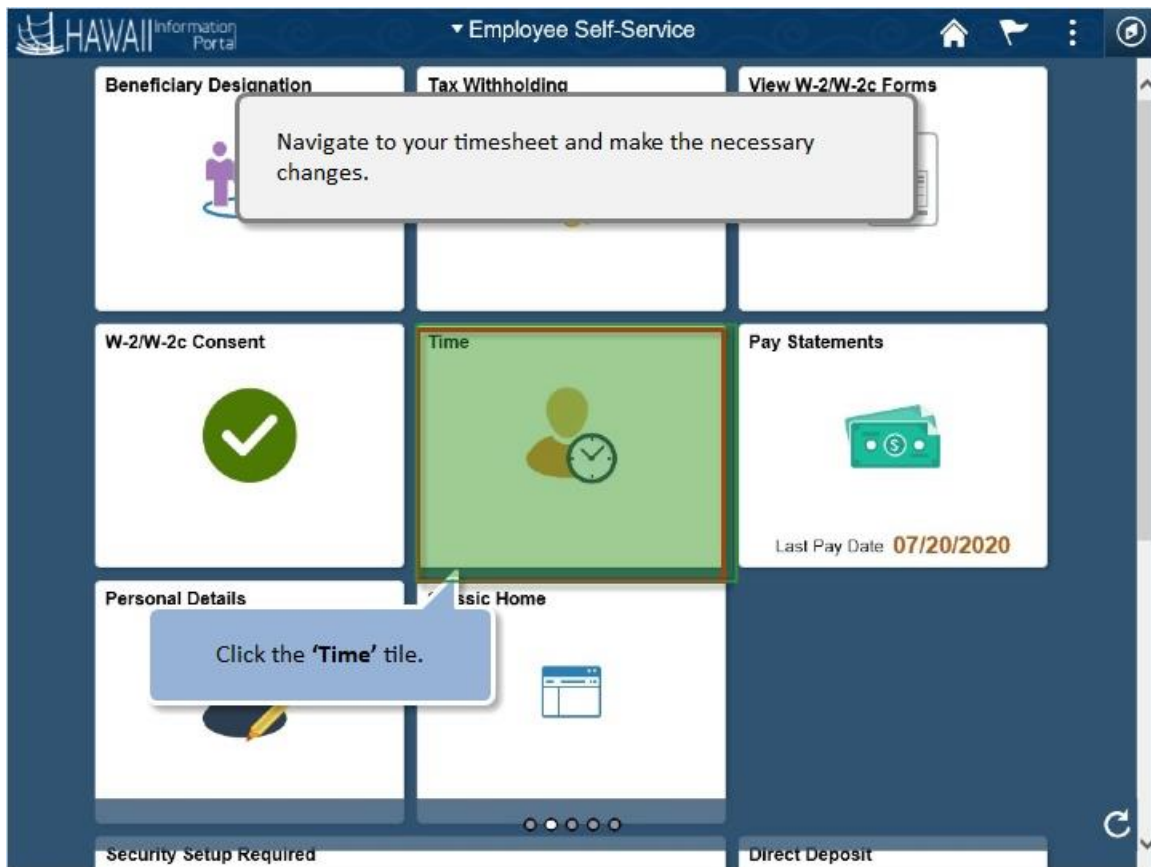
Select **'Next'** to continue.



In this lesson you will learn how to enter time for a mid-period termination or a rehire timesheet.

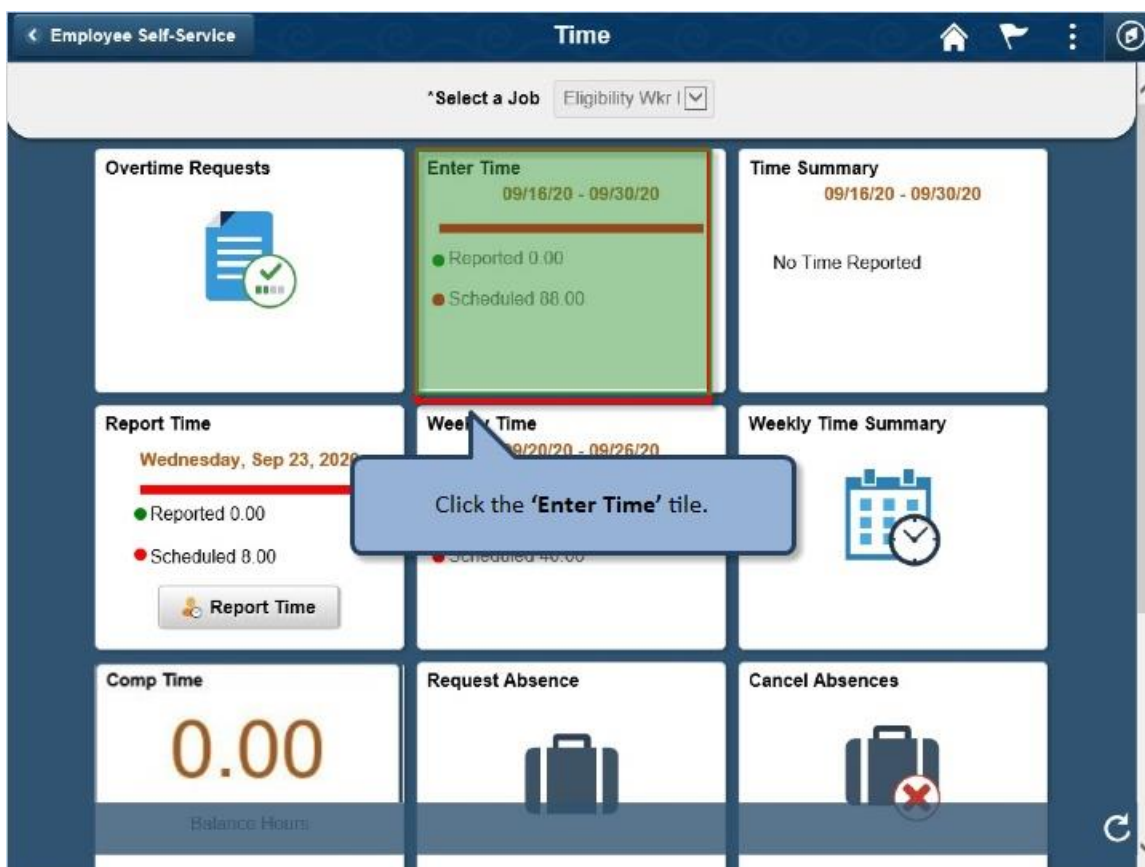
For example, if you are rehired on a date that is not the first of the month or sixteenth of the month, you will need to take additional steps to access your timesheet on your first pay period following your rehire.

The date on the timesheet screen will need to be updated to your rehire date in order for the input fields to be activated..



Navigate to your timesheet and make the necessary changes.

Click the **'Time'** tile.



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

Time

Elapsed Time

Job Title Eligibility Wkr I

16 June - 30 June 2020

HI Semi Monthly

Scheduled 88.00 | Reported 0.00

View Legend

Save for Later

Submit

has a mid-period time reporting profile change on 06/18/2020.

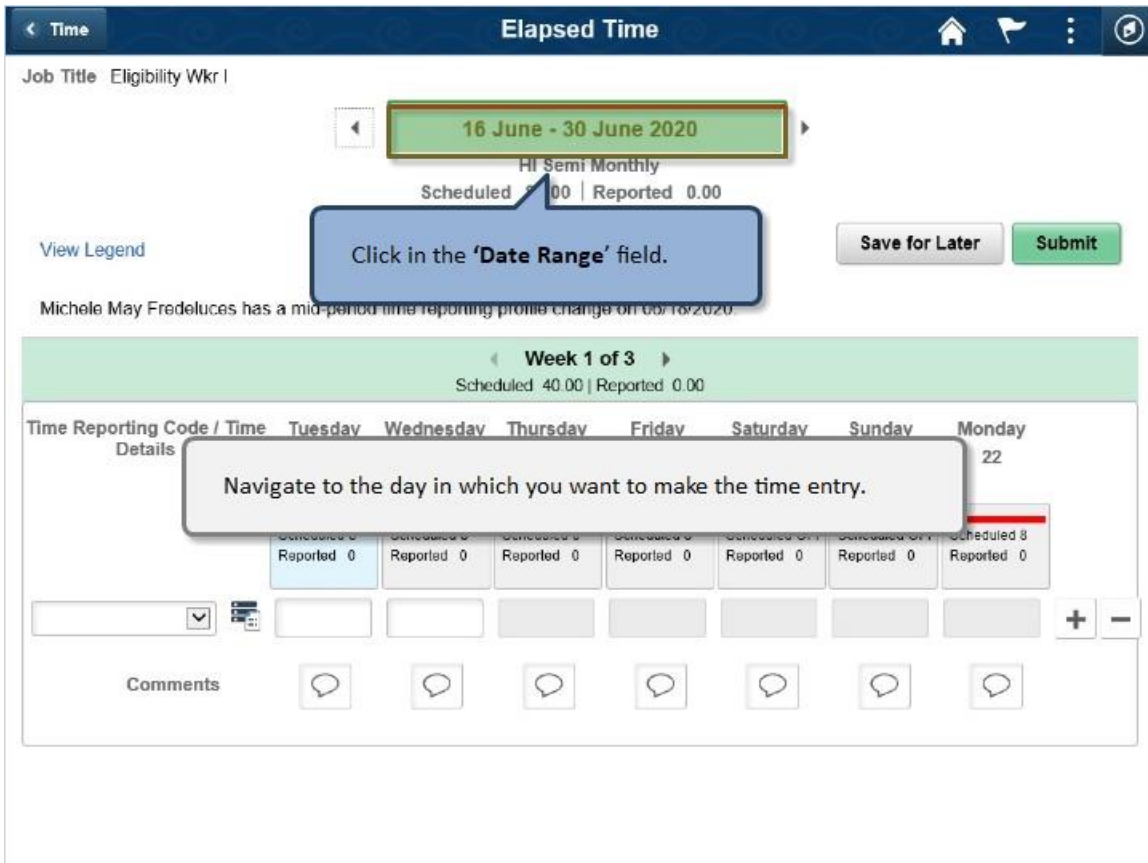
Week 1 of 3

Scheduled 40.00 | Reported 0.00

Time Reporting Code / Time Details	Tuesday 16	Wednesday 17	Thursday 18	Friday 19	Saturday 20	Sunday 21	Monday 22
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0

NOTE: The message above indicates that you have a mid-period time reporting profile change. Due to the mid-period time reporting change, the time entry fields are grayed out. Select 'Next' to continue.

NOTE: The message above indicates that you have a mid-period time reporting profile change. Due to the mid-period time reporting change, the time entry fields are grayed out.



Time Elapsed Time

Job Title Eligibility Wkr I

16 June - 30 June 2020

HI Semi Monthly

Scheduled 40.00 | Reported 0.00

View Legend

Click in the 'Date Range' field.

Save for Later Submit

Michele May Fredeluces has a mid-period time reporting promo change on 06/16/2020.

Week 1 of 3

Scheduled 40.00 | Reported 0.00

Time Reporting Code / Time Details	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
							22
Scheduled	0	0	0	0	0	0	0
Reported	0	0	0	0	0	0	0
Comments							

Navigate to the day in which you want to make the time entry.

Navigate to the day in which you want to make the time entry.

Click on the **'Date Range'** field.

Time **Elapsed Time**

Job Title Eligibility Wkr I

16 June - 30 June 2020

View Legend

has a mid-period ti

Time Reporting Code / Time Tuesday 16

Details

Calendar

June 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Click '22'.

Current Date

Scheduled OFF Reported 0

Scheduled OFF Reported 0

Scheduled 8 Reported 0

Comments

Click '22'

Time

Elapsed Time

Job Title Eligibility Wkr I

22 June - 6 July 2020

HI Semi Monthly

Scheduled 88.00 | Reported 0.00

View Legend

Save for Later

Submit

Week 1 of 3

Scheduled 40.00 | Reported 0.00

Time Reporting Code / Time Details	Monday 22	Tuesday 23	Wednesday 24	Thursday 25	Friday 26	Saturday 27	Sunday 28
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0
Comments							

The time entry fields are now available for time entry for the desired dates.

The time entry fields are now available for time entry for the desired dates.




Congratulations!

You've successfully completed this lesson!


Overtime/Comp Time Entry

Overtime/Comp Time Entry



Lesson Scenario

In this lesson, salaried employees will learn how to enter overtime and comp time requests.



Select '**Next**' to continue.

In this lesson, salaried employees will learn how to enter overtime and comp time requests.



Overtime/Comp Time


Enter Overtime Request

Record Comp Time Earned

Comp Time Balance

Record Comp Time Taken

Overtime Request



Enter an Overtime Request

Lesson Scenario


In this lesson you will complete the following:

Enter an overtime request.

Overtime is something that you need to request for in HIP prior to working overtime and putting it on your timesheet. Otherwise, if you enter overtime on your timesheet beforehand, without entering an Overtime Request first, it will create an exception that your supervisor/timekeeper will need to resolve.

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

Select ‘**Next**’ to continue.



In this lesson you will complete the following:

Enter an overtime request.

Overtime is something that you need to request for in HIP prior to working overtime and putting it on your timesheet. Otherwise, if you enter overtime on your timesheet beforehand, without entering an Overtime Request first, it will create an exception that your supervisor/timekeeper will need to resolve.

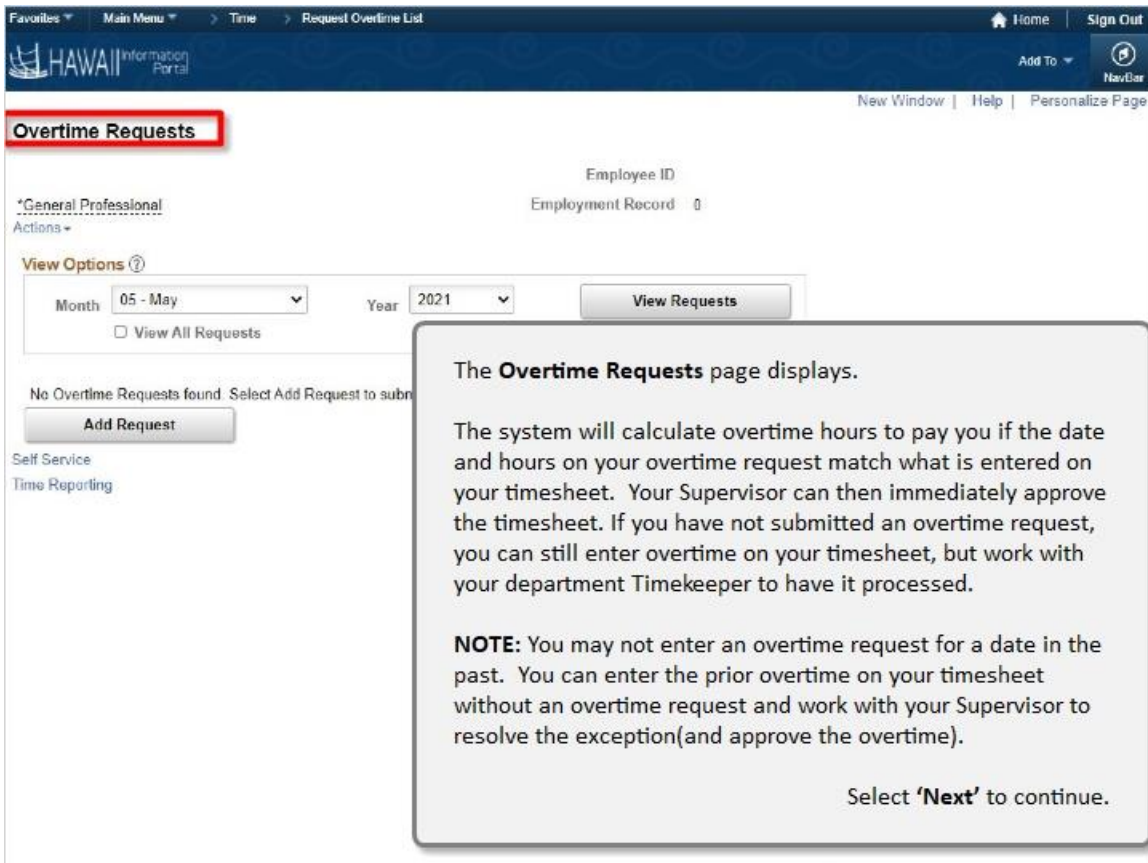
Important - Be sure to follow all of your department/office’s procedures for getting approval to work overtime before you make your request in HIP.



Click the '**Time**' tile.



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



Favorites ▾ Main Menu ▾ > Time > Request Overtime List Home Sign Out

HAWAII Information Portal Add To ▾ NavBar

New Window | Help | Personalize Page

Overtime Requests

Employee ID
Employment Record 0

*General Professional
Actions ▾

View Options ⓘ

Month 05 - May Year 2021 View Requests

☐ View All Requests

No Overtime Requests found. Select Add Request to submit.

Add Request

Self Service
Time Reporting

The **Overtime Requests** page displays.

The system will calculate overtime hours to pay you if the date and hours on your overtime request match what is entered on your timesheet. Your Supervisor can then immediately approve the timesheet. If you have not submitted an overtime request, you can still enter overtime on your timesheet, but work with your department Timekeeper to have it processed.

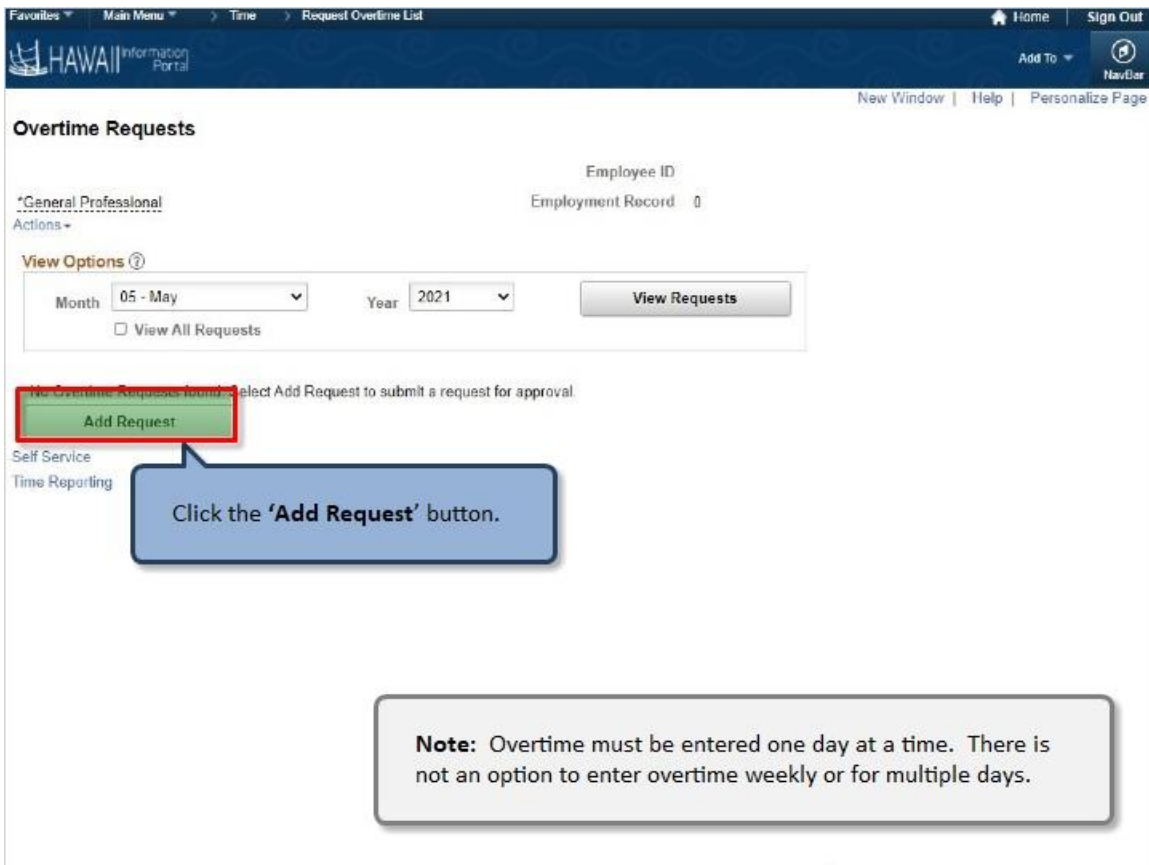
NOTE: You may not enter an overtime request for a date in the past. You can enter the prior overtime on your timesheet without an overtime request and work with your Supervisor to resolve the exception (and approve the overtime).

Select 'Next' to continue.

The **Overtime Requests** page displays.

The system will calculate overtime hours to pay you if the date and hours on your overtime request match what is entered on your timesheet. Your Supervisor can immediately approve the timesheet. If you have not submitted an overtime request, you can still enter overtime on your timesheet, but work with your department Timekeeper to have it processed.

NOTE: You may not enter an overtime request for a date in the past. You can enter the prior overtime on your timesheet without an overtime request and work with your Supervisor to resolve the exception (and approve the overtime).



Favorites ▾ Main Menu ▾ Time ▾ Request Overtime List Home Sign Out

HAWAII Information Portal

New Window | Help | Personalize Page

Overtime Requests

Employee ID
*General Professional
Actions +
Employment Record: 0

View Options ⓘ

Month: 05 - May Year: 2021 **View Requests**

☐ View All Requests

No Overtime Requests found. Select Add Request to submit a request for approval.

Add Request

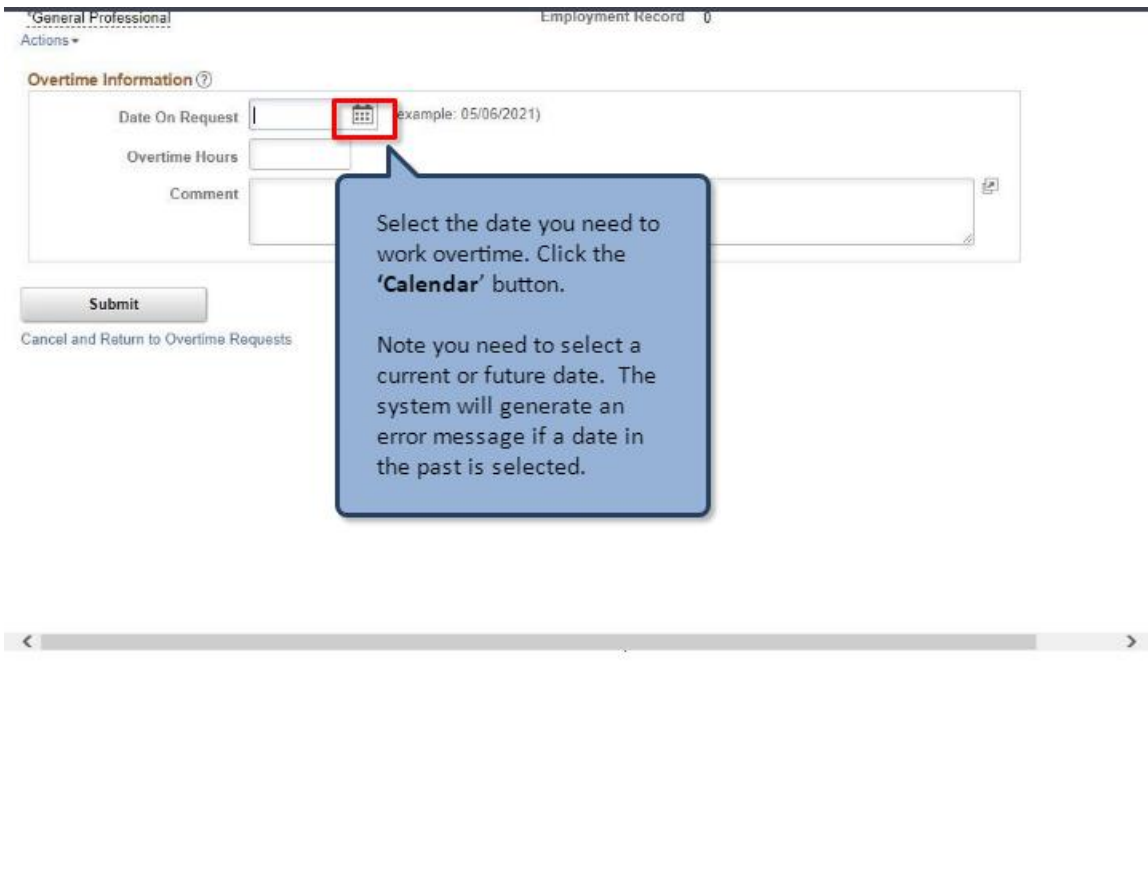
Self Service
Time Reporting

Click the 'Add Request' button.

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

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


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

A screenshot of a web application interface for submitting overtime requests. The form is titled "Overtime Information" and includes fields for "Date On Request", "Overtime Hours", and "Comment". A red box highlights the "Date On Request" field, which contains a calendar icon. A blue callout box points to this icon with the text: "Select the date you need to work overtime. Click the 'Calendar' button." Below the callout box, there is a note: "Note you need to select a current or future date. The system will generate an error message if a date in the past is selected." The form also includes a "Submit" button and a link to "Cancel and Return to Overtime Requests". The top of the page shows "General Professional" and "Employment Record 0".

General Professional Employment Record 0

Actions +

Overtime Information ?

Date On Request  example: 05/06/2021

Overtime Hours

Comment

Submit

Cancel and Return to Overtime Requests

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

Note you need to select a current or future date. The system will generate an error message if a date in the past is selected.

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

Note you need to select a current or future date. The system will generate an error message if a date in the past is selected.

Request Overtime

Overtime Request Details

Employee ID _____

*General Professional Employment Record 0

Actions ▾

Overtime Information ?

Date On Request (example: 05/06/2021)

Overtime Hours

Comment

[Cancel and Return to Overtime Requests](#)

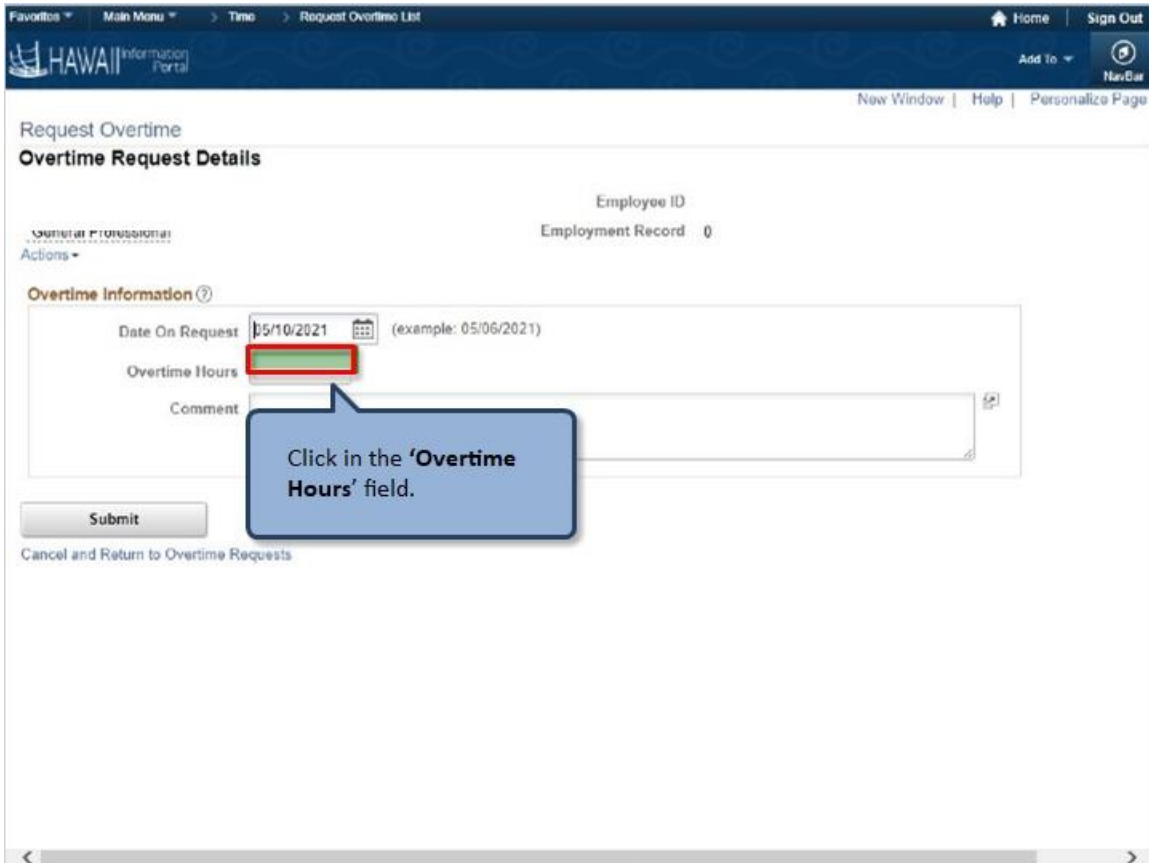
Calendar

May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Click the '10' link.

Click the '10' link.



Favorites ▾ Main Menu ▾ > Time > Request Overtime List Home Sign Out

HAWAII Information Portal Add To ▾ NavBar

New Window | Help | Personalize Page

Request Overtime

Overtime Request Details

Employee ID
Employment Record 0

General Professional
Actions ▾

Overtime Information ?

Date On Request 05/10/2021 (example: 05/06/2021)

Overtime Hours

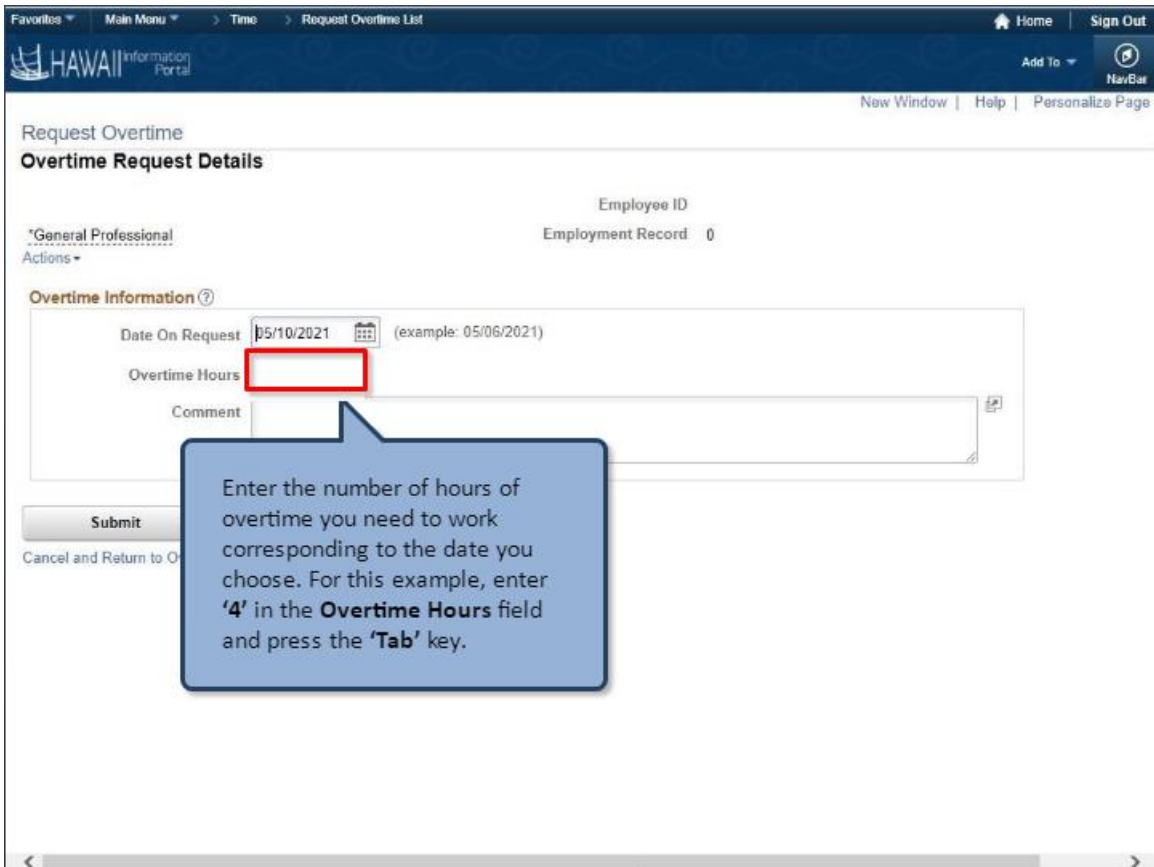
Comment

Click in the 'Overtime Hours' field.

Submit

Cancel and Return to Overtime Requests

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



Request Overtime

Overtime Request Details

Employee ID
Employment Record 0

*General Professional
Actions

Overtime Information ?

Date On Request 05/10/2021 (example: 05/06/2021)

Overtime Hours

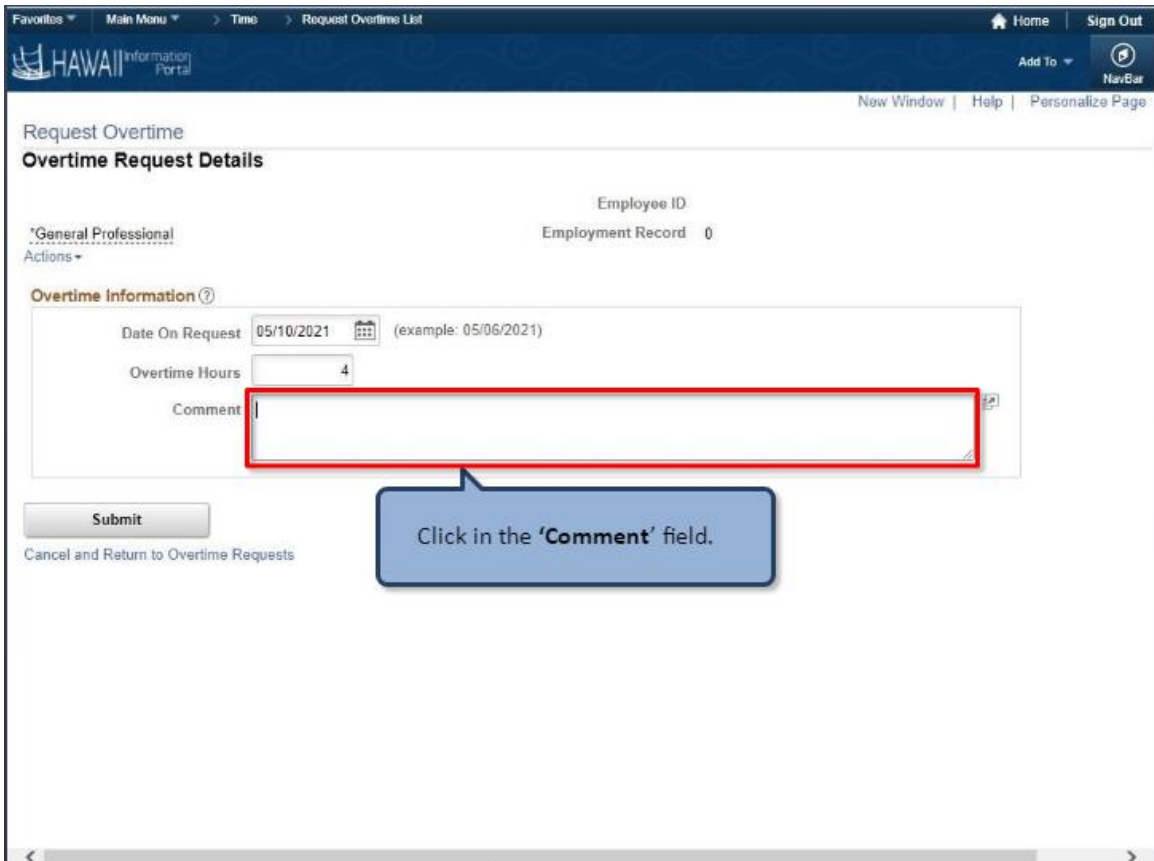
Comment

Submit

Cancel and Return to Overtime Request List

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

Enter the number of hours you want to work corresponding to the date you choose. For this example, enter '4' in the **Overtime Hours** field and press the 'Tab' key.



Request Overtime

Overtime Request Details

Employee ID
*General Professional
Actions +

Employment Record 0

Overtime Information ?

Date On Request 05/10/2021 (example: 05/06/2021)

Overtime Hours 4

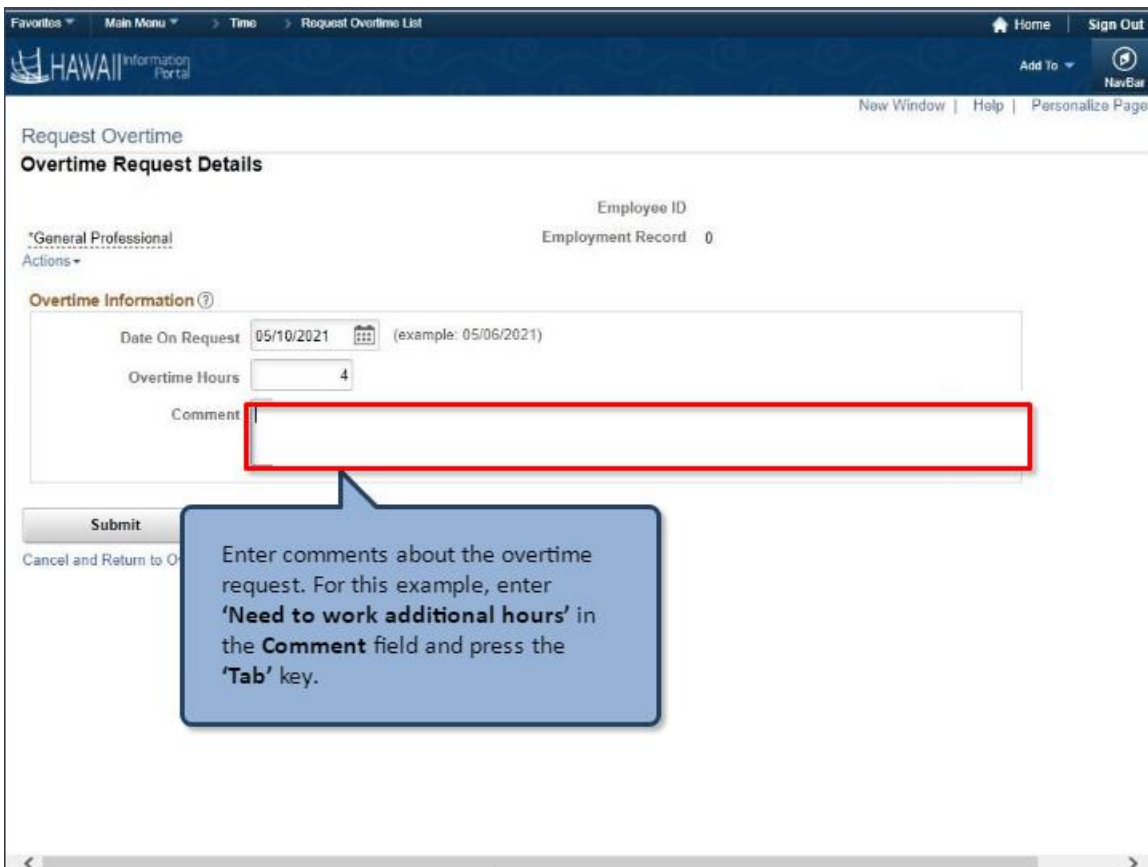
Comment

Submit

Cancel and Return to Overtime Requests

Click in the 'Comment' field.

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



Request Overtime

Overtime Request Details

Employee ID
Employment Record 0

*General Professional
Actions ▾

Overtime Information ?

Date On Request 05/10/2021 (example: 05/06/2021)

Overtime Hours 4

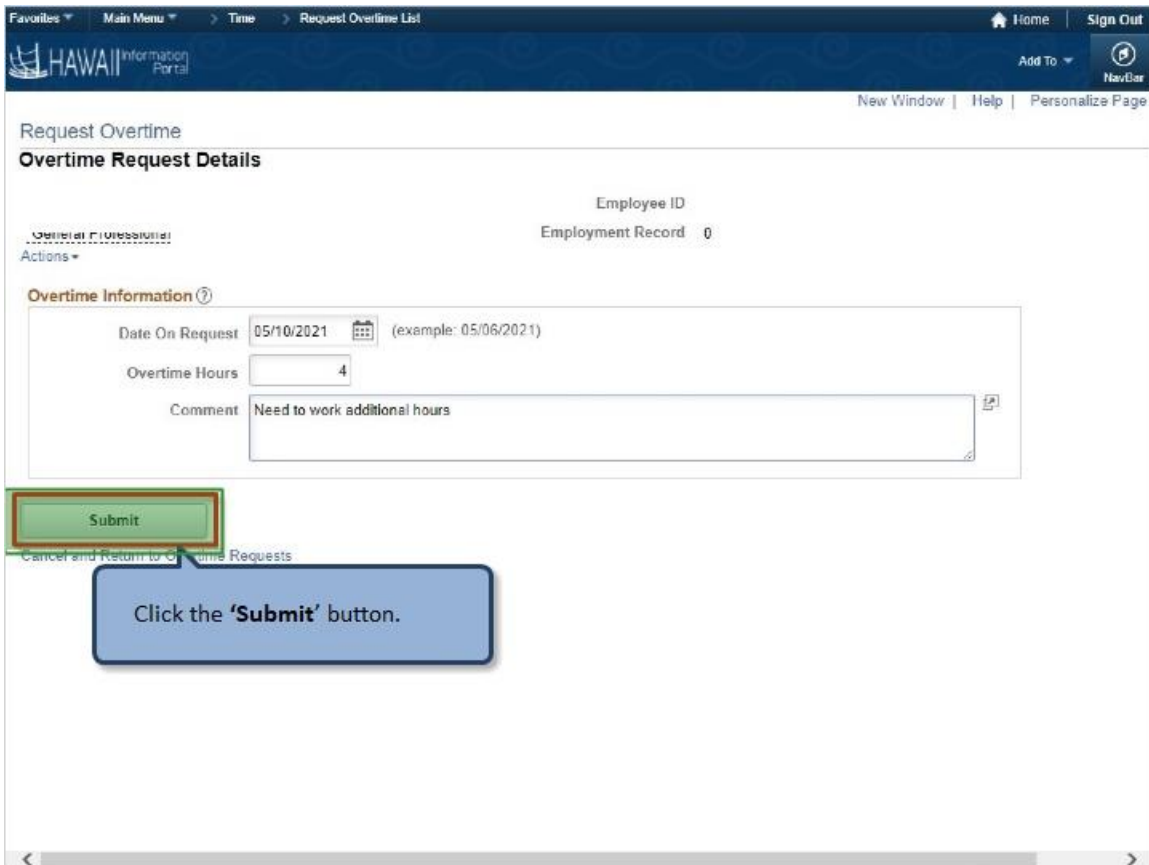
Comment

Submit

Cancel and Return to Overtime Request List

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

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



Request Overtime

Overtime Request Details

Employee ID
Employment Record 0

General Professional
Actions

Overtime Information ⓘ

Date On Request 05/10/2021 (example: 05/06/2021)

Overtime Hours 4

Comment Need to work additional hours

Submit

Cancel and Return to Overtime Requests

Click the 'Submit' button.

Click the **'Submit'** button.

Favorites ▾ Main Menu ▾ > Time > Request Overtime List Home Sign Out

HAWAII Information Portal Add To ▾ NavBar

Saving Page x

Submit Confirmation

✓ The Submit was successful.

Approval Details

Role Name	Name	Workflow Action	Transaction Date	Comment
Originator	John Aloha	Needs Approval	05/06/2021	Need to work additional hours

OK

Click the 'OK' button.

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

Click the 'OK' button.

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

[Favorites](#) | [Main Menu](#) | [Time](#) | [Request Overtime List](#) | [Home](#) | [Sign Out](#)

[HAWAII Information Portal](#) | [Add To](#) | [NavBar](#)

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

Overtime Requests

*General Administrator | Employee ID | Employment Record 0

[Actions](#)

View Options

Month: 02 - February | Year: 2020 | [View Requests](#)

☐ View All Requests

Overtime Requests

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

Details	Date On Request	Overtime Hours	Date Submitted	Request Status
Details	02/10/2020	4.00	02/06/2020	Needs Approval

[Add Request](#)

[Self Service](#)
[Time Reporting](#)

In the **Overtime Requests** section, you can click the **Details** link to review the request. Work with your supervisor should any changes to the Overtime Request be needed.

Select '**Next**' to continue

In the **Overtime Requests** section, you can click the **Details** link to review the request. Work with your supervisor should any changes to the Overtime Request be needed.

Select '**Next**' to continue



Congratulations!

You've successfully completed this lesson.

Comp Time Earned



Record Comp Time Earned

Lesson Scenario

In this lesson you will complete the following:

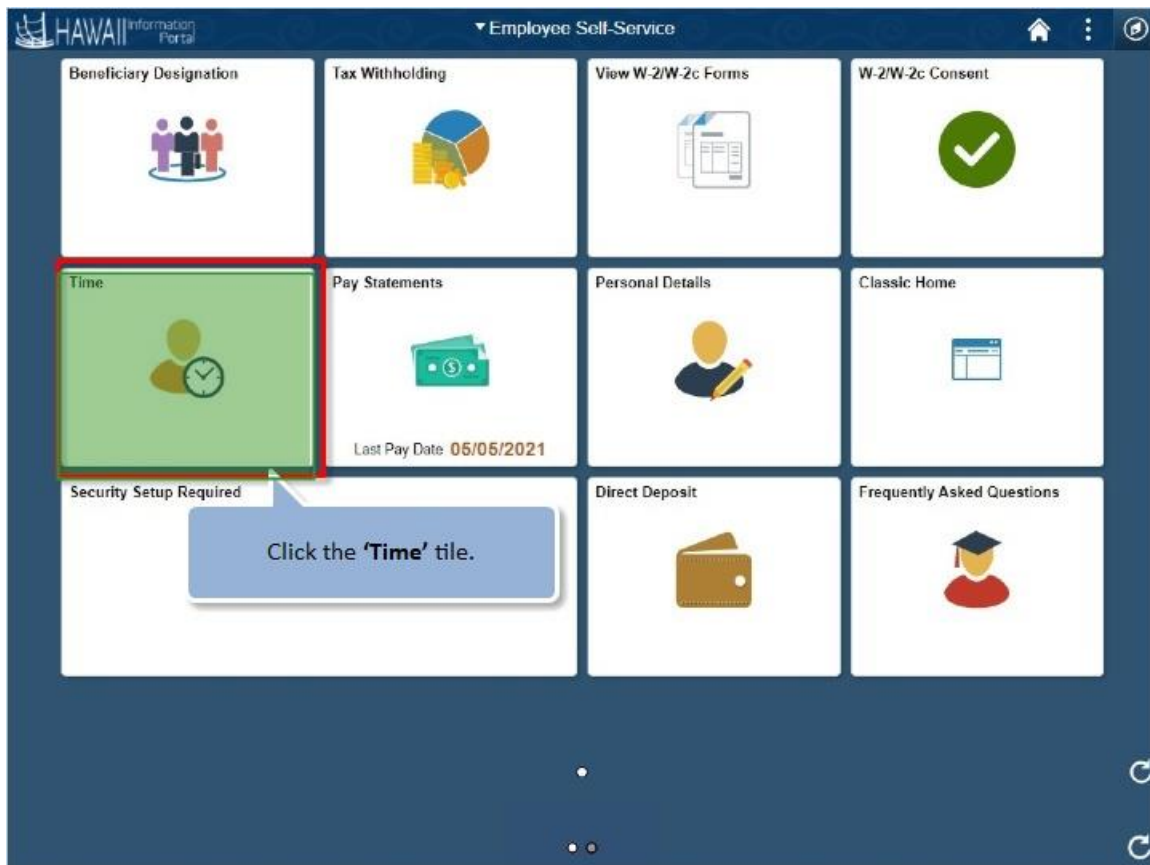
Record comp time instead of being paid out overtime.

Select '**Next**' to continue.

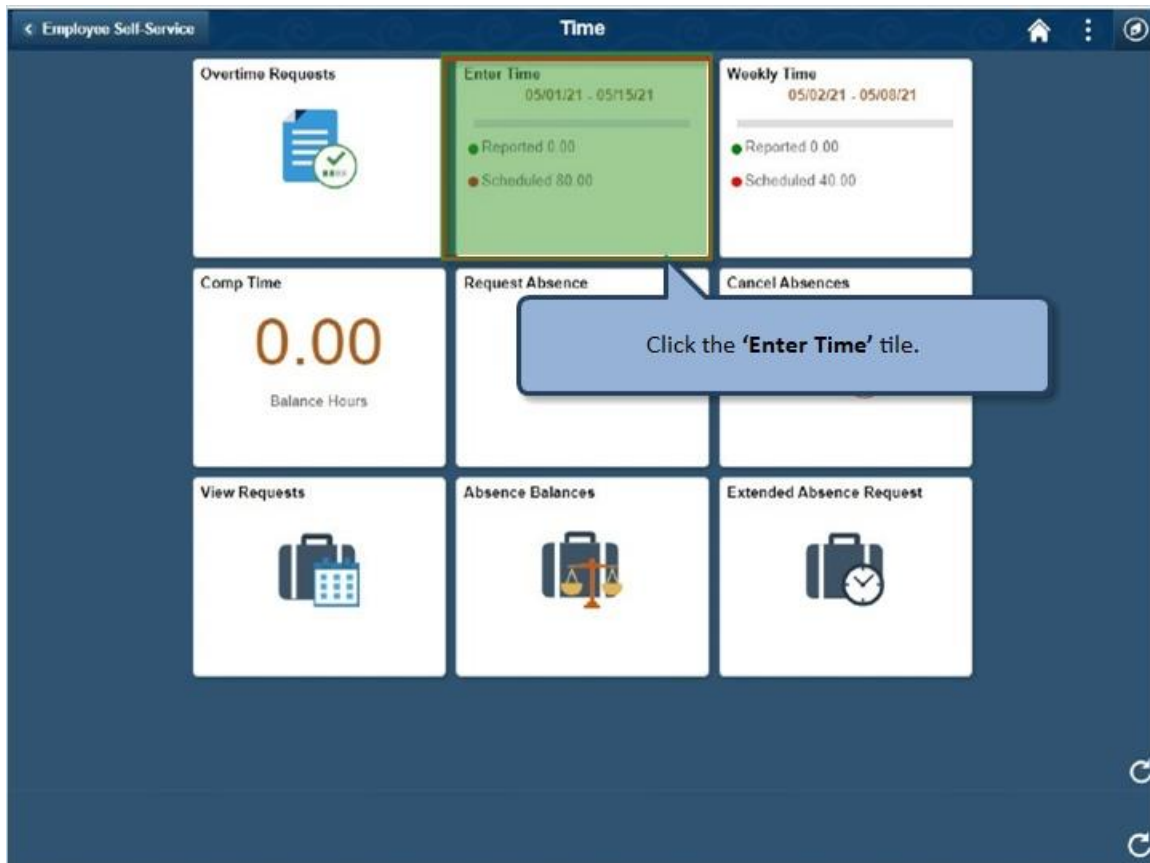


In this lesson you will complete the following:

Record comp time instead of being paid out overtime.



Click the **'Time'** tile.



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

Time
Elapsed Time

Job Title *General Professional

1 May - 15 May 2021
HI Semi Monthly
Scheduled 80.00 | Reported 0.00

View Legend
Save for Later
Submit

Week 1 of 3
Scheduled 40.00 | Reported 0.00

Time Reporting Code / Time Details	Saturday 1	Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
Comments							

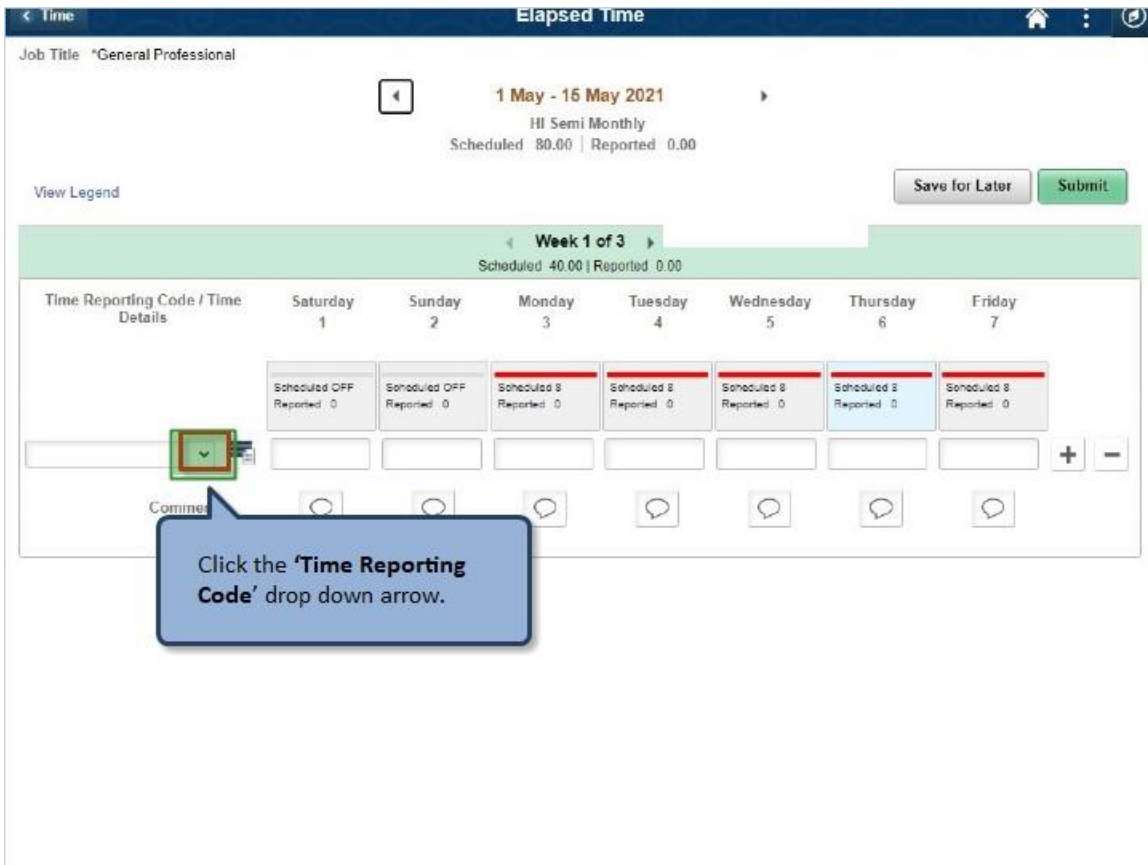
The **Elapsed Time** page displays.

Search for the comp time TRC.

Select '**Next**' to continue

The **Elapsed Time** page displays.

Search for the comp time TRC.

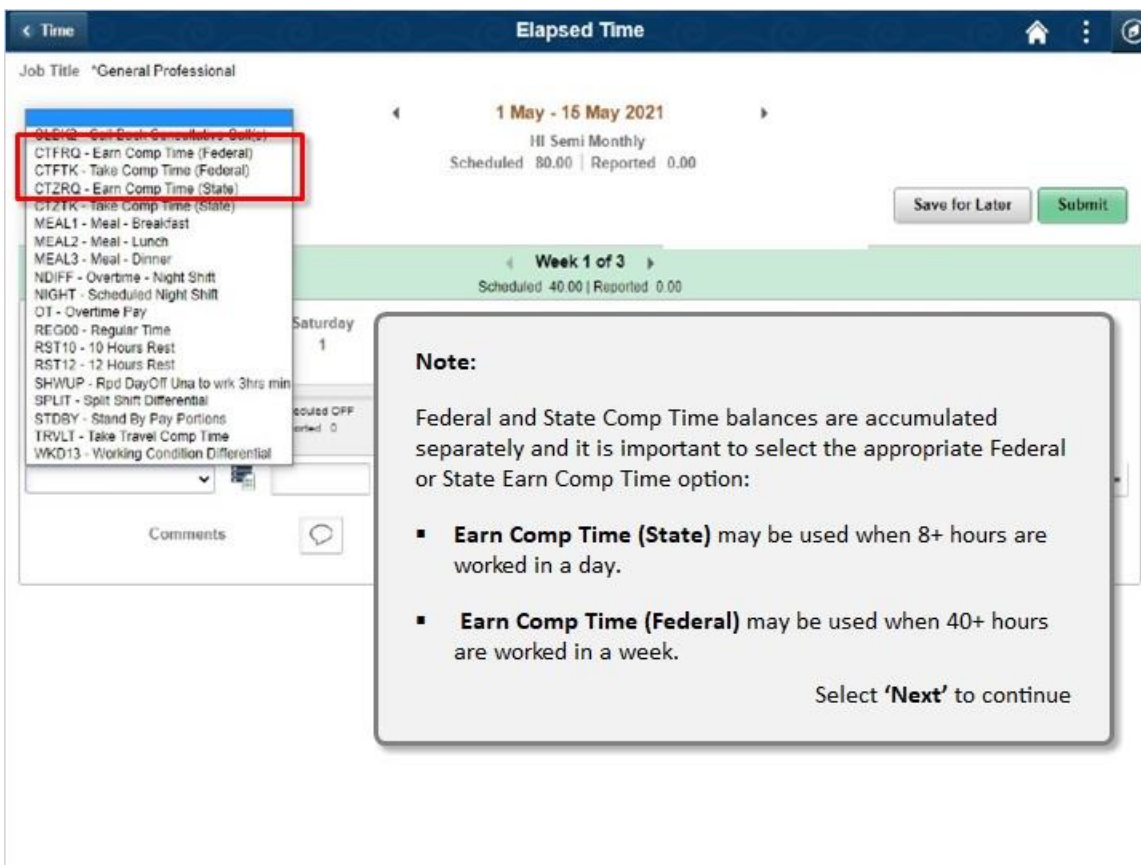


Time Reporting Code / Time Details

Time Reporting Code / Time Details	Saturday 1	Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
Time Reporting Code							
Comments							

Click the 'Time Reporting Code' drop down arrow.

Click the 'Time Reporting Code' drop down arrow.



Elapsed Time

Job Title: *General Professional

1 May - 15 May 2021

HI Semi Monthly

Scheduled 80.00 | Reported 0.00

Save for Later Submit

Week 1 of 3

Scheduled 40.00 | Reported 0.00

Note:

Federal and State Comp Time balances are accumulated separately and it is important to select the appropriate Federal or State Earn Comp Time option:

- **Earn Comp Time (State)** may be used when 8+ hours are worked in a day.
- **Earn Comp Time (Federal)** may be used when 40+ hours are worked in a week.

Select 'Next' to continue

Note:

Federal and State Comp Time balances are accumulated separately, and it is important to select the appropriate Federal or State Earn Comp Time option:

- **Earn Comp Time (State)** may be used when 8+ hours are worked in a day,
- **Earn Comp Time (Federal)** may be used when 40+ hours are worked in a week.

Job Title "General Professional"

1 May - 16 May 2021

HI Semi Monthly
Scheduled 80.00 | Reported 0.00

Save for Later Submit

Week 1 of 3

Scheduled 40.00 | Reported 0.00

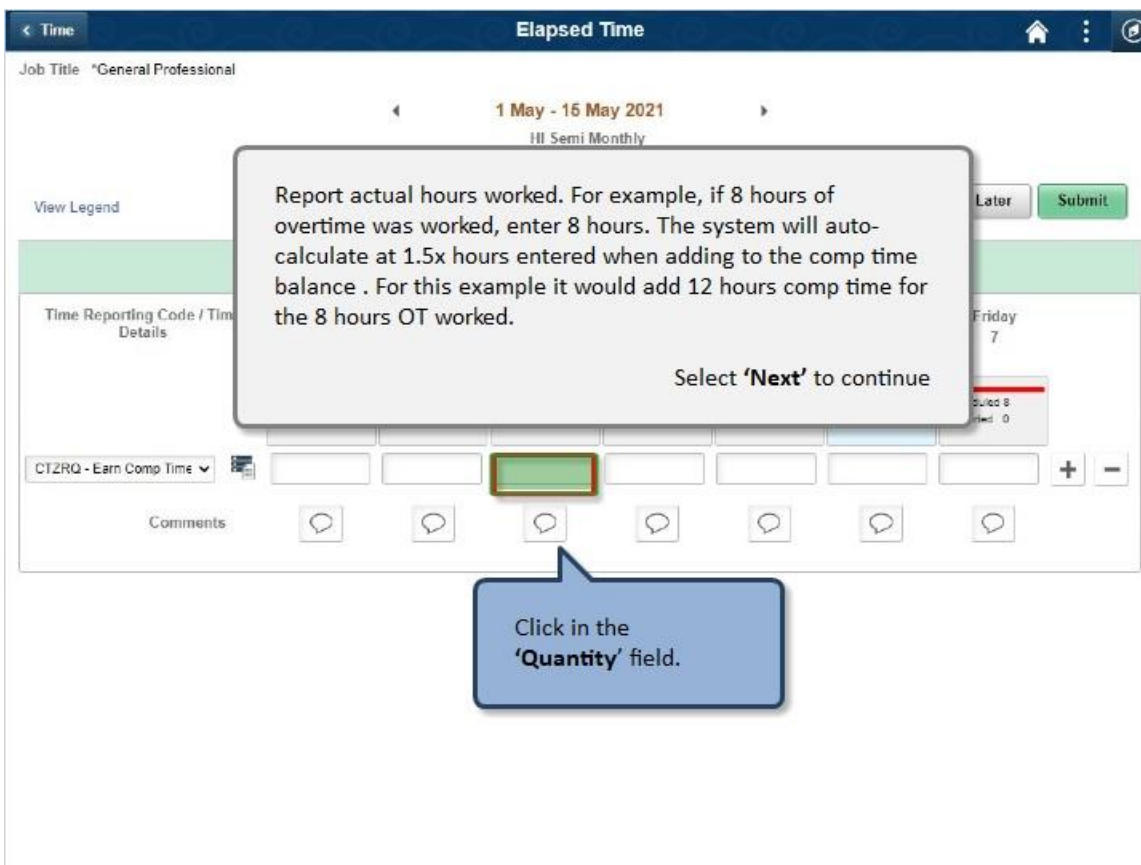
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5	6	7
Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0

Comment

Select 'CTZRQ - Earn Comp Time' from the list.

Page 1 of 1

Select **'CTZRQ - Earn Comp Time'** from the list.



The screenshot shows the 'Elapsed Time' interface. At the top, it says 'Job Title *General Professional' and '1 May - 15 May 2021' with 'HI Semi Monthly' below it. A 'View Legend' link is on the left. A large grey callout box in the center contains the text: 'Report actual hours worked. For example, if 8 hours of overtime was worked, enter 8 hours. The system will auto-calculate at 1.5x hours entered when adding to the comp time balance. For this example it would add 12 hours comp time for the 8 hours OT worked. Select **'Next'** to continue'. Below this, there is a 'Time Reporting Code / Time Details' section with a dropdown menu showing 'CTZRQ - Earn Comp Time'. To the right of the dropdown is a row of input fields, with the second field highlighted by a green border. Below the input fields is a 'Comments' section with several speech bubble icons. A blue callout box points to the second input field with the text: 'Click in the **'Quantity'** field.' On the right side of the interface, there are 'Later' and 'Submit' buttons, and a calendar view showing 'Friday 7'.

Report actual hours worked. For example, if 8 hours of overtime was worked, enter 8 hours. The system will auto-calculate at 1.5x hours entered when adding to the comp time balance. For this example it would add 12 hours comp time for the 8 hours OT worked.

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

Elapsed Time

Job Title *General Professional

1 May - 15 May 2021
HI Semi Monthly
Scheduled 80.00 | Reported 0.00

View Legend Save for Later Submit

Week 1 of 3
Scheduled 40.00 | Reported 0.00

Time Reporting Code / Time Details	Saturday 1	Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
CTZRQ - Earn Comp Time							
Comments							

Enter the number of hours you want to request. For this example, enter '8' in the **Quantity** field and press the **'Tab'** key.

Enter the number of hours you want to request. For this example, enter '8' in the **Quantity** field and press the **'Tab'** key.

Elapsed Time

Job Title *General Professional

1 May - 15 May 2021
HI Semi Monthly
Scheduled 80.00 | Reported 0.00

View Legend Save for Later Submit


Week 1 of 3
Scheduled 40.00 | Reported 0.00

Time Reporting Code / Time Details	Saturday 1	Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
CTZRQ - Earn Comp Time			8				
Comments							

You are required to add a comment with reason for comp time.
Click the **'Comment'** icon.

You are required to add a comment with reason for comp time.

Click the **'Comment'** icon.

A screenshot of a web application window titled "Time Reporting Comments". The window has a "Cancel" button on the top left and "Apply" and "Done" buttons on the top right. Below the title bar is a toolbar with icons for adding, searching, and deleting. The main area contains a table with columns: "Date Under Report", "Time Reporting Code", "Start Time", "End Time", and "Comment". The first row of the table has the values "1", "05/03/2021", "CTZRQ", and empty fields for "Start Time", "End Time", and "Comment". A green rectangular box highlights the "Start Time" field. A blue callout box with a pointer to the "Start Time" field contains the text: "The Time Reporting Comments page displays. Click in the 'Start Time' field."

	Date Under Report	Time Reporting Code	Start Time	End Time	Comment
1	05/03/2021	CTZRQ			

The **Time Reporting Comments** page displays.

Click in the '**Start Time**' field.

Cancel
Time Reporting Comments
Apply Done
1 row

	*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment	
1	05/03/2021	CTZRQ				+ -

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

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

Time Reporting Comments

Cancel Apply Done

1 row

*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1 05/03/2021	CTZRQ	8:00AM		

Click in the 'End Time' field.

Click in the '**End Time**' field.

Time Reporting Comments

Cancel Apply Done

1 row

*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1 05/03/2021	CTZRQ	8:00AM		

Enter a start time. For this example, enter '5:00PM' in the **End Time** field and press the 'Tab' key.

Enter a start time. For this example, enter '5:00PM' in the **End Time** field and press the 'Tab' key.

Cancel
Time Reporting Comments
Apply Done

1 ro

	*Date Under Report ◊	*Time Reporting Code ◊	Start Time ◊	End Time ◊	Comment ◊	
1	05/03/2021	CTZRQ	8:00AM	5:00PM		+ -

Enter a comment about the comp time request. For this example, enter **'Request Comp Time'** in the **Comment** field and press the **'Tab'** key.

Enter a comment about the comp time request. For this example, enter **'Request Comp Time'** in the **End Time** field and press the **'Tab'** key.

Cancel

Time Reporting Comments

Apply

Done

1 row

*Date Under Report

*Time Reporting Code

Start Time

End Time

Comment

1

05/03/2021

CTZRQ

8:00AM

5:00PM

Request Comp Time

+

-

Click the 'Apply' button.

Click the '**Apply**' button.

Cancel

Time Reporting Comments

Apply

Done

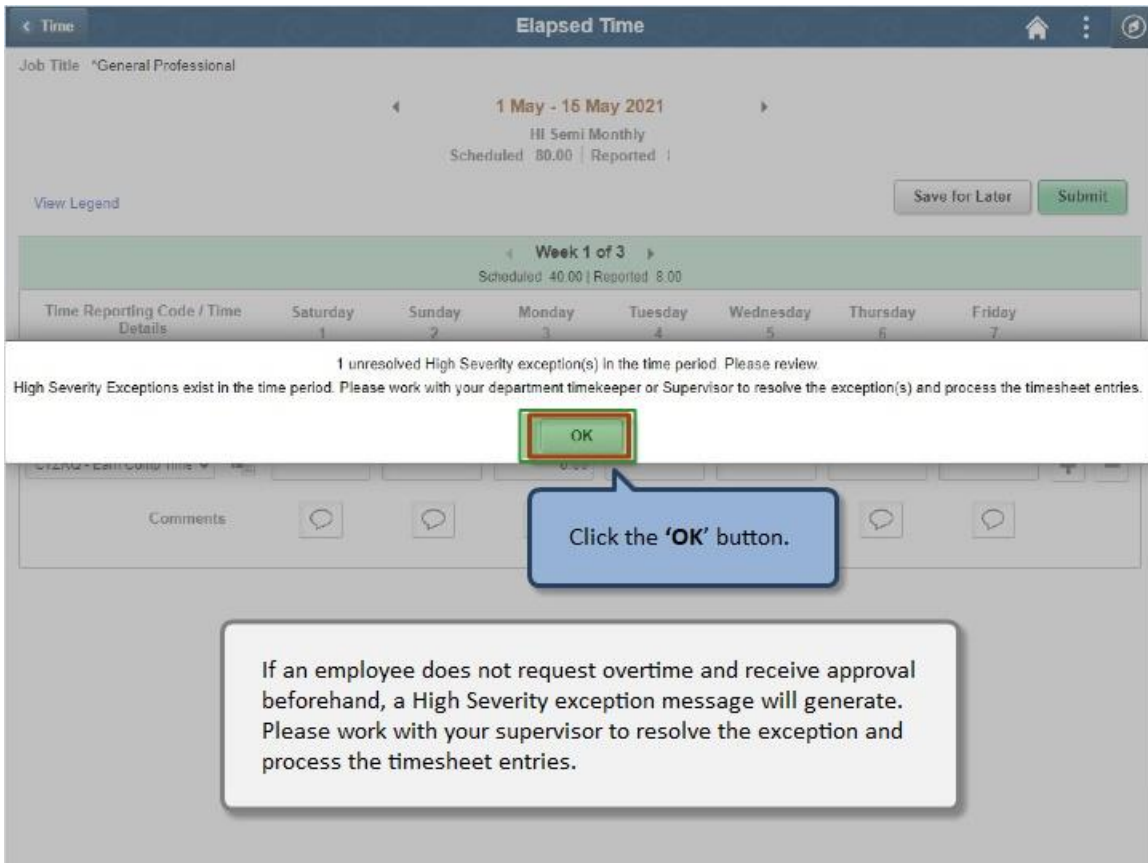
	*Date Under Report	*Time Reporting Code	Start Time	End Time
1	05/03/2021	CTZRQ	8:00AM	5:00PM

The TRC updates with the complete description.

Click the '**Done**' button.

The TRC updates with the complete description.

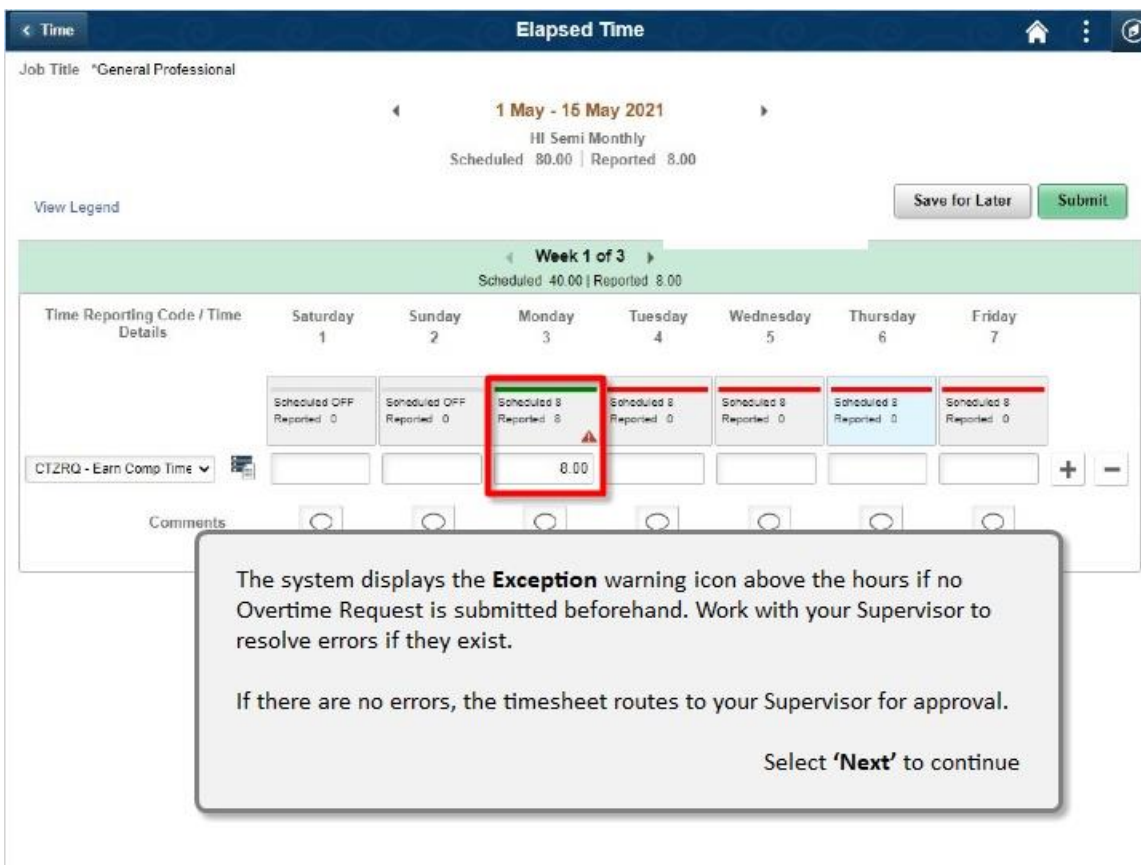
Click the '**Done**' button.



The screenshot shows the 'Elapsed Time' portal interface. At the top, it displays 'Job Title *General Professional' and the date range '1 May - 15 May 2021'. Below this, it shows 'HI Semi Monthly' and 'Scheduled 80.00 | Reported 1'. There are 'Save for Later' and 'Submit' buttons. A 'View Legend' link is also present. The main section is titled 'Week 1 of 3' and shows a table with columns for 'Time Reporting Code / Time Details', 'Saturday', 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Friday'. A warning message is displayed: '1 unresolved High Severity exception(s) in the time period. Please review. High Severity Exceptions exist in the time period. Please work with your department timekeeper or Supervisor to resolve the exception(s) and process the timesheet entries.' An 'OK' button is highlighted with a red box. A blue callout bubble points to the 'OK' button with the text 'Click the 'OK' button.' Below the warning message, there is a text box with the following text: 'If an employee does not request overtime and receive approval beforehand, a High Severity exception message will generate. Please work with your supervisor to resolve the exception and process the timesheet entries.'

Click the '**OK**' button.

If an employee does not request overtime and receive approval beforehand, a High Severity exception message will generate. Please work with your supervisor to resolve the exception and process the timesheet entries.



Elapsed Time

Job Title *General Professional

1 May - 15 May 2021
HI Semi Monthly
Scheduled 80.00 | Reported 8.00

View Legend Save for Later Submit

Week 1 of 3
Scheduled 40.00 | Reported 8.00

Time Reporting Code / Time Details	Saturday 1	Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	
CTZRQ - Earn Comp Time			8.00				
Comments							

The system displays the **Exception** warning icon above the hours if no Overtime Request is submitted beforehand. Work with your Supervisor to resolve errors if they exist.

If there are no errors, the timesheet routes to your Supervisor for approval.

Select **'Next'** to continue

The system displays the **Exception** warning icon above the hours if no Overtime Request is submitted beforehand. Work with your Supervisor to resolve errors if they exist.

If there are no errors, the timesheet routes to your Supervisor for approval.



Congratulations!

You've successfully completed this lesson.

Comp Time Taken



Record Comp Time Taken


Lesson Scenario

In this lesson you will complete the following:

Record comp time for time away from work, instead of using paid vacation time.

In HIP Comp Time is a type of time and not a type of leave. This is why Comp Time is not an absence request, rather it is entered on your timesheet.

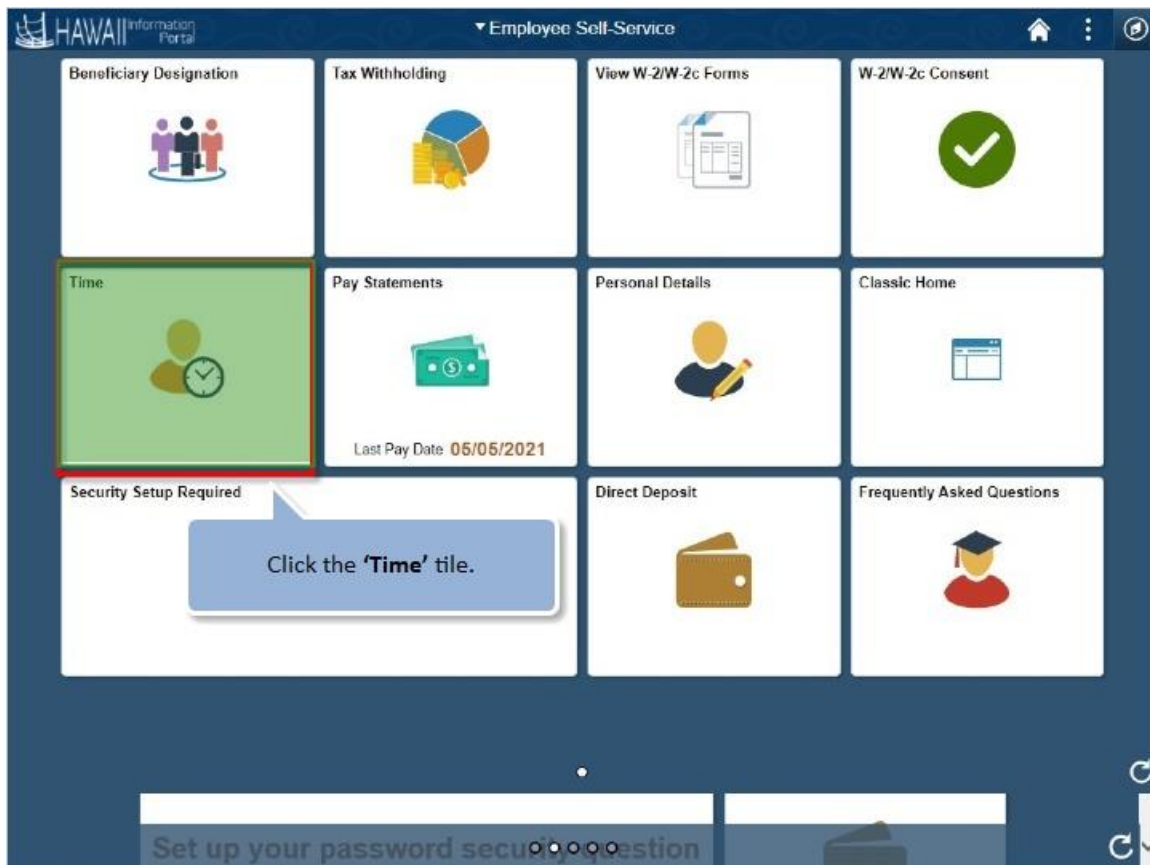
Select **'Next'** to continue.



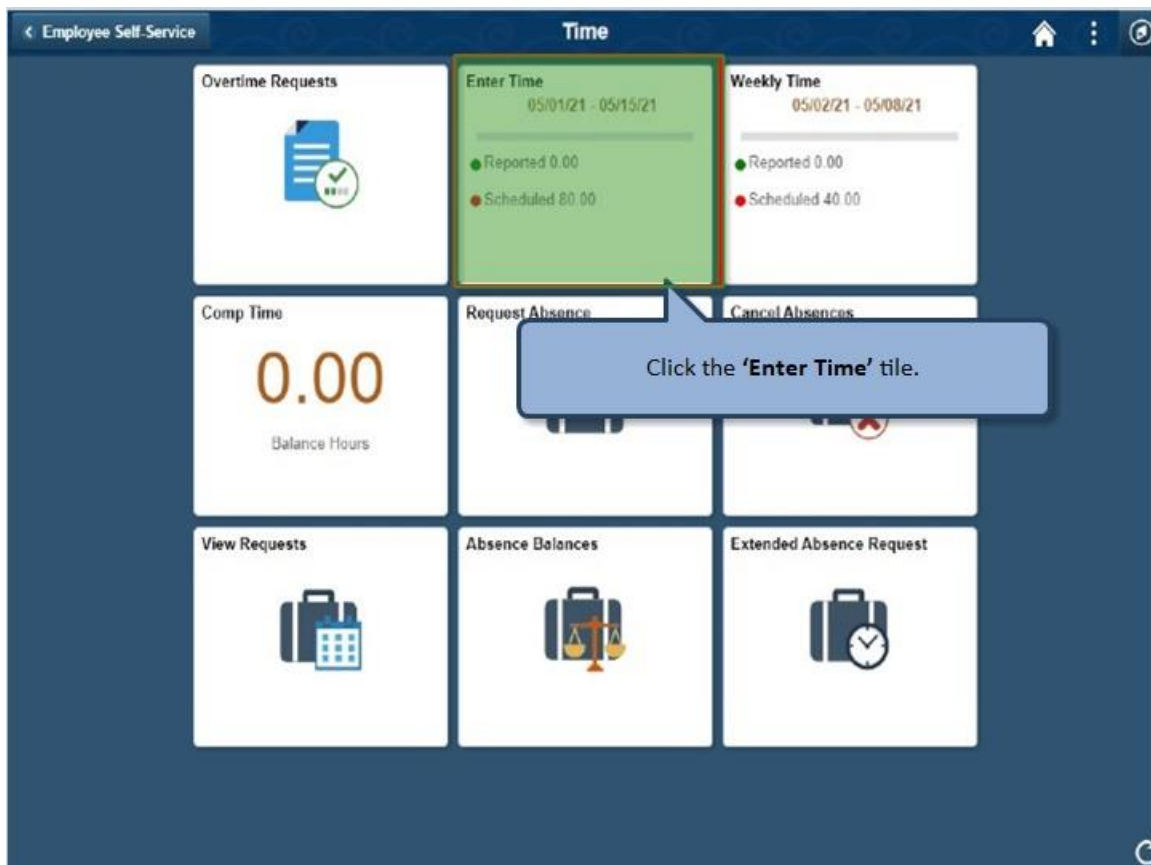
In this lesson you will complete the following:

Record comp time for time away from work, instead of using paid vacation time.

In HIP Comp Time is a type of time and not a type of leave. This is why Comp Time is not an absence request, rather it is entered on your timesheet.



Click the **'Time'** tile.



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

Time
Elapsed Time

Job Title Staff Services Supvr II

1 May - 15 May 2021
HII Semi Monthly
Scheduled 80.00 | Reported 0.00

View Legend
Save for Later
Submit

Week 1 of 3
Scheduled 40.00 | Reported 0.00

Time Reporting Code / Time Details	Saturday 1	Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
Comments							

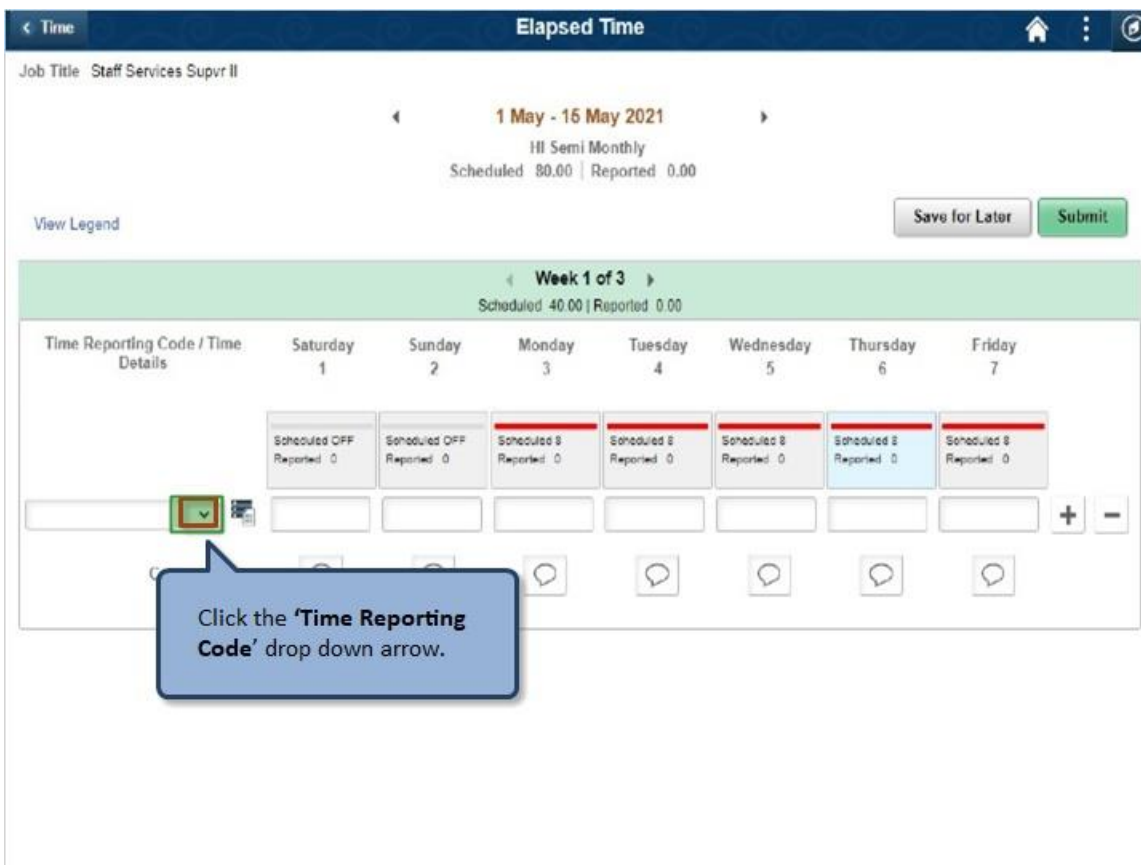
The **Elapsed Time** page displays.

Search for the comp time TRC.

Select '**Next**' to continue

The **Elapsed Time** page displays.

Search for the comp time TRC.

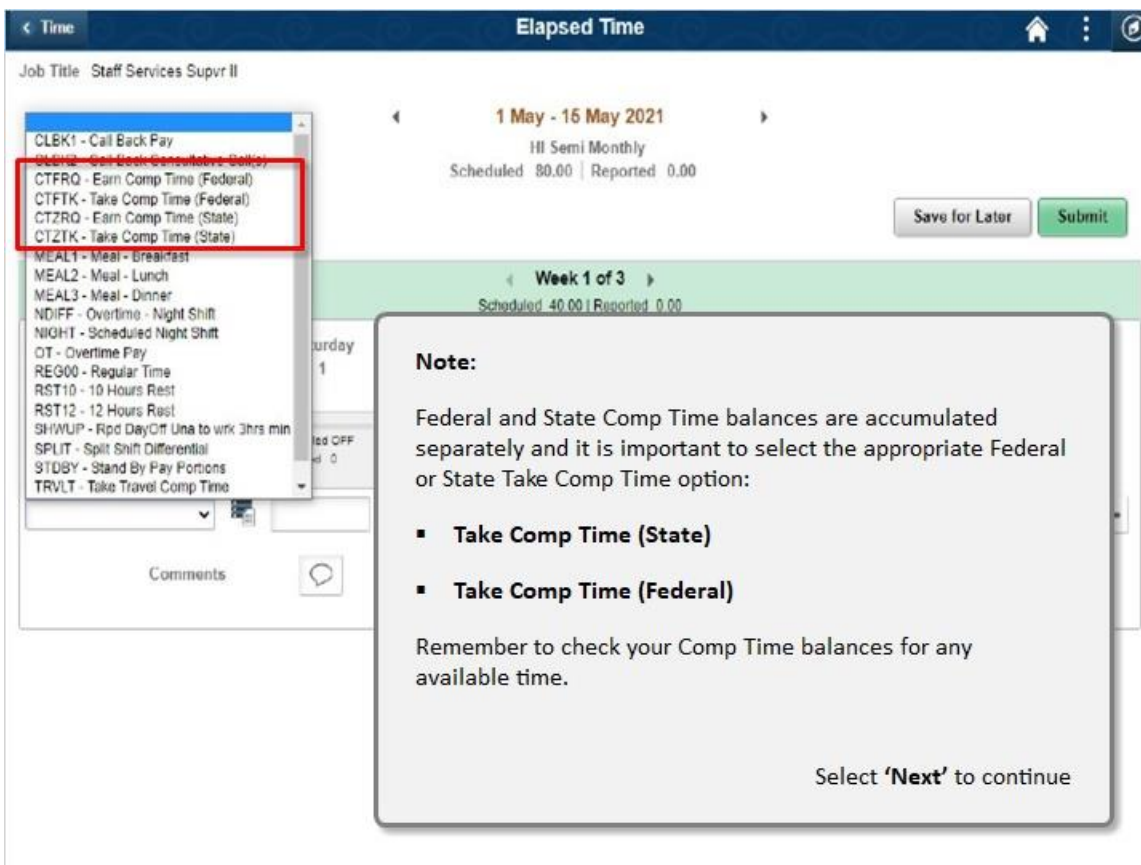


Time Reporting Code / Time Details

Time Reporting Code / Time Details	Saturday 1	Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled S Reported 0	Scheduled S Reported 0	Scheduled S Reported 0	Scheduled S Reported 0	Scheduled S Reported 0	Scheduled S Reported 0

Click the 'Time Reporting Code' drop down arrow.

Click the 'Time Reporting Code' drop down arrow.



Elapsed Time

Job Title: Staff Services Supvr II

1 May - 16 May 2021
HI Semi Monthly
Scheduled 80.00 | Reported 0.00

Save for Later Submit

Week 1 of 3
Scheduled 40.00 | Reported 0.00

Note:

Federal and State Comp Time balances are accumulated separately and it is important to select the appropriate Federal or State Take Comp Time option:

- Take Comp Time (State)
- Take Comp Time (Federal)

Remember to check your Comp Time balances for any available time.

Select **'Next'** to continue

Note:

Federal and State Comp Time balances are accumulated separately, and it is important to select the appropriate Federal or State Earn Comp Time option:

- Take Comp Time (State)
- Take Comp Time (Federal)

Remember to check your CompTime balances for any available time.

Elapsed Time

Job Title: Staff Services Supvr II

1 May - 15 May 2021
HI Semi Monthly
Scheduled 80.00 | Reported 0.00

Save for Later Submit

1 of 3

0 | Reported 0.00

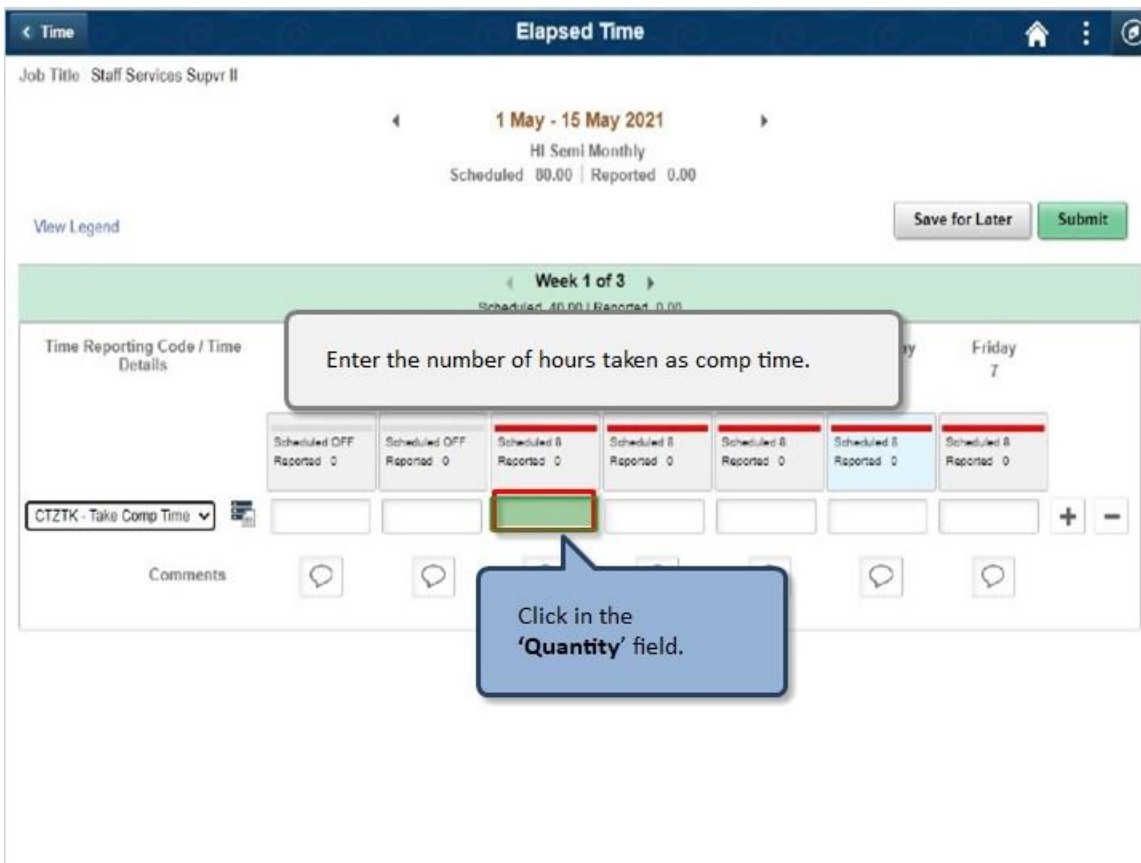
	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
Scheduled OFF	Scheduled OFF	Scheduled 8	Scheduled 8	Scheduled 8
Reported 0	Reported 0	Reported 0	Reported 0	Reported 0

Comments

CTZTK - Take Comp Time (State)

Select 'CTZTK – Take Comp Time' from the list.

Select 'CTZTK - Take Comp Time' from the list.



Time Reporting Code / Time Details

Enter the number of hours taken as comp time.

Click in the 'Quantity' field.

Enter the number of hours taken as comp time.

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

Elapsed Time

Job Title: Staff Services Supvr II

1 May - 15 May 2021
HI Semi Monthly
Scheduled 80.00 | Reported 0.00

View Legend Save for Later Submit

Week 1 of 3
Scheduled 40.00 | Reported 0.00

Time Reporting Code / Time Details	Saturday 1	Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
CTZTK - Take Comp Time							
Comments							

Enter the number of hours you want to request. For this example, enter '8.00' in the **Quantity** field and press the 'Tab' key.

Enter the number of hours you want to request. For this example, enter '8' in the **Quantity** field and press the 'Tab' key.

Time
Elapsed Time

Job Title Staff Services Supvr II

1 May - 15 May 2021

HII Semi Monthly

Scheduled 80.00 | Reported 8.00

View Legend
Save for Later
Submit

Week 1 of 3

Scheduled 40.00 | Reported 8.00

Time Reporting Code / Time Details	Saturday 1	Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
CTZTK - Take Comp Time			8.00				
Comments							

You are required to add a comment with reason for comp time.

Click the **'Comment'** icon.

You are required to add a comment with reason for comp time.

Click the **'Comment'** icon.



*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1 05/03/2021	CTZTK			

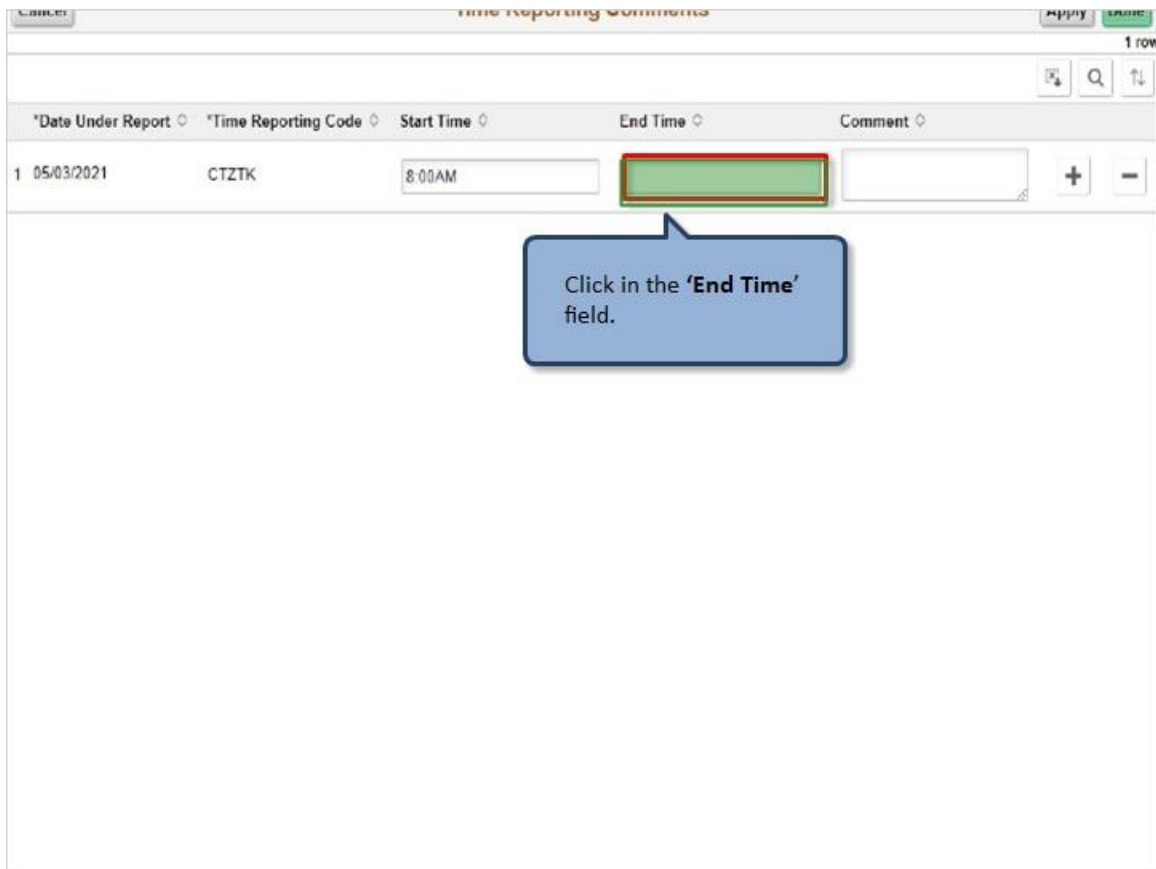
The **Time Reporting Comments** page displays.

Click in the '**Start Time**' field.



	*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1	05/03/2021	CTZTK			

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

A screenshot of a web application titled "Time Reporting Comments". The form has a header bar with "Cancel", "Time Reporting Comments", "Apply", and "Save" buttons. Below the header is a table with columns: "Date Under Report", "Time Reporting Code", "Start Time", "End Time", and "Comment". The first row contains the values "05/03/2021", "CTZTK", "8:00AM", and an empty "End Time" field. A blue callout box with a pointer to the "End Time" field contains the text "Click in the 'End Time' field." The "End Time" field is highlighted with a red border. To the right of the "End Time" field are "+" and "-" buttons. The table has a "1 row" indicator in the top right corner.

Click in the '**End Time**' field.

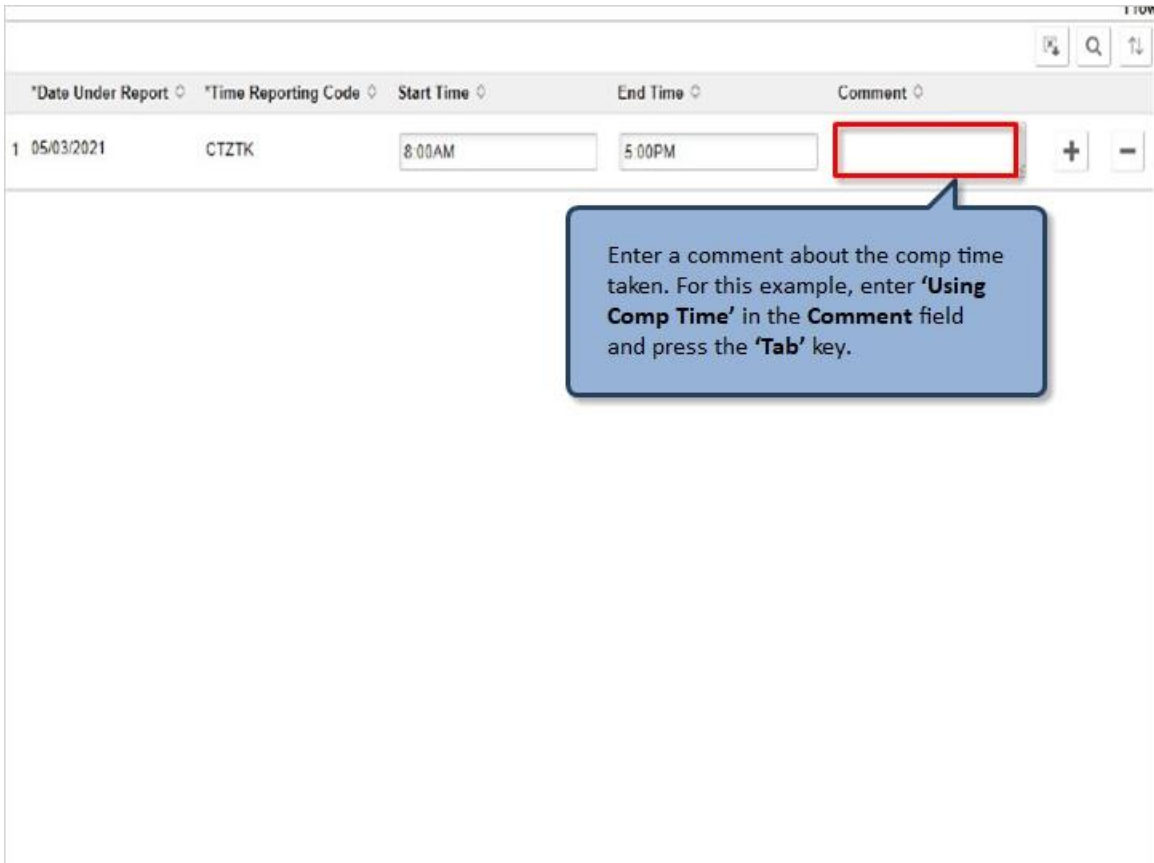
Cancel Time Reporting Comments Apply Done

1 row

*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1 05/03/2021	CTZTK	8:00AM		

Enter a start time. For this example, enter '5:00PM' in the **End Time** field and press the 'Tab' key.

Enter a start time. For this example, enter '5:00PM' in the **End Time** field and press the 'Tab' key.



	*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment
1	05/03/2021	CTZTK	8:00AM	5:00PM	

Enter a comment about the comp time taken. For this example, enter **'Using Comp Time'** in the **Comment** field and press the **'Tab'** key.

Enter a comment about the comp time taken. For this example, enter **'Using Comp Time'** in the **Comment** field and press the **'Tab'** key.

Cancel
Time Reporting Comments
Apply Done
1 row

	*Date Under Report	*Time Reporting Code	Start Time	End Time
1	05/03/2021	CTZTK	8:00AM	5:00PM

Click the 'Apply' button.

Click the '**Apply**' button.

A screenshot of a web form titled "Time Reporting Comments". The form has a header bar with "Cancel" on the left and "Apply" and "Done" buttons on the right. Below the header is a table with four columns: "Date Under Report", "Time Reporting Code", "Start Time", and "End Time". The first row of the table contains the values "05/03/2021", "CTZTK", "8:00AM", and "5:00PM". The "CTZTK" value is highlighted with a red rectangular box. To the right of the table, there is a blue callout box with white text that reads: "The TRC updates with the complete description. Click the 'Done' button." The "Done" button in the top right corner of the form is highlighted with a green border.

The TRC updates with the complete description.

Click the '**Done**' button.

Time

Elapsed Time

Home

Menu

Help

Job Title Staff Services Supvr II

1 May - 16 May 2021

HI Semi Monthly

Scheduled 80.00 | Reported 8.00

View Legend

Save for Later Submit

Week 1 of 3

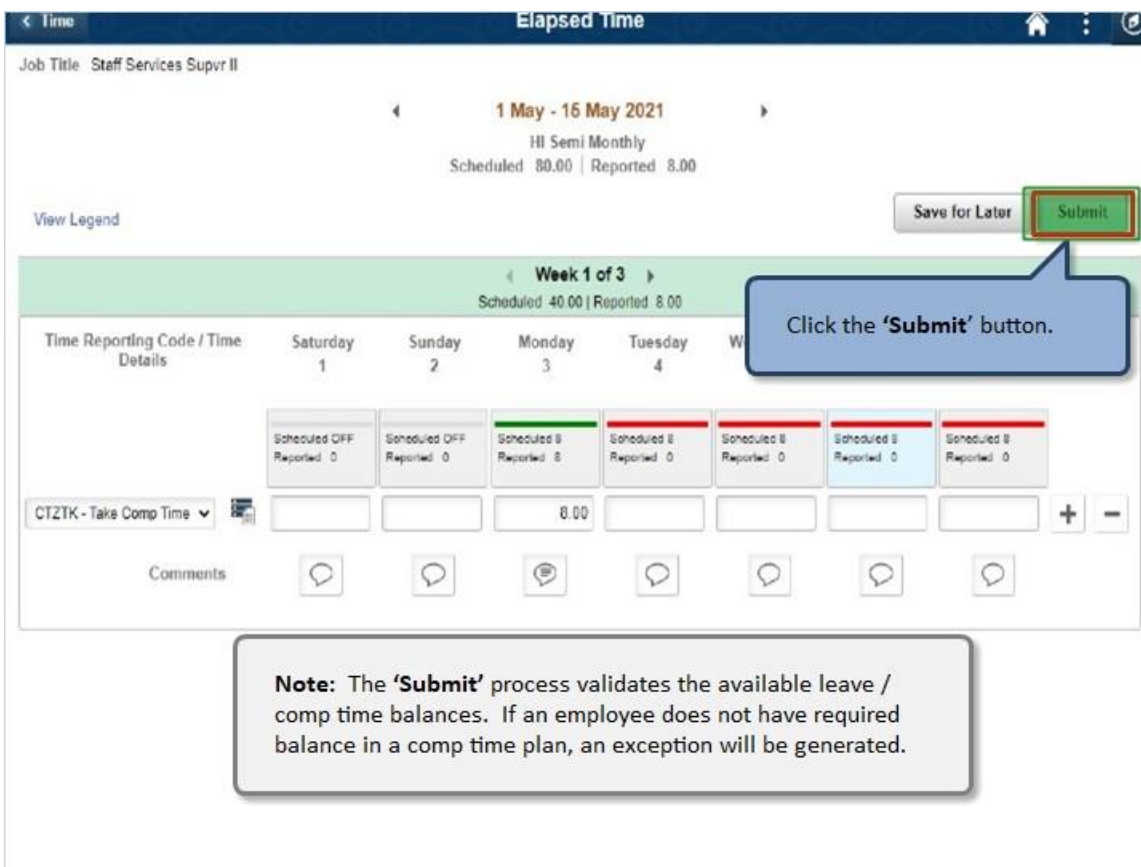
Scheduled 40.00 | Reported 8.00

Time Reporting Code / Time Details	Saturday 1	Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
CTZTK - Take Comp Time			8.00				
Comments							

The **Comments** icon now changes letting you know that comments have been added.

Select **'Next'** to continue.

The **Comments** icon now changes letting you know that comments have been added.



Time Elapsed Time

Job Title: Staff Services Supvr II

1 May - 16 May 2021

HI Semi Monthly

Scheduled 80.00 | Reported 8.00

View Legend

Save for Later Submit

Week 1 of 3

Scheduled 40.00 | Reported 8.00

Time Reporting Code / Time Details	Saturday 1	Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
Scheduled OFF	Scheduled OFF	Scheduled OFF	Scheduled 8	Scheduled 8	Scheduled 8	Scheduled 8	Scheduled 8
Reported 0	Reported 0	Reported 0	Reported 8	Reported 0	Reported 0	Reported 0	Reported 0

CTZTK - Take Comp Time

Comments

Note: The 'Submit' process validates the available leave / comp time balances. If an employee does not have required balance in a comp time plan, an exception will be generated.

Click the '**Submit**' button.


Note: The '**Submit**' process validates the available leave / comp time balances. If an employee does not have required balance in a comp time plan, an exception will be generated.



Congratulations!

You've successfully completed this lesson.


Comp Time Balances



Comp Time Balances

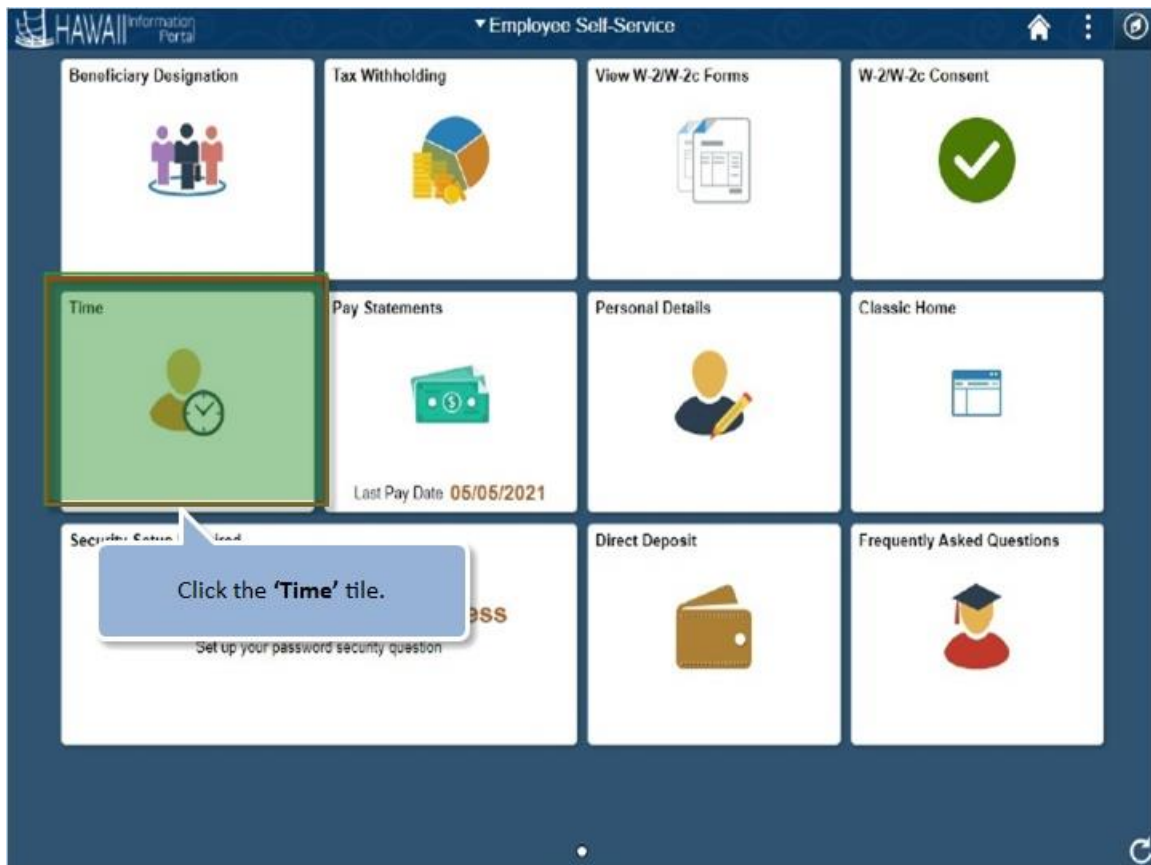
Lesson Scenario

In this lesson you will learn how to view leave and comp time balances.

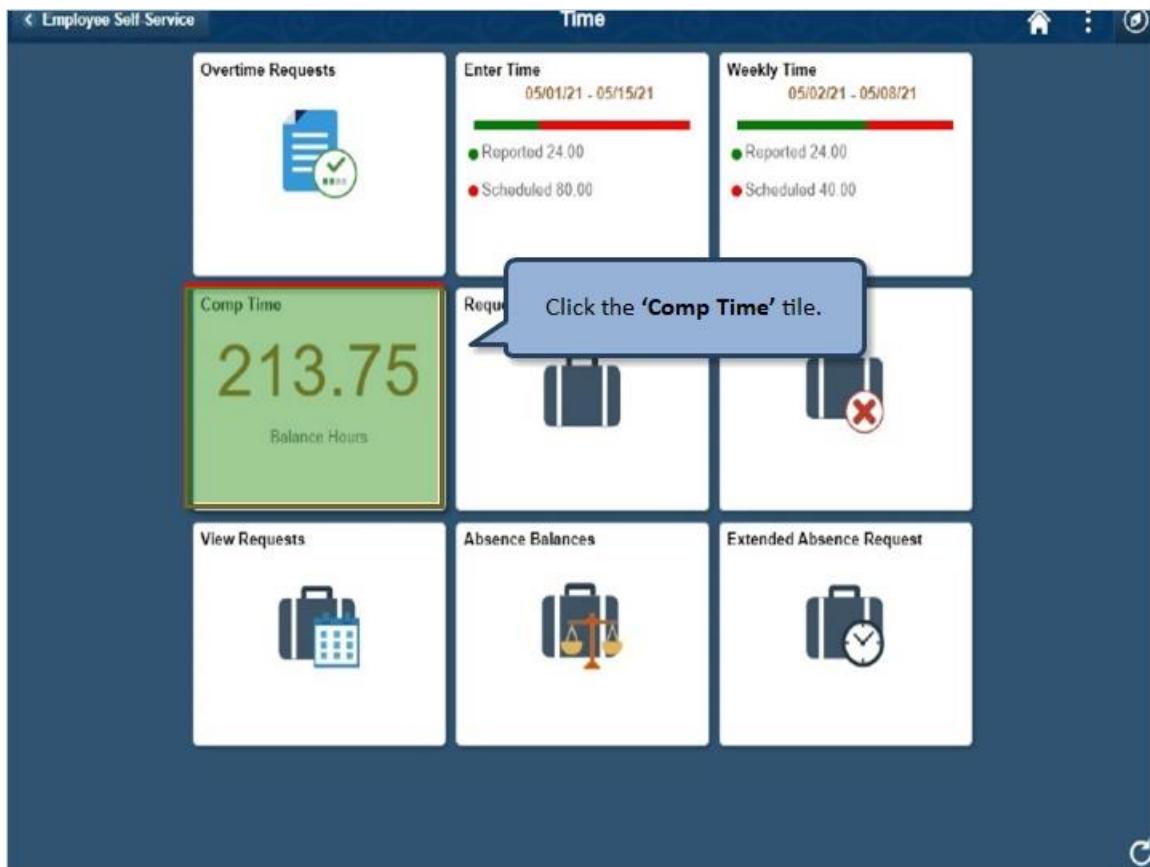


Select '**Next**' to continue.

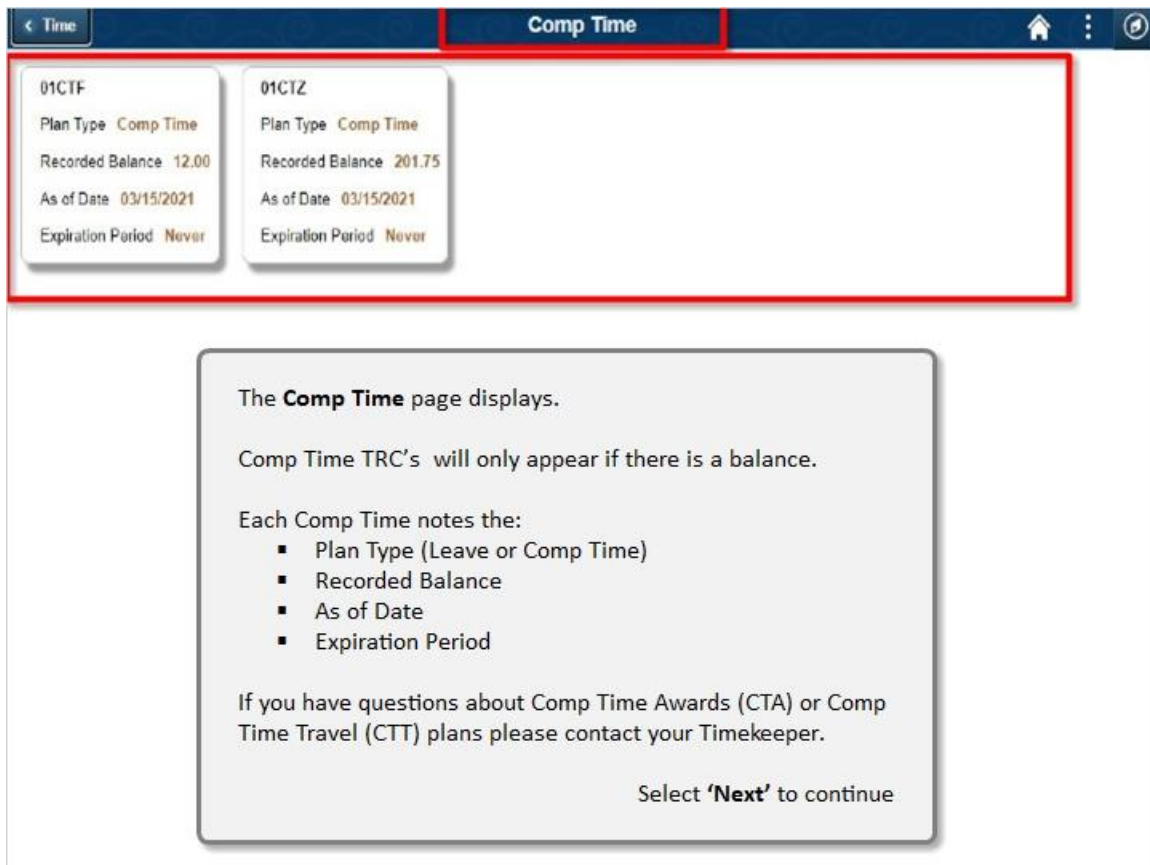
In this lesson you will learn how to view leave and comp time balances.



Click the **'Time'** tile.



Click the '**Comp Time**' tile.



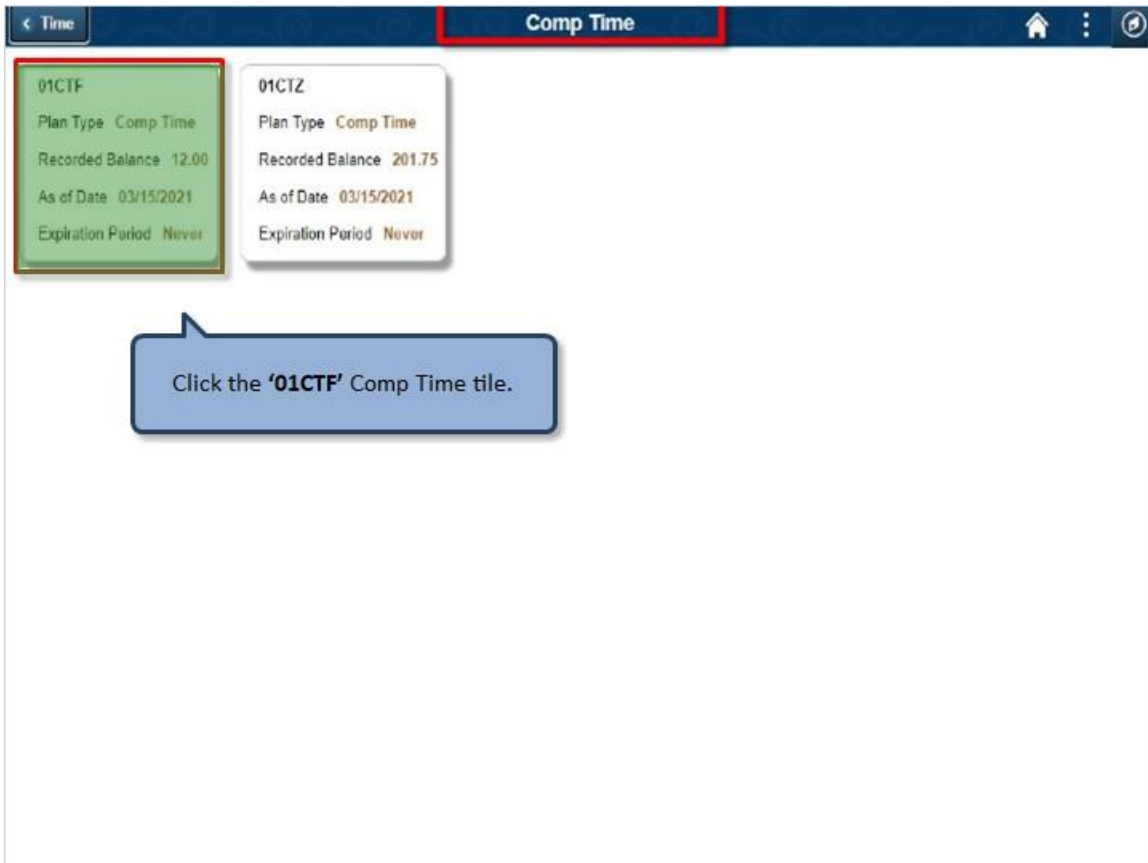
The **Comp Time** page displays.

Comp Time TRC's will only appear if there is a balance.

Each Comp Time notes the:

- Plan Type (Leave or Comp Time)
- Recorded Balance
- As of Date
- Expiration Period

If you have questions about CompTime Awards (CTA) or Comp Time Travel (CTT) plans please contact your Timekeeper.



The screenshot displays the 'Comp Time' section of the Hawaii Information Portal. The top navigation bar includes a back arrow, 'Time', and a selected 'Comp Time' tab. Two tiles are visible: a green '01CTF' tile and a white '01CTZ' tile. Both tiles show 'Plan Type: Comp Time', 'Recorded Balance', 'As of Date: 03/15/2021', and 'Expiration Period: Never'. The '01CTF' tile has a recorded balance of 12.00, while the '01CTZ' tile has a recorded balance of 201.75. A blue callout box with a pointer to the '01CTF' tile contains the instruction: 'Click the '01CTF' Comp Time tile.'

Plan Type	Recorded Balance	As of Date	Expiration Period
01CTF	12.00	03/15/2021	Never
01CTZ	201.75	03/15/2021	Never

Click the '01CTF' Comp Time tile.

Comp Time
Comp Time Balances History

Return to Leave Balances

Leave Balance

01CTF Balance	Minimum Balance	Maximum Balance
12.00	0	max

Leave Balance Details

Accrual Date	Earned	Taken	Balance
03/15/2021	12.00	0.00	12.00

Balances are as of the specified Accrual Date.

The **Comp Time Balances History** page displays. It provides the balance and accrual details of the selected Comp Time.

Leave Balance displays the minimum and maximum balance for the selected Comp Time type.

Level Balance Details section displays the actual accrual date as well as the earned, taken and balance based on that date.

Select '**Next**' to continue

The **Comp Time Balances History** page displays. It provides the balance and accrual details of the selected Comp Time.

Leave Balance displays the minimum and maximum balance for the selected Comp Time type.

Level Balance Details section displays the actual accrual date as well as the earned, taken and balance based on that date.

[← Comp Time](#)

Comp Time Balances History

[Return to Leave Balances](#)

Leave Balance

Maximum Balance

400

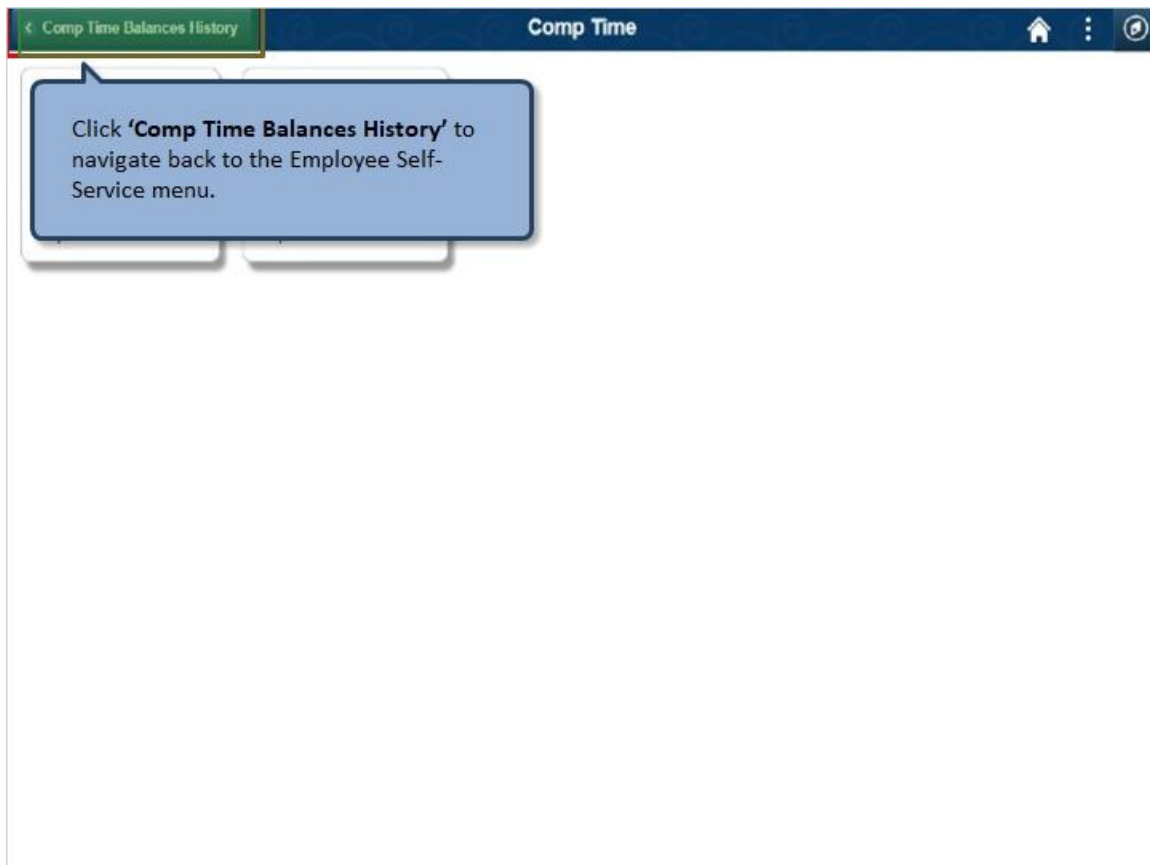
Leave Balance

Accrual Date	Earned	Taken	Balance
03/15/2021	12.00	0.00	12.00

Balances are as of the specified Accrual Date.

If you wish to view a different plan, click the **'Return to Leave Balances'**.

If you wish to view a different plan, click the **'Return to Leave Balances'**.



Click **'Comp Time Balances History'** to navigate back to the Employee Self-Service menu.



Congratulations!

You've successfully completed this lesson.

End