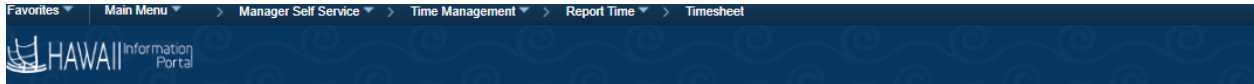


### Timekeeper Instructions for Creating a new Combo Code in Classic Timesheet

1. Navigate to Manager Self Service> Time Management> Report Time.
  - a. This will bring you to the Classic Timesheet page.
  - b. Enter Employee ID and the Date to view a different week.
  - c. Click Get Employees.



#### Report Time

#### Timesheet Summary

##### Employee Selection

**Employee Selection Criteria**

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Workgroup	<input type="text"/>

##### Change View

\*View By: Week  Show Schedule Information

Date: 07/22/2020

2. Click on the hyperlink embedded on the last name field.

Employees For Dane Gonsalves, Totals From 07/19/2020 - 07/25/2020

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
<a href="#">[Link]</a>			0	*General Professional	4.00	0.00	40.00			4.00	0.00

- This will bring you to the classic timesheet view. Scroll to the right of the timesheet and click on the ChartFields hyperlink.

Total	Time Reporting Code	Business Unit	Combination Code	ChartFields
4.00	CTZTK - Take Comp Time (State) ▾	STATE 🔍	<input type="text"/>	<a href="#">ChartFields</a>
36.00	VAC - Vacation	STATE		<a href="#">ChartFields</a>

- Here you can enter the values you need. After entering the values, click the Ok button.

ChartField Common Component x Help

**ChartField Detail**

Combination Code

Search Options

• Combination Codes

Search

**ChartField Detail**

Payroll Number	Fund	Fiscal Year	Appropriation	Department	Subdivision/Activity	Object	Function/CostCenter	Project	Project Phase	Encumbrance	Imposed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- The Combo Code will appear.

Total	Time Reporting Code	Business Unit	Combination Code	ChartFields
4.00	CTZTK - Take Comp Time (State) ▾	STATE 🔍	000546289 🔍	<a href="#">ChartFields</a>
36.00	VAC - Vacation	STATE		<a href="#">ChartFields</a>

- Submit the timesheet.