

Job Data, Payroll, Time, and Leave Relationship

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OVERVIEW

The State of Hawaii uses the Oracle PeopleSoft Human Capital Management (HCM) software suite, which is made up of many applications. The current applications used are for HR, payroll, time, and leave. This collective system is also known as the Hawaii Information Portal (HIP). The different applications are meant to integrate with each other and allows data values that exist on the HR side to be used for various part of payroll, time and leave processing. Therefore, information on Job Data can assist with understanding payroll, time, or leave.

TIMING

The Central Payroll office at the State of Hawaii processes a payroll cycle twice a month. The established pay dates on the 5th and the 20th of the month greatly influence the schedule that needs to be followed for processing and determines when the data entries by various parties need to be completed. Information that exists as of the time payroll processes is what is utilized for payroll.

HIP DATA FLOW

An illustration of how data flows from the HR side to other parts of the system exists here: https://ags.hawaii.gov/hip/files/2022/11/HIP-Data-Flow.pdf



JOB DATA TABS

The following outlines important data fields along with useful information on each tab of the Job Data screen that impacts payroll or time or leave.

WORK LOCATION

The department payroll user may also edit this tab.

Work Location Job Information	Job Labor Payroll S	alary Plan <u>C</u> ompensation	Hi Exec Job	Job Earnings Distr	ibution		
		Empl ID					
Employee		a Empl Record 0					
Work Location Details 👔					Find First	t 🕢 1 of 1	🕑 La
b*Effective Date 10/01/2022	B HR Status Active	d Payroll Acti Status	ve		Go	To Row	•
Effective 0 Sequence *Action Pay Rate Chang *Reason NewSalarySche			Job Indicator Prima	iry Job	~		
Position Number		Secretary II	Legal Authori	ty	— Current		
Position Entry Date							
	Position Management R	ecord					
Regulatory Region	STATE	State of Hawaii	233 characters Job Commer	-			
Company	SOH	State of Hawaii					
Business Unit	STATE	State of Hawaii					
h Department	710000	Department Division A	1				
Department Entry Date			170 character	s remaining			_//
Hawaii Org ID							
Location Establishment ID				Date Create	d 09/24/2022		
Exclude from Exec Branch \$\$O:							
-					Partial Pay I	nfo	
					Partial	Туре	
					HRS:	MIN:	

a. Empl Record

- Used to organize information for a specific employment. Typically, each jurisdiction maintains separate Empl Records.
- For payroll purposes, paychecks may be recorded based on empl record, but at end of year earnings data is consolidated into one W2.
- For Time and Leave purposes, Employees, Supervisors, Time, and Leave keepers need to be aware of which record is being used for their requests.
 - Leave balances are also segregated by Empl Record, so balance adjustments are necessary if there is movement between Empl Records.



b. Effective date

- Used to determine from what date employee is eligible for something (e.g., payment, timesheet type, etc.).
 - Upon save of "Hire" Action, date would need to be in sync with other dates also established in the system (e.g., Employee Tax Data, Time Reporter Data).
- Automated proration of pay can be accomplished based on what changes exists as of effective date selected.
- Note that changes saved on Job Data typically indicate something has changed and will trigger the system to reprocess leave data as of the effective date.
- c. HR Status
 - Triggered by the Action chosen on the Job Data row.
 - Inactive statuses will typically not allow for payroll or time or leave processing.
 - Exceptions are made for vacation and comp time payouts. Other circumstances may be addressed if coordinated with Central Payroll.

d. Payroll Status

- Triggered by the Action chosen on the Job Data row.
- Leave of Absence, Terminated, and Retired statuses will typically not allow for payroll or time or leave processing.
 - Exceptions are made for vacation and comp time payouts. Other circumstances may be addressed if coordinated with Central Payroll.

e. Action/Reason

 Actions chosen changes the HR and Payroll Statuses as reflected below in sample below. The yellow highlighted values indicate the statues when payroll, time, or leave would not process as of the effective date reflected on the page.

Action	Description	HR Status	Pay Status
HIR	Hire	Active	Active
LAY	Layoff	Inactive	Terminated
LOA	Leave of Absence	Active	Leave of Absence
PLA	Paid Leave of Absence	Active	Leave With Pay*
REH	Rehire	Active	Active
RET	Retirement	Inactive	Retired
RFL	Return from Leave	Active	Active
TER	Termination	Inactive	Terminated

*Special handling occurs unique to the State of Hawaii with Payroll Status "Leave With Pay" only for the following:

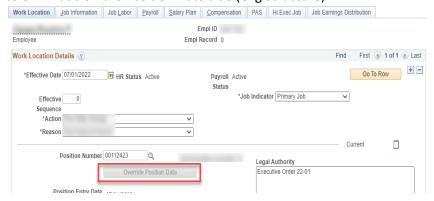
- Action: Paid Leave of Absence (PLA) and
- Reason: Worker's Compensation (WC), or Temporary Disability Insurance (TDI).



- This specific Action/Reason combination will turn off the automated base pay turned off for the full pay period continuously. Automated base pay will resume once EE has the "Returned from Leave" Action and is active for a **full** pay period.
- See Time and Leave HR concepts presentation pg. 30 for more details: https://ags.hawaii.gov/hip/files/2021/07/Time-and-Leave-HR-Concepts.pdf
- f. Job Indicator
 - Allows system to determine which job payment to deduct voluntary deductions (e.g., EUTF), if an employee has multiple Active Empl Records. Generally Primary Jobs incur the deduction.
 - This is evaluated by nightly processing based on HR Status, Payroll Status, Payroll Number, ERS
 FICA Code and ERS Group Code. A new job row will be added to update if necessary.
- g. The Override Position Box
 - Allows fields that are typically inherited from the Position Data to be overwritten in Job Data.
 - Clicking the "Override Position Data" button opens the fields and then changes to "Use Position Data." When "Use Position Data" is visible on the button, changes can be made.
 - This is useful if the "Reports To" for Time and Leave approvals is different than the Position Reports To (position of your org structure).
 - To maintain the supervisor change, once overridden, the Position Override needs to stay opened. All other fields will be opened (magnifying glass visible).

Work Location Job Information	Job Labor Payroll Sal	lary Plan Compensation	PAS Hi Exec Job Jo	bb Earnings Distribution
Employee		Empl ID Empl Record 0		
Work Location Details (2)				Find First 🕢 1 of 16 🕑 Last
*Effective Date 07/01/2022 Effective 0 Sequence	HR Status Active	Payroll Active Status *Job	Indicator Primary Job	Go To Row 🔹 📼
*Action		\sim		
*Reason		~		
Position Number	00112423 Q Use Position Data		Legal Authority Executive Order 22-01	Current
Position Entry Date	07/01/2006			
*Regulatory Region	Position Management Rec STATE	cord State of Hawaii	233 characters remaining	<i>"</i>
*Company	SOH	State of Hawaii	Job Comments	
*Business Unit	STATE Q	State of Hawaii		
*Department	Q			

 Note that if you close the Override button to close the fields and the button changes back to "Override Position Data," then the next job row that is entered will revert the Reports To back to on what's on the Position Data side (Org Structure).





h. Department

- Used to assign security for new supervisors if the supervisor has no security currently assigned.
- Derived from how the position was slated into the organization structure.
- Signifies who can access the employee's data based on the user Row Level Security designation.
 - The Department Tree Viewer can assist with understanding your department's structure. See <u>https://ags.hawaii.gov/hip/files/2020/03/Department-ID-Lookup.pdf</u>

JOB INFORMATION

		Empl ID		
nployee		Empl Record 0		
ob Information Details 🕐			Fin	d First 🕢 1 of 22 🕟 La
				Go To Row
Effective Date				GO TO ROW
Effective Sequence			Pay Rate Change	
HR Status	Active	Reason	NewSalarySchedule	
Payroll Status	Active	Job Indicator	Primary Job	
				Current
a Job Code	01149	Secretary II		
Entry Date	07/01/2002			
Supervisor Level				
Supervisor ID				
Supervisor ID	00013700	Information Technology Band D	00000001 Supervis	sor Name
		Information Technology Band D	00000001 Supervis	sor Name
b Reports To	Permanent Member		00000001 Supervis	sor Name
b Reports To Civil Service Membership *Empl Class	Permanent Member	← Full/Part Full-Time	00000001 Supervis	sor Name
b Reports To Civil Service Membership *Empl Class	Permanent Member Permanent	Full/Part Full-Time Officer Code None	00000001 Supervis	sor Name
b Reports To Civil Service Membership *Empl Class	Permanent Member Permanent	Full/Part Full-Time Officer Code None Shift Rate	00000001 Supervis	sor Name
b Reports To Civil Service Membership *Empl Class Regular Shift Standard Hours ? C Standard Hours	Permanent Member Permanent V Not Applicable 40.00	Full/Part Full-Time Officer Code None Shift Rate	00000001 Supervis	sor Name
b Reports To Civil Service Membership *Empl Class Regular Shift Standard Hours ?	Permanent Member Permanent V Not Applicable 40.00	Full/Part Full-Time Officer Code None Shift Rate Shift Factor	· ·	sor Name
b Reports To Civil Service Membership *Empl Class Regular Shift Standard Hours ? C Standard Hours	Permanent Member Permanent V Not Applicable 40.00	Full/Part Full-Time Officer Code None Shift Rate Shift Factor	· ·	sor Name
b Reports To Civil Service Membership *Empl Class Regular Shift Standard Hours ? C Standard Hours d FTE	Permanent Member Permanent V Not Applicable 40.00 1.000000	Full/Part Full-Time Officer Code None Shift Rate Shift Factor	Weekly	sor Name

- a. Job Code
 - Used to determine Time or Leave eligibility for certain employee populations (casual employees, the Legislature, and Office of Hawaiian Affairs).
- b. Reports To
 - Used find the appropriate approver for employee Time and Leave requests.
 - This is primarily based on the hierarchy set up in the position data side.
 - You may override Position Data to maintain the position number of Supervisor.
 - If you override on Job Data, you need to maintain the updates manually continuously until you revert it back to position data. Remember that changes due to supervisors moving positions may need to be considered when maintaining reports to manually.



- Note, if you see a supervisor name displayed on the page, it is a static value as of the effective date row you are currently looking at. The display of the Reports To on this page currently does not naturally update if supervisor has moved to another position, or reports on the position data has changed.
- In situations where updates to Reports To are made on Position data, a Job data row may need to be added for the Reports-To to update for approval routing.
- c. Standard Hours
 - Used for ERS reporting, Time or Leave eligibility, and hours worked for leave entitlement/accrual purposes.
 - Specific to DOT Firefighters, also used to determine overtime calculation rate.
 - If this value is modified on Job Data, FTE automatically adjusts.
- d. FTE
 - Determines how much to adjust compensation to pay if the "Apply FTE" checkbox is checked on the Compensation tab.
 - Also used for mass dues to determine use of full or part time flat rate.
 - Manual modification not necessary if the Standard Hours are modified first.
- e. FLSA Status
 - Used to determine if the Fair Labor Standards Act (FLSA) calculation method will be used for overtime calculation.
 - Note that employees that are part of a BU, or in a job that is eligible for overtime, will be coded as FLSA Status: Non-Exempt.

JOB LABOR	J	0	В	L	A	В	0	R
-----------	---	---	---	---	---	---	---	---

Work Locat	tion Job Information Job Lat	oor <u>P</u> ayroll <u>S</u> alary	Plan <u>C</u> ompensation	Hi Exec Job Jo	b Earnings Distribution	1			
Employee		1	Empl ID Empl Record 0						
Labor Info	ormation ?						Find	First 🧯	🕦 1 of 1 🕟 Last
	Effective Date	10/01/2022					Go To Row		
	Effective Sequence	0		Actio	n Pay Rate Change				
	HR Status	Active		Reaso	NewSalarySchedule				
	Payroll Status	Active		Job Indicato	r Primary Job				
							Current		
	Bargaining Unit								
							BU Servi	се	
							As Of Dat	е	
								Years	
							Years	Months	Days
	-	Position Management	nt Record				45	8	4
	a Union Code Union Date		White Collar, Non-Supv						

- a. Union Code
 - Used for Union dues eligibility, union dues rate calculation, type of timesheet access, certain exceptions, comp time plan type, and leave eligibility.
 - Correlates to the main Bargaining Units.



PAYROLL

Work Location Job Information Job Labor	Payroll Salary Plan Compensation Hi Exec Job Job Earnings Distribution
	Empl ID
Employee	Empl Record 0
Payroll Information (2)	Find First 🕢 1 of 22 🕢 Last
Effective Date 10/01/2022	Go To Row
Effective Sequence 0	Action Pay Rate Change
HR Status Active	Reason NewSalarySchedule
Payroll Status Active	Job Indicator Primary Job Current
a Payroll System Payroll for North America Absence System Absence Management	Correction/ Cancellation Comments
Payroll for North America 🕜	254 characters remaining
C Pay Group LAG C Pay Group LAG Employee Type S C Tax Location Code HI001 GL Pay Type Combination Code Absence Management System	Q Exective Branch - LAG Holiday Schedule SOH Q Salaried f Q Hawaii Tax Location FICA Status Subject *Payroll Number M14 *Warrant Distribution 055 *ERS FICA Code H0 *ERS Group Code 11 g h Edit ChartFields Update Data 09/24/2022 10:06:48AM
Pay Group LAG	🔍 State of Hawaii - LAG
Setting Use Pay Group Eligibility Use Pay Group Rate Type Use Pay Group As Of Date	Eligibility Group HI SV EG Q. Sick Vacation EG Exchange Rate Type Use Rate As Of

Payroll Information

- a. Payroll System
 - Identifies the system used for payroll processing. Payroll for North America is the standard system that exists within HIP and currently used.
- b. Absence System
 - o Identifies the system used for leave processing.
 - Absence Management is the standard system that exists within HIP and currently used.
 - Other indicates the employee is not eligible for leave processing.
 - This is evaluated by nightly processing based on factors such as Job Code, Standard Hours, and Employee Type if applicable. A new job row will be added to update if necessary.

Payroll for North America

- c. Paygroup
 - Used to determine the pay schedule of the employee (e.g., whether employee is paid 5 vs. 20 days after pay period end).
- d. Employee Type
 - For payroll purposes, used to determine whether employee is paid as salary or as hourly. Important for recognizing whether automated pay will occur or not.



 For Time and Leave purposes, also used to determine the type of timesheet an employee has access to, what kind of time needs to be reported for payment, and whether employee is eligible for leave. Refer to below chart for reference:

	mployee ype	Description	Automated Base Pay	Timesheet Type	Types of time to submit to be paid	Eligible for Leave
S		Salary	Yes	Elapsed	Only special types of time**	Yes
		Exception				Yes
Ε		Hourly	No*	Elapsed	All types of time	
Н		Hourly	No*	Punch	All types of time	No

*Regular hours worked must be entered and approved for payment for employee to be paid.

- ** Special types of pay may include overtime, night shift differential, meal allowance, etc.
- e. Tax Location Code
 - Used to determine taxes, only one value applicable.
- f. FICA Status
 - Used to determine the type of Social Security or Medicate (FICA) taxes withheld on an employee's paycheck.
 - The value to select would be based on the ERS *Retirement Group & Class Codes and Social Security & Medicare Coverage* chart available at <u>https://ers.ehawaii.gov/employers/enrollment</u>.

	HYBRID - TIER 2 (Effective 07/01/2012)								
General Grouping	Group Code	General Description	Employee Contribution Rate	Employer Contribution Rate	ERS Class Code	Wages s Soc Sec Taxes	ubject to: Medicare Taxes		
State	11 13	State - General State - Directors / Deputy Directors 10-Month DOE Classified							
	21	10-Month DOE Certificated (except Principals & Vice Principals)							
Teacher	22 23	12-Month DOE Certificated (except Principals & Vice Principals) DOE Principals and Vice Principals	8.00%	General Rate	◆ H1	♥ Yes	↓ Yes		

See below for reference example:

			Employee	Employer	
	Employee	Employer	Federal	Federal	Example ERS
	Federal Social	Federal Social	Medicare	Medicare	FICA Class /
	Security (OASDI)	Security (OASDI)	(MED) tax	(MED) tax	ERS Group
FICA Status	tax taken?	tax taken?	taken?	taken?	Code
Subject	Yes	Yes	Yes	Yes	H1/11
Medicare Only	No	No	Yes	Yes	K0 / N0
Exempt	No	No	No	No	B0 / 42

- g. Payroll Number
 - \circ ~ Used for security for payroll reports and determining job indicator.
 - Note, must align with the Payroll number that exists in the Combination Code on Job Earnings Distribution.



- h. Warrant Distribution
 - Used to determine where printed paper checks and W2s get disbursed.
- i. ERS FICA Code and ERS Group Code
 - Used to determine deductions set up for employees (e.g., ERS, Deferred Comp, and Employer paid deductions), and the Primary Job Indicator.

Absence Management System

The below options become available when **Absence Management** is selected as the Absence System Value.

- j. Pay Group
 - o Aligned with Payroll paygroup (e.g., if "LAG" starts with "L," if "After the Fact" starts with A."
 - Doesn't populate if EE is not eligible for leave benefits (e.g., Absence System = Other).
- k. Setting
 - Only the "Use Pay Group Rate Type" and "Use Pay Group As Of Date" boxes should be checked for proper leave processing.
- I. Eligibility Group
 - Used to determine how an employee interacts with the leave system (e.g., differences in timing of leave accrued, available options for leave, etc.).
 - This is evaluated by nightly processing based on factors such as Job Code, Standard Hours, Employee Type, Union code, and employing agency where applicable. A new job row will be added to update if necessary.

Eligibility		Sick Entitlement Hours	Vacation Entitlement	Leave Types
Group	Description	Granted	Hours Granted	Available to EE
	For Earn as you Go			
HI EBS V E	Employees	Every Pay period	At end of month	All
HI SV EG	For all other employees	At end of month	At end of month	All
	For certain Legislature			
HI S EG	employees	At end of month	n/a	Some
HI SV OHA	For OHA Employees	At end of month	At end of month	Some

• See below chart for reference:



SALARY PLAN

Work Location Job Information	Job <u>L</u> abor <u>P</u> ayr	Salary Plan	Compensation	Hi Exec Job	Job Earnings Distribut	ion
Employee			Empl ID Record 0			
Salary Plan Details 🕐					Fi	nd 🛛 First 🕢 1 of 1 🕟 Last
Effective Date	10/01/2022					Go To Row
Effective Sequence	0			Action P	ay Rate Change	
HR Status	Active			Reason N	ewSalarySchedule	
Payroll Status	Active			lob Indicator P	rimary Job	
				irade Entry Date Step Entry Date		Current

- a. Salary Admin Plan
 - Used to determine rate for hazard pay payment, per rate referenced in the Salary Admin Plan.
 - Also utilized for some exceptions (e.g., OT for BU13 employees).

COMPENSATION

Work Location Job Info	ormation	Job Labor	Payroll S	Balary Plan	Comp	pensation	Hi Exec	Job Job Ear	mings Distribu	ution	
Employee				En Empl R	npl ID ecord ()					
Compensation Details	?								Fi	nd 💿 First ④ 1 of	1 🕑 L
Effect	tive Date 1	10/01/2022								Go To Row	
Effective S	equence ()					Action	Pay Rate Cha	nge		
н	R Status A	Active					Reason	NewSalarySch	nedule		
Payro	Il Status A	Active				Job I	ndicator	Primary Job			,0005
FTE Adjusted Comparative Infor Pay Rates ?	mation (-1	61.000000								
Default Pay Comp	1						Pe	rsonalize Find	1 🛛 🛛 🔣	First 🕚 1 of 1 🤇	🕑 Last
Amounts <u>C</u> ontrols C *Rate Code S	C <u>h</u> anges eq Co	s Conversion	n 💷	Currency	d	Frequency		Percent		FTE Adjusted Comprate	
1 NAANNL Q	0	63,132	2.000000 🛒	USD	Q	A	Q			63,132.000000	+ -
e Calculate Compe	nsation										
Job Data	Empl	loyment Data						Ben	efits Program	Participation	



			Current 🛄
Compensation Rate 5,261.000000 👼 👞		*Frequency	M C Monthly
FTE Adjusted Comprate 5,261.000000			
Comparative Information (2)			
▶ Pay Rates ②			
Default Pay Components			
Pay Components 👔		Personalize Find 💷 📑	First 🕢 1 of 1 🕑 Last
Amounts Controls Changes Conversion			
*Rate Code Seq Converted Com	p Rate Currency	Frequency	Apply FTE
1 NAANNL Q 0 5,261.0	00000 USD	Monthly	2 🛨 🖃
Calculate Compensation			
Job Data Employment Data		Benefits Program P	articipation

- a. Compensation rate
 - Used to determine the basis of calculation for base pay for each paycheck. This is a combination of the Rate Codes listed in the Pay Components section.
- b. Frequency
 - Illustrates how much compensation rate would be at selected frequency.
- c. Rate code
 - o Used for determining Compensation Rate
- d. Frequency
 - Illustrates how often the rate code should be applied for payment.
- e. Calculate Compensation
 - This is needed for the system to calculate the employee compensation rate used for payment.
- f. Apply FTE
 - Utilized to adjust the compensation rate based on FTE value on Job Information tab.

HI EXEC JOB

Values on this page are not currently used for Payroll, Time, or Leave.



JOB EARNINGS DISTRIBUTION

The department payroll user may also edit this tab.

Work Location	Job Information	Job <u>L</u> abor	Payroll	Salary Plan	<u>C</u> ompensation	Hi Exec Job	Job Earni	ings Distrib	ution	
					Empl					
mployee					Empl Reco	ord 0				
Earnings Distr	ibution Type 👔						Find	First (🕘 1 of	1 🕑 Las
	Effective Dat	e 10/01/2022							Go To	Row
	Effective Sequence	e 0				Action	Pay Rate Cha	ange		
	HR Statu	s Active				Reason	NewSalarySc	hedule		
	Payroll Statu	s Active			Jo	b Indicator	Primary Job			
								Current		
	Compensation Rat	e 5,261.0000	00 🛒		v	Vork Period	Weekly			
	Standard Hour			_	Compensation	Frequency	Monthly			
a *Earnin	gs Distribution Typ	e By Percent	~							
Base Earning	s Distribution 🕐)					Find	First ④) 1 of 1	🕑 Last
	b *Earnings Cod	e B 🔍 R	legular	1						+ -
👝 Pe	ercent of Distributio		100.00	00 🧾						
01	Compensation Rat	ie								
	nartfields 👔									
٩	Combination Code	e 000811523				— Edit Ch	artFields			
Non-Base Ear	rnings Distributio	n					Find	First 🕢) 1 of 1	🕑 Last
	e *Earnings Code	e 🔍 🔍								+ -
Earnings Ch	artfields						Find	First 🕢	1 of 1	🕑 Last
f Pe	rcent of Distributio	n								+ -
g	Combination Cod	e				Edit Ch	artFields			

a. Earnings Distribution Type

- Determines how the pay needs to be distributed.
 - i. The "By Percent" Distribution type is most useful when an employee's salary has no rate code differentials included or the salary needs to be charged to multiple UACs.
 - ii. The "By Amount" Distribution type is most useful when an employee has a rate code differential on their compensation tab.

Base Earnings Distribution

The values here determine the default combination codes used for employee payments in payroll. Note that this is currently not connected to the UAC that may exist on the position data.

- b. Earnings Code
 - Determines what earnings code should be a part of the distribution.



- Note that the differential payments that are entered on the compensation tab under the rate code section need to exist as a separate Earnings codes in this section. This allows the earnings type to display separately from the base pay on the paycheck and be used for the calculating the employee union dues properly (e.g., SD, Shortage Differential).
 - i. System populates automatically at time of entry if not inputted manually.
- c. Percent of Distribution/Compensation Rate
 - Determines how much of the earnings to distribute among the earnings codes selected.
 - \circ $\;$ The applicable field opens depending on what option is chosen for Earnings Distribution Type.
- d. Combination code
 - Determines what Combination Code (UAC values) will be used for the earnings codes when processed through payroll.

See HR concepts presentation pg. 19 for some specific examples: https://ags.hawaii.gov/hip/files/2021/07/Time-and-Leave-HR-Concepts.pdf

Non-Base Earnings Distribution

The values here are referenced when employees submit time on their Timesheet and no Combination Code is selected on the timesheet. If no values exist in this section, then the Base Earnings Distribution will be referenced.

- e. Earnings Code
 - Determines what earnings code should be a part of the distribution.
- f. Percent of Distribution
 - Determines how much of the earnings to distribute among the earnings codes selected.
- g. Combination code
 - Determines what Combination Code (UAC values) will be used for the earnings codes when processed through payroll.



EMPLOYMENT DATA

Employment Information	Hi Exec Job Job Ear	nings Distribution				
			Empl ID			
Employee			Empl Record	0		
Organizational Instance	?					
Organizational Ins	tance Rcd 0		Hire Date	03/03/1	977	Override
R	ehire Date		First Start Date	03/03/1	977	
Termin	ation Date			Years	Months	Days
Org Instance Se	rvice Date		4	0	0	0
Organizational Assignm	ent Data 🕐					
Instance Record						
				Years	Months	Days
Home/Host Clas	ssification Home			Years	Months	Days Time Reporter Data
State Employ	ment Date 03/03/1977	31	4	0	0	0
Benefits Se	rvice Date 03/03/1977	Override	\$	45	8	4
Job Data	Employment Data					Benefits Program Participation

For informational purposes, the Time Reporter Data page can be accessed via the Employment Data page. Note that Time Reporter Data is a distinct page separate from the Job Data page.

The values on the Time Reporter Data screen are evaluated by nightly processing and determined by factors such as employing agency, standard hours, and union code. Rows will be added to update Time Reporter Data if necessary. Typically, effective dates on the Time Reporter Data align with effective dates on Job Data.



Timer Reporter Data Status = Active allow the employee to access their timesheets as of Effective Date reflected. An Inactive status indicates the employee is not eligible for reporting time (e.g., EE on LOA or Terminated).

Time and Labor Data		
	Empl ID	Helj Empl Record 0
Time Reporter Data	Find View A	All First 🕢 1 of 1 🕟 Last
*Effective Date	05/15/2020 🛐 🍫 🛛 *Status Active 🗸	+ -
*Time Reporter Type	Elapsed Time Reporter 🗸 🗸	Payroll
Elapsed Time Template	SOH_EXDFLT C Exception Hourly Default	Send Time to Payroll
Punch Time Template	Q	Commitment Accounting
Time Period ID	HISEMIMONTH C HI Semi Monthly	For Taskgroup
*Workgroup	BU03EX C Ex Hourly/Salaried BU 03	For Department
*Taskgroup	PSNONTASK Q 🗘 Non Task Taskgroup	
Task Profile ID	Q	
TCD Group	Q	
Restriction Profile ID	Q	
Rule Element 1	Q	
Rule Element 2		
Rule Element 3	Q	
Rule Element 4		
Rule Element 5	Q	
Time Zone	HST Hawaiian Time	
OK Cancel Refresh		

Alternatively, users with Timekeeper see this data by navigating to Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data. From there review and updates can be made as necessary.



BENEFITS PROGRAM PARTICIPATION

The values on this page allow the employee pay deductions to process accordingly. This is for informational purposes as values set to the defaults upon save of Hire action.

Benefit Program Participation	Hi Exec Job Job Ea	arnings Distribution			
Employee		Empl I Empl Recor			
Benefit Status 🕐				Find	First 🕢 1 of 1 🕟 Last
Benefit Record N	umber 0 🗘				Go To Row
Effectiv	e Date 10/01/2022				
Effective Seq	uence 0	Actio	n Pay Rate Change		
HR	Status Active	Reaso	NewSalarySchedule		
Payroll	Status Active	Job Indicato	r Primary Job		
a *Benefits S Annual Benefits Base	ystem Base Benefits e Rate	JUSD	▼ Bene	efits Employee Stat	Current 🔲 tus Active
Benefits Administration El	igibility 🕐				
BAS Gro	oup ID				
Elig	J Fld 1	Elig Fld 2	2	Elig F	ld 3
Elig	J FId 4	Elig Fld	5	Elig F	ld 6
Eliç	j Fld 7	Elig Fld	}	Elig F	ld 9
Benefit Program Participatio	on Details 👔			Find View All	First 🕢 1 of 1 🕑 Last
b *Effectiv	e Date 03/03/1977	Currency Cod	e USD		+ -
c *Benefit Pr	ogram PSX Q	Sys delivered emp	oty Ben Pgm		
Job Data	Employment Data			Benefits	Program Participation

- a. Benefits System
 - a. Always set to Base Benefits.
- b. Effective Date
 - a. Correspond with Hire or Rehire dates.
- c. Benefit Program
 - a. Always set to PSX.