

Rapid Time

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OVERVIEW

The Rapid Time page is a tool used for reporting time on employee timesheets. It is useful when you need to have time reported for many employees instead of going to each employee's individual timesheet, you can enter time for many employees on one page. This tool does not bypass timesheet processing, but simply is an avenue to get time on the timesheet as if the employee reported the time themselves.

NAVIGATION

There are 2 ways to get to Rapid Time within the HIP system, for more information on navigation please click the link to the following article: [How To Navigate To Common Timekeeper Screens](#).

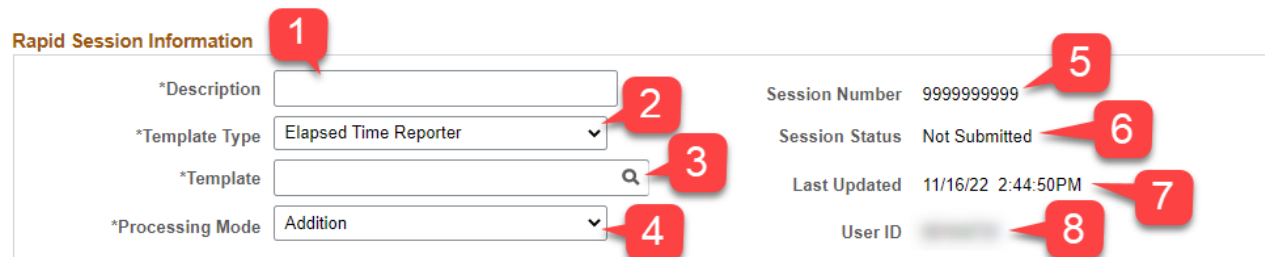
1. *Homepage > Manager Self Service > Time and Labor Work Center > Rapid Time*
2. *NavBar > Menu > Time and Labor > Report Time > Rapid Time*

OVERVIEW OF THE SCREEN AND NOTABLE AREAS

RAPID SESSION INFORMATION

Rapid Time

Process Monitor



The screenshot shows the 'Rapid Session Information' form. It includes fields for *Description, *Template Type (set to 'Elapsed Time Reporter'), *Template (with a search icon), and *Processing Mode (set to 'Addition'). To the right, session details are displayed: Session Number (999999999), Session Status (Not Submitted), Last Updated (11/16/22 2:44:50PM), and User ID (blurred). Red callout boxes with numbers 1 through 8 point to specific elements: 1 points to the Description field, 2 to the Template Type dropdown, 3 to the Template search icon, 4 to the Processing Mode dropdown, 5 to the Session Number, 6 to the Session Status, 7 to the Last Updated timestamp, and 8 to the User ID field.

1. **Description** – Add a brief description of the Rapid Time session for reference.
2. **Template Type** – Elapsed Time Reporter is used to report time for all employees.
3. **Template** – Templates are predefined to allow certain fields to be entered.
 - a. **DEFEXHRLY** – (Default Exception Hourly) is generally used for reporting the majority types of time.
 - b. **DLNRLABORT** – Intended for use by DLNR for Labor Reporting.
 - c. **SDMLABORPT** – Intended for use by Aloha Stadium for Labor Reporting.
 - d. **TA PAY** – This template is used for TA Pay. Intended for Payroll users.
4. **Processing Mode** (see also Appendix A)
 - a. **Addition** – This mode adds a new instance of time for a day without replacing any time that may have previously been reported for the same day.

This is the best mode to use for new sessions.

- b. **Replacement** – This mode replaces all time entered for the same dates in any previous Rapid Time session with your new entries. NOTE: Time entered directly on an employee's timesheet will not be replaced.

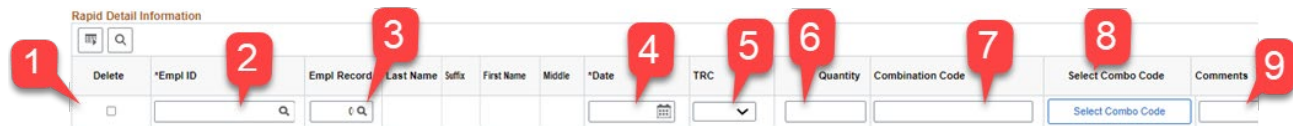
This is most useful for input on a new session if you find entries that need to be fixed on previously submitted sessions.

- c. **Correction** – This mode will delete any reported time submitted for the session and will generate new hours with what you are entering now. NOTE: Time entered directly on an employee's timesheet will not be deleted or replaced.

This is most useful for sessions that were already submitted. NOTE: Reusing/resubmitting existing sessions is not recommended due to the risk of potentially deleting previously submitted time entries. However, if there are many errors in a previously submitted session, it is a good mode for clean-up processing.

- 5. **Session Number** – Once a Rapid Time session is submitted, HIP will populate a unique session ID number.
- 6. **Session Status** – Will show you if the session has been submitted or not.
- 7. **Last Updated** – Reflects the date and time when the session was last submitted.
- 8. **User ID** – The EMPL ID of the user who last submitted the session.

RAPID DETAIL INFORMATION



The screenshot shows the 'Rapid Detail Information' form. Red callout boxes with numbers 1 through 9 point to the following fields: 1. Delete checkbox, 2. *Empl ID search field, 3. Empl Record dropdown, 4. *Date calendar icon, 5. TRC dropdown, 6. Quantity field, 7. Combination Code field, 8. Select Combo Code button, and 9. Comments field.

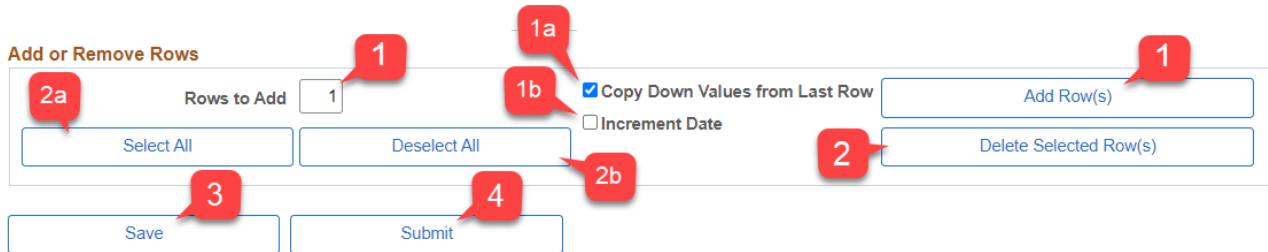
- 1. **Delete** – Check this box to delete the corresponding row. (see also *Add or Remove Rows*)
- 2. **EMPL ID** – Employee ID number. Use the magnifying glass to search by name if you do not know the ID number. NOTE: There is a customization on EMPL IDs limiting users to only see or search for EMPL IDs they have access to as defined by their Row Level Security.
- 3. **EMPL Record** – Some employees have multiple EMPL Record numbers on the HR Job Data side of the HIP system due to having multiple job employments (this can be indicated in the system as “0”, “1”, “2”, etc.). You must pick the correct number that corresponds to the employee’s job in your department so HIP can process pay effectively.

The default value is “0”. Use the magnifying glass to search the employee’s record numbers. If “0” is the only available option, then that is fine.

- 4. **Date** – Choose the date when the hours were earned. Use the calendar icon to choose the date or you can enter it manually.
- 5. **TRC** – Choose the TRC you are inputting for payment. NOTE: When you select a date, the TRC options adjust to the available options for the employee.
- 6. **Quantity** – Some TRCs are configured as hours and others are configured as amounts, refer to the [Time Reporting Code \(TRC\) and Earn Code Matrix](#) to determine what quantity is used per type. NOTE: Meals and Standby Pay TRCs are reported in units (1 or 2).

7. **Combination Code** – Enter the combination code representing the Uniform Accounting Code (UAC) that will be charged for the payment.
8. **Select Combo Code** – If you are not sure which combo code to select, click on this button and a pop-up window will appear for you to enter the UAC string to find the combo code for you. NOTE: This is not necessary if the UAC you need for that earnings type is the same as the base pay UAC or the UAC for the earnings is already set-up on Job Data (Payroll and HR users have access to this).
9. **Comments** – Enter comments to briefly explain why the transaction is being submitted.

ADD OR REMOVE ROWS



Add or Remove Rows

Rows to Add

☒ Copy Down Values from Last Row

☐ Increment Date

1. **Rows to Add** – Input a numerical value in the text field. NOTE: This is defaulted to “1”. Then click the **Add Row(s)** button to add the desired number of rows to the session.
 - a. **Copy Down Values from Last Row** – Check this box if you want to duplicate the last row’s values for x number of rows.
 - b. **Increment Date** – Check this box if you want to increase the date by one day for each row added.
2. To delete designated rows, check the desired box in the **Delete** column of the **Rapid Detail Information**, then click the **Delete Selected Row(s)** button.
 - a. To choose all rows for deletion, click the **Select All** button.
 - b. To uncheck all rows, use the **Deselect All** button.
3. Click the **Save** button if you want to take a break and save session data.
4. Click the **Submit** button when you are ready to submit the session.

USING RAPID TIME

SEARCH FOR AN EXISTING RAPID TIME SESSION

Rapid Time

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Session](#)

▼ Search Criteria

Session Number =

Description begins with

User ID begins with

☐ Case Sensitive

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Session](#)

You may find an existing session that you have already saved or submitted in the **Find an Existing Value** tab. Enter search criteria such as the **Session Number**, **Description**, or **User ID** and click the **Search** button to view a list of results to choose from.

SUBMIT A NEW RAPID TIME SESSION

Rapid Time

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Session](#)

▼ Search Criteria

Session Number =

Description begins with

User ID begins with

☐ Case Sensitive

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Session](#)

1. In Rapid Time, click **Add a New Session** tab.

Rapid Time

[Process Monitor](#)

Rapid Session Information

*Description	Test	Session Number	9999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	DEFEXHRLY	Last Updated	11/16/22 2:44:50PM
*Processing Mode	Addition	User ID	

2. Complete the **Rapid Session Information** section.

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity	Combination Code	Select Combo Code	Comments
<input type="checkbox"/>											Select Combo Code	

3. Complete the **Rapid Detail Information** section.

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date
<input type="checkbox"/>							

Add or Remove Rows

Rows to Add	4	<input type="checkbox"/> Copy Down Values from Last Row	Add Row(s)
Select All	Deselect All	<input type="checkbox"/> Increment Date	Delete Selected Row(s)

4. Define the options in the **Add or Remove Rows** section.
5. Click the **Save** button if you want to take a break and save session data.
6. Click the **Submit** button when you are ready to submit the session.

Reported Time entered in this session will be added. (13504,10092)

If you intended for previously added time to be replaced or corrected, select the Cancel button and change the mode to Replace or Correction and resubmit.

If you meant to Add Reported Time using this session, select the OK button.

OK	Cancel
----	--------

7. A warning message will appear, click the **OK** (or Cancel) button to continue with the submission.

The session has just been submitted to Reported Time. (13504,40)

You will not be able to edit this session until it has completed processing. To edit re-enter this page.

If the session remains locked for an unusual amount of time, check the process monitor for more details. The process name is TL_RAPIDTIME.

OK

8. A processing confirmation message will appear, click the **OK** button. NOTE: Rapid Time entries will not immediately appear on an employee's Timesheet/Payable Time after submittal. This message is indicating the Rapid Time session is processing. Transactions will appear on the employee's Timesheet/Payable Time once processing is complete and have passed through any applicable exception or approval rules.

SUCCESSFUL RAPID TIME SESSION SUBMITTAL

Rapid Time

[Process Monitor](#)

Rapid Session Information

*Description	Correct #21645 and #21958	Session Number	22209
*Template Type	Elapsed Time Reporter	Session Status	Submitted to Time Admin.
*Template	TA PAY	Last Updated	07/01/21 3:07:13PM
*Processing Mode	Replacement	User ID	

1. The **Session Number** and **Session Status** are now updated.

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



Invalid transactions appear on the **Manage Exceptions** page for the timekeeper's review.

All time transactions are converted to reported time, whether exceptions are created or not.

For those reported time entries that have related exceptions, the time can be corrected in the time reporting page.

2. Options are available to review the data on the page at any time.

Rapid Detail Information

		
Delete	*Empl ID	Empl Record
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

- a. Use the grid icon to export the data to Excel.

- b. Use the magnifying glass to search by name or ID. This will bring your search result to the top of the page.

REVIEW TIMESHEET AND PAYABLE TIME

After submitting a Rapid Time session, it is recommended to review employee Timesheets and Payable Time to confirm the session was successful.

Rapid Time

[Process Monitor](#)

Rapid Session Information

*Description	Test	Session Number	37881
*Template Type	Elapsed Time Reporter	Session Status	Submitted to Time Admin.
*Template	DEFEXHRLY	Last Updated	12/19/22 10:56:45AM
*Processing Mode	Addition	User ID	[REDACTED]

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>	[REDACTED]	<input type="checkbox"/>	[REDACTED]		[REDACTED]	[REDACTED]	12/16/2022	STDBY	1.000000

Timesheet

Actions

Select Another Timesheet

*View By: Day

*Date: 12/16/2022

Reported Hours: 1.00

Friday 12/16/2022

Fri 12/16	Total	Time Reporting Code
1.00	1.00	STDBY - Stand By Pay Portions

Payable Time Detail

Actions

Start Date: 12/16/2022

End Date: 12/16/2022

Payable Status Filter

Payable Time

Overview	Time Reporting Elements		Task Reporting Elements	Cost and Approval	>
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
12/16/2022	Needs Approval		SNDBY	2.00	Hours

QUERIES

Queries are also useful to review the entries made on Rapid Time since the transactions will all flow to the timesheet as if the employee entered it themselves.

HIP_TL_TIME_IN_PROCESS – Results show payable time that will be processed in the next payroll cycle (Approved, Est, Rejected Time).

HIP_TL_PAYABLE_TM_NOT_APPROVED – Results show payable Time Needing Approval.

APPENDIX A: RAPID TIME PROCESSING MODES

HOW TO SELECT A PROCESSING MODE (DIVISION/SECTION TIMEKEEPER EXAMPLES)

See the following chart and examples to help determine which Rapid Time processing mode to select.

	Addition	Correction	Replacement
<i>I need to add new CTZRQ transactions for several employees without replacing or deleting any time that may have previously been submitted for the date 12/16/22.</i>	x		
<i>After review, there are several employees who were inadvertently not paid for OT they worked. These OT transactions are beyond 60 days in the past (today is 12/15/22, the OT transactions are for 07/01/22), how do I pay these employees?</i>	x		
<i>I need to update all transactions on a previously submitted Rapid Time session 38402. The date (12/15/2022) I submitted is correct, but I inadvertently entered the wrong TRC and need to replace the 8 hours REG00 transactions with \$8.00 RWC.</i>			x
<i>I submitted CTZRQ transactions for five (5) employees on a previous Rapid Time session 38400. The date (12/16/22) submitted is correct, but two (2) of the employees earned more hours than what was originally reported (Employee 1 – reported 1-hour CTZRQ, should be 2 hours CTZRQ and Employee 2 – reported 3 hours CTZRQ, should be 4 hours CTZRQ). How do I correct the hours earned for these two (2) employees?</i>			x
<i>I need to correct two (2) OT transactions from previously submitted Rapid Time session 38405 because the dates are incorrect (submitted 12/02/22, should be 12/01/22).</i>		x	
<i>I submitted a Rapid Time session to pay several employees TA Pay. After review, I accidentally submitted a TA Pay transaction for an employee that did not work at their TA rate and should not be paid.</i>		x	

CHART EXAMPLES

Addition Mode – *I need to add new CTZRQ transactions for several employees without replacing or deleting any time that may have previously been submitted.*

1. **Add a new Rapid Time session.**

Rapid Time

[Process Monitor](#)

Rapid Session Information

*Description	Test	Session Number	999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	DEFEXHRLY	Last Updated	12/28/22 10:30:07AM
*Processing Mode	Addition	User ID	

- Complete the **Rapid Session Information** – Select the Processing Mode **Addition**.

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>		0					12/16/2022	CTZRC	2.000000
<input type="checkbox"/>		1					12/16/2022	CTZRC	3.000000
<input type="checkbox"/>		1					12/16/2022	CTZRC	3.000000
<input type="checkbox"/>		0					12/16/2022	CTZRC	3.000000
<input type="checkbox"/>		0					12/16/2022	CTZRC	1.000000
<input type="checkbox"/>		0					12/16/2022	CTZRC	3.000000
<input type="checkbox"/>		0					12/16/2022	CTZRC	2.000000

Add or Remove Rows

Rows to Add	6	<input checked="" type="checkbox"/> Copy Down Values from Last Row	Add Row(s)
<input type="button" value="Select All"/>	<input type="button" value="Deselect All"/>	<input type="checkbox"/> Increment Date	<input type="button" value="Delete Selected Row(s)"/>
<input type="button" value="Save"/>		<input type="button" value="Submit"/>	

- Enter the **Rapid Detail Information** and define the options in the **Add or Remove Rows** section for the new transactions.
- Click the **Submit** button.

Timesheet

[Select Another Timesheet](#)
 *View By: Day
 *Date: 12/16/2022
 Reported Hours: 4.00

Friday 12/16/2022

Fri 12/16	Total	Time Reporting Code
2.00	2.00	CTZRQ - Earn Comp Time (State)
2.00	2.00	OT - Overtime Pay

Payable Time Detail

Employee ID: 999999999
 Employment Record: 0
 Start Date: 12/16/2022
 End Date: 12/16/2022
 Payable Status Filter

Payable Time

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
12/16/2022	Needs Approval		CTZRQ	3.00	Hours
12/16/2022	Approved		OT	2.00	Hours

- Review the employees' **Timesheet** and **Payable Time** to confirm the session was submitted successfully. (NOTE: In this case, after reviewing the employee entered on the first row of the submitted Rapid Time session, they already had an existing 2-hour OT transaction for 12/16/22. After submitting the Rapid Time session, note the 2 hours CTZRQ entered were added (2 hours x 1.5 OT multiplier = 3 hours CTZRQ) and following approval rules is in "Needs Approval" status.)

Addition Mode - After review, there are several employees who were inadvertently not paid for OT they worked. These OT transactions are beyond 60 days in the past (today is 12/15/22, the OT transactions are for 07/01/22), how do I pay these employees?

- Add a new Rapid Time session.**

Rapid Time

[Process Monitor](#)

Rapid Session Information

*Description	Test	Session Number	9999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	DEFEXHRLY	Last Updated	12/28/22 10:30:07AM
*Processing Mode	Addition	User ID	

- Complete the **Rapid Session Information** – Select the Processing Mode **Addition**.

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>							07/01/2022	OT - Ovr	1
<input type="checkbox"/>							07/01/2022	OT - Ovr	1
<input type="checkbox"/>							07/01/2022	OT - Ovr	4
<input type="checkbox"/>							07/01/2022	OT - Ovr	.5

Add or Remove Rows

Rows to Add	3	<input checked="" type="checkbox"/> Copy Down Values from Last Row	Add Row(s)
Select All	Deselect All	<input type="checkbox"/> Increment Date	Delete Selected Row(s)
Save		Submit	

- Enter the **Rapid Detail information** and define the options in the **Add or Remove Rows** section for the new transactions.
- Click the **Submit** button.

Timesheet

Report Information
Session Number 38402

Actions

Select Another Timesheet

*View By Day

*Date 07/01/2022

Reported Hours 1.00

Friday 07/01/2022

Fri 7/1	Total	Time Reporting Code
1.00	1.00	OT - Overtime Pay

Payable Time Detail

Report Information
Session Number 38402

Employee ID 00000000

Employment Record 0

Actions

Start Date 07/01/2022

End Date 07/01/2022

Payable Status Filter

Payable Time

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
07/01/2022	Needs Approval		OT	1.00	Hours

- Review the employees' **Timesheet** and **Payable Time** to confirm the session was submitted successfully. (NOTE: After submitting the Rapid Time session, the 1-hour OT was added on the date 07/01/22, an exception was generated/allowed and following approval rules is in "Needs Approval" status.)

Replacement Mode – I need to update all transactions on a previously submitted Rapid Time session 38402. The date (12/15/22) I submitted is correct, but I inadvertently entered the wrong TRC and need to replace the 8 hours REG00 transactions with \$8.00 RWC.

Rapid Session Information

*Description Test

*Template Type Elapsed Time Reporter

*Template DEFEXHRLY

*Processing Mode Addition

Session Number 38402

Session Status Submitted to Time Admin.

Last Updated 12/28/22 2:07:29PM

User ID 00000000

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>	00000000	<input type="checkbox"/>	00000000		00000000		12/15/2022	REG00	8.000000
<input type="checkbox"/>	00000000	<input type="checkbox"/>	00000000		00000000		12/15/2022	REG00	8.000000
<input type="checkbox"/>	00000000	<input type="checkbox"/>	00000000		00000000		12/15/2022	REG00	8.000000
<input type="checkbox"/>	00000000	<input type="checkbox"/>	00000000		00000000		12/15/2022	REG00	8.000000
<input type="checkbox"/>	00000000	<input type="checkbox"/>	00000000		00000000		12/15/2022	REG00	8.000000

- Find the existing Rapid Time session 38402 to confirm what was previously submitted is incorrect.
- Add a new Rapid Time session.

Rapid Time

[Process Monitor](#)

Rapid Session Information

*Description	Replace REG00 on Session 38402	Session Number	9999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	DEFEXHRLY	Last Updated	12/28/22 2:38:31PM
*Processing Mode	Replacement	User ID	

- Complete the **Rapid Session Information** – Add a **Description** (*NOTE: it may be helpful for future reference to note transactions from session 38402 are being replaced*) and select the Processing Mode **Replacement**.

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>							12/15/2022	RWC - F	8.000000
<input type="checkbox"/>							12/15/2022	RWC - F	8.000000
<input type="checkbox"/>							12/15/2022	RWC - F	8.000000
<input type="checkbox"/>							12/15/2022	RWC - F	8.000000
<input type="checkbox"/>							12/15/2022	RWC - F	8.000000

Add or Remove Rows

Rows to Add	4	<input checked="" type="checkbox"/> Copy Down Values from Last Row	Add Row(s)
Select All	Deselect All	<input type="checkbox"/> Increment Date	Delete Selected Row(s)
Save	Submit		

- Enter the **Rapid Detail Information** for all the transactions from the existing session with the correct TRC RWC.
- Click the **Submit** button.

Timesheet

[Actions](#)

Select Another Timesheet

*View By Day

*Date 12/15/2022

Reported Hours 0.00

Thursday 12/15/2022

Thu 12/15	Total	Time Reporting Code
8.00	8.00	RWC - Regular Pay

Payable Time Detail

[Actions](#)

Employee ID

Employment Record 0

Start Date 12/15/2022

End Date 12/15/2022

Payable Status Filter

Payable Time

Overview	Time Reporting Elements		Task Reporting Elements	Cost and Approval	▶
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
12/15/2022	Estimated		RWC	8.00	Amount

- Review the employees' **Timesheet** and **Payable Time** to confirm the session was submitted successfully and the 8 hours REG00 transactions have been replaced with \$8.00 RWC transactions for the date 12/15/22.

Replacement Mode – I submitted CTZRQ transactions for five (5) employees on a previous Rapid Time session 38400. The date (12/16/22) submitted is correct, but two (2) of the employees earned more hours than what was originally reported (**Employee 1** – reported 1-hour CTZRQ, should be 2 hours CTZRQ and **Employee 2** – reported 3 hours CTZRQ, should be 4 hours CTZRQ). How do I correct the hours earned for these two (2) employees?

Rapid Session Information

*Description	CTZRQ - Test	Session Number	38400
*Template Type	Elapsed Time Reporter	Session Status	Submitted to Time Admin.
*Template	DEFEXHRLY	Last Updated	12/28/22 10:39:18AM
*Processing Mode	Addition	User ID	

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>							12/16/2022	CTZRC	2.000000
<input type="checkbox"/>							12/16/2022	CTZRC	3.000000
<input type="checkbox"/>							12/16/2022	CTZRC	3.000000
<input type="checkbox"/>							12/16/2022	CTZRC	3.000000
<input type="checkbox"/>							12/16/2022	CTZRC	1.000000

- Find the existing Rapid Time session 38400 to confirm what was previously submitted for the two (2) affected employees is incorrect.
- Add a new Rapid Time session.**

Rapid Time

[Process Monitor](#)

Rapid Session Information

*Description	Replace Session# 38400	Session Number	999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	DEFEXHRLY	Last Updated	12/28/22 1:22:39PM
*Processing Mode	Replacement	User ID	

- Complete the **Rapid Session Information** – Add a **Description** (NOTE: it may be helpful for future reference to note two (2) transactions from session 38400 are being replaced) and select the Processing Mode **Replacement**.

Correction Mode – I need to correct two (2) OT transactions from previously submitted Rapid Time session 38405 because the dates are incorrect (submitted 12/02/22, should be 12/01/22).

Rapid Session Information

*Description	Test	Session Number	38405
*Template Type	Elapsed Time Reporter	Session Status	Submitted to Time Admin.
*Template	DEFEXHRLY	Last Updated	12/28/22 3:52:53PM
*Processing Mode	Addition	User ID	

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>							12/02/2022	OT - O	2.000000
<input type="checkbox"/>							12/02/2022	OT - O	2.000000
<input type="checkbox"/>							12/01/2022	OT - O	2.000000
<input type="checkbox"/>							12/01/2022	OT - O	2.000000
<input type="checkbox"/>							12/01/2022	OT - O	2.000000
<input type="checkbox"/>							12/01/2022	OT - O	2.000000

1. Find the existing Rapid Time session 38405 to confirm what was previously submitted is incorrect.

Rapid Session Information

*Description	Test	Session Number	38405
*Template Type	Elapsed Time Reporter	Session Status	Submitted to Time Admin.
*Template	DEFEXHRLY	Last Updated	12/28/22 3:52:53PM
*Processing Mode	Correction	User ID	

2. Update the **Rapid Session Information** – Change the Processing Mode to **Correction**.

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/01/2022	OT - O	2.000000
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/01/2022	OT - O	2.000000
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/01/2022	OT - O	2.000000
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/01/2022	OT - O	2.000000
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/01/2022	OT - O	2.000000
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/01/2022	OT - O	2.000000

Add or Remove Rows

Rows to Add:
☒ Copy Down Values from Last Row
 ☐ Increment Date

- Update the **Rapid Detail Information** to change the incorrect dates from 12/02/22 to 12/01/22.
- Click the **Submit** button to resubmit the session 38405.

12/02/22

Timesheet

*View By:

*Date:

Reported Hours: 0.00

Friday 12/02/2022

Fri 12/2	Total	Time Reporting Code
<input type="text"/>		<input type="text"/>

Payable Time Detail

Employee ID:
 Employment Record: 0

Start Date:
 End Date:

There is no time returned for the selected date range. (12/02/2022 - 12/02/2022)

Payable Status Filter

Payable Time

Overview	Time Reporting Elements	Task Reporting Elements	Cost and Approval	▶	
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
	Approval Monitor				

12/01/22

Timesheet

Work Timesheet
Employee ID

Actions

Select Another Timesheet

*View By Day

*Date 12/01/2022

Reported Hours 2.00

Payable Time Detail

Work Timesheet
Employee ID

Actions

Start Date 12/01/2022

End Date 12/01/2022

Employee ID

Employment Record 0

Payable Status Filter

Payable Time

Overview

Time Reporting Elements

Task Reporting Elements

Cost and Approval

II>

Thursday 12/01/2022

Thurs	Total	Time Reporting Code
2.00	2.00	OT - Overtime Pay

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
12/01/2022	Needs Approval		OT	2.00	Hours

- Review the affected employees' **Timesheet** and **Payable Time** to confirm the session 38405 was resubmitted successfully and the OT was deleted from the 12/02/22 date and reported on the correct date 12/01/22.

Correction Mode – I submitted a Rapid Time session 38408 to pay TA Pay for several employees. After review I accidentally submitted a TA Pay transaction for an employee who did not work at their TA rate and should not be paid.

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity	Override Rate
<input type="checkbox"/>							12/15/2022	TA - Tr	4.000000	2.730000
<input type="checkbox"/>		1					12/15/2022	TA - Tr	1.000000	2.160000
<input type="checkbox"/>		1					12/15/2022	TA - Tr	8.000000	2.240000
<input type="checkbox"/>		1					12/15/2022	TA - Tr	8.000000	1.520000
<input type="checkbox"/>		1					12/15/2022	TA - Tr	8.000000	1.610000

Add or Remove Rows

Rows to Add

☒ Copy Down Values from Last Row

☐ Increment Date

- Find the existing Rapid Time session 38408 to confirm what was previously submitted is incorrect.

Rapid Session Information

*Description	Test	Session Number	38408
*Template Type	Elapsed Time Reporter	Session Status	Submitted to Time Admin.
*Template	TA PAY	Last Updated	12/29/22 7:12:03AM
*Processing Mode	Correction	User ID	

2. Update the Rapid Session Information – Change the Processing Mode to **Correction**.

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity	Override Rate
<input checked="" type="checkbox"/>							12/15/2022	TA - Tr	4.000000	2.730000
<input type="checkbox"/>		1					12/15/2022	TA - Tr	1.000000	2.160000
<input type="checkbox"/>		1					12/15/2022	TA - Tr	8.000000	2.240000
<input type="checkbox"/>							12/15/2022	TA - Tr	8.000000	1.520000
<input type="checkbox"/>							12/15/2022	TA - Tr	8.000000	1.610000

Add or Remove Rows

Rows to Add	1	<input checked="" type="checkbox"/> Copy Down Values from Last Row	Add Row(s)
Select All	Deselect All	<input type="checkbox"/> Increment Date	Delete Selected Row(s)
Save	Submit		

- Update the **Rapid Detail Information** and **Add or Remove Rows** section to delete the TA Pay transaction for the employee who did not work.
- Click the **Submit** button to resubmit the session.

Timesheet

Actions

Select Another Timesheet

*View By Day

*Date 12/15/2022

Reported Hours 8.00

Payable Time Detail

Employee ID

Employment Record 0

Start Date 12/15/2022

End Date 12/15/2022

Payable Status Filter

Payable Time

Overview	Time Reporting Elements		Task Reporting Elements	Cost and Approval	>
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
12/15/2022	Taken by Payroll		SIC	4.00	Hours
12/15/2022	Taken by Payroll		VAC	4.00	Hours

Thursday 12/15/2022

Thu 12/15	Total	Time Reporting Code
4.00	4.00	SIC - Sick
4.00	4.00	VAC - Vacation

- Review the affected employee's **Timesheet** and **Payable Time** to confirm the session 38408 was resubmitted successfully and the TA Pay was deleted from the 12/15/2022 date. *(NOTE: In this case, the employee had existing 4-hour Sick and 4-hour Vacation transactions for 12/15/22. After resubmitting the Rapid Time session 38408, note the 4 hours TA Pay at the override rate \$2.73 was deleted from the date 12/15/22.)*

HOW TO SELECT A PROCESSING MODE (DEPARTMENT PAYROLL USER EXAMPLES)

Addition – Best used on new sessions. Since this mode adds time to the dates selected, it is best if multiple users do not work on the same employee at the same time in case of duplicate reported hours. See the following example:

Rapid Time Process Monitor

Rapid Session Information

*Description: 02/19/21 Check Date
 *Template Type: Elapsed Time Reporter
 *Template: TA PAY
 *Processing Mode: Addition

Session Number: 21421
 Session Status: Submitted to Time Admin.
 Last Updated: 02/08/21 2:55:28PM
 User ID: 00000009

Rapid Detail Information

Delete	*Emp ID	Emp Record	Name	*Date	TRC	Quantity	Override Rate
<input type="checkbox"/>	00000001	<input type="checkbox"/>	Mark Aloha	01/31/2021	TA - Ten	8.000000	2.180000
<input type="checkbox"/>	00000002	<input type="checkbox"/>	Lani Doe	01/31/2021	TA - Ten	66.250000	3.090000
<input type="checkbox"/>	00000003	<input type="checkbox"/>	Mary Smith	01/15/2021	TA - Ten	80.000000	6.430000
<input type="checkbox"/>	00000004	<input type="checkbox"/>	Jane Doe	01/31/2021	TA - Ten	80.000000	6.430000

For the 02/19/21 check processing, if you submitted 01/31/2021 with TRC TA for quantity 8 (hours) at a rate of 2.18 using **Addition** mode on a new session, it would add that data to the timesheet and pay 8*2.18.

Sun 1/31	Total	Time Reporting Code	Override Rate
8.00	8.00	TA - Temporary Assignment Pay	2.180000

Replacement – Best used on new sessions. Since this mode replaces the entries that were previously submitted via **Rapid Time** session or through **Mass Time** with your new entries, be aware of the dates used. This will not affect time that has been submitted by employees on their own via Employee Self-Service (ESS).

If you find out those hours were incorrect, you can then Add a New Session using **Replacement** mode to replace the existing entries with the new correct entries.

Example: If you have already submitted a session for Lani reporting 01/31/2021 with TRC "TA" for quantity 66.25 hours at an **Override Rate** of 3.09, and for Mary reporting 01/15/21 with TRC "TA" for quantity 80 hours at an **Override Rate** of 6.43, those values should appear on the timesheet as indicated below.

In this situation, 70 hours should have been reported for Lani and 72 hours should have been reported for Mary. When the session is submitted, the timesheet should reflect the new hours as indicated below.

Rapid Time Process Monitor

Rapid Session Information

*Description: 02/19/21 Check Date
 *Template Type: Elapsed Time Reporter
 *Template: TA PAY
 *Processing Mode: Addition

Session Number: 21421
 Session Status: Submitted to Time Admin.
 Last Updated: 02/08/21 2:55:28PM
 User ID: 00000009

Rapid Detail Information

Delete	*Emp ID	Emp Record	Name	*Date	TRC	Quantity	Override Rate
<input type="checkbox"/>	00000001	<input type="checkbox"/>	Mark Aloha	01/31/2021	TA - Ten	8.000000	2.180000
<input type="checkbox"/>	00000002	<input type="checkbox"/>	Lani Doe	01/31/2021	TA - Ten	66.250000	3.090000
<input type="checkbox"/>	00000003	<input type="checkbox"/>	Mary Smith	01/15/2021	TA - Ten	80.000000	6.430000
<input type="checkbox"/>	00000004	<input type="checkbox"/>	Jane Doe	01/31/2021	TA - Ten	80.000000	6.430000

Rapid Time Process Monitor

Rapid Session Information

*Description: 02/05/21 Check Date
 *Template Type: Elapsed Time Reporter
 *Template: TA PAY
 *Processing Mode: Replacement

Session Number: 21425
 Session Status: Submitted to Time Admin.
 Last Updated: 02/11/21 5:34:54PM
 User ID: 00000009

Rapid Detail Information

Delete	*Emp ID	Emp Record	Name	*Date	TRC	Quantity	Override Rate
<input type="checkbox"/>	00000002	<input type="checkbox"/>	Lani Doe	01/31/2021	TA - Temporary Assignment Pay	70.000000	3.090000
<input type="checkbox"/>	00000003	<input type="checkbox"/>	Mary Smith	01/15/2021	TA - Temporary Assignment Pay	72.000000	3.090000

Add or Remove Rows

Rows to Add: 1
 Select All ☐ Deselect All ☐ Copy Down Values from Last Row ☐ Increment Date ☐ Add Rows

Correction – Best used on existing sessions. Since this mode can be used on existing session, be cautious of deleting rows that you still want to pay because if deleted, upon submission it will delete the data on the timesheet that are no longer on the Rapid Time session. See the following example:

Below reflects a session with several rows of Uniform Pay that was submitted.

Rapid Time Process Monitor

Rapid Session Information

Description: Uniform Pay Jul - Dec 2020 1/2
 Session Number: 21379
 Session Status: Submitted to Time Admin
 Last Updated: 01/22/21 1:40:26PM
 User ID: 00000009

Rapid Detail Information

Delete	Empl ID	Empl Record	Name	Date	TBC	Quantity
<input type="checkbox"/>	00000010	<input type="checkbox"/>	Sam Smith	01/15/2021	ZUNFM	60.000000
<input type="checkbox"/>	00000011	<input type="checkbox"/>	Grace Williams	01/15/2021	ZUNFM	60.000000
<input type="checkbox"/>	00000012	<input type="checkbox"/>	Clark Davis	01/15/2021	ZUNFM	60.000000
<input type="checkbox"/>	00000013	<input type="checkbox"/>	Bob Williams	01/15/2021	ZUNFM	60.000000
<input type="checkbox"/>	00000014	<input type="checkbox"/>	Nani Davis	01/15/2021	ZUNFM	60.000000
<input type="checkbox"/>	00000015	<input type="checkbox"/>	Joe White	01/15/2021	ZUNFM	53.500000
<input type="checkbox"/>	00000016	<input type="checkbox"/>	David Smith	01/15/2021	ZUNFM	60.000000
<input type="checkbox"/>	00000017	<input type="checkbox"/>	Kate Austen	01/15/2021	ZUNFM	60.000000

Upon review, it was discovered Sam and Grace should not have gotten Uniform Pay. You can find the session number **21379** in the *Find an Existing Value* feature, change the processing mode to **Correction**, and delete Sam and Grace's rows from the session.

Below shows the session submitted in correction mode with the rows for Sam and Grace deleted.

Rapid Time Process Monitor

Rapid Session Information

Description: Uniform Pay Jul - Dec 2020 1/2
 Session Number: 21379
 Session Status: Submitted to Time Admin
 Last Updated: 01/22/21 5:33:24PM
 User ID: 00000009

Rapid Detail Information

Delete	Empl ID	Empl Record	Name	Date	TBC	Quantity
<input type="checkbox"/>	00000012	<input type="checkbox"/>	Clark Davis	01/15/2021	ZUNFM - Uniform Pay	60.000000
<input type="checkbox"/>	00000013	<input type="checkbox"/>	Bob Williams	01/15/2021	ZUNFM - Uniform Pay	60.000000
<input type="checkbox"/>	00000014	<input type="checkbox"/>	Nani Davis	01/15/2021	ZUNFM - Uniform Pay	60.000000
<input type="checkbox"/>	00000015	<input type="checkbox"/>	Joe White	01/15/2021	ZUNFM - Uniform Pay	53.500000
<input type="checkbox"/>	00000016	<input type="checkbox"/>	David Smith	01/15/2021	ZUNFM - Uniform Pay	60.000000
<input type="checkbox"/>	00000017	<input type="checkbox"/>	Kate Austen	01/15/2021	ZUNFM - Uniform Pay	60.000000

APPENDIX B: DIFFERENCES BETWEEN RAPID TIME AND OTHER PAYMENT PROCESSING METHODS

RAPID TIME

Used to report time on the timesheet, Rapid Time is useful when you need to report time for many employees. In other words, instead of going to each person's timesheet, you can enter many employees' time at once from a single screen. Ideally, Rapid Time is meant for payments that are not necessarily recurring and should be submitted by the Timesheet Deadline. NOTE: It is possible to submit a Rapid Time session on Supervisor Approval day, however if the hours require supervisor approval, it is not guaranteed these will be paid out on the upcoming pay date due to timing constraints. Please also note, in exception circumstances, Rapid Time sessions can be submitted for transactions that go beyond the 60-day timesheet limitation. However, Timekeepers should follow all internal department policies and/or procedures for time entry and consult their department fiscal/payroll office before submitting old or retroactive transactions through Rapid Time to avoid payment issues.

ADDITIONAL PAY (ADDL PAY)

Use the [Additional Pay process](#) to make recurring payments to an employee in addition to their regularly scheduled pay instead of calculating and entering it for each paycheck. Additional Pay entries must be entered by the Timesheet Deadline to be processed on the upcoming pay date and can be used for recurring payments such as WIK or even to recover OPR from employees.

Create Additional Pay

Employee
Empl ID
Empl Record 0

Additional Pay
1 of 1
View All

*Earnings Code
+ -

Effective Date
12/27/2022
+ -

Payment Details
1 of 1
View All

*Addl Seq Nbr
Rate Code
Earnings
Hours
Goal Amount
Sep Check Nbr
☐ OK to Pay

End Date
Reason Not Specified
Hourly Rate
Goal Balance
☐ Disable Direct Deposit
☐ Prorate Additional Pay

Applies To Pay Periods
☒ First
☒ Second
☐ Third
☐ Fourth
☐ Fifth

Job Information
Tax Information

PCS MODIFICATION WORKSHEET

This worksheet is a way for departments to authorize Central Payroll to alter Paylines and adjust employee pay. If an error is found after time was submitted or approved and loaded to Paylines, departments can submit this worksheet to Central Payroll after the Supervisor Deadline and before the HR Lock Out period to request Central Payroll correct employee pay on their behalf. There are no limits to how many transactions may be submitted on a single worksheet.



SAMPLE PCS MODIFICATION WORKSHEET (Excel)

Payroll No	Check Dt	Empl Name	Empl ID	Empl Record	Empl Pay Group	Earn Code	Earns Begin

old gross	Tot Gross	FUND	FISCAL YEAR	Appropriation	DEPARTMENT	Subdivision	Object Code

COSTCTR/FUNCT	Project Code	Phase Code	ENCUMBRANCE	Voluntary Deduc	Tx Periods	Comments* Required	Requested By (staff's name) / Date* Required	Action (for CP)

HI PAYROLL TRANSACTION PROCESS (HI PSHUP)

The [HI PSHUP process](#) replaced the Online PCS and is an updated Excel to Component Interface (CI) process using a CSV file. Department payroll can upload the file and validate rows without going through Central Payroll and the old PCS approver process. This enables departments to easily enter Vacation or Comp Time payouts as well as retroactive payments (before deploying in T&L) and payments to terminated employees. There is no limit on how many transactions may be submitted on a single file and users may begin submitting files as soon as timesheets are unlocked, however files must be submitted for processing by the Timesheet Deadline.

SAMPLE CSV FILE

SETID	TOP_DEPT	EMPLID	EMPL_RCD	ERN BGN	ERN END	ERNCD	HOURS	RATE	AMOUNT	PYNO
STATE	340077	xxxxxxxx	0	7/16/2021	7/31/2021	N	10.00	2.50	0.00	V08

UAC_FUND	UAC_YEAR	APPROP	UAC_DEPT	SUBDIV	OBJECT	FUNC	PROJECT	PHASE	ENC_CD	TAX_PERIODS
G	22	0002	V1	404	2006	3243				1

WHEN TO USE THE DIFFERENT PAYMENT PROCESSING METHODS

See the following chart to help determine which payment processing method to use.

	Rapid Time	Additional Pay	PCS Modification Worksheet	HI Payroll Transaction Process (HIPSHUP)
<i>Add payment after Timesheet Submission Deadline and Before Supervisor Approval Deadline.</i>	x			
<i>After the Supervisor Approval Deadline, correct or stop a payment approved for processing on the upcoming pay date.</i>			x	
<i>Enter a recurring payment (i.e. WIK or OPR)</i>		x		
<i>Enter a Vacation or Comp Time payout.</i>				x
<i>Enter many payments for multiple employees.</i>	x			
<i>Enter retroactive payments (before deploying in T&L).</i>				x
<i>Enter retroactive payments (after deploying in T&L).</i>	x			
<i>Exception scenario - enter a transaction greater than 60 days in the past (NOTE: employees should be entering transactions within 30 days on their own timesheet).</i>	x			
<i>Enter a transaction for a terminated employee.</i>				x