HAWAII Information Portal

HIP Time and Leave Refresher Training

January 23, 2023

Department of Accounting and General Services
in coordination with the
Office of Enterprise Technology Services

TOPICS

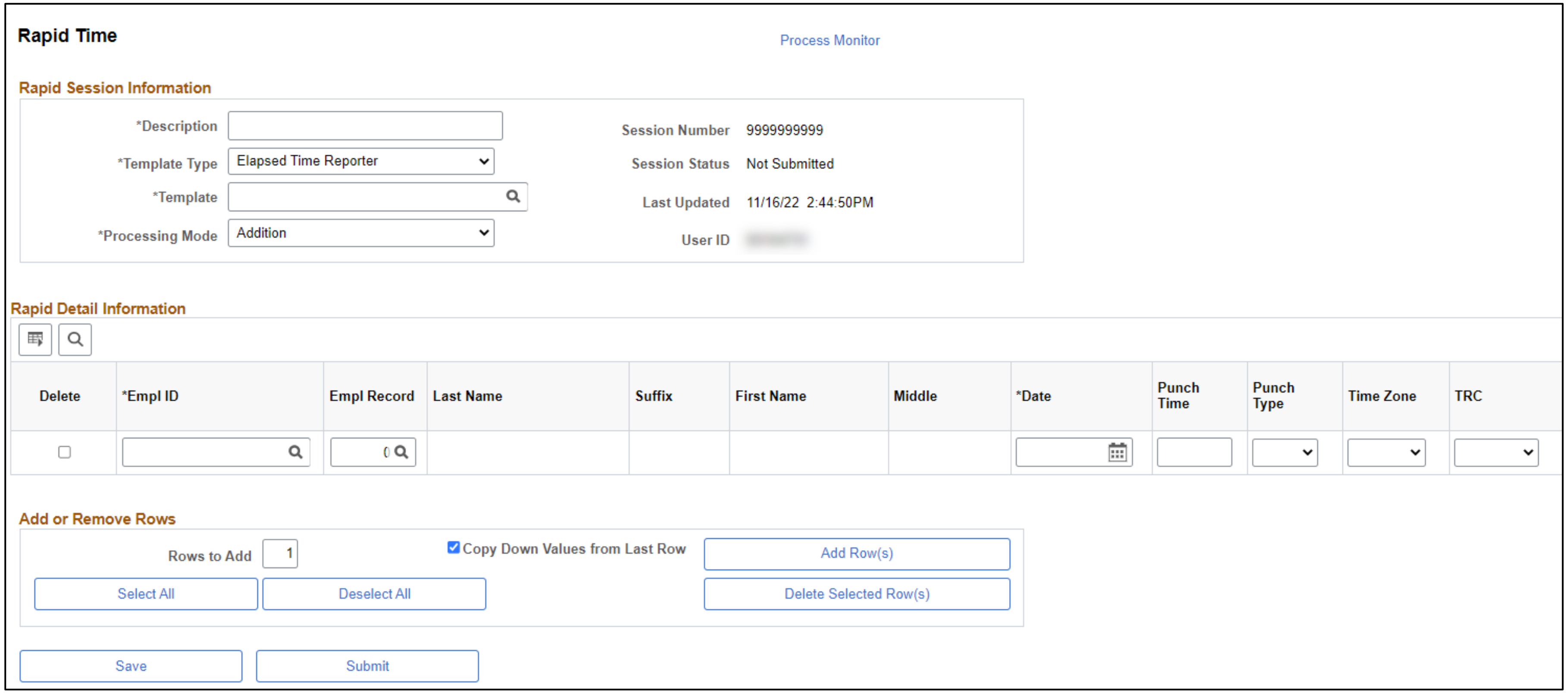
1. Rapid Time
    - Overview
    - Navigation
    - Overview of the Screen and Notable Areas
    - Using Rapid Time
    - Different Processing Modes
    - Rapid Time Versus Other Payroll Processing Methods
    - Important Notes
    - Online Resources

DISCLAIMER

- The specific scenarios outlined in this training have been simplified for training purposes.
- Figures used to illustrate payment information is fictitious for training purposes.
- As individual employees' circumstances and situations are different, please consult with your HR Authority for specific guidance on entering employee data.

RAPID TIME
OVERVIEW

The Rapid Time screen is available for **Timekeeper** and **Payroll** users to report time quickly for multiple employees on a single screen.



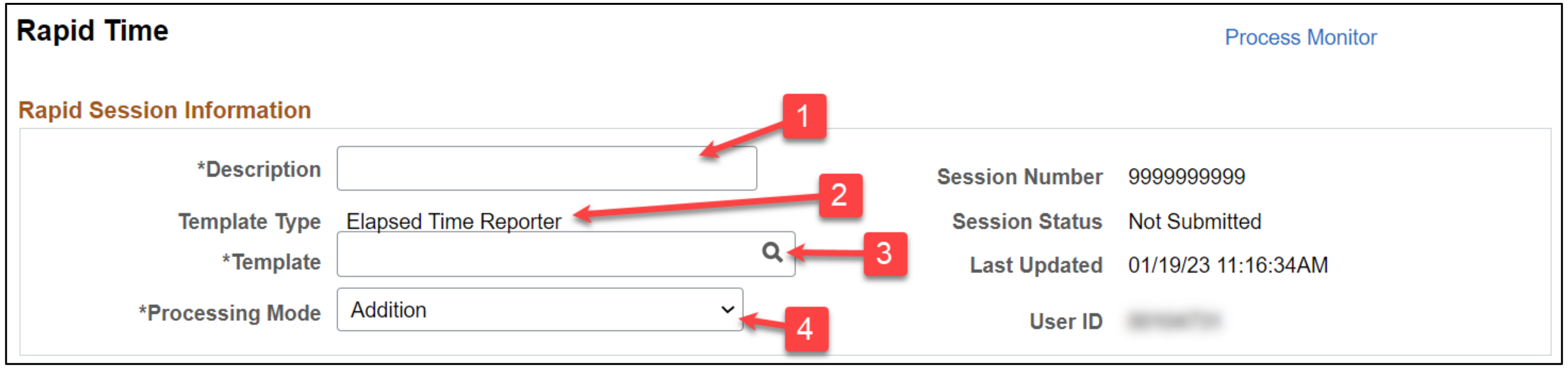
RAPID TIME
NAVIGATION

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***

RAPID TIME

OVERVIEW OF THE SCREEN – RAPID SESSION INFORMATION



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**
   1. **Addition** – This mode adds a new instance of time for a day without replacing any time that may have previously been reported.
   2. **Replacement** – This mode replaces <u>all</u> time entered for the same dates in any previous Rapid Time session with your new entries.
   3. **Correction** – This mode will delete any reported time submitted for the session and will generate new hours with what you are entering now.

RAPID TIME

OVERVIEW OF THE SCREEN – RAPID SESSION INFORMATION CONTD.

5. **Session Number** – Once a Rapid Time session is submitted, HIP will populate a unique session ID number.

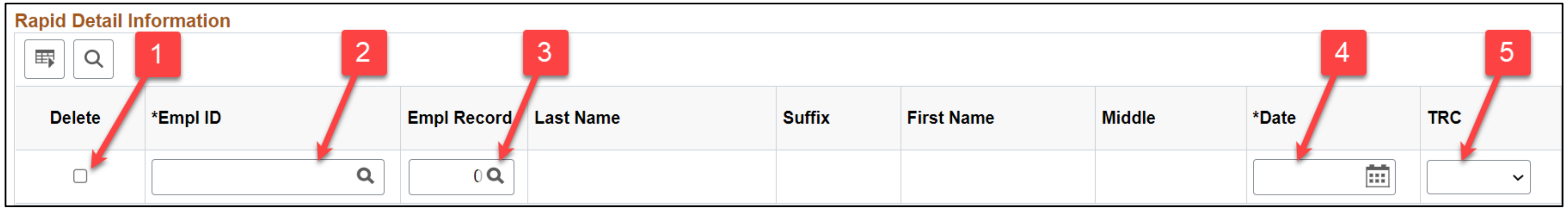
6. **Session Status** – Will show you if the session has been submitted or not.

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 TIME

OVERVIEW OF THE SCREEN – RAPID DETAIL INFORMATION



1. **Delete** – Check this box to delete the corresponding row.

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.

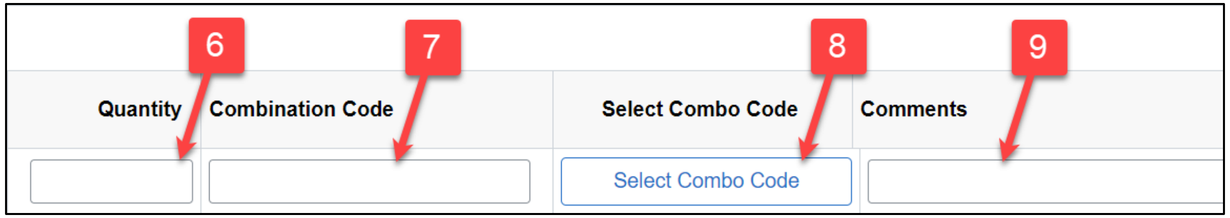
3. **EMPL RECORD** – The default value is “0”, however some employees have multiple EMPL Records on Job Data due to having multiple employments. Make sure to pick the correct EMPL Record that corresponds to the employee’s job in your department so HIP can process pay effectively. Use the magnifying glass to search the employee’s record numbers.

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 what was/is available to the employee at the time.

RAPID TIME

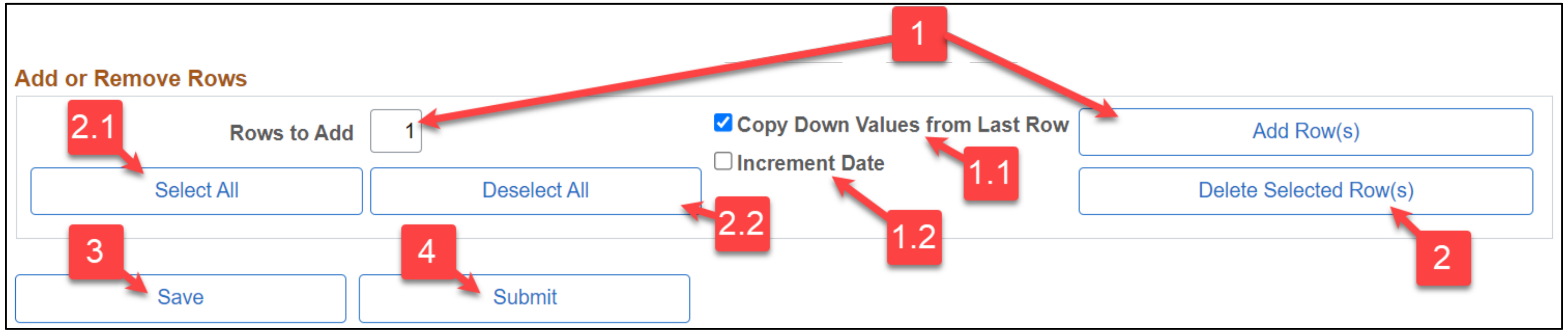
OVERVIEW OF THE SCREEN – RAPID DETAIL INFORMATION



6. **Quantity** – Some TRCs are configured as hours and others are configured as amounts.
7. **Combination Code** – Enter the combination code representing the UAC that will be charged for payment. NOTE: Leave this blank if the UAC of the earnings type is the same as the base pay UAC or the UAC for earnings is already setup on Job Data.
8. **Select Combo Code** – If you aren't 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.
9. **Comments** – Enter comments to briefly explain why the transaction is being submitted.

RAPID TIME

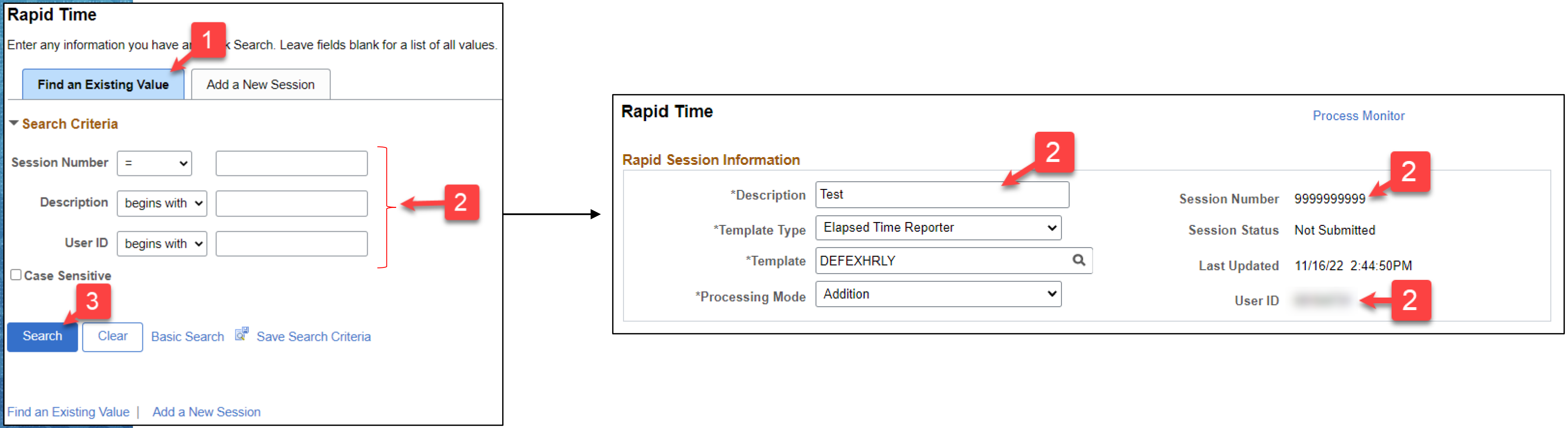
OVERVIEW OF THE SCREEN – ADD OR REMOVE ROWS



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.
    1. **Copy Down Values from Last Row** – Check this box if you want to duplicate the last row's values for *x* number of row.
    2. **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.
    1. To choose all rows for deletion, click the **Select All** button.
    2. 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.

RAPID TIME

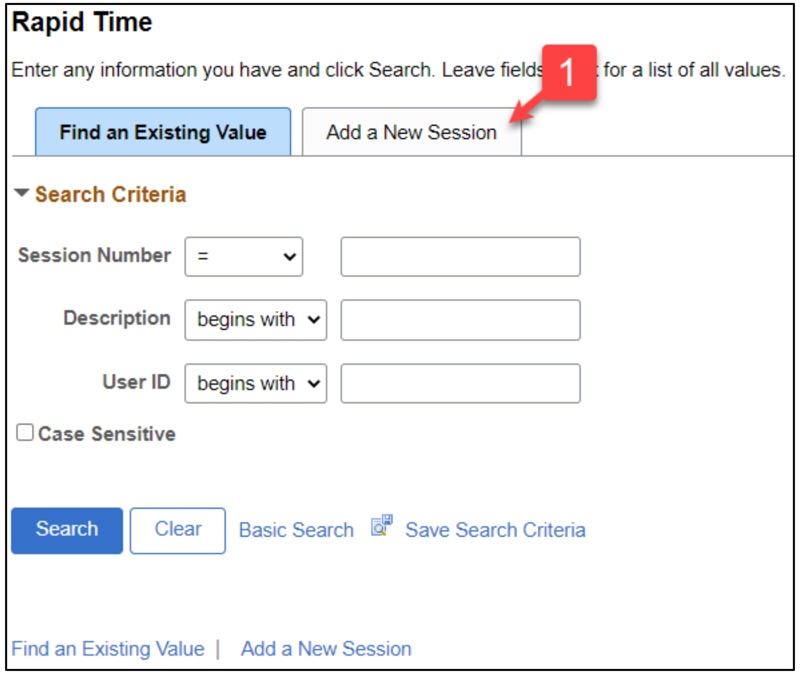
USING RAPID TIME - FIND AN EXISTING RAPID TIME SESSION



1. After navigating to Rapid Time, click the **Find an Existing Value** tab.
2. Enter a **Session Number**, **Description**, or **User ID** that corresponds to an existing session.
3. Click the **Search** button.

RAPID TIME

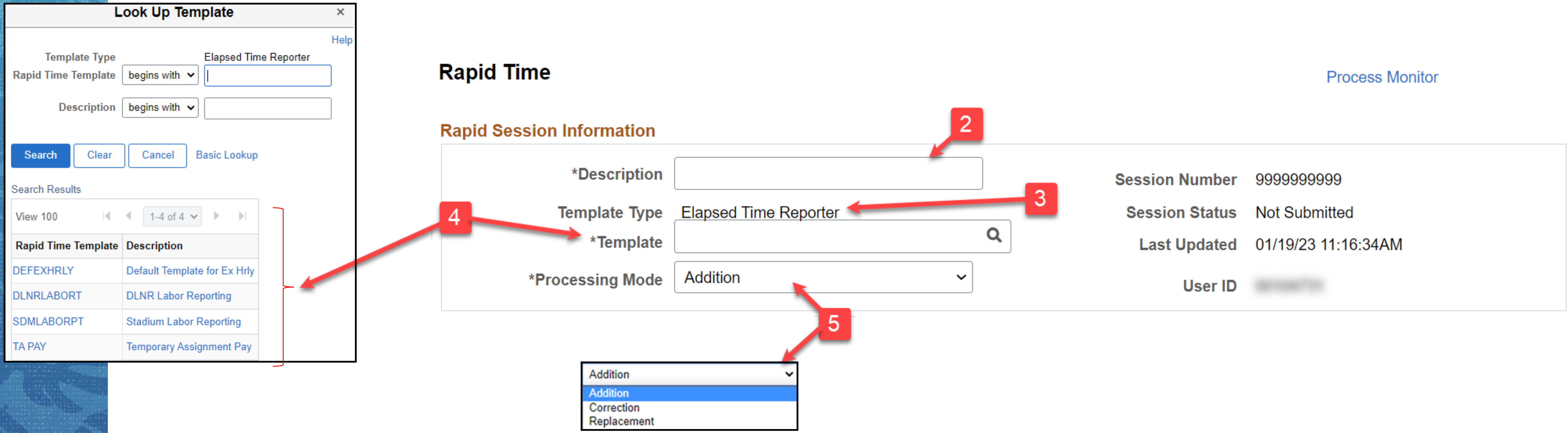
USING RAPID TIME - ADD A NEW RAPID TIME SESSION



1. After navigating to Rapid Time, click the **Add a New Session** tab.

RAPID TIME

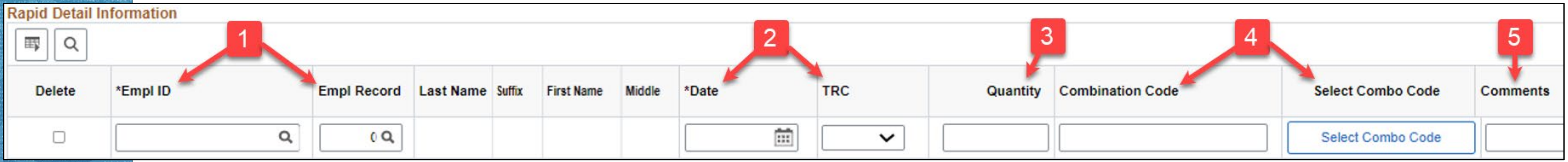
USING RAPID TIME - ADD A NEW RAPID TIME SESSION CONTD.



2. In the **Rapid Session Information** section, enter a brief **Description**.
3. The **Template Type** is **Elapsed Time Reporter**.
4. Select a **Template** by clicking the magnifying glass icon and choosing an option from the list.
5. Click the carrot icon to select a **Processing Mode** of **Addition**, **Correction**, or **Replacement**.

RAPID TIME

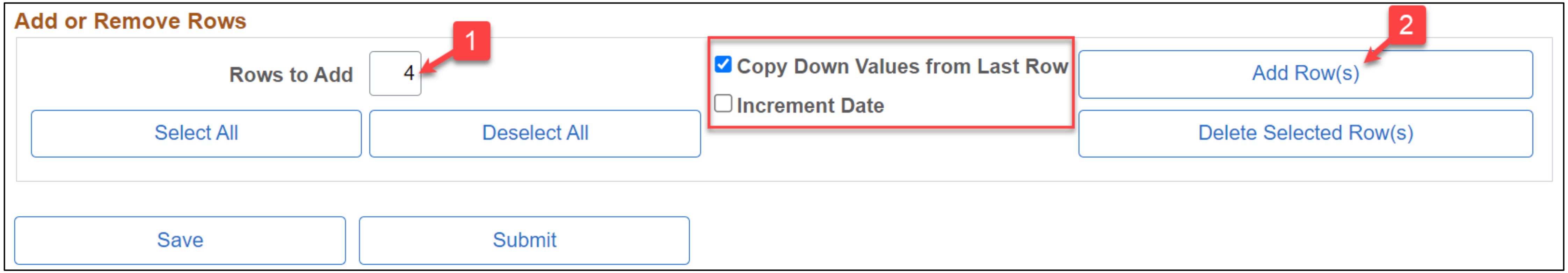
USING RAPID TIME - ADD A NEW RAPID TIME SESSION CONTD.



1. In the **Rapid Detail Information** section, enter the **EMPL ID** and **EMPL RCD**.
2. Add the **Date** and select a **TRC** from the dropdown menu.
3. Enter the **Quantity** (can be hours or number of portions depending on the TRC).
4. Enter a **Combination Code** corresponding to the UAC or click the **Select Combo Code** button if you are not sure which one to select or leave this blank if the UAC of the earnings type is the same as the base pay UAC or the UAC for earnings is already setup on Job Data.
5. Enter **Comments** for reference.

RAPID TIME

USING RAPID TIME - ADD A NEW RAPID TIME SESSION CONTD.



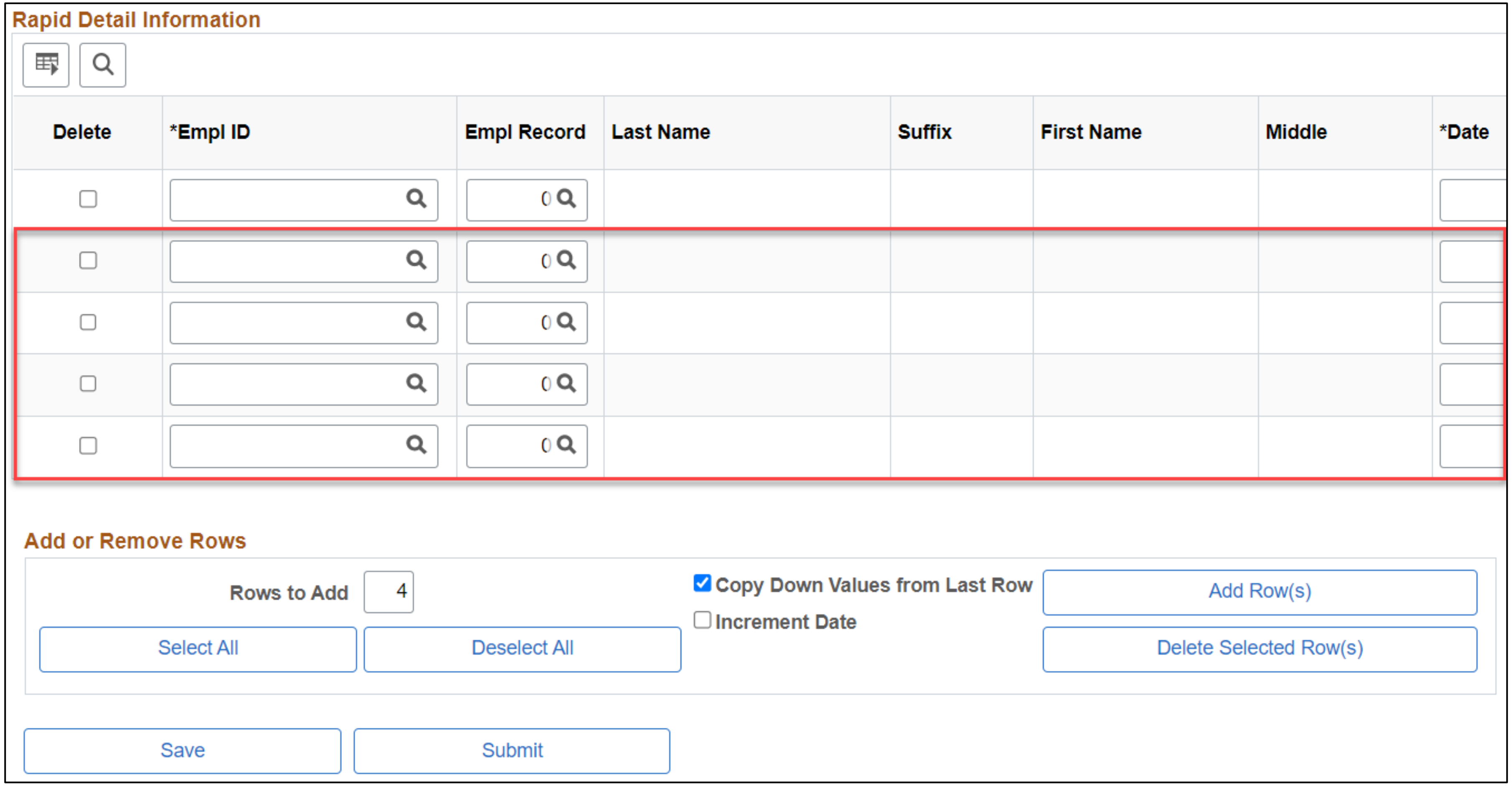
1. To add rows, scroll down to the **Add or Remove Rows** section and enter the number of rows you want to add in the **Rows to Add** field (4 in this example).
2. Click the **Add Row(s)** button.

NOTE: If you want the data entered in your original row to be copied into the new rows, check the **Copy Down Values from Last Row** box. Uncheck the box if you want to add blank rows. If you want each new row to display the next date, check the **Increment Date** box.

RAPID TIME

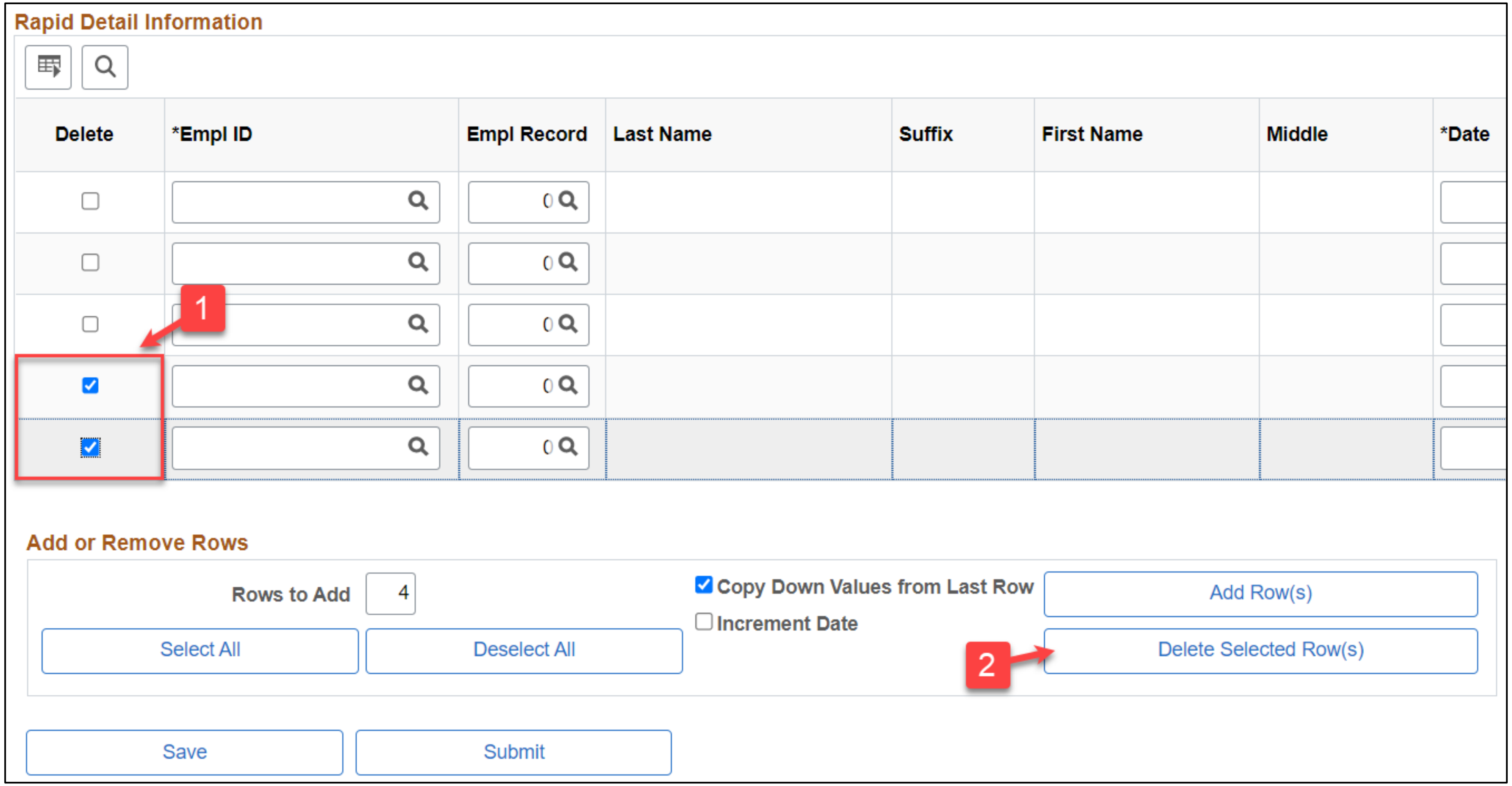
USING RAPID TIME - ADD A NEW RAPID TIME SESSION CONTD.

4 new rows have been added…



RAPID TIME

USING RAPID TIME - ADD A NEW RAPID TIME SESSION CONTD.

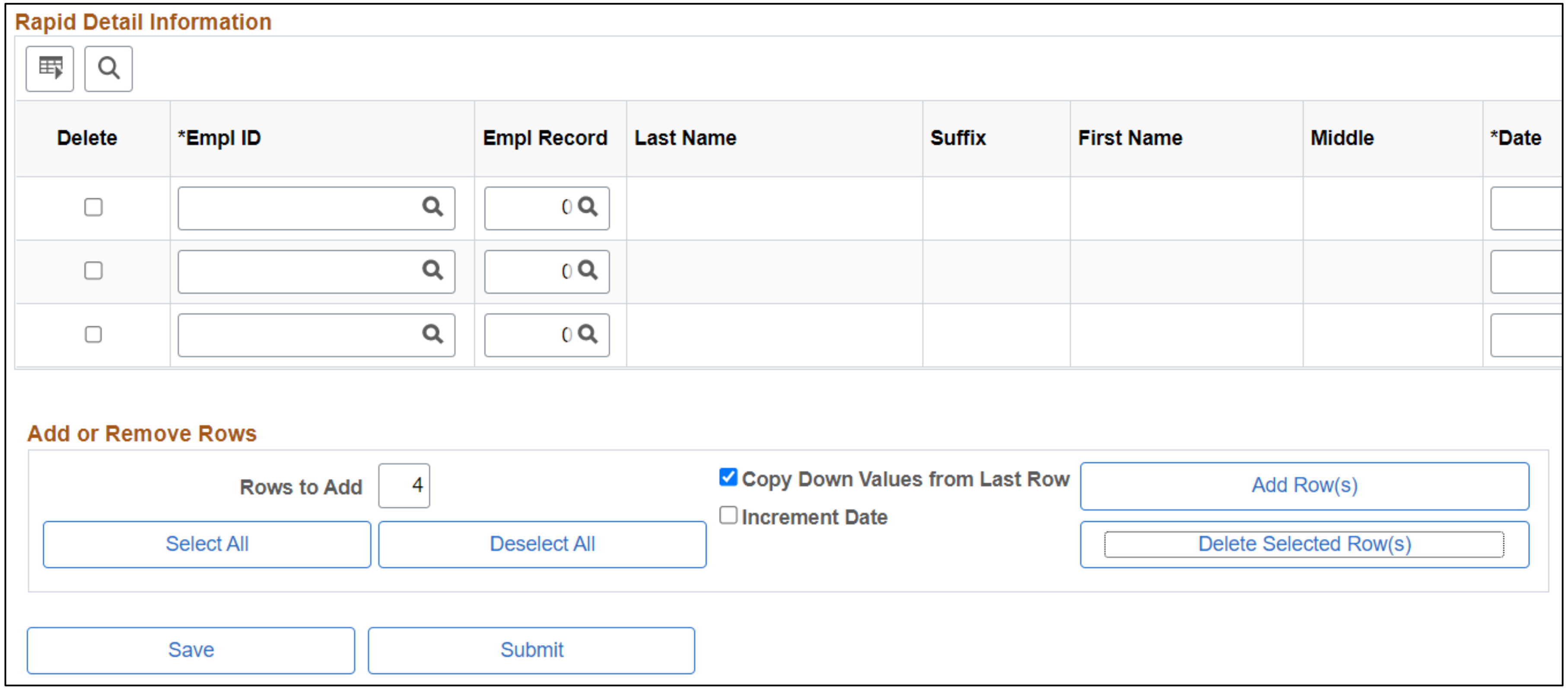


1. To delete rows, click the **Delete** checkbox for every row you want to delete (2 rows in this example).
2. Click the **Delete Selected Row(s)** button.

RAPID TIME

USING RAPID TIME - ADD A NEW RAPID TIME SESSION CONTD.

2 rows have been deleted…



RAPID TIME
PROCESSING MODES

Processing Modes determine how the system will process hours submitted in a Rapid Time session.

ADDITION MODE – Use this mode on a *new* Rapid Time session to add a new instance of hours for a day without replacing anything that was previously submitted for the same day.

REPLACEMENT MODE – Replace all time that was previously submitted on a Rapid Time session for a specific date by adding a *new* session and using this mode. Intended for use on straightforward fixes (i.e. need to replace TRC, quantities, amounts, portions). NOTE: Time entered directly on an employee's timesheet will not be replaced.

CORRECTION MODE – Delete or replace what was previously submitted on a Rapid Time session by selecting this mode on an *existing* session and resubmitting it. Intended for use on complex fixes (i.e. deletions, change dates). NOTE: Time entered directly on an employee's timesheet will not be deleted or replaced.

RAPID TIME
PROCESSING MODES – WHICH ONE TO USE

	Addition	Correction	Replacement
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.	x		
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?	x		
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.			x
*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?*			x
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).		x	
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.		x	

Choosing the right processing mode depends on the scenario.

The chart on the left provides examples to help illustrate which mode to use in different circumstances.

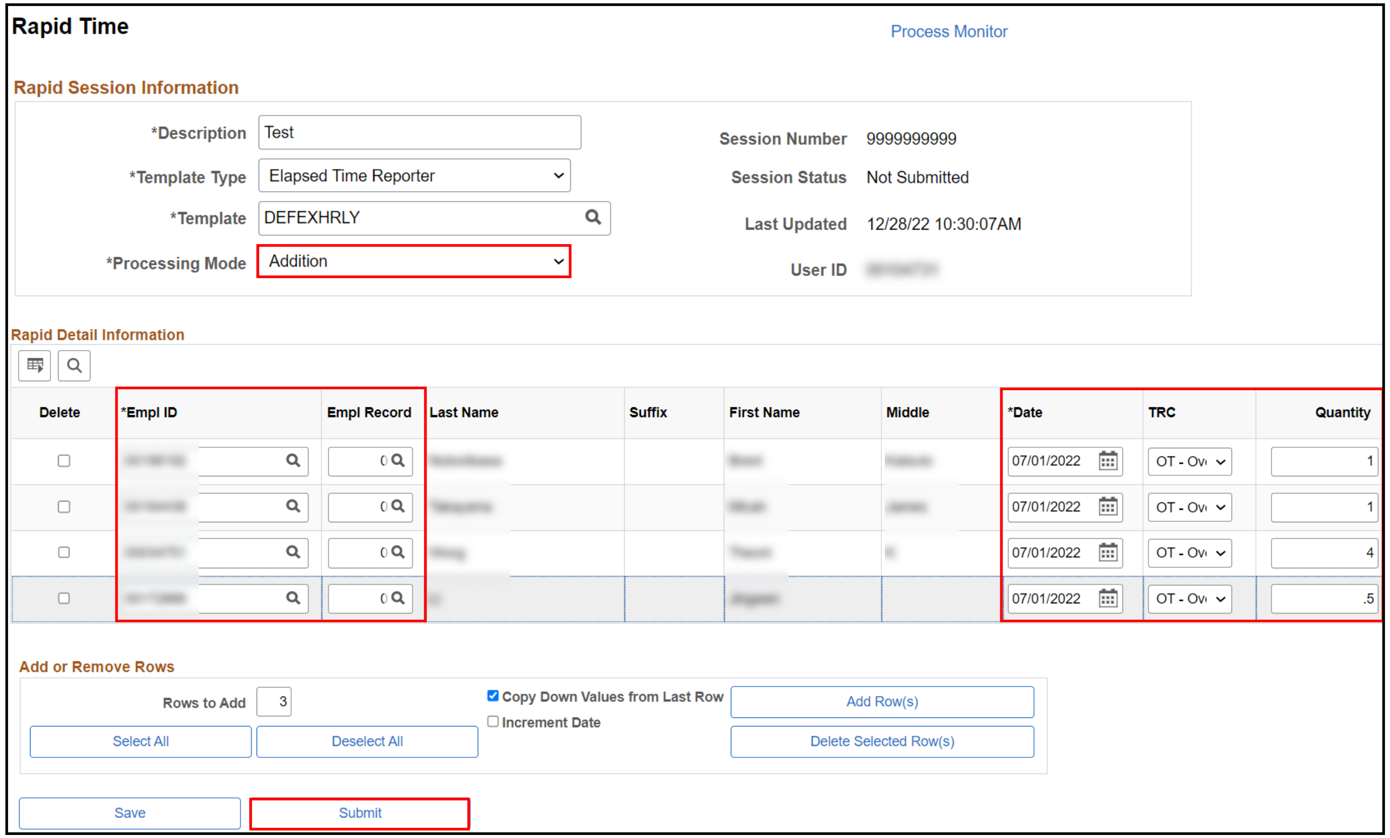
RAPID TIME
ADDITION MODE - EXAMPLE

Scenario: 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?

RAPID TIME

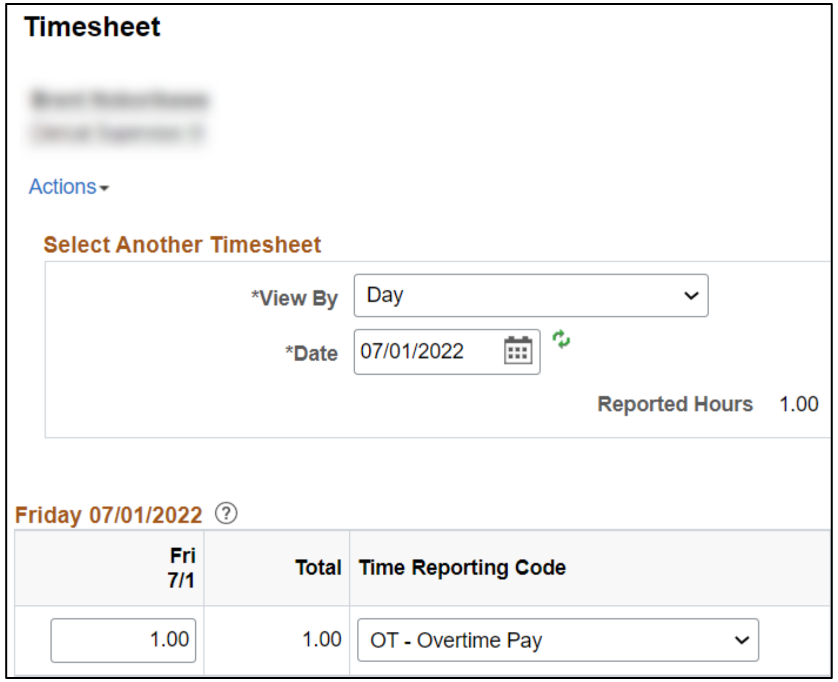
ADDITION MODE – EXAMPLE CONTD.

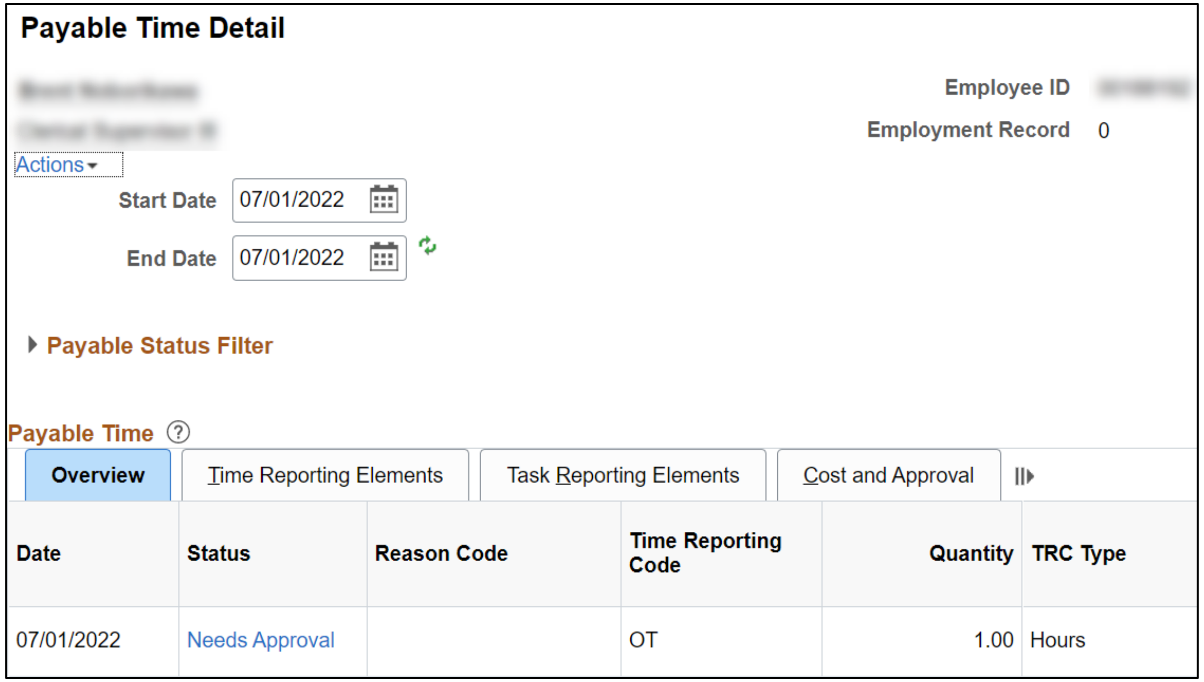
Start a new Rapid Time session in **Addition** mode, enter the **Rapid Detail Information**, define the **Add Remove Rows** section and click the **Submit** button.



RAPID TIME
ADDITION MODE – EXAMPLE CONTD.

After the Rapid Time session is successfully submitted, the OT transaction should be visible on the employee's **Timesheet** and **Payable Time** for 07/01/22.



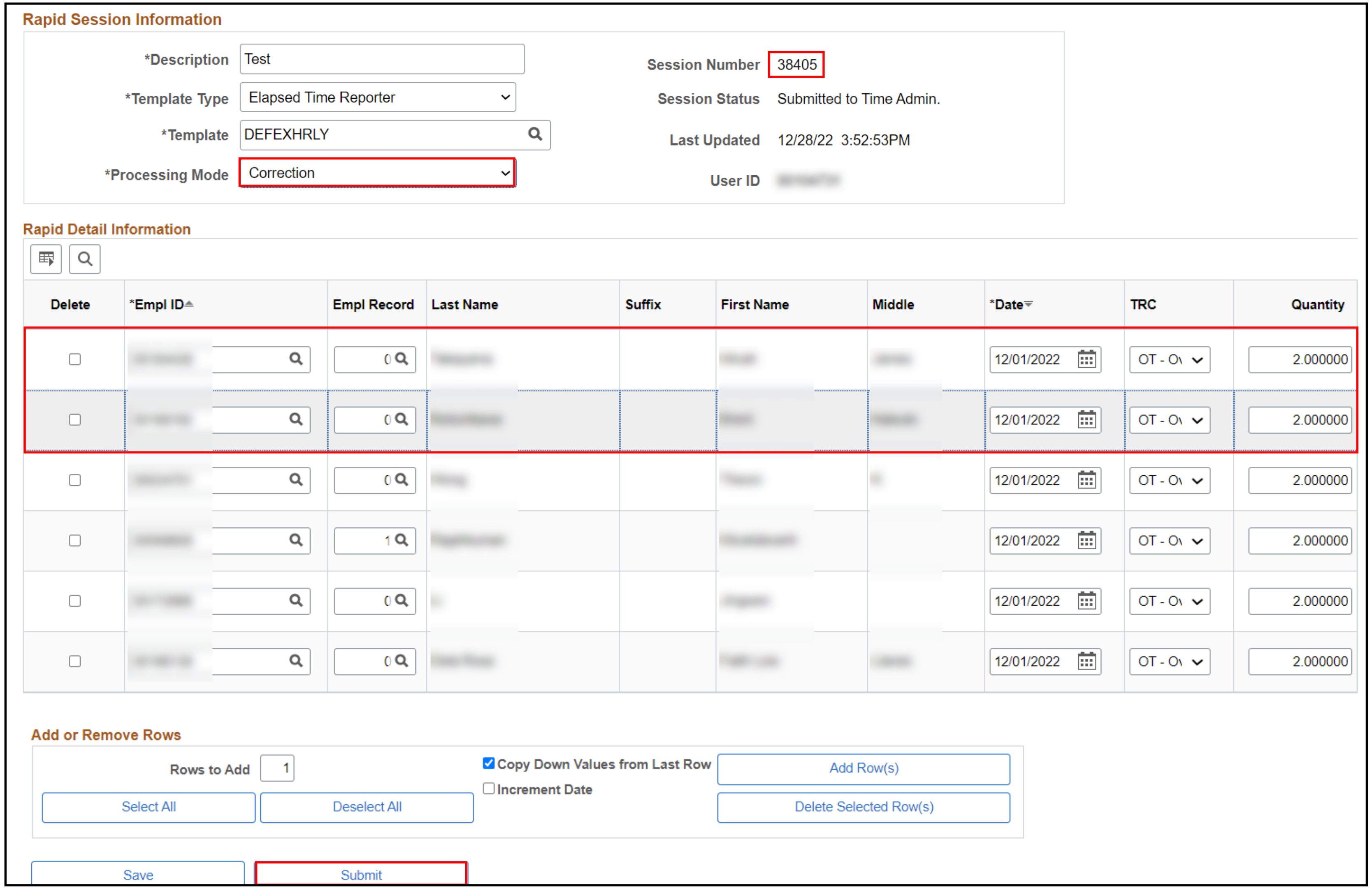


RAPID TIME
CORRECTION MODE - EXAMPLE

Scenario: 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 TIME

CORRECTION MODE – EXAMPLE CONTD.



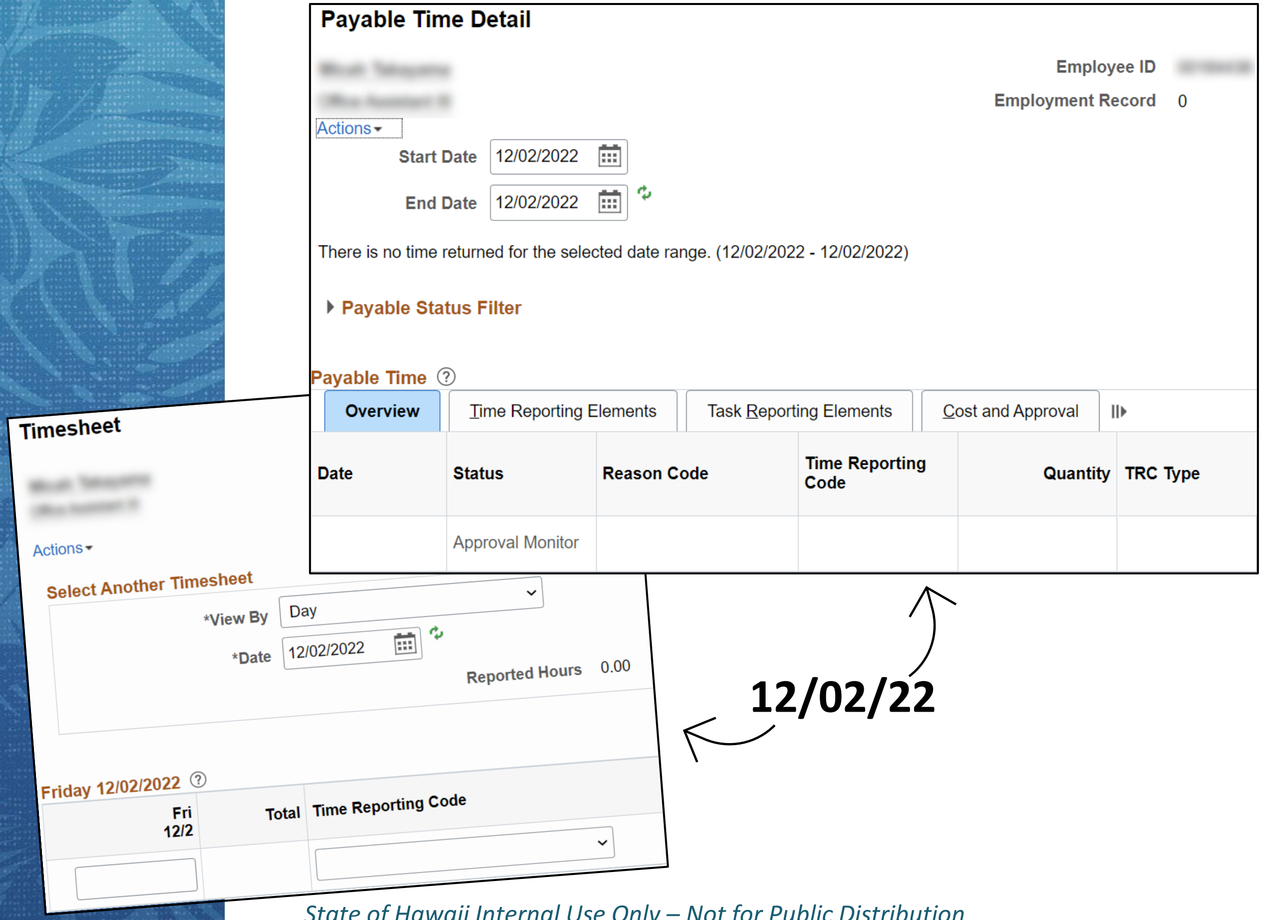
Find the existing Rapid Time session 38405 and change the Processing Mode to **Correction**.

In the **Rapid Detail Information** section, change the dates for the two (2) transactions from 12/02/22 to 12/01/22 and click the **Submit** button to resubmit the session.

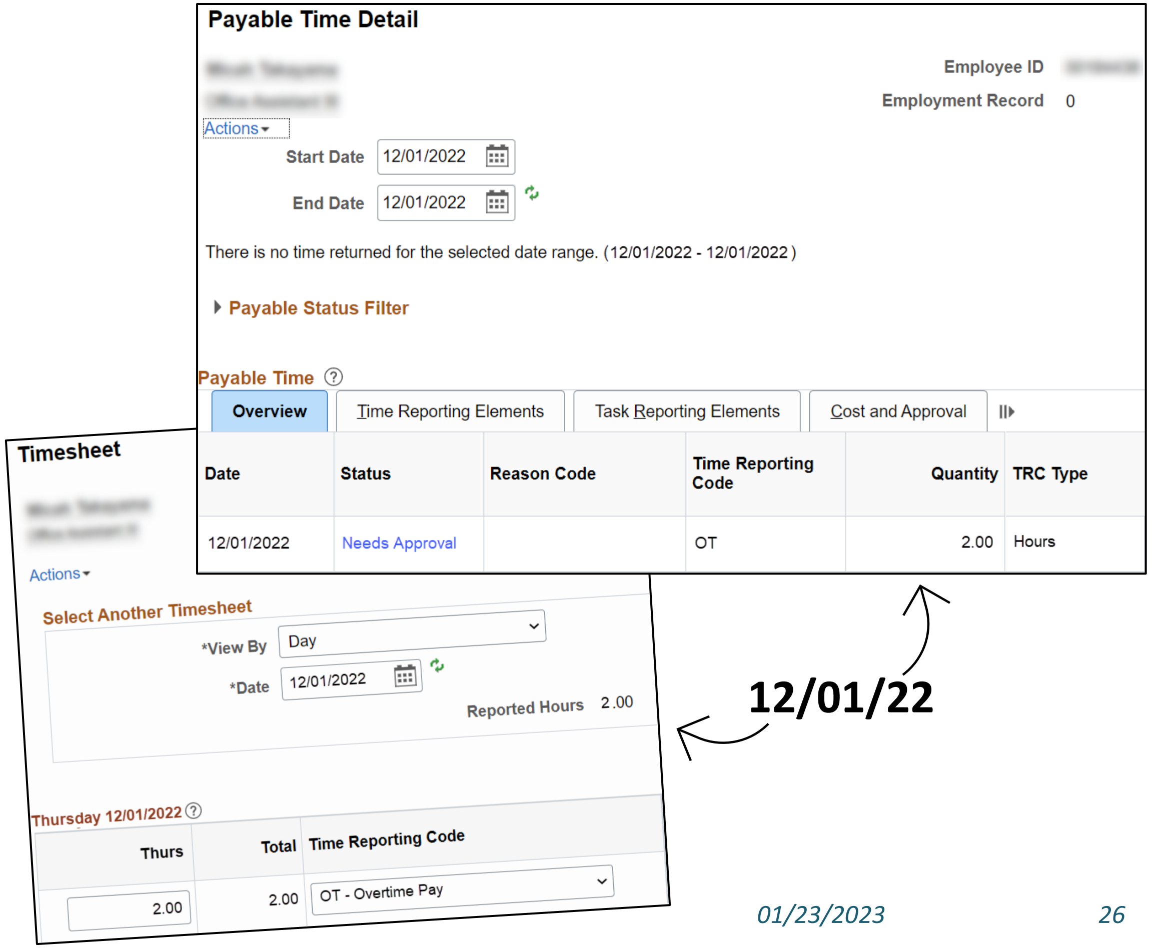
RAPID TIME

CORRECTION MODE – EXAMPLE CONTD.

After the existing Rapid Time session 38405 is successfully re-submitted, review the affected employees' **Timesheet** and **Payable Time** to confirm the OT was deleted from the 12/02/22 date and reported on the correct date of 12/01/22.



12/02/22



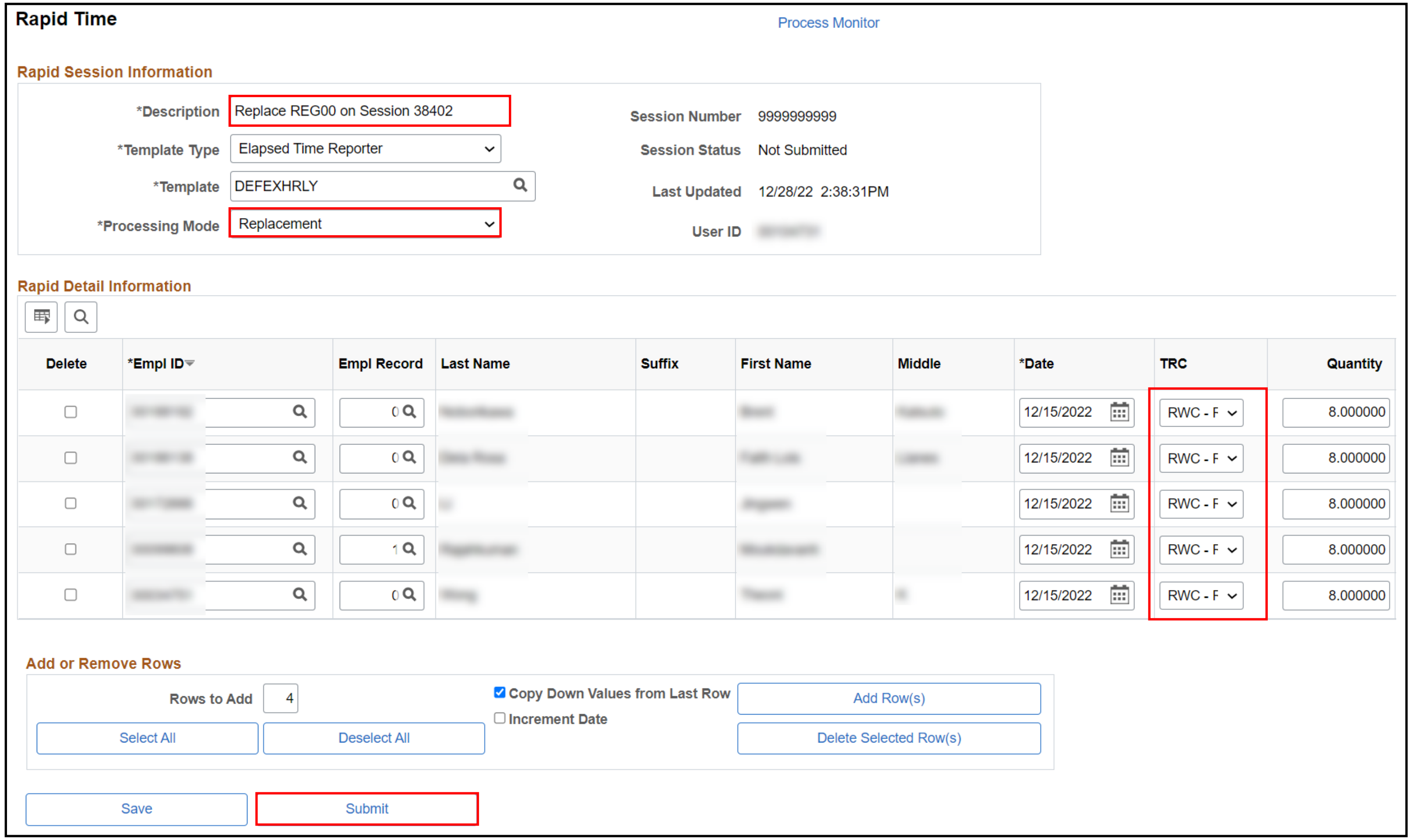
12/01/22

RAPID TIME
REPLACEMENT MODE - EXAMPLE

Scenario: 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 TIME

REPLACEMENT MODE – EXAMPLE CONTD.

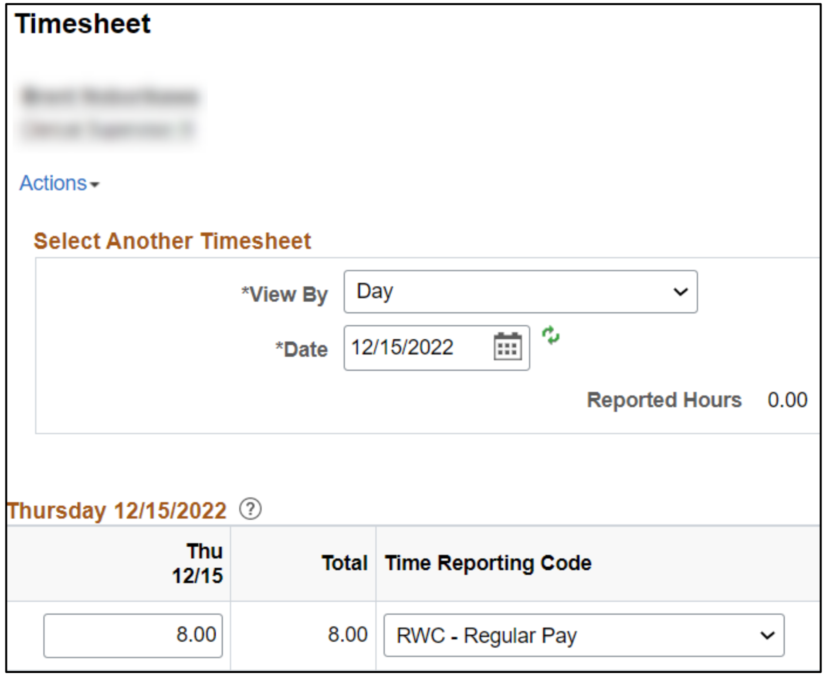


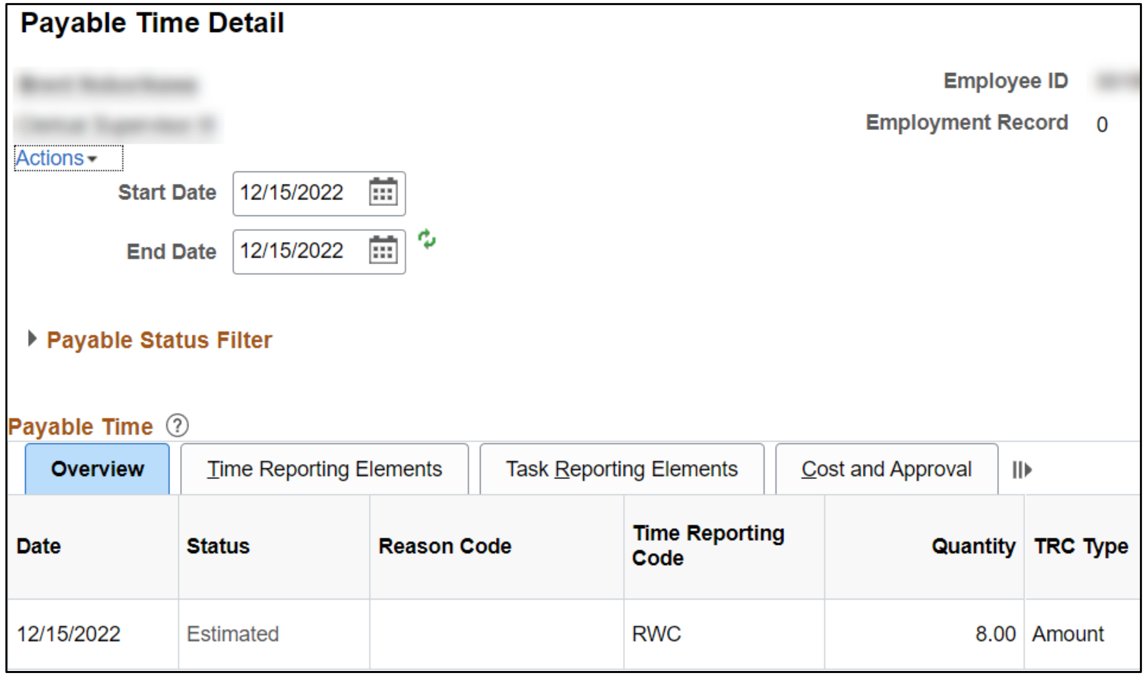
Start a new Rapid Time session using the Processing Mode **Replacement** *(NOTE: it may be helpful for future reference to enter a **Description** that this new session is replacing transactions from session 38402).* Complete the **Rapid Detail Information** for all the transactions from the existing session 38402 with the correct TRC RWC and click the **Submit** button.

RAPID TIME

REPLACEMENT MODE – EXAMPLE CONTD.

After the Rapid Time session is successfully submitted, review the affected employees' **Timesheet** and **Payable Time** to confirm the 8 hours REG00 have been replaced with $8.00 RWC for the date 12/15/22.





RAPID TIME
QUERIES

In addition to reviewing Timesheets and Payable Time, there are several queries to help confirm your Rapid Time entries were successfully added to the employees' Timesheets.

1. **HIP_TL_TIME_IN_PROCESS** - Review time that will load for payroll processing.
2. **HIP_TL_PAYABLE_TM_NOT_APPROVED** – Review Payable Time needing approval.

RAPID TIME
PAYMENT PROCESSING METHODS

RAPID TIME – Enter time for many employees at once or in exception scenarios where transactions need to be entered beyond the 90-day timesheet limitation. Rapid Time is ideally meant for payments that are not necessarily recurring and should be submitted by the Timesheet Deadline.

ADDITIONAL PAY (ADDL PAY) – When you need to make recurring payments (i.e. WIK or OPR) to an employee in addition to their regularly scheduled pay. Entries should be submitted by the Timesheet Deadline.

PCS MODIFICATION WORKSHEET – Way for departments to authorize Central Payroll to alter Paylines and adjust employee pay. If an error is found after time was submitted/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 make corrections on their behalf.

HI PAYROLL TRANSACTION PROCESS (HIPSHUP) – Excel to Component Interface (CI) process using a CSV file. Department payroll uploads the file and validates rows without going through Central Payroll or the old PCS approver process. Use for Vacation or Comp Time payouts, retroactive payments (before deploying in T&L), and for payments to terminated employees.

RAPID TIME

PAYMENT PROCESSING METHODS - WHEN TO USE THEM

The chart below provides examples to help illustrate which payment processing method to use for different scenarios.

	Rapid Time	Additional Pay	PCS Modification Worksheet	HI Payroll Transaction Process (HIPSHUP)
Add payment after Timesheet Submission Deadline and Before Supervisor Approval Deadline.	x			
After the Supervisor Approval Deadline, correct or stop a payment approved for processing on the upcoming pay date.			x	
Enter a recurring payment (i.e. WIK or OPR)		x		
Enter a Vacation or Comp Time payout.				x
Enter many payments for multiple employees.	x			
Enter retroactive payments (before deploying in T&L).				x
Enter retroactive payments (after deploying in T&L).	x			
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).	x			
Enter a transaction for a terminated employee.				x

RAPID TIME
IMPORTANT NOTES

1. The system will display a Session Number of 9999999999 until you save or submit.
2. Try to **enter data as accurately as possible**, to speed up the time reporting process there are limited rules during data entry.
3. Clicking the **Submit** button will validate your entries and HIP will check the TRC and task data entered for the session. HIP will also verify each Time Reporter is **Active**. Invalid transactions will appear on the **Manage Exceptions** screen for Timekeeper/Supervisor review.
4. Approval and Exception rules still apply when submitting via Rapid Time. (i.e. **entries do not bypass approvals**)
5. Make sure you are using the correct **Processing Mode**.
6. For old or retroactive transactions, Timekeepers should follow all internal department policies and/or procedures for time entry and consult their department Fiscal/Payroll office before submitting.

RAPID TIME
ONLINE RESOURCES

1. A helpful Knowledge article for Timekeepers covering Rapid Time can be found here: https://ags.hawaii.gov/hip/for-time-and-leave-keepers/for-timekeepers/tk-submit-time/using-the-rapid-time-screen/
2. Rapid Time quick reference guide: https://ags.hawaii.gov/hip/files/2023/01/Rapid-Time.pdf
3. Mandatory self-paced training for Timekeepers: https://files.hawaii.gov/dags/hip/125/story.html

MAHALO FOR YOUR TIME!