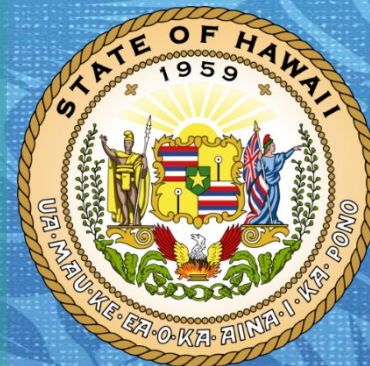




HIP Time and Leave Refresher Training

January 23, 2023



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

TOPICS

1. Time Reporter Data

- Overview
- Timing
- Update Situations
- Navigation
- Page Details
- Mid-Period Changes
- Example
- Additional Resources



Overview

- The Maintain Time Reporter Data page controls the following:
 - When an employee should have access to a timesheet
 - What kind of Time Reporting Codes (TRCs) are available for payment to the employee
 - What TRCs are available for the employee to select themselves on the timesheet
- Additionally, certain departments that utilize the task reporting feature on the timesheet can use this page to assign specific task values as required.

Timing

- When new hire data or changes to employee data are entered on the HR record, it may take up to one day for the nightly processing to update time reporter values appropriately and grant the employee the appropriate timesheet access via ESS.

Update Situations

The following are typical scenarios where manual update may be necessary:

1. HR corrected the employees Job Data record effective dates
2. The nightly process did not recognize all the changes needed (e.g., may occur with term and rehire of 89-day hires)
3. Combination of 1 and 2 at the same time

If manual update is deemed necessary, Timekeepers may update as needed, but may need to consult with HR or Payroll office to understand the employee's situation.

Navigation

- Users with **Timekeeper** access may access the page to make updates via Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data.
- Users with **HR** access to Job Data may also view the page via the Time Reporter Data link on the Employment Data page.

Organizational Assignment Data ?

Instance Record

Home/Host Classification	Home		Years	Months	Days	Time Reporter Data
State Employment Date	08/16/2017		Years	Months	Days	
Benefits Service Date	08/16/2017	<input type="checkbox"/> Override	0	0	0	
			5	4	27	

[Job Data](#)[Employment Data](#)[Benefits Program Participation](#)

Page Details

- On the search page, enter the employee's information (e.g., employee ID, first/last name, etc.)
- If multiple results appear, choose the option with the record number associated to the job you are concerned with

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

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Business Unit begins with

Department begins with

Workgroup begins with

Organizational Relationship =

☐ Include History ☐ Correct History ☐ Case Sensitive

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

Search Results

View All 1-2 of 2

Empl ID	Empl Record	Name	Last Name	Business Unit	Department	Workgroup	Organizational Relationship
00	0				510094	BU01EX	Emp
00	1				510094	BU01EX	Emp

Page Details- Cont.

- Typically, the values are set up based on nightly processing(determined by factors such as employing agency, employee type, and union code) and rows will be added to update Time Reporter Data if necessary.
- Therefore, the effective dates on the Maintain Time Reporter Data page typically align with effective dates on Job Data.

Maintain Time Reporter Data

Organizational Relationship Employee

ID Badge Detail

Employment Record 0 Group Membership

Time Reporter Data

1 of 1 View All

a + -

b *Effective Date 11/17/2021

c *Status Inactive

d *Time Reporter Type Elapsed Time Reporter

e Elapsed Time Template SOH_EXDFLT Exception Hourly Default

f Punch Time Template

g Time Period ID HISEMIMONTH HI Semi Monthly

h *Workgroup BU01EX Ex Hourly/Salaried BU 13

i *Taskgroup PSNONTASK Non Task Taskgroup

j Task Profile ID

TCD Group

Restriction Profile ID

Rule Element 1

Rule Element 2

Rule Element 3

Rule Element 4

Rule Element 5

k Time Zone HST Hawaiian Time

m Save Return to Search Notify Refresh

Update/Display Include History Correct History

Payroll

l ☒ Send Time to Payroll

Commitment Accounting

☐ For Taskgroup

☐ For Department

Page Details - Cont.

Maintain Time Reporter Data

..... ID Employment Record 0

Organizational Relationship Employee Badge Detail Group Membership

Time Reporter Data

1 of 1 View All

a

b *Effective Date 11/17/2021

c *Status Inactive

a + -

- a) Add row if necessary. The **Correct History** button at the bottom right may be needed if date already exists
- b) **Effective Date** indicates the date when the timesheet settings will apply.
- c) **Status** indicates whether the employee will have access to the timesheet as of the effective date. Choose between **Inactive** or **Active**
- This status is also used by the system to grant access to timesheet via ESS.

Update/Display Include History Correct History

Page Details- Cont.

d *Time Reporter Type Elapsed Time Reporter

e Elapsed Time Template SOH_EXDFLT Exception Hourly Default

f Punch Time Template

g Time Period ID HISEMIMONTH HI Semi Monthly

- d) **Time Reporter Type** indicates what type of timesheet the employee sees. Choose between **Elapsed Time Reporter** (Salary EE) or **Punch Time Reporter** (Hourly EE)
- e) If **Elapsed Time Reporter** was chosen for the Time Reporter Type, ensure **SOH_EXDFLT** is displayed, otherwise it should be blank
- f) If **Punch Time Reporter** was chosen for the Time Reporter Type, ensure **SOH_HRLY** is displayed. Otherwise leave blank.
- g) The **Time Period ID** should always be **HISEMIMONTH** to allow the employee to see their timesheet one pay period at a time.

Page Details- Cont.



*Workgroup

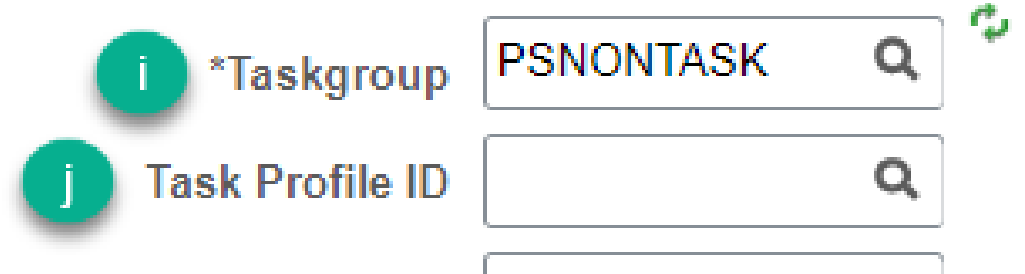
BU01EX



- h) **Workgroup** determines what kinds of TRCs an employee sees and what kinds of TRC codes are allowed for payment.

Union Code	Employee Type	Workgroup	Examples
BU XX included/excluded	Hourly (H)	BUXXHR	Hourly employees associated with BU XX (e.g., BU01 would need the BU01HR workgroup)
BU XX included/excluded	Salaried (S) or Exception Hourly (E)	BUXXEX	Salaried employees associated with BU XX (e.g., BU01 would need the BU01EX workgroup)
00 or blank	Hourly (H)	89DAY	Hourly employees with positions not associated with a bargaining unit
00 or blank	Salaried (S) or Exception Hourly (E)	BU00EX	Salaried employees with positions not associated to a union
00 or blank	Hourly (H)	Casual	Hourly employee such as Student Helpers or Stadium Authority part time staff
00 or blank	Hourly (H)	89DAYOTHER	Unique to OHA employees
00 or blank	Salaried (S) or Exception Hourly (E)	BUOTEX	Unique to LEG and OHA employees

Page Details- Cont.

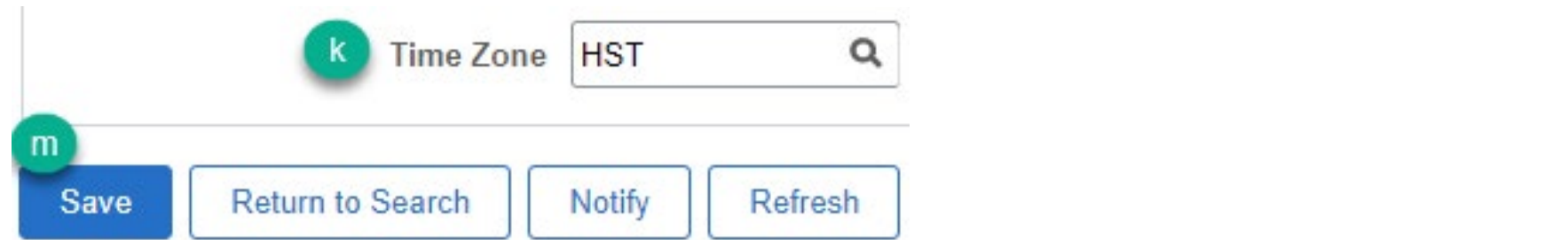


i *Taskgroup PSNONTASK

j Task Profile ID

- i) The **Taskgroup** value should be set to **PSNONTASK**
 - Departments that utilize labor reporting should refer to instructions related to their department (e.g., DBEDT-HHFDC, Aloha Stadium, DLNR-DOFAW/DAR, DHS-IT, DOD-HIEMA).
- j) This value is only needed for departments that utilize the Labor Reporting feature in HIP. These departments should refer to instructions related to their department.

Page Details- Cont.



The screenshot shows a web form with the following elements:

- A green circle with the letter 'k' points to the 'Time Zone' label.
- A text input field contains the value 'HST'.
- A green circle with the letter 'l' points to a checkbox labeled 'Send Time to Payroll', which is checked.
- A green circle with the letter 'm' points to a blue 'Save' button.
- Below the 'Save' button are three other buttons: 'Return to Search', 'Notify', and 'Refresh'.

- k) The **Time Zone** value should be set to **HST**
- l) There should be a check on the checkbox next to **Send Time to Payroll**
- m) Save the page if the values look correct
 - Allow the nightly Time Enrollment process to register the employee's enrollment. Access to the Time tile in ESS should be available the next day.

Mid-Period Changes

- A mid-period change means something changed in the middle of these pay periods. For example, the 8th is in the middle of the 1st to 15th period and the 22nd is in the middle of the 16th to the end of the month period.
- If a change to the time reporter data occurs in the middle of the period, then the employee may have some issues selecting time on their timesheet. This is because the timesheet display of codes is based on the beginning of the pay period when the change happened.
 - This typically occurs when an 89 day hire transitions to become a full-time salaried employee since an 89-day hourly hire has a different set of TRC codes than a full-time salaried employee.
- In these situations, a Timekeeper may need to assist in entering the time for the period the employee change happened.

Example

In the following scenario the employee's last day of work as an hourly 89-day hire was Friday 12/2/22. Since the employee is not scheduled to work on the weekends, Monday 12/5/22 was the break day and the effective date of termination. The employee was rehired on Tuesday 12/6/22 for a regular full time salaried position.

HIP overnight processing may correctly unenroll the employee as of 12/5 and re-enroll them effective 12/6. However, the employee may have issues selecting proper TRC codes after the rehire date, requiring a Timekeeper to assist.

Before

Example - Continued

Time Reporter Data 🔍 | ⏪ ⏴ 2 of 9 ⏵ ⏩ | [View All](#)

***Effective Date** 12/05/2022 📅 ↺

***Status** Inactive ⌵ + -

***Time Reporter Type** Punch Time Reporter ⌵

Elapsed Time Template 🔍

Punch Time Template SOH_HRLY 🔍 Hourly Employees

Time Period ID HISEMIMONTH 🔍 HI Semi Monthly

***Workgroup** BU01HR 🔍 Hourly BU 01

***Taskgroup** PSNONTASK 🔍 ↺ Non Task Taskgroup

Payroll

☒ Send Time to Payroll

Commitment Accounting

☐ For Taskgroup

☐ For Department

Reference to HR Job Data

Work Location | **Job Information** | **Job Labor** | **Payroll** | **Salary Plan** | **Compensation** | **PAS** | **Hi Exec Job** | **Job Earnings Distribution**

Employee Empl ID Empl Record 0

Work Location Details ? Find First 2 of 12 Last + -

***Effective Date** 12/05/2022 📅 31 **HR Status** Inactive **Payroll Status** Terminated Go To Row

Effective 0 ***Job Indicator** Primary Job ⌵

Sequence

***Action** Termination ⌵

After

Example - Continued

Time Reporter Data

1 of 9 View All

*Effective Date 12/06/2022

*Status Active

*Time Reporter Type Elapsed Time Reporter

Elapsed Time Template SOH_EXDFLT Exception Hourly Default

Punch Time Template

Time Period ID HISEMIMONTH HI Semi Monthly Ex Hourly/Salaried BU 01

*Workgroup BU01EX

*Taskgroup PSNONTASK Non Task Taskgroup

Payroll

☒ Send Time to Payroll

Commitment Accounting

☐ For Taskgroup
☐ For Department

Reference to HR Job Data

Work Location Job Information Job Labor Payroll Salary Plan Compensation PAS Hi Exec Job Job Earnings Distribution

Employee Empl ID Empl Record 0

Work Location Details ? Find First 1 of 12 Last

*Effective Date 12/06/2022 HR Status Active Payroll Active Status Go To Row

Effective 0

Sequence

*Action Rehire

*Job Indicator Primary Job

Example - Continued

- On ESS, a message appears at the top of the timesheet indicating that the employee has a “mid-period time reporting profile change”
- In case the employee wanted to report overtime hours on 12/7/22, he would be unable to do so via the Enter Time tile on ESS and would need to work with the Timekeeper to have the time reported on his behalf

◀ 1 December - 15 December 2022 ▶

HI Semi Monthly
Scheduled 88.00 | Reported 16.00

[View Legend](#) Submit

has a mid-period time reporting profile change on 12/05/2022.


◀ Week 1 of 3 ▶
Scheduled 40.00 | Reported 16.00




Time Reporting Code / Time Details	Thursday 1	Friday 2	Saturday 3	Sunday 4	Monday 5	Tuesday 6	Wednesday 7
	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
REG01 - Regular T	8.00	8.00					

CLBK1 - Call Back Pay
CLBK2 - Call Back Consultative Call(s)
MEAL1 - Meal - Breakfast
MEAL2 - Meal - Lunch
MEAL3 - Meal - Dinner
N1GHT - Scheduled Night Shift
NDIF1 - Overtime - Night Shift
REG01 - Regular Time
RST10 - 10 Hours Rest
RST12 - 12 Hours Rest
SHWUP - Rpd DayOff Una to wrk 3hrs min
SPLIT - Split Shift Differential
STDBY - Stand By Pay Portions
WDATY - Working Condition 50.01 50.02
WDCOR - Correction - Working Condition





Example - Continued

- Timekeepers may use the Timesheet in the Time and Labor WorkCenter and select **Day** in the *View By option and click the refresh icon to access a timesheet for a particular day instead of the whole pay period.




Time Keeper WorkCente  <<

 **Links**  

▼ **Other Tasks**

-  Rapid Time
-  Assign Work Schedule
-  Reported Time Audit
-  Query Viewer

.....

 **Queries**  



- ▶ CL - Timesheet Deadline
- ▶ CL - On Approval Deadline
- ▶ CL - During Payroll Calc
- ▶ CL - Payroll Confirmation
- ▶ Monthly
- ▶ Other Time Keeper Queries

Electrician I


Actions ▼

Select Another Timesheet

*View By Day ▼

*Date 12/07/2022  

Reported Hours 0.00

Wednesday 12/07/2022 

Wed 12/7	Total	Time Reporting Code
<input type="text"/>		<input type="text"/>
<input type="text"/>		NDIF1 - Overtime - Night Shift
		OT - Overtime Pay
		OTHLD - Overtime - Holiday

Additional Resources

- [Update Time Reporter Data](#)
- [Time Reporting Code and Earn Code Matrix in .XLS](#)
- [HIP Data Flow](#)
- [HIP Job Data, Payroll, Time, and Leave Relationship Guide](#)
- [How To Enter Time For An Employee](#)



MAHALO FOR YOUR TIME!