

Maintain Time Reporter Data

CONTENTS

Overview	1
Timing.....	1
Update Situations	1
Navigation	2
Page Details.....	2
Example	5
Mid-Period Changes.....	7
Example	7

OVERVIEW

The Maintain Time Reporter Data page is used to establish the settings of when an employee should have access to a timesheet, what kind of Time Reporting Codes (TRCs) are available for payment to the employee, and what options are available for the employee to select themselves on the timesheet. This allows the system to apply different rates for payment types depending on Bargaining Unit (e.g., Night Shift at \$0.60 vs \$0.70). 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 employee data changes are entered on the HR record, it may take up to one day for the processing to update time reporter values appropriately and grant the employee the appropriate timesheet access via ESS. Typically, the values are set up based on nightly processing and determined by factors such as employing agency, employee type, and union code. During overnight processing, 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 the HR Job Data.

UPDATE SITUATIONS

In situations where the Time Reporter Data may not have updated after nightly processing, Timekeepers may need to get involved to update manually. 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

The following is to assist Timekeepers to update the Time Reporter data for employees if manual adjustments need to be made. Consultation with your HR or Payroll office may be necessary to understand the specific situation and proper effective dates for the employee.

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* link page.

PAGE DETAILS

The following outlines the details on the page.

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. You may consult with your HR or Payroll office if you are unsure which is the proper record number to use.

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

On the input page, input the data as necessary. NOTE: In case the data is blank, it may be useful to find a similar employee to review that set up and then mimic for the employee you are trying to update manually.

Maintain Time Reporter Data

..... ID Employment Record 0
Organizational Relationship Employee Badge Detail Group Membership

Time Reporter Data 1 of 1 | View All

<p>a + -</p> <p>b *Effective Date <input type="text" value="11/17/2021"/> 📅 ↺</p> <p>d *Time Reporter Type <input type="text" value="Elapsed Time Reporter"/></p> <p>e Elapsed Time Template <input type="text" value="SOH_EXDFLT"/> 🔍 Exception Hourly Default</p> <p>f Punch Time Template <input type="text"/> 🔍</p> <p>g Time Period ID <input type="text" value="HISEMIMONTH"/> 🔍 HI Semi Monthly</p> <p>h *Workgroup <input type="text" value="BU01EX"/> 🔍 Ex Hourly/Salaried BU 13</p> <p>i *Taskgroup <input type="text" value="PSNONTASK"/> 🔍 ↺ Non Task Taskgroup</p> <p>j Task Profile ID <input type="text"/> 🔍</p> <p>TCD Group <input type="text"/> 🔍</p> <p>Restriction Profile ID <input type="text"/> 🔍</p> <p>Rule Element 1 <input type="text"/> 🔍</p> <p>Rule Element 2 <input type="text"/> 🔍</p> <p>Rule Element 3 <input type="text"/> 🔍</p> <p>Rule Element 4 <input type="text"/> 🔍</p> <p>Rule Element 5 <input type="text"/> 🔍</p> <p>k Time Zone <input type="text" value="HST"/> 🔍 Hawaiian Time</p>	<p>c *Status <input type="text" value="Inactive"/> + -</p> <p>l Payroll</p> <p><input checked="" type="checkbox"/> Send Time to Payroll</p> <p>Commitment Accounting</p> <p><input type="checkbox"/> For Taskgroup</p> <p><input type="checkbox"/> For Department</p>
--	---

m Update/Display Include History Correct History

Save Return to Search Notify Refresh

- a) Use the “+” to add a new row if necessary to update the values.
 - NOTE: If the date you need already exists, then you may need to use the correct history button to correct the data.
- b) Update **Effective Date**
 - Indicates the date when the timesheet settings will apply. Each date on this page should match an employee’s Job Data transactions, please consult your HR office for specific guidance on this.
- c) Update **Status**
 - Indicates whether the employee will have access to the timesheet as of the effective date
 - i. **Active** indicates the timesheet input needs to be available.
 - ii. **Inactive** indicates the timesheet input should not be available.
 - This status is also used by the system to grant access to timesheet via ESS.

- d) Update **Time Reporter Type**
 - Indicates what type of timesheet the employee sees
 - i. **Elapsed Time Reporter** is the timesheet style used when an employee generally enters hours worked as whole numbers. Typically used for salaried employees.
 - ii. **Punch Time Reporter** is the timesheet style used when employees need to enter the specific in and out times worked. Typically used for hourly employees.
- e) Update **Elapsed Time Template**
 - If **Elapsed Time Reporter** was chosen for the **Time Reporter Type**, ensure **SOH_EXDFLT** is displayed, otherwise it should be blank.
- f) Update **Punch Time Template**
 - If **Punch Time Reporter** was chosen for the **Time Reporter Type**, ensure **SOH_HRLY** is displayed. Otherwise leave blank.
- g) Update **Time Period ID**
 - The **HISEMIMONTH** should always be used here to allow the employee to see their timesheet one pay period at a time.
- h) Update **Workgroup**
 - Determines what kinds of TRCs an employee sees and what kinds of TRC codes are allowed for payment. This is normally determined based on the employee’s bargaining unit and whether the employee is a salaried or hourly employee. See below chart for examples of what workgroups are intended for the different groups of employees.

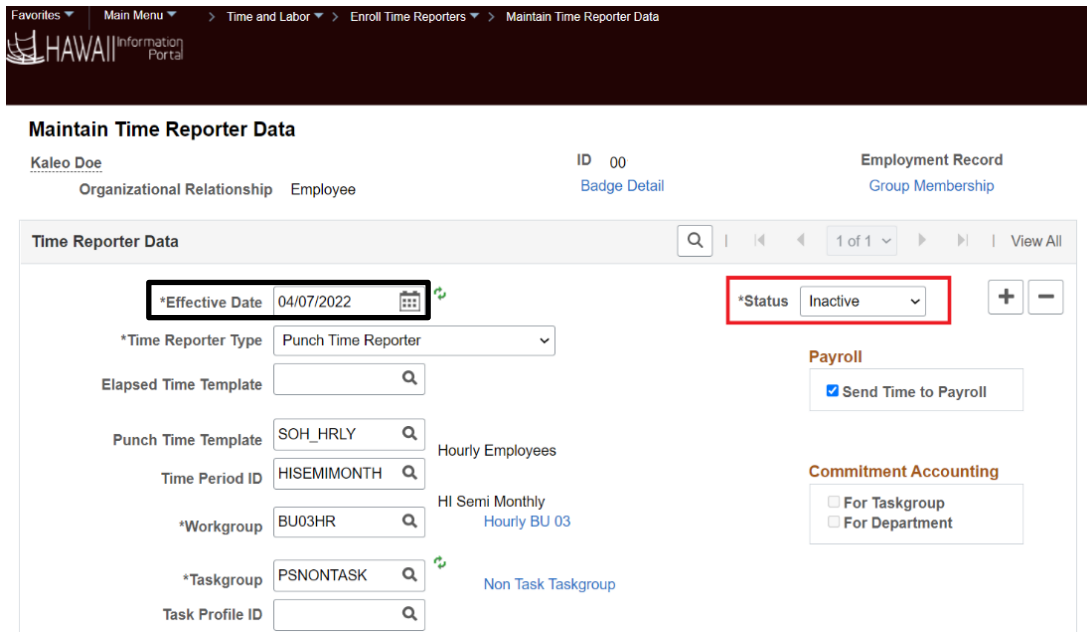
Union Code	Employee Type	Workgroup	Examples
BU XX included/excluded	Hourly (H)	BU XX HR	Hourly employees associated with BU XX (e.g., BU01 would need the BU01HR workgroup)
BU XX included/excluded	Salaried (S) or Exception Hourly (E)	BU XX EX	Salaried employees associated with BU XX (e.g., BU01 would 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)	BU0TEX	Unique to LEG and OHA employees

- Please refer to the [Time Reporting Code and Earn Code Matrix in .XLS](#) for more details on what TRCs are available to which workgroup.
- i) Update **Taskgroup**
 - Should be set to **PSNONTASK** as the default value unless you are in a department that participates in Labor Reporting in HIP.
 - 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) Update **Task Profile ID**
 - 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.
- k) Update **Time Zone**
 - Should be **HST**.
- l) **Send Time to Payroll**
 - This checkbox should always be checked
- m) Save
 - Once the data entered looks correct and **Save** is clicked, 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.

EXAMPLE

In below scenario, Kaleo Doe was terminated effective April 7, 2022, and was then immediately rehired on April 8, 2022. Due to the immediacy of the termination, HIP overnight processing may only unenroll the employee as of 4/7, and not re-enroll them effective 4/8. This scenario may require intervention so the employee can have timesheet access effective 4/8.

Before



Maintain Time Reporter Data

Kaleo Doe ID 00 Employment Record
 Organizational Relationship Employee Badge Detail Group Membership

Time Reporter Data 1 of 1 View All

*Effective Date 04/07/2022 *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 BU03HR Hourly BU 03

*Taskgroup PSNONTASK Non Task Taskgroup

Task Profile ID

Payroll
 Send Time to Payroll

Commitment Accounting
 For Taskgroup
 For Department

Reference to HR Data

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

Doe, Kaleo Empl ID [redacted]
Employee Empl Record 0

Work Location Details Find First 1 of 30 Last

*Effective Date 04/07/2022 HR Status Inactive Payroll Status Terminated Go To Row + -

Effective 0 *Job Indicator Primary Job

Sequence

*Action Termination

After

*Effective Date 04/08/2022 + -

*Status Active + -

*Time Reporter Type Punch Time Reporter

Elapsed Time Template

Punch Time Template SOH_HRLY Hourly Employees

Time Period ID HISEMIMONTH HI Semi Monthly Hourly BU 03

*Workgroup BU03HR

*Taskgroup PSNONTASK Non Task Taskgroup

Payroll
 Send Time to Payroll

Commitment Accounting
 For Taskgroup
 For Department

Reference to HR data.

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

Doe, Kaleo Empl ID [redacted]
Employee Empl Record 0

Work Location Details Find First 1 of 2 Last

*Effective Date 04/08/2022 HR Status Active Payroll Active Status Go To Row + -

Effective 0 *Job Indicator Primary Job

Sequence

*Action Rehire

Employee Timesheet. Note that there is no option to enter time on the date the employee was inactive.

06 Wednesday	Reported 8.00 /Schedu	8:00:00A	12:00:00	12:30:00	4:30:00P	REG01 - Re	
07 Thursday	Reported 0.00 /Schedu						
08 Friday	Reported 8.00 /Schedu	8:00:00A	12:00:00	12:30:00	4:30:00P	REG01 - Re	

MID-PERIOD CHANGES

The timesheets are typically displayed for employees on ESS by pay period, either from the 1st to the 15th of the month or from the 16th to the end of the month. 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.

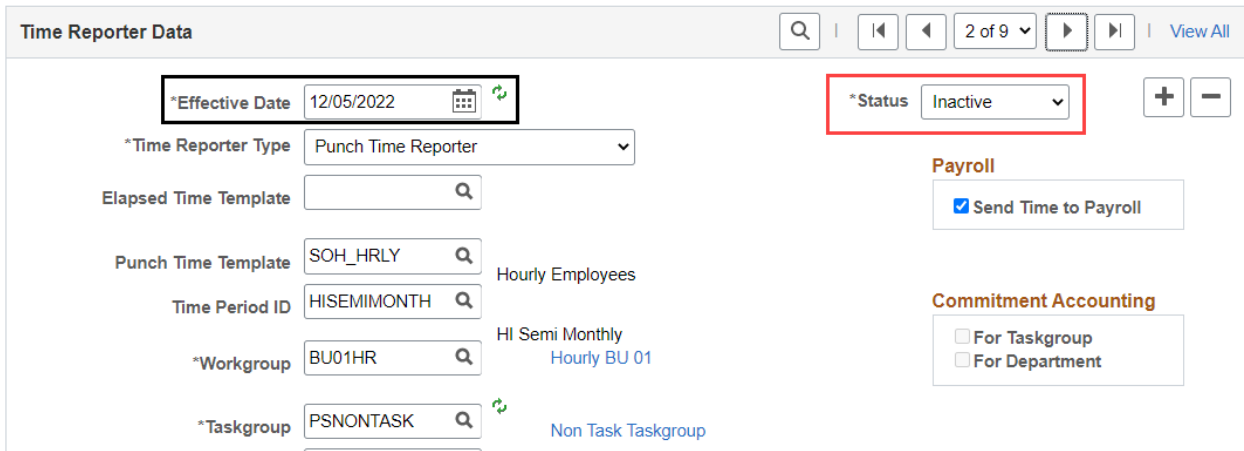
If a change to the time reporter data occurs in the middle of the period, then the employee may have some issues selecting time on their timesheet. This is because the timesheet display of codes is based on the beginning of the pay period when the change happened. This typically occurs when an 89 day 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 on the Time Reporter Data. However, the employee may have issues selecting proper TRC codes after the rehire date, requiring a Timekeeper to assist.

Before



The screenshot shows the 'Time Reporter Data' form with the following fields and values:

- *Effective Date:** 12/05/2022 (highlighted with a black box)
- *Status:** Inactive (highlighted with a red box)
- *Time Reporter Type:** Punch Time Reporter
- Elapsed Time Template:** (empty)
- Punch Time Template:** SOH_HRLY (Hourly Employees)
- Time Period ID:** HISEMIMONTH (HI Semi Monthly, Hourly BU 01)
- *Workgroup:** BU01HR (Hourly BU 01)
- *Taskgroup:** PSNONTASK (Non Task Taskgroup)
- Payroll:** Send Time to Payroll
- Commitment Accounting:** For Taskgroup, For Department

Reference to HR Data

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

Employee: [Redacted] Empl ID: [Redacted]
Empl Record 0

Work Location Details Find First 2 of 12 Last

*Effective Date: 12/05/2022	HR Status: Inactive	Payroll Status: Terminated	Go To Row
-----------------------------	---------------------	----------------------------	-----------

Effective: 0 *Job Indicator: Primary Job

Sequence: [Redacted]
*Action: Termination

After

Notice that the settings update to reflect that the employee is now in a salaried position.

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: [Redacted]
Time Period ID: HISEMIMONTH (HI Semi Monthly)
*Workgroup: BU01EX (Ex Hourly/Salaried BU 01)
*Taskgroup: PSNONTASK (Non Task Taskgroup)

Payroll
 Send Time to Payroll

Commitment Accounting
 For Taskgroup
 For Department

Reference to HR Data

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

Employee: [Redacted] Empl ID: [Redacted]
Empl Record 0

Work Location Details Find First 1 of 12 Last

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

Effective: 0 *Job Indicator: Primary Job

Sequence: [Redacted]
*Action: Rehire

Employee Timesheet

From the employee perspective on ESS, notice that a message appears at the top of the timesheet indicating that the employee has a “mid-period time reporting profile change.” Also, when the employee tries to select a TRC only the ones available for an hourly employee appear.

◀ 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

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. 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. See image below.

Time Keeper WorkCenter ⚙️ ⏪

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
[]	[]	[]
[]	[]	<ul style="list-style-type: none"> NDIF1 - Overtime - Night Shift <li style="background-color: #f0f0f0;">OT - Overtime Pay OTHLD - Overtime - Holiday