Recording Time for an Exception Time Reporter in week with a Holiday

1. Begin by navigating to the Timesheet Summary page.

   ![Menu]
   - Click the Manager Self Service link
   - Click the Time Management link.
   - Click the Report Time link

2. ![Oracle]

   Click the Timesheet link.

3. Use the Employee Selection Criteria section of the Timesheet Summary page to select a group of employees or an individual employee, for time entry.
4. Enter the desired information into the **Value** field. For example, Group ID.

![Image of Timesheet Summary with Group ID highlighted]

Select **Payroll Status** of “Active” to limit your search returns to active employees.

5. The **Date** field defaults to the current date. The **Timesheet** will display the current pay period inclusive of the default date.

6. Click the **Get Employees** button.

   ![Image of Get Employees button]

7. The employee information displays at the bottom of the page.

   ![Image of Employee List]

   Click on the employee name to bring up the timesheet to enter time.
8. NOTE: Click the **Collapse Menu** button to view the entire **Timesheet** page.

### Timesheet

- **Employee ID:** 10599999
- **Job Title:** Sr Data Analyst
- **Employee Record Number:** 0
- **Department:** 4860000 Admin Systems Support

#### Click for Instructions

**View By:** Week | **Date:** 03/15/2009 | **Date:** Next Week

<table>
<thead>
<tr>
<th>Reported Hours</th>
<th>Scheduled Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.000 Hours</td>
<td>30.000 Hours</td>
</tr>
</tbody>
</table>

#### From Sunday 03/15/2009 to Saturday 03/21/2009

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Reported Time Status - click to view

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Reported</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule Deviation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Reported Hours Summary - click to hide

#### Balances - click to hide

<table>
<thead>
<tr>
<th>Plan Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>10.221</td>
</tr>
<tr>
<td>Sick</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>10.421</td>
</tr>
<tr>
<td>Comp Time - 4183758</td>
<td>38.421</td>
</tr>
</tbody>
</table>

9. Use the **Timesheet** page to enter time, adjust reported time for the current pay period, and view reported time.

10. The top portion of the page displays the employee's information: Job Title, Employee ID, Record Number, and Department.

11. The **View By** field determines how much time will display on the timesheet. The default is **Week**.

   The **Date** field defaults to the first day of the current week.

12. Note: if you are viewing time for a prior period, this page will not allow changes; it will be ‘view only’

13. Scroll to the bottom of the page to view the **Reported Time Status**, the **Reported Hours Summary**, and **Balances** for vacation, sick, personal, and comp time.
14. To populate the grid with the employee’s scheduled time, click the **Apply Schedule** button. This button will only be available the first time you access a timesheet and will disappear once time has been submitted.

15. The employee’s regular schedule displays with the appropriate **Time Reporting Code**.

16. The day of the holiday shows as blank with no time. This is because the rules will generate the holiday benefit based on the employee’s schedule, workgroup and FTE. The holiday will show in payable time. Note that the ‘Total Scheduled Hours’ shows only Monday. This is a bug and will be fixed at a later date.
17. You would enter time on the holiday if:
   1. The employee worked on a holiday.
   2. You are reporting a claim for an employee that receives a partial holiday benefit and needs to cover the rest of the day with accrued time. This day will kick out as an exception during rules processing if time is not entered so that the total number of hours for that day equals the total scheduled hours.
   3. You are reporting overtime or comp time worked on a holiday.
   4. The employee is an essential employee and did not show up for work and needs to use his/her accrued time.

If an entry of HOL is made in reported time for the holiday, rules will not create any holiday time for that day.

18. After applying the schedule, click the to insert a new row.

19. On the new row, enter the hours worked on the holiday and select the appropriate Time Reporting Code.

20. click Submit button
21. You will receive the following warning message.

```
Warning – 2009-03-17 is scheduled as a holiday (13504.3003)
Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time.
```

22. Click **OK** to save the reported time.

```
Timesheet
Submit Confirmation

✓ The Submit was successful
Time for the Week of 2009-03-15 to 2009-03-21 is submitted

OK
```

23. You are returned to the **Timesheet** page, where the recorded time is displayed in the **Reported Hours Summary** section.

```
Timesheet

John Smith
Sr Data Analyst
Employee ID: 10999999

Job Title: Sr Data Analyst
Employee Record Number: 0
Department: A803000 Administrative Systems Support

View By: Week
Date: 03/15/2009
Reported Hours: 37.500 Hours
Scheduled Hours: 38.000 Hours

From Sunday 03/15/2009 to Saturday 03/21/2009

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8.000</td>
<td>7.500</td>
<td>7.500</td>
<td>7.500</td>
<td>7.500</td>
<td>7.500</td>
<td>7.500</td>
<td>7.500</td>
<td>37.500</td>
<td>REG - Regular Pay</td>
<td>Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.000</td>
<td>10.000</td>
<td>10.000</td>
<td>10.000</td>
<td>10.000</td>
<td>10.000</td>
<td>10.000</td>
<td>10.000</td>
<td>60.000</td>
<td>REG - Regular Pay</td>
<td>Hours</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Reported Hours: 37.500
Total Scheduled Hours: 38.000
Schedule Deviation: 0.500

‘Total Reported Hours’ are now updated; ‘Total Scheduled Hours’ look the same; ‘Schedule Deviation’ will be blank.
24. If you want a summary of the time just reported, Click the **Reported Time Status - click to view** link.

25. The reported time has a status of Submitted and the Time Reporting Codes are listed. This **should match** your entries on the lines above.

26. To enter time for another week for the same employee, you can click **<< Previous Week** or **Next Week >>** provided you are in the same pay period.

27. If your search returned multiple employees, you can click **Next Employee >>** near the top of the timesheet

   **Click for Instructions**

   View By: Week  Date: 03/15/2009  Time: 16:14  Refresh  << Previous Week  Next Week >>

   Reported Hours: 37.50 Hours  Scheduled Hours: 30.00 Hours

   From Sunday 03/15/2009 to Saturday 03/21/2009

   Or

   click **Return to Select Employee** near the bottom of the timesheet

   Go To: Manager Self Service  Time Management  Punch Timesheet  Return to Select Employee
28. The employee’s time is now reported. Once Time Administration is run (batch process), rules for the holiday time will apply. You can view Payable time where the holiday time earned is now populated from the example in this job aid.

**Payable Time Summary**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HOL</td>
<td>Holiday</td>
<td>Hours</td>
<td>USD</td>
<td>7.500000</td>
<td>7.500000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REG</td>
<td>Regular Pay SERS Eligible</td>
<td>Hours</td>
<td>USD</td>
<td>7.500000</td>
<td>7.500000</td>
<td>7.500000</td>
<td>7.500000</td>
<td>7.500000</td>
<td>7.500000</td>
<td></td>
<td>30.000000</td>
</tr>
</tbody>
</table>

29. In this example, no time was submitted for the employee. Reported time (timesheet) does not show any hours on the holiday. Time Administration (batch process) has run and now populated the HOL.

**Payable Time Summary**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HOL</td>
<td>Holiday</td>
<td>Hours</td>
<td>USD</td>
<td>7.500000</td>
<td>7.500000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REG</td>
<td>Regular Pay SERS Eligible</td>
<td>Hours</td>
<td>USD</td>
<td>7.500000</td>
<td>7.500000</td>
<td>7.500000</td>
<td>7.500000</td>
<td>7.500000</td>
<td>7.500000</td>
<td></td>
<td>30.000000</td>
</tr>
</tbody>
</table>

30. End of Procedure.