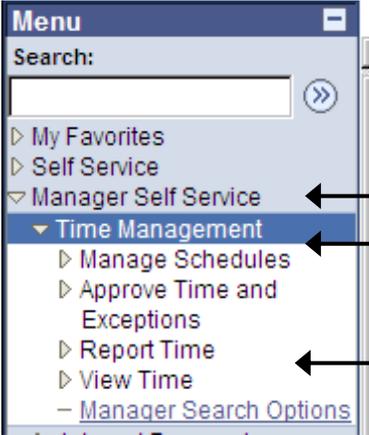


Recording Time for an Exception Time Reporter in week with a Holiday

<p>1.</p>	<p>Begin by navigating to the Timesheet Summary page.</p>  <p>Click the Manager Self Service link</p> <p>Click the Time Management link.</p> <p>Click the Report Time link</p>
<p>2.</p>	 <p>Click the Timesheet link.</p> <p>Timesheet</p>
<p>3.</p>	<p>Use the Employee Selection Criteria section of the Timesheet Summary page to select a group of employees or an individual employee, for time entry.</p>

4. Enter the desired information into the **Value** field. For example, Group ID.

Report Time

Timesheet Summary

Employee Selection Criteria

Field	Value
Group ID	A8600
EmplID	
Empl Rcd Nbr	
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Supervisor ID	
Reports To Position Number	
Workgroup	
Employee Type	
Payroll Status	A

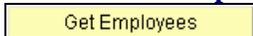
Clear Selection Criteria Save Selection Criteria Get Employees

View By: Date: [<< Previous Week](#) [Next Week >>](#)

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.



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

Employees For Patricia Obrien, Totals From 03/15/2009 - 03/21/2009

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rcd Nbr	Job	Department	Department Description	Workgroup
John Smith	Sr Data Analyst	0.000	0.000	30.000		0.000	0.000	10019107	0	IS01C	A860000	Administrative Systems Support	A_SEIUPROF
Daniel Trudeau_Sr	Student Employee	0.000	0.000	0.000		0.000	0.000	10091146	3	ST9999	A860000	Administrative Systems Support	A_STUDACAD
David Jones	Student Employee	0.000	0.000	0.000		0.000	0.000	10008045	0	ST9999	A860000	Administrative Systems Support	A_STUDACAD
David Jones	Student Employee	0.000	0.000	0.000		0.000	0.000	10008045	2	ST9999	A860000	Administrative Systems Support	A_STUDACAD
Sally Wansmith	Supervising Programmer	0.000	0.000	31.500		0.000	0.000	10001169	0	IP01S	A860000	Administrative Systems Support	A_NUPROF
Edward Galtner	Departmental Assistant	0.000	0.000	0.000		0.000	0.000	10055314	12	05T54	A860000	Administrative Systems Support	A_NBHOURLY
Emily Roberts	Student Employee	0.000	0.000	0.000		0.000	0.000	10106932	0	ST9999	A860000	Administrative Systems Support	A_STUDACAD

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

John Smith Employee ID: 10999999

Job Title: Sr Data Analyst Employee Record Number: 0 Department: A860000 Administrative Systems Support

[Click for Instructions](#)

View By: Date: [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.000 Hours Scheduled Hours: 30.000 Hours

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

	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Total	Time Reporting Code	Type	Shift	Shift Combo Code
<input type="button" value="+"/> <input type="button" value="-"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>						
<input type="button" value="+"/> <input type="button" value="-"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>						
<input type="button" value="+"/> <input type="button" value="-"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>						

[Reported Time Status - click to view](#)

[Reported Hours Summary - click to hide](#)

Category	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Total
Total Reported Hours								
Total Scheduled Hours				7.500	7.500	7.500	7.500	7.500
Schedule Deviation				7.500	7.500	7.500	7.500	7.500

[Balances - click to hide](#)

Plan Type	End balance as of 03/15/2009
Personal	
Sick	10.621
Vacation	36.421
Comp Time - H120DAYEXP	

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.

Timesheet
 John Smith Employee ID: 10999999
 Job Title: Sr Data Analyst Employee Record Number: 0 Department: A860000 Administrative Systems Support

View By: Week Date: 03/15/2009 Refresh << Previous Week Next Week >>
 Reported Hours: 0.000 Hours Scheduled Hours: 30.000 Hours Next Employee >>

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

	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Total	Time Reporting Code	Type	Shift	Shift Combo Code

Submit Apply Schedule

Reported Time Status - click to view
 Reported Hours Summary - click to hide

Category	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Total
Total Reported Hours								
Total Scheduled Hours		7.500						7.500
Schedule Deviation		7.500	7.500	7.500	7.500			7.500

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

Timesheet
 John Smith Employee ID: 10999999
 Job Title: Sr Data Analyst Employee Record Number: 0 Department: A860000 Administrative Systems Support

View By: Week Date: 03/15/2009 Refresh << Previous Week Next Week >>
 Populate Time From: Schedule Information
 Reported Hours: 0.000 Hours Scheduled Hours: 30.000 Hours Next Employee >>

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

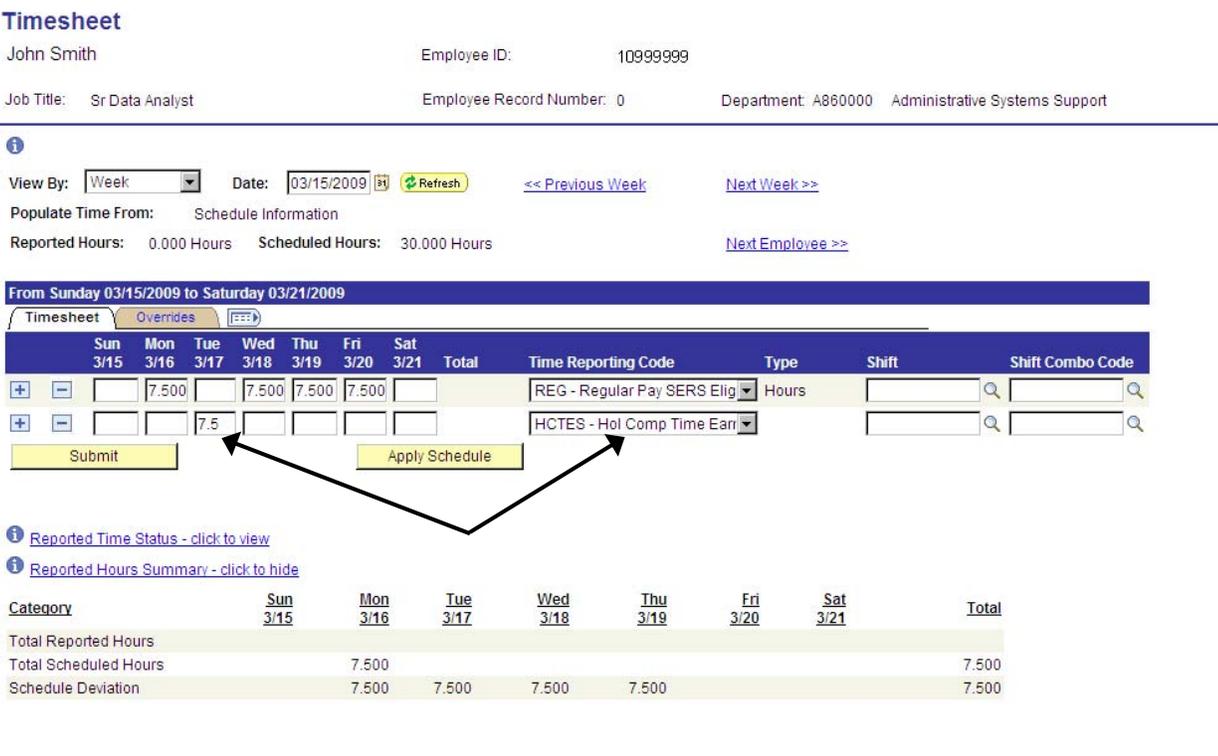
	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Total	Time Reporting Code	Type	Shift	Shift Combo Code
		7.500			7.500				REG - Regular Pay SERS Elig	Hours		

Submit Apply Schedule

Reported Time Status - click to view
 Reported Hours Summary - click to hide

Category	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Total
Total Reported Hours								
Total Scheduled Hours		7.500						7.500
Schedule Deviation		7.500	7.500	7.500	7.500			7.500

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.

<p>17.</p>	<p>You would enter time on the holiday if:</p> <ol style="list-style-type: none"> 1. The employee <i>worked</i> 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. <p>If an entry of HOL is made in reported time for the holiday, rules will not create any holiday time for that day.</p>																																																																																					
<p>18.</p>	<p>After applying the schedule, click the  to insert a new row</p> 																																																																																					
<p>19.</p>	<p>On the new row, enter the hours worked on the holiday and select the appropriate Time Reporting Code.</p>  <p>Timesheet John Smith Employee ID: 10999999 Job Title: Sr Data Analyst Employee Record Number: 0 Department: A860000 Administrative Systems Support</p> <p>View By: <input type="text" value="Week"/> Date: <input type="text" value="03/15/2009"/> <input type="button" value="Refresh"/> << Previous Week Next Week >></p> <p>Populate Time From: <input type="text" value="Schedule Information"/> Reported Hours: 0.000 Hours Scheduled Hours: 30.000 Hours Next Employee >></p> <table border="1"> <thead> <tr> <th colspan="10">From Sunday 03/15/2009 to Saturday 03/21/2009</th> </tr> <tr> <th></th> <th>Sun 3/15</th> <th>Mon 3/16</th> <th>Tue 3/17</th> <th>Wed 3/18</th> <th>Thu 3/19</th> <th>Fri 3/20</th> <th>Sat 3/21</th> <th>Total</th> <th>Time Reporting Code</th> <th>Type</th> <th>Shift</th> <th>Shift Combo Code</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>7.500</td> <td></td> <td>7.500</td> <td>7.500</td> <td>7.500</td> <td></td> <td>30.000</td> <td>REG - Regular Pay SERS Elig</td> <td>Hours</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>7.5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>HCTES - Hol Comp Time Earn</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Submit"/> <input type="button" value="Apply Schedule"/></p> <p>Reported Time Status - click to view Reported Hours Summary - click to hide</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Sun 3/15</th> <th>Mon 3/16</th> <th>Tue 3/17</th> <th>Wed 3/18</th> <th>Thu 3/19</th> <th>Fri 3/20</th> <th>Sat 3/21</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Total Reported Hours</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Scheduled Hours</td> <td></td> <td></td> <td></td> <td>7.500</td> <td></td> <td></td> <td></td> <td>7.500</td> </tr> <tr> <td>Schedule Deviation</td> <td></td> <td></td> <td></td> <td>7.500</td> <td>7.500</td> <td>7.500</td> <td>7.500</td> <td>7.500</td> </tr> </tbody> </table>	From Sunday 03/15/2009 to Saturday 03/21/2009											Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Total	Time Reporting Code	Type	Shift	Shift Combo Code			7.500		7.500	7.500	7.500		30.000	REG - Regular Pay SERS Elig	Hours						7.5						HCTES - Hol Comp Time Earn				Category	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Total	Total Reported Hours									Total Scheduled Hours				7.500				7.500	Schedule Deviation				7.500	7.500	7.500	7.500	7.500
From Sunday 03/15/2009 to Saturday 03/21/2009																																																																																						
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Schedule Deviation				7.500	7.500	7.500	7.500	7.500																																																																														
<p>20.</p>	<p>click Submit button</p>																																																																																					

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

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

Timesheet

John Smith Employee ID: 10999999

Job Title: Sr Data Analyst Employee Record Number: 0 Department: A860000 Administrative Systems Support

View By: Date: [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 37.500 Hours Scheduled Hours: 30.000 Hours [Next Employee >>](#)

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

Timesheet		Overrides							Total	Time Reporting Code	Type	Shift	Shift Combo Code
	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21						
<input type="button" value="+"/>	<input type="text"/>	<input type="text"/>	7.500	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	7.500	HCTES - Hol Comp Time Earn	Hours	<input type="text"/>	<input type="text"/>	
<input type="button" value="+"/>	<input type="text"/>	7.500	<input type="text"/>	7.500	7.500	7.500	<input type="text"/>	30.000	REG - Regular Pay SERS Elig	Hours	<input type="text"/>	<input type="text"/>	

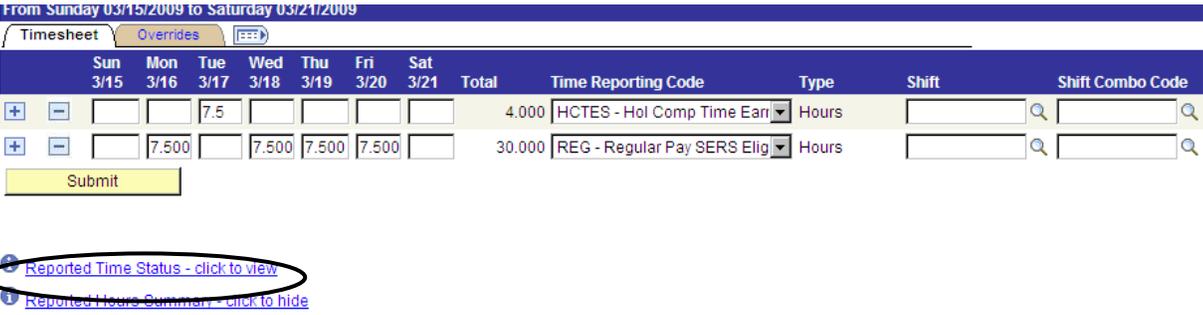
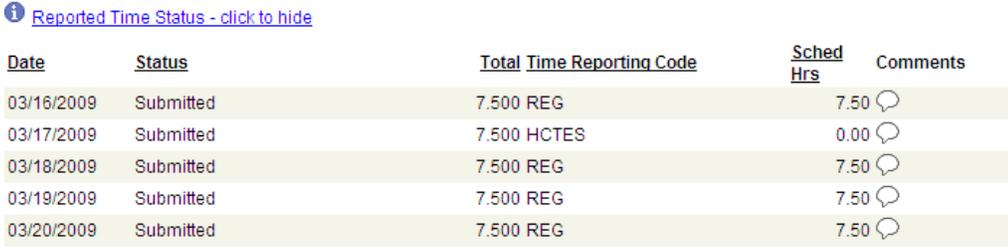
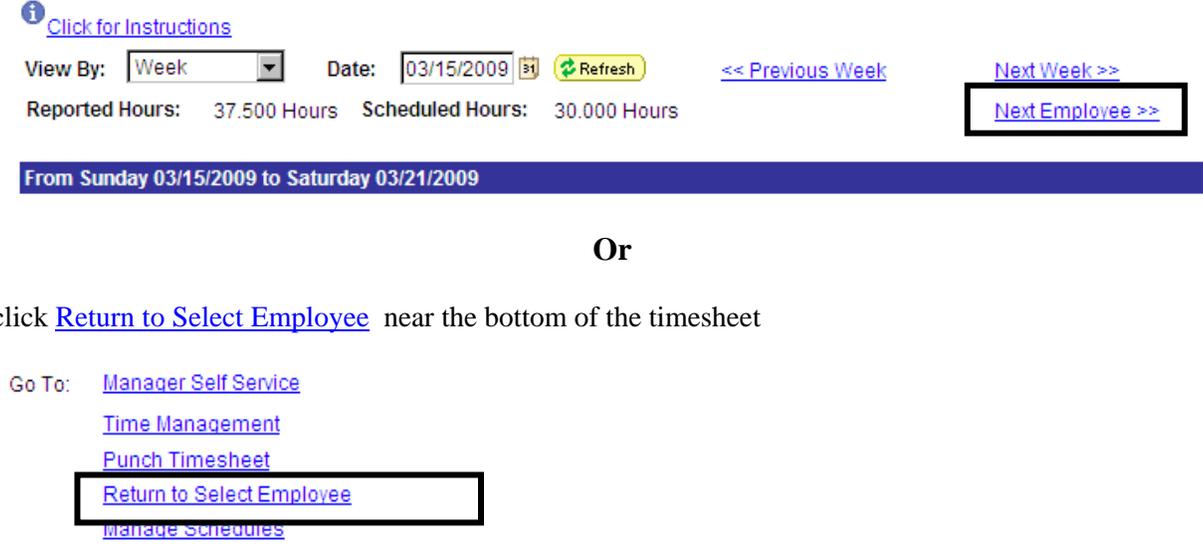
[Reported Time Status - click to view](#)

[Reported Hours Summary - click to hide](#)

Category	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Total
Total Reported Hours			7.500	7.500	7.500	7.500		37.500
Total Scheduled Hours			7.500					7.500
Schedule Deviation								

←

‘Total Reported Hours’ are now updated; ‘Total Scheduled Hours’ look the same; ‘Schedule Deviation’ will be blank.

<p>24.</p>	<p>If you want a summary of the time just reported, Click the Reported Time Status - click to view link.</p> 
<p>25.</p>	<p>The reported time has a status of Submitted and the Time Reporting Codes are listed. This should match your entries on the lines above.</p> 
<p>26.</p>	<p>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.</p>
<p>27.</p>	<p>If your search returned multiple employees, you can click Next Employee >> near the top of the timesheet</p>  <p style="text-align: center;">Or</p> <p>click Return to Select Employee near the bottom of the timesheet</p> <p>Go To: Manager Self Service Time Management Punch Timesheet Return to Select Employee Manage Schedules</p>

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

John Smith Employee ID: 10999999
 Job Title: Sr Data Analyst Employee Record Number: 0
[Next Employee >>](#)

Payable Time Detail displayed for up to thirty-one days.

Use the Refresh button to refresh the display of the selected statuses

Start Date: 03/11/2009 [BT] End Date: 03/17/2009 

Payable Time From 03/11/2009 To 03/17/2009

Time Reporting Code	Description	Type	Currency	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Sun 3/15	Mon 3/16	Tue 3/17	Total Quantity
HCTES	Hol Comp Time Earned Straight	Hours	USD							7.500000	7.500000
HOL	Holiday	Hours	USD							7.500000	7.500000
REG	Regular Pay SERS Eligible	Hours	USD	7.500000	7.500000	7.500000			7.500000		30.000000

Go To: [Manager Self Service](#)
[Time Management](#)
[Detail Page](#)
[Return to Select Employee](#)

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

John Smith Employee ID: 10999999
 Job Title: Sr Data Analyst Employee Record Num: .

Payable Time Detail displayed for up to thirty-one days.

Use the Refresh button to refresh the display of the selected statuses

Start Date: 03/11/2009 [BT] End Date: 03/17/2009 

Payable Time From 03/11/2009 To 03/17/2009

Time Reporting Code	Description	Type	Currency	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Sun 3/15	Mon 3/16	Tue 3/17	Total Quantity
HOL	Holiday	Hours	USD							7.500000	7.500000
REG	Regular Pay SERS Eligible	Hours	USD	7.500000	7.500000	7.500000			7.500000		30.000000

Go To: [Manager Self Service](#)
[Time Management](#)
[Detail Page](#)
[Return to Select Employee](#)

30. **End of Procedure.**