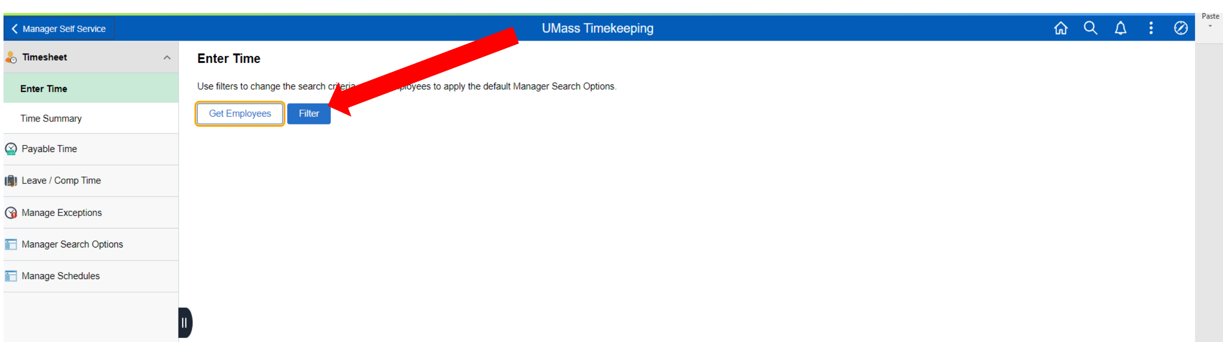
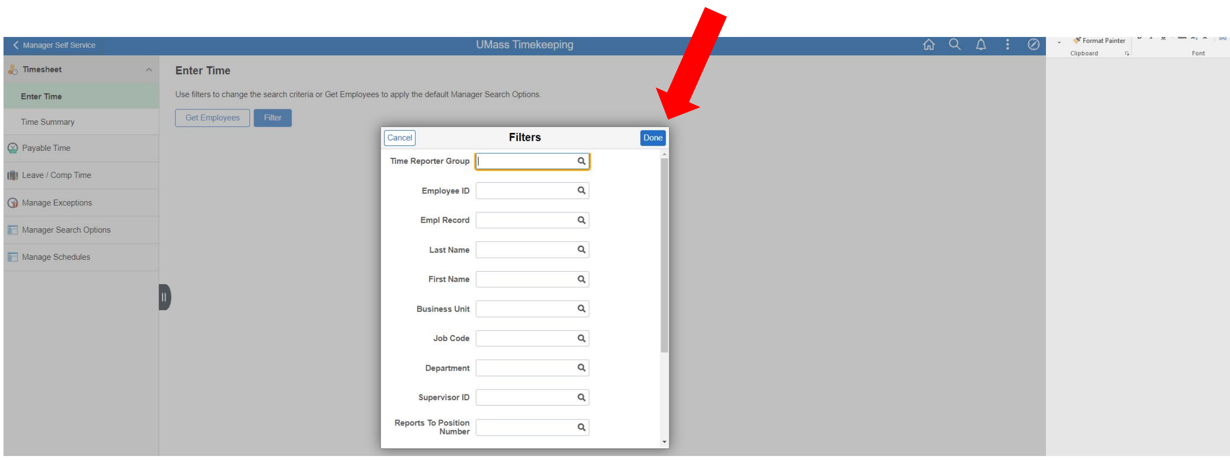
Reporting Time Using Fluid MSS Timesheet

The Report Time Fluid Timesheet page allows Timekeepers to report time easily and effectively for employees.

Step	Action
1	Select **Manager Self Service** from the dropdown. From the **Manager Self Service Homepage** select the **Timekeeping** tile. • Please note you will only see the timekeeping tile unless you have the time approver role. 
2	The Timekeeping page will open allowing you to use filters to search for employees meeting a specific criteria. Click the **Filter** button to access the filter options 

Step	Action
3	The **Filter** popup box appears. There are a number of filter options available for you to use. These are the same search filters as the Classic timesheet. Tips for filtering for employees • Using the **Time Reporter Group** filter will allow you to look at the different departments you can access. • Using Employee ID will return a specific employee. • Setting Payroll Status to A (for Active) will allow you to retrieve only employees who are currently active. No terminated or employees that are on a leave will be displayed. • You can no longer change the date of the timesheet being displayed in the filter section. That can only be changed once you have accessed the timesheet. When you have entered the desired filter information, click **Done**. This will only apply the selected criteria to this one search. If you want to save criteria permanently you need to go to Manager Search options. 

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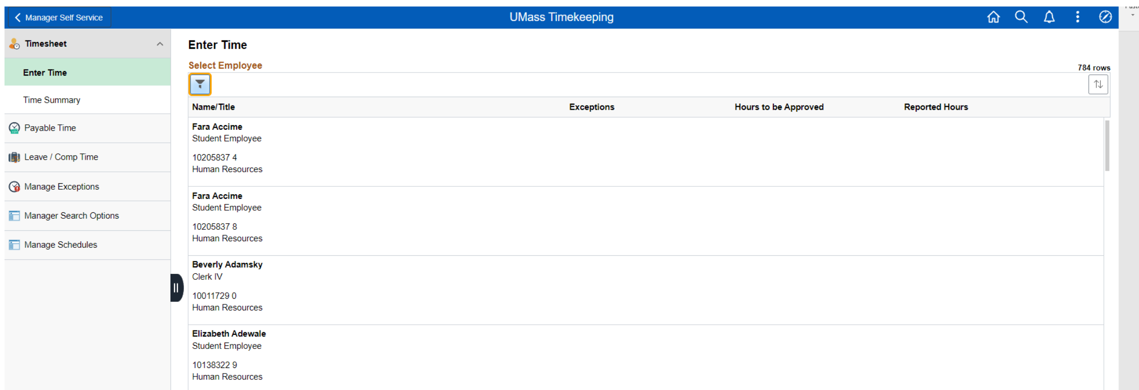
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>

The **Filter** results display.

Results show the:

- Employee first and last name
- Employee Title
- Employee Record Number
- Exceptions will be managed using the exceptions page as this will also display low severity exceptions.

  NOTE: Only the Employee Records you have security access for will be displayed.



Select the Employee Name for the employee you are reporting time for.

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<tr><th>Step</th><th>Action</th></tr>
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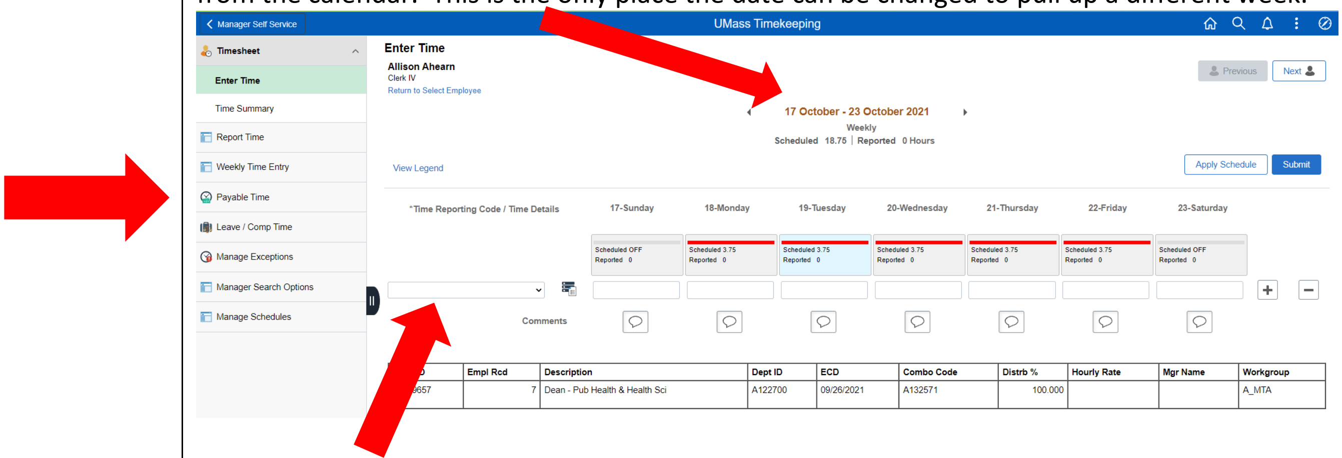
The Timesheet for the selected employee is displayed.
To change the pay period click the date range at the top of the timesheet and select the desired dates from the calendar. This is the only place the date can be changed to pull up a different week.


Select Time Reporting Code from the dropdown menu before beginning to enter time.
Enter the appropriate hours after selecting the Time Reporting Code. You can access all override information as well as shift information by clicking on the time details icon directly after the time reporting code field.
Notice the new left side menu. You can access Leave Comp Time Balances from this menu. If you choose one of these options once you have opened the timesheet, you will navigate away from your current page. We suggest that you open an additional window to use any of these left menu items in conjunction with the timesheet.
The Manage Schedules hyperlink has been replaced by the Manage Schedules tab in the left menu bar. There is no return to timesheet link once you have changed the employee’s schedule so having a timesheet window as well as the manage schedules window open simultaneously is suggested. There is no change in the way you update an employee’s schedule with the fluid technology.
Note: At the bottom of the Timesheet there is a grid of information displayed. This is helpful to verify that you are reporting time on the appropriate employee record. This is especially helpful if the employee has multiple records. The grid provides all of the key job details for the employee (including hourly rate if the employee is an hourly employee). This information is to assist you in making a determination as to which timesheet the hours should be used to report time for in this instance.
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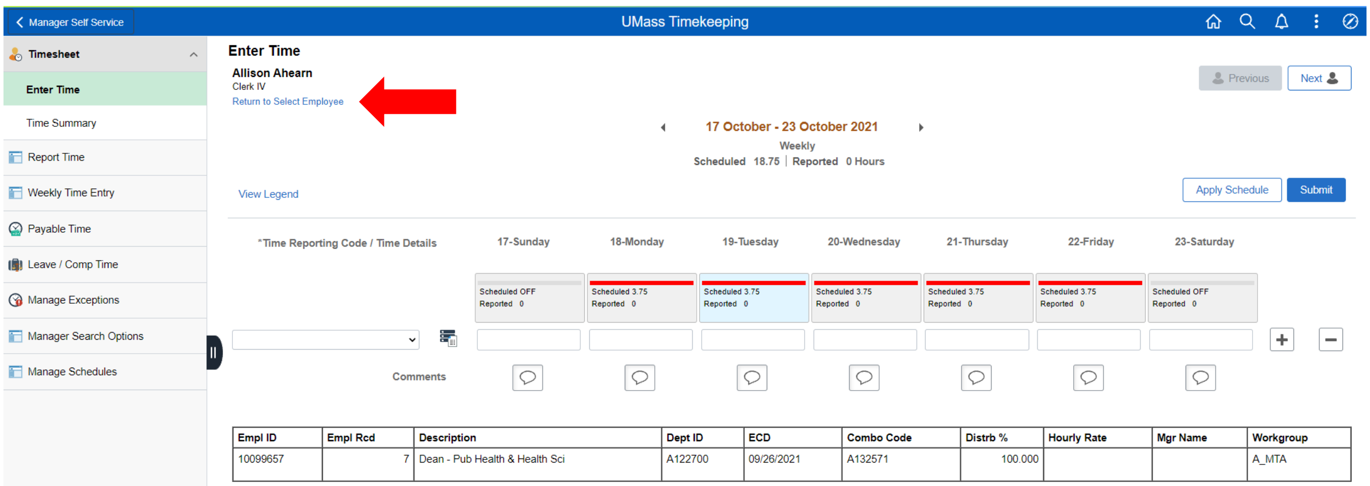
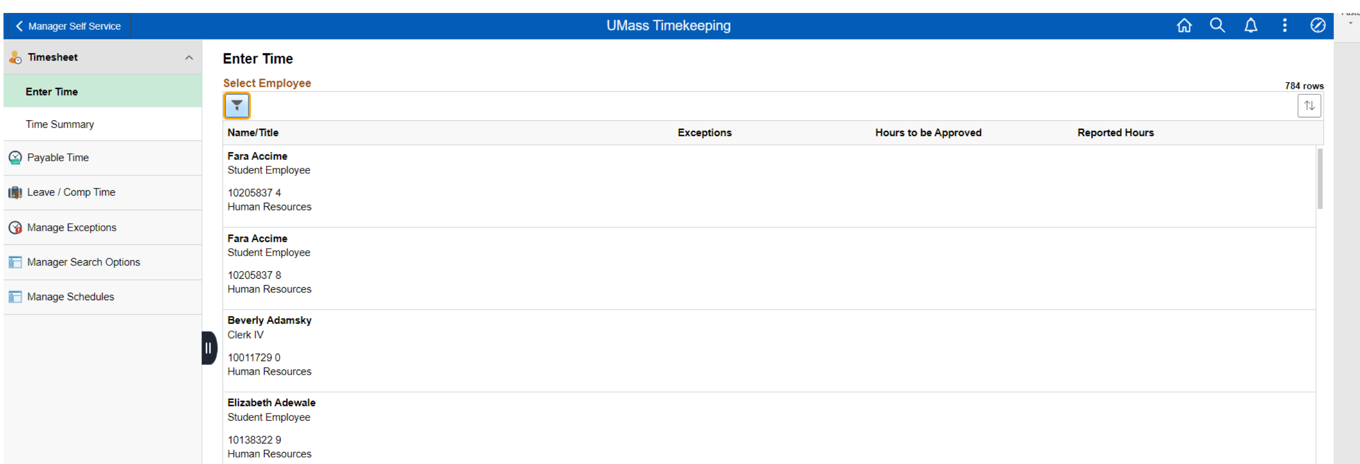
Helpful Hints for Navigating between Employees and Left Menu Options

Moving between employee and timesheets:

You can report time and use the **Return to Select Employee** link to return to the search page. If you retrieved only one employee and want to search for a different employee you will need to click on the filter icon to enter your new search criteria. If you retrieved a group of employees you can hit the filter icon to return to list and choose a different employee.

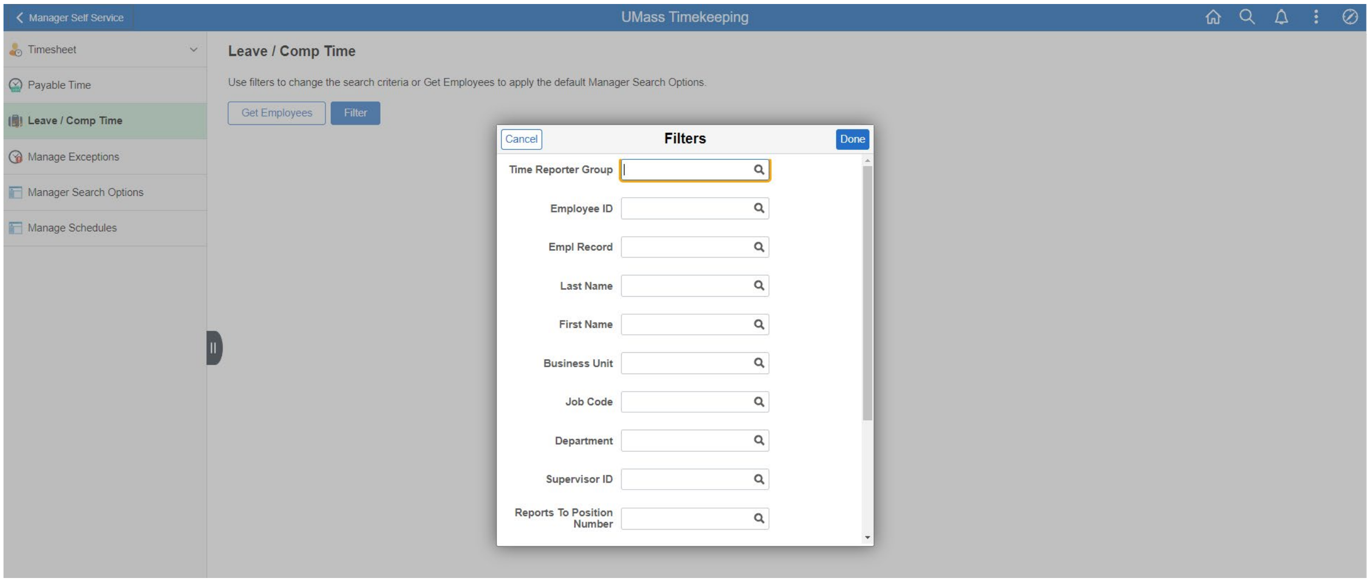
You can use the **Previous** or **Next** button to toggle between employees if you have pulled up a group of employees.



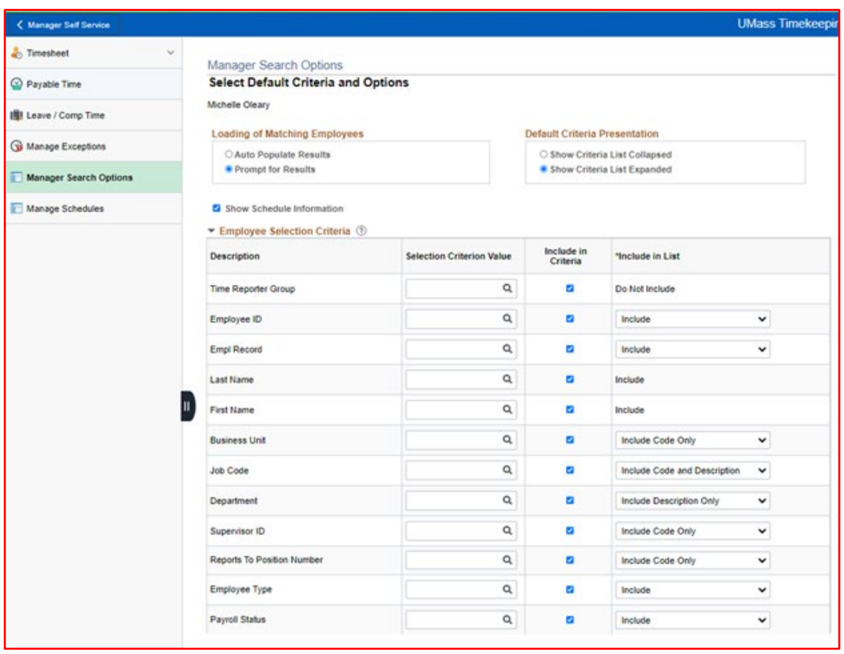


Leave / Comp Time Balance:

The **Leave / Comp Time** search page operates the same as the timesheet search page does.



Saving Filters



Once you are at the Manager Search Options, Select Default Criteria Options page you can select the desired Filter options and scroll down to the bottom to <u>save</u> your Filter. Once the Filter is saved it will now auto populate in your filter section when searching for employees. To change the Saved Filter you will need to go back into Manager Search options and change the information.