



PeopleSoft Training

Time and Labor Manual - Time Keepers - LSUSH

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Time and Labor Manual - Time Keepers - LSUSH

Introduction

Introduction

The Louisiana State University Health Science Center at Shreveport (LSUHSC) Supervisor/Timekeeper Manual has been developed as a comprehensive guide for instruction on the proper use of the PeopleSoft Time & Labor System for Time and Attendance. PeopleSoft Time & Labor is a time and attendance system that automates the manual processes related to tracking employee's time. It applies complex pay rules which enforce policies more effectively.

Timekeepers should review employee time information weekly to identify any discrepancies and notify employees to fill out a TACS form so information can be corrected. The Time Detail reports are to be run at the end of the pay period and should be distributed to the employees for their review to ensure that each employee is paid correctly.

PeopleSoft Time & Labor will allow you to accomplish the following:

- Collect the time information of employees.
- View employees' timecards.
- Make edits to employees' timecards to add, delete or change punches when necessary.
- Access, generate and run various types of reports.
- Create and manage schedules for employees that can be used to ensure accurate payment to employees based on work they are scheduled to perform; track attendance of employees; and track accruals.

Payroll Process Overview

Even though PeopleSoft Time & Labor and the TACS phone system are automated systems, they must have human intervention. Each supervisor/timekeeper and employee is required to fulfill all responsibilities regarding the system. To assist the supervisor/timekeeper in understanding all responsibilities, we have provided an overview of the payroll process.

When an employee forgets a clocking transaction, the employee must complete and submit a **"TACS Employee Time Adjustment Request"** to the supervisor/timekeeper. The supervisor approves the request and then enters the adjustment into Time & Labor. Throughout the pay period, the supervisor/timekeeper runs the LSU Time Detail Report. The supervisor/timekeeper reviews each report for possible clocking errors and makes the appropriate corrections.

Once the pay period has ended (PPE), the timekeeper/supervisor will generate final Pay Reports to be distributed to departmental employees to review and sign. The supervisor will review and sign the Summary page of the Time Detail report. If discrepancies are found and are not corrected before the payroll deadline (**Tuesday – 10 a.m. following PPE**), the timekeeper must submit a **Timesheet Correction** form to the Payroll Department. The employee will receive the adjustment on the next supplemental or biweekly payroll.

LSUHSC Policies Governing Supervisors/Timekeepers Editing Actions

Supervisors/Timekeepers must adhere to conduct within the guidelines of the LSUHSC-S Policy Manual.

Supervisor/Timekeepers entries made through Time & Labor are performed with the use of an assigned User ID and Password. Those who have been issued Timekeeper Access are responsible for the security and proper use of transactions made using their user id.

If a manager believes that the supervisor's user id and password have been compromised, it is the manager's responsibility to immediately notify the Payroll Department. If the manager believes that his/her user id and password have been compromised, immediately contact Human Resource Management for possible disciplinary action.

Supervisors are responsible for approving or disapproving TACS Employee Time Adjustment Requests or Leave Requests. All adjustments must be entered in Time & Labor in a timely manner. Supporting documentation should accompany each time adjustment or leave adjustment.

Supervisors/Timekeepers should establish a system to alert employees of any clocking errors during the pay period. Pay reports can be distributed on a regular basis to minimize such occurrences. Departmental Supervisors/Timekeepers must manage the signing of all pay reports before the release of the paychecks to the employees. Supervisors are to sign the Summary page of the Time Detail Report.

Tracking patterns of abuse should be considered when approving the pay reports. Identifying trends (i.e. tardiness, consistent clocking errors) are essential components of evaluating employee performance. Once areas of abuse have been identified, time edits should be discontinued until further investigation can be done.

Supervisor/timekeepers are responsible for completing and submitting a Payroll Timesheet Correction form to payroll after Tuesday at 10:00AM following any payroll period for any pay due an employee that was not included in the current payroll period.

All pay reports should be certified and maintained in the department (onsite) for a minimum of 18 months. After the 18 months the pay reports and supporting documentation should be kept by the department for a period of not less than 18 months (may be offsite).

A TACS ADJUSTMENT FORM MUST BE USED FOR ALL EDITS IN KRONOS**Reporting Time for Educational/Training Attendance**

The policy will be as follows:

Classified employees could have job requirements that include hosting, teaching, or other forms of educational involvement. If these services are provided off campus, the time should be reported as hours worked. This excludes “Educational Leave and Programs” as defined in the EMPLOYEE HANDBOOK.

Classified employees who are mandated to take certain educational courses in order to perform their work and/or upgrade their skills shall report those hours as hours worked. Prior approval from the employee's supervisor shall be required. This shall also apply to annual programs mandated by JCAHO.

Example: A new program or piece of equipment is being implemented, and the required training can only be given off campus.

Both classified and unclassified employees who choose to take any educational offerings whether they are provided on campus or off campus may request special leave or annual leave for those hours attended. Approval and determination of type of leave is at the discretion of the department head.

Employee Travel

Special One Day Trips: When an employee who normally works at one location is given a special one day assignment in another city, all the time spent traveling to and returning from the other city is considered work time. The only time that would be excluded is meal time and the time the employee would normally spend traveling between home and work.

Overnight Travel: When an employee is required to take a trip that keeps them away from home overnight all time spent traveling during the hours corresponding to the employee's normal working hours must be counted as time worked. Travel hours on Saturdays, Sundays, and holidays that correspond to an employee's normal working hours on other days of the week also must be counted as time worked. However, time spent traveling away from home outside of regular working hours as a passenger on an airplane, train, boat or automobile is not considered time worked.

Example: If an employee regularly works from 8am until 5pm on Monday through Friday, any time spent traveling during those hours on Saturdays and Sundays as well as on weekdays is work time. However, time spent traveling as a passenger on an airplane from 6am until 8am on Monday for instance, is not work time.

On Call Pay

On call is defined as requiring an employee to remain by the phone or to respond in such a short period of time that the employee's activity is restricted by LSUHSC. The restriction is so severe that the employee's time is not his/her own.

On call pay covers only a 24-hour period beginning at 12:01 p.m. to 12:00 a.m.(midnight). On call pay plus (+) hours worked cannot exceed 336 hours in a pay period.

The policy will be as follows:

1. Department heads may authorize call pay for the delivery of services after normal work hours if it is in the best interest for the provision of patient care. In general, call pay should not be awarded to individuals who are not routinely called back at least once a week on average. Special circumstances may dictate exceptions to the policy, if authorized by Hospital Administration, the Dean, or Vice Chancellor for Business and Reimbursement.
2. Employees on call are expected to be immediately available (i.e., able to report to work within 30 minutes), and respond appropriately when called. Therefore, employees who are away from work on **sick** leave are not eligible to receive on call pay until **after** they have returned to work.
3. Employees may be paid in only one pay category at any given time. Employees may not be on call and on leave status at the same time. Employees may not receive call pay for any hours in which straight time or overtime is also paid.
4. Employees on call must be available to report to work. Employees receiving call pay may not “float” to another LSUHSC work area, work for a different employer, or be on any type of leave during the hours of on call.
5. Employees on call who cannot be contacted or fail to report to work when called back, shall be subject to disciplinary action.

Missed Meals

All employees should be given the opportunity for a lunch break. Rare exceptions may be authorized only in cases of operational need, determined by the department head.

Log-in Procedures

Logon to PeopleSoft via Citrix Web and the PS9 Launcher

Procedure

In this topic you will learn how to:

- **Logon to PS Desktop via Citrix;**
- **Open the PS9 Launcher to access PeopleSoft 9.0;**
- **Select a PeopleSoft Application, Database and Domain;**
- **Access the PeopleSoft 9.0 Home page.**

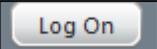
PeopleSoft 9.0 **must** be **accessed** from **Citrix**. Once the end-user logs onto a Citrix session via PS Desktop and starts the PS9 Launcher, the PeopleSoft 9.0 Home page displays.

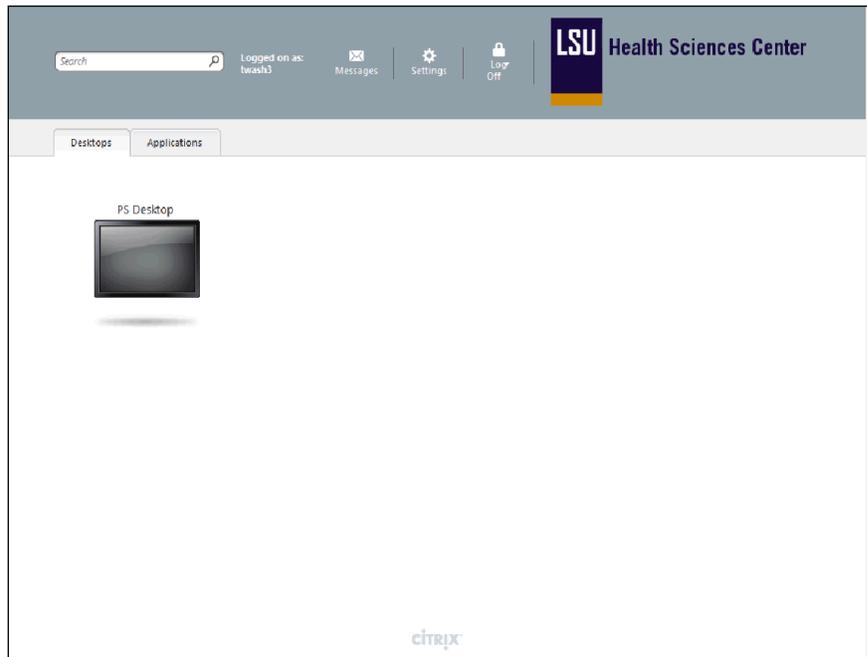
Although PeopleSoft 9.0 is a **web-based application**, it **cannot be accessed** from the end-user's Windows **Desktop**.



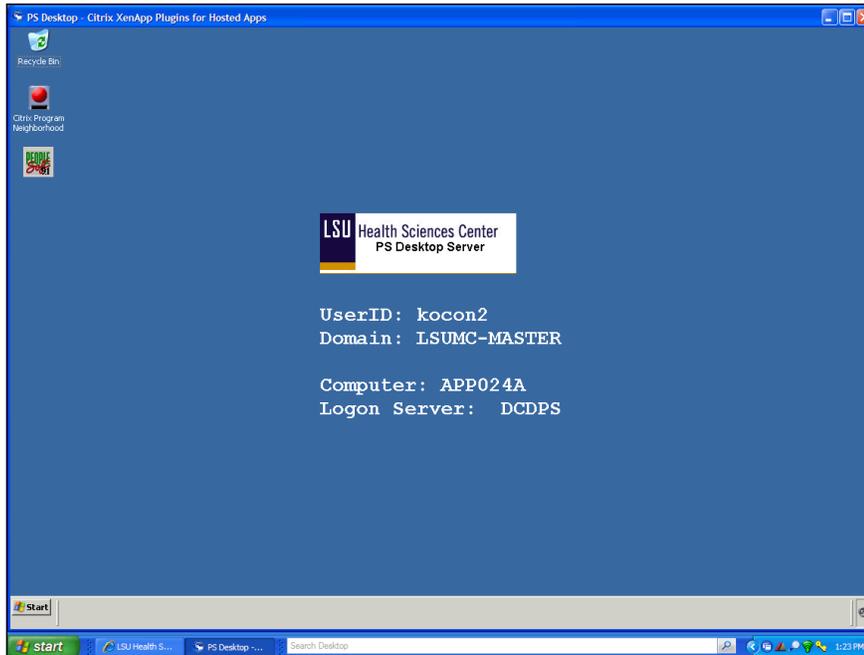
Step	Action
1.	Double-click the Citrix Web button.



Step	Action
2.	Enter the desired information into the User name field. Enter your User ID . <i>NOTE: The User ID field is not case sensitive.</i>
3.	Enter the desired information into the Password field. Enter your Password . <i>NOTE: The Password is case sensitive and must be entered the way the user created it.</i>
4.	The Domain should default as LSUMC-MASTER and will remain as defaulted. Click the Log On link. 



Step	Action
5.	Click the PS Desktop button.



Step	Action
6.	Double-click the PS 9.1 Launcher button. 
7.	From the PeopleSoft 9.1 Launcher, you will need to select the following: PeopleSoft System: Human Resources Database: <ul style="list-style-type: none"> •PS9 Higher Ed Production (PS9HEPRD) to enter data; •PS9 Higher Ed Report (PS9HERPT) to view data only; •PS9 Higher Ed Sandbox (PS9HESND) for practice only. <p>Anything entered into one database will not be transferred to another database.</p> Application: PeopleSoft
8.	Click the Start button. 
9.	Click the Maximize/Minimize button to expand your workspace, if needed. 

Step	Action
10.	You may press the [F11] function key on your computer keyboard to expand your workspace . This will hide the browser (the menu bar, toolbar and address bar). Press [F11] .
11.	This completes Logon to PeopleSoft via Citrix Web and the PS9 Launcher . End of Procedure.



Employees Time Sheet

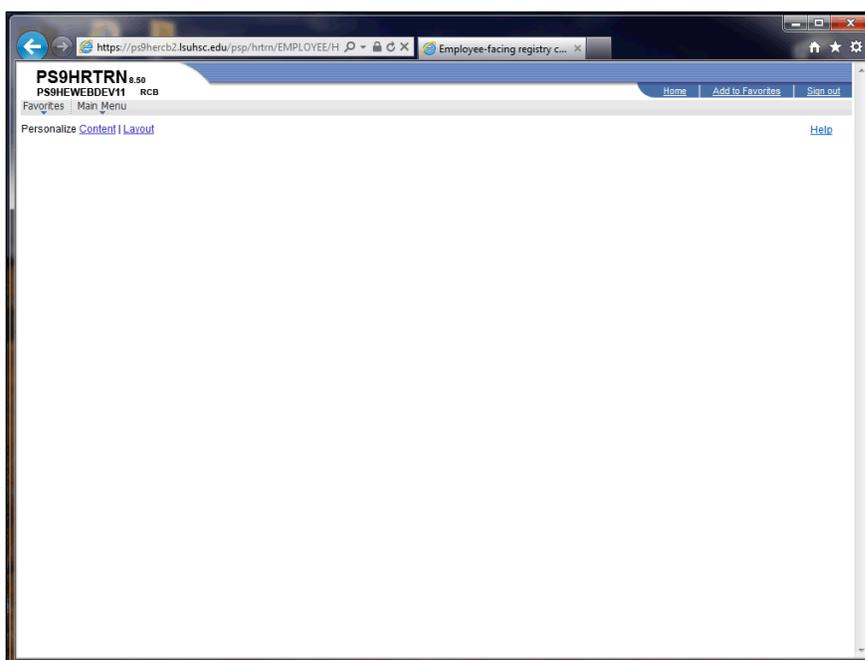
Overview of an Employee Timesheet

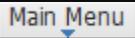
Procedure

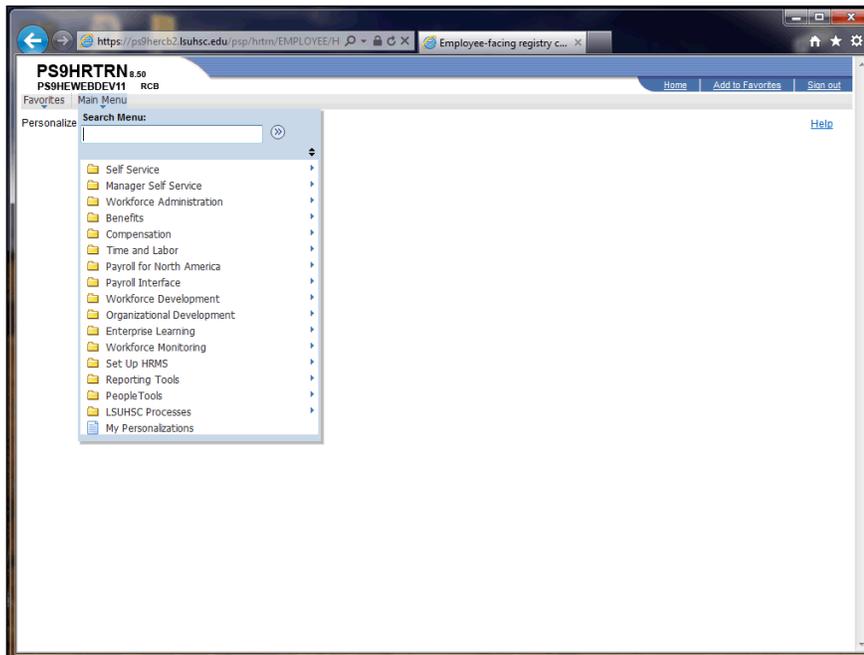
In this section, you will be provided an **Overview of an Employee Timesheet**.

NOTE: As a rule, NEVER use the internet browser buttons “Back” or “Forward” (LEFT and RIGHT arrows top of screen) NOR use your “Backspace” key located on your keyboard while in Time and Labor. When these buttons are used improperly, it deletes punches.

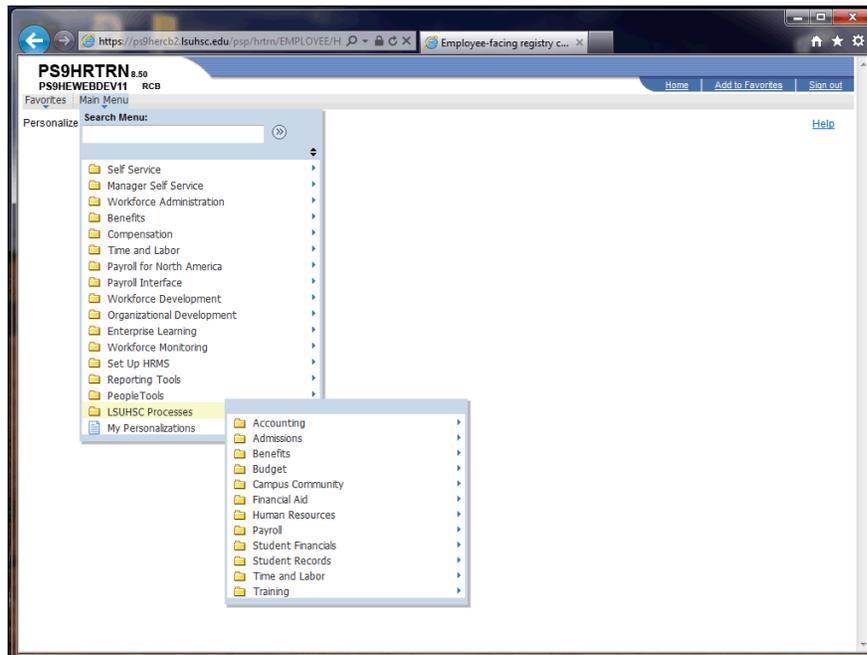
To navigate out of the current timesheet, ALWAYS use your “Save” button when applicable. It is located directly before and after the “Punch and Elapsed Time Detail” section or use “Return to Search”, “Previous in List”, or “Next in List” located at the very bottom of the timesheet screen.



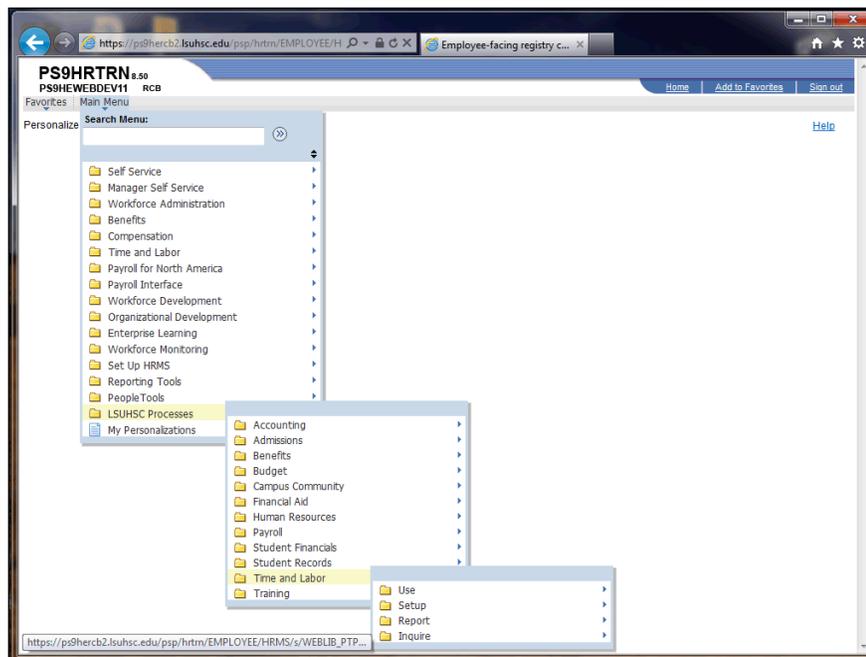
Step	Action
1.	Click the Main Menu button. 



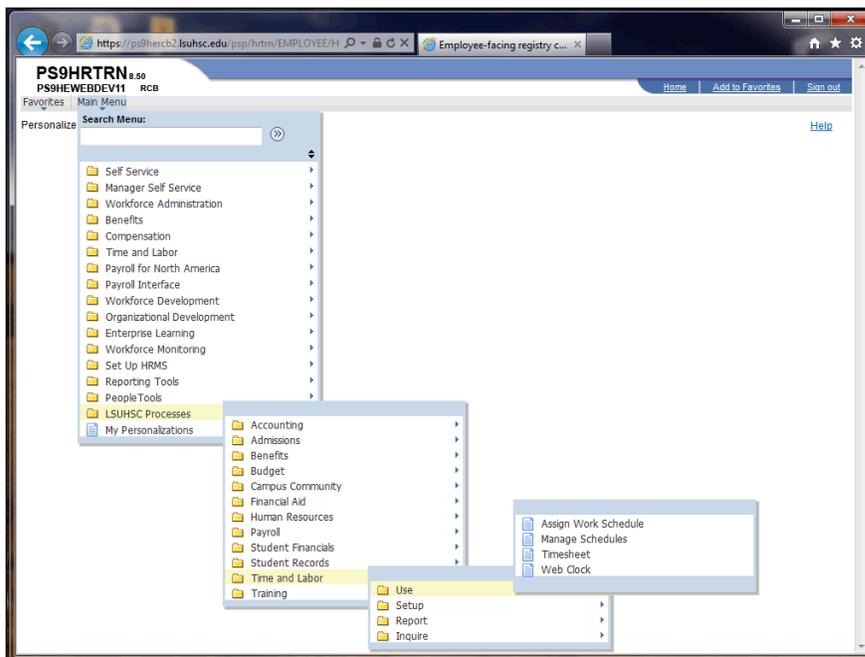
Step	Action
2.	Point to the LSUHSC Processes menu.



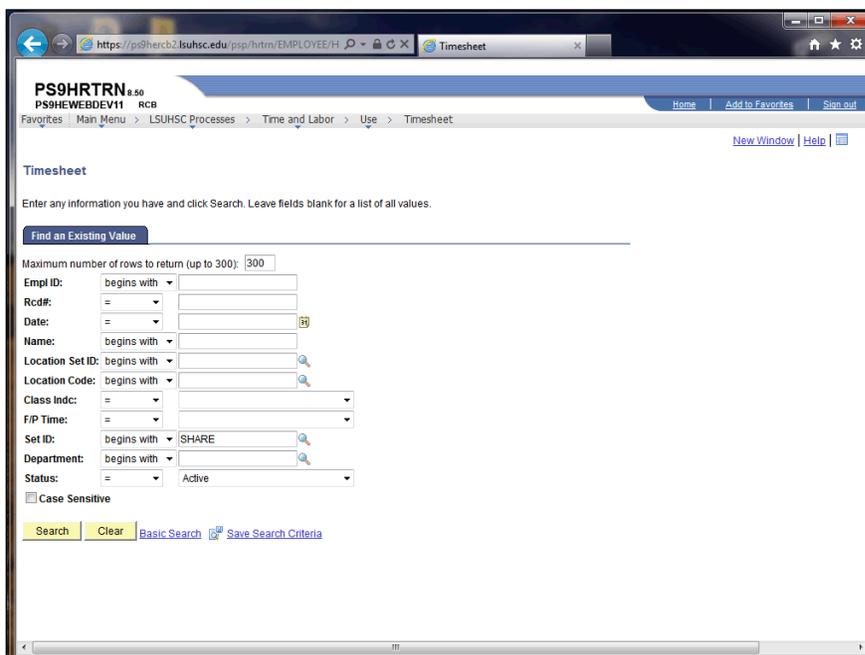
Step	Action
3.	Point to the Time and Labor menu.



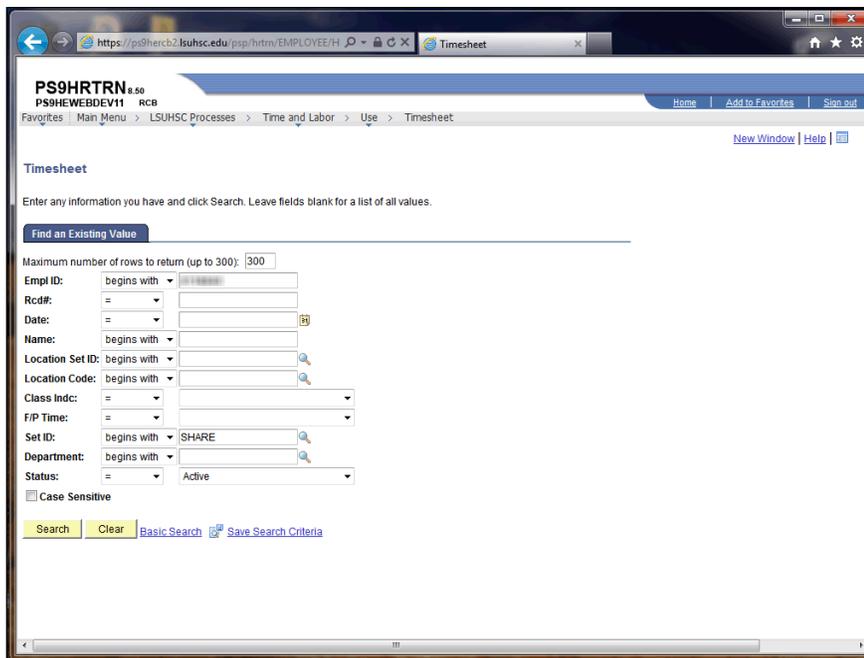
Step	Action
4.	Point to the Use menu.



Step	Action
5.	<p>Click the Timesheet link.</p> <p><i>NOTE: You can add this navigation path to your favorites by clicking Add to Favorites at the top of your screen.</i></p> <div data-bbox="440 1125 1000 1163" style="border: 1px solid black; padding: 2px;">  Timesheet </div>

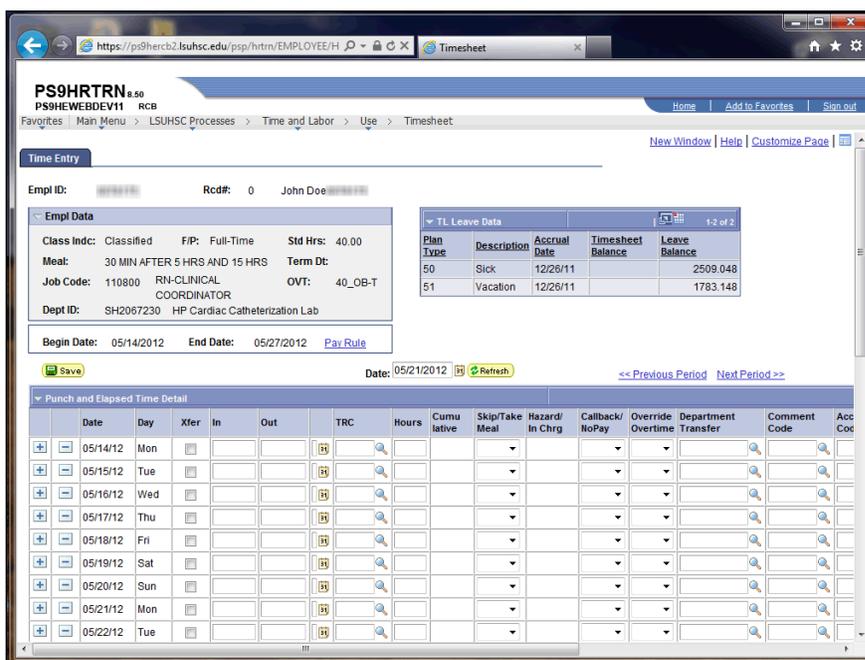


Step	Action
6.	<p>There are two recommended ways to search for an employee's timesheet: EmplID and Department ID</p> <p>First let's Search using EmplID: Enter the EmplID for an employee into the appropriate field.</p> <p><i>NOTE: If you do not know the employees ID number you can leave all fields blank on this screen and click the "Search" button. This method will provide a list of employees you have access to view their timesheets.</i></p>



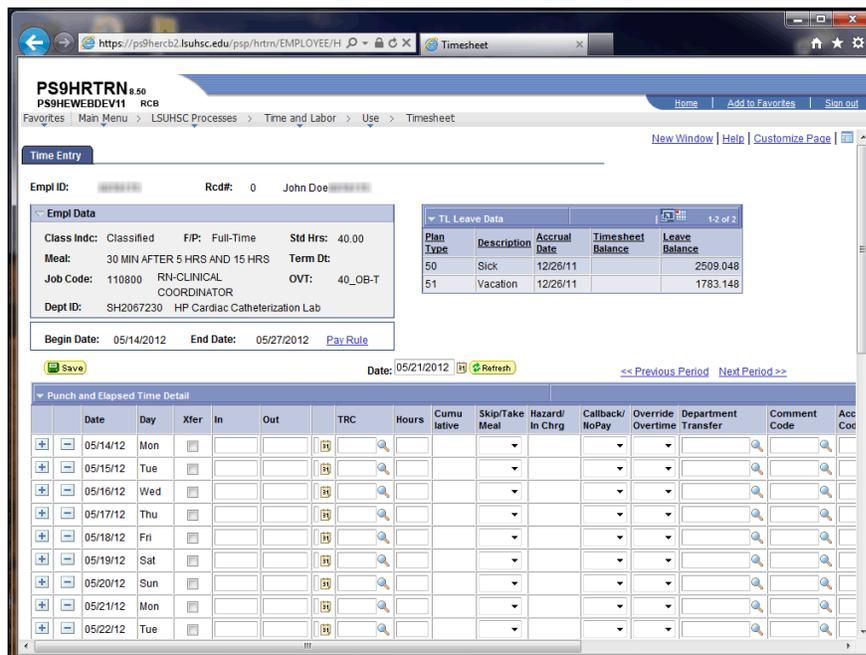
Step	Action
7.	<p>Click the Search button to display the employee's current timesheet.</p> <p><i>NOTE: You will not be able to edit or make corrections to your own timesheet.</i></p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> <p style="background-color: #ffff00; padding: 2px 10px;">Search</p> </div>

Step	Action
8.	<p>Now let's search using the Department ID:</p> <p>Enter the Department ID into the Department field.</p> <p><i>NOTE: When searching by Department Number you must enter the following codes before your department number:</i></p> <p>LSUSH = SH (i.e. SH2036110) EACMC = EA (i.e. EA2046210) HPLMC = HL (i.e. HL2056440)</p>
9.	<p>Click the Search button.</p> 
10.	<p>This search method will list all the employees with that department number.</p> <p>Click the link for the employee's timesheet you wish to view.</p> 

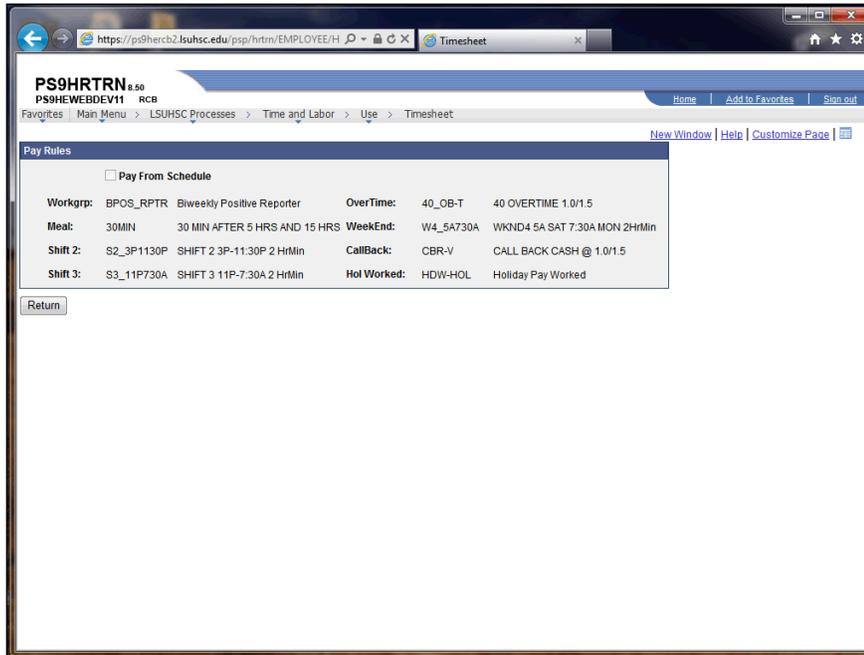


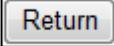
Step	Action
11.	The Header of the timesheet contains the Name and EmplID of the employee whose timesheet is being viewed.

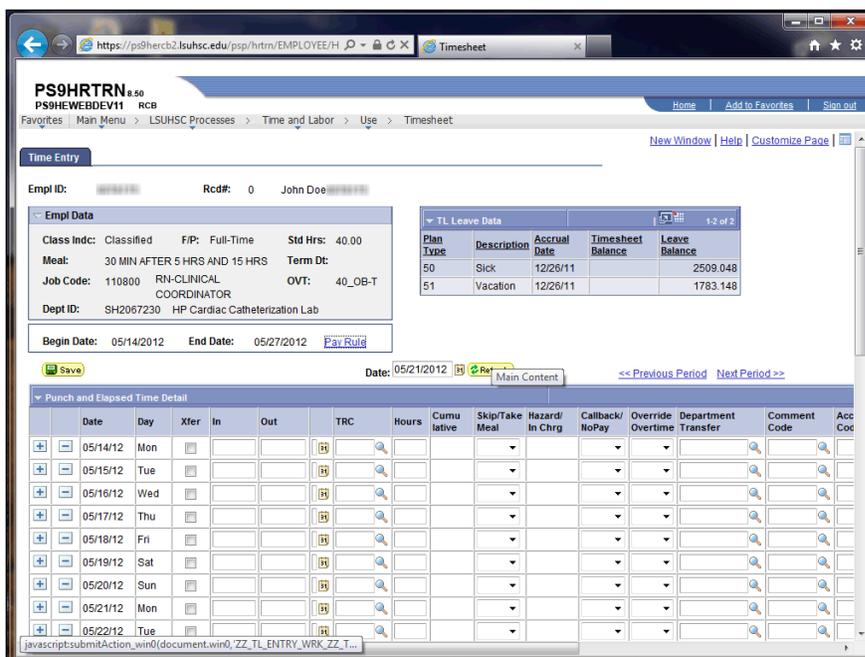
Step	Action
12.	<p>Timesheet Colors</p> <p>The colors used to highlight row or field a timesheet indicate the following:</p> <p>Green Row - A green row(s) indicates a Holiday. Red Row – A red row(s) indicates there is an error on the row. Yellow Row – A yellow row(s) indicates a row has been added to the timesheet; Red Field – A red In or Out field(s) indicates a missed punch; and Purple Punch – A purple punch time indicates a Transfer was recorded (employee floated to another department “clock code 5”).</p>
13.	<p>Below the Header information is the Empl Data section. The Empl Data section provides a summary of the employee's basic job data. The individual fields are defined as follows:</p> <p>Class Indc: Classified or Unclassified; F/P: Full-time or Part-time; Std Hrs: Number of standard hours worked in a week; Meal: Defines when a meal deduction is taken; Term Dt: Will be blank for all active employees; Job Code: Current job code and description of position OVT: Defines overtime compensation options; and DeptID: Current department number and name;</p>
14.	<p>The TL Leave Data section is to the right of the Empl Data. The TL Leave Data section provides basic summary information regarding an employee's leave options and hours earned. The individual fields are defined as follows:</p> <p>Plan Type: Numerical value assigned to a leave option for which the employee is eligible; Description: Leave option associated with specified plan type; Accrual Date: Date the system last updated leave time; Timesheet Balance: Amount of time used by an employee since last system update; and Leave Balance: Current amount of leave time earned and available for use by the employee.</p> <p><i>NOTE: The system will not allow you to enter more leave than what is in the Leave Balance. Leave balances are updated AFTER payroll run.</i></p>



Step	Action
15.	<p>Below the Empl Data section is where the timesheet Begin Date and End Date is displayed.</p> <p>The Pay Rule link displays to the right of the End Date. The Pay Rule provides information on how the employee will be paid based on designated job circumstances or events.</p> <p>Click the Pay Rule link.</p> <p>Pay Rule</p>
16.	<p>The Pay Rules are defined as follows:</p> <p>Workgrp: Indicates an employee will punch time.</p> <p>Meal: Determines when a meal deduction is taken;</p> <p>Shift 2: Indicates if the employee is eligible for Evening shift differential pay;</p> <p>Shift 3: Indicates if the employee is eligible for Night shift differential pay;</p> <p>OverTime: Defines overtime compensation options;</p> <p>WeekEnd: Indicates if the employee is eligible for WeekEnd shift differential pay;</p> <p>CallBack: Indicates employees is eligible for callback</p> <p>Hol Worked: Indicates compensation code for holiday worked.</p>



Step	Action
17.	Click the Return button to return to the employee's timesheet. 



Step	Action
18.	Click the Down button of the scrollbar to view additional page information.
19.	<p>The options discussed below are displayed directly above the Punch and Elapsed Time Detail/Timesheet grid:</p> <p>Save: Allows you to “Save” changes made to the Timesheet in the system; Date: Display the current date that you are working in the timesheet. You can view a previous timesheet by changing the date and clicking the Refresh button; Refresh: Allows you to view previous timesheets by changing the date in the Date field; Previous Period: Allows you to view the previous calendar period timesheet; and Next Period: Allows you to view the next calendar period timesheet.</p>
20.	<p>The Punch and Elapsed Time Detail section may also be referred to as the Timesheet Grid. The columns that comprise the Punch and Elapsed Time Detail/Timesheet Grid are defined as follows:</p> <p>Plus button (+): Adds additional rows on the specified date. Minus button (-): Removes rows from on the specified date. Date: Calendar days included in the pay period; Day: Day of the week that coincides with the specified date; Xfer: Indicates if employee worked as a float on the specified date; In: Clock In time. Out: Clock out time. TRC: Time Reporting Code - Pay Codes Hours: Total number of payable hours on the specified date. (Rounding rule is not applied, refer to Payable Details section after Time Admin runs)</p>

Step	Action
21.	<p>Columns comprising Punch and Elapsed Time Detail/Timesheet Grid (continued)</p> <p>Cumulative: Running total of the number of payable hours in the designated period; (Rounding rule is not applied, refer to Payable Details after Time Admin runs)</p> <p>Skipped Meal: Indicates if employee will receive pay for meal break</p> <p>Hazard/In Chrg: Indicates if change in compensation is warranted based on the employee encountering a specified hazard or working in a more senior capacity;</p> <p>CallBack: Indicates the employee is due CallBack compensation;</p> <p>Department Transfer: Indicates the employee worked as a float in another department; and</p> <p>Comment Code: Refer to the Add/Delete Comment Codes Section of the manual.</p>
22.	<p>Below the Punch and Elapsed Time Detail sections are four additional sections:</p> <p>Time Admin Status, Payable Totals, Payable Detail Exceptions, and Schedules.</p>
23.	<p>The Time Admin Status section provides information on:</p> <p>Last Update Date/Time: The last date and time the Time Admin process was run;</p> <p>Earliest Chg Dt: The earliest date the Time Admin process will include.</p> <p>Run TA: Indicates whether the Time Admin process needs to run: Y=Time Admin need to run; N=Time Admin has been run since last updates to timesheet; and X=Time Admin is currently running.</p>
24.	<p>The Payable Totals section provides information on:</p> <p>TRC: Identifies all Time Reporting Codes payable to the employee; and</p> <p>Tot Hours: Total time payable for the selected pay period.</p>

Step	Action
25.	<p>The Payable Detail section provides information on:</p> <p>Date: Calendar date of the day worked; Day: Day of the week worked; TRC: Manual or system generated edit code; Time Reporting Codes Quantity: Amount of payable time associated with each TRC code; Department: Code to which time will charged if other than home department; and Status: Identifies if timesheet has been approved to pay.</p> <p>AP - Approved CL - Closed DL - Diluted ES - Estimated IG - Ignore NA - Needs Approval NO - No Pay OE - Online Estimate PD - Distributed RP - Rejected by Payroll RV - Reversed Check SP - Sent to Payroll TP - Taken by Payroll</p>
26.	<p>The Exceptions section provides information on:</p> <p>Severity: Indicates the severity of the punch; Date: Indicates the day the exception occurred; Exception ID: Indicates the exception code related to the exception; Description: Indicates the reason for the exception; Msg Data 1: Indicates the punch time that cause the exception; Msg Data 2: Indicates additional information about the punch time that cause the exception; and Status: The status will always display unresolved if a punch displays in the exception section. If a exception is resolved it will no longer display.</p>
27.	<p>The Schedules section provides information on:</p> <p>Date: Calendar date the employee is scheduled to work; Day: Day of the week the employee is scheduled to work; Start Time: Time of the day the employee is scheduled to begin work; and End Time: Time of the day the employee is scheduled to end work.</p>
28.	<p>This completes <i>Overview of an Employee Timesheet</i>. End of Procedure.</p>

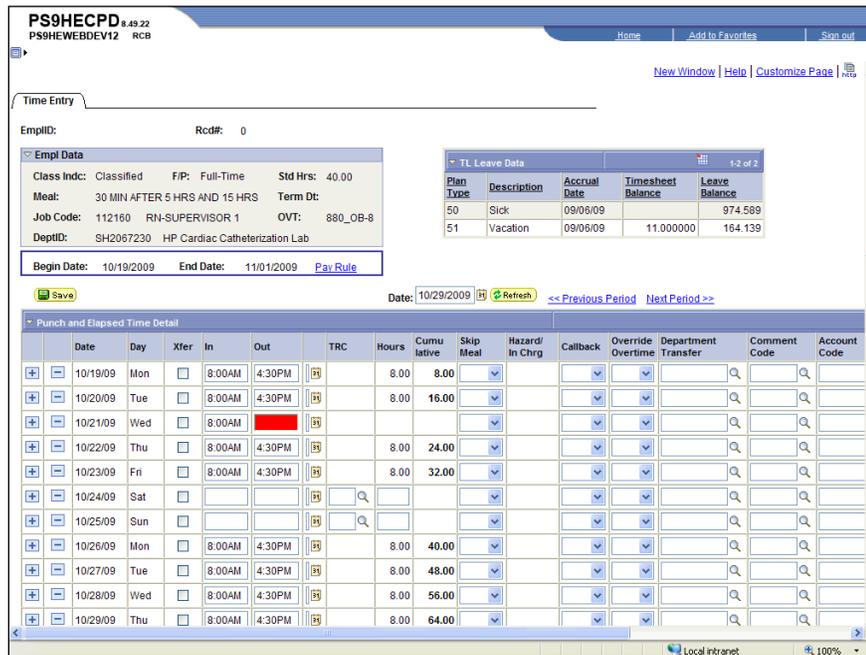
Adding Punches

Procedure

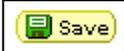
An employee might forget to punch in at the start of his/her shift or out at the end of a shift. These punches will need to be added to the employee's timecard. After Time Administration runs, refer to the Payable Details section to view final calculated totals.

Scenario: An employee forgot to punch out on 10/21/2009 and left at 4:30 p.m.. on this day.

We will add the missing punch for this employee.



Step	Action
1.	<p>Enter the employee's missing punch into the Out field for 10/21/09.</p> <p>Enter "4:30p".</p> <p><i>NOTE: The missing punch field is indicated by red box on the timesheet.</i></p> <p>Allowable Time entry: Military or Standard hours</p>

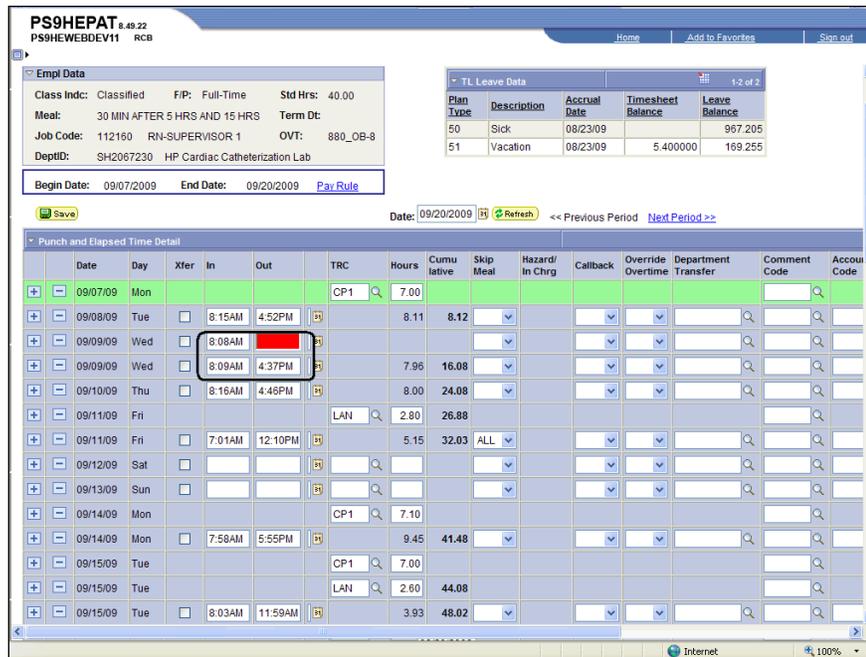
Step	Action
2.	<p>Military Time</p> <p>Military Time is a 24-hour clock notation system. It utilizes a four (4) digit format, hhmm, as a means of distinguishing between day and night. The first two digits represent the hour of the day and the last two digits the minutes of the hour. For example, 0330 represents 3:30 AM and 1700 represents 5:00 PM.</p> <p>A time separator (colon) is not used when entering Military Time (i.e. 0330 rather than 03 30) unlike when entering regular time. Using Military Time, if the time entered has a preceding zero (i.e. 0330) it indicates day or AM time. If the time has a preceding 1 or 2 (i.e. 1500 or 2300) it indicates night or PM time. Midnight (12:00 AM) is designated by two zeros (00). You will not enter AM or PM when entering punch information in a Military Time format. However, time must be notated using all four digits.</p>
3.	<p>Click the Save button.</p> 
4.	<p>This completes Adding Punches. End of Procedure.</p>

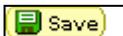
Deleting Punches

Procedure

In the event an employee clocks in or out twice the extra punch must be removed from the system. This is the only time removing punches is considered acceptable. After Time Administration runs, refer to the Payable Details section to view final calculated totals.

Use the following steps to remove the extra punch.



Step	Action
1.	In this example the employee clocked in twice on 09/09/09. Notice there are two rows of data for 09/09/09. The duplicate punch is denoted by the red highlighted box on the 1st row of data on 09/09/09.
2.	To delete the extra punch click the Minus Button on row of the incorrect punch. 
3.	Click the Save button. 
4.	This completes Deleting Punches . End of Procedure.

Enter No Pay - Scenario 1

No Pay can only occur if the employee works a "crossover" shift. If the employee is not scheduled for a "crossover" shift, a No Pay instance cannot occur.

A **crossover** shift **occurs** when the employee is **scheduled** to **begin work** on **one day** and **ends work** on the **next day**. For example, the employee is **scheduled** to work **11:00 PM until 7:30 AM** the next morning. The employee **must** be **scheduled** to **begin work before Midnight** (11:00 PM) and to **end work after Midnight** (7:30 AM the next morning) for a **No Pay** instance to **occur**.

Procedure

In this section, you will learn how to enter "No Pay" for an employee who has worked a crossover shift and needs leave to complete the shift (Scenario 1).

Step	Action
1.	<p>Scenario 1</p> <p>On Monday, 8/09/10, Tinker Bell was scheduled to work from 7:00 pm until 7:30 am the following morning.</p> <p>Tinker Bell clocked in at her scheduled time of 7:00 pm. At 11:30 pm, she clocked out due to a personal emergency for a total work time of 4.50 hours.</p>
2.	<p>At 2:30 AM Tinker Bell clocked back into work and worked the remainder of her shift for a total of 5.00 hours.</p> <p>Situation Since more than 2 hours have elapsed, the system views row 1 and row 2 as two different shifts rather than as a continuation of her scheduled shift. You will need to link row 1 and row 2 so that the system calculates them as one shift.</p>

PS9HETRN 8:49:22
PS9HEWBEDEV12 RCB

Home Add to Favorites Sign out

New Window Help Customize Page

Time Entry

EmpID: Rcd#: 0 Bell, Tinker Dinker

Empl Data

Class Indc: Classified FIP: Full-Time Std Hrs: 40.00
Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
Job Code: 112240 RN 2 OVT: 80_KTE
DeptID: EL2036010 NURSERY

Begin Date: 08/09/2010 End Date: 08/22/2010 Pay Rule

Save Date: 08/09/2010 Refresh << Previous Period Next Period >>

TL Leave Data 1-4 of 4

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	07/25/10		114.200
51	Vacation	07/25/10	1.200000	52.900
5Y	K Time	07/25/10		8.700
5Z	1.5 K Time	07/25/10		

Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code	Account Code
08/09/10	Mon		7:00PM	11:30PM		4.50	4.50							
08/10/10	Tue		2:30AM	7:30AM		5.00	9.50							
08/11/10	Wed													
08/12/10	Thu													
08/13/10	Fri													
08/14/10	Sat													
08/15/10	Sun													
08/16/10	Mon													
08/17/10	Tue													
08/18/10	Wed													

Step	Action
3.	<p>Row 1 Click the Add a new row at row 1 : Plus (+) Sign button.</p> <p><i>NOTE: The new row will be used to designate “No Pay” time.</i></p> 
4.	<p><i>NOTE: New row is highlighted in yellow.</i></p> <p>Click the Xfer option on the new row to link the new row to rows 1 & 2.</p> 

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Home Add to Favorites Sign out

New Window Help Customize Page

Time Entry

EmpID: Rcd#: 0 Bell, Tinker Dinker

Emp Data

Class Indc: Classified F/P: Full-Time Std Hrs: 40.00
Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
Job Code: 112240 RN 2 OVT: 80_KTE
DeptID: EL2036010 NURSERY

TL Leave Data

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	07/25/10		114.200
51	Vacation	07/25/10	1.200000	52.900
5Y	K Time	07/25/10		8.700
5Z	1.5 K Time	07/25/10		

Begin Date: 08/09/2010 End Date: 08/22/2010 Pay Rule

Save Date: 08/09/2010 Refresh << Previous Period Next Period >>

Punch and Elapsed Time Detail

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code	Account Code
	08/09/10	Mon		7:00PM	11:30PM		4.50	4.50							
	08/09/10	Mon													
	08/10/10	Tue		2:30AM	7:30AM		5.00	9.50							
	08/11/10	Wed													
	08/12/10	Thu													
	08/13/10	Fri													
	08/14/10	Sat													
	08/15/10	Sun													
	08/16/10	Mon													
	08/17/10	Tue													

Step	Action
5.	<p>Move the Out punch in Row 1 to the In field on the new row by Highlighting the Monday Out punch and Right-click, and choose the Cut list item.</p> <p>NOTE: The Out field will be blank once you cut the punch information.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Cut</div>

PS9HETRN 8.49.22
PS9HEWBEDEV12 RCB

Home Add to Favorites Sign out

New Window Help Customize Page

Time Entry

EmpID: Rcd#: 0 Bell, Tinker Dinker

EmpI Data

Class Indc: Classified FIP: Full-Time Std Hrs: 40.00
Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
Job Code: 112240 RN 2 OVT: 80_KTE
DeptID: EL2036010 NURSERY

TL Leave Data 1-4 of 4

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	07/25/10		114.200
51	Vacation	07/25/10	1.200000	52.900
5Y	K Time	07/25/10		8.700
5Z	1.5 K Time	07/25/10		

Begin Date: 08/09/2010 End Date: 08/22/2010 Pay Rule

Save Date: 08/09/2010 Refresh << Previous Period Next Period >>

Punch and Elapsed Time Detail

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/No Pay	Override Overtime	Department Transfer	Comment Code	Account Code
	08/09/10	Mon		7:00PM			4.50	4.50							
	08/09/10	Mon	<input checked="" type="checkbox"/>												
	08/10/10	Tue		2:30AM	7:30AM		5.00	9.50							
	08/11/10	Wed													
	08/12/10	Thu													
	08/13/10	Fri													
	08/14/10	Sat													
	08/15/10	Sun													
	08/16/10	Mon													
	08/17/10	Tue													

Step	Action
6.	Right-click in the In field on the new row. <div style="border: 1px solid black; width: 60px; height: 20px; margin: 5px 0;"></div>

PS9HETRN 8.49.22
PS9HEWEBDEV12 RCB

Time Entry

EmpID: Rcd#: 0 Bell,Tinker Dinker

EmpI Data

Class Indc: Classified FIP: Full-Time Std Hrs: 40.00
Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
Job Code: 112240 RN 2 OVT: 80_KTE
DeptID: EL2036010 NURSERY

TL Leave Data

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	07/25/10		114.200
51	Vacation	07/25/10	1.200000	52.900
5Y	K Time	07/25/10		8.700
5Z	1.5 K Time	07/25/10		

Begin Date: 08/09/2010 End Date: 08/22/2010 Pay Rule

Date: 08/09/2010 Refresh Previous Period Next Period

Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code	Account Code
08/09/10	Mon		7:00PM			4.50	4.50							
08/09/10	Mon													
08/10/10	Tue					5.00	9.50							
08/11/10	Wed													
08/12/10	Thu													
08/13/10	Fri													
08/14/10	Sat													
08/15/10	Sun													
08/16/10	Mon													
08/17/10	Tue													

Step	Action
7.	Click the Paste list item. <i>NOTE: The Out field on the new row will be blank.</i>

Paste

PS9HETRN 8.49.22
PS9HEWEBDEV12 RCB

Time Entry

EmpID: Rcd#: 0 Bell,Tinker Dinker

EmpI Data

Class Indc: Classified FIP: Full-Time Std Hrs: 40.00
Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
Job Code: 112240 RN 2 OVT: 80_KTE
DeptID: EL2036010 NURSERY

TL Leave Data

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	07/25/10		114.200
51	Vacation	07/25/10	1.200000	52.900
5Y	K Time	07/25/10		8.700
5Z	1.5 K Time	07/25/10		

Begin Date: 08/09/2010 End Date: 08/22/2010 Pay Rule

Date: 08/09/2010 Refresh Previous Period Next Period

Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code	Account Code
08/09/10	Mon		7:00PM			4.50	4.50							
08/09/10	Mon		11:30AM											
08/10/10	Tue		2:30AM	7:30AM		5.00	9.50							
08/11/10	Wed													
08/12/10	Thu													
08/13/10	Fri													
08/14/10	Sat													
08/15/10	Sun													
08/16/10	Mon													
08/17/10	Tue													

Step	Action
8.	In the CallBack/NoPay column of the New Row, and click the Drop-down arrow for the corresponding date. 

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PS9HEWBEDEV12 RCB

Home Add to Favorites Sign out

New Window Help Customize Page

Time Entry

EmpID: Rcd#: 0 Bell, Tinker Dinker

Emp Data

Class Indc: Classified F/P: Full-Time Std Hrs: 40.00
Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
Job Code: 112240 RN 2 OVT: 80_KTE
DeptID: EL2036010 NURSERY

TL Leave Data

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	07/25/10		114.200
51	Vacation	07/25/10	1.200000	52.900
5Y	K Time	07/25/10		8.700
5Z	1.5 K Time	07/25/10		

Begin Date: 08/09/2010 End Date: 08/22/2010 Pay Rule

Save Date: 08/09/2010 Refresh << Previous Period Next Period >>

Punch and Elapsed Time Detail

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code	Account Code
	08/09/10	Mon		7:00PM			4.50	4.50							
	08/09/10	Mon	<input checked="" type="checkbox"/>	11:30AM											
	08/10/10	Tue	<input checked="" type="checkbox"/>	2:30AM	7:30AM		5.00	9.50			CALLBAK NOPAY				
	08/11/10	Wed													
	08/12/10	Thu													
	08/13/10	Fri													
	08/14/10	Sat													
	08/15/10	Sun													
	08/16/10	Mon													
	08/17/10	Tue													

Step	Action
9.	Click the NOPAY list item. NOPAY

PS9HETRN 8.49.22
PS9HEWBEDEV12 RCB

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New Window | Help | Customize Page

Time Entry

EmpID: Rcd#: 0 Bell, Tinker Dinker

Empl Data

Class Indc: Classified FIP: Full-Time Std Hrs: 40.00
Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
Job Code: 112240 RN 2 OVT: 80_KTE
DeptID: EL2036010 NURSERY

Begin Date: 08/09/2010 End Date: 08/22/2010 [Pay Rule](#)

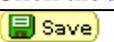
 Save Date: 08/09/2010  Refresh << Previous Period Next Period >>

TL Leave Data 1-4 of 4

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	07/25/10		114.200
51	Vacation	07/25/10	1.200000	52.900
5Y	K Time	07/25/10		8.700
5Z	1.5 K Time	07/25/10		

Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/No Pay	Override Overtime	Department Transfer	Comment Code	Account Code
08/09/10	Mon	<input type="checkbox"/>	7:00PM			4.50	4.50							
08/09/10	Mon	<input checked="" type="checkbox"/>	11:30AM							NOR				
08/10/10	Tue	<input checked="" type="checkbox"/>	2:30AM	7:30AM		5.00	9.50							
08/11/10	Wed	<input type="checkbox"/>												
08/12/10	Thu	<input type="checkbox"/>												
08/13/10	Fri	<input type="checkbox"/>												
08/14/10	Sat	<input type="checkbox"/>												
08/15/10	Sun	<input type="checkbox"/>												
08/16/10	Mon	<input type="checkbox"/>												
08/17/10	Tue	<input type="checkbox"/>												

Step	Action
10.	Click the Save button. 

PS9HETRN 8.49.22
PS9HEWBEDEV12 RCB

Home Add to Favorites Sign out

New Window Help Customize Page

Time Entry

EmpID: Rcd#: 0 Bell, Tinker Dinker

Emp Data

Class Indc: Classified F/P: Full-Time Std Hrs: 40.00
Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
Job Code: 112240 RN 2 OVT: 80_KTE
DeptID: EL2036010 NURSERY

TL Leave Data

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	07/25/10		114.200
51	Vacation	07/25/10	1.200000	52.900
5Y	K Time	07/25/10		8.700
5Z	1.5 K Time	07/25/10		

Begin Date: 08/09/2010 End Date: 08/22/2010 Pay Rule

Save Date: 08/09/2010 Refresh << Previous Period Next Period >>

Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code	Account Code
08/09/10	Mon		7:00PM	11:30PM		4.50								
08/09/10	Mon		11:30PM	2:30AM		3.00	3.00			NOP				
08/10/10	Tue		2:30AM	7:30AM		5.00	8.00							
08/11/10	Wed													
08/12/10	Thu													
08/13/10	Fri													
08/14/10	Sat													
08/15/10	Sun													
08/16/10	Mon													
08/17/10	Tue													

Step	Action
11.	The system displays phantom punches for the two blank Out fields.
12.	The Hours column displays 3.00 on the new row for the time the employee was away from work but the hours were not added to the Cumulative day total. <i>NOTE: You may also view daily totals in the Payable Details section at the bottom of the page after the Time Administration process has run.</i>
13.	You must now add a corresponding row designating whether the No Pay time will be paid or unpaid.

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New Window | Help | Customize Page

Time Entry

EmpID: Rcd#: 0 Bell, Tinker Dinker

Empl Data

Class Indc: Classified FIP: Full-Time Std Hrs: 40.00
Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
Job Code: 112240 RN 2 OVT: 80_KTE
DeptID: EL2036010 NURSERY

Begin Date: 08/09/2010 End Date: 08/22/2010 Pay Rule

Save Date: 08/09/2010 Refresh << Previous Period Next Period >>

TL Leave Data 1-4 of 4

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	07/25/10		114.200
51	Vacation	07/25/10	1.200000	52.900
5Y	K Time	07/25/10		8.700
5Z	1.5 K Time	07/25/10		

Punch and Elapsed Time Detail

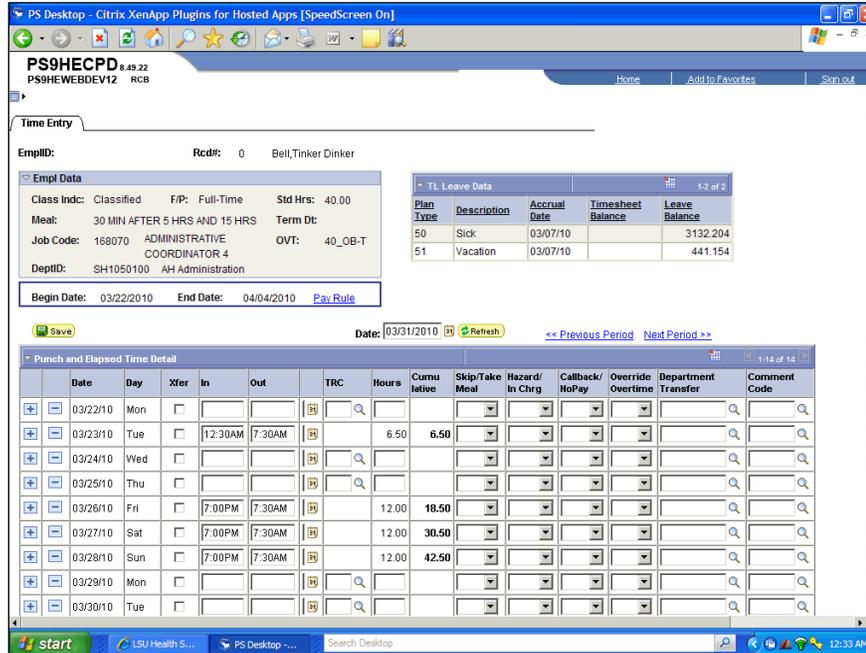
Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/No Pay	Override Overtime	Department Transfer	Comment Code	Account Code
08/09/10	Mon	<input type="checkbox"/>	7:00PM	11:30PM		4.50								
08/09/10	Mon	<input checked="" type="checkbox"/>	11:30PM	2:30AM		3.00	3.00			NOP				
08/10/10	Tue	<input checked="" type="checkbox"/>	2:30AM	7:30AM		5.00	8.00							
08/11/10	Wed	<input type="checkbox"/>												
08/12/10	Thu	<input type="checkbox"/>												
08/13/10	Fri	<input type="checkbox"/>												
08/14/10	Sat	<input type="checkbox"/>												
08/15/10	Sun	<input type="checkbox"/>												
08/16/10	Mon	<input type="checkbox"/>												
08/17/10	Tue	<input type="checkbox"/>												

Step	Action
14.	On Row 1, click the Add a New Row button. 
15.	Enter the desired information into the Mon field. Enter " LAN ".
16.	Enter the desired information into the Mon field. Enter " 3 ".
17.	Click the Save button. 
18.	Row 1 now designates that 3 hours of Annual Leave was taken by the employee. Cumulative hours = 12, which is the total number of hours the employee was scheduled to work on Monday 08/09/10.
19.	This completes Enter No Pays - Scenario 1 . End of Procedure.

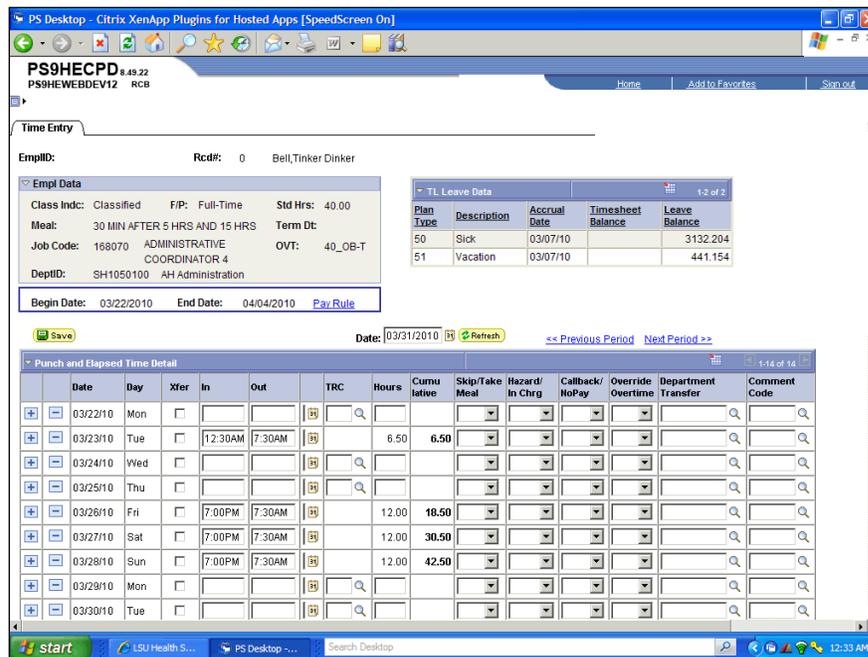
Enter No Pay - Scenario 2

Procedure

In this topic you will learn how to **Enter No Pay** for an employee who has worked a cross over shift but clock in after midnight.



Step	Action
1.	<p>Scenario 2</p> <p>In this exercise, Tinker Bell is scheduled to work from 7:00 PM Monday night until 7:30 AM Tuesday morning.</p> <p>Row 1 She did not clock in at her scheduled time of 7:00 PM due to a personal emergency.</p>
2.	<p>Row 2 Tinker Bell clocked in at 12:30 AM Tuesday morning. Because she did not clock in until after Midnight, the timesheet shows that Tinker Bell worked no hours on Monday, 03/22/10, but worked 6.5 hours on Tuesday, 03/22/10.</p> <p>Situation You will need to link rows 1 and 2, because the 6.5 hours shown on row 2 are scheduled hours for Monday. You will enter "No Pay" time on row 1 for the scheduled, non-worked hours in order to create that link.</p> <p>NOTE: A corresponding row must be added to designate whether the time will be paid or unpaid.</p>



Time Entry

EmpID: [redacted] Rcd#: 0 Bell,Tinker Dinker

Empl Data

Class Indc:	Classified	F/P:	Full-Time	Std Hrs:	40.00
Meal:	30 MIN AFTER 5 HRS AND 15 HRS			Term Dt:	
Job Code:	168070	ADMINISTRATIVE	OVT:	40_OB-T	
DeptID:	SH1050100	AH Administration			

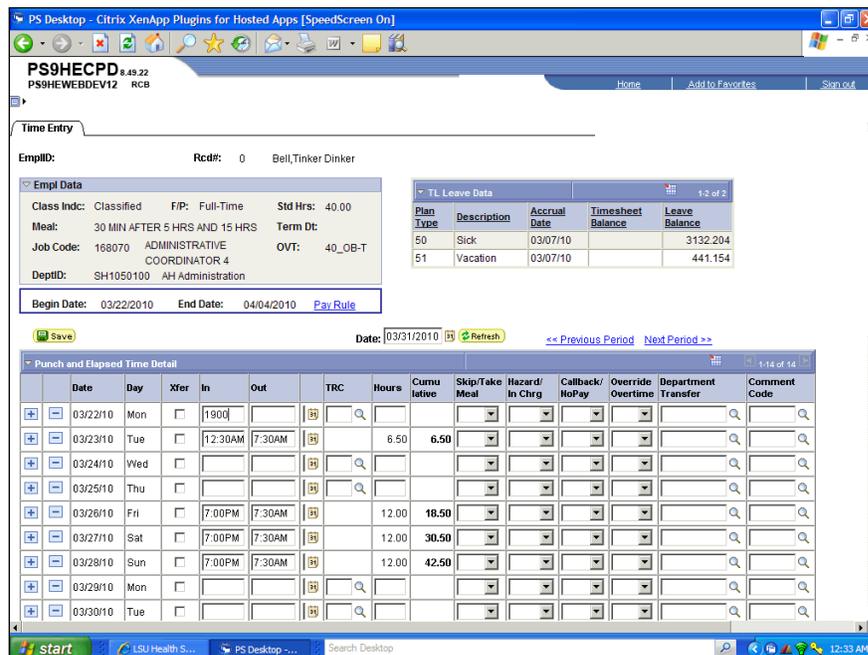
Begin Date: 03/22/2010 End Date: 04/04/2010 [Pay Rule](#)

Date: 03/31/2010 [Refresh](#) << Previous Period Next Period >>

Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
03/22/10	Mon												
03/23/10	Tue		12:30AM	7:30AM		6.50	6.50						
03/24/10	Wed												
03/25/10	Thu												
03/26/10	Fri		7:00PM	7:30AM		12.00	18.50						
03/27/10	Sat		7:00PM	7:30AM		12.00	30.50						
03/28/10	Sun		7:00PM	7:30AM		12.00	42.50						
03/29/10	Mon												
03/30/10	Tue												

Step	Action
3.	Enter the desired information into the field on Row 1. Enter "1900".



Time Entry

EmpID: [redacted] Rcd#: 0 Bell,Tinker Dinker

Empl Data

Class Indc:	Classified	F/P:	Full-Time	Std Hrs:	40.00
Meal:	30 MIN AFTER 5 HRS AND 15 HRS			Term Dt:	
Job Code:	168070	ADMINISTRATIVE	OVT:	40_OB-T	
DeptID:	SH1050100	AH Administration			

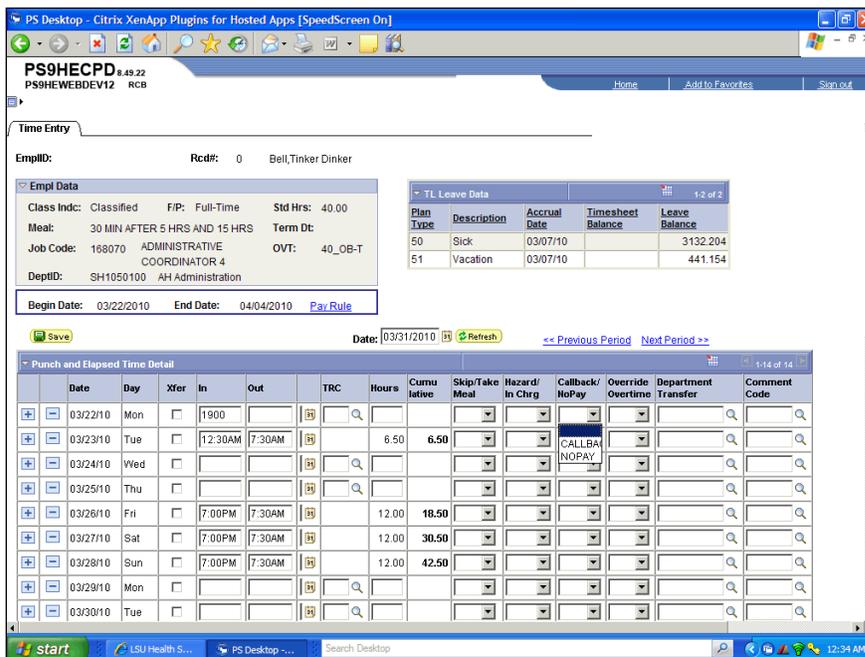
Begin Date: 03/22/2010 End Date: 04/04/2010 [Pay Rule](#)

Date: 03/31/2010 [Refresh](#) << Previous Period Next Period >>

Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
03/22/10	Mon		1900										
03/23/10	Tue		12:30AM	7:30AM		6.50	6.50						
03/24/10	Wed												
03/25/10	Thu												
03/26/10	Fri		7:00PM	7:30AM		12.00	18.50						
03/27/10	Sat		7:00PM	7:30AM		12.00	30.50						
03/28/10	Sun		7:00PM	7:30AM		12.00	42.50						
03/29/10	Mon												
03/30/10	Tue												

Step	Action
4.	In the CallBack/NoPay column on Row 1 click the drop-down arrow to the right of the CallBack/NoPay field to choose No Pay . 

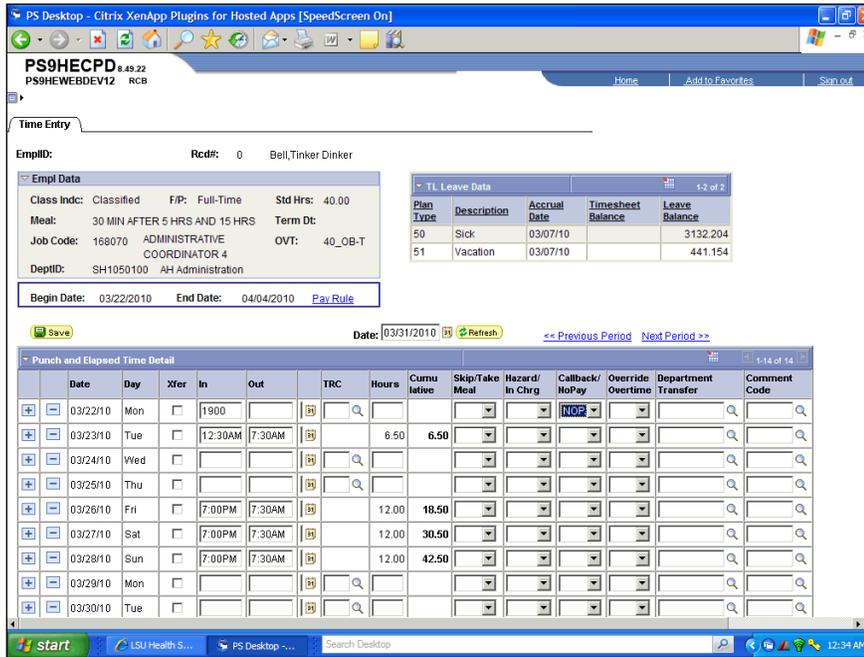


The screenshot displays the 'Time Entry' application interface. At the top, it shows the user's session information: 'PS9HECPD 8:48:22' and 'PS9HEWERDEV12 RCB'. The main area is divided into several sections:

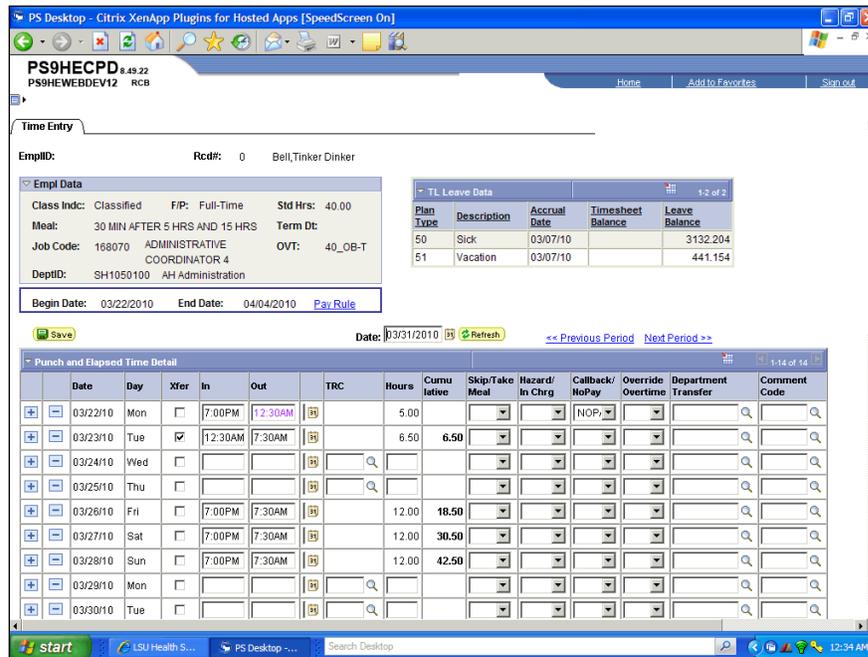
- Employee Information:** EmpID: [blank], Rcd#: 0, Name: Bell, Tinker Dinker.
- EmpI Data:**
 - Class Ind: Classified, F/P: Full-Time, Std Hrs: 40.00
 - Meal: 30 MIN AFTER 5 HRS AND 15 HRS, Term Dt: [blank]
 - Job Code: 168070 ADMINISTRATIVE COORDINATOR 4, OVT: 40_OB-T
 - DeptID: SH1050100 AH Administration
- TL Leave Data:**

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	03/07/10		3132.204
51	Vacation	03/07/10		441.154
- Time Entry Summary:** Begin Date: 03/22/2010, End Date: 04/04/2010, Par Rule: [blank].
- Punch and Elapsed Time Detail:** A table showing daily time entries for the period 03/22/10 to 03/30/10. The table includes columns for Date, Day, Xfer, In, Out, TRC, Hours, Cumulative, Skip/Meal, Hazard/In Chrg, Callback/NoPay, Override/Overtime, Department Transfer, and Comment Code. The 'Callback/NoPay' column for 03/23/10 is highlighted, showing 'CALLBA' and 'NOPAY' options.

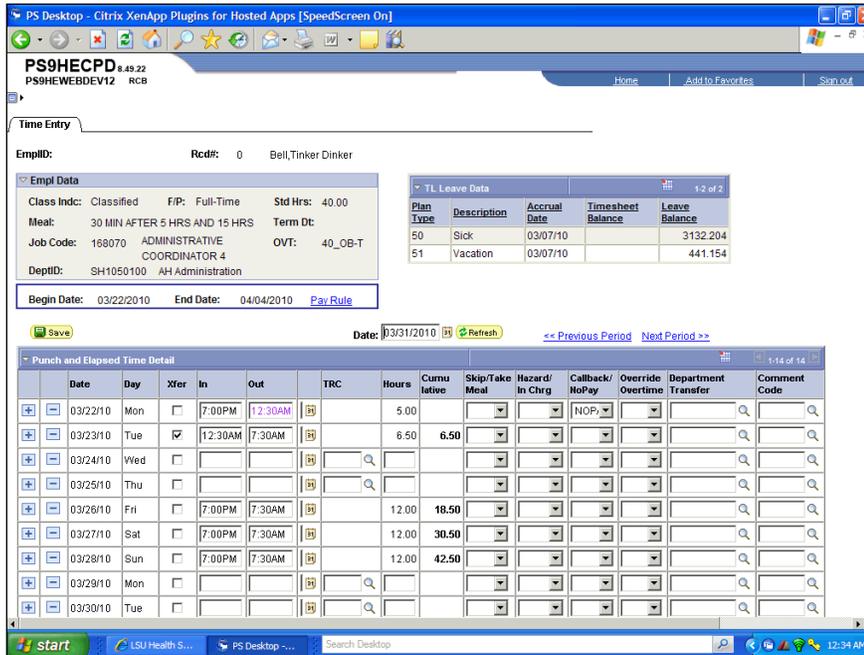
Step	Action
5.	Click the NOPAY list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">NOPAY</div>



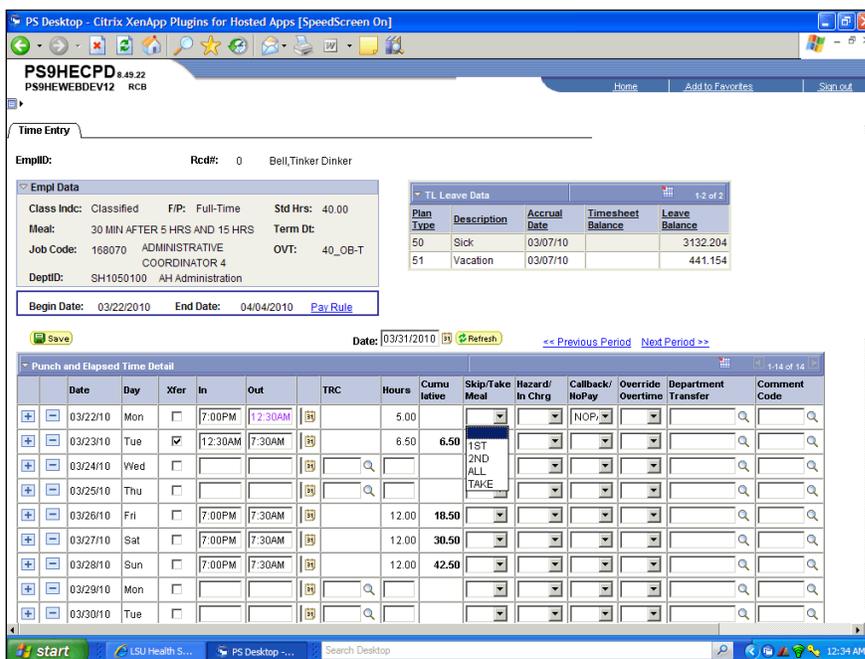
Step	Action
6.	Click the Xfer option on Row 2 . 
7.	Click the Save button. 



Step	Action
8.	The system displays a phantom punch for the blank "Out" field on Row 1.
9.	The Hours column displays 5.00 No Pay hours. Notice that the hours were not added to the Cumulative day total and the system took a meal deduction on both rows 1 and 2 since total work hours on each row is greater than or equal to 5 hours. <i>NOTE: Daily totals can be viewed in the Payable Details section at the bottom of the page after Time Administration runs.</i>



Step	Action
10.	In this example, you will need to designate to Skip a Meal Deduction for row 1 to correct for the system taking meal deductions on both rows. In this exercise, you will designate the Skip a Meal Deduction on row 1.
11.	Click the button to the right of the Skip/Take Meal field on Row 1 . 



The screenshot displays the 'Time Entry' application interface. At the top, it shows the user 'PS9HECPD' and 'PS9HEWERDEV12'. Below this, there are sections for 'EmpID Data' and 'TL Leave Data'.

EmpID Data:

- Class Indc: Classified
- F/P: Full-Time
- Std Hrs: 40.00
- Meal: 30 MIN AFTER 5 HRS AND 15 HRS
- Term Dt:
- Job Code: 168070 ADMINISTRATIVE COORDINATOR 4
- OVT: 40_OB-T
- DeptID: SH1050100 AH Administration

TL Leave Data:

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	03/07/10		3132.204
51	Vacation	03/07/10		441.154

Below these sections is a 'Punch and Elapsed Time Detail' table. The current date is 03/31/2010. The table has columns for Date, Day, Xfer, In, Out, TRC, Hours, Cumulative, Skip/Take Meal, Hazard/In Chrg, Callback/NoPay, Override Overtime, Department Transfer, and Comment Code.

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
03/22/10	Mon	<input type="checkbox"/>	7:00PM	12:30AM	BS	5.00				NOP			
03/23/10	Tue	<input checked="" type="checkbox"/>	12:30AM	7:30AM	BS	6.50	6.50	1ST					
03/24/10	Wed	<input type="checkbox"/>			BS			2ND					
03/25/10	Thu	<input type="checkbox"/>			BS			ALL					
03/26/10	Fri	<input type="checkbox"/>	7:00PM	7:30AM	BS	12.00	18.50	TAKE					
03/27/10	Sat	<input type="checkbox"/>	7:00PM	7:30AM	BS	12.00	30.50						
03/28/10	Sun	<input type="checkbox"/>	7:00PM	7:30AM	BS	12.00	42.50						
03/29/10	Mon	<input type="checkbox"/>			BS								
03/30/10	Tue	<input type="checkbox"/>			BS								

Step	Action
12.	Click the 1ST list item to skip the first meal deduction. <div style="border: 1px solid black; padding: 2px; display: inline-block;">1ST</div>

PS Desktop - Citrix XenApp Plugins for Hosted Apps [SpeedScreen On]

PS9HECPD 8:48:22
PS9HEWBEDEV12 RCB

Home Add to Favorites Sign out

Time Entry

EmpID: Rcd#: 0 Bell,Tinker Dinker

EmpI Data

Class Indc:	Classified	F/P:	Full-Time	Std Hrs:	40.00
Meal:	30 MIN AFTER 5 HRS AND 15 HRS			Term Dt:	
Job Code:	168070	ADMINISTRATIVE	COORDINATOR 4	OVT:	40_OB-T
DeptID:	SH1050100	AH Administration			

TL Leave Data

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	03/07/10		3132.204
51	Vacation	03/07/10		441.154

Begin Date: 03/22/2010 End Date: 04/04/2010 Pay Rule

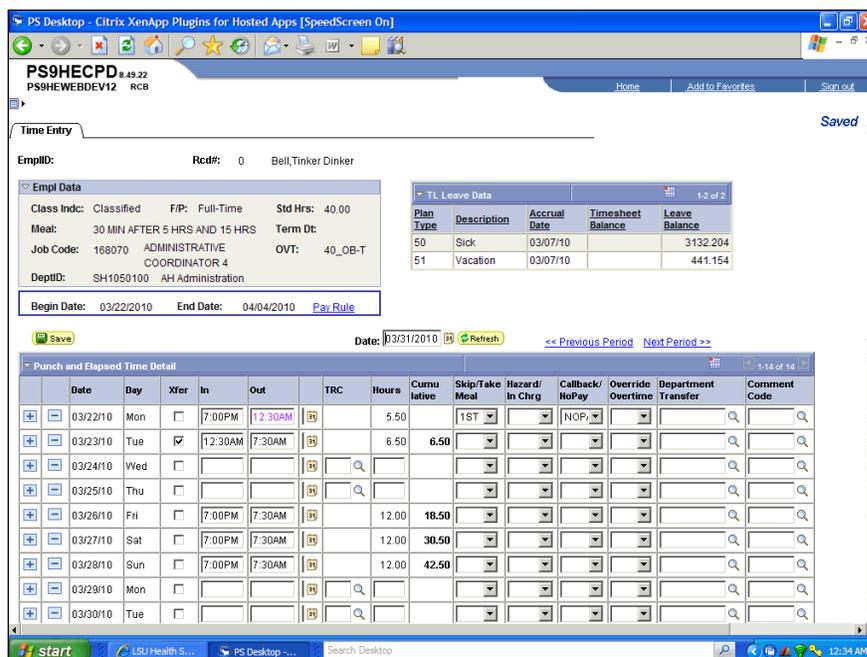
Save Date: 03/31/2010 Refresh Previous Period Next Period

Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumu lative	Skip/Take Meal	Hazard/ In Chrg	Callback/ NoPay	Override Overtime	Department Transfer	Comment Code
03/22/10	Mon	<input type="checkbox"/>	7:00PM	12:30AM	BS	5.00		BS		NOP			
03/23/10	Tue	<input checked="" type="checkbox"/>	12:30AM	7:30AM	BS	6.50	6.50						
03/24/10	Wed	<input type="checkbox"/>			BS								
03/25/10	Thu	<input type="checkbox"/>			BS								
03/26/10	Fri	<input type="checkbox"/>	7:00PM	7:30AM	BS	12.00	18.50						
03/27/10	Sat	<input type="checkbox"/>	7:00PM	7:30AM	BS	12.00	30.50						
03/28/10	Sun	<input type="checkbox"/>	7:00PM	7:30AM	BS	12.00	42.50						
03/29/10	Mon	<input type="checkbox"/>			BS								
03/30/10	Tue	<input type="checkbox"/>			BS								

start LSU Health S... PS Desktop ... Search Desktop 12:34 AM

Step	Action
13.	Click the Save button. 



The screenshot shows the 'Time Entry' application interface. At the top, it displays the user's name 'PS9HECPD' and 'PS9HEWERDEV12'. Below this, there are sections for 'EmpID Data' and 'TL Leave Data'.

EmpID Data:

Class Indc:	Classified	F/P:	Full-Time	Std Hrs:	40.00
Meal:	30 MIN AFTER 5 HRS AND 15 HRS	Term Dt:			
Job Code:	168070 ADMINISTRATIVE COORDINATOR 4	OVT:	40_OB-T		
DeptID:	SH1050100 AH Administration				

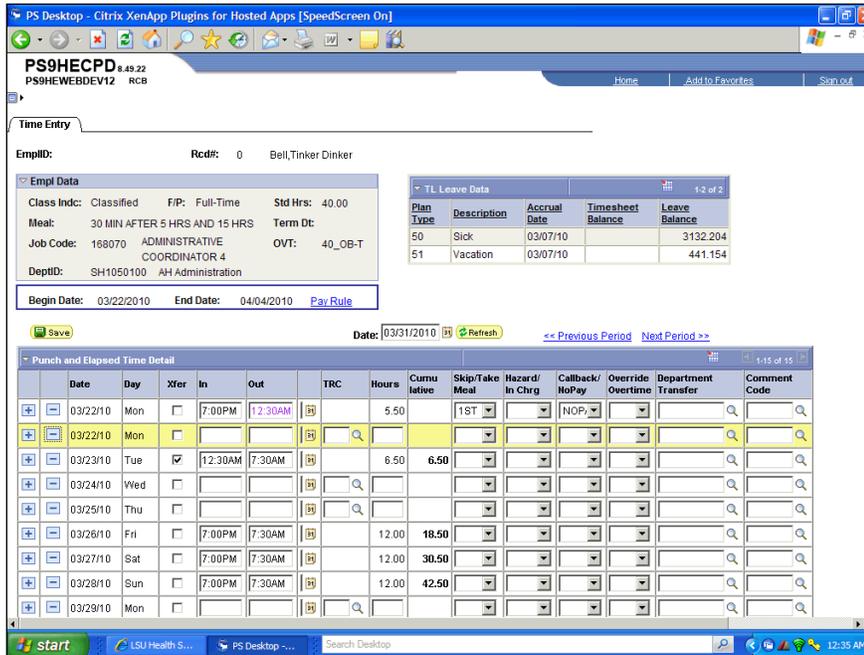
TL Leave Data:

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	03/07/10		3132.204
51	Vacation	03/07/10		441.154

Below the data sections, there are fields for 'Begin Date: 03/22/2010' and 'End Date: 04/04/2010'. A 'Punch and Elapsed Time Detail' table is shown below, with the date set to 03/31/2010.

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
03/22/10	Mon	<input type="checkbox"/>	7:00PM	12:30AM	BS	5.50		1ST		NOP			
03/23/10	Tue	<input checked="" type="checkbox"/>	12:30AM	7:30AM	BS	6.50	6.50						
03/24/10	Wed	<input type="checkbox"/>			BS								
03/25/10	Thu	<input type="checkbox"/>			BS								
03/26/10	Fri	<input type="checkbox"/>	7:00PM	7:30AM	BS	12.00	18.50						
03/27/10	Sat	<input type="checkbox"/>	7:00PM	7:30AM	BS	12.00	30.50						
03/28/10	Sun	<input type="checkbox"/>	7:00PM	7:30AM	BS	12.00	42.50						
03/29/10	Mon	<input type="checkbox"/>			BS								
03/30/10	Tue	<input type="checkbox"/>			BS								

Step	Action
14.	The total hours in the Hours column now displays 5.50 hours .
15.	Designate "No Pay" time. Click the Add a new Row at row 1 - Plus (+) Sign button. 



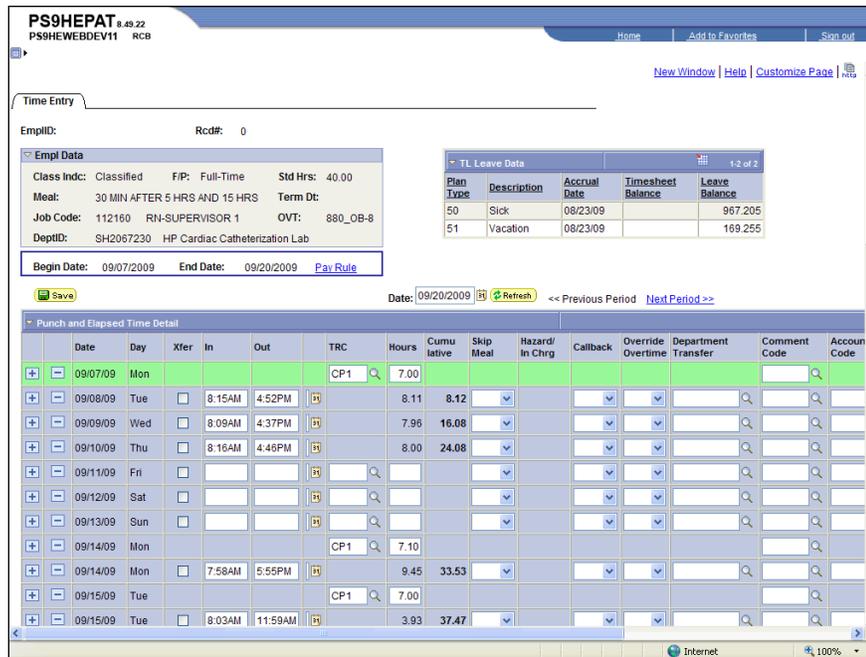
Step	Action
16.	Choose "TRC" column to corresponding date. Enter the desired information into the TRC field. Enter " LAN ".
17.	Enter the desired information into the Hours field. Enter " 5.5 ".
18.	Click the Save button. 
19.	This completes Enter No Pay - Scenario 2 . End of Procedure.

Entering Leave (Full Day)

Procedure

Use the following steps to enter leave on the employee's timesheet for a full day of leave.

NOTE: Timekeepers will only be able to enter leave for current and next pay period. Prior period transactions are submitted on the Timesheet Correction report. (Refer to the "Reports" section of this manual for further details).



Step	Action
1.	In this example, Jane has been approved for 8.00 hours of annual leave for 09/11/09. Click the TRC button on 09/11/09 row. 
2.	Click the LEAVE - ANNUAL BW WAGE link. <i>NOTE: A complete list of TRC - Leave Codes can be found in the appendix of this guide.</i> LEAVE - ANNUAL BW WAGE
3.	Enter the appropriate amount hours of leave into the Hours field on 09/11/09. Enter the desired information into the Fri field. Enter " 8.00 ".
4.	Click the Save button. 

Step	Action
5.	This completes Entering Leave (Full Day) . End of Procedure.

Entering Leave with Hours Worked

Procedure

Use the following steps to enter leave for an employee who takes leave for a partial day.



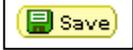
Step	Action
1.	<p>In this example, the employee only work 3 hours of her scheduled shift and has taken sick leave for remaining 5 hours.</p> <p><i>NOTE: Hours Worked and Leave hours cannot be entered on the same row. You must add a new row to enter the sick leave hours.</i></p> <p>Click the Add a new row button.</p> 
2.	<p>Click the Look up button to add the leave code (TRC) for Sick Leave.</p> 
3.	<p>Click the LEAVE - SICK BIWEEKLY WAGE link.</p> <p>LEAVE - SICK BIWEEKLY WAGE</p>
4.	<p>Enter the desired information into the Tue field. Enter "7.00".</p>
5.	<p>Click the Save button.</p> 
6.	<p>This completes Entering Leave with Hours Worked.</p> <p>End of Procedure.</p>

Entering Non-Paying Code for an Employee Procedure

This section indicates how to **Enter a Non-Paying Code** for an Employee.

NOTE: A complete listing of these codes and their descriptions are located in the Appendix of this guide.

Step	Action
1.	In this example, the employee has a qualifying event for FMLA leave on 09/11/09. To enter the FMLA leave code click the Look up button on 09/11/09.
2.	Review the list of leave codes and select the appropriate non-paying leave code for your employee. In this example click the FMLA LEAVE - HOURS ONLY link. FMLA LEAVE - HOURS ONLY
3.	Enter " 8.00 " into the Hours field for 09/11/09.
4.	This employee also has a qualifying event for Sick leave on 09/14/09. Click the Look up TRC button on 09/14/09.

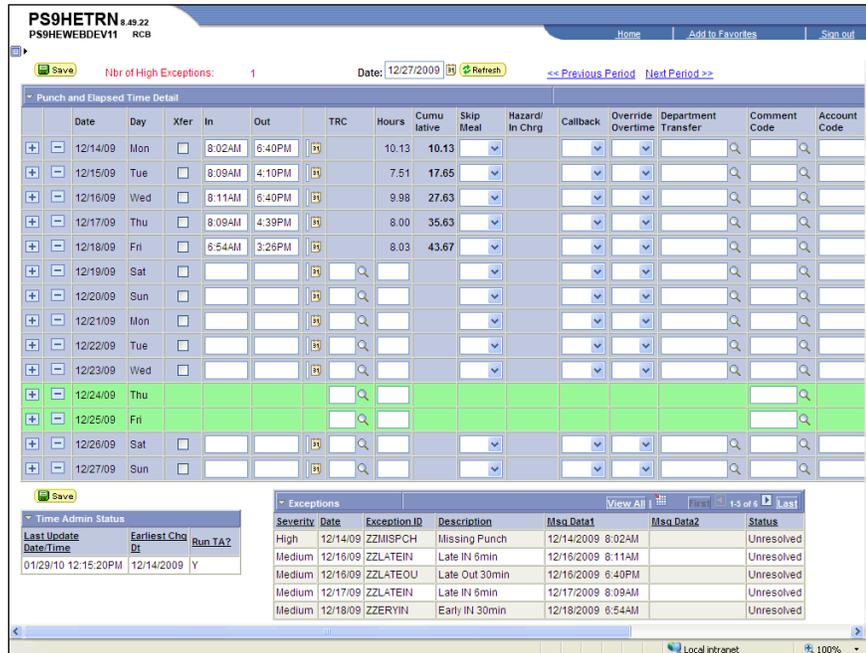
Step	Action
5.	Click the LEAVE - SICK BIWEEKLY WAGE link. 
6.	Enter " 8.00 " into the Hours field for 09/14/09.
7.	Click the Save button. 
8.	This completes Entering Non-Paying Code for an Employee. End of Procedure.

Canceling Holiday Pay

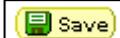
Procedure

In this exercise you will learn how to cancel the holiday pay.

Holiday pay should be canceled if the **employee is in a "leave without pay" status before AND after the holiday.**



The screenshot shows the PS9HETRN system interface. At the top, it displays 'PS9HETRN 8.49.22' and 'PS9HEWEBDEV11 RCB'. Below this, there are navigation buttons like 'Home', 'Add to Favorites', and 'Sign out'. A 'Save' button is visible on the left. The main area is titled 'Punch and Elapsed Time Detail' and contains a table with columns: Date, Day, Xfer, In, Out, TRC, Hours, Cumulative, Skip Meal, Hazard/In Chrg, Callback, Override Overtime, Department Transfer, Comment Code, and Account Code. The table shows data for dates from 12/14/09 to 12/27/09. The row for 12/25/09 (Friday) is highlighted in green. Below the main table, there is an 'Exceptions' table with columns: Severity, Date, Exception ID, Description, Msg Data1, Msg Data2, and Status. The exceptions table lists several entries, including 'Missing Punch' and 'Late IN 6min' for various dates in December 2009.

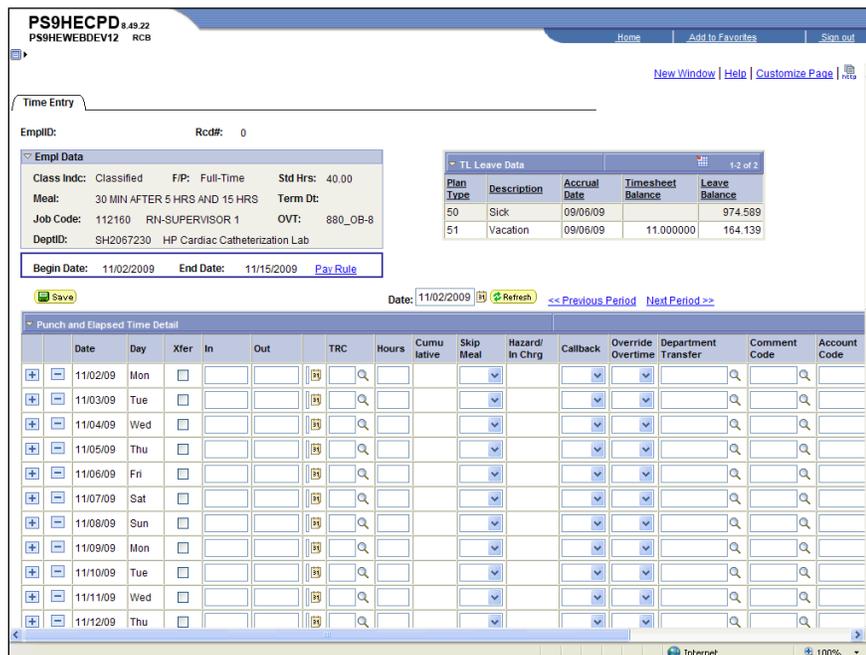
Step	Action
1.	Click the Look up TRC button. 
2.	Click the Cancel Holiday Entitlement link. Cancel Holiday Entitlement
3.	Enter the number of hours into the hours field. Enter " 8 ".
4.	We will also cancel the Holiday for 12/25/09. Enter the Cancel Holiday Entitlement Code into the TRC for Fri 12/25/09. Enter " CHE ".
5.	Enter the desired information into the Fri field. Enter " 8 ".
6.	Click the Save button. 
7.	This completes Canceling Holiday Pay . End of Procedure.

Entering On-Call Status

Procedure

When an employee is on-call, the Timekeeper must **Enter On-Call Status** information on the timesheet.

Step	Action
1.	<p>The timekeeper must enter the on-call hours for each day on the employees timesheet.</p> <p>In the example below, the employee works M-F from 8:00 – 16:30. The employee is on-call for all other hours, including the weekend.</p> <p>NOTE: To determine the number of hours for on-call pay, subtract the total number of hours worked that day from 24 (hours in a day). In this example the total number of hours scheduled to be worked M-F is 8.5, so the on-call amount is 15.5 (24-8.5). Also, 24.0 would be the on-call amount for Sat. and Sun because these are scheduled off days.</p>



Step	Action
2.	<p>For each day click the Look up button under the TRC column.</p> 

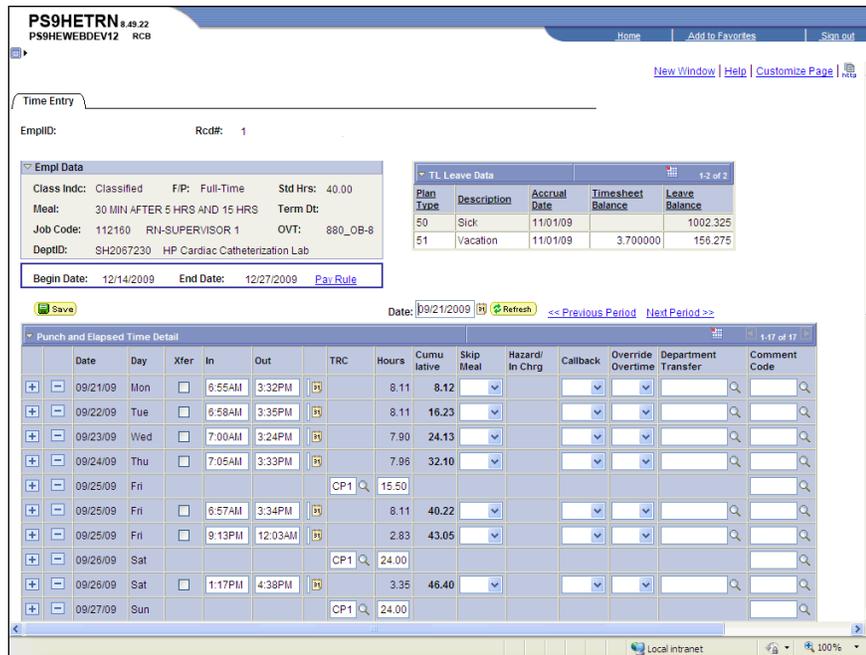
Step	Action
3.	Click the ON CALL PAY link. 
4.	Next enter the number of hours for the On Call Pay. In this example: Enter " 15.5 ".
5.	Repeat the previous steps for Tuesday - Friday, as those days will need the same Codes and Hours.
6.	The On Call Pay for Saturday and Sunday is 24.0 To enter on call hours for the weekend: Click the Look up TRC button. 
7.	Click the ON CALL PAY link. 
8.	Next enter the number of hours for the On Call Pay. In this example: Enter " 24.0 ".
9.	Repeat the previous steps for Sunday, as it will need the same Code and Hours.
10.	Click the Save button. 
11.	This completes Entering On-Call Status . End of Procedure.

Entering Call Back

Procedure

In this topic, you will learn how to manually enter Call Back.

NOTE: When an employee is called back (while on call) he/she should enter a clock code 2 to clock in and a clock code 9 to clock out.



The screenshot displays the PS9HETRN Time Entry interface. At the top, it shows the user ID PS9HEWEBDEV12 and RCB. The main area is titled 'Time Entry' and includes fields for 'EmpID:' and 'Rcd#: 1'. Below this, there are sections for 'Empl Data' and 'TL Leave Data'. The 'Empl Data' section shows 'Class Incd: Classified', 'FIP: Full-Time', 'Std Hrs: 40.00', 'Meal: 30 MIN AFTER 5 HRS AND 15 HRS', 'Term Dt:', 'Job Code: 112160 RN-SUPERVISOR 1', 'OVT: 880_OB-8', and 'DeptID: SH2067230 HP Cardiac Catheterization Lab'. The 'TL Leave Data' table shows two rows: 'Sick' with an accrual date of 11/01/09 and a leave balance of 1002.325, and 'Vacation' with an accrual date of 11/01/09 and a leave balance of 156.275. Below these sections are 'Begin Date: 12/14/2009' and 'End Date: 12/27/2009'. A 'Save' button is visible. The main part of the interface is a table titled 'Punch and Elapsed Time Detail' for the date 09/21/2009. The table has columns for Date, Day, Xfer, In, Out, TRC, Hours, Cumulative, Skip Meal, Hazard/In Chrg, Callback, Override Overtime, Department Transfer, and Comment Code. The data rows show the following entries:

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip Meal	Hazard/In Chrg	Callback	Override Overtime	Department Transfer	Comment Code
09/21/09	Mon		6:55AM	3:32PM		8.11	8.12						
09/22/09	Tue		6:58AM	3:35PM		8.11	16.23						
09/23/09	Wed		7:00AM	3:24PM		7.90	24.13						
09/24/09	Thu		7:05AM	3:33PM		7.96	32.10						
09/25/09	Fri				CP1	15.50							
09/25/09	Fri		6:57AM	3:34PM		8.11	40.22						
09/25/09	Fri		9:13PM	12:03AM		2.83	43.05						
09/26/09	Sat				CP1	24.00							
09/26/09	Sat		1:17PM	4:38PM		3.35	46.40						
09/27/09	Sun				CP1	24.00							

Step	Action
1.	In this exercise, you will enter information to indicate the Nora is Called-Back to work. Nora was Called-Back on Fri evening, 09/25/09, and on Sat, 9/26/09.

PS9HETRN 8:49:22
PS9HEWEBDEV12 RCB

Home Add to Favorites Sign out

Begin Date: 09/21/2009 End Date: 10/04/2009 Pay Rule

Save Date: 09/21/2009 Refresh << Previous Period Next Period >>

Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip Meal	Hazard/In Chrg	Callback	Override Overtime	Department Transfer	Comment Code
09/21/09	Mon		6:55AM	3:32PM		8.11	8.12						
09/22/09	Tue		6:58AM	3:35PM		8.11	16.23						
09/23/09	Wed		7:00AM	3:24PM		7.90	24.13						
09/24/09	Thu		7:05AM	3:33PM		7.96	32.10						
09/25/09	Fri				CP1		15.50						
09/25/09	Fri		6:57AM	3:34PM		8.11	40.22						
09/25/09	Fri		9:13PM	12:03AM		2.83	43.05						
09/26/09	Sat				CP1		24.00						
09/26/09	Sat		1:17PM	4:38PM		3.35	46.40						
09/27/09	Sun				CP1		24.00						
09/28/09	Mon		6:59AM	3:29PM		8.00	54.40						
09/29/09	Tue		6:56AM	3:34PM		8.13	62.53						
09/30/09	Wed		6:58AM	3:32PM		8.06	70.60						
10/01/09	Thu		7:02AM	3:36PM		8.06	78.67						
10/02/09	Fri		6:57AM	3:33PM		8.10	86.77						
10/03/09	Sat												
10/04/09	Sun												

Step	Action
2.	A second row for Fri, 9/25/09 displays the time Nora returned to work. The line does not indicate Callback Pay is to be paid.

PS9HETRN 6.49.22
PS9HEWEBDEV12 RCB

Home Add to Favorites Sign out

Begin Date: 09/21/2009 End Date: 10/04/2009 [Pay Rule](#)

[Save](#) Date: 09/21/2009 [Refresh](#) << Previous Period Next Period >>

Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip Meal	Hazard/ In Chrg	Callback	Override Overtime	Department Transfer	Comment Code
09/21/09	Mon	<input type="checkbox"/>	6:55AM	3:32PM		8.11	8.12						
09/22/09	Tue	<input type="checkbox"/>	6:58AM	3:35PM		8.11	16.23						
09/23/09	Wed	<input type="checkbox"/>	7:00AM	3:24PM		7.90	24.13						
09/24/09	Thu	<input type="checkbox"/>	7:05AM	3:33PM		7.95	32.10						
09/25/09	Fri				CP1	15.50							
09/25/09	Fri	<input type="checkbox"/>	6:57AM	3:34PM		8.11	40.22						
09/25/09	Fri	<input type="checkbox"/>	9:12PM	12:03AM		2.85	43.07						
09/26/09	Sat				CP1	24.00							
09/26/09	Sat	<input type="checkbox"/>	1:17PM	4:38PM		3.35	46.42						
09/27/09	Sun				CP1	24.00							
09/28/09	Mon	<input type="checkbox"/>	6:59AM	3:29PM		8.00	54.42						
09/29/09	Tue	<input type="checkbox"/>	6:56AM	3:34PM		8.13	62.55						
09/30/09	Wed	<input type="checkbox"/>	6:58AM	3:32PM		8.05	70.62						
10/01/09	Thu	<input type="checkbox"/>	7:02AM	3:36PM		8.05	78.68						
10/02/09	Fri	<input type="checkbox"/>	6:57AM	3:33PM		8.10	86.78						
10/03/09	Sat	<input type="checkbox"/>											
10/04/09	Sun	<input type="checkbox"/>											

Step	Action
3.	Click the button to the right of the Callback field. 

PS9HETRN 6.49.22
PS9HEWBEDEV12 RCB

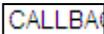
Home Add to Favorites Sign out

Begin Date: 09/21/2009 End Date: 10/04/2009 [Pay Rule](#)

[Save](#) Date: 09/21/2009 [Refresh](#) << Previous Period Next Period >>

Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip Meal	Hazard/ In Chrg	Callback	Override Overtime	Department Transfer	Comment Code
09/21/09	Mon	<input type="checkbox"/>	6:55AM	3:32PM		8.11	8.12						
09/22/09	Tue	<input type="checkbox"/>	6:58AM	3:35PM		8.11	16.23						
09/23/09	Wed	<input type="checkbox"/>	7:00AM	3:24PM		7.90	24.13						
09/24/09	Thu	<input type="checkbox"/>	7:05AM	3:33PM		7.95	32.10						
09/25/09	Fri				CP1	15.50							
09/25/09	Fri	<input type="checkbox"/>	6:57AM	3:34PM		8.11	40.22						
09/25/09	Fri	<input type="checkbox"/>	9:12PM	12:03AM		2.95	43.07						
09/26/09	Sat				CP1	24.00				CALLBA			
09/26/09	Sat	<input type="checkbox"/>	1:17PM	4:38PM		3.35	46.42						
09/27/09	Sun				CP1	24.00							
09/28/09	Mon	<input type="checkbox"/>	6:59AM	3:29PM		8.00	54.42						
09/29/09	Tue	<input type="checkbox"/>	6:56AM	3:34PM		8.13	62.55						
09/30/09	Wed	<input type="checkbox"/>	6:58AM	3:32PM		8.05	70.62						
10/01/09	Thu	<input type="checkbox"/>	7:02AM	3:36PM		8.05	78.68						
10/02/09	Fri	<input type="checkbox"/>	6:57AM	3:33PM		8.10	86.78						
10/03/09	Sat	<input type="checkbox"/>											
10/04/09	Sun	<input type="checkbox"/>											

Step	Action
4.	Click the CALLBACK option from the drop-down list. 

PS9HETRN 8.49.22
PS9HEWBEDEV12 RCB

Home Add to Favorites Sign out

Begin Date: 09/21/2009 End Date: 10/04/2009 [Pa: Rule](#)

Save Date: 09/21/2009 Refresh << Previous Period Next Period >>

Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip Meal	Hazard/ In Chrg	Callback	Override Overtime	Department Transfer	Comment Code
09/21/09	Mon		6:55AM	3:32PM		8.11	8.12						
09/22/09	Tue		6:58AM	3:35PM		8.11	16.23						
09/23/09	Wed		7:00AM	3:24PM		7.90	24.13						
09/24/09	Thu		7:05AM	3:33PM		7.95	32.10						
09/25/09	Fri				CP1	15.50							
09/25/09	Fri		6:57AM	3:34PM		8.11	40.22						
09/25/09	Fri		9:12PM	12:03AM		2.85	43.07			CALL			
09/26/09	Sat				CP1	24.00							
09/26/09	Sat		1:17PM	4:38PM		3.35	46.42						
09/27/09	Sun				CP1	24.00							
09/28/09	Mon		6:59AM	3:29PM		8.00	54.42						
09/29/09	Tue		6:56AM	3:34PM		8.13	62.55						
09/30/09	Wed		6:58AM	3:32PM		8.05	70.62						
10/01/09	Thu		7:02AM	3:36PM		8.05	78.68						
10/02/09	Fri		6:57AM	3:33PM		8.10	86.78						
10/03/09	Sat												
10/04/09	Sun												

Step	Action
5.	<p>When an employee is called back for work, you must reduce his/her On-Call hours by the number of hours calculated for Callback.</p> <p>Adjust the On-Call hours for Fri, 09/25/09. Enter the desired information into the Fri field. Enter "12.6".</p>

PS9HETRN 8.49.22
PS9HEWBEDEV12 RCB

Home Add to Favorites Sign out

Begin Date: 09/21/2009 End Date: 10/04/2009 [Pa: Rule](#)

Save Date: 09/21/2009 Refresh << Previous Period Next Period >>

Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip Meal	Hazard/ In Chrg	Callback	Override Overtime	Department Transfer	Comment Code
09/21/09	Mon		6:55AM	3:32PM		8.11	8.12						
09/22/09	Tue		6:58AM	3:35PM		8.11	16.23						
09/23/09	Wed		7:00AM	3:24PM		7.90	24.13						
09/24/09	Thu		7:05AM	3:33PM		7.95	32.10						
09/25/09	Fri				CP1	12.6							
09/25/09	Fri		6:57AM	3:34PM		8.11	40.22						
09/25/09	Fri		9:12PM	12:03AM		2.85	43.07			CALL			
09/26/09	Sat				CP1	24.00							
09/26/09	Sat		1:17PM	4:38PM		3.35	46.42						
09/27/09	Sun				CP1	24.00							
09/28/09	Mon		6:59AM	3:29PM		8.00	54.42						
09/29/09	Tue		6:56AM	3:34PM		8.13	62.55						
09/30/09	Wed		6:58AM	3:32PM		8.05	70.62						
10/01/09	Thu		7:02AM	3:36PM		8.05	78.68						
10/02/09	Fri		6:57AM	3:33PM		8.10	86.78						
10/03/09	Sat												
10/04/09	Sun												

Step	Action
6.	Click the button to the right of the Callback field. 
7.	Click the CALLBACK option from the drop-down list. 

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Begin Date: 09/21/2009 End Date: 10/04/2009 [Pay Rule](#)

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Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip Meal	Hazard/ In Chrg	Callback	Override Overtime	Department Transfer	Comment Code
09/21/09	Mon		6:55AM	3:32PM		8.11	8.11						
09/22/09	Tue		6:58AM	3:35PM		8.11	16.23						
09/23/09	Wed		7:00AM	3:24PM		7.90	24.13						
09/24/09	Thu		7:05AM	3:33PM		7.95	32.10						
09/25/09	Fri				CP1		12.6						
09/25/09	Fri		6:57AM	3:34PM		8.11	40.22						
09/25/09	Fri		9:12PM	12:03AM		2.85	43.07			CALL			
09/26/09	Sat				CP1		24.00						
09/26/09	Sat		1:17PM	4:38PM		3.35	46.42			CALL			
09/27/09	Sun				CP1		24.00						
09/28/09	Mon		6:59AM	3:29PM		8.00	54.42						
09/29/09	Tue		6:56AM	3:34PM		8.13	62.55						
09/30/09	Wed		6:58AM	3:32PM		8.05	70.62						
10/01/09	Thu		7:02AM	3:36PM		8.05	78.68						
10/02/09	Fri		6:57AM	3:33PM		8.10	86.78						
10/03/09	Sat												
10/04/09	Sun												

Step	Action
8.	Adjust the On-Call hours for Sat, 09/26/09, based on the number hours employee was called back. Enter the desired information into the Sat field. Enter " 20.6 ".

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Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip Meal	Hazard/ In Chrg	Callback	Override Overtime	Department Transfer	Comment Code
09/21/09	Mon		6:55AM	3:32PM		8.11	8.11						
09/22/09	Tue		6:58AM	3:35PM		8.11	16.23						
09/23/09	Wed		7:00AM	3:24PM		7.90	24.13						
09/24/09	Thu		7:05AM	3:33PM		7.95	32.10						
09/25/09	Fri				CP1		12.6						
09/25/09	Fri		6:57AM	3:34PM		8.11	40.22						
09/25/09	Fri		9:12PM	12:03AM		2.85	43.07			CALL			
09/26/09	Sat				CP1		20.6						
09/26/09	Sat		1:17PM	4:38PM		3.35	46.42			CALL			
09/27/09	Sun				CP1		24.00						
09/28/09	Mon		6:59AM	3:29PM		8.00	54.42						
09/29/09	Tue		6:56AM	3:34PM		8.13	62.55						
09/30/09	Wed		6:58AM	3:32PM		8.05	70.62						
10/01/09	Thu		7:02AM	3:36PM		8.05	78.68						
10/02/09	Fri		6:57AM	3:33PM		8.10	86.78						
10/03/09	Sat												
10/04/09	Sun												

Step	Action
9.	Click the Save button to save the manual edits made to the timesheet.  A small rectangular button with a green background and a white document icon, labeled "Save".

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Home Add to Favorites Sign out

Begin Date: 09/21/2009 End Date: 10/04/2009 [Pay Rule](#)

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Punch and Elapsed Time Detail

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip Meal	Hazard/ In Chrg	Callback	Override Overtime	Department Transfer	Comment Code
<input type="checkbox"/>	09/21/09	Mon	<input type="checkbox"/>	6:55AM	3:32PM		8.11	8.12						
<input type="checkbox"/>	09/22/09	Tue	<input type="checkbox"/>	6:58AM	3:35PM		8.11	16.23						
<input type="checkbox"/>	09/23/09	Wed	<input type="checkbox"/>	7:00AM	3:24PM		7.90	24.13						
<input type="checkbox"/>	09/24/09	Thu	<input type="checkbox"/>	7:05AM	3:33PM		7.96	32.10						
<input type="checkbox"/>	09/25/09	Fri				CP1	12.60							
<input type="checkbox"/>	09/25/09	Fri	<input type="checkbox"/>	6:57AM	3:34PM		8.11	40.22						
<input type="checkbox"/>	09/25/09	Fri	<input type="checkbox"/>	9:12PM	12:03AM		2.85	43.07			CALL			
<input type="checkbox"/>	09/26/09	Sat				CP1	20.60							
<input type="checkbox"/>	09/26/09	Sat	<input type="checkbox"/>	1:17PM	4:38PM		3.35	46.42			CALL			
<input type="checkbox"/>	09/27/09	Sun				CP1	24.00							
<input type="checkbox"/>	09/28/09	Mon	<input type="checkbox"/>	6:59AM	3:29PM		8.00	54.42						
<input type="checkbox"/>	09/29/09	Tue	<input type="checkbox"/>	6:56AM	3:34PM		8.13	62.55						
<input type="checkbox"/>	09/30/09	Wed	<input type="checkbox"/>	6:58AM	3:32PM		8.06	70.62						
<input type="checkbox"/>	10/01/09	Thu	<input type="checkbox"/>	7:02AM	3:36PM		8.06	78.68						
<input type="checkbox"/>	10/02/09	Fri	<input type="checkbox"/>	6:57AM	3:33PM		8.10	86.78						
<input type="checkbox"/>	10/03/09	Sat	<input type="checkbox"/>											
<input type="checkbox"/>	10/04/09	Sun	<input type="checkbox"/>											

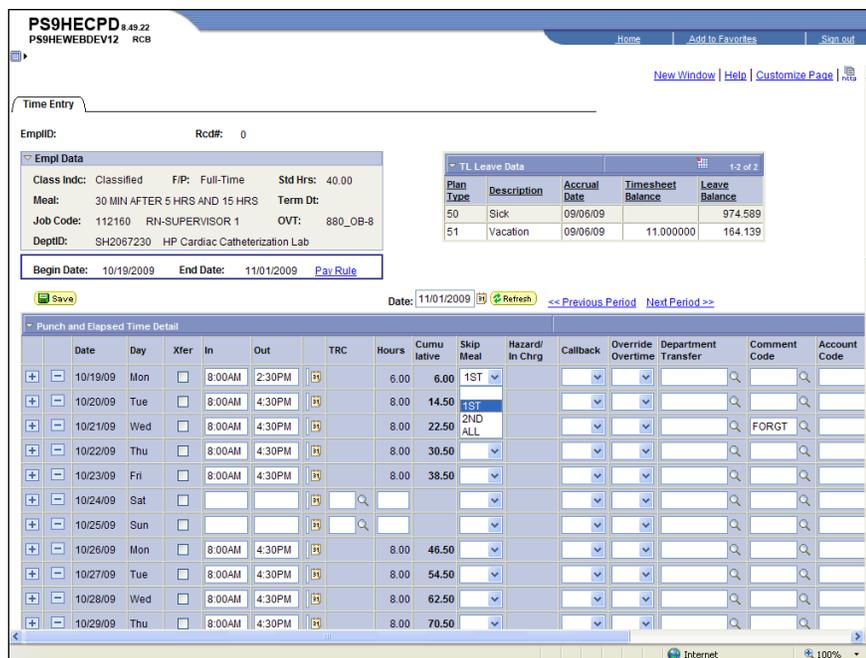
Step	Action
10.	<i>NOTE: Payable Time will not be calculated until the Time Admin process is run.</i>
11.	This completes Enter Callback Status . End of Procedure.

Cancel a Meal Deduction for a Single Shift

Procedure

All employees should be given the opportunity for a lunch break however, after 5 hours of worked time the system will automatically deduct a lunch break. Rare exceptions may be authorized only in cases of operational need, to be determined by the Department Head.

Step	Action
1.	In this scenario on 10/19/09 the employee left early and did not take a lunch. However because they worked more than five hours the system automatically takes meal deduction. Therefore, we need to cancel the meal deduction on 10/19/09
2.	Notice that Cumulative Hours totals are 6.00 even though she worked 6.50 hours.



PS9HECPD v.49.22
PS9HEWEBDEV12 RCB

Time Entry
 EmpID: Rcd#: 0

Empl Data

Class Incd:	Classified	FIP:	Full-Time	Std Hrs:	40.00
Meal:	30 MIN AFTER 5 HRS AND 15 HRS	Term Dt:			
Job Code:	112160 RN-SUPERVISOR 1	OVT:	880_OB-8		
DeptID:	SH2067230 HP Cardiac Catheterization Lab				

TL Leave Data

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	09/06/09		974.589
51	Vacation	09/06/09	11.000000	164.139

Begin Date: 10/19/2009 End Date: 11/01/2009 Pay Rule

Save Date: 11/01/2009 Refresh Previous Period Next Period

Punch and Elapsed Time Detail

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip Meal	Hazard/In Chrg	Callback	Override Overtime	Department Transfer	Comment Code	Account Code
	10/19/09	Mon		8:00AM	2:30PM		6.00	6.00	1ST						
	10/20/09	Tue		8:00AM	4:30PM		8.00	14.50	1ST						
	10/21/09	Wed		8:00AM	4:30PM		8.00	22.50	2ND ALL					FORGT	
	10/22/09	Thu		8:00AM	4:30PM		8.00	30.50							
	10/23/09	Fri		8:00AM	4:30PM		8.00	38.50							
	10/24/09	Sat													
	10/25/09	Sun													
	10/26/09	Mon		8:00AM	4:30PM		8.00	46.50							
	10/27/09	Tue		8:00AM	4:30PM		8.00	54.50							
	10/28/09	Wed		8:00AM	4:30PM		8.00	62.50							
	10/29/09	Thu		8:00AM	4:30PM		8.00	70.50							

Save

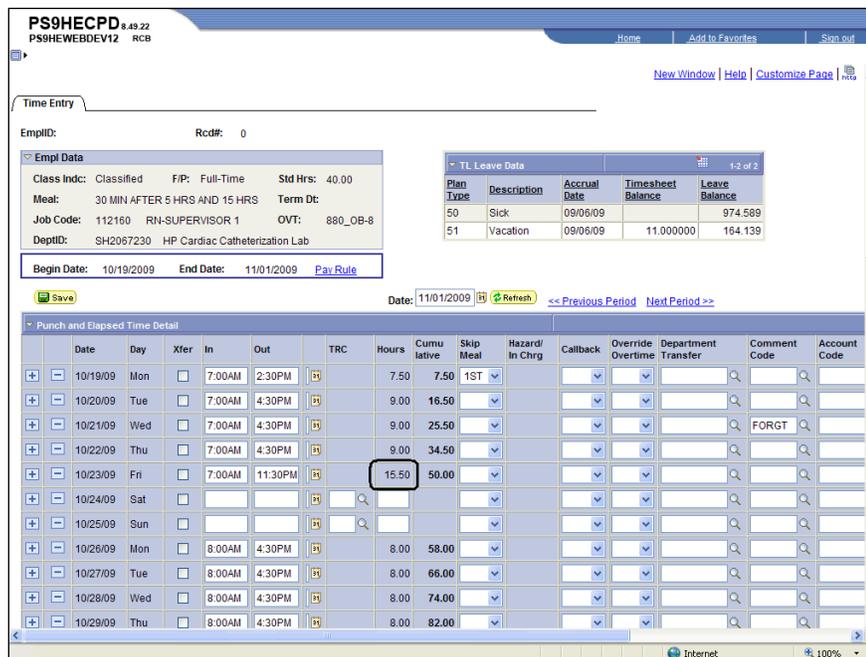
Step	Action
3.	To cancel the deduction, click the 1ST option under the Skip Meal column for 10/19/09. 
4.	Click the Save button. 

Cancel a Meal Deduction for a Double Shift

Procedure

If an employee works a double shift the meal deduction will be deducted from both shifts.

Step	Action
1.	In this example notice that employee worked a double shift from 7:00 a.m. on 10/23/09 to 11:30 p.m.. on 10/23/09, so we need to cancel the meal deduction for the second shift.



PS9HECPD 8.49.22
 PS9HEWEBDEV12 RCB

Time Entry

EmpID: Rcd#: 0

Empl Data

Class Indc: Classified FIP: Full-Time Std Hrs: 40.00
 Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
 Job Code: 112160 RN-SUPERVISOR 1 OVT: 880_OB-8
 DeptID: SH2067230 HP Cardiac Catheterization Lab

TL Leave Data

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	09/06/09		974.589
51	Vacation	09/06/09	11.000000	164.139

Begin Date: 10/19/2009 End Date: 11/01/2009 [Pay Rule](#)

Save Date: 11/01/2009 [Refresh](#) [<< Previous Period](#) [Next Period >>](#)

Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip Meal	Hazard/In Chrg	Callback	Override Overtime	Department Transfer	Comment Code	Account Code
10/19/09	Mon		7:00AM	2:30PM		7.50	7.50	1ST						
10/20/09	Tue		7:00AM	4:30PM		9.00	16.50							
10/21/09	Wed		7:00AM	4:30PM		9.00	25.50						FORGT	
10/22/09	Thu		7:00AM	4:30PM		9.00	34.50							
10/23/09	Fri		7:00AM	11:30PM		15.50	50.00							
10/24/09	Sat													
10/25/09	Sun													
10/26/09	Mon		8:00AM	4:30PM		8.00	58.00							
10/27/09	Tue		8:00AM	4:30PM		8.00	66.00							
10/28/09	Wed		8:00AM	4:30PM		8.00	74.00							
10/29/09	Thu		8:00AM	4:30PM		8.00	82.00							

Step	Action
2.	Notice the payable hours are 15.50 on 10/23/09 which indicates that the system has taken a meal deduction for the second shift.

PS9HECPD 8.49.22
PS9HEWBEDEV12 RCB

Home Add to Favorites Sign out

New Window Help Customize Page

Time Entry

EmplID: Rcd#: 0

Empl Data

Class Indc: Classified F/P: Full-Time Std Hrs: 40.00
Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
Job Code: 112160 RN-SUPERVISOR 1 OVT: 880_OB-8
DeptID: SH2067230 HP Cardiac Catheterization Lab

TL Leave Data

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	09/06/09		974.589
51	Vacation	09/06/09	11.000000	164.139

Begin Date: 10/19/2009 End Date: 11/01/2009 Pay Rule

Save Date: 11/01/2009 Refresh << Previous Period Next Period >>

Punch and Elapsed Time Detail

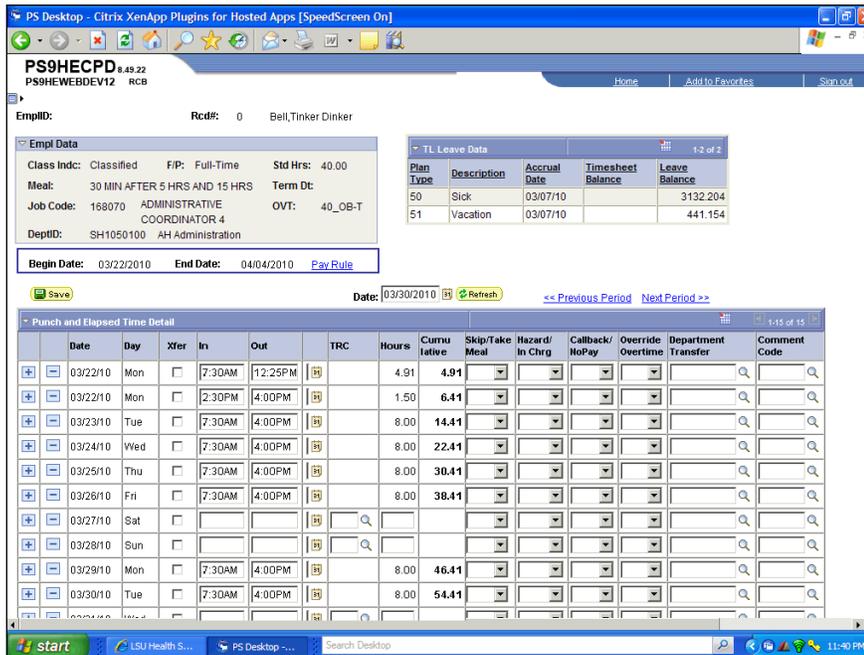
	Date	Day	Xfer	In	Out	TRC	Hours	Cumu lative	Skip Meal	Hazard/ In Chrg	Callback	Override Overtime	Department Transfer	Comment Code	Account Code
	10/19/09	Mon		7:00AM	2:30PM		7.50	7.50	1ST						
	10/20/09	Tue		7:00AM	4:30PM		9.00	16.50							
	10/21/09	Wed		7:00AM	4:30PM		9.00	25.50						FORGT	
	10/22/09	Thu		7:00AM	4:30PM		9.00	34.50							
	10/23/09	Fri		7:00AM	11:30PM		16.00	50.50	2ND						
	10/24/09	Sat													
	10/25/09	Sun													
	10/26/09	Mon		8:00AM	4:30PM		8.00	58.50							
	10/27/09	Tue		8:00AM	4:30PM		8.00	66.50							
	10/28/09	Wed		8:00AM	4:30PM		8.00	74.50							
	10/29/09	Thu		8:00AM	4:30PM		8.00	82.50							

Step	Action
5.	Notice that the payable hours have been updated to 16.00 to reflected the cancel meal deduction on the second shift.
6.	This completes Cancel a Meal Deduction for a Double Shift. End of Procedure.

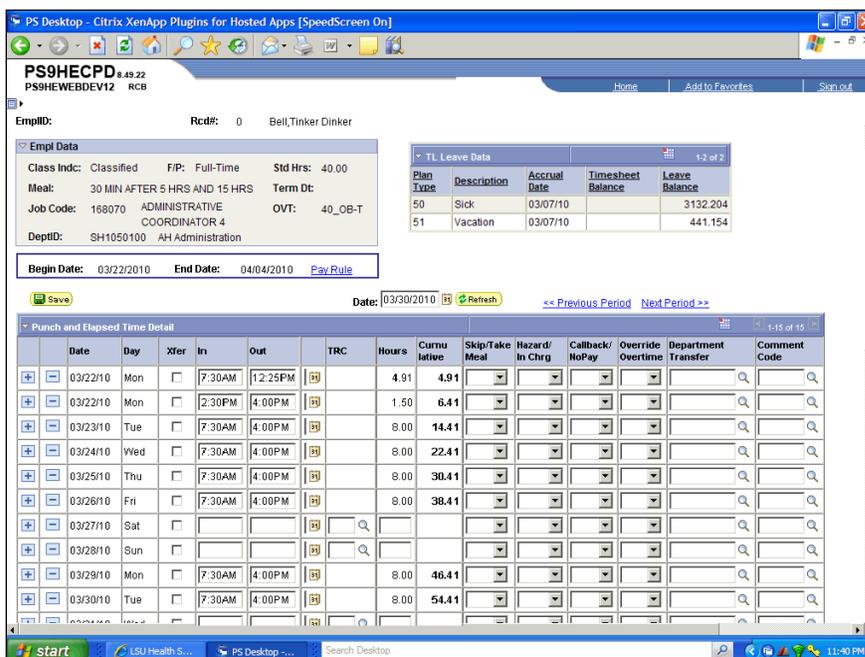
Take a Meal Deduction

Procedure

In this topic you will learn how to **Take a Meal Deduction**.



Step	Action
1.	<p>Scenario</p> <p>Tinker Bell is scheduled to work 7:30 am until 4:00 pm Monday through Friday.</p> <p>On Monday, 03/22/10, Tinker Bell clocks in at her scheduled start time of 7:30 am. She takes a meal break at 11:30 am. At 12:25 pm she clocks out due to a personal emergency. Tinker Bell returns to work at 2:30 pm and works the remainder of her shift.</p> <p>You will Take a Meal Deduction for Monday, 03/22/10.</p> <p>NOTE: A corresponding row must be added to designate whether the time will be paid or unpaid.</p>



The screenshot displays the 'PS9HECPD' application window. The top section shows employee information: EmpID: PS9HECPD, Rcd#: 0, and Name: Bell, Tinker Dinker. Below this is the 'Empl Data' section with fields for Class Indc (Classified), F/P (Full-Time), Std Hrs (40.00), Meal (30 MIN AFTER 5 HRS AND 15 HRS), Term Dt, Job Code (168070 ADMINISTRATIVE COORDINATOR 4), OVT (40_OB-T), and DeptID (SH1050100 AH Administration). A 'TL Leave Data' table is also visible, showing Plan Type, Description, Accrual Date, Timesheet Balance, and Leave Balance for Sick and Vacation leave.

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	03/07/10		3132.204
51	Vacation	03/07/10		441.154

The main section is 'Punch and Elapsed Time Detail', showing a table of daily punches from 03/22/10 to 03/30/10. The table includes columns for Date, Day, Xfer, In, Out, TRC, Hours, Cumulative, Skip/Take Meal, Hazard/In Chrg, Callback/NoPay, Override Overtime, Department Transfer, and Comment Code.

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
03/22/10	Mon		7:30AM	12:25PM		4.91	4.91						
03/22/10	Mon		2:30PM	4:00PM		1.50	6.41						
03/23/10	Tue		7:30AM	4:00PM		8.00	14.41						
03/24/10	Wed		7:30AM	4:00PM		8.00	22.41						
03/25/10	Thu		7:30AM	4:00PM		8.00	30.41						
03/26/10	Fri		7:30AM	4:00PM		8.00	38.41						
03/27/10	Sat												
03/28/10	Sun												
03/29/10	Mon		7:30AM	4:00PM		8.00	46.41						
03/30/10	Tue		7:30AM	4:00PM		8.00	54.41						

Step	Action
2.	<p>The system automatically takes a meal deduction after employee has worked 5 or more hours. In this exercise, Tinker Bell worked 4.91 hours between the hours of 7:30 am and 12:25 pm. She then worked 1.50 hours between the hours of 2:30 pm and 4:00 pm.</p> <p>Even though Tinker Bell worked a total of 6.41 hours, the system did <u>not</u> automatically take the meal deduction because each instance was less than 5 hours. When this happens, you will need to force a meal deduction by selecting the Take option in the Skip/Take Meal drop-down list.</p>

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PS9HECPD 8.48.22
PS9HEWEBDEV12 RCB

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EmpID: Rcd#: 0 Bell,Tinker Dinker

Empl Data

Class Indc: Classified F/P: Full-Time Std Hrs: 40.00
Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
Job Code: 168070 ADMINISTRATIVE OVT: 40_OB-T
COORDINATOR 4
DeptID: SH1050100 AH Administration

TL Leave Data

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	03/07/10		3132.204
51	Vacation	03/07/10		441.154

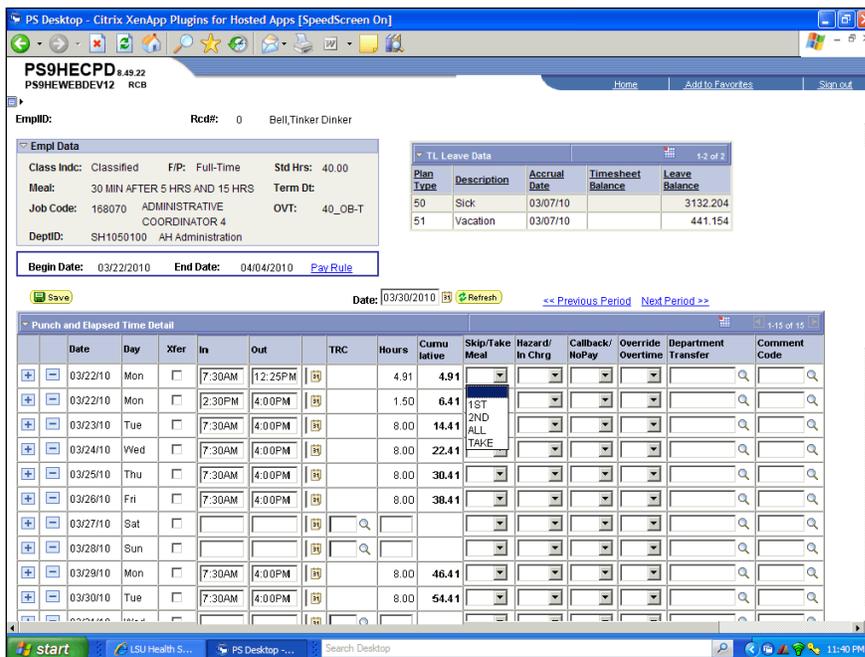
Begin Date: 03/22/2010 End Date: 04/04/2010 Pay Rule

Save Date: 03/30/2010 Refresh << Previous Period Next Period >>

Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
03/22/10	Mon	<input type="checkbox"/>	7:30AM	12:25PM		4.91	4.91						
03/22/10	Mon	<input type="checkbox"/>	2:30PM	4:00PM		1.50	6.41						
03/23/10	Tue	<input type="checkbox"/>	7:30AM	4:00PM		8.00	14.41						
03/24/10	Wed	<input type="checkbox"/>	7:30AM	4:00PM		8.00	22.41						
03/25/10	Thu	<input type="checkbox"/>	7:30AM	4:00PM		8.00	30.41						
03/26/10	Fri	<input type="checkbox"/>	7:30AM	4:00PM		8.00	38.41						
03/27/10	Sat	<input type="checkbox"/>											
03/28/10	Sun	<input type="checkbox"/>											
03/29/10	Mon	<input type="checkbox"/>	7:30AM	4:00PM		8.00	46.41						
03/30/10	Tue	<input type="checkbox"/>	7:30AM	4:00PM		8.00	54.41						

Step	Action
3.	Click the button to the right of the Skip/Take Meal field on row 1. 



The screenshot displays the PS9HECPD application interface. At the top, it shows the user ID 'PS9HECPD 8.48.22' and 'PS9HEWERBEV12 RCB'. Below this, there are sections for 'Empl Data' and 'TL Leave Data'.

Empl Data:

- Class Indc: Classified F/P: Full-Time Std Hrs: 40.00
- Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
- Job Code: 168070 ADMINISTRATIVE COORDINATOR 4 OVT: 40_OB-T
- DeptID: SH1050100 AH Administration
- Begin Date: 03/22/2010 End Date: 04/04/2010 Pay Rule

TL Leave Data:

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	03/07/10		3132.204
51	Vacation	03/07/10		441.154

The main section is 'Punch and Elapsed Time Detail', showing a table of daily work records. The date is set to 03/30/2010.

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override/Overtime	Department Transfer	Comment Code
03/22/10	Mon	<input type="checkbox"/>	7:30AM	12:25PM		4.91	4.91						
03/22/10	Mon	<input type="checkbox"/>	2:30PM	4:00PM		1.50	6.41	1ST					
03/23/10	Tue	<input type="checkbox"/>	7:30AM	4:00PM		8.00	14.41	2ND					
03/24/10	Wed	<input type="checkbox"/>	7:30AM	4:00PM		8.00	22.41	ALL					
03/25/10	Thu	<input type="checkbox"/>	7:30AM	4:00PM		8.00	30.41	TAKE					
03/26/10	Fri	<input type="checkbox"/>	7:30AM	4:00PM		8.00	38.41						
03/27/10	Sat	<input type="checkbox"/>											
03/28/10	Sun	<input type="checkbox"/>											
03/29/10	Mon	<input type="checkbox"/>	7:30AM	4:00PM		8.00	46.41						
03/30/10	Tue	<input type="checkbox"/>	7:30AM	4:00PM		8.00	54.41						

Step	Action
4.	Click the TAKE list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">TAKE</div>

PS Desktop - Citrix XenApp Plugins for Hosted Apps [SpeedScreen On]

PS9HECPD 8.48.22
PS9HEWEBDEV12 RCB

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EmpID: Rcd#: 0 Bell,Tinker Dinker

Emp Data

Class Indc: Classified FIP: Full-Time Std Hrs: 40.00
Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
Job Code: 168070 ADMINISTRATIVE OVT: 40_OB-T
DeptID: SH1050100 AH Administration

TL Leave Data

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	03/07/10		3132.204
51	Vacation	03/07/10		441.154

Begin Date: 03/22/2010 End Date: 04/04/2010 Pay Rule

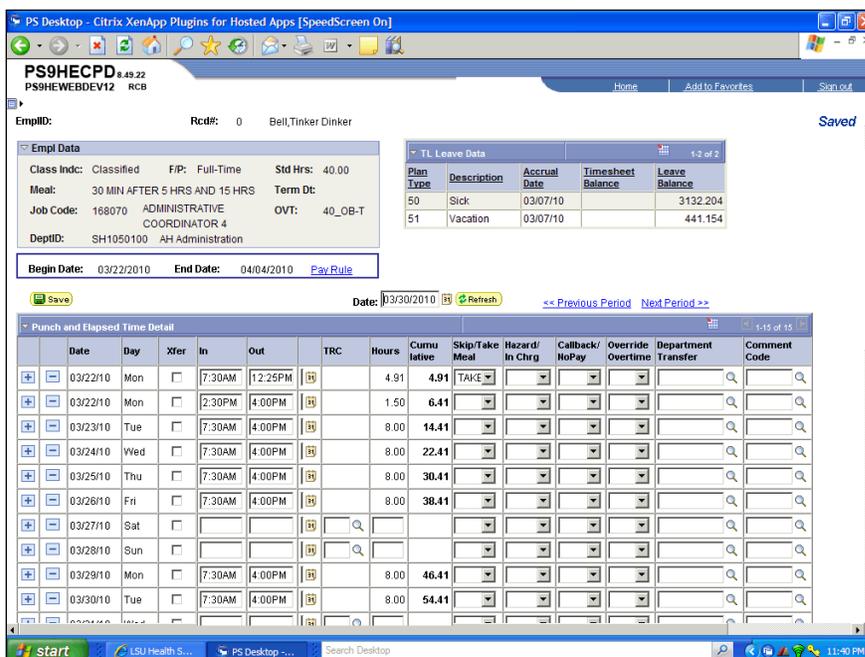
Save Date: 03/30/2010 Refresh << Previous Period Next Period >>

Punch and Elapsed Time Detail

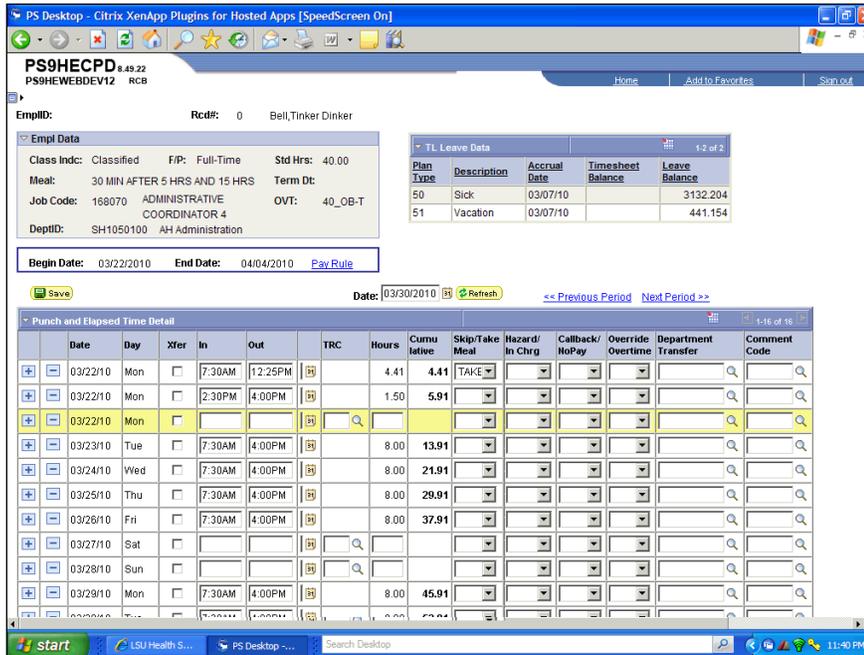
Date	Day	Xfer	In	Out	TRC	Hours	Cumu lative	Skip/Take Meal	Hazard/ In Chrg	Callback/ NoPay	Override Overtime	Department Transfer	Comment Code
03/22/10	Mon	<input type="checkbox"/>	7:30AM	12:25PM	BS	4.91	4.91	WALK					
03/22/10	Mon	<input type="checkbox"/>	1:37PM	4:00PM	BS	2.38	7.29						
03/23/10	Tue	<input type="checkbox"/>	7:30AM	4:00PM	BS	8.00	15.29						
03/24/10	Wed	<input type="checkbox"/>	7:30AM	4:00PM	BS	8.00	23.29						
03/25/10	Thu	<input type="checkbox"/>	7:30AM	4:00PM	BS	8.00	31.29						
03/26/10	Fri	<input type="checkbox"/>	7:30AM	4:00PM	BS	8.00	39.29						
03/27/10	Sat	<input type="checkbox"/>			BS								
03/28/10	Sun	<input type="checkbox"/>			BS								
03/29/10	Mon	<input type="checkbox"/>	7:30AM	4:00PM	BS	8.00	47.29						
03/30/10	Tue	<input type="checkbox"/>	7:30AM	4:00PM	BS	8.00	55.29						

start LSU Health S... PS Desktop ... Search Desktop 11:40 PM

Step	Action
5.	Click the Save button. 



Step	Action
6.	<p>NOTE: By selecting Take the system deducted a 30-minute meal and reduced the Hours total from 4.91 to 4.41 on row 1.</p> <p>You must now add the corresponding row designating whether the time Tinker Bell was away from work will be paid or unpaid. After Time Admin has run, you can view the correct Payable Details and Totals.</p>
7.	<p>Click the Add a new Row at row 2 - Plus (+) Sign button.</p> 



Step	Action
8.	Enter the desired information into the TRC field. Enter " LAN ".
9.	Enter the desired information into the Hours field. Enter " 1.2 ".
10.	Click the Save button. 
11.	This completes Take a Meal Deduction . End of Procedure.



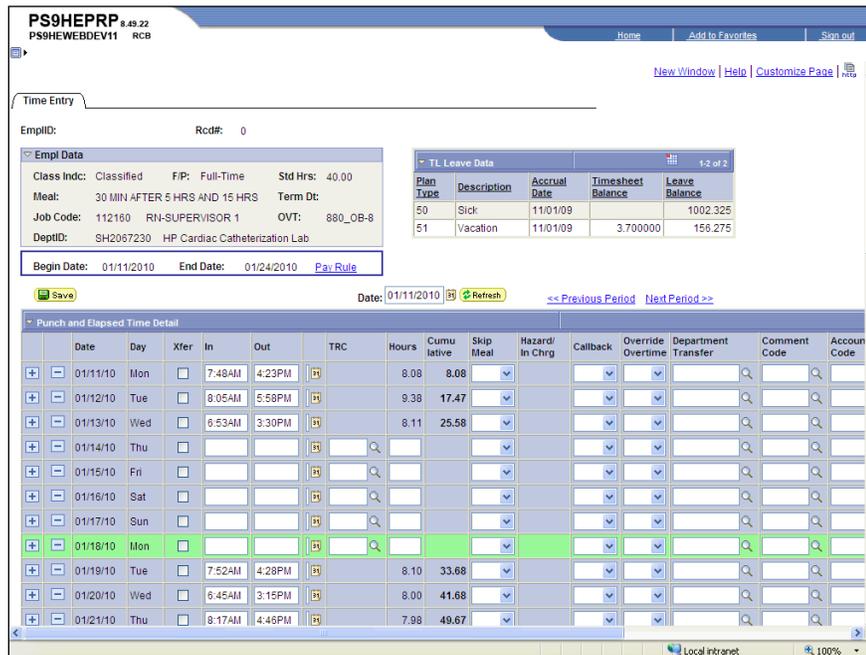
Entering Floats/Department Transfers

Procedure

In this topic you will learn how to manually enter Floats on the timesheet.

NOTE: Employees will typically clock in for a float and then Xfer. Both will need to be checked on the timesheet by the Timekeeper.

Employee floats will typically be entered at the time clock when the employee uses Clock Code #5. Manual entry of floats will need to be completed to correct erroneous or incomplete data.



The screenshot shows the 'Time Entry' interface for employee PS9HEPRP. It includes fields for EmpID, Rcd#, and various employee details like Class Indc, Meal, Job Code, and DeptID. A 'TL Leave Data' table is visible, and the main section is a 'Punch and Elapsed Time Detail' grid with columns for Date, Day, Xfer, In, Out, TRC, Hours, Cumulative, Skip Meal, Hazard/In Chrg, Callback, Override, Department Transfer, Comment Code, and Account Code. The grid shows data for dates from 01/11/10 to 01/21/10.

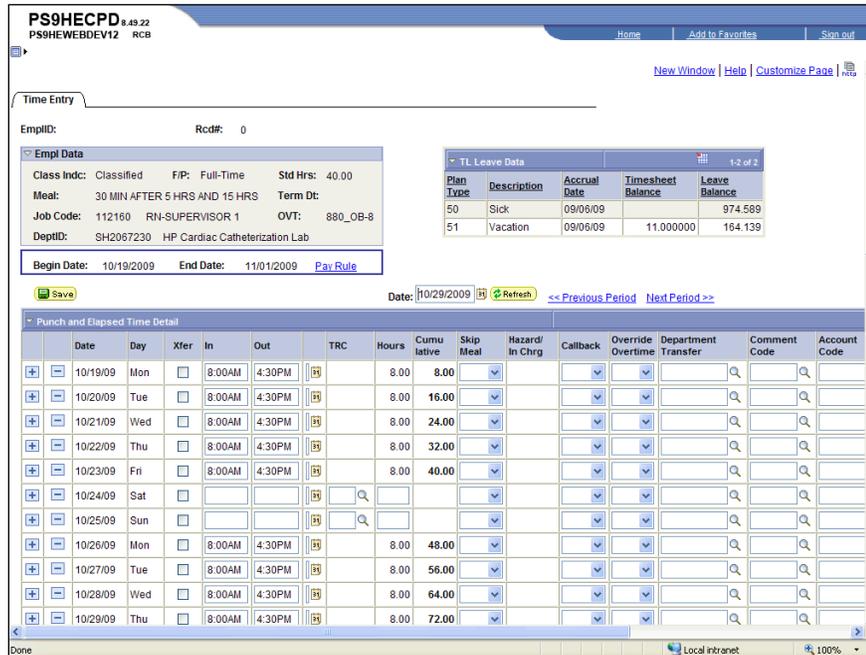
Step	Action
1.	In this example the employee forgot to clock the transfer for 1/12/10 for 8:05 am to 5:58 pm Click the Xfer option on Tuesday. 
2.	Enter the department number the employee will transfer to into Department field. Enter "".
3.	The employee also transferred back to her home department for the remainder of her shift. We will now transfer the employee back to her main department. Click the Add a new row button. 
4.	Enter the desired information into the "In" field on the new row. Enter " 5:59P ".

Step	Action
5.	Enter the desired information into the “Out” field on the new row. Enter " 8P ".
6.	Click the Save button. 
7.	This completes Entering Floats/Department Transfers . End of Procedure.

Adding and Deleting Comments Codes

Procedure

A comment can be added to the punch to explain why an edit was made. Comments provide additional information about a punch or an amount.



PS9HECPD 4.48.22
 PS9HEWEBDEV12 RCB

Home | Add to Favorites | Sign out

New Window | Help | Customize Page

Time Entry

EmpID: Rcd#: 0

Empl Data

Class Incd: Classified FIP: Full-Time Std Hrs: 40.00
 Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
 Job Code: 112160 RN-SUPERVISOR 1 OVT: 880_OB-8
 DeptID: SH2067230 HP Cardiac Catheterization Lab

TL Leave Data 1-2 of 2

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	09/06/09		974.589
51	Vacation	09/06/09	11.000000	164.139

Begin Date: 10/19/2009 End Date: 11/01/2009 Pay Rule

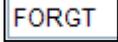
Save

Date: 10/29/2009 Refresh << Previous Period Next Period >>

Punch and Elapsed Time Detail

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip Meal	Hazard/In Chrg	Callback	Override Overtime	Department Transfer	Comment Code	Account Code
	10/19/09	Mon		8:00AM	4:30PM		8.00	8.00							
	10/20/09	Tue		8:00AM	4:30PM		8.00	16.00							
	10/21/09	Wed		8:00AM	4:30PM		8.00	24.00							
	10/22/09	Thu		8:00AM	4:30PM		8.00	32.00							
	10/23/09	Fri		8:00AM	4:30PM		8.00	40.00							
	10/24/09	Sat													
	10/25/09	Sun													
	10/26/09	Mon		8:00AM	4:30PM		8.00	48.00							
	10/27/09	Tue		8:00AM	4:30PM		8.00	56.00							
	10/28/09	Wed		8:00AM	4:30PM		8.00	64.00							
	10/29/09	Thu		8:00AM	4:30PM		8.00	72.00							

Done Local intranet 100%

Step	Action
1.	Click the Look up Comment Code button to add a comment. 
2.	Review the list of comments and select the most appropriate to identify the edit made to the timesheet. Click the Forgot to Punch In and or Out link. 
3.	Click the Save button. 
4.	If the incorrect comment code was entered earlier you can delete the code. To delete a comment code click the Comment Code field of code you wish to delete. 
5.	Press [Backspace] to remove the code from the field.

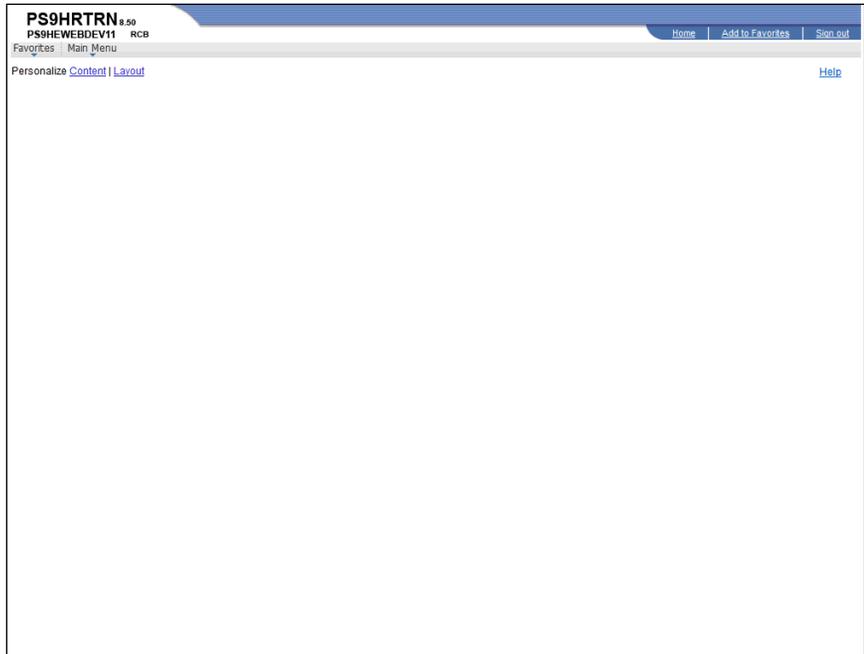
Step	Action
6.	Click the Save button. 
7.	This completes Adding and Deleting Comment Codes . End of Procedure.

Managing Schedules

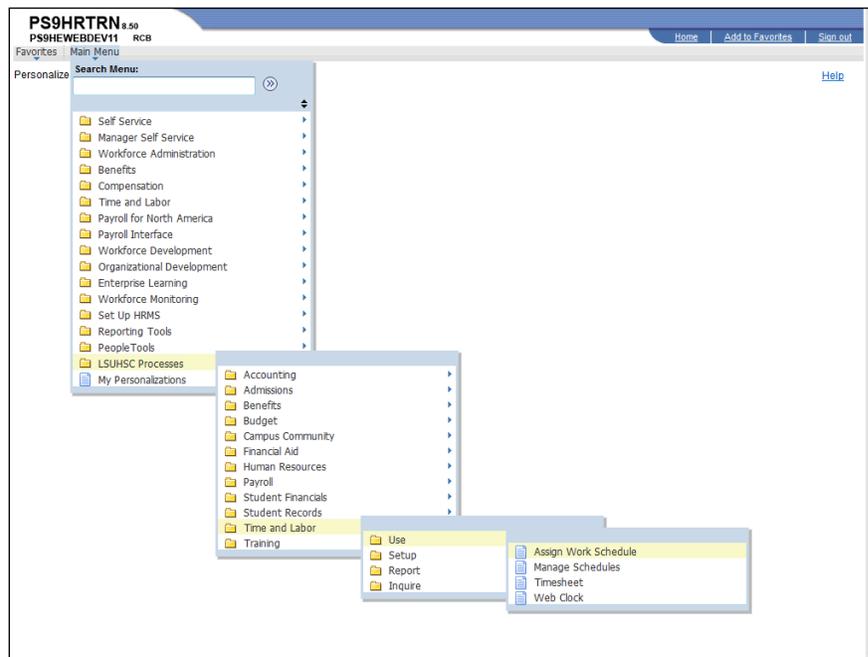
Assign a Work Schedule

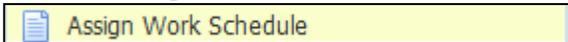
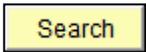
Procedure

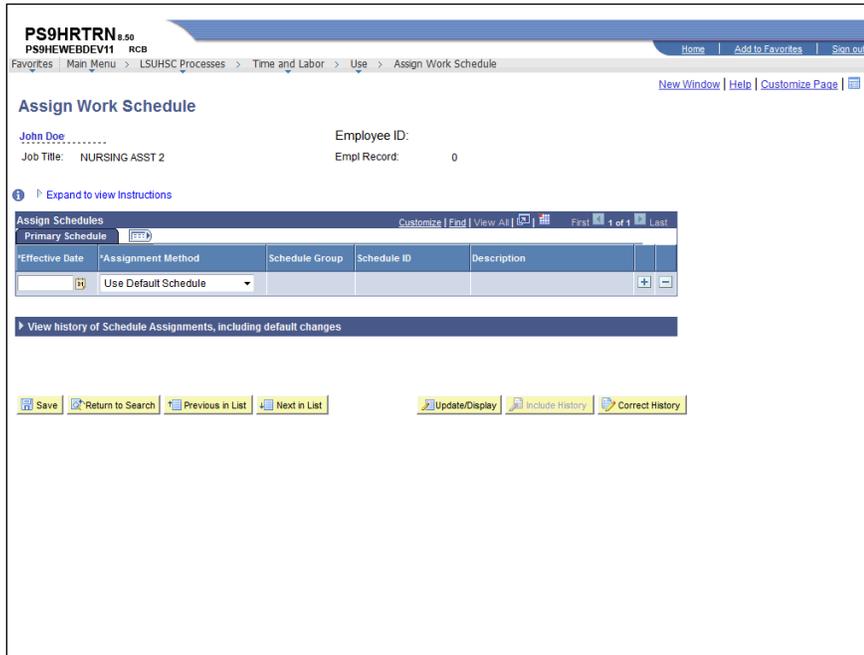
In this section you will learn how to create a personal schedule for an employee. Use this feature to setup a permanent work schedule.



Step	Action
1.	Click the Main Menu button. 
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Use menu.



Step	Action
5.	Click the Assign Work Schedule link. 
6.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button. 



Step	Action
8.	New Schedule: The screen will look like this. Proceed to Step 11.

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Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Use > Assign Work Schedule

[New Window](#) | [Help](#) | [Customize Page](#) | [...](#)

Assign Work Schedule

John Doe Employee ID:
 Job Title: POLICE OFFICER 2-A Empl Record: 0

[Expand to view Instructions](#)

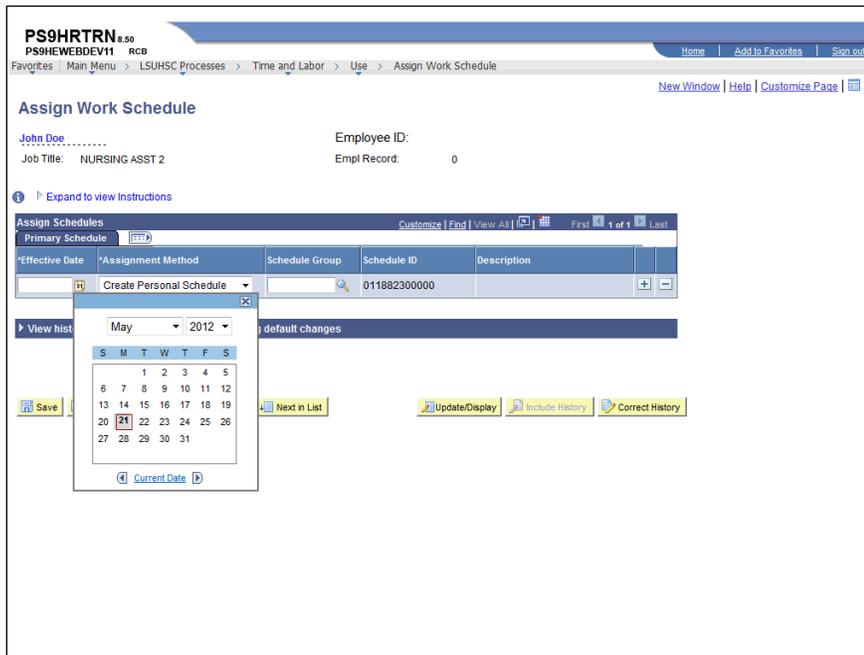
Assign Schedules Customize | Find | View All | [...](#) | First 1-10 of 23 | Last

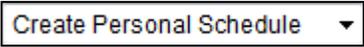
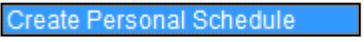
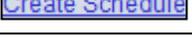
Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule		
01/09/2012	Create Personal Schedule	SHARE	010159600000	Alpha	Show Schedule	+	-
12/12/2011	Create Personal Schedule	SHARE	010159600000	Alpha	Show Schedule	+	-
11/28/2011	Create Personal Schedule	SHARE	010159600000	Alpha	Show Schedule	+	-
11/14/2011	Create Personal Schedule	SHARE	010159600000	Alpha	Show Schedule	+	-
10/31/2011	Create Personal Schedule	SHARE	010159600000	Alpha	Show Schedule	+	-
10/17/2011	Create Personal Schedule	SHARE	010159600000	Alpha	Show Schedule	+	-
10/03/2011	Create Personal Schedule	SHARE	010159600000	Alpha	Show Schedule	+	-
09/19/2011	Create Personal Schedule	SHARE	010159600000	Alpha	Show Schedule	+	-
09/05/2011	Create Personal Schedule	SHARE	010159600000	Alpha	Show Schedule	+	-
08/22/2011	Create Personal Schedule	SHARE	010159600000	Alpha	Show Schedule	+	-

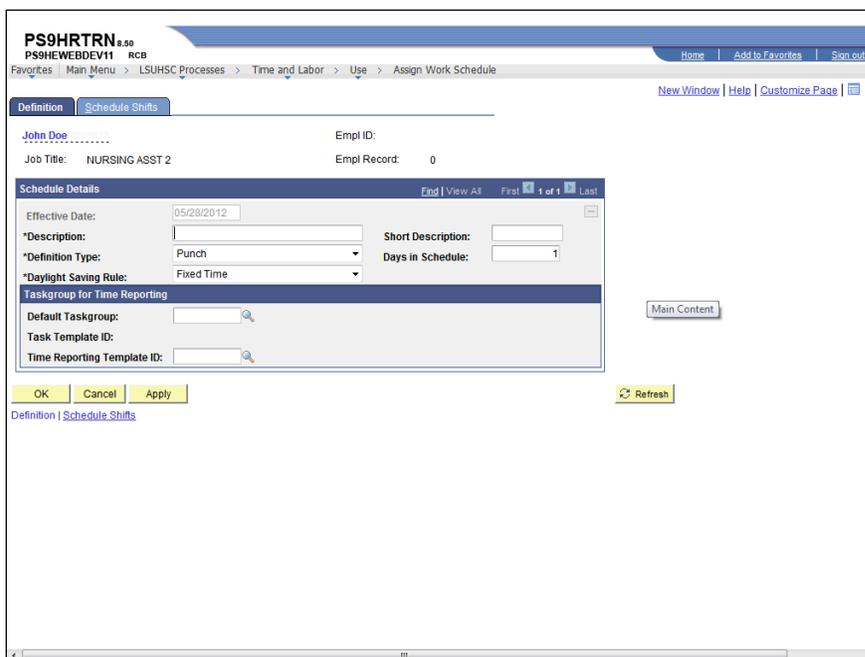
[View history of Schedule Assignments, including default changes](#)

[Save](#) | [Return to Search](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

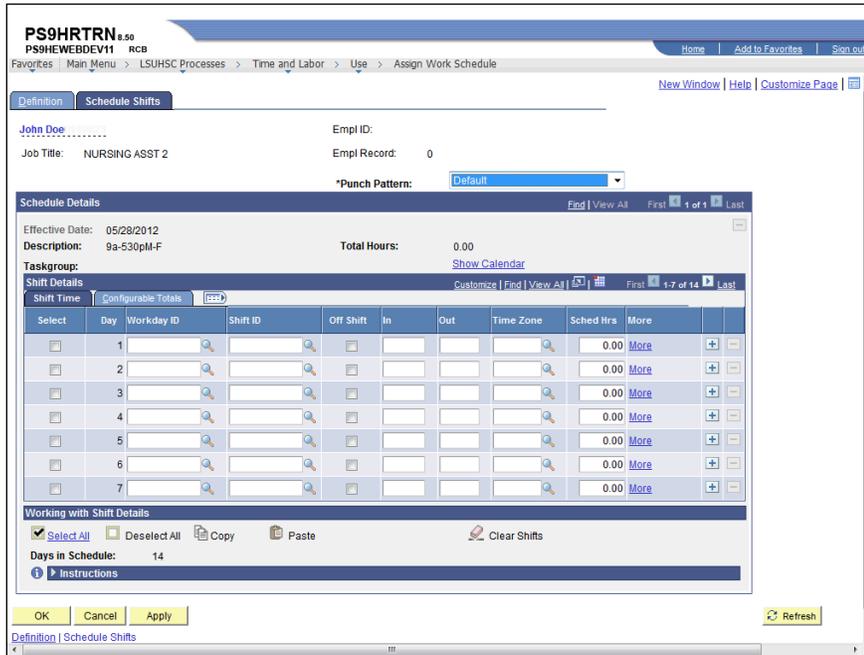
Step	Action
9.	Existing Schedule: The Screen will look this. Click the "plus sign" to insert a new row. Proceed to Step 11.



Step	Action
10.	<p>Effective Date: Click the "Calendar" icon or you may enter the date directly into the field.</p> <p>This date should always be the beginning of the pay period. No prior pay period dates may be used.</p> 
11.	<p>Click the Assignment Method list.</p> 
12.	<p>Click the Create Personal Schedule list item.</p> 
13.	<p>Click the Look up Schedule Group button.</p> 
14.	<p>Click the SHARE link. (Schedule Group will ALWAYS be Share)</p> 
15.	<p>Click the Create Schedule link.</p> 



Step	Action
16.	<p>You will need to fill in the following fields: Description, Num Days in Schedule.</p> <p>Enter the desired information into the Description field. The description should describe what type of schedule this will be (i.e. 8-4:30 M-F).</p> <p>Enter "9a-530pM-F".</p>
17.	<p>Enter the Num Days in Schedule field. Enter "14".</p>
18.	<p>Click the Schedule Shifts tab.</p> <p>You will need to enter the schedule information into the system before attempting to Apply the schedule.</p> 



Step	Action
19.	<p>The fields used will be "Select", "Off Shift", "In", and "Out". The column entitled "Day" represents the 14 day schedule, with Day 1 representing Monday, the first day of the period.</p> <p>You will enter the Start Time in the In column for each day the employee will be scheduled to work in the pay period.</p> <p><i>*Click the "View All" link to view all fourteen days.</i></p> <p>Click in the In field.</p> <input data-bbox="347 1329 448 1371" type="text"/>
20.	<p>Enter the desired information into the In field. Enter "9:00a".</p> <p>NOTE: Examples of Acceptable Time Entry: "9a" "9:30a" "0900"</p>
21.	<p>Click in the Out field.</p> <input data-bbox="347 1633 443 1675" type="text"/>
22.	<p>Enter the desired information into the Out field. Enter "5:30p".</p> <p>NOTE: Examples of Acceptable Time Entry: "5:30p" "1730"</p>

Step	Action
23.	<p>Click the Select option on Day 1.</p> <p><i>NOTE: Day 1 is always considered Monday when entering schedules. In some cases an employee's first day in this schedule may not be until Day 2 (Tuesday) or Day 3 (Wednesday). For those employees you will use the Off Shift option discussed in Step 26.</i></p> 
24.	<p>Click the Copy link, located underneath the schedule information.</p> 
25.	<p>Click the Select All link.</p> 
26.	<p>Click the Paste link.</p> 
27.	<p>Click the Off Shift option for the days the employee is not schedule to work.</p> 
28.	<p>Click the Show Calendar link to view the employees schedule.</p> 

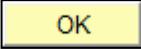


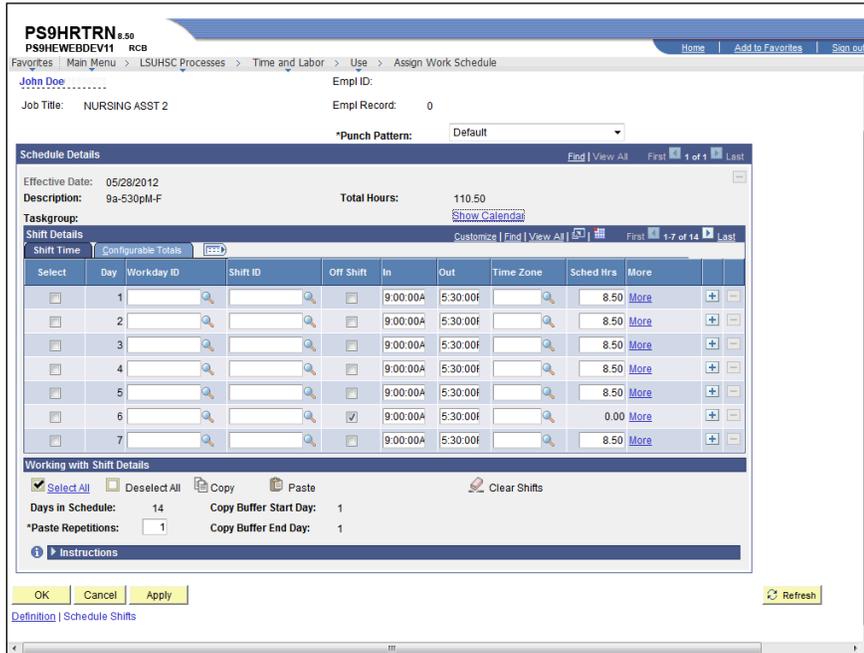
PS9HRTRN 8.00
 PS9HEWBEDEV11 RCB
 Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Use > Assign Work Schedule

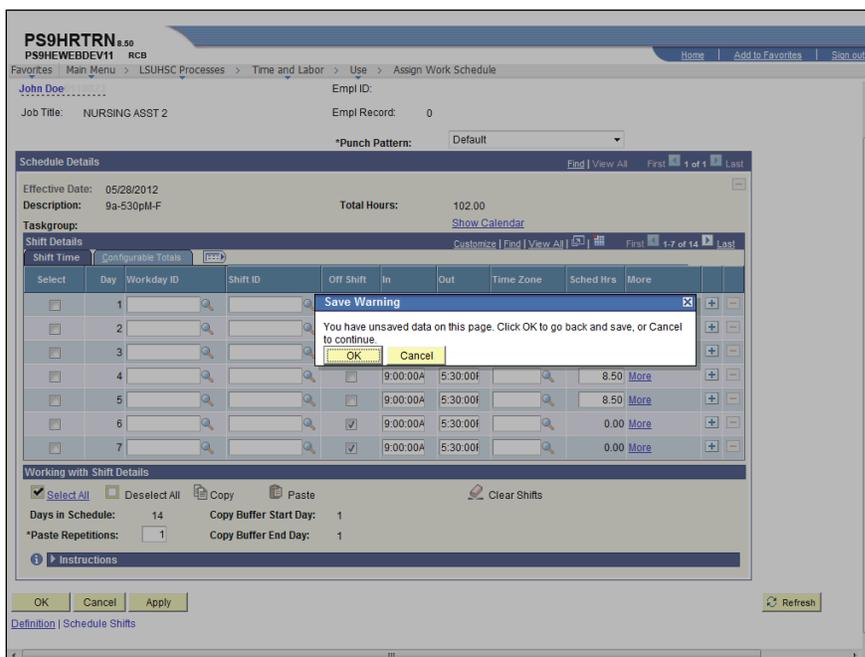
Shift Time	Configurable Totals								
Day	Date	Day Nbr	Workday ID	Shift ID	In	Out	Time Zone	Sched Hrs	More
Monday	05/28/2012	1			9:00:00AM	5:30:00PM		8.50	More
Tuesday	05/29/2012	2			9:00:00AM	5:30:00PM		8.50	More
Wednesday	05/30/2012	3			9:00:00AM	5:30:00PM		8.50	More
Thursday	05/31/2012	4			9:00:00AM	5:30:00PM		8.50	More
Friday	06/01/2012	5			9:00:00AM	5:30:00PM		8.50	More
Saturday	06/02/2012	6			9:00:00AM	5:30:00PM			More
Sunday	06/03/2012	7			9:00:00AM	5:30:00PM		8.50	More
Monday	06/04/2012	8			9:00:00AM	5:30:00PM		8.50	More
Tuesday	06/05/2012	9			9:00:00AM	5:30:00PM		8.50	More
Wednesday	06/06/2012	10			9:00:00AM	5:30:00PM		8.50	More
Thursday	06/07/2012	11			9:00:00AM	5:30:00PM		8.50	More
Friday	06/08/2012	12			9:00:00AM	5:30:00PM		8.50	More
Saturday	06/09/2012	13			9:00:00AM	5:30:00PM		8.50	More
Sunday	06/10/2012	14			9:00:00AM	5:30:00PM		8.50	More

OK Cancel Refresh

Step	Action
29.	Click the OK button. 



Step	Action
30.	Click the Apply button. Do not Navigate away from the Assign Work Schedule page before saving the data. Doing so will result in Orphan Records that interfere with the system performance. <i>NOTE: If the system prompts “over lapping shift”, look at the end of previous day work. Example: If an employee work 7 pm – 7am, on the first day off, his off shift should begin at 7:01 am instead of 12:00 am.</i> 



Step	Action
31.	<p>This message appears when the user navigates away from the Assign Work Schedule page before following the correct save procedures.</p> <p>It is <u>very important</u> to click the OK Button and go back and save the data by following the correct save procedures.</p> <p>WARNING: Do Not Click the Cancel Button doing so will cancel changes made to the schedule and create the Orphan Records that interfere with the system performance.</p> <p>Click the OK button to go back and correctly save the Assign Work Schedule data.</p> <div style="border: 1px dashed black; padding: 2px; display: inline-block; margin: 5px 0;">OK</div>

PS9HRTRN 8.50
PS9HEWBEDEV11 RCB

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Use > Assign Work Schedule

Home | Add to Favorites | Sign out

John Doe Empl ID:
Job Title: NURSING ASST 2 Empl Record: 0
*Punch Pattern: Default

Schedule Details End | View All | First 1 of 1 | Last

Effective Date: 05/28/2012 Total Hours: 102.00
Description: 9a-530pM-F Show Calendar

Taskgroup:

Shift Details Customize | Find | View All | 1-7 of 14 | Last

Select	Day	Workday ID	Shift ID	Off Shift	In	Out	Time Zone	Sched Hrs	More
<input type="checkbox"/>	1			<input type="checkbox"/>	9:00:00A	5:30:00P		8.50	More
<input type="checkbox"/>	2			<input type="checkbox"/>	9:00:00A	5:30:00P		8.50	More
<input type="checkbox"/>	3			<input type="checkbox"/>	9:00:00A	5:30:00P		8.50	More
<input type="checkbox"/>	4			<input type="checkbox"/>	9:00:00A	5:30:00P		8.50	More
<input type="checkbox"/>	5			<input type="checkbox"/>	9:00:00A	5:30:00P		8.50	More
<input type="checkbox"/>	6			<input checked="" type="checkbox"/>	9:00:00A	5:30:00P		0.00	More
<input type="checkbox"/>	7			<input checked="" type="checkbox"/>	9:00:00A	5:30:00P		0.00	More

Working with Shift Details

Select All Deselect All

Days in Schedule: 14 Copy Buffer Start Day: 1
*Paste Repetitions: 1 Copy Buffer End Day: 1

[Instructions](#)

OK Cancel Apply Refresh

[Definition](#) | [Schedule Shifts](#)

Step	Action
32.	Click the Apply Button to Apply Assign Work Schedule changes. 

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PS9HEWBEDEV11 RCB

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Use > Assign Work Schedule

Home | Add to Favorites | Sign out

John Doe Empl ID:
Job Title: NURSING ASST 2 Empl Record: 0
*Punch Pattern: Default

Schedule Details Find | View All First 1 of 1 Last

Effective Date: 05/28/2012 Total Hours: 102.00
Description: 9a-530pM-F [Show Calendar](#)

Taskgroup: [Show Calendar](#)

Shift Details Customize | Find | View All 1 of 14 Last

Select	Day	Workday ID	Shift ID	Off Shift	In	Out	Time Zone	Sched Hrs	More
<input type="checkbox"/>	1			<input type="checkbox"/>	9:00:00A	5:30:00P		8.50	More
<input type="checkbox"/>	2			<input type="checkbox"/>	9:00:00A	5:30:00P		8.50	More
<input type="checkbox"/>	3			<input type="checkbox"/>	9:00:00A	5:30:00P		8.50	More
<input type="checkbox"/>	4			<input type="checkbox"/>	9:00:00A	5:30:00P		8.50	More
<input type="checkbox"/>	5			<input type="checkbox"/>	9:00:00A	5:30:00P		8.50	More
<input type="checkbox"/>	6			<input checked="" type="checkbox"/>	9:00:00A	5:30:00P		0.00	More
<input type="checkbox"/>	7			<input checked="" type="checkbox"/>	9:00:00A	5:30:00P		0.00	More

Working with Shift Details

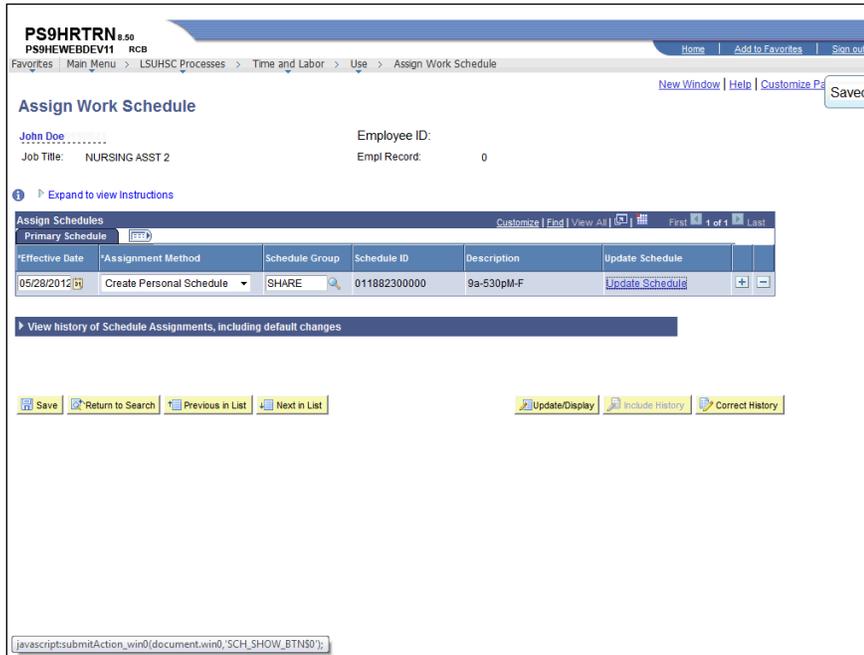
Select All Deselect All

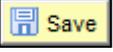
Days in Schedule: 14 Copy Buffer Start Day: 1
*Paste Repetitions: 1 Copy Buffer End Day: 1

[Instructions](#)

[Definition](#) | [Schedule Shifts](#) | [Main Content](#)

Step	Action
33.	Click the OK button to return to the Assign Work Schedule Main Page. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">OK</div>

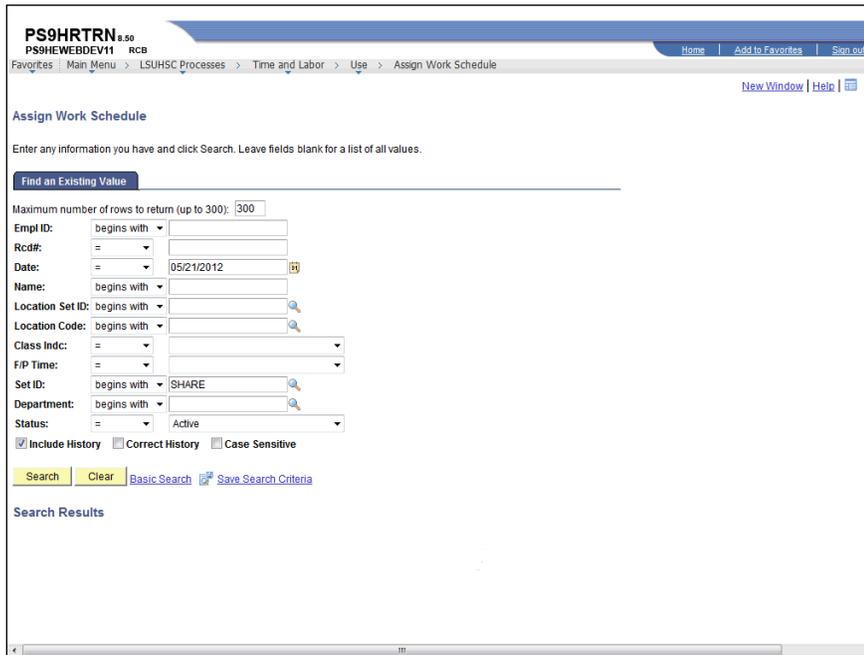


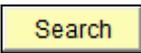
Step	Action
34.	Click the Save button to the Save Assign Work Schedule data. 
35.	This completes Assign a Work Schedule . End of Procedure.

Assign Predefined Work Schedules

Procedure

In this topic you will learn how to **Assign a Predefined Work Schedule**.



Step	Action
1.	<p><i>Refer to previous section "Assign Work Schedule" for navigation.</i></p> <p>Enter the desired information into the EmplID field or click "Search" to find all employees.</p> <p>Enter the desired information into the Empl ID field. Enter "7 - digit Employee ID Number".</p>
2.	<p>Click the Search button.</p> 

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PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Use > Assign Work Schedule

[New Window](#) | [Help](#) | [Customize Page](#) | 

Assign Work Schedule

John Doe Employee ID:
 Job Title: RN 2 Empl Record: 0

 [Expand to view Instructions](#)

Assign Schedules [Customize](#) | [Find](#) | [View All](#) |  | First 1-10 of 22 Last

Primary Schedule 

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule	
04/30/2012 	Create Personal Schedule	SHARE 	011884000000	Conversion	Show Schedule	 
02/07/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
01/24/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
01/10/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
12/27/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
12/13/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
11/29/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
11/01/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
10/18/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
10/04/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 

[Main Content](#)

 [View history of Schedule Assignments, including default changes](#)

 Save
 Return to Search
 Update/Display
 Include History
 Correct History

Step	Action
3.	In this exercise, you will enter a Predefined Work Schedule for Robert Ludlum for pay period 02/08/10 - 02/21/10. Robert will work the 7:30A - 4:00P M-F schedule.
4.	When a schedule already exist for an employee. Click the Plus (+) Sign button to add a new row. If not use the existing row. <div style="border: 1px solid black; display: inline-block; padding: 2px; margin-top: 5px;"></div>

PS9HRTRN 8.50
PS9HEWEBDEV11 RCB

Favorites | Main Menu | LSUHSC Processes > Time and Labor > Use > Assign Work Schedule

Home | Add to Favorites | Sign out

Assign Work Schedule [New Window](#) | [Help](#) | [Customize Page](#) |

John Doe Employee ID: .
Job Title: RN 2 Empl Record: 0

[Expand to view Instructions](#)

Assign Schedules Customize | Find | View All | First 1-10 of 23 Last

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Create Schedule		
05/21/2012	Create Personal Schedule	SHARE	011884000000	Conversion	Create Schedule		
04/30/2012	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule		
02/07/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule		
01/24/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule		
01/10/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule		
12/27/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule		
12/13/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule		
11/29/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule		
11/01/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule		
10/18/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule		

[View history of Schedule Assignments, including default changes](#)

Save Return to Search Update/Display Include History Correct History

Step	Action
5.	<p>The Effective Date is the date you want the new schedule to start, usually the Monday payroll begins. <i>You may not use prior pay period dates as an effective date.</i></p> <p>Click the Calendar button to select the pay period Start Date.</p> <p>NOTE: <i>You may enter the pay period Start Date directly into the Effective Date field.</i></p> 

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Favorites | Main Menu > LSUHSC Processes > Time and Labor > Use > Assign Work Schedule

Home | Add to Favorites | Sign out

Assign Work Schedule

John Doe Employee ID:
 Job Title: RN 2 Empl Record: 0

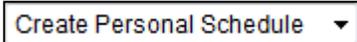
[Expand to view Instructions](#)

Assign Schedules Customize | Find | View All | First 1-10 of 23 | Last

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Create Schedule
05/21/2012	Create Personal Schedule	SHARE	011884000000	Conversion	Create Schedule
04/30/2012		SHARE	011884000000	Conversion	Show Schedule
02/07/2011		SHARE	011884000000	Conversion	Show Schedule
01/24/2011		SHARE	011884000000	Conversion	Show Schedule
01/10/2011		SHARE	011884000000	Conversion	Show Schedule
12/27/2010		SHARE	011884000000	Conversion	Show Schedule
12/13/2010		SHARE	011884000000	Conversion	Show Schedule
11/29/2010		SHARE	011884000000	Conversion	Show Schedule
11/01/2010		SHARE	011884000000	Conversion	Show Schedule
10/18/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule

[View history of Schedule Assignments, including default changes](#)

[Save](#) [Return to Search](#) [Update/Display](#) [Include History](#) [Correct History](#)

Step	Action
6.	Click the desired date. 
7.	Click the Assignment Method list. 

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Favorites | Main Menu > LSUHSC Processes > Time and Labor > Use > Assign Work Schedule

Home | Add to Favorites | Sign out

Assign Work Schedule

John Doe Employee ID:
Job Title: RN 2 Empl Record: 0

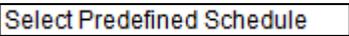
[Expand to view Instructions](#)

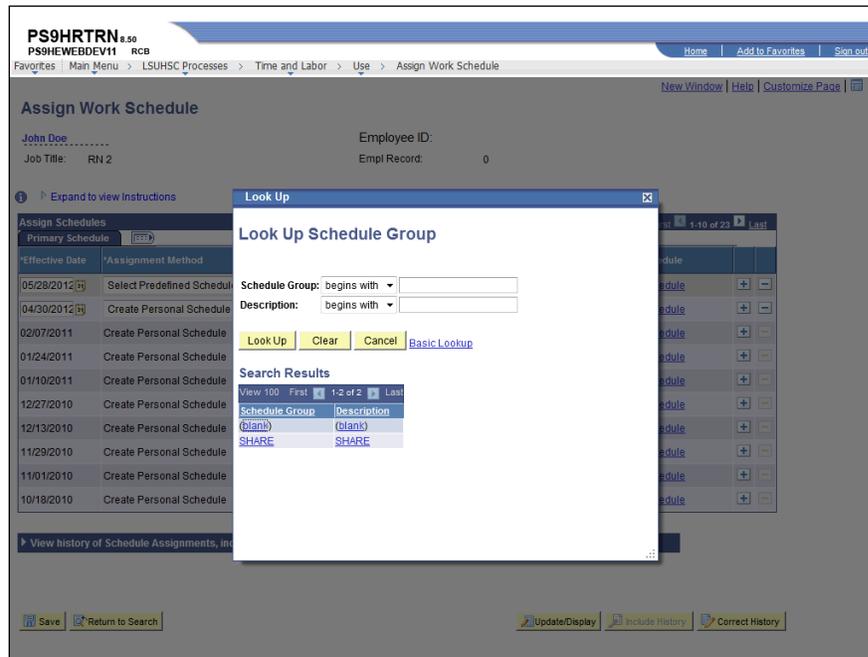
Assign Schedules Customize | Find | View All | First 1-10 of 23 Last

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Create Schedule
05/28/2012	Create Personal Schedule	SHARE	011884000000	Conversion	Create Schedule
04/30/2012	Select Predefined Schedule	SHARE	011884000000	Conversion	Show Schedule
02/07/2011	Use Default Schedule	SHARE	011884000000	Conversion	Show Schedule
01/24/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule
01/10/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule
12/27/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule
12/13/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule
11/29/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule
11/01/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule
10/18/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule

[View history of Schedule Assignments, including default changes](#)

[Save](#) [Return to Search](#) [Update/Display](#) [Include History](#) [Correct History](#)

Step	Action
8.	Click the Select Predefined Schedule option from the drop-down list. 
9.	Click the Schedule Group look up button. <i>Always select "SHARE".</i> 



Step	Action
10.	Click the SHARE link. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> SHARE SHARE </div>

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Favorites | Main Menu > LSUHSC Processes > Time and Labor > Use > Assign Work Schedule

Home | Add to Favorites | Sign out

Assign Work Schedule [New Window](#) | [Help](#) | [Customize Page](#) |

John Doe Employee ID:
Job Title: RN 2 Empl Record: 0

[Expand to view Instructions](#)

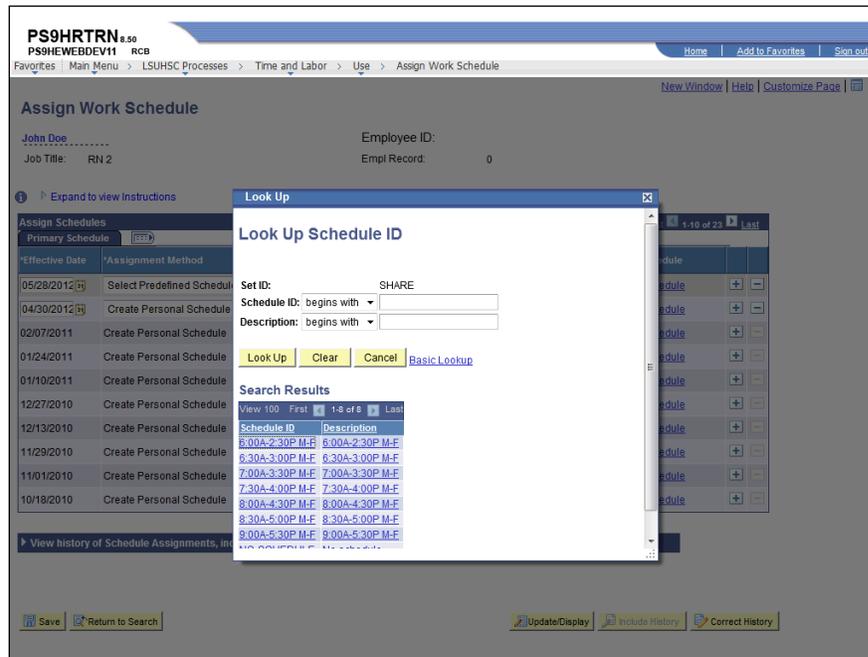
Assign Schedules [Customize](#) | [Find](#) | [View All](#) | First 1-10 of 23 Last

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
05/28/2012	Select Predefined Schedule	SHARE	<input type="text"/>		Show Schedule
04/30/2012	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule
02/07/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule
01/24/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule
01/10/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule
12/27/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule
12/13/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule
11/29/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule
11/01/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule
10/18/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule

[View history of Schedule Assignments, including default changes](#)

[Save](#) [Return to Search](#) [Update/Display](#) [Include History](#) [Correct History](#)

Step	Action
11.	Click the Look up Schedule ID button to select the appropriate predefined option. 



Step	Action
12.	Click the 7:30A - 4:00P M-F link. 7:30A-4:00P M-F

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Favorites | Main Menu > LSUHSC Processes > Time and Labor > Use > Assign Work Schedule

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | 

Assign Work Schedule

John Doe Employee ID:
Job Title: RN 2 Empl Record: 0

 [Expand to view Instructions](#)

Assign Schedules Customize | Find | View All |  First 1-10 of 23 Last

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule	
05/28/2012	Select Predefined Schedule	SHARE	7:30A-4:00P M-F	7:30A-4:00P M-F	Show Schedule	 
04/30/2012	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
02/07/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
01/24/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
01/10/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
12/27/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
12/13/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
11/29/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
11/01/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
10/18/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 

[View history of Schedule Assignments, including default changes](#)

[Save](#) [Return to Search](#) [Update/Display](#) [Include History](#) [Correct History](#)

Step	Action
13.	Click the Show Schedule link to confirm the appropriate schedule defaults. Show Schedule

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Favorites | Main Menu > LSUHSC Processes > Time and Labor > Use > Assign Work Schedule

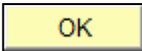
Home | Add to Favorites | Sign out

From Date: 05/28/2012 [Previous Period](#) [Next Period](#)

Schedule Calendar

Shift Time | Configurable Totals

Day	Date	DUR	Workday ID	Shift ID	In	Out	Time Zone	Sched Hrs	Shift Detail
Monday	05/28/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail
Tuesday	05/29/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail
Wednesday	05/30/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail
Thursday	05/31/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail
Friday	06/01/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail
Saturday	06/02/2012				7:30:00AM	4:00:00PM	CST		
Sunday	06/03/2012				7:30:00AM	4:00:00PM	CST		
Monday	06/04/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail
Tuesday	06/05/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail
Wednesday	06/06/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail
Thursday	06/07/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail
Friday	06/08/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail
Saturday	06/09/2012				7:30:00AM	4:00:00PM	CST		
Sunday	06/10/2012				7:30:00AM	4:00:00PM	CST		

Step	Action
14.	Click the OK button. 

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Favorites | Main Menu > LSUHSC Processes > Time and Labor > Use > Assign Work Schedule

Home | Add to Favorites | Sign out

Assign Work Schedule [New Window](#) | [Help](#) | [Customize Page](#) | 

John Doe Employee ID:
 Job Title: RN 2 Empl Record: 0

 [Expand to view Instructions](#)

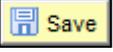
Assign Schedules [Customize](#) | [Find](#) | [View All](#) |   First 1-10 of 23 Last

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule	
05/28/2012 	Select Predefined Schedule	SHARE 	7:30A-4:00P M-F 	7:30A-4:00P M-F	Show Schedule	 
04/30/2012 	Create Personal Schedule	SHARE 	011884000000	Conversion	Show Schedule	 
02/07/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
01/24/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
01/10/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
12/27/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
12/13/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
11/29/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
11/01/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 
10/18/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	 

[View history of Schedule Assignments, including default changes](#)

 Save  Return to Search

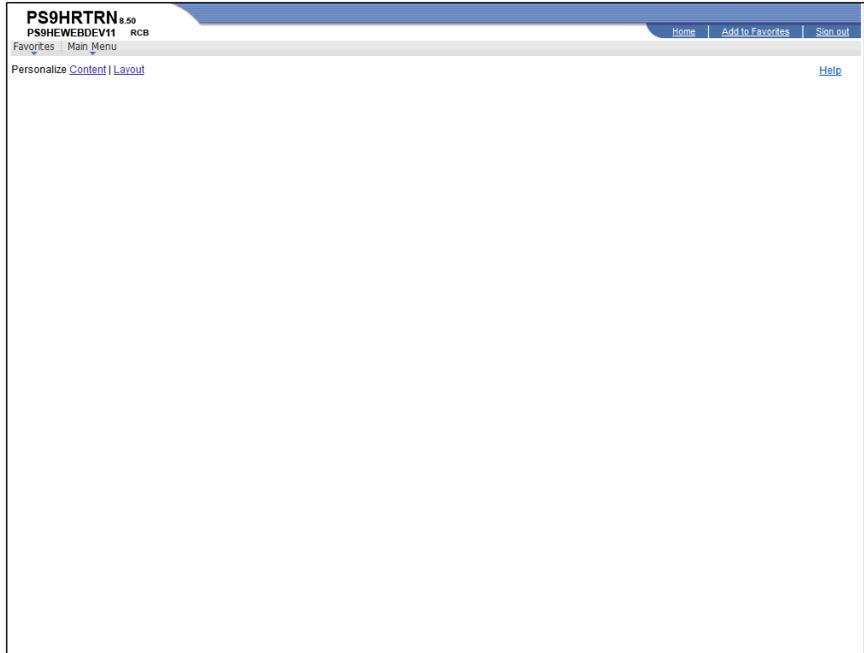
 Update/Display  Include History  Correct History

Step	Action
15.	Click the Save button. 
16.	This completes Assign Work Schedules . End of Procedure.

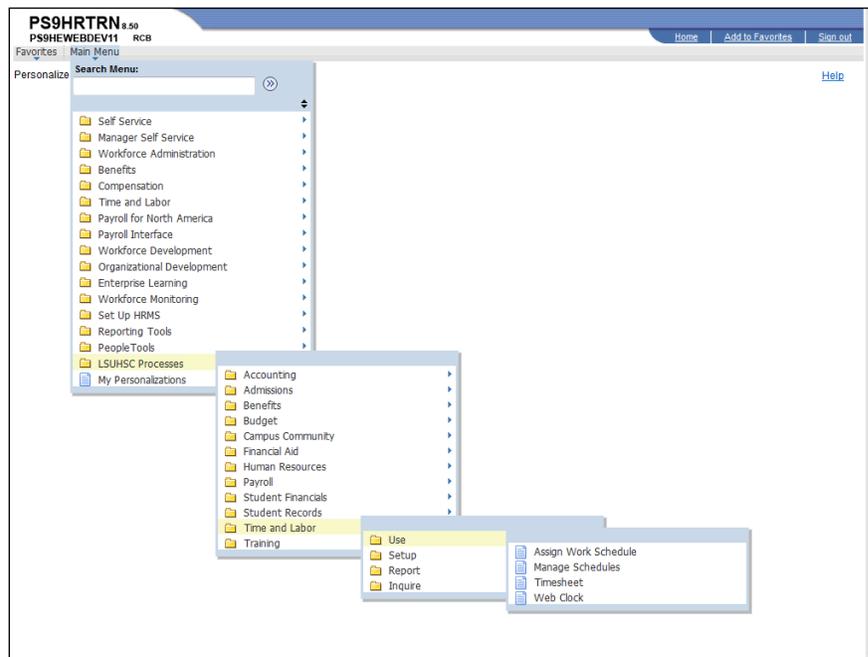
Manage Schedules

Procedure

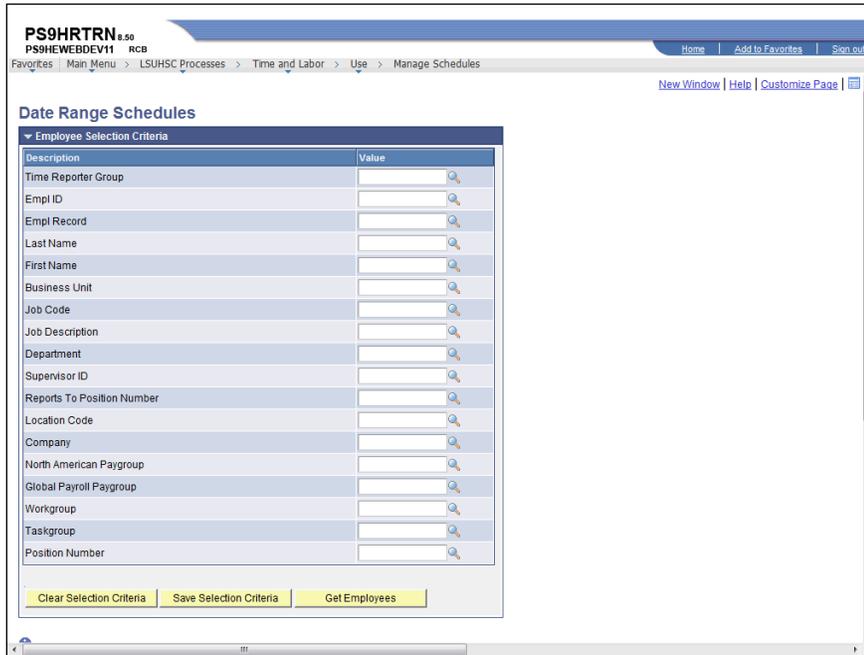
In this section you will learn how to edit/change an employee schedule for the **current pay period**.



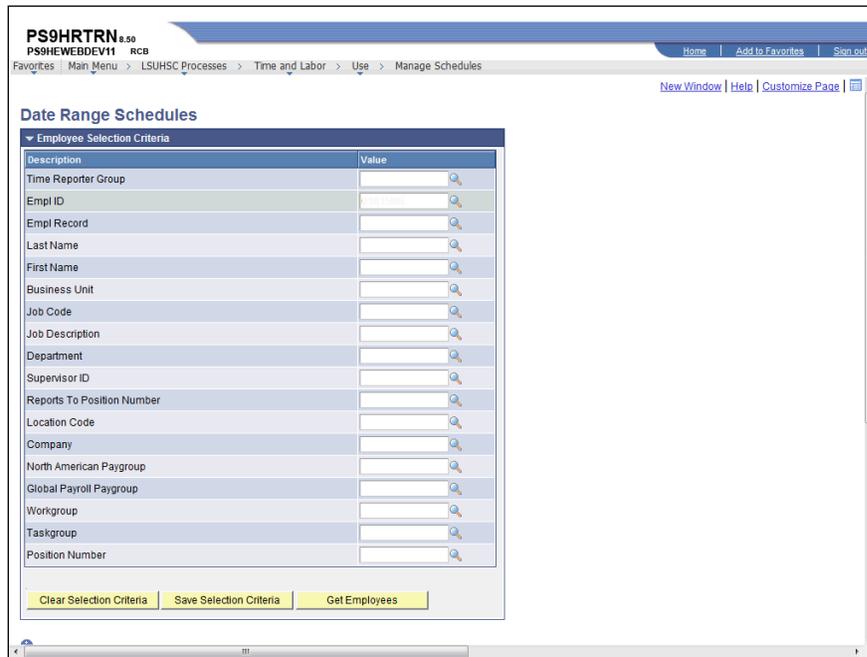
Step	Action
1.	Click the Main Menu button. 
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Use menu.



Step	Action
5.	Click the Manage Schedules menu. <div data-bbox="440 1024 1000 1066" style="border: 1px solid black; padding: 2px; margin-top: 5px;">  Manage Schedules </div>



Step	Action
6.	<p>To retrieve employee schedule information, you can fill in any field shown above. It is recommended to use Empl ID or Department number. To enter a department correctly, you must preface it with SH + 7 digit number (i.e., SH1651700).</p> <p>Enter the desired information into the Value field. Enter "7 - digit Employee ID Number".</p>



PS9HRTRN e.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

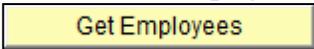
Favorites | Main Menu | LSUHSC Processes > Time and Labor > Use > Manage Schedules

[New Window](#) | [Help](#) | [Customize Page](#)

Date Range Schedules

Employee Selection Criteria

Description	Value
Time Reporter Group	<input type="text"/>
Empl ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Company	<input type="text"/>
North American Paygroup	<input type="text"/>
Global Payroll Paygroup	<input type="text"/>
Workgroup	<input type="text"/>
Taskgroup	<input type="text"/>
Position Number	<input type="text"/>

Step	Action
7.	Click the Get Employees button. 

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Favorites | Main Menu > LSUHSC Processes > Time and Labor > Use > Manage Schedules

Home | Add to Favorites | Sign out

New Window | Help | Customize Page

Date Range Schedules

Employee Selection Criteria

Date and Schedule Selection

Start Date: 05/28/2012 End Date: 06/10/2012

Previous Date Range Next Date Range Refresh

Employees For John Doe0115343 | View All | First 1 of 1 Last

Schedules: Week 1 Week 2 Add Empl Info Refresh

Name	Empl ID	Rcd#	Total Hours	Monday 05/28/2012	Tuesday 05/29/2012	Wednesday 05/30/2012	Thursday 05/31/2012	Friday 06/01/2012	Saturday 06/02/2012	Su 06/03/2012
1 John Doe		0	85.00	8.5 Hours 10:00 PM-6:30 AM	0 Hours 10:00 PM-6:30 AM	0 Hours 10:00 PM-6:30 AM				

Legend

Approved Training Planned Absence Holiday Multiple Shifts

Crossover Shift Scheduled OFF Day OFF Replaced Employee R Shift has changing elements

Notify

Step	Action
8.	<p>Scenario: Mr. Kent scheduled is changed to take off on Monday 5/28/12.</p> <p>Click the 8.5 Hours link.</p> <p>8.5 Hours</p>

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Favorites | Main Menu > LSUHSC Processes > Time and Labor > Use > Manage Schedules

Home | Add to Favorites | Sign out

New Window | Help | Customize Page

Schedule Detail for 05/28/2012

John Doe Employee ID:
Job Title: POLICE OFFICER 2-A Employment Record Number: 0

Instructions

Refresh Schedule

*Schedule Type: Punch

Refresh Schedule (Existing schedule will be cleared and refreshed based on the above selections.)

Primary Schedule

Schedule Detail Refresh

Shift ID	Taskgroup	Off Shift	In	Out	Time Zone	Sched Hrs	More
		<input type="checkbox"/>	10:00:00	6:30:00		8.50	More

Training Details

No training data for today

Absence Details

No absence data for today

Holiday Details

Memorial Day - 0 hours

Save

Return to Manage Schedules

Notify

Step	Action
9.	Click the Off Shift option. 

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Home | Add to Favorites | Sign out

Favorites | Main Menu | LSUHSC Processes > Time and Labor > Use > Manage Schedules

[New Window](#) | [Help](#) | [Customize Page](#)

Schedule Detail for 05/28/2012

John Doe Employee ID:
 Job Title: POLICE OFFICER 2-A Employment Record Number: 0

Instructions

Refresh Schedule

*Schedule Type:

(Existing schedule will be cleared and refreshed based on the above selections.)

Primary Schedule

Schedule Detail

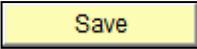
Shift ID	Taskgroup	Off Shift	In	Out	Time Zone	Sched Hrs
			10:00:00	6:30:00A		0.00

Training Details
 No training data for today

Absence Details
 No absence data for today

Holiday Details
 Memorial Day - 0 hours

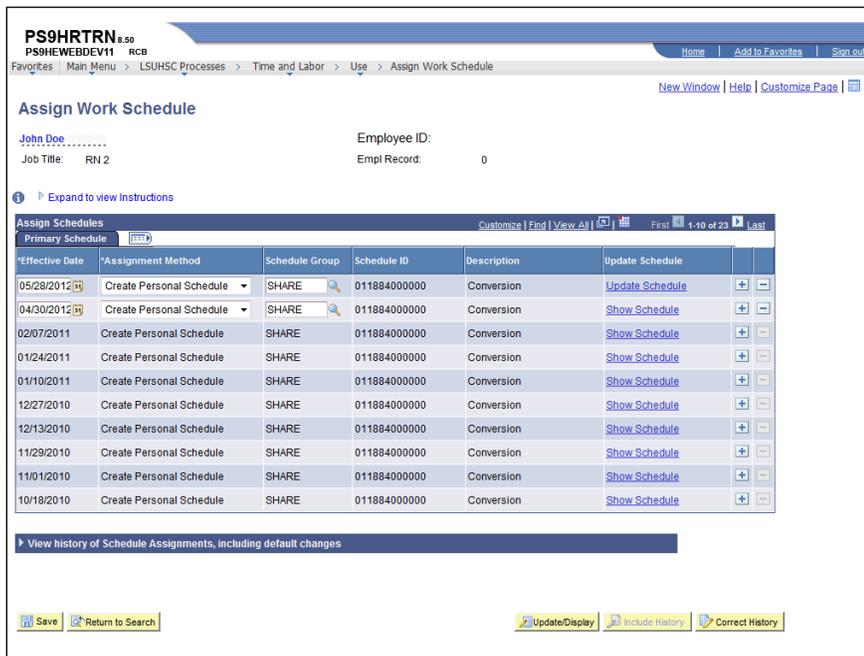
[Return to Manage Schedules](#)

Step	Action
10.	Click the Save button. 
11.	This completes Manage Schedules . End of Procedure.

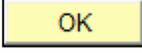
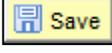
Assign Work Schedule - Preventing Orphan Records

Procedure

An orphan record is created when a work schedule has not been properly saved. In this exercise you will learn the steps to saving work schedules when alerted by Payroll that an orphan record exist for your employee's work schedule.



Step	Action
1.	<p>Navigate to the appropriate work schedule. Perform search for appropriate employee. (See Time & Labor training manual section entitled “Assign Work Schedule”)</p> <p>Following the correct save procedure applies when creating or updating an Assign Work Schedule.</p> <p>In this example <i>updating</i> the Assign Work Schedule is used to demonstrate the correct save procedure.</p> <p>Click the Update Schedule link.</p> 
2.	<p>Click the Schedule Shifts tab to create or update a work schedule. Make appropriate corrections, if needed.</p> 

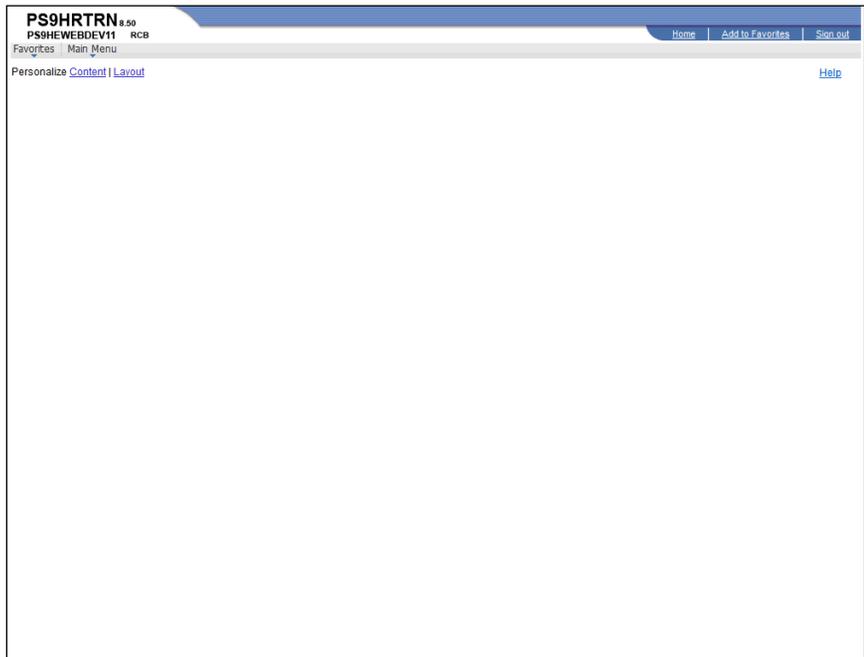
Step	Action
3.	When complete, <u>do not Navigate</u> away from the Assign Work Schedule page before saving the data. (See Time and Labor manual for further details).
4.	Click the Apply button to Apply Assign Work Schedule changes. 
5.	Click the OK button to return to the Assign Work Schedule Main Page. 
6.	Click the Save button to the Save Assign Work Schedule data. 
7.	This completes Assign Work Schedule - Preventing Orphan Records procedure. End of Procedure.

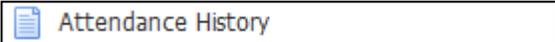
Reports

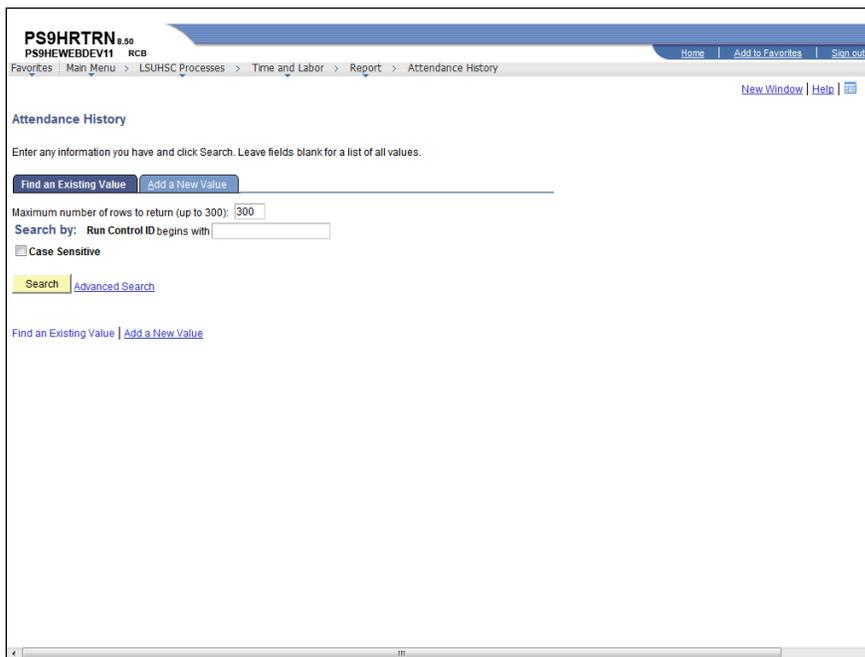
Creating a Run Control ID

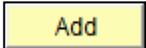
Procedure

All reports are run using a “Run Control ID”. You will need to create an ID the **FIRST** time you run a report; all subsequent times you will use “Search” to find your ID. You may create more than one id.



Step	Action
1.	Click the Main Menu button. 
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Report menu.
5.	You can create a "Run Control ID" using any report from this menu. Click the Attendance History link. 

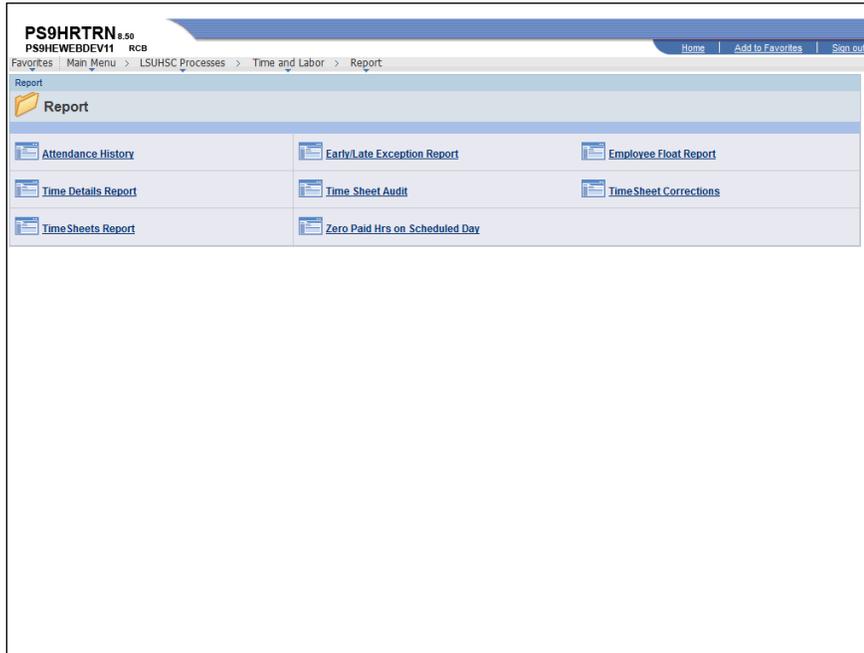


Step	Action
6.	Click the Add a New Value tab. 
7.	Enter the desired information into the Run Control ID field, Enter " ID " or your desired run id name. ID name cannot consist of any special characters.
8.	Click the Add button. 
9.	The system will take you to your report parameter screen.
10.	This completes Creating a Run Control ID . End of Procedure.

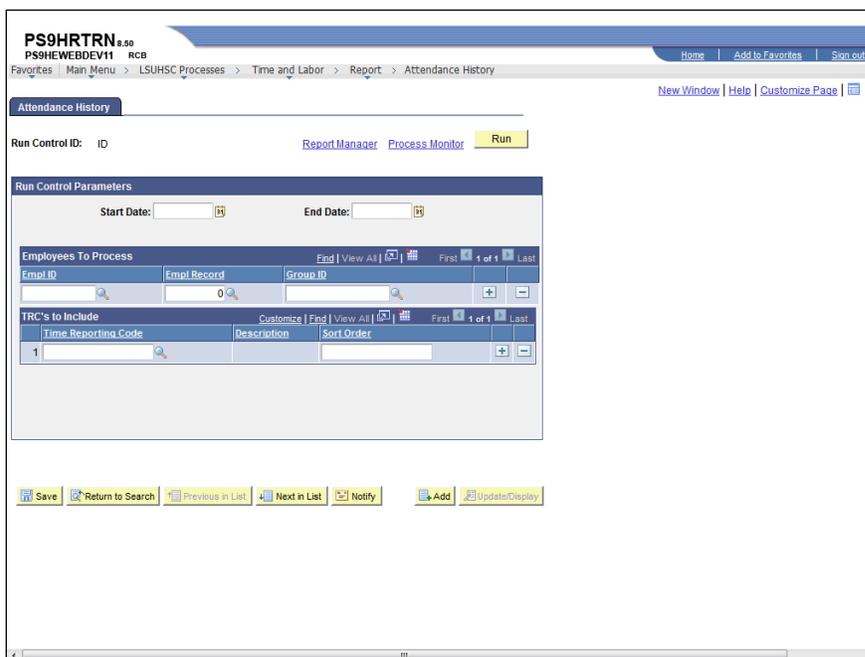
Attendance History

Procedure

In this topic you will learn how to run the **Attendance History** report.

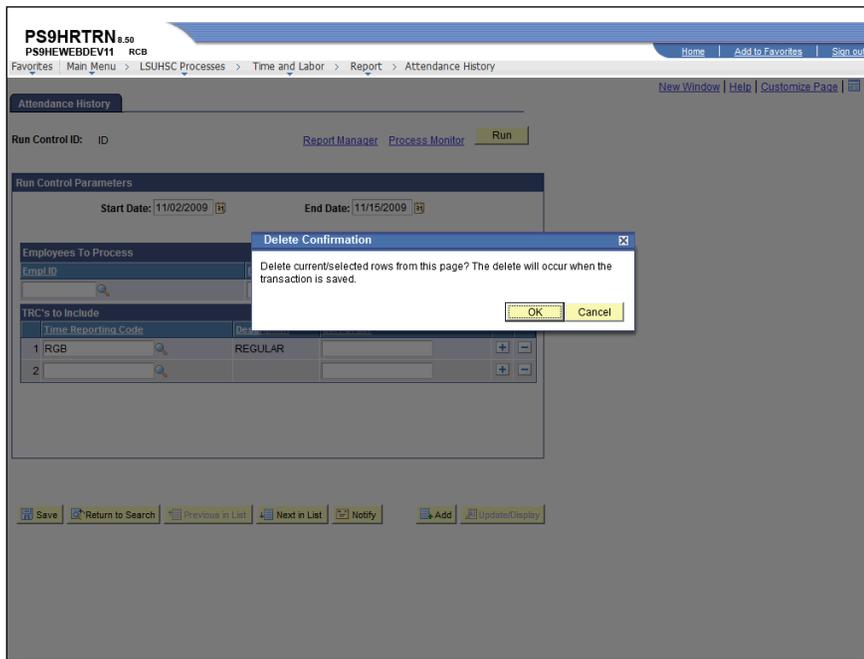


Step	Action
1.	<p>Navigate to the Reports menu: Main Menu>LSUHSC Processes>Time and Labor>Report</p> <p>Click the Attendance History link. Attendance History</p>
2.	<p>Run Control ID: Refer to "Create Run Control ID" Section if have not created an ID.</p> <p>Click the Search button for a list of available run control ids and select the appropriate id. The parameter page is then displayed.</p> <p>Search</p>

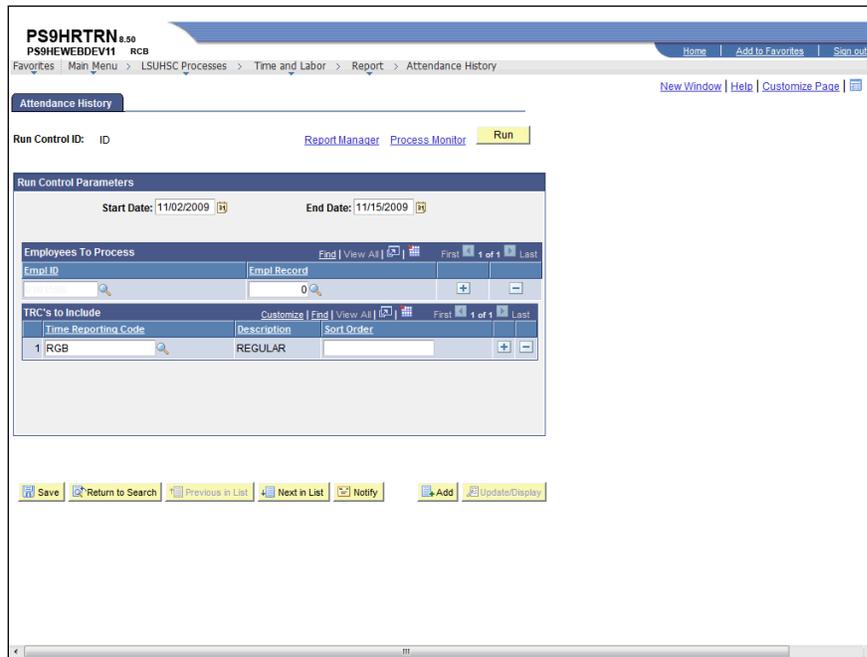


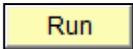
Step	Action
3.	Enter the desired information into the Start Date field. Enter " 110209 ". <i>NOTE: You may Run this report for a specified date range. You are not limited to the current Pay Period.</i>
4.	Enter the desired information into the End Date field. Enter " 111509 ".
5.	<u>Employees to Process:</u> You may run this report for a single employee, or by Group ID, or by department. Running by Group ID or Department will yield the same information. In this example we will run for a single employee. Enter the desired information into the View All field. Enter " 7 - digit Employee ID Number ".
6.	You must add the TRC codes you wish to view on the report here. Click the Look up Time Reporting Code button. <i>NOTE: Refer to the appendix for a complete listing of TRC codes.</i> 
7.	Click the scrollbar.
8.	Click the RGB link. 

Step	Action
9.	To add another Code to the report: Click the Add a new row button. 
10.	Now notice there is a second row: Click the Look up Time Reporting Code button to add the next code to the report. 
11.	Click the Cancel button. 
12.	Click the Delete row button to remove extra rows. 



Step	Action
13.	Click the OK button to confirm. 



Step	Action
14.	Click the Run button. 

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Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Report > Attendance History

[New Window](#) | [Help](#) | [Customize Page](#) | 

Process Scheduler Request

User ID: TWASH3 Run Control ID: ID

Server Name: Run Date: 05/22/2012 

Recurrence: Run Time: 9:17:15AM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Attendance History	ZZTL007	SQR Report	Web	PDF	Distribution

Step	Action
15.	Click the Server Name list. <input type="text" value="PSNT"/>

PS9HRTRN 8.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Report > Attendance History

[New Window](#) | [Help](#) | [Customize Page](#) | 

Process Scheduler Request

User ID: TWASH3 Run Control ID: ID

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Attendance History	ZZTL007	SQR Report	Web	PDF	Distribution

Step	Action
16.	Click the PSNT list item. 

PS9HRTRN 8.50
 PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Report > Attendance History

[New Window](#) | [Help](#) | [Customize Page](#) | 

Process Scheduler Request

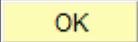
User ID: TWASH3 Run Control ID: ID

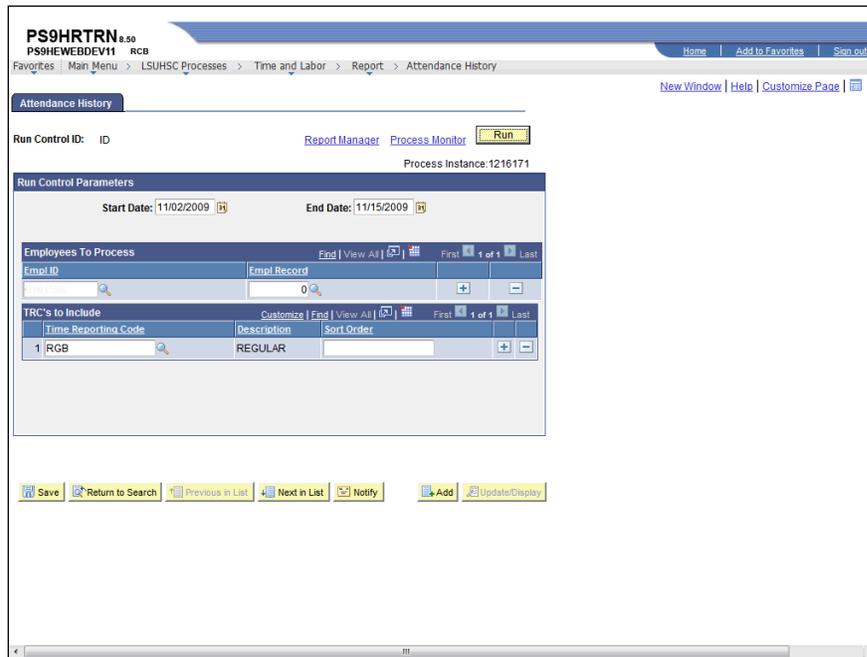
Server Name: Run Date:

Recurrence: Run Time:

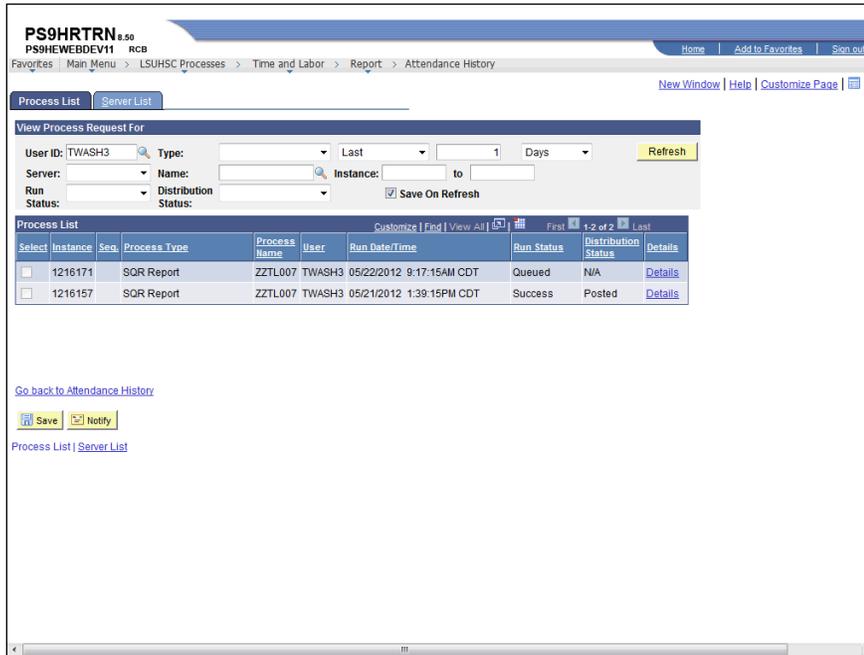
Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Attendance History	ZZTL007	SQR Report	Web	PDF	Distribution

Step	Action
17.	Click the OK button. 



Step	Action
18.	Click the Process Monitor link. Process Monitor



Step	Action
19.	<p>You will click the Refresh button periodically to update Run and Distribution Status.</p> <p>In the Process List, you want the Run Status = Success and the Distribution Status = Posted.</p> <p>NOTE: Continue to click the Refresh button until the Run Status = Success and the Distribution Status = Posted. Please wait 10 - 15 seconds between clicks to allow for system processing.</p> <p></p>
20.	<p>Click the Details link.</p> <p></p>

PS9HRTRN 8.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Report > Attendance History

[New Window](#) | [Help](#) | [Customize Page](#) |

Process Detail

Process

Instance: 1216171 Type: SQR Report
Name: ZZTL007 Description: Attendance History
Run Status: Success Distribution Status: Posted

Run

Run Control ID: ID **Update Process**
Location: Server Hold Request
Server: PSNT Queue Request
Recurrence: Cancel Request
 Delete Request
 Restart Request

Date/Time

Request Created On: 05/22/2012 9:17:45AM CDT
Run Anytime After: 05/22/2012 9:17:15AM CDT
Began Process At: 05/22/2012 9:18:00AM CDT
Ended Process At: 05/22/2012 9:18:13AM CDT

[Parameters](#) Transfer
[Message Log](#)
Batch Timings
[View Log/Trace](#)

[Main Content](#)

OK Cancel

Step	Action
21.	Click the View Log/Trace link. View Log/Trace

PS9HRTRN v.9.00
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Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Report > Attendance History

[New Window](#) | [Help](#) | [Customize Page](#) | [Print](#)

View Log/Trace

Report

Report ID: 375802 Process Instance: 1216171 [Message Log](#)
 Name: ZZTL007 Process Type: SQR Report
 Run Status: Success

Attendance History

Distribution Details

Distribution Node: REFNODE Expiration Date: 05/29/2012

File List

Name	File Size (bytes)	DateTime_Created
SQR_ZZTL007_1216171.log	1,850	05/22/2012 9:18:13.767000AM CDT
ZZTL007_1216171.PDF	2,426	05/22/2012 9:18:13.767000AM CDT
ZZTL007_1216171.out	590	05/22/2012 9:18:13.767000AM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	TWASH3

[Main Content](#)

[Return](#)

Step	Action
22.	Locate the file ending with ".PDF" Click the ZZTL007_.PDF link. ZZTL007_1216171.PDF

Report Id: zzt007 Page: 1
 Run Date: 05/22/2012 Run Time: 09:18

LSU Attendance History Report

John Doe Emplid: Empl Ret: 0 Pay Period: 11-02-2009 Thru 11-15-2009

WEEKLY TIME	11-02 Mon	11-03 Tue	11-04 Wed	11-05 Thu	11-06 Fri	11-07 Sat	11-08 Sun	11-09 Mon	11-10 Tue	11-11 Wed	11-12 Thu	11-13 Fri	11-14 Sat	11-15 Sun	TOTALS
TOTALS															

MONTHLY TIME	11-09	12-09	01-10	02-10	03-10	04-10	05-10	06-10	07-10	08-10	09-10	10-10	TOTALS
TOTALS													

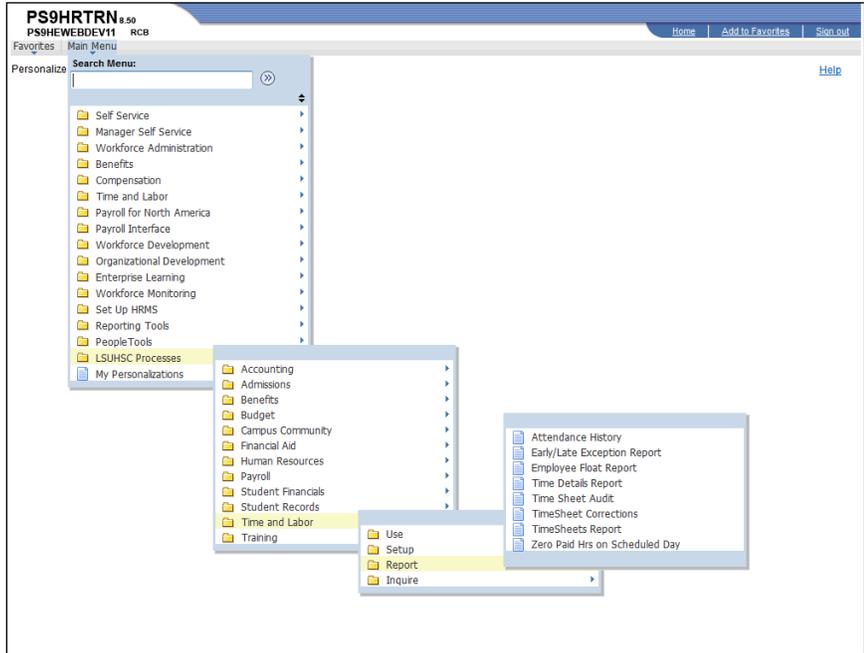
Step	Action
23.	<p>The report opens in a new PDF window.</p> <p><u>To Print Report:</u> From the toolbar: Select File, Print. or Click the Printer Icon on the Toolbar</p> <p><u>If the report prints in an unknown language:</u> From the toolbar: Select File, Print, Advance - "Print As Image"</p>
24.	<p>This completes Attendance History.</p> <p>End of Procedure.</p>

Time Details Report (Pay Report)

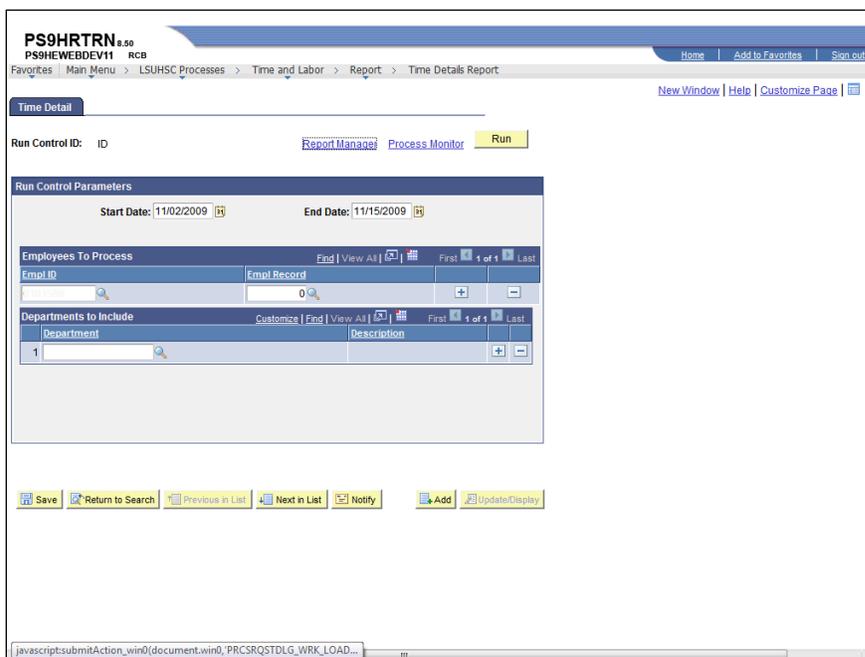
Procedure

In this topic you will learn how to run the **Time Details Report (Pay Report)**.

NOTE: You can run the Time Details Report to view information on an individual or for a specific department.

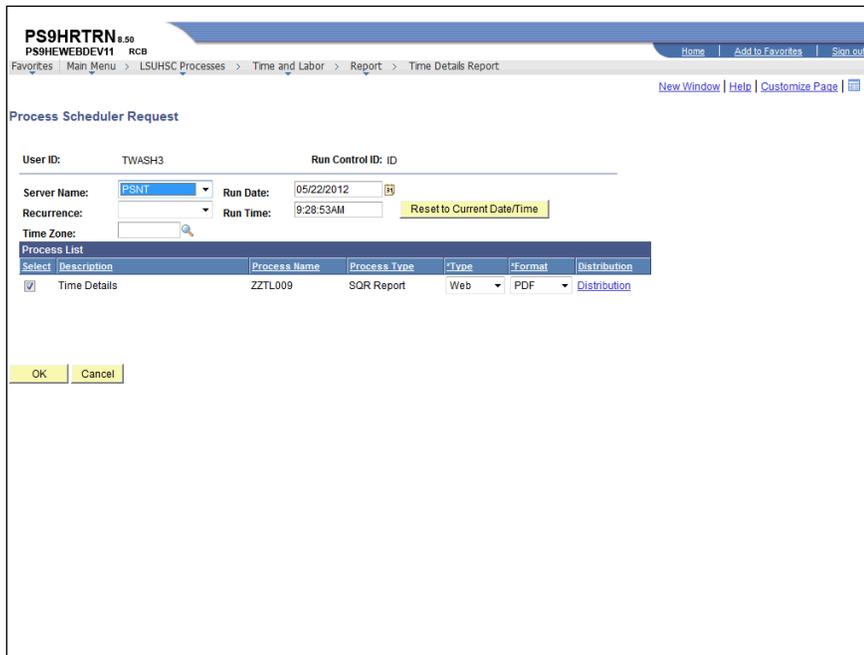


Step	Action
1.	<p><u>Navigate to the Reports menu:</u> Main Menu>LSUHSC Processes>Time and Labor>Report</p> <p>Click the Time Details Report link.</p> <p>NOTE: You will run the Time Details Report after Payroll has been confirmed.</p> 
2.	<p>Run Control ID: Refer to "Create Run Control ID" section if you have not created an ID.</p> <p>Click the Search button.</p> 
3.	<p>If you have more than one Run Control ID, select the appropriate Run Control from your search results.</p>



Step	Action
4.	Enter the desired information into the Start Date field. Enter " 110209 ". <i>NOTE: This report can be run using any pay period dates.</i>
5.	Enter the desired information into the End Date field. Enter " 111509 ".
6.	<p><u>Employees to Process:</u> You may run this report for a Single Employee or by multiple employees by using the “plus” sign at the end of the row, OR by Group ID, which will display all employees you have access to.</p> <p><u>To Enter:</u> EmplID Field - Enter the Employee ID Empl Rcd Nbr - Should match the Empl Rcd # shown on the employee's timecard. Accept default. <i>NOTE: If the report runs and yield no data, check the “Timesheet” screen to ensure “Empl Rcd Nbr” is correct.</i> Group ID - Click the magnifying glass and choose the appropriate Group ID. Enter the desired information into the View All field. Enter "7 - digit Employee ID Number".</p>

Step	Action
7.	<p>OR</p> <p><i>Departments to include:</i></p> <p>1) Click “Look up” button to choose appropriate department 2) Type by prefacing with “SH”.</p> <p>NOTE: <i>You can run this report using only one parameter; i.e., Employee ID, Group ID or Department number.</i></p>
8.	<p>Click the Run button.</p> 



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Home | Add to Favorites | Sign out

Favorites | Main Menu | LSUSHSC Processes | Time and Labor | Report | Time Details Report

New Window | Help | Customize Page

Process Scheduler Request

User ID: TWASH3 Run Control ID: ID

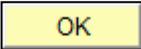
Server Name: PSNT Run Date: 05/22/2012 IS

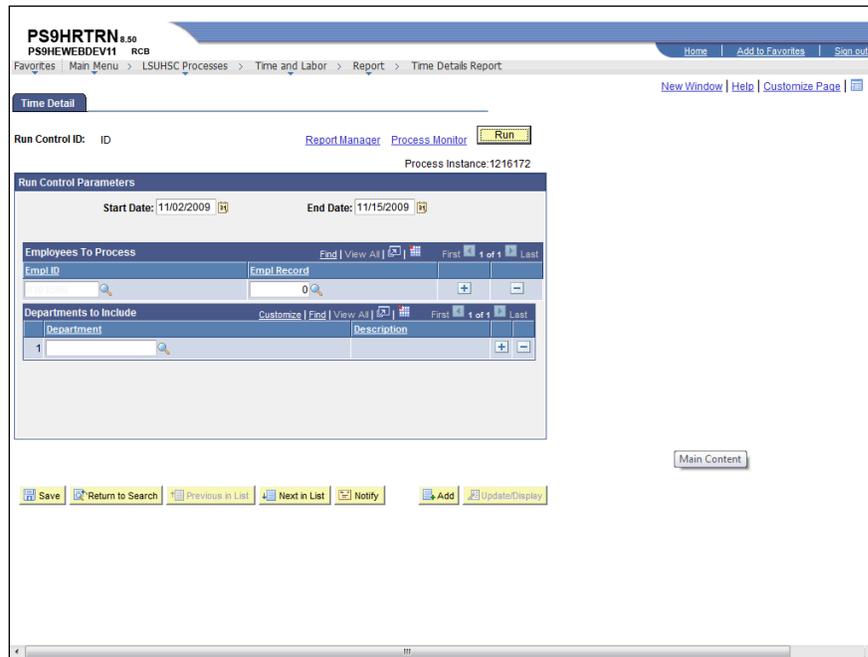
Recurrence: Run Time: 9:28:53AM [Reset to Current Date/Time](#)

Time Zone:

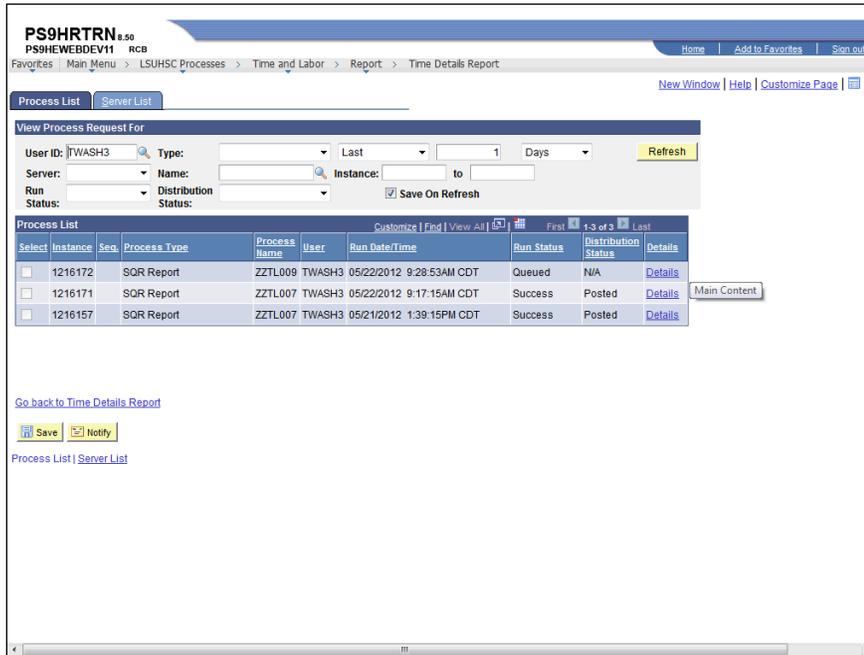
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Time Details	ZZTL009	SQR Report	Web	PDF	Distribution

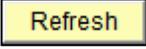
[OK](#) [Cancel](#)

Step	Action
9.	<p>Confirm Server Name is "PSNT".</p> <p>Click the OK button.</p> 



Step	Action
10.	Click the Process Monitor link. Process Monitor



Step	Action
11.	<p>You will click the Refresh button periodically to update Run and Distribution Status.</p> <p>In the Process List, you want the Run Status = Success and the Distribution Status = Posted.</p> <p>NOTE: Continue to click the Refresh button until the Run Status = Success and the Distribution Status = Posted. Please wait 10 - 15 seconds between clicks to allow for system processing.</p> <p></p>
12.	<p>Click the Details link on the most recent processed report.</p> <p></p>

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PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Report > Time Details Report

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Process Detail

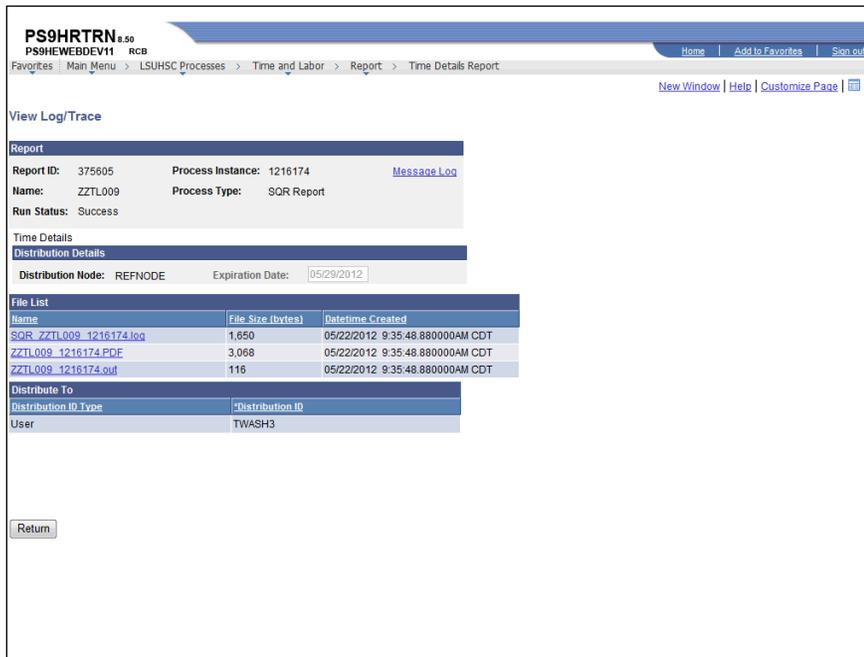
Process	
Instance: 1216172	Type: SQR Report
Name: ZZTL009	Description: Time Details
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: ID	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 05/22/2012 9:29:05AM CDT	Parameters Transfer
Run Anytime After: 05/22/2012 9:28:53AM CDT	Message Log
Began Process At: 05/22/2012 9:29:23AM CDT	Batch Timings
Ended Process At: 05/22/2012 9:29:31AM CDT	View Log/Trace

OK Cancel

Step	Action
13.	Click the View Log/Trace link. View Log/Trace

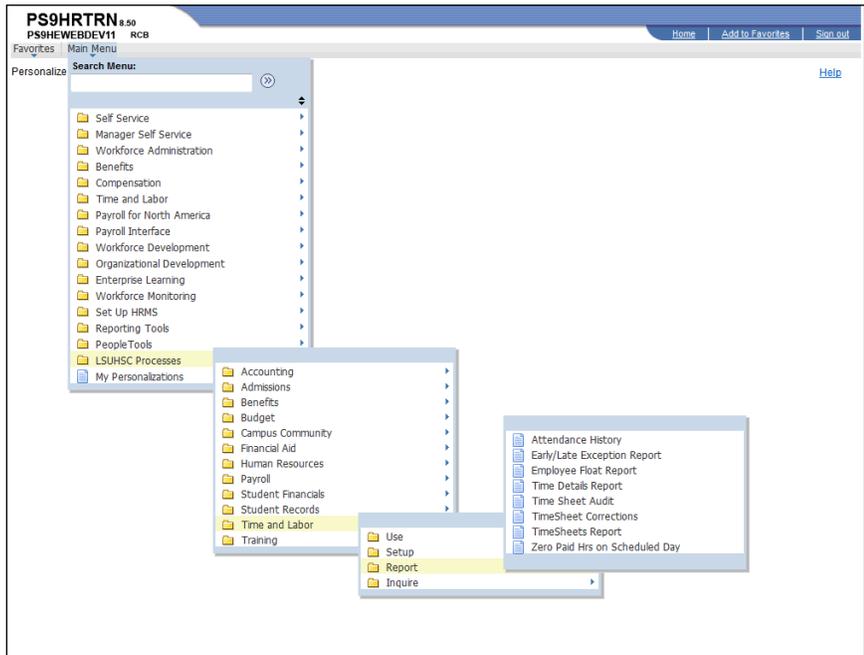


Step	Action
14.	<p>Click the ZZTL009_.PDF link.</p> <p><i>Note: You will always select the link that ends with ".PDF"</i></p> <p>ZZTL009_1216174.PDF</p>
15.	<p>The report opens in a new PDF window.</p> <p>To Print Report: From the toolbar: Select File, Print. or Click the Printer Icon on the Toolbar</p> <p>If the report prints in an unknown language: From the toolbar: Select File, Print, Advance - "Print As Image"</p>
16.	<p>This completes Time Details Report (Pay Report). End of Procedure.</p>

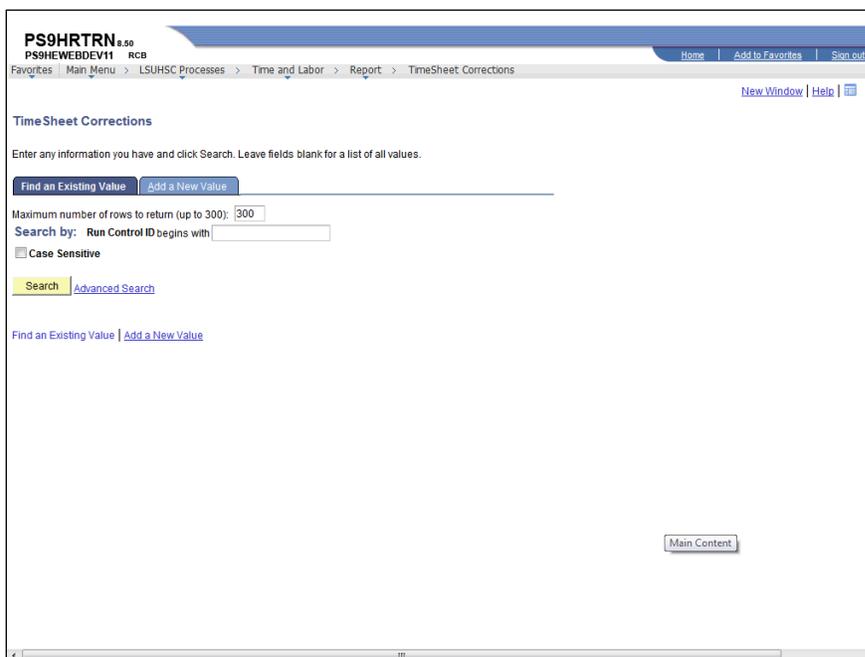
TimeSheet Correction

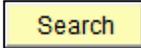
Procedure

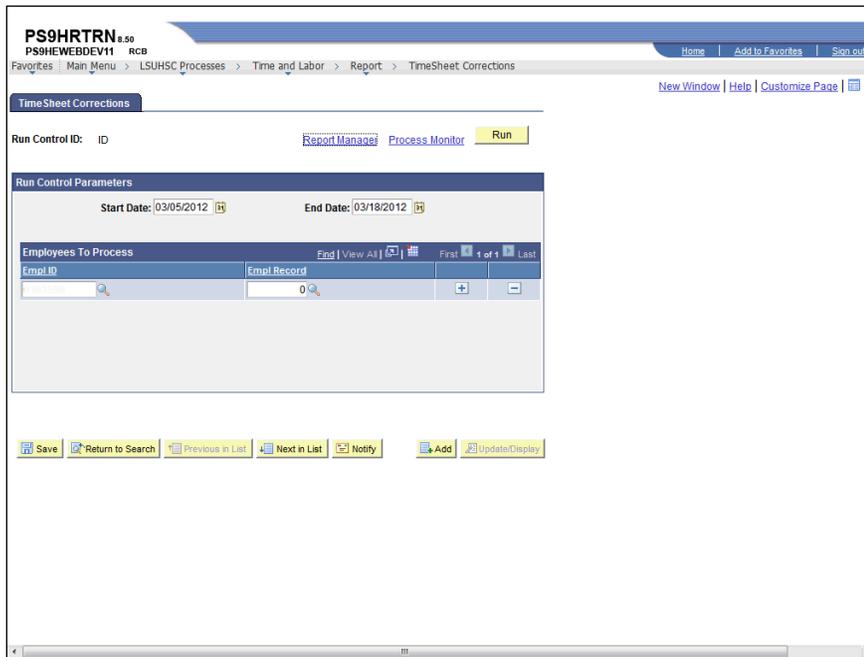
In this topic you will learn how to run the **TimeSheet Correction** report.



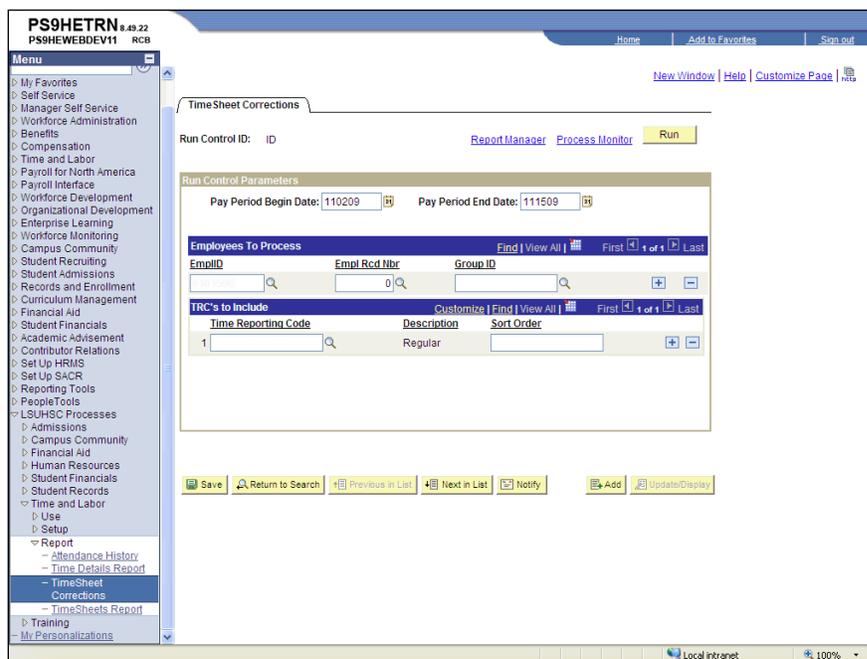
Step	Action
1.	<p><u>Navigate to the Reports menu:</u> Main Menu>LSUHSC Processes>Time and Labor>Report</p> <p>Click the TimeSheet Corrections menu.</p> <div data-bbox="347 1318 906 1360" style="border: 1px solid black; padding: 2px;">  TimeSheet Corrections </div>



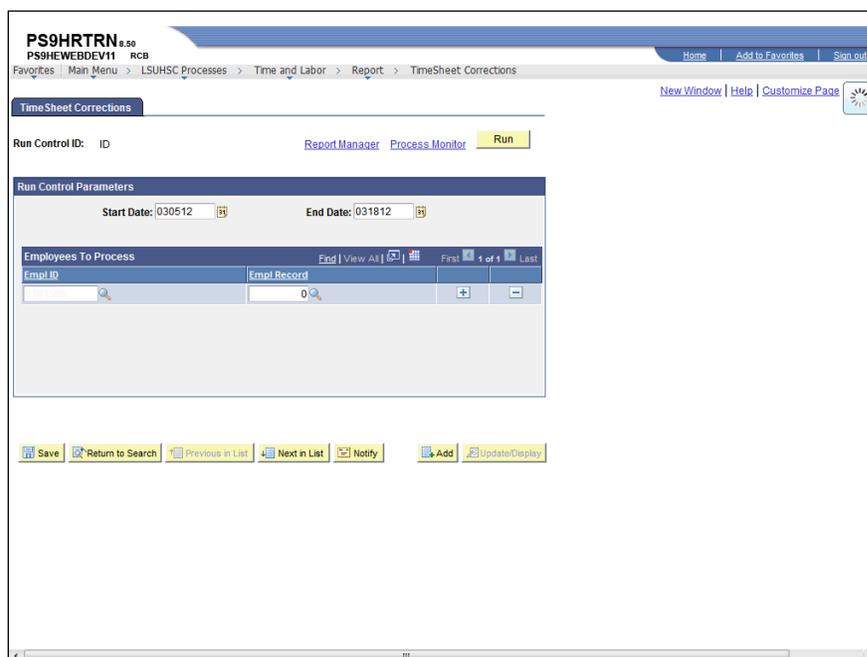
Step	Action
2.	Run Control ID: Refer to "Create Run Control ID" Section if have not created an ID. Click the Search button. 
3.	Click the ID link. 



Step	Action
4.	Enter the desired information into the Start Date field. Enter " 030512 ".
5.	Enter the desired information into the End Date field. Enter " 031812 ".
6.	Enter the desired information into the View All field. Enter " 0101596 ".



Step	Action
7.	Click the Look up Time Reporting Code button. 
8.	Click the RGB link. 



Step	Action
9.	Click the Run button.  A rectangular button with a yellow background and a black border, containing the word "Run" in black text.

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Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Report > TimeSheet Corrections

[New Window](#) | [Help](#) | [Customize Page](#) | 

Process Scheduler Request

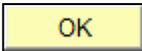
User ID: TWASH3 Run Control ID: ID

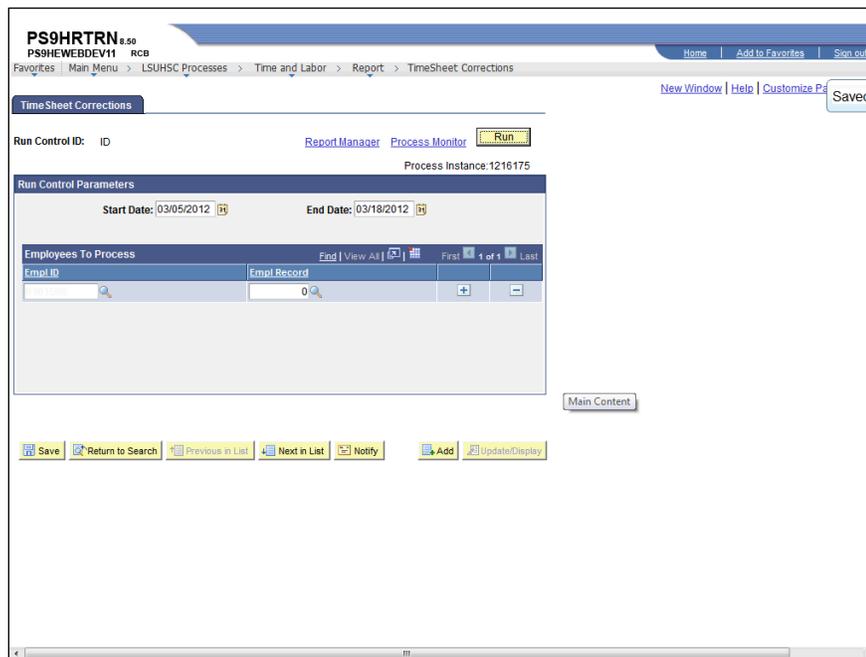
Server Name: Run Date: 

Recurrence: Run Time:

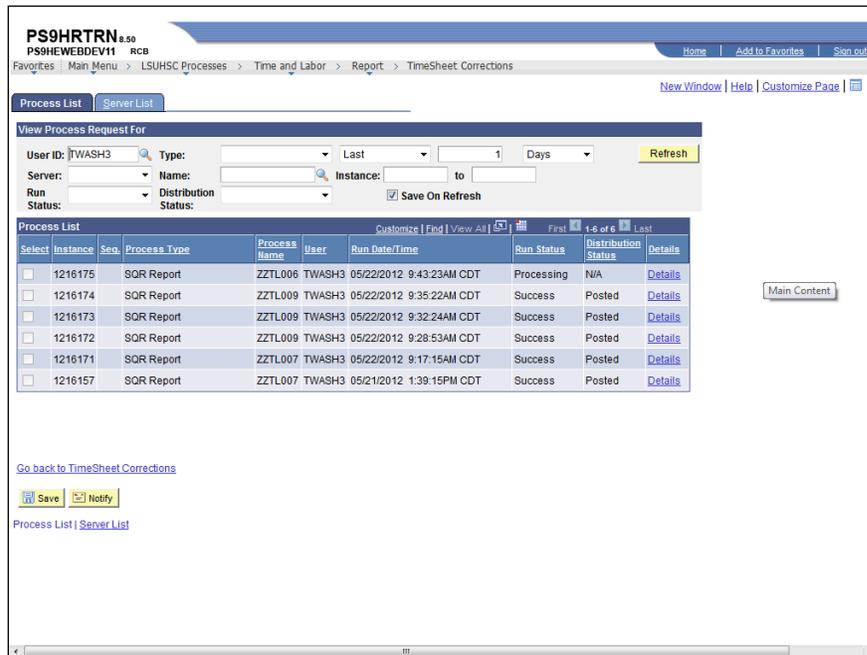
Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	TimeSheet Corrections	ZZTL006	SQR Report	Web	PDF	Distribution

Step	Action
10.	Click the OK button. 



Step	Action
11.	Click the Process Monitor link. Process Monitor



Step	Action
12.	<p>You will click the Refresh button periodically to update Run and Distribution Status.</p> <p>In the Process List, you want the Run Status = Success and the Distribution Status = Posted.</p> <p>NOTE: Continue to click the Refresh button until the Run Status = Success and the Distribution Status = Posted. Please wait 10 - 15 seconds between clicks to allow for system processing.</p> <p>Click the Refresh button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">Refresh</div>
13.	<p>Click the Details link.</p> <p>Details</p>

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Favorites | Main Menu > LSUHSC Processes > Time and Labor > Report > TimeSheet Corrections

Home | Add to Favorites | Sign out

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Process Detail

Process	
Instance: 1216175	Type: SQR Report
Name: ZZTL006	Description: TimeSheet Corrections
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: ID	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 05/22/2012 9:43:32AM CDT	Parameters Transfer
Run Anytime After: 05/22/2012 9:43:23AM CDT	Message Log
Began Process At: 05/22/2012 9:43:36AM CDT	Batch Timings
Ended Process At: 05/22/2012 9:44:05AM CDT	View Log/Trace

OK Cancel

Step	Action
14.	Click the View Log/Trace link. View Log/Trace

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Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Report > TimeSheet Corrections

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View Log/Trace

Report

Report ID: 375606 Process Instance: 1216175 [Message Log](#)
 Name: ZZTL006 Process Type: SQR Report
 Run Status: Success

TimeSheet Corrections

Distribution Details

Distribution Node: REFNODE Expiration Date: 05/29/2012

File List

Name	File Size (bytes)	Datetime_Created
SQR_ZZTL006_1216175.log	1,850	05/22/2012 9:44:05.437000AM CDT
ZZTL006_1216175.PDF	3,768	05/22/2012 9:44:05.437000AM CDT
ZZTL006_1216175.out	592	05/22/2012 9:44:05.437000AM CDT

Distribute To

Distribution ID Type	Distribution ID
User	TWASH3

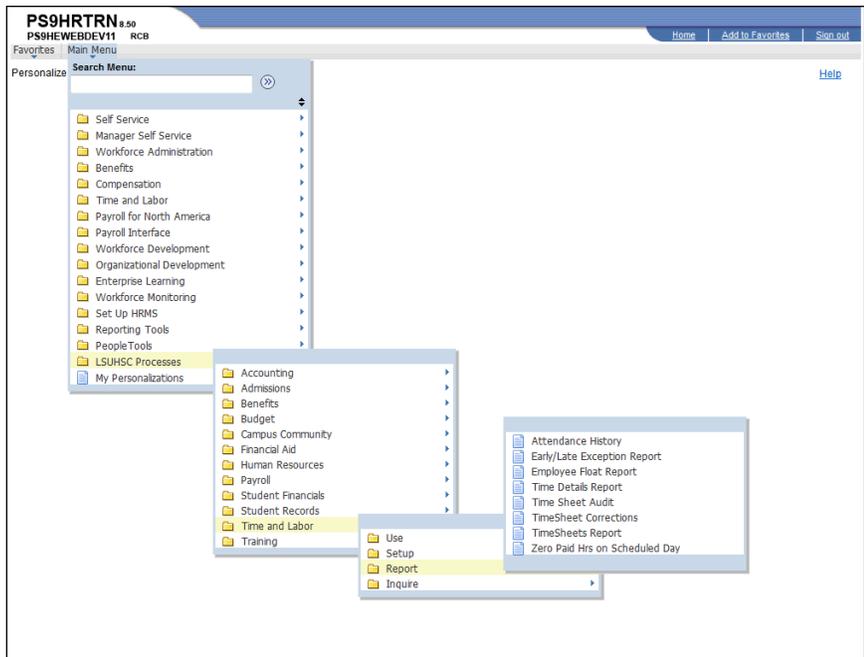
Step	Action
15.	Click the ZZTL006_.PDF link. ZZTL006_1216175.PDF
16.	This completes TimeSheet Corrections . End of Procedure.

Early/Late Exception Report

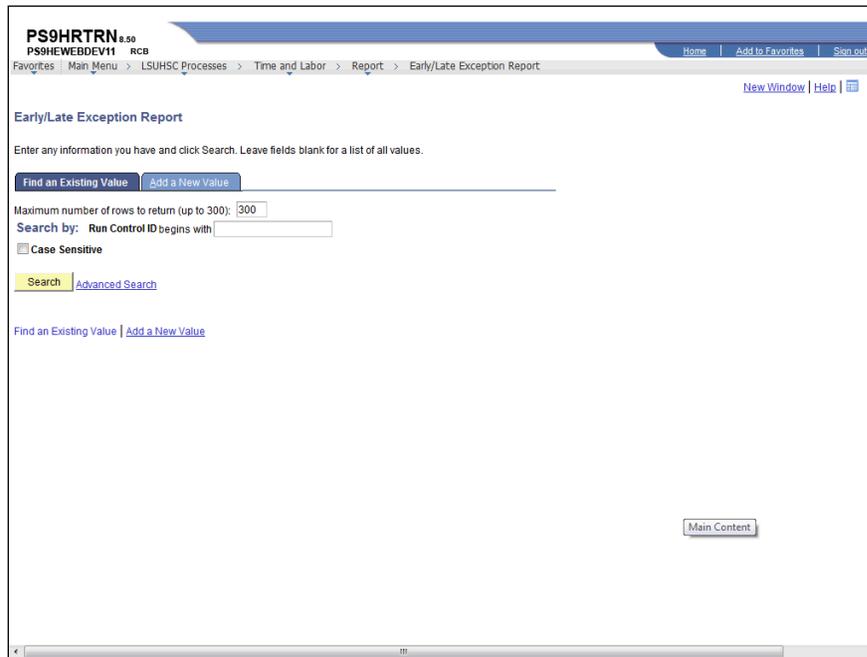
Procedure

In this topic you will learn how to run the **Early/Late Exception Report**.

NOTE: You can run the *Early/Late Exception report* to view an employee's *Early/Late Clock-ins and Early/Late Clock-outs*. The report is based on the employee's schedule, therefore you must have schedules in the system in order to retrieve this information.



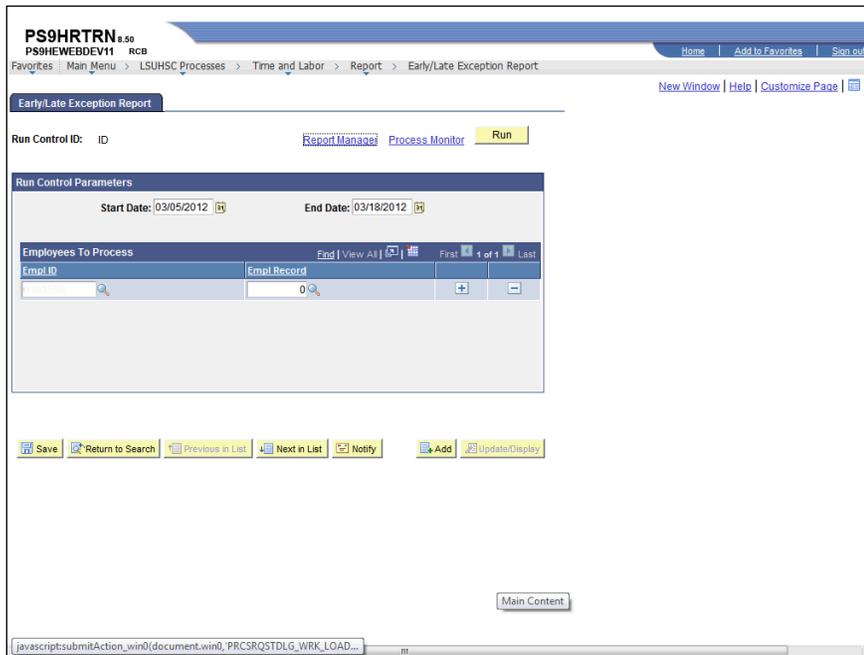
Step	Action
1.	<p><u>Navigate to the Reports menu:</u> Main Menu>LSUHSC Processes>Time and Labor>Report</p> <p>Click the Early/Late Exception Report menu.</p> <div data-bbox="349 1457 906 1493" style="border: 1px solid black; padding: 2px;">  </div>

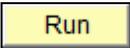


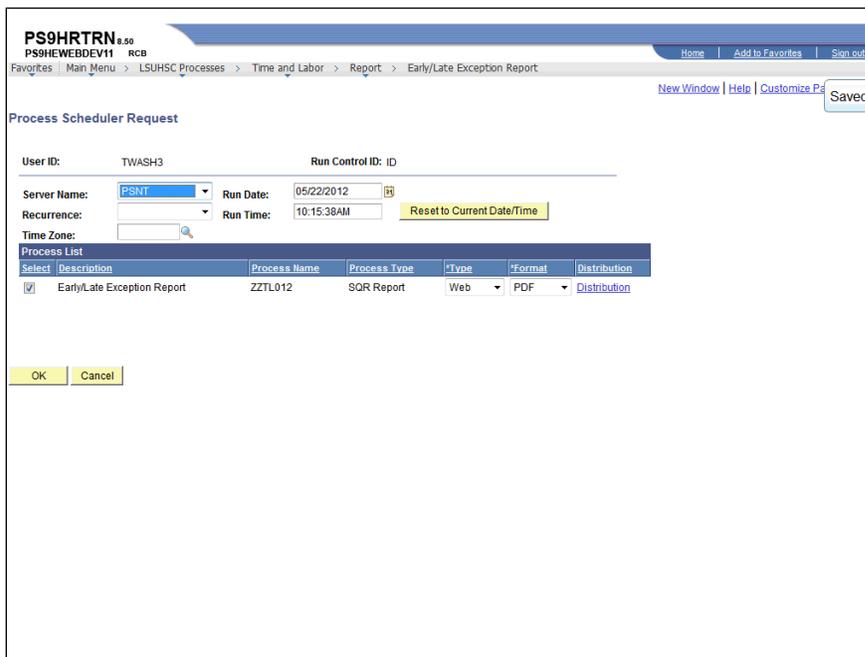
The screenshot shows a web browser window with the following elements:

- Page Title:** PS9HRTRN e.s0
- Page ID:** PS9HEWBEDEV11 RCB
- Navigation:** Home | Add to Favorites | Sign out
- Breadcrumbs:** Favorites | Main Menu > LSUHSC Processes > Time and Labor > Report > Early/Late Exception Report
- Page Title:** Early/Late Exception Report
- Instructions:** Enter any information you have and click Search. Leave fields blank for a list of all values.
- Buttons:** Find an Existing Value | Add a New Value
- Form Fields:**
 - Maximum number of rows to return (up to 300):
 - Search by: Run Control ID begins with
 - Case Sensitive
- Buttons:** Search | Advanced Search
- Footer:** Find an Existing Value | Add a New Value
- Content Area:** Main Content

Step	Action
2.	Run Control ID: Refer to "Create Run Control ID" Section if have not created an ID. Click the Search button. 



Step	Action
3.	Enter the desired information into the Start Date field. Enter " 030512 ".
4.	Enter the desired information into the End Date field. Enter " 031812 ".
5.	<p>Employees to Process: You may run this report for a Single Employee or for an entire department (Group ID). You can run the report by using Empl ID or Group ID.</p> <p>EmplID Field - Enter the Employee ID's Empl Rcd Nbr - Should match the empl Rcd # Shown on employee's timecard. Group ID - Click the magnifying glass and choose the appropriate department.</p> <p>Enter the desired information into the EmplID field.</p> <p>Enter the desired information into the View All field. Enter "7 - digit Employee ID Number".</p>
6.	<p>Click the Run button.</p> 



PS9HRTRN e.s0
 PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Report > Early/Late Exception Report

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Process Scheduler Request

User ID: TWASH3 Run Control ID: ID

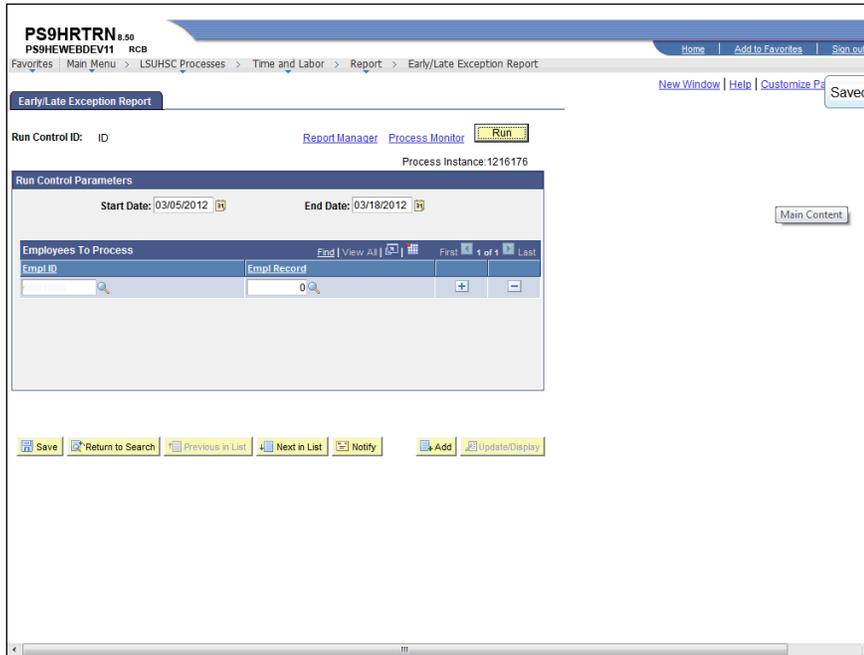
Server Name: Run Date:

Recurrence: Run Time:

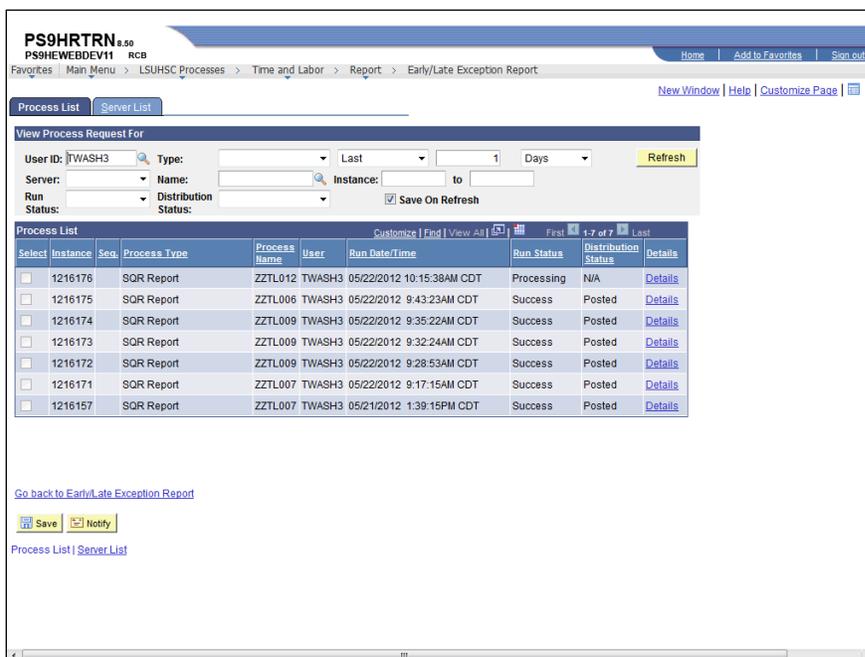
Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Early/Late Exception Report	ZZTL012	SQR Report	Web	PDF	Distribution

Step	Action
7.	Confirm Server Name is "PSNT" Click the OK button. <input type="button" value="OK"/>



Step	Action
8.	Click the Process Monitor link. Process Monitor



Step	Action
9.	<p>You will click the Refresh button periodically to update Run and Distribution Status.</p> <p>In the Process List, you want the Run Status = Success and the Distribution Status = Posted.</p> <p>NOTE: Continue to click the Refresh button until the Run Status = Success and the Distribution Status = Posted. Please wait 10 - 15 seconds between clicks to allow for system processing.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Refresh</div>
10.	<p>Click the Details link on the most recent processed report.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Details</div>

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Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUSHC Processes > Time and Labor > Report > Early/Late Exception Report

[New Window](#) | [Help](#) | [Customize Page](#) | 

Process Detail

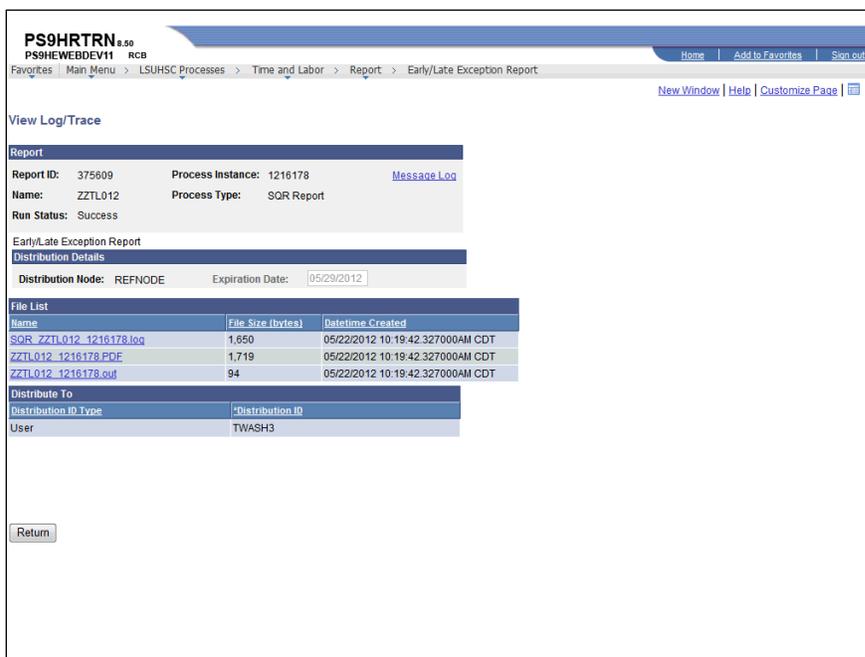
Process	
Instance: 1216176	Type: SGR Report
Name: ZZTL012	Description: Early/Late Exception Report
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: ID	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 05/22/2012 10:15:48AM CDT	Parameters Transfer
Run Anytime After: 05/22/2012 10:15:38AM CDT	Message Log
Began Process At: 05/22/2012 10:15:55AM CDT	Batch Timings
Ended Process At: 05/22/2012 10:16:08AM CDT	View Log/Trace

OK Cancel

Step	Action
11.	Click the ZZTL012_.PDF link. View Log/Trace

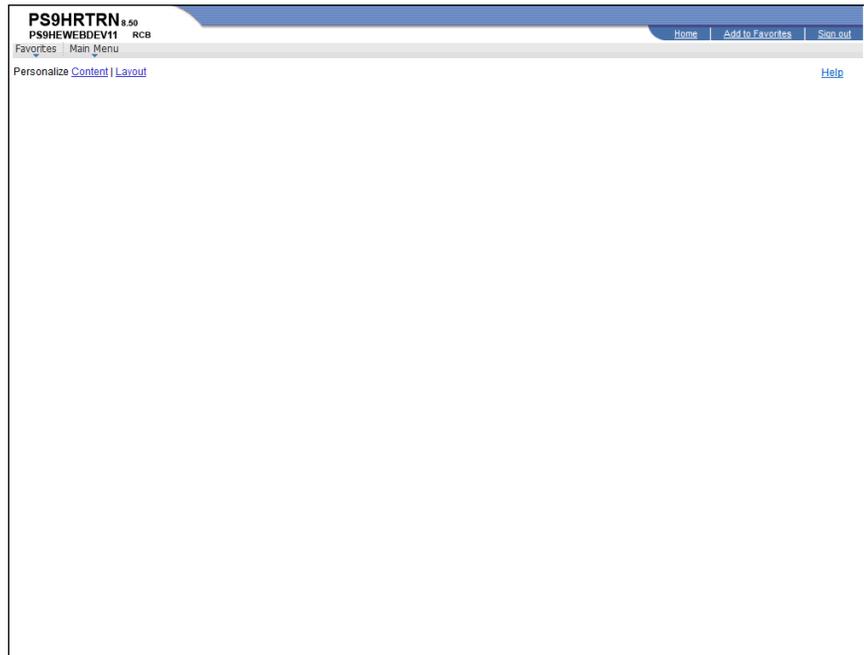


Step	Action
12.	<p>Click the ZZTL009_.PDF link.</p> <p><i>NOTE: You will always select the link that ends with ".PDF"</i></p> <p>ZZTL012_1216178.PDF</p>
13.	<p>The report opens in a new PDF window.</p> <p><u>To Print Report:</u> <i>From the toolbar:</i> Select File, Print. or Click the Printer Icon on the Toolbar</p> <p><u>If the report prints in an unknown language:</u> <i>From the toolbar:</i> Select File, Print, Advance - "Print As Image"</p>
14.	<p>This completes Early/Late Exception Report.</p> <p>End of Procedure.</p>

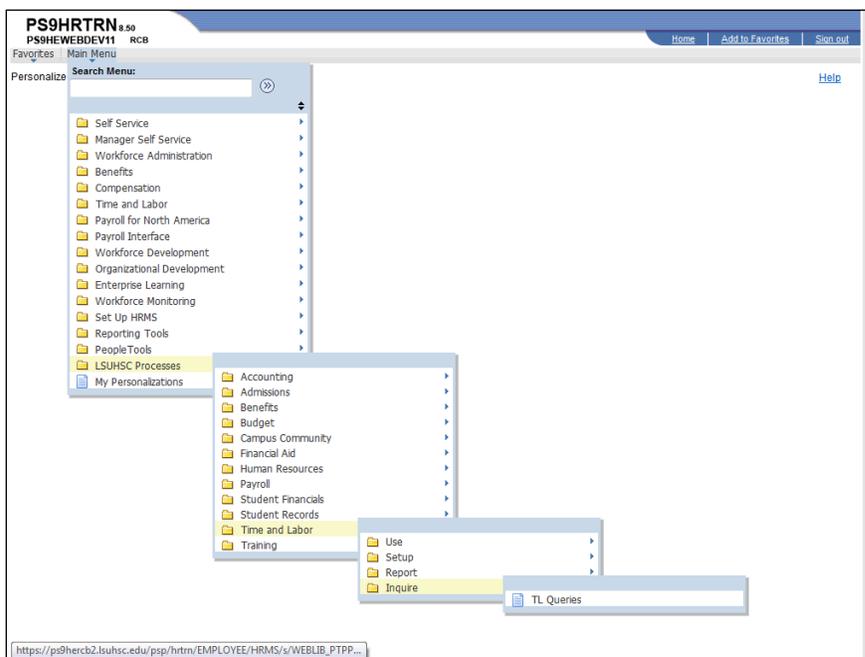
Time & Labor Queries

Procedure

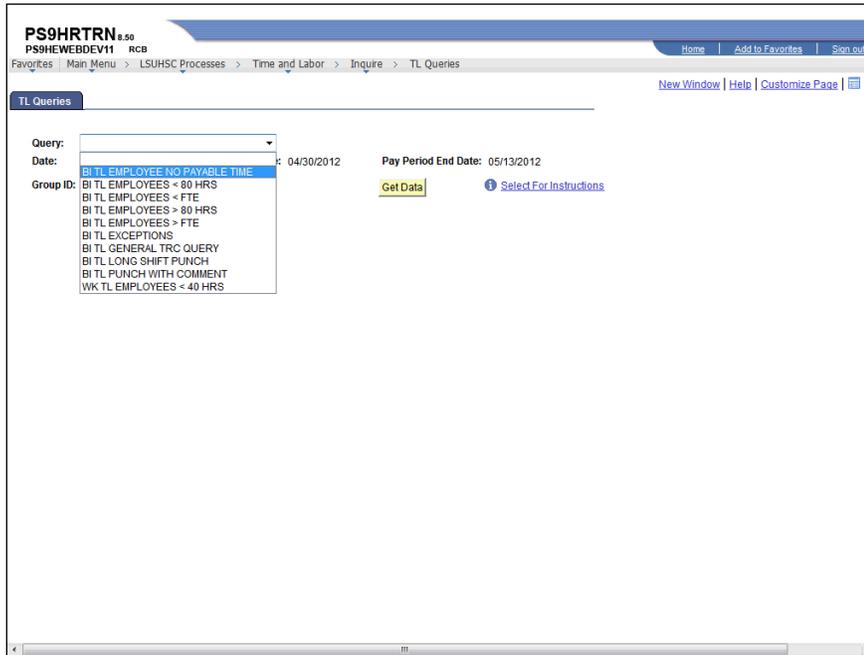
In this topic you will learn how to run **Time & Labor Queries**.



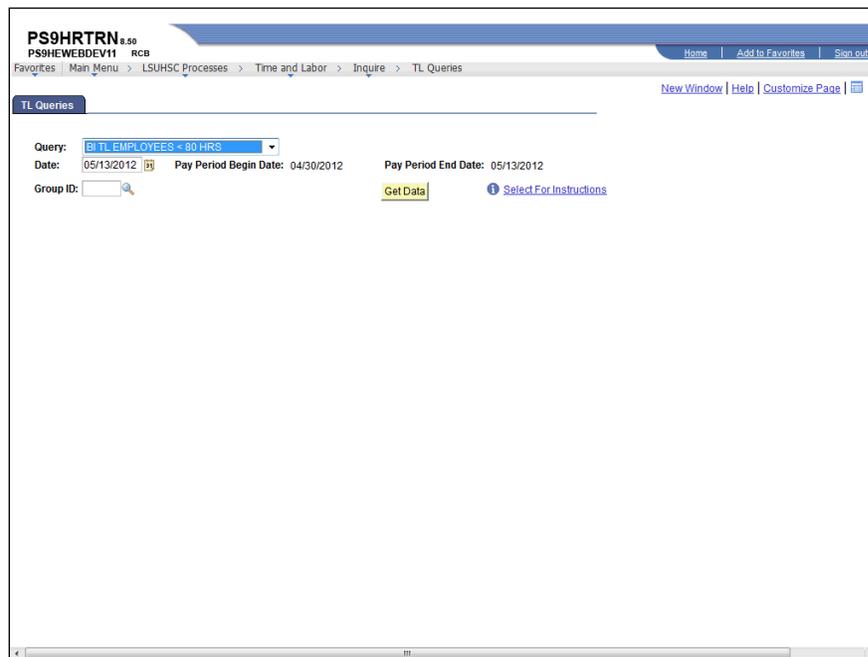
Step	Action
1.	Click the Main Menu button. 
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Inquire menu.



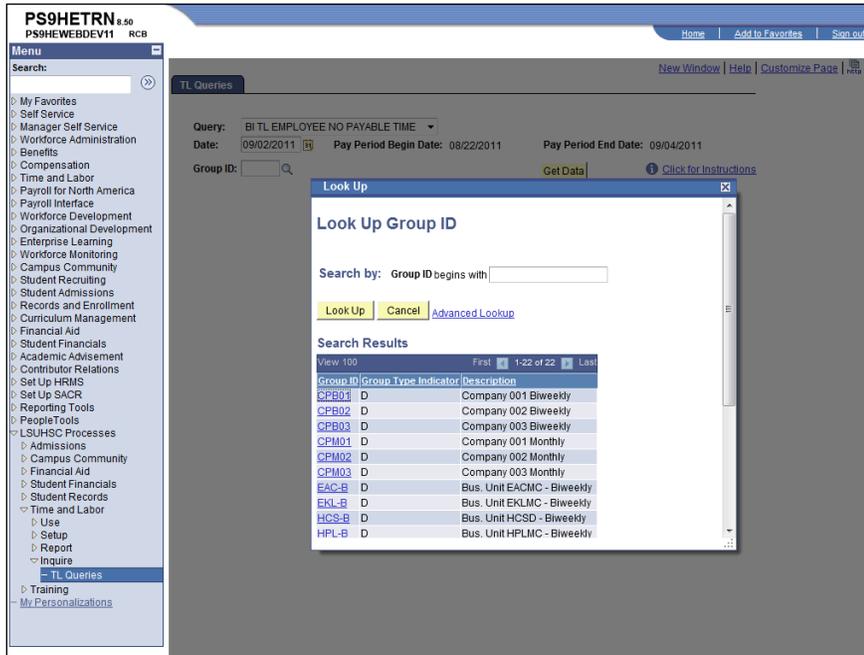
Step	Action
5.	Click the TL Queries menu. <div data-bbox="440 1024 1000 1066" style="border: 1px solid black; padding: 2px; margin-top: 5px;">  TL Queries </div>
6.	Select the Query you desire to run from the Query drop the list. Click the Query list. <div data-bbox="440 1182 906 1224" style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <div style="background-color: #0070C0; color: white; padding: 2px;">Query</div> </div>

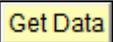


Step	Action
7.	<p>Each Query name begins with a BI or WK: Queries that begin with WK displays information for one week at a time. Queries that begin with BI displays information for a two week pay period.</p> <div data-bbox="347 1129 808 1163" style="border: 1px solid black; padding: 2px;"> BI TL EMPLOYEES < 80 HRS </div>



Step	Action
8.	<p>Date: Click the Calendar button to choose date or enter desired date (mm/dd/yy). The system will automatically adjust the beginning and ending pay period dates.</p> <p><i>NOTE: The system always defaults to the current pay period.</i></p> <p>Click the Choose a date button.</p> 
9.	<p>Click the desired date.</p> 
10.	<p>Click the Look up Group ID button.</p> 



Step	Action
11.	Click the desired Group ID. Click the HPL-B link. HPL-B
12.	Click the Get Data button to run the query and display results. 

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Home | Add to Favorites | Sign out

Favorites | Main Menu | LSUHSC Processes | Time and Labor | Inquire | TL Queries

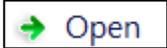
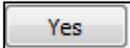
TL Queries

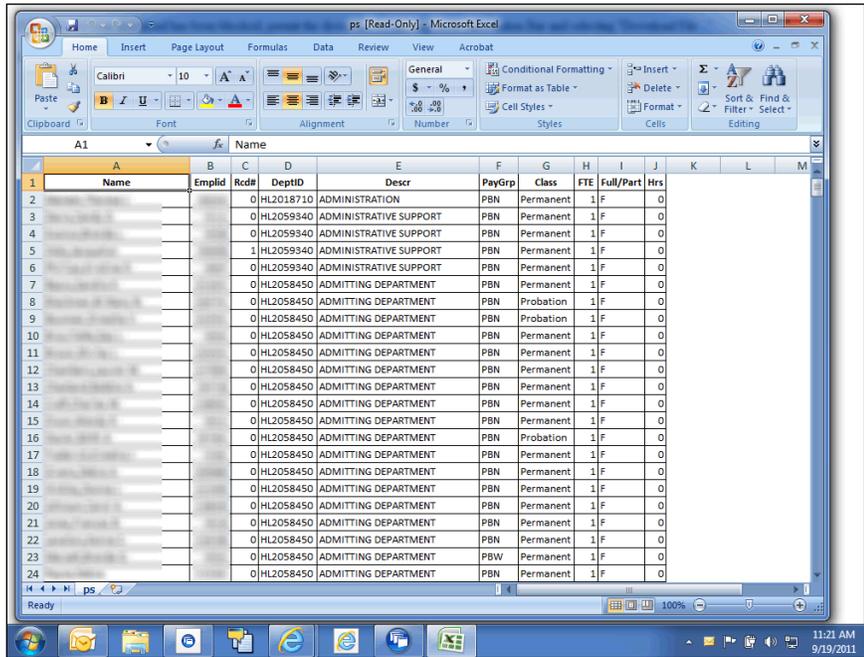
Query: BI TL EMPLOYEES < 80 HRS

Date: 01/01/2012 Pay Period Begin Date: 12/26/2011 Pay Period End Date: 01/08/2012

Group ID: HPL-B Bus. Unit HPLMC - Biweekly [Get Data](#) [Select For Instructions](#)

Name	EmpId	Rcd#	DepID	Descr	PayGrp	Class	FTE	Full/Part	Hrs	Punch Date
1 John Doe		0	HL2058450	ADMITTING DEPARTMENT	PBN	Permanent	1	F	72.3	
2 John Doe		0	HL2058450	ADMITTING DEPARTMENT	PBN	Probation	1	F	71.8	
3 John Doe		0	HL2058450	ADMITTING DEPARTMENT	PBN	Probation	1	F	72	
4 John Doe		0	HL2068027	Ancillary Services	PBN	Permanent	1	F	72	
5 John Doe		0	HL2068420	BIO-MEDICAL DEPARTMENT	PBN	Permanent	1	F	72	
6 John Doe		0	HL2058870	COMMUNICATIONS DEPARTMENT	PBN	Permanent	1	F	79.9	
7 John Doe		0	HL2058870	COMMUNICATIONS DEPARTMENT	PBN	Permanent	1	F	72	
8 John Doe		0	HL2068020	DIRECTOR NURSING SERVICE	PBN	Permanent	1	F	79.5	
9 John Doe		0	HL2068020	DIRECTOR NURSING SERVICE	PBN	Permanent	1	F	75.4	
10 John Doe		0	HL2067220	EKG DEPARTMENT	PBU	Transient	1	F	48	
11 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBN	Permanent	1	F	68	
12 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBN	Permanent	1	F	77.1	
13 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBU	Transient	1	F	60.5	
14 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBW	Permanent	1	F	76.6	
15 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBW	Permanent	1	F	56.1	
16 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBU	Transient	1	F	20.3	
17 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBW	Permanent	1	F	68.1	
18 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBN	Permanent	1	F	79.9	
19 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBW	Permanent	1	F	76.3	
20 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBN	Permanent	1	F	76	
21 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBU	Transient	1	F	51.6	
22 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBU	Transient	1	F	48.1	
23 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBU	Transient	1	F	21.7	
24 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBU	Transient	1	F	12.9	

Step	Action
13.	The Query results will display on the screen. If your query has more than 25 rows use the page navigation options to view the additional results.
14.	The Query results can be sorted by clicking on the column headings. You may export the results to Excel by clicking the download button. Click the Download button. 
15.	Click the Open button. 
16.	Click the Yes button. 



Step	Action
17.	Notice your results display in an Excel file.

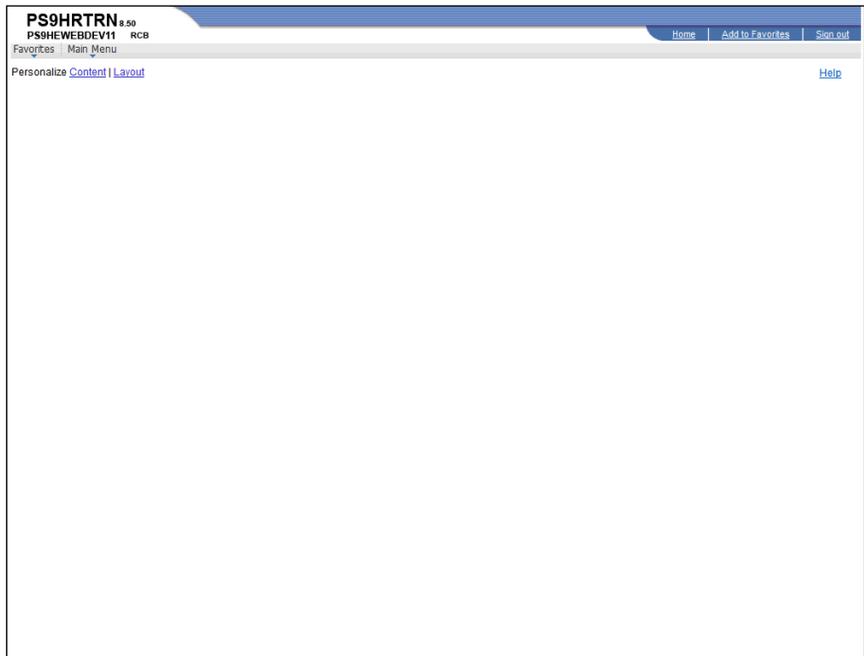
Step	Action
18.	<p>The following queries are currently available using these steps:</p> <p>BI TL EMPLOYEE NO PAYABLE TIME Identifies all employees where the sum of the base (regular) hours are zero for the pay period specified.</p> <p>BI TL EMPLOYEES < 80 HRS Identifies all employees where the sum of the base (regular) hours is less than 80 for the pay period specified.</p> <p>BI TL EMPLOYEES < FTE Identifies all employees where the sum of the base (regular) hours is less than the employees FTE for the pay period specified. The FTE used on the Job record is as of the Pay Period End Date.</p> <p>BI TL EMPLOYEES > 80 HRS Identifies all employees where the sum of the base (regular) hours is greater than 80 for the pay period specified.</p> <p>BI TL EMPLOYEES > FTE Identifies all employees where the sum of the base (regular) hours is greater than the employees FTE for the pay period specified. The FTE used on the Job record is as of the Pay Period End Date.</p> <p>BI TL EXCEPTIONS Identifies all employees with exceptions for the pay period specified.</p> <p>BI TL GENERAL TRC QUERY Identifies all employees that have the selected TRC for the pay period specified.</p> <p>BI TL LONG SHIFT PUNCH Identifies all employees with a punch in and out of 23 hours or more for the pay period specified.</p> <p>BI TL PUNCH WITH COMMENT Identifies all employees with a comment for the pay period specified.</p> <p>WK TL EMPLOYEES < 40 HRS Identifies all employees where the sum of the base (regular) hours is less than 40 for the week specified.</p>
19.	<p>This completes Time & Labor Queries. End of Procedure.</p>

Exceptions

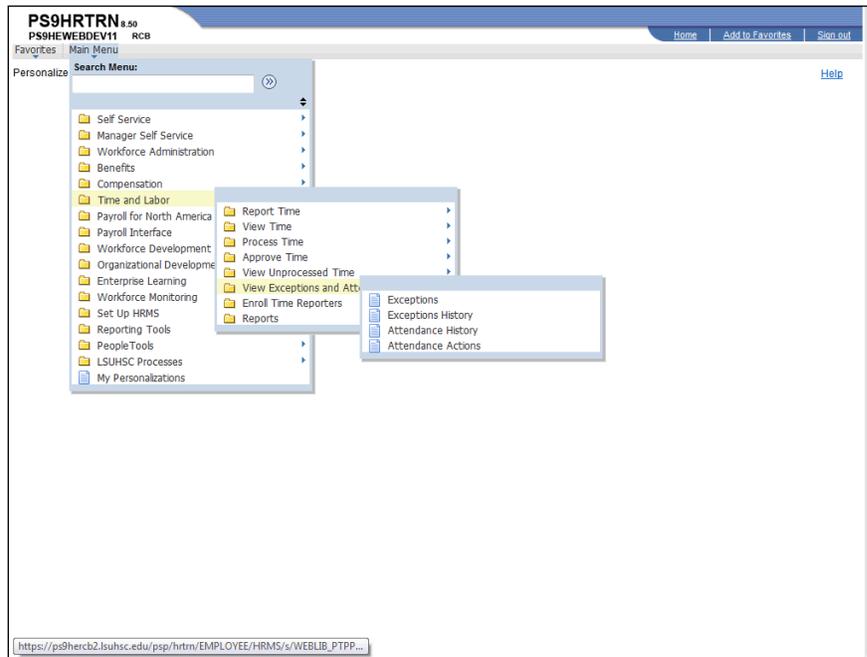
Procedure

In this topic you will learn how to run the **Exceptions** report.

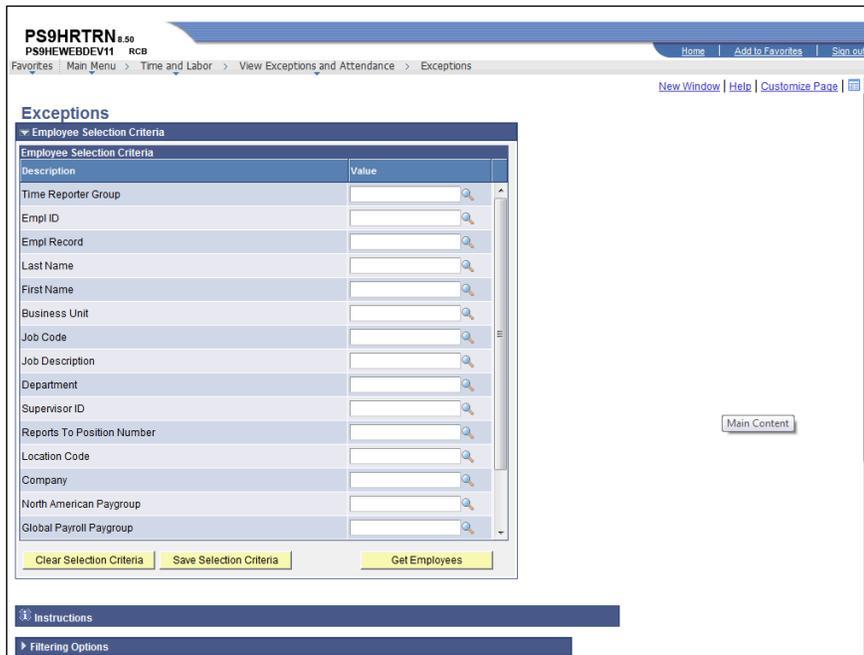
Exceptions are generated when an error has occurred on the timecard. Errors such as working in excess of 24 hours per day are classified as “High” exception and a “missing punch” is classified as a “Medium” exceptions. High and some medium exceptions would need to be resolved before an employee is paid for a particular day. “Low” exceptions (early/late in/out) may be captured on a “Early/Late Exception Report”.



Step	Action
1.	Click the Main Menu button. 
2.	Point to the Time and Labor menu.
3.	Point to the View Exceptions and Attendance menu.

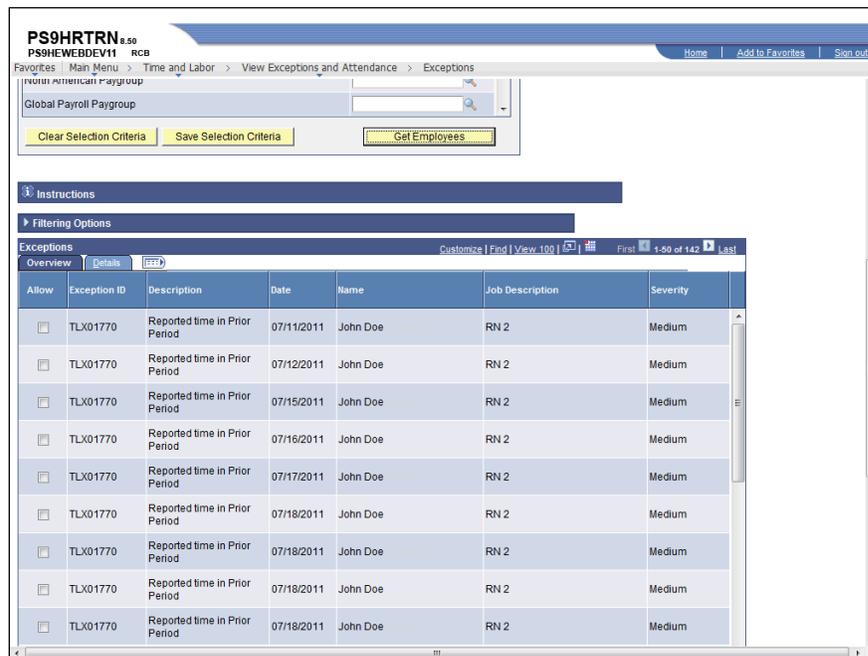


Step	Action
4.	Click the Exceptions menu. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  Exceptions </div>



Step	Action
5.	<p>The Exceptions report can be run for an entire department or an individual.</p> <p><u>To Run for a Department:</u> Enter the Department Code into the Department field to run the exceptions report for an entire department. Click the Look up Department button to search for the appropriate department number.</p> <p><i>NOTE: If you enter the Department directly into the field, you must include the Business Unit abbreviation.</i> The Business Unit abbreviations are provided below.</p> <p>SH - LSU Health Science Shreveport HL - Huey P. Long Medical Center EA - E A Conway Medical Center</p> <p>Enter "SH2036110".</p>
6.	<p>Click the Get Employees button.</p> <p><i>NOTE: The results will display at the bottom of the page.</i></p> <div data-bbox="347 1612 659 1654" style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffffcc;">Get Employees</div>

Step	Action
7.	<p><u>To Run for an Individual:</u></p> <p>Enter the Employee ID number in the EmplID field to run the Exceptions report for an individual.</p> <p>Enter the desired information into the Value field. Enter "7 - digit Employee ID Number".</p>
8.	<p>Click the Get Employees button.</p> <p><i>NOTE: The results will display at the bottom of the page.</i></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="text-align: center; background-color: #ffffcc;">Get Employees</p> </div>
9.	Click the scrollbar.



Step	Action
10.	<p>Filter Options allows you to narrow your results based on selected parameters for an entire department or individual.</p> <p>Click the Arrow button to the left of Filter Options.</p> <p><i>NOTE: In this exercise, we will be utilizing the Filter Options to view results for an entire department.</i></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="text-align: center; background-color: #003366; color: white;">▶ Filtering Options</p> </div>

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Home | Add to Favorites | Sign out

Favorites | Main Menu > Time and Labor > View Exceptions and Attendance > Exceptions

Global Payroll Paygroup

Clear Selection Criteria | Save Selection Criteria | Get Employees

Instructions

Filtering Options

*Date Filter: equal to Start Date:

Employee Filter: equal to Employee ID:

*Exception Filter: equal to Exception ID:

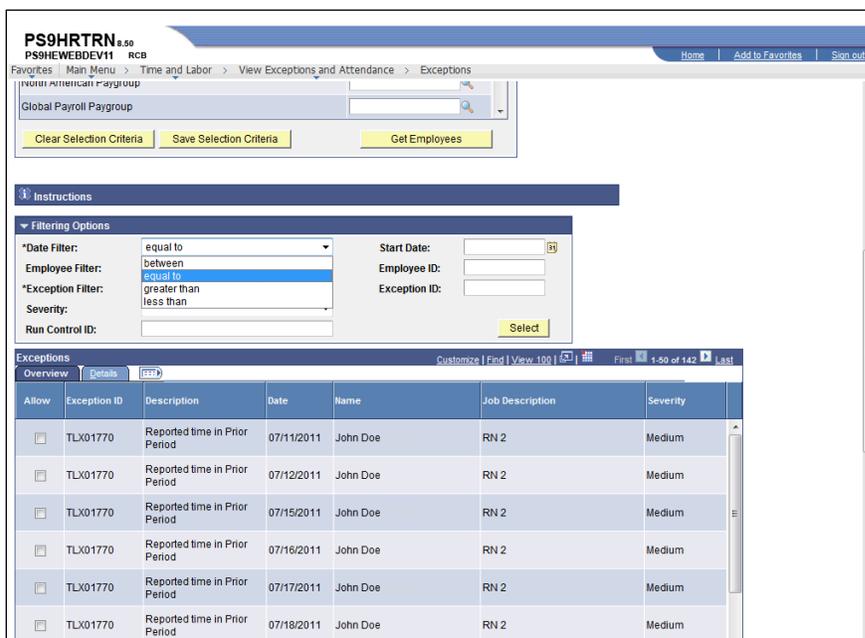
Severity:

Run Control ID: **Select**

Exceptions Customize | Find | View: 100 | First 1-50 of 142 Last

Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/11/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/12/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/15/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/16/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/17/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/18/2011	John Doe	RN 2	Medium

Step	Action
11.	<p>You can select a date, or a date range, that will allow you to view Exceptions that occurred on that date or within the date range.</p> <p>Click the Date Filter list.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> equal to ▼ </div>



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Home | Add to Favorites | Sign out

Favorites | Main Menu > Time and Labor > View Exceptions and Attendance > Exceptions

Global Payroll Paygroup

Clear Selection Criteria | Save Selection Criteria | Get Employees

Instructions

Filtering Options

*Date Filter: equal to | Start Date:

Employee Filter: between | Employee ID:

*Exception Filter: selected | greater than | less than | Exception ID:

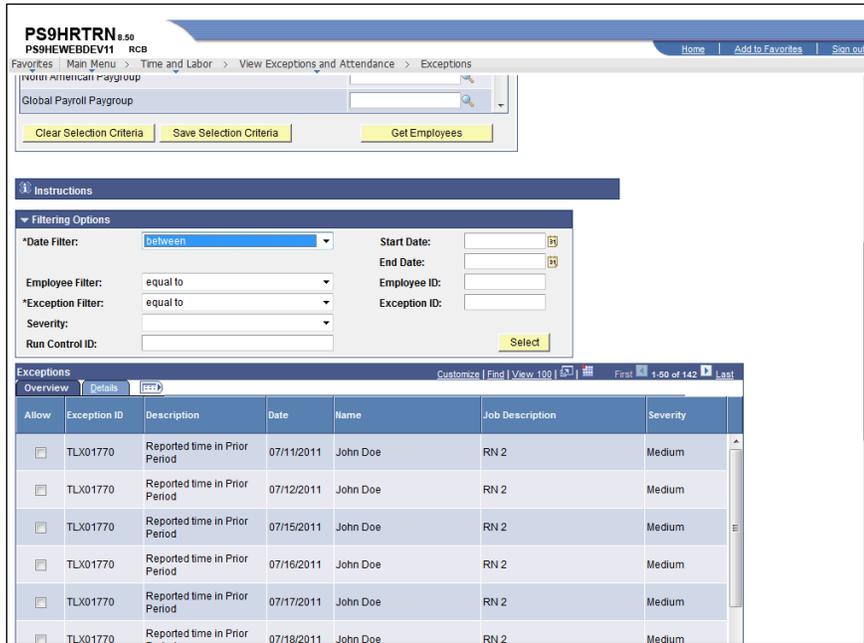
Severity:

Run Control ID: **Select**

Exceptions | Overview | Details | | First | 1-50 of 142 | Last

Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/11/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/12/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/15/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/16/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/17/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/18/2011	John Doe	RN 2	Medium

Step	Action
12.	Click the between option from the drop-down list. <input type="text" value="between"/>



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Home | Add to Favorites | Sign out

Favorites | Main Menu > Time and Labor > View Exceptions and Attendance > Exceptions

Global Payroll Paygroup

Clear Selection Criteria | Save Selection Criteria | Get Employees

Instructions

Filtering Options

*Date Filter: **between** Start Date: End Date:

Employee Filter: equal to Employee ID:

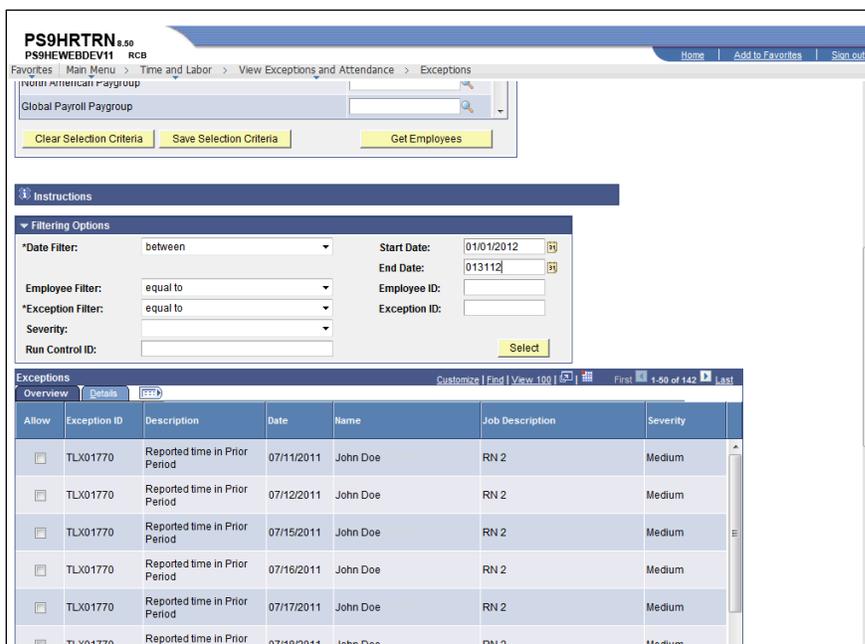
*Exception Filter: equal to Exception ID:

Severity: Run Control ID: Select

Exceptions Overview | Details | [11] | Customize | Find | View 100 | First 1-50 of 142 Last

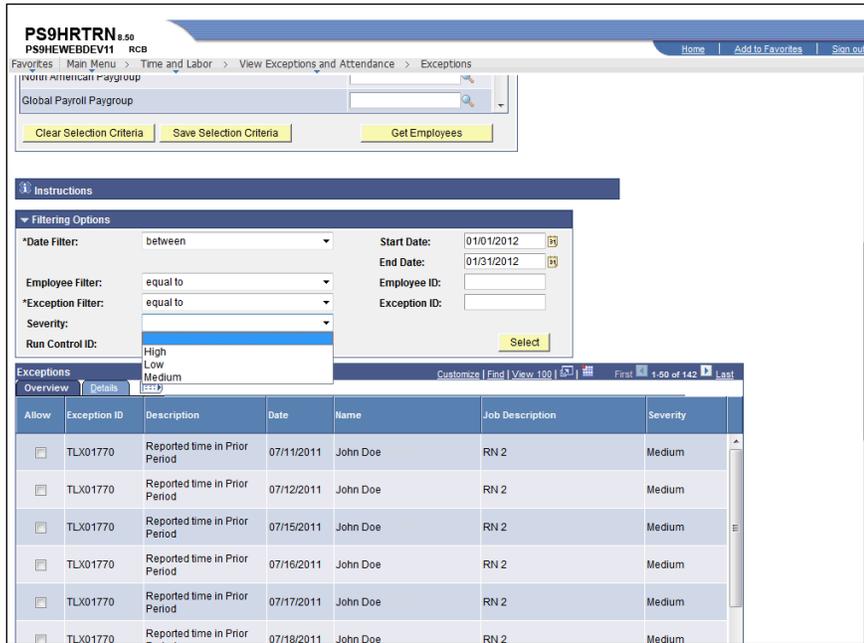
Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/11/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/12/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/15/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/16/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/17/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior	07/18/2011	John Doe	RN 2	Medium

Step	Action
13.	<p>NOTE: By selecting the <i>between</i> option, the system automatically displayed an additional date box.</p> <p>Enter the desired information into the field. Enter "121409", or the pay period Start Date.</p>
14.	<p>Enter the desired information into the field. Enter "122709", or the pay period End Date.</p>
15.	<p>If you wish to filter all results except for those of a specified person, you would enter the Employee ID in the EmplID field.</p>



Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/11/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/12/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/15/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/16/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/17/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior	07/18/2011	John Doe	RN 2	Medium

Step	Action
16.	<p>Exceptions are identified based on Severity. <i>High Priority Exceptions must be corrected in the timesheet.</i></p> <p>Some Medium exceptions such as “Missing Punch” would need to be corrected in order for the employee to be paid. All others should be reviewed and may be used as management tools. Low Priority Exceptions may also be used as management tools.</p> <p>Click the Severity list.</p> <div style="border: 1px solid black; width: 200px; height: 20px; margin-left: 20px; display: flex; align-items: center; justify-content: flex-end; padding-right: 5px;"> ▼ </div>



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Home | Add to Favorites | Sign out

Global Payroll Paygroup

Clear Selection Criteria | Save Selection Criteria | Get Employees

Instructions

Filtering Options

*Date Filter: between Start Date: 01/01/2012 End Date: 01/31/2012

Employee Filter: equal to Employee ID:

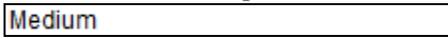
*Exception Filter: equal to Exception ID:

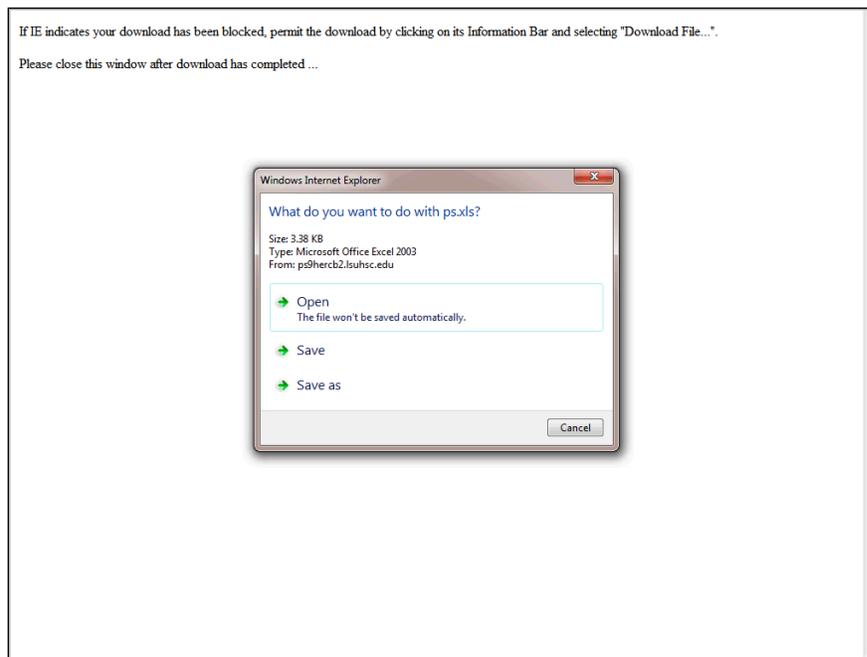
Severity:

Run Control ID: High Low Medium

Exceptions Overview | Details

Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/11/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/12/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/15/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/16/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/17/2011	John Doe	RN 2	Medium
<input type="checkbox"/>	TLX01770	Reported time in Prior Period	07/18/2011	John Doe	RN 2	Medium

Step	Action
17.	Click the Medium option from the drop-down list. 
18.	To Print: You may also download the exceptions into an excel spreadsheet: Click the Download button on the blue ribbon next to the Find link. 



Step	Action
19.	Click the Open button.
20.	Once the Exceptions download into an Excel Spreadsheet Select File, and Print from your Toolbar to get a hardcopy of the Employee(s) Exceptions.
21.	This completes Exceptions . End of Procedure.

Appendix

Transaction Time Rounding

Transaction time rounding rounds all time to the nearest tenth of an hour and works as follows: each tenth of an hour is six minutes in length. Below is a table that breaks down the windows of each tenth of an hour.

57 minutes - 02 minutes = .0
03 minutes - 08 minutes = .1
09 minutes - 14 minutes = .2
15 minutes - 20 minutes = .3
21 minutes - 26 minutes = .4
27 minutes - 32 minutes = .5
33 minutes - 38 minutes = .6
39 minutes - 44 minutes = .7
45 minutes - 50 minutes = .8
51 minutes - 56 minutes = .9
57 minutes - 02 minutes = .0

The 6 minutes which are rounded to the nearest hour or half-hour are now rounded 6 minutes according to the schedule which has been entered in Time & Labor.

For the clocking transactions "1 and 9" the employee will have from six minutes before until six minutes after the scheduled time to clock. For example, an employee clocks in with a "1" at 8:06; the transaction will be rounded to 8:00, if the employee's scheduled in time is 8:00 am.

Clock Codes

1

Clock In

Employee clock in for work

2

Call In

Employee called back to work

5

Dept/Job Class Change

Employee floats to another dept.

9

Clock out

Employee Clock out from work