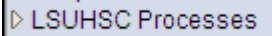
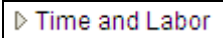
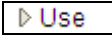


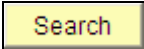
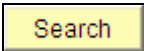

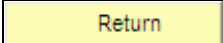



Overview of an Employee Timesheet

Step	Action
1.	Click the LSUHSC Processes link. 
2.	Click the Time and Labor link. 
3.	Click the Use link. 
4.	Click the Timesheet link. Note: You can add this navigation path to your favorites by clicking Add to Favorites at the top of your screen. 
5.	Click the Collapse Menu button. 
6.	There are two recommended ways to search for an employees timesheet: EmplID and Department ID First let's Search using EmplID : Enter the EmplID for an employee into the appropriate field. 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.
7.	Click the Search button to display the employee's current timesheet. Note: You will not be able to edit or make corrections to your own timesheet. 

Step	Action
8.	<p>Now let's search using the Department ID:</p> <p>Enter the Department ID into the Department field.</p> <p>Note: When searching by Department Number you must enter the following codes before your department number:</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> <p>0080084</p>
11.	<p>The Header of the timesheet contains the Name and EmplID of the employee whose timesheet is being viewed.</p>
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>

Step	Action
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;</p> <p>Description: Leave option associated with specified plan type;</p> <p>Accrual Date: Date the system last updated leave time;</p> <p>Timesheet Balance: Amount of time used by an employee since last system update; and</p> <p>Leave Balance: Current amount of leave time earned and available for use by the employee.</p> <p>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.</p>
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> 
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>
17.	<p>Click the Return button to return to the employee's timesheet.</p> 
18.	<p>Click the Down button of the scrollbar to view additional page information.</p> 

Step	Action
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>
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) Skipped Meal: Indicates if employee will receive pay for meal break 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; CallBack: Indicates the employee is due CallBack compensation; Department Transfer: Indicates the employee worked as a float in another department; and 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>

Step	Action
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; Earliest Chg Dt: The earliest date the Time Admin process will include. 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 Tot Hours: Total time payable for the selected pay period.</p>
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 Data1: Indicates the punch time that cause the exception; Msg Data2: 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>

Step	Action
27.	The Schedules section provides information on: 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.
28.	This completes <i>Overview of an Employee Timesheet</i> . End of Procedure.