

Online Attendance Certification – Employee

Warning! We recommend against using public or shared computers to access Employee Self-Service. To protect the security of this information, it is important for you to follow the sign out procedures in the training documents, **delete the Internet cache prior to closing the browser, and confirm ALL browser windows are closed at the end of your session.**

1. Beginning December 1, 2016 through February 1, 2017, LSUNO will implement the use of an online attendance certification process for all salaried employees. Departments will be notified of their scheduled rollout date. The online process will replace the current paper/email process for certifying attendance.

Outlook will be used as the means of notifying employees that certification is required via email. The employee will certify his/her attendance within PeopleSoft Self-Service.

NOTE: Attendance Certification must be completed by the 10th of each month.

2. The Email notification life cycle is defined as follows:
 - **5th of each month** - an email notification will be sent to employees requesting that they electronically sign their attendance certification statement.
 - **9th of each month** – email reminder sent to those that have not yet certified.
 - **11th of each month** - Supervisors will receive an email notification to certify attendance for each of their direct reports. The email will provide the status of each direct report's certification.

NOTE: Supervisor Overrides: In the event that an employee is on extended leave and unable to certify, Supervisors can still complete their required certification by providing an override reason (transfer, termination, extended leave, FMLA) and comments explaining the need for the override. When the employee returns s/he can certify for previous months.

- **14th of each month** - Supervisors failing to certify for one or more employees will receive a reminder.

NOTE: If the employee and/or supervisor have not certified by the 15th, overdue notices will be sent.

- **15th of each month** - Employees failing to certify receive an Overdue Notice. Their supervisor is also notified that the employee's certification is overdue.
- **20th of each month** – Supervisors failing to certify for their direct reports receive an Overdue Notice. Their immediate supervisor also receives a notice.
- **25th of each month** – HR is notified of all employees and supervisors who have not certified.

Job Aid

- On the 5th of each month, you will receive the email displayed here. Click the **Employee Certification** link.



The screenshot shows an email interface. At the top, there are icons for search, print, and other actions, followed by fields for FROM, SUBJECT, and RECEIVED. The email content includes a header with the sender 'PeopleSoft LSUHSC <no-reply>' and the subject 'Test HRTRN: Time Certification Statement for the month of October 2016'. The body of the email contains the text: 'Please click the link below to electronically sign your monthly time worked certification statement by the 10th of the month.' Below this text is a blue button labeled 'Employee Certification'.

- Enter the desired information into the **User ID** field. Enter a valid value e.g. "**Your PeopleSoft User ID**".
Enter the desired information into the **Password** field. Enter a valid value e.g. "**Your PeopleSoft Password**".

PeopleSoft HRSA - PS9HRTRN 1

User ID

Password






- Review the Leave Reported data for accuracy.

Leave Reported		Find View 100	First	1-10 of 286	Last
Start Date	End Date	Description	Hours	Status	
09/23/2016	09/23/2016	MONTHLY-ANNUAL LEAVE	8.00	Approved	
09/09/2016	09/09/2016	MONTHLY-ANNUAL LEAVE	8.00	Approved	
08/26/2016	08/26/2016	MONTHLY-ANNUAL LEAVE	2.00	Approved	
08/25/2016	08/25/2016	MONTHLY-SICK LEAVE	2.00	Approved	

- Review the certification message located above the Certification History section. By clicking the Submit button, you are attesting that the information provided is correct.

By pressing submit, I certify that all leave I have taken of any type during the monthly period is reported, and that leave time, together with my hours worked plus paid holidays, equals the required number of hours commensurate with the conditions of my appointment.


- Click the **Submit** button to certify your attendance.
NOTE: If the information provided is not correct, do not click the Submit button and notify your Supervisor of any discrepancies.

Certifications History					Find View All  	First  1 of 1  Last
Certify	Begin Date	End Date	Date/Time Employee Certified	Supervisor Name		
Submit	10/01/2016	10/31/2016		John Doe 		

- A confirmation message displays.
Click the **OK** button.

Message

You have certified the following period:

End Date	Supervisor Name
10/31/2016	John Doe 

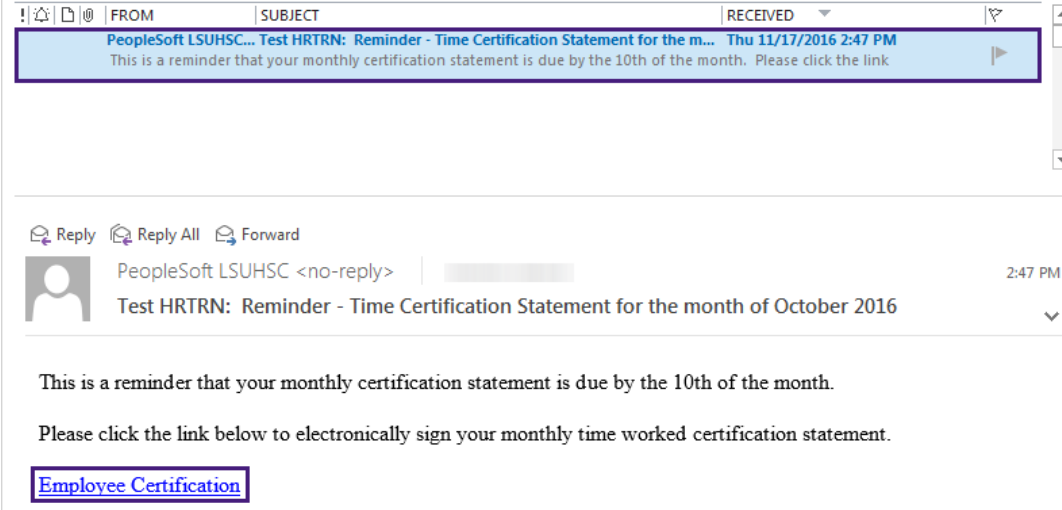
OK

- Click the **Home** link.
Click the **Sign out** link.



Additional Email Notifications

10. On the **9th of each month**, **employees** will receive the email displayed here as a reminder to certify their attendance.



The screenshot shows an email interface. At the top, there is a header bar with fields for FROM, SUBJECT, and RECEIVED. The email is from PeopleSoft LSUHSC and is titled "Test HRTRN: Reminder - Time Certification Statement for the m...". The subject line is partially truncated. The email body contains the following text:

Reply Reply All Forward

PeopleSoft LSUHSC <no-reply> 2:47 PM

Test HRTRN: Reminder - Time Certification Statement for the month of October 2016

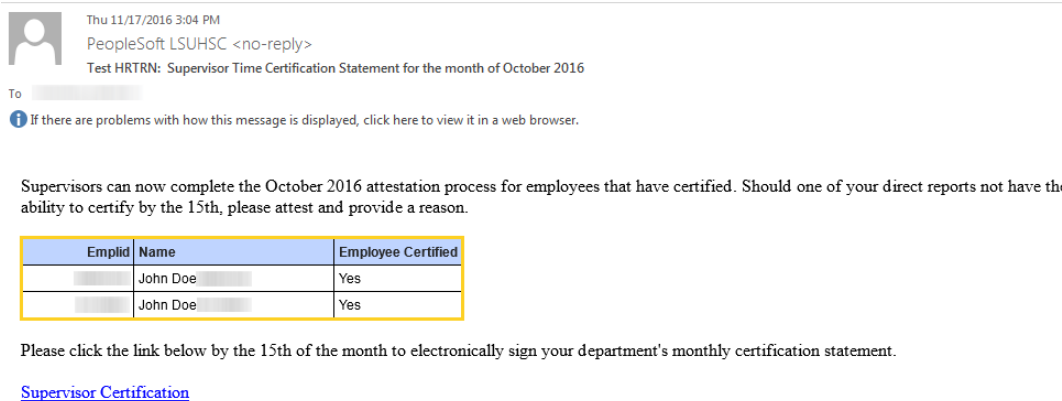
This is a reminder that your monthly certification statement is due by the 10th of the month.

Please click the link below to electronically sign your monthly time worked certification statement.

[Employee Certification](#)

NOTE: Complete steps 3 - 9 to certify attendance.

11. On the **11th of each month**, **Supervisors** will receive the email displayed here showing each direct report's attendance certification status.



The screenshot shows an email interface. The email is from PeopleSoft LSUHSC and is titled "Test HRTRN: Supervisor Time Certification Statement for the month of October 2016". The email body contains the following text:

Thu 11/17/2016 3:04 PM

PeopleSoft LSUHSC <no-reply>

To: [Redacted]

If there are problems with how this message is displayed, click here to view it in a web browser.

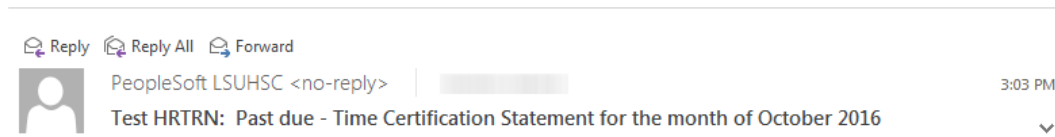
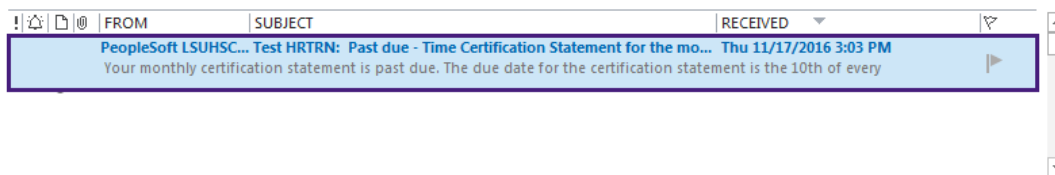
Supervisors can now complete the October 2016 attestation process for employees that have certified. Should one of your direct reports not have the ability to certify by the 15th, please attest and provide a reason.

EmpId	Name	Employee Certified
[Redacted]	John Doe	Yes
[Redacted]	John Doe	Yes

Please click the link below by the 15th of the month to electronically sign your department's monthly certification statement.

[Supervisor Certification](#)

- On the **15th of each month**, employees who have failed to certify will receive the Overdue Notice displayed here. The employee's Supervisor will also be notified that the employee's certification is overdue.



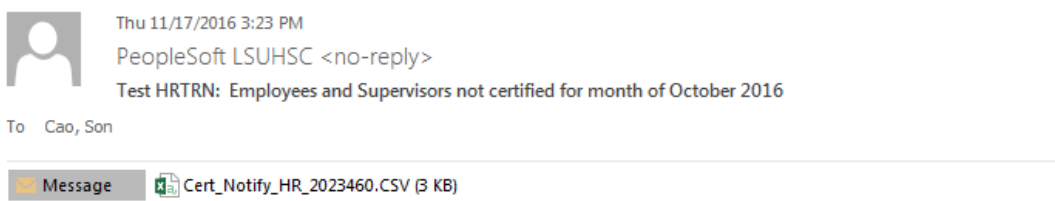
Your monthly certification statement is **past due**. The due date for the certification statement is the 10th of every month.

Please click the link below to electronically sign your monthly time worked certification statement.

[Employee Certification](#)

NOTE: Complete steps 3 - 10 to certify attendance.

- On the **25th of each month**, Human Resource Management (HRM) is notified of **all employees** who have ***not*** certified their attendance for the indicated month.



The following employees and supervisors did not complete their certification for month of October 2016.

Total number of employee certification needed: 9

Total number of supervisor certification needed: 4

For details see attached Cert_Notify_HR_2023460.CSV.

- This completes ***Online Attendance Certification - Employee.***