



# **Time and Labor Timekeepers LSUNO V9.1**

**Version Date: October 4, 2016**

**Training Guide**  
**Time and Labor Timekeepers LSUNO V9.1**

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## **Time and Labor Timekeepers – LSUNO V9.1**

### **Time and Labor Introduction - LSUNO**

#### **Introduction**

The Louisiana State University Health Science Center at New Orleans (LSUHSC) 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 automates the manual processes related to tracking employee's time. It applies complex pay rules which enforce policies more effectively. This manual contains the information needed to learn the functions and procedures involved in entering timesheet information into Time and Labor.

Timekeepers should review employee's time information weekly to identify any discrepancies. The Time Detail reports are to be run at the end of the pay period and must be distributed to the employees for their review and signature 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 employee's timecards.
- Make edits to employee's 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.

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## **Time and Labor Timesheet Overview**

### **Navigation and Overview of Timesheet - LSUNO**

#### **Procedure**

By the end this topic, you will be able to:

- Access an Employee's timesheet from the PeopleSoft main menu.
  
- Overview of an employee's timesheet and its components.



#### **Overview of Hourly Timesheet**

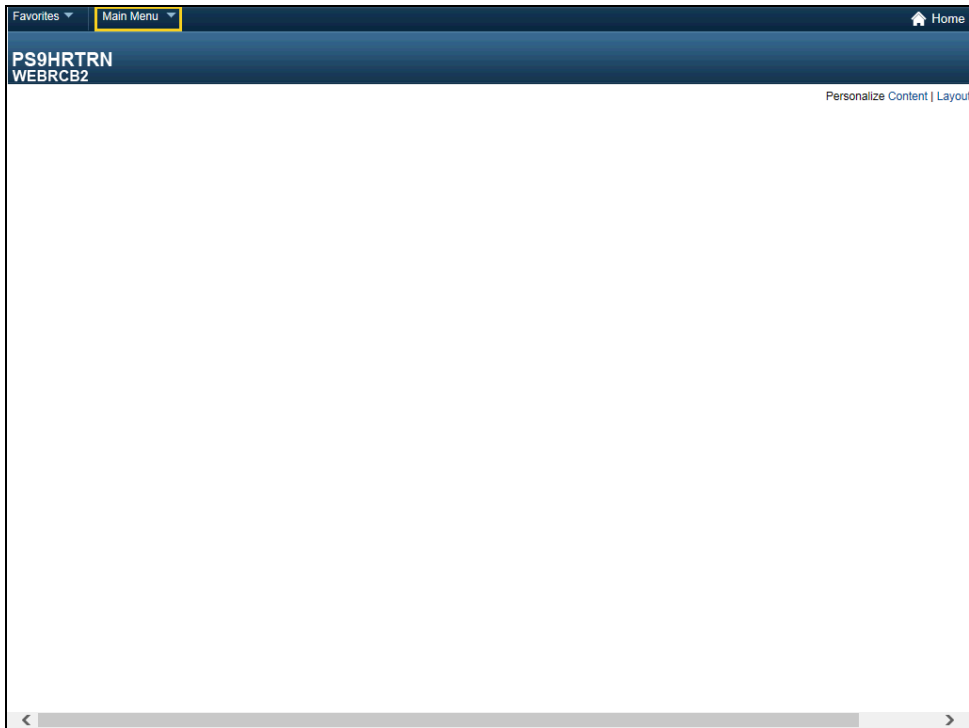
A timesheet is a record of an employee's beginning and ending work time each day or each job. The Timesheet is where the time an employee spends in job related activities is entered, reviewed, edited and approved. In PeopleSoft Time and Labor, the timesheet workspace is divided into these areas:

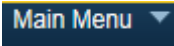
- The Header - List the employee's ID, Record Number and Name
- Empl Data section - All data displayed in this section comes from the Job Data record.
- Begin and End Data - Pay Period from the Pay Calendar Table.
- Pay Rule Line - Summary of the custom Pay Rule section from the compensation page in Job Data.
- TL Leave Data - Summary of Vacation and Sick leave.
- Timesheet Grid - Where time is entered and displayed.
- Time Admin Status - Status of the Run Admin Process.
- Payable Time Totals - Total hours by TRC (Time Record Code) and Weeks.
- Payable Details - Summary of hours by TRC for current pay period.
- Schedule - List employee's work schedule.

Punches represent a person's actions and mark the time for the starting or stopping of a work interval. Punches can be added, edited, and deleted from within the hourly timesheet grid.

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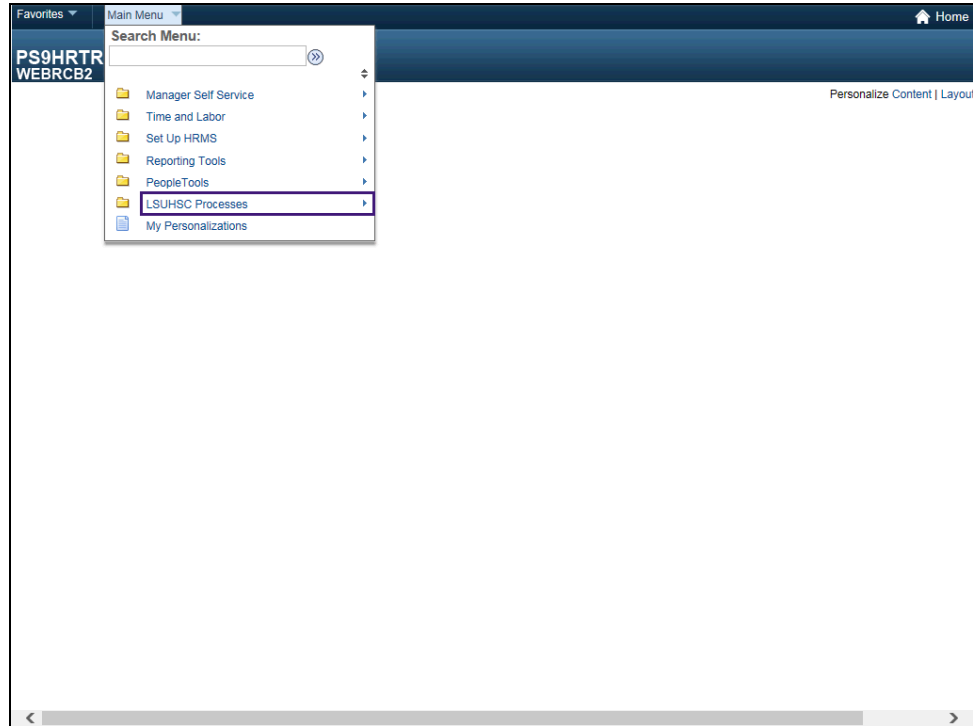
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
1.	Click the <b>Main Menu</b> button. 

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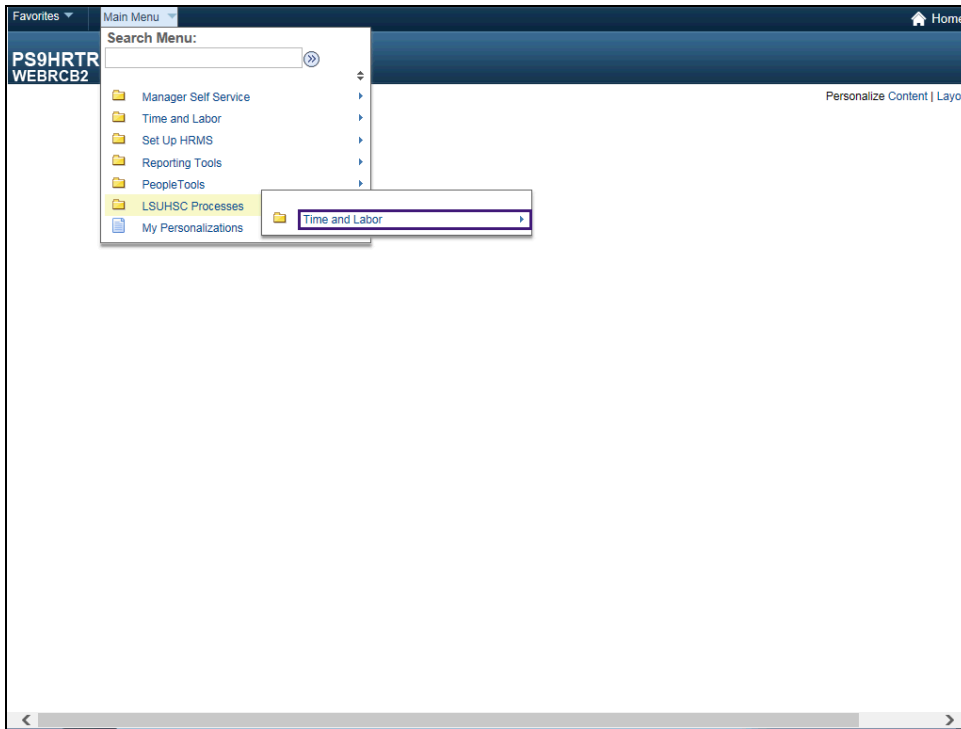
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Step	Action
2.	Click the <b>LSUHSC Processes</b> menu. <a href="#">LSUHSC Processes</a> ▶

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## Time and Labor Timekeepers LSUNO V9.1

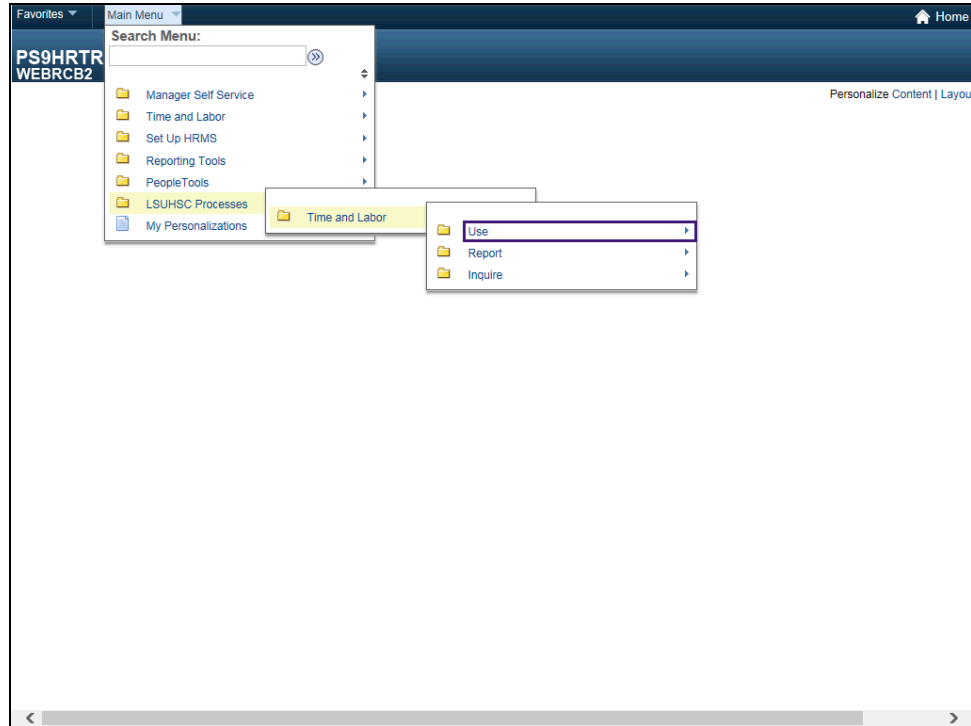



Step	Action
3.	Click the <b>Time and Labor</b> menu. <a href="#">Time and Labor</a> ▶



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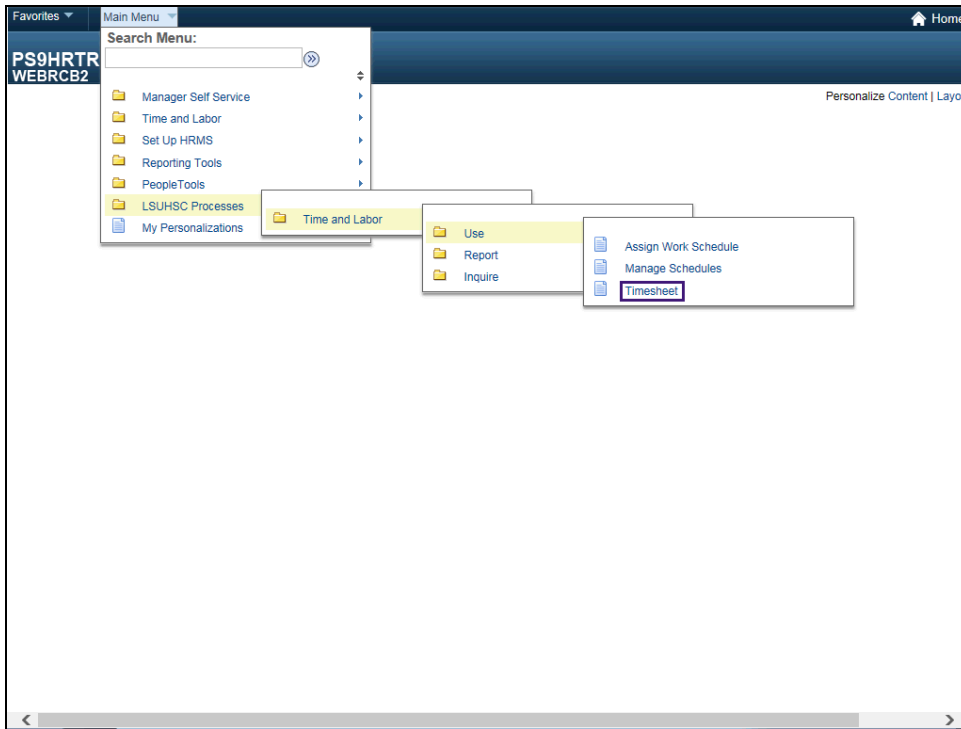
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
4.	Click the <b>Use</b> menu. 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1



Step	Action
5.	Click the <b>Timesheet</b> menu. <a href="#">Timesheet</a>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Favorites Main Menu > LSUHSC Processes > Time and Labor > Use > Timesheet Home

**PS9HRTRN**  
**WEBRCB2** New Window | Help |

**Timesheet**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Empl ID:

Rcd#:

Date:

Name:

Location Set ID:

Location Code:

Class Indc:

F/P Time:

Set ID:

Department:

Status:

Case Sensitive

[Basic Search](#)

Step	Action
6.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>Empl ID</b> ".

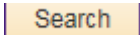
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## Time and Labor Timekeepers LSUNO V9.1

The screenshot displays the 'Timesheet' search interface. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > > LSUHSC Processes > Time and Labor > Use > Timesheet'. Below this, the user's ID 'PS9HRTRN' and 'WEBRCB2' are shown. A 'New Window | Help |' link is also present. The main heading is 'Timesheet', followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button and a 'Search Criteria' section. The search criteria section contains the following fields:

- Empl ID: begins with [input field]
- Rcd#: [=] [input field]
- Date: [=] [input field]
- Name: begins with [input field]
- Location Set ID: begins with [input field]
- Location Code: begins with [input field]
- Class Indc: [=] [input field]
- F/P Time: [=] [input field]
- Set ID: begins with [input field] (value: SHARE)
- Department: begins with [input field]
- Status: [=] [input field] (value: Active)

There is also a 'Case Sensitive' checkbox. At the bottom of the search criteria section, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search' button is highlighted with a red box in the original image.

Step	Action
7.	Click the <b>Search</b> button. 

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## Time and Labor Timekeepers LSUNO V9.1

[Favorites](#) > [Main Menu](#) > [LSUHSC Processes](#) > [Time and Labor](#) > [Use](#) > [Timesheet](#)
Home

**PS9HRTRN**  
WEBRCB2

New Window | Help | Personalize Page |

Time Entry

**Empl ID:**  **Rcd#:** 0 **John Doe**

**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    **OVT:** 40\_O1-R  
**Dept ID:** NO

**Begin Date:** 09/12/2016    **End Date:** 09/25/2016    [Pay Rule](#)

Save    **Date:** 09/19/2016    Refresh    << Previous Period    Next Period >>

**TL Leave Data** 1 of 2

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	07/17/16		1260.700
51	Vacation	07/17/16		1317.500

**Punch and Elapsed Time Detail** 1 of 16

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Comment Code
	09/12/16	Mon	<input type="checkbox"/>										
	09/13/16	Tue	<input type="checkbox"/>										
	09/14/16	Wed	<input type="checkbox"/>										
	09/15/16	Thu	<input type="checkbox"/>										
	09/16/16	Fri	<input type="checkbox"/>										
	09/17/16	Sat	<input type="checkbox"/>										
	09/18/16	Sun	<input type="checkbox"/>										
	09/19/16	Mon	<input type="checkbox"/>										
	09/20/16	Tue	<input type="checkbox"/>										
	09/21/16	Wed	<input type="checkbox"/>										
	09/22/16	Thu	<input type="checkbox"/>										
	09/23/16	Fri	<input type="checkbox"/>										

Step	Action
8.	The Employee's EmplID, Record Number, and Name are displayed on the Header, located at the top of the Timesheet.

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## Time and Labor Timekeepers LSUNO V9.1

Step	Action
9.	<p>The EMPL Data section provides a summary of the employee's Job Data.</p> <p>The fields are defined as follows:</p> <p><b>Class Indc:</b> Classified or Unclassified.</p> <p><b>Meal:</b> Defines the rules of a meal deduction.</p> <p><b>Job Code:</b> Job code and description of position.</p> <p><b>DeptID:</b> Department number and Name.</p> <p><b>F/P:</b> Full-time or Part time indicator.</p> <p><b>Std Hrs:</b> Number of standard hours worked in a week.</p> <p><b>Term DT:</b> Blank for all active employees.</p> <p><b>OVT:</b> Defines overtime compensation options.</p>

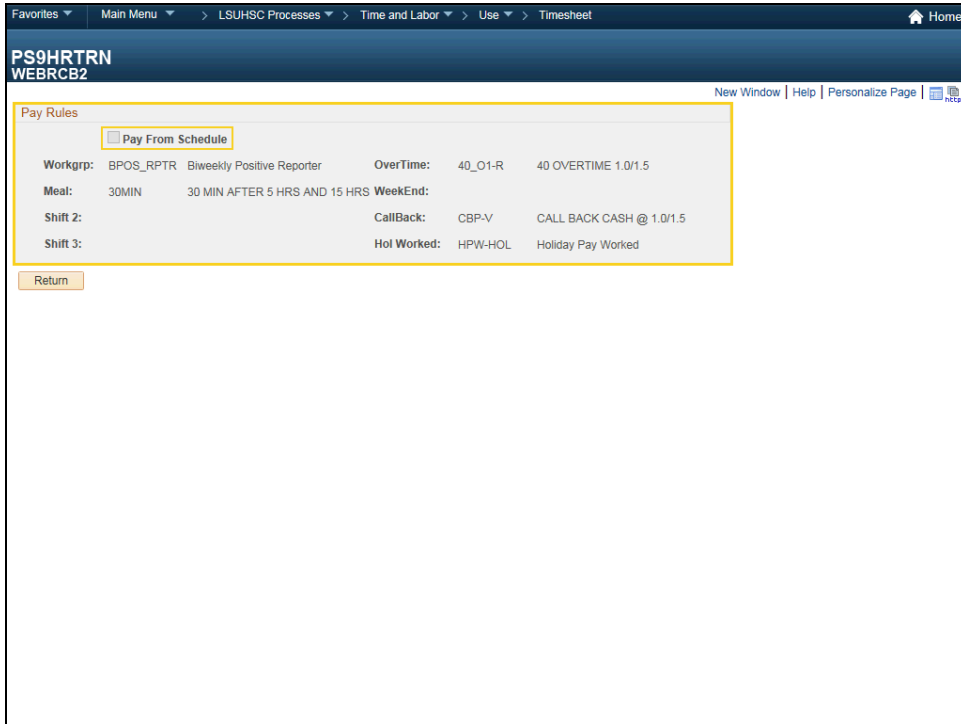
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## Time and Labor Timekeepers LSUNO V9.1

Step	Action
10.	<p><b>Begin Date:</b> Begin date of the Pay Period from the Pay Calendar table.</p> <p><b>End Date:</b> End date of the Pay Period from the Pay Calendar table.</p> <p>The Pay Rules link is a summary of the custom Pay Rule section on the Compensation page in Job Data.</p> <p>Click the <b>Pay Rule</b> link.</p> <p><a href="#">  Pay Rule  </a></p>

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## Time and Labor Timekeepers LSUNO V9.1

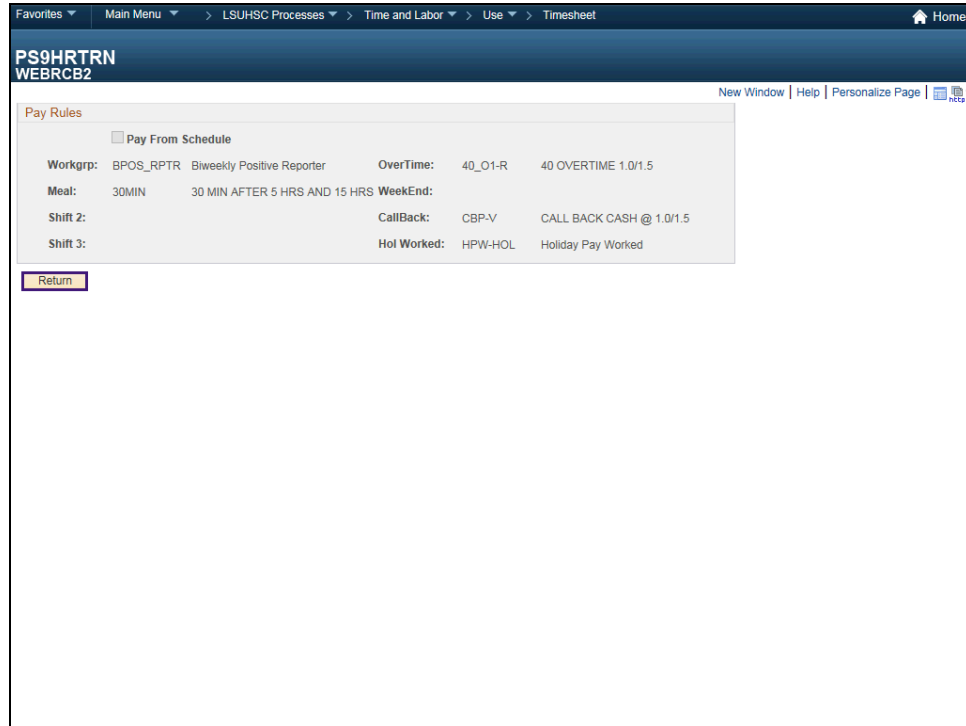


Step	Action
11.	<p><b>Pay Rules Section:</b></p> <p>The Pay From Schedule checkbox located at the top of the Pay Rules Section. In this example the check box is not checked, and the employee <b>will not</b> be paid from schedule. If the Pay From Schedule checkbox is checked, the employee is paid from their schedule.</p> <p>The Pay Rules are defined as follows:</p> <p><b>Workgrp:</b> Designates if employee punches time or just exceptions.  <b>Meal:</b> Defines the rule for meal deduction.  <b>Shift2:</b> Indicates if the employee is eligible for Evening shift differential pay.  <b>Shift3:</b> Indicates if the employee is eligible for Night shift differential pay.  <b>Overtime:</b> Defines overtime compensation options.  <b>Weekend:</b> Indicates if the employee is eligible for Weekend shift differential pay.  <b>Callback:</b> Defines Call-Back compensation options.  <b>Hol Worked:</b> Defines compensation options for holidays worked.</p>



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## Time and Labor Timekeepers LSUNO V9.1



Step	Action
12.	Click the <b>Return</b> button.

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## Time and Labor Timekeepers LSUNO V9.1

The screenshot displays the 'Time Entry' section for employee John Doe. It includes fields for Employee ID, Record Number, and Department (LSUNO Anatomy). A table titled 'TL Leave Data' is highlighted, showing leave balances for Sick and Vacation leave types.

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	07/17/16		1260.700
51	Vacation	07/17/16		1317.500

Step	Action
13.	<p>The Time and Labor Leave Data section provides summary information regarding an employee's Sick and Vacation leave.</p> <p><i>The fields are defined as follows:</i></p> <p><b>Plan Type:</b> Numerical value assigned to a leave option for which the employee is eligible. 50 - Sick, 51 - Vacation.</p> <p><b>Description:</b> List full description of the Plan Type.</p> <p><b>Accrual Date:</b> Last Date the leave accrual ran for this employee.</p> <p><b>Timesheet Balance:</b> Outstanding balance that will be processed the next time leave accrual runs.</p> <p><b>Leave Balance:</b> Balance of leave for a specified plan type as of the last time the accrual process ran.</p>

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[Favorites](#) > [Main Menu](#) > [LSUHSC Processes](#) > [Time and Labor](#) > [Use](#) > [Timesheet](#)
[Home](#)

**PS9HRTRN**  
**WEBRCB2**

[Save](#)      Date: 09/19/2016    [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	Comment Code
+/-	09/12/16	Mon	<input type="checkbox"/>			BS							
+/-	09/13/16	Tue	<input type="checkbox"/>			BS							
+/-	09/14/16	Wed	<input type="checkbox"/>			BS							
+/-	09/15/16	Thu	<input type="checkbox"/>			BS							
+/-	09/16/16	Fri	<input type="checkbox"/>			BS							
+/-	09/17/16	Sat	<input type="checkbox"/>			BS							
+/-	09/18/16	Sun	<input type="checkbox"/>			BS							
+/-	09/19/16	Mon	<input type="checkbox"/>			BS							
+/-	09/20/16	Tue	<input type="checkbox"/>			BS							
+/-	09/21/16	Wed	<input type="checkbox"/>			BS							
+/-	09/22/16	Thu	<input type="checkbox"/>			BS							
+/-	09/23/16	Fri	<input type="checkbox"/>			BS							
+/-	09/24/16	Sat	<input type="checkbox"/>			BS							
+/-	09/25/16	Sun	<input type="checkbox"/>			BS							

[Save](#)

Time Admin Status		
Last Update Date/Time	Earliest Chg Dt	Run TA?
08/01/16 6:00:34PM	08/15/2016	N

Payable Totals		Payable Detail						Schedules				
TRC	Tot Hours	Date	Day	TRC	Quantity	Department	Status	Reason	Date	Day	Start Time	End Time
Total Week 1	0.00								09/12/16	Mon	8:30AM	5:00PM

Step	Action
14.	The Punched and Elapsed Time Detail sections is also referred to as the Timesheet Grid.

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## Time and Labor Timekeepers LSUNO V9.1



<u>Column Heading</u>	<u>Description</u>
-----------------------	--------------------

**Plus [+] Button** - Add another Row to Time sheet

**Minus [-] Button** - Delete Row from Time sheet

**Date** - Date the punch occurred.

**Day** - Day of week.

**Xfer** - Check box to indicate the employee floated to another department, or links punch data sets when an employee punches In and Out multiple times on a schedule workday,

*NOTE: Xfer will always be checked if punch times is from clock with transfer*

**In Time** - Time recorded as an in punch, when the employee starts their work day

**Out Time** - Time recorded as an out punch, when the employee ends their work day

**TRC** - TRC's (Time Record Codes) used to manually enter time, i.e. Leave.

*NOTE: Cannot be used with punch time*

**Hours** - Number of hours punched or leave time associated with specified date.

**Cumulative** - List a cumulative total of all hours in the pay period as of a specific day. Cumulative hours should not be confused with Payable Hours.

**Skip Meal** - Timekeeper can indicate if employee will receive pay for a 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 Call Back compensation.

**Override Overtime** - The business unit has the ability to override overtime with either 1.0 or 1.5 cash

**Comment Code** - Comment Code used by the Timekeeper to specify reason for Manual Edits, or Overtime Override

**Account Code** - LSUNO payroll utilizes the account code feature if time is paid by another department.

**Edit CF** - LSUNO Payroll unitizes to edit the Account Code.

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## Time and Labor Timekeepers LSUNO V9.1

Favorites ▾ Main Menu ▾ > LSUHSC Processes ▾ > Time and Labor ▾ > Use ▾ > Timesheet Home

**PS9HRTRN**  
**WEBRCB2**

Save Date: 09/19/2016 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	Comment Code
+	-	09/12/16	Mon	<input type="checkbox"/>									
+	-	09/13/16	Tue	<input type="checkbox"/>									
+	-	09/14/16	Wed	<input type="checkbox"/>									
+	-	09/15/16	Thu	<input type="checkbox"/>									
+	-	09/16/16	Fri	<input type="checkbox"/>									
+	-	09/17/16	Sat	<input type="checkbox"/>									
+	-	09/18/16	Sun	<input type="checkbox"/>									
+	-	09/19/16	Mon	<input type="checkbox"/>									
+	-	09/20/16	Tue	<input type="checkbox"/>									
+	-	09/21/16	Wed	<input type="checkbox"/>									
+	-	09/22/16	Thu	<input type="checkbox"/>									
+	-	09/23/16	Fri	<input type="checkbox"/>									
+	-	09/24/16	Sat	<input type="checkbox"/>									
+	-	09/25/16	Sun	<input type="checkbox"/>									

Save

Time Admin Status		
Last Update Date/Time	Earliest Chg Dt	Run TA?
08/01/16 6:00:34PM	08/15/2016	N

Payable Totals		Payable Detail						Schedules				
TRC	Tot Hours	Date	Day	TRC	Quantity	Department	Status	Reason	Date	Day	Start Time	End Time
Total Week 1	0.00								09/12/16	Mon	8:30AM	5:00PM

Step	Action
15.	<p>The Timesheet Colors used to highlight row or field indices the following:</p> <p><b>Grey Row</b> - Row that is being edited</p> <p><b>Green Row</b> - Indicates a Holiday</p> <p><b>Red Row</b> - Indicates an error on the row.</p> <p><b>Yellow Row</b> - Indicates a row has been added to the timesheet.</p> <p><b>Red Field</b> - Indicates a missed punch.</p> <p><b>Purple Field</b> - Indicates a Transfer was recorded, and the OUT punch was missed on the original punch.</p>

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## Time and Labor Timekeepers LSUNO V9.1

The screenshot displays the LSUNO V9.1 Time and Labor interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'LSUHSC Processes', 'Time and Labor', 'Use', and 'Timesheet'. Below this, the user ID 'PS9HRTRN' and 'WEBRCB2' are shown. The main area contains a grid for entering time for dates from 09/21/16 to 09/25/16. Below the grid are several summary and detail sections:

- Time Admin Status:** A table with columns 'Last Update Date/Time', 'Earliest Chg Dt', and 'Run TA?'. The values are '08/01/16 6:00:34PM', '09/15/2016', and 'N' respectively.
- Payable Totals:** A table with columns 'TRC' and 'Tot Hours'. The values are 'Total Week 1: 0.00', 'Total Week 2: 0.00', 'Total Leave: 0.00', and 'Total Period Hours: 0.00'.
- Payable Detail:** A table with columns 'Date', 'Day', 'TRC', 'Quantity', 'Department', 'Status', and 'Reason'.
- Schedules:** A table with columns 'Date', 'Day', 'Start Time', and 'End Time', showing a schedule from 8:30AM to 5:00PM for each day from 09/12/16 to 09/25/16.

Step	Action
16.	<p>Time Admin Status process calculates Payable Time. The process runs a new Business Unit every 5 minutes, therefore every Business Unit should re-calculate the Payable Time once an hour.</p> <p><b>Last Update Date/Time:</b> Displays last date and time the Time Admin Process ran.</p> <p><b>Earliest Chg Dt:</b> The earliest change date represents the earliest day changed, not the date the change occurred.</p> <p>Example: The current date is 9/19/16 and the timekeeper deletes the punched time for 09/01/16. The earliest change date is changed to 09/01/16. If the punch time for 9/16/16 is deleted, the earliest change date remains as 09/16/16.</p> <p><b>NOTE:</b> <i>Manual entries made to the timesheet will not appear in Payable Totals section until the Time Admin process runs and re-calculates the time.</i></p>

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## Time and Labor Timekeepers LSUNO V9.1

Step	Action
17.	<p><b>Payable Time Totals Section list hours by Time Record Code.</b></p> <p><b>TRC</b> - List Time Reporter Code for which the time is assigned.  <b>Total Hours</b> - Total hours for the corresponding Time Reporter Code.  <b>Total Week 1</b> - Total Hours for Week 1.  <b>Total Week 2</b> - Total Hours for Week 2.  <b>Total Leave</b> - Total leave for pay period.  <b>Total Period Hours</b> - Total of all hours for pay period.</p> <p><i><b>NOTE: Due to rounding rules Total Period Hours can differ from the Total hours listed on the Time Grid.</b></i></p>

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## Time and Labor Timekeepers LSUNO V9.1

The screenshot displays the LSUNO V9.1 Time and Labor interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'LSUHSC Processes', 'Time and Labor', 'Use', and 'Timesheet'. Below this, the user ID 'PS9HRTRN' and 'WEBRCB2' are shown. A calendar grid for September 2016 is visible, with dates from 09/21/16 to 09/25/16. Below the calendar, there is a 'Save' button and a 'Time Admin Status' section with fields for 'Last Update', 'Date/Time', 'Earliest Chg Dt', and 'Run TA?'. To the left is a 'Payable Totals' table, and in the center is a 'Payable Detail' table with columns for Date, Day, TRC, Quantity, Department, Status, and Reason. To the right is a 'Schedules' table with columns for Date, Day, Start Time, and End Time. A 'Return to Search' button is located at the bottom left.

Step	Action
18.	<p><b>Payable Detail section:</b></p> <p><b>Date</b> - Date of the time reported  <b>Day</b> - Day of the week  <b>TRC</b> - Time Reporter Code  <b>Quantity</b> - Hours associated with the TRC  <b>Department</b> - List Dept Id if the person floated to another department.</p>
19.	<p><b>Payable Detail section:</b></p> <p><b>Status:</b></p> <ul style="list-style-type: none"> <li>AP-Approved</li> <li>CL-Closed</li> <li>DL-Diluted</li> <li>ES-Estimated</li> <li>IG-Ignore</li> <li>NA-Needs Approval</li> <li>NO-No Pay</li> <li>OE-Online Estimate</li> <li>PD-Distributed</li> <li>RP-Rejected by Payroll</li> <li>RV-Reversed Check</li> <li>SP-Sent to Payroll</li> <li>TP-Taken by Payroll</li> </ul>



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## Time and Labor Timekeepers LSUNO V9.1

**Time Admin Status**

Last Update Date/Time	Earliest Chg Dt	Run TA?
08/01/16 8:00:34PM	08/15/2016	N

**Payable Totals**

TRC	Tot Hours
Total Week 1	0.00
Total Week 2	0.00
Total Leave	0.00
Total Period Hours	0.00

**Payable Detail**

Date	Day	TRC	Quantity	Department	Status	Reason

**Schedules**

Date	Day	Start Time	End Time
09/12/16	Mon	8:30AM	5:00PM
09/13/16	Tue	8:30AM	5:00PM
09/14/16	Wed	8:30AM	5:00PM
09/15/16	Thu	8:30AM	5:00PM
09/16/16	Fri	8:30AM	5:00PM
09/17/16	Sat		
09/18/16	Sun		
09/19/16	Mon	8:30AM	5:00PM
09/20/16	Tue	8:30AM	5:00PM
09/21/16	Wed	8:30AM	5:00PM
09/22/16	Thu	8:30AM	5:00PM
09/23/16	Fri	8:30AM	5:00PM
09/24/16	Sat		
09/25/16	Sun		

Step	Action
20.	<p>The Schedules section displays the employee's current work schedule if one has been assigned in the system. The Schedules column information is defined as follows:</p> <p><b>Date:</b> Calendar date the employee is scheduled to work.  <b>Day:</b> Day of the week the employee is scheduled to work  <b>Start Time:</b> Time the employee is scheduled to begin work.  <b>End Time:</b> Time the employee is scheduled to end work.</p> <p>If the employee does not have an assigned schedule, there is no start and end time displayed on the schedule.</p>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

The screenshot displays the LSUNO V9.1 Time and Labor interface. At the top, the breadcrumb navigation shows: Favorites > Main Menu > LSUHSC Processes > Time and Labor > Use > Timesheet. The user ID is PS9HRTRN and the location is WEBRCB2.

The main area features a calendar grid for the week of 09/21/16 to 09/25/16. Below the calendar is a 'Save' button and a 'Time Admin Status' box. The 'Time Admin Status' box contains the following data:

Last Update Date/Time	Earliest Chg Dt	Run TA?
08/01/16 8:09:34PM	09/15/2016	N

To the right of the 'Time Admin Status' box is a large yellow rectangular highlight. Below this are three tables:

**Payable Totals**

TRC	Tot Hours
Total Week 1	0.00
Total Week 2	0.00
Total Leave	0.00
Total Period Hours	0.00

**Payable Detail**

Date	Day	TRC	Quantity	Department	Status	Reason

**Schedules**

Date	Day	Start Time	End Time
09/12/16	Mon	8:30AM	5:00PM
09/13/16	Tue	8:30AM	5:00PM
09/14/16	Wed	8:30AM	5:00PM
09/15/16	Thu	8:30AM	5:00PM
09/16/16	Fri	8:30AM	5:00PM
09/17/16	Sat		
09/18/16	Sun		
09/19/16	Mon	8:30AM	5:00PM
09/20/16	Tue	8:30AM	5:00PM
09/21/16	Wed	8:30AM	5:00PM
09/22/16	Thu	8:30AM	5:00PM
09/23/16	Fri	8:30AM	5:00PM
09/24/16	Sat		
09/25/16	Sun		

At the bottom left, there is a 'Return to Search' button.

Step	Action
21.	<p>Once the Time Admin process has completed, if exceptions have been detected on the timesheet the Exceptions section will display to the right of the Time admin Status box. In this example, so exceptions are displayed. High level exceptions are flagged by the system and display on the timesheet as a <b>Red Field</b>.</p> <p><i>NOTE: All high level exceptions must be corrected for time to calculate for that day.</i></p>

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[Favorites](#) > [Main Menu](#) > [LSUHSC Processes](#) > [Time and Labor](#) > [Use](#) > [Timesheet](#) Home

**PS9HRTRN**  
**WEBRCB2**

<input type="checkbox"/>	<input type="checkbox"/>	09/21/16	Wed	<input type="checkbox"/>															
<input type="checkbox"/>	<input type="checkbox"/>	09/22/16	Thu	<input type="checkbox"/>															
<input type="checkbox"/>	<input type="checkbox"/>	09/23/16	Fri	<input type="checkbox"/>															
<input type="checkbox"/>	<input type="checkbox"/>	09/24/16	Sat	<input type="checkbox"/>															
<input type="checkbox"/>	<input type="checkbox"/>	09/25/16	Sun	<input type="checkbox"/>															

**Time Admin Status**

Last Update Date/Time	Earliest Chg Dt	Run TA?
08/01/16 8:00:34PM	08/15/2016	N

Payable Totals	
TRC	Tot Hours
Total Week 1	0.00
Total Week 2	0.00
Total Leave	0.00
Total Period Hours	0.00

Date	Day	TRC	Quantity	Department	Status	Reason

Date	Day	Start Time	End Time
09/12/16	Mon	8:30AM	5:00PM
09/13/16	Tue	8:30AM	5:00PM
09/14/16	Wed	8:30AM	5:00PM
09/15/16	Thu	8:30AM	5:00PM
09/16/16	Fri	8:30AM	5:00PM
09/17/16	Sat		
09/18/16	Sun		
09/19/16	Mon	8:30AM	5:00PM
09/20/16	Tue	8:30AM	5:00PM
09/21/16	Wed	8:30AM	5:00PM
09/22/16	Thu	8:30AM	5:00PM
09/23/16	Fri	8:30AM	5:00PM
09/24/16	Sat		
09/25/16	Sun		

Step	Action
22.	<i>This completes the <b>Introduction and Overview of Timesheet.</b></i> <b>End of Procedure.</b>

**Training Guide**  
**Time and Labor Timekeepers LSUNO V9.1**

## Access an Employee's Time sheet

### Add Punches to the Timesheet

#### Procedure

In this topic you will learn how to **Add Punches to the Timesheet**.

Step	Action
1.	The Timekeeper must enter time (In and Out punches) for employees that do not have an assigned schedule, such as Student Workers and Transients. Employees who have been assigned a schedule in the system will clock in and out using Web Clock. Punch information will automatically transfer from Web Clock into the employee's timesheet. Timekeeper's will on occasion have to enter punch information if the employee forgets to clock in or out.

Step	Action
2.	<p><b>NOTE: Bread Crumbs display at the top of the panel and provide navigation to the timesheet.</b></p> <p><b>Main Menu &gt; LSUHSC Processes &gt; Time and Labor &gt; Use &gt; Timesheet</b></p>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Step	Action
3.	In this exercise, you will enter time for the entire pay period onto the timesheet.  <i>NOTE: Only Leave and other manual edits to the timesheet (i.e. missed punches, On-Call, TRC, etc.) will need to be added by the Timekeeper if the employee is has been assigned a schedule in the system.</i>
4.	To enter data onto the timesheet, simply click on the appropriate field and type the information directly into the cell.

The screenshot displays the LSUNO Time and Labor Timekeepers interface. At the top, the breadcrumb navigation shows: Favorites > Main Menu > LSUHSC Processes > Time and Labor > Use > Timesheet. The user ID is PS9HRTRN (WEBRCB2) and the date is 09/20/2016. The main section is titled "Punch and Elapsed Time Detail" and contains a grid with the following columns: Date, Day, Xfer, In, Out, TRC, Hours, Cumulative, Skip/Take Meal, Hazard/In Chrg, Callback/NoPay, Override Overtime, and Comment Code. The grid shows data for the week of 09/12/2016 to 09/18/2016. The "In" field for 09/12/16 is highlighted. Below the grid, there are sections for "Time Admin Status" (Last Update: 08/01/16 8:00:34PM, Earliest Chg Dt: 09/15/2016, Run TA?: N), "Payable Totals" (TRC: Total Hours: 0.00), "Payable Detail" (Date, Day, TRC, Quantity, Department, Status, Reason), and "Schedules" (Date, Day, Start Time, End Time).

Step	Action
5.	Enter the desired information into the <b>Mon In</b> field. Enter " <b>8:28a</b> ".  <i>NOTE: When entering regular time, the system will automatically default to AM unless specified. When entering punch information using Regular Time, you must designate PM. You can enter "a" to designate AM and "p" to designate PM.</i>  <i>Military Time can also be used instead of regular time.</i>
6.	Enter the desired information into the <b>Mon Out</b> field. Enter " <b>5:05p</b> ".

## Training Guide Time and Labor Timekeepers LSUNO V9.1

Step	Action
7.	<p><b>Military Time</b></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 entered using all four digits.</p>


The screenshot displays the 'Punch and Elapsed Time Detail' table for employee PS9HRTRN (WEBRCB2) for the week of 09/20/2016. The table has columns for Date, Day, Xfer, In, Out, TRC, Hours, Cumulative, Skip/Take Meal, Hazard/In Chrg, Callback/NoPay, Override Overtime, and Comment Code. The 'In' field for 09/13/16 is highlighted with a purple box. Below the main table are sections for 'Time Admin Status', 'Payable Totals', 'Payable Detail', and 'Schedules'.

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Comment Code
09/12/16	Mon		8:28a	5:05p			7.61					
09/13/16	Tue						15.07					
09/14/16	Wed						22.33					
09/15/16	Thu						29.81					
09/16/16	Fri						37.16					
09/17/16	Sat											
09/18/16	Sun											
09/19/16	Mon						44.76					
09/20/16	Tue						52.19					
09/21/16	Wed						59.70					
09/22/16	Thu						67.33					
09/23/16	Fri						74.78					
09/24/16	Sat											
09/25/16	Sun											

Step	Action
8.	Enter the desired information into the <b>Tue In</b> field. Enter " <b>0831</b> ".
9.	Enter the desired information into the <b>Tue Out</b> field. Enter " <b>1659</b> ".
10.	Enter time for the remainder of the pay period based on the schedule displayed in the lower right corner of the panel.

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Step	Action
11.	<p>You can Save changes made to the timesheet at any time. When you Save your information, the system will automatically update any manual edits made to the page. Payable Time, however, will not be calculated until the Time Admin process is run.</p> <p>Click the <b>Save</b> button.</p> 
12.	<p><b>NOTE: Punch information entered as Military Time is converted to regular time once the timesheet is saved.</b></p>
13.	<p><b>Rounding Rules</b></p> <p>There are two (2) Rounding Rules that are applied to an employee's time when the Time Admin process is run. The Rounding Rules are:</p> <ul style="list-style-type: none"> <li>• The 6-Minute Rounding Rule - Applied to an employee working according to a pre-defined schedule; and</li> <li>• The Tenth-Hour Rounding Rule - Applied to an employee working without or outside a schedule.</li> </ul>



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### Time and Labor Timekeepers LSUNO V9.1

Step	Action
14.	<p><b>The 6-Minute Rounding Rule</b></p> <p>The 6-Minute Rounding Rule is applied to an employee's time when the employee is working according to a schedule. The 6-Minute Rounding Rule will not apply if an employee is working at any time other than according to his/her pre-defined schedule (i.e. Call-Back time). When the employee clocks In or Out within 6 minutes of his/her pre-defined scheduled Start <b>and</b> End time, the system will "round" his/her time to the scheduled Start and End time.</p> <p>For example, on Mon, 09/12/16, the employee is scheduled to work from 8:30AM until 5:00PM. The employee clocked In at 8:28AM and clocked Out at 5:05PM. The employee clocked In and Out within 6 minutes of her scheduled Start <b>and</b> End time. Therefore, when the Time Admin process is run, the system will "round" her time to her scheduled Start time of 8:30AM and End time of 5:00PM and display the "rounded" time on the timesheet.</p>
15.	<p><b>The Tenth-Hour Rounding Rule</b></p> <p>The Tenth-Hour Rounding Rule is applied when an employee is working without a schedule <b>or</b> outside his/her schedule (i.e. Call-Back time). The Tenth-Hour Rounding Rule will also apply to an employee who is working according to a schedule, <b>but</b> is considered Tardy for work, comes in early to work, or works past his/her scheduled Start/End time (i.e. clocks In <b>or</b> Out more than 6 minutes from the scheduled Start <b>or</b> End time). The Tenth-Hour Rounding Rule will "round" time to the nearest tenth of the hour.</p> <p>For example, on Tue, 09/14/16, the employee is scheduled to work from 8:30AM until 5:00PM. The employee clocked In at 8:45AM therefore, the employee is considered Tardy. The 6-Minute Rounding Rule will <b>not</b> apply due to the employee being Tardy. The system will "round" her Start Time to the <b>next tenth</b> when the Time Admin process is run.</p>
16.	<p><b><i>NOTE: Time rounding changes will not display in the Timesheet itself. Actual clock information will remain as displayed in the Timesheet. Rounding changes are viewable in the Payable Totals section.</i></b></p> <p><b><i>NOTE: Payable Totals will not change until Time Admin has been run.</i></b></p>
17.	<p>Any leave taken during the pay period will display in the TL Leave Data box in the Timesheet Balance column once the timesheet is saved. In this example, no leave was taken so the Timesheet Balance column is blank.</p>
18.	<p>Rounding changes are displayed in the Payable Time section. The Payable Total for Week 1 is 39.70 and 39.70 for Week 2. The Total Period Hours are 79.40.</p> <p><b><i>NOTE: The Cumulative column total in the timesheet is 79.89. The Cumulative total does not reflect rounding changes and will remain unchanged when Time Admin is run.</i></b></p>
19.	<p>The TRC option displayed Is RGB which stands for <b>RGB</b> - Regular Bi-Weekly.</p>

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### Time and Labor Timekeepers LSUNO V9.1

Step	Action
20.	<p><i><b>NOTE: When the Time Admin process is run, if there are any Exceptions needing immediate review an Exceptions section will display to the right of the Time Admin Status section. In this example, no Exceptions were indicated.</b></i></p> <p>Exceptions needing immediate review are flagged by the system and display on the timesheet as a red field.</p> <p><i><b>All High level exceptions <u>must</u> be corrected in order for time to calculate for that day.</b></i></p>
21.	<p>This completes <i><b>Add Punches to the Timesheet.</b></i></p> <p><b>End of Procedure.</b></p>

## Correct and Delete Time

### Procedure

In this topic you will learn how to **Correct and Delete Time**.

Step	Action
1.	<p>Correcting Time is accomplished by clicking into the appropriate row/column field, and typing the corrected data into the cell. In this exercise, you will correct the time punch in the Monday Out field from 5:05PM to 4:55PM.</p> <p>Enter the desired information into the <b>Mon Out</b> field. Enter "<b>4:55p</b>".</p> <p><i><b>NOTE: Punched or clocked time should never be corrected or deleted without selecting a Comment Code, which will display on the timesheet.</b></i></p>
2.	<p>Click the <b>Save</b> button to save the manual edit made to the timesheet.</p> 
3.	<p>When the system detects an error on the timesheet, it will highlight the row or field containing the error in red. In deciding how to correct the issue, you will need to determine the cause of the error.</p>

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## Time and Labor Timekeepers LSUNO V9.1

Favorites Main Menu > LSUHSC Processes > Time and Labor > Use > Timesheet Home

**PS9HRTRN**  
**WEBRCB2**

Save Date: 09/20/2016 Refresh << Previous Period Next Period >>



Punch and Elapsed Time Detail													
	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Comment Code
+ -	09/12/16	Mon	<input type="checkbox"/>	8:28AM	4:55PM	0 [B]	8.11	8.11					
+ -	09/13/16	Tue	<input type="checkbox"/>	8:31AM	4:59PM	0 [B]	7.96	16.07					
+ -	09/14/16	Wed	<input type="checkbox"/>	8:45AM	5:01PM	0 [B]	7.76	23.83					
+ -	09/15/16	Thu	<input type="checkbox"/>	8:26AM	4:55PM	0 [B]	7.98	31.81					
+ -	09/16/16	Fri	<input type="checkbox"/>	8:33AM	5:04PM	0 [B]	31.51	63.32					
+ -	09/17/16	Sat	<input type="checkbox"/>										
+ -	09/18/16	Sun	<input type="checkbox"/>										
+ -	09/19/16	Mon	<input type="checkbox"/>	8:27AM	5:03PM	0 [B]	8.10	71.42					
+ -	09/20/16	Tue	<input type="checkbox"/>	8:40AM	5:06PM	0 [B]	7.93	79.35					
+ -	09/20/16	Tue	<input checked="" type="checkbox"/>	8:40AM	5:06PM	0 [H]							
+ -	09/21/16	Wed	<input type="checkbox"/>	8:25AM	4:53PM	0 [B]	7.96	87.31					
+ -	09/22/16	Thu	<input type="checkbox"/>	8:24AM	5:02PM	0 [B]	8.13	95.44					
+ -	09/23/16	Fri	<input type="checkbox"/>	8:30AM	4:57PM	0 [B]	7.95	103.39					
+ -	09/24/16	Sat	<input type="checkbox"/>										
+ -	09/25/16	Sun	<input type="checkbox"/>										

Save

Time Admin Status		
Last Update Date/Time	Earliest Chg Dt	Run TA?
09/20/16 12:51:46PM	09/05/2016	Y

Payable Totals Payable Detail View All Schedules

Date	Day	TRC	Quantity	Department	Status	Reason	Date	Day	Start Time	End Time

Step	Action
4.	<p>For Tuesday, 09/16/16 the timesheet shows the employee worked 31.51 hours on that day. If the Hours calculation is greater than the difference between the In and Out times, most likely the date of the Out punch is incorrect.</p> <p>Click the <b>Choose a date</b> button to check the Out punch date.</p> 
5.	<p>The calendar shows that the Out punch date is 09/17/2016.</p> <p>Click the <b>Close</b> button.</p> 

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## Time and Labor Timekeepers LSUNO V9.1

**PS9HRTRN**  
**WEBRCB2**

Date: 09/20/2016

**Punch and Elapsed Time Detail**





	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Comment Code
+	09/12/16	Mon		8:28AM	4:55PM	0	8.11	8.11					
+	09/13/16	Tue		8:31AM	4:59PM	0	7.96	16.07					
+	09/14/16	Wed		8:45AM	5:01PM	0	7.76	23.83					
+	09/15/16	Thu		8:26AM	4:55PM	0	7.98	31.81					
+	09/16/16	Fri		8:33AM	5:04PM	0	31.51	63.32					
+	09/17/16	Sat				0							
+	09/18/16	Sun				0							
+	09/19/16	Mon		8:27AM	5:03PM	0	8.10	71.42					
+	09/20/16	Tue		8:40AM	5:06PM	0	7.93	79.35					
+	09/20/16	Tue		8:40AM	5:06PM	0							
+	09/21/16	Wed		8:25AM	4:53PM	0	7.96	87.31					
+	09/22/16	Thu		8:24AM	5:02PM	0	8.13	95.44					
+	09/23/16	Fri		8:30AM	4:57PM	0	7.95	103.39					
+	09/24/16	Sat				0							
+	09/25/16	Sun				0							

**Time Admin Status**

Last Update Date/Time	Earliest Chg Dt	Run TA?
09/20/16 12:51:46PM	09/05/2016	Y


**Payable Detail**

Date	Day	TRC	Quantity	Department	Status	Reason

Step	Action
6.	To correct the problem you will have to re-enter the information on a new row and delete the old row.  Click the <b>Add a new row at row 5</b> button. 
7.	Enter the desired information into the <b>Fri In</b> field. Enter " <b>8:33a</b> ".
8.	Enter the desired information into the <b>Fri Out</b> field. Enter " <b>5:04p</b> ".
9.	Click the <b>Row 5 Clear Balance</b> button to delete the original row. 
10.	Click the <b>Save</b> button. 
11.	There is also a double-punch for Fri, 09/20/16. You will need to delete the red highlighted row to remove the double-punch data.
12.	You can Delete Time for a particular day by clicking on the minus sign (-), or Clear Balance Button, to the left of the Date field. The Clear Balance button only deletes time punch information. It will not delete information displayed in any of the other column fields.  Click the <b>Row 9 Clear Balance</b> button. 

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Step	Action
13.	Click the <b>Save</b> button. 
14.	The system has removed the red double-punch row and updated the timesheet.  <i><b>NOTE: Payable Time is not re-calculated until the Time Admin process is run. The Time Admin process begins running a new Business Unit every 5 minutes. It takes approximately 15 - 20 minutes to re-calculate a Business Unit. Therefore, every Business Unit should re-calculate once an hour.</b></i>
15.	This completes <i><b>Correct and Delete Time.</b></i> <b>End of Procedure.</b>


## Enter and Change Leave

### Procedure

In this topic you will learn how to [Enter and Change Leave](#).

Step	Action
1.	In this exercise, you will enter the Leave Code for paid Sick Leave (LBS) for Thursday, September 15th and Friday, September 16th.

The screenshot displays the 'Punch and Elapsed Time Detail' table for employee PS9HRTRN. The table has the following columns: Date, Day, Xfer, In, Out, TRC, Hours, Cumulative, Skip/Take Meal, Hazard/In Chrg, Callback/NoPay, Override Overtime, and Comment Code. The row for 09/15/16 (Thursday) is highlighted in yellow. Below the main table, there are sections for 'Time Admin Status', 'Payable Totals', 'Payable Detail', and 'Schedules'.

Step	Action
2.	The employee left early on Thursday and did not work on Friday. You will need to add another row for Thursday and Friday to enter the Leave Time.  Click the <a href="#">Add a new row at row 4</a> button. 
3.	When a row is added, the system will highlight the row in yellow.

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Favorites Main Menu > LSUHSC Processes > Time and Labor > Use > Timesheet Home

**PS9HRTRN**  
**WEBRCB2**

Save Date: 09/20/2016 Refresh << Previous Period Next Period >>

Punch and Elapsed Time Detail

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Comment Code
+ -	09/12/16	Mon	<input type="checkbox"/>	8:28AM	4:55PM	0 [B]	7.95	7.95					
+ -	09/13/16	Tue	<input type="checkbox"/>	8:31AM	4:59PM	0 [B]	7.96	15.91					
+ -	09/14/16	Wed	<input type="checkbox"/>	8:45AM	5:01PM	0 [B]	7.76	23.67					
+ -	09/15/16	Thu	<input type="checkbox"/>	8:26AM	2:30PM	0 [B]	5.56	29.23					
+ -	09/15/16	Thu	<input type="checkbox"/>			[B]							
+ -	09/16/16	Fri	<input type="checkbox"/>			[B]							
+ -	09/17/16	Sat	<input type="checkbox"/>			[B]							
+ -	09/18/16	Sun	<input type="checkbox"/>			[B]							
+ -	09/19/16	Mon	<input type="checkbox"/>	8:27AM	5:03PM	0 [B]	8.10	37.33					
+ -	09/20/16	Tue	<input type="checkbox"/>	8:40AM	5:06PM	0 [B]	7.93	45.26					
+ -	09/21/16	Wed	<input type="checkbox"/>	8:25AM	4:53PM	0 [B]	7.96	53.22					
+ -	09/22/16	Thu	<input type="checkbox"/>	8:24AM	5:02PM	0 [B]	8.13	61.35					
+ -	09/23/16	Fri	<input type="checkbox"/>	8:30AM	4:57PM	0 [B]	7.95	69.30					
+ -	09/24/16	Sat	<input type="checkbox"/>			[B]							
+ -	09/25/16	Sun	<input type="checkbox"/>			[B]							


Save

Time Admin Status

Last Update Date/Time	Earliest Chg Dt	Run TA?
09/20/16 12:51:46PM	09/05/2016	Y

Payable Totals Payable Detail View All First 1-10 of 10 Last Schedules

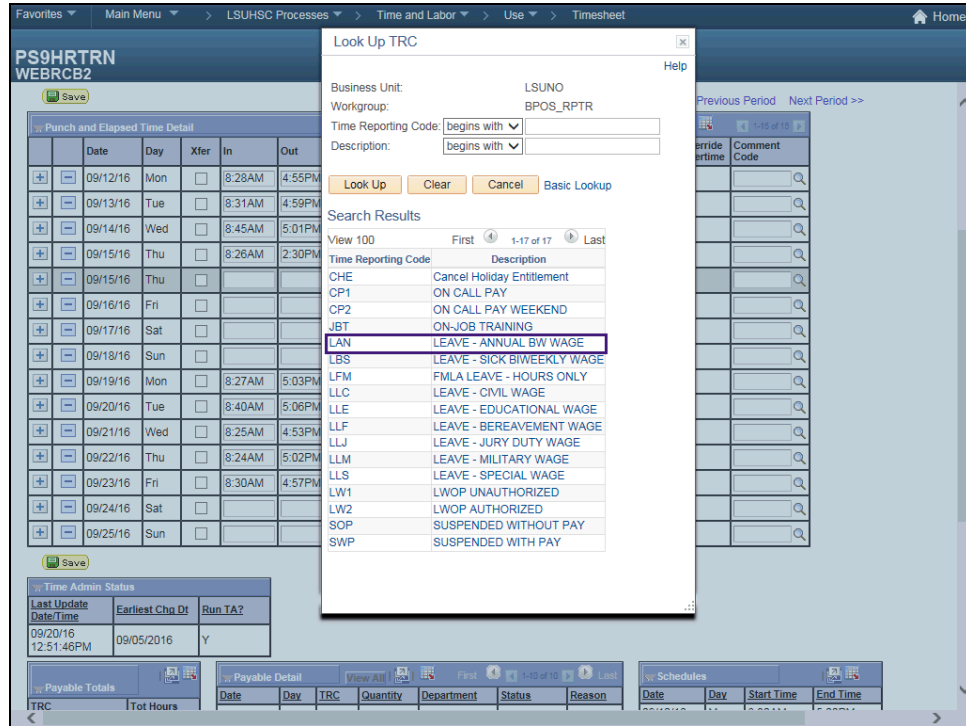
Date	Day	TRC	Quantity	Department	Status	Reason	Date	Day	Start Time	End Time
------	-----	-----	----------	------------	--------	--------	------	-----	------------	----------

Step	Action
4.	Leave Code options are listed in the TRC Search list. This includes all paid and non-paid leave codes, as well as the On-Call code of CP1.  Click the <b>Look up TRC</b> button. 



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Step	Action
5.	<p>Select the appropriate Leave Code from the list.</p> <p>Click the <b>LAN - Leave - Annual BW Wage</b> link.</p> <p><a href="#">LAN</a>      <a href="#">LEAVE - ANNUAL BW WAGE</a></p>

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## Time and Labor Timekeepers LSUNO V9.1

Favorites Main Menu > LSUHSC Processes > Time and Labor > Use > Timesheet Home

**PS9HRTRN**  
**WEBRCB2**

Save Date: 09/20/2016 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	Comment Code
+/-	09/12/16	Mon	<input type="checkbox"/>	8:28AM	4:55PM	0.00	7.95	7.95					
+/-	09/13/16	Tue	<input type="checkbox"/>	8:31AM	4:59PM	0.00	7.96	15.91					
+/-	09/14/16	Wed	<input type="checkbox"/>	8:45AM	5:01PM	0.00	7.76	23.67					
+/-	09/15/16	Thu	<input type="checkbox"/>	8:26AM	2:30PM	0.00	5.56	29.23					
+/-	09/15/16	Thu	<input type="checkbox"/>			LAN							
+/-	09/16/16	Fri	<input type="checkbox"/>										
+/-	09/17/16	Sat	<input type="checkbox"/>										
+/-	09/18/16	Sun	<input type="checkbox"/>										
+/-	09/19/16	Mon	<input type="checkbox"/>	8:27AM	5:03PM	0.00	8.10	37.33					
+/-	09/20/16	Tue	<input type="checkbox"/>	8:40AM	5:06PM	0.00	7.93	45.26					
+/-	09/21/16	Wed	<input type="checkbox"/>	8:25AM	4:53PM	0.00	7.96	53.22					
+/-	09/22/16	Thu	<input type="checkbox"/>	8:24AM	5:02PM	0.00	8.13	61.35					
+/-	09/23/16	Fri	<input type="checkbox"/>	8:30AM	4:57PM	0.00	7.95	69.30					
+/-	09/24/16	Sat	<input type="checkbox"/>										
+/-	09/25/16	Sun	<input type="checkbox"/>										

Save

Time Admin Status		
Last Update Date/Time	Earliest Chg Dt	Run TA?
09/20/16 12:51:46PM	09/05/2016	Y

Payable Totals		Payable Detail				Schedules						
TRC	Tot Hours	Date	Day	TRC	Quantity	Department	Status	Reason	Date	Day	Start Time	End Time

Step	Action
6.	<p>Time is not indicated for leave hours, so you will enter the number of leave hours taken in the Hours field.</p> <p><b>NOTE: TRC hours are recorded using elapsed time (hours). Thus, time can only be recorded in increments of a tenth (10th) of an hour. A tenth (10th) is equal to 6 minutes.</b></p> <p>Enter the desired information into the <b>Thu</b> field. Enter <b>"2.5"</b>.</p>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Favorites ▾ Main Menu ▾ > LSUHSC Processes ▾ > Time and Labor ▾ > Use ▾ > Timesheet Home

**PS9HRTRN**  
**WEBRCB2**


Save Date: 09/20/2016 Refresh << Previous Period Next Period >>

Punch and Elapsed Time Detail													
	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Comment Code
+/-	09/12/16	Mon	<input type="checkbox"/>	8:28AM	4:55PM	0 TR	7.95	7.95					
+/-	09/13/16	Tue	<input type="checkbox"/>	8:31AM	4:59PM	0 TR	7.96	15.91					
+/-	09/14/16	Wed	<input type="checkbox"/>	8:45AM	5:01PM	0 TR	7.76	23.67					
+/-	09/15/16	Thu	<input type="checkbox"/>	8:26AM	2:30PM	0 TR	5.56	29.23					
+/-	09/16/16	Thu	<input type="checkbox"/>			LAN	2.5						
+/-	09/16/16	Fri	<input type="checkbox"/>										
+/-	09/17/16	Sat	<input type="checkbox"/>										
+/-	09/18/16	Sun	<input type="checkbox"/>										
+/-	09/19/16	Mon	<input type="checkbox"/>	8:27AM	5:03PM	0 TR	8.10	37.33					
+/-	09/20/16	Tue	<input type="checkbox"/>	8:40AM	5:06PM	0 TR	7.93	45.26					
+/-	09/21/16	Wed	<input type="checkbox"/>	8:25AM	4:53PM	0 TR	7.96	53.22					
+/-	09/22/16	Thu	<input type="checkbox"/>	8:24AM	5:02PM	0 TR	8.13	61.35					
+/-	09/23/16	Fri	<input type="checkbox"/>	8:30AM	4:57PM	0 TR	7.95	69.30					
+/-	09/24/16	Sat	<input type="checkbox"/>										
+/-	09/25/16	Sun	<input type="checkbox"/>										

Save

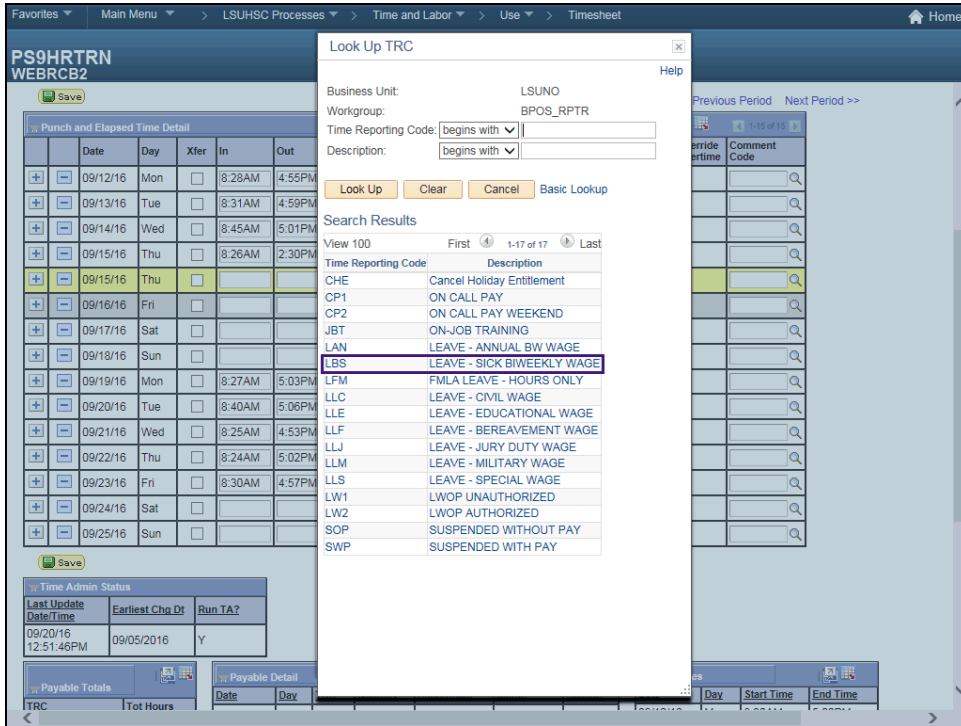
Time Admin Status		
Last Update Date/Time	Earliest Chg Dt	Run TA?
09/20/16 12:51:46PM	09/05/2016	Y

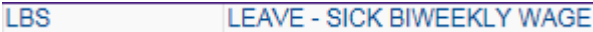
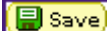

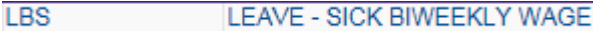

Payable Totals		Payable Detail				Schedules						
TRC	Tot Hours	Date	Day	TRC	Quantity	Department	Status	Reason	Date	Day	Start Time	End Time

Step	Action
7.	Click the <b>Look up TRC</b> button for Friday, September 16th. 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1



Step	Action
8.	Click the <b>LBS Leave - Sick BiWeekly Wage</b> link. 
9.	Enter the desired information into the <b>Fri</b> field. Enter " <b>8</b> ".
10.	Click the <b>Save</b> button. 
11.	Once you have Saved your changes, the system will automatically include the leave time to the Cumulative total.  <i><b>NOTE: Cumulative time is not Payable Time. Payable Time is calculated when the Time Admin process is run.</b></i>
12.	In this exercise, an incorrect Leave Code has been entered on the timesheet for Thursday. You will change the Leave Code from Annual Leave (LAN) to Sick Leave (LBS).
13.	Click the <b>Row 4 Look up TRC</b> button. 
14.	Click the <b>LBS - Leave - Sick BiWeekly Wage</b> link. 
15.	Click the <b>Save</b> button. 

**Training Guide**  
**Time and Labor Timekeepers LSUNO V9.1**

Step	Action
16.	<p><i>NOTE: The total number of Sick Leave hours entered on the timesheet displays in the Timesheet Balance column/Sick row located in the TL Leave Data section.</i></p> <p><i>Annual and sick leave listed in the Timesheet Balance column is not subtracted from the Leave Balance. Annual and sick leave balance adjustments are made when the Accrual process is run.</i></p>
17.	<p>This completes <i>Enter and Change Leave</i>. <b>End of Procedure.</b></p>

**Training Guide**  
**Time and Labor Timekeepers LSUNO V9.1**

## Enter a Non-Pay Code

### Procedure

In this topic you will learn how to [Enter a Non-Pay Code](#).

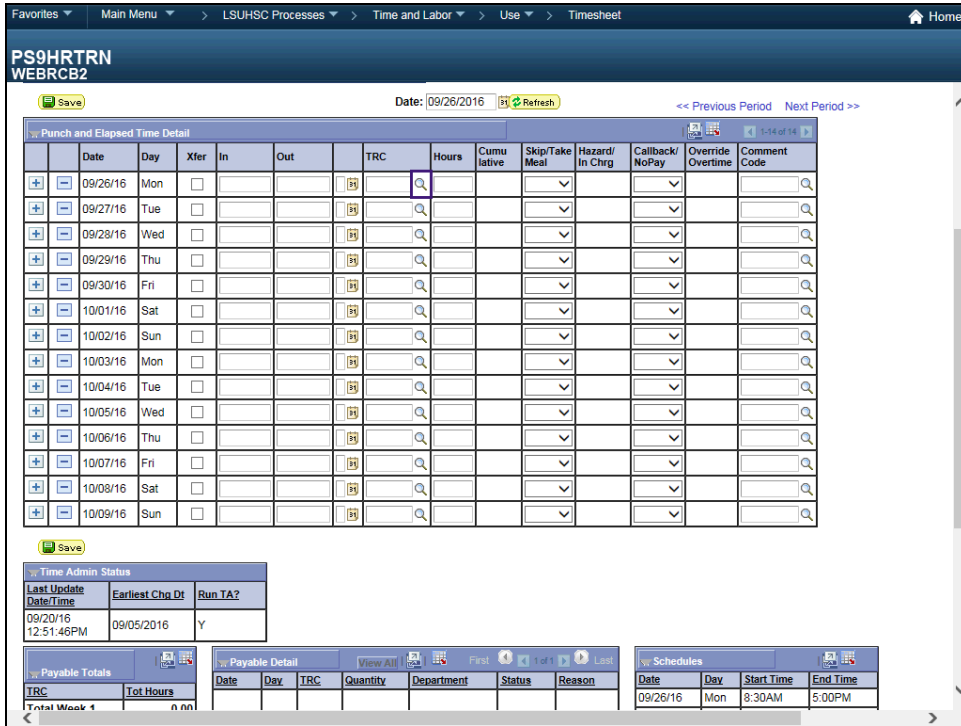
Step	Action
1.	<p><i>It is important to note that Non-Pay codes must be used with other paying codes for the employee to be paid correctly.</i></p> <p>In this exercise, you will enter Non-Paid Leave information for an employee for the entire next pay period. The employee will be on FMLA Leave beginning on 09/26/16 and continuing through 10/09/16.</p>


The screenshot displays the LSUNO Time and Labor system interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'LSUHSC Processes', 'Time and Labor', 'Use', and 'Timesheet'. Below this, the employee ID 'PS9HRTRN WEBRCB2' is shown. The main area is titled 'Punch and Elapsed Time Detail' and contains a table with columns for Date, Day, Xfer, In, Out, TRC, Hours, Cumulative, Skip/Meal, Hazard/In Chrg, Callback/NoPay, Override Overtime, and Comment Code. The table shows data for dates from 09/12/16 to 09/25/16. A 'Save' button is visible above the table. To the right of the table, there are navigation links: '<< Previous Period' and 'Next Period >>'. Below the main table, there is a 'Time Admin Status' section with fields for 'Last Update Date/Time', 'Earliest Chn Dt', and 'Run TA?'. At the bottom, there are sections for 'Payable Totals' and 'Payable Detail'.

Step	Action
2.	<p>Click the <a href="#">Next Period &gt;&gt;</a> link.</p> <p style="color: blue; text-decoration: underline;">Next Period &gt;&gt;</p>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

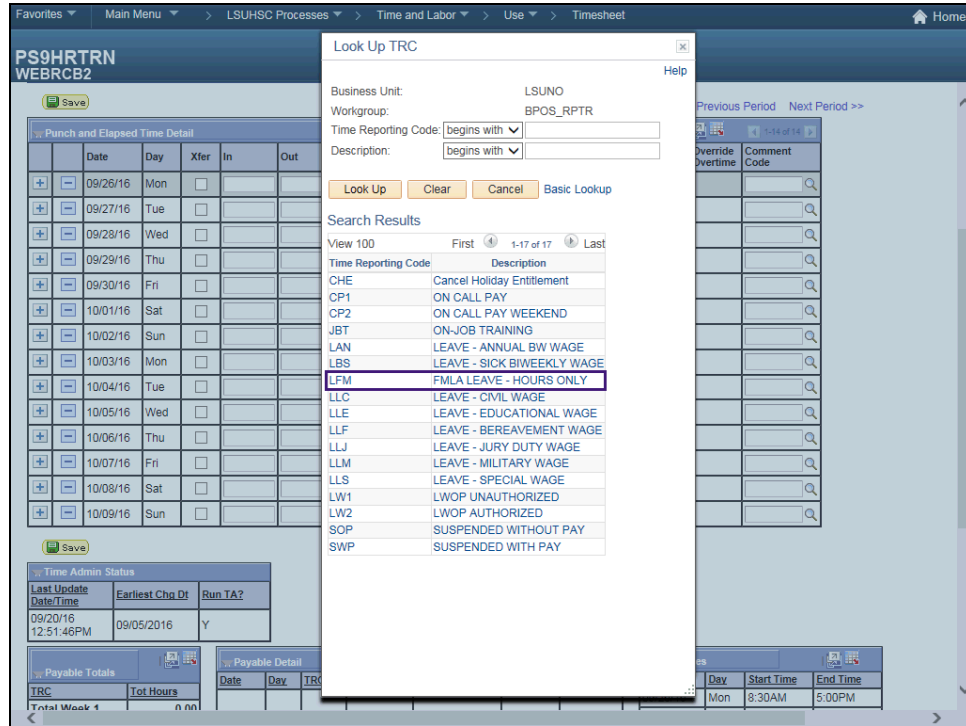





Step	Action
3.	<p>When an employee is on FMLA, Worker's Comp, or On-Job Training, you will enter a Non-Pay Code for hours worked. All Leave Codes are listed in the TRC Search option.</p> <p><i>NOTE: Non-Pay Codes are used for tracking purposes only; they do not indicate whether an employee is paid for the hours worked or not.</i></p> <p>Click the <b>Mon Look up TRC</b> button.</p> 
4.	<p>The Non-Pay Codes are listed with other TRC leave options. The Non-Pay Codes are:</p> <p><b>JBT On-Job Training (an In and Out punch must be recorded)</b>  <b>LFM FMLA Leave – Hours Only</b>  <b>LWC Worker's Comp 1.0</b>  <b>UK1 Unscheduled ST K-Time Used</b>  <b>UK2 Unscheduled 1.5 K-Time Used</b>  <b>UNA Unscheduled Annual Leave</b>  <b>UNS Unscheduled Sick</b></p> <p><i>NOTE: An In and Out punch must be recorded for On-Job Training.</i></p>



# Training Guide

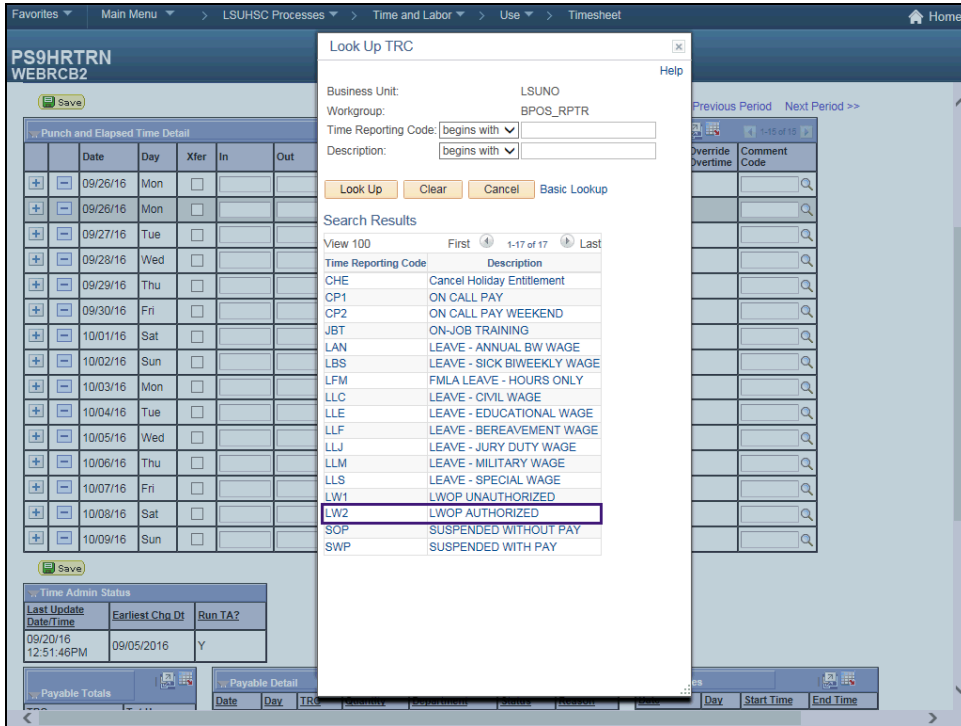
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
5.	Click the <b>LFM - FMLA Leave - Hours Only</b> link. 
6.	Time will not display in the In/Out fields. You will therefore, need to enter the total elapse number of non-paid hours into the Hours field for the specified day.  Enter the desired information into the <b>Mon Hours</b> field. Enter " <b>8</b> ".
7.	<b>NOTE: FMLA, Worker's Comp, and Unscheduled Leave <u>must</u> have the same number of recorded hours on a row containing either payable or unpaid leave data.</b>  Click the <b>Add a new row at row 1</b> button. 
8.	Click the <b>Row 2 Look up TRC</b> button on the added row to select either a payable or unpaid leave code. 

# Training Guide

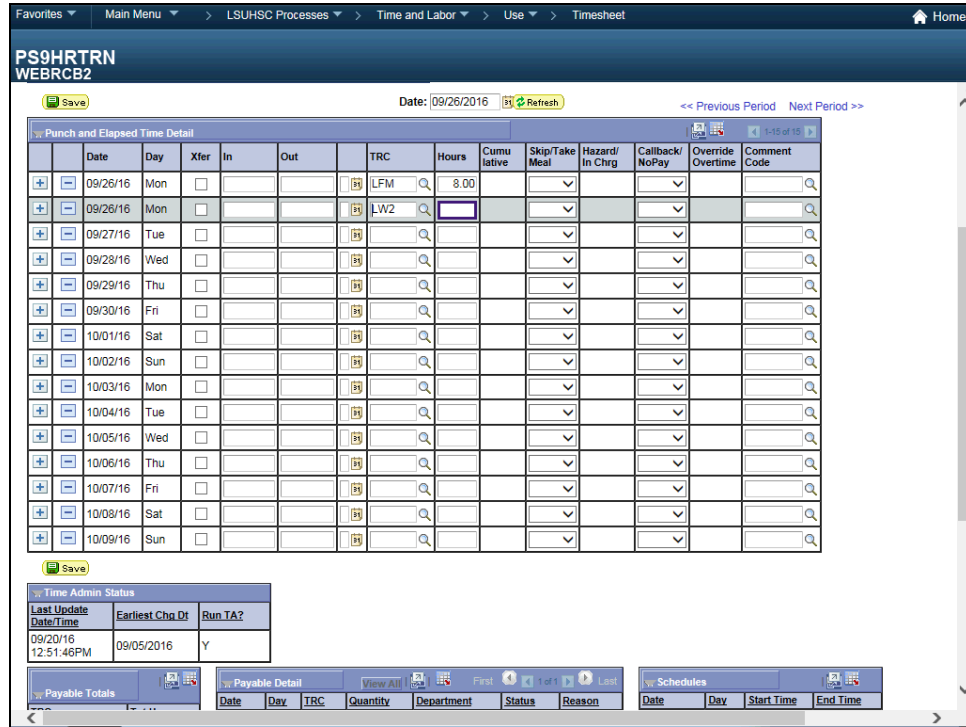
## Time and Labor Timekeepers LSUNO V9.1




Step	Action
9.	Click the <b>LW2 - LWOP Authorized</b> list item.
	<b>LW2</b> <b>LWOP AUTHORIZED</b>

# Training Guide


## Time and Labor Timekeepers LSUNO V9.1



Step	Action
10.	Enter the desired information into the <b>Row 2 Hours</b> field. Enter " <b>8</b> ".
11.	Enter the desired information into the <b>Tue TRC</b> field. Enter " <b>LFM</b> ".
12.	Enter the desired information into the <b>Tue Hours</b> field. Enter " <b>8</b> ".
13.	Click the <b>Add a new row at row 3</b> button. 
14.	Enter the desired information into the <b>Row 4 TRC</b> field. Enter " <b>LW2</b> ".
15.	Enter the desired information into the <b>Row 4 Hours</b> field. Enter " <b>8</b> ".
16.	Repeat steps for the employee's remaining scheduled work days of the pay period.

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Step	Action
17.	Click the <b>Save</b> button to save the manual edits made to the timesheet. 
18.	This completes <i>Enter a Non-Pay Code</i> . <b>End of Procedure.</b>

## Cancel and Restore a Meal Deduction

### Procedure

In this topic you will learn how to **Cancel and Restore a Meal Deduction**.

Step	Action
1.	The Skip Meal column indicates whether a meal deduction(s) is being taken. If the Skip Meal field is blank, a meal deduction is being taken. If the Skip Meal field is populated, the meal deduction is cancelled.
2.	There are four (4) options available in the Skip Meal drop-down list: Blank, 1st, 2nd, All and Take. In this exercise, you will Create and then Cancel a Meal Deduction.  <i><b>NOTE: A Meal Deduction will occur on the 5th and/or 15th hour based on the employee's In and Out time. See Pay Rules for additional information on when a meal deduction(s) is taken.</b></i>

The screenshot shows the 'Punch and Elapsed Time Detail' table with the following data for 09/12/16:

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Comment Code
09/12/16	Mon		8:28AM	4:55PM	0	7.95	7.95	▼				

Step	Action
3.	Click the button to the right of the <b>Mon Skip/Take Meal</b> field.  ▼

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Favorites > Main Menu > LSUHSC Processes > Time and Labor > Use > Timesheet Home

**PS9HRTRN**  
**WEBRCB2**

Save Date: 09/20/2016 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	Comment Code
+ -	09/12/16	Mon	<input type="checkbox"/>	8:28AM	4:55PM	0 [B]	7.95	7.95	1ST				
+ -	09/13/16	Tue	<input type="checkbox"/>	8:31AM	4:59PM	0 [B]	7.96	15.91	2ND				
+ -	09/14/16	Wed	<input type="checkbox"/>	8:45AM	5:01PM	0 [B]	7.76	23.67	ALL TAKE				
+ -	09/15/16	Thu	<input type="checkbox"/>	8:26AM	2:30PM	0 [B]	5.56	29.23					
+ -	09/16/16	Fri	<input type="checkbox"/>			[B]							
+ -	09/17/16	Sat	<input type="checkbox"/>			[B]							
+ -	09/18/16	Sun	<input type="checkbox"/>			[B]							
+ -	09/19/16	Mon	<input type="checkbox"/>	8:27AM	5:03PM	0 [B]	8.10	37.33					
+ -	09/20/16	Tue	<input type="checkbox"/>	8:40AM	5:06PM	0 [B]	7.93	45.26					
+ -	09/21/16	Wed	<input type="checkbox"/>	8:25AM	4:53PM	0 [B]	7.96	53.22					
+ -	09/22/16	Thu	<input type="checkbox"/>	8:24AM	5:02PM	0 [B]	8.13	61.35					
+ -	09/23/16	Fri	<input type="checkbox"/>	8:30AM	4:57PM	0 [B]	7.95	69.30					
+ -	09/24/16	Sat	<input type="checkbox"/>			[B]							
+ -	09/25/16	Sun	<input type="checkbox"/>			[B]							

Save

**Time Admin Status**

Last Update Date/Time	Earliest Chg Dt	Run TA?
09/20/16 12:51:46PM	09/05/2016	Y

**Payable Totals**

TRC	Tot Hours
RGB	79.40

**Payable Detail**

Date	Day	TRC	Quantity	Department	Status	Reason
09/12/16	Mon	RGB	8.00		Estimated	

**Schedules**

Date	Day	Start Time	End Time
09/12/16	Mon	8:30AM	5:00PM

Step	Action
4.	Click the <b>1ST</b> option from the drop-down list to cancel the first meal deduction.  <i>NOTE: You can select the 2nd option to cancel the 2nd meal deduction. You can select All to cancel the 1st and 2nd meal deductions.</i>  <u>1ST</u>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Favorites ▾ Main Menu ▾ > LSUHSC Processes ▾ > Time and Labor ▾ > Use ▾ > Timesheet Home

**PS9HRTRN**  
**WEBRCB2**



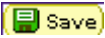

Save Date: 09/20/2016 Refresh << Previous Period Next Period >>

Punch and Elapsed Time Detail													
	Date	Day	Xfer	In	Out	TRC	Hours	Cumu lative	Skip/Take Meal	Hazard/ In Chrg	Callback/ NoPay	Override Overtime	Comment Code
	09/12/16	Mon	<input type="checkbox"/>	8:28AM	4:55PM	0	7.95	7.95	151				
	09/13/16	Tue	<input type="checkbox"/>	8:31AM	4:59PM	0	7.96	15.91					
	09/14/16	Wed	<input type="checkbox"/>	8:45AM	5:01PM	0	7.76	23.67					
	09/15/16	Thu	<input type="checkbox"/>	8:26AM	2:30PM	0	5.56	29.23					
	09/16/16	Fri	<input type="checkbox"/>										
	09/17/16	Sat	<input type="checkbox"/>										
	09/18/16	Sun	<input type="checkbox"/>										
	09/19/16	Mon	<input type="checkbox"/>	8:27AM	5:03PM	0	8.10	37.33					
	09/20/16	Tue	<input type="checkbox"/>	8:40AM	5:06PM	0	7.93	45.26					
	09/21/16	Wed	<input type="checkbox"/>	8:25AM	4:53PM	0	7.96	53.22					
	09/22/16	Thu	<input type="checkbox"/>	8:24AM	5:02PM	0	8.13	61.35					
	09/23/16	Fri	<input type="checkbox"/>	8:30AM	4:57PM	0	7.95	69.30					
	09/24/16	Sat	<input type="checkbox"/>										
	09/25/16	Sun	<input type="checkbox"/>										

Save

Time Admin Status		
Last Update Date/Time	Earliest Chg Dt	Run TA?
09/20/16 12:51:46PM	09/05/2016	Y

Payable Totals		Payable Detail					Schedules					
TRC	Tot Hours	Date	Day	TRC	Quantity	Department	Status	Reason	Date	Day	Start Time	End Time
RGB	79.40	09/12/16	Mon	RGB	8.00		Estimated		09/12/16	Mon	8:30AM	5:00PM

Step	Action
5.	<p>A Comment Code may be added to explain why the meal deduction(s) were cancelled.</p> <p>Click the <b>Mon Look up Comment Code</b> button.</p> 
6.	<p>You can select a Comment Code from the list by clicking on the appropriate Override Reason Code or Description option.</p> <p>Click the <b>SHORT - Staffing Shortage</b> link.</p> 
7.	<p>Click the <b>Save</b> button.</p> 
8.	<p>If a meal deduction(s) has been cancelled in error, you can Restore the Meal Deduction(s).</p> <p>Click the button to the right of the <b>Mon Skip/Take Meal</b> field.</p> 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Favorites ▾ Main Menu ▾ > LSUHSC Processes ▾ > Time and Labor ▾ > Use ▾ > Timesheet Home

**PS9HRTRN**  
**WEBRCB2**

Save Date: 09/20/2016 Refresh << Previous Period Next Period >>

Punch and Elapsed Time Detail													
	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take	Hazard/In Chrg	Callback/No Pay	Override Overtime	Comment Code
+	09/12/16	Mon	<input type="checkbox"/>	8:28AM	4:55PM	0	8.45	8.45	EST				SHORT
+	09/13/16	Tue	<input type="checkbox"/>	8:31AM	4:59PM	0	7.96	16.41	END ALL TAKE				
+	09/14/16	Wed	<input type="checkbox"/>	8:45AM	5:01PM	0	7.76	24.17					
+	09/15/16	Thu	<input type="checkbox"/>	8:26AM	2:30PM	0	5.56	29.73					
+	09/16/16	Fri	<input type="checkbox"/>										
+	09/17/16	Sat	<input type="checkbox"/>										
+	09/18/16	Sun	<input type="checkbox"/>										
+	09/19/16	Mon	<input type="checkbox"/>	8:27AM	5:03PM	0	8.10	37.83					
+	09/20/16	Tue	<input type="checkbox"/>	8:40AM	5:06PM	0	7.93	45.76					
+	09/21/16	Wed	<input type="checkbox"/>	8:25AM	4:53PM	0	7.96	53.72					
+	09/22/16	Thu	<input type="checkbox"/>	8:24AM	5:02PM	0	8.13	61.85					
+	09/23/16	Fri	<input type="checkbox"/>	8:30AM	4:57PM	0	7.95	69.80					
+	09/24/16	Sat	<input type="checkbox"/>										
+	09/25/16	Sun	<input type="checkbox"/>										

Save

Time Admin Status		
Last Update Date/Time	Earliest Chg Dt	Run TA?
09/20/16 12:51:46PM	09/05/2016	Y

Payable Totals		Payable Detail							Schedules			
TRC	Tot Hours	Date	Day	TRC	Quantity	Department	Status	Reason	Date	Day	Start Time	End Time
RGB	79.40	09/12/16	Mon	RGB	8.00		Estimated		09/12/16	Mon	8:30AM	5:00PM

Step	Action
9.	Click the <b>Blank</b> list item from the drop-down list.
10.	Highlight "SHORT" and press the <b>Delete</b> button to remove the Mon Comment Code.  SHORT



# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Favorites ▾ Main Menu ▾ > LSUHSC Processes ▾ > Time and Labor ▾ > Use ▾ > Timesheet Home

**PS9HRTRN**  
**WEBRCB2**

Save Date: 09/20/2016 Refresh << Previous Period Next Period >>

Punch and Elapsed Time Detail 1-14 of 14

	Date	Day	Xfer	In	Out	TRC	Hours	Cumu lative	Skip/Take Meal	Hazard/ In Chrg	Callback/ NoPay	Override Overtime	Comment Code
+	09/12/16	Mon	<input type="checkbox"/>	8:28AM	4:55PM	0	8.45	8.45					
+	09/13/16	Tue	<input type="checkbox"/>	8:31AM	4:59PM	0	7.96	16.41					
+	09/14/16	Wed	<input type="checkbox"/>	8:45AM	5:01PM	0	7.76	24.17					
+	09/15/16	Thu	<input type="checkbox"/>	8:26AM	2:30PM	0	5.58	29.73					
+	09/16/16	Fri	<input type="checkbox"/>										
+	09/17/16	Sat	<input type="checkbox"/>										
+	09/18/16	Sun	<input type="checkbox"/>										
+	09/19/16	Mon	<input type="checkbox"/>	8:27AM	5:03PM	0	8.10	37.83					
+	09/20/16	Tue	<input type="checkbox"/>	8:40AM	5:06PM	0	7.93	45.76					
+	09/21/16	Wed	<input type="checkbox"/>	8:25AM	4:53PM	0	7.96	53.72					
+	09/22/16	Thu	<input type="checkbox"/>	8:24AM	5:02PM	0	8.13	61.85					
+	09/23/16	Fri	<input type="checkbox"/>	8:30AM	4:57PM	0	7.95	69.80					
+	09/24/16	Sat	<input type="checkbox"/>										
+	09/25/16	Sun	<input type="checkbox"/>										

Save

Time Admin Status

Last Update Date/Time	Earliest Chg Dt	Run TA?
09/20/16 12:51:46PM	09/05/2016	Y

Payable Totals 1-1 of 1

TRC	Tot Hours
RGB	79.40

Payable Detail View All 1-1 of 1

Date	Day	TRC	Quantity	Department	Status	Reason
09/12/16	Mon	RGB	8.00		Estimated	

Schedules 1-1 of 1

Date	Day	Start Time	End Time
09/12/16	Mon	8:30AM	5:00PM

Step	Action
11.	Click the <b>Save</b> button. 
12.	This completes <i>Cancel and Restore a Meal Deduction</i> . <b>End of Procedure.</b>

**Training Guide**  
**Time and Labor Timekeepers LSUNO V9.1**

## Enter Holiday Pay

### Procedure

In this topic you will learn how to **Enter Holiday Pay**.

Step	Action
1.	<p><b>HOLIDAY HOURS IN TIME AND LABOR</b></p> <p>The correct input of hours on a holiday is imperative to the payroll process. Proper input of holiday hours ensures the employee is paid correctly, and in a timely manner. It reduces the burden of correcting time improperly input.</p> <p>The LSUHSC Holiday Calendar determines holiday schedules. Generally, holiday schedules are uploaded in PeopleSoft Time and Labor prior to time being input. Therefore, when an employee's timecard is viewed, the holidays should appear on the timecard in green. There are key points to remember before entering time for holiday pay into PeopleSoft Time and Labor.</p> <p>Employees shall be eligible for compensation on holidays observed except:</p> <ol style="list-style-type: none"> <li>1. When the employee's regular work schedule averages less than 20 hours a week;</li> <li>2. When the employee is on transient/restricted appointment or student workers;</li> <li>3. When the employee is on leave without pay (LWOP) immediately preceding and following the holiday period;</li> <li>4. When the employee is on an intermittent work schedule.</li> </ol> <p>Holidays for Part Time Employees-Less than 40 but more than 20 hours per week:</p> <p>If a holiday falls on a part-time employee's day off; the employee would receive compensation in an amount prorated to the number of hours normally worked. For example, if a part-time employee is scheduled to work 32 hours a week, Tuesday through Friday and a holiday falls on Monday, the employee should receive 6.4 hours of holiday pay (80% of 8 hours). However, if the holiday falls on Tuesday, Wednesday, Thursday or Friday (a regularly scheduled workday), then the employee should receive 8 hours of holiday pay.</p>
2.	<p><b>Scenario 1</b></p> <p><i>Scheduled holiday - employee does not work and is not scheduled to work.</i></p> <p>The green rows on the timesheet reflect holidays. If the holiday shown is correct, no further action is required. Once the timesheet is saved, the summary will reflect HOL-8 (Assumes the employee is paid for 8 Holiday hours).</p>
3.	<p><b>Scenario 2</b></p> <p><i>Scheduled holiday - employee works 4.30 hours on the holiday.</i></p>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Favorites Main Menu > LSUHSC Processes > Time and Labor > Use > Timesheet Home

**PS9HRTRN**  
**WEBRCB2**

Save Date: 09/11/2016 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
+	08/29/16	Mon		8:25AM	5:00PM	0 [D]	8.08	8.08							
+	08/30/16	Tue		8:31AM	4:58PM	0 [D]	7.95	16.03							
+	08/31/16	Wed		8:32AM	5:03PM	0 [D]	8.01	24.04							
+	09/01/16	Thu		8:26AM	4:49PM	0 [D]	7.88	31.92							
+	09/02/16	Fri		8:28AM	5:01PM	0 [D]	8.05	39.97							
+	09/03/16	Sat				[D]									
+	09/04/16	Sun				[D]									
+	09/05/16	Mon				[D]									
+	09/06/16	Tue		8:24AM	5:05PM	0 [D]	8.18	48.15							
+	09/07/16	Wed		8:29AM	4:59PM	0 [D]	8.00	56.15							
+	09/08/16	Thu		8:30AM	5:05PM	0 [D]	8.08	64.23							
+	09/09/16	Fri		8:33AM	5:02PM	0 [D]	7.98	72.21							
+	09/10/16	Sat		8:27AM	4:57PM	0 [D]	8.00	80.21							
+	09/11/16	Sun				[D]									

Save

**Time Admin Status**

Last Update Date/Time	Earliest Chg Dt	Run TA?
09/29/16 11:18:10AM	09/02/2016	Y

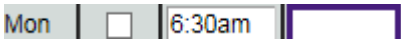

Payable Totals: TRC Tot Hours 3.70

Payable Detail:
 

Date	Day	TRC	Quantity	Department	Status	Reason
08/29/16	Mon	RGB	8.00		Estimated	

Schedules:
 

Date	Day	Start Time	End Time
08/29/16	Mon	8:30AM	5:00PM

Step	Action
4.	Enter the desired information into the <b>Mon</b> field. Enter " <b>6:30am</b> ".
5.	Enter the desired information into the <b>Mon</b> field. Enter " <b>10:45am</b> ". 
6.	Click the <b>Save</b> button. 
7.	<i>NOTE: After Time Admin is run, the hours worked will be reflected in the Payables Total and Payable Details boxes as HPW. The paid Holiday hours (HOL) have been reduced from 8 to 3.70 since the employee worked 4.30 hours.</i>
8.	<b>Scenario 3</b>  <i>Scheduled holiday - employee is on Leave Without Pay - Authorized on the day immediately preceding the holiday and the day after the holiday.</i>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Favorites ▾ Main Menu ▾ > LSUHSC Processes ▾ > Time and Labor ▾ > Use ▾ > Timesheet Home

**PS9HRTRN**  
**WEBRCB2**

Save Date: 09/11/2016 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
+ -	08/29/16	Mon	<input type="checkbox"/>	8:25AM	5:00PM	0 [L]	8.08	8.08							
+ -	08/30/16	Tue	<input type="checkbox"/>	8:31AM	4:58PM	0 [L]	7.95	16.03							
+ -	08/31/16	Wed	<input type="checkbox"/>	8:32AM	5:03PM	0 [L]	8.01	24.04							
+ -	09/01/16	Thu	<input type="checkbox"/>	8:26AM	4:49PM	0 [L]	7.88	31.92							
+ -	09/02/16	Fri	<input type="checkbox"/>												
+ -	09/03/16	Sat	<input type="checkbox"/>												
+ -	09/04/16	Sun	<input type="checkbox"/>												
+ -	09/05/16	Mon	<input type="checkbox"/>												
+ -	09/06/16	Tue	<input type="checkbox"/>												
+ -	09/07/16	Wed	<input type="checkbox"/>	8:29AM	4:59PM	0 [L]	8.00	39.92							
+ -	09/08/16	Thu	<input type="checkbox"/>	8:30AM	5:05PM	0 [L]	8.08	48.00							
+ -	09/09/16	Fri	<input type="checkbox"/>	8:33AM	5:02PM	0 [L]	7.98	55.98							
+ -	09/10/16	Sat	<input type="checkbox"/>	8:27AM	4:57PM	0 [L]	8.00	63.98							
+ -	09/11/16	Sun	<input type="checkbox"/>												

Save

**Time Admin Status**

Last Update Date/Time	Earliest Chg Dt	Run.TA?
09/29/16 11:18:10AM	09/02/2016	Y

**Payable Totals**


TRC	Tot Hours
HOL	3.70

**Payable Detail**

Date	Day	TRC	Quantity	Department	Status	Reason
08/29/16	Mon	RGB	8.00		Estimated	
09/02/16	Tue	RGB	8.00		Estimated	

**Schedules**

Date	Day	Start Time	End Time
08/29/16	Mon	8:30AM	5:00PM
09/30/16	Tue	8:30AM	5:00PM

Step	Action
9.	Record Pay Code LW2 with the number of LWOP hours.  <i>NOTE: The Cancel Holiday Code must also be entered to cancel the holiday.</i>  Click the <b>Look up TRC</b> button.  

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

The screenshot displays the 'Look Up TRC' dialog box in the LSUNO V9.1 system. The dialog shows search criteria for Business Unit (LSUNO) and Workgroup (BPOS\_RPTR). The search results list various Time Reporting Codes (TRC) and their descriptions. The 'LW2' entry, labeled 'LWOP AUTHORIZED', is highlighted with a purple box, indicating it is the target for the next step in the training guide.

Step	Action
10.	Click the <a href="#">LW2</a> link.

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Favorites Main Menu > LSUHSC Processes > Time and Labor > Use > Timesheet Home

**PS9HRTRN**  
**WEBRCB2**

Save Date: 09/11/2016 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	Account Code
+ -	08/29/16	Mon		8:25AM	5:00PM	0 [B]	8.08	8.08							
+ -	08/30/16	Tue		8:31AM	4:58PM	0 [B]	7.95	16.03							
+ -	08/31/16	Wed		8:32AM	5:03PM	0 [B]	8.01	24.04							
+ -	09/01/16	Thu		8:26AM	4:49PM	0 [B]	7.88	31.92							
+ -	09/02/16	Fri				LW2									
+ -	09/03/16	Sat													
+ -	09/04/16	Sun													
+ -	09/05/16	Mon													
+ -	09/06/16	Tue													
+ -	09/07/16	Wed		8:29AM	4:59PM	0 [B]	8.00	39.92							
+ -	09/08/16	Thu		8:30AM	5:05PM	0 [B]	8.08	48.00							
+ -	09/09/16	Fri		8:33AM	5:02PM	0 [B]	7.98	55.98							
+ -	09/10/16	Sat		8:27AM	4:57PM	0 [B]	8.00	63.98							
+ -	09/11/16	Sun													

Save

**Time Admin Status**

Last Update Date/Time	Earliest Chg Dt	Run TA?
09/29/16 11:18:10AM	09/02/2016	Y

**Payable Totals**

TRC	Tot Hours
HOL	3.70

**Payable Detail**

Date	Day	TRC	Quantity	Department	Status	Reason
08/29/16	Mon	RGB	8.00		Estimated	
09/04/16	Tue	RGB	8.00		Estimated	

**Schedules**

Date	Day	Start Time	End Time
08/29/16	Mon	8:30AM	5:00PM
09/30/16	Tue	8:30AM	5:00PM

Step	Action
11.	Enter the desired information into the <b>Fri</b> field. Enter "8".

Fri	<input type="checkbox"/>														
-----	--------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Favorites ▾ Main Menu ▾ > LSUHSC Processes ▾ > Time and Labor ▾ > Use ▾ > Timesheet Home

**PS9HRTRN**  
**WEBRCB2**

Save Date: 09/11/2016 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	Account Code
+ -	08/29/16	Mon	<input type="checkbox"/>	8:25AM	5:00PM	0 [L]	8.08	8.08							
+ -	08/30/16	Tue	<input type="checkbox"/>	8:31AM	4:58PM	0 [L]	7.95	16.03							
+ -	08/31/16	Wed	<input type="checkbox"/>	8:32AM	5:03PM	0 [L]	8.01	24.04							
+ -	09/01/16	Thu	<input type="checkbox"/>	8:26AM	4:49PM	0 [L]	7.88	31.92							
+ -	09/02/16	Fri	<input type="checkbox"/>			LW2	8								
+ -	09/03/16	Sat	<input type="checkbox"/>												
+ -	09/04/16	Sun	<input type="checkbox"/>												
+ -	09/05/16	Mon	<input type="checkbox"/>												
+ -	09/06/16	Tue	<input type="checkbox"/>												
+ -	09/07/16	Wed	<input type="checkbox"/>	8:29AM	4:59PM	0 [L]	8.00	39.92							
+ -	09/08/16	Thu	<input type="checkbox"/>	8:30AM	5:05PM	0 [L]	8.08	48.00							
+ -	09/09/16	Fri	<input type="checkbox"/>	8:33AM	5:02PM	0 [L]	7.98	55.98							
+ -	09/10/16	Sat	<input type="checkbox"/>	8:27AM	4:57PM	0 [L]	8.00	63.98							
+ -	09/11/16	Sun	<input type="checkbox"/>												

Save

**Time Admin Status**

Last Update Date/Time	Earliest Chg Dt	Run.TA?
09/29/16 11:18:10AM	09/02/2016	Y

**Payable Totals**


TRC	Tot Hours
HOL	3.70

**Payable Detail**

Date	Day	TRC	Quantity	Department	Status	Reason
08/29/16	Mon	RGB	8.00		Estimated	
09/02/16	Tue	RGB	8.00		Estimated	

**Schedules**

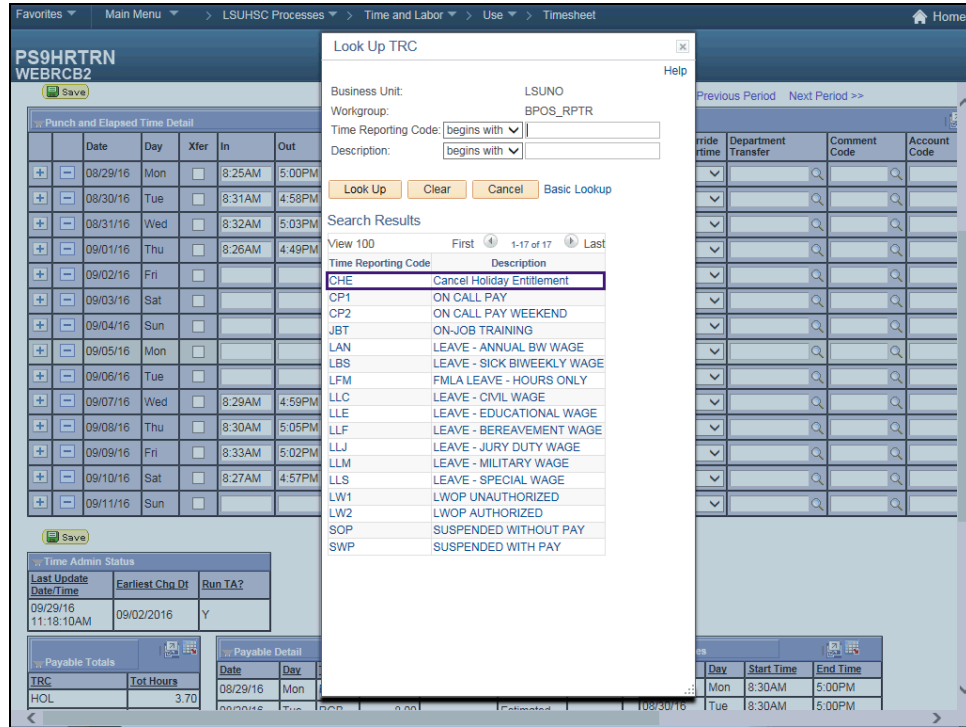
Date	Day	Start Time	End Time
08/29/16	Mon	8:30AM	5:00PM
08/30/16	Tue	8:30AM	5:00PM

Step	Action
12.	Click the <b>Look up TRC</b> button. 



# Training Guide

## Time and Labor Timekeepers LSUNO V9.1



Step	Action
13.	Click the <b>CHE</b> link. <a href="#">CHE</a>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Favorites ▾ Main Menu ▾ > LSUHSC Processes ▾ > Time and Labor ▾ > Use ▾ > Timesheet Home

**PS9HRTRN**  
**WEBRCB2**

Save Date: 09/11/2016 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	Account Code
+ -	08/29/16	Mon	<input type="checkbox"/>	8:25AM	5:00PM	0 [D]	8.08	8.08							
+ -	08/30/16	Tue	<input type="checkbox"/>	8:31AM	4:58PM	0 [D]	7.95	16.03							
+ -	08/31/16	Wed	<input type="checkbox"/>	8:32AM	5:03PM	0 [D]	8.01	24.04							
+ -	09/01/16	Thu	<input type="checkbox"/>	8:26AM	4:49PM	0 [D]	7.88	31.92							
+ -	09/02/16	Fri	<input type="checkbox"/>			LW2	8.00								
+ -	09/03/16	Sat	<input type="checkbox"/>												
+ -	09/04/16	Sun	<input type="checkbox"/>												
+ -	09/05/16	Mon	<input type="checkbox"/>			CHE									
+ -	09/06/16	Tue	<input type="checkbox"/>												
+ -	09/07/16	Wed	<input type="checkbox"/>	8:29AM	4:59PM	0 [D]	8.00	39.92							
+ -	09/08/16	Thu	<input type="checkbox"/>	8:30AM	5:05PM	0 [D]	8.08	48.00							
+ -	09/09/16	Fri	<input type="checkbox"/>	8:33AM	5:02PM	0 [D]	7.98	55.98							
+ -	09/10/16	Sat	<input type="checkbox"/>	8:27AM	4:57PM	0 [D]	8.00	63.98							
+ -	09/11/16	Sun	<input type="checkbox"/>												

Save

Time Admin Status

Last Update Date/Time	Earliest Chg Dt	Run.TA?
09/29/16 11:18:10AM	09/02/2016	Y

Payable Totals


TRC	Tot Hours
HOL	3.70

Payable Detail

Date	Day	TRC	Quantity	Department	Status	Reason
08/29/16	Mon	RGB	8.00		Estimated	
09/02/16	Tue	RGB	8.00		Estimated	

Schedules

Date	Day	Start Time	End Time
09/29/16	Mon	8:30AM	5:00PM
09/30/16	Tue	8:30AM	5:00PM

Step	Action
14.	Enter the desired information into the <b>Mon</b> field. Enter "8". 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Favorites Main Menu > LSUHSC Processes > Time and Labor > Use > Timesheet Home

**PS9HRTRN**  
**WEBRCB2**

Save Date: 09/11/2016 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	Account Code
+ -	08/29/16	Mon		8:25AM	5:00PM	0 [L]	8.08	8.08							
+ -	08/30/16	Tue		8:31AM	4:58PM	0 [L]	7.95	16.03							
+ -	08/31/16	Wed		8:32AM	5:03PM	0 [L]	8.01	24.04							
+ -	09/01/16	Thu		8:26AM	4:49PM	0 [L]	7.88	31.92							
+ -	09/02/16	Fri				LW2 [L]	8.00								
+ -	09/03/16	Sat				[L]									
+ -	09/04/16	Sun				[L]									
+ -	09/05/16	Mon				CHE [L]	8								
+ -	09/06/16	Tue				[L]									
+ -	09/07/16	Wed		8:29AM	4:59PM	0 [L]	8.00	39.92							
+ -	09/08/16	Thu		8:30AM	5:05PM	0 [L]	8.08	48.00							
+ -	09/09/16	Fri		8:33AM	5:02PM	0 [L]	7.98	55.98							
+ -	09/10/16	Sat		8:27AM	4:57PM	0 [L]	8.00	63.98							
+ -	09/11/16	Sun				[L]									

Save

**Time Admin Status**

Last Update Date/Time	Earliest Chg Dt	Run TA?
09/29/16 11:18:10AM	09/02/2016	Y

**Payable Totals**


TRC	Tot Hours
HOL	3.70

**Payable Detail**

Date	Day	TRC	Quantity	Department	Status	Reason
08/29/16	Mon	RGB	8.00		Estimated	
09/02/16	Tue	RGB	8.00		Estimated	

**Schedules**

Date	Day	Start Time	End Time
08/29/16	Mon	8:30AM	5:00PM
09/30/16	Tue	8:30AM	5:00PM

Step	Action
15.	Click the <b>Look up TRC</b> button. 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

**Look Up TRC**

Business Unit: LSUNO  
 Workgroup: BPOS\_RPTR  
 Time Reporting Code: begins with  
 Description: begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-17 of 17 Last

Time Reporting Code	Description
CHE	Cancel Holiday Entitlement
CP1	ON CALL PAY
CP2	ON CALL PAY WEEKEND
JBT	ON-JOB TRAINING
LAN	LEAVE - ANNUAL BW WAGE
LBS	LEAVE - SICK BIWEEKLY WAGE
LFM	FMLA LEAVE - HOURS ONLY
LLC	LEAVE - CIVIL WAGE
LLE	LEAVE - EDUCATIONAL WAGE
LLF	LEAVE - BEREAVEMENT WAGE
LLJ	LEAVE - JURY DUTY WAGE
LLM	LEAVE - MILITARY WAGE
LLS	LEAVE - SPECIAL WAGE
LW1	LWOP UNAUTHORIZED
<b>LW2</b>	<b>LWOP AUTHORIZED</b>
SOP	SUSPENDED WITHOUT PAY
SWP	SUSPENDED WITH PAY

Step	Action
16.	Click the <b>LW2</b> link. <a href="#">LW2</a>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

[Favorites](#) > [Main Menu](#) > [LSUHSC Processes](#) > [Time and Labor](#) > [Use](#) > [Timesheet](#) [Home](#)

**PS9HRTRN**  
**WEBRCB2**

Save      Date: 09/11/2016    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	Account Code
+/-	08/29/16	Mon	<input type="checkbox"/>	8:25AM	5:00PM	0 [B]	8.08	8.08							
+/-	08/30/16	Tue	<input type="checkbox"/>	8:31AM	4:58PM	0 [B]	7.95	16.03							
+/-	08/31/16	Wed	<input type="checkbox"/>	8:32AM	5:03PM	0 [B]	8.01	24.04							
+/-	09/01/16	Thu	<input type="checkbox"/>	8:26AM	4:49PM	0 [B]	7.88	31.92							
+/-	09/02/16	Fri	<input type="checkbox"/>			LW2	8.00								
+/-	09/03/16	Sat	<input type="checkbox"/>												
+/-	09/04/16	Sun	<input type="checkbox"/>												
+/-	09/05/16	Mon	<input type="checkbox"/>			CHE	8.00								
+/-	09/06/16	Tue	<input type="checkbox"/>			LW2									
+/-	09/07/16	Wed	<input type="checkbox"/>	8:29AM	4:59PM	0 [B]	8.00	39.92							
+/-	09/08/16	Thu	<input type="checkbox"/>	8:30AM	5:05PM	0 [B]	8.08	48.00							
+/-	09/09/16	Fri	<input type="checkbox"/>	8:33AM	5:02PM	0 [B]	7.98	55.98							
+/-	09/10/16	Sat	<input type="checkbox"/>	8:27AM	4:57PM	0 [B]	8.00	63.98							
+/-	09/11/16	Sun	<input type="checkbox"/>												

Save

**Time Admin Status**

Last Update Date/Time	Earliest Chg Dt	Run TA?
09/29/16 11:18:10AM	09/02/2016	Y

**Payable Totals**


TRC	Tot Hours
HOL	3.70

**Payable Detail**

Date	Day	TRC	Quantity	Department	Status	Reason
08/29/16	Mon	RGB	8.00		Estimated	
09/04/16	Tue	RGB	8.00		Estimated	

**Schedules**

Date	Day	Start Time	End Time
08/29/16	Mon	8:30AM	5:00PM
09/30/16	Tue	8:30AM	5:00PM

Step	Action
17.	Enter the desired information into the <b>Tue</b> field. Enter "8". 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Favorites ▾ Main Menu ▾ > LSUHSC Processes ▾ > Time and Labor ▾ > Use ▾ > Timesheet Home

**PS9HRTRN**  
**WEBRCB2**

Save Date: 09/11/2016 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
+ -	08/29/16	Mon		8:25AM	5:00PM	0 [D]	8.08	8.08							
+ -	08/30/16	Tue		8:31AM	4:58PM	0 [D]	7.95	16.03							
+ -	08/31/16	Wed		8:32AM	5:03PM	0 [D]	8.01	24.04							
+ -	09/01/16	Thu		8:26AM	4:49PM	0 [D]	7.88	31.92							
+ -	09/02/16	Fri				LW2 [D]	8.00								
+ -	09/03/16	Sat				[D]									
+ -	09/04/16	Sun				[D]									
+ -	09/05/16	Mon				CHE [D]	8.00								
+ -	09/06/16	Tue				LW2 [D]	8								
+ -	09/07/16	Wed		8:29AM	4:59PM	0 [D]	8.00	39.92							
+ -	09/08/16	Thu		8:30AM	5:05PM	0 [D]	8.08	48.00							
+ -	09/09/16	Fri		8:33AM	5:02PM	0 [D]	7.98	55.98							
+ -	09/10/16	Sat		8:27AM	4:57PM	0 [D]	8.00	63.98							
+ -	09/11/16	Sun				[D]									

Save

Time Admin Status

Last Update Date/Time	Earliest Chg Dt	Run TA?
09/29/16 11:18:10AM	09/02/2016	Y

Payable Totals

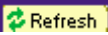
TRC	Tot Hours
HOL	3.70

Payable Detail

Date	Day	TRC	Quantity	Department	Status	Reason
08/29/16	Mon	RGB	8.00		Estimated	
09/02/16	Tue	RGB	8.00		Estimated	

Schedules

Date	Day	Start Time	End Time
08/29/16	Mon	8:30AM	5:00PM
08/30/16	Tue	8:30AM	5:00PM

Step	Action
18.	Click the <b>Refresh Timesheet</b> button. 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

The screenshot shows the 'Punch and Elapsed Time Detail' section of the LSUNO V9.1 interface. A confirmation dialog box is displayed in the center, asking 'Do you wish to save any changes you may have made?' with 'Yes', 'No', and 'Cancel' buttons. The dialog box is positioned over the row for 09/05/16 (Monday) in the timesheet grid. The grid shows columns for Date, Day, Xfer, In, Out, TRC, Hours, Cumulative, Skip/Take Meal, Hazard/In Chrg, Callback/NoPay, Override Overtime, Department Transfer, Comment Code, and Account Code. The date at the top is 09/11/2016.

Step	Action
19.	Click the <b>Yes</b> button to save the changes to the timesheet. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;">Yes</div>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

[Favorites](#) > [Main Menu](#) > [LSUHSC Processes](#) > [Time and Labor](#) > [Use](#) > [Timesheet](#)
[Home](#)

**PS9HRTRN**  
**WEBRCB2**

[Save](#)      Date: 09/11/2016    [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	Department Transfer	Comment Code	Account Code
+/-	08/29/16	Mon		8:25AM	5:00PM	0 [D]	8.08	8.08							
+/-	08/30/16	Tue		8:31AM	4:58PM	0 [D]	7.95	16.03							
+/-	08/31/16	Wed		8:32AM	5:03PM	0 [D]	8.01	24.04							
+/-	09/01/16	Thu		8:26AM	4:49PM	0 [D]	7.88	31.92							
+/-	09/02/16	Fri				LW2 [Q]	8.00								
+/-	09/03/16	Sat													
+/-	09/04/16	Sun													
+/-	09/05/16	Mon				CHE [Q]	8.00								
+/-	09/06/16	Tue				LW2 [Q]	8.00								
+/-	09/07/16	Wed		8:29AM	4:59PM	0 [D]	8.00	39.92							
+/-	09/08/16	Thu		8:30AM	5:05PM	0 [D]	8.08	48.00							
+/-	09/09/16	Fri		8:33AM	5:02PM	0 [D]	7.98	55.98							
+/-	09/10/16	Sat		8:27AM	4:57PM	0 [D]	8.00	63.98							
+/-	09/11/16	Sun													

[Save](#)

**Time Admin Status**

Last Update Date/Time	Earliest Chg Dt	Run TA?
09/29/16 11:18:10AM	09/02/2016	Y

**Payable Totals**

TRC	Tot Hours
HOL	3.70

**Payable Detail**

Date	Day	TRC	Quantity	Department	Status	Reason
08/29/16	Mon	RGB	8.00		Estimated	

**Schedules**

Date	Day	Start Time	End Time
08/29/16	Mon	8:30AM	5:00PM

Step	Action
20.	This completes <i>Enter Holiday Pay</i> . <b>End of Procedure.</b>




## Enter On-Call Time

### Procedure

In this topic you will learn how to **Enter On-Call Time**.

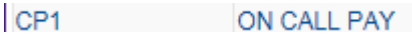

Step	Action
1.	LSUNO have employees who are on call in the event of an emergency. They are paid a flat amount for the hours they are on call. In the event of an emergency, they would report to work, clock in and clock out when they leave. During these work hours they do not receive their on call pay. When they finish working, they are back on call. It is entered as a TRC with hours.
2.	In this exercise, the employee is On Call for Wednesday and Saturday.  <b>TRC Code CP1</b> - is the code used for employees on call during the week. <b>TRC Code CP2</b> - is the code used for employees on call on the weekend.

The screenshot shows the 'Punch and Elapsed Time Detail' table with the following columns: Date, Day, Xfer, In, Out, TRC, Hours, Cumulative, Skip/Take Meal, Hazard/In Chrg, Callback/NoPay, Override Overtime, and Comment Code. The TRC column for 09/28/16 has a magnifying glass icon next to it, indicating the 'Look up TRC' button.

Step	Action
3.	Click the <b>Look up TRC</b> button. 



# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Step	Action
4.	Click the <b>ON CALL PAY</b> link. 
5.	Enter the desired information into the <b>Wed</b> field. Enter " <b>12</b> ".
6.	Click the <b>Save</b> button. 


Favorites > Main Menu > LSUHSC Processes > Time and Labor > Use > Timesheet Home

**PS9HRTRN**  
**WEBRCB2**

 Date: 09/26/2016  << 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	Comment Code
	09/26/16	Mon	<input type="checkbox"/>						<input type="checkbox"/>		<input type="checkbox"/>		
	09/27/16	Tue	<input type="checkbox"/>						<input type="checkbox"/>		<input type="checkbox"/>		
	09/28/16	Wed				CP1	12.00						
	09/29/16	Thu	<input type="checkbox"/>						<input type="checkbox"/>		<input type="checkbox"/>		
	09/30/16	Fri	<input type="checkbox"/>						<input type="checkbox"/>		<input type="checkbox"/>		
	10/01/16	Sat	<input type="checkbox"/>						<input type="checkbox"/>		<input type="checkbox"/>		
	10/02/16	Sun	<input type="checkbox"/>						<input type="checkbox"/>		<input type="checkbox"/>		
	10/03/16	Mon	<input type="checkbox"/>						<input type="checkbox"/>		<input type="checkbox"/>		
	10/04/16	Tue	<input type="checkbox"/>						<input type="checkbox"/>		<input type="checkbox"/>		
	10/05/16	Wed	<input type="checkbox"/>						<input type="checkbox"/>		<input type="checkbox"/>		
	10/06/16	Thu	<input type="checkbox"/>						<input type="checkbox"/>		<input type="checkbox"/>		
	10/07/16	Fri	<input type="checkbox"/>						<input type="checkbox"/>		<input type="checkbox"/>		
	10/08/16	Sat	<input type="checkbox"/>						<input type="checkbox"/>		<input type="checkbox"/>		
	10/09/16	Sun	<input type="checkbox"/>						<input type="checkbox"/>		<input type="checkbox"/>		



**Time Admin Status**

Last Update Date/Time	Earliest Chg Dt	Run TA?
09/20/16 12:51:46PM	09/05/2016	Y

**Payable Totals**


TRC	Tot Hours
Total Week 1	0.00

**Payable Detail**

Date	Day	TRC	Quantity	Department	Status	Reason

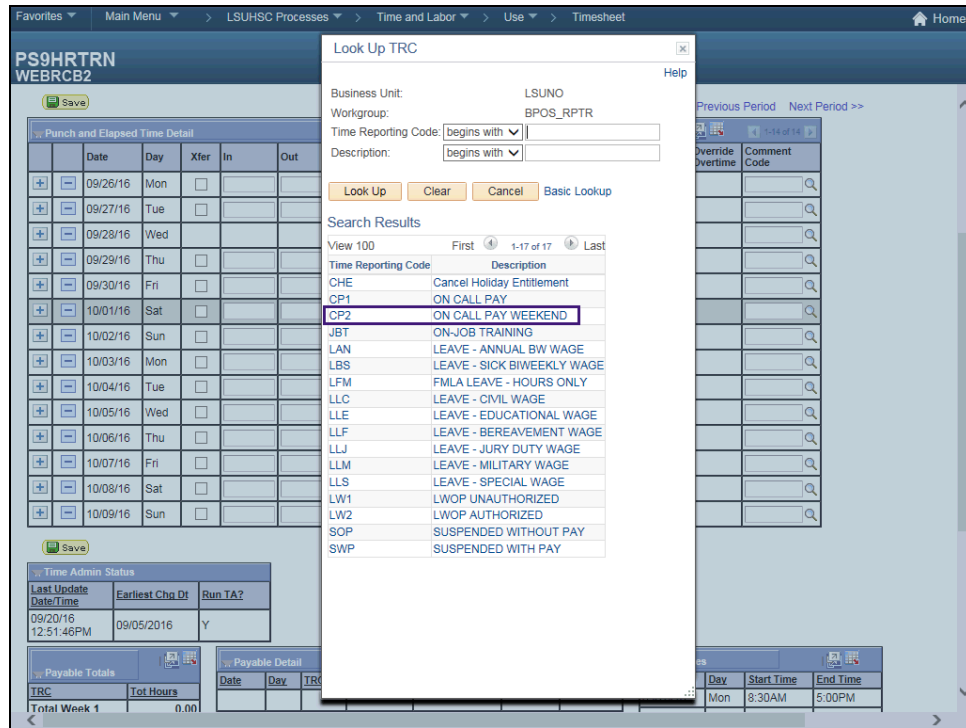
**Schedules**

Date	Day	Start Time	End Time
09/26/16	Mon	8:30AM	5:00PM

Step	Action
7.	Click the <b>Look up TRC</b> button. 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1



Step	Action
8.	Click the <b>ON CALL PAY WEEKEND</b> link. <a href="#">ON CALL PAY WEEKEND</a>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

[Favorites](#) > [Main Menu](#) > [LSUHSC Processes](#) > [Time and Labor](#) > [Use](#) > [Timesheet](#) Home

**PS9HRTRN**  
**WEBRCB2**

[Save](#) Date: 09/26/2016 [Refresh](#) << Previous Period Next Period >>

[Punch and Elapsed Time Detail](#) 1-14 of 16

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Comment Code
<a href="#">+</a>	09/26/16	Mon	<input type="checkbox"/>			BS							
<a href="#">+</a>	09/27/16	Tue	<input type="checkbox"/>			BS							
<a href="#">+</a>	09/28/16	Wed	<input type="checkbox"/>			CP1	12.00						
<a href="#">+</a>	09/29/16	Thu	<input type="checkbox"/>			BS							
<a href="#">+</a>	09/30/16	Fri	<input type="checkbox"/>			BS							
<a href="#">+</a>	10/01/16	Sat	<input type="checkbox"/>			CP2							
<a href="#">+</a>	10/02/16	Sun	<input type="checkbox"/>			BS							
<a href="#">+</a>	10/03/16	Mon	<input type="checkbox"/>			BS							
<a href="#">+</a>	10/04/16	Tue	<input type="checkbox"/>			BS							
<a href="#">+</a>	10/05/16	Wed	<input type="checkbox"/>			BS							
<a href="#">+</a>	10/06/16	Thu	<input type="checkbox"/>			BS							
<a href="#">+</a>	10/07/16	Fri	<input type="checkbox"/>			BS							
<a href="#">+</a>	10/08/16	Sat	<input type="checkbox"/>			BS							
<a href="#">+</a>	10/09/16	Sun	<input type="checkbox"/>			BS							

[Save](#)

[Time Admin Status](#)

Last Update Date/Time	Earliest Chg Dt	Run TA?
09/20/16 12:51:46PM	09/05/2016	Y

[Payable Totals](#) 1-14 of 16

TRC	Tot Hours
Total Week 1	0.00

[Payable Detail](#) View All

Date	Day	TRC	Quantity	Department	Status	Reason
09/26/16	Mon					

[Schedules](#) 1-14 of 16

Date	Day	Start Time	End Time
09/26/16	Mon	8:30AM	5:00PM

Step	Action
9.	Enter the desired information into the <b>Sat</b> field. Enter " <b>12</b> ".

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Favorites ▾ Main Menu ▾ > LSUHSC Processes ▾ > Time and Labor ▾ > Use ▾ > Timesheet Home

**PS9HRTRN**  
**WEBRCB2**

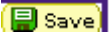
Save Date: 09/26/2016 Refresh << Previous Period Next Period >>

Punch and Elapsed Time Detail													
	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Comment Code
+/-	09/26/16	Mon	<input type="checkbox"/>			BS							
+/-	09/27/16	Tue	<input type="checkbox"/>			BS							
+/-	09/28/16	Wed	<input type="checkbox"/>			CP1	12.00						
+/-	09/29/16	Thu	<input type="checkbox"/>			BS							
+/-	09/30/16	Fri	<input type="checkbox"/>			BS							
+/-	10/01/16	Sat	<input type="checkbox"/>			CP2	12						
+/-	10/02/16	Sun	<input type="checkbox"/>			BS							
+/-	10/03/16	Mon	<input type="checkbox"/>			BS							
+/-	10/04/16	Tue	<input type="checkbox"/>			BS							
+/-	10/05/16	Wed	<input type="checkbox"/>			BS							
+/-	10/06/16	Thu	<input type="checkbox"/>			BS							
+/-	10/07/16	Fri	<input type="checkbox"/>			BS							
+/-	10/08/16	Sat	<input type="checkbox"/>			BS							
+/-	10/09/16	Sun	<input type="checkbox"/>			BS							

Save

Time Admin Status		
Last Update Date/Time	Earliest Chg Dt	Run TA?
09/20/16 12:51:46PM	09/05/2016	Y

Payable Totals		Payable Detail						Schedules				
TRC	Tot Hours	Date	Day	TRC	Quantity	Department	Status	Reason	Date	Day	Start Time	End Time
Total Week 1	0.00								09/26/16	Mon	8:30AM	5:00PM

Step	Action
10.	Click the <b>Save</b> button. 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

[Favorites](#) > [Main Menu](#) > [LSUHSC Processes](#) > [Time and Labor](#) > [Use](#) > [Timesheet](#) Home

**PS9HRTRN**  
**WEBRCB2**

[Save](#)      Date: 09/28/2016    [Refresh](#)      << Previous Period    Next Period >>

[Punch and Elapsed Time Detail](#)    [Print](#)    [1-14 of 14](#)

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Comment Code
+ -	09/26/16	Mon	<input type="checkbox"/>			BS							
+ -	09/27/16	Tue	<input type="checkbox"/>			BS							
+ -	09/28/16	Wed	<input type="checkbox"/>			CP1	12.00						
+ -	09/29/16	Thu	<input type="checkbox"/>			BS							
+ -	09/30/16	Fri	<input type="checkbox"/>			BS							
+ -	10/01/16	Sat	<input type="checkbox"/>			CP2	12.00						
+ -	10/02/16	Sun	<input type="checkbox"/>			BS							
+ -	10/03/16	Mon	<input type="checkbox"/>			BS							
+ -	10/04/16	Tue	<input type="checkbox"/>			BS							
+ -	10/05/16	Wed	<input type="checkbox"/>			BS							
+ -	10/06/16	Thu	<input type="checkbox"/>			BS							
+ -	10/07/16	Fri	<input type="checkbox"/>			BS							
+ -	10/08/16	Sat	<input type="checkbox"/>			BS							
+ -	10/09/16	Sun	<input type="checkbox"/>			BS							

[Save](#)

[Time Admin Status](#)

Last Update Date/Time	Earliest Chg Dt	Run TA?
09/20/16 12:51:46PM	09/05/2016	Y

[Payable Totals](#)    [Payable Detail](#)    [View All](#)    [Print](#)    [First](#)    [1 of 1](#)    [Last](#)    [Schedules](#)

TRC	Tot Hours	Date	Day	TRC	Quantity	Department	Status	Reason	Date	Day	Start Time	End Time
Total Week 1	0.00								09/26/16	Mon	8:30AM	5:00PM

Step	Action
11.	This completes <i>Enter On-Call Time</i> . <b>End of Procedure.</b>

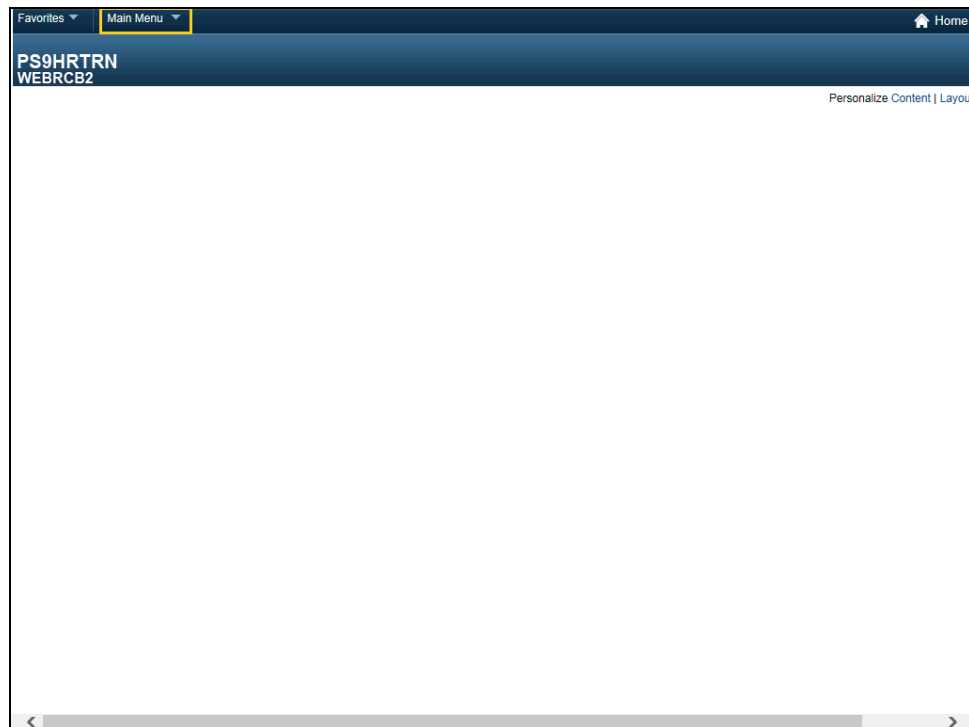
## Manage Schedules

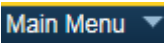
### Manage Schedules

#### Procedure

In this topic you will learn how to **Manage Schedules**.

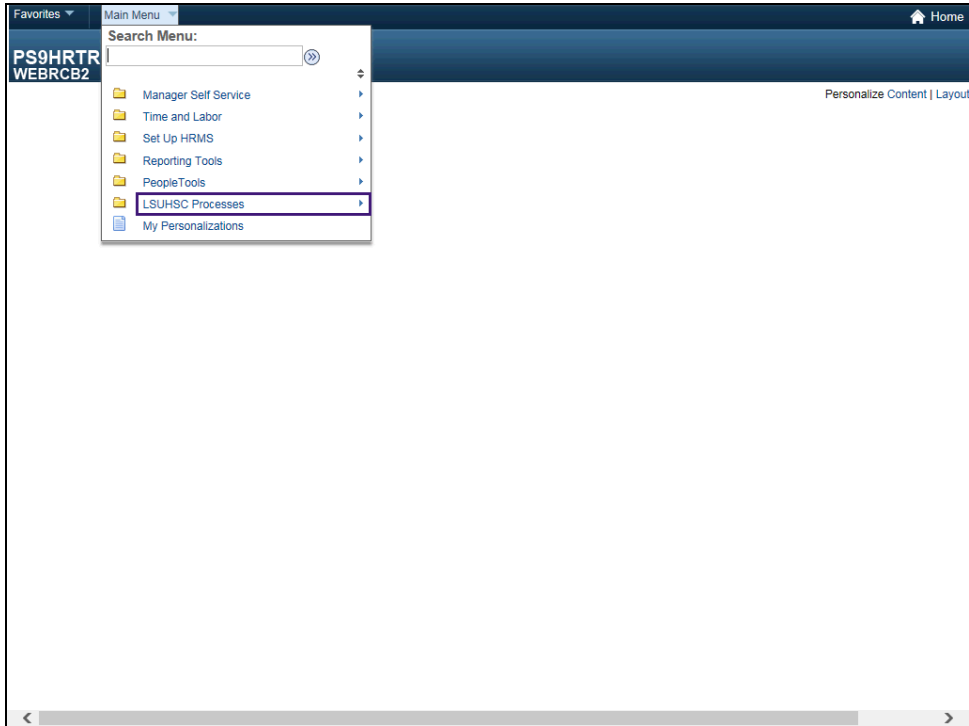
***NOTE:** Managing Schedules should only be used to change work days and or times for one pay period. If changes effect more than on pay period, a new personal schedule should be created in Assign Work Schedules.*




Step	Action
1.	Click the <b>Main Menu</b> button. 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

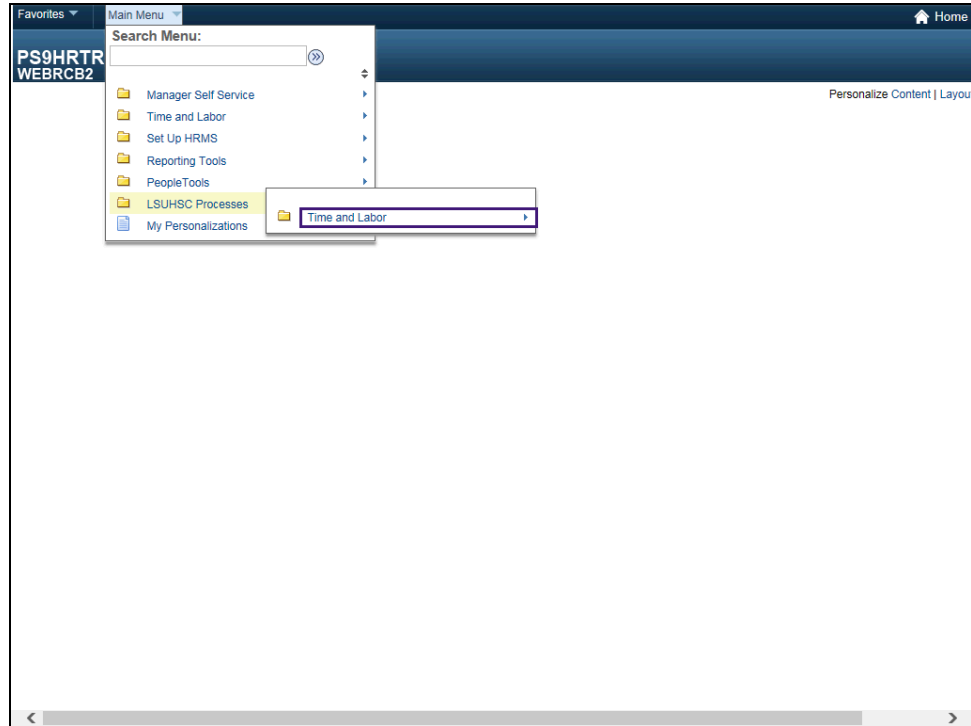



Step	Action
2.	Click the <b>LSUHSC Processes</b> menu. 



# Training Guide

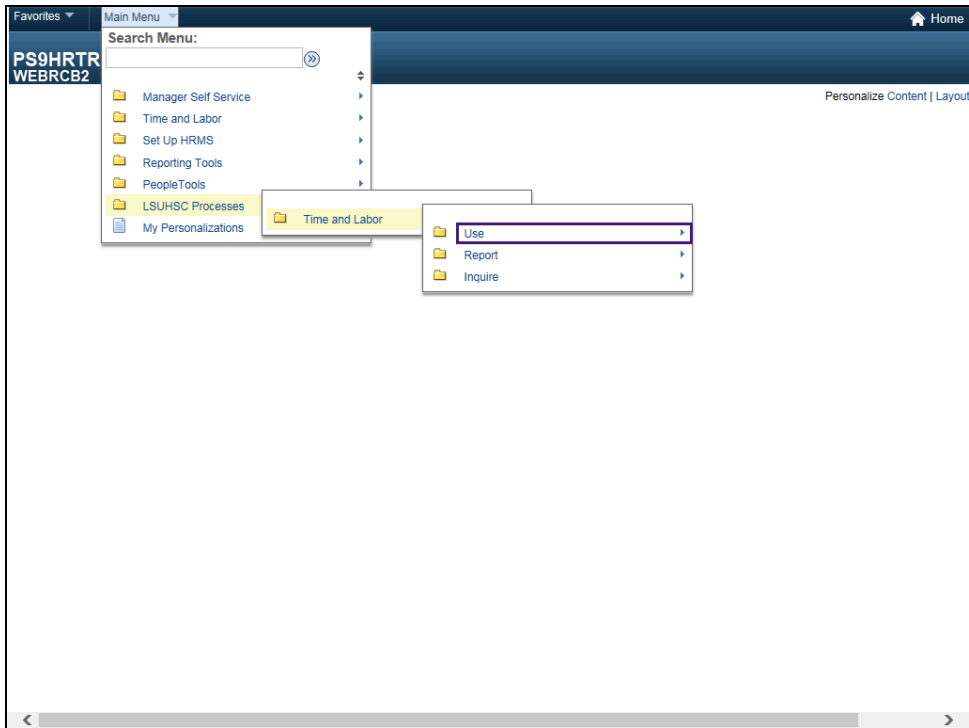
## Time and Labor Timekeepers LSUNO V9.1




Step	Action
3.	Click the <b>Time and Labor</b> menu. 

# Training Guide

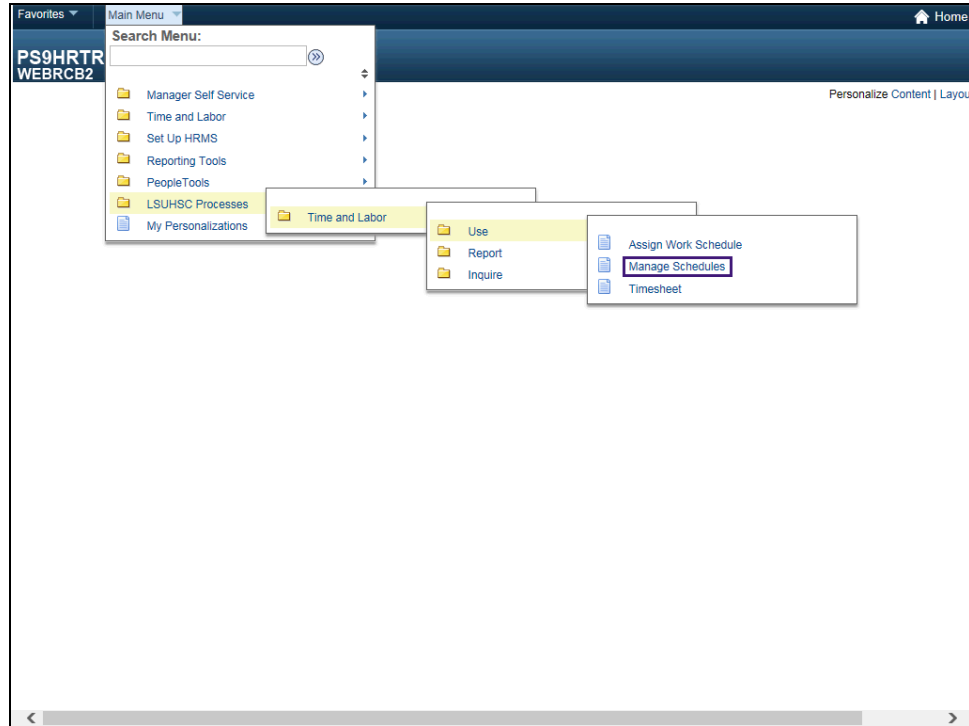
## Time and Labor Timekeepers LSUNO V9.1




Step	Action
4.	Click the <b>Use</b> menu. 

# Training Guide

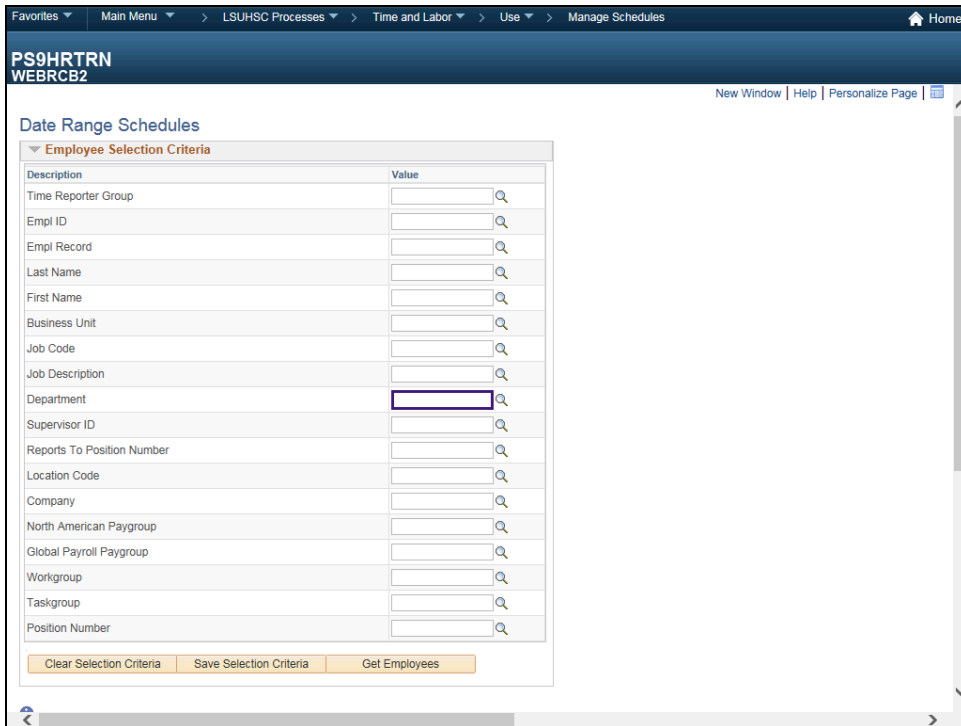
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
5.	Click the <b>Manage Schedules</b> menu. 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1



Step	Action
6.	<p>You will enter your seven-digit Department ID number into the Department field. The New Orleans designation, 'NO' must precede the seven-digit Department ID number. If you do not know your Department ID number, you can search for it using the Look up Department feature to the right of the department field.</p> <p>Enter the desired information into the <b>Value</b> field. Enter "<b>NO0000000</b>".</p> <p>Department <input style="border: 2px solid red;" type="text"/></p>
7.	<p>Click the <b>Get Employees</b> button.</p> <p><input style="border: 2px solid orange;" type="button" value="Get Employees"/></p>
8.	<p>In this exercise, the employee on <b>Line 7</b> will be off on Monday, 9/26/16 and the employee on <b>Line 8</b> will work on Monday, 9/26/16.</p>
9.	<p>Click the <b>Row 7 Monday 8.5 Hours</b> link.</p> <p><a href="#">8.5 Hours</a></p>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

[Favorites](#) > [Main Menu](#) > [LSUHSC Processes](#) > [Time and Labor](#) > [Use](#) > [Manage Schedules](#) Home

**PS9HRTRN**  
**WEBRCB2** New Window | Help | Personalize Page |

Schedule Detail for 09/26/2016

John Doe  Employee ID:   
 Job Title:  Employment Record Number: 0

**Refresh Schedule**

\*Schedule Type:

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

**Primary Schedule**

Shift ID	Taskgroup	Off Shift	In	Out	Time Zone	Sched Hrs	More
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	2:00:00P	10:30:00I	<input type="text"/>	8.50	More

**Training Details**  
 No training data for today

**Absence Details**  
 No absence data for today

**Holiday Details**  
 No holiday data for today

[Return to Manage Schedules](#)

Step	Action
10.	Click the <b>Off Shift</b> option. <input type="checkbox"/>
11.	Click the <b>Save</b> button. <input type="button" value="Save"/>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

[Favorites](#) > [Main Menu](#) > [LSUHSC Processes](#) > [Time and Labor](#) > [Use](#) > [Manage Schedules](#) [Home](#)


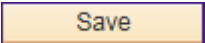
**PS9HRTRN**  
**WEBRCB2**

	Name	Empl ID	Rcd#	Total Hours	Monday 09/26/2016	Tuesday 09/27/2016	Wednesday 09/28/2016	Thursday 09/29/2016	Friday 09/30/2016	Saturday 10/01/2016
1	John Doe		1	0.00	No Schedule	No Schedule	No Schedule	No Schedule	No Schedule	No Schedule
2	John Doe		1	85.00	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM
3	John Doe		12	0.00	No Schedule	No Schedule	No Schedule	No Schedule	No Schedule	No Schedule
4	John Doe		1	85.00	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM
5	John Doe		1	85.00	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	0 Hours 12:00 AM-12:00 AM
6	John Doe		0	85.00	8.5 Hours 9:45 PM-6:15 AM ↕	8.5 Hours 9:45 PM-6:15 AM ↕	8.5 Hours 9:45 PM-6:15 AM ↕	8.5 Hours 9:45 PM-6:15 AM ↕	8.5 Hours 9:45 PM-6:15 AM ↕	0 Hours 9:45 PM-6:15 AM
7	John Doe		0	76.50	0 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	0 Hours 12:00 AM-12:00 AM
8	John Doe		0	0.00	0 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM	0 Hours 12:00 AM-12:00 AM
9	John Doe		0	85.00	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM
10	John Doe		0	85.00	8.5 Hours 6:00 AM-2:30 PM	8.5 Hours 6:00 AM-2:30 PM	8.5 Hours 6:00 AM-2:30 PM	8.5 Hours 6:00 AM-2:30 PM	8.5 Hours 6:00 AM-2:30 PM	0 Hours 6:00 AM-2:30 PM
11	John Doe		0	85.00	8.5 Hours 1:45 PM-10:15 PM	8.5 Hours 1:45 PM-10:15 PM	8.5 Hours 1:45 PM-10:15 PM	8.5 Hours 1:45 PM-10:15 PM	8.5 Hours 1:45 PM-10:15 PM	0 Hours 1:45 PM-10:15 PM

Step	Action
12.	Click the <b>Row 8 Monday 0 Hours</b> link. <a href="#">0 Hours</a>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Step	Action
13.	Click the <b>Off Shift</b> option. 
14.	Click the <b>Save</b> button. 
15.	The schedule for the employees on Line 7 and Line 8 has been adjusted.  The employee on Line 7 is not scheduled to work, and the employee on Line 8 is now schedule to work,
16.	In this exercise the employee's schedule on <b>Line 5</b> is adjusted to work different hour on 9/26/16.  The employee is scheduled to work 2:00 PM - 10:30 PM, but the schedule will be adjusted for the employee to work 10:00 PM - 6:00 AM

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

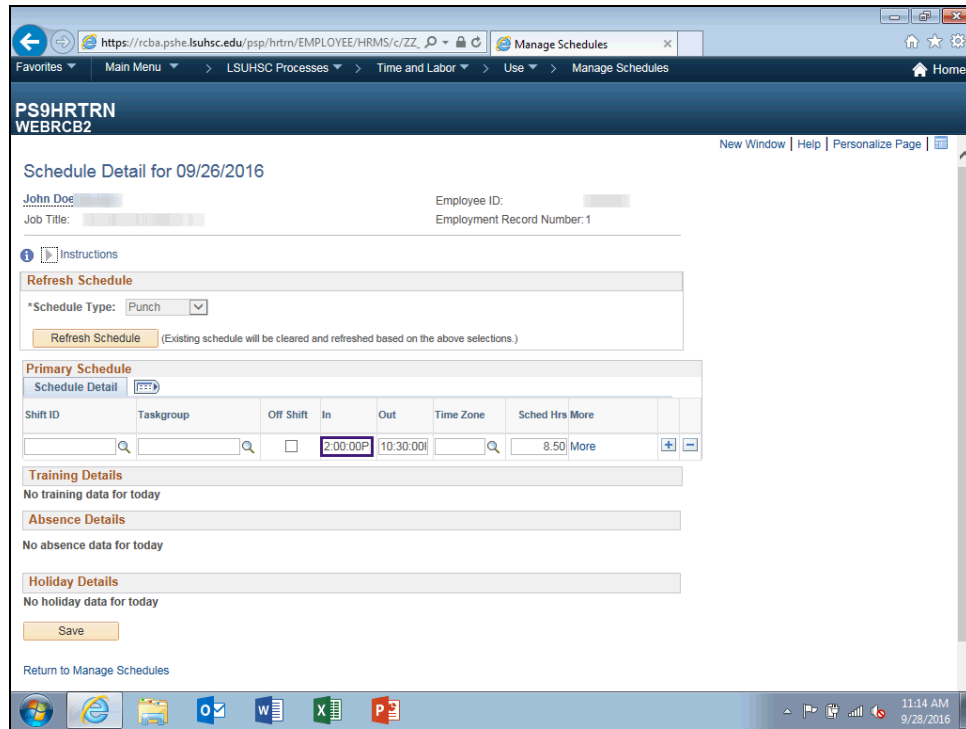
Name	Empl ID	Rcd#	Total Hours	Monday 09/26/2016	Tuesday 09/27/2016	Wednesday 09/28/2016	Thursday 09/29/2016	Friday 09/30/2016	Saturday 10/01/2016
1 John Doe		1	0.00	No Schedule	No Schedule	No Schedule	No Schedule	No Schedule	No Schedule
2 John Doe		1	85.00	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM
3 John Doe		12	0.00	No Schedule	No Schedule	No Schedule	No Schedule	No Schedule	No Schedule
4 John Doe		1	85.00	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM
5 John Doe		1	85.00	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	0 Hours 12:00 AM-12:00 AM
6 John Doe		0	85.00	8.5 Hours 9:45 PM-6:15 AM	8.5 Hours 9:45 PM-6:15 AM	8.5 Hours 9:45 PM-6:15 AM	8.5 Hours 9:45 PM-6:15 AM	8.5 Hours 9:45 PM-6:15 AM	0 Hours 9:45 PM-6:15 AM
7 John Doe		0	76.50	0 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	0 Hours 12:00 AM-12:00 AM
8 John Doe		0	8.50	8.5 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM	0 Hours 12:00 AM-12:00 AM
9 John Doe		0	85.00	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM

Step	Action
17.	Click the <b>Row 5 Monday 8.5 Hours</b> link.  <a href="#">8.5 Hours</a>



# Training Guide

## Time and Labor Timekeepers LSUNO V9.1



Step	Action
18.	Enter the desired information into the <b>In</b> field. Enter " <b>10:00 PM</b> ".
19.	Enter the desired information into the <b>Out</b> field. Enter " <b>6:00 AM</b> ".

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

PS9HRTRN  
WEBRCB2

Schedule Detail for 09/26/2016

John Doe Employee ID: [redacted]  
Job Title: [redacted] Employment Record Number: 1

Instructions

**Refresh Schedule**

\*Schedule Type:

Refresh Schedule (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
		<input type="checkbox"/>	10:00:00P	6:00 AM		0.50

**Training Details**  
No training data for today

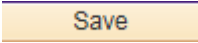
**Absence Details**  
No absence data for today

**Holiday Details**  
No holiday data for today

**Save**

Return to Manage Schedules

Notify

Step	Action
20.	Click the <b>Save</b> button. 
21.	The schedule is adjusted to reflect the new work hours for the employee on Line 5.

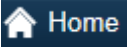
# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

[Favorites](#) > [Main Menu](#) > [LSUHSC Processes](#) > [Time and Labor](#) > [Use](#) > [Manage Schedules](#)
[Home](#)

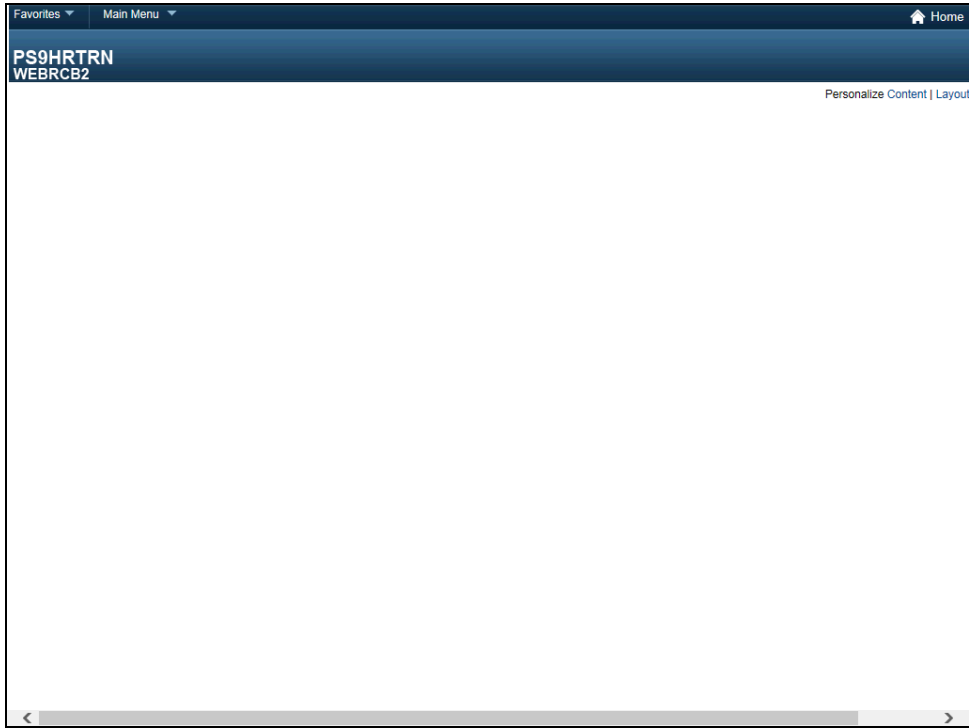
**PS9HRTRN**  
**WEBRCB2**

	Name	Empl ID	Rcd#	Total Hours	Monday 09/26/2016	Tuesday 09/27/2016	Wednesday 09/28/2016	Thursday 09/29/2016	Friday 09/30/2016	Saturday 10/01/2016
1	John Doe		1	0.00	No Schedule	No Schedule	No Schedule	No Schedule	No Schedule	No Schedule
2	John Doe		1	85.00	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM
3	John Doe		12	0.00	No Schedule	No Schedule	No Schedule	No Schedule	No Schedule	No Schedule
4	John Doe		1	85.00	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM
5	John Doe		1	84.50	8 Hours 10:00 PM-6:00 AM ⇄	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	0 Hours 12:00 AM-12:00 AM
6	John Doe		0	85.00	8.5 Hours 9:45 PM-6:15 AM ⇄	8.5 Hours 9:45 PM-6:15 AM ⇄	8.5 Hours 9:45 PM-6:15 AM ⇄	8.5 Hours 9:45 PM-6:15 AM ⇄	8.5 Hours 9:45 PM-6:15 AM ⇄	0 Hours 9:45 PM-6:15 AM
7	John Doe		0	76.50	0 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	0 Hours 12:00 AM-12:00 AM
8	John Doe		0	8.50	8.5 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM	0 Hours 12:00 AM-12:00 AM
9	John Doe		0	85.00	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM
10	John Doe		0	85.00	8.5 Hours 6:00 AM-2:30 PM	8.5 Hours 6:00 AM-2:30 PM	8.5 Hours 6:00 AM-2:30 PM	8.5 Hours 6:00 AM-2:30 PM	8.5 Hours 6:00 AM-2:30 PM	0 Hours 6:00 AM-2:30 PM
11	John Doe		0	85.00	8.5 Hours 1:45 PM-10:15 PM	8.5 Hours 1:45 PM-10:15 PM	8.5 Hours 1:45 PM-10:15 PM	8.5 Hours 1:45 PM-10:15 PM	8.5 Hours 1:45 PM-10:15 PM	0 Hours 1:45 PM-10:15 PM

Step	Action
22.	Click the <a href="#">Home</a> link. 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1



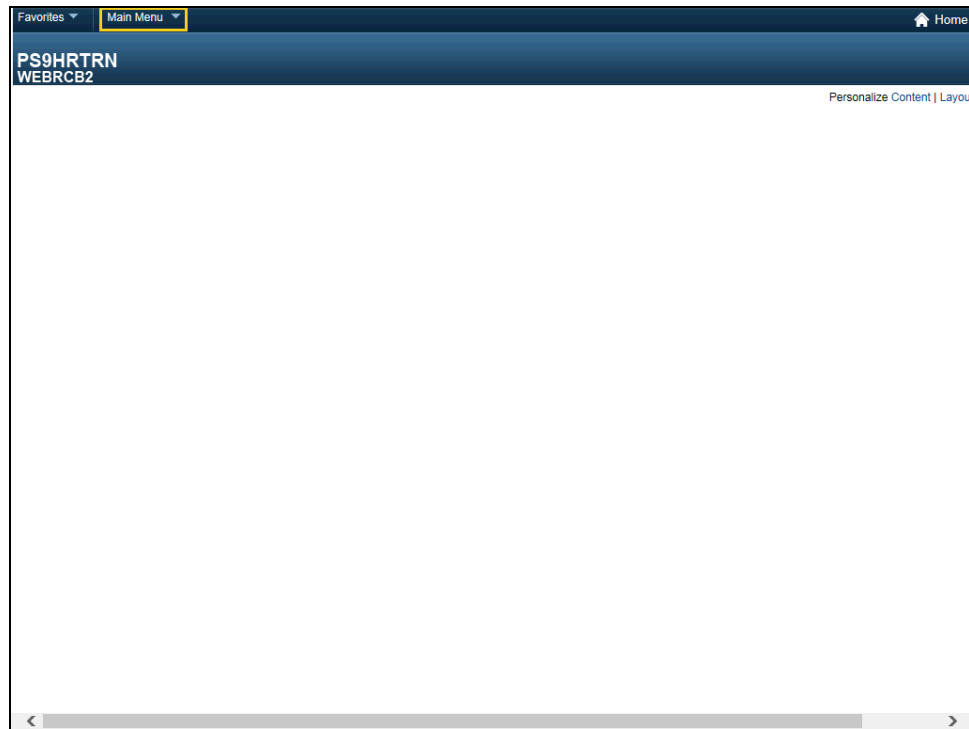
Step	Action
23.	This completes <i>Manage Schedules</i> . <b>End of Procedure.</b>

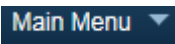
## Assign Predefined Work Schedule

### Procedure

In this topic you will learn how to [Assign a Predefined Work Schedule](#).

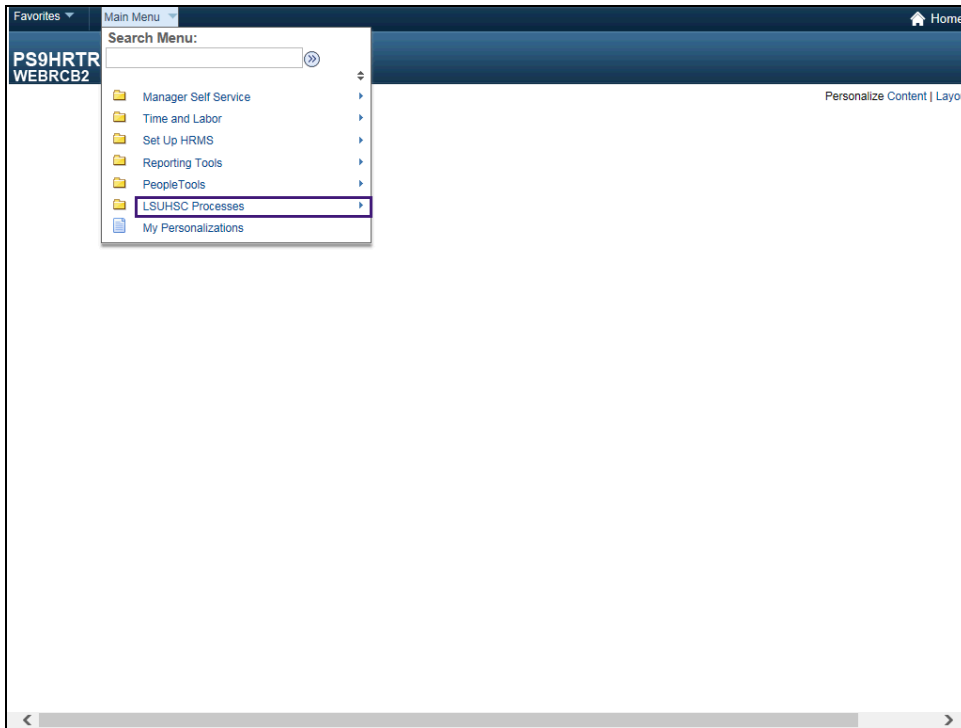
Step	Action
1.	<i><b>NOTE: With the exception of Student Workers, Transients, and most Facility Service employees, all employees have an assigned schedule. Thus, all employees should have a schedule populated in the timesheet grid which accurately reflects the employee's work schedule.</b></i>



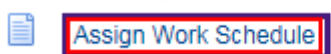


Step	Action
2.	Click the <b>Main Menu</b> button. 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1



Step	Action
3.	Click the <b>LSUHSC Processes</b> menu. 
4.	Click the <b>Time and Labor</b> menu. 
5.	Click the <b>Assign Work Schedule</b> menu. 

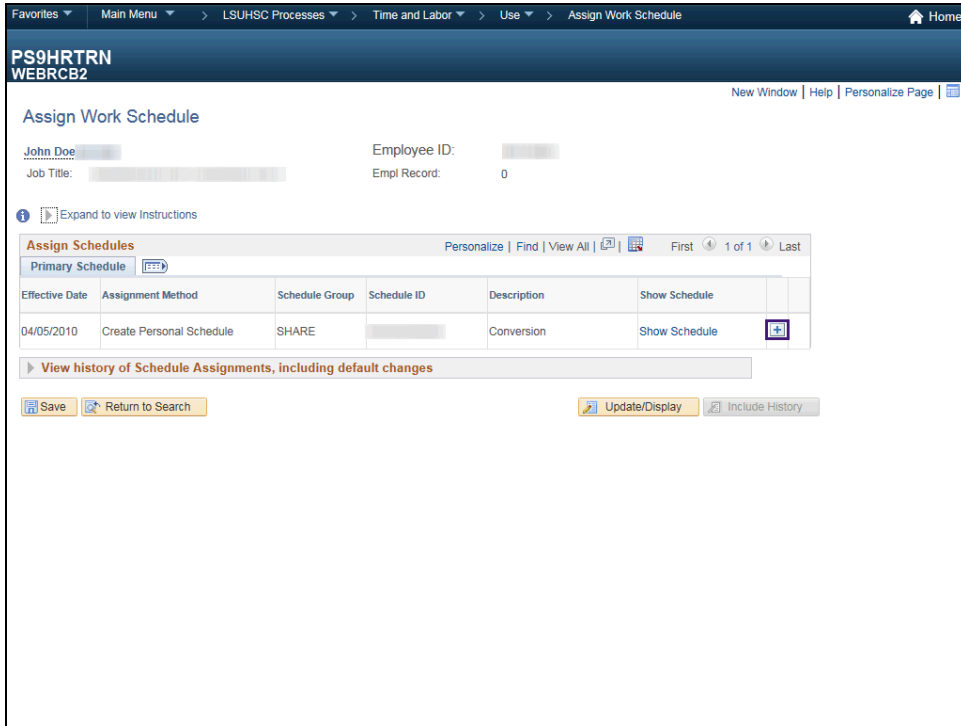
# Training Guide





## Time and Labor Timekeepers LSUNO V9.1

Step	Action
6.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>000000</b> ". Empl ID: <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text"/>
7.	Click the <b>Search</b> button. <input type="button" value="Search"/>
8.	In this exercise, you will Create a Personal Schedule for the employee for the Pay Period beginning October 10, 2016. The employee will work Monday - Friday, 8:00 AM - 4:30 PM.

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1



Step	Action
9.	Click the <b>Add a new row at row 1</b> button. 
10.	The Effective date is the date the new schedule will begin. This should be the pay period Start Date.  Click the <b>Row 1 Choose a date</b> button. 
11.	Click the desired date. 
12.	Click the button to the right of the <b>Row 1 Assignment Method</b> field. 



# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

The screenshot displays the 'Assign Work Schedule' interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'LSUHSC Processes', 'Time and Labor', 'Use', and 'Assign Work Schedule'. Below this, the user 'John Doe' is identified with 'Employee ID' and 'Empl Record: 0'. A section titled 'Assign Schedules' contains a table with the following data:

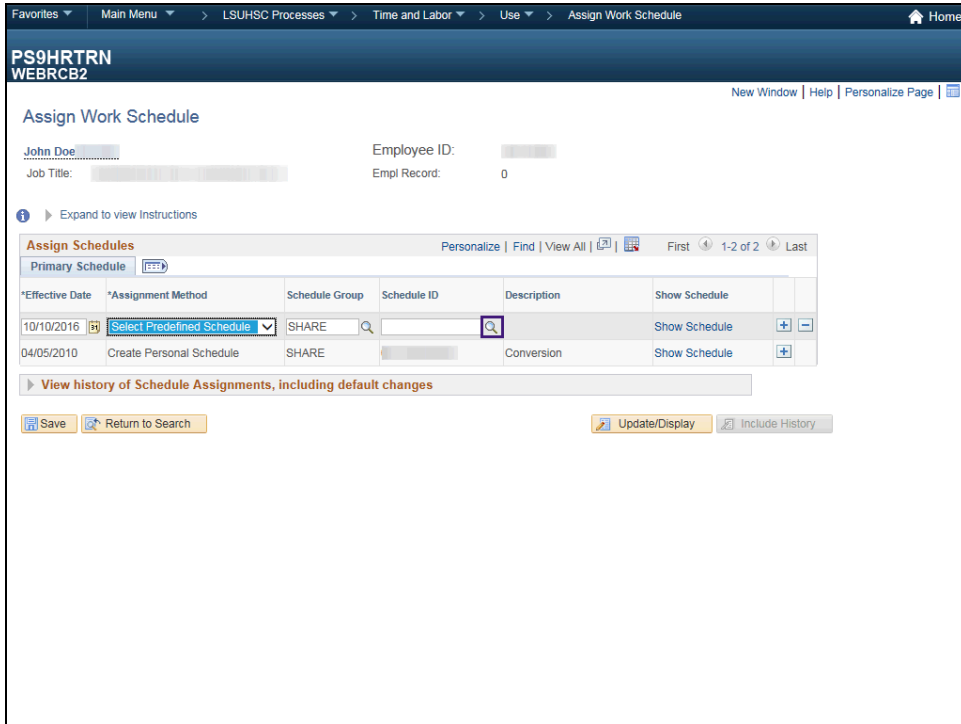
*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Create Schedule
10/10/2016	<div style="border: 1px solid black; padding: 2px;">           Create Personal Schedule            Select Predefined Schedule            Use Default Schedule            Create Personal Schedule         </div>	SHARE		Conversion	Create Schedule
04/05/2010		SHARE		Conversion	Show Schedule


Below the table, there are buttons for 'Save', 'Return to Search', 'Update/Display', and 'Include History'. A link to 'View history of Schedule Assignments, including default changes' is also present.

Step	Action
13.	Click the <b>Select Predefined Schedule</b> list item. <u>Select Predefined Schedule</u>
14.	Verify that the <b>Schedule Group</b> defaults as <b>SHARE</b> . If SHARE does not default, click the Look up Schedule Group button to the right of the field and select it.

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1



Step	Action
15.	Click the <b>Row 1 Look up Schedule ID</b> button. 
16.	Select a Predefined schedule from the search results.  These schedules are the most commonly used schedules at LSUHSC-NO Campus. If a schedule it not listed, it will be necessary to create a new schedule to assign to the employee.  Click the <b>8:00A-4:30P M-F</b> link. <b>8:00A-4:30P M-F</b>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

The screenshot displays the 'Assign Work Schedule' interface for employee John Doe. It includes a table of assigned schedules with columns for Effective Date, Assignment Method, Schedule Group, Schedule ID, and Description. A 'Show Schedule' link is highlighted in the first row of the table.

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
10/10/2016	Select Predefined Schedule	SHARE	8:00A-4:30P M-F	8:00A-4:30P M-F	Show Schedule
04/05/2010	Create Personal Schedule	SHARE		Conversion	Show Schedule

Step	Action
17.	Click the <b>Show Schedule</b> link. <b>Show Schedule</b>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

[Favorites](#) > [Main Menu](#) > [LSUHSC Processes](#) > [Time and Labor](#) > [Use](#) > [Assign Work Schedule](#) Home

**PS9HRTRN**  
**WEBRCB2**

From Date:    [Previous Period](#) [Next Period](#)

**Schedule Calendar** [Personalize](#) | [Find](#) |  |  [First](#) | 1-14 of 14 | [Last](#)

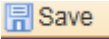
Day	Date	DUR	Workday ID	Shift ID	In	Out	Time Zone	Sched Hrs	Shift Detail
Monday	10/10/2016				8:00:00AM	4:30:00PM	CST	8.50	<a href="#">Shift Detail</a>
Tuesday	10/11/2016				8:00:00AM	4:30:00PM	CST	8.50	<a href="#">Shift Detail</a>
Wednesday	10/12/2016				8:00:00AM	4:30:00PM	CST	8.50	<a href="#">Shift Detail</a>
Thursday	10/13/2016				8:00:00AM	4:30:00PM	CST	8.50	<a href="#">Shift Detail</a>
Friday	10/14/2016				8:00:00AM	4:30:00PM	CST	8.50	<a href="#">Shift Detail</a>
Saturday	10/15/2016				8:00:00AM	4:30:00PM	CST		
Sunday	10/16/2016				8:00:00AM	4:30:00PM	CST		
Monday	10/17/2016				8:00:00AM	4:30:00PM	CST	8.50	<a href="#">Shift Detail</a>
Tuesday	10/18/2016				8:00:00AM	4:30:00PM	CST	8.50	<a href="#">Shift Detail</a>
Wednesday	10/19/2016				8:00:00AM	4:30:00PM	CST	8.50	<a href="#">Shift Detail</a>
Thursday	10/20/2016				8:00:00AM	4:30:00PM	CST	8.50	<a href="#">Shift Detail</a>
Friday	10/21/2016				8:00:00AM	4:30:00PM	CST	8.50	<a href="#">Shift Detail</a>
Saturday	10/22/2016				8:00:00AM	4:30:00PM	CST		
Sunday	10/23/2016				8:00:00AM	4:30:00PM	CST		

Step	Action
18.	Click the <b>OK</b> button. <div style="text-align: center; margin-top: 5px;"> <input type="button" value="OK"/> </div>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

The screenshot displays the 'Assign Work Schedule' interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'LSUHSC Processes', 'Time and Labor', 'Use', and 'Assign Work Schedule'. Below this, the user's name 'John Doe' and 'WEBRCB2' are shown. The page title is 'Assign Work Schedule'. There are fields for 'Employee ID' and 'Empl Record: 0'. A link to 'Expand to view Instructions' is present. The main section is titled 'Assign Schedules' and contains a table with columns: 'Effective Date', 'Assignment Method', 'Schedule Group', 'Schedule ID', 'Description', and 'Show Schedule'. The table has two rows: one for '10/10/2016' with 'Select Predefined Schedule' and 'SHARE' group, and another for '04/05/2010' with 'Create Personal Schedule' and 'SHARE' group. Below the table are buttons for 'Save', 'Return to Search', 'Update/Display', and 'Include History'.

Step	Action
19.	Click the <b>Save</b> button. 
20.	This completes <i>Assign a Predefined Work Schedule</i> . <b>End of Procedure.</b>

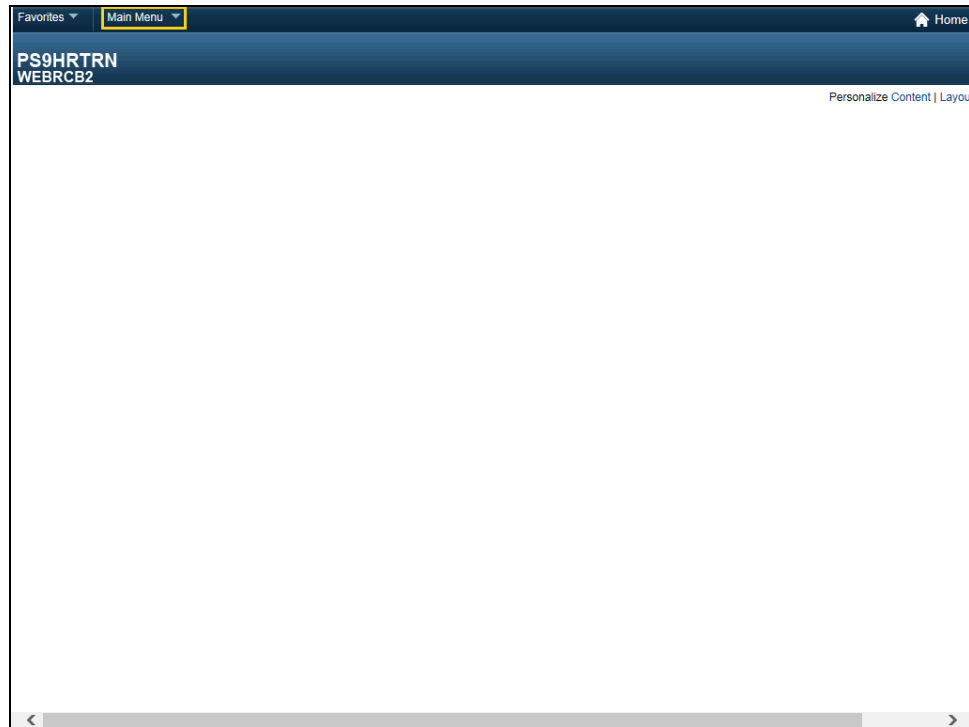
**Training Guide**  
**Time and Labor Timekeepers LSUNO V9.1**

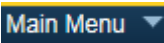


## Assign or Create Work Schedules

### Procedure

In this topic you will learn how to create a new work schedule for an employee.



***NOTE: With the exception of Student Workers, Transients, and most Facility Service employees, all employees have an assigned schedule. Thus, all employees should have a schedule populated in the timesheet grid which accurately reflects the employee's work schedule.***

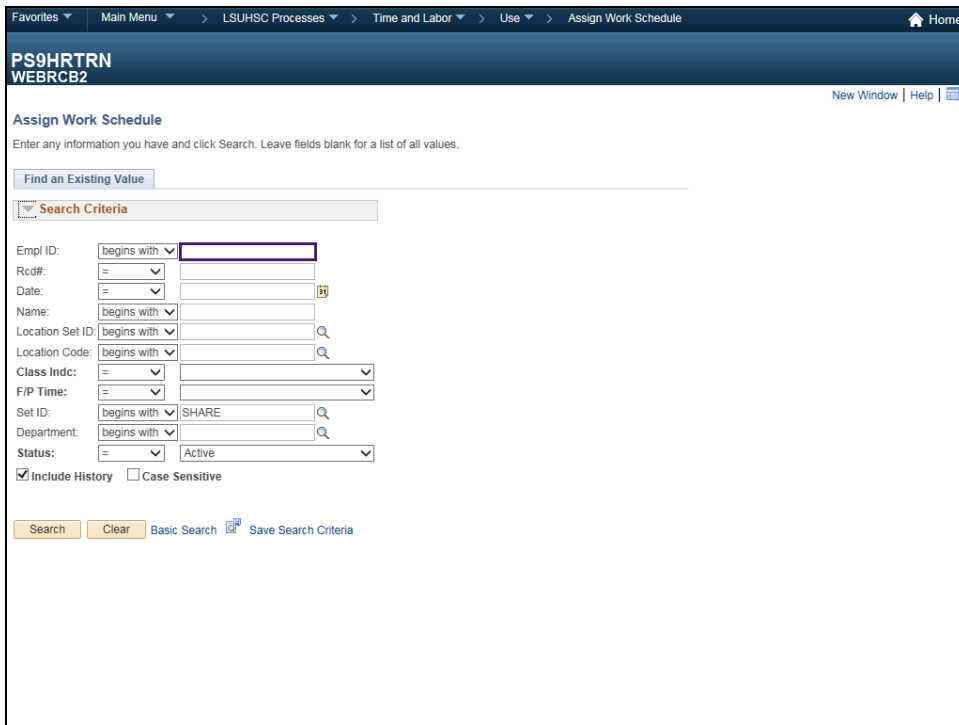



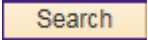
Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>LSUHSC Processes</b> menu. 
3.	Click the <b>Time and Labor</b> menu. 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Step	Action
4.	<p><b>Navigation to Assign or Create Work Schedule:</b></p> <p><i>Main Menu &gt; LSUHSC Processes &gt; Time and Labor &gt; Use &gt; click the <b>Assign Work Schedule</b> menu.</i></p> 
5.	<p>Click the <b>Assign Work Schedule</b> menu.</p> 

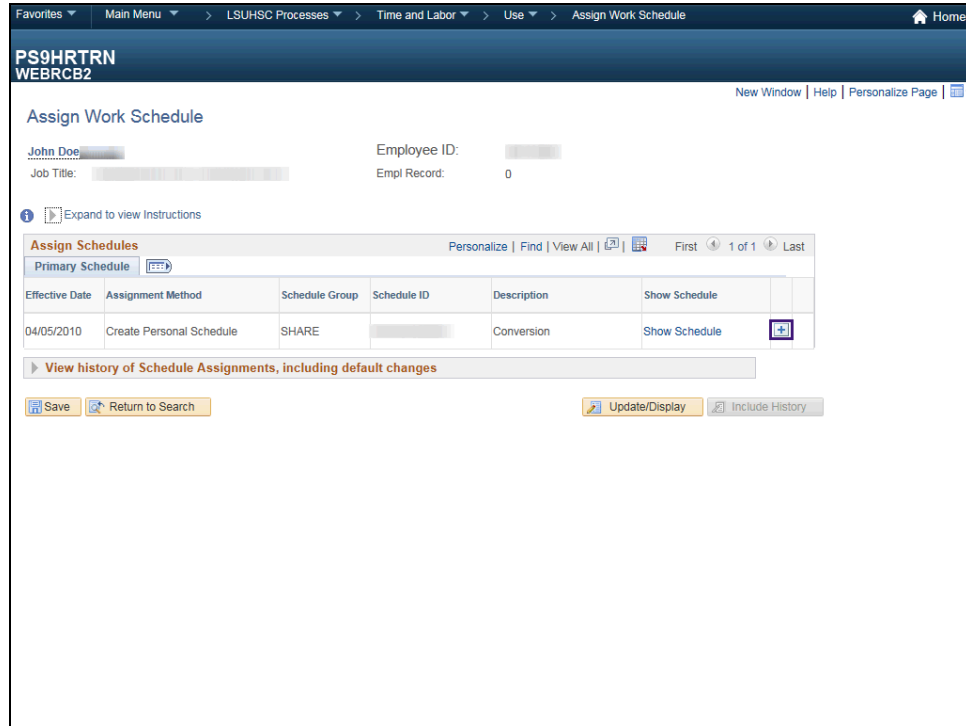





Step	Action
6.	<p>Enter the desired information into the <b>Empl ID</b> field. Enter "<b>0000000</b>".</p> 
7.	<p>Click the <b>Search</b> button.</p> 
8.	<p>This exercise will Create a Personal Schedule for the employee for pay period 10/10/16. The employee will work from 9:00 AM - 5:30 PM.</p>



# Training Guide

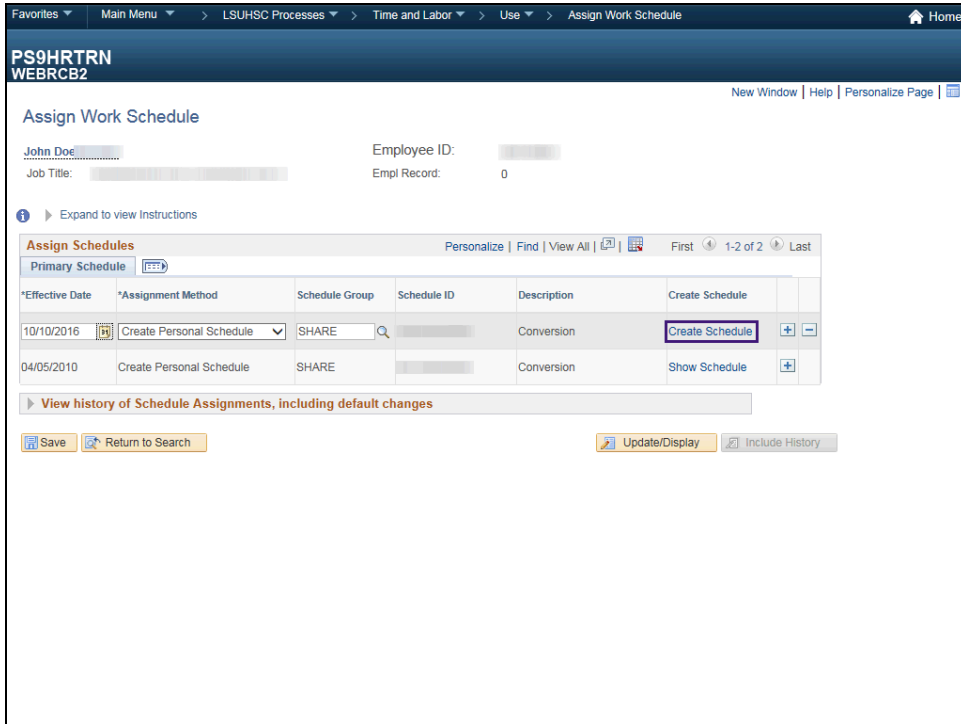
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
9.	Click the <b>Add a new row at row 1</b> button. 
10.	The Effective Date is the date the schedule change will begin. This should be the pay period start date.  Click the <b>Row 1 Choose a date</b> button. 
11.	Click the desired date. 

# Training Guide

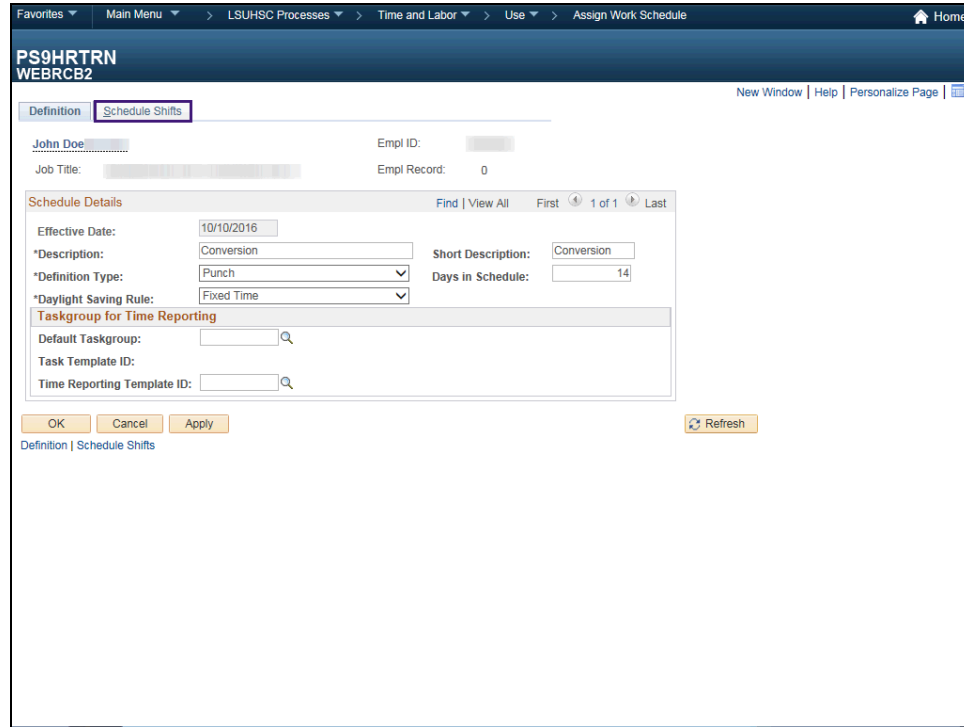
## Time and Labor Timekeepers LSUNO V9.1

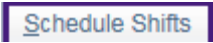





Step	Action
12.	Click in the <b>Create Schedule</b> field. <a href="#">Create Schedule</a>

# Training Guide

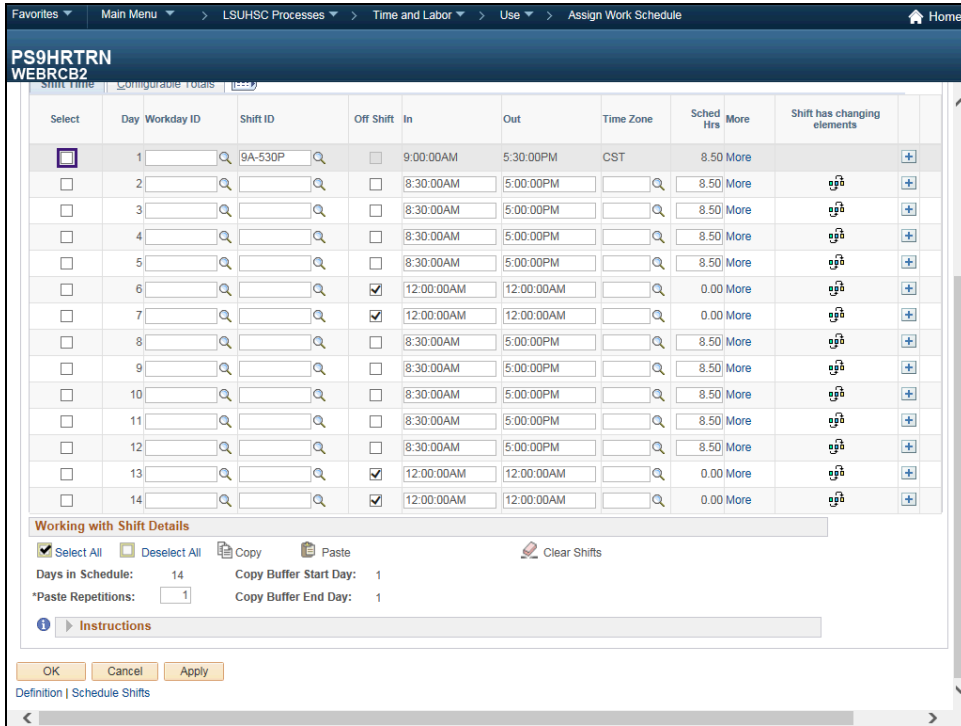
## Time and Labor Timekeepers LSUNO V9.1




Step	Action
13.	Click the <b>Schedule Shifts</b> tab. 
14.	Click the <b>View All</b> link.  <i>NOTE: You could also check the arrow to the right of <u>1-7 of 14</u> to view rows <u>8-14</u>, rather than view all <u>14</u> rows at one time.</i> 
15.	Some shift schedules are preloaded into the system in the <b>Look up Shift ID</b> panel. Click the <b>Look up Shift ID</b> button. 
16.	Click the <b>9A-530P</b> link. 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1



Step	Action
17.	<p>If the employee works the same hours throughout the schedule, you can copy the information in Day 1 and paste it to other days within the schedule.</p> <p>Click the <b>Day 1 Select</b> option.</p> 




# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

PS9HRTRN  
WEBRCB2

Select	Day	Workday ID	Shift ID	Off Shift	In	Out	Time Zone	Sched Hrs	More	Shift has changing elements
<input checked="" type="checkbox"/>	1		9A-530P	<input type="checkbox"/>	9:00:00AM	5:30:00PM	CST	8.50	More	
<input type="checkbox"/>	2			<input type="checkbox"/>	8:30:00AM	5:00:00PM		8.50	More	
<input type="checkbox"/>	3			<input type="checkbox"/>	8:30:00AM	5:00:00PM		8.50	More	
<input type="checkbox"/>	4			<input type="checkbox"/>	8:30:00AM	5:00:00PM		8.50	More	
<input type="checkbox"/>	5			<input type="checkbox"/>	8:30:00AM	5:00:00PM		8.50	More	
<input type="checkbox"/>	6			<input checked="" type="checkbox"/>	12:00:00AM	12:00:00AM		0.00	More	
<input type="checkbox"/>	7			<input checked="" type="checkbox"/>	12:00:00AM	12:00:00AM		0.00	More	
<input type="checkbox"/>	8			<input type="checkbox"/>	8:30:00AM	5:00:00PM		8.50	More	
<input type="checkbox"/>	9			<input type="checkbox"/>	8:30:00AM	5:00:00PM		8.50	More	
<input type="checkbox"/>	10			<input type="checkbox"/>	8:30:00AM	5:00:00PM		8.50	More	
<input type="checkbox"/>	11			<input type="checkbox"/>	8:30:00AM	5:00:00PM		8.50	More	
<input type="checkbox"/>	12			<input type="checkbox"/>	8:30:00AM	5:00:00PM		8.50	More	
<input type="checkbox"/>	13			<input checked="" type="checkbox"/>	12:00:00AM	12:00:00AM		0.00	More	
<input type="checkbox"/>	14			<input checked="" type="checkbox"/>	12:00:00AM	12:00:00AM		0.00	More	

**Working with Shift Details**


Select All  
  Deselect All  
  Copy  
  Paste  
  Clear Shifts

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

[Instructions](#)

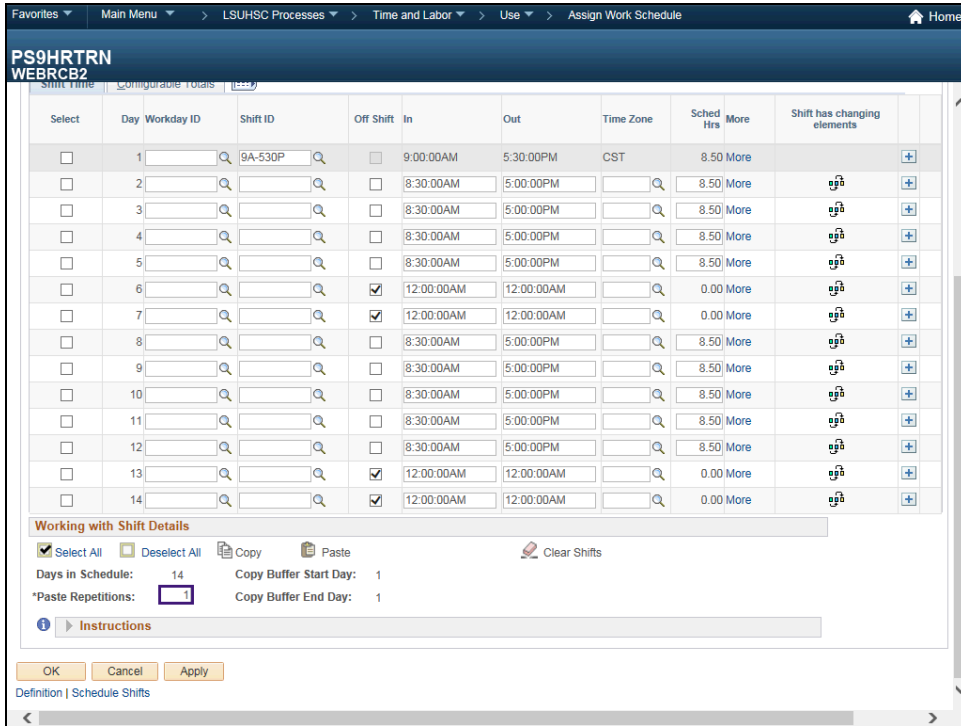
OK Cancel Apply

Definition | Schedule Shifts

Step	Action
18.	Click the <b>Copy</b> link.  Copy

# Training Guide

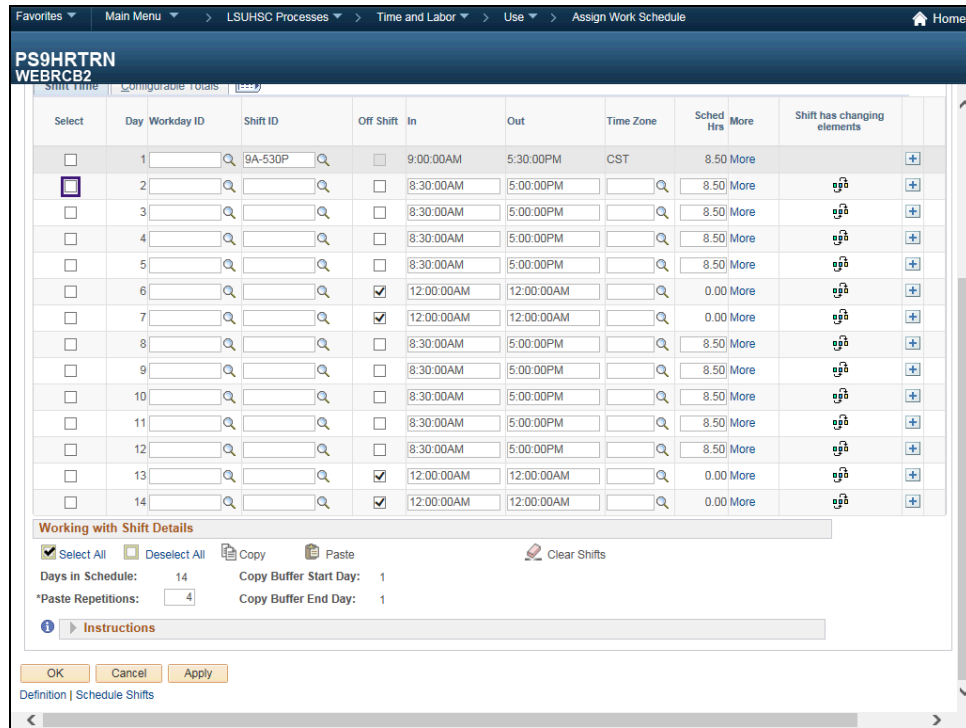
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
19.	<p>Enter the number of times you wish the system to repeat copying the selected information into the shift details panel.</p> <p>Enter the desired information into the <b>Paste Repetitions</b> field. Enter "4".</p>

# Training Guide

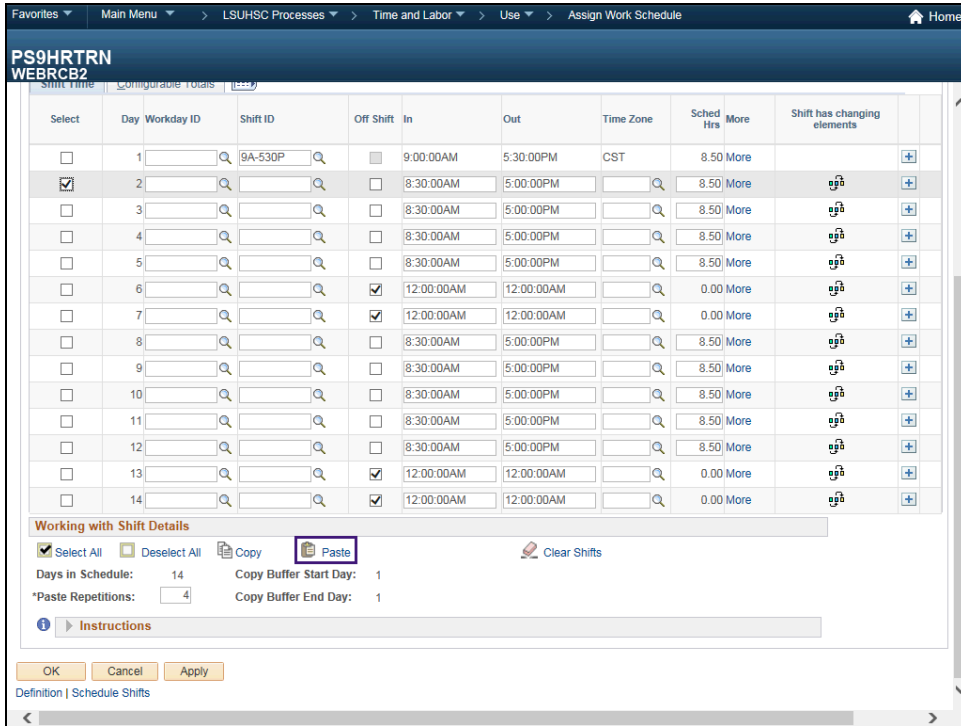
## Time and Labor Timekeepers LSUNO V9.1

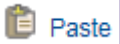

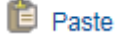


Step	Action
20.	<p>Select the day of the schedule where you want the system to begin copying the information.</p> <p>Click the <b>Day 2 Select</b> option.</p> <p><input type="checkbox"/></p>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

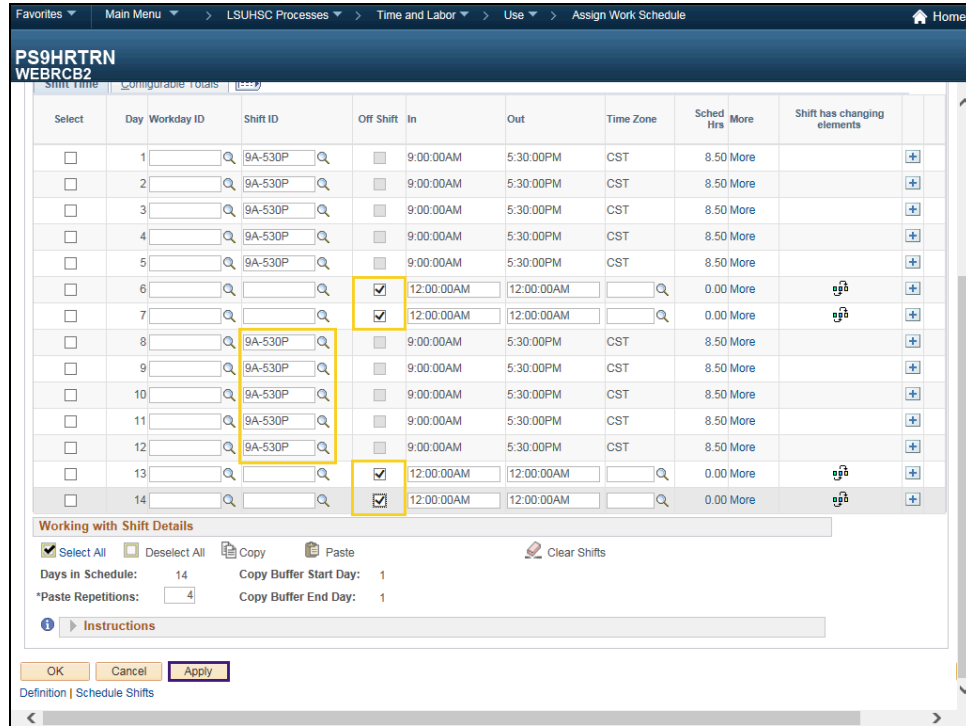


Step	Action
21.	Click the <b>Paste</b> link. 
22.	As an alternative to using the Paste Repetitions option, you can also select the checkboxes in front of the days where you want to copy the new work schedule hours as shown in this example.  <i>For training purposes only, days 8 - 11 are checked for you.</i>
23.	Click the <b>Day 12 Select</b> option. 
24.	Click the <b>Paste</b> link. 



# Training Guide

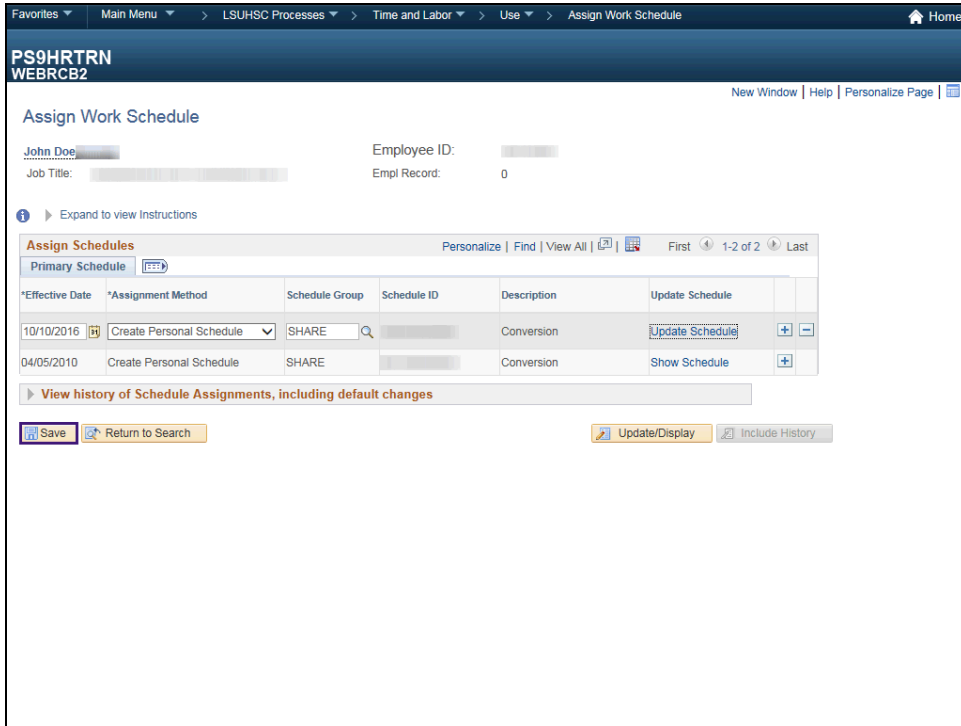
## Time and Labor Timekeepers LSUNO V9.1

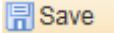





Step	Action
25.	<p>The schedule information displays in Shift ID column for days 8 - 12.</p> <p><i><b>NOTE:</b> Verify that the Off Shift boxes are checked for days the employee will not be scheduled to work.</i></p> <p>Click the <b>Apply</b> button to apply the schedule information.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Apply</div>
26.	<p>Click the <b>OK</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">OK</div>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

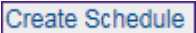


Step	Action
27.	Click the <b>Save</b> button. 
28.	In this exercise you will create a personal schedule for the <b>10/24/16</b> pay period where the employee to work <b>10:00am - 6:00pm - M-F</b> . This schedule is not preloaded into the system, so you will need to enter the work hours directly into the Shift Details panel to create the schedule.
29.	Click the <b>Add a new row at row 1</b> button. 
30.	Click the <b>Choose a date</b> button. 
31.	Click the desired date. 

# Training Guide

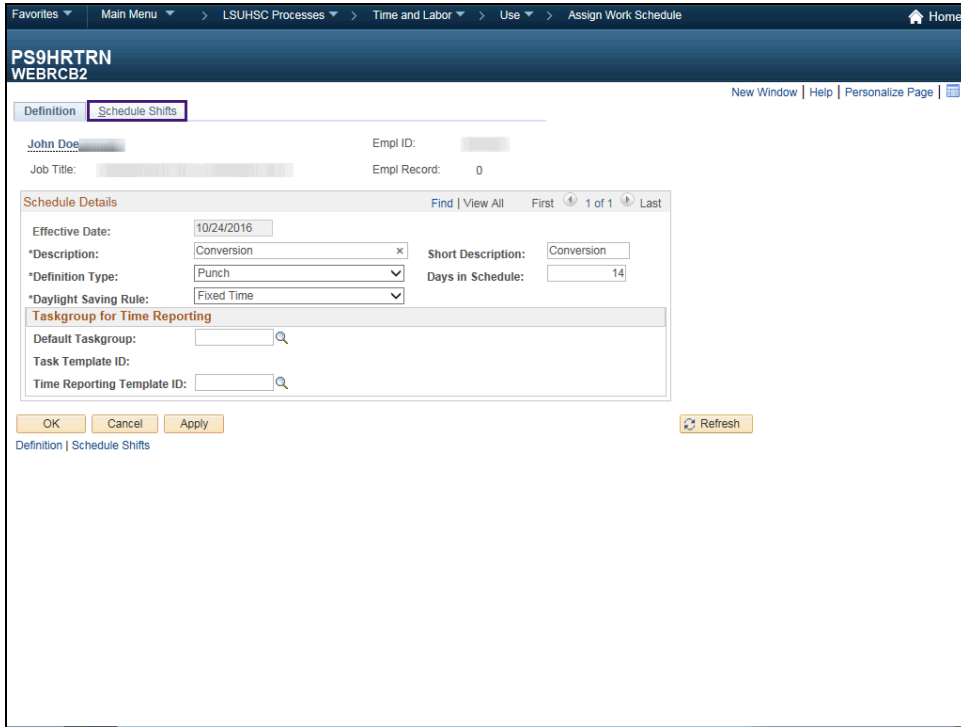
## Time and Labor Timekeepers LSUNO V9.1

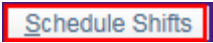



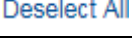


The screenshot displays the 'Assign Work Schedule' interface. At the top, there is a navigation bar with 'Assign Work Schedule' selected. Below the navigation, the user's name 'John Doe' and 'Employee ID' are shown. A table titled 'Assign Schedules' contains three rows of schedule assignments. The first row, dated 10/24/2016, has a 'Create Schedule' link highlighted with a red box. Other rows have 'Update Schedule' and 'Show Schedule' links. At the bottom of the table area, there are buttons for 'Save', 'Return to Search', 'Update/Display', and 'Include History'.

Step	Action
32.	Click the <b>Create Schedule</b> link. 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1



Step	Action
33.	Click the <b>Schedule Shifts</b> tab. 
34.	Click the <b>View All</b> link. 
35.	Click the <b>Select All</b> link. 
36.	Click the <b>Clear Shifts</b> link. 
37.	Click the <b>Deselect All</b> link. 
38.	Enter the desired information into the <b>Day 1 In</b> field. Enter " <b>10:00a</b> ".
39.	Enter the desired information into the <b>Day 1 Out</b> field. Enter " <b>6:00p</b> ".
40.	Click the <b>Day 1 Select</b> option. 
41.	Click the <b>Copy</b> link. 

## Training Guide

### Time and Labor Timekeepers LSUNO V9.1

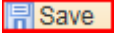
Step	Action
42.	Enter the desired information into the <b>Paste Repetitions</b> field. Enter "4". *Paste Repetitions: <input style="border: 1px solid red; width: 30px; text-align: center;" type="text" value="1"/>
43.	Select the day of the pay period you want the system to begin copying the information.  Click the <b>Select</b> option. <input type="checkbox"/>
44.	Click the <b>Paste</b> link.  <a href="#">Paste</a>
45.	The hours the employee is scheduled to work are displayed for days 2 - 5.
46.	Click the <b>Day 6 Off Shift</b> option. <input type="checkbox"/>
47.	Click the <b>Day 7 Off Shift</b> option. <input type="checkbox"/>
48.	You can also copy the shift information to days by clicking the checkboxes in front of the days. <i>For training purposes only, days 8 - 11 are checked for you.</i>  Click the <b>Day 12 Select</b> option. <input type="checkbox"/>
49.	Click the <b>Paste</b> link.  <a href="#">Paste</a>
50.	<b>NOTE: You must designate which days the employee will be off shift. For training purposes only, Day 13 Off shift is checked for you.</b>  Click the <b>Day 14 Off Shift</b> option. <input type="checkbox"/>
51.	Click the <b>Apply</b> button.  <input type="button" value="Apply"/>
52.	Click the <b>OK</b> button.  <input type="button" value="OK"/>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

The screenshot displays the 'Assign Work Schedule' interface for user John Doe. It includes fields for Employee ID and Empl Record, a list of assigned schedules with columns for Effective Date, Assignment Method, Schedule Group, Schedule ID, Description, and Update Schedule, and a 'Save' button highlighted in red.

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Update Schedule
10/24/2016	Create Personal Schedule	SHARE		Conversion	Update Schedule
10/10/2016	Create Personal Schedule	SHARE		Conversion	Update Schedule
04/05/2010	Create Personal Schedule	SHARE		Conversion	Show Schedule

Step	Action
53.	Click the <b>Save</b> button. 
54.	This completes the topic on how to <i>Create a Work Schedule</i> . <b>End of Procedure.</b>

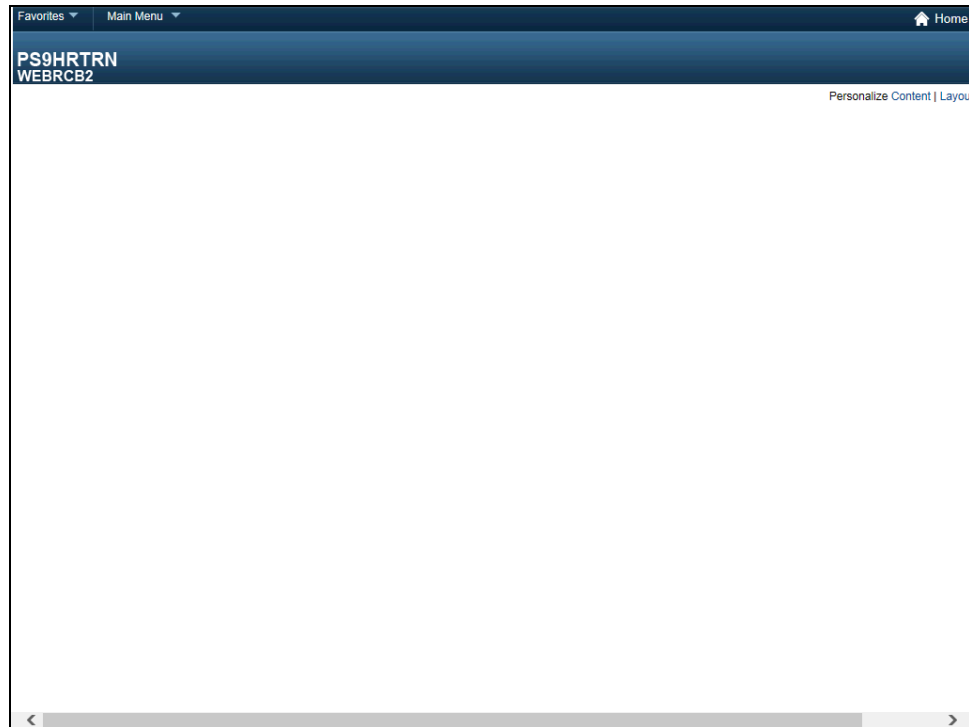
## Time and Labor Reports

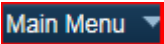


### Create/Find a Run Control ID

#### Procedure

In this topic you will learn how to **Create/Find a Run Control ID**.



**NOTE:** 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 can create more than one ID.



Step	Action
1.	<p>The Time Details Report will be used to demonstrate how to create/find a run control ID.</p> <p>Click the <b>Main Menu</b> button.</p> 
2.	<p>Click the <b>LSUHSC Processes</b> menu.</p> 
3.	<p>Click the <b>Time and Labor</b> menu.</p> 

# Training Guide



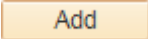
## Time and Labor Timekeepers LSUNO V9.1

Step	Action
4.	Click the <b>Report</b> menu. 
5.	Click the <b>Time Details Report</b> menu. 
6.	<p><b>Run Control ID</b></p> <p>The system defaults into the Find an Existing Value tab. The first time the Time Details report is run, select the Add A New Value tab to add a Run Control ID.</p> <p>Thereafter, when the Time Details report is run, remain on the Find an Existing Value tab to select an existing Run Control ID by simply clicking the Search button.</p>
7.	<p>A Run Control ID <b>must</b> be created to run many reports in PeopleSoft. If a run control is created that is unique to a specific report, it can be used to run future reports. The advantage to this method is that all parameters are saved with the run control. When running future reports you would only have to change a few parameters (e.g. Start Date, End Date, etc.) instead of entering all report parameters. If you create one run control to use for all reports, then you will need to change all the report parameters each time.</p>
8.	<p><b>Run Control ID</b></p> <p>A Run Control ID is used as a means to access the Process Scheduler. You may save parameters related to a particular process or report to a Run Control ID to minimize data entry when running recurring process and/or reports.</p> <p>A Run Control ID is:</p> <ol style="list-style-type: none"> <li>1. Specific to the end-user's Operator (User) ID;</li> <li>2. Can be entered in upper case, lower case, or mixed case;</li> <li>3. Can be up to 30 characters long;</li> <li>4. Characters can be either number or letters, but <b>CANNOT</b> include any special characters (e.g. \$, &amp;, #, commas, apostrophes, etc.);</li> <li>5. <b>CANNOT</b> contain blank spaces; and</li> <li>6. Must be one continuous string of characters. If using more than one word the words <b>must</b> be linked by an underscore.</li> </ol>



# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Step	Action
9.	Click the <b>Add a New Value</b> tab. 
10.	Enter the desired information into the <b>Run Control ID</b> field. Enter <b>"time_detail_report"</b> . Run Control ID: 
11.	Click the <b>Add</b> button. 

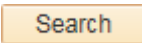
# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Step	Action
12.	<p>You will enter the report parameters, click save and then run your report.</p> <p>For <b>training purposes only</b>, click the <b>Time Details Report</b> menu.</p> <p><b>Time Details Report</b></p>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

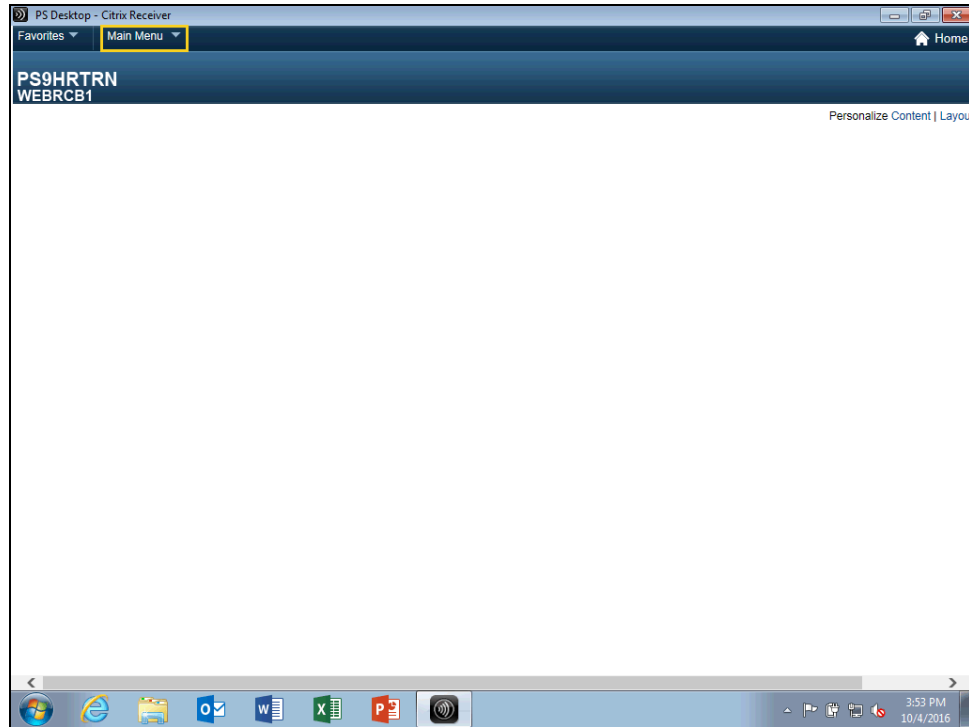
Step	Action
13.	<p>You can select the Find an Existing Value tab to search for an existing Run Control ID. Once selected, the Report page displays the information from the most recent Print Request.</p> <p>Click the <b>Search</b> button.</p> <div style="text-align: center;">  </div>
14.	<p>If you have multiple run control ids, they will display at the bottom of the page. You will click the appropriate run control link when you wish to run future reports.</p> <p>If you have only one run control id, the system will default you into the last report run.</p>
15.	<p>This completes <i>Create/Find a Run Control ID</i>.  <b>End of Procedure.</b></p>


**Training Guide**  
**Time and Labor Timekeepers LSUNO V9.1**

## TimeSheets Report

### Procedure

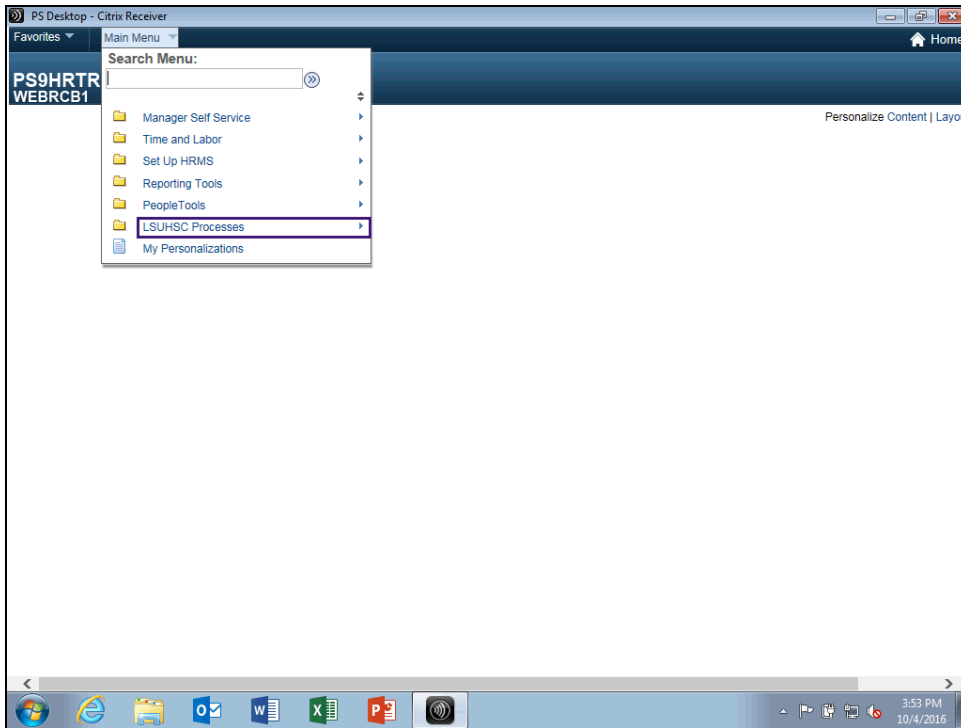
In this topic you will learn how to **Run the TimeSheets Report**.



Step	Action
1.	Click the <b>Main Menu</b> button. 

# Training Guide

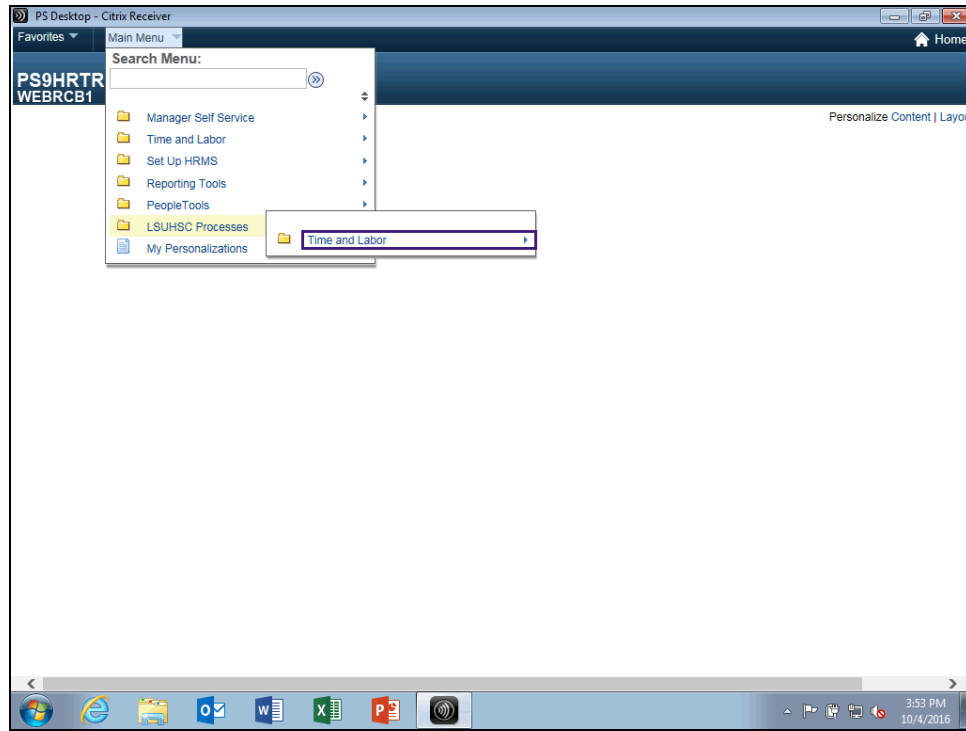
## Time and Labor Timekeepers LSUNO V9.1




Step	Action
2.	Click the <b>LSUHSC Processes</b> menu. <a href="#">LSUHSC Processes</a> ▶

# Training Guide

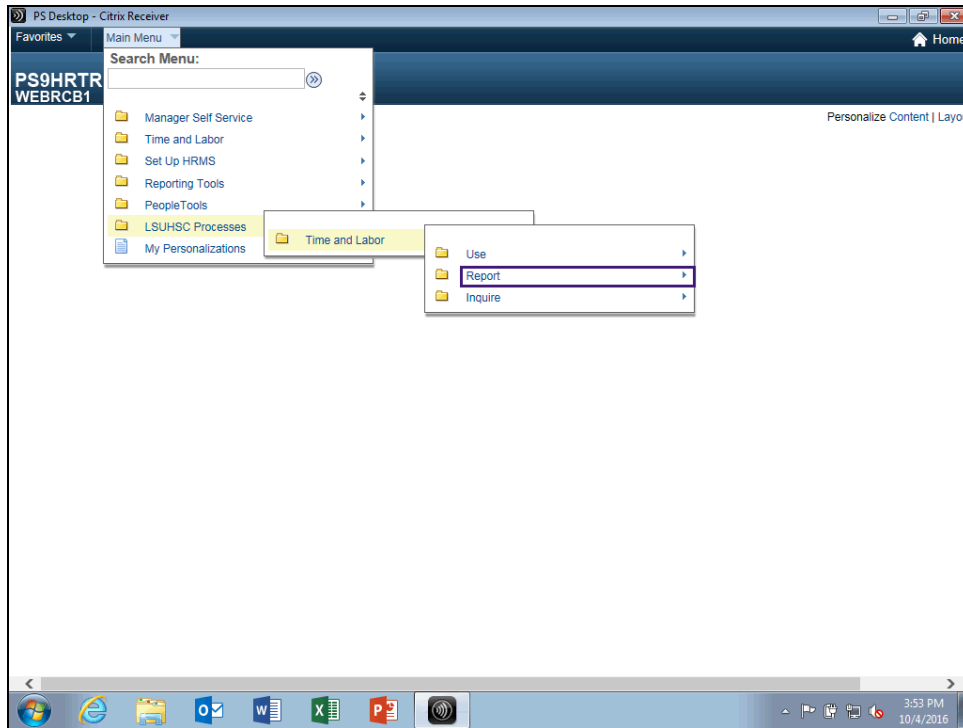
## Time and Labor Timekeepers LSUNO V9.1




Step	Action
3.	Click the <b>Time and Labor</b> menu. 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

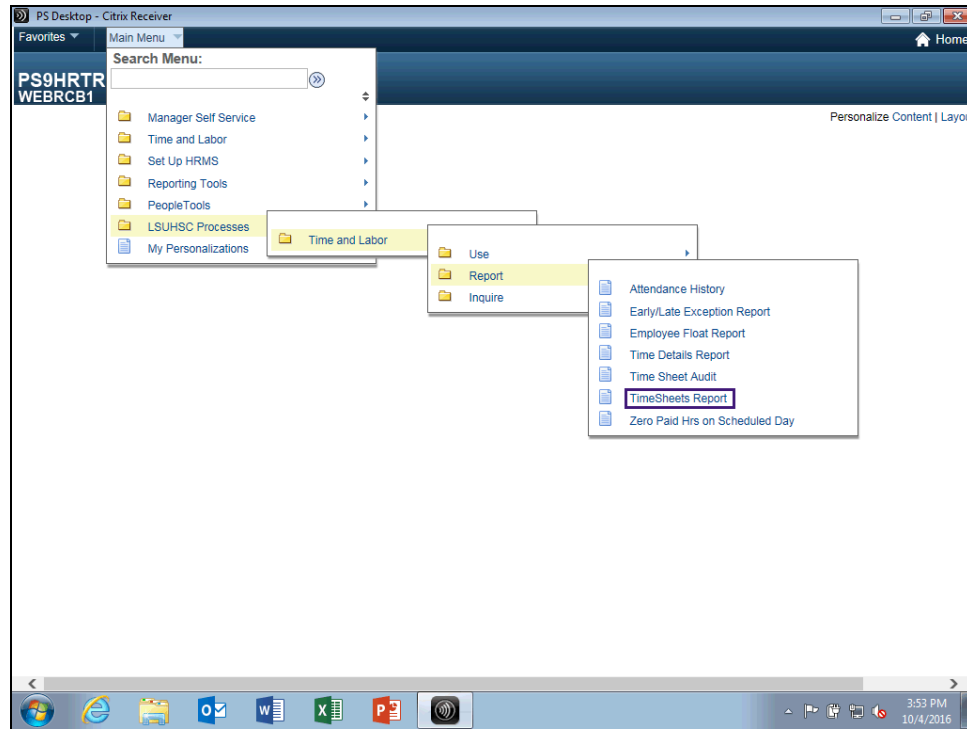


Step	Action
4.	Click the <b>Report</b> menu. 



# Training Guide

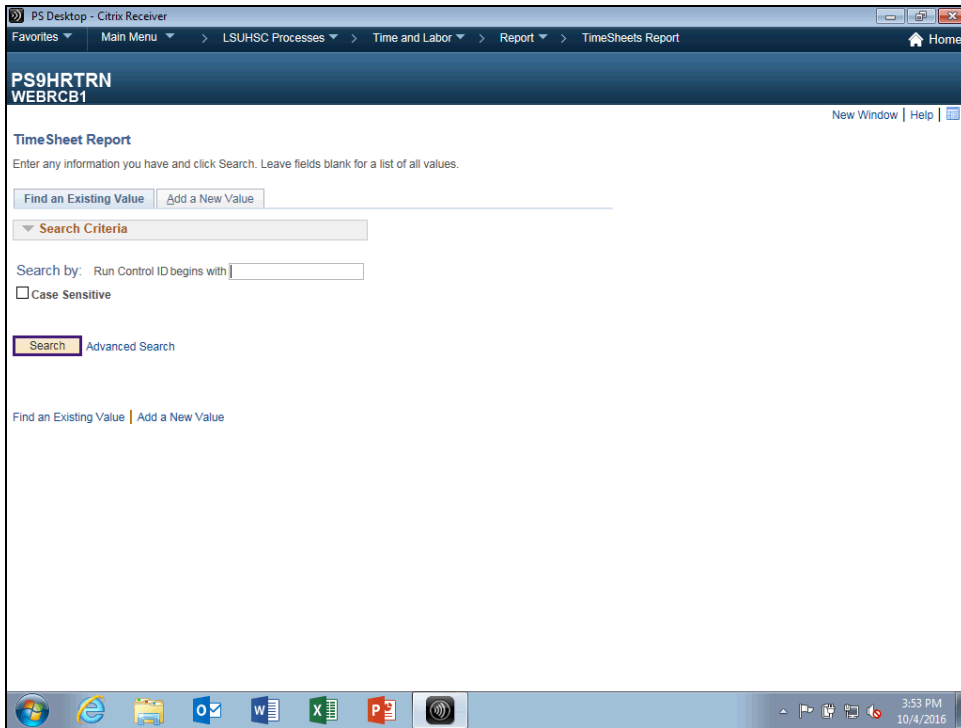
## Time and Labor Timekeepers LSUNO V9.1

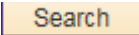


Step	Action
5.	Click the <b>TimeSheets Report</b> menu. <a href="#">TimeSheets Report</a>

# Training Guide

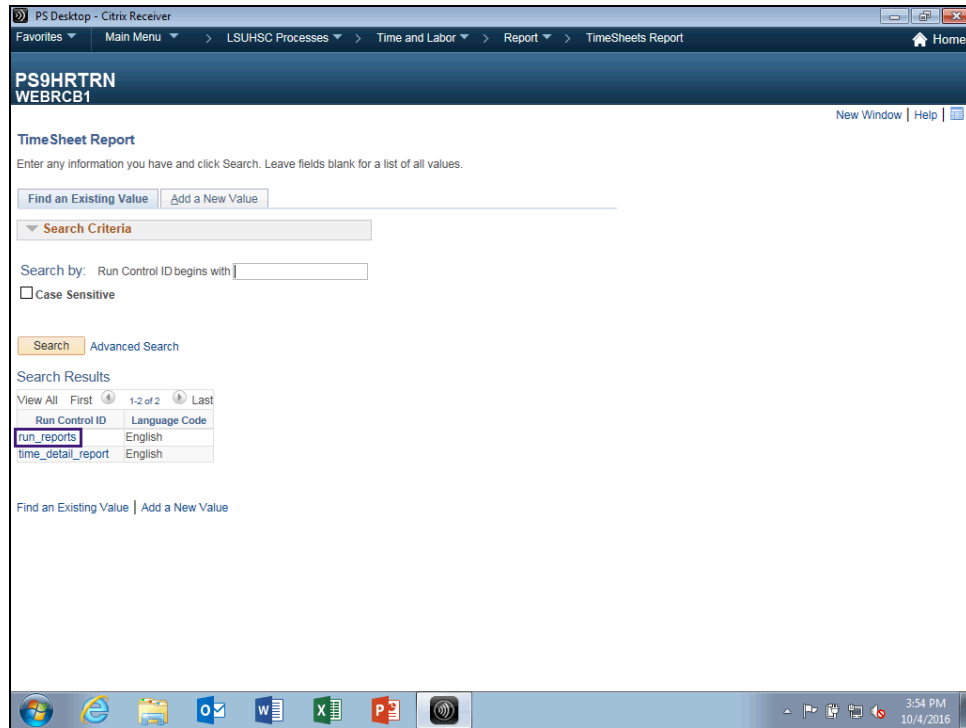
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
6.	<p>Click the <b>Search</b> button to select a Run Control ID.</p> <p><i><b>NOTE: If no results are returned, you will need to click the Add a New Value tab to create a Run Control ID.</b></i></p> <p></p>

# Training Guide

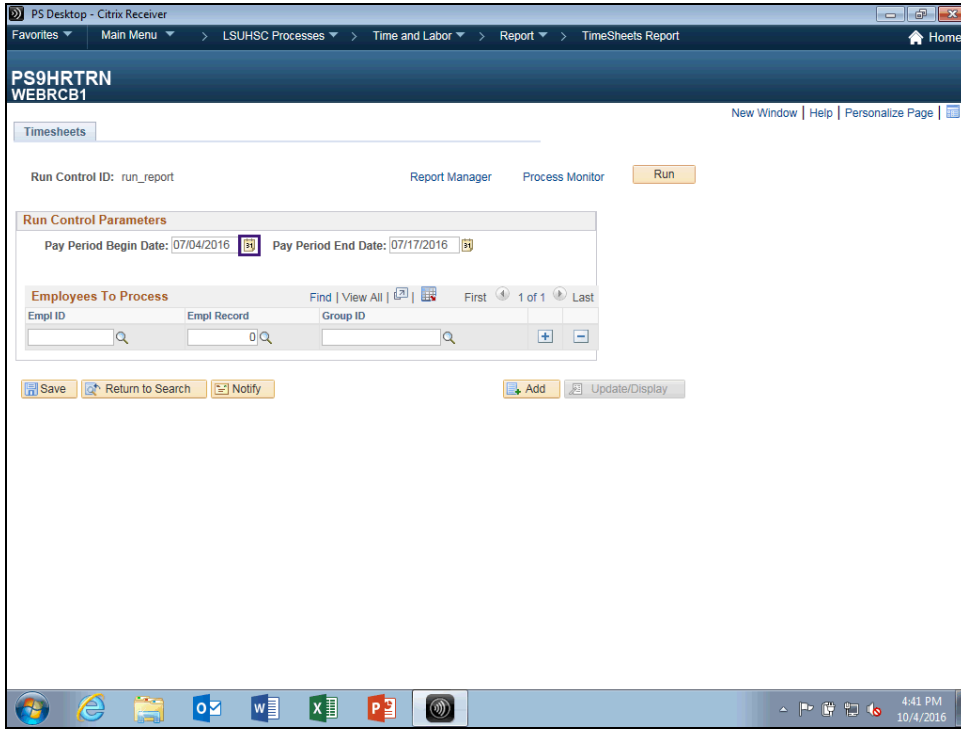
## Time and Labor Timekeepers LSUNO V9.1




Step	Action
7.	Click the <a href="#">run_reports</a> link.

# Training Guide

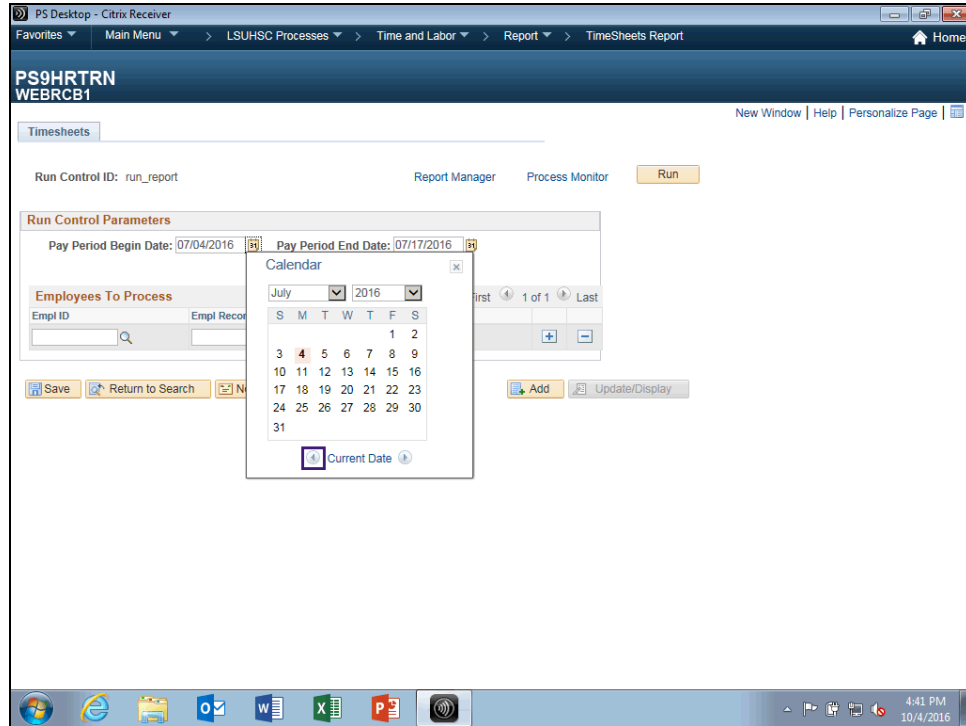
## Time and Labor Timekeepers LSUNO V9.1




Step	Action
8.	<p><b><i>NOTE: The beginning and ending payroll period dates must be entered in order to run the Report successfully. Failure to enter the correct payroll period dates will produce an error when running the report.</i></b></p> <p>Click the <b>Pay Period Begin Date Choose a date</b> button.</p> 

# Training Guide

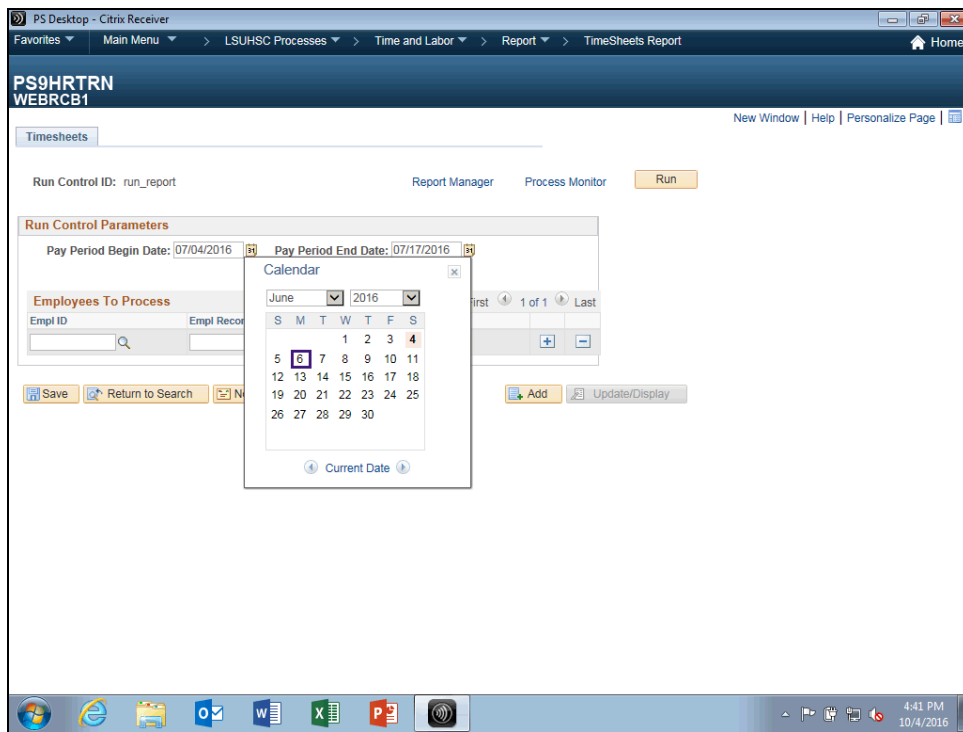
## Time and Labor Timekeepers LSUNO V9.1




Step	Action
9.	Click the <b>Previous Month</b> button. 

# Training Guide

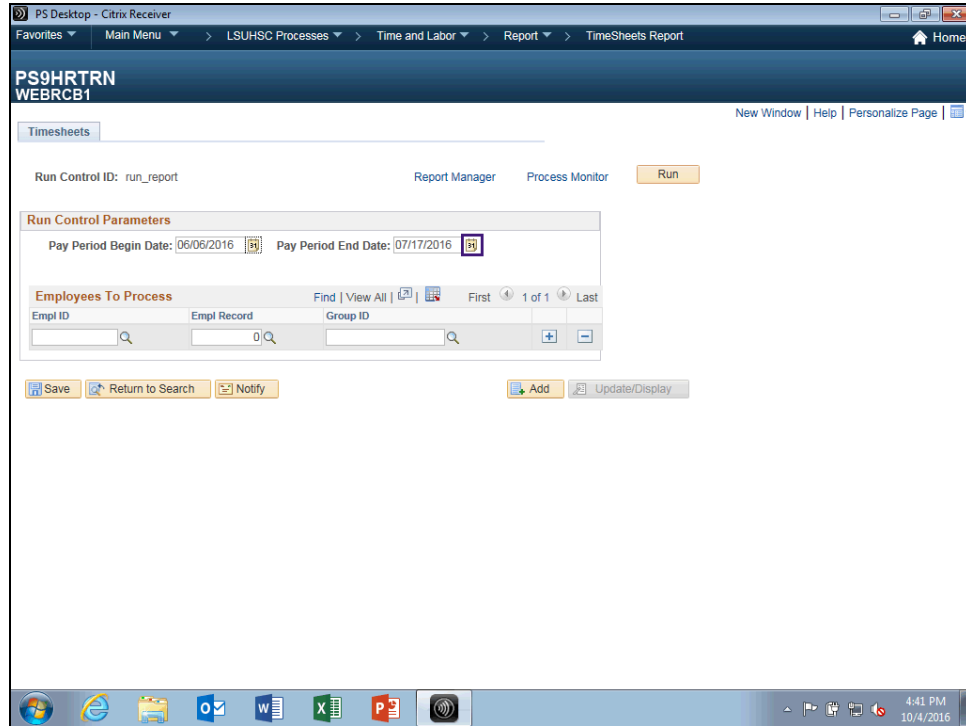
## Time and Labor Timekeepers LSUNO V9.1




Step	Action
10.	Click the desired date. 

# Training Guide

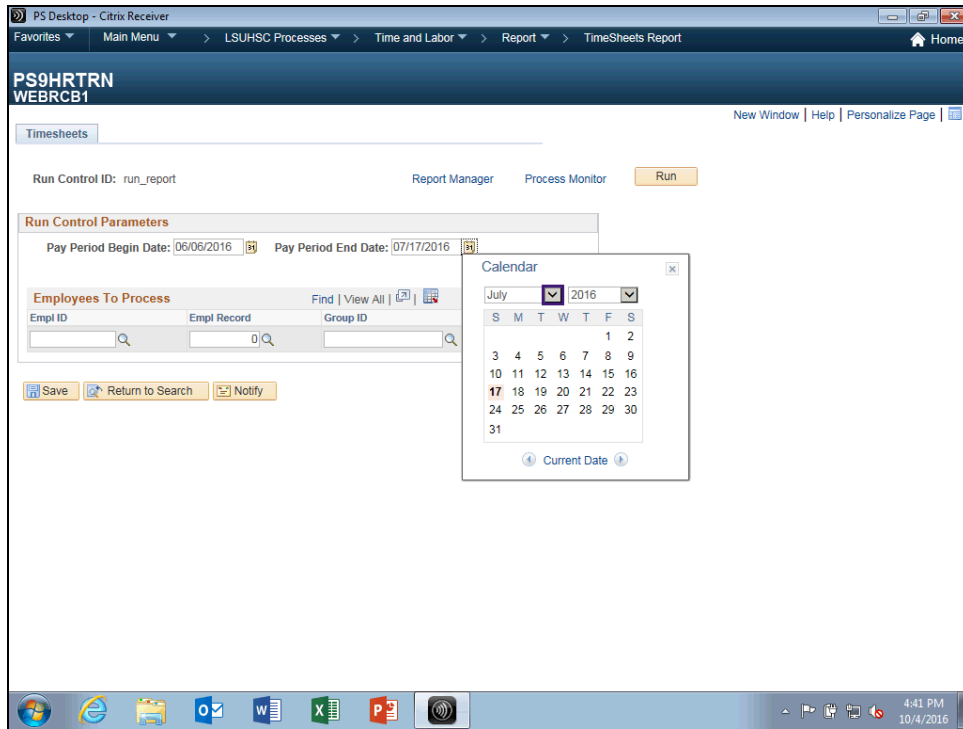
## Time and Labor Timekeepers LSUNO V9.1




Step	Action
11.	Click the <b>Pay Period End Date Choose a date</b> button. 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

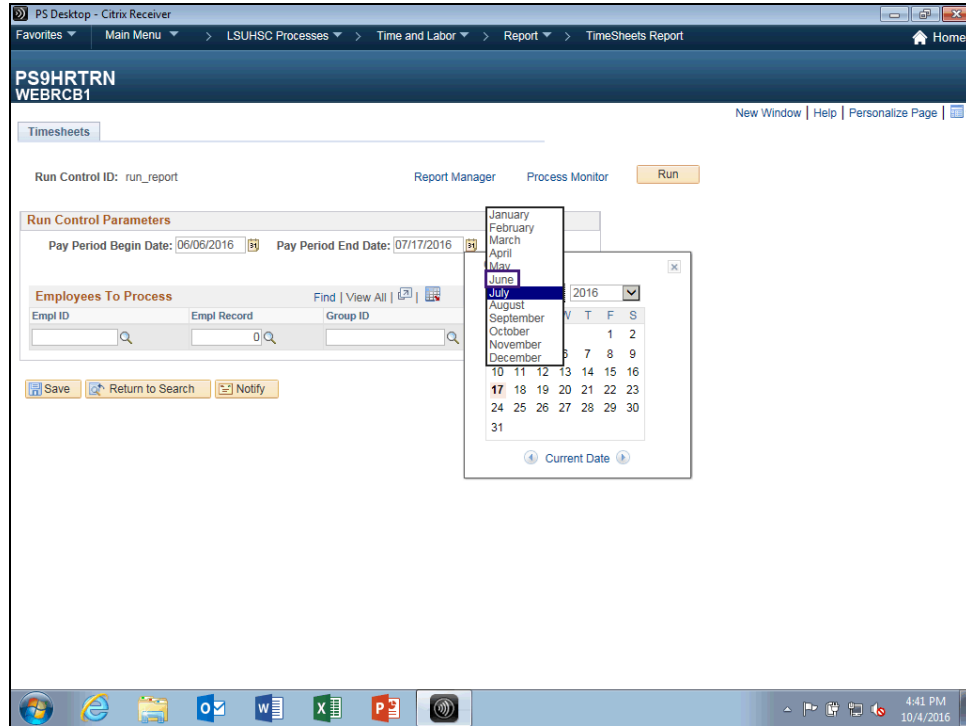


Step	Action
12.	<p>You can select a month from the drop-down list.</p> <p>Click the button to the right of the <b>Month</b> field.</p> 



# Training Guide

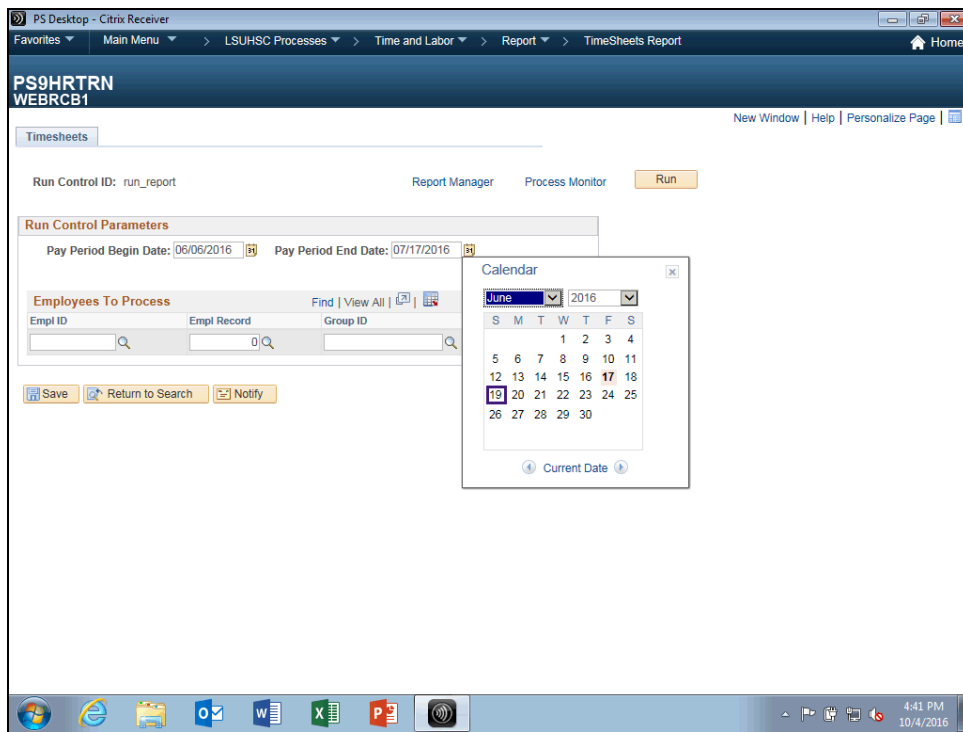
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
13.	Click the <b>June</b> list item.  June

# Training Guide

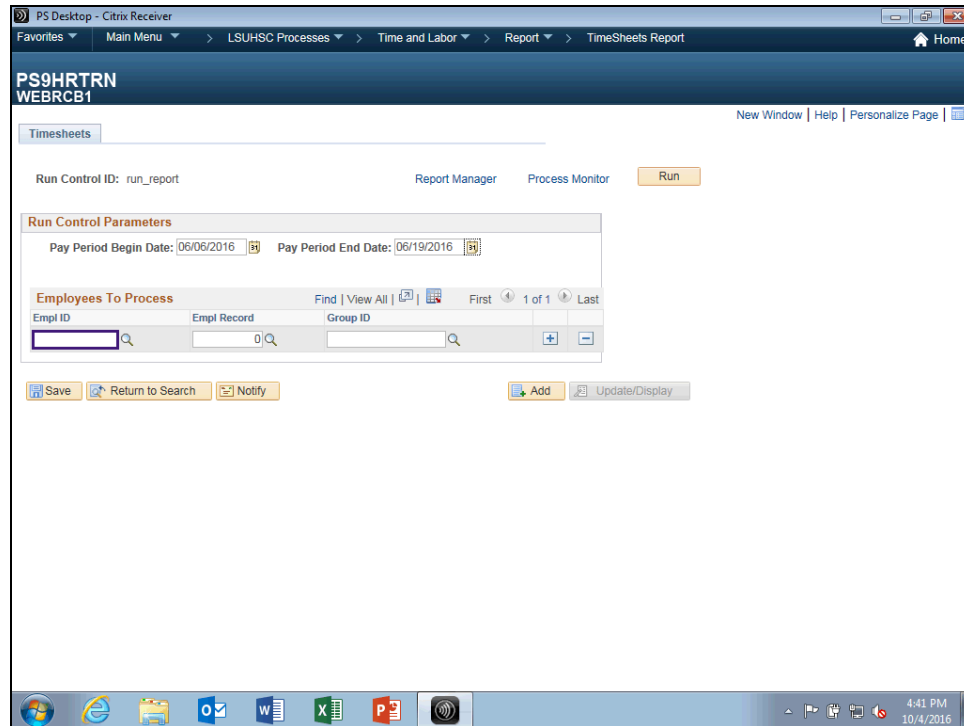
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
14.	Click the desired date. <u>19</u>

# Training Guide

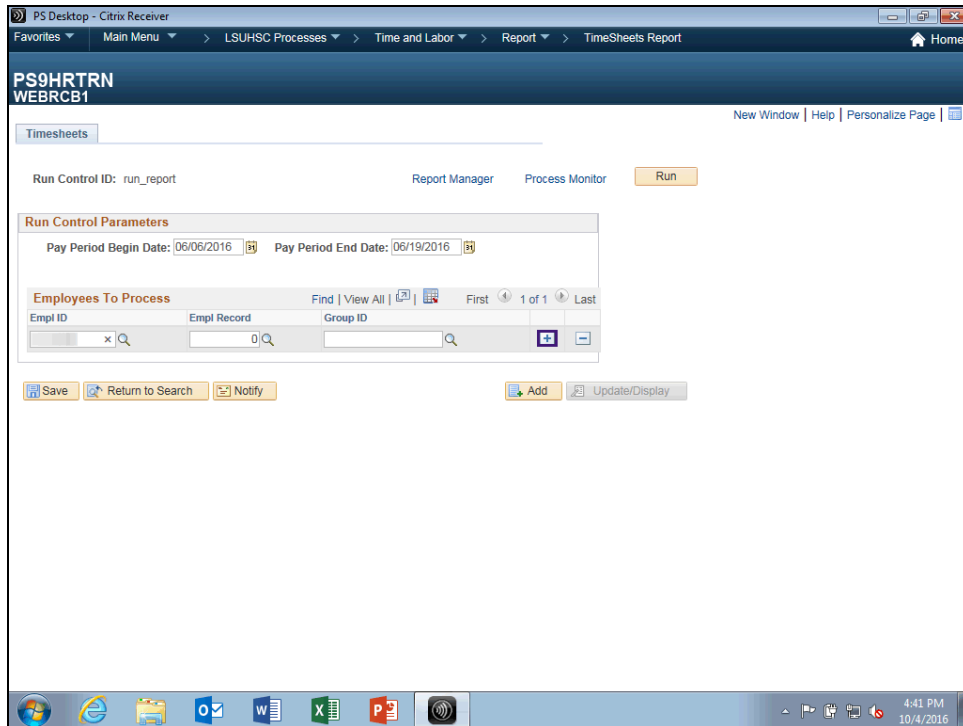
## Time and Labor Timekeepers LSUNO V9.1




Step	Action
15.	<p>Enter the desired information into the <b>Empl ID</b> field. Enter "<b>000000</b>".</p> <p><i>NOTE: If no Empl ID is entered, the report will run for all employees for whom you are the timekeeper.</i></p>

# Training Guide

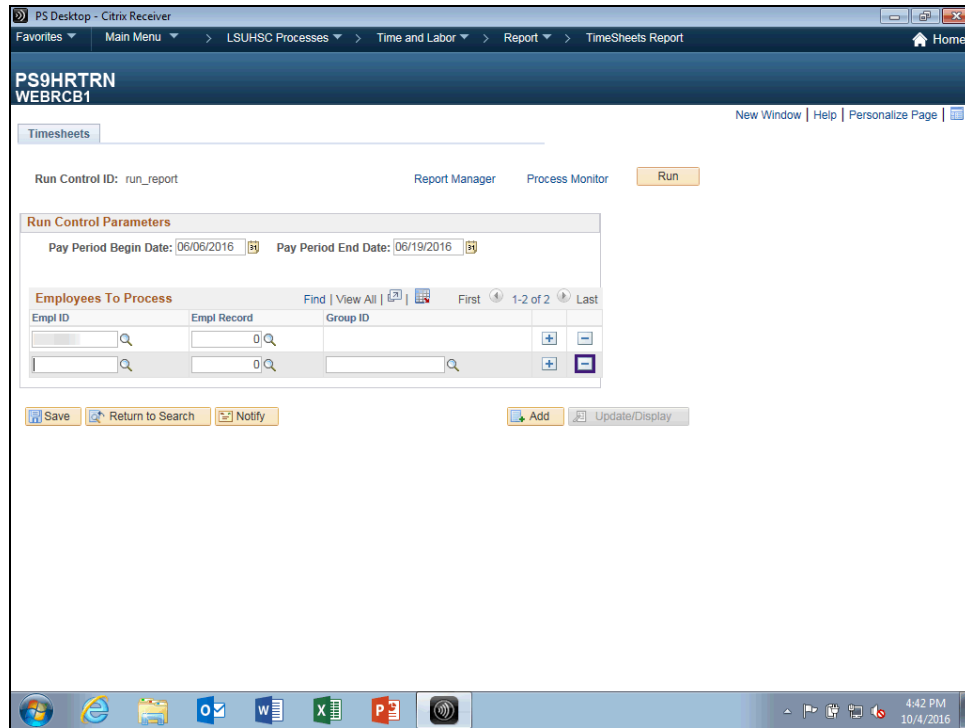
## Time and Labor Timekeepers LSUNO V9.1




Step	Action
16.	To print the report for more than one employee, click the <b>Add a new row at row 1</b> button to add another employee. 

# Training Guide

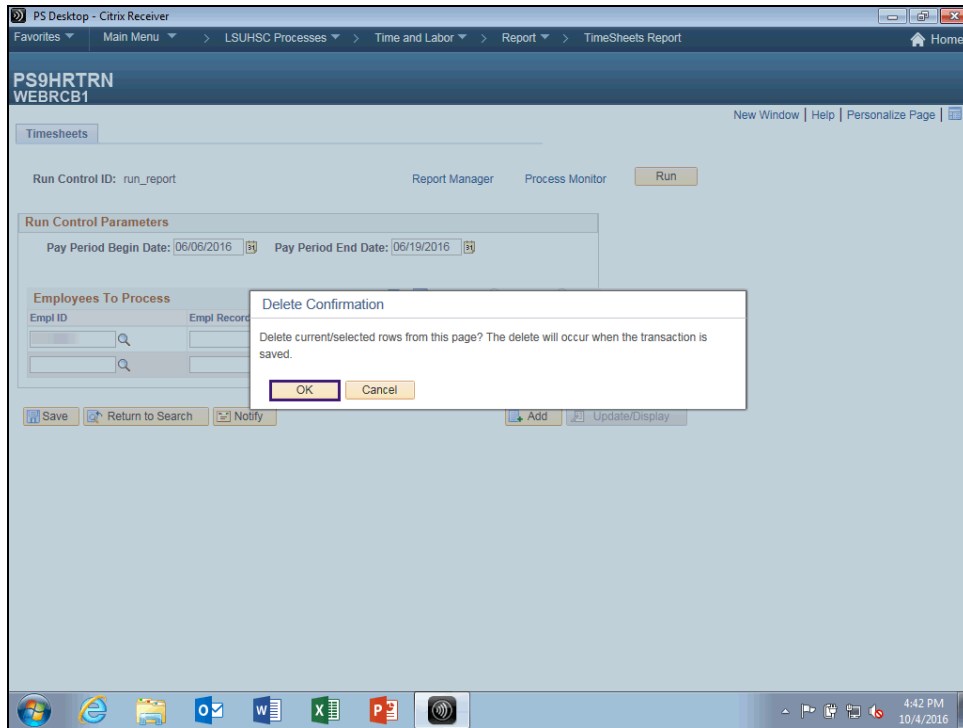
## Time and Labor Timekeepers LSUNO V9.1

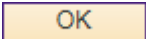


Step	Action
17.	Notice a second row was added. If the row is not needed, click the <b>Delete row 2</b> button. 

# Training Guide

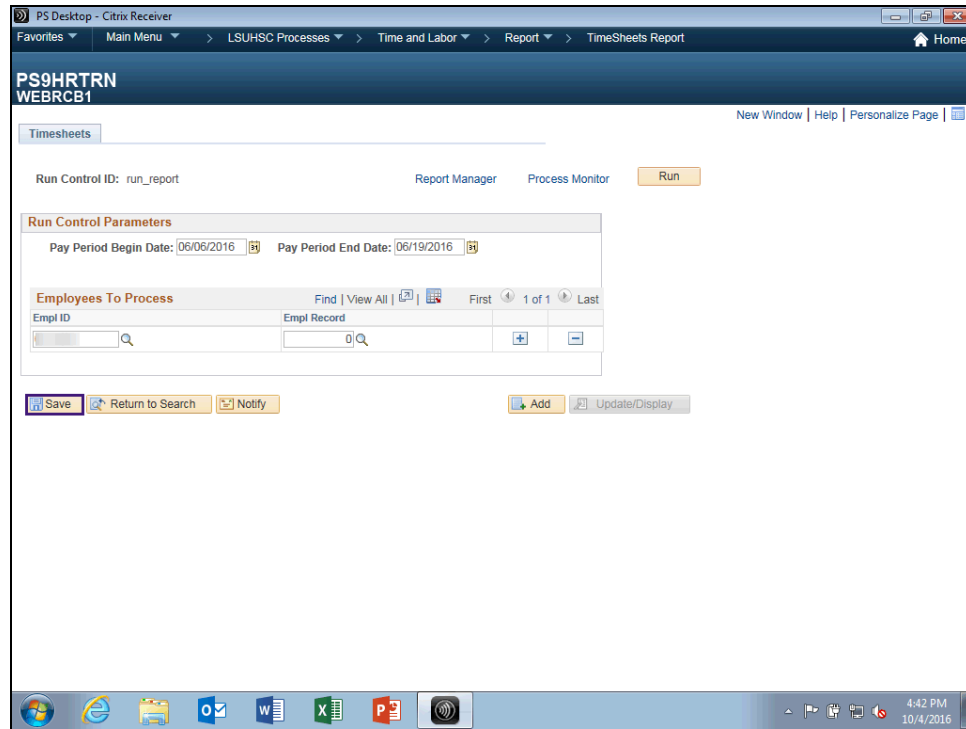
## Time and Labor Timekeepers LSUNO V9.1




Step	Action
18.	Click the <b>OK</b> button to confirm the delete process. 

# Training Guide

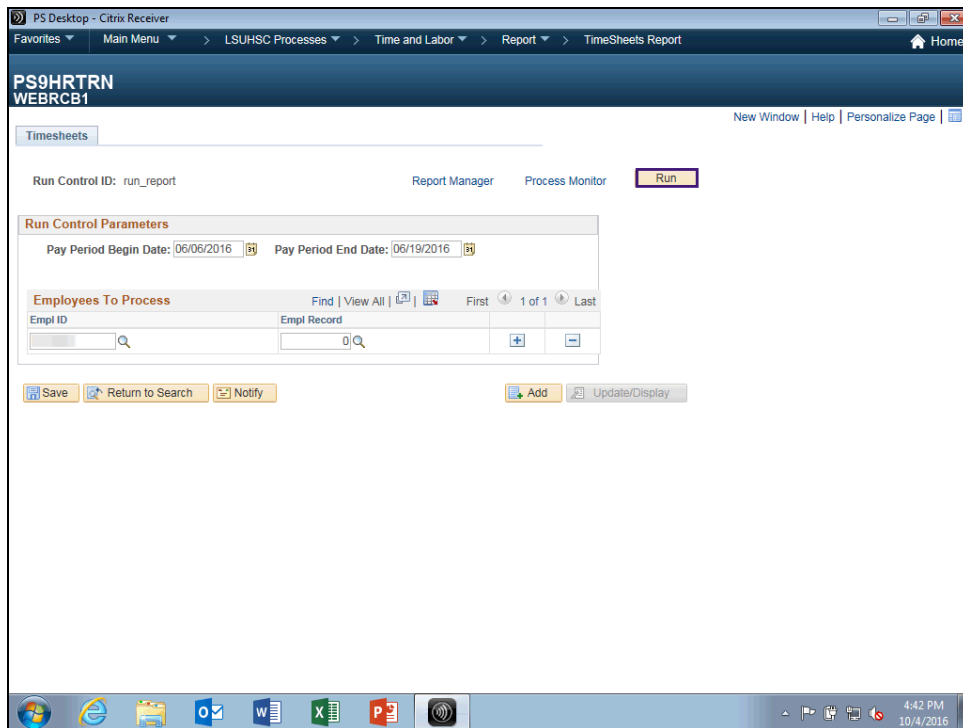
## Time and Labor Timekeepers LSUNO V9.1

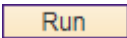



Step	Action
19.	Click the <b>Save</b> button. 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

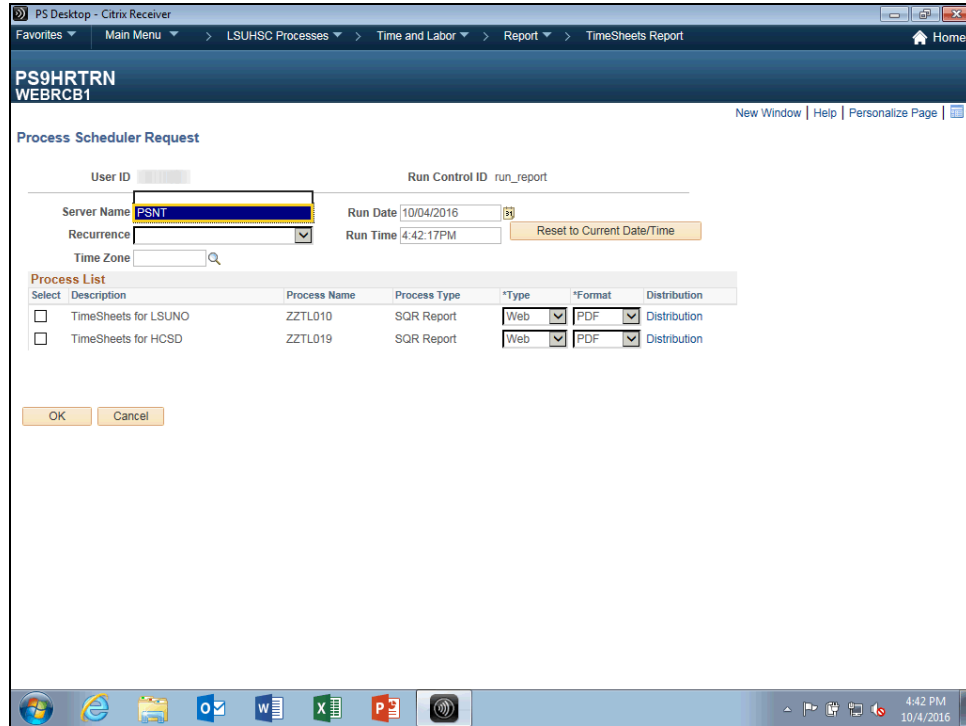



Step	Action
20.	Click the <b>Run</b> button. 
21.	Click the button to the right of the <b>Server Name</b> field. 



# Training Guide

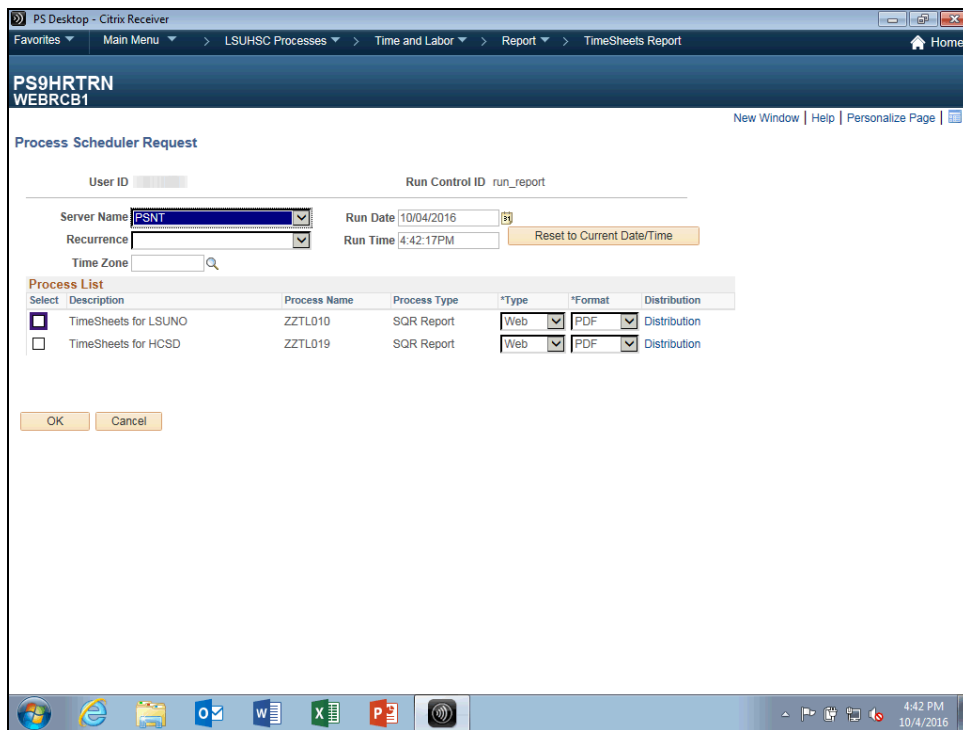
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
22.	Click the <b>PSNT</b> list item. 

# Training Guide

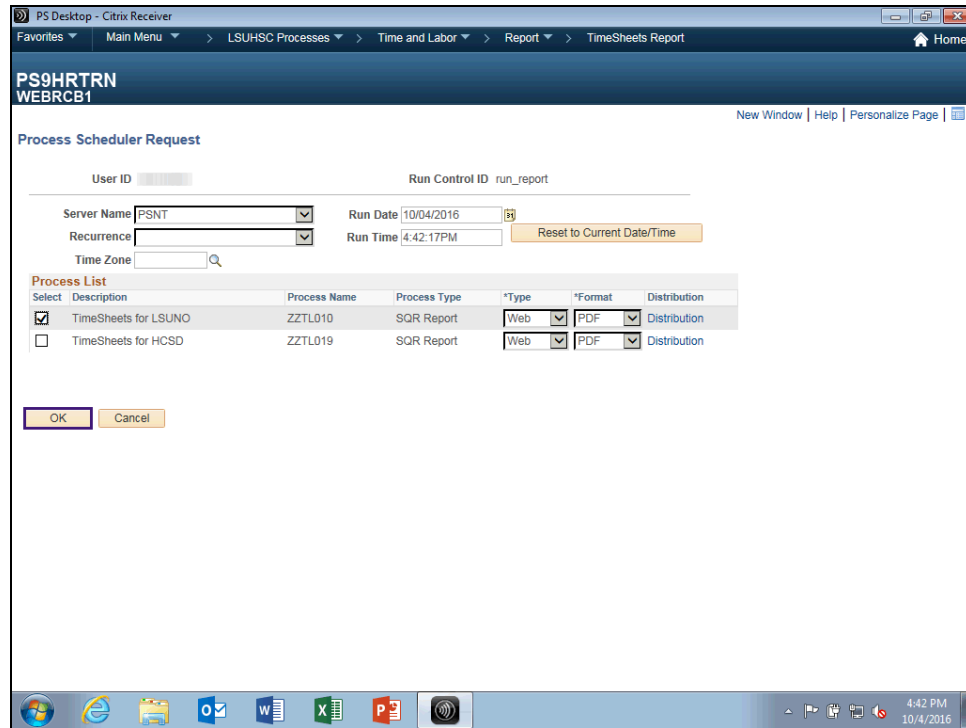
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
23.	Click the <b>Select - TimeSheets for LSUNO</b> option. <input checked="" type="checkbox"/>

# Training Guide

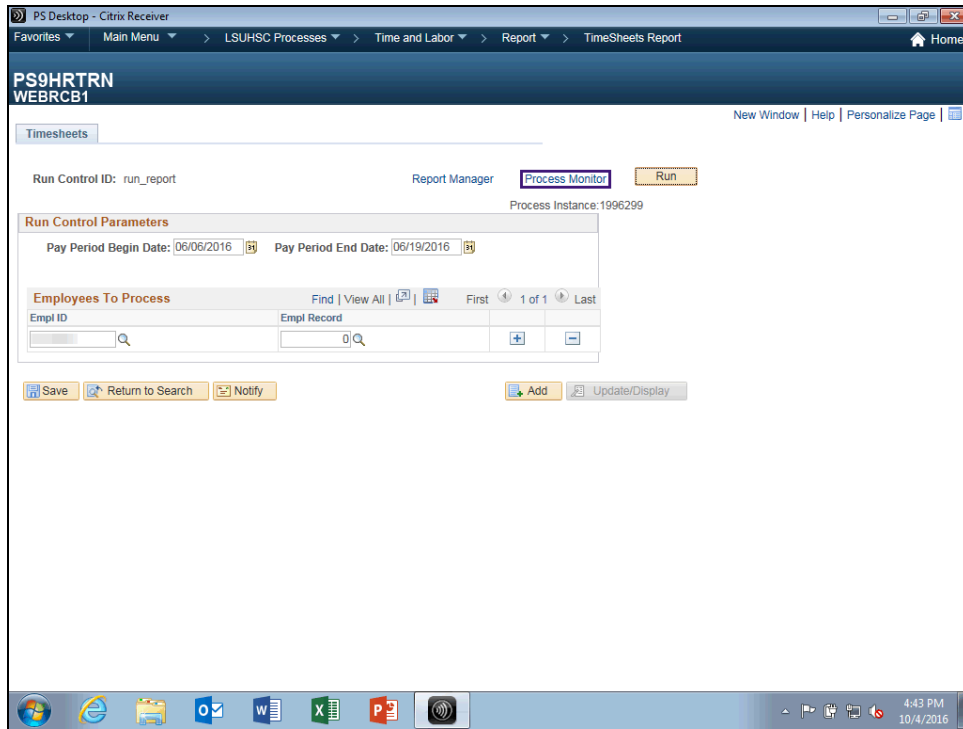
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
24.	Click the <b>OK</b> button. <div style="text-align: center; border: 1px solid black; padding: 2px; display: inline-block;">OK</div>

# Training Guide

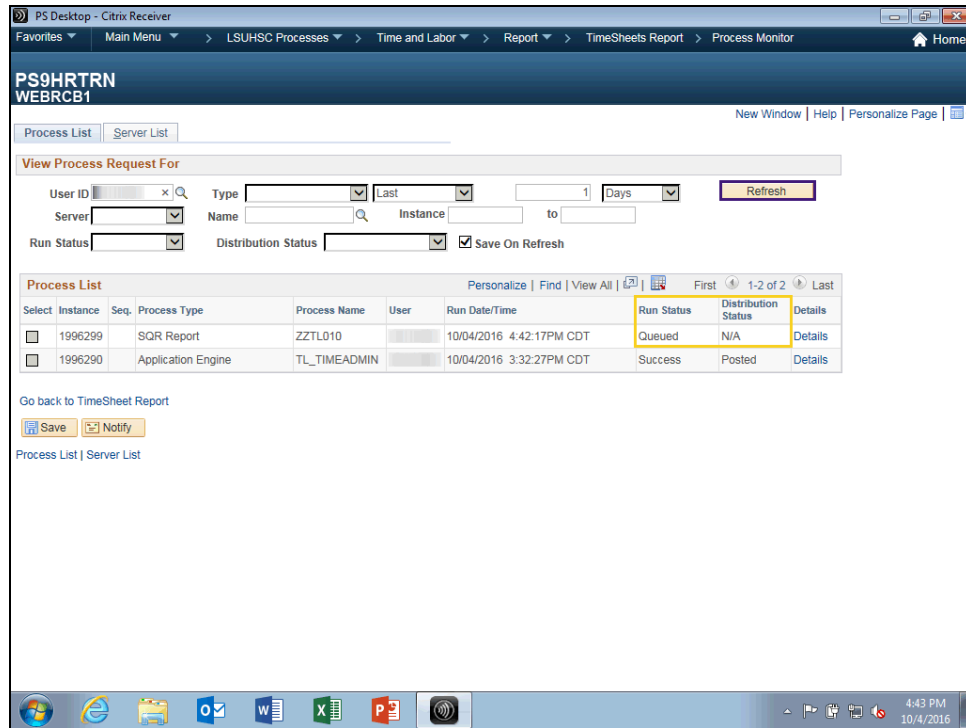
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
25.	Click the <b>Process Monitor</b> link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Process Monitor</div>

# Training Guide

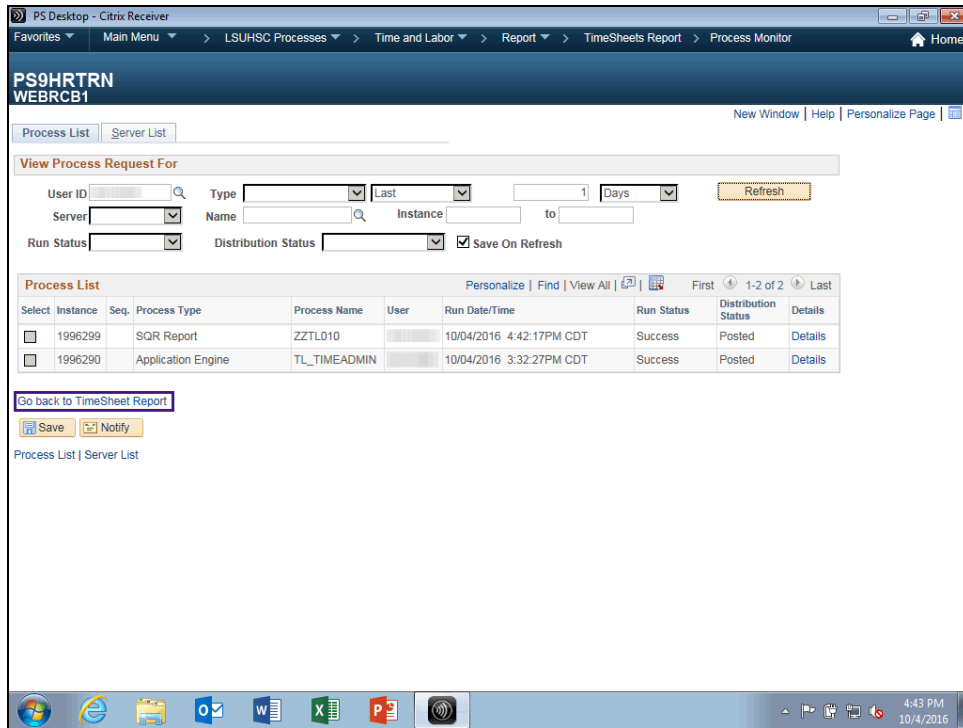
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
26.	<p>Click the <b>Refresh</b> button every 10 seconds or so until you receive the following status:</p> <p><b>Run Status</b> = Success  <b>Distribution Status</b> = Posted</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;">Refresh</div>

# Training Guide

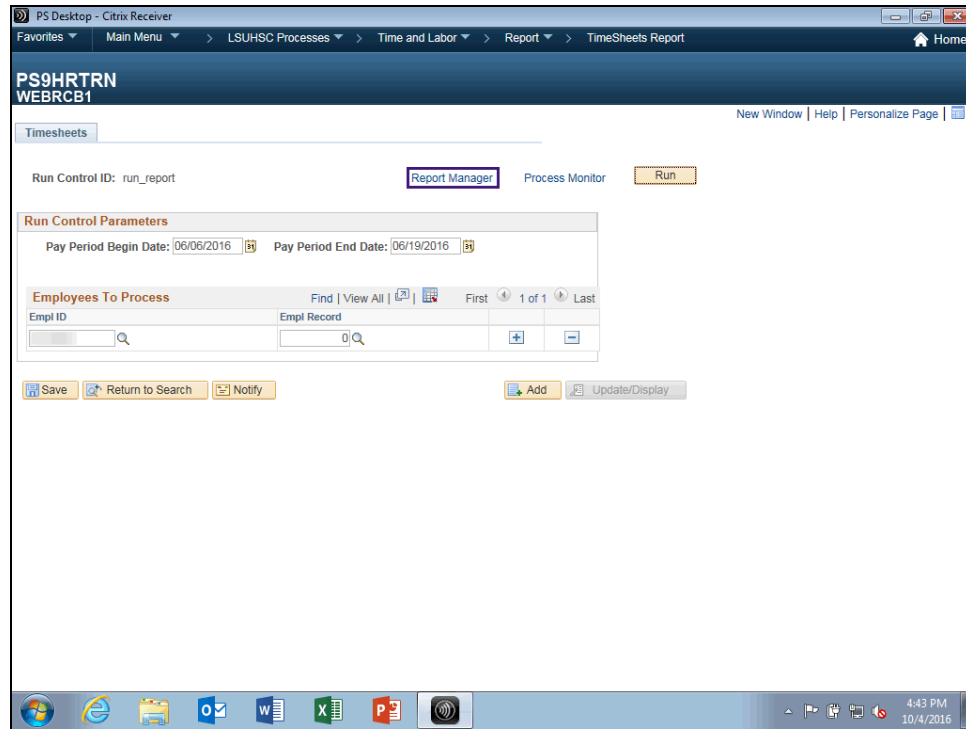
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
27.	Click the <b>Go back to TimeSheet Report</b> link. <a href="#">Go back to TimeSheet Report</a>

# Training Guide

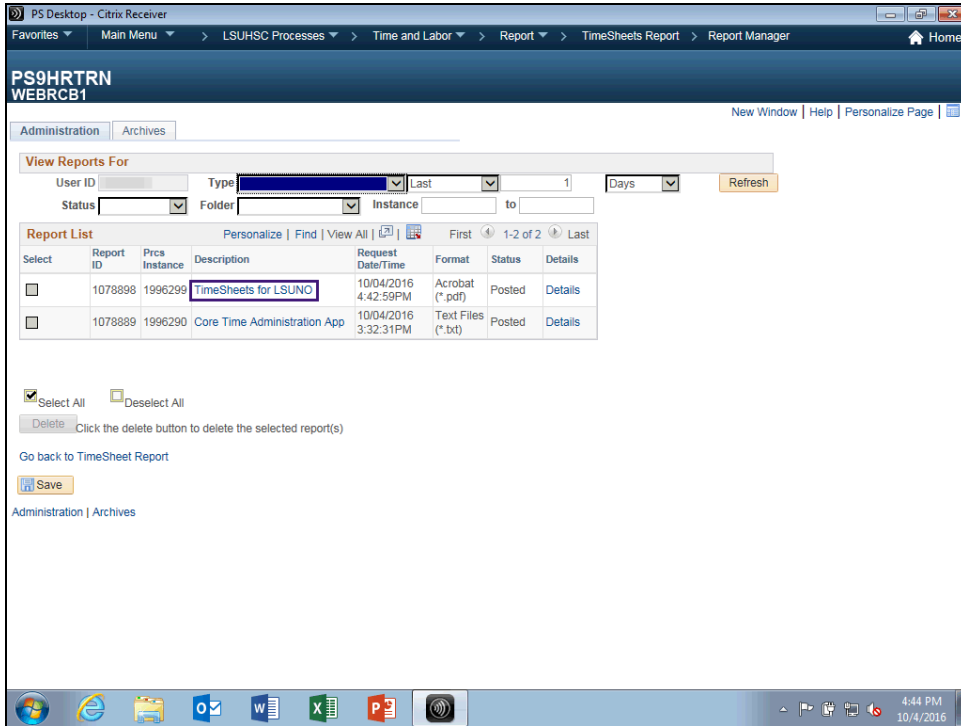
## Time and Labor Timekeepers LSUNO V9.1




Step	Action
28.	Click the <b>Report Manager</b> link. <a href="#">Report Manager</a>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1



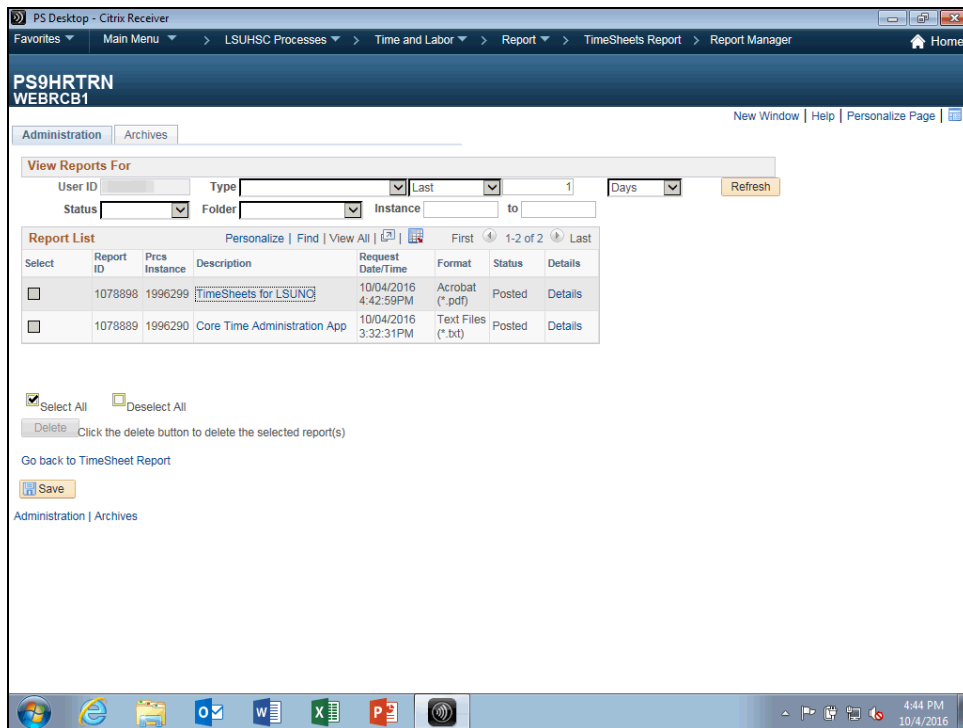
Step	Action
29.	Click the <b>TimeSheets for LSUNO</b> link. <a href="#">TimeSheets for LSUNO</a>
30.	Click the <b>Maximize</b> button. 
31.	Click the File then Print to print the report.
32.	In the appropriate date column note the employee's payroll information you want to correct for the specified payroll period.  <b>Example:</b> The employee took 8 hours of annual leave on Monday March 5, 2012, but the annual leave was not recorded correctly for this payroll period.  To correct the error, write the correct information on the timesheet, have the employee sign the timesheet, then send the timesheet to the Payroll Department for processing.  The correction will be processed on the next payroll period.





# Training Guide

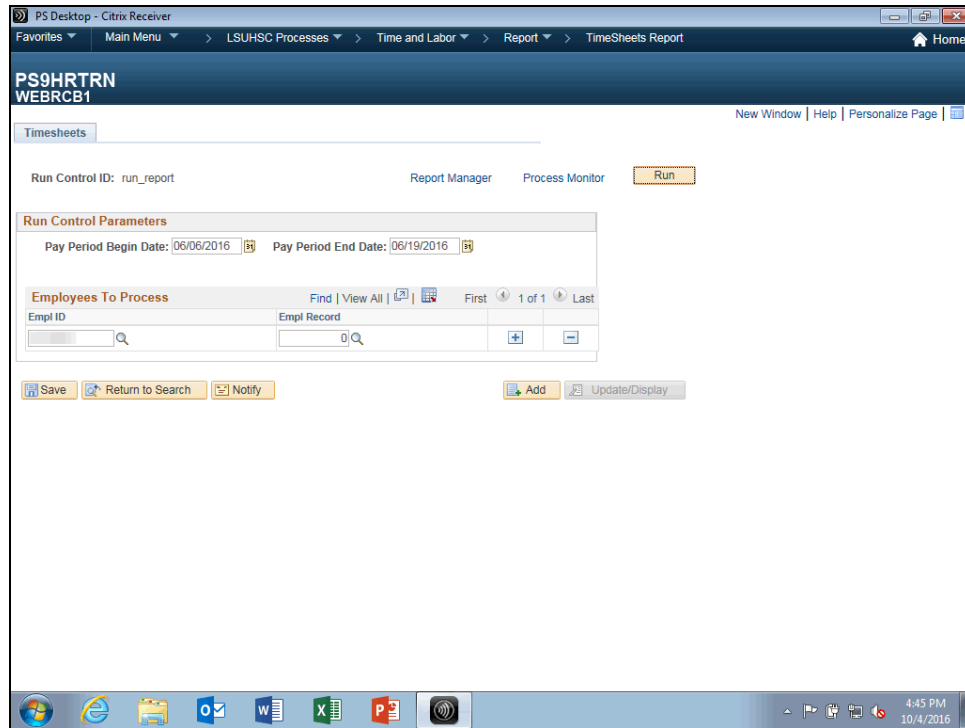
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
34.	Click the <b>Go back to TimeSheet Report</b> link.  <a href="#">Repo</a>

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1



Step	Action
35.	This completes <i>Run the TimeSheets Report</i> . <b>End of Procedure.</b>

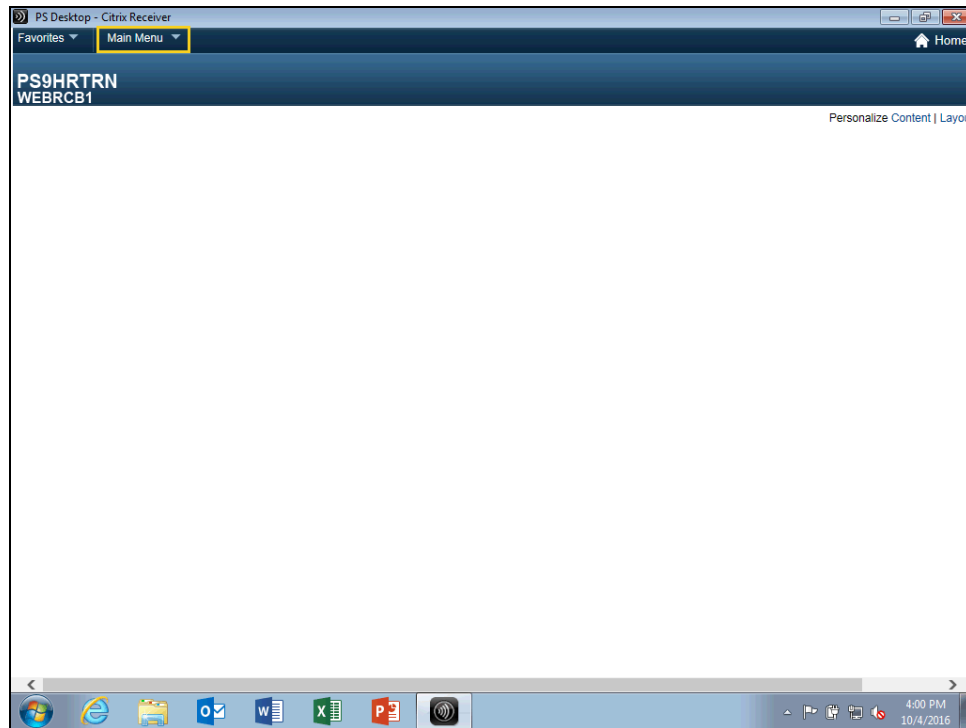
**Training Guide**  
**Time and Labor Timekeepers LSUNO V9.1**

## Run the Time Detail Report

### Procedure

In this topic the timekeeper will learn how to **Run the Time Details Report**.



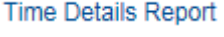

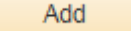
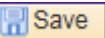
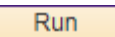


Step	Action
1.	<p>There are four steps the timekeeper completes in order to run and print the Time Details Report.</p> <p><b>Step 1:</b> Create a run control containing the parameters of the report, such as payroll period start and end dates, department numbers or employee ID numbers.</p> <p><b>Step 2:</b> Send the report parameters to the server that runs the report.</p> <p><b>Step 3:</b> Monitor the report process to determine if the report ran successfully.</p> <p><b>Step 4:</b> View and print the report.</p>



Step	Action
2.	<p>Click the <b>Main Menu</b> button.</p> <p style="text-align: center;"><b>Main Menu</b> ▾</p>
3.	<p>Click the <b>LSUHSC Processes</b> menu.</p> <p style="text-align: center;">  <b>LSUHSC Processes</b> ▶</p>



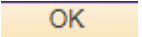
# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Step	Action
4.	Click the <b>Time and Labor</b> menu. 
5.	Click the <b>Report</b> menu. 
6.	Click the <b>Time Details Report</b> menu. 
7.	<b>Step 1:</b> Create a run Control ID.  If you have not previously created a run control id, the first time you print the Time Detail Report you must create one. Thereafter, when you print the Time Detail Report, you will click the Find an Existing Value Tab and select an existing Run Control ID.  Click the <b>Add a New Value</b> button. 
8.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>time_details</b> ".
9.	Click the <b>Add</b> button.  <i>NOTE: Whenever you run the Time Details Report in the future, you will Search for or enter you Run Control ID on the Find an Existing Value tab.</i> 
10.	You must enter the Start Date and End Date for the Pay Period.  Enter the desired information into the field. Enter " <b>08/29/16</b> ".
11.	Enter the desired information into the field. Enter " <b>09/11/16</b> ".
12.	In this exercise you will run the Time Detail Report for a single employee.  Enter the desired information into the <b>Empl ID</b> field. Enter " <b>000000</b> ".
13.	Click the <b>Save</b> button. 
14.	<b>Step 2:</b> Send the report parameters to the server to run the report.  Click the <b>Run</b> button. 
15.	Click the button to the right of the <b>Server Name</b> field. 
16.	Click the <b>PSNT</b> list item. 

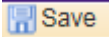
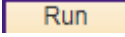
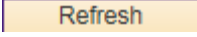
## Training Guide

### Time and Labor Timekeepers LSUNO V9.1

Step	Action
17.	Click the <b>OK</b> button. 
18.	<b>Step 3:</b> Monitor the process monitor to determine if the report ran successfully. Click the <b>Process Monitor</b> link. 
19.	In the Process List, you want the <b>Run Status</b> = Success and the <b>Distribution Status</b> = Posted.  Click the <b>Refresh</b> button until the <b>Run Status</b> = Success and the <b>Distribution Status</b> = Posted.  <i>NOTE: Wait 10 -15 seconds between clicks to allow for system processing.</i> 
20.	Click the <b>Go back to Time Details Report</b> link. 
21.	<b>Step 4:</b> Access the Report Manager to view and print the report. Click the <b>Report Manager</b> link. 
22.	Click the <b>Time Details</b> link. 
23.	The <b>Time Detail Report</b> will open in a new window in a PDF format.
24.	The Manager and Supervisor's will approve the reports by signing the last page of the report.
25.	Click the <b>Close Report</b> button. 
26.	Click the <b>Go back to Time Details Report</b> link. 
27.	Click the <b>Delete row 1</b> button. 
28.	Click the <b>OK</b> button. 
29.	In this exercise, you will run the Time Detail Report for an entire department.  Enter the desired information into the <b>Department</b> field. Enter " <b>NO000000</b> ".

## Training Guide

### Time and Labor Timekeepers LSUNO V9.1

Step	Action
30.	Click the <b>Save</b> button. 
31.	Click the <b>Run</b> button. 
32.	If the Server Name is already selected, click the <b>OK</b> button to continue.  If the Server Name is not selected, click the drop-down button and select the PSNT server from the drop-down list. 
33.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>
34.	You want the Run Status = Success and the Distribution Status - Posted.  Click the <b>Refresh</b> button. 
35.	Click the <b>Go back to Time Details Report</b> link. <a href="#">Go back to Time Details Report</a>
36.	Click the <b>Report Manager</b> link. <a href="#">Report Manager</a>
37.	Click the <b>Time Details</b> link. <a href="#">Time Details</a>
38.	Click the <b>Close Report</b> button. 
39.	Click the <b>Go back to Time Details Report</b> link. <a href="#">Go back to Time Details Report</a>
40.	Click the <b>Home</b> button. 
41.	This completes the topic on <i>Run the Time Detail Report</i> . <b>End of Procedure.</b>

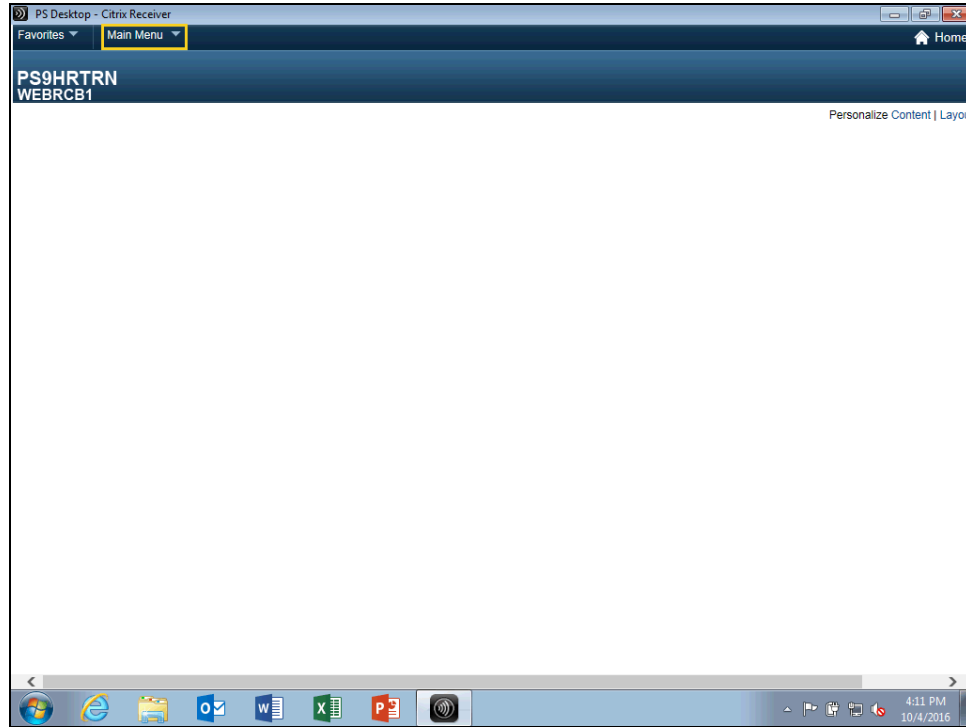






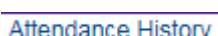
## Run the Attendance History Report

### Procedure

In this topic you will learn how to **Run the Attendance History Report**.


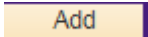

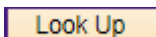
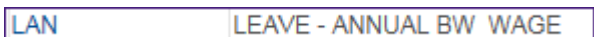
**NOTE:** *Run the Attendance History report to view information on a single employee, a single department or multiple departments.*



Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>LSUHSC Processes</b> menu. 
3.	Click the <b>Time and Labor</b> menu. 
4.	Click the <b>Report</b> menu. 
5.	Click the <b>Attendance History</b> menu. 


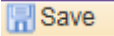
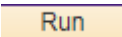


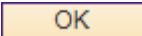

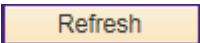

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

Step	Action
6.	<p>The system defaults into the Find an Existing Value tab. The first time you run the Attendance History report, you must select Add A New Value tab to add a Run Control ID if you have not previously created a run control id.</p> <p>Thereafter, when the Attendance History report is run, remain on the Find an Existing Value tab to select an existing Run Control ID by simply clicking the Search button.</p> <p>Click the <b>Add a New Value</b> tab.</p> 
7.	<p>Enter the desired information into the <b>Run Control ID</b> field. Enter "<b>attend_history</b>".</p>
8.	<p>Click the <b>Add</b> button.</p> 
9.	<p>In this exercise, you are asked to run the Attendance History report for a single employee for pay period <b>08/29/16 - 09/11/16</b>. You will use the <b>LAN</b> (Leave - Annual BW Wage) and <b>LBS</b> (Leave - Sick Biweekly Wage) Time Reporting Codes to generate report data.</p>
10.	<p>Enter the beginning date for the pay period in the Start Date field.</p> <p>Enter the desired information into the <b>Start Date</b> field. Enter "<b>08/29/16</b>".</p>
11.	<p>Enter the ending date of the pay period in the End Date field.</p> <p>Enter the desired information into the <b>End Date</b> field. Enter "<b>09/11/16</b>".</p>
12.	<p>Enter the desired information into the <b>Empl ID</b> field. Enter "<b>0000000</b>".</p>
13.	<p>Select the desired Time Reporting Codes (TRC) for the report.</p> <p>Click the <b>Time Reporting Code</b> button.</p> 
14.	<p>View TRC options.</p> <p>Enter the desired information into the field. Enter "<b>L</b>".</p>
15.	<p>Click the <b>Look up</b> button.</p> 
16.	<p>Click the <b>LAN - Leave - Annual BW Wage</b> link.</p> 
17.	<p>The LAN time reporting code displays in the row 1.</p> <p>You will now enter or select the LBS Time Reporting Code.</p>

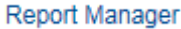
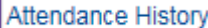

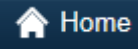
## Training Guide

### Time and Labor Timekeepers LSUNO V9.1

Step	Action
18.	<p>Additional TRC parameters may be included by clicking the <b>Plus (+)</b> sign. Conversely, TRC parameters may be removed by clicking the <b>Minus (-)</b> sign.</p> <p>Click the <b>Add a new row at row 1</b> button.</p> 
19.	<p><i><b>NOTE:</b> If you know the TRC code you wish to use, you may enter it directly into the TRC field.</i></p> <p>Enter the desired information into the <b>Row 2 TRC</b> field. Enter "<b>LBS</b>".</p>
20.	<p>Click the <b>Save</b> button.</p> 
21.	<p>Click the <b>Run</b> button.</p> 
22.	<p>Click the button to the right of the <b>Server Name</b> field.</p> 
23.	<p>Click the <b>PSNT</b> list item.</p> 
24.	<p>Click the <b>OK</b> button.</p> 
25.	<p>The Process Monitor allows you to determine if the report ran successfully.</p> <p>Click the <b>Process Monitor</b> link.</p> 
26.	<p>The Statuses indicate the status of the process:</p> <p><b>Queued:</b> The process is in line to run.  <b>Initiated:</b> The process has begun.  <b>Processing:</b> The process is running.  <b>Posted:</b> The process ran successfully.  <b>Not Successful:</b> The process did not run successfully.  <b>Cancel:</b> The process has been canceled.</p>
27.	<p>Click the <b>Refresh</b> button until Status = Posted and the Time Details in the Description column displays as a blue link.</p> <p><i><b>NOTE:</b> Please wait 10 - 15 seconds between clicks to allow for system processing.</i></p> 
28.	<p>Click the <b>Go back to Attendance History</b> link.</p> 

## Training Guide

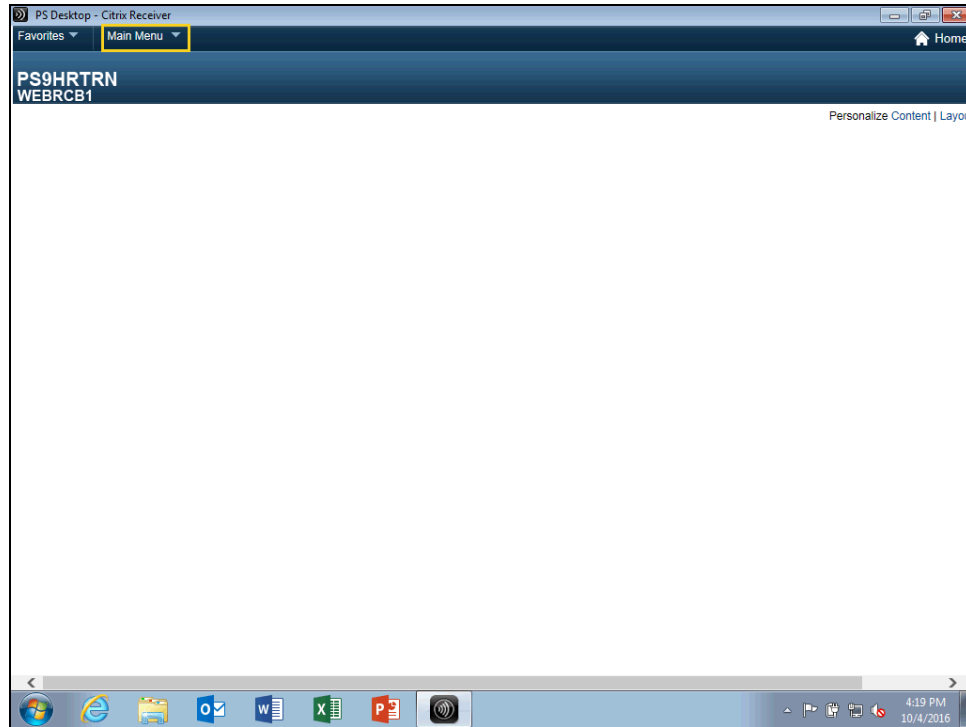
### Time and Labor Timekeepers LSUNO V9.1

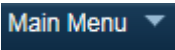



Step	Action
29.	Click the <b>Report Manager</b> link. 
30.	Click the <b>Attendance History</b> link. 
31.	Click the <b>Close Report</b> button. 
32.	Click the <b>Home</b> button. 
33.	This completes the topic on how to <i>Run the Attendance History Report</i> . <b>End of Procedure.</b>

## Access and Run Predefined Time & Labor Queries

### Procedure

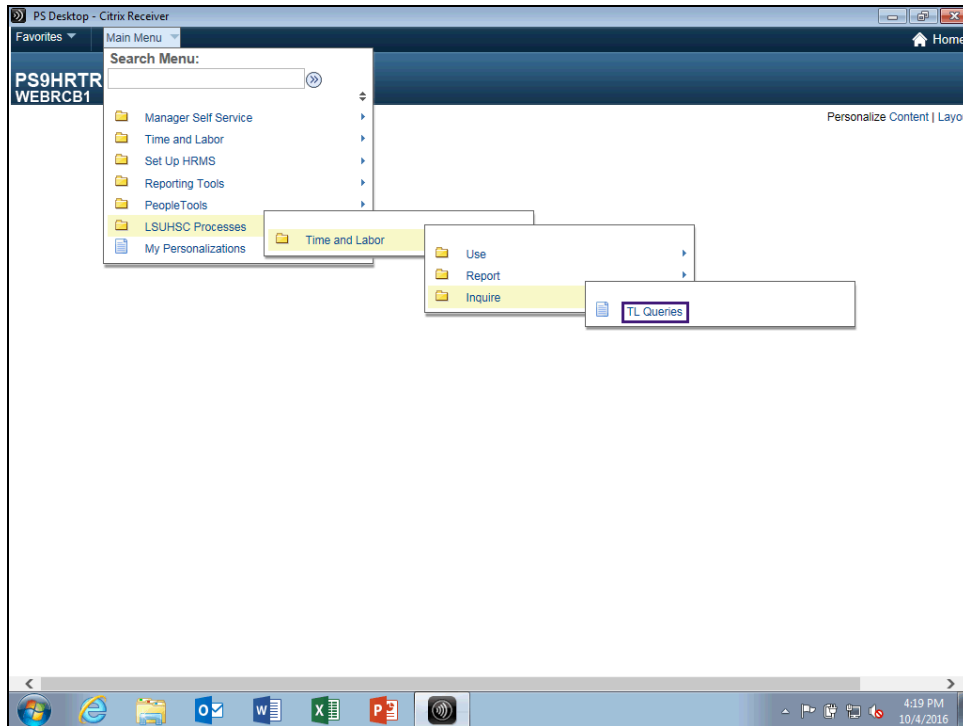
In this topic you will learn how to **Access and Run Predefined Time and Labor Queries**.

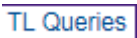



Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>LSUHSC Processes</b> menu. 
3.	Click the <b>Time and Labor</b> menu. 
4.	Click the <b>Inquire</b> menu. 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1



Step	Action
5.	Click the <b>TL Queries</b> menu. 
6.	Select the Query you desire to run from the Query drop-down list. Click the button to the right of the <b>Query</b> field. 



The following is a catalog of the queries available to run using the steps provided in this topic:

**BI TL EMPLOYEE NO PAYABLE TIME** - Finds all employees where the sum of the base (regular) hours are zero for the pay period specified.

**BI TL EMPLOYEES < 80 HRS** - Finds all employees where the sum of the base (regular) hours are less than 80 for the pay period specified.

**BI TL EMPLOYEES < FTE**- Finds all employees where the sum of the base (regular) hours are 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.

**BI TL EMPLOYEES > 80 HRS** - Finds all employees where the sum of the base (regular) hours is greater than 80 for the pay period specified.

**BI TL EMPLOYEES > FTE** - Finds all employees where the sum of the base (regular) hours are 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.

**BI TL EXCEPTIONS** - Finds all employees with exceptions for the pay period specified.

**BI TL GENERAL TRC QUERY** - Finds all employees that have the selected TRC for the pay period specified.

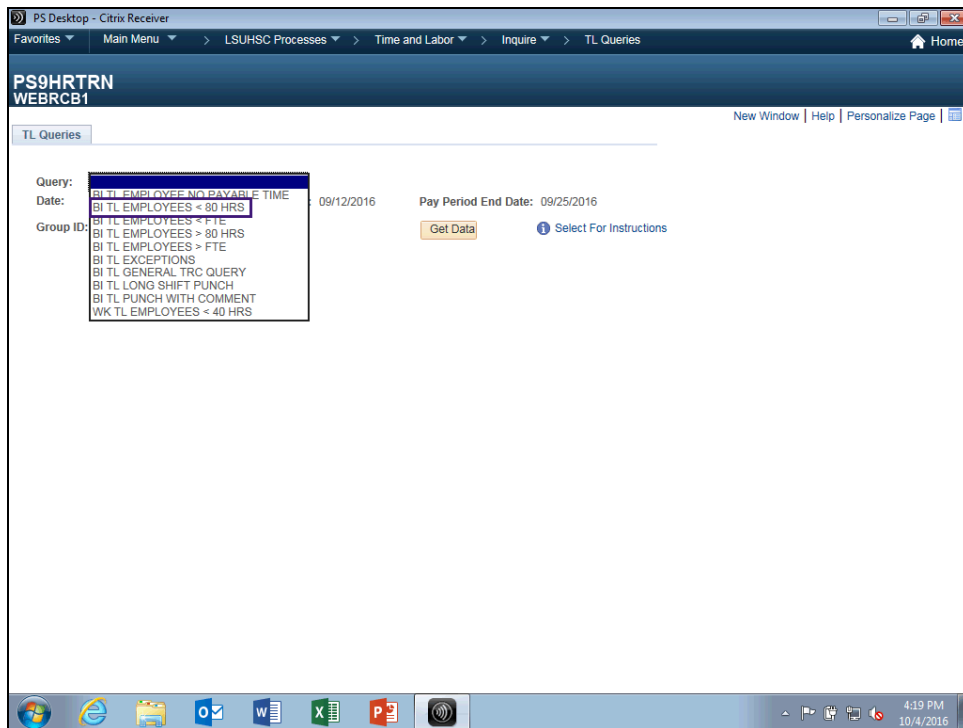
**BI TL LONG SHIFT PUNCH** - Finds all employees with a punch in and out of 23 hours or more for the pay period specified.

**BI TL PUNCH WITH COMMENT** - Finds all employees with a comment for the pay period specified.

**WK TL EMPLOYEES < 40 HRS** -Finds all employees where the sum of the base(regular) hours are less than 40 for the week specified.

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

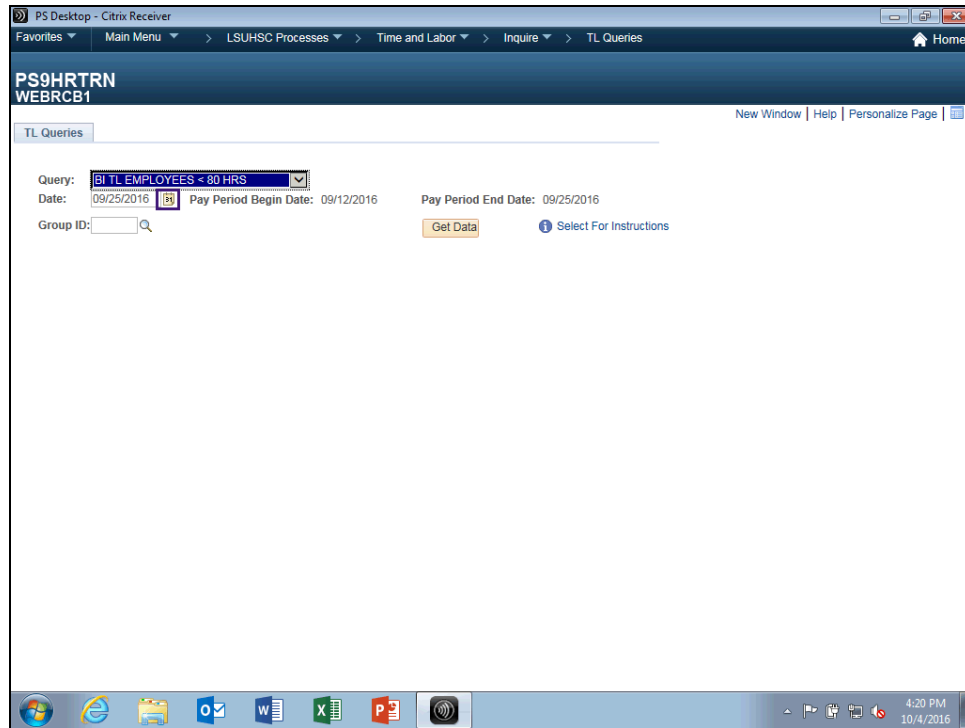






Step	Action
7.	<p>Queries that begin with <b>WK</b> displays information for one week at a time.</p> <p>Queries that begin with <b>BI</b> displays information for a two week pay period.</p> <p>Click the <b>BI TL EMPLOYEES &lt; 80 HRS</b> list item.</p> <p><code> BI TL EMPLOYEES &lt; 80 HRS  </code></p>



# Training Guide

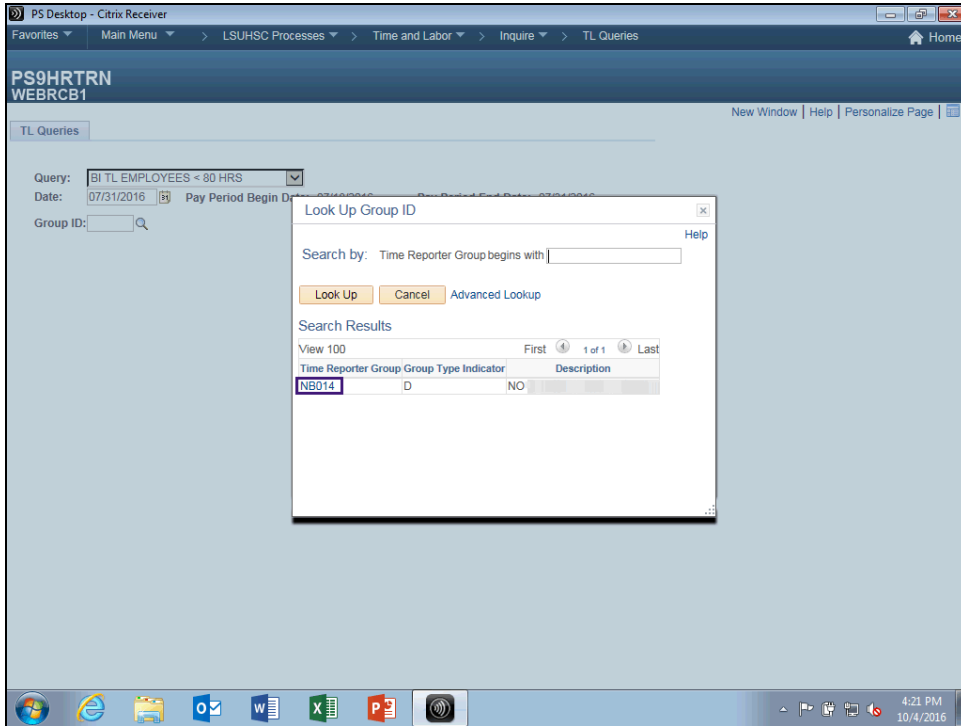
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
8.	<p><b>Date:</b> Click the Calendar button to choose date or enter desired date (mm/dd/yy).</p> <p>Click the <b>Choose a date</b> button.</p> <p><i>NOTE: The system always defaults to the current pay period, and will automatically adjust the beginning and ending pay period date according to the Date in the Date Field.</i></p> 
9.	<p>Click the button to the right of the <b>Month</b> field.</p> 
10.	<p>Click the <b>July</b> list item.</p> <p>July</p>
11.	<p>Click the desired date.</p> 
12.	<p>Click the <b>Look up Group ID</b> button.</p> 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1



Step	Action
13.	Select the desired Group ID from the Look Up Group ID search results.  Click the <b>NB014</b> link.  <a href="#">NB014</a>
14.	Click the <b>Get Data</b> button.  <a href="#">Get Data</a>
15.	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.
16.	This completes <i>Access and Run Predefined Time and Labor Queries</i> . <b>End of Procedure.</b>

## Web Clock


### Access and Record Time using Web Clock

#### Procedure

In this topic you will learn how to **Access and Record Time using Web Clock**.

**NOTE:** *You should only access WEB Clock from Citrix. Any other means of accessing WEB Clock is not recommended or supported.*



Step	Action
1.	From the LSUHSC home page, click the <b>Self-Service</b> button. 

# Training Guide

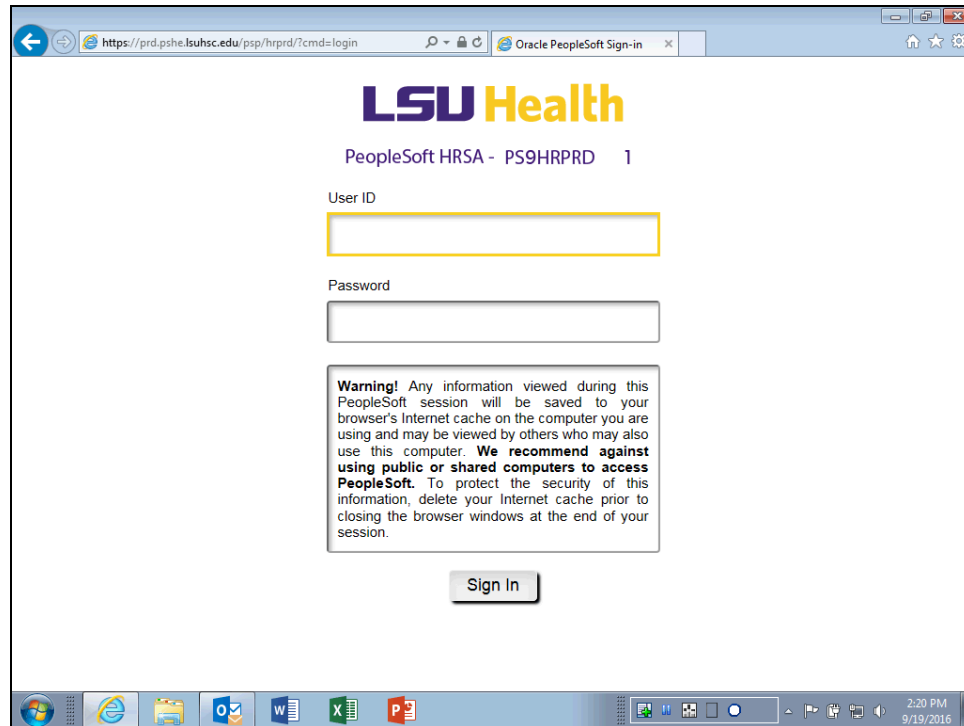
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
2.	Click the <b>Employee Self-Service</b> <a href="http://employeeselfservice.lsuhscc.edu">http://employeeselfservice.lsuhscc.edu</a> link.  <b>Employee Self-Service</b> <a href="http://employeeselfservice.lsuhscc.edu">http://employeeselfservice.lsuhscc.edu</a>

# Training Guide

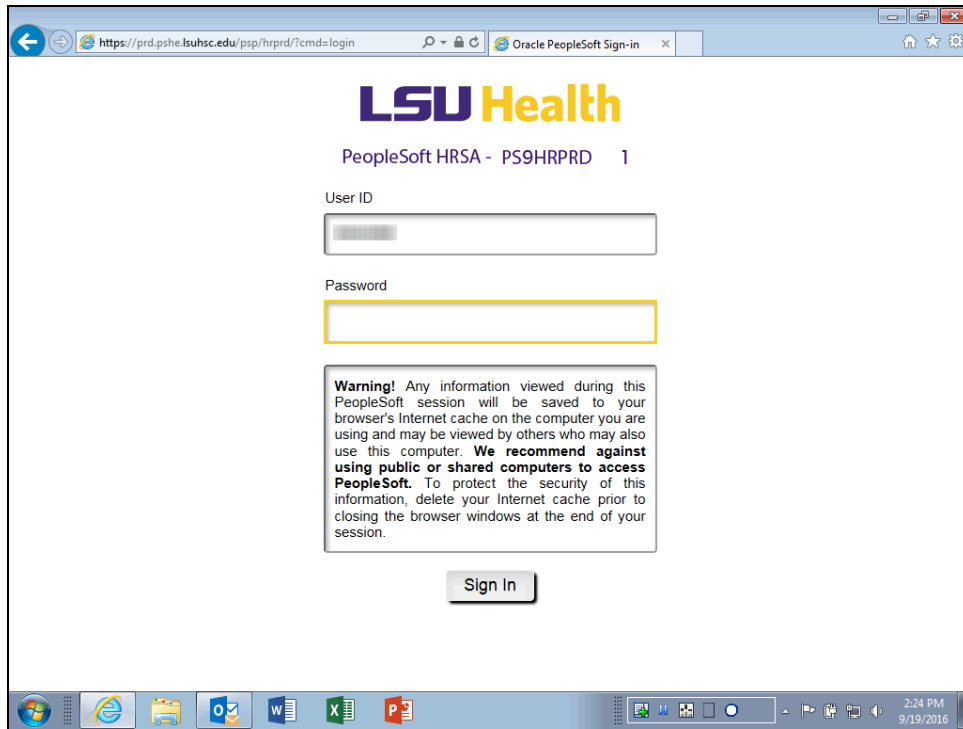
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
3.	Enter the desired information into the <b>User ID</b> field. Enter " <b>Your User ID</b> ".

# Training Guide

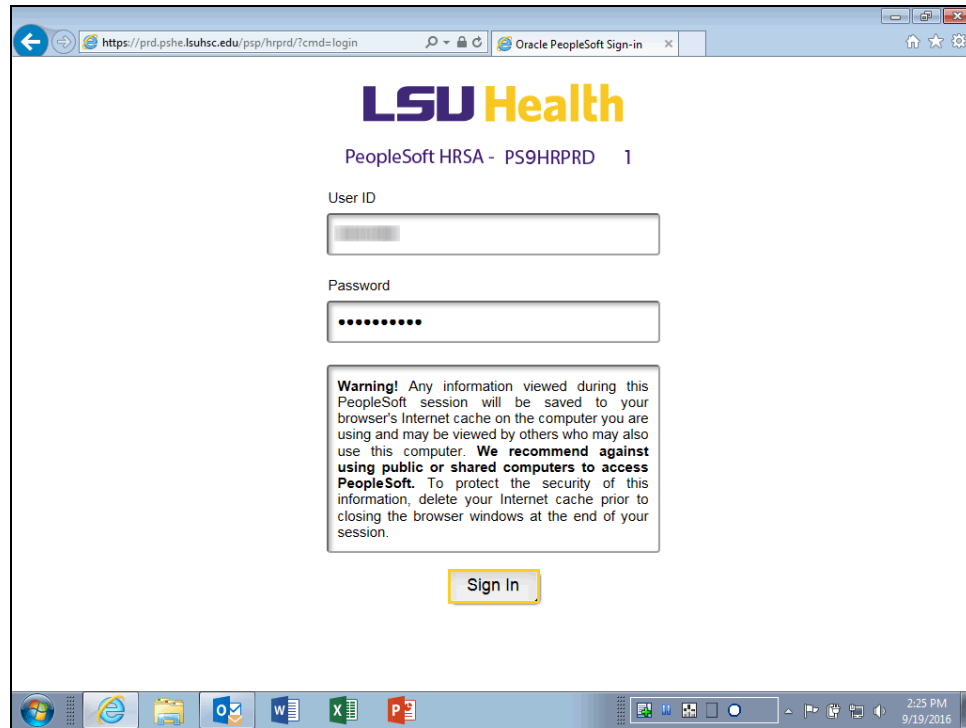
## Time and Labor Timekeepers LSUNO V9.1




Step	Action
4.	Enter the desired information into the <b>Password</b> field. Enter " <b>Your PeopleSoft Password</b> ".

# Training Guide

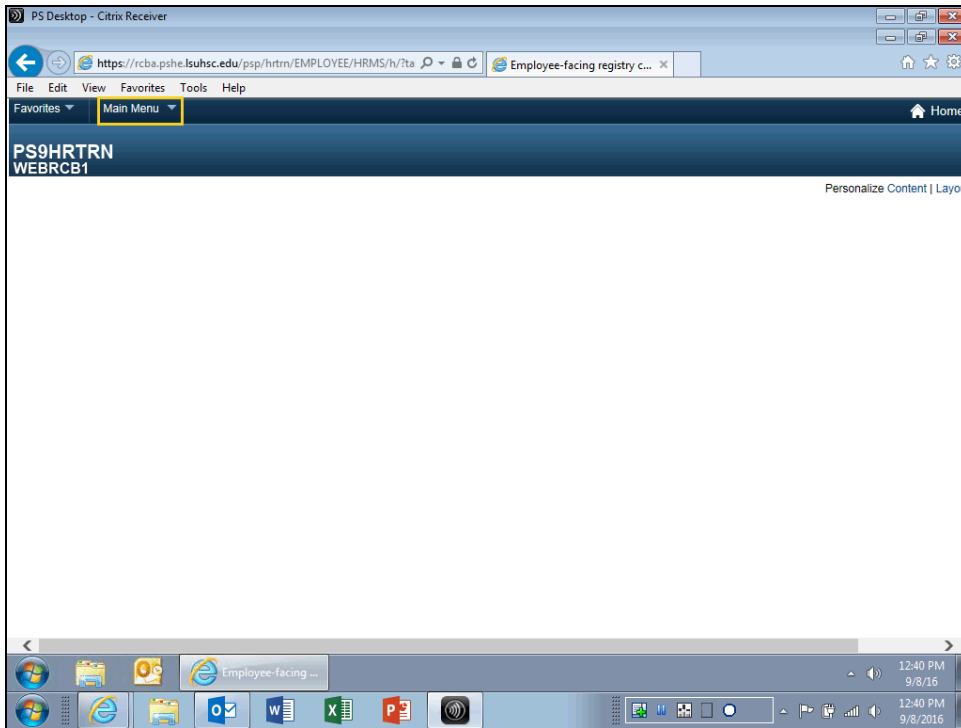
## Time and Labor Timekeepers LSUNO V9.1

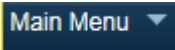


Step	Action
5.	Click the <b>Sign In</b> button. 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

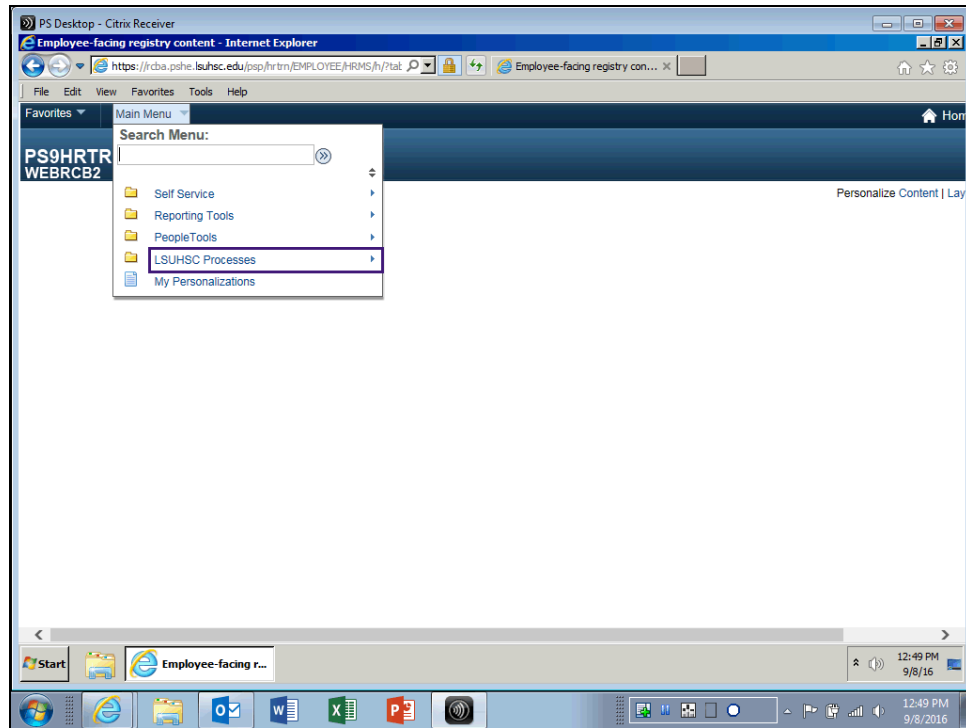


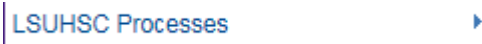
Step	Action
6.	Click the <b>Main Menu</b> button. 



# Training Guide

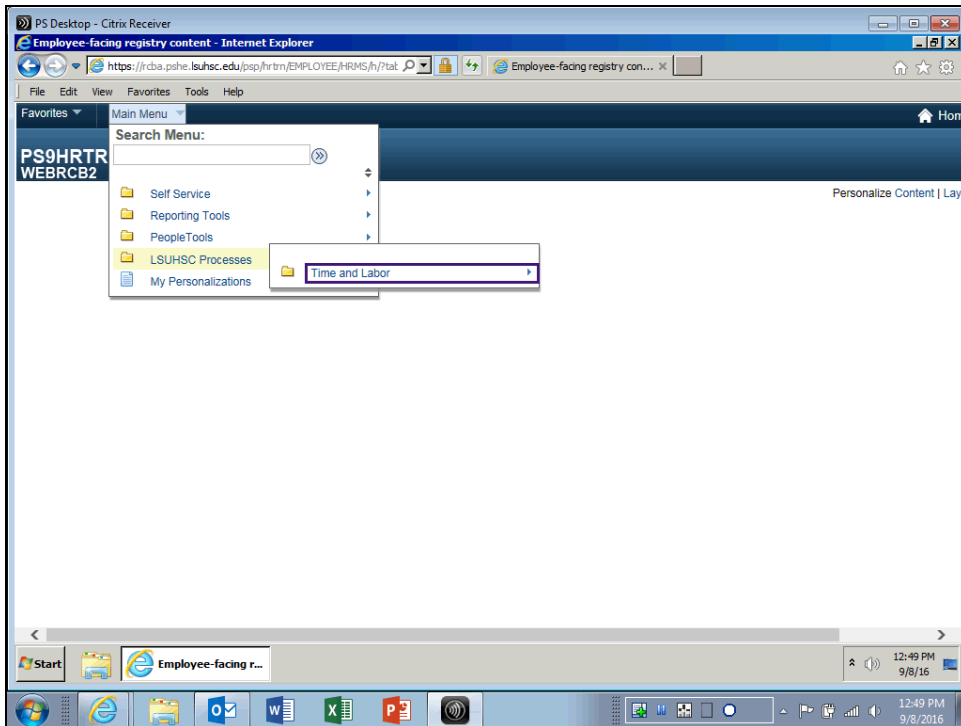
## Time and Labor Timekeepers LSUNO V9.1




Step	Action
7.	Click the <b>LSUHSC Processes</b> menu. 

# Training Guide

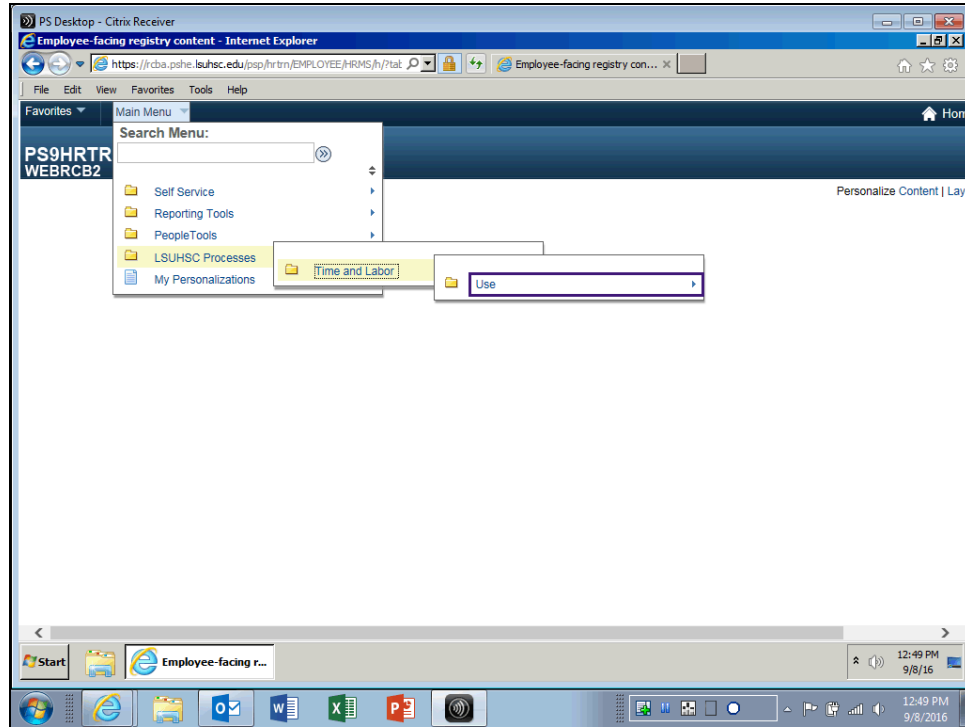
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
8.	Click the <b>Time and Labor</b> menu. 

# Training Guide

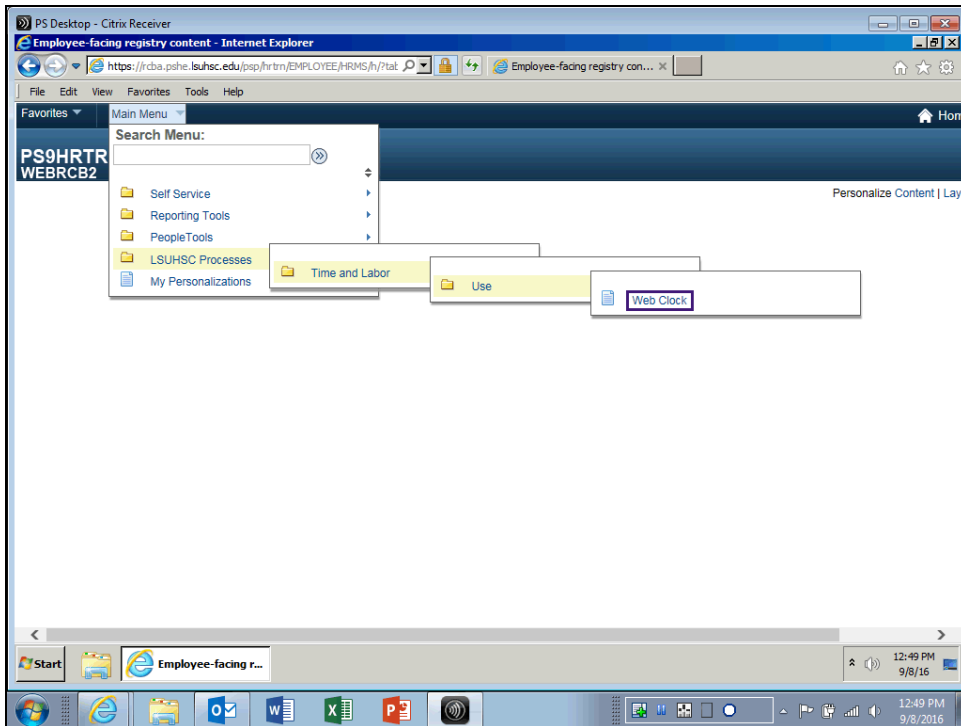
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
9.	Click the <b>Use</b> menu. 

# Training Guide

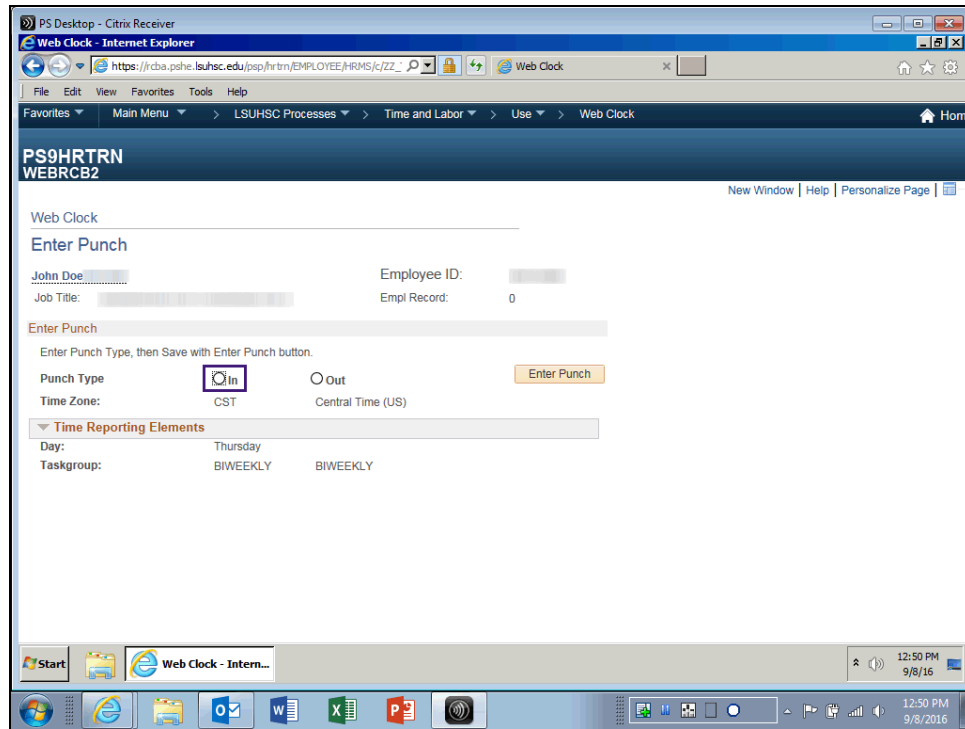
## Time and Labor Timekeepers LSUNO V9.1




Step	Action
10.	Click the <b>Web Clock</b> menu. <a href="#">Web Clock</a>

# Training Guide

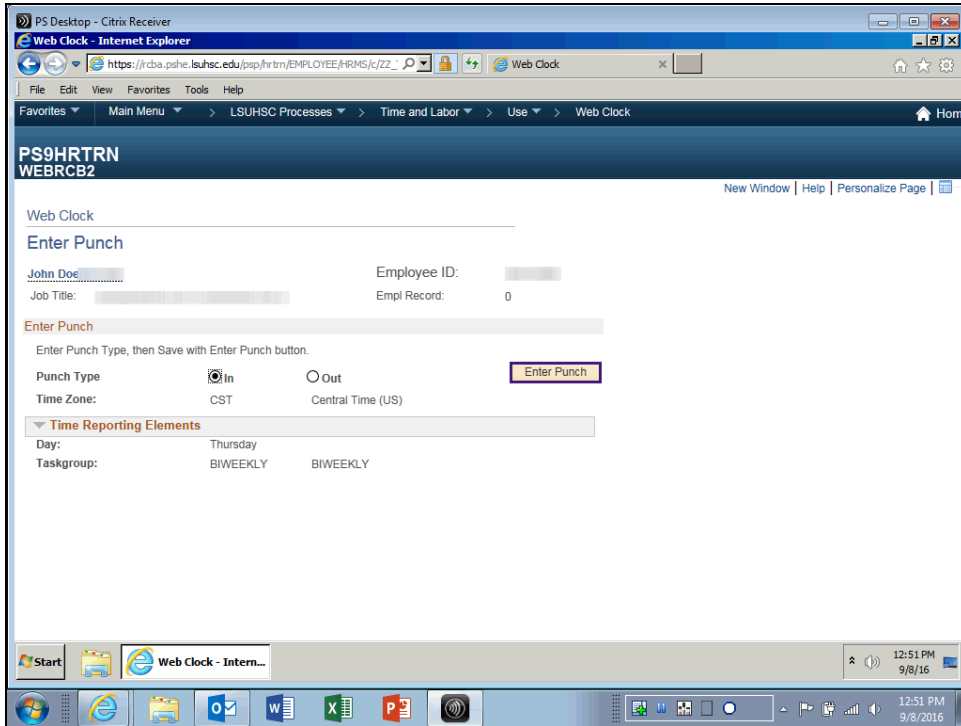
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
11.	<p>You will choose your Punch Type:</p> <p><b><i>Punch Type In: Records the start of work time.</i></b>  <b><i>Punch Type Out: Records the end of work time.</i></b></p> <p>For this example, click the <b>In</b> option.</p> 

# Training Guide

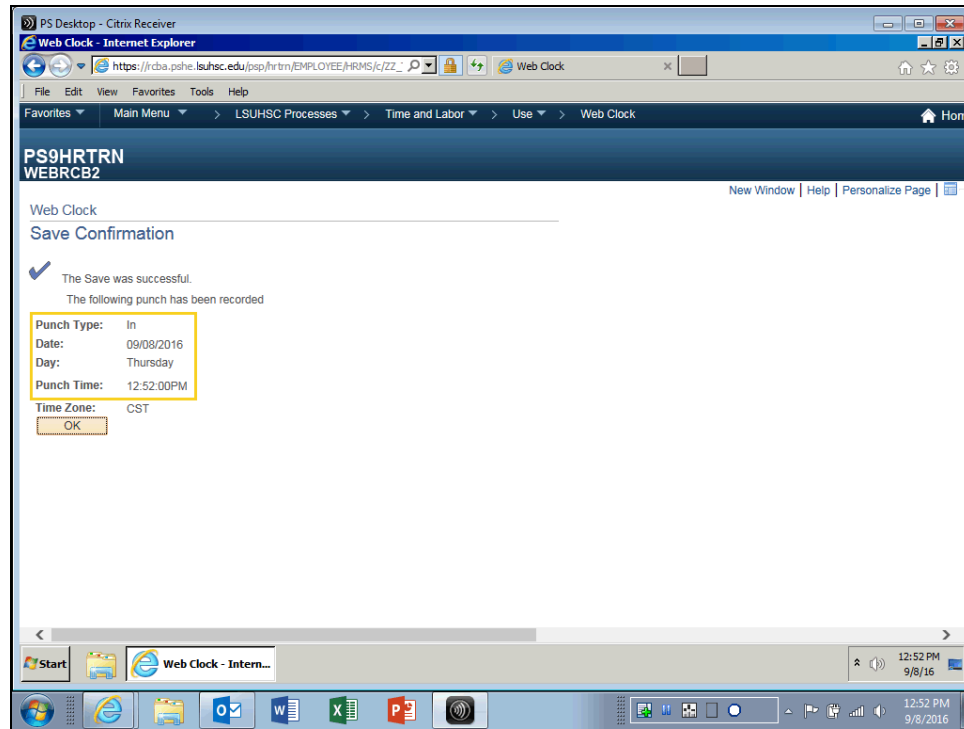
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
12.	Click the <b>Enter Punch</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffffcc;">Enter Punch</div>

# Training Guide

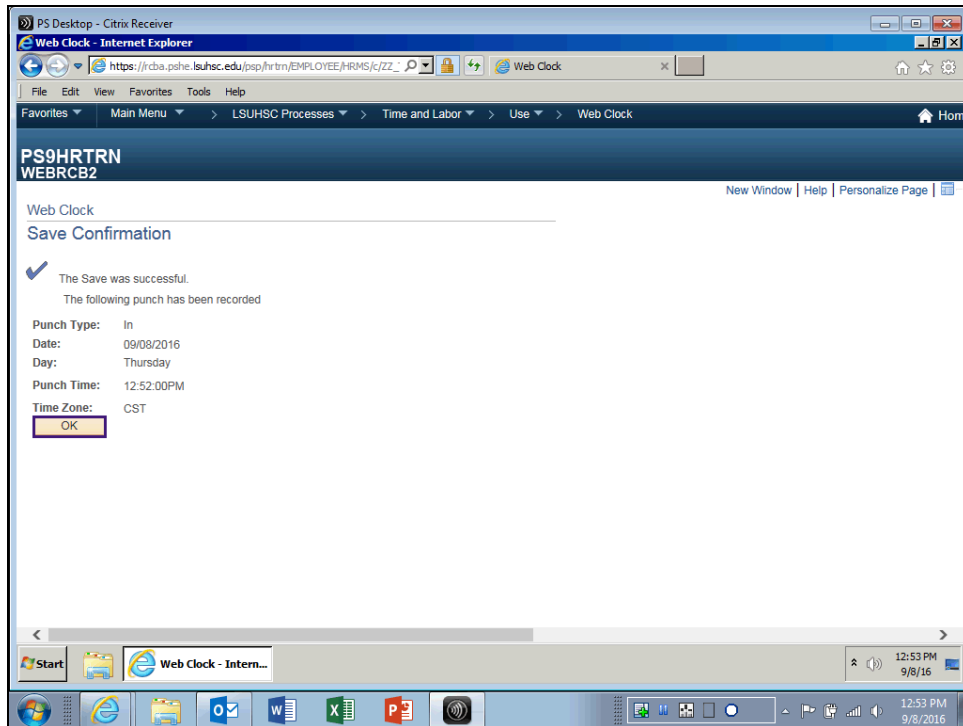
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
13.	The confirmation screen displays the Punch Type, Date, Day and the Time the employee punched In or Out.

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1

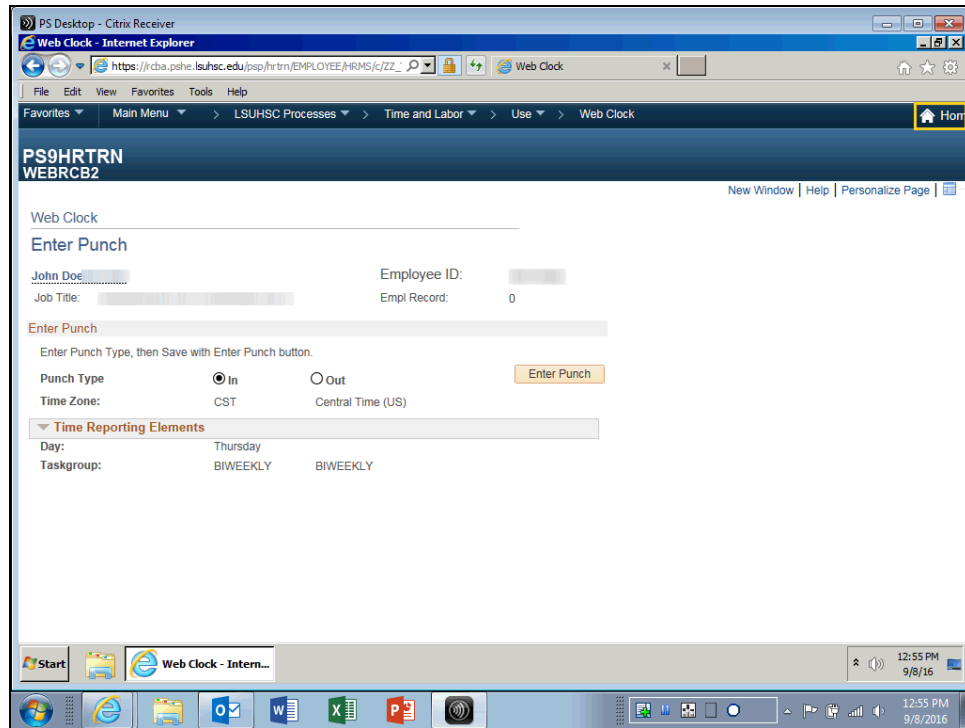



Step	Action
14.	<p>Once the punches are saved in Web Clock the employee's timesheet is updated.</p> <p><i><b>NOTE: Repeat these same steps to Punch Out.</b></i></p> <p>Click the <b>OK</b> button.</p> <div data-bbox="342 1192 488 1234" style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div>



# Training Guide

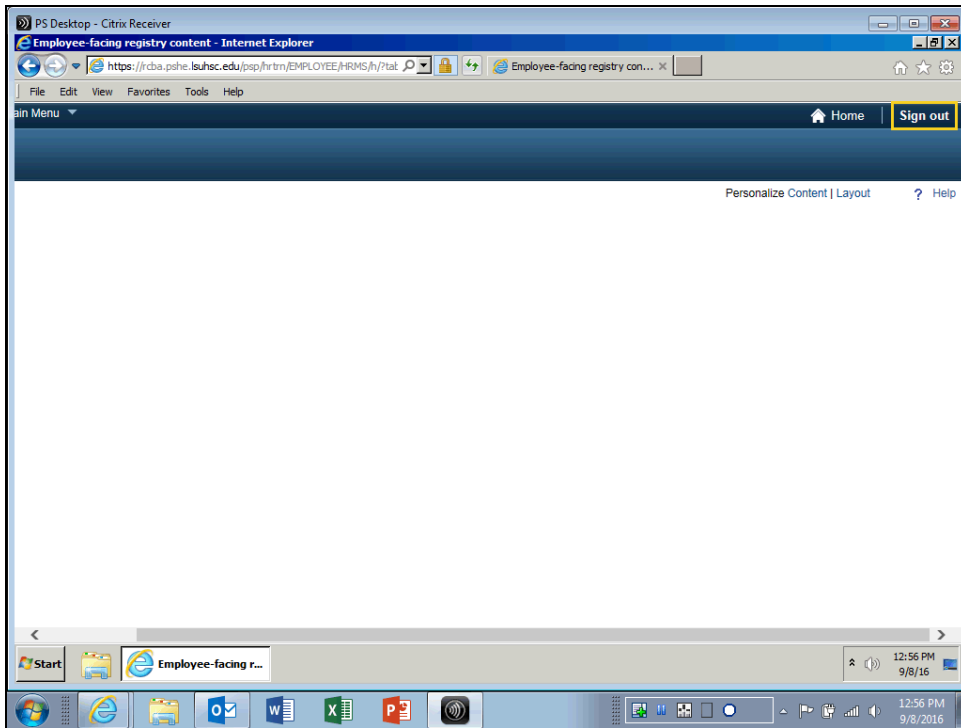
## Time and Labor Timekeepers LSUNO V9.1

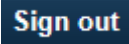


Step	Action
15.	Click the <b>Home</b> link. 

# Training Guide

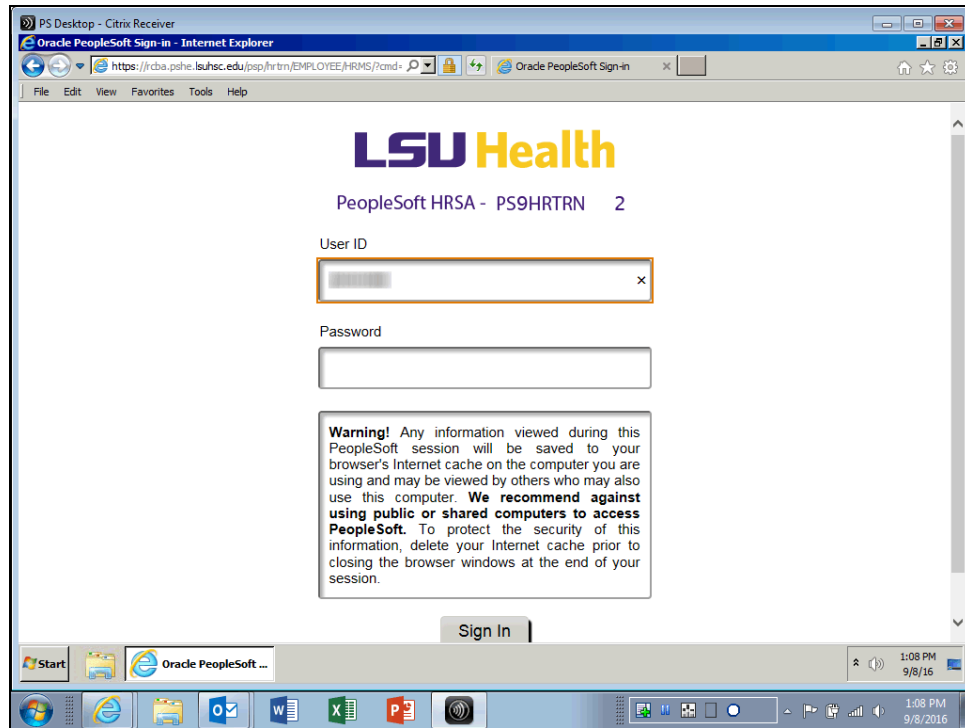
## Time and Labor Timekeepers LSUNO V9.1



Step	Action
16.	Click the <b>Sign out</b> link to exit PeopleSoft. 

# Training Guide

## Time and Labor Timekeepers LSUNO V9.1



Step	Action
17.	This completes <i>Access and Record Time using Web Clock</i> . <b>End of Procedure.</b>