

# **PeopleSoft Training**

# **Time and Labor Manual - Time Keepers - LSUSH**

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# Time and Labor Manual - Time Keepers - LSUSH

# Introduction

## **Introduction**

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

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

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

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

#### Payroll Process Overview

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

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

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



## LSUHSC Policies Governing Supervisors/Timekeepers Editing Actions

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

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

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

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

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

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

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

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



#### A TACS ADJUSTMENT FORM MUST BE USED FOR ALL EDITS IN KRONOS

#### **Reporting Time for Educational/Training Attendance**

The policy will be as follows:

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

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

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

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

#### **Employee Travel**

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

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

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



# <u>On Call Pay</u>

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

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

The policy will be as follows:

1. Department heads may authorize call pay for the delivery of services after normal work hours if it is in the best interest for the provision of patient care. In general, call pay should not be awarded to individuals who are <u>not routinely</u> called back <u>at least once a week</u> on average. Special circumstances may dictate exceptions to the policy, if authorized by Hospital Administration, the Dean, or Vice Chancellor for Business and Reimbursement.

2. Employees on call are expected to be immediately available (i.e., able to report to work within 30 minutes), and respond appropriately when called. Therefore, employees who are away from work on **sick** leave are not eligible to receive on call pay until **after** they have returned to work.

3. Employees may be paid in only one pay category at any given time. Employees may not be on call and on leave status at the same time. Employees may not receive call pay for any hours in which straight time or overtime is also paid.

4. Employees on call must be available to report to work. Employees receiving call pay may not "float" to another LSUHSC work area, work for a different employer, or be on any type of leave during the hours of on call.

5. Employees on call who cannot be contacted or fail to report to work when called back, shall be subject to disciplinary action.

#### Missed Meals

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



# **Log-in Procedures**

Logon to PeopleSoft via Citrix Web and the PS9 Launcher

#### Procedure

In this topic you will learn how to:

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

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

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



Step	Action
1.	Double-click the <b>Citrix Web</b> button.





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



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Step	Action
5.	Click the <b>PS Desktop</b> button.





Step	Action
6.	Double-click the <b>PS 9.1 Launcher</b> button.
7.	<ul> <li>From the PeopleSoft 9.1 Launcher, you will need to select the following:</li> <li>PeopleSoft System: Human Resources</li> <li>Database: <ul> <li>PS9 Higher Ed Production (PS9HEPRD) to enter data;</li> <li>PS9 Higher Ed Report (PS9HERPT) to view data only;</li> <li>PS9 Higher Ed Sandbox (PS9HESND) for practice only.</li> </ul> </li> <li>Anything entered into one database will not be transferred to another database.</li> <li>Application: PeopleSoft</li> </ul>
8.	Click the <b>Start</b> button.
9.	Click the <b>Maximize/Minimize</b> button to expand your workspace, if needed.



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





# **Employees Time Sheet**

# Overview of an Employee Timesheet

#### Procedure

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

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

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



Step	Action
1.	Click the Main Menu button.
	Main Menu



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Step	Action
2.	Point to the LSUHSC Processes menu.



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



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Payroll for North America	•
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Step	Action
4.	Point to the Use menu.



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Step	Action
5.	Click the <b>Timesheet</b> link.
	NOTE: You can add this navigation path to your favorites by clicking Add to Favorites at the top of your screen.

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

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Step	Action
7.	Click the <b>Search</b> button to display the employee's current timesheet.
	NOTE: You will not be able to edit or make corrections to your own timesheet.



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

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



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



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

Training Guide Time and Labor Manual - Time Keepers - LSUSH



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Shift 3:	S3_11P730A	SHIFT 3 11P-7:30A 2 HrMin	Hol Worked:	HDW-HOL	Holiday Pay Worked										
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Step	Action
17.	Click the <b>Return</b> button to return to the employee's timesheet.
	Return



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



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



Step	Action
25.	The Payable Detail section provides information on:
	<ul> <li>Date: Calendar date of the day worked;</li> <li>Day: Day of the week worked;</li> <li>TRC: Manual or system generated edit code; Time Reporting Codes</li> <li>Quantity: Amount of payable time associated with each TRC code;</li> <li>Department: Code to which time will charged if other than home department; and</li> <li>Status: Identifies if timesheet has been approved to pay.</li> <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> </ul>
	TP - Taken by Payroll
26.	The Exceptions section provides information on:
	<ul> <li>Severity: Indicates the severity of the punch;</li> <li>Date: Indicates the day the exception occurred;</li> <li>Exception ID: Indicates the exception code related to the exception;</li> <li>Description: Indicates the reason for the exception;</li> <li>Msg Data 1: Indicates the punch time that cause the exception;</li> <li>Msg Data 2: Indicates additional information about the punch time that cause the exception; and</li> <li>Status: The status will always display unresolved if a punch displays in the exception section. If a exception is resolved it will no longer display.</li> </ul>
27.	The <b>Schedules</b> section provides information on:
	<ul> <li>Date: Calendar date the employee is scheduled to work;</li> <li>Day: Day of the week the employee is scheduled to work;</li> <li>Start Time: Time of the day the employee is scheduled to begin work; and</li> <li>End Time: Time of the day the employee is scheduled to end work.</li> </ul>
28.	This completes <i>Overview of an Employee Timesheet</i> . End of Procedure.



# **Adding Punches**

#### Procedure

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

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

We will add the missing punch for this employee.

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



Step	Action
2.	Military Time 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.
	A time separator (colon) is not used when entering Military Time (i.e. 0330 rather than 03 30) unlike when entering regular time. Using Military Time, if the time entered has a preceding zero (i.e. 0330) it indicates day or AM time. If the time has a preceding 1 or 2 (i.e. 1500 or 2300) it indicates night or PM time. Midnight (12:00 AM) is designated by two zeros (00). You will not enter AM or PM when entering punch information in a Military Time format. However, time must be notated using all four digits.
3.	Click the Save button.
4.	This completes <b>Adding Punches</b> . <b>End of Procedure.</b>



# **Deleting Punches**

#### Procedure

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

Use the following steps to remove the extra punch.

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





# Enter No Pay - Scenario 1

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

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

#### Procedure

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

Step	Action
1.	Scenario 1
	On Monday, 8/09/10, Tinker Bell was scheduled to work from 7:00 pm until 7:30 am the following morning.
	Tinker Bell clocked in at her scheduled time of 7:00 pm. At 11:30 pm, she clocked out due to a personal emergency for a total work time of 4.50 hours.
2.	At 2:30 AM Tinker Bell clocked back into work and worked the remainder of her shift for a total of 5. 00 hours.
	Situation
	Since more than 2 hours have elapsed, the system views row 1 and row 2 as two different shifts rather than as a continuation of her scheduled shift. You will need to link row 1 and row 2 so that the system <b>calculates</b> them as one shift.



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



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Step	Action
5.	Move the Out punch in Row 1 to the In field on the new row by Highlighting the Monday Out punch and Right-click, and choose the Cut list item. <i>NOTE: The Out field will be blank once you cut the punch information</i> . Cut



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Step	Action
6.	Right-click in the In field on the new row.



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

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



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



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



## Enter No Pay - Scenario 2

#### Procedure

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

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Step	Action
1.	Scenario 2
	In this exercise, Tinker Bell is scheduled to work from 7:00 PM Monday night until 7:30 AM Tuesday morning.
	<b>Row 1</b> She did not clock in at her scheduled time of $7:00$ PM due to a personal emergency
2	ble did not clock in at her scheduled time of 7.00 T in due to a personal emergency.
2.	<b>Row 2</b> Tinker Bell clocked in at 12:30 AM Tuesday morning. Because she did not clock in until after Midnight, the timesheet shows that Tinker Bell worked no hours on Monday, 03/22/10, but worked 6.5 hours on Tuesday, 03/22/10.
	Situation You will need to link rows 1 and 2, because the 6.5 hours shown on row 2 are scheduled hours for Monday. You will enter " <b>No Pay''</b> time on row 1 for the scheduled, non-worked hours in order to create that link.
	<i>NOTE: A corresponding row must be added to designate whether the time will be paid or unpaid.</i>



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

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## **Training Guide** Time and Labor Manual - Time Keepers - LSUSH



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



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Step	Action
5.	Click the <b>NOPAY</b> list item.



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Step	Action
6.	Click the <b>Xfer</b> option <b>on Row 2</b> .
7.	Click the <b>Save</b> button.



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Step	Action
8.	The system displays a phantom punch for the blank "Out" field on Row 1.
9.	The Hours column displays 5.00 No Pay hours. Notice that the hours were not added to the Cumulative day total and the system took a meal deduction on both rows 1 and 2 since total work hours on each row is greater than or equal to 5 hours.
	the page after Time Administration runs.



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



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Step	Action
12.	Click the <b>1ST</b> list item to skip the first meal deduction.



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



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



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





## Entering Leave (Full Day)

#### Procedure

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

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

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



Step	Action
5.	This completes <b>Entering Leave (Full Day</b> ). <b>End of Procedure.</b>



## Entering Leave with Hours Worked

#### Procedure

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

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





### Entering Non-Paying Code for an Employee

#### Procedure

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

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

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



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



## Canceling Holiday Pay

#### Procedure

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

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

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





## **Entering On-Call Status**

#### Procedure

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

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

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



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



### **Entering Call Back**

#### Procedure

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

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

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



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F	-	10/02/09	Fri		6:57AM	3:33PM	3		8.10	86.77	~		~	~	Q	Q	
Ð	-	10/03/09	Sat				B	Q			~		~	~	٩	Q	
Ð	-	10/04/09	Sun					Q			~		~	~	٩	Q	

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



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Step	Action
3.	Click the button to the right of the <b>Callback</b> field.



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



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

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



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

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Step	Action
9.	Click the <b>Save</b> button to save the manual edits made to the timesheet.



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




#### Cancel a Meal Deduction for a Single Shift

#### Procedure

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

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

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



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Step	Action
5.	Now notice that the Cumulative hours are displaying 6.50 hours.
6.	This completes <b>Cancel a Meal Deduction for a Single Shift</b> . <b>End of Procedure.</b>



# Cancel a Meal Deduction for a Double Shift

#### Procedure

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

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

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



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3.	To cancel the deduction for the second shift, click the <b>2ND</b> option under the Skip Meal column for 10/23/09.
4.	Click the Save button.



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





#### Take a Meal Deduction

#### Procedure

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

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



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



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3.	Click the button to the right of the <b>Skip/Take Meal</b> field on row 1.



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4.	Click the <b>TAKE</b> list item. TAKE



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5.	Click the <b>Save</b> button.



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



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





#### **Entering Floats/Department Transfers**

#### Procedure

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

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

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

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



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



# Adding and Deleting Comments Codes

#### Procedure

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

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



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



# **Managing Schedules**

Assign a Work Schedule

#### Procedure

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

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



avorites	Main Menu				
rsonalize	Search Menu:	>>> >>			He
	Manager Self Service     Workforce Administration     Benefits     Compensation     Time and Labor     Payroll for North America     Payroll for North America     Workforce Development     Workforce Development     Enterprise Learning     Set Up HRMS     ReportIng Tools	> > > > > > > > > > > > > > > > > > >			
	PeopleTools     Constant Section     My Personalizations	Accounting     Admissions     Benefits     Budget     Campus Community     Financial Aid     Human Resources     Payrol     Student Financials     Student Records	> > > > > > > > > >		
		<ul> <li>Time and Labor</li> <li>Training</li> </ul>	Use Setup Report Inquire	Assign Work Schedule Manage Schedules Timesheet Web Clock	

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



DEGUIDTON			
			Home Add to Favorites Sign out
Favorites Main Menu > LSUHSC Processes > Time a	nd Labor > Use > Assign Work Sch	edule	
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		INC	www.indow   Help   Custoffize Fage   Im
Assign Work Schedule			
John Doe	Employee ID:		
	Employee ID.		
Job Title: NURSING ASST 2	Empl Record: 0		
Expand to view Instructions			
Assign Schedules	Customize   Find	View All I 🔄 🛗 🛛 First 💶 1 of 1 💟 Last	
Primary Schedule			
*Effective Date *Assignment Method Sch	edule Group Schedule ID	Description	
📴 Use Default Schedule 👻		(±) =	
View history of Schedule Assignments, including defa	ult changes		
	-		•
			-
Save Return to Search Previous in List	ext in List // Update/D	isplay Minclude History Correct History	ry l
1			

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



vorites Main Me	enu > LSUHSC Processes >	Time and Labor >	Uşe > Assign Work	Schedule	Home	<u>Add to Favorites</u> Sig
A	wik Ookedule				New Wind	dow Help Customize Page
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2/12/2014	Create Personal Schedule +		010159600000	Alpha	Show Schedule	
1/20/2011	Create Personal Schedule +		010159600000	Alpha	Show Schedule	
1/14/2011	Create Personal Schedule +		010159600000	Alpha	Show Schedule	
0/24/2011[0]	Create Personal Schedule		010159600000	Alpha	Show Schedule	
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0/05/2011	Create Personal Schedule	OLADE	010159600000	Alpha	Show Schedule	
9/03/2011	Create Personal Schedule		010159600000	Alpha	Show Schedule	

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



PS9HRTRN 8.5 PS9HEWEBDEV11	RCB						Home	Add to Favorites	Sign out
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	Current Date								

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



PS9HRTRN 8.50			
PS9HEWEBDEV11 RCB			Home Add to Favorites Sign
avorites Main Menu > LSU	JHSC Processes > Time an	d Labor > Use > Assign Work Schedule	
Definition Only duty only			New Window   Help   Customize Page
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John Doe		Empl ID:	
Job Title: NURSING ASS	ST 2	Empl Record: 0	
Schedule Details		Find View All First	I of 1 🔟 Last
Effective Date:	05/28/2012		-
*Description:		Short Description:	
*Definition Type:	Punch	Days in Schedule:	1
*Daylight Saying Rule:	Fixed Time	-	
Taskgroup for Time Report	ing		
Default Taskgroup:			Main Content
Task Template ID:			
Time Reporting Template I	.D:		
OK Cancel A	pply		C Refresh
efinition   Schedule Shifts			

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



ion	Schedule S	hiffs							Nev	v Window	Help	Sustomize	<u>e Pa</u>
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Select Al	l 🗖 De	select All 🗎 Co	opy 🛍 Paste			6	Clear Shifts						
s in Sch	edule:	14											
Instru	ctions												

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



Step	Action
23.	Click the <b>Select</b> option on Day 1.
	NOTE: Day 1 is always considered Monday when entering schedules. In some cases an employee's first day in this schedule may not be until Day 2 (Tuesday) or
	Day 3 (Wednesday). For those employees you will use the Off Shift option discussed in Stop 26
	aiscussea in Siep 20.
24.	Click the <b>Copy</b> link, located underneath the schedule information.
25.	Click the Select All link. Select All
26.	Click the <b>Paste</b> link. Paste
27.	Click the <b>Off Shift</b> option for the days the employee is not schedule to work.
28.	Click the <b>Show Calendar</b> link to view the employees schedule. Show Calendar

	Date	Day Nbr	Workday ID	Shift ID	In	Out	Time Zone	Sched Hrs	More		
onday	05/28/2012	1			9:00:00AM	5:30:00PM		8.50	More	1	
iesday	05/29/2012	2			9:00:00AM	5:30:00PM		8.50	More		
ednesday	05/30/2012	3			9:00:00AM	5:30:00PM		8.50	More		
ursday	05/31/2012	4			9:00:00AM	5:30:00PM		8.50	More		
day	06/01/2012	5			9:00:00AM	5:30:00PM		8.50	More		
turday	06/02/2012	6			9:00:00AM	5:30:00PM			More		
nday	06/03/2012	7			9:00:00AM	5:30:00PM		8.50	More		
nday	06/04/2012	8			9:00:00AM	5:30:00PM		8.50	More		
esday	06/05/2012	9			9:00:00AM	5:30:00PM		8.50	More		
ednesday	06/06/2012	10			9:00:00AM	5:30:00PM		8.50	More		
ursday	06/07/2012	11			9:00:00AM	5:30:00PM		8.50	More		
day	06/08/2012	12			9:00:00AM	5:30:00PM		8.50	More		
turday	06/09/2012	13			9:00:00AM	5:30:00PM		8.50	More		
nday	06/10/2012	14			9:00:00AM	5:30:00PM		8.50	More		



Step	Action
29.	Click the <b>OK</b> button.
	ОК

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



b Title: I	NURSIN	G ASST 2			Empl Red	cord: 0	1						
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Step	Action
31.	This message appears when the user navigates away from the Assign Work Schedule page before following the correct save procedures.
	It is <b>very important</b> to click the <b>OK Button</b> and go back and save the data by following the correct save procedures.
	<b>WARNING:</b> <u>Do Not</u> <u>Click</u> the <u>Cancel Button</u> doing so will cancel changes made to the schedule and create the Orphan Records that interfere with the system performance.
	Click the <b>OK</b> button to go back and correctly save the Assign Work Schedule data.



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	3	9	<b>Q</b>		9:00:00A	5:30:00F	Q.	8.50	More	+ -	
	4	Q.	<u> </u>		9:00:00A	5:30:00F	Q	8.50	More	+ -	
	5	9	<b>Q</b>		9:00:00A	5:30:00F	<b></b>	8.50	More	+ -	
	6	Q.	<u> </u>	1	9:00:00A	5:30:00F	Q	0.00	More	+ -	
	7	Q	Q.		9:00:00A	5:30:00F	Q.	0.00	<u>More</u>	+ -	
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Step	Action
32.	Click the <b>Apply Button</b> to Apply Assign Work Schedule changes.
	Apply



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Select	Day Workday		Shift ID	Off Shift	In	Out	Time Zone	Sched Hrs	More			
	1	Q	Q.		9:00:00A	5:30:00	Q.	8.50	More	+		
	2	Q	Q.		9:00:00A	5:30:00F	Q.	8.50	More	+	-	
	3	Q	Q.		9:00:00A	5:30:00F	Q.	8.50	More	+	-	
	4	Q.	Q.		9:00:00A	5:30:00F	Q.	8.50	More	+	-	
	5	Q	Q.		9:00:00A	5:30:00F	Q.	8.50	More	+	-	
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ays in Sche	edule: 14	Co	py Buffer Start Day:	1								
aste Repet	itions: 1	Co	py Buffer End Day:	1							_	
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Step	Action
33.	Click the <b>OK</b> button to return to the Assign Work Schedule Main Page.



	-			
PS9HRTRN 8.50				
PS9HEWEBDEV11 RCB			Home	Add to Favorites Sign out
Favorites Main Menu > LSUHSC Processes > Time and Labor >	<ul> <li>Use &gt; Assign Work !</li> </ul>	Schedule		
			New Window	Help Customize Pa
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	Employee ib:			
Job Title: NURSING ASST 2	Empl Record:	0		
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Step	Action
34.	Click the Save button to the Save Assign Work Schedule data.
35.	This completes Assign a Work Schedule. End of Procedure.





# Assign Predefined Work Schedules

#### Procedure

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

PS9HRT	RN 8.50								
PS9HEWEBDE	EV11 RCB						Home	Add to Favorites	Sign out
avorites Main	Menu > LSUHS	SC Processes > 1	ime and Labor > l	Jse > Assign Wo	ork Schedule				
								New Window	Help 📰
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inter any informa	ation you have an	nd click Search. Lea	ve fields blank for a li	st of all values.					
Find an Existing	g Value								
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Empl ID:	begins with 💌								
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search Resul	its								

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



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Job Title: RN	12		Empl Record:	0			
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Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule		
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02/07/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ =	
01/24/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ -	
01/10/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ -	
12/27/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ =	
12/13/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ -	
11/29/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ -	
11/01/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	•	Main C
10/18/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ -	
10/04/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ -	

Step	Action
3.	In this exercise, you will enter a Predefined Work Schedule for Robert Ludlum for pay period 02/08/10 - 02/21/10. Robert will work the 7:30A - 4:00P M-F schedule.
4.	When a schedule already exist for an employee. Click the <b>Plus</b> (+) <b>Sign</b> button to add a new row. If not use the existing row.



Assign W	ork Schedule						
John Doe	10		Employee ID:				
Job Title: R	RN 2		Empl Record:	0			
Expand to	o view Instructions						
ssign Schedul	es			Customize   Find   Vi	ew All   🖾   🛗 🛛 First 🚺 1-10 a	f 23 ▶ Last	
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04/30/2012	Create Personal Schedule 👻	SHARE 🔍	011884000000	Conversion	Show Schedule	+ =	
2/07/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	<b>.</b>	
1/24/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ =	
1/10/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ =	
2/27/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ =	
2/13/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ =	
1/29/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ =	
11/01/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ =	
0/18/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ =	

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


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PS9HEWEBDEV11 KCB	ime and Labor		chedule	Home	Add to Favorites   Sign out
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Assign Work Schedule				New Window	Help Customize Page Hill
John Doe 110040		Employee ID:			
Job Title: RN 2		Empl Record:	0		
Expand to view Instructions					
Assign Schedules Primary Schedule			Customize   Find   View All	📮   🛗 🛛 First 🚺 1-10 of 23	Last
*Effective Date *Assignment Method	Schedule Group	Schedule ID	Description	Create Schedule	
05/21/2012 Create Personal Schedule -	SHARE 🔍	011884000000	Conversion	Create Schedule	± -
04/30/2012	SHARE 🔍	011884000000	Conversion	Show Schedule	± =
02/07/2011 May • 2012 •	SHARE	011884000000	Conversion	Show Schedule	± =
01/24/2011 S M T W T F S	SHARE	011884000000	Conversion	Show Schedule	<b>±</b>
01/10/2011 6 7 8 9 10 11 12	SHARE	011884000000	Conversion	Show Schedule	<b>±</b>
12/27/2010 13 14 15 16 17 18 19	SHARE	011884000000	Conversion	Show Schedule	<b>+ -</b>
12/13/2010 20 21 22 23 24 25 26 27 28 29 30 31	SHARE	011884000000	Conversion	Show Schedule	+ -
11/29/2010	SHARE	011884000000	Conversion	Show Schedule	<b>+ -</b>
11/01/2010 (Current Date )	SHARE	011884000000	Conversion	Show Schedule	± =
10/18/2010 Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	± =
View history of Schedule Assignments, including	g default changes				
Save Return to Search			Dpdate/Display	🔎 Include History	rrect History

Step	Action
6.	Click the desired date.
7.	Click the Assignment Method list. Create Personal Schedule 🔻



	on ourcadic					
John Doe	NO.		Employee ID:			
Job Title: R	RN 2		Empl Record:	0		
) 🕨 Expand to	o view Instructions					
Assign Schedul Primary Sched	les			Customize   Find   Vi	ew All   🔄   🛗 🛛 First 🚺 1-10 o	of 23 🗋 Last
Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Create Schedule	
05/28/2012	Create Personal Schedule 👻	SHARE 🔍	011884000000	Conversion	Create Schedule	± =
04/30/2012 🛐	Create Personal Schedule Select Predefined Schedule	SHARE 🔍	011884000000	Conversion	Show Schedule	± =
02/07/2011	Use Default Schedule	SHARE	011884000000	Conversion	Show Schedule	± =
01/24/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	± =
01/10/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ =
12/27/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ =
12/13/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ =
11/29/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ =
11/01/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ =
10/18/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ -

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



DOOLIDT					
PS9HRI PS9HEWEBDE	KN 8.50 EV11 RCB			Home	Add to Favorites Sign out
Favorites Main	Menu > LSUHSC Processes	> Time and Labor > Use > Assign Work Schedule			
				New Windov	I Help Customize Page 🖬
Assign W	ork Schedule				
John Doe		Employee ID:			
Job Title: R	IN 2	Empl Record: 0			
O D Emeral In	in the standing of	Lash Uz		-	
en P Expand to	I view instructions	соок ор	×		
Assign Schedul	es ule (###D)	Look Up Schedule Group		rst 🎑 1-10 of	23 D Last
*Effective Date	*Assignment Method			dule	
05/28/2012	Select Predefined Schedule	Schedule Group: begins with 👻	7	edule	<b>.</b>
04/30/2012	Create Personal Schedule	Description: begins with 👻		edule	+ -
02/07/2011	Create Personal Schedule			edule	+ -
01/24/2011	Create Personal Schedule	Look Up Clear Cancel Basic Lookup		edule	+ -
01/10/2011	Create Personal Schedule	Search Results		edule	+ -
12/27/2010	Create Personal Schedule	View 100 First 🔣 1-2 of 2 💽 Last		edule	+ -
12/13/2010	Create Personal Schedule	Chedule Group Description (blank) (blank)		edule	+ -
11/29/2010	Create Personal Schedule	SHARE SHARE		edule	+ -
11/01/2010	Create Personal Schedule			edule	+ -
10/18/2010	Create Personal Schedule			edule	+ -
View history of the second	of Schedule Assignments, inc				
				-	
E Save	eturn to Search		Allocate/Display	e History	Correct History
TT Save It K			Coboarcorosolida 250 11000	e metory	contect mistory

Step	Action	
10.	Click the <b>SHARE</b> link.	
	SHARE SHARE	



John Doe							
John Doe			Employee ID:				
Job Title: RN	2		Empl Record:	0			
Expand to vi	iew Instructions						
Assign Schedules				Customize   Find   View All   🔎	First 🗹 1-10 of 23	▶ Las	<u>st</u>
Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule		
05/28/2012	Select Predefined Schedule 👻	SHARE 🔍	Q.		Show Schedule	±.	
04/30/2012	Create Personal Schedule 🔹	SHARE 🔍	011884000000	Conversion	Show Schedule	÷	-
02/07/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+	-
01/24/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+	
01/10/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+	-
12/27/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+	-
12/13/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+	-
11/29/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+	-
11/01/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+	
		SHARE	011884000000	Conversion	Show Schedule	+	-

Step A	Action
11.	Click the <b>Look up Schedule ID</b> button to select the appropriate predefined option.



PS9HRTRN 8.50 PS9HEWEBDEV11 RCB Favorites Main Menu > LSU	HSC Processes > Time and Labor > Use > Assign Work Schedule	Home   Add to Favorites   Sign out
Assign Work Sche	edule	<u>New Window   Help   Customize Page  </u> 🗃
Job Title: RN 2	Employee ID. Empl Record: 0	
Expand to view Instruction	ons Look Up	×
Assign Schedules Primary Schedule	Look Up Schedule ID	Tull 1-10 of 23 DI Last
05/28/2012 (F)         Select Pred           04/30/2012 (F)         Create Pers           02/07/2011         Create Pers           01/24/2011         Create Pers           01/10/2011         Create Pers           12/27/2010         Create Pers           12/13/2010         Create Pers	efined Schedul sonal Schedule onal Schedule onal Schedule bescription: begins wth ↓ Description:	dute     +       dute     +       dute     +       dute     +       dute     +       dute     +       dute     +       dute     +       dute     +       dute     +
11/29/2010         Create Pers           11/01/2010         Create Pers           10/18/2010         Create Pers           View history of Schedule A:	Onal Schedule         County 2001 Hit 5: 000-001 Mit         County 2001 Mit           onal Schedule         7.00A-300 Mit         6.30A-300 Mit           onal Schedule         7.00A-300 Mit         6.30A-300 Mit           onal Schedule         8.00A-300 Mit         8.00A-4300 Mit           0.00A-300 Mit         8.00A-300 Mit         8.00A-4300 Mit           0.00A-300 Mit         8.00A-300 Mit         8.00A-300 Mit           0.00A-300 Mit         8.30A-5000 Mit         8.30A-500 Mit           0.00A-300 Mit         8.30A-500 Mit         8.30A-500 Mit           0.00A-300 Mit         8.30A-500 Mit         8.30A-500 Mit           0.00A-500 Mit         8.30A-500 Mit         8.30A-500 Mit           0.00A-500 Mit         8.30A-500 Mit         8.30A-500 Mit	adule
R Save		UpdateClieptey

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



Assign W	ork Schedule					
John Doe	940		Employee ID:			
Job Title: R	RN 2		Empl Record:	0		
Expand to	o view Instructions					
Assign Schedul				Customize   Find   View All   🔎	First 🚺 1-10 of 23	Last
Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule	
05/28/2012	Select Predefined Schedule 👻	SHARE 🔍	7:30A-4:00P M-F 🔍	7:30A-4:00P M-F	Show Schedule	± =
04/30/2012	Create Personal Schedule 👻	SHARE 🔍	011884000000	Conversion	Show Schedule	+ -
02/07/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	± =
01/24/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	<b>+ -</b>
01/10/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ -
12/27/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ -
12/13/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ -
11/29/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ -
11/01/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ -
10/18/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ -

Step	Action
13.	Click the <b>Show Schedule</b> link to confirm the appropriate schedule defaults. Show Schedule



rom Date:	05/28/2012	<b>PI</b>	Load Ca	alendar Previous	Period	Next Period				
Schedule Cale	ndar Confourable Totale		\ \			<u>Customiz</u>	e   Eind   🖓   🖁	First 🚺	1-14 of 14 🔟 Last	
)ay	Date	DUR	Workday ID	Shift ID	In	Out	Time Zone	Sched Hrs	Shift Detail	
londay	05/28/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail	
Fuesday	05/29/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail	
Wednesday	05/30/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail	
Thursday	05/31/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail	
riday	06/01/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail	
Saturday	06/02/2012				7:30:00AM	4:00:00PM	CST			
Sunday	06/03/2012				7:30:00AM	4:00:00PM	CST			
londay	06/04/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail	
Fuesday	06/05/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail	
Wednesday	06/06/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail	
Thursday	06/07/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail	
Friday	06/08/2012				7:30:00AM	4:00:00PM	CST	8.50	Shift Detail	
Saturday	06/09/2012				7:30:00AM	4:00:00PM	CST			
Bunday	06/10/2012				7:30:00AM	4:00:00PM	CST			

Step	Action
14.	Click the <b>OK</b> button.



Assign w	ork Schedule					
John Doe			Employee ID:			
Job Title: R	N 2		Empl Record:	0		
Expand to	view Instructions					
Assign Schedul	es			Customize   Find   View All   🖓	First 🚺 1-10 of	23 🕨 Last
*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule	
05/28/2012	Select Predefined Schedule 👻	SHARE 🔍	7:30A-4:00P M-F 🔍	7:30A-4:00P M-F	Show Schedule	± =
04/30/2012	Create Personal Schedule 🔹	SHARE 🔍	011884000000	Conversion	Show Schedule	+ -
02/07/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ =
01/24/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ -
01/10/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ -
12/27/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ -
12/13/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ =
11/29/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ -
11/01/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ -
10/18/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ -

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





# Manage Schedules

### Procedure

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

PS9HRTRN 8.50 PS9HEWEBDEV11 RCB Favortes Main Menu	Home	Add to Favorites	<u>Sian out</u>
Personalize Content   Layout			Help

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



orites	Main	Menu								Include	 	Gright
eonaliza	Sear	rch Menu:										Hal
somanze				$\otimes$								Hei
				÷								
	6	Self Service		÷								
		Manager Self Service										
		Workforce Administration										
	6	Benefits										
		Compensation										
		Time and Labor										
		Payroll for North America										
	6	Payroll Interface										
		Workforce Development		•								
		Organizational Developme	nt									
		Enterprise Learning										
		Workforce Monitoring										
		Set Up HRMS		•								
		Reporting Tools										
		PeopleTools		•								
		LSUHSC Processes										
		My Personalizations		Accounting			- F					
		.,		Admissions			- <b>-</b>					
				Benefits			→					
				Budget			•					
				Campus Community								
				Financial Aid								
				Human Resources								
				Payroll Chudach Classicile								
			-	Student Financials								
			-	Time and Labor								
				Training	C C	Use						
				maining	- 6	Setup			Assign Work Schedule			
						Report			Manage Schedules			
						Inquire			Timesheet			
					_			- 6	Web Clock			

Step	Action
5.	Click the Manage Schedules menu.
	Manage Schedules



orites Main Menu > LSUHSC Processes > Time a	nd Labor > Use > Manage Schedules	
		New Window Help Customize Page
ate Range Schedules		
<ul> <li>Employee Selection Criteria</li> </ul>		
Description	Value	
Fime Reporter Group	<b>Q</b>	
Empl ID		
Empl Record	<b>Q</b>	
Last Name	<b>Q</b>	
First Name	Q.	
Business Unit	Q,	
Job Code	Q,	
Job Description	<b>Q</b>	
Department	Q,	
Supervisor ID	Q.	
Reports To Position Number	Q.	
ocation Code	Q.	
Company	Q,	
North American Paygroup	Q.	
Slobal Payroll Paygroup	Q.	
Vorkgroup	Q.	
Taskgroup	Q.	
Position Number		
Clear Selection Criteria Save Selection Criteria	Get Employees	

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



prites Main Menu > LSUHSC Processes > Time	and Labor > Use > Manage Schedules	
		New Window Help Customize Page
ate Range Schedules		
Employee Selection Criteria		
escription	Value	
ime Reporter Group	Q,	
mpl ID	0101596 🔍	
mpl Record	<b>A</b>	
ast Name	٩,	
rst Name	Q,	
usiness Unit	Q,	
ob Code	Q,	
b Description	Q.	
epartment	Q,	
upervisor ID	Q,	
eports To Position Number	Q	
ocation Code	Q.	
ompany	Q,	
orth American Paygroup	Q.	
lobal Payroll Paygroup	Q	
orkgroup	Q.	
askgroup	٩	
osition Number	٩	
Clear Selection Criteria Save Selection Criteria	Get Employees	

Step	Action
7.	Click the Get Employees button.
	Get Employees



PS9HRTRN 8.5 PS9HEWEBDEV11 Favorites Main Menu >	RCB LSUHSC F	processes > Time	and Labo	r > l	Jse > Manage S	chedules			,	H New V	ome Add to Fa	ivorites   Istomize Pad	<u>Siqn out</u> ge
Date Range So	hedule	s											
Employee Selection	Criteria												
0													
Date and Schedule Sel	ection												
Start Date: 05/28/2	012	End Date: 0	6/10/2012	2									
Previous Date Range		Nex	Date Rar	nge			🕵 Re	fresh					
Employees For John Do	e0115343	View All   🖾 🛛 Fir	st 🚺 1 of	1 💵 La	st								
Schedules: Week 1	Week 2	Addi Empl Info	)										
Name		Empl ID	Rcd#	Total lours	Monday 05/28/2012	Tuesday 05/29/2012		Wednesday 05/30/2012	Thursday 05/31/2012		Friday 06/01/2012	Saturday 06/02/2012	Su 06
1 John Doer minister			0	85.00	8.5 Hours 10:00 PM-6:30 AM ⇔ (€)	8.5 Hours 10:00 PM-8	30 AM	8.5 Hours 10:00 PM-8:30 AM ⇔	8.5 Hours 10:00 PM-6: ⇒	30 AM	8.5 Hours 10:00 PM-8:30 AM ⇔	0 Hours 10:00 PM-6:3	0 AM 10:
Legend													
Approved Training	<b>R</b>	Planned Absence	B.	н	loliday	(1)	Multipl	e Shifts	ъ				
Crossover Shift	⇒	Scheduled OFF Day	OFF	R	Replaced Employe	e R	Shift h	as changing elem	ents 💬				
Notify													

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

PS9HRTRN PS9HEWEBDEV11	8.50 RCB									Home	Add to	Favorites	
Favorites Main Menu	> LSUHSC Proces	sses > Time a	nd Labor >	Use >	Manage Schee	lules							
										New Windo	w Help	Customize	Page 📰
Schedule De	tail for 05/28	3/2012											
John Doe				1	Employee ID:								
Job Title: POLICE C	)FFICER 2- A				Employment F Number:	tecord	0						
Instructions													
Refresh Schedule													
*Schedule Type:	Punch 👻												
Refresh Schedul	(Existing sched)	ule will be cleared	and refreshed	d based on the	e above selectio	ns.)							
Primary Schedule													
Schedule Detail	)			,		,	,						
Shift ID	Taskgroup	Off Shift				Sched Hrs	More						
Q.		۹ 🔳	10:00:00	6:30:00/	Q.	8.5	0 More	+ -	-				
Training Details													
No training data for t	oday												
Absence Details													
No absence data for	today												
Holiday Details													
Memorial Day - 0 hou	irs												
Caus													
Save													
Return to Manage Sci	nedules												



Step	Action
9.	Click the <b>Off Shift</b> option.



DCOUDTON												
PS9HEWEBDEV11	RCB								Home	Add to Favorit	es I	Sian of
avorites Main Menu	> LSUHSC Processes >	Time and I	abor > Us	e > Mana	ge Schedules							
								Ne	w Windov	Help Custor	nize Pa	ige   📰
Schedule Det	ail for 05/28/201	2										
John Doe				Emple								
Job Title: POLICE OF	FFICER 2- A			Emple	oyment Record	0						
				Numb	per:							
Instructions												
Refresh Schedule												
*Schedule Type:	unch v											
Concerns ()por	unen ·											
Refresh Schedule	Existing schedule will b	e cleared and	refreshed bas	ed on the abov	e selections.)							
Primary Schedule	m											
Shift ID	Taskgroup	Off Shift	In	Out	Time Zone	Sched Hr	s					
Q.			10:00:00	6:30:00A		0.0	00 + -					
Training Details												
No training data for to	day											
Absence Details												
No absence data for to	oday											
Holiday Details	rs.											
momona bay o noar												
Save												
Return to Manage Sch	edules											
🐨 Notify												

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





### Assign Work Schedule - Preventing Orphan Records

#### Procedure

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

Assign W	ork Schedule				New Hildo	W   Help   Odstoffizer age
John Doe	140		Employee ID:			
Job Title: R	RN 2		Empl Record:	0		
) 🕨 Expand to	o view Instructions					
ssign Schedul Primary Sched	les Iule (EEE)			Customize   Find   Vi	ew All   🖾   🛗 🛛 First 🛃 1-10 o	of 23 D Last
Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Update Schedule	
05/28/2012	Create Personal Schedule 👻	SHARE 🔍	011884000000	Conversion	Update Schedule	± =
04/30/2012	Create Personal Schedule 👻	SHARE 🔍	011884000000	Conversion	Show Schedule	• E
2/07/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ =
1/24/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	•
1/10/2011	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ =
2/27/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	<b>.</b>
2/13/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ <b>=</b>
1/29/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	<b>.</b>
1/01/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	+ <b>=</b>
0/18/2010	Create Personal Schedule	SHARE	011884000000	Conversion	Show Schedule	<b>.</b>

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



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



### Reports

Creating a Run Control ID

#### Procedure

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

PS9HRTRN 8.50 PS9HEWEBDEVI1 RC9 Favgtes Man Monu	Hor	ne	Add to Favorites	Sign out
Personalize Content   Layout				Help

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



PS9HRTRNara			
PS9HEWEDDEVII RCB	Home	Add to Favorites	Sign out
Favorites Main Menu > LSUHSC Processes > Time and Labor > Report > Attendance History			
		New Window L	iein I 📰
		their fillingen []	Total I am
Attendance History			
Enter any information you have and click Search. Leave fields blank for a list of all values.			
Find an Existing Value			
Maximum number of rows to return (up to 300). 300			
Search bur Bur Costrol ID boging with			
Case Sensitive			
Search Advanced Search			
Find an Existing Value Add a New Value			
<			÷

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



# Attendance History

### Procedure

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

PS9HRTRN <sub>850</sub>		
PS9HEWEBDEV11 RCB	nd Labor N Report	Home Add to Favorites Sign ou
eport		
Report		
Attendance History	Early/Late Exception Report	Employee Float Report
Time Details Report	Time Sheet Audit	Time Sheet Corrections
Time Sheets Report	Zero Paid Hrs on Scheduled Day	

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



P\$9HEWEBDEV11 RCB	Home Add to Favorites Sign out
Favorites Main Menu > LSUHSC Processes > Time and Labor > Report > Attendance History	
	New Window Help Customize Page
Attendance History	
Run Control ID: ID Report Manager Process Monitor Run	
Run Control Parameters	
Start Date: III End Date: III	
Employees To Process	
Empl ID Empl Record Group ID	
TRC's to Include Customize   Find   View All   🖾   🗰 First 🖬 1 of 1 🔯 Last	
Time Reporting Code Description Sort Order	
Return to Search 1 Previous in List 4 Next in List Notify	

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



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

PS9HRTRNs.50 PS9HREWEBDEVII RCB	Time and Labor & Report & Attendance Liston	Home	Add to Favorites	<u>Sign out</u>
Tavonces Main Mend > Course Pocesses >	The and Labor 2. Report 2. Accentance history	New Window	Help Customize F	Page   📰
Attendance History				
Run Control ID: ID	Report Manager Process Monitor Run			
Run Control Parameters				
Start Date: 11/02/2009	End Date: 11/15/2009 🗃			
Employees To Process	Delete Confirmation			
	Delete current/selected rows from this page? The delete will occur when the transaction is saved.			
TRC's to Include	OK Cancel			
1 RGB C RE				
Return to Search	Next in List Notify Add 2 Update/Display			

Step	Action
13.	Click the <b>OK</b> button to confirm.
	OK



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PS9HEWEBDEV11 RC	в				Home	Add to Favorites	Sign out
Favorites Main Menu >	LSUHSC Processes > Time and La	bor > Report > Atter	idance History				
					New Window	lelp Customize Pa	age 📰
Attendance History							
Run Control ID: ID	E	eport Manager Process	Monitor Run				
Run Control Parameters							
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Start Da	Ie: 11/02/2009 [H] E	nd Date: 11/15/2009 [8]					
Employees To Process		Eind   View All   🖾   🛗	First 💶 1 of 1 🔝 Last				
Empl ID	Empl Record						
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Time Reporting Code	<u>Description</u>	Sort Order					
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				1			
Save Return to Sea	Irch 1 Previous in List 4 Next in I	ist Notify	Add Display				

Step	Action
14.	Click the <b>Run</b> button.



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PS9HEWEBDEV11	1 RCB					Home	Add to Favorites	Sign out
Favorites Main Men	u > LSUHSC Processes	> Time and La	bor > Report > Attend	lance History				
						New Windov	Help Customize	Page 🗐
Process Schedul	er Request							
User ID:	TWASH3		Run Control ID: ID					
	· · · · · · · · · · · · · · · · · · ·							
Server Name:	PSNT 🔻	Run Date: 05	22/2012					
Recurrence:	-	Run Time: 9:1	7:15AM Rese	t to Current Date/Time				
Time Zener								
Drocoes List								
Process List		D			Distribution			
select Description	<u>l</u>	Process Nat	Process type	-Type -ronnat	Distribution			
Attendance	History	ZZTL007	SQR Report	Web - PDF	<ul> <li>Distribution</li> </ul>			
OK Cance	4							

Step	Action
15.	Click the Server Name list.



Jser ID: IT: Server Name: P: Gecurrence: P: Trocess List Lieter Description V Attendance Hist	Request VASH3 SNT Run NT ONY	Run Cr           Date:         05/22/201           Time:         9:17:15Al           Process Name         ZZTL007	ontrol ID: ID 12 B M Reset Process Type SQR Report	tto Current Date/Time	Distribution V Distribution	I	
Jser ID: T Server Name: P: Recurrence: P fime Zone: Process List elect Description Attendance Hist	VASH3	Run Cr Date: 05/22/201 Time: 9:17:15Al Process Name ZZTL007	ontrol ID: ID 12 3 M Rese Process Type SQR Report	to Current Date/Time	Distribution	1	
Server Name: P: Recurrence: P Time Zone: Vrocess List Retect Description	NT Run NT Q	Date: 05/22/201 Time: 9:17:15AM Process Name ZZTL007	12 Di Rese M Rese Process Type SQR Report	to Current Date/Time	Distribution • Distribution	I	
Time Zone: Process List Select Description Attendance Hist	ory	Process Name ZZTL007	Process Type SQR Report	<u>*Type</u> Web ▼ PDF	Distribution     Distribution		
elect Description Attendance Hist	ory	Process Name ZZTL007	Process Type SQR Report	<u>*Type</u> Web ▼ PDF	Distribution     Distribution		
Attendance Hist	ory	ZZTL007	SQR Report	Web 🔻 PDF	Distribution		
OK Cancel							

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



PS9HRTRNase PS9HEWEDEVI1 RCB Favortes Man Menu > LSUHSC Proce	sses > Time and Labor	> Report > Atter	ndance History		Hone   Add to Favorites   Sign out
User ID: TWASH3 Server Name: Recurrence: Time Zone:	Run Date: 05/22/2 Run Time: 9:17:15	Control ID: ID 012 ) AM Res	set to Current Date/Time		
Process List <u>Select</u> <u>Description</u> Attendance History	Process Name ZZTL007	Process Type SQR Report	<u>"Type</u> Web ▼ PDF	Distribution Distribution	
OK Cancel					

Step	Action
17.	Click the OK button.



PS9HRT						
PS9HEWEBD	DEV11 RCB			Home	Add to Favorites	Sign ou
avorites Main	Menu > LSUHSC Processes	> Time and Labor > Report > Atten	dance History			
Attendance His	story			New Window	Help Customize	Page
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un Control ID:	ID	Report Manager Process I	Monitor Run			
		Proces	s instance:1216171			
un Control Pa	rameters					
	Start Date: 11/02/2009 1	End Date: 11/15/2009 1				
	Start Date:					
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Employees To Empl ID	Process	Empl Record	First M 1 of 1 M Last			
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TRC's to Inclu	de	Customize   Fied   Meyer All   🔼	First X 4 at 4 X Last			
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Step	Action
18.	Click the <b>Process Monitor</b> link. Process Monitor



PS9HRTRN 8.50			_			
PS9HEWEBDEV11 RCB	Time and Labor > Report > Attendance History		Home	Add to Favorites Sign out		
Tavolices Hall Plena > Comoc Plocesses >	Time and cabor > Report > Accentiance history		New Window	v   Help   Customize Page   🚍		
Process List Server List			New Wildow	Theip   Costornize   age   the		
View Process Request For						
User ID: TWASH3 🔍 Type:	▼ Last ▼ 1	Days 🔻	Refresh			
Server:  Vame:	instance: to					
Status: Status:	✓ Save On Refresh					
Process List	Customize   Find   View All	📕 🛛 First 🚺 1-2 of 2 🚺 L	.ast			
Select Instance Seq. Process Type	Process Name User Run Date/Time	Run Status Distribution	n Details			
1216171 SQR Report	ZZTL007 TWASH3 05/22/2012 9:17:15AM CDT	Queued N/A	Details			
1216157 SQR Report	ZZTL007 TWASH3 05/21/2012 1:39:15PM CDT	Success Posted	Details			
Go back to Attendance History						
<						

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



PS9HRTRN:		
PS9HEWEBDEV11 RCB		Home Add to Favorites Sign out
Favorites Main Menu > LSUHSC Processes > Time	and Labor > Report > Attendance History	
		New Window   Help   Customize Page   📰
Process Detail		
Process		
Instance: 1216171 Type:	SQR Report	
Name: ZZTL007 Description	Attendance History	
Run Status: Success Distribution	Status: Posted	
Run	Update Process	
Run Control ID: ID	Add Permest	
Location: Server	Queue Request	
Server DENT	Cancel Request	Main Content
Becurrence:	Delete Request	
incontence.	Restart Request	
Date/Time	Actions	
Request Created On: 05/22/2012 9:17:45AM CDT	Parameters Transfer	
Run Anvtime After: 05/22/2012 9:17:15AM CDT	Message Log	
Began Process At: 05/22/2012 9:18:00AM CDT	Batch Timings	
Ended Process At: 05/22/2012 9:18:13AM CDT	View Log/Trace	
OK Cancel		
1		

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



PS9HRTRN 8.50		
PS9HEWEBDEV11 RCB		
Favorites Main Menu > LSUI	HSC Processes > Time and Lab	or > Report > Attendance History
View Log/ Trace		
Poport		
Report		
Report ID: 375602	Process Instance: 1216171	Message Log
Name: ZZTL007	Process Type: SQR Rep	brt
Run Status: Success		
Attendance History		
Distribution Details		
Distribution Node: REFNOD	E Expiration Date:	5/29/2012
File List		
Name	File Size (bytes)	Datetime Created
SQR_ZZTL007_1216171.log	1,650	05/22/2012 9:18:13.767000AM CDT
ZZTL007 1216171.PDF	2,426	05/22/2012 9:18:13.767000AM CDT
ZZTL007 1216171.out	590	05/22/2012 9:18:13.767000AM CDT
Distribute To		
Distribution ID Type	*Distribution ID	
User	TWASH3	
000	110/10/15	
Return		

Step	Action
22.	Locate the file ending with ".PDF"
	Click the <b>ZZTL007PDF</b> link. ZZTL007_1216171.PDF

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	<b>1</b>	Report Id: zzt Run Date: 05/	1007 22/2012					LSU	Attend	lance	Histor	ry Re	por	t			Page: 1 Run Time:	09:18
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÷		WEEKLY TIME TOTALS	11-02 Mon	11-03 Tue	11-04 Wed	11-05 Thu	11-06 Fri	11-07 Sat	11-08 Sun	11-09 Mon	11-10 Tue	11-11 Wed	11-1 Thu	2 11-1 Fri	3 11-14 Sat	11-15 Sun	TOTALS	
		MONTHLY TIME	11-09	12-09	01-1	0 02-	10 0	3-10	04-10	05-10	06-10	0 07-	10	08-10	09-10	10-10	TOTALS	
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	<b>1</b>																	



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



# Time Details Report (Pay Report)

#### Procedure

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

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

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	Self Service	•						
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	Workforce Administration	•						
	Benefits	•						
	Compensation	•						
	Time and Labor	•						
	Payroll for North America	•						
	Payroll Interface	•						
	Workforce Development	•						
	Organizational Developme	nt 🔸						
	Enterprise Learning	•						
	Workforce Monitoring	* · · · · ·						
	Set Up HRMS							
	Reporting Tools	•						
	PeopleTools	• •						
	LSUHSC Processes							
	My Personalizations	Admissions						
		Benefits	•					
		Budget	•					
		Campus Community	•	<b>B</b>	a dana an 18atana i			
		🗀 Financial Aid	•	Atte	ndance History			
		Human Resources	•	Edity	/Late Exception Repo	n.		
		🗀 Payroll	•		Dotais Report			
		🗀 Student Financials	+	Time Time	Shoot Audit			
		Student Records		Time	Sheet Corrections			
		Time and Labor	<b>1</b>	Time	Sheets Report			
		🗀 Training	Use Use	Zero	Paid Hrs on Schedule	d Dav		
			Setup					
			Report					
			indnie 🔤					

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



PS9HRTRN.			
PS9HEWEBDEV11 RCB		Home	Add to Favorites Sign out
Favorites Main Menu > LSUHSC Processes	s > Time and Labor > Report > Time Details Report		
		New Window	Help Customize Page
Time Detail			
	Dur		
Run Control ID: ID	Report Manager Process Monitor		
Run Control Parameters			
Start Date: 11/02/2009	End Date: 11/15/2009 13		
Start Date: The second			
Employees To Process	<u>Find</u>   View All   산   111 First KM 1 of 1 M Last		
EmplID	EmplRecord		
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Departments to Include	Customize   Find   View All   🖾   🛗 First 🖾 1 of 1 🔟 Last		
Department	Description		
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Save Return to Search Previous			
javascript:submitAction_win0(document.win0	, 'PRCSRQSTDLG_WRK_LOAD ,		

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



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

PSOUDTON				í.					
PS9HEWEBDEV11	8.50 RCB						Home	Add to Favorites	Sign out
Favorites Main Menu	u > LSUHSC Process	es > Time and	Labor > Report	> Time Details F	Report				
	•	•	•				New Windo	w Help Customize	Page   📰
Process Schedul	er Request								
Hear ID:	TMACUO		Pup Control ID:	ID.					
User ID.	TWASHS		Kun Control ID.						
Server Name:	PSNT -	Run Date:	05/22/2012	31					
Recurrence:	•	Pup Timo:	9:28:53AM	Reset to Curr	rent Date/Time	1			
Recurrence.		Kun Time.				-			
Time Zone:	~								
Select Description		Process	Name Process		*Forma	Distribution			
Time Detail		7771 000	POR Ro	nort Web		- Distribution			
M Time Details	5	2212009	Sunne	poir web	• FDF	• Distribution			
01/ 0									
UK Cancel	1								

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


PSQHRTRN	
PS9HEWEBDEV11 RCB	Home Add to Favorites Sign out
Favorites Main Menu > LSUHSC Processes > Time and Labor > Report > Time Details Report	
	New Window   Help   Customize Page   📰
Time Detail	
Run Control ID: ID Report Manager Process Monitor	
Process Instance: 1216172	
Run Control Parameters	
Start Date: 11/02/2009 3 End Date: 11/15/2009 3	
Employees To Process Find   View All 🕼   🛗 First 🚺 1 of 1 🛄 Last	
Empl ID Empl Record	
0 0	
Departments to include	
Department Description	
	Main Content
🗒 Save 🔯 Return to Search 1 Previous in List 🗐 Next in List 🐨 Notify 📑 Add 💹 Undate/Disnlay	
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Step	Action
10.	Click the <b>Process Monitor</b> link. Process Monitor



D D D												
PS9	HEWEBDEV11	8.50 RCB							H	ome Add to	Favorites I	Sian out
Favorit	es Main Menu	> LSUHSC Pro	cesses > 1	Time and Labor	> Report >	Time Details Report			_			
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Proc	ess List Ser	ver List										
	D	-4.5				-						
view	Process Reque	SUFOR								4		
Use	FID: TWASH3	🔍 Type:		•	Last	• 1	Days	•	Refresh			
Ser	ver:	<ul> <li>Name:</li> </ul>		4	Instance:	to						
Run Stat	tus:	<ul> <li>Distribu Status:</li> </ul>	tion	-	<b>V</b> 5	Save On Refresh						
Proce	ess List				Custon	nize   Find   View All   🗖	First 🛙	1-3 of 3 🚺 La	ast			
Selec	t Instance Seq.	Process Type		Process Name	Run Date/Ti	me	Run Status	Distribution Status	<u>Details</u>			
	1216172	SQR Report		ZZTLOO9 TWAS	H3 05/22/2012	9:28:53AM CDT	Queued	N/A	Details			
	1216171	SQR Report		ZZTLOO7 TWAS	H3 05/22/2012	9:17:15AM CDT	Success	Posted	Details	Main Content		
	1216157	SQR Report		ZZTLOO7 TWAS	H3 05/21/2012	1:39:15PM CDT	Success	Posted	Details			
										1		
<u>Go ba</u>	ick to Time Detai	Is Report										
<u> </u>	ave E Notiry											
Proces	ss List   <u>Server Li</u>	st										

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



PS9HR1				
PS9HEWEBE	DEV11 RCB			Home Add to Favorites
avorites Main	Menu > LSUHSC	Processes > Time a	and Labor > Report > Time Details Report	
				New Window Help Customize P
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rocess Deta	all			
n				
rocess				
Instance:	1216172	Type:	SQR Report	
Name:	ZZTL009	Description:	Time Details	
Run Status:	Success	Distribution	Status: Posted	
Run			Update Process	
Run Control If	D: ID		Hold Request	
Location:	Server		Queue Request	
Server	PONT		Cancel Request	
Recurrence			Delete Request	
Necurrence.			Restart Request	
Date/Time			Actions	
Request Crea	ated On: 05/22/2012	2 9:29:05AM CDT	Parameters Transfer	
Run Anvtime	After: 05/22/2012	2 9:28:53AM CDT	MessageLog	
Began Proce	ss At: 05/22/2010	2 9-29-234M CDT	Batch Timings	
Ended Droces	ee At: 05/22/2011	0-20-24AM CDT	View Log Trace	
Elluou Flocoa	33 AL 00/22/2012	5.29.3 Mill GD1	View Log Hace	

Step	Action
13.	Click the <b>View Log/Trace</b> link. <u>View Log/Trace</u>



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Favorites M	ain Menu > LSOF	ISC Processes > 11	me and Labor	<ul> <li>Report &gt; Time Detail</li> </ul>	Report
View Log/T					
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Report					
Report ID:	375605	Process Instance:	1216174	Message Log	
Name:	ZZTL009	Process Type:	SQR Report	l -	
Run Status:	Success				
Time Details	D-4-11-				
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Distribution	Node: REFNODE	Expiration	Date: 05/	29/2012	
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ZZTL009 121	16174.PDF	3,008		05/22/2012 9:35:48.880000A	MODT
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Distribute To					
Distribution II	<u>) Түре</u>	*Distr	bution ID		
User		TWAS	H3		
Poturn					
Retuin					

Step	Action
14.	Click the <b>ZZTL009PDF</b> link.
	<i>Note: You will always select the link that ends with ''.PDF''</i>
15.	The report opens in a new PDF window.
	To Print Report: From the toolbar: Select File, Print. or
	Click the Printer Icon on the Toolbar If the report prints in an unknown language:
	From the toolbar: Select File, Print, Advance - "Print As Image"
16.	This completes <b>Time Details Report (Pay Report)</b> . <b>End of Procedure.</b>





# TimeSheet Correction

### Procedure

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

РЅ9Н РЅ9НЕМ	IRTRN 8.50 /EBDEV11 RCB			Home A	id to Favorites Sign out
Favorices	Main menu				
Personalize	Search Menu: Self Service Manager Self Service Workforce Administration Benefits Compensation Time and Labor Payroll for North America				Help
	Payroll Interface     Workforce Development     Organizational Developmene     Enterprise Learning     Workforce Monitoring     Set Up HRMS     Reporting Tools     People Tools     LSUHSC Processes	nt > > > > > > > > > > > > > > > > > > >			
	My Personalizations	Accounting     Admissions     Benefits     Budget     Compus Community     Francal Adi     Human Resources     Payrol     Student Francials     Student Francials     True and Labor     Training	→ → → → → → → →	Attendance History     Earl/Late Exception Report     Employee Float Report     Time Details Report     Time Sheet Audt     TimeSheet Corrections     TimeSheets Report     Zero Paid His on Scheduled Day	
			E Report	,	

Step	Action
1.	Navigate to the Reports menu: Main Menu>LSUHSC Processes>Time and Labor>Report
	Click the TimeSheet Corrections menu.



PS9HRTRN 8.50		
P\$9HEWEBDEV11 RCB	Home Add to	Favorites Sign out
Favorites Main Menu > LSUHSC Processes > Time and Labor > Report > TimeSheet Corrections		
	Nev	v Window   Help   📰
TimeSheet Corrections		
Enter any information you have and click Search. Leave fields blank for a list of all values.		
Find an Existing Value Add a New Value		
Maximum number of rows to return (up to 300): [300		
Search by: Run Control ID begins with		
Case Sensitive		
Search Advanced Search		
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Step	Action
2.	Run Control ID: Refer to "Create Run Control ID" Section if have not created an ID. Click the <b>Search</b> button.
3.	Click the <b>ID</b> link.



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



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Step	Action
7.	Click the <b>Look up Time Reporting Code</b> button.
8.	Click the <b>RGB</b> link.

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Step	Action
9.	Click the <b>Run</b> button.



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



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Step	Action
11.	Click the <b>Process Monitor</b> link. Process Monitor



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o bac	ok to TimeSt	neet Corr	<u>ections</u>								

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



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Step	Action
14.	Click the <b>View Log/Trace</b> link. <u>View Log/Trace</u>



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Distribution ID Type	*Distribution ID	
User	TWASH3	
Return		

Step	Action
15.	Click the <b>ZZTL006PDF</b> link. ZZTL006_1216175.PDF
16.	This completes <b>TimeSheet Corrections</b> . <b>End of Procedure.</b>



# Early/Late Exception Report

#### Procedure

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

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

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Personalize	Search Menu:						<u>Help</u>	
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Step	Action
1.	Navigate to the Reports menu: Main Menu>LSUHSC Processes>Time and Labor>Report
	Click the Early/Late Exception Report menu.



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P\$9HEWEBDEV11 RCB	Home Add to Favorites Sign out
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Early/Late Exception Report	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
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Step	Action
2.	Run Control ID: Refer to "Create Run Control ID" Section if have not created an ID. Click the <b>Search</b> button.



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PS9HEWEBD Favorites Main	EV11 RCB Menu > LSUHSC	Processes > Tin	ne and Labor > Report >	Early/Late Exce	otion Report
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Early/Late Exce	ption Report				
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Step	Action
3.	Enter the desired information into the <b>Start Date</b> field. Enter "030512".
4.	Enter the desired information into the <b>End Date</b> field. Enter "031812".
5.	<ul> <li>Employees to Process: You may run this report for a Single Employee or for an entire department (Group ID). You can run the report by using Empl ID or Group ID.</li> <li>EmplID Field - Enter the Employee ID's Empl Rcd Nbr - Should match the empl Rcd # Shown on employee's timecard. Group ID - Click the magnifying glass and choose the appropriate department.</li> <li>Enter the desired information into the EmplID field.</li> <li>Enter the desired information into the View All field. Enter "7 - digit Employee ID Number".</li> </ul>
6.	Click the <b>Run</b> button.



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



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Step	Action
8.	Click the <b>Process Monitor</b> link. Process Monitor



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



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Name:	ZZTL012	Description:	Early/Late Exception Report		
Run Status:	Success	Distribution S	tatus: Posted		
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OK	Cancel				

Step	Action
11.	Click the <b>ZZTL012PDF</b> link. <u>View Loq/Trace</u>



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Step	Action
12.	Click the <b>ZZTL009PDF</b> link.
	<i>NOTE: You will always select the link that ends with ".PDF"</i>
13.	The report opens in a new PDF window.
	To Print Report: From the toolbar: Select File, Print. or Click the Printer Icon on the Toolbar
	If the report prints in an unknown language:
	Select File, Print, Advance - "Print As Image"
14.	This completes <b>Early/Late Exception Report</b> . <b>End of Procedure.</b>



## Time & Labor Queries

### Procedure

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

PS9HRTRN 8.50 PS9HEWEBDEV11 RCB			Home	Add to Favorites	Sign out
Personalize Content   Layout					Help
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Step	Action
1.	Click the <b>Main Menu</b> button.
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the <b>Inquire</b> menu.



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		Benefits Budget Campus Community Financial Aid Human Resources Payrol Student Financials Student Records					
		Training	Use Setup Report Inquire		TL Queries		

Step	Action
5.	Click the <b>TL Queries</b> menu.
6.	Select the Query you desire to run from the Query drop the list. Click the Query list.



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TL Queries						
	_					
Query:	-					
Date:		04/30/2012	Pay Period End Date:	05/13/2012		
	BITL EMPLOYEE NO PAYABLE TIME			<b>•</b> ••••••		
Group ID:	BITLEMPLOYEES < 80 HRS		Get Data	Select For Instructions		
	BITLEMPLOYEES > FTE					
	BITLEXCEPTIONS					
	BLTL GENERAL TRC QUERY					
	BI TL LONG SHIFT PUNCH					
	BI TL PUNCH WITH COMMENT					
	WK TL EMPLOYEES < 40 HRS					

Step	Action
7.	Each Query name begins with a <b>BI</b> or <b>WK</b> : Queries that begin with <b>WK displays information for one week</b> at a time. Queries that begin with <b>BI displays information for a two week pay period</b> . BITL EMPLOYEES < 80 HRS



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PS9HEWEBDEV11 RCB			Home Add to Favorites Sign out
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TL Queries			New Window   Help   Customize Page
Query: BI TL EMPLOYEES < 80 HRS			
Date: 05/13/2012 B Pay Period Begin Date: 04/30/2012	Pay Period End	Date: 05/13/2012	
Group ID:	Get Data	Select For Instructions	
•			Þ

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





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



prites Main Menu > LSOHS	C Processes >	Time an	Labor > Ir	nquire > TL Queries					
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Queries									
Query: BI TL EMPLOYEE	S < 80 HRS	•							
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Name	Emplid	Rcd#	DeptID	Descr	PayGrp	<u>Class</u>	FTE Full/P.	art Hrs	Punch Da
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2 John Doe		0	HL2058450	ADMITTING DEPARTMENT	PBN	Probation	1 F	71.8	
3 John Doe		0	HL2058450	ADMITTING DEPARTMENT	PBN	Probation	1 F	72	
4 John Doe		0	HL2068027	Ancillary Services	PBN	Permanent	1 F	72	
5 John Doe		0	HL2068420	BIO-MEDICAL DEPARTMENT	PBN	Permanent	1 F	72	
6 John Doe		0	HL2058870	COMMUNICATIONS DEPARTMENT	PBN	Permanent	1 F	79.9	
7 John Doe		0	HL2058870	COMMUNICATIONS DEPARTMENT	PBN	Permanent	1 F	72	
8 John Doe		0	HL2068020	DIRECTOR NURSING SERVICE	PBN	Permanent	1 F	79.5	
9 John Doe		0	HL2068020	DIRECTOR NURSING SERVICE	PBN	Permanent	1 F	75.4	
0 John Doe		0	HL2067220	EKG DEPARTMENT	PBU	Transient	1 F	48	
1 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBN	Permanent	1 F	68	
2 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBN	Permanent	1 F	77.1	
3 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBU	Transient	1 F	60.5	
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6 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBU	Transient	1 F	20.3	
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8 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBN	Permanent	1 F	79.9	
9 John Doe		0	HL2047100	EMERGENCY DEPARTMENT	PBW	Permanent	1 F	76.3	
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2 John Doo		0	HL2047100	EMERGENCY DEPARTMENT	PBU	Transient	1 E	21.7	

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



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



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



### **Exceptions**

#### Procedure

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

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

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



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



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Step	Action						
5.	The Exceptions report can be run for an entire department or an individual.						
	<u><b>To Run for a Department:</b></u> Enter the Department Code into the Department field to run the exceptions report for an entire department. Click the <b>Look up Department</b> button to search for the appropriate department number.						
	<b>NOTE:</b> If you enter the Department directly into the field, you must include the Business Unit abbreviation. The Business Unit abbreviations are provided below						
	<b>SH</b> - LSU Health Science Shreveport <b>HL</b> - Huey P. Long Medical Center						
	EA - E A Conway Medical Center						
	Enter "SH2036110".						
6.	Click the Get Employees button.						
	<i>NOTE: The results will display at the bottom of the page.</i> <b>Get Employees</b>						



Step	Action				
7.	<u>To Run for an Individual:</u>				
	Enter the Employee ID number in the EmplID field to run the Exceptions report for an individual.				
	Enter the desired information into the <b>Value</b> field. Enter " <b>7</b> - <b>digit Employee ID Number</b> ".				
8.	Click the Get Employees button.				
	NOTE: The results will display at the bottom of the page.				
	Get Employees				
9.	Click the scrollbar.				

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	TLX01770	Reported time in Prior Period	07/11/2011	John Doe	RN 2	Medium	<u>^</u>	
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	TLX01770	Reported time in Prior Period	07/15/2011	John Doe	RN 2	Medium	E	
	TLX01770	Reported time in Prior Period	07/16/2011	John Doe	RN 2	Medium		
	TLX01770	Reported time in Prior Period	07/17/2011	John Doe	RN 2	Medium		
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Step	Action
10.	Filter Options allows you to narrow your results based on selected parameters for an entire department or individual.
	Click the Arrow button to the left of Filter Options.
	NOTE: In this exercise, we will be utilizing the Filter Options to view results for an entire department. Filtering Options



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	TLX01770	Reported time in Prior Period	07/17/2011	John Doe	RN 2	Medium		
	TLX01770	Reported time in Prior Period	07/18/2011	John Doe	RN 2	Medium		

Step	Action				
11.	You can select a date, or a date range, that will allow you to view Exceptions that occurred on that date or within the date range.				
	Click the Date Filter list.				
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Step	Action
12.	Click the <b>between</b> option from the drop-down list. between



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	TLX01770	Reported time in Prior Period	07/17/2011	John Doe	RN 2	Medium		
m	TI X01770	Reported time in Prior	07/18/2011	John Doe	RN 2	Medium		

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



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	TLX01770	Reported time in Prior Period	07/15/2011	John Doe	RN 2	Medium	E	
	TLX01770	Reported time in Prior Period	07/16/2011	John Doe	RN 2	Medium		
	TLX01770	Reported time in Prior Period	07/17/2011	John Doe	RN 2	Medium		
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Step	Action					
16.	Exceptions are identified based on Severity. <i>High Priority Exceptions must be corrected in the timesheet.</i>					
	Some Medium exceptions such as "Missing Punch" would need to be corrected in order for the employee to be paid. All others should be reviewed and may be used as management tools. Low Priority Exceptions may also be used as management tools.					
	Click the <b>Severity</b> list.					



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



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



## Appendix

Transaction Time Rounding

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

- 57 minutes 02 minutes = .0
- 03 minutes 08 minutes = .1
- 09 minutes 14 minutes = .2
- 15 minutes 20 minutes = .3
- 21 minutes 26 minutes = .4
- 27 minutes 32 minutes = .533 minutes - 38 minutes = .6
- 33 minutes 38 minutes = .6
- 39 minutes 44 minutes = .7 45 minutes - 50 minutes = .8
- 43 minutes 30 minutes = .851 minutes - 56 minutes = .9
- 51 minutes 36 minutes = .957 minutes - 02 minutes = .0

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

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

Clock Codes 1 Clock In Employee clock in for work 2 Call In Employee called back to work 5 Dept/Job Class Change Employee floats to another dept. 9 Clock out Employee Clock out from work