

9.2 PEOPLESOFT

9.2 TIME/LEAVE EMPLOYEE WORKCENTRE

THIS INFORMATION DOCUMENT IS USEFUL FOR:

- Employee
Expense Authority
- Timekeeper
Time Approver
- Leave Keeper
Leave Approver
- Scheduler
Scheduler Administrator

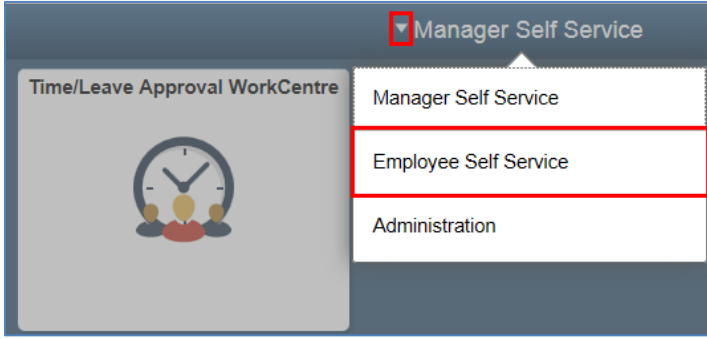
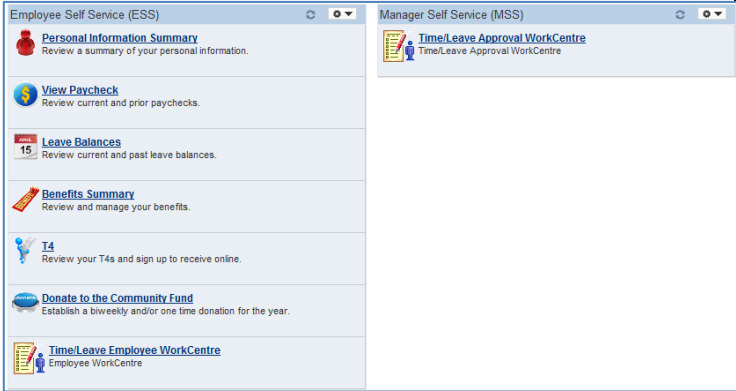
EMPLOYEE SELF SERVICE (ESS):

The look and feel of PeopleSoft and Time and Leave has changed with the 9.2 Upgrade. The biggest change is how you navigate in PeopleSoft and Time and Leave. You will see that the Pagelet menu structure (Classic Menu structure) has been replaced with a Tile menu structure (Fluid Navigation) and a right hand navigation tool.

The following outlines the changes you will see as an employee in your Time/ Leave Employee WorkCentre.

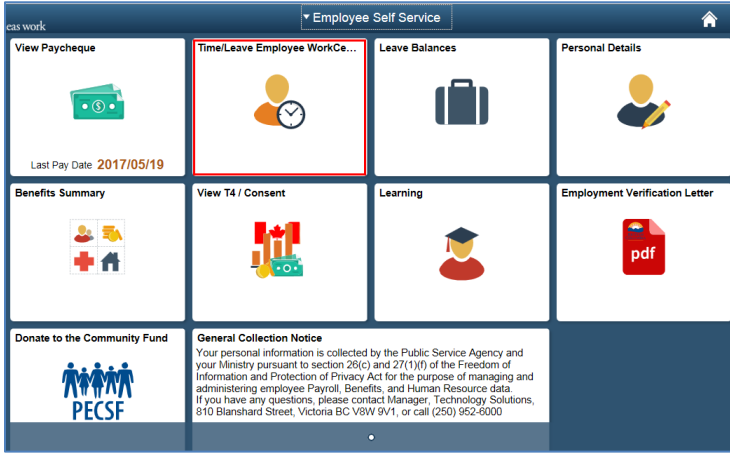
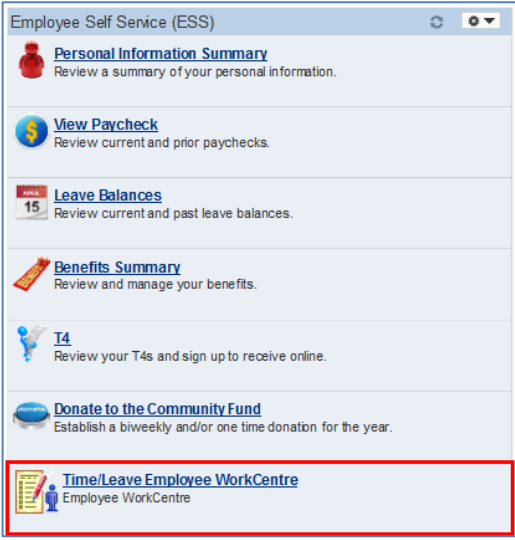
NAVIGATING TO EMPLOYEE SELF SERVICE FROM MANAGER SELF SERVICE

If you have any role in Time and Leave, other than the Employee role, the Manager Self Service menu and the Time/Leave Approval WorkCentre tile are displayed on the Homepage. Click the Home Page drop-down menu and select Employee Self Service.

| 9.2 | 9.1 |
|---|---|
| <p>Manager Self Service Homepage NEW!</p>  <p>Use the Home Page drop-down menu to select and navigate to Employee Self Service.</p> <p>From here you can select The Time/Leave Employee WorkCentre.</p> | <p>Manager Self Service</p>  <p>Both Employee Self Service and Manager Self Service Menus are displayed.</p> |

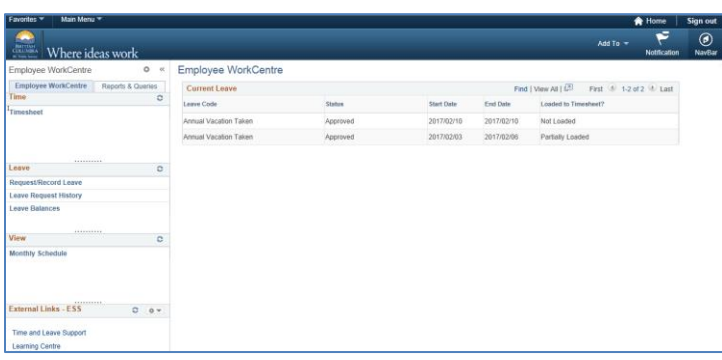

EMPLOYEE SELF SERVICE

From the Employee Self Service Homepage, select the Time/Leave Employee WorkCentre tile.

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|--|---|
| <p>9.2</p> <p>Employee Self Service Homepage NEW</p>  <p>The menu options are displayed as tiles. (Fluid navigation)</p> <p>Click the Time/Leave Employee WorkCentre tile.</p> | <p>9.1</p> <p>Employee Self Service</p>  <p>Pagelet Menu Structure (Classic Navigation)</p> |
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The following section provides a comparison of the current 9.1 and 9.2 Time/Leave Employee WorkCentres.

TIME/LEAVE EMPLOYEE WORKCENTRE

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|---|--|
| <p>9.2</p> <p>Employee WorkCentre NEW!</p>  <p>There is a new colour scheme, but all menu options remain the same in the Employee WorkCentre.</p> | <p>9.1</p> <p>Employee WorkCentre</p>  |
|---|--|

Timesheet Changes

9.2

Timesheet NEW!

There is a new colour scheme of the Timesheet.

9.1

Timesheet

9.2

Name Hover CHANGE!

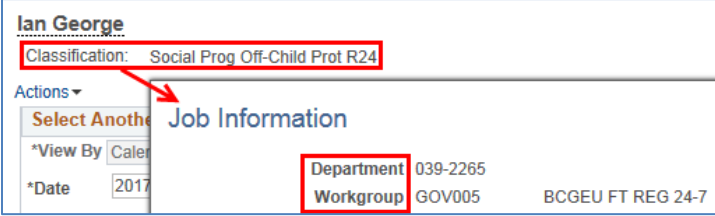


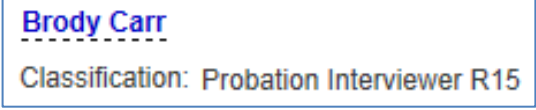
The Workgroup and Department field names have changed to *Current Workgrp* and *Current Dept*.

The Name Hover displays your current Workgroup, Department and Classification even if reviewing an historical pay period, where this information may be different.

9.1

Name Hover

The Name Hover displays your current Workgroup, Department and Classification even if reviewing an historical pay period, where this information may be different.

| 9.2 | 9.1 |
|---|---|
| <p>Classification Hover NEW!</p> <p>Your classification is displayed under your name on the Timesheet. The Classification displayed is the Classification you are in for the selected pay period.</p> <p>You can now hover over your Classification to display the <i>Department</i> and <i>Workgroup</i> you were in, for the Pay Period selected.</p>  <p>If you select an historic pay period, it will display the Department and Workgroup in effect at that time. For example:</p> <p>Current Pay Period</p>  <p>Previous Pay Period</p>  | <p>Classification</p> <p>Your Classification is displayed under your name on the Timesheet. The Classification displayed is the Classification you are in, for the selected pay period.</p>  |

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| <p>9.2</p> <p>Actions Menu NEW!</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px;"> <p><u>Ian George</u> Classification: Social Prog Off-Child Prot R24</p> <p>Actions ▾</p> <p>Select Another Timesheet</p> <p>*View By: Calendar Period ▾ Reported Hours:</p> <p>*Date: 2017/06/25 [BT] ↻</p> </div> <p>The Actions drop down menu is displayed, but there are no actions available to select at this time.</p> | <p>9.1</p> <p>No Actions Menu</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px;"> <p><u>Brody Carr</u> Classification: Probation Interviewer R15</p> <p>*View By: Calendar Period ▾ Reported Hours:</p> <p>*Date: 2016/01/10 [BT] ↻ Scheduled Hours:</p> </div> <p>There is no Action menu option.</p> |
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|---|--|
| <p>9.2</p> <p>Select Another Timesheet Header NEW!</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px;"> <p><u>Ian George</u> Employee ID: 000000 Classification: Social Prog Off-Child Prot R24 Empl Record: 0 Actions ▾ Earliest Change Date: 2017/06/11</p> <p>Select Another Timesheet</p> <p>*View By: Calendar Period ▾ Reported Hours: 70.00 Previous Period Next Period</p> <p>*Date: 2017/05/14 [BT] ↻ Scheduled Hours: 70.00</p> </div> <p>A new header is displayed above where you can change the Calendar Period (Pay Period), view Reported Hours and navigate to the Previous or Next Calendar Period.</p> | <p>9.1</p> <p>No Header</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px;"> <p><u>Brody Carr</u> Empl ID: 011245 Classification: Probation Interviewer R15 Empl Record: 0</p> <p>*View By: Calendar Period ▾ Reported Hours: 0.00 Previous Period Next Period</p> <p>*Date: 2016/01/10 [BT] ↻ Scheduled Hours: 77.00 Previous Employee Next Employee</p> </div> <p>There is no header.</p> |
|---|--|

| <p>9.2</p> <p>? Help Icon New!</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px;"> <p>From 2017/08/20 to 2017/09/02 [?]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Day</th> <th>Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>[+]</td> <td>[−]</td> <td>Sun</td> <td>8/20</td> <td>New</td> </tr> <tr> <td>[+]</td> <td>[−]</td> <td>Mon</td> <td>8/21</td> <td>New</td> </tr> <tr> <td>[+]</td> <td>[−]</td> <td>Tue</td> <td>8/22</td> <td>New</td> </tr> <tr> <td>[+]</td> <td>[−]</td> <td>Wed</td> <td>8/23</td> <td>New</td> </tr> <tr> <td>[+]</td> <td>[−]</td> <td>Thu</td> <td>8/24</td> <td>New</td> </tr> </tbody> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Help - From 2017/08/20 to 2017/09/02 [?]</p> <p>Punch Time Reporting</p> <p>Report punch time with the time (ex. 8:15am) and type for each punch (In, Break, Out etc.). An Out punch is required at the end of each shift or workday.</p> <p>Report elapsed time by specifying a TRC and entering the number of hours or units worked, or an amount in the Quantity field.</p> </div> </div> <p>Help information is found in a new Help icon.</p> | | Day | Date | Status | [+] | [−] | Sun | 8/20 | New | [+] | [−] | Mon | 8/21 | New | [+] | [−] | Tue | 8/22 | New | [+] | [−] | Wed | 8/23 | New | [+] | [−] | Thu | 8/24 | New | <p>9.1</p> <p>No Help Icon</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px;"> <p>From 2016/01/10 to 2016/01/23</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Day</th> <th>Date</th> <th>Holiday</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>[+]</td> <td>[−]</td> <td>Sun</td> <td>1/10</td> <td>New</td> </tr> <tr> <td>[+]</td> <td>[−]</td> <td></td> <td>1/10</td> <td>New</td> </tr> <tr> <td>[+]</td> <td>[−]</td> <td>Mon</td> <td>1/11</td> <td>New</td> </tr> </tbody> </table> </div> <p>There is no help icon.</p> | | Day | Date | Holiday | Status | [+] | [−] | Sun | 1/10 | New | [+] | [−] | | 1/10 | New | [+] | [−] | Mon | 1/11 | New |
|--|-----|------|---------|--------|-----|-----|-----|------|-----|-----|-----|-----|------|-----|-----|-----|-----|------|-----|-----|-----|-----|------|-----|-----|-----|-----|------|-----|--|--|-----|------|---------|--------|-----|-----|-----|------|-----|-----|-----|--|------|-----|-----|-----|-----|------|-----|
| | Day | Date | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [+] | [−] | Sun | 8/20 | New | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [+] | [−] | Mon | 8/21 | New | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [+] | [−] | Tue | 8/22 | New | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [+] | [−] | Wed | 8/23 | New | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [+] | [−] | Thu | 8/24 | New | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Day | Date | Holiday | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [+] | [−] | Sun | 1/10 | New | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [+] | [−] | | 1/10 | New | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [+] | [−] | Mon | 1/11 | New | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| <p>9.2</p> <p><u>Earliest Change Date</u> NEW!</p> <div data-bbox="97 289 820 478" style="border: 1px solid #ccc; padding: 5px;"> <p>Timesheet</p> <p>Ian George Employee ID 000000 Classification: Social Prog Off-Child Prot R24 Empl Record 0 Earliest Change Date 2017/06/11</p> <p>Actions ▾ Select Another Timesheet</p> <p>*View By: Calendar Period Reported Hours: 70.00 Previous Period Next Period *Date: 2017/05/14 [BY] [↺] Scheduled Hours: 70.00</p> </div> <p>The Earliest Change Date (ECD) is the date of the earliest change made to your Timesheet. It is the date from which compensation rules are applied to what is recorded on your Timesheet.</p> <p>You can make changes to your Timesheet up to 2 pay periods into the past. If you change something in a previous pay period, the ECD will be reset to the beginning of that pay period (Calendar Period).</p> <p><u>Apply Rules</u> When you click Apply Rules the system will apply the compensation rules to all entries for that one pay period and will reset the ECD to the beginning of the <u>next</u> pay period.</p> <p><u>Time Administration</u> When Time Administration runs (12 noon and 7 pm daily), the system applies the compensation rules to all entries from the pay period in which the earliest change was made, up to the end of the <u>current</u> pay period, and will reset the ECD to the beginning of the <u>next future</u> pay period.</p> <p><u>ECD and Apply Rules</u> To ensure system performance, the availability of the Apply Rules button is limited to 2 months from the Earliest Change Date (ECD). When Time Administration runs, the ECD is reset to the beginning of the next future pay period. Therefore you typically will have access to the Apply Rules button in the current Pay Period plus two months into the future.</p> <p>If you make a change to a Timesheet 2 pay periods into the past, you will still have access to the Apply Rules button in the current and next pay periods.</p> <p><u>No Apply Rules button displayed on a Timesheet</u> On a rare occasion, you may come to your Timesheet and there is no Apply Rules button displayed. This indicates the</p> | <p>9.1</p> <p><u>Earliest Change Date</u></p> <div data-bbox="841 294 1534 399" style="border: 1px solid #ccc; padding: 5px;"> <p>Brody Carr Empl ID: 011245 Classification: Probation Interviewer R15 Empl Record: 0</p> <p>*View By: Calendar Period Reported Hours: 0.00 Previous Period Next Period *Date: 2016/01/10 [BY] [↺] Scheduled Hours: 77.00 Previous Employee Next Employee</p> </div> <p>The Earliest Change Date is not displayed in Time and Leave 9.1. You can Apply Rules for up to one year into the future.</p> |
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| 9.2 | 9.1 |
| <p>pay period you are viewing is more than 2 months from the Earliest Change Date (ECD). The following warning is displayed.</p> <p style="border: 1px solid #ccc; padding: 2px;">Earliest Change Date is too far back to run Rules in viewed period. Limit is 2 months.</p> <p>When Time Administration runs, it will reset the ECD to the beginning of the <u>next future</u> Pay Period. Therefore you typically will have access to the Apply Rules button in the current Pay Period plus two months into the future.</p> | |

| 9.2 | 9.1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|----------------------|---------------------------|----------|--------------|--|------|----------------|---------------------|----------|------|------------|----|---------|--|------------|------------|----|---------------------------|--|--------------|------------|----|--------|--|------------|------------|----|--------|--|------------|------------|----|--------------------|--|------------|------------|----|--------------------|--|------------|------------|----|--------|--|------------|------------|----|--------------------|--|------------|------------|----|--------------------|--|------------|--|----------------------|--|--|--|--|------|----------------|---------------------|----------|------|------------|----|--------------------|--|-------------|------------|----|-----------------|--|------------|------------|----|--------------------|--|-------------|------------|----|-----------------|--|------------|
| <p><u>Apply Rules</u> NEW!</p> <p>When you click Apply Rules, a full set of compensations rules is applied to the Reported Time for that pay period and immediately triggers pending approvals for the Time Approver and Expense Authority. You no longer have to wait until Time Administration is run, to see all compensation outcomes, e.g. Shift Premiums, and to trigger pending approvals.</p> <p>The Payable Status in Payable Time Details is updated with the following applicable Payable Statuses.</p> <table border="1" data-bbox="99 1146 813 1444"> <thead> <tr> <th colspan="5">Payable Time Details</th> </tr> <tr> <th>Date</th> <th>Payable Status</th> <th>Time Reporting Code</th> <th>Quantity</th> <th>Type</th> </tr> </thead> <tbody> <tr><td>2017/05/28</td><td>NA</td><td>Standby</td><td></td><td>1.00 Hours</td></tr> <tr><td>2017/05/29</td><td>NA</td><td>OT \$15.30 Meal Allowance</td><td></td><td>15.30 Amount</td></tr> <tr><td>2017/05/29</td><td>NA</td><td>OT 1.5</td><td></td><td>2.00 Hours</td></tr> <tr><td>2017/05/29</td><td>NA</td><td>OT 2.0</td><td></td><td>1.00 Hours</td></tr> <tr><td>2017/05/29</td><td>CL</td><td>Regular Hours Paid</td><td></td><td>7.00 Hours</td></tr> <tr><td>2017/05/30</td><td>CL</td><td>Regular Hours Paid</td><td></td><td>7.00 Hours</td></tr> <tr><td>2017/05/31</td><td>NA</td><td>OT 1.5</td><td></td><td>1.00 Hours</td></tr> <tr><td>2017/05/31</td><td>CL</td><td>Regular Hours Paid</td><td></td><td>7.00 Hours</td></tr> <tr><td>2017/06/01</td><td>CL</td><td>Regular Hours Paid</td><td></td><td>7.00 Hours</td></tr> </tbody> </table> <ul style="list-style-type: none"> • NA – Needs Approval • CL – Closed • ES – Estimated <p>You will no longer see the Payable Status of OE, Online Estimate</p> | Payable Time Details | | | | | Date | Payable Status | Time Reporting Code | Quantity | Type | 2017/05/28 | NA | Standby | | 1.00 Hours | 2017/05/29 | NA | OT \$15.30 Meal Allowance | | 15.30 Amount | 2017/05/29 | NA | OT 1.5 | | 2.00 Hours | 2017/05/29 | NA | OT 2.0 | | 1.00 Hours | 2017/05/29 | CL | Regular Hours Paid | | 7.00 Hours | 2017/05/30 | CL | Regular Hours Paid | | 7.00 Hours | 2017/05/31 | NA | OT 1.5 | | 1.00 Hours | 2017/05/31 | CL | Regular Hours Paid | | 7.00 Hours | 2017/06/01 | CL | Regular Hours Paid | | 7.00 Hours | <p><u>Apply Rules</u></p> <p>Apply Rules runs a subset of overtime compensation rules against what is recorded on your Timesheet and all Payable Time is put into an Online Estimate (OE) Status. Premiums are not calculated, pending approvals are not triggered and Payable Statuses are not updated until Time Administration is Run.</p> <table border="1" data-bbox="846 1003 1479 1140"> <thead> <tr> <th colspan="5">Payable Time Details</th> </tr> <tr> <th>Date</th> <th>Payable Status</th> <th>Time Reporting Code</th> <th>Quantity</th> <th>Type</th> </tr> </thead> <tbody> <tr><td>2016/01/10</td><td>OE</td><td>Regular Hours Paid</td><td></td><td>11.00 Hours</td></tr> <tr><td>2016/01/10</td><td>OE</td><td>Travelling Time</td><td></td><td>1.17 Hours</td></tr> <tr><td>2016/01/11</td><td>OE</td><td>Regular Hours Paid</td><td></td><td>11.00 Hours</td></tr> <tr><td>2016/01/11</td><td>OE</td><td>Travelling Time</td><td></td><td>1.17 Hours</td></tr> </tbody> </table> | Payable Time Details | | | | | Date | Payable Status | Time Reporting Code | Quantity | Type | 2016/01/10 | OE | Regular Hours Paid | | 11.00 Hours | 2016/01/10 | OE | Travelling Time | | 1.17 Hours | 2016/01/11 | OE | Regular Hours Paid | | 11.00 Hours | 2016/01/11 | OE | Travelling Time | | 1.17 Hours |
| Payable Time Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | Payable Status | Time Reporting Code | Quantity | Type | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2017/05/28 | NA | Standby | | 1.00 Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2017/05/29 | NA | OT \$15.30 Meal Allowance | | 15.30 Amount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2017/05/29 | NA | OT 1.5 | | 2.00 Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2017/05/29 | NA | OT 2.0 | | 1.00 Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2017/05/29 | CL | Regular Hours Paid | | 7.00 Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2017/05/30 | CL | Regular Hours Paid | | 7.00 Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2017/05/31 | NA | OT 1.5 | | 1.00 Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2017/05/31 | CL | Regular Hours Paid | | 7.00 Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2017/06/01 | CL | Regular Hours Paid | | 7.00 Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Payable Time Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | Payable Status | Time Reporting Code | Quantity | Type | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2016/01/10 | OE | Regular Hours Paid | | 11.00 Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2016/01/10 | OE | Travelling Time | | 1.17 Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2016/01/11 | OE | Regular Hours Paid | | 11.00 Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2016/01/11 | OE | Travelling Time | | 1.17 Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| <p>9.2</p> <p><u>Apply Rules and Time Administration</u> NEW!</p> <p>While Time Administration is running (12 noon and 7 pm daily), any changes made to reported time <u>will not generate payable time</u>. The following message will be displayed if you click Apply Rules while Time Administration is running.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Message</p> <p>PAY_BATCH kicked off a Time Administration job to process your time at 2017-08-25-11.17.40.582721 with the run control ID TDTAALLB TLTA001 (13504,101)</p> <p>Any changes you made to reported time will be submitted, but not processed to generate payable time at this point.</p> <p>In order to prevent data inconsistencies the system prevents multiple processes to process time for the same time reporter at the same time.</p> <p>This job is still in the midst of processing your time. These jobs may take some time. If this persists or it seems a long time since the above job was kicked off, you should contact your system administrator or the person identified as having kicked off the Time Administration job.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p>If you receive this message, wait until Time Administration has run (approximately 60 minutes), return to the Timesheet, make the necessary changes, and Click Apply Rules.</p> | <p>9.1</p> <p><u>Apply Rules and Time Administration</u></p> <p>Clicking Apply Rules only calculates an Online Estimate (OE), which does not conflict with the Time Administration Process; therefore no error message is received.</p> |
|---|---|

| <p>9.2</p> <p><u>Payable Time Summary</u> NEW!</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Payable Time Summary</p> <p>Ian George Employee ID: 000000</p> <p>Classification: Social Prog Off-Child Prot R24 Empl Record: 0</p> <p>Start Date: 2016/12/25 Previous Week Next Week</p> <p>End Date: 2017/01/07</p> <p>Payable Time Summary</p> <table border="1" style="width:100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Time Reporting Code</th> <th>Description</th> <th>Total Quantity</th> <th>Type</th> <th>Sun 25/12</th> <th>Mon 26/12</th> <th>Tue 27/12</th> </tr> </thead> <tbody> <tr> <td>OT2</td> <td>OT 1.5</td> <td>2.00</td> <td>Hours</td> <td></td> <td></td> <td></td> </tr> <tr> <td>OT3</td> <td>OT 2.0</td> <td>0.50</td> <td>Hours</td> <td></td> <td></td> <td></td> </tr> <tr> <td>RHP</td> <td>Regular Hours Paid</td> <td>63.00</td> <td>Hours</td> <td>12.00</td> <td>9.00</td> <td>9.00</td> </tr> <tr> <td>SP2</td> <td>Afternoon Prem - \$1.40 Hour</td> <td>51.80</td> <td>Amount</td> <td>14.00</td> <td>12.60</td> <td>12.60</td> </tr> <tr> <td>ST1</td> <td>Stat Worked 1.0 Non-Bankable</td> <td>8.50</td> <td>Hours</td> <td></td> <td>8.50</td> <td></td> </tr> <tr> <td>ST2</td> <td>Stat Worked 1.5 Non-Bankable</td> <td>12.00</td> <td>Hours</td> <td>12.00</td> <td></td> <td></td> </tr> </tbody> </table> </div> <p>The Payable Time Summary is available at any time, not just after Time Administration runs.</p> | Time Reporting Code | Description | Total Quantity | Type | Sun 25/12 | Mon 26/12 | Tue 27/12 | OT2 | OT 1.5 | 2.00 | Hours | | | | OT3 | OT 2.0 | 0.50 | Hours | | | | RHP | Regular Hours Paid | 63.00 | Hours | 12.00 | 9.00 | 9.00 | SP2 | Afternoon Prem - \$1.40 Hour | 51.80 | Amount | 14.00 | 12.60 | 12.60 | ST1 | Stat Worked 1.0 Non-Bankable | 8.50 | Hours | | 8.50 | | ST2 | Stat Worked 1.5 Non-Bankable | 12.00 | Hours | 12.00 | | | <p>9.1</p> <p><u>Payable Time Summary</u></p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Payable Time Summary</p> <p>Declan Morales Employee ID: 111111</p> <p>Classification: Deputy Sheriff R18 Empl Record: 0</p> <p>Start Date: 2016/01/10 Next Employee</p> <p>End Date: 2016/01/23</p> <p>Payable Time Summary</p> <table border="1" style="width:100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Time Reporting Code</th> <th>Description</th> <th>Total Quantity</th> <th>Type</th> <th>Sun 10/1</th> <th>Mon 11/1</th> <th>Tue 12/1</th> </tr> </thead> <tbody> <tr> <td>RHP</td> <td>Regular Hours Paid</td> <td>70.00</td> <td>Hours</td> <td></td> <td>7.00</td> <td>7.00</td> </tr> </tbody> </table> <p>Return to Timesheet</p> </div> <p>The Payable Time Summary is only available after Time Administration has run.</p> | Time Reporting Code | Description | Total Quantity | Type | Sun 10/1 | Mon 11/1 | Tue 12/1 | RHP | Regular Hours Paid | 70.00 | Hours | | 7.00 | 7.00 |
|---|------------------------------|----------------|----------------|-----------|-----------|-----------|-----------|-----|--------|------|-------|--|--|--|-----|--------|------|-------|--|--|--|-----|--------------------|-------|-------|-------|------|------|-----|------------------------------|-------|--------|-------|-------|-------|-----|------------------------------|------|-------|--|------|--|-----|------------------------------|-------|-------|-------|--|--|--|---------------------|-------------|----------------|------|----------|----------|----------|-----|--------------------|-------|-------|--|------|------|
| Time Reporting Code | Description | Total Quantity | Type | Sun 25/12 | Mon 26/12 | Tue 27/12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OT2 | OT 1.5 | 2.00 | Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OT3 | OT 2.0 | 0.50 | Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RHP | Regular Hours Paid | 63.00 | Hours | 12.00 | 9.00 | 9.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SP2 | Afternoon Prem - \$1.40 Hour | 51.80 | Amount | 14.00 | 12.60 | 12.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ST1 | Stat Worked 1.0 Non-Bankable | 8.50 | Hours | | 8.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ST2 | Stat Worked 1.5 Non-Bankable | 12.00 | Hours | 12.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Time Reporting Code | Description | Total Quantity | Type | Sun 10/1 | Mon 11/1 | Tue 12/1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RHP | Regular Hours Paid | 70.00 | Hours | | 7.00 | 7.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

9.2

Reported Time Summary and Leave Time Summary Column Alignment NEW!

| Reported Time Summary | | | | |
|-----------------------|----------|-----------------------|----------------------|------|
| Time Reporting Code | Total | Week 1 (8/20-8/26) | Week 2 (8/27-9/2) | |
| Total Reported Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Scheduled Hours | 70.00 | 35.00 | 35.00 | |
| Schedule Deviation | 70.00 | 35.00 | 35.00 | |
| | 0.000000 | 0.000000 | 0.000000 | |
| Total Dollar Amount | 0.00 | 0.00 | 0.00 | |

| Leave Time Summary | | | | |
|--------------------|-------|-----------------------|----------------------|--|
| Description | Total | Week 1 (8/20-8/26) | Week 2 (8/27-9/2) | |
| Total Leave Hours | 0.00 | | | |

The column header of the last column in the Reported Time Summary and the Leave Time Summary is left aligned.

9.1

Reported Time Summary and Leave Time Summary Column Alignment

| Reported Time Summary | | | | |
|-----------------------|----------|-----------------------|-----------------------|--|
| Time Reporting Code | Total | Week 1 (1/10-1/16) | Week 2 (1/17-1/23) | |
| Hours Worked | 70.00 | 35.00 | 35.00 | |
| Total Reported Hours | 70.00 | 35.00 | 35.00 | |
| Total Scheduled Hours | 70.00 | 35.00 | 35.00 | |
| Schedule Deviation | 0.00 | 0.00 | 0.00 | |
| | 0.000000 | 0.000000 | 0.000000 | |
| Total Dollar Amount | 0.00 | 0.00 | 0.00 | |

| Leave Time Summary | | | | |
|---------------------|-------|-----------------------|-----------------------|--|
| Time Reporting Code | Total | Week 1 (1/10-1/16) | Week 2 (1/17-1/23) | |
| Total Leave Hours | 0.00 | 0.00 | 0.00 | |

The column header of the last column in the Reported Time Summary and the Leave Time Summary is right aligned.

9.2

Comments NEW!

Comments

Ian George Employee ID: 000000
 Classification: Social Prog Off-Child Prot R24 Empl Record: 0

Instructions

Comments related to time entered for 2017/04/02

| Date | Originator | DateTime Created | Source | Comment |
|--------------|---------------|--------------------|----------------|---|
| 1 2017/04/02 | Riley Daniels | 2017/09/05 11:53AM | Time Reporting | Due to workload, started work 1 hour early |
| 2 2017/04/02 | Riley Daniels | 2017/09/05 11:55AM | Time Reporting | Due to heavy workload, worked through lunch break |

Add Comment

OK Apply

When you add a free form comment through the “Comments” bubble on the Timesheet, the date to which the comment is added is displayed in a new Date column. Each comment added is numbered sequentially.

9.1

Comments

Comments

Declan Morales Employee ID: 001552
 Classification: Deputy Sheriff R18 Empl Record: 0

Instructions

Comments related to time entered for 2016/01/11

| Originator | DateTime Created | Source | Comment |
|------------|-------------------|-----------|---|
| Lucy Lee | 2017/09/13 3:18PM | Reporting | Due to workload, started work 1 hours early |
| Lucy Lee | 2017/09/13 3:19PM | Reporting | Due to workload, worked through lunch break |

Add Comment

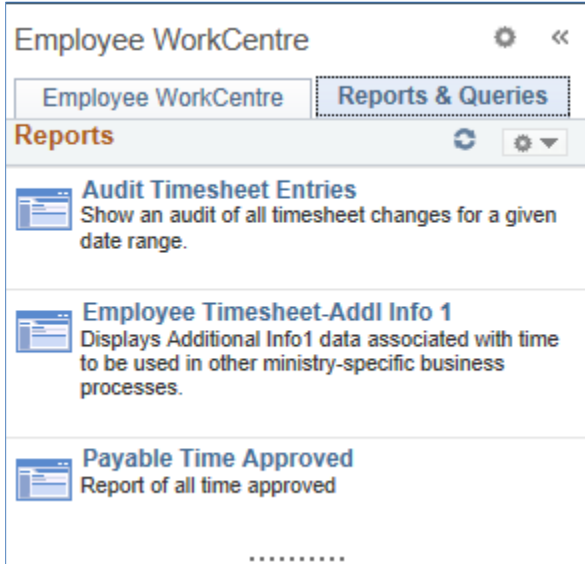
OK Apply

When you add a free form comment through the “Comments” bubble on the Timesheet, the date and time of when the comment was added, is displayed.

Reports and Queries

9.2

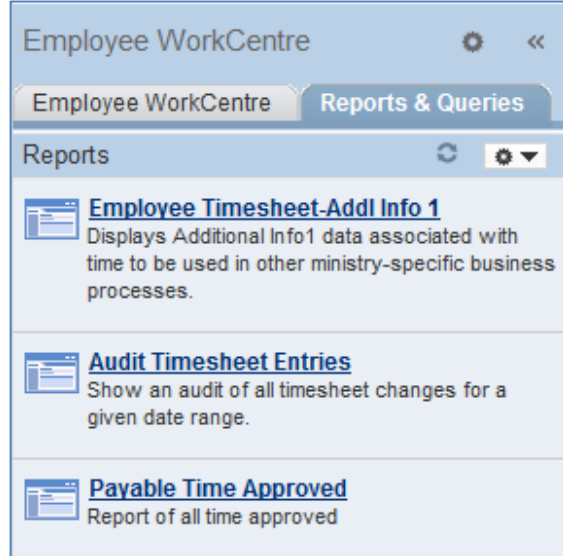
Reports listed in Alphabetical order **NEW!**



Reports and Queries are displayed in alphabetical order.

9.1

Reports not listed in Alphabetical order



Reports and Queries are not displayed in alphabetical order.

Version History

| | | |
|---|--------------------|-------------------------------------|
| 1 | September 15, 2017 | Created by LA |
| 2 | September 19, 2017 | Updated screen shots on page 2 & 10 |
| | | |
| | | |
| | | |
| | | |