

9.2 PEOPLESOFT

9.2 TIME/LEAVE APPROVAL WORKCENTRE

THIS INFORMATION DOCUMENT IS USEFUL FOR:

Employee
Expense Authority

Timekeeper
Time Approver

Leave Keeper
Leave Approver

Scheduler
Scheduler Administrator


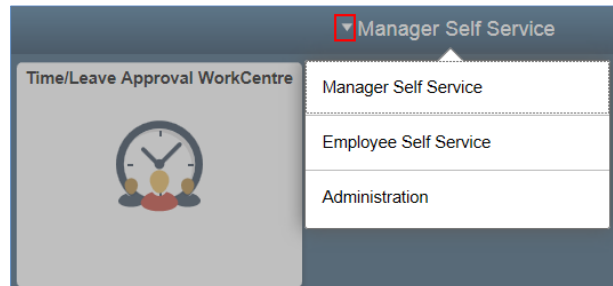
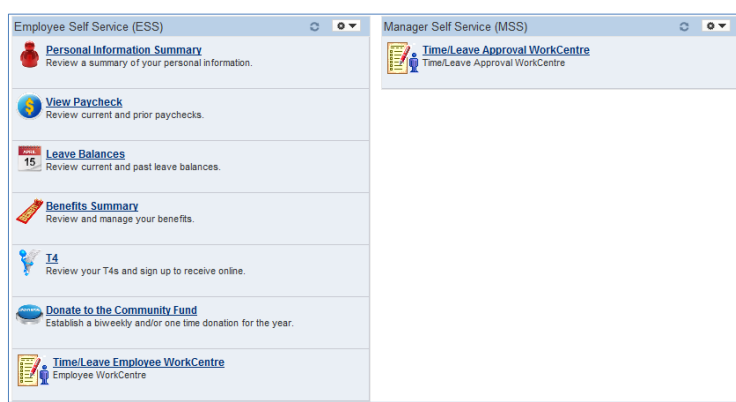
MANAGER SELF SERVICE (MSS):

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 differences between 9.1 and 9.2 when navigating to and in the Time and Leave Approval WorkCentre.

NAVIGATING TO THE TIME/LEAVE APPROVAL WORKCENTRE

If you manage others in Time and Leave, you will have access to the Time/Leave Approval WorkCentre on the new Manager Self Service Homepage.

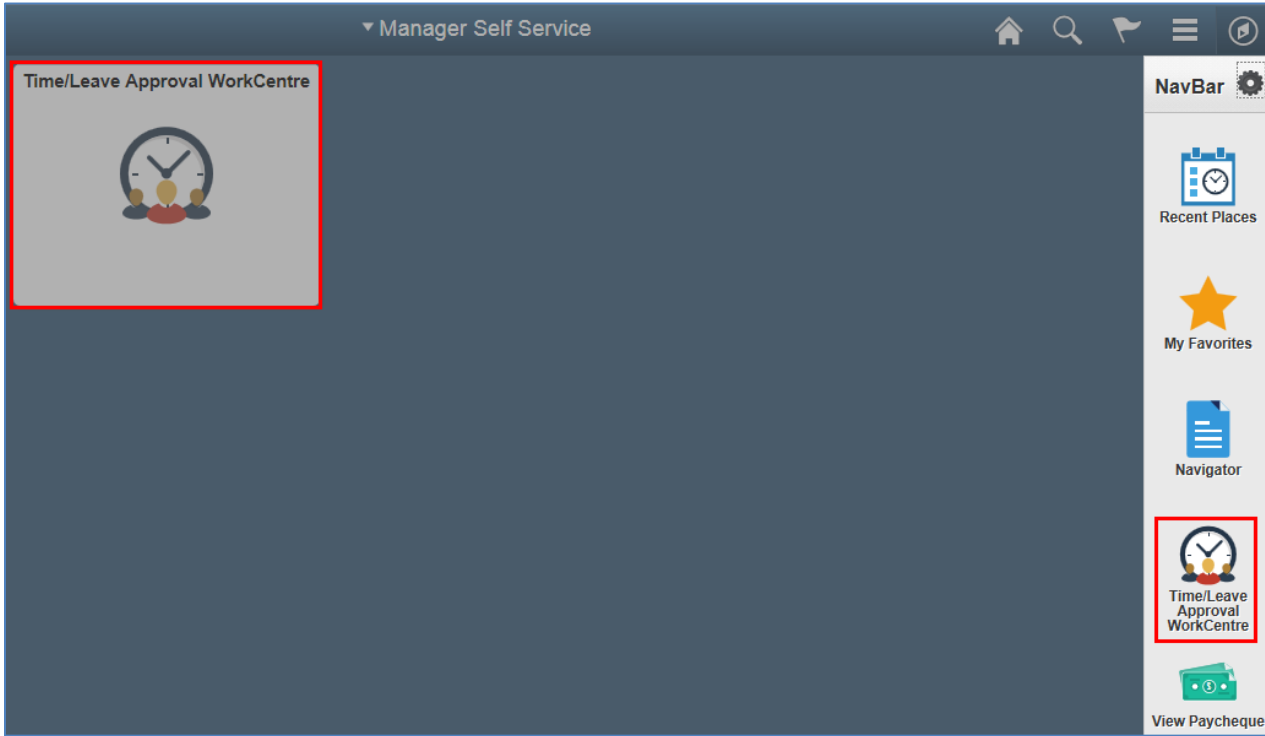
9.2	9.1
<p>Manager Self Service Homepage NEW!</p>  <p>The Time/Leave Approval WorkCentre is displayed. (Fluid Navigation). Click the tile to enter the Time/Leave Approval WorkCentre.</p>  <p>To navigate to other Homepages, click the Homepage</p>	<p>Manager Self Service</p>  <p>Both Employee Self Service and Manager Self Service Menus are displayed. (Classic Navigation)</p>

9.2 TIME/LEAVE APPROVAL WORKCENTRE

9.2	9.1
drop-down menu.	

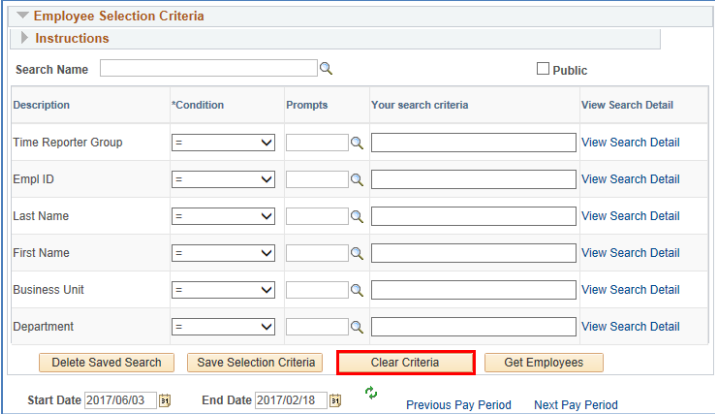
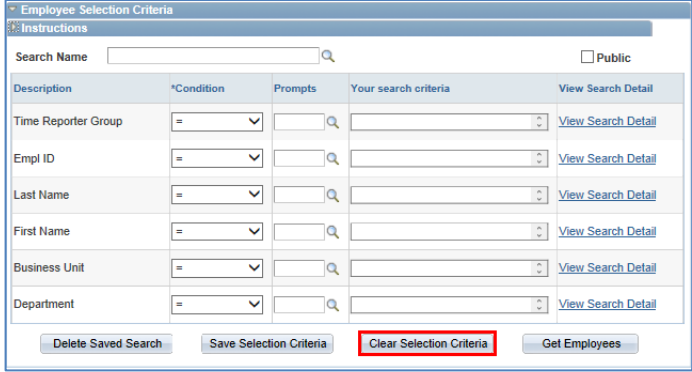
TIME/LEAVE EMPLOYEE WORKCENTRE

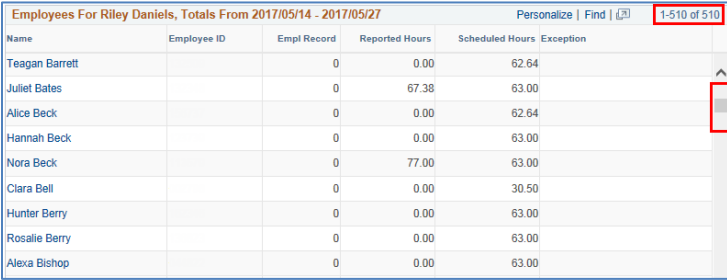
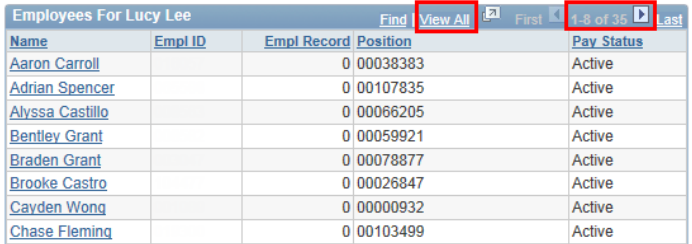

Navigate to the Time/Leave Approval WorkCentre by clicking the Time/Leave Approval WorkCentre Tile or the Time Leave Approval WorkCentre icon on the NavBar.

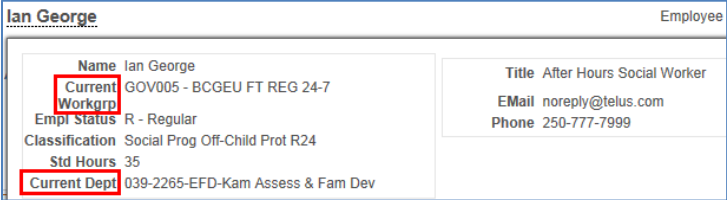
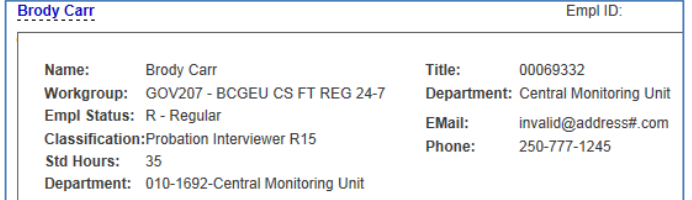


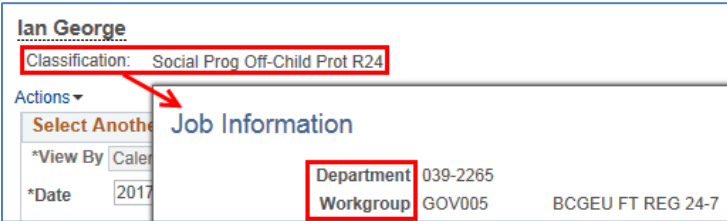



The following section provides a comparison of the current 9.1 and 9.2 Time/Leave Approval WorkCentres.

9.2	9.1																								
<p>Time/Leave Approval WorkCentre</p> <table border="1" style="margin-top: 10px;"> <thead> <tr> <th colspan="3">Outstanding Approvals</th> </tr> <tr> <th>Outstanding Approvals</th> <th>Total Count</th> <th>Current Pay Period Count</th> </tr> </thead> <tbody> <tr> <td>No Time Approvals</td> <td>0</td> <td>0</td> </tr> <tr> <td>No Leave Approvals</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Outstanding Approvals			Outstanding Approvals	Total Count	Current Pay Period Count	No Time Approvals	0	0	No Leave Approvals	0	0	<p>Time/Leave Approval WorkCentre</p> <table border="1" style="margin-top: 10px;"> <thead> <tr> <th colspan="3">Outstanding Approvals</th> </tr> <tr> <th>Outstanding Approvals</th> <th>Total Count</th> <th>Current Pay Period Count</th> </tr> </thead> <tbody> <tr> <td>Time Approvals</td> <td>8</td> <td>0</td> </tr> <tr> <td>No Leave Approvals</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Outstanding Approvals			Outstanding Approvals	Total Count	Current Pay Period Count	Time Approvals	8	0	No Leave Approvals	0	0
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9.2	9.1
There are no changes to menu options in the Time/Leave Approval WorkCentre.	
9.2	9.1
<p>Search Pages Clear Criteria button CHANGE!</p>  <p>On all search pages there is a name change of the “Clear Selection Criteria” button to “Clear Criteria.” Selecting this button clears previous search criteria.</p>	<p>Clear Selection Criteria</p>  <p>On all search pages, select the “Clear Selection Criteria” button to clear previous search criteria.</p>

9.2	9.1
<p>Dynamic “Employees For” search results NEW!</p>  <p>Search results on most search pages are displayed in a continuous list with a scroll to view all results, with no limit.</p>	<p>Static “Employees For” search results</p>  <p>The number of search results displayed is dependent on the search page. Click View All or  to navigate to see all results.</p>

9.2	9.1
<p>Name Hover CHANGE!</p>  <p>The Workgroup and Department field names have changed to <i>Current Workgrp</i> and <i>Current Dept</i>. The Name Hover displays the current Workgroup,</p>	<p>Name Hover</p>  <p>The Name Hover displays the current Workgroup, Department and Classification even if reviewing an</p>

<p>9.2</p> <p>Department and Classification even if reviewing an historical pay period, where this information may be different.</p>	<p>9.1</p> <p>historical pay period, where this information may be different.</p>
<p>9.2</p> <p>Classification Hover NEW!</p> <p>The employee’s classification is displayed under their name on the Timesheet. The Classification displayed is the Classification the employee is in for the selected pay period.</p> <p>You can now hover over the employee’s Classification to display the employee’s <i>Department</i> and <i>Workgroup</i> 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>9.1</p> <p>Classification</p> <p>The employee’s Classification is displayed under their name on the Timesheet. The Classification displayed is the Classification the employee is in for the selected pay period.</p> 

<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 Actions ▾ Select Another Timesheet *View By: Calendar Period ▾ Reported Hours: *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 *View By: Calendar Period ▾ Reported Hours: *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 Select Another Timesheet *View By: Calendar Period ▾ Reported Hours: 70.00 Previous Period Next Period *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 Periods.</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: Classification: Probation Interviewer R15 Empl Record: *View By: Calendar Period ▾ Reported Hours: 0.00 *Date: 2016/01/10 [BT] ↻ Scheduled Hours: 77.00</p> </div> <p>There is no header.</p>
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<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 [?] [X]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Day</th> <th>Date</th> <th>Status</th> <th colspan="4">Help - From 2017/08/20 to 2017/09/02</th> </tr> </thead> <tbody> <tr> <td>+</td> <td>Sun</td> <td>8/20</td> <td>New</td> <td colspan="3" rowspan="5"> Punch Time Reporting 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. Report elapsed time by specifying a TRC and entering the number of hours or units worked, or an amount in the Quantity field. </td> </tr> <tr> <td>+</td> <td>Mon</td> <td>8/21</td> <td>New</td> </tr> <tr> <td>+</td> <td>Tue</td> <td>8/22</td> <td>New</td> </tr> <tr> <td>+</td> <td>Wed</td> <td>8/23</td> <td>New</td> </tr> <tr> <td>+</td> <td>Thu</td> <td>8/24</td> <td>New</td> </tr> </tbody> </table> </div> <p>Help information is found in a new Help [?] icon.</p>	Day	Date	Status	Help - From 2017/08/20 to 2017/09/02				+	Sun	8/20	New	Punch Time Reporting 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. Report elapsed time by specifying a TRC and entering the number of hours or units worked, or an amount in the Quantity field.			+	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>Status</th> <th>In</th> <th>Out</th> <th>Punch Total</th> <th>Time Reporting Code</th> </tr> </thead> <tbody> <tr> <td>+</td> <td>Sun</td> <td>1/10</td> <td>New</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>+</td> <td>Mon</td> <td>1/11</td> <td>Submitted</td> <td>9:00:00AM</td> <td>5:00:00PM</td> <td>7.00</td> <td>Hours Worked</td> </tr> <tr> <td>+</td> <td>Tue</td> <td>1/12</td> <td>Submitted</td> <td>9:00:00AM</td> <td>5:00:00PM</td> <td>7.00</td> <td>Hours Worked</td> </tr> <tr> <td>+</td> <td>Wed</td> <td>1/13</td> <td>Submitted</td> <td>9:00:00AM</td> <td>5:00:00PM</td> <td>7.00</td> <td>Hours Worked</td> </tr> </tbody> </table> </div> <p>There is no help icon.</p>		Day	Date	Status	In	Out	Punch Total	Time Reporting Code	+	Sun	1/10	New					+	Mon	1/11	Submitted	9:00:00AM	5:00:00PM	7.00	Hours Worked	+	Tue	1/12	Submitted	9:00:00AM	5:00:00PM	7.00	Hours Worked	+	Wed	1/13	Submitted	9:00:00AM	5:00:00PM	7.00	Hours Worked
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9.2

Earliest Change Date NEW!

Timesheet
Ian George Employee ID 000000
 Classification: Social Prog Off-Child Prot R24 Empl Record 0
 Actions
 Select Another Timesheet
 *View By: Calendar Period Reported Hours: 70.00 Previous Period Next Period
 *Date: 2017/05/14 Scheduled Hours: 70.00
Earliest Change Date 2017/06/11

The Earliest Change Date (ECD) is the date of the earliest change made to an employee’s Timesheet. It is the date from which compensation rules are applied to what is recorded on a Timesheet.

You can make changes to an employee’s Timesheet up to 4 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).

Apply Rules

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 next pay period.

Time Administration

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 current pay period, and will reset the ECD to the beginning of the next future pay period.

ECD and Apply Rules

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.

If you make a change to a Timesheet 4 pay periods into the past, you will still have access to the Apply Rules button in the current and next pay periods.

9.1

Earliest Change Date

Brody Carr Empl ID: 011245
 Classification: Probation Interviewer R15 Empl Record: 0
 *View By: Calendar Period Reported Hours: 0.00 Previous Period Next Period
 *Date: 2016/01/10 Scheduled Hours: 77.00 Previous Employee Next Employee

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.

9.2	9.1
<p>No Apply Rules button displayed on a Timesheet</p> <p>On a rare occasion, you may come to a Timesheet where there is no Apply Rules button displayed. This indicates the pay period you are viewing is more than 2 months from the Earliest Change Date (ECD). The following warning is displayed.</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> <p>Earliest Change Date is too far back to run Rules in viewed period. Limit is 2 months.</p> </div> <p>When Time Administration runs, it will reset the ECD to the beginning of the <i>next future</i> 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>Apply Rules 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" style="width: 100%; border-collapse: collapse;"> <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>Apply Rules</p> <p>Apply Rules runs a subset of overtime compensation rules against what is recorded on an employee’s 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" style="width: 100%; border-collapse: collapse;"> <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
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<p>9.2</p> <p>Apply Rules and Time Administration 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 TLTAA001 (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: right;">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>Apply Rules and Time Administration</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>
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<p>9.2</p> <p>Payable Time Summary 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: <input type="text" value="2016/12/25"/> Previous Week Next Week</p> <p>End Date: <input type="text" value="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>Payable Time Summary</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: <input type="text" value="2016/01/10"/> Next Employee</p> <p>End Date: <input type="text" value="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
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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	35.00
Schedule Deviation	70.00	35.00	35.00	35.00
	0.000000	0.000000	0.000000	0.000000
Total Dollar Amount	0.00	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	35.00
Total Reported Hours	70.00	35.00	35.00	35.00
Total Scheduled Hours	70.00	35.00	35.00	35.00
Schedule Deviation	0.00	0.00	0.00	0.00
	0.000000	0.000000	0.000000	0.000000
Total Dollar Amount	0.00	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	0.00

The column header of the last column in the Reported Time Summary, and the Leave Time Summary, are 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

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

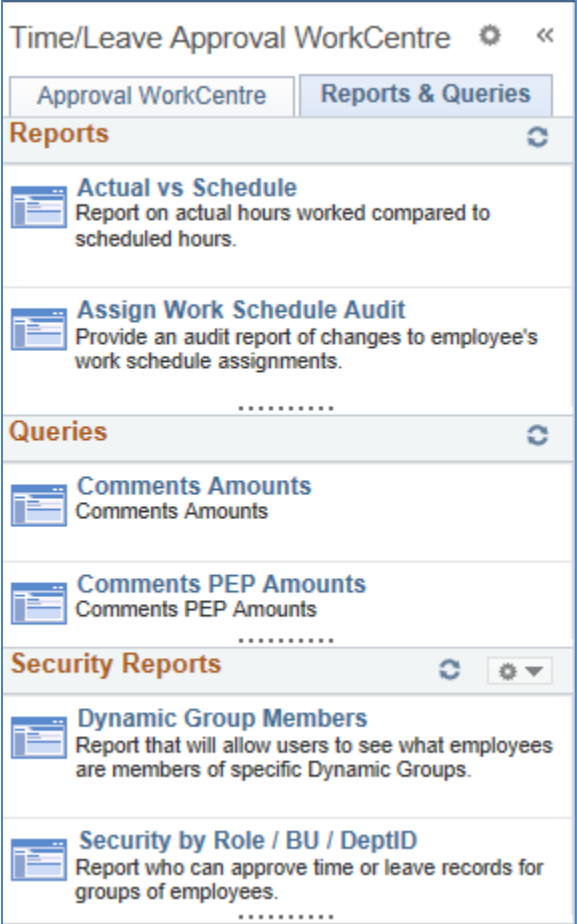
When you add a free form comment through the “Comments” bubble on the Timesheet, the date and time of when the comment was added, is displayed.

Reports and Queries

9.2

Reports and Queries NEW!

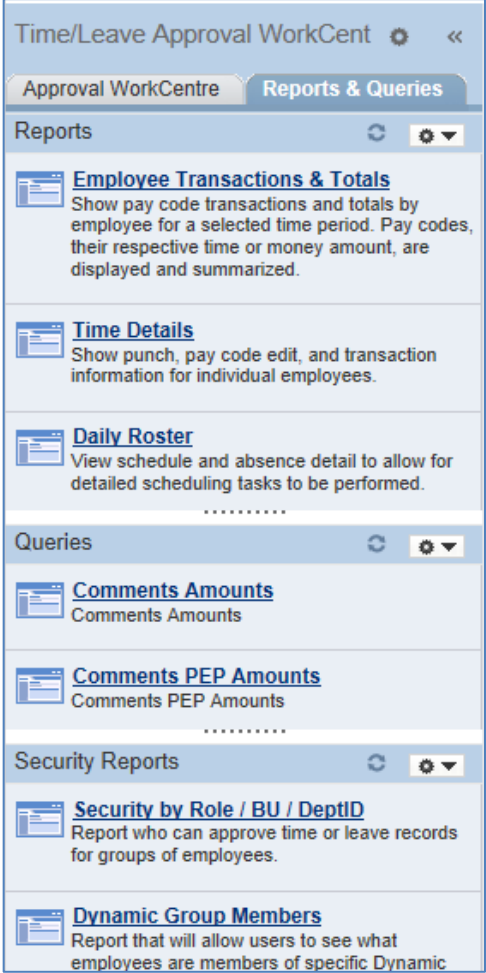
Reports and Queries are displayed in alphabetical order.



9.1

Reports and Queries

Reports and Queries are not displayed in alphabetical order.



Version History

1	September 15, 2017	Created by LA