

Time and Labor Timekeepers LSUNO V9.1

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Time and Labor Timekeepers – LSUNO V9.1

Time and Labor Introduction - LSUNO

Introduction

The Louisiana State University Health Science Center at New Orleans (LSUHSC) Timekeeper manual has been developed as a comprehensive guide for instruction on the proper use of the PeopleSoft Time & Labor System for Time and Attendance. PeopleSoft Time & Labor automates the manual processes related to tracking employee's time. It applies complex pay rules which enforce policies more effectively. This manual contains the information needed to learn the functions and procedures involved in entering timesheet information into Time and Labor.

Timekeepers should review employee's time information weekly to identify any discrepancies. The Time Detail reports are to be run at the end of the pay period and must be distributed to the employees for their review and signature to ensure that each employee is paid correctly.

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

- Collect the time information of employees.
- View employee's timecards.
- Make edits to employee's timecards to add, delete or change punches when necessary.
- Access, generate and run various types of reports.

• Create and manage schedules for employees that can be used to ensure accurate payment to employees based on work they are scheduled to perform; track attendance of employees; and track accruals.

Time and Labor Timesheet Overview

Navigation and Overview of Timesheet - LSUNO

Procedure

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

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

Overview of Hourly Timesheet

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

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

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

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

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

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Step	Action
10.	Begin Date: Begin date of the Pay Period from the Pay Calendar table.
	End Date: End date of the Pay Period from the Pay Calendar table.
	The Pay Rules link is a summary of the custom Pay Rule section on the Compensation page in Job Data.
	Click the Pay Rule link.
	Pay Rule

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

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

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

Training Guide

Time and Labor Timekeepers LSUNO V9.1

b Column Heading Description Plus [+] Button - Add another Row to Time sheet Minus [-] Button - Delete Row from Time sheet **Date -** Date the punch occurred. Day - Day of week. **Xfer** - Check box to indicate the employee floated to another department, or links punch data sets when an employee punches In and Out multiple times on a schedule workday, NOTE: Xfer will always be checked if punch times is from clock with transfer **In Time** - Time recorded as an in punch, when the employee starts their work day Out Time - Time recorded as an out punch, when the employee ends their work day **TRC** - TRC's (Time Record Codes) used to manually enter time, i.e. Leave. NOTE: Cannot be used with punch time Hours - Number of hours punched or leave time associated with specified date. **Cumulative** - List a cumulative total of all hours in the pay period as of a specific day. Cumulative hours should not be confused with Payable Hours. **Skip Meal** - Timekeeper can indicate if employee will receive pay for a meal break. Hazard/ In Chrg - Indicates if change in compensation is warranted based on the employee encountering a specified hazard or working in a more senior capacity. Callback - Indicates the employee is due Call Back compensation. **Override Overtime** - The business unit has the ability to override overtime with either 1.0 or 1.5 cash Comment Code - Comment Code used by the Timekeeper to specify reason for Manual Edits, or Overtime Override Account Code - LSUNO payroll utilizes the account code feature if time is paid by another department. Edit CF - LSUNO Payroll unitizes to edit the Account Code.

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

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

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

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Step	Action
18.	Payable Detail section:
	Date Date of the time reported
	Date - Date of the time reported
	Day - Day of the week TRC - Time Reporter Code
	Quantity - Hours associated with the TRC
	Department - List Dept Id if the person floated to another department.
19.	Payable Detail section:
	Status:
	AP-Approved
	CL-Closed
	DL-Diluted
	ES-Estimated
	IG-Ignore
	NA-Needs Approval
	NO-No Pay
	OE-Online Estimate
	PD-Distributed
	RP-Rejected by Payroll
	RV-Reversed Check
	SP-Sent to Payroll
	TP-Taken by Payroll

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

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

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Step	Action
22.	This completes the Introduction and Overview of Timesheet. End of Procedure.

Access an Employee's Time sheet

Add Punches to the Timesheet

Procedure

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

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

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

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

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Step	Action
5.	Enter the desired information into the Mon In field. Enter "8:28a".
	NOTE: When entering regular time, the system will automatically default to AM unless specified. When entering punch information using Regular Time, you must designate PM. You can enter "a" to designate AM and "p" to designate PM. Military Time can also be used instead of regular time.
	maaary 1 me can also be asea misteau of regular time.
6.	Enter the desired information into the Mon Out field. Enter "5:05p".

Step	Action
7.	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 entered using all four digits.

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

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Step	Action
11.	You can Save changes made to the timesheet at any time. When you Save your information, the system will automatically update any manual edits made to the page. Payable Time, however, will not be calculated until the Time Admin process is run.
	Click the Save button.
	Save)
12.	NOTE: Punch information entered as Military Time is converted to regular time once the timesheet is saved.
13.	Rounding Rules There are two (2) Rounding Rules that are applied to an employee's time when the Time Admin process is run. The Rounding Rules are:
	 The 6-Minute Rounding Rule - Applied to an employee working according to a pre-defined schedule; and The Tenth-Hour Rounding Rule - Applied to an employee working without or outside a schedule.

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

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

Correct and Delete Time

Procedure

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

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

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4.	For Tuesday, 09/16/16 the timesheet shows the employee worked 31.51 hours on that day. If the Hours calculation is greater than the difference between the In and Out times, most likely the date of the Out punch is incorrect. Click the Choose a date button to check the Out punch date.																
5.	The calendar shows that the Out punch date is 09/17/2016. Click the Close button.																
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Step	Action
6.	To correct the problem you will have to re-enter the information on a new row and delete the old row. Click the Add a new row at row 5 button.
7.	Enter the desired information into the Fri In field. Enter "8:33a".
8.	Enter the desired information into the Fri Out field. Enter "5:04p".
9.	Click the Row 5 Clear Balance button to delete the original row.
10.	Click the Save button.
11.	There is also a double-punch for Fri, 09/20/16. You will need to delete the red highlighted row to remove the double-punch data.
12.	You can Delete Time for a particular day by clicking on the minus sign (-), or Clear Balance Button, to the left of the Date field. The Clear Balance button only deletes time punch information. It will not delete information displayed in any of the other column fields. Click the Row 9 Clear Balance button.

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

Enter and Change Leave

Procedure

In this topic you will learn how to **Enter and Change Leave**.

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

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

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

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Step	Action
5.	Select the appropriate Leave Code from the list.
	Click the LAN - Leave - Annual BW Wage link.

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

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Step	Action
7.	Click the Look up TRC button for Friday, September 16th. $\overline{\mathbb{Q}}$

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

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

Enter a Non-Pay Code

Procedure

In this topic you will learn how to Enter a Non-Pay Code.

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

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Step	Action
2.	Click the Next Period >> link.
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Step	Action
3.	When an employee is on FMLA, Worker's Comp, or On-Job Training, you will enter a Non-Pay Code for hours worked. All Leave Codes are listed in the TRC Search option.
	NOTE: Non-Pay Codes are used for tracking purposes only; they do not indicate whether an employee is paid for the hours worked or not.
	Click the Mon Look up TRC button.
	٩
4.	The Non-Pay Codes are listed with other TRC leave options. The Non-Pay Codes are:
	JBT On-Job Training (an In and Out punch must be recorded) LFM FMLA Leave – Hours Only
	LWC Worker's Comp 1.0
	UK1 Unscheduled ST K-Time Used
	UK2 Unscheduled 1.5 K-Time Used UNA Unscheduled Annual Leave
	UNS Unscheduled Sick
	NOTE: An In and Out punch must be recorded for On-Job Training.

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

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

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

Cancel and Restore a Meal Deduction

Procedure

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

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

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Step	Action
3.	Click the button to the right of the Mon Skip/Take Meal field.
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Step	Action
4.	Click the 1ST option from the drop-down list to cancel the first meal deduction. <i>NOTE:</i> You can select the 2nd option to cancel the 2nd meal deduction. You can select All to cancel the 1st and 2nd meal deductions.

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

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

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

Enter Holiday Pay

Procedure

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

Step	Action
1.	HOLIDAY HOURS IN TIME AND LABOR
	The correct input of hours on a holiday is imperative to the payroll process. Proper input of holiday hours ensures the employee is paid correctly, and in a timely manner. It reduces the burden of correcting time improperly input.
	The LSUHSC Holiday Calendar determines holiday schedules. Generally, holiday schedules are uploaded in PeopleSoft Time and Labor prior to time being input. Therefore, when an employee's timecard is viewed, the holidays should appear on the timecard in green. There are key points to remember before entering time for holiday pay into PeopleSoft Time and Labor.
	Employees shall be eligible for compensation on holidays observed except:
	 When the employee's regular work schedule averages less than 20 hours a week; When the employee is on transient/restricted appointment or student workers; When the employee is on leave without pay (LWOP) immediately preceding and following the holiday period; When the employee is on an intermittent work schedule.
	Holidays for Part Time Employees-Less than 40 but more than 20 hours per week:
	If a holiday falls on a part-time employee's day off; the employee would receive compensation in an amount prorated to the number of hours normally worked. For example, if a part-time employee is scheduled to work 32 hours a week, Tuesday through Friday and a holiday falls on Monday, the employee should receive 6.4 hours of holiday pay (80% of 8 hours). However, if the holiday falls on Tuesday, Wednesday, Thursday or Friday (a regularly scheduled workday), then the employee should receive 8 hours of holiday pay.
2.	Scenario 1
	Scheduled holiday - employee does not work and is not scheduled to work.
	The green rows on the timesheet reflect holidays. If the holiday shown is correct, no further action is required. Once the timesheet is saved, the summary will reflect HOL-8 (Assumes the employee is paid for 8 Holiday hours).
3.	Scenario 2
	Scheduled holiday - employee works 4.30 hours on the holiday.

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

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

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Step	Action
17.	Enter the desired information into the Tue field. Enter "8".
	Tue

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Step	Action
18.	Click the Refresh Timesheet button.
	C Refresh

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Step	Action
19.	Click the Yes button to save the changes to the timesheet.
	Yes

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Step	Action
20.	This completes <i>Enter Holiday Pay</i> . End of Procedure.
Enter On-Call Time

Procedure

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

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

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Step	Action
3.	Click the Look up TRC button.
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Step	Action
4.	Click the ON CALL PAY link.
	CP1 ON CALL PAY
5.	Enter the desired information into the Wed field. Enter "12".
б.	Click the Save button.
	🔚 Save

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Step	Action
7.	Click the Look up TRC button.
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Step	Action
8.	Click the ON CALL PAY WEEKEND link.
	ON CALL PAY WEEKEND

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Step	Action
9.	Enter the desired information into the Sat field. Enter "12".

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Step	Action
10.	Click the Save button.
	(E Save)

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

Manage Schedules

Manage Schedules

Procedure

In this topic you will learn how to Manage Schedules.

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

Favorites 🔻	Main Menu 🔻		🟫 Home
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PS9HRTF WEBRCB2			
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Step	Action
1.	Click the Main Menu button.
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Set Up HRMS > Reporting Tools > PeopleTools > LSUHSC Processes >		-	•	Personaliz	e Content Layout
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Step	Action	
2.	Click the LSUHSC Processes menu.	
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		wy Personalizations		
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Step	Action
3.	Click the Time and Labor menu.
	Time and Labor

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

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EBRCB2		New Window Help Personalize Page 🗐
Date Range Schedules		
Employee Selection Criteria	1	
Description Time Reporter Group	Value	
Empl ID		
Empl Record		
Last Name		
First Name		
Business Unit		
Job Code		
Job Description		
Department		
Supervisor ID		
Reports To Position Number		
ocation Code		
Company	8	
North American Paygroup	9	
Global Payroll Paygroup	9	
Norkgroup	Q.	
Taskgroup	9	
	9	

Step	Action
6.	You will enter your seven-digit Department ID number into the Department field. The New Orleans designation, 'NO' must precede the seven-digit Department ID number. If you do not know your Department ID number, you can search for it using the Look up Department feature to the right of the department field. Enter the desired information into the Value field. Enter "NO00000000". Department
7.	Click the Get Employees button. Get Employees
8.	In this exercise, the employee on Line 7 will be off on Monday, 9/26/16 and the employee on Line 8 will work on Monday, 9/26/16.
9.	Click the Row 7 Monday 8.5 Hours link.
	8.5 Hours

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PS9HRTRN VEBRCB2						
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John Doe		Empl	loyee ID:			
Job Title:		Empl	loyment Reco	ord Number:0		
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*Schedule Type: Punch 🗸						
Refresh Schedule (Existing schedule will	I be cleared and refresh	ed based on the above	e selections.)			
Primary Schedule						
Schedule Detail						
Shift ID Taskgroup	Off Shift In	Out Time	Zone S	ched Hrs More		
Q Q	2:00:00	P 10:30:00i	Q	8.50 More	+ -	
Training Details						
lo training data for today						
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to absence data for today						
Holiday Details						
No holiday data for today						
Save						
Return to Manage Schedules						
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Step	Action
10.	Click the Off Shift option.
11.	Click the Save button.
	Save

9 E											
	Name	Empl ID	Rcd#	Total Hours	Monday 09/26/2016	Tuesday 09/27/2016	Wednesday 09/28/2016	Thursday 09/29/2016	Friday 09/30/2016	Saturday 10/01/2016	
1	John Doe		1	0.00	No Schedule	No Schedule					
2	John Doe		1	85.00	8.5 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM					
3	John Doe		12	0.00	No Schedule	No Schedule					
1	John Doe		1	85.00	8.5 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM					
5	John Doe		1	85.00	8.5 Hours 2:00 PM-10:30 PM	0 Hours 12:00 AM-12:00 AM					
5	John Doe		0	85.00	8.5 Hours 9:45 PM-6:15 AM ➡	8.5 Hours 9:45 PM-6:15 AM ⇔	8.5 Hours 9:45 PM-6:15 AM ⇔	8.5 Hours 9:45 PM-6:15 AM ⇔	8 <u>.5 Hours</u> 9:45 PM-8:15 AM ⇔	0 Hours 9:45 PM-6:15 AM	
-	John Doe		0	76.50	0 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	0 Hours 12:00 AM-12:00 AM	
в	John Doe		0	0.00	0 Hours 2:00 PM-10:30 PM	0 Hours 12:00 AM-12:00 AM	Ī				
9	John Doe		0	85.00	8.5 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM					
	John Doe		0	85.00	8.5 Hours 6:00 AM-2:30 PM	0 Hours 6:00 AM-2:30 PM					
1	John Das			95.00	8.5 Hours 1:45 PM-10:15 PM	8.5 Hours 1:45 PM-10:15 PM	8.5 Hours 1:45 PM-10:15 PM	8.5 Hours	8.5 Hours 1:45 PM-10:15 PM	0 Hours 1:45 PM-10:15 PM	

Step	Action
12.	Click the Row 8 Monday 0 Hours link.

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WEBRCB2															
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John Doe	and the second						Employee ID:								
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Save															
Return to Man	age Sch	edules													
🖃 Notify															

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

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91 BF										
N	ame	Empl ID	Rcd#	Total Hours	Monday 09/26/2016	Tuesday 09/27/2016	Wednesday 09/28/2016	Thursday 09/29/2016	Friday 09/30/2016	Saturday 10/01/2016
1 J	ohn Doe		1	0.00	No Schedule	No Schedule				
2 J	ohn Doe		1	85.00	8.5 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM				
3 J	ohn Doe		12	0.00	No Schedule	No Schedule				
4 JI	ohn Doe		1	85.00	8.5 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM				
5 J	ohn Doe		1	85.00	8.5 Hours 2:00 PM-10:30 PM	0 Hours 12:00 AM-12:00 AM				
5 J	ohn Doe		0	85.00	8.5 Hours 9:45 PM-6:15 AM ➡	8.5 Hours 9:45 PM-6:15 AM ⇔	8.5 Hours 9:45 PM-6:15 AM ⇔	8.5 Hours 9:45 PM-6:15 AM ⇔	8.5 Hours 9:45 PM-8:15 AM ⇔	0 Hours 9:45 PM-6:15 AM
7 J	ohn Doe		0	76.50	0 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	8.5 Hours 2:00 PM-10:30 PM	0 Hours 12:00 AM-12:00 AM
3 J	ohn Doe		0	8.50	8.5 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM	0 Hours 12:00 AM-12:00 AM
) Ji	ohn Doe		0	85.00	8.5 Hours 2:00 PM-10:30 PM	0 Hours 2:00 PM-10:30 PM				

Step	Action
17.	Click the Row 5 Monday 8.5 Hours link.
	8.5 Hours

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John Doe					Employee ID:					
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*Schedule Type: F	Punch 🔽									
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Training Details										
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Save										
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Step	Action
18.	Enter the desired information into the In field. Enter "10:00 PM".
19.	Enter the desired information into the Out field. Enter "6:00 AM".

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Job Title:						Empi	oyment Record	Number: 1			
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Step	Action
20.	Click the Save button.
	Save
21.	The schedule is adjusted to reflect the new work hours for the employee on Line 5.

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

Step	Action
22.	Click the Home link.
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Step	Action
23.	This completes <i>Manage Schedules</i> . End of Procedure.

Assign Predefined Work Schedule

Procedure

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

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

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Step	Action
2.	Click the Main Menu button.
	Main Menu 🔻

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PS9HRTR WEBRCB2	2	>		
WEBRCB2		÷		
	Manager Self Service	•	Personalize Content	Layout
	Time and Labor	•		
	Set Up HRMS	•		
	Reporting Tools	•		
	PeopleTools	•		
	LSUHSC Processes	>		
	My Personalizations			
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Step	Action
3.	Click the LSUHSC Processes menu.
	LSUHSC Processes
4.	Click the Time and Labor menu.
	Time and Labor
5.	Click the Assign Work Schedule menu.
	Assign Work Schedule

Favorites 🔻	Main Menu 🔻 > LSUHSC Processes 🄻 > Time and Labor 🔻 > Use 🔻 > Assign Work Schedule	🏫 Home
PS9HRTE	RN	
PS9HRTF WEBRCB2		
		New Window Help 📰
Assign Work	rk Schedule	
Enter any inform	mation you have and click Search. Leave fields blank for a list of all values.	
Find an Exist	sting Value	
Search C	Criteria	
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Class Indc: F/P Time:		
Set ID:	begins with V SHARE	
Department:		
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Include Hist		
Include His	story Case sensitive	
Search	Clear Basic Search 🖾 Save Search Criteria	

Step	Action
6.	Enter the desired information into the Empl ID field. Enter "0000000". Empl ID: begins with
7.	Click the Search button.
8.	In this exercise, you will Create a Personal Schedule for the employee for the Pay Period beginning October 10, 2016. The employee will work Monday - Friday, 8:00 AM - 4:30 PM.

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	/ork Schedule		- I ID			
John Doe Job Title:			Employee ID: Empl Record:	0		
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Expansion Expansion	d to view Instructions					
Assign Sch			Perso	nalize Find View A	II 🗖 🔜 🛛 First 🕚 1 of	1 🕑 Last
Primary Sch	nedule 💷					
ffective Date	Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule	
4/05/2010	Create Personal Schedule	SHARE		Conversion	Show Schedule	E
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	tory of Schedule Assignment	ts, including defa	ult changes			
	tory of Schedule Assignment	ts, including defa	ult changes	(👔 Update/Display	lude History
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		ts, including defa	ult changes		Update/Display	lude History
		ts, including defa	ult changes		Update/Display	lude History

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

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Primary Schee	dule 💷					
ffective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Create Schedule	
0/10/2016	Select Predefined Schedule	SHARE		Conversion	Create Schedule 🛨 🖃	
4/05/2010	Use Default Schedule Create Personal Schedule	SHARE		Conversion	Show Schedule	
View histor	ry of Schedule Assignments,	including default ch	andes			
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Save 🔯	Return to Search			🔊 Update	e/Display Include History	

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

Favorites 🔻	Main Menu 🔻 > LSUHSC	Processes 🔻 >	Time and Labor 🔻 >	Use 🔻 > 🛛 Assign Work Sc	hedule		🏫 Home
PS9HRT	RN						
WEBRCB2							
					New W	/indow Help Persona	alize Page 🔲
Assign V	Vork Schedule						
John Doe		1	Employee ID:				
Job Title:			Empl Record:	0			
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Primary Sc			Personalize		First I-2 01 2	Casi Casi	
*Effective Date		Schedule Group	Schedule ID	Description	Show Schedule		
10/10/2016	Select Predefined Schedule	SHARE Q	9		Show Schedule	+ -	
04/05/2010	Create Personal Schedule	SHARE		Conversion	Show Schedule	+	
View his	story of Schedule Assignment	including defaul	t changes				
,	story or conclude ricongiliterit	s, moraanig aoraa	e ontangoo				
🔚 Save	Return to Search			🔎 Updat	te/Display 🖉 Inclu	de History	

Step	Action
15.	Click the Row 1 Look up Schedule ID button.
	9
16.	Select a Predefined schedule from the search results.
	These schedules are the most commonly used schedules at LSUHSC-NO Campus. If a schedule it not listed, it will be necessary to create a new schedule to assign to the employee.
	Click the 8:00A-4:30P M-F link. 8:00A-4:30P M-F

Favorites 🔻	Main Menu 🔻 > LSUHSC P	rocesses 🔻 > 🧵	Fime and Labor 🔻 >	Use 🔻 > 🛛 Assign Work	Schedule 🏫	Home
PS9HRT	RN					
WEBRCB2						
					New Window Help Personalize Page	
Assign V	/ork Schedule					
John Doe		E	Employee ID:			
Job Title:		E	Empl Record:	0		
Expan	d to view Instructions					
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*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule	
10/10/2016 [Select Predefined Schedule V	SHARE Q	8:00A-4:30P M-F	8:00A-4:30P M-F	Show Schedule + -	
04/05/2010	Create Personal Schedule	SHARE		Conversion	Show Schedule	
View his	tory of Schedule Assignments,	including defaul	t changes			
Save 3	Return to Search			Updat	te/Display	

Step	Action
17.	Click the Show Schedule link.
	Show Schedule

S9HRTR	Main Menu 🔻	,			or▼ > Use▼	, <u>.</u>				A Home
EBRCB2 From Date:	10/10/2016	81	Load Ca	lendar						ļ
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Shift Time	Configurable To	tals 📧	T.)			r croonanzo [ri		11100		
Day	Date	DUR	Workday ID	Shift ID	In	Out	Time Zone	Sched Hrs	Shift Detail	
Monday	10/10/2016				8:00:00AM	4:30:00PM	CST	8.50	Shift Detail	
Tuesday	10/11/2016				8:00:00AM	4:30:00PM	CST	8.50	Shift Detail	
Wednesday	10/12/2016				8:00:00AM	4:30:00PM	CST	8.50	Shift Detail	
Thursday	10/13/2016				8:00:00AM	4:30:00PM	CST	8.50	Shift Detail	
Friday	10/14/2016				8:00:00AM	4:30:00PM	CST	8.50	Shift Detail	
Saturday	10/15/2016				8:00:00AM	4:30:00PM	CST			
Sunday	10/16/2016				8:00:00AM	4:30:00PM	CST			
Monday	10/17/2016				8:00:00AM	4:30:00PM	CST	8.50	Shift Detail	
Tuesday	10/18/2016				8:00:00AM	4:30:00PM	CST	8.50	Shift Detail	
Wednesday	10/19/2016				8:00:00AM	4:30:00PM	CST	8.50	Shift Detail	
Thursday	10/20/2016				8:00:00AM	4:30:00PM	CST	8.50	Shift Detail	
Friday	10/21/2016				8:00:00AM	4:30:00PM	CST	8.50	Shift Detail	
Saturday	10/22/2016				8:00:00AM	4:30:00PM	CST			
Sunday	10/23/2016				8:00:00AM	4:30:00PM	CST			

Step	Action
18.	Click the OK button.
	OK

Favorites 🔻	Main Menu 🔻 > LSUHSC P	rocesses 🔻 > 🛛	Fime and Labor 🔻 >	Use 🔻 > 🛛 Assign Work Sc	hedule	🏫 Home
PS9HRTR	N					
WEBRCB2	N.					
					New Window	Help Personalize Page 📰 -
Assign W	ork Schedule					
John Doe		E	Employee ID:			
Job Title:		E	Empl Record:	0		
Expand	to view Instructions					
Assign Sche	dules		Personalize	Find View All 💷 🔣	First 🕚 1-2 of 2 🕑 Last	
Primary Sch	edule 💷					
*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule	
					Show Schedule + -	
10/10/2016	Select Predefined Schedule V	SHARE	8:00A-4:30P M-F	8:00A-4:30P M-F	Show Schedule + -	
04/05/2010	Create Personal Schedule	SHARE		Conversion	Show Schedule +	
View hist	ory of Schedule Assignments,	including default	changes			,
V TICK INSU	if of schedule Assignments,	including actual	chunges			
📄 Save 🔯	Return to Search			🔊 Update/	Display 🖉 Include History	/

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

Assign or Create Work Schedules

Procedure

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

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

9HRTRN BRCB2	
BRCB2	
Personalize Conte	nt Layout
	>

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

Step	Action			
4.	Navigation to Assign or Create Work Schedule:			
	Main Menu > LSUHSC Processes > Time and Labor > Use > click the Assign Work Schedule menu. Image: I			
5.	Click the Assign Work Schedule menu. Assign Work Schedule			

Find an Existin		arch. Leave fields b	blank for a list of all values.		
	n Value				
	g value				
Search Crit	teria				
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Include Histor	ry Case Sensitive				
Search	Clear Basic Search	Save Search Cri	iteria		

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

Assign Work	Constants		Employee ID:			
			Empl Record:	0		
Expand to vi	ew Instructions					
Assign Schedule Primary Schedule			Persor	nalize Find View All	🗷 🔜 🛛 First 🕚 1 of 1 🕚	🕑 Last
ffective Date Assi	gnment Method	Schedule Group	Schedule ID	Description	Show Schedule	
4/05/2010 Crea	ate Personal Schedule	SHARE		Conversion	Show Schedule	
View history of	of Schedule Assignment	s, including defa	ult changes			
Save 🔯 Ret	turn to Search			j.	Update/Display	e History

Step	Action
9.	Click the Add a new row at row 1 button.
10.	The Effective Date is the date the schedule change will begin. This should be the pay period start date.
	Click the Row 1 Choose a date button.
	31
11.	Click the desired date.

-	k Schedule					
ohn Doe		Em	ployee ID:			
ob Title:		Emp	I Record:	D		
Expand to	view Instructions					
Assign Schedu			Personalize	Find View All 🖉 🔣	First 🕚 1-2 of 2 🕑 Last	
Primary Schedu	*Assignment Method	Schedule Group	Schedule ID	Description	Create Schedule	
0/10/2016	Create Personal Schedule	SHARE		Conversion	Create Schedule	
/05/2010	Create Personal Schedule	SHARE		Conversion	Show Schedule	
	of Schedule Assignments, in	cluding default ch	anges		Diselar.	
Save 💽 R	eturn to Search				Display Include History	

Step	Action
12.	Click in the Create Schedule field.
	Create Schedule

Favorites 🔻 M	lain Menu 🔻	> LSUHSC Processes 🔻	> Time an	d Labor 🔻 > 🛛 Use 🤻	Assign Work Schedu	ule	🏫 Home
PS9HRTRN	1						
WEBRCB2							
Definition	chedule Shifts					New Window Help	Personalize Page 🛛 📰
	chedule onina						
John Doe			Empl ID				
Job Title:			Empl Re	ecord: 0			
Schedule Detai	ils			Find View All	First 🕚 1 of 1 🕑 Last		
Effective Date:	:	10/10/2016					
*Description:		Conversion		Short Description:	Conversion		
*Definition Typ	e:	Punch	~	Days in Schedule:	14		
*Daylight Savin		Fixed Time	~				
	or Time Repor	-					
Default Taskg		Q					
Task Template		-					
Time Reportin	g Template ID:	٩					
OK	Cancel A	pply				2 Refresh	
Definition Schedu		ppy				C Reliedin	

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

Select	Day V	Vorkday ID	Shift ID	Off Shift	In	Out	Time Zone	Sched Hrs	More	Shift has changing elements	
	1	Q	9A-530P		9:00:00AM	5:30:00PM	CST	8.50	More		÷
	2	Q	Q		8:30:00AM	5:00:00PM	Q	8.50	More		+
	3	Q	Q		8:30:00AM	5:00:00PM	Q	8.50	More	of the second se	+
	4	Q	Q		8:30:00AM	5:00:00PM	Q	8.50	More	uju t	+
	5	Q			8:30:00AM	5:00:00PM	Q	8.50	More	÷.	+
	6	Q	Q		12:00:00AM	12:00:00AM	Q	0.00	More	efe.	+
	7	Q	Q	✓	12:00:00AM	12:00:00AM	Q	0.00	More	uju 1	+
	8	Q	Q		8:30:00AM	5:00:00PM	Q	8.50	More	ee.	+
	9	Q	Q		8:30:00AM	5:00:00PM	Q	8.50	More	uga I	+
	10	٩	Q		8:30:00AM	5:00:00PM	Q	8.50	More		+
	11	٩	Q		8:30:00AM	5:00:00PM	Q	8.50	More	GB	+
	12	Q	Q		8:30:00AM	5:00:00PM	Q	8.50	More	GB	+
	13	Q	Q		12:00:00AM	12:00:00AM	Q	0.00	More	B	+
	14	Q	Q		12:00:00AM	12:00:00AM	Q	0.00	More	- GB	+
Vorking wi	ith Shift	Details									
Select All ays in Sch		eselect All 🗎	Copy 🛍 F	Paste t Dav: 1		🖉 Clear Sh	hifts				
Paste Repet		1	Copy Buffer End								

Step	Action									
17.	If the employee works the same hours throughout the schedule, you can copy the information in Day 1 and paste it to other days within the schedule. Click the Day 1 Select option.									
Select	Day Workday ID)	Shift ID	Off Shift	In	Out	Time Zone	Sched Hrs More	Shift has changing elements	
---------------------------------------	-------------------	---	--------------------------------------	--------------	------------	------------	-----------	-------------------	-----------------------------	---
	1	Q	9A-530P Q		9:00:00AM	5:30:00PM	CST	8.50 More		+
	2	Q	Q		8:30:00AM	5:00:00PM	Q	8.50 More	ាំ	+
	3	Q	Q		8:30:00AM	5:00:00PM	Q	8.50 More	G	+
	4	Q	Q		8:30:00AM	5:00:00PM	Q	8.50 More		+
	5	Q	Q		8:30:00AM	5:00:00PM	Q	8.50 More		+
	6	Q	Q		12:00:00AM	12:00:00AM	Q	0.00 More		+
	7	Q	Q	✓	12:00:00AM	12:00:00AM	Q	0.00 More		+
	8	Q	Q		8:30:00AM	5:00:00PM	Q	8.50 More		+
	9	Q	Q		8:30:00AM	5:00:00PM	Q	8.50 More		+
	10	Q	Q		8:30:00AM	5:00:00PM	Q	8.50 More		+
	11	Q	Q		8:30:00AM	5:00:00PM	Q	8.50 More		+
	12	Q	Q		8:30:00AM	5:00:00PM	Q	8.50 More	.	+
	13	Q	Q	~	12:00:00AM	12:00:00AM	Q	0.00 More		+
	14	Q	Q	\checkmark	12:00:00AM	12:00:00AM	Q	0.00 More		+
Vorking w	ith Shift Details									
Select A Days in Sch Paste Repe	edule: 14		Copy Euffer Start Copy Buffer End	Day: 1		🖉 Clear St	hifts			

Step	Action
18.	Click the Copy link.

1 Q 9A-530P Q 9:00:00AM 5:30:00PM CST 8:50 More 2 Q Q 8:30:00AM 5:00:00PM Q 8:50 More gla 3 Q Q 8:30:00AM 5:00:00PM Q 8:50 More gla 4 Q Q 8:30:00AM 5:00:00PM Q 8:50 More gla 5 Q Q 8:30:00AM 5:00:00PM Q 8:50 More gla 6 Q Q 8:30:00AM 5:00:00PM Q 8:50 More gla 7 Q Q 12:00:00AM 12:00:00AM Q 0:00 More gla 8 Q Q 8:30:00AM 5:00:00PM Q 8:50 More gla 8 Q Q 12:00:00AM Q 0:00 More gla 8 Q Q 8:30:00AM 5:00:00PM Q <th>+ + + + + +</th> <th>ut ut</th> <th>50 More</th> <th></th> <th>CST</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	+ + + + + +	ut ut	50 More		CST							
3 Q Q 8.30.00AM 5.00.00PM Q 8.50 More egh 4 Q Q 8.30.00AM 5.00.00PM Q 8.50 More egh 5 Q Q 8.30.00AM 5.00.00PM Q 8.50 More egh 6 Q Q 12.00.00AM 12.00.00AM Q 0.00 More egh 7 Q Q 12.00.00AM 12.00.00AM Q 0.00 More egh 8 Q Q 12.00.00AM 500.00PM Q 8.50 More egh 9 Q Q 8.30.00AM 500.00PM Q 8.50 More egh	+	្រា		-		5:30:00PM	9:00:00AM		9A-530P	Q	1	
4 Q Q B 30:00AM 5:00:00PM Q 8:50 More gf3 5 Q Q B 30:00AM 5:00:00PM Q 8:50 More gf3 6 Q Q 12:00:00AM 12:00:00AM Q 0:00 More gf3 7 Q Q 12:00:00AM 12:00:00AM Q 0:00 More gf3 8 Q Q 12:00:00AM 5:00:00PM Q 8:50 More gf3 9 Q Q 8:30:00AM 5:00:00PM Q 8:50 More gf3	+	-		8.	Q	5:00:00PM	8:30:00AM		Q	Q	2	
5 Q Q 83000AM 50000PM Q 850 More 96 6 Q Q 120000AM 120000AM Q 0.00 More 96 7 Q Q 120000AM 120000AM Q 0.00 More 96 8 Q Q 83000AM 50000PM Q 850 More 96 9 Q Q 83000AM 50000PM Q 850 More 96		0	50 More	8.	Q	5:00:00PM	8:30:00AM		٩	Q	3	
6 Q Q 12:00:00AM 12:00:00AM Q 0.00 More 9 7 Q Q 12:00:00AM 12:00:00AM Q 0.00 More 9 8 Q Q 8:30:00AM 5:00:00PM Q 8:50 More 9 9 Q Q 8:30:00AM 5:00:00PM Q 8:50 More 9	+	680	50 More	8.	Q	5:00:00PM	8:30:00AM		٩	Q	4	
7 Q Q I2:00:00AM I2:00:00AM Q 0.00 More gB 8 Q Q 8:30:00AM 5:00:00PM Q 8:50 More gB 9 Q Q 8:30:00AM 5:00:00PM Q 8:50 More gB		ច្រា	50 More	8.	Q	5:00:00PM	8:30:00AM		Q	Q	5	
8 Q Q 8:30:00AM 5:00:00PM Q 8:50 More upb 9 Q Q 8:30:00AM 5:00:00PM Q 8:50 More upb	+	ច្រិ	00 More	0	Q	12:00:00AM	12:00:00AM	✓	٩	Q	6	
9 (8.50 More 반화	+	uga I	00 More	0	Q	12:00:00AM	12:00:00AM	✓	٩	Q	7	
	+	G	50 More	8.	Q	5:00:00PM	8:30:00AM		Q	Q	8	
	+	ili i	50 More	8.	Q	5:00:00PM	8:30:00AM		٩	Q	9	
10 0 0 8:30:00AM 5:00:00PM 0 8:50 More 199	+	G	50 More	8.	Q	5:00:00PM	8:30:00AM		Q	Q	10	
11 Q Q 8:30:00AM 5:00:00PM Q 8:50 More 🕫	+	B	50 More	8.	Q	5:00:00PM	8:30:00AM		٩	Q	11	
12 Q Q 8:30:00AM 5:00:00PM Q 8:50 More 6	+	B	50 More	8.	Q	5:00:00PM	8:30:00AM		٩	Q	12	
□ 13 Q Q I 12:00:00AM 12:00:00AM Q 0.00 More 🕫	+	- 97	00 More	0.	Q	12:00:00AM	12:00:00AM	\checkmark	٩	Q	13	
□ 14 □ Q □ Q I 12:00:00AM 12:00:00AM Q 0.00 More 🥵	+	B	00 More	0.	Q	12:00:00AM	12:00:00AM	\checkmark	Q	Q	14	
Vorking with Shift Details										Details	th Shift	/orking w
🗹 Select All 🔲 Deselect All 📴 Copy 📋 Paste 🧟 Clear Shifts					ifts	<u> </u> Clear Sh		ay: 1	Copy Euffer Start Da Copy Buffer End Da	14	edule:	Select A ays in Sch aste Repe

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

Select	Day Workda	y ID	Shift ID	Off Shift	In	Out	Time Zone	Sched Hrs	More	Shift has changing elements	
	1	Q	9A-530P		9:00:00AM	5:30:00PM	CST	8.50	More		+
	2	Q	٩		8:30:00AM	5:00:00PM	Q	8.50	More	ម្រិ	+
	3	Q	Q		8:30:00AM	5:00:00PM	Q	8.50	More	G	+
	4	Q	Q		8:30:00AM	5:00:00PM	Q	8.50	More		+
	5	Q	Q		8:30:00AM	5:00:00PM	Q	8.50	More	G	+
	6	Q	Q	\checkmark	12:00:00AM	12:00:00AM	Q	0.00	More		+
	7	Q	٩	✓	12:00:00AM	12:00:00AM	Q	0.00	More	6	+
	8	Q	٩		8:30:00AM	5:00:00PM	Q	8.50	More		+
	9	Q	٩		8:30:00AM	5:00:00PM	٩	8.50	More		+
	10	Q	Q		8:30:00AM	5:00:00PM	Q	8.50	More		+
	11	Q	٩		8:30:00AM	5:00:00PM	Q	8.50	More	- 	+
	12	Q	٩		8:30:00AM	5:00:00PM	Q	8.50	More		+
	13	Q	٩	~	12:00:00AM	12:00:00AM	Q	0.00	More	B	+
	14	Q	Q	~	12:00:00AM	12:00:00AM	Q	0.00	More	B	+
Vorking w	vith Shift Detail	S									
Select A Days in Scl Paste Repe	hedule: 14		Copy 🔋 Pa Copy Buffer Start I Copy Buffer End D	Day: 1		🖉 Clear Sł	hifts				

Step	Action
20.	Select the day of the schedule where you want the system to begin copying the information.
	Click the Day 2 Select option.

Select	Day W	lorkday ID	Shift ID		Off Shift	In	Out	Time Zone	Sched Hrs	More	Shift has changing elements	
	1	٩	9A-530P	٩		9:00:00AM	5:30:00PM	CST	8.50	More		+
	2	Q		Q		8:30:00AM	5:00:00PM	٩	8.50	More		+
	3	Q		Q		8:30:00AM	5:00:00PM	Q	8.50	More	G	+
	4	٩		Q		8:30:00AM	5:00:00PM	٩	8.50	More	6	+
	5	Q		Q		8:30:00AM	5:00:00PM	Q	8.50	More		+
	6	Q		Q	✓	12:00:00AM	12:00:00AM	٩	0.00	More	uli I	+
	7	Q		Q	~	12:00:00AM	12:00:00AM	٩	0.00	More	6	+
	8	Q		Q		8:30:00AM	5:00:00PM	Q	8.50	More		+
	9	Q		Q		8:30:00AM	5:00:00PM	٩	8.50	More	B	+
	10	Q		Q		8:30:00AM	5:00:00PM	Q	8.50	More		+
	11	Q		Q		8:30:00AM	5:00:00PM	Q	8.50	More	B	+
	12	Q		Q		8:30:00AM	5:00:00PM	٩	8.50	More		+
	13	Q		Q	✓	12:00:00AM	12:00:00AM	Q	0.00	More		+
	14	Q		Q	✓	12:00:00AM	12:00:00AM	٩	0.00	More		+
lorking w	ith Shift E		_									
Select A ays in Sch aste Repe	edule:	14	Copy Copy Buffer Copy Buffer	-			🖉 Clear Sh	ifts				

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

Select	Day Wo	rkday ID	Shift ID		Off Shift	In	Out	Time Zone	Sched Hrs	More	Shift has changing elements	
	1	Q	9A-530P	Q		9:00:00AM	5:30:00PM	CST	8.50	More		+
	2	Q	9A-530P	Q		9:00:00AM	5:30:00PM	CST	8.50	More		+
	3	Q	9A-530P	Q		9:00:00AM	5:30:00PM	CST	8.50	More		+
	4	٩	9A-530P	Q		9:00:00AM	5:30:00PM	CST	8.50	More		+
	5	Q	9A-530P	Q		9:00:00AM	5:30:00PM	CST	8.50	More		+
	6	Q		Q	✓	12:00:00AM	12:00:00AM	Q	0.00	More	B	+
	7	Q		Q	✓	12:00:00AM	12:00:00AM	Q	0.00	More		+
	8	Q	9A-530P	Q		9:00:00AM	5:30:00PM	CST	8.50	More		+
	9	Q	9A-530P	_Q		9:00:00AM	5:30:00PM	CST	8.50	More		+
	10	٩	9A-530P	Q		9:00:00AM	5:30:00PM	CST	8.50	More		+
	11	Q	9A-530P	Q		9:00:00AM	5:30:00PM	CST	8.50	More		+
	12	٩	9A-530P	Q		9:00:00AM	5:30:00PM	CST	8.50	More		+
	13	Q		Q		12:00:00AM	12:00:00AM	Q	0.00	More		+
	14	Q		Q	$\mathbf{\nabla}$	12:00:00AM	12:00:00AM	Q	0.00	More		+
/orking wi	th Shift De	etails										
Select All	Des	elect All 👔	Сору	🛍 Pas	te		🖉 Clear Sl	hifts				
ays in Sch			Copy Buffe									
aste Repet		4	Copy Buffe	r End Da	y: 1							
🕽 🕩 Inst	ructions											

Step	Action
25.	The schedule information displays in Shift ID column for days 8 - 12.
	NOTE: Verify that the Off Shift boxes are checked for days the employee will not be scheduled to work.
	Click the Apply button to apply the schedule information.
	Apply
26.	Click the OK button.
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Step	Action
27.	Click the Save button.
	Save Save
28.	In this exercise you will create a personal schedule for the 10/24/16 pay period where the employee to work 10:00am - 6:00pm - M-F. This schedule is not preloaded into the system, so you will need to enter the work hours directly into the Shift Details panel to create the schedule.
29.	Click the Add a new row at row 1 button.
30.	Click the Choose a date button.
31.	Click the desired date.
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Step	Action
32.	Click the Create Schedule link.
	Create Schedule

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nition Schedule Shifts			

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

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

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	ry of Schedule Assignments, i	ncluding detaul	t changes	Z Upda	te/Display 🖉 Includ	e History	

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

Time and Labor Reports

Create/Find a Run Control ID

Procedure

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

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

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

Step	Action
4.	Click the Report menu.
	Report >
5.	Click the Time Details Report menu.
	Time Details Report
6.	Run Control ID
	The system defaults into the Find an Existing Value tab. The first time the Time Details report is run, select the Add A New Value tab to add a Run Control ID.
	Thereafter, when the Time Details report is run, remain on the Find an Existing Value tab to select an existing Run Control ID by simply clicking the Search button.
7.	A Run Control ID <u>must</u> be created to run many reports in PeopleSoft. If a run control is created that is unique to a specific report, it can be used to run future reports. The advantage to this method is that all parameters are saved with the run control. When running future reports you would only have to change a few parameters (e.g. Start Date, End Date, etc.) instead of entering all report parameters. If you create one run control to use for all reports, then you will need to change all the report parameters each time.
8.	Run Control ID A Run Control ID is used as a means to access the Process Scheduler. You may save parameters related to a particular process or report to a Run Control ID to minimize data entry when running recurring process and/or reports. A Run Control ID is:
	 Specific to the end-user's Operator (User) ID; Can be entered in upper case, lower case, or mixed case; Can be up to 30 characters long; Characters can be either number or letters, but <u>CANNOT</u> include any special characters (e.g. \$, &, #, commas, apostrophes, etc.);
	 5. <u>CANNOT</u> contain blank spaces; and 6. Must be one continuous string of characters. If using more than one word the words <u>must</u> be linked by an underscore.

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

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

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

TimeSheets Report

Procedure

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

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Step	Action
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Step	Action
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	LSUHSC Processes

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Step	Action
3.	Click the Time and Labor menu.
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4.		Click the Report menu.
		Report •

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Step	Action
5.	Click the TimeSheets Report menu.
	TimeSheets Report

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

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

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Step	Action
9.	Click the Previous Month button.

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Step	Action	
10.	Click the desired date.	
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Step	Action
11.	Click the Pay Period End Date Choose a date button.

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

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Step	Action
13.	Click the June list item.
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Step	Action
14.	Click the desired date.
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Step	Action
15.	Enter the desired information into the Empl ID field. Enter "0000000".
	NOTE: If no Empl ID is entered, the report will run for all employees for whom you are the timekeeper.

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

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17.	Notice a second row was added. If the row is not needed, click the Delete row 2 button.

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Step	Action
18.	Click the OK button to confirm the delete process.
	OK

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Step	Action
19.	Click the Save button.
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Step	Action			
20.	Click the Run button.			
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21.	Click the button to the right of the Server Name field.			
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Step	Action
22.	Click the PSNT list item.
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Step	Action
23.	Click the Select - TimeSheets for LSUNO option.

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Step	Action
24.	Click the OK button.
	OK

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Step	Action
25.	Click the Process Monitor link.
	Process Monitor

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Step	Action
27.	Click the Go back to TimeSheet Report link.
	Go back to TimeSheet Report

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Step	Action
28.	Click the Report Manager link.
	Report Manager

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

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Step	Action
33.	Click the Close Report button.

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Step	Action
34.	Click the Go back to TimeSheet Report link.
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Step	Action
35.	This completes <i>Run the TimeSheets Report</i> . End of Procedure.

Run the Time Detail Report

Procedure

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

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

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Step	Action
2.	Click the Main Menu button.
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3.	Click the LSUHSC Processes menu.
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Step	Action
4.	Click the Time and Labor menu.
	Time and Labor
5.	Click the Report menu.
	Report >
6.	Click the Time Details Report menu.
	Time Details Report
7.	Step 1: Create a run Control ID.
	If you have not previously created a run control id, the first time you print the Time Detail Report you must create one. Thereafter, when you print the Time Detail Report, you will click the Find an Existing Value Tab and select an existing Run Control ID.
	Click the Add a New Value button.
	Add a New Value
8.	Enter the desired information into the Run Control ID field. Enter "time_details".
9.	Click the Add button.
	NOTE: Whenever you run the Time Details Report in the future, you will Search for or enter you Run Control ID on the Find an Existing Value tab. Add
10.	You must enter the Start Date and End Date for the Pay Period.
	Enter the desired information into the field. Enter "08/29/16".
11.	Enter the desired information into the field. Enter "09/11/16".
12.	In this exercise you will run the Time Detail Report for a single employee.
	Enter the desired information into the Empl ID field. Enter "0000000".
13.	Click the Save button.
14.	Step 2: Send the report parameters to the server to run the report.
	Click the Run button.
	Run
15.	Click the button to the right of the Server Name field.
16.	Click the PSNT list item.
	PSNT

Step	Action
17.	Click the OK button.
	OK
18.	Step 3: Monitor the process monitor to determine if the report ran successfully.
	Click the Process Monitor link.
	Process Monitor
19.	In the Process List, you want the Run Status = Success and the Distribution Status = Posted.
	Click the Refresh button until the Run Status = Success and the Distribution Status = Posted.
	NOTE: Wait 10 -15 seconds between clicks to allow for system processing.
	Refresh
20.	Click the Go back to Time Details Report link.
	Go back to Time Details Report
21.	Step 4: Access the Report Manager to view and print the report.
	Click the Report Manager link.
	Report Manager
22.	Click the Time Details link.
	Time Details
23.	The Time Detail Report will open in a new window in a PDF format.
24.	The Manager and Supervisor's will approve the reports by signing the last page of the report.
25.	Click the Close Report button.
	×
26.	Click the Go back to Time Details Report link.
	Go back to Time Details Report
27.	Click the Delete row 1 button.
28.	Click the OK button.
	OK
29.	In this exercise, you will run the Time Detail Report for an entire department.
	Enter the desired information into the Department field. Enter "NO0000000".

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

Run the Attendance History Report

Procedure

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

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

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

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

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

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

Access and Run Predefined Time & Labor Queries

Procedure

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



Step	Action
1.	Click the Main Menu button.
	Main Menu 🔻
2.	Click the LSUHSC Processes menu.
	LSUHSC Processes
3.	Click the Time and Labor menu.
	Time and Labor
4.	Click the Inquire menu.
	Inquire

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

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

Ø

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

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

BI TL EMPLOYEES < FTE- Finds all employees where the sum of the base (regular) hours are less than the employees FTE for the pay period specified. The FTE used on the Job record is as of the Pay Period End Date.

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

BI TL EMPLOYEES > FTE - Finds all employees where the sum of the base (regular) hours are greater than the employees FTE for the pay period specified. The FTE used on the Job record is as of the Pay Period End Date.

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

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

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

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

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

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Step	Action
7.	Queries that begin with WK displays information for one week at a time.
	Queries that begin with BI displays information for a two week pay period.
	Click the BI TL EMPLOYEES < 80 HRS list item.
	BI TL EMPLOYEES < 80 HRS

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

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Step	Action
13.	Select the desired Group ID from the Look Up Group ID search results.
	Click the NB014 link.
	NB014
14.	Click the Get Data button.
	Get Data
15.	The Query results will display on the screen. If your query has more than 25 rows, use the page navigation options to view the additional results.
16.	This completes <i>Access and Run Predefined Time and Labor Queries</i> . End of Procedure.

Web Clock

Access and Record Time using Web Clock

Procedure

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

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



Step	Action
1.	From the LSUHSC home page, click the Self-Service button.
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Step	Action
2.	Click the Employee Self-Service http://employeeselfservice.lsuhsc.edu link.
	Employee Self-Service http://employeeselfservice.lsuhsc.edu

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Step	Action
3.	Enter the desired information into the User ID field. Enter "Your User ID".

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Step	Action
4.	Enter the desired information into the Password field. Enter " Your PeopleSoft Password ".
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Step	Action			
5.	Click the Sign In button.			
	Sign In			

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

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Step	Action			
7.	Click the LSUHSC Processes menu.			
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Step	Action			
8.	Click the Time and Labor menu.			
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Step	Action				
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1	10.	Click the Web Clock menu.
		Web Clock

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

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5	Step	Action
	12.	Click the Enter Punch button.
		Enter Punch

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Save Confirmation		
The Save was successful.		
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Day: Thursday		
Punch Time: 12:52:00PM		
Time Zone: CST		
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Step	Action
13.	The confirmation screen displays the Punch Type, Date, Day and the Time the employee punched In or Out.

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Step	Action
14.	Once the punches are saved in Web Clock the employee's timesheet is updated.
	NOTE: Repeat these same steps to Punch Out.
	Click the OK button.
	OK

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

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