



PeopleSoft Training

Time and Labor 9.1 Time Keeper Payroll - HCSD

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Time and Labor 9.1 Time Keeper Payroll - HCSDI

Time Sheet Overview

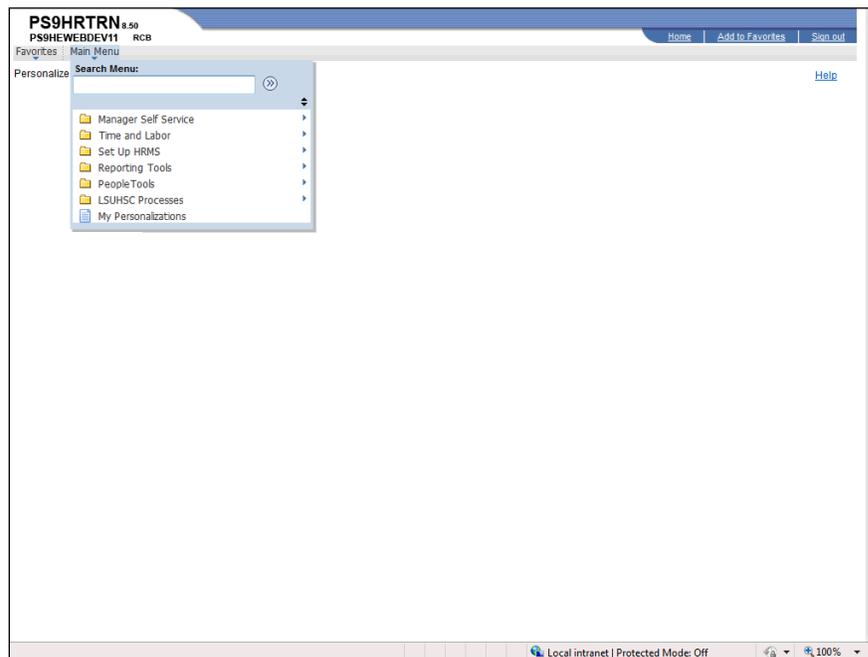
Overview of an Employee Timesheet

Procedure

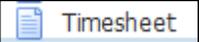
In this topic, you will be provided an **Overview of an Employee Timesheet**.

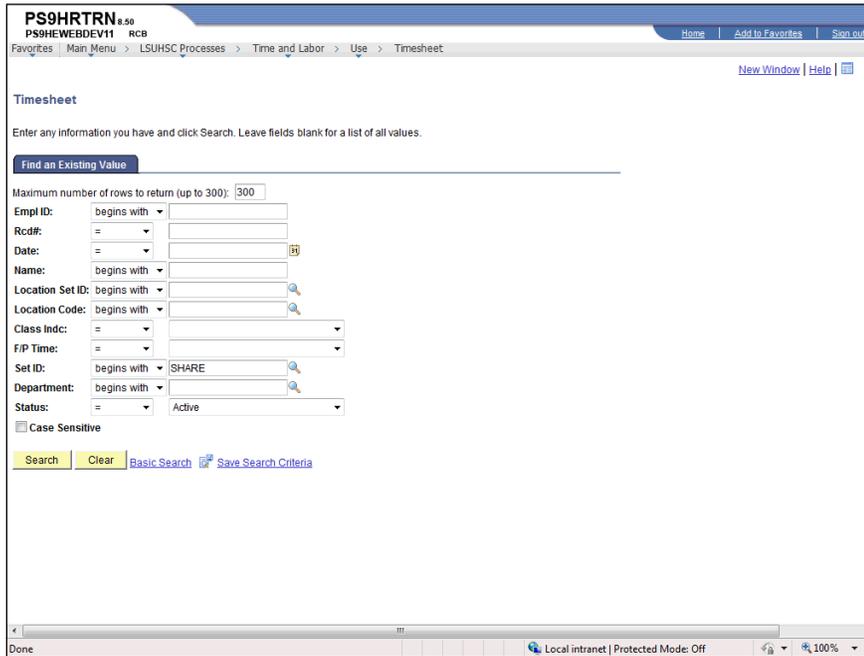
Note: The Earl K. Long Business Unit will be used for all exercises in this manual for demonstration purposes only. When working in Production, use the Business Unit associated with your User ID.

Step	Action
1.	Click the Main Menu button. 

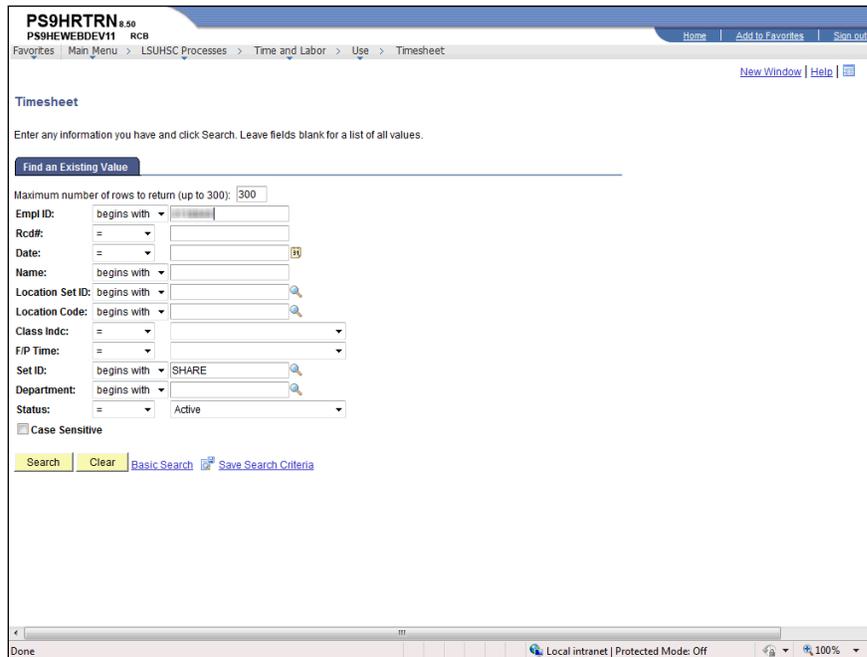


Step	Action
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Use menu.

Step	Action
5.	Click the Timesheet menu. 



Step	Action
6.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".



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Home | Add to Favorites | Sign out

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

[New Window](#) | [Help](#) | 

Timesheet

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

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID: begins with

Rcd#: =

Date: = 

Name: begins with

Location Set ID: begins with 

Location Code: begins with 

Class Indc: =

F/P Time: =

Set ID: begins with 

Department: begins with

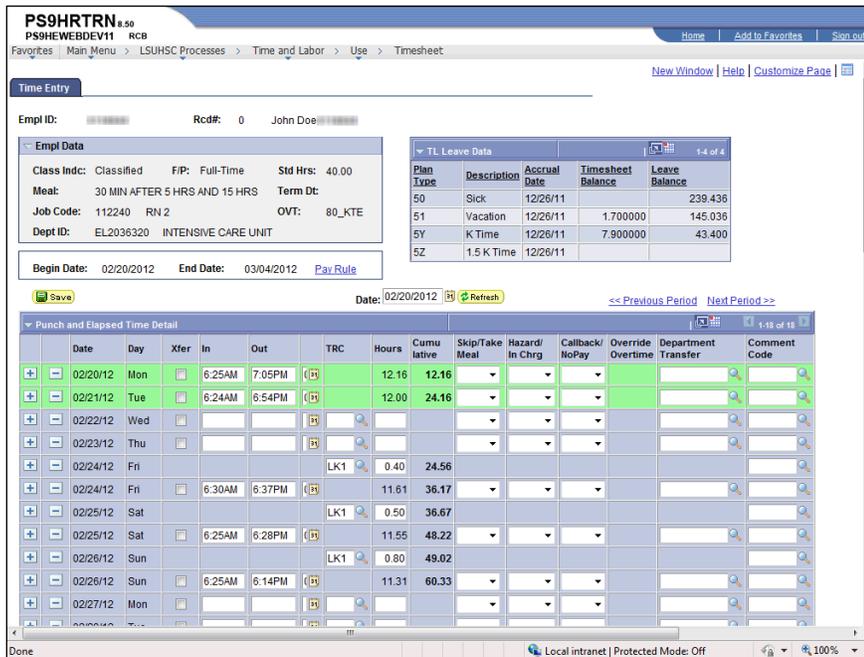
Status: =

Case Sensitive

Search | **Clear** | [Basic Search](#) | [Save Search Criteria](#)

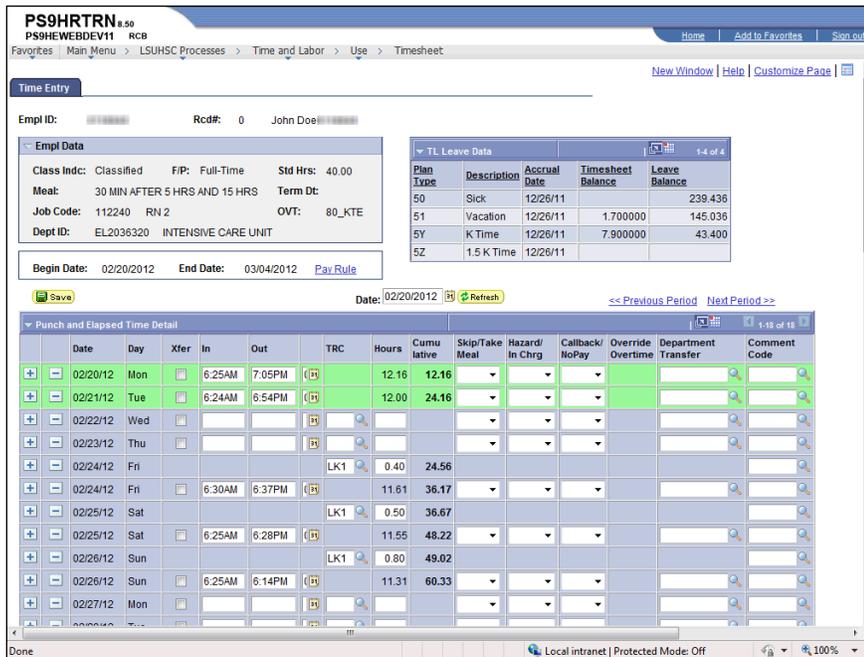
Done | Local intranet | Protected Mode: Off | 100%

Step	Action
7.	Click the Search button to display the employee's current timesheet. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> Search </div>



Step	Action
8.	The Header of the timesheet contains the EmplID, Rcd# and Name of the employee whose timesheet is being viewed.
9.	<p>Below the Header information is the Empl Data section. The Empl Data section provides a summary of the employee's basic Job Data elements. Job Data information may be viewed in the Workforce Administration section. The individual fields are defined as follows:</p> <p>Class Indc: Classified or Unclassified; Meal: Defines when a meal deduction is taken; Job Code: Current job code and description of position DeptID: Current department number and name; F/P: Full-time or Part-time; Std Hrs: Number of standard hours worked in a week; Term Dt: Will be blank for all active employees; and OVT: Defines overtime compensation options.</p>

Step	Action
10.	<p>The TL Leave Data section is to the right of the Empl Data. The TL Leave Data section provides basic summary information regarding an employee's leave options and hours earned. The individual fields are defined as follows:</p> <p>Plan Type: Numerical value assigned to a leave option for which the employee is eligible;</p> <p>Description: Leave option associated with specified plan type;</p> <p>Accrual Date: Date the system last updated leave time;</p> <p>Timesheet Balance: Amount of time used by an employee since last system update; and</p> <p>Leave Balance: Current amount of leave time earned and available for use by the employee.</p>



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Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

Time Entry

Empl ID: [REDACTED] Rcd#: 0 John Doe [REDACTED]

Empl Data

Class Indc: Classified FIP: Full-Time Std Hrs: 40.00
Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
Job Code: 112240 RN 2 OVT: 80_KTE
Dept ID: EL2036320 INTENSIVE CARE UNIT

Begin Date: 02/20/2012 End Date: 03/04/2012 [Pay Rule](#)

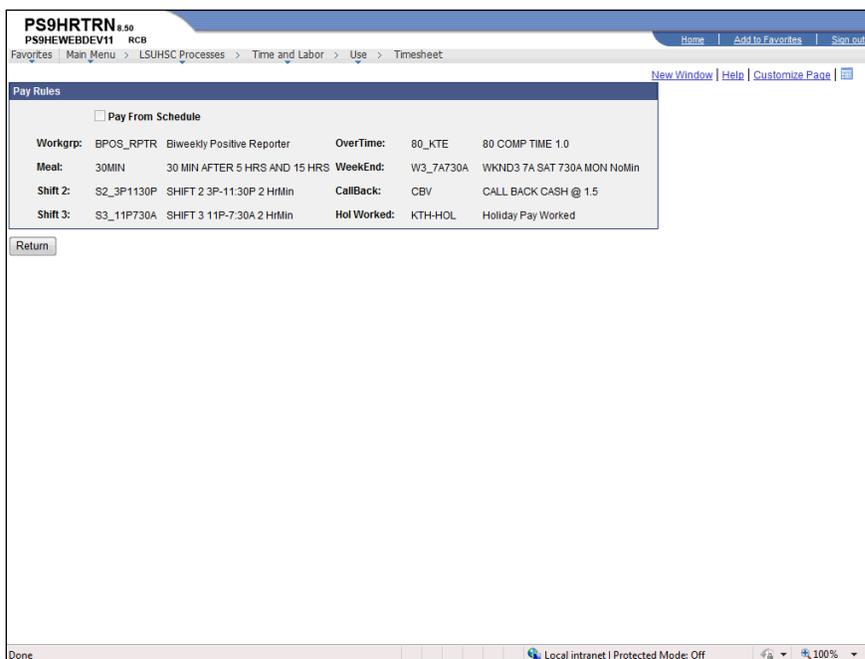
[Save](#) Date: 02/20/2012 [Refresh](#) << Previous Period Next Period >>

Punch and Elapsed Time Detail

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/No Pay	Override Overtime	Department Transfer	Comment Code
+	02/20/12	Mon		6:25AM	7:05PM		12.16	12.16						
+	02/21/12	Tue		6:24AM	6:54PM		12.00	24.16						
+	02/22/12	Wed												
+	02/23/12	Thu												
+	02/24/12	Fri				LK1	0.40	24.56						
+	02/24/12	Fri		6:30AM	6:37PM		11.61	36.17						
+	02/25/12	Sat				LK1	0.50	36.67						
+	02/25/12	Sat		6:25AM	6:28PM		11.55	48.22						
+	02/26/12	Sun				LK1	0.80	49.02						
+	02/26/12	Sun		6:25AM	6:14PM		11.31	60.33						
+	02/27/12	Mon												

Done Local intranet | Protected Mode: Off 100%

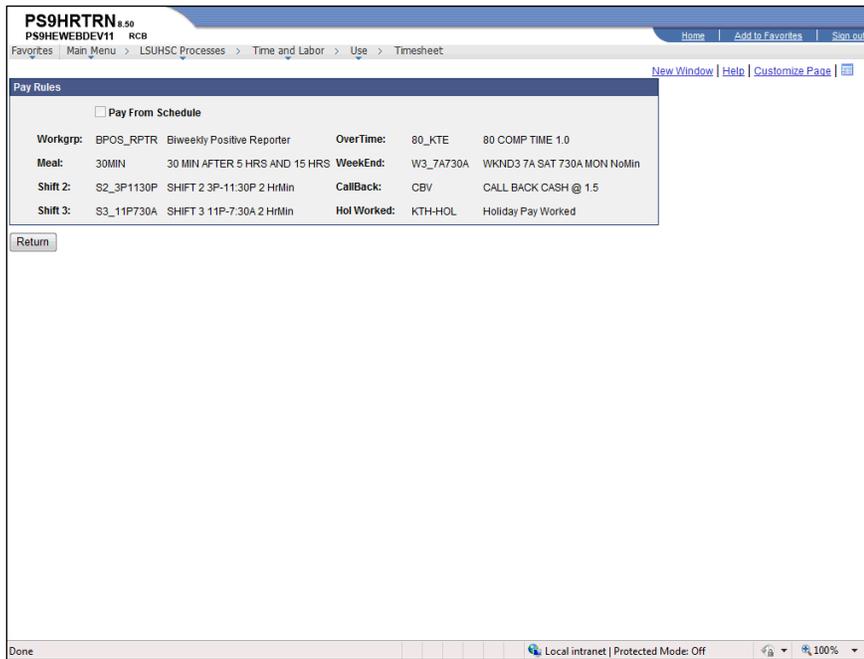
Step	Action
11.	<p>Below the Empl Data section is where the timesheet Begin Date and End Date is displayed.</p> <p>The Pay Rule link displays to the right of the End Date. The information displayed in a timesheet is governed by the employee's Pay Rule. The Pay Rule is programmed into the system and provides a view of pertinent information on how the employee will be paid based on designated job circumstances or events. Pay Rule data is entered in the Workforce Administration section by the Human Resources Department.</p> <p>Click the Pay Rule link.</p> <p>Pay Rule</p>



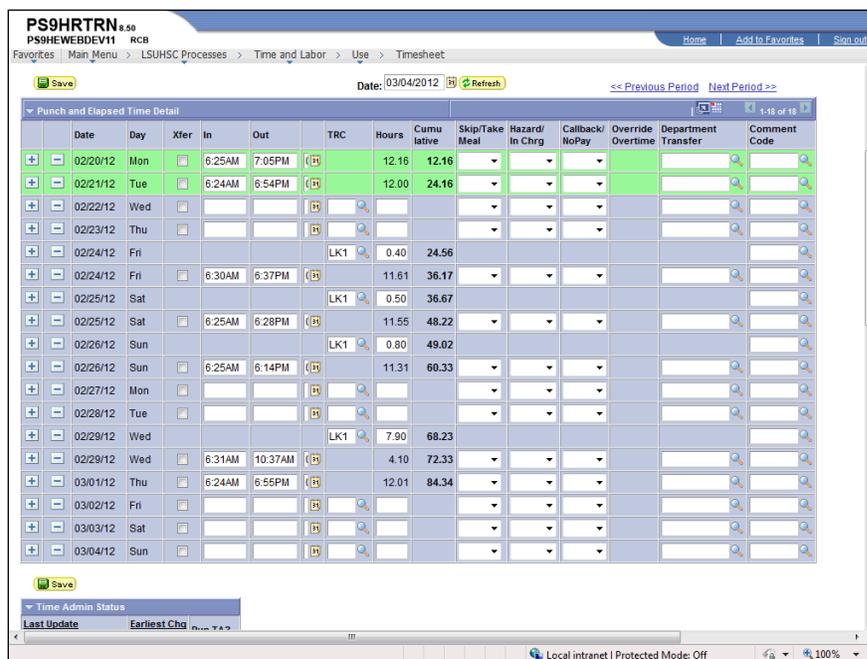
Step	Action
12.	<p>The Pay From Schedule indicates if the employee is paid based on a specified schedule or based on the punch information viewed in the timesheet.</p> <p>If the Pay From Schedule is unchecked and grayed out, the employee will be paid based on the punch information found in the timesheet. If the Pay From Schedule box is checked, the employee will be paid according to a specified schedule.</p> <p><i>NOTE: The Pay From Schedule is not an option for all BUs.</i></p>
13.	<p>The Pay Rules are defined as follows:</p> <p>Workgrp: Designates if employee will punch time or just exceptions; Meal: Determines when a meal deduction is taken; Shift 2: Indicates if the employee is eligible for Evening shift differential pay; Shift 3: 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 CallBack compensation options; and Hol Worked: Defines compensation options for holidays worked by the employee.</p>

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Time and Labor 9.1 Time Keeper Payroll - HCSD



Step	Action
14.	Click the Return button to return to the employee's timesheet. 



	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
+	02/20/12	Mon		6:25AM	7:05PM		12.16	12.16						
+	02/21/12	Tue		6:24AM	6:54PM		12.00	24.16						
+	02/22/12	Wed												
+	02/23/12	Thu												
+	02/24/12	Fri				LK1	0.40	24.56						
+	02/24/12	Fri		6:30AM	6:37PM		11.61	36.17						
+	02/25/12	Sat				LK1	0.50	36.67						
+	02/25/12	Sat		6:25AM	6:28PM		11.55	48.22						
+	02/26/12	Sun				LK1	0.80	49.02						
+	02/26/12	Sun		6:25AM	6:14PM		11.31	60.33						
+	02/27/12	Mon												
+	02/28/12	Tue												
+	02/29/12	Wed				LK1	7.90	68.23						
+	02/29/12	Wed		6:31AM	10:37AM		4.10	72.33						
+	03/01/12	Thu		6:24AM	6:55PM		12.01	84.34						
+	03/02/12	Fri												
+	03/03/12	Sat												
+	03/04/12	Sun												

Step	Action
15.	<p>The options discussed below are displayed directly above the Punch and Elapsed Time Detail/Timesheet grid:</p> <p>Save: Allows you to “Save” changes made to the Timesheet in the system;</p> <p>Date: Display the current date that you are working in the timesheet. You can view a previous timesheet by changing the date and clicking the Refresh button;</p> <p>Refresh: Allows you to view previous timesheets by changing the date in the Date field;</p> <p>Previous Period: Allows you to view the previous calendar period timesheet; and</p> <p>Next Period: Allows you to view the next calendar period timesheet.</p>

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Time and Labor 9.1 Time Keeper Payroll - HCSD



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Home | Add to Favorites | Sign out

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

Save Date: 03/04/2012 Refresh << Previous Period Next Period >>

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
+	02/20/12	Mon		6:25AM	7:05PM		12.16	12.16						
+	02/21/12	Tue		6:24AM	6:54PM		12.00	24.16						
+	02/22/12	Wed												
+	02/23/12	Thu												
+	02/24/12	Fri				LK1	0.40	24.56						
+	02/24/12	Fri		6:30AM	6:37PM		11.61	36.17						
+	02/25/12	Sat				LK1	0.50	36.67						
+	02/25/12	Sat		6:25AM	6:28PM		11.55	48.22						
+	02/26/12	Sun				LK1	0.80	49.02						
+	02/26/12	Sun		6:25AM	6:14PM		11.31	60.33						
+	02/27/12	Mon												
+	02/28/12	Tue												
+	02/29/12	Wed				LK1	7.90	68.23						
+	02/29/12	Wed		6:31AM	10:37AM		4.10	72.33						
+	03/01/12	Thu		6:24AM	6:55PM		12.01	84.34						
+	03/02/12	Fri												
+	03/03/12	Sat												
+	03/04/12	Sun												

Save

Time Admin Status

Last Update Earliest Chg

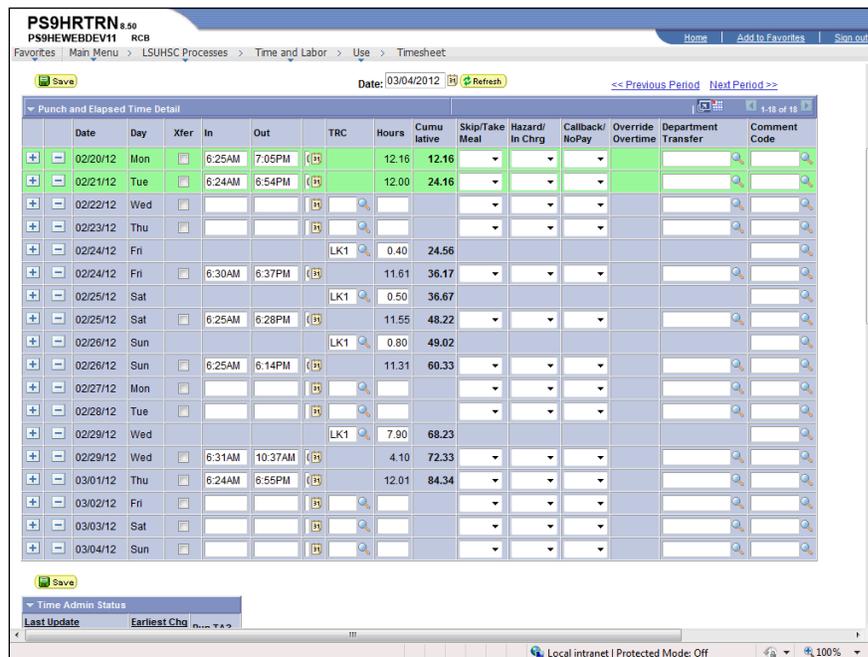
Local intranet | Protected Mode: Off

Step	Action
16.	The Next Period link allows you to view an employee's next timesheet. Click the Next Period link. Next Period >>
17.	Click the Previous Period link to view the employee's previous timesheet. << Previous Period



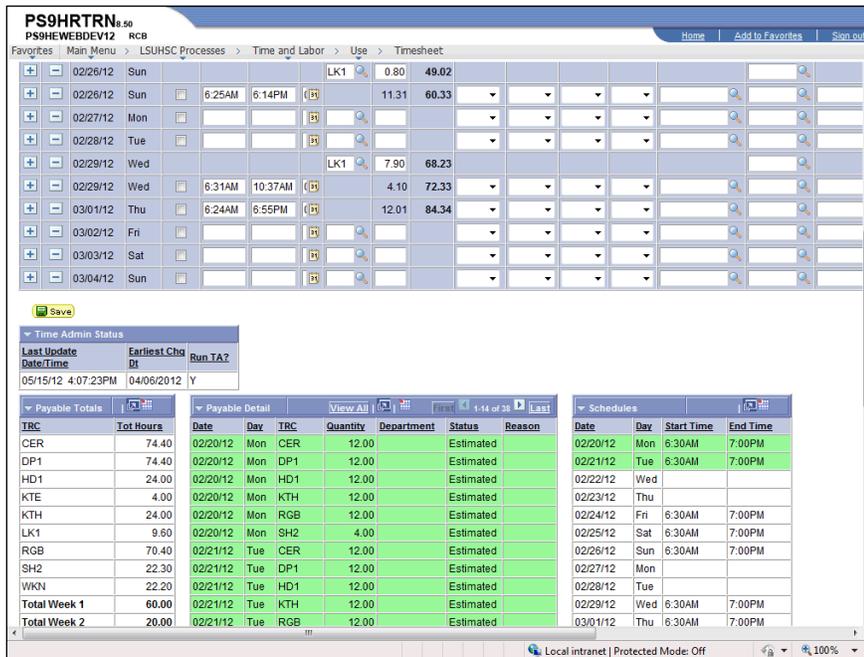
Step	Action
18.	<p>The Punch and Elapsed Time Detail section may also be referred to as the Timesheet Grid. The columns that comprise the Punch and Elapsed Time Detail are defined as follows:</p> <p>Date: Calendar days included in the pay period; Day: Day of the week that coincides with the specified date; Xfer: Links punch data sets when an employee punches In and Out multiple times on a scheduled workday, or indicates if employee clocked in as a Float or In Charge on the specified date; In: Time that the employee began his/her work day; Out: Time that the employee ended his/her work day; TRC: Time Reporting Code – Identifies earnings and/or leave associated with specified elapsed hours; and Hours: Total number of hours associated with specified date.</p>

Step	Action
19.	<p>Punch and Elapsed Time Detail Section (continued)</p> <p>Cumulative: Running total of posted hours in the designated period. Cumulative should not be confused with Payable Time;</p> <p>Skipped Meal: Indicates if employee will receive pay for meal break</p> <p>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;</p> <p>CallBack: Indicates the employee is due CallBack compensation;</p> <p>Override Overtime: Indicates the employee is approved for cash overtime on a specified date. This option can only be elected by Payroll;</p> <p>Department Transfer: Indicates the employee worked as a float in another department; and</p> <p>Comment Code: Specifies reason for Manual Edits, Overtime Override, or Department Transfer.</p>
20.	<p>Timesheet Colors</p> <p>The colors used to highlight row or field a timesheet indicate the following:</p> <p>Grey Row - Row that is being edited.</p> <p>Green Row - A green row(s) indicates a Holiday.</p> <p>Red Row – A red row(s) indicates there is an error on the row.</p> <p>Yellow Row – A yellow row(s) indicates a row has been added to the timesheet;</p> <p>Red Field – A red In or Out field(s) indicates a missed punch; and</p> <p>Purple Field - Time highlighted in purple indicates a Transfer was recorded, however, the "Out" punch was missed on the original punch.</p>



	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
+	02/20/12	Mon		6:25AM	7:05PM		12.16	12.16						
+	02/21/12	Tue		6:24AM	6:54PM		12.00	24.16						
+	02/22/12	Wed												
+	02/23/12	Thu												
+	02/24/12	Fri				LK1	0.40	24.56						
+	02/24/12	Fri		6:30AM	6:37PM		11.61	36.17						
+	02/25/12	Sat				LK1	0.50	36.67						
+	02/25/12	Sat		6:25AM	6:28PM		11.55	48.22						
+	02/26/12	Sun				LK1	0.80	49.02						
+	02/26/12	Sun		6:25AM	6:14PM		11.31	60.33						
+	02/27/12	Mon												
+	02/28/12	Tue												
+	02/29/12	Wed				LK1	7.90	68.23						
+	02/29/12	Wed		6:31AM	10:37AM		4.10	72.33						
+	03/01/12	Thu		6:24AM	6:55PM		12.01	84.34						
+	03/02/12	Fri												
+	03/03/12	Sat												
+	03/04/12	Sun												

Step	Action
21.	Click the Down button of the scrollbar to view Time Admin Status, Payable Totals, Payable Detail, and Schedules sections.



The screenshot shows the 'Time Admin Status' window with the following data:

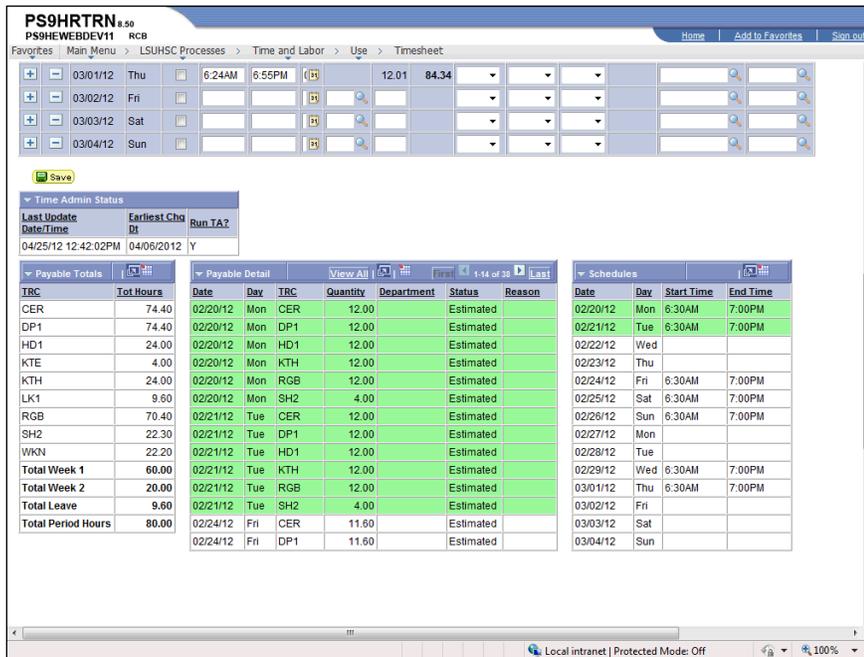
Last Update Date/Time	Earliest Cho	Run_TA?
05/15/12 4:07:23PM	04/06/2012	Y

TRC	Tot Hours	Date	Day	TRC	Quantity	Department	Status	Reason
CER	74.40	02/20/12	Mon	CER	12.00		Estimated	
DP1	74.40	02/20/12	Mon	DP1	12.00		Estimated	
HD1	24.00	02/20/12	Mon	HD1	12.00		Estimated	
KTE	4.00	02/20/12	Mon	KTH	12.00		Estimated	
KTH	24.00	02/20/12	Mon	RGB	12.00		Estimated	
LK1	9.60	02/20/12	Mon	SH2	4.00		Estimated	
RGB	70.40	02/21/12	Tue	CER	12.00		Estimated	
SH2	22.30	02/21/12	Tue	DP1	12.00		Estimated	
WKN	22.20	02/21/12	Tue	HD1	12.00		Estimated	
Total Week 1	60.00	02/21/12	Tue	KTH	12.00		Estimated	
Total Week 2	20.00	02/21/12	Tue	RGB	12.00		Estimated	

Date	Day	Start Time	End Time
02/20/12	Mon	6:30AM	7:00PM
02/21/12	Tue	6:30AM	7:00PM
02/22/12	Wed		
02/23/12	Thu		
02/24/12	Fri	6:30AM	7:00PM
02/25/12	Sat	6:30AM	7:00PM
02/26/12	Sun	6:30AM	7:00PM
02/27/12	Mon		
02/28/12	Tue		
02/29/12	Wed	6:30AM	7:00PM
03/01/12	Thu	6:30AM	7:00PM

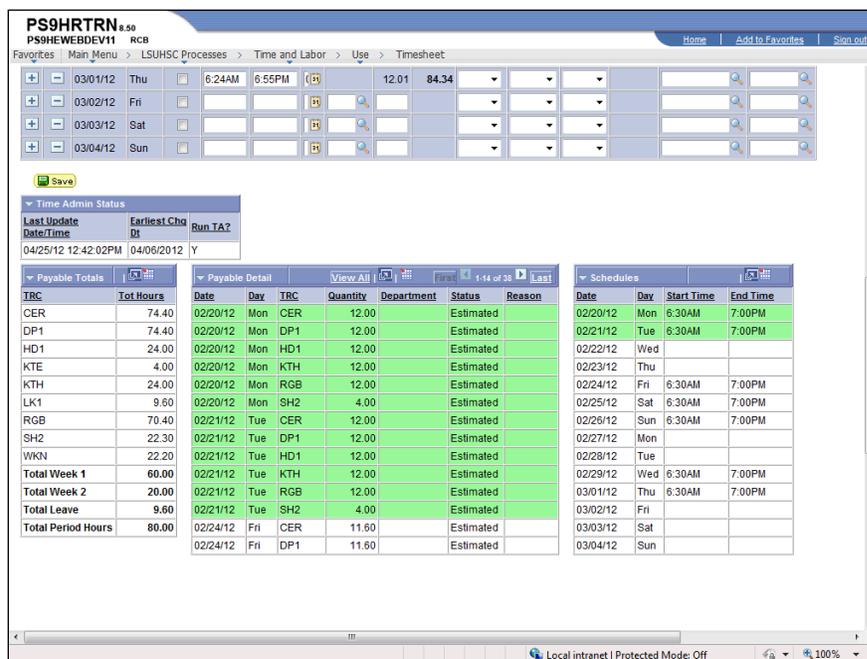
Step	Action
22.	<p>Time Administration (Time Admin) is a process run automatically in the system. The purpose of the Time Admin process is to convert Punch Time into Payable Time. Payable Time is calculated using rounding rules, whereas Punch Time is the actual time clocked by an employee. The Time Admin process begins running a new Business Unit every 5 minutes. It takes approximately 15 - 20 minutes to complete the process, so each Business Unit will re-calculate once an hour.</p> <p>Any time a change is made to an employee's timesheet, the Time Admin process must be run so that Payable Time is re-calculated. Simply saving the changes to the timesheet will not re-calculate Payable Time. If you are unable to wait for Time Admin to run in its regular timeframe, contact Headquarters or Shreveport Central Payroll who will in turn notify you when the process is complete.</p> <p>In the Time Admin Status box, Last Update Date/Time: is the date and time the Time Admin Process was last run.</p>

Step	Action
23.	<p>Earliest Chg Dt.: When certain actions are entered in Job Data, Timesheet and Schedule the earliest change date will need to be updated. The Earliest Change Date represents the day changed, not the date the change occurred.</p> <p>Example: If the current date is 02/29/12 and the timekeepers deletes the punch time for 02/20/12, the earliest Chg Dt. is changed to 02/20/12. If the punch time for 02/25/12 is also deleted, the earliest change date remains 02/20/12.</p> <p>Run TA: Indicates the status of the Time Admin process. Y = Need to run Time Admin; N = No need to run Time Admin; or X = Time Admin is currently running.</p>



TRC	Tot Hours	Date	Day	TRC	Quantity	Department	Status	Reason
CER	74.40	02/20/12	Mon	CER	12.00		Estimated	
DP1	74.40	02/20/12	Mon	DP1	12.00		Estimated	
HD1	24.00	02/20/12	Mon	HD1	12.00		Estimated	
KTE	4.00	02/20/12	Mon	KTH	12.00		Estimated	
KTH	24.00	02/20/12	Mon	RGB	12.00		Estimated	
LK1	9.60	02/20/12	Mon	SH2	4.00		Estimated	
RGB	70.40	02/21/12	Tue	CER	12.00		Estimated	
SH2	22.30	02/21/12	Tue	DP1	12.00		Estimated	
WKN	22.20	02/21/12	Tue	HD1	12.00		Estimated	
Total Week 1	60.00	02/21/12	Tue	KTH	12.00		Estimated	
Total Week 2	20.00	02/21/12	Tue	RGB	12.00		Estimated	
Total Leave	9.60	02/21/12	Tue	SH2	4.00		Estimated	
Total Period Hours	80.00	02/24/12	Fri	CER	11.60		Estimated	
		02/24/12	Fri	DP1	11.60		Estimated	

Step	Action
24.	<p>The Payable Totals section provides information on:</p> <p>TRC: Identifies all edits made to the timesheet; and</p> <p>Tot Hours: Total time payable based on each edit made to the timesheet.</p>
25.	<p>The Payable Detail Header</p> <p>The Payable Detail header allows you to view a summary of all payable information by day. In this exercise, payable items 1-14 of 28 are shown.</p> <p>Additional details may be viewed by utilizing one of the following: Click the View All link to view all timesheet details on the screen. Click the Arrows, First link, or Last link to move forward or backward through the pages of items.</p>
26.	<p>The Payable Detail section provides information on:</p> <p>Date: Calendar date of the day worked; Day: Day of the week worked; TRC: Manual or system generated edit code; Quantity: Amount of payable time associated with each TRC code; Department: Code to which time will charged if other than home department; and Status: Identifies if timesheet has been approved to pay.</p>



TRC	Tot Hours
CER	74.40
DP1	74.40
HD1	24.00
KTE	4.00
KTH	24.00
LK1	9.60
RGB	70.40
SH2	22.30
WKN	22.20
Total Week 1	60.00
Total Week 2	20.00
Total Leave	9.60
Total Period Hours	80.00

Date	Day	Start Time	End Time
02/20/12	Mon	6:30AM	7:00PM
02/21/12	Tue	6:30AM	7:00PM
02/22/12	Wed		
02/23/12	Thu		
02/24/12	Fri	6:30AM	7:00PM
02/25/12	Sat	6:30AM	7:00PM
02/26/12	Sun	6:30AM	7:00PM
02/27/12	Mon		
02/28/12	Tue		
02/29/12	Wed	6:30AM	7:00PM
03/01/12	Thu	6:30AM	7:00PM
03/02/12	Fri		
03/03/12	Sat		
03/04/12	Sun		

Step	Action
27.	<p>The Schedules section displays the employee's current work schedule if has been assigned in the system.</p> <p>The system utilizes the 6-minute Rounding Rule when calculating an employee's time based on his/her Scheduled In and Out time.</p> <p><i>See Add Punches for additional information on the Rounding Rule.</i></p>
28.	<p>The Schedules column information is defined as follows:</p> <p>Date: Calendar date the employee is scheduled to work; Day: Day of the week the employee is scheduled to work; Start Time: Time of the day the employee is scheduled to begin work; and End Time: Time of the day the employee is scheduled to end work.</p>

PS9HRTRN 8.50
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Home | Add to Favorites | Sign out

Favorites | Main Menu | LSUHSC Processes | Time and Labor | Use | Timesheet

02/28/12	Tue																			
02/29/12	Wed				LK1	7.90	68.23													
02/29/12	Wed		6:31AM	10:37AM		4.10	72.33													
03/01/12	Thu		6:24AM	6:55PM		12.01	84.34													
03/02/12	Fri																			
03/03/12	Sat																			
03/04/12	Sun																			

Save

Time Admin Status

Last Update: 04/25/12 12:42:02PM
Earliest Cho: 04/06/2012
Run TA?: Y

TRC	Tot Hours	Date	Day	TRC	Quantity	Department	Status	Reason
CER	74.40	02/20/12	Mon	CER	12.00		Estimated	
DP1	74.40	02/20/12	Mon	DP1	12.00		Estimated	
HD1	24.00	02/20/12	Mon	HD1	12.00		Estimated	
KTE	4.00	02/20/12	Mon	KTH	12.00		Estimated	
KTH	24.00	02/20/12	Mon	RGB	12.00		Estimated	
LK1	9.60	02/20/12	Mon	SH2	4.00		Estimated	
RGB	70.40	02/21/12	Tue	CER	12.00		Estimated	
SH2	22.30	02/21/12	Tue	DP1	12.00		Estimated	
WKN	22.20	02/21/12	Tue	HD1	12.00		Estimated	
Total Week 1	60.00	02/21/12	Tue	KTH	12.00		Estimated	
Total Week 2	20.00	02/21/12	Tue	RGB	12.00		Estimated	
Total Leave	9.60	02/21/12	Tue	SH2	4.00		Estimated	
Total Period Hours	80.00							
		02/24/12	Fri	CER	11.60		Estimated	
		02/24/12	Fri	DP1	11.60		Estimated	

Date	Day	Start Time	End Time
02/20/12	Mon	6:30AM	7:00PM
02/21/12	Tue	6:30AM	7:00PM
02/22/12	Wed		
02/23/12	Thu		
02/24/12	Fri	6:30AM	7:00PM
02/25/12	Sat	6:30AM	7:00PM
02/26/12	Sun	6:30AM	7:00PM
02/27/12	Mon		
02/28/12	Tue		
02/29/12	Wed	6:30AM	7:00PM
03/01/12	Thu	6:30AM	7:00PM
03/02/12	Fri		
03/03/12	Sat		
03/04/12	Sun		

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Step	Action
29.	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 section. High level exceptions are flagged by the system and display on the timesheet as a red field. <i>Note: All High level exceptions must be corrected for time to calculate for that day.</i>
30.	This completes Overview of an Employee Timesheet. End of Procedure.

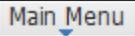
Creating and Managing Schedules

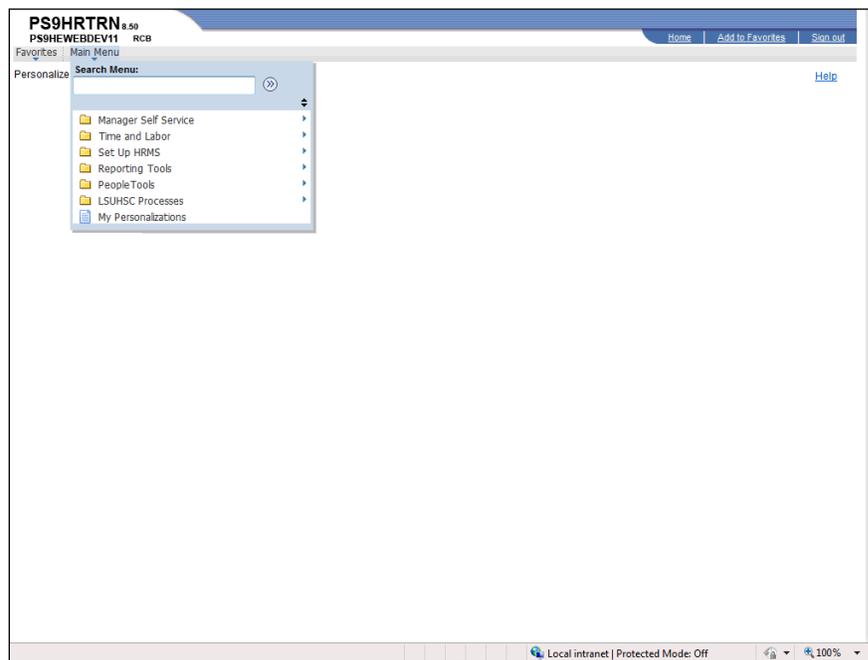
Note: The Earl K. Long Business Unit will be used for all exercises in this manual for demonstration purposes only. When working in Production, use the Business Unit associated with your User ID.

Assign/Create Work Schedules

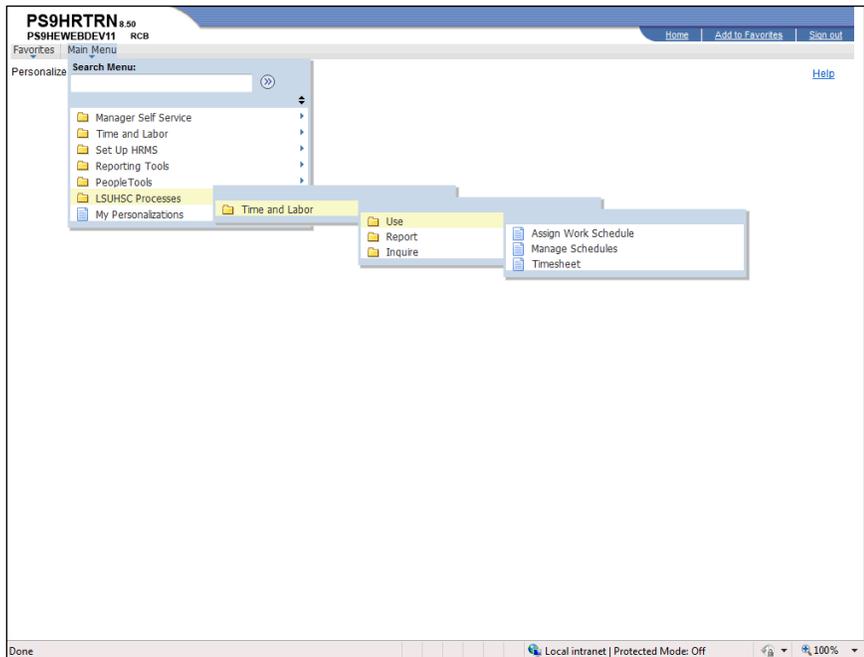
Procedure

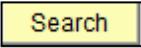
In this topic you will learn how to [Assign/Create Work Schedules](#).

Step	Action
1.	Click the Main Menu button. 



Step	Action
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Use menu.

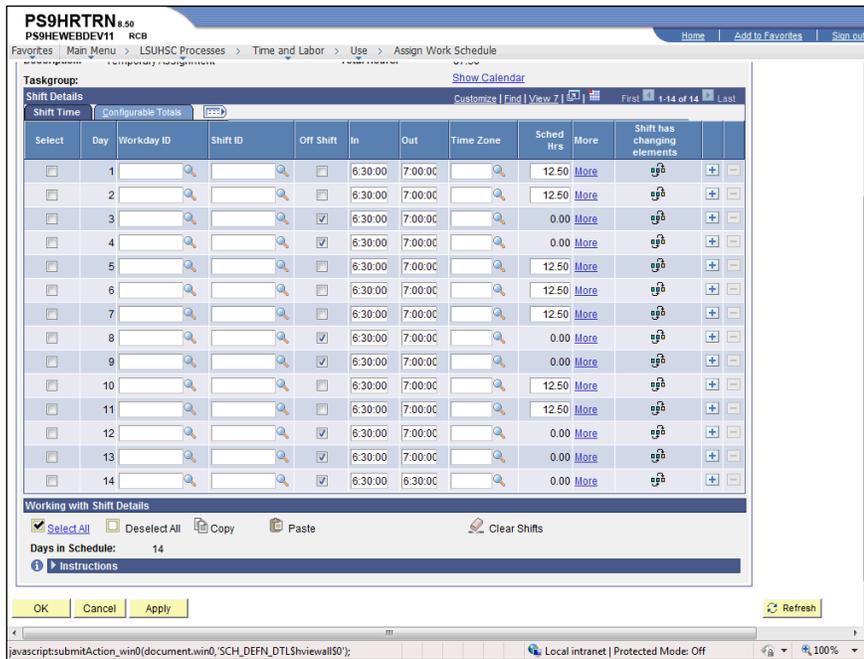


Step	Action
5.	Click the Assign Work Schedules link. 
6.	Enter the desired information into the EmplID field. Enter " 7-digit Employee ID Number ".
7.	Click the Search button. 
8.	This exercise will create a Personal Schedule for an employee for pay period 05/14/12 - 05/27/12. The employee will work the 3p-12a M-F schedule. Select the schedule from the preloaded options available in the Schedule Shifts panel using the Look up Shift ID option.
9.	Click the Plus (+) Sign button to add another row. 
10.	The Effective Date is the date the schedule change will commence. This should be the pay period Start Date. Click the Calendar button. 

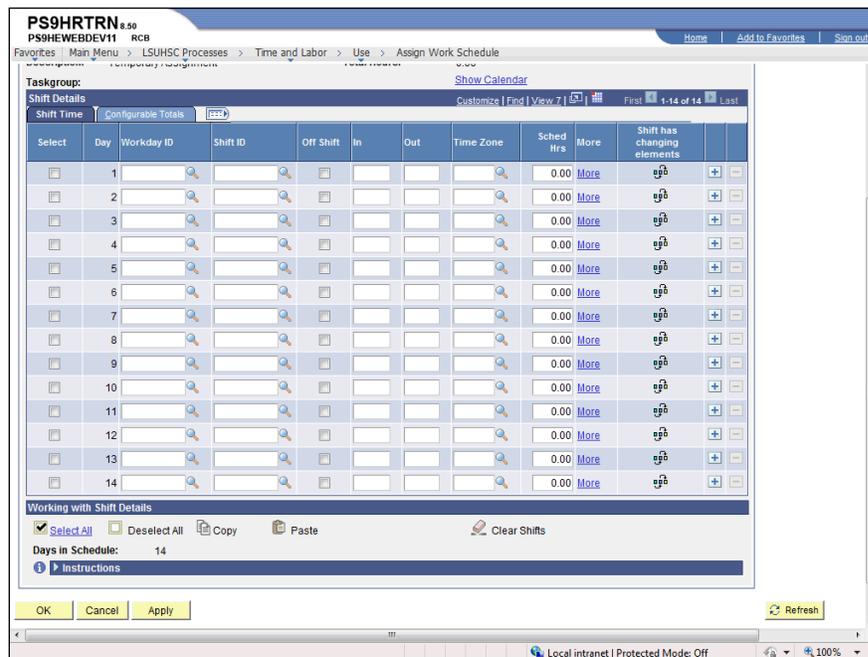
Step	Action
11.	<p>Click the desired date.</p> <p><i>NOTE: A future pay period date must be selected. Schedules may not be adjusted for previous pay periods.</i></p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">14</div>
12.	<p><i>NOTE: The Create Personal Schedules option is the preferred method of assigning or creating work schedules. Users should refrain from using the other options available in the drop-down list.</i></p>
13.	<p>Click the Create Schedule link.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; text-decoration: underline;">Create Schedule</div>
14.	<p>Enter the desired information into the Description field. Enter "Temporary Assign".</p>
15.	<p>You will need to enter the schedule information into the system before attempting to Apply the schedule.</p> <p>Click the Schedule Shifts tab.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Schedule Shifts</div>
16.	<p>Click the View All link to view all 14 days in the pay period.</p> <p><i>NOTE: You could also click the arrow to the right of 1-7 of 14 to view rows 8-14, rather than viewing all 14 rows at one time.</i></p> <div style="border: 1px solid black; padding: 2px; display: inline-block; text-decoration: underline;">View All</div>

Training Guide

Time and Labor 9.1 Time Keeper Payroll - HCSD

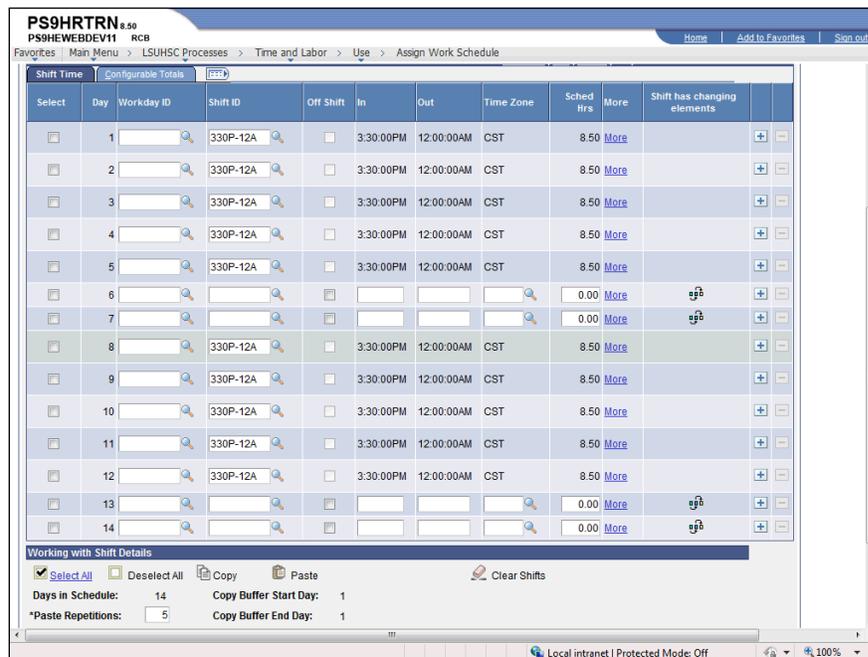


Step	Action
17.	Click the Select All link. 
18.	Click the Clear Shifts link. 
19.	Click the Deselect All link. 

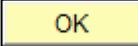


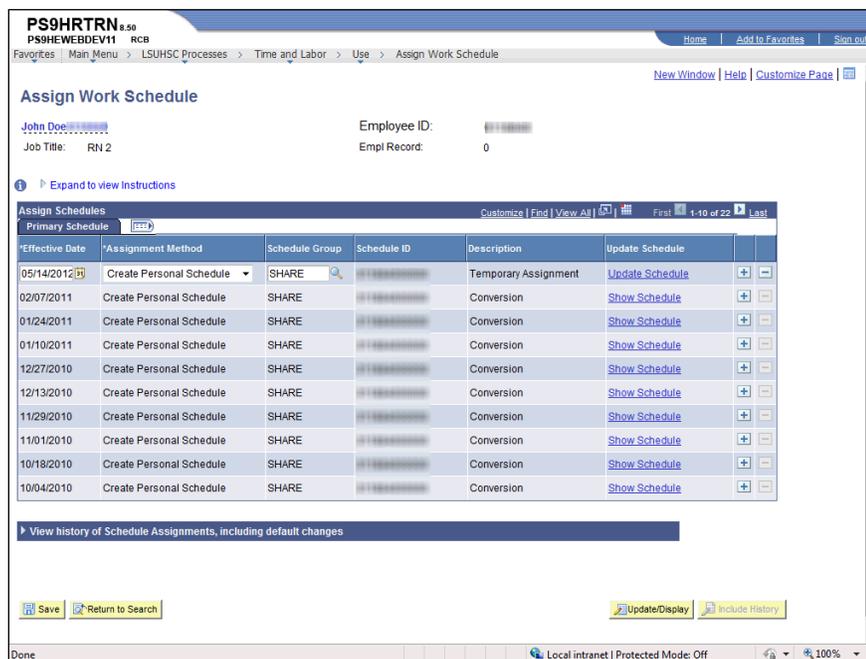
Step	Action
20.	<p>Some shift schedules have been preloaded into the system in the Look up Shift ID panel.</p> <p>Click the Look up Shift ID button to view available shift options.</p> 
21.	<p>Click the 330P-12A link.</p> 
22.	<p>You can copy the shift information in Day 1 to other days within the pay period rather than entering or searching for the data.</p> <p>Click the Select Day 1 option.</p> 
23.	<p>Click the Copy link.</p> 
24.	<p>Enter the number of times you wish the system to repeat copying the selected information onto the Shift Details panel.</p> <p>Enter the desired information into the Paste Repetitions field. Enter "4".</p>

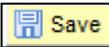
Step	Action
25.	Select the day of the pay period you want the system to begin copying the information. Click the Select Day 2 option. 
26.	Click the Paste link. 
27.	Enter the desired information into the Paste Repetitions field. Enter " 5 ".
28.	Click the Select Day 8 option. 
29.	Click the Paste link. 

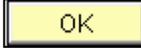
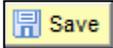
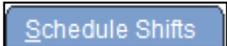


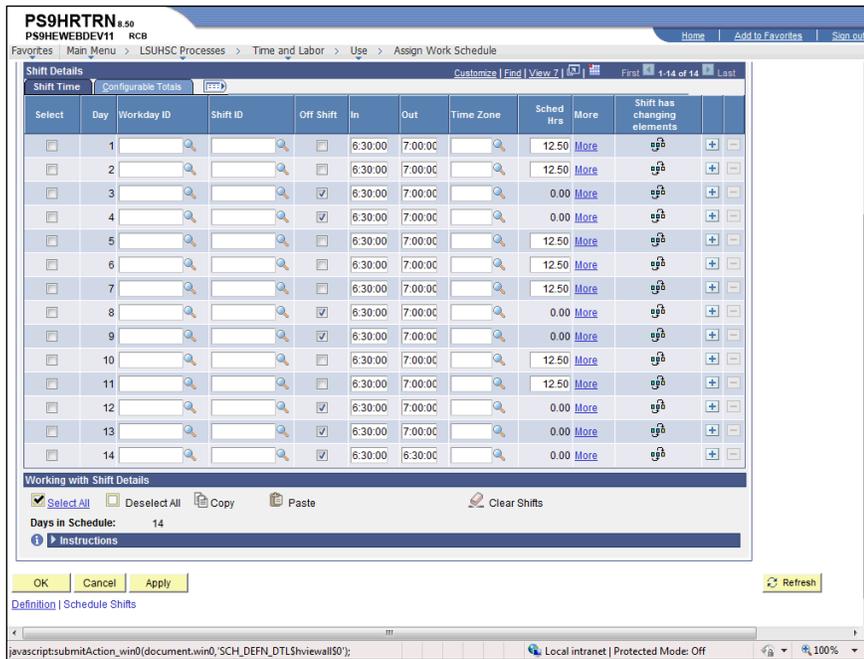
Step	Action
30.	You must designate which days the employee will be off shift. Click the Look up Shift ID button for Day 6. 
31.	Click the Down button of the scrollbar. 
32.	Click the OFF link. 
33.	Click the Look up Shift ID button for Day 7. 
34.	Click the Down button of the scrollbar. 
35.	Click the OFF link. 
36.	Enter the desired information into the Shift ID field for Day 13. Enter " OFF ".
37.	Enter the desired information into the Shift ID field for Day 14. Enter " OFF ".

Step	Action
38.	<p>Click the Apply button.</p> <p><i>NOTE: The Apply button must be clicked <u>before</u> the OK button so that changes made to the panel will apply.</i></p> 
39.	<p>Click the OK button.</p> 

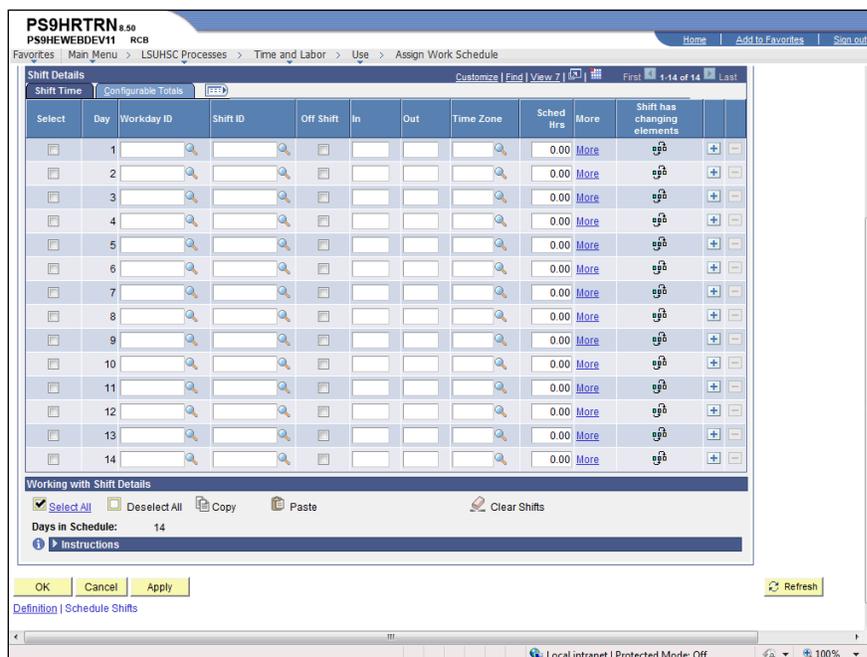


Step	Action
40.	<p>Click the Save button to save the changes made to the schedule.</p> 
41.	<p>In this exercise the personal schedule created was incorrect and must be re-entered. Correct the employee's personal schedule for pay period 05/14/12 - 05/27/12. The employee will work a 3p-11:30p M-F schedule. The schedule is not preloaded into the system, so you will need to enter the schedule information directly onto the Shift Details panel.</p>

Step	Action
42.	<p>In order to create a new schedule, the current schedule displayed for the pay period beginning on 05/14/12 will need to be deleted.</p> <p>Click the Minus (-) Sign button.</p> <p>You could also utilize the Update Schedule link to make changes to the schedule.</p> <p><i>NOTE: Previously used schedules should never be deleted from the Assign Schedules panel.</i></p> 
43.	<p>Click the OK button verify the delete.</p> 
44.	<p>Click the Save button to save the changes made to the panel.</p> 
45.	<p>Click the Plus (+) Sign button to add a new row.</p> 
46.	<p>Click the Calendar button.</p> 
47.	<p>Click the desired date.</p> <p><i>NOTE: A future pay period date must be selected. Schedules may not be adjusted for previous pay periods.</i></p> 
48.	<p>The Assignment Method should be Create Personal Schedule. In this example, the Create Personal Schedule defaults into the Assignment Method field. If the Create Personal Schedule method does not default, click the drop-down button to the right of the Assignment Method field and select it.</p>
49.	<p>Click the Create Schedule link.</p> 
50.	<p><i>NOTE: The Schedule information must be entered into the system before attempting to Apply the schedule.</i></p> <p>Click the Schedule Shifts tab.</p> 
51.	<p>Click the View All link to view all 14 days of the pay period.</p> 

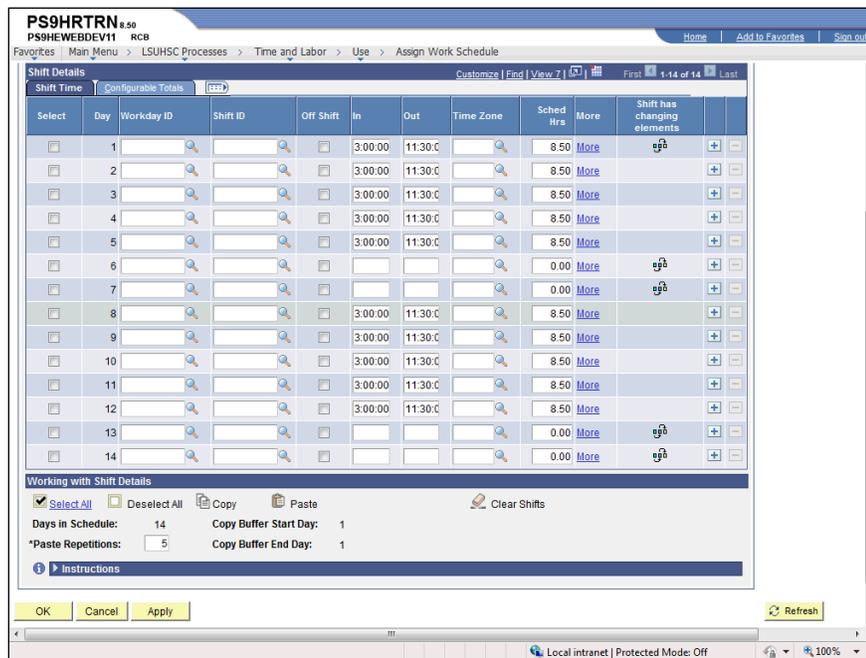


Step	Action
52.	Click the Select All link. 
53.	Click the Clear Shifts link. 
54.	Click the Deselect All link. 

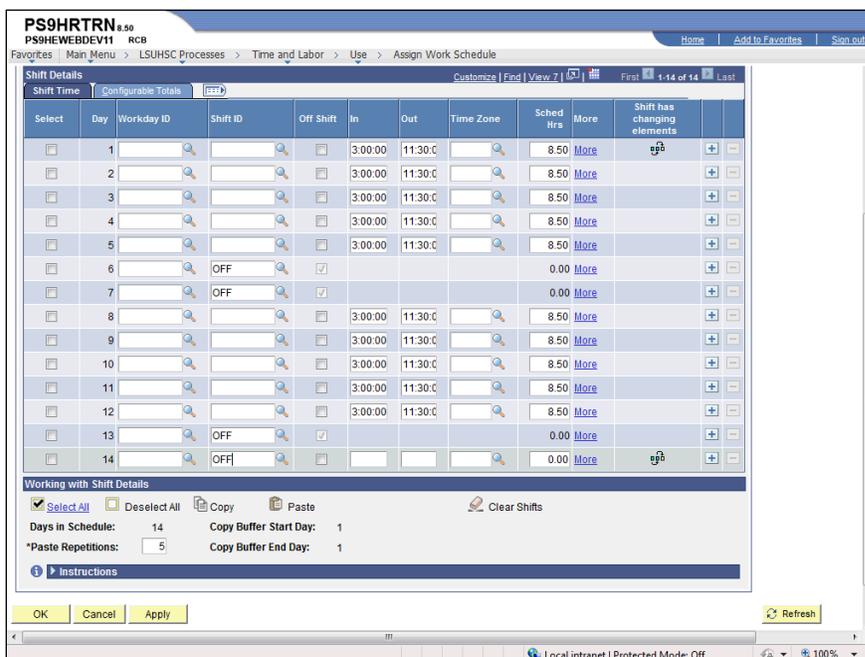


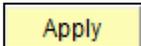
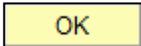
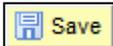
Step	Action
55.	You will enter the Start Time in the In column and the End Time in the Out column. Enter the desired information into the In field. Enter " 3p ".
56.	Enter the desired information into the Out field. Enter " 11:30p ".
57.	Click the Select Day 1 option. 
58.	Click the Copy link. 
59.	Enter the number of times you wish the system to repeat copying the selected information onto the Shift Details panel. Enter the desired information into the Paste Repetitions field. Enter " 4 ".
60.	Select the day of the pay period you want the system to begin copying the information. Click the Select Day 2 option. 
61.	Click the Paste link. 
62.	Enter the desired information into the Repeat field. Enter " 5 ".

Step	Action
63.	Click the Select Day 8 option. 
64.	Click the Paste link. 



Step	Action
65.	<i>NOTE: You must designate which days the employee will be off shift. Do not use the checkboxes in the Off Shift column for this designation.</i> Enter the desired information into the Day 6 field. Enter " OFF ".
66.	Repeat the previous step for Day 7, 13 and 14.



Step	Action
67.	<p>Click the Apply button to apply the changes made in the Shift Details panel.</p> <p><i>NOTE: The Apply button must be clicked <u>before</u> the OK button so that changes made to the panel will apply.</i></p> <div style="text-align: center;">  </div>
68.	<p>Click the OK button.</p> <div style="text-align: center;">  </div>
69.	<p>Click the Save button to save the schedule changes.</p> <div style="text-align: center;">  </div>
70.	<p>This completes Assign or Create Work Schedules.</p> <p>End of Procedure.</p>

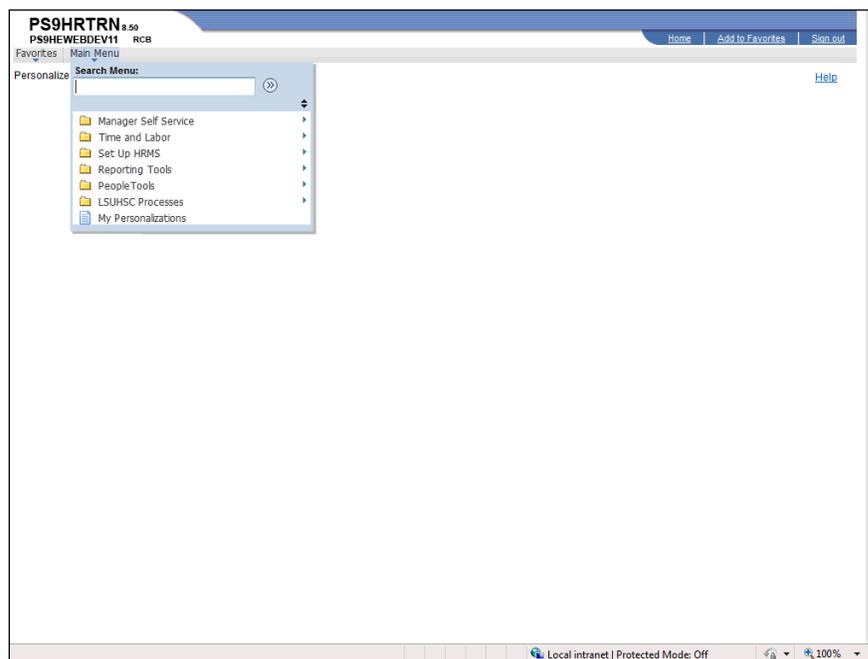


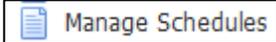
Manage Work Schedules

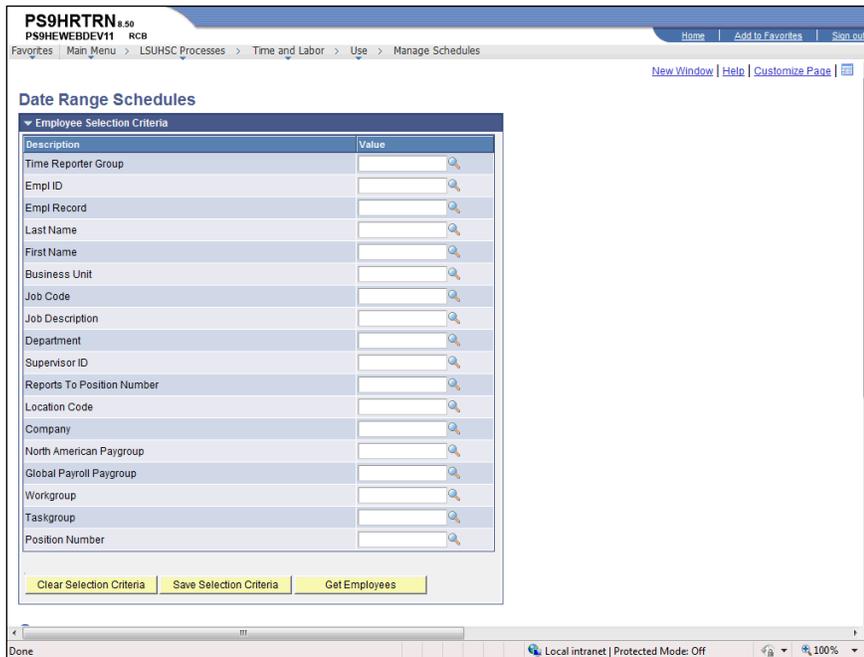
Procedure

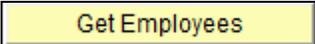
In this topic you will learn how to **Manage Work Schedules**.

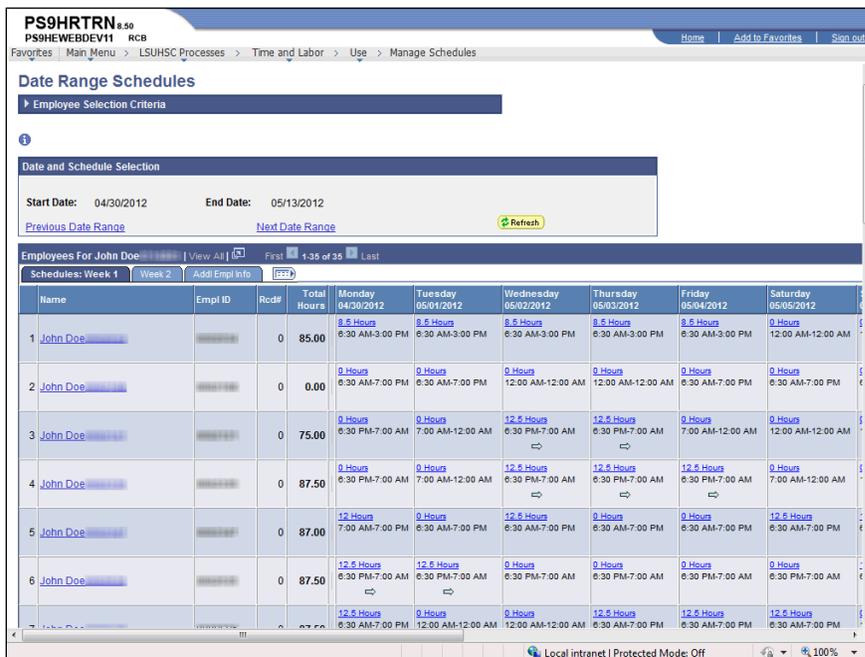
Step	Action
1.	Click the Main Menu button. 



Step	Action
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Use menu.
5.	Click the Manage Schedules link. 
6.	In this exercise two employees will trade shifts on Monday, 05/14/12.



Step	Action
7.	Enter the desired information into the Department Number field. Enter " EL2036320 ". <i>NOTE: Managing Schedules will only be used to change work days and/or times for one (1) pay period. If changes effect more than one pay period, a new personal schedule will need to be created in Assign Work Schedules.</i>
8.	Click the Get Employees button. 



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Home | Add to Favorites | Sign out

Favorites | Main Menu | LSUHSC Processes | Time and Labor | Use | Manage Schedules

Date Range Schedules

Employee Selection Criteria

Date and Schedule Selection

Start Date: 04/30/2012 End Date: 05/13/2012

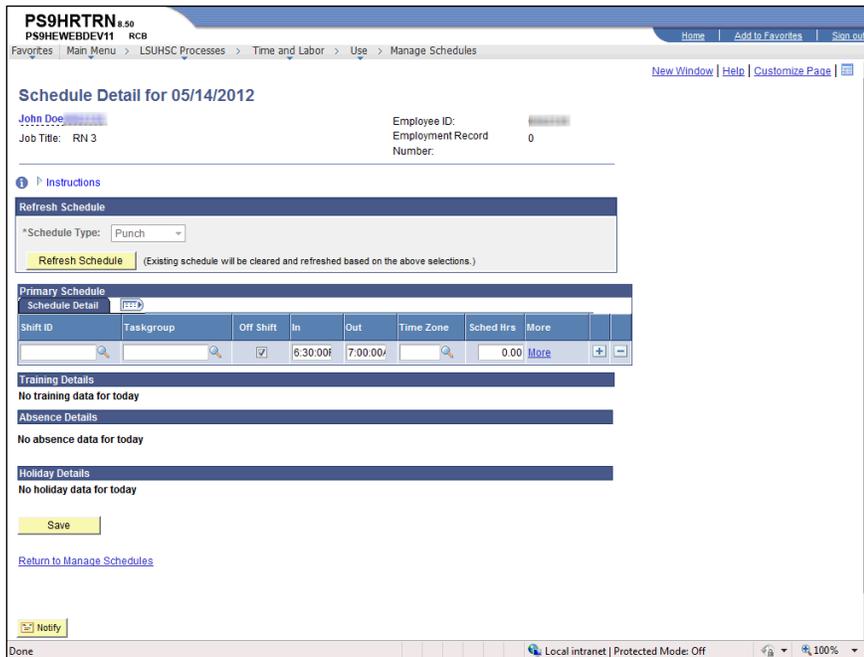
[Previous Date Range](#) [Next Date Range](#) [Refresh](#)

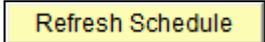
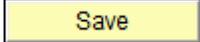
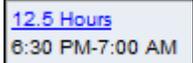
Employees For John Doe | View All | First | 1-35 of 35 | Last

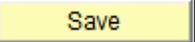
Name	Empl ID	Rec'd	Total Hours	Monday 04/30/2012	Tuesday 05/01/2012	Wednesday 05/02/2012	Thursday 05/03/2012	Friday 05/04/2012	Saturday 05/05/2012
1 John Doe		0	85.00	8.5 Hours 6:30 AM-3:00 PM	0 Hours 12:00 AM-12:00 AM				
2 John Doe		0	0.00	0 Hours 6:30 AM-7:00 PM	0 Hours 6:30 AM-7:00 PM	0 Hours 12:00 AM-12:00 AM	0 Hours 12:00 AM-12:00 AM	0 Hours 6:30 AM-7:00 PM	0 Hours 6:30 AM-7:00 PM
3 John Doe		0	75.00	0 Hours 6:30 PM-7:00 AM	0 Hours 7:00 AM-12:00 AM	12.5 Hours 6:30 PM-7:00 AM	12.5 Hours 6:30 PM-7:00 AM	0 Hours 7:00 AM-12:00 AM	0 Hours 12:00 AM-12:00 AM
4 John Doe		0	87.50	0 Hours 6:30 PM-7:00 AM	0 Hours 7:00 AM-12:00 AM	12.5 Hours 6:30 PM-7:00 AM	12.5 Hours 6:30 PM-7:00 AM	12.5 Hours 6:30 PM-7:00 AM	0 Hours 7:00 AM-12:00 AM
5 John Doe		0	87.00	12 Hours 7:00 AM-7:00 PM	0 Hours 6:30 AM-7:00 PM	12.5 Hours 6:30 AM-7:00 PM	0 Hours 6:30 AM-7:00 PM	0 Hours 6:30 AM-7:00 PM	12.5 Hours 6:30 AM-7:00 PM
6 John Doe		0	87.50	12.5 Hours 6:30 PM-7:00 AM	12.5 Hours 6:30 PM-7:00 AM	0 Hours 6:30 PM-7:00 AM	0 Hours 6:30 PM-7:00 AM	0 Hours 6:30 PM-7:00 AM	0 Hours 6:30 PM-7:00 AM
John Doe		0		12.5 Hours 6:30 AM-7:00 PM	0 Hours 12:00 AM-12:00 AM	0 Hours 12:00 AM-12:00 AM	12.5 Hours 6:30 AM-7:00 PM	12.5 Hours 6:30 AM-7:00 PM	12.5 Hours 6:30 AM-7:00 PM

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Step	Action
9.	<p>The schedule for the current pay period of 04/30/12 - 05/13/12 displays.</p> <p>Click the Next Date Range link.</p> <p>Next Date Range</p>
10.	<p>The employee's schedule for the week of 05/14/12 - 05/27/12 displays. Additional employee information displays to the right of the schedule data.</p> <p>Click the Right button of the scrollbar to view additional information.</p> <p></p>
11.	<p>Click the Left button of the scrollbar to return to the original view.</p> <p></p>
12.	<p>In this exercise, the employee on line 4 will swap off days with the employee on Line 6. The line 4 employee will work on Monday, 05/14/12 and be off Wednesday, 05/16/12. The line 6 employee will be off on Monday, 05/14/12 and work on Wednesday, 05/16/12.</p> <p>Click the 0 Hours link on 05/14/12 for the line 4 employee.</p> <p>0 Hours 6:30 PM-7:00 AM</p>



Step	Action
13.	The employee will work a regular shift rather than being off on Monday, so the Schedule Detail line needs to be modified to reflect the change. Click the Delete row button. 
14.	Click the OK button. 
15.	Click the Refresh Schedule button. 
16.	Enter the desired information into the In field. Enter " 6:30p ".
17.	Enter the desired information into the Out field. Enter " 7:00a ".
18.	Click the Save button. 
19.	Line 4 of the employee's schedule now reflects he will work a 12.5 hour shift on Monday, 05/14/12 instead of being off. You must now change the line 6 employee's schedule to reflect he will be off on Monday, 05/14/12.
20.	Click the 12.5 Hours link for the line 4 employee on Wednesday, 05/16/12. 

Step	Action
21.	Click the Look up Shift ID button. 
22.	Click the Down button of the scrollbar. 
23.	Click the OFF link. 
24.	Click the Save button. 
25.	The line 4 employee's schedule now reflects that he will be off on Wednesday, 05/16/12. Repeat steps 12 through 24 for the line 6 employee to reflect he will be off on Monday, 05/14/12 and will work a 12.5 shift on Wednesday, 05/16/12.
26.	The schedule for the pay period 05/14/12 through 05/27/12 now reflects all needed changes.
27.	This completes Manage Work Schedules . End of Procedure.



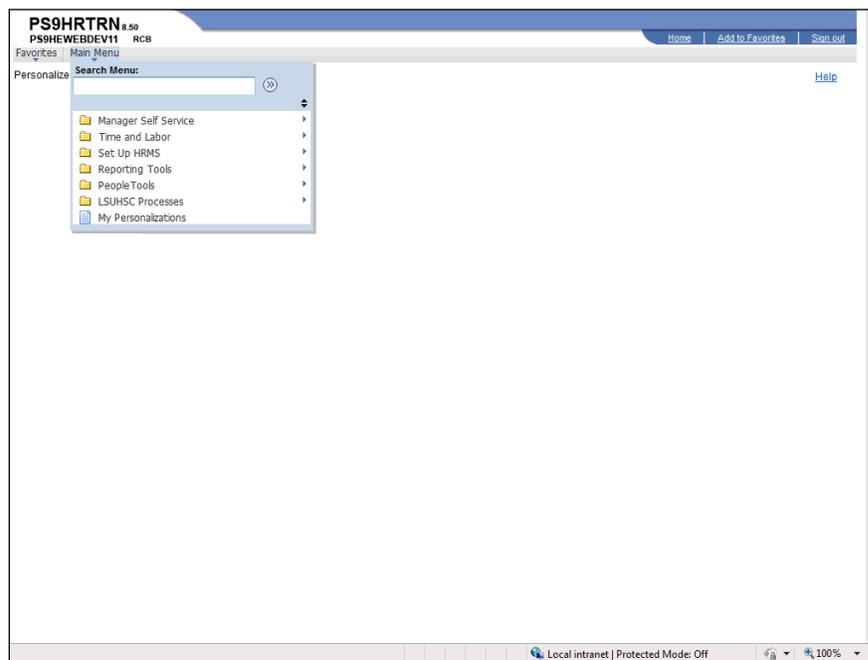
Managing the Employee Timesheet

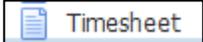
Add Punches

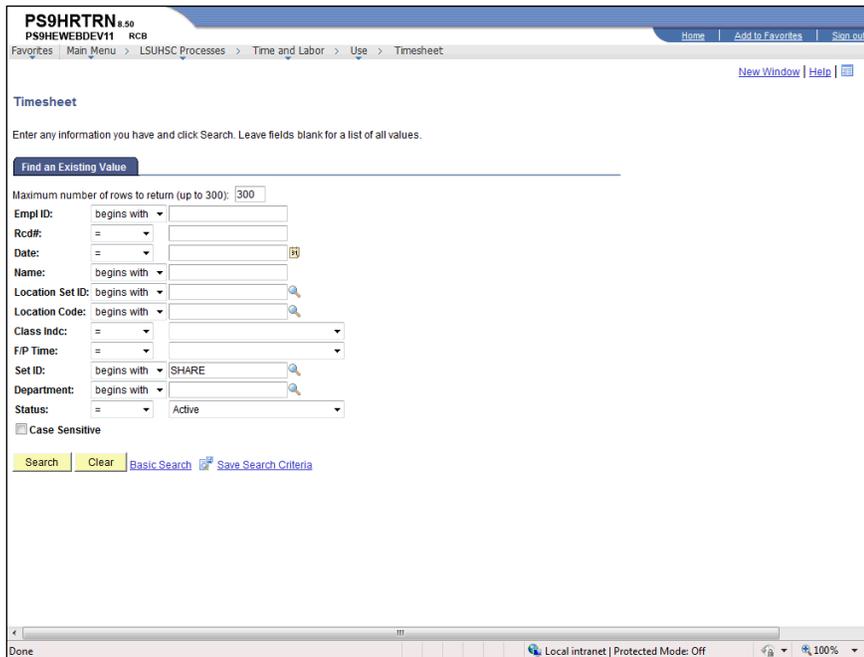
Procedure

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

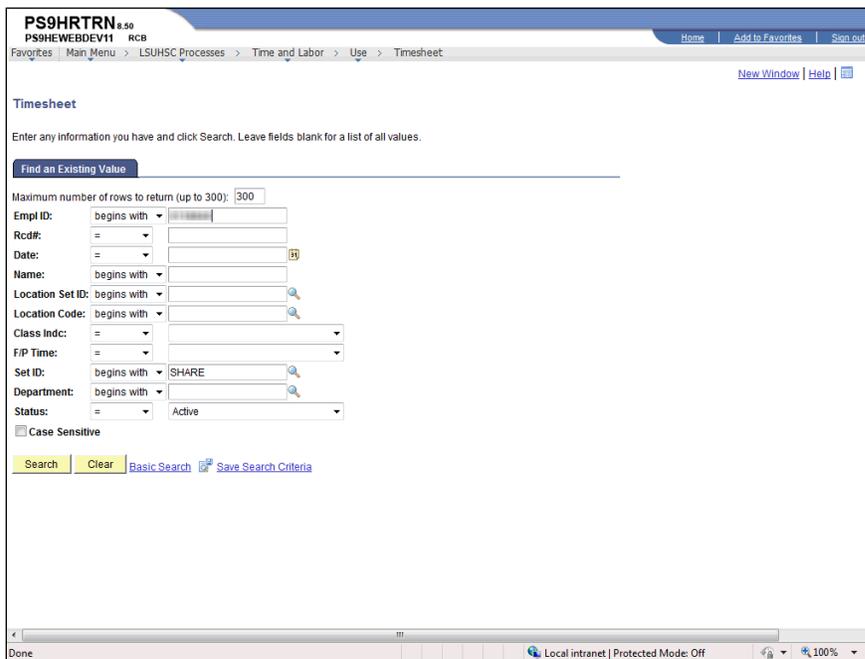
Step	Action
1.	Click the Main Menu button. 



Step	Action
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Use menu.
5.	Click the Timesheet menu. 



Step	Action
6.	Enter the desired information into the Empl ID field. Enter "7 - digit Employee ID Number" .



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Home | Add to Favorites | Sign out

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

[New Window](#) | [Help](#) |

Timesheet

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

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID: begins with

Rcd#: =

Date: =

Name: begins with

Location Set ID: begins with

Location Code: begins with

Class Indc: =

F/P Time: =

Set ID: begins with

Department: begins with

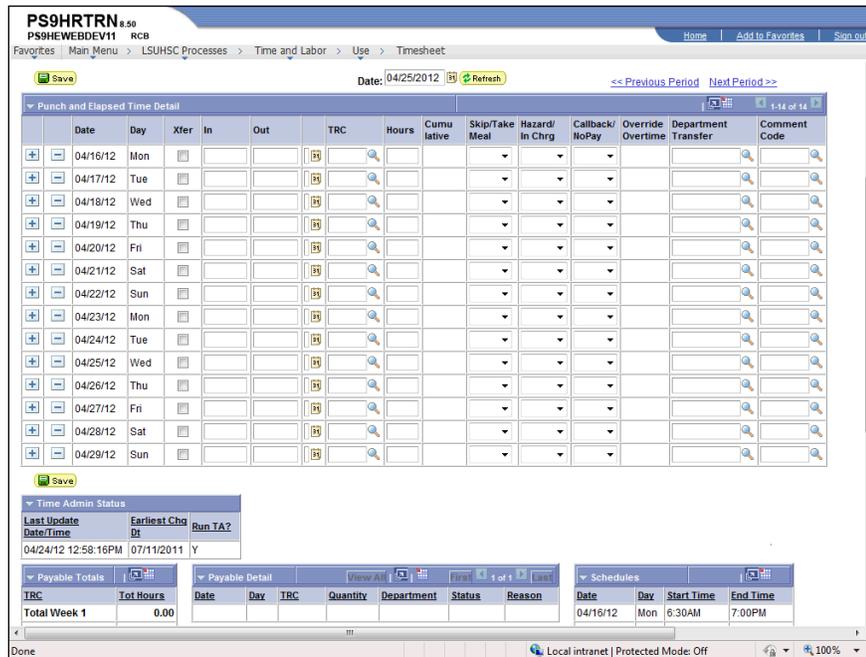
Status: =

Case Sensitive

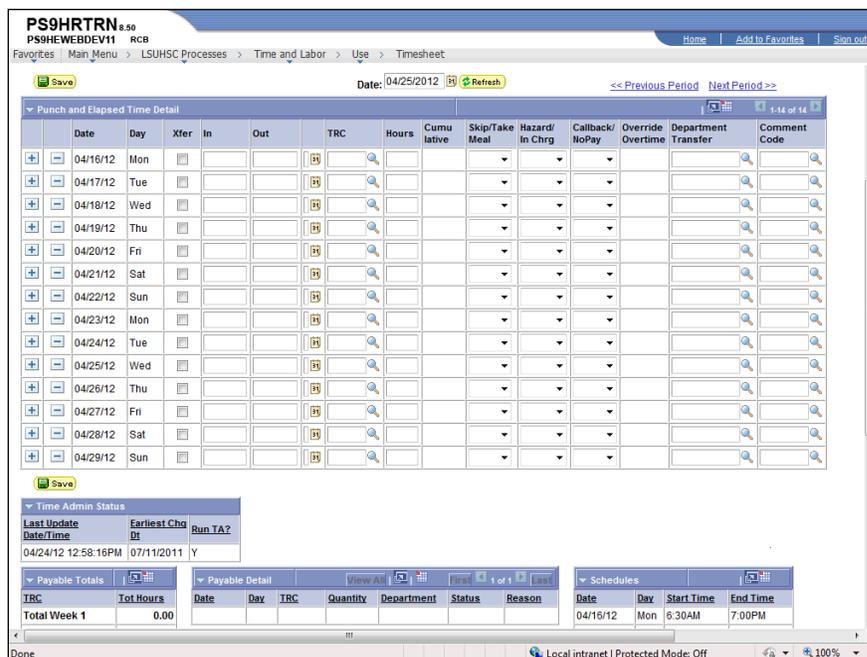
Search | **Clear** | [Basic Search](#) | [Save Search Criteria](#)

Done | Local intranet | Protected Mode: Off | 100%

Step	Action
7.	Click the Search button to display the employee's current timesheet. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> Search </div>



Step	Action
8.	NOTE: Bread Crumbs display at the top of the panel and provide navigation to the timesheet.
9.	<p>In and Out punches are imported to the timesheet from the TTE system, so you will not be required to input regular time data into the system. The information displayed in the timesheet is governed by the employee's Pay Rule, which is programmed into the system.</p> <p>It is your role to identify any Exceptions to the timesheet and amend them accordingly. Known Exceptions to a timesheet include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Missed Punches; • TRC – including On Call and Leave; • In Charge; and/or • Transfers.
10.	<p>Anytime you enter information onto the timesheet, it is considered a manual edit or change to the timesheet. To enter data onto the timesheet, simply click on the appropriate field and type the information directly into the cell.</p> <p>NOTE: You can view the employee's schedule in the Schedules section on the bottom right of the page.</p>
11.	<p>In this exercise, you will enter all time data onto the timesheet. Generally, punches will be imported from the TTE system. 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.</p>



Step	Action
12.	<p>Enter the desired information into the Mon In field. Enter "6:28a".</p> <p><i>NOTE: When entering punch information using Regular Time, you must designate AM or PM. In this exercise, you will "a" to designate AM and "p" to designate PM. When entering regular time, the system will automatically default to AM unless specified.</i></p> <p><i>NOTE: Military Time can also be used instead of regular time.</i></p>
13.	<p>Enter the desired information into the Mon Out field. Enter "6:56p".</p>
14.	<p>Military Time</p> <p>Military Time is a 24-hour clock notation system. It utilizes a four (4) digit format, hhmm, as a means of distinguishing between day and night. The first two digits represent the hour of the day and the last two digits the minutes of the hour. For example, 0330 represents 3:30 AM and 1700 represents 5:00 PM.</p> <p>A time separator (colon) is not used when entering Military Time (i.e. 0330 rather than 03:30) unlike when entering regular time. Using Military Time, if the time entered has a preceding zero (i.e. 0330), it indicates day (AM) time. If the time has a preceding 1 or 2 (i.e. 1500 or 2300), it indicates night (PM) time. Midnight (12:00 AM) is designated by two zeros (00). You will not enter AM or PM when entering punch information in a Military Time format. However, time must be notated using all four digits.</p>

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	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
+	04/16/12	Mon		6:28a	6:56p									
+	04/17/12	Tue												
+	04/18/12	Wed												
+	04/19/12	Thu												
+	04/20/12	Fri												
+	04/21/12	Sat												
+	04/22/12	Sun												
+	04/23/12	Mon												
+	04/24/12	Tue												
+	04/25/12	Wed												
+	04/26/12	Thu												
+	04/27/12	Fri												
+	04/28/12	Sat												
+	04/29/12	Sun												

Save

Time Admin Status

Last Update Date/Time	Earliest Cho Dt	Run TA?
04/24/12 12:58:16PM	07/11/2011	Y

Payable Totals

TRC	Tot Hours
Total Week 1	0.00

Payable Detail

Date	Day	TRC	Quantity	Department	Status	Reason
04/16/12	Mon					

Schedules

Date	Day	Start Time	End Time
04/16/12	Mon	6:30AM	7:00PM

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Step	Action
15.	Enter the desired information into the Tue field. Enter " 0644 ".
16.	Enter the desired information into the Tue field. Enter " 1854 ".
17.	Enter time for Friday and Saturday, and Sunday, Wednesday and Thursday of the next week.

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Save Date: 04/25/2012 Refresh << Previous Period Next Period >>

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	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
+	04/16/12	Mon		6:28a	6:56p									
+	04/17/12	Tue		0644	1854									
+	04/18/12	Wed												
+	04/19/12	Thu												
+	04/20/12	Fri		0642	1845									
+	04/21/12	Sat		0627	1501									
+	04/22/12	Sun		0630	1940									
+	04/23/12	Mon												
+	04/24/12	Tue												
+	04/25/12	Wed		6:32a	6:58p									
+	04/26/12	Thu		6:29a	6:53p									
+	04/27/12	Fri												
+	04/28/12	Sat												
+	04/29/12	Sun												

Save

Time Admin Status

Last Update Date/Time	Earliest Cho Dt	Run TA?
04/24/12 12:58:16PM	07/11/2011	Y

Payable Totals

TRC	Tot Hours
Total Week 1	0.00

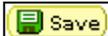
Payable Detail

Date	Day	TRC	Quantity	Department	Status	Reason
04/16/12	Mon					

Schedules

Date	Day	Start Time	End Time
04/16/12	Mon	6:30AM	7:00PM

Local intranet | Protected Mode: Off

Step	Action
18.	<p>In this exercise, you did not Save your changes to the timesheet until all data was input onto the timesheet. You can Save changes made to the timesheet at any time.</p> <p>When you Save your information, the system will automatically update any manual edits made to the page. Payable Time, however, will not be calculated until the Time Admin process is run.</p> <p>Click the Save button.</p> 
19.	<p>NOTE: Punch information entered as Military Time is converted to regular time once the timesheet is saved.</p>
20.	<p>Rounding Rules</p> <p>There are two (2) Rounding Rules that are applied to an employee's time when the Time Admin process is run. The Rounding Rules are:</p> <ul style="list-style-type: none"> • 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.
21.	<p>The 6-Minute Rounding Rule</p> <p>The 6-Minute Rounding Rule is applied to an employee's time when the employee is working according to a schedule. The 6-Minute Rounding Rule will not apply if an employee is working at any time other than according to his/her pre-defined schedule (i.e. Call-Back time). When the employee clocks In or Out within 6 minutes of his/her pre-defined scheduled Start and End time, the system will "round" his/her time to the scheduled Start and End time.</p>
22.	<p>The 6-Minute Rounding Rule (continued)</p> <p>For example, on Mon, 04/16/12, the employee is scheduled to work from 6:30AM until 7:00PM. The employee clocked In at 6:28AM and clocked Out at 6:56PM. 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 6:30AM and End time of 7:00PM and display the "rounded" time on the timesheet.</p>

Step	Action
23.	<p>The Tenth-Hour Rounding Rule</p> <p>The Tenth-Hour Rounding Rule is applied when an employee is working without a schedule or 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, but is considered Tardy for work, comes in early to work, or works past his/her scheduled Start/End time (i.e. clocks In or Out more than 6 minutes from the scheduled Start or End time). The Tenth-Hour Rounding Rule will "round" time to the nearest tenth of the hour.</p>
24.	<p>The Tenth-Hour Rounding Rule (continued)</p> <p>For example, on Tue, 04/17/12, the employee is scheduled to work from 6:30AM until 7:00PM. The employee clocked In at 6:44AM therefore, the employee is considered Tardy. The 6-Minute Rounding Rule will not apply due to the employee being Tardy. The system will "round" her Start Time to the next tenth when the Time Admin process is run.</p>
25.	<p><i>NOTE: Time rounding changes will not display in the Timesheet itself. Actual clock information will remain as displayed in the Timesheet. Rounding changes are viewable in the Payable Totals section.</i></p> <p><i>NOTE: Payable Totals will not change until Time Admin has been run.</i></p>
26.	<p>After time admin has run, any leave taken during the pay period will display in the TL Leave Data box in the Timesheet Balance column. In this example, no leave was taken so the Timesheet Balance column is blank.</p>
27.	<p>Rounding changes are displayed in the Payable Time section. The Payable Total for Week 1 is 56.10 and 23.90 for Week 2. The Total Period Hours are 80.00.</p> <p><i>NOTE: The Cumulative column total in the timesheet is 79.72. The Cumulative total does not reflect rounding changes and will remain unchanged when Time Admin is run.</i></p>
28.	<p>The TRC options displayed are defined as follows:</p> <p>CER - Certified Pay DPI - Department/Critical RGB - Regular Bi-Weekly SH2 - Shift 2 Differential WKN - Weekend Differential</p>

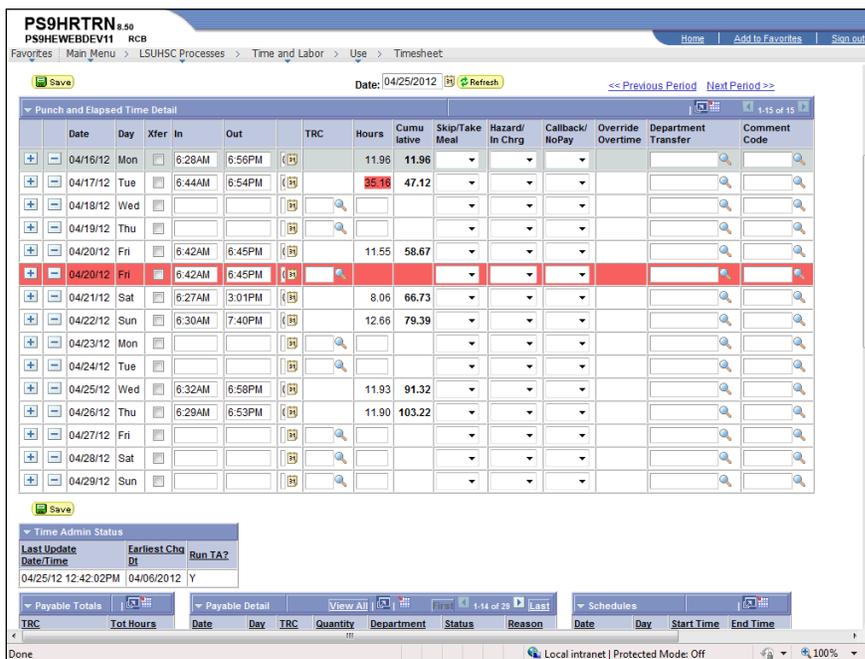
Step	Action
29.	<p><i>NOTE: When the Time Admin process is run, if there are any Exceptions needing immediate review an Exceptions section will display to the right of the Time Admin Status section.</i></p> <p>Exceptions needing immediate review are flagged by the system and display on the timesheet as a red field.</p> <p><i>All High level exceptions <u>must</u> be corrected in order for time to calculate for that day.</i></p>
30.	<p>This completes Add Punches.</p> <p>End of Procedure.</p>



Correct and Delete Time

Procedure

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



Step	Action
1.	<p>Correcting Time is accomplished by clicking into the appropriate row/column field, and typing the corrected data into the cell. In this exercise, you will correct the time punch in the Monday Out field from 6:56PM to 7:05PM.</p> <p>Enter the desired information into the Mon field. Enter "7:05p".</p>
2.	<p>Click the Save button to save the manual edit made to the timesheet.</p> 
3.	<p>When the system detects an error on the timesheet, it will highlight the row or field containing the error in red. In deciding how to correct the issue, you will need to determine the cause of the error.</p>

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Punch and Elapsed Time Detail

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
	04/16/12	Mon		6:28AM	7:05PM		11.96	11.96						
	04/17/12	Tue		6:44AM	6:54PM		35.16	47.12						
	04/18/12	Wed												
	04/19/12	Thu												
	04/20/12	Fri		6:42AM	6:45PM		11.55	58.67						
	04/20/12	Fri		6:42AM	6:45PM									
	04/21/12	Sat		6:27AM	3:01PM		8.06	66.73						
	04/22/12	Sun		6:30AM	7:40PM		12.66	79.39						
	04/23/12	Mon												
	04/24/12	Tue												
	04/25/12	Wed		6:32AM	6:58PM		11.93	91.32						
	04/26/12	Thu		6:29AM	6:53PM		11.90	103.22						
	04/27/12	Fri												
	04/28/12	Sat												
	04/29/12	Sun												

Save

Time Admin Status

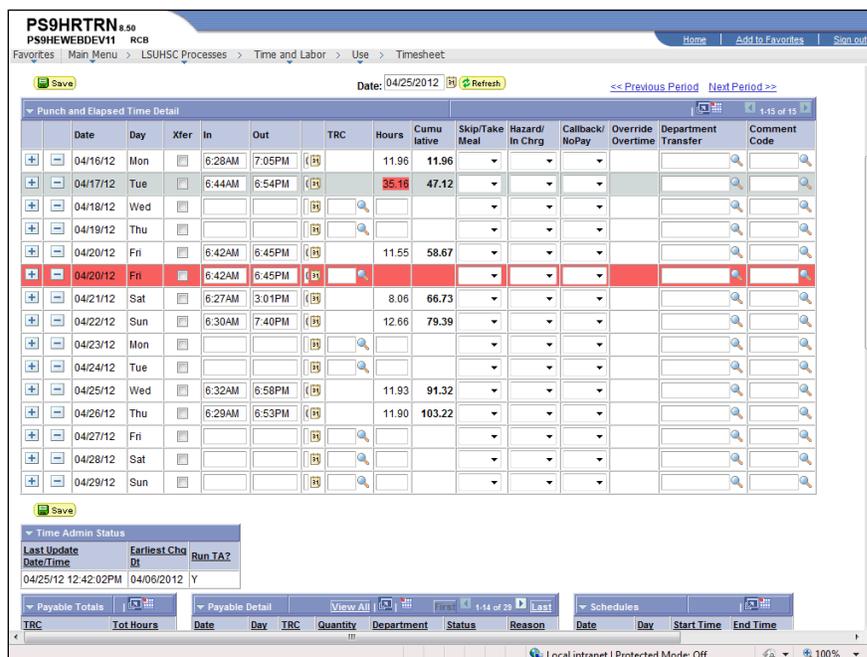
Last Update Date/Time	Earliest Cho Dt	Run TA?
04/25/12 12:42:02PM	04/06/2012	Y

Payable Totals | Payable Detail | View: All | 1-14 of 23 | Last | Schedules

TRC | Total Hours | Date | Day | TRC | Quantity | Department | Status | Reason | Date | Day | Start Time | End Time

Local intranet | Protected Mode: Off | 100%

Step	Action
4.	<p>For Tuesday, 04/17/12 the timesheet shows the employee worked 35.16 hours on that day. If the Hours calculation is greater than the difference between the In and Out times, most likely the date of the Out punch is incorrect.</p> <p>Click the Choose a date button to check the Out punch date.</p> 
5.	<p>The calendar shows that the Out punch date is 04/18/2012 (grey highlight).</p> <p>Click the Close button.</p> 



	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
	04/16/12	Mon		6:28AM	7:05PM		11.96	11.96						
	04/17/12	Tue		6:44AM	6:54PM		35.16	47.12						
	04/18/12	Wed												
	04/19/12	Thu												
	04/20/12	Fri		6:42AM	6:45PM		11.55	58.67						
	04/20/12	Fri		6:42AM	6:45PM									
	04/21/12	Sat		6:27AM	3:01PM		8.06	66.73						
	04/22/12	Sun		6:30AM	7:40PM		12.66	79.39						
	04/23/12	Mon												
	04/24/12	Tue												
	04/25/12	Wed		6:32AM	6:58PM		11.93	91.32						
	04/26/12	Thu		6:29AM	6:53PM		11.90	103.22						
	04/27/12	Fri												
	04/28/12	Sat												
	04/29/12	Sun												

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 2 button. 
7.	Enter the desired information into the Tue field. Enter " 6:44a ".
8.	Enter the desired information into the Tue field. Enter " 6:54p ".
9.	Click the Clear Balance Button button to delete the original row. 
10.	Click the Save button. 
11.	There is also a double-punch for Fri, 04/20/12. 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 Clear Balance Button button. 

Step	Action
13.	Click the Save button. 
14.	The system has removed the red double-punch row and updated the timesheet. <i>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.</i>
15.	This completes Correct and Delete Time . 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. <i>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.</i>

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Save

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Overtime	Department Transfer	Comment Code
	04/16/12	Mon		6:28AM	7:05PM		12.11	12.11						
	04/17/12	Tue		6:44AM	6:54PM		11.66	23.77						
	04/18/12	Wed												
	04/19/12	Thu												
	04/20/12	Fri		6:42AM	6:45PM		11.55	35.32						
	04/21/12	Sat		6:27AM	3:01PM		8.06	43.38						
	04/22/12	Sun		6:30AM	7:40PM		12.66	56.04						
	04/23/12	Mon												
	04/24/12	Tue												
	04/25/12	Wed		6:32AM	6:58PM		11.93	67.97						
	04/26/12	Thu		6:29AM	6:53PM		11.90	79.87						
	04/27/12	Fri												
	04/28/12	Sat												
	04/29/12	Sun												

Save

Time Admin Status

Last Update Date/Time	Earliest Cho Dt	Run TA?
04/25/12 12:42:02PM	04/06/2012	Y

Payable Totals

TRC	Tot Hours
CER	80.00
CB1	80.00

Payable Detail

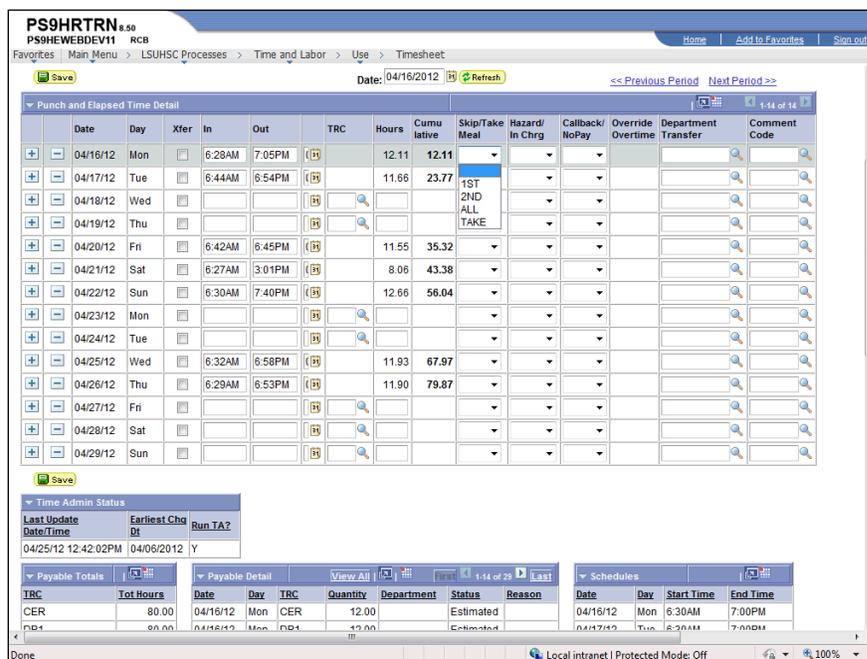
Date	Day	TRC	Quantity	Department	Status	Reason
04/16/12	Mon	CER	12.00		Estimated	
04/16/12	Mon	CB1	49.00		Estimated	

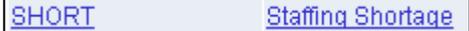
Schedules

Date	Day	Start Time	End Time
04/16/12	Mon	6:30AM	7:00PM
04/17/12	Tue	6:30AM	7:00PM

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Step	Action
3.	Click the button to the right of the Skip/TakeMeal field. 



Step	Action
4.	<p>Click the 1ST option from the drop-down list to cancel the first meal deduction.</p> <p><i>NOTE: You can select the 2nd option to cancel the 2nd meal deduction. You can select ALL to cancel the 1st and 2nd meal deductions.</i></p> 
5.	<p>A Comment Code may be added to explain why the meal deduction(s) were cancelled.</p> <p>Click the Search Comment Code button.</p> 
6.	<p>You can select a Comment Code from the list by clicking on the appropriate Override Reason Code or Description option.</p> <p>Click the SHORT - Staffing Shortage link.</p> 
7.	<p>Click the Save button.</p> 
8.	<p>If a meal deduction(s) has been cancelled in error, you can Restore the Meal Deduction(s).</p> <p>Click the button to the right of the Skip Meal field.</p> 

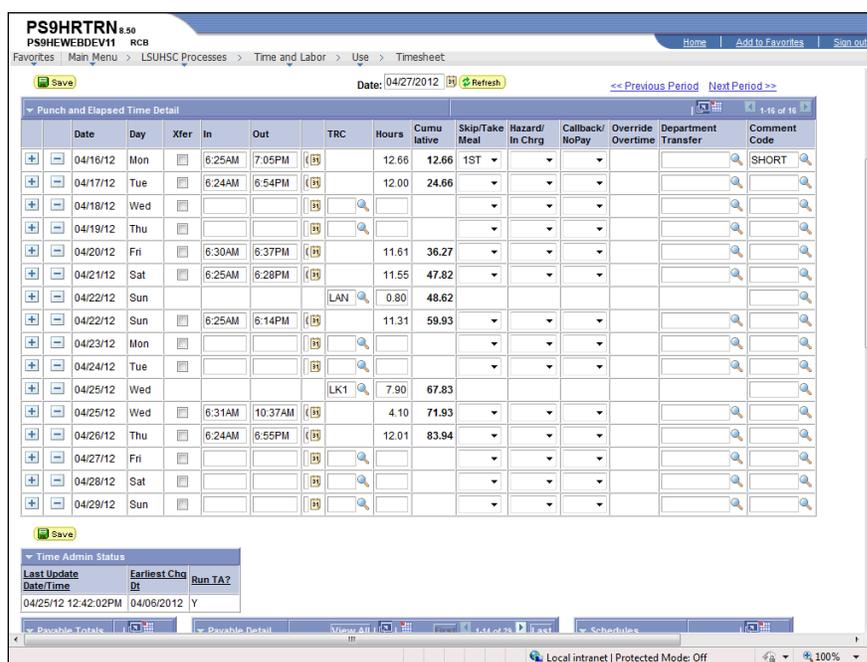
Step	Action
9.	Click the Blank list item from the drop-down list or highlight 1st and press the Delete button. 
10.	Highlight "SHORT" and press the Delete button to remove the Comment Code.
11.	Click the Save button. 
12.	This completes Cancel and Restore a Meal Deduction . End of Procedure.

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 Friday, April 20th and Saturday, April 21st.



The screenshot shows the 'Punch and Elapsed Time Detail' window for employee PS9HEWEDEV11. The table below represents the data visible in the screenshot:

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
04/16/12	Mon		6:25AM	7:05PM		12.66	12.66	1ST					SHORT
04/17/12	Tue		6:24AM	6:54PM		12.00	24.66						
04/18/12	Wed												
04/19/12	Thu												
04/20/12	Fri		6:30AM	6:37PM		11.61	36.27						
04/21/12	Sat		6:25AM	6:28PM		11.55	47.82						
04/22/12	Sun				LAN	0.80	48.62						
04/22/12	Sun		6:25AM	6:14PM		11.31	59.93						
04/23/12	Mon												
04/24/12	Tue												
04/25/12	Wed				LK1	7.90	67.83						
04/25/12	Wed		6:31AM	10:37AM		4.10	71.93						
04/26/12	Thu		6:24AM	6:55PM		12.01	83.94						
04/27/12	Fri												
04/28/12	Sat												
04/29/12	Sun												

Step	Action
2.	The employee left early on Friday and Saturday. You will need to add another row for Friday and Saturday to enter the Leave Time. Click the Add a new row at row 5 button. 
3.	When a row is added, the system will highlight the row in yellow.
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. 

Step	Action
5.	Select the appropriate Leave Code from the list. Click the LBS - Leave Sick BiWeekly Wage link. 
6.	Time is not indicated for leave hours, so you will enter the number of leave hours taken in the Hours field. <i>NOTE: TRC hours are recorded using elapsed time (hours). Thus, time can only be recorded in increments of a tenth (10th) of a hour. A tenth (10th) is equal to 6 minutes.</i> Enter the desired information into the Fri field. Enter " 0.40 ".
7.	Click the Add a new row at row 7 button. 
8.	Click the TRC Search button. 
9.	Click the Leave - Sick BiWeekly Wage link. 
10.	Enter the desired information into the Sat field. Enter " 0.50 ".
11.	Click the Save button. 
12.	Once you have Saved your changes, the system will automatically include the leave time to the Cumulative total. <i>NOTE: Cumulative time is not Payable Time. Payable Time is calculated when the Time Admin process is run.</i>
13.	In this exercise, an incorrect Leave Code has been entered on the timesheet for Friday and Saturday. You will change the Leave Code from Sick Leave (LBS) to Annual Leave (LAN).
14.	Click the TRC Search button. 
15.	Click the LAN - Leave - Annual BW Wage link. 
16.	Click the TRC Search button. 
17.	Click the LAN - Leave - Annual BW Wage link. 

Step	Action
18.	Click the Save button. 
19.	<i>NOTE: The total number of Annual Leave hours entered on the timesheet displays in the Timesheet Balance column/Vacation row located in the TL Leave Data section.</i>
20.	This completes Enter and Change Leave . End of Procedure.

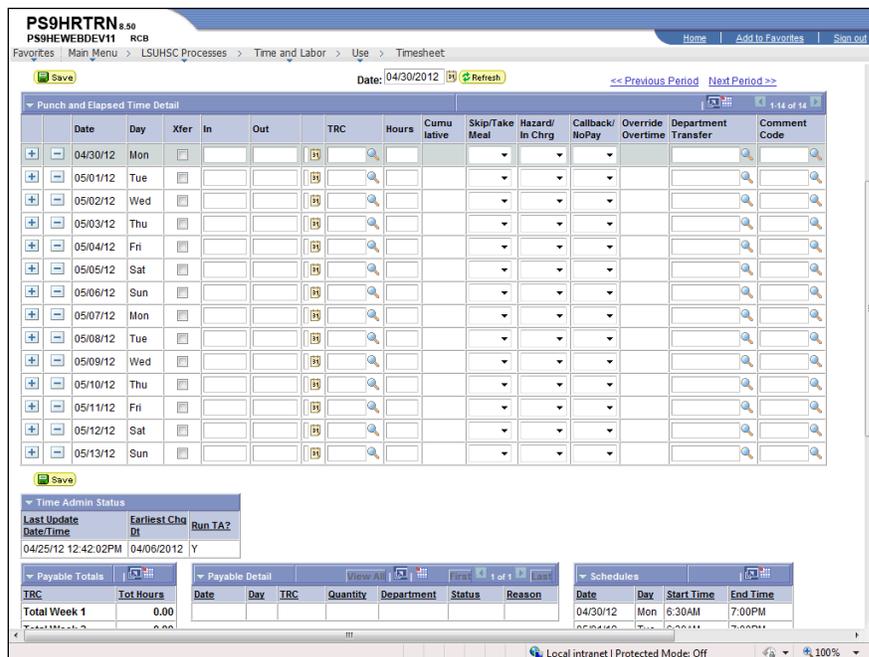


Enter a Non-Pay Code

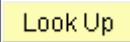
Procedure

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

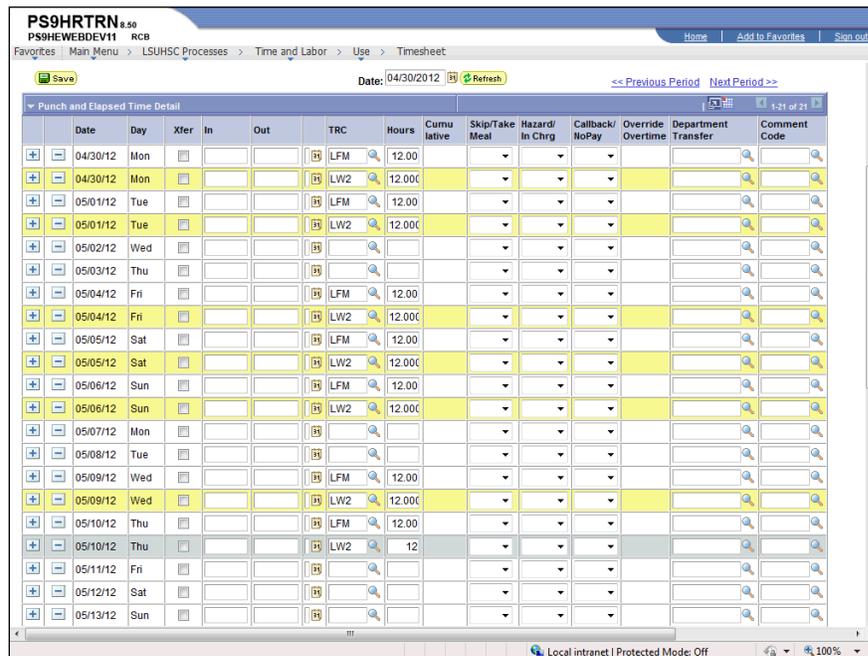
Step	Action
1.	In this exercise, you will enter Non-Paid Leave information for an employee for the entire pay period. The employee will be on FMLA Leave beginning on 04/30/12 and continuing through 05/13/12.



Step	Action
2.	<p>When an employee is on FMLA, Worker's Comp, or On-Job Training, you will enter a Non-Pay Code for hours worked. All Leave Codes are listed in the TRC Search option.</p> <p>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.</p> <p>Click the Look up TRC button for Monday.</p> 

Step	Action
3.	<p>The Non-Pay Codes are listed with other TRC leave options. The Non-Pay Codes are:</p> <p>JBT On-Job Training 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</p>
4.	<p>Click the LFM - FMLA Leave - Hours Only link.</p> <p></p>
5.	<p>Time will not display in the In/Out fields. You will, therefore, need to enter the total elapsed number of non-paid hours into the Hours field for the specified day.</p> <p>Enter the desired information into the Hours field. Enter "12".</p>
6.	<p><i>NOTE: On-Job Training, 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.</i></p> <p>Click the Add a new row at row 1 button.</p> <p></p>
7.	<p>Click the Look up TRC button on the added row to select either a payable or unpaid leave code.</p> <p></p>
8.	<p>In this example you will use the LW2 - LWOP Authorized option as the leave code.</p> <p>Enter the desired information into the Time Reporting Code field. Enter "L".</p>
9.	<p>Click the Look Up button.</p> <p></p>
10.	<p>Click the LW2 - LWOP Authorized link.</p> <p></p>
11.	<p>Enter the desired information into the Mon field. Enter "12".</p>
12.	<p>Enter the desired information into the Tue field. Enter "LFM".</p>
13.	<p>Enter the desired information into the Tue field. Enter "12".</p>
14.	<p>Click the Add a new row at row 3 button.</p> <p></p>
15.	<p>Enter the desired information into the Tue field. Enter "LW2".</p>
16.	<p>Enter the desired information into the Tue field. Enter "12".</p>

Step	Action
17.	Repeat steps 12 thru 16 for the employee's remaining scheduled work days of the pay period.



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

Enter No Pay

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

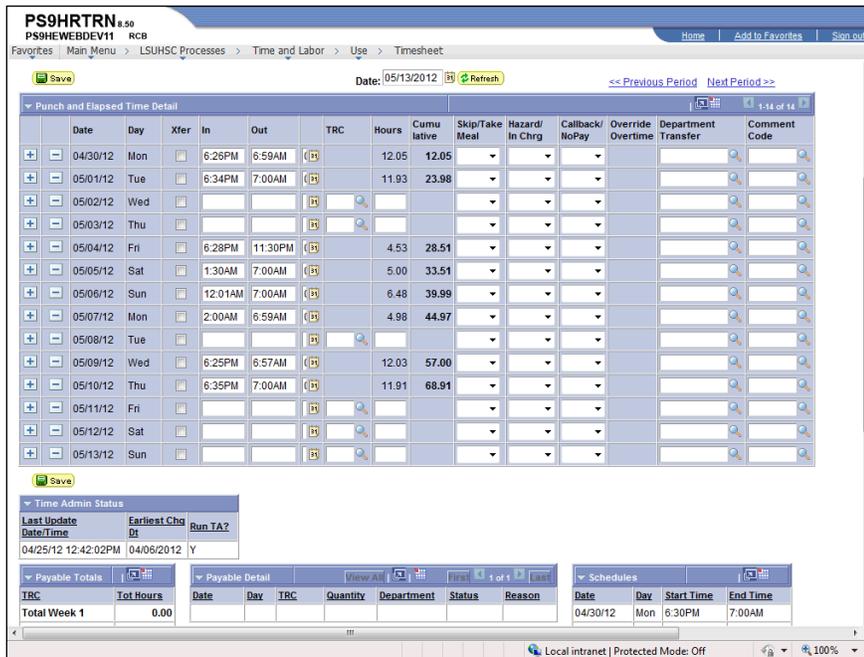
A crossover shift occurs when the employee is scheduled to begin work on one day and ends work on the next day. For example, the employee is scheduled to work 6:30 PM until 7:00 AM the next morning. The employee must be scheduled to begin work before Midnight (6:30 PM) and to end work after Midnight (7:00 AM the next morning) for a No Pay instance to occur.

Enter No Pay - Scenario 1

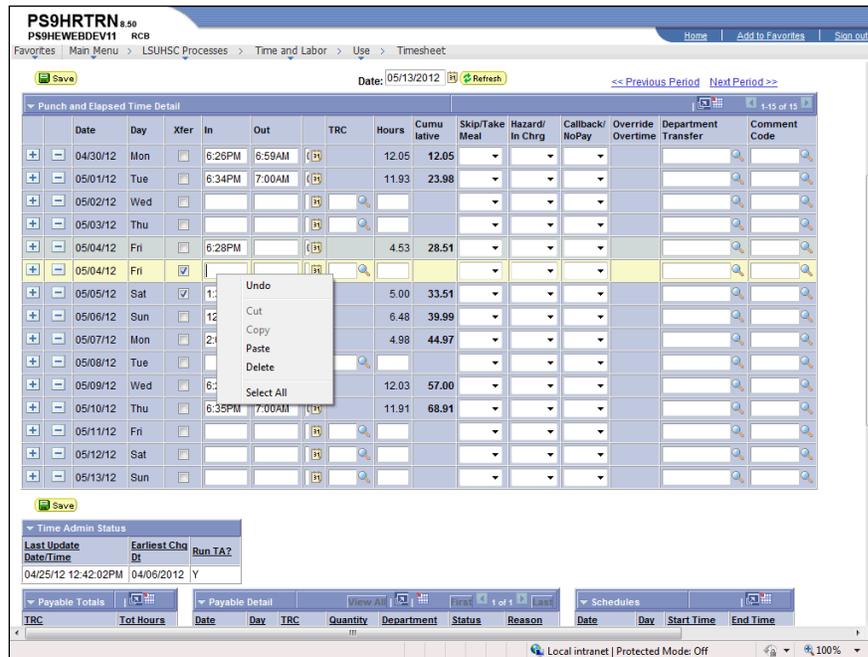
Procedure

In this topic you will learn how to **Enter No Pay - Scenario 1** on the Timesheet.

Step	Action
1.	<p>Scenario 1 On Friday, 05/04/12, the employee was scheduled to work from 6:30 pm until 7:00 am the following morning.</p> <p>Row 5 The employee clocked in at his scheduled time of 6:30 pm on Friday, but then clocked out at 11:30 pm due to a family emergency for a total time worked of 4.50 hours.</p> <p><i>NOTE: In this example a meal deduction was taken. If the employee had not taken a lunch break, the meal deduction would need to be added back in.</i></p>
2.	<p>Row 6 At 1:30 AM the employee clocked back into work and worked the remainder of his shift for a total of 5.50 hours.</p> <p>Situation The system views row 5 and row 6 as two different shifts rather than as a continuation of the scheduled shift. Row 5 and 6 must be linked so that the system views them as one shift.</p> <p><i>NOTE: A corresponding row must be added to designate whether the time will be paid or unpaid.</i></p>



Step	Action
3.	Click the Add a new row at row 5 button. <i>NOTE: The new row will be used to designate No Pay time.</i> 
4.	<i>NOTE: The new row is highlighted in yellow.</i> Click the Xfer option on the new row to link the new row to row 5. 
5.	Click the Xfer option on the 3rd row to link the 3rd row to rows 1 and 2. 
6.	Move the Out punch to the In field on the new row. Highlight the Friday Out punch.
7.	Right click on the Friday Out field and then click the Cut list item. <i>NOTE: The Out field will remain blank once you cut the punch information.</i> 
8.	Right-click in the In field on the new row . 



Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
04/30/12	Mon		6:28PM	6:59AM		12.05	12.05						
05/01/12	Tue		6:34PM	7:00AM		11.93	23.98						
05/02/12	Wed												
05/03/12	Thu												
05/04/12	Fri		6:28PM			4.53	28.51						
05/04/12	Fri	<input checked="" type="checkbox"/>											
05/05/12	Sat	<input checked="" type="checkbox"/>	1:			5.00	33.51						
05/06/12	Sun	<input checked="" type="checkbox"/>	12			6.48	39.99						
05/07/12	Mon	<input checked="" type="checkbox"/>	2:			4.98	44.97						
05/08/12	Tue												
05/09/12	Wed	<input checked="" type="checkbox"/>	6:			12.03	57.00						
05/10/12	Thu		6:35PM	7:00AM		11.91	68.91						
05/11/12	Fri												
05/12/12	Sat												
05/13/12	Sun												

Step	Action
9.	<p>Click the Paste list item.</p> <p><i>NOTE: The Out field on the new row will remain blank.</i></p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Paste</div>

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Time and Labor 9.1 Time Keeper Payroll - HCSD



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	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
+	04/30/12	Mon		6:26PM	6:59AM		12.05	12.05						
+	05/01/12	Tue		6:34PM	7:00AM		11.93	23.98						
+	05/02/12	Wed												
+	05/03/12	Thu												
+	05/04/12	Fri		6:28PM			4.53	28.51						
+	05/04/12	Fri	<input checked="" type="checkbox"/>	11:30PM										
+	05/05/12	Sat	<input checked="" type="checkbox"/>	1:30AM	7:00AM		5.00	33.51						
+	05/06/12	Sun		12:01AM	7:00AM		6.48	39.99						
+	05/07/12	Mon		2:00AM	6:59AM		4.98	44.97						
+	05/08/12	Tue												
+	05/09/12	Wed		6:25PM	6:57AM		12.03	57.00						
+	05/10/12	Thu		6:35PM	7:00AM		11.91	68.91						
+	05/11/12	Fri												
+	05/12/12	Sat												
+	05/13/12	Sun												

Save

Time Admin Status

Last Update	Earliest Cho	Run TA?
Date/Time	Dt	
04/25/12 12:42:02PM	04/06/2012	Y

Payable Totals

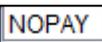
TRC	Tot Hours
-----	-----------

Payable Detail

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

Schedules

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Step	Action
10.	Click the button to the right of the Callback/NoPay field on the new (grey) row. 
11.	Click the NOPAY list item. 

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	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
+	04/30/12	Mon		6:26PM	6:59AM		12.05	12.05						
+	05/01/12	Tue		6:34PM	7:00AM		11.93	23.98						
+	05/02/12	Wed												
+	05/03/12	Thu												
+	05/04/12	Fri		6:28PM			4.53	28.51						
+	05/04/12	Fri	<input checked="" type="checkbox"/>	11:30PM							NOP			
+	05/05/12	Sat	<input checked="" type="checkbox"/>	1:30AM	7:00AM		5.00	33.51						
+	05/06/12	Sun		12:01AM	7:00AM		6.48	39.99						
+	05/07/12	Mon		2:00AM	6:59AM		4.98	44.97						
+	05/08/12	Tue												
+	05/09/12	Wed		6:25PM	6:57AM		12.03	57.00						
+	05/10/12	Thu		6:35PM	7:00AM		11.91	68.91						
+	05/11/12	Fri												
+	05/12/12	Sat												
+	05/13/12	Sun												

Save

Time Admin Status

Last Update	Earliest Cho	Run TA?
Date/Time	Dt	
04/25/12 12:42:02PM	04/06/2012	Y

Payable Totals

TRC	Tot Hours
-----	-----------

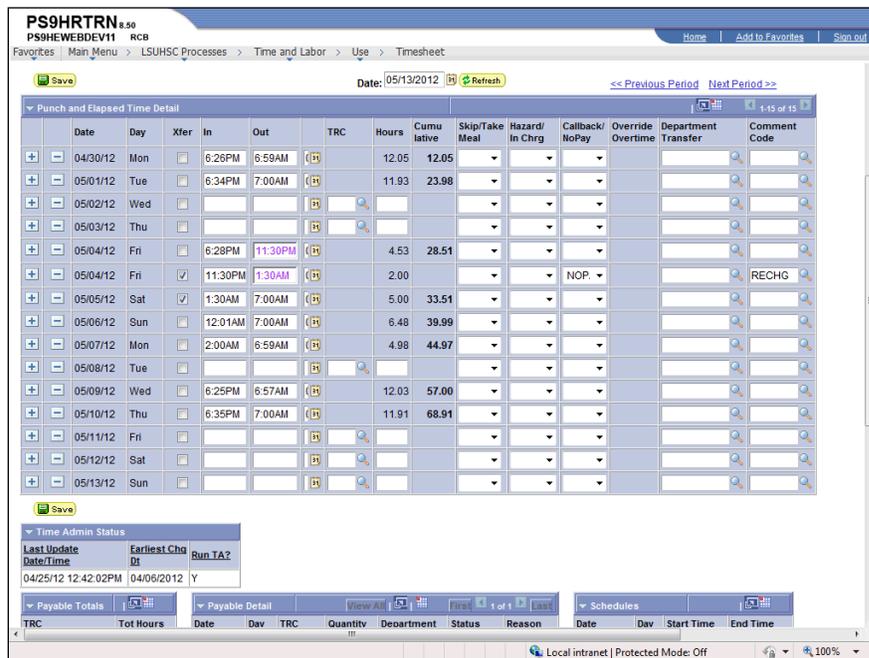
Payable Detail

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

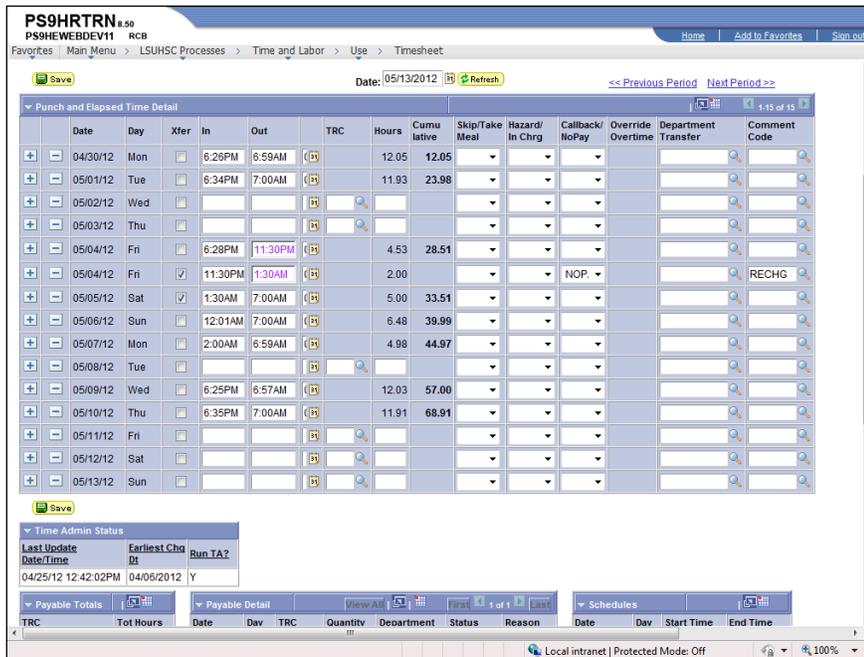
Schedules

Local intranet | Protected Mode: Off

Step	Action
12.	Click the Look up Comment Code button. 
13.	Click the RECHG - Time and Labor Record Change link. 
14.	Click the Save button. 
15.	The system displays phantom punches for the two blank Friday Out fields.
16.	The Hours column displays 2.00 on the new row for the time the employee was away from work, but the hours were not added to the Cumulative day total. <i>NOTE: You may also view daily totals in the Payable Details section at the bottom of the page once the Time Administration (Time Admin) process has run.</i>



Step	Action
17.	You must now add the corresponding row designating whether the No Pay time will be paid or unpaid.



Step	Action
18.	Click the Add a new row at row 5 button. 
19.	Enter the desired information into the TRC field. Enter " LAN ".
20.	Enter the desired information into the Hours field. Enter " 2 ".
21.	Click the Save button. 
22.	Row 1 now designates that 2 hours of Annual Leave was taken by the employee. Cumulative hours = 12, which is the total number of hours the employee was scheduled to work on Friday, 05/04/12.
23.	This completes Enter No Pay - Scenario 1 . End of Procedure.

Enter No Pay - Scenario 2

Procedure

In this topic you will learn how to **Enter No Pay - Scenario 2**.

Step	Action
1.	<p>Scenario 2 In this example the employee is scheduled to work from 6:30 PM Saturday night until 7:00 AM Sunday morning.</p> <p>Row 6 The employee did not clock in at his scheduled time of 6:30PM. The employee's absence is unauthorized and he will not be paid for the time missed.</p>
2.	<p>Row 7 The employee clocked in at 12:30 AM Sunday morning. Because he did not clock in until after Midnight, the timesheet shows that no hours were worked on Saturday, 05/05/12. However, the timesheet does show the employee worked 6.0 hours on Sunday, 05/06/12.</p> <p>Situation You will need to link rows 6 and 7, because the 6.0 hours shown on row 7 are scheduled hours for Saturday, 05/05/12. You will enter No Pay time on row 6 for the scheduled, non-worked hours in order to create that link.</p> <p><i>NOTE: A corresponding row must be added to designate whether the time will be paid or unpaid.</i></p>

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	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Overtime	Department Transfer	Comment Code
	04/30/12	Mon		6:26PM	6:59AM		12.05	12.05						
	05/01/12	Tue		6:34PM	7:00AM		11.93	23.98						
	05/02/12	Wed												
	05/03/12	Thu												
	05/04/12	Fri		6:28PM	7:02AM		12.06	36.04						
	05/05/12	Sat												
	05/06/12	Sun		12:30AM	7:00AM		6.00	42.04						
	05/07/12	Mon		6:30PM	6:59AM		11.98	54.02						
	05/08/12	Tue												
	05/09/12	Wed		6:25PM	6:57AM		12.03	66.05						
	05/10/12	Thu		6:35PM	7:00AM		11.91	77.96						
	05/11/12	Fri												
	05/12/12	Sat												
	05/13/12	Sun												

Save

Time Admin Status

Last Update Date/Time	Earliest Chg Dt	Run TA?
04/25/12 12:42:02PM	04/06/2012	Y

Payable Totals

TRC	Tot Hours
Total Week 1	0.00

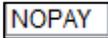
Payable Detail

Date	Day	TRC	Quantity	Department	Status	Reason
04/30/12	Mon					

Schedules

Date	Day	Start Time	End Time
04/30/12	Mon	6:30PM	7:00AM

Local intranet | Protected Mode: Off

Step	Action
3.	Enter the desired information into the field. Enter "1830".
4.	Click the button to the right of the Saturday Callback/NoPay field. 
5.	Click the NOPAY list item. 

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

Save | Date: 05/13/2012 | Refresh | << Previous Period | Next Period >>

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	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Overtime	Department Transfer	Comment Code
	04/30/12	Mon		6:28PM	6:59AM		12.05	12.05						
	05/01/12	Tue		6:34PM	7:00AM		11.93	23.98						
	05/02/12	Wed												
	05/03/12	Thu												
	05/04/12	Fri		6:28PM	7:02AM		12.06	36.04						
	05/05/12	Sat		1830							NOP			
	05/06/12	Sun		12:30AM	7:00AM		6.00	42.04						
	05/07/12	Mon		6:30PM	6:59AM		11.98	54.02						
	05/08/12	Tue												
	05/09/12	Wed		6:25PM	6:57AM		12.03	66.05						
	05/10/12	Thu		6:35PM	7:00AM		11.91	77.96						
	05/11/12	Fri												
	05/12/12	Sat												
	05/13/12	Sun												

Save

Time Admin Status

Last Update	Earliest Cho	Run_TA?
Date/Time	Dt	
04/25/12 12:42:02PM	04/06/2012	Y

Payable Totals

TRC	Tot Hours
Total Week 1	0.00

Payable Detail

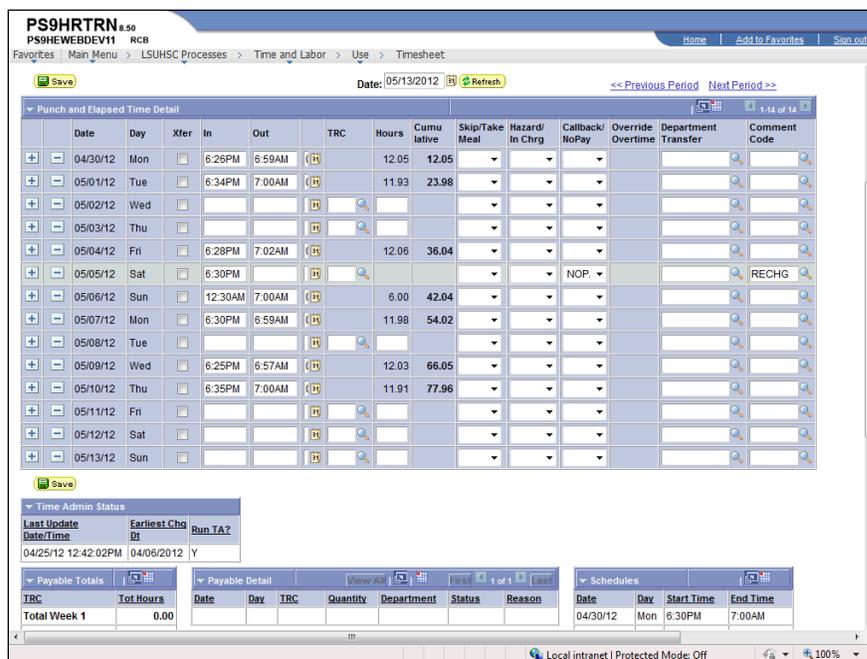
Date	Day	TRC	Quantity	Department	Status	Reason

Schedules

Date	Day	Start Time	End Time
04/30/12	Mon	6:30PM	7:00AM

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Step	Action
6.	Click the Saturday Look up Comment Code button. 
7.	Click the RECHG - Time and Labor Record Change link. RECHG Time and Labor Record Change



Step	Action
8.	Click the Xfer option on row 7 to create the link between rows 6 and 7. 
9.	Click the Save button. 
10.	The system displays a phantom punch for the blank Out field.
11.	The Hours column displays 5.50 No Pay hours, but the hours were not added to the Cumulative day total. The total hours should be 5.50 based on the punch information. However, the system has taken a meal deduction on both rows 6 and 7 since total work hours on each row is greater than or equal to 5 hours. <i>NOTE: You may also view daily totals in the Payable Details section at the bottom of the page once the Time Admin process has run.</i>
12.	In this example the Skip a Meal Deduction must be selected for row 6 to correct for the system taking a meal deductions on rows 6 and 7.
13.	Click the button to the right of the Skip/Meal field. 
14.	Click the 1ST list item to skip the first meal deduction. 
15.	Click the Save button. 

Step	Action
16.	<p>The total hours in the Hours column now displays 6.0 hours rather than 5.50 hours.</p> <p>You <u>must</u> now add a corresponding row designating whether the No Pay time will be paid or unpaid.</p>
17.	<p>Click the Add a new Row at row 6 button.</p> 
18.	<p>Enter the desired information into the TRC field. Enter "LW1".</p>
19.	<p>Enter the desired information into the Hours field. Enter "6.0".</p>
20.	<p>Click the Save button.</p> 
21.	<p>This completes Enter No Pay - Scenario 2. End of Procedure.</p>

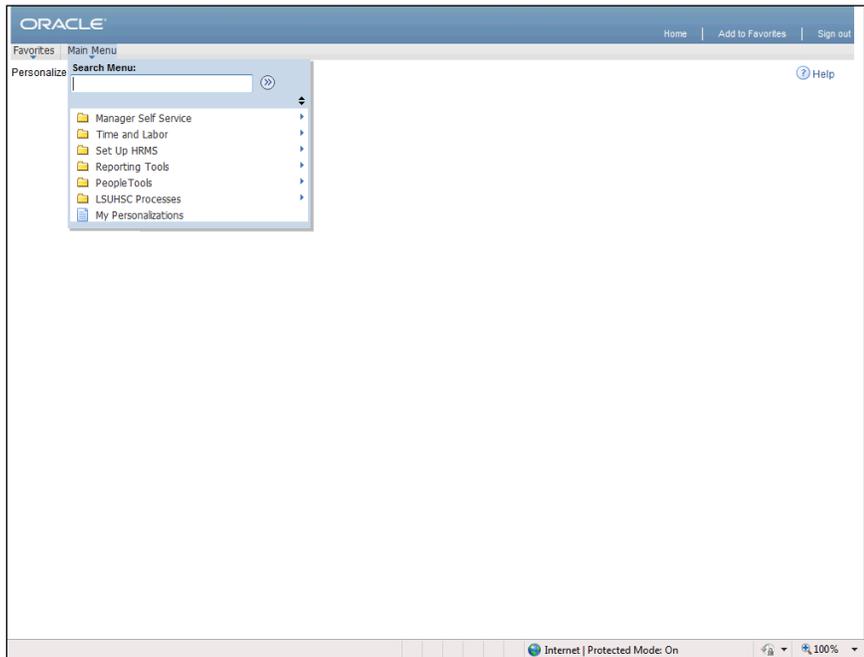
Enter Charge Pay

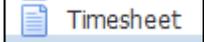
Procedure

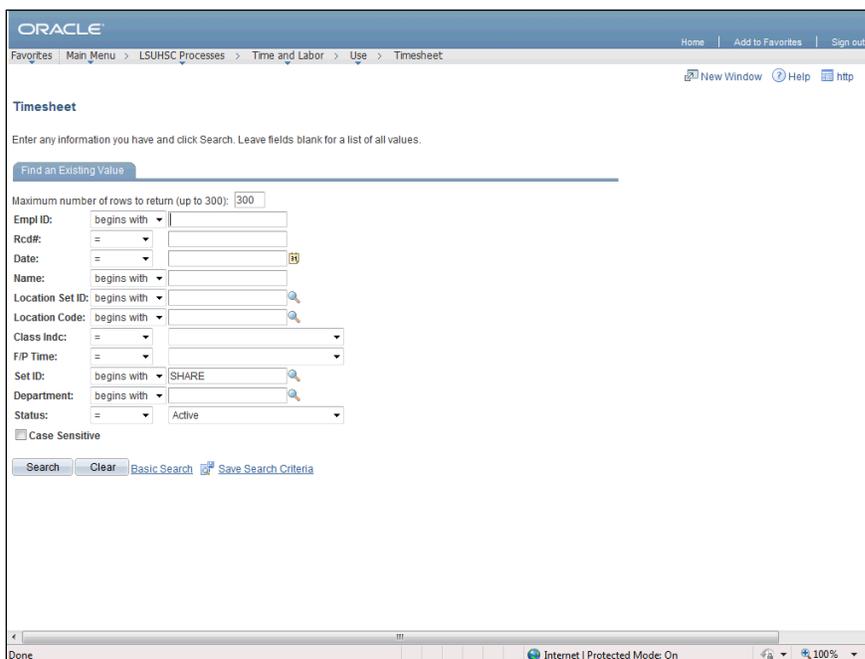
In this topic you will learn how to **Enter Charge Pay**.

NOTE: This function will automatically populate from TTE when an employee clocks in using the In Charge Clock Code #80.

Step	Action
1.	Click the Main Menu button. 



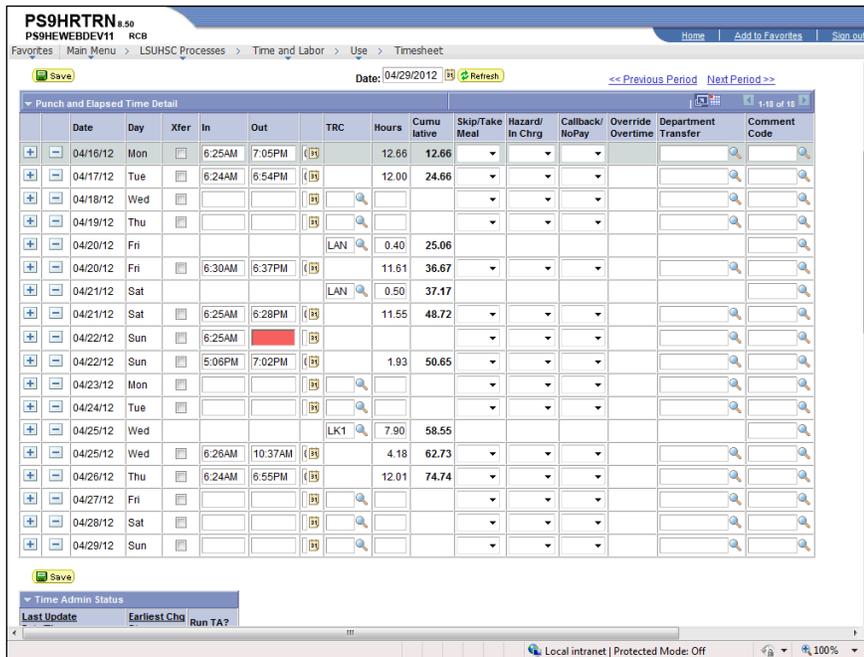
Step	Action
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Use menu.
5.	Click the Timesheet link. 

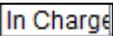
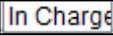


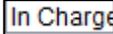
Step	Action
6.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button. <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Search</div>
8.	In this exercise, the employee will receive In Charge pay for all day Monday (04/16) and Tuesday (04/17) and on Sunday (04/22) from 5:06PM and 7:02PM. Also note Sunday has a missed punch indicated by the red field in the Out column. The Out field should display a "ghost punch" rather than indicating a missed punch.

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Step	Action
9.	Click the button to the right of the Hazard/In Chrg field. 
10.	Click the In Charge from the drop-down list. 
11.	Click the button to the right of the Hazard/InChrg field. 
12.	Click the In Charge from the drop-down list. 
13.	When a day's time is split between two rows, as shown here for Sunday, 04/22/12, the Out field highlighted in red should appear as a "ghost punch". A "ghost punch" is shown as a purple punch and indicates the employee has moved to another job, department, or status during the shift. In this example, the Sunday punches are viewed by the system as separate instances rather than collectively. By clicking the Xfer box on the 2nd row, this will link the punches together and create the needed "ghost punch".
14.	Click the Sun option on the added line. 
15.	Click the button to the right of the Hazard/Inchrg field. 

Step	Action
16.	Click the In Charge list item. 
17.	Click the Save button. 
18.	Once you Save your manual edits, the red field indicating a missed punch displays the "ghost punch". <i>NOTE: Payable Time will not be updated until the Time Admin process runs.</i>
19.	This completes Enter Charge Pay . End of Procedure.

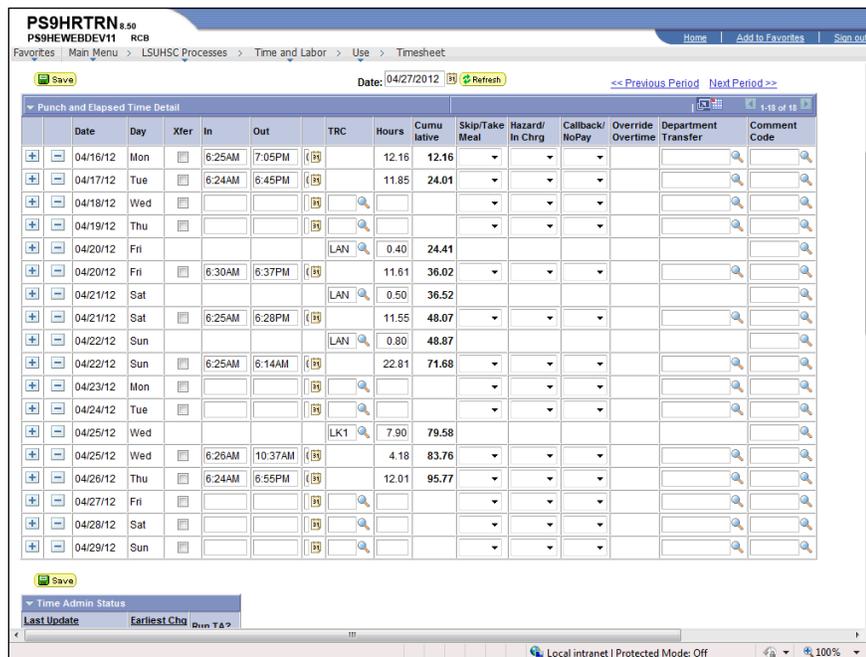
Enter Floats

Procedure

In this topic you will learn how to manually **Enter Floats**.

NOTE: *Employees will usually clock in for a float and then Xfer. Both will need to be checked on the timesheet by the Timekeeper. Employee floats will typically be entered at the time clock when the employee uses Clock Code #5. Manual entry of floats will need to be completed to correct erroneous or incomplete data.*

Step	Action
1.	In this exercise you will Transfer an employee to department EL2036360 for all day Monday and Tuesday, 02/20/12 and 02/21/12. You will need to enter the time the Transfer originally began, so a new row must be added to the timesheet.



Step	Action
2.	Click the Add a new row at row 1 button to add the transfer information. 

PS9HRTN 8.50
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

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

Save Date: 04/27/2012 Refresh << Previous Period Next Period >>

▼ Punch and Elapsed Time Detail

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Overtime	Department Transfer	Comment Code
+	04/16/12	Mon		8:25AM	7:05PM	(B)	12.16	12.16						
+	04/16/12	Mon				(B)								
+	04/17/12	Tue		6:24AM	6:45PM	(B)	11.85	24.01						
+	04/18/12	Wed				(B)								
+	04/19/12	Thu				(B)								
+	04/20/12	Fri				LAN	0.40	24.41						
+	04/20/12	Fri		6:30AM	6:37PM	(B)	11.61	36.02						
+	04/21/12	Sat				LAN	0.50	36.52						
+	04/21/12	Sat		6:25AM	6:28PM	(B)	11.55	48.07						
+	04/22/12	Sun				LAN	0.80	48.87						
+	04/22/12	Sun		6:25AM	6:14AM	(B)	22.81	71.68						
+	04/23/12	Mon				(B)								
+	04/24/12	Tue				(B)								
+	04/25/12	Wed				LK1	7.90	79.58						
+	04/25/12	Wed		6:26AM	10:37AM	(B)	4.18	83.76						
+	04/26/12	Thu		6:24AM	6:55PM	(B)	12.01	95.77						
+	04/27/12	Fri				(B)								
+	04/28/12	Sat				(B)								
+	04/29/12	Sun				(B)								

Save

Time and Labor Status

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Step	Action
3.	<p>You may Cut and Paste the Monday Out punch time to the Monday Out field on the new row instead of entering the punch time directly as shown later in the exercise.</p> <p>Highlight the time in the Mon Out field and right-click on the field. Select the Cut option.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">7:05PM</div>

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
04/16/12	Mon	<input type="checkbox"/>	6:25AM			12.16	12.16						
04/16/12	Mon	<input checked="" type="checkbox"/>											
04/17/12	Tue	<input type="checkbox"/>	6:24AM	6:45PM		11.85	24.01						
04/18/12	Wed	<input type="checkbox"/>											
04/19/12	Thu	<input type="checkbox"/>											
04/20/12	Fri	<input type="checkbox"/>			LAN	0.40	24.41						
04/20/12	Fri	<input type="checkbox"/>	6:30AM	6:37PM		11.61	36.02						
04/21/12	Sat	<input type="checkbox"/>			LAN	0.50	36.52						
04/21/12	Sat	<input type="checkbox"/>	6:25AM	6:28PM		11.55	48.07						
04/22/12	Sun	<input type="checkbox"/>			LAN	0.80	48.87						
04/22/12	Sun	<input type="checkbox"/>	6:25AM	6:14AM		22.81	71.68						
04/23/12	Mon	<input type="checkbox"/>											
04/24/12	Tue	<input type="checkbox"/>											
04/25/12	Wed	<input type="checkbox"/>			LK1	7.90	79.58						
04/25/12	Wed	<input type="checkbox"/>	6:26AM	10:37AM		4.18	83.76						
04/26/12	Thu	<input type="checkbox"/>	6:24AM	6:55PM		12.01	95.77						
04/27/12	Fri	<input type="checkbox"/>											
04/28/12	Sat	<input type="checkbox"/>											
04/29/12	Sun	<input type="checkbox"/>											

Step	Action
4.	Right-click on the Mon Out field. Select the Paste option.
5.	Check the Xfer box on the row added to indicate the employee transferred to another department. Click the Monday Xfer option. 
6.	Enter the time on the added row the employee transferred In to the new department. Enter the desired information into the Monday In field. Enter " 8:45a ".
7.	Click the Look up Department Transfer button on the added row to search for the department number. <i>NOTE: All department numbers begin with the hospital designation. You will only have access to departments within your assigned Business Unit.</i> EL - Earl K Long Medical Center LK - Lallie Kemp Medical Center LC - Leonard J Chabert Medical Center UM - University Medical Center - Lafayette WM - W O Moss Medical Center WS - Washington - St. Tammany Medical Center 

Step	Action
8.	The first 300 results will display as a list. If the list contains more than 300 results, a message will display below Search Results. In this example the first 300 of a possible 343 results display.
9.	<p>The number of results retrieved can be reduced by entering all or part of the Department or Description. The three most used operators that can help narrow your search results. They are:</p> <ul style="list-style-type: none"> • begins with, • contains, and • the wildcard (% sign). <p>The "contains" option will be demonstrated in this exercise.</p>
10.	<p>You will need to change the Department parameter from "begins with" to "contains" to search.</p> <p>Click the button to the right of the Department field.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">▼</div>
11.	<p>Click the contains option from the drop-down list.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">contains</div>
12.	<p>By changing the Department parameter to "contains", you can enter the last four (4) digits of the Department number into the Department field.</p> <p>Enter the desired information into the Department field. Enter "6360".</p>
13.	<p>A "wildcard" (% sign) can be utilized as a means of searching as well. The % sign is entered directly into the field and replaces letters, words, numbers, etc. Based on where the % sign is placed, the system will search for Department Numbers as follows:</p> <ul style="list-style-type: none"> • %6360 – department numbers ending in 6360; • 6360% - department numbers beginning with 6360; or • %6360% - department numbers containing 6360.
14.	<p>Click the Look Up button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffffcc;">Look Up</div>

Training Guide

Time and Labor 9.1 Time Keeper Payroll - HCSD



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Date: 04/27/2012 Refresh

Save

Time Admin Status

	Date	Day	Xter	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
	04/16/12	Mon		6:25AM			12.16	12.16						
	04/16/12	Mon	<input checked="" type="checkbox"/>	8:45a										
	04/17/12	Tue		6:24A										
	04/18/12	Wed												
	04/19/12	Thu												
	04/20/12	Fri		6:30A										
	04/21/12	Sat												
	04/21/12	Sat		6:25A										
	04/22/12	Sun		6:25A										
	04/22/12	Sun		6:25A										
	04/23/12	Mon												
	04/24/12	Tue												
	04/25/12	Wed												
	04/25/12	Wed		6:26A										
	04/26/12	Thu		6:24A										
	04/27/12	Fri												
	04/28/12	Sat												
	04/29/12	Sun												

Look Up

Look Up Department Transfer

Dept Code: EL
 Department: contains 6360
 Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Department	Description
EL2036360	PEDIATRIC ICU

Local intranet | Protected Mode: Off

Step	Action
15.	Click the EL2036360 link. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> EL2036360 PEDIATRIC ICU </div>

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▼ Punch and Elapsed Time Detail

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
+	04/16/12	Mon	<input type="checkbox"/>	6:25AM		(B)	12.16	12.16						
+	04/16/12	Mon	<input checked="" type="checkbox"/>	8:45AM	7:05PM	(B)							EL2036360	
+	04/17/12	Tue	<input type="checkbox"/>	6:24AM	6:45PM	(B)	11.85	24.01						
+	04/18/12	Wed	<input type="checkbox"/>			(B)								
+	04/19/12	Thu	<input type="checkbox"/>			(B)								
+	04/20/12	Fri	<input type="checkbox"/>			LAN	0.40	24.41						
+	04/20/12	Fri	<input type="checkbox"/>	6:30AM	6:37PM	(B)	11.61	36.02						
+	04/21/12	Sat	<input type="checkbox"/>			LAN	0.50	36.52						
+	04/21/12	Sat	<input type="checkbox"/>	6:25AM	6:28PM	(B)	11.55	48.07						
+	04/22/12	Sun	<input type="checkbox"/>			LAN	0.80	48.87						
+	04/22/12	Sun	<input type="checkbox"/>	6:25AM	6:14AM	(B)	22.81	71.68						
+	04/23/12	Mon	<input type="checkbox"/>			(B)								
+	04/24/12	Tue	<input type="checkbox"/>			(B)								
+	04/25/12	Wed	<input type="checkbox"/>			LK1	7.90	79.58						
+	04/25/12	Wed	<input type="checkbox"/>	6:26AM	10:37AM	(B)	4.18	83.76						
+	04/26/12	Thu	<input type="checkbox"/>	6:24AM	6:55PM	(B)	12.01	95.77						
+	04/27/12	Fri	<input type="checkbox"/>			(B)								
+	04/28/12	Sat	<input type="checkbox"/>			(B)								
+	04/29/12	Sun	<input type="checkbox"/>			(B)								

Save

Time Admin Status

Done Local intranet | Protected Mode: Off 100%

Step	Action
16.	Click the Save button.



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Time and Labor 9.1 Time Keeper Payroll - HCSD



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▼ Punch and Elapsed Time Detail 4-19 of 19

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
+	04/16/12	Mon		6:25AM	8:45AM		2.33	2.33						
+	04/16/12	Mon	<input checked="" type="checkbox"/>	8:45AM	7:05PM		9.83	12.16					EL2036360	
+	04/17/12	Tue		6:24AM	6:45PM		11.85	24.01						
+	04/18/12	Wed												
+	04/19/12	Thu												
+	04/20/12	Fri				LAN	0.40	24.41						
+	04/20/12	Fri		6:30AM	6:37PM		11.61	36.02						
+	04/21/12	Sat				LAN	0.50	36.52						
+	04/21/12	Sat		6:25AM	6:28PM		11.55	48.07						
+	04/22/12	Sun				LAN	0.80	48.87						
+	04/22/12	Sun		6:25AM	6:14AM		22.81	71.68						
+	04/23/12	Mon												
+	04/24/12	Tue												
+	04/25/12	Wed				LK1	7.90	79.58						
+	04/25/12	Wed		6:26AM	10:37AM		4.18	83.76						
+	04/26/12	Thu		6:24AM	6:55PM		12.01	95.77						
+	04/27/12	Fri												
+	04/28/12	Sat												
+	04/29/12	Sun												

Save

Done Local intranet | Protected Mode: Off 100%

Step	Action
17.	Click the Add a new row at row 3 button. 

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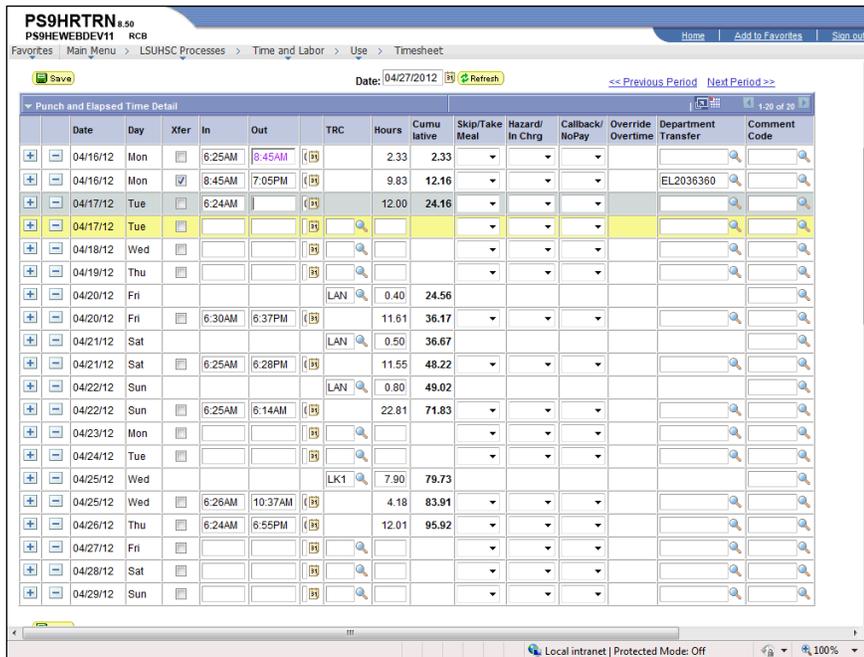
	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
	04/16/12	Mon		6:25AM	8:45AM		2.33	2.33						
	04/16/12	Mon		8:45AM	7:05PM		9.83	12.16					EL2036360	
	04/17/12	Tue		6:24AM	6:54PM		12.00	24.16						
	04/17/12	Tue												
	04/18/12	Wed												
	04/19/12	Thu												
	04/20/12	Fri				LAN	0.40	24.56						
	04/20/12	Fri		6:30AM	6:37PM		11.61	36.17						
	04/21/12	Sat				LAN	0.50	36.67						
	04/21/12	Sat		6:25AM	6:28PM		11.55	48.22						
	04/22/12	Sun				LAN	0.80	49.02						
	04/22/12	Sun		6:25AM	6:14AM		22.81	71.83						
	04/23/12	Mon												
	04/24/12	Tue												
	04/25/12	Wed				LK1	7.90	79.73						
	04/25/12	Wed		6:26AM	10:37AM		4.18	83.91						
	04/26/12	Thu		6:24AM	6:55PM		12.01	95.92						
	04/27/12	Fri												
	04/28/12	Sat												
	04/29/12	Sun												

Local intranet | Protected Mode: Off | 100%

Step	Action
18.	<p>Highlight the Tue Out time and right-click in the Tue Out field. Select the Cut option.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">6:54PM</div>

Training Guide

Time and Labor 9.1 Time Keeper Payroll - HCSD



Step	Action
19.	Right-click on the Tuesday Out field on the added row. Select the Paste option.
20.	Check the Xfer box on the row added to indicate the when the employee transferred to the new department. Click the Tuesday Xfer option on the added row. 
21.	Enter the time on the row added the employee transferred In to the new department. Enter the desired information into the Tue In field. Enter " 5:23p ".

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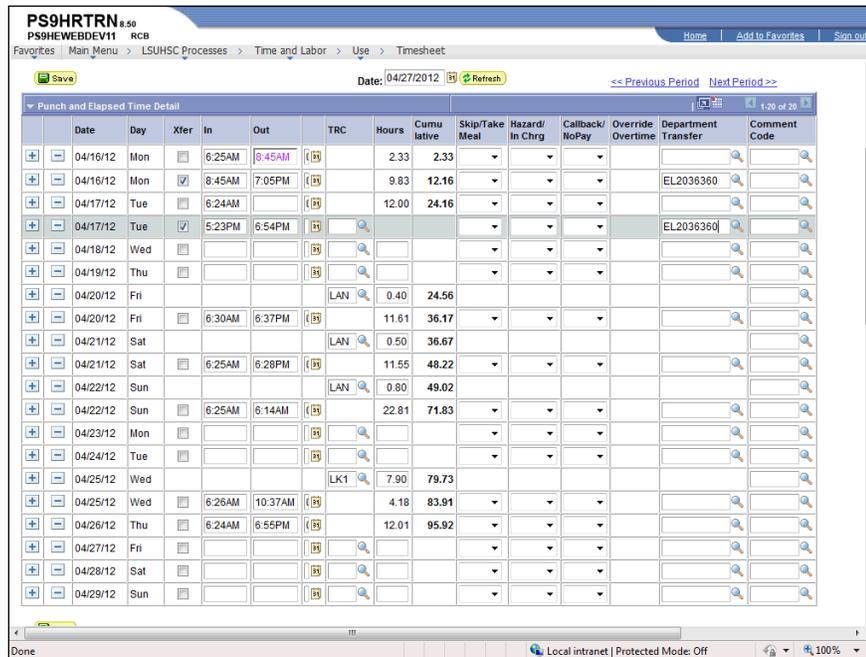
Save Date: 04/27/2012 Refresh << Previous Period Next Period >>

▼ Punch and Elapsed Time Detail

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
+	04/16/12	Mon	<input type="checkbox"/>	6:25AM	8:45AM	(B)	2.33	2.33	▼	▼	▼			
+	04/16/12	Mon	<input checked="" type="checkbox"/>	8:45AM	7:05PM	(B)	9.83	12.16	▼	▼	▼		EL2036360	
+	04/17/12	Tue	<input type="checkbox"/>	6:24AM		(B)	12.00	24.16	▼	▼	▼			
+	04/17/12	Tue	<input checked="" type="checkbox"/>	5:23p	6:54PM	(B)			▼	▼	▼			
+	04/18/12	Wed	<input type="checkbox"/>			(B)			▼	▼	▼			
+	04/19/12	Thu	<input type="checkbox"/>			(B)			▼	▼	▼			
+	04/20/12	Fri	<input type="checkbox"/>			LAN	0.40	24.56						
+	04/20/12	Fri	<input type="checkbox"/>	6:30AM	6:37PM	(B)	11.61	36.17	▼	▼	▼			
+	04/21/12	Sat	<input type="checkbox"/>			LAN	0.50	36.67						
+	04/21/12	Sat	<input type="checkbox"/>	6:25AM	6:28PM	(B)	11.55	48.22	▼	▼	▼			
+	04/22/12	Sun	<input type="checkbox"/>			LAN	0.80	49.02						
+	04/22/12	Sun	<input type="checkbox"/>	6:25AM	6:14AM	(B)	22.81	71.83	▼	▼	▼			
+	04/23/12	Mon	<input type="checkbox"/>			(B)			▼	▼	▼			
+	04/24/12	Tue	<input type="checkbox"/>			(B)			▼	▼	▼			
+	04/25/12	Wed	<input type="checkbox"/>			LK1	7.90	79.73						
+	04/25/12	Wed	<input type="checkbox"/>	6:26AM	10:37AM	(B)	4.18	83.91	▼	▼	▼			
+	04/26/12	Thu	<input type="checkbox"/>	6:24AM	6:55PM	(B)	12.01	95.92	▼	▼	▼			
+	04/27/12	Fri	<input type="checkbox"/>			(B)			▼	▼	▼			
+	04/28/12	Sat	<input type="checkbox"/>			(B)			▼	▼	▼			
+	04/29/12	Sun	<input type="checkbox"/>			(B)			▼	▼	▼			

Local intranet | Protected Mode: Off | 100%

Step	Action
22.	<p>If you know the department number you can enter the information directly.</p> <p>Enter the desired information into the Department Transfer field.</p> <p>Enter "EL2036370".</p>



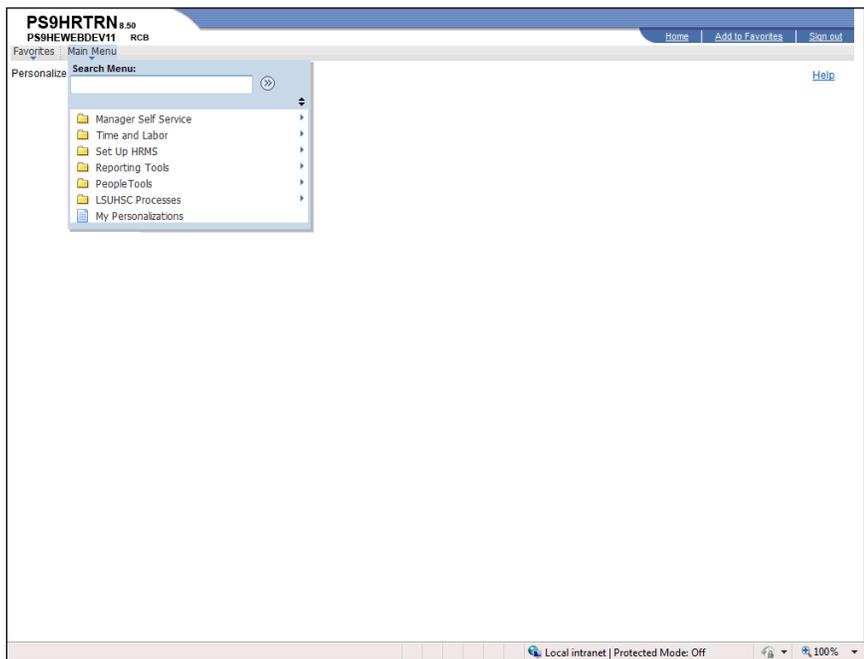
Step	Action
23.	Click the Save button. 
24.	Once the timesheet is Saved, two purple punches display on the timesheet on Monday, 04/16/12 and Tuesday, 04/17/12. The purple punches are called Phantom Punches. Phantom Punches are system generated rather punched by the employee. Generally, Phantom Punches are associated with Floats to show that the employee left original department and transferred to another.
25.	This completes Enter Floats . End of Procedure.

Enter On-Call and Call-Back Status

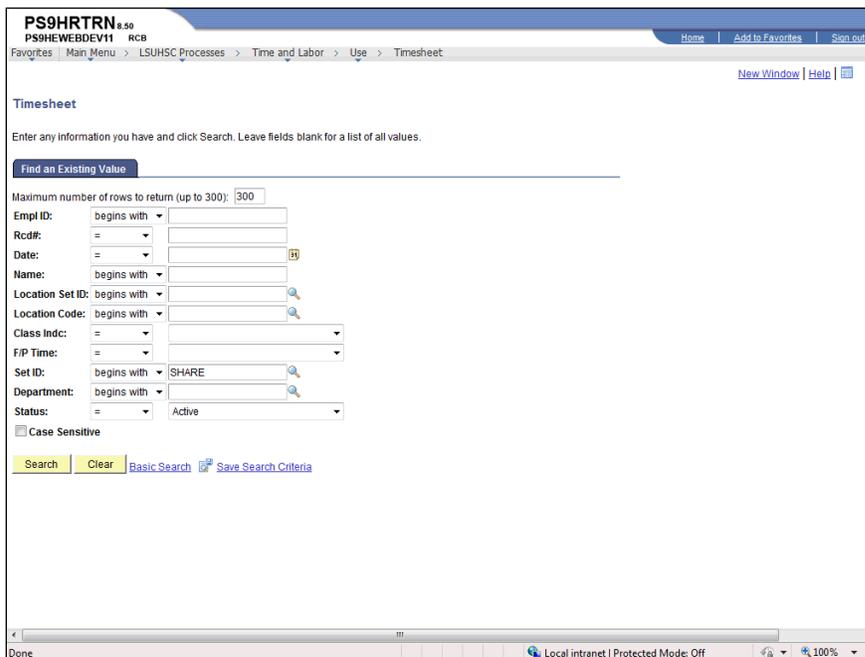
Procedure

In this topic you will learn how to **Enter On-Call and Call-Back Status**.

Step	Action
1.	Click the Main Menu button. 



Step	Action
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Use menu.
5.	Click the Timesheet link. 



Step	Action
6.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button. <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Search</div>
8.	In this exercise, you will enter information to indicate the employee is On-Call. The employee will be On-Call from the time she clocks out of work on Friday, 05/04/12, until the time she clocks in on Monday, 05/7/12.

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Empl Data

Class Indc: Classified F/P: Full-Time Std Hrs: 40.00
 Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
 Job Code: 112240 RN 2 OVT: 80_KTE
 Dept ID: EL2036320 INTENSIVE CARE UNIT

Begin Date: 04/30/2012 End Date: 05/13/2012 [Pay Rule](#)

[Save](#) Date: 04/30/2012 [Refresh](#) << Previous Period Next Period >>

TL Leave Data 1-4 of 6

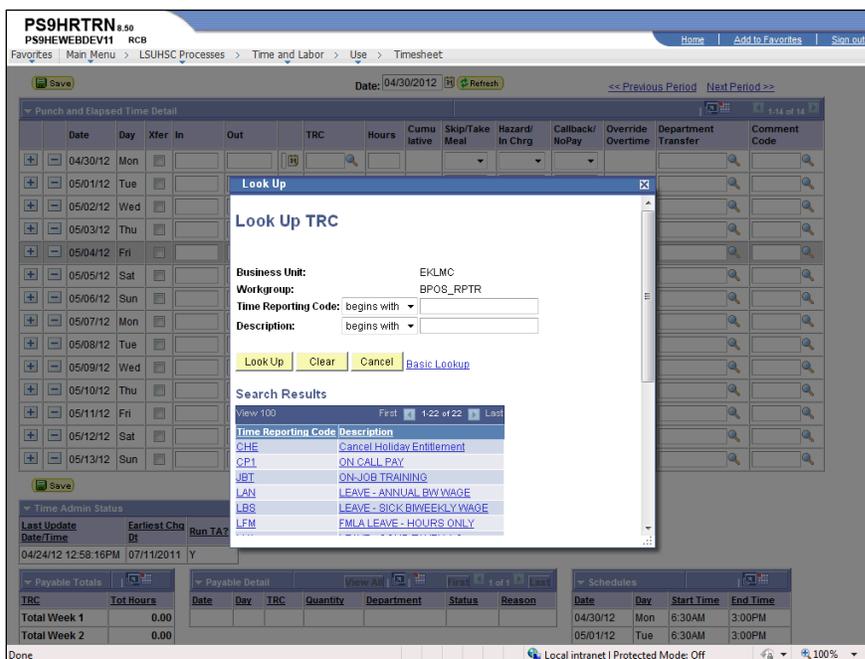
Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	12/26/11		239.436
51	Vacation	12/26/11		145.036
5Y	K Time	12/26/11		43.400
5Z	1.5 K Time	12/26/11		

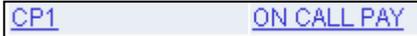
Punch and Elapsed Time Detail 1-14 of 14

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
04/30/12	Mon				BS								
05/01/12	Tue				BS								
05/02/12	Wed				BS								
05/03/12	Thu				BS								
05/04/12	Fri				BS								
05/05/12	Sat				BS								
05/06/12	Sun				BS								
05/07/12	Mon				BS								
05/08/12	Tue				BS								
05/09/12	Wed				BS								
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05/11/12	Fri				BS								
05/12/12	Sat				BS								
05/13/12	Sun				BS								

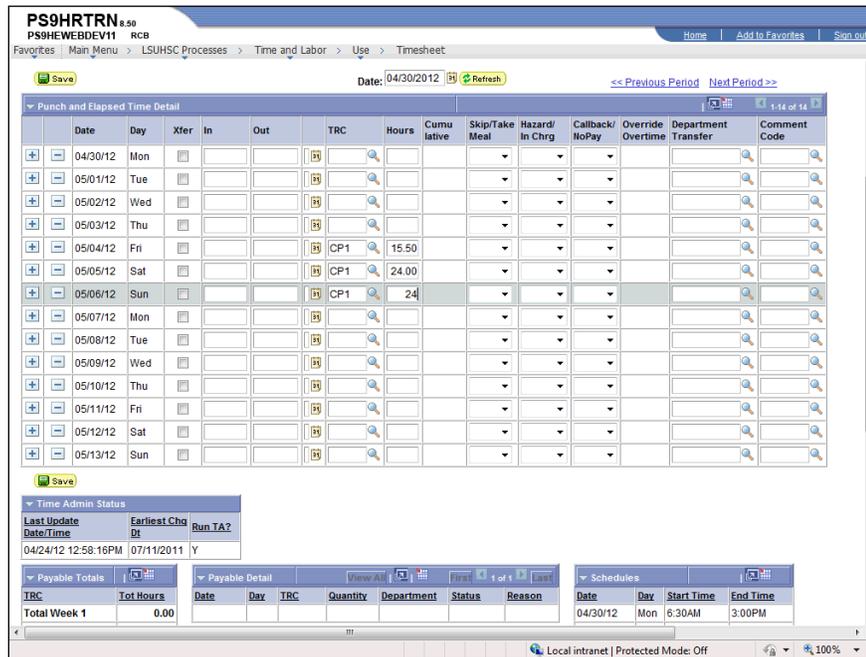
Done Local intranet | Protected Mode: Off 100%

Step	Action
9.	<p>You can find information regarding how the employee will be paid for being On-Call by reviewing his/her Pay Rule.</p> <p>Click the Pay Rule link.</p> <p>Pay Rule</p>
10.	<p>In this exercise, the employee is paid cash at time and a half with No Minimum number of hours paid for being Called-Back.</p> <p>Click the Return button.</p> <p>Return</p>
11.	<p>At the start of each pay period, enter the employee's On-Call information.</p> <p>Click the Look Up TRC button for Fri, 05/04/12.</p> <p>NOTE: You can enter the On-Call Code directly into the TRC field rather than searching for the information.</p> <p></p>



Step	Action
12.	Click the CPI - On Call Pay link. 
13.	The Hours entered will be the total number of hours the employee is On-Call for the specified day. The employee will work his regular shift, 6:30AM - 3:00PM. The employee's On-Call hours for Friday will be the hours between 3:00PM Friday afternoon and 6:30AM Saturday. Enter the desired information into the Hours field. Enter " 15.5 ".
14.	Click the Look Up TRC button for Sat, 05/05/12. 
15.	Click the CPI - On Call Pay link. 
16.	The employee does not work a regular shift on Saturday therefore he will be On-Call for 24 hours on Saturday. Enter the desired information into the Hours field. Enter " 24 ".
17.	Click the Look Up TRC button for Sun, 05/06/12. 
18.	Click the CPI - On Call Pay link. 

Step	Action
19.	The employee does not work a regular shift on Sunday therefore, she will be On-Call for 24 hours on Sunday. Enter the desired information into the Hours field. Enter "24".



Step	Action
20.	Click the Save button to save the manual edits made to the timesheet.
21.	In this exercise, you will enter information to indicate the employee is Called-Back to work. The employee was Called-Back on Fri evening, 05/04/12, and on Sat, 05/05/12.

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Empi Data

Class Indc: Classified F/P: Full-Time Std Hrs: 40.00

Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:

Job Code: 112240 RN 2 OVT: 80_KTE

Dept ID: EL2036320 INTENSIVE CARE UNIT

Begin Date: 04/30/2012 End Date: 05/13/2012 [Pay Rule](#)

TL Leave Data

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	12/26/11		239.436
51	Vacation	12/26/11		145.036
5Y	K Time	12/26/11		43.400
5Z	1.5 K Time	12/26/11		

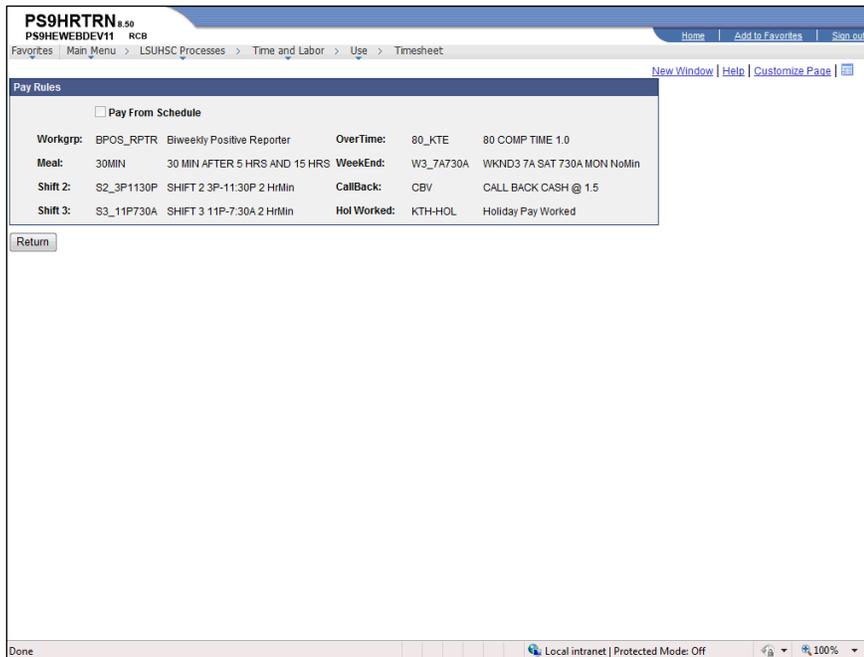
Save Date: 04/30/2012 Refresh << Previous Period Next Period >>

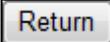
Punch and Elapsed Time Detail

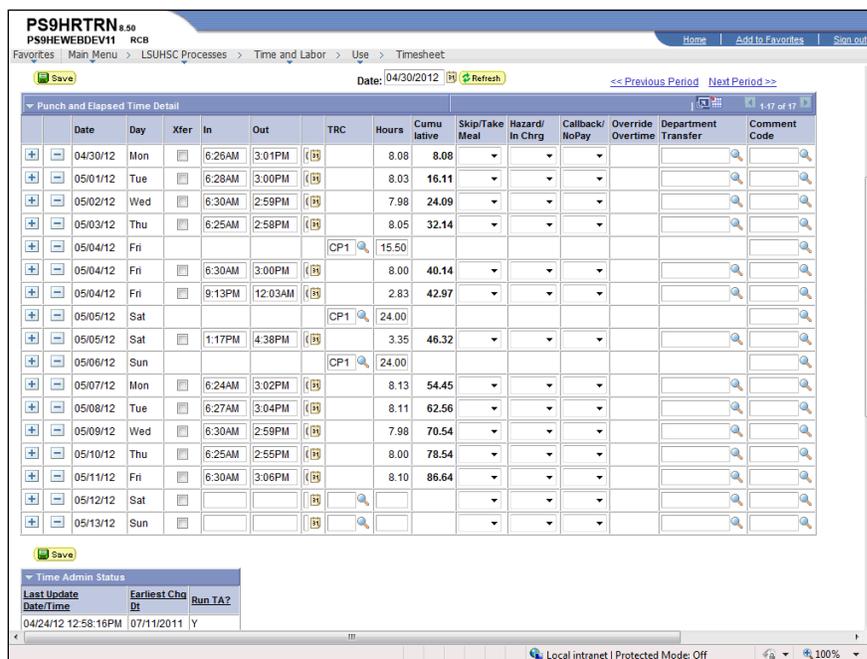
	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/No Pay	Override Overtime	Department Transfer	Comment Code
+	-	04/30/12	Mon		6:26AM	3:01PM	(B)	8.08	8.08					
+	-	05/01/12	Tue		6:28AM	3:00PM	(B)	8.03	16.11					
+	-	05/02/12	Wed		6:30AM	2:59PM	(B)	7.98	24.09					
+	-	05/03/12	Thu		6:25AM	2:58PM	(B)	8.05	32.14					
+	-	05/04/12	Fri				CP1	15.50						
+	-	05/04/12	Fri		6:30AM	3:00PM	(B)	8.00	40.14					
+	-	05/04/12	Fri		9:13PM	12:03AM	(B)	2.83	42.97					
+	-	05/05/12	Sat				CP1	24.00						
+	-	05/05/12	Sat		1:17PM	4:38PM	(B)	3.35	46.32					
+	-	05/06/12	Sun				CP1	24.00						
+	-	05/07/12	Mon		6:24AM	3:02PM	(B)	8.13	54.45					
+	-	05/08/12	Tue		6:27AM	3:04PM	(B)	8.11	62.56					
+	-	05/09/12	Wed		6:30AM	2:59PM	(B)	7.98	70.54					
+	-	05/10/12	Thu		6:25AM	2:55PM	(B)	8.00	78.54					

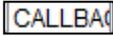
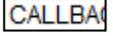
Done Local intranet | Protected Mode: Off 100%

Step	Action
22.	<p>You can find information regarding how the employee will be paid for Call-Back time by reviewing his/her Pay Rule.</p> <p>Click the Pay Rule link.</p> <p>Pay Rule</p>



Step	Action
23.	<p>In this exercise, the employee is paid cash at time and a half with a No Minimum number of hours paid for Call-Back time.</p> <p>Click the Return button.</p> <p></p>
24.	<p>A third row for Fri, 05/04/12 displays the time the employee returned to work. The line does not indicate Call-Back Pay is to be paid.</p>



Step	Action
25.	Click the button to the right of the Callback field. 
26.	Click the CALLBACK option from the drop-down list. 
27.	When an employee is called back to work, you must reduce his/her On-Call hours by the number of hours calculated for Callback. In this example the On Call Hours were 15.5 and the Call Back Hours are 2.8 (adjusted from 2.83 using rounding rules). Adjust the On-Call hours for Friday, 05/04/12. Enter the desired information into the Fri field. Enter " 12.6 ".
28.	Click the button to the right of the Callback field. 
29.	Click the CALLBACK option from the drop-down list. 

Training Guide

Time and Labor 9.1 Time Keeper Payroll - HCSD



PS9HRTN 8.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

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

Save Date: 05/13/2012 Refresh << Previous Period Next Period >>

Punch and Elapsed Time Detail

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
	04/30/12	Mon		6:26AM	3:01PM		8.08	8.08						
	05/01/12	Tue		6:28AM	3:00PM		8.03	16.11						
	05/02/12	Wed		6:30AM	2:59PM		7.98	24.09						
	05/03/12	Thu		6:25AM	2:58PM		8.05	32.14						
	05/04/12	Fri				CP1		12.60						
	05/04/12	Fri		6:30AM	3:00PM		8.00	40.14						
	05/04/12	Fri		9:13PM	12:03AM		2.83	42.97			CALL			
	05/05/12	Sat				CP1		24.00						
	05/05/12	Sat		1:17PM	4:38PM		3.35	46.32			CALL			
	05/06/12	Sun				CP1		24.00						
	05/07/12	Mon		6:24AM	3:02PM		8.13	54.45						
	05/08/12	Tue		6:27AM	3:04PM		8.11	62.56						
	05/09/12	Wed		6:30AM	2:59PM		7.98	70.54						
	05/10/12	Thu		6:25AM	2:56PM		8.00	78.54						
	05/11/12	Fri		6:30AM	3:06PM		8.10	86.64						
	05/12/12	Sat												
	05/13/12	Sun												

Save

Time Admin Status

Last Update Date/Time	Earliest Chgo Dt	Run TA?
04/24/12 12:58:16PM	07/11/2011	Y

Done Local intranet | Protected Mode: Off 100%

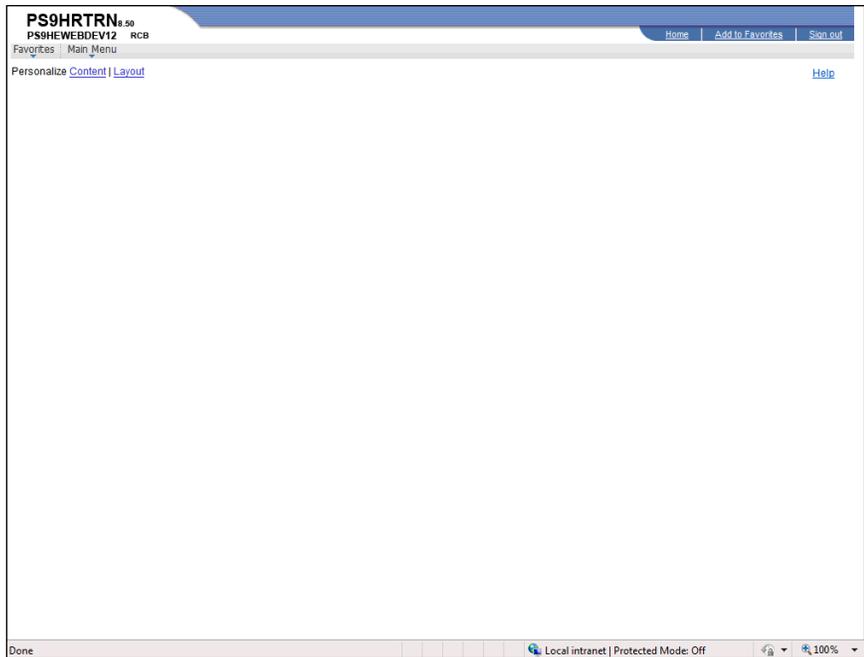
Step	Action
30.	Adjust the On-Call hours for Saturday 05/05/12 based on the number hours employee was called back. In this example, Call Back Hours are 3.4 (adjusted from 3.35 using rounding rules). Enter the desired information into the Sat field. Enter " 20.6 ".
31.	Click the Save button to save the manual edits made to the timesheet. 
32.	NOTE: Payable Time will not be calculated until the Time Admin process is run.
33.	This completes Enter Call-Back Status . End of Procedure.

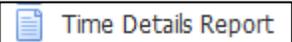
Reports

Create/Find a Run Control ID

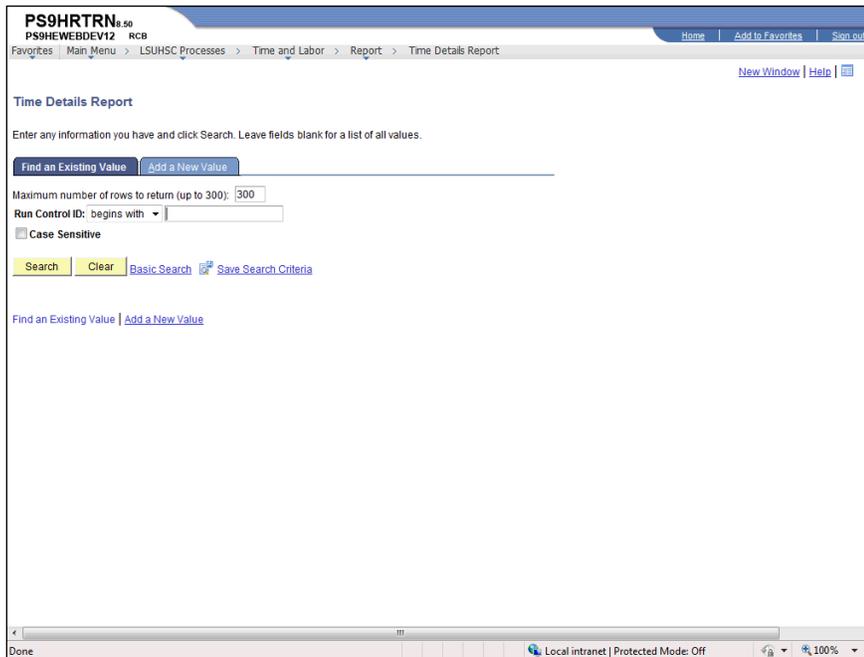
Procedure

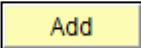
In this topic you will learn how to **Create/Find a Run Control ID**.

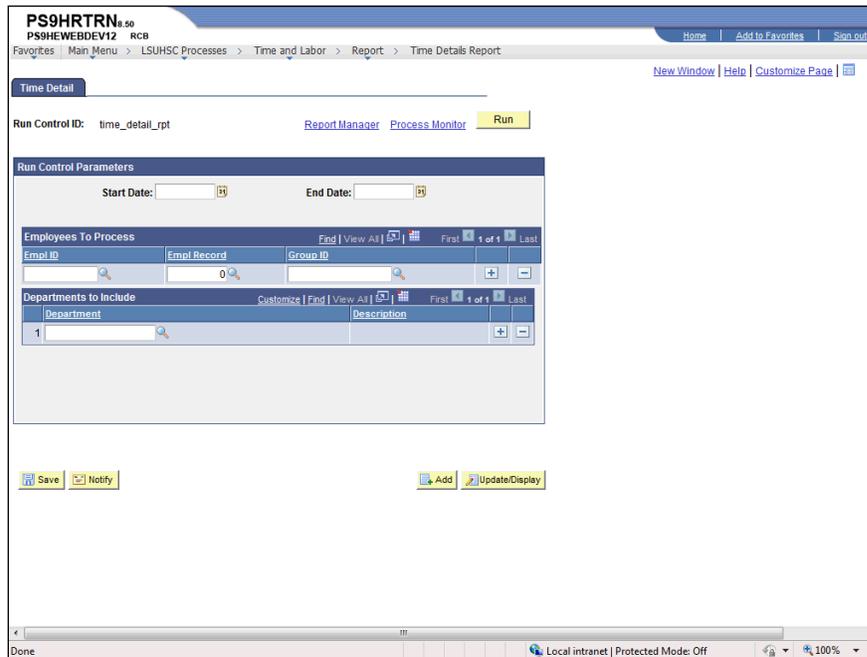


Step	Action
1.	The Time Details Report will be used to demonstrate how to create/find a run control ID. Click the Main Menu button. 
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Report menu.
5.	Click the Time Details Report menu. 

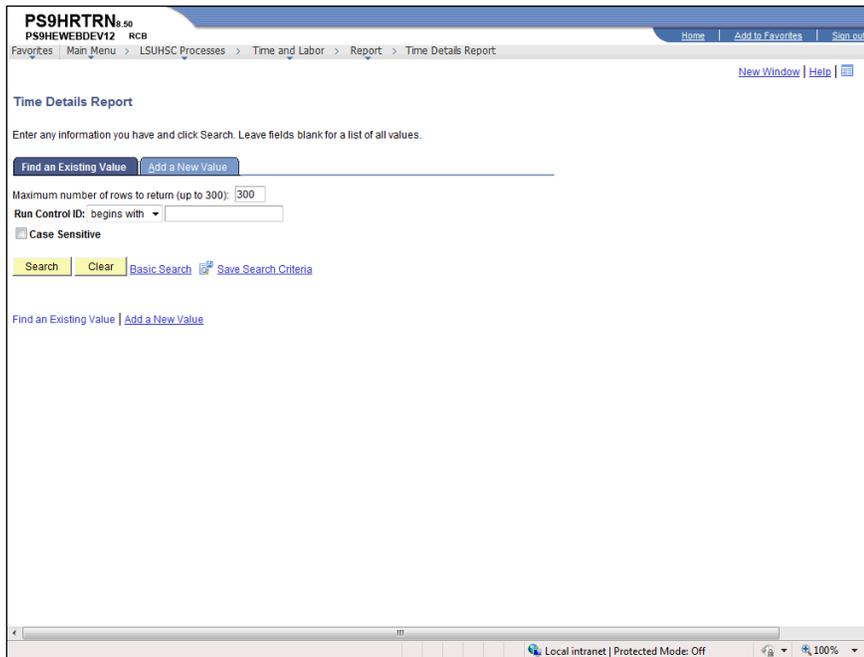
Step	Action
6.	<p>Run Control ID</p> <p>The system defaults into the Find an Existing Value tab. The first time the Time Details report is run, select the Add A New Value tab to add a Run Control ID.</p> <p>Thereafter, when the Time Details report is run, remain on the Find an Existing Value tab to select an existing Run Control ID by simply clicking the Search button.</p>
7.	<p>A Run Control ID <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.</p>
8.	<p>A Run Control ID is used to access the Process Scheduler. You may save parameters related to a particular process or report with a run control to minimize data entry when running recurring processes and reports. If you select Find an Existing Value to use an existing Run Control ID, the Report page displays the information from the most recent Print Request.</p> <p>A Run Control ID <u>must</u> conform to the following:</p> <ol style="list-style-type: none"> 1. Be specific to the end-user's Operator ID; 2. Can be entered in upper case, lower case, or mixed case; 3. <u>Must</u> be one continuous string of words (maximum of 30 characters). If it consists of more than one word the Run Control ID <u>cannot</u> contain a blank space between the words. However, an underscore can be utilized to connect the words.

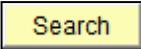


Step	Action
9.	Click the Add a New Value tab. 
10.	Enter the desired information into the Run Control ID field. Enter "time_detail_report" .
11.	Click the Add button. 



Step	Action
12.	<p>You will enter the report parameters, click save and then run your report.</p> <p>For training purposes only, click the Time Details Report link.</p> <div data-bbox="444 1094 678 1129" style="border: 1px solid black; padding: 2px; display: inline-block;">Time Details Report</div>



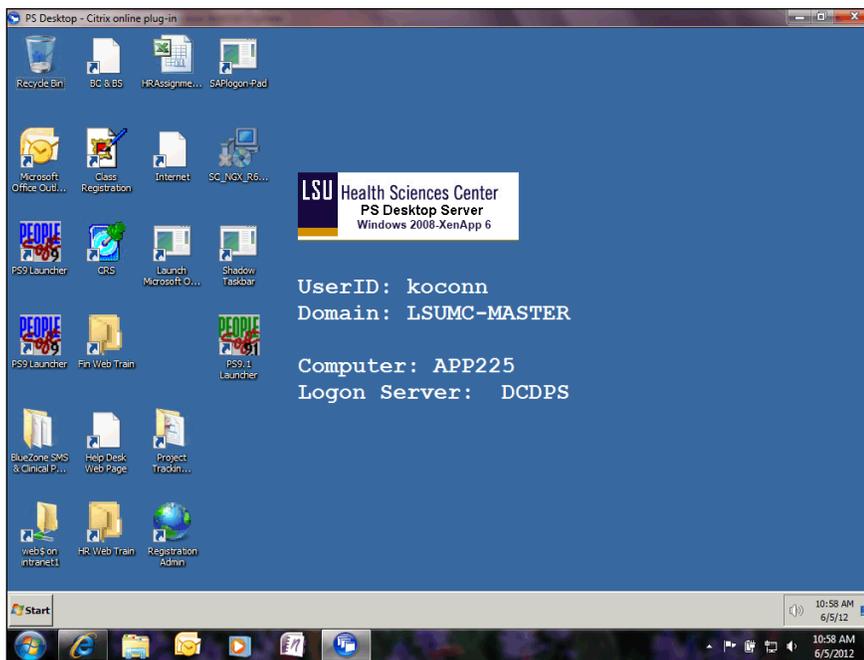
Step	Action
13.	Click the Search button to view existing run controls. 
14.	You will click the appropriate run control link when you wish to run future reports.
15.	This completes Create/Find a Run Control ID. End of Procedure.

Time Detail

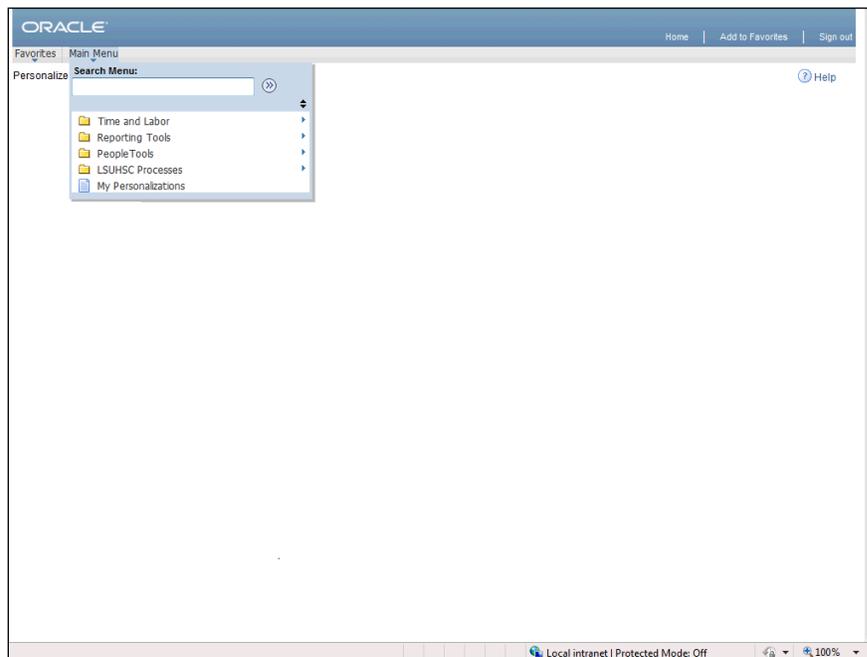
Procedure

In this topic you will learn how to run the **Time Details Report**.

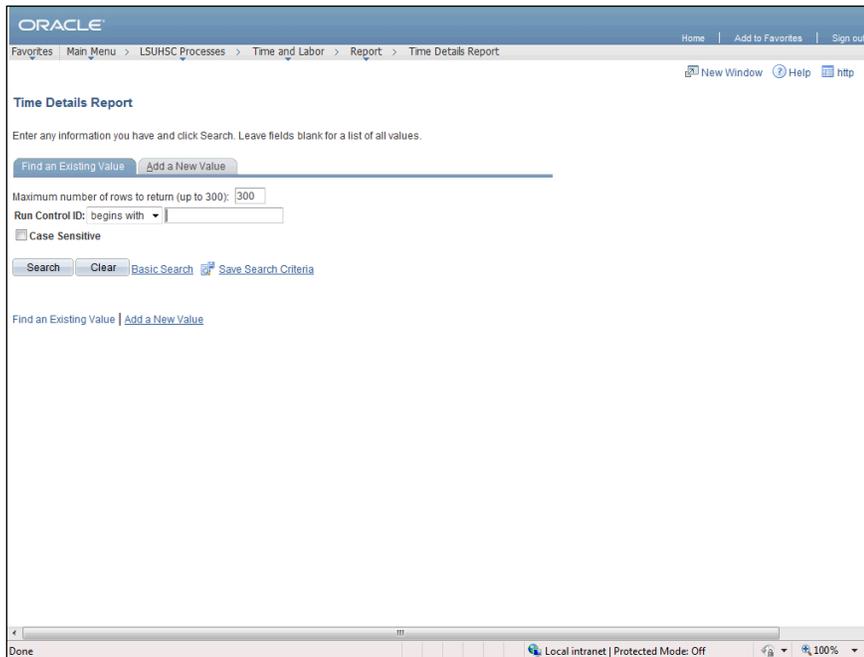
Step	Action
1.	The Time Details Report can be run for an individual as well a department. Exercises demonstrating both options are provided in this topic.

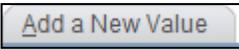


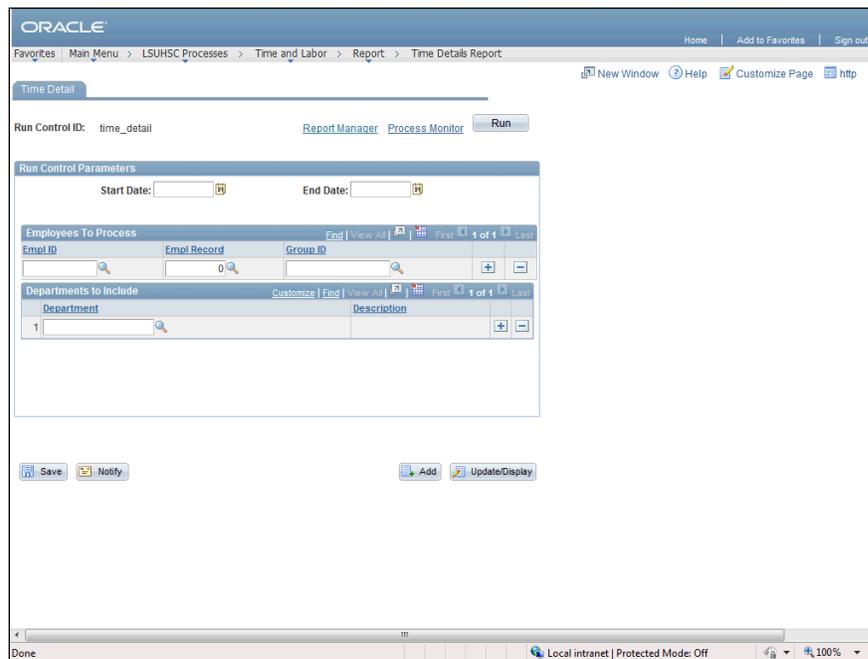
Step	Action
2.	Click the PS9.1 Launcher button.
3.	Click the button to the right of the Database field. 
4.	Click the PS 9.1 HCM Reports (PS9HRRPT) link. 
5.	Click the Start button. 
6.	Click the Main Menu button. 



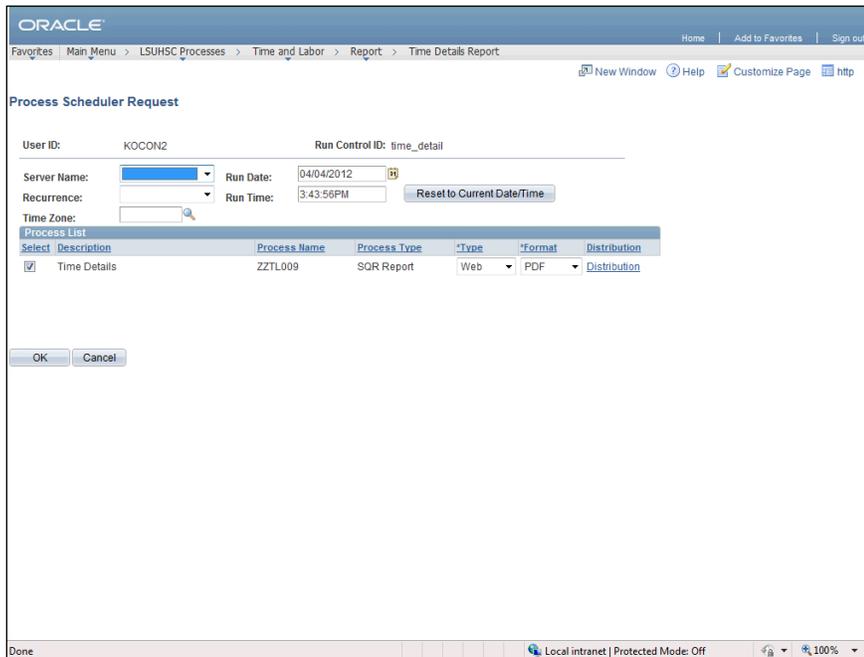
Step	Action
7.	Point to the LSUHSC Processes menu.
8.	Point to the Time and Labor menu.
9.	Point to the Report menu.
10.	Click the Time Details Report menu. <i>NOTE: You will run the Time Details Report after Payroll has been confirmed.</i> <div style="border: 1px solid black; padding: 2px; display: inline-block;">  Time Details Report </div>
11.	<i>NOTE: This report cannot be run for any employee paid from "Schedule".</i>

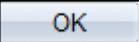


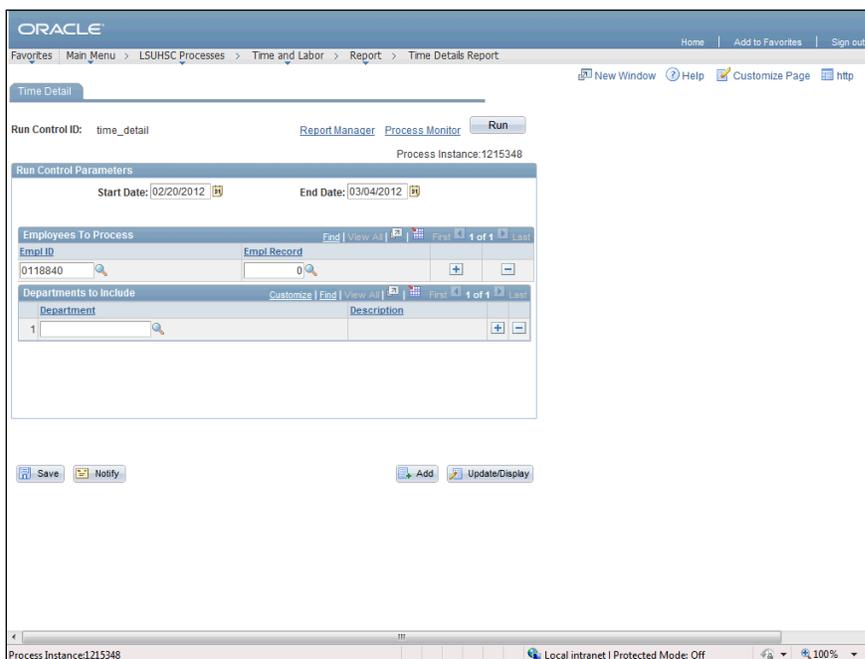
Step	Action
12.	Click the Add a New Value tab. 
13.	Enter the desired information into the Run Control ID field. Enter " time_detail ".
14.	Click the Add button. 
15.	In this exercise, you have been asked to run the Time Details Report for an employee at for the pay period 02/20/12 - 03/04/12.



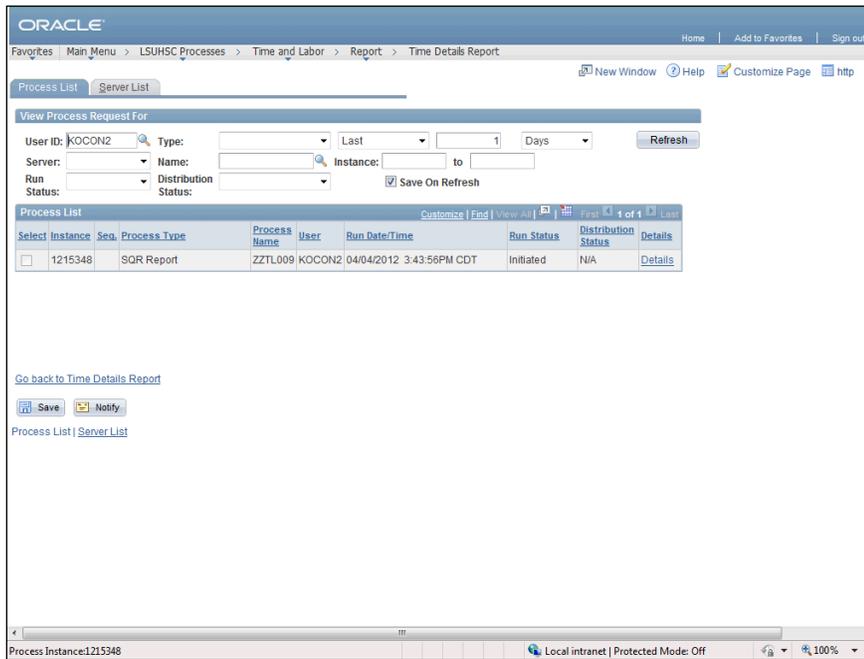
Step	Action
16.	Enter the beginning date for the pay period in the Start Date field. Enter the desired information into the Start Date field. Enter " 02202012 ".
17.	Enter the ending date of the pay period in the End Date field. Enter the desired information into the End Date field. Enter " 03042012 ".
18.	Enter the desired information into the Empl ID field. Enter " 7-digit Employee ID Number ".
19.	Click the Run button. 

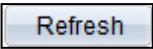


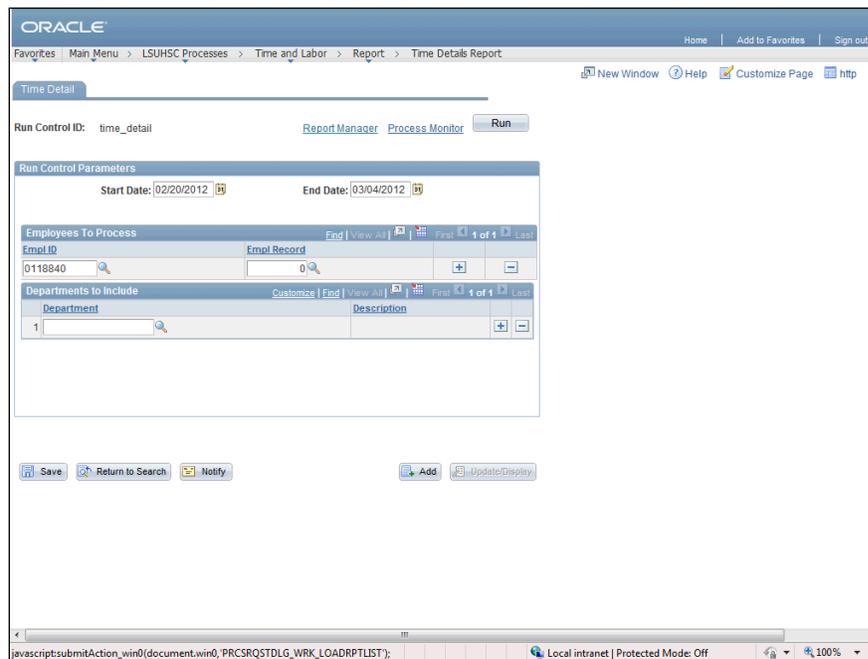
Step	Action
20.	Click the button to the right of the Server Name field. 
21.	Click the PSNT option from the drop-down list. 
22.	Click the OK button. 
23.	Process Monitor Since Time Details Reports must be requested and printed one at a time by each end-user to prevent blocking of the database, the end-user may confirm whether he/she has a Print Process running and monitor the status of his/her Print Request, by accessing the Process Monitor.



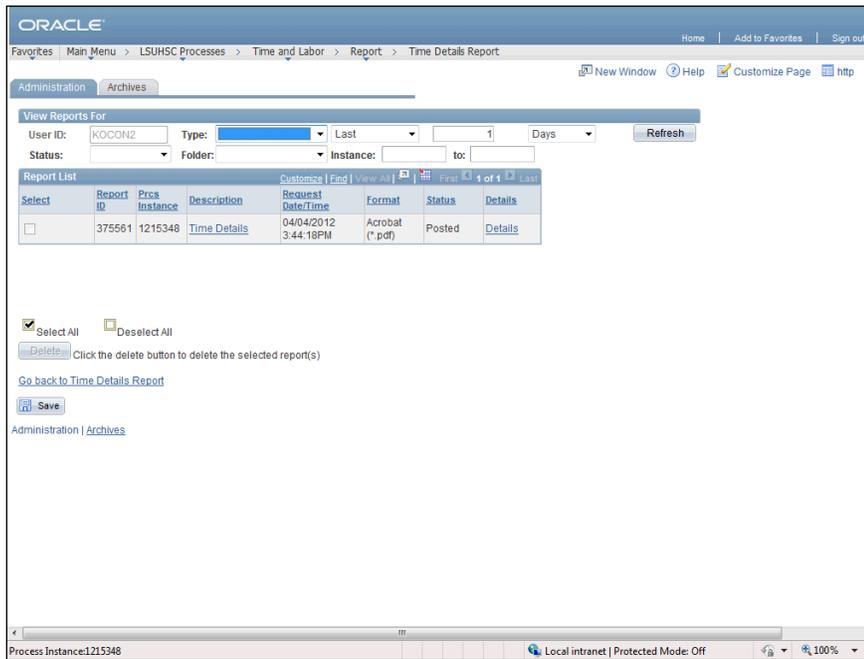
Step	Action
24.	<p>Click the Process Monitor link.</p> <p><i>NOTE: You do not have to access the Process Monitor to confirm your print request is running. You can navigate directly to the Report Manager.</i></p> <p>Process Monitor</p>
25.	<p>Run Status indicates the status of the process:</p> <p>Queued: The process is in line to run. Initiated: The process has begun. Processing: The process is running. Success: The process ran successfully. Not Successful: The process did not run successfully. Cancel: The process has been canceled.</p>
26.	<p>In the Process List, you want the Run Status = Success and the Distribution Status = Posted. Click the Refresh button to update the page until the appropriate results display.</p> <p><i>NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.</i></p>



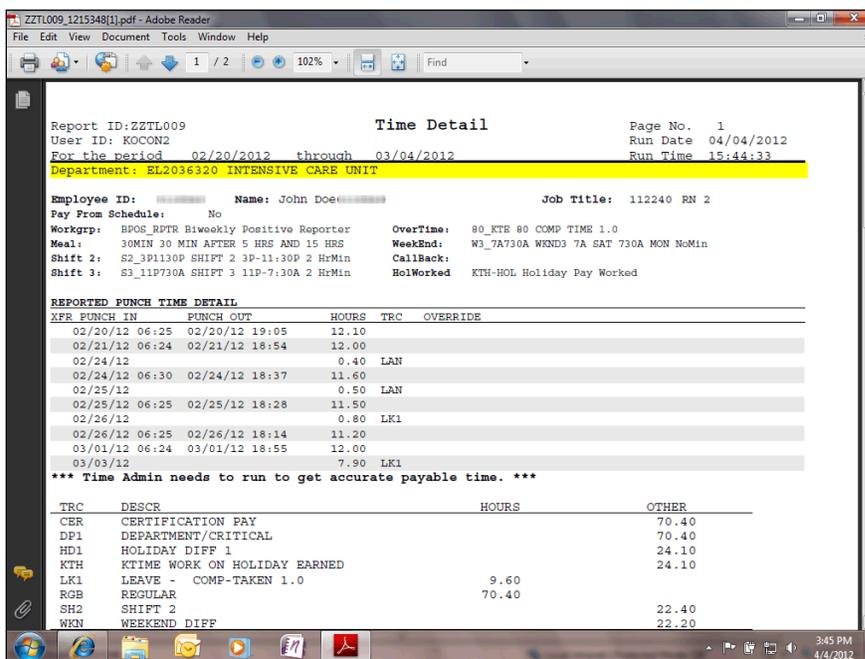
Step	Action
27.	Click the Refresh button. 
28.	<i>NOTE: The Run Status = Success and the Distribution Status = Posted.</i> Click the Go back to Time Details Report link. 



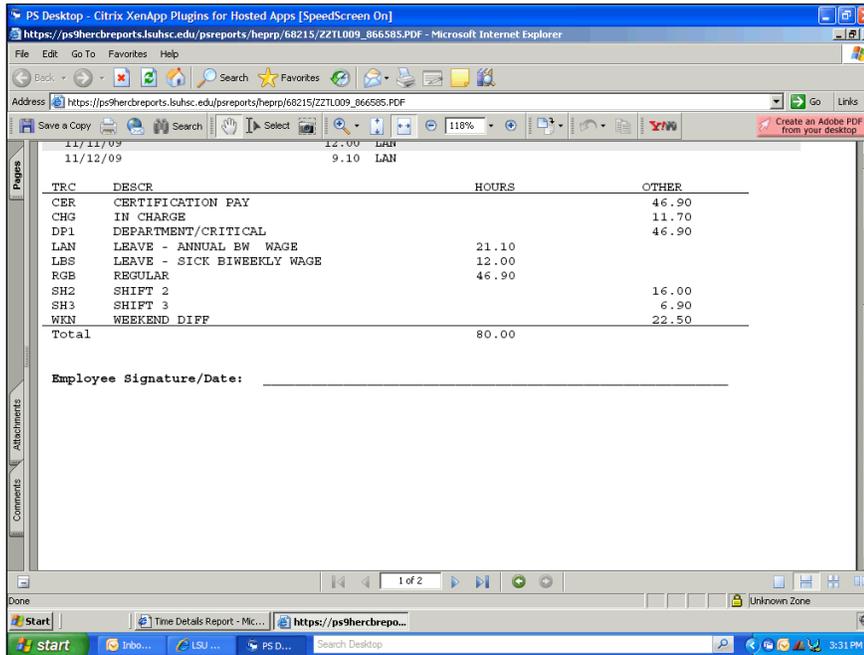
Step	Action
29.	<p>The Report Manager allows you to view and print your report.</p> <p>Click the Report Manager link.</p> <p>Report Manager</p>
30.	<p>In this exercise, the Status = Posted and the Time Details displays as a blue link. For future requests, you may need to click the Refresh button to complete the print process in the Report Manager.</p>



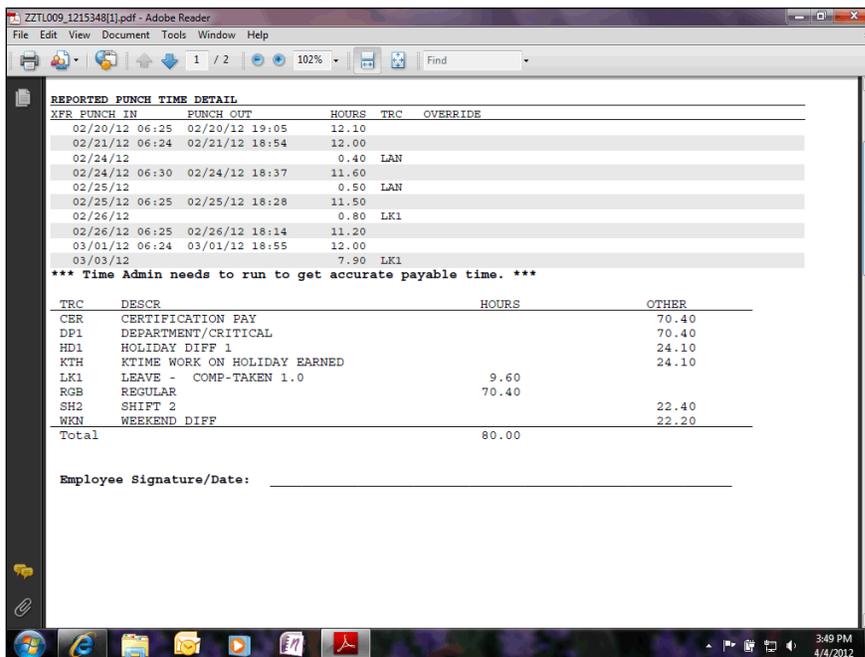
Step	Action
31.	Click the Time Details link. The Time Details Report will open in a new window. Time Details



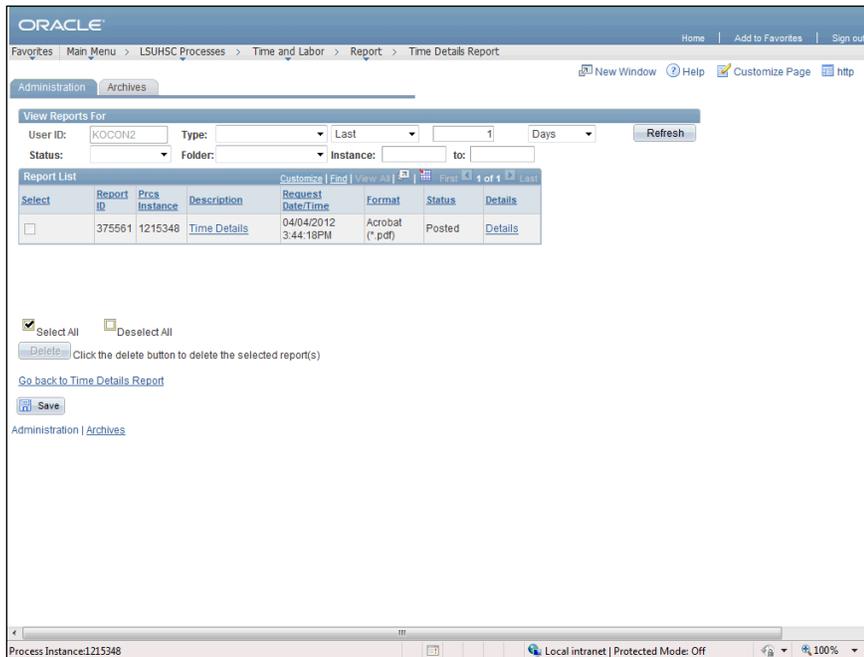
Step	Action
32.	The employee's punch information for the pay period displays. Click the Down Arrow on the scrollbar to view additional report information.



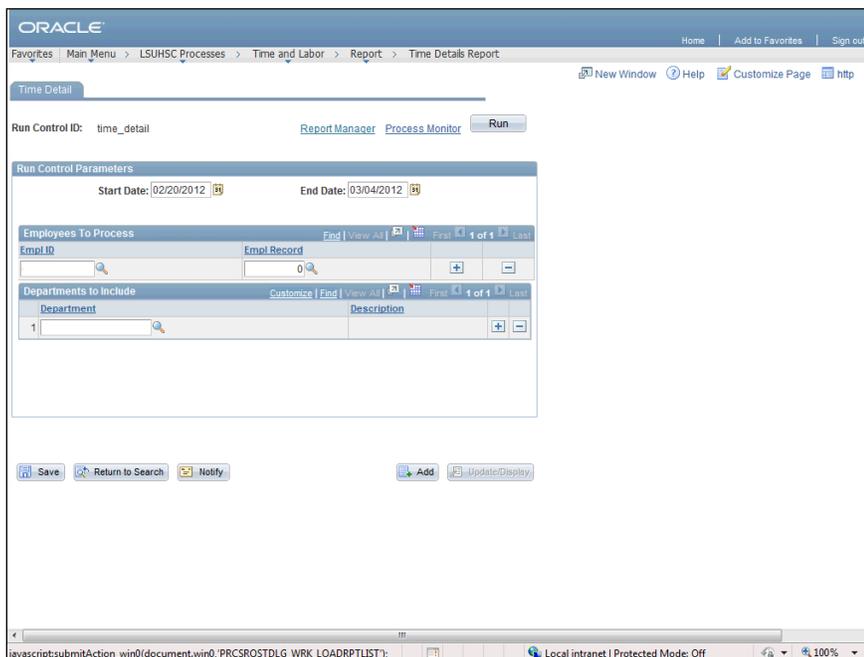
Step	Action
33.	Click the Down Arrow on the scrollbar to view additional report information. 
34.	Click the Down Arrow on the scrollbar to view additional report information. 
35.	The last page of the report is a summary page. <i>NOTE: The Time Details report will be printed after payroll has been confirmed. The summary page will be distributed to obtain appropriate signatures.</i> <i>NOTE: You may want to save a copy of the Time Details Report to a secure folder.</i>
36.	The Total Hours displayed here is the <i>total hours Paid only</i> .



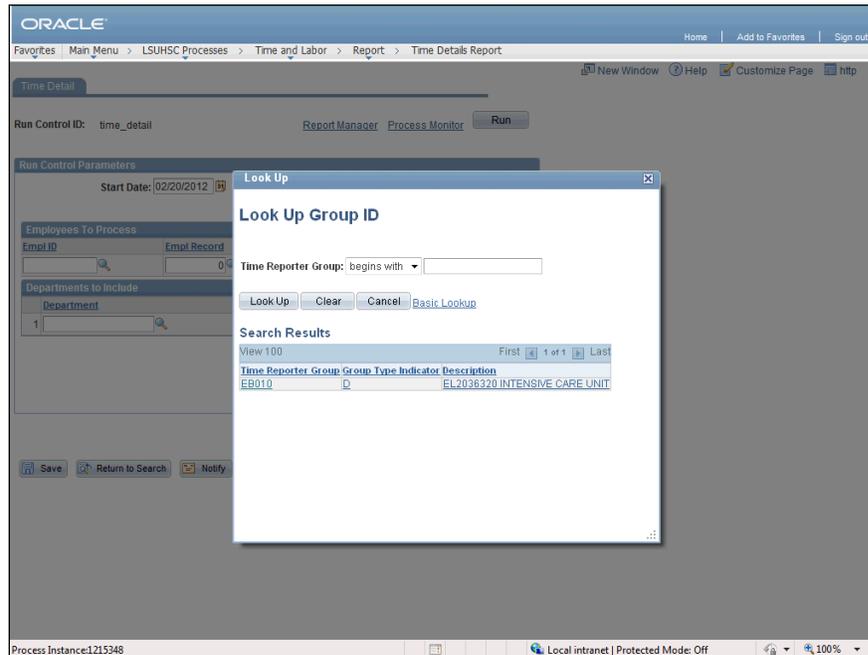
Step	Action
37.	Click the Close button. 



Step	Action
38.	Click the Go Back to Time Details Report link. Go back to Time Details Report
39.	In this exercise, you will run the Time Details Report for the entire Intensive Care Unit for pay period 02/20/12 - 03/04/12.

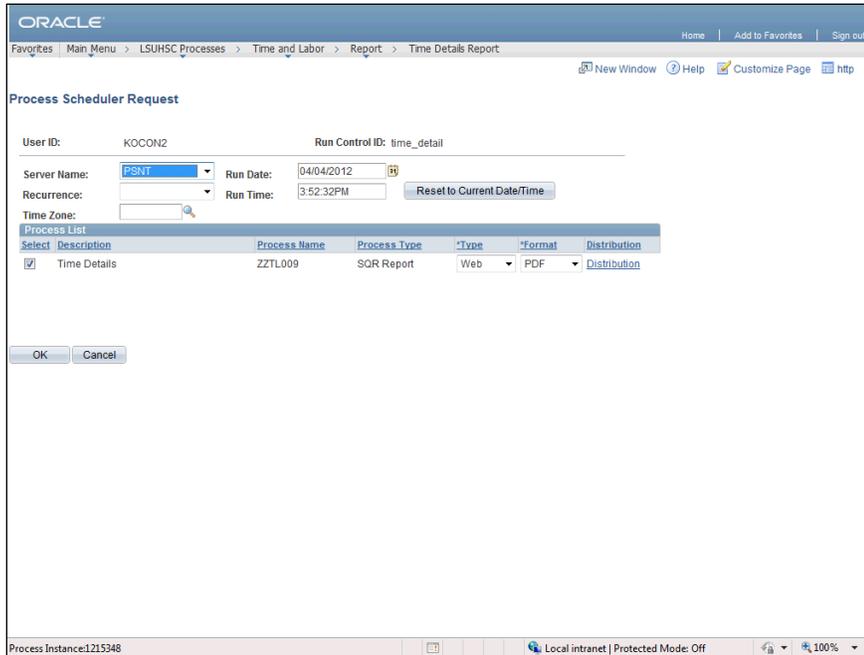


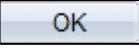
Step	Action
40.	Click the Delete Row link to delete the EmplID and refresh the Time Detail page. 
41.	Click the OK button. 
42.	<i>NOTE: By deleting the EmplID the page refreshed and the Group ID field displayed.</i> Click the Look up Group ID button. 

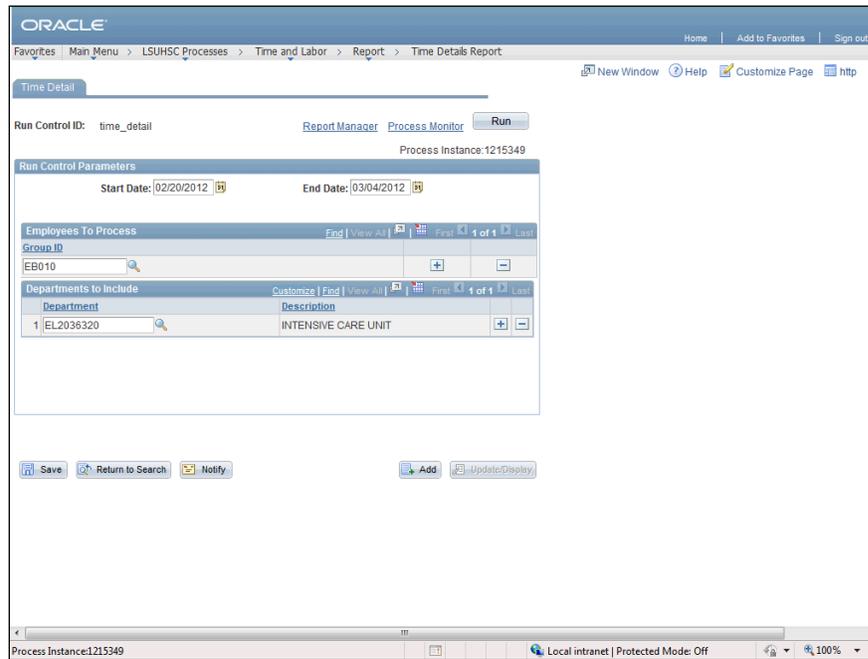


Step	Action
43.	Click the EB010 link. 
44.	Click the Look up Department button. <i>NOTE: The Time Details report can be run for an entire Business Unit if you have the appropriate security access.</i> 

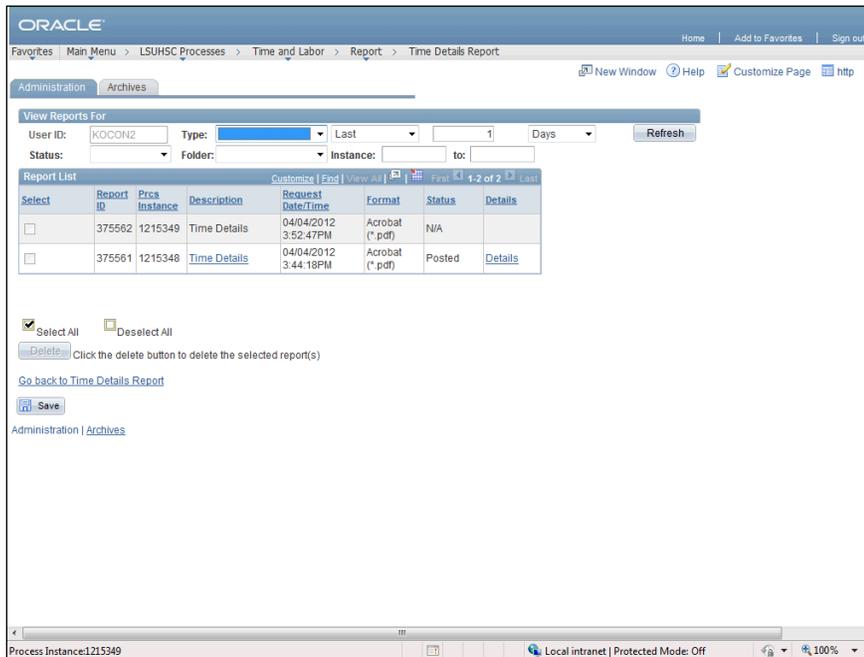
Step	Action
45.	Click the EL2036320 link. 
46.	Click the Run button. 



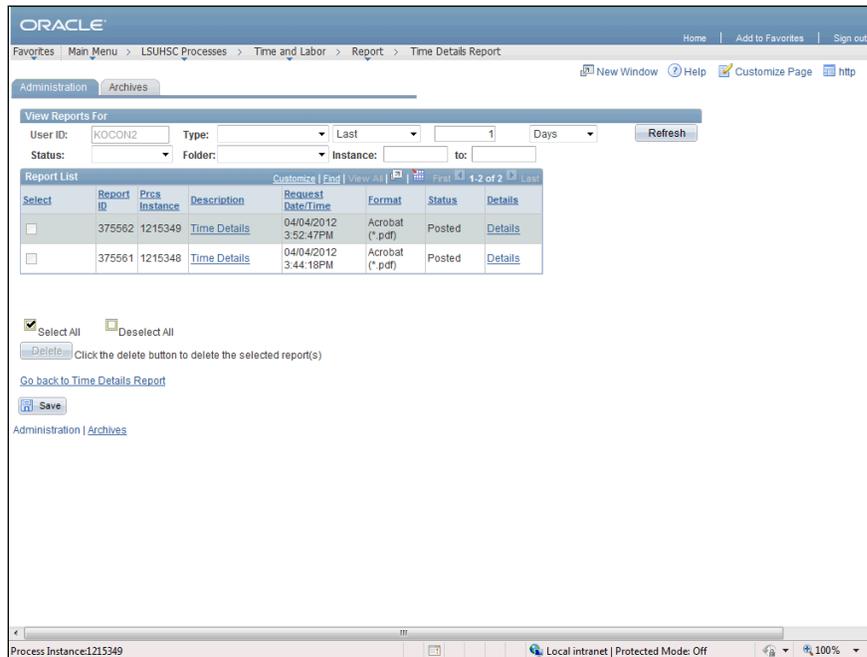
Step	Action
47.	Check to see that the PSNT option is selected for the Server Name. Click the OK button. 



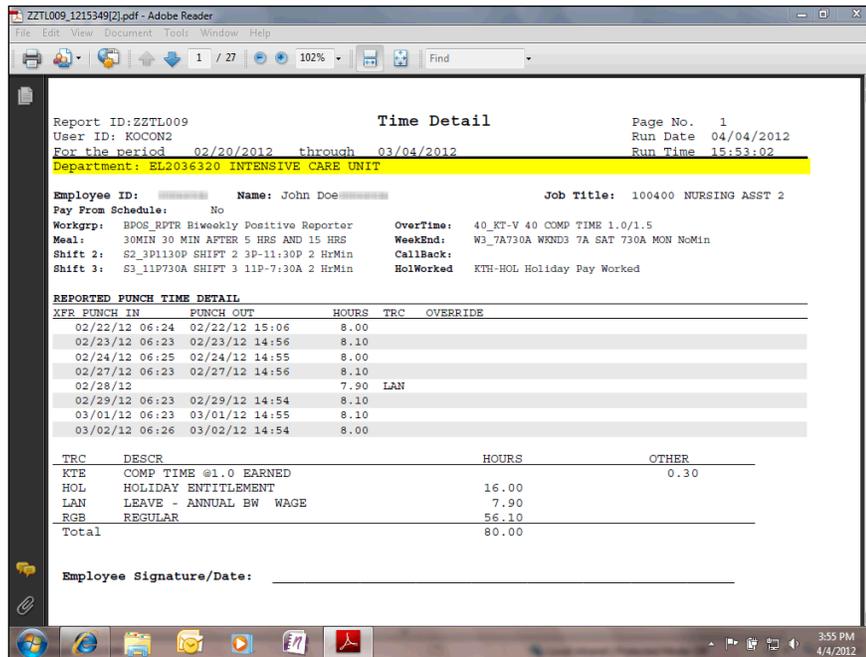
Step	Action
48.	Click the Report Manager link. 



Step	Action
49.	<p>Click the Refresh button until Status = Posted and the Time Details in the Description column displays as a blue link.</p> <p><i>NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.</i></p> <div data-bbox="347 1129 493 1171" style="border: 1px solid black; padding: 2px; display: inline-block;">Refresh</div>



Step	Action
50.	Click the Time Details link. 
51.	When running the Time Details Report for a specific department, information will be sorted by employee in alphabetical order. When running the Time Details Report for an entire Business Unit, information will first be sorted by Department and then by employee in alphabetical order.



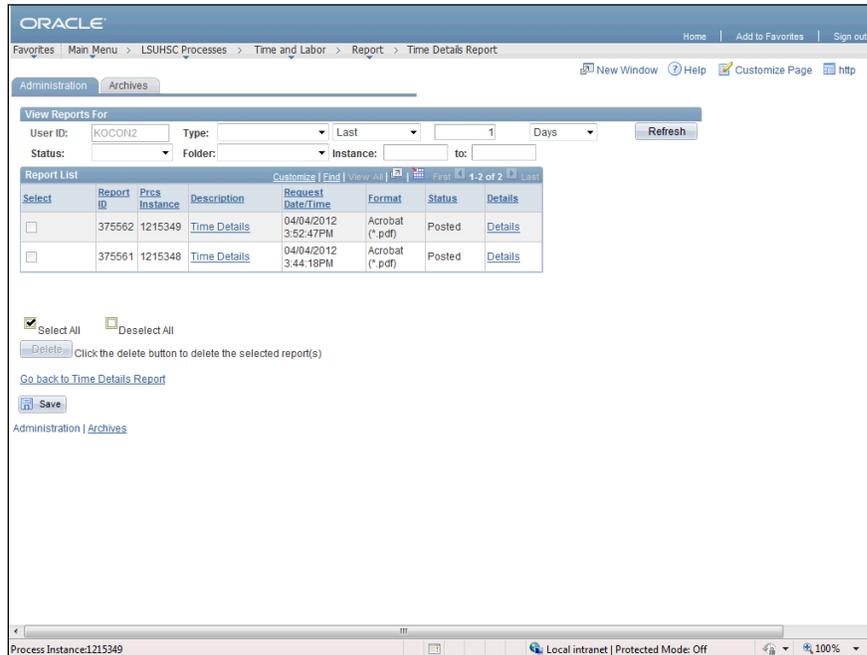
Step	Action
52.	Click the Down Arrow on the scrollbar to view additional report information. <input type="checkbox"/>
53.	Click the Down Arrow on the scrollbar to view additional report information. <input type="checkbox"/>
54.	The Total Hours displayed here is the <i>total hours Paid only</i> .
55.	You will print the Time Details Report and distribute it for appropriate employee signatures. The department summary page will be distributed as well to obtain appropriate signatures. <i>Note: You may want to save a copy of the Time Details Report to a secure folder.</i>
56.	This completes Time Details Report . End of Procedure.

Attendance History

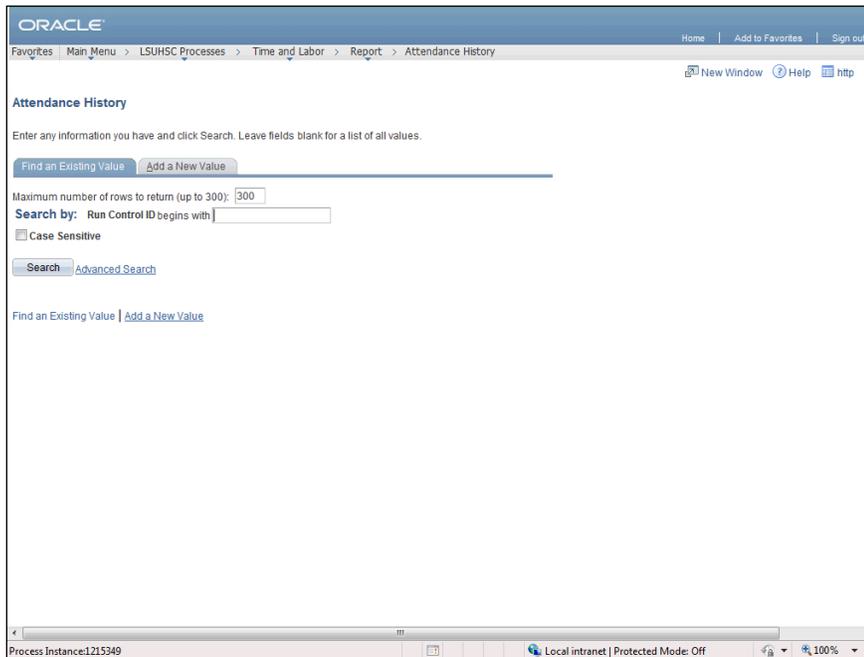
Procedure

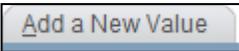
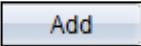
In this topic you will learn how to run the **Attendance History** report.

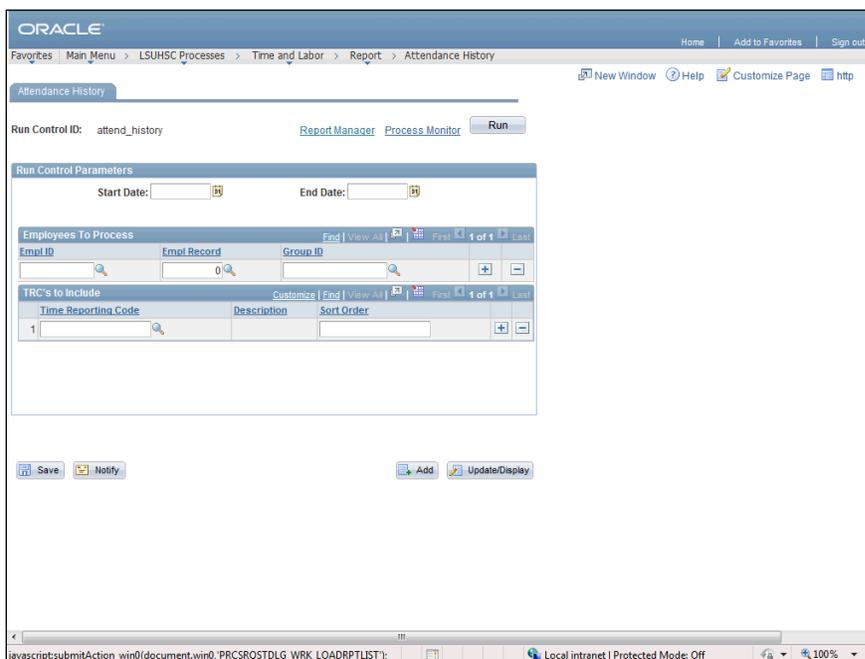
NOTE: Run the Attendance History report to view information on a single employee, a single department or multiple departments.



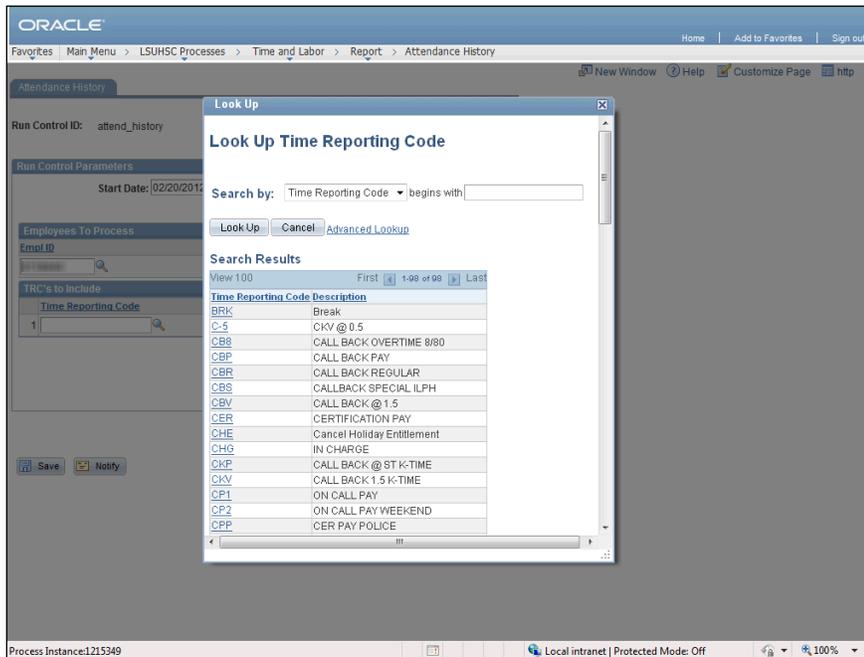
Step	Action
1.	Click the Report link. 
2.	Click the Attendance History link. 



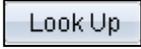
Step	Action
3.	Click the Add a New Value tab. 
4.	Enter the desired information into the Run Control ID field. Enter " attend_history ".
5.	Click the Add button. 
6.	In this exercise, you are asked to run the Attendance History report for a single employee for pay period 02/20/12 - 03/04/12. You will use the LAN (Leave - Annual BW Wage) and LBS (Leave - Sick Biweekly Wage) Time Reporting Codes to generate report data.

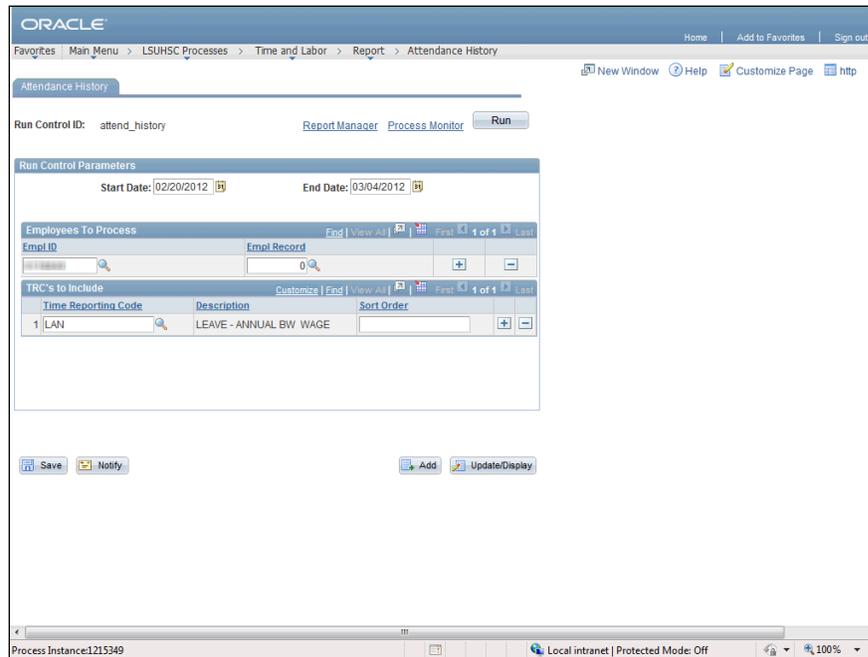


Step	Action
7.	Enter the beginning date for the pay period in the Start Date field. Enter the desired information into the Start Date field. Enter " 022012 ".
8.	Enter the ending date of the pay period in the End Date field. Enter the desired information into the End Date field. Enter " 030412 ".
9.	Enter the desired information into the Empl ID field. Enter " 7-digit Employee ID Number ".
10.	Select the desired Time Reporting Codes (TRC) for the report. Click the Look up Time Reporting Code button. 

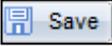


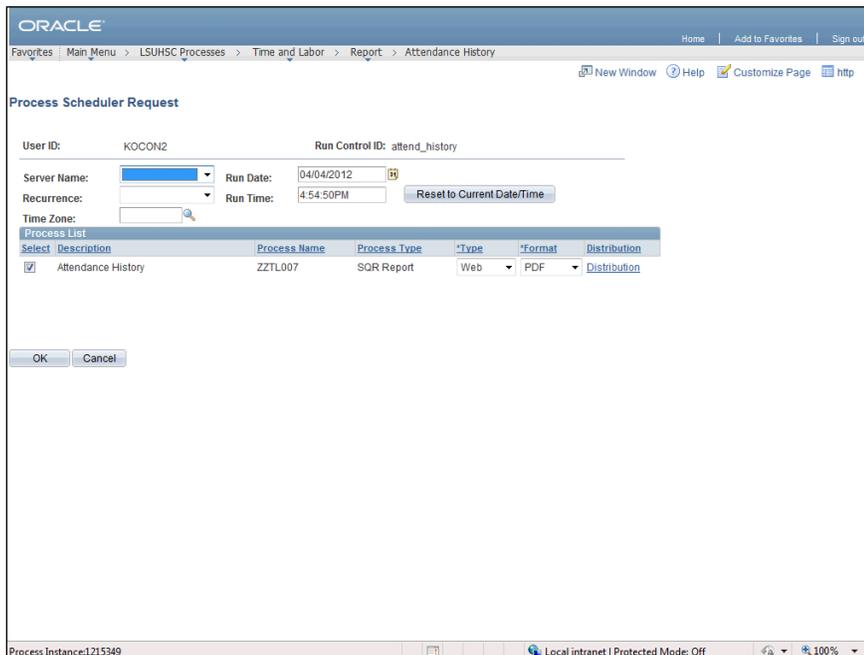
Step	Action
11.	View TRC options. Click the Down Arrow button of the scrollbar. 
12.	View TRC options. Click the Down Arrow button of the scrollbar. 
13.	View TRC options. Click the Down button of the scrollbar. 
14.	View TRC options. Click the Down button of the scrollbar. 
15.	Click the Up button of the scrollbar. 
16.	You can search for the TRC option you wish to utilize. In this exercise you will search for the LAN (Leave - Annual BW Wage). Enter the desired information into the Search by field. Enter " L ".

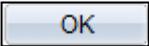
Step	Action
17.	Click the Look Up button. 
18.	Click the LAN link. 

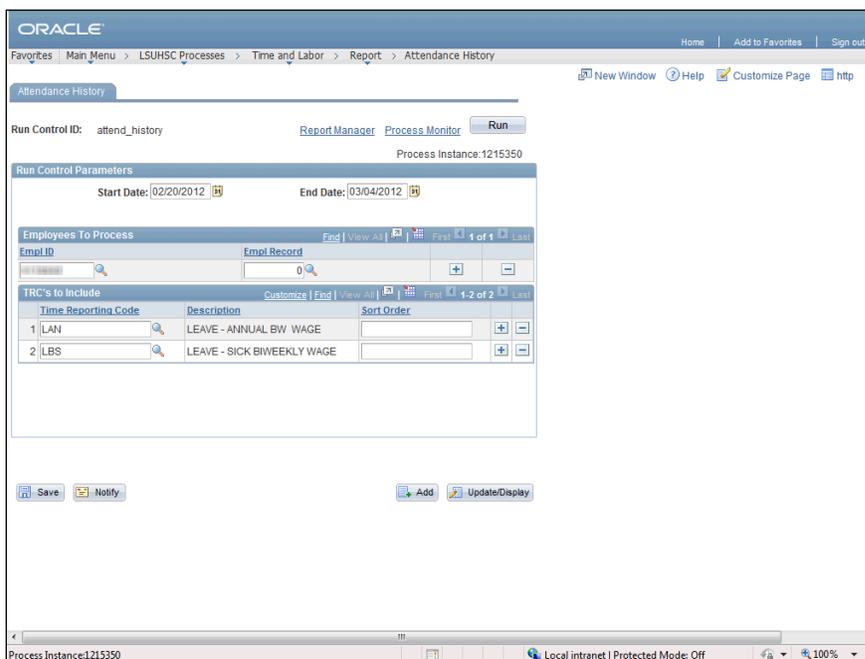


Step	Action
19.	Additional TRC parameters may be included by clicking the "+" sign. Conversely, TRC parameters may be removed by clicking the "-" sign. Click the Plus (+) button. 
20.	You will now enter or select the LBS Time Reporting Code. <i>NOTE: If you know the TRC code you wish to use, you may enter it directly into the TRC field.</i> Click the Look Up Time Reporting Code button. 
21.	Enter the desired information into the Search by field. Enter " L ".
22.	Click the Look Up button. 

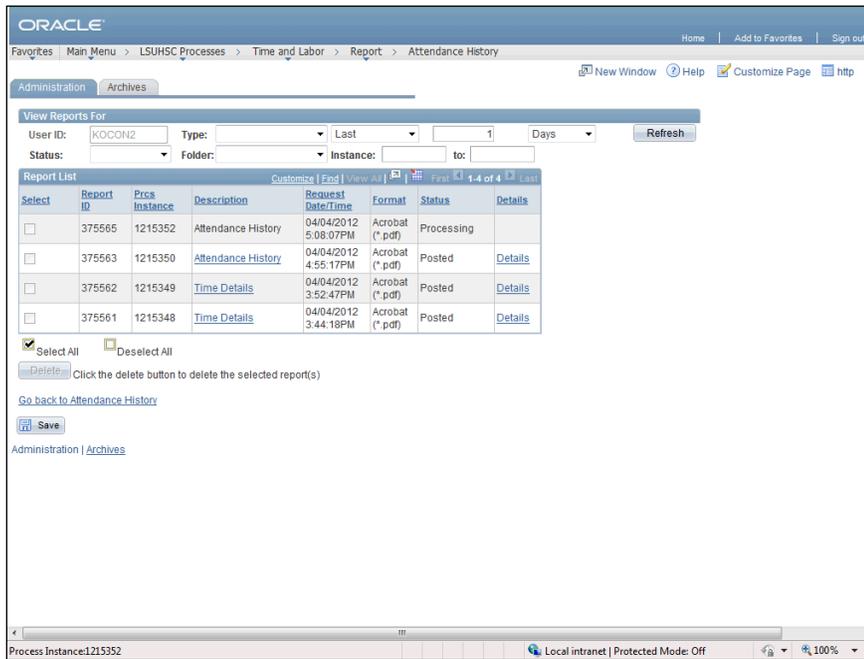
Step	Action
23.	Click the LBS - Leave - Sick BiWeekly Wage link. 
24.	Click the Save button. 
25.	Click the Run button. 



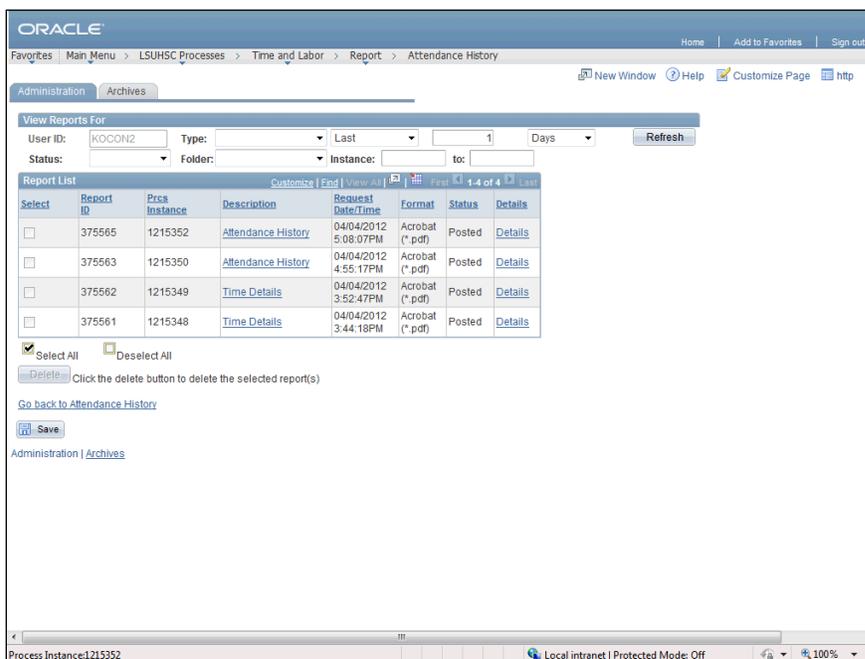
Step	Action
26.	Click the button to the right of the Server Name field. 
27.	Click the PSNT option from the drop-down list. 
28.	Click the OK button. 

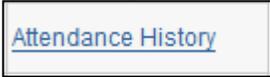
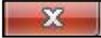


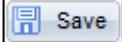
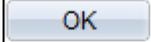
Step	Action
29.	<p>The Report Manager allows you to view and print your report.</p> <p>Click the Report Manager link.</p> <p>Report Manager</p>
30.	<p>The Status indicates the status of the process:</p> <p>Queued: The process is in line to run. Initiated: The process has begun. Processing: The process is running. Posted: The process ran successfully. Not Successful: The process did not run successfully. Cancel: The process has been canceled.</p>



Step	Action
31.	<p>Click the Refresh button until Status = Posted and the Time Details in the Description column displays as a blue link.</p> <p><i>NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.</i></p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px 0;">Refresh</div>



Step	Action
32.	<p>Click the Attendance History link to view your report.</p> <p>This will open a new window.</p> 
33.	<p>The Weekly Time section provides leave information for each day in the pay period.</p> <p>The Monthly Time section provides leave information by calendar month.</p>
34.	<p>Click the Close button for the new window only.</p> 
35.	<p>Click the Go back to Attendance History link.</p> 
36.	<p>In this exercise, you will run the Attendance History for the entire Intensive Care Unit using the LAN and LBS Time Reporting Codes.</p> <p>Click the Minus (-) button.</p> 
37.	<p>Click the OK button.</p> 

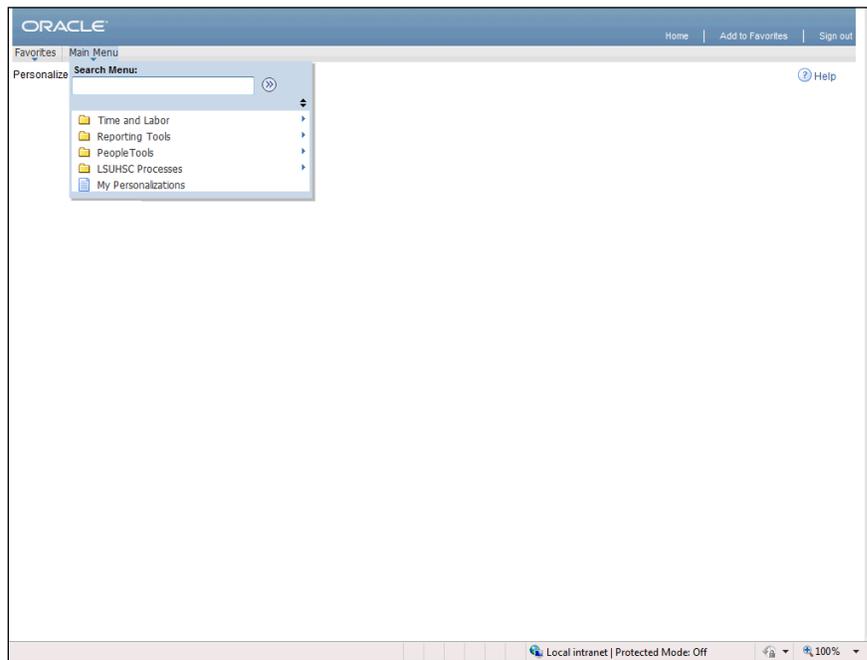
Step	Action
38.	<p><i>NOTE: By clicking the Minus (-) button, the system automatically displays the Group ID field.</i></p> <p>Click the Look up Group ID button.</p> 
39.	<p>Click the EB010 link.</p> 
40.	<p>You may use the current parameters or make changes by utilizing the Plus (+) and Minus (-) signs displayed at the end of each row.</p> <p>Click the Save button.</p> 
41.	<p>Click the Run button.</p> 
42.	<p>Click the OK button.</p> 
43.	<p>Click the Report Manager link.</p> 
44.	<p>In this example the Status = Posted and Attendance History is a blue link.</p> <p><i>NOTE: If the Status was not Posted, you would have clicked the Refresh button until Status = Posted and the Attendance History in the Description column displays as a blue link. Please wait 10 - 15 seconds between clicks to allow for system processing.</i></p>
45.	<p>Click the Attendance History link.</p> 
46.	<p>View the report results.</p> <p>Click the Down button of the scrollbar.</p> 
47.	<p>View results.</p> <p>Click the Close button.</p> 
48.	<p>This completes Attendance History.</p> <p>End of Procedure.</p>

Early/Late Exceptions Report

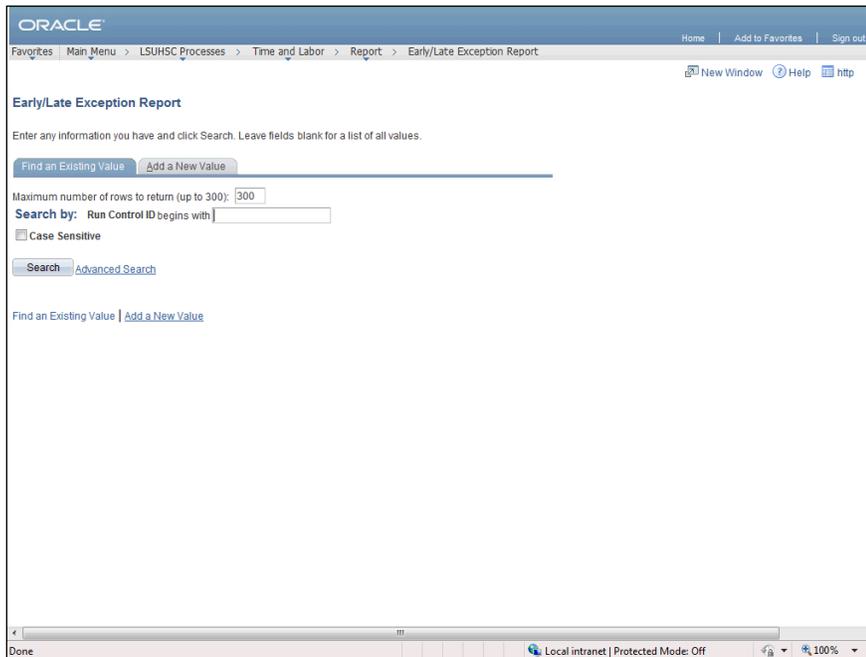
Procedure

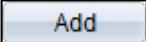
In this topic you will learn how to run the **Early/Late Exceptions Report**.

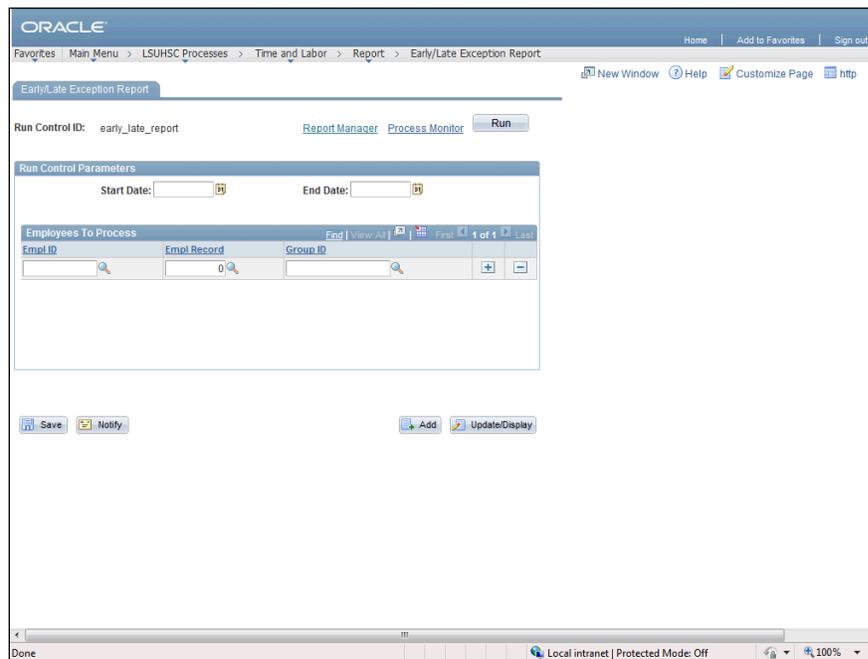
Step	Action
1.	Click the Main Menu button. 

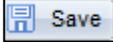
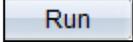


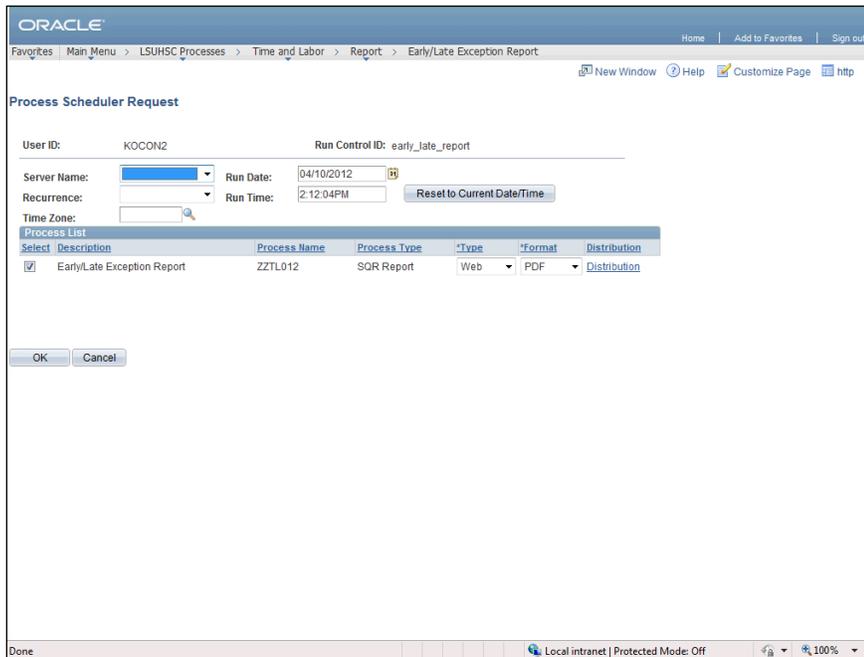
Step	Action
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Report menu.
5.	Click the Early/Late Exception Report menu option. 

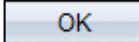


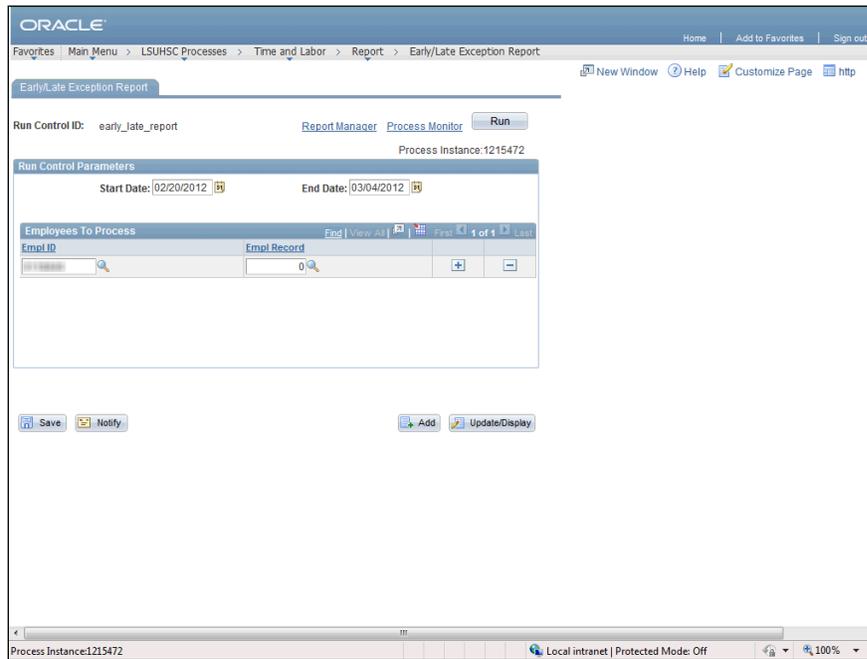
Step	Action
6.	Click the Add a New Value tab. 
7.	Enter the desired information into the Run Control ID field. Enter "early_late_report" .
8.	Click the Add button. 
9.	In this exercise, you will run the Early/Late Exceptions Report for an employee for pay period 02/20/12 - 03/04/12.



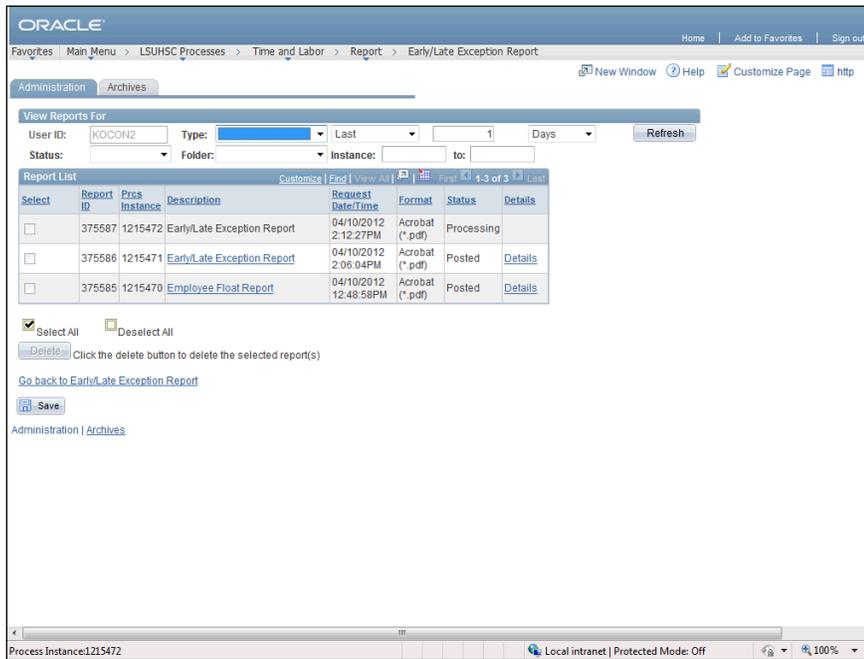
Step	Action
10.	Enter the desired information into the Start Date field. Enter " 022012 ".
11.	Enter the desired information into the End Date field. Enter " 030412 ".
12.	Enter the desired information into the Empl ID field. Enter " 7- digit Employee ID Number ".
13.	Click the Save button. 
14.	Click the Run button. 

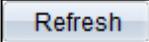


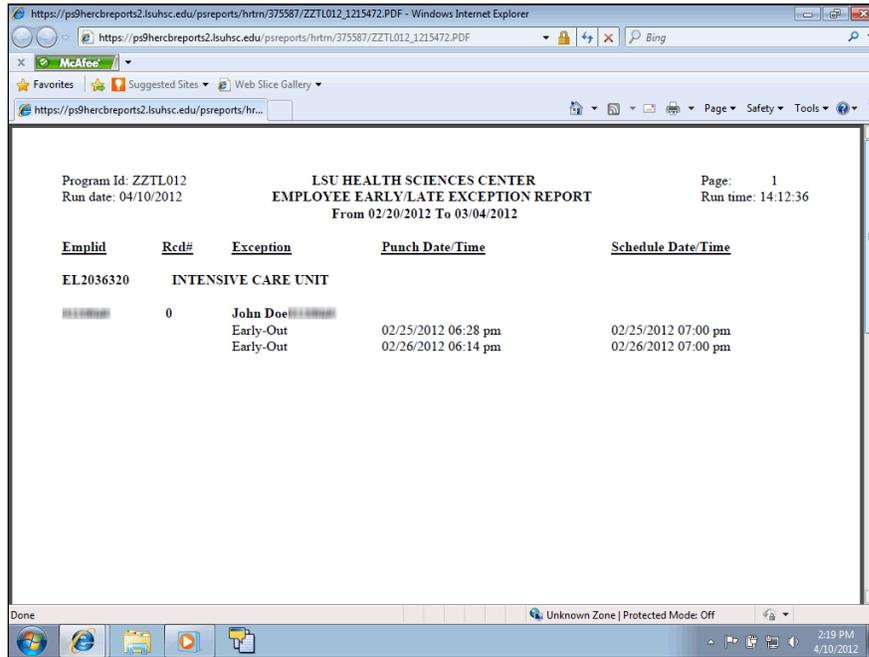
Step	Action
15.	Click the button to the right of the Server Name field. 
16.	Click the PSNT list item. 
17.	Click the OK button. 



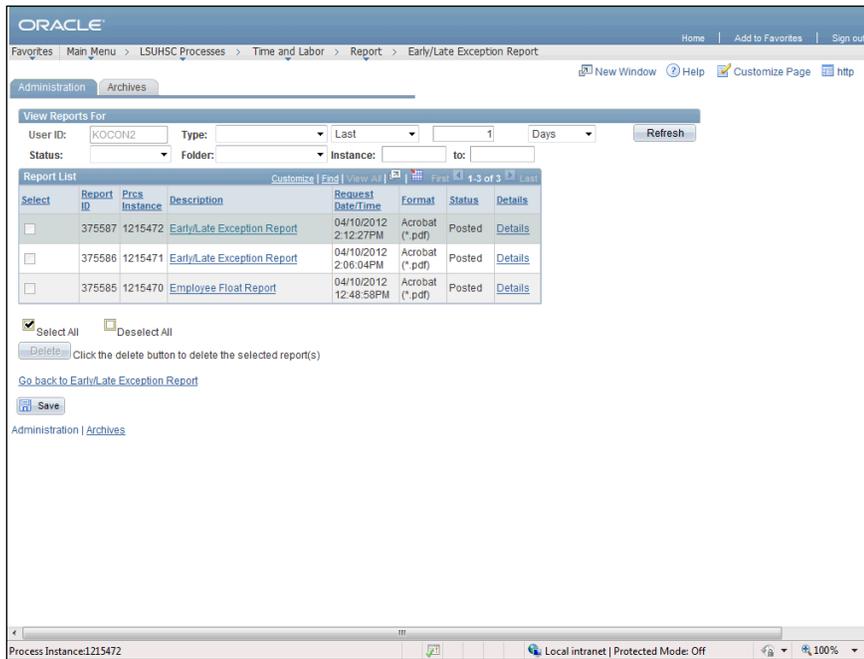
Step	Action
18.	Click the Report Manager link. Report Manager



Step	Action
19.	<p>Click the Refresh button until Status = Posted and the Time Details in the Description column displays as a blue link.</p> <p><i>NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.</i></p> <p></p>
20.	<p>Click the Early/Late Exception Report link.</p> <p></p>



Step	Action
21.	Click the Close button. 



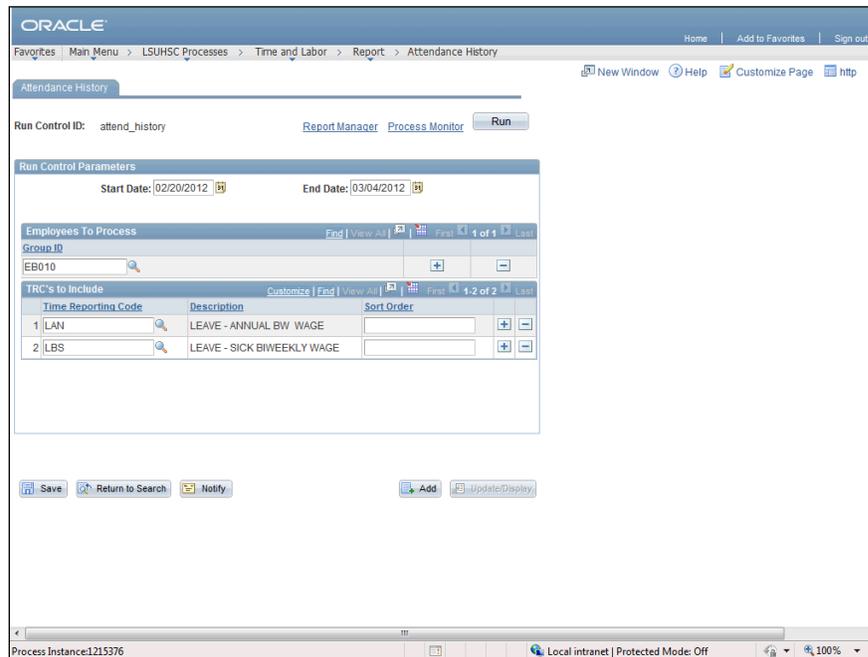
Step	Action
22.	Click the Go back to Early/Late Exception Report link. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Go back to Early/Late Exception Report </div>
23.	This completes Exceptions . End of Procedure.

Employee Float Report

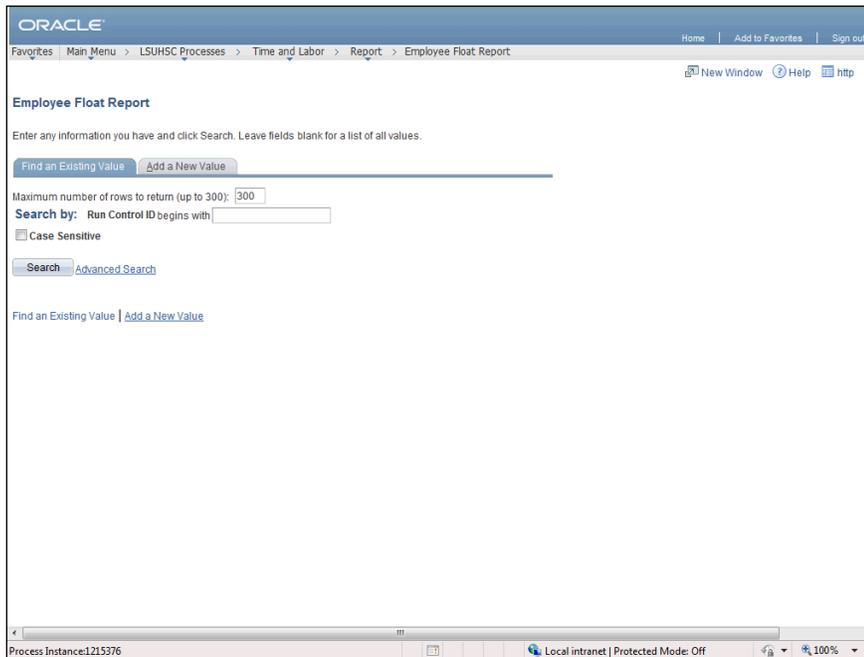
Procedure

In this topic you will learn how to run **Employee Float**.

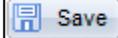
NOTE: Run the *Employee Float* report to view information on a single employee, a single department or for multiple departments.



Step	Action
1.	Click the Report link. 
2.	Click the Employee Float Report link. 



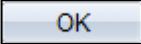
Step	Action
3.	Click the Add a New Value tab. 
4.	Enter the desired information into the Run Control ID field. Enter " empl_float ".
5.	Click the Add button. 
6.	In this exercise, you will run the Float Out Report for a single department for pay period 02/20/12 - 03/04/12.
7.	Before entering the Start Date and End Date the Select Report Type must be determined. In the Select Report Type section, the system defaults to the Float In Report options. The system will not allow you to run a Float In report and a Float Out Report on the same request. You must select one or the other. <i>NOTE: The Start and End dates will have to be re-entered if the Select Report Type is not indicated first.</i>
8.	Click the Float Out Report option. 
9.	Enter the beginning date for the pay period in the Start Date field. Enter the desired information into the Start Date field. Enter " 022012 ".

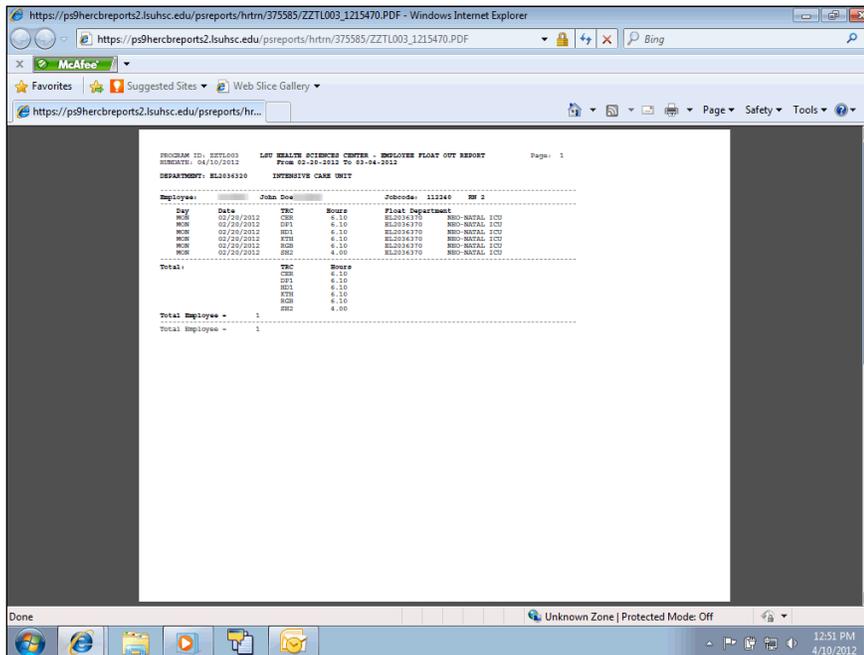
Step	Action
10.	<p>Enter the ending date of the pay period in the End Date field.</p> <p>Enter the desired information into the End Date field. Enter "030412".</p>
11.	<p>The Employee Float report can be run for a single employee, a single department, or a group of departments. In this example the report will be run for a single department.</p>
12.	<p>The Group ID number must be entered in the Group ID field.</p> <p><i>NOTE: If you know the Group ID number you can enter it directly into the Department field.</i></p> <p>Click the Look up Group ID button.</p> 
13.	<p>A list of available Group IDs will display. Select the appropriate Group ID.</p> <p>Click the EB010 link.</p> 
14.	<p>The 7-digit Department number must be entered in the Department field.</p> <p><i>NOTE: If you know the Department number you can enter it directly into the Department field.</i></p> <p>Click the Department button.</p> 
15.	<p>A list of available Departments displays. Select the appropriate Department from the list provided.</p> <p>Click the EL2036320 link.</p> 
16.	<p>Additional departments can be included by clicking the plus sign (+). Departments can be removed from the report by clicking the minus sign (-).</p>
17.	<p>Click the Save button.</p> 
18.	<p>Click the Run button.</p> 
19.	<p>Click the button to the right of the Server Name field.</p> 
20.	<p>Click the PSNT option from the drop-down list.</p> 

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Step	Action
21.	Click the OK button. 
22.	Click the Report Manager link. 
23.	Click the Refresh button until Status = Posted and the Time Details in the Description column displays as a blue link. <i>NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.</i> 
24.	Click the Employee Float Report link. 



Step	Action
25.	Click the Close button. 
26.	This completes Employee Float Report . End of Procedure.

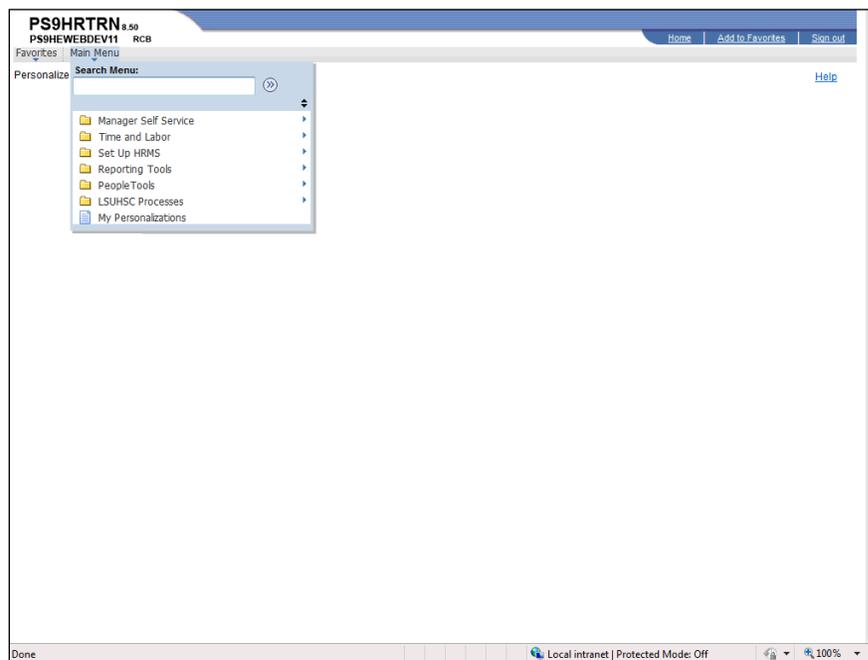
Inquire

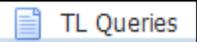
BI TL Employee No Payable Time

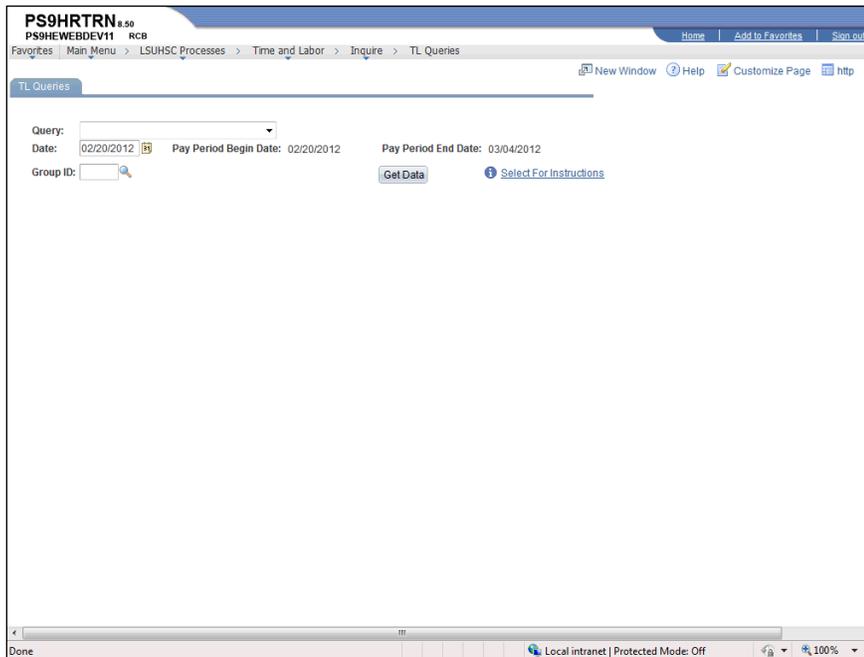
Procedure

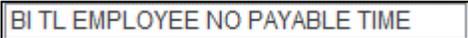
In this topic you will learn how to run the **BI TL Employee No Payable Time**.

Step	Action
1.	Click the Main Menu button. 



Step	Action
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Inquire menu.
5.	Click the TL Queries menu. 

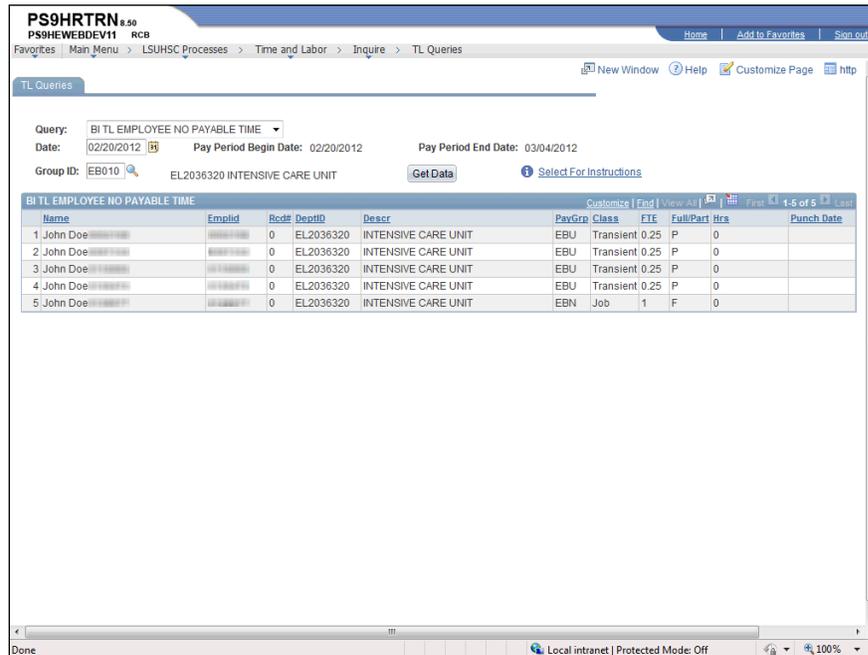


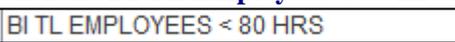
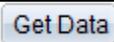
Step	Action
6.	Click the button to the right of the Query field. 
7.	Click the BI TL EMPLOYEE NO PAYABLE TIME list item. 
8.	Click the Look Up Group ID button. 
9.	Click the EB010 link.
10.	Click the Get Data button. 
11.	View query results.
12.	This completes BI TL Employee No Payable Time . End of Procedure.

BI TL Employees < 80 Hrs

Procedure

In this exercise you will learn how to run **BI TL Employees < 80 Hrs.**



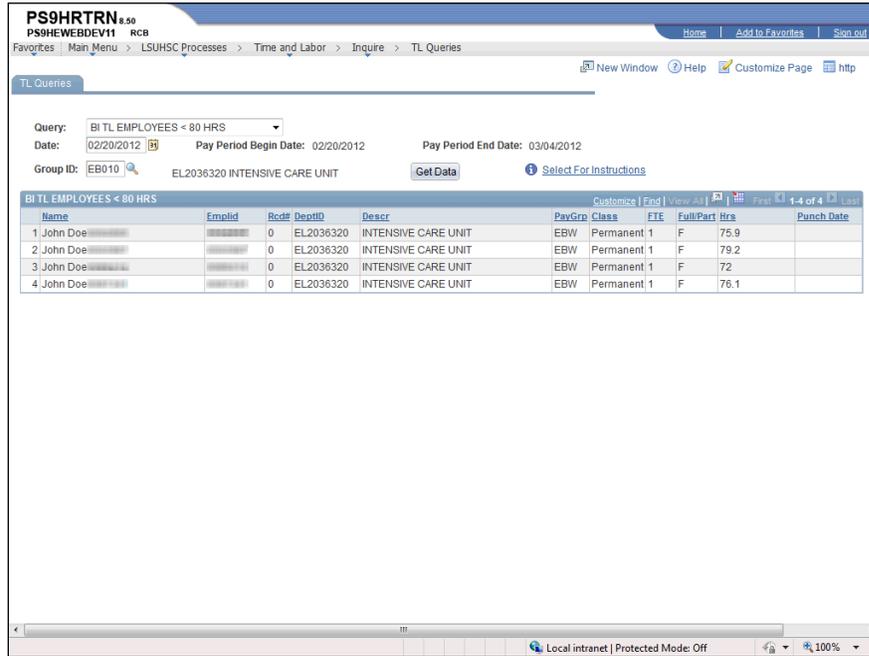
Step	Action
1.	Click the button to the right of the Query field. 
2.	Click the BI TL Employees < 80 Hrs list item. 
3.	Click the Get Data button. 
4.	View results.
5.	This completes BI TL Employees < 80 Hrs. End of Procedure.



BI TL Employees < FTE

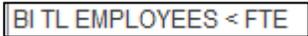
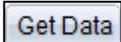
Procedure

In this topic you will learn how to run **BI TL Employees < FTE**.



The screenshot shows the 'PS9HRTRN 8.50' web application interface. The 'Query' field is set to 'BI TL EMPLOYEES < 80 HRS'. The 'Date' is '02/20/2012', 'Pay Period Begin Date' is '02/20/2012', and 'Pay Period End Date' is '03/04/2012'. The 'Group ID' is 'EB010' and the selected item is 'EL2036320 INTENSIVE CARE UNIT'. A 'Get Data' button is visible. Below the form is a table with the following data:

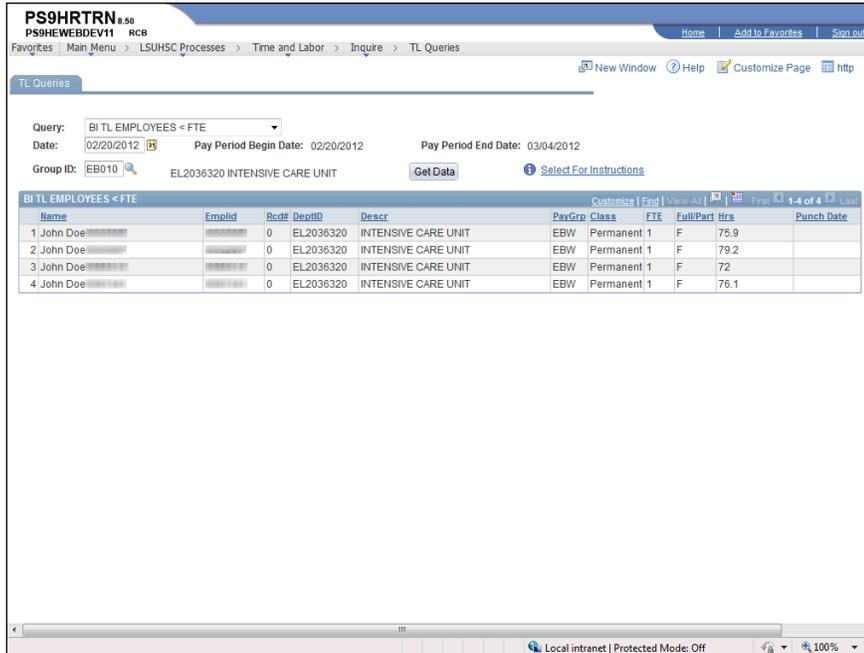
BI TL EMPLOYEES < 80 HRS	Name	EmpId	Rcd#	DeptID	Descr	PayGrp	Class	FTE	Full/Part	Hrs	Punch Date
1	John Doe		0	EL2036320	INTENSIVE CARE UNIT	EBW	Permanent	1	F	75.9	
2	John Doe		0	EL2036320	INTENSIVE CARE UNIT	EBW	Permanent	1	F	79.2	
3	John Doe		0	EL2036320	INTENSIVE CARE UNIT	EBW	Permanent	1	F	72	
4	John Doe		0	EL2036320	INTENSIVE CARE UNIT	EBW	Permanent	1	F	76.1	

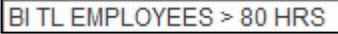
Step	Action
1.	Click the button to the right of the Query field. 
2.	Click the BI TL Employees < FTE list item. 
3.	Click the Get Data button. 
4.	View results.
5.	This completes BI TL Employees < FTE . End of Procedure.

BI TL Employees > 80 Hrs

Procedure

In this topic you will learn how to run **BI TL Employees > 80 Hrs**.

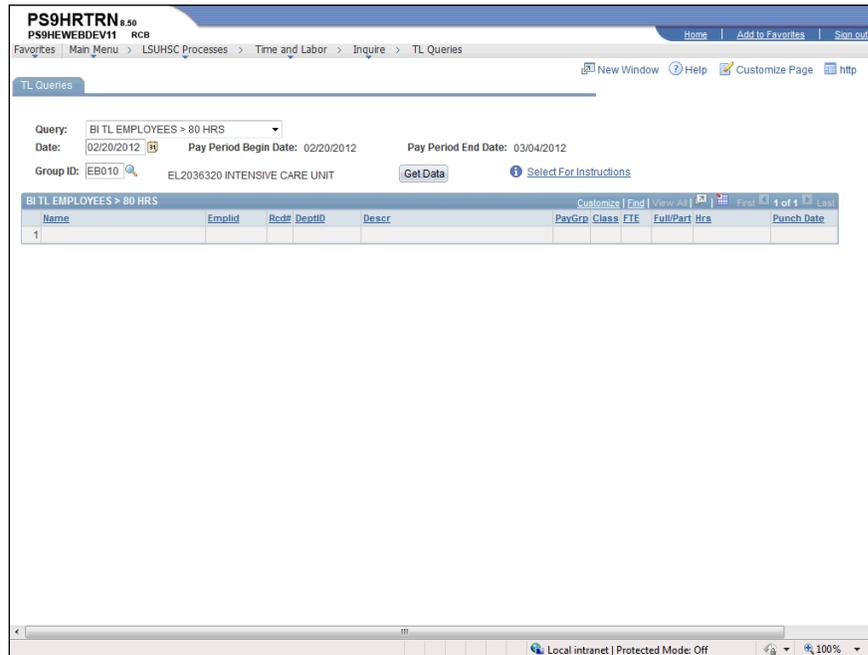


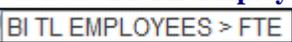
Step	Action
1.	Click the button to the right of the Query field. 
2.	Click the BI TL Employees > 8- Hrs list item. 
3.	Click the Get Data button. 
4.	For this example there are no results.
5.	This completes BI TL Employees > 80 Hrs . End of Procedure.

BI TL Employees > FTE

Procedure

In this topic you will learn how to run **BI TL Employees > FTE**.

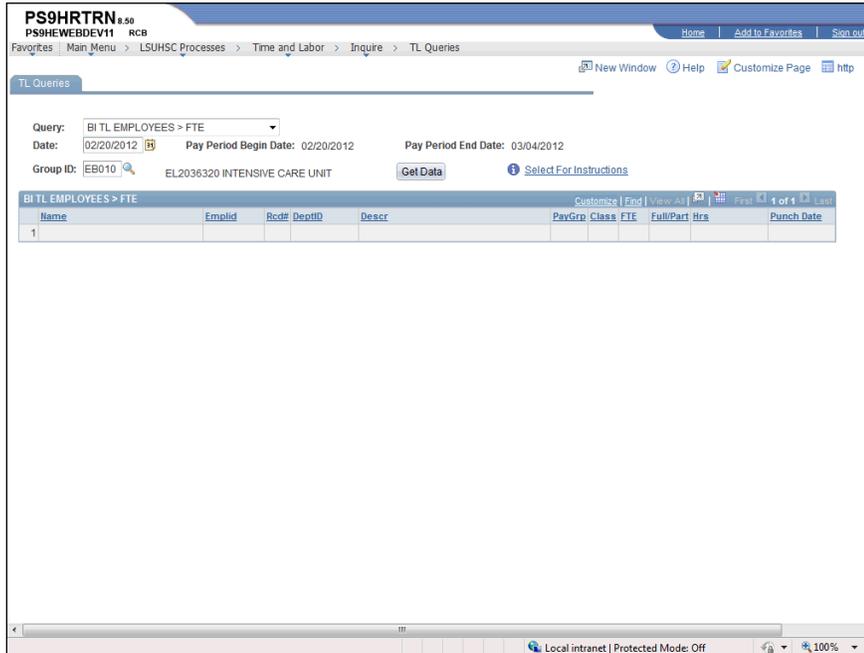


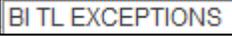
Step	Action
1.	Click the button to the right of the Query field. 
2.	Click the BI TL Employees > FTE list item. 
3.	Click the Get Data button. 
4.	For this example there are no results.
5.	This completes BI TL Employees > FTE . End of Procedure.

BI TL Exceptions

Procedure

In this topic you will learn how to run **BI TL Exceptions**.

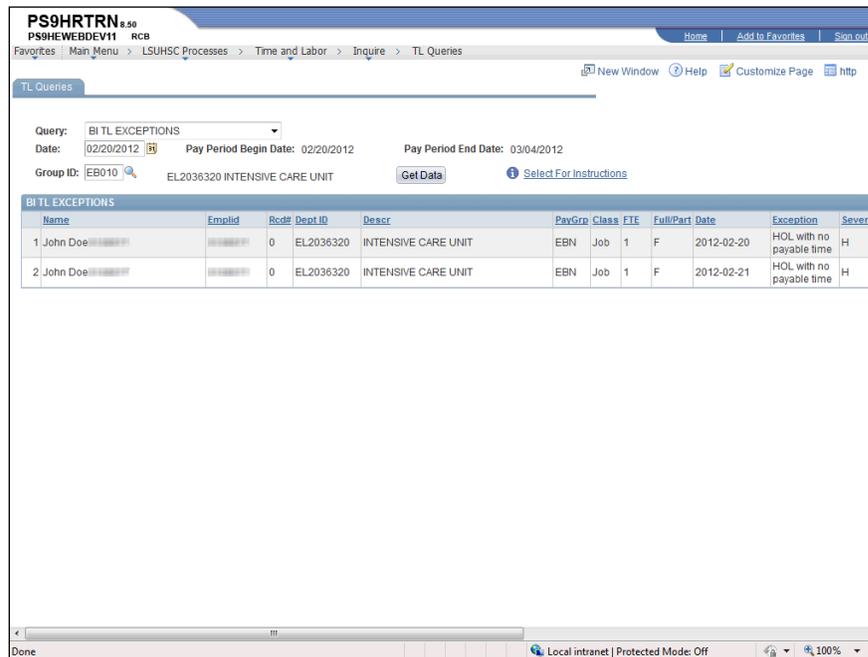


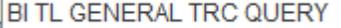
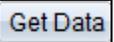
Step	Action
1.	Click the button to the right of the Query field. 
2.	Click the BI TL Exceptions list item. 
3.	Click the Get Data button. 
4.	View results.
5.	View additional query information.
6.	This completes BI TL Exceptions . End of Procedure.

BI TL General TRC Query

Procedure

In this topic you will learn how to run **BI TL General TRC Query**.

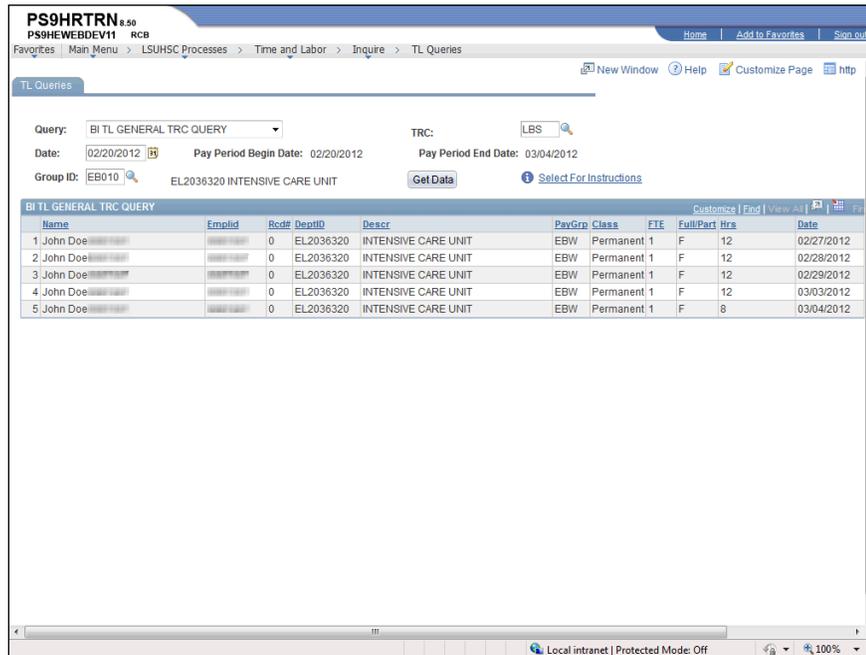


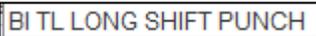
Step	Action
1.	Click the button to the right of the Query field. 
2.	Click the BI TL TRC Query list item. 
3.	Click the Look Up TRC button. 
4.	Click the Down button of the scrollbar. 
5.	Click the LBS - Leave - Sick BiWeekly Wage link. 
6.	Click the Get Data button. 
7.	View results.
8.	This completes BI TL General TRC Query . End of Procedure.

BI TL Long Shift Punch

Procedure

In this topic you will learn how to run **BI TL Long Shift Punch**.

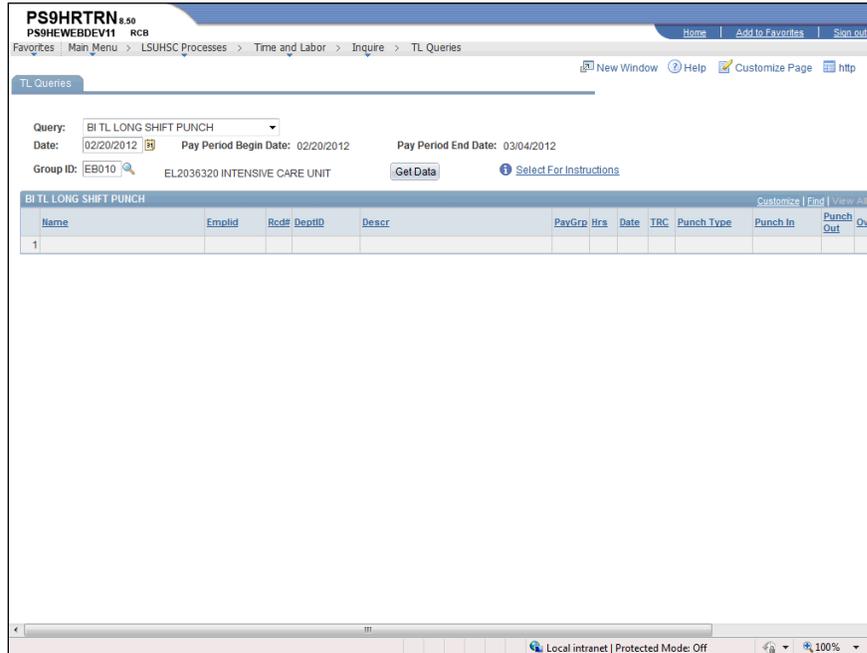


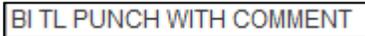
Step	Action
1.	Click the button to the right of the Query field. 
2.	Click the BI TL Long Shift Punch list item. 
3.	Click the Get Data button. 
4.	For this example there are no results.
5.	This completes BI TL Long Shift Punch . End of Procedure.

BI TL Punch with Comment

Procedure

In this topic you will learn how to run **BI TL Punch with Comment**.

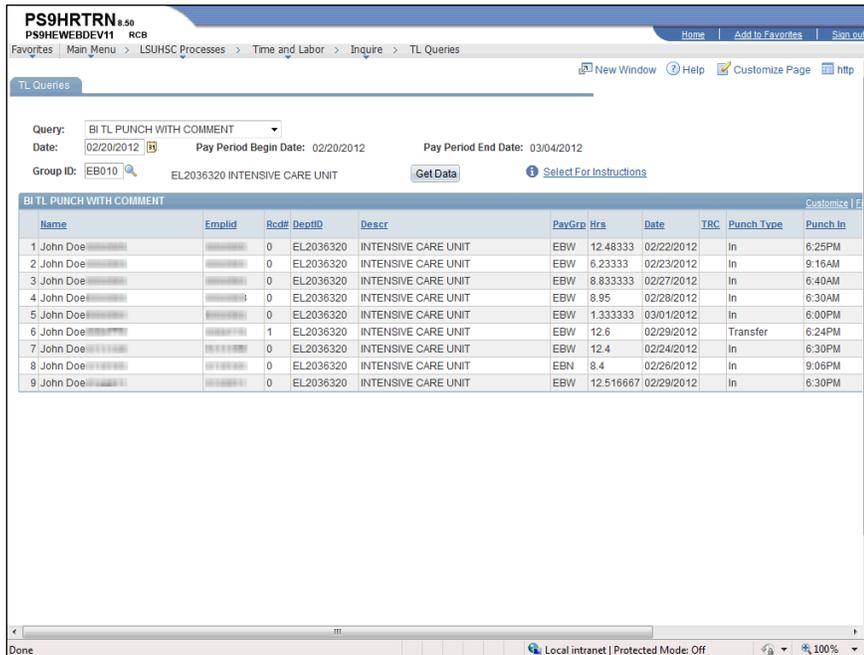


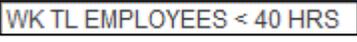
Step	Action
1.	Click the button to the right of the Query field. 
2.	Click the BI TL Punch With Comment list item. 
3.	Click the Get Data button. 
4.	View results.
5.	View additional query information.
6.	This completes BI TL Punch with Comment . End of Procedure.

WK TL Employees < 40 Hrs

Procedure

In this topic you will learn how to run **WK TL Employees < 40 Hrs.**



Step	Action
1.	Click the button to the right of the Query field. 
2.	Click the WK TL Employees < 40 Hrs list item. 
3.	Click the Get Data button. 
4.	View results.
5.	This completes WK TL Employees < 40 Hrs. End of Procedure.

Time Administration

Time Administration (Time Admin) is a process run automatically in the system. The purpose of the Time Admin process is to convert Punch Time into Payable Time. Payable Time is calculated using rounding rules, whereas Punch Time is the actual time clocked by an employee. The Time Admin process begins running a new Business Unit every 5 minutes. It takes approximately 15 - 20 minutes to complete the process, so each Business Unit will re-calculate once an hour.

Any time a change is made to an employee's timesheet, the Time Admin process **must** be run so that Payable Time is re-calculated. Simply saving the changes to the timesheet will **not** re-calculate Payable Time. If you are unable to wait for Time Admin to run in its regular timeframe, contact Headquarters or Shreveport Central Payroll who will in turn notify you when the process is complete.

Approve Payable Time - Individual Employee

Procedure

In this topic you will learn how to **Approve Payable Time - Individual Employee**.

Step	Action
1.	<p>Scenario</p> <p>An employee was paid 8 hours of Annual Leave (LAN) on 05/15/12 and 9 hours of Annual Leave (LAN) on 05/16/12. The employee's time should have been charged to Sick Leave (LBS). A line was added to reverse the charge to LAN for 05/15 and 05/16. Another line was added for each day to charge the time to LBS.</p>

Training Guide

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PS9HRCNV 8.50
PS9HEWBEV2 DPS

Home | Add to Favorites | Sign out

Favorites | Main Menu | LSUHSC Processes | Time and Labor | Use | Timesheet

Save

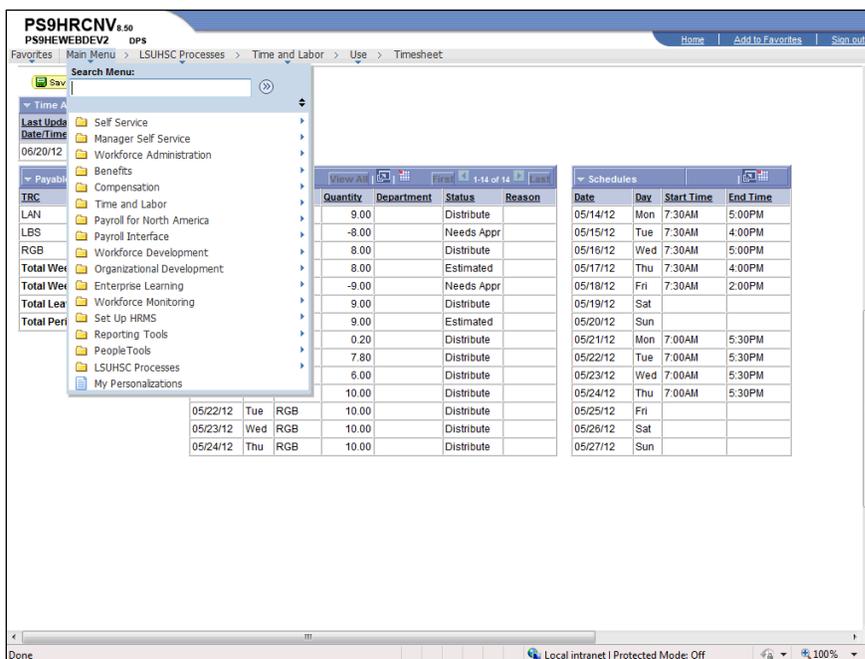
Time Admin Status

Last Update Date/Time	Earliest Cho Dt	Run TA?
06/20/12 9:30:13PM	06/25/2012	N

Payable Totals		Payable Detail							Schedules			
TRC	Tot Hours	Date	Day	TRC	Quantity	Department	Status	Reason	Date	Day	Start Time	End Time
LAN	0.20	05/14/12	Mon	RGB	9.00		Distribute		05/14/12	Mon	7:30AM	5:00PM
LBS	17.00	05/15/12	Tue	LAN	-8.00		Needs Appr		05/15/12	Tue	7:30AM	4:00PM
RGB	62.80	05/15/12	Tue	LAN	8.00		Distribute		05/16/12	Wed	7:30AM	5:00PM
Total Week 1	40.00	05/15/12	Tue	LBS	8.00		Estimated		05/17/12	Thu	7:30AM	4:00PM
Total Week 2	40.00	05/16/12	Wed	LAN	-9.00		Needs Appr		05/18/12	Fri	7:30AM	2:00PM
Total Leave	17.20	05/16/12	Wed	LAN	9.00		Distribute		05/19/12	Sat		
Total Period Hours	80.00	05/16/12	Wed	LBS	9.00		Estimated		05/20/12	Sun		
		05/17/12	Thu	LAN	0.20		Distribute		05/21/12	Mon	7:00AM	5:30PM
		05/17/12	Thu	RGB	7.80		Distribute		05/22/12	Tue	7:00AM	5:30PM
		05/18/12	Fri	RGB	6.00		Distribute		05/23/12	Wed	7:00AM	5:30PM
		05/21/12	Mon	RGB	10.00		Distribute		05/24/12	Thu	7:00AM	5:30PM
		05/22/12	Tue	RGB	10.00		Distribute		05/25/12	Fri		
		05/23/12	Wed	RGB	10.00		Distribute		05/26/12	Sat		
		05/24/12	Thu	RGB	10.00		Distribute		05/27/12	Sun		

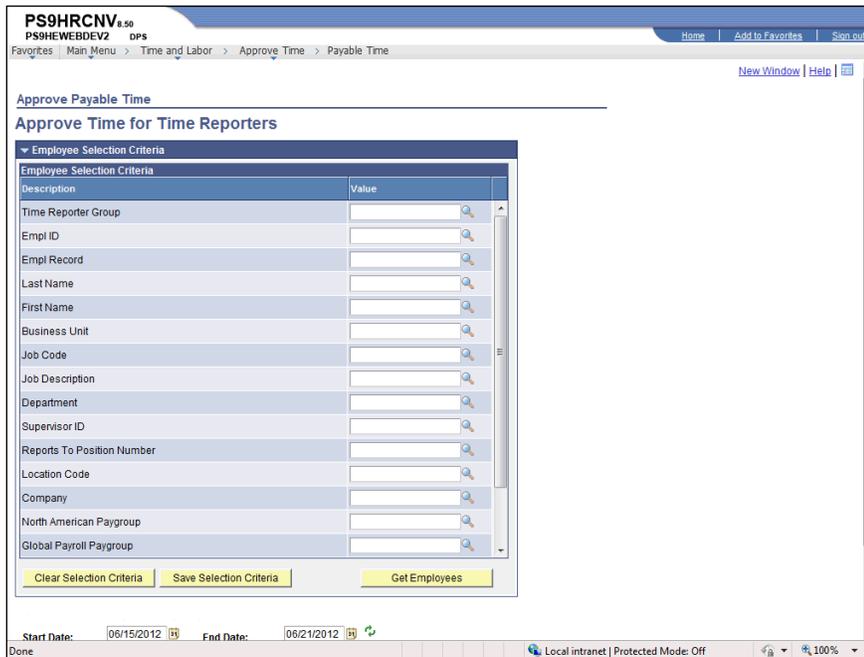
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Step	Action
2.	NOTE: Although the lines were added to reverse the charge to LAN and to charge LBS for 05/15 and 05/16, the correction will not be complete until the Approve Payable Time process is run. If the Approve Payable Time process is not run, the employee will be paid LAN and LBS for 05/15 and 05/16.
3.	Click the Main Menu button to navigate to Approve Payable Time. 

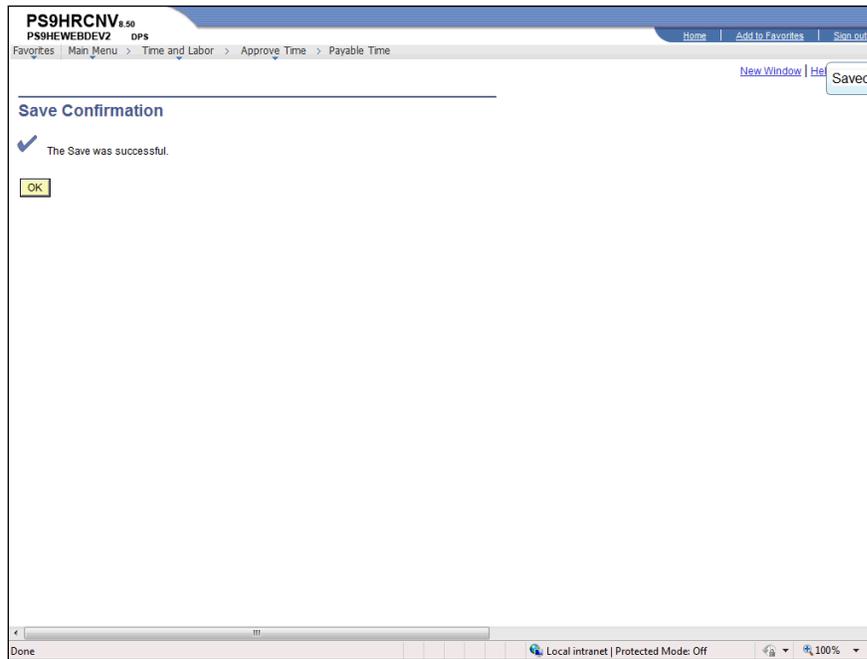


Step	Action
4.	Point to the Time and Labor menu.
5.	Point to the Approve Time menu.
6.	Click the Payable Time menu.

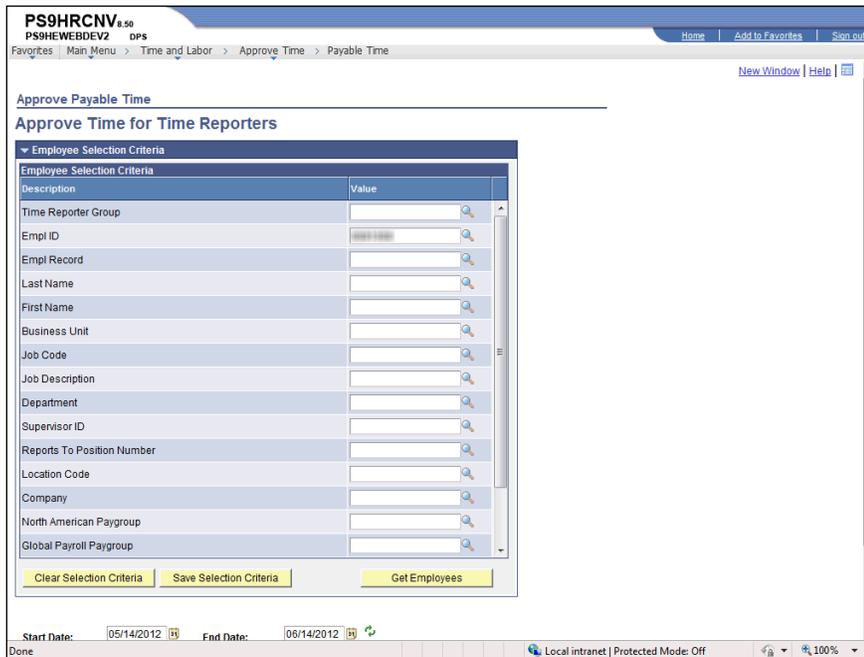
 Payable Time

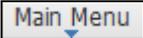


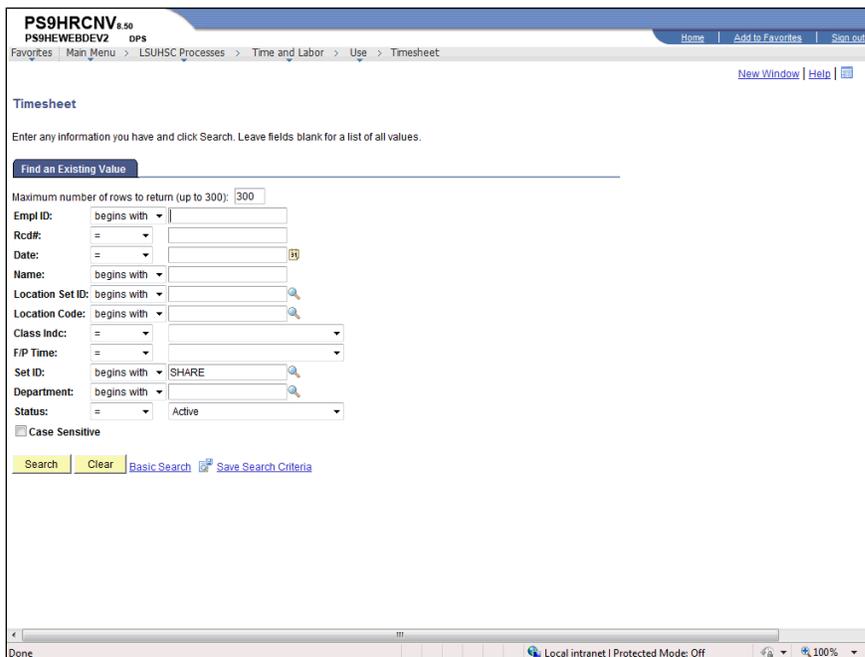
Step	Action
7.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
8.	Enter the desired information into the Start Date field. Enter " 05/14/12 ". <i>NOTE: The Start Date and End Date cannot be greater than one (1) month.</i>
9.	Enter the desired information into the End Date field. Enter " 06/14/12 ".
10.	Click the Get Employees button. 
11.	Click the Down button of the scrollbar. 
12.	Click the Select option. 
13.	Click the Approve button. 
14.	Click the Yes button. 

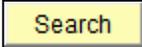


Step	Action
15.	Click the OK button. 



Step	Action
16.	<p>NOTE: <i>Once the Save is complete, you will go to the employee timesheet to verify the entries made have corrected the issue, and no additional entries need to made due to other changes on the payline.</i></p> <p>Click the Main Menu button.</p> 
17.	Point to the LSUHSC Processes menu.
18.	Point to the Time and Labor menu.
19.	Point to the Use menu.
20.	<p>Click the Timesheet menu.</p> 



Step	Action
21.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
22.	Click the Search button. 

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PS9HEWBEVZ DPS

Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

Time Entry

Empl ID: [REDACTED] Rcd#: 1

Empl Data

Class Indc: Classified FIP: Full-Time Std Hrs: 40.00
Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
Job Code: 150010 PRACTICAL NURSE--LICENSED, 2 OVT: 40_KT-V
Dept ID: EL2047760 OB-GYN CLINIC

Begin Date: 06/11/2012 End Date: 06/24/2012 Pay Rule

Save Date: 06/21/2012 Refresh << Previous Period Next Period >>

TL Leave Data

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	06/11/12	17.000000	160.683
51	Vacation	06/11/12		80.763
5Y	K Time	06/11/12	1.300000	1.400
5Z	1.5 K Time	06/11/12	0.200000	0.200

Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Meal	Hazard/In Chrg	Callback/NoPay	Override/Overtime	Department Transfer	Comment Code	Account Code
06/11/12	Mon		7:31AM	5:00PM		8.98	8.98							
06/12/12	Tue		7:30AM	4:00PM		8.00	16.98							
06/13/12	Wed		7:33AM	5:00PM		8.95	25.93							
06/14/12	Thu		7:35AM	4:02PM		7.95	33.88							
06/15/12	Fri				LK2	0.20	34.08							
06/15/12	Fri				LK1	1.30	35.38							
06/15/12	Fri		7:33AM	12:00PM		4.45	39.83							
06/16/12	Sat													
06/17/12	Sun													
06/18/12	Mon		7:04AM	5:32PM		9.96	49.79							
06/19/12	Tue				LAN	2.00	51.79							

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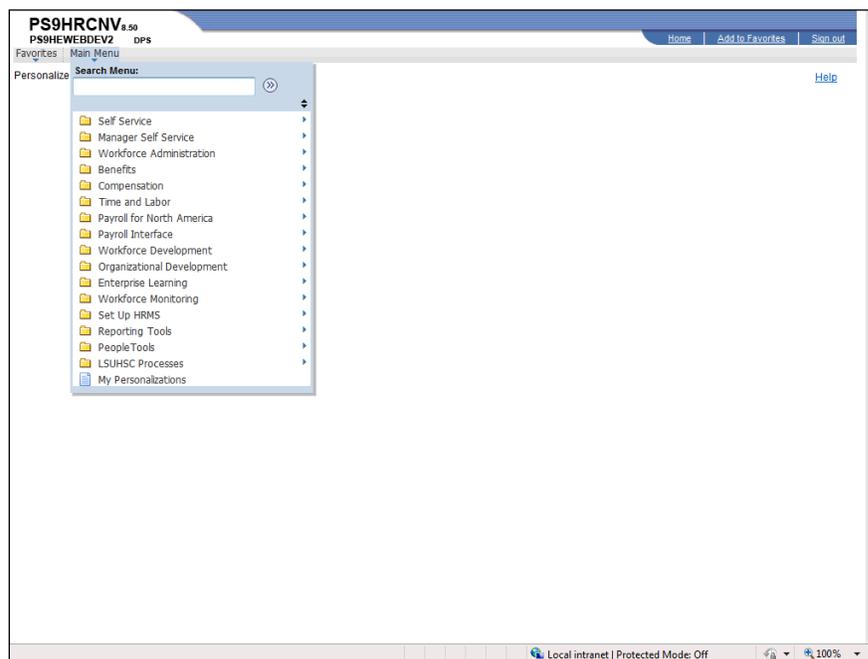
Step	Action
23.	Enter the desired information into the Date field. Enter " 05/14/12 ".
24.	Click the Refresh Timesheet button. 
25.	Click the Down button of the scrollbar. 
26.	The Status column shows the reversals for 05/15 and 05/16 have been approved and no additional changes are needed.
27.	This completes Approve Payable Time - Individual Employee . End of Procedure.

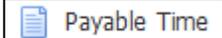
Approve Payable Time - Business Unit

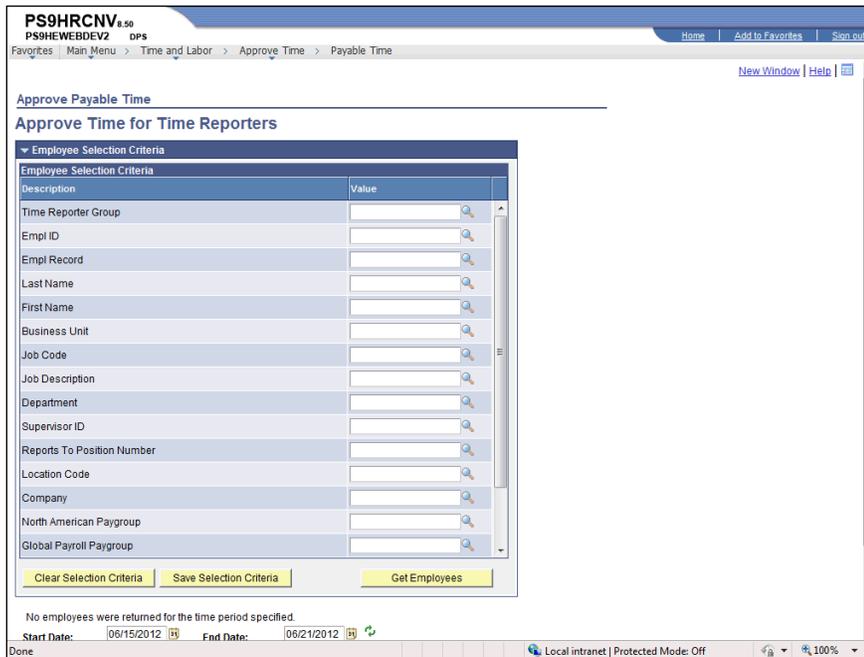
Procedure

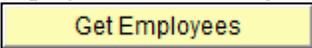
In this topic you will learn how to **Approve Payable Time - Business Unit**.

Step	Action
1.	Click the Main Menu button. 

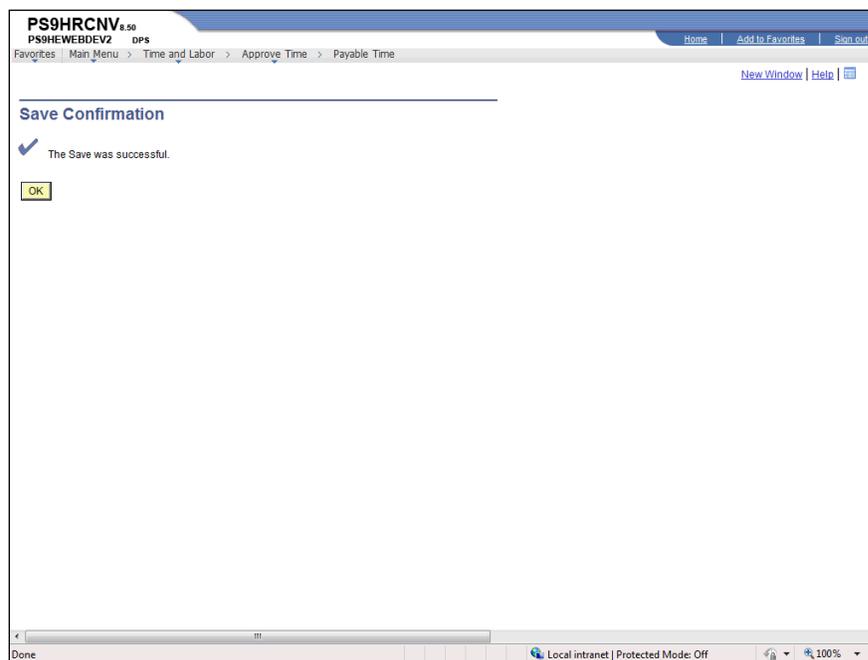


Step	Action
2.	Point to the Time and Labor menu.
3.	Point to the Approve Time menu.
4.	Click the Payable Time menu. 



Step	Action
5.	Enter the desired information into the Business Unit field. Enter " Your Business Unit ".
6.	Enter the desired information into the Start Date field. Enter " 05/14/12 ". <i>NOTE: The Start Date and End Date cannot exceed a one (1) month timeframe.</i>
7.	Enter the desired information into the End Date field. Enter " 06/14/12 ".
8.	Click the Get Employees button. <i>NOTE: If there are employee timesheets that need to be approved, a list will display at the bottom of the page.</i> 
9.	Click the Down button of the scrollbar. 
10.	Click the Select All link. <i>NOTE: Listed employee time must be approved regardless of whether additional changes have been made to the payline.</i> 

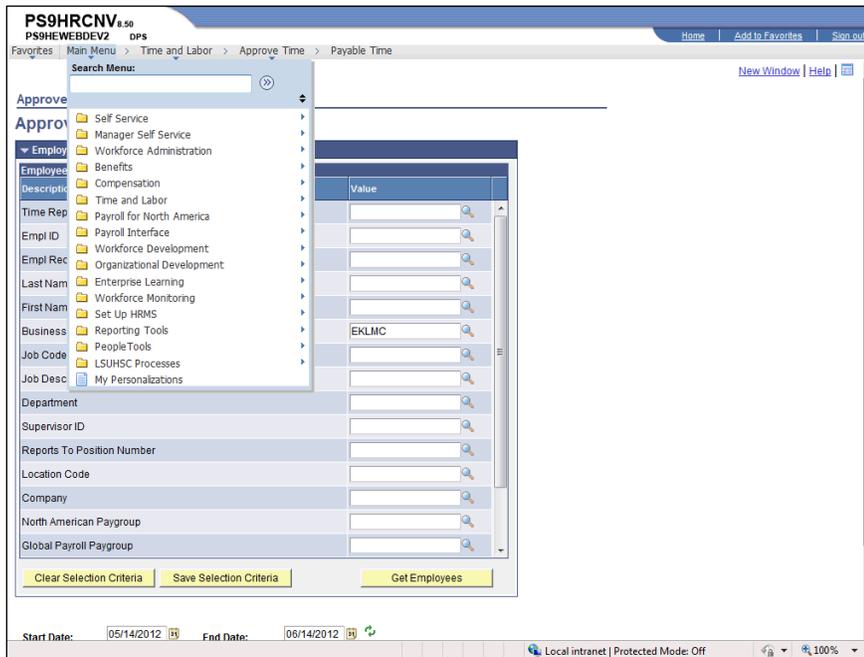
Step	Action
11.	<p><i>NOTE: You will make of note of each listed employee so that you can check the timesheet for each to ensure that additional changes do not need to made due to changes being made on the payline.</i></p> <p>Click the Approve button.</p> <div style="border: 1px solid black; background-color: #ffffcc; padding: 2px; display: inline-block; margin: 5px;">Approve</div>
12.	<p>Click the Yes button.</p> <div style="border: 1px solid black; background-color: #ffffcc; padding: 2px; display: inline-block; margin: 5px;">Yes</div>



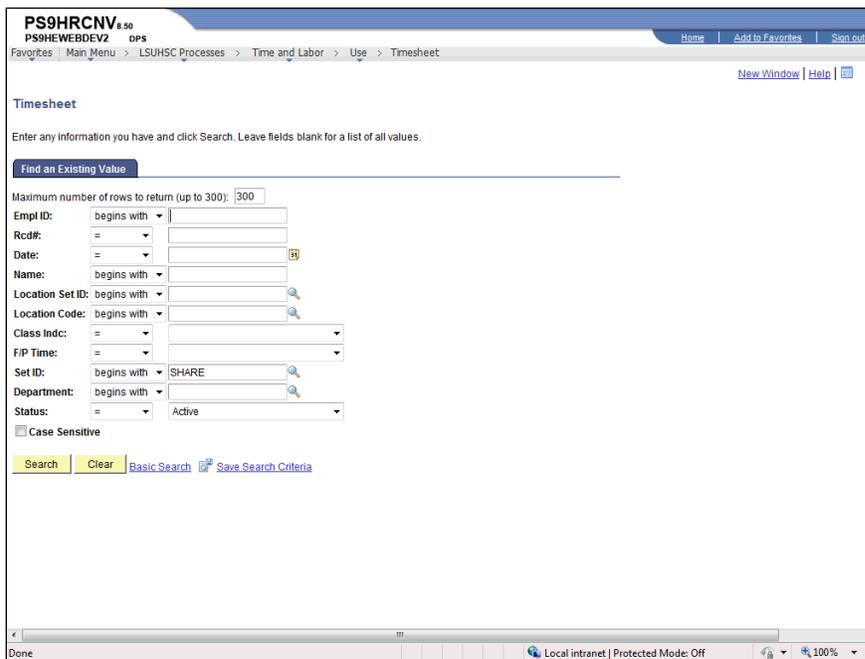
Step	Action
13.	<p>Click the OK button.</p> <div style="border: 1px solid black; background-color: #ffffcc; padding: 2px; display: inline-block; margin: 5px;">OK</div>
14.	<p>Click the Main Menu button to navigate to the employee timesheets.</p> <div style="border: 1px solid black; background-color: #d3d3d3; padding: 2px; display: inline-block; margin: 5px;">Main Menu</div>

Training Guide

Time and Labor 9.1 Time Keeper Payroll - HCSD



Step	Action
15.	Point to the LSUHSC Processes menu.
16.	Point to the Time and Labor menu.
17.	Point to the Use menu.
18.	Click the Timesheet menu. 



Step	Action
19.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
20.	Click the Search button. 

Training Guide

Time and Labor 9.1 Time Keeper Payroll - HCSD



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Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page

Time Entry

Empl ID: [REDACTED] Rcd#: 0 [REDACTED]

Empl Data

Class Indc: Classified FIP: Full-Time Std Hrs: 40.00
Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
Job Code: 150010 PRACTICAL NURSE--LICENSED, 2 OVT: 40_KT-V
Dept ID: EL2047620 SATELITE CLINIC - NBR

Begin Date: 06/11/2012 End Date: 06/24/2012 Pay Rule

Save Date: 06/21/2012 Refresh << Previous Period Next Period >>

TL Leave Data

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	06/11/12		1937.559
51	Vacation	06/11/12		1181.309
5Y	K Time	06/11/12	0.500000	11.100
5Z	1.5 K Time	06/11/12		0.050

Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override/Overtime	Department Transfer	Comment Code	Account Code
06/11/12	Mon		6:56AM	11:23AM		4.45	4.45							
06/11/12	Mon		11:54AM	5:41PM		5.78	10.23	ALL						
06/12/12	Tue		6:57AM	5:58PM		10.51	20.74							
06/13/12	Wed		6:54AM	11:37AM		4.71	25.45							
06/13/12	Wed		11:58AM	5:30PM		5.53	30.98	ALL						
06/14/12	Thu													
06/15/12	Fri													
06/16/12	Sat													
06/17/12	Sun													
06/18/12	Mon													
06/19/12	Tue		6:55AM	4:00PM		8.58	39.56							

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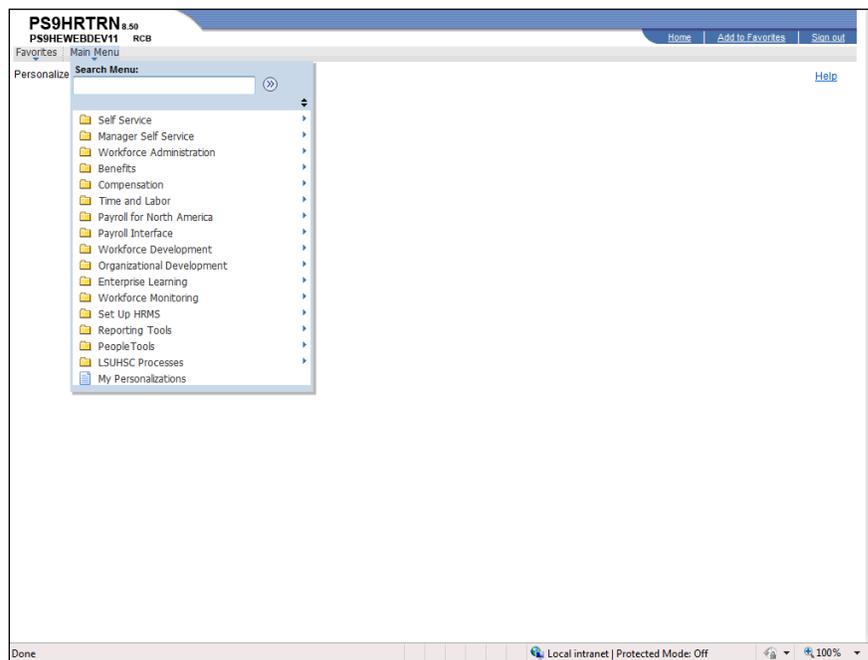
Step	Action
21.	Enter the desired information into the Date field. Enter " 05/14/12 ".
22.	Click the Refresh Timesheet button. 
23.	Click the Down button of the scrollbar. 
24.	The Status column shows the adjustment made on 05/21/12 has been approved and no additional changes need to be made to the timesheet. Click the Down button of the scrollbar. 
25.	Click the Return to Search button. 
26.	Repeat Steps 19 - 25 for the other listed employees.
27.	This complete Approve Payable Time - Business Unit . End of Procedure.

Adjust Paid Time

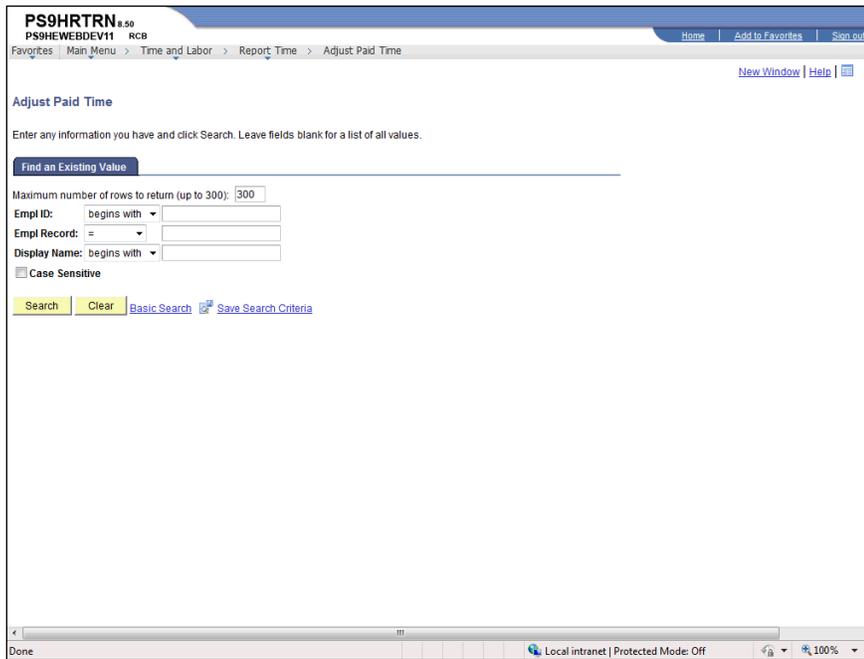
Procedure

In this topic you will learn how to **Adjust Paid Time**.

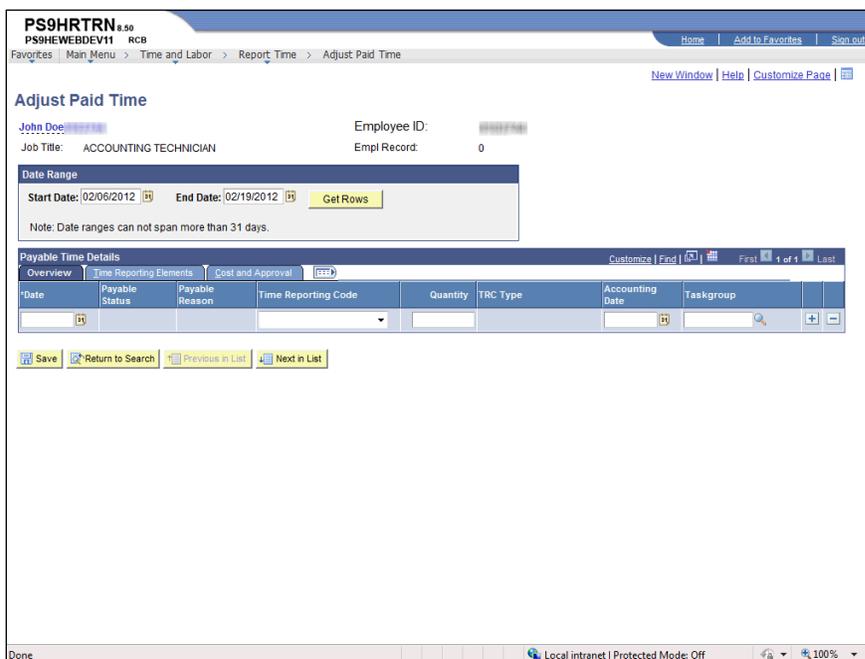
Step	Action
1.	In this example an employee has transferred from one HCSD facility to another. The employee's leave balances must be adjusted to reflect the amount of Sick and Vacation leave the employee has available. The employee's effective date for the transfer is 03/05/2012. The employee has 56.817 hours of Sick leave and 203.437 hours of Vacation leave.
2.	Click the Main Menu button. 

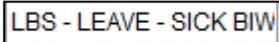


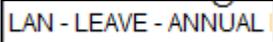
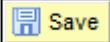
Step	Action
3.	Point to the Time and Labor menu.
4.	Point to the Report Time menu.
5.	Click the Adjust Paid Time menu. 

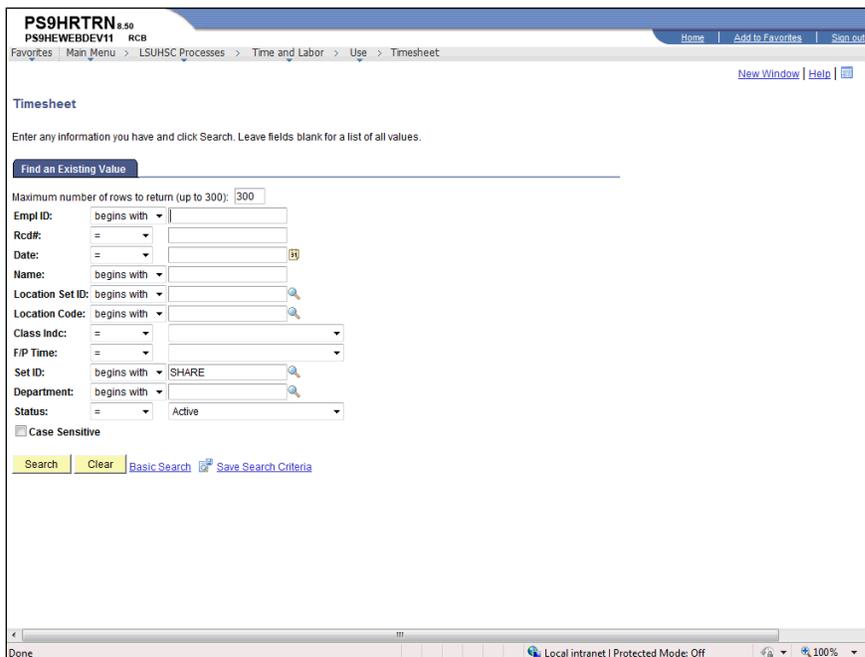


Step	Action
6.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
7.	Click the Search button. 
8.	Click the 0 Empl Record link. 



Step	Action
9.	Enter the desired information into the Start Date field. Enter " 03/05/2012 ".
10.	Enter the desired information into the End Date field. Enter " 03/18/2012 ".
11.	Enter the desired information into the Date field. Enter " 03/05/2012 ".
12.	Click the button to the right of the Time Reporting Code field. 
13.	Click the Down button of the scrollbar. 
14.	Double-click the LBS - Leave - Sick BiW list. 
15.	Enter the desired information into the Quantity field. Enter " 56.817 ".
16.	Click the Add a new row at row 1 button. 
17.	Enter the desired information into the Date field. Enter " 03/05/2012 ".
18.	Click the button to the right of the Time Reporting Code field. 
19.	Click the Down button of the scrollbar. 

Step	Action
20.	Double-click the LAN - Leave - Annual list. 
21.	Enter the desired information into the Quantity field. Enter " 203.437 ".
22.	Click the Save button. 
23.	Click the Main Menu button. 
24.	Point to the LSUHSC Processes menu.
25.	Point to the Time and Labor menu.
26.	Point to the Use menu.
27.	Click the Timesheet menu. 



Step	Action
28.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
29.	Click the Search button. 
30.	The timesheet TL Leave Data section displays the correct sick and vacation leave balances once the accrual is completed.
31.	This completes Adjust Paid Time . End of Procedure.