

PEOPLESOFT TIMESHEET – SUPERVISOR TRAINING

KCTCS Payroll

Henderson Community College



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IMPLEMENTATION PLAN

Henderson Community College

- Go-Live with 04/01/16 – 04/15/16 entry period (04/29/16 pay date)
- First electronic timesheet submitted by end of day on Friday 04/15/16
- First electronic timesheet should be approved by end of day Monday 04/18/16



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WHAT'S CHANGING?

- Electronic timesheets through PeopleSoft employee self-service will replace the paper timesheet process
- All Ready to Work Students and only Federal Work study Students at locations outside the college will be required to continue paper timesheets in addition to electronic timesheets.
- Employees will only be entering hours worked on the electronic timesheet
- Hours can be entered one payperiod prior and 90 days ahead
- Overtime will be calculated automatically by the system based on the number of working hours the employee enters for the work week
- OVT code is changing to OT1.0 (straight rate of pay)
- HOT code is changing to OT1.5 (1 ½ times rate of pay)



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WHAT'S STAYING THE SAME

- All leave time (vacation, sick, jury duty, bereavement, etc.) will continue to be reported through paper forms
- No changes at all to payroll process for exempt employees
- Due dates for timesheets each period will be the last date of the payperiod unless notified by email for changes to due date.
- Supervisors should approve all reported time no later than one business day following the final timesheet due date for that pay period



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WHAT'S STAYING THE SAME

ADDITIONAL PAY PROCESS

- Additional assignments that require HR97 form should be completed and forwarded through the proper channels
- Employee still needs to complete a paper timesheet for any hours worked for the additional pay process for the additional assignment supervisor to sign
- If the number of hours they will be working for the additional assignment is guaranteed to be the only hours worked for that assignment, it is preferred the timesheets be completed and signed at the same time HR97 forms are completed. Otherwise, timesheets should be completed and signed immediately upon completion of the hours for that payperiod.



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ABSENCE REPORTING

- Timesheets are separate from Absence Management.
- Currently, absence reporting will not change; employees should continue to submit paper absence forms on the current Absence Request form PR90
- Absence forms should be completed by employee as soon as possible, even for future period absences
- Supervisors should sign and forward absence forms to payroll as soon as possible to allow payroll staff to enter leave time onto employees timesheets so that it will be viewable as read only when the employee views the timesheet.
- Absence Requests submitted to payroll late or after timesheets have been approved will require an additional approval process.
- Should any absence time that has been approved and added to the timesheet change, a REVISED absence form should be submitted to payroll staff noting the changes immediately



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ACCESS TIMESHEETS FOR APPROVAL

There are several options to access time approvals

- Option 1: From the link in an email notification
- Option 2: From Menu #1
 - Main Menu>Manager Self Service>Time management>Report Time>Timesheet
- Option 3: From Menu #2
 - Main Menu>Manager Self Service>Time Management>Approve Time and Exceptions>Reported time



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OPTION 1

ACCESSING TIMESHEETS

- Supervisors will receive a notification e-mail when an employee has submitted new time for approval
- E-mails will also be sent if exceptions are created to be approved

This message is to notify you that there is a timesheet requiring your approval.

Employee ID: TEST00058, 0
Job Title: Custodial Worker II
Date: 2015-11-16

Use the following links to view the transaction.

** Take me directly to the timesheet **: https://kcthrdev.kct.mycmsc.com/psp/kcthrdev/EMPLOYEE/HRMS/c/CAPTURE_TIME_AND_LABOR.TL_MSS_EE_SRCH_PRD.GBL?Action=U&EMPLID=TEST00058&EMPL_RCD=0&DUR=2015-11-16&SEQ_NBR=1&PUNCH_TYPE=0&TRANSACTIONID=1&EOAWDEFN_ID=K_TL_DEFAULT&PG_COMPONENT=PTPGVIEWER

or

Take me to the timesheet summary: https://kcthrdev.kct.mycmsc.com/psp/kcthrdev/EMPLOYEE/HRMS/c/CAPTURE_TIME_AND_LABOR.TL_MSS_EE_SRCH_PRD.GBL?Action=U&EMPLID=TEST00058&EMPL_RCD=0&DUR=2015-11-16&SEQ_NBR=1&PUNCH_TYPE=0&TRANSACTIONID=1&EOAWDEFN_ID=K_TL_DEFAULT

This is a system-generated email. Do not reply to this email.

- Click on the link to access the timesheet (best to approve from the timesheet)
- It is best not to click on the timesheet summary link



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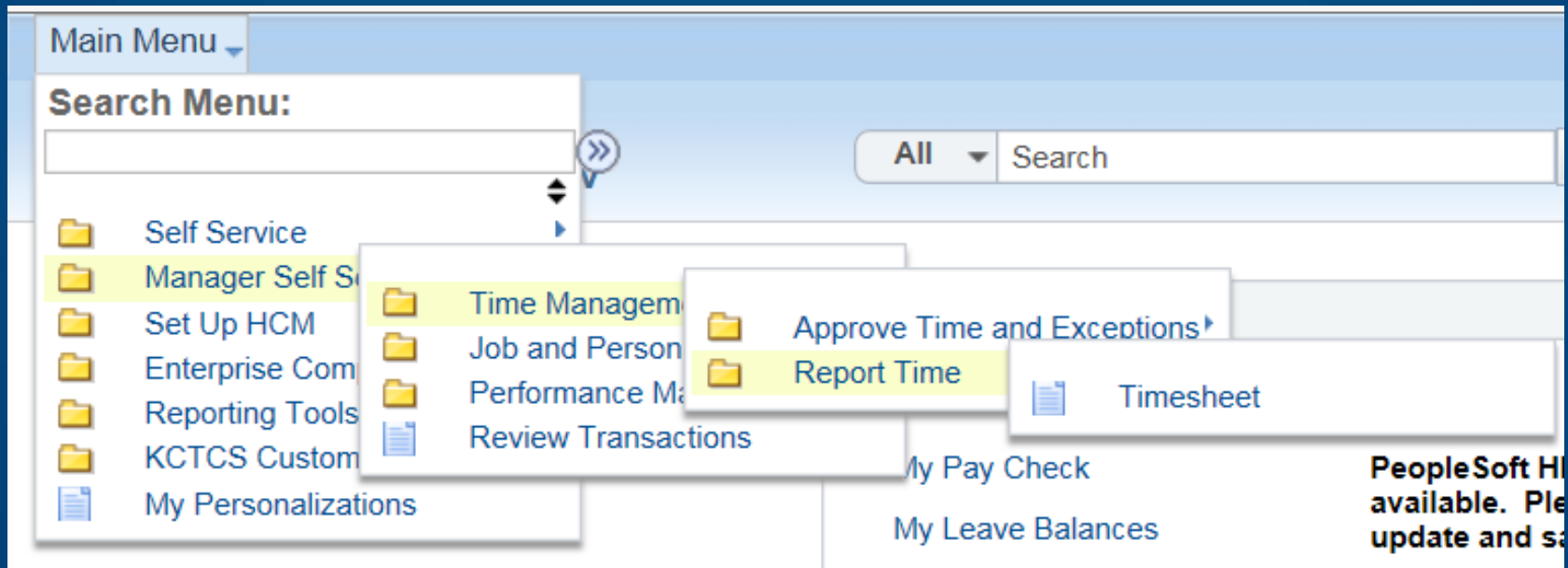


ACCESSING TIMESHEETS

Option 2

Menu #1 for Supervisors:

Main Menu > Manager Self Service > Time Management > Report Time > Timesheet



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ACCESSING TIMESHEETS

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Department	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

Change View

*View By Show Schedule Information

Date

[Previous Week](#) [Next Week](#)

Employees For Evan Tester, Totals From 11/29/2015 - 12/05/2015

[Time Summary](#) [Demographics](#)

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours
Tester	Brandon	TEST00038	0	GRP-Temp Security NE	0.00	0.00	0.00
Tester	Jake	TEST00037	1	GRP-Temp Security NE	0.00	0.00	0.00

- Page defaults to the current date and View by Week
- change the date to the correct payperiod week you need to approve or access the timesheet before changing dates
- You do not have to enter anything in the employee section unless you want to quickly pull up one employee's timesheet



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ACCESSING TIMESHEETS

Supervisors will


- see a list of their employees when going to manager timesheets.
- have the responsibility to approve employee hours worked and employee leave time for each semi-monthly pay period

Change View

*View By

Date  

Employees For Evan Tester, Totals From 11/29/2015 - 12/05/2015

[Time Summary](#) [Demographics](#) 

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception
Tester	Brandon	TEST00038		0 GRP-Temp Security NE	0.00	0.00	0.00	
Tester	Jack	TEST00037		1 GRP-Temp Security NE	0.00	0.00	0.00	

You can change the View By Option and the Date on this panel and click the recycle button to refresh the dates or you can pull up the timesheet and change the date there.

Click Last Name link to pull up employee timesheet.

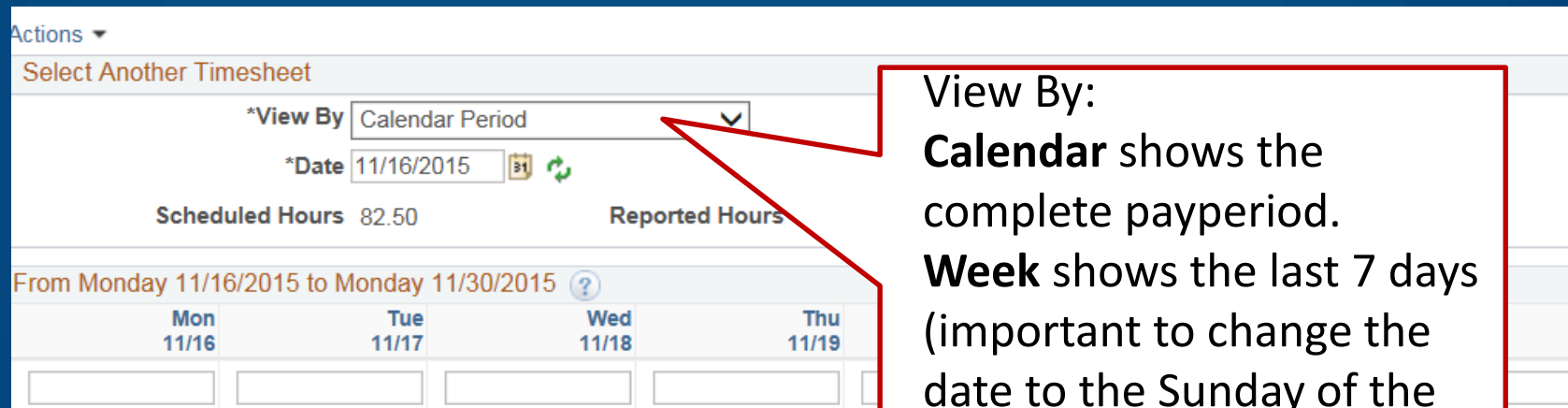


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UNDERSTANDING THE DATE VIEW

- On the **Timesheet**, **View By** defaults to the most recent calendar payperiod for the date you are logging into the timesheet. Ex. Log in on 11/17 will give you the payperiod 11/16-11/30.
- You can change the “view by” to **Week** or **Day**.



The screenshot shows a timesheet interface with the following elements:

- Actions** dropdown menu.
- Select Another Timesheet** section.
- *View By** dropdown menu set to **Calendar Period**.
- *Date** field set to **11/16/2015** with a calendar icon and a refresh icon.
- Scheduled Hours** field set to **82.50**.
- Reported Hours** field.
- From Monday 11/16/2015 to Monday 11/30/2015** with a help icon.
- Table with columns for **Mon 11/16**, **Tue 11/17**, **Wed 11/18**, and **Thu 11/19**.

View By:

Calendar shows the complete payperiod.

Week shows the last 7 days (important to change the date to the Sunday of the workweek you wish to view)

Day shows the one day



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UNDERSTANDING THE DATE VIEW

Actions ▾

Select Another Timesheet

*View By Calendar Period

*Date 12/01/2015 [31] ↻

Scheduled Hours 0.00 Reported Hours 0.00

Print Timesheet

Previous Period Next Period

Previous Employee Next Employee

From Tuesday 12/01/2015 to Tuesday 12/05/2015 ?

Tue	Wed	Thu	Fri	Sat	Sun	Tue
12/1	12/2	12/3	12/4	12/5	12/6	12/7

You can scroll to the next or prior employee when ready to approve the next timesheet.

Assume you want to approve the 11/16 – 11/30 timesheet and you log in on December 7. You will see the first day of the current payperiod and you will have to back one payperiod to view the correct timesheet.

Previous Period and Next Period takes you back or forward one period at a time. Again, it is important to make sure you have the Sunday date to view the **workweek** for this to change by one workweek at a time instead of the last 7 days.



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APPROVING TIMESHEETS

On timesheets supervisors will:

- Approve Time
 - Deny to have employee make corrections
 - Correct Time (Hours Worked Only) (Employee will be notified by email)
 - Approve Exceptions, if any.
-
- If Payroll enters and saves the time from the Paper Absence Requests after timesheet has been submitted by employee, those hours will have to go through the approval process.
 - Absences that need to be changed, added or removed will need to be submitted on a revised absence request and sent immediately to payroll with the word “REVISED” on the top of the form.



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Timesheet

Andrew Tester
Maintenance Worker

Actions ▾

Select Another Timesheet

*View By Week

Previous Week

*Date 08/16/2015

Scheduled Hours 37.50

Reported Hours 37.50

From Sunday 08/16/2015 to Saturday 08/22/2015

Sun 8/16	Mon 8/17	Tue 8/18	Wed 8/19	Thu 8/20	Fri 8/21	Sat 8/22	Total Time Reporting Code	Type
	7.50	7.50	7.50				22.50	
				7.50	7.50		15.00 SIC - Sick Leave	Hours

Save for Later

Submit

Reported Time Status Summary Exceptions Payable Time

Reported Time Status

Personalize Find 1-5 of 5

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
08/17/2015	Needs Approval	7.50			7.50	
08/18/2015	Needs Approval	7.50			7.50	
08/19/2015	Needs Approval	7.50			7.50	
08/20/2015	Needs Approval	7.50	SIC	Sick Leave	7.50	
08/21/2015	Needs Approval	7.50	SIC	Sick Leave	7.50	

Self Service

Time Reporting

Hours worked are entered by employees. This time can be updated and reapproved until the end of the payperiod when payroll is running. Note: Making changes to time will result in new approval process.

Leave time entered by administrators (for now) from paper timesheets. This time is read-only for employees.

Status or time approval by supervisor is shown. Click the Needs Approval link to see details.



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DELEGATIONS

Reported Time Status

Date	Reported Status
08/17/2015	Needs Approval
08/18/2015	Needs Approval

Timesheet
Approval Monitor

Supervisor Stage

Reported Time Approval entry on 2015-08-17: Pending

Supervisor Path

Pending → Not Routed

Zachary Tester
Supervisor-Reports To Position

Multiple Approvers
Supervisors-2 levels

Approvers

Approvers #1

Name:	Zachary Tester
User ID:	TEST00023
Empl ID:	TEST00023
Last Name:	Tester
First Name:	Zachary

Approvers #2

Name:	Arlon Tester
User ID:	TEST00004
Empl ID:	TEST00004
Last Name:	Tester
First Name:	Arlon

Close

Callouts:

- Click link to see more detail. (points to 'Needs Approval' in the status table)
- Status of timesheet approval and name of approver shown. (points to 'Pending' in the Supervisor Path)
- Click link to see more detail. (points to 'Not Routed' in the Supervisor Path)

Text Box: If 2nd line supervisor or other delegation is delegated, the Not Routed will change to Pending and either of the supervisors can approve.



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DELEGATIONS

- Standard practice is for the first level supervisor to approve their employee's timesheets
- If first level supervisor is not available to approve, payroll must be notified to advance the approval process to the next level supervisor.
- If other delegation of authority is needed, supervisors must complete the business services delegation of authority form and include payroll forms on the list. Delegations need to be kept to a minimum since this is an electronic system that can be accessed anywhere they can access PeopleSoft.



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APPROVING TIMESHEETS

Reported Time Status					
Summary					
Exceptions					
Payable Time					
Reported Time Status					
Select	Date	Reported Status	Total	TRC	Description
<input type="checkbox"/>	11/02/2015	Needs Approval	7.50		
<input type="checkbox"/>	11/03/2015	Needs Approval	7.50		
<input type="checkbox"/>	11/04/2015	Needs Approval	10.00		
<input type="checkbox"/>	11/05/2015	Needs Approval	8.00		
<input type="checkbox"/>	11/06/2015	Needs Approval	10.00		

Approval

Select All Deselect All Approve Deny

The bottom section of the timesheet will show hours that Needs Approval. You can select one or all boxes to Approve or Deny.

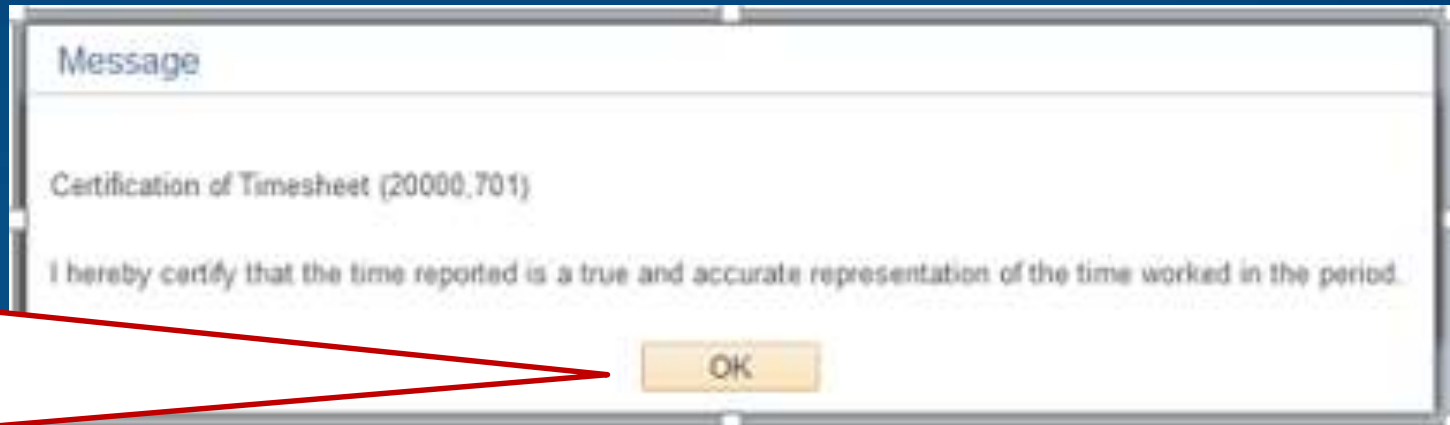


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APPROVING TIMESHEETS

Certification of Timesheet:
You will need to certify that the time is accurate by clicking OK



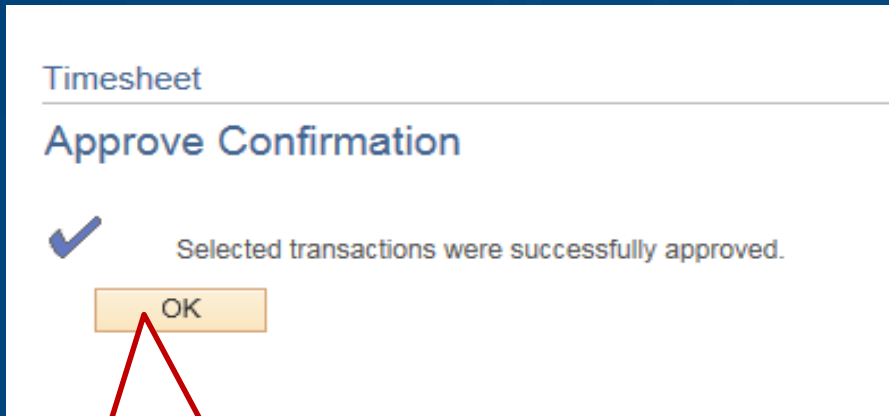
- Should a supervisor need to correct a timesheet for an employee it needs to be submitted and approved as usual. This is NOT a standard practice however. What should be done normally is to deny the time, and have an employee re-enter their time.
- However, should time need to be entered by a supervisor, there will be a certification message to certifying that the time you entered is accurate.



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APPROVING TIMESHEETS



Date	Reported Status	Total	TRC
11/02/2015	Approved	7.50	
11/03/2015	Approved	7.50	
11/04/2015	Approved	10.00	
11/05/2015	Approved	8.00	
11/06/2015	Approved	10.00	

Return to Selected Employee

Another message will pop up asking to Approve Confirmation. Click OK

Shows Reported Status Approved



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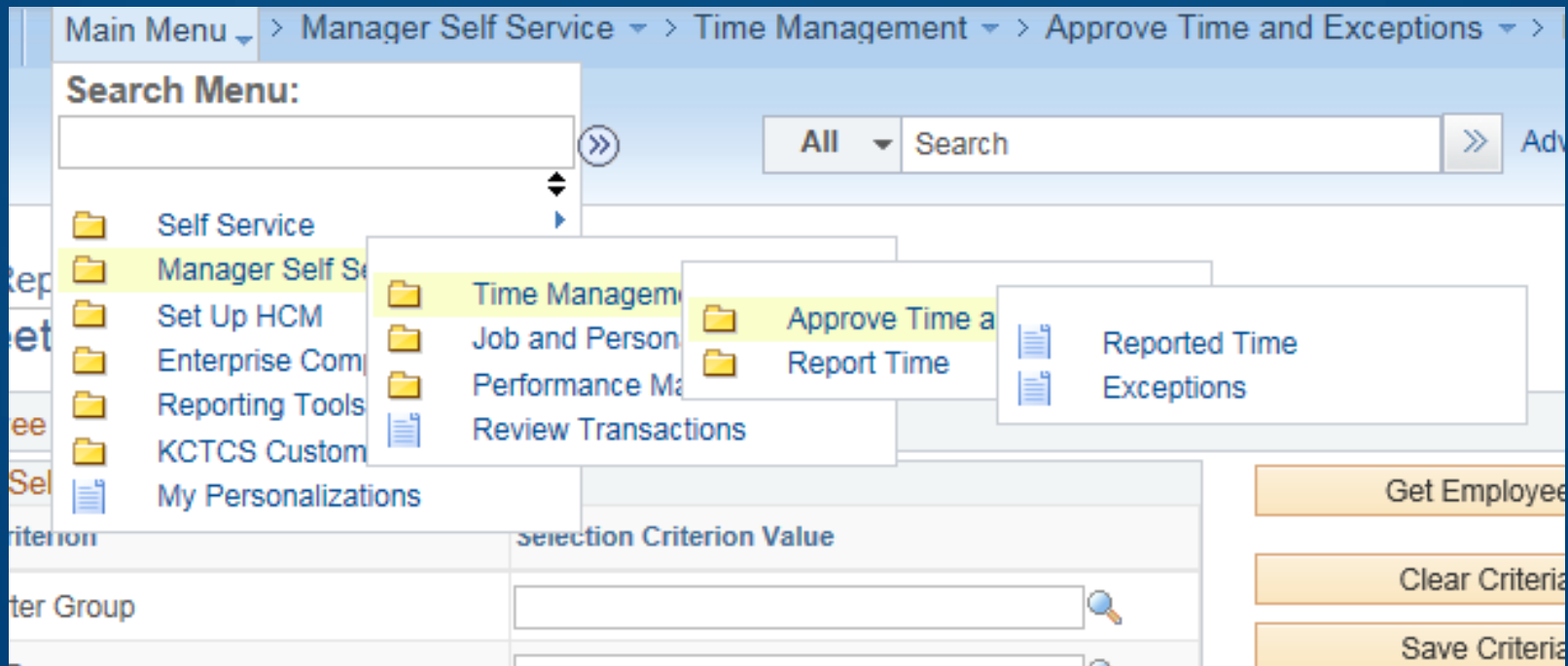


ACCESSING TIMESHEETS

OPTION 3

Menu #2 for Supervisors:

Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time



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APPROVING TIMESHEETS

Entering a date and choosing All Time Before or All Time After will bring up all employees that have time out there to be approved. If you do not have timesheets ready to approve you will not see any employees listed.

Change View

*View By All Time After ▼

Date 📅 🔄

Employees For Evan Tester, Time Needing Approval After 08/31/2015 Personalize | Find | 🔍 1 of 1

Time Summary | Demographics ☰

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Hours to be Approved
<input checked="" type="checkbox"/>	Tester	Brandon	TEST00038		0 GRP-Temp Security NE	82.50

Approval ?

[Report Time](#)
[Manager Self Service](#)
[Time Management](#)



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APPROVING TIMESHEETS

To approve hours from this page, you can select one box or all boxes available and Approve or Deny the hours to be approved. NOTE: The hours shown on this view will not tell you what dates they worked

You can click on the Last Name to view the timesheet from this location as well and Approve or Deny on the timesheet

Only the total number of hours to be approved for the payperiod shows here. To see where the hours were reported you must go to the timesheet.

Employee: [Name] an Tester, Time Needing Approval: [Amount] Before 12/01/2015

Time Sheet [Demographics]

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Hours to be Approved
<input type="checkbox"/>	Tester	Brandon	TEST00038		0 GRP-Temp Security NE	58.00

Approval ?

Select All Deselect All Approve Deny Push Back



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APPROVING TIMESHEETS

Reported Time Status	Summary	Exceptions	Payable Time		
Payable Time Viewing Option					
<input type="radio"/> By TRC and Status					
<input type="radio"/> By TRC, Status and Day					
<input checked="" type="radio"/> Show In Detail View Full Detail					
Payable Time ? Personalize Find Print 1-11 of 11					
Date	TRC	Description	TRC Type	Payable Status	Quantity
08/17/2015	REG	Regular Earnings	Hours	Estimated	7.50
08/18/2015	REG	Regular Earnings	Hours	Estimated	7.50
08/19/2015	REG	Regular Earnings	Hours	Estimated	7.50
08/20/2015	SIC	Sick Leave	Hours	Estimated	7.50

“Reported Time” = Shows time entered and approval status.

“Payable Time” = Time that has been run through a number of rules and prepared for Payroll to use to create paychecks.

Time is rounded to the nearest 0.25 hours. (Note that in the example 7.51 has been rounded to 7.50.) Be mindful that if an employee enters .45 hours (assuming that is the format 45 minutes) it will round it to .5 (half hour). Remember .25 = 15 min .50 = 30 min .75 = 45 min



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MANAGING EXCEPTIONS

- When the time administration process runs, built in rules can generate exceptions where rules are broken
- Supervisors will receive a notification if an exception is generated.
- **High exceptions**
 - Not allowable
 - Require a change to time entered and re-approval
 - *Example: More than 24 hours reported in a single day*
- **Low Exceptions**
 - Notice / Additional Verification
 - If verified as correct, supervisor can approve exception
 - *Example: Employee reports 10+ hours more than scheduled hours for a work week. (47.50+ hours)*



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MANAGING EXCEPTIONS

After you receive a notification by email, you can quickly tell if there are exceptions by reviewing the list on the menu: Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions

Exceptions

For example, an employee who enters more than 47.5 hours per week would generate a “low” exception. After checking that time entry is correct, supervisors can approve “low” exceptions. However, “high” exceptions require a change to time entered and re-approval

To approve an exception look at it on the exceptions tab. If it is a Low exception, check “Allow” checkbox and click the Save button.

If it is a “High” exception, the timesheet will need to be changed. In the example below, there was 25 hours entered for one day (clearly a mistake!!).






Date	Exception ID	Exception Source	Status	Exception Severity	Explanation
08/21/2015	TLX10067	Time Administration	Allowed	Low	Reported hours exceed weekly average hours during a specified period.
08/31/2015	TLX01540	Time Administration	Unresolved	High	A total of 25 hours are reported for this day.



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MANAGING EXCEPTIONS

Exceptions		Payable Time		
		Personalize Find   1-11 of 11		
Total	TRC	Description	Sched Hrs	Add Comments
8.50			0.00	
7.50			0.00	
6.50			0.00	

You will notice a section to Add Comments. Be careful what you enter in the comment section. Once you save it, it can never be deleted. **Lengthy** communication or question regarding hours would be best using an email directly between supervisor and staff and/or payroll staff. Remember Timesheets are legal documents and available to be viewed by payroll staff, auditors and possibly a court of law. History cannot be deleted. Comments that have been entered the icon will change to show data entered.



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IMPORTANT REMINDERS

- Review all hours for accuracy
- Pay attention to dates that hours are being approved for
- Review “Payable Time” tab to see how reported hours will be paid (overtime 1.0X and 1.50X)
- Review all generated exceptions on a regular basis
- Preferable to deny time and have employee resubmit rather than make a change directly to employees time
- Payroll staff will be available to assist employees with timesheet submission and approval during go-live period



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GO LIVE REMINDERS

- Employees should have all hours entered by the due date as noted on the payroll schedule and by email reminder from payroll staff.
 - The first electronic timesheet should be submitted by Friday 04/15/16
- Supervisors should approve within 1 business day after timesheets are submitted.
 - Timesheet should be approved by end of business day on Monday 04/18/16



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QUESTION & ANSWER

Question & Answer



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