

PEOPLESOFT TIMESHEET – EMPLOYEE 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 (4/29/16 pay date)
- First electronic timesheet available to access April 1 should be submitted by end of day on Friday 04/15/16
- First electronic timesheet should be approved by end of day on 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 Workstudy students at locations outside the college will be required to complete both paper timesheets and electronic timesheets.
- Employees will only be entering hours worked on the electronic timesheet
- Leave time (vacation, sick, etc.) will not be entered by employees.
- Overtime will be calculated automatically by the system based on the number of working hours the employee enters for the work week and will be shown on the new codes OT1 (replaces OVT) for straight overtime and OT1.5(replaces HOT) for time and a half overtime



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WHAT'S CHANGING?

- Those who work essential service during holidays, emergency closing and Institutional closing will need to enter their hours worked but will get a warning message that hours have been entered on a holiday. Payroll staff can assist you with making sure these are entered correctly.



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WHAT'S STAYING THE SAME

- No changes at all to payroll process for exempt employees
- Due dates for payroll processing will remain the same and reminders with due dates will be e-mailed to employees and supervisors each period
- 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 (you will be notified if this applies to you)
 - Additional assignments that currently require the HR97 form should be completed and forwarded through the proper channels
 - Nonexempt employees will still need to complete a paper timesheet for any hours worked for the additional pay **assignment**.
 - If you know what hours you are going to work for the additional assignment, work with the supervisor for the additional assignment to include all the paper timesheets with the HR97 forms to avoid delays in tracking down paperwork. If you do not know, send timesheets immediately upon completion of assignment for that period



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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 Request form PR90
- Absence forms should be completed by employee and supervisors should forward to payroll as soon as possible, even for future period absences
- Once payroll enters the forms, the hours will be viewable as read only when the employee views the timesheet before the timesheet goes through final processing
- Absence forms forwarded to payroll **after** the timesheets have been submitted will be required to go through an additional approval process
- If you have entered hours worked for a future date but later decide you have to submit an absence for that day, you must delete the hours entered for that day
- Should any absence time that has been approved and added to the timesheet need to change, a revised absence form should be submitted to payroll staff noting the changes immediately with the word “REVISED” at the top of the form



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Simple steps to completing your timesheet:

- 1) Choose the correct time period
- 2) Enter only the hours you worked under the correct date
- 3) Click **SAVE FOR LATER** (if you are entering time daily) or
- 4) Click **SUBMIT** for supervisor approval.
- 5) Click **OK** to certify the time entry

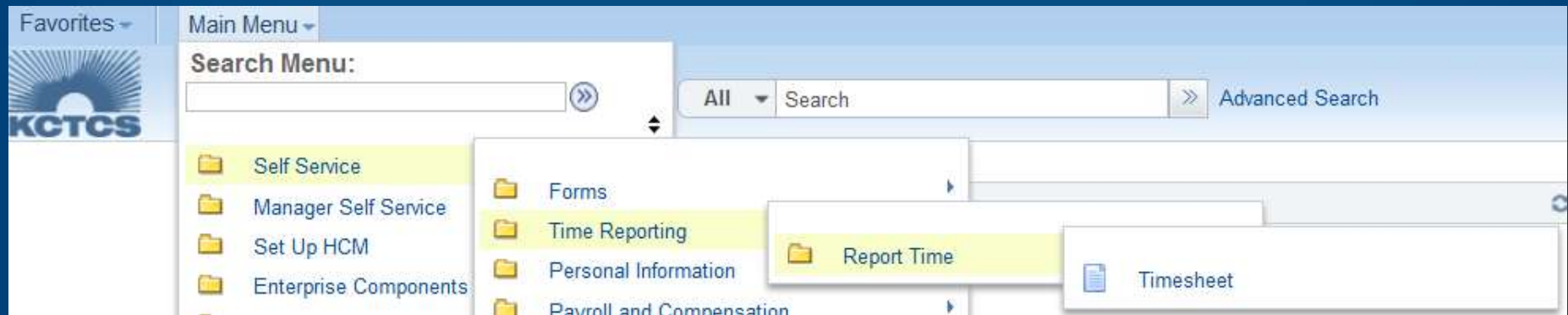


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ACCESSING THE TIMESHEET

- Log into PeopleSoft HRMS
<https://kctcs.mycmsc.com/>
click on HRMS PRD
- Access timesheet through self-service
 - Home – Self Service – Time Reporting – Report Time – Timesheet

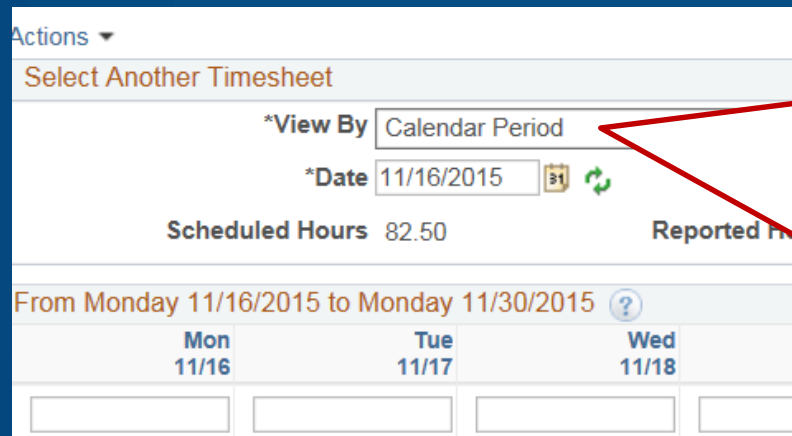


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UNDERSTANDING THE DATE VIEW

- 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 web interface for a timesheet. At the top, there is a dropdown menu labeled 'Actions' with a downward arrow. Below it is a button labeled 'Select Another Timesheet'. The main section has a label '*View By' followed by a dropdown menu currently set to 'Calendar Period'. Below that is a label '*Date' followed by a text input field containing '11/16/2015', a calendar icon, and a refresh icon. Underneath, there are labels for 'Scheduled Hours' (82.50) and 'Reported H...'. At the bottom, there is a header for a table: 'From Monday 11/16/2015 to Monday 11/30/2015' with a help icon. The table has columns for 'Mon 11/16', 'Tue 11/17', and 'Wed 11/18', with empty input boxes below each.

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 ▾

*Date  

Scheduled Hours 82.50 Reported Hours 0.00 [Print Timesheet](#)

[Previous Period](#) [Next Period](#)

From Monday 11/16/2015 to Monday 11/30/2015

Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Sun 11/22

- Select your View By choice
- Enter the date you wish to enter time for
- Click the recycle to refresh the dates

Previous Period and Next Period takes you back or forward one period at a time. Remember to change the date to the Sunday of a workweek for this to change by one workweek at a time instead of the last 7 days.



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UNDERSTANDING THE DATE VIEW

Timesheet



Andrew Tester
Maintenance Worker

Employee ID TEST00018
Empl Record 0
Earliest Change Date 09/01/2015


Actions ▾

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 08/16/2015  

Scheduled Hours 37.50 Reported Hours 50.00 Print Timesheet

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
	10.00	10.00	10.00	10.00	10.00		50.00	

Save for Later Submit

- You can view the total hours per workweek by choosing View By Week and entering the Sunday date of the workweek you wish to view and refreshing the date.
- You can view the total hours for the payperiod by choosing View By Calendar.



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TIME REPORTING CODES

Time reporting codes

Sun 10/11	Mon 10/12	Tue 10/13	Wed 10/14	Thu 10/15	Total	Time Reporting Code
			7.50	7.50	15.00	10 REG - Regular Earnings
7.50	7.50	7.50	7.50	7.50	82.50	45 SD3 - Shift Differential \$0.40
7.50	7.50	7.50			67.50	VAC - Vacation Leave

- Time reporting codes (TRCs) are used for automation. You can only use certain TRCs depending on what type of employee you are. (REG, STU, WKS, RTW)
- Only positions eligible for shift differential pay will have the option to choose the SD2 code and must be chosen from the menu
- Shift Differential positions must enter the hours worked again on the shift codes. Enter the SD hours for all hours eligible for SD pay including the hours that will be paid for leave time.
- Vacation and other leave codes will be read-only view and can only be changed by payroll staff with a revised absence request form



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Time Reporting Codes Entered by Employees:

- REG – Regular Earnings
- RTW – Ready to Work Grant Funds (Used only by RTW Students)
- STU – Student Earnings Code (Used only by Student Workers)
- WKS – Work Study Students (Used only by College Work Study Students)
- SD2 – Shift Differential 2 (\$0.30) (Used only for employees with shift differential)
- SD3 – Shift Differential 3 (\$0.40) (Used only for employees with shift differential)

Time Reporting Codes Automatically Calculated:

- OT1.0 – Regular Overtime (Automatically calculated)
- OT1.5 – 1.5 Overtime (Automatically calculated)

Time Reporting Codes Entered by Time Administrators from Paper Leave Requests:

- HVA – Hourly Vacation
- HTD – Hourly Sick
- HBR – Hourly Bereavement Leave
- HJD – Hourly Jury Duty
- HVL – Hourly Voting Leave
- VAC – Vacation Leave
- SIC – Sick Leave
- BRV – Bereavement Leave
- JD – Jury Duty
- MIL – Military Leave

Time Reporting Codes with Special Use by Time Administrators:

- LOC – Regular with Locality Override
- EMC – Emergency Closing
- HOL – Holiday Pay (Salaried)
- IC – Institutional Close Bonus Days

The codes for hours worked are generated from position numbers. You will only have one available code for hours worked. Other codes that must be chosen will only be available if they apply to your position type.

The Hourly leaves are used for Regular Part Time employees who are eligible for prorated vacation and sick leave



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COMPLETING THE TIMESHEET

- Enter only the number of hours you worked under the dates that you worked for the semi-monthly payperiod (e.g. 04/01/2016 – 04/15/2016)
- Leave the fields empty on the dates you do not work
- Overtime will be automatically calculated from the hours reported on the timesheet
- Do not include/enter any hours for exception time (vacation, sick, etc.). For now, your leave time will be entered by payroll staff from your paper absence request forms



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COMPLETING THE TIMESHEET

- When you first open up a new timesheet you will see three rows unless the timesheet has already had an absence such as holiday, vacation, sick etc. pre-entered or after you have already saved hours by clicking **Save For Later** or **Submit** . The first time hours worked or leave hours are entered and saved on the timesheet, it will only show the rows with the hours entered.

Wed 11/25	Thu 11/26	Fri 11/27	Sat 11/28	Sun 11/29	Mon 11/30	Total	Time Reporting Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>




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COMPLETING THE TIMESHEET

- If you already have hours populated on the timesheet, ex. VAC-Vacation Leave, you will need to click the + button to add a row to enter your hours worked.

7.50	7.50		67.50	VAC - Vacation Leave	Hours	
------	------	--	-------	----------------------	-------	---



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COMPLETING THE TIMESHEET

Change the date and click the recycle button to refresh timesheet with new dates

Enter the total number of hours worked each day under the correct dates

Total shows the total number of hours for the time period in the View By (this example is by week)

Time
An
Maintenance Worker
Actions ▾
Select Another Timesheet
*View By Week Previous Week Next Week
*Date 08/16/2015 [calendar] [refresh]
Scheduled Hours 37.50 Report hours 50.00 Print Timesheet
From Sunday 08/16/2015 to Saturday 08/22/2015 [help]

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
	10.00	10.00	10.00	10.00	10.00		50.00	




Save for Later Submit



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COMPLETING THE TIMESHEET

Exceptions		Payable Time		
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. Comments will be available to auditors as well as payroll staff. Remember timesheets are legal documents and could also be viewed in a court of law should any need ever arise. History cannot be deleted. Comments that have been added by either employee or supervisor will show an icon notating data entry.

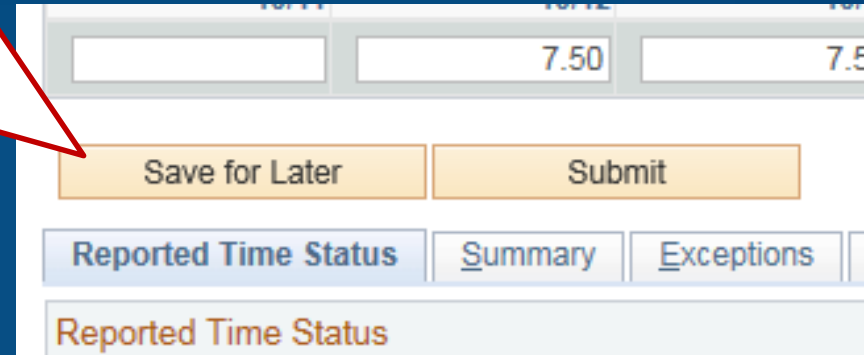


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COMPLETING THE TIMESHEET

Click **Save for later** if you are still needing to make changes before sending it to the supervisor. This will only save your hours . Click **Submit** to request approval of your timesheet from your supervisor. (Generates Email to Supervisor every time hours are changed after being submitted)



A screenshot of a web-based timesheet interface. At the top, there are three input fields for time, with the second and third fields containing the value '7.50'. Below these fields are two prominent yellow buttons: 'Save for Later' and 'Submit'. Underneath the buttons are three tabs: 'Reported Time Status' (which is selected and highlighted in blue), 'Summary', and 'Exceptions'. Below the tabs, the text 'Reported Time Status' is displayed in a larger font.

Click OK once you have submitted your timesheet to certify that the time you entered is accurate. You will click another OK box after this one. Time can be entered one payperiod in the past and 90 days into the future



A screenshot of a 'Message' dialog box. The title bar says 'Message'. The main text reads: 'Certification of Timesheet (20000,701)' followed by 'I hereby certify that the time reported is a true and accurate representation of the time worked in the period.' At the bottom right of the dialog box is a yellow 'OK' button.





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REVIEWING THE TIMESHEET

Select Another Timesheet

*View By Previous Week Next Week



*Date  






Scheduled Hours 0.00 Reported Hours 42.50 Print Timesheet

From Sunday 11/15/2015 to Saturday 11/21/2015 

Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Total
	7.50	7.50	10.00	7.50	10.00		42.50

Reported Time Status | | |

Reported Time Status Personalize | Find |   1-5 of 5

Date	Reported Status	Total TRC	Description	Sched Hrs	Add Comments
11/16/2015	Needs Approval	7.50		0.00	
11/17/2015	Needs Approval	7.50		0.00	
11/18/2015	Approved	10.00		0.00	
11/19/2015	Approved	7.50		0.00	
11/20/2015	Approved	10.00		0.00	

Reported Time Status shows where hours Need Approval or have been Approved



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REVIEWING THE TIMESHEET

- Timesheet in Needs Approval status or Approved status
For each row of timesheet entry, supervisor can (1) Approve, (2) Deny
- If Timesheet is denied, you will receive an email notification that it has been denied. You may need to get with your supervisor to find out what you need to correct
- You will need to make corrections and **Submit** again



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REVIEWING THE TIMESHEET

Payable Time:

- Employees can review the Payable Time tab to see how reported hours will be paid after rounding and rules are applied
- Time that has been approved is picked up by Payroll's time administration process and processed
- Overtime is calculated when Time Admin process creates the Payable Time and could create an exception that supervisors and payroll staff will need to review again
- Time is rounded to the nearest .25 hours. If you enter exact minutes as a decimal instead of the quarter hour increments, you could be underpaid. Example: if you enter .45 for 45 minutes. PeopleSoft will round that to .50 for half an hour.
- Remember .25 = 15 minutes, .50 = 30 minutes and .75 = 45 minutes.

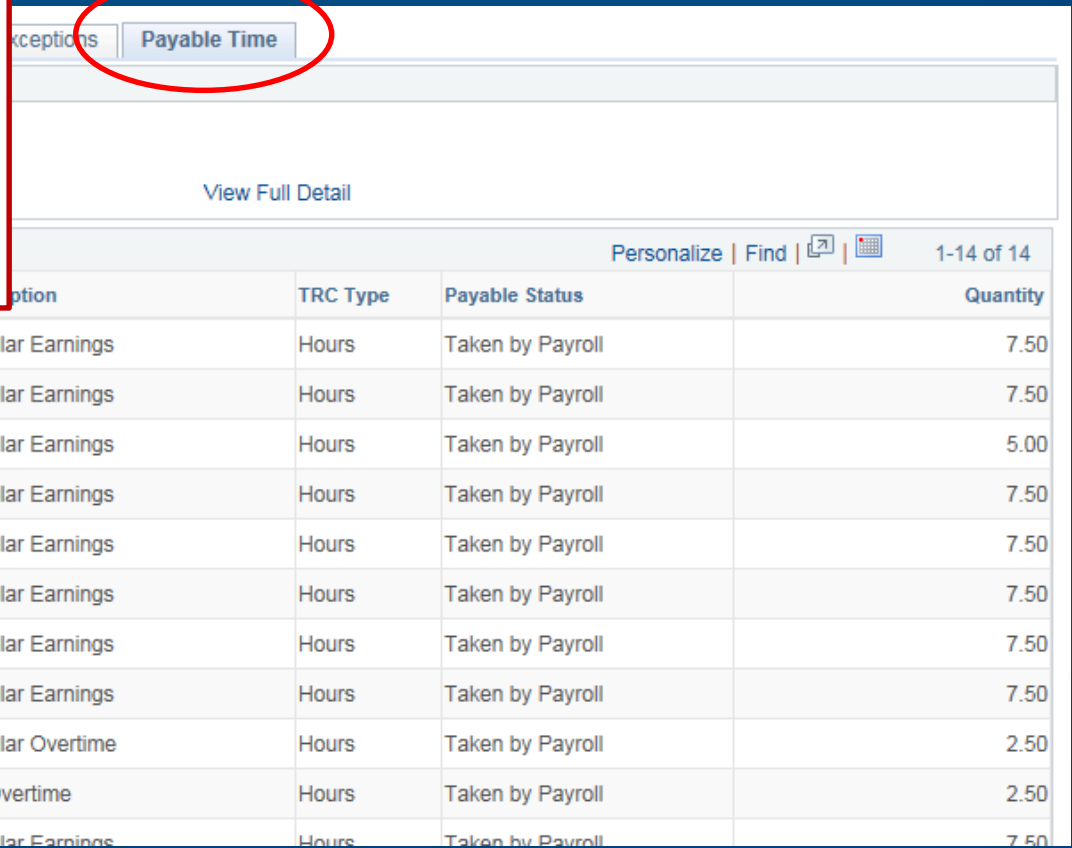


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REVIEWING THE TIMESHEET

Notice on the Payable Time tab after time admin process runs, the hours were automatically converted to overtime codes because they worked more than 37.5 hours



Exceptions | **Payable Time**

[View Full Detail](#)

Personalize | Find | 1-14 of 14

Option	TRC Type	Payable Status	Quantity		
10/01/2015	Regular Earnings	Hours	Taken by Payroll	7.50	
10/02/2015	Regular Earnings	Hours	Taken by Payroll	7.50	
10/03/2015	Regular Earnings	Hours	Taken by Payroll	5.00	
10/05/2015	Regular Earnings	Hours	Taken by Payroll	7.50	
10/06/2015	Regular Earnings	Hours	Taken by Payroll	7.50	
10/07/2015	Regular Earnings	Hours	Taken by Payroll	7.50	
10/08/2015	Regular Earnings	Hours	Taken by Payroll	7.50	
10/09/2015	Regular Earnings	Hours	Taken by Payroll	7.50	
10/10/2015	OT1.0	Regular Overtime	Hours	Taken by Payroll	2.50
10/10/2015	OT1.5	1.5 Overtime	Hours	Taken by Payroll	2.50
10/12/2015	Regular Earnings	Hours	Taken by Payroll	7.50	



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IMPORTANT REMINDERS

- Employees should have all hours entered by the due date as noted on the payroll schedule and by email reminder from payroll staff
- Only enter actual hours worked each day on the timesheet
- 2nd shift employees should enter another row with all compensable hours for the shift differential code - SD2
- Do not enter zero hours for a day you did not work
- Do not include Holiday or IC hours or other leave hours. These will be loaded for you on the correct codes by payroll staff from the Absence Request form
- Submit Absence Request forms as soon as possible and before the timesheet deadline; this gives payroll staff an opportunity to enter the forms so hours can be viewed on the timesheet before going through the approval process
- Users will receive a notification that they have entered working hours on a HOL or IC day to verify hours worked



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IMPORTANT REMINDERS

- Timesheets can be completed 90 days ahead for set schedules. Changes will have to be entered as needed when the timesheet is due.
- You will have access to change your timesheet hours for one payperiod prior. You can only add hours worked or delete hours not worked. However, you will have to Submit again and the supervisor will have to reapprove. Once approved, it picks up in payable time the next time we run time admin. Only the difference in hours paid will be adjusted on the next paycheck.
- Changes to leave time for the prior timesheet, revised Absence Request form and a Leave Adjustment form will need to be completed and sent to payroll to be entered on the timesheet.
- Any adjustments to hours worked prior to one payperiod will need to be entered by payroll staff.



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IMPORTANT REMINDERS

Message

You are not a valid Time and Labor employee, so you cannot access this page. (13504,484)

If you are not an active Time and Labor employee as of today, you will not be able to access this page.

OK

IF ANYONE REQUIRED TO COMPLETE A TIMESHEET RECEIVES THIS ERROR MESSAGE, CONTACT PAYROLL IMMEDIATELY.



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QUESTION & ANSWER

KCTCS PAYROLL

Question & Answer



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