



**State of Oklahoma
Department Of Corrections
Time and Labor Manual**

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Document History

Document Revision	Date	Description
1.0	03/14/12	Initial Document
2.0	04/01/12	Amended pages 46, 27, 48
3.0	04/23/12	Updated Comp Time TRCs on Appendices A, B, C



Signing in to PeopleSoft

URL: <https://corehr.ok.gov/mrhri/signon.html>

The image shows a screenshot of the Oracle PeopleSoft Enterprise sign-in page. At the top, the Oracle logo is displayed in red, followed by the text "PEOPLESOFT ENTERPRISE" in black. Below this, there is a sign-in form with two input fields: "User ID:" containing the text "CLEONARD" and "Password:" containing eight black dots. A "Sign In" button is positioned below the password field. At the bottom of the form area, there is a blue hyperlink that reads "Forgot your password?".

Passwords must be at least eight (8) characters long and contain at least one (1) number; letters are case-sensitive.



Manager Self Service

Objectives

1. Access Employee Timesheet
 - Open Timesheet
 - TRC (Time Reporting Code) Access
2. Approve Reported Time
 - Approve/Deny for Employee
 - Approve/Deny for All Employees
3. View Payable Time
4. View Compensatory Time Balances

Overview

Manager Self-Service is a web-based application that provides timekeepers with access to manage their employees' time. Manager Self-Service provides timekeepers the ability to report, review, and manage time-related data in the timesheet.

Manager Self-Service provides an excellent opportunity for you to ensure your employees' Timesheet data is accurate and kept up to date. The data entered can affect the accuracy of their pay checks.

The following table describes the components used in Manager Self Service.

Name	Page Description
Timesheet	Report and/or view your time details for a day, week, or time period.
Approve Reported Time	View and approve reported time for an employee or a group of employees
Payable Time Summary	View a summary of payable time for an employee
Compensatory Time	View comp balances for an employee



Access Employee Timesheets

You can access timesheet for one employee or all of your employees. An Employee Selection Criteria grid displays providing you with several fields that you can use to select the employee timesheets you would like to access.

Navigation: **Manager Self Service > Time Management > Report Time > Timesheet**

Report Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Company	<input type="text"/>
Workgroup	<input type="text"/>

Clear Selection Criteria Save Selection Criteria Get Employees

View By: Date: Refresh << Previous Week Next Week >>

Employees For CATRICE HARNED, Totals From 11/21/2009 - 11/27/2009

Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception Absence	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rcd Nbr	Workgroup
Name	0.000000	0.000000	0.000000		0.000000	0.000000		0	

Use Selection Criteria

You can use one or more of the criteria available. For all of the criteria fields you can enter a partial criteria followed by a wild card (%). You can also **click**  to open the Look Up Value field.



Step 1 – Click  for Group ID criteria

A. Select Group ID = 13103

Look Up Value

Group ID:

Description:

[Basic Lookup](#)

Search Results

View All First 1 of 1 Last

Group ID	Group Type	Indicator	Description
131A1	Dynamic		Location A

Step 2 – View By – leave at default of Week.

Step 3 – Date: Click  to open a calendar and **select** the start day of the current Pay Period.

Step 4 – Click to display timesheets for all employees in the Dynamic Group.

NOTE: All of your employees in Dynamic Group 131A1 display in the ‘Employees for...’ grid. It may be necessary to scroll down to display all of the employees.



Menu

Search:

- My Favorites
- Manager Self Service
 - Time Management
 - Manage Schedules
 - Approve Time and Exceptions
 - Report Time
 - Timesheet
 - Mass Time
 - View Time
 - Workforce Administration
 - Benefits
 - Compensation
 - Time and Labor
 - Payroll for North America
 - Organizational Development
 - Workforce Monitoring
 - Set Up HRMS
 - Set Up SACR
 - Application Diagnostics
 - OK Custom
 - Reports/Processes
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	131A1 <input type="text"/>
EmplID	<input type="text"/>
Empl Rod Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Company	<input type="text"/>
Workgroup	<input type="text"/>

View By: Week Date: 02/25/2012 Print Help [<< Previous Week](#) [Next Week >>](#)

Employees For ANNAMARIE BOSARGE, Totals From 02/19/2012 - 02/25/2012											
Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Absence	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rod Nbr	Workgroup	Company
ADA TILMAN	0.00	0.00	40.00			0.00	0.00	124984	0	131ES7WRM	131
ADENA REPLOGLÉ	0.00	0.00	40.00			0.00	0.00	121366	0	131ES7WRM	131
ADOLFO NATHANSON	0.00	0.00	40.00			0.00	0.00	158254	0	131ES7WRM	131
ADRIA GIESEN	0.00	0.00	40.00			0.00	0.00	172393	0	131ES7WRM	131
ADRIANNE BREHMER	0.00	0.00	40.00			0.00	0.00	122623	0	131ES7WRM	131



No Selection Criteria

You can display a list of all of your employees without using any criteria.

Step 1 – View By – leave at default of Week.

Step 2 – Date: Click  to open a calendar and **select** the start day of the current Pay Period.

Step 3 – Click  to display timesheets for all of your employees



Open Employee Timesheet

To open an employee timesheet **click** the employee's hyperlinked name in the 'Employees for...' grid.

Menu

- My Favorites
- Manager Self Service
 - Time Management
 - Manage Schedules
 - Approve Time and Exceptions
 - Report Time
 - Timesheet**
 - Mass Time
 - New Time
 - Workforce Administration
 - Benefits
 - Compensation
 - Time and Labor
 - Payroll for North America
 - Organizational Development
 - Workforce Monitoring
 - Set Up HRMS
 - Set Up SACR
 - Application Diagnostics
 - OK Custom
 - Reports/Processes
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	131A1
EmplID	
Empl Rod Nbr	
Last Name	
First Name	
Company	
Workgroup	

Clear Selection Criteria Save Selection Criteria Get Employees

View By: Week Date: 02/25/2012 Refresh << Previous Week Next Week >>

Employees For ANNAMARIE BOSARGE, Totals From 02/19/2012 - 02/25/2012											
Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Absence	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rod Nbr	Workgroup	Company
ADA TILMAN	0.00	0.00	40.00			0.00	0.00	124984	0	131ES7WRM	131
ADENA REPLOLE	0.00	0.00	40.00			0.00	0.00	121356	0	131ES7WRM	131
ADOLFO NATHANSON	0.00	0.00	40.00			0.00	0.00	158254	0	131ES7WRM	131
ADRIA GIESEN	0.00	0.00	40.00			0.00	0.00	172393	0	131ES7WRM	131
ADRIANNE BREHMER	0.00	0.00	40.00			0.00	0.00	122623	0	131ES7WRM	131

Once you have opened an employee's timesheet you can:

- Review the timesheet
- Report time
- Change reported time
- Review Balances
- Move to the previous/next employee timesheet by clicking on the Previous Employee or Next Employee hyperlinks
- Move between weeks by clicking on Previous Week or Next Week



Menu

Search:

- My Favorites
- Manager Self Service
 - Time Management
 - Manage Schedules
 - Approve Time and Exceptions
 - Report Time
 - Timesheet
 - Mass Time
 - View Time
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Organizational Development
- Workforce Monitoring
- Set Up HRMS
- Set Up SACR
- Application Diagnostics
- OK Custom
- Reports/Processes
- Reporting Tools
- PeopleTools
 - Change My Password
 - My Personalizations

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

Timesheet

ADENA REPROGLE Employee ID: 121356

Job Title: Correctional Teacher Employee Record Number: 0

[Click for Instructions](#)

View By: Week Date: 02/19/2012 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.00 Hours Scheduled Hours: 40.00 Hours [<< Previous Employee](#) [Next Employee >>](#)

From Sunday 02/19/2012 to Saturday 02/25/2012

Timesheet [PDF]

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup	Rate Code	Override Rate	Override Reason Code		
2/19	2/20	2/21	2/22	2/23	2/24	2/25								
<input type="text"/>		<input type="text"/>	PSNONCATSI	<input type="text"/>										
<input type="text"/>		<input type="text"/>	PSNONCATSI	<input type="text"/>										
<input type="text"/>		<input type="text"/>	PSNONCATSI	<input type="text"/>										

Submit
Apply Schedule



Overview of Timesheet

Timesheet contains the following features:

- Time reporting fields
- Reported Time Status
- Reported Hours Summary
- Balances

Timesheet
 JAIME ESTELLE Employee ID: 183841
 Job Title: Undergraduate Intern Employee Record Number: 0

View By: **Week** Date: 11/23/2009 [Refresh] << Previous Week Next Week >>
 Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours << Previous Employee Next Employee >>

From Monday 11/23/2009 to Sunday 11/29/2009

Mon 11/23	Tue 11/24	Wed 11/25	Thu 11/26	Fri 11/27	Sat 11/28	Sun 11/29	Total	Time Reporting Code	Taskgroup	Rate Code	Override Rate	Override Reason Code
									PSNONTASK			
									PSNONTASK			
									PSNONTASK			

Buttons: Submit, Apply Schedule

Reported Time Status - click to hide

Date	Status	Total	Time Reporting Code	Comments
		0.00		

Reported Hours Summary - click to view
 Balances - click to view



Time Reporting Fields

You can use these fields to report hours and Time Reporting Codes (TRC's). Each TRC has its own row and can contain several days of data.

The screenshot shows the Oracle HRMS Timesheet interface for employee JAIME ESTELLE. The interface includes a menu on the left, a search bar, and a main content area with the following elements:

- Employee Information:** JAIME ESTELLE, Employee ID: 183841, Job Title: Undergraduate Intern, Employee Record Number: 0.
- Navigation:** View By: Week, Date: 11/23/2009, Previous Week, Next Week, Previous Employee, Next Employee.
- Summary:** Reported Hours: 0.00 Hours, Scheduled Hours: 0.00 Hours.
- Table:** A table for reporting time from Monday 11/23/2009 to Sunday 11/29/2009. The table has columns for days of the week (Mon 11/23, Tue 11/24, Wed 11/25, Thu 11/26, Fri 11/27, Sat 11/28, Sun 11/29), Total, Time Reporting Code, Taskgroup, Rate Code, Override Rate, and Override Reason Code. Three rows are visible, each with a dropdown menu for the Time Reporting Code and search icons for the other fields.
- Buttons:** Submit, Apply Schedule.
- Additional Links:** Reported Time Status - click to hide, Reported Hours Summary - click to view, Balances - click to view.



Reported Time Status

This section details the:

- Status of reported time
- Date of the reported time
- Number of hours
- Time Reporting Code (TRC)
- Indicates if a comment exists for reported time

ORACLE Timesheet

CHRISTI HEFFRON Employee ID: 100104
 Job Title: Computer Technical Specialist Employee Record Number: 0

View By: [Week] Date: 11/02/2009 [Refresh] << Previous Week Next Week >>
 Reported Hours: 34.00 Hours Scheduled Hours: 0.00 Hours << Previous Employee Next Employee >>

From Monday 11/02/2009 to Sunday 11/08/2009

Mon 11/2	Tue 11/3	Wed 11/4	Thu 11/5	Fri 11/6	Sat 11/7	Sun 11/8	Total	Time Reporting Code	Taskgroup	Rate Code	Override Rate	Override Reason Code
10.00				3.00			13.00	ANNLV - Annual Leave Salar	PSNONTASK			
	8.00	8.00		5.00			21.00	SCKTK - Sick Leave Salar	PSNONTASK			

Submit

Reported Time Status - click to hide

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	11/02/2009	Needs Approval	10.00	ANNLV	
<input type="checkbox"/>	11/03/2009	Needs Approval	8.00	SCKTK	
<input type="checkbox"/>	11/04/2009	Denied	8.00	SCKTK	
<input type="checkbox"/>	11/06/2009	Approved	3.00	ANNLV	
<input type="checkbox"/>	11/06/2009	Denied	5.00	SCKTK	

Select All Deselect All

Reported Hours Summary - click to view
 Balances - click to view



Reported Hours Summary

This section provides a summation of reported hours. The 'View By' determines if the summation of reported hours is by day or week.

Search:

- My Favorites
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Report Time
 - Timesheet
- View Time
- Time and Labor
- Set Up HRMS
- Change My Password
- My Personalizations
- My System Profile

Reported Hours: 34.00 Hours Scheduled Hours: 0.00 Hours << Previous Employee Next Employee >>

From Monday 11/02/2009 to Sunday 11/08/2009

Timesheet (EDIT)

Mon 11/2	Tue 11/3	Wed 11/4	Thu 11/5	Fri 11/6	Sat 11/7	Sun 11/8	Total	Time Reporting Code	Taskgroup	Rate Code	Override Rate	Override Reason Code
10.00				3.00			13.00	ANNLV - Annual Leave Salar	PSNONTASK			
	8.00	8.00		5.00			21.00	SCKTK - Sick Leave Salaried	PSNONTASK			

Submit

Reported Time Status - click to hide

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	11/02/2009	Needs Approval	10.00	ANNLV	
<input type="checkbox"/>	11/03/2009	Needs Approval	8.00	SCKTK	
<input type="checkbox"/>	11/04/2009	Denied	8.00	SCKTK	
<input checked="" type="checkbox"/>	11/06/2009	Approved	3.00	ANNLV	
<input type="checkbox"/>	11/06/2009	Denied	5.00	SCKTK	

Select All Deselect All
 Approve Selected Deny Selected

Reported Hours Summary - click to hide

Category	Mon 11/2	Tue 11/3	Wed 11/4	Thu 11/5	Fri 11/6	Sat 11/7	Sun 11/8	Total
Total Reported Hours	10.00	8.00	8.00			8.00		34.00



Balances

The Balances section details Leave and Comp Plan balances for each of the leave and comp plans in which the employee is enrolled.

Menu

- Search:
- My Favorites
- Self Service
- Manager Self Service
 - Time Management
 - Approve Time and Exceptions
 - Report Time
 - Timesheet
 - View Time
 - Time and Labor
 - Set Up HRMS
 - Change My Password
 - My Personalizations
 - My System Profile

Timesheet

CHRISTI HEFFRON Employee ID: 100104
 Job Title: Computer Technical Specialist Employee Record Number: 0

View By: Week Date: 11/02/2009
 Reported Hours: 34.00 Hours Scheduled Hours: 0.00 Hours

From Monday 11/02/2009 to Sunday 11/08/2009

Mon 11/2	Tue 11/3	Wed 11/4	Thu 11/5	Fri 11/6	Sat 11/7	Sun 11/8	Total	Time Reporting Code	Taskgroup	Rate Code	Override Rate	Override Reason Code
10.00				3.00			13.00	ANNLV - Annual Leave Salar	PSNONTASK			
	8.00	8.00		5.00			21.00	SCKTK - Sick Leave Salaried	PSNONTASK			

Submit

Reported Time Status - click to view
 Reported Hours Summary - click to view
 Balances - click to hide

Plan Type	End balance as of 11/02/2009
Sick	1244.888
Vacation	635.000
Comp Time - COMPREG	14.500
Comp Time - ADMIN LVE	
Comp Time - COMPCORE	139.500

NOTE: Sick and Vacation (Annual) balances reflect balances as of the start of the pay period less any Leave time taken during the current pay period. Comp Plan* balances reflect the balance as of the start of the pay period and may not include recent comp time entries and/or prior period adjustments.

* Comp Plans include:

- Holiday Leave
- Enforced Leave
- Administrative Leave accrued during hazardous weather
- Compensatory time for Exempt employees
- Shared Leave
- Military Leave
- Organizational Leave



Manage Employee Timesheet

Report Time

When you report employee time, you can enter hours for a day, week, or time period for the current pay period or a future pay period.

All hours worked and leave taken must be reported.

NOTE: Every day must have an entry. For day off, report “0” hours using Time Reporting Code “REGHR”.

Step 1 – Select the period for which you would like to report time.

- A. **Click** the View By drop-down list and **select** Day, Time Period, or Week.

ORACLE

Timesheet

ADENA REPLOGLE Employee ID: 121356
 Job Title: Correctional Teacher Employee Record Number: 0

[Click for Instructions](#)

View By: Week Date: 02/19/2012 Refresh Previous Week Next Week >>
 Reported: 0 hours Scheduled Hours: 40.00 Hours Previous Employee Next Employee >>

From Sunday Saturday 02/25/2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup	Rate Code	Override Rate	Override Reason Code
2/19	2/20	2/21	2/22	2/23	2/24	2/25			PSNONCATSI			
									PSNONCATSI			
									PSNONCATSI			

Submit Apply Schedule

Reported Time Status - click to hide

Date	Status	Total	Time Reporting Code	Comments
		0.000000		



Step 2 – Select the start date for the current or future pay period.

- A. **Click** the Calendar icon to the right of the Date field.
- B. A pop-up Calendar appears.
- C. **Click** the applicable date.

ORACLE Home Add to Favorites Sign out

Timesheet
ADENA REPLOGLE Employee ID: 121356
Job Title: Correctional Teacher Employee Record Number: 0

[Click for Instructions](#)

View By: Week Date: 02/19/2012 Refresh << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: Employee Next Employee >>

From Sunday 02/19/2012 to Saturday 02/25/2012

Timesheet

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Tot
2/19	2/20	2/21	2/22	2/23	2/24	2/25	

Taskgroup	Rate Code	Override Rate	Override Reason Code
PSNONCATSI			
PSNONCATSI			
PSNONCATSI			

Submit Apply Schedule

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
		0.000000		

- D. **Click** Refresh to refresh the Timesheet to display the selected dates.



Step 3 – Enter hours on Feb 20.

ORACLE Home | Add to Favorites | Sign out

imesneet
 ADENA REPGLE Employee ID: 121356
 Job Title: Correctional Teacher Employee Record Number: 0

[Click for instructions](#)

View By: Date: [<< Previous Week](#) [Next Week >>](#)
 Reported Hours: 0.00 Hours **Scheduled Hours:** 40.00 Hours [<< Previous Employee](#) [Next Employee >>](#)

From Sunday 02/19/2012 to Saturday 02/25/2012

Timesheet

Sun 2/19	Mon 2/20	Tue 2/21	Wed 2/22	Thu 2/23	Fri 2/24	Sat 2/25	Total	Time Reporting Code	Taskgroup	Rate Code	Override Rate	Override Reason Code
<input type="text" value="8"/>	<input type="text"/>		<input type="text" value="PSNONCATSI"/>	<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" value="PSNONCATSI"/>	<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" value="PSNONCATSI"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
		0.000000		



Step 4 – Select the Time Reporting Code (TRC)

- A. **Click** the Time Reporting Code drop-down arrow and **select** the Time Reporting Code (TRC) from the drop-down list displayed.

The screenshot shows the Oracle Timesheet interface for employee ADENA REPLOGLIE. The date is 02/05/2012. The interface includes a 'Timesheet' section with a table for reporting time. A dropdown menu is open, showing 'REGHR - Regular' as the selected option. Below the table are 'Submit' and 'Apply Schedule' buttons.

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup	Rate Code	Override Rate	Override Reason Code
2/19	2/20	2/21	2/22	2/23	2/24	2/25		REGHR - Regular	PSNONCATSI			
									PSNONCATSI			

- B. **Select** REGHR – Regular

Step 5 – Click  to submit the time you reported.

- A. On the Submit Confirmation page, **click** .



The screenshot shows a web application interface. On the left is a "Menu" sidebar with a search box and a list of navigation items: My Favorites, Self Service, Manager Self Service (with sub-items: Time Management, Approve Time and Exceptions, Report Time, and Timesheet), View Time, Time and Labor, Set Up HRMS, Change My Password, My Personalizations, and My System Profile. The "Report Time" and "Timesheet" items are highlighted. The main content area is titled "Timesheet Submit Confirmation" and displays a blue checkmark icon followed by the text "The Submit was successful." and "Time for the Week of 2009-11-23 to 2009-11-29 is submitted". Below this text is a yellow "OK" button, which is pointed to by a red arrow.



NOTE: The submitted time has a Status of 'Needs Approval' and the Reported Hours Summary section reflects the submitted hours.

Timesheet

ADENA REPLOGLE Employee ID: 121356
 Job Title: Correctional Teacher Employee Record Number: 0

[Click for Instructions](#)

View By: Week Date: 02/19/2012 Refresh << Previous Week Next Week >>
 Reported Hours: 8.00 Hours Scheduled Hours: 40.00 Hours << Previous Employee Next Employee >>

From Sunday 02/19/2012 to Saturday 02/25/2012

Timesheet

Sun 2/19	Mon 2/20	Tue 2/21	Wed 2/22	Thu 2/23	Fri 2/24	Sat 2/25	Total	Time Reporting Code	Taskgroup	Rate Code	Override Rate	Override Reason Code
	8.00						8.00	REGHR - Regular	PSNONCATSI			

Submit

[Reported Time Status - click to hide](#)

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	02/20/2012	Needs Approval	8.00	REGHR	



Report Time

You can report time to several different TRC's. Each TRC requires a separate row.

Step 1 – To enter another TRC after you have already submitted time, scroll to the right and **click**  to add a new row.

Timesheet
 ADENA REPLOGLE Employee ID: 121356
 Job Title: Correctional Teacher Employee Record Number: 0

[Click for Instructions](#)

View By: Date: << Previous Week Next Week >>
 Reported Hours: 8.00 Hours Scheduled Hours: 40.00 Hours << Previous Employee Next Employee >>

From Sunday 02/19/2012 to Saturday 02/25/2012

Timesheet

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup	Rate Code	Override Rate	Override Reason Code
2/19	2/20	2/21	2/22	2/23	2/24	2/25	8.00	REGHR - Regular	PSNONCATSI			

[Reported Time Status - click to hide](#)

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	02/20/2012	Needs Approval	8.00	REGHR	





Timesheet
 ADENA REPLOGLE Employee ID: 121356
 Job Title: Correctional Teacher Employee Record Number: 0

[Click for Instructions](#)

View By: Date: << Previous Week Next Week >>
 Reported Hours: 8.00 Hours Scheduled Hours: 40.00 Hours << Previous Employee Next Employee >>

From Sunday 02/19/2012 to Saturday 02/25/2012

Timesheet

Sun 2/19	Mon 2/20	Tue 2/21	Wed 2/22	Thu 2/23	Fri 2/24	Sat 2/25	Total	Time Reporting Code	Taskgroup	Rate Code	Override Rate	Override Reason Code
	8.00						8.00	REGHR - Regular	PSNONCATSI			
		8	8	8	8			ANLVP - Annual Leave Taken	PSNONCATSI			

Step 2 – Enter 8 hours each day on Tuesday through Fri on the newly added row.

Step 3 – Select TRC ‘ANLVP’ – Annual Leave Taken

Step 4 – Click to submit the time you reported.

A. On the Submit Confirmation page, **click** .



Change Reported Time

You can change reported time for current or future dates within the current month. The central Personnel unit will make changes/corrections to previous time periods upon receipt of an amended timesheet.

Step 1 – Select the applicable period and date.

- A. View By – **select** week
- B. Date – **Select** the applicable week

Step 2 – Change the reported hours:

- A. **Delete** the original hours and enter the new amount
- or-
- B. Highlight the original hours and **enter** the new amount.

Timesheet
 ADENA REPLOGLE Employee ID: 121356
 Job Title: Correctional Teacher Employee Record Number: 0

[Click for Instructions](#)

View By: Date: [<< Previous Week](#) [Next Week >>](#)
 Reported Hours: 40.00 Hours Scheduled Hours: 40.00 Hours [<< Previous Employee](#) [Next Employee >>](#)

From Sunday 02/19/2012 to Saturday 02/25/2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup	Rate Code	Override Rate	Override Reason Code
2/19	2/20	2/21	2/22	2/23	2/24	2/25	32.00	ANLVP - Annual Leave Taken	PSNONCATSI			
		8.00	8.00	8.00	8.00		8.00	REGHR - Regular	PSNONCATSI			

Step 3 – Click to confirm the change.

- A. On the Submit Confirmation page, **click**

Step 4 – If applicable, enter a Comment. (For use by **Central Personnel** staff only; see page 28)



Delete Reported Time

You can delete reported time for current or future dates within the current month. The central Personnel unit will make changes/corrections to previous time periods upon receipt of an amended timesheet.

Step 1 – Select the applicable period and date.

- A. View By – **select** week
- B. Date – **select** the applicable week

Step 2 – Delete the REGHR – Regular Pay row:

- A. Scroll to the right and **click**  to delete the REGHR – Regular Pay row.

Timesheet
 ADENA REPLOGLE Employee ID: 121356
 Job Title: Correctional Teacher Employee Record Number: 0

[Click for Instructions](#)

View By: Date: [Refresh](#) << Previous Week Next Week >>
 Reported Hours: 36.00 Hours Scheduled Hours: 40.00 Hours << Previous Employee Next Employee >>

From Sunday 02/19/2012 to Saturday 02/25/2012

Timesheet

Sun 2/19	Mon 2/20	Tue 2/21	Wed 2/22	Thu 2/23	Fri 2/24	Sat 2/25	Total	Time Reporting Code	Taskgroup	Rate Code	Override Rate	Override Reason Code
		8.00	8.00	8.00	8.00		32.00	ANLVP - Annual Leave Taken	PSNONCATSI			
	4.00						4.00	REGHR - Regular	PSNONCATSI			



Step 3 – Click to confirm the deletion of the row. To cancel the deletion of time, **click** to cancel the deletion action.



Timesheet

Delete Confirmation



Are you sure you want to delete reported time? Row 1.

Yes - Delete

No - Do Not Delete

Step 4 -- Click Submit to confirm deletion.

A. On the Submit Confirmation page, click OK

Reported Time Status

Reported Time Status reflects the current status of all submitted timesheet entries. Submitted time can have the following status:

- Needs Approval – submitted time requiring Approval so that it can be paid
- Approved – submitted time has been Approved and can be paid
- Denied – submitted time was Denied and will not be paid.

The screenshot below displays all three statuses of Needs Approval, Approved and Denied reported time.

The screenshot shows the 'Timesheet' interface for Christi Heffron. It includes a menu on the left, a header with employee information, and a main table of reported time entries. A 'Reported Time Status' table is highlighted with a red box, showing entries with statuses: Needs Approval, Denied, Approved, and Denied.

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	11/02/2009	Needs Approval	10.00	ANNLV	
<input type="checkbox"/>	11/03/2009	Needs Approval	8.00	SCKTK	
<input type="checkbox"/>	11/04/2009	Denied	8.00	SCKTK	
<input type="checkbox"/>	11/06/2009	Approved	3.00	ANNLV	
<input type="checkbox"/>	11/06/2009	Denied	5.00	SCKTK	



*The Following Section is
For Central Personnel Use Only*

Enter a Comment for Reported Time

Whenever a change or correction is made to a timesheet, central Personnel staff will enter a comment explaining the change. All comments entered are fully auditable and cannot be changed or deleted. A comment is attached to the day and not to the individual time reporting code and hours submitted for the day.

Step 1 – In the Reported Time Status section, locate the reported time entry requiring a comment.

- A. **Click**  to open the Comments field.
- B. **Enter** comments and **click** .



*The Following Section is
For Central Personnel Use Only*

Comments

ADENA REPLOGLE Employee ID: 121356
 Job Title: Correctional Teacher Employee Record Number: 0

Date Under Report: 02/20/2012

Operator Id	DateTime Created	Source	Comment
1 HMINSON	02/25/2012 11:28PM	Time Reporting	Work on day off

Save Cancel

Step 2 – A warning page displays providing you with the opportunity to change your mind and cancel the comments. Click **OK** to confirm and save your comment.

Are you sure you want to save the comment(s) entered? (13504,10060)

Once the page is saved, the comments cannot be changed.
 Press OK to Save or press Cancel to return to the Comments page without saving.

OK Cancel



For Central Personnel Use Only

NOTE: The comment symbol changed from  to  providing a visual cue that comments exist for the date.

Timesheet
 ADENA REPLOGLE Employee ID: 121356
 Job Title: Correctional Teacher Employee Record Number: 0

[Click for Instructions](#)

View By: Date: [Refresh](#) << Previous Week Next Week >>
 Reported Hours: 8.00 Hours Scheduled Hours: 40.00 Hours << Previous Employee Next Employee >>

From Sunday 02/19/2012 to Saturday 02/25/2012

Timesheet

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup	Rate Code	Override Rate	Override Reason Code
	8.00						8.00	REGHR - Regular	PSNONCATSI			

[Reported Time Status - click to hide](#)

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	02/20/2012	Needs Approval	8.00	REGHR	

Step 3 – Click  to see the comments you entered or add additional comment.

Comments
 ADENA REPLOGLE Employee ID: 121356
 Job Title: Correctional Teacher Employee Record Number: 0

Date Under Report: 02/20/2012

Operator Id	DateTime Created	Source	Comment
1 HMINSON	02/25/2012 11:28PM	Time Reporting	Work on day off



Notice the Comment field is not editable. The following data is detailed:

- Sequence number.
- Operator ID – indicates the person that entered the comment.
- Date Time Created – indicates the date and time the comment was entered and saved.
- Source – comment was entered via the employee's Timesheet
- Comment



Reported Hours Summary

This section provides a summation of reported hours. Depending on the 'view' selected when accessing your timesheet, the summation of reported hours can be by day or week. The 'View By' determines the display and summarization of hours in the Reported Hours Summary section.

View By = Week

In the picture below the Reported Hours Summary provides a summary of reported hours by day and a total of Reported hours for the week.

CHRISTI HEFFRON Employee ID: 100104
 Job Title: Computer Technical Specialist Employee Record Number: 0

View By: **Week** Date: 11/02/2009
 Reported Hours: 34.00 Hours Scheduled Hours: 0.00 Hours

Mon 11/2	Tue 11/3	Wed 11/4	Thu 11/5	Fri 11/6	Sat 11/7	Sun 11/8	Total	Time Reporting Code	Taskgroup	Rate Code	Override Rate
10.00				3.00			13.00	ANNLV - Annual Leave Salar	PSNONTASK		
	8.00	8.00		5.00			21.00	SCKTK - Sick Leave Salaried	PSNONTASK		

Category	Mon 11/2	Tue 11/3	Wed 11/4	Thu 11/5	Fri 11/6	Sat 11/7	Sun 11/8	Total
Total Reported Hours	10.00	8.00	8.00	8.00		8.00		34.00

View By = Time Period

In the picture below the Reported Hours Summary provides a summary of reported hours by week and a total of hours for the Time Period.



Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
 - Time Management
 - Approve Time and Exceptions
 - Report Time
 - Timesheet
 - View Time
- Time and Labor
- Set Up HRMS
- Change My Password
- My Personalizations
- My System Profile

Timesheet

CHRISTI HEFFRON Employee ID: 100104
 Job Title: Computer Technical Specialist Employee Record Number: 0

[Click for Instructions](#)

View By: **Time Period** Date: 11/01/2009 [Help](#) << Previous Time Period Next Time Period >>
 Reported Hours: 98.00 Hours Scheduled Hours: 0.00 Hours << Previous Employee Next Employee >>

From Sunday 11/01/2009 to Monday 11/02/2009

Sun 11/1	Mon 11/2	Tue 11/3	Wed 11/4	Thu 11/5	Fri 11/6	Sat 11/7	Sun 11/8	Mon 11/9	Tue 11/10	Wed 11/11	Thu 11/12	Fri 11/13	Sat 11/14	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Sun 11/22	
10.00					8.00			8.00		8.00												
		8.00	8.00		5.00				8.00													50.00

[Submit](#)

[Reported Time Status - click to view](#)
[Reported Hours Summary - click to hide](#)

Category	WEEK 1 (from 11-01 to)	WEEK 2 (from 01-02 to)	WEEK 3 (from 01-02 to)	WEEK 4 (from 01-02 to 11-30) Total
Total Reported Hours	34.00	24.00	40.00	98.00

View By = Day

In the picture below the Reported Hours Summary provides a summary of reported hours by day.

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
 - Time Management
 - Approve Time and Exceptions
 - Report Time
 - Timesheet
 - View Time
- Time and Labor
- Set Up HRMS
- Change My Password
- My Personalizations
- My System Profile

Timesheet

CHRISTI HEFFRON Employee ID: 100104
 Job Title: Computer Technical Specialist Employee Record Number: 0

[Click for Instructions](#)

View By: **Day** Date: 11/02/2009 [Help](#) << Previous Day Next Day >>
 Reported Hours: 10.00 Hours Scheduled Hours: 0.00 Hours << Previous Employee Next Employee >>

Monday 11/02/2009

Mon 11/2	Total	Time Reporting Code	Taskgroup	Rate Code	Override Rate	Override Reason Code
10.00	10.00	ANNLV - Annual Leave Salary	PSNONTASK			

[Submit](#)

[Reported Time Status - click to view](#)
[Reported Hours Summary - click to hide](#)

Category	Mon 11/2	Total
Total Reported Hours	10.00	10.00



*The Following Section is
For Central Personnel Use Only*

Approve Reported Time

On the established monthly deadline for timesheet data entry, the central Personnel unit will approve all reported time.

Navigation: Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

Approve Reported Time provides the same employee selection criteria as the timesheet.

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Company	<input type="text"/>
Workgroup	<input type="text"/>

Clear Selection Criteria | Save Selection Criteria | Get Employees

View By: Date: 11/24/2009 << Previous Week | Next Week >>

Select	Name	Hours to be Approved	Reported Hours	Scheduled Hours	Exception Absence	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rcd Nbr	Workgroup	Company
<input type="checkbox"/>	NAME	0.000000	0.000000	0.000000		0.000000	0.000000				

Select All Deselect All



*The Following Section is
For Central Personnel Use Only*

The View By selections includes:

- All Time After
- All Time Before
- Day
- Week

It is strongly recommended that you use the 'View By = All Time Before' to ensure all reported time requiring approval for previous pay periods display.

Step 1 – View By – **select** All Time Before

Step 2 – Date: **Click**  to open a calendar and **select** the start day of the next Pay Period.

Step 3 – **Click**  to display timesheets for all of your employees.

The screenshot shows the Oracle HR system interface. On the left is a navigation menu with categories like 'My Favorites', 'Manager Self Service', and 'Time Management'. The main area contains search filters for 'First Name', 'Company', and 'Workgroup'. Below these are buttons for 'Clear Selection Criteria', 'Save Selection Criteria', and 'Get Employees'. A 'View By' dropdown is set to 'All Time Before' and the 'Date' is set to '03/01/2012'. A table below displays employee data for 'ANNAMARIE BOSARGE, Time Needing Approval Before 03/01/2012'.

Select	Name	Hours to be Approved	Employee ID	Empl Rcd Nbr	Workgroup	Company
<input type="checkbox"/>	ADENA REPLOGLE	36.00	121356	0	31ES7WRM	131
<input type="checkbox"/>	DOMINICA COCA	16.00	136941	0	31ES7WRM	131
<input type="checkbox"/>	KATHRYNE	40.00	109092	0	31ES7WRM	131



The Following Section is For Central Personnel Use Only

All of your employees with reported time requiring Approval are displayed. You can Approve or Deny reported time. To review the time requiring approval you can click the employee's hyperlinked name; this will open the employee's timesheet. Once you have reviewed the time, you can click the 'Return to Select Employee' hyperlink to return to the Approve Reported Time page.

Oracle Timesheet interface for ADENA REPLOGLE, Employee ID: 121356. Includes a menu on the left, a timesheet table with columns for days (Mon-Sun), Total, Time Reporting Code, Taskgroup, Rate Code, and Override Reason Code. The table shows reported hours for 02/20/2012 to 02/26/2012. A 'Go To' section at the bottom has a red arrow pointing to 'Return to Select Employee'.

You can approve reported time for one, several, or all employees.

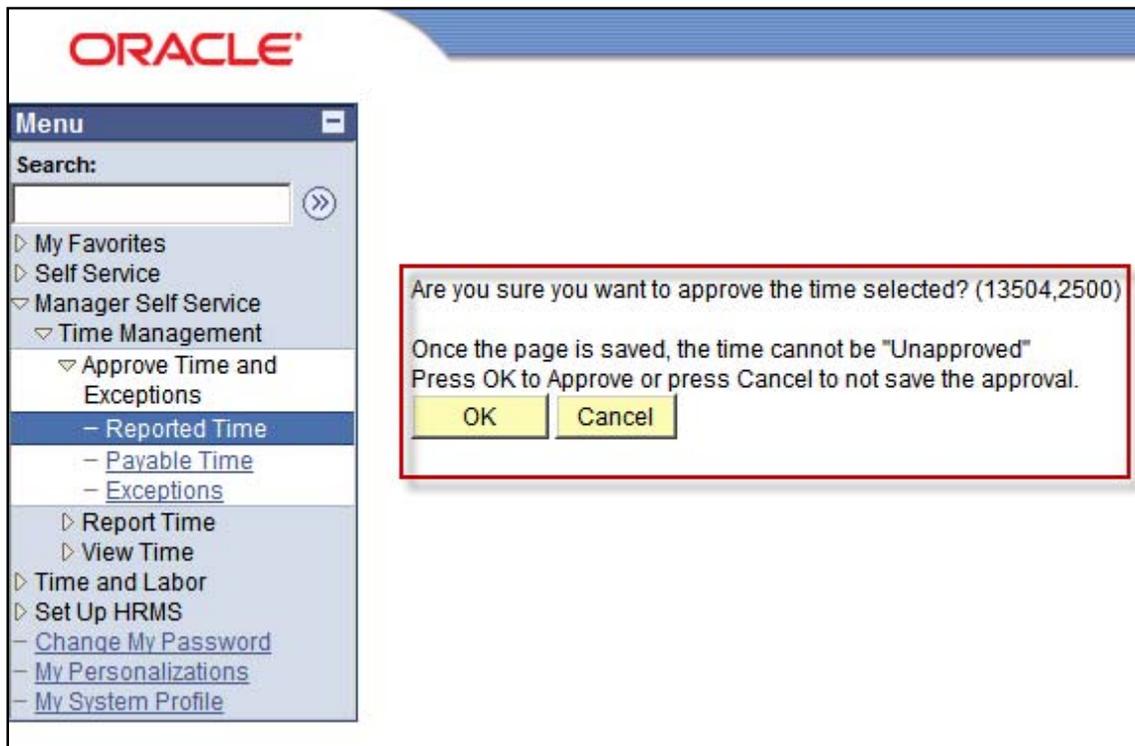


*The Following Section is
For Central Personnel Use Only*

You can use the following steps to approve reported time for one or several employees:

Step 1 – Check the Select box next to the employee(s) requiring approval

Step 2 – Click **Approve Selected** to approve reported time for the selected employees



Step 3 – A warning page displays providing you with the opportunity to change your entry. Click **OK** to process your entry.



View Payable Time

You can view an employee's Payable Time after Time Administration has processed their time. The Time Administration process converts all reported time into payable time, which can then be transferred to Payroll and/or Project Costing.

NOTE: The Time Administration process will automatically run 3 times each day, at 10:00 a.m., 2:00 p.m. and 5:30 p.m.

Navigation: Manager Self Service > Time Management > View Time > Payable Time Summary

Step 1 – Enter the Employee Selection Criteria

Step 2 – Click Get Employees

Step 3 – Click employee's hyperlinked name

Menu

- Time Management
 - Manage Schedules
 - Approve Time and Exceptions
 - Report Time
- View Time
 - Time and Labor Launch Pad
 - Payable Time Summary**
 - Payable Time Detail
 - Forecasted Time Summary
 - Forecasted Time Detail
 - Compensatory Time
 - Accumulators
- Workforce Administration
 - Benefits
 - Compensation
 - Time and Labor
 - Payroll for North America
 - Organizational Development
 - Workforce Monitoring
 - Set Up HRMS
 - Set Up SACR
 - Application Diagnostics
 - OK Custom

Payable Time Summary

Select Employee

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	121356
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Company	<input type="text"/>
Workgroup	<input type="text"/>

Clear Selection Criteria
Save Selection Criteria
Get Employees

Step 4 – Start Date – enter the first day of the week you would like to view

Step 5 – End Date – auto-populates based upon Start Date



Payable Time Summary

ADENA REPLOGLE

Employee ID: 121356

Job Title: Correctional Teacher

Employee Record Number: 0

Payable Time Detail displayed for up to thirty-one days.

Use the Refresh button to refresh the display of the selected statuses

Start Date: End Date: [Refresh](#)

Payable Time From 02/19/2012 To 02/25/2012

Time Reporting Code	Description	Type	Currency	Sun 2/19	Mon 2/20	Tue 2/21	Wed 2/22	Thu 2/23	Fri 2/24	Sat 2/25	Total Quantity
ANLVP	Annual Leave Taken	Hours			4.000000	8.000000	8.000000	8.000000	8.000000		36.000000
REGHR	Regular	Hours			4.000000						4.000000

- Go To: [Manager Self Service](#)
[Time Management](#)
[Detail Page](#)
[Return to Select Employee](#)

All time is displayed with one row per TRC. The total number of hours is displayed under each applicable day for each TRC. The total number of hours per TRC for the week is displayed under Total Quantity.



Holiday Time Reporting

On a holiday, the normal business process is to report holiday taken to use hours from Holiday Comp balance, if available, and holiday accrual hours to bank the holiday hours for that day.

Before reporting holiday hours, first you need to check to see if there are holiday balances available.

Holiday Time Reporting Code (TRC)

HOLCP – Holiday Taken (from oldest available Holiday/comp balance)

HOACC – Holiday Accrual

HOLPP – Holiday Pay (to pay holiday hours when there is no balance to be used; same as 8HE/8HU)

Refer to the Holiday Comp Plan graphic on the last page of this manual.

Holiday Off - With No Holiday Balance

Below is an example of a timesheet with holiday off and no holiday balance available:

Timesheet
 PURA OVERHOLT Employee ID: 127937
 Job Title: Probation and Parole Officer Employee Record Number: 0

[Click for Instructions](#)

View By: Week Date: 12/24/2011 Refresh << Previous Week Next Week >>

Reported Hours: 40.00 Hours Scheduled Hours: 24.00 Hours

Reported time on or before 02/29/2012 is for a prior period.

From Saturday 12/24/2011 to Friday 12/30/2011

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	Time Reporting Code	Taskgroup
12/24	12/25	12/26	12/27	12/28	12/29	12/30			
		8.00	8.00				16.00	HOLPP - Holiday Hours Paid	PSNONCATSK
0.00	0.00			8.00	8.00	8.00	24.00	REGHR - Regular	PSNONCATSK

Submit



Holiday Off - with Holiday balance of at least 8 hours

Below is an example of a timesheet with holiday off and a holiday balance available of at least 8 hours to be taken for the entire day:

The employee is using 8 hours of Holiday comp time - HOLCP

The employee is accruing 8 hours of Holiday to be banked for use later – HOACC

Timesheet
 PURA OVERHOLT Employee ID: 127937
 Job Title: Probation and Parole Officer Employee Record Number: 0

[Click for Instructions](#)

View By: Date: << Previous Week Next Week >>

Reported Hours: 72.00 Hours Scheduled Hours: 24.00 Hours
 Reported time on or before 01/31/2012 is for a prior period.

From Saturday 12/24/2011 to Friday 12/30/2011

Timesheet

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	Time Reporting Code	Taskgroup
12/24	12/25	12/26	12/27	12/28	12/29	12/30			
		8.00					16.00	HOACC - Holiday Accrued	PSNONCATSI
		8.00					8.00	HOLCP - Holiday CompTime	PSNONCATSI



Holiday Off – Holiday Falls on Employee’s Regular Day Off

Below is an example of a timesheet for an employee whose regular days off are Sunday and Monday.

The employee is accruing 8 hours of Holiday to be banked for use later – HOACC; and 0.00 REGHR is used to indicate day off on February 20.

Timesheet

PURA OVERHOLT Employee ID: 127937

Job Title: Probation and Parole Officer Employee Record Number: 0

View By: Week **Date:** 02/18/2012 [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 48.00 Hours **Scheduled Hours:** 32.00 Hours

Reported time on or before 02/29/2012 is for a prior period.

From Saturday 02/18/2012 to Friday 02/24/2012

Timesheet

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	Time Reporting Code	Taskgroup
2/18	2/19	2/20	2/21	2/22	2/23	2/24			
		8.00					8.00	HOACC - Holiday Accrued	PSNONCATSI
8.00	0.00	0.00	8.00	8.00	8.00	8.00	40.00	REGHR - Regular	PSNONCATSI



Holiday Off - with Holiday Balance Less Than 8 Hours

Below is an example of a timesheet with holiday off and a holiday balance of less than 8 hours. This example shows an employee with 4 hours holiday balance to be used.

The employee is using 4 hours holiday taken from balance.

The employee is accruing 4 hours holiday.

The employee is being paid 4 hours of holiday.

Timesheet

PURA OVERHOLT Employee ID: 127937

Job Title: Probation and Parole Officer Employee Record Number: 0

[Click for Instructions](#)

View By: Date: [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 12.00 Hours Scheduled Hours: 24.00 Hours

Reported time on or before 01/31/2012 is for a prior period.

From Saturday 12/24/2011 to Friday 12/30/2011

Timesheet

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	Time Reporting Code	Taskgroup
12/24	12/25	12/26	12/27	12/28	12/29	12/30			
		4.00					4.00	HOACC - Holiday Accrued	PSNONCATSI
		4.00					4.00	HOLCP - Holiday CompTime I	PSNONCATSI
		4.00					4.00	HOLPP - Holiday Hours Paid	PSNONCATSI



Holiday Work – Hours Work At Least 8 Hours

In the example below, the employee works 8.25 hours each on two holidays.

The employee works 8.25 on a holiday – REGWB

The employee is accruing a total of 16 hours of holiday comp time – HOACC

Timesheet

ASLEY DEROSSETT Employee ID: 155769
 Job Title: Correctional Security Officer Employee Record Number: 0

View By: Week **Date:** 12/24/2011 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 32.50 Hours **Scheduled Hours:** 24.00 Hours

Reported time on or before 02/29/2012 is for a prior period.

Main Content **Day 12/24/2011 to Friday 12/30/2011**

Timesheet

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	Time Reporting Code	Taskgroup
12/24	12/25	12/26	12/27	12/28	12/29	12/30			
		8.00	8.00				16.00	HOACC - Holiday Accrued	PSNONCATSI
		8.25	8.25				16.50	REGWB - DOC-Worked/Attenc	PSNONCATSI



Holiday Work – Hours Work Less Than 8 Hours, Balance Available

In the example below, the employee works 4 hours on a holiday. The employee has available holiday comp time of 4 hours to be used.

The employee takes 4 hours holiday comp time – HOLCP

The employee works 4 hours on a holiday – REGHR

The employee is accruing 8 hours of holiday comp time – HOACC

Timesheet

ASLEY DEROSSETT Employee ID: 155769

Job Title: Correctional Security Officer Employee Record Number: 0

[Click for Instructions](#)

View By: Week Date: 12/24/2011 Refresh [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 16.00 Hours **Scheduled Hours:** 24.00 Hours

Reported time on or before 02/29/2012 is for a prior period.

From Saturday 12/24/2011 to Friday 12/30/2011

Timesheet [EEE]

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	Time Reporting Code	Taskgroup
12/24	12/25	12/26	12/27	12/28	12/29	12/30			
		8.00					8.00	HOACC - Holiday Accrued	PSNONCATSI
		4.00					4.00	REGHR - Regular	PSNONCATSI
		4.00					4.00	HOLCP - Holiday CompTime	PSNONCATSI

Submit



Holiday Work – Hours work less than 8 hours with partial balance

In the example below, the employee works 2 hours on a holiday. The employee has 2 hours available holiday comp time to be used.

- The employee works 2 hours on a holiday – REGHR
- The employee takes 2 hours holiday comp time – HOLCP
- The employee is paid 4 hours of regular holiday pay – HOLPP
- The employee is accruing 4 hours of holiday comp time – HOACC

Timesheet
 ASLEY DEROSSETT Employee ID: 155769
 Job Title: Correctional Security Officer Employee Record Number: 0

[Click for instructions](#)

View By: Date: << Previous Week Next Week >>

Reported Hours: 12.00 Hours Scheduled Hours: 24.00 Hours
 Reported time on or before 01/31/2012 is for a prior period.

From Saturday 12/24/2011 to Friday 12/30/2011

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	Time Reporting Code	Taskgroup	Rate Code	Override Rate	Override Reason Code
		4.00					4.00	HOACC - Holiday Accrued	PSNONCATSI			
		4.00					4.00	HOLPP - Holiday Hours Paid	PSNONCATSI			
		2.00					2.00	HOLCP - Holiday CompTime	PSNONCATSI			
		2.00					2.00	REGHR - Regular	PSNONCATSI			

Note: Holiday Work – Hours accrued in one week for use later in month

Holiday hours worked (or earned on a regular day off) are not available for immediate use. The system only grants these hours after the leave accrual process has been run. Therefore, the hours accrued in one month are available for use on the first day of the following month.

This also applies to:

- Exempt employees who accrue Compensatory time.
- Employees who accrue Administrative leave due to hazardous weather.



Leave Without Pay Reporting

When reporting Leave Without Pay, the number of leave without pay hours should be reduced if the employee worked additional hours for the week. The total number of work hours + leave without pay hours + leave taken hours should not be more than 40 hours when leave without pay hours are present in the week.

Leave Without Pay – With No Extra Hours Worked

Below is an example of a timesheet of an employee who has 8 hours of Leave Without Pay for the week. The employee is receiving 8 hours of Leave Without Pay on Monday and works 8 hours a day for the remainder of the week.

Timesheet

ASLEY DEROSSETT Employee ID: 155769
 Job Title: Correctional Security Officer Employee Record Number: 0

[Click for Instructions](#)

View By: Date: << [Previous Week](#) [Next Week](#)

Reported Hours: 40.00 Hours Scheduled Hours: 40.00 Hours
 Reported time on or before 02/29/2012 is for a prior period.

From Saturday 02/04/2012 to Friday 02/10/2012

Timesheet

Sat 2/4	Sun 2/5	Mon 2/6	Tue 2/7	Wed 2/8	Thu 2/9	Fri 2/10	Total	Time Reporting Code	Taskgroup
		8.00					8.00	LWPHS - Authorized Leave w/	PSNONCATSI
0.00	0.00		8.00	8.00	8.00	8.00	32.00	REGHR - Regular	PSNONCATSI



Leave Without Pay – Worked Extra Hours

Below is an example of a timesheet of an employee who was absent Without Pay on Monday. The employee then works 10 hours on Tuesday, 8 hours from Wednesday through Friday.

On the timesheet, the 8 hours of Leave Without Pay is reduced by 2 hours because the employee has an additional 2 hours worked on Tuesday. Notice that the total reported hours for the week is 40 hours.

Note: Leave without pay should be reduced by the number of extra hours worked for the week

Timesheet
 ASLEY DEROSSETT Employee ID: 155769
 Job Title: Correctional Security Officer Employee Record Number: 0

[Click for Instructions](#)

View By: Week Date: 02/04/2012 Refresh << Previous Week Next Week >>

Reported Hours: 40.00 Hours Scheduled Hours: 40.00 Hours

From Saturday 02/04/2012 to Friday 02/10/2012

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	Time Reporting Code	Taskgroup	Rate Code	Override Rate	Override Reason Code
2/4	2/5	2/6	2/7	2/8	2/9	2/10						
		6.00					6.00	AWOLP - Unauthorized Lv w/o	PSNONCATS			
0.00	0.00		10.00	8.00	8.00	8.00	34.00	REGHR - Regular	PSNONCATS			

Submit



Running Queries

Several queries exist that you can use to extract Time and Labor data.

Running a query:

Navigation: Reporting Tools > Query Viewer

Query Viewer

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

*Search By: Query Name begins with

[Advanced Search](#)

Step 1 – Type in the first few words of the query name such as “GO_TL” in the Query Name field and **click** to pull up a list of Time and Labor queries available.

NOTE: You can enter the full name of query and **click** .



Query Viewer

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

* Search By: begins with

[Advanced Search](#)

Search Results

Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
GO_TL_AUDIT_ELAPSED_TME_EMP	Audit Time by Employee ID	Public		HTML	Excel	Schedule	Favorite
GO_TL_AUD_TIME_POSTED_BY_OPRID	Audit Time Posted by Oper ID	Public		HTML	Excel	Schedule	Favorite
GO_TL_CHECK_WORKGROUPS	Employees by Workgroups	Public		HTML	Excel	Schedule	Favorite
GO_TL_COMPLEAV_MISS_NOTLX	Missing Comp Leave	Public		HTML	Excel	Schedule	Favorite
GO_TL_COMP_DAY_BAL	Compensatory Balance by EmplID	Public		HTML	Excel	Schedule	Favorite
GO_TL_COMP_PLAN_ENROLLMENT	List of comp plans by employee	Public		HTML	Excel	Schedule	Favorite
GO_TL_ELAPSED_TIME_BY_LOC	Elapsed Time by Location	Public		HTML	Excel	Schedule	Favorite
GO_TL_EXCEPTIONS_BY_AGENCY_DIV	Exception by Agency	Public		HTML	Excel	Schedule	Favorite
GO_TL_FMLA_TRC	Payable Time by FMLA TRC's	Public		HTML	Excel	Schedule	Favorite
GO_TL_LEAVE_BAL	Leave and Comp Balances	Public		HTML	Excel	Schedule	Favorite
GO_TL_PAYABLE_STATUS_SP		Public		HTML	Excel	Schedule	Favorite
GO_TL_PAYABLE_TIME_BY_EMPLID	ALL Payable Time by EmplID -af	Public		HTML	Excel	Schedule	Favorite

Step 2 – Click the HTML or Excel hyperlink to run a query.

In this example, **select** query: GO_TL_COMP_DAY_BAL by clicking on the HTML hyperlink.



EmpID:

Comp Plan (COMPREG,SHARED,etc):

[View Results](#)

ID	Empl Rcd#	Comp Plan	Rpt Dt	TRC	Action	Quantity	End Bal
----	-----------	-----------	--------	-----	--------	----------	---------

Step 3 – Some queries prompt for values. For this example, enter the employee ID, and the Comp Plan and **click** [View Results](#). The query returned the results below:

EmpID:

Comp Plan (COMPREG,SHARED,etc):

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (1 kb)

View All First Last

	ID	Empl Rcd#	Comp Plan	Rpt Dt	TRC	Action	Quantity	End Bal
1	161993	0	COMPREG	02/11/2009	CTEH	X	15.000000	0.000
2	161993	0	COMPREG	08/15/2008	CTEH	E	15.000000	15.000
3	161993	0	COMPREG	07/30/2008	CTE	X	20.000000	0.000
4	161993	0	COMPREG	06/02/2008	CTT	T	2.000000	0.000
5	161993	0	COMPREG	05/01/2008	CTT	T	6.000000	2.000
6	161993	0	COMPREG	04/01/2008	CTT	T	4.000000	8.000
7	161993	0	COMPREG	03/03/2008	CTT	T	8.000000	12.000
8	161993	0	COMPREG	02/01/2008	CTE	E	20.000000	20.000

At this point, you can print the page, or download query to Excel by clicking the Excel Spreadsheet link.



Add Queries to Favorites

You can add frequently generated queries to your Favorites list.

Step 1 – To add a query, **click** the Favorite hyperlink next to the query.

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

* Search By: Query Name begins with GO_TL

Search [Advanced Search](#)

Search Results
*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
GO_TL_AUDIT_ELAPSED_TME_EMP	Audit Time by Employee ID	Public		HTML	Excel	Schedule	Favorite
GO_TL_AUD_TIME_POSTED_BY_OPRID	Audit Time Posted by Oper ID	Public		HTML	Excel	Schedule	Favorite
GO_TL_CHECK_WORKGROUPS	Employees by Workgroups	Public		HTML	Excel	Schedule	Favorite
GO_TL_COMPLEAV_MISS_NOTLX	Missing Comp Leave	Public		HTML	Excel	Schedule	Favorite
GO_TL_COMP_DAY_BAL	Compensatory Balance by EmplID	Public		HTML	Excel	Schedule	Favorite

Now, the query is in your Favorites list whenever you access Query Viewer.

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

Search By: Query Name begins with

Search [Advanced Search](#)

My Favorite Queries

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Remove
GO_BB_LEAVE_ACCRUALS	Accrued Sick and Vacation	Public		HTML	Excel	Schedule	-
GO_BB_LEAVE_SUMMARY	Leave Summ Rep by Accrual Date	Public		HTML	Excel	Schedule	-
GO_TL_AUDIT_ELAPSED_TME_EMP	Audit Time by Employee ID	Public		HTML	Excel	Schedule	-
GO_TL_COMP_DAY_BAL	Compensatory Balance by EmplID	Public		HTML	Excel	Schedule	-



Schedule a Query to Run

Large queries may take a long time to run; you can schedule these queries to run to avoid system time-out.

Navigation: Reporting Tools > Query > Schedule Query

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

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

Step 1 – Click to select a Run Control ID or go to “Add a New Value” Tab to add a new Run Control ID.

Schedule Query

Run Control ID: test [Report Manager](#) [Process Monitor](#)

Query Name:

Description:

[Update Parameters](#)

Prompt Name	Value
AGENCY	<input type="text" value="452"/>

Step 2 – In Query Name field, type in the query name to be scheduled to run. In this example, the query prompts for the agency value.

Step 3 – After all fields are filled, click .



Process Scheduler Request

User ID: HMINSON Run Control ID: test

Server Name: PSUNX Run Date: 11/03/2008
 Recurrence: Run Time: 7:26:38AM [Reset to Current Date/Time](#)
 Time Zone:

Process List

Select	Description	Process Name	Process Type	'Type	'Format	Distribution
<input checked="" type="checkbox"/>	Scheduled Query Program	PSQUERY	Application Engine	Web	XLS	Distribution

OK Cancel

Step 4 – Type in the Run Date and Run Time for the query to process, click [OK](#)

Schedule Query

Run Control ID: test [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 774903

Query Name: GO_TL_PAY_TIME_BY_PAY_PERIOD [Search](#)

'Description: Paytime-Pay Period (ES,RP) - N

[Update Parameters](#)

Prompt Name	Value
AGENCY	452

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Add](#) [Update/Display](#)

Step 5 – To access a scheduled query that has run, click [Process Monitor](#) link. Process Monitor can also be accessed by the following:



Navigation: People Tools > Process Scheduler > Process Monitor

Process List **Server List**

View Process Request For

User ID: HMINSON Type: Last: 3 Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | 1 of 1

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	774903		Application Engine	PSQUERY	HMINSON	11/03/2008 7:26:38AM CST	Success	Posted	Details

Notice the Process Name is PSQUERY.

Step 6 – Click [Details](#) link when the Run Status indicates “Success” and Distribution Status indicates “Posted”.

Process Detail

Process

Instance: 774903 Type: Application Engine
 Name: PSQUERY Description: Scheduled Query Program
 Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: test Hold Request
 Location: Server Queue Request
 Server: PSUNX Cancel Request
 Recurrence: Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 11/03/2008 7:36:11AM CST [Parameters](#) Transfer
 Run Anytime After: 11/03/2008 7:26:38AM CST [Message Log](#) [View Locks](#)
 Began Process At: 11/03/2008 7:36:35AM CST [Batch Timings](#)
 Ended Process At: 11/03/2008 7:43:06AM CST [View Log/Trace](#)

Step 7 – Click [View Log/Trace](#) link.



View Log/Trace
Report

Report ID: 3361 **Process Instance:** 774903 [Message Log](#)
Name: PSQUERY **Process Type:** Application Engine
Run Status: Success

Paytime-Pay Period (ES,RP) - N

Distribution Details

Distribution Node: pshttp **Expiration Date:** 11/10/2008

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_774903.stdout	276	11/03/2008 7:43:06.000000AM CST
GO_TL_PAY_TIME_BY_PAY_PERIOD-774903.xls	415,744	11/03/2008 7:43:06.000000AM CST

Distribute To

Distribution ID Type	Distribution ID
User	HMINSON

Step 8 – Click the link with the *.xls extension to open the query results. You can open the query or save it in Excel format.



Appendix A -Time Reporting Codes – Facility Timekeepers

Below is a list of Time Reporting Codes for timesheet entry by Facility Timekeepers:

TRC	Description
ADLCH	Administrative Leave / Cooling Off
ADMAC	Administrative Leave Accrual
ADMPD	Administrative Leave due to Hazardous Weather (No available balance)
ADMPP	Administrative Weather Hours Used (From oldest available balance)
ADMUS	Administrative Leave – Office Closed due to Unsafe Working Conditions
ADMWK	Administrative Leave worked/accrued during hazardous weather (include REGHR)
ANLVP	Annual Leave
AWOLP	Unauthorized Absence / Leave w/o Pay
CTPT2	Compensatory Time used (Exempt employees only)
ENFLP	Enforced Leave
FLCH2	FMLA, Compensatory Time (Exempt employees only)
FLWPO	FMLA, Leave Without Pay
FMALP	FMLA, Annual Leave
FMHLP	FMLA, Holiday
FMLSP	FMLA, Sick Leave
FMSHP	FMLA, Shared / Donated Leave
FMWCC	FMLA, Worker’s Comp Leave Without Pay
FURHR	Furlough
HOACC	Holiday Accrued
HOLCP	Holiday Comp Time Hours Used (from available balance)
HOLPP	Holiday Hours Accrued and Used on same day (no available balance)
HREG	Hourly Regular Pay (TEMPORARY employees only)
JURYE	Jury and Court Service
LWPHM	Military Leave Without Pay
LWPHS	Leave without Pay (authorized)
LWPSP	Suspension Without Pay
MFALP	Military Family Leave, Annual
MFLSP	Military Family Leave, Sick



MFHLP	Military Family Leave, Holiday
MFSHP	Military Family Leave, Donated
MFLWP	Military Family Leave, Without Pay
MFCT2	Military Family Leave, Compensatory Time (Exempt employees only)
MILVP	Military Leave With Pay
ORGLP	Organizational Leave
REGHR	Hours Worked (refer to OP-110120, II.B.1.)
REGWB	Worked & Attended Shift Briefing
REGWC	Worked CERT Training
REGWL	Worked & Conducted Shift Briefing
SCKPP	Sick Leave
SHLVP	Shared / Donated Leave
SUSPH	Suspension With Pay
WCANP	Workers Comp, Annual Leave Supplement
WCSHP	Workers Comp, Shared Leave Supplement
WCSKP	Workers Comp, Sick Leave Supplement
WCWOH	Workers Comp, Leave Without Pay



Appendix B - Time Reporting Codes – Central Personnel Staff

Below is a list of additional Time Reporting Codes which may be used by Central Personnel/Payroll Staff:

TRC	Description
ADJ	Earnings Adjustments
ADLAD	Admin Leave Cooling Off Adjustment
ADMAD	Admin Leave Adjustment
ANNAD	Annual Leave Adjustment Code
ANNLS	Annual Leave Lost/Paid
ANREC	Annual Leave Received
CTE2	Comp Time Earned
CTEA2	Comp Time Earn Adjustment
CTEH2	Comp Time - 1.5
CTPD2	Comp Time Payout
CTTA2	Comp Time Taken Adjustment
ENCNV	Enforced for Conversion
ENFAD	Enforced Leave Adjustment
ENFRE	Enforced Leave Reset
GIVAN	Annual Leave Given
GIVSK	Sick Hours Given
HLEPY	Holiday Extra Pay
HOTAD	Holiday Taken Adjustment
INDIN	Individual Incentive
LONGO	Longevity (RIF, Retire)
LONGS	Longevity Payout - Severance
LONGV	Longevity
LWPHW	Authorized LWOP Hours Paid Tracking
NATLP	National Disaster Leave Hours Paid
NONDP	Non-DP Incentive
ORGRE	Organizational Leave Reset
OTPAY	Overtime @ 1.5x
OTPLG	Overtime Amount Only



OTSTR	Overtime @ 1.0x (Straight)
RADJ	Retro Pay Adjustment
SEVRN	Severance Pay
SHLAD	Shared Leave Adjustment
SHLGV	Shared Leave Given Back
SHLNA	Shared Leave Non-Term Adjust
SHLNR	Shared Leave Non-Term Reduce
SHLNT	Shared Leave Non-Terminal
SHLTA	Shared Leave - Term ILL Adjust
SHLTR	Shared Leave - Terminally Ill
SHREC	Shared Leave Received
SICAD	Sick Hours Adjustment
SICRC	Sick Leave Received
TERM	Annual Leave Payout
VRBO	VOBO/RIF RBA Amounts
WCADP	Workers Comp - Admin Leave Hours Paid
WCCT2	Workers Comp Compensatory Time Paid



Appendix C - Conversion of DOC Time/Leave Codes to PeopleSoft Time Reporting Codes

DOC Code	DOC Description	PeopleSoft TRC
A	Annual leave	ANLVP
AA	Administrative Leave/office closed due to unsafe conditions	ADMUS
AC	Administrative Leave/Cooling off period	ADLCH
AE	Administrative/Weather Earned (worked during reduction in service)	ADMWK
AE/AU	Administrative/Weather Earned and Used on same date (no balance)	ADMPD
AU	Administrative/Weather Used (from existing balance)	ADMPP
C	Compensatory used (Exempt employees only)	CTPT2
DL	Donated Leave used	SHLVP
DO	Day Off	0 - REGHR
E	Enforced leave	ENFLP
FA	Family leave, annual	FMALP
FC	Family leave, compensatory (Exempt employees only)	FLCH2
FD	Family leave, donated leave	FMSHP
FH	Family leave, holiday	FMHLP
FO	Family leave, without pay	FLWPO
FS	Family leave, sick	FMLSP
HE	Holiday Earned (include hours worked or day off on holiday)	HOACC
HU	Holiday Used (from existing balance)	HOLCP
HE/HU	Holiday Earned and Used on Same Date (no balance to use)	HOLPP
J	Court & Jury Service	JURYE
M	Military leave	MILVP
MO	Military leave without pay	LWPHM
MA	Military Family leave, annual	MFALP
MC	Military Family leave, compensatory (Exempt employees only)	MFCT2
MD	Military Family leave, donated leave	MFSHP
MH	Military Family leave, holiday	MFHLP
MS	Military Family leave, sick	MFLSP
MX	Military Family leave, without pay	MFLWP
O	Leave without pay (approved)	LWPHS
P	Professional/Organizational	ORGLP
PS	Suspension with pay	SUSPH
S	Sick leave	SCKPP
T	Termination date (NOT USED IN PEOPLESOFT)	-----
TA	Workers' Comp., annual leave supplement	WCANP
TD	Workers' Comp., donated leave	WCSHP



CORE Oklahoma

TF	Workers' Comp., LWOP/FMLA	FMWCC
TS	Workers' Comp., sick leave supplement	WCSKP
TT	Workers' Comp., LWOP	WCWOH
UA	Unauthorized Absence	AWOLP
W	Hours worked (see OP-110120, II.B.1.)	REGHR
WB	Worked & attended briefing	REGWB
WC	Worked CERT Training	REGWC
WL	Worked & conducted briefing	REGWL
WT	Hours worked (TEMPORARY employees only)	HREG
XO	Suspension without pay	LWPSP
ZO	Furlough	FURHR