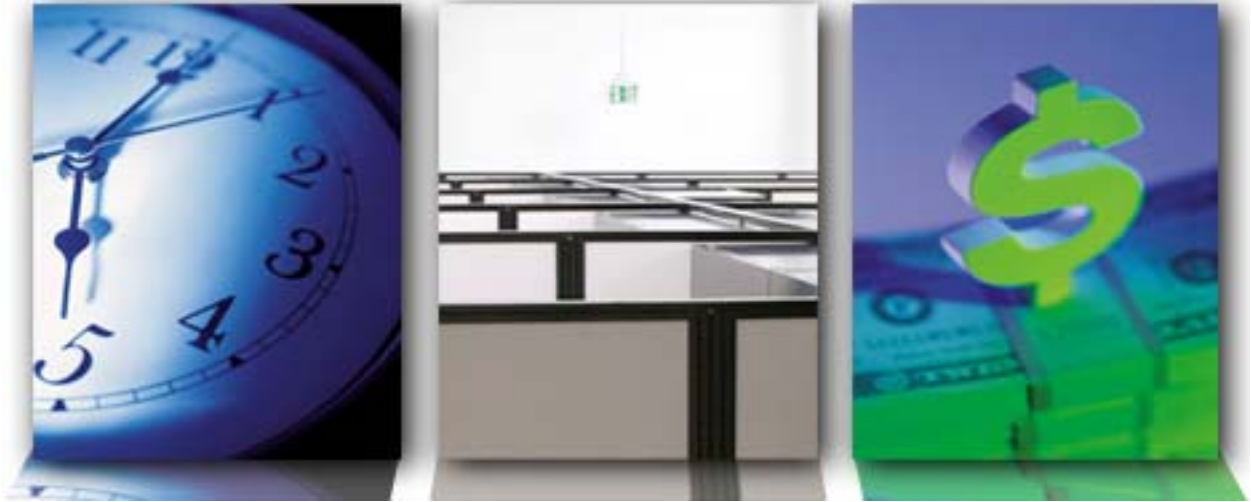


# Department Time Administrator (DTA)



## Reference Guide Human Resource Information System

V3

**ASU**

**oasis** Online Administrative &  
Student Information System

**Notes:**

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**Notes:**

## Overview

This guide will show you how to approve, input and change employees' time in PeopleSoft. Specifically, you will learn how to:

- approve time reported by non-exempt employees
- approve vacation/ sick leave requested by all employees
- make additions and corrections to time reported by non-exempt employees
- change how search results are entered and displayed

**Notes:**

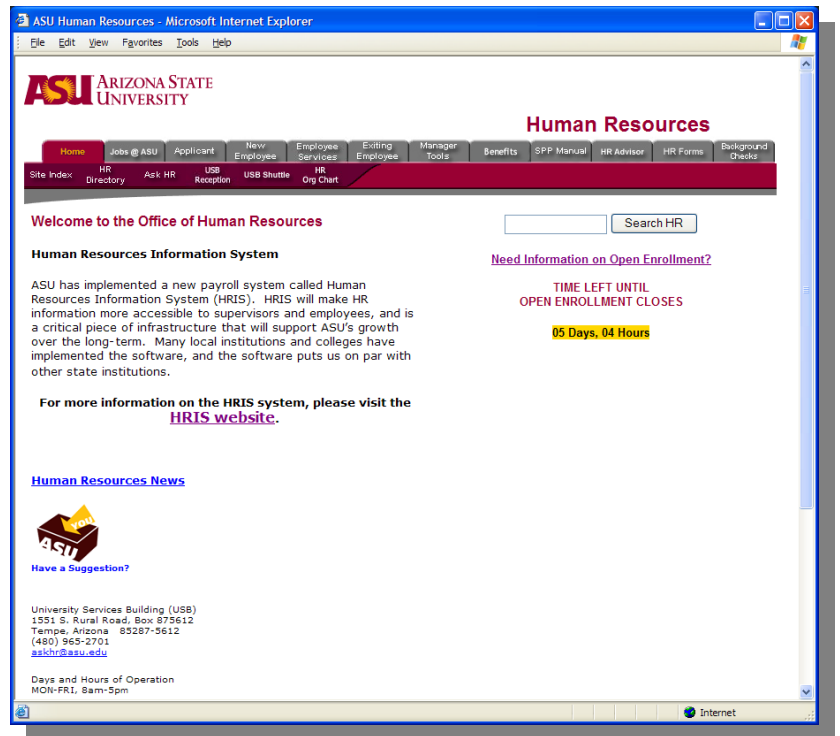
## Helpful Web Sites

### HR Web Site

[www.asu.edu/hr](http://www.asu.edu/hr)

The HR website will continue to be your source for HR information.

From here you can access important forms (like time sheets and time adjustment forms) and the HRIS website.



### HRIS Web Site

[hcm.asu.edu/](http://hcm.asu.edu/)

This site is your one stop for all information about HRIS.

Most relevant to you is the *DTA Bulletin Board*, located on the bottom right.

It holds the latest news and information relevant to the DTA role.



## Accessing PeopleSoft

Step 1 – Open a web browser

Step 2 - Go to <https://hrsa.oasis.asu.edu>

Setp 3 – Login with your asurite id and password

ORACLE<sup>®</sup>

PEOPLESOFT ENTERPRISE

User ID:

Password:

To set trace flags, click [here](#)

Your account has been disabled.

Select a Language:

<a href="#">English</a>	<a href="#">Español</a>
<a href="#">Dansk</a>	<a href="#">Deutsch</a>
<a href="#">Français</a>	<a href="#">Français du Canada</a>
<a href="#">Italiano</a>	<a href="#">Magyar</a>
<a href="#">Nederlands</a>	<a href="#">Norsk</a>
<a href="#">Polski</a>	<a href="#">Português</a>
<a href="#">Suomi</a>	<a href="#">Svenska</a>
<a href="#">Čeština</a>	<a href="#">日本語</a>
<a href="#">한국어</a>	<a href="#">Русский</a>
<a href="#">ไทย</a>	<a href="#">简体中文</a>
<a href="#">繁體中文</a>	<a href="#">العربية</a>

You can access PeopleSoft from any web browser that is connected to the internet.

## Approve Time for Employees

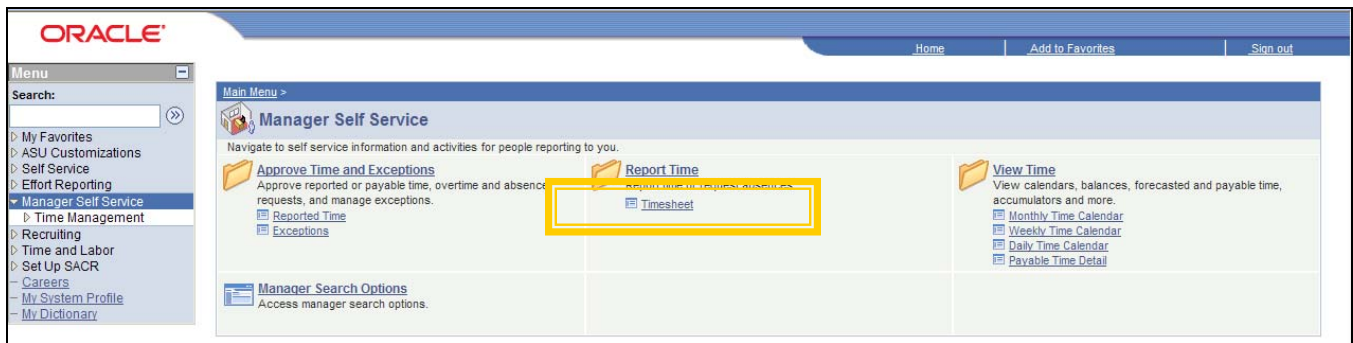
Here is how to approve time reported by your department's employees.

Reported time comes in two types:

- 1) Non-exempt employees will report the number of hours they work each day.
- 2) ALL employees will request paid time off (vacation or sick leave)


In both cases, you will approve the time via the time sheet. For paid time off, you must check that the employee has accrued enough time and has managerial approval. Your department will set the procedures for asking for and getting managerial approval of time off.

Once you have logged into PeopleSoft, navigate to the time sheet as follows:  
Manager Self Service -> Time Management -> Report Time -> Time Sheet



To see employees, click on the *Get Employees* button. You can also narrow your search by selecting a specific department from the *Group ID* field and then clicking on the *Get Employees* button.

NOTE: you will only be able to see the department(s) that you have requested when you ask for the DTA role.

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

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"/>
Business Unit	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

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

Employees For Martha Steinacker, Totals From 08/18/2007 - 08/24/2007

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Job	Description
Name		0.000000	0.000000	0.000000		0.000000	0.000000			

[Approve Reported Time](#)

You will see all of the employees.

Your job as the DTA is to approve the employees' hours, so that the numbers in the *Hours to be approved* column are all zero.

There are many columns in this view that can help you manage an employee's time reporting. The percent FTE, pay group (hourly, student, etc), business unit, position number, supervisor and many more are listed.

To approve time, there is an *approve Reported Time* link at the bottom of the link. Only use this if you are sure that you have the authority to approve all of the employees' time shown on the list. Often, you will see more employees on the list than you actually have the authority to approve.

To approve a individual employee's hours click on their name.

Report Time

**Timesheet Summary**

Employee Selection Criteria

Description	Value
Group ID	00022
EmplID	
Empl Rcd Nbr	
Last Name	
First Name	
Business Unit	
Workgroup	
Position Number	

Get Employees

View By: Week Date: 08/22/2007 Refresh << Previous Week Next Week >>

**Employees For Martha Steinacker, Totals From 08/20/2007 - 08/26/2007**

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Job	Description
A	Office Asst/Receptionist	16.00	0.00	0.00		16.00	0.00	10005	170210	University Testing Services
A	Computer Operator	16.00	8.00	0.00		8.00	0.00	10005	171890	University Testing Services
C	Student Worker	0.00	0.00	0.00		0.00	0.00	10005	983000	University Testing Services
C	Testing Supervisor	40.00	40.00	0.00		0.00	0.00	10005	440270	University Testing Services
C	Testing Supervisor	12.00	12.00	0.00		0.00	0.00	10005	440270	University Testing Services
D	Computer Oper Support Spec Sr	0.00	0.00	0.00		0.00	0.00	10005	171880	University Testing Services
L	Program Coordinator Sr	0.00	0.00	0.00		0.00	0.00	10005	170150	University Testing Services

This is the time sheet for an individual employee. You will approve their hours from here.

In this example, the employee has reported regular hours and requested vacation time.

You can view the time sheet by the day, week or time period by choosing from the *view by* drop down menu.

You can quickly navigate to the next employee or week by using the links at the top right of the time sheet.

To approve yours, click on the check boxes next to the hours you wish to approve (or click on select all, if desired) and then click on Approve Selected.

Note that C B added two additional lines so that she could use more than one type of Time Reporting codes.

**Timesheet**  
Employee: **Camille B. Bennett** EmplID: 1000  
Job Title: Testing Supervisor Empl Rcd Nbr: 0  
Hourly Rate: 11.54

View By: Week Date: 08/20/2007  
Reported Hours: 40.00 Hours Scheduled Hours: 0.00 Hours

Navigation: << Previous Week Next Week >>  
<< Previous Employee Next Employee >>

From Monday 08/20/2007 to Sunday 08/26/2007

Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Total	Time Reporting Code
8.00	8.00	8.00					24.00	HRY - Reg Hours
			8.00				8.00	VAH - Vacation Hourly
				8.00			8.00	VNP - Unpaid Vacation

Submit

Reported Time Status - click to hide

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	08/20/2007	Needs Approval	8.00	HRV	
<input type="checkbox"/>	08/21/2007	Needs Approval	8.00	HRV	
<input type="checkbox"/>	08/22/2007	Needs Approval	8.00	HRV	
<input type="checkbox"/>	08/23/2007	Needs Approval	8.00	VAH	
<input type="checkbox"/>	08/24/2007	Needs Approval	8.00	VNP	

Select All Deselect All Approve Selected Deny Selected

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

If the hours to be approved are vacation or sick hours, click on the *Balances – click to view* link first and ensure that the employee has enough hours to support the request time off. If not, contact the employee, and deny those hours.

After clicking the Select All button the Select column now shows that each date has a check mark next to it so that they will all be approved.

You are now ready to click the Approve Selected button.

**NOTE: This example uses a non-exempt’s timesheet. The process is the same for an exempt employee.**

**Timesheet**

EmpID: 1000  
Job Title: Testing Supervisor  
Empl Rcd Nbr: 0  
Hourly Rate: 11.54

View By: Week Date: 08/20/2007 Refresh << Previous Week Next Week >>  
Reported Hours: 40.00 Hours Scheduled Hours: 0.00 Hours << Previous Employee Next Employee >>

From Monday 08/20/2007 to Sunday 08/26/2007

Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Total	Time Reporting Code
8.00	8.00	8.00					24.00	HRY - Reg Hours
			8.00				8.00	VAH - Vacation Hourly
				8.00			8.00	VNP - Unpaid Vacation

Submit

**Reported Time Status - click to hide**

Select	Date	Status	Total	Time Reporting Code	Comments
<input checked="" type="checkbox"/>	08/20/2007	Needs Approval	8.00	HRY	
<input checked="" type="checkbox"/>	08/21/2007	Needs Approval	8.00	HRY	
<input checked="" type="checkbox"/>	08/22/2007	Needs Approval	8.00	HRY	
<input checked="" type="checkbox"/>	08/23/2007	Needs Approval	8.00	VAH	
<input checked="" type="checkbox"/>	08/24/2007	Needs Approval	8.00	VNP	

Select All Deselect All Approve Selected Deny Selected

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

You will see these two screens.


The message on this first screen is misleading. You will be able to change and re-approve any time that you have previously approved within the current pay period.

Click OK



Click OK



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

### Timesheet

Employee: **Christine Blevins**      EmpID: 1000  
 Job Title: Testing Supervisor      Empl Rcd Nbr: 0






[Click for Instructions](#)      Hourly Rate: 11.54

View By:       Date:        << Previous Week      Next Week >>  
 Reported Hours: 40.00 Hours      Scheduled Hours: 0.00 Hours      << Previous Employee      Next Employee >>     

From Monday 08/20/2007 to Sunday 08/26/2007

Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Total	Time Reporting Code		
8.00	8.00	8.00					24.00	HRY - Reg Hours		- +
			8.00				8.00	VAH - Vacation Hourly		- +
				8.00			8.00	VNP - Unpaid Vacation		- +

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

Date	Status	Total	Time Reporting Code	Comments
08/20/2007	Approved	8.00	HRY	
08/21/2007	Approved	8.00	HRY	
08/22/2007	Approved	8.00	HRY	
08/23/2007	Approved	8.00	VAH	
08/24/2007	Approved	8.00	VNP	

[Reported Hours Summary - click to view](#)  
[Balances - click to view](#)

Go To: [Manager Self Service](#)  
[Time Management](#)

The hours are now approved.

The DTA deadline is always noon on Monday following a pay period. All hours must be approved by then.

**Notes:**



If a DTA needs to make any changes in the reported hours of a timesheet, they need to document the change on a Time Adjustment Form which is filed in the departmental file for five years.

Submit these TAFs (Time Adjustment Forms) directly to Payroll after a pay period has ended since you will not be able to correct timesheets at that time.

## To enter time for an employee

The employee must give you a signed time sheet. There is one at [www.asu.edu/hr/forms](http://www.asu.edu/hr/forms) (look under T for timesheet) or you can use your own.

Because you are entering the data for the employee, they must give you a signed form and you must keep it for 5 years for audit purposes.

Once they have given you a signed time sheet, return to the time sheet in PeopleSoft, go to their time sheet, enter the hours, select the correct time reporting code and click on submit. You can approve the hours immediately, if desired.

**Timesheet**  
 EmpID: 1000  
 Job Title: Office Asst/Receptionist  
 Empl Rcd Nbr: 0  
 Hourly Rate: 10.11

View By: Week Date: 08/20/2007 Refresh << Previous Week Next Week >>  
 Reported Hours: 16.00 Hours Scheduled Hours: 0.00 Hours Next Employee >>

From Monday 08/20/2007 to Sunday 08/26/2007

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Time Reporting Code
8.00	8.00						16.00	HRY - Reg Hours

Submit

Date	Status	Total	Time Reporting Code	Comments
08/20/2007	Approved	8.00	HRY	
08/21/2007	Approved	8.00	HRY	

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

**Step 1** – Enter the correct time by referencing the Time Adjustment form.

**Step 2** – Click on the + sign to add a new line so that we can enter an additional Time Reporting Code.

Occasionally you may need to change reported time that has been approved. This section shows how to correct and add additional Time Reporting Codes.

### Timesheet

Job Title: Office Asst/Receptionist      Empl Rcd Nbr: 0

---

[Click for Instructions](#)      Hourly Rate: 10.11

View By: Week      Date: 08/20/2007      [Refresh](#)      [<< Previous Week](#)      [Next Week >>](#)

Reported Hours: 16.00 Hours      Scheduled Hours: 0.00 Hours      [Next Employee >>](#)

From Monday 08/20/2007 to Sunday 08/26/2007

Timesheet ☰

Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Total	Time Reporting Code		
8.00	4.00						16.00	HRY - Reg Hours	-	+
	4								-	+

Submit

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

Date	Status	Total	Time Reporting Code	Comments
08/20/2007	Approved		8.00 HRY	☺
08/21/2007	Approved		8.00 HRY	☺

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

[Balances - click to view](#)

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

**Step 3** – Click into the **Tue** field to change 8 to 4.

**Step 4** – Click into the second line under the **Tue** field and type 4.

### Timesheet

Job Title: Office Asst/Receptionist      Empl Rcd Nbr: 0

---

[Click for Instructions](#)      Hourly Rate: 10.11

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

Reported Hours: 16.00 Hours      Scheduled Hours: 0.00 Hours      Next Employee >>

**From Monday 08/20/2007 to Sunday 08/26/2007**

Timesheet

Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Total	Time Reporting Code		
8.00	4.00						16.00	HRY - Reg Hours	<input type="button" value="-"/>	<input type="button" value="+"/>
	4								<input type="button" value="-"/>	<input type="button" value="+"/>

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

Date	Status	Total	Time Reporting Code	Comments
08/20/2007	Approved		8.00 HRY	<input type="button" value="Comment"/>
08/21/2007	Approved		8.00 HRY	<input type="button" value="Comment"/>

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

[Balances - click to view](#)

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

**Step 5** – Click on the drop-down menu **arrow** to view Time Reporting Codes.

**Timesheet**

At [Employee Name] EmplID: 1000  
 Job Title: Office Asst/Receptionist Empl Rcd Nbr: 0

---

[Click for Instructions](#) Hourly Rate 10.11

View By:  Date:  
 << [Previous Week](#) [Next Week >>](#)  
 Reported Hours: 16.00 Hours Scheduled Hours: 0.00 Hours [Next Employee >>](#)

From Monday 08/20/2007 to Sunday 08/26/2007

Timesheet

Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Total	Time Reporting Code
8.00	4.00						16.00	HRY - Reg Hours
	4							

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

Date	Status	Total	Time Reporti
08/20/2007	Approved	8.00	HRH
08/21/2007	Approved	8.00	HRH

[Reported Hours Summary - click to view](#)  
[Balances - click to view](#)


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

BEP - Bereavement Leave Hourly  
 CAB - Call Back  
 CTH - Comp Time Taken Hourly  
 CTX - Comp Time Officers  
 HOP - Holiday Pay Hourly  
 HOU - Unpaid Holiday  
 HRY - Reg Hours  
 JRP - Jury Duty Pay Hourly  
 MIP - Military Leave Pay Hourly  
 PTP - Parental Leave Hourly  
 SCP - Sick Leave Hourly  
 SNP - Unpaid Sick  
 STB - Standby Pay  
 UPH - Unpaid Hours  
**VAH - Vacation Hourly**  
 VNP - Unpaid Vacation

**Step 6 – Click on VAH - Vacation Hourly**

Note that there is a greater variety of Time Reporting Codes available to the DTA.

**Timesheet**


EmplID: 1000  
 Job Title: Office Asst/Receptionist Empl Rcd Nbr: 0

---

[Click for Instructions](#)
Hourly Rate 10.11

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

Reported Hours: 16.00 Hours Scheduled Hours: 0.00 Hours
[Next Employee >>](#)

From Monday 08/20/2007 to Sunday 08/26/2007

Timesheet

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Time Reporting Code		
8/20	8/21	8/22	8/23	8/24	8/25	8/26				
8.00	4.00						16.00	<input type="text" value="HRY - Reg Hours"/>	-	+
	4							<input type="text" value="VAH - Vacation Hourly"/>	-	+

Submit

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

Date	Status	Total	Time Reporting Code	Comments
08/20/2007	Approved		8.00 HRY	
08/21/2007	Approved		8.00 HRY	

[Reported Hours Summary - click to view](#)  
 [Balances - click to view](#)

Go To: [Manager Self Service](#)

[Time Management](#)  
[Return to Select Employee](#)

**Step 7 – Click the **Submit** button.**

Timesheet

**Submit Confirmation**

The Submit was successful.

Reported Time for the Week of 2007-08-20 to 2007-08-26 is submitted

**Step 8 – Click **OK**.**

### Timesheet

Job Title: Office Asst/Receptionist      EmplID: 1000  
 Empl Rcd Nbr: 0

[Click for Instructions](#)      Hourly Rate: 10.11

View By: Week      Date: 08/20/2007      [Refresh](#)      [<< Previous Week](#)      [Next Week >>](#)  
 Reported Hours: 16.00 Hours      Scheduled Hours: 0.00 Hours      [Next Employee >>](#)

**From Monday 08/20/2007 to Sunday 08/26/2007**

Timesheet

Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Total	Time Reporting Code		
8.00	4.00						12.00	HRY - Reg Hours	-	+
	4.00						4.00	VAH - Vacation Hourly	-	+

[Submit](#)

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

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	08/20/2007	Approved	8.00	HRV	
<input type="checkbox"/>	08/21/2007	Needs Approval	4.00	HRV	
<input type="checkbox"/>	08/21/2007	Needs Approval	4.00	VAH	

[Select All](#)      [Deselect All](#)      [Approve Selected](#)      [Deny Selected](#)

[Reported Hours Summary - click to view](#)  
[Balances - click to view](#)

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

**Step 9** – Click **Select All** to prepare to approve the change.

### Timesheet

Job Title: Office Asst/Receptionist      EmplID: 1000  
 Empl Rcd Nbr: 0

[Click for Instructions](#)      Hourly Rate: 10.11

View By: Week      Date: 08/20/2007      [Refresh](#)      [<< Previous Week](#)      [Next Week >>](#)  
 Reported Hours: 16.00 Hours      Scheduled Hours: 0.00 Hours      [Next Employee >>](#)

From Monday 08/20/2007 to Sunday 08/26/2007

Timesheet ☰

Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Total	Time Reporting Code		
8.00	4.00						12.00	HRY - Reg Hours	-	+
	4.00						4.00	VAH - Vacation Hourly	-	+

[Submit](#)

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

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	08/20/2007	Approved	8.00	HR Y	
<input checked="" type="checkbox"/>	08/21/2007	Needs Approval	4.00	HR Y	
<input checked="" type="checkbox"/>	08/21/2007	Needs Approval	4.00	VAH	

[Select All](#)      [Deselect All](#)      [Approve Selected](#)      [Deny Selected](#)

[Reported Hours Summary - click to view](#)  
[Balances - click to view](#)

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

**Step 10** – Click **Approved Selected** to approve the change.

Are you sure you want to approve the time selected? (13504,2500)

Once the page is saved, the time cannot be "Unapproved"  
Press OK to Approve or press Cancel to not save the approval.

OK

Cancel

**Step 11 – Click Ok.**

Timesheet

### Approve Confirmation



The Approve was successful.

OK

**Step 12 – Click Ok.**

### Timesheet

Job Title: Office Asst/Receptionist      EmplID: 1000  
 Empl Rcd Nbr: 0

---

[Click for Instructions](#)      Hourly Rate: 10.11

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

Reported Hours: 16.00 Hours      Scheduled Hours: 0.00 Hours      Next Employee >>

---

From Monday 08/20/2007 to Sunday 08/26/2007

Timesheet

Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Total	Time Reporting Code		
8.00	4.00						12.00	HRY - Reg Hours	-	+
	4.00						4.00	VAH - Vacation Hourly	-	+

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

Date	Status	Total	Time Reporting Code	Comments
08/20/2007	Approved	8.00	HRV	
08/21/2007	Approved	4.00	HRV	
08/21/2007	Approved	4.00	VAH	

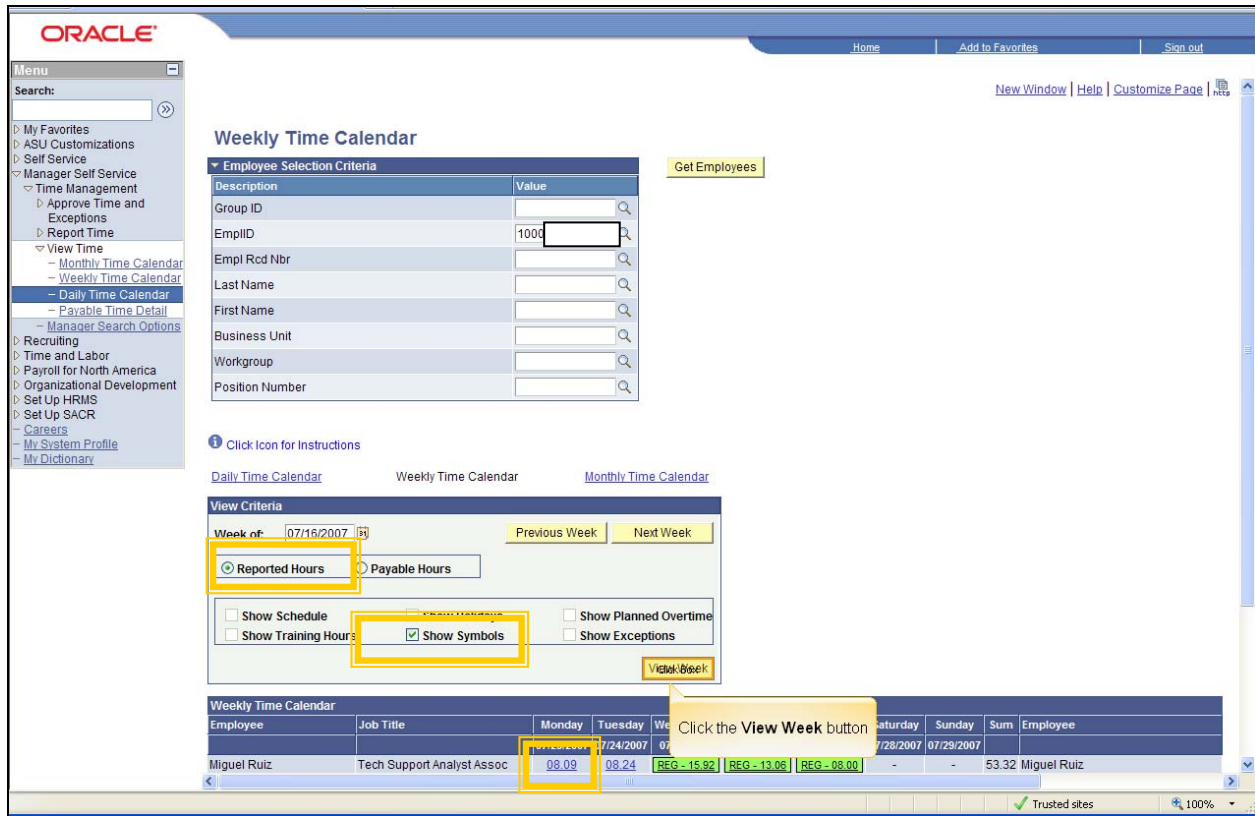
[Reported Hours Summary - click to view](#)  
[Balances - click to view](#)

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

The change is approved.

**Notes:**

## Weekly Time Calendar View



### Reported Hours

**Step 1** – Click on the **Weekly Time Calendar** view in the **View Time** menu.

**Step 2** – Look up your employee using their ID # or criteria of your choice.

**Step 3** – Click **Get Employees**

**Step 4** – Click on the radial button titled **Reported Hours**

**Step 5** – Click a checkmark into the **Show Symbols** area. This will color code the various types of pay an individual has generated. Eg. REG hours are green.

**Step 6** – Click on the **View Week** button to bring up Reported Hours.

### Payable Hours

**Step 1** – Click on the **Payable Hours** radial button.

**Step 2** – Click on the **View Week** button.

**Note:** The **Monthly, Daily, and Payable Time Detail** views are useful as well.

**Note:** Click on the hours links (Eg. 08.09 is highlighted above) to view details about them.

## Payable Hours

[Daily Time Calendar](#)      Weekly Time Calendar      [Monthly Time Calendar](#)

**View Criteria**

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

Reported Hours       Payable Hours

Show Schedule       Show Holidays       Show Planned Overtime  
 Show Training Hours       Show Symbols       Show Exceptions

[View Week](#)

Weekly Time Calendar										
Employee	Job Title	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Sum	Employee
Penny Wall	Tech Support Analyst Senior	-	-	-	-	-	-	-	-	Penny Wall
Sri Babu Kalluri	Student Worker IV	-	-	-	-	-	-	-	-	Sri Babu Kalluri

The **Payable Hours** view in the system shows the quantity of hours for which the person will be paid. It reflects all adjustments made by the system. Employees can see this view.

Some additional codes; in the PAYABLE time when reviewing/calculating employees hours;

**HOP** = holiday pay

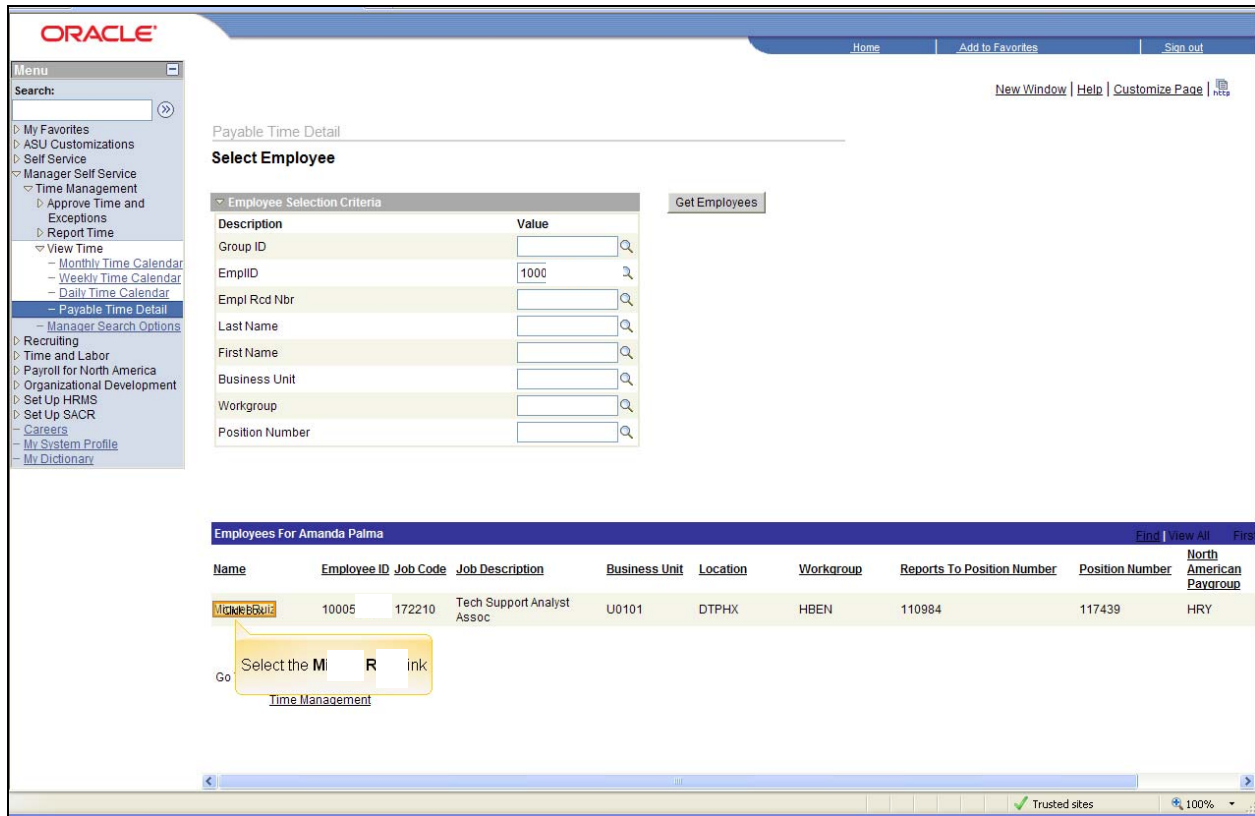
**CE5** = the time and ½ (portion) for overtime pay shows up w/ CEP, then this is the time and ½ so for 2.75 (CEP) this would show as 1.375 paid

**CEP** = comp time paid, this is the hours IE: 2.75 paid at straight

**CTE** = comp time earned

## Payable Time Details

Figure 31

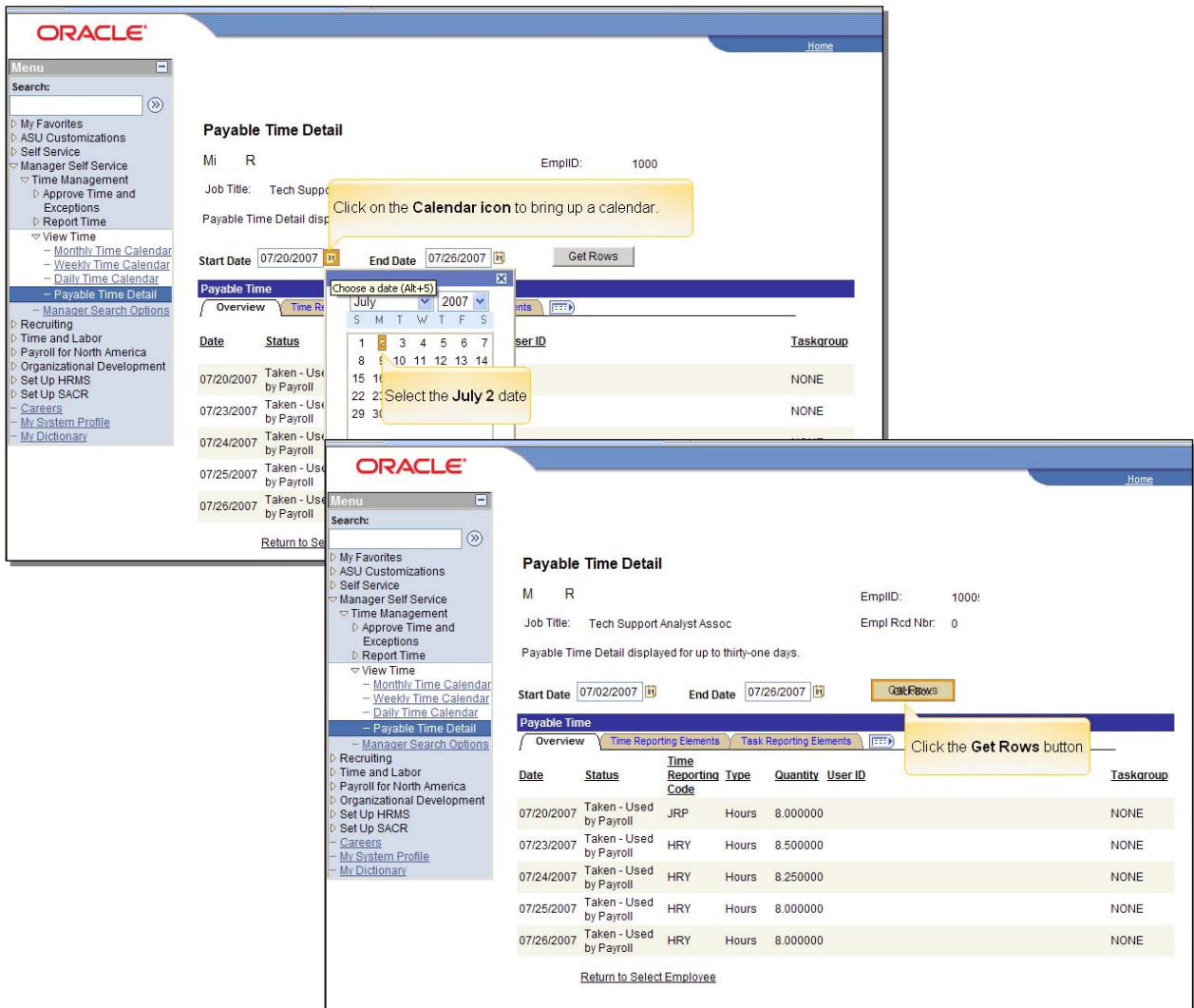


The Payable Time Detail view lists the status of an employee’s pay.

**Step 1** – Click on the **Payable Time Detail** link under the **View Time** menu.

**Step 2** – After entering your search data, click **Get Employees**.

**Step 3** – Click on the **employee name** you wish to view.



**Step 4** – Click on the **calendar icon**, and choose a date to view.

**Step 5** – Click the **Get Rows** button.

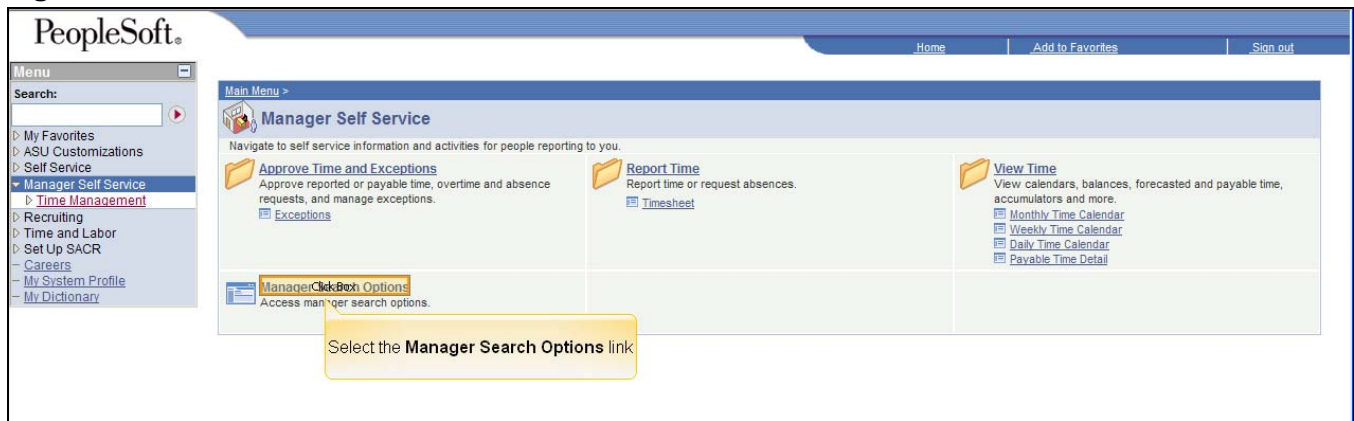
**Step 6** – View **Payable Time Detail**.

## Setting DTA Search Options

Departmental Time Administrators (DTA) and supervising managers can establish the selection criteria they will use when searching for employees.

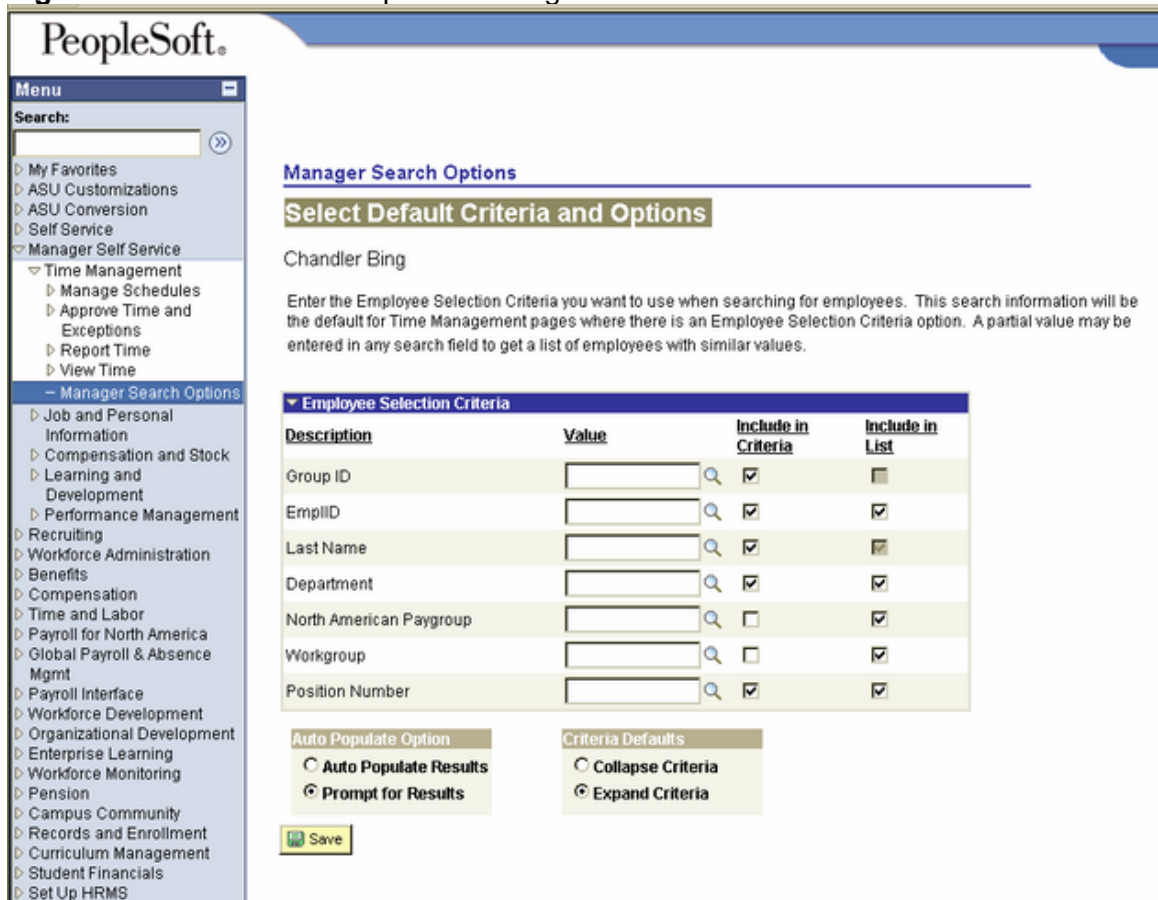
Managers can also set up display preferences for viewing employees selected through the self-service menus.

**Figure 1**



**Step 1 – Select the Manager Search Options link**

**Figure 2 – View of Search Options Settings**



Select the menu listing or icon for **Manager Search Options** and click. Clicking on this menu item displays the **Select Default Criteria and Options** screen.

This page allows each manager to specify criteria and display options used to search for employees. The search information selected here is used as the default for all self service pages used by the manager where there is an employee search capability.

Place a check in the box in the **Include in Criteria** column if you wish to use this value to search for employees.

Place a check in the box in the **Include in List** if you wish the value to be included in the listing of employees returned by the search.

Selecting the **Prompt for Results** button requires the manager to click on the **Get Employees** button after entering specific criteria on the search screen before results of the search are returned.

With **Auto Populate Results** selected, the search screen automatically returns all employees assigned to that manager by Department or T&L security.

The **Auto Populate** option has proven to be very slow in returning results and may return more data than is needed for a given operation.

The **Expand Criteria** option presents the manager with the full list of selected criteria on every search screen.

The **Collapse Criteria** option eliminates the criteria listing from the search screens. For ease of understanding and use, the **Expand Criteria** option is better and less confusing.

These options can be changed by the manager at any time. After selecting the desired options, click on the **Save** button.

**Notes:**

## Appendix

### Examples of Time Reporting Codes (TRCs) by Position Type

#### Hourly TRCs

Time Reporting Code
HRY - Reg Hours
BEP - Bereavement Leave Hourly
CAB - Call Back
CTH - Comp Time Taken Hourly
CTX - Comp Time Officers
HOP - Holiday Pay Hourly
HOU - Unpaid Holiday
<b>HRY - Reg Hours</b>
JRP - Jury Duty Pay Hourly
MIP - Military Leave Pay Hourly
PTP - Parental Leave Hourly
SCP - Sick Leave Hourly
SNP - Unpaid Sick
STB - Standby Pay
UPH - Unpaid Hours
VAH - Vacation Hourly
VNP - Unpaid Vacation

#### Salaried

Time Reporting Code
BER - Bereavement Leave Exempt
JRY - Jury Duty Pay Exempt
MIL - Military Leave Pay Exempt
PTL - Parental Leave Exempt
SCK - Sick Leave Exempt
VAC - Vacation Leave Exempt

#### Academic Professional ACD

Time Reporting Code
BER - Bereavement Leave Exempt
JRY - Jury Duty Pay Exempt
MIL - Military Leave Pay Exempt
PTL - Parental Leave Exempt
SCK - Sick Leave Exempt

#### A12

Time Reporting Code
BER - Bereavement Leave Exempt
JRY - Jury Duty Pay Exempt
MIL - Military Leave Pay Exempt
PTL - Parental Leave Exempt
SCK - Sick Leave Exempt

#### Student

Time Reporting Code
STH - Student Regular Hours

**Notes:**

## Employment Definitions for PeopleSoft Implementation

### Regular/Temporary Status:

**Regular** – a position which is considered to be part of the established staff compliment; will be recurring from year to year.

**Short Term Temporary** – a position which is established to respond to a temporary increased workload not to exceed 6 months in duration.

**Long Term Temporary** – a position which is established to respond to a temporary increased workload due to additional short term project or special initiative needs which will extend 6 months or more, but not to exceed 2 years

**Seasonal** – a position which recurs during high (or peak) work or volume needs typically associated with an established work schedule (can be either full or part time, as defined above); assignment will be of a short duration (not to exceed 5 consecutive months) and occurs during the same time periods from year to year; may be employed as either full or part time during the period in which they are required.

### Full/Part Time:

**Full Time** – designated as working no less than 2,080 hours per fiscal year (40 hours per week, 52 weeks); 1,560 hours per academic year (40 hours per week, 39 weeks); representing a 1.0 FTE. Seasonal staff can be defined as full time during the period in which they are employed; however they are not benefit eligible.

**Part Time** – less than a 1.0 FTE; if assignment is less than .5 FTE; not benefits eligible; greater than .5 FTE but less than 1.0 FTE is benefits eligible.

**PRN** – (less than .1 FTE) a position that is established to provide additional staff on an as needed basis due to unexpected staffing shortage to meet workload of area; not benefit eligible; typically paid at a premium rate in recognition of the highly variable nature of the assignment.

**Notes:**

## Benefit Eligibility by Employment Definition

Benefits eligibility is a combination of being hired to work at least .5 FTE or greater for a duration of 6 months or more in any employee classification other than Graduate or Student Worker.

Retirement eligibility occurs upon accumulation of working an average of 20 hours over 20 weeks within a fiscal year (.5 FTE for 20 weeks or greater in a fiscal year)

	<b>PART-TIME &lt;.5 FTE</b>	<b>PART-TIME &gt;=.5 FTE</b>	<b>FULL-TIME =1.0 FTE</b>
<b>REGULAR</b>	Non-Benefits/Non-Retirement Eligible	Benefits & Retirement Eligible	Benefits & Retirement Eligible
<b>LONG-TERM TEMPORARY</b>	Non-Benefits/Non-Retirement Eligible	Benefits & Retirement Eligible	Benefits & Retirement Eligible
<b>SHORT-TERM TEMPORARY</b>	Non-Benefits/Non-Retirement Eligible	Non-Benefits Eligible; May be Retirement Eligible	Non-Benefits Eligible; May be Retirement Eligible
<b>SEASONAL</b>	Non-Benefits/Non-Retirement Eligible	Non-Benefits Eligible; May be Retirement Eligible	Non-Benefits Eligible; May be Retirement Eligible
<b>PRN</b>	Non-Benefits/Non-Retirement Eligible	Non-Benefits Eligible; May be Retirement Eligible	Non-Benefits Eligible; May be Retirement Eligible

### Employee Classifications (EMPL CLASS)

Administrative (Admin)	Faculty w/Admin Appointment (FacAdmAppt)
Academic Professional (Acadmc Prof)	Graduate Student (GradAstAsc)
Academic Professional w/Admin Appointment (AcPrfAdmAp)	Post Doctoral Scholars (Post Doc)
Classified (Classified)	Service Professional (Srcv Prof)
Faculty (Faculty)	Student (Student)

**Notes:**

## Key board Shortcuts

There are also keyboard shortcuts for all of the above buttons and links listed below:

(Hot keys perform immediate actions. When you press one, the designated action occurs. Note that several hot keys perform different functions depending on the page that you are on, such as a transaction page or a search page.)

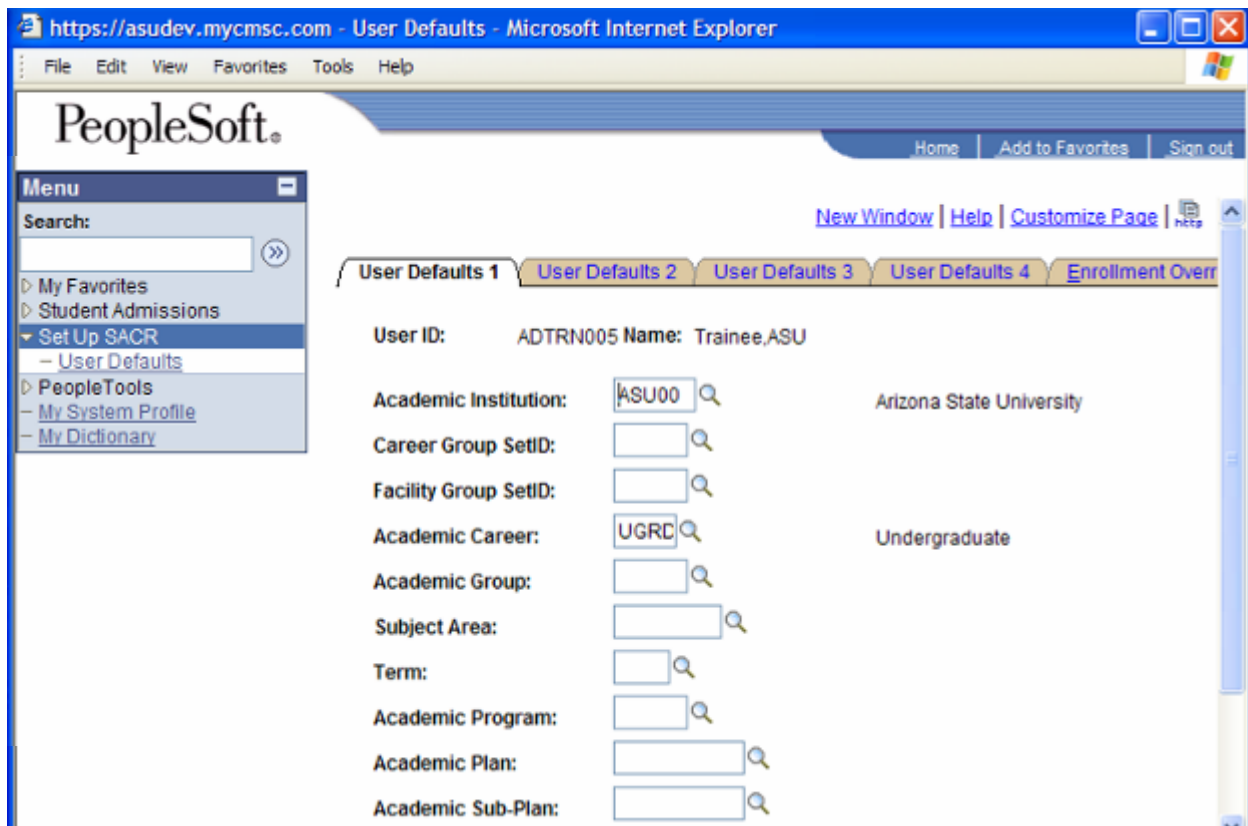
- Saves a page in a transaction.
- ALT+1 Moves to the Search or Add button on a search or look up page.  
Moves to the OK button on a secondary page.
- ALT+2 Returns to the search page from the transaction page.
- ALT+3 View the next row in the list when the button is active.
- ALT+4 View the previous row the in list when the button is active.
- ALT+5 Accesses the Look Up page.  
Opens the calendar prompt.
- ALT+6 Opens the pop-up window on a page.
- ALT+7 Inserts a row in a grid or scroll area.
- ALT+8 Deletes a row in a grid or scroll area.
- ALT+0 When in Expert Entry mode, activates the Refresh button, which validates the data entered on the page.
- ALT+ . View the next set of rows in a grid or scroll area.
- ALT+ , View a previous set of rows in a grid or scroll area.
- ALT+ / Finds data in a grid or scroll area.
- ALT+ ‘ View all rows of data in a grid, scroll area, or search page results list.**
- ALT+ \ Toggles between Add a New Value and Find an Existing Value on a search page.
- CTRL+ J Displays the system information page.
- CTRL+ K When on a search or transaction page, accesses a page with a list of keyboard navigation shortcuts using hot keys and access keys.
- CTRL+ Y Toggles the menu pagelet between collapse and expand.
- CTRL+TAB Toggles the focus through the frame set.  
Activates the OK button, where appropriate.
- ENTER On a search page, activates the Search button.  
On a look up page, activates the lookup button.
- ESC Activates the Cancel button, where appropriate.

One last important item to know is the online Help. There is a link in the upper right hand corner that says "Help" and this link will take you to the help topic related to the page you are currently working with. You must be in the element for the help topic to be connected.

## Set Your User Defaults

You can pre-set the values in commonly used fields so that when you see that field on a page, the value is pre-typed in. This does not lock the value in place. It's just like someone comes along and types in the value right before you see the page.

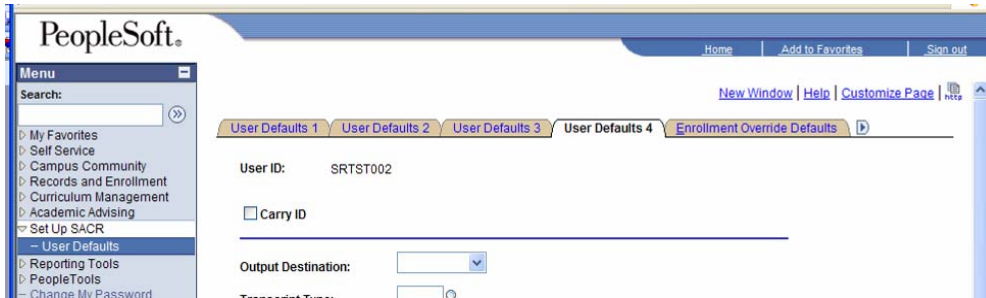
To navigate to this page: Home> Set Up SACR > User Defaults. Your screen should look like this:



Each Tab contains different fields. All the fields you are interested in are on the **User Defaults 1** tab.

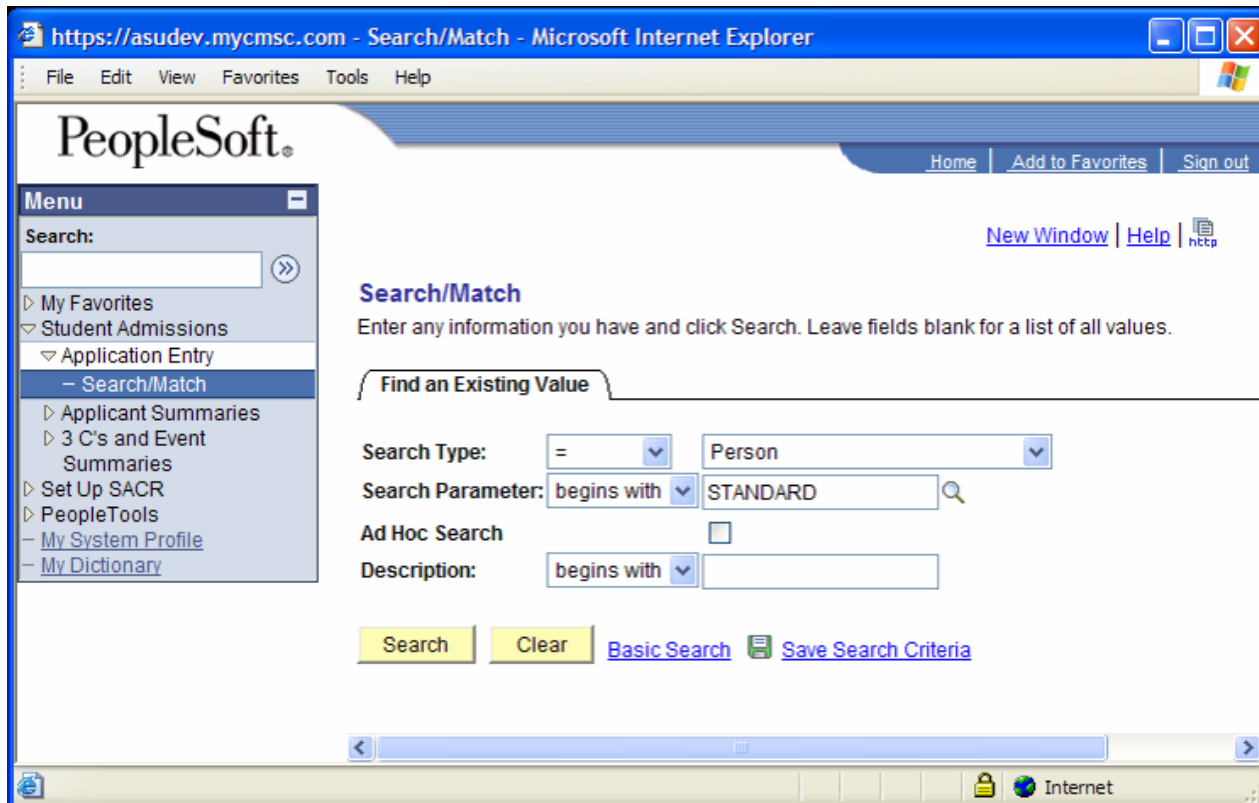
We suggest that you set the Academic Institution to ASU00, and set your Career, Group and Term to your commonly used values.

On the **User Defaults 4** tab, there is a checkbox for **Carry ID**. Clicking this box will remember the ID of the student you have searched for, and pre-type it into other pages as you navigate around the student services center.



## Add Favorites

The last item this lesson will cover is how to add frequently used pages to your favorites. This function is very convenient because it allows you to “bookmark” these pages so you won’t have to navigate to them every time. To add a page to your favorites, all you need to do is to navigate to the page you want to bookmark and then click the Add to Favorites link near the top of the page. Then, you can navigate to My Favorites and see the link there. You can create your own name for your page. The page shot below shows the Search/ Match added to My Favorites:



You can also edit your favorites at any time.

**Notes:**

## Next Steps

### Access

The OASIS functional teams are currently determining the ASU business requirements and necessary security authorizations for employees to perform their jobs in the new system. Specific Data Stewards/Trustees have been identified from each functional unit to work with the OASIS Security Team. Since the current administrative systems display data in different ways than the new Student Administration or Human Capital Management systems, access approvals will not automatically transfer.

**To submit a new request for access, click on this link:**

**[www.asu.edu/interactive/oasis/AddSecurityRequest](http://www.asu.edu/interactive/oasis/AddSecurityRequest)**

The title of the role to request for Time and Labor is **Department Time Administrator**.

You will find more information about Security Roles and requesting access for them at this website:

**<http://www.asu.edu/oasis/support/Access.html>**

### **Set your browser to work with PeopleSoft –**

Find step by step instructions at the OASIS web site:

**[http://www.asu.edu/courses/oasis/\\_JobAids/SetYourBrowserforPeopleSoft.pdf](http://www.asu.edu/courses/oasis/_JobAids/SetYourBrowserforPeopleSoft.pdf)**