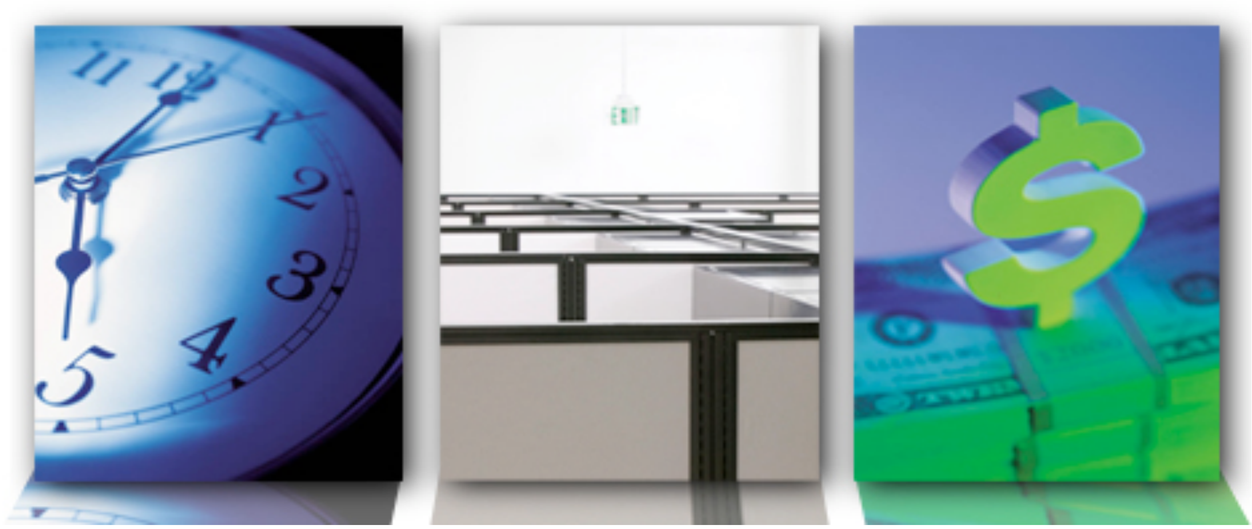
Department Time Administrator (DTA)



Reference Guide
Human Resource Information System

V4

ASU

Notes:

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Notes:

Overview

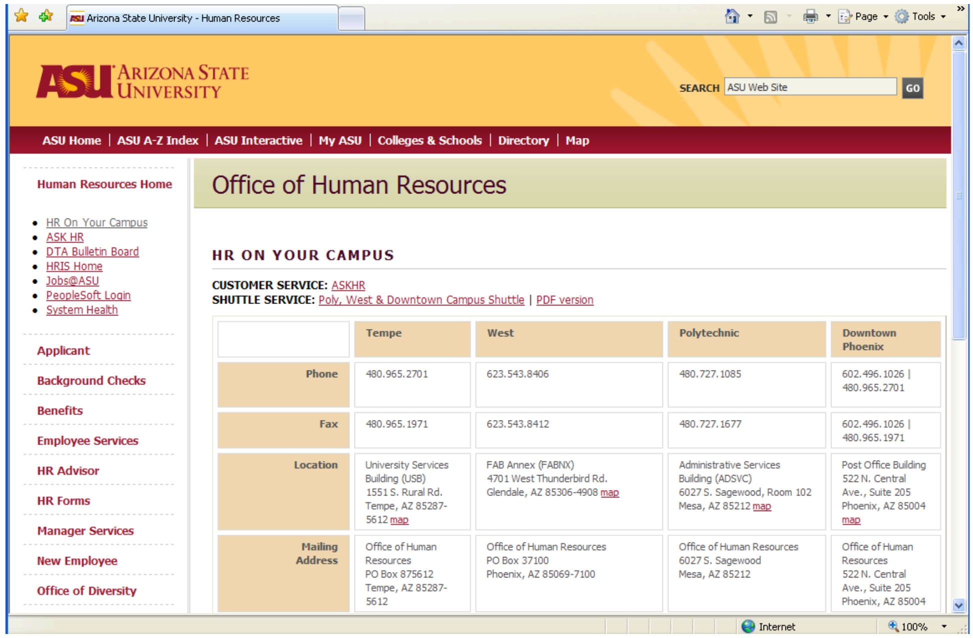
This guide will show you how to approve, input and change employees' time in PeopleSoft. Specifically, you will learn how to:

- 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
The HR website will continue to be your source for HR information. From here you can access important forms (like timesheets and time adjustment forms) and the HRIS website.



HRIS Web Site
http://hris.asu.edu/human_resources **.** This site is your one stop for all information about HRIS.

Most relevant to you is the *DTA Bulletin Board*. It holds the latest news and information relevant to the DTA role.

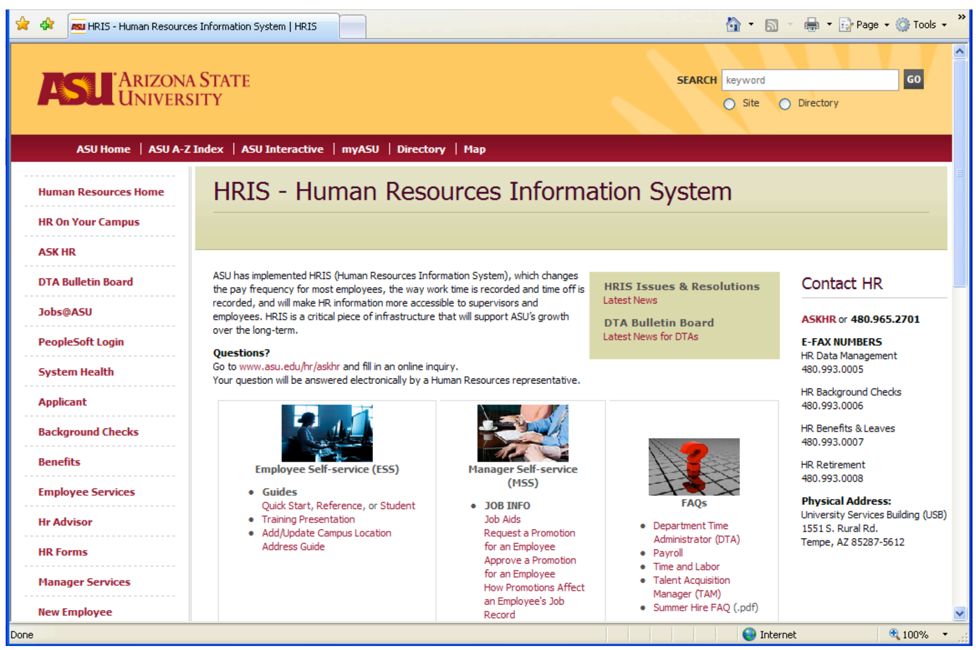
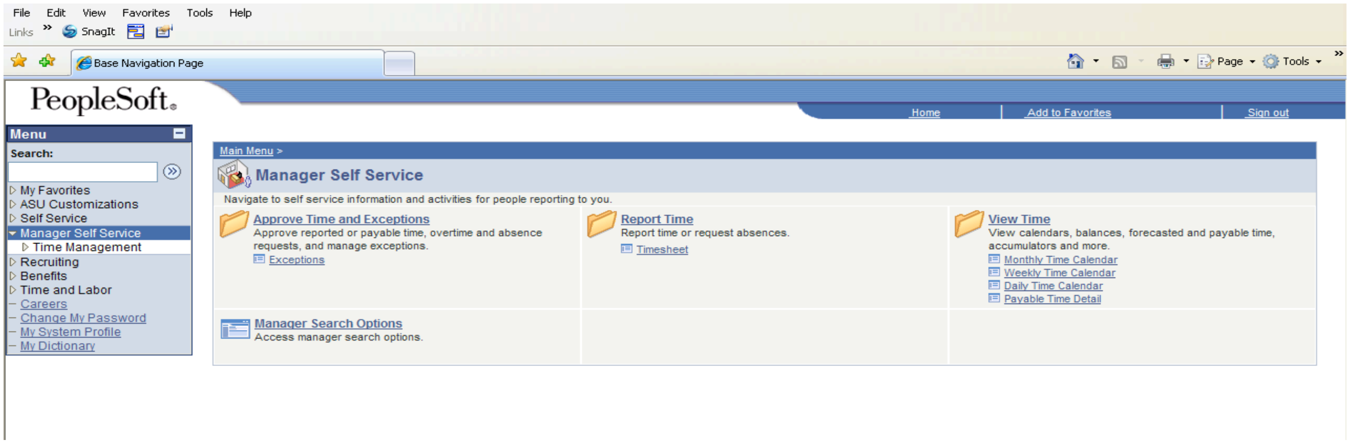


Figure 3: Manager Self Service Menus



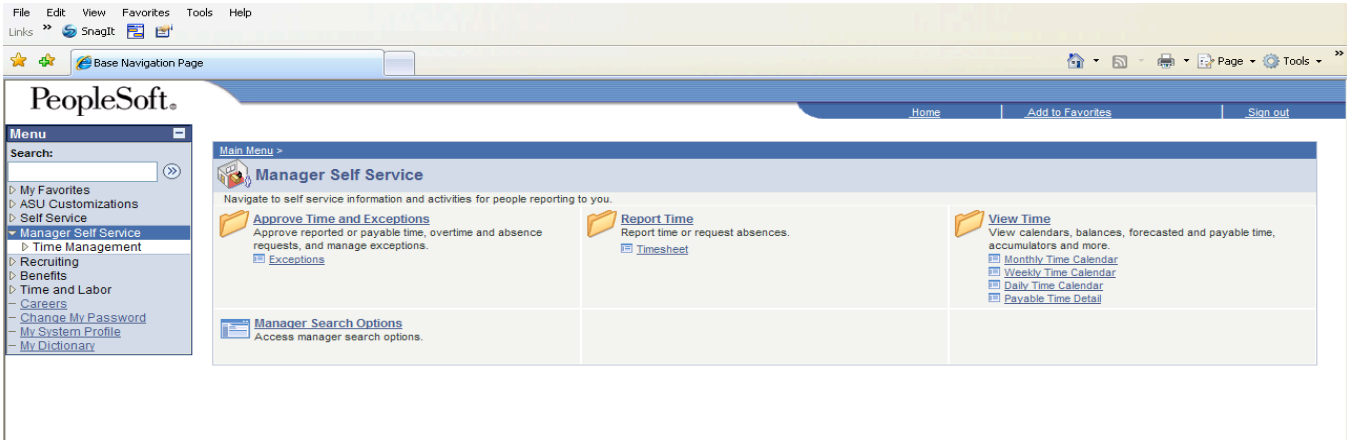
Note that the Manager Self Service menus are represented in two ways:

1) As a list of topics in the white area of the menu area in the left column of the screen, and

2) as a group of titled folders with sub topics in the middle of the screen. You may select your next topic by clicking on either the topic in the left hand column or by clicking on a file folder (or sub-topic) in the center of the screen.

Click on the Time Management entry in the left hand column or on the Time Management file icon in the center of the screen which brings you to a new set of menus under that specific topic as shown in Figure 4 below:

Figure 4: Time Management Menus



Access the Reported Time menu to approve reported time for departmental employees. There are two ways to navigate there.

1. Click Time Management, Approve Time and Exceptions and then Reported Time in the left hand column. Then click on Approve Time and Exceptions and then the Reported Time file icons in the main section of the screen as illustrated in Figure 5 below.

2. A quicker alternative would be to click on the Reported Time listing under the Approve Time and Exceptions file on the Time Management screen shown in Figure 4 above which eliminates the need to move through the intermediate menus.

Time Reporting and Approval

Time is reported in two ways which are determined by the employee':

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)

DTA's approve these two types of reported time so that they are converted into payable time:

Approve Employee-Reported Time

Enter and Approve Manually Reported Employee Time

In both cases, time is approved within each employee's the timesheet. For paid time off, check that the employee has accrued enough time and has managerial approval. Your department will set the procedures for requesting and receiving managerial approval of time off.

After logging into PeopleSoft, navigate to the timesheet as follows:
Manager Self Service -> Time Management -> Approve Time and Exceptions -> Reported Time

Figure - 5

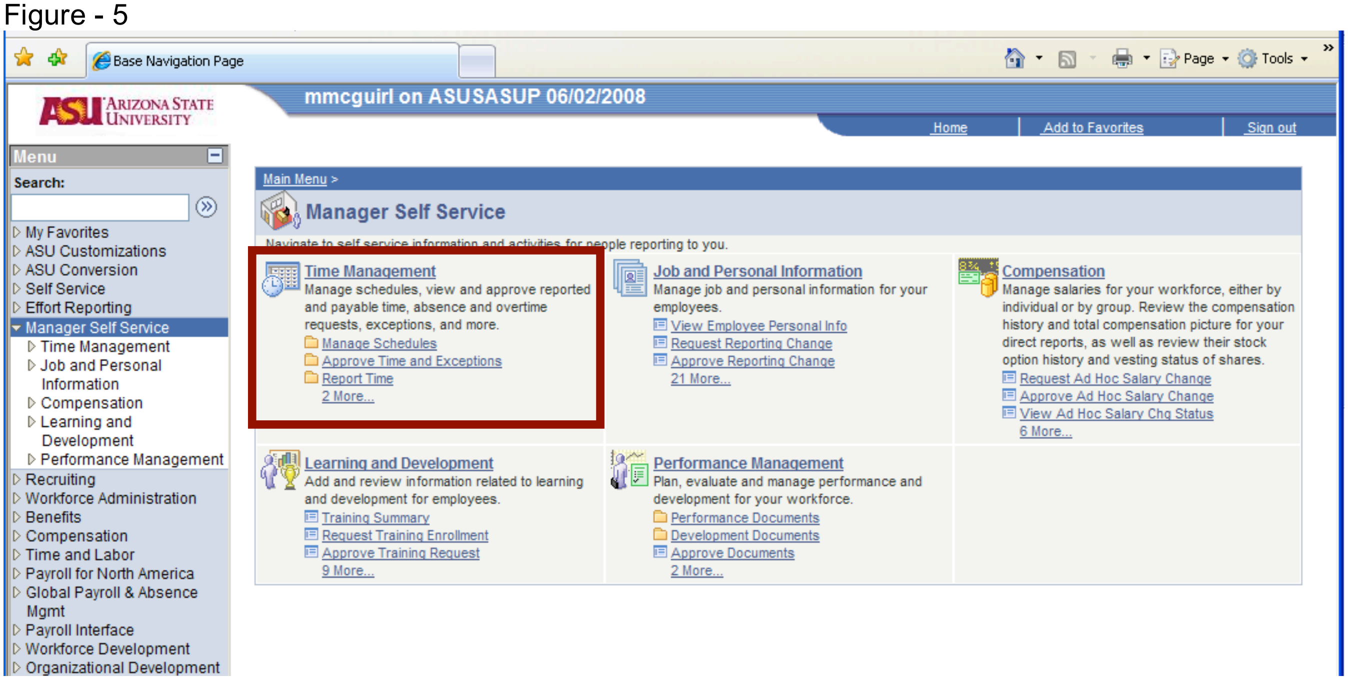
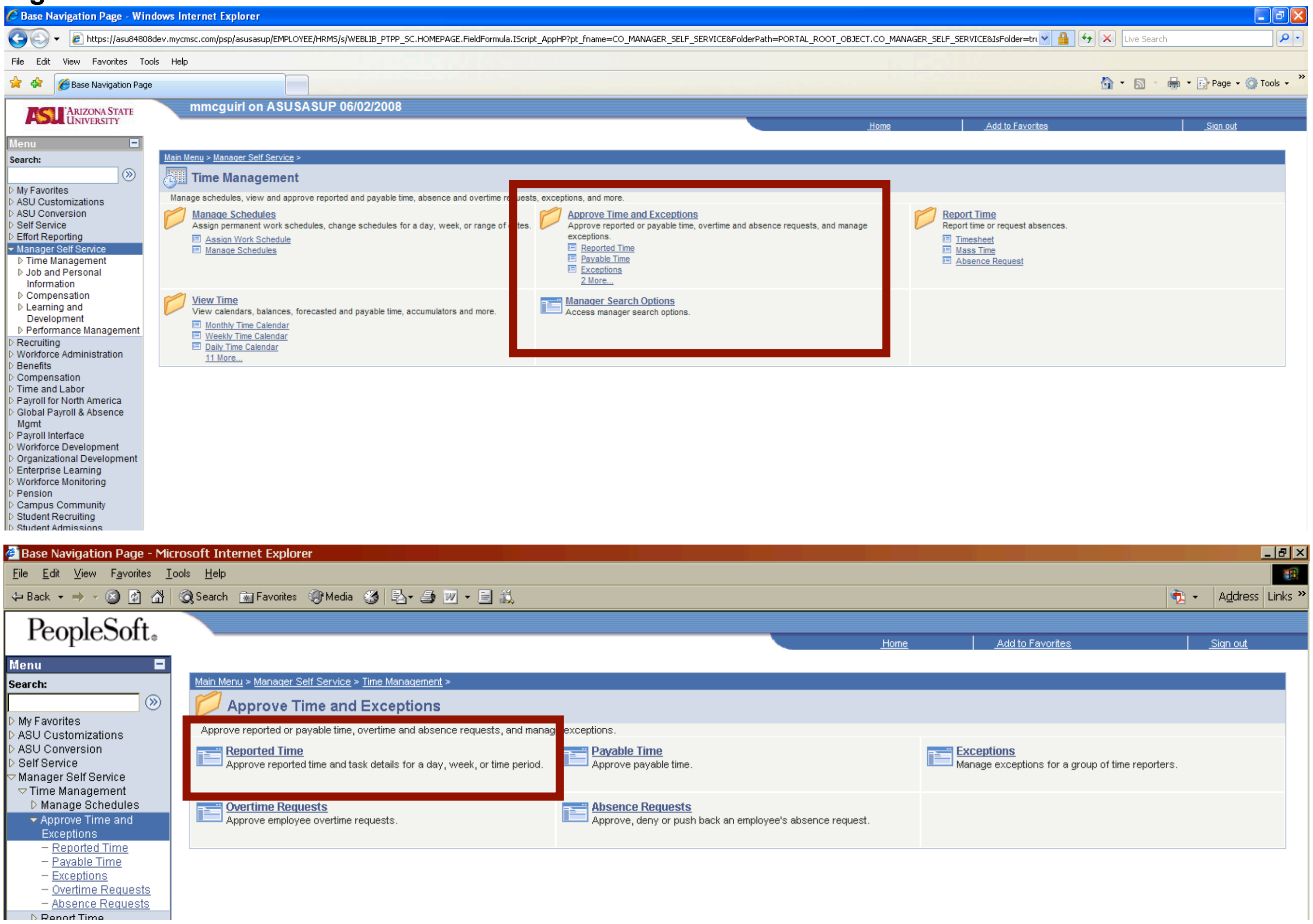
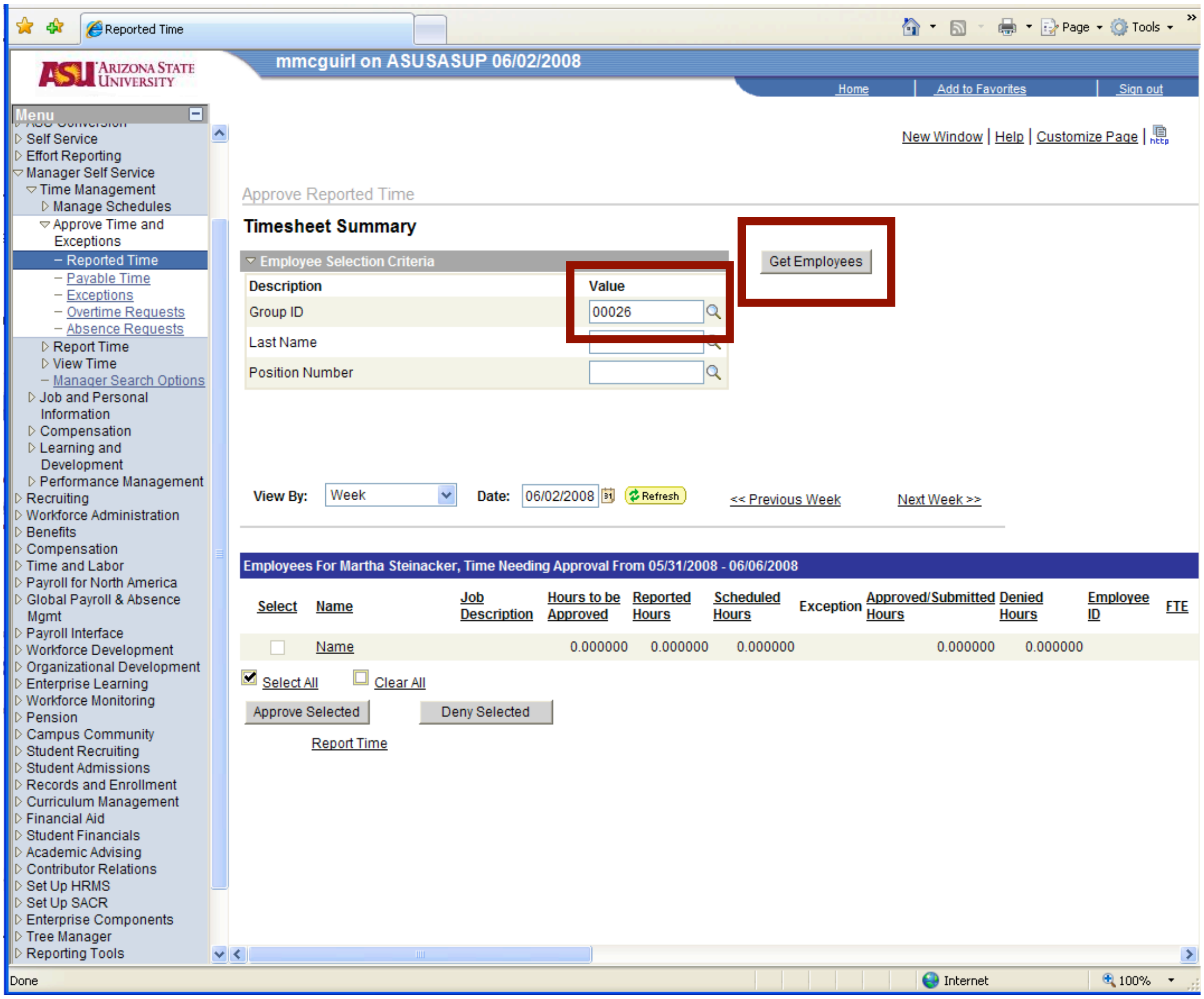


Figure – 6



Once **Reported Time** is selected, the Timesheet summary and employee selection options shown in Figure 7 below become available:

Figure – 7



To see the department employees enter a search criteria such as Group ID, enter the beginning pay period date, then click on the *Get Employees* button. Adding the pay period date here streamlines your search process.

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

Time Entry (changing, adding or deleting)

The system will display a flashing ***processing*** indicator in the upper right corner of the screen while the system finds and retrieves the selected records. The record(s) will be displayed at the bottom of the screen as shown in the Figure below.

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.

New SS needed

Figure – 8

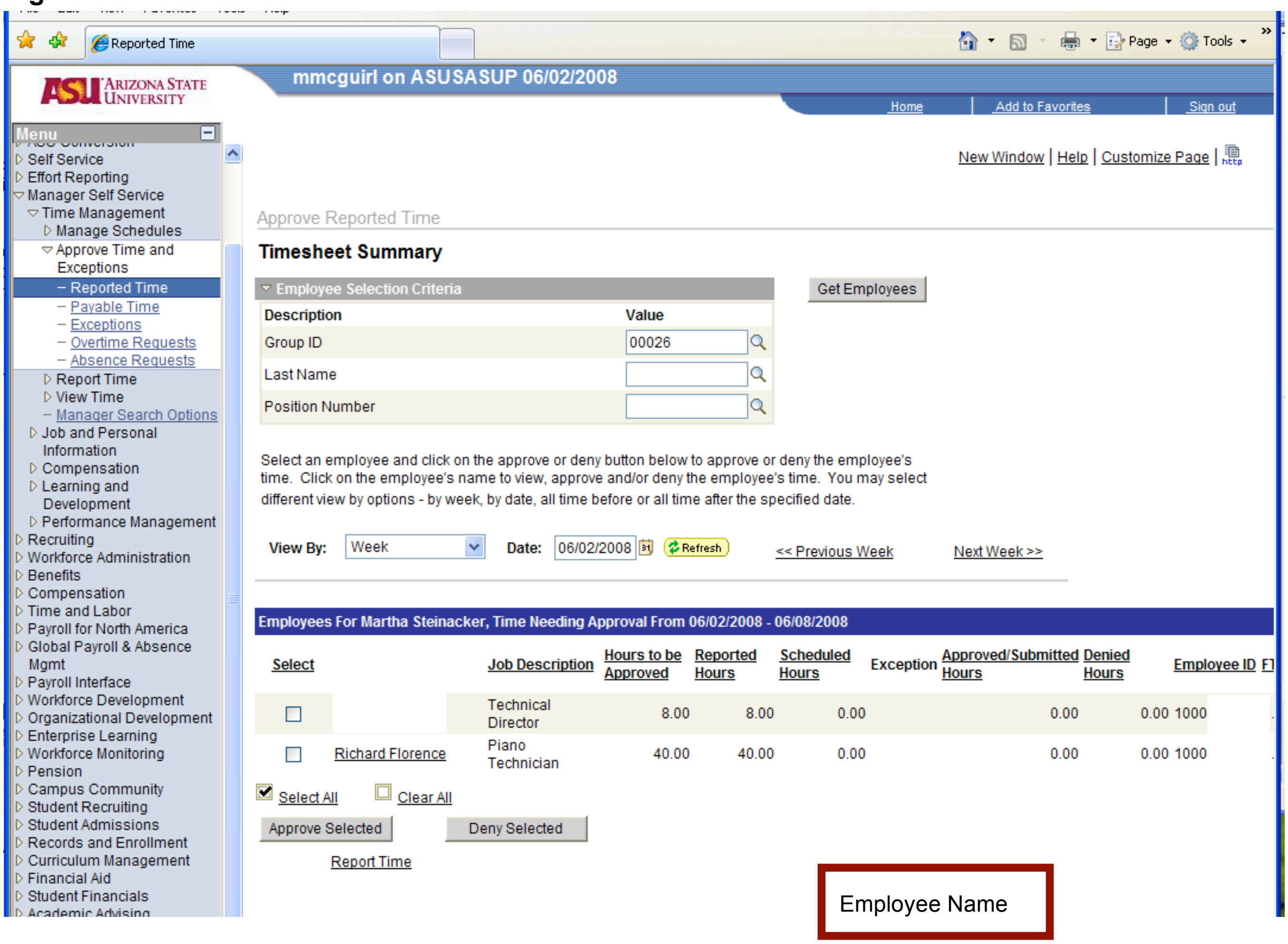
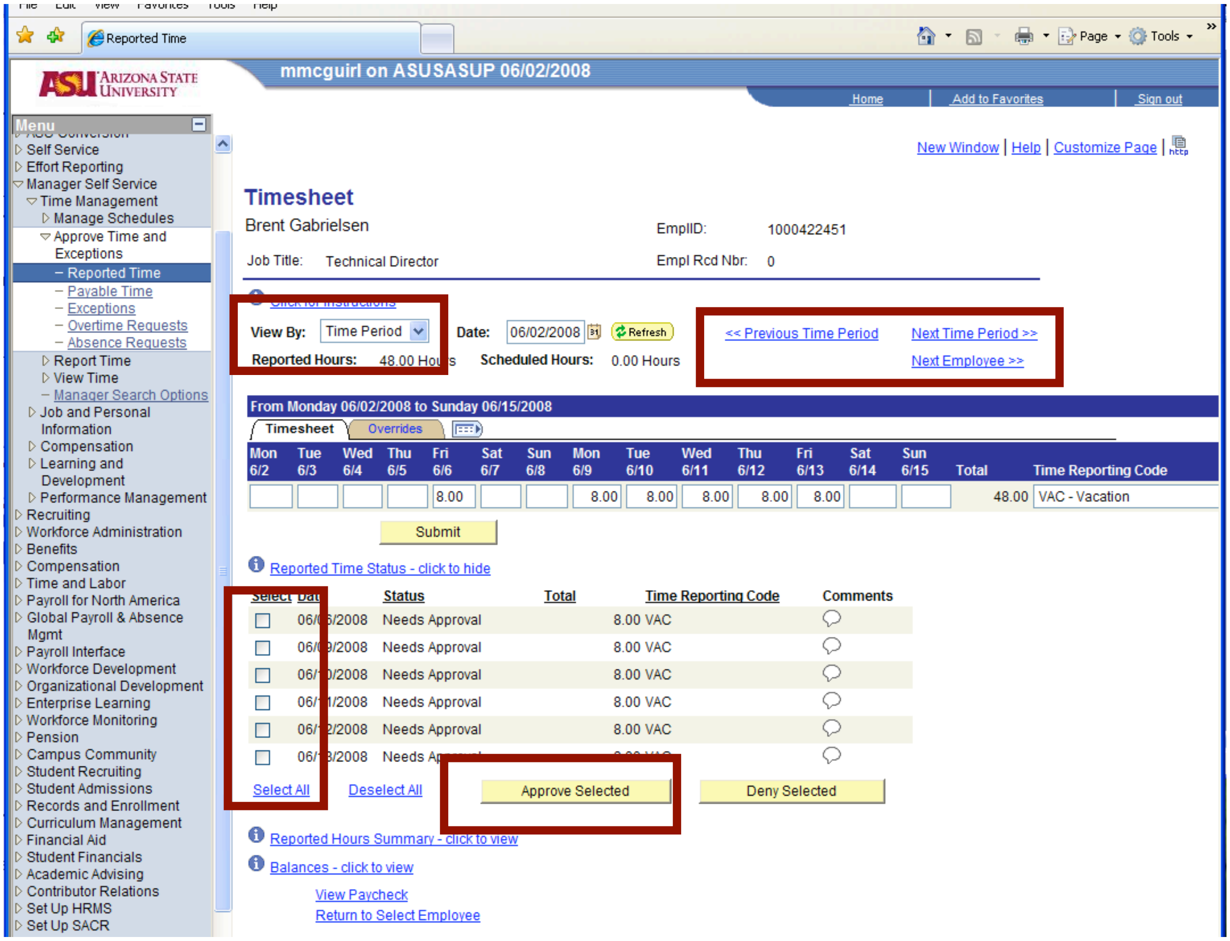


Figure – 9



This is the timesheet for an individual employee. In this example, the employee has reported regular hours and requested vacation time.

You can view the timesheet 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 timesheet.

To approve reported hours, click on the checkbox next to the hours you wish to approve (or click on Select All, if desired) and then click on Approve Selected.

The DTA can review the detailed time entries for the entire pay period or for each week individually and can make changes, additions or deletions of time reported if instructed to do so by the employee in writing.

Review vacation and sick balances first. If there are not enough hours accrued, notify the employee and make adjustments to the Time Reporting Code.

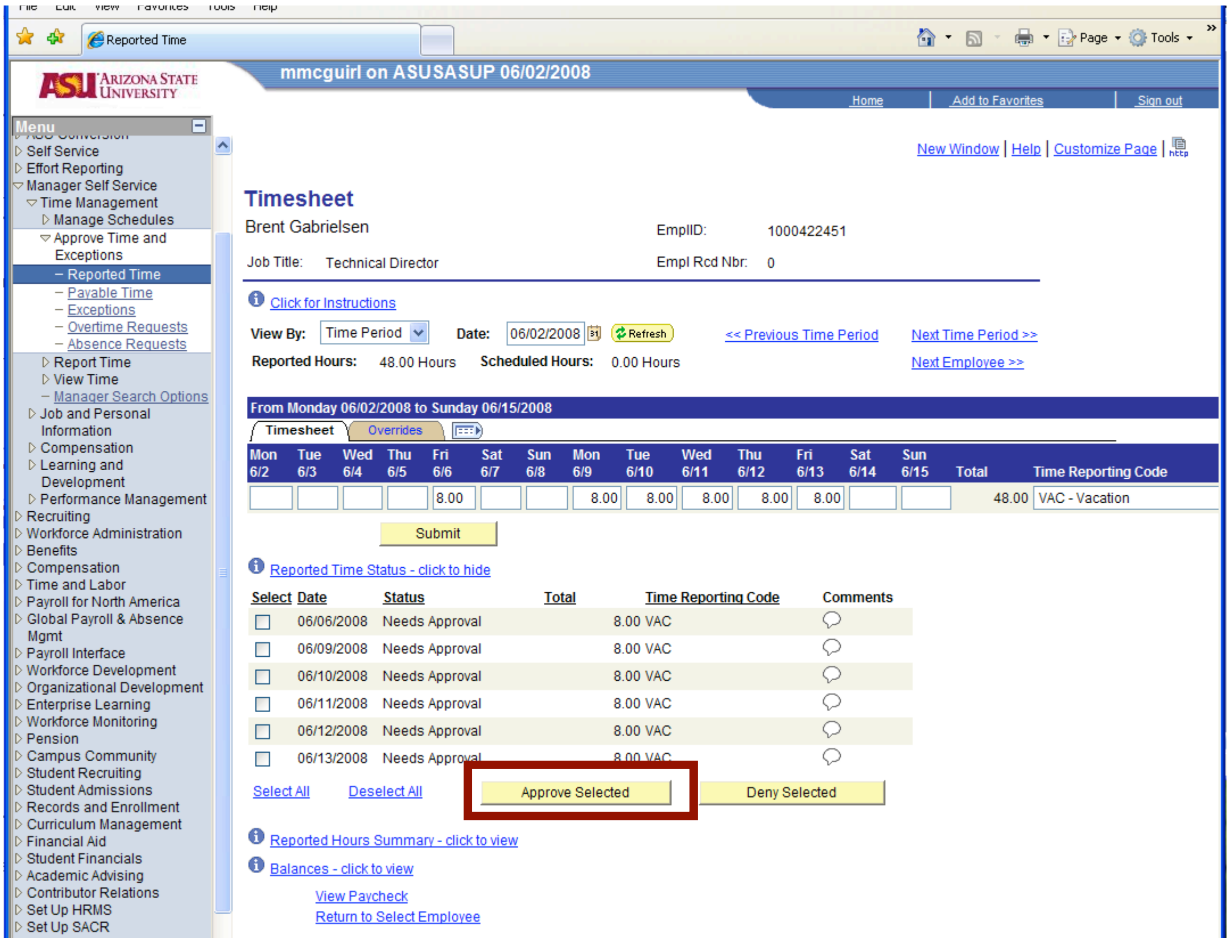
Reduce Vacation/Sick to time available and add the appropriate unpaid leave code for the remaining hours.

Click the **Approve Selected** button.

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

This SS should be BEFORE Select All for Approval

Figure – 10



When all records to be approved have been selected, click on the **Approve Selected** button. This will bring up the screen shown in Figure 11 which requires the DTA to confirm Approval of the selected time records:

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.

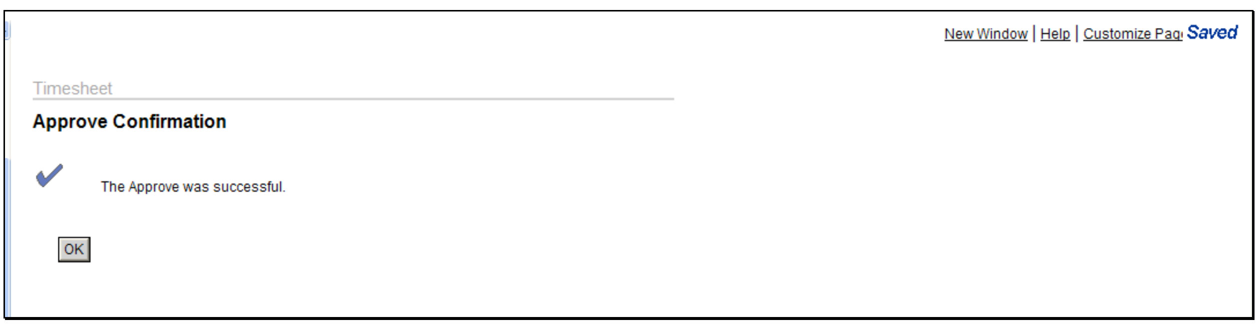
Click OK

Figure – 11

The DTA will click on the **OK** button to approve the selected records or on **Cancel** to return to the previous detailed time record screen. When the OK button is pushed, the screen shown in Figure 12 is displayed.

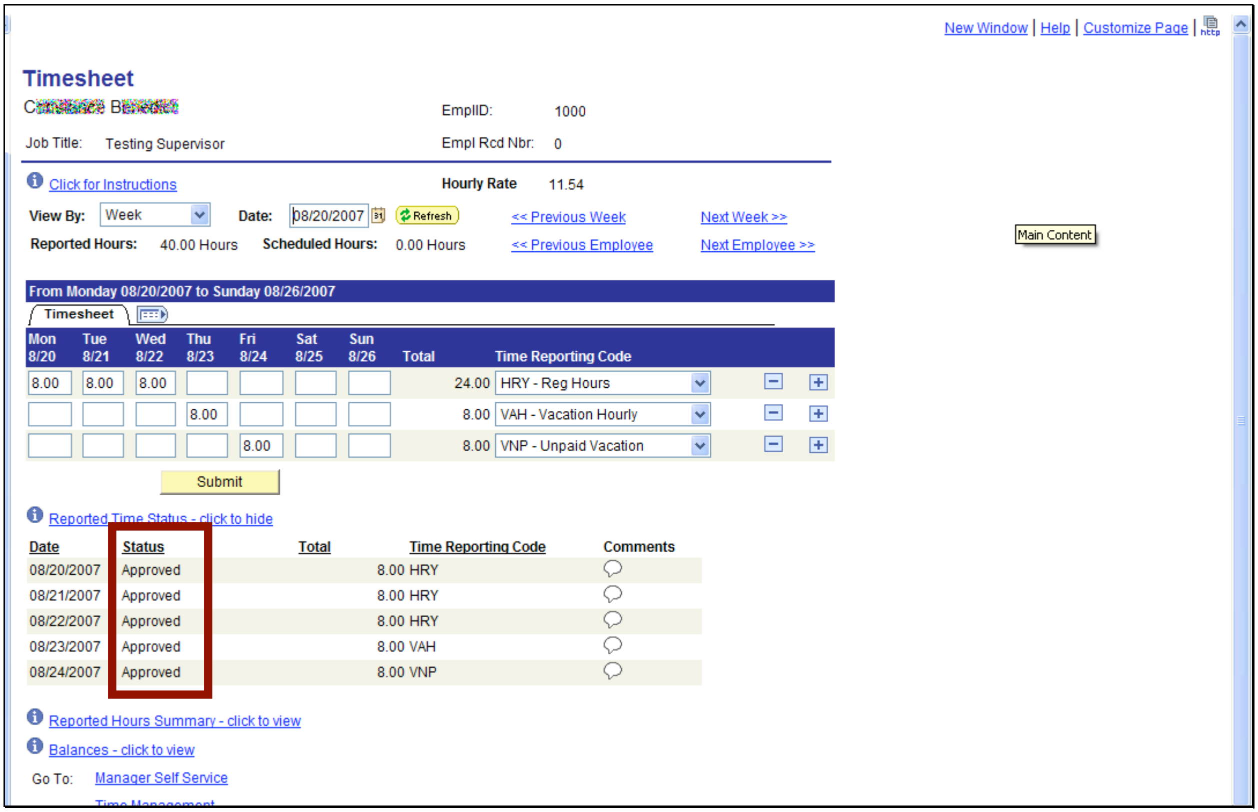
Click OK

Figure – 12



This screen confirms that the approval of the records was successful. Click on the **OK** button. The system returns to the Employee Detailed Time record screen with all records changed to a status of Approved as shown in the next Figure.

Figure – 13

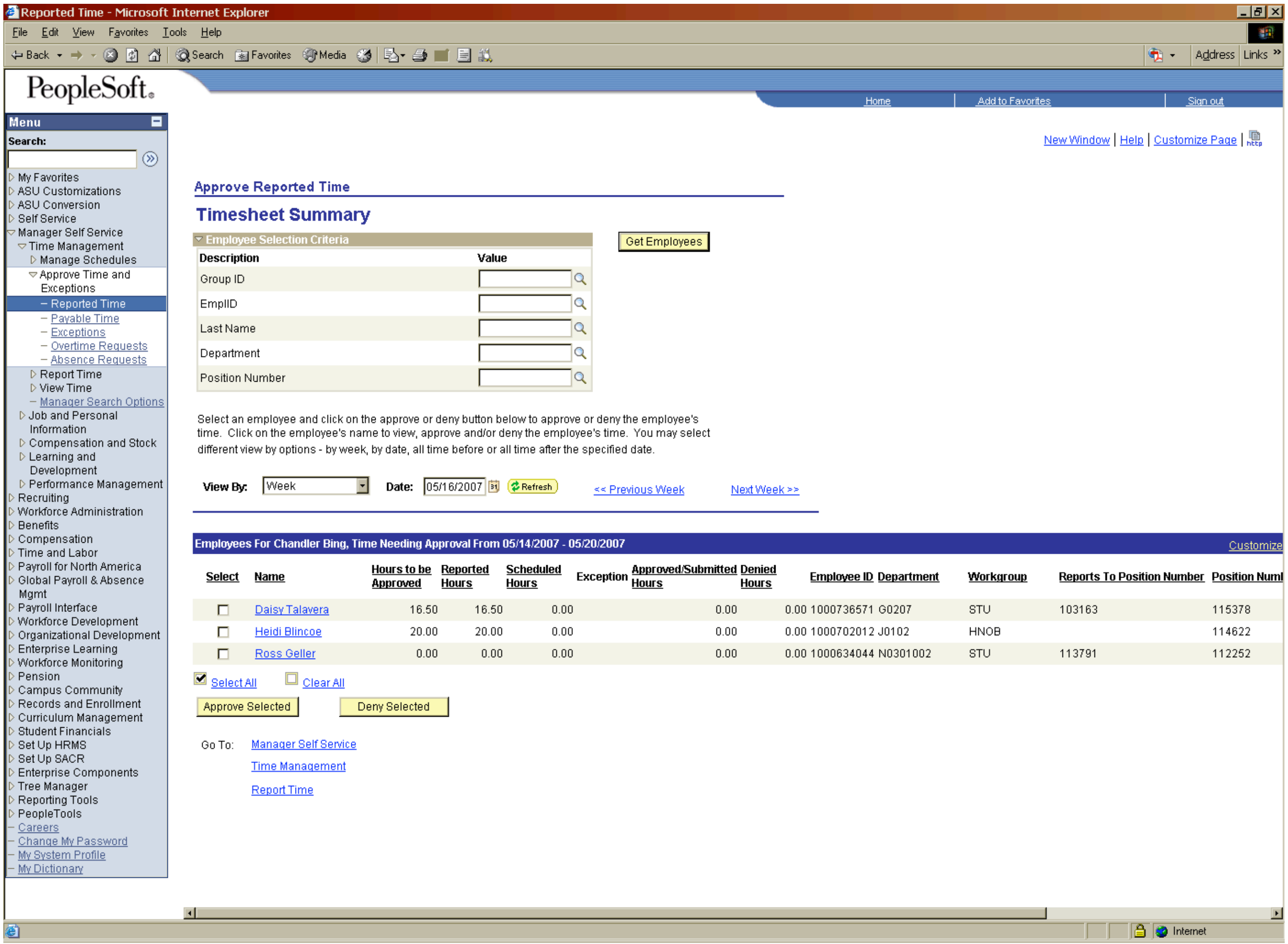


The hours are now approved.

The DTA deadline is always noon on Monday following a pay period. All hours must be approved by then.
See the calendars for DTAs at the HRIS website (http://hris.asu.edu/human_resources) under Tools and Applications>Payroll and Payday Calendars.

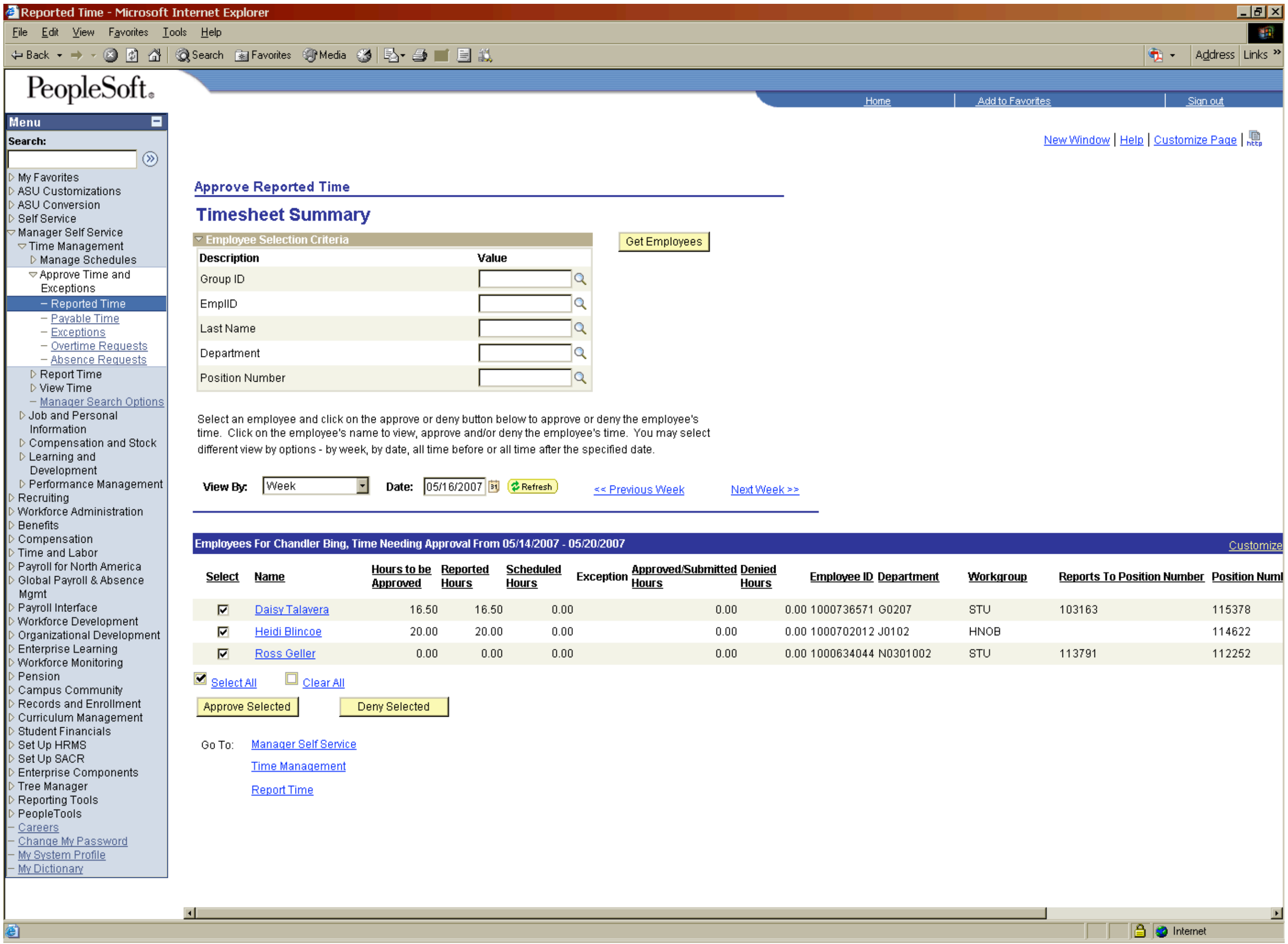
The DTA will now click on the **Return to Select Employee** link at the bottom of the page to return to the employee listing on the **Timesheet Summary** search page. Note in Figure 14 that the record line for Phoebe Buffet is no longer in the list since her time records have now been approved.

Figure 14: Revised Timesheet Summary Page with Employees requiring Time Approval



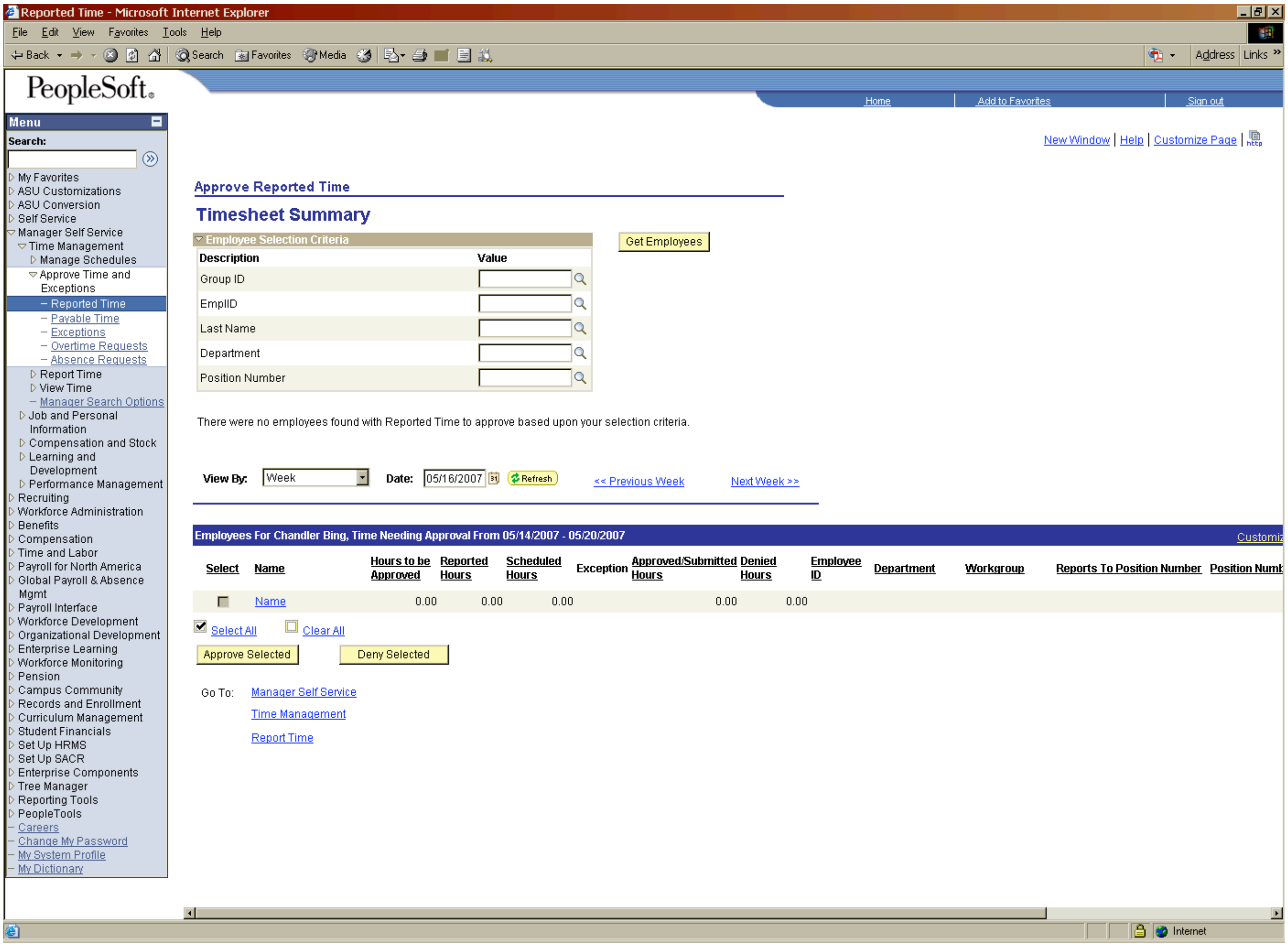
The DTA may now review each remaining employee detail record as just shown. If the DTA knows the reported time shown for the other employees to be correct, the employee record lines may be selected one at a time by clicking on the **Select** checkbox next to each employee line or by clicking on the **Select All** checkbox below the employee listing. The Timesheet summary screen will then appear as shown in Figure 15 below.

Figure 15: Timesheet Summary with time records selected for approval



Once the desired records are selected for approval, the DTA will click on the **Approve Selected** button records to begin the approval process. Once again, the ***Are you sure you want to approve the time selected?*** Screen (Figure 11) appears and the **OK** button is clicked to continue the approval process. This brings up the **Approval Confirmation** screen (Figure 12) and again, the **OK** button is selected to acknowledge the confirmation. This returns the DTA to the Timesheet Summary page. All employees originally in the list are no longer shown since all reported time has been approved, Figure 16.

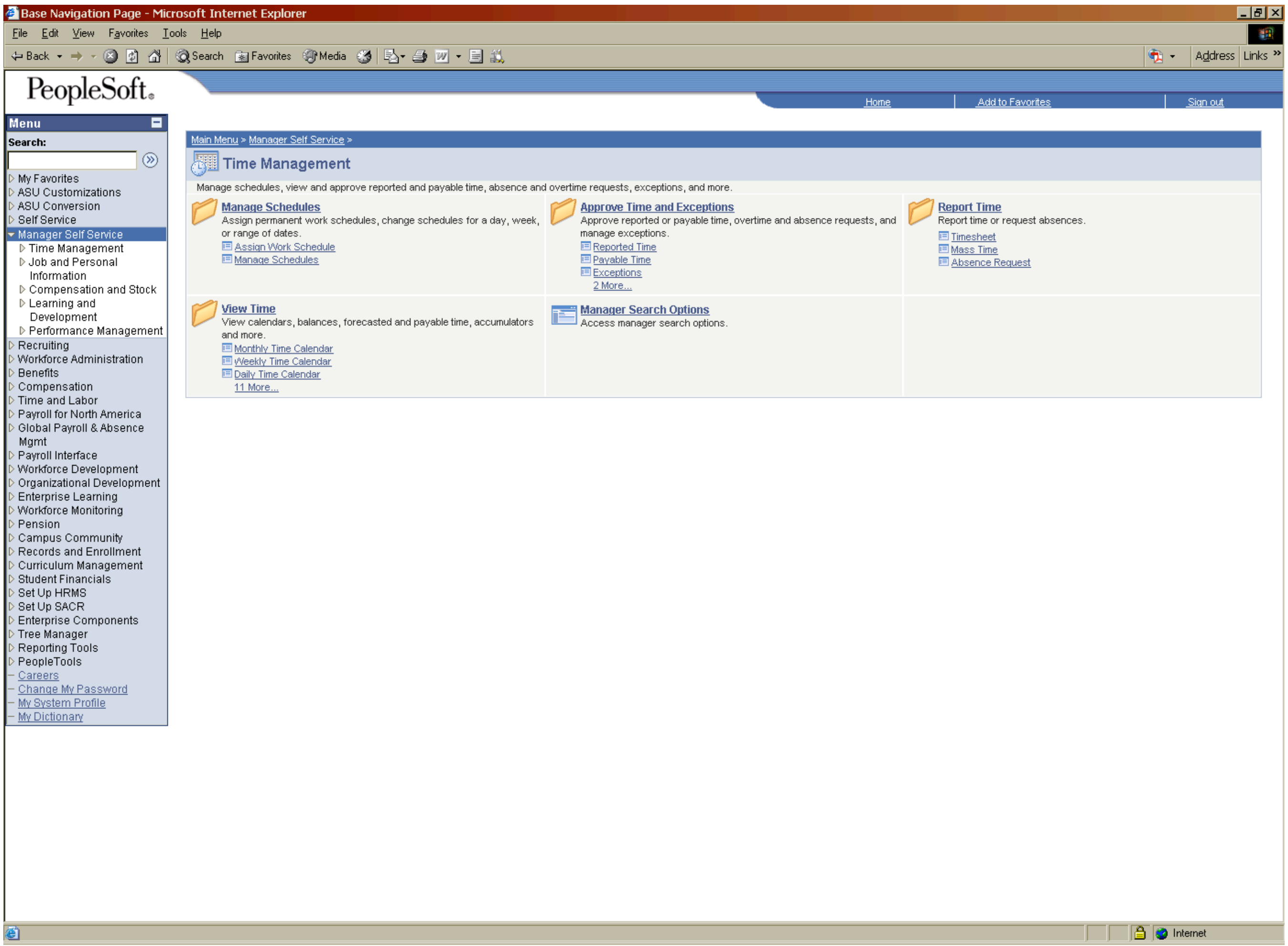
Figure 16: Timesheet Summary Page with all time Approved



The DTA may now select any of the Menu links at the bottom of the page to return to other menu options or select **Sign Out** at the top right of the page to leave PeopleSoft.

Time Input and Adjustments (Enter, Correct or Adjust Time)

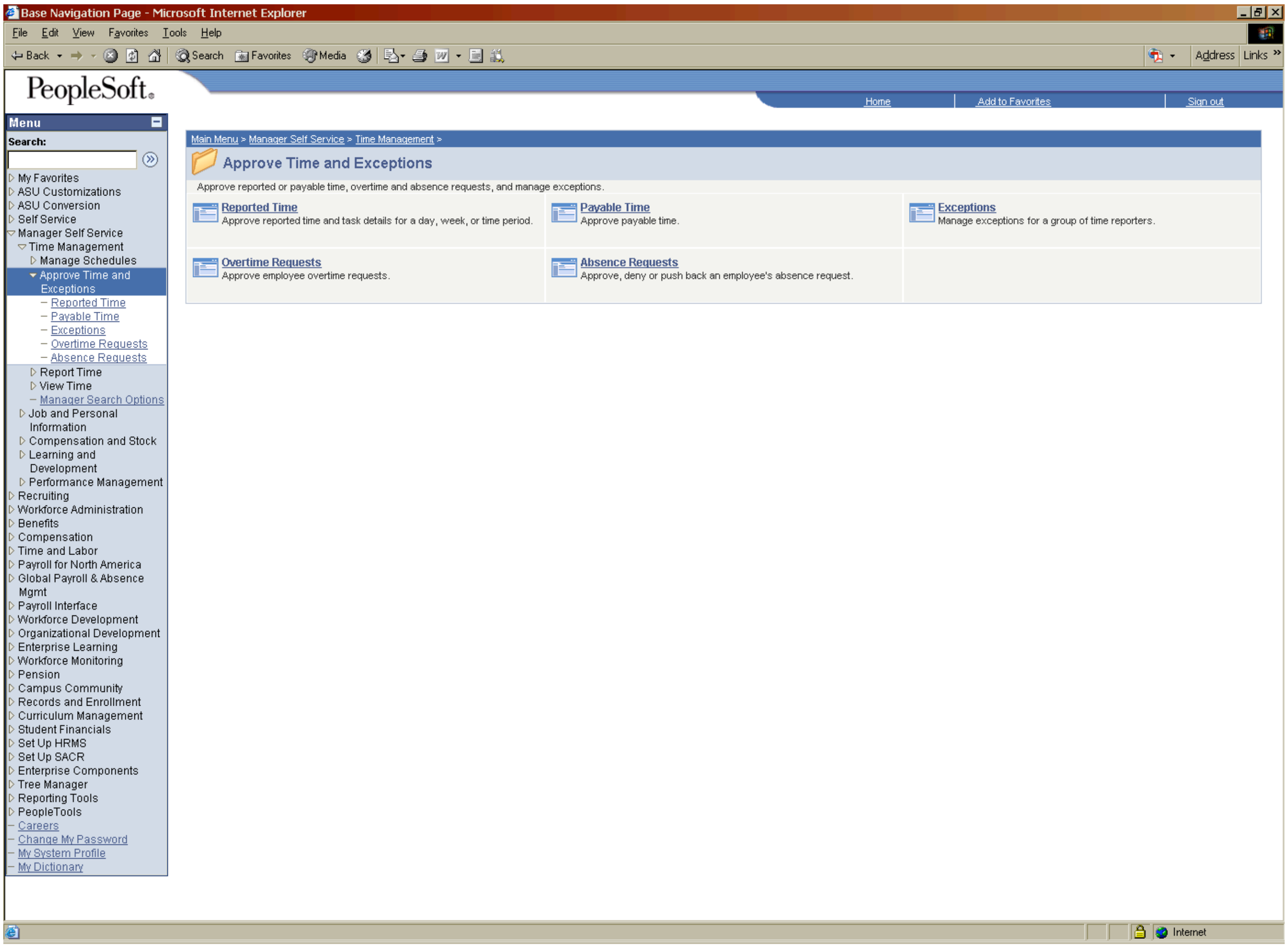
Figure 17 – Time Management Menus



At this point the DTA is seeking the Reported Time menu to enter, correct or adjust the time reported by the departmental employees. To reach the desired screen, the DTA may click successively on the Time Management, Approve Time and Exceptions and Reported Time titles revealed in turn in the left hand column.

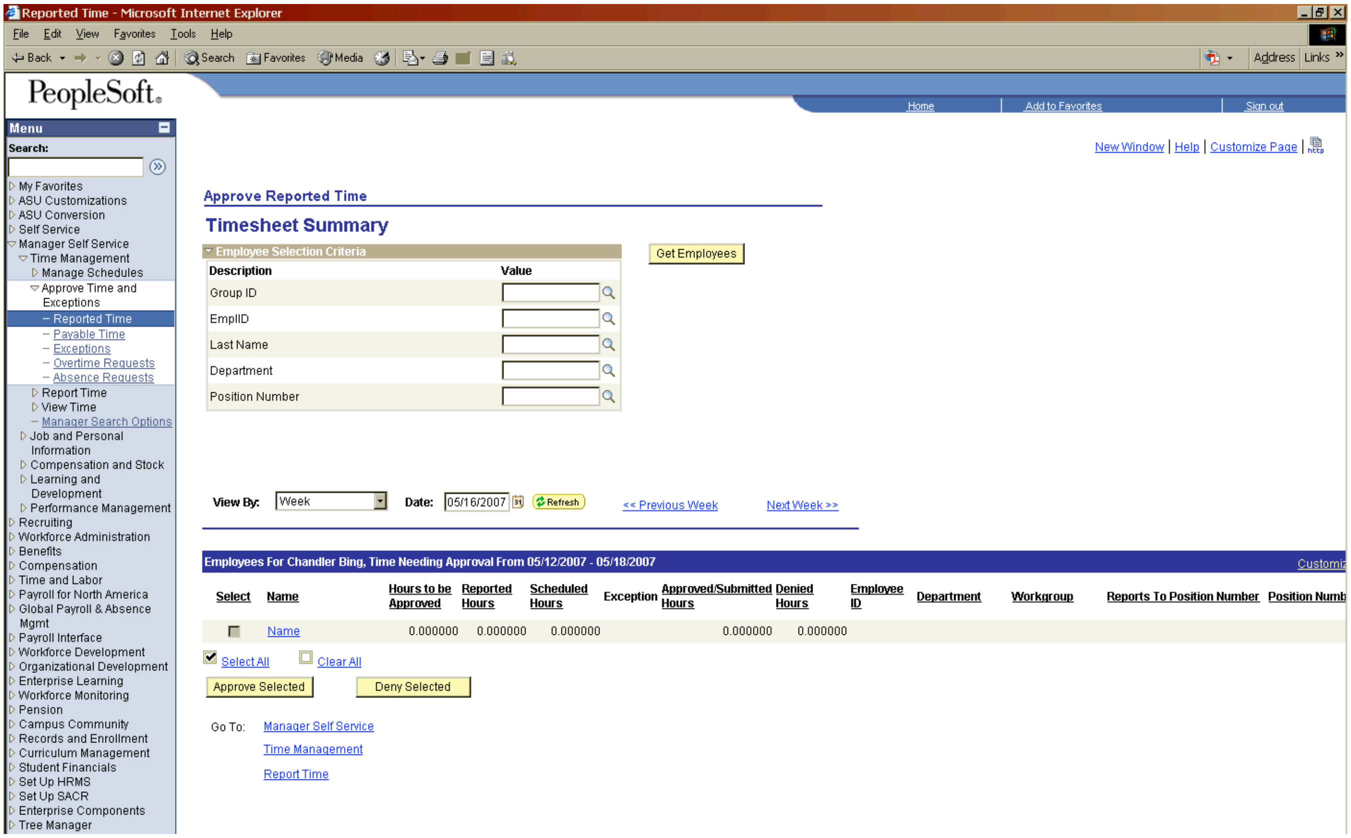
Or the same end may be achieved by clicking on the Approve Time and Exceptions and then the Reported Time file icons in the main section of the screen as illustrated in Figure 5 below. A quicker alternative would be to click on the Reported Time listing under the Approve Time and Exceptions file on the Time Management screen shown in Figure 4 above which eliminates the need to move through the intermediate menus.

Figure 18 – Approve Time and Exceptions screen



Once Reported Time is selected, the Timesheet summary and employee selection options shown in Figure 6 below become available:

Figure 19 – Timesheet Summary and Employee Selection screen

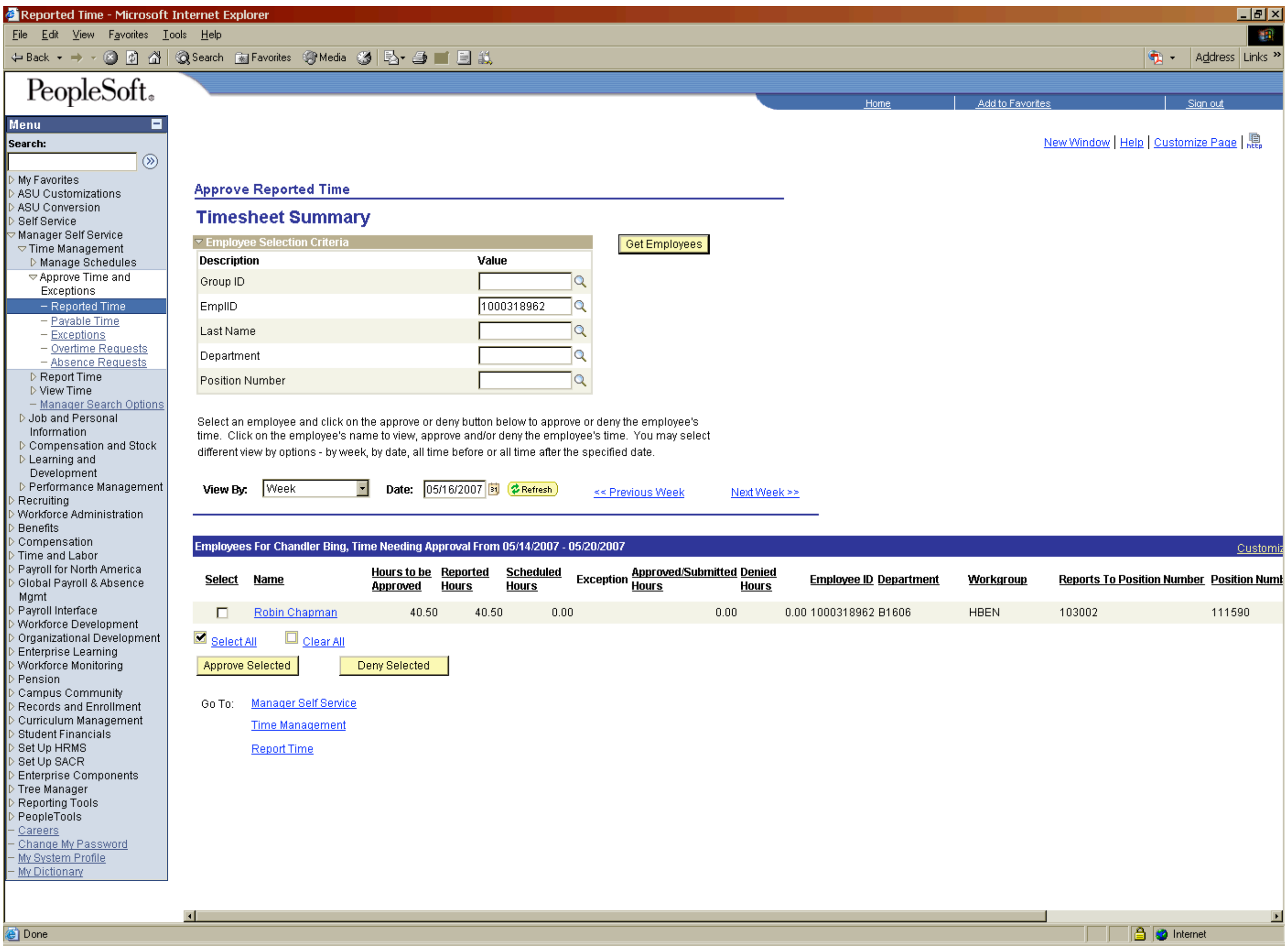


This page enables the DTA to utilize detailed search criteria to select a specific employee or group of employees for further review.

Correcting a Reported Time Entry

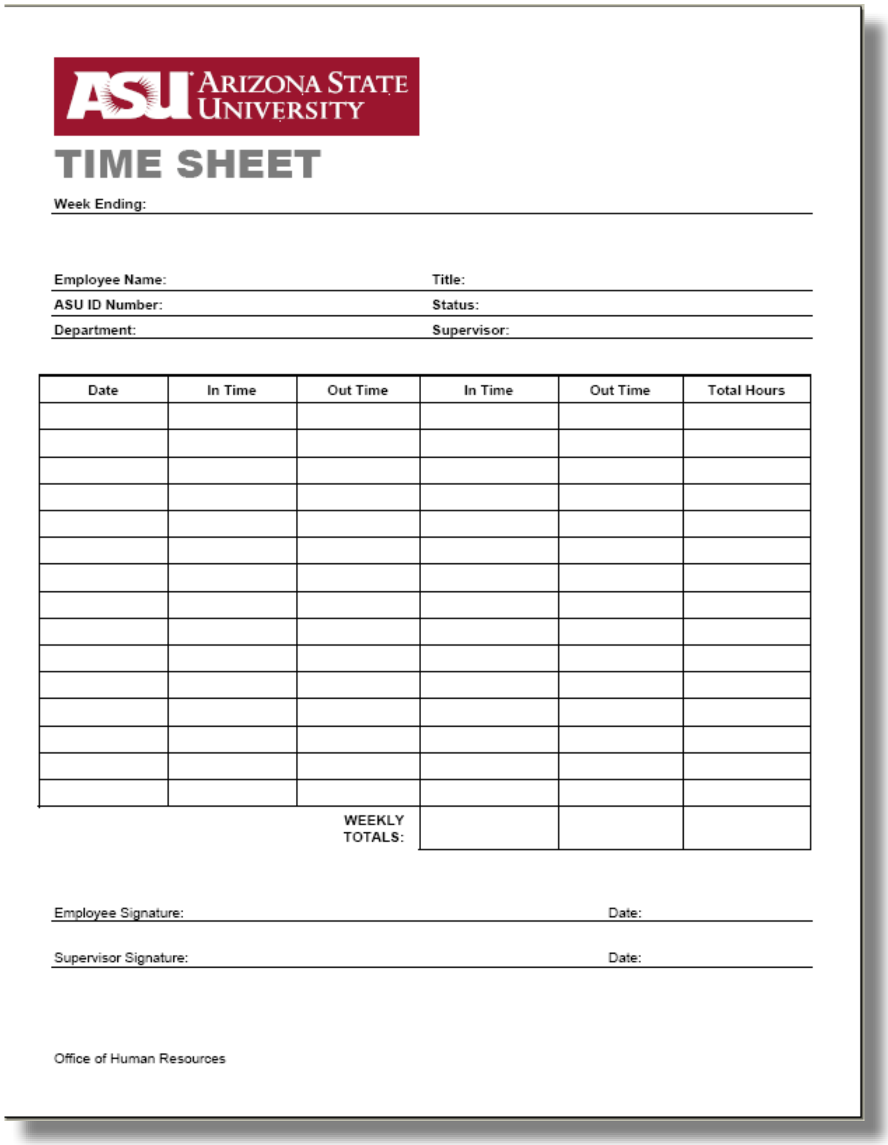
Once the search criteria needed to find the desired employee records have been entered in the search box, click on the yellow Get Employees button to the right of the search boxes. If records matching the search criteria are found, the record or records are returned and displayed at the bottom of the screen as shown in Figure 8 below.

Figure 20 – Timesheet Summary search results



The DTA would be in receipt of a paper timesheet, signed by the employee, indicating that a correction needed to be made to the employee's Reported Time. On occasion the DTA may know of correction to be made and generate the paper timesheet for the employee's signature. With the information needed for the change in hand, the DTA would double click on the name of the employee to be reviewed at the bottom of the screen. This would return the employee detailed time record.

Figure – 21



ARIZONA STATE UNIVERSITY

TIME SHEET

Week Ending:

Employee Name: Title:

ASU ID Number: Status:

Department: Supervisor:

Date	In Time	Out Time	In Time	Out Time	Total Hours
		WEEKLY TOTALS:			

Employee Signature: Date:

Supervisor Signature: Date:

Office of Human Resources

You may need to input time from employees who cannot enter their own time into the computer. Additionally, there may be circumstances when an employee has entered time and cannot change the values themselves. In these circumstances, you can enter the time for them.

NOTE about Time Adjustments after a pay period has ended.

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

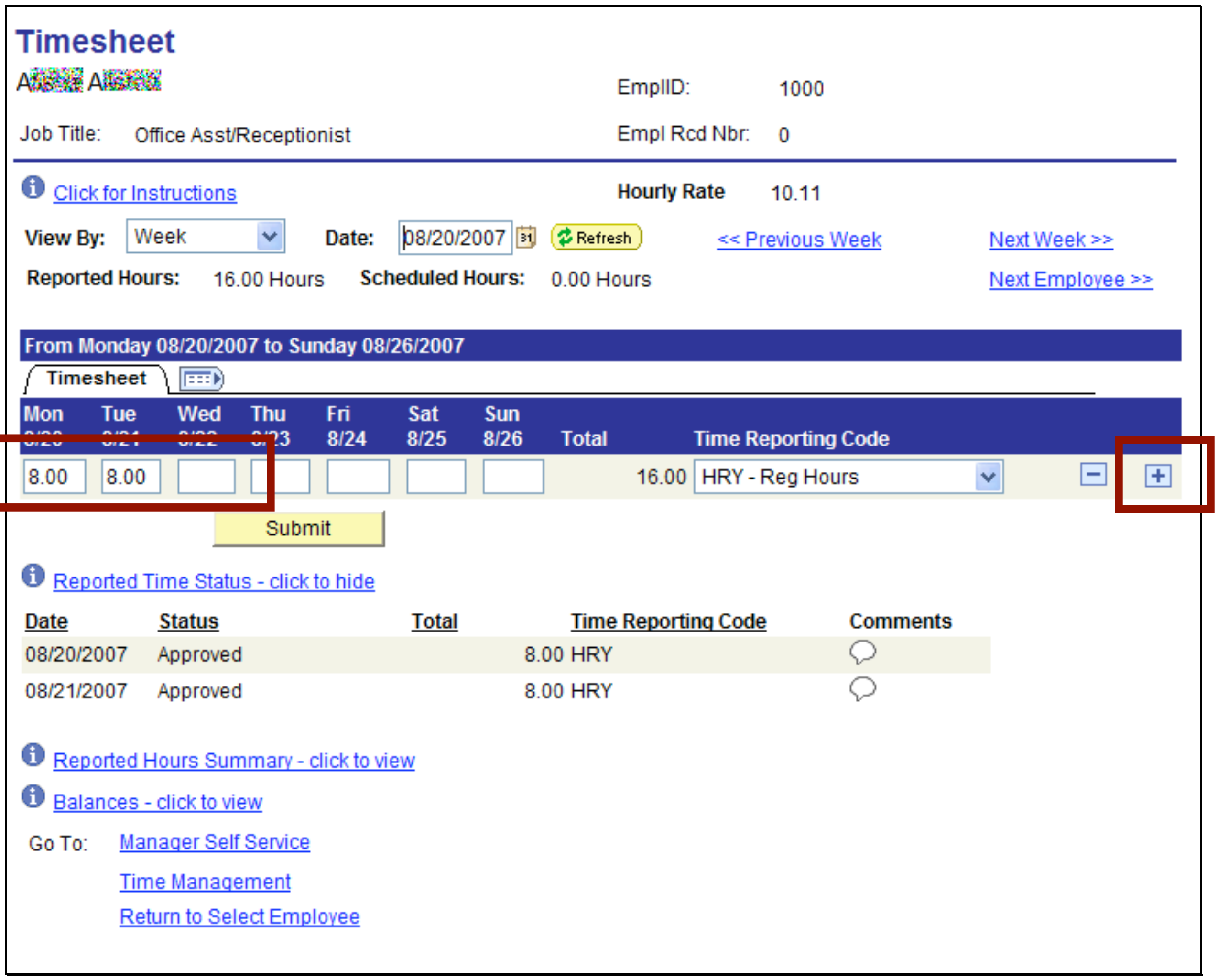
Submit these forms directly to Payroll after a pay period has ended since you will not be able to correct timesheets at that time.

To enter time for an employee

The employee must give you a signed timesheet. There is one at 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.

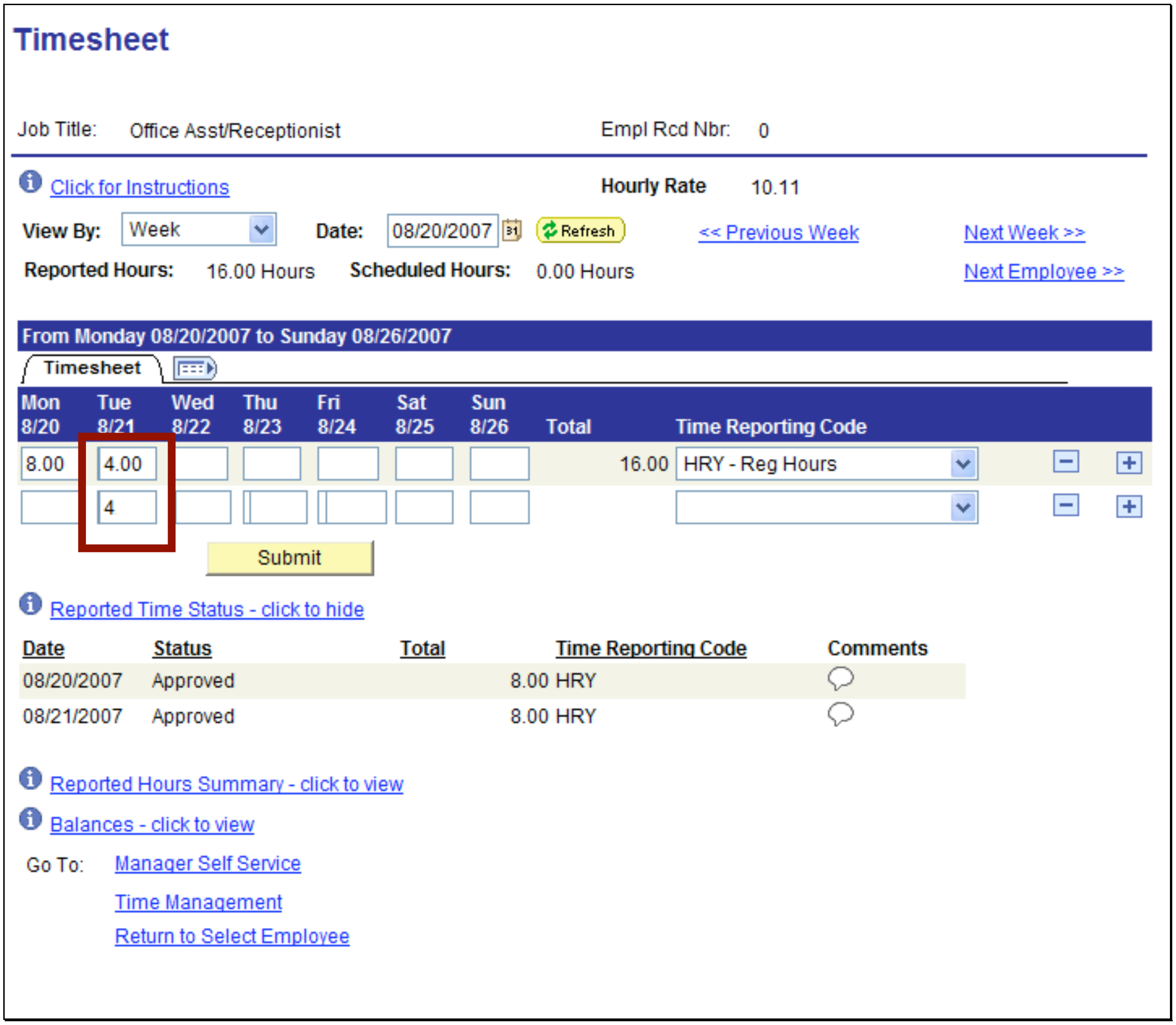
Once they have given you a signed timesheet, return to the timesheet in PeopleSoft, go to their timesheet, enter the hours, select the correct time reporting code and click on submit. You can approve the hours immediately, if desired.



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.

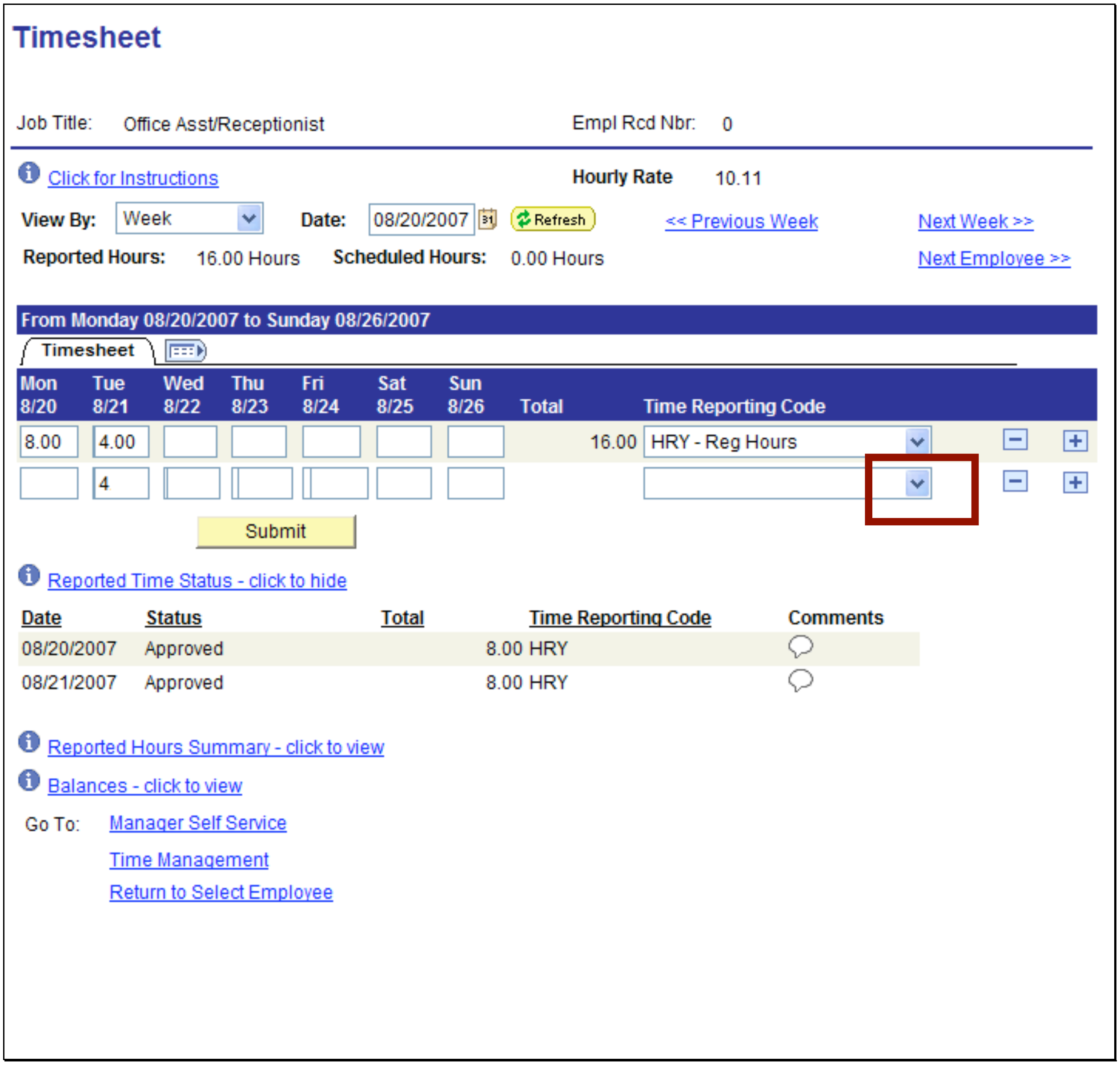
For this example the DTA knows the aspects of the reported time for this employee that need to be corrected.

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

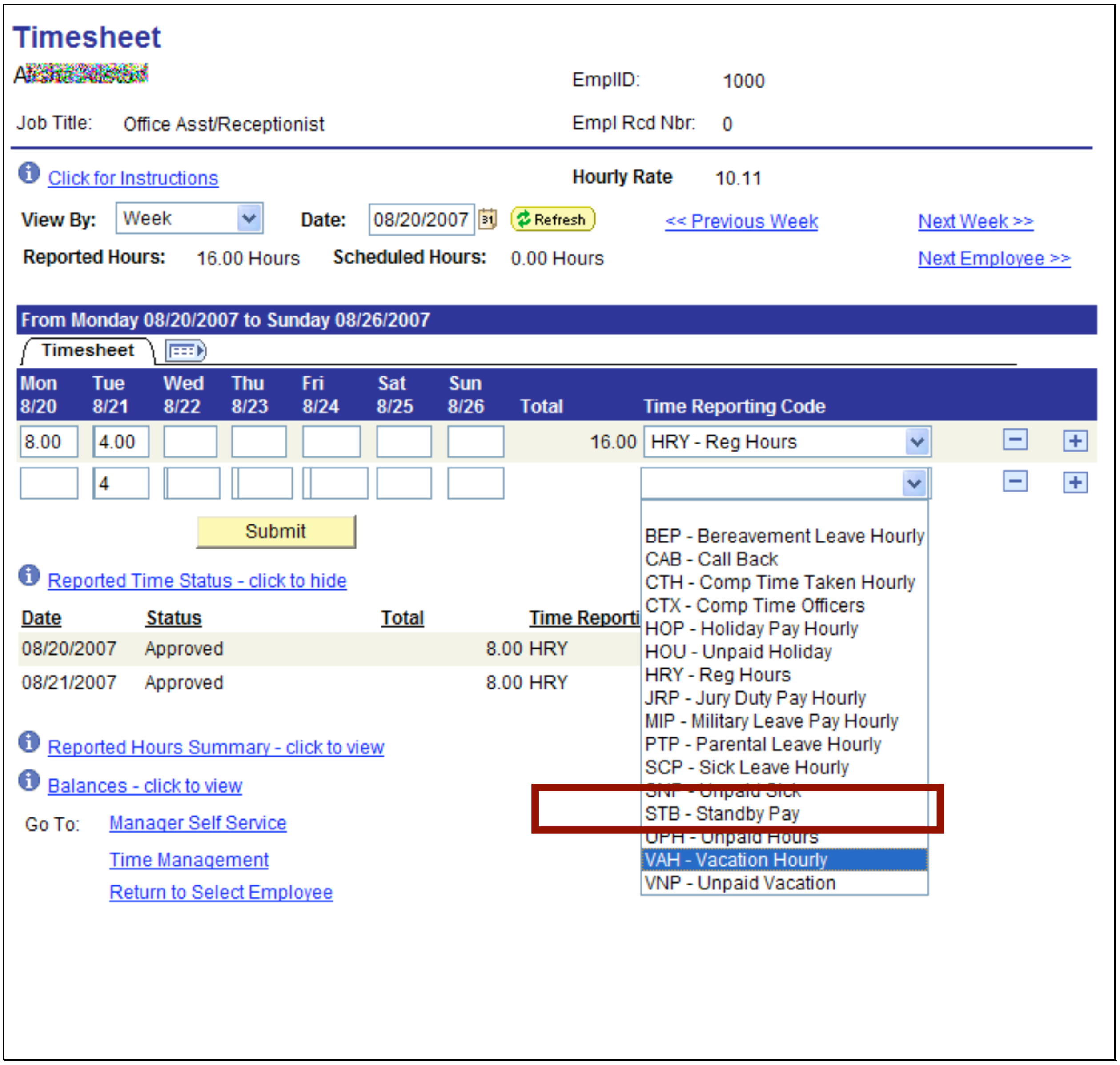


Step 3 – Click into the **Tue** field to change 8 to **4**.

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

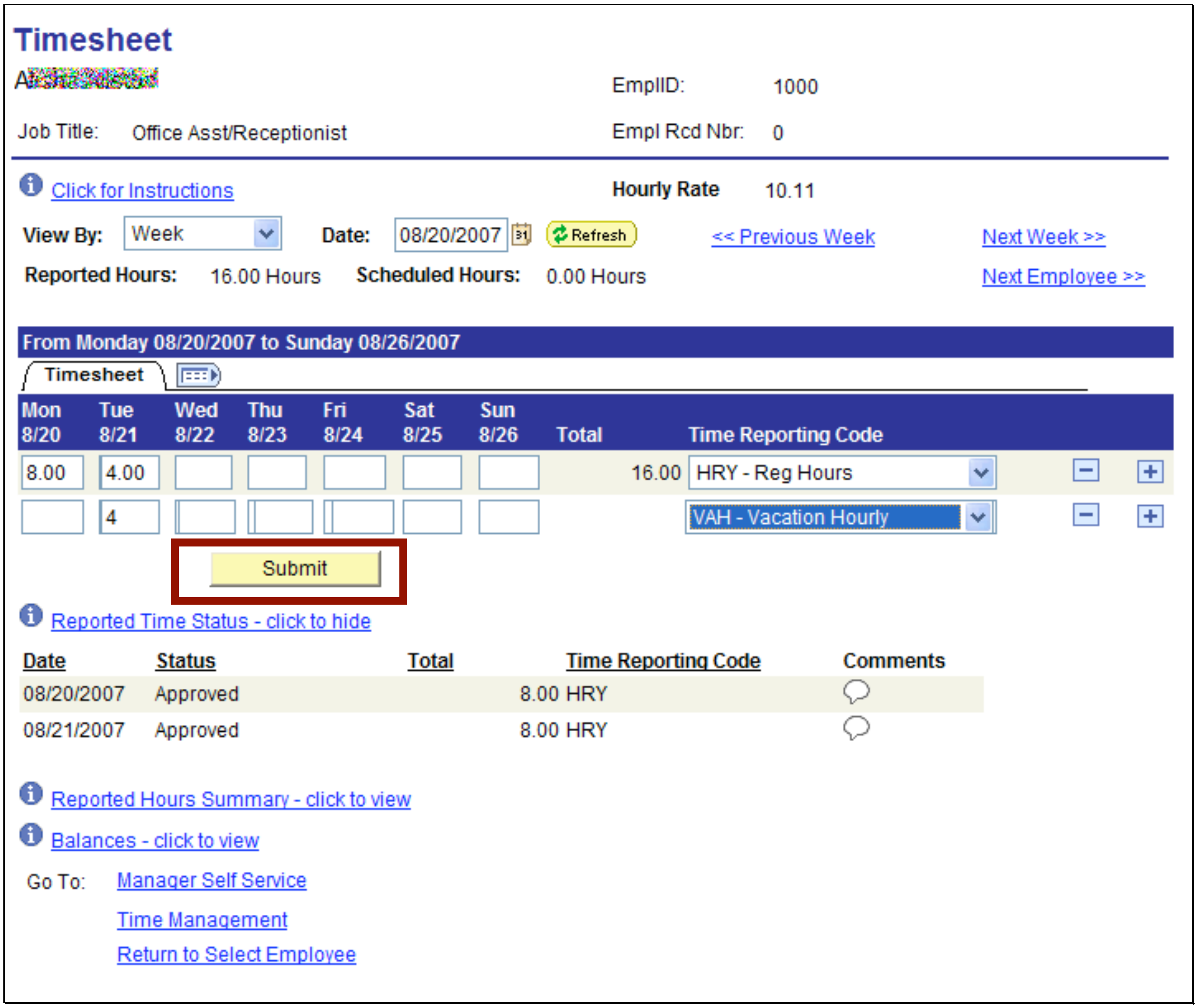


Step 5 – Click on the drop-down menu **arrow** to view Time Reporting Codes.



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

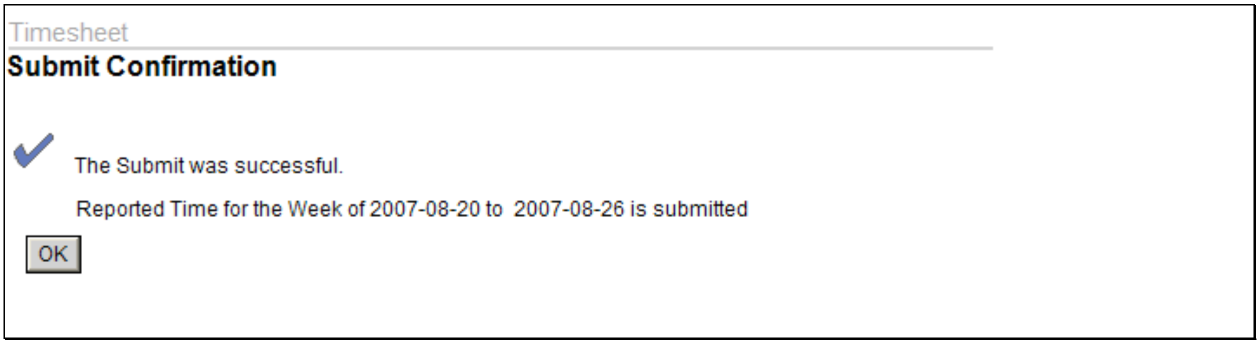
Note that there is a greater variety of Time Reporting Codes available to the DTA.



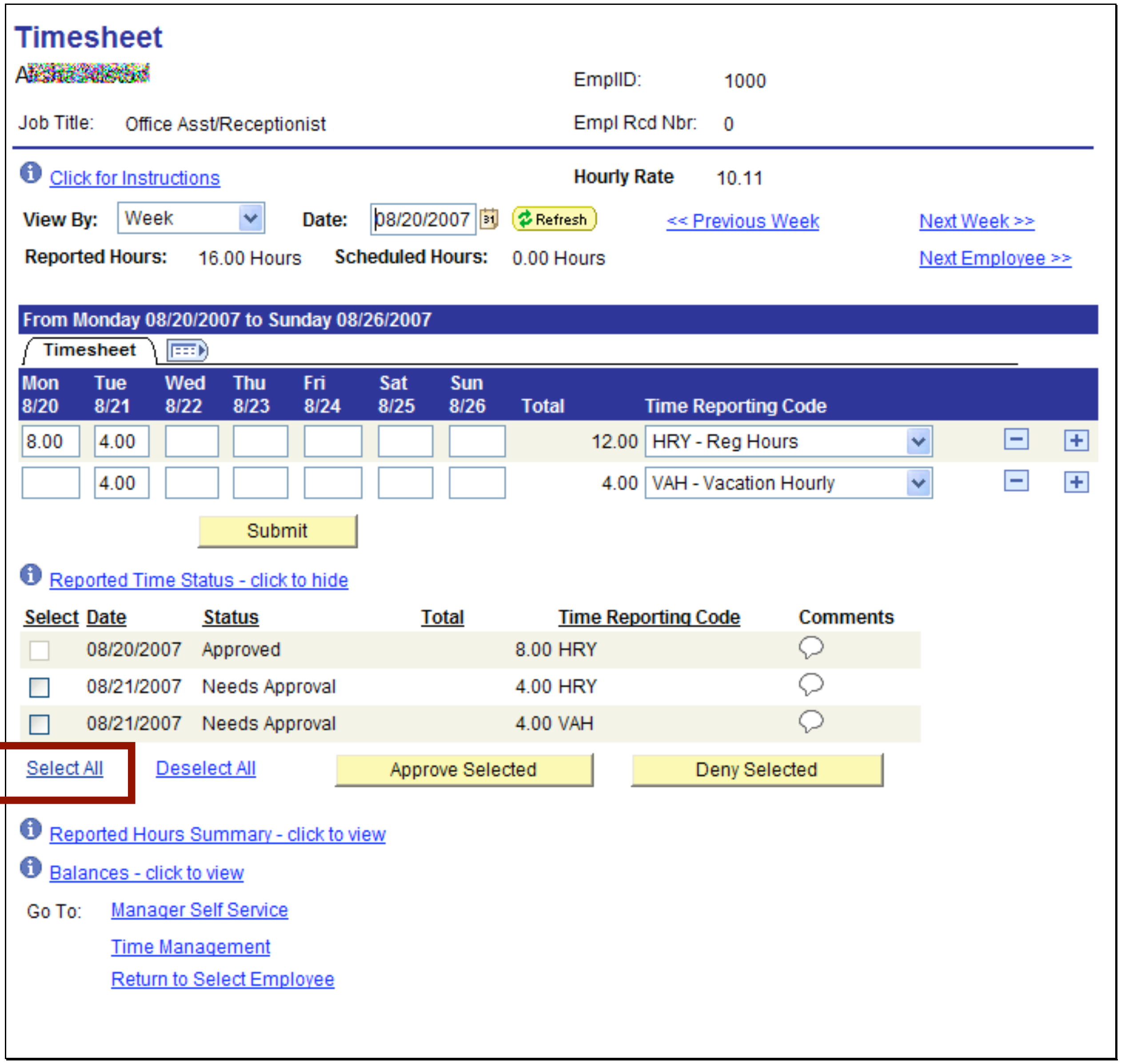
Step 7 – Click the **Submit** button.

When all needed changes have been made the DTA would click on the **Submit** button. When the system accepts the changes to the time record the screen shown in Figure ? is displayed confirming that the changes to the employee's reported time have been accepted.

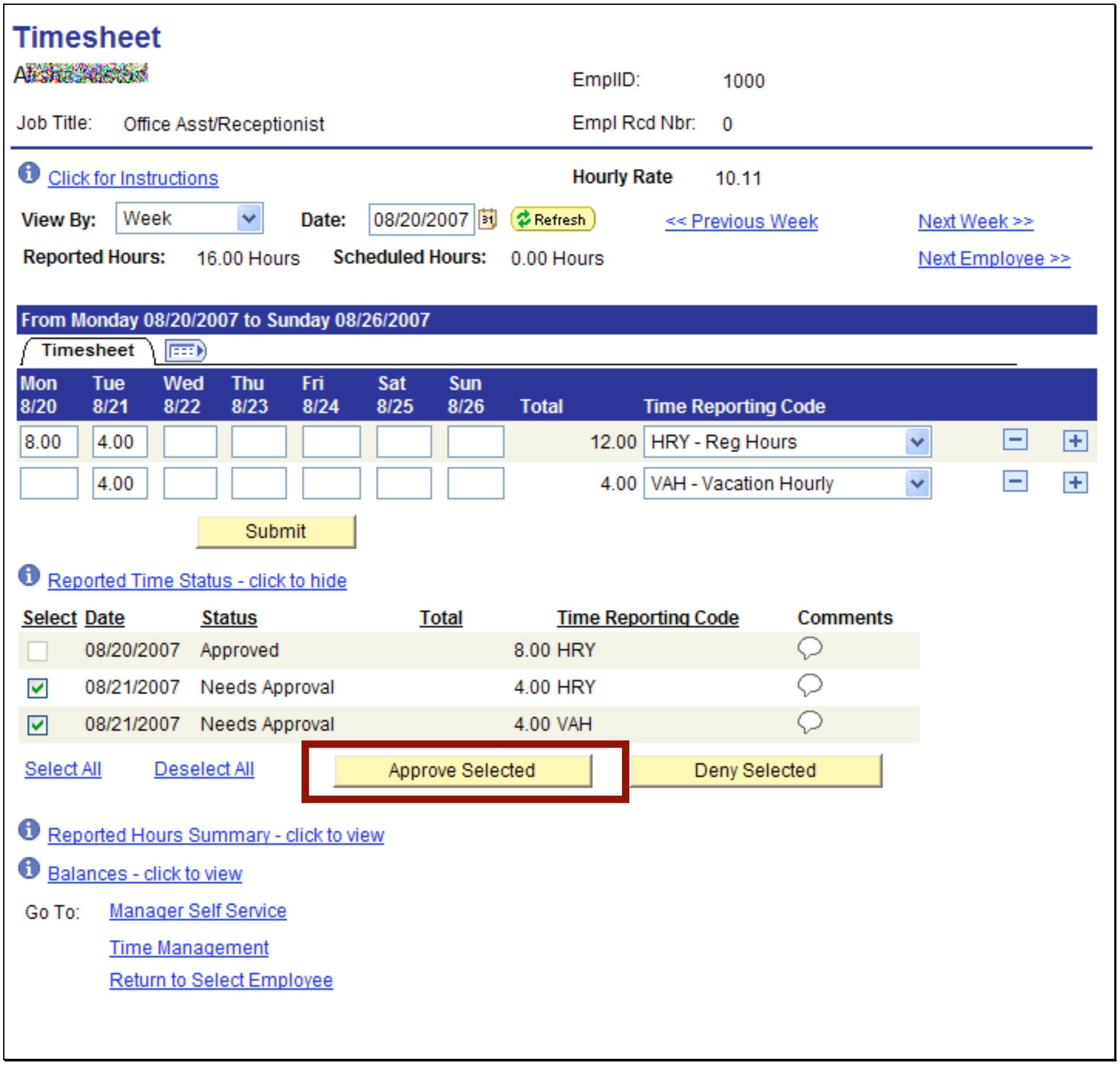
The DTA will click on the **OK** button to the employee's detailed Reported Time record screen as shown in Figure 12.



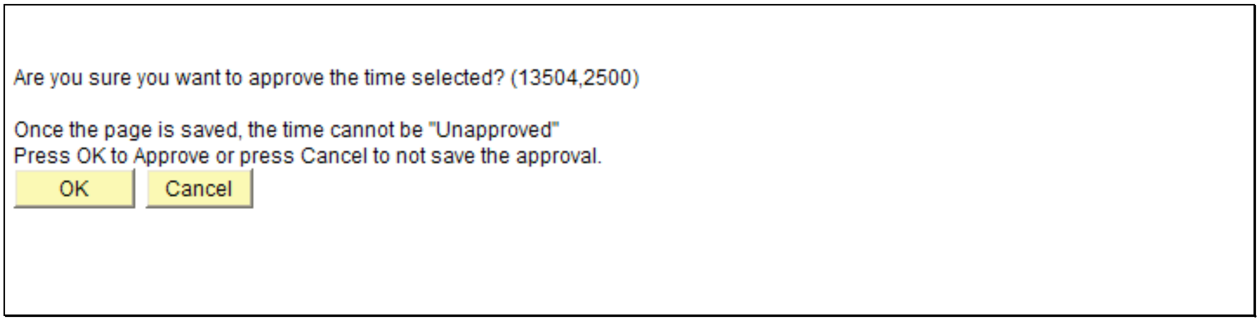
Step 8 – Click **OK**.



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

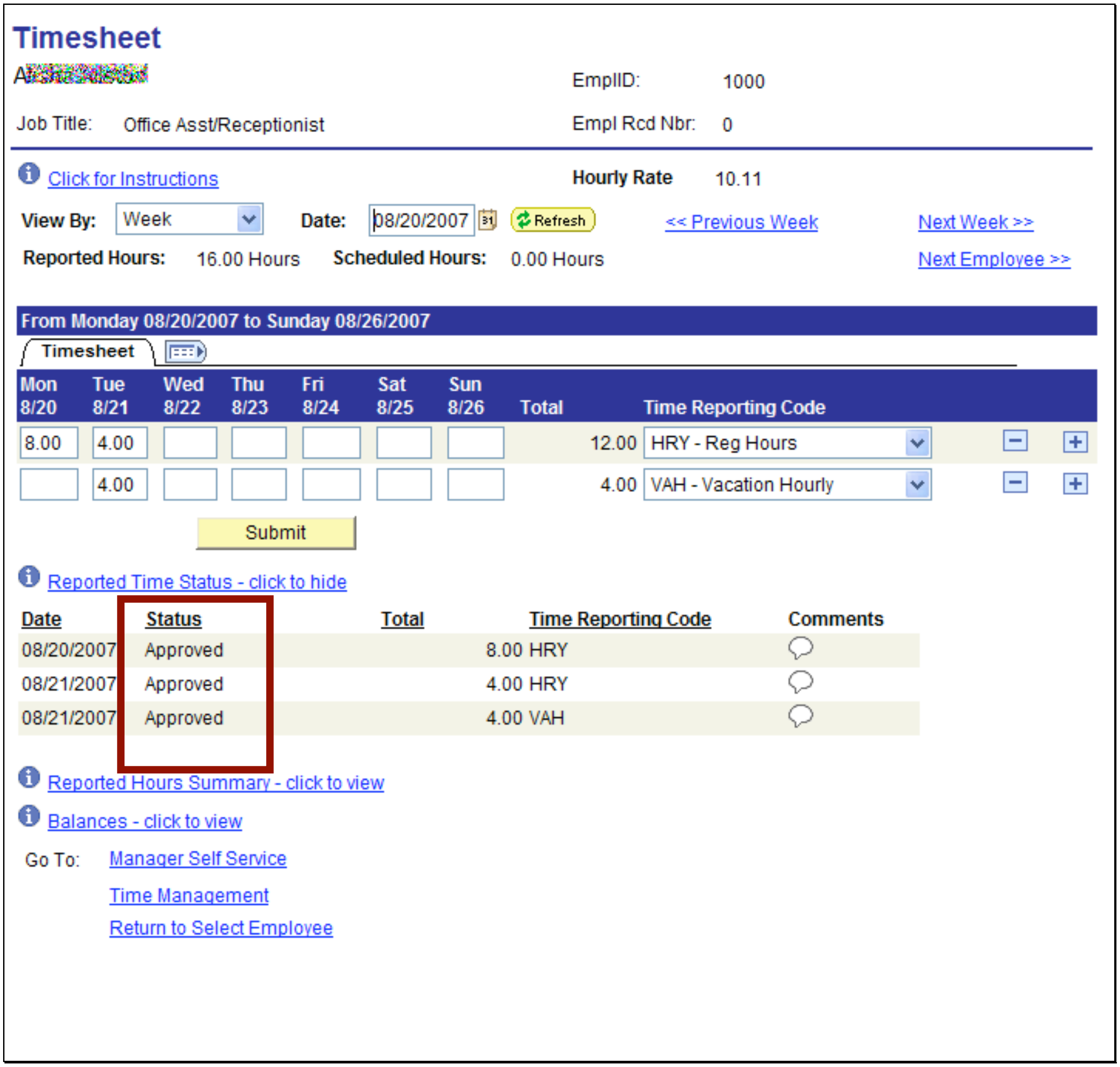


Step 10 – Click **Approved Selected** to approve the change.



Step 11 – Click **Ok.**

Step 12 – Click **Ok.**



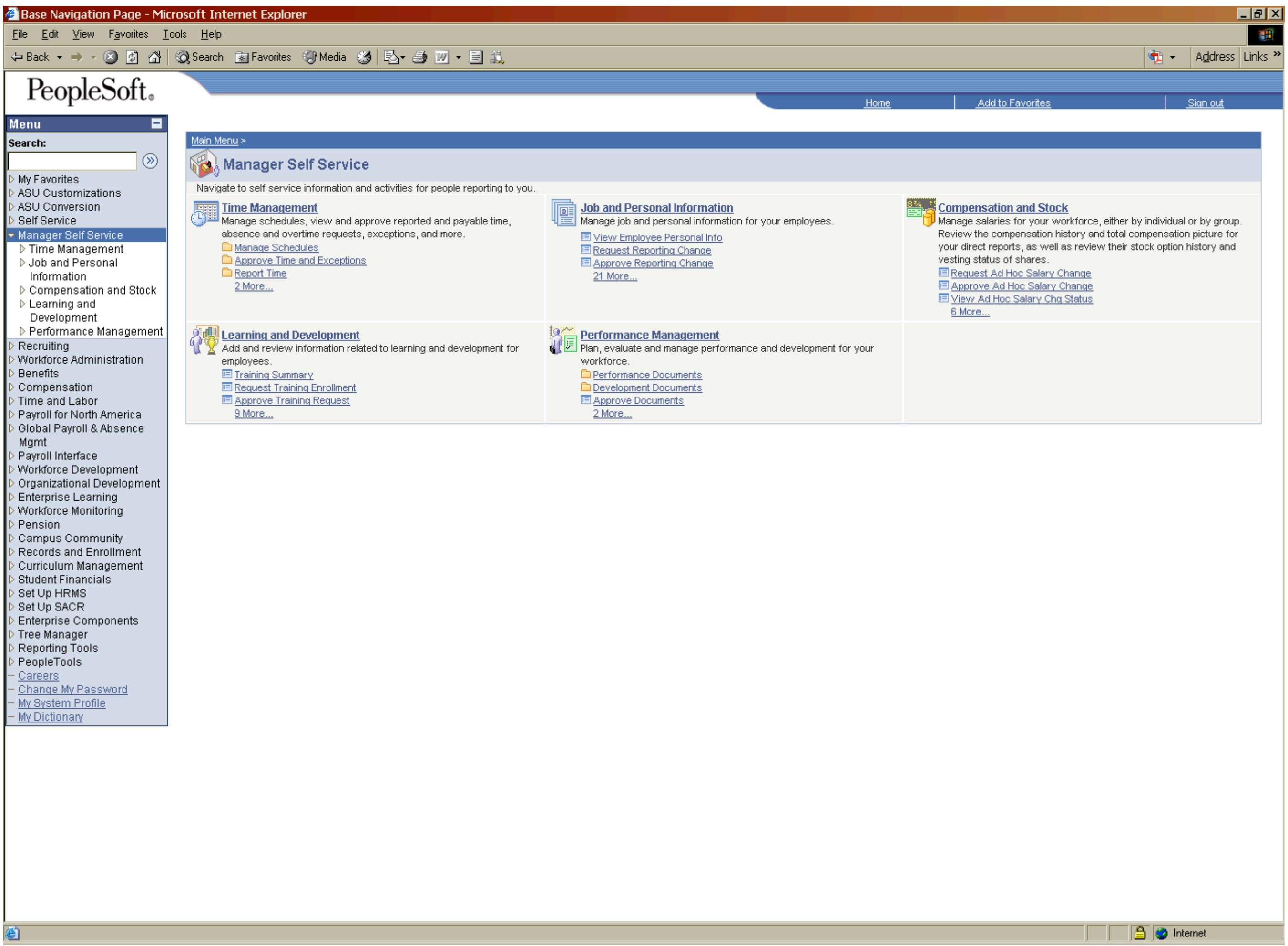
The change is approved.

Note about Correcting Approved Time entries. You may correct an approved time entry if you do so before the end of that current pay period, before the Monday 12:00 noon deadline. Otherwise a Payroll Correction form will need to be submitted to Payroll.

Correcting Reported Time Exceptions

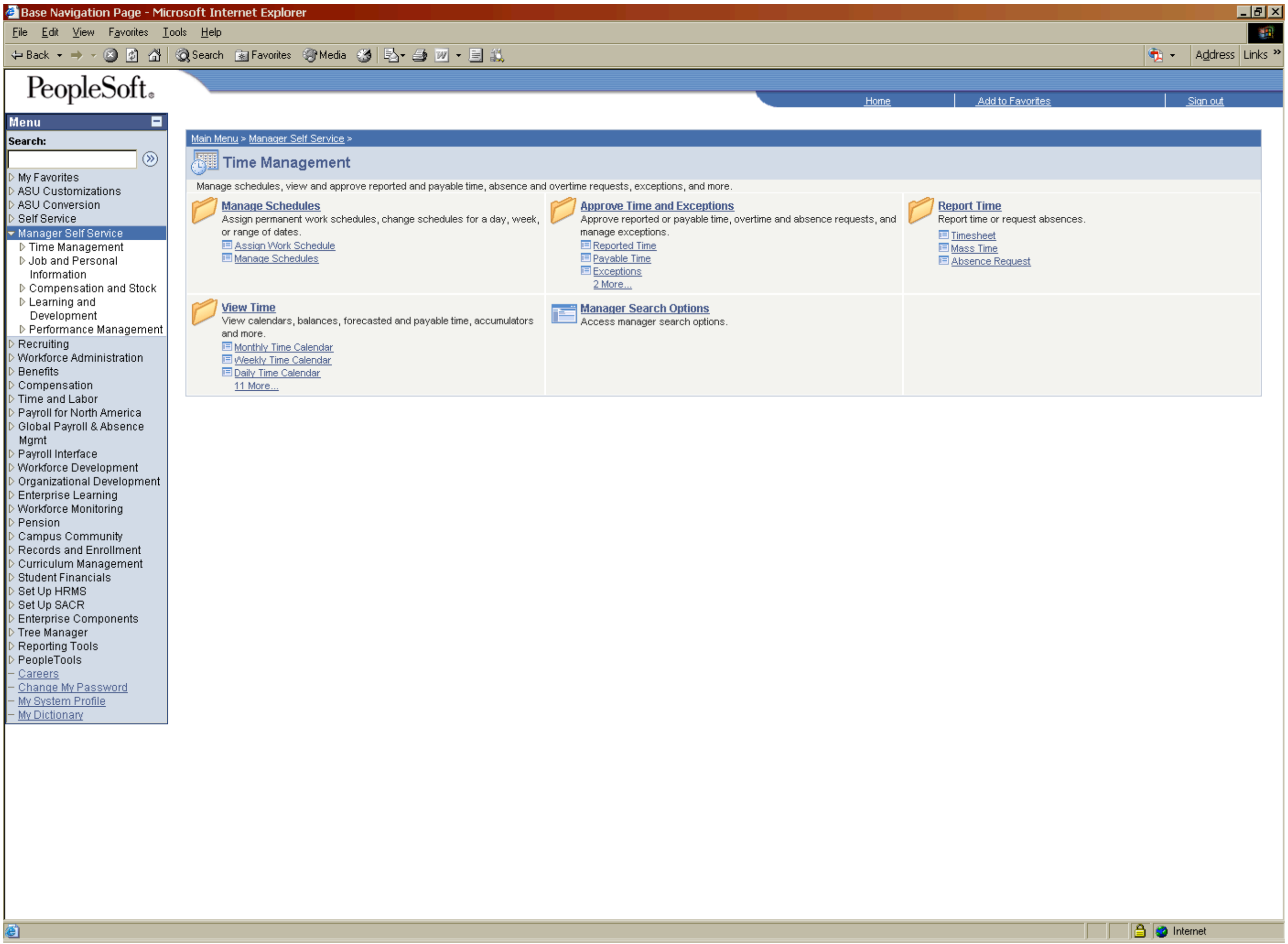
Step 2: Navigating to the Manager Self-Service Applications

Figure 3: Manager Self Service Menus



In Manager Self Service click on the Time Management entry in the left hand column or on the Time Management file icon in the center of the screen which brings you to a new set of menus under that specific topic as shown in Figure 4 below:

Figure 4: Time Management Menus

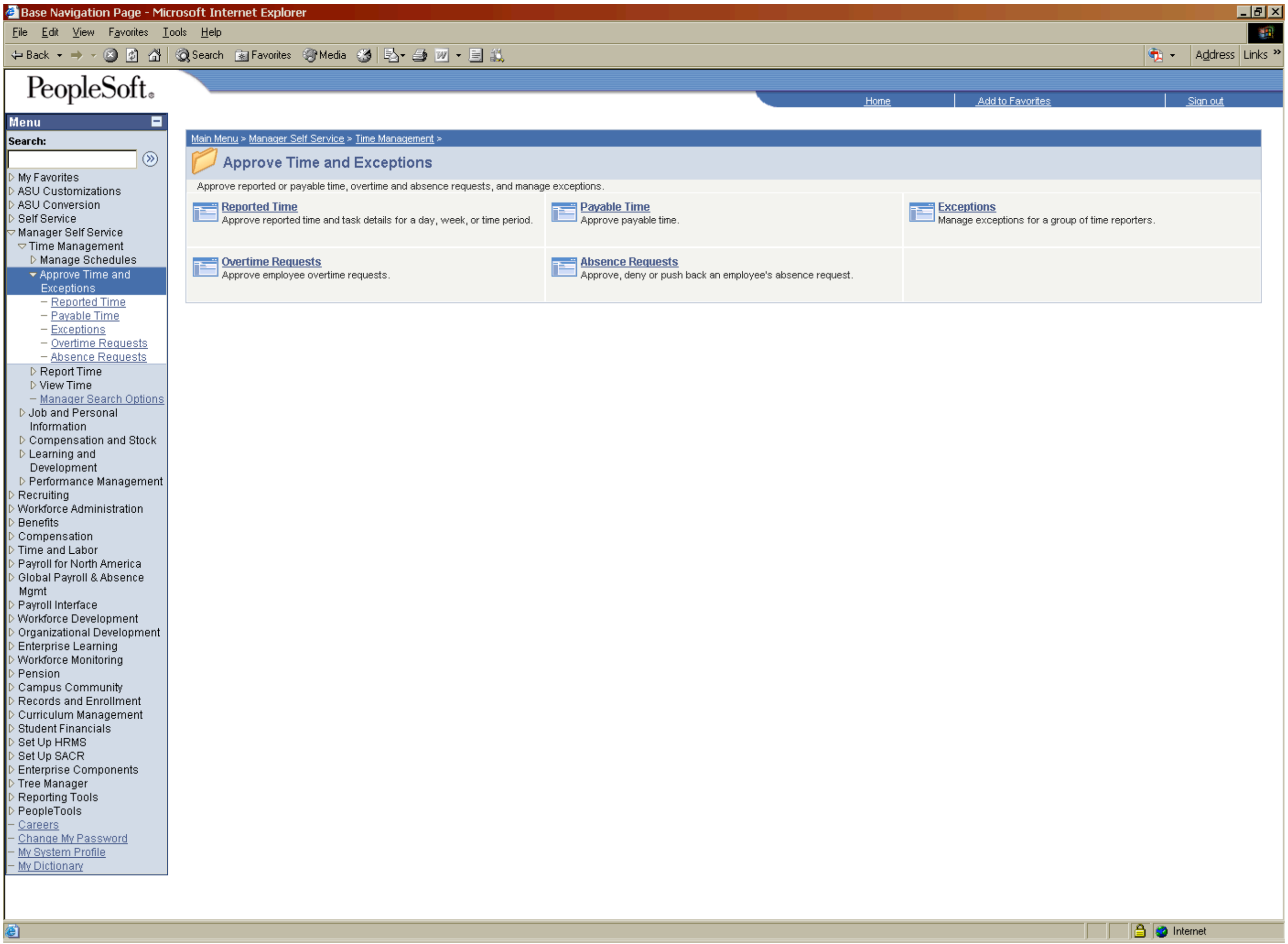


Click the Exceptions menu to determine if Exceptions to the Reported Time for his departmental employees have been generated. To reach the desired screen, the DTA may click successively on the Time Management, Approve Time and Exceptions and Exceptions titles revealed in turn in the left hand column.

Or the same end may be achieved by clicking on the Approve Time and Exceptions and then the Exceptions file icons in the main section of the screen as illustrated in Figure 5 below.

Tip: A quicker alternative would be to click directly on the Exceptions listing under the Approve Time and Exceptions file on the Time Management screen shown in Figure 4 above which eliminates the need to move through the intermediate menus.

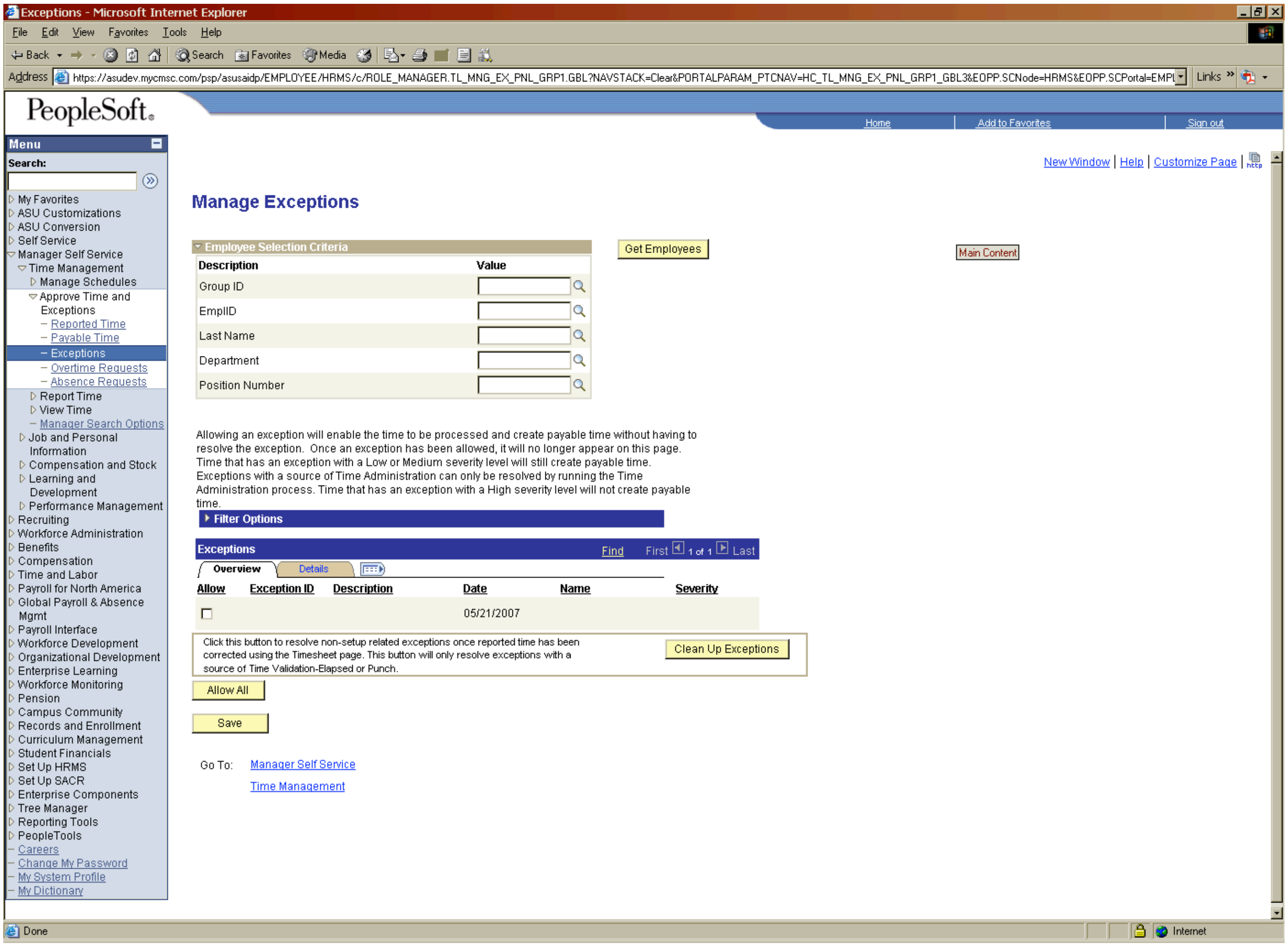
Figure 5: Approve Time and Exceptions screen



Once Exceptions is selected, the Manage Exceptions employee selection options shown in Figure 6 below become available:

Step 3: Viewing Exceptions

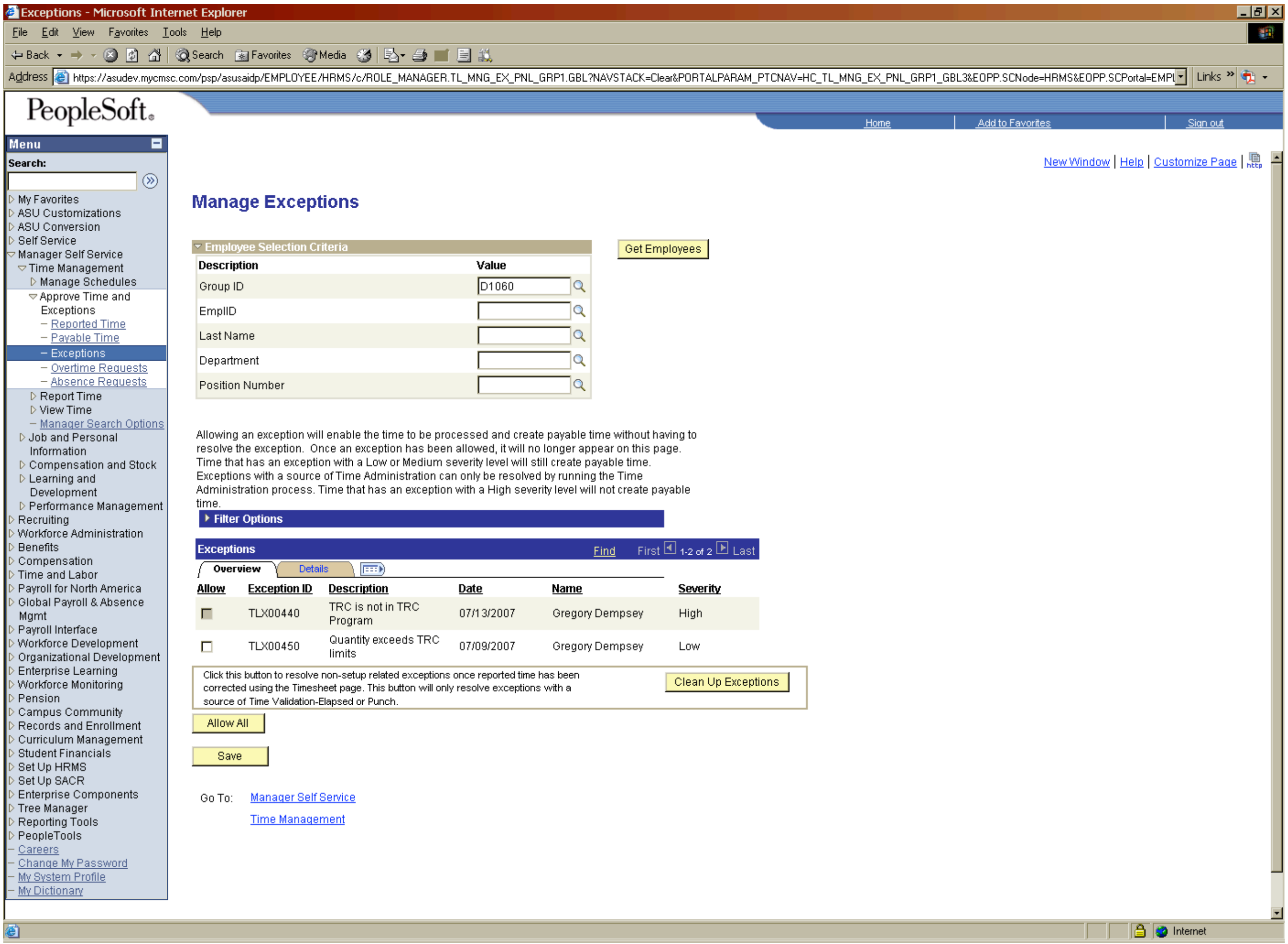
Figure 6: Manage Exceptions Employee Selection screen



Enter your Group ID to view all exceptions within your department. A single employee can be brought up by searching on a specific EmplID.

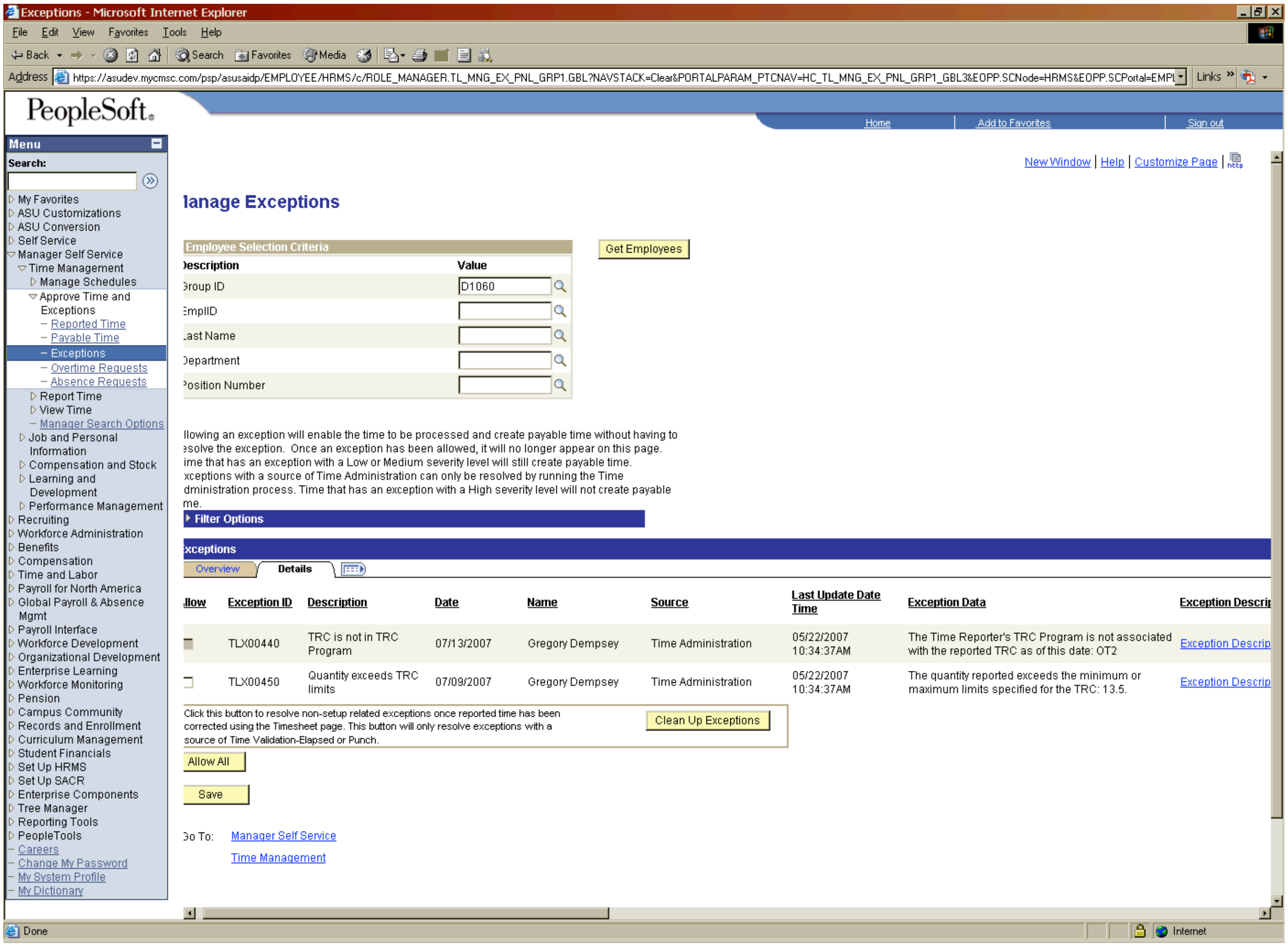
After entering the search criteria, click on the Get Employees button and the search screen returns the employee or employees that meet the listed search criteria, as shown in Figure7 below.

Figure 7: Manage Exceptions Screen with Group ID search criteria and Employees found



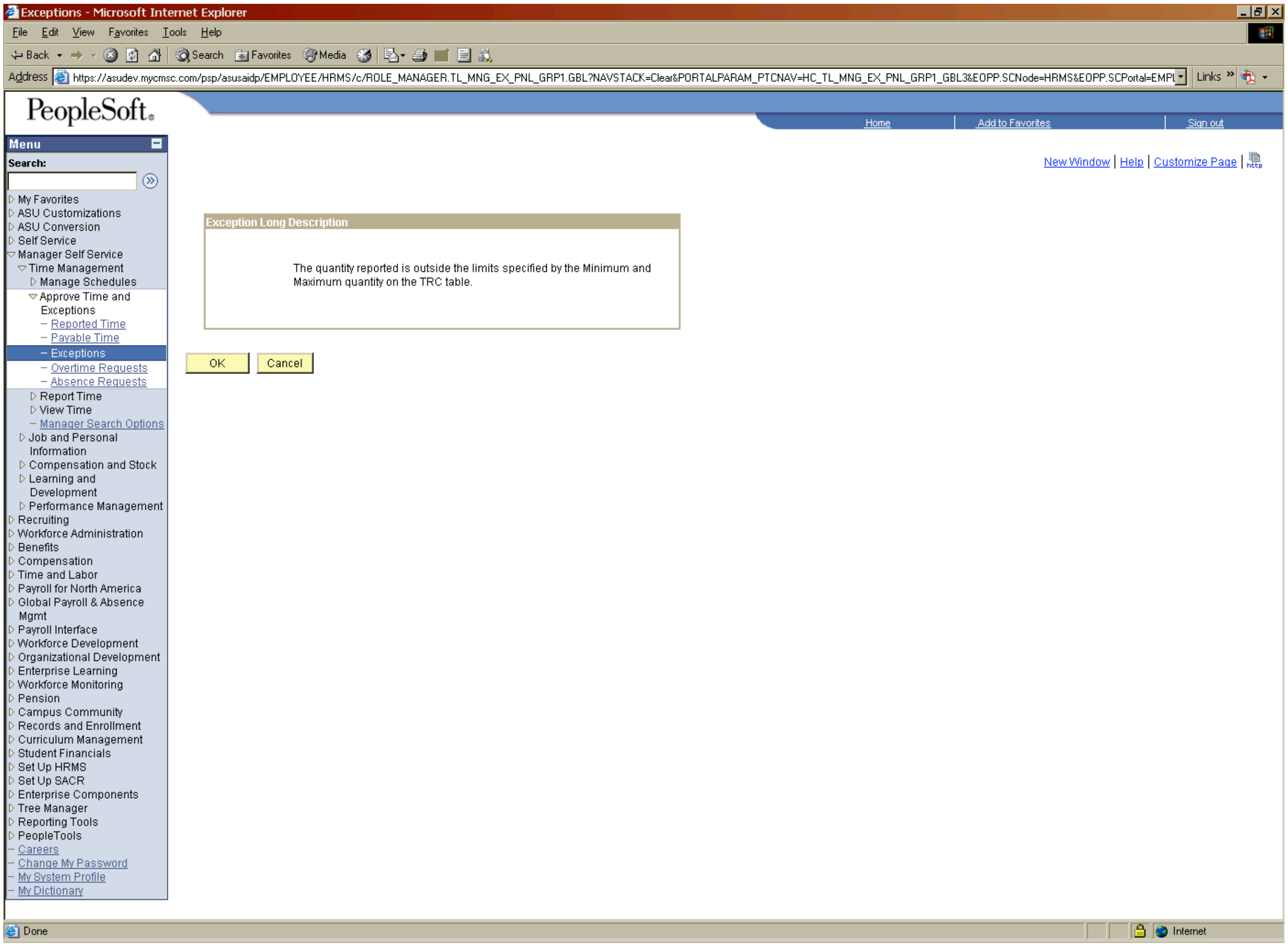
Each of the “High” severity exceptions must be resolved if the employee is to receive payable time for the hours affected by the exception. “Low” severity exceptions will create payable time but must be ‘allowed’ or resolved to make sure the time record is clean (add footnote). Clicking on the Details tab takes the manager to the second screen, shown in Figure 8, below, that provides more detailed information regarding each exception.

Figure 8: Detailed Exception Information Screen



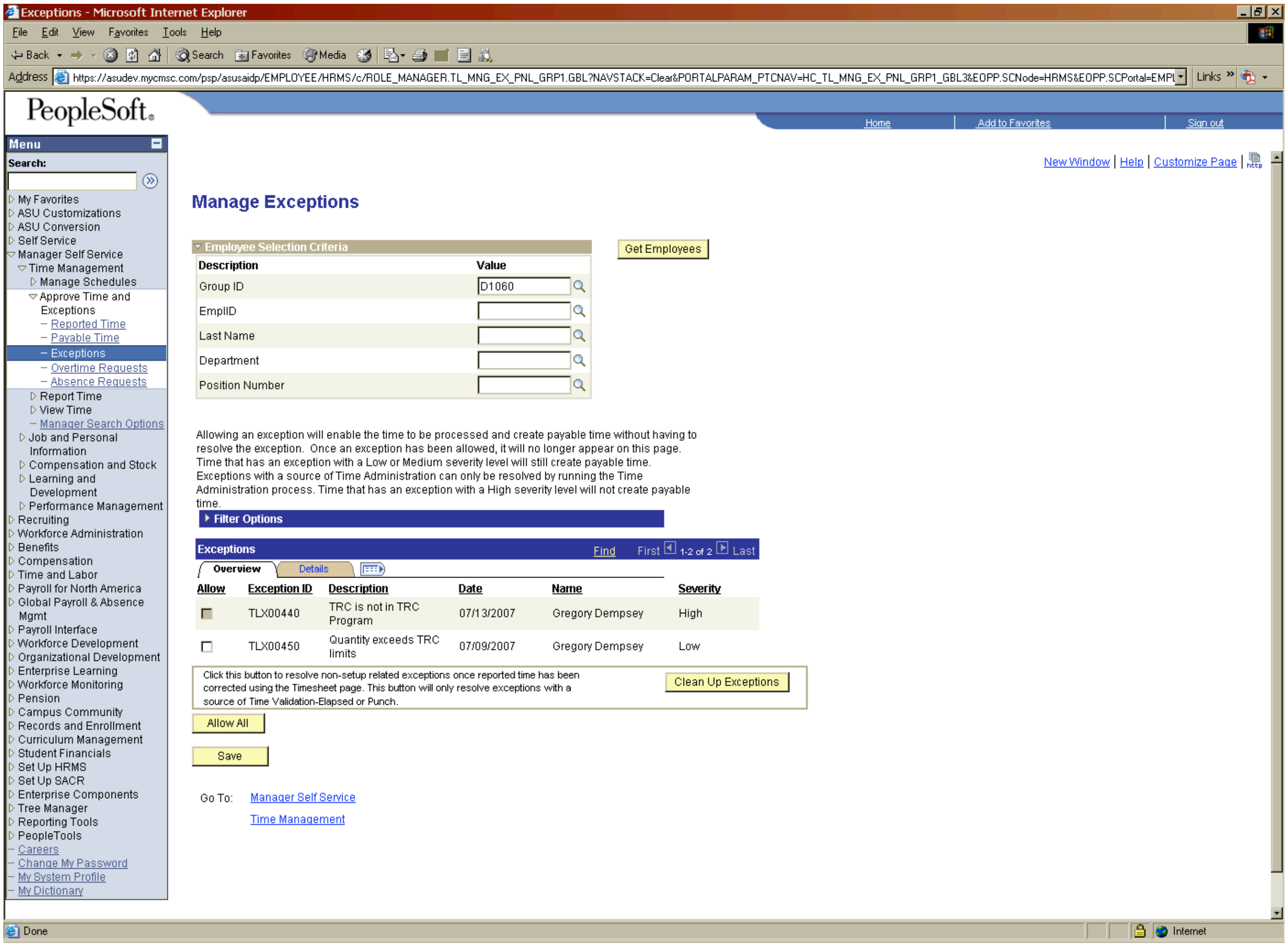
Clicking on the Exception Description link displays a longer description of the exception which may help the DTA determine how to resolve the issue. See Figure 9 below:

Figure 9: Exception Long Description



After reading the longer definition click on the OK button to return to the Exception Detailed Information page (Figure 8). Clicking on the Overview Tab returns to the Manage Exceptions search page displayed in Figure 10 below.

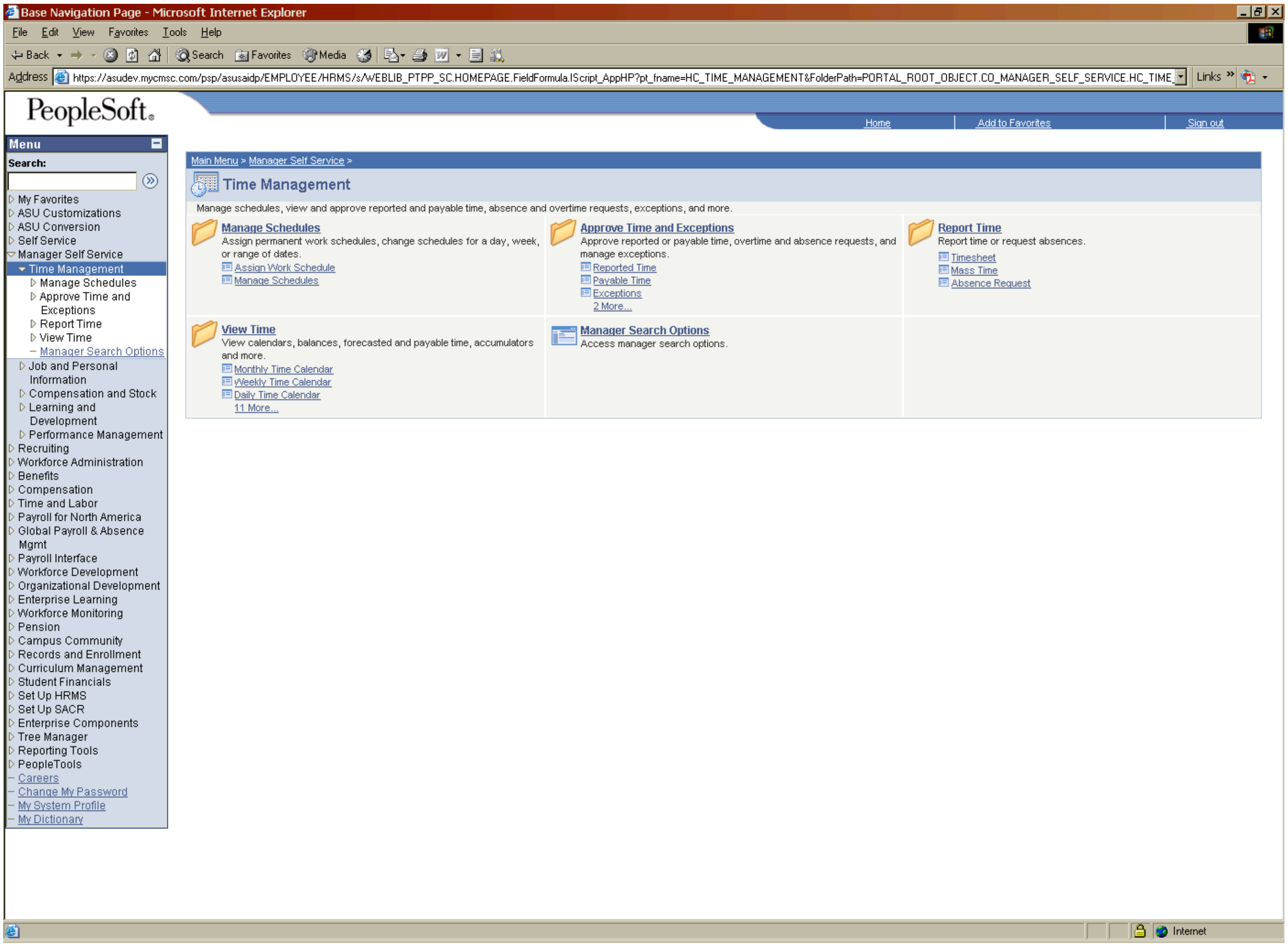
Figure 10, Manage Exceptions Search page



To clear the individual exceptions, the DTA must now return to the employee timesheet to change the reported time or Time Reporting Code (TRC's) – tied to earning codes – to clear the exceptions. The DTA clicks on Time Management in the left hand Menu list to return to the main time management menu as shown in the following figure.

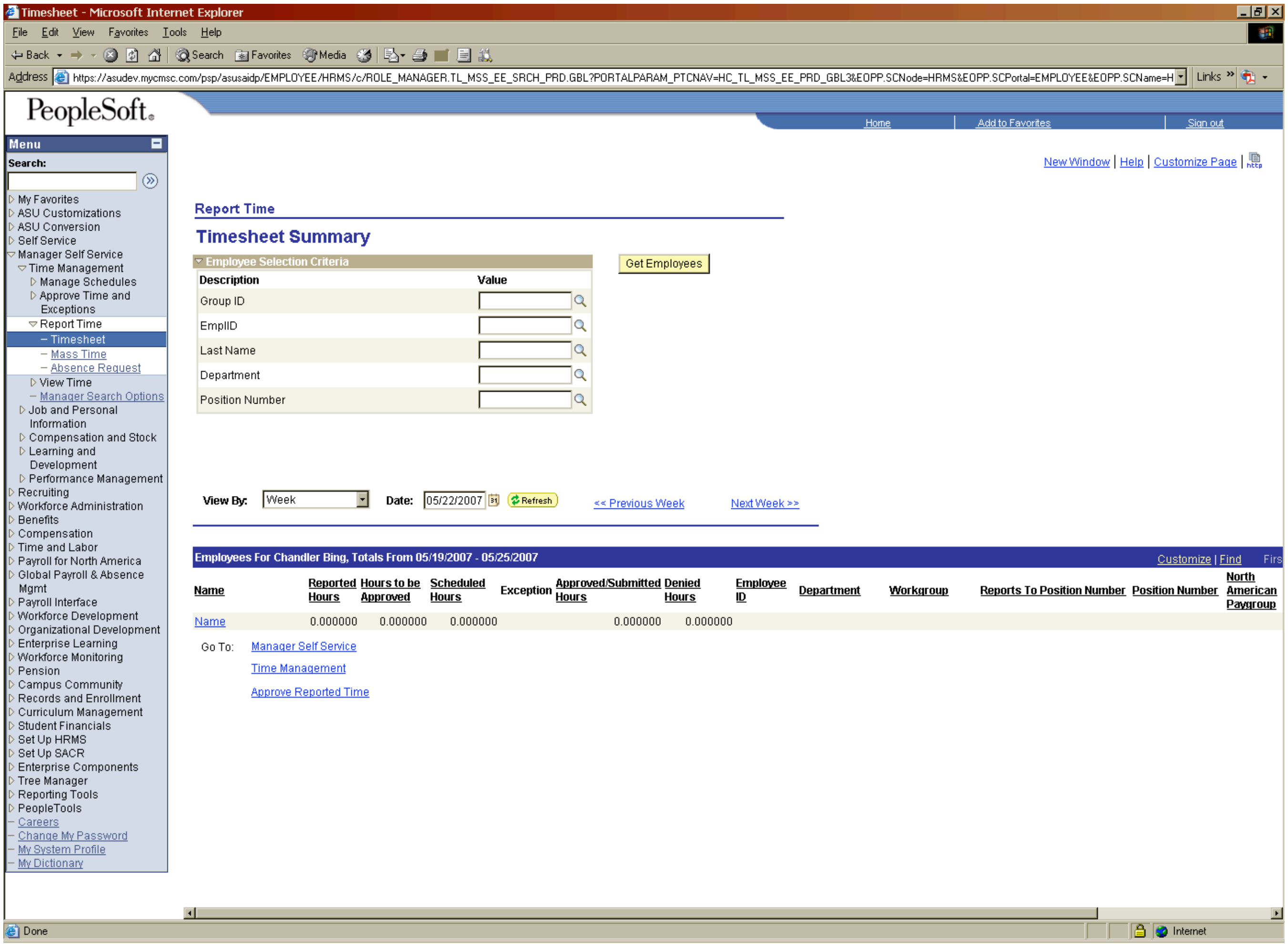
Step 4: Clearing Exceptions

Figure 11: Return to Time Management Menu



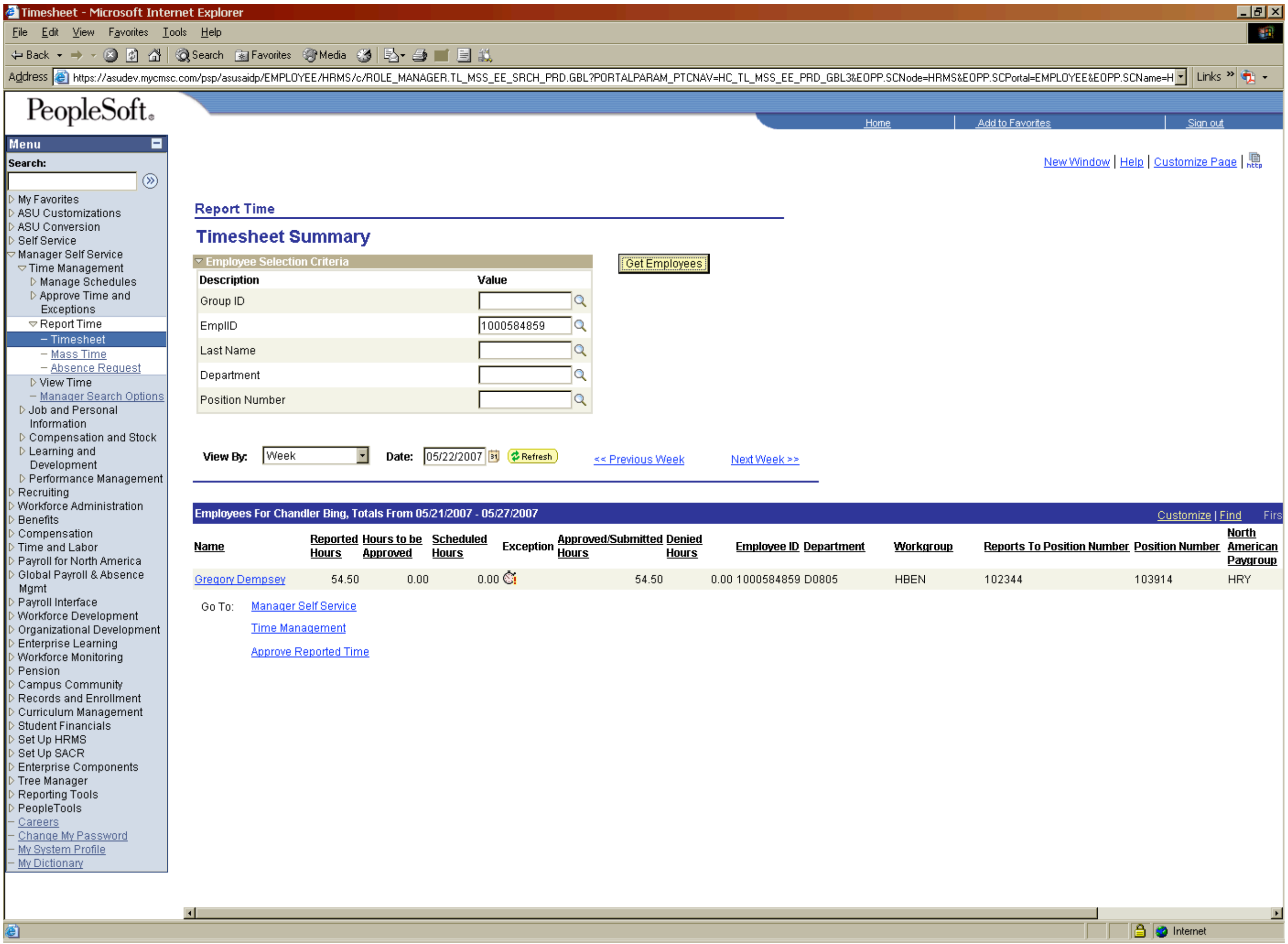
To view the individual employee's timesheet, the DTA first selects **Timesheet** under the **Report Time** menu. The **Timesheet Summary** search page, shown in Figure 12 below is displayed.

Figure 12: Timesheet Summary Search Page



The DTA can now enter the specific EmplID of the employee he wishes to review. After entering the EmplID in the search box, click on the yellow **Get Employees** button to the right of the search boxes. If records matching the search criteria are found, the record or records are returned and displayed at the bottom of the screen as shown in the next Figure below.

Figure 13: Timesheet Summary search results



The DTA confirms that the system has returned the desired employee record and double clicks on the name link of the employee to be reviewed. This action returns the employee detailed time record.

Figure 14: Detailed Employee Time Record new screen

The DTA can review one week of the detailed timesheet, as shown above, or select Time Period under the View By ▼ to see the entire two week pay period at once.

Figure 15: Employee Time Period Record with entries showing Exception Icon (combine screens)

The lines for Monday, July 9th and Friday, July 13th show the clock icon indicating an exception. The exception for the 9th corresponds to the "Low" level exception noted for the employee. In this case, the employee has recorded more than 15 hours worked in one day in violation of an ASU local rule. The DTA can either change the time, if the entry is erroneous, or can approve it for payment if it is correct. If the DTA decides to change the time entry, he will enter the corrected time on the timesheet directly, as shown in Figure 16 on the next page.

The "High" level exception on the 13th indicates that an Invalid Time Reporting Code (paid leave for a non-benefits eligible employee) or TRC was entered for the day. The DTA can clear this exception by correcting the TRC has shown on Figure 16, following.

Figure 16: Timesheet with Corrected Entries to Clear Exceptions

The DTA now clicks on the Submit button to enter the revised time into the Time & Labor system. The Submit Confirmation screen displays and the DTA clicks OK. The Timesheet Summary now shows the revised entries for 7/09 and 7/13, both requiring approval, in Figure 17. The DTA now selects the changed entries by checking the box next to both lines requiring approval.

Possibly adding a box or words certifying that the hours are true and accurate.??

Figure 17, Timesheet Summary with Entry Requiring Approval selected.

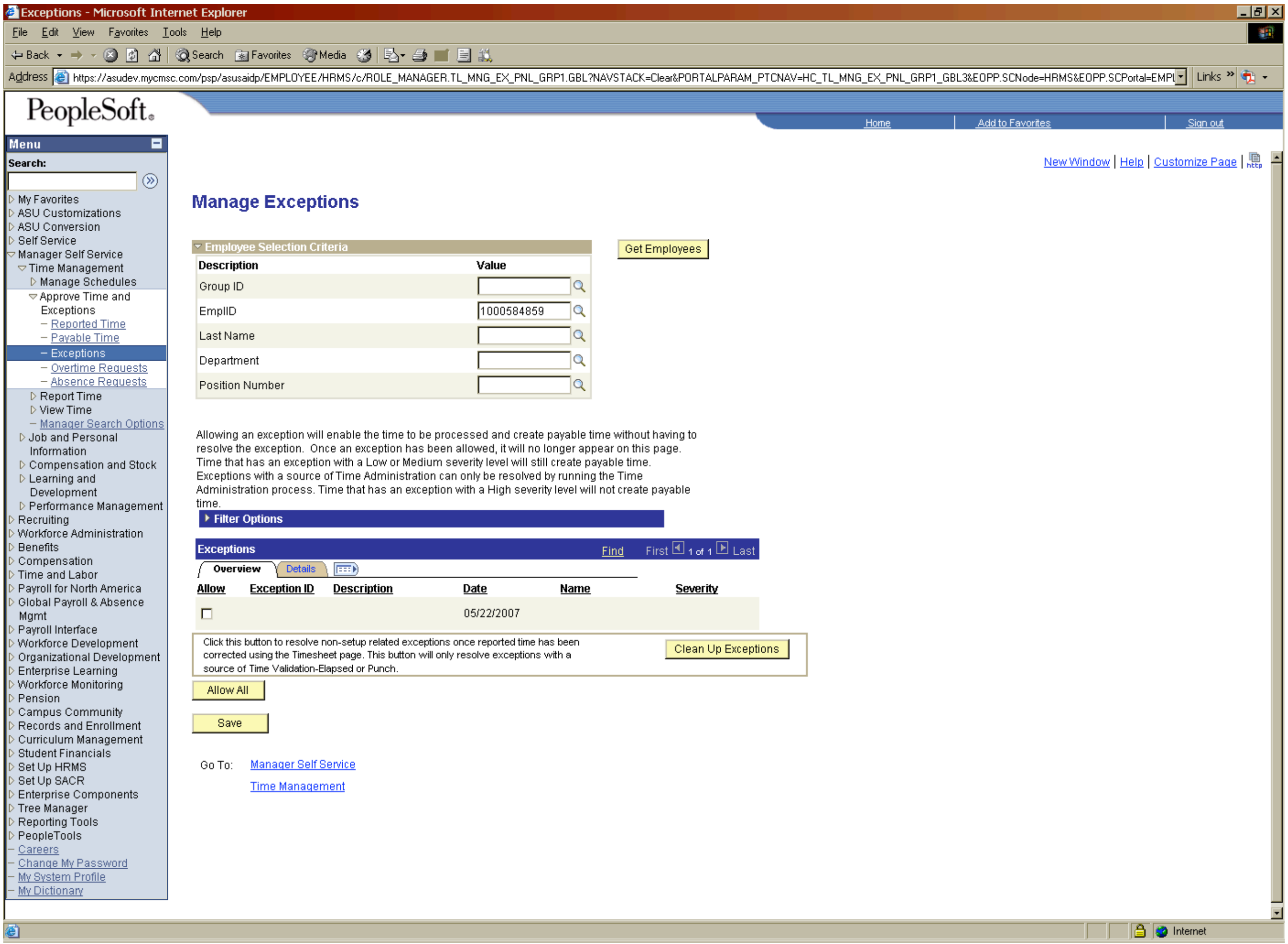
The DTA then clicks on Approve Selected to approve the changed time entries and prepare the revised time for the next run of Time Administration. This action results in the Approval Confirmation screen, click on OK, and a return to the Timesheet screen with the approval action complete, Figure 19.

Add screen

Figure 19: Revised Time Entries Approved

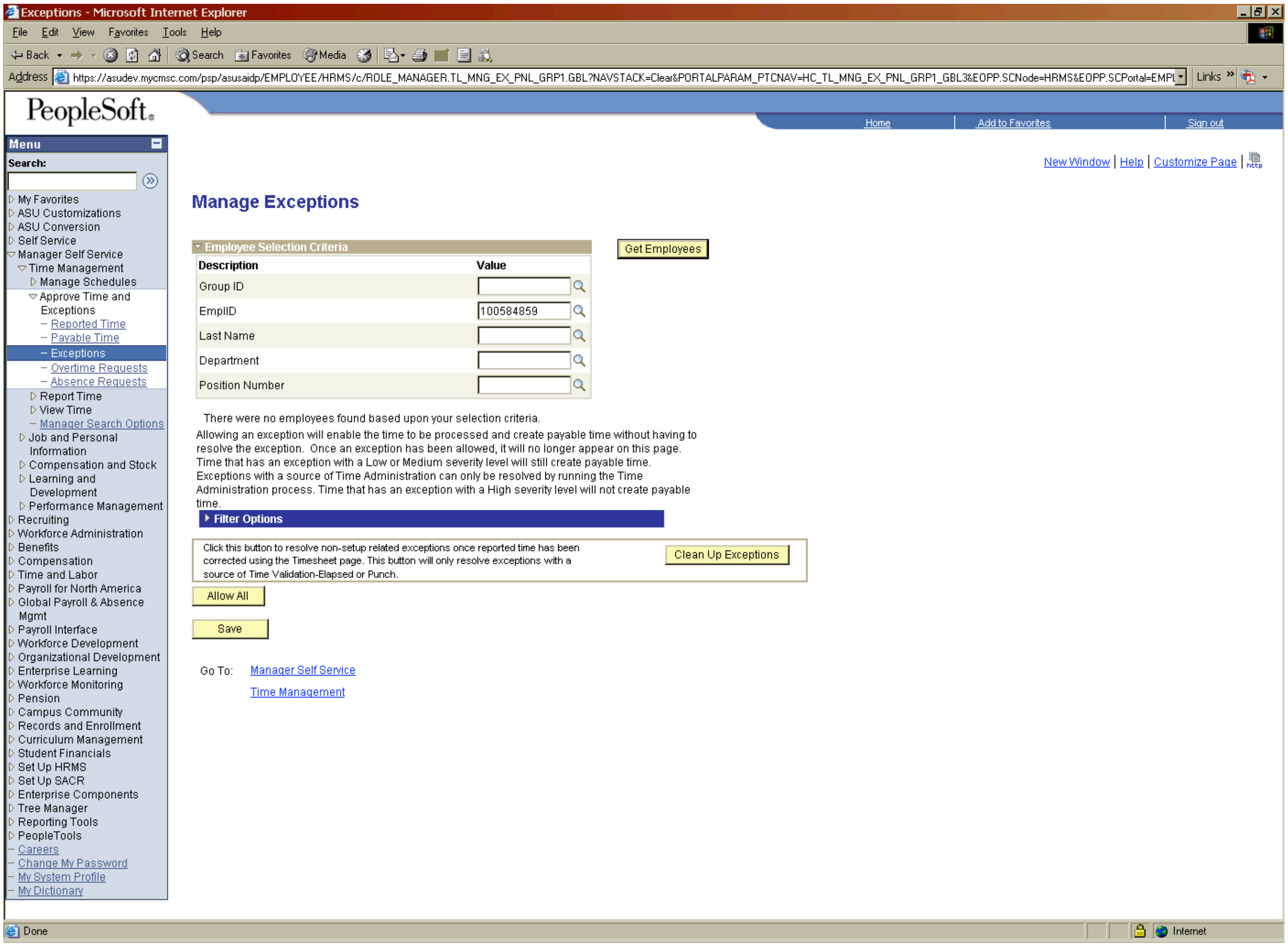
The DTA can now return to the exception screen by clicking on the Approve Time and the Exceptions menus once again to return to the Manage Exceptions search screen, Figure 20, below.

Figure 20: Manage Exceptions with EmplID Search Criteria



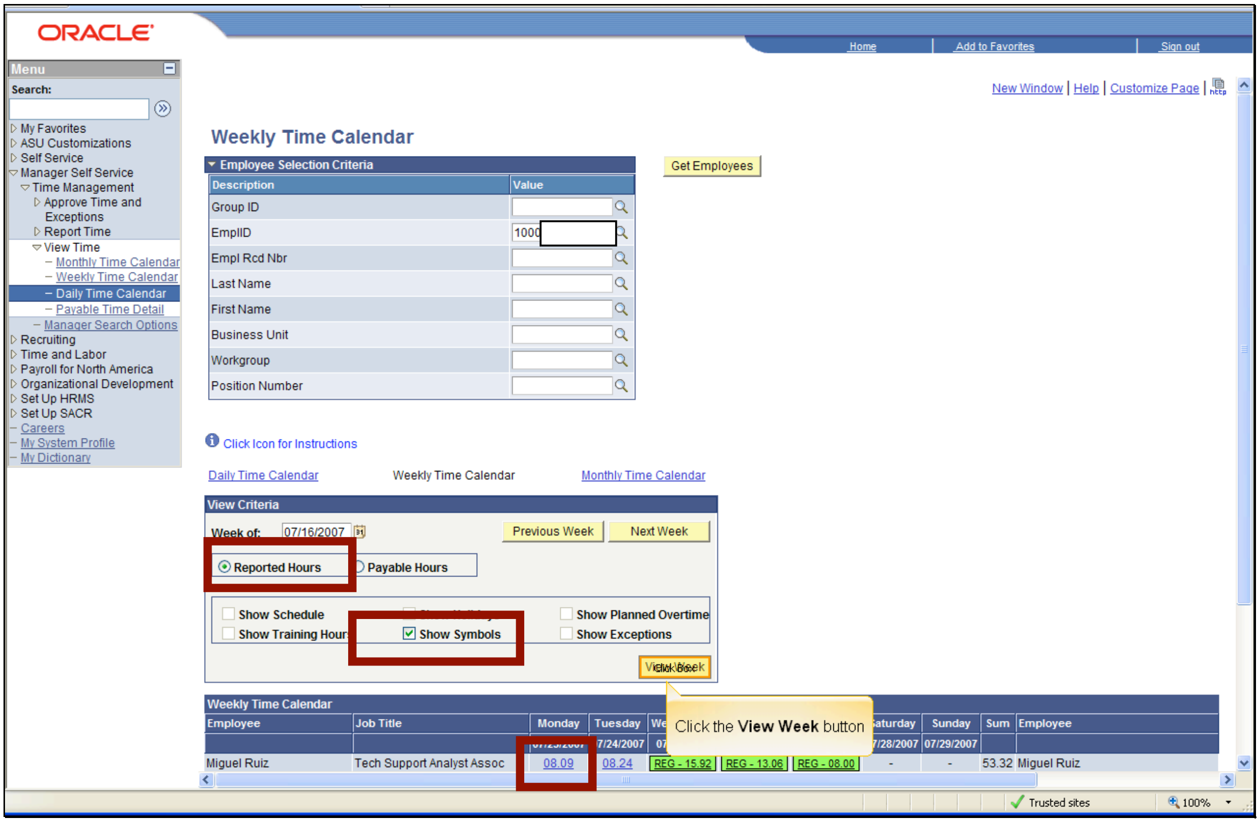
Click on the Get Employees button to recall the employee's exception listing. The system searches for Exceptions under the EmplID and returns to the Manage Exceptions screen showing that none were found. The corrections made by the DTA on the have cleared both exceptions. All Reported Time will be converted to Payable Time with the next run of the Time Administration process.

Figure 13: Manage Exceptions Page With No Exceptions Found duplicate



The DTA can now enter another EmplID to review exceptions for another employee, click on other links or menu listing to begin other tasks or click on Sign Out to leave the system.

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.

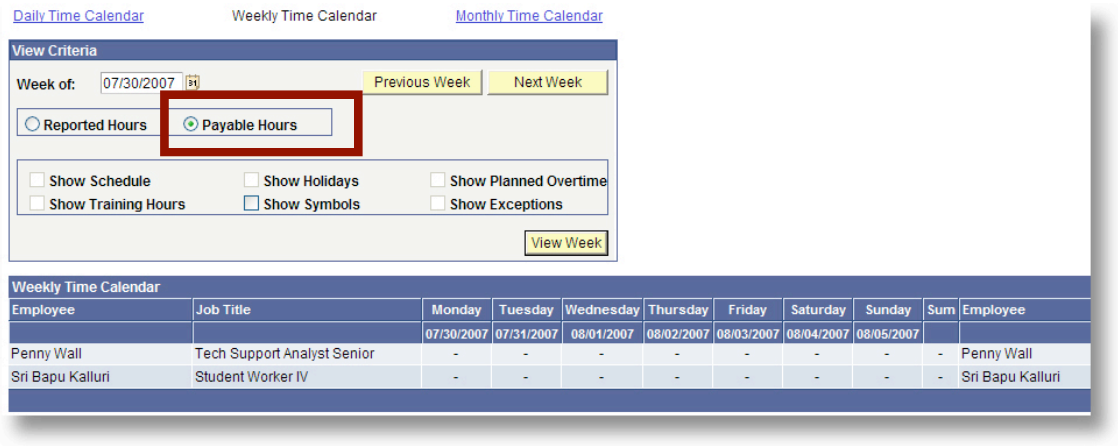
Payable Hours

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



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

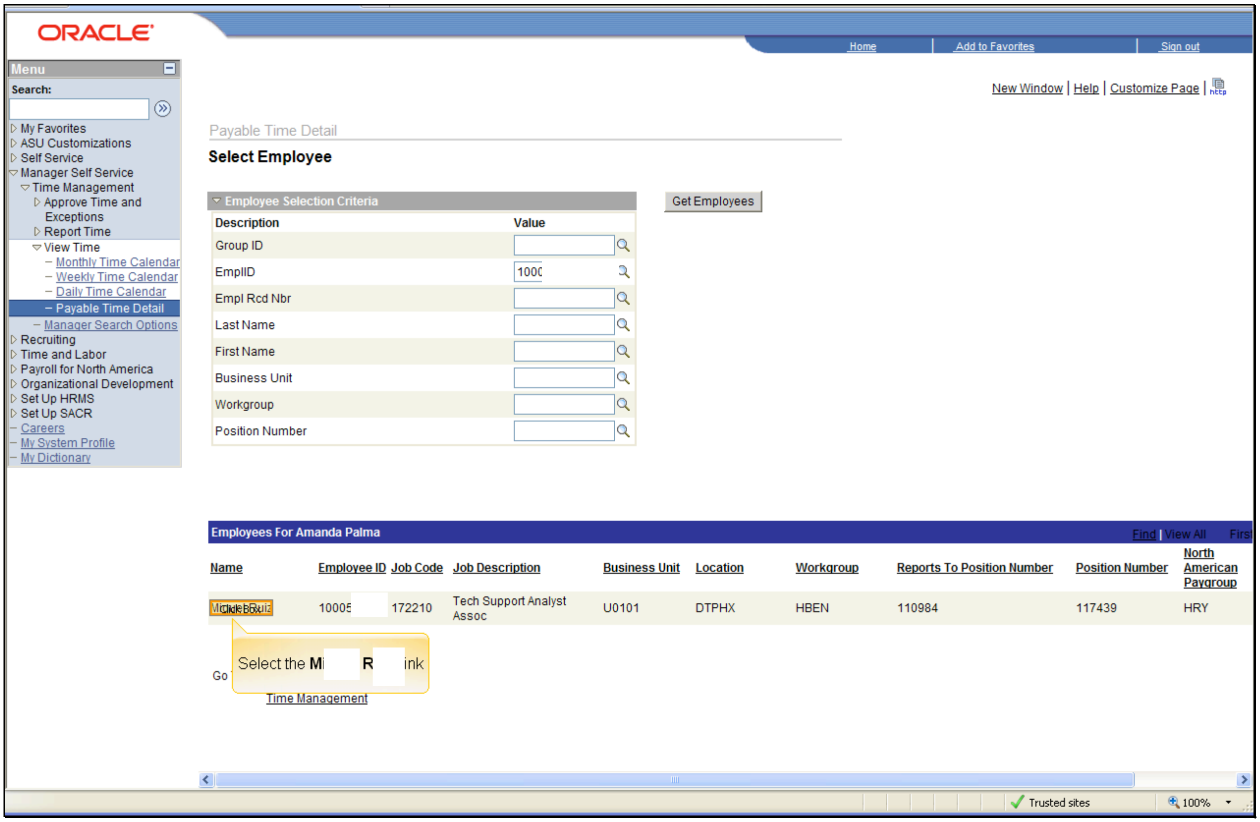
CE5 = the time and ½ (portion) for overtime pay shows up w/ CEP, then this is the time and ½ so for 2.75 (CEP) this would show as 1.375 paid

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

CTE = comp time earned

Payable Time Details

Figure 31

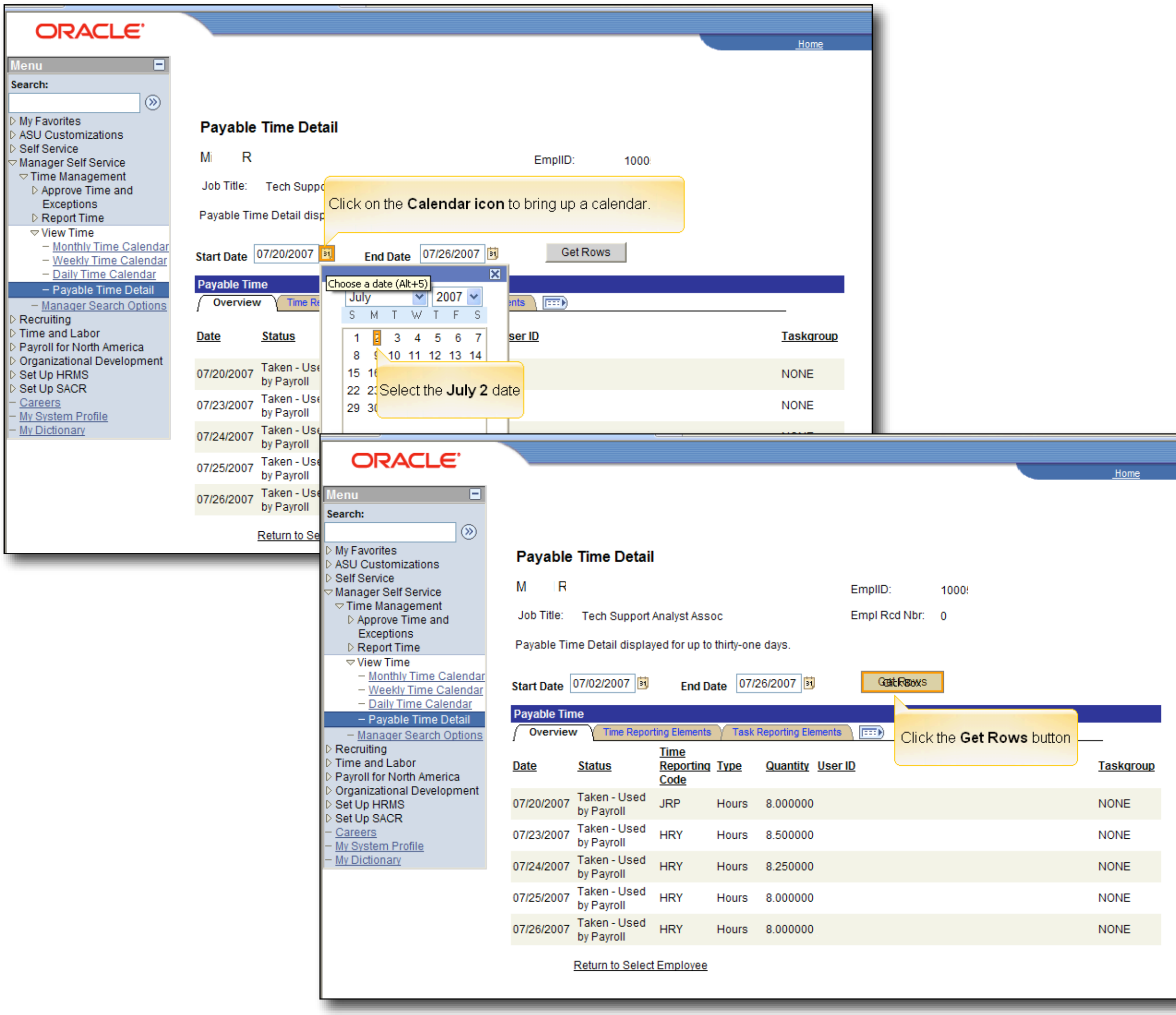


The Payable Time Detail view lists the status of an employee's pay.

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.

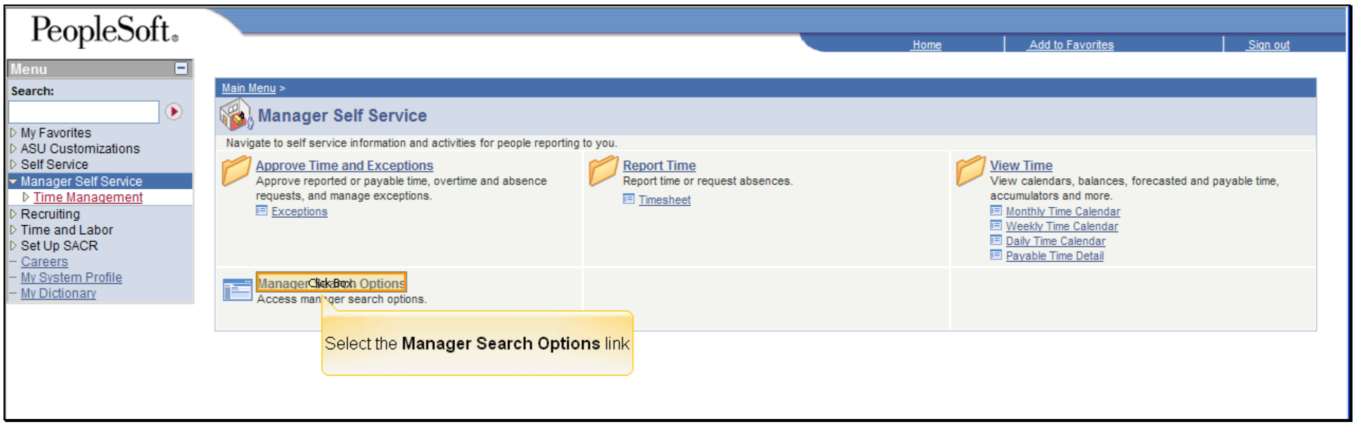
Step 6 – View **Payable Time Detail.**

Setting DTA Search Options

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

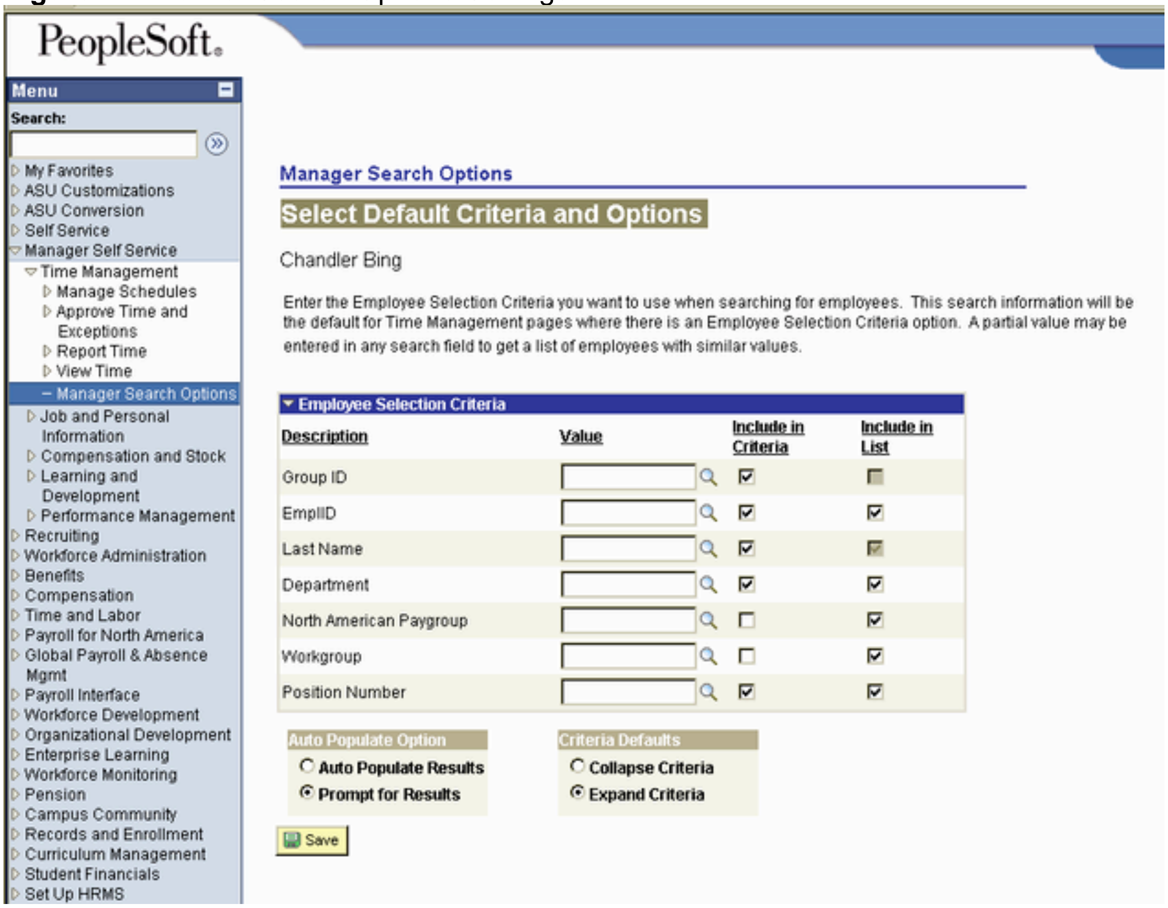
Managers can also set up display preferences for viewing employees selected through the self-service menus.

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:

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

Houry 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
- 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

Salaried

Time Reporting Code

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

Academic Professinal ACD

Time Reporting Code

- BER - Bereavement Leave Exemp
- 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 Exemp
- 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:

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.)

ALT+1	Saves a page in a transaction. 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.
ENTER	Activates the OK button, where appropriate. On a search page, activates the Search button.

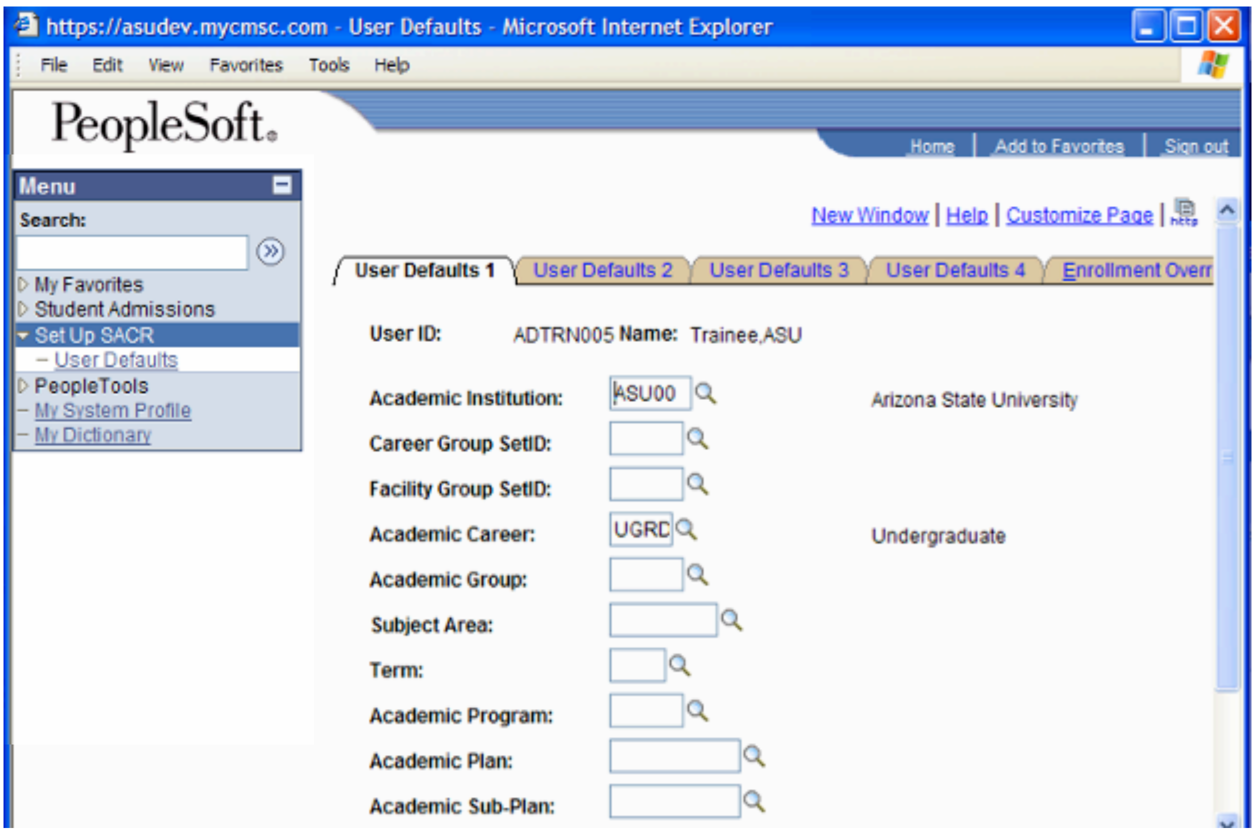
On a look up page, activates the lookup button.

ESC Activates the Cancel button, where appropriate.

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.

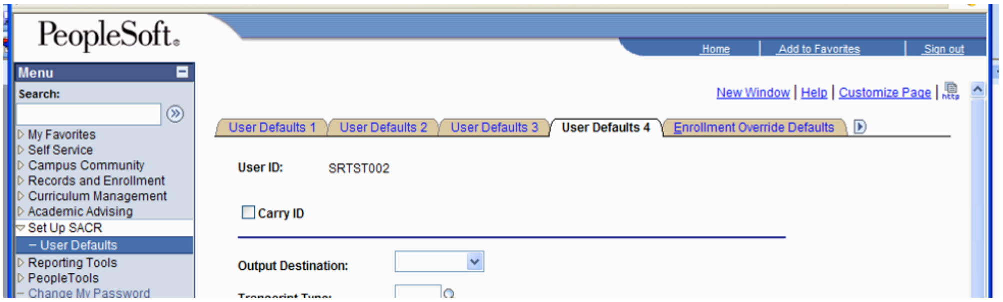
To navigate to this page: Home> Set Up SACR > User Defaults. Your screen should look like this:



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

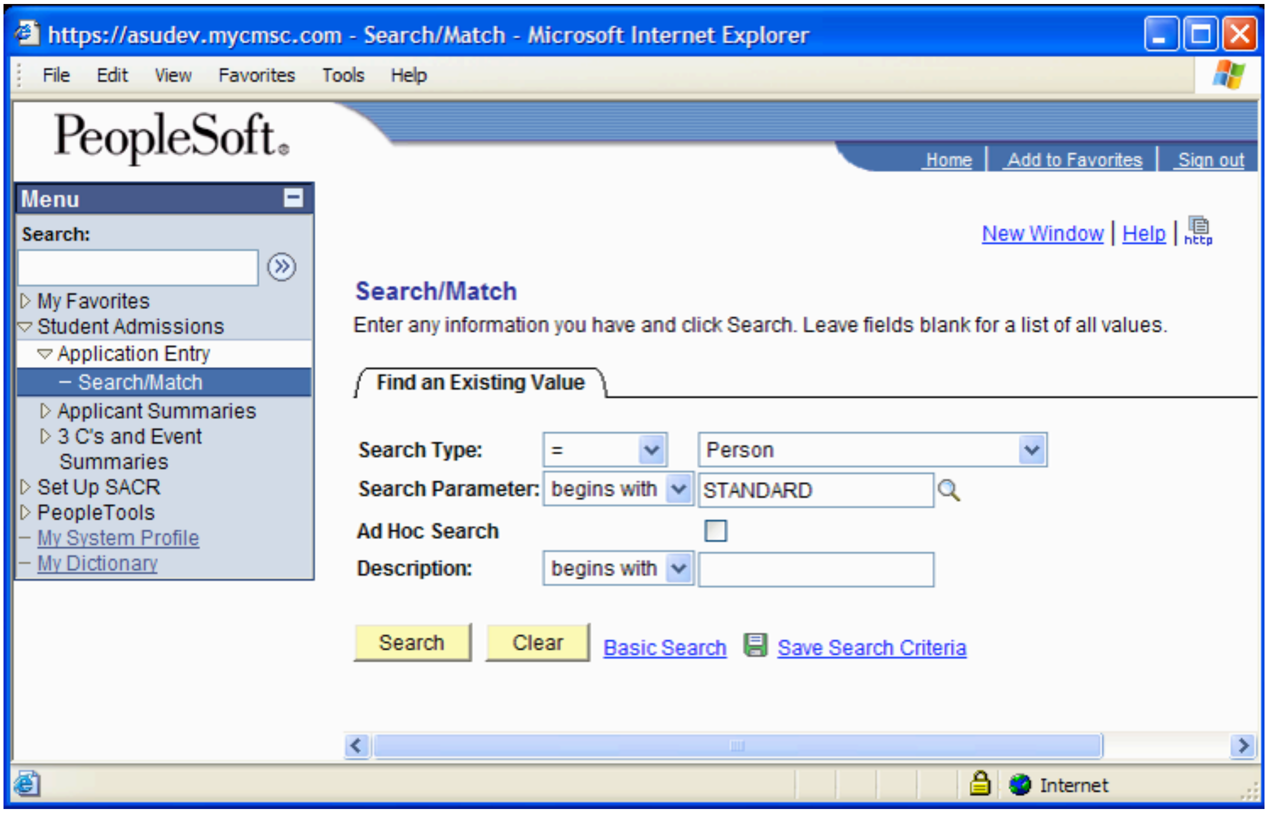
We suggest that you set the Academic Institution to ASU00, and set your Career, Group and Term to your commonly used values.

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:

https://www.asu.edu/go/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