

Department Time Administration (DTA)

Reference Guide

Human Capital Management



Notes:

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Notes:

Overview

The purpose of this Reference Guide is to illustrate the procedural steps and the PeopleSoft screens used by Departmental Time Administrators (DTA) and supervising managers to:

- establish the selection criteria they will use when searching for employees
- accommodate Non-Exempt employees in requesting time off and entering the information into PeopleSoft
- make additions and corrections to the time reported by the non-exempt employees in their department
- correct exceptions to reported time generated by the Time Administration process

approve the time reported by the positive time reporter employees in the department:

Notes:

Accessing the HCM System

There are several places you to get information about your HR transactions.

HR Web Site

www.asu.edu/hr

The HR website will continue to be your source for HR information. You can access this site from any web browser connected to the Internet.



HCM Web Site

hcm.asu.edu/

This site is your one stop for all information about HCM. You can get here from a link on the HR Web site.

Come here to see:

Frequently Asked Questions (FAQs)

about the new system

Electronic copies of this document

and many others

Simulations and demonstrations

of the new system

Access to the Employee

Self Service Portal itself

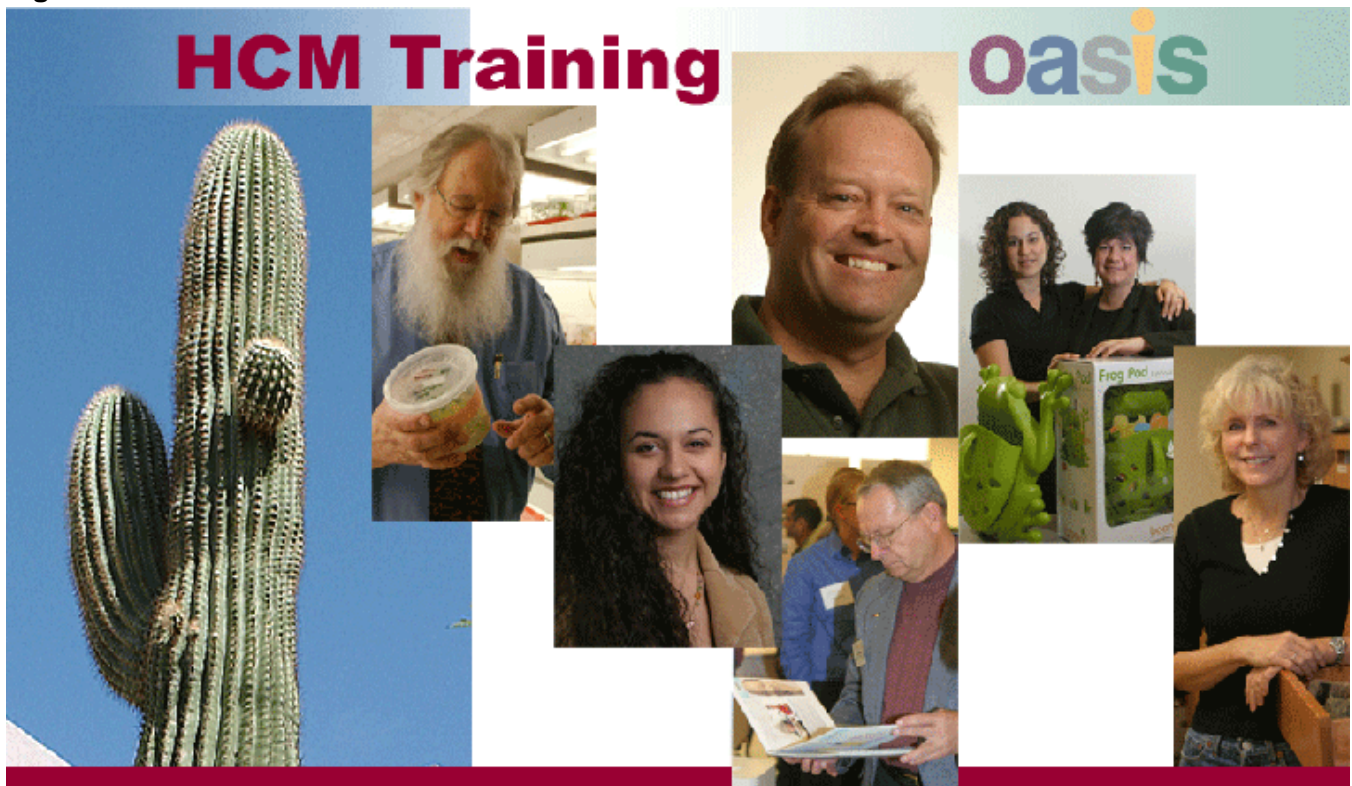


Notes:

Notes:

Setting DTA Search Options

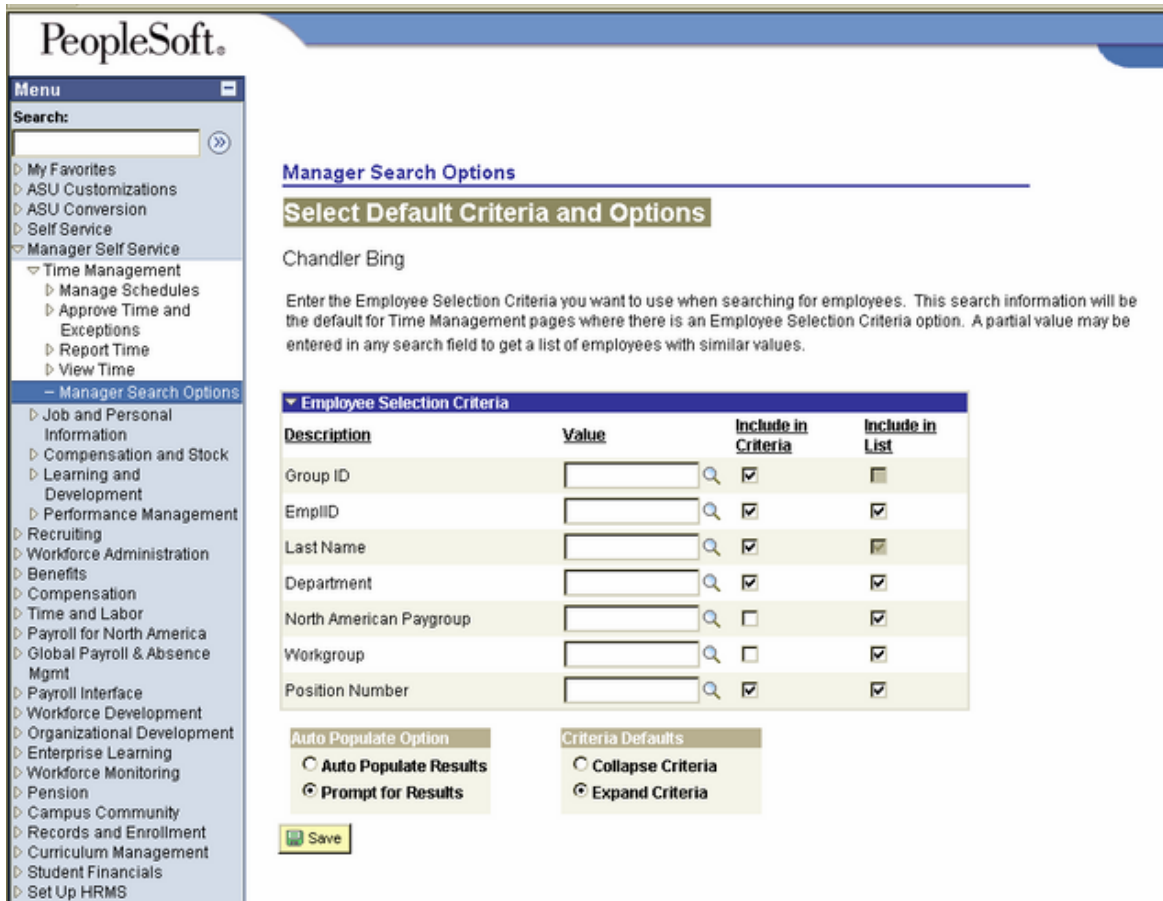
Figure 1



The purpose of this Simulation is to illustrate the procedural steps and the PeopleSoft screens used by Departmental Time Administrators (DTA) and supervising managers to 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 2 – Example of Search Options



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.

Figure 3

PeopleSoft

Menu

Search:

- My Favorites
- ASU Customizations
- ASU Conversion
- Self Service
- Manager Self Service
 - Time Management
 - Manage Schedules
 - Approve Time and Exceptions
 - Report Time
 - View Time
 - Manager Search Options**
 - Job and Personal Information
 - Compensation and Stock
 - Learning and Development
 - Performance Management
 - Recruiting
 - Workforce Administration
 - Benefits
 - Compensation
 - Time and Labor
 - Payroll for North America
 - Global Payroll & Absence Mgmt
 - Payroll Interface
 - Workforce Development
 - Organizational Development
 - Enterprise Learning
 - Workforce Monitoring
 - Pension
 - Campus Community
 - Records and Enrollment
 - Curriculum Management
 - Student Financials
 - Set Up HRMS

Manager Search Options

Select Default Criteria and Options

Chandler Bing

Enter the Employee Selection Criteria you want to use when searching for employees. This search information will be the default for Time Management pages where there is an Employee Selection Criteria option. A partial value may be entered in any search field to get a list of employees with similar values.

Description	Value	Include in Criteria	Include in List
Group ID	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EmplID	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Last Name	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Department	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
North American Paygroup	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workgroup	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Position Number	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Auto Populate Option

Auto Populate Results
 Prompt for Results

Criteria Defaults

Collapse Criteria
 Expand Criteria

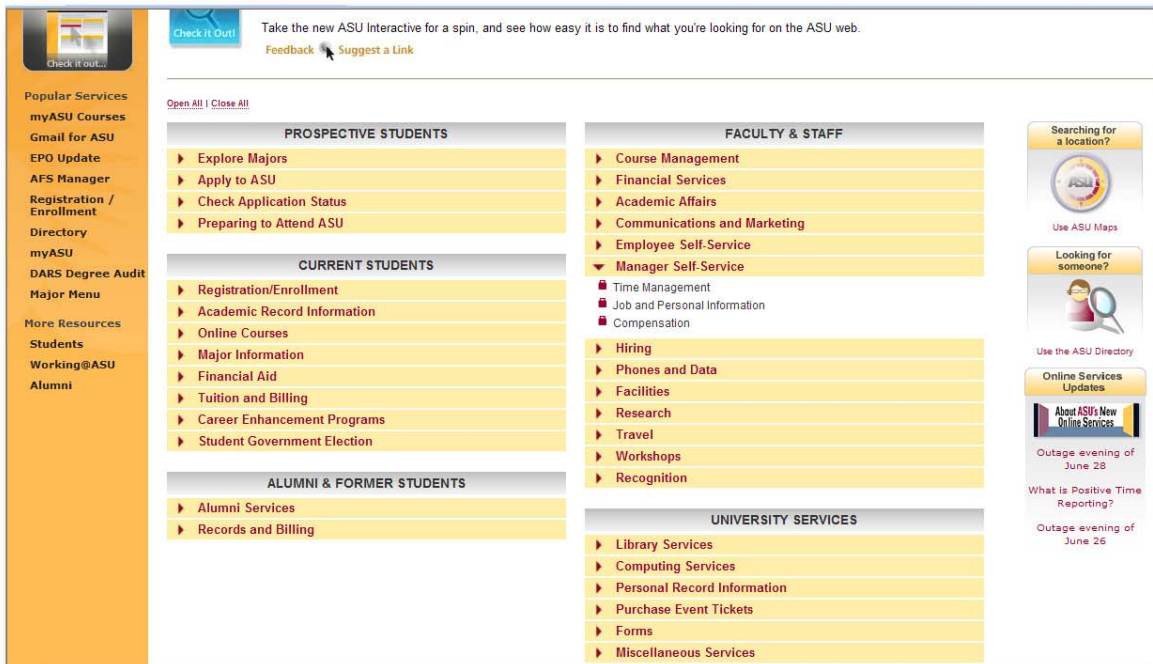
These options can be changed by the manager at any time. After selecting the desired options, click on the **Save** button.

The selection of Manager Search Options process is now complete. The manager may select any menu item from the Menu on the left to complete other tasks in PeopleSoft, or click on **Sign Out** to exit the system.

Figure 4



Step 1 – Go to <https://hrsa.oasis.asu.edu> to access PeopleSoft.

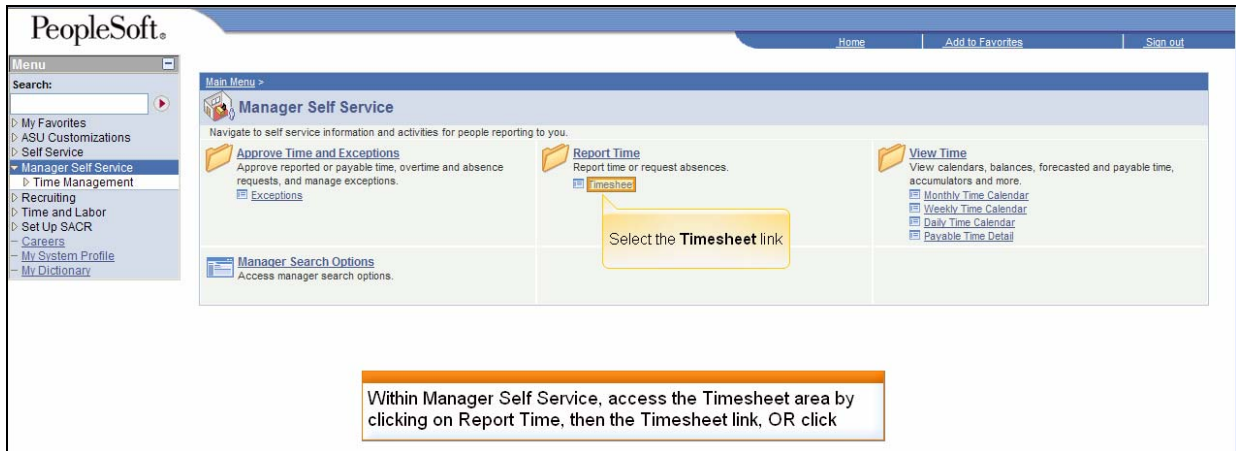


Or, begin by opening your browser and navigating to ASU Interactive at the URL:

<http://www.asu.edu/interactive>

Under the **Faculty and Staff** heading expand the **Manager Self Service** link to access **Time Management**.

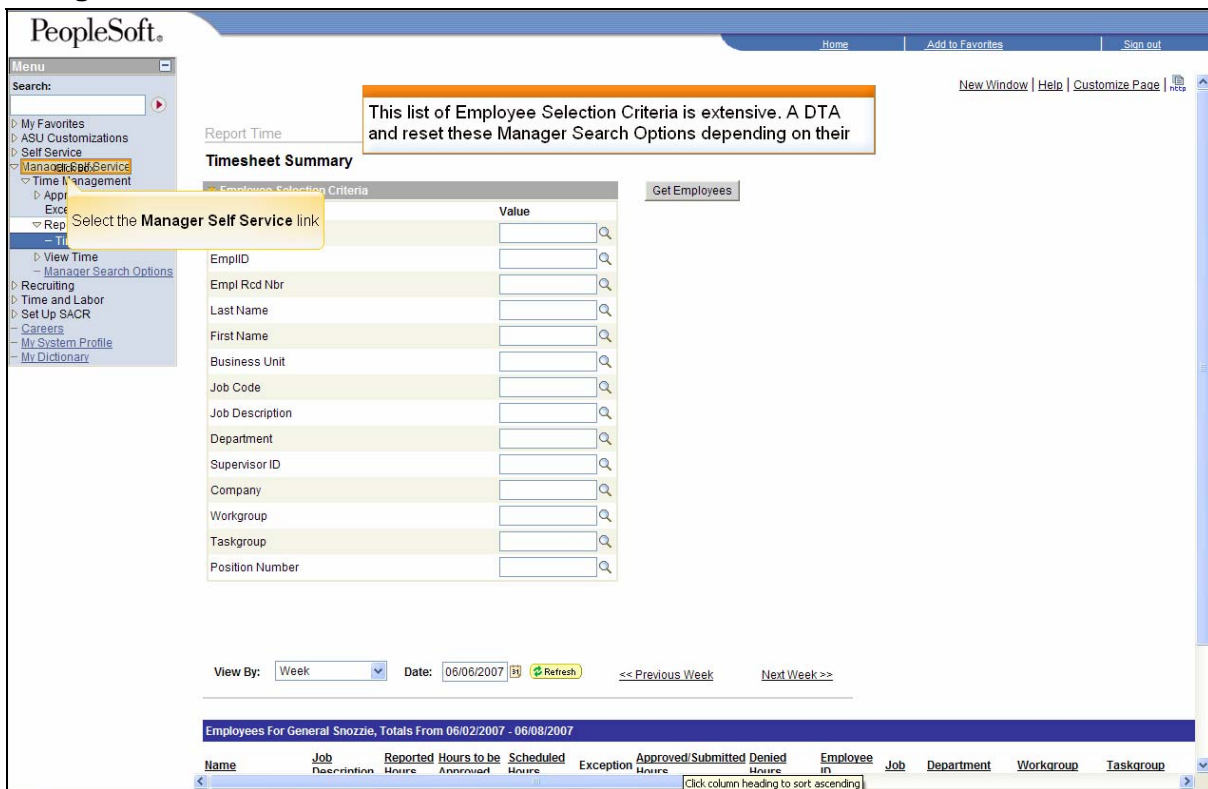
Figure 5



Step 2 – Select the Timesheet link within Manager Self Service

Within **Manager Self Service**, access the **Timesheet** area by clicking on **Time Management**, then the Timesheet link.

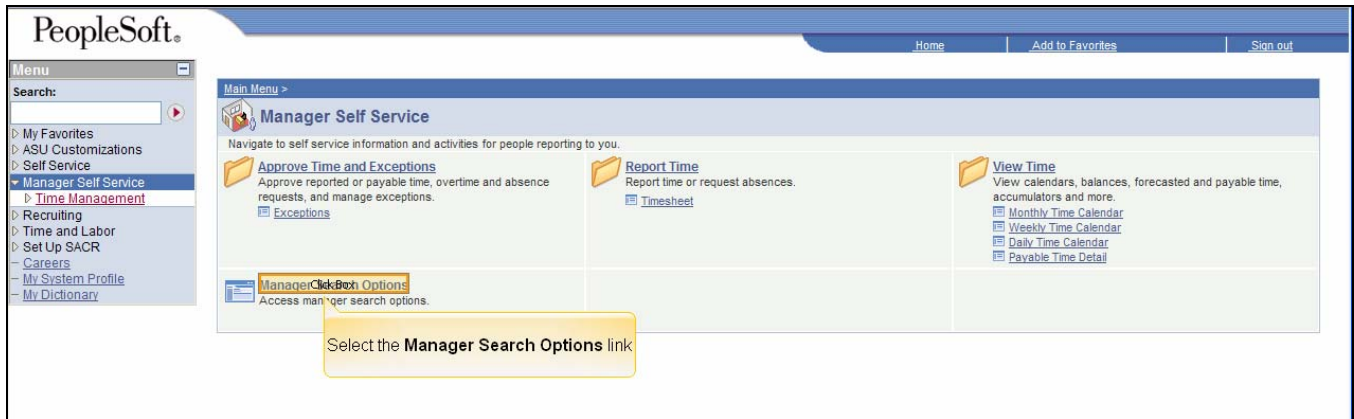
Figure 6



Step 3 – Select the Manager Self Service link

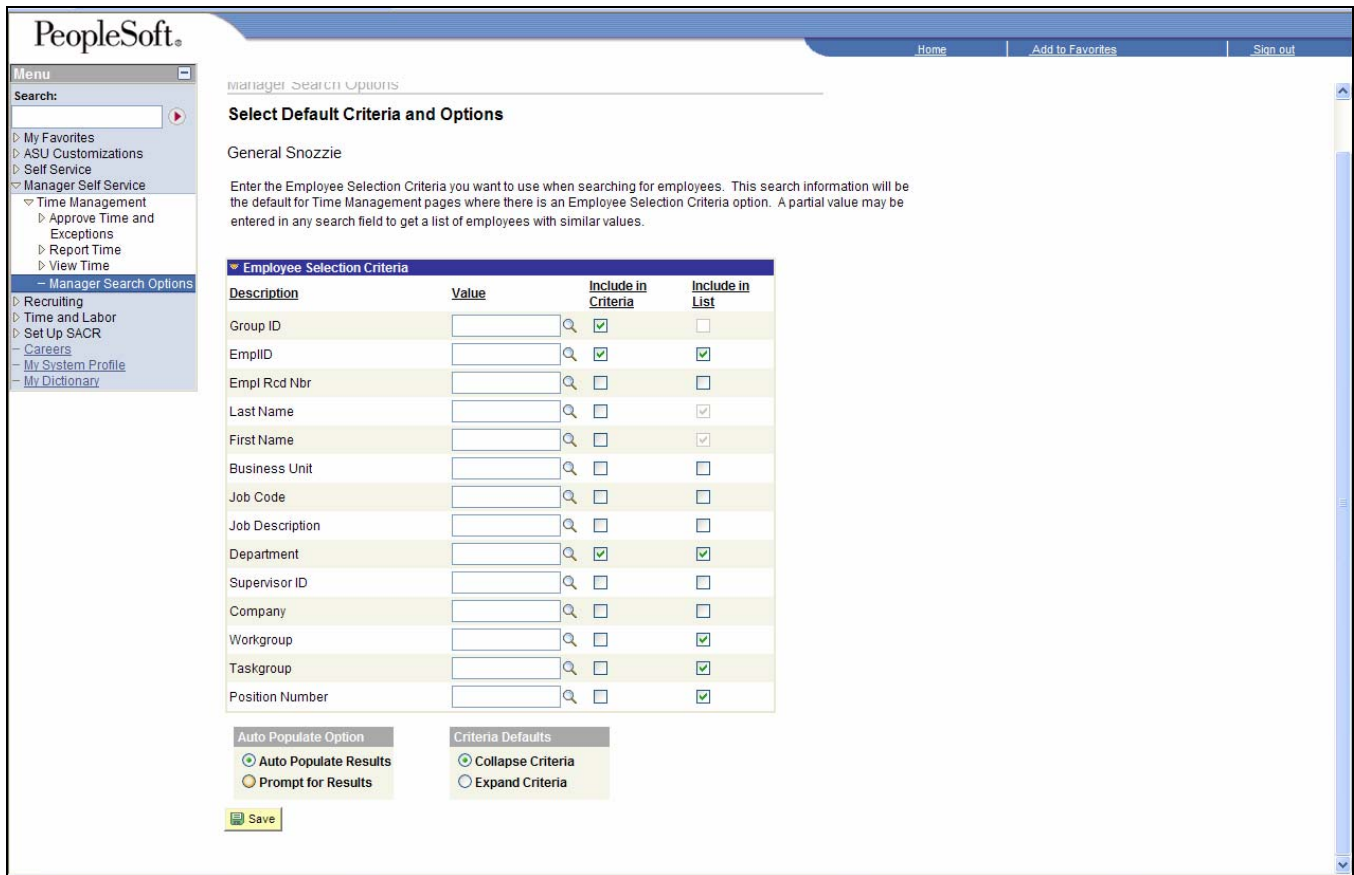
This list of Employee Selection Criteria is extensive. A DTA and reset these Manager Search Options depending on their individual departmental needs.

Figure 7



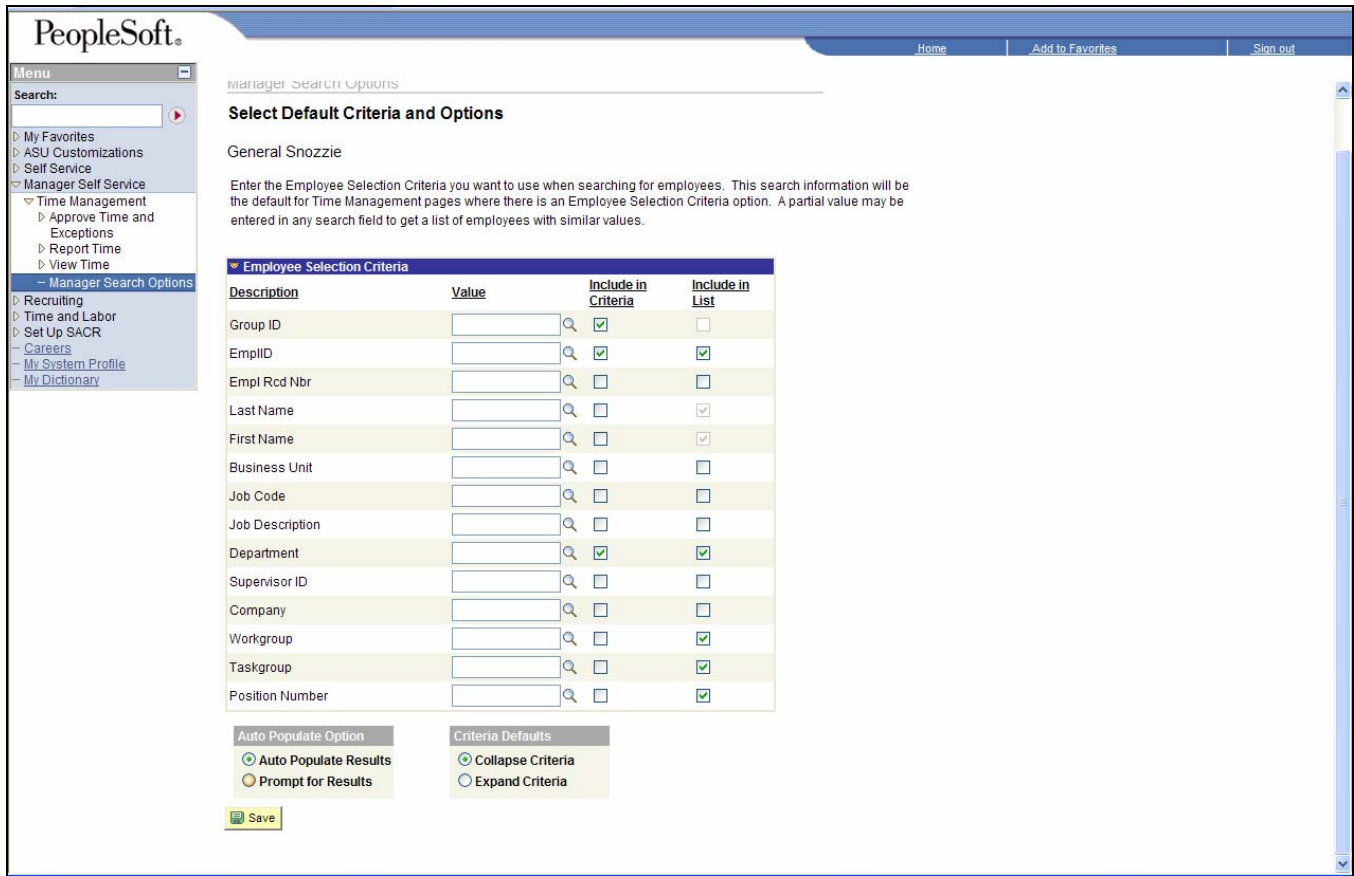
Step 4 – Select the Manager Search Options link

Figure 8



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.

Figure 9



Step 5 – Select the Prompt for Results radio button

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

Step 6 – Select the Expand Criteria radio button

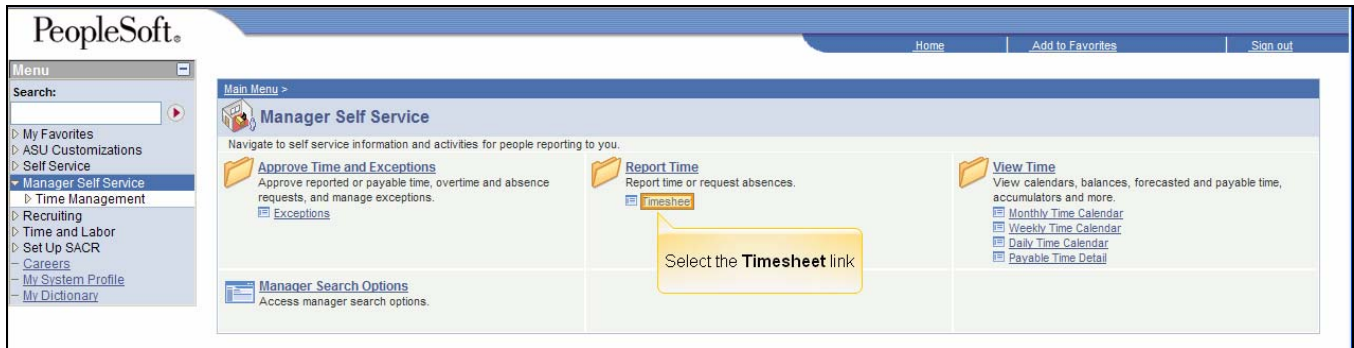
Place a check in the box in the **Include in List** if you wish the value to be included in the listing of employees returned by the search.

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

Step 7 – Click the Save button

Step 8 – Select the Manager Self Service link to return to the Timesheet area.

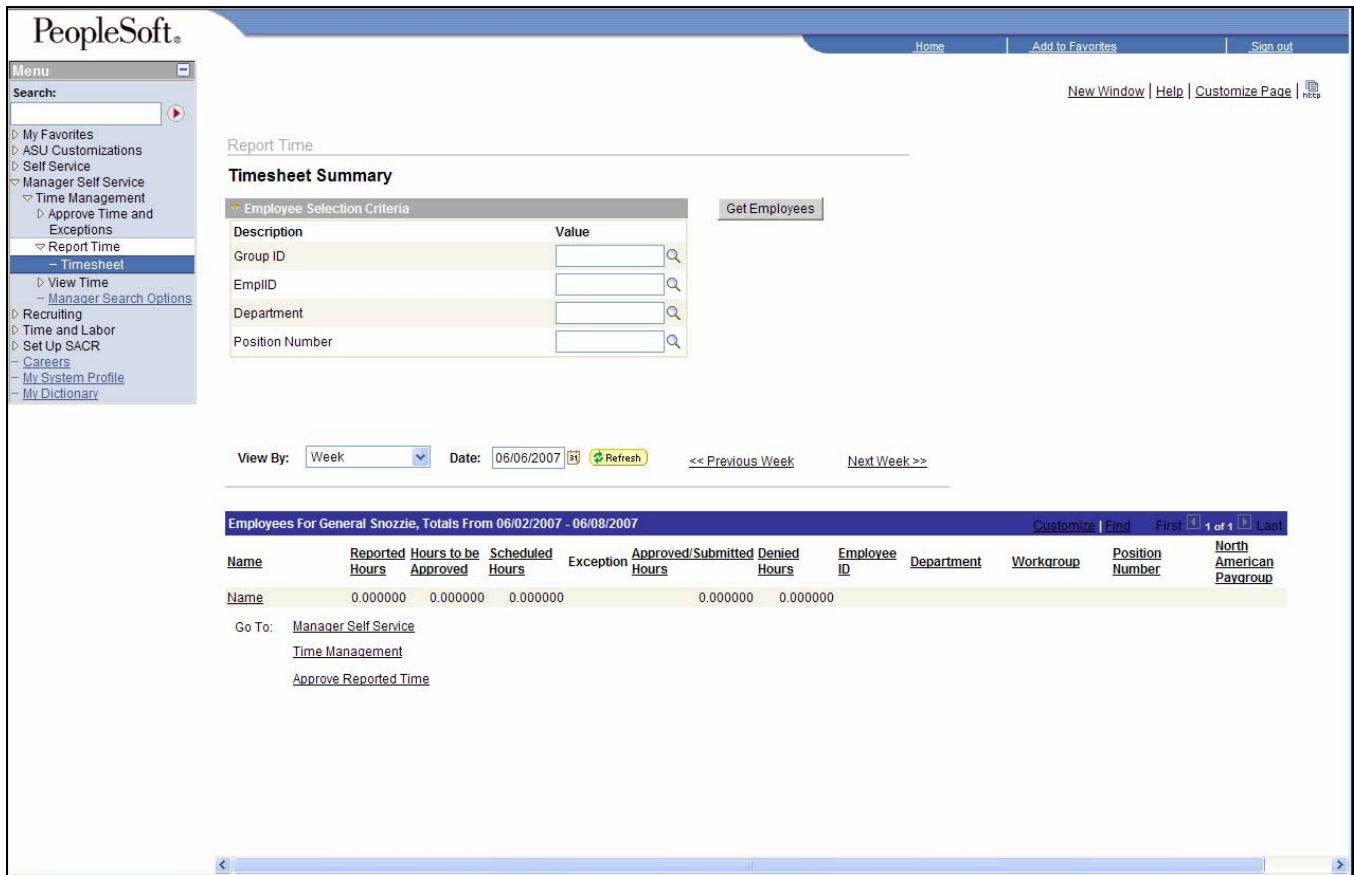
Figure 10



Step 9 – Select the Timesheet link

To view the results of how the new default settings appear, return to the Timesheet.

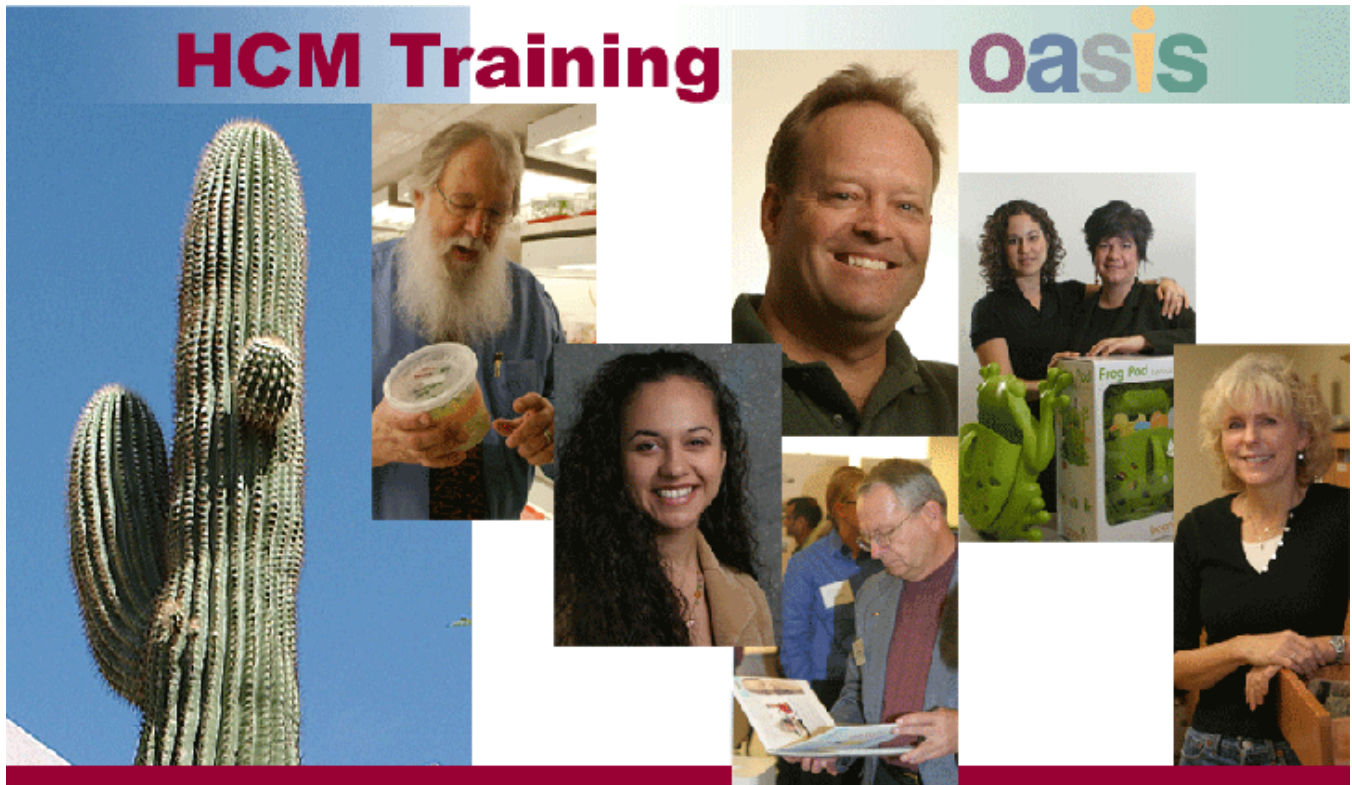
Figure 11



The new view of Employee Search Criteria allows a better view of the employee list, and offers a more efficient means of working.

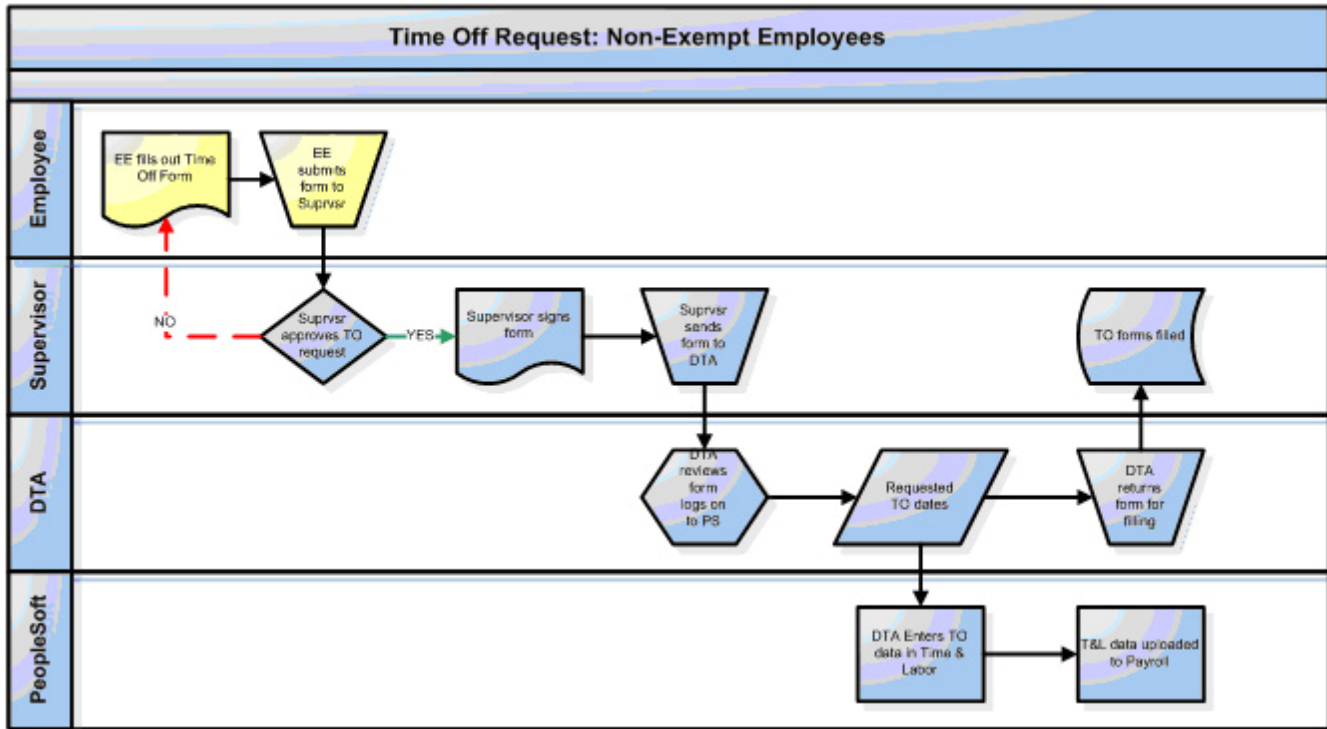
Requesting Time Off for Non Exempt Employees

Figure 12




The purpose of this simulation is to illustrate the procedural steps and the PeopleSoft screens involved in Non-Exempt employees requesting time off and entering the information into PeopleSoft.

Figure 13



Step 1: Employee Requests Time Off

The first step in requesting Time Off for a non-exempt employee is to fill out the Time Off Request form. After filling out the form for the desired days off, the employee sends the form to their immediate supervisor for review and approval.



Request for Paid Time Off
(Hourly / Non-Exempt Employee)

Absence Information

Employee Name: _____
 Employee Number: _____ Department: _____
 Manager: _____

Type of Absence Requested:

<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Bereavement	<input type="checkbox"/> Time Off Without Pay
<input type="checkbox"/> Military	<input type="checkbox"/> Jury Duty	<input type="checkbox"/> Maternity/Paternity	<input type="checkbox"/> Other

Dates of Absence: From: _____ To: _____
(first day of leave) (date of return to work)

Reason for Absence: _____ Total Time Requested: _____ (hours)

You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.

Employee Signature _____ Date _____

Manager Approval

Approved
 Rejected

Comments: _____

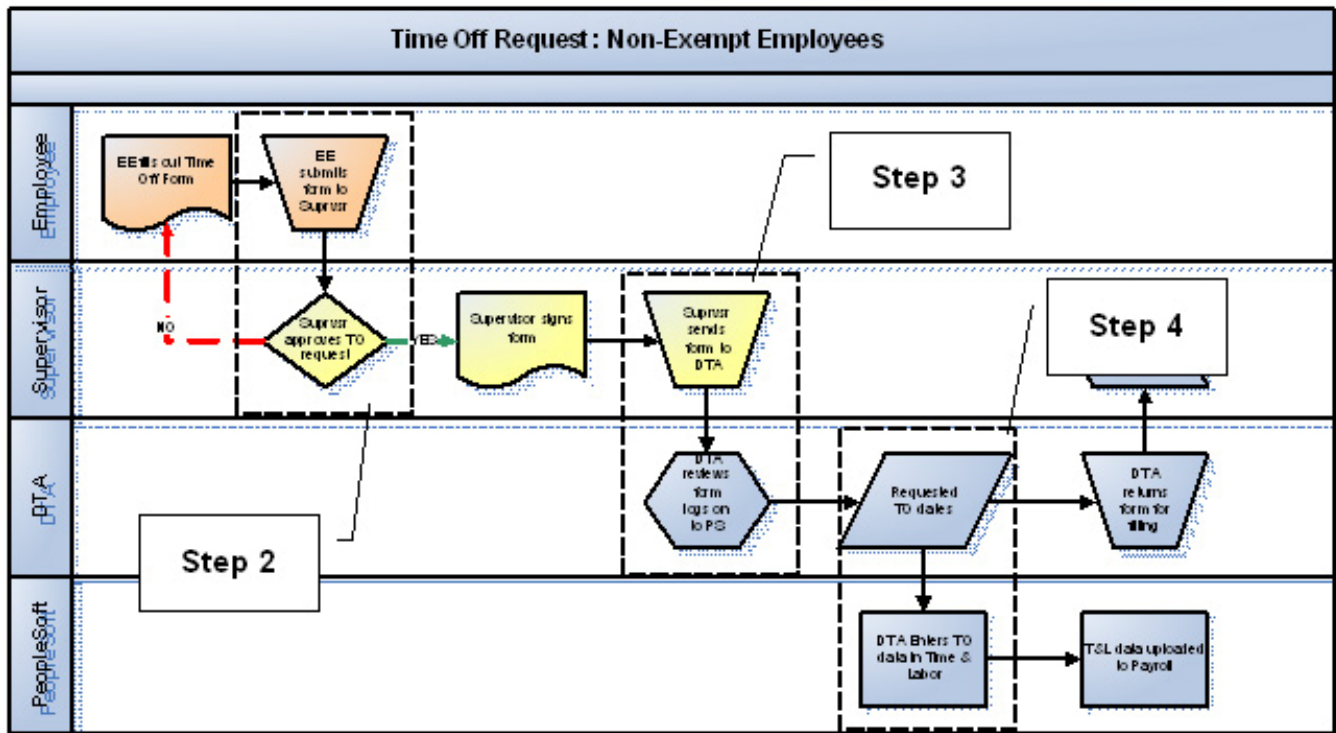
Manager Signature _____ Date _____

Department Time Administrator Entry

DTA Signature _____ Date _____

Office of Human Resources May 30, 2007

Figure 15



Step 2: Supervisor Reviews & Approves or Denies Request

Once the form has been completed, the employee submits the form to his/her immediate supervisor. The supervisor then decides if the Time Off request can be approved. If the TO request is denied, the supervisor notifies the employee and the process ends.

If the request is approved by the supervisor, he/she signs the form and forwards it to the Departmental Time Administrator for action.

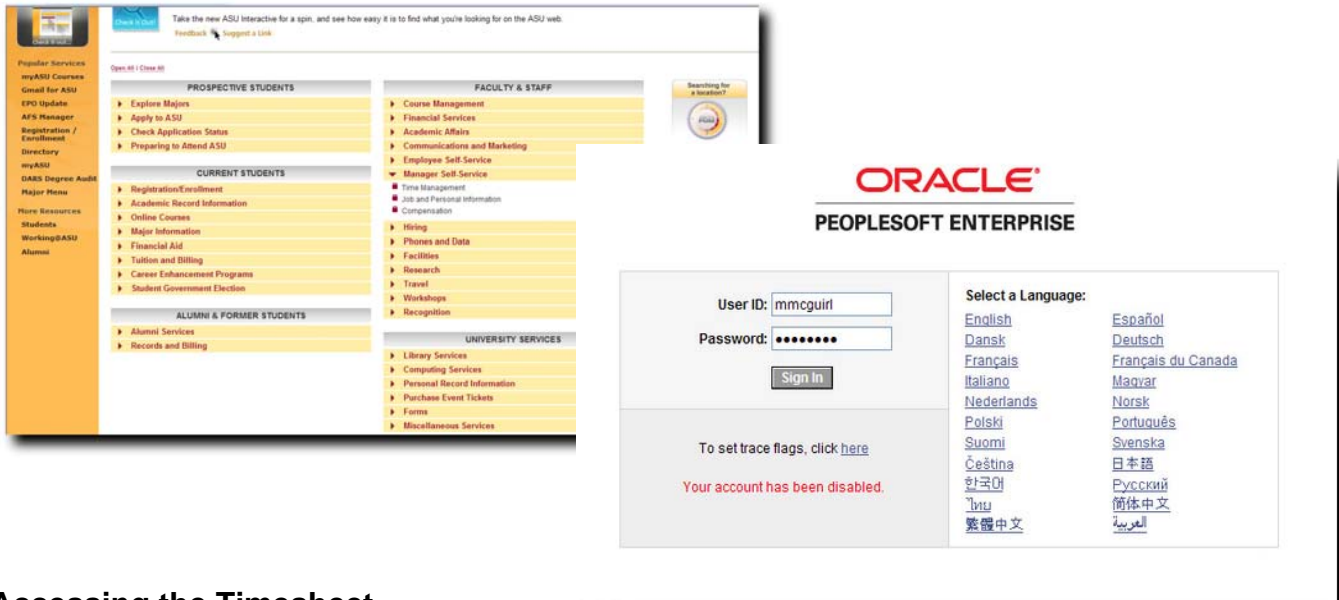
Step 3: DTA Receives TO Documentation

After the supervisor approves the Time Off request he forwards the signed form to the Departmental Time Administrator. The DTA then determines the type of Time Off requested and the dates to enter into PeopleSoft.

Step 4: DTA Enters TO Data into Time & Labor

After determining the type of time off requested and the dates to be entered, the DTA logs on to the PeopleSoft system and enters the employee leave dates into Time and Labor.

Figure 16

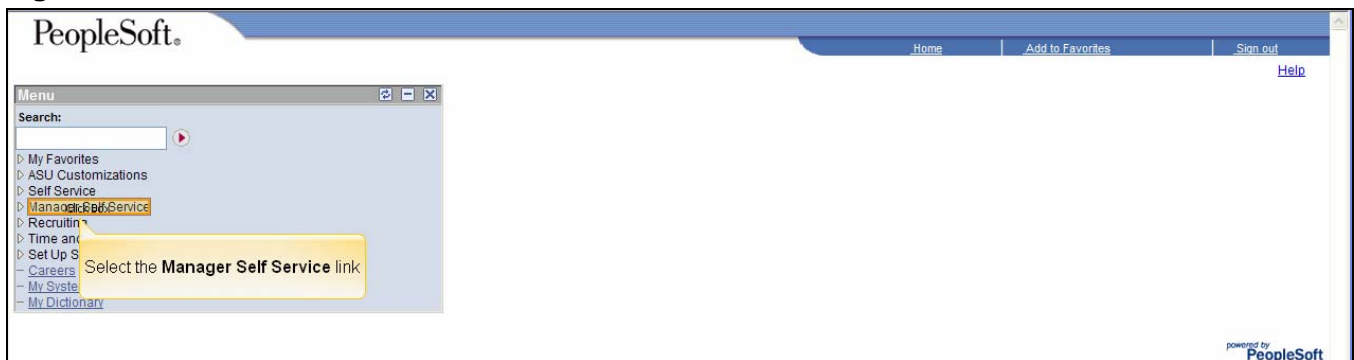


Accessing the Timesheet

Under the Faculty Staff heading at ASU Interactive, choose **Manager Self-Service** to access PeopleSoft.

Or, access the PeopleSoft system via <https://hrsa.oasis.asu.edu>

Figure 17

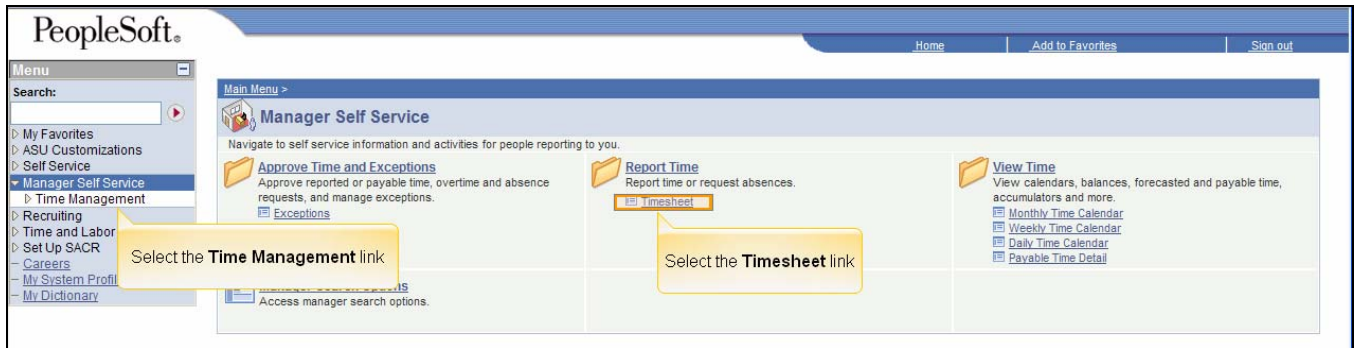


Step 1 – Select the Manager Self Service link

This is the Home page in PeopleSoft. A DTA may see this after the intermediate portal page.

On this screen, the main functional menus of the HCM software are listed in a box on the left side of the screen

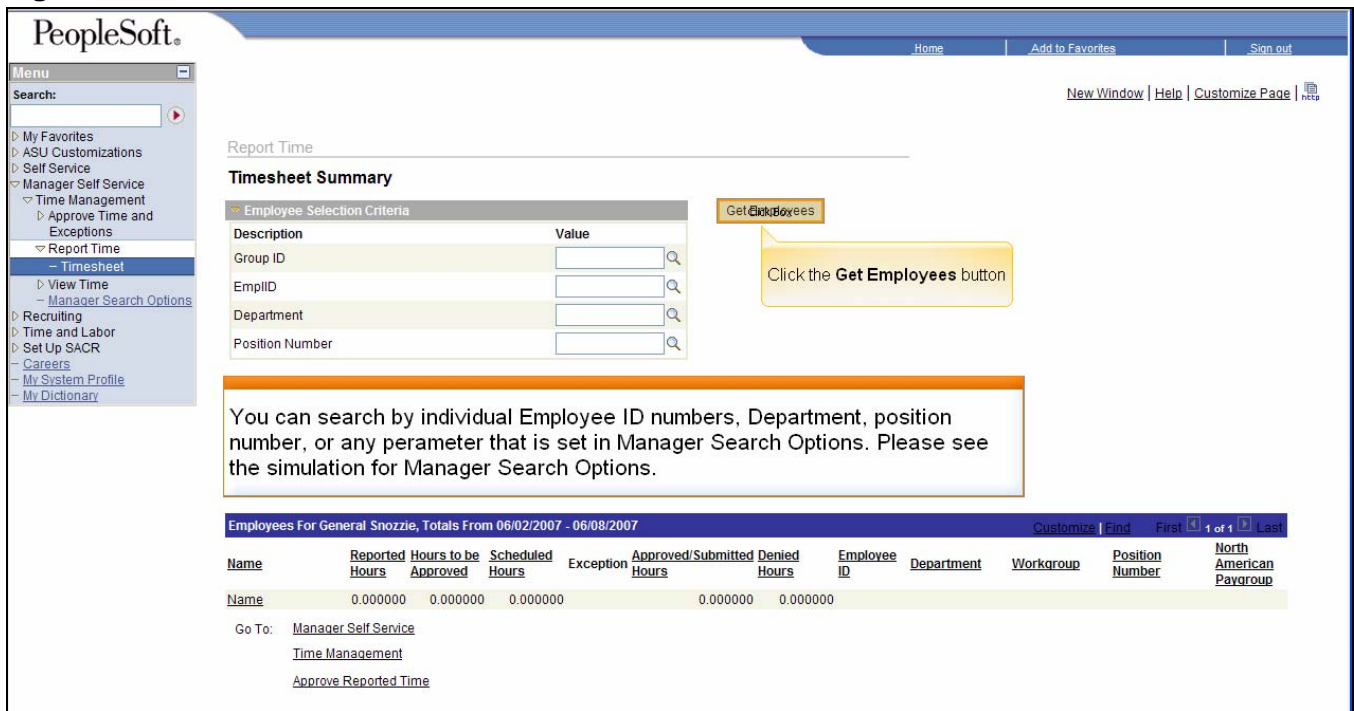
Figure 18



Step 2 – Select the **Time Management** link, then the **Timesheet** link within the Manager Self Service area of PeopleSoft.

Click on the Report Time link, and then on the Timesheet link OR click directly on the Timesheet link to save clicking through the Report Time link to display the timesheet screen.

Figure 19



Step 3 – Click the **Get Employees** button

The DTA can then enter the EmplID of the employee requesting time off. If the EmplID is not known, the DTA may use the employee’s last name, and/or department or Group ID to find the timesheet for the appropriate employee. Or, the DTA can click on the **Get Employees** button to call up the timesheet for the requesting employee.

Figure 20

The screenshot shows the PeopleSoft interface for 'Report Time' with the 'Timesheet Summary' section. The 'Employee Selection Criteria' form includes fields for Group ID, EmpID, Department, and Position Number. Below the form, the 'View By' is set to 'Week' and the 'Date' is '06/07/2007'. A table titled 'Employees For General Snozzie, Totals From 06/04/2007 - 06/10/2007' displays a list of employees with columns for Name, Reported Hours, Hours to be Approved, Scheduled Hours, Exception, Approved/Submitted Hours, Denied Hours, Employee ID, Department, Workgroup, Position Number, and North American Paygroup. A yellow callout box points to the name 'Nemo Littlefish' in the list.

Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Department	Workgroup	Position Number	North American Paygroup
Bambi Deer	0.00	0.00	0.00		0.00	0.00	1000557300	D0901	SBEN	107112	SAL
Cynthia Phillips	0.00	0.00	0.00		0.00	0.00	1000420420	D0901	SBEN	106385	SAL
Deborah Scott	0.00	0.00	0.00		0.00	0.00	1000421841	D0901	SBEN	105642	SAL
Duane Cluff	0.00	0.00	0.00		0.00	0.00	1000307144	D0901	SBEN	103594	SAL
Eric McCune	0.00	0.00	0.00		0.00	0.00	1000337732	D0901	SBEN	110830	SAL
Fiona Oare	0.00	0.00	0.00		0.00	0.00	1001867400	D0901	HBEN	111346	HRY
Gina Deane	0.00	0.00	0.00		0.00	0.00	1000418501	D0901	SBEN	109281	SAL
Gus Goose	8.00	8.00	0.00		0.00	0.00	1000553442	D0901	SBEN	104001	SAL
James Nichols	0.00	0.00	0.00		0.00	0.00	1000251231	D0901	SBEN	102300	SAL
Josephine Nami	0.00	0.00	0.00		0.00	0.00	1000238783	D0901	SBEN	107769	SAL
Karen Murphv	0.00	0.00	0.00		0.00	0.00	1000551290	D0901	SBEN	101754	SAL
Kim Footohi-rad	0.00	0.00	0.00		0.00	0.00	1000450572	D0901	SBEN	111680	SAL
Michael Turngrer	0.00	0.00	0.00		0.00	0.00	1000420234	D0901	SBEN	102778	SAL
Nemo Littlefish	0.00	0.00	0.00		0.00	0.00	1001865285	D0901	HBEN	103864	HRY
Puss Boots	0.00	0.00	0.00		0.00	0.00	1000253774	D0901	SBEN	111670	SAL
Richard Davis	0.00	0.00	0.00		0.00	0.00	1000420291	D0901	SBEN	102617	SAL

Step 4 – Click the Employee’s Name link

The search request refreshes the Timesheet Summary page with a list of employees that fulfill the search criteria used. In this case, the search action returns a list of all employees in the DTAs department.

Figure 21

Timesheet
 Nemo Littlefish
 Job Title: Tech Support Analyst Assoc
 EmpID: 1001465285
 Empl Rcd Nbr: 0

View By: **Week** Date: 06/04/2007
 Reported Time Period: 06/04/2007 to 06/10/2007
 Scheduled Hours: 0.00 Hours

Select	Day	Date	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="checkbox"/>	Mon	6/4							
<input type="checkbox"/>	Tue	6/5							
<input type="checkbox"/>	Wed	6/6							
<input type="checkbox"/>	Thu	6/7							
<input type="checkbox"/>	Fri	6/8							
<input type="checkbox"/>	Sat	6/9							6/9
<input type="checkbox"/>	Sun	6/10							6/10

Step 5 – Click the **Arrow** on the **View By** drop-down menu to change your view of the time period.

You may also click on the **Previous** or **Next** week view, or you may click on the calendar icon to view dates as much as three months into the future.

Figure 22

Job Title: Tech Support Analyst Assoc Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007 Refresh << Previous Week Next Week >>
 << Previous Employee Next Employee >>
 Reported Hours: 37.03 Hours Scheduled Hours: 0.00 Hours Show all Punch Types

From 06/04/2007 to 06/10/2007

Select	Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="checkbox"/>	Mon	6/4	New								
<input type="checkbox"/>	Tue	6/5	New								
<input type="checkbox"/>	Wed	6/6	New								
<input type="checkbox"/>	Thu	6/7	New								
<input type="checkbox"/>	Fri	6/8	New								
<input type="checkbox"/>	Sat	6/9	New								
<input type="checkbox"/>	Sun	6/10	New								

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

Plan Type	End balance as of 06/04/2007
Sick	14.443
Compensatory Time	
Vacation	31.902

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

Steps 6, 7

Steps 8, 9

Step 6 – Select the **Balances - click to view** link

We need to verify that Nemo has accrued enough vacation hours for this request so we will view his Balances.

Nemo's balances are enough because he has earned 31.902 vacation hours.

Step 7 – Select the **Balances - click to hide** link

Figure 23

Click the **Arrow** for the **Time Reporting Code** drop-down menu.

Step 8 – Click the **Arrow** for the **Time Reporting Code** drop-down menu.

Figure 24

Select the **VAH - Vacation Hourly** item

Step 9 – Select the **VAH - Vacation Hourly** item

Figure 25

Timesheet

Nemo Littlefish
 Job Title: Tech Support Analyst Assoc
 EmplID: 1001465285
 Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007 Refresh << Previous Week Next Week >>
 << Previous Employee Next Employee >>
 Reported Hours: 37.03 Hours Scheduled Hours: 0.00 Hours Show all Punch Types

From 06/04/2007 to 06/10/2007

Select	Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="checkbox"/>	Mon	6/4	New								
<input type="checkbox"/>	Tue	6/5	New								
<input type="checkbox"/>	Wed	6/6	New								
<input type="checkbox"/>	Thu	6/7	New						VNP - Unpaid Vacation		
<input type="checkbox"/>	Fri	6/8	New								
<input type="checkbox"/>	Sat	6/9	New								
<input type="checkbox"/>	Sun	6/10	New								

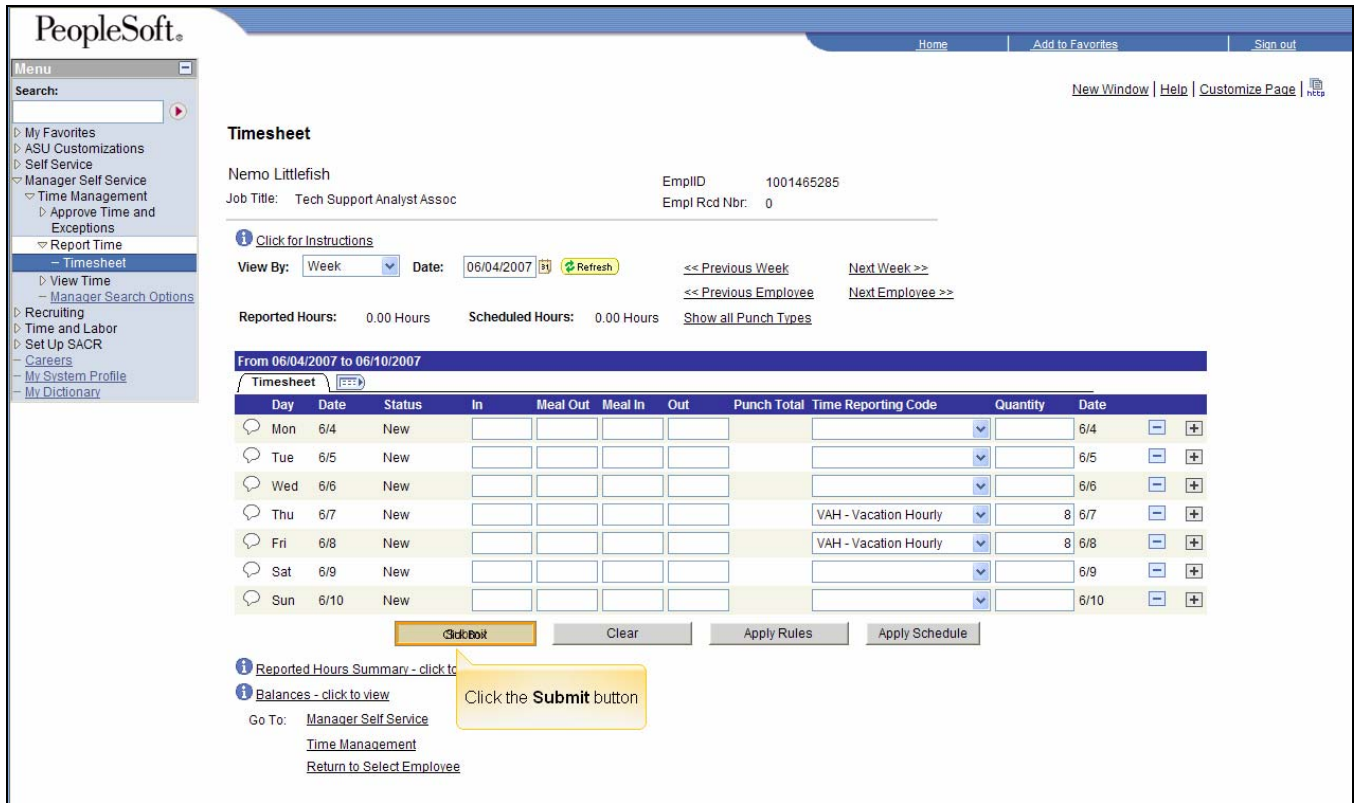
Select All Deselect All Approve Selected Deny Selected
 Submit Clear Apply Rules

Reported Hours Summary - click to view
 Balances - click to view
 Go To: Manager Self Service
 Time Management
 Return to Select Employee

Click into the **Quantity** field to enter 8 hours of time off to request.

Step 10 – Click into the **Quantity** field and enter the number of hours of time off to request. Repeat steps 8, 9, and 10 for any other requested vacation days, in this example we also enter vacation hours for Friday.

Figure 26



Step 11 – Click the **Submit** button to enter the time entry into the system.

Figure 27



Step 12 – Click the **OK** button

If there are no validation problems with the entry (i.e. the employee not enrolled in a leave plan) the submit action will be saved and the submit confirmation screen shown.

The DTA clicks on OK to return to the employee timesheet. The time off request has now been placed in Time and Labor but it is not ready for processing.

Figure 28

Timesheet

Nemo Littlefish EmpID: 1001465285
 Job Title: Tech Support Analyst Assoc Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007 Refresh << Previous Week Next Week >>
 << Previous Employee Next Employee >>

Reported Hours: 16.00

From 06/04/2007 to 06/10/2007

Select	Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="checkbox"/>	Mon	6/4	New								6/4
<input type="checkbox"/>	Tue	6/5	New								6/5
<input type="checkbox"/>	Wed	6/6	New								6/6
<input checked="" type="checkbox"/>	Thu	6/7	Needs Approval						VAH - Vacation Hourly	8.00	6/7
<input checked="" type="checkbox"/>	Fri	6/8	Needs Approval						VAH - Vacation Hourly	8.00	6/8
<input type="checkbox"/>	Sat	6/9	New								6/9
<input type="checkbox"/>	Sun	6/10	New								6/10

Select All Deselect All Approve Selected Deny Selected
 Submit Clear Apply Rules

Reported Hours Summary - click to view
 Balances - click to view
 Go To: [Manager Self Service](#)
[Time Management](#)
[Return to Select Employee](#)

Step 13 – Click the **check** box OR click **Select All** in preparation to approve the hours.

Notice that the status of hours just submitted now states "Needs Approval". The DTA should select the two entries showing the comment "Needs Approval" by placing a check in the box to the left of each entry or clicking on the **Select All** link at the bottom of the **Select** column.

Figure 29

Timesheet

Nemo Littlefish
 Job Title: Tech Support Analyst Assoc
 EmplID: 1001465285
 Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007 Refresh << Previous Week Next Week >>
 << Previous Employee Next Employee >>

Reported Hours: 16.00 Hours Scheduled Hours: 0.00 Hours Show all Punch Types

From 06/04/2007 to 06/10/2007

Select	Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="checkbox"/>	Mon	6/4	New								6/4
<input type="checkbox"/>	Tue	6/5	New								6/5
<input type="checkbox"/>	Wed	6/6	New								6/6
<input checked="" type="checkbox"/>	Thu	6/7	Needs Approval						VAH - Vacation Hourly	8.00	6/7
<input checked="" type="checkbox"/>	Fri	6/8	Needs Approval						VAH - Vacation Hourly	8.00	6/8
<input type="checkbox"/>	Sat	6/9	New								6/9
<input type="checkbox"/>	Sun	6/10	New								6/10

Select All Deselect All **Approve Selected** Deny Selected

Submit Apply Rules

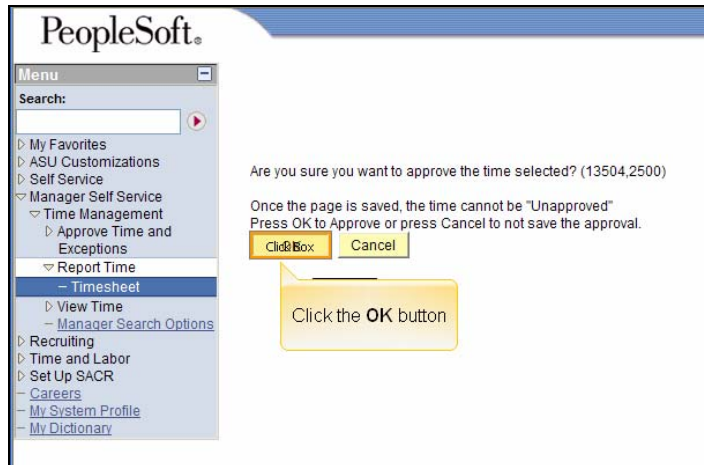
Reported Hours Summary - click to view
 Balances - click to view

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

Step 14 – Click the Approve Selected button

To ensure that these entries are not missed if no other entries are made for the employee in this week, the DTA now clicks on the **Approve Selected** button. By approving the entries now, the DTA ensures that these entries will be included when **Time Administration** process is run and sent to payroll for inclusion on the paysheets for the time period.

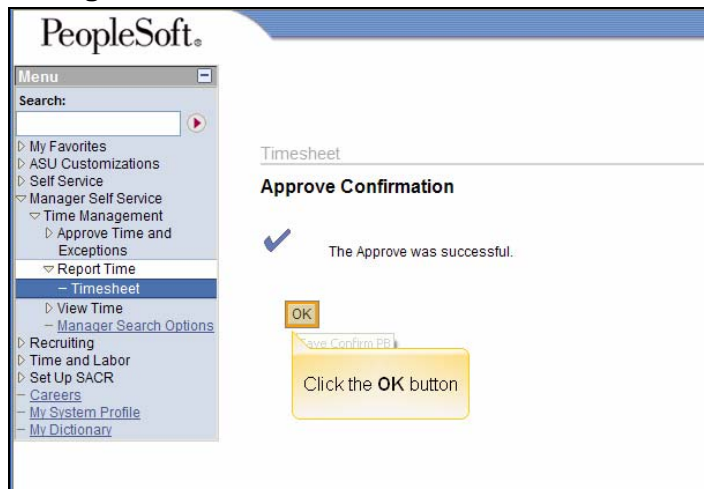
Figure 30



Step 15 – Click the OK button

When the Approve action is started, the warning screen is displayed.

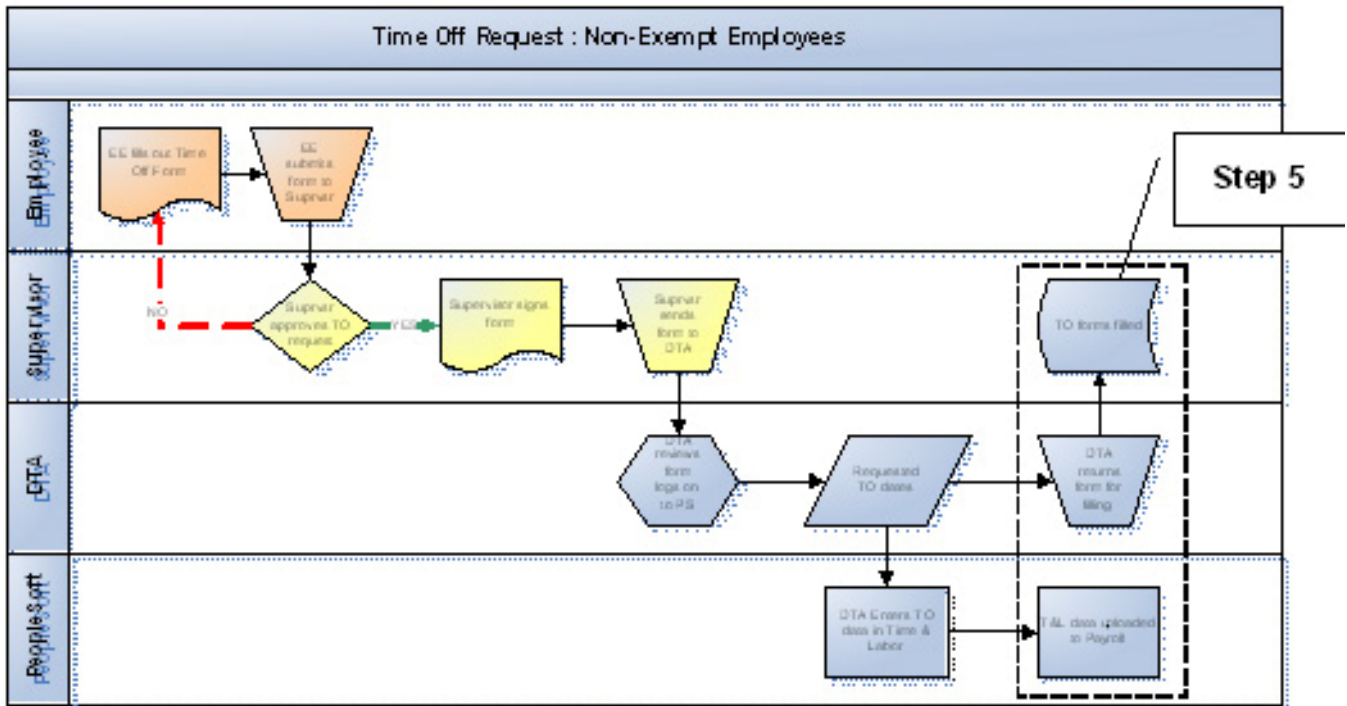
Figure 31



Step 16 – Click the OK button

The **Approval Confirmation** screen displays. The DTA clicks on **OK** to acknowledge the confirmation. This returns the system to the employee's timesheet page with the entries for the time off marked as approved. This concludes the steps required to enter a non-exempt employee's time off request into PeopleSoft. The DTA may now select any other menu item to perform other tasks or click on the small **Sign Out** tab at the top of the screen to leave the system.

Figure 32



Step 5: TO Request Form Returned to File

The DTA returns the Time Off request form to the approving supervisor for file and retention.

Notes:

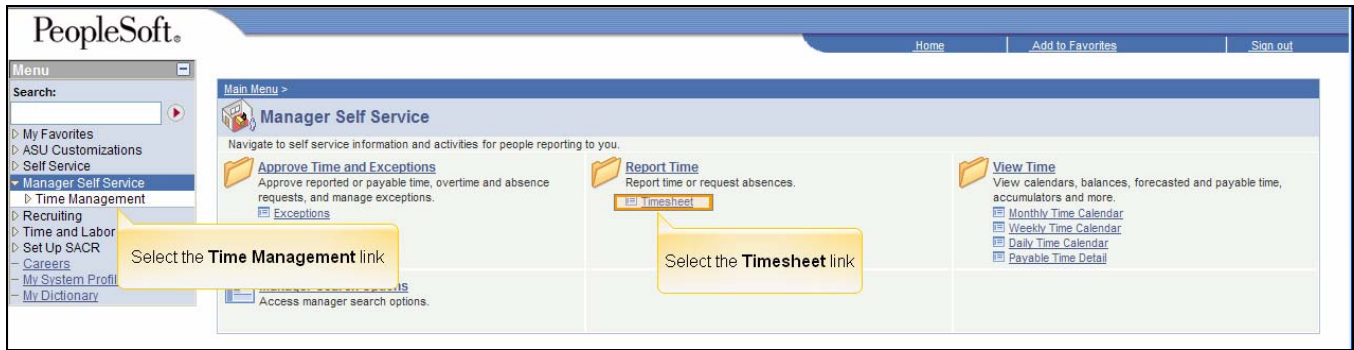
Time Corrections & Additions

Figure 33



Occasionally, DTAs may need to correct punch errors, change Time Reporting Codes (TRCs) or make other corrections and adjustments to Reported Time. The corrections and additions discussed here are made to the employees Reported Time before the Time Administration process is run. Errors and exceptions created by the Time Administration process will be corrected in another manner to be discussed later.

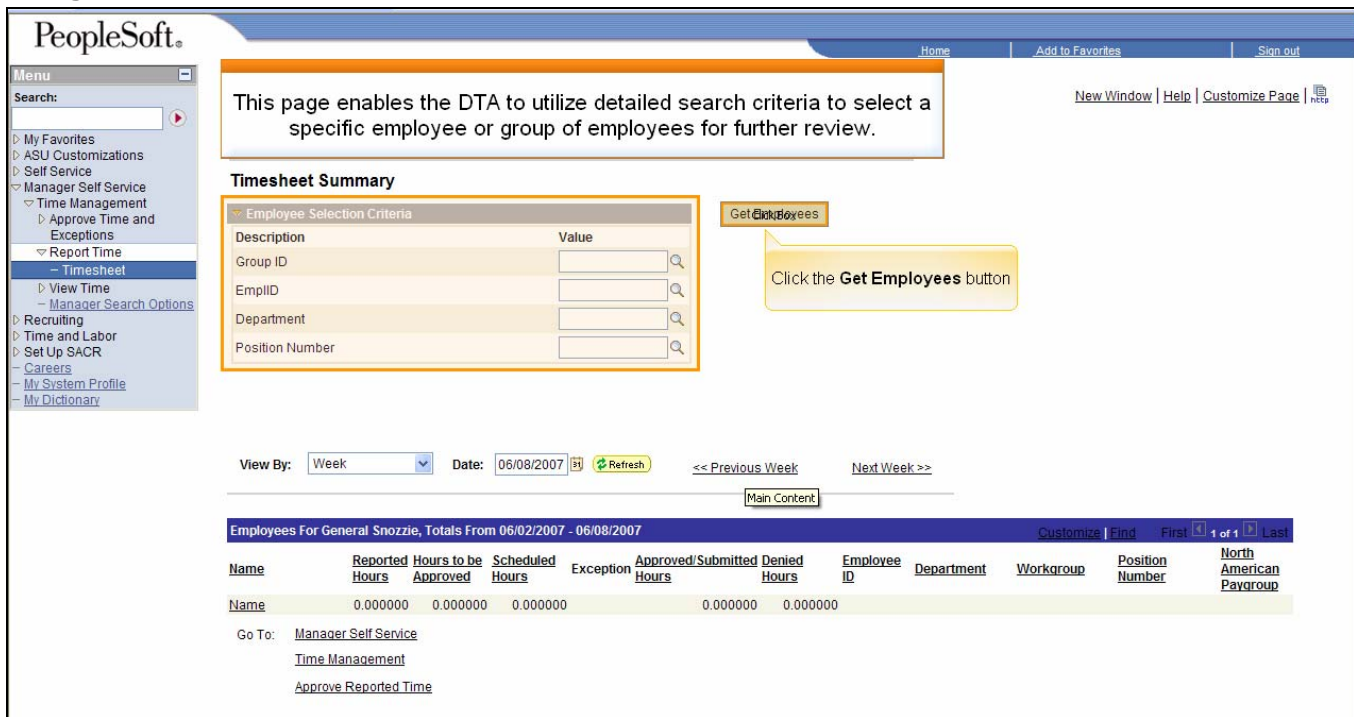
Figure 34



Step 1 – Select the **Time Management** link, then the **Timesheet** link within the **Manager Self Service** area of PeopleSoft.

Select the Report Time link and then the Timesheet link, OR click directly on the Timesheet link which eliminates the need to move through the intermediate menus.

Figure 35



Step 2 – Click the **Get Employees** button

Once **Timesheet** is selected, the Timesheet summary and employee selection options become available: This page enables the DTA to utilize detailed search criteria to select a specific employee or group of employees for further review. If reported time for only a single employee needs to be reviewed, the employees last name, or EmplID can be entered in the search criteria box.

For the purposes of this exercise we will simply click on Get Employees.

Figure 36

Position Number

View By: Week Date: 06/08/2007 Refresh << Previous Week Next Week >>

Employees For General Snozzie, Totals From 06/04/2007 - 06/10/2007 Customize Find First 1-22 of 22 Last

Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Department	Workgroup	Position Number	North American Paygroup
Bambi Deer	0.00	0.00	0.00		0.00	0.00	100057930	D0901	SBEN	107112	SAL
Cynthia Phillips	0.00	0.00	0.00		0.00	0.00	100042647	D0901	SBEN	106385	SAL
Deborah Scott	0.00	0.00	0.00		0.00	0.00	100042801	D0901	SBEN	105642	SAL
Duane Cluff	0.00	0.00	0.00		0.00	0.00	100055122	D0901	SBEN	103594	SAL
Eric McCune	0.00	0.00	0.00		0.00	0.00	100054782	D0901	SBEN	110830	SAL
Fiona Ogre	52.50	0.00	0.00		52.50	0.00	100146740	D0901	HBEN	111346	HRY
Gina Deane	0.00	0.00	0.00		0.00	0.00	100041862	D0901	SBEN	109281	SAL
Gus Goose	8.00	8.00	0.00		0.00	0.00	100057542	D0901	SBEN	104001	SAL
James Nichols	0.00	0.00	0.00		0.00	0.00	100029452	D0901	SBEN	102300	SAL
Josephine Namio	0.00	0.00	0.00		0.00	0.00	100023783	D0901	SBEN	107769	SAL
Karen Murphy	0.00	0.00	0.00		0.00	0.00	100085240	D0901	SBEN	101754	SAL
Kim Footohi-rad	0.00	0.00	0.00		0.00	0.00	100045067	D0901	SBEN	111680	SAL
Michael Turnaren	0.00	0.00	0.00		0.00	0.00	100042675	D0901	SBEN	102778	SAL
Nemo Littlefish	38.86	30.86	0.00		8.00	0.00	100148528	D0901	HBEN	103864	HRY
Puss Notes	0.00	0.00	0.00		0.00	0.00	100025814	D0901	SBEN	111670	SAL
Richa			0.00		0.00	0.00	100042250	D0901	SBEN	102617	SAL
Rodol			0.00		0.00	0.00	100024148	D0901	SBEN	105095	SAL
Shrek			0.00		0.00	0.00	100027195	D0901	SBEN	105827	SAL
Tae Choi	0.00	0.00	0.00		0.00	0.00	100043104	D0901	SBEN	110445	SAL
William Gau	0.00	0.00	0.00		0.00	0.00	100082510	D0901	SBEN	101770	SAL
Wulian Bichanich	0.00	0.00	0.00		0.00	0.00	100021330	D0901	SBEN	101623	SAL
Zhenzhou Gu	0.00	0.00	0.00		0.00	0.00	100048861	D0901	SBEN	102558	SAL

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

Step 3 – Select the Employee Name link

Without narrowing our search parameters, we have generated a complete list of the names in one department. A DTA's security role in PeopleSoft will ensure that only their department displays on this screen.

Figure 37

Step 4 – Enter the correct time by referencing the Time Adjustment form.

In Nemo's case there are two errors to correct.

1 - The Monday morning reported time should be 8:01 instead of 9:01.

2 - The Friday Time Reporting Code is incorrect. It needs to be VAH - Vacation Hourly.

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 as shown here.

NOTE: If a non-exempt employee reports in for more than six consecutive hours, (without punching out for lunch or to leave for the day) the PeopleSoft system will automatically assign a 30 minute meal to the timesheet.

Figure 38

Timesheet

Nemo Littlefish
 Job Title: Tech Support Analyst Assoc
 EmpID: 1001465285
 Empl Rcd Nbr: 0

View By: Week Date: 06/11/2007 Refresh

Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours Show all Punch Types

From 06/11/2007 to 06/17/2007

Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
Mon	6/11	New	9:01a	12:00p	12:35p	4:29p		HRY - Hourly		6/11
Tue	6/12	New	7:59a	11:54a	12:35p	4:37p		HRY - Hourly		6/12
Wed	6/13	New	8:03a	12:02p	12:34p	4:37p		HRY - Hourly		6/13
Thu	6/14	New						VAH - Vacation Hourly		6/14
Fri	6/15	New						SCP - Sick Leave Hourly		6/15
Sat	6/16	New								6/16
Sun	6/17	New								6/17

Submit Clear Apply Rules Apply Schedule

Reported Hours Summary - click to view
 Balances - click to view
 Go To: Manager Self Service
 Time Management
 Return to Select Employee

Step 5 – Click the Submit button

When all needed changes have been made the DTA would click on the **Submit** button.

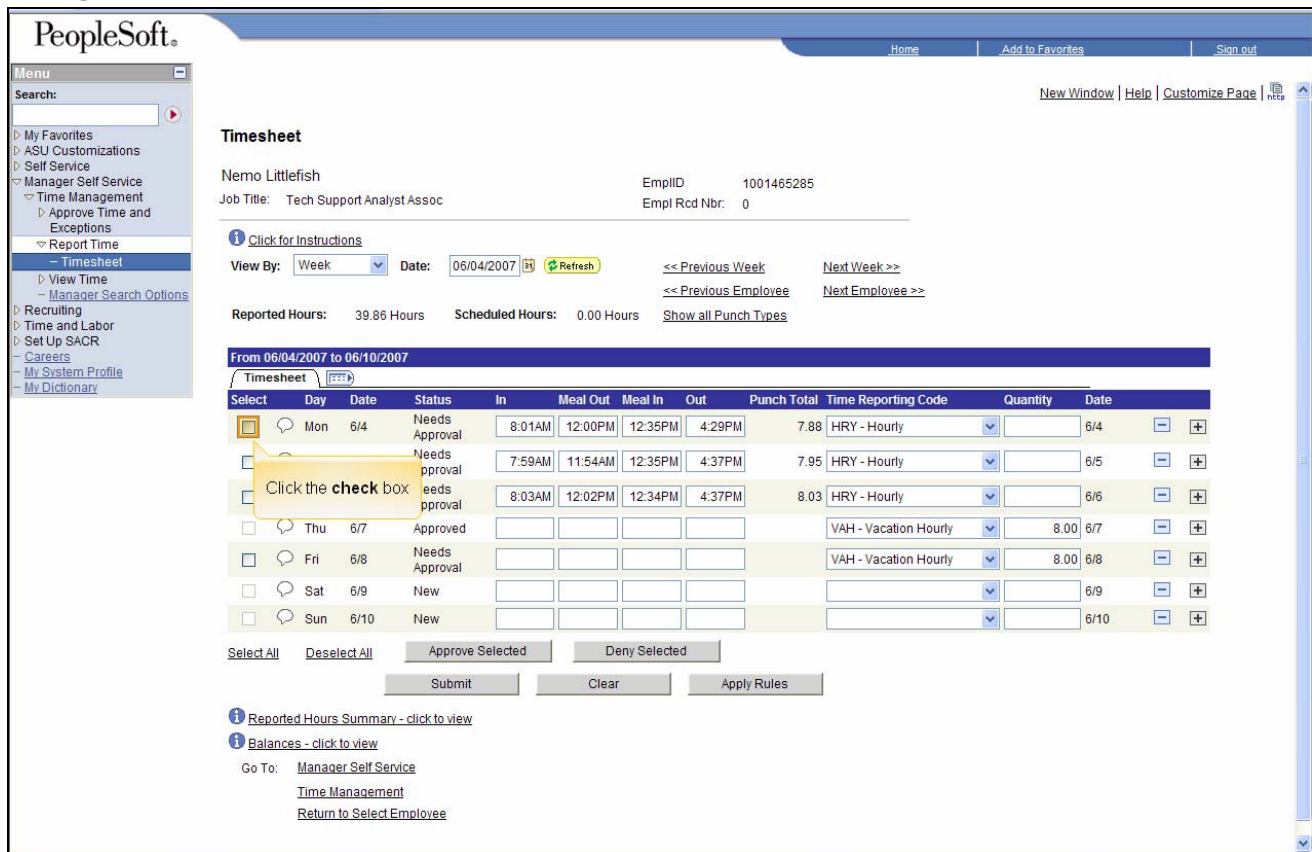
Figure 39



Step 6 – Click the OK button

When the system accepts the changes to the time record the screen is displayed confirming that the changes to the employee’s reported time have been accepted.

Figure 57



Step 7 – Click each check box that needs approval, or click Select All

This time record is now ready to be reviewed for Approval as discussed in the Approving Reported Time Business Process Guide.

Figure 40

Timesheet
 Nemo Littlefish
 Job Title: Tech Support Analyst Assoc
 EmplID: 1001465285
 Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007 Refresh

Reported Hours: 39.86 Hours Scheduled Hours: 0.00 Hours Show all Punch Types

Select	Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input checked="" type="checkbox"/>	Mon	6/4	Needs Approval	8:01AM	12:00PM	12:35PM	4:29PM	7.88	HRY - Hourly		6/4
<input checked="" type="checkbox"/>	Tue	6/5	Needs Approval	7:59AM	11:54AM	12:35PM	4:37PM	7.95	HRY - Hourly		6/5
<input checked="" type="checkbox"/>	Wed	6/6	Needs Approval	8:03AM	12:02PM	12:34PM	4:37PM	8.03	HRY - Hourly		6/6
<input type="checkbox"/>	Thu	6/7	Approved						VAH - Vacation Hourly	8.00	6/7
<input checked="" type="checkbox"/>	Fri	6/8	Needs Approval						VAH - Vacation Hourly	8.00	6/8
<input type="checkbox"/>	Sat	6/9	New								6/9
<input type="checkbox"/>	Sun	6/10	New								6/10

Approve Selected

Step 8 – Click the Approve Selected button

Figure 41

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.

Click the OK button

Step 9 – Click the OK button to approve time.

Figure 42

Approve Confirmation

The Approve was successful.

Click the OK button

Step 10 – Click the OK button for confirmation.

Figure 43

Timesheet

Nemo Littlefish
 Job Title: Tech Support Analyst Assoc
 EmpID: 1001465285
 Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007 Refresh

Reported Hours: 39.90 Hours Scheduled Hours: 0.00 Hours Show all Punch Types

Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
Mon	6/4	Approved	8:01AM	12:00PM	12:35PM	4:29PM	7.88	HRY - Hourly		6/4
Tue	6/5	Approved	7:58AM	11:55AM	12:34PM	4:36PM	7.98	HRY - Hourly		6/5
Wed	6/6	Approved	8:02AM	12:03PM	12:35PM	4:36PM	8.03	HRY - Hourly		6/6
Thu	6/7	Approved						VAH - Vacation Hourly	8.00	6/7
Fri	6/8	Approved						VAH - Vacation Hourly	8.00	6/8
Sat	6/9	New								6/9
Sun	6/10	New								6/10

Submit Clear Apply Rules

Reported Hours Summary - click to view
 Balances - click to view
 Go To: Manager Self Service
 Time Management
 Return to Select Employee

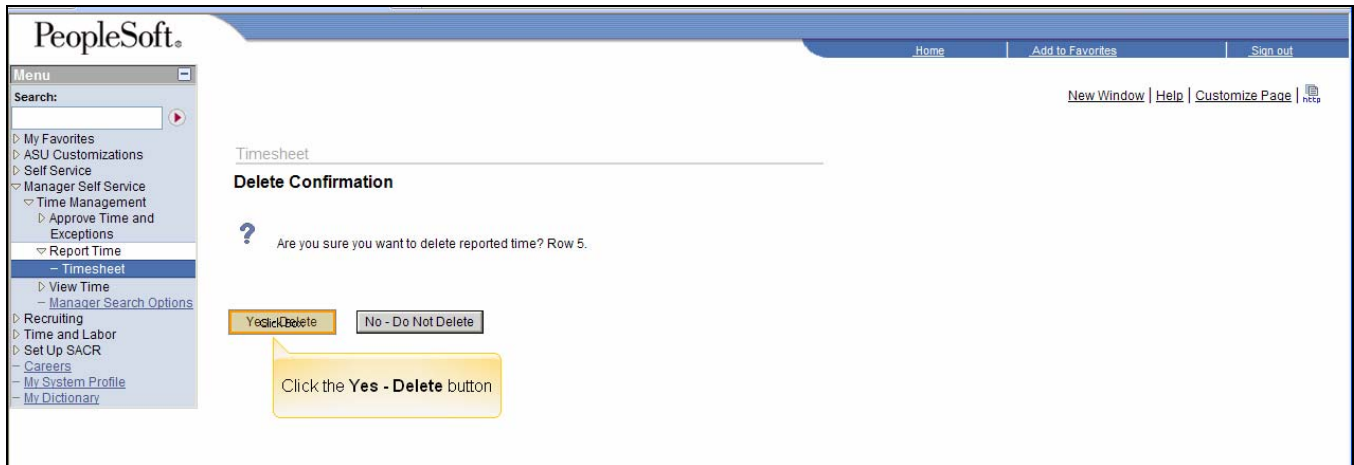
Step 11 – Correct the out punch for Wednesday by referencing the Time Adjustment form.
 (See explanation below.)

Step 12 – Click the **Minus** sign to the right of Friday’s line to remove that data.

Note that the time entries for everyday are now marked as Approved. If the DTA learns of additional time changes that need to be made before the Time Administration process is run, they would return to the timesheet and make changes to the employee’s Reported Time.

For this example, assume that the OUT punch for Wednesday needs to be changed from 4:36 PM to 5:36 PM, and the time reported for Friday removed completely. The Wednesday time change would be made directly in the OUT punch box. The change to the Approved hours for Friday would be made by clicking on the minus sign box to the right of the Friday time entry line.

Figure 44



Step 13 – Click the Yes - Delete button

When the minus sign is selected, the following screen displays, requiring that the line deletion be confirmed.

Figure 45

Timesheet

Nemo Littlefish
 Job Title: Tech Support Analyst Assoc
 EmpID: 1001465285
 Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007 Refresh << Previous Week Next Week >>
 << Previous Employee Next Employee >>

Reported Hours: 39.90 Hours Scheduled Hours: 0.00 Hours Show all Punch Types

From 06/04/2007 to 06/10/2007

Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
Mon	6/4	Approved	8:01AM	12:00PM	12:35PM	4:29PM	7.88	HRY - Hourly		6/4
Tue	6/5	Approved	7:58AM	11:55AM	12:34PM	4:36PM	7.98	HRY - Hourly		6/5
Wed	6/6	Approved	8:02AM	12:03PM	12:35PM	5:36PM	8.03	HRY - Hourly		6/6
Thu	6/7	Approved						VAH - Vacation Hourly	8.00	6/7
Fri	6/8	New								6/8
Sat	6/9	New								6/9
Sun	6/10	New								6/10

Click the **Submit** button

Step 14 – Click the Submit button

It is also possible to add more or more additional lines for a day on the timesheet. For instance, if an employee works half a day and then goes on sick leave for half a day, that day would require two lines to accurately report the day’s activities. To add another line to a day, click on the Plus sign at the right end of the row for the day and the system will insert another row with the same date as the original line. Then the multiple time events can be entered for that day

While it now appears that the changes have been completed, the DTA must remember to click on the **Submit** button to enter the changed time into the system for processing.

Figure 46



Step 15 – Click the OK button

When the Submit button is clicked, the Submit confirmation screen is displayed once again and requires the DTA to click on **OK** to acknowledge the confirmation.

Figure 47

Timesheet

Nemo Littlefish
 Job Title: Tech Support Analyst Assoc
 EmplID: 1001465285
 Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007 Refresh << Previous Week Next Week >>
 << Previous Employee Next Employee >>

Reported Hours: 32.90 Hours Scheduled Hours: 0.00 Hours Show all Punch Types

From 06/04/2007 to 06/10/2007

Select	Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="checkbox"/>	Mon	6/4	Approved	8:01AM	12:00PM	12:35PM	4:29PM	7.88	HRY - Hourly		6/4
<input type="checkbox"/>	Tue	6/5	Approved	7:58AM	11:55AM	12:34PM	4:36PM	7.98	HRY - Hourly		6/5
<input type="checkbox"/>	Wed	6/6	Approved	8:02AM	12:03PM			4.01	HRY - Hourly		6/6
<input type="checkbox"/>			Needs Approval			12:35PM	5:36PM	5.01	HRY - Hourly		6/6
<input type="checkbox"/>	Thu	6/7	Approved						VAH - Vacation Hourly	8.00	6/7
<input type="checkbox"/>	Fri	6/8	New								6/8
<input type="checkbox"/>	Sat	6/9	New								6/9
<input type="checkbox"/>	Sun	6/10	New								6/10

click Box Deselect All Approve Selected Deny Selected
 Submit Clear Apply Rules

Select the **Select All** link (or click in the check box.) to view
 @ararives - click to view

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

Step 16 – Select the Select All link (or click in the check box.)

The employee’s Timesheet page returns and shows that one of the changed entries requires approval again.

Note: Wednesdays line of data has been split into two lines. The morning segment is approved, but since the afternoon segment has been changed it now needs to be approved. There will be one line of data for Wednesday after approval.

Figure 48

Timesheet

Nemo Littlefish
 Job Title: Tech Support Analyst Assoc
 EmpID: 1001465285
 Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007 Refresh << Previous Week Next Week >>
 << Previous Employee Next Employee >>
 Reported Hours: 32.90 Hours Scheduled Hours: 0.00 Hours Show all Punch Types

From 06/04/2007 to 06/10/2007

Select	Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="checkbox"/>	Mon	6/4	Approved	8:01AM	12:00PM	12:35PM	4:29PM	7.88	HRY - Hourly		6/4
<input type="checkbox"/>	Tue	6/5	Approved	7:58AM	11:55AM	12:34PM	4:36PM	7.98	HRY - Hourly		6/5
<input checked="" type="checkbox"/>	Wed	6/6	Approved	8:02AM	12:03PM			4.01	HRY - Hourly		6/6
<input checked="" type="checkbox"/>			Needs Approval			12:35PM	5:36PM	5.01	HRY - Hourly		6/6
<input type="checkbox"/>	Thu	6/7	Approved						VAH - Vacation Hourly	8.00	6/7
<input type="checkbox"/>	Fri	6/8	New								6/8
<input type="checkbox"/>	Sat	6/9	New								6/9
<input type="checkbox"/>	Sun	6/10	New								6/10

Select All Deselect All Approve Selected Deny Selected

Click the **Approve Selected** button

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

Go To: Manager Self Service
 Time Management
 Return to Select Employee

Step 17 – Click the Approve Selected button

To complete the time correction, the DTA will click on the **Select** check box for the Wednesday record, or the **Select All** link to select the needed records for approval. This figure shows the Timesheet with the records needing approval having been selected.

The DTA would click on **Approve Selected** and again, the **Are you sure you want to approve the time selected?** warning screen would appear and the **OK** button is clicked to continue the approval process. This brings up the **Approval Confirmation** screen and again, the **OK** button is selected to acknowledge the confirmation.

Figure 49

Timesheet

Nemo Littlefish
 Job Title: Tech Support Analyst Assoc
 EmpID: 1001465285
 Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007 Refresh

Reported Hours: 32.90 Hours Scheduled Hours: 0.00 Hours Show all Punch Types

From 06/04/2007 to 06/10/2007

Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
Mon	6/4	Approved	8:01AM	12:00PM	12:35PM	4:29PM	7.88	HRY - Hourly		6/4
Tue	6/5	Approved	7:58AM	11:55AM	12:34PM	4:36PM	7.98	HRY - Hourly		6/5
Wed	6/6	Approved	8:02AM	12:03PM	12:35PM	5:36PM	9.03	HRY - Hourly		6/6
Thu	6/7	Approved						VAH - Vacation Hourly	8.00	6/7
Fri	6/8	New								6/8
Sat	6/9	New								6/9
Sun	6/10	New								6/10

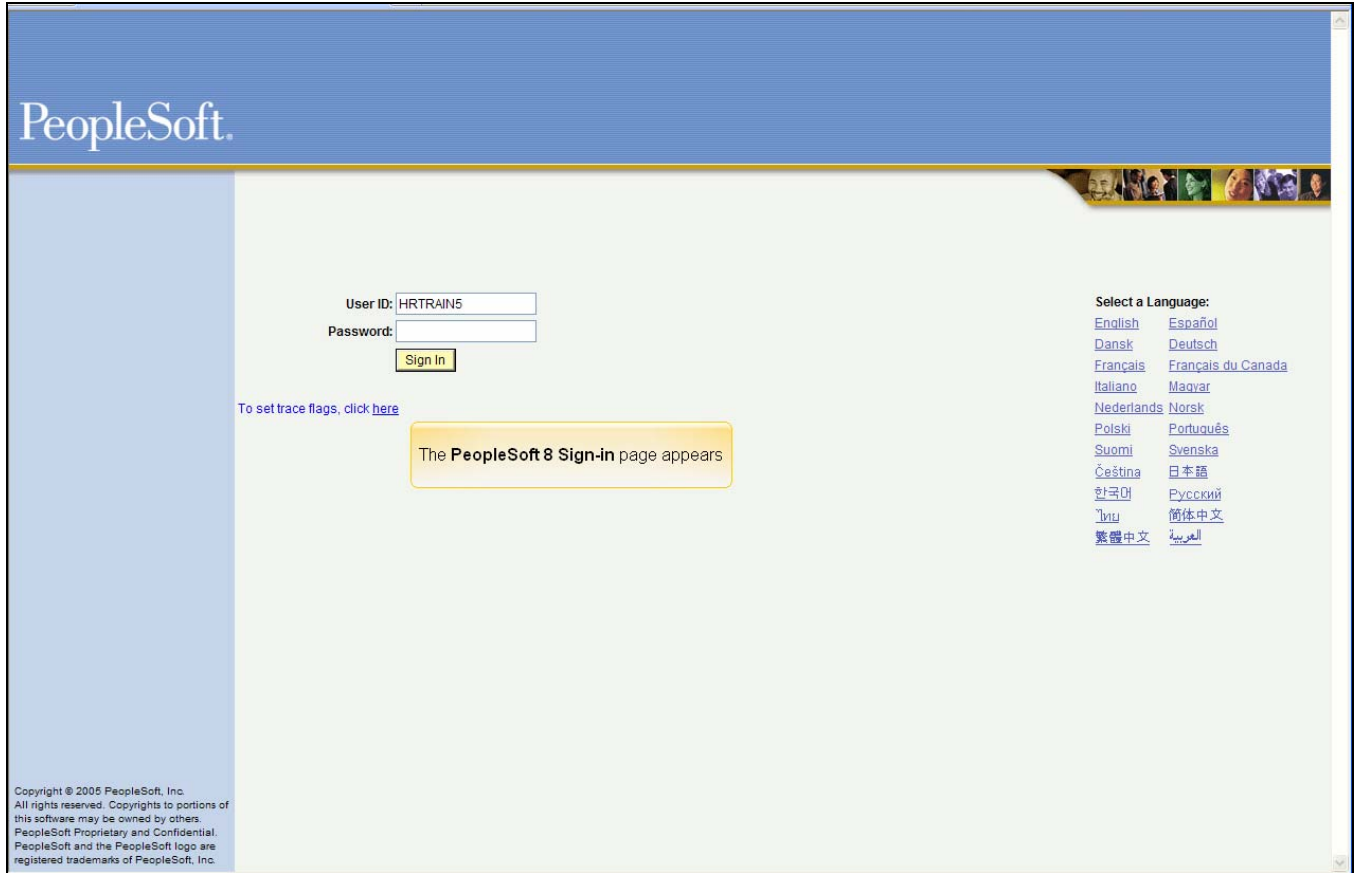
Submit Clear Apply Rules

Reported Hours Summary - click to view
 Balances - click to view
 Go To: Manager Self Service
 Time Management
 Return to Select Employee

Step 18 – Select the Sign out link

This returns the DTA to the employee’s Timesheet page and again all time lines show a status of approved. The DTA can click on Return to Select other Employees or Sign out of the system.

Figure 50



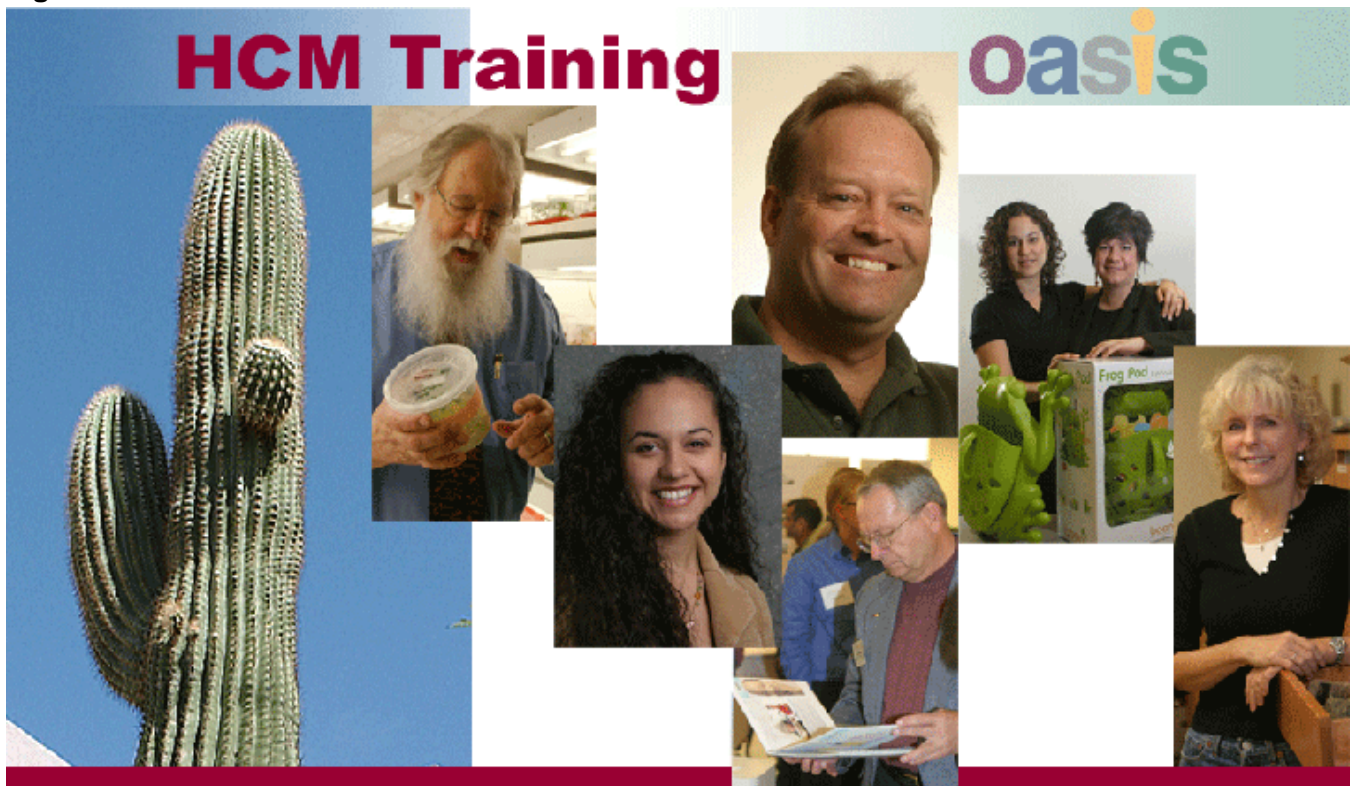
The **PeopleSoft 8 Sign-in** page appears

That brings us to the end of this simulation.

Notes:

Correcting Reported Time Exceptions

Figure 51



The purpose of this simulation is to illustrate the procedural steps used by a Departmental Time Administrator (DTA) to correct exceptions to reported time generated by the Time Administration process.

Exceptions to Reported Time may be system generated through validation of reported time values against the Time and Labor setup tables, or as a result of violation of Time Administration rules.

Figure 52

PeopleSoft®

Home | Add to Favorites | Sign out

Menu

Search: []

- My Favorites
- ASU Customizations
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Exceptions
 - Report Time
 - View Time
 - Manager Search Options
- Recruiting
- Benefits
- Time and Labor
 - Careers
 - Change My Password
 - My System Profile
 - My Dictionary

Allowing an exception will enable the time to be processed and create payable time without having to resolve the exception. Once an exception has been allowed, it will no longer appear on this page. Time that has an exception with a Low or Medium severity level will still create payable time. Exceptions with a source of Time Administration can only be resolved by running the Time Administration process. Time that has an exception with a High severity level will not create payable time.

Filter Options

Exceptions Find First 1-13 of 13 Last

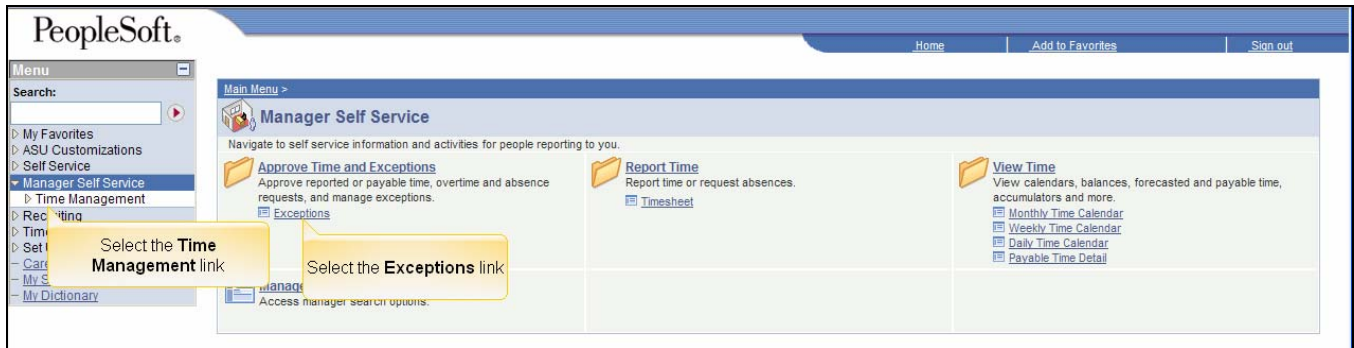
Allow	Exception ID	Description	Date	Name	Severity
<input type="checkbox"/>	TLX00450	Quantity exceeds TRC limits	06/05/2007	Connie Noem	Low
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	05/17/2007	Phoebe Buffet	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	05/18/2007	Phoebe Buffet	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/13/2007	Rachel Green	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/16/2007	Rachel Green	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/09/2007	Rachel Green	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/05/2007	Rachel Green	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/12/2007	Rachel Green	High
<input type="checkbox"/>	TLX10001	Late IN Punch	05/18/2007	Rosenda Badilla	Low
<input type="checkbox"/>	TLX10001	Late IN Punch	05/24/2007	Ross Geller	Low
<input type="checkbox"/>	TLX10001	Late IN Punch	05/15/2007	Ross Geller	Low
<input type="checkbox"/>	TLX10001	Late IN Punch	05/19/2007	Theresa Shin	Low
<input type="checkbox"/>	TLX01540	More than 24 hours reported	05/19/2007	Theresa Shin	High

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

Clean Up Exceptions

Exceptions are created when the rules are applied to an employee’s approved time on an individual time sheet or when the Time Administration process is run for a group of non-exempt employees in the department. The DTA should view the Exceptions table to determine if any of the department employees have exceptions that will prevent them from being paid in full and correct the error conditions.

Figure 53

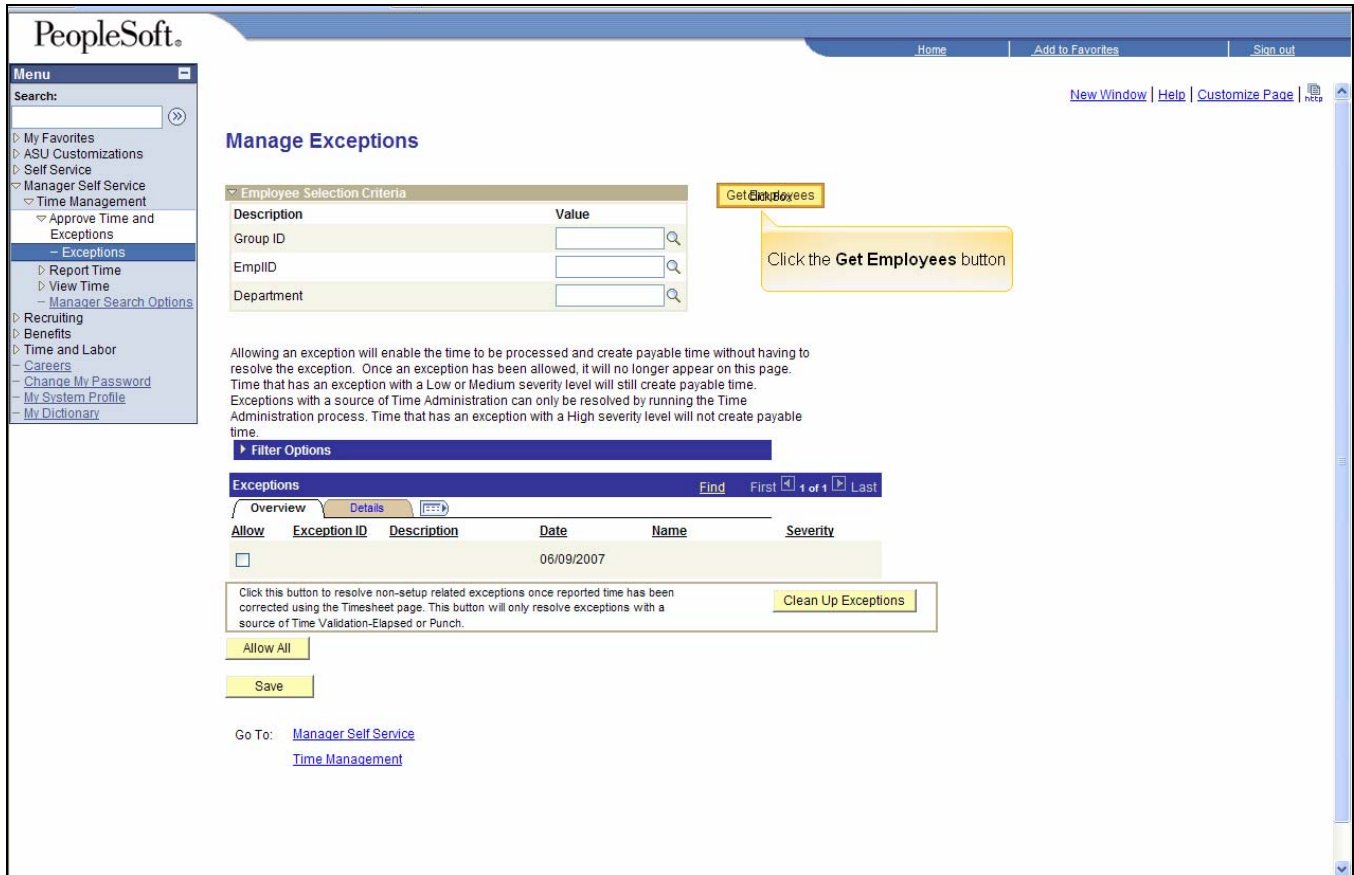


Step 1 – Select the **Time Management** link, then the **Exceptions** link within the **Manager Self Service** area of PeopleSoft.

The DTA is seeking 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 **Approve Time and Exceptions** and **Exceptions** titles. Or the same end may be achieved by clicking on the **Exceptions** file icons in the main section of the screen.

A quicker alternative would be to click directly on the **Exceptions** listing under the **Approve Time and Exceptions** file on the **Time Management** screen which eliminates the need to move through the intermediate menus.

Figure 54



Step 2 – Click the Get Employees button

This page enables the DTA to utilize detailed search criteria to select a specific employee or group of employees for further review. This figure shows the **Manage Exceptions**. A single employee can be brought up by searching on a specific EmpID or the DTA can click on Get Employees to view all exceptions.

After entering the search criteria, the DTA clicks on the **Get Employees** button and the search screen returns the employee or employees that meet the listed search criteria.

Figure 55

PeopleSoft®

Home | Add to Favorites | Sign out

Menu

Search: []

- My Favorites
- ASU Customizations
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Exceptions
 - Report Time
 - View Time
 - Manager Search Options
- Recruiting
- Benefits
- Time and Labor
 - Careers
 - Change My Password
 - My System Profile
 - My Dictionary

Allowing an exception will enable the time to be processed and create payable time without having to resolve the exception. Once an exception has been allowed, it will no longer appear on this page. Time that has an exception with a Low or Medium severity level will still create payable time. Exceptions with a source of Time Administration can only be resolved by running the Time Administration process. Time that has an exception with a High severity level will not create payable time.

Filter Options

Exceptions Find First 1-13 of 13 Last

Allow	Exception ID	Description	Date	Name	Severity
<input type="checkbox"/>	TLX00450	Quantity exceeds TRC limits	06/05/2007	Connie Noem	Low
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	05/17/2007	Phoebe Buffet	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	05/18/2007	Phoebe Buffet	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/13/2007	Rachel Green	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/16/2007	Rachel Green	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/09/2007	Rachel Green	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/05/2007	Rachel Green	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/12/2007	Rachel Green	High
<input type="checkbox"/>	TLX10001	Late IN Punch	05/18/2007	Rosenda Badilla	Low
<input type="checkbox"/>	TLX10001	Late IN Punch	05/24/2007	Ross Geller	Low
<input type="checkbox"/>	TLX10001	Late IN Punch	05/15/2007	Ross Geller	Low
<input type="checkbox"/>	TLX10001	Late IN Punch	05/19/2007	Theresa Shin	Low
<input type="checkbox"/>	TLX01540	More than 24 hours reported	05/19/2007	Theresa Shin	High

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

Clean Up Exceptions

At ASU each department will have a defined dynamic group that will select the non-exempt employees working in that department and bring their Exception records together all at once to simply the review and correction processes.

At ASU each department will have a defined dynamic group that will select the non-exempt employees working in that department and bring their Exception records together all at once to simply the review and correction processes.

Figure 56

PeopleSoft®

Home | Add to Favorites | Sign out

Menu

Search: []

- My Favorites
- ASU Customizations
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Exceptions
 - Report Time
 - View Time
 - Manager Search Options
- Recruiting
- Benefits
- Time and Labor
 - Careers
 - Change My Password
 - My System Profile
 - My Dictionary

Allowing an exception will enable the time to be processed and create payable time without having to resolve the exception. Once an exception has been allowed, it will no longer appear on this page. Time that has an exception with a Low or Medium severity level will still create payable time. Exceptions with a source of Time Administration can only be resolved by running the Time Administration process. Time that has an exception with a High severity level will not create payable time.

Filter Options

Exceptions Find First 1-13 of 13 Last

Overview Details

Allow	Exception ID	Description	Date	Name	Severity
<input type="checkbox"/>	TLX00450	Quantity exceeds TRC limits	06/05/2007	Connie Noem	Low
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	05/17/2007	Phoebe Buffet	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	05/18/2007	Phoebe Buffet	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/13/2007	Rachel Green	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/16/2007	Rachel Green	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/09/2007	Rachel Green	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/05/2007	Rachel Green	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/12/2007	Rachel Green	High
<input type="checkbox"/>	TLX10001	Late IN Punch	05/18/2007	Rosenda Badilla	Low
<input type="checkbox"/>	TLX10001	Late IN Punch	05/24/2007	Ross Geller	Low
<input type="checkbox"/>	TLX10001	Late IN Punch	05/15/2007	Ross Geller	Low
<input type="checkbox"/>	TLX10001	Late IN Punch	05/19/2007	Theresa Shin	Low
<input type="checkbox"/>	TLX01540	More than 24 hours reported	05/19/2007	Theresa Shin	High

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

Clean Up Exceptions

Step 3 – Click on the Details tab.

Exceptions with a severity of High will not generate Payable Time until they are corrected or cleared. Exceptions with a severity of Low or Medium are still reported for correction but they will generate Payable Time.

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” or “Medium” severity exceptions will create payable time but should be resolved to make sure the time record is clean.

Clicking on the **Details** tab takes the manager to the second screen, shown in the next figure, that provides more detailed information regarding each exception.

Figure 57

Administration process. Time that has an exception with a High severity level will not create payable time.

[Filter Options](#)

Exceptions

Overview Details

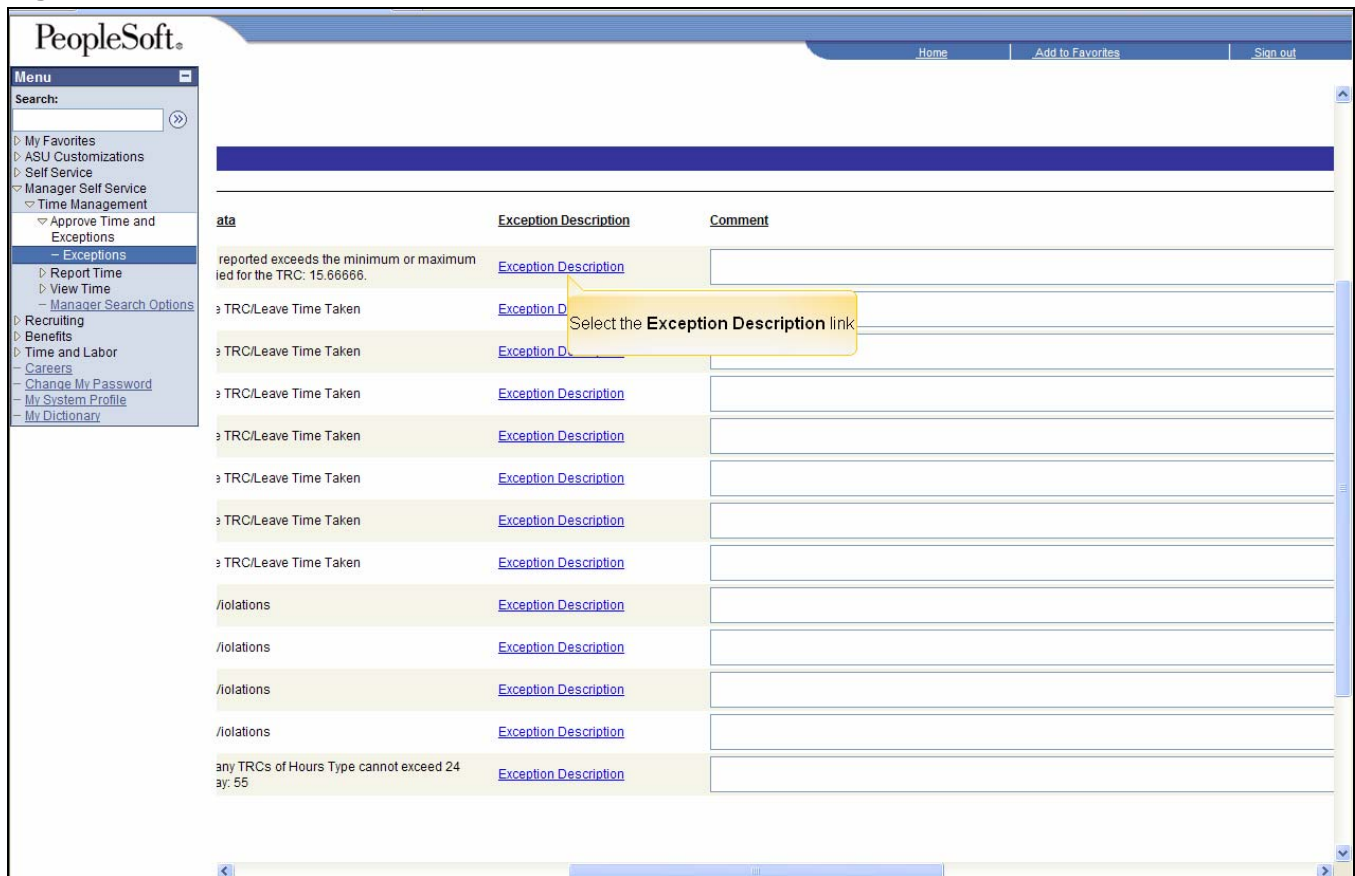
Allow	Exception ID	Description	Date	Name	Source	Last Update Date Time	Exception Data
<input type="checkbox"/>	TLX00450	Quantity exceeds TRC limits	06/05/2007	Connie Noem	Time Administration	06/06/2007 5:04:18PM	The quantity reported exceeds the limits specified for the TRC: 15.666
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	05/17/2007	Phoebe Buffet	Time Administration	06/08/2007 8:58:30AM	Invalid Leave TRC/Leave Time Tak
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	05/18/2007	Phoebe Buffet	Time Administration	06/08/2007 8:58:30AM	Invalid Leave TRC/Leave Time Tak
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/13/2007	Rachel Green	Time Administration	06/08/2007 8:58:30AM	Invalid Leave TRC/Leave Time Tak
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/16/2007	Rachel Green	Time Administration	06/08/2007 8:58:30AM	Invalid Leave TRC/Leave Time Tak
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/09/2007	Rachel Green	Time Administration	06/08/2007 8:58:30AM	Invalid Leave TRC/Leave Time Tak
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/05/2007	Rachel Green	Time Administration	06/08/2007 8:58:30AM	Invalid Leave TRC/Leave Time Tak
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/12/2007	Rachel Green	Time Administration	06/08/2007 8:58:30AM	Invalid Leave TRC/Leave Time Tak
<input type="checkbox"/>	TLX10001	Late IN Punch	05/18/2007	Rosenda Badilla	Time Administration	05/31/2007 2:28:17PM	Attendance Violations
<input type="checkbox"/>	TLX10001	Late IN Punch	05/24/2007	Ross Geller	Time Administration	05/31/2007 2:27:23PM	Attendance Violations
<input type="checkbox"/>	TLX10001	Late IN Punch	05/15/2007	Ross Geller	Time Administration	05/31/2007 2:27:23PM	Attendance Violations
<input type="checkbox"/>	TLX10001	Late IN Punch	05/19/2007	Theresa Shin	Time Administration	06/08/2007 8:58:30AM	Attendance Violations
<input type="checkbox"/>	TLX01540	More than 24 hours reported	05/19/2007	Theresa Shin	Time Administration	06/08/2007 8:58:30AM	The sum of any TRCs of Hours Typ hours in a day: 55

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

[Clean Up Exceptions](#)

Step 4 – To access the **Exceptions Descriptions** link, scroll all of the way to the right in this screen.

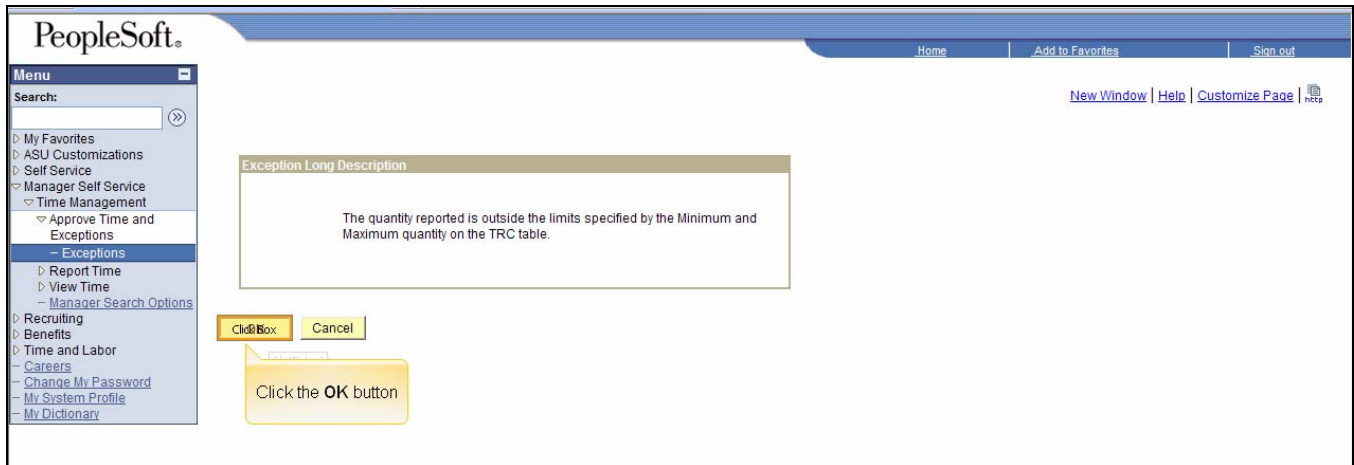
Figure 58



Step 5 – Select the Exception Description link

Clicking on the [Exception Description](#) link displays a longer description of the exception which may help the DTA determine how to resolve the issue.

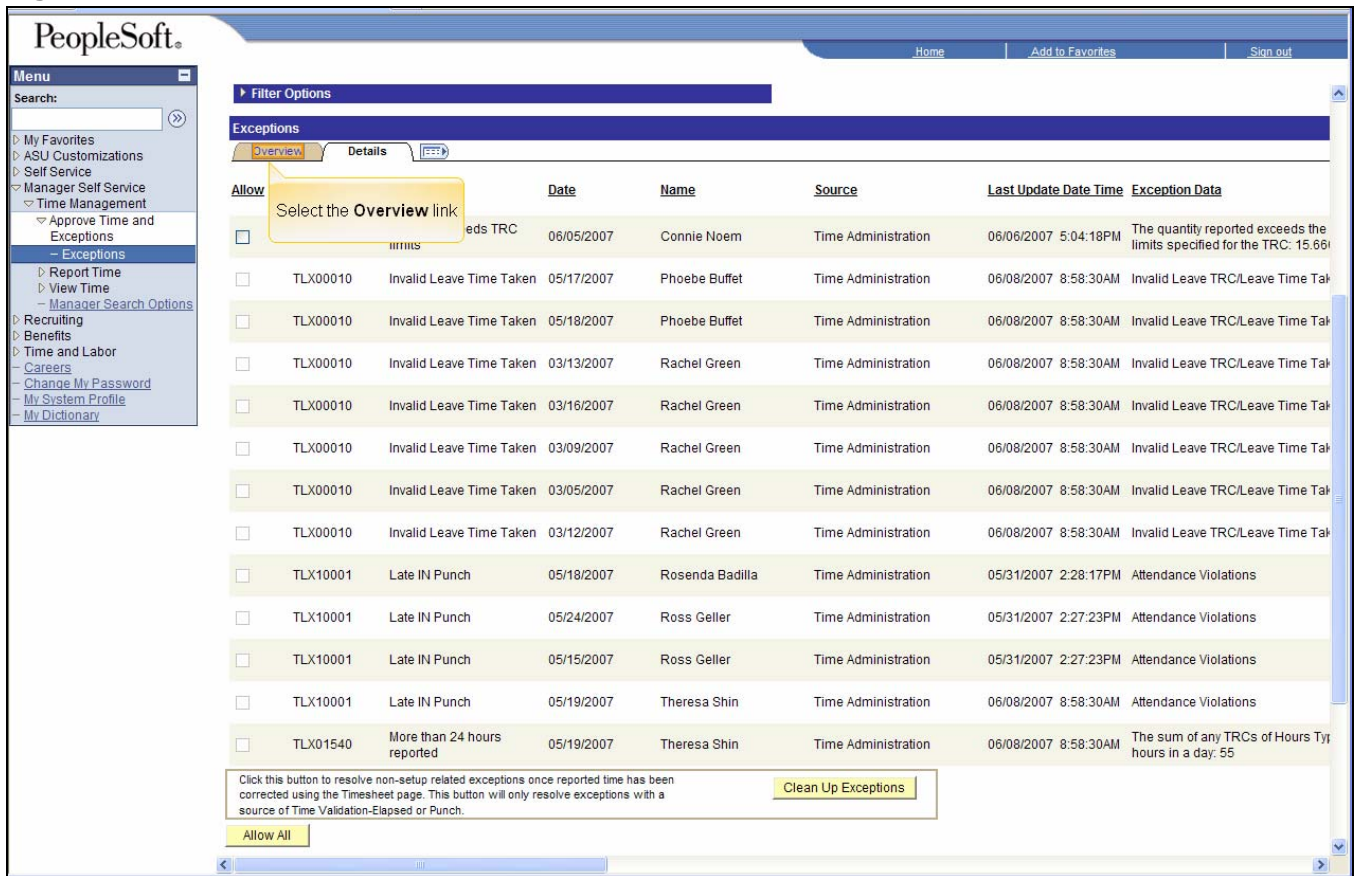
Figure 59



Step 6 – Click the OK button

After reading the longer definition, the DTA clicks on the **OK** button to return to the Exception Detailed Information page.

Figure 60



Step 7 – Select the Overview link to return to the Manage Exceptions search page.

Figure 61

Click the **Manager Self Service** link to return to the Timesheet area.

Allowing an exception will enable the time to be processed and create payable time without having to report on this page. Payable time is the time that is not create payable time.

time.

Filter Options

Exceptions Find First 1-13 of 13 Last

Allow	Exception ID	Description	Date	Name	Severity
<input type="checkbox"/>	TLX00450	Quantity exceeds TRC limits	06/05/2007	Connie Noem	Low
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	05/17/2007	Phoebe Buffet	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	05/18/2007	Phoebe Buffet	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/13/2007	Rachel Green	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/16/2007	Rachel Green	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/09/2007	Rachel Green	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/05/2007	Rachel Green	High
<input type="checkbox"/>	TLX00010	Invalid Leave Time Taken	03/12/2007	Rachel Green	High
<input type="checkbox"/>	TLX10001	Late IN Punch	05/18/2007	Rosenda Badilla	Low
<input type="checkbox"/>	TLX10001	Late IN Punch	05/24/2007	Ross Geller	Low
<input type="checkbox"/>	TLX10001	Late IN Punch	05/15/2007	Ross Geller	Low
<input type="checkbox"/>	TLX10001	Late IN Punch	05/19/2007	Theresa Shin	Low
<input type="checkbox"/>	TLX01540	More than 24 hours reported	05/19/2007	Theresa Shin	High

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

Clean Up Exceptions

Step 8 – Click the **Manager Self Service** link to return to the Timesheet area.

Figure 62

Select the **Timesheet** link

Manager Self Service

Navigate to self service information and activities for people reporting to you.

Approve Time and Exceptions
Approve reported or payable time, overtime and absence requests, and manage exceptions.
Exceptions

Report Time
Report time or request absences.
Timesheet

View Time
View calendars, balances, forecasted and payable time, accumulators and more.
Monthly Time Calendar
Weekly Time Calendar
Daily Time Calendar
Payable Time Detail

Manager Search Options
Access manager search options.

Step 9 – Select the **Timesheet** link to begin clearing time exceptions.

Figure 63

Report Time

Timesheet Summary

Employee Selection Criteria

Get Employees

Click the Get Employees button

View By: Week Date: 06/08/2007 Refresh << Previous Week Next Week >>

Employees For Chandler Bing, Totals From 06/02/2007 - 06/08/2007

Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Department	Workgroup	North American Paygroup
Name	0.000000	0.000000	0.000000		0.000000	0.000000				

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

Step 10 – Click the **Get Employees** button

Figure 64

Report Time

Timesheet Summary

Employee Selection Criteria

Get Employees

View By: Week Date: 06/08/2007 Refresh << Previous Week Next Week >>

Employees For Chandler Bing, Totals From 06/04/2007 - 06/10/2007

Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Department	Workgroup	North American Paygroup
Andrea Owens	0.00	0.00	0.00		0.00	0.00	1009545107	N0301002	SBEN	SAL
Celest Hallis	0.00	0.00	0.00		0.00	0.00	1009083035	N0301002	HBEN	HRY
Connie Noem	46.26	10.58	0.00		35.68	0.00	1009057423	N0301002	HBEN	HRY
Jewelana Parker	0.00	0.00	0.00		0.00	0.00	1009572345	N0301002	STU	STU
Karen Kelling	40.43	40.43	0.00		0.00	0.00	1009076444	N0301002	HBEN	HRY
Kemba Atkins	31.95	31.95	0.00		0.00	0.00	1009051413	N0301002	HBEN	HRY
Kenneth Chelisy	49.72	49.72	0.00		0.00	0.00	1009052114	N0301002	HBEN	HRY
Maria Sandoval	43.54	0.00	0.00		43.54	0.00	1009504066	N0301002	HBEN	HRY
Phoet Buffet	37.69	0.00	0.00		37.69	0.00	1009059445	N0301002	HBEN	HRY
Rache	0.00	0.00	0.00		0.00	0.00	1009422119	N0301002	SBEN	SAL
Robin Harris	0.00	0.00	0.00		0.00	0.00	1009076738	N0301002	HBEN	HRY
Rosenda Badilla	0.00	0.00	0.00		0.00	0.00	1009430623	N0301002	HBEN	HRY

Select the Maria Sandoval link

Step 11 – Select the **Employee's Name** link

Figure 65

Timesheet

Maria Sandoval
 Job Title: Payroll Specialist Sr
 EmpID: 1000581046
 Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007 Refresh

Reported Hours: 29.58 Hours Scheduled Hours: 0.00 Hours Show all Punch Types

From 06/04/2007 to 06/10/2007

Day	Date	Status	Exception	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
Mon	6/4	Approved		8:01AM	11:55AM	12:33PM	5:03PM	8.40	Reg Hours - HRY		6/4
Tue	6/5	Approved		7:00AM	11:59AM	12:31PM	4:30PM	8.96	Reg Hours - HRY		6/5
Wed	6/6	Approved		8:00AM	12:02PM	12:33PM	4:47PM	8.26	Reg Hours - HRY		6/6
Thu	6/7	Approved		8:03AM	12:00PM		5:01PM	3.95	Reg Hours - HRY		6/7
Fri	6/8	New									6/8
Sat	6/9	New									6/9
Sun	6/10	New									6/10

Submit Clear Apply Rules

Reported Hours Summary - click to view
 Balances - click to view
 Go To: Manager Self Service
 Time Management
 Return to Select Employee

Notice that Monday 6/4 is still in need of correction, but its *Status* is *Approved*. We will complete Mondays time reporting to rectify this. We would use Maria’s Time Adjustment form to reference the correct data to enter.

Figure 66

Timesheet

Maria Sandoval
 Job Title: Payroll Specialist Sr
 EmpID: 1000504046
 Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007 Refresh

Reported Hours: 29.63 Hours Scheduled Hours: 0.00 Hours Show all Punch Types

Day	Date	Status	Exception	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
Mon	6/4	Approved		12:33PM		Animation (1271 x 625)		8.45	Reg Hours - HRY		6/4
Tue	6/5	Approved		7:00AM	11:59AM	12:01PM	4:30PM	8.96	Reg Hours - HRY		6/5
Wed	6/6	Approved		8:00AM	12:02PM	12:33PM	4:47PM	8.26	Reg Hours - HRY		6/6
Thu	6/7	Approved		8:03AM	12:00PM		5:01PM	3.95	Reg Hours - HRY		6/7
Fri	6/8	New									6/8
Sat	6/9	New									6/9
Sun	6/10	New									6/10

Submit Clear Apply Rules

Step 12 – Click on the **Submit** button to submit change.

The DTA now clicks on the **Submit** button to enter the revised time into the Time & Labor system.

Figure 85

Submit Confirmation

✓ The Submit was successful.
 Reported Time for the Week of 2007-06-04 to 2007-06-10 is submitted

OK

Click the OK button

Step 13 – Click the **OK** button

The **Submit Confirmation** screen displays and the DTA clicks **OK**.

Figure 67

Timesheet

Maria Sandoval
 Job Title: Payroll Specialist Sr
 EmplID: 1000564146
 Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007

Reported Hours: 29.58

From 06/04/2007 to 06/10/2007

Select	Day	Date	Status	Exception	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="checkbox"/>	Mon	6/4	Needs Approval		8:01AM	11:55AM	12:33PM	5:03PM	8.40	Reg Hours - HRY		6/4
<input type="checkbox"/>	Tue	6/5	Approved		7:00AM	11:59AM	12:31PM	4:30PM	8.96	Reg Hours - HRY		6/5
<input type="checkbox"/>	Wed	6/6	Approved		8:00AM	12:02PM	12:33PM	4:47PM	8.26	Reg Hours - HRY		6/6
<input type="checkbox"/>	Thu	6/7	Approved		8:03AM	12:00PM		5:01PM	3.95	Reg Hours - HRY		6/7
<input type="checkbox"/>	Fri	6/8	New									6/8
<input type="checkbox"/>	Sat	6/9	New									6/9
<input type="checkbox"/>	Sun	6/10	New									6/10

Buttons: Select All, Deselect All, Approve Selected, Deny Selected, Submit, Apply Rules

Step 14 – Select the check box

Notice that Monday 6/4 is now correct, and its *Status* is *Needs Approval*. We will Select this day for Approval.

The **Timesheet Summary** now shows the revised entries. The DTA now selects the changed entries by checking the box next to both lines requiring approval.

Step 15 – Click the Approve Selected button

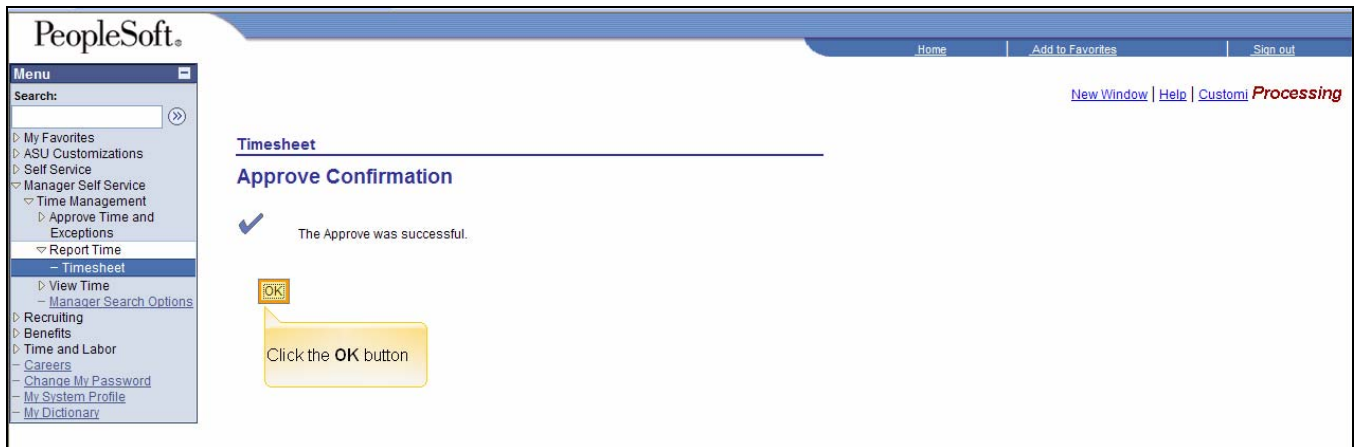
The DTA than clicks on **Approve Selected** to approve the changed time entries and prepare the revised time for the next run of Time Administration.

Figure 68



Step 16 – Click the **OK** button on the warning message.

Figure 69



Step 17 – Click the **OK** button on the confirmation message.

This action results in the **Approval Confirmation** screen, click on **OK**, and a return to the Timesheet screen with the approval action complete..

Figure 70

Timesheet

Maria Sandoval
 Job Title: Payroll Specialist Sr
 EmpID: 1000581046
 Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007
 Reported Hours: 29.58 Hours Scheduled Hours: 0.00 Hours

From 06/04/2007 to 06/10/2007

Day	Date	Status	Exception	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
Mon	6/4	Approved		8:01AM	11:55AM	12:33PM	5:03PM	8.40	Reg Hours - HRY		6/4
Tue	6/5	Approved		7:00AM	11:59AM	12:31PM	4:30PM	8.96	Reg Hours - HRY		6/5
Wed	6/6	Approved		8:00AM	12:02PM	12:33PM	4:47PM	8.26	Reg Hours - HRY		6/6
Thu	6/7	Approved		8:03AM	12:00PM		5:01PM	3.95	Reg Hours - HRY		6/7
Fri	6/8	New									6/8
Sat	6/9	New									6/9
Sun	6/10	New									6/10

Buttons: Submit, Clear, Apply Rules

Reported Hours Summary - click to view
 Balances - click to view
 Go To: Manager Self Service, Time Management, Return to Select Employee

The DTA can now return to the exception screen by clicking on the **Approve Time and Exceptions** menus once again to return to the **Exceptions** search screen

Figure 71

Timesheet

Maria Sandoval
 Job Title: Payroll Specialist Sr
 EmpID: 1000501046
 Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007
 Reported Hours: 29.58 Hours Scheduled Hours: 0.00 Hours

Day	Date	Status	Exception	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
Mon	6/4	Approved		8:01AM	11:55AM	12:33PM	5:03PM	8.40	Reg Hours - HRY		6/4
Tue	6/5	Approved		7:00AM	11:59AM	12:31PM	4:30PM	8.96	Reg Hours - HRY		6/5
Wed	6/6	Approved		8:00AM	12:02PM	12:33PM	4:47PM	8.26	Reg Hours - HRY		6/6
Thu	6/7	Approved		8:03AM	12:00PM		5:01PM	3.95	Reg Hours - HRY		6/7
Fri	6/8	New									6/8
Sat	6/9	New									6/9
Sun	6/10	New									6/10

Buttons: Submit, Clear, Apply Rules

Callout: The Apply Rules button

Step 18 – OR, the DTA may opt to click the **Apply Rules button**

The DTA can now return to the exception screen by clicking on the **Approve Time and Exceptions** menus once again to return to the **Exceptions** search screen

There is still an Exception icon on Monday, but it will disappear after the nightly run of Time Administration.

OR, the DTA may opt to click the **Apply Rules** button to see if the corrections are valid.

Figure 72

The screenshot shows the PeopleSoft interface for 'Payable Time Detail'. The user is Maria Sandoval, an EmpID of 10005041946, with the job title 'Payroll Specialist Sr'. The page displays time estimates for dates 06/04/2007, 06/05/2007, 06/06/2007, and 06/07/2007. A modal dialog box titled 'Windows Internet Explorer' is open, displaying a warning icon and the message: 'Rules have successfully been applied, you will be transferred to the View Payable Time Detail page. (13504,1626)'. A yellow callout box points to the 'OK' button in the dialog with the text 'Click the OK button'.

Step 19 – Click the OK button at the Payable time Detail page.

Figure 73

This screenshot shows the same 'Payable Time Detail' page as Figure 72, but with a different modal dialog box. The dialog box contains a table with columns: Date, Status, Time Reporting Code, Type, Quantity, User ID, and Taskgroup. The data rows are identical to the main page. A yellow callout box points to the 'Return to Previous Page' link at the bottom of the page with the text 'Select the Return to Previous Page link'.

Step 20 – Select the Return to Previous Page link

Figure 74

Timesheet

Maria Sandoval
 Job Title: Payroll Specialist Sr
 EmplID: 1000504046
 Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007 Refresh

Reported Hours: 29.58 Hours Scheduled Hours: 0.00 Hours Show all Punch Types

From 06/04/2007 to 06/10/2007

Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
Mon	6/4	Approved	8:01AM	11:55AM	12:33PM	5:03PM	8.40	Reg Hours - HRY		6/4
Tue	6/5	Approved	7:00AM	11:59AM	12:31PM	4:30PM	8.96	Reg Hours - HRY		6/5
Wed	6/6	Approved	8:00AM	12:02PM	12:33PM	4:47PM	8.26	Reg Hours - HRY		6/6
Thu	6/7	Approved	8:03AM	12:00PM		5:01PM	3.95	Reg Hours - HRY		6/7
Fri	6/8	New								6/8
Sat	6/9	New								6/9
Sun	6/10	New								6/10

Submit Clear Apply Rules

Reported Hours Summary - click to view
 Balances - click to view
 Go To: Manager Self Service
 Time Management
 Return to Select Employee

The time exception is now removed.

Notes:

Approving Reported Time

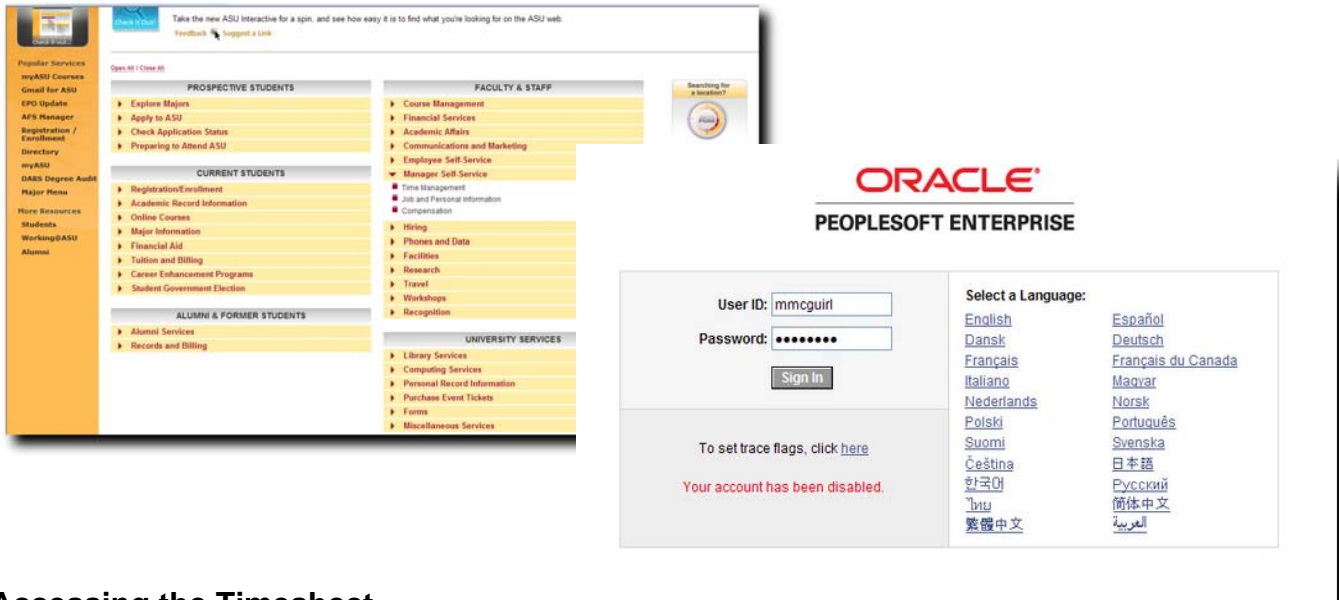
Figure 75



The purpose of this simulation is to illustrate the procedural steps and the PeopleSoft screens used by a Departmental Time Administrator to approve the time reported by the positive time reporter employees in the department.

Reported time may include punch time entered through the Web Clock by individual employees or paper timesheet records entered into PeopleSoft by a Department Time Administrator.

Figure 76



Accessing the Timesheet

Under the Faculty Staff heading at ASU Interactive, choose **Manager Self-Service** to access PeopleSoft.

Click on the **Time Management** link to access timesheets.

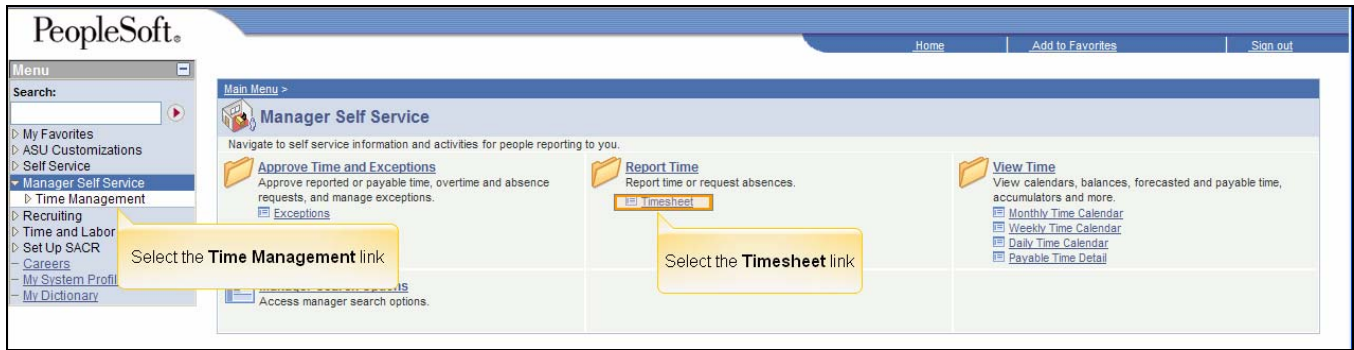
Or, access the PeopleSoft system via <https://hrsa.oasis.asu.edu>

Figure 77



Step 1 – Select the **Manager Self Service** link

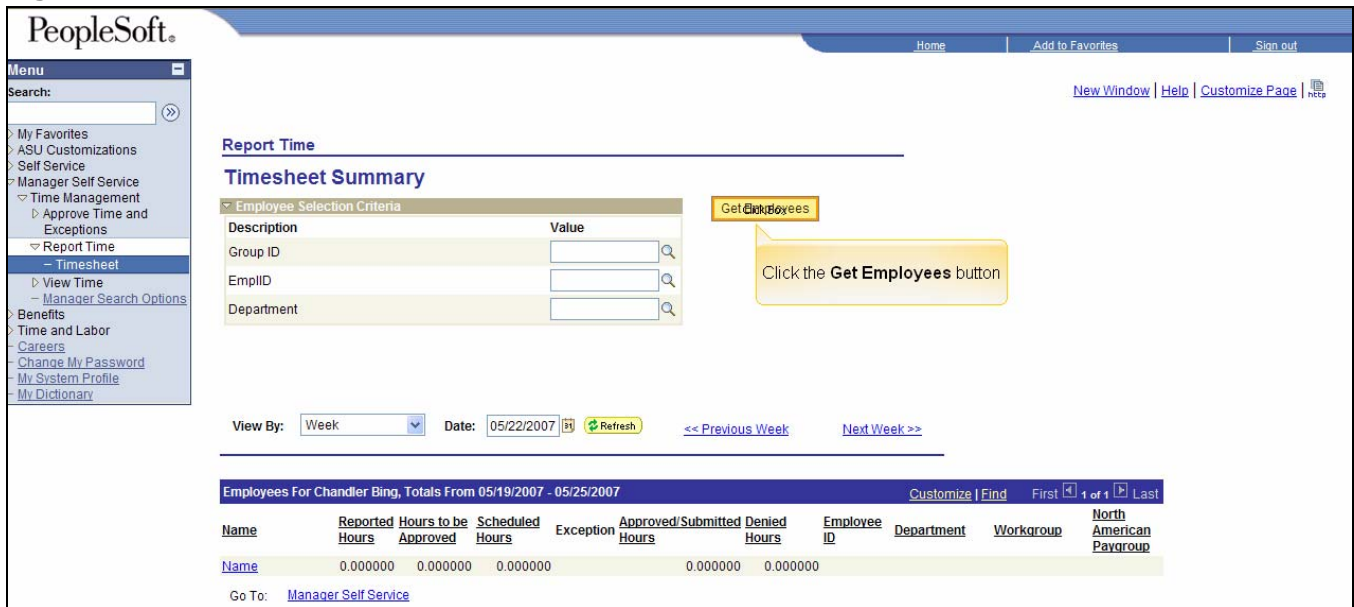
Figure 78



Step 2 – Select the **Time Management** link, then the **Timesheet** link within the **Manager Self Service** area of PeopleSoft.

At this point the DTA is seeking the **Reported Time** menu to approve reported time for his departmental employees. To reach the desired screen, the DTA may click successively on the **Report Time and Timesheet** titles revealed in turn in the left hand column. A quicker alternative would be to click on the **Timesheet** listing which eliminates the need to move through the intermediate menus.

Figure 79



Step 3 – Click the **Get Employees** button

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

At ASU each department will have a defined dynamic group that will select the non-exempt employees working in that department and bring their Reported Time records together all at once to simply the approval process.

Figure 80

The screenshot shows the PeopleSoft HCM interface for Departmental Time Administration. The main area displays a table of employees for General Snozzie, with columns for Name, Reported Hours, Hours to be Approved, Scheduled Hours, Exception, Approved/Submitted Hours, Denied Hours, Employee ID, Department, Workgroup, Position Number, and North American Paygroup. The record for Nemo Littlefish is highlighted, and a tooltip is visible over the name, containing the text: "Select the Nemo Littlefish link".

Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Department	Workgroup	Position Number	North American Paygroup
Bambi Deer	0.00	0.00	0.00		0.00	0.00	1000557890	D0901	SBEN	107112	SAL
Cynthia Philipps	0.00	0.00	0.00		0.00	0.00	1000420476	D0901	SBEN	106385	SAL
Deborah Scott	0.00	0.00	0.00		0.00	0.00	1000421801	D0901	SBEN	105642	SAL
Duane Cluff	0.00	0.00	0.00		0.00	0.00	1000352144	D0901	SBEN	103594	SAL
Eric McCune	0.00	0.00	0.00		0.00	0.00	1000434732	D0901	SBEN	110830	SAL
Fiona Oqre	0.00	0.00	0.00		0.00	0.00	1001467469	D0901	HBEN	111346	HRV
Gina Deane	0.00	0.00	0.00		0.00	0.00	1000418621	D0901	SBEN	109281	SAL
Gus Goose	8.00	8.00	0.00		0.00	0.00	1000376442	D0901	SBEN	104001	SAL
James Nichols	0.00	0.00	0.00		0.00	0.00	1000261531	D0901	SBEN	102300	SAL
Josephine Namio	0.00	0.00	0.00		0.00	0.00	1000335783	D0901	SBEN	107769	SAL
Karen Murphv	0.00	0.00	0.00		0.00	0.00	1000851290	D0901	SBEN	101754	SAL
Kim Footohi-rad	0.00	0.00	0.00		0.00	0.00	1000450572	D0901	SBEN	111680	SAL
Michael Turnoren	0.00	0.00	0.00		0.00	0.00	1000420214	D0901	SBEN	102778	SAL
Nemo Littlefish	144.86	144.86	0.00		0.00	0.00	1001465285	D0901	HBEN	103864	HRV
Puss Boots	0.00	0.00	0.00		0.00	0.00	1000253774	D0901	SBEN	111670	SAL
Richa					0.00	0.00	1000492981	D0901	SBEN	102617	SAL
Rodol					0.00	0.00	1000241181	D0901	SBEN	105095	SAL
Shrek					0.00	0.00	1000237185	D0901	SBEN	105827	SAL
Tae Choi	0.00	0.00	0.00		0.00	0.00	1000433304	D0901	SBEN	110445	SAL
William Gau	0.00	0.00	0.00		0.00	0.00	1000662616	D0901	SBEN	101770	SAL
Wujian Bichanich	0.00	0.00	0.00		0.00	0.00	1000218659	D0901	SBEN	101623	SAL
Zhenzhou Gu	0.00	0.00	0.00		0.00	0.00	1000485611	D0901	SBEN	102558	SAL

Step 4 – Select the Employee’s Name link

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. If records matching the search criteria are found, the record or records are returned and displayed at the bottom of the screen

The DTA now has choices on how to go about approving the time reported for the selected employees. The most detailed review method involves looking at the detailed time records for each individual. To do this, the DTA would click on the name of the employee to be reviewed. This would return the employee detailed time record

Figure 81

Timesheet

Nemo Littlefish
 Job Title: Tech Support Analyst Assoc EmplID: 1001465285
 Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007 Refresh << Previous Week Next Week >>
 << Previous Employee Next Employee >>

Reported Hours: 37.03 Hours Scheduled Hours: 0.00 Hours Show all Punch Types

From 06/04/2007 to 06/10/2007

Select	Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="checkbox"/>	Mon	6/4	Needs Approval	8:02AM	12:05PM	12:34PM	4:30PM	7.98	HRY - Hourly		6/4
<input type="checkbox"/>	Tue	6/5	Needs Approval	7:59AM	11:55AM	12:37PM	4:40PM	7.98	HRY - Hourly		6/5
<input type="checkbox"/>	Wed	6/6	Needs Approval	8:02AM	12:03PM	12:35PM	5:38PM	9.06	HRY - Hourly		6/6
<input type="checkbox"/>	Thu	6/7	Needs Approval						VAH - Vacation Hourly	8.00	6/7
<input type="checkbox"/>	Fri	6/8	Needs Approval						VAH - Vacation Hourly	8.00	6/8
<input type="checkbox"/>	Sat	6/9	New								6/9
<input type="checkbox"/>	Sun	6/10	New								6/10

Select All Deselect All Approve Selected Deny Selected
 Submit Clear Apply Rules

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

Go To: Manager Self Service
 Select the **Balances - click to view** link

Step 5 – Select the Balances - click to view link

The DTA can review the detailed time entries for the entire pay period or for each week individually. The DTA would have the option of changing, adding or deleting time records for this employee. Changing or editing time records was covered in the correcting time exceptions section of this reference. The DTA may select the time records for each individual day for approval by clicking on the Select checkbox to the right of each line. If all time records are OK, the DTA may click on **Select All** at the bottom of the page to select all records that require approval. The screen as it appears with all records selected for approval

Figure 82

The screenshot displays the PeopleSoft Timesheet interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. A left-hand menu contains various options like 'My Favorites', 'ASU Customizations', and 'Time Management'. The main content area shows a weekly view of time entries for the week of 06/04/2007 to 06/10/2007. The 'Reported Hours' are 37.03 and 'Scheduled Hours' are 0.00. A table lists daily entries with columns for Day, Date, Status, In, Meal Out, Meal In, Out, Punch Total, Time Reporting Code, and Quantity. A yellow callout box highlights a link labeled 'Balances - click to hide'.

Select	Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="checkbox"/>	Mon	6/4	Needs Approval	8:02AM	12:05PM	12:34PM	4:30PM	7.98	HR - Hourly		6/4
<input type="checkbox"/>	Tue	6/5	Needs Approval	7:59AM	11:55AM	12:37PM	4:40PM	7.98	HR - Hourly		6/5
<input type="checkbox"/>	Wed	6/6	Needs Approval	8:02AM	12:03PM	12:35PM	5:38PM	9.06	HR - Hourly		6/6
<input type="checkbox"/>	Thu	6/7	Needs Approval						VAH - Vacation Hourly	8.00	6/7
<input type="checkbox"/>	Fri	6/8	Needs Approval						VAH - Vacation Hourly	8.00	6/8
<input type="checkbox"/>	Sat	6/9	New								6/9
<input type="checkbox"/>	Sun	6/10	New								6/10

Below the table, there are buttons for 'Approve Selected', 'Deny Selected', 'Submit', 'Clear', and 'Apply Rules'. A 'Balances - click to hide' link is highlighted with a yellow callout box. Below this link is a table showing the end balance as of 06/04/2007 for various plan types:

Plan Type	End balance as of 06/04/2007
Sick	14.443
Compensatory Time	
Vacation	31.902

At the bottom, there are links for 'Go To: Manager Self Service', 'Time Management', and 'Return to Select Employee'.

Step 6 – Select the Balances - click to hide link

Nemo's Balances show that he has enough accrued hours to request two days of vacation, so we are hiding the Balances again.

Figure 83

Timesheet

Nemo Littlefish EmplID: 1001465285
 Job Title: Tech Support Analyst Assoc Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007 Refresh << Previous Week Next Week >>
 << Previous Employee Next Employee >>

Reported Hours: 39.90 Hours Scheduled Hours: 0.00 Hours Show all Punch Types

From 06/04/2007 to 06/10/2007

Select	Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input checked="" type="checkbox"/>	Mon	6/4	Needs Approval	8:01AM	12:00PM	12:35PM	4:29PM	7.88	HRY - Hourly		6/4
<input checked="" type="checkbox"/>	Tue	6/5	Needs Approval	7:58AM	11:55AM	12:34PM	4:36PM	7.98	HRY - Hourly		6/5
<input checked="" type="checkbox"/>	Wed	6/6	Needs Approval	8:02AM	12:03PM	12:35PM	4:36PM	8.03	HRY - Hourly		6/6
<input checked="" type="checkbox"/>	Thu	6/7	Needs Approval						VAH - Vacation Hourly	8.00	6/7
<input type="checkbox"/>	Fri	6/8	Needs Approval						VAH - Vacation Hourly	8.00	6/8
<input type="checkbox"/>	Sat	6/9	New								6/9
<input type="checkbox"/>	Sun	6/10	New								6/10

Select All Deselect All Approve Selected Deny Selected Submit Clear Apply Rules

Another option is to simply click on the **Select All** link rather than click into each check box.

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

Step 7 – Click the **check** boxes next to each day to select them for approval.

Another option is to simply click on the **Select All** link rather than click into each check box.

Figure 84

Timesheet
 Nemo Littlefish
 Job Title: Tech Support Analyst Assoc
 EmplID: 1001465285
 Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007 Refresh
 Reported Hours: 39.90 Hours Scheduled Hours: 0.00 Hours Show all Punch Types

From 06/04/2007 to 06/10/2007

Select	Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input checked="" type="checkbox"/>	Mon	6/4	Needs Approval	8:01AM	12:00PM	12:35PM	4:29PM	7.88	HRY - Hourly		6/4
<input checked="" type="checkbox"/>	Tue	6/5	Needs Approval	7:58AM	11:55AM	12:34PM	4:36PM	7.98	HRY - Hourly		6/5
<input checked="" type="checkbox"/>	Wed	6/6	Needs Approval	8:02AM	12:03PM	12:35PM	4:36PM	8.03	HRY - Hourly		6/6
<input checked="" type="checkbox"/>	Thu	6/7	Needs Approval						VAH - Vacation Hourly	8.00	6/7
<input checked="" type="checkbox"/>	Fri	6/8	Needs Approval						VAH - Vacation Hourly	8.00	6/8
<input type="checkbox"/>	Sat	6/9	New								6/9
<input type="checkbox"/>	Sun	6/10	New								6/10

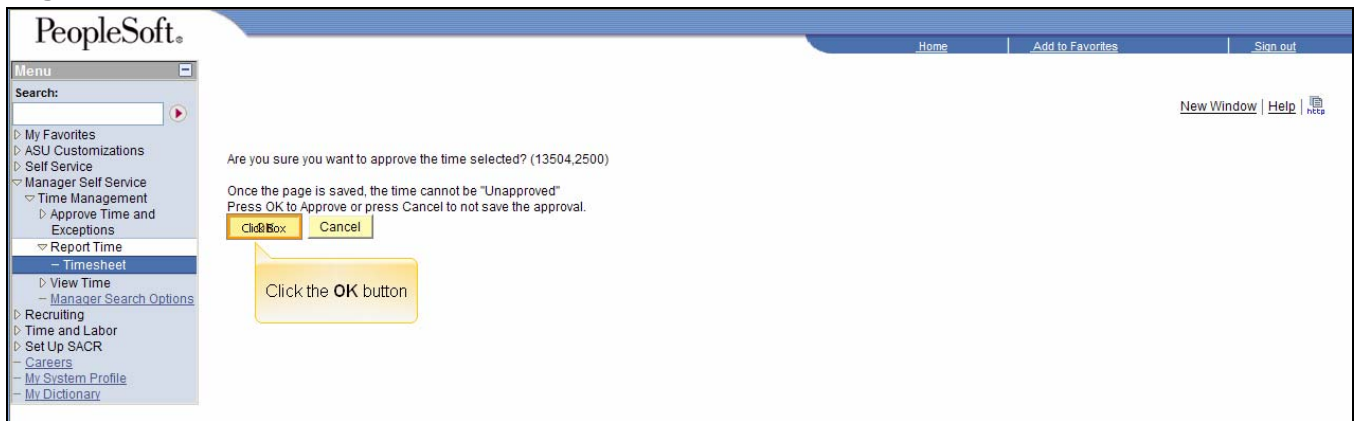
Select All Deselect All Approve Selected Deny Selected
 Submit Apply Rules

Reported Hours Summary - click to view
 Balances - click to view
 Go To: Manager Self Service
 Time Management
 Return to Select Employee

Step 8 – Click the Approve Selected button

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:

Figure 85



Step 9 – Click the OK button

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.

Figure 86



Step 10 – Click the OK button

This screen confirms that the approval of the records was successful. Click on the **OK** button.

Figure 87

Timesheet

Nemo Littlefish
 Job Title: Tech Support Analyst Assoc
 EmplID: 1001465285
 Empl Rcd Nbr: 0

View By: Week Date: 06/04/2007 Refresh << Previous Week Next Week >>
 << Previous Employee Next Employee >>

Reported Hours: 39.90 Hours Scheduled Hours: 0.00 Hours Show all Punch Types

From 06/04/2007 to 06/10/2007

Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Date
Mon	6/4	Approved	8:01AM	12:00PM	12:35PM	4:29PM	7.88	HRY - Hourly		6/4
Tue	6/5	Approved	7:58AM	11:55AM	12:34PM	4:36PM	7.98	HRY - Hourly		6/5
Wed	6/6	Approved	8:02AM	12:03PM	12:35PM	4:36PM	8.03	HRY - Hourly		6/6
Thu	6/7	Approved						VAH - Vacation Hourly	8.00	6/7
Fri	6/8	Approved						VAH - Vacation Hourly	8.00	6/8
Sat	6/9	New								6/9
Sun	6/10	New								6/10

Submit Clear Apply Rules

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

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

Select the **Return to Select Employee** link

Step 11 – Select the Return to Select Employee link

The system returns to the Employee Detailed Time record screen with all records changed to a status of Approved.

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.

Figure 88

PeopleSoft

Home Add to Favorites Sign out

Department: Position Number:

View By: Week Date: 06/07/2007 Refresh << Previous Week Next Week >>

Employees For General Snozzie, Totals From 06/04/2007 - 06/10/2007

Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Department	Workgroup	Position Number	North American Paygroup
Bambi Deer	0.00	0.00	0.00		0.00	0.00	1000557880	D0901	SBEN	107112	SAL
Cynthia Phillips	0.00	0.00	0.00		0.00	0.00	1000420476	D0901	SBEN	106385	SAL
Deborah Scott	0.00	0.00	0.00		0.00	0.00	1000421801	D0901	SBEN	105642	SAL
Duane Cluff	0.00	0.00	0.00		0.00	0.00	1000352144	D0901	SBEN	103594	SAL
Eric McCune	0.00	0.00	0.00		0.00	0.00	1000434732	D0901	SBEN	110830	SAL
Fiona Oore	0.00	0.00	0.00		0.00	0.00	1001467469	D0901	HBEN	111346	HRY
Gina Deane	0.00	0.00	0.00		0.00	0.00	1000418621	D0901	SBEN	109281	SAL
Gus Goose	8.00	8.00	0.00		0.00	0.00	1000376442	D0901	SBEN	104001	SAL
James Nichols	0.00	0.00	0.00		0.00	0.00	1000261531	D0901	SBEN	102300	SAL
Josephine Namio	0.00	0.00	0.00		0.00	0.00	1000335783	D0901	SBEN	107769	SAL
Karen Murphv	0.00	0.00	0.00		0.00	0.00	1000851290	D0901	SBEN	101754	SAL
Kim Footohi-rad	0.00	0.00	0.00		0.00	0.00	1000450572	D0901	SBEN	111680	SAL
Michael Turngren	0.00	0.00	0.00		0.00	0.00	1000420214	D0901	SBEN	102778	SAL
Nemo Littlefish	39.90	0.00	0.00		39.90	0.00	1001465285	D0901	HBEN	103964	HRY
Puss Boots	0.00	0.00	0.00		0.00	0.00	1000253774	D0901	SBEN	111670	SAL
Richard Davis	0.00	0.00	0.00		0.00	0.00	1000492981	D0901	SBEN	102617	SAL
Rodolfo Bellavia	0.00	0.00	0.00		0.00	0.00	1000241181	D0901	SBEN	105095	SAL
Shrek Oore	0.00	0.00	0.00		0.00	0.00	1000237185	D0901	SBEN	105827	SAL
Tae Choi	0.00	0.00	0.00		0.00	0.00	1000433304	D0901	SBEN	110445	SAL
William Gau	0.00	0.00	0.00		0.00	0.00	1000662616	D0901	SBEN	101770	SAL
Wujian Richanich	0.00	0.00	0.00		0.00	0.00	1000218659	D0901	SBEN	101623	SAL
Zhenzhou Gu	0.00	0.00	0.00		0.00	0.00	1000485611	D0901	SBEN	102558	SAL

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

The DTA may now review each remaining employee detail record as just shown, or they 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.

This brings us to the end of the simulations for DTA processes.



Request for Paid Time Off

(Hourly / Non-Exempt Employee)

Absence Information

Employee Name: _____

Employee Number: _____ Department: _____

Manager: _____

Type of Absence Requested:

- | | | | |
|-----------------------------------|------------------------------------|--|---|
| <input type="checkbox"/> Sick | <input type="checkbox"/> Vacation | <input type="checkbox"/> Bereavement | <input type="checkbox"/> Time Off Without Pay |
| <input type="checkbox"/> Military | <input type="checkbox"/> Jury Duty | <input type="checkbox"/> Maternity/Paternity | <input type="checkbox"/> Other |

Dates of Absence: From: _____ To: _____
(first day of leave) *(date of return to work)*

Reason for Absence: _____ Total Time Requested: _____ *(hours)*

You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.

Employee Signature *Date*

Manager Approval

- Approved
 Rejected

Comments:

Manager Signature *Date*

Department Time Administrator Entry

DTA Signature *Date*

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.

Glossary

academic career - In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).

academic institution - In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

academic organization - In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.

academic plan - In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.

academic program - In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.

administrative function - In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

admit type - In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish different types of applications such as first-year applications, transfer applications and readmitted applications.

campus - In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a

unique course catalog, and that produces a common transcript for students within the same academic career.

career - There are four careers at ASU, Undergrad, Grad, Law and No-credit.

category - In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.

checklist code - In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

class number - Identifies the particular section of a class being offered in a given term/session. (Similar to schedule line number)

course - In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab.

effective date - A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.

ID or EMPLID - Ten digit Affiliate ID number (1000...)

inquiry access - In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

institution - In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

matriculation – When the right to edit a person's records passes from admissions to campus community. Prior to matriculation, the person is an applicant, and can't be seen in campus community. Once they have been matriculated, they become students, and admissions can no longer edit (but can still see) the student data.

PRC - Permanent Record Card (Pre-SIS record)

personal portfolio - In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.

plan - A *plan* is what the student is admitted into and pursuing. A student can have multiple plans. (Major, Minor or Certificate)

primary name type - In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

program – A program is the academic program to which a student applies and is admitted and from which the student graduates. A program offers plans and sub-plans. It is analogous to the student's college.

prospects - In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

QBU (Query Based Update) a process in PeopleSoft that runs overnight which identifies a select population of applicants and performs predefined actions on the population. There are many different QBU processes running every night.

search/match - In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.

service impact - In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

service indicator - In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

sub-plan - A *sub-plan* is an emphasis, concentration, or option within a plan. [Emphasis or Option in a major; Concentration area (BIS)]

update access - In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

More SIS to PeopleSoft Terminology

Current SIS term	PeopleSoft term	Definition	Values
Academic Institution	Academic Institution	There is one academic institution at ASU, namely ASU	ASU00
ASU ID (993...)	Campus ID	The number on the sun card that starts with 993. This ID will be phased out of ASU over then next few years.	993...
Affiliate ID (1000...)	ID or EMPL ID	This is the other ID on the sun card.	1000....
Campus	Campus	belong to a single institution and use the same course catalog, produce a common transcript, and are usually associated with separate physical locations	Tempe, West, Polytechnic, and Downtown Phoenix
Certificate	Plan	What the student is admitted into and pursuing, a student can have multiple plans	all undergraduate and graduate certificates
Classification	Career	the grouping of academic work undertaken by a student that is displayed separately on the student's transcript	Undergraduate, Graduate, Law, and Non-Credit
College	Academic Group	highest level breakdown of the academic institution for academic structural purposes; groups are attached to the catalog	ASU colleges
College	Program	an academic program to which a student applies and is admitted and from which the student graduates; a program offers plans and sub-plans	ASU colleges
Concentration	Sub-Plan	Emphasis, concentration, or	all BIS concentration

Current SIS term	PeopleSoft term	Definition	Values
area (BIS)		option within a plan	areas
Course edits	Requirement & Requirement Group	defines rules associated with enrollment in the course	conversion of course edits
Degree	Degree	Degree awarded - also defined for all incoming accepted degrees	all ASU degrees (BA, BS, BSE etc)
Departments / Units	Academic Organization	defines how an academic institution is organized from an administrative perspective; used for security (e.g., access to certain screens) and some reporting	All ASU colleges, schools, and departments
Emphasis or Option in major	Sub-Plan	Emphasis, concentration, or option within a plan	all major concentrations or emphasis areas
Major	Plan	What the student is admitted into and pursuing, a student can have multiple plans	all undergraduate, graduate and law majors
Minor	Plan	What the student is admitted into and pursuing, a student can have multiple plans	all undergraduate minors
Prefix	Subject	specific areas of instruction in which courses are offered within academic organizations	all ASU prefixes
Schedule Line Number	Class Number	unique identifier for the class section	each class section will have a unique class number
SSN	National ID	Social Security Number	nnn-nn-nnnn
Term	Term	Standard academic instruction period that covers the entire academic term	Fall, Spring, Summer and Winter will all be individual terms (example 2067 = fall 2006) last digit will designate which term 1=spring, 4=summer, 7=fall, 9=winter

Current SIS term	PeopleSoft term	Definition	Values
Term / session	Session	time periods within a term that classes can be offered; this will allow ASU to better handle flexibly scheduled classes; each term must have at least one session but we will have several sessions in each Fall and Spring term and three in Summer (1 st 5-week, 8-week, and 2 nd 5-week);	Example: for ASU MBA, the trimesters may have two sessions under Fall and two sessions under Spring, with their second trimester courses being split between the 2nd Fall sessions and the 1st Spring session; for the MBA 8-week program, there may be two 8-week Fall sessions and two 8-week Spring sessions

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

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>