

Business process guide

PeopleSoft human capital management release 9.2 — September 2022

This guide is for users in a department who are responsible for approving employee timesheets. The types of time that may need to be approved include hourly, vacation, compensatory and sick time. You can either be a department-time administrator or a manager in the department.

To use the screenshots shown throughout this guide, you must have the PeopleSoft role of HCM Dept Time Administrator.

Visit the payroll calendar webpage to learn more about the various payroll deadlines.

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Accessing time and labor screens in My ASU

- 1. Open a web browser.
- 2. <u>Navigate to ASU's website</u>.
- 3. Login in with your ASURITE ID and password.
- 4. Click on the "Manager" tab.
- 5. Click on "Time Management."

There are several choices to view and edit time and leave reporting:

- Approve reported time see all employees and view individual timesheets and details.
- Input employee time see which employees have hours that need to be approved.
- View employee reported time see the hours put in by all employees at once.
- Verify no errors.
- Time search options.
- Team time new fluid PeopleSoft navigation collection for reviewing and inputting employee time, reviewing exceptions, payable time and leave balances.

Jniversity Resources Service Teaching Profile		Studer	nt Staff
PeopleSoft Gmail Canvas Google Drive ASU Library My Apps Calendar Announcements & News	Clubs and	Orgs Outlook Dashboards Analytics DARS View More Search ASU	•
JS News ranks ASU among best in nation for online programs um Devil Dining launches climeta-friendly meal choices through Cool Food Badges ASU explores new ways to scale smart campus initiatives Chris Howard, president of Robert Morris University, joins ASU Enterprise leadership		My Tasks Daily health check reinstated Upskill in Career EDGE	````
Ifelong Learning		Vaccine Compliance Met My Employment	\$
ASU for You Q. ASU Class Search		Time Payroll Benefits Personal Travel Manager Job Information> PTR PTR/Position Wo Personal Information> Online Renewal	orklist
C ASU Class Search		Time Management Recruitment Time Management HR Business Center	
Apply to A SU Qualified tuition reduction (QTR)		BrassRing Search/Match I-9 Management Add/Update a Person Authorized Driver Program Admin APARS Search Committee	e



Approving, entering and viewing employees via the timesheet

You can search for employees by looking up their employee ID or listing employees by time reporter group, business unit or workgroup.

	eported Time			5	
Timeshe	et Summary				
T Employe	ee Selection				
Employee S	Selection Criteria				Get Employees
Selection Crit	terion	Selection Criterion Value			
Time Report	er Group			Q	Clear Criteria
Employee ID)				Save Criteria
Empl Record	1				
Last Name					
First Name					
Business Un	it		\mathbf{h}		
Workgroup		1			
Position Nun	nber				
				Helt Deserted	
				Unit Description	
Workgroup	Description		A0101		dent's Office
ACBEN	Academic Benefit Eligible		B0101		ost Tempe
ACDNOB	Academic Non-Benefit Eligil	ble	C0101	C - Public	o / tireiro
HBEN	Hourly Benefit Eligible		D0101	D - Busin	ess & Finance
HNOB	Hourly Non-Benefit Eligible		E0101	E - Rese	arch
SBEN	Salaried Benefit Eligible		F0101	F - Stude	nt Affairs
SNOB		-	G0101	G - West	
	Salaried Non-Benefit Eligible	e	H0101	H - Board	d of Regents
STU	Students		10101	I - Polyte	chnic
			J0101	J - Interc	ollegiate Athletics
			L0101	L - Stude	nt Initiatives

Note: An employee's workgroup dictates which time reporting codes are available for them to report.

Show one employee

You can search for a single employee by their employee ID, capitalized first and last name or position number.

Once you have set your search criteria, click the "Get Employees" button and search by time reporter group. Depending on the circumstance, the employees you approve time for may all report in a group.

To find your group ID:

1. Click on the magnifying glass next to the "Time Reporter Group" field.



Time Reporter Group	
	- <u>-</u>

2. Click on "Advanced Lookup."

Search by:	Group ID) ▼ begins with	
			I
Look Up	Cancel	Advanced Lookup	

- 3. Type in a word you think may be in your group's description.
- 4. Click "Look Up."
- 5. Click directly on the group ID number.
- 6. Click "Get Employees" to list the employees you need to approve time for.

Look	Up Time Reporter Group			×
Group Descrip	ID: begins with ▼ begins with ▼	3	Help	Î
Look Search	Up Clear Cancel Ba	asic Lookup		1
Only the	first 300 results of a possible 207	2 can be displayed.		1
View 10	0 First 🕢	1-300 of 300 🕟 🛛 Last		
Group IE) Description	Short Description		
00001	Office Of The President	A0101		
	American Indian Initiatives	A0101001		

	6 Get Employees
Selection Criterion Value	
0321	Clear Criteria
	Save Criteria

Approve employee time via the reported time screen

There are various ways to approve an employee's time. It is best practice to review each employee's time in detail so you can ensure they use the right time reporting code.



pprove R	Reported Time								
meshee	t Summary								
Employ	ee Selection								
Employe	e Selection Criter	ria				Get Emp	loyees	1	
Selection	n Criterion	Selectio	n Criterion V	alue		Clear Cr	riteria	1	
Time Rep	oorter Group	01321		Q				1	
Employee	e ID			Q		Save Cr	iteria	1	
Empl Rec	cord			Q					
Last Nam				Q					
First Nan				٩					
Business				٩					
Workgrou	qu			٩					
Position N	Number			٩					
hange Vi	iew								
*Viev	w By Week	~		Show	w Schedule Inform	nation			
	Date 10/18/2021	11 °		R Previous	Week	Next Week			
	For Geraldine Pe	eterson, Time Needing A	pproval Fro	m 10/18/2021 - 10/24/2	2021				
Time Su	Domo	graphics II+							
Select	Last Name	First Name	Empl Record		Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Hours Approved or Submitted
	A	Their -	0	Payroll Specialist Sr	24.00	24.00	0.00		0.00
			0	Payroll Specialist Sr	24.00	24.00	0.00		0.00
		т.,	0	Payroll Specialist Sr	32.00	32.00	0.00		0.00
	Brown								
Do		_							
Do Approval1		Deselect All		2 Approve	Deny				1

From the screen above, you can approve the hours of one or more employees by:

- 1. Clicking the check boxes next to the employees you want to approve.
- 2. Clicking on "Approve" or "Deny." All entries for selected employees will be approved or denied.

Best practices

Tip A: You can go deeper by clicking on an employee's last name and approving or denying individual entries.

Tip B: If you have navigated to a period in the past, you will see the following message. It warns you that you are dealing with data from the past and that the employee's pay will be affected by your changes if they are made within 112 days — eight pay periods. If a time adjustment is needed after 112 days, <u>submit a Payroll Action Request</u> to Payroll.



Message	
Are you sure you want to approve the time selected? (13504,2500)	
Once Approved the status cannot be reverted back.	
Select Yes to confirm and complete the status change, No to return to the page without	it updating the status.
Y	Yes No

Note: Remove any hours reported as zero, as this will create a "High Severity Exception." Contact your Payroll representative for further assistance.

Once you click "Approve Selected" or "Deny Selected," you will see two more screens. The first screen allows you to cancel if you make a mistake. If you click "yes" to continue, the second screen will confirm the changes you made. You will need to select "OK" to confirm.

Timesheet
Approve Confirmation
Selected transactions were successfully approved.

Approve, deny, edit, add or delete time for an employee

When you click on an employee's name, you can approve or deny individual entries in their record by:

- 1. Using the "Select All" or "Deselect All" to mass select or unselect entries.
- 2. Click the "view by" and "date" features to change the time frame. Typically, you will view by calendar period in two-week intervals. A warning message will appear if you navigate a previous pay period.
- 3. Use the above links to jump to new periods or a different employee quickly.
- 4. If your security access and business process allow, you may be able to add and edit hours to the employee's record.
 - a. If the new hours are of a different time reporting code, click the plus sign at the right end of the last row to add a new row of data.
 - b. Enter the number of hours and click on the drop box for the total time reporting code to choose the correct TRC.



- c. Remove the incorrect entry.
- d. Do not use zero in the employee timesheet, as this will create a "High Severity Exception."
- e. Click on "Submit/Certify."
- 5. "Approve" or "Deny" the hours.

Timesheet																
Payroll Specialis	it Sr					Emp	loyee Reco		1							
						Earliest Chan	ge Da	te 09/27/2021 He	ourly Rat	e 25.87						
Select Anot	her Timesheet		2													
	*View By	Week		~			Pr	evious Week Next V	Veek	3						
	*Date	10/18/2021	÷			F	reviou	s Employee								
			Repo	rted Hours	32.00											
								excess of 40 hours supervisor pre-appr		will accrue as						
From Monday	10/18/2021 to Su	inday 10/24/2	2021 ⑦													
	Mon 10/18	Tue 10/19	Wed 10/20		Thu 10/21	10	Fri 22	Sat 10/23		Sun 10/24	Total	Time Reporting Co	ode		4	
	8.00	8.00	8.00		8.00						32.00	CTH - Comp Tim	e Taken Hourly 🗸 🗸	+		-
Submit/	Certify															
Reported Tir	me Status	eave / Compe	ensatory Time	<u>E</u> xceptions	Payable	e Time										
Reported Time	e Status															
≡, Q												1-4 of 4 🗸 🗸				
Select	Date	Reported Stat	tus	Total	TRC	E	escri	ption			Comments					
1)•	10/18/2021	Approved		8.00	стн	c	omp 1	Fime Taken Hourly								
-	10/19/2021	Needs Approv	al	8.00	стн	c	omp 1	Fime Taken Hourly								
•	10/20/2021	Needs Approv	al	8.00	стн	c	omp 1	Fime Taken Hourly								
0	10/21/2021	Needs Approv	al	8.00	стн	c	omp 1	Fime Taken Hourly								
Approval																
	lect All	Dese	elect All		Appro	ve		Deny								

Tabs at the bottom of the timesheet

Reported time status — shows the hours that need DTA approval.

Leave/Compensatory time — applies to benefits-eligible employees and shows different types of leave plans and the corresponding available balance.

Exceptions — shows the hours that have a status of "unresolved." Exceptions with a "low" or "medium" severity can be processed within the department. "High" severity exceptions need to be researched. The most common high severity research is a zero entered on the employee's timesheet. The best practice is to inform your employees to leave it blank if there are no hours to report for a day. Contact your Payroll representative for assistance.

Payable time — shows hours with different payable statuses like estimated, rejected, paid, etc., depending on when payroll confirms.



	Mon 9/27		ue 28	Wed 9/29		Thu 9/30		Fri 10/1	Sat 10/2		Sun 10/3	Total	Time Reporting (Code		
Ι				8.00		8.00		8.00				24.00	HRY - Reg Hour	5	~	+
	8.00	8.(0									16.00	SCP - Sidk Leav	e Hourly	~	+
				0.00									VAH - Vacation	Hourly	*	+
Reported 1	Time Statu	<u>L</u> eav	e / Compen	satory Time	Except	tions	<u>P</u> ayable Ti	ime								
Reported 1 corted Tin		i <u>L</u> eav	e / Compen	satory Time	Except	tions	Payable Ti	ime								1-6 of 6
orted Tin			e / Compen:				Payable Ti	ime	Description			Add C	omments		Exception	1-6 of 6
orted Tin	ne Status	Rep		;	T		RC	ime	Description Sidk Leave Hour	ly		Add C	omments		Exception	1-6 of 6
orted Tin J Q Select	ne Status Date	Rep 021 Nee	orted Status	5 5	T	Total T	RC BCP	ime				Add C			Exception	1-8 of 5
orted Tin Q Select	Date	Rep 021 Nee 021 Nee	orted Status	5 5	T	Total T 8.00 \$	RC SCP	ime	Sidk Leave Hour			Add C	Q		Exception	1-6 of 6

Weekly time calendar view

To show reported hours:

1. Click on the "Weekly Time Calendar" view in the "View Time" menu.

-				¢								
ASU		ASU Customizations		Þ	7/2014							
		Self Service										
Weekly Ti		Manager Self Service				-						
		Recruiting	🗀 Time I	Manage	ement	0	Approve Time	and Excer	otions	*		
	- Can Workforce Administration	on	۰.				Report Time					
Employee		Benefits		×		•		View Time				
Employee Se	-	Compensation		¥.			ger Search Option		Monthly Time Calendar			
Selection Criter		Time and Labor			Value		manager Sear	ch Option	II W	eekly Time	Calendar	
Fime Reporter	-	Payroll for North Americ	ca				Q		Payable Time Detail			
Employee ID		Global Payroll & Absen	ce Mgmt	×			9		E Le	eave and Co	ompensato	ry Time
Empl Decord	0	Workforce Developmen	t		-		6					

- 2. Look up your employee using their ID number or criteria of your choice.
- 3. Click on "Get Employees."
- 4. Click on the radial button titled "Reported Hours."
- 5. Click a checkmark in the "Show Symbols" area. This will color code the various types of pay an individual has generated.
- 6. Click the "Refresh View" button to bring up reported hours.



Employee Selection		
Employee Selection Criteria		Get Employees
Selection Criterion	Selection Criterion Value	
Time Reporter Group		Clear Criteria
Employee ID		Save Criteria
Empl Record		
Last Name		
First Name		
Business Unit		
Norkgroup		
Position Number		

Daily Time Calend	lar	Weekly	Time Calendar	N	lonthly Time Calendar	
View Criteria	(?)					
Week Start Tin End Tin Display Options	me	Repor	ted or Payable Hours sported Hours yyable Hours		lext Week	
Show Sched	ng Hours	Show Holid Show Planr Show Exce	ned Overtime	Show Symbols	Refresh View 6	
Weekly Time Cale		England ID	1.6. THE	Tetel	Mon.	Tue.
Last Name	First Name	Employee ID	Job Title	Total	09/01/2014	09/02/2014
		120001002	Payroll Specialist Sr	40.00	<u>REG</u> 08.00	REG 08.00
Legend						
REG Regu	lar Time					

Payable hours

- Click on the "Payable Hours" radial button.
 Click on the "View Month" button.

Note: The monthly, daily and payable time details views are also useful. Click on the hours links to view details about them.

		Weekly T	īme Calendar	1	Monthly Time Calendar
View Criteria 👔					
2 Month Year	08 - August 2014	PreviousReporte	Month ed or Payable Hours		Next Month
Start Time End Time			orted Hours able Hours		
Display Options 🕐					
Show Schedule Show Training H	ours	Show Holida	-	Show Symbols	
-		Show Exceptions			Refresh View



The payable hours view in the system shows the number of hours for which the person will be paid. It reflects all adjustments made by the system. Employees can also see this view.

Additional codes in the payable time when reviewing and calculating employee's hours include:

- CEP comp time paid. These are the hours IR 2.75 paid straight.
- CTE comp time earned.
- HOP holiday pay.

Payable time details

You can access payable time details in PeopleSoft.

Favorites -	Main Menu - > Manager Self Servi	ice • > Time Management • > View Time • > Payable Time Detail	
ASU	ASU Customizations Self Service	♦ 8/2014	Ног
Payable Time	Workforce Administration	ime Management Approve Time and Exceptions	
Select Em	Benefits	C Report Time	
Employee Sel	 Compensation Time and Labor 	View Time Manager Search Options Monthly Time Calendar	
Selection Criteri	Payroll for North America	Value Weekly Time Calendar	
Time Reporter (Global Payroll & Absence Mgmt	Payable Time Detail	

The payable time detail view lists the status of an employee's pay. To access the view:

- 1. Click on the "Payable Time Detail" link under the "View Time" menu.
- 2. After entering your search data, click "Get Employees."
- 3. Click on the employee name you wish to view.



Payable Time Detail		
Select Employee		
Employee Selection		
Employee Selection Criteria Selection Criterion	Selection Criterion Value	Get Employee: 2
		Clear Criteria
Time Reporter Group	00592	Save Criteria
Employee ID		
Empl Record		
Last Name		
First Name		
Business Unit		
Workgroup		
Position Number		
Employees For Geraldine Peterson		Personalize
Time Reporters Demographics		
Last Name	First Name	Job Title
E _ 1	Cunoš 3	Supervisor
Lai	Lingting	Student Worker II
1	1 1	Supervisor
	- Million Ma	Student Worker III
	h	Specialist
Claimachar	Numina	Instructional Designer (IT)
Cito:	C1	Manager
Manager Self Service		
Time Management		

- 4. Click on the calendar icon, and choose a date to view.
- 5. If needed, expand the "Payable Status Filter" and choose the criteria.
- 6. Click the "Refresh" button.
- 7. View the "Payable Time Detail."



Supervisor	Time Det	4)		Employee ID 1 I Employment Record 0				
	Start Date 10/ End Date 10/ me returned fo	28/2014	6 te range. (10/22/2014 - 10/2	8/2014)			Next Employe	ee	
Payable	Status Filter							1	
Status Sele	ctions								
Payable	Status					Payable Status			
Approve	d					AP			
Closed					CL				
Diluted						DL			
Denied						DN			
Stimat	ed					ES			
Ignore						IG			
Veeds	Approval					NA			
🚺 No Pay						NP			
Online I	Estimate					OE			
V Pushed	Back				PB				
Distribu	ited				PD				
Rejecte	d by Payroll				RP				
Reverse	ed Check				RV				
🔽 Sent to	Payroll					SP			
🔽 Taken b	y Payroll				TP				
Select All	De 7	NAJI .							
Payable Tim	e 🕐								
Overview	Time Report	ting Elements	Task <u>R</u> eporting Elements	Cost and Approv	al				
)ate	Status	Reason Code	Time Reporting Code	Quantity	TRC	Туре		Estimated G	
	Approval Monitor								

Employee self-reported time and leave

Employees can easily report their time from <u>My ASU</u>. You can find Time and Leave Reporting on the middle right side of the My ASU screen. Employees can click on "Time" and then click again on the "Time and Leave Reporting" or "Time Dashboard" to report their hours.



Time	Payroll	🛧 Benefits	Trav	vel Manag	er
Leave	туре	Taken This Y	'ear	Scheduled	Balance
Vacatio	on	16	9.00	0.00	132.02
Sick		3-	4.00	0.00	420.55

When clicking on the "Time and Leave Reporting" link, you will see the screen below:

			Enter T	īme				
Department D020101	10 B&F Business Ce	enter HR					Emp Earliest Change	DI ID 10000275 Date 11/01/20
*			18 October - 31 (BiWeekly Period cheduled 0.00 Re	- PS Delivered	•			
View Legend View Paycheck View Time Balances								Submit
			Week 2 Scheduled 0.00 Rep					
*Time Reporting Code	25-Monday	26-Tuesday	27-Wednesday	28-Thursday	29-Friday	30-Saturday	31-Sunday	
		Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	
	Reported 0							

Note: The Financial Services — Payroll message will appear with information on deadlines for time entry and approval. It will also give the employee expected dates to be paid for the time they are entering.

Approve time via PeopleSoft screens

You can access the time and labor screens directly in PeopleSoft as a personal preference or if <u>My ASU</u> is unavailable.

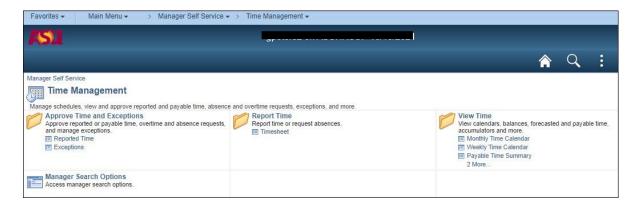
1. Open a web browser and <u>navigate to PeopleSoft</u>.



	FT ENTERPRISE	
User ID:	Select a Languag	e:
User ID:	English	Español
Password:	Dansk	Deutsch
	Français	Français du Canada
Sign In	Italiano	Magyar
	Nederlands	Norsk
	Polski	Português
	Suomi	Svenska
	<u>Čeština</u>	日本語
To set trace flags, click <u>here</u>	<u>한국머</u>	<u>Русский</u>
	<u>ไทย</u>	<u>简体中文</u>
	繁體中文	العربية

Login to PeopleSoft using your ASURITE ID and password

2. Navigate to the time and labor screen by selecting "Manager Self Service" and then "Time Management."



Exceptions Manage exceptions for a group of time reporters	Reported Time See only those employees with hours that need to be approved. Approve all at once.	Timesheet See all of your employees – Approve time one employee at a time.	Time Calendar See hours submitt by all of your employees at one glance.	ed
exceptions for a group of time	employees with hours that need to be approved. Approve all at	employees – Approve time one employee	by all of your employees at on	

The links shown in this guide work identically to the screens you will access via My ASU.



Timesheet adjustments

The following list shows the steps a DTA will need to adjust an employee's timesheet after the pay period ends. In this example, only the days changed by a DTA will need to be reapproved.

Timesheet adjustments adjusted within 112 days — eight pay periods — must use the timesheet. Time that needs to be changed outside this period will need to follow a different procedure.

- 1. Select the "Manager Self Service" link.
- 2. Select the "Time Management" link.
- 3. Select the "Report Time" link.
- 4. Select the "Timesheet" link.
- 5. Click the "Empl ID" field and type in your employee's ID number.
- 6. Click the "Get Employees" button.
- 7. Click on the employee and the employee's timesheet for the current week will be displayed.
- 8. To go back to the period that needs adjustment, either enter the date in the date field or click on the previous week or period link.
- 9. Change the hours on the timesheet for the time on the incorrect days.
- 10. Click "Submit/Certify" once all changes have been made.
- 11. Click the check box or "Select All."
- 12. Click "Approve" to approve the time.

Timeshe	et											
	e T		D	oforo C	hanges			Employee ID	1	2		
			D	elore C	lianges			Empl Record	0			
							Earlie	st Change Date	10/27/2014	4 Hourly Rate	2)	
Select And	other Timeshe	ət										
	*Vie	w By Week		~		Pr	revious Week N	ext Week				
	*	Date 05/12/2014	1									
	Scheduled H	ours 0.00	Re	oorted Hours	40.00							
Einancial Se	rvices - Payroll											
and the second second second	and the second second second	rovals are noon	on Monday of r	av week. Tha	at deadline has	passed. Please co	ntact the payroll	representative	to ensure t	hat your employee is paid.		
		to Sunday 05/1		-,								
	Mon 5/12	Tue 5/13	Wed 5/14	Thu 5/15	Fri 5/16	Sat 5/17	Sun 5/18	Total Time	Reporting C	Code		
	8.00	8.00	5/14	5/15	5/10	511	5/10		Y - Reg Hou	rs 🗸	+	-
	0.00	0.00									-	
			8.00	8.00	8.00			24.00 VA	H - Vacation	Hourly 🗸	+	-
	it/Certify Time Status	Leave / Compe	nsatory Time	Exceptions	Payable Time	1						
Reported T	ime Status					Pe	ersonalize Find	ري ۱	5 of 5			
Date	Reported St	atus	Total	TRC	De	scription		Comments				
						Sector State						
05/12/2014	Approved		8.00	HRY	Re	g Hours						
	Approved Approved			HRY HRY		g Hours g Hours						
05/13/2014			8.00		Re							
05/12/2014 05/13/2014 05/14/2014 05/15/2014	Approved		8.00	HRY	Re Va	g Hours						



	eet											
			Char	nges Highli	ighted			Employee ID) '			
uniner:	inin il							Empl Record				
							Earliest	Change Date	e 05/12/2014	Hourly Rate	20.80	
Select And	other Timeshe											
		w By Week	-	•		Previous	s Week Next	Week				
		Date 05/12/2014	H 4									
	Scheduled H	ours 0.00	Re	ported Hours 4	0.00							
	rvices - Payroll ne for T&L app	rovals are noon or	Monday of J	oay week. That o	deadline has passed	 Please contact the second s	he payroll repr	esentative 1	to ensure that your emplo	oyee is paid.		
rom Mono	day 05/12/201	4 to Sunday 05/18	/2014 (?)									
	Mon 5/12	Tue 5/13	Wed 5/14	Thu 5/15	Fri 5/16	Sat 5/17	Sun 5/18	Total Ti	me Reporting Code			
	4.00	4.00						8.00	HRY - Reg Hours	*	+	-
-	4.00	4.00						8.00	SCP - Sick Leave Hourly		+	-
		4.00										
	nit/Certify		8.00	8.00	8.00			24.00	VAH - Vacation Hourly	T	Ŧ	E
Reported	nit/Certify Time Status	Leave / Compens			8.00 <u>P</u> ayable Time					T	Ŧ	
Reported Reported	nit/Certify Time Status Time Status	Leave / Compens		Exceptions	<u>P</u> ayable Time		Personalize	Find 💷 🕻	1-7 of 7	•	Ŧ	E
Reported Reported Select	nit/Certify Time Status Time Status Date	Leave / Compens Reported Status		Exceptions Total TRC	Payable Time	Description	Personalize	Find 💷 🕻		T	÷	Ξ
Reported Reported Select	nit/Certify Time Status Time Status Date 05/12/2014	Leave / Compens Reported Status Needs Approval		Exceptions Total TRC 4.00	Payable Time	Description Reg Hours		Find 💷 🕻	1-7 of 7	•	Ŧ	
Reported Reported Select	nit/Certify Time Status Time Status Date	Leave / Compens Reported Status		Exceptions Total TRC 4.00	Payable Time	Description		Find 💷 🕻	1-7 of 7	•	Ŧ	-
Reported Reported Select	nit/Certify Time Status Time Status Date 05/12/2014	Leave / Compens Reported Status Needs Approval		Exceptions Total TRC 4.00	Payable Time	Description Reg Hours		Find 💷 🕻	1-7 of 7	T	Ŧ	
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Reported Select	itt/Certify Time Status Date 05/12/2014 05/13/2014 05/13/2014	Leave / Compensa Reported Status Needs Approval Needs Approval Needs Approval Needs Approval	atory Time	Exceptions Total TRC 4.00 4.00 4.00 4.00 8.00	Payable Time HRY SCP HRY SCP	Description Reg Hours Sick Leave N Reg Hours Sick Leave N	Hourly Hourly urly	Find 💷 🕻	1-7 of 7	T	Ŧ	-
Reported Reported	Date 05/12/2014 05/13/2014 05/13/2014 05/13/2014 05/13/2014 05/13/2014 05/13/2014 05/13/2014	Leave / Compensa Reported Status Needs Approval Needs Approval Needs Approval Approved	atory Time	Exceptions Trac Total Trac 4.00 4.00 4.00 4.00 8.00 8.00	Payable Time HRY SCP HRY SCP VAH	Description Reg Hours Sick Leave I Reg Hours Sick Leave I Sick Leave I Vacation Ho	Hourly Hourly urly urly	Find 💷 🕻	1-7 of 7	T	Ŧ	
Reported Select	Image: Second	Leave / Compens Reported Status Needs Approval Needs Approval Needs Approval Approved Approved	atory Time	Exceptions Trac Total Trac 4.00 4.00 4.00 4.00 8.00 8.00	Payable Time HRY SCP HRY SCP VAH VAH	Description Reg Hours Sick Leave H Reg Hours Sick Leave H Sick Leave H Vacation Ho Vacation Ho	Hourly Hourly urly urly	Find 💷 🕻	1-7 of 7	T		-

Time adjustments after 112 days — eight pay periods — must be <u>submitted via a</u> <u>Payroll Action Request</u>.

- 1. Select ASU Customization.
- 2. Select ASU HCM Custom.
- 3. Select ASU Payroll.
- 4. Select Payroll Action Request.
- 5. Select Add a New Value.
- 6. Enter the employee ID and employee record number, then click add.

Favorites Main Menu > ASU Customizations > ASU HCM Custom > ASU Payroll > Payroll Action Request		
	🔁 New Window	1
Payroll Action Request		
Find an Existing Value Add a New Value		
Transaction Number: 0		
Empl ID:		
Empl Rcd Nbr: 0 Q		
Add		
Find an Existing Value Add a New Value		



7. Enter the position number, earnings code, date to be adjusted and the hourly rate if necessary.

Favorites Main Menu	> ASU Custo	mizations > A	ASU HCM Custom > A	SU Payroll > F	Payroll Action Re	quest			
Payroll Action Reques	st								
Transaction Number Status	-	Submit	nted Date 01/04/2012 tted Date pyal Date	@ F	lanual Check R Process on Next	-			
Over Payment									
Employee Information	on								
Empl ID Empl Rcd Nbr 0 Name Empl Class Cla	ssified		Position N Departr Depa						
Hourly Employees						<u>Customize </u>		First 🗹 1 of 1 🗅 Las	st
Position Number	Earnings Code	Hourly Rate	Date to be Adjusted	Begin Work Time	Out Time	In Time	End Work Time	Total Hours	
1			8					÷ -	-
							Total Ho	ours	
Hourly (Flat Rate)	Employees		<u>Customize</u> <u>Find</u> Vi	iew All 🗖 🛗	First 🗹 1 of 1	Last			
Position Numb	er <u>Earni</u>		te to be Hours		unt				
1	Q	Q	Ħ			+ -			

- 8. Select a Reason for Payment from the drop-down menu and enter any comments if necessary.
- 9. Enter the route to the approver. If unknown, use the magnifying glass to find the approver.
- 10. Click on the submit button.



*Reason for Payment	▼
Submitter/Approver Comments	Payroll Comments
*Route to Approver	Route to VP
Actions	
Name [Department
Title	Telephone
Save Submit Approve	Deny Cancel Delete

Unprocessed reported time

The menu item will allow DTA's to review any reported time with a status of "Needs Approval," "Saved" or "Denied," and any time with exceptions within their group ID, employee ID, employee's first or last name, business unit, workgroup or position number.

Navigate to "Unprocessed Reported Time" by clicking:

- 1. Main Menu.
- 2. Time and Labor.
- 3. View Unprocessed Time.
- 4. Unprocessed Reported Time.



Unprocessed F	Reported Time													New Window Help Personalize P
Employee Select														
Employee Selection	Criteria				Get I	Employees								
Selection Criterion		Selection Criterion	Nalue		-									
Time Reporter Group				Q.		ar Criteria								
Employee ID				0	Sav	ve Criteria								
Empl Record				0										
Last Name				٩										
First Name				Q,										
Business Unit				2										
Workgroup				2										
Position Number				2										
Instructions														
Start Date	08/23/2014 🛐 10/30/2014 🗐 🤹			Include Exception Re	eporters									
Include Positive				Acceptable Deviati	ion 5									
Include Negative	Deviations		Accept	able Negative Deviati	ion 5									
Employees with Unp	processed Time											- F	ersonalize Fir	d View All 🗁 💷 First 🚯 1 of 1 🚯 Last
Time Summary	Demographics													
ast Name	First Name	Employee ID	Empl Record	Job Title	Туре	Saved	Needs Approval	Pushed Back •	Denied	Approved and Submitted	Payable Time	Exceptions Exist	Earliest Change Date	Time Administration Status
Last Name			C											

You can search for an unprocessed reported time by the individual employee or list the employees by the time reporter group, business unit or workgroup.

Once the criterion is entered, click the "Get Employees" button. The results will populate if you have any employees with unprocessed reported time.

Note: Click on "Include Exception Reporters" to list employees that might have exceptions to their time.

Unprocessed	Reported Time											
Employee Select	tion											
Employee Selection	Criteria			Gel	t Employees							
Selection Criterion		Selection Criterion Value										
Time Reporter Group		00412	٩		ear Criteria							
Employee ID			۹.	Sa	ave Criteria							
Empl Record			۹,									
Last Name			۹,									
First Name												
Business Unit	۹											
Workgroup												
Position Number			۹									
Instructions												
Filtering Options												
	010100011											
	te 01/01/2014											
Positive / Negative		✓ Include Exc	eption Repo	orters								
Include Positiv		Acceptab	le Deviation	· 5 6								
Include Negativ	ve Deviations	Acceptable Negativ	e Deviation	n 5								
Employees with Ung	processed Time										ersone'	iqd View All 🖾 🛄 🛛 First 🕚 1-6 of 6 🕑 Last
	Demographics			3	(1)		4			2	7	
Last Name	First Name	Empl Record Job Title	Туре	Saved	Needs Approval	Pushed Back	Denied	Approved and Submitted	Payable Time	Exceptions Exist	Earliest Change Date	Time Administration Status 5
E 1 T	Silpilli	0 Student Worker III	Hours				5.25	77.75	77.75		10/13/2014	Up For Processing
Brittin	Cainies	0 Event Attendant Sr	Hours				4.30	93.00	93.00		10/13/2014	Not Up For Processing
F	The	0 Student Worker II	Hours				2.75	253.50	253.50		10/13/2014	Not Up For Processing
R/	L / T 0 Student Worker III Hours						7.00	202.75	202.75		10/13/2014	Not Up For Processing
Sal	E							700.50	567.25	ů,	09/22/2014	Not Up For Processing
	Michael	1 Computer Operator	Hours		24.00		9.75	142.00	142.00		10/13/2014	Not Up For Processing



Section one — needs approval

Click on the employee name. It will bring the detail of the hours that need DTA approval.

If the hours are correct and need to be approved by the DTA, go into the employee's timesheet to approve the hours if the time is within 112 days — eight pay periods. If the hours that need to be approved are after 112 days — eight pay periods — please <u>submit a PAR</u>.

unprocess	sed Report	lea mine					
Reporte	d Time	Details					
	j.			Employe	e ID :::::::::::::::::::::::::::::::::::		
Computer Op	perator			Employment Re	cord 1	Last Processed 09/22/2014	2:42:03PM
Previous En	nployee						
Unprocess	sed Reporte	ed Time from 01/01/2014 to	10/30/2014			Personalize Find 🗖 🛄 First	t 🕙 1-5 of 5 🕑 Las
Date	TRC	Description	Туре	Quantity	Reported Status	Datetime modified	Exception Exists
03/08/2014	HRY	Reg Hours	Hours	2.00	Denied	03/11/2014 11:38:28.000000AM	
03/09/2014	HRY	Reg Hours	Hours	7.75	Denied	03/11/2014 11:38:28.000000AM	
09/22/2014	HRY	Reg Hours	Hours	8.00	Needs Approval	10/08/2014 10:31:18.000000AM	
09/23/2014	HRY	Reg Hours	Hours	8.00	Needs Approval	10/08/2014 10:31:18.000000AM	
			Hours		Needs Approval	10/08/2014 10:31:18.000000AM	

Section two — exceptions

Click on the employee name. It will bring up the details of the exception that exists for that reported date.

Unprocess	sed Repo	orted Time					
Reporte	d Time	Details					
L,				Employe	e ID 4004470404		
Security Offic				Employment Re	cord 3	Last Processed 10/15/2014	7:47:44PM
Previous Em	ployee			1	Next Employee		
Unprocess	ed Repor	ted Time from 01/01/2014 to	o 10/30/2014			Personalize Find 🗖 🛄 First	🕚 1-2 of 2 🕑 Las
Date	TRC	Description	Туре	Quantity	Reported Status	Datetime modified	Exception Exists
09/22/2014	HRY	Reg Hours	Hours	25.00	Approved	10/08/2014 10:07:30.000000AM	Š.
09/24/2014	HRY	Reg Hours	Hours	26.00	Approved	10/08/2014 10:07:30.000000AM	Č



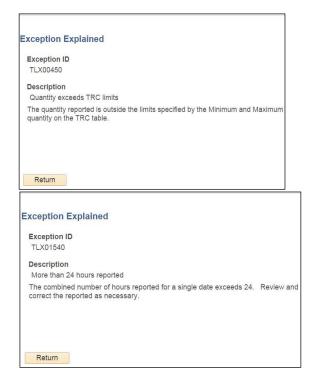
To look in depth at the exception, navigate to the employee's timesheet. You can click on the "Exceptions" tab or the exception time clock. Click on the "Explanation" column to view the "Exception Description."

- Iouu							Em	iployee I	D 120112101				
								pl Reco					
						E	arliest Cha	ange Da	te 09/22/2014	Hourly Rate	9.67		
*View B	y Week		•		Previo	ous Week							
							Next En	nployee					
heduled Hour	s 0.00	1	Reported Hours	115.00									
- Payroll	le are nou	on on Monday of	nav week That	doadline has pass	ed Plazes contact t	a navroll	rapracap	tativo tr	oncure that your emplo	waa is paid			
and the second		35%	0.00/	deadline has pass	eu. Flease contact t	ne payron	represen	tative to	o ensure that your empire	yee is paid.			
n	Tue	Wed	Thu	Fri	Sat		Sun	Total	Time Penorting Code				
2					9/27								
0	24.00	26.00	20.00	20.00				115.00	HRY - Reg Hours	۲	+	-	
rtify													
	ave / Com	pensatory Time	Exceptions	Payable Time		P	ersonalize	Find	2 게 1-5 of 5				
Status Le	ave / Com	npensatory Time Total		Payable Time	n		ersonalize omments	e Find	T-5 of 5 Exception				
Status Le	ave / Com	Total						Find					
Status Le Status eported Status	ave / Com	Total 25.00	TRC	Descriptio	rs			e Find	Exception				
Status Le e Status eported Status opproved	ave / Com	Total 25.00	TRC HRY	Descriptio Reg Hou	rs			e Find	Exception				
Status Le Status eported Status oproved	ave / Com	Total 25.00 24.00 26.00	TRC HRY HRY	Description Reg Hou Reg Hou	rs rs			e Find	Exception ©1 ©1				
	*Dat neduled Hour <u>- Payroll</u> T&L approva 19/22/2014 to	*View By Week *Date 09/22/20 neduled Hours 0.00 - Payroll T&L approvals are nor 9/22/2014 to Sunday 9/23	*View By Week *Date 09/22/2014 if ¢ heduled Hours 0.00 -Payroll T&L approvals are noon on Monday of 09/22/2014 to Sunday 09/28/2014 1 Tue Wed 1 Tue Wed 1 Sunday 09/23	*View By Week *Date 09/22/2014 16 % eduled Hours 0.00 Reported Hours -Payroll T&L approvals are noon on Monday of pay week. That 9/22/2014 to Sunday 09/28/2014 @ 1 2 3 4 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	*View By Week *Date 09/22/2014 © Pate 09/22/2014 © *Date 09/22/2014 © *Date 09/22/2014 *Date 09/22/2014 *Date 09/22/2014 *Date 09/22/2014 *Date 09/28/2014 *Date 09/28/2014	*View By Week *Date 09/22/2014 16 Previous 115:00 Payroll T&L approvals are noon on Monday of pay week. That deadline has passed. Please contact the 9/22/2014 to Sunday 09/28/2014 20 1 Tue Veed 9/23 9/24 9/25 9/26 9/27	Timesheet Timesheet View By Week *Date [09/22/2014 *Date [09/22/2014 *Date [09/22/2014 *Date [09/22/2014 *Payroll *Payroll *Payroll *Second and the second	Timesheet *View By Week Previous Week Next We *Date [09/22/2014] ii) Next En *Date [09/22/2014] ii) Next En *Date [09/22/2014] ii) Next En *Payroll Reported Hours 115.00 *Payroll Fall approvals are noon on Monday of pay week. That deadline has passed. Please contact the payroll represent 9/22/2014 to Sunday 09/28/2014 @ 2 9/23 9/24 9/25 9/26 9/27 9/28	Barliest Change Da Timesheet *View By Week Previous Week Next Week *Date 09/22/2014 (B) the option of t	Timesheet *View By Week • Previous Week Next Week *Date 09/22/2014 * Next Employee *Date 09/22/2014 * Next Employee *Date 09/22/2014 * Next Employee *Payroll * Next Employee *Payroll * Next Employee *Payroll * * *Payroll * * *Payroll * * *Payroll * * ** * * ** * * ** * * ** * * ** * * ** * * ** * * ** * * ** * * ** * * ** * * ** * * ** * * ** * * ** * * ** * *	Barlie Sto Change Date 09/22/2014 Hourk Rate Timesheet *View By Week Previous Week Next Week *Date 09/22/2014 # * *Date 09/22/2014 # * *Date 09/22/2014 # * *Date 09/22/2014 # * *Payroll Reported Hours 115.00 * *Payroll Table approvals are noon on Monday of pay week. That deadline has passed. Please contact the payroll representative to ensure that your employee is paid. 9/22/2014 to Sunday 09/28/2014 @ 1 Tue 9/22/2014 9/24 9/25 9/26 9/26 9/27 9/28 Total	Earliest Change Date 09/22/2014 Hourly Rate 967 Timesheet Previous Week Next Week Next Week <th col<="" td=""></th>	



Timeshe	et								
1					Employee ID 1°				
	y Officer				Empl Record 3				
				Ear	liest Change Date 09/	22/2014 Hourly Rate	9.67		
Select An	other Timesh								
		w By Week	•		Previous Week				
			Ħ 🗘			Next Employee			
	Scheduled H	lours 0.00	Reported Hours 1	15.00					
Financial Sel	rvices - Payroll The dead	ine for T&L approv	als are noon on Monday of	pay week. That deadlin	ne has passed. Pleas	e contact the payroll represer	ntative to ensure that your employe	e is paid.	
From Mon	day 09/22/20	14 to Sunday 09/28	3/2014 🕐						
	Mon 9/22	Tue 9/23	Wed Thu 9/24 9/25	Fri 9/26	Sat 9/27	Sun 9/28 Total Time Reportin	ng Code		
	25.00	24.00	26.00 20.00	20.00		115.00 HRY - Reg	Hours	+ -	
				L L					
Subm	nit/Certify								
Reported	Time Status	Leave / Compensat	ory Time Exceptions	Payable Time					
Exception	s 🕐							Personalize Find 💷 🚟	1-5 of 5
Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation Comme	ent		
	09/22/2014	TI V04540	Timesheet	Unresolved	High	A total of 25 hours are reported for this day.			
	09/22/2014	12/01540	rimesneet	Onresolved	nign	reported for this day.			//00
						The quantity reported			
	09/23/2014	TLX00450	Time Administration	Unresolved	Medium	The quantity reported () is outside the minimum or maximum			
						limits specified for the TRC (24).			
	09/24/2014	TLX01540	Timesheet	Unresolved	High	A total of 26 hours are reported for this day.			/2
						The quantity reported			
	09/25/2014	TLX00450	Time Administration	Unresolved	Medium				/2
						limits specified for the TRC (20).			
_						The quantity reported () is outside the			
	09/26/2014	TLX00450	Time Administration	Unresolved	Medium	minimum or maximum limits specified for the TRC (20).			<u>/</u> 2
						TRG (20).			
Se	elect All	Deselect All							
	Update Exc	eption							

You can click on the exception to view the explanation details.





For any "low" and "medium" exception severity, the DTA can resolve these themselves. If questions arise, please get in touch with your Payroll representative for assistance.

A "high" exception severity must be resolved before the reported time can become payable. Please contact your Payroll representative for assistance with any "High Exception Severity" errors.

Section three — saved

Click on the employee's name, and it will bring up the details of the hours that need employee and DTA approval before it becomes payable.

Section four — denied

Click on the employee's name, and it will bring up the detail of the hours that have been denied. You will then need to navigate the timesheet to change the time if required.

Section five — time administration status

TA status "Up for Processing" means the time reporter is ready for processing. TA status "Not Up for Processing" means the time reporter is unprepared for processing.

Section six — deviation

The deviation field defaults to five. To get an accurate representation of all differences of time — reported or payable — change this field to zero.

Section seven — earliest change date

The earliest change date is the earliest addition or update to time-related data for a time reporter since the last Time Administration run. This date triggers the Time Administration's determination of a time reporter's period of interest.



Appendix

Time reporting codes by position type

Salaried		ACD and A12	
*TRC	Description	*TRC	Description
BER	Bereavement leave	BER	Bereavement leave
JRY	Jury duty pay	JRY	Jury duty pay
MIL	Military leave pay	MIL	Military leave pay
PTL	Parental leave	PTL	Parental leave
SCK	Sick leave	SCK	Sick leave
ULS	Unpaid benefit coordination —	ULS	Unpaid benefit coordination —
UNS	SAL Unpaid salaried	UNS	SAL Unpaid salaried
USS	Unpaid sick — salaried	USS	Unpaid sick — salaried
UVS	Unpaid vacation — salaried	UVS	Unpaid vacation — salaried
VAC	Vacation	VOL	Volunteer leave
VOL	Volunteer leave		

Student Student	
*TRC	Description
G01	Gammage use only
G02	Gammage use only
G03	Gammage use only
JRP	Jury duty pay hourly
P01	Payroll use only
P02	Payroll use only
P03	Payroll use only
STH	Student hourly regular wages

Hourly	
*TRC	Description
BEP	Bereavement leave hourly
CDT	Court duty
СТН	Comp time taken hourly
ES1	Event — sergeant
ES2	Event — lieutenant
ES3	Event — ASU officer
G01	Gammage use only
G02	Gammage use only
G03	Gammage use only

Department time administrator

HHW	Holiday hours worked
HNC	Holiday not comp eligible
HOP	Holiday hourly
HOU	Holiday unpaid
HRY	Regular hours
JRP	Jury duty pay hourly
MIP	Military leave pay hourly
OS3	OT 1.5 W SD3 shift premium
OS5	OT 1.5 W SD5 shift premium
P01	Payroll use only
P02	Payroll use only
P03	Payroll use only
PTP	Parental leave hourly
SCP	Sick leave hourly
SD3	Payroll shift differential
SD5	Payroll shift differential
SEP	Special events 1.5
STB	Standby pay
ULH	Unpaid benefit coordination — HRY
UNH	Unpaid hourly
USH	Unpaid sick — hourly
UVH	Unpaid vacation — hourly
VAH	Vacation hourly
VTR	Volunteer leave hourly

Team time

Arizona State University Resources Service Teaching Profile	Student Staff
ASU has updated its policy on face coverings, effective as of July 30	30, 2021. Read the university update to learn more.
PeopleSoft Gmail Canvas Google Drive ASU Library My Apps Calendar Clubs	os and Orgs Outlook Dashboards Analytics DARS View More ~
Announcements & News Contained Announcements Security News Sports Arts State Press	Search ASU Q
LIFT takes flight	My Tasks
Movies on the Field' brings local food trucks, merchants, more to Sun Devil Stadium	ASU United Way campaign
College of Global Futures welcomes urban ecologist, sustainability scholar as director of School of Sustainability	Take the TRP survey
Annual date harvest underway at ASU	Upskill in Career EDGE
Lifelong Learning	
Career EDGE and Linkedin Learning	My Employment C
ASU for You	Job Information PTR 2 PTR/Position Worklist 2
Q ASU Class Search	Personal Information Online Renewal
	Time Management Position Management 2"
C Degree Search	R∈ Time Management usiness Center II*
Apply to ASU	Br - Optice Reported Time - MMatch [2"
Qualified tuition reduction (QTR)	Authorized Driver Program Admin APARS Search Committee
	Job Openings HR Forms Z EDGE Conversations



The "Team Time" link will take you to a navigation collection that includes fluid versions of the MSS Timesheet, Time Summary pages, Payable Time, Leave/Comp Time, Manage Exceptions and the Classic+ version of the Reported Time page.

After logging directly into PeopleSoft HR, you can also access Team Time under the Manager Self-Service homepage.

	● My Homepage									
Classic Home		My Homepage Manager Self Service 2	Pa	yroll						
				Last Pay Date 09/24/2021						
ESS EDGE Conversations	Time	Company Directo	ory Be	nefit Details						

Click on the "Team Time" tile on the Manager Self Service homepage.

	▼ Manager Self Service							
EDGE Conversations	Approvals		Company Directory					
		1388						
Team Time	ASU Salary Planning							

The initial page at the top of the navigation collection is "Enter Time" or "Timesheet."



Arizona State University	ASU Home ▼ My ASU Colleges and Schools ▼ Map and Locations ▼ Directory SIGN OUT
	Team Time
😤 Timesheet	Enter Time
Enter Time	Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.
Time Summary	Get Employees Filter
C Report Time	Click 'Get Employees' to pull
Time Entry	all assigned employees. Click 'Filter' to select a specific
Weekly Time Summary	subset of assigned employees
Payable Time	
📷 Leave / Comp Time	
😚 Manage Exceptions	
Time Reported Time	

Clicking on "Filter" brings up search filter criteria. Enter your desired filter search criteria.

		Team Time	
Timesheet	Enter Time		
Enter Time	Use filters to change the search criteria of	Get Employees to apply the default M	lanager Search Options.
Time Summary	Get Employees Filter		
O Report Time	Cancel	Filters	Done
Weekly Time Entry	Time Reporter Gro	up Q	
Weekly Time Summary	Employee	ID Q	
Payable Time	Empl Reco	Q Q	Þ.
Leave / Comp Time	Last Na	me Q	
Manage Exceptions	First Na	me Q	
Reported Time	Business U	nit Q	
	Workgro	up Q	
	Position Numb	Der Q	
		Reset	

The "Team Time Enter Time" page results will display employees who meet the criteria in a list that includes their name, job title, employee record, any exceptions and any hours they may need to be approved. Click on the employee line to pull up the "Enter Time" page for that employee.



Arizona State University	ASU Home ▼ My ASU Colleges and Schools ▼ Map and Locations ▼ Directo	ory SIGN OUT
	Team Time	
😤 Timesheet	Enter Time	
Enter Time	Select Employee	3634 rows
Time Summary	Name/Title Exceptions Hours to t	tu fu
C Report Time		^
Weekly Time Entry	Student Worker IV/Empl Rcd 1	
Weekly Time Summary		4.50
Payable Time	Student Worker IV/Empl Rcd 0	
🚯 Leave / Comp Time	Student Worker IV/Empl Rcd 1	6.00
Manage Exceptions		
Reported Time	Student Worker III/Empl Rcd 0	~

Enter time

Enter time is the equivalent of the MSS Timesheet page. Time entry and approval by individual employees can be performed on this screen.

Team Time				Team Tim	ie						
Timesheet Enter Time	A Enter Time Department	nt la sana a	Tear I formal	- 764						Earliest Change I	ID Date 09/20/2 Rate 15.000
Time Summary	Student Worker IV/									& Previous	Next 💄
Report Time	Return to Select En										
Weekly Time Entry					BiWeek	ly Period-	PS Delivered	•			
Weekly Time Summary				Scheduled 0.00	Report	led 16 Hor	urs Unapproved	Time 16.00			-
Payable Time	View Legend View Time Balances										Submit
Leave / Comp Time				Scheduled 0.		Week 1 o	of 2) ours Unapproved T	ime 0.00			
Manage Exceptions	*Time Reporting Code Details	e / Time	4-Monday	5-Tuesday		nesday	7-Thursday	8-Friday	9-Saturday	10-Sunday	
Reported Time		R	eported 0	Reported 4	Reported	1 4	Reported 4	Reported 4	Reported 0	Reported 0	1
	STH - Student Hourly Regul	li •		4.00		4.00	4.00	4.00		1	+ -
		nments	0	0	(0	0	Q	0	0	
	- Manage Approvals										
	0									Approve	Deny
	Date	Reported	Status	Total	TRC	Descriptio	on			Scheduled V	Vork Hours
	10/05/2021	Needs Ap	proval	4.00	STH	Student Ho	ourly Regular Waç	jes			0.00
	10/06/2021	Needs Ap	proval	4.00	STH	Student He	ourly Regular Wag	jes			0.00
	10/07/2021	Needs Ap	proval	4.00	STH	Student He	ourly Regular Waş	pes			0.00
	10/08/2021	Needs Ap	proval	4.00	STH	Student Ho	ourly Regular Wag	jes			0.00



Time summary page

The time summary page provides a calendar-type summary of reported or payable time by pay period, month, week, etc.

To edit a particular day, click on the date and then click on the "Actions" button at the bottom of the "Time Summary" page, which will direct you to the "Enter Time" page.

< Team Time				Team Tim	e				
Timesheet	~	Time Summary							
Enter Time		Student Worker Return to Select						0	Previous Next 👶
Time Summary		*View By Period	1	4 4	October - 17	October	2021		
Report Time				Scheduled 0.00	Reported 16	Hours Un	approved Time 12.00		
Weekly Time Entry		Filters			Reported Time	Payable	Time		View Legend
Weekly Time Summary		Monday	Tuesday	Wednesday	Thurs	day	Friday	Saturday	Sunday
Payable Time		4	Student Hourly Regular Wages - 4 Hours	Student Hourly Regular Wag - 4 Hours	5 Student Hourly R - 4 Hours	7 xgular Wages	Student Hourly Regular Wages - 4 Hours	9	10
Leave / Comp Time		Reported: 0 Hours	Reported: 4 Hours	Reported: 4 Hours	Reported: 4 Hour	5	Reported: 4 Hours	Reported: 0 Hours	Reported: 0 Hours
Manage Exceptions									
Reported Time		11	12	1:	3	14	15	16	17
		Reported: 0 Hours	Reported: 0 Hours	Reported: 0 Hours	Reported: 0 Hour	s	Reported: 0 Hours	Reported: 0 Hours	Reported: 0 Hours
						/			
		OCTOBER	Total Reported: 0						122
		15	Time Reporting Code:						2 Actions
		Friday							

Payable time

Payable time calculates estimated gross for a specified date range. Only time entered into the timesheet, approved and processed by the nightlight PeopleSoft job will be reflected in the gross calculation. The payable time summary view groups payable time by the time reporting code.

Team Time			Team Time		
Timesheet	~	Payable Time			
Report Time		Student Worker IV/Empl Rod 1 Return to Select Employee			🔔 Previous Next 🔔
Weekly Time Entry		*From			
Weekly Time Summary		09/01/2021			
Payable Time		*Through 10/17/2021			
Leave / Comp Time		Payable Time Summary			
Manage Exceptions		Summary Detail			
Reported Time		Time Reporting Code	Quantity (Hours)	Estimated Gross	
reported time		Student Hourly Regular Wages	27.00	\$405.00 USD	
		Total	27.00	\$405.00 USD	



The payable time detail view groups payable time by the day and time reporting code.

< Team Time				Team Time			
				icum mine			
Timesheet	~	Payable Ti	me				
O Report Time		Stude	nt Worker IV/Empl Rod 1				💄 Previous 🛛 Next 🌷
🗋 Weekly Time Entry		*From	no obiec Employee				
		09/01/2021					
Weekly Time Summary		*Through					
Payable Time		10/17/2021					
🚯 Leave / Comp Time		Payable Time	Details				
Manage Exceptions		Summary	Detail				
Reported Time		Date	Time Reporting Code		Quantity (Hours)	Payable Status	Estimated Gross
		09/01/2021	Student Hourly Regular Wages		1.50	Distributed	\$22.50 USD
		09/02/2021	Student Hourly Regular Wages		1.50	Distributed	\$22.50 USD
		09/03/2021	Student Hourly Regular Wages		1.50	Distributed	\$22.50 USD
		09/04/2021	Student Hourly Regular Wages		1.50	Distributed	\$22.50 USD
		09/05/2021	Student Hourly Regular Wages		1.00	Distributed	\$15.00 USD
		09/07/2021	Student Hourly Regular Wages		1.50	Distributed	\$22.50 USD
		09/08/2021	Student Hourly Regular Wages		1.50	Distributed	\$22.50 USD
		09/09/2021	Student Hourly Regular Wages		1.50	Distributed	\$22.50 USD
		09/10/2021	Student Hourly Regular Wages		1.50	Distributed	\$22.50 USD

Leave/comp time

Leave/comp time allows the DTA or manager to review an employee's leave and compensatory time balances.

Arizona State University			ASU Home My ASU Colleges and Schools	Map and Locations Directory SIGN OUT
≮ Team Time		Tear	n Time	
C Timesheet	Leave / Comp Time			
C Report Time	Dir Information Technology Return to Select Employee			2 Previous Next 2
T Weekly Time Entry	Sick	Vacation	Furlough/Pay Reduction Prg	
Weekly Time Summary	Plan Type Sick	Plan Type Vacation	Plan Type Furlough/Pay Reduction Prg	
Payable Time	Recorded Balance 646.82	Recorded Balance 66.38	Recorded Balance 0.00	
🛐 Leave / Comp Time				
Manage Exceptions				
Reported Time				

Clicking on the respective leave tab will all you to view the Leave Balance Details and accrual history.



Arizona State University		ASU Home 🔻	My ASU	Colleges and Schools 🝷	Map and Locations 🝷	Directory	-	SIGN OUT
< Team Time	Tean	n Time						
🐔 Timesheet	✓ Leave / Comp Time							í
C Report Time	Dir Information Technology Svc/Empl Rod 0 Return to Leave Balances							- 1
Time Entry	Leave Balance							-
🖏 Weekly Time Summary				Sic	k Balance			- 1
Payable Time					646.82			- 1
III Leave / Comp Time	Leave Balance Details							- 1
Leave / Comp Time	Accrual Date	Earned	Take	n E	Balance			- 1
Manage Exceptions	09/19/2021	3.69	8.0	0	646.82			- 1
Reported Time	09/05/2021	3.69	0.0	0	651.12			- 1
	08/22/2021	3.69	0.0	10	647.43			- 1

Manage exceptions

This option allows the DTA or manager to review time exceptions to acknowledge or address them as needed. To manage exceptions:

1. Click on the "Filter" button.

k	Team Time
🖏 Timesheet	V Manage Exceptions
Report Time	Fix (0) Allow (0) All (0) Exceptions Image: Compare the second seco
Time Entry	Auto Populate under Manager Search Options is set to false. Use filters to search for exceptions.
Weekly Time Summary	
Payable Time	
🗊 Leave / Comp Time	
🛞 Manage Exceptions	
TReported Time	

- Enter the "Employee Selection" criteria, if desired, and click "Done."
 Review the "Exceptions" and "Fix" or "Allow" as necessary.

👫 Timesheet	 Manage Exception 				
⊙ Report Time	Fix (0) All	ow (0) All (0)			
Weekly Time Entry		nager Search Options is set to fals	e. Use filters to search for exceptions.		
Weekly Time Summary	Cancel	Em	ployee Selection	_	Done
Payable Time	Time Reporter Group	٩	Employee ID	۹	-
Leave / Comp Time	Empl Record	۹	Last Name	۹	
Manage Exceptions	First Name	٩	Business Unit	Q	
Reported Time	Workgroup	٩	Position Number	٩	
			Clear		



	Team Time		â	Q	Ø
🖏 Timesheet 🗸 🗸 🗸	Manage Exceptions				
⊙ Report Time	₹ Fix (19) Allow (2) All (21)	3			
Weekly Time Entry	Exceptions	Allow			
Weekly Time Summary		↑↓			
Payable Time	TLX00450 - Quantity exceeds TRC limits	Medium 09/11/2021			
Leave / Comp Time		Medium			
Manage Exceptions	TLX00450 - Quantity exceeds TRC limits	12/29/2020			
Reported Time					

Reported time page

The current page is the existing Approve Reported Time page. You can select and mass approve time or view an individual employee's time.

				Tea	am Time							
Timesheet	~	Approve Reported Time										
Report Time		Timesheet Summary										
Veekly Time Entry		 Employee Selection 										
/eekly Time Summary		Employee Selection Criteria				Get Employe	es					
ayable Time		Selection Criterion	Selection	Criterion Value		Clear Criteri	a					
eave / Comp Time		Time Reporter Group		٩	-	Save Criteri						
		Employee ID		٩	4	Save Criteri	a					
Manage Exceptions Reported Time		Empl Record		Q								
eported time		Last Name	A	٩								
		First Name		٩								
		Business Unit		٩								
		Workgroup		٩								
		Position Number		Q								
	۵	Change View			chedule Informatio	n						
	-	Change View "View By Week Date 10/15/2021	Time Needing Approval	Show S Previous W	chedule Informatio	n ext Week						
	-	Change View "View By Week Date 10/15/2021 Employees For Terri Gillespie 패 Q	()	Show S Previous W								1.2 d/2 v
	-	Change View "View By Week Date 10/15/2021 Employees For Terri Gillespie 패 Q	Time Needing Approval	Show S Previous W			Scheduled Hours	Exception	Hours Approved or Submitted		FTE	1-2 of 2 v Compensation Rate
	-	Change View "View By Week Date 10152021 Employees For Terri Gillespie Fig. Q, Time Summary Denog	Time Needing Approval	C Show S Previous W Prom 10/11/2021 - 10/17/2021	eek N Hours to be	ext Week	Scheduled Hours 0.00	Exception	Approved or	Denied Hours	FTE 1.000000	Compensation Rate
	-	Change View "View By Week Date 10152021 Employees For Terri Gillespie Tim Summary Demog Select Last Name	Time Needing Approval aphics II> First Name	From 10/11/2021 - 10/17/2021	Hours to be Approved	ext Week Reported Hours	Hours	Exception	Approved or Submitted	Denied Hours		Compensation Rate
	-	Change View "View By Week Date 10152021 Employees For Terri Gillespie RT Q. Time Summary Demog Select Last Name	Time Needing Approval aphics II> First Name Conserv	Show S Previous W From 10/11/2021 - 10/17/2021 Emp Job Title 0 Exec Director	Hours to be Approved 16.00	Reported Hours 16.00	Hours 0.00	Exception	Approved or Submitted 0.00	Denied Hours	1.000000	Compensation Rate