

# PeopleSoft Time & Labor: Rapid Time Excel/CI

Presented by Jason Cohee & Rich Fayad | January 30, 2018



**SAN DIEGO COUNTY**  
OFFICE OF EDUCATION

CUSTOMER RESOURCE CENTER

# Objectives

BY THE END OF THE SESSION, YOU WILL BE ABLE TO:

- Understand the Time & Labor Rapid Time/Excel Component Interface (CI) functionality
- Enter time into the Rapid Time Excel/CI spreadsheets
- Load the Rapid Time Excel/CI time into Time & Labor
- Review the Rapid Time Excel/CI results in Time & Labor

This 3-hour class is for staff responsible for loading large numbers of employee time entries into Time & Labor via Rapid Time.

**Please Note:** Today's session will *not* cover Heat tickets.

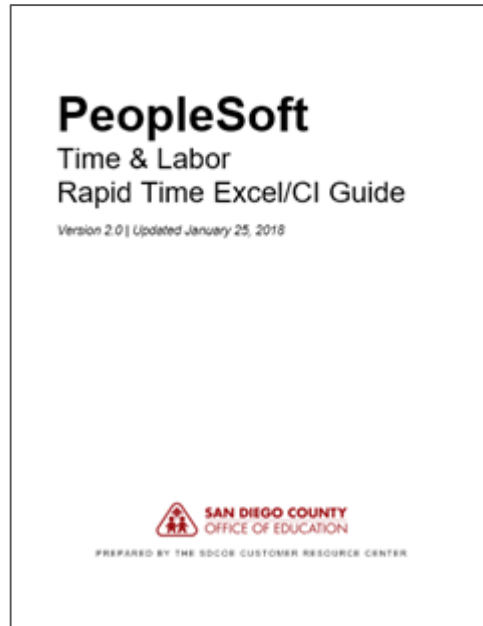


# Agenda

- HCM Rapid Time Overview
  - What is New with Rapid Time?
  - What is Rapid Time?
  - Key Decisions, Guidelines, Cautions, Deadlines
  - How to use the Guide
  - Rapid Time Process Flow
  - Rapid Time Spreadsheets
- Activity 1: Rapid Time Entry Template Validations
- Activity 2: Manual Entry WITH Empl Record
- Activity 3: Manual Entry WITHOUT Empl Record
- Activity 4: District Extract Demonstration
- Activity 5: Homework Assignment 😊
- Wrap Up / Questions



# What is New with Rapid Time? Updated Guide (v2.0)



The updated Rapid Time Guide is named **TL Rapid Time Excel CI Guide v2 0.pdf** and can be found on the CRC website in the Resources > PeopleSoft Resources > Guides and Job Aids section under HCM – Excel/CI.

## Some of the key updates are:

- Revised the Overview section.
- Added a new How to Use the Rapid Time Excel/CI Guide diagram.
- Updated the Guidelines and Cautions sections.
- Expanded the descriptions of the Excel/CI spreadsheets.
- Created separate sections for each of the processing options, for example manual entry with the Empl Record, manual entry without the Empl Record, extracted time (from another system outside of PeopleSoft) with the Empl Record and extracted time without the Empl Record.
- Updated the guide's screen prints.
- Added a new Troubleshooting Rapid Time section.
- Removed reference to the obsolete List Rapid Time Exceptions (M\_TL\_RAPID\_TIME\_EXCEPT) query.



# What is New with Rapid Time?

## New Rapid Time Entry Spreadsheet

SECURITY WARNING: Macros have been disabled. [Enable Content](#)

**SDCOE\_Rapid\_Time\_Entry\_Template.xlsm**

**Rapid Time Entry Template** Click **Validate** when finished to validate and sort the time entries (RED = Error, YELLOW = Warning).

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38
	Session Number	Empl ID	Empl Record	Date Under Report	Sequence Number	Time Reporting Code	Quantity	Override Rate	Combination Code	Position Number																											

- The CRC has developed a new Rapid Time Entry Spreadsheet for entering time instead of creating a Rapid Time Entry Spreadsheet from scratch.
- The time from this spreadsheet is what you copy and paste (Paste Values) into the Rapid Time Excel/CI Spreadsheet for uploading into Time & Labor.
- Has built-in macros to help make entering time easier and more accurate.

TemplateDescription **RapidTimeEntryTemplate** TRC



# What is New with Rapid Time? New Rapid Time Entry Spreadsheet

The **SDCOE\_Rapid\_Time\_Entry\_Template.xlsm** has built in logic (or macros) to help make entering time easier and more accurate. Examples:

- Enter the **Session Number** 1 time and it gets copied to all rows containing time entries.
- Generates an error when the **Date Under Report** is prior to 1/1/2014, and a warning when it is more than 6 months prior to today's date or greater than 1 month after today's date.
- Converts the **Time Reporting Code (TRC)** to all uppercase and validates it.
- Generates an error when the **Quantity** and/or **Override Rate** does not meet threshold values.
- Adds leading zeros to the **Combination Code** when necessary.
- Ensures either an **Empl Record** or **Position Number** have been entered.
- Sorts the time entries in **Empl ID**, **Empl Record** and **Date Under Report** order.
- Calculates the **Sequence Number**.
- Marks critical errors in **RED**, warnings in **YELLOW**.



# What is New with Rapid Time?

## Updated Rapid Time Session Information Query

A new Error Message field has been added to the far right-hand side of the **Rapid Time Session Information** M\_TL\_RAPIDTIME\_SESSION\_INFO query to help identify time entries with a Date Under Report (Rpt Dt) that can cause the submitted Session to get a No Success error.

The **M\_TL\_RAPIDTIME\_SESSION\_INFO** query error messages are:

- **Rpt Dt BEFORE Position Start Date (Hire).** This error means the date of the time worked is before the employee's hire date on the Job Data screen.
- **Rpt Dt AFTER Term Date.** This error means the date of the time worked is after the employee's termination date on the Job Data screen.
- **Rpt Dt AFTER Inactive Time Rprtr Eff Date.** This error means the date of the time worked is after the employee's Inactive Time Reporter Data screen effective date
- **Rpt Dt BEFORE Active Time Rprtr Eff Date.** This error means the date of the time worked is before the employee's Active Time Reporter Data screen effective date.

Scroll to the right... RESULTS (Cont.)

First 1-10 of 10 Last

Full/Part	Group	Type	Term Date	Class/Cert	Position Start Date	Time Reporter Status	Time Rprtr Eff Date	Error Message
P	P	H		N	10/04/1999	A	10/01/2014	
P	P	H		N	03/02/2015	A	03/02/2015	
P	P	H		N	10/04/1999	A	10/01/2014	
P	P	H		N	08/02/2002	A	10/01/2014	
P	P	H		N	10/04/1999	A	10/01/2014	



## What is New with Rapid Time? Updated Rapid Time Session Information Query

- The best practice is to run the **M\_TL\_RAPIDTIME\_SESSION\_INFO** query **after** you have uploaded the time entries from the *Rapid Time Excel/CI Spreadsheet* to the **Rapid Time** screen and **before** you submit the Rapid Time entries to Time & Labor for processing and loading onto the **Timesheet** screen.
- Download the **M\_TL\_RAPIDTIME\_SESSION\_INFO** query results to Excel then filter the **Error Message** column looking for any errors.
- Rapid Time entries containing errors need to be corrected before submitting them to Time & Labor otherwise they will cause the **Session** to fail with a *No Success* error.
- The **Error Message** field will be blank if no errors are found. If there are no errors found you can proceed with submitting the Rapid Time entries to Time & Labor for processing and loading onto the **Timesheet** screen.





# What is Rapid Time Excel/CI?

- PeopleSoft's Rapid Time Excel/Component Interface (CI) functionality **provides a simplified method for loading large numbers of time entries for many employees into the Time & Labor application**, specifically the Timesheet screen.
- Rapid Time bypasses many of the steps performed when time is manually entered directly on the Timesheet screen.
- In other words, very limited online edits or rules are applied during data entry so that you can enter data at top speed.
- This limited editing means **you must use caution when entering and processing Rapid Time.**



# Key Rapid Time Decisions

- **Options for Capturing Employee Time Entries**
  - Manually enter time worked
  - Extract time worked from a system outside of PeopleSoft

Both options can be used for different, separate sessions or batches of time entries.

- **Determine Whether or Not the Empl Record is Available**
  - When the Empl Record is available use it and leave the Position Number blank.
  - When the Empl Record is not available use the Position Number to derive the Empl Record

Do not mix sessions or batches of time entries containing an Empl Record with ones that do not have an Empl Record. Use a separate session for each group of time entries.

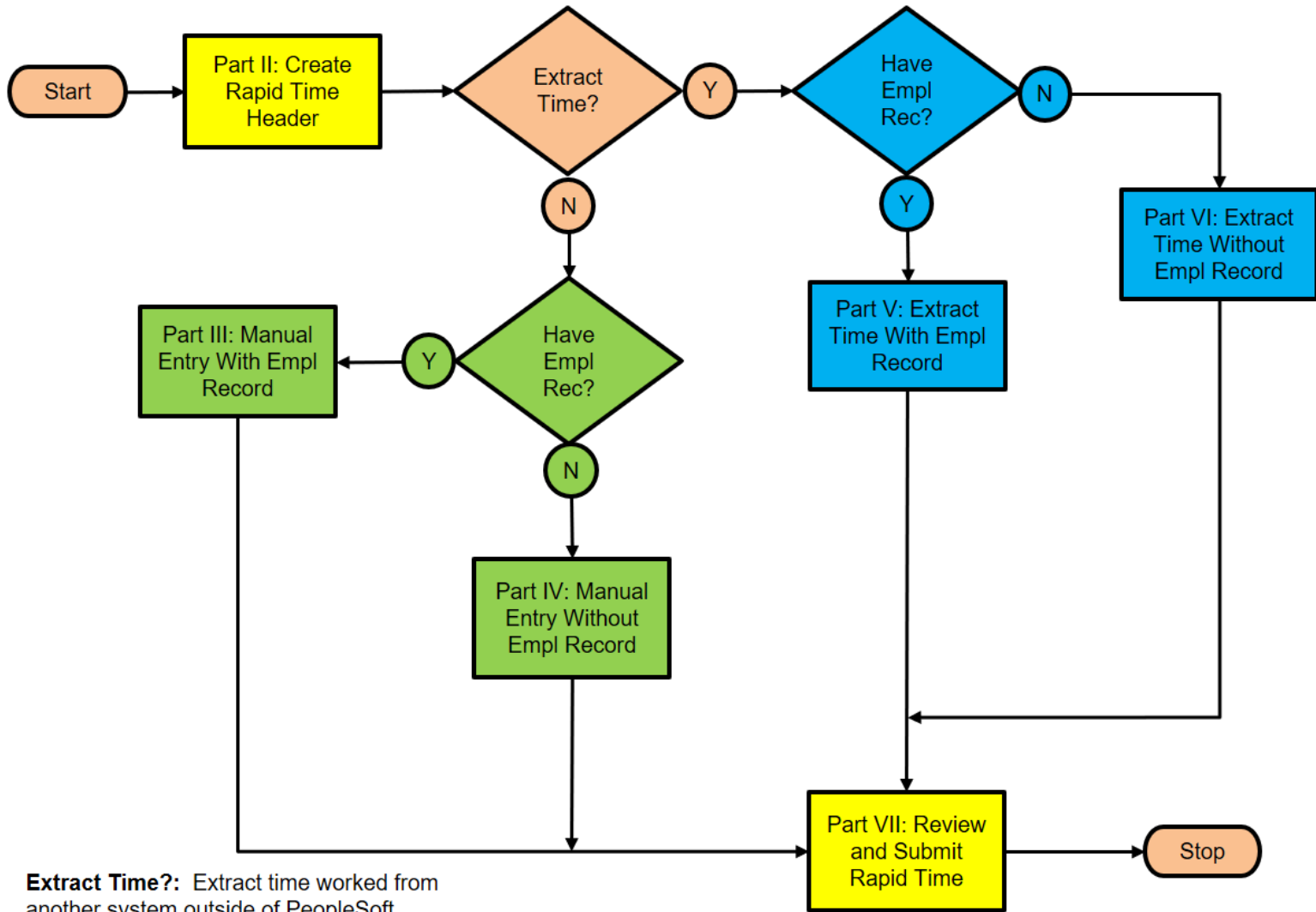


# Key Rapid Time Guidelines, Cautions, Deadlines

- Rapid Time assumes you know what you are doing. It expects all time entries to have been validated for accuracy. This, along with limited editing, is what makes Rapid Time *rapid*.
- You must know how to manually enter time on the **Timesheet** screen.
- If you cannot enter the time on the **Timesheet** screen it will **NOT** get processed in Rapid Time.
- Do **NOT** use Rapid Time for Exception Hourly employees or any type of absence event.
- Each Rapid Time session should not exceed 500 time entries.
- You must have a proficient level knowledge of Microsoft Excel.
- Rapid Time entries need to be submitted by noon (12:00 pm) on the Off-Cycle, Pre-calc and Final Calc days (there is no deadline on all other days).
- The same rules for time entry and approval on the **Timesheet** screen apply to *Rapid Time Excel/CI* after it is loaded. Time entries you want processed in the Off-Cycle will need to be loaded and approved **before** the Off-Cycle cutoff date. On-Cycle entries can be loaded at any time but cannot be approved until **after** the last Off-Cycle.



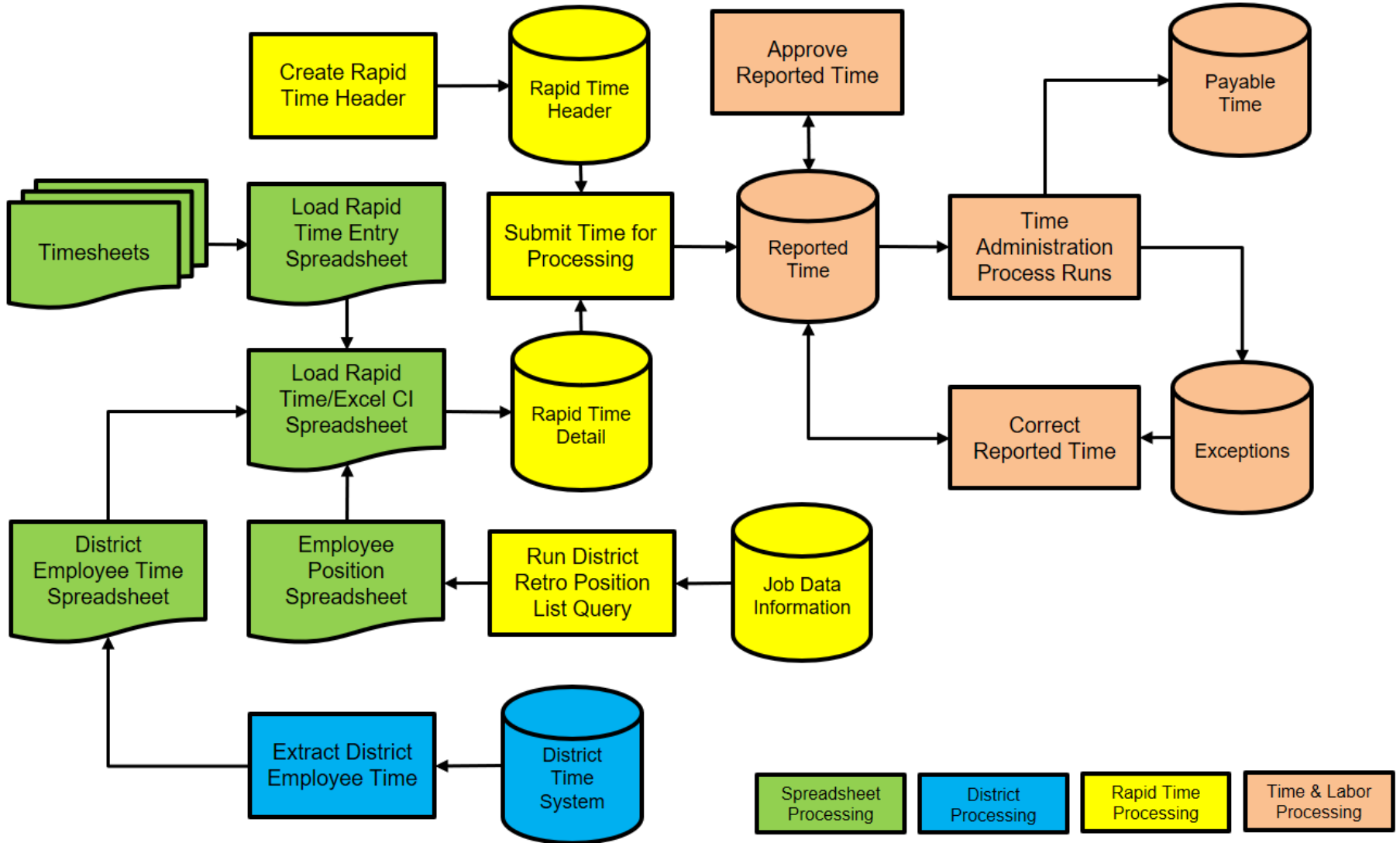
# How to Use the Rapid Time Excel/CI Guide



**Extract Time?:** Extract time worked from another system outside of PeopleSoft.



# Rapid Time Process Flow Overview



# 4 Rapid Time Spreadsheets

## Template - Rapid Time Entry Template Spreadsheet (p.11)

- SDCOE\_Rapid\_Time\_Entry\_Template.xlsm
- Used for entering employee time and has built in logic to perform basic validations of the time entries to help increase accuracy and entry speed. It can be downloaded from the CRC website.

## District Extract Spreadsheet (p.13)

- A spreadsheet you can create by extracting employee time data from your district's existing computer system or application used for capturing time.

## Create Your Own Rapid Time Entry Spreadsheet (p.14)

- With this spreadsheet you can manually create from scratch and use for entering employee time instead of using the Rapid Time Entry Template Spreadsheet on p.11.

## Template - Rapid Time Excel/CI Spreadsheet (p.16)

- SDCOE\_CI\_TL\_RAPID\_TIME\_EMPPOS\_TEMPLATE\_P.xls
- Used for submitting and loading employee time into the Time & Labor application from an Excel spreadsheet using the Component Interface (CI). It can be downloaded from the CRC website. The spreadsheet is populated by copying and pasting time data from the Rapid Time Entry Spreadsheet or District Extract Spreadsheet.



# PLEASE FIND YOUR LOGIN SLIP.

## Let's log into the Training database.

SDCOE Customer Resource Center

http://crc.sdcoe.net

# SDCOEcrc

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**Training Databases:** For use during training sessions at SDCOE only.

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[HCM Training Database \(SDHR\)](#)

[Hyperion Training Database](#) *You must use Firefox or IE*

**CLICK SDHR**

### [CRC Training Forum](#)

To submit a question during your training cycle. This is a public forum (no signup required) that you can search. Posting a question requires a Google login. Only for organizations that have not gone live yet.

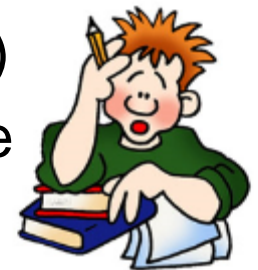


# Homework Assignment



**Please read the following sections in the guide:**

- **pp.8-10:** Rapid Time Installation
- **pp.14-15:** Create Your Own Rapid Time Entry Spreadsheet (optional)
- **p.22:** Create Rapid Time Excel/CI Spreadsheet
- **p.25:** Create Rapid Time Entry Spreadsheet
- **pp.62-91:** Part V & Part VI: Extract Time (optional)
- **pp.106-119:** Part VIII: Troubleshooting Rapid Time



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# Q & A

Before we go to the course evaluation, what kinds of questions can we answer?

## COURSE EVALUATION

Please go to the Links page on the CRC website. Scroll all the way to the bottom and click on the “Peri” Muppet.

RT1-1: Rapid Time, Section 1

*Thanks for attending  
the Rapid Time Training Session !*

