

PeopleSoft Training Activity Sheet

RT1-1: Rapid Time

For use in training. Last updated January 26, 2018.

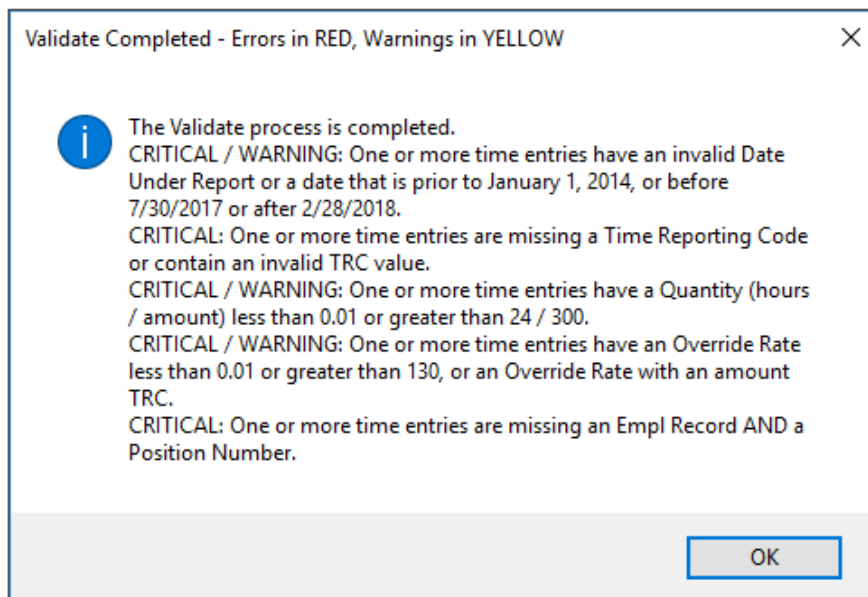
Activity 1 – Rapid Time Entry Spreadsheet Validations

Directions: In this activity you will enter *dummy*, incorrect information into the *Rapid Time Entry Template Spreadsheet* so you can see several of the validation errors detected by the spreadsheet's macros. Detailed information about the *Rapid Time Entry Template Spreadsheet* can be found on pages 11 – 12 in the Guide.

Rapid Time Entry Template Validations (pages 107 – 113 in the Guide)

1. Navigate to the **SDCOE Rapid Time** folder on your PC's desktop and open it.
2. Open the **1_SDCOE_Rapid_Time_Entry_Template.xlsm** spreadsheet.
3. In the first row (row #3) enter the following, but do **NOT** click the **Validate** button:
 - a. Type **1234** in the Session Number field. You only have to enter the Session Number 1 time.
 - b. Type **123456** in the Empl ID field.
 - c. Type **0** in the Empl Record field.
 - d. Type **01/08/2108** in the Date Under Report field.
 - e. Leave the Sequence Number field blank. It will be calculated later when you click the **Validate** button.
 - f. Type **hrlly** in the Time Reporting Code field.
 - g. Type **75** in the Quantity field.
 - h. Leave the Override Rate field blank.
 - i. Type **54321** in the Combination Code field.
 - j. Leave the Position Number field blank.
4. In the second row (row #4) enter the following, but do **NOT** click the **Validate** button:
 - a. Leave the Session Number field blank. You only have to enter the Session Number 1 time.
 - b. Type **123456** in the Empl ID field.
 - c. Type **0** in the Empl Record field.
 - d. Type **01/09/2018** in the Date Under Report field.
 - e. Leave the Sequence Number field blank. It will be calculated later when you click the **Validate** button.
 - f. Type **h1ry** in the Time Reporting Code field.
 - g. Type **5.5** in the Quantity field.
 - h. Leave the Override Rate field blank.
 - i. Type **54321** in the Combination Code field.
 - j. Type **12345678** in the Position Number field.
5. In the third row (row #5) enter the following, but do **NOT** click the **Validate** button:
 - a. Leave the Session Number field blank. You only have to enter the Session Number 1 time.
 - b. Type **123456** in the Empl ID field.

- c. Leave the Empl Record field blank.
 - d. Type **06/15/2017** in the Date Under Report field.
 - e. Leave the Sequence Number field blank. It will be calculated later when you click the **Validate** button.
 - f. Type **daily** in the Time Reporting Code field.
 - g. Type **1** in the Quantity field.
 - h. Type **1250** in the Override Rate field.
 - i. Type **543221** in the Combination Code field.
 - j. Leave the Position Number field blank.
6. Click the **Validate** button then **Yes** on the *Save Before Validate* message box. You should see this *Validate Complete* message after the validation process (macro) is finished (click **OK** to continue):



7. Notice how the **Validate** button (macro) copied the Session Number to all rows containing time entries, converted the Time Reporting Code to all uppercase, added leading zeros to the Combination Code and sorted the time entries in Empl ID, Empl Record, and Date Under Report order. It also marked several fields as errors (**RED**) and warnings (**YELLOW**):
- a. Row #3 has 1 error. The error for the Time Reporting Code (TRC) is because there is no *HLRY*TRC – it should be **HRLY**.
 - b. Row #4 has 2 warnings. The warning for the Date Under Report is because **1/8/2108** is more than 1 month after today's date. The warning for the Quantity is because **75.00** more than the threshold max of 24.
 - c. Row #5 has 2 warnings and 2 errors. The error for the Empl Record and Position Number is because both fields are blank. You must enter either the Empl Record or Position Number. The warning for the Date Under Report is because **6/15/2017** is more than 6 months before today's date. The warning for the Override Rate is because **1250.00** more than the threshold max of 130.

Note: Nothing prevents you from copying time entries with errors or warnings into the *Rapid Time Excel/CI Spreadsheet*. Those entries may or may not get processed by Rapid Time or the Timesheet screen which could result in the employee either not getting paid or paid incorrectly.

8. Close the **1_SDCOE_Rapid_Time_Entry_Template.xlsx** spreadsheet without saving it.

Activity 2 – Manual Entry *WITH* Empl Record

Directions: In this activity we will use Rapid Time to process a few time entries for employees where you have access to their Empl Record. You will enter the employee's Empl Record but not their Position Number. There are several main steps in the Rapid Time process and each one has a specific set of instructions described below.

Log into the HCM Training Database (SDHR) using the **TRNnnn** User ID and Password on your Login Slip.

Create a Rapid Time Header (pages 20 – 22 in the Guide)

1. Navigate to **Main Menu > Time and Labor > Report Time > Rapid Time**.
2. Click the **Add a New Session** tab to create a new Rapid Time session.
3. Type "RT1 20180130 Act 2" (without the quotes) for **Description**.
4. Select *Elapsed Time Reporter* for **Template Type**.
5. Click the **Template** lookup tool and select *064 (Rapid Time Template – Oceansid)*.
6. Select *Addition* for **Processing Mode**.
7. Click **Save** and write down the **Session Number** because it will be used when you enter time on the *Rapid Time Entry Template Spreadsheet*. Do not log out of PeopleSoft.

SESSION NUMBER: _____

Enter Time on Rapid Time Entry Spreadsheet (pages 24 – 31 in the Guide)

1. Navigate to the **SDCOE Rapid Time** folder on your PC's desktop and open it.
2. Open the **2_SDCOE_Rapid_Time_Entry_Template.xlsm** spreadsheet, navigate to the *RapidTimeEntryTemplate* tab and click on the first empty Session Number cell, which should be cell A3.
3. Enter your Session Number from the Rapid Time Header into the Session Number column (col. A). You only have to enter it once, on the first row, because the **Validate** button will automatically copy it to all rows containing time entries.
4. For all time entries described below leave the Sequence Number column (col. E) and the Position Number column (col. J) blank.
5. For Employee ID «**Act2_Empl_ID1**», Empl Record «**Act2_Empl_Record1**», add the following time entries to the spreadsheet:
 - a. «**Date1**»: 2.5 hours of hourly (hrly) time for Combo Code «**Act2_Combo_Code1A**».
 - b. «**Date3**»: 3 hours of hourly (hrly) time for Combo Code «**Act2_Combo_Code1A**».
 - c. «**Date3**»: 1 hour of overtime (ot1.5) for Combo Code «**Act2_Combo_Code1B**».
 - d. «**Date4**»: 125.00 amount of extended day pay (edst\$) for Combo Code «**Act2_Combo_Code1B**».
 - e. «**Date5**»: 2 hours of hourly (hrly) time at an override rate of 15.65 for Combo Code «**Act2_Combo_Code1A**».
6. For Employee ID «**Act2_Empl_ID2**», Empl Record «**Act2_Empl_Record2**», add the following time entries to the spreadsheet:

- a. «**Date1**»: 1 unit worked of daily (daily) time at an override rate of 130.00 for Combo Code «**Act2_Combos_Code2A**».
 - b. «**Date2**»: 0.5 unit worked of daily (daily) time for Combo Code «**Act2_Combos_Code2A**».
 - c. «**Date2**»: 0.5 unit worked of daily (daily) time for Combo Code «**Act2_Combos_Code2B**».
 - d. «**Date4**»: 127.50 amount of extra-curricular pay (xar\$\$) for Combo Code «**Act2_Combos_Code2B**».
 - e. «**Date5**»: 0.5 unit worked of daily (daily) time for Combo Code «**Act2_Combos_Code2A**».
7. Save the **2_SDCOE_Rapid_Time_Entry_Template.xlsx** spreadsheet.
 8. Click the **Validate** button to run all of the spreadsheet's macros that validate the time entries.
 9. Click **Yes** on the *Save Before Validate?* message box since you have already saved the spreadsheet.
- Note:** If you did not save the **2_SDCOE_Rapid_Time_Entry_Template.xlsx** spreadsheet before clicking **Validate**, click **No** on the *Save Before Validate?* message box, save the spreadsheet, click **Validate** again, then **Yes** on the *Save Before Validate?* message box.
10. When the **Validate** is completed it will display a message regarding the results and highlight critical errors in **RED** and warnings in **YELLOW**. Click **OK**. Review all errors and warnings. Make any necessary changes to the time entries, save the spreadsheet then click **Validate** to have the changes validated.
 11. Save the **2_SDCOE_Rapid_Time_Entry_Template.xlsx** spreadsheet, but do not close it.

Process the Rapid Time Excel/CI Spreadsheet (pages 32 – 39 in the Guide)

1. Navigate to the **SDCOE Rapid Time** folder on your PC's desktop and open it.
2. Open the **2_SDCOE_CI_TL_RAPID_TIME_EMPPOS_TEMPLATE_R.xls** spreadsheet, navigate to the *Data Input* tab and click on the first empty Session Number cell, which should be cell A5.
3. Navigate to the *RapidTimeEntryTemplate* tab on the **2_SDCOE_Rapid_Time_Entry_Template.xlsx** spreadsheet and copy all of the rows containing time entries from the Session Number column (col. A) to the Combination Code column (col. I).
4. Navigate to the **2_SDCOE_CI_TL_RAPID_TIME_EMPPOS_TEMPLATE_R.xls** spreadsheet and paste the time copied using the *Paste Values* option into the **Data Input** tab. Save the spreadsheet.

Note: You **MUST** use the *Paste Values* option in order to preserve the *Data Input* tab's formatting. Failure to do so may render the entire spreadsheet unusable.

You can ignore the #N/A in the Empl Record column for blank rows. The Position Number column (col. J) and the Concat EmpPos column (col. K, which is the combination of Empl ID and Position Number) are not used when you have the Empl Record. You can ignore those 2 columns.

5. While on the *Data Input* tab stage the time entries by clicking the **Add-Ins** menu option then **Stage Data for Submission**, which will display the results on the *Staging & Submission* tab.
6. On the *Staging & Submission* tab click the **Add-Ins** menu option then **Submit Data**, which will prompt you for a PeopleSoft User ID and Password. Use the **TRNnnn** User ID and Password on your Login Slip.
7. After the submission process is finished you will see a status in the Status column (col. A) on the *Staging & Submission* tab next to each time entry. The status should be **OK** shaded in green.
8. Click **Post Results** under the **Add-Ins** menu option to post the submission results to the *Data Input* tab then review the results.
9. Save the **2_SDCOE_CI_TL_RAPID_TIME_EMPPOS_TEMPLATE_R.xls** spreadsheet, but do not close it.

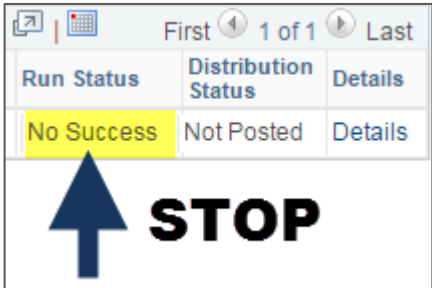
Submit and Review Rapid Time (pages 93 – 104 in the Guide)

1. Go back to the HCM Training (SDHR) database, navigate to **Main Menu > Time and Labor > Report Time > Rapid Time** and search for your Session Number.
2. Navigate to the **2_SDCOE_CI_TL_RAPID_TIME_EMPPOS_TEMPLATE_R.xls** spreadsheet and click the *Data Input* tab.
3. Randomly compare the Rapid Time entries between the **Rapid Time** screen and the **2_SDCOE_CI_TL_RAPID_TIME_EMPPOS_TEMPLATE_R.xls** spreadsheet to ensure the information was uploaded correctly. Compare as many time entries as necessary.

Tip: The best practice is to **always** check the very first Rapid Time entry and the very last time entry.

4. Use the **New Window** link located in the upper right-hand side of the **Rapid Time** screen and navigate to the **Query Viewer** screen (navigation: **Main Menu > Reporting Tools > Query > Query Viewer**). Search for then run the Rapid Time Session Information (*M_TL_RAPIDTIME_SESSION_INFO*) query. Enter your Session Number and "064" (without the quotes) for Company/Template #. If there are any errors a message will appear in the Error Message field or column in the query results.
5. Navigate back to the **Rapid Time** screen window, click **Submit** then **OK** on the message screen which starts a processing job that copies the Rapid Time entries to Reported Time and executes Time Administration to edit and validate the time.
6. You can click the **Process Monitor** link to view the progress of the Submit job. A **Run Status** of *Success* and **Distribution Status** of *Posted* mean the job is done.

IMPORTANT NOTE: If you see **Run Status = "No Success"** please **STOP and contact the CRC**. A "no success" run status means there is a technical problem with the submission that needs to be identified by the CRC. Generally the cause of the "no success" message is due to the data entered. **Do NOT resubmit the job until further instructed.**



7. Click **Rapid Time** on the breadcrumbs to return to the **Rapid Time** search screen then enter your Session Number and click **Search** to display the **Rapid Time** screen.
8. While on the **Rapid Time** screen click the **New Window** link located in the upper right-hand side and navigate to the **Timesheet** screen on the new window (**Main Menu > Manager Self Service > Time Management > Report Time > Timesheet**). This will make it easier to review the time entries by going back and forth between the **Rapid Time** and **Timesheet** screens.
9. Choose one of the employees from the **Rapid Time** screen to review on the **Timesheet** screen, for example «Act2_Empl_ID1»-«Act2_Empl_Record1», and type the employee id into the **Employee ID** field on the **Timesheet** screen. Click **Get Employees** then click on the **Last Name** link to view the **Timesheet**. The dates and hours should match what is displayed on the **Rapid Time** screen.
10. Review as many employees as you want. Close all open spreadsheets, saving if required.

Activity 3 – Manual Entry *WITHOUT* Empl Record

Directions: In this activity we will use Rapid Time to process Teacher Staff Development pay for teachers attending a Saturday workshop where you **do not know** to their Empl Record and must use their Position Number to derive the Empl Record. You will NOT enter the employee's Empl Record but instead enter their Position Number. There are several main steps in the Rapid Time process and each one has a specific set of instructions described below

You should still be logged into the HCM Training Database (SDHR). However, if you are not, log into the HCM Training Database (SDHR) using the **TRNnnn** User ID and Password on your Login Slip.

Note: When you are processing Rapid Time entries where you are using the Position Number to derive the Empl Record you must complete 2 extra steps. First you need to run the District Retro Position List (*M_RETRO_POSTN_LIST*) query and download the results to a spreadsheet. Next, you need to copy the *M_RETRO_POSTN_LIST* query results to the *EMPPPOS* tab of the *Rapid Time Excel/CI Spreadsheet*. For Activity 3 these extra steps have already been done for you. Detailed information describing how to run the query and load the results into the *Rapid Time Excel/CI Spreadsheet* can be found on pages 41 – 42, pages 50 – 51, in the Guide.

Create a Rapid Time Header (pages 20 – 22 in the Guide)

1. Navigate to **Main Menu > Time and Labor > Report Time > Rapid Time**.
2. Click the **Add a New Session** tab to create a new Rapid Time session.
3. Type "RT1 20180130 Act 3" (without the quotes) for **Description**.
4. Select *Elapsed Time Reporter* for **Template Type**.
5. Click the **Template** lookup tool and select 064 (*Rapid Time Template – Oceansid*).
6. Select *Addition* for **Processing Mode**.
7. Click **Save** and write down the **Session Number** because it will be used when you enter time on the *Rapid Time Entry Template Spreadsheet*. Do not log out of PeopleSoft.

SESSION NUMBER: _____

Enter Time on Rapid Time Entry Spreadsheet (pages 44 – 49 in the Guide)

1. Navigate to the **SDCOE Rapid Time** folder on your PC's desktop and open it.
2. Open the **3_SDCOE_Rapid_Time_Entry_Template.xlsm** spreadsheet, navigate to the *RapidTimeEntryTemplate* tab and click on the first empty Session Number cell, which should be cell A3.
3. Enter your Session Number from the Rapid Time Header into the Session Number column (col. A). You only have to enter it once, on the first row, because the **Validate** button will automatically copy it to all rows containing time entries.
4. For all time entries described below leave the Empl Record column (col. C) and the Sequence Number column (col. E) blank.
5. For Employee ID «**Act3_Empl_ID1**», add the following time entries to the spreadsheet:
 - a. «**Date6**»: 150.00 for teacher staff development pay (tchsd) with Combo Code «**Act3_Combo_Code1**» and Position Number «**Act3_Pos_Nbr1**».
6. For Employee ID «**Act3_Empl_ID2**», add the following time entries to the spreadsheet:

- a. «**Date6**»: 150.00 for teacher staff development pay (tchsd) with Combo Code «**Act3_Combo_Code2**» and Position Number «**Act3_Pos_Nbr2**».
7. For Employee ID «**Act3_Empl_ID3**», add the following time entries to the spreadsheet:
 - a. «**Date6**»: 150.00 for teacher staff development pay (tchsd) with Combo Code «**Act3_Combo_Code3**» and Position Number «**Act3_Pos_Nbr3**».
8. Save the **3_SDCOE_Rapid_Time_Entry_Template.xlsm** spreadsheet.
9. Click the **Validate** button to run all of the spreadsheet's macros that validate the time entries.
10. Click **Yes** on the *Save Before Validate?* message box since you have already saved the spreadsheet.
11. When the **Validate** is completed it will display a message regarding the results and highlight critical errors in **RED** and warnings in **YELLOW**. Click **OK**. Review all errors and warnings. Make any necessary changes to the time entries, save the spreadsheet then click **Validate** to have the changes validated.
12. Save the **3_SDCOE_Rapid_Time_Entry_Template.xlsm** spreadsheet, but do not close it.

Process the Rapid Time Excel/CI Spreadsheet (pages 50 – 61 in the Guide)

1. Navigate to the **SDCOE Rapid Time** folder on your PC's desktop and open it.
2. Open the **3_SDCOE_CI_TL_RAPID_TIME_EMPPOS_TEMPLATE_R.xls** spreadsheet, navigate to the *EMPPPOS* tab which contains all of the position information from the *M_RETRO_POSTN_LIST* query.
3. Navigate to the *Data Input* tab and click on the first empty Session Number cell, which should be cell A5.
4. Navigate to the **SDCOE Rapid Time** folder on your PC's desktop, open the **3_Rapid Time Entry Spreadsheet.xls** spreadsheet and copy all of the rows containing time entries from the Session Number column (col. A) to the Empl ID column (col. B), only.
5. Navigate to the **3_SDCOE_CI_TL_RAPID_TIME_EMPPOS_TEMPLATE_R.xls** spreadsheet then navigate to the *Data Input* tab and click on the first empty Session Number cell, which should be cell A5. Paste the time copied using the *Paste Values* option. Save the spreadsheet.

Note: You **MUST** use the *Paste Values* option in order to preserve the *Data Input* tab's formatting. Failure to do so may render the entire spreadsheet unusable.

6. Navigate to the **3_SDCOE_Rapid_Time_Entry_Template.xlsm** spreadsheet and copy all of the rows containing time entries from the Date Under Report column (col. D) to the Position Number column (col. J).
7. Navigate to the **3_SDCOE_CI_TL_RAPID_TIME_EMPPOS_TEMPLATE_R.xls** spreadsheet, on the *Data Input* tab click on the first empty Date Under Report cell, which should be cell D5, and paste the time copied using the *Paste Values* option. Save the spreadsheet.

Note: The Empl Record column (col. C) should now be populated with the correct value based on the Position Number. Your 3 employees should be:

- a. Empl ID «**Act3_Empl_ID1**», Empl Record «**Act3_Empl_Record1**».
- b. Empl ID «**Act3_Empl_ID2**», Empl Record «**Act3_Empl_Record2**».
- c. Empl ID «**Act3_Empl_ID3**», Empl Record «**Act3_Empl_Record3**».

Also, you can ignore the #N/A in the Empl Record column for blank rows.

8. While still on the *Data Input* tab stage the time entries by clicking the **Add-Ins** menu option then **Stage Data for Submission**, which will display the results on the *Staging & Submission* tab.
9. On the *Staging & Submission* tab click the **Add-Ins** menu option then **Submit Data**, which will prompt you for a PeopleSoft User ID and Password. Use the **TRNnnn** User ID and Password on your Login Slip.

10. After the submission process is finished you will see a status in the **Status** column (col. A) on the *Staging & Submission* tab next to each time entry. The status should be **OK** shaded in green.
11. Click **Post Results** under the **Add-Ins** menu option to post the submission results to the *Data Input* tab then review the results.
12. Save the **3_SDCOE_CI_TL_RAPID_TIME_EMPPOS_TEMPLATE_R.xls** spreadsheet, but do not close it.

Submit and Review Rapid Time (pages 93 – 104 in the Guide)

1. Go back to the HCM Training (SDHR) database, navigate to **Main Menu > Time and Labor > Report Time > Rapid Time** and search for your Session Number.
2. Navigate to the **3_SDCOE_CI_TL_RAPID_TIME_EMPPOS_TEMPLATE_R.xls** spreadsheet and click the *Data Input* tab.
3. Randomly compare the Rapid Time entries between the **Rapid Time** screen and the **3_SDCOE_CI_TL_RAPID_TIME_EMPPOS_TEMPLATE_R.xls** spreadsheet to ensure the information was uploaded correctly. Compare as many time entries as necessary.

Tip: The best practice is to **always** check the very first Rapid Time entry and the very last time entry.

4. Use the **New Window** link located in the upper right-hand side of the **Rapid Time** screen and navigate to the **Query Viewer** screen (navigation: **Main Menu > Reporting Tools > Query > Query Viewer**). Search for then run the Rapid Time Session Information (*M_TL_RAPIDTIME_SESSION_INFO*) query. Enter your Session Number and "064" (without the quotes) for Company/Template #. If there are any errors a message will appear in the Error Message field or column in the query results.
5. Navigate back to the **Rapid Time** screen window, click **Submit** then **OK** on the message screen which starts a processing job that copies the Rapid Time entries to Reported Time and executes Time Administration to edit and validate the time.
6. You can click the **Process Monitor** link to view the progress of the Submit job. A **Run Status** of *Success* and **Distribution Status** of *Posted* mean the job is done.
7. Click **Rapid Time** on the breadcrumbs to return to the **Rapid Time** search screen then enter your Session Number and click **Search** to display the **Rapid Time** screen.
8. While on the **Rapid Time** screen click the **New Window** link located in the upper right-hand side and navigate to the **Timesheet** screen on the new window (**Main Menu > Manager Self Service > Time Management > Report Time > Timesheet**). This will make it easier to review the time entries by going back and forth between the **Rapid Time** and **Timesheet** screens.
9. Choose one of the employees from the **Rapid Time** screen to review on the **Timesheet** screen, for example «Act3_Empl_ID1»-«Act3_Empl_Record1», and type the employee id into the **Employee ID** field on the **Timesheet** screen. Click **Get Employees** then click on the **Last Name** link to view the **Timesheet**. The dates and hours should match what is displayed on the **Rapid Time** screen.
10. Review as many employees as you want. Close all open spreadsheets, saving if required.



Activity 4 – District Extract Demonstration

Directions: In this activity the instructor will demonstrate how to use Rapid Time to process employee time worked entries extracted into a spreadsheet from another computer application or system outside of PeopleSoft.

Please Note: This is **NOT** a hands-on activity.

In this example the extracted time entries do **NOT** have the employee's Empl Record but do have the Position Number. The Position Number can be used to derive the Empl Record. The Session Number and Sequence Number are also not available so they will need to be manually entered.

Detailed information describing how to process District Extracted time entries using Rapid Time can be found on pages 63 – 91, in the Guide. Pages 63 – 73 cover extracted time *with* the Empl Record and pages 75 – 91 cover extracted time *without* the Empl Record.

Activity 5 – Homework Assignment 😊

Please read the following sections in the TL Rapid Time Excel CI Guide because they were not covered in today's class:

1. **Rapid Time Installation** on pages 8 – 10, which describes how to do the one-time installation of Rapid Time files.
2. Optional: **Create Your Own Rapid Time Entry Spreadsheet** on pages 14 – 15, which describes how to create your own *Rapid Time Entry Spreadsheet* and use it for entering employee time instead of using the *Rapid Time Entry Template Spreadsheet (SDCOE_Rapid_Time_Entry_Template.xlsm)* found on the CRC website.
3. **Create Rapid Time Excel/CI Spreadsheet** on page 22, which describes how to make a working copy of the *Rapid Time Excel/CI Spreadsheet* from the *master* version. The best practice is to always make a copy of the delivered **SDCOE_CI_TL_RAPID_TIME_EMPPOS_TEMPLATE_P** spreadsheet and use that copy for processing so you have an audit trail of the time entries loaded by Rapid Time Excel/CI. This also allows you to keep a *master* version for future Rapid Time processing.
4. **Create Rapid Time Entry Spreadsheet** on page 25, which describes how to make a working copy of the *Rapid Time Entry Spreadsheet* from the *master* version. The best practice is to always make a copy of the delivered **SDCOE_Rapid_Time_Entry_Template.xlsm** spreadsheet and use that copy for processing so you have an audit trail of the time entries loaded by Rapid Time Excel/CI. This also allows you to keep a *master* version for future Rapid Time processing.
5. Optional: **Part V** and **Part VI – Extract Time** on pages 62 – 91, which describes how use Rapid Time for processing employee time worked that has been extracted from another system outside of PeopleSoft.
6. **Part VIII – Troubleshooting Rapid Time** on pages 106 – 119, which describes common errors made when processing Rapid Time.

Reminder: IMPORTANT NOTE: If you see **Run Status = “No Success”** after submitting a Rapid Time session to Time & Labor, please **STOP and contact the CRC**. A “no success” run status means there is a technical problem with the submission that needs to be identified by the CRC. Generally the cause of the “no success” message is due to the data entered. **Do NOT resubmit the job until further instructed.**

