

PeopleSoft Training Activity Sheet

TL1: TIME & LABOR

For use in training. Last updated October 28, 2016.

Activity 1: Enter Time – Positive Time Employees

Directions: Use the **Timesheet** screen (Navigation: *Main Menu > Manager Self Service > Time Management > Report Time > Timesheet*) to enter time. The time will be approved in a later activity.

Part A: Hourly Employees

Search for and select Employee ID «**Hly_Emp_ID**», Empl Record «**Hly_Empl_Rec**», then enter the time entries below for the weeks of «**TL_Act__Date1**» and «**TL_Act__Date2**».

1. The employee worked 3 days of hourly time, 3.5 hours per day (pick any 3 days during the week).
2. The employee worked 1 hour of overtime, paid at time and a half (1.5), on the first day he/she worked the 3.5 hours.
3. The employee was given an amount of \$75.00 for Extra-Curricular on the last day of the week (Friday).
4. Click the *Next Week* link on the **Timesheet** screen.
5. The employee worked 2 days (Monday and Tuesday) of hourly time, 5 hours per day.
6. The employee worked 3 hours (hourly time) on Thursday at an Override Rate of \$12.75.
7. The employee was given an amount of \$35.00 for Out of Class on the last day of the week (Friday).

Hint: For all of the above time entries you can select any Combination Code. There can only be 1 TRC code or 1 Override Rate or 1 Combination Code per row on the Timesheet screen. You will need to add a row by clicking the plus sign (+) when you use a different TRC code or Override Rate or Combination Code.

Part B: Daily Employees (Substitute Teachers)

Search for and select Employee ID «**Dly_Emp_ID**», Empl Record «**Dly_Empl_Rec**», then enter the time entries below for the weeks of «**TL_Act__Date1**» and «**TL_Act__Date2**». These are daily units worked where 1 full day equals 1 and a half day equals 0.5.

1. The employee worked 1 full day (Monday) at Poinsetta Elementary (see the *Hint* below before selecting a Combination Code to have the time expenses distributed to the proper *chartstring* or account number).
2. The employee worked 2 half days (Tuesday and Wednesday) at the Valley Middle School (see the *Hint* below before selecting a Combination Code).
3. The employee worked 1 full day (Friday) at Carlsbad Village Academy (see the *Hint* below before selecting a Combination Code) at a rate of \$125.00.
4. Click the *Next Week* link on the **Timesheet** screen.
5. The employee worked 3 half days at the Poinsetta Elementary.
6. The employee worked 1 full day at the Carlsbad Village Academy at a rate of \$125.00.

Hint: The Site number for Poinsetta Elementary is **100**. The Site number for Valley Middle School is **200**. The Site number for Carlsbad Village Academy is **400**. The Site number is the last 3 digits of the Combination Code's *chartstring* or account number displayed under Description in the drop down list.

Activity 2: Enter and Approve Time – Salary Employees

Directions: Use the **Timesheet** screen (Navigation: *Main Menu > Manager Self Service > Time Management > Report Time > Timesheet*) to search for and select Employee ID «**Sal_Emp_ID**», Empl Record «**Sal_Emp_Rec**», then enter the time entries below for the weeks of «**TL_Act__Date1**» and «**TL_Act__Date2**».

1. The employee worked 1 and a half hours of overtime, paid at time and a half (1.5), on Monday. Select the first Combination Code in the lookup tool list.
2. The employee was given an amount of \$135.00 for Extra-Curricular on Friday. Select the first Combination Code in the lookup tool list.
3. Approve the Reported Time on the **Timesheet** screen. Make sure you click the **Reported Time Status** tab then under the *Approval* section click **Select All** followed by **Approve**.
4. Click the *Next Week* link on the **Timesheet** screen.
5. The employee worked 1.5 hours of overtime, paid at double-time, on Tuesday. Select the first Combination Code in the lookup tool list.
6. The employee worked 2 hours of overtime, paid at time and a half (1.5), on Wednesday. Select the second Combination Code in the lookup tool list (if there is only 1 then use it).
7. The employee worked 4 hours of Extra-Curricular time on Thursday and MUST be paid a rate of \$17.50 for those hours. Select the first Combination Code in the lookup tool list.
8. Approve the Reported Time on the **Timesheet** screen. Make sure you click the **Reported Time Status** tab then under the *Approval* section click **Select All** followed by **Approve**.

Hint: *There can only be 1 TRC code or 1 Override Rate or 1 Combination Code per row on the Timesheet screen. You will need to add a row by clicking the plus sign (+) when you use a different TRC code or Override Rate or Combination Code.*

NOTE: *When you are using the DAILY or any hourly TRC such as HRLY for Salary Employees you must always enter the pay rate in the Override Rate field to ensure the employee is paid correctly.*



Activity 3 – Enter Time: Exception Hourly Employees

Directions: Use the **Timesheet** screen (Navigation: *Main Menu > Manager Self Service > Time Management > Report Time > Timesheet*) to search for and select Employee ID «**Exc_Emp_ID**», Empl Record «**Exc_Empl_Rec**», then enter the time entries below for the weeks of «**TL_Act__Date1**» and «**TL_Act__Date2**».

Note: The Exception Hourly employee's fixed schedule for the week of «**TL_Act__Date1**» only was loaded into the Timesheet by the system to simulate the schedule load that occurs after the last Off-Cycle run. No time has been loaded for the week of «**TL_Act__Date2**» so you will have to manually load the employee's fixed schedule using the *Apply Schedule* button.

1. The employee worked 1 hour of overtime, paid at time and a half (1.5), on the first day of the week (Monday).
2. The employee took a full sick day during the week, pick a day that has regular, hourly time and enter a full day's sick absence for that same day.
3. Click the *Next Week* link on the **Timesheet** screen. You should not see any time for that week.
4. Click the *Apply Schedule* button to load the employee's scheduled hours into the **Timesheet** screen.
5. The employee took a partial vacation day of 1 hour during the week, pick a day that has regular, hourly time and enter a partial day's vacation absence of 1 hour for that same day.
6. The employee was given an amount of \$25.00 for Out of Class on the last day of the week (Friday).

Hint: When you add an absence event after the Exception Hourly employee's fixed schedule was loaded by the system it will automatically blank out the regular hours on the Timesheet and add a new row with the absence hours. The system will **NOT** do this when you manually load or enter the employee's scheduled hours so you must adjust the regular hours to reflect the actual hours worked and the absence hours.

There can only be 1 TRC code or 1 Combination Code per row on the Timesheet screen. You will need to add a row by clicking the plus sign (+) when you use a different TRC code or Combination Code.

IMPORTANT: When you need to enter both time and absences for an employee, enter the time first and click the *Submit* button, then enter the absence event and click the *Submit* button. Do not enter time and absences together and click the *Submit* button one time for both transactions. Doing so will not assign a status to the Reported Time causing it to never get converted to Payable Time by Time Administration nor processed by Payroll.

NOTE: All time and absence entries for Exception Hourly employees are automatically approved when entered.

Activity 4: Update / Adjust Time All Employees

Directions: The purpose of this activity is to update or adjust time entries you made previously for Positive Time, Salary and Exception Hourly employees. Use the **Timesheet** screen (Navigation: *Main Menu > Manager Self Service > Time Management > Report Time > Timesheet*) to make these changes.

Part A: Positive Time Hourly Employees

Employee ID «Hly_Emp_ID», Empl Record «Hly_Empl_Rec», week of «TL_Act__Date1»:

1. On one of the days where the employee worked 3.5 hours, he/she actually worked 2.5 hours. Adjust the time from 3.5 hours to 2.5 hours for that one day.
2. Click the *Next Week* link on the **Timesheet** screen. You should now be at the week of «TL_Act__Date2».
3. The employee worked 4 hours (hourly time) on Wednesday. Use the same Combination Code as the 5 hours per day worked on Monday and Tuesday. See the *Hint* below.
4. The employee worked 1 hour of overtime, paid at time and a half (1.5), on Wednesday. See the *Hint* below.
5. The employee should have been given an amount of \$40.00 for Out of Class on Friday instead of \$35.00. Adjust the amount from 35 to 40.

Hint: Steps #3 and #4 are *NEW* time entries for this week.

Part B: Positive Time Daily Employees (Substitute Teachers)

Employee ID «Dly_Emp_ID», Empl Record «Dly_Empl_Rec», week of «TL_Act__Date1»:

1. On the day where the employee worked 1 full day at Poinsetta Elementary, he/she actually worked at Valley Middle School. Change the Combination Code for this time entry to one for Valley Middle School (see the *Hint* below before selecting a new Combination Code).
2. Click the *Next Week* link on the **Timesheet** screen. You should now be at the week of «TL_Act__Date2».
3. The employee actually worked 1 full day and 2 half days instead of 3 half days at the Poinsetta Elementary. Change one of the half days to a full day. Adjust the time for one day from 0.5 to 1.
4. The Override Rate for the 1 full day worked at Carlsbad Village Academy this week should be \$127.00, not \$125.00. Adjust the amount from 125 to 127.

Hint: The Site number for Poinsetta Elementary is **100**. The Site number for Valley Middle School is **200**. The Site number for Carlsbad Village Academy is **400**. The Site is the last 3 digits of the Combination Code's chartstring or account number displayed under Description in the drop down list.

Activity 4: Continued

Part C: Salary Employees

Employee ID «**Sal_Emp_ID**», Empl Record «**Sal_Emp_Rec**», week of «**TL_Act__Date1**»:

1. The employee actually worked 2 hours of overtime, paid at time and a half (1.5), on Monday instead of 1 and a half hours. Adjust the time from 1.5 to 2.
2. Approve the Reported Time on the **Timesheet** screen. Make sure you click the **Reported Time Status** tab then under the *Approval* section click **Select All** followed by **Approve**.
3. Click the *Next Week* link on the **Timesheet** screen. You should now be at the week of «**TL_Act__Date2**».
4. The employee actually worked 3 hours of Extra-Curricular time on Thursday. Adjust the time from 4 to 3.
5. Approve the Reported Time on the **Timesheet** screen.

Part D: Exception Hourly Employees

Employee ID «**Exc_Emp_ID**», Empl Record «**Exc_Empl_Rec**», week of «**TL_Act__Date1**»:

1. The employee worked an additional 1 hour of overtime, paid at time and a half (1.5), on the last day of the week (Friday).
2. Click the *Next Week* link on the **Timesheet** screen. You should now be at the week of «**TL_Act__Date2**».
3. The employee should have been given \$35.00 for Out of Class on the last day of the week (Friday). Adjust the amount from 25.00 to 35.00.

Activity 5: Reported Time Needing Approval

Directions: The purpose of this activity is to review queries listing time entries entered on the **Timesheet** screen that need to be approved. You can follow along with the instructor for this activity.

1. Navigate to the **Query Viewer** screen (*Main Menu > Reporting Tools > Query > Query Viewer*).
2. Search for *M_TL* to get a list of all Time & Labor queries.
3. Run the queries listed below by clicking one of the options: *HTML*, *Excel* or *XML* (the *Excel* option will export the report to an MS Excel spreadsheet), which will open the query in a new, separate browser tab.
4. You can review the results online or download them by clicking one of the **Download results in** links.
5. Close the browser tab when finished viewing the query results.
6. Queries to run:
 - a. **Reported Time Needs Approval** query (*M_TL_NEEDS_APPROVAL*).
 - b. **Reported Time Audit** query (*M_TL_REPORTED_TIME_AUDIT*). Select a **From Date** and **To Date** covering the dates used in the Activities above and select **063 Carlsbad Unified School Dist** from the **District** prompt lookup tool list, then click **View Results**. The query may take several seconds to finish.

Activity 6: Mass Approval of Reported Time

Directions: The purpose of this activity is to do a mass approval of time previously entered on the **Timesheet** screen for **Positive Time** employees. You can follow along with the instructor for this activity.

1. Navigate to the **Approve Reported Time** screen (*Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time*).
2. In the *Change View* section change the **View By** option to *All Time Before* and the **Date** to first day of the next month after the dates used in the Activities above. For example, the Activity dates were «**TL_Act__Date1**» and «**TL_Act__Date2**» then set the **Date** to «**TL_ApproveDate**». Click **Get Employees**.
3. You should now see a list of time entries for all Positive Time employees entered by the entire class. Please do **NOT** approve any time at this point. Each person in the class will approve the time for their own Positive Time employee in the steps below.
4. Refresh the **Approve Reported Time** screen by clicking *Reported Time* in the navigation breadcrumbs located at the top of the screen.
5. Search for Employee ID «**Hly_Emp_ID**», Empl Record «**Hly_Empl_Rec**», then in the *Change View* section change the **View By** option to *All Time Before* and the **Date** to first day of the next month after the dates used in the Activities above («**TL_ApproveDate**»). Click **Get Employees**.
6. Under the *Approval* section click **Select All** followed by **Approve**.
7. Navigate to the **Timesheet** screen (Navigation: *Main Menu > Manager Self Service > Time Management > Report Time > Timesheet*) and search for and select Employee ID «**Hly_Emp_ID**», Empl Record «**Hly_Empl_Rec**». Review the time entries the weeks of «**TL_Act__Date1**» and «**TL_Act__Date2**», they should now have a **Reported Time Status** of *Approved*.

Activity 7: Additional Queries and Reports

Directions: Run these queries. **Note:** You can follow along with the instructor for this activity. When the report or query requires an Employee ID you can use any one of the **Positive Time, Salary** or **Exception Hourly** employees from the previous activities.

1. Navigate to the **Query Viewer** screen (*Main Menu > Reporting Tools > Query > Query Viewer*).
2. Search for *M_TL* to get a list of all Time & Labor queries.
 - a. Queries can be run by clicking one of the options: *HTML*, *Excel* or *XML* (the *Excel* option will export the report to an MS Excel spreadsheet), which will open the query in a new, separate browser tab.
 - b. You can review the results online or download them by clicking one of the **Download results in** links.
 - c. Close the browser tab when finished viewing the query results.
3. **Exceptions Query (*M_TL_EXCEPTIONS*)**, used to list any Payable Time entries having errors as detected by the Time Administration process.
 - a. Select **063 Carlsbad Unified School Dist** from the **District** prompt lookup tool list, type a percent sign (%) for **Status** then click **View Results**.
 - b. *Low* or *Medium* severity Exceptions do not block the creation of Payable Time or prevent the employee from getting paid. *High* severity Exceptions block the creation of Payable Time and prevents the employee from getting paid on that date until the Exception is resolved.
4. **Payable Time Audit Query (*M_TL_PAYABLE_TIME_AUDIT*)**, used to create an audit list of all Payable Time entries within a specified date range.
 - a. Select a **From Date** and **To Date** covering the dates used in the Activities above then click **View Results**.
5. **List Active TRC Codes Query (*M_TL_TRC_LIST*)**, used to create a list of all Time Reporting Codes (TRC) available in the system.
6. **List TRC Programs and Codes Query (*M_TL_TRC_PROGRAM_LIST*)**, used to create a list of all Time Reporting Codes (TRC) assigned to each Workgroup defined for your organization.
 - a. Select **063 Carlsbad Unified School Dist** from the **District** prompt lookup tool list then click **View Results**.
7. **Exceptions Report**, used to list any Payable Time entries having errors as detected by the Time Administration process.
 - a. **Navigation:** Main Menu > Time and Labor > View Time > Exceptions
 - b. In the **Time Reporter Group** field click the lookup tool and select **063-ALL**.
8. **Payable Time Summary Report**, used to list a summary of Payable Time information within a specified date range.
 - a. **Navigation:** Main Menu > Manager Self Service > Time Management > View Time > Payable Time Summary
 - b. Select one of the **Positive Time, Salary**, or **Exception Hourly** employees from the Activities above and type it into the **Employee ID** box.
 - c. Change the **Start Date** to a date used in the Activities above then click **Get Employees**. The **End Date** defaults to 7 days after the **Start Date**.
 - d. Click the employee's last name link to view the Payable Time Summary Report.

9. **Payable Time Detail Report**, used to list detailed Payable Time information within a specified date range.
 - a. **Navigation:** Main Menu > Manager Self Service > Time Management > View Time > Payable Time Detail
 - b. Select one of the **Positive Time**, **Salary**, or **Exception Hourly** employees from the Activities above and type it into the **Employee ID** box.
 - c. Click the employee's last name link to view the Payable Time Detail Report.
 - d. Select a **Start Date** and **From Date** covering the dates used in the Activities above then click the **Refresh** button.
10. **Reported Time Audit**, used to provide an audit trail for all adds, updates and deletes to the employee's Reported Time (Timesheet screen entries) within a specified date range.
 - a. **Navigation:** Main Menu > Time and Labor > Reports > Reported Time Audit
 - b. Add a new **TL_REPORTED_TIME_AUDIT_RPT Run Control ID**, then select the desired **Parameter** values and click **Run**. For example, select a **From Date** and **To Date** covering the dates used in the Activities above. Select one of the **Positive Time**, **Salary**, or **Exception Hourly** employees from the Activities above and type it into the **Empl ID** box, then select an **Empl Record** using the lookup tool. Select the *Include* option for **Include or Exclude**. Click **Run** to run the report.
 - c. Click the **Process Monitor** link to view the report's progress. When the **Run Status** is equal to *Success* and the **Distribution Status** is equal to *Posted*, click the **Go back to Time Audit Report** link.
 - d. Click the **Report Manager** link then the **Administration** tab. Click the **TL_AUDIT_RPT** link to view the report.
 - e. When finished, click the **Go back to Time Audit Report** link.
11. **Combination Code Account List Query**, used to get a list of your district's Combination Codes or *chartstrings*/account numbers.
 - a. **Navigation:** Main Menu > Reporting Tools > Query > Query Viewer
 - b. Search for the **Combination Code Account List** query (*M_KK_COMBO_ACCTS_LIST*), or search for *M_KK*.
 - c. Run the query by clicking one of the options: *HTML*, *Excel* or *XML* (the *Excel* option will export the report to an MS Excel spreadsheet), which will open the query in a new, separate browser tab.
 - d. Click the lookup tool beside **Set ID** and select *06300 Carlsbad* then click **View Results**. The query may take several seconds to finish. You can review the results online or download them by clicking one of the **Download results in** links.
 - e. Close the browser tab when finished viewing the query results.