

## ATTACHMENT 7.b

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### PeopleSoft Timecard User Documentation

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# EMPLOYEE Time Entry - Training Guide



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## Logging into the Network

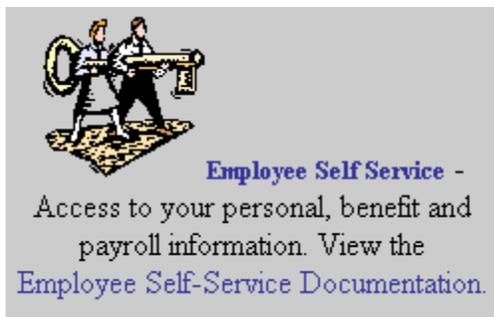
1. The IT department assigns you a network login when you start at the City. If you have not logged into the network, you can request your login and password from the IT Help Desk at x1234.
2. Turn on the computer.
3. It will then give you a page to log into Windows by pressing the CTRL key and the ALT key and the DEL key at the same time
4. If this is your desk computer, it will already enter in the username. If the username is not yours then you need to enter in your username
5. Enter in your first initial followed by your last name and then the”@” symbol then springfield1.net.

Example: [hsimpson@springfield1.net](mailto:hsimpson@springfield1.net)

6. Enter in your password
7. Click on the OK button
8. You will then be logged into the City of Springfield network.

## Reaching and Logging on to PeopleSoft HRMS

1. Launch the browser (Internet Explorer)  and navigate to Springboard. <http://springboard>
2. From Springboard, you will Select Employee Self Service by clicking on the picture or the “Employee Self Service” text.

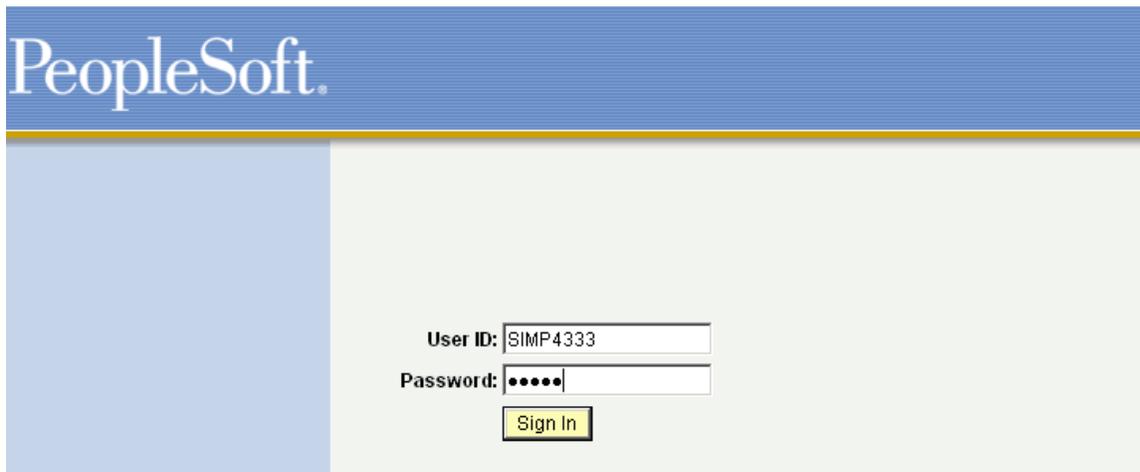


The PeopleSoft sign on page should then display and you can sign-on to the PeopleSoft system. Your ID and PASSWORD must be entered in UPPERCASE.

Your ID is the first four characters of your last name, followed by the last 4 digits of your social security number.

Your password is assigned to you and you should change it every so often. It is important that your login stays secure because there is a lot of sensitive information. You can follow the instructions in the Employee Self Service documentation on how to change your password.

If you attempt to login to the system 3 times incorrectly, you will be locked out of the system. If this happens, or you have forgotten your password, you will need to contact the IT Help Desk at X1234 to have them unlock or reset your password.



PeopleSoft.

User ID: SIMP4333

Password: ●●●●●

Sign In

## Accessing your Timecard

After you login, click on SPR Timecard and then on My Timecard Home by using the left-hand navigation menu. The “My Timecard Home” page shows a summary of all the timecards that you have available to you. This is a *view only* page. There are 3 types of timecards:

Future – timecards for a future date

Active – the current 2 week time period

History – timecards from the past

(The first time you login you will only have future timecards showing.)

**PeopleSoft**

Home | Add to Favorites | Sign out

New Window | Customize Page | Help

**My Timecard Home**

Timecard UserID: T00468 | Name: Simpson, Homer | EmplID: 1820

Timecard Information | Customize | Find | View All | First | 11-26 of 26 | Last

View Timecard	Template	Red #	Timecard Group	Run ID	Empl Approval	Dates	Description	Holiday	+ Leave	+ Norm	= Reg Pay	Timecard Warning
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	CMD	0721	<input type="checkbox"/>	10/7 - 10/13	FUTURE					MISSING TC
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	CMD	0721	<input type="checkbox"/>	9/30 - 10/6	FUTURE					MISSING TC
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	CMD	0720	<input type="checkbox"/>	9/23 - 9/29	FUTURE					MISSING TC
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	CMD	0720	<input type="checkbox"/>	9/16 - 9/22	FUTURE					MISSING TC
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	CMD	0719	<input type="checkbox"/>	9/9 - 9/15	FUTURE					MISSING TC
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	CMD	0719	<input type="checkbox"/>	9/2 - 9/8	FUTURE					MISSING TC
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	CMD	0718	<input type="checkbox"/>	8/26 - 9/1	FUTURE					MISSING TC
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	CMD	0718	<input type="checkbox"/>	8/19 - 8/25	FUTURE					MISSING TC
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	CMD	0717	<input type="checkbox"/>	8/12 - 8/18	FUTURE					MISSING TC
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	CMD	0717	<input type="checkbox"/>	8/5 - 8/11	FUTURE					MISSING TC
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	CMD	0716	<input type="checkbox"/>	7/29 - 8/4	FUTURE					MISSING TC
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	CMD	0716	<input type="checkbox"/>	7/22 - 7/28	FUTURE					MISSING TC
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	CMD	0715	<input type="checkbox"/>	7/15 - 7/21	ACTIVE					MISSING TC
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	CMD	0715	<input type="checkbox"/>	7/8 - 7/14	ACTIVE					MISSING TC
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	CMD	0714	<input type="checkbox"/>	7/1 - 7/7	HISTORY	8.00		32.00	40.00	
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	CMD	0714	<input type="checkbox"/>	6/24 - 6/30	HISTORY			40.00	40.00	

### Different Columns on My Timecard Home Page:

#### View Timecard

You can access any of your Future, Active or Historical timecards that are shown by selecting the “View Timecard” link next to the week you wish to view. The line with Enlarged Fonts and green in color represents the active weeks. History is in black and the future rows are blue.

#### Template

You can access your timecard template by selecting the “Template” link next to any History, Active or Future record. The template is a timecard that is created, that has all

of the possible lines with earnings codes for entering in your time. The template is created by you and is the “model” that will automatically fill in when you create a new timecard for yourself.

## Timecard Group

Timecard Group is the department for which you work for, such as Fire or PW.

## Run ID

Each paycheck you receive is associated with a 2 week block of time, called a “Run”. This ID is read as follows: Run-ID 0714 = “Pay period 14 of Year 2007”, Run-ID 0715 = “Pay period 15 of Year 2007”, and so-on.

## Dates

The Beginning and End date for the week.

## Description

A color-coded indicator for the employee to provide an easy way to determine if a Run-ID is Active, In-Process, Future or History.

## Hours Columns

Once you’ve entered your first timecard, the Timecard Home page will display hours in each of the categories seen. (Holiday, Leave, Regular, Overtime, Accumulated Hours (Comp Time), Other Hours, and finally Adjustment amounts).

## Timecard Warning

This red indicator will alert you if you have a missing timecard, or have entered regular hours <> 40. The “Not 40” warnings are simply notifications to you and can be ignored if in fact you worked regular hours outside your standard hours.

## Resort Data

By clicking on the column header, you can resort the data for your viewing preference.

Timecard Information						Custor
Main		Status		FEED		
<a href="#">View Timecard</a>	Template	Rcd #	Timecard Group	Run ID	Empl Approval	Dates
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	FIN	0726	<input type="checkbox"/>	12/16 - 12/22
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	FIN	0726	<input type="checkbox"/>	12/9 - 12/15
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	FIN	0725	<input type="checkbox"/>	11/25 - 12/1
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	FIN	0725	<input type="checkbox"/>	12/2 - 12/8
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	FIN	0724	<input type="checkbox"/>	11/11 - 11/17

**Timecard Information** Custo

<b>Main</b>		<b>Status</b>				
<a href="#">View Timecard</a>	<a href="#">Template</a>	<a href="#">Rcd #</a>	<a href="#">Timecard Group</a>	<a href="#">Run ID</a>	<a href="#">Empl Approval</a>	<a href="#">Dates</a>
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	FIN	0717	<input checked="" type="checkbox"/>	8/12 - 8/18
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	FIN	0717	<input type="checkbox"/>	8/5 - 8/11
<a href="#">View Timecard</a>	<a href="#">Template</a>	0	FIN	0718	<input type="checkbox"/>	8/19 - 8/25
<b><a href="#">View Timecard</a></b>	<a href="#">Template</a>	0	FIN	0718	<input checked="" type="checkbox"/>	<b>8/26 - 9/1</b>

## Steps to fill out your Timecard

Here are the general steps that you need to follow to enter in your timecard. See specific documentation below to see how to do each step.

1. Click on the View Timecard Link to open your timecard for a given week.
2. Enter in time on the Standard Tab
3. Add a new line or use the ones that are there from your template
4. Select Account Code from drop down list
5. Select Activity Code from drop down list (if needed)
6. Select Earning Code from drop down list
7. Select Rate ID from drop down list (if you notified of this)
8. Enter in hours from Sunday through Saturday
9. Go to the Comments tab. Enter in comments that are needed for specific earning codes or select from the drop down list of comment options.
10. If you are entering in earning codes that need to have punch times, then enter in the punch times. The main required punch times are for Overtime and Comp Time earned.
11. Click on the Employee Approval check box in the upper right hand corner of the page when you are finished.
12. Click on Save button on the lower left hand side or in the left middle of the page.
13. Click on the Return to My TC Home link to go back to the summary page.

## Filling out your Timecard

When you click on View Timecard link, it will take you to the individual timecard for one week. This is where you fill out your timecard information. You can also view your accrual information and other benefit information.

If you will be gone when your timecard is due and you have not filled it out, your supervisor will fill out your timecard for you. You can then approve the timecard later.

Not filling out or approving your timecard WILL NOT stop you from getting paid. There are checks and double checks to make sure that all employee time is entered.

### My Timecard – Main Tab

**My Timecard** | My Timecard Punches | Hour Check | Information

Tmcd UserID: T00468 | Rec #: 0 | Name: Simpson,Homer | EmplID: 1820

DeptID: 01000 | CMO | Position #: 00000002 | Job Code: 188107 | Assistant City Manager | Step: 5

Crev#: 000001 | Union: NON | Barg Unit: | Svc Date: 06/01/2007 | Svc Mths: 1.0 | Base Rate: 50.757438 | Pay Rate: 50.757438

**Timecard Status**

- Employee Approval
- Supervisor Approval
- Dept Audit Approval
- Dept Head Approval

Save | Return to My TC Home | Adjustments

Timecard Entries 07/15/2007 Through 07/21/2007 (Wk 2) (RunID 0715) | Customize | Find | First | 1 of 1 | Last

*Account Code	Activity Code	*Earning Code	Activity	Rate ID	Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	Hours Week-To-Date
100-01110		REG	Gen Fd-CMD Admini			8	8	8	8	8		

Duplicate Labor
  Use Off Cycle

Hour Totals	Sun:	Mon:	Tue:	Wed:	Thu:	Fri:	Sat:	Total:

My Timecard | My Timecard Punches | Hour Check | Information

Example of timesheet w/ multiple account codes already filled out

My Timecard | My Timecard Punches | Hour Check | Information

Timecard UserID: T00468    Rec #: 0    Name: Simpson, Homer    EmplID: 1820

DeptID: 01000    CMO    Position #: 00000002    Job Code: 188107    Assistant City Manager    Step: 5

Crew: 000001    Union: NON    Barg Unit:    Svc Date: 06/01/2007    Svc Mths: 1.0    Base Rate: 50.757438    Pay Rate: 50.757438

Timecard Status  
 Employee Approval  
 Supervisor Approval  
 Dept Audit Approval  
 Dept Head Approval

Save | [Return to My TC Home](#) | Adjustments

Timecard Entries 07/15/2007 Through 07/21/2007 (Wk 2) (RunID 0715)    Customize | Find | First 1-3 of 3 | Last

*Account Code	Activity Code	*Earning Code	Activity	Rate ID	Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	Hours Week-To-Date		
100-01110		REG	Gen Fd-CMD Admini			4.00	8.00	8.00	8.00	6.00		34.00	+	-
100-01130-P60221		REG	Gen Fd-Economic D- Glenwood Urban Renewal			4.00						4.00	+	-
208-01110		REG	TRT Fund-CMD Admini							2.00		2.00	+	-

Note: Use the “[Return to My TC Home](#)” link to return back to the summary page.

### Moving to a new field

Press the tab key to move to the next field or use your mouse to click into the field.

### Adding/Removing Lines to your timecard

To add or remove a line to your timecard, use the   buttons located at the right hand side of your timecard entries.

### Account Code

Select an account code by clicking on the look-up Prompt . The account code is what account you want to charge your hours to. Account codes are assigned to users by the department administrator. Contact them if you do not have access to an account code that you need to use. When you go into your timecard and you have not set up a template, it will come up with a default account on the first timecard line. If there isn't an account on the first line, contact your department admin person to add a default account for your profile.

## Look Up Account Code

Timecard UserID: T00065  
Timecard User Record #: 0  
Pay Run ID: 0719  
Pay Period End Date: 09/15/2007  
Week Begin Dt: 09/09/2007  
Week No: Week 2

Account Code:    
Description:    
Short Description:

[Basic Lookup](#)

### Search Results

View All First  1-3 of 3  Last

Account Code	Description	Short Description
<a href="#">100-23410</a>	<a href="#">Gen Fd-Data Proce</a>	<a href="#">Data Proce</a>
<a href="#">100-23410-P60014</a>	<a href="#">Gen Fd-Data Proce-Facilities Mgmt Business Are</a>	<a href="#">Data Proce</a>
<a href="#">100-23410-P60116</a>	<a href="#">Gen Fd-Data Proce-Emergency Management Program</a>	<a href="#">Data Proce</a>

Click on the link with appropriate description under “Search Results” to select the account code.

## Allocate and PW Allocate

You may have two special account code options, Allocate or PW Allocate. These are used to split out your time to several different accounts.

The Allocate code is based on your budgeted time allocation that is in payroll, not everyone has this allocation.

The other is a department specific allocation that is used in Public Works. This is based on your last 4 weeks of time and selects the top 3 accounts that you have charged to. This is used mainly for vacation and sick allocation. If you are a new employee, you should not use this option for the first 4 weeks of employment.

If you are using Allocate, you should not be using PW Allocate. If you use PW Allocate, you should not be using Allocate.

## Activity Code

Select an Activity Code by clicking on the look-up Prompt  This is a description field that is assigned to specific jobs where time is tracked per your department head. The activity code is determined by departments or divisions. Your supervisor will notify you if you should be using activity codes.

## Look Up Activity Code

Timecard Group: IT

Activity Cd: begins with

Description: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

### Search Results

View All First  1-5 of 5  Last

Activity Cd	Description
<a href="#">028</a>	<a href="#">Budget Administration</a>
<a href="#">177</a>	<a href="#">PeopleSoft Financials Implemen</a>
<a href="#">630</a>	<a href="#">Computer Training and Assistan</a>
<a href="#">640</a>	<a href="#">Computer System</a>
<a href="#">650</a>	<a href="#">Computer Book Marking &amp; Web Pg</a>

Click on the link with the appropriate description under “Search Results” to select the activity code.

## Earning Code

Select an Earnings Code by clicking on the look-up Prompt  that is applicable to the hours you are entering (i.e. “REG” = Normal Worked hours, “VAC” = Vacation, etc.)

## Look Up Earning Code

Timecard Group: IT

Timecard UserID: T00065

Timecard User Record #: 0

Pay Run ID: 0719

Pay Period End Date: 09/15/2007

Earnings Code: begins with

Description: begins with

Short Description: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

### Search Results

View All First  1-9 of 9  Last

Seq	Earnings Code	Description	Short Description
<a href="#">1</a>	<a href="#">REG</a>	<a href="#">Regular</a>	<a href="#">Regular</a>
<a href="#">3</a>	<a href="#">OT1</a>	<a href="#">Overtime 1.0</a>	<a href="#">OT 1.0</a>
<a href="#">20</a>	<a href="#">CM1</a>	<a href="#">Compensatory Time Earned 1.0 Cmp E 1.0</a>	
<a href="#">25</a>	<a href="#">CMT</a>	<a href="#">Compensatory Taken, Full-Time Comp Taken</a>	
<a href="#">40</a>	<a href="#">VAC</a>	<a href="#">Vacation</a>	<a href="#">Vacation</a>
<a href="#">50</a>	<a href="#">SIC</a>	<a href="#">Sick</a>	<a href="#">Sick</a>
<a href="#">80</a>	<a href="#">FHL</a>	<a href="#">Floating Holiday</a>	<a href="#">Fl Holiday</a>
<a href="#">999</a>	<a href="#">BRV</a>	<a href="#">Bereavement Leave</a>	<a href="#">Bereavemt</a>
<a href="#">999</a>	<a href="#">UOT</a>	<a href="#">Unpaid Overtime</a>	<a href="#">Unpd OT</a>

Click on the link with the appropriate description under “Search Results” to select the earning code.

If you are an exempt employee and you work overtime, it is up to your department on whether you should record the extra hours under UOT, Unpaid Overtime.

If you are working overtime and get paid 1.5 for each hour you work over, enter in the 1 hour that you worked. The system will calculate your pay at 1.5 for you.

If you are a new employee and have not worked for six months yet, you will get a message when you try to enter in a vacation earning code. The message will say "You have to be here 6 months before you can use vacation." If you have gotten vacation hours as part of your sign on bonus, please notify your department admin person that you should be allowed to use vacation hours in the first six months of your employment.

### **Activity**

This displays the descriptions of the account code and the activity code. You can then make sure you are using the right codes by name and not just the number.

### **Rate ID (AIC)**

If you are working Out of Class (ie: AIC), you may have to apply a different rate value for the hours you work. Example, you typically make \$10/hr, but are working another job that pays \$12/hr. Your department administrator will setup a "Rate Adjustment ID" for you to use to apply the \$12/hr to hours you enter on your timecard. Access the Rate-ID's that is available to you by pressing the Prompt . If you do not see a rate code listed, contact your department administrator.

If you are only getting AIC for a couple of days and you put in hours for the whole week on the line you have the rate id, the system is smart enough to know what days you will be receiving AIC. It will calculate and process the additional amounts correctly.

## Look Up Rate ID

Pay Period End Date: 08/18/2007  
Pay Run ID: 0717  
Week No: Week 2  
Timecard UserID: T00524  
Timecard User Record #: 0  
Rate Adjustment ID:

[Basic Lookup](#)

### Search Results

View All First  1 of 1  Last

Rate Adjustment ID	Description	Adjusted Hourly Rate
<a href="#">AIC 1838</a>	<a href="#">Maintenance Crew Chief</a>	<a href="#">22.735306</a>

Click on the link with the appropriate description under “Search Results” to select the rate id code.

### Hours Fields

Enter the amount of hours for each day to apply to the given “Account code /Earnings-code/Rate-ID” combination you have entered. Each week is from Sunday through Saturday. If you start on Saturday night at 11pm and finish your shift at 7am on Sunday, it is up to your department on whether the time is tracked on Saturday or Sunday.

If you are working a fraction of an hour, you need to enter it in according to a percentage of an hour.

45 minutes = .75 hour  
30 minutes = .5 hour  
20 minutes = .33 hour  
10 minutes = .17 hour  
5 minutes = .08 hour

You need to enter in actual worked hours. If you get paid time and a half for overtime, you need to put in actual hours worked not the hours you will be paid for.

If you are an exempt employee and you work overtime, it is up to your department on whether you should record the extra hours under UOT, Unpaid Overtime.

### Hours Week-To-Date

This display field shows you how many hours you have entered in this week for each line. This field does not update until after you click on the save or refresh button.

## Comments Tab

For certain Earnings-codes, comments will be required. Comments for SIC, BRV (bereavement), and INJ (injury) are the only ones required at this time.

### SIC comments

If you enter in SIC as an earning code, you must enter in comments for that sick time. It will not let you save the timecard until you enter in the comments. If you try to save before you enter in the comments you get the error below.



Click on the OK and the program will move you to the Comments tab. You will then see the Account code, Activity Code, Earning Code, Activity and the Empl Comments Field.

Account Code	Activity Code	*Earning Code	Activity	Empl Comments
100-01110		REG	Gen Fd-CMD Admini	
100-01110		VAC	Vacation	
100-01110		SIC	Sick	
100-01110		FHL	Floating Holiday	

Click on the prompt on the empl comments. It will give you 5 Options. Click on the comment that suites your sick time the Best.

## Look Up Empl Comments

Earnings Code: SIC  
Comment: begins with

[Basic Lookup](#)

### Search Results

View All First 1-5 of 5 Last

Comment
<a href="#">Family Member Illness</a>
<a href="#">Medical Appointment</a>
<a href="#">My Illness 3 days or less</a>
<a href="#">My Illness greater than 3 days</a>
<a href="#">Sick Child</a>

## BRV comments

If you enter in BRV (bereavement) as an earning code, you must enter in comments for that time. It will not let you save the timecard until you enter in the comments. If you try to save before you enter in the comments you get the error below.



Click on the OK button to go to the Comments tab. You will then see the Account code, Activity Code, Earning Code, Activity and the Empl Comments Field.

*Account Code	Activity Code	*Earning Code	Activity	Empl Comments
100-01110		REG	Gen Fd-CMD Admini	
100-01110		VAC	Vacation	
100-01110		BRV	Bereavement Leave	
100-01110		FHL	Floating Holiday	

Click on the prompt on the empl comments. It will give you several options. Click on the comment that matches who you took bereavement for. Note that there are several options that are only for specific unions. Please only use the general ones or the ones for your union.

## Look Up Empl Comments

Earnings Code: BRV  
 Comment: begins with

Look Up Clear Cancel [Basic Lookup](#)

### Search Results

View All First 1-18 of 18 Last

- Comment**
- [AFS - In Loco Parentis](#)
- [AFS - Other Close Relative](#)
- [AFS - Other Resident in House](#)
- [AFS - Pall Bearer - 4 Hours](#)
- [Brother](#)
- [Daughter](#)
- [Grandparent](#)
- [IAF - Other Relative in House](#)
- [OPE - Dom Partner Same Sex](#)
- [OPE - Other Resident in House](#)
- [OPE - in loco Parentis](#)
- [Parent](#)
- [Parent-in-Law](#)
- [SPA - Other Relative in House](#)
- [Sister](#)
- [Son](#)
- [Spouse](#)
- [Step-Child](#)

## Other Comments

Timecard Entries 09/02/2007 Through 09/08/2007 (Wk 1) (RunID 0719)				
Standard	Comments	Status		
*Account Code	Activity Code	*Earning Code	Activity	Employee Comments
<input type="text" value="100-23410"/>	<input type="text"/>	REG	Gen Fd-Data Proce	<input type="text"/>
<input type="text" value="100-23410-P60014"/>	<input type="text"/>	REG	Gen Fd-Data Proce-Facilities Mgmt Business Are	This is a special project that I am workin
<input type="text" value="100-23410"/>	<input type="text"/>	VAC	Vacation	I went to the Bahamas for vacation
<input type="text" value="100-23410"/>	<input type="text"/>	SIC	Sick	<input type="text"/>
<input type="text" value="100-23410"/>	<input type="text"/>	HOL	Holiday	Labor Day

You can enter in comments for any other earning line. Click on the Comments tab and enter in under Employee Comments column and comments that you feel is important for this earnings line.

## Status Tab

Timecard Entries 09/02/2007 Through 09/08/2007 (Wk 1) (RunID 0719)									
Standard		Comments		Status		Customize   Find   First 1-6 of 6 Last			
*Account Code	Activity Code	*Earning Code	Activity	Employee Approval	Supervisor Approval	Dept Audit Approval	Dept Head Approval	Payroll Approval	
100-23410		REG	Gen Fd-Data Proce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Apvd	+ -
100-23410-P60014		REG	Gen Fd-Data Proce-Facilities Mgmt Business Are	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Apvd	+ -
100-23410		VAC	Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Apvd	+ -
100-23410		SIC	Sick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Apvd	+ -
100-23410		HOL	Holiday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Apvd	+ -

The Status Tab shows you what approval has been checked on your timecard.

## Employee Approval

**Timecard Status**

Employee Approval

Supervisor Approval

Dept Audit Approval

Dept Head Approval

Use the “Employee Approval” check-box to approve your timecard for the week when you have completed entries for it and are satisfied it accurately reflects your hours for the week. If you check the Employee Approval check box, it then automatically saves your timecard and locks it for further entry.

## Unlock TC

**Timecard Status**

Employee Approval

Supervisor Approval

Dept Audit Approval

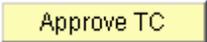
Dept Head Approval

Unlock TC

Once you approve your timecard, it will display an Unlock TC button. When you approve your timecard, it locks it from any more entry. If you decide that you have made a mistake and want to go back and change it before the supervisor approves it, you need to click on the Unlock TC button to unlock your timecard. Once the supervisor has approved your timecard, you will not be able to unlock your timecard.

## Historical Timecard Approval



There may be times where you will be unavailable to approve your timecard before payroll is processed. Your supervisor will do their approval and send your timecard on to the Dept. Head. Once you return to work, go into the timecard you need to approve and click on the  button to “electronically” sign your timecard.

### Save Button

There are two save buttons on the page, one in the middle of the page and one at the bottom. They both work the same to save the entries you have made. The keyboard keys to Save is ALT + 1.

### Error Message for Leave Accruals

If you have entered in sick, vacation, or any other leave accrual hours that cause you to go in the negative, you will get the message below. You will not be able to save your timecard until you correct it.



If you are a firefighter you can have your vacation go in the negative because you have your 5L bank of hours that you are accruing this year. If you are Police you can have your floating holiday amount go in the negative. You will get this message below. You can save your record but you will get the warning.

Warning -- You have driven an accrual balance negative, but your role allows you to proceed with save. Be aware!

The PeopleCode program executed a Warning statement, which has produced this message.



## Notify Button

The notify button is used by the supervisors to notify you if they change your timecard. When you click on the notify button it gives you another page to email information to an employee. You will probably not be using this option.

## Refresh Button

The refresh button will update the display fields on the page. For example when you enter in time, the hour totals do not display the hours you just entered. You need to click on the refresh button to update the display area.

## Holiday Timecard Line

There are several holidays throughout the year. All of the holidays are defined on a table by payroll. If a holiday is given to you through a contract or City policy, that holiday will be automatically populated on your timecard when you enter it. Do not remove this line or you will not be paid for the holiday. If you are working a holiday and then taking another day off through an agreement with your department, you need to record the days that you actually worked. You will then need to record the holiday day when you actually took it. Parttime employees will be receiving prorated holiday pay line.

My Timecard
My Timecard Punches
Hour Check
Information

Tmcd UserID: T00468
Rec #: 0
Name: Simpson,Homer
EmplID: 1820

DeptID: 23000    Information Services    Position #: 00000064    Job Code: 030464    Network Analyst    Step: 3

Crew: 000001    Union: OPE    Barg Unit:    Svc Date: 06/01/2007    Svc Mths: 1.0    Base Rate: 28.855320    Pay Rate: 28.855320

**Timecard Status**

Employee Approval

Supervisor Approval

Dept Audit Approval

Dept Head Approval

Save
[Return to My TC Home](#)
Adjustments

**Timecard Entries 07/01/2007 Through 07/07/2007 (Wk 2) (RunID 0714)**
Customize | Find | First | 1-2 of 2 | Last

Account Code	Activity Code	Earning Code	Activity	Rate ID	Sun 7/1	Mon 7/2	Tue 7/3	Wed 7/4	Thu 7/5	Fri 7/6	Sat 7/7	Hours Week To-Date
100-01110		REG	Gen Fd-CMO Admini			8.00	8.00		8.00	8.00		32.00
100-01110		HOL	Holiday					8.00				8.00

## Buttons & Other features on Timecard Page

### Adjustments

You department administrator may use this editor to make adjustments for you. If the button-text appears bold and in red, then there are adjustments entered and you can view them by pressing the button. Some of the adjustments that may be added are forgotten overtime, sick used rather than vacation, missed AIC day, etc. This is a display only page.



Adjustments									
Main		Status		[F5]					
Lock Adj	Off Cycle	Adj Dt	Account Code	Act Cd	Erned	Rate Adj ID	Adj Hrs	Adj Amt	Adjustment Reason
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/24/2007	100-01130		CEL			15.00	Additional Pay Entry

### Save as Template

Press this button to save the timecard-information you have entered this week to your "Timecard Template". The template will automatically populate your timecard each week when you create a new timecard.

Use the "Include Hours" to save your current hours entered out to the template. Be sure that you only save hours in REG time. You should not save hours in the SIC or VAC earnings code line, as those change from week to week and it won't allow you to save it with hours in it.

See more documentation below

### Load Template

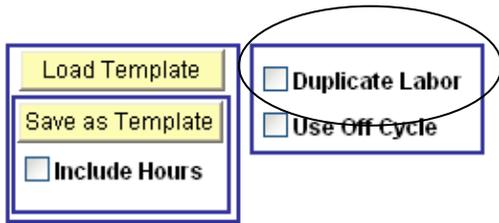
Press this button to refresh it from your template you had saved. You would want to do this if you had entered several entries and you feel that you have all the wrong information in your timecard and want to just start over. You need to delete all of the rows first before you load the template in.

See more documentation below.

### Duplicate Labor

Duplicate labor is a convenience feature for users who need to "copy-down" the line above. Click on the Duplicate Labor box on the bottom left of the page to turn this on for this timecard. Click on the "+" next to the line you want to copy. It will then create a new line with the same codes as the line above. An example is you worked 2 hours on a specific account code and you worked the 2 more hours with a slight change in the account code. With this feature checked on, you just click the "+" next to the line you

want to copy and it creates a new line with the same codes. Then you just have to update the account code.



A screenshot of a web form interface. On the left, there is a vertical stack of three buttons: 'Load Template' (yellow), 'Save as Template' (yellow), and 'Include Hours' (white with a blue border). To the right of these buttons is a blue-bordered box containing two checkboxes: 'Duplicate Labor' and 'Use Off Cycle'. A blue oval highlights the 'Duplicate Labor' checkbox.

## Hours Totals box

This information shows you a summary of the hours that were entered for each day. Like the box Hours week-to-date sums the hours across, the Hours Totals sum the hours down for each day.

## Back Button

There is the back button to navigate on the internet. PeopleSoft does not hold previous pages like most internet sites do. You can not use the Back Button to go back several pages in PeopleSoft. If you do, you may get the message:

### Warning: Page has Expired

The page you requested was created using information you submitted in a form. This page is no longer available. As a security precaution, Internet Explorer does not automatically resubmit your information for you.

To resubmit your information and view this Web page, click the **Refresh** button.

You can either click on the Refresh button to go back to the last page that it can accept or you can click on the navigation on the left hand menu to go back to where you started.

## My Timecard Punches tab (If Available to you)

My Timecard | **My Timecard Punches** | My Training | Hour Check | Information

Tmcd UserID: T00027    Rec #: 0    Name:    EmplID:

DeptID:	Position #:	Job Code:	Step:
06051    Administrative Services		A021    Accounting Clerk 2	10
Crew:	Union:	Barg Unit:	Svc Dt:
AD SER    01		1	
Svc Mnz:	Base:	Pay:	
	1.000000	1.030000	

Save    [Return to My TC Home](#)    Adjustments

**Timecard Status**

- Emp Apvl Status
- Sup Apvl Status
- Dept Audit Status
- Dept Apvl Sts

**Punches Required For**    Find    First 1-2 of 2 Last

Date of pay	Erncd	TC Hours	Punch Hrs
03/13/2006    Monday	21    COMP WKD	2.00	2.00
03/14/2006    Tuesday	21    COMP WKD	1.00	1.00

**Punch Time Details**    Find | View All | First 1-2 of 2 Last

*Date of pay	*Erncd	*Start Time	*Stop Time	Unpaid (Break) Hrs	Excess Call-in Hrs	Ttl Hrs	Employee Comment
03/13/2006	21    COMP WKD	6:00AM	7:30AM		0.50	2.00	Worked 1.5 hours, but had 2-hour minimum call-in
03/14/2006	21    COMP WKD	6:00AM	7:30AM	0.50		1.00	Had to take a .5 hour break in the middle.

### General Information

The "My Timecard Punches" tab allows you to track "Punch in" and "Punch out" times for certain earning codes. In addition, some departments REQUIRE punch tracking for some earning-codes like overtime and comp-time earned. The top box just gives you information about you and your position and job you are working in. If you try to save your timecard and you are required to enter in punch times, it will move you over to the My Timecard Punches page and give you this message.

DeptID:	Position #:	Job Code:
62000    Public Works	00001000	005007    PW CECOP Inter
Crew:	Union:	Barg
001341	NON	
Pay Rate:		16.040187

Save    [Return to My TC Home](#)

**Punches Required For**

Date of pay	Erncd	TC Hours	Punch Hrs
07/24/2007    Tuesday			

**Microsoft Internet Explorer**    X

Highlighted fields are required. (15,30)  
Enter data into the highlighted fields.

OK

**Punch Time Details**    Find | View All | First 1 of 1

*Date of pay	*Erncd	*Start Time	*Period End Time	Unpaid (Break) Hrs	Excess Call-in Hrs	Ttl Hrs	Err
07/24/2007	OVT	Overtime				0.00	

## **Punches Required For**

This grid-box displays any days and earning codes for-which time reported on the timecard require punch entries. Days are color-coded to make it easier to find entries in the Punch Time Details grid below. When you first go to this page, the Punch Hour's field will be 0.00 until you put in the punch times in the Punch Time Details.

## **Punch Time Details**

This grid is used by the user to enter their "In" and "Out" times.

**Date of Pay** - Specify the Date the punches occurred. This is automatically filled in.

**Earn Code** - Specify the Code for which the punches are associated. This is automatically filled in.

**Start-time** – Specify the start-time of the punch. You can enter this in military or standard time. To enter in military time use the 24 hour clock (0600 or 2100). If you are entering in standard time then use the 12 hour clock with an A or P after the time (6A or 9P or 1:30P)

**Stop-time** – Specify the ending time of the punch.

**Unpaid (Break) Hours** – Specify in hours the amount of time between punches that does not count (Unpaid lunch, etc)

**Excess Call-in Hrs** – Specify any hours that the employee receives outside of the punches for call-in minimums, etc.

**Total Hours** – Calculated total of hours for the entry and it is entered into the Punches Required For Punch Hours field.

**Employee Comment** – An optional comment about the entry.

# Hour Check Tab

[My Timecard](#) | [My Timecard Punches](#) | **Hour Check** | [Information](#)

---

Tmcd UserID: T00468    Rec #: 0    Name: Simpson, Homer    EmplID: 1820

DeptID:	Information Services	Position #:	00000064	Job Code:	030464	Network Analyst	Step:	3					
Crew:	000001	Union:	OPE	Barg Unit:		Svc Date:	06/01/2007	Svc Mths:	1.0	Base Rate:	28.855320	Pay Rate:	28.855320

[Save](#)    [Return to My TC Home](#)    [Adjustments](#)

**Timecard Status**

Employee Approval  
 Supervisor Approval  
 Dept Audit Approval  
 Dept Head Approval

**Timecard Hours Breakdown**

**Standard Hours**

Holiday Hrs:	Leave Hrs:	Adjust Hrs:	Normal Hrs:	Regular Hrs:
0.00	+ 0.00	+ 0.00	+ 0.00	= 0.00

**Excess Hours**

OT Hrs:	Accrued Hrs:	Other Hrs:	Adjust Amount:
0.00	0.00	0.00	\$0.00

**Allocate Dist %'s**    1 of 1

Account Code	Distribution %

**Grp Allocate Dist %'s**    1 of 1

Account Code	Distribution %

## General Information

Use the "Hour Check" tab to double-check you hours entry to see that things are coded correctly. This page is display only.

## Standard Hours

Standard Hours are made up of Holiday pay, Leave hours, Adjustments to Standard Hours, and Regular Hours. These hours will typically total to 40, unless you are a part-time worker, have a flex schedule, or other odd activity that may cause you to legitimately have over or under 40 hours. If your Standard hours do not total 40, you will receive a "Not 40!" warning to alert you to possible errors.

## Excess Hours

Excess hours can consist of Overtime Hours, Accrued Hours (Comp-time), Other Hours, or Adjustment Amounts.

## Allocate Dist %'s

This Allocate distribution box will display your allocation if you are budgeted to be allocated between several accounts for a percentage. Employees should know if they are allocated. On your timecard, you will select Allocate instead of an account code string to allocate your hours. This is where you can see what accounts your time will be allocated to.

### **Grp Allocate Dist %'s**

Group Allocation Distribution is different than Allocate. This allocation is used specifically for the Public Works department. The way this allocation works is to look at your time over the last 4 weeks of timecards. It then adds them all together and looks at the top 3 projects that you worked on. It then will allocate your time based on those accounts. This is mainly used for vacation and sick account allocation. If you are a new employee, you will not use PW Allocation for the first month you are here as you are not allowed to use vacation or sick leave. If you have vacation front loaded from a sign on bonus, do not use the PW allocate until you have been here over a month.

## Information Tab

The information tab is only to give you information. You cannot enter any data into this page.

My Timecard
My Timecard Punches
Hour Check
Information

Tmcd UserID: Rec #: Name: EmplID:

T00468 0 Simpson,Homer 1820

DeptID: Position #: Job Code: Step:

01000 CMO 00000002 188107 Assistant City Manager 5

Crew: Union: Barg Unit: Svc Date: Svc Mths: Base Rate: Pay Rate:

000001 NON 06/01/2007 1.0 50.757438 50.757438

**Timecard Status**

Employee Approval

Supervisor Approval

Dept Audit Approval

Dept Head Approval

Save
[Return to My TC Home](#)
Adjustments

**Work Phone:**

**YTD Hrs (Includes Active Pay Period)**

Calendar:  Fiscal:

**Tax Info (As of Today)**

	Fed	State
Mar Status:	<input type="text" value="S"/>	<input type="text" value="S"/>
Allowances:	<input type="text" value="0"/>	<input type="text" value="0"/>
Addl Amt:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

**Additional Pays** View All | First 1 of 1 Last

Erned	Description	Hrs	Amount

**Accrual Information** First 1-4 of 4 Last

Plan Type	Beg Bal	Hrs Earned	Spent	End Bal	Future Earn	Future Spent	Future End Bal
Sick	0.000	0.000000	0.000	0.000	0.000	0.000	0.000
Vacation	0.000	0.000000	0.000	0.000	0.000	0.000	0.000
Compensatory Time	0.000	0.000000	0.000	0.000	0.000	0.000	0.000
Floating Holiday	0.000	0.000000	0.000	0.000	0.000	0.000	0.000

## General Information

The Information tab provides you with a variety of information about your position, job and leave accruals.

## YTD Hours

This represents how many hours you have worked this year as of the beginning of the year. It DOES NOT include hours you have entered for the current or future pay-runs, only what has processed through payroll already.

## Tax Info (As of Today)

This represents your tax settings in the system as of the date you look at it. Even if you are viewing a historical timecard, the Tax Info is as of present. It shows what you have setup for your W-4. It is separated by Federal and State and shows you your Marital Status, the allowances you have claimed and if there is any additional amount that you are having taken out for taxes.

## Additional Pay

If you receive additional pay, your additional pay information should display here. For example, Cell phone allowance, auto allowance, incentive pay, uniform allowance, etc.

## Comp Time Information

If you have and/or currently earn comp-time, information about those hours will display here.

## Accrual Information

If you are eligible for Accruals then any activity in these accounts will be displayed in this area.

Accrual Plans:

- Sick
- Vacation
- Compensatory Time
- Floating Holiday
- Police Holiday – Police only
- Vacation Leave Accrual Fire – Fire only
- Smoothing Fire Bank – Fire only

Information:

- Plan Type – this lists all of the plan types you have available for leave accruals
- Beginning Balance – this is the current balance you have at the start of this period
- Hours Earned – this show how many hours you earned for comp time that you have entered. It will not show you the hours you earned through sick, vacation, floating holiday, etc
- Spent – this shows you how many hours you entered to use this pay period for this leave accrual
- End Balance – this is the ending balance of beginning hours + hours earned – spent
- Future Spent - this will show you any hours you have entered in future timecards to use for this accrual
- Future End Balance – this is the ending balance for the future. It takes End Balance – future spent

Accrual Information						
Plan Type	Beg Bal	Hrs Earned	Spent	End Bal	Future Spent	Future End Bal
Sick	286.910	0.000000	0.000	286.910	0.000	286.910
Vacation	458.924	0.000000	32.000	426.924	0.000	426.924
Compensatory Time	80.000	0.000000	60.000	20.000	0.000	20.000
Floating Holiday	0.000	0.000000	30.000	-30.000	0.000	-30.000

## Timecard Template

The Timecard Template is a tool that an employee can use to simplify their timecard entry. If you have created a template for yourself, then it will automatically be entered for you each time you enter a timecard page to put in your time. You could then enter only exceptions in your actual timecard if needed to complete your timecard efficiently. You can also use the template as a starting point by having most of the information you need to enter in your timecard.

My Timecard Template

Timecard UserID: T00468    Record #: 0    Name: Simpson,Homer    Timecard Group: CMO

[Save](#)    [Return to My TC Home](#)

Template Values    Customize | Find | View All | First 1-3 of 3

Main

*Acct Cd	Act Cd	*Erncd	Activity Desc	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Employee Comment
100-0111		REG	Gen Fd-CMO Admini								
100-0111		SIC	Sick								
100-0111		VAC	Vacation								

### General Information

Your template can be reached from your My Timecard Home page. You can only save one template. If you want to create a new template, you create your timecard and then save your template again.

### Columns

The columns in the template should be the same as those found in your timecard except there are a few columns that are only entered in at the timecard page so they will not show here in the template.

### Hour Information

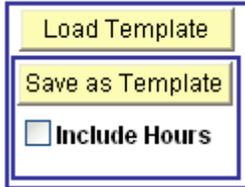
Hours are optional. It is perfectly acceptable to create a template of the Account codes, earncode, etc that you typically use during a week, but wait until the actual timecard to enter the hours. Do not enter any hours in your template for sick or vacation. You should only save hours to your template for regular hours.

### Save Template

Click on the Save button in the template page to save this template. You only have one template. If you have a template already, it will give you a message asking you if you would like to overwrite the current template.

## Load Template

The load template button is located on the My Timecard page on the bottom left. The Load template button is used to reload your template if you have messed up entering in your timecard and want to start over again. In order to load your template if you have entered in hours already, you need to delete all of the rows. It will not load your template if you have rows and hours in.

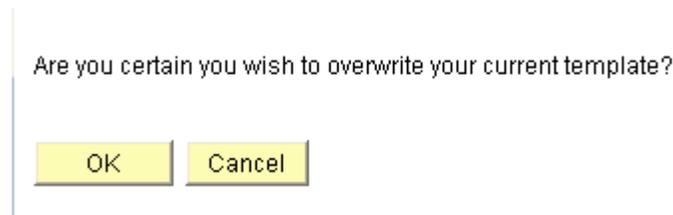


## Save as Template

This button will save the current timecard that you are viewing as your template. You may want to do this when you have changed account codes and want to start using a new template to start your timecard entry.

The Include Hours button allows you to save your new template with the hours that you have entered. If you do not check this button, it will only save the template with the account codes, earnings codes, etc and not any hours.

You only have one template. If you have a template already, it will give you a message asking you if you would like to overwrite the current template.



## Timecard Changes by Supervisor

### Notify

There are times when your timecard may be changed by your supervisor or department head. When there is a change, your employee approval check box is unchecked. This is one way you will be able to see if anyone has changed your timecard. The supervisors and department heads besides changing your timecard will send you an email to notify you that your timecard has changed and what the change was. It is your responsibility to go back and reapprove your timecard with the changes. Here is an example of the email that you would receive if there was changes. You can double click on the link and then login and it will take you directly to the timecard in question.

From: gmott@ci.springfield.or.us  
To: GUTHRIE Paula  
Cc:  
Subject: Change in your timecard

Sent: Tue 8/7/2007 4:10 PM

Workflow Notification

Priority:

Date Sent: 2007-08-07

Sent To: Guthrie,Paula Jane/GUTH7035

cc:

Please click on the link below to access this transaction:

[http://sp8hstest2.springfield1.net/psp/HR8TC2\\_1/EMPLOYEE/PSFT\\_HR/c/SPR\\_TIMECARD.LCTC\\_MY\\_TIMECARD.USA?Page=LCTC\\_MY\\_TIMECARD&LC\\_TMCD\\_GROUP=DSD&LC\\_TMCD\\_USERID=T00193&LC\\_TMCD\\_USER\\_RCD=O&LC\\_WEEKNO=2&PAY\\_END\\_DT=2007-08-18&RUN\\_ID=0717&WEEK\\_BEGIN\\_DT=2007-08-12&Action=U](http://sp8hstest2.springfield1.net/psp/HR8TC2_1/EMPLOYEE/PSFT_HR/c/SPR_TIMECARD.LCTC_MY_TIMECARD.USA?Page=LCTC_MY_TIMECARD&LC_TMCD_GROUP=DSD&LC_TMCD_USERID=T00193&LC_TMCD_USER_RCD=O&LC_WEEKNO=2&PAY_END_DT=2007-08-18&RUN_ID=0717&WEEK_BEGIN_DT=2007-08-12&Action=U)

Message Text:

You put down 4 hours of overtime and I have that you worked 5 hours so I changed your timecard to reflect that. Pleas go back and reapprove your timecard.  
Thanks  
Your supervisor

## Supervisor deleted lines

If a supervisor deletes a line on your timecard after you have approved it, there will be a link that shows up on your My Timecard page. It will say “Link to Deleted Time Records.”

Load Template  
Save as Template  
Include Hours  
Duplicate Labor  
Use Off Cycle  
Hour Totals  
[Link to Deleted Time Records](#)  
Save Return to Search Previous in List Next in

By clicking on that link you will be able to view the lines that the supervisor had deleted.

### LC Tmcd Deleted Records View

Deleted Timecard Records										
Labor_Cd	Earn_Code	Rate_Adj_ID	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Adj_Dt
100-36300	VAC				8.00					

## Supervisor changes lines

If a supervisor changes a line on your timecard, you will be able to see the status before the lines was changes. If you click on the Status tab on My Timecard page, you will see the employee approval check on the line that you had previously approved. The Timecard Status box will not have your Employee Approval box checked.

Tmod UserID: T00125    Rec #: 0    Name: Smith, Jeffrey Dale    EmplID: 1213

DeptID: 62000    Public Works    Position #: 00001344    Job Code: 824687    Traffic Maintenance Technician    Step: 5  
 Crew: 000823    Union: AFS    Barg Unit: 0    Svc Date: 07/09/1990    Svc Mths: 206.0    Base Rate: 22.994885    Pay Rate: 22.994885

**Timecard Status**

Employee Approval

Supervisor Approval

Dept Audit Approval

Dept Head Approval

Save    [Return to My TC Home](#)    [Adjustments](#)

**Timecard Entries 09/16/2007 Through 09/22/2007 (Wk 1) (RunID 0720)** Cus

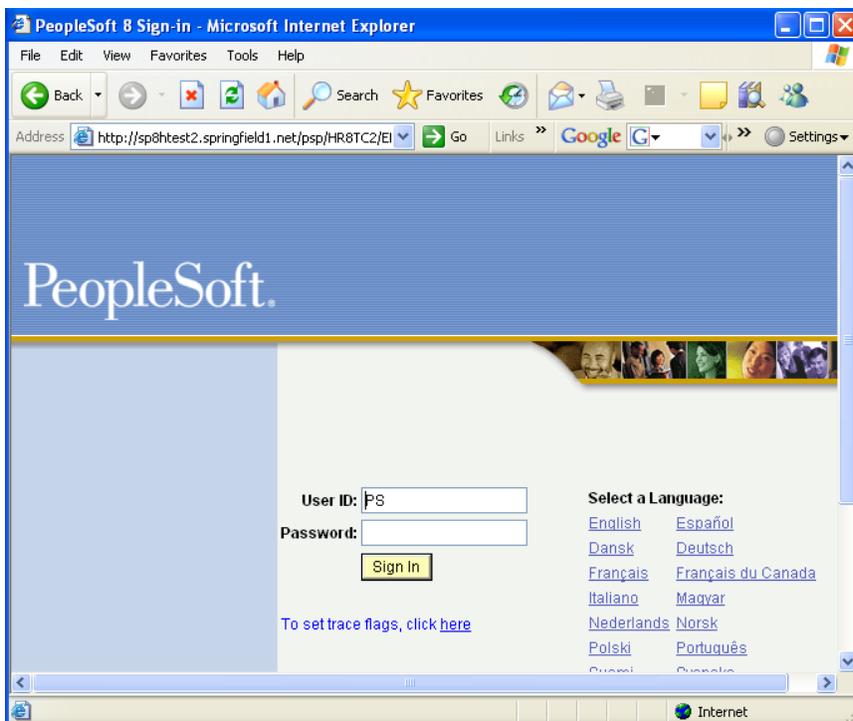
Standard	Comments	Status				
*Account Code	Activity Code	*Earning Code	Activity	Employee Approval	Supervisor Approval	Dept Audit Approval
201-62262		REG	Street-Traffic Co	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
201-62262		CME	Street-Traffic Co	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Logging out of PeopleSoft HRMS

1. When you are done working in the PeopleSoft HRMS system and want to logout, follow these instructions.
2. On the right hand top of the page is the Sign out link. Click on that.



3. It will automatically log you out and take you back to the login page.



4. Click on the Red X on the top right of the page. You are now logged out and exited PeopleSoft.

## Logging out of the Network

1. Make sure that all your open windows are closed
2. Click on the Start button the left hand bottom of the page.



3. Click on the Shutdown button
4. It will then give you box that asks "What you want the computer to do?" Make sure that Shut down is the in box by selecting it from the drop down list.



5. Click on OK and your computer will shut down.
6. You are done!!

## Accessing your application using the keyboard

Keyboard navigation is controlled by Hot keys and Access keys .

### List of Hot Keys

- Alt 1** -- Executes different buttons depending on the page type
  - > Save button on the Toolbar in a page
  - > OK button on a secondary page
  - > Search or Add button on a Search or Lookup page
- Alt 2** -- Return to Search
- Alt 3** -- Next in List
- Alt 4** -- Previous in List
- Alt 5** -- Valid Lookup Values
- Alt 6** -- Related Links
- Alt 7** -- Insert Row in grid or scroll area
- Alt 8** -- Delete Row in grid or scroll area
- Alt 0** -- Refreshes the page by invoking the Refresh button on the Toolbar
- Alt .** -- Next set of rows in grid or scroll area [e.g., Alt period]
- Alt ,** -- Previous set of rows in grid or scroll area [e.g., Alt comma]
- Alt /** -- Find in grid or scroll area [e.g., Alt forward slash]
- Alt \*** -- View All in grid or scroll area [e.g., Alt prime]
- Alt \** -- Toggle between Add and Update on the Search page [e.g., Alt backslash]
- Ctrl J** -- System Information
- Ctrl K** -- Keyboard Information
- Ctrl Y** -- Toggle menu between collapse and expand.
- Ctrl Tab** -- Toggles focus through the frame set
- Enter** -- Invokes the following buttons where present: OK, Search, Lookup
- Esc** -- Cancel

### List of Access Keys

- Alt 9** -- Takes you to the Help line
- Alt \** -- Takes you to the Toolbar [e.g., Alt backslash Enter]
- Ctrl Z** -- Takes you to the Search box of the Menu

### Menu Access Keys

The Ctrl Z combination will focus your cursor onto the menuing system. From there, you can use your tab key ( or shift-tab to reverse direction ) to navigate through the menu hierarchy.

### About Access keys and Hot keys

- > An Access Key is an Alt key combination that moves focus to a specified field on the current page. For example, Alt \ moves focus to first button on the Toolbar. Then pressing the Enter key would invoke that action. Or, you may use the Tab key to move you to the next Toolbar button.
- > A Hot Key performs an immediate action. For example, when focus is in a field that has lookup processing, Alt 5 invokes the Lookup page without having to press the Enter key.

**SUPERVISOR and  
DEPARTMENT HEAD**

**Time Entry - Training Guide**

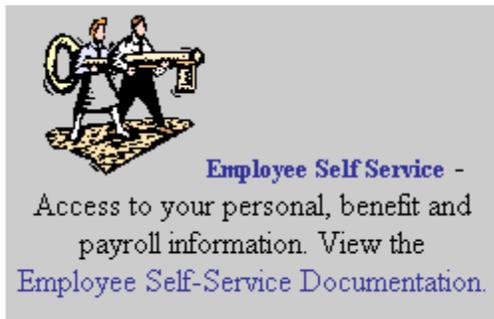
Created August 2007

Updated 10/10/07

## Reaching and Logging on to PeopleSoft HRMS

2. Launch the browser (Internet Explorer)  and navigate to Springboard.  
[\[http://springboard\]](http://springboard)

2. From Springboard, you will Select Employee Self Service by clicking on the picture or the [Employee Self Service] text.

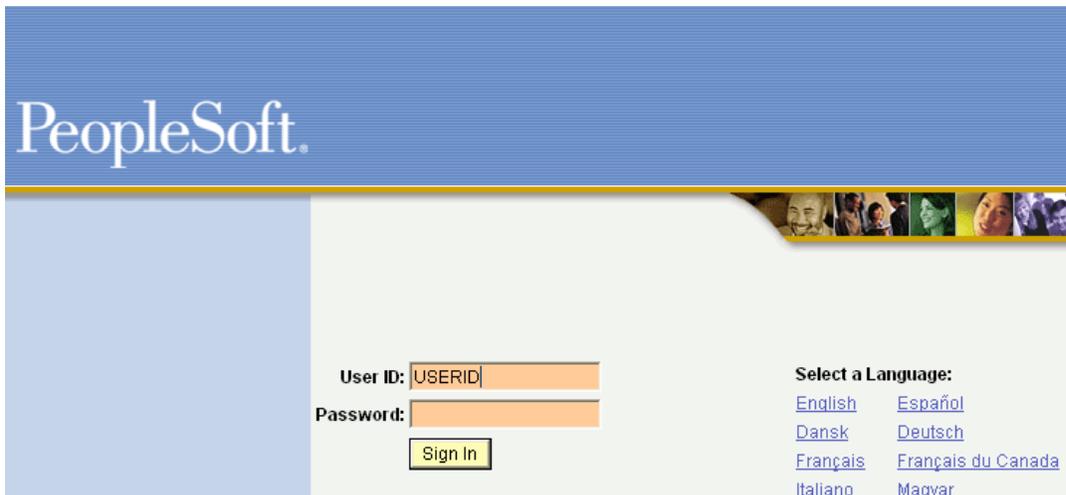


The PeopleSoft sign on page should then display and you can sign-on to the PeopleSoft system. Your ID and PASSWORD are entered in UPPERCASE.

Your ID is the first four characters of your last name and the last 4 digits of your social security number.

Your password is assigned to you and you should change it every so often. It is important that you login stays secure because there is lots of sensitive information.

If you attempt to login to the system 3 times incorrectly, you will be locked out of the system. If this happens, or you have forgotten your password, you will need to contact the IT Help Desk at X1234 to have them unlock or reset your password.



## Monitoring and Approving Time for your Employees

The task of the supervisor in the timecard system is the review and approval of employee timecards. These employees are the ones that are under your direction and supervision. You may be asked to approve timecards for another supervisor if they are not available. You will then be identified in the system as the supervisor backup. If there are any timecards that are not correct, you can change them and then notify the employee that they have been changed. The employee should have approved their timecards before you approve them but it will not stop you from approving them if the employee has not approved it first.

Timecards should be approved every week by Monday.

Using the left-hand navigation menu, click on the SPR Timecards menu and then “[Administer Timecards](#)” link.



You will then see the Timecard Administration blank page.



The TC Group should be populated for your department. If it is not, select a TC Group by clicking on the look-up Prompt . You will select your department and it should be the only one that is displayed.

## Look Up TC Group

Search by: Timecard Group  begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

### Search Results

View All First  1 of 1  Last

<u>Timecard Group</u>	<u>Description</u>	<u>Short Description</u>	<u>Status</u>
<a href="#">DSD</a>	Development Services Dept.	DSD	Active

The Pay Run ID should be populated with the active pay run. If not, select an Pay Run ID by clicking on the look-up Prompt . You will select the Run ID for the active weeks that you are approving. The only time you would select a Run-ID other than the active is in the brief window where the previous run is Still Processing and the new Run-Id has started.

## Look Up Pay Run ID

Search by: Pay Run ID  begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

### Search Results

View All First  1-19 of 19  Last

<u>Pay Run ID</u>	<u>Pay Period End Date</u>	<u>Description</u>
<a href="#">0726</a>	12/22/2007	FUTURE
<a href="#">0725</a>	12/08/2007	FUTURE
<a href="#">0724</a>	11/24/2007	FUTURE
<a href="#">0723</a>	11/10/2007	FUTURE
<a href="#">0722</a>	10/27/2007	FUTURE
<a href="#">0721</a>	10/13/2007	FUTURE
<a href="#">0720</a>	09/29/2007	FUTURE
<a href="#">0719</a>	09/15/2007	FUTURE
<a href="#">0718</a>	09/01/2007	FUTURE
<a href="#">0717</a>	08/18/2007	ACTIVE
<a href="#">0716</a>	08/04/2007	PROCESS
<a href="#">0715</a>	07/21/2007	HISTORY
<a href="#">0714</a>	07/07/2007	HISTORY
<a href="#">0713</a>	06/23/2007	HISTORY

Click on the Refresh button and it will then populate the timecards that you have access to as a supervisor or backup supervisor. There are two lines per person because each timecard is for only one week and there are two weeks in a "Run."

The screenshot displays the PeopleSoft Timecard Administration interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. A search bar contains 'MS' and '1305'. Below the search bar, there are fields for 'Timecard Group', 'Crew Number', and 'Pay Run ID'. A 'Refresh' button is visible. The main area contains a table of timecard information with columns for Name, Wk #, Emp. Sta, Emp. Sub, D-Aud, Dept, Fmt, Hol, + Leave, + Norm, = Rep Pay, TC Warn, QT, DT, Acrd, and Qh. Hrs. The table lists 14 employees, each with two rows representing two weeks.

View TC	Browse	Name	Wk #	Emp. Sta	Emp. Sub	D-Aud	Dept	Fmt	Hol	+ Leave	+ Norm	= Rep Pay	TC Warn	QT	DT	Acrd	Qh. Hrs
View TC	Browse	Abels, Judith J.	Wk 1	Active									MISS No TC				
View TC	Browse	Abels, Judith J.	Wk 2	Active									MISS No TC				
View TC	Browse	Albedo, Margaret A.	Wk 1	Active									MISS No TC				
View TC	Browse	Albedo, Margaret A.	Wk 2	Active									MISS No TC				
View TC	Browse	Allen, Dorothy F.	Wk 1	Active									MISS No TC				
View TC	Browse	Allen, Dorothy F.	Wk 2	Active									MISS No TC				
View TC	Browse	Allen, Mitchell L.	Wk 1	Active									MISS No TC				
View TC	Browse	Allen, Mitchell L.	Wk 2	Active									MISS No TC				
View TC	Browse	Allen, Sharon L.	Wk 1	Active									MISS No TC				
View TC	Browse	Allen, Sharon L.	Wk 2	Active									MISS No TC				
View TC	Browse	Alvis, Lisa A.	Wk 1	Active									MISS No TC				
View TC	Browse	Alvis, Lisa A.	Wk 2	Active									MISS No TC				
View TC	Browse	Alvis, Rex J.	Wk 1	Active									MISS No TC				

## Crew Number

Press the prompt button to select the crew you wish to call up to approve. As a supervisor, you will only have access to your primary crew, or crews you have been selected as back-up for. This defaults to blank.

## Look Up Crew #

Search by:  begins with

[Advanced Lookup](#)

### Search Results

View All First  1-8 of 8  Last

Crew Number	Description	Short Description
<a href="#">000752</a>	Planning Manager	Mott
<a href="#">000761</a>	Community Services Manager	Puent
<a href="#">000762</a>	Code Enforcement Officer	Mott
<a href="#">000787</a>	Development Services Director	Grile
<a href="#">001045</a>	Department Assistant	Marx
<a href="#">001068</a>	Planner 3	Donovan
<a href="#">001338</a>	Planning Supervisor	Metzger
<a href="#">001375</a>	Planning Supervisor	Summers

## TC Filter

There is a drop down box that allows you to filter the timecards that are on your list. The one that is most used is filtering week 1 and week 2. If you filter by "Wk 1" it will only show you the timecards for that week. That way it is very easy to browse through those records to approve. You can do the same with "Wk2"

**Optional - Refresh after Selection(s)**

Crew #:  Workgroup:  TC Filter 1:  TC Filter 2:  TC Filter 3:

Pay Begin Dt:  Wk 2 Start Dt:  Pay End:

08/19/2007 08/26/2007 09/01/2007

Name	Wk #	Emp	Super	Dept Audit	Dept Head	Pvrl
lorrevik, Trudy Juanita	Wk 1	Activ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
lorrevik, Trudy Juanita	Wk 2	Activ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Directors  
No DAudApv  
No Dep Apv  
No Emp Apv  
No PyslApv  
No Sup Apv  
Overtime  
PyslEXCPTN  
RateAdjust  
Wk 1  
Wk2

[Customize](#) | [Find](#) | [View](#)

After you enter in Wk 1 into the TC Filter 1, you will need to click on the Refresh button to show just the week one records for your crew.

Refresh

TC Group:

CMO

Optional - Refresh after Selection(s)

Crew #:  Workgroup:  TC Filter 1:  TC Filter 2:  TC Filter 3:

Pay Run ID:

0718

Pay Begin Dt: Wk 2 Start Dt: Pay End Date:  
08/19/2007 08/26/2007 09/01/2007

Timecard Information												Customize	Find	View All	First
<a href="#">View TC</a>	<a href="#">Browse</a>	EmplID	Name	Wk #	Empl Sts	Empl	Super	Dept Audit	Dept Head	Pvrl	Hol	+ Leave	+ ↓		
<a href="#">View TC</a>	<a href="#">Browse</a>	1656	Borrevik,Trudy Juanita	Wk 1	Active	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40		
<a href="#">View TC</a>	<a href="#">Browse</a>	1804	Griesel,Courtney M	Wk 1	Active	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32		
<a href="#">View TC</a>	<a href="#">Browse</a>	1183	Grimaldi,Gino C.	Wk 1	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40		
<a href="#">View TC</a>	<a href="#">Browse</a>	1703	Laudati,Niel	Wk 1	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

# Browse TC

Timecard Administration | Browse TC

TC Group: DSD Crew #: 000787 Run ID: 0715 Wk #: Wk 2 Job CD: 168237 Union: NON BGU: 0 FLSA Stat: Exempt

EmpID: 1080 Rec #: 0 Name: Puent, David James Reg/Temp: Regular Std Hrs/Wk: 40.00

Empl Approval  
 Super Approval  
 Dept Audit Approval  
 Dept Head Approval  
 Payroll Approval

View TC

Timecard Details Customize | Find | First 1-3 of 3 Last

Main

Labor Cd	Erncod	Rt Adj ID	Adj Rt	Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	Hrs WTD	Off Cycle ?	Employee Comment
ALLOCATE	SIC											N	
ALLOCATE	VAC				8.00	8.00	8.00	8.00	8.00		40.00	N	
ALLOCATE	REG											N	
Totals													
				Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hrs WTD		
					8.00	8.00	8.00	8.00	8.00		40.00		

Adjustment Detail

Punch Details

Training Details

Hol:	+ Leave:	+ Norm:	= Reg Hrs:	OT Hrs:	DT Hrs:	Acord:	Oth Hrs:	Amount:
	40.00		40.00					

View TC Punches | List Crewsheets

Timecard Administration | Browse TC

## General Information

You can use the “Browse TC” page in the Timecard Administration area to review and approve your Employee’s time. This feature allows quick access to view the timecards, however you cannot modify any employee time here. If you need to perform an operation on an employee’s timecard other than approving it, you must use the “View TC” link to go to the employee’s timecard page for corrections. From there, you can make any changes that may be necessary before approving the employee’s time.

## Approval Checkboxes

Check the [Super Approval] box for the employee timecard if you approve the time as entered. It will automatically save the approval check mark.

## Navigation Buttons

Use the [Previous] and [Next] buttons to scroll through each timecards you have access to on the “Timecard Administration” page.

## Timecard Information Columns

### View TC

You can access any of crew's timecards by selecting the [View TC] link next to the person/week you wish to see. A new page will pop up with the employees Timecard. Follow the instructions for entering in an employee timecard if you need to make any changes.

### Browse

This activates the "Browse TC" Tab and brings up the employee you select from the list. The "Browse TC" page is discussed later in this document.

Timecard Administration Browse TC

TC Group: Crew #: Run ID: Wk #: Job CD: Union: BGU: FLSA Stat:  Empl Approval  
 DSD 000752 0714 Wk 2 199267 OPE 1 Exempt  Super Approval

EmpID: Rec #: Name: Reg/Temp Std Hrs/Wk:  Dept Audit Approval  
 1373 0 Gale, Kitti M Regular 40.00  Dept Head Approval  Payroll Approval

View TC HOLIDAY WEEK <- Previous Next ->

Timecard Details Customize | Find | First 1 of 2 Last

Labor Cd	Emrod	Rt Adj ID	Adj Rt	Sun 7/1	Mon 7/2	Tue 7/3	Wed 7/4	Thu 7/5	Fri 7/6	Sat 7/7	Hrs WTD	Off Cycle ?	Employee Comment
210-63621	HOL						8.00				8.00	N	Independence Day
210-63621	REG				8.00	8.00		8.00	8.00		32.00	N	
Totals					8.00	8.00	8.00	8.00	8.00		40.00		

Adjustment Detail

Punch Details

Training Details

### Empid and Name

This shows the Employee ID number and the Employee Name.

### Wk #

Timecards are completed on a weekly basis. Run-ID's are a 2-week period. Week # indicates which week (1 or 2) the given timecard is for in the given Run-ID.

### Empl Sts

The Employee Status column displays the status the HR has entered for the employee. Typically, this should be "Active". However, if an employee is on leave, recently terminated or other, this status may reflect those situations.

## **Empl, Super, Dept Audit, Dept Head, and Pyrl Checkboxes**

These checkboxes indicate who in the process has signed off on the timecards. If a box is checked, then that person has signed off and accepted the timecard as it was entered.

## **Hours Columns**

The Timecard Home page will display hours in each of the categories seen. (Holiday, Leave, Norm (Regular), Overtime, Accumulated Hours (Acrd - Comp Time), Other Hours, and finally Adjustment amounts).

## **Adjustment Present**

Adjustment Present is a check box that is used for Department Admin or Payroll for verifying an adjustment amount.

## **Crew**

This field displays that crew that this employee is in. The crew is the group that one person supervises in a department or division.

## **TC Warn**

This red indicator will alert you if the employee is Missing a timecard, or has entered regular hours <> 40. The "Not 40" warning can be ignored if they do not typically work 40 hours, or if that week they truly had an exception.

## **Other Info**

This column may have warnings if the employee's current profile is out of synch with HR Data, or they are a contractor and not being paid through Payroll, or other important information about the employee.

## **Department Head Approval**

Payroll will not lock down the timecards until all department heads have approved their department timecards.



The Department Head can either approve the timecards Week 1 then Week 2 or else they can approve all the timecards for the two weeks.

### Dept Head Approve All TCs

The Dept Head Approve All TCs button allows the department head to click this one button to approve all of the timecards for the two week period for all employee timecards in the department. You can approve them this way or else go through the Browse TC to approve them one at a time

### Dept Head Approve Week 1

The Dept Head Approve Week 1 button allows the department head to click this one button to approve all of the timecards for week 1 for all employee timecards in the department. You can approve them this way or else go through the Browse TC to approve them one at a time

### Dept Head Approve Week 2

The Dept Head Approve Week 2 button allows the department head to click this one button to approve all of the timecards for week 2 for all employee timecards in the department. You can approve them this way or else go through the Browse TC to approve them one at a time

## Correcting Timecards

If you find that there is information on a timecard that you are reviewing and approving that is incorrect, you may change the timecard and notify the employee that you have changed it.

The same instructions that are used for an employee entering in their timecard is the same documentation that you would use to correct a timecard. Please use the employee timecard entry documentation for entering in to an employee timecard.

Once you change the employee timecard and save it, the employee approval will become unchecked. It is one of the indications to the employee that their timecard has been changed. The employee will then have to go back in and reapprove their timecard.

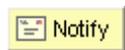
NOTE: After you change an employees timecard, you will have to click the RED X at the top right of the page to exit out of the timecard and go back to the main Administer Timecard page. You do not use the RED X to exit out of PeopleSoft only out of an employee timecard if you are in administer timecard.

## Notifying the Employee

Once you change the employee's timecard, an email will automatically be sent to notify the employee that they need to reapprove their timecard.

If you would like to add more comments you can also send the employee an additional email.

To notify the employee, click on the Notify button at the bottom of the page.



## Send Notification Page

A new page will open that will have the standard format for an email. You can enter their email address into the To: field or else you can click on the Lookup Recipient link.

## Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.

Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details		<a href="#">Lookup Recipient</a>	<a href="#">Delivery Options</a>
To:	<input type="text"/>		
CC:	<input type="text"/>		
BCC:	<input type="text"/>		
Priority:	<input type="button" value="v"/>		
Subject:	<input type="text" value="&lt;Enter Subject here&gt;"/>		
Template	Workflow Notification		
Text:	Priority: %NotificationPriority		
	Date Sent: 2007-08-07		
Message:	<input type="text"/>		

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.

Click Apply to send this notification and remain on this page.

<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	<input type="button" value="Apply"/>
-----------------------------------	---------------------------------------	--------------------------------------

## Lookup Recipient Address Link

When you open up the recipient link, it will give you a page that had the Recipient Search at the top.

Enter in the first characters of the person's last name.

Click the Search button. It will give you a list of employees that start with those characters.

Click on the To: check box besides the employee you are sending the notify to. Click on the Add to Recipient List button.

Click on the OK button.

Send Notification

### Lookup Address

Recipient Search

Name:

---

Search Results Customize | Find | View All | First 1 of 1 Last

To	cc	bcc	Recipient	Email Address	User ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Recipient List

To:

CC:

BCC:

Send Notification

### Lookup Address

Recipient Search

Name:

---

Search Results Customize | Find | View All | First 1-12 of 12 Last

To	cc	bcc	Recipient	Email Address
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adair,Debbie Sue	dadair@ci.springfield.or.us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Akins,Scott Ellis	sakins@ci.springfield.or.us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aldaco,Lluvia Alondra	laldaco@ci.springfield.or.us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allen,Joseph	dadair@ci.springfield.or.us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allen,Mark Andrew	mallen@ci.springfield.or.us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allocco,Louis M	sakins@ci.springfield.or.us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allocco,Mary E	mallocco@ci.springfield.or.us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amundson,Allan Addebe	aamundson@ci.springfield.or.us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Archer,James Scott	jarcher@ci.springfield.or.us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Atkinson,Scott B	satkinson@ci.springfield.or.us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Awmilller,Marilyn M.	mawmilller@ci.springfield.or.us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AUDITOR	

Recipient List

To:

CC:

BCC:

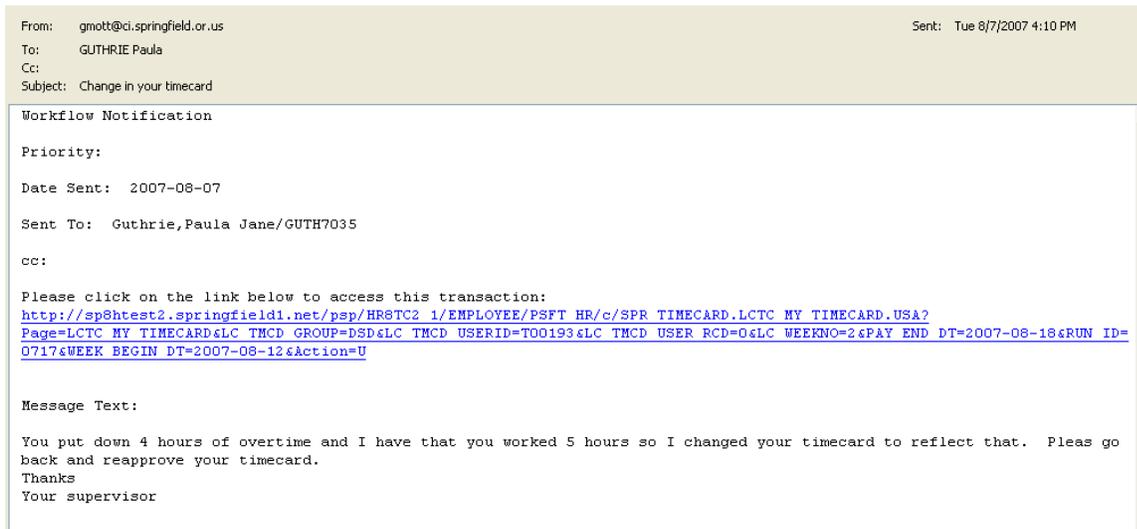
## Enter Subject

Enter in the Subject for this notification. It should say something to the effect of "Change in your timecard."

## Message

Do not change anything that is in the Template Text: box. Enter in the message of the change that you made to the timecard. For example: "You put down 4 hours of overtime and I have that you worked 5 hours so I changed your timecard to reflect that. Please go back to your timecard and reapprove it."

This is what the message will look like to the employee that they receive in their Outlook email account.



# **DEPARTMENT ADMININSTRATOR**

## **Time Entry - Training Guide**

Created September 2007

## Logging into the Network

9. The IT department assigns you a network login when you start at the City. If you have not logged into the network, you can request your login and password from the IT Help Desk at x1234.
10. Turn on the computer.
11. It will then give you a screen to log into Windows by pressing the CTRL key and the ALT key and the DEL key at the same time
12. If this is your desk computer, it will already enter in the username. If the username is not yours then you need to enter in your username
13. Enter in your first initial followed by your last name and then the "@" symbol then springfield1.net.

Example: [hsimpson@springfield1.net](mailto:hsimpson@springfield1.net)

14. Enter in your password
15. Click on the OK button
16. You will then be logged into the City of Springfield network.

## Reaching and Logging on to PeopleSoft HRMS

3. Launch the browser (Internet Explorer)  and navigate to Springboard.  
<http://springboard>

2. From Springboard, you will Select Employee Self Service by clicking on the picture or the "Employee Self Service" text.



The PeopleSoft sign on page should then display and you can sign-on to the PeopleSoft system. Your ID and PASSWORD must be entered in UPPERCASE.

Your ID is the first four characters of your last name, followed by the last 4 digits of your social security number.

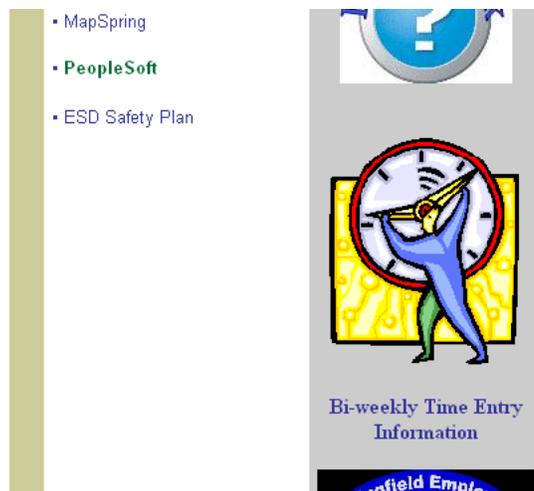
Your password is assigned to you and you should change it every so often. It is important that your login stays secure because there is lots of sensitive information. You can follow the instructions under ePay on how to change your password.

If you attempt to login to the system 3 times incorrectly, you will be locked out of the system. If this happens, or you have forgotten your password, you will need to contact the IT Help Desk at X1234 to have them unlock or reset your password.



## Training Database

For training, we are using a copy of the production database. You can reach it by going to Springboard. From the main page, click on the Time Entry link. At the top of the page, is the link to training database.



## Overview

Department Administration employees for time entry have the responsibility of:

1. Making sure that the information is correct for the employee to enter in their timecard (profiles) and updating information as needed

2. Reviewing and approving timecards before supervisor or department heads have approved them to make sure entries look correct
3. Answering questions that employees may be having regarding entering in their time

## SPR Timecards



### *Administer Timecard*

Administer timecards are two pages that you can navigate through several employee timecards and see what has been entered. This allows you to also check of the Dept Admin Approval if the timecard is correct.

#### **Navigate to SPR Timecards > Administer Timecards**

Use the "Timecard Administration Link" to bring up the Administer Timecards page in a separate window. This will allow Payroll the ability to reach individual timecards in an orderly fashion.

The screenshot shows a web application interface for Timecard Administration. On the left is a navigation menu with categories like 'My Favorites', 'Employee Self Service', and 'Administer Timecards'. The main area has a 'Timecard Administration' header and a 'Browse TC' sub-header. Below this are search filters for 'TC Group' (with a search box containing 'PW'), 'Optional - Refresh after Selection(s)' (with fields for Crew #, Workgroup, and three TC Filters), and 'Pay Run ID' (with a search box containing '0720'). A date range is shown as 'Pay Begin Dt: Wk 2 Start Dt: Pay End Date: 09/29/2007'. Below the filters is a table titled 'Timecard Information' with columns: View TC, Browse, Empl ID, Name, Wk #, Empl Sts, Empl, Super, Dept Audit, Dept Head, Pwrt, Hol, and + Leave. The first row of the table has a mouse cursor pointing to the 'View TC' link.

## *Dynamic Profile Report*

See other documentation regarding how to work with the Dynamic Profile Report

## *Dynamic TC Report*

See other documentation regarding how to work with Dynamic TC Report

## *Workgroups - Setup*

## **What is a workgroup?**

A workgroup is a list of employees that supervisors or administrators can create and use to make their jobs easier. For example, if a supervisor in the Police Department has a crew that includes people on multiple shifts, and it would be easier for them to process these employees by shift, then they can create workgroups that allow the supervisor to split the employees out. They could also be used to track employees by the type of work they may be doing, such as road crew vs tree crew. Workgroups are a convenience tool and it is up to the workgroup creator to maintain their lists.

\*\* NOTE – Workgroups can be used in any fashion you wish, but they do not grant or rescind security access to an employee by a supervisor or administrator in any way, even if you share the list with another supervisor that may only have access to some of the employees on it. If that supervisor uses the list, then they will only see employees they have access to appear. Employees can be placed in multiple workgroups.

## Setting up a New Workgroup

Navigate to SPR Timecards > Workgroups - Setup

**Workgroup Setup**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

**Timecard Group:** begins with

**Workgroup ID:** begins with

**Description:** begins with

**Publish EIP**

**User ID:** begins with

**Case Sensitive**

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Click on the Add a New Value Tab

**Workgroup Setup**

[Find an Existing Value](#) **Add a New Value**

Timecard Group:  

Workgroup ID:

[Find an Existing Value](#) | [Add a New Value](#)

Enter in your Timecard Group or select it from the magnifying glass dropdown list.

Enter in a Workgroup ID. This ID can be anything that helps you identify the group easily.

Click on the Add Button

[New \](#)

**Workgroup Setup**

Timecard Group: PW    Workgroup ID: ROAD CREW    Description:     Sort Code:  

**Current Members**    [Customize](#) | [Find](#) | [View All](#) |     First  1 of 1  Last

Name	TC UserID	Rec #		
<input type="text"/> 	<input type="text"/> 	0 	<input type="button" value="+"/>	<input type="button" value="-"/>

**Share This Group**

On the workgroup setup page, enter in a description and add employees.

The easiest way to add members is to type in their last name and hit tab. If you enter enough of their name, then it will automatically find the employee and add them.

If you are unsure of the name or several people share a similar last name, then you can use the lookup prompts on either the name or TC UserID fields to find them.



**Last Updated Date-Time Stamp: Last Updated User Name:**



To share this group with others besides yourself, check the “Share This Group” check box. Enter in names of supervisors, managers, and dept admin with whom you would like to share this group.

Sharing a group will allow the individual to both use the group in the administer timecards page AND to update it. If you want to be the only person who can modify the workgroup definition, check the “Only allow me to Update Workgroup Setup” checkbox.

## Using the Workgroup in Administer Timecards

Enter the Administer Timecards page.

Either type in your workgroup name, or use the prompt to look it up.

Press the “Refresh” button.

You can use workgroup in combination with any other filter as well.

**Timecard Administration** Browse TC

---

Refresh

TC Group:

Optional - Refresh after Selection(s)

Crew #:  Workgroup:  TC Filter 1:  TC Filter 2:  TC Filter 3:

Pay Run ID:  Pay Begin Dt: Wk 2 Start Dt: Pay End Date:

08/18/2007

Timecard Information												
Customize   Find   View All												
View TC	Browse	EmplID	Name	Wk #	Empl Sts	Empl	Super	Dept Audit	Dept Head	Pvrl	Hol	+ Leave
<a href="#">View TC</a>	<a href="#">Browse</a>					<input type="checkbox"/>						

### Delete a Workgroup

If there is a workgroup that you are no longer using, you can delete that group.

Navigate to SPR Timecards > Delete a Workgroup

Enter in the Timecard Group and the Workgroup ID number.

Click on the Delete Workgroup Button.

**Delete A Workgroup**

---

Timecard Group

Workgroup ID

# Spr Custom Menu

The SPR Custom menu has menu items that you can use.

- ▼ Spr Custom
  - [Employee Evaluation Report \(C\)](#)
  - [Paysheet Edit \(S\)](#)
  - [Timecard Crew Report](#)
  - [Leave Benefit Request](#)

## Timecard Crew Report

This report will give you a list of Supervisors and who is in their crew.



Report ID: TC\_CREW

### Timecard Crew

Page No. 1  
Run Date 8/16/2007  
Run Time 1:30:20 PM

Group	TC User ID	Eff Date	Emplid	Name	Position Nbr	Jobcode
<b>CMO</b>	<b>000001</b>	City Manager		Grimaldi		
	T00061	7/1/2006	1108	Wilson, Julie Martinez	00001041	169120
	T00110	5/1/2006	1183	Grimaldi, Gino C.	00000001	188007
	T00305	7/1/2006	1578	Sowa, Amy L.	00001042	243342
	T00372	5/1/2007	1703	Laudati, Niel	00001351	161060
	T00507	4/30/2007	1821	Towery, Jeffrey Raymond	00000002	188107
<b>000002</b>	Assistant City Manager			Towery		
	T00075	7/1/2007	1131	Tamulonis, John B.	00000887	188237
<b>000887</b>	Community Development Mgr			Tamulonis		
	T00452	12/4/2006	1804	Griesel, Courtney M	00001388	199367
<b>001041</b>	Administrative Coordinator			Wilson		
	T00342	10/8/2006	1656	Borrevik, Trudy Juanita	00001180	21936N
<b>COURT</b>						
<b>000153</b>	Court Supervisor			Cunningham		

## ***Leave Benefit Request***

See other documentation regarding how to use Leave Benefit Request.

## **Setup HRMS – SPR Timecard Setups**



### ***Crews***

Crews are groups of employees that are supervised. Most of the time a crew is only supervised by one person but there could be alternate supervisors that could be in charge of the group from a timecard status when the primary supervisor is gone.

**Navigate to Set Up HRMS > SPR Timecard Setups > Crews**

The timecard group will only allow you to look at your own department. When you click on the timecard group search for your department it will list the crews that are setup.

**Menu**

Search:

- > My Favorites
- > Employee Self Service
- > SPR Timecards
- > Spr Custom
- > Workforce Administration
- > Benefits
- > North American Payroll
- > Workforce Development
- > Set Up HRMS
  - ▾ SPR Timecard Setups
    - Crews
    - Profiles
    - Rate Adjustments - By Employee
- > Worklist
- > Reporting Tools
- > PeopleTools
  - Change My Password
  - My Personalizations
  - My Dictionary

### Crew Sheet Setup

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Search by: Timecard Group  begins with

Include History  Correct History

[Search](#) | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

### Crew Sheet Setup

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Search by: Timecard Group  begins with

Include History  Correct History

[Search](#) | [Advanced Search](#)

### Search Results

View All

First  1-4 of 4  Last

Timecard Group	Crew Number	Description	Short Description
<a href="#">CMO</a>	000001	City Manager	Grimaldi
<a href="#">CMO</a>	000002	Assistant City Manager	Towery
<a href="#">CMO</a>	000887	Community Development Mgr	Tamulonis
<a href="#">CMO</a>	001041	Administrative Coordinator	Wilson

## To Add A New Crew Leader

Before you add a new crew, you will need to know the supervisor's position number. That is the key to how the crews are setup.

Click on the Add a New Value tab to add a new crew group.

The timecard group should be the department you are in.

You can click on the magnifying glass to see the groups that are available for you.

Crew Number is equal to the supervisor's **position** number. You will need to add the appropriate number of zero's to fill the cell.

Click on the Add button

## Crew Sheet Setup

[Find an Existing Value](#) **Add a New Value**

**Timecard Group:**  

**Crew Number:**

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

It will take you to the Crew Setup page.

The Scroll Area shows:

- Effective date of when the crew was setup
- Is this an active or inactive Crew?
- Enter in the classification description of the supervisor
- Enter in the Last Name of the supervisor for this crew

## Crew Setup

Timecard Group: FIRE  
Crew Number: 000274

Scroll Area Find | View All First 1 of 1 Last

Effective Date: 01/01/1900 Status: Active

Description: Deputy Chief Operations Short Description: Walker

Crew Supervision Customize | Find | View 3 | First 1-4 of 4 Last

Reports To	Name	Description	Primary Supervisor	Read Only
1 00000252	Hollenbeck, Rebecca L.	Departmental Assistant	<input type="checkbox"/>	<input type="checkbox"/>
2 00000274	Walker, Mark C.	Dep Chief Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 00001100	Gates, Melanie J	F&LS Program Technician	<input type="checkbox"/>	<input type="checkbox"/>
4 00000278	Gerard, Alan M.	Dep Chief Prev/Hazmat	<input type="checkbox"/>	<input type="checkbox"/>

Link to Profile

Crew Members Customize | Find | View All | First 1-4 of 4 Last

Link to Profile	Name	Timecard UserID	Record #	Department
Link to Profile	Hocking, Bruce E.	T00048	0	35000
Link to Profile	Esselstyn, Paul Byron	T00055	0	35000
Link to Profile	Burwell, Dana C.	T00091	0	35000
Link to Profile	Kronser, Jeffrey A.	T00137	0	35000

## Crew Supervision

- Enter in the Position Number or select it from the magnifying glass on the primary supervisor.
- To add another person, click on the plus symbol on the right hand side of the crew supervision line.
- Make sure that Primary Supervisor box is checked for the primary supervisor. If there is another supervisor and you want them to see the employees in this group, you can check them as a primary supervisor too.
- Add the supervisor position number for any supervisor that will back up the primary
- Add the Department Admin employees for this crew
- If there is a person that you want to be able to view only this crew, you can add them and check the read only box. They can view but not change any records.
- Click on the Save button at the bottom of the page.

## Crew Members

- Reporting to a Supervisor is set up in Profile and appears as a “view only” section in crew set up. This shows the list of employees for this crew.

## Profiles

Profiles are records for each employee that is setup with additional information just for time entry. Every employee paid through the People Soft system will have an individual Time Card and Profile. Profile is where you will set up the parameters for an employee's timecard.

Most information will come over from PS job data in a nightly refresh process, but you can update this page or create a new hire if needed on rare occasions. Most of the time you should wait until the new employee record is added through the employee hire and then created in profile. The effective date is very sensitive for employees! If an employee is transferred to another department, or is taking another job, the date will affect their timecard. Always add a row to update information, this builds a history file.

**Navigate to Set Up HRMS > SPR Timecard Setups > Profiles**

Enter the employee's ID number or name in the "Find an Existing Value" tab.

The employee should show up. If record does not exist, contact Payroll for more information.

**Menu** 

**Search:**  

- > My Favorites
- > Employee Self Service
- > SPR Timecards
- > Spr Custom
- > Workforce Administration
- > Benefits
- > North American Payroll
- > Workforce Development
- > Set Up HRMS
  - ▾ SPR Timecard Setups
    - Crews
    - Profiles
    - Rate Adjustments - By Employee
- > Worklist
- > Reporting Tools
- > PeopleTools
  - [Change My Password](#)
  - [My Personalizations](#)
  - [My Dictionary](#)

### Profile Setup

Enter any information you have and click Search. Leave fields blank for a list of all valu

---

**Timecard UserID:**    
**TCUser Rcd #:**    
**Name:**    
**EmpID:**    
**Department:**    
**Status as of Effective Date:**     
**Crew Number:**    
**Schedule ID:**    
**Rate Adj to Use for Leave:**    
**Finance Department:**    
**Fund Code:**

Include History
  Correct History
  Case Sensitive

[Basic Search](#)

[Save Search Criteria](#)

There are only three things that you will add for a new employee.

- Crew that this employee belongs to
- Account Codes
- Allow Vacation during probation check box

**User Profile**

TC User ID: T00524    Record #: 0    EmpID: 1838    Name: Simpson, Homer J    User ID: SIMP4333

**Effective Dated Profile Settings**    Find | View All    First 1 of 1 Last

Effective Date: 09/02/2007     Active    Timecard Group: PW    Employee Status: Active     Allow Vacation During Probation

Emp Type: SPR Emp    DeptID: 62000 Public Works    Standard Hours: Std Hrs/Day 8.00    Std Hrs/Wk 40.00

Crew: 001013 GIS Supervisor Melick

[View/Update Assigned Account Codes](#)

**HR Driven Job Information**

Position: 00001234 GIS Technician    Job Code: 018362 GIS Technician

Union/BU: OPE Oregon Public Employees Union    FLSA Status: Nonexempl    Hol Sched

**Laborcode Allocations**    Find | First 1 of 1 Last

Account Code	Distrib %

## Enter Crew Information

This is where you will put each employee into a Supervisor’s Crew. An employee not assigned to a **Crew** yet, will say “NEW” If an employee is inactive or a department head, they will have a crew of “NEW”. If they are not either one of these, then they need to have a crew number entered.

Click on the magnifying glass and all Crews available to your department will come up for selection. Click the supervisor that will be reviewing this employee’s timecard and SAVE.

If you update information in the crew field, it will automatically send an email to HR to allow them to update the information in the Job Record.

**User Profile**

TC User ID: T00524    Record #: 0    EmpID: 1838    Name: Simpson, Homer J    User ID: SIMP4333

**Effective Dated Profile Settings**    Find | View All    First 1 of 1 Last

Effective Date: 09/02/2007    Active    Timecard Group: PW    Employee Status: Active    Allow Vacation During Probation

Emp Type: SPR Emp    DeptID: 62000 Public Works    Standard Hours: Std Hrs/Day 8.00, Std Hrs/Wk 40.00  
 Crew: 001013 GIS Supervisor Melick

[View/Update Assigned Account Codes](#)

**HR Driven Job Information**

Position: 00001234 GIS Technician    Job Code: 018362 GIS Technician  
 Union/BU: OPE Oregon Public Employees Union    FLSA Status: Nonexempl    Hol Sched

Labor Allocation

## View/Update Assigned Account Codes

After setting up an employee in a specific crew, the next step is to assign Account Codes to the employee. The purpose of assigned account codes, is to minimize the options a person has to choose from in order to fill out their timesheet, creating a more simplified and efficient system. There are over 300,000 account codes in the PS system, and we want to reduce the confusion and possibility of errors.

Click on the following link displayed in the center of the Profile Page:

[View/Update Assigned Laborcodes](#)

: User ID: 00353    Record #: 0    EmpID: 1671    Name: Riopelle, Jeanette R

**Laborcodes Assigned**    Customize | Find | View All | First 1 of 1 Last

C Group	Labor Code	Description	Short Description	Set As Default	Default for Leave
IN	100-22000	GenFund-Finance	Finance	<input type="checkbox"/>	<input type="checkbox"/>

Add a row for each account code the employee needs to have shown on their timecard.

Use the magnifying glass lookup for account code.

The Set As Default check box is for the account code that you want as a default when a timecard is open that does not have a template setup. Every employee needs to have one account that is set as a default.

The Default for Leave check box is the account code that you want as a default for leaves. For example, when a holiday is automatically loaded, it needs to have the default for the leave account that it should use. Every employee needs to have one account that is set as a default for leave.

Each employee should have a set as default and default for leave account code checked.

TC User ID: T00524    Record #: 0    EmplID: 1838    Name: Simpson,Homer J

Laborcodes Assigned						Customize	Find	First	1-5 of 6	Last
TC Group	Account Code	Description	Short Description	Set As Default	Default for Leave					
PW	611-62244	San Sew-Drainage P	Drain Plan	<input type="checkbox"/>	<input type="checkbox"/>					+ -
PW	617-62211-P10667	Strm Dr-Public Wor-Millrace Flow Control	PW Admin	<input type="checkbox"/>	<input type="checkbox"/>					+ -
PW	617-62211-P20315	Strm Dr-Public Wor-Hood River Mgmt Daisy Easement	PW Admin	<input type="checkbox"/>	<input type="checkbox"/>					+ -
PW	617-62244	Strm Dr-Drainage P	Drain Plan	<input type="checkbox"/>	<input type="checkbox"/>					+ -
PW	719-62221	SDC Admn-Technical	Tech Serv	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					+ -

Return to Profile Data

Click on the Return to Profile Data button.

Click on the SAVE button.

## **Allow Vacation During Probation**

If a new employee is hired with a bonus of front loaded vacation hours, then you need to check this box. It allows the employee to use their front loaded vacation hours before they have been here for 6 months. Do not check this unless you know that the new employee has been given the vacation when they were hired.

### ***Rate Adjustments - By Employee (AIC)***

AIC pay can now be processed through the time-card system. When an employee will be serving as Acting-In-Capacity for a supervisor, rather than filling out a PAF and having payroll calculate the AIC pay; a designated person in each department can go into the system and set up the parameters for the employee to enter hours into their timecard. Right now the duties are given to the Department Admin person for the department.

#### **Navigate to Set Up HRMS > SPR Timecard Setups > Rate Adjustments – By Employee**

The two most common AIC scenarios are an employee receiving a % increase or a different grade/step adjustment. Both can be handled in this screen.

When you go into the page of Find an Existing Value, click on the Search button to see if there are any rate adjustments records for your department. If there is an AIC record for this employee, use that record and just add a new row. If there is not a record for this employee, then you need to [Add a New Value](#).

## Rate Adjustment by Employee

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

---

**Rate Adjustment ID:** begins with

**Timecard UserID:** begins with  

**Timecard User Record #:** =  

**Name:** begins with

**EmplID:** begins with

**Department:** begins with

**Job Code:** begins with

**Adjustment Type:** =

**Lower Rate for Leave Hours**

**Begin Date:** =  

**HR Status:** =

**Include History**  **Correct History**  **Case Sensitive**

[Basic Search](#)  [Save Search Criteria](#)

No matching values were found.

### Add a New Value

Click on the [Add a New Value](#) tab

Enter in the new Rate Adjustment ID.

This will be "AIC" followed by 4 spaces and the employee id number.

Click on the Add button

## Rate Adjustment by Employee

[Find an Existing Value](#)

**Add a New Value**

Rate Adjustment ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

### Add a Row

If from doing a search of your department, you see an employee has an AIC record, you can select that record and add a new row instead of adding a new record.

Call up the record

Click on the plus button to add a new row

Change the information that is needed for this new AIC request

### Job Change

## Rate Adjustment ID:

AIC 1838

Effective Dated Rate Adj Info							Find   View All	First	1 of 2	Last
<b>Employee Information</b>										
'Timecard UserID:		Simpson, Homer J			Record #:		0			
EmpID:	DeptID:	Job Code:		Grade:	Step:	Hrly Rate:				
1838	62000	018362 GIS Technician		122	1	\$20.539273				
<b>Union Code:</b>										
OPE Oregon Public Employees Union										
<b>Effective Date:</b>		<b>Description:</b>		<b>Adjustment Type:</b>		<input checked="" type="checkbox"/> Active				
09/01/2007		Maintenance Supervisor		Job Change		<input type="checkbox"/> Department Approval Status				
<b>End Date:</b>		<input type="checkbox"/> Rate is for Leave Hrs								
09/08/2008										
<b>Job Code:</b>		<b>Union:</b>	<b>Grade:</b>	<b>Step:</b>	<b>Rate Applied to Emp:</b>	<b>% Change:</b>				
899420		AFS	420	1	\$21.566000	5.00				
<b>Comment:</b>										
Covering for Gory Thompson while he is on vacation.										

Begin and End dates will control when the employee can add hours to the rate adjustment box on their timesheet.

Adjustment Type will be "Job Change"

Use the look up button to find the job code of the AIC position.

Double check that the Grade/Step/ Rate are correct.

Add a row every time a new AIC situation arises. This will keep a historical account of Rate Adjustments.

## Percentage Change:

Rate Adjustment ID:  
AIC 1838

**Effective Dated Rate Adj Info** Find | View All First 1 of 1 Last

**Employee Information**

'Timecard UserID:	T00524	Simpson, Homer J	Record #:	0								
EmpID:	1838	DeptID:	62000	Job Code:	018362	GIS Technician	Grade:	122	Step:	1	Hrly Rate:	\$20.539273
Union Code:	OPE Oregon Public Employees Union											

**Effective Date:** 08/13/2007 **Description:** AIC for Planning Supervisor **Adjustment Type:** % Chg  Active  
 Department Approval Status  
 Rate is for Leave Hrs

**End Date:** 09/30/2007

**Calculation Percent:** 5.00 **Rate Applied to Emp:** \$21.570000 **% Change:** 5.02

**Comment:**  
Filling in for Jim Donovan

- Save
- Return to Search
- Previous in List
- Next in List
- Notify
- Add
- Update/Display
- Include History

Fill in the Begin and End dates, add the description and include the **5.00** percent.

# Job Code Override:

**Employee Rate Adjustment**   [Usage History](#)

**Rate Adjustment ID:**  
AIC 1838

**Effective Dated Rate Adj Info**   Find | View All   First 1 of 1 Last

**Employee Information**

<b>*Timecard UserID:</b> T00524	Simpson,Homer J	<b>Record #:</b> 0			
<b>EmplID:</b> 1838	<b>DeptID:</b> 62000	<b>Job Code:</b> 018362 GIS Technician	<b>Grade:</b> 122	<b>Step:</b> 1	<b>Hrly Rate:</b> \$20.539273
<b>Union Code:</b> OPE Oregon Public Employees Union					

**Effective Date:** 08/13/2007   **Description:** AIC for Planning Supervisor   **Adjustment Type:** JobCd Ovrc    **Active**  
 **Department Approval Status**  
**End Date:** 09/30/2007    **Rate is for Leave Hrs**

Job Code:	Union:	Grade:	Step:	Rate Applied to Emp:	% Change:
18911X Project Manager (Temporary)	NON	40	3	\$35.011618	70.46

**Comment:**  
Helping with time entry project.

Job Code Override gives you the flexibility to assign a step other than 1 to the AIC

# Rate Change:

Employee Rate Adjustment

Usage History

Rate Adjustment ID:

AIC 1838

Effective Dated Rate Adj Info				Find   View All		First	1 of 1	Last
<b>Employee Information</b>								
*Timecard UserID:			Simpson, Homer J			Record #:		
T00524						0		
EmplID:	DeptID:	Job Code:	Grade:	Step:	Hrly Rate:			
1838	62000	018362 GIS Technician	122	1	\$20.539273			
*Union Code:								
OPE Oregon Public Employees Union								
*Effective Date:		*Description:		*Adjustment Type:		<input checked="" type="checkbox"/> Active		
08/13/2007		AIC for Planning Supervisor		Rt Change		<input type="checkbox"/> Department Approval Status		
*End Date:						<input type="checkbox"/> Rate is for Leave Hrs		
09/30/2007								
*Adjusted Hourly Rate:			*Rate Applied to Emp:		% Change:			
\$50.000000			\$50.000000		143.44			
*Comment:								
Helping with time entry project.								

Rate change allows you to assign a specific hourly rate of pay.

If the time has passed on the AIC effective and end date, it will give you a message of EXPIRED

*Effective Date:	*Description:	*Adjustment Type:
08/13/2007	WORKING AIC FOR ROD LATHROP	Rt Change
*End Date:	*** EXPIRED ***	
09/30/2007		
*Adjusted Hourly Rate:	*Rate Applied to Emp:	
00.0000	\$50.0000	

## Employee Adjustments

If something was missed on an employee's pay after the employee has been paid, there needs to be an adjustment to the employee timecard on the next pay period. This adjustment is done through the adjustment page on the employee timecard.

### Navigate to SPR Timecards > Administer Timecards

Enter in the current Pay Run ID and click on the Refresh button. The TC Group should be entered already for you as your current department.

Click on the View TC link for the employee that needs to have the adjustment made.

The screenshot shows the 'Timecard Entries' page for employee 001041. The employee's details are: Union: NON, Barg Unit: 10/08/2003, Svc Mths: 47.0, Base Rate: 16.841032, Pay Rate: 16.841032. There are checkboxes for 'Dept Audit Approval' and 'Dept Head Approval'. Below this is a table of timecard entries for the week of 09/16/2007 through 09/22/2007 (Wk 1) (RunID 0720). The table has columns for Account Code, Activity Code, Earning Code, Activity, Rate ID, and days of the week (Sun 9/16, Mon 9/17, Tue 9/18, Wed 9/19, Thu 9/20, Fri 9/21, Sat 9/22). The entry for account code 100-01110 and activity 'Gen Ed/CMO Admin' shows green bars for all days of the week.

Click on the Adjustments button on their timecard page.

The screenshot shows the 'Adjustments' page. It has a 'Main' tab and a 'Status' tab. Below the tabs is a form with the following fields: Look Adj, Off Cycle, Adj Dt, Account Code, Act Cd, Ernod, Rate Adj ID, Adj Hrs, Adj Amt, and Adjustment Reason. There are search icons next to Account Code, Act Cd, Ernod, and Rate Adj ID. The Adj Hrs and Adj Amt fields have green bars. There are also '+' and '-' buttons at the bottom right of the form.

The page will come up that allows you to enter in the adjustment.

1. Enter in the adjustment date. This is the date that the hours or amount should have been given.
2. Enter in the account code.
3. Enter in the earning code that the hours or amount should have been charged to.
4. Enter in the Adjust Hours or the Adjust Amount.
5. Enter in the reason for the Adjustment.
6. You can click on the lock adjustment that will lock this adjustment so no one else can change it.
7. Click on the Save button to save this adjustment.
8. The Adjustment button on the timecard will turn red for the employee so they can then check on the button and view only the adjustment that was entered.
9. This adjustment will then be paid in the pay period that the adjustment was entered in but the adjustment hours or amount will be posted to the time period that it was supposed to be earned.

## New Employee Setup

- When a PAF is processed for a new employee. Payroll will enter them into the HRMS system and create a new emplid. An email will be sent to the Dept. Admin person and the IT dept.
- After the nightly refresh the Profile should be created for the new hire.
- The dept. admin person will then go in and set up the employees crew and account codes as needed.
- IT will create the People Soft log in and password for the employee.
- New Hire Orientation will take place on their first day at a specified time  
The usual paperwork from HR and Payroll will be filled out, then a hands-on computer orientation of Employee Self Service and Time Entry will be given.
- If possible, the IT department will also do their Outlook training at this time.

## PAF Change List

<b><u>Required PAF</u></b>
<b>Hire</b>
<b>Termination</b>
<b>Merit Increase</b>
<b>Promotion</b>
<b>Reclass</b>
<b>Position Change</b>
<b>Org. change</b>
<b>Additional Pay</b>

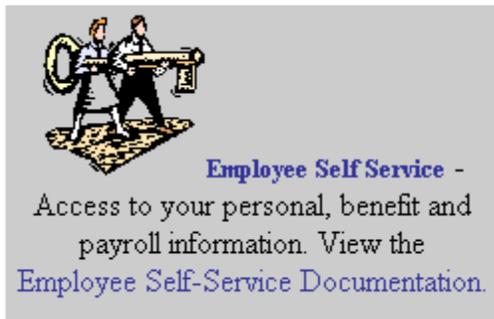
<b><u>No Longer Required</u></b>	<b><u>Handled in Time-Entry System</u></b>
<b>Reports To</b>	<b>“CREW” set up in Profile</b>
<b>FMLA</b>	<b>Set up in Leave Request</b>
<b>OFLA</b>	<b>Set up in Leave Request</b>
<b>LWOP</b>	<b>Set up in Leave Request</b>
<b>AIC</b>	<b>Create Record in Rate-Adjustment</b>
<b>Admin Leave</b>	<b>Set up in Leave Request</b>
<b>Military Leave</b>	<b>Set up in Leave Request</b>

**EMPLOYEE**  
**Time Entry Approval**  
**Training Guide**

## Reaching and Logging on to PeopleSoft HRMS

4. Launch the browser (Internet Explorer)  and navigate to Springboard.  
<http://springboard>

2. From Springboard, you will Select Employee Self Service by clicking on the picture or the “Employee Self Service” text.



The PeopleSoft sign on page should then display and you can sign-on to the PeopleSoft system. Your ID and PASSWORD must be entered in UPPERCASE.

A screenshot of the PeopleSoft login interface. At the top, the PeopleSoft logo is displayed in white on a blue background. Below the logo, there is a light blue vertical bar on the left and a light gray main area. In the center of the gray area, there is a login form with two input fields: "User ID:" containing the text "SIMP4333" and "Password:" containing five black dots. Below these fields is a yellow "Sign In" button with a black border.

## Accessing your Timecard

After you login, click on SPR Timecard and then on My Timecard Home by using the left-hand navigation menu. The “My Timecard Home” page shows a summary of all the timecards that you have available to you. This is a *view only* page. There are 3 types of timecards:

Future – timecards for a future date

Active – the current 2 week time period

History – timecards from the past

**Menu**

Search:

- > My Favorites
- > Employee Self Service
- > SPR Timecards
  - Administer Timecards
  - Dynamic Profile Report
  - Dynamic TC Report
- My Timecard Home
- > Spr Custom
- Change My Password

[New Window](#) | [Customize Page](#) |

**My Timecard Home**

**Timecard UserID:**  **Name:**  **EmplID:**

**Timecard Information** [Customize](#) | [Find](#) | [View All](#) | [First](#) 11-26 of 26 [Last](#)

View Timecard	Template	Red #	Timecard Group	Run ID	Empl Approval	Dates	Description	Holiday	+ Leave	+ Norm	= Reg Pay	Timecard Warning
<a href="#">View Timecard</a>	Template	0	CMD	0721	<input type="checkbox"/>	10/7 - 10/13	FUTURE					MISSING TC
<a href="#">View Timecard</a>	Template	0	CMD	0721	<input type="checkbox"/>	9/30 - 10/6	FUTURE					MISSING TC
<a href="#">View Timecard</a>	Template	0	CMD	0720	<input type="checkbox"/>	9/23 - 9/29	FUTURE					MISSING TC
<a href="#">View Timecard</a>	Template	0	CMD	0720	<input type="checkbox"/>	9/16 - 9/22	FUTURE					MISSING TC
<a href="#">View Timecard</a>	Template	0	CMD	0719	<input type="checkbox"/>	9/9 - 9/15	FUTURE					MISSING TC
<a href="#">View Timecard</a>	Template	0	CMD	0719	<input type="checkbox"/>	9/2 - 9/8	FUTURE					MISSING TC
<a href="#">View Timecard</a>	Template	0	CMD	0718	<input type="checkbox"/>	8/26 - 9/1	FUTURE					MISSING TC
<a href="#">View Timecard</a>	Template	0	CMD	0718	<input type="checkbox"/>	8/19 - 8/25	FUTURE					MISSING TC
<a href="#">View Timecard</a>	Template	0	CMD	0717	<input type="checkbox"/>	8/12 - 8/18	FUTURE					MISSING TC
<a href="#">View Timecard</a>	Template	0	CMD	0717	<input type="checkbox"/>	8/5 - 8/11	FUTURE					MISSING TC
<a href="#">View Timecard</a>	Template	0	CMD	0716	<input type="checkbox"/>	7/29 - 8/4	FUTURE					MISSING TC
<a href="#">View Timecard</a>	Template	0	CMD	0716	<input type="checkbox"/>	7/22 - 7/28	FUTURE					MISSING TC
<a href="#">View Timecard</a>	Template	0	CMD	0715	<input type="checkbox"/>	<b>7/15 - 7/21</b>	<b>ACTIVE</b>					MISSING TC
<a href="#">View Timecard</a>	Template	0	CMD	0715	<input type="checkbox"/>	7/8 - 7/14	ACTIVE					MISSING TC
<a href="#">View Timecard</a>	Template	0	CMD	0714	<input type="checkbox"/>	7/1 - 7/7	HISTORY	8.00		32.00	40.00	
<a href="#">View Timecard</a>	Template	0	CMD	0714	<input type="checkbox"/>	6/24 - 6/30	HISTORY			40.00	40.00	

## View Timecard

You can access any of your Future, Active or Historical timecards that are shown by selecting the “View Timecard” link next to the week you wish to view. The line with Enlarged Fonts and green in color represents the active weeks. History is in black and the future rows are blue.

Here is a copy of what your weekly time card will look like.

Tmcd UserID: T00468 Rec #: 0 Name: Simpson, Homer EmplID: 1820

DeptID:	Position #:	Job Code:	Step:
01000 CMD	00000002	188107 Assistant City Manager	5
Crew:	Union:	Barg Unit:	Svc Date:
000001	NON		06/01/2007
Svc Mths:	Base Rate:	Pay Rate:	
1.0	50.757438	50.757438	

**Timecard Status**

Employee Approval

Supervisor Approval

Dept Audit Approval

Dept Head Approval

Save | [Return to My TC Home](#) | Adjustments

Timecard Entries 07/15/2007 Through 07/21/2007 (Wk 2) (RunID 0715) Customize | Find | First 1 of 1 Last

*Account Code	Activity Code	*Earning Code	Activity	Rate ID	Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	Hours Week-To-Date
100-01110		REG	Gen Fd-CMD Admini			8	8	8	8	8		

Load Template

Save as Template

Include Hours

Duplicate Labor

Use Off Cycle

	Sun:	Mon:	Tue:	Wed:	Thu:	Fri:	Sat:	Total:
Hour Totals	8	8	8	8	8	8	8	56

Save | Notify | Refresh

## Employee Approval

Your supervisor will currently do your time entry each week. They will do their approval and send your timecard on to the Dept. Head. Once the pay period is complete, click on the Approve TC button to “electronically” sign your timecard.

## Historical Timecard Approval



## Profile:

### Profiles

Profiles is the page that is used for every employee to track different information that is needed for timecards. It can also be used for contractors, volunteers, etc. Those records will not come over to pay sheets but be held in timecards for tracking and reporting purposes.

The effective date is very sensitive for employees. If an employee is transferred to another department, it affects their timecard displays. Make sure and put in accurate effective dates if an employee is being transferred or is taking another job.

The profile sync job should be run every night to create or update the profile records. You can create a profile record if the employee record has not been created yet.

Once a profile is created, you will need to add the labor codes, crew and holiday hours for that employee.

If a person cannot login, it is probably because their profile user id is not the correct user id. Go into their profile and make sure their userid is the first four characters of their last name and ~~the last 4 digits of their social security number~~ **their employee identification number**. If it isn't, change it, save the record and the employee should then be able to login.

### People Soft HRMS

#### Set up HRMS

#### SPR Timecard Setups

#### Profiles

Every employee paid through the People Soft system will have an individual Time Card and Profile. Profiles is where you will set up the parameters for an employee's timecard. Most information will come over from PS job data in a nightly refresh process, but you can update this page or create a new

hire if needed. The effective date is very sensitive for employees! If an employee is transferred to another department, or is taking another job, the date will affect their timecard. Always add a row to update information, this builds a history file.

Enter the employee's ID number or name in the "Existing Value" tab.

**PeopleSoft.** Home Worklist Ad

**Menu**

- Set Up HRMS
  - Install
  - Security
  - Upgrade
  - Foundation Tables
  - Common Definitions
  - Product Related
  - System Administration
  - SPR HTML Report Setup
- SPR Timecard Setups
  - Activities
  - Activity Codes
  - Crews
  - Customer Groups
  - Customers
  - Earning Codes (Payroll Setup)
  - Earning Codes Mapping (TC Grp)
  - Equipment
  - Laborcodes
  - Materials
  - Profile Synch with JOB\_DATA
  - Profiles**
  - Project Types
  - Projects
  - Rate Adjustment - By Jobcode
  - Rate Adjustment Rules
  - Rate Adjustments - By Employee
  - Schedule Modelling

**Profile Setup**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

**Timecard UserID:** begins with [ ]

**TCUser Rcd #:** = [ ]

**Name:** begins with [ ]

**EmpID:** begins with [ ]

**Department:** begins with [ ]

**Status as of Effective Date:** = [ ]

**Crew Number:** begins with [ ]

**Schedule ID:** begins with [ ]

**Rate Adj to Use for Leave:** begins with [ ]

**Finance Department:** begins with [ ]

**Fund Code:** begins with [ ]

Include History  Correct History  Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

This is where you will put each employee into a Supervisor's Crew.

**User Profile**

TC User ID: T00524    Record #: 0    EmplID: 1838    Name: Simpson, Homer J    User ID: SIMP4333

---

**Effective Dated Profile Settings**    Find | View All    First 1 of 1 Last

Effective Date: 08/14/2007     Active    Timecard Group: PW    Employee Status: Active     Allow Vacation During Probation

Emp Type: SPR Emp    DeptID: 62000 Public Works    Standard Hours: Std Hrs/Day 8.00    Std Hrs/Wk 40.00

Crew: 000823 Maintenance Supervisor Butterfld

[View/Update Assigned Account Codes](#)

**HR Driven Job Information**

Position: 00001181 Maint Tech, Journey  
 Job Code: 899453 Maint Tech, Journey  
 Union/BU: AFS AFSCME  
 FLSA Status: Nonexempt    Hol Sched: AFS

**Laborcode Allocations**    Find | First 1 of 1 Last

Account Code	Distrb %

**Job Data Link Information**

An employee not assigned to a **Crew** yet, will say "NEW"

Click on the magnifying glass and all Crews available to your department will come up for selection. Click the supervisor that will be reviewing this employee's timecard and SAVE.

TC User ID: T00353    Record #: 0    EmpID: 1671    Name: Riopelle, Jeanette R    User ID: RIOP1790

**Effective Dated Profile Settings**    Find | View All    First 1 of 1

Effective Date: 03/15/2006     Active    Timecard Group: FIN    Employee Status: Active     Allow Vacation During Probation

Emp Type: SPR Emp    DeptID: 22000 Finance    Crew: 000073 Accounting Manager

[View/Update Assigned Laborcodes](#)

**HR Driven Job Information**

Position: 00000069 Payroll Technician  
 Job Code: 215352 Payroll Technician  
 Union/BU: NON Non Union  
 FLSA Status: Nonexempt    Hol Sched: OPN

**Job Data Link Information**

Job Eff Date:	Empl Rcd#:	Job Eff Seq:	Pay Group:
03/15/2006	0	0	SPM Monthly Payroll

## Labor Codes:

After setting up an employee in a specific crew, the next step is to assign Labor Codes to the employee. The purpose of assigned labor codes, is to minimize the options a person has to choose from in order to fill out their timesheet, creating a more simplified and efficient system. There are over 20,000 account codes in the PS system, and we want to reduce the confusion and possibility of errors.

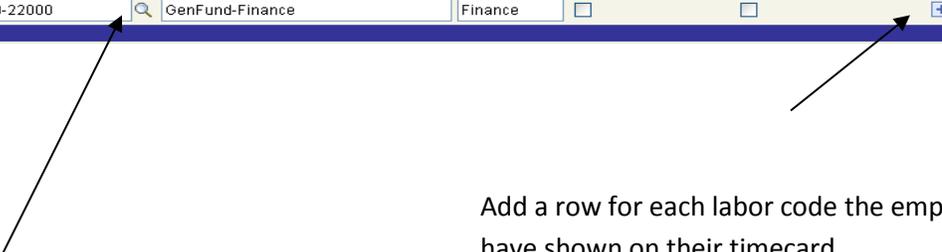
Click on the following link displayed in the center of the Profile Page:

[View/Update Assigned Laborcodes](#)

: User ID: 00353    Record #: 0    EmplID: 1671    Name: Riopelle, Jeanette R

**Laborcodes Assigned**    Customize | Find | View All | First 1 of 1

C Group	Labor Code	Description	Short Description	Set As Default	Default for Leave
IN	100-22000	GenFund-Finance	Finance	<input type="checkbox"/>	<input type="checkbox"/>



Add a row for each labor code the employee needs to have shown on their timecard.

Use the drop-down box for account code look ups.

TC User ID: T00524    Record #: 0    EmplID: 1838    Name: Simpson, Homer J

**Laborcodes Assigned**    Customize | Find | First 1-6 of 6 Last

TC Group	Account Code	Description	Short Description	Set As Default	Default for Leave
PW	201-62211	Street-Public Wor	PW Admin	<input type="checkbox"/>	<input type="checkbox"/>
PW	617-62211	Strm Dr-Public Wor	PW Admin	<input type="checkbox"/>	<input type="checkbox"/>
PW	617-62211-P20078	Strm Dr-Public Wor-31 St St Imp	PW Admin	<input type="checkbox"/>	<input type="checkbox"/>
PW	617-62242	Strm Dr-Surface Dr	Surface Dr	<input type="checkbox"/>	<input type="checkbox"/>
PW	617-62242-P20078	Strm Dr-Surface Dr-31 St St Imp	Surface Dr	<input type="checkbox"/>	<input type="checkbox"/>
PW	ALLOCATE	Allocated time by JOB Setup	ALLOCATED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Return to Profile Data

Make sure that one account code, either their default or ALLOCATE, has both boxes checked. This will ensure that an account code will always show up on their timecard.

Click on "Return to Profile Data", click SAVE.

# Template Documentation

## Timecard Template

The Timecard Template is a tool that an employee can use to simplify their timecard entry. If you have created a template for yourself, then it will automatically be entered for you each time you enter a timecard page to put in your time. You could then enter only exceptions in your actual timecard if needed to complete your timecard efficiently. You can also use the template as a starting point by having most of the information you need to enter in your timecard.

**My Timecard Template**

Timecard UserID: T00468    Record #: 0    Name: Simpson, Homer    Timecard Group: CMO

[Save](#)    [Return to My TC Home](#)

**Template Values**    [Customize](#) | [Find](#) | [View All](#)    First 1-3 of 3

**Main**

*Acct Cd	Act Cd	*Erncd	Activity Desc	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Employee Comment
100-0111		REG	Gen Fd-CMO Admini								
100-0111		SIC	Sick								
100-0111		VAC	Vacation								

## General Information

Your template can be reached from your My Timecard Home page. You can only save one template. If you want to create a new template, you create your timecard and then save your template again.

## Columns

The columns in the template should be the same as those found in your timecard except there are a few columns that are only entered in at the timecard page so they will not show here in the template.

## Hour Information

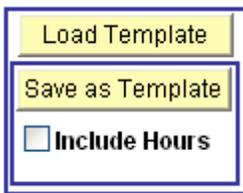
Hours are optional. It is perfectly acceptable to create a template of the Account codes, earncode, etc that you typically use during a week, but wait until the actual timecard to enter the hours. Do not enter any hours in your template for sick or vacation. You should only save hours to your template for regular hours.

## Save Template

Click on the Save button in the template page to save this template. You only have one template. If you have a template already, it will give you a message asking you if you would like to overwrite the current template.

## Load Template

The load template button is located on the My Timecard page on the bottom left. The Load template button is used to reload your template if you have messed up entering in your timecard and want to start over again. In order to load your template if you have entered in hours already, you need to delete all of the rows. It will not load your template if you have rows and hours in.



## Save as Template

This button will save the current timecard that you are viewing as your template. You may want to do this when you have changed account codes and want to start using a new template to start your timecard entry.

The Include Hours button allows you to save your new template with the hours that you have entered. If you do not check this button, it will only save the template with the account codes, earnings codes, etc and not any hours.

You only have one template. If you have a template already, it will give you a message asking you if you would like to overwrite the current template.

