

## How to Report NPL usage in PeopleSoft Time and Labor

Step	Action
1.	<p>Navigate to Peoplesoft.</p> <p>Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.</p> <p>A user ID is comprised of the first letter of your first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p>
2.	Click the <b>Main Menu</b> button.
3.	Point to the <b>Self Service</b> menu.
4.	Point to the <b>Time Reporting</b> menu.
5.	Point to the <b>Report Time</b> menu.
6.	Click the <b>Timesheet</b> menu.
7.	Enter the hours worked or leave time taken for each day in the corresponding box. A separate row is required for each different type of leave and for regular hours worked.
8.	<p><b>NPL Time Reporting Code.</b></p> <p>In the Time Report Code column, click the down arrow in the blank box and choose the proper <b>Time Reporting Code</b>. Remember, NPL can only be used in full shift increments.</p> <p>If you received an email from <a href="mailto:gmisworkflow@IOT.IN.GOV">gmisworkflow@IOT.IN.GOV</a> with a subject line containing your BU#/Dept ID #/Your last name/New Parent Leave Request #00?/Approval, a New Parent Leave code will be available in the drop down list of Time Reporting Codes.</p> <p>The exact TRC code will be listed in the email communication you received and will be similar to <b>New Parent Leave Request-NPL1</b>.</p>
9.	<p><b>FML Designation.</b></p> <p>If you are eligible for Family-medical leave, and an FML request has been submitted and approved for Parenting Leave, you must code FML with NPL.</p> <p>On the same row as the TRC for NPL, scroll to the right until you find the <b>FMLA Request</b> column. Click the down arrow in the blank box and select the appropriate FML code.</p> <p>If the FMLA Request column doesn't show, scroll to the far right and click on <b>Personalize</b>. Look in the <b>Personalize Column Order</b> list for <b>FMLA Request</b>. If it shows (<b>hidden</b>), highlight and uncheck the "Hidden" box to the right of the list. Click <b>OK</b>.</p>

Step	Action
11.	<p><b>Add Rows.</b></p> <p>A separate row is required for each different type of leave and for regular hours worked.</p> <p>Click the <b>Plus</b> sign to the far right to add more rows to document your hours worked or accrued leave taken during the pay period</p>
12.	<p><b>NOTE:</b> Once you have completed your time entry, you should do both of the following to complete time submission:</p> <ol style="list-style-type: none"> <li>1. <b>Save</b> using the <b>Save for Later</b> button.</li> <li>2. <b>Submit</b> your time using the <b>Submit</b> button.</li> </ol>
13.	<p><b>NOTE:</b> The balance of New Parent Leave is recorded in the <b>Leave and Compensatory Time Balances As Of PPE</b> section of the time sheet. This will decrease upon processing of your timesheet. Once you have exhausted New Parent Leave, you will not be able to record any more New Parent Leave. Please note the balance of New Parent Leave is as of the specific date listed in this section.</p>
14.	<p><b>NOTE:</b> If you enter any lines in error, you may use the <b>Minus</b> sign to the far right to delete the row.</p>
15.	<p>Click the <b>Save for Later</b> button.</p>
16.	<p>Click the <b>Yes</b> button.</p>
17.	<p>Review to be sure you have accurately entered the number of hours (work or leave) and <b>Time Reporting Codes</b> and <b>New Parent Leave Request ID</b> on the correct rows for the entire pay period.</p>
18.	<p>Click the <b>Submit</b> button.</p>
19.	<p>Click the <b>OK</b> button.</p>
20.	<p>Click the <b>Sign out</b> link.</p>
21.	<p><b>End of Procedure.</b></p>