

Time and Labor – Self Service

This document is to assist employees in entering and submitting their time for approval.

URL for PeopleSoft Time and Labor: <https://hr.gmis.in.gov/psp/hrprd/?cmd=login>

Navigation: Main Menu>Self Service>Time Reporting>Report Time>Timesheet

The system will default to the current pay period each time you log into it.

View By: Select "Calendar Period" to show both weeks of the pay period on one screen.

Reported Hours: The total number of hours entered and saved on your timesheet.

Previous Period: If you click on this link, the system will take you back one pay period at a time so that you can view previous timesheets.

Next Period: If you click on this link, the system will take you forward one pay period at a time so that you can view upcoming timesheets.

Date: The system will default to the beginning date of the pay period. However, you can enter any date and click the green refresh arrows to the right of the date box and the system will take you to the date specified.

Scheduled Hours: These are the numbers of hours a person is scheduled to work for a pay period.

Instructions	
View By:	Calendar Period
Date:	09/28/2014
Reported Hours:	37.50
Scheduled Hours:	75.00
	Previous Period Next Period

Chartfield Values: Columns on the timesheet are also known as chartfield values. Some agencies use more chartfield values than others and some use the basic chartfield values the State requires. Below is a list of the most common chartfield values and what they are used for on the timesheet. Please note that any time a different chartfield value is used, a new row on the timesheet will be required.

Time Reporting Code: Code used to describe the kind of time you are charging (Regular Hours, Sick, Vacation, Personal, etc.)

FMLA Request: Lists all "approved" FMLA for an employee (maintained only by State Personnel).

Business Unit PC: Business Unit number used in conjunction with Projects/Activity values.

Project ID: Used to select specific Federal/State funding to charge time against.

Activity ID: Used in conjunction with Project ID to further breakdown the expenses against Federal or State funding sources.

User Field 3: Used to charge time against catastrophes as defined by the State.

Time Reporting Code	FMLA Request	Business Unit PC	Project ID	Activity ID	User Field 3

Time and Labor – Self Service

Entering Time: manually type in the hours worked in the box underneath the date. Use the Tab key to move between the boxes, or just click in each box you want to enter time in. If you need to edit time once it has been entered, click in that box and delete the existing time.

Time Reporting Code (TRC): Each row of the timesheet needs a code to tell the system what type of time you are entering (regular, holiday, sick, etc). On the right side of the screen there is a column called **Time Reporting Code (TRC)**, and a drop down menu underneath. For all regular time worked, select **REG** from the drop down list. All time entered in the REG row should be regular time worked for the pay period.

Reported time on or after 10/12/2014 is for a future period.

From Sunday 10/12/2014 to Saturday 10/18/2014

Sun 10/12	Mon 10/13	Tue 10/14	Wed 10/15	Thu 10/16	Fri 10/17	Sat 10/18	Total Hours	Time Reporting Code
	7.50	3.75		6.50				Regular Work Hours - REG ▼
		3.75		1.00				Sick Time - SICK ▼
			7.50					Personal Time - PER ▼
					7.5			Vacation - VAC ▼

By submitting time you certify it is accurate and correct.

Each different type of **TRC** requires its own row. If you need more than three rows, click on the **Plus sign** at the far right side of the row; continue clicking the plus sign to add rows as needed.

If you have any **Compensatory Time Earned (time you physically worked, but do not want paid Overtime)**, you will need to select the appropriate TRC (**CERND**), and enter the number of hours in the appropriate days. These are physically worked hours in addition to the standard hours of 37.5 worked. They system will automatically calculate the straight rate of Compensatory Time earned or any Compensatory Time earned at the premium rate of 1.5 when the payroll file is created. Please ONLY enter the number of physical hours worked.

Example of Compensatory Time Earned being entered:

From Sunday 11/27/2016 to Saturday 12/03/2016

Sun 11/27	Mon 11/28	Tue 11/29	Wed 11/30	Thu 12/1	Fri 12/2	Sat 12/3	Total Hours	Time Reporting Code
	7.5	7.5	7.5	7.5	7.5			Regular Work Hours - REG ▼
		2.0	3.0	1.0	.50			Compensatory Time Earned ▼
								▼

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Time and Labor – Self Service

If you have any paid **Overtime**, you will need to select the appropriate TRC (**OVT**), and enter the number of hours in the appropriate days. These are physically worked hours in addition to the standard hours of 37.5 worked. The system will automatically calculate the straight rate of overtime to pay or any overtime paid at the premium rate of 1.5 when the payroll file is created. Please ONLY enter the number of physical hours worked.

Example of Overtime Earned being entered:

From Sunday 11/27/2016 to Saturday 12/03/2016								Total Hours	Time Reporting Code
Sun 11/27	Mon 11/28	Tue 11/29	Wed 11/30	Thu 12/1	Fri 12/2	Sat 12/3			
	7.5	7.5	7.5	7.5	7.5			Regular Work Hours - REG	
		2.0	3.0	1.0	.50			Overtime - OVT	

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If you have any **lost time**, you will need to select the appropriate TRC, and enter the number of lost time hours in the appropriate days. This will make your total hours equal 75, but you will NOT receive payment for lost time. If you do not work on a specific day of the week, (AWS on a Tuesday) you will NOT enter any time for that day (not even a 0.00). Please leave that day blank.

Example of Lost Time being entered and AWS Day:

From Sunday 10/12/2014 to Saturday 10/18/2014								Total Hours	Time Reporting Code
Sun 10/12	Mon 10/13	Tue 10/14	Wed 10/15	Thu 10/16	Fri 10/17	Sat 10/18			
	9.0		10.0	8.0	10.0			Regular Work Hours - REG	
				.50				Authorized Leave Without Pa	

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Time and Labor – Self Service

Time Charged Using Comp time Earned Holiday:

Non-working Holiday:

From Sunday 07/17/2016 to Saturday 07/30/2016

Sun 7/17	Mon 7/18	Tue 7/19	Wed 7/20	Thu 7/21	Fri 7/22	Sat 7/23	Sun 7/24	Mon 7/25	Tue 7/26	Wed 7/27	Thu 7/28	Fri 7/29	Sat 7/30	Total Hours	Time Reporting Code
	7.5	7.5	7.5	7.5	7.5			7.5	7.5	7.5	7.5				Regular Work Hours - REG
												7.5			Holiday - HOL

Overtime on Holiday (Comp Time Earned):

Instructions

View By: Week
 Date: 01/14/2018
 Reported Hours: 16.50
 Scheduled Hours: 37.50
 Previous Week Next Week

From Sunday 01/14/2018 to Saturday 01/20/2018

Sun 1/14	Mon 1/15	Tue 1/16	Wed 1/17	Thu 1/18	Fri 1/19	Sat 1/20	Total Hours	Time Reporting Code
	7.50						7.50	Holiday - HOL
	5						9.00	Comp Time Earned Holiday -

Save for Later Submit By submitting time you certify it is accurate and correct. Print

Overtime on Holiday (Paid Overtime):

View By: Week
 Date: 09/04/2016
 Reported Hours: 0.00
 Scheduled Hours: 37.50
 Previous Week Next Week

ted time on or after 08/28/2016 is for a future period.

Sunday 09/04/2016 to Saturday 09/10/2016

Sun 9/4	Mon 9/5	Tue 9/6	Wed 9/7	Thu 9/8	Fri 9/9	Sat 9/10	Total Hours	Time Reporting Code	Business Unit PC	Project ID	Activity ID
		7.50	7.50	7.50	7.50			Regular Work Hours - REG			
	7.50							Holiday - HOL			
	5.00							Overtime - OVT	00100	100GENERALC	K900000

Examples of time charged with additional Chartfields:

Time charged Using Leave Time:

Instructions

View By: Week Reported Hours: 0.00 [Previous Week](#) [Next Week](#)
 Date: 10/05/2014 Scheduled Hours: 37.50

From Sunday 10/05/2014 to Saturday 10/11/2014

Sun 10/5	Mon 10/6	Tue 10/7	Wed 10/8	Thu 10/9	Fri 10/10	Sat 10/11	Total Hours	Time Reporting Code
	7.50							Personal Time - PER
		7.50	3.75	2.00				Regular Work Hours - REG
			3.75	1.00				Sick Time - SICK
				4.00				Vacation - VAC
				0.50				Authorized Leave Without Pa
					7.50			Holiday - HOL

 By submitting time you certify it is accurate and correct.

[Reported Time Status](#)

Time Charged Using Business Unit PC/Project ID/Activity ID: You **MUST** enter the chartfield values in the order of Business Unit PC/ Project ID/Activity ID when charging time against these chartfields. If not, the drop down menus will not work correctly.

Wed 10/1	Thu 10/2	Fri 10/3	Sat 10/4	Total Hours	Time Reporting Code	FMLA Request	Business Unit PC	Project ID	Activity ID
	2.00				Regular Work Hours - REG		00510	5100210P14UJ	2410000
3.50	1.00	7.50			Regular Work Hours - REG		00510	5108805P06_S	6000000
3.00	0.50				Regular Work Hours - REG		00510	510999800000	1000000
1.00	2.00				Regular Work Hours - REG		00510	510000000000	0000000
	2.00				Regular Work Hours - REG		00510	510999800000	1100000

submitting time you certify it is accurate and correct.

Time Charged Using FMLA: Please note the difference between charging Sick time (being sick at home (not FMLA related) and Sick Time charged to FMLA.

2014 to Saturday 10/18/2014

Mon 10/13	Tue 10/14	Wed 10/15	Thu 10/16	Fri 10/17	Sat 10/18	Total Hours	Time Reporting Code	FMLA Request
3.75	3.75	7.50	3.75				Regular Work Hours - REG	
			3.75				Sick Time - SICK	000 - Previously Approved FMLA
				7.50			Vacation - VAC	000 - Previously Approved FMLA
	3.75						Personal Time - PER	
3.75							Sick Time - SICK	

 By submitting time you certify it is accurate and correct.

Time Charged Using User Field 3:

Mon 10/13	Tue 10/14	Wed 10/15	Thu 10/16	Fri 10/17	Sat 10/18	Total Hours	Time Reporting Code	User Field 3
7.50	7.50	7.50		7.50			Regular Work Hours - REG	140101
			7.50				Regular Work Hours - REG	140501

Submit By submitting time you certify it is accurate and correct. Print

Saving the Timesheet: To save the timesheet, click on the “Save for Later” button. The timesheet can be saved at any point of the time entry process. Once you click on the “Save for Later” button, you will receive a message that asks if you want the system to validate worked time. Click yes. What the system is doing is checking for any errors and will show warnings to the employee. The warnings could be an employee is trying to use Accrued Leave Time that he/she doesn’t have, according to PeopleSoft. Another message reminds employees that State Holidays are on certain dates.

In addition, the system will also check to see how many total hours have been entered on the timesheet. If a full time employee has entered less than 75 hours, it will remind the employee that less than 75 hours have been entered. It will also let the employee know if more than 75 hours have been entered.

Once the timesheet has been saved, the system will give a total number of hours for each row entered on the timesheet. In addition, the system will delete any unused rows on the timesheet and put all the rows in alphabetical order by TRC.

Bottom Section of Timesheet: Gives the employee a chance to view the status of the timesheet, enter comments to the manager and view his/her Leave Balances.

Reported Time Status: When you click on the arrow to the left of that bar line, a menu will expand to show the employee the status of each line of the timesheet. Below are the reported time statuses.

Blank—employee hasn’t entered or saved anything on the timesheet.

Saved—employee has saved the time entered.

Needs Approval—employee has submitted the timesheet for the manager’s approval. **NOTE:** Only submitted time is routed for approval. Each line of the timesheet must be in “needs approval” status in order for the manager to approve the time.

Reported Time Status					
Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
09/29/2014	Needs Approval	Approval Monitor	8.50 REG	Regular Work Hours	
09/30/2014	Needs Approval	Approval Monitor	7.50 REG	Regular Work Hours	
10/01/2014	Needs Approval	Approval Monitor	7.50 REG	Regular Work Hours	
10/02/2014	Needs Approval	Approval Monitor	8.50 REG	Regular Work Hours	
10/03/2014	Needs Approval	Approval Monitor	5.50 REG	Regular Work Hours	
10/06/2014	Needs Approval	Approval Monitor	7.50 REG	Regular Work Hours	

Approval Monitor—if you click on the blue link, it will show where the employee’s timesheet is routed to for approval.

Approval Monitor

By PosMgmt

▼ **Reported Time Approval for TRC: REG on 2014-09-29: Pending**

Route to PosMgmt

Pending

Dorsey Jr, Dwight D
TLBy Pos Mgmt

Comments—If an employee needs to make additional notes or comments to a manager, the employee would click on the bubble for that day. It will take the employee to another screen where the employee can type a message and click Save or Apply. **Once a comment has been saved, it cannot be edited or deleted!** However, if an additional comment is needed to amend a previously saved comment, you can add another line and make any changes at that time. Click okay.

▼ Reported Time Status					
Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
09/29/2014	Needs Approval	Approval Monitor	8.50 REG	Regular Work Hours	
09/30/2014	Needs Approval	Approval Monitor	7.50 REG	Regular Work Hours	
10/01/2014	Needs Approval	Approval Monitor	7.50 REG	Regular Work Hours	
10/02/2014	Needs Approval	Approval Monitor	8.50 REG	Regular Work Hours	
10/03/2014	Needs Approval	Approval Monitor	5.50 REG	Regular Work Hours	
10/06/2014	Needs Approval	Approval Monitor	7.50 REG	Regular Work Hours	

Comments related to time entered for 09/30/2014 Personalize | Find | View All | | First 1 of 1 La

User ID	DateTime Created	Source	Include in Approval Comments	Comment
M043727	10/03/2014 11:50AM	Reporting	<input type="checkbox"/>	Had to stay late to work on project.

Add Comment

OK
Cancel
Apply

Reported Time Summary: If you click on the arrow to the left of the status bar, it will show you the breakdown of the Reported Time into the two week pay period.

Reported Time Summary			
Category	Total Hours	Week 1 (9/28-10/4)	Week 2 (10/5-10/11)
Total Reported Hours	45.00	37.50	7.50

Leave and Compensatory Time Balances: If you click on the arrow, it will display the employee’s Leave and Compensatory Time Balances as of the last check issued by the Auditor’s Office. This is a snap shot at one point in time. It does not take into consideration any accruals; leave adjustments or time used in the current pay period.

Leave and Compensatory Time Balances As Of PPE: 2014-09-13 Accrual Dates - Vac: 1994-08-29 Bonus: 1994-08-29		
Plan Type	Plan	Recorded Balance
Leave	Sick	80.00
Leave	Vacation	321.00
Leave	Personal	10.75
AComp Time	00510DWD	0.00
AComp Time	00067IOT	0.00

Submitting Time: Once you have finished entering time and are ready to submit the time for approval, click on the Submit button. The system will check for any errors, and will inform you of any problems it encounters. If there are errors, please correct them as indicated and then hit **Submit** again.

You’ll see a confirmation screen after the report was successfully submitted and the dates that were submitted. Click on the **OK** button to return to the data entry screen.

You have submitted your time for approval. **Please note that once a timesheet has been submitted for the first time each pay period, the “Save for Later” button will go away. An employee can continue to enter/ change timesheet and click submit as often as needed.**

Printing A4 Report: You do not need to print your A4 in order to submit time or to have a record of it for future reference. Time entered in PeopleSoft will always be available in PeopleSoft for you to go back and review at a later date. However, if you would like a paper copy for yourself, you may follow the steps below.

1. Complete the steps of Entering Time and Saving the Timesheet instructions above
NOTE: The timesheet must have at least been saved prior to trying to print the timesheet.
2. Click on the **Print A4** button.

Time and Labor – Self Service

3. A new window will appear. On this page, please make sure that all the boxes at the top of the page are blank except for the User ID and the number of days. If they are not blank, you will need to either delete the information in each box or click on the drop down menu for that particular box and select the top blank blue line in the drop down menu. Once this is done, you can click on the "Refresh" button.

Process List | Server List

View Process Request For

User ID: M043727 Type: Last: 1 Days Refresh

Server: Name: Instance: to:

Run Status: Distribution Status: Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	User	Run Date/Time	Run Status	Distribution Status
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4. Keep clicking the yellow **Refresh** button on the right side until the words in the status column are **Posted**. When the report has been "posted", the words in the description column (SOITL567) will turn blue and you will be able to click on them.
NOTE: remember to allow pop-ups or turn off any pop-up blockers to ensure you see the new window.

List | Explorer | Administration | Archives

View Reports For

User ID: M043727 Type: Last: 1 Days Refresh

Status: Folder: Instance: to:

Report List Personalize | Find | View All | First 1 of 1 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3462953	3688767	SOITL567	10/09/2014 1:32:39PM	Acrobat (*.pdf)	Posted	Details

5. Click on the SOITL567 link; your time sheet will appear in PDF format. You can save this file and/or print it out.