

Employee Self Service Updates Effective May 16, 2017

All Self Service Time Entry Employees

Timesheet:

When you hover over your Job Title on your timesheet, additional information displays:

- Department Number
- Location Code
- Pay Group (used for Payroll processing)
- Position Number
- HR Status
- Full/Part Time
- Regular/Temporary
- Workgroup (used for Time and Labor processing)
- Time Period ID (the pay period begin and end date)

Timesheet

Ella E. Bella ...

Employee ID K000
Empl Record 0
Last Change Date 04/09

Tester

Job Information

Department 5650
Location Code KTDCK Docking State Office Building
Pay Group N15 Non Exempt 7-day
Position K02 Tester
HR Status Active
Employee Type Hourly
Full/Part Time Full-Time
Regular/Temporary Regular
Workgroup SS_7DAYHR Self-Service Hourly 7 day
Time Period ID PSBIWEEK 03/26/2017 04/08/2017

Previous Period

Mon 4/3	Tue 4/4	
8.0000	8.0000	8.0

Folder Tabs:

The tabs, listed under the Save for Later, Submit, and Affirmation Statement, include additional information that is helpful when entering reported time. Tabs are:

- Reported Time Status
- Summary of Hours
- Leave / Compensatory Time
- Exceptions (Errors that are useful to your Time and Labor staff)
- Payable Time (Useful to your Time and Labor staff)

From Sunday 03/26/2017 to Saturday 04/08/2017

Sun 3/26	Mon 3/27	Tue 3/28	Wed 3/29	Thu 3/30	Fri 3/31	Sat 4/1	Sun 4/2	Mon 4/3	Tue 4/4	Wed 4/5	Thu 4/6	Fri 4/7	Sa 4/8
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000	
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000	

Save for Later Submit

All times listed on this report reflect actual times charted (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Status

Date	Reported Status	Total	TRC	Description	Add Comments
03/27/2017	Saved	8.0000	REG	Regular Earnings	
03/27/2017	Saved	8.0000	SF1	Shift 1	

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Reported Status Folder Tab:

After your timesheet is saved the first time, the **Reported Status** for row is displayed. The status in this section of your timesheet is updated as your timesheet moves through the approval and Time Administration process. Statuses include:

- Saved
- Submitted
- Needs Approval
- Approved

Date	Reported Status	Total	TRC	Description	Add Comments
03/27/2017	Saved	8.0000	REG	Regular Earnings	
03/27/2017	Saved	8.0000	SF1	Shift 1	
03/28/2017	Saved	8.0000	REG	Regular Earnings	
03/28/2017	Saved	8.0000	SF1	Shift 1	
03/29/2017	Saved	8.0000	REG	Regular Earnings	
03/29/2017	Saved	8.0000	SF1	Shift 1	
03/30/2017	Saved	8.0000	REG	Regular Earnings	
03/30/2017	Saved	8.0000	SF1	Shift 1	

Summary Folder Tab:

List the hours on your timesheet by week as well as a total for both weeks of the pay period.

Leave / Compensatory Time Folder Tab:

Displays your leave balances.

Exceptions Folder Tab:

Your timekeeper reviews this information to see if there are errors.

Payable Time Folder Tab:

Once your Reported Time (Timesheet) is approved, and after Time Administration runs, Payable Time is created. Your Time and Labor HR staff review and approve Payable Time. Once it is approved, it moves to the payroll process.