



TAR online timekeeping

t r a i n i n g w o r k s h o p



Produced by University of California, San Diego
Business & Financial Services
Payroll Training Division

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Revisions are made periodically to this document, Technical
inaccuracies and typographic errors will be corrected in subsequent
releases.

Credits

We are pleased to express our sincere thanks and appreciation to the following contributors, individuals and teams, whose efforts helped to make the UCSD TAR Online Timekeeping application possible.

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introduction

Introduction

Welcome to the UCSD Online Timekeeping Training Workshop.

This material was designed to help you become an effective timekeeper and understand key concepts of the Online Timekeeping system. It is not intended to be a substitute for your hands-on training or experience.

In addition to this Training Workshop, there is a complete electronic facility on the UCSD Blink Web site dedicated to information about and the use of the UCSD Online Timekeeping system. It can be located at the following address:
<http://blink.ucsd.edu/finance/payroll/timekeeping/index.html>.

The Online Timekeeping system was specifically designed for the UCSD campus. From the beginning, departmental staff were consulted and actually active members of the development team. They were very instrumental in making the system features beneficial and easy to use. Whether you are an existing timekeeper or a new one, we believe you will find both the system and training a positive experience that will help you be successful and productive.

Following this introduction, you will find the Training Workshop. The material contains system information, demonstrations, and hands-on activities for each training module in the workshop. A table of contents and index have been included to help you quickly locate information within the Training Workshop.

Following the workshop modules, you will find additional quick reference tools and resources including:

Payroll Specialist Directory - This reference provides the phone numbers and e-mail addresses of payroll staff that can assist you.

Legend

The following conventions apply throughout the Online Timekeeping Training Workshop:



Symbolizes a Helpful Hint or Shortcut



Note this reference



Not Advised - Could result in serious repercussions



Contact a Payroll Specialist for assistance

The following conventions apply to the hands-on activities and the step-by-step instructions found in the Training Workshop.

NAME field System field and button names are displayed in bold typeface

‘ABCDE’ Data that you enter is shown in single quotation marks.

[ENTER] Indicates to click this button or press the enter key.

DETAIL Screen titles are always indicated in capital letters.

“mmddyy” Date formats are shown in double quotation marks.

<24.00> Negative hour or dollar entry amounts are indicated between less than and greater than signs.

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System Overview

module one

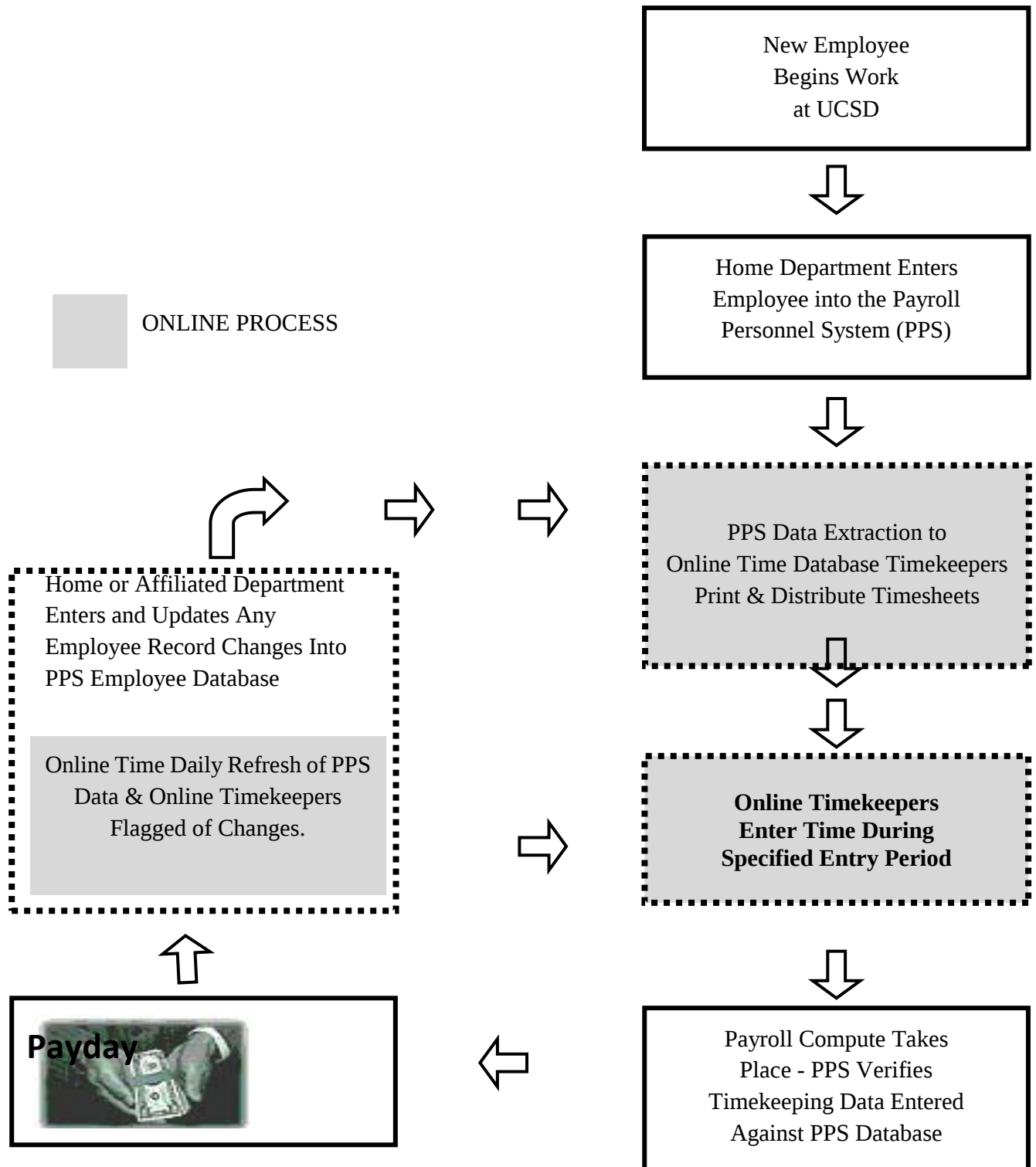
Payroll/Timekeeping Cycle

Salary Roll & General Assistance

PPS Database

Production Calendar

Payroll/Timekeeping Cycle



Exempt & Non-Exempt

Now that you have seen the Payroll/Timekeeping Cycle, you can better understand the two pay cycles that occur at UCSD, which are Monthly (Exempt) and Biweekly (Non-Exempt). Please refer to the following chart for their differences.

	MONTHLY (EXEMPT)	BIWEEKLY (NON-EXEMPT)
Pay Period	1 st to last day of the month.	Two week period – 80 hours
TYPE OF EMPLOYEE AND SUB ACCOUNT	Academic SUB 0 Staff SUB 1 Staff SUB 2	Staff SUB 1 Staff SUB 2 Some exceptions for Readers and Tutors. All Medical Center Employees
TIME REPORTING REQUIREMENTS	<u>SUB 0:</u> Only appointments with accruing leave codes <u>SUB 1:</u> Exception Reporting (vacation, sick, other absences) <u>SUB 2:</u> Positive Pay (Ex: Effort Reporting) Need to report hours in order to be paid	<u>SUB 1:</u> Exception Reporting (vacation, sick, other absences, additional hours) <u>SUB 2:</u> Positive Pay (must report all hours in order to get paid)
WORKWEEK	Monday – Sunday	Sunday – Saturday
FREQUENCY OF PAY	Once per Month The first of the month, unless the first is a non-work day, then payday will be the last working day of the pay month. (EXCEPTION: December earnings are always paid on the first working day of January) 12 paychecks per year	Every other Wednesday Pay day is 11 days in arrears 26 paychecks per year

PPS Database

All of the data used and populated in the Online Timekeeping system is an extraction of the Payroll Personnel System (PPS) employee database. The PPS database is maintained and updated by authorized departmental PPS preparers. It is the responsibility of the employee's Home or Authorized Department to maintain accurate information regarding the employee's employment status and any changes thereto in the PPS employee database.

Throughout this Training Workshop you find many references to the PPS database and its impact on Online Timekeeping data. Please consult your departmental PPS contact first, with any questions in reference to PPS. The Payroll Office will also be available to answer general questions related to the system.

Production Calendar

A production calendar providing pay period schedules and deadlines is available for you to view on the Online Timekeeping website located at: <http://blink.ucsd.edu/finance/payroll/timekeeping/deadline.html>.

(Note: dates are subject to change)



System Features and Logon

module two

Security & System Access

System Login

Participant Activity 1

Timekeeper Select Screen

Pay Period Note Screen

Security and System Access

Please be aware that the UCSD Online Timekeeping system is secure to protect both the University and its employees from unauthorized use. To use the system you must have completed this training class and be an active authorized timekeeper.

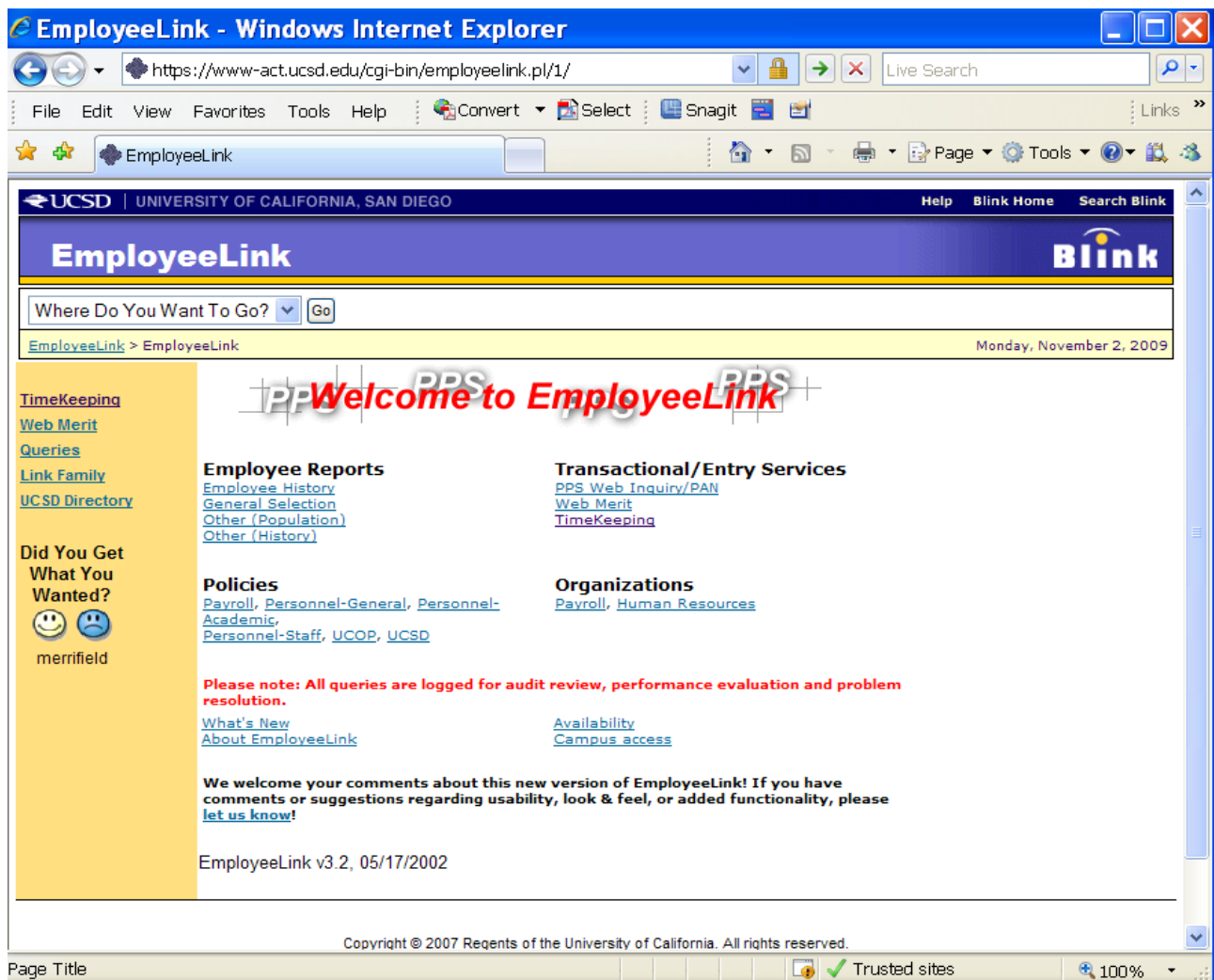
All timekeepers are assigned access to a valid timekeeper code(s) for which they have been delegated the responsibility by their department. All employees working at UCSD must have a valid timekeeper code, which is assigned and maintained in the Payroll Personnel System (PPS) by the employee's home department.

Access to the employee's time record will only be granted to the employee's assigned timekeeper. If you are not the employee's assigned timekeeper, the system will allow you to create a special entry if you meet the following criteria: a.) your department is set up in PPS with home department access, or b.) your department has a current or previous appointment on the employee's PPS data file. Questions pertaining to PPS information should be directed to your departmental PPS contact. We will discuss special pay entries further in Module 6.

System Login

The Online Timekeeping system is a web application. The link to this application is found on the EmployeeLink menu. You will need to have a recent version web browser (Internet Explorer, Mozilla Firefox, or Apple Safari) installed on your workstation to run the timekeeping application. If you are not familiar with what web browser or version you have, please consult with your systems administrator or contact the ACT Help Desk at x41853 for assistance.

When you're ready to login, proceed to the EmployeeLink (employeeelink.ucsd.edu) page and select "Timekeeping" from the Transactional/Entry Services or click the "Time Entry" button on the left border. See the sample EmployeeLink screen on the next page.



EMPLOYEELINK HOME PAGE

Again, you will choose the “Timekeeping” link from the menu. This will take you to the Sign On page. To Sign On, enter you assigned Username and password and then click on the “Sign On” button. You will need to complete the timekeeping class in order to be set-up with a password that will let you access the system. See the sample Sign On page on the next page.

UC San Diego
SINGLE SIGN-ON

[UC San Diego](#) > Single Sign-On

[Business Systems](#)

Sign on only from secure locations.
If you remain inactive, you'll be automatically signed-off and you'll lose your work.

Sign on using your UCSD email and Business Systems password

Username - [New User?](#)

Password - [Reset your password?](#)

*UCSD logs all transactions for audit and security purposes.
Access violators will be prosecuted.*

By pressing the Sign On button, you agree to:

- Use the system and data only for bona fide University transactions.
- Never share your password or access.
- Promptly [report suspected security violations](#).
- Understand [UCSD's computer security policy](#).
- Sign-out and close your browser when you're finished.

Help

- Contact your [Departmental Security Administrator \(DSA\)](#).
- Contact the [ACT Help Desk](#).
- Find your [UCSD E-mail address](#).

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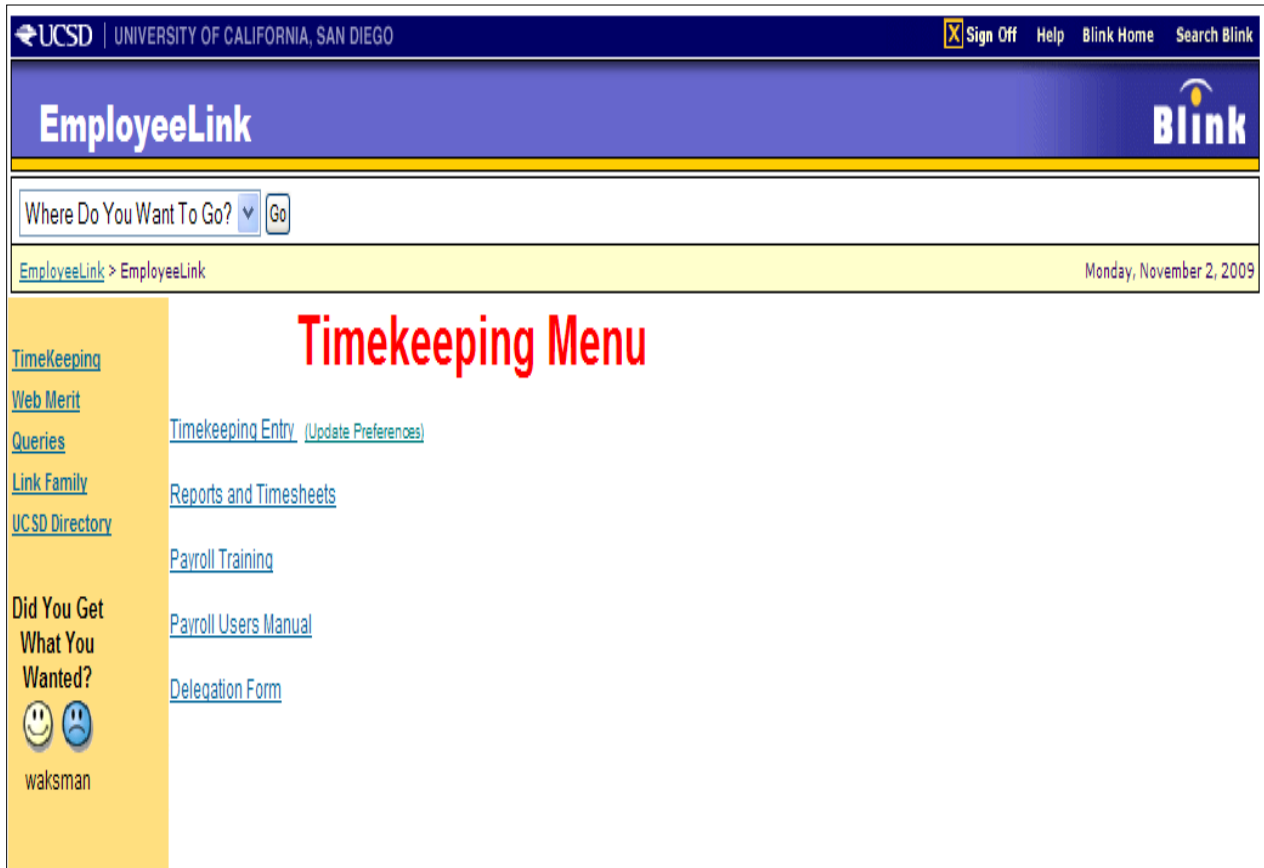
[Send us your feedback](#)

SIGN ON PAGE DIAGRAM

Sign On Window Fields

USERNAME – This is assigned by ACT security. Please consult your Departmental Security Administrator (DSA) for more information or visit the ACT AccessLink website. A valid username is required in order to access and use the UCSD Online Timekeeping system.

PASSWORD - This code is initially assigned by ACT security when you are authorized to access the UCSD Online Timekeeping production server. If you experience problems with your password, please contact the ACT help line at (858) 534-1853 for assistance.



MENU PAGE DIAGRAM

When you have successfully sign in, the “Timekeeping Menu” page will be loaded in your browser. The menu will provide you several options, such as links to Timekeeping Entry, Timekeeping Reports (see Module 8), Payroll Training, Payroll User’s Manual, and Delegation Form.

For now, we want to select the “Timekeeping Entry” link. Clicking this link will launch another browser window where the timekeeping application will begin to load. Please be patient as the application may take up to a minute or so to finish loading.

Participant Activity 1

Let's Sign on to the System

1. Your instructor will assign you your own training dataset.
2. Enter your training userid in the **USERNAME** field.
3. Tab or click in the **PASSWORD** field and enter your training password (which will be provided by the instructor).
4. Click on the **[SIGN ON]** button to proceed to the Timekeeping Menu page.

Timekeeper Select Screen



From this screen you will select a pay cycle for which you wish to key time, either Biweekly or Monthly. The current active pay period will be marked by an asterik. You also have the option of reviewing time entered for previous pay periods; just click the down arrow to see the previous periods from which you can choose. You can only view prior pay period data. Any changes should be keyed on the current pay period as an adjustment to a prior pay period

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Sign Off Help Blink Home Search Blink

Timekeeping Training
Blink

Tools (Timekeeping)
[Reports and Timesheets](#)
[Payroll Training](#)
[Payroll Users Manual](#)
[Delegation Form](#)

Timekeeper Id: 000601-99 DEPT 601

Monthly: Select Period

Bi-Weekly: Select Period

Select All Unselect All Special Period Note Detail Quick Entry

T/S GEN	NAME	EMPL ID	PRIOR UPDATED	CURRENT UPDATED	TOTAL HOURS	TOTAL PERCENT

Add to List
Clear List

☐ With Hours
☒ Timesheets
☐ W/O Hours
☐ Blank

TIMEKEEPER SELECT SCREEN DIAGRAM

Select a Timekeeper Code from the Timekeeper Id drop down list. Most timekeepers will only have one code from which to choose, while others may have several. You will only be able to access employees for which you are an authorized timekeeper. An individual employee's timekeeper code is assigned and maintained by the employee's home department in the Payroll Personnel System (PPS). Please consult your departmental PPS contact for assistance.

After selecting the pay period desired the list of employees with selected codes will be displayed. Click the Special button to complete a special entry for an employee which you are not the authorized timekeeper. You will need to have affiliation to the employee's record, as discussed earlier in this module under Security and System Access.

Timekeeper Select Fields & Buttons

BIWEEKLY - Pay cycle for general assistance employees. These employees are "Positive Time Reported", which means all hours that they are to be compensated for must be key entered, otherwise they will not be paid. Biweekly employees are paid every other Wednesday, 11 days following the end of the pay period. The standard workweek is Sunday to Saturday.

*PERIOD: pay period begin and end dates

ENTRY: begin and end date for time entry

PAY: payday for this pay period

HRS: standard number of working hours for pay period

MONTHLY - Pay cycle for salary roll employees, typically on staff and academic titles. These employees are "Exception Time Reported", which means they only report exceptions to their regular time or standard hours. Exceptions are considered approved absences such as vacation, sick, comp time, etc. Only overtime to be paid, either standard or premium, must be positive time reported. Monthly employees are paid on the first day of the month following the pay period, unless the first falls on a non-work day, then payday will be the last working day of the pay period month. December earnings are always paid on the first working day of January. The standard workweek is Monday to Sunday.

*PERIOD: pay period begin and end dates

ENTRY: begin and end date for time entry

PAY: payday for this pay period

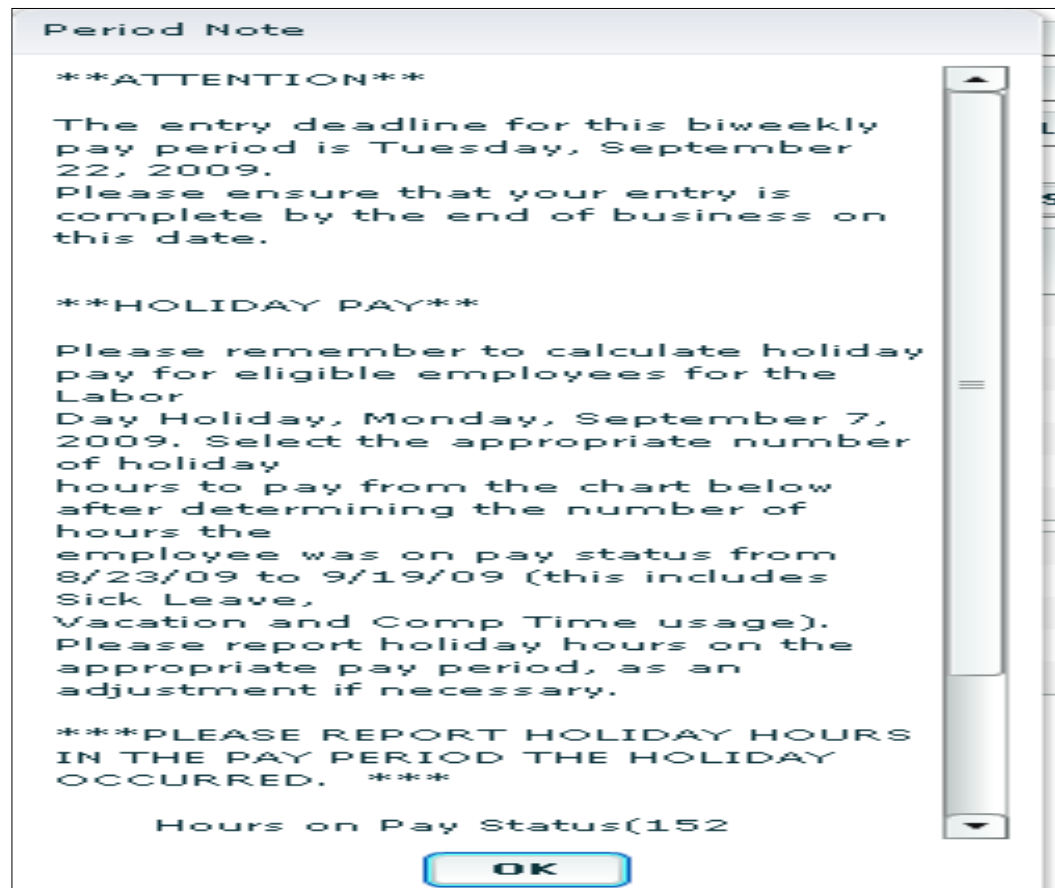
HRS: standard number of working hours for pay period

TIMEKEEPER CODE - This code is assigned to departmental timekeepers, primary or backup, authorized to perform time entry for specified employees. Only employees with the same timekeeper code on the Employee Database (EDB) will be listed for time entry. The employee's EDB record is maintained by their home departmental PPS preparer. Please consult your departmental PPS contact for information.

SPECIAL - Click on this button to create a special time entry for an employee with a timekeeper code for which you are not the authorized timekeeper. You must have some affiliation to the employee's EDB record, before you will be allowed access. This was discussed in Security and System Access. You may also consult your departmental PPS contact for affiliation requirements.

SIGN OFF - Click on this button to sign off the timekeeping application. To completely log out, make sure you click on the red "X" on the blue bar in EmployeeLink or close all browser windows. This will prevent any unauthorized access to the system using your id.

Pay Period Note Screen

A screenshot of a software window titled "Period Note". The window has a light gray border and a vertical scrollbar on the right side. The text inside is as follows:

****ATTENTION****

The entry deadline for this biweekly pay period is Tuesday, September 22, 2009. Please ensure that your entry is complete by the end of business on this date.

****HOLIDAY PAY****

Please remember to calculate holiday pay for eligible employees for the Labor Day Holiday, Monday, September 7, 2009. Select the appropriate number of holiday hours to pay from the chart below after determining the number of hours the employee was on pay status from 8/23/09 to 9/19/09 (this includes Sick Leave, Vacation and Comp Time usage). Please report holiday hours on the appropriate pay period, as an adjustment if necessary.

*****PLEASE REPORT HOLIDAY HOURS IN THE PAY PERIOD THE HOLIDAY OCCURRED. *****

Hours on Pay Status(152

At the bottom center is a blue button with the text "OK".

PAY PERIOD NOTE WINDOW DIAGRAM



Prior to moving on to the time entry screens, you will may be prompted with the Pay Period Note window. Here you will find important information related to the pay period which you selected. The pay period details will be displayed again in the fields at the top of the screen. It is essential to review the information, because it may affect your timekeeping entries.

If there is no pay period note information for the pay period you have selected, then you will not see the Pay Period Note window. Once you have reviewed the information, click the "OK" button to continue.



Employee Selection and Navigation

module three

Employee List Screen

Decoding the Buttons

Employee List Headings

PPS Database Flags

Participant Activity 2

Employee List Screen

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 Sign Off
 Help
 Blink Home
 Search Blink

Timekeeping Training

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[Timekeeper/Code Administration](#)
[Timekeeping Calendar](#)

Timekeeper Id
 000620-99 DEPT 620

Monthly
 *Period: 09/01/07 - 09/30/07 Entry: 09/01/07 - 09/22/07 Pay: 10/01/07 Hrs: 168.00

Bi-Weekly
 Select Period

Select All
 Unselect All
 Special
 Period Note
 Detail
 Quick Entry

T/S GEN	NAME	EMPL ID	PRIOR UPDATED	CURRENT UPDATED	TOTAL HOURS	TOTAL PERCENT
1 *	XUAN, ALLEN	918175	No	Yes	168.00	100.00
0	XUAN, ANTONIO	928790	No	No	168.00	100.00
1	XUAN, CARMEN	950675	Yes	Yes	5.00	2.98
0	XUAN, CELINE	950790	No	Yes	168.00	100.00
0	XUAN, JOLENE	952290	Yes	Yes	0.00	0.00
0	XUAN, KAREN	953290	No	Yes	0.00	0.00
0	XUAN, YUSOF	957561	No	No	0.00	0.00

Add to List
 Clear List

☐ With Hours
 ☐ W/O Hours
 ☐ Blank

Timesheets

EMPLOYEE LIST SCREEN DIAGRAM

Before you can proceed to the time entry screens or timesheet printing, you must first select the employee(s) from the employee list for the selected Timekeeper Code. To select an employee simply move the pointer over the selected employee and left click. Use the "Ctrl" key, or click and drag to select more than one employee.



You may also click the Select All button to auto select all the employees contained in the list.

Decoding the Buttons

SELECT ALL - This button will auto select all employees contained in the employee list to complete time entries or print timesheets.

UNSELECT ALL - This button will unselect select all employees contained in the employee.

PERIOD NOTE - This button will be active if there is a note. If there is no note it will be gray out.

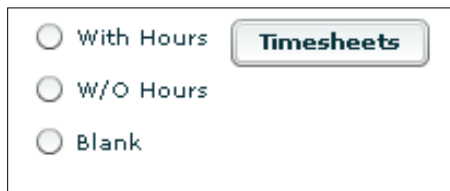
DETAIL - After selecting employee(s) from the list choose this button to complete time entries using the Detail Entry Screen.

QUICK - After selecting employee(s) from the list choose this button to complete time entries using the Quick Entry Screen.



ADD TO LIST - Use this handy button to add employees to your employee list that are assigned to another timekeeper code for which you do not have access. **This will allow you to print timesheets for these employees** before the pay period is activated for time entry. To complete time entries for these employees you will need to add them as a Special. Refer to Module 6 for more information.

TIMESHEETS - This button will initiate the timesheet printing process. Refer to Module 8 for more detailed information about printing timesheets.



☐ With Hours **Timesheets**

☐ W/O Hours

☐ Blank

1. With Hours: prints timesheets with entered hours.
2. W/O Hours: prints timesheets without entered hours. Select this option to print timesheets at the beginning of a pay period.
3. Blank: prints a blank timesheet with no employee information.

Employee List Headings

T/S GEN	NAME	EMPLID	PRIOR UPDATED	CURRENT UPDATED	TOTAL HOURS	TOTAL PERCENT
------------	------	--------	------------------	--------------------	----------------	------------------

EMPLOYEE LIST HEADINGS DIAGRAM

T/S GEN – Number of timesheets generated for employee.



PPS FLAG-Symbol indicating a PPS Update to employee's record. See next page for detailed information.



NAME-The employee's name (Last, First MI).

EMPLOYEE ID- The employee's identification number, generated by PPS.

PRIOR UPDATED-(Yes or No) Indicates if the employee's file has an update for a prior pay period.

CURRENT UPDATED-(Yes or No) Indicates if the employee's file has an update for the current pay period.



TOTAL HOURS-This value represents the total number of hours for which the employee is to receive compensation or reported comp time. For full time salaried employees this field will default to the total number of working hours for the given monthly pay period, otherwise the default is 0.00.



TOTAL PERCENT-The percentage of time based on the number of hours reported for Sub1 and Sub2 employees in relation to the total number of hours in the pay period, excluding overtime or comp time hours. For full time salaried employees the percentage will default to 100.00, otherwise the default is 0.00.

PPS Database Flags

* REVELLE, ALLEN

Note the "*" preceding the employee Allen Revelle. This is an indicator flag to alert you of any Payroll Personnel System (PPS) updates to an employee's record since you first loaded the extraction file. The data in the Online Timekeeping system is refreshed every 24 hours. For example, if you had started keying time for a number of employees and went back a day later to finish your entries, any employees with PPS data updates would now be flagged indicating that a change had occurred. There are 3 different flag symbols representing the types of changes. The following legend defines each symbol:

* The asterisk symbol indicates that appointment or distribution data was added, changed, and/or deleted on the employee's record in PPS.

+ The plus symbol indicates that the employee was not originally extracted on the employee list, and was added or reactivated in PPS.

/ The virgule (forward slash) symbol indicates that the employee was added to PPS and also appointment or distribution updates.

Participant Activity 2

1. Select the training timekeeper code assigned to you by clicking on it in the timekeeper code window. It should now be highlighted
2. Choose the Monthly pay period 09/01/07 -09/30/07.

3. Now click the **[SELECT ALL]** button located above the employee list. All of the employees in your list should be highlighted.
4. These are the employees you have selected to enter time. Click on the **[QUICK ENTRY]** button to proceed to the QUICK ENTRY SCREEN.
5. You should now see all of the selected employees appear in the QUICK ENTRY SCREEN time entry window. Click on the **[EXIT]** button. The system should now have returned to the EMPLOYEE LIST SCREEN.
6. Now click the **[SELECT ALL]** button located above the employee list. All of the employees in your list should be highlighted. Next, choose the option to print timesheets “W/O Hours” and then click the **[TIMESHEETS]** button. This will launch another browser window with the instructions to “Click Here” link to activate Acrobat Reader to view/print your timesheets. Please do not try to print the timesheets in the training room.
7. Now select any number of employees of your choice from the EMPLOYEE LIST SCREEN. After you have made your selection, click on the **[DETAIL ENTRY]** button. The system will take you to the DETAIL ENTRY SCREEN and the information for the first employee chosen from the list will be displayed.
8. Click on the **[EXIT]** button to return to the EMPLOYEE LIST SCREEN.



Quick and Detailed Time Entry

module four

Quick Entry Screen

Participant Activity 3

Detail Entry Screen

User id/Date/Time Stamp

Copying Pay Reporting Lines

Participant Activity 4

Quick Entry Screen

The Quick Entry screen was designed to facilitate efficient entry of hours for (sub 2) positive time reported employees. All employees selected from the Employee List appear on the reporting lines ready for time entry.

TIMEKEEPING

UC San Diego

blink

Employee Link

Timekeeping

Employee Link » Timekeeping »

000601-99

Quick Entry

Period Note

Monthly

Period 09/01/07 - 09/30/07

Entry 09/01/07 - 09/22/07

Pay 10/01/07

Hrs 168.00

Detail

Exit

NAME	ID	INDEX	SUB	W	DOS	RATE	SICK	VAC	REG	OT	POT	OTHER	O	CODE	ID
ABBOTT, ALLEN	5	AAX0001	1	REG		2298.00	0.00	0.00	0.00	0.00	0.00	0.00			
ABBOTT, ANTONIO	11	AAX0001	0	REG		2431.00	0.00	0.00	0.00	0.00	0.00	0.00			
ABBOTT, CARMEN	690	AAX0001	2	SDF		55.68	0.00	0.00	0.00	0.00	0.00	0.00			
ABBOTT, CARMEN	690	AAX0002	2	REG		2064.00	0.00	0.00	0.00	0.00	0.00	0.00			
ABBOTT, CARMEN	690	AAX0003	2	REG		2064.00	0.00	0.00	0.00	0.00	0.00	0.00			
ABBOTT, CELINE	800	AAX0001	1	REG		2442.00	0.00	0.00	0.00	0.00	0.00	0.00			
ABBOTT, JOLENE	2300	AAX0001	2	REG		2516.67	0.00	0.00	0.00	0.00	0.00	0.00			
ABBOTT, JOLENE	2300	AAX0002	2	REG		2516.67	0.00	0.00	0.00	0.00	0.00	0.00			
ABBOTT, JOLENE	2300	AAX0003	2	BYA		0.00	0.00	0.00	0.00	0.00	0.00	0.00			
ABBOTT, KAREN	2300	AAX0001	2	PRO		0.00	0.00	0.00	0.00	0.00	0.00	0.00			

Update

Cancel

QUICK ENTRY SCREEN DIAGRAM

If you need to change any pay line information you will need to make the change(s) on the Detail Entry screen. Just click on the “Detail” button to toggle to the Detail Entry Screen. When you have finished making changes, you can select the "Quick" button on the Detail Entry Screen to return back to the Quick Entry screen. Also note that adjustments to prior pay periods will not appear on the Quick Entry screen.

Pay Period Header Information & Buttons

PAY PERIOD INFORMATION - Shows the pay period information for time entry that was selected on the Timekeeper Selection screen.

DETAIL - Clicking on this button will take you to the Detail Entry screen for the selected employee.

EXIT - Clicking on this button will exit you from hours entry and return you to the Timekeeper Select screen. All hours entered at the time of exit will be saved as indicated by the “Update Completed” message.

CANCEL - Clicking on this button will cancel all hours entries for the employee line that you are on during this session of the Quick Entry screen.

Reporting Lines Information

NAME	ID	INDEX	SUB	W	DOS	RATE	SICK	VAC	REG	OT	POT	OTHER	O	CODE	ID
ABBOTT, ALLEN	5	AAX0001	1	REG		2298.00	0.00	0.00	0.00	0.00	0.00	0.00			
ABBOTT, ANTONIO	11	AAX0001	0	REG		2431.00	0.00	0.00	0.00	0.00	0.00	0.00			



NAME - Employee's name (Last, First MI), populated from the Payroll Personnel System (PPS). This data field cannot be changed.

ID - Employee identification number generated by PPS. This data field cannot be changed.

INDEX-SUB - Indicates the employee's index funding source and sub account type for the pay reporting line. This data field can be overridden on the Detail Entry screen.

W - Workstudy code, which indicates a PPS workstudy distribution. (F-federal funding, S-state funding, or I-institutional funding) This field can be overridden on the Detail Entry screen.

DOS - Description of Service code that indicates the type of service or time to be reported against the departmental funding source for this pay reporting line. This data field can be overridden on the Detail Entry screen.

PAY RATE - Indicates the rate of pay for this pay reporting line. Biweekly rates are expressed as and hourly pay rate. Salaried employees are expressed as a monthly pay rate or 1/12 th of their annual rate. This data field can be overridden on the Detail Entry screen.

SICK - Sick leave hours entered for this pay reporting line. Hours entered in this field will reduce the employee's sick leave balance accordingly, and will create pay for sub 2 employees.

VAC - Vacation leave hours entered for this pay reporting line. Hours entered in this field will reduce the employee's vacation leave balance accordingly, and will create pay for sub 2 employees.

REG - Regular hours (actual or estimated) entered in order to create pay for positive time reported (sub 2) employees. It is not necessary to enter hours for monthly exception time reported employees (sub 0, sub 1).



OT - Straight overtime hours entered to create pay for eligible employees on all sub account types. Hours reported will be paid at the employee's regular rate of pay. Overtime hours worked for "comp time" purposes should not be reported here, but in the other hours field using the appropriate other hours code (see below).

P OT - Premium overtime hours entered to create pay for eligible employees on all sub account types. Hours reported will be paid at the premium rate of time and one half, according to the Fair Labor Standards Act and the appropriate labor contracts. In most cases this means any hours **actually worked** in excess of the employee's standard 40 hour work week. Premium overtime hours worked for "premium comp time" purposes should not be reported here, but in the other hours field using the appropriate other hours code (see below).

OTHER CD - Other hours and code fields allow you to enter time for all other purposes as described on the next page:

A Administrative Leave with Pay (creates pay for sub 2)*

B Voting Time Off (creates pay for sub 2)*

C Straight Compensatory Time Earned (does not create pay for any employee, but adds the hours reported to increase the employee's Comp balance on the LASR)

D Straight Compensatory Time Used (creates pay for sub 2, and for all employees, reduces employee's Comp balance on the LASR by the number of hours reported)

H Holiday Time (creates pay for sub 2)*

J Jury Duty (creates pay for sub 2)*



K Furlough Time Used (creates pay for sub 2, and for all employees, reduces the employee's Furlough Time Off balance by the number of hours reported)

L Other Leave with Pay (creates pay for sub 2)*

M Military leave with Pay (creates pay for sub 2)*

N No-Pay Absence without Pay (used only with sub 1 salaried employees to reduce their number of regular hours to be paid, should not be used for sub 0 Academic employees)

P Straight Compensatory Time Payoff (Used to pay employees for Straight Comp Time balance when separating from UCSD or upon transfer to another department. Creates pay for all employees and deducts the reported time from the employee's Comp balance on LASR)

T Premium Compensatory Time Used (creates pay for sub 2, and for all employees, reduces the employee's CMP+ balance on the LASR by the number of hours reported)

W Worker's Compensation Leave (creates pay for sub 2, and should only be entered upon advice of the Departmental Business Office and/or Payroll Office)



X Premium Compensatory Time Earned hours must be converted to time and a half before entering, for example, 4 premium comp hours worked would be converted and entered as 6 hours (does not create pay for any employee but adds the reported hours to the employee's CMP+ balance on the LASR)

Z Premium Compensatory Time Payoff (Used to pay employees for Premium Comp Time balance when separating from UCSD or upon transfer to another department. Creates pay for all employees and deducts the reported time from the employee's CMP+ balance on LASR)

* These codes are mandatory nonproductive codes for hospital funded (63XXX) use and optional nonproductive codes for campus funded use as approved by the Accounting Office.

Participant Activity 3

Quick Screen Time Entry

In this activity you enter time for two student employees in your department, Frances and Mitch. They are General Assistance, Sub 2, and Positive Time Reported.

For the Biweekly pay period 08/26/07 to 09/08/07, Frances worked 38.50 Regular Hours and, Mitch worked 24.00 Regular Hours plus 4.00 Straight Overtime Hours.

The following steps will guide you through this activity:

1. Click on your training timekeeper code in the window to highlight it.
2. Choose the Biweekly pay period 08/26/07-09/08/07.
3. From the EMPLOYEE LIST SCREEN, select the employees 'Frances' and 'Mitch'. Then click on the **[QUICK]** button.

4. The QUICK ENTRY SCREEN should now be displayed with Frances and Mitch appearing in the time entry window.
5. Click on the Pay Line for Frances under the heading **Reg** and enter '38.50' in the **Regular Hours** field. (Note: the pay line you are working on is highlighted in blue)
6. Now use the **[TAB]** key to advance through fields until you move down to Mitch's Pay Line. (Note: the system updates the entered hours and advises with a message after you leave a pay reporting line)
7. Enter '24.00' hours in the **Regular Hours** field and '4.00' hours in the **OT** or **Straight Overtime** field.
8. Click Update button to record entries.
9. When you have finished click on the **[EXIT]** button and return to the EMPLOYEE LIST SCREEN.

Detail Entry Screen

The Detail Entry screen will allow you to complete more complex time entries. From this screen you will be able to key adjustments for prior pay periods, as well as to override certain pay block fields. You have the choice of entering time in the Reporting Lines window or in the Override area of the Detail Entry screen. When you have finished all time entries for an employee, click on the Update button to save all entered data.

TIMEKEEPING

UC San Diego

blink

Employee Link

Timekeeping

Employee Link » Timekeeping »

000601-99

Monthly

Period 09/01/07 - 09/30/07

Detail Entry

Entry 09/01/07 - 09/22/07

Period Note

Pay 10/01/07

Hrs 168.00

Name

Empl ID

Total Hrs

Total Pct

ABBOTT, JOLENE

2300

0.00

0.00

Quick Entry

Exit

INDEX	FUND	S	TITLE	DOS	RATE	C	PCT	FXD HRS	END DATE	SICK	VAC	REG	OT	P OT	OTHER	O	CODE	RA	W	IDDEPT REF
AAX0001	07427A	2	9612	REG	2516.67	M	0.5000	84.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00					
AAX0002	19900A	2	9612	REG	2516.67	M	0.5000	84.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00					
AAX0003	20000A	2	4011	BYA	0.00	M	0.0000	0.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00					

<

>

Special

Empl

Prev

Next

Update

Copy 1

Copy All

Remove

Cancel

DETAIL ENTRY SCREEN DIAGRAM

Detail Entry Fields & Buttons

Header Fields & Buttons

000601-99	Detail Entry			Period Note
Monthly	Period 09/01/07 - 09/30/07	Entry 09/01/07 - 09/22/07		Pay 10/01/07 Hrs 168.00
Name	Empl ID	Total Hrs	Total Pct	
ABBOTT, ALLEN	5	168.00	100.00	Chged
				Quick Entry Exit

PAY PERIOD INFORMATION - Contains the details of time entry for the pay period, which was selected on the Timekeeper Selection screen.

NAME - Employee's name (Last, First MI), populated from the Payroll Personnel System (PPS). This data field cannot be changed.

EMP ID - Employee identification number generated by PPS. This data field cannot be changed

TOTAL HOURS-This value represents the total number of hours for which the employee is to receive compensation or reported comp time. For full time salaried employees this field will default to the total number of working hours for the given monthly pay period, otherwise the default is 0.00.

TOTAL PERCENT-The percentage of time based on the number of hours reported for Sub1 and Sub2 employees in relation to the total number of hours in the pay period, excluding overtime or comp time hours. For full time salaried employees the percentage will default to 100.00, otherwise the default is 0.00.



CHGED - When this flag is present it indicates that the employee's PPS pay data has been updated and changed.

QUICK ENTRY- Clicking on this button will take you to the Quick Entry screen.

EXIT - Clicking on this button will exit you from the Detail Entry screen and return you to the Employee List screen. All hours entered at the time of exit will be saved.

Reporting Lines Information

INDEX	FUND	S	TITLE	DOS	RATE	C	PCT	FXD HRS	END DATE	SICK	VAC	REG	OT	POT	OTHER	O	CODE	RA	W	IDDEPT	REF
AAX0001	07427A	2	9612	REG	2516.67	M	0.5000	84.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00						
AAX0002	19900A	2	9612	REG	2516.67	M	0.5000	84.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00						
AAX0003	20000A	2	4011	BYA	0.00	M	0.0000	0.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00						

DETAIL REPORTING LINES WINDOW DIAGRAM

INDEX - Indicates the employee's index funding source and sub account type for the reporting line. This data field can be overridden in the "Index" field of the Override area

TITLE - Employee's assigned title code populated by PPS for this pay reporting line. This data field can be overridden in the "Title" field of the Override area.

DOS - Description of Service code that indicates the type of service or time to be reported against the departmental funding source for this pay reporting line. This data field can be overridden in the "DOS" field of the override area.

PAY RATE - Indicates the rate of pay for this pay reporting line. Biweekly rates are expressed as and hourly pay rate. Salaried employees are expressed as a monthly pay rate or 1/12 th of their annual rate. This data field can be overridden in the "Rate" field of the override area.

END DATE - Indicates the pay period end date for this pay reporting line. This date can be overridden in the "Period End" field of the Override area.

SICK - Sick leave hours entered for this pay reporting line. Hours entered in this field will reduce the employee's sick leave balance accordingly, and will create pay for sub 2 employees.

VAC - Vacation leave hours entered for this pay reporting line. Hours entered in this field will reduce the employee's vacation leave balance accordingly, and will create pay for sub 2 employees.

REG - Regular hours (actual or estimated) entered in order to create pay for positive time reported (sub 2) employees. It is not necessary to enter hours for monthly exception time reported employees (sub 0, sub 1).

OT - Straight overtime hours entered to create pay for eligible employees on all sub account types. Hours reported will be paid at the employee's regular rate of pay. Overtime hours worked for "comp time" purposes should not be reported here, but in the other hours field using the appropriate other hours code (see below).

P OT - Premium overtime hours entered to create pay for eligible employees on all sub account types. Hours reported will be paid at the premium rate of time and a half according to the Fair Labor Standards Act and the appropriate labor contracts. In most cases this means any hours **actually worked** in excess of the employee's standard 40 hour work week. Premium overtime hours worked for "premium comp time" purposes should not be reported here, but in the other hours field using the appropriate other hours code (see below).

OTHER CD - Other hours and code fields allow you to enter time for all other purposes. For a list of other hours codes refer to page 32 in module 4.

Userid/Date/Time Stamp

INDEX	FUND	S	TITLE	DOS	RATE	C	PCT	FXD HR	END DATE	SICK	VAC	REG	OT	P OT	OTHER	O	CODE	RA	W	I	DEPT REF
AOX0001	07427A	2	4920	REG	7.50	H	0.0000	0.00	09/08/07	0.00	0.00	38.50	0.00	0.00	0.00			F			
AOX0001	07427A	2	4920	REG	7.50	H	0.0000	0.00	09/08/07	0.00	0.00	-38.50	0.00	0.00	0.00			F			
AOX0003	20000A	2	4920	REG	7.50	H	0.0000	0.00	09/08/07	4.00	0.00	0.00	0.00	0.00	2.00	D-St Cmp Used		F			

USERID/DATE/TIME STAMP INFORMATION DIAGRAM

The last feature of the screen is a "Userid/Date/Time" stamp of each pay reporting line that contains entered data. To view the stamp feature, just hover over the avatar icon .

This is also a security feature. The first timekeeper that updates a pay reporting line will have their Userid recorded for that line, and only this timekeeper can make any further changes to the line for the remainder of the pay reporting period. Any other timekeepers who have access to this employee can see the "Userid/Date/Time" stamp, but will be unable to update the line. They should contact the timekeeper who has access or copy the pay line to make or correct entries.

Override Area Fields & Information

INDEX	FUND	S	TITLE	DOS	RATE	C	PCT	FXD HR	END DATE	SICK	VAC	REG	OT	POT	OTHER	D	CODE	RA	W	I	DEPT REF
ATX0001	07427A	2	7163	REG	9.98	H	0.0000	0.00	09/08/07	4.00	0.00	38.50	0.00	0.00	2.00	D	D-St Cmp Used	F			

DETAIL OVERRIDE AREA DIAGRAM

INDEX - Indicates the employee's seven digit index code. Hovering over it provides the departmental account and fund source information from the General Ledger system.

FUND - Indicates the six digit funding source that is derived and linked to the "Index" code. This field cannot be overridden.

SUB - Indicates the employees single digit subaccount number (Academic Titles-0, Staff Titles-1, General Assistance Titles-2).

TITLE - Indicates employee's four digit title code in reference to the employee's appointment classification. Hovering over it displays the employee's job description as related to the "Title" code.



DOS - Indicates the employee's Description of Service code for the type of service or time to be reported against the departmental funding source or "Index".

RATE - Indicates the rate of pay. Biweekly rates are expressed as an hourly pay rate. Salaried employees are expressed as a monthly pay rate or 1/12 th of their annual rate.

H/M - Indicates the rate type (M-Monthly, H-Hourly).

PERCENT - Indicates the pay percentage for this pay reporting block and is always expressed to the fourth decimal. This field cannot be overridden.

FIXED HOURS - Indicates fixed percentage hour equivalent. This field cannot be overridden. Clicking on this field will auto enter the fixed number of hours into the "REG" field of the pay reporting line for Sub 2 employees.

PERIOD END - Indicates the last day of the specified pay period.

SICK - Sick leave hours field. Hours entered in this field will reduce the employee's sick leave balance accordingly, and will create pay for sub 2 employees.

VAC - Vacation leave hours field. Hours entered in this field will reduce the employee's vacation leave balance accordingly, and will create pay for sub 2 employees.

REG - Regular hours (actual or estimated) entered in order to create pay for positive time reported (sub 2) employees. It is not necessary to enter hours for monthly exception time reported employees (sub 0, sub 1).

OT - Straight overtime hours entered to create pay for eligible employees on all sub account types. Hours reported will be paid at the employee's regular rate of pay. Overtime hours worked for "comp time" purposes should not be reported here, but in the other hours field using the appropriate other hours code (see below).



PREMIUM OT - Premium overtime hours entered to create pay for eligible employees on all sub account types. Hours reported will be paid at the premium rate of time and a half according to the Fair Labor Standards Act and the appropriate labor contracts. In most cases this means any hours actually worked in excess of the employee's standard 40 hour work week. Premium overtime hours worked for "premium comp time" purposes should not be reported here, but in the other hours field using the appropriate other hours code (see below).

OTHER - Other hours field allows you to report hours for all other purposes and must be used in conjunction with the "Other Code" field.

O – System derived letter code for other hours description. If letter code is known, it can be entered here.

OTHER CODE - The other code field allows you to select an Other Hours Code from a predefined drop down list (see diagram below). For a list of other other hours codes refer to page 32 in module 4.

A-Admin Leave
H-Holiday Pay
J-Jury Duty
M-Military Leave
N-No-Pay
L-Other Leave
X-Comp+ Earned
Z-Comp+ Payoff
T-Comp+ Used
C-St Cmp Earned
P-St Cmp Payoff
D-St Cmp Used
W-Wrkr Cmp Leav
B-Voting Time Off
K-TRIP Hrs Usage



RA - Enter an A in this field to indicate a retroactive pay rate adjustment for sub 2 employees only. Retroactive pay adjustments for sub 0 and sub 1 employees are processed by the Payroll Personnel System (PPS); consult your departmental PPS contact for more information.



W - This field is used to indicate a Work-study pay block and should be used for student employment only (F-Federal funding, S-State finding, I-Institutional funding).

Action Buttons



DETAIL ACTION BUTTONS DIAGRAM



SPCL BUTTON - Clicking on this button will initiate the Special Window to create a special pay for an employee. Note: you must have access to an employee's record to complete a special time entry.



EMPL BUTTON - Clicking on this button will initiate the Employee Distributions screen, where you can transfer changed PPS data into the Online Timekeeping system. Refer to PPS Database Changes for more detailed information.

PREV BUTTON - Clicking on this button will return you to the Detail Entry screen for the previous employee.

NEXT BUTTON - Clicking on this button will move you to the Detail Entry screen for the next employee.

UPDATE BUTTON - Clicking on this button updates and saves the data entered. You will see the message "Update Completed".



COPY 1 BUTTON - Clicking on this button will make one copy of the selected pay reporting line. Text on the copied line will appear in red.

COPY ALL BUTTON - Clicking on this button will make one copy of all pay reporting lines and the copied lines will be assigned the prior pay period end date. Text on the copied line(s) will appear in red.

REMOVE BUTTON - Clicking on this button removes the selected copied pay reporting line. System Generated lines cannot be removed.

CANCEL BUTTON - Clicking on this button will cancel all current pay entries for this employee since the last update.

Copying Pay Reporting Lines

Copy 1

Copy All



Very useful functions, if you need to key an adjustment for a prior pay period, are the Copy buttons. It is also beneficial, if you need to enter time for more than one "Other Hours Code". If you would like to remove a pay reporting line, just click on the Remove button.

COPY 1 - Choosing this button will make one copy of the selected pay reporting line.

COPY ALL - Choosing this button will make one copy of all pay reporting lines and the copied lines will be assigned the prior pay period end date. See the sample of this function in the diagram below.

INDEX	FUND	S	TITLE	DOS	RATE	C	PCT	FXD HR	END DATE	SICK	VAC	REG	OT	P OT	OTHER	O	CODE	RA	W	I	DEPT REF
ATX0001	07427A	2	9612	REG	2516.67	M	0.5000	84.00	09/30/07 ▾	0.00	0.00	0.00	0.00	0.00	0.00						
ATX0002	19900A	2	9612	REG	2516.67	M	0.5000	84.00	09/30/07 ▾	0.00	0.00	0.00	0.00	0.00	0.00						
ATX0001	07427A	2	4011	BYA	250.00	M	0.0000	0.00	09/30/07 ▾	0.00	0.00	0.00	0.00	0.00	0.00					👤	
ATX0001	07427A	2	9612	REG	2516.67	M	0.5000	0.00	08/31/07 ▾	0.00	0.00	0.00	0.00	0.00	0.00						
ATX0002	19900A	2	9612	REG	2516.67	M	0.5000	0.00	08/31/07 ▾	0.00	0.00	0.00	0.00	0.00	0.00						
ATX0001	07427A	2	4011	BYA	250.00	M	0.0000	0.00	08/31/07 ▾	0.00	0.00	0.00	0.00	0.00	0.00						

COPY WINDOW DIAGRAM

Participant Activity 4

Detail Screen Time Entry

In this activity you enter time for a 100 percent career Exception Time Reported employee, Sub 1, paid monthly. You will use the employee on your class list named Celine.

For the monthly pay period ending August 31, 2007, Celine took a week of vacation (40.00 hours), however it was not reported. It must now be reported on the current monthly pay period as an adjustment to a prior pay period.

The following steps will guide you through this activity:

1. Click on your training timekeeper code in the window to highlight it.
2. From the TIMEKEEPER SELECT SCREEN choose the Monthly pay period 09/01/07-09/30/07.
3. From the EMPLOYEE LIST SCREEN, select the employee named 'Celine'. Then click on the **[DETAIL]** button.
4. The DETAIL ENTRY SCREEN should now be displayed with employee record information for Celine.
5. Click on the only pay reporting line for Celine in the Reporting Lines area of the screen. (Note: the reporting line you are working on will be highlighted in blue)
6. Next, click on the **[COPY ALL]** button. The system will make a copy of Celine's only pay reporting line and the copied line will have the pay period end date 08/31/07.
7. To enter the 40.00 hours of vacation for Celine, click in the **Vac** field of the copied pay reporting line (red text and pay period end date 08/31/07). Now enter '40.00' hours for vacation.
8. Click on the **[UPDATE]** button to update the retroactive vacation entry. Notice the "Update Completed" message text at the lower part of the screen.

9. Finish the activity by clicking on the **[EXIT]** button, which will return you to the EMPLOYEE LIST SCREEN, and then the **[EXIT]** button on this screen to return to the TIMEKEEPER SELECT SCREEN.

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PPS Database Updates

module five

PPS Database Flags

Employee Distributions Screen

Transferring Updated PPS Data

Participant Activity 5

PPS Database Flags

In modules 3 and 4 you learned about the PPS Database Flag Indicators. They are found on the Employee List screen and the Detail Entry screen. Let's review which are flags are on which screen.

Employee List Screen

***** The asterisk symbol indicates that appointment or distribution data was added, changed, and/or deleted on the employee's record in PPS.

+ The plus symbol indicates that the employee was not originally extracted on the employee list, and was added or reactivated in PPS.

/ The virgule (forward slash) symbol indicates that the employee was added to PPS and also appointment or distribution updates.

Detail Entry Screen:

The **Changed** or **Added** flag appears in the Pay Period header information between the **Total Pct** field and the **Quick** button.

Employee Distributions Screen



When you click on the Employee button from the Detail Entry screen you will see the Employee Distributions screen. This screen will show what data information was added, changed, or deleted from the Payroll Personnel System (PPS) as indicated by the "chged" or "added" marker on the Detail Entry screen, or the PPS flags (*, +, /) preceding the employee's name on the Employee List screen. If you have a question or need more information as to why the employee data has been updated, please consult your departmental PPS contact.

See sample diagram of the Employee Distributions screen on the next page.

UNIVERSITY OF CALIFORNIA, SAN DIEGO

Sign Off
 Help
 Blink Hi

Timekeeping Training

000620-99

Monthly
 Period 09/01/07 - 09/30/07
 Entry 09/01/07 - 09/22/07
 Pay 10/01/07
 Hrs 168.00

Name: XUAN, ALLEN
 Empl ID: 918175
 Total Hrs: 168.00
 Total Pct: 100.00
 Chged

Quick Entry
 Exit

INDEX	FUND	S	TITLE	DOS	RATE	C	PCT	FXD HR	END DATE	SICK	VAC	REG	OT	P OT	OTHER	O	CODE	RA	W	I	DEPT REF
ATX0001	07427A	1	4723	REG	3000.00	M	1.0000	168.00	09/30/07	0.00	2.00	0.00	0.00	0.00	1.00		C-St Cmp Earned				
ATX0002	19900A	1	4723	REG	2298.00	M	0.0000	0.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00						
ATX0007	64230A	1	4723	REG	2298.00	M	0.0000	0.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00						
ATX0002	19900A	1	4723	REG	2298.00	M	0.0000	0.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00						
ATX0001	07427A	1	4723	REG	2298.00	M	0.0000	0.00	08/31/07	0.00	0.00	0.00	0.00	0.00	0.00						

Employee Distribution

000620-99
 Employee Distributions
 Monthly
 Period 09/01/07 - 09/30/07
 Entry 09/01/07 - 09/22/07
 Pay 10/01/07
 Hours 168.00

Name: XUAN, ALLEN
 Employee ID: 918175

Transfer
 Cancel

	Begin Date	End Date	Index	Fund	S	Title	Dos	Rate	T	Pct	F/V	Perq	WSP	Title Description
11	03-01-97	08-31-99	ATX0001	07427A	1	4723	REG	2298.00	M	1.0000	F			ASSISTANT II
12	09-01-99	Indef	ATX0002	07427A	1	4723	REG	2298.00	M	1.0000	F			ASSISTANT II

Special
 Empl

Cancel

EMPLOYEE DISTRIBUTIONS SCREEN DIAGRAM

Transferring Updated PPS Data

To move the updated pay information into the Online Timekeeping system so you can enter time to effect the employee's pay, just select the changed PPS distribution line(s) and click on the Transfer button. The new information will be added to the Detail Entry screen. The new pay reporting line(s) are now ready for you to enter time. You can also copy these lines just as you would any other pay reporting line.

Employee Distributions Fields & Buttons

NAME - The employee's name (Last, First, MI) as it appears in PPS.

ID - The employee's identification number that is generated by PPS.

TRANSFER BUTTON - Click on this button after selecting a changed distribution line to transfer the changed data into the Online Timekeeping system.

CANCEL BUTTON - Click on this button to exit the Employee Distributions screen and return to the Detail Entry screen without transferring any changed pay data.

DISTRIBUTION INFORMATION - The employee distribution pay data and related fields are populated by PPS. Any questions related to this information should be directed to your departmental PPS contact.

Participant Activity 5

Working with PPS Refreshed Data

While finishing your Monthly time entries you notice that Allen has an asterisk flag next to his name on the Employee Selection screen. You have also just been informed that Allen has a new fund source and you need to

report 16.00 hours of Straight Overtime for this monthly pay period.

The following steps will guide you through transferring the changed data and keying the new hours for Allen.

1. Proceed on your own to the **DETAIL ENTRY SCREEN** for your employee named Allen.
2. From the **DETAIL ENTRY SCREEN** click on the **[EMPL]** button.
3. The system should now be displaying the **EMPLOYEE DISTRIBUTIONS SCREEN** for Allen.
4. Notice the new PPS pay distribution line 12 with the new Index effective 09/01/99. This new distribution was not part of the pay period data extraction. It was just recently entered into PPS by your departmental PPS preparer, and was captured by the nightly timekeeping database refresh process.
5. To transfer this pay data into the Online Timekeeping system click on the new Distribution line to highlight it.
6. With the Distribution line highlighted, click on the **[TRANSFER]** button.
7. The system will return to the **DETAIL ENTRY SCREEN** and Allen's new Index Pay Line will be available for you to enter the 16.00 hours of Straight Overtime. (Please note that you are not able to remove the old pay line because it is system generated.)
9. Next, click on the **[UPDATE]** button to save this entry.
10. Click on the **[EXIT]** button to finish and return to the **EMPLOYEE LIST SCREEN**.

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Special Pay Entry

module six

Creating a Special Pay Entry

Why We Need to Create Specials

Security Issues

Participant Activity 6

Creating a Special Pay Entry

Creating a special is easy using the Online Timekeeping system. Just click on the Special button from the Timekeeper Select screen or Detail Entry screen. This will create the special pop-up window, where you will be prompted to enter a valid Employee Identification Number or Name. Then click on the OK button and you will be returned to the Detail Entry screen where this employee's information will be displayed, provided you have access to the employee's file (see security issues on the next page).

The screenshot displays the UCSD Timekeeping Training interface. On the left, a sidebar lists navigation links: Reports and Timesheets, Payroll Training, Payroll Users Manual, Delegation Form, Timekeeper/Code Administration, and Timekeeping Calendar. The main area features a 'Timekeeper Id' dropdown set to '000620-99 DEPT 620'. Below this are frequency options: 'Monthly' (selected) and 'Bi-Weekly'. The 'Monthly' option shows a period of '09/01/07 - 09/30/07' with entry and pay dates. A 'Select Period' dropdown is available for the 'Bi-Weekly' option. A row of buttons includes 'Select All', 'Unselect All', 'Special' (highlighted), 'Period Note', 'Detail', and 'Quick Entry'. A table lists employees with columns for T/S GEN, NAME, EMPL ID, PRIOR UPDATED, CURRENT UPDATED, TOTAL HOURS, and TOTAL PERCENT. The table contains six rows of employee data. A 'Special' pop-up window is open, prompting for 'Employee ID or Name' with the text 'Xuan, David' entered. It has 'OK' and 'Close' buttons. At the bottom right, there are radio buttons for 'W/O Hours' and 'Blank', and a 'Timesheets' button.

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Timekeeping Training

Tools (Timekeeping)

- [Reports and Timesheets](#)
- [Payroll Training](#)
- [Payroll Users Manual](#)
- [Delegation Form](#)
- [Timekeeper/Code Administration](#)
- [Timekeeping Calendar](#)

Timekeeper Id: 000620-99 DEPT 620

Monthly: *Period: 09/01/07 - 09/30/07 Entry: 09/01/07 - 09/22/07 Pay: 10/01/07 Hrs: 168.00

Bi-Weekly: Select Period

Select All Unselect All Special Period Note Detail Quick Entry

T/S GEN	NAME	EMPL ID	PRIOR UPDATED	CURRENT UPDATED	TOTAL HOURS	TOTAL PERCENT
3	* XUAN, ALLEN	918175	Yes	Yes	168.00	100.00
2	XUAN, ANTONIO				168.00	100.00
3	XUAN, CARMEN				5.00	2.98
2	XUAN, CELINE				168.00	100.00
2	XUAN, JOLENE				0.00	0.00
2	XUAN, KAREN				0.00	0.00
4	XUAN, YUSOF				0.00	0.00

Special

Employee ID or Name:

Xuan, David

OK Close

Clear List

W/O Hours

Blank

Timesheets

SPECIAL WINDOW DIAGRAM

The employee will also be added to your Employee List under the selected timekeeper code for this pay period only. Note: the employee's permanent timekeeper code is determined and maintained by the employee's Home Department in the Payroll Personnel System (PPS).

Why We Need to Create Specials



There may be times when you need to enter time for an employee that you are not the authorized timekeeper. For example, Kathy works in department "x" and also works for your department; let's call it "y". Her Timekeeper Code is assigned to the timekeeper for department "x", and for security purposes, only timekeeper "x" would be able to enter time for Kathy. This would not work very well, if you had to send timekeeper "x" Kathy's timesheet in order for her time to be entered. So, the system allows you to create a special, so that you are able to enter the time. In order for you to complete the special, your department must have some affiliation to the employee's file (please read security issues below).

Security Issues

We know that this information was covered previously, but we thought that it would be a good idea to review it once again.



All timekeepers are assigned valid timekeeper code(s) for which they have been delegated the responsibility by their department. All employees working at UCSD must have a valid timekeeper code, which is assigned and maintained in the Payroll Personnel System (PPS) by the employee's home department.

Access to the employee's time record will only be granted to the employee's assigned timekeeper. If you are not the employee's assigned timekeeper, the system will allow you to create a special entry if you meet the following criteria: a.) your department is set up in PPS with home department access, or b.) your department has a current or previous appointment on the employee's PPS data file. Questions pertaining to PPS information should be directed to your departmental PPS contact.

Participant Activity 6

I'll Have the Special of the Day

You have just been informed by your department that they have hired Theodore for additional employment for the next six months. Theodore is currently a casual employee in the Architecture Department, which is his Home Department.

Your departmental PPS preparer is just entering his appointment and distribution data into PPS. Theodore will be a Staff Research Associate, title code 9612, and he will be paid a monthly rate of \$2516.67 on the fund source ATX0005-69750A-2. His description of service code (DOS) is REG. Because the Online Timekeeping database is refreshed once every 24 hours with PPS updates, his record will not be flagged for the PPS updates until tomorrow.

You will need to create a Special Pay Entry to pay Theodore for the time he has worked in your department for this pay period, because today is the deadline to key time into the system.

Theodore worked 62.00 Regular hours for the Monthly Pay Period 09/01/907 to 09/30/07.

The following steps will guide you through creating a Special for Theodore's time entry:

1. Proceed by clicking on the **[SPECIAL]** button, located on the TIMEKEEPER SELECT or DETAIL ENTRY SCREEN. The system will then display the SPECIAL WINDOW.
2. Enter the employee identification number for Theodore (located on your class training worksheet under Specials) in the **Employee ID or Name** field. Now click on the **[OK]** button.
3. The system will return to the DETAIL ENTRY SCREEN and display the Pay Information for Theodore.

4. Click on any current pay reporting line and then, click the **[COPY 1]** button. The pay reporting line will be copied to a new reporting line with the same information and current pay period end date.
5. Click on the copied line to select it (it should be highlighted in blue).
6. Now click in the **Index** field on the DETAIL ENTRY SCREEN. Delete the existing index and key Theodore's new index 'ATX0005' in the field.
7. Use the Tab key to advance to the **Sub** field and enter '2'.
8. Continue by moving to the **Title** field, where you will delete the existing title code and enter '9612'. Proceed to the **Rate** field and replace the existing monthly pay rate with '2516.67' and make sure there is an 'M' in the **H/M** field.
9. Next, you will advance to the **DOS** field and enter the 'REG' description of service code.
10. Use the Tab key to move to the **Reg Hrs** field and enter the '62.00' Regular Hours for Theodore.
11. Click on the **[UPDATE]** button to update the entry and receive the message "Update Completed".
12. You will be going to lunch very soon!



Time Entry Activities

module seven

Special Payroll

By-Agreement Payment

Retroactive Leave Usage

Leave Usage

Reversing Previously Reported Leave Usage

Retroactive Adjustment of Hours Previously Paid

Perquisite Reporting

Transferring Vacation Credit When Salary Moved by PET

Correcting Negative Comp Time Balances on LASR

Title Code and Rate Change for Sub 2

Choose Your Activities

Modules one through six provided the details on how the Online Timekeeping system operates. This module will concentrate on developing skills for actual payroll time reporting.

There are ten specific time entry activities on the following pages. Each activity provides detailed instructions to assist you. Complete as many of the entry activities as you can in the allotted time.

Special Payroll

EXAMPLE:

For this activity, use the Employee ID # on your class worksheet for the employee named David.

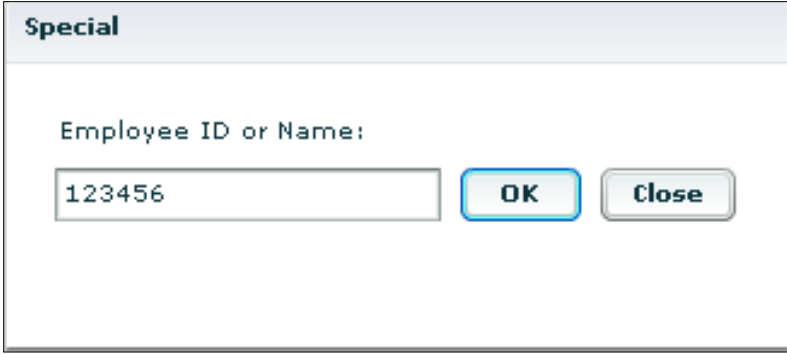
Eighty (80.00) hours need to be reported for an employee that works in your department, but does not belong to your timekeeper code.

In order for an employee to be listed on your timekeeper “Employee List”, he/she must be assigned one of your timekeeper code(s) in PPS. You will still be able to access and report time for employees who are not assigned your timekeeper code, provided the employee has an appointment or home department code affiliation with your department. To report time for these types of employees you will need to complete a special.

Please see the step-by-step instructions on the following pages.

Instructions

1. Sign on and select your assigned TIMEKEEPER ID code.
2. Using your mouse, select the monthly pay period (9/1/07 - 9/30/07).
3. Click on the **[SPECIAL]** button.
4. The system will prompt you to type the employee ID number or Name in the **Employee ID or Name** field of the SPECIAL WINDOW as shown below. Use the Employee ID # of the Special employee named David from your class worksheet.



The screenshot shows a window titled "Special". Inside the window, there is a label "Employee ID or Name:" followed by a text input field. The input field contains the text "123456". To the right of the input field are two buttons: "OK" and "Close".

5. If you are authorized to enter time for the employee, the system will display the employee's DETAIL ENTRY SCREEN. If you receive a system message indicating that you are not authorized, please contact your departmental Payroll Personnel System (PPS) contact. Access to an employee record is dependent on your department's affiliation to the employee record on the PPS database.
6. Using the mouse, select the distribution pay line wherein you want to report the hours by clicking on any of the hours reporting fields.
7. To report the regular hours, tab or click your cursor on the **Reg** field of the selected line and enter '80.00' hours.
8. Click on the **[UPDATE]** button to update the entry.
9. The sample DETAIL ENTRY SCREEN below shows how the completed entry should appear. (Note: some of the information such as employee name, index(es), etc. may vary)

By-Agreement Payment

EXAMPLE:

For this activity, use the Monthly employee from your class worksheet named Jolene.

A positive time reported employee (sub 2) needs to be paid a By-Agreement amount of \$250.00 on the current monthly pay period.

Only the amount of the payment needs to be entered in the Rate field of the By-Agreement pay reporting line.

These instructions would also apply to By-Agreement payments for exception time reported (sub 0 and sub 1) employees.

Please see the step-by-step instructions on the following pages.

Instructions

1. Select the employee named Jolene from your EMPLOYEE LIST and proceed to the DETAIL ENTRY SCREEN.
2. Using your mouse, select the correct By-Agreement distribution pay line (the DOS code should be BYA), and click in the **Rate** field located below in the override area of the screen. This is where you will enter the By-Agreement payment amount. For this example, delete the .00 rate and enter the the By-Agreement pay amount of '250.00' dollars.
3. When you have finished the rate entry for this employee, click on the **[UPDATE]** button to complete the By-Agreement entry.
4. The sample DETAIL ENTRY SCREEN on the next page shows how the completed By-Agreement payment entry for Jolene should appear. (Note: some of the information such as employee name, index(s), etc. may vary)


UNIVERSITY OF CALIFORNIA, SAN DIEGO
Sign Off Help Blink Home Search Blink

Timekeeping Training



000620-99

Detail Entry

Period Note

Monthly

Period 09/01/07 - 09/30/07

Entry 09/01/07 - 09/22/07

Pay 10/01/07

Hrs 168.00

Name

Empl ID

Total Hrs

Total Pct

QUICK ENTRY

EXIT

XUAN, JOLENE

952290

0.00

0.00

INDEX	FUND	S	TITLE	DOS	RATE	C	PCT	FXD HR	END DATE	SICK	VAC	REG	OT	P OT	OTHER	O	CODE	RA	W	I	DEPT REF
ATX0001	07427A	2	9612	REG	2516.67	M	0.5000	84.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00						
ATX0002	19900A	2	9612	REG	2516.67	M	0.5000	84.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00						
ATX0001	07427A	2	4011	BYA	250.00	M	0.0000	0.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00						

Retroactive Leave Usage

EXAMPLE:

For this activity, use the Monthly employee from your class worksheet named Antonio.

Twenty-four (24) hours of vacation leave was used in a prior period but not reported.

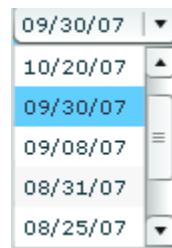
This example illustrates vacation usage and would apply to all subs, both monthly and bi-weekly. The same method would also be used for retroactive sick leave usage. If base salary is paid from more than one fund source, reported hours should always equal reversed hours for leave adjustments that are not to affect the employee's pay.

Note: that the period end date for all adjustments MUST be an actual payroll period end date.

Please see the step-by-step instructions on the following pages.

Instructions

1. Select the employee named Antonio from your EMPLOYEE LIST and proceed to the DETAIL ENTRY SCREEN.
2. Using the mouse, select the distribution pay line wherein you want to report the hours by clicking on any of the hours reporting fields.
3. Using your mouse, click on the **[COPY 1]** button. The system will make one copy of your selected line. To easily identify the copied line, the end date text will appear active.
4. To make changes to the pay period end date, click on the down arrow next to the **Period End** field located in the override area of the DETAIL ENTRY SCREEN.



For this activity choose the pay period end date '08/31/07'

5. To report the 24 hours of vacation used in the example, move your cursor to the **Vac** field and key '24.00' hours. Make sure you enter the hours on the copied pay reporting line.
6. To reverse the hours previously reported to regular time, move the cursor to the **Reg** field and key '<24.00>' hours. Note: negative hours entries should be reported using the minus (-) sign.
7. When you have finished your entries for this employee, click on the **[UPDATE]** button to save all of the entries.
8. The sample DETAIL ENTRY SCREEN below shows how the completed entry should appear. (Note: some of the information such as employee name, index(s), etc. may vary)

Leave Usage Entry

EXAMPLE:

For this activity, use the Biweekly employee from your class worksheet named Frances, note that there may be 38.50 regular hours that were entered in a previous activity.

In the current month, the employee used 4.00 hours of sick leave, 2.00 straight comp time.

Since all these hours create pay for “Sub 2” employees, the total of all the leave usage hours and the regular hours worked must equal the amount of hours to be paid. These hours will not affect pay for exception time employees, “Sub 1 and 0”.

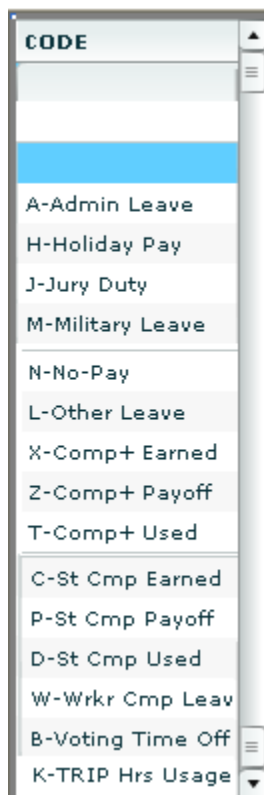
Please see the step-by-step instructions on the following pages.

Instructions

1. Select the employee named Frances from your EMPLOYEE LIST and proceed to the DETAIL ENTRY SCREEN.
2. Using the mouse, select the distribution pay line wherein you want to report the hours by clicking on any of the hours reporting fields.
3. **TO REPORT LEAVE USAGE HOURS USED FOR (SUB 2) EMPLOYEES:**

Move your cursor to the **Sick** hours field and key '4.00' hours, next move the cursor to the **Other Cd** field and key '2.00' hours and Other hours code 'D'.

If you are not sure which "Other Hours Code" to use, click your mouse on the down arrow of the **Other Code** description field, located in the override area of the DETAIL ENTRY SCREEN. The window will display all the "Other Hours Codes" from which you can choose.



In this activity choose the Other Code 'Straight Comp Time Used'

- When you have finished your entries for this employee, click on the **[UPDATE]** button to save all of the entries.
- The sample **DETAIL ENTRY SCREEN** below shows how the completed entry should appear. (Note: some of the information such as employee name, index(s), etc. may vary)

[illegible]

Reversing Previously Reported Leave Usage

EXAMPLE:

For this activity, use the Monthly employee from your class worksheet named Allen, note that there may be 16.00 hours of premium overtime for the current pay period, that was entered from a previous activity.

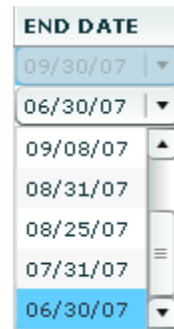
Eight (8) hours of anticipated vacation usage that was reported in the month of June was actually not used.

Since the hours have already been recorded and deducted from the employee's Leave Activity Summary Report (LASR). The timekeeper needs to return the hours to the employee's LASR by making a reversing entry.

Please see the step-by-step instructions on the following pages.

Instructions

1. Select the employee named Allen from your EMPLOYEE LIST and proceed to the DETAIL ENTRY SCREEN.
2. Using the mouse, select the distribution pay line wherein you want to report the hours by clicking on any of the hours reporting fields.
3. Using your mouse, click on the **[COPY 1]** button. The system will make one copy of your selected line. To easily identify the copied line, the text will appear in blue.
4. To make changes to the pay period end date, click on the down arrow next to the **Period End** field located in the override area of the DETAIL ENTRY SCREEN.



For this activity choose the pay period end date '06/30/07'

5. To reverse the 8 hours of vacation previously reported, move your cursor to the **Vac** field and key '<8.00>' hours, note: negative hours entries should be reported using the minus(-) sign.
6. To report regular hours to offset the negative vacation hours, move the cursor to the **Reg** field and key '8.00' hours.

- [illegible]

Retroactive Adjustment of Hours Previously Paid

EXAMPLE:

For this activity, use the Monthly employee from your class worksheet named Jolene.

A 100% split funded employee received a merit increase from, \$2516.67/month to \$2600.00/month retroactive to last month.

Since PPS had been updated to reflect the proper rate for the current month, the employee is only due a retroactive pay adjustment for last month. This employee is due the difference in salary of \$83.33 per month (\$2516.67-\$2600.00) for the period ending August 31, 2007.

Note: The “A”, in the field labeled “RA”, indicates that this is a retroactive adjustment of pay for hours which have previously been paid. This is the only time the “RA” field should be used.

Please see the step-by-step instructions on the following pages.

Instructions

1. Select the employee named Jolene from your EMPLOYEE LIST and proceed to the DETAIL ENTRY SCREEN.
2. Using the mouse, select the distribution pay line wherein you want to report the hours by clicking on any of the hours reporting fields.
3. Using your mouse, click on the **[COPY ALL]** button. The system will make one copy of each of the pay reporting lines and each of the copied lines will have the previous pay period end date. For this activity the end date is 08/31/07. To easily identify the copied lines, the end date text will appear active.
4. To report the retro payment, using the mouse, select the distribution pay line wherein you want to report the hours by clicking on any of the hours reporting fields.
5. Move your cursor to the **Rate** field of the override area of the screen and key '83.33', this is the difference between the new and old rates. The employee was already paid their original rate for the monthly pay period ending 08/31/07. We just want to pay the difference on this monthly pay period.
6. After you have completed the rate override, move your cursor to any of the hours entry fields (**Reg, Vac, Other**, etc,) to report the hours affected by the retroactive change. In this example, key '4.00' hours in the **VAC** field and '80.00' hours in the **Reg** field. These hours represent the time that was originally reported for the monthly pay period ending 08/31/07.
7. Move your cursor to the **RA** field of the override area and key the letter 'A'. This is to indicate the retroactive rate adjustment.
8. Now, you need to enter the retroactive rate adjustment for the additional funding source, repeat steps 4 through 7.

- [illegible]

Perquisite Reporting

EXAMPLE:

For this activity, use the Monthly employee from your class worksheet named Karen.

A \$500.00 Perquisite amount needs to be reported for an eligible employee on the current monthly pay period.

Employees that require Perquisite time entries need to have at least two (2) PPS distributions. One for the total dollar “value” of their perquisite (i.e., room and board, meals) with a DOS code of (PRF), and the second distribution for the total dollar “cost” of the perquisite with a DOS code of (PRQ). These distributions will need to be updated by your departmental PPS preparer; please consult him/her for assistance.

For this example, both amounts are \$500.00, therefore no actual pay is being generated. If the amount of the (PRF) pay reporting line is greater than the amount of the (PRQ) pay reporting line, the difference will result in payment equal to that amount.

Instructions

1. Select the employee named Karen from your EMPLOYEE LIST and proceed to the DETAIL ENTRY SCREEN.
2. Using your mouse, select the first Perquisite distribution pay line (it should have a PRF or PRQ description of service code), and click in the **Rate** field located below in the override area of the screen. This is where you want to enter the Perquisite “value” or “cost” dollar amount.
3. For the example, click the **Rate** field of the Perquisite pay reporting line with the PRF description of service code (DOS). Next, delete the .00 rate and enter the perquisite “value” amount of ‘500.00’ dollars.
4. Continue your entries, by clicking in the **Rate** field of the next Perquisite pay reporting line with the PRQ description of service code (DOS). Again, delete the .00 rate and enter the perquisite “cost” amount of ‘500.00’ dollars.
5. When you have finished the rate entries for this employee, click on the **[UPDATE]** button to complete the Perquisite entries.
6. The sample DETAIL ENTRY SCREEN on the next page shows how the completed Perquisite reported entries for Karen should appear. (Note: some of the information such as employee name, index(es), etc. may vary)

Transferring Vacation Credit When Salary Moved by PET

:

EXAMPLE:

For this activity, use the Monthly employee from your class worksheet named Carmen, note this employee is split funded and only one of the indexes was moved by a PET.

An employee was originally paid salary on index/fund APX0004-63000A-2 and had reported 20.00 hours of vacation usage (creating a financial credit on the VACLAC Report). A Payroll Expense Transfer (PET) was completed to move the salary payment to index/fund A*X0001-07427A-2.

The department needs to move the financial credit on the VACLAC Report for the vacation usage from APX0004 to A*X0001 using the Online Timekeeping system.

The following step-by-step instructions provide the detail on how to complete this entry for all sub types.

Instructions

1. Select the employee named Carmen from your EMPLOYEE LIST and proceeds to the DETAIL ENTRY SCREEN.
2. Using the mouse, select the distribution pay line wherein you want to report the hours by clicking on any of the hours reporting fields.
3. Using your mouse, click on the **[COPY ALL]** button. The system will make one copy of each of the pay reporting lines and each of the copied lines will have the previous pay period end date. For this activity the end date is 08/31/07. To easily identify the copied lines, the end date text will appear active.
4. First, click in the **VAC** field of the copied pay reporting line for the index (A*X0002-2000A-2) and enter '20.00' hours. Then, move to the **Reg** field and enter '<20.00>' hours, note: to enter negative hours use the minus (-) sign.
5. Click on or move to the second copied pay reporting line with the index (A*X0002-1990A-2), and click on the **Index** field of the override area. Delete the current index information and enter 'A*X0004' (this was where the vacation was previously reported).
6. Tab to move the cursor to the **Vacation** field and enter '<20.00>' , again, to enter negative hours use the minus (-) sign. Tab the cursor to the **Reg Hrs** field and enter the offsetting '20.00' hours.
7. When you have finished your entries for this employee, click on the **[UPDATE]** button to save all of the entries.

[illegible]

Correcting Negative Comp Time Balances on LASR

EXAMPLE:

For this activity, use the Monthly employee from your class worksheet named Celine, note that she may have 40.00 hours of vacation already reported for a prior pay period that you entered from another activity.

An employee's Leave Activity Summary Report (LASR) reflects a negative comp time balance, because hours were previously reported on the August 2007 monthly pay period using the incorrect Other hours code.

This employee incorrectly reported 8.00 hours of straight comp time used (Other hours code "D"), when it should have been reported as premium comp time used (Other hours code "T").

The following pages will give you step-by-step instructions on how to correct the negative balance using the Online Timekeeping system.

Instructions

1. Select the employee named Celine from your EMPLOYEE LIST and proceed to the DETAIL ENTRY SCREEN.
2. Using the mouse, select the pay reporting line with the pay period end date of 09/31/07 by clicking on any of the hour reporting fields.
3. Move the cursor to the **Other** field and enter '<8.00>', note: to enter negative hours use the minus (-) sign. Next, move the cursor to the **Code** field and enter the Other hours code 'D' to reverse the previous entry of straight comp time used.
4. Next, make a copy of this reporting line. Click on the **[COPY 1]** button. The system will make one copy of your selected line that contains the same information and the same pay period end date, 08/31/07.
5. Once you have successfully copied the new line, move the cursor to the **Other** field and enter '8.00' hours and then, move to the **Code** field and enter the Other hours code 'T' to correctly report premium comp time used.
6. When you have finished the rate entries for this employee, click on the **[UPDATE]** button to complete the leave correction entries.
7. The sample DETAIL ENTRY SCREEN on the next page shows how the completed entries for Celine should appear. (Note: some of the information such as employee name, index(s), etc. may vary)

Title Code and Rate Change for Sub 2

EXAMPLE:

For this activity, use the Monthly employee from your class worksheet named Yusof.

Effective this month, a 100% Blank Assistant III, title code 4722 and a monthly rate of \$2442.00 received a reclass to Administrative Coordinator, title code 9701 and a new monthly rate of \$2850.00.

Note: Title code and rate changes for exception time reported (sub 0 and sub 1) employees are paid by entries into the Payroll Personnel System (PPS). So, they should not be entered into the Online Timekeeping system. However, since all overtime payments are positive time reported for all employees (sub 0,1,2), you must override the title code and rate for all overtime payments.

Please see the step-by-step instructions on the following pages.

Instructions

1. Select the employee named Yusof from your EMPLOYEE LIST and proceed to the DETAIL ENTRY SCREEN.
2. Using the mouse, select the distribution pay line wherein you want to report the hours by clicking on any of the hours reporting fields.
3. To report the current month hours, move the cursor to the appropriate field (**Sick, Vac, Reg, OT, Prem OT**) and enter the hours. For this example, move to the **Reg** field and enter '168.00' regular hours.
4. To change the employees title code, click on the **Title** field in the override area of the DETAIL ENTRY SCREEN and enter the new title code '9701'.
5. To change the pay rate, click or move to the **Rate** field of the override area and enter the new pay rate of '2850.00'.
6. When you have finished the entries for this employee, click on the **[UPDATE]** button to complete the leave correction entries.
7. The sample DETAIL ENTRY SCREEN on the next page shows how the completed entries for Yusof should appear. (Note: some of the information such as employee name, index(s), etc. may vary)

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Printing Timesheets and Reports

module eight

Select Timesheet Format

Acrobat Reader

Sample Timesheet

Timekeeping Reports

Sample Report

Select Timesheet Format

The Online Timekeeping system has a built in timesheet printing option which is located on the Employee List screen. Before you can print timesheets, you must first select one or more employees from the list. To select employees, either click and drag or use the CTRL key to make multiple selections. You may also use the select all button to auto select all employees on the list.

Next, choose which timesheet format you wish to print (with Hours, W/O hours, or Blank), and then click on the "Timesheets" button.

A screenshot of a web interface for selecting a timesheet format. It features three radio button options: "With Hours", "W/O Hours", and "Blank". To the right of these options is a button labeled "Timesheets". The "With Hours" option is currently selected.

WITH HOURS - after timekeeping entries have been completed choose this option to print an employee timesheet documenting all hours that have been entered. It is required that you provide employees a timesheet record of their entered hours.

W/O HOURS - prints employee timesheet(s) with all the current pay reporting line information. This will be the best choice to distribute to your employees at the start of a pay period, so they can accurately report their hours and obtain authorized signatures. When the completed and approved timesheet is returned to the timekeeper, it should be retained as the formal audit copy per policy.



Suggestion: we have found it helpful to print the timesheets on colored paper, so employees are less likely to lose them.

BLANK TIMESHEET - prints a blank timesheet without any employee information or pay reporting line information.

Acrobat Reader

After you have chosen a timesheet format and clicked on the “Timesheets” button, the server will begin processing your timesheet PDF file. Another browser window will be opened displaying the timesheet completed message. Go to the “Time sheets” link in the message and click to launch the Acrobat Reader application where your timesheets will be ready for printing.

In the Acrobat Reader application, you can click the “printer” icon or select file>print from the menu options to start printing the timesheets. Note: as this is a resource intensive process, you will want to send your timesheet print job to a larger network printer if possible.

The screenshot displays the Adobe Acrobat Reader application window with the title bar "Adobe Acrobat - [timekeeping6540-990912202056.pdf]". The menu bar includes File, Edit, Document, Tools, View, Window, and Help. The toolbar contains various icons for file operations and navigation. The main content area shows a timesheet form titled "0001-01 TIMESHEET". The form includes fields for "Period: 09/01/99 - 09/30/99", "Timekeeper: DRUMMOND, SCOTT D. - 0062", and "Supv Sign". Below these are two identical timesheet grids. Each grid has columns for "Day" (1-31), "Reg Hrs", "Absence", "Overtime", "Sick Leave", "Vacation", "Reg. Hrs", "Straight OT", "Prem OT", "Other Hrs - Code", "Period", "Cyc", "Index", "Fund", "Sub", "Title", "Rate", "HM", "RA", and "WSP". The status bar at the bottom shows "74%", "18 of 18", and "11 x 8.5 in".

ACROBAT READER DIAGRAM

Sample Timesheet

Class Handout

Timekeeping Reports

To view or print time entry reports, click on the “Timekeeping Reports” link from the Timekeeping Menu. The Timekeeper Select page will load. Select a pay period and timekeeper code you wish to view. The employee list page will load. You will have several report format choices and also an optional sort list selection. The list page can also be printed as an employee roster report. See the sample

EmployeeLink - Timekeeper Reports - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Stop

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Where Do You Want To Go? Go!

EmployeeLink BACK HOME HELP LOGOUT

You are currently logged on. Please remember to log out when you are done!

Generate Report

Report Selection Go

Report Selection
Entry Verification
Audit Report by Name
Audit Report by Index

Optional:

Employee Selection Go

Employee List

Period: 09/01/99 - 09/30/99

Selected	Employee Name	Employee ID	Prior Entered	Current Entered	Current Hours	Current Percent
☒	NOGUCHI, ALLEN	529568	No	Yes	168.00	100.00
☒	NOGUCHI, ANTONIO	536385	No	Yes	168.00	100.00
☒	NOGUCHI, CARMEN	550675	No	No	0.00	0.00
☒	NOGUCHI, CELINE	550790	No	No	168.00	100.00
☒	NOGUCHI, JOLENE	552290	No	No	0.00	0.00
☒	NOGUCHI, KAREN	553290	No	No	0.00	0.00
☒	NOGUCHI, YUSOF	561192	No	No	0.00	0.00

Did You Get What You Wanted?

Document: Done

EMPLOYEE LIST DIAGRAM

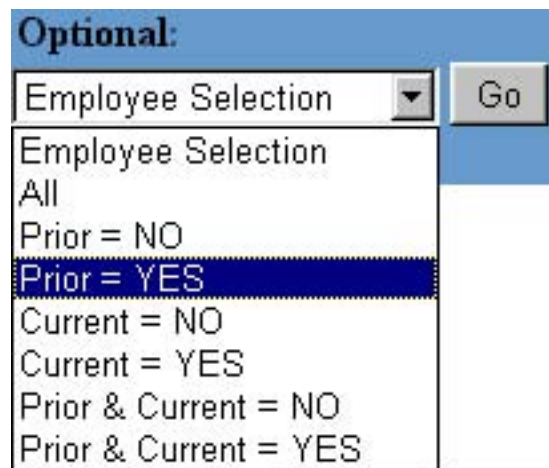
Generate Report Options

ENTRY VERIFICATION - generates a report showing only selected employees and reporting line(s) that have updated time entries (current or prior). The list is displayed in alpha order.

AUDIT REPORT BY NAME - generates a report showing all selected employees from the list. All reporting lines will be displayed whether time was entered or not. The list is displayed in alpha order.

AUDIT REPORT BY INDEX - generates a report showing all selected employees from the list just as the Audit Report by Name above, only the report will be formatted by index.

The Employee List also allows you to optionally sort the list by the “yes” and “no” indicators for the Prior Entered or Current Entered columns of the list. You may also check or uncheck the boxes in the Selected column to determine which employees will appear in a report. By default, all employees and selected boxes will be checked when the list initially loads.



After you have determined which employees and report you wish to generate, click on the “GO” button to display the report. The report will be formatted similarly to other FinancialLink reports. The “REG” hours column has been shaded for easy readability.



There is a save to file icon which will let you export the report to a spreadsheet such as Microsoft Excel. The report printing format works best if you change your printer settings to landscape.

UCSD **HOME** **LOGOUT**

0612-99 **Timekeeper Audit Report By Name**
Period: 09/01/99 - 09/30/99

Seq	Payroll Period	Index-Fund-Sub	Index Description	WSP	Title	Pay Rate	DOS	Sick Leave	Vacation	Reg Hours	Straight OT	Premium OT	Other Hours	Other Code
ID: 529568 Name NOGUCHI, ALLEN														
1	09/30/99	ALX0001-07427A-1	DEPARTMENT OF ALX - FUND 07427		4723	2298.00	REG	25.00						
500	09/30/99	ALX0002-07427A-1	DEPARTMENT OF ALX - FUND 07427		4723	2298.00	REG			80.00				
ID: 536385 Name NOGUCHI, ANTONIO														
1	09/30/99	ALX0001-07427A-0	DEPARTMENT OF ALX - FUND 07427		3240	2431.00	REG		8.00					

Document: Done

TIMEKEEPING REPORT DIAGRAM

Sample Report

Class Handout



reference & index

Payroll Specialist Directory

The UCSD Payroll Office is located in Suite 305 of Torrey Pines Center South. The Campus Mailcode is 0952.

FAXNumber	619534-7423
Customer Service	4-3247
Director	4-3247
Assistant Director	4-3247
Compensation:	
Academic (Sub 0) General Campus	4-3244
Academic (Sub 0) School of Medicine	4-3248
Staff (Sub 1)	4-2784
Staff (Sub 2) Also Medical Center Biweekly:	4-2269
Employment Verification	4-3247
Expense Transfers (PET)	4-3244
Health/Life Insurance	
A – K	4-2271
L - Z	4-3246
LOA Insurance Payments	4-2270
Non-Citizen Information	2-1185
Payroll Reports Requests	4-3247
Retirement Refunds/CalCasualty/Credit Union/Parking	4-2271
Retirement/Social Security/Tax Shelters (403B)	4-3249
Sea Pay Allotments	4-2784
Direct Deposit	4-0665
Taxation	4-3241
Timekeeper Information	4-3245
Vacation Accounting	4-3245
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