

Colorado State University

Human Resource Management System User Guide

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Unit 8: Time Entry and Timeclocks

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Hourly Summary Time Entry

Elements

Five pay elements are available for use in the Hourly Summary Time Entry window, but not all elements are available for each employee.

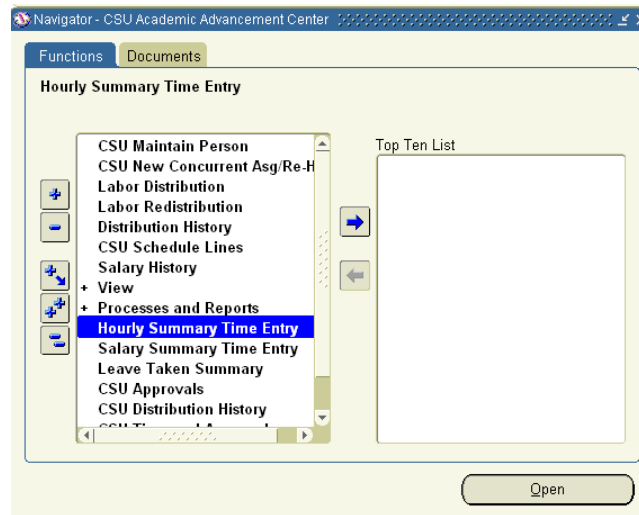
- **Generic Work Study** can be used only for students on a work-study assignment.
- **Time Entry Wages** can be thought of as ‘regular’ hourly wages. This element is used for student hourly, state classified hourly, and non-student hourly employees.
- **Food Service** is available only for employees working for Housing or Residential Dining in a dining hall.
- **Overtime** is available only to overtime-eligible hourly employees.
- **Shift Pay Differential** is available only to eligible State Classified Hourly employees.

Timefile

The payroll schedules, available on the HRS website (www.hrs.colostate.edu) under Payroll, include the pay period begin date, end date, and time file creation date, as well as other useful information. They indicate when the timefiles are available for you to enter hours and when they must be complete.

Additional information on overtime, shift pay, and work-study can be found later in this unit.

1. From the Navigator menu, open Hourly Summary Time Entry.



2. The employees for whom you may enter hours appear sorted by Employee Name.

The Sort By radio buttons in the top left corner of the screen allow you to sort by several fields.

- If an employee you recently hired does not appear in the batch, click the green plus sign on the toolbar (or press Ctrl-down-arrow) to add a new line. Type the employee's last name in the Employee Name field and press Tab.

Employee Name	Asg. No.	Assignment Info	Element Name	Hours	Account	Date Earned	Rate
Avery, Andrew	22652	Admin Assistant III	Time Entry Wages				
Bartlett, Barry B	20297	STU Tutor	Time Entry Wages				
Charles, Catherine	21554	STU Tutor	Time Entry Wages				
Donald, Drew	17415	STU Tutor	Time Entry Wages				
Emmet, Evelyn	13096	Stu Paraprofession	Generic Work Study				

- Select the appropriate element from the LOV.
- Enter the number of hours worked.
- If an employee has only one account listed in his Labor Schedule, the Account column automatically populates.

If there is more than one account in the employee's labor schedule the field will remain empty. Enter the correct account number or choose it from the LOV. Only accounts which exist in the employee's labor schedule and are active may be used.

To pay from a different account, you may add an account to the Labor Schedule. It will be available for use immediately. (Please refer to Unit 7: Labor Distribution.)

- To divide an employee's hours among two or more accounts, click on the employee's line and then click on the Duplicate button in the upper right corner. You may choose a different account for each line.
- For hours earned during the current pay period, the Date Earned field remains blank.

To pay hours earned during a previous pay period, enter the hours worked, as above (creating a duplicate line, if necessary). In the Date Earned column, use the LOV to choose the appropriate pay period end date.

9. You may save your work at any time and return to the timefile later to enter additional lines or make corrections.

Employee Name	Asg. No.	Assignment Info	Element Name	Hours	Account	Date Earned	Rate
Avery, Andrew	22652	Admin Assistant III	Time Entry Wages	80	534232		
Bartlett, Barry B	20297	STU Tutor	Time Entry Wages	36	136653		
Bartlett, Barry B	20297	STU Tutor	Time Entry Wages	18	136653	03-MAR-2006	7.62
Charles, Catherine	21554	STU Tutor	Time Entry Wages	80	136653		
Donald, Drew	17415	STU Tutor	Time Entry Wages	22.5	136653		
Donald, Drew	17415	STU Tutor	Time Entry Wages	10	534232		
Donald, Drew	17415	STU Tutor	Time Entry Wages	12	136653	03-MAR-2006	7.62
Emmet, Evelyn	13096	Stu Paraprofession	Generic Work Study	40	534232		

10. When you are finished entering hours, enter the total number of hours in this batch in the Total Hours field.

Employee names that appear in red indicate that the employee has an assignment in another department. To view the hours entered so far for that employee by all departments for the pay period in which you are entering hours, click on the employee's name, and then click the View All Jobs button. This will help you determine if the employee has worked more than 80 hours in this pay period.

When necessary, Payroll will determine which department is responsible for overtime pay for hours worked in excess of 40 per week accrued between two or more assignments.

11. Click Validate.

12. If Oracle finds an error in the batch, the Messages window will open and list all errors found. After you have corrected them, click Validate.

Type	Identifier	Severity	Message
Batch Control	HOURS	Fatal	Total Hours (0) does not match calculated value (298.5)

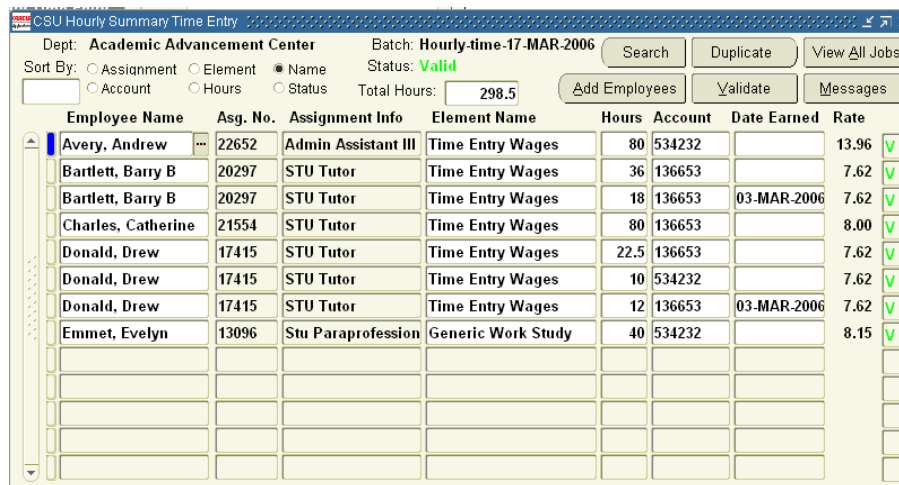
13. When a batch is validated successfully, the Time Entry report will open for you to print or save, if needed.

To view or print the Time Entry report at any time after it has been generated, go to Processes and Reports -> View Requests. Click Find on the Find Requests screen. Select the Time Entry report (the most current report is the one nearest the top of the list) and click View Output.

Organization: Academic Advancement Center Type/Period: Hourly-time-17-MAR-2006

Employee Name	Assignment	Element Name	Hours	Account	Rate	Date Earned
Avery, Andrew	22652	Time Entry Wages	80	534232	13.96	17 MAR 2006
Bartlett, Barry B	20297	Time Entry Wages	36	136653	7.62	17 MAR 2006
Bartlett, Barry B	20297	Time Entry Wages	18	136653	7.62	03 MAR 2006
Charles, Catherine	21554	Time Entry Wages	80	136653	8	17 MAR 2006
Donald, Drew	17415	Time Entry Wages	22.5	136653	7.62	17 MAR 2006
Donald, Drew	17415	Time Entry Wages	10	534232	7.62	17 MAR 2006
Donald, Drew	17415	Time Entry Wages	12	136653	7.62	03 MAR 2006
Emmet, Evelyn	13096	Generic Work Study	40	534232	8.15	17 MAR 2006

8. Each line in the batch will be marked with a green V now. The batch Status, listed at the top of the window will read 'Valid'.



9. You may make changes to the batch at any time until the batches have been transferred for payroll processing.

If you do make changes, you must revalidate the batch even though the Status may still read Valid.

Salary Summary Time Entry

Elements

Five pay elements are available for use in the Salary Summary Time Entry window, but not all elements are available for each employee.

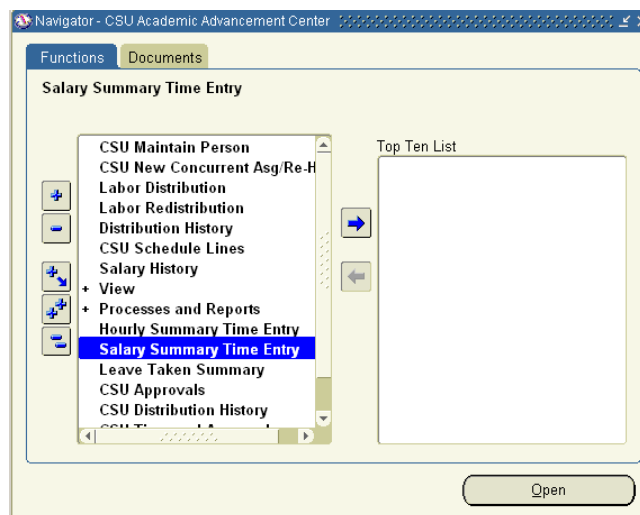
- **Excess Reg Hours** are available only for part-time State Classified salaried employees who work extra hours, up to 40 total, in one week.
- **Overtime** is available only to overtime-eligible (non-exempt) State Classified salaried employees and is used for hours worked in excess of 40 per week.
- **Shift Pay Differentials** are available only to State Classified salaried employees eligible for Shift Pay.
- **On Call Hours** are available only to employees in certain salaried State Classified positions.
- **Food Service** is available only for employees working in Housing or Residential Dining in the dining halls.

Timefile

Salary Summary Time batches are available beginning on the first working day of each month. Entries for excess regular hours, overtime, shift pay, and on-call hours worked during the previous month should be entered in time for the transfer of salaried time files from departments to HRS.

Activity for **previous** months only should be entered in the salaried time file.

1. From the Navigator menu, open Salary Summary Time Entry.



- 6. In the Hours column, enter the number of hours that the employee earned for this element.**

Employee names that appear in red indicate that the employee has an assignment in another department. To view the hours entered so far for that employee by all departments for the pay period in which you are entering hours, highlight the employee's name by clicking on it, and then click the View All Jobs button.

Payroll will determine which department is responsible for overtime pay for hours worked in excess of 40 per week accrued between two or more assignments.

- 7. If an employee has only one account listed in his Labor Schedule, the Account column will automatically populate. If there is more than one account in the employee's labor schedule the field will remain empty. Use the Account field's LOV to select the correct account.**

Only accounts which exist in the employee's labor schedule and are active may be used. If necessary, you may add an account to the Labor Schedule and it will be available immediately. (Please refer to Unit 7: Labor Distribution.)

- 8. To divide the hours among two or more accounts, create an additional line for the employee by clicking on the employee's line and then the Duplicate button in the upper right corner. You may choose a different account for each line.**
- 9. Use the Date Earned column's LOV to select the pay period in which the hours were earned.**
- 10. After entering hours for all applicable employees, add the total number of hours in this batch and enter it in the Total Hours field at the top of the screen. Click Validate.**

If Oracle finds an error in the batch, the Messages window will open and list all errors found. After you have corrected them, click Validate again.

- 11. When a batch has validated successfully, the Time Entry report will open, the Time Entry window's Status field reads 'Valid', and the Status column for each employee has a green 'V' in it.**

Batches must be validated before the transfer process runs. Batches which have a status of Unprocessed or Error will not transfer. After the transfer runs, you will not be able to make changes to the batch.

If you have validated a batch, and then make any change, adjust the total hours, if necessary, and **validate the batch again**. Even though the Status column still says 'Valid', **nothing** from the batch will transfer if the batch is not revalidated.

Timeclock Simulation Software

To allow a PC to function as a timeclock, you can install TeraTerm Pro from ACNS's website. This program interfaces with Oracle to track employees' start times, end times, account numbers, and overtime. It eliminates the need to manually enter time in Oracle.

More information on timeclock setup and configurations for LAN managers can be found on the HRS website at <http://www.hrs.colostate.edu/datasys/timeclocks.html>.

1. Before an employee can use a timeclock, two items on the CSU Timeclock Locations screen must match his assignment information:

Location - this location must appear on the employee's Assignment screen in the Location field.

Account - The list of projects in the Location Projects-Project Name block correspond to the timeclock selected at the top of the screen. In order for an employee to use this timeclock, he must have one or more of these accounts in his labor schedule. (Please refer to Unit7: Labor Distribution.)

IP Address	Clock Name	Organization	Location
hrs46.acns.colos	Acad Adv	Academic Advancement Center	108 Student Services

Employee Name	Project Name	Active?
Arthur, Abbey	Research	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Organization	Project Name	Account
Academic Advancement Center	Research	120211

2. Additionally, the employee's assignment must have a valid I-9, be active, and be either Pending Approval or Approved.
3. To clock in, the employee can to either swipe his ID card (if there is a barcode device attached to the PC) or enter his CSU ID and press Enter.

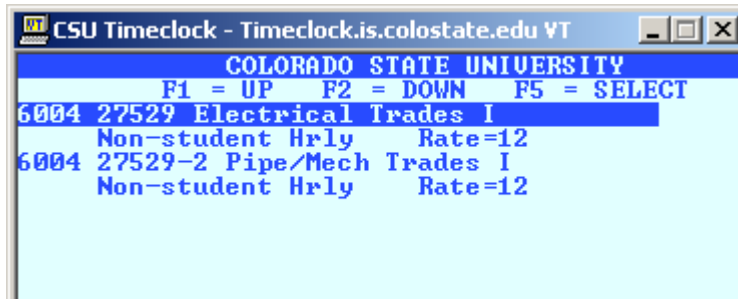
CSU Timeclock - Timeclock.is.colostate.edu VT

COLORADO STATE UNIVERSITY

Timeclock PC

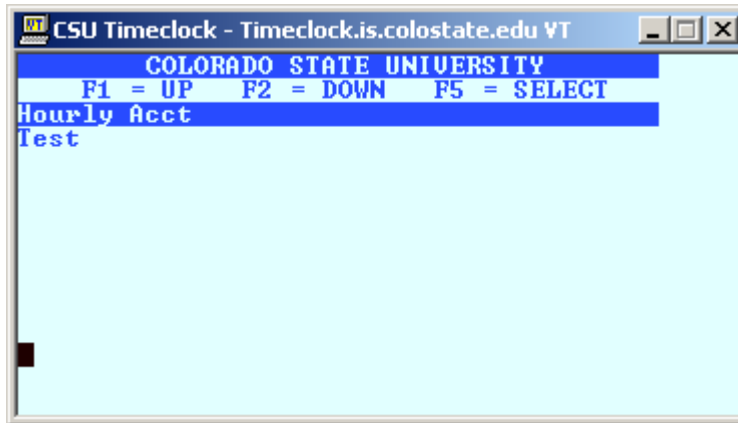
Swipe ID Card OR Type exit to quit:
987459876

4. If the employee has more than one assignment in your department, he will be given a list of jobs to choose from.



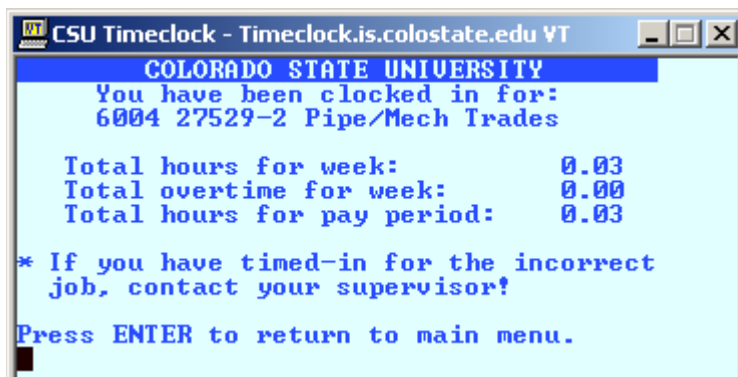
```
CSU Timeclock - Timeclock.is.colostate.edu VT
COLORADO STATE UNIVERSITY
F1 = UP  F2 = DOWN  F5 = SELECT
6004 27529 Electrical Trades I
Non-student Hrly Rate=12
6004 27529-2 Pipe/Mech Trades I
Non-student Hrly Rate=12
```

5. If the job has more than one account number (project), the employee will be given a list of accounts to choose from.



```
CSU Timeclock - Timeclock.is.colostate.edu VT
COLORADO STATE UNIVERSITY
F1 = UP  F2 = DOWN  F5 = SELECT
Hourly Acct
Test
```

6. A window displays the job clocked in, as well as information about the hours the employee has earned in this job during the current pay period.



```
CSU Timeclock - Timeclock.is.colostate.edu VT
COLORADO STATE UNIVERSITY
You have been clocked in for:
6004 27529-2 Pipe/Mech Trades

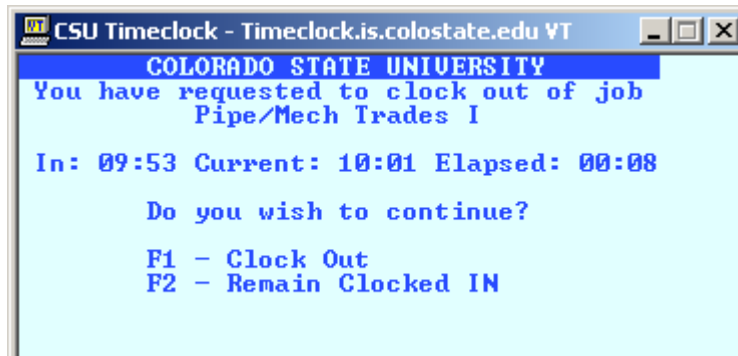
Total hours for week:      0.03
Total overtime for week:   0.00
Total hours for pay period: 0.03

* If you have timed-in for the incorrect
  job, contact your supervisor!

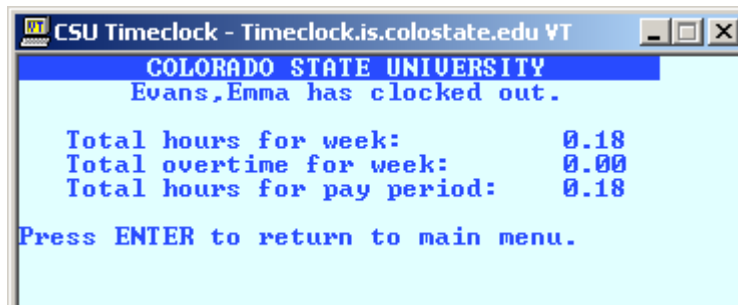
Press ENTER to return to main menu.
```

7. Pressing Enter leaves the PC prepared for the next employee.

8. When the employee enters his SSN again, he can press F1 to clock out or F2 to remain clocked in.



9. If he presses F1 to clock out, the screen states that the employee has clocked out and displays the total hours that the employee has worked during the current pay period.

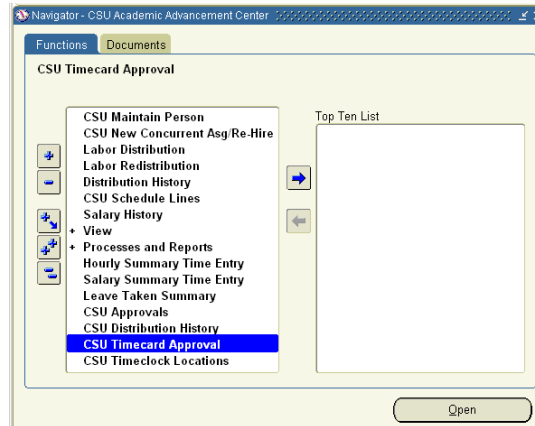


10. To close the program, type 'exit'.

Approving Timeclock Entries

Time logged using a timeclock requires approval from a timeclock supervisor before the employee can be paid for this time. A supervisor is an individual given permission in Oracle to approve time recorded on specific timeclocks for specific accounts.

1. From the Navigator menu, open CSU Timecard Approval.



2. The Timecard Approval screen displays, one at a time, each employee for which the user is an approver.

A few fields may appear in red to alert you of certain conditions.

- a. The Date In field will display in red if two entries overlap.
 - b. The Time field will display in red if it is greater than 8 hours.
 - c. The Assignment field will display in red if the assignment has been suspended.
- Please print this employee's timecard, delete the entries from the timeclock, and submit the timesheet to Kat McDonald in Payroll for hand-loading.

The screenshot shows the "Timecard Approval" screen for employee JAMISON, JACQUELINE. The employee's ID is 4495, and the total hours are 44.95. The table below shows the time entries for Week 1 and Week 2.

Approved?	Time	Date/Time In	Date/Time Out	Project	Element
<input type="checkbox"/>	3:46	08.AUG.2005 06.37	08.AUG.2005 10.23	Corbett Parmelee	Time Entry Wages
		Assignment 24497	Title Program Aide	Clock	Corbett Parmelee Hall
<input type="checkbox"/>	2:39	07.AUG.2005 11.45	07.AUG.2005 14.24	Corbett Parmelee	Time Entry Wages
		Assignment 24497	Title Program Aide	Clock	Corbett Parmelee Hall
<input type="checkbox"/>	3:43	07.AUG.2005 06.50	07.AUG.2005 10.33	Corbett Parmelee	Time Entry Wages
		Assignment 24497	Title Program Aide	Clock	Corbett Parmelee Hall
<input type="checkbox"/>	3:41	06.AUG.2005 06.51	06.AUG.2005 10.32	Corbett Parmelee	Time Entry Wages
		Assignment 24497	Title Program Aide	Clock	Corbett Parmelee Hall
<input type="checkbox"/>	2:51	03.AUG.2005 11.48	03.AUG.2005 14.39	Corbett Parmelee	Time Entry Wages
		Assignment 24497	Title Program Aide	Clock	Corbett Parmelee Hall
<input type="checkbox"/>					
		Assignment	Title	Clock	
<input type="checkbox"/>					
		Assignment	Title	Clock	

At the bottom of the screen, there are checkboxes for "Unapproved Only?", "Timecard Sorted: Newest First" (selected), and "Oldest First". There are also buttons for "Print Timecard" and "Timecard History".

3. To approve a line, click in the **Approved?** checkbox to the left of each entry. Each line must be approved in order for the employee to be paid for it.

To view an employee's unapproved hours only, check the **Unapproved Only?** checkbox in the lower left corner of the screen.

4. Click the up and down arrows to the left of the employee name to scroll through the employees.

Instead of scrolling through the employees, you can use the **Search Criteria** button in the upper right corner to find a particular employee or to reduce your list to those employees who clock in on a particular project.

5. Hours may be sorted in forward or reverse chronological order by using the **Timecard Sorted** options at the bottom of the screen.
6. The three fields to the left of the **Search Criteria** button keep track of **approved** hours for each of the two weeks of the current pay period, as well as the total approved hours that are ready to be picked up by payroll.

The total hours may be more than the sum of the two weeks listed if there are hours from other pay periods which have been approved but not yet picked up for processing.

During the first week of a new pay period, the **Week 1** and **2** totals will calculate as if we are still in the previous pay period. This is designed to assist approvers in finishing up with the previous pay period's approvals.

The approved lines will be removed from this screen when the batches are electronically picked up by Payroll. The unapproved lines will remain here until they are either approved or deleted.

7. If necessary, the supervisor can edit the times, dates, project, element, or assignment recorded in case an employee clocked in incorrectly.

To change any of these fields, click in the field and use the list of values to select the appropriate value.

The **Meal?** column is applicable for Housing and Food Services employees only.

Timeclock Reports

The **Print Timecard** button allows you to view and print a timecard of the approved hours for the employee being viewed on screen.

The **Timecard History** button lists the recent pay periods for which this employee had timecards. To print one of the cards, click the Print button to the right of the desired pay period.

The following reports may be printed through Processes and Reports -> Submit Processes and Reports -> Single Request:

Shifts Over Eight Hours
Timecards
Timeclock Audit Report

Timeclock Overtime Report
Timeclock Project Report
Unapproved Timeclock Hours