

Office Memorandum

Date: April 9, 2019
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: **Time Entry Validation Option**

Beginning April 9, 2019, agencies will have the option to enable Time Entry Validation in Self Service Time Entry for their employees. The Time Entry Validation button will provide an opportunity to check for errors before Time and Labor entries are completed.

Note: The format and text of validation error messages are identical to the validation error messages produced in Manager Time Entry Approval, Mass Time Entry, and Labor Distribution pages.

When determining if the Time Entry Validation Option is right for your agency, consider the amount of staff resources available to provide support to employees in resolving validation errors. Statewide Payroll Services and the Self Service Password Help email address are unable to assist employees with resolving their validation errors.

Agencies wanting to use the Validation Option

- A Self Service Time Entry (STE) contact for each department ID **must** be added in Contacts by Business Unit page prior to contacting MMB to enable the Validation button
- Activation of the Validation button is set up by department ID
- When enabled, all employees assigned to a specific department ID will see the Validation button in Self Service Time Entry
- The STE contact information will appear on the Self Service Time Entry page when the validation option is enabled

Contacts by Business Unit

Business Unit: G10MN Mn Management & Budget
Proc Unit: 0000000 Personnel/Payroll

Business Unit Contact Find First 11 of 11 Last

*Contact ID: 0119

Contact Rcd#: 0 *Contact Type: STE Self Service Time Entry Backup?:

Email Address: @state.mn.us

Work Phones


Phone Type: Main Business

Telephone: 651/259- Work Phone Extension:

Save Return to Search Notify

- When an STE contact has been established, contact Jody Dahl and provide specific department IDs to activate the Validation function

Information for employees choosing to use the Validation option

- Once an employee has completed and saved all updates to their time entry in Self Service, and the information is ready for a supervisor’s approval; select the Validate button 

Time Errors | Find | View All First 1 of 1 Last

Time & Labor | Find | First 1-2 of 2 Last

Earn Code	Wed 03-06	Thurs 03-07	Fri 03-08	Sat 03-09	Sun 03-10	Mon 03-11	Tues 03-12	Wed 03-13	Thurs 03-14	Fri 03-15	Sat 03-16	Sun 03-17	Mon 03-18	Tues 03-19	Em Total
REG	8.00	8.00	8.00					8.00	8.00	8.00			8.00	8.00	64.00 REG
SIK					8.00	8.00									16.00 SIK

Daily Totals

Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Empl Total
8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	80.00

Self-Service Time Entry Type: Time Only View Leave Activity Validate

- Select the Check Status button  every few seconds

Department: Systems & Communications Pay End Date: 09/03/2019

Name: ID: Rod#: 0

Self-Service Time Entry Type: Exception

To access other pay periods, click

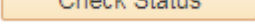
Validation Processing Start Time: 14:10:05 Elapsed Time: 00:00

For help with resolving your validation errors contact your supervisor or self-service contact(s).

Name	Telephone	Email Address	Primary?	Comments
<input type="text"/>			<input checked="" type="checkbox"/>	

Save Refresh

Check Status

- When the Check Status button  disappears, validation is complete. Any errors found are displayed at the top of the Time and Labor page in the Time Errors section
- If necessary, make the appropriate changes
- Mark the **Complete?** checkbox in the upper-right portion of the page so a checkmark appears in the box

Employees can find steps for using the validation option in the [Time Entry](#) instructions.

Questions?

For other questions, Agency Payroll, HR, and Accounting staff should contact Jody Dahl in Statewide Payroll Services at 651-201-8206 or Jody.Dahl@state.mn.us.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF