

Self Service

Employee Time Entry: Payroll and Human Resources Staff Instructions

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Introduction

Employees use Self Service Time Entry to enter time and labor distribution. Managers use it to validate and approve the time and labor entered. Before employees and managers can use self service time entry, agency HR and Payroll staff complete setup tasks. After employees and managers complete their time entry tasks, self service time entry is loaded to Mass Time Entry, where the payroll staff validates and marks it complete. After the payroll is processed, payroll staff review a self service audit report and other on-demand reports as needed.

The section below lists self service time entry setup tasks and biweekly tasks.

Setup and continuing maintenance

Human Resources Staff

- Employees assigned to a department ID must report to the same manager. This may involve creating new department IDs and assigning employees to these departments by changing the department IDs on their position and job records.

Payroll Staff

- Set up employees' work schedules to allow time entry, time and labor entry or exception reporting.
- Set up and maintain security for approvals.

Biweekly tasks

Employees

- Enter time, labor distribution and comments. Mark time and labor Complete.

Managers or supervisors

- Validate time and labor distribution for departments.
- Correct errors, review and approve timesheets. Revalidate and correct errors until all errors are corrected or acceptable.
- Mark departments Ready to Load.

Payroll Staff

- Review Document Direct/InfoPac report HP2480, *Self Service Ineligible Entry Report*.
- Monitor the Self Service Time and Labor page for progress in completing self service time entry.
- Add any additional earn codes and hours or amounts on the Mass Time Entry page.
- Review time entry, validate departments and correct errors in Mass Time Entry.
- Review Document Direct/InfoPac report HP2460, *Self Service Time Entry Audit Report*.
- Run On-Demand reports as needed.

Deadlines for Implementing Self Service Time Entry

Department Rollout and Input Deadline calendar

Monday	Tuesday	Wednesday	Thursday	Friday
Department Rollout Deadline	Pay Period End Date			
Input Deadline		Pay Period Begin Date		

Department Rollout Deadline - The deadline for notifying Statewide Payroll Services of new department(s) recently created, vacant (no one assigned) and those using Mass Time Entry you want to roll out is 16 or more days before the first day of the first pay period.

Note: For departments using **Interface Time Entry, departments **must** use Mass Time Entry for one or more pay periods before switching to Self Service Time Entry

Input Deadline - The input deadline is the Monday before the first day of the first pay period for:

- Entering HR transactions that move employees into self service departments, and
- Indicating the self service entry type for each employee on their work schedule page, and
- Assigning primary and backup managers/supervisors on the self service security page.

**Interface Time Entry is the input of time and leave information in a separate system by employees in an agency and then a single file is transmitted and fed into Mass Time Entry in SEMA4.

HR Staff: Update Department Structure and Assign Employees to Departments

Employee time entry records are organized by department ID. Each manager or supervisor who uses Employee Self Service time entry is authorized to access one or more department IDs that includes the employees who report to that manager or supervisor. All employees in a department ID must report to the same supervisor.

For example, say an agency has ten employees assigned to four department IDs. The employees report to two supervisors.

Employee	Department ID	Supervisor	Security
Ann, Joe, Dan	G100000	Susan	Susan must be authorized to approve department IDs G100000 and G100040.
Amy, Bill, Val	G100040		
Tony, Mary	G100060	Jason	Jason must be authorized to approve department IDs G100060 and G100080.
Dave, Joy	G100080		

Employees Ann, Joe and Dan are assigned to department G100000; and employees Amy, Bill and Val are assigned to department G100040. Supervisor Susan must be authorized to approve departments IDs G100000 and G100040.

Employees Tony and Mary are assigned to department G100060; and employees Dave and Joy are assigned to department G100080. Supervisor Jason must be authorized to approve departments IDs G100060 and G100080.

Before employees and managers can use self service time entry, agency human resource staff may need to reassign employees and positions to department IDs that supervisors can access.

To change the department ID on a position or job record:

For assistance in changing the department ID on the position or job record, refer to the steps in SEMA4 Help. In the Index, type *department ID change*, then select department ID change for employee or for position.

Payroll Staff: Update Self Service Time Entry Type on Work Schedules

The SEMA4 work schedule for each employee using Self Service Time Entry must indicate a Self Service Time Entry Type. Once assigned on the schedule, the time entry type displays in the lower left-hand portion of the self service Time and Labor page.

Self Service Time Entry Types:

- **Time Only:** The Time Only time entry type allows employees to enter earn codes and hours, but not labor distribution. Labor distribution is built from position funding and is modified (if needed) and validated by payroll staff on the Labor Distribution page in SEMA4.
- **Time & Lbr:** The Time & Lbr time entry type allows employees to enter earn codes and hours as well as labor distribution information for each earn code. Validation is applied to both time and labor distribution and both may produce errors.
- **Exception:** The Exception time entry type is used only for full-time employees who do not report labor distribution. The Exception type assumes 80 hours of time worked. The employee reports only exceptions. Labor distribution is built from position funding and is modified (if needed) and validated by payroll staff on the Labor Distribution page in SEMA4.

Update an Employee's Work Schedule

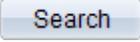
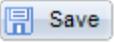
You may update an employee's schedule in SEMA4 on the Schedules page or the Mass Schedule Update page. The steps for entering data on both pages are available in SEMA4 Help. In the Index, type *work schedule*, then select set up/change steps for both types of work schedules.

Payroll Staff: Set Up Security for Approvals

The payroll staff authorizes supervisors, managers and other staff to approve self service time and labor information on the **Self-Service Security** page in SEMA4.

For each department, there must be one person assigned as the Primary approver of employee input. In addition, there should be an appropriate number of “back up” approvers who can perform the manager time entry tasks in the absence of the primary approver. Backup approvers might be a department manager, director or payroll staff.

To authorize employees who can approve input:

1. In SEMA4, select **Payroll > Other > Self-Service Security**.
2. In the search box, enter the SetID for your agency. (SetID is agency number plus MN. For example, T79MN is the SetID for the Department of Transportation.) Alternatively, enter a department ID, partial department ID, or description. Click the Search  button.
3. Search results display.
4. Select the department for which you are authorizing employees who can approve time entry. The **Self-Service Security** page appears for the selected department.
5. Choose one of the following:
 - If the **Business Process** field is blank, click the Combo Box Select a Value  button and select Time Entry.
 - If the **Business Process** field contains a value, click View All on the Self Service Manager Access by Business Process header bar.
 - If security has already been established for the Time Entry business process, scroll down to where that business process displays.
 - If Time Entry does not appear as a business process for which security has been established, click the Add a New Row  button to the right of the **Business Process** field. Then click the Combo Box Select a Value  button and select Time Entry.
6. To add an additional approver for the Business Process, click the Add a New Row  button on an existing approver row.
7. In the first **User ID** field, enter the 8-digit user ID (employee ID) of the employee being authorized to approve input. Tab out of the field and the employee's name displays.
8. Select the **Primary?** check box if the user will be the primary person to approve time for the department on a regular basis. Only one user can be selected as primary. All other users are backup approvers. Agencies can set up as many backup approvers as necessary.
9. The **Manager Business Process?** check box is selected automatically for all user IDs and should not be changed.
10. To add another user ID, click the Add a New Row  button to the right of the **Manager Business Process?** check box. To delete a user ID, click the Delete Row  button.
11. When security setup is complete for the department, click the Save  button.

Payroll Staff: Complete the Time Entry Process and Review Reports

The schedule for self service time entry processes follows. In this example, the department is marked Ready to Load on Tuesday:

Day	Process
Tuesday	Manager marks the department Ready to Load
Tuesday p.m.	SEMA4 loads the department to Mass Time Entry
Wednesday	Payroll staff review time entry data and validate departments in Mass Time Entry
Wednesday p.m.	SEMA4 calculates pay
Thursday	Payroll staff may view calculated checks in Paycheck Data

- Review the Document Direct/ InfoPac report HP2480, *Self Service Ineligible Entry Report*, available Monday – Thursday of payroll processing week. This report displays ineligible time entry records that have been deleted since the last time the report was generated. Ineligible time entry records cause confusion and may require employees to reenter their information. Ineligible records are created when:
 - Employees who have saved information for the current or future pay periods on the Time and Labor or Comments pages, but have job record changes that move them to a different department ID;
 - Employees who have saved information for the current or future pay periods on the Time and Labor or Comments pages, but the department has been turned off for Self Service Time Entry (is no longer using Self Service Time Entry);
 - Time entry records for the current or future pay periods have been saved for employees who are separated, retired, deceased, or laid off.
- On Tuesday and Wednesday of payroll processing week, monitor the Employee Self Service Time and Labor search results in Employee Self Service or in SEMA4 to ensure Employee Self Service time entry is being completed. Take appropriate action to assure that all self service departments are in Ready to Load status by the end of Wednesday.
- Enter additional earn codes and hours or amounts that employees are not authorized to enter, on the Mass Time Entry page. Any earn code not on the self service earn code lookup list, such as earn codes for leave adjustments, leave payoffs or achievement awards, must be entered by payroll staff in Mass Time Entry.
- Review all time entry data that was loaded to mass time entry. All time entry hours that are not manager-approved are deleted during the load. The employee's mass time entry record will display the default earn code from the work schedule, but no hours. If the employee should not be paid, take no action. If the employee should be paid, enter the hours in mass time entry.
- Validate each department in Mass Time Entry. Correct any errors and revalidate.
- Review the Document Direct/ InfoPac report HP2460, *Self Service Time Entry Audit Report*, available on Thursday of each payroll processing week. This report displays:
 - Employees who did not personally complete their time entry, and ID and name of the supervisor or manager who completed time entry for the employee.
 - Employees whose time entry was approved by someone other than the primary approver for the department, and the employee ID and name of the person who approved the time.
- Run On-Demand reports as needed. The following On-Demand reports are available in SEMA4 on the menu path On-Demand Reports > Payroll > Report:
 - FIHU0608**, SelfSrvcTimeComments, entitled Comments Only by Pay Period
 - FIHU0609**, SelfSrvcTime EE ONLY, entitled Time Entry by Employee ID and by Pay Period
 - FIHU0610**, SelfSrvcTime DEPTONLY, entitled Time Entry by Department and Pay Period
 - FIHU0612**, SelfSrvcLabor EE ONLY, entitled Labor Distribution Data Only by Employee
 - FIHU0614**, SelfSrvcLaborDeptONLY, entitled Labor Distribution Data Only by Department
 - FIHU0615**, SelfSrvc Mgr DEPTID, entitled Self Service Managers by DeptID by Business Process
 - FIHU0616**, SelfSrvc Mgr AGENCY, entitled Self Service Managers by DeptID by Business Process (entire agency)
 - FIHU0618**, SelfSrvDept-Download, entitled Time Entry By Department and Pay Period Downloadable Version