

Self Service Time Entry – Time Only

Introduction

Welcome to this Self Service Time Entry session. This session is intended for employees that report hours worked, leave taken, and other payroll information like shift differential. This session demonstrates how to enter payroll information for your supervisor's review and approval.

Welcome to
Self Service Time Entry

Time Only

Statewide Payroll Services

MINNESOTA
Management
& Budget

What is Self Service
Time Entry?

- Employee enters time and leave
- Supervisor reviews and approves
- Payroll administrator reviews and validates

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What is Self Service Time Entry? It includes you entering your payroll information and your supervisor reviewing and approving your record. If your supervisor determines that your information is not accurate, you will be asked to return to your record and make the necessary changes. Finally, your agency's payroll administrator is reviewing and validating your record in order for it to process in the overnight payroll calculation.

Today's Objectives

- Locate the Self Service Time Entry module
- Navigate within the Time & Labor component
- Modify default payroll information
- Enter leave, other payroll information & comments
- Save payroll information & mark a timesheet "Complete"
- Adjust a "Completed" timesheet
- Access timesheets for multiple jobs



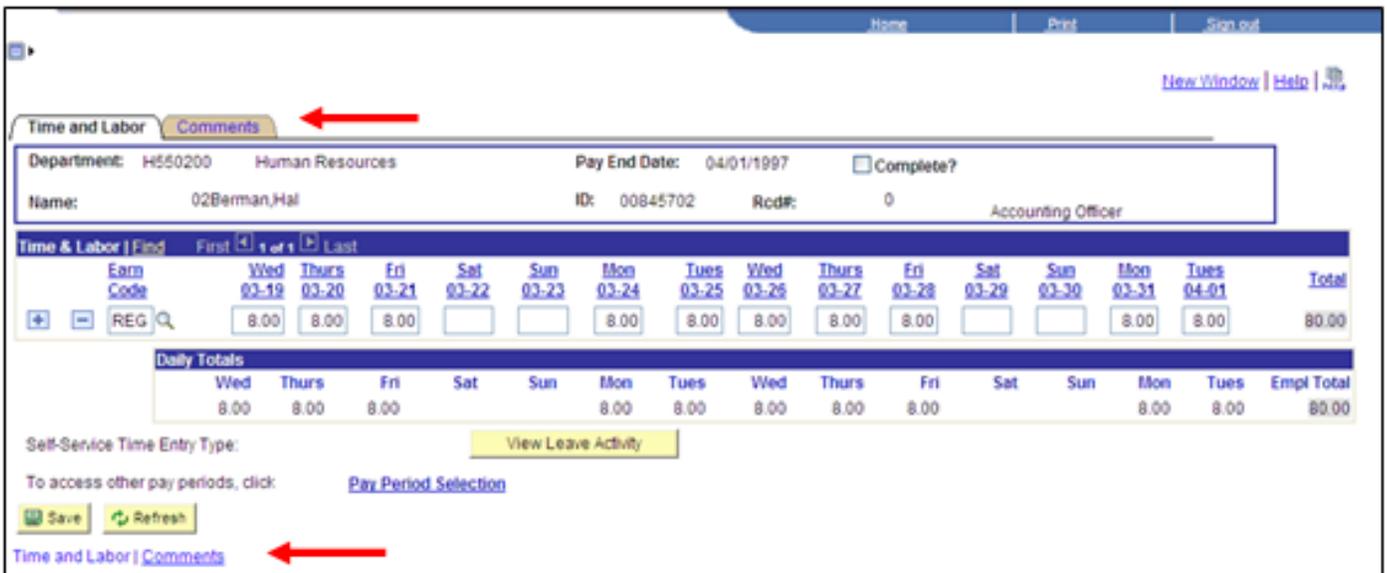
The session Objectives include:

- Locating the self service time entry module
- Navigating within the time and labor component
- Modifying default payroll information
- Entering leave, other payroll information and comments
- Saving payroll information and marking the timesheet complete
- Adjusting a completed timesheet, and
- Accessing timesheets for multiple jobs.

Locating the Time Entry module



When an employee is set up for self service time entry, a new Time Entry [Time Entry](#) link displays on the Self Service Home page.



When you click the Time Entry [Time Entry](#) link, you access the Time and Labor component which has two pages; Time and Labor and Comments. Access either page by clicking the tabs at the top of the page, or the links at the bottom of the page.

You can access the Time and Labor component to add or update information as many times as necessary during a pay period. You will save the information each time you enter changes to

ensure the data is not lost. When you are finished entering information for a pay period, you indicate that your time entry is complete and ready for your supervisor's review and approval.

Navigating within the Time and Labor component

Time and Labor | Comments

Department: H550200 Human Resources Pay End Date: 04/01/1997 Complete? ←

Name: 02Berman, Hal ID: 00845702 Rcd#: 0 Accounting Officer ←

Time & Labor Find	First	1 of 1	Last												
Earn Code	Wed 03-19	Thurs 03-20	Fri 03-21	Sat 03-22	Sun 03-23	Mon 03-24	Tues 03-25	Wed 03-26	Thurs 03-27	Fri 03-28	Sat 03-29	Sun 03-30	Mon 03-31	Tues 04-01	Total
REG	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	80.00

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: [View Leave Activity](#)

To access other pay periods, click: [Pay Period Selection](#)

[Save](#) [Refresh](#)

[Time and Labor | Comments](#)

On the Time and Labor page, you will see:

- The department ID that your job record is assigned to, and the description for that department
- The pay period end date that you are entering payroll information for
- The Complete check box that you click when you are finished entering your information
- Your name
- Your employee ID
- Your job record number and the job classification for that record.

Time and Labor | Comments

Department: H550200 Human Resources Pay End Date: 04/01/1997 Complete?

Name: 02Berman, Hal ID: 00845702 Rcd#: 0 Accounting Officer

Time & Labor | Find First 1 of 1 Last

Earn Code	Wed 03-19	Thurs 03-20	Fri 03-21	Sat 03-22	Sun 03-23	Mon 03-24	Tues 03-25	Wed 03-26	Thurs 03-27	Fri 03-28	Sat 03-29	Sun 03-30	Mon 03-31	Tues 04-01	Total
REG	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	80.00

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: [View Leave Activity](#)

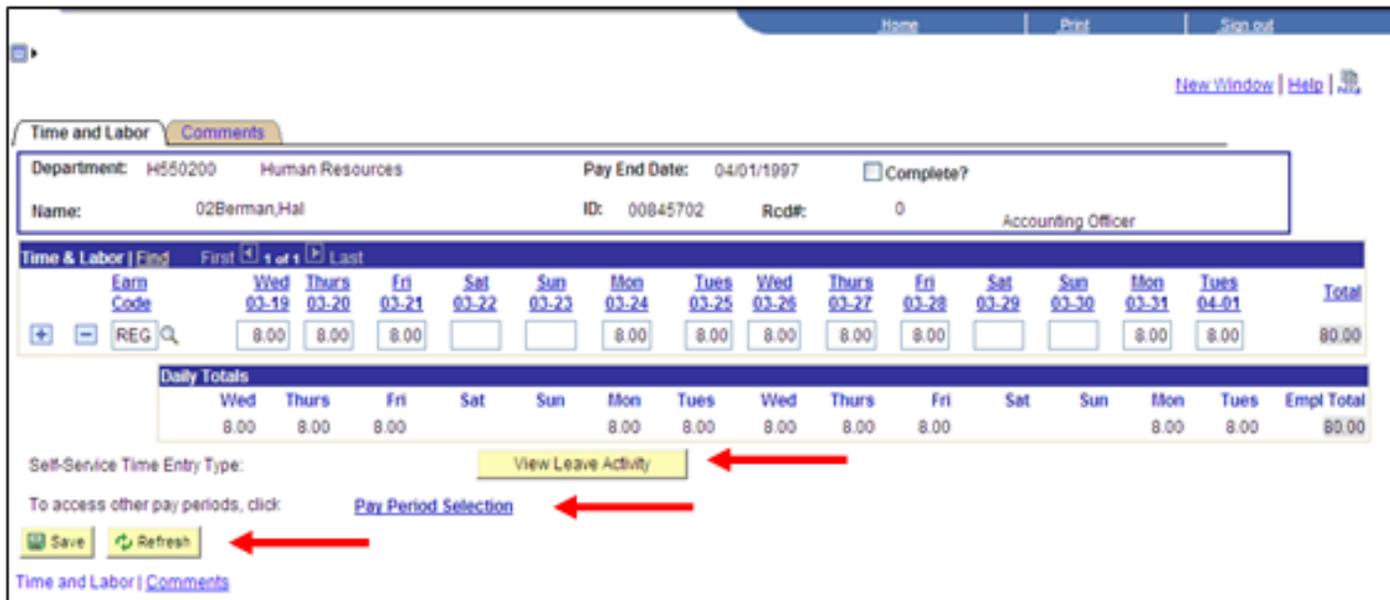
To access other pay periods, click: [Pay Period Selection](#)

[Save](#) [Refresh](#)

[Time and Labor | Comments](#)

Under the Time & Labor header bar, the fields where you enter your payroll information display. Upon accessing this page for the first time each pay period, some employees will see the REG earn code and hours filled in; others will see blank hours fields. In pay periods that have a holiday, eligible employees will also have a row with a "Holiday" earn code displayed.

To the left of the Earn Code field, there are two buttons that are used to add  or delete  rows of information. To the right of the Earn Code field are Hours fields for each day in the pay period, as well as the Total field for the row. Below that are daily totals, and the total for the entire pay period.



Time and Labor | Comments

Department: H550200 Human Resources Pay End Date: 04/01/1997 Complete?

Name: 02Berman, Hal ID: 00845702 Rod#: 0 Accounting Officer

Earn Code	Wed 03-19	Thurs 03-20	Fri 03-21	Sat 03-22	Sun 03-23	Mon 03-24	Tues 03-25	Wed 03-26	Thurs 03-27	Fri 03-28	Sat 03-29	Sun 03-30	Mon 03-31	Tues 04-01	Total
REG	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	80.00

Daily Totals

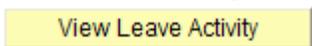
Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Empl Total
8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	80.00

Self-Service Time Entry Type: [View Leave Activity](#)

To access other pay periods, click: [Pay Period Selection](#)

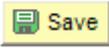
Time and Labor | [Comments](#)

You can access your leave activity page by clicking the View Leave Activity



button.

The Pay Period Selection [Pay Period Selection](#) link allows you to view prior pay period timesheets. It also allows you to select and enter information for a future pay period. For example, if you are going to take a 3 week vacation, and will be gone for an entire pay period, you can enter payroll information before you leave for vacation.

The Save  and Refresh  buttons are located at the bottom of the page.

Modifying default payroll information

Home | Print | Sign out

[New Window](#) | [Help](#) |

Time and Labor | **Comments**

Department: H550200 Human Resources Pay End Date: 04/01/1997 Complete?

Name: 02Berman, Hal ID: 00845702 Rcd#: 0 Accounting Officer

Time & Labor | Find First Last

Earn Code	Wed 03-19	Thurs 03-20	Fri 03-21	Sat 03-22	Sun 03-23	Mon 03-24	Tues 03-25	Wed 03-26	Thurs 03-27	Fri 03-28	Sat 03-29	Sun 03-30	Mon 03-31	Tues 04-01	Total
REG	8.00	8.00	5.5			8.00	8.00	8.00	8.00	8.00			8.00	8.00	80.00

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: [View Leave Activity](#)

To access other pay periods, click [Pay Period Selection](#)

[Save](#) [Refresh](#)

Time and Labor | [Comments](#)

Assume it is mid-way through the pay period and you want to bring your timesheet up-to-date. You need to enter some sick time for Friday, March 21 because you took your child to a doctor's appointment. On the REG row, reduce the hours to the number of hours worked, which was 5.5 hours. If you enter partial hours, be sure to include a decimal.

State of Minnesota Employee Self Service, Welcome Hal 02Berman

Home | Print | Sign out

[New Window](#) | [Help](#) |

Time and Labor | **Comments**

Department: H550200 Human Resources Pay End Date: 04/01/1997 Complete?

Name: 02Berman, Hal ID: 00845702 Rcd#: 0 Accounting Officer

Time & Labor | Find First Last

Earn Code	Wed 03-19	Thurs 03-20	Fri 03-21	Sat 03-22	Sun 03-23	Mon 03-24	Tues 03-25	Wed 03-26	Thurs 03-27	Fri 03-28	Sat 03-29	Sun 03-30	Mon 03-31	Tues 04-01	Total
REG	8.00	8.00	5.50			8.00	8.00	8.00	8.00	8.00			8.00	8.00	77.50

Daily Totals

Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Empl Total
8.00	8.00	5.50			8.00	8.00	8.00	8.00	8.00			8.00	8.00	77.50

Self-Service Time Entry Type: [View Leave Activity](#)

To access other pay periods, click [Pay Period Selection](#)

[Save](#) [Refresh](#)

Time and Labor | [Comments](#)

To add the sick leave, click the plus button to add a new row. On the new row, enter the earn code for sick leave. If you know what the earn code is, you can just enter it. To look up an earn code, click the look up earn code button.

Look Up Earn Code

Earnings Code:

Description:

[Basic Lookup](#)

Search Results

View All First 1-41 of 41 Last

Description	Earnings Code
Bone Marrow Donor	BON
Comp Time Earned @ 1.5	C15
Personal Use St Veh-#Commutes	CAR
Call Back @ 1.0	CB1
Call Back @ 1.5	CBR
Comp Time Earned @ 1.0	CE1
Personal Use St Veh-.30/Mile	CMI
Comp Time Taken	CT1
Floating Holiday	FLH
Fam Med Lve - LWOP/Workers Comp	FLW
Fam Med Lve Floating Holiday	FMF
Fam Med Lve Holiday	FMH
Fam Med Lve No Pay	FML
Fam Med Lve Sick	FMS
Fam Med Lve Vacation	FMV
Holiday Pay	HOL
Jurv Duty Leave	JDY

The list of earn codes that could potentially be used displays. This list is available to everyone using Self Service Time Entry; however, not every earn code applies to every employee. If you are unsure of which earn code to select, consult with your supervisor, a co-worker, or the payroll person in your agency.

Shift Differential .65	S65
Shift Differential at .70	S70
Sick Leave	SIK
Training	TNG

From the list, select sick leave. You can click either the earn code description or the earn code itself.

Time & Labor		Find														Total
Earn Code		Wed 03-19	Thurs 03-20	Fri 03-21	Sat 03-22	Sun 03-23	Mon 03-24	Tues 03-25	Wed 03-26	Thurs 03-27	Fri 03-28	Sat 03-29	Sun 03-30	Mon 03-31	Tues 04-01	
<input type="button" value="+"/> <input type="button" value="-"/> REG	<input type="text" value=""/>	8.00	8.00	5.50			8.00	8.00	8.00	8.00	8.00			8.00	8.00	77.50
<input type="button" value="+"/> <input type="button" value="-"/> SIK	<input type="text" value=""/>															

The 3-character code for sick leave displays in the Earn Code field.

Time and Labor		Comments														
Department: H550200 Human Resources		Pay End Date: 04/01/1997												<input type="checkbox"/> Complete?		
Name: 02Berman, Hal		ID: 00845702												Rcd#: 0 Accounting Officer		
Time & Labor Find		First 1-2 of 2 Last														
Earn Code		Wed 03-19	Thurs 03-20	Fri 03-21	Sat 03-22	Sun 03-23	Mon 03-24	Tues 03-25	Wed 03-26	Thurs 03-27	Fri 03-28	Sat 03-29	Sun 03-30	Mon 03-31	Tues 04-01	Total
+ -	REG	8.00	8.00	5.50			8.00	8.00	8.00	8.00	8.00			8.00	8.00	77.50
+ -	SIK			2.5												

Then, use the tab key to move to the Friday field and enter 2.5 hours.

Entering information on the Comments page

Time and Labor		Comments													
Department: H550200 Human Resources		Pay End Date: 04/01/1997												<input type="checkbox"/> Complete?	
Name: 02Berman, Hal		ID: 00845702												Rcd#: 0	
Comments		Find View All First 1 of 1 Last													
+ -	3/21 child dr appt.														

Next, click the Comments page tab to enter a comment regarding why sick leave was used.

Employees or managers who want to include comments about time entry can enter text on the Comments page. Comments are considered to be private information. Check with your agency for guidelines and what to document on the Comments page.

In this case, on March 21, sick leave was used for a doctor's appointment for your child.

Time and Labor		Comments													
Department: H550200 Human Resources		Pay End Date: 04/01/1997												<input type="checkbox"/> Complete?	
Name: 02Berman, Hal		ID: 00845702												Rcd#: 0	
Comments		Find View All First 1 of 1 Last													
+ -	3/21 child dr appt.														
															00845702
															02Berman, Hal

After entering the comment, click the Save  button. Notice that when the comment is saved, the author of the comment (the employee in this case) displays off to the right.

It is important to understand that when you click Save on this page, you are saving not only the comment, but also the information entered on the Time and Labor page.

It is important to understand when it is most appropriate to click the Save  button, the  Refresh button and the Complete Complete? check box.

- At any time, clicking the Refresh  button after entering changes will **not** save the information but rather, it brings the page up-to-date.
- You can save your information by clicking either the Save  button or the Complete Complete? check box. However, the particular situation will determine which method is most appropriate.
 - Clicking the Save  button may be most appropriate if you are making changes and it isn't the end of the pay period and you expect that you might have more changes to enter at a later time.
 - Clicking the Complete Complete? check box is most appropriate when you are at the end of the pay period and are done entering changes. When marking your timesheet complete, and verifying that the entries are correct, your timesheet is ready for your supervisor's review and approval.

Entering additional payroll information

Time and Labor **Comments**

Department: H550200 Human Resources Pay End Date: 04/01/1997 Complete?

Name: 02Berman,Hal ID: 00845702 Rcd#: 0 Accounting Officer

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

Earn Code	Wed 03-19	Thurs 03-20	Fri 03-21	Sat 03-22	Sun 03-23	Mon 03-24	Tues 03-25	Wed 03-26	Thurs 03-27	Fri 03-28	Sat 03-29	Sun 03-30	Mon 03-31	Tues 04-01	Total
+ - REG	8.00	8.00	5.50			8.00	8.00	8.00					8.00	8.00	77.50
+ - SIK			2.50												2.50

Assume it is the end of the pay period. You need to enter two days of vacation for Thursday, March 27 and Friday, March 28. On the REG row, delete the hours for those days.

Time and Labor **Comments**

Department: H550200 Human Resources Pay End Date: 04/01/1997 Complete?

Name: 02Berman,Hal ID: 00845702 Rcd#: 0 Accounting Officer

Time & Labor | Find First 1-4 of 4 Last

Earn Code	Wed 03-19	Thurs 03-20	Fri 03-21	Sat 03-22	Sun 03-23	Mon 03-24	Tues 03-25	Wed 03-26	Thurs 03-27	Fri 03-28	Sat 03-29	Sun 03-30	Mon 03-31	Tues 04-01	Total
+ - REG	8.00	8.00	5.50			8.00	8.00	8.00					8.00	8.00	61.50
+ - VAC									8	8					
+ - SIK			2.50												2.50

Then, click the plus  button to add a new row. You know the earn code for vacation, so enter VAC in the Earn Code field. Then, use the tab key to move to Thursday and Friday and enter 8 hours for each day. If you have whole hours, there is no need to enter a decimal.

Time and Labor **Comments**

Department: H550200 Human Resources Pay End Date: 04/01/1997 Complete?

Name: 02Berman,Hal ID: 00845702 Rcd#: 0 Accounting Officer

Time & Labor | Find First 1-4 of 4 Last

Earn Code	Wed 03-19	Thurs 03-20	Fri 03-21	Sat 03-22	Sun 03-23	Mon 03-24	Tues 03-25	Wed 03-26	Thurs 03-27	Fri 03-28	Sat 03-29	Sun 03-30	Mon 03-31	Tues 04-01	Total
+ - REG	8.00	8.00	5.50			8.00	8.00	8.00					8.00	8.00	61.50
+ - VAC									8.00	8.00					16.00
+ - SIK			2.50												2.50

Daily Totals

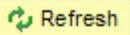
Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Empl Total
8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	80.00

Self-Service Time Entry Type: [View Leave Activity](#)

To access other pay periods, click [Pay Period Selection](#)

Time and Labor | [Comments](#)

Click the Refresh  button. Again, refresh does not save, but it brings the page up-to-date. Notice the total fields for each row, the totals for each day, and the grand total for the entire pay period.

Marking the Timesheet Complete

Time and Labor		Comments	
Department:	H550200 Human Resources	Pay End Date:	04/01/1997
Name:	02Berman, Hal	ID:	00845702
		Rcd#:	0
			Accounting Officer

Let's say you are done entering changes for this pay period. Mark the timesheet complete by clicking the Complete Complete? check box in the upper-right portion of the page; this creates a checkmark in the box.

I verify the entries are correct. (24050,75)

If your response is "No", the Complete flag will be turned off automatically. If your response is "Yes", your time and labor data will be automatically saved.

Yes No

A page displays asking you to verify that your entries are correct. If you click the No button, the checkmark in the Complete Complete? check box will automatically be removed. If you click the Yes button, you are applying your electronic signature and the data is saved.

Click the button. Your timesheet is now ready for your supervisor's review and approval.

Time and Labor		Comments	
Department:	H550200 Human Resources	Pay End Date:	04/01/1997
Name:	02Berman, Hal	ID:	00845702
		Rcd#:	0
			Accounting Officer

Time & Labor Find	First	1-4 of 4	Last													Total
Earn Code	Wed 03-19	Thurs 03-20	Fri 03-21	Sat 03-22	Sun 03-23	Mon 03-24	Tues 03-25	Wed 03-26	Thurs 03-27	Fri 03-28	Sat 03-29	Sun 03-30	Mon 03-31	Tues 04-01		
REG	8.00	8.00	5.50			8.00	8.00	8.00						8.00	8.00	61.50
VAC									8.00	8.00						16.00
SIK			2.50													2.50
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	

There are a couple of differences once the Complete Complete? check box is checked. The buttons and fields where you entered data are no longer accessible. Your timesheet will stay like this until your supervisor completes the review and approval process. Until then, you do have the

option of going back into your timesheet if you need to make a change. In order to do this, you would need to clear the Complete Complete? check box.

Adjusting a completed timesheet

Time & Labor Find		First	1-4 of 4	Last															Total
Earn Code		Wed 03-19	Thurs 03-20	Fri 03-21	Sat 03-22	Sun 03-23	Mon 03-24	Tues 03-25	Wed 03-26	Thurs 03-27	Fri 03-28	Sat 03-29	Sun 03-30	Mon 03-31	Tues 04-01				
REG		8.00	8.00	5.50			8.00	8.00	8.00					8.00	8.00	61.50			
VAC										8.00	8.00					16.00			
SIK				2.50												2.50			

Assume you forgot to include shift differential for 2 days, Monday, March 24 and Tuesday, March 25. In order to modify your timesheet, you need to clear the Complete Complete? check box.

Time & Labor Find		First	1-5 of 5	Last															Total
Earn Code		Wed 03-19	Thurs 03-20	Fri 03-21	Sat 03-22	Sun 03-23	Mon 03-24	Tues 03-25	Wed 03-26	Thurs 03-27	Fri 03-28	Sat 03-29	Sun 03-30	Mon 03-31	Tues 04-01				
REG		8.00	8.00	5.50			8.00	8.00	8.00					8.00	8.00	61.50			
VAC										8.00	8.00					16.00			
SIK				2.50												2.50			

To add shift differential hours, click the plus button to add a new row. To look up the earn code, click the look up earn code button.

Look Up Earn Code

Earnings Code:

Description:

[Basic Lookup](#)

Search Results

[View All](#)

First 1-41 of 41 Last

Description	Earnings Code
Bone Marrow Donor	BON
Comp Time Earned @ 1.5	C15
Personal Use St Veh-#Commutes	CAR
Call Back @ 1.0	CB1
Call Back @ 1.5	CBR
Comp Time Earned @ 1.0	CE1
Personal Use St Veh-.30/Mile	CMI
Comp Time Taken	CT1

The list of earn codes that could potentially be used displays.

Overtime @ 1.5	OTR
Regular Pay	REG
Shift Differential .40	S40
Shift Differential .50	S50
Shift Differential .55	S55
Shift Differential .60	S60
Shift Differential .65	S65
Shift Differential at .70	S70
Sick Leave	SIK
Training	TNG

The shift differential earn codes start with an “S”, so scroll down and select the appropriate one for you.

Time & Labor Find		First	1-5 of 5	Last															Total
Earn Code		Wed 03-19	Thurs 03-20	Fri 03-21	Sat 03-22	Sun 03-23	Mon 03-24	Tues 03-25	Wed 03-26	Thurs 03-27	Fri 03-28	Sat 03-29	Sun 03-30	Mon 03-31	Tues 04-01				
<input type="button" value="+"/> <input type="button" value="-"/> REG <input type="text" value=""/>	<input type="text" value=""/>	8.00	8.00	5.50			8.00	8.00	8.00					8.00	8.00	61.50			
<input type="button" value="+"/> <input type="button" value="-"/> VAC <input type="text" value=""/>	<input type="text" value=""/>									8.00	8.00					16.00			
<input type="button" value="+"/> <input type="button" value="-"/> S65 <input type="text" value=""/>	<input type="text" value=""/>						8	8											
<input type="button" value="+"/> <input type="button" value="-"/> <input type="text" value=""/>	<input type="text" value=""/>																		
<input type="button" value="+"/> <input type="button" value="-"/> SIK <input type="text" value=""/>	<input type="text" value=""/>			2.50												2.50			

When adding shift differential, you do **not** adjust your REG hours. Enter the shift differential hours for the entire shift worked; in this case, it is 8 hours on both days.

Home | Print | Sign out

New Window | Help |

Time and Labor | **Comments**

Department: H550200 Human Resources Pay End Date: 04/01/1997 Complete?

Name: 02Berman, Hal ID: 00845702 Rcd#: 0 Accounting Officer

Time & Labor | Find First 1-5 of 5 Last

Earn Code	Wed 03-19	Thurs 03-20	Fri 03-21	Sat 03-22	Sun 03-23	Mon 03-24	Tues 03-25	Wed 03-26	Thurs 03-27	Fri 03-28	Sat 03-29	Sun 03-30	Mon 03-31	Tues 04-01	Total
+ - REG	8.00	8.00	5.50			8.00	8.00	8.00					8.00	8.00	61.50
+ - VAC									8.00	8.00					16.00
+ - S65						8.00	8.00								16.00
+ -															
+ - SIK			2.50												2.50
Daily Totals															
	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Empl Total
	8.00	8.00	8.00			16.00	16.00	8.00	8.00	8.00			8.00	8.00	96.00

Self-Service Time Entry Type: [View Leave Activity](#)

To access other pay periods, click [Pay Period Selection](#)

[Save](#) [Refresh](#)

[Time and Labor | Comments](#)

Then, click the Refresh button. Notice that you have 96 total hours instead of 80. The number, 96, is correct because it includes the shift differential hours in addition to the other hours.

Time and Labor | **Comments**

Department: H550200 Human Resources Pay End Date: 04/01/1997 Complete?

Name: 02Berman, Hal ID: 00845702 Rcd#: 0 Accounting Officer

Let's say you are done entering changes for this pay period. Mark the timesheet complete by clicking the Complete Complete? check box.

I verify the entries are correct. (24050,75)

If your response is "No", the Complete flag will be turned off automatically. If your response is "Yes", your time and labor data will be automatically saved.

[Yes](#) [No](#)

A page displays asking you to verify your entries. You just remembered that you received approval to substitute your floating holiday for a day of vacation. So, instead of clicking the Yes [Yes](#) button, click the No [No](#) button.

Time & Labor		Comments														
Department: H550200 Human Resources		Pay End Date: 04/01/1997														
Name: 02Berman, Hal		ID: 00845702 Rcd#: 0 Accounting Officer														
		<input type="checkbox"/> Complete?														
Time & Labor Find		First 1-5 of 5 Last														
Earn Code		Wed 03-19	Thurs 03-20	Fri 03-21	Sat 03-22	Sun 03-23	Mon 03-24	Tues 03-25	Wed 03-26	Thurs 03-27	Fri 03-28	Sat 03-29	Sun 03-30	Mon 03-31	Tues 04-01	Total
+ -	REG	8.00	8.00	5.50			8.00	8.00	8.00					8.00	8.00	61.50
+ -	VAC									8.00	8.00					16.00
+ -	S65						8.00	8.00								16.00
+ -																
+ -	SIK			2.50												2.50

Notice that the Complete Complete? checkbox has been automatically cleared and the page can now be updated.

Time and Labor		Comments														
Department: H550200 Human Resources		Pay End Date: 04/01/1997														
Name: 02Berman, Hal		ID: 00845702 Rcd#: 0 Accounting Officer														
		<input type="checkbox"/> Complete?														
Time & Labor Find		First 1-6 of 6 Last														
Earn Code		Wed 03-19	Thurs 03-20	Fri 03-21	Sat 03-22	Sun 03-23	Mon 03-24	Tues 03-25	Wed 03-26	Thurs 03-27	Fri 03-28	Sat 03-29	Sun 03-30	Mon 03-31	Tues 04-01	Total
+ -	REG	8.00	8.00	5.50			8.00	8.00	8.00					8.00	8.00	61.50
+ -	VAC										8.00					16.00
+ -	FLH									8						
+ -	S65						8.00	8.00								16.00
+ -																
+ -	SIK			2.50												2.50

Click the plus button to add a new row. You know the earn code for floating holiday, so enter FLH in the Earn Code field. Then, move to Thursday, March 27 and enter 8 hours. On the vacation row, delete the 8 hours on March 27th.

Time and Labor | Comments

Department: H550200 Human Resources Pay End Date: 04/01/1997 Complete?

Name: 02Berman, Hal ID: 00845702 Rcd#: 0 Accounting Officer

Department: H550200 Human Resources Pay End Date: 04/01/1997 Complete?

Name: 02Berman, Hal ID: 00845702 Rcd#: 0 Accounting Officer

Time & Labor | Find First 1 of 6 Last

Emp Code	Wed 03-19	Thurs 03-20	Fri 03-21	Sat 03-22	Sun 03-23	Mon 03-24	Tues 03-25	Wed 03-26	Thurs 03-27	Fri 03-28	Sat 03-29	Sun 03-30	Mon 03-31	Tues 04-01	Total
REG	8.00	8.00	5.50			8.00	8.00	8.00					8.00	8.00	61.50
VAC										8.00					8.00
FLH									8.00						8.00
S65						8.00	8.00								16.00
SIK			2.50												2.50

Daily Totals

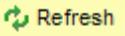
Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Empl Total
8.00	8.00	8.00			16.00	16.00	8.00	8.00	8.00			8.00	8.00	96.00

Self-Service Time Entry Type: [View Leave Activity](#)

To access other pay periods, click: [Pay Period Selection](#)

Time and Labor | Comments

Click

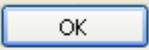
Click the Refresh  button to update the page and check to make sure the data on the page is correct. You notice there is a row that has no information and is not needed.

<input type="button" value="VAC"/>										8.00					8.00
<input type="button" value="FLH"/>								8.00							8.00
<input type="button" value="S65"/>						8.00	8.00								16.00
<input type="button" value=""/>															
<input type="button" value="SIK"/>			2.50												2.50

Click the minus  button to remove the row.

Windows Internet Explorer

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

When the pop-up message displays, confirm that you want to delete the row by clicking the OK  button.

Time and Labor		Comments			
Department:	H550200 Human Resources	Pay End Date:	04/01/1997	<input type="checkbox"/> Complete?	
Name:	02Berman, Hal	ID:	00845702	Rcd#: 0	Accounting Officer

Mark your timesheet complete by clicking the Complete Complete? check box.

I verify the entries are correct. (24050,75)

If your response is "No", the Complete flag will be turned off automatically. If your response is "Yes", your time and labor data will be automatically saved.

Again, a page displays asking you to verify your entries. If the entries are correct, click the Yes button to save the data and to attach your electronic signature. Your timesheet is now ready for your supervisor's review and approval.

Accessing timesheets for employees with multiple jobs

Home Print Sign out

[New Window](#) | [Help](#) |

Time Entry for Current Pay Period

Time Entry for Current Pay Period

Employee Data					
Time Entry	Current Pay Period End	EmplID	Rcd #	Department	Description
Time Entry	03/31/2009	00002909	0	G676821	Sales-OOS Unit-West
Time Entry	03/31/2009	00002909	1	G021023	FMR SMART/General Fund

Let's say you have multiple jobs set up for self service time entry.

When you are on your self-service home page and click the Time Entry [Time Entry](#) link, instead of going directly to one of your timesheets, you go to the Time Entry for Current Pay Period page. On this page, you can determine the appropriate timesheet to access by looking at the record number, department and description columns.

To access the timesheet, click the applicable Time Entry [Time Entry](#) button.

Time and Labor [Comments](#)

Department: G676821 Sales-OOS Unit-West Pay End Date: 03/31/2009 Complete?

Name: Larsons, Avery ID: 00002909 Rcd#: 0 Revenue Tax Spe

Time & Labor | Find First 1 of 1 Last

Earn Code	Wed 03-18	Thurs 03-19	Fri 03-20	Sat 03-21	Sun 03-22	Mon 03-23	Tues 03-24	Wed 03-25	Thurs 03-26	Fri 03-27	Sat 03-28	Sun 03-29
<input type="text"/>												

Daily Totals

Self-Service Time Entry Type: **Time Only** [View Leave Activity](#)

To access other pay periods, click [Pay Period Selection](#)

To enter time for another job record in the current pay period, click [Current Period Selection](#)

[Save](#) [Refresh](#)

[Time and Labor | Comments](#)

Once you access a timesheet, complete it routinely. When you're done updating or completing the timesheet, click the Current Period Selection [Current Period Selection](#) link at the bottom of the page to return to the Time Entry for Current Pay Period page where each job is listed.

[Home](#) [Print](#) [Sign out](#)
[New Window](#) | [Help](#) | 

Time Entry for Current Pay Period

Time Entry for Current Pay Period

Employee Data					
Time Entry	Current Pay Period End	EMPLID	Rcd #	Department	Description
Time Entry	03/31/2009	00002909	0	G676821	Sales-OOS Unit-West
Time Entry	03/31/2009	00002909	1	G021023	FMR SMART/General Fund

From there, click the Time Entry [Time Entry](#) button for the other job and update or complete that timesheet if appropriate.

Summary and Tips

Summary

- Locate the Self Service Time Entry module
- Navigate within the Time & Labor component
- Modify default payroll information
- Enter leave, other payroll information & comments
- Save payroll information & mark a timesheet “Complete”
- Adjust a “Completed” timesheet
- Access timesheets for multiple jobs



In this session, we:

- Located the self service time entry module
- Navigated within the time and labor component
- Modified default payroll information
- Entered leave, other payroll information and comments
- Saved payroll information and marked the timesheet complete
- Adjusted a completed timesheet, and
- Accessed timesheets for multiple jobs.

Tips

- Modify timesheet
- Comments
- Mark timesheet “Complete”
- Electronic signature



A few tips to remember:

- You can update your timesheet as many times as necessary during the pay period. Until your supervisor approves your timesheet, you have the option to make changes.
- Employees or supervisors who want to include comments can enter text on the Comments page. Check with your agency for guidelines on what to document on the Comments page.
- When you are finished entering your information, you will indicate that your timesheet is complete and ready for your supervisor’s review and approval. Make sure to complete your timesheet by the deadline set by your agency.
- Once you indicate that your timesheet is complete, you will be asked to verify that your entries are correct. By clicking Yes, you are applying your electronic signature.

If you have questions about self service time entry, contact your agency payroll or accounting office.

Thank you.