Self Service
Employee Time Entry: Time and Labor

Contents

Introduction

You can enter biweekly time, leave and labor distribution information using Self Service. This data is secured by your user ID and password. After signing in as you do to view your paystub, you can enter your information online, rather than submitting it on paper forms. Your supervisor will use Self Service to validate and approve the information you enter.

The following definitions may be helpful in understanding these instructions.

Earn Code: A code indicating the type of earnings being reported. For example, earn code REG is used for time worked, VAC is vacation leave and SIK is sick leave.

Labor Distribution: The process of designating the accounts to which employee pay is posted in the accounting system.

SEMA4: The online system used by the State of Minnesota to process payroll and manage human resources and benefits.

Access Time Entry Information

To access Time Entry information, take the following steps.

ACTION	RESULT
1. Access the Self Service Web site www.state.mn.us/employee.	**State of Minnesota Self Service** sign in page displays.
2. Sign in with your user ID and password. New employees obtain sign-in instructions from your Human Resources or Payroll office.	**Self Service** page displays.
3. On the menu, select State of MN Self Service.	**State of MN Self Service** page displays.
4. Select <u>Time Entry</u>. • **<u>If you have one active job using self service time entry</u>**, the **Time and Labor** page displays. • **<u>If you have more than one active job using self service time entry</u>**, the **Time Entry for Current Pay Period** page displays, listing each job. You must complete self service time entry for each job listed. (Only jobs using self service time entry are listed.)	
a. Click the Time Entry [Time Entry] button to select the first job.	The **Time and Labo**r page displays.
b. Complete time entry for the first job and then click the <u>Current Period Selection</u> link near the bottom of the page.	The **Time Entry for Current Pay Period** page displays.
c. Click the Time Entry [Time Entry] button to select the second job and complete time entry. Continue this process for each job listed.	The **Time and Labo**r page displays.

Do *not* use the back and forward buttons on your browser; this could result in losing data you entered. Navigate using the Menu.

Enter payroll information for the current pay period

The Time Entry component 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 Entry component to add or update information as many times as necessary during a pay period. You will save the information each time you make updates to insure that data is not lost. When you are finished entering all information for a pay period, you will indicate that your time entry is complete and ready for your supervisor's approval.

On the **Time and Labor** page, following the Add a New Row and Delete Row buttons, a row displays the earn code REG (regular pay) and fields for hours or amounts. Some employees see hours filled in; others see blank hours fields. In pay periods that have a holiday, eligible employees have a row with earn code HOL (holiday pay) filled in.

Scrolling to the right on the **Time and Labor** page displays the labor distribution fields. These fields are used to enter the accounts that will be charged for your pay.

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 on what to document on the **Comments** page.

To enter payroll information for the current pay period, follow the instructions below.

ACTION	RESULT
1. In the **Earn Code** field, choose one of the following: • Accept the earn code that displays. • Highlight the REG earn code and type the earn code you want to report. • Look up the available earn codes by clicking the Look Up button beside the earn code field and, if needed, the Lookup Look Up button on the search page. Select the earn code you want. It fills in on the **Time and Labor** page. You can only enter earn codes that are on the earn code lookup list. Your agency payroll staff must enter any other types of payments.	
2. In the hours field, under the first day that you have time to report, type the hours. • Type the digit(s) only (example 8) for whole numbers such as 8.00. • Type all digits and a decimal for numbers such as 4.75. Continue to add hours for each day until all hours are entered for the earn code. REG hours must be adjusted when leave hours are entered. For example, if 8 hours default on a day and you used two hours of vacation and worked six hours that day, enter VAC for two hours and reduce REG to six hours.	

ACTION	RESULT
3. To add a row, click the Add a Row + button at the beginning of any row. On the new row, type an earn code or look up and select an earn code. Type the hours under the correct day(s). Adjust REG hours if necessary. If you need to delete a row, click the Delete Row − button and the OK OK button.	
4. Repeat step 3 until all earn codes and hours are entered.	
5. If needed, view your leave balances by clicking the View Leave Activity View Leave Activity button. Click the **Leave Activity By Plan** tab to display historical information by pay period for each leave type. Click the Cancel Cancel button at the bottom of either leave page to return to the **Time and Labor** page.	The **Leave Activity By Pay Period** page displays all leave types for each pay period.
6. Display totals by earn code, day and pay period by clicking the Save Save or Refresh Refresh buttons. Review the totals. If totals are incorrect, check your input, correct errors and update totals again (click the Save Save or Refresh Refresh buttons). Repeat until totals are correct.	Daily, earn code and employee total fields are updated.
7. Scroll to the right on the **Time and Labor** page to display the labor distribution fields. **TIP** To make it easier to view the earn codes with their labor distribution fields, in the ***Display Mode** field select “Labor.”	The time entry fields no longer display.

ACTION	**RESULT**
8. Complete the labor distribution fields based on information provided by your supervisor or payroll staff. **Choose one of the following**: • Populate the labor distribution fields by clicking the Default Labor [Default Labor] button. All rows on the page that have earnings code information will be populated with accounting information from your position. Modify and/or complete the fields, if necessary. • Use SpeedCharts to populate labor distribution fields. o *For all applicable earn code rows*, enter the SpeedChart name in the **SpeedChart** field, or click the Look Up SpeedChart button and select the SpeedChart. o Click the Apply SpeedCharts [Apply SpeedCharts] button. SpeedChart accounting information displays in the labor distribution fields. The accounting information that displays is effective as of the date in the Pay End Date field. o Modify and/or complete the fields, if necessary. Note: Check with payroll/HR staff to determine if SpeedCharts are used by your organization. • Enter accounting information in the labor distribution fields.	Clicking [Default Labor] may split hours between multiple funding distribution rows, and multiple rows will display. Clicking [Apply SpeedCharts] may split hours between multiple funding distribution rows, and multiple rows will display. In addition, the SpeedChart name will display in the **Speed Chart Used** field. However, if changes are made to the hours or labor distribution chartstring fields *after* SpeedCharts are applied, the **SpeedChart Used** field on that row will be blank.
9. If you need to distribute hours for an earn code to additional accounts: • Click the Add a Row button on a row that needs to be split. Repeat to add the number of rows needed. • Distribute hours for the earn code among the rows. For example, if REG hours should post 50% each to two accounts, add a REG row and enter half the hours in each REG row. **TIP** If the time entry fields do not display on the page, select “Time and Labor” in the ***Display Mode** field. The time entry fields will display, and you can distribute hours as appropriate. • Modify and/or complete the labor distribution fields as needed. If applicable, follow the instructions for SpeedCharts in Step 8.	An additional row is added.
10. To add comments, click the **Comments** tab at the top of the page. Type comments in the box provided. Comments are considered to be private information. Check with your agency for guidelines on what to document on the **Comments** page. • Click the Add a New Row button to add another text box if more space is needed. • Click the Delete Row button and the OK [OK] button to delete a box, if needed.	The **Comments** page displays.
11. Click the **Time and Labor** tab.	The **Time and Labor** page displays.

ACTION	**RESULT**
12. If you have finished current updates to your time entry, but will make more entries later in the pay period before submitting your timesheet for approval, click the Save button. After successfully saving the information, you can exit.	The word “Saved” appears briefly in the upper right-hand corner of the page, and your information is saved.
13. If you have completed all updates for this pay period, and the information is ready for your supervisor’s approval, click the **Complete?** checkbox in the upper-right portion of the page so a checkmark appears in the box.	A message displays asking you to verify that your entries are correct.
14. Click the Yes button to verify and save your time and labor distribution information.	The user ID of the person signed in and the date and time are saved in the payroll system. This is an electronic signature. When save is complete, the word “Saved” displays briefly in the upper-right corner of the page. The data turns gray and cannot be changed.
15. If changes are necessary: • Uncheck the **Complete?** box, and click the Save button. • Make the changes. • Check the **Complete?** box again, and click the Yes button.	
16. If you have more than one active job using Self Service time entry, click the <u>Current Period Selection</u> link.	The **Time Entry for Current Pay Period** page displays.
17. Click the Time Entry button for the second job listed. Complete time entry according to the instructions above. If you have additional active jobs, access them and complete time entry for each one.	

To Exit

ACTION	**RESULT**

When you are finished with the Time and Labor page, choose one of the following:
• To return to **State of MN Self Service** page:
    o Click the Home link in the upper-right corner of the page.
    - AND -
    o On the menu, click State of MN Self Service.
	Self Service page displays.
	
	State of MN Self Service page displays

• To exit Self Service, click the Sign out link in the upper-right corner of the page.	**State of Minnesota Self Service** sign in page displays.

Enter payroll information for a future pay period

You can enter time for a future pay period. For example, if you are taking vacation leave next pay period, you can complete time entry before you go.

Scheduled hours and holidays are loaded to self service time entry on the pay period begin date. When you complete time entry for a future pay period, these hours are not yet loaded. Therefore, you must enter ***all*** the earn codes and hours you are reporting for the pay period. Note that when you enter time before the pay period begin date, the default data does not replace the data you entered.

To enter payroll information for a future pay period, follow the instructions below.

ACTION	RESULT
1. There are two links that access the page of available pay periods. • On the **Time and Labor** page, click the Pay Period Selection link. **OR**, if you have more than one active job using self service time entry, • On the Time Entry for Current Pay Period page, click the Select Time Entry for Other Pay Period link.	The **Time Entry for Other Pay Periods** page displays.
2. Scroll to view more pay periods. The page displays prior pay periods that have been entered in self service and about six months of future pay periods. (Prior pay periods can only be viewed and printed.)	
3. Click the Time Entry [Time Entry] button next to the pay period you want to access.	The **Time and Labor** page displays for that pay period.
4. Fill in your payroll information and comments as you would for the current pay period.	

To Exit

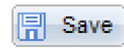
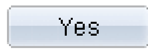
ACTION	RESULT
When you are finished with the Time and Labor page, choose one of the following: • To return to **State of MN Self Service** page: o Click the Home [Home] link in the upper-right corner of the page. - AND - o On the menu, click State of MN Self Service.	**Self Service page** displays. **State of MN Self Service** page displays
• To exit Self Service, click the Sign out [Sign out] link in the upper-right corner of the page.	**State of Minnesota Self Service** sign in page displays.

Problems and Solutions

Use the following guide to resolve problems. For additional help, contact your agency Payroll/HR office.

PROBLEM	SOLUTION
The hours fields on my timesheet are blank. Shouldn't there be hours filled in?	• Some employees do not have a work schedule that can be loaded into the timesheet, usually because their hours vary each pay period. • The hours fields are blank until the first day of the pay period. For a future pay period you must type in all the earn codes and hours.
The default hours on my timesheet are incorrect.	Talk to your supervisor about submitting a corrected schedule.
I received an error message that a value is invalid or does not match one of the allowable values.	The earn code is typed incorrectly or is one that security does not allow, such as a leave type not valid for your bargaining unit. Type the correct code or the Look Up button to look up the code.
I checked the **Complete?** box but now I need to make a change and I can't type in the fields on my timesheet.	• Uncheck the **Complete?** box and click the Save Save button, and you will be able to make changes. When you're done, check the **Complete?** box and click the Yes Yes button. • Check with your supervisor. If your timesheet is already approved, your supervisor has to enter a change to give you access.
I'm out of the office unexpectedly and my timesheet isn't done.	• Access Self Service from another computer with an Internet connection and complete your timesheet. • Report your hours to your supervisor. Your supervisor can enter your time if you are unable to do it.
Timesheets are due and my supervisor is out of the office.	Your supervisor can approve time from any computer with an Internet connection. Each department also has a backup person authorized to approve time entry. If your supervisor and the backup are both unavailable, your agency payroll staff will process your time entry.
I clicked the Default Labor button and nothing happened. Did I do something wrong?	You did nothing wrong. Contact your payroll office for assistance.
Time and Labor information I entered has disappeared.	You may have forgotten to save the information. You must either click the Save Save button, or select the **Complete?** checkbox for information to be saved. • If you have finished current updates to your time entry, but will make more entries later in the pay period before submitting your timesheet for approval, click the Save Save button. • If you have completed all updates for this pay period, and the information is ready for your supervisor's approval, click the **Complete?** checkbox.

PROBLEM	SOLUTION

I unchecked the **Complete?** checkbox to make Time and Labor changes, and the information I entered has disappeared.	You may have neglected to click the Save  button after unchecking the **Complete?** box.
	
	If changes are necessary after marking your timesheet as complete, do the following:
	
	• Uncheck the **Complete?** box, and click the Save  button.
	• Make the changes.
	• Save your changes by:
	    o Clicking the Save  button, or
	    o Check the Complete? box again, and click the Yes  button.

I don’t see the **SpeedChart** field. Is there something wrong with my record?	No. Your organization has chosen not to use SpeedCharts at this time.