



Employee Selection and Navigation

module three

Employee List Screen

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Employee List Screen

0616-99 DEPT 616 Employee List
 Monthly Period 09/01/99 - 09/30/99 Entry 09/01/99 - 09/23/99 Pay 10/01/99 Hrs 168

Employee Count: 8 Select All Exit

Name	Empl ID	Prior Updated	Current Updated	Total Hours	Total Percent
* SMITH, ALLEN	980302	Yes	Yes	168.00	100.00
SMITH, ANTONIO	980301	Yes	No	168.00	100.00
SMITH, CARMEN	750675	Yes	No	0.00	0.00
SMITH, CELINE	750790	Yes	No	168.00	100.00
SMITH, DAVID E	751020	No	Yes	80.00	47.62
SMITH, JOLENE	980421	Yes	Yes	0.00	0.00
SMITH, KAREN	866736	No	Yes	0.00	0.00
SMITH, YUSOF	980414	No	Yes	168.00	100.00

Detail
Quick
Add To List
Timesheets
 with Hours
 W/O Hours
 Blank

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EMPLOYEE LIST SCREEN DIAGRAM

Before you can proceed to the time entry screens or timesheet printing, you must first select the employee(s) from the employee list for the selected Timekeeper Code. To select an employee simply move the pointer over the selected employee and left click. Use the "Ctrl" key, or click and drag to select more than one employee.



You may also click the Select All button to auto select all the employees contained in the list.

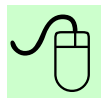
Decoding the Buttons

SELECT ALL - This button will auto select all employees contained in the employee list to complete timeentries or print timesheets.

EXIT - This button will exit you from the Employee List Screen and return you to the Timekeeper Select Screen.

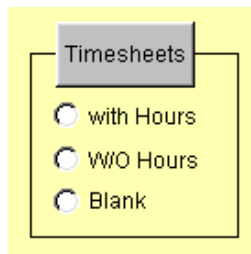
DETAIL - After selecting employee(s) from the list choose this button to complete time entries using the Detail Entry Screen.

QUICK - After selecting employee(s) from the list choose this button to complete time entries using the Quick Entry Screen.



ADD TO LIST - Use this handy button to add employees to your employee list that are assigned to another timekeeper code for which you do not have access. This will allow you to print timesheets for these employees before the pay period is activated for time entry. To complete time entries for these employees you will need to add them as a Special. Refer to Module 6 for more information.

TIMESHEETS - This button will initiate the timesheet printing process. Refer to Module 8 for more detailed information about printing timesheets.



1. With Hours: prints timesheets with entered hours.
2. W/O Hours: prints timesheets without entered hours. Select this option to print timesheets at the beginning of a pay period.
3. Blank: prints a blank timesheet with no employee information.

Employee List Headings

	Name	Empl ID	Prior Updated	Current Updated	Total Hours	Total Percent
*	SMITH, ALLEN	980302	Yes	Yes	168.00	100.00

EMPLOYEE LIST HEADINGS DIAGRAM



PPS FLAG-Symbol indicating a PPS Update to employee's record. See next page for detailed information.



NAME-The employee's name (Last, First MI). Note: the small pointer indicates that this column can be dragged to reveal the employee's entire name if required.

EMPLOYEE ID-The employee's identification number, generated by PPS.

PRIOR UPDATED-(Yes or No) Indicates if the employee's file has an update for a prior pay period.

CURRENT UPDATED-(Yes or No) Indicates if the employee's file has an update for the current pay period.



TOTAL HOURS-This value represents the total number of hours for which the employee is to receive compensation or reported comp time. For full time salaried employees this field will default to the total number of working hours for the given monthly pay period, otherwise the default is 0.00.



TOTAL PERCENT-The percentage of time based on the number of hours reported for Sub1 and Sub2 employees in relation to the total number of hours in the pay period, excluding overtime or comp time hours. For full time salaried employees the percentage will default to 100.00, otherwise the default is 0.00.

PPS Database Flags

* REVELLE, ALLEN

Note the "*" preceding the employee Allen Revelle. This is an indicator flag to alert you of any Payroll Personnel System (PPS) updates to an employee's record since you first loaded the extraction file. The data in the Online Timekeeping system is refreshed every 24 hours. For example, if you had started keying time for a number of employees and went back a day later to finish your entries, any employees with PPS data updates would now be flagged indicating that a change had occurred. There are 3 different flag symbols representing the types of changes. The following legend defines each symbol:

1. * The asterisk symbol indicates that appointment or distribution data was added, changed, and/or deleted on the employee's record in PPS.
2. + The plus symbol indicates that the employee was not originally extracted on the employee list, and was added or reactivated in PPS.
3. / The vergule (forward slash) symbol indicates that the employee was added to PPS and also appointment or distribution updates.

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Participant Activity 2

Selection & Navigation Skills

1. From the TIMEKEEPER SELECT SCREEN choose the Monthly pay period 09/01/99 -09/30/99.
2. Select the training timekeeper code assigned to you by clicking on it in the timekeeper code window. It should now be highlighted.

3. Click on the **[Go]** button to the right of the timekeeper code window.
4. From the EMPLOYEE LIST SCREEN, click on the **[ADD TO LIST]** button. The add window will appear. Enter the Employee ID Number for the employee named Theodore on your green class list and click OK. Theodore should now have been added to your employee list.
5. Now click the **[SELECT ALL]** button located above the employee list. All of the employees in your list should be highlighted.
6. These are the employees you have selected to enter time. Click on the **[QUICK ENTRY]** button to proceed to the QUICK ENTRY SCREEN.
7. You should now see all of the selected employees appear in the QUICK ENTRY SCREEN time entry window. Click on the **[EXIT]** button. The system should now have returned to the EMPLOYEE LIST SCREEN.
8. Now click the **[SELECT ALL]** button located above the employee list. All of the employees in your list should be highlighted. Next, choose the option to print timesheets “W/O Hours” and then click the **[TIMESHEETS]** button. This will launch another browser window with the instructions to “Click Here” link to activate Acrobat Reader to view/print your timesheets. Please do not try to print the timesheets in the training room.
9. Repeat steps 1-4, this time choosing the Biweekly Pay Period and you can choose to add the employee named David if you wish.
10. Now select any number of employees of your choice from the EMPLOYEE LIST SCREEN. After you have made your selection, click on the **[DETAIL ENTRY]** button. The system will take you to the DETAIL ENTRY SCREEN and the information for the first employee chosen from the list will be displayed.
11. Click on the **[EXIT]** button to return to the EMPLOYEE LIST SCREEN.

