



Quick and Detailed Time Entry

module four

Quick Entry Screen

Participant Activity 3

Detail Entry Screen

Userid/Date/Time Stamp

Copying Pay Reporting Lines

Participant Activity 4

Quick Entry Screen

The Quick Entry screen was designed to facilitate efficient entry of hours for (sub 2) positive time reported employees. All employees selected from the Employee List appear on the reporting lines ready for time entry.

0616-99 DEPT 616 Quick Entry

Biweekly Period 09/05/99 - 09/18/99 Entry 09/11/99 - 09/22/99 Pay 09/29/99 Hrs 80

Detail Exit Help

Name	ID	Index-Sub	w	Title	DOS	Pay Rate	Sick	Vac	Reg	OT	P OT	Other	Cd
SMITH, J.	980420	APX0001-2	F	4920	REG	7.50	4.00		52.00			2.00	D
SMITH, J.	755393	APX0001-2		7163	REG	9.98		8.00	72.00				

Cancel

Update Completed

UCSD Official Web Page of the University of California, San Diego
[EmployeeLink Customer Service Representative](#)
Powered By **GenericLink**

4

QUICK ENTRY SCREEN DIAGRAM

If you need to change any pay line information you will need to make the change(s) on the Detail Entry screen. Just click on the "Detail" button to toggle to the Detail Entry Screen. When you have finished making changes, you can select the "Quick" button on the Detail Entry Screen to return back to the Quick Entry screen. Also note that adjustments to prior pay periods will not appear on the Quick Entry screen.

Pay Period Header Information & Buttons

PAY PERIOD INFORMATION - Shows the pay period information for time entry that was selected on the Timekeeper Selection screen.

DETAIL - Clicking on this button will take you to the Detail Entry screen for the selected employee.

EXIT - Clicking on this button will exit you from hours entry and return you to the Timekeeper Select screen. All hours entered at the time of exit will be saved as indicated by the “Update Completed” message.

HELP - Clicking this button will take you to the Online Timekeeping web site help and training area.

CANCEL - Clicking on this button will cancel all hours entries for the employee line that you are on during this session of the Quick Entry screen.

Reporting Lines Information

Name	ID	Index-Sub	w	Title	DOS	Pay Rate	Sick	Vac	Reg	OT	P OT	Other	Cd	
SMITH, b	980420	APX0001-2	F	4920	REG	7.50	4.00		52.00			2.00	D	> ▲
SMITH, b	755393	APX0001-2		7163	REG	9.98		8.00	72.00					> ▼



NAME - Employee's name (Last, First MI), populated from the Payroll Personnel System (PPS). This data field cannot be changed. Note: the small pointer indicates that this column can be dragged to reveal the employee's entire name if required.

ID - Employee identification number generated by PPS. This data field cannot be changed.

INDEX-SUB - Indicates the employee's index funding source and sub account type for the pay reporting line. This data field can be overridden on the Detail Entry screen.

W - Workstudy code, which indicates a PPS workstudy distribution. (F-federal funding, S-state funding, or I-institutional funding) This field can be overridden on the Detail Entry screen.

TITLE - Employee's assigned title code populated by PPS for this pay reporting line. This data field can be overridden on the Detail Entry screen.

DOS - Description of Service code that indicates the type of service or time to be reported against the departmental funding source for this pay reporting line. This data field can be overridden on the Detail Entry screen.

PAY RATE - Indicates the rate of pay for this pay reporting line. Biweekly rates are expressed as and hourly pay rate. Salaried employees are expressed as a monthly pay rate or 1/12 th of their annual rate. This data field can be overridden on the Detail Entry screen.

SICK - Sick leave hours entered for this pay reporting line. Hours entered in this field will reduce the employee's sick leave balance accordingly, and will create pay for sub 2 employees.

VAC - Vacation leave hours entered for this pay reporting line. Hours entered in this field will reduce the employee's vacation leave balance accordingly, and will create pay for sub 2 employees.

REG - Regular hours (actual or estimated) entered in order to create pay for positive time reported (sub 2) employees. It is not necessary to enter hours for monthly exception time reported employees (sub 0, sub 1).



OT - Straight overtime hours entered to create pay for eligible employees on all sub account types. Hours reported will be paid at the employee's regular rate of pay. Overtime hours worked for "comp time" purposes should not be reported here, but in the other hours field using the appropriate other hours code (see below).

POT - Premium overtime hours entered to create pay for eligible employees on all sub account types. Hours reported will be paid at the premium rate of time and one half, according to the Fair Labor Standards Act and the appropriate labor contracts. In most cases this means any hours **actually worked** in excess of the employee's standard 40 hour work week. Premium overtime hours worked for "premium comp time" purposes should not be reported here, but in the other hours field using the appropriate other hours code (see below).

OTHER CD - Other hours and code fields allow you to enter time for all other purposes as described on the next page:

- A** Administrative Leave with Pay (creates pay for sub 2)*
- B** Voting Time Off (creates pay for sub 2)*
- C** Straight Compensatory Time Earned (does not create pay for any employee, but adds the hours reported to increase the employee's Comp balance on the LASR)
- D** Straight Compensatory Time Used (creates pay for sub 2, and for all employees, reduces employee's Comp balance on the LASR by the number of hours reported)
- H** Holiday Time (creates pay for sub 2)*
- J** Jury Duty (creates pay for sub 2)*
- K** TRIP Bonus Time Used (creates pay for sub 2, and for all employees, reduces the employee's Paid Time Off balance by the number of hours reported)
- L** Other Leave with Pay (creates pay for sub 2)*
- M** Military leave with Pay (creates pay for sub 2)*
- N** No-Pay Absence without Pay (used only with sub 1 salaried employees to reduce their number of regular hours to be paid, should not be used for sub 0 Academic employees)
- P** Straight Compensatory Time Payoff (Used to pay employees for Straight Comp Time balance when separating from UCSD or upon transfer to another department. Creates pay for all employees and deducts the reported time from the employee's Comp balance on LASR)
- T** Premium Compensatory Time Used (creates pay for sub 2, and for all employees, reduces the employee's CMP+ balance on the LASR by the number of hours reported)
- W** Worker's Compensation Leave (creates pay for sub 2, and should only be entered upon advice of the Departmental Business Office and/or Payroll Office)





X Premium Compensatory Time Earned hours must be converted to time and a half before entering, for example, 4 premium comp hours worked would be converted and entered as 6 hours (does not create pay for any employee but adds the reported hours to the employee's CMP+ balance on the LASR)

Z Premium Compensatory Time Payoff (Used to pay employees for Premium Comp Time balance when separating from UCSD or upon transfer to another department. Creates pay for all employees and deducts the reported time from the employee's CMP+ balance on LASR)

* These codes are mandatory nonproductive codes for hospital funded (63XXX) use and optional nonproductive codes for campus funded use as approved by the Accounting Office.

Participant Activity 3

Quick Screen Time Entry

In this activity you enter time for two student employees in your department, Frances and Mitch. They are General Assistance, Sub 2, and Positive Time Reported.

For the Biweekly pay period 09/05/99 to 09/18/99, Frances worked 38.50 Regular Hours and, Mitch worked 24.00 Regular Hours plus 4.00 Straight Overtime Hours.

The following steps will guide you through this activity:

1. From the TIMEKEEPER SELECT SCREEN choose the Biweekly pay period 09/05/99-09/18/99.
2. Click on your training timekeeper code in the window to highlight it.

3. Click on the **[GO]** button to proceed to the PAY PERIOD NOTE SCREEN.
4. At the PAY PERIOD NOTE SCREEN, click on the **[OK]** button to continue to the EMPLOYEE LIST SCREEN.
5. From the EMPLOYEE LIST SCREEN, select the employees 'Frances' and 'Mitch'. Then click on the **[QUICK]** button.
6. The QUICK ENTRY SCREEN should now be displayed with Frances and Mitch appearing in the time entry window.
7. Click on the Pay Line for Frances under the heading **Reg** and enter '38.50' in the **Regular Hours** field.
(Note: the pay line you are working on is highlighted in blue)
8. Now use the **[TAB]** key to advance through fields until you move down to Mitch's Pay Line. You can also click in the next field you wish to enter time.
(Note: the system updates the entered hours and advises with a message after you leave a pay reporting line)
9. Enter '24.00' hours in the **Regular Hours** field and '4.00' hours in the **OT** or **Straight Overtime** field.
10. When you have finished click on the **[EXIT]** button and return to the EMPLOYEE LIST SCREEN.

Detail Entry Fields & Buttons

Header Fields & Buttons

0616-99 DEPT 616	Detail Entry					
Monthly	Period 09/01/99 - 09/30/99	Entry 09/01/99 - 09/23/99	Pay 10/01/99	Hrs 168		
Name SMITH, ALLEN	Empl ID 980302	Total Hrs 168.00	Total Pct 100.00	Chged	Quick	Exit Help

DETAIL SCREEN HEADER DIAGRAM

4

PAY PERIOD INFORMATION - Contains the details of time entry for the pay period, which was selected on the Timekeeper Selection screen.

NAME - Employee's name (Last, First MI), populated from the Payroll Personnel System (PPS). This data field cannot be changed.

EMP ID - Employee identification number generated by PPS. This data field cannot be changed

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.



CHGED - When this flag is present it indicates that the employee's PPS pay data has been updated and changed.

QUICK - Clicking on this button will take you to the Quick Entry screen.

EXIT - Clicking on this button will exit you from the Detail Entry screen and return you to the Employee List screen. All hours entered at the time of exit will be saved.

Reporting Lines Information

Index	Title	DOS	Pay Rate	End Date	Sick	Vac	Reg	OT	P OT	Other	Cd
APX0001-07427A-2	6761	SDF	55.68	09/30/99							
APX0001-07427A-2	6761	REG	2064.00	09/30/99							
APX0002-19900A-2	6761	REG	2064.00	09/30/99							
APX0001-07427A-2	6761	SDF	55.68	08/31/99							
APX0001-07427A-2	6761	REG	2064.00	08/31/99		20.00	-20.00				
APX0004-63000A-2	6761	REG	2064.00	08/31/99		-20.00	20.00				

DETAIL REPORTING LINES WINDOW DIAGRAM

4

INDEX - Indicates the employee's index funding source and sub account type for the pay reporting line. This data field can be overridden in the "Index" field of the Override area.

TITLE - Employee's assigned title code populated by PPS for this pay reporting line. This data field can be overridden in the "Title" field of the Override area.

DOS - Description of Service code that indicates the type of service or time to be reported against the departmental funding source for this pay reporting line. This data field can be overridden in the "DOS" field of the override area.

PAY RATE - Indicates the rate of pay for this pay reporting line. Biweekly rates are expressed as and hourly pay rate. Salaried employees are expressed as a monthly pay rate or 1/12 th of their annual rate. This data field can be overridden in the "Rate" field of the override area.

END DATE - Indicates the pay period end date for this pay reporting line. This date can be overridden in the "Period End" field of the Override area.

SICK - Sick leave hours entered for this pay reporting line. Hours entered in this field will reduce the employee's sick leave balance accordingly, and will create pay for sub 2 employees.

VAC - Vacation leave hours entered for this pay reporting line. Hours entered in this field will reduce the employee's vacation leave balance accordingly, and will create pay for sub 2 employees.

REG - Regular hours (actual or estimated) entered in order to create pay for positive time reported (sub 2) employees. It is not necessary to enter hours for monthly exception time reported employees (sub 0, sub 1).

OT - Straight overtime hours entered to create pay for eligible employees on all sub account types. Hours reported will be paid at the employee's regular rate of pay. Overtime hours worked for "comp time" purposes should not be reported here, but in the other hours field using the appropriate other hours code (see below).



POT - Premium overtime hours entered to create pay for eligible employees on all sub account types. Hours reported will be paid at the premium rate of time and a half according to the Fair Labor Standards Act and the appropriate labor contracts. In most cases this means any hours **actually worked** in excess of the employee's standard 40 hour work week. Premium overtime hours worked for "premium comp time" purposes should not be reported here, but in the other hours field using the appropriate other hours code (see below).

4

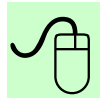
OTHER CD - Other hours and code fields allow you to enter time for all other purposes. For a list of other other hours codes refer to page **32** in module 4.

Userid/Date/Time Stamp

DOS	Pay Rate	End Date	Sick	Vac	Reg	OT	P OT	Other	Cd	Update UserID/Date-Time
REG	2516.67	09/30/99								
REG	2516.67	09/30/99								
BYA	250.00	09/30/99							>	OUT060 Sep 11, 99 12:38P
REG	83.33	08/31/99		4.00	80.00				>	OUT060 Sep 11, 99 2:44P
REG	83.33	08/31/99		4.00	80.00				>	OUT060 Sep 11, 99 2:44P
BYA	0.00	08/31/99							>	OUT060 Sep 11, 99 2:44P

USERID/DATE/TIME STAMP INFORMATION DIAGRAM

4



The last feature of the screen is a "Userid/Date/Time" stamp of each pay reporting line that contains entered data. To view the stamp feature, just use the scrolling tool at the bottom of the Reporting Lines window and scroll to the right.

This is also a security feature. The first timekeeper that updates a pay reporting line will have their Userid recorded for that line, and only this timekeeper can make any further changes to the line for the remainder of the pay reporting period. Any other timekeepers who have access to this employee can see the "Userid/Date/Time" stamp, but will be unable to update the line. They should contact the timekeeper who has access or copy the pay line to make or correct entries.

Override Area Fields & Information

Index	Index Description	Fund	Sub	Title	Title Description	P OT	
APX0001	DEPARTMENT OF APX - FUND 07	07427A	2	4920	ASSISTANT III	Y	
Period End	Rate	H/M	DOS	RA	WSP	Percent	Fixed Hrs
09/18/99	7.50	H	REG		F	0.0000	0.00
Sick	Vac	Reg	Straight OT	Premium OT	Other Hrs	Other Code	
4.00	0.00	38.50	0.00	0.00	2.00	Straight Comp Time Used	

DETAIL OVERRIDE AREA DIAGRAM

4

INDEX - Indicates the employee's seven digit index code.

INDEX DESCRIPTION - Provides the departmental account and fund source information from the General Ledger system and is controlled by the General Accounting Division. This field cannot be overridden.

FUND - Indicates the six digit funding source that is derived and linked to the "Index" code. This field cannot be overridden.

SUB - Indicates the employees single digit subaccount number (Academic Titles-0, Staff Titles-1, General Assistance Titles-2).

TITLE - Indicates employee's four digit title code in reference to the employee's appointment classification.

TITLE DESCRIPTION - Is the name the employee's job description as related to the "Title" code. This field cannot be overridden.



P OT - (Yes or No) indicating if the employee is eligible for paid overtime based on their assigned "Title" code. This field cannot be overridden.

PERIOD END - Indicates the last day of the specified pay period.

RATE - Indicates the rate of pay. Biweekly rates are expressed as an hourly pay rate. Salaried employees are expressed as a monthly pay rate or 1/12 th of their annual rate.

H/M - Indicates the rate type (M-Monthly, H-Hourly).

DOS - Indicates the employee's Description of Service code for the type of service or time to be reported against the departmental funding source or "Index".



RA - Enter an A in this field to indicate a retroactive pay rate adjustment for sub 2 employees only. Retroactive pay adjustments for sub 0 and sub 1 employees are processed by the Payroll Personnel System (PPS), consult your departmental PPS contact for more information.



WSP - This field is used to indicate a Workstudy pay block and should be used for student employment only (F-Federal funding, S-State finding, I-Institutional funding).

4

PERCENT - Indicates the pay percentage for this pay reporting block and is always expressed to the fourth decimal. This field can not be overridden.

FIXED HOURS - Indicates fixed percentage hour equivalent. This field can not be overridden. Clicking on this field will auto enter the fixed number of hours into the "REG" field of the pay reporting line for Sub 2 employees.

SICK - Sick leave hours field. Hours entered in this field will reduce the employee's sick leave balance accordingly, and will create pay for sub 2 employees.

VAC - Vacation leave hours field. Hours entered in this field will reduce the employee's vacation leave balance accordingly, and will create pay for sub 2 employees.

REG - Regular hours (actual or estimated) entered in order to create pay for positive time reported (sub 2) employees. It is not necessary to enter hours for monthly exception time reported employees (sub 0, sub 1).

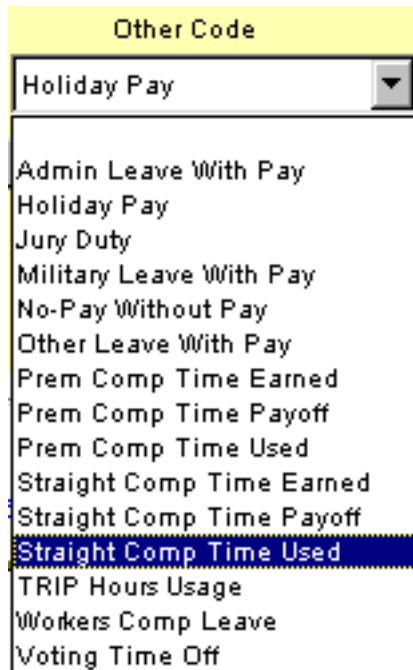
STRAIGHT OT - Straight overtime hours entered to create pay for eligible employees on all sub account types. Hours reported will be paid at the employee's regular rate of pay. Overtime hours worked for "comp time" purposes should not be reported here, but in the other hours field using the appropriate other hours code (see below).



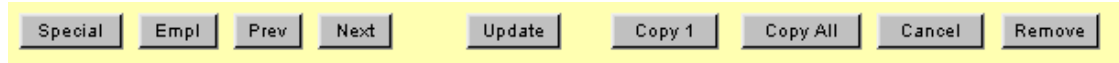
PREMIUM OT - Premium overtime hours entered to create pay for eligible employees on all sub account types. Hours reported will be paid at the premium rate of time and a half according to the Fair Labor Standards Act and the appropriate labor contracts. In most cases this means any hours **actually worked** in excess of the employee's standard 40 hour work week. Premium overtime hours worked for "premium comp time" purposes should not be reported here, but in the other hours field using the appropriate other hours code (see below).

OTHER HRS - Other hours field allows you to report hours for all other purposes and must be used in conjunction with the "Other Code" field.

OTHER CODE - The other code field allows you to select an Other Hours Code from a predefined drop down list (see diagram below). For a list of other other hours codes refer to page 32 in module 4.



Action Buttons



DETAIL ACTION BUTTONS DIAGRAM



SPCL BUTTON - Clicking on this button will initiate the Special Window to create a special pay for an employee. Note: you must have access to an employees record to complete a special time entry.



EMPL BUTTON - Clicking on this button will initiate the Employee Distributions screen, where you can transfer changed PPS data into the Online Timekeeping system. Refer to PPS Database Changes for more detailed information.

PREV BUTTON - Clicking on this button will return you to the Detail Entry screen for the previous employee.

NEXT BUTTON - Clicking on this button will move you to the Detail Entry screen for the next employee.

UPDATE BUTTON - Clicking on this button updates and saves the data entered. You will see the message “Update Completed”.



COPY 1 BUTTON - Clicking on this button will make one copy of the selected pay reporting line. Text on the copied line will appear in red.

COPY ALL BUTTON - Clicking on this button will make one copy of all pay reporting lines and the copied lines will be assigned the prior pay period end date. Text on the copied line(s) will appear in red.

REMOVE BUTTON - Clicking on this button removes the selected copied pay reporting line. System Generated lines can not be removed.

CANCEL BUTTON - Clicking on this button will cancel all current pay entries for this employee since the last update.

Copying Pay Reporting Lines

Copy 1

Copy All



A very useful function, if you need to key an adjustment for a prior pay period, are the Copy buttons. It is also beneficial, if you need to enter time for more than one "Other Hours Code". If you would like to remove a pay reporting line, just click on the Remove button. Test on copied lines will appear in red for this session of time entry.

4

COPY 1 - Choosing this button will make one copy of the selected pay reporting line.

COPY ALL - Choosing this button will make one copy of all pay reporting lines and the copied lines will be assigned the prior pay period end date. See the sample of this function in the diagram below.

0616-99 DEPT 616		Detail Entry									
Monthly	Period 09/01/99 - 09/30/99	Entry 09/01/99 - 09/23/99	Pay 10/01/99 Hrs 168								
Name	Empl ID	Total Hrs	Total Pct								
SMITH, JOLENE	980421	0.00	0.00								
			Quick Exit Help								
Index	Title	DOS	Pay Rate	End Date	Sick	Vac	Reg	OT	P OT	Other	Cd
APX0001-07427A-2	9612	REG	2516.67	09/30/99							
APX0002-19900A-2	9612	REG	2516.67	09/30/99							
APX0003-20000A-2	4011	BYA	250.00	09/30/99							
APX0001-07427A-2	9612	REG	83.33	08/31/99		4.00	80.00				
APX0002-19900A-2	9612	REG	83.33	08/31/99		4.00	80.00				
APX0003-20000A-2	4011	BYA	0.00	08/31/99							

COPY WINDOW DIAGRAM

Participant Activity 4

Detail Screen Time Entry

In this activity you enter time for a 100 percent career Exception Time Reported employee, Sub 1, paid monthly. You will use the employee on your class list named Celine.

For the monthly pay period ending August 31, 1999, Celine took a week of vacation (40.00 hours), however it was not reported. It must now be reported on the current monthly pay period as an adjustment to a prior pay period.

4

The following steps will guide you through this activity:

1. From the TIMEKEEPER SELECT SCREEN choose the Monthly pay period 09/01/99-09/30/99.
2. Click on your training timekeeper code in the window to highlight it.
3. Click on the **[GO]** button to proceed to the EMPLOYEE LIST SCREEN.
4. From the EMPLOYEE LIST SCREEN, select the employee named 'Celine'. Then click on the **[DETAIL]** button.
5. The DETAIL ENTRY SCREEN should now be displayed with employee record information for Celine.
6. Click on the only pay reporting line for Celine in the Reporting Lines area of the screen. (Note: the reporting line you are working on will be highlighted in blue)
7. Next, click on the **[COPY ALL]** button. The system will make a copy of Celine's only pay reporting line and the copied line will have the pay period end date 08/31/99. Text on the copied line will appear in red.

8. To enter the 40.00 hours of vacation for Celine, click in the **Vac** field of the copied pay reporting line (red text and pay period end date 08/31/99). Now enter '40.00' hours for vacation.
9. Click on the **[UPDATE]** button to update the retroactive vacation entry. Notice the "Update Completed" message text at the lower part of the screen.
10. Finish the activity by clicking on the **[EXIT]** button, which will return you to the EMPLOYEE LIST SCREEN, and then the **[EXIT]** button on this screen to return to the TIMEKEEPER SELECT SCREEN.

