EXAMPLE:

Eighty (80.00) hours need to be reported for an employee that works in your department, but does not belong to your timekeeper code.

In order for an employee to be listed on your timekeeper “Employee List”, he/she must belong to your timekeeper code. You will still be able to access and report time for employees who are not under your timekeeper code, provided the employee has an appointment or alternate department code affiliation with your department. To report time for these types of employees you will need to do a special.

Please see the step-by-step instructions on the following pages.
Instructions

1. Logon and proceed to the TIMEKEEPER SELECTION SCREEN.

2. Using your mouse, select the pay period for which you would like to enter information.

3. Click on the [SPECIAL] button.

4. The system will prompt you to type the employee ID number in the Employee ID field of the SPECIAL WINDOW as shown below.
5. If you are authorized to enter time for the employee, the system will display the employee’s DETAIL ENTRY SCREEN. If you receive a system message indicating that you are not authorized, please contact your departmental Payroll Personnel System (PPS) contact. Access to an employee record is dependent on your department’s affiliation to the employee record on the PPS database.

6. Using the mouse, select the distribution pay line wherein you want to report the hours by clicking on any field of the line.

7. To report the regular hours, tab or click your cursor on the Reg field of the Reporting Lines area of the screen. Enter ‘80.00’ hours.
8. Click on the [ACCEPT] button to accept the entry.

9. Click on the [UPDATE] button to update the entry.

10. The example DETAIL ENTRY SCREEN below shows how the completed entry should appear.