



Employee Selection and Navigation

module three

Employee List Screen

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Employee List Screen

TIMEKEEPING
UC San Diego

blink Employee Link Timekeeping

Employee Link » Timekeeping »

Timekeeper Id: 000601-99 DEPT 601

Monthly: *Period: 09/01/07 - 09/30/07 Entry: 09/01/07 - 09/22/07 Pay: 10/01/07 Hrs: 168.00

Bi-Weekly: Select Period

T/S	GEN	NAME	EMPL ID	PRIOR UPDATED	CURRENT UPDATED	TOTAL HOURS	TOTAL PERCENT
0	*	ABBOTT, ALLEN	5	No	No	168.00	100.00
0		ABBOTT, ANTONIO	11	No	No	168.00	100.00
0		ABBOTT, CARMEN	690	No	No	0.00	0.00
0		ABBOTT, CELINE	800	No	No	168.00	100.00
0		ABBOTT, JOLENE	2300	No	No	0.00	0.00
0		ABBOTT, KAREN	3300	No	No	0.00	0.00
0		ABBOTT, YUSOF	8408	No	No	0.00	0.00

With Hours
 W/O Hours
 Blank

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 time entries or print timesheets.

UNSELECT ALL - This button will unselect select all employees contained in the employee.

PERIOD NOTE - This button will be active if there is a note. If there is no note it will be gray out.

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.



With Hours **Timesheets**
 W/O Hours
 Blank

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

T/S GEN	NAME	EMPL ID	PRIOR UPDATED	CURRENT UPDATED	TOTAL HOURS	TOTAL PERCENT
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EMPLOYEE LIST HEADINGS DIAGRAM

T/S GEN – Number of timesheets generated for employee.



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).

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:

* The asterisk symbol indicates that appointment or distribution data was added, changed, and/or deleted on the employee's record in PPS.

+ The plus symbol indicates that the employee was not originally extracted on the employee list, and was added or reactivated in PPS.

/ The virgule (forward slash) symbol indicates that the employee was added to PPS and also appointment or distribution updates.

Participant Activity 2

1. Select the training timekeeper code assigned to you by clicking on it in the timekeeper code window. It should now be highlighted
2. Choose the Monthly pay period 09/01/07 -09/30/07.
3. Now click the **[SELECT ALL]** button located above the employee list. All of the employees in your list should be highlighted.

4. These are the employees you have selected to enter time. Click on the [**QUICK ENTRY**] button to proceed to the QUICK ENTRY SCREEN.
5. 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.
6. 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.
7. 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.
8. Click on the [**EXIT**] button to return to the EMPLOYEE LIST SCREEN.