



# Time Entry Activities

## module seven

**Special Payroll**

**By-Agreement Payment**

**Retroactive Leave Usage**

**Leave Usage**

**Reversing Previously Reported Leave Usage**

**Retroactive Adjustment of Hours Previously Paid**

**Perquisite Reporting**

**Transferring Vacation Credit When Salary Moved by PET**

**Correcting Negative Comp Time Balances on LASR**

**Title Code and Rate Change for Sub 2**

# Choose Your Activities

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Modules one through six provided the details on how the Online Timekeeping system operates. This module will concentrate on developing skills for actual payroll time reporting.

There are ten specific time entry activities on the following pages. Each activity provides detailed instructions to assist you. Complete as many of the entry activities as you can in the allotted time.

# Special Payroll

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**EXAMPLE:**

For this activity, use the Employee ID # on your class worksheet for the employee named David.

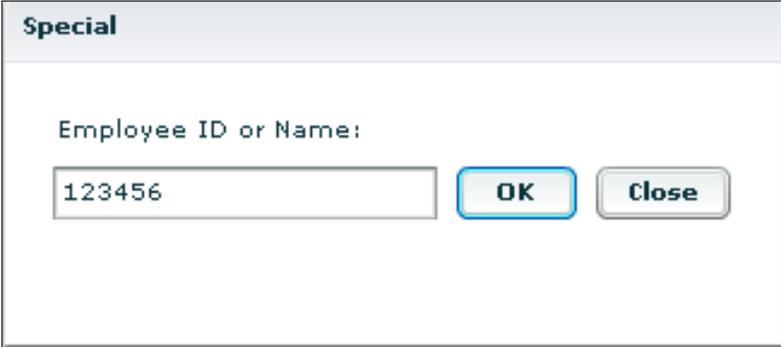
Eighty (80.00) hours need to be reported for an employee that works in your department, but does not belong to your timekeeper code.

In order for an employee to be listed on your timekeeper “Employee List”, he/she must be assigned one of your timekeeper code(s) in PPS. You will still be able to access and report time for employees who are not assigned your timekeeper code, provided the employee has an appointment or home department code affiliation with your department. To report time for these types of employees you will need to complete a special.

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

# Instructions

1. Sign on and select your assigned TIMEKEEPER ID code.
2. Using your mouse, select the monthly pay period (9/1/07 - 9/30/07).
3. Click on the **[SPECIAL]** button.
4. The system will prompt you to type the employee ID number or Name in the **Employee ID or Name** field of the SPECIAL WINDOW as shown below. Use the Employee ID # of the Special employee named David from your class worksheet.



The image shows a screenshot of a software dialog box titled "Special". Inside the dialog, there is a label "Employee ID or Name:" followed by a text input field containing the number "123456". To the right of the input field are two buttons: "OK" and "Close".

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 of the hours reporting fields.
7. To report the regular hours, tab or click your cursor on the **Reg** field of the selected line and enter '80.00' hours.
8. Click on the **[UPDATE]** button to update the entry.
9. The sample DETAIL ENTRY SCREEN below shows how the completed entry should appear. (Note: some of the information such as employee name, index(es), etc. may vary)



# By-Agreement Payment

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**EXAMPLE:**

For this activity, use the Monthly employee from your class worksheet named Jolene.

A positive time reported employee (sub 2) needs to be paid a By-Agreement amount of \$250.00 on the current monthly pay period.

Only the amount of the payment needs to be entered in the Rate field of the By-Agreement pay reporting line.

These instructions would also apply to By-Agreement payments for exception time reported (sub 0 and sub 1) employees.

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

# Instructions

1. Select the employee named Jolene from your EMPLOYEE LIST and proceed to the DETAIL ENTRY SCREEN.
2. Using your mouse, select the correct By-Agreement distribution pay line (the DOS code should be BYA), and click in the **Rate** field located below in the override area of the screen. This is where you will enter the By-Agreement payment amount. For this example, delete the .00 rate and enter the the By-Agreement pay amount of '250.00' dollars.
3. When you have finished the rate entry for this employee, click on the [UPDATE] button to complete the By-Agreement entry.
4. The sample DETAIL ENTRY SCREEN on the next page shows how the completed By-Agreement payment entry for Jolene should appear. (Note: some of the information such as employee name, index(s), etc. may vary)

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## Timekeeping Training Blink

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000620-99 Detail Entry

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

Name	Empl ID	Total Hrs	Total Pct	<input type="button" value="Quick Entry"/>	<input type="button" value="Exit"/>
XUAN, JOLENE	952290	0.00	0.00		

INDEX	FUND	S	TITLE	DOS	RATE	C	PCT	FXD HR	END DATE	SICK	VAC	REG	OT	P OT	OTHER	O	CODE	RA	W	I	DEPT REF
ATX0001	07427A	2	9612	REG	2516.67	M	0.5000	84.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00						
ATX0002	19900A	2	9612	REG	2516.67	M	0.5000	84.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00						
ATX0001	07427A	2	4011	BYA	250.00	M	0.0000	0.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00						

# Retroactive Leave Usage

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**EXAMPLE:**

For this activity, use the Monthly employee from your class worksheet named Antonio.

Twenty-four (24) hours of vacation leave was used in a prior period but not reported.

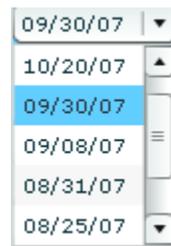
This example illustrates vacation usage and would apply to all subs, both monthly and bi-weekly. The same method would also be used for retroactive sick leave usage. If base salary is paid from more than one fund source, reported hours should always equal reversed hours for leave adjustments that are not to affect the employee's pay.

Note: that the period end date for all adjustments MUST be an actual payroll period end date.

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

# Instructions

1. Select the employee named Antonio from your EMPLOYEE LIST and proceed to the DETAIL ENTRY SCREEN.
2. Using the mouse, select the distribution pay line wherein you want to report the hours by clicking on any of the hours reporting fields.
3. Using your mouse, click on the **[COPY 1]** button. The system will make one copy of your selected line. To easily identify the copied line, the end date text will appear active.
4. To make changes to the pay period end date, click on the down arrow next to the **Period End** field located in the override area of the DETAIL ENTRY SCREEN.



For this activity choose the pay period end date '08/31/07'

5. To report the 24 hours of vacation used in the example, move your cursor to the **Vac** field and key '24.00' hours. Make sure you enter the hours on the copied pay reporting line.
6. To reverse the hours previously reported to regular time, move the cursor to the **Reg** field and key '<24.00>' hours. Note: negative hours entries should be reported using the minus (-) sign.
7. When you have finished your entries for this employee, click on the **[UPDATE]** button to save all of the entries.
8. The sample DETAIL ENTRY SCREEN below shows how the completed entry should appear. (Note: some of the information such as employee name, index(s), etc. may vary)

# Timekeeping Training



000620-99

## Detail Entry

Period Note

Monthly

Period 09/01/07 - 09/30/07

Entry 09/01/07 - 09/22/07

Pay 10/01/07

Hrs 168.00

Name: XUAN, ANTONIO  
 Empl ID: 928790  
 Total Hrs: 168.00  
 Total Pct: 100.00

Quick Entry Exit

INDEX	FUND	S	TITLE	DOS	RATE	C	PCT	FXD HR	END DATE	SICK	VAC	REG	OT	P OT	OTHER	O	CODE	RA	W	I	DEPT REF
ATX0001	07427A	0	3240	REG	2431.00	M	1.0000	168.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00						
ATX0001	07427A	0	3240	REG	2431.00	M	0.0000	0.00	08/31/07	0.00	24.00	-24.00	0.00	0.00	0.00						

Special Empl Prev Next Update Copy 1 Copy All Remove Cancel

Updated Successfully.

# Leave Usage Entry

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**EXAMPLE:**

For this activity, use the Biweekly employee from your class worksheet named Frances, note that there may be 38.50 regular hours that were entered in a previous activity.

In the current month, the employee used 4.00 hours of sick leave, 2.00 straight comp time.

Since all these hours create pay for “Sub 2” employees, the total of all the leave usage hours and the regular hours worked must equal the amount of hours to be paid. These hours will not affect pay for exception time employees, “Sub 1 and 0”.

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

# Instructions

1. Select the employee named Frances from your EMPLOYEE LIST and proceed to the DETAIL ENTRY SCREEN.
2. Using the mouse, select the distribution pay line wherein you want to report the hours by clicking on any of the hours reporting fields.
3. **TO REPORT LEAVE USAGE HOURS USED FOR (SUB 2) EMPLOYEES:**

Move your cursor to the **Sick** hours field and key '4.00' hours, next move the cursor to the **Other Cd** field and key '2.00' hours and Other hours code 'D'.

If you are not sure which "Other Hours Code" to use, click your mouse on the down arrow of the **Other Code** description field, located in the override area of the DETAIL ENTRY SCREEN. The window will display all the "Other Hours Codes" from which you can choose.





# Reversing Previously Reported Leave Usage

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**EXAMPLE:**

For this activity, use the Monthly employee from your class worksheet named Allen, note that there may be 16.00 hours of premium overtime for the current pay period, that was entered from a previous activity.

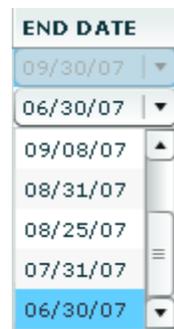
Eight (8) hours of anticipated vacation usage that was reported in the month of June was actually not used.

Since the hours have already been recorded and deducted from the employee's Leave Activity Summary Report (LASR). The timekeeper needs to return the hours to the employee's LASR by making a reversing entry.

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

# Instructions

1. Select the employee named Allen from your EMPLOYEE LIST and proceed to the DETAIL ENTRY SCREEN.
2. Using the mouse, select the distribution pay line wherein you want to report the hours by clicking on any of the hours reporting fields.
3. Using your mouse, click on the **[COPY 1]** button. The system will make one copy of your selected line. To easily identify the copied line, the text will appear in blue.
4. To make changes to the pay period end date, click on the down arrow next to the **Period End** field located in the override area of the DETAIL ENTRY SCREEN.



For this activity choose the pay period end date '06/30/07'

5. To reverse the 8 hours of vacation previously reported, move your cursor to the **Vac** field and key '<8.00>' hours, note: negative hours entries should be reported using the minus(-) sign.
6. To report regular hours to offset the negative vacation hours, move the cursor to the **Reg** field and key '8.00' hours.



# Retroactive Adjustment of Hours Previously Paid

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**EXAMPLE:**

For this activity, use the Monthly employee from your class worksheet named Jolene.

A 100% split funded employee received a merit increase from, \$2516.67/month to \$2600.00/month retroactive to last month.

Since PPS had been updated to reflect the proper rate for the current month, the employee is only due a retroactive pay adjustment for last month. This employee is due the difference in salary of \$83.33 per month ( $\$2516.67 - \$2600.00$ ) for the period ending August 31, 2007.

Note: The “A”, in the field labeled “RA”, indicates that this is a retroactive adjustment of pay for hours which have previously been paid. This is the only time the “RA” field should be used.

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

# Instructions

1. Select the employee named Jolene from your EMPLOYEE LIST and proceed to the DETAIL ENTRY SCREEN.
2. Using the mouse, select the distribution pay line wherein you want to report the hours by clicking on any of the hours reporting fields.
3. Using your mouse, click on the **[COPY ALL]** button. The system will make one copy of each of the pay reporting lines and each of the copied lines will have the previous pay period end date. For this activity the end date is 08/31/07. To easily identify the copied lines, the end date text will appear active.
4. To report the retro payment, using the mouse, select the distribution pay line wherein you want to report the hours by clicking on any of the hours reporting fields.
5. Move your cursor to the **Rate** field of the override area of the screen and key '83.33', this is the difference between the new and old rates. The employee was already paid their original rate for the monthly pay period ending 08/31/07. We just want to pay the difference on this monthly pay period.
6. After you have completed the rate override, move your cursor to any of the hours entry fields ( **Reg, Vac, Other**, etc,) to report the hours affected by the retroactive change. In this example, key '4.00' hours in the **VAC** field and '80.00' hours in the **Reg** field. These hours represent the time that was originally reported for the monthly pay period ending 08/31/07.
7. Move your cursor to the **RA** field of the override area and key the letter 'A'. This is to indicate the retroactive rate adjustment.
8. Now, you need to enter the retroactive rate adjustment for the additional funding source, repeat steps 4 through 7.

9. When you have finished your entries for this employee, click on the **[UPDATE]** button to save all of the entries.
  
10. The sample **DETAIL ENTRY SCREEN** below shows how the completed entry should appear. (Note: some of the information such as employee name, index(s), etc. may vary)

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Timekeeping Training
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000620-99

Monthly

Name: XUAN, JOLENE

Period: 09/01/07 - 09/30/07

Empl ID: 952290

Total Hrs: 0.00

**Detail Entry**

Entry: 09/01/07 - 09/22/07

Total Pct: 0.00

Pay: 10/01/07

Hrs: 168.00

Quick Entry Exit

INDEX	FUND	S	TITLE	DOS	RATE	C	PCT	FXD HR	END DATE	SICK	VAC	REG	OT	P OT	OTHER	O	CODE	RA	W	I	DEPT REF
ATX0001	07427A	2	9612	REG	2516.67	M	0.5000	84.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00						
ATX0002	19900A	2	9612	REG	2516.67	M	0.5000	84.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00						
ATX0001	07427A	2	4011	BYA	250.00	M	0.0000	0.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00						
ATX0001	07427A	2	9612	REG	83.33	M	0.0000	0.00	08/31/07	0.00	4.00	80.00	0.00	0.00	0.00			A			
ATX0002	19900A	2	9612	REG	83.33	M	0.0000	0.00	08/31/07	0.00	4.00	80.00	0.00	0.00	0.00			A			
ATX0001	07427A	2	4011	BYA	250.00	M	0.0000	0.00	08/31/07	0.00	0.00	0.00	0.00	0.00	0.00						
ATX0001	07427A	2	4011	BYA	250.00	M	0.0000	0.00	08/31/07	0.00	0.00	0.00	0.00	0.00	0.00						

Special Empl Prev Next

Update Copy 1 Copy All Remove Cancel

Updated Successfully.

# Perquisite Reporting

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**EXAMPLE:**

For this activity, use the Monthly employee from your class worksheet named Karen.

A \$500.00 Perquisite amount needs to be reported for an eligible employee on the current monthly pay period.

Employees that require Perquisite time entries need to have at least two (2) PPS distributions. One for the total dollar “value” of their perquisite (i.e., room and board, meals) with a DOS code of (PRF), and the second distribution for the total dollar “cost” of the perquisite with a DOS code of (PRQ). These distributions will need to be updated by your departmental PPS preparer; please consult him/her for assistance.

For this example, both amounts are \$500.00, therefore no actual pay is being generated. If the amount of the (PRF) pay reporting line is greater than the amount of the (PRQ) pay reporting line, the difference will result in payment equal to that amount.

# Instructions

1. Select the employee named Karen from your EMPLOYEE LIST and proceed to the DETAIL ENTRY SCREEN.
2. Using your mouse, select the first Perquisite distribution pay line (it should have a PRF or PRQ description of service code), and click in the **Rate** field located below in the override area of the screen. This is where you want to enter the Perquisite “value” or “cost” dollar amount.
3. For the example, click the **Rate** field of the Perquisite pay reporting line with the PRF description of service code (DOS). Next, delete the .00 rate and enter the perquisite “value” amount of ‘500.00’ dollars.
4. Continue your entries, by clicking in the **Rate** field of the next Perquisite pay reporting line with the PRQ description of service code (DOS). Again, delete the .00 rate and enter the perquisite “cost” amount of ‘500.00’ dollars.
5. When you have finished the rate entries for this employee, click on the **[UPDATE]** button to complete the Perquisite entries.
6. The sample DETAIL ENTRY SCREEN on the next page shows how the completed Perquisite reported entries for Karen should appear. (Note: some of the information such as employee name, index(es), etc. may vary)



# Transferring Vacation Credit When Salary Moved by PET

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## **EXAMPLE:**

For this activity, use the Monthly employee from your class worksheet named Carmen, note this employee is split funded and only one of the indexes was moved by a PET.

An employee was originally paid salary on index/fund APX0004-63000A-2 and had reported 20.00 hours of vacation usage (creating a financial credit on the VACLAC Report). A Payroll Expense Transfer (PET) was completed to move the salary payment to index/fund A\*X0001-07427A-2.

The department needs to move the financial credit on the VACLAC Report for the vacation usage from APX0004 to A\*X0001 using the Online Timekeeping system.

The following step-by-step instructions provide the detail on how to complete this entry for all sub types.

# Instructions

1. Select the employee named Carmen from your EMPLOYEE LIST and proceeds to the DETAIL ENTRY SCREEN.
2. Using the mouse, select the distribution pay line wherein you want to report the hours by clicking on any of the hours reporting fields.
3. Using your mouse, click on the **[COPY ALL]** button. The system will make one copy of each of the pay reporting lines and each of the copied lines will have the previous pay period end date. For this activity the end date is 08/31/07. To easily identify the copied lines, the end date text will appear active.
4. First, click in the **VAC** field of the copied pay reporting line for the index (A\*X0002-2000A-2) and enter '20.00' hours. Then, move to the **Reg** field and enter '<20.00>' hours, note: to enter negative hours use the minus (-) sign.
5. Click on or move to the second copied pay reporting line with the index (A\*X0002-1990A-2), and click on the **Index** field of the override area. Delete the current index information and enter 'A\*X0004' (this was where the vacation was previously reported).
6. Tab to move the cursor to the **Vacation** field and enter '<20.00>' , again, to enter negative hours use the minus (-) sign. Tab the cursor to the **Reg Hrs** field and enter the offsetting '20.00' hours.
7. When you have finished your entries for this employee, click on the **[UPDATE]** button to save all of the entries.

8 The sample **DETAIL ENTRY SCREEN** below shows how the completed entry should appear. (Note: some of the information such as employee name, index(s), etc. may vary)

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## Timekeeping Training

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000620-99

Monthly

Name: XUAN, CARMEN

**Detail Entry**

Period 09/01/07 - 09/30/07

Entry 09/01/07 - 09/22/07

Empl ID: 950675    Total Hrs: 5.00    Total Pct: 2.98

Pay 10/01/07

Hrs 168.00

Period Note

Quick Entry    Exit

INDEX	FUND	S	TITLE	DOS	RATE	C	PCT	FXD HR	END DATE	SICK	VAC	REG	OT	P OT	OTHER	D	CODE	RA	W	I	DEPT REF
ATX0001	07427A	2	6761	SDF	55.68	M	0.5000	84.00	09/30/07	0.00	0.00	5.00	0.00	0.00	0.00						
ATX0005	20000A	2	6761	REG	2064.00	M	0.5000	84.00	09/30/07	0.00	0.00	5.00	0.00	0.00	1.00		C-St Cmp Earned				
ATX0002	19900A	2	6761	REG	2064.00	M	0.5000	84.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00						
ATX0001	07427A	2	6761	SDF	55.68	M	0.0000	0.00	08/31/07	0.00	0.00	0.00	0.00	0.00	0.00						
ATX0005	20000A	2	6761	REG	2064.00	M	0.0000	0.00	08/31/07	0.00	20.00	-20.00	0.00	0.00	0.00						
ATX0004	63000A	2	6761	REG	2064.00	M	0.0000	0.00	08/31/07	0.00	-20.00	20.00	0.00	0.00	0.00						

Special    Empl    Prev    Next

Update    Copy 1    Copy All    Remove    Cancel

Updated Successfully.

# Correcting Negative Comp Time Balances on LASR

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**EXAMPLE:**

For this activity, use the Monthly employee from your class worksheet named Celine, note that she may have 40.00 hours of vacation already reported for a prior pay period that you entered from another activity.

An employee's Leave Activity Summary Report (LASR) reflects a negative comp time balance, because hours were previously reported on the August 2007 monthly pay period using the incorrect Other hours code.

This employee incorrectly reported 8.00 hours of straight comp time used (Other hours code "D"), when it should have been reported as premium comp time used (Other hours code "T").

The following pages will give you step-by-step instructions on how to correct the negative balance using the Online Timekeeping system.

# Instructions

1. Select the employee named Celine from your EMPLOYEE LIST and proceed to the DETAIL ENTRY SCREEN.
2. Using the mouse, select the pay reporting line with the pay period end date of 09/31/07 by clicking on any of the hour reporting fields.
3. Move the cursor to the **Other** field and enter '<8.00>', note: to enter negative hours use the minus (-) sign. Next, move the cursor to the **Code** field and enter the Other hours code 'D' to reverse the previous entry of straight comp time used.
4. Next, make a copy of this reporting line. Click on the [**COPY 1**] button. The system will make one copy of your selected line that contains the same information and the same pay period end date, 08/31/07.
5. Once you have successfully copied the new line, move the cursor to the **Other** field and enter '8.00' hours and then, move to the **Code** field and enter the Other hours code 'T' to correctly report premium comp time used.
6. When you have finished the rate entries for this employee, click on the [**UPDATE**] button to complete the leave correction entries.
7. The sample DETAIL ENTRY SCREEN on the next page shows how the completed entries for Celine should appear. (Note: some of the information such as employee name, index(s), etc. may vary)

# Timekeeping Training



000620-99

## Detail Entry

Period Note

Monthly

Period 09/01/07 - 09/30/07

Entry 09/01/07 - 09/22/07

Pay 10/01/07

Hrs 168.00

Name: XUAN, CELINE  
 Empl ID: 950790  
 Total Hrs: 168.00  
 Total Pct: 100.00

Quick Entry Exit

INDEX	FUND	S	TITLE	DOS	RATE	C	PCT	FXD HR	END DATE	SICK	VAC	REG	OT	P OT	OTHER	O	CODE	RA	W	I	DEPT REF
ATX0001	07427A	1	4722	REG	2442.00	M	1.0000	168.00	09/30/07	0.00	0.00	0.00	0.00	0.00	0.00						
ATX0001	07427A	1	4722	REG	2442.00	M	0.0000	0.00	08/31/07	0.00	40.00	0.00	0.00	0.00	-8.00		D-St Cmp Used				
ATX0001	07427A	1	4722	REG	2442.00	M	0.0000	0.00	08/31/07	0.00	0.00	0.00	0.00	0.00	8.00		T-Comp+ Used				

Special Empl Prev Next Update Copy 1 Copy All Remove Cancel

Updated Successfully.

# Title Code and Rate Change for Sub 2

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**EXAMPLE:**

For this activity, use the Monthly employee from your class worksheet named Yusof.

Effective this month, a 100% Blank Assistant III, title code 4722 and a monthly rate of \$2442.00 received a reclass to Administrative Coordinator, title code 9701 and a new monthly rate of \$2850.00.

Note: Title code and rate changes for exception time reported (sub 0 and sub 1) employees are paid by entries into the Payroll Personnel System (PPS). So, they should not be entered into the Online Timekeeping system. However, since all overtime payments are positive time reported for all employees (sub 0,1,2), you must override the title code and rate for all overtime payments.

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

# Instructions

1. Select the employee named Yusof from your EMPLOYEE LIST and proceed to the DETAIL ENTRY SCREEN.
2. Using the mouse, select the distribution pay line wherein you want to report the hours by clicking on any of the hours reporting fields.
3. To report the current month hours, move the cursor to the appropriate field (**Sick, Vac, Reg, OT, Prem OT**) and enter the hours. For this example, move to the **Reg** field and enter '168.00' regular hours.
4. To change the employees title code, click on the **Title** field in the override area of the DETAIL ENTRY SCREEN and enter the new title code '9701'.
5. To change the pay rate, click or move to the **Rate** field of the override area and enter the new pay rate of '2850.00'.
6. When you have finished the entries for this employee, click on the **[UPDATE]** button to complete the leave correction entries.
7. The sample DETAIL ENTRY SCREEN on the next page shows how the completed entries for Yusof should appear. (Note: some of the information such as employee name, index(s), etc. may vary)



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