

North Dakota University System Employee Self Service Time & Labor Training Manual PEOPLESOFT

VERSION 9.1



DISCLAIMER

Written by the North Dakota University System, March, 2016.

This training manual is considered to be proprietary and confidential and may not be reproduced for any reason other than stated below without prior written consent of the North Dakota University System.

EXCLUSION

This training manual has been prepared exclusively for End-User Training. Information contained within this document may be used by NDUS campuses for the sole purpose of personnel training. Additional manuals may be reproduced and edited as needed for training purposes ONLY. All other uses are prohibited without prior written consent from the North Dakota University System.

Copyright © 2016 North Dakota University System. All Rights Reserved.



Table of Contents

REPORTING TIME WORKED VIA WEB CLOCK (HOURLY EMPLOYEES)	5
VIEWING TIME REPORTED THROUGH A TIMESHEET (HOURLY EMPLOYEES)	9
REPORTING TIME USING TIMESHEET (SALARIED NON-EXEMPT EMPLOYEES)	11
REPORTING TIME WITH MULTIPLE JOBS	13
SCENARIOS	15
Scenario 1: Hourly Employee forgot to punch in or out; missing punch	16
SCENARIO 2: MULTIPLE JOB EMPLOYEE, SELECTS WRONG JOB	17
SCENARIO 3: PAY PERIOD HAS ENDED AND HOURS NEED TO BE ENTERED	18
SCENARIO 4: TIMESHEET IS INCORRECT FOR OTHER REASONS	19
SCENARIO 5: SUPERVISOR PUSHES BACK OR DENIES TIMESHEET	20



INTRODUCTION

After the initial rollout for each campus, all non-exempt (from overtime) employees will report time worked in the Time and Labor module in PeopleSoft. <u>Only non-exempt employees need to use this module</u>. Various methods will be used to get time into the module:

- 1. Employees paid by the hour will enter time directly into PeopleSoft through a web clock on a daily basis. This is referred to as "positive time reporting".
- 2. Non-exempt employees who are paid on a salary basis will only need to report time if it exceeds forty hours, referred to as "exception time reporting", overtime or compensatory time.
- 2. Some employees will continue to use time clocks, which will interface to PeopleSoft.
- 3. Select employees will have their time worked interfaced from other specialized systems (FAMIS, EERC, UND Aerospace).

A major difference in this new process is that absences are **<u>not</u>** entered through this process. Absences will now be handled exclusively through the Absence Management module of PeopleSoft. The Time and Labor process is used only to record <u>*time worked*</u>.

Hourly employees (time reporters) will access the web clock to punch in/out. The web clock is built within PeopleSoft which requires hourly employees to login to punch in/out. Campuses may have some departments that utilize a physical time clock. This requires swiping the employee badge. Salaried non-exempt employees will access the timesheet to report all hours over forty. This is possible wherever there is a device with an internet connection. At the end of each pay period, the time entered will be submitted to the supervisor (time approver).

Campuses and business units of the North Dakota University System pay employees on a semimonthly basis with the work week starting on Sunday and ending on Saturday. Employees are paid on the 15th of the month for hours worked in the second half of the previous month. Employees are paid on the last day of the month for time worked the 1st through the 15th.

Employees must enter their time by the last day of each pay period. Supervisors must approve or deny the time worked the day after the last day of each pay period, at the very latest. If the time isn't entered, or isn't approved prior to the deadlines, the employee will not get paid until a <u>subsequent</u> pay period.

The business process under this new process is as follows:

- 1. Employee enters and submits hours worked.
- 2. Supervisor approves reported time
- 3. Approved time is sent to payroll



REPORTING TIME WORKED VIA WEB CLOCK (HOURLY EMPLOYEES)

Hourly employees are expected to punch in/out for time worked. Employees will need to login to PeopleSoft HRMS.

Navigation: Self Service > Time Reporting > Report Time > Web Clock

Favorites Main Menu			
Search Menu:	>	0.07	
Persi Revie CLEAN_Address Self Service	Time Reporting		
Abse My Personalizations Reque My System Profile	 Personal Information Payroll and Compensation Benefits 	Report Time View Time	Timesheet Web Clock
View Paycheck Review current and prior paychecks.	 Miscellaneous Manage Delegation 	· · · · · · · · · · · · · · · · · · ·	
Add or update your direct deposit informati	on.		
Check your latest leave balances.			



Favorites Main Menu > Self Ser	vice > Time Reporting > Report Time > Web Clock	(
Web Clock		
Entor Dunch		
Enter Punch		
	Employee ID:	
Job Title: Maintenance (Temp)	Empl Record:	0
Enter Punch		
Enter Punch Type, relevant time	and task information. Save with Enter Punch button.	
*Punch Type:	✓	Enter Punch
Time Zone:	CST Central Time (US)	
Override Combo Cd:	~	
 Time Reporting Elements 		
Day:	Wednesday	
Time Reporting Code:	Regular Hours - H01 V	
Comments:		<u>[</u> 2]
	L	Enter Punch
		Enter Funch
View Holiday Schedule		
Self Service		
Time Reporting		

The web clock enables hourly employees to do the following:

- Punch in/out via the Punch Type field by selecting the drop down arrow.
- Optional: Select a combo code (funding) override if instructed to do so by supervisor.
- Optional: Hourly non-exempt employees can select H14 (workstudy) if applicable.
- Optional: Add comments as needed. **Example:** I was late today because of a flat tire.
- Upon entering an IN punch the following confirmation box appears. Click OK



Web Clock						
Save Confirmation						
The Save w The followi	as successful. ng punch has been recorded					
Punch Type:	In					
Date:	07/28/2016					
Day:	Thursday					
Punch Time:	10:10:40AM					
Time Zone:	CST					

Upon entering an OUT punch the following confirmation message appears. Click OK.

Web Clock						
Save Confi	Save Confirmation					
The Save w The followi	as successful. ng punch has been recorded					
Punch Type:	Out					
Date:	07/28/2016					
Day:	Thursday					
Punch Time:	10:11:35AM					
Time Zone: OK	CST					



The web clock can also be found on the home page. The hourly employee can choose to either navigate to the web clock or use the web clock right on the home page. Either will record the hours to the timesheet. Below is a screenshot of the web clock on the home page.

CITER OF CONTRACT OF CONTRACT.		
Favorites Main Menu		
• • · · •		
Employee Self Service	C Ov	Web Clock C • •
Personal Information Summary Review a summary of your personal information.		*Select Job Pooled Position-Viking Ambass V *Punch Type V
Absence Request		Time Reporting Code Regular Hours - H01
Request an absence.		Override Combo Cd
View Paycheck Review current and prior paychecks.		Enter Punch
Direct Deposit Add or update your direct deposit information.		



VIEWING TIME REPORTED THROUGH A TIMESHEET (HOURLY EMPLOYEES)

Hourly employees are able to <u>view</u> their timesheet. Employees will need to login to PeopleSoft HRMS to accomplish this.

Favorites | Main Menu Search Menu: ۲ ¢ 0 0 -Employee Pers 🗀 CLEAN_Address Þ П Revie Self Service 🗀 Time Reporting Change My Password 🗀 Report Time 🗀 Personal Information Abse My Personalizations Timesheet F 🚞 View Time Payroll and Compensation Reque Web Clock 🗀 Benefits Absence Request Miscellaneous Þ View Paycheck F Review current and prior paychecks. Manage Delegation Direct Deposit Ē Add or update your direct deposit information Leave Balances П Check your latest leave balances

Navigation: Self Service > Time Reporting > Report Time > Timesheet

Timeshe	et										
Job Title: P View By:	rogram Dir Calenda	ector ar Period	Reported H	Empl I Empl I ours:	ID: Record: 9.45 <u>F</u>	0	xt Period				
Date:	07/16/2	016 👎	Scheduled	Hours:	0.00						
From 07/1	6/2016 to u	7/31/2016	?								
Comments	Day	Date	Status	Approval Monitor		In	Out	In	Out	Punch Total	Time Reporting Code
	Sat	7/16	New	Approval Monitor							Regular Hours - H01
	Sun	7/17	New	Approval Monitor							Regular Hours - H01
	Mon	7/18	Approved	Approval Monitor							Regular Hours - H01
	Tue	7/19	New	Approval Monitor							Regular Hours - H01
	Wed	7/20	New	Approval Monitor							Regular Hours - H01
	Thu	7/21	New	Approval Monitor							Regular Hours - H01
	Fri	7/22	New	Approval Monitor							Regular Hours - H01
	Sat	7/23	New	Approval Monitor							Regular Hours - H01
	Sun	7/24	New	Approval Monitor							Regular Hours - H01
	Mon	7/25	New	Approval Monitor			*				Regular Hours - H01
	Tue	7/26	Approved	Approval Monitor		11:46:47AI	11:54:57AN	I		0.13	Regular Hours - H01
	Wed	7/27	Approved	Approval Monitor		9:31:53AI	л			2.15	Regular Hours - H01
			Approved	Approval Monitor			11:40:23AN	1:06:45PN	1:10:31PM	0.06	Regular Hours - H01
	Thu	7/28	Needs Approval	Approval Monitor		9:05:18AI	10:10:22AN	10:10:40AN	10:11:35AM	1.10	Regular Hours - H01
	Fri	7/29	New	Approval Monitor							Regular Hours - H01
Save	for Later		Submit	Clear							



The timesheet enables hourly employees to do the following:

- Review hours work for current, previous and next period
- Any missing punches or changes to the employee timesheet need to be communicated to the supervisor. Hourly employees cannot update or make changes to their timesheet.



REPORTING TIME USING TIMESHEET (SALARIED NON-EXEMPT EMPLOYEES)

Salaried non-employees are expected enter time for only for work weeks they incur overtime. Employees will need to login to PeopleSoft HRMS to accomplish this.

Navigation: Self Service > Time Reporting > Report Time > Timesheet

Favorites Main Menu				
Search Menu:	⊗	0	Öv	
CLEAN_Address CLEAN_Address CLEAN_Address CLEAN_Address Change My Password My Personalizations Reque My System Profile	 Time Reporting Personal Information Payroll and Compensation 	Report Time View Time		Timesheet
View Paycheck Review current and prior paychecks.	Benefits Miscellaneous Manage Delegation			

Timesh <u>Wayne Har</u> Job Title:	Timesheet Wayne Hammond Employee ID: 0292196 Job Title: Building Services/Supply Clerk Empl Record: 0										
*View By:	[Calendar Perio	v bo	F	Reported Hou	rs:	0.00		Previous Period	Next Period	
*Date:		07/16/2016	🛐 🗘	5	Scheduled Ho	ours:	72.00		_		
From Salu	iruay	07/16/2016 (0	Sunday 07/51/2	U16]	?						
	Sat 7/16	Su 7/1	in Mo 17 7/1	n 8	Tue 7/19	Wed 7/20		Thu 7/21	Fri 7/22	Sat 7/23	
			8	3	8	10		8	8	ĺ	
▶ Reported	l Tim	e Status									
▶ Reported	ayne Hammond Employee ID: 0292196 ob Title: Building Services/Supply Clerk Empl Record: 0 w By: Calendar Period Reported Hours: 0.00 Previous Period w By: Calendar Period Scheduled Hours: 72.00 Tom Saturday 07/16/2016 to Sunday 07/31/2016 ? Sat Sat Sun Mon Tue Wed Thu Fri Sat 7/16 7/17 7/18 7/19 7/20 7/21 7/22 7/23 Reported Time Status Reported Time Summary Sacce Event - select to view Save for Later Submit										
Absence Ev Save	ent - for L	select to view ater	Submit		•	_					



Salaried non-exempt employees will need to submit time on this page <u>ONLY</u> for the weeks in which they actively work more than 40 hours (sick, annual and other forms of paid leave do not count as time worked for overtime purposes).

Example: Mon 8.0 (H01), Tues 8.0 (H01), Wed 10.0 (H01), Thurs 8.0 (H01), and Fri 8.0 (H01) = 2.0 hours of overtime.

The employee will have the option to choose overtime or compensatory time. Click the lookup glass to select COMPTIME. Overtime is not selected as it is calculated automatically.

Time Reporting Code	Override Rate	Comp Time	override Combo Cd		
Regular Hours - H01				+	-
Regular Hours - H01		Q		+	-
Regular Hours - H01		Q	×	+	-

The employee can override the combo code (funding source) if required by using the drop down. If you have questions contact your supervisor.

Select Submit to send hours to supervisor. The save for later option does not submit the timesheet to the supervisor. If save for later is selected the timesheet will need to be submitted by the end of the pay period in order to receive approval and eventually paid.





REPORTING TIME WITH MULTIPLE JOBS

Navigation: Self Service > Time Reporting > Report Time > Web Clock

Envoritor Main Monu S Colt Consist	Time Penerting	Poport Time	Web Clock	
ravoines Main Menu > Sen Service	· · · · · · · · · · · · · · · · · · ·	Report Time >	WED CIOCK	
Web Clock				
Oalact Jab Title				
Select Job Title				
Please select the appropriate job from	the list below.			
Select Job Title				
Job Title	Empl Record	Department ID	Department	
Program Director	0	2201	Education	
Tech/Para student general	1	2020	Library	
Techni ala student, deneral	•	2020	Library	
Solf Convico				
<u>Sell Selvice</u>				
Time Reporting				

Employees with multiple jobs will click on the Job Title of the job they are reporting for work and punch/out as previously shown. Jobs that are hourly will only appear for selection when using the web clock.



Web Clock				
Enter Punch				
Job Title: Tech/Para student, <u>c</u>	Jeneral	Employee ID: Empl Record:	1	_
Enter Punch Type, relevant time	and task information.	. Save with Enter Punch button.		
*Punch Type:		~	Enter Pu	nch
Time Zone:	CST Q	Central Time (US)		
Override Combo Cd:		~		_
 Time Reporting Elements Day: 	Thursday			
Comments:			<u>[</u> 2]	
			Enter Pu	nch
Return to Select Job View Holiday Schedule Self Service				
Time Reporting				



SCENARIOS

Typical scenarios or question for non-exempt employees are listed on the next few pages. These scenarios will not cover every situation but are the most common questions.



SCENARIO 1: HOURLY EMPLOYEE FORGOT TO PUNCH IN OR OUT; MISSING PUNCH

Timesheet												
	Sun	7/24	New	Approval Monitor						Regular Hours -		
	Mon	7/25	New	Approval Monitor						Regular Hours -		
	Tue	7/26	Approved	Approval Monitor	11:46:47AM	11:54:57AM			0.13	Regular Hours -		
	Wed	7/27	Approved	Approval Monitor	9:31:53AM				2.15	Regular Hours -		
			Approved	Approval Monitor		11:40:23AM	1:06:45PM	1:10:31PM	0.06	Regular Hours -		
	Thu	7/28	Needs Approval	Approval Monitor	9:05:18AM	10:10:22AM	10:10:40AM	10:11:35AM	1.10	Regular Hours -		
	Fri	7/29	Needs Approval	Approval Monitor		12:53:31PM				Regular Hours -		
	Sat	7/30	New	Approval Monitor						Regular Hours -		
	Sun	7/31	New	Approval Monitor						Regular Hours -		

Missing punches or changes to the (hourly) employee timesheet need to be communicated to the supervisor. Hourly employees cannot update or make changes to their timesheet. Hourly employees can only enter punches via the web clock or time clock.



SCENARIO 2: MULTIPLE JOB EMPLOYEE, SELECTS WRONG JOB

Web Clock

Web Clock										
Select Job Title										
Please select the appropriate job from the list below.										
Select Job Title										
Job Title			Department							
Program Director	0	2201	Education							
Tech/Para student, general	1	2020	Library							
Self Service										
Time Reporting										

Employees with multiple jobs who select the wrong job to punch will need to notify both supervisors to delete punch for incorrect job and enter punch on correct job.



SCENARIO 3: PAY PERIOD HAS ENDED AND HOURS NEED TO BE ENTERED

HOURLY EMPLOYEES: Hourly employees are required to use a physical time clock or the web clock within PeopleSoft for each day worked. Hours missed or forgotten need to be entered by the supervisor. Hourly employees cannot make changes to their timesheet so its imperative employees punch in/out per shift.

SALARIED NON-EXEMPT EMPLOYEES: Salaried employees are able to access the timesheet and make additions and/or changes. Work weeks that employees work more than 40 hours are required for entry. The timesheet will need to be approved each time it's submitted.



SCENARIO 4: TIMESHEET IS INCORRECT FOR OTHER REASONS

HOURLY EMPLOYEES: In the event a timesheet is incorrect the employee should notify their supervisor for corrections.

SALARIED NON-EXEMPT EMPLOYEES: In the event a timesheet is incorrect the employee should make the updates and submit the timesheet for supervisor approval.



SCENARIO 5: SUPERVISOR PUSHES BACK OR DENIES TIMESHEET

When a timesheet is denied or pushed back work with the supervisor on the issue. Comments may be entered by the supervisor for reasons why it was denied or pushed back.

HOURLY EMPLOYEES: Supervisors will need to communicate with the employee to discuss concerns. Supervisors will need to make any corrections and approve.

SALARIED NON-EXEMPT EMPLOYEES: Supervisors will need to communicate with the employee to discuss concerns. Employee or supervisor can make the corrections and submit for approval.