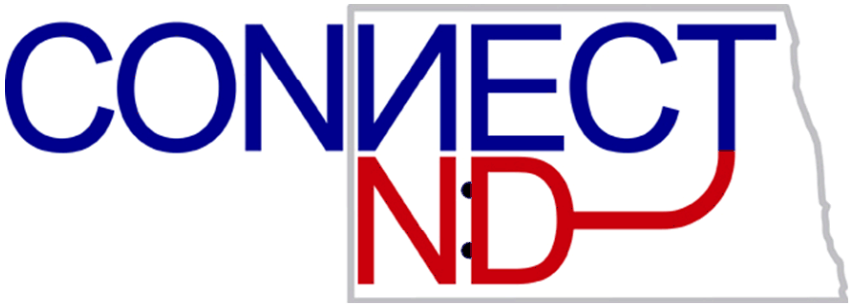

North Dakota University System

Manager Self Service
Time & Labor
Training Manual

PEOPLESOFT

VERSION 9.1

DISCLAIMER

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

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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. *Only non-exempt employees need to use this module*. 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 **not** 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 *time worked*.

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 semi-monthly 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. **If the time doesn't get entered, or doesn't get approved prior to the deadlines, the employee will not get paid until a subsequent pay period.**

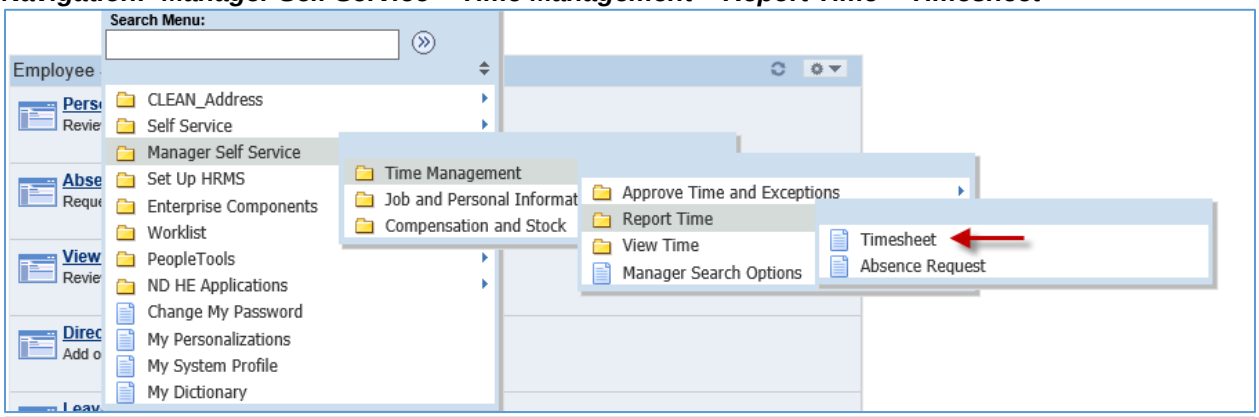
The business process under this new process is as follows:

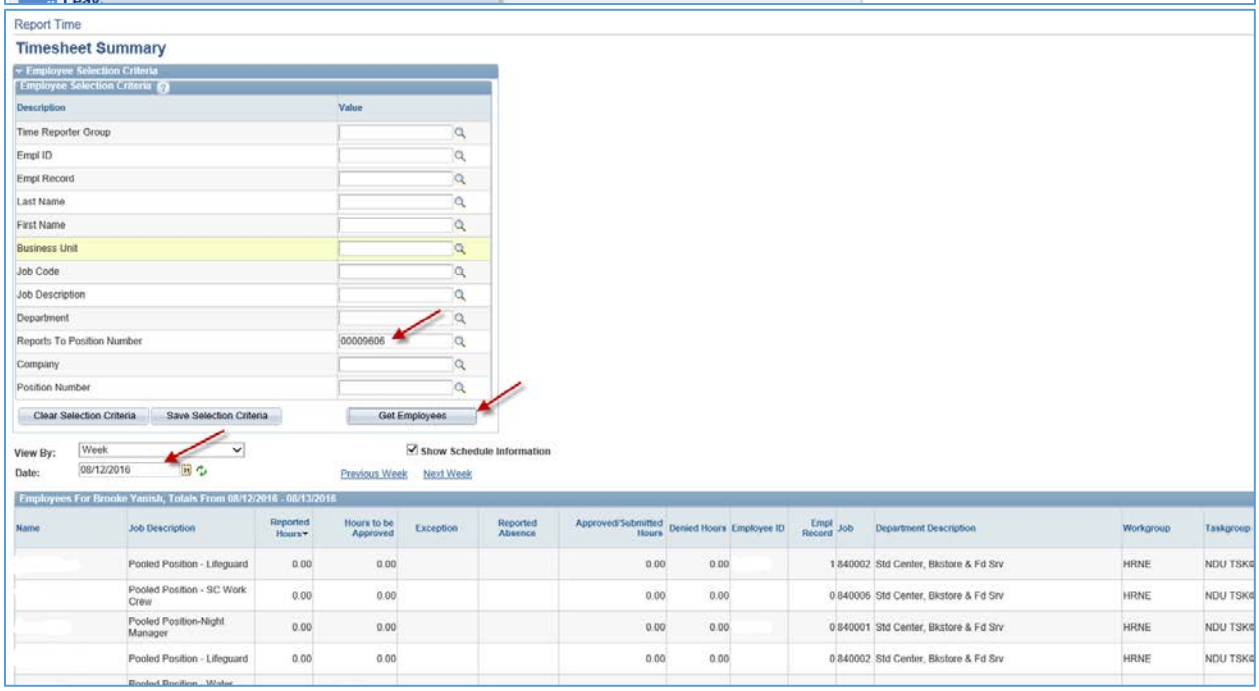
1. Employee enters and submits hours worked.
2. Supervisor approves reported time
3. Approved time is sent to payroll

ENTERING POSITIVE TIME FOR HOURLY EMPLOYEES

This page is used to enter time by the supervisor for hourly employees who may have forgotten to punch in/out (missing punch) or to select comp time as applicable.

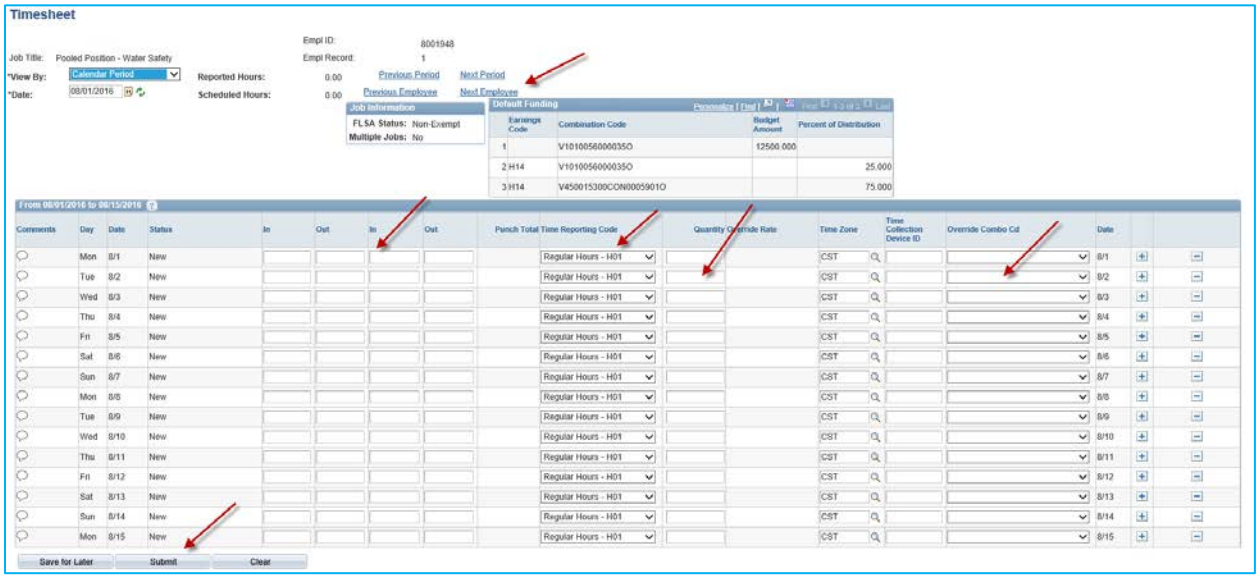
Navigation: Manager Self Service > Time Management > Report Time > Timesheet





The Reports to Position Number is the position number of the supervisor logging in. By selecting Get Employees will display employees reporting to the Reports to Position number. Other search criteria can be used such as emplid or name.

Enter the date that is desired. **Useful Tip**: use the first day of the pay period which is the 1st or the 16th of each month.

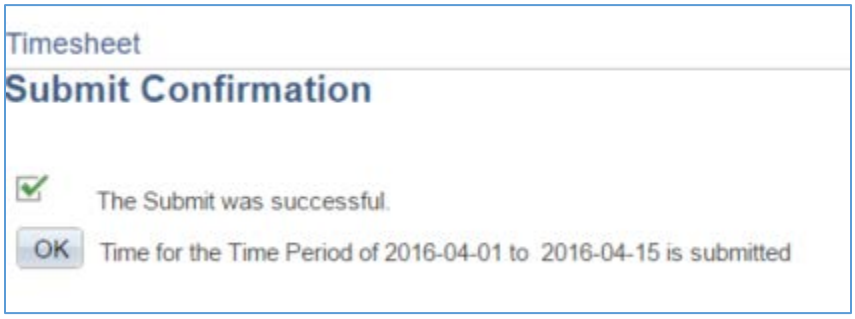


Enter the punch information as appropriate. The Quantity field can also be used for a total number of hours per day. The Time Reporting Code (TRC) can be changed to work study (H14) or call back pay (H12) if applicable or the combo code (funding source) can be overridden.

Click Submit. Save for Later does not allow the timesheet to be approved. A timesheet can only be approved upon clicking Submit.

NOTE: Do not use the Approve, Deny or Push Back buttons on this page. These actions will take place on another page.

Upon Submit the following confirmation message appears. Select OK.



APPROVING/DENYING POSITIVE TIME FOR HOURLY EMPLOYEES

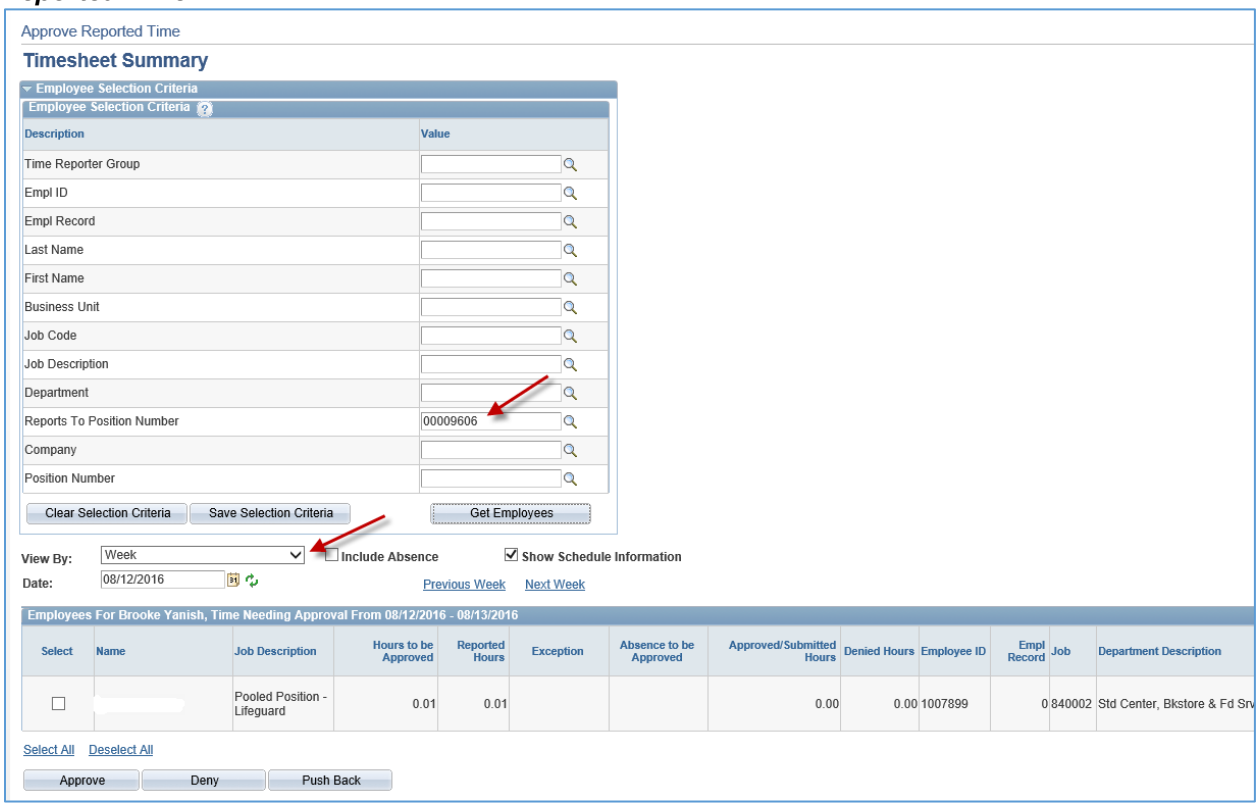
Approval of time worked needs to occur for an employee to be paid and must occur prior to the deadline.

Also know that in North Dakota, in cases of a dispute over wages, the employer must provide a written notice to the employee of the amount of wages being questioned. The employer is still responsible to pay the balance of the wages on the regular payday. So if a supervisor doesn't agree with all the time submitted, they should be careful to approve the time which is not under dispute.

NOTE: Supervisors will not be able to view employees reporting to them on this page if no hours have been submitted. Supervisors that need to enter hours for employees need to enter them directly on the timesheet, which is NOT this navigation.

This page is used to approve, deny or push back hours worked. Emails will be sent to the employee upon any of the three actions.

Navigation: Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

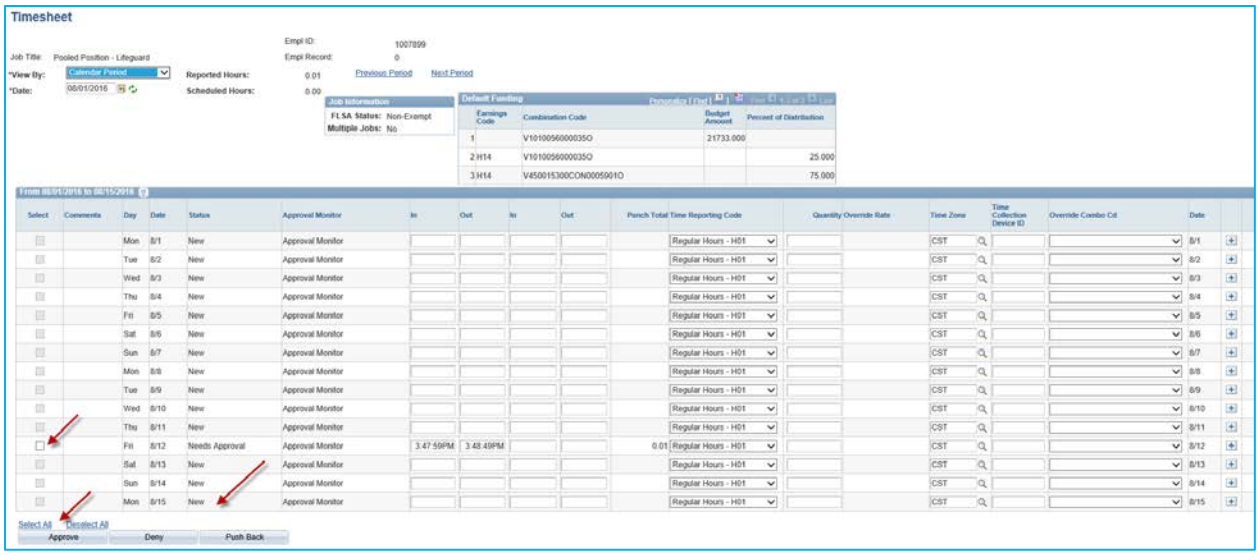


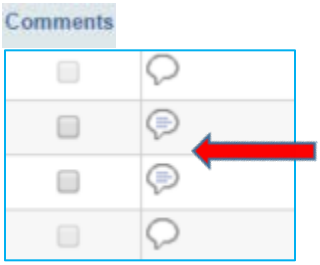
Enter the desired date or leave as the current date. The View By can be changed by clicking on the drop down. **USEFUL TIP:** Changing the View By to All Time Prior to the current date will display hours that need to be approved for the pay period since NDUS pays on a payroll lag. Or change the date to the beginning of the pay period and leave the View by set to Week.

Note: The date displayed is the current date, click Previous Week to change the date to the previous week. You can also change the dates displayed after navigating to the Timesheet.

Also note for hourly employees the supervisor should not push back to the employee. Hourly employees have view only access to their timesheets. Supervisors are expected to make the changes on behalf of the employee.

Click Refresh or Get Employees. Then select the first employee to review/approve and continue to click Next Employee if more than one employee needs time approved.

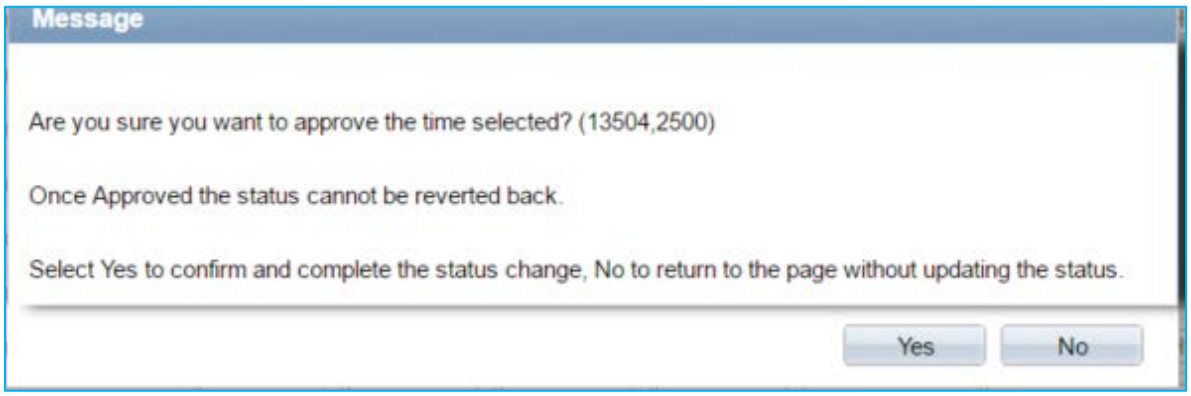


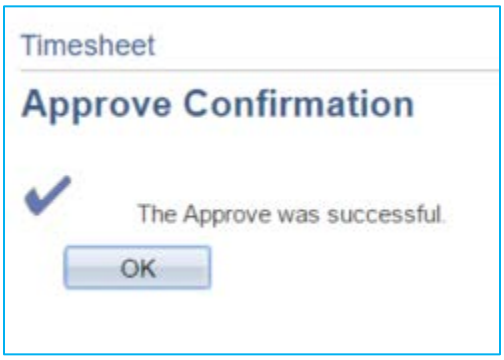


Review comments from employee if necessary. **Example:** Information to whether a student is a work-study or if an hourly employee is asking for compensatory time instead of overtime, if applicable.

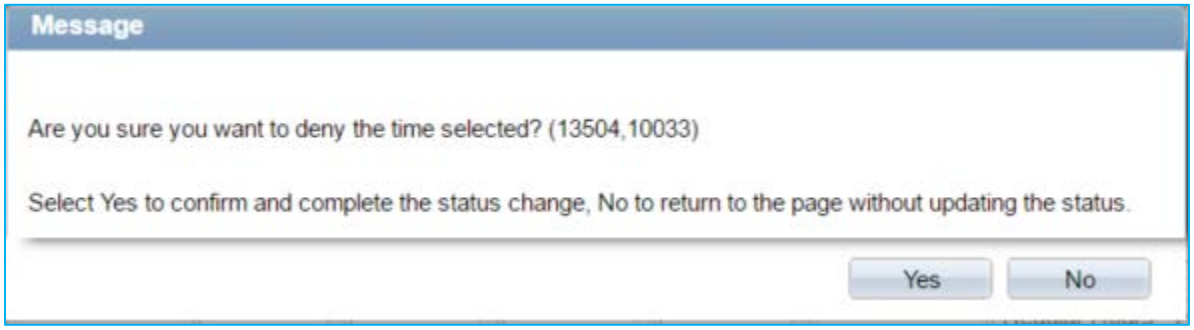
Select each row or click Select All to choose all rows at once and take action. The supervisor can Approve, Deny or Push Back to the employee.

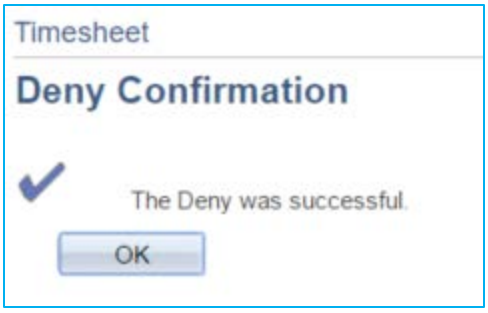
Approval Messages:





Deny Messages:

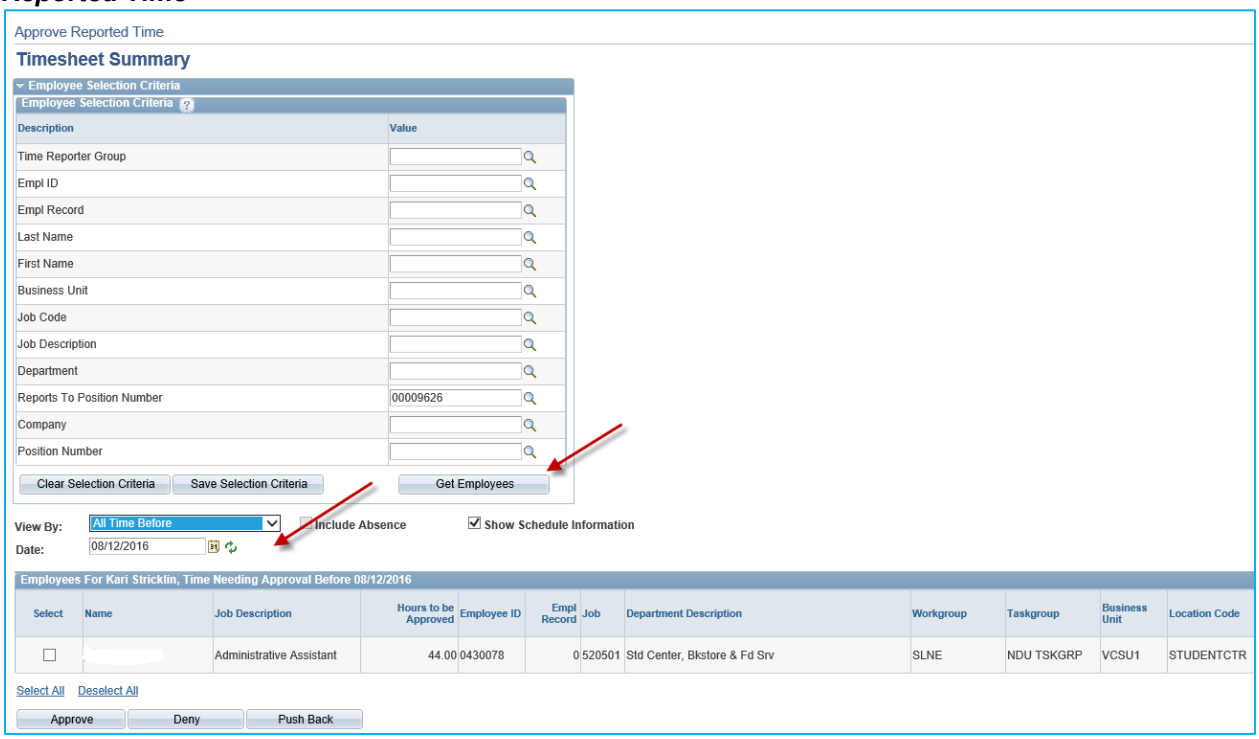



Timesheet
Deny Confirmation
The Deny was successful.
OK

APPROVING /DENYING POSITIVE TIME FOR SALARIED NON-EXEMPT EMPLOYEES

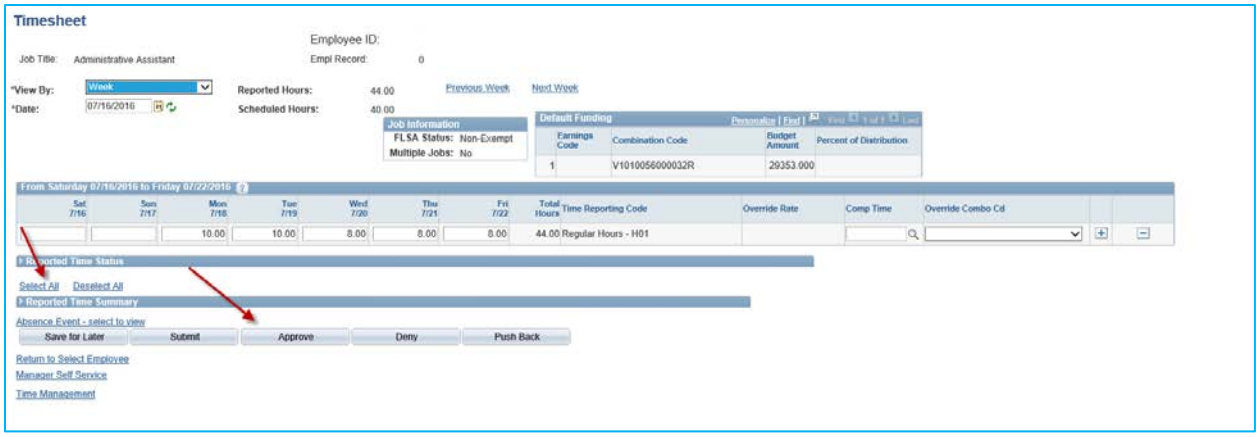
Remember, this only needs to be done on weeks when the employee works in excess of 40 hours.

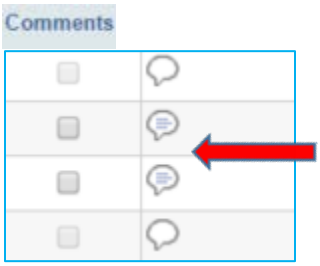
Navigation: Manager Self Service > Time Management > Approve Time & Exceptions > Reported Time



On this page, the supervisor can Approve, Deny, or Push Back reported overtime/comp time. Choose the correct date from the drop down. **Useful Tip**: use the first day of the pay period. Click Refresh or Get Employees.

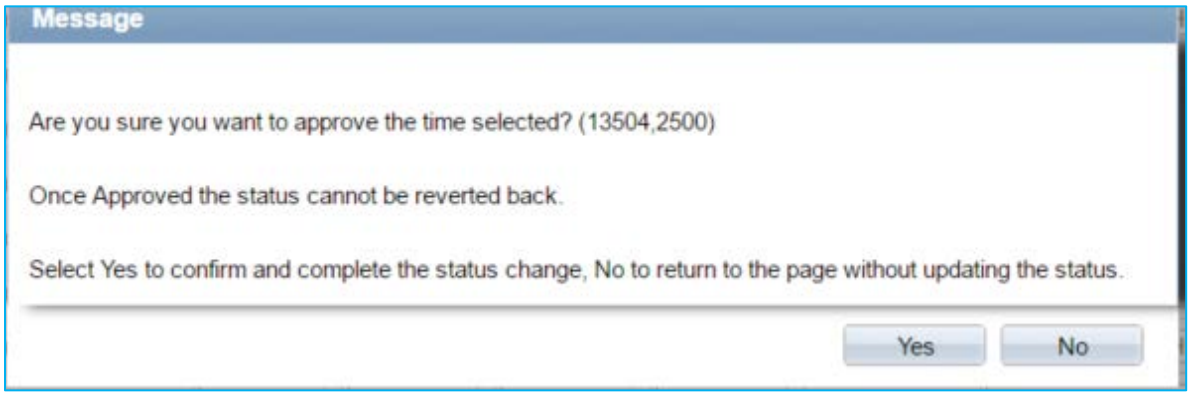
Click Employee to Review.

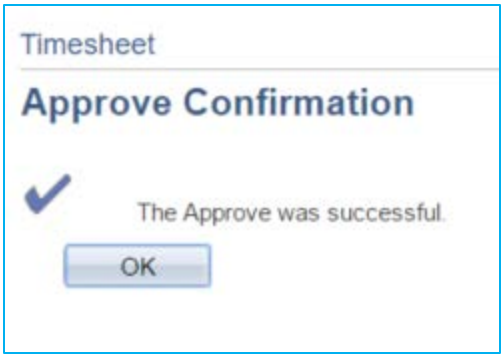




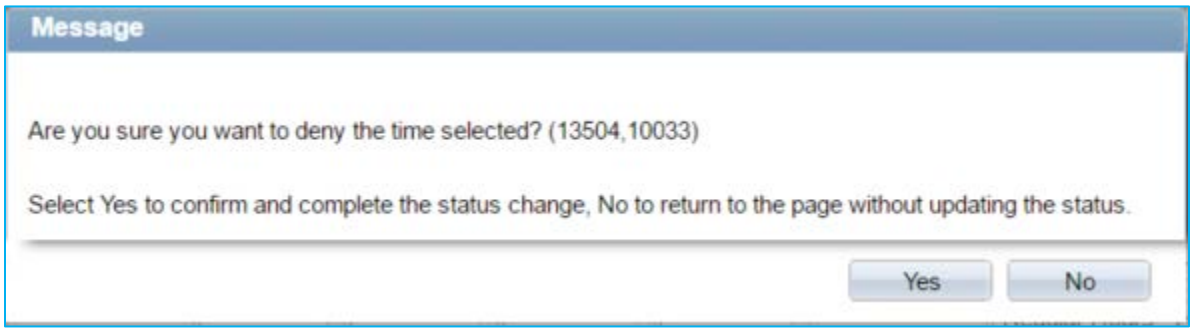
Review comments from employee. Click Select All and choose to Approve, Deny or Push Back to the employee. Any of the actions taken by the supervisor will result in an email to the employee.

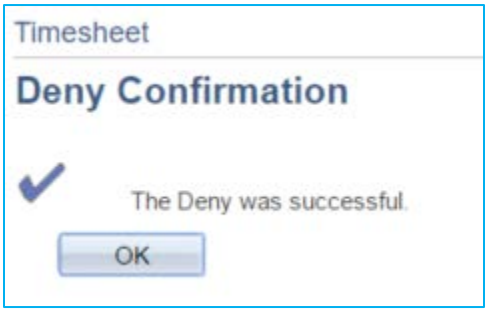
Approval Messages:



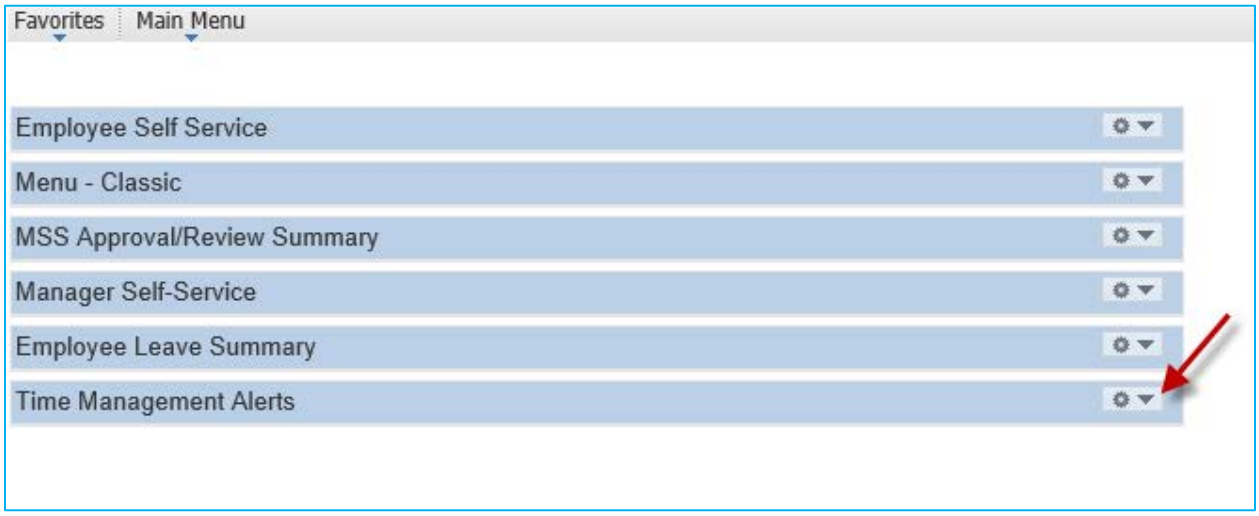


Deny Messages:

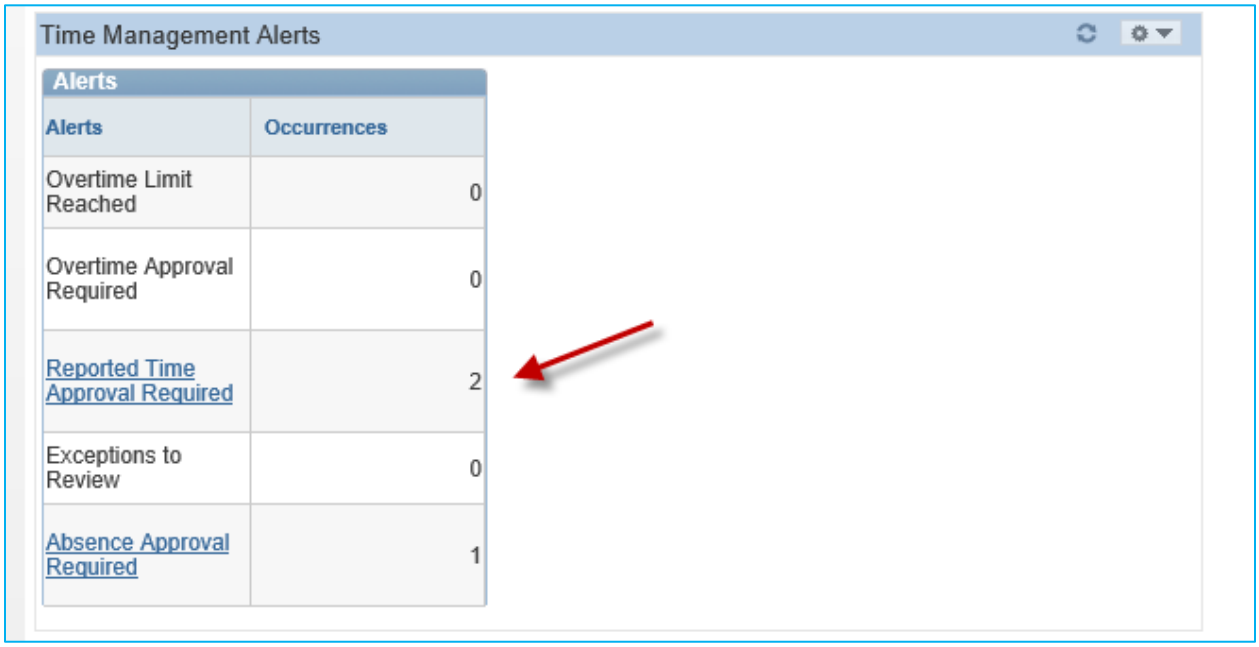




HOME PAGE SHORTCUTS



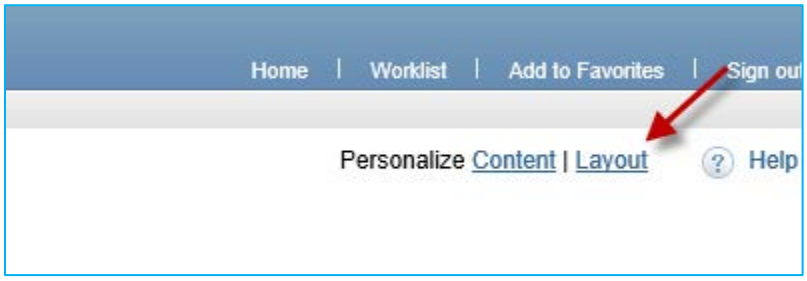
Click on Arrow for **Expand** of Time Management Alerts.



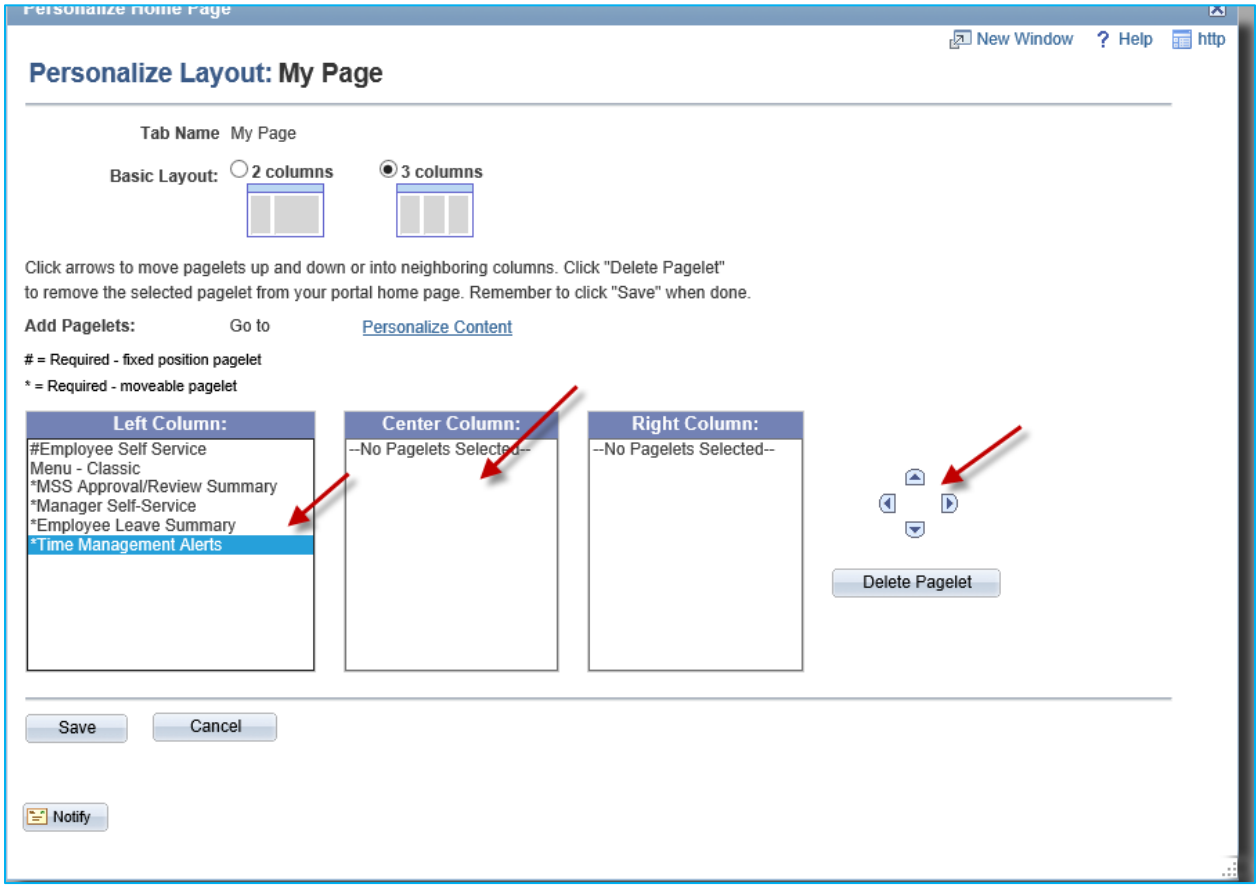
Clicking on the different alerts will take you directly to the approvals needed.

Click on Arrow for **Personalization** of Time Management Alerts. Check or uncheck the Alerts applicable. Overtime Limit Reached and Overtime Approval Required are not applicable to the NDUS. Upon Save the following message is displayed.

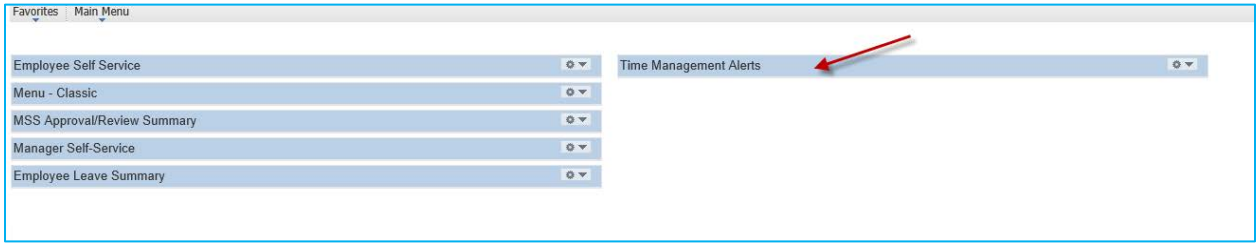
To move the pagelets on the homepage click on Layout hyperlink.



The following window appears:



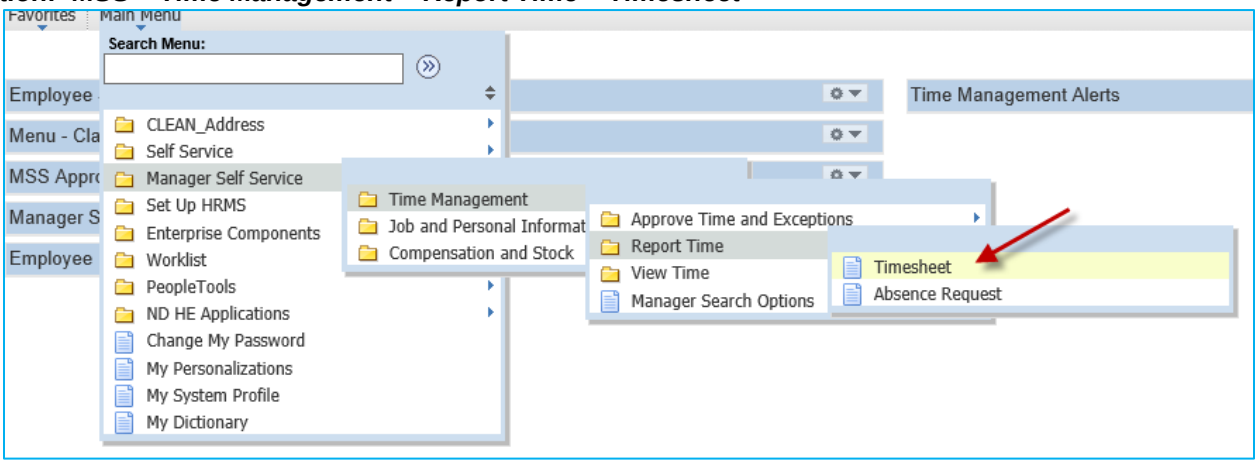
Highlight the pagelets to move around by using the arrows. This example will move the Time Management Alerts to the Center column.



SCENARIO 1: HOURLY EMPLOYEE FORGETS TO PUNCH; MISSING PUNCH

This page should be used to enter time by the supervisor for an hourly employee who may have forgotten to punch in/out or missed a punch.

Navigation: MSS > Time Management > Report Time > Timesheet



Enter or correct the information as shown on previous pages, Entering Positive Time for Hourly Employees.

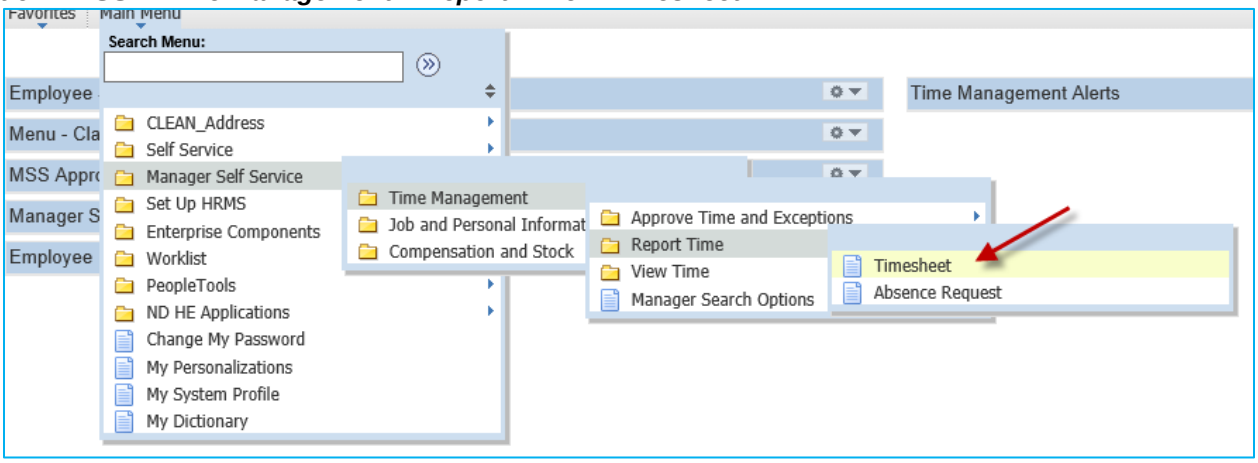
Once the hours are entered and submitted the hours will need to be approved on another page. The navigation is at: ***MSS > Time Management > Report Time > Timesheet***.

SCENARIO 2: EMPLOYEE HAS TIME TO ENTER FROM PRIOR PAY PERIOD.

This page should be used to enter time by the supervisor for an hourly employee who may have forgotten to punch in/out or missed a punch.

Hourly Employee

Navigation: MSS > Time Management > Report Time > Timesheet



Enter or correct the information as show on previous pages under entering positive time for hourly employees.

Once the hours are entered and submitted the hours will need to be approved on another page. The navigation is at: ***MSS > Time Management > Approve Time and Exceptions > Timesheet***.

Salaried Non-Employee

Salaried non-exempt employees should only enter time per day for work weeks over forty hours. The timesheets are accessible to the employee themselves for prior pay periods. Have the employee enter and submit the hours for the supervisor approval.

NOTE: Hours worked entered or approved late will be processed with the next on-cycle payroll.

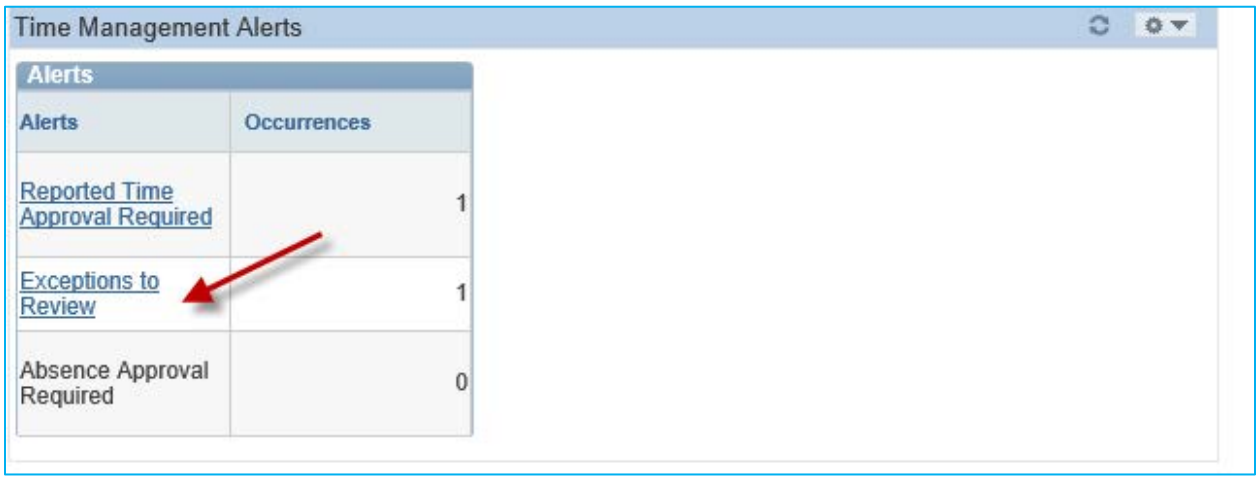
SCENARIO 3: NOT ALL EMPLOYEES REPORTING TO ME ARE LISTED

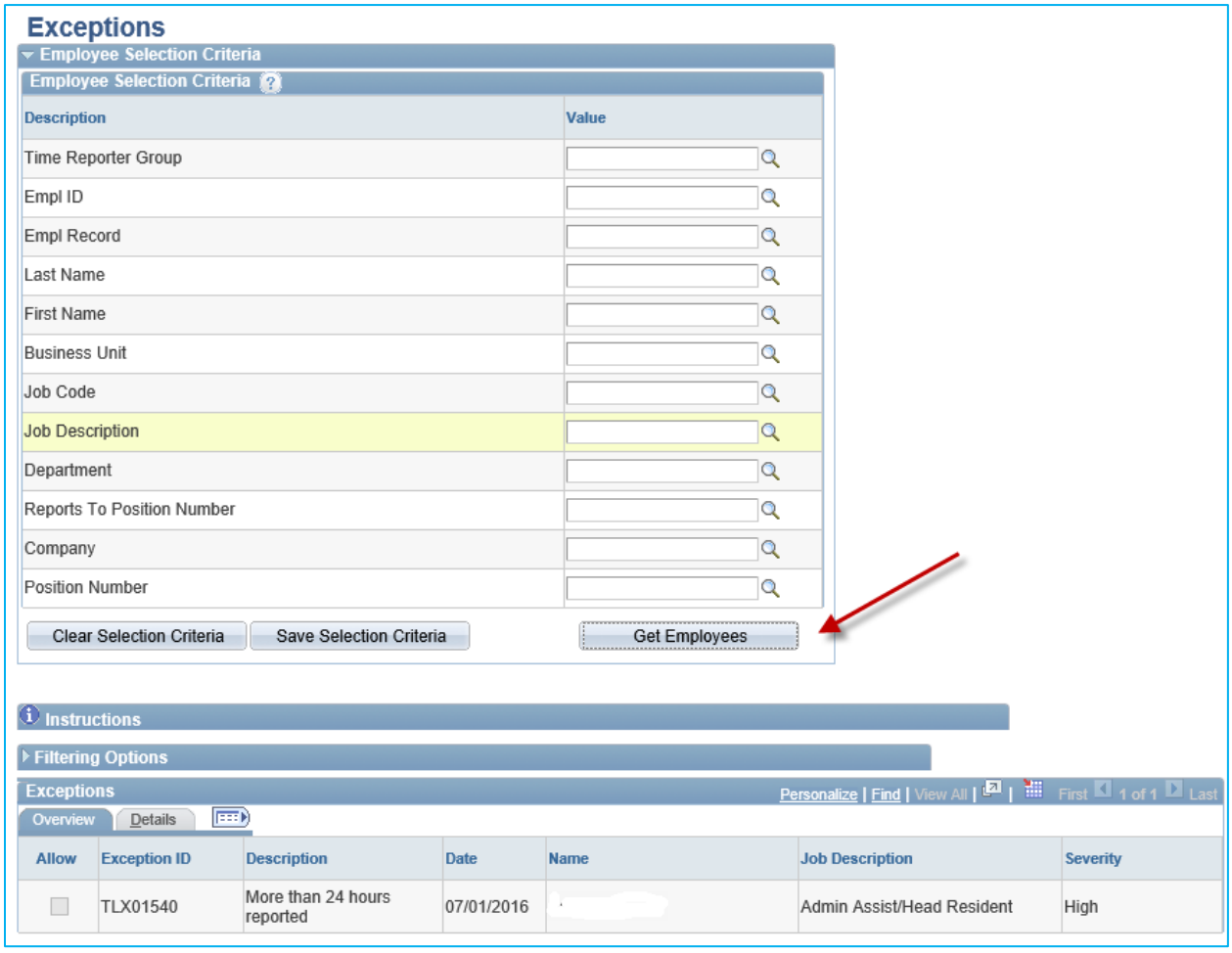
In the event an employee(s) does not appear in the timesheet navigation please contact your Campus Payroll office for support.

In the event an employee(s) does not appear in the approve reported time page the most likely cause is the employee hasn't submitted the timesheet. The supervisor can navigate to the timesheet to verify hours have been entered and the status. Depending on the status is the action the supervisor should take. If all statuses are New there are no hours to approve so the employee would not appear in the approval page. If the status is Approved there are no more hours to approve so again, the employee would not appear in the approval page. If the status is Approval In Process contact the campus Payroll office for support.

SCENARIO 5: WHAT HAPPENS WHEN THERE IS AN EXCEPTION?

Managers should check for exceptions each pay period. Exceptions are resolved by editing the employee's timesheet. Exceptions can be found on the Time Management Alerts pagelet.





Click Get Employees to view the employees in Exception. There can be several reasons an employee has an exception. Some examples include invalid combination code (funding source) or more than twenty-four hours reported in a day (most likely a missing punch).

Note: Exceptions cannot be resolved on this screen. Navigate to the Timesheet to fix the errors. If unsure contact the campus Payroll office for support.