Education Solutions Development, Inc.

HR Payroll Accountant Training:

Employee Timesheets

Training Reference Guide

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Employee Timesheets Training Tasks

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Understanding Timesheet Processing

A timesheet must be created, entered, and approved for every job each employee performs in the school district in order for the employee to be paid. Some employees may need more than one timesheet. One example of this is an employee who works two different job positions within the district, such as a high school history teacher who also coaches the varsity baseball team. Another example is an employee who splits hours between two or more cost centers, such as an accountant who works part time in Human Resources and part time in Payroll.

Timesheet Types

The Payroll System enables you to process four types of timesheets:

- A **certified** timesheet is used for salaried employees who need to report only absences (such as sick leave or vacation days) on their timesheets. When there are no absences to be entered, a certified timesheet still needs to be saved and posted, even though all the entry fields will be blank.
- A **classified** timesheet is used for employees who work scheduled hours each pay period and need to report the actual number of hours worked. If a classified timesheet is not entered for some reason, the employee will still be paid based on the number of scheduled hours.
- A **substitute** timesheet is used to enter work hours for substitute employees. This timesheet type provides fields for the substituted employee and the account to be charged.
- A **temporary** timesheet is used to enter work hours for employees whose work assignment is not permanent.

The timesheet pay period and timesheet type are defined on each employee's Job and Payment record. Refer to “Viewing and Updating an Employee’s Timesheet Code and Type” in the documentation wiki.

Employees whose hours for the same position are worked at different cost centers need to have a separate timesheet location defined for each cost center. Refer to “Viewing and Updating an Employee’s Timesheets by Location” in the documentation wiki.

Creating and Approving Timesheets

Step One: Create the Timesheets.

Before employee timesheet information can be entered each pay period, the timesheets need to be created by running the Employee Timesheet process. You can choose to run this process for all timesheets or for a limited number by specifying timesheet type, job status, employee ID, job title, cost center, and payroll group. This process creates a "blank" timesheet for each employee in the pay period.

Each "blank" timesheet is assigned a status of "Incomplete." A timesheet number is assigned to certified and classified timesheets when they are created, but not to temporary and substitute timesheets. A timesheet number will be assigned to temporary and substitute timesheets when a payroll preparer enters the time details and posts the timesheets to the approval queue. Also, when temporary and substitute timesheets are first created, they do not have an assigned cost center because temporary and substitute employees can work at any location within the district. A cost center will be assigned to temporary and substitute timesheets when the payroll preparer enters and saves the time details.

The Employee Timesheet process is typically run near the end of one pay period to prepare for the next pay period.

Refer to “Running a Batch Process” in the documentation wiki for instructions on running a process.

Sometimes you may need to create a timesheet for just one employee. If this is the case, refer to “Creating a Timesheet for a Single Employee in the Current Pay Period” and “Creating a Timesheet for a Single Employee in a Different Pay Period” for instructions.

Step Two: Enter Attendance and Absence Information.

In most cases, employees enter their attendance and absence information directly using the Employee Portal. When the Portal is not in use, a Payroll preparer enters this information for each employee within a particular cost center using the HR/Payroll > Timesheet screens. Once attendance and absence information is entered, saved, and posted, the system creates an approval queue and forwards the timesheet to the first person in the queue, where it will be displayed as an action on his or her Awaiting My Action screen. The timesheet is assigned a status of "New." When the first person in the queue approves the timesheet, the status is changed to “Pending.”

If the person who enters, saves, and posts the timesheet is the same and only person would be responsible for approving the timesheet, then the system does not create an approval queue and simply assigns it a status of "Approved."

Refer to “Entering Employee Timesheet Information.”

After a timesheet has been entered and/or posted, you may find the need to cancel or void it. For information and instructions, refer to “Cancelling or Voiding an Employee Timesheet.”

Step Three: Approve the Timesheets.

The final step is for each timesheet to be approved by all approvers in the queue using the HR/PAY > Timesheets > Approval Details and HR/PAY > Timesheets > Mass Timesheet Approval screens. After each timesheet has been approved by the final approver, it is assigned a status of "Approved." When it is time to run the payroll, a payroll representative runs the Timesheet Time Interface process, which creates a Job and Payment record for each approved timesheet.

For instructions on approving timesheets, refer to “Approving One or More Employee Timesheets” and “Approving Many Timesheets.”

Timesheet Status Codes

The status of a timesheet varies according to whether or not it has been created, entered, or approved. The following explains the different types of status codes that can be assigned to a timesheet:

Status	Description
Incomplete	A timesheet that has been created using the Employee Timesheet process. An “Incomplete” timesheet may still exist as a blank form, or it may have some entries made to it that were saved using the Save & Continue option. A timesheet continues to have a status of “Incomplete” until it is saved using the Save & Post option.
New	A timesheet that has been completed and saved using the Save & Post option. The timesheet is ready to be reviewed and start the approval process; however, changes can still be made to the timesheet until it is approved by the first person in the approval queue.
Pending	A completed timesheet that has been approved by the first person in the approval queue. A “Pending” timesheet continues to have a status of “Pending” until it is approved by the final approver. A “Pending” timesheet can be cancelled or voided only by a user with special security.
Approved	A timesheet that has been approved by the final approver in the approval queue. An “Approved” timesheet cannot be cancelled or voided.
Cancel	A substitute or temporary timesheet with an "Incomplete" status that has been cancelled by the payroll preparer. Timesheets are typically cancelled only when they have been entered in error. A cancelled timesheet is not routed to the next approver in the queue and is not included in the payroll run. Certified and classified timesheets can be cancelled only by a user with special security.
Void	A substitute or temporary timesheet with a "New" status that has been voided by the current approver in the queue. Timesheets are typically voided only when they have been entered in error. A voided timesheet is not routed to the next approver in the queue and is not included in the payroll run. Certified and classified timesheets can be voided only by a user with special security.

Creating a Timesheet for a Single Employee in the Current Pay Period

Use this procedure to create a timesheet for a single employee in the current pay period. This procedure enables you to use quick menu options to execute the Employee Timesheet process to create the timesheet. Once the employee timesheet has been created, you can enter the employee's attendance and absence information for that pay period using the Timesheet > Details screen.

When you use this procedure to create the timesheet, the system compares today's date to the pay periods and grace period dates defined in the Payroll Period Detail maintenance table. The system determines the current pay period to be the pay period in which today's date is greater than the grace period date.

If you need to create a timesheet for an employee in a previous or future pay period, you cannot use this procedure because you must specify the pay period on the Employee Timesheet process screen. Refer to “Creating a Timesheet for a Single Employee in a Different Pay Period.”

Before You Begin

Be sure you have the correct security access to display Job and Payment screens and to run the Employee Timesheet process.

Procedure

Do the following to create a timesheet for a single employee in the current pay period:

1. Select **HR/Payroll > Employees > Job and Payment > Summary** on the Menu Pane.
   The HR/Payroll > Employees > Job and Payment > Summary screen is displayed.
2. Display the record of the employee for whom you need to create a timesheet by entering the employee's name or ID in the Employee Search field or by clicking Advanced Search.
   Summary information about the employee’s primary and secondary salaries is provided in the top portion of the screen. Details about each position are listed below.
3. Locate the position for which you need to create the timesheet, then click the Actions icon that appears to the left of the position.
   The system displays options in the Actions window.
4. Click Timesheet.
   The HR/Payroll > Employees > Job and Payment > Timesheet by Location screen is displayed.
   Click Help to see descriptions of all the fields.
5. Click the Reports icon .
   A list of options is displayed.
6. Click Create Employee Timesheet. This option displays the pay period for which the timesheet will be created. Be sure this pay period is correct. If you need to create the timesheet for a different pay period, then refer to “Creating a Timesheet for a Single Employee in a Different Pay Period.”
   The system executes the Employee Timesheet process for this employee, then displays the job queue ID for the process in the message at the bottom of the screen.
   You can now enter attendance and absence information for this employee in the newly created timesheet. However, if you prefer to first verify that the process ran as expected, then continue to the next step. Refer to “Entering Employee Timesheet Information” for instructions on entering the employee's attendance and absence information.
7. Make a note of the queue ID number, then click the Job Queue icon .
   The system displays the Job Queue screen.
8. Enter the queue ID number in the Queue ID field, then click the Search button.
   The status of the job is displayed in the search results section of the screen.
9. When the status is complete, you can click the underlined report name and verify that the timesheet was created as needed.

10. Do you need to change any parameters and re-run the timesheet process?
    - If **yes**, then refer to step 11.
    - If **no**, then enter attendance and absence information for this employee as needed. Refer to "Entering Employee Timesheet Information."
11. Click the Actions icon that appears to the left of the queue ID.
    The system displays one option in the Actions window.
12. Click Re-run.
    The Employee Timesheet process screen is displayed.
13. Review the parameters on this screen and update as needed, then click the Submit button.
    The system displays the job queue ID for the process in the message at the bottom of the screen.
14. Click the Go to Queue button.
    The system displays the Job Queue screen. The status of the job is displayed in the search results section of the screen.
15. Review the report to be sure the timesheet was created as needed.
16. When the timesheet is correct, you can enter attendance and absence information for this employee. Refer to "Entering Employee Timesheet Information."

Creating a Timesheet for a Single Employee in a Different Pay Period

Use this procedure to create a timesheet for a single employee in a previous or future pay period by running the Employee Timesheet process to create the timesheet. Once the employee timesheet has been created, you can enter the employee's attendance and absence information for the specified pay period using the Timesheet > Details screen.

Hint: You may prefer to create a set of parameters to be used for creating single timesheets by saving them with a particular criteria name on the Employee Timesheet process screen. To do this, be sure to enter a name for these parameters in the Criteria Name field and click the Save checkbox. This will enable you and other users to run this process without having to reenter all the field values each time; only the employee name and pay period will need to be entered.

If you need to create a timesheet for an employee in the current pay period, you can use this procedure. However, you can also create a timesheet for the current pay period using menu options, which can be quicker. For instructions, refer to “Creating a Timesheet for a Single Employee in the Current Pay Period.”

Before You Begin

Be sure you have the correct security access to display Job and Payment screens and to run the Employee Timesheet process.

Procedure

Do the following to create a timesheet for a single employee:

1. Select **HR/Payroll > Employees > Job and Payment > Summary** on the Menu Pane.

   The HR/Payroll > Employees > Job and Payment > Summary screen is displayed.
2. Display the record of the employee for whom you need to create a timesheet by entering the employee's name or ID in the Employee Search field or clicking Advanced Search.

   Summary information about the employee’s primary and secondary salaries is provided in the top portion of the screen. Details about each position are listed below.
3. Locate the position for which you need to create the timesheet, and make a note of the Job and Payment ID in the J&P ID field. Also, make a note of the employee ID.
4. Click the Reports icon .

   The system displays the Reports & Processes screen, which lists the reports and processes you can generate.
5. Click Employee Timesheet.

   The Employee Timesheet process screen is displayed.

   Click Help to see descriptions of all the fields.

6. Select and enter the following values in the fields on this screen:

Field	Description
Final Run	Click the checkbox to indicate this is a final run.
Timesheet Type	Click the multi-select box and select **All** timesheet types.
Job Status	Click the drop-down arrow to select **CURRENT POSITION**.
Employee ID	Enter the name or ID of the employee for whom you need to create the timesheet. You can click the Magnifying Glass icon to perform a search if needed.
Job Title	Click the **Include All** radio button.
Cost Center	Click the multi-select box and select **All** cost centers.
Job and Payment ID	Enter the Job and Payment ID for the employee's position that requires this timesheet.
Payroll Group	Click the drop-down arrow to select the group that applies to this employee.
Payroll Period	Click the drop-down arrow to select the payroll period for which you need to create this timesheet.

7. Click the Submit button.

   The system displays the job queue ID for the process in the message at the bottom of the screen.
8. Click the Go to Queue button.

   The system displays the Job Queue screen. The status of the job is displayed in the search results section of the screen.
9. Check the Status column to see if the process is complete. You can click the underlined status code for more information if needed.
10. When the status is complete, you can click the underlined report name and verify that the timesheet was created as needed.
11. Do you need to change any parameters and re-run the timesheet process?
    - If **yes**, then refer to step 12.
    - If **no**, then enter attendance and absence information for this employee as needed. Refer to "Entering Employee Timesheet Information."
12. Click the Actions icon that appears to the left of the queue ID.

    The system displays one option in the Actions window.
13. Click Re-run.

    The Employee Timesheet process screen is displayed.
14. Review the parameters on this screen and update as needed, then click the Submit button.

    The system displays the job queue ID for the process in the message at the bottom of the screen.
15. Click the Go to Queue button.

    The system displays the Job Queue screen. The status of the job is displayed in the search results section of the screen.
16. Review the report to be sure the timesheet was created as needed.
17. When the timesheet is correct, you can enter attendance and absence information for this employee. Refer to "Entering Employee Timesheet Information."

Searching for Employee Timesheets

Use this procedure to find a timesheet for a particular employee or to display a list of timesheets that meet the criteria you specify. You can easily find one or more timesheets on the Timesheet > Search screen using several search criteria, including timesheet number, employee name, approver name, cost center, timesheet period, timesheet type, timesheet group, and status. You might want to use this procedure, for example, to display a list of timesheets for all employees at a particular cost center whose timesheet status is “Pending.” Or, you might choose to display a list of timesheets for one employee so you can review the status of each timesheet and see which reviewer is next in the approval queue for each timesheet.

Temporary and substitute timesheets with an "Incomplete" status do not yet have an assigned timesheet number or cost center. When searching for these timesheets, you can specify # # in the Cost Center field as one of the search criteria.

Options

Using the search results on the Timesheet > Search screen, you can choose to display and enter the following additional information about each employee timesheet:

- **Time details,** which vary according to timesheet type. For example, the time details for a certified timesheet include only the absences reported in the time period, but the time details for a substitute timesheet include the location, substituted employee, account number, and number of hours worked for each date in the time period.

  This information is displayed on the Timesheet > Details screen. You can use this screen to review and enter this information.
- **Approval status,** which is displayed on the Timesheet > Approval Details screen. You can use this screen to enter an approval action if you are at the top of the approval queue.

Before You Begin

Be sure you have the correct security access to review timesheet information. If the system does not display the timesheet and employee information expected, please contact your system support department.

Procedure

Do the following to search for one or more timesheets:

1. Select **HR / Payroll > Timesheet > Search** on the Menu Pane.

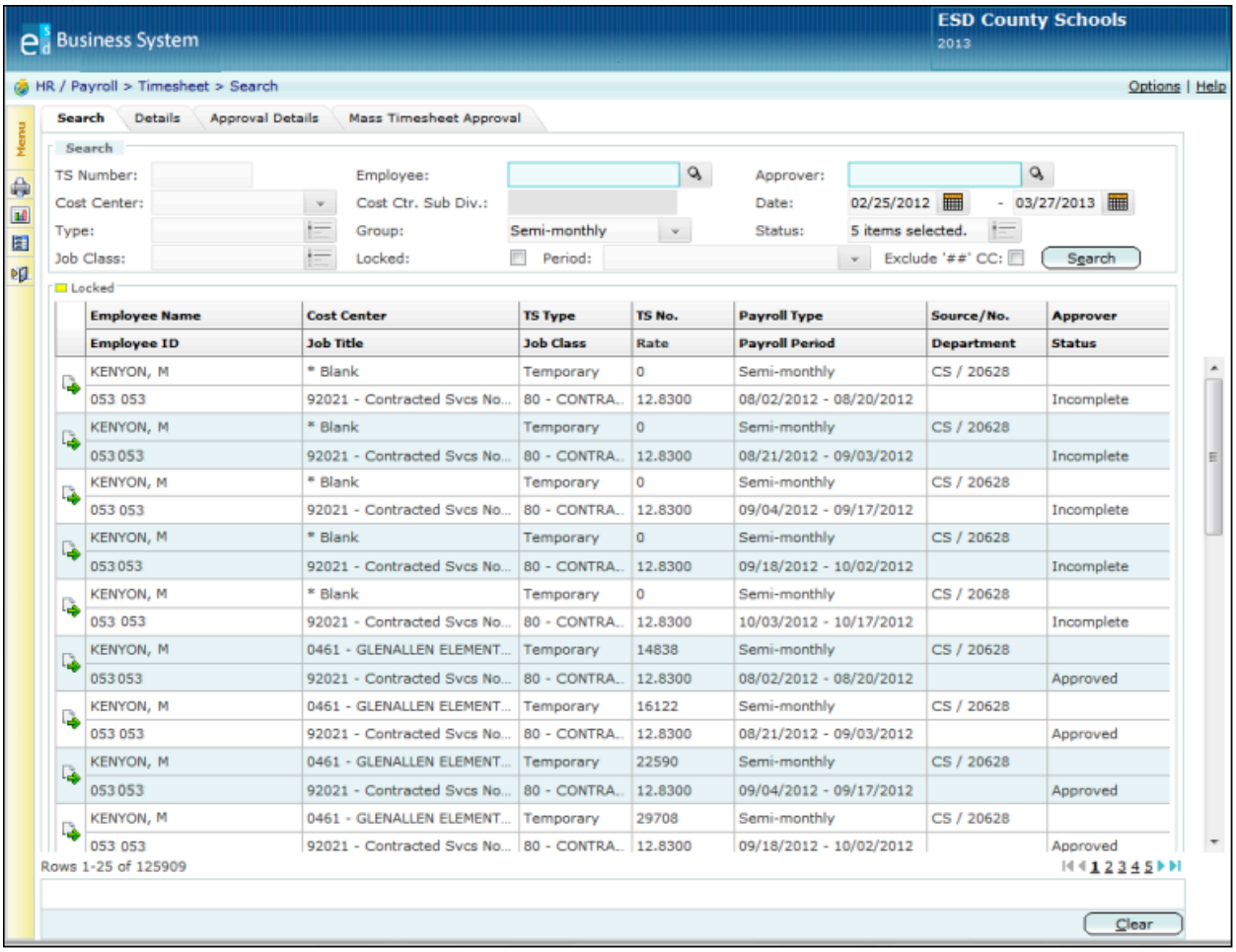
   The Timesheet > Search screen is displayed. Click Help to see descriptions of all the fields.
2. Select and enter the information for the timesheets you need to find, then click the Search button.

   The system displays a list of timesheets that match the criteria specified. The timesheets are listed in alphabetical order by employee name.

   Hint: You can resort the list by clicking one of the column headings, such as Cost Center or Payroll Period Dates.

   Timesheet records shaded in **yellow** have been "locked" by another user. This means that a user saved changes to the timesheet as a work in progress by selecting the option to Save & Continue. You can display a locked record, but only the user who “locked” the timesheet can make changes to it. When that user completes the timesheet and selects the option to Save & Post, the timesheet will be unlocked and other users can then edit and approve it.

3. Review the list. If you need to view or enter additional information for one of the timesheets, click the Actions icon that appears to the left of the employee name whose information you need to display. The system displays options in the Actions window, which vary based on the status of the timesheet.
4. What do you need to do?
   - To **enter or review the time details for a particular timesheet,** select Details and refer to "Entering Employee Timesheet Information."
   - To **review the approval status and enter an approval action for a particular timesheet,** select Approval Details and refer to "Approving One or More Employee Timesheets."



Timesheet > Search Screen with Search Results for All Timesheet Types

Entering Employee Timesheet Information

Use this procedure to enter timesheet information for one or more employees using the Timesheet > Details screen. This is a multi-functional screen that enables you to enter time details for classified, certified, substitute, and temporary timesheets.

Before you can start entering timesheet data on the Details screen, you first need to search for the timesheets that need to be entered using the Timesheet > Search screen. Select the first timesheet to be entered on the Search screen to display the Details screen. After you enter the data for each timesheet and then save it, you can continue to display and enter timesheet information for as many employees as needed.

Time Details by Timesheet Type

The time details to be entered on the Timesheet > Details screen vary based on the timesheet type:

- For a **classified** timesheet, the time details include the number of hours worked and taken as leave for every day in the time period. Leave categories include time off for sick leave, personal leave, vacation, or other categories, such as jury duty.
- For a **certified** timesheet, the time details include only the number of hours reported absent each day in the time period. Leave categories include time off for sick leave, personal leave, vacation, or other categories, such as jury duty.
- For a **substitute** timesheet, the time details include the location, substituted employee, account number, and number of hours worked for each date in the time period.
- For a **temporary** timesheet, the time details include the location, account number, and number of hours worked for each date in the time period.

Saving Your Entries

To save any changes you make to a timesheet, you can choose from two different save options:

- Click the **Save & Continue button to save the changes you have made as a work in progress**. When you select this option, the system validates your entries but does not require that you fix errors. This option allows you to save an incomplete timesheet or a timesheet with errors so that you can finish entering the information and changes later. When you select this option, the system locks the timesheet so that no one else can make changes to it or approve it until you complete it and then select the option to Save & Post. The document status (Incomplete, New, Pending, Approved) is not changed when you select Save & Continue.
- Click the **Save & Post button to save and validate the timesheet for approval**. When you select this option, the system validates your entries and requires that you fix all errors. The Save & Post option changes the timesheet status to “New.” **Changes can still be made to the timesheet until it is approved by the first person in the approval queue.** Once the timesheet is approved by the first approver, the timesheet status becomes “Pending.”

  If changes need to be made to a “Pending” timesheet, then another approver in the queue with the correct security can make the changes or another approver can select the option to insert you into the queue so you can make the changes. Another option is to have the final approver make the changes.

Before You Begin

Do the following before you begin:

- Run the Employee Timesheet process to create the timesheets.
- Be sure you have the correct security access to enter timesheet information. If the system does not display the timesheet and employee information expected, please contact your system support department.

Procedure

Do the following to display a list of timesheets and enter information for each:

1. Select **HR / Payroll > Timesheet > Search** on the Menu Pane.

   The Timesheet > Search screen is displayed. Click Help to see descriptions of all the fields.

2. Select and enter the information for the timesheets you need to find, then click the Search button. Be sure to enter the correct dates in the Period fields. You may also want to select "Incomplete" in the Status field to display a list of only those timesheets that need to be entered.

   The system displays a list of timesheets that match the criteria specified. The timesheets are listed in alphabetical order by employee name.

   Hint: You can resort the list by clicking one of the column headings, such as Cost Center or Payroll Period Dates.

   Timesheet records shaded in **yellow** have been "locked" by another user. This means that a user saved changes to the timesheet as a work in progress by selecting the option to Save & Continue. You can display a locked record, but only the user who “locked” the timesheet can make changes to it. When that user completes the timesheet and selects the option to Save & Post, the timesheet will be unlocked and other users can then edit and approve it.

3. Click the Actions icon that appears to the left of the employee name whose timesheet details you need to enter. If you need to enter time details for every employee on the list, click the Actions icon that appears to the left of the first employee name.

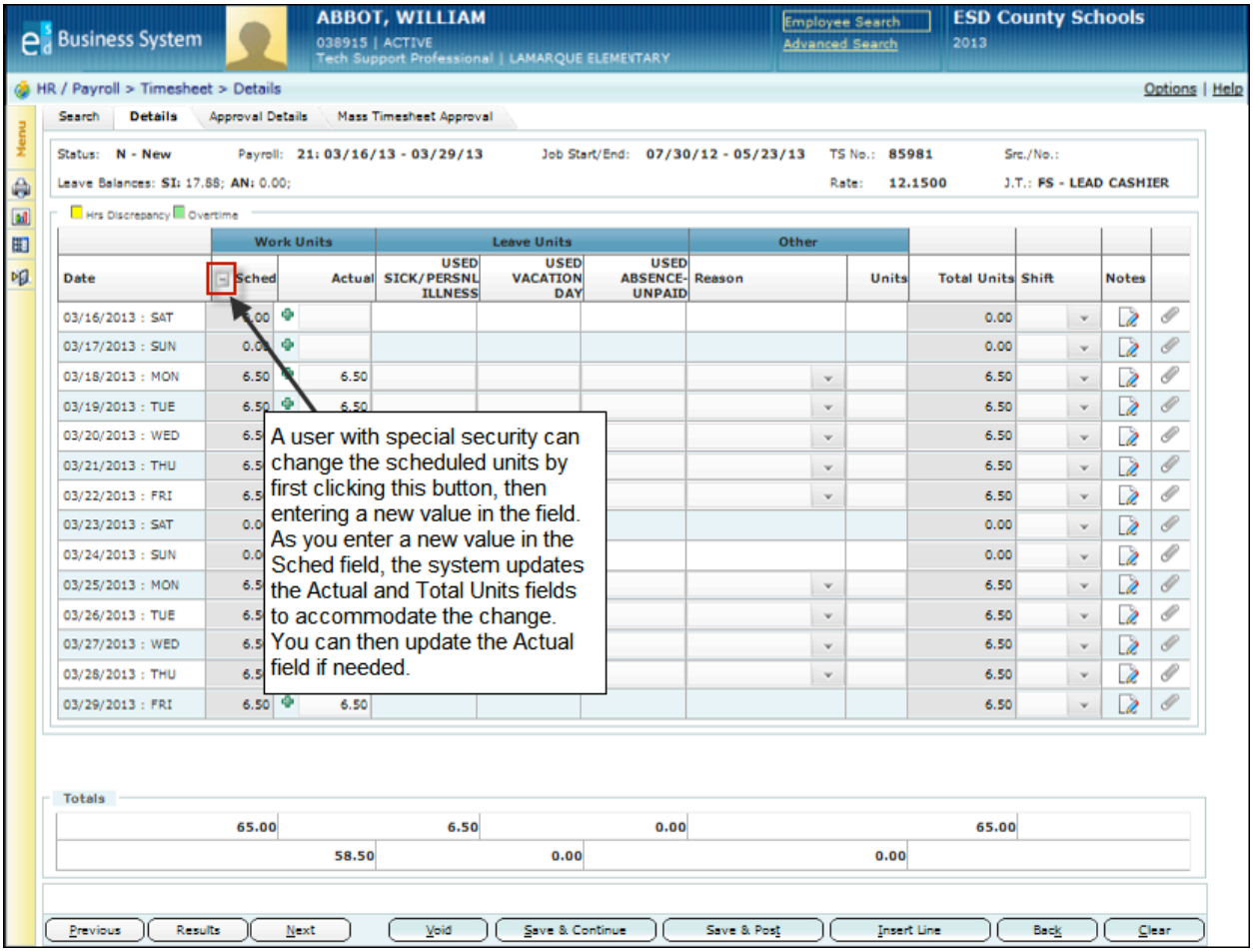
   The system displays options in the Actions window.

   Hint: You can double-click the Actions icon to display the Timesheet > Details screen immediately. If you choose this option, then refer to step 5.

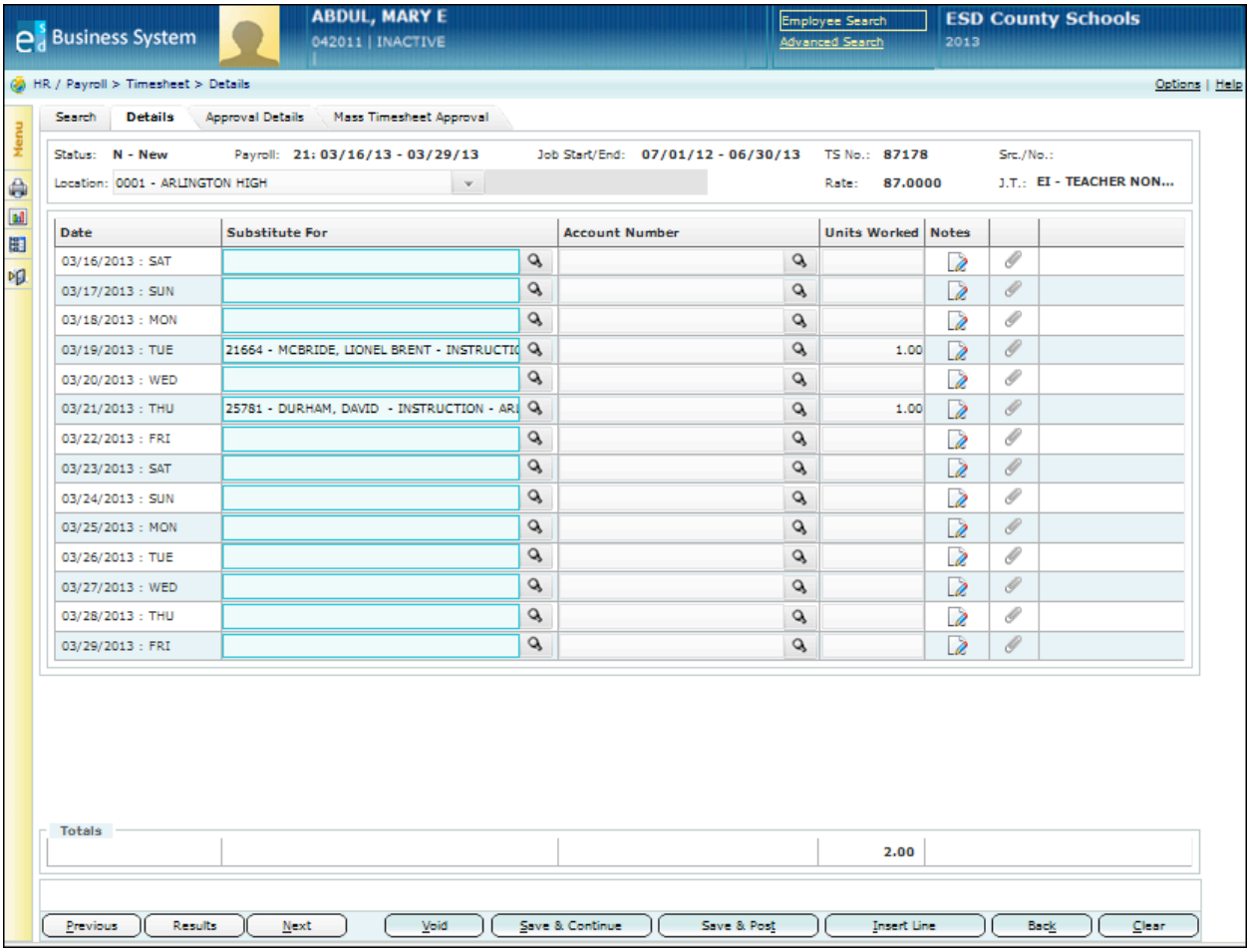
4. Click Details.

   The system displays the Timesheet > Details screen. This screen varies by timesheet type. Samples of all four screens follow. Click Help to see descriptions of all the fields.

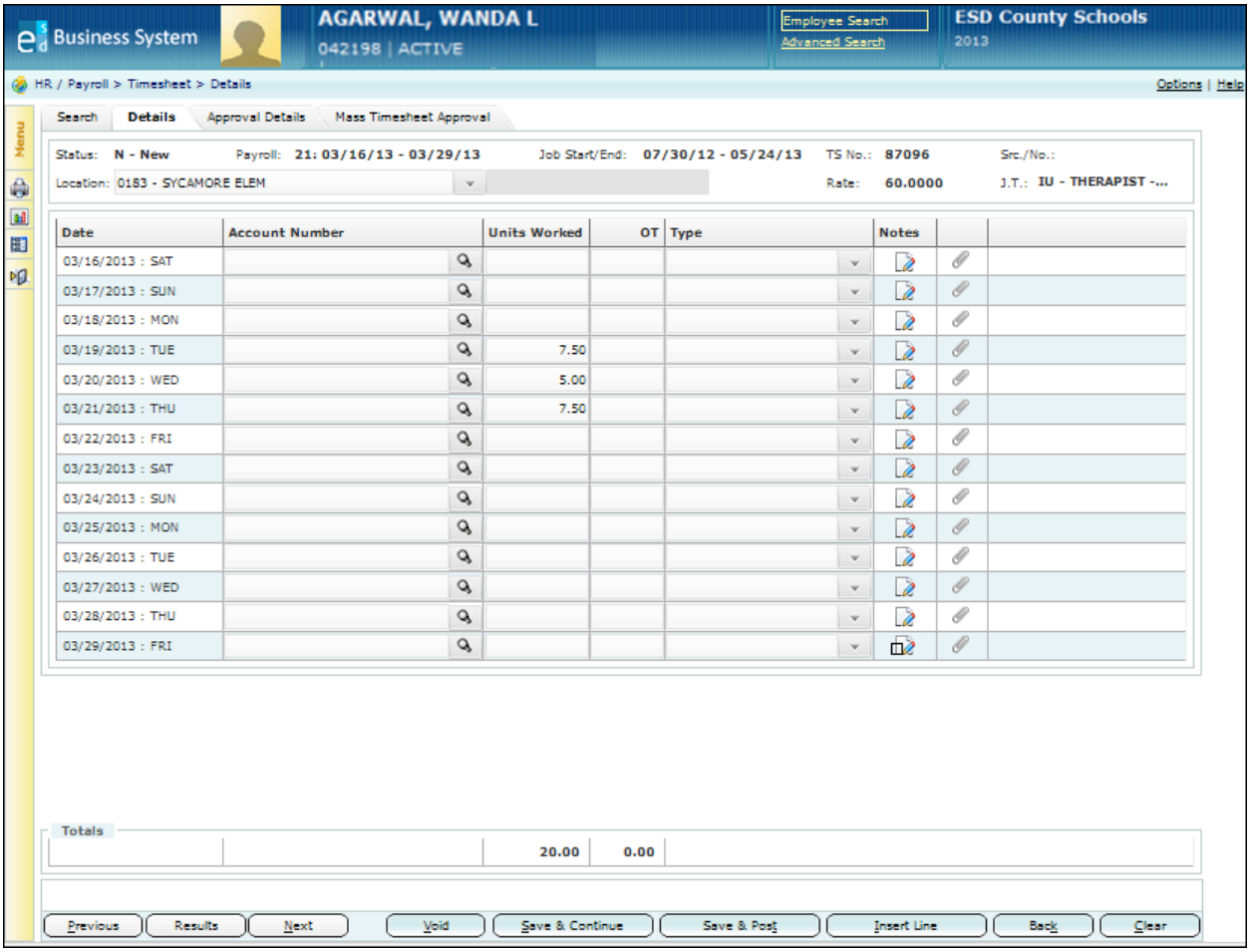
Timesheet > Details Screen for a Certified Timesheet



Timesheet > Details Screen for a Classified Timesheet



Timesheet > Details Screen for a Substitute Timesheet



Timesheet > Details Screen for a Temporary Timesheet

5. What type of timesheet are you entering?

For This Timesheet...	Then...
Certified	Do the following: 1. Enter the reported number of hours absent for each category (Sick Leave Used, Personal Leave Used, and Vacation Used) on the appropriate row for each date. To report another type of absence (such as jury duty or worker's compensation), click the drop-down arrow in the Other Reason field then type the number of units absent in the Units field. The system calculates the total units of absences for each date in the Total Units column. Timesheet totals for each leave category are calculated and displayed at the bottom of the screen. You may want to use this information to ensure the timesheet totals are balanced. ***Note:*** *If the employee reported no absences during this pay period, do not enter anything. You can click the Save & Post button to forward the timesheet to the approval queue.* 2. To enter comments about a particular date, click the Notes icon and type information in the Comments window. The Notes icon is highlighted in yellow when notes are stored. 3. To attach a file to a particular date, click the Attachments icon to open a window that enables you to browse available files and select a file to upload. The Attachments icon is highlighted in green when files are attached.
Substitute	Do the following: 1. Enter the reported hours in the Units Worked field on the appropriate row for each date. Be sure to enter the employee being substituted for in the Substitute For field. Leave the Account Number field blank if you need the system to charge the account number of the employee specified in the Substitute For field for these hours. The system calculates and displays the total units worked at the bottom of the screen. You may want to use this information to ensure the timesheet totals are balanced. 2. To enter comments about a particular date, click the Notes icon and type information in the Comments window. The Notes icon is highlighted in yellow when notes are stored. 3. To attach a file to a particular date, click the Attachments icon to open a window that enables you to browse available files and select a file to upload. The Attachments icon is highlighted in green when files are attached.

continued

For This Timesheet...	Then...
Temporary	Do the following: 1. Enter the account number to be charged for the hours on the appropriate row for each date. 2. Enter the reported hours in the Units Worked field on the appropriate row for each date. 3. If the employee worked overtime, then enter the number of overtime units in the OT field and specify the type of overtime in the Type field. You must enter notes that explain the overtime by clicking the Notes icon . The system calculates and displays the total units worked at the bottom of the screen. You may want to use this information to ensure the timesheet totals are balanced. 4. To enter comments about a particular date, click the Notes icon and type information in the Comments window. The Notes icon is highlighted in yellow when notes are stored. 5. To attach a file to a particular date, click the Attachments icon to open a window that enables you to browse available files and select a file to upload. The Attachments icon is highlighted in green when files are attached.

continued

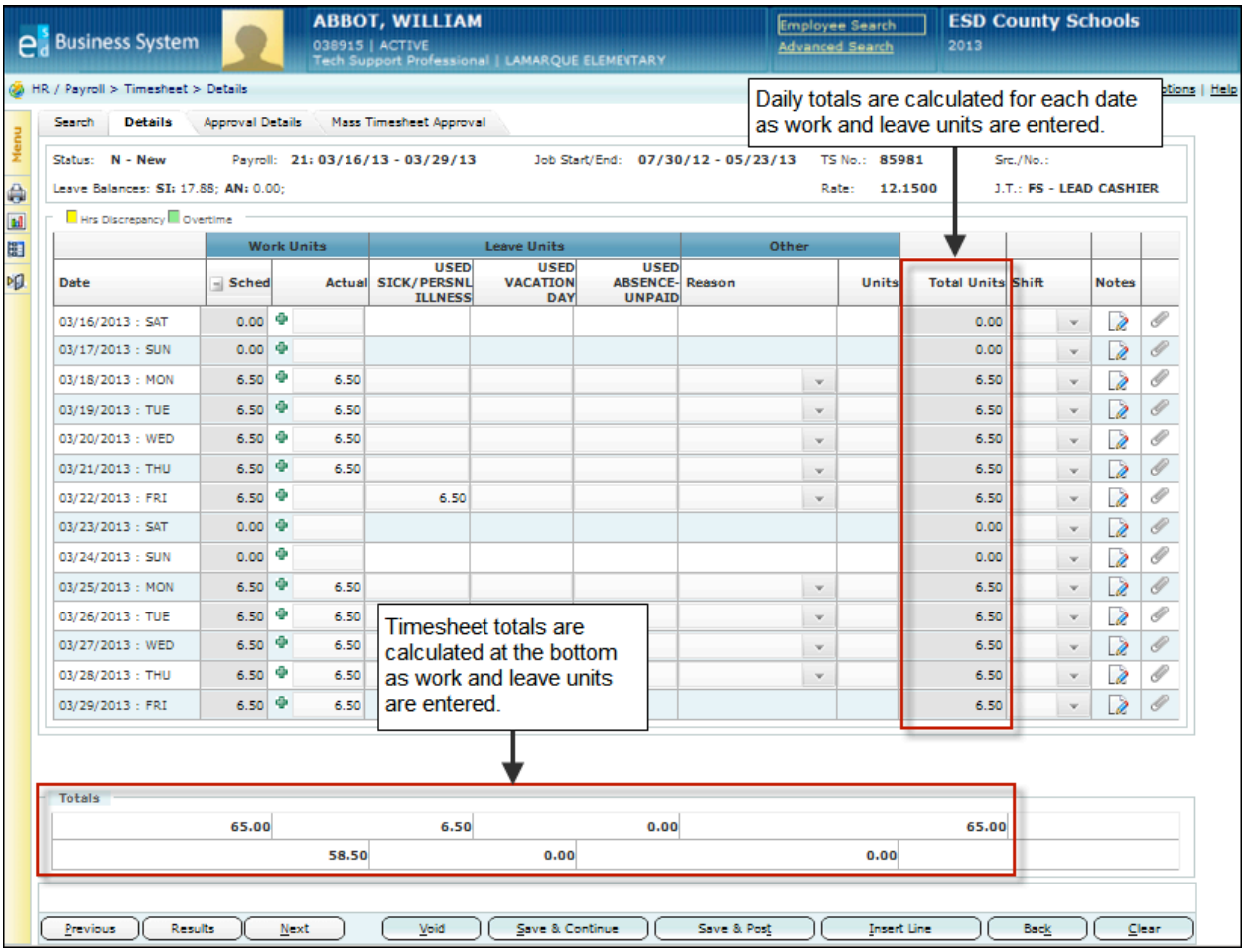
For This Timesheet...	Then...
Classified	Do the following: 1. Enter the hours worked in the Work Units Actual field for each date. ***Note:*** *A user with special security can change the scheduled units by first clicking the Minus button in the column heading, then entering a new value in the field. As you enter a new value in the Sched field, the system updates the Actual and Total Units fields to accommodate the change. You can then update the Actual field if needed. Click the Plus button to close the Sched fields. This feature is not available if you do not have special security.* Note the following about entering overtime hours: • If the actual hours worked exceed the scheduled hours AND the employee will be paid for the overtime hours at the regular rate, then enter the total number of hours worked in the Actual field. For example, if the employee was scheduled for 8 hours but worked 9 and she will be paid for the overtime hour at the regular rate, then enter 9 in the Actual field. • If the actual hours worked exceed the scheduled hours AND the employee will be paid for the overtime hours at a different rate, do the following: Enter the total hours worked in the Actual field, then click the Add icon. The system opens a new window of supplemental fields that allows you to enter the overtime hours. Enter the type of hours (such as double time or time and a half), number of hours, and the account to be charged, then click Save. If the employee will be paid at different rates for overtime on the same date, then you can enter those hours on separate rows. Click the Close button to close the window. ***Note:*** *The sum of hours entered here must equal the total amount of overtime indicated on the Timesheet > Details screen for this date. The overtime amount is the actual hours worked minus the scheduled hours. If you enter 12 actual hours for a date scheduled for 8 hours, then you can enter a total of 4 hours in this window.* continued

continued

For This Timesheet...	Then...
Classified (continued)	2. Enter the hours taken as some type of leave in the Leave Units field for each category: Sick Leave, Personal Leave, and Vacation as needed. To report another type of absence (such as jury duty or worker's compensation), click the drop-down arrow in the Other Reason field then type the number of units absent in the Units field. The system updates the value in the Actual field as you enter leave units and other units, but you can change the actual amount if needed. If you need to specify more than one Other Reason category for leave time on the same date, you can do so by inserting a line into the timesheet. To insert a new line, put the cursor in a field in the line of the date for which you need a second line, then click the Insert Line button. The system inserts a new line into the timesheet. All of the fields are grayed out on the inserted line, except for the Other Reason and Other Units fields. For example, if you put the cursor in the line for the date Jan. 1, then the system inserts a second line for Jan. 1 and enables you to enter data in the Other fields only. The system calculates the total units worked and taken as leave for each date in the Total Units column. Timesheet totals for each category are calculated and displayed at the bottom of the screen. You may want to use this information to ensure the timesheet totals are balanced. 3. What else do you need to do on this timesheet? • To **enter comments about a particular date,** click the Notes icon and type information in the Comments window. The Notes icon is highlighted in yellow when notes are stored. ***Note:*** *You must enter a note that explains overtime hours if the number entered in the Actual field is greater than the number in the Scheduled field or if you clicked the Add icon ✚ to enter overtime hours. The employee will not be paid for the overtime if the note is not entered.* • To **attach a file** to a particular date, click the Attachments icon to open a window that enables you to browse available files and select a file to upload. The Attachments icon is highlighted in green when files are attached.

6. Select one of the following save options.
   - **To save the changes you have made as a work in progress**, click the Save & Continue button.
   - **To save the timesheet and validate it for approval**, click the Save & Post button.

   Note: *The system validates your entries and displays errors for both save options if they exist. If you select the Save & Continue option, you do not need to correct errors at this time. However, if you select the Save & Post option, you MUST correct all errors. Errors are shaded in pink, and time discrepancies are shaded in yellow. (Time discrepancies apply only to a classified timesheet.) To correct a time discrepancy, be sure the number of hours listed in the supplemental fields for a particular date is the same as the overtime hours specified in the Actual fields.*



Timesheet > Details Screen for a Classified Timesheet with Totals Fields Highlighted

7. What do you need to do next?
   - **To enter the next timesheet**, click the Next button.
   - **To review the entries on the previously completed timesheet**, click the Previous button.
   - **To display the most recent search results quickly and select a new timesheet to display,** click the Results button.

     This option opens a window that displays the results of the last search performed on the HR/Payroll > Timesheet > Search screen. Using these results, you can click the underlined ID of another employee to display that employee's timesheet on the current screen.
   - **To perform a search,** enter the employee's name or ID in the Employee Search field that appears in the screen header or click Advanced Search to display the Search screen.

     Note: *The Employee Search field and the Advanced Search options only search for records within the results of the last search performed on the HR/Payroll > Timesheet > Search screen.*
   - **To redisplay the Timesheet > Search screen**, click the Back button.

Updating an Employee Timesheet

Use this procedure to update an employee timesheet. You may need to update a timesheet, for example, if an employee forgot to report some type of leave and has submitted a revised timesheet after the timesheet for that pay period was processed.

You can search for the completed timesheet that needs to be updated using the Timesheet > Search screen, then update the details using the Timesheet > Details screen.

Note: *Timesheets with an "Approved" status can only be updated by the person designated as the final approver for that timesheet. Once the final approver makes the change, saves and posts it, then the changes will be imported during the next Payroll. The updated timesheet will not reenter the approval queue, and the status of the updated timesheet will continue to be "Approved."*

Before You Begin

Be sure you have the correct security access to enter timesheet information. If the system does not display the timesheet and employee information expected, please contact your system support department.

Procedure

Do the following to display and update a timesheet:

1. Select **HR / Payroll > Timesheet > Search** on the Menu Pane.
   The Timesheet > Search screen is displayed. Click Help to see descriptions of all the fields.
2. Select and enter the information for the timesheet you need to find, then click the Search button.
   The system displays a list of timesheets that match the criteria specified. The timesheets are listed in alphabetical order by employee name.
   Hint: You can resort the list by clicking one of the column headings, such as Cost Center or Payroll Period Dates.
3. Click the Actions icon that appears to the left of the employee name whose timesheet details you need to update.
   The system displays options in the Actions window.
   Hint: You can double-click the Actions icon to display the Timesheet > Details screen immediately. If you choose this option, then refer to step 5.
4. Click Details.
   The system displays the Timesheet > Details screen. This screen varies by timesheet type. Click Help to see descriptions of all the fields.
5. Enter the required changes.
6. Do you need to enter comments or attach a file?
   - To **enter comments about a particular date,** click the Notes icon and type information in the Comments window. The Notes icon is highlighted in yellow when notes are stored.
     Note: *You must enter a note if you entered overtime hours. The employee will not be paid for the overtime if the note is not entered.*
   - To **attach a file** to a particular date on a classified timesheet, click the Attachments icon to open a window that enables you to browse available files and select a file to upload. The Attachments icon is highlighted in green when files are attached.
7. Click the Save & Post button.
   If you are updating a classified timesheet, be sure that no lines have been highlighted in yellow, which indicates a discrepancy that needs to be resolved. To correct a discrepancy, be sure the number of hours listed in the supplemental fields for a particular date is the same as the overtime hours specified in the Actual fields.

8. What do you need to do next?
   - **To enter changes to the next timesheet,** click the Next button.
   - **To review the entries on the previously completed timesheet,** click the Previous button.
   - **To display the most recent search results quickly and select a different timesheet to display,** click the Results button.

     This option opens a window that displays the results of the last search performed on the HR/Payroll > Timesheet > Search screen. Using these results, you can click the underlined ID of another employee to display that employee's timesheet on the current screen.
   - **To perform a search,** enter the employee's name or ID in the Employee Search field that appears in the screen header or click Advanced Search to display the Search screen.

     Note: *The Employee Search field and the Advanced Search options only search for records within the results of the last search performed on the HR/Payroll > Timesheet > Search screen.*
   - **To redisplay the Timesheet > Search screen,** click the Back button.

Cancelling or Voiding an Employee Timesheet

Use this procedure to either cancel or void a substitute or temporary timesheet that has been created in error. Certified and classified timesheets can be cancelled and voided only by a user with special security.

- Select the option to **cancel** if the timesheet has NOT been posted to the approval queue. Only the originator or a user with override security can cancel a timesheet, and the timesheet must have an "Incomplete" status.
- Select the option to **void** if the timesheet HAS been posted to the approval queue but not yet approved by the first approver. Only the current approver or a user with override security can void a timesheet, and the timesheet must have a "New" status.

Once a timesheet is cancelled or voided, it is removed from the approval queue and is not included in the payroll run. Refer to “Timesheet Status Codes” for more information about the different status codes.

Before You Begin

Be sure of the following:

- If you need to cancel a timesheet, be sure you are the originator and the timesheet has a status of "Incomplete." If you are not the originator, be sure you have override security.
- If you need to void a timesheet, be sure you are the current approver and the timesheet has a status of "New." If you are not the current approver, be sure you have override security.
- If the system does not display the timesheet and employee information expected, please contact your system support department.

Procedure

Do the following to cancel or void an employee timesheet:

1. Select **HR / Payroll > Timesheet > Search** on the Menu Pane.
   The Timesheet > Search screen is displayed. Click Help to see descriptions of all the fields.
2. Select and enter information in the Search section of the screen to find the timesheet you need to cancel or void, then click the Search button.
   Hint: Select "Substitute" or "Temporary" in the Type field. (If you have override security, you can cancel or void certified or classified timesheet.) Be sure to select “Incomplete” or “New” in the Status field. "Incomplete" timesheets can be cancelled. "New" timesheets can be voided.
   The system displays a list of timesheets that match the criteria specified. The timesheets are listed in alphabetical order by employee name.
   Hint: You can resort the list by clicking one of the column headings, such as Cost Center or Payroll Period Dates.
3. Click the Actions icon that appears to the left of the employee name whose timesheet you need to cancel or void.
   The system displays options in the Actions window.
4. Click Details.
   The system displays the Timesheet > Details screen. This screen varies by timesheet type. Click Help to see descriptions of all the fields.

5. Review the information on this screen to ensure it is the correct timesheet.
6. What do you need to do?

If You Need to…	Then…
Cancel this timesheet. *You can only cancel the timesheet if it has NOT been forwarded to the approval queue and its status is "Incomplete."*	Do the following: 1. Click the Cancel button. ***Note:*** *The Cancel button is provided only if the timesheet has an "Incomplete" status.* The system displays the message, "Are you sure you want to cancel the document?" 2. To cancel the timesheet, click the Yes button. The system displays a message at the bottom of the screen indicating the timesheet has been cancelled. 3. To redisplay the Search screen, click the Back button.
Void this timesheet. *You can only void the timesheet if it HAS been forwarded to the approval queue and its status is "New."*	Do the following: 1. Click the Void button. ***Note:*** *The Void button is provided only if the timesheet has a status of "New."* The system displays the message, "Are you sure you want to void the document?" 2. To void the timesheet, click the Yes button. The system displays a message at the bottom of the screen indicating the timesheet has been voided. 3. To redisplay the Search screen, click the Back button.
Take no action on this timesheet at this time.	Click the Back button to redisplay the Timesheet > Search screen.

Approving One or More Employee Timesheets

Use this procedure to display, review, and approve one or more timesheets that have been forwarded to you for your approval. This procedure explains how to find a timesheet using the Timesheet > Search screen and to approve it using the Timesheet > Approval Details screen.

The Approval Details screen enables you to see all the timesheet details (such as scheduled hours, actual hours, and leave units taken). If you need to review and approve multiple timesheets quickly and you do not need to see all the time details for each timesheet, you may prefer to use the Mass Timesheet Approval screen. Refer to “Approving Many Timesheets” for instructions.

Approval Action Options

If you are the current approver, you can take one of the following actions when you review the timesheet. You can also enter comments to explain the action you take.

- You can choose to **approve** the timesheet, and it will be forwarded to the next person in the approval queue.
- You can **approve and insert** another employee who is not already in the approval queue so he or she can review the timesheet before it moves to the next person in the queue.
- You can **insert** someone to review and approve before you decide. The timesheet will be returned to you after the additional employee reviews it.
- You can **take no action** at this time.

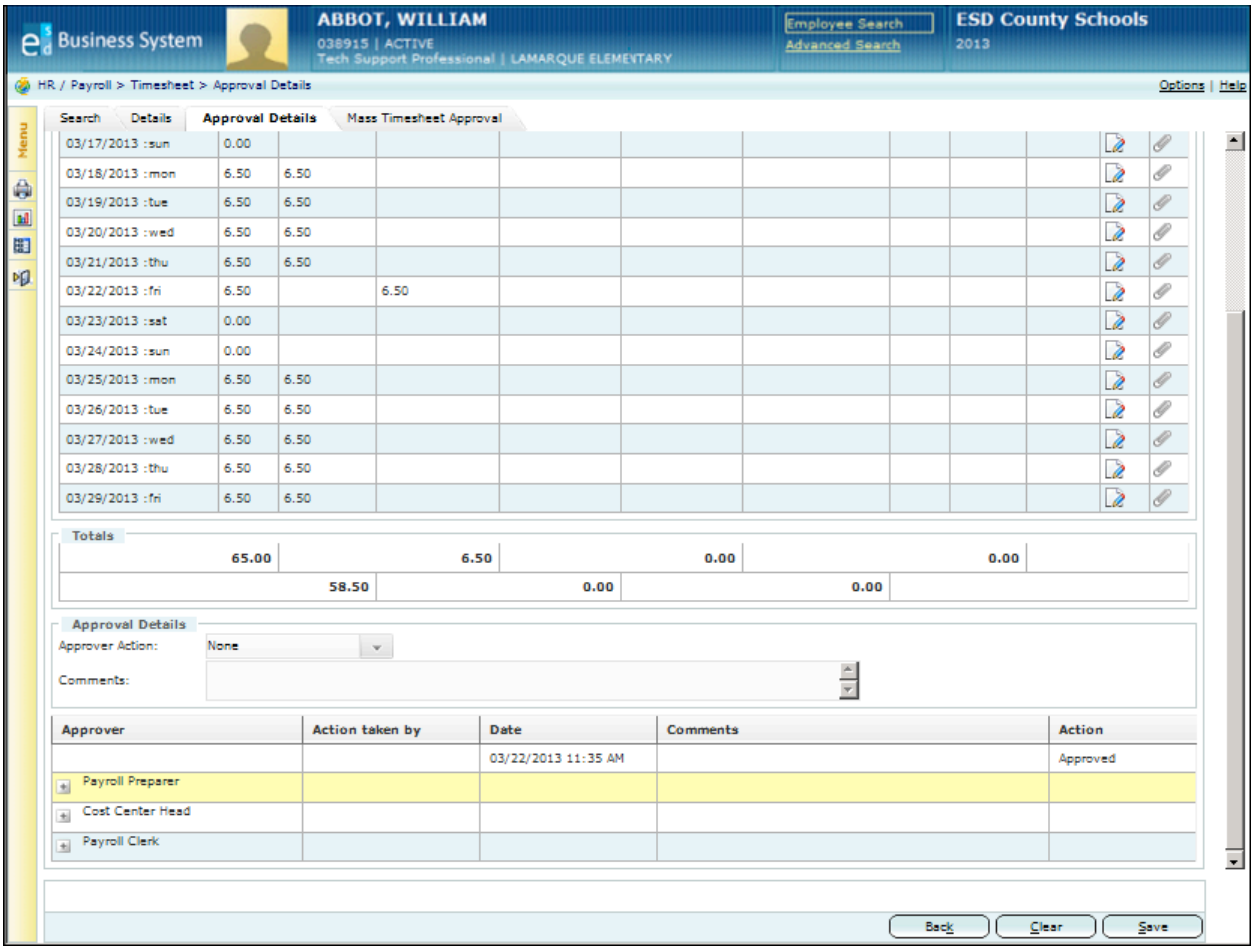
If you are not the current approver but you have override security, you can take one of the following actions:

- You can **bypass** this level of approval and send the timesheet to the next level of approval.
- You can **insert** someone to review and approve before you decide. The timesheet will be returned to you after the additional employee reviews it.
- You can **substitute** another reviewer.

The system sends email notification to the employee and reviewers only if the timesheet is returned or approved by the final person in the queue. If the employee's and reviewers’ user accounts are not set up to accept email, then the system does not send the email notification.

Before You Begin

Be sure you have the correct security access to approve timesheets. If you are not the current approver, be sure you have override security. If the system does not display the timesheet and employee information expected, please contact your system support department.



Timesheet > Approval Details Screen

Procedure

Do the following to display a list of timesheets waiting for your approval and then to review and approve each one:

1. Select **HR / Payroll > Timesheet > Search** on the Menu Pane.

   The Timesheet > Search screen is displayed. Click Help to see descriptions of all the fields.

2. Select and enter the information for the timesheets you need to find, then click the Search button. If you are the first approver (such as a payroll preparer), select “Incomplete” and “New” in the Status field to display the timesheets in your queue. If you are not the first approver (such as a cost center heads or payroll accountant), select “Pending” in the Status field to display the timesheets ready for your approval.

   The system displays a list of timesheets that match the criteria specified. The timesheets are listed in alphabetical order by employee name.

   Hint: You can resort the list by clicking one of the column headings, such as Cost Center or Payroll Period Dates.

   Timesheet records shaded in **yellow** have been "locked" by another user. This means that a user saved changes to the timesheet as a work in progress by selecting the option to Save & Continue. You can display a locked record, but only the user who “locked” the timesheet can make changes to it. When that user completes the timesheet and selects the option to Save & Post, the timesheet will be unlocked and other users can then edit and approve it.

3. Click the Actions icon that appears to the left of the employee name whose timesheet you need to approve. If you need to approve every timesheet on the list, click the Actions icon that appears to the left of the first employee name.

   The system displays options in the Actions window.

4. Click Approval Details.

   The system displays the Timesheet > Approval Details screen. Timesheet information is displayed at the top of the screen. The Approval Details section is displayed at the bottom.

   The row highlighted in yellow indicates the current approver. If you are not the current approver, then you cannot take action on this timesheet. If the yellow row appears at top as a blank line, then the timesheet has been created but not yet saved and posted to the approval queue.

5. Review the information on this screen.
6. Specify the action you would like to take with this timesheet in the Action field. If you select the option to insert or substitute an employee to review the timesheet, be sure to specify an approver type and to enter the approver's name.
7. Click the Save button.
8. What do you need to do next?
   - **To review the next timesheet**, click the Next button.
   - **To review the previous timesheet**, click the Previous button.
   - **To perform a search,** enter the employee's name or ID in the Employee Search field that appears in the screen header or click Advanced Search to display the Search screen.

     Note: *The Employee Search field and the Advanced Search options only search for records within the results of the last search performed on the HR/Payroll > Timesheet > Search screen.*
   - **To redisplay the Timesheet > Search screen**, click the Back button.

Approving Many Timesheets

Use this procedure to display, review, and approve many timesheets at the same time using the Mass Timesheet Approval screen. This screen enables you to search for and display timesheets using different criteria, including cost center, status, timesheet type, job class, timesheet group, and pay period. Using the list of timesheets displayed on this screen, you can review the basic data on each employee's timesheet (such as scheduled hours, hours worked, and hours taken as leave), choose to approve many timesheets in one click, and save all your approvals in one action.

You may want to use this procedure, for example, to display a list of all timesheets that require your approval and select groups of them to approve. You can also use this procedure to review the status of all timesheets for which you are responsible and to locate timesheets that may still be incomplete.

You can only choose to approve timesheets or bypass your level of approval using this procedure. If you need to take a different action (such as insert another employee into the queue), or if you need to search for timesheets using more extensive search criteria, refer to "Approving One or More Timesheets." Users with special security have the option to bypass all remaining approvers and automatically approve all timesheets.

Before You Begin

Be sure you have the correct security access to review and approve timesheets. If the system does not display the timesheet and employee information expected, please contact your system support department.

Procedure

Do the following to display a list of timesheets to review and approve:

1. Select **HR / Payroll > Timesheet > Mass Timesheet Approval** on the Menu Pane.

   The system displays the Mass Timesheet Approval screen. Your employee ID and name (or the ID and name of the person who is signed on) are automatically listed in the Approver field. Click Help to see descriptions of all the fields.

2. Select and enter the information for the timesheets you need to approve, then click the Search button.

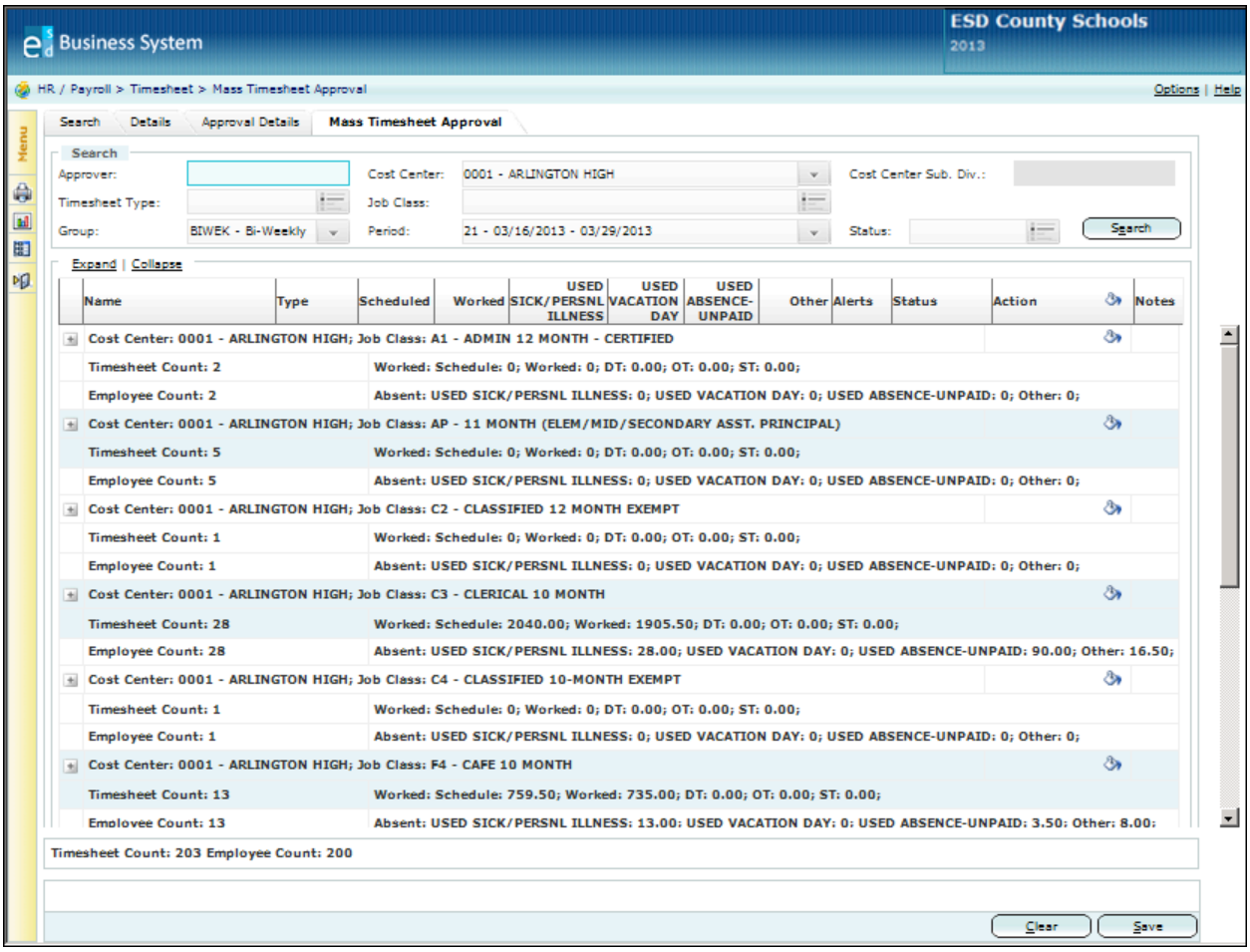
   Hint: If you need to review only the timesheets that are waiting for your approval, be sure to select the correct value in the Status field. If you are the first approver (such as a payroll preparer), select "Incomplete" and "New" in the Status field to display the timesheets in your queue. If you are not the first approver (such as a cost center heads or payroll accountant), select "Pending" in the Status field to display the timesheets ready for your approval.

   The system displays a list of timesheets that match the criteria specified.

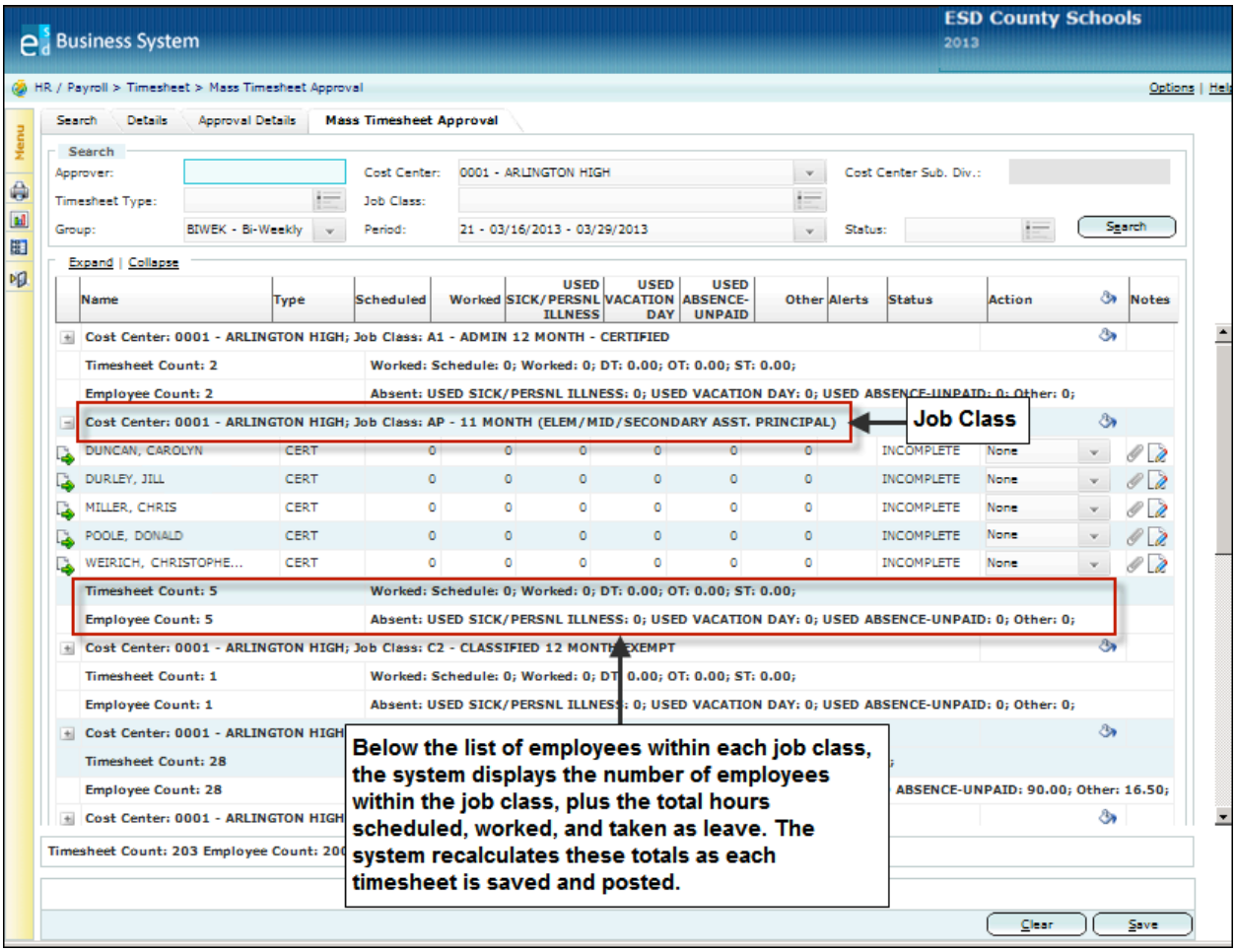
3. Review the information on this screen. Timesheets are displayed by job class. The total hours scheduled, worked, and taken as leave for all employees within each job class are calculated and displayed for each job class. You may want to use this information to ensure the timesheet totals are balanced.

   Timesheets that require special attention due to some type of problem include the Alert icon in the Alerts column. Hover the mouse over the icon to see a summary of the problem. If the Notes icon is highlighted in yellow , you can click it to display notes that have been entered about the timesheet.

4. You can display more or less information on this screen by using one of the following options:
   - **To hide the list of timesheets for all the job classes**, click Collapse.
   - **To display all the timesheets for each job classes**, click Expand.
   - **To display all the timesheets for only one job class**, click the plus sign [+] that appears to the left of the job class. Click the minus sign [-] to collapse that information.



Timesheet > Mass Timesheet Approval Screen with Job Classes Collapsed



Timesheet > Mass Timesheet Approval Screen with One Job Class Expanded

5. What do you need to do?

If You Need to...	Then...
Display the time details for one timesheet	Do the following: 1. Click the Actions icon that appears to the left of the employee name whose timesheet details you need to display. The system displays options in the Actions window. 2. Click Details. The system displays the Timesheet > Details screen. 3. Review and enter information as needed. 4. If you made any changes, click the Save & Post button. 5. To redisplay the Mass Timesheet Approval screen, click the Back button.
Display the approval details for one timesheet	Do the following: 1. Click the Actions icon that appears to the left of the employee name whose approval details you need to display. The system displays options in the Actions window. 2. Click Approval Details. The system displays the Timesheet > Approval Details screen. 3. Review the information as needed. 4. To redisplay the Mass Timesheet Approval screen, click the Back button.
Take an approval action on one timesheet	Click the drop-down arrow that appears in the Action column and select the appropriate action. You can choose to take no action or to approve the timesheet.
Take the same action on all timesheets within one job class	Click the Fill Options icon that appears at the far end of the Job Class line and select the appropriate action. You can choose to take no action, to approve the timesheets, or to bypass to the next level.
Take the same action on all displayed timesheets	Click the Fill Options icon that appears in the Action column header and select the appropriate action. You can choose to take no action, to approve the timesheets, or to bypass to the next level.

6. When you have finished approving all the timesheets needed on this screen, click the Save button.

Running the Substitute Audit Report

The Substitute Audit Report compares the work hours that have been entered for substitute teachers with the hours of leave entered for the teachers who requested the substitute on each date and shows any **variances** between the reported hours worked and taken as leave. If the reported hours worked by the substitute and the reported hours taken as leave by the teacher are the same, then the variance is 0. This indicates that the number of hours are balanced. However, sometimes the variance is a positive or negative number:

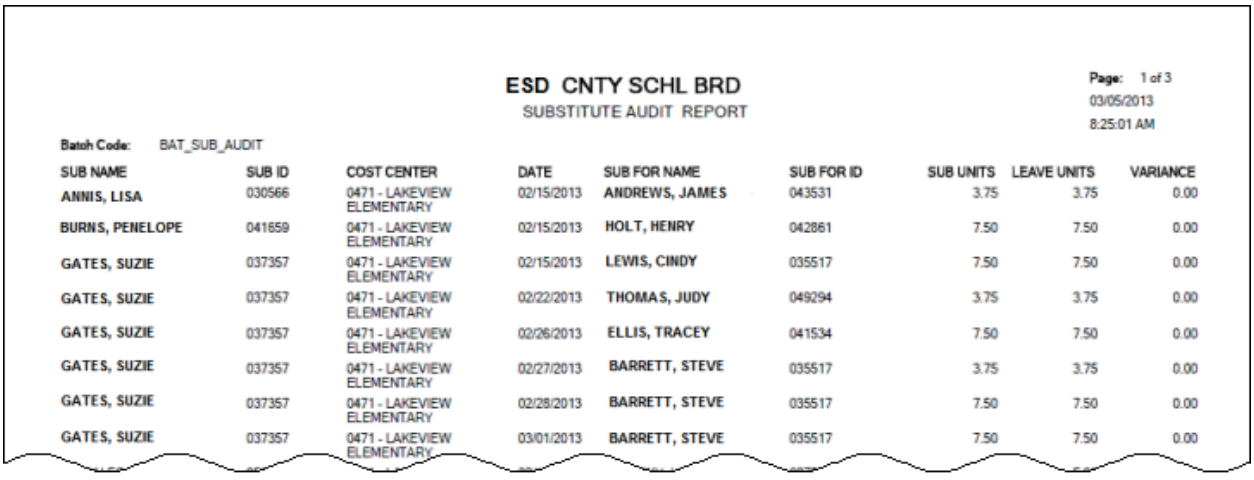
- **If the variance is less than zero (a negative number), then the number of hours recorded as worked by the substitute is less than the number of hours recorded as leave by the teacher who requested the substitute.** In the sample report below, the third line item shows a variance of -3.75 because the substitute Joni Adno reported working 3.75 but the teacher Barbara Shirley reported 7.50 hours of leave, which is more than the substitute worked.
- **If the variance is greater than zero (a positive number), then the number of hours recorded as worked by the substitute is greater than the number of hours recorded as leave by the teacher who requested the substitute.** In the sample report below, the first line shows a variance of 7.5 because the substitute reported working 7.5 hours but the teacher reported no hours of leave.

This report can be useful in finding data entry errors and in determining whether any time has not yet been reported and entered.

You can choose to run the report for a particular timesheet group and pay period, or you can choose to run the report for a particular date range. You can also select the following options to expand or narrow the scope of the report:

- One or more cost centers.
- One or all job classes.
- Employee IDs of the substitute and/or the teacher who was substituted for.
- Variances less than zero or greater than zero. If you select neither of these options, the report includes all records, including the ones that balance. If you select both of these options, then the report includes only the exceptions.
- Sort options, such as by substitute or date.

To run this report, click the Reports icon from any of the Timesheets screens and select the **Substitute Audit Report** from the list. Select and enter options as needed to customize the report, then click the Preview button.



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SUBSTITUTE AUDIT REPORT

Page: 1 of 3
03/05/2013
8:25:01 AM

Batch Code: BAT_SUB_AUDIT

SUB NAME	SUB ID	COST CENTER	DATE	SUB FOR NAME	SUB FOR ID	SUB UNITS	LEAVE UNITS	VARIANCE
ANNIS, LISA	030566	0471 - LAKEVIEW ELEMENTARY	02/15/2013	ANDREWS, JAMES	043531	3.75	3.75	0.00
BURNS, PENELOPE	041659	0471 - LAKEVIEW ELEMENTARY	02/15/2013	HOLT, HENRY	042861	7.50	7.50	0.00
GATES, SUZIE	037357	0471 - LAKEVIEW ELEMENTARY	02/15/2013	LEWIS, CINDY	035517	7.50	7.50	0.00
GATES, SUZIE	037357	0471 - LAKEVIEW ELEMENTARY	02/22/2013	THOMAS, JUDY	049294	3.75	3.75	0.00
GATES, SUZIE	037357	0471 - LAKEVIEW ELEMENTARY	02/26/2013	ELLIS, TRACEY	041534	7.50	7.50	0.00
GATES, SUZIE	037357	0471 - LAKEVIEW ELEMENTARY	02/27/2013	BARRETT, STEVE	035517	3.75	3.75	0.00
GATES, SUZIE	037357	0471 - LAKEVIEW ELEMENTARY	02/28/2013	BARRETT, STEVE	035517	7.50	7.50	0.00
GATES, SUZIE	037357	0471 - LAKEVIEW ELEMENTARY	03/01/2013	BARRETT, STEVE	035517	7.50	7.50	0.00

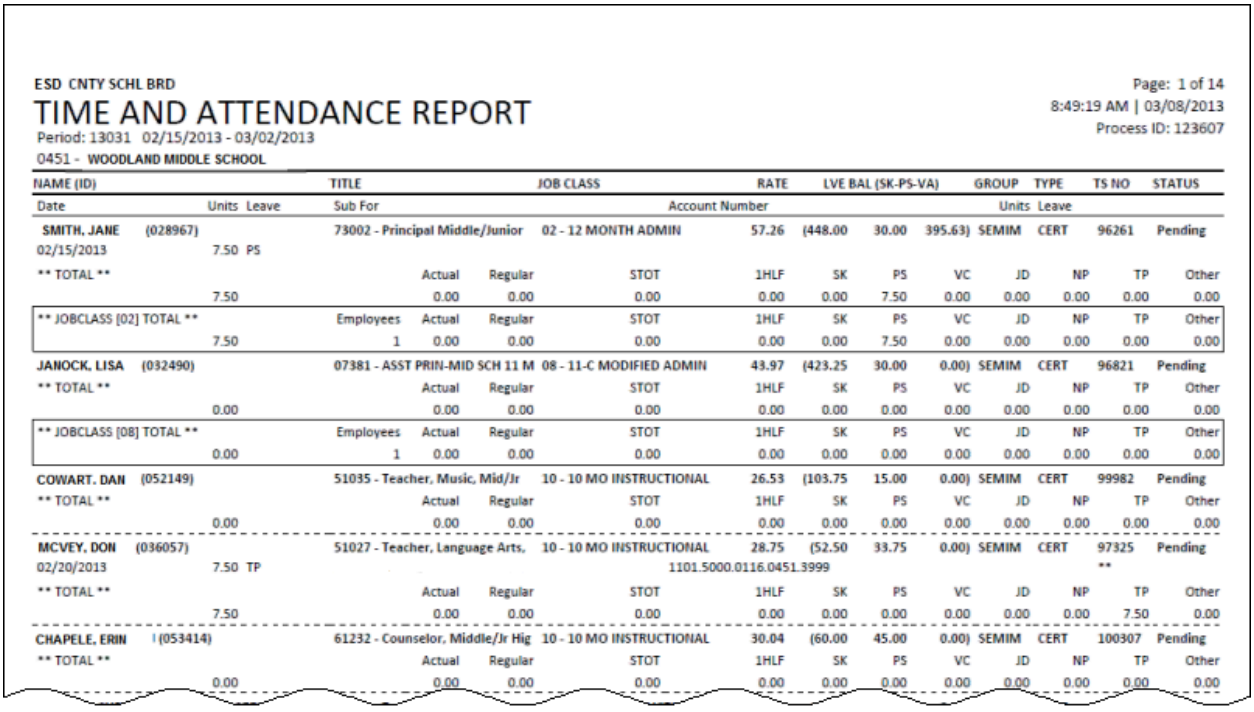
Running the Time and Attendance Report

The Time and Attendance Report shows a summary of the work and leave hours that have been entered for each employee according to the criteria you specify. Substitute information is also included in the report. This report can be useful in determining whether the timesheets have been entered and balanced correctly.

You can choose to run the report for a particular timesheet group and pay period, or you can choose to run the report for a particular date range. You can also select the following options to expand or narrow the scope of the report:

- One or more cost centers.
- One or more timesheet status codes.
- One or all timesheet types.
- One or all employees.
- One or all timesheets.
- One employee who was provided a substitute.
- Only employees with overtime hours.
- Only employees with no timesheet activity (no hours entered).
- Only employees who have exceptions, such as leave taken or overtime hours entered.
- Summary options, which enable you to include only the hours entered and to suppress date details. This provides just one summary row with totals for each employee.
- Sort options, such as name and date or cost center.

To run this report, click the Reports icon from any of the Timesheets screens and select the **Time and Attendance Report** from the list. Select and enter options as needed to customize the report, then click the Submit button.



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TIME AND ATTENDANCE REPORT

Period: 13031 02/15/2013 - 03/02/2013

0451 - WOODLAND MIDDLE SCHOOL

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8:49:19 AM | 03/08/2013

Process ID: 123607

NAME (ID)			TITLE		JOB CLASS	RATE	LVE BAL (SK-PS-VA)			GROUP	TYPE	TS NO	STATUS
Date	Units	Leave	Sub For		Account Number					Units	Leave		
SMITH, JANE (028967)			73002 - Principal Middle/Junior		02 - 12 MONTH ADMIN	57.26	(448.00	30.00	395.63)	SEMIM	CERT	96261	Pending
02/15/2013	7.50	PS											
** TOTAL **				Actual	Regular	STOT	1HLF	SK	PS	VC	JD	NP	TP	Other
	7.50			0.00	0.00	0.00	0.00	0.00	7.50	0.00	0.00	0.00	0.00	0.00
** JOBCLASS [02] TOTAL **			Employees	Actual	Regular	STOT	1HLF	SK	PS	VC	JD	NP	TP	Other
	7.50		1	0.00	0.00	0.00	0.00	0.00	7.50	0.00	0.00	0.00	0.00	0.00
JANOCK, LISA (032490)			07381 - ASST PRIN-MID SCH 11 M		08 - 11-C MODIFIED ADMIN	43.97	(423.25	30.00	0.00)	SEMIM	CERT	96821	Pending
** TOTAL **				Actual	Regular	STOT	1HLF	SK	PS	VC	JD	NP	TP	Other
	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
** JOBCLASS [08] TOTAL **			Employees	Actual	Regular	STOT	1HLF	SK	PS	VC	JD	NP	TP	Other
	0.00		1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COWART, DAN (052149)			51035 - Teacher, Music, Mid/Jr		10 - 10 MO INSTRUCTIONAL	26.53	(103.75	15.00	0.00)	SEMIM	CERT	99982	Pending
** TOTAL **				Actual	Regular	STOT	1HLF	SK	PS	VC	JD	NP	TP	Other
	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MCVEY, DON (036057)			51027 - Teacher, Language Arts,		10 - 10 MO INSTRUCTIONAL	28.75	(52.50	33.75	0.00)	SEMIM	CERT	97325	Pending
02/20/2013	7.50	TP			1101.5000.0116.0451.3999							**	
** TOTAL **				Actual	Regular	STOT	1HLF	SK	PS	VC	JD	NP	TP	Other
	7.50			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.50	0.00
CHAPELE, ERIN (053414)			61232 - Counselor, Middle/Jr Hig		10 - 10 MO INSTRUCTIONAL	30.04	(60.00	45.00	0.00)	SEMIM	CERT	100307	Pending
** TOTAL **				Actual	Regular	STOT	1HLF	SK	PS	VC	JD	NP	TP	Other
	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00