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.

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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, 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 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

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
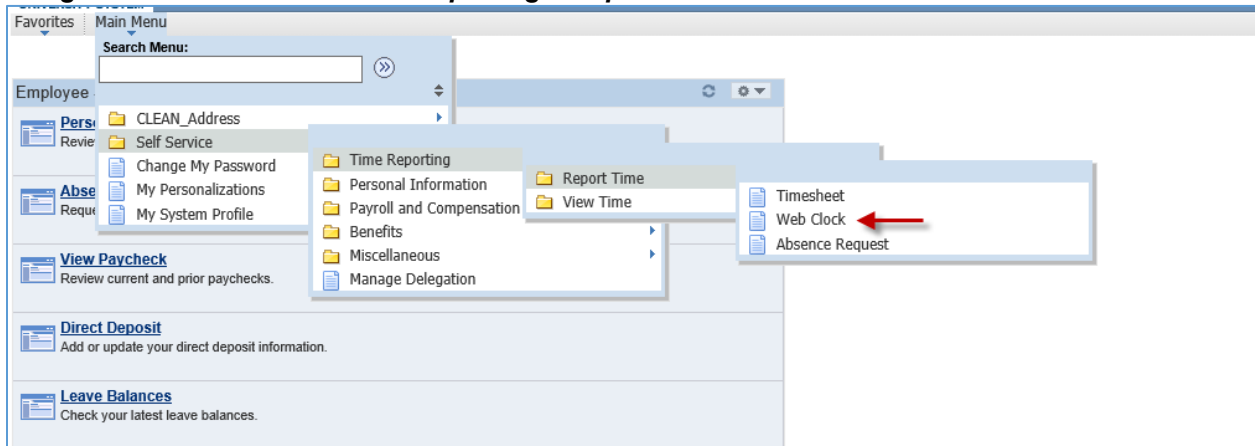
The web clock enables hourly employees to do the following:

- 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 was successful.
The following punch has been recorded

Punch Type:	In
Date:	07/28/2016
Day:	Thursday
Punch Time:	10:10:40AM
Time Zone:	CST

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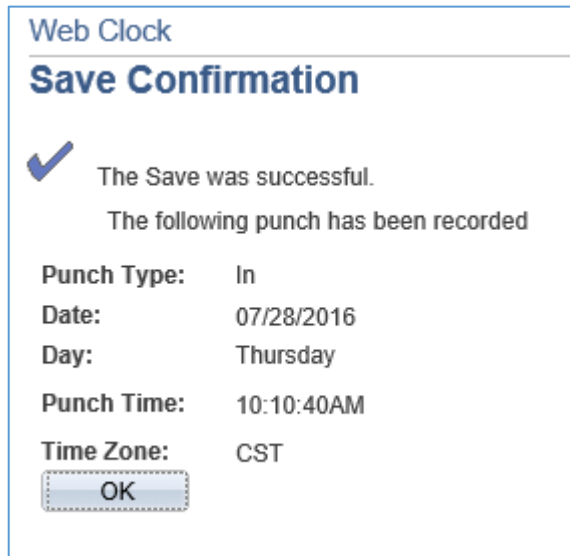
Upon entering an OUT punch the following confirmation message appears. Click OK.

Web Clock

Save Confirmation

✔ The Save was successful.
The following punch has been recorded

Punch Type:	Out
Date:	07/28/2016
Day:	Thursday
Punch Time:	10:11:35AM
Time Zone:	CST

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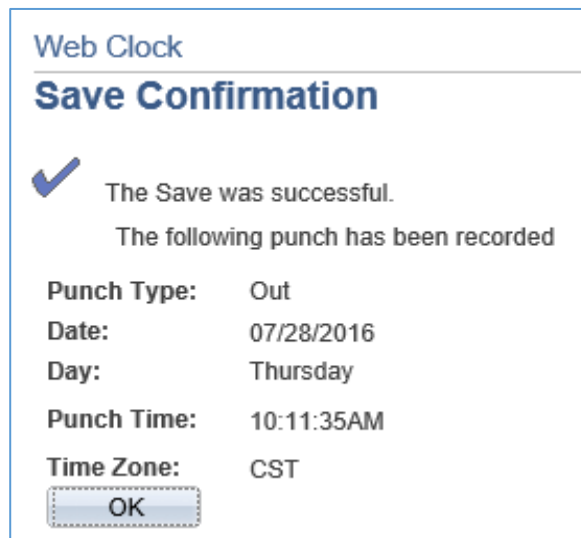
The web clock can also be found on the home page. The hourly employee can choose to either navigate to the web clock or use the web clock right on the home page. Either will record the hours to the timesheet. Below is a screenshot of the web clock on the home page.

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.

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

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

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Salaried non-exempt employees will need to submit time on this page **ONLY** 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		COMPTIME 🔍		⌄	+	−
Regular Hours - H01		🔍		⌄	+	−
Regular Hours - H01		🔍		⌄	+	−

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.

Timesheet
Submit Confirmation

☑ The Submit was successful.

OK Time for the Time Period of 2016-04-01 to 2016-04-15 is submitted
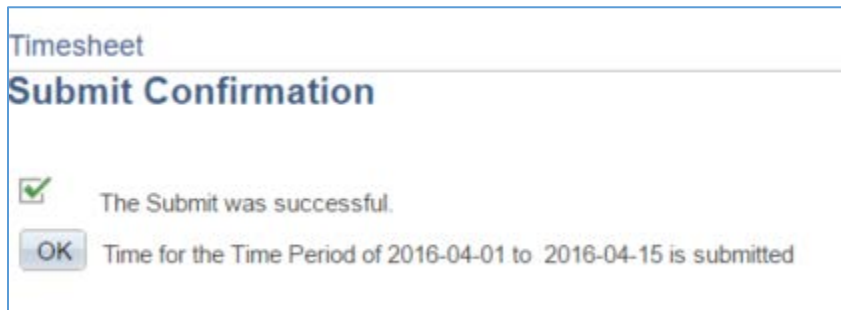
REPORTING TIME WITH MULTIPLE JOBS

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

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.

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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	Empl Record	Department ID	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.

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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.

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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.