
UNIVERSITY OF ALBERTA

PeopleSoft HCM

Entering Time on Behalf of Employees



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Training Guide

Entering Time on Behalf of Employees



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Entering Time on Behalf of Employees

Timekeepers can enter Time on behalf of Employees. The Time Entry functions that a Timekeeper may be required to perform are as follows.

- **Hourly Time Entry**

Enter hours worked for Hourly employees within the Faculty/Department (if required).

- **Leave Time Entry**

Enter Leaves and Absences for Salary employees within the Faculty/Department (if required).

- **Vacation Time Entry**

Enter Vacation taken for APOs/TAPS/Librarians within the Faculty/Department (if required).

- **Overriding the Hourly Rate**

Timekeepers, Supervisors, Employees and Human Resource Services can override the Hourly Rate for time entered by Hourly employees within the Faculty/Department (if required).

- **Chartfield Overrides**

Timekeepers, Supervisors, Employees and Human Resource Services can override the Chartfield for time entered by Hourly employees within the Faculty/Department (if required).

- **Future Time Entry**

Leave time can be entered beyond the current pay period and up to 90 days in the future and applies to all levels of access.

Example: Salaried vacation hours

General illness based on Doctors note of Leave expectation

- **Prior Period Time Entry**

Employees and Supervisors have a 1-month limitation (current semi-monthly pay plus two more pay periods)

Timekeepers have a 4-month limitation (current semi-monthly pay plus eight more pay periods)

Any entries outside of these windows need to be entered by **Human Resource Services**

All pushed back time after 4 months will be deleted by **Human Resource Services**

Time Entry for Restricted TRCs

Only a *Timekeeper, Supervisor or Human Resource Services* personnel can enter specific TRCs (Time Reporting Codes).

The following list represents a sample of these TRCs. For a complete list, refer to the reference material links provided at the end of this topic.

TRC	DESCR
032	Winter Closure Hours
431	Boot Allowance (One Time Pymnt)
670	Bank Time Payout
685	Responsibility Pay
828	Gen Illness Prior Year Pay
831	Casual Illness Prior Year Pay
837	Witness or Jury Duty Leave
848	DiscretionaryCompassionateTime
858	Casual Illness Prior Yr Leave
864	General Illness Prior Yr Leave

Time related to the following TRCs can only be entered by *Human Resource Services*:

TRC	DESCR
667	Banked Time Earned Adjustment
668	Banked Time Taken Adjustment
732	Vacation Pay by Amount only
770	Disability Pay Recovery
780	Rehabilitative Salary
854	Casual 2 Illness Payout
959	HRDF - Payment for courses

For a complete list of TRCs refer to the 'Time Reporting Codes reference sheet' located within the Learning Reference Materials web page. (*Links are provided at the end of the topic*)

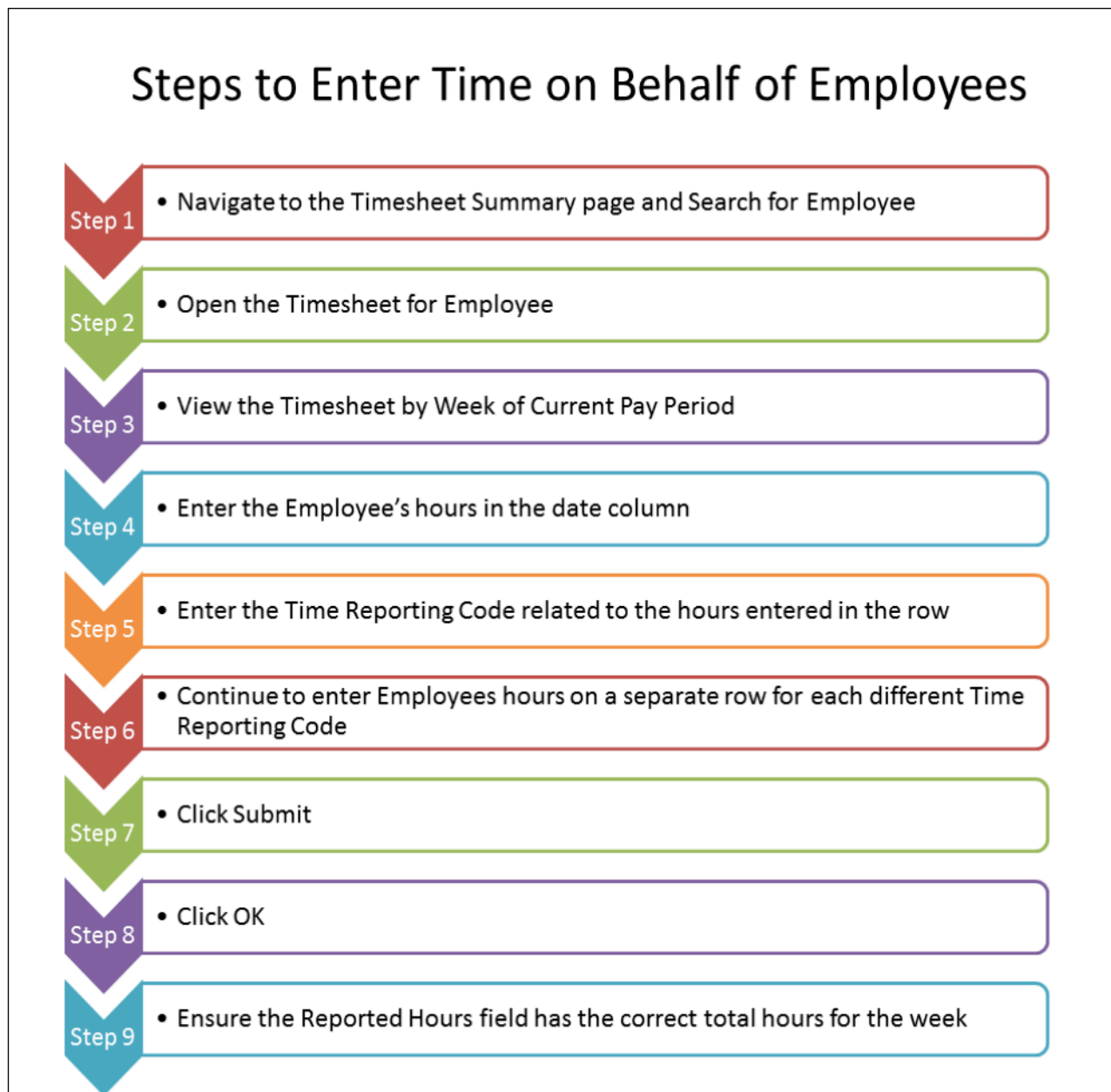
In this topic, you will learn how to enter Time on behalf of Employees.



Employee Time Entry is available to all applicable staff; however, you should consult the lead within your Department/Faculty regarding your Faculty Guidelines for Time and Labour.

Procedure

Navigation Path: [Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [Report Time](#) > [Timesheet](#)



Training Guide

Entering Time on Behalf of Employees

1. **Step 1: Navigate to the Timesheet Summary page and Search for Employee**

In the **Timesheet Summary** page, you need to first search for the employee. The system does not automatically provide detailed information.

Enter the Employee ID into the **Employee ID** field.

In this example, enter "**1293161**".

2. Click the **Get Employees** button.

Get Employees

3. In the **Time Summary** tab, you can view the Employee's Time Summary by each Employment Record Number/Job the Employee has.

If an Employee has multiple jobs, they would be reported here as well.

Employees For Unpe Ytopefupdi, Totals From 06/27/2016 - 07/03/2016											
Time Summary											
Empl Record	First Name	Last Name	Employee ID	Job Title	Reported Hours	Hours to be Approved	Exception	Hours Approved or Submitted	Denied Hours	Hourly Rate	Reports To
0	Gkuq Penk	Aqwitoqe	1293161	PEREL Lab Coordinator	0.000	0.000		0.000	0.000	24.715877	Kofkein Kefliqcoi

4. Click the **Demographics** tab.

Employees For Unpe Ytopefupdi, Totals From 06/27/2016 - 07/03/2016										
Demographics										
Empl Record	First Name	Last Name	Employee ID	Job Title	Earliest Change Date	Job Code	Reports To	Department	Department ID	Workgroup ID
0	Gkuq Penk	Aqwitoqe	1293161	PEREL Lab Coordinator	07/01/2016	N1618	00013955	ALES RR General	100400	TR_FT_SAL

5. In the **Demographics** tab you can view the Employee's Job Demographic information for each Employment Record Number/Job the Employee has.

If an Employee has multiple jobs, they would be reported here as well. You, as the timekeeper, will see this information only if you have security access to those jobs.

6. **Step 2:** Open the Timesheet for Employee

To open the Timesheet page, click the **Last Name of Employee**.

If the employee has more than one Employment Record Number within your department/faculty, you will need to select the Employment Record Number where the hours were worked.

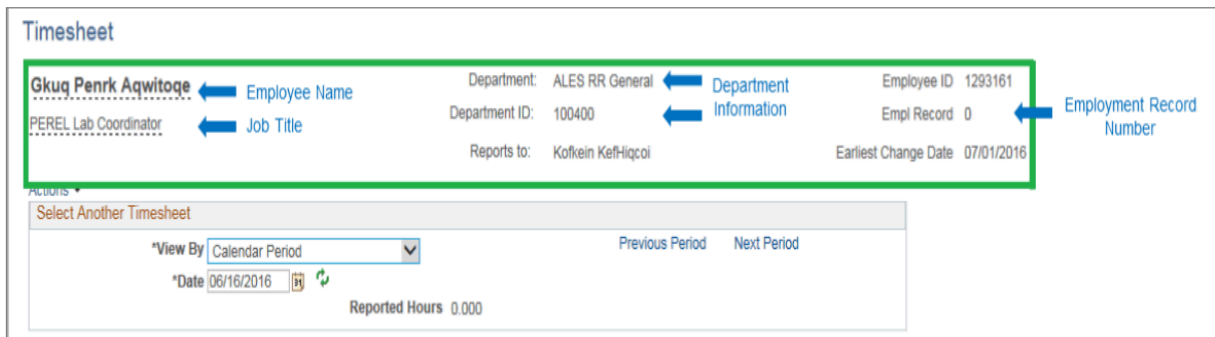
You can determine which record to use by looking at the Hourly Rate or the Reports To information.

Note: The pay period displayed on this page will depend on the date selected. The date defaults to the current pay period.

To enter time for a Prior/Future period use the "Previous Period" and/or "Next Period" links.

7. On the **Timesheet** page you can verify the

- Employee's name,
- Department,
- Job title,
- Employment record number, and
- Hourly Rate of Pay.



The screenshot shows the 'Timesheet' page with the following details:

- Employee Name:** Gkuq Penk Aqwiqoe
- Job Title:** PEREL Lab Coordinator
- Department:** ALES RR General
- Department ID:** 100400
- Reports to:** Kofkein KefHiqcoi
- Employee ID:** 1293161
- Empl Record:** 0
- Earliest Change Date:** 07/01/2016

Below the information, there are controls for selecting another timesheet, a 'View By' dropdown set to 'Calendar Period', a date field set to '06/16/2016', and 'Previous Period' and 'Next Period' links. The 'Reported Hours' are currently 0.000.

Note: Empl Record field is important when the employee has multiple jobs.

8. To view Employee Status, hover your mouse over the Employee's name.

A window will appear with further information related to the employee.

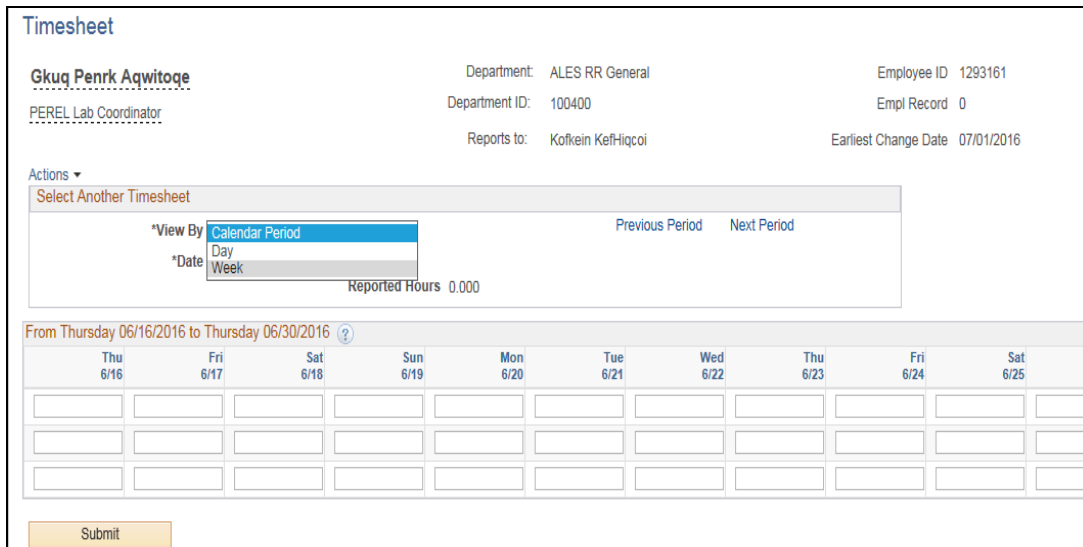
9. To view **Job Information** for the Employee, hover your mouse over the Job Title until the information window appears.

10. **Step 3: View the Timesheet by Week of the Current Pay Period**

You can choose how you want to view the pay period.

- By Calendar Period,
- By Day, or
- By Week.

Click the **View By** list. ▼



Timesheet

Gkuq Penrk Aqwitoqe Department: ALES RR General Employee ID 1293161
 PEREL Lab Coordinator Department ID: 100400 Empl Record 0
 Reports to: Kofkein KefHiqcoi Earliest Change Date 07/01/2016

Actions ▼
 Select Another Timesheet

*View By Previous Period Next Period
 *Date
 Reported Hours 0.000

From Thursday 06/16/2016 to Thursday 06/30/2016 ?

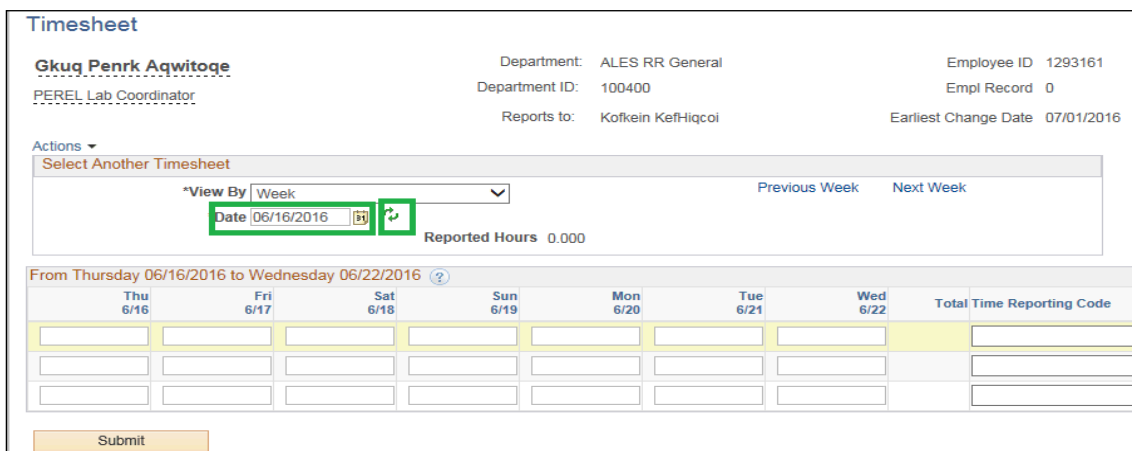
Thu 6/16	Fri 6/17	Sat 6/18	Sun 6/19	Mon 6/20	Tue 6/21	Wed 6/22	Thu 6/23	Fri 6/24	Sat 6/25

Submit

11. Click the **Week** list item for ease of entry.

Note: If an employee is not active on the first day of a given pay period, enter the employees actual start date in the **Date** field after you select the View By 'Week' and you will be able to enter their time.


12. Once you enter/select a date, click on the **Refresh** icon beside it.



Timesheet

Gkuq Penrk Aqwitoqe Department: ALES RR General Employee ID 1293161
 PEREL Lab Coordinator Department ID: 100400 Empl Record 0
 Reports to: Kofkein KefHiqcoi Earliest Change Date 07/01/2016

Actions ▼
 Select Another Timesheet

*View By Previous Week Next Week
 *Date 
 Reported Hours 0.000

From Thursday 06/16/2016 to Wednesday 06/22/2016 ?

Thu 6/16	Fri 6/17	Sat 6/18	Sun 6/19	Mon 6/20	Tue 6/21	Wed 6/22	Total	Time Reporting Code

Submit

13. For mid pay period job transfers, change the ***View By** field to “Day”.

This allows you to enter time for all relevant days within the pay period. If you don't change the View By field, some of the days will be greyed out and will not allow time to be entered.

14. **Step 4: Enter the Employee's Hours in the Date Column(s)**

Enter the hours to be reported for the pay period in the appropriate date column.

In this example, enter **"7"** into the **Thu 6/16** field.

Timesheet

Gkuq Penrk Aqwitoge Department: ALES RR General Employee ID: 1293161
 PEREL Lab Coordinator Department ID: 100400 Empl Record: 0
 Reports to: Kofkein Kef-Hiqcoi Earliest Change Date: 07/01/2016

Actions ▾
 Select Another Timesheet

*View By: Week Previous Week Next Week
 *Date: 06/16/2016 Reported Hours: 0.000

From Thursday 06/16/2016 to Wednesday 06/22/2016

Thu 6/16	Fri 6/17	Sat 6/18	Sun 6/19	Mon 6/20	Tue 6/21	Wed 6/22	Total Time Reporting Code	Type	Override Rate
7	7			7	7	7	▼		
							▼		
							▼		

Submit

15. Use the Tab key to move to the next column.

In this example, additional hours have already been entered.

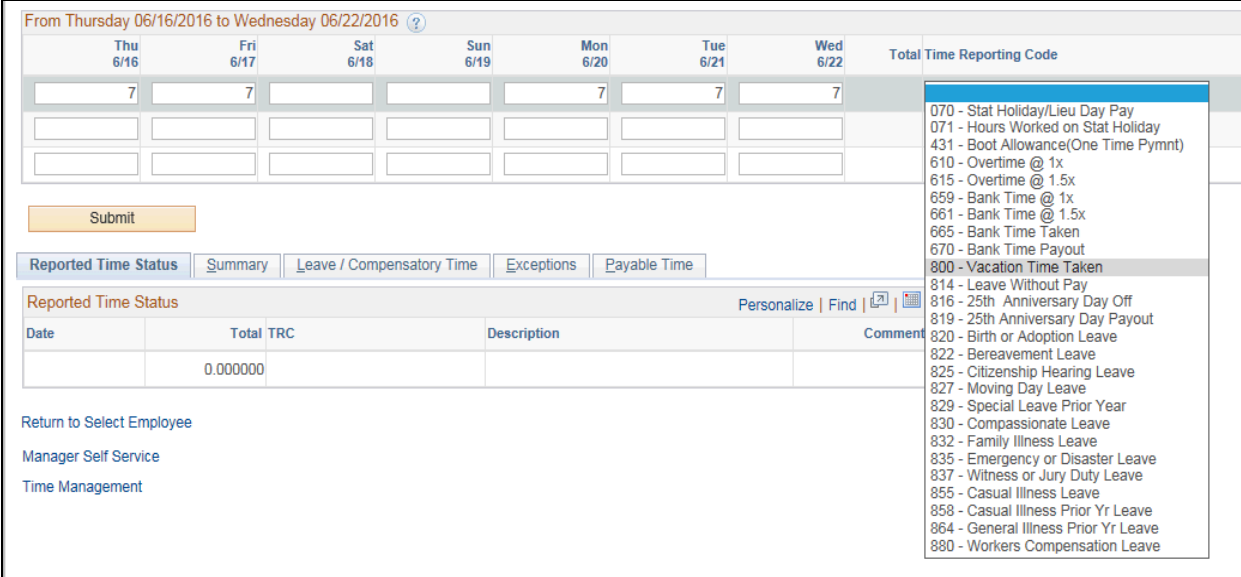
Time Periods are as follows:

- **Semi-monthly:** 1-15th and 16th to end of the month
- **Monthly:** 1st to the end of the month

Note: Do Not enter Zero values.

16. **Step 5:** Enter the time reporting code related to the hours entered on the row

Click the **Time Reporting Code** list.



The screenshot shows a time reporting interface for the period from Thursday 06/16/2016 to Wednesday 06/22/2016. The interface includes a grid for entering hours for each day (Thu 6/16, Fri 6/17, Sat 6/18, Sun 6/19, Mon 6/20, Tue 6/21, Wed 6/22) and a 'Total' column. A dropdown menu is open, displaying a list of Time Reporting Codes (TRC) such as 070 - Stat Holiday/Lieu Day Pay, 800 - Vacation Time Taken, and 880 - Workers Compensation Leave. Below the grid is a 'Submit' button and a 'Reported Time Status' section with tabs for Summary, Leave / Compensatory Time, Exceptions, and Payable Time. A table shows the reported time status with columns for Date, Total TRC, Description, and Comment. The current status shows a Total TRC of 0.000000.

17. Select a **Time Reporting Code** (TRC) from the drop down list.

In this example, click the list item **800 - Vacation Time Taken**.

Note: Only one TRC can be selected per row.

18. **Step 6:** Continue entering Employee Hours on a separate row for each different Time Reporting Code.

In this example, only the one row of hours will be entered.

Note: If you are entering Vacation/Leave Time, you need to verify that the employee has enough Vacation/Leave Balance to cover the hours.

This information can be found under the Leave/Compensatory Time tab.

Refer to the topic "*Reviewing Employee Leave Balances*" for further details.

19. When you submit an employee's time, the system verifies the Leave balances if applicable (e.g. Illness leave).

If the hours entered exceed the available balance, an error message will appear and you will need to correct the timesheet and resubmit.

Timesheet

Gkuq Penrk Aqwitoqe Department: ALES RR General Employee ID 1293161
 PEREL Lab Coordinator Department ID: 100400 Empl Record 0
 Reports to: Kofkein Kefhiqcoi Earliest Change Date 07/01/2016

Actions ▾
 Select Another Timesheet

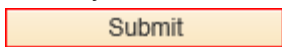
*View By Week Previous Week Next Week
 *Date 06/16/2016 [calendar icon] [refresh icon]
 Reported Hours 0.000

From Thursday 06/16/2016 to Wednesday 06/22/2016 (?)

Thu 6/16	Fri 6/17	Sat 6/18	Sun 6/19	Mon 6/20	Tue 6/21	Wed 6/22	Total	Time Reporting Code
7.000	7.000			7.000	7.000	7.000		800 - Vacation Time Taken ▾
								▾
								▾

20. **Step 7: Click Submit**

Once you have all hours entered, click the **Submit** button.



21. **Step 8: Click the OK button.**

22. **Step 9: Ensure the 'Reported Hours' field has the correct number of hours.**

Timesheet

Ketbep Adego Department: ALES AFNS General Employee ID 1254386
 Term Employment 02 (40) Department ID: 100300 Empl Record 0
 Reports to: Qwirkeqoi Pepeji Earliest Change Date 06/16/2016

Actions ▾
 Select Another Timesheet

*View By Week Previous Week Next Week
 *Date 06/16/2016 [calendar icon] [refresh icon]
Reported Hours 40.000

From Thursday 06/16/2016 to Wednesday 06/22/2016 (?)


Thu 6/16	Fri 6/17	Sat 6/18	Sun 6/19	Mon 6/20	Tue 6/21	Wed 6/22	Total	Time Reporting Code
8.000	8.000			8.000	8.000	8.000	40.000	021 - Regular Hours (C

23. **Congratulations! You have completed the training on entering time on behalf of employees.**


For reference materials and more tutorials please provided below.

End of Procedure.



 For **Employees**, all PeopleSoft HCM Learning Reference Materials are available within the Faculty & Staff website under the applicable sections of the Employee Self Service web page (<https://www.ualberta.ca/faculty-and-staff/my-employment/employee-self-service>).

 For **HR Professionals**, all PeopleSoft HCM Learning Reference Materials are available within the Human Resource Services website under the PeopleSoft Training web page (<https://www.ualberta.ca/human-resource-services/managing-administration/peoplesoft-training>).

 Refer to the Online Learning web page (<https://www.ualberta.ca/human-resource-services/managing-administration/peoplesoft-training/online-learning>) within the Human Resource Services website for all Online Tutorials and videos.