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# Manager Self-Service (MSS) Time and Labor PeopleSoft HR Management System(HRMS) 9.2 Upgrade Overview of Changes/Updates

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# HRMS PeopleSoft 9.2

In December of 2017, the home page was upgraded to the Fluid Interface and we were aware that the Fluid pages would be integrated into HRMS once we upgraded to 9.2.

The PeopleSoft HRMS system is being upgraded to version 9.2 the weekend of October 12-14.

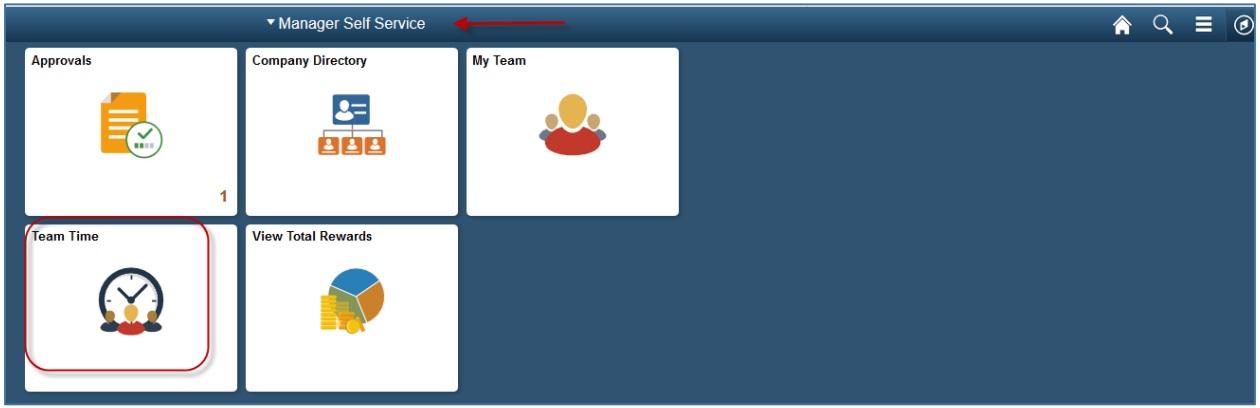
This session will cover the changes in look and functionality to the Manager Self-Service (MSS) pages.

As with any upgrade, before logging into PeopleSoft on Monday, October 15, please clear your cache and cookies in your browser.  Below is a link to the ITS website with instructions to clear the cache and cookies of multiple browsers.

https://www.ndsu.edu/its/instructional_services/cache/

# Entering Time for Hourly Employees

Managers may need to enter a missing punch or update a Time Reporting Code (TRC) for employees.  From the Manager Self Service home page click on the **Team Time** tile.

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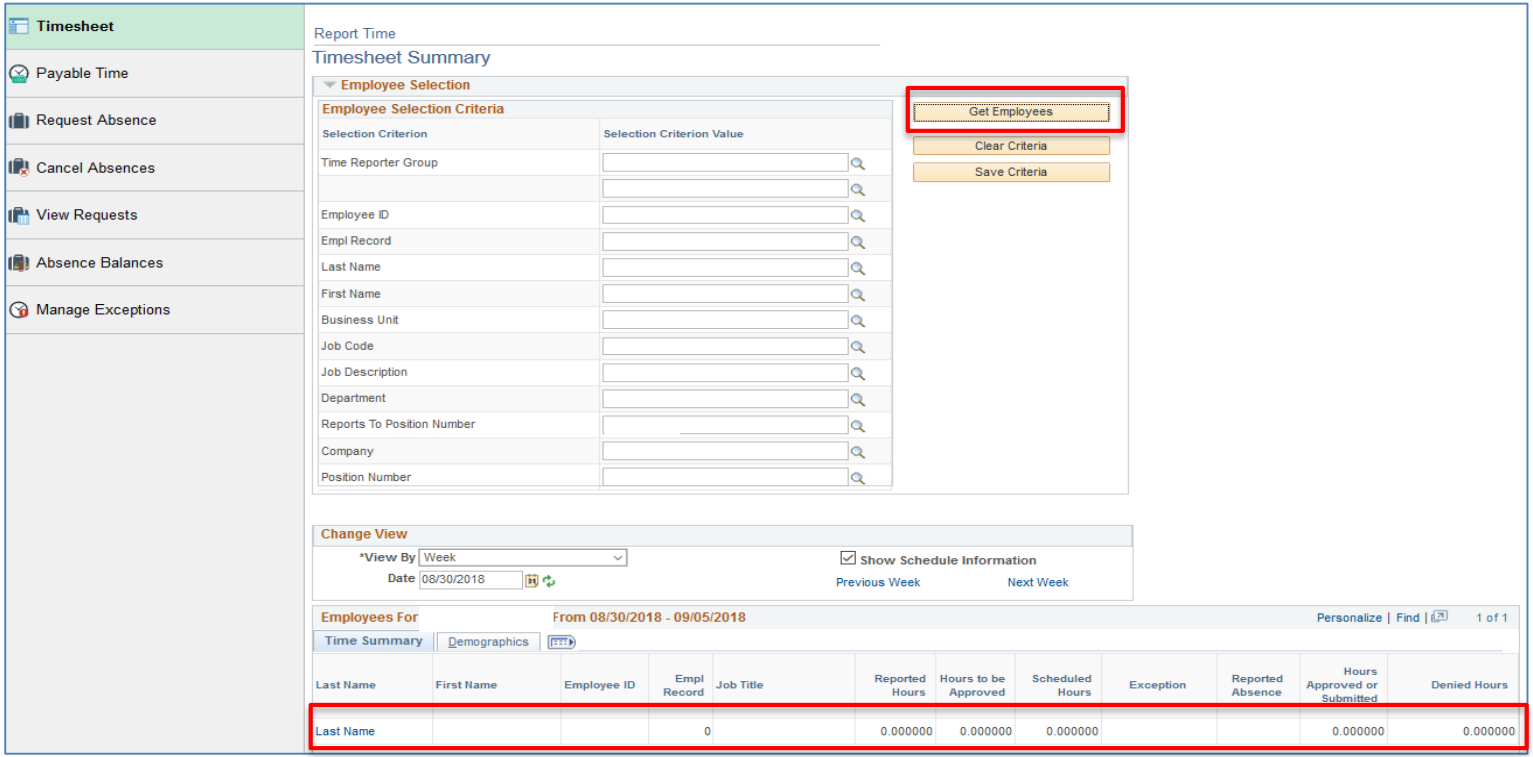


Click **Get Employees** and select the employee's timesheet.

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Timesheet

Employee ID

TemporaryFarming-Non-Machinery

Empl Record 1

Actions

Earliest Change Date 09/17/2017

Select Another Timesheet

*View By Calendar Period

Previous Period Next Period

*Date 09/01/2018

Reported Hours 0.00

From 09/01/2018 to 09/15/2018

| Add Comments | Day | Date | Reported Status | In | Out | In | Out | Punch Total | Time Reporting Code | Quantity | Override Rate | Time Zone | Time Collection Device ID | Combination Code | ChartFields |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Sat | 9/1 | New | | | | | | Regular Hours - H01 | | | CST | | | ChartFields |
| | Sun | 9/2 | New | | | | | | Regular Hours - H01 | | | CST | | | ChartFields |
| | Mon | 9/3 | New | | | | | | Regular Hours - H01 | | | CST | | | ChartFields |
| | Tue | 9/4 | New | | | | | | Regular Hours - H01 | | | CST | | | ChartFields |
| | Wed | 9/5 | New | | | | | | Regular Hours - H01 | | | CST | | | ChartFields |
| | Thu | 9/6 | New | | | | | | Regular Hours - H01 | | | CST | | | ChartFields |
| | Fri | 9/7 | New | | | | | | Regular Hours - H01 | | | CST | | | ChartFields |
| | Sat | 9/8 | New | | | | | | Regular Hours - H01 | | | CST | | | ChartFields |
| | Sun | 9/9 | New | | | | | | Regular Hours - H01 | | | CST | | | ChartFields |
| | Mon | 9/10 | New | | | | | | Regular Hours - H01 | | | CST | | | ChartFields |
| | Tue | 9/11 | New | | | | | | Regular Hours - H01 | | | CST | | | ChartFields |
| | Wed | 9/12 | New | | | | | | Regular Hours - H01 | | | CST | | | ChartFields |
| | Thu | 9/13 | New | | | | | | Regular Hours - H01 | | | CST | | | ChartFields |
| | Fri | 9/14 | New | | | | | | Regular Hours - H01 | | | CST | | | ChartFields |
| | Sat | 9/15 | New | | | | | | Regular Hours - H01 | | | CST | | | ChartFields |

Submit Clear

** Notice that the default funding is no longer on the timesheet screen

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** You will need to run a Funding Summary Report before entering time to make sure that the default funding for the position is correct, since it no longer shows the default funding on the timesheet screen.  Below is a link to the Query/Reports manual:

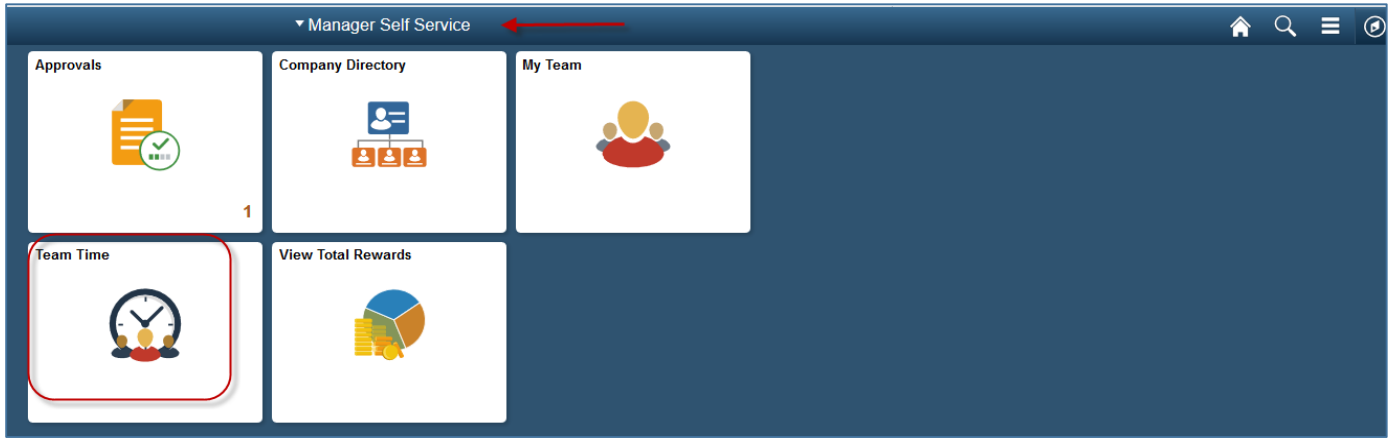
https://www.ndsu.edu/peoplesoft/hrms_reports/

Enter the employee's hours.  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) if applicable or the **Combination Code** (funding source) can be overridden.

Click **Submit**.  The hours are then ready for approval.

# ENTERING TIME FOR NON-EXEMPT SALARIED EMPLOYEES

Managers may need to update or enter Time Reporting Code (TRC) for employees or enter a funding source. From the Manager Self Service home page click on the **Team Time** tile. The Timesheet page opens up as the top selection in the navigation collection.

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Report Time

## Timesheet Summary

**Employee Selection**

**Employee Selection Criteria**

| Selection Criterion | Selection Criterion Value |
|---|---|
| Time Reporter Group | |
| Employee ID | |
| Empl Record | |
| Last Name | |
| First Name | |
| Business Unit | |
| Job Code | |
| Job Description | |
| Department | |
| Reports To Position Number | 00021054 |
| Company | |
| Position Number | |

Get Employees

Clear Criteria

Save Criteria

Make sure that the View By is set to week and that the date starts on a Sunday. A work week is Sunday through Saturday.

**Change View**

*View By Week

Date 09/06/2018

Show Schedule Information

Previous Week Next Week

**Employees For Weston Gould, Totals From 09/06/2018 - 09/12/2018**

Personalize | Find | 1 of 1

Time Summary | Demographics

| Last Name | First Name | Employee ID | Empl Record | Job Title | Reported Hours | Hours to be Approved | Scheduled Hours | Exception | Reported Absence | Hours Approved or Submitted | Denied Hours |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Last Name | | | 0 | | 0.000000 | 0.000000 | 0.000000 | | | 0.000000 | 0.000000 |

Click on **Get Employees**. Select the employee from the populated list.

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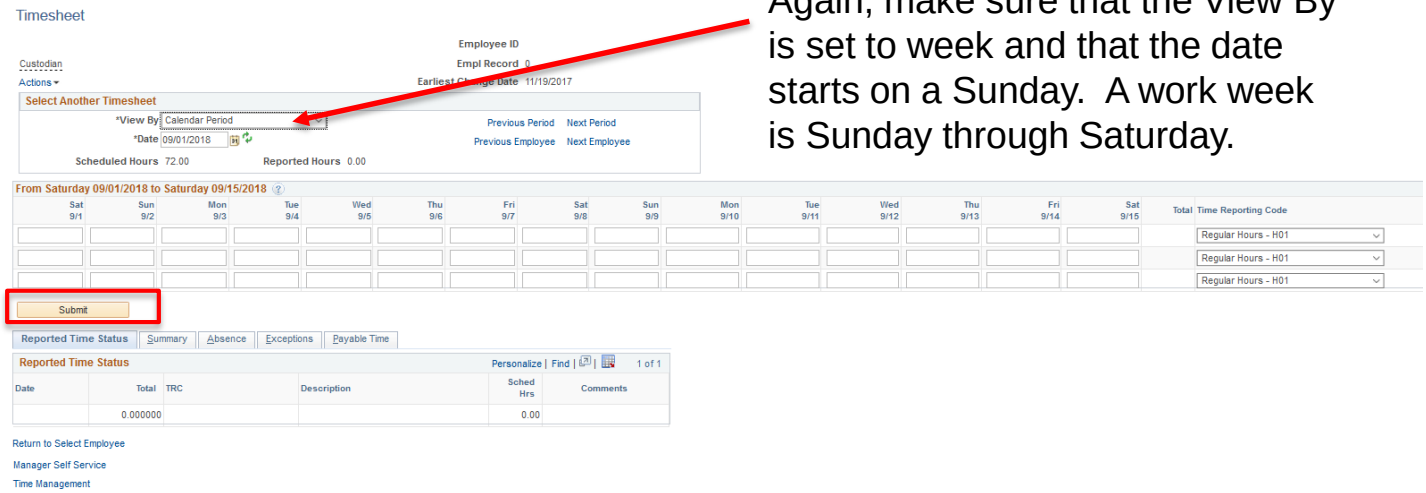


Again, make sure that the View By is set to week and that the date starts on a Sunday. A work week is Sunday through Saturday.

Enter the applicable information and click **Submit**. Managers will not be able to approve from this page. For instruction on how to approve please see the Approvals section on the next slide.

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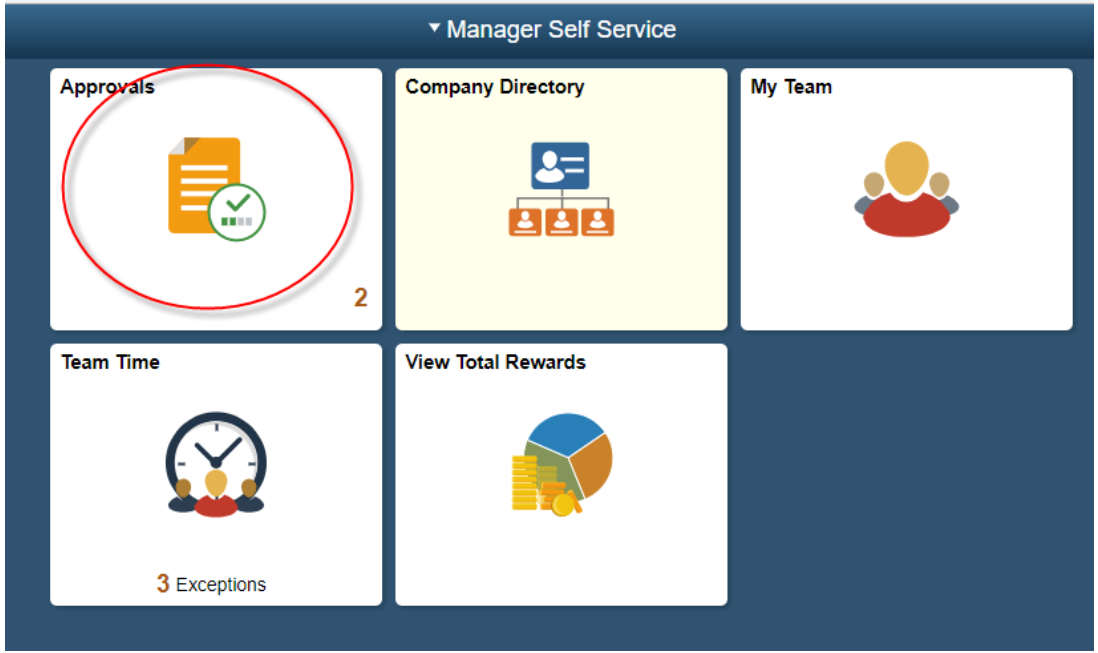
# Manager Approvals

Managers will access pending approvals from the **Approvals** tile on the Manager Self Service home page.

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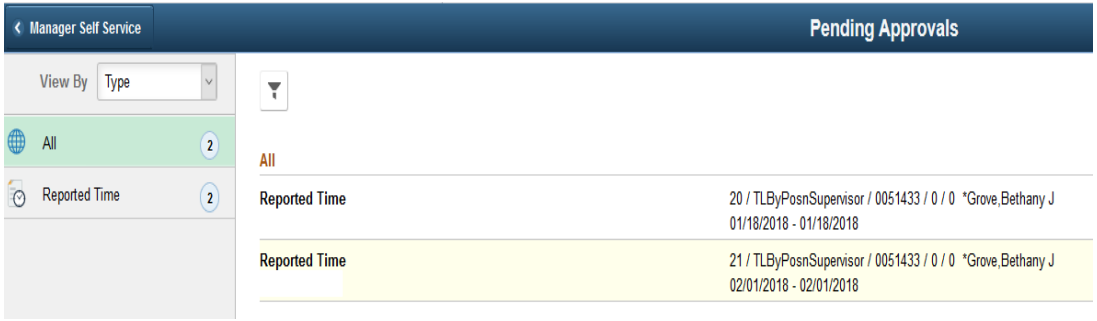
The following page appears for managers to complete the approval.  Managers select the **request for approval**.




Click on the Reported Time you want to approve

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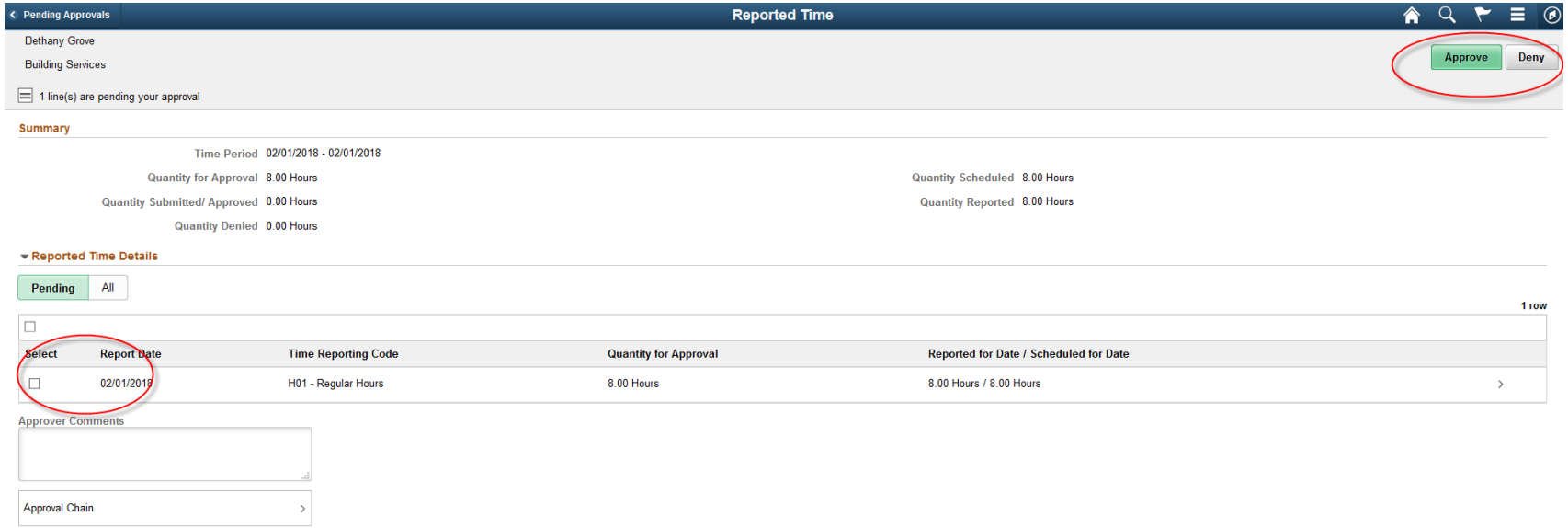
Once the request is selected the screen below appears.




Managers **select all** or select by row and click **Approve**.

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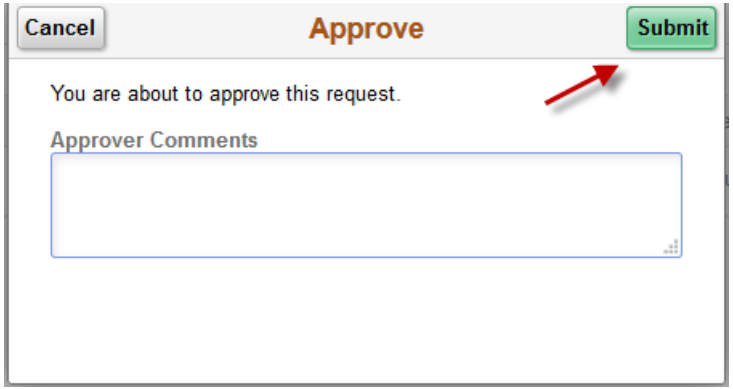
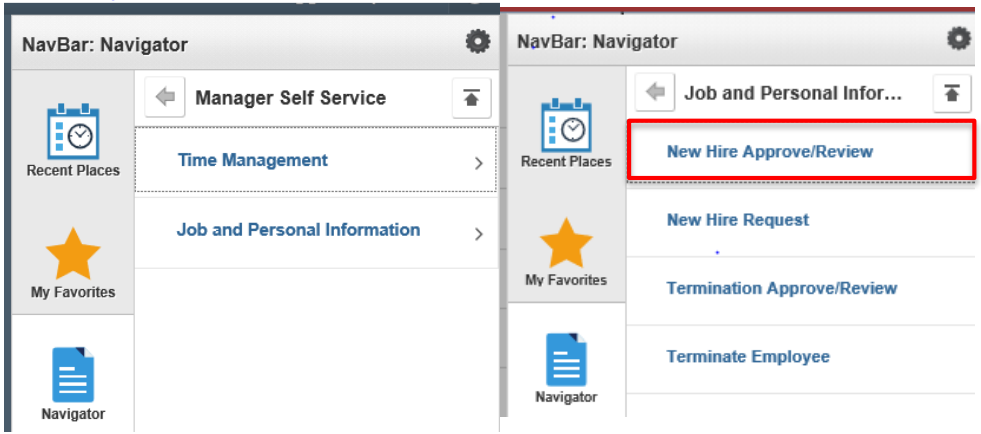
The manager can enter comments or leave blank and click **Submit**.



# Hire Approve/Review

To view your pending hires status' follow the navigation below:

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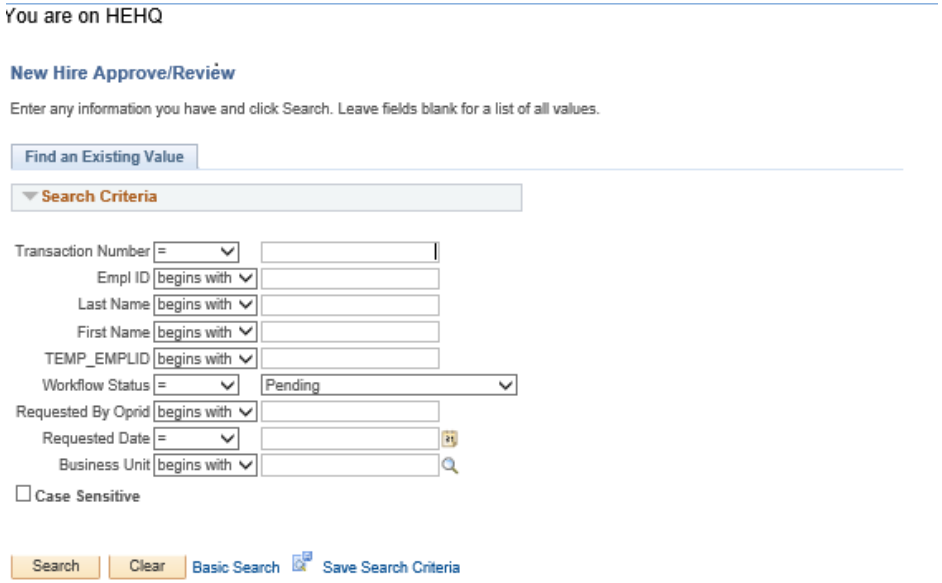
# Select **Workflow Status**: Pending

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# Top Part of the Pending Hire Screen

ou are on HEHQ

## New Hire Approval

Start Date: 08/16/2018

Workflow Status: Pending
Candidate Status: Completed
Transaction Nbr: 72912

Temp ID: TMP32404
Last Name: Egorov
First Name: Ivan
Middle Name:

Empl ID:
Email: ivanyegorov@gmail.com
Claim Email:

ND Hire

### Personal Data

First Name: Ivan
Middle Name:
Last Name: Egorov
SSN: 001-79-1697
SSN Applied For?:

Gender: Male
Birth Date: 04/13/1989

Create Emplid in HR

Address Line 1: 1951 Dakota Dr N Apt 218
Address Line 2:
City: Fargo
State: ND
Postal Code: 58102-3287
Country: USA

Phone Number(s):

| Phone Type | Phone Nbr | Extension | Preferred |
|---|---|---|---|
| Persl Cell | 701/388-4781 | | Yes |

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## HR Data

Pay Group:

Empl Rcd: 0

Sal Adm Plan: SLEX

Benefit Rcd: 0

Holiday Sch:

FICA Status: Subject

Prof Exper Dt:

Probation Dt:

Action: HIR Hire

Reason:

Load Contract?: ☑

Approval Comments (2000 char)

## Attachments

Personalize | Find | View All | First 1 of 1 Last

| | Filename | Description | Last Updated | Uploaded By |
|---|---|---|---|---|
| ☐ | Yegorov,I.pdf | Yegorov,I.pdf | 08/13/2018 9:22AM | Sheila Tindall |

Add Attachment  Delete Selected Attachment(s)

Submitted By: sheila.tindall  Last Updated By: sheila.tindall

Submitted: 08/13/2018 9:22:39AM  Last Updated: 08/13/2018 9:22:39AM

Save For Later  Approve  Deny  Exit

## Transaction 72912 / Dept 2750:Pending

1

**Pending**
Multiple Approvers
HR Manager

**Not Routed**
Multiple Approvers
HR/Payroll Office

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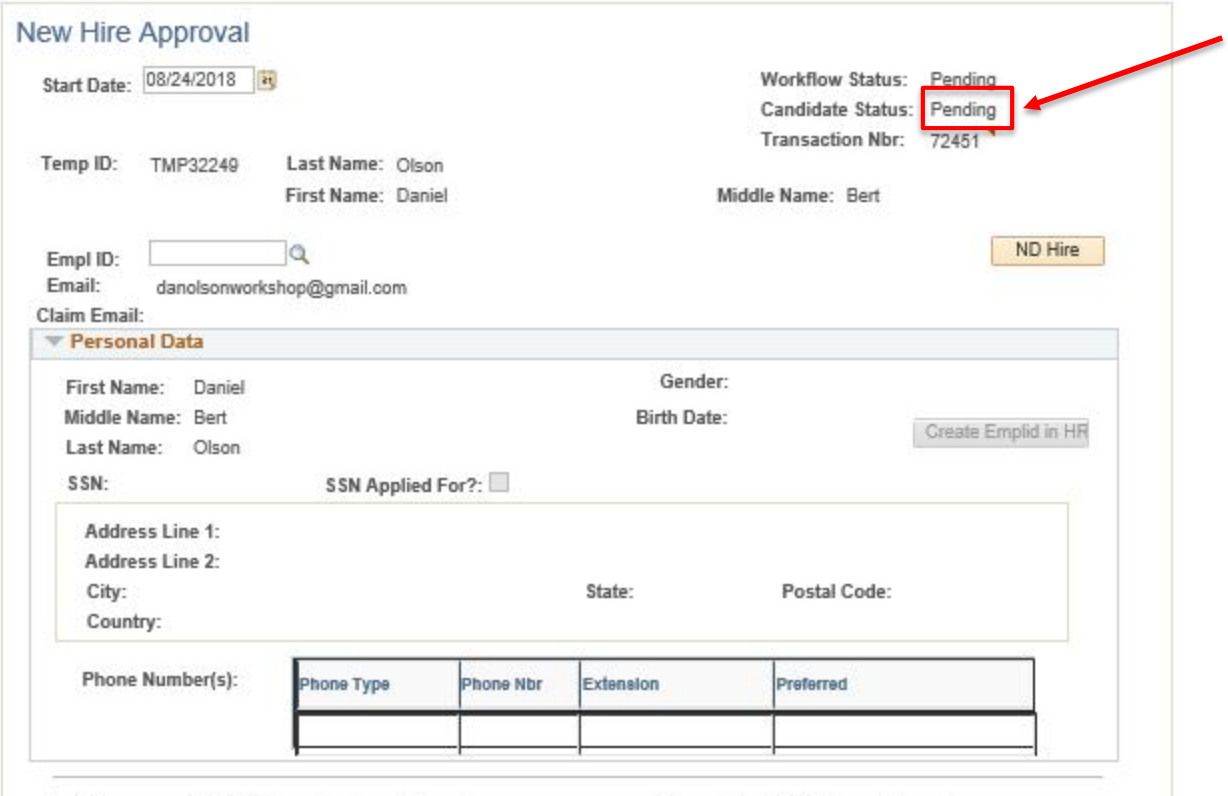
# Future Employee Has Not Finished Their Paperwork

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# Questions ??