Employee Self Service
Training Manual for
Time & Labor-
Hourly, Non-Benefited Positions
(Including Work Study)

ORACLE/PEOPLESOFT
Version 9.1

Human Resource/Payroll
How-To Guide
# TABLE OF CONTENTS

**Human Resources/Payroll Contact Guide** ................................................................................................................................. 2  
**NDSU Budget Office Contact Guide** ........................................................................................................................................ 4  
**AG Budget Office Contact Guide** ........................................................................................................................................... 4 

**Introduction** .................................................................................................................................................................................. 5  

**Reporting Time Worked Via Web Clock** ................................................................................................................................. 6  

**Reporting Time With Multiple Jobs** ........................................................................................................................................... 9  

**Viewing Time Reported** .............................................................................................................................................................. 11  

**Scenarios** ...................................................................................................................................................................................... 13  
  
  **Scenario 1: Hourly Employee Forgot to Punch In or Out; Missing Punch** ................................................................. 13  
  **Scenario 2: Multiple Job Employee, Selects Wrong Job** ............................................................................................... 13  
  **Scenario 3: Hours Need to Be Entered When Web Clock or Time Clock Not Used** ................................................. 14  
  **Scenario 4: Timesheet is Incorrect for Other Reasons** .............................................................................................. 14  
  **Scenario 5: Supervisor Pushes Back or Denies Timesheet** ......................................................................................... 14
Human Resources/Payroll
Contact Guide
SGC 102
Fax Number (701) 231-9686
www.ndsu.edu/hr

Appointments are recommended in order to provide employees with the best possible service.

Colette Erickson – Director of HR/Payroll (701) 231-8788
E-mail: Colette.Erickson@ndsu.edu
Salary administration, FMLA, and Shared Leave contact, grievance, policy interpretation, Responsibility Review process, PeopleSoft HRMS security access, employee relations and supervisor coaching.

Tina Berger - Payroll/Benefits Specialist (701) 231-7543
E-mail: Tina.Berger@ndsu.edu
Benefits deductions processing and reconciliation.

Emilie DeWitte – Recruitment Coordinator (701) 231-5678
E-mail: Emilie.Dewitte@ndsu.edu
Recruitment and retention, onboarding process, PeopleAdmin training, support and administration, and benefits assistance.

Noah Fischer — Associate Director of Employee Development (701) 231-8965
E-mail: Noah.Fischer@ndsu.edu
Leave administration, ADA, ACA, training administration, performance management, salary administration/compensation, employee relations, unemployment, compliance and special projects.

Laura Garske-Hermanson – International Payroll Specialist (701) 231-7328
E-mail: Laura.Garske-Hermanson@ndsu.edu
International employment eligibility, international tax treaties and tax status.

Julie Giffey – Employment Records Technician (701) 231-8958
E-mail: Julie.Giffey@ndsu.edu
8000/9000 job bands hiring, change forms, time slips and leave slips.

Tricia Johnson – Associate Director of Payroll (701) 231-8990
E-mail: Tricia.R.Johnson@ndsu.edu
Payroll management for university, W-2 process oversight, paycheck adjustments, off-cycle checks, Employee Self Service, Manager Self Service, payroll processes and procedures.

Melissa Kearns – HR Assistant (701) 231-6293
E-mail: Melissa.Kearns@ndsu.edu
HR recruitment support, Tuition Waivers, department billing, cost transfers, employment records management.

Rachel Knudson – Benefits Coordinator (701) 231-5602
E-Mail: Rachel.Knudson@ndsu.edu
Benefits administration, COBRA processing, exit interviews, retirements and Supplemental Retirement Accounts.
Danielle Peterson - Associate Director of Training and Professional Development (701) 231-7119
E-mail: Danielle.Peterson.5@ndsu.edu
Professional development coordination, training facilitator. Supports departments across campus by delivering trainings to employees and supervisors.

Kari Schmitz-Eilertson – Payroll Specialist (701) 231-6251
E-mail: Kari.Schmitz.Eilertson@ndsu.edu
Payroll checks, Kronos electronic timekeeping system, Worker's Compensation, wage garnishments, W-2 reprints and payroll voucher/vendor check processing.

Jill Spacek – Associate Director of Recruitment and Administration (701) 231-8525
E-mail: Jill.Spacek@ndsu.edu
Recruitment process, employee relations, grievance coordination, job family assignment and departmental billing.

Jill Stevens - Office Assistant (701) 231-8961
E-mail: ndsu.hr@ndsu.edu
Receptionist, appointment scheduling, non-benefited hiring paperwork, website maintenance, discount ticket sales, Genuine Leadership program and Quarter Century Club Banquet.

Liz Thompson – HRMS Technician (701) 231-5922
E-mail: Elizabeth.Thompson.1@ndsu.edu
PeopleSoft HRMS contact, PeopleSoft HRMS security access and training, assist Director of Human Resources and Payroll, Org Charting, salary administration support, PeopleAdmin technical support, position descriptions, website updates, non-benefited position number creation and filing/scanning.

Sheila Tindall – Senior Employment Records Technician (701) 231-5657
E-mail: Sheila.Tindall@ndsu.edu
Benefited hiring forms, benefited change forms, summer salary, early employee ID requests and contract pay-over-12 option, Daycare newsletters and billing.

Stacy Vetter – Employment Records Technician (701) 231-5677
E-Mail: Stacy.Vetter@ndsu.edu
Graduate assistants and part-time academic hiring and change forms, DCE and summer school payments, direct deposits, coaches cars/travel logs, taxable meals/moving expenses and employment verifications.
NDSU Budget Office
Contact Guide
Old Main 205
Email: ndsu.budget@ndsu.edu

Carol Haukebo – Budget Analyst
E-mail: Carol.Haukebo@ndsu.edu
(701) 231-8571

Aubrey Ketterling – Budget Analyst
E-mail: Aubrey.Ketterling@ndsu.edu
(701) 231-8204

Cynthia Rott - Budget Director
E-mail: Cynthia.Rott@ndsu.edu
(701) 231-7458

Ag Budget Office Contact Guide
Morrill 301
Fax Number (701) 231-7510

David Ruhland – Director of Ag Budget Office
E-mail: David.Ruhland@ndsu.edu
(701) 231-6408

Cherie Fischer – Assistant Director, Ag Budget
E-mail: Cherie.Fischer@ndsu.edu
(701) 231-7327

Ona Vig – Grant & Contract Officer
E-mail: Ona.Vig@ndsu.edu
(701) 231-8528

Leann Frieler - Accountant
E-mail: Leann.Frieler@ndsu.edu
(701) 231-8108

Eric Exner – Accountant
E-mail: Eric.Exner@ndsu.edu
(701) 231-6745

Angela Scott – Account Technician
E-mail: Angela.D.Scott@ndsu.edu
(701) 231-7739

The duties of the NDSU Budget Office and Ag Budget Office include the funding and budget portions of payroll forms. They are responsible for processing funding changes, budget adjustments and retroactive distributions in relation to payroll. They are also responsible for the activation and/or inactivation of Combination Codes.
INTRODUCTION

Time & Labor is a module in Oracle/PeopleSoft HRMS used to record time worked. Various methods will be used to get time into the module:

1. Non-benefited employees paid by the hour will enter time directly into Oracle/PeopleSoft through a Web Clock on a daily basis.
2. Some non-benefited employees paid by the hour will use time clocks, which will interface into Oracle/PeopleSoft.
3. Some non-benefited employees paid by the hour will continue to use a paper time slip, which will be turned into their supervisor for entry into Oracle/PeopleSoft.
4. Some employees will record time worked in FAMIS, which will be interfaced into Oracle/PeopleSoft.

The Time and Labor process is used only to record time worked.

Many hourly employees will access the Web Clock to punch in/out. The Web Clock is built within Oracle/PeopleSoft which requires hourly employees to log in to punch in/out. Some departments will use a physical time clock. This requires swiping the employee badge. Some departments may continue to use paper time slips, if access to a computer or time clock is not feasible. Some departments may use FAMIS. Your department will let you know if you should use the Web Clock, a time clock, FAMIS or a paper time slip to record your time worked.

Employees must record their time daily, either via the Web Clock, by the time clock, by paper time slip or through FAMIS. All time must be recorded by one of those 4 methods 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 and paid the next payday.
REPORTING TIME WORKED VIA WEB CLOCK

Hourly employees expected to log in to Oracle/PeopleSoft HRMS to punch in/out for time worked via Web Clock use the below instructions.

**Directions to navigate and log in to HRMS:** Employees can navigate to Oracle/PeopleSoft HRMS from the NDSU home page. From the NDSU Index at the bottom of the NDSU home page, select letter “H”. Select the Human Resources and Payroll link. On the right side of the HR/Payroll home page is a green button labeled “Employee Self-Service”. Selecting that green button will take you to the Oracle/PeopleSoft HRMS page. Enter your user ID and password to log in. The user ID and password would have been claimed and set up during the hiring process. If you do not know your user ID or password, or are having difficulty logging in to HRMS, please contact the NDUS Help Desk at 866-457-6387 for assistance. The HR/Payroll office does not have user ID or password information.

Once logged in, the Web Clock can be found on the home page. Below is a screenshot of the Web Clock on the home page.

![Web Clock Screenshot]

**Select Job:** Select the position title for the job from the drop down. If the employee has only one job there will not be a drop down, the only position title will be listed.

**Punch Type:** Select from drop down, either IN or OUT.

**Time Reporting Code:** Select from drop down Regular Hours-H01 or Work Study Hours-H14. **Only hourly student employees in approved work study positions with agreements signed through Financial Aid and Scholarships should select Work Study Hours-H14 from the drop down. All other hourly employees will use Regular Hours-H01.**

**Override Combo Cd:** Do Not Enter

**Comments:** Enter any comments you would like your supervisor to know or see.

Click **Enter Punch** button
When entering an **IN** punch the following message will display:

![Web Clock Save Confirmation](image)

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

Click OK and Sign out of Oracle/PeopleSoft in the upper right of the screen.

When the work shift is completed, follow the same steps above to log in to HRMS to sign **OUT**.

Once logged in, the Web Clock can be found on the home page. Below is a screenshot of the Web Clock on the home page.

**Select Job**: Select the position title for the job from the drop down. If the employee has only one job there will not be a drop down, the only position title will be listed.

**Punch Type**: Select from drop down, either **IN** or **OUT**.

**Time Reporting Code**: Select from drop down Regular Hours-H01 or Work Study Hours-H14. *Only hourly student employees in approved work study positions with agreements signed through Financial Aid and Scholarships should select Work Study Hours-H14 from the drop down. All other hourly employees will use Regular Hours-H01.*
**Override Combo Cd:** Do Not Enter

**Comments:** Enter any comments you would like your supervisor to know or see.

Click **Enter Punch** button

When entering an **OUT** punch the following message will display:

---

**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

---

Click OK and Sign out of Oracle/PeopleSoft in the upper right of the screen.
REPORTING TIME WITH MULTIPLE JOBS

Employees with multiple jobs in multiple departments may find it easier to select the position they are reporting time for via this page, which displays the Department ID and Department Name.

**Navigation:** Main Menu > Self Service > Time Reporting > Report Time > Web Clock

Select the Job Title of the job you are reporting for work.
Punch Type: Select from drop down, either IN or OUT.
Time Zone: Do Not Enter
Override Combo Cd: Do Not Enter

Time Reporting Code: Select from drop down Regular Hours-H01 or Work Study Hours-H14. Only hourly student employees in approved work study positions with agreements signed through Financial Aid and Scholarships should select Work Study Hours-H14 from the drop down. All other hourly employees will use Regular Hours-H01.
Comments: Enter any comments you would like your supervisor to know or see.

Click Enter Punch from either button.

Sign out of Oracle/PeopleSoft in the upper right of the screen.

Repeat above navigation and steps to punch OUT when the work shift is completed.
VIEWING TIME REPORTED

Hourly employees are able to view their timesheet. The timesheet enables hourly employees to do the following:

- Review hours worked for current and previous pay periods.
- Review any missing punches or changes needed in time reported. The employee must communicate any missing punches or changes needed to the supervisor for updating/correcting. Hourly employees cannot update or make changes to their timesheet.

Navigation: Main Menu > Self Service > Time Reporting > Report Time > Timesheet
If employee has multiple jobs, select the Job Title of the position you wish to view to display the timesheet.

Review the In/Out punches, verify dates and times are accurate, notify supervisor if there are any missing punches or changes needed.
SCENARIOS

Typical scenarios or questions for hourly 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

Missing punches or changes to the hourly employee timesheet need to be communicated to the supervisor for entry. Hourly employees cannot update or make changes to their timesheet. Hourly employees can only enter punches via the Web Clock or time clock.

Timesheet

<table>
<thead>
<tr>
<th>Mon</th>
<th>7:24</th>
<th>New</th>
<th>Approval Monitor</th>
<th>Regular Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed</td>
<td>7:26</td>
<td>Approved</td>
<td>Approval Monitor</td>
<td>Regular Hours</td>
</tr>
<tr>
<td>Thu</td>
<td>7:27</td>
<td>Approved</td>
<td>Approval Monitor</td>
<td>Regular Hours</td>
</tr>
<tr>
<td>Fri</td>
<td>7:28</td>
<td>Needs Approval</td>
<td>Approval Monitor</td>
<td>Regular Hours</td>
</tr>
<tr>
<td>Sat</td>
<td>7:29</td>
<td>Needs Approval</td>
<td>Approval Monitor</td>
<td>Regular Hours</td>
</tr>
<tr>
<td>Sun</td>
<td>7:30</td>
<td>New</td>
<td>Approval Monitor</td>
<td>Regular Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Scenario 2: Multiple Job Employee, Selects Wrong Job

Employees with multiple jobs who select the wrong job to punch In or Out will need to notify both supervisors to delete punch for incorrect job and enter punch on correct job.

Web Clock

Select Job Title

Please select the appropriate job from the list below.

<table>
<thead>
<tr>
<th>Select Job Title</th>
<th>Empl. Record</th>
<th>Department ID</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tech/Para student, general</td>
<td>1,2020</td>
<td>Education</td>
<td></td>
</tr>
</tbody>
</table>

Self Service

Time Reporting
Scenario 3: Hours Need to be Entered When Web Clock or Time Clock Not Used

Hourly employees who do not use either the Web Clock within Oracle/PeopleSoft or a physical time clock to record hours for each day worked need to report the hours via a paper time slip. In addition, hours missed or forgotten need to be reported via paper time slip and entered by the supervisor. Hourly employees cannot make changes to their timesheet for missed or late time. A paper time slip for the hours would need to be filled out by the employee and submitted to the supervisor for entry into Oracle/PeopleSoft.

Scenario 4: Timesheet is Incorrect for Other Reasons

In the event a timesheet is incorrect, the employee should notify their supervisor for corrections.

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. Supervisors will need to communicate with the employee to discuss concerns. Supervisors will need to make any corrections and approve.