

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

ORACLE/PEOPLESOFT

**VERSION 9.1**

Human Resource/Payroll  
How-To Guide

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**Human Resources/Payroll  
Contact Guide  
SGC 102  
Fax Number (701) 231-9686  
[www.ndsu.edu/hr](http://www.ndsu.edu/hr)**

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

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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. Some 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. Regardless of the method used, at the end of each pay period the time entered will be submitted to the supervisor for approval.

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.

***Please Note: There will be no more late time slips sent to HR/Payroll for entry. Late time will be entered by the supervisor and paid on the next available payday.***

# APPROVING/DENYING TIME FOR HOURLY EMPLOYEES

Approval of time worked needs to occur for an employee to be paid and must occur prior to the deadline.

Also know that in North Dakota, in cases of a dispute over wages, the employer must provide a written notice to the employee of the amount of wages being questioned. The employer is still responsible to pay the balance of the wages on the regular payday. So if a supervisor doesn't agree with all the time submitted, they should be careful to approve the time which is not under dispute.

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**NOTE: Supervisors will not be able to view employees reporting to them on this page if no hours have been submitted. Employees will only show on this page if they have hours submitted that need approval.**

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**Navigation: Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time**

The screen defaults as below, with the position number of the supervisor logging in populated:

Approve Reported Time

### Timesheet Summary

Employee Selection Criteria

Description	Value
Time Reporter Group	<input type="text"/>
Empl ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	00009606
Company	<input type="text"/>
Position Number	<input type="text"/>

View By:   Include Absence  Show Schedule Information

Date:  [Previous Week](#) [Next Week](#)

Employees For Brooke Yanish, Time Needing Approval From 08/12/2016 - 08/13/2016

Select	Name	Job Description	Hours to be Approved	Reported Hours	Exception	Absence to be Approved	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Record	Job	Department Description
<input type="checkbox"/>		Pooled Position - Lifeguard	0.01	0.01			0.00	0.00			0 840002	Std Center, Bkstore & Fd Srv

[Select All](#) [Deselect All](#)

Enter the desired date or leave as the current date. The View By can be changed by clicking on the drop down. **USEFUL TIP:** Changing the **View By** field to *All Time Before* the current date will display all hours that need to be approved. Or change the **Date** field to the beginning of the pay period and leave the **View By** field set to *Week*.

Once you have set your parameters, click **Get Employees**. Then select the first employee to review/approve and continue to click Next Employee if more than one employee needs time approved.

Carefully review the employees In/Out punch times and Punch Total time. Also review the Time Reporting Code for either Regular Hours-H01 for regular hours worked or Work Study Hours-H14 for work study hours worked. **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 when they punch in/out. All other hourly employees will use Regular Hours-H01.** Verify and override (if needed) the Combination Code for a particular day by looking up the desired funding. **Work Study Hours-H14 must follow the Combo Code in the Default Funding box. For questions on default funding please contact the appropriate Budget office.**

**Default Funding Table:**

Earnings Code	Combination Code	Budget Amount	Percent of Distribution
1	V1010056000350	21733.000	
2 H14	V1010056000350		25.000
3 H14	V450015300C00005010		75.000

Review comments from employee, if there are any. Select each row or click **Select All** to choose all rows at once and take action. The supervisor can **Approve**, **Deny** or **Push Back** to the employee.

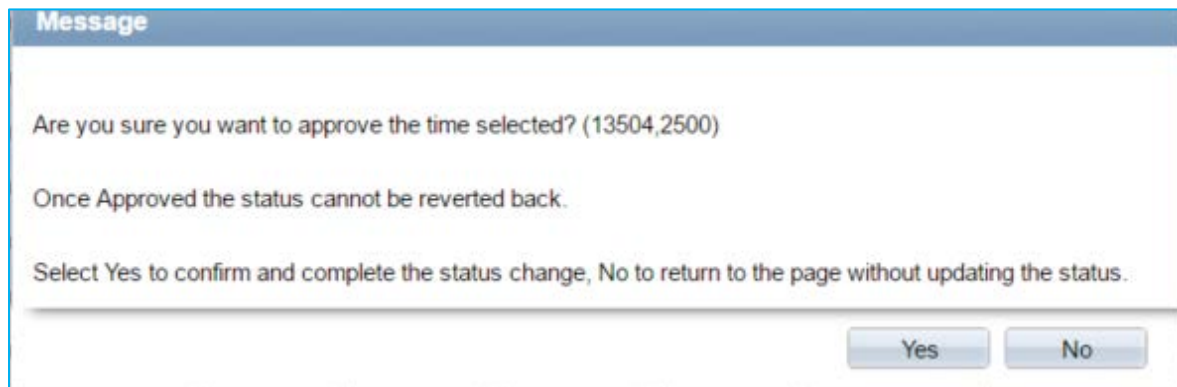


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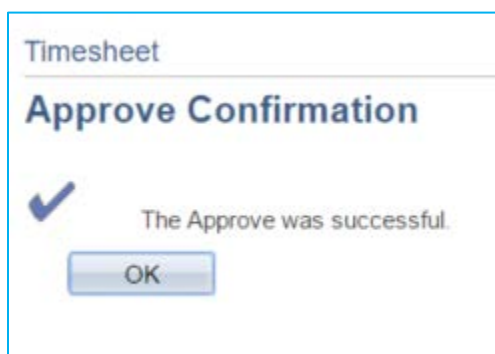
**Note:** For hourly employees, the supervisor should **not** push back to the employee. Hourly employees have view-only access to their timesheets. Supervisors are expected to make the changes on behalf of the employee.

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Approve Messages:

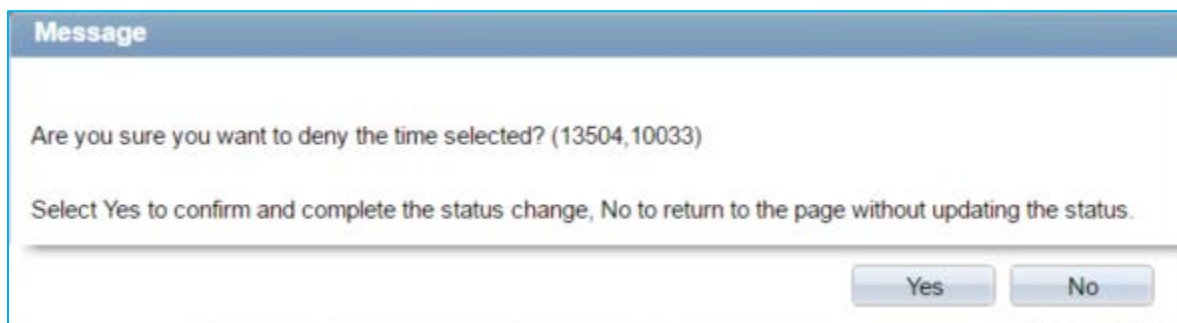


A screenshot of a 'Message' dialog box with a blue header. The text inside reads: 'Are you sure you want to approve the time selected? (13504,2500)', 'Once Approved the status cannot be reverted back.', and 'Select Yes to confirm and complete the status change, No to return to the page without updating the status.'. At the bottom right, there are two buttons labeled 'Yes' and 'No'.

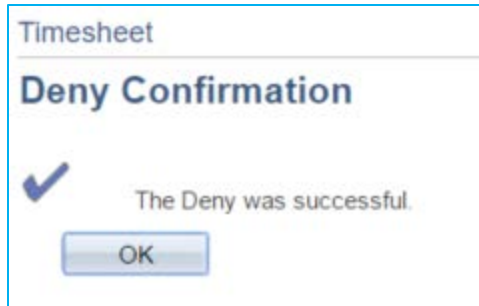


A screenshot of a 'Timesheet Approve Confirmation' dialog box. It features a blue checkmark icon and the text 'The Approve was successful.'. Below this is an 'OK' button.

Deny Messages:



A screenshot of a 'Message' dialog box with a blue header. The text inside reads: 'Are you sure you want to deny the time selected? (13504,10033)', and 'Select Yes to confirm and complete the status change, No to return to the page without updating the status.'. At the bottom right, there are two buttons labeled 'Yes' and 'No'.

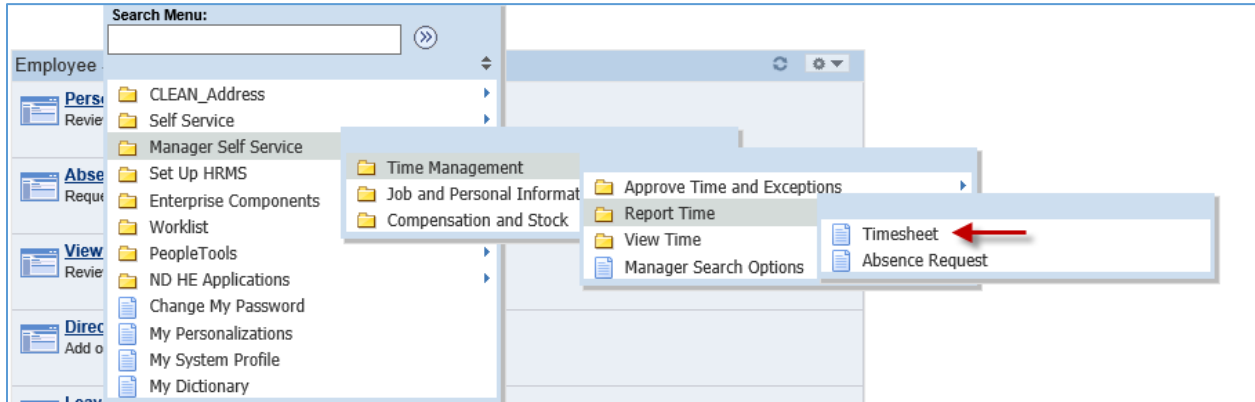


## ENTERING TIME FOR HOURLY EMPLOYEES

Supervisors may need to enter time for hourly employees who may have forgotten to punch in/out (missing punch), late time, if the system is down, or to enter a paper time slip if the web clock or time clock is not feasible.

***Please Note: There will be no more late time slips sent to HR/Payroll for entry. Late time will be entered by the supervisor and paid on the next available payday.***

***Navigation: Manager Self Service > Time Management > Report Time > Timesheet***



The **Reports to Position Number** defaults in and is the position number of the supervisor logging in. Selecting Get Employees will display employees reporting to the Reports to Position number. Other search criteria can be used such as Empl ID or Last Name.

Enter the date that is desired. **Useful Tip:** Use the first day of the pay period, which is the 1<sup>st</sup> or the 16<sup>th</sup> of each month. Click **Get Employees** button.

Report Time

### Timesheet Summary

Employee Selection Criteria

Description	Value
Time Reporter Group	
Empl ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Job Code	
Job Description	
Department	
Reports To Position Number	00009606
Company	
Position Number	

View By:   Show Schedule Information

Date: 08/12/2016

Employees For Brooke Yamada, Totals From 08/12/2016 - 08/13/2016

Name	Job Description	Reported Hours	Hours to be Approved	Exception	Reported Absence	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Record	Job	Department Description	Workgroup	Taskgroup
	Pooled Position - Lifeguard	0.00	0.00			0.00	0.00			1840002	Std Center, Bkstore & Fd Srv	HRNE	NDU TSKC
	Pooled Position - SC Work Crew	0.00	0.00			0.00	0.00			0840006	Std Center, Bkstore & Fd Srv	HRNE	NDU TSKC
	Pooled Position-Night Manager	0.00	0.00			0.00	0.00			0840001	Std Center, Bkstore & Fd Srv	HRNE	NDU TSKC
	Pooled Position - Lifeguard	0.00	0.00			0.00	0.00			0840002	Std Center, Bkstore & Fd Srv	HRNE	NDU TSKC
	Pooled Position - Motor												

Enter the In/Out punch information as appropriate for the days worked. Or, the **Quantity** field can also be used for a total number of hours per day. Also enter the Time Reporting Code for either Regular Hours-H01 for regular hours worked or Work Study Hours-H14 for work study hours worked. **Only hourly student employees in approved work study positions with agreements signed though Financial Aid and Scholarships should select Work Study Hours-H14 from the drop down. All other hourly employees will use Regular Hours-H01.** Verify and override (if needed) the Combination Code for a particular day by looking up the desired funding. **Work Study Hours-H14 must follow the Combo Code in the Default Funding box. For questions on default funding please contact the appropriate Budget office.**

Click **Submit**. A timesheet can only be approved, and subsequently paid, upon clicking **Submit**. **Save for Later** does not approve the timesheet for payment.

**NOTE:** Hours that are not submitted by the deadline each pay period will not be paid to the employee.

Upon Submit the following confirmation message appears. Select OK.

# DELEGATE APPROVAL OF REPORTED TIME

Supervisors have the ability to delegate the approval of time to others. The person delegated to is called a proxy. When the delegation is submitted, the proxy will receive an email notification. The proxy must accept the delegation in order to be able to perform the task. Once accepted, the delegation remains until the end date is reached or until the delegator revokes the delegation.

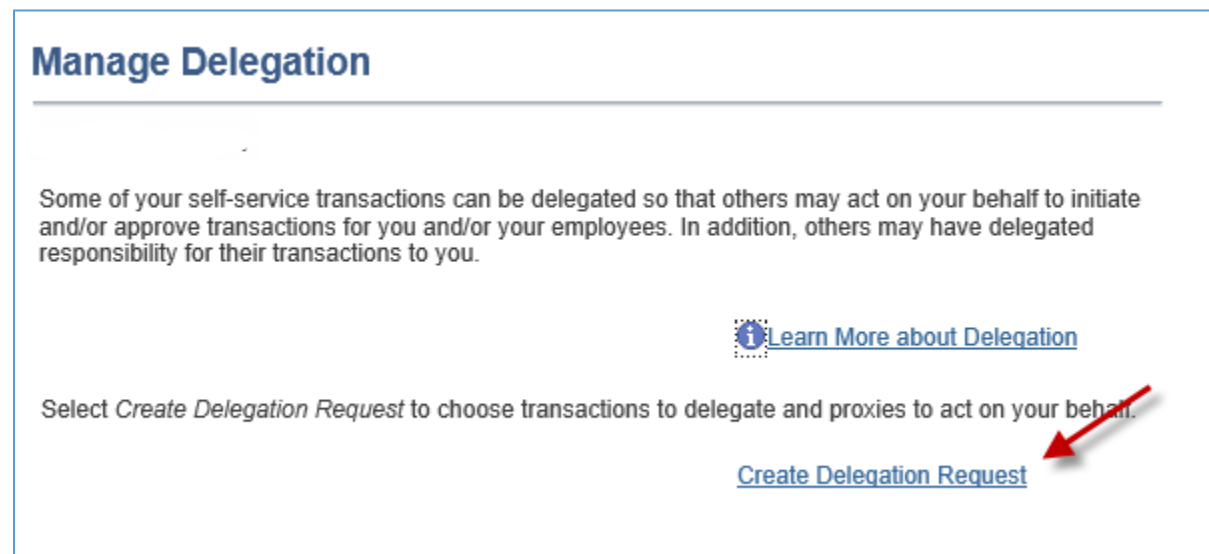
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**NOTE:** This is only for approving time at **MSS > Time Management > Approve Time and Exceptions > Reported Time**. The proxy will not have access to update the timesheet at the **MSS > Time Management > Report Time > Timesheet**. This means only Web Clock In/Out punches can be delegated to a proxy. If a department is not using the Web Clock, and is using paper time slips instead, only the supervisor for the time slip position and that supervisor's supervisor will be able to approve time.

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**Navigation:** *Main Menu > Self Service > Manager Delegation*

Click **Create Delegation Request** link.



**Manage Delegation**

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Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

[Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)

Enter the dates of the delegation request and click **Next**.



## Create Delegation Request

---

### Enter Dates

**Dean of Education**

Enter the dates for your delegation request. Enter a *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank.

Delegation Dates	
From Date:	<input type="text" value="02/23/2017"/> 
To Date:	<input type="text" value="03/15/2017"/> 

Select the transactions to be delegated.


## Create Delegation Request

---

### Select Transactions

Dean of Education

Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

Delegate Transactions	
	Transaction
<input checked="" type="checkbox"/>	Manage Approve Reported Time 
<input type="checkbox"/>	Manager Absence Approve
<input type="checkbox"/>	Termination Approve
<input type="checkbox"/>	Termination Initiate

[Select All](#)   [Deselect All](#)

The **Select Proxy by Hierarchy** screen will appear. This screen displays persons within your hierarchy that can be selected as proxies. Select the radio button next to the name of the person to be designated as the proxy. The Search by Name hyperlink can be used to search for proxies outside the hierarchy.

Click **Next** and **Submit**. The proxy selected will receive an email and must go to Manage Delegation to accept the delegation. Once the delegation is in place the approval can only be done by the proxy or the delegator's manager.

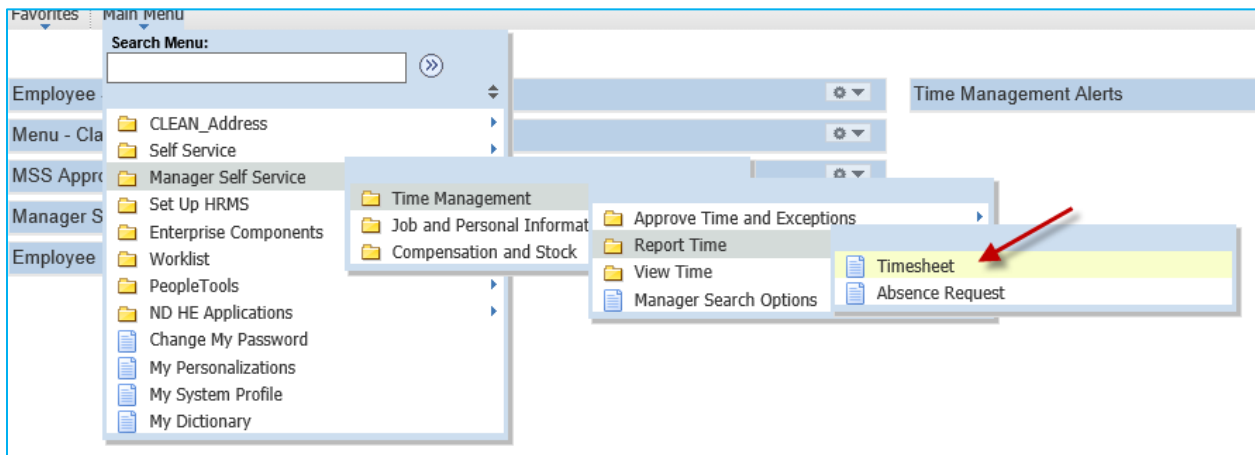
# SCENARIOS

## Scenario 1: Hourly Employee Forgets to Punch; Missing Punch

This page should be used to enter time by the supervisor for an hourly employee who may have forgotten to punch in/out or missed a punch or turned in late time.

**Please Note: There will be no more late time slips sent to HR/Payroll for entry. Late time will be entered by the supervisor and paid on the next available payday.**

**Navigation: Main Menu > Manager Self Service > Time Management > Report Time > Timesheet**



Enter or correct the information as shown on previous pages, entering positive time for hourly employees.

Once the hours are entered and submitted the hours will need to be approved on another page. The navigation is at: **Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Timesheet.**

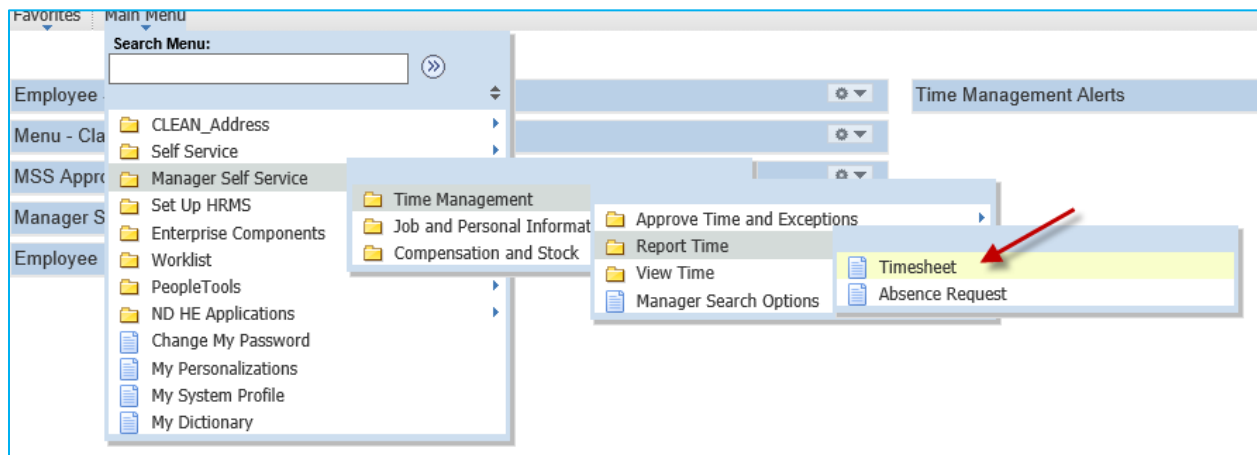


## Scenario 2: Employee Has Time to Enter From Prior Pay Period.

This page should be used to enter time by the supervisor for an hourly employee who may have forgotten to punch in/out or missed a punch or has late time.

**Please Note: There will be no more late time slips sent to HR/Payroll for entry. Late time will be entered by the supervisor and paid on the next available payday.**

**Navigation: Main Menu > Manager Self Service > Time Management > Report Time > Timesheet**



Enter or correct the information as shown on previous pages, entering positive time for hourly employees.

Once the hours are entered and submitted the hours will need to be approved on another page. The navigation is at: **Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Timesheet.**

### Scenario 3: Not All Employees Reporting to Me are Listed

In the event an employee(s) does not appear in the Report Time-Timesheet screen the most likely cause is the employee hasn't been hired or an incorrect date range is being used for a time when the employee is not active. Please contact the HR/Payroll office for assistance.

In the event an employee(s) does not appear in the Approve Time and Exceptions-Timesheet screen the most likely cause is the employee hasn't submitted the any time or all time has already been approved. The supervisor can navigate to the Report Time-Timesheet screen to verify hours have been entered and the status. Depending on the status is the action the supervisor should take. If all statuses are New there are no hours to approve so the employee would not appear in the approval page. If the status is Approved there are no more hours to approve so again, the employee would not appear in the approval page. If the status is Approval In Process contact the HR/Payroll office for assistance.

***Please Note: There will be no more late time slips sent to HR/Payroll for entry. Late time will be entered by the supervisor and paid on the next available payday.***

### Scenario 4: What Happens When the Employee Runs Out of Work Study?

When an employee on Work Study is close to running out of Work Study funds, the supervisor should advise the employee to stop selecting Work Study Hours-H14 from the drop down on the Web Clock or Time Clock. The employee should leave that field blank so the In/Out punches apply to Regular Hours-H01. When entering/approving time on the Timesheet screens, the supervisor should calculate the appropriate hours to apply to Work Study Hours-H14 and make sure any remaining hours for the pay period and ongoing for the remainder of the academic year apply to Regular Hours-H01.

## Scenario 5: What Happens When There is an Exception?

Managers should check for exceptions each pay period. Exceptions are monitored and resolved in coordination with HR/Payroll staff. Exceptions can be found on the Time Management Alerts pagelet on the home page. Work with HR/Payroll for assistance.

**Time Management Alerts**

Alerts	
Alerts	Occurrences
<a href="#">Reported Time Approval Required</a>	1
<a href="#">Exceptions to Review</a>	1
Absence Approval Required	0

**Exceptions**

Employee Selection Criteria

Description	Value
Time Reporter Group	<input type="text"/>
Empl ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>

**Instructions**

**Filtering Options**

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

Overview

Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>	TLX01540	More than 24 hours reported	07/01/2016	[REDACTED]	Admin Assist/Head Resident	High

Click Get Employees to view the employees in Exception. There can be several reasons an employee has an exception. Some examples include invalid combination code (funding source) or more than twenty-four hours reported in a day (most likely a missing punch).

---

**Note:** Exceptions cannot be resolved on this screen. Navigate to the Timesheet to fix the errors. Exceptions are monitored and resolved in coordination with HR/Payroll staff. If unsure contact the HR/Payroll office for assistance.

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