Manager Self Service
Training Manual for
Time and Labor-
Hourly, Non-Benefited Positions

ORACLE/PEOPLESOFT
VERSION 9.1

Human Resource/Payroll
How-To Guide
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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.

At this time, all employees being paid as a work study student will continue to use a paper time slip. The paper time slip must be sent to the HR/Payroll office for entry each pay period. It cannot be entered by the department. If it is not sent to HR/Payroll by the deadline each pay period the hours will not be paid.

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.

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.

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:
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. Override the Combination Code for a particular day by looking up the desired funding.

**At this time, all employees being paid as a work study student will continue to use a paper time slip.** The paper time slip must be sent to the HR/Payroll office for entry each pay period. **It cannot be entered by the department. If it is not sent to HR/Payroll by the deadline each pay period the hours will not be paid.**

**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.

**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.
Approve Messages:

Deny Messages:
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.

At this time, all employees being paid as a work study student will continue to use a paper time slip. The paper time slip must be sent to the HR/Payroll office for entry each pay period. It cannot be entered by the department. If it is not sent to HR/Payroll by the deadline each pay period the hours will not be paid.

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 1st or the 16th of each month. Click Get Employees button.
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. Override the Combination Code for a particular day by looking up the desired funding.

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

Managers 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.

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.

Navigation: Main Menu > Self Service > Manager Delegation

Click Create Delegation Request link.

Manage Delegation

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:** 02/23/2017
- **To Date:** 03/15/2017

[Next] [Cancel]
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.

<table>
<thead>
<tr>
<th>Transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Approve Reported Time</td>
</tr>
<tr>
<td>Manager Absence Approve</td>
</tr>
<tr>
<td>Termination Approve</td>
</tr>
<tr>
<td>Termination Initiate</td>
</tr>
</tbody>
</table>

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.

At this time, all employees being paid as a work study student will continue to use a paper time slip. The paper time slip must be sent to the HR/Payroll office for entry each pay period. It cannot be entered by the department. If it is not sent to HR/Payroll by the deadline each pay period the hours will not be paid.

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 > Report Time > 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.

At this time, all employees being paid as a work study student will continue to use a paper time slip. The paper time slip must be sent to the HR/Payroll office for entry each pay period. It cannot be entered by the department. If it is not sent to HR/Payroll by the deadline each pay period the hours will not be paid.

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 show on previous pages under 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 timesheet navigation please contact the HR/Payroll office for assistance.

In the event an employee(s) does not appear in the Reported Time page the most likely cause is the employee hasn’t submitted the timesheet. The supervisor can navigate to the timesheet 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.

At this time, all employees being paid as a work study student will continue to use a paper time slip. The paper time slip must be sent to the HR/Payroll office for entry each pay period. It cannot be entered by the department. If it is not sent to HR/Payroll by the deadline each pay period the hours will not be paid.

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 There is an Exception?

Managers should check for exceptions each pay period. Exceptions are resolved by editing the employee’s timesheet. Exceptions can be found on the Time Management Alerts pagelet on the home page.
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. If unsure contact the HR/Payroll office for assistance.