



Entering Time and Labor for Exception Reporters



This document provides instructions on:

- I. Entering Time and Labor for exception reporting employees
 - A. Opening the Month at a Time panel
 - B. Entering a full day of sick, vacation, personal, comp or other time in the Daily Earnings panels
 - C. Entering less than a full day of sick, vacation, personal, comp or other time in the Daily Earnings panels
 - D. Entering Overtime in the Daily Earnings panels
 - E. Daily Summary panel and Daily Comments panel



Note: Exception reporting employees (exception hourly employees) work a set number of hours during each pay period, and must only report exceptions to their regular work schedule. They are also known as “salaried” employees.



To Log On to Human Resources/e*mpac System to enter time:
 Go to <https://inside.umassadmin.net/> and click on Human Resources, HR Applications, then HR Production. Log on to PeopleSoft. When the logon panel appears, enter your Operator ID and Password and click OK. The initial PeopleSoft panel will open.

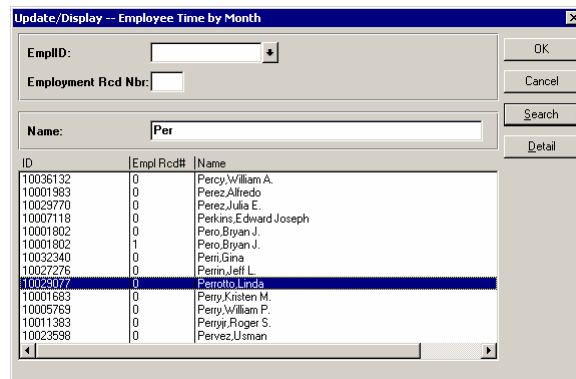
A. Open the Month at a Time Panel



Go → Capture Time and Labor
 Use → Employee Time by Month → Month at a Time

At the “Update/Display – Employee Time by Month” sub-panel (Figure 1):

1. enter *EmplID* and click “OK,” or
2. enter the first three letters of the last name in the *Name* field (Name field is case sensitive), click “Search,” select the employee, and then click “OK”





The **Month at a Time** panel will appear, with the current month displayed (Figure 2). To find a day in a month not showing, either use the “<<Prev” or “Next>>” buttons to move month by month to the desired date, or click the “Month/Year” button and enter the month and year of the desired date.



Note: The days in the current pay period will be identified by a code and the number of hours the employee is scheduled to work. To view a list of the codes and their meanings, click on the **Month at a Time Legend** panel tab or the “Legend” button on the bottom right-hand side of the panel.

Perrotto,Linda ID: 10029077 Empl Rcd#: 0

<< Prev Next >> March 2002 Month/Year

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 L 8.00	2 A 0.00
3 A 0.00	4 L 8.00	5 L 8.00	6 L 8.00	7 L 8.00	8 L 8.00	9 A 0.00
10 A 0.00	11 L 8.00	12 L 8.00	13 L 8.00	14 L 8.00	15 L 8.00	16 A 0.00
17 A 0.00	18 H L 8.00	19 L 8.00	20 L 8.00	21 L 8.00	22 L 8.00	23 A 0.00
24 E 0.00	25 E 8.00	26 E 8.00	27 E 8.00	28 E 8.00	29 E 8.00	30 E 0.00
31 E 0.00						

Legend

HR PRODUCT Month at a Time Update/Display

3. Click the button for the day for which time is to be entered.

The Employee Daily Time panel group will open, with the Daily Earnings panel displayed (Figure 3). The employee’s default Time Reporting Code (TRC) will display in the TRC field and the standard daily hours will display in the Hours field.

Perrotto,Linda ID: 10027581 Empl Rcd#: 0

Date Under Report: 03/20/2002 Workgroup: B_SEIUPROF

Scheduled Hours: 8.00 Rule Override Actual Hours: 8.00000

Time Rptg Cd	Seq	Hours	Dollars	Units
REG	1	8.00000		

Comments Override Tasks U

Apply Rules

OK Cancel Apply



Note: Things to Remember

- **Report Time In Hours And Decimals**

Fractions of hours must be report as decimals in quarterly increments

15 minutes = .25

30 minutes = .50

45 minutes = .75

The actual time increments entered for an employee must be consistent with the applicable collective bargaining agreement or University policy that governs that employee's use of time.

- Remember to press the **Tab** key to move from one field to another. Press **Shift/Tab** to move back to a previous field.
- To look up a **Time Reporting Code**, click on the arrow next to the TRC field. A list of codes valid for that employee's workgroup will be displayed.

- **Insert and Delete Rows**

On many Time & Labor panels, the Insert Row and Delete Row buttons are not available. Function keys must be used if these buttons are not available. They are:

F7 key = Insert a row

F8 key = Delete a row

Be sure that your cursor is in the correct location on the panel when you insert a row.

- If you are viewing the Month at a Time panel and are ready to call up the same panel for the next employee, click on the blue check mark button (Update/Display) in the toolbar. Enter the next employee's ID number or name in the search panel. The Month at a Time panel will appear with that employee's scheduled time.
- If you access the Daily Earnings panel merely to view time entered for an employee on a given day, click on the "Cancel" button to cancel out of the panel.
- When you enter time, remember to check for an error report the next day in the Report Distribution Tool. If you do not see an error report, you have no errors to correct.
- Familiarize yourself with the Cascading Leave policy before you correct an error.
- You may need to look up personal, sick and vacation leave balances as you enter time, so it is a good idea to keep the Leave Accruals panel open along with the Month at a Time panel.



B. Entering a full day of sick, vacation, personal, comp or other time in the Daily Earnings panels



Note: If you are entering exception time for all of the employee's scheduled hours for that day (e.g., 7.5 hours, 8 hours, 4 hours, 3.75 hours), change only the default code (e.g., REG to VAC), not the hours.

Example: An employee with a work schedule of 7.5 hours per day, Monday through Friday, is reported out sick for the day.

1. Open the employee's Month at a Time panel (see Section A above).
2. Click on the date on which you want to enter the exception.
3. Tab to the TRC field (REG) and type the appropriate time reporting code: e.g. SIC, FSK, VAC
4. Click OK.

You will return to the Month at a Time panel. Notice that the code in the date on which you have entered the time has changed. Now click on another date in the calendar to report additional time for this same employee, or click on the blue check mark button (Update/Display) in the toolbar to enter time for another employee.

C. Entering less than a full day of sick, vacation, personal, comp or other time in the Daily Earnings panels



Note: If the exception does NOT cover the employee's entire standard hours for that day, insert a row(s) and make adjustments using appropriate codes and time so that all the hours entered equal the employee's standard hours for that day (e.g., 7.5 hours, 8 hours, 4 hours, 3.75 hours). It is necessary to insert rows when an employee requests less than a full day of sick, personal, vacation or comp time, or does not have enough accrued time to cover an absence.

Example: An employee with a work schedule of 8 hours per day, Monday through Friday, requests a half a day of sick time (Figure 4).

1. Open the employee's Month at a Time panel (see Section A above).
2. Click on the date on which you want to enter the exception(s).
3. Tab to the TRC field, which now contains the REG code. There is no need to change this code.
4. Tab to the Hours field and enter the number of hours worked.
5. With the cursor in either the Hours field or the TRC field, press F7 to insert a row.
6. Tab to the TRC field in the new row and enter the appropriate time reporting code e.g. SIC, FSK, VAC.
7. Tab to the Hours field in the new row and enter the number of hours reported for this class. Note that the total number of hours reported cannot be more than the scheduled hours for the day, or less than the schedule hours for the day.
8. Click on OK.

Job Aid: Entering Time and Labor with Rapid Log



When reporting time for a large number of positive reporting employees, the recommended panel is “Rapid Log for Positive Employees,” as it provides the ability to enter time for employees a week at a time rather than a day at a time. However, “Employee Time by Month” can also be used to enter time for positive reporting employees.

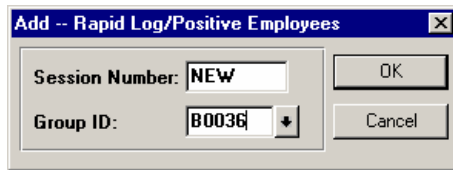


Note: The “Rapid Log for Positive Employees” can only be used on the **Thursdays** and **Fridays** for the week in which the time is being entered. Rapid Update runs on the Monday night after the first week in a pay period (and on the Sunday night after the second pay week), and processes the prior week’s time entry. Then any corrections to the Rapid Log that need to be made can be done on Monday using “Employee Time by Month” panel.

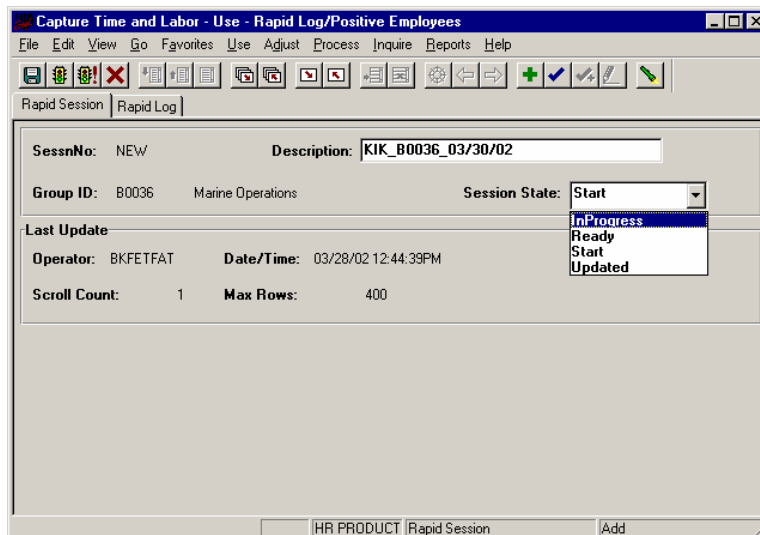


Go → Administer Workforce → Capture Time and Labor
Use → Rapid Log/Positive Employees → Rapid Session → Add

1. Do not change the session number. Select the **GroupID** and click **OK**. The Group ID is the first five characters of the Department ID. If your department has access to multiple departments information, a “Dynamic” Group ID will show here instead; this number represents a collection of all departments that fall under your department.



2. Enter a name for this session in the “Description” field. Use your initials, followed by an underscore, followed by the Group ID, followed by an underscore, followed by the week-ending date (e.g., KIK_B0036_03/30/02). The “Session State” will change to “In Progress” once the week-ending date is entered on the Rapid Log panel.





3. Click on the **Rapid Log** tab. Enter the **week-ending date** in the “Wk End Date” field. Once you tab out of the “Week Ending Date” field, dates are populated for each day of the week.
4. Use the scroll bar to find the employee’s record for which time needs to be entered. The panel will display the employee ID, employee name, employment record number, workgroup, account, and the pay rate. For student employees split between federal work-study and a department match, “account” will only show the department match.

5. Using the tab key to move from one field to the next, enter the appropriate number of hours worked by the employee for each day. As you enter hours, the system will update the “Totals” field for that employee.

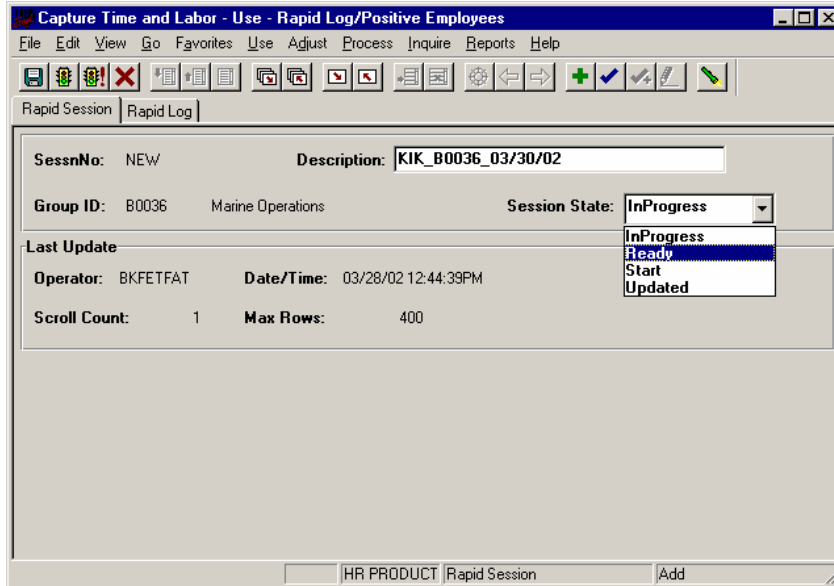
Only enter data in the row with the TRC for each employee. **Do not delete or change the TRC, even if the employee did not work, and do not add any TRCs in the blank TRC fields.**

Note: The following are the most common codes you will find in the TRC field:

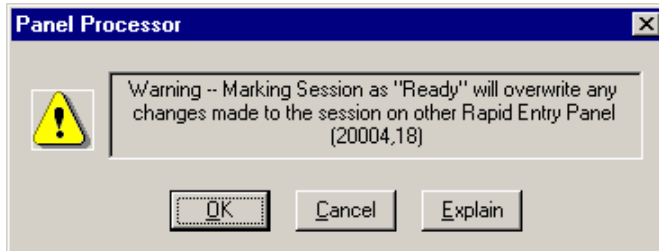


- **STYWS** = Work Study Students
- **STYSH** = Non Work Study Students
- **REE, RHH, RJJ** = Hourly Employees (Non-Student)

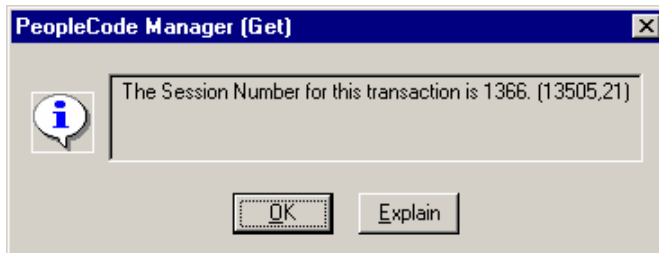
6. Once you have completed time entry for an employee, scroll to the next employee’s record to enter time.
7. Once all time has been entered, move back to the Rapid Session panel and change “Session State” from “In Progress” to **Ready**. Then click (**Save**).



8. Click **OK** when the warning message appears.



9. A dialog box with a Session Number will appear. Make note of the number and click **OK**. Time entry is complete and the session is saved.



Note: If all time has NOT been entered, but you need to leave the session, you can still save the entry to that point by clicking **Save**. A warning will appear to say the session must be marked as “Ready” before being processed by Rapid Update. Click **OK**. Another screen will appear indicating the “Session Number” for this Rapid Update Log. Make a note of the number and click **OK**. The session can be returned to later (as long as it is Thursday or Friday of the week in which time is being entered).

10. To open a session that already exists (was saved but not set to Ready). Navigate to:



Go → Administer Workforce → Capture Time and Labor
Use → Rapid Log/Positive Employees → Rapid Session → Update/Display

11. Enter the **session number**, select the **GroupID** and click **OK**.

SessnNo	Group ID	Descr



Note: Things to Remember

- Report Time In Hours And Decimals
 - 15 minutes = .25
 - 30 minutes = .50
 - 45 minutes = .75
- Press the **Tab** key to move from one field to another.
- You **cannot** Insert and Delete Rows in Rapid Log.
- If corrections need to be made after the Thursday or Friday, and/or after a session has been set to "Ready" (e.g., you need to change 4 hours to 6 hours), it can be done on Monday using "Employee Time by Month."
- Once you mark the session as "Ready," remember to check for an error report the next day in the Report Distribution Tool. If you do not see an error report, you have no errors to correct.
- Rapid Log can only be used on the Thursday and/or Friday for the week in which the time is being entered. Otherwise, you must use the "Employee Month at a Time" panel.
- Sessions **must** be changed to "Ready" by midday on Friday of the week in which time is entered. Rapid Log queries are run at the end of the day on Fridays, searching for sessions that have not been changed to "Ready".
- Once a session has been changed and saved to "Ready," it **cannot** be changed back to "In Progress." If you change the session back to "In Progress," you will have to re-enter all the hours.