



HR Direct –UNDERSTANDING MULTIPLE JOBS

Intro: Some hourly employees have multiple job records that managers may see when approving time. This is often because a person is funded from different financial accounts and is most common among grants employees.

Below are some tips to understanding the different job records.

Viewing Employee Details Prior to Approval

1. Navigate to [Manager Self Service > Approve Time and Exceptions > Payable Time](#)
2. Use the **Employee Selection Criteria** section of the **Approve Payable Time** page to select a group of employees, or an individual employee, for time approval.
3. The employee(s) selected that need time approved will appear at the bottom of the page. An example of this is displayed below.

NOTE: Only employee job records that have time needing approval will appear.

<u>Select</u>	<u>Name</u>	<u>Employee ID</u>	<u>Empl Rcd Nbr</u>	<u>Time Reporting Code</u>	<u>TRC Quantity</u>	<u>Job</u>	<u>Department</u>	<u>Workgroup</u>	<u>Business Unit</u>	<u>Supervisor ID</u>
<input type="checkbox"/>	Patricia Research	10867810	2	REE	9.750000	HJ4600	L630200	L_HRLYNE	UMLOW	10028422
<input type="checkbox"/>	Patricia Research	10867810	4	REE	10.000000	HJ4600	L630200	L_HRLYNE	UMLOW	10028422
<input type="checkbox"/>	Patricia Research	10867810	5	REE	9.750000	HJ4600	L630200	L_HRLYNE	UMLOW	10028422

The fields displayed provide some information to help differentiate between the multiple jobs. In the example above, if the manager wasn't aware of the different employee records (Empl Rcd Nbr), they may need to drill down to the [Timesheet](#) to see more details.

4:

Click on the hyperlinked name [Patricia Research](#) for the desired record. This will open up the **Approve Payable Time** page for the employee. This is where the total hours per day can be reviewed and approved.

Approve Payable Time

Patricia Research Employee ID: **10867810**
 Job Title: Clerical Services Employee Record Number: **2**
[Next Employee >>](#)

Select the time you wish to approve and then click the Approve button.

Start Date: End Date:

Approval Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-3 of 3](#) | [Last](#)

Overview | **Time Reporting Elements** | Task Reporting Elements | Chartfields | [Filter](#)

Select	Date	Time Reporting Code	Quantity	Type	Adjust Reported Time	Comments
<input type="checkbox"/>	11/29/2010	REE	2.750000 Hours		Adjust Reported Time	
<input type="checkbox"/>	12/01/2010	REE	4.000000 Hours		Adjust Reported Time	
<input type="checkbox"/>	12/02/2010	REE	3.000000 Hours		Adjust Reported Time	

[Select All](#) [Clear All](#)

[Approve](#)

5.

Click on the [Adjust Reported Time](#) link and the employees **Timesheet** page will display.

Timesheet

Patricia Research Employee ID: 10867810 Workgroup: L_HRLYNE Hourly Rate: 14.000000
 Job Title: Clerical Services Employee Record Number: 2 Department: L630200 Biological Science

[Click for Instructions](#)

Combo Code	Percentage
L111195	

Additional information on this timesheet page includes the hourly rate of pay and the Combo Code(s) used to pay the employee for this job record.

Optional Navigation The manager can view the Combo Code(s) by going directly to the employee timesheet. **Manager Self Service > Report Time > Timesheet**

This option allows the manager to see the timesheets for their employee's job records. It does not require the employee to have any reported time.