

# Employee Self Service Time and Labor Training Manual

PeopleSoft 9.2



ACCESS. INNOVATION. EXCELLENCE.

## **DISCLAIMER**

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Written by the North Dakota University System, September 2018.

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## **EXCLUSION**

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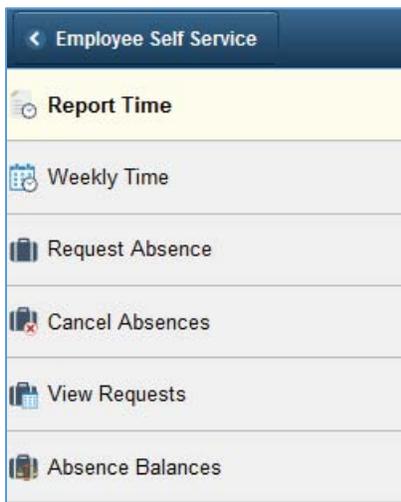
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# HOURLY/PUNCH EMPLOYEES

Hourly employees that punch in/out will utilize a feature called Report Time. Report time is accessed from the ESS home page and click on the Time tile.



Once the Time Tile is selected another page opens up and the left side of the page has different links available for quick access. This is called a navigation collection. The navigation collection can be hidden and unhidden by clicking on the  button half way down the page.

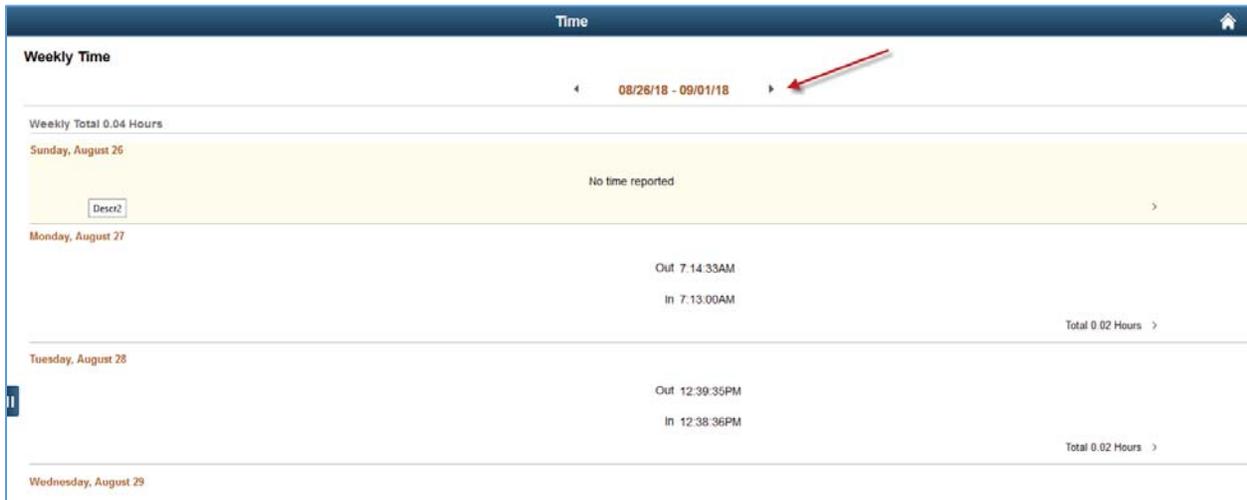


The first link displayed is **Report Time**. This new feature replaces the classic web clock. Select the Punch Type In and click on the Submit button. The Time Reporting Code (TRC) defaults to Regular Earnings – H01. Only change this if directed by a manager. To punch out navigate to Report Time again and select Punch Type of Out and click Submit.

If directed by a manager to select a funding source (combination code) click open the Time Details and click on the lookup glass under the combination code. The only combination codes that will appear are ones that are attached to the employees department. The employee may also add comments which will be displayed on the classic timesheet for managers or central administrative staff.

After the punch is submitted the recorded information can be viewed under the Submitted Hours section.

The Weekly Time link opens up to a week view. To view other weeks click the arrows next to the date either backward or forward.



The other links listed in the navigation collection apply to the Absence Management. Information regarding Request Absence, Cancel Absence, View Requests and Absence Balances can be found in the ESS for Absence Management. Temporary (non-benefited) employees that are not eligible for a leave plan will have the links available but will not have any actions available to take.

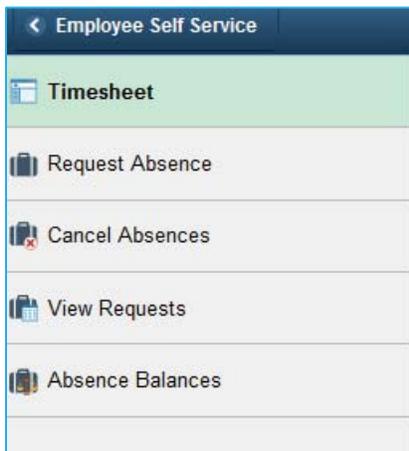
To navigate to the Time tile click on the compass  in the upper right hand corner of the page. Click on Navigator > Self Service > Time Reporting > Report Time > Time.

## SALARY/ELAPSE EMPLOYEES

Salaried employees that need to submit hours will utilize the **Timesheet**. The Timesheet is accessed from the ESS home page and click on the Time tile.



Once the Time Tile is selected another page opens up and the left side of the page has different links available for quick access. This is called a navigation collection. The navigation collection can be hidden and unhidden by clicking on the  button half way down the page.



The Timesheet is the first link for salaried employees. Employees enter a total number of hours worked each day. Salaried non-exempt employees are expected to enter and submit time for only for

work weeks where overtime is incurred. Salaried exempt employees are not required to use the timesheet. Employees eligible for comp time (regular/benefited) will have the option to select Comp Time in lieu of being paid out overtime. Select an Override Combo Cd only if directed by a manager.

**Timesheet**

Employee ID  
Custodian  
\*\*\*\*\*  
Actions ▾

Empl Record 0  
Earliest Change Date 08/06/2017

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period

\*Date 08/01/2018 08 01

Scheduled Hours 89.00 Reported Hours 0.00

From Wednesday 08/01/2018 to Wednesday 08/15/2018 ?

Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15
<input type="text"/>														
<input type="text"/>														

Submit

Reported Time Status Summary Absence

Reported Time Status Personalize Find 1 of 1

Date	Total	TRC	Description	Sched Hrs	Add Comments
	0.00			0.00	

Self Service  
Time Reporting

Total	Time Reporting Code	Override Rate	Comp Time	Override Combo Cd		
	Regular Hours - H01		<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
	Regular Hours - H01		<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
	Regular Hours - H01		<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

The other links listed in the navigation collection apply to the Absence Management. Information regarding Request Absence, Cancel Absence, View Requests and Absence Balances can be found in the ESS for Absence Management.



To navigate to the Time tile click on the compass  in the upper right hand corner of the page. Click on Navigator > Self Service > Time Reporting > Report Time > Time. When using the navigation Self Service > Time Reporting > Report Time > Timesheet it will not enable the navigation collection.

## REPORTING TIME WITH MULTIPLE JOBS

Hourly employees with multiple jobs will need to select the job they are punching in/out by selecting a job from the drop down menu. Once the job is selected the steps are the same as above.



The screenshot displays the 'Employee Self Service' interface for reporting time. The main heading is 'Report Time'. On the left, a sidebar contains navigation options: 'Report Time' (highlighted), 'Weekly Time', 'Request Absence', 'Cancel Absences', 'View Requests', and 'Absence Balances'. The main content area shows the date 'Tuesday, Aug 28, 2018' and a dropdown menu labeled '\*Select a Job'. A red arrow points to the dropdown menu, which is open, showing two options: 'CFA Non Student 2' and 'Stagehand/Usher - NonStudent'.