

PeopleSoft Handbook

Time and Labor

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Chapter 1 - Understanding Time and Labor

PeopleSoft Time and Labor is an innovative and robust application for capturing positive and exception time. It has self-explanatory pages where timekeepers can enter daily and weekly time, and managers and administrators can easily review and change time. The heart of the application is the Time Administration processing feature, which processes all the time reported. The processed time is then loaded into the Payroll system for payment.

Benefits of Time and Labor include:

- Decreases paper flow
- Elimination of paper timesheets
- Ability for timekeepers to directly enter information from timecards and leave forms into Time and Labor (rather than sending them to the Payroll department for input)
- Online Account Code (budget number) charges (bypass Budget office up front)
- Decreased chances of time-reporting errors
- Online Leave Validation (Example: validating sick time against leave banks)
- Limited availability of Time Reporting Codes based on employee eligibility.

Terminology Used with Time and Labor

Time Reporting Code (TRC)

In simple terms, a Time Reporting Code (TRC) is a way to collect hours and units of work for compensation. The timekeeper will enter the number of hours reported for the designated date, in association with the proper Time Reporting Code, directly into the Time and Labor application. TRCs track compensatory time, and report items currently submitted on paper timecards and leave forms (such as workshops).

A list of current Time Reporting Codes is found on the Payroll website under Timekeeper: Payroll Resources. Navigation: SDUSD webpage > Staff Portal > Resources > Timekeeper Resources under Payroll heading.

Combination Codes

Combination Codes are the equivalent of what are referred to as HCM Account Charge numbers. It is a concatenation of General Ledger Chart Field values and is used to charge time to different departments' budgets within SDUSD. Combination Codes are only used when time is being charged to a budget different from the time reporter's primary position.

Time Reporter

A Time Reporter is an employee for whom time is reported in Time and Labor. Each site timekeeper will be responsible for time entry for the Time Reporters at their location. When hired into the Human Resource system, the employee is added to a Time and Labor Workgroup (see Workgroups on page 4). Once enrolled in Time and Labor, the employee will be available for schedule assignment and time entry. There are two types of Time Reporters:

Positive Time Reporters - Positive Time Reporters are employees who require time entry in order to receive payment. Each hour worked must be reported in Time and Labor (includes items such as regular and overtime) to be paid. All hourly employees and subs require positive time reporting.

Exception Time Reporters - Exception Time Reporters are employees who require time entry only when an exception to their standard workday occurs. All salaried employees will be paid their full salary

unless exceptions are reported. Exceptions include items such as vacation, sick leave, jury duty, and bereavement.

Workgroups

As mentioned previously, when hired into the HR system, employees are assigned to a Workgroup in order for time to be reported for them through Time and Labor. A Workgroup is a group of time reporters who share common characteristics. Workgroups at SDUSD are defined by the following characteristics:

- Employee Type (Hourly or Salaried)
- FLSA Status (overtime eligibility)
- Union

Thus, all time reporters who have the same employee type, overtime eligibility and union are together. Example: Salaried employees who are eligible for straight time overtime in the OTBS bargaining unit will be in the same Workgroup. Each Workgroup is assigned a Time Reporting Code Program (grouping of TRCs) which consist only of TRCs that employees enrolled in that Workgroup are eligible for. Thus, the TRCs available for time reporting for a particular employee is based on the three characteristics listed above. Therefore, when reporting time for the employee in the example, a TRC for overtime (time and half) should NOT be available (but the TRC for straight time would be).

When an employee's HR data changes for reasons such as promotions, demotions, or transfers, their characteristics for Workgroup membership may change, requiring an update in the Time and Labor Workgroup enrollment. When an employee terminates, their Workgroup enrollment in Time and Labor must be inactivated.

Schedule Assignment

In Time & Labor, when salaried employees are placed in a Workgroup, they are assigned a Work Schedule. The Schedule represents the employee's work year calendar, consisting of a series of ON (work) and OFF (non-work) days. The ON and OFF days will mirror the paper calendars distributed to sites. **Schedule assignment is only for salaried employees.**

Dynamic Groups

Time and Labor provides Dynamic Group security that limits access to employee's time. District dynamic groups are categorized by location and employee type. Timekeepers can only see the Dynamic Groups for whom they have access. Specifically, hourly employees at their location, salaried employees at their location, and the substitute labor pool (locations 5998, 5830). Listed below is an example of the Dynamic Groups a timekeeper would see based on their department (where xxxx represents their 4-digit location):

- xxxxS (salaried)
- xxxxH (hourly)
- 5998H (Certificated and Classified Substitutes)
- 5830H (to be used ***only*** if associated with CDC Certificated VT subs including attendants/assistants)

Duties of a Site Timekeeper

The following items are duties that site timekeepers will perform on a regular basis:

- Report positive time for hourly employees based on timecards.
- Report exception time for salaried employees based on timecards and leave request forms.
- Report positive time for salaried employees for extra time, overtime and compensatory time based on timecards.
- Report time to different Combination Codes (budget charges) if required.
- Track Compensatory Time earned and taken.
- Manage timecards.
- Manage Leave Applications
- Track validity of IA/Sick Leave absences through physician's signatures (when required)
- Track validity of short-term leave with pay
- Track jury duty subpoenas and time clock slips
- Track military leave (2-week training papers)
- Verify court witness subpoenas.
- Track short term leave without pay.
- Make prior period time adjustments.

NOTE: Subpoena, Military Leave, Industrial Accident and Jury Duty are no longer the responsibility of the Payroll Department. It is now the sites responsibility to keep track of the validity of their employee's absences and corresponding documentation.

All of these duties are covered in more detail in the rest of the manual.

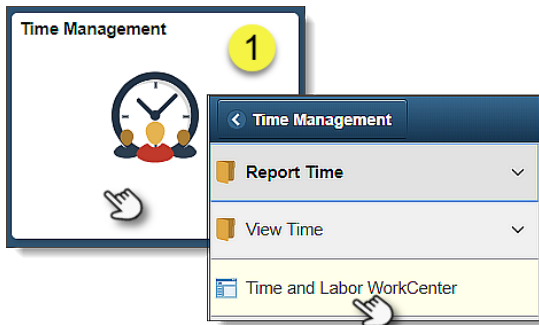
Chapter 2 - Time and Labor WorkCenter

How to use the Time and Labor WorkCenter

The Time and Labor WorkCenter helps Timekeepers easily access all tools necessary to perform their Timekeeper related tasks, including the timesheets, internal and external links, as well as PeopleSoft HCM reports and queries.

Step 1

Navigation: PeopleSoft HCM > Time Management > Time and Labor WorkCenter



Step 2

The Time and Labor WorkCenter page below has two main sections:

- 2a. Left side of the page display links to Time and Labor applications and materials.
- 2b. Right side of the page displays the Time and Labor Timesheet Summary.

Time and Labor WorkCenter Page

The screenshot shows the 'Time and Labor WorkCenter' page. On the left, there is a 'Links' pane with various categories like 'External Payroll Links', 'External T&L Links', 'PeopleSoft T&L Links', and 'PeopleSoft HR Links'. A yellow circle labeled '2a' is placed over the 'External T&L Links' section. On the right, the 'Timesheet Summary' section is visible, featuring an 'Employee Selection' form with fields for 'Time Reporter Group', 'Employee ID', 'Last Name', and 'First Name'. A yellow circle labeled '2b' is placed over the 'Employee Selection' form. At the top of the page, there is a red arrow pointing to a double arrow icon with the text 'Click the double arrows to hide or show the WorkCenter'.

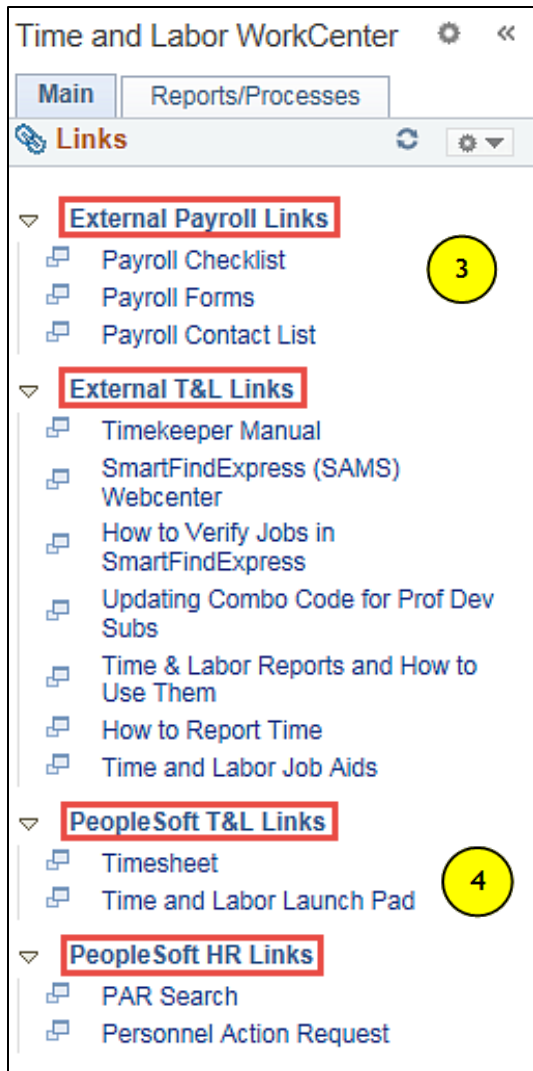
NOTE: By default, the timesheet summary search page will display when you first open the WorkCenter. As you use the timesheet page, you can leave the WorkCenter open or click the double arrows to hide or show the WorkCenter.

Step 3

The Main tab displays the following: External Payroll Links, External T&L Links, PeopleSoft T&L Links, and PeopleSoft HR Links.

Step 4

Click the appropriate link. All **External Payroll** and **T&L Links** go directly to a web page or training materials and open in a new browser tab. All **PeopleSoft T&L and HR Links** are PeopleSoft function pages, which, if selected, will display on the right side of the Time and Labor WorkCenter.



Step 5

The **Reports/Processes** tab displays the following reports and queries: **T&L Reports, HR Reports, T&L Queries.**

Step 6

Click the appropriate link for the **T&L Reports**, **HR Reports** or **T&L Queries** you wish to run. The report or query will display on the right side of the Time and Labor WorkCenter.



Chapter 3 - Time Entry

Exception Time (Salaried employees)

-
- Exception time only (negative) - Employees will be paid their full salary unless exceptions are reported.
- TRCs are available based on an employee's union affiliation and FLSA status.
- Absences, extra assignments, overtime and compensatory time are also exceptions.
-

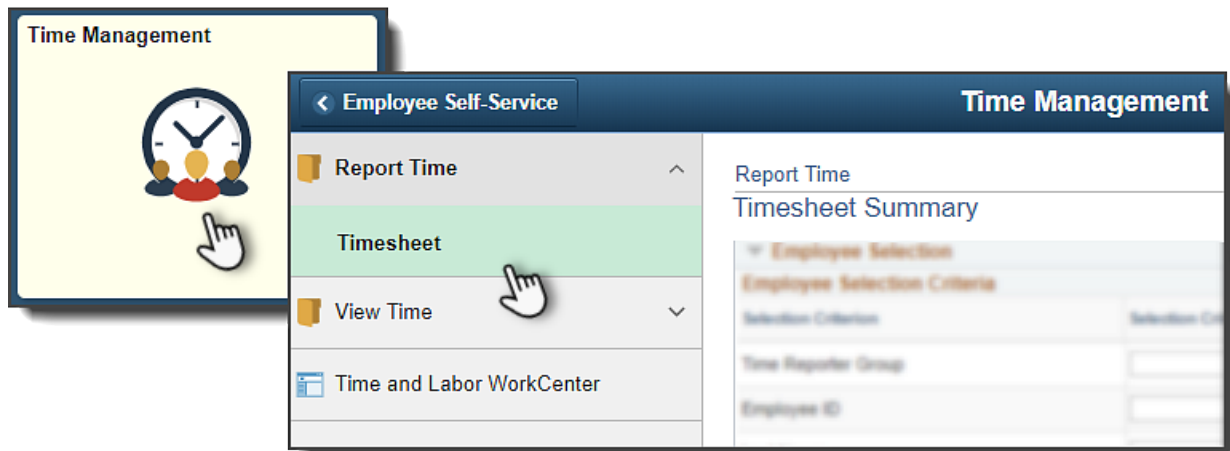
Please report all absences on the timesheet in Time and Labor as they are reported to you even if you have not received a form authorizing the absence. You may report the absence based on the SAMS report, a phone call, an email message, etc. School sites should print the SAMS report daily and enter all absences from the report. The timekeeper must still pursue obtaining the absence form from the employee since it includes the employee's signature authorizing the leave. If the timekeeper is not successful in obtaining an absence form, then the matter should be brought to the administrator's attention.

SDUSD administrative procedure #7130 for sick leave absences states "*absent employees must submit a leave application form to the principal or department head within ten days after return to duty or after termination of period of disability. The form must be signed by the employee and principal or department head*".

NOTE: As a recommendation, do not wait to enter absences and positive pay hours until the day of the deadline. Do time entry daily or once a week. Waiting until the day of the deadline can be risky in case there are system problems and/or an unexpected absence. Posting of time after the deadline can create a delayed paycheck for the employee and manual intervention by payroll. Encourage employees at your site to turn timecards in daily or at the end of each week. When entering hours paid and leave time into PeopleSoft Time and Labor System, all entries must be supported by timecards/leave forms and include the approving signature.

Step 1

Navigation: Time Management > Timesheet



Step 2

Timesheet Summary Page

Employee Selection

Employee Selection Criteria

Description: Time Reporter Group

Time Reporter Group: 0011S

Employee ID: []

Last Name: []

First Name: []

Buttons: Get Employees, Clear Criteria, Save Criteria

Change View

*View By: Week

Date: 09/09/2015

Show Schedule Information: [checked]

Employees For Chris Doe, Totals From 09/07/2015 - 09/13/2015

Last Name	First Name	Employee ID	Empl Record	Job Title
Doe	Chris	[]	0	Bldg Svcs Supv II
Doe	Chris	[]	0	Child Dev Cntr Asst

Step	Search Field	Information to Enter
2.1	Group ID	Enter the Group ID, Individual EmplID, or Name, or conduct a search by clicking . (Ex: 0011S)
2.2		Then click . NOTE: If you are searching for an employee in the 5998H or 5830H Group ID, you must enter either an EmplID or Name before you click . Name fields are case sensitive. (Ex: Smith)
2.3		Select the desired employee from the list of search results by clicking the employees' name.

- All Substitutes will be in Group ID 5998H (Certificated and Classified Substitutes)
- 5830H (to be used **only** if associated with CDC Certificated VT subs including attendants/assistants)

Employee Selection

Employee Selection Criteria

Description: Time Reporter Group

Time Reporter Group: 0011S

Employee ID: []

Last Name: []

First Name: []

Buttons: Get Employees, Clear Criteria, Save Criteria

NOTE: You can “Save Criteria” on this screen. For example, if you will always be selecting your Salaried Time Reporter Group you can save your selection criteria and the next time you access the

timesheet in Time and Labor you will see your saved selection. You can also clear your selection criteria by clicking the “Clear Criteria” button.

Step 3

The Employee’s Timesheet appears. To enter the information on this page you will need to reference any one of the Leave Forms/Timecards. The timecard contains all of the information you need to enter on this page.

Step	Field	Information to Enter
3.1	Reporting Date	Date defaults to the Monday of the current week. If necessary, change the date to the day of the week you are reporting. You can enter the date in the field or use the button to look up the date. Click the Refresh Timesheet button.

- To delete a row, click the button located on the far right of the screen.
- To add a row, click the button.

NOTE: View and /or report time by Calendar Period, Day or Week. The default is Week.

The timecard received by staff will have the information needed to enter information in the following fields:

Step	Field	Information to Enter
3.2	Date Boxes	Enter hours worked or missed from timecard in the appropriate boxes.

3.3	Time Reporting Code	Use the drop-down menu to select the appropriate Time Reporting Code. You can only have one TRC per line.
-----	---------------------	--

Step 4

Timesheet Page

Timesheet

Chris Doe Employee ID [REDACTED]
Empl Record 0
Earliest Change Date 07/01/2015

SAMPLE EMPLOYEE

Select Another Timesheet

*View By Week Previous Week Next Week
 *Date 09/07/2015 Previous Employee Next Employee

Scheduled Hours 0.00 Reported Hours 0.00 Punch Timesheet

From Monday 09/07/2015 to Sunday 09/13/2015

Mon 9/7	Tue 9/8	Wed 9/9	Thu 9/10	Fri 9/11	Sat 9/12	Sun 9/13	Total	Time Reporting Code	Combination Code	Comments
	2.00							OTH - Overtime (1.5x)	001100000023071502010000	Set up and clean up for meet
				8.00				SLF - Sick Leave Full		Need to get timecard


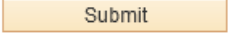

Submit Apply Schedule

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions

Reported Time Status Personalize | Find | 1 of 1


Date	Total TRC	Description
	0.000000	

[Return to Select Employee](#)

Step	Field	Information to Enter
4.1	Combination Code	Enter Combination Code (budget number) if necessary for employee. Click the  to search for Combination Code if not known.
4.2	Comments	Enter comments if necessary for employee.
4.3	Click 	
4.4	Click  on the Submit Confirmation pop up.	

Timesheet

Submit Confirmation

 The Submit was successful.

Time for the Week of 2015-09-07 to 2015-09-13 is submitted

OK

NOTE: Combination Code (HCM Account number) must be entered for substitutes populated with a default Combination Code (budget number) for professional development, overtime, extra time, or whenever reporting positive time.

Step 5

Plan Type	Plan Type	Recorded Balance
Leave	Sick Leave – Available	1012.50
Leave	Vacation – Available	332.38
Leave	Industrial Accident	0.00
Leave	Classified Sick Leave Incentiv	0.00
Leave	Floating Holiday	-8.00
Leave	Half Pay Sick Leave	0.00
Leave	Catastrophic Leave	0.00
Leave	Sick Leave – Accrued	1012.500
Leave	Vacation – Accrued	332.380

[Return to Select Employee](#)

Step	Field	Information to Enter
5.1	Reported Time Status, Reported Hours Summary, or *Balances	Click appropriate tab to view Reported Time Status, Summary, *Leave/Compensatory Time or Exceptions. *You can view employee’s Vacation, Sick Leave - Available, Sick Leave - Accrued, Half Pay Sick Leave, Floating Holiday balances, etc.
5.2		To select another employee, click the Return to Select Employee link.
5.3		As an option, you can also select the Previous Week Next Week links to navigate. Previous Employee Next Employee

Compensatory Time

Upon enrollment into Time and Labor, employees will automatically be enrolled in the default ***SDUSD Standard Compensatory Time Plan*** if their Workgroup is eligible. Only certain groups are eligible, these groups include most nonexempt and professional employees. Exempt employees are not eligible for compensatory time.

When compensatory time is earned, classified employees shall be provided the opportunity to take such time off within a ***reasonable*** time following the day on which the overtime is worked. If no such opportunity is provided, the employee shall be paid the accrued compensatory time. This applies to all employees in the Operations-Support Services Bargaining Unit, the Paraeducator Bargaining Unit and the School Police Services Unit.

Employees in the Office-Technical and Business Services Bargaining Unit shall be provided the opportunity to take compensatory time off within six work months of accrual. If no such opportunity is provided, the unit member shall be paid for the accrued compensatory time.

The site Timekeeper is responsible for tracking all compensatory time earned and taken via the timecard and Time and Labor. Salaried Employees eligible for comp time fill out the Compensatory Time Earned/Taken timecard when they have worked overtime that will be converted to Compensatory Time Earned, which will be taken as time off at a later date. They enter the dates, OT Worked and Equivalent Comp Time.

The calculation for the conversion of overtime to Comp Time Earned will be based on job classification eligibility, which determines if the multiplication factor is 1 or 1.5. Non-exempt employees get 1.5 times the hours worked and professionals get 1. Ex: An employee works 4 hours overtime, and is eligible for time and half; Comp Time Earned will be 6 hours (4 x 1.5). This does not mean that the employee is paid a wage of 1.5x more it means that their hours are 1.5x more.

The Site Timekeeper is responsible for viewing Compensatory Time Balances on a regular basis.

If the employee must be paid out for the Comp Time Earned, the reverse calculation will be required to determine hours of overtime. Ex: 6 hours of Comp Time Earned, and employee is eligible for 1.5x OT; Overtime paid out will be 4 hours (6/1.5). The employee is always paid the premium rate of pay (1.5 x regular rate). Only those employees eligible for straight time overtime are paid their regular rate of pay.

Reporting Compensatory Time Earned/Taken

Step 1

Navigation: Time Management > Timesheet

Report Time

Timesheet Summary **SAMPLE TIMESHEET**

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	0003S
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

Change View

*View By Week Show Schedule Information

Date 07/15/2014 Previous Week Next Week

Employees For Chris Doe, Totals From 07/14/2014 - 07/20/2014 Personalize | Find | 1-45 of 45

Time Summary	Demographics			
Last Name	First Name	Employee ID	Empl Record	Job Title
Doe	Chris	987654	0	Regular Teacher
Doe	Chris	654321	0	Regular Teacher

Step 2

Step	Search Field	Information to Enter
2.1	Group ID	Enter the Group ID, Individual EmplID, or Name, or conduct a search by clicking
2.2		Then click Get Employees . NOTE: If you are searching for an employee in the 5998H or 5830H Group ID, you must enter either an EmplID or Name before you click Get Employees . Name fields are case sensitive. (Ex: Smith)
2.3		Select the desired employee from the list of search results by clicking the employees' name.

- All Substitutes will be in Group ID 5998H (Certificated and Classified Substitutes)
- 5830H (to be used **only** if associated with CDC Certificated VT subs including attendants/assistants)

Step 3

The Timesheet page appears.

Step	Field	Information to Enter
3.1	Reporting Date	Date defaults to the Monday of the current week. If necessary, change the date to the day of the week you are reporting. You can enter the date in the field or use the button to look up the date. Click the Refresh Timesheet button.

From the timecard, fill in the following fields:

Step	Field	Information to Enter
3.2	Date Boxes	Enter hours from timecard in the appropriate boxes.
3.3	Time Reporting Code	Select the applicable TRC code that matches the timecard. Either CPE for Comp Time Earned, or CPT for Comp Time Taken.
3.4	Comments	Enter comments if necessary for employee.

NOTE: Overtime Equivalency calculation depends on FLSA status:

- Nonexempt employees are eligible for overtime at time and a half.
- Professional job classes are eligible only for straight time overtime.
- Exempt job classes are not eligible for overtime or compensatory time.

When all of the necessary information is entered, click .


Viewing Compensatory Time Earned in Time and Labor

After Time Administration runs, the compensatory time balances will be updated on the Compensatory Time page. The Site Timekeeper can view this at any time.

Step 1

Navigation: Time Management > View Time > Compensatory Time

The screenshot shows the 'Time Management' interface. On the left is a navigation menu with 'Compensatory Time' highlighted. The main content area is titled 'Compensatory Time' and includes a 'Select Employee' section. Under 'Employee Selection Criteria', there are input fields for 'Time Reporter Group', 'Employee ID' (123456), 'Last Name', and 'First Name'. To the right are buttons for 'Get Employees', 'Clear Criteria', and 'Save Criteria'. Below this is a table titled 'Employees For Chris Doe' with columns for Last Name, First Name, Employee ID, Empl Record, Job Title, Comp Time Off Plan, and Description. The table contains one entry for 'Doe, Chris' with Employee ID 123456, Job Title 'Classroom Assistant', and Comp Time Off Plan 'SDUSD_STD'.

Step	Field	Information to Enter
1.1	EmpID	Enter Employee ID.
1.2	Click	

Step 2

Compensatory Time View Page

The screenshot shows the 'Compensatory Time' view page for 'Chris Doe', a 'SAMPLE EMPLOYEE' with Employee ID 0 and Employment Record 0. The 'Comp Time Balance Summary' section displays: 'Compensatory Time Off Plan' SDUSD_STD, 'Expiration Period' Never, 'Date' 07/15/2014, and 'Balance at Start of Day' 14.00. A callout box points to the '14.00' value with the text 'Displays current balance'. Navigation links include 'Return to Select Employee', 'Manager Self Service', and 'Time Management'.

Step 3

Field	Display
Today's Date	Displays today's date.
Balance at Start of Day	Displays the compensatory time balance as of today's date. Compensatory Time hours never expire. (See page 14 for additional information)

Hourly Time Entry

Positive Time (Hourly employees)

- All hours worked must be reported
- Non-Represented (not represented by a bargaining unit/does not have a contract)
- Available Time Reporting Codes by Certificated or Classified
- Certificated or Classified Substitutes (Group ID 5998H)
- 5830H (to be used ***only*** if associated with CDC Certificated VT subs including attendants/assistants)

NOTE: It is recommended that you do not wait to enter absences and positive pay hours until the day of the deadline. Do time entry daily or once a week. Waiting until the day of the deadline can be risky in case there are system problems and/or you are unexpectedly absent. Posting of time after the deadline can create a delayed paycheck for the employee and manual intervention by payroll. Encourage employees at your site to turn timecards in daily or at the end of each week. When entering hours paid and leave time into PeopleSoft Time and Labor System, all entries must be supported by timecards/leave forms and include the approving signature.

Do not enter positive time for an employee before they actually work. In other words, do not enter positive time that may occur in the future. The time must be entered **after** the employee works it otherwise this could result in an overpayment.

Step 1

Navigation: Time Management > Time and Labor WorkCenter > Timesheet

Time Management New Window | Help

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	0123H
Employee ID	
Last Name	
First Name	

Get Employees
Clear Criteria
Save Criteria

Change View




*View By: Week
Date: 12/10/2018 Refresh
Show Schedule Information:
Previous Week Next Week

Employees For Chris Doe, Totals From 12/10/2018 - 12/16/2018 Personalize | Find | 1-12 of 12

Time Summary Demographics





Last Name	First Name	Employee ID	Empl Record	Job Title
Doe	Chris	123456	1	Classroom Asst


Step 2

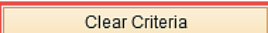
Step	Search Field	Information to Enter
2.1	Group ID	Enter the Group ID, Individual EmplID, or Name, or conduct a search by clicking  .
2.2		Then click  . NOTE: If you are searching for an employee in the 5998H or 5830H Group ID, you must enter either an EmplID or Name before you click  . Name fields are case sensitive. (Ex: Smith)
2.3		Click on the employee's name to access the Timesheet Summary page.


- All Substitutes will be in Group ID 5998H (Certificated and Classified Substitutes)
- 5830H (to be used ***only*** if associated with CDC Certificated VT subs including attendants/assistants)

▼ Employee Selection

Employee Selection Criteria	
Description	Time Reporter Group
Time Reporter Group	<input type="text" value="0011H"/> 
Employee ID	<input type="text"/> 
Last Name	<input type="text"/> 
First Name	<input type="text"/> 







NOTE: You can “Save Criteria” on this screen. For example if you will always be selecting your Hourly Time Reporter Group you can save your selection criteria and the next time you access the timesheet in Time and Labor you will see your saved selection. You can also clear your selection criteria by clicking the “Clear Criteria” button.

Step 3

The Timesheet page appears.

Timesheet Page

The screenshot shows the Timesheet interface for Chris Doe. At the top, it identifies the employee as 'SAMPLE EMPLOYEE' with an Employee ID and Empl Record 1. Below this is a 'Select Another Timesheet' section with a 'View By' dropdown set to 'Week', a date field for '09/07/2015', and buttons for 'Previous Week', 'Next Week', 'Next Employee', and 'Punch Timesheet'. The main table displays a weekly grid from Monday 09/07/2015 to Sunday 09/13/2015. The first row shows 1.00 hours reported for each day from Monday to Friday. The 'Total' column shows 5.00 hours. The 'Time Reporting Code' is 'LHR - Classified Hourly Pay'. Below the grid are 'Submit' and 'Apply Schedule' buttons. At the bottom, there is a 'Reported Time Status' summary table with columns for Date, Total TRC, and Description. The summary table shows a total TRC of 0.000000.


Step	Field	Information to Enter
3.1	Reporting Date	Date defaults to the Monday of the current week. If necessary, change the date to the day of the week you are reporting. You can enter the date in the field or use the button to look up the date. Click the Refresh Timesheet button.

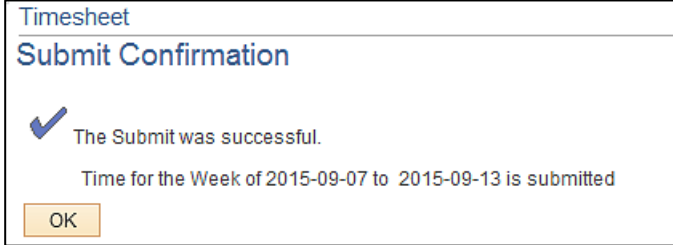
- To delete a row click the button located on the far right of the screen.
- To add a row click the button.


NOTE: View and or report time by Calendar Period, Day or Week. The default is Week.

Enter the following fields with information from the timecard:

Step	Field	Information to Enter
3.2	Date Boxes	Enter hours worked or missed from timecard in the appropriate boxes.
3.3	Time Reporting Code	Use the drop-down menu to select the appropriate Time Reporting Code. You can only have one TRC per line.
3.4	Combination Code	Enter Combination Code (budget number) if necessary for employee. Click the to search for Combination Code if not known.

3.5	Comments	Enter comments if necessary for employee.
3.6	When all of the necessary information is entered, click  .	



3.7	You will receive a Submit Confirmation screen. Click  .	
3.8	To select another employee, click the Return to Select Employee link.	
3.9	As an option, you can also select the Previous Week Next Week links to navigate. Previous Employee Next Employee	

NOTE: Combination Code (budget number) must be entered for substitutes populated with a default Combination Code (budget number) for professional development, overtime, extra time, and whenever reporting positive time.

Chapter 4 - Processes of Time Administration

Time Administration is the core Time & Labor process. The process creates “Payable Time” based on time that has been reported by timekeepers into Time & Labor. Payable Time is then sent to the Payroll system for payment. Time Administration (a.k.a. Time Admin.) will be run on a daily basis throughout the time reporting period. A final run will occur after timekeeping deadline and before payroll processing begins. A timekeeper will encounter many different payable statuses.

Payable Status records the progress of payable time throughout the processing stages. There are six Payable Statuses:

Estimated - Ready for Payroll (ES)

The first stage of payable time created by the Time Administration process.

Sent to Payroll (SP)

Payable time is in a Sent to Payroll stage from the moment its loaded (via the Time & Labor process) to Payroll to the time Payroll either takes or rejects the entry.

Rejected by Payroll (RP)

Time that Payroll has refused.

Taken - Used by Payroll (TP)

Payroll has accepted the time

Closed (CL)

Payable status is set to Closed when the following conditions are met:

The payable time represents a record adjustment made through the Adjust Paid Time page. This happens when an online check is cut. This is handled by the Payroll Department.

NOTE: The Payroll Department will monitor the payable status of employees. However, the option to view is there.

Viewing Payable Time

Payable time simply means time that has been reported and has been approved for pay. Payable Time is created during Time Administration and is the end product of PeopleSoft Time and Labor. The payroll system will pull payable time into its pay runs, compensate time reporters, and then return the calculated costs to Time and Labor. Payable Status records the progress of payable time throughout the processing of these stages.

Step 1

Navigation: *Manager Self Service* → *Time Management* → *View Time* → *Payable Time Summary*



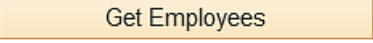
The screenshot displays the 'SAMPLE PAYABLE TIME DETAIL' page. At the top, there is a breadcrumb trail: Favorites > Main Menu > Manager Self Service > Time Management > View Time > Payable Time Detail. The main heading is 'Payable Time Detail' and 'SAMPLE PAYABLE TIME DETAIL'. Below this is a 'Select Employee' section with an 'Employee Selection' dropdown. The 'Employee Selection Criteria' table includes fields for 'Time Reporter Group', 'Employee ID' (containing '987654'), 'Last Name', and 'First Name'. To the right of these fields are buttons for 'Get Employees', 'Clear Criteria', and 'Save Criteria'. Below the criteria table is a section titled 'Employees For Chris Doe' with a 'Personalize | Find | 1 of 1 | Last' control. It features tabs for 'Time Reporters' and 'Demographics'. A table below shows the search results:

Last Name	First Name	Employee ID	Employment Record	Job Title
Doe	Chris	987654		0 Custodian

At the bottom left, there are links for 'Manager Self Service' and 'Time Management'.

Step 2

Enter the following information into the Payable Time Detail Search Page:

Step	Search Field	Information to Enter
2.1	Group ID	Enter the Group ID, Individual EmplID, or Name, or conduct a search by clicking  .
2.2		Then click  . NOTE: If you are searching for an employee in the 5998H or 5830H Group ID, you must enter either an EmplID or Name before you click  . Name fields are case sensitive. (Ex: Smith)
2.3		Click on the employee's name to access the Payable Time Detail page.

- All Substitutes will be in Group ID 5998H (Certificated and Classified Substitutes)
- 5830H (to be used **only** if associated with CDC Certificated VT subs including attendants/assistants)

Step 3

Payable Time Detail

Chris Doe Employee ID
Employment Record 0

Start Date: 05/01/2014 End Date: 05/07/2014

SAMPLE EMPLOYEE

▶ Payable Status Filter

Payable Time (?)

Overview	Time Reporting Elements	Task Reporting Elements	Cost and Approval			
	Date	Status	Reason Code	Time Reporting Code	Quantity TRC Type	Estimated Gross
	05/01/2014	Taken by Payroll		OTH	1.00 Hours	\$27.180926
	05/02/2014	Taken by Payroll		OTH	3.00 Hours	\$81.542777
	05/05/2014	Taken by Payroll		OTH	1.00 Hours	\$27.180926
	05/06/2014	Taken by Payroll		OTH	1.00 Hours	\$27.180926
	05/07/2014	Taken by Payroll		OTH	1.00 Hours	\$27.180926

[Return to Select Employee](#)

Step	Search Field	Information to Enter
3.1	Start Date	Enter the Start Date (it is recommended that the Monday date of the week to be viewed be entered) the button can be used to look up the proper date.
3.2	Click Get Rows .	

NOTE: One week at a time will be viewed.

View Date, Status, Reason Code, Time Reporting Code (TRC), Quantity, TRC Type and Estimated Gross.

Each Time Reporting Code will have a separate line.

To select another employee, click the [Return to Select Employee](#) link.

Viewing Monthly Time Calendar

The Weekly and Monthly Time Calendar pages provide managers with an overview of the reported time or payable time for a specific week or month. If reported or payable time exists for a time reporter, the hours will be displayed in a cell for that day. The time displays as a link in the cell that can be clicked to view the time detail page. If multiple TRCs are reported by a time reporter for a specific date, the reported or payable hours appear for that date with the color and symbol for the TRC with the highest priority appearing as the link. Click this link to view details on the reported or payable time.

If no reported or payable time exists, but another time event item does, the quantity and symbol of the next highest priority item will be displayed in the cell.

Step 1

Navigation: *Time Management* → *View Time* → *Monthly Time Calendar*

The screenshot shows the 'Monthly Time Calendar' interface. At the top, there is a breadcrumb trail: 'Main Menu > Manager Self Service > Time Management > View Time > Monthly Time Calendar'. The main heading is 'Monthly Time Calendar' with a sub-heading 'SAMPLE MONTHLY TIME CALENDAR'.

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	987654
Last Name	<input type="text"/>
First Name	<input type="text"/>

Buttons: Get Employees, Clear Criteria, Save Criteria

View Criteria

Month: 05 - May, Year: 2014, Start Time: , End Time:

Options: Previous Month, Next Month, Reported or Payable Hours (Reported Hours selected, Payable Hours unselected)

Display Options

Show Schedule
 Show Holidays
 Show Symbols
 Show Training Hours
 Show Planned Overtime
 Show Absences
 Show Exceptions

Refresh View

Monthly Time Calendar

Last Name	First Name	Employee ID	Job Title	Exceptions	Total	Sat. 01	Sun. 02	Mon. 03	Tue. 04
						-	-	-	-
						-	-	-	-

Legend

H Holidays
 X Exceptions
 W Workday
 OFF Off Day

Links:


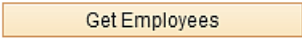
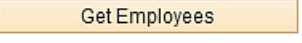
Manager Self Service
Time Management

Step 2

Enter the following fields onto the View Criteria screen:

Step	Field	Information to Enter
2.1	Month	Select the Month and Year to be viewed.
2.2	View Criteria Radio Buttons	Select either Reported Hours (time entered, but not yet processed) or Payable Hours (processed time).
2.3	Show Schedule	Check box <input checked="" type="checkbox"/> .
2.4	Show Absences	Check box <input checked="" type="checkbox"/> .
2.5	Show Holidays	Check box <input checked="" type="checkbox"/> .
2.6	Show Symbols	Check box <input checked="" type="checkbox"/> .
2.7	Show Exceptions	Do not check box <input type="checkbox"/> . Exceptions will be handled by the Payroll Department.

Step 3

Step	Search Field	Information to Enter
3.1	Group ID	Enter the Group ID, Individual EmplID, or Name, or conduct a search by clicking  .
3.2		Then click  . NOTE: If you are searching for an employee in the 5998H or 5830H Group ID, you must enter either an EmplID or Name before you click  . Name fields are case sensitive. (Ex: Smith)
3.3		This will take you to the Monthly Time Calendar view page for a group of employees or an individual employee.

- All Substitutes will be in Group ID 5998H (Certificated and Classified Substitutes)
- 5830H (to be used **only** if associated with CDC Certificated VT subs including attendants/assistants)

Monthly Time Calendar View

Monthly Time Calendar

Employee Selection

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

View Criteria

Month: 05 - May Year: 2014 Start Time: End Time:

Reported or Payable Hours: Reported Hours Payable Hours

Display Options: Show Schedule Show Training Hours Show Absences Show Holidays Show Planned Overtime Show Exceptions Show Symbols

Refresh View

SAMPLE EMPLOYEE

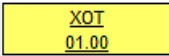
Last Name	First Name	Employee ID	Job Title	Exceptions	Total	Thu. 01	Fri. 02	Sat. 03	Sun. 04
Doe	Chris	987654	Custodian		31.00	XOT 01.00	XOT 03.00	-	-
						W	W	OFF	OFF

Legend

- H Holidays
- X Exceptions
- XOT Extra Time & Overtime
- Default Reported/Payable Time
- W Workday
- OFF Off Day

Links: Manager Self Service, Time Management

Legend: Note the colors associated with the type of time on the calendar.

As an example, select the  hyperlink associated with reported/payable time to access the Time Details page.

Time Details For 05/01/2014

Chris Doe SAMPLE EMPLOYEE Employee ID: Empl Record 0

Reported Elapsed Time	
Quantity Type	Time Reporting Code
1.00 Hours	Overtime (1.5x)

Payable Time							
Quantity Type	Time Reporting Code	Payable Status	Reason Code	Estimated Gross	Labor Distribution Amount	Diluted Amount	Currency Code
1.00 Hours	Overtime (1.5x)	Taken by Payroll		\$27.180926			USD

[Return to Calendar](#)

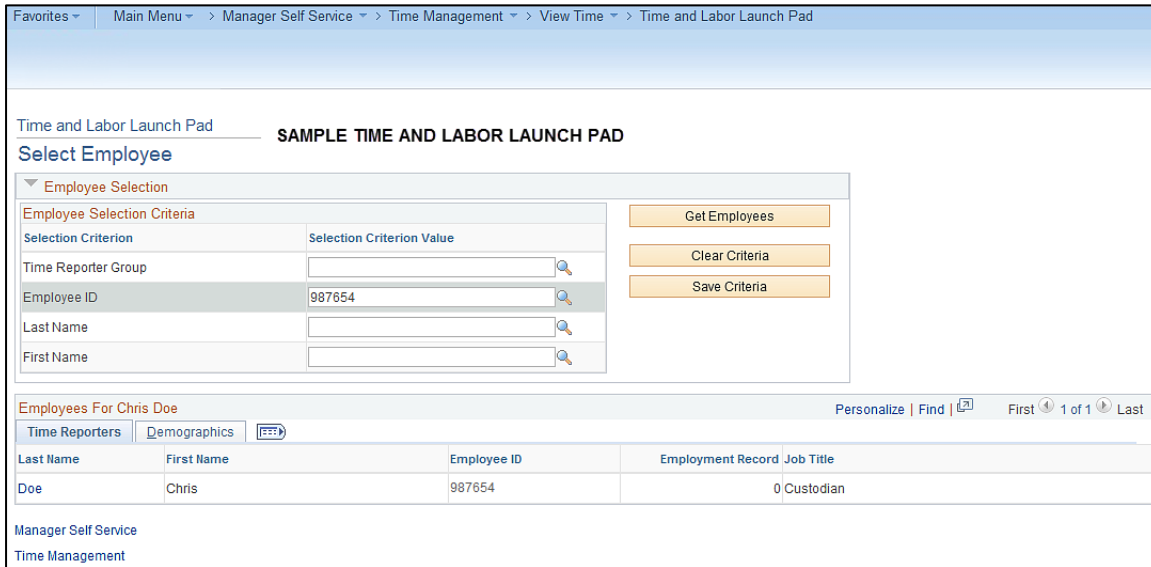
NOTE: The Payable Time Section of the Time Details page. Here you can view the Payable Time status of the Reported Elapsed Time. Click the [Return to Calendar](#) to return to the calendar view, change the month/year or to select/view another employee.

Time & Labor Launch Pad - Monthly

The Site Timekeeper can view which days in the specified month have reported elapsed time or payable time by using the Time and Labor Launch Pad, which gives him or her monthly details of an employee’s Time and Labor Information.

Step 1

Navigation: Time Management → View Time → Time and Labor Launch Pad



NOTE: You can use the Time and Labor WorkCenter to access the Time and Labor Launch Pad. See page 6.

Step 2

Step	Search Field	Information to Enter
2.1	Group ID	Enter the Group ID, Individual EmplID, or Name, or conduct a search by clicking
2.2		Then click . NOTE: If you are searching for an employee in the 5998H or 5830H Group ID, you must enter either an EmplID or Name before you click . Name fields are case sensitive. (Ex: Smith)
2.3		Click on the employee’s name to access the Time & Labor Launch Pad.

- All Substitutes will be in Group ID 5998H (Certificated and Classified Substitutes)
- 5830H (to be used ***only*** if associated with CDC Certificated VT subs including attendants/assistants)

Time and Labor Launch Pad

Time and Labor Launch Pad

Chris Doe **SAMPLE EMPLOYEE** Employee ID
Empl Record 0

*Month 05 - May 2014 Reported Hours View

Selection In View Reported Hours Previous Month Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1.00 1	3.00 2	3
				E\$	E\$	
4	1.00 5	1.00 6	1.00 7	1.00 8	1.00 9	10
	E\$	E\$	E\$	E\$	E\$	
11	1.00 12	1.00 13	2.00 14	8.00 15	1.00 16	17
	E\$	E\$	E\$	E\$	E\$	
18	1.00 19	1.00 20	1.00 21	1.00 22	1.00 23	24
	E\$	E\$	E\$	E\$	E\$	
25	26	1.00 27	1.00 28	1.00 29	1.00 30	31
		E\$	E\$	E\$	E\$	

Forecast Payable Time

Links Go

[Return to Select Employee](#)
[Manager Self Service](#)
[Time Management](#) [Return to Timesheet](#)

Legend

X Exception

P Reported Punched Time

E Reported Elapsed Time

\$ Payable Time

F Forecasted Payable Time

R Recommended Attendance Actions

Step 3

Step	Search Field	Information to Enter
3.1	Month	Select the Month to be viewed from the drop-down list.
3.2	Year	Select the Year to be viewed from the drop-down list.
3.3	Type of time viewed	Select from list of valid values either the default of Reported Hours, or Payable Hours.
3.4	Click <input type="button" value="View"/>	.

Any day in the calendar may display the following valid values: X, P, E, \$, F, or R (see legend on Launch Pad page for description). This indicates that there is information regarding reported time for that day. If any of the days are highlighted / linked, the day has elapsed time, payable time, or exceptions with recommended actions for each exception. **NOTE:** As a Timekeeper, you only need to view Reported Hours or Payable Hours. **Exceptions are handled by Payroll.**

Step 4

Click the date hyperlink to view the Time Reporting Details page for that day.

Time Details For 05/02/2014							
Chris Doe		SAMPLE EMPLOYEE		Employee ID Empl Record 0			
Previous Day			Next Day				
Reported Elapsed Time							
Quantity Type	Time Reporting Code						
3.00 Hours	Overtime (1.5x)						
Payable Time							
Quantity Type	Time Reporting Code	Payable Status	Reason Code	Estimated Gross	Labor Distribution Amount	Diluted Amount	Currency Code
3.00 Hours	Overtime (1.5x)	Taken by Payroll		\$81.542777			USD
Forecast Payable Time							
Forecasted Payable Time							
Quantity Type	Time Reporting Code	Estimated Gross					Currency Code
Links <input type="text"/> <input type="button" value="Go"/>							
Return to Calendar							
Return to Select Employee							

Reported Elapsed Time

Field	Description
Quantity	Time Reported on that Day
Type	Type of hours/units reported
Time Reporting Code	Time Reporting Code used when reporting employees' time

NOTE: Exceptions are handled by Payroll.

Payable Time

Field	Description
Quantity	Time Reported on that Day
Type	Type of hours/units reported
Time Reporting Code	Time Reporting Code used when reporting employees' time
Payable Status	Displays the Payable status
Estimated Gross	Displays Estimated Gross Pay if applicable
Labor Distribution Amount	Displays amount paid out if applicable

Click [Previous Day](#) or [Next Day](#) to navigate to a select day for the employee.

Click [Return to Calendar](#) to continue viewing for current employee or click [Return to Select Employee](#) to select another employee.

Click [Previous Month](#) or [Next Month](#) to navigate to the respective period.

Chapter 5 - Adjusting Time

Adjusting Time via Prior Period Adjustments

A Prior Period Adjustment is a change in reported time in Time and Labor for a pay period that has already been processed through Payroll. **These prior period adjustments should be made for reported time only (examples: wrong TRC, employee was underpaid, overpaid) not for trying to adjust charges that may have been applied to an inappropriate Combination Code (budget number).** In the event an employee has had time reported, paid and subsequently charged to the wrong Combination Code (budget number), **you must contact your analyst in the Financial Planning, Monitoring and Accountability Department to adjust the expenses.** Once a payroll has been processed, paid and the charges distributed to the General Ledger, your analyst must intervene to adjust the Combination Codes (budget numbers).

NOTE: Site timekeepers cannot adjust or enter time that is older than **90 days** from the current date. The time must be sent to payroll on an [On-line Roster/Time Reporting Error Notice](#) available on the payroll website. Please attach a copy of the time card to the notice.

Step 1

Navigation: *Manager Self-Service* → *Time Management* → *Report Time* → *Timesheet*

Favorites ▾
Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > Report Time ▾ > Timesheet

Report Time
SAMPLE TIMESHEET SUMMARY

Timesheet Summary

Employee Selection
Get Employees

Employee Selection Criteria	Time Reporter Group
Description	
Time Reporter Group	<input type="text"/>
Employee ID	987654
Last Name	<input type="text"/>
First Name	<input type="text"/>

Clear Criteria
Save Criteria

Change View
Show Schedule Information

*View By Week ▾

Previous Week
Next Week

Date 07/17/2014
Refresh


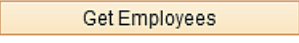
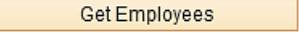
Employees For Chris Doe, Totals From 07/14/2014 - 07/20/2014
Personalize | Find | 1 of 1

Time Summary
Demographics

Last Name	First Name	Employee ID	Empl Record	Job Title ▲
Doe	Chris	987654	0	Custodian


[Approve Reported Time](#)
[Manager Self Service](#)
[Time Management](#)

Begin by selecting the employee you are making the adjustment for:




Step	Search Field	Information to Enter
2.1	Group ID	Enter the Group ID, Individual EmplID, or Name, or conduct a search by clicking  .
2.2		Then click  . NOTE: If you are searching for an employee in the 5998H or 5830H Group ID, you must enter either an EmplID or Name before you click  . Name fields are case sensitive. (Ex: Smith)
2.3		Click on the employee's name to report their prior period adjustment.


Timesheet Page



Timesheet

Chris Doe  SAMPLE EMPLOYEE Employee ID
Empl Record 0
Earliest Change Date 07/01/2014

Select Another Timesheet



*View By Week  Previous Week Next Week
*Date 04/21/2014  
Scheduled Hours 0.00 Reported Hours 8.00 [Punch Timesheet](#)

From Monday 04/21/2014 to Sunday 04/27/2014 

Mon 4/21	Tue 4/22	Wed 4/23	Thu 4/24	Fri 4/25	Sat 4/26	Sun 4/27	Total	Time Reporting Code	Combination Code	Comments
			8.00				8.00	SLF - Sick Leave Full		Sample comments  

[Submit](#)


Reported Time Status [Summary](#) [Leave / Compensatory Time](#) [Exceptions](#)

Reported Time Status [Personalize](#) | [Find](#) |  |  1 of 1




Date	Total TRC	Description
04/24/2014	8.00 SLF	Sick Leave Full


View prior period that requires adjustment by clicking the  icon to search for a prior period date.



Timesheet

Chris Doe  SAMPLE EMPLOYEE Employee ID
Empl Record 0
Earliest Change Date 04/21/2014

Select Another Timesheet



*View By Week  Previous Week Next Week
*Date 04/21/2014  
Scheduled Hours 0.00 Reported Hours 8.00 [Punch Timesheet](#)

From Monday 04/21/2014 to Sunday 04/27/2014 

Mon 4/21	Tue 4/22	Wed 4/23	Thu 4/24	Fri 4/25	Sat 4/26	Sun 4/27	Total	Time Reporting Code	Combination Code	Comments
			8.00				8.00	VAC - Vacation		Wrong TRC, should be vacat  

[Submit](#)

Reported Time Status [Summary](#) [Leave / Compensatory Time](#) [Exceptions](#)

Reported Time Status [Personalize](#) | [Find](#) |  |  1 of 1

Date	Total TRC	Description
04/24/2014	8.00 VAC	Vacation

Make adjustments by updating existing hours, TRCs, or by adding/deleting rows. Add comments to document change. When all of the necessary information is entered, click [Submit](#). You now see the TRC change from SLF - Sick Leave Full to VAC - Vacation.

Viewing Prior Period Adjustments




During post-payroll auditing time, the Site Timekeeper can see that the adjustment was picked up. Verify Prior Period Adjustment was processed.

Step 1

Navigation: *Time Management* → *View Time* → *Payable Time Detail*



Step 2

Enter the following information into the Payable Time Detail Search Page.

Step	Search Field	Information to Enter
2.1	Group ID	Enter the Group ID, Individual EmplID, or Name, or conduct a search by clicking  .
2.2		Then click  . NOTE: If you are searching for an employee in the 5998H or 5830H Group ID, you must enter either an EmplID or Name before you click  . Name fields are case sensitive. (Ex: Smith)
2.3		Click on the employee's name to access the Payable Time Detail page.

- All Substitutes will be in Group ID 5998H (Certificated and Classified Substitutes)
- 5830H (to be used **only** if associated with CDC Certificated VT subs including attendants/assistants)

Step 3

Step	Search Field	Information to Enter
3.1	Start Date	Enter the Start Date (it is recommended that the Monday date of the week to be viewed be entered). The  button can be used to look up the proper date.
3.2	End Date	Enter the End Date (it cannot be entered for more than 31 days)
3.3	Click Get Rows 	.

Payable Time Detail Page

Payable Time Detail

Chris Doe SAMPLE EMPLOYEE Employee ID
Employment Record 0

Start Date 

End Date  

Payable Time 

Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval 

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
04/24/2014	Taken by Payroll		VAC	8.00	Hours	

[Return to Select Employee](#)

NOTE: Refer to the Payable Status definitions on page [23](#) to whether offsetting entries will be made.

Adjusting Paid Time via Record Only Adjustments

Record only adjustments will be made by the Payroll Specialist.

Adjusting Paid Time with Record Only Adjustments keeps Time and Labor records in sync with payments from the Payroll System when On-Demand checks are cut without the time being loaded from Time and Labor.

Occasionally adjustments to payable time that has already been paid by Payroll or has been closed are required. This type of adjustment is called a Record Only Adjustment and is made using the Adjust Paid Time page. Adjustments of this type are for record-keeping purposes only. The time you add or adjust is not processed by Time and Labor nor is the time passed onto Payroll. This feature enables keeping PeopleSoft Time and Labor system in sync with the Payroll system, without re-sending or processing duplicate data.

An employee who was not paid regular wages earned on their on-cycle paycheck requires immediate payment. The employee meets the guidelines set for when an On-Demand check can be cut, versus the timekeeper making a prior period adjustment (PPA) into Time and Labor to be paid in the next on-cycle payroll. The site timekeeper must then send an email or call their Payroll Specialist indicating the requirement of a check. The Payroll Department must then approve or deny the request.

Tracking Days Off for 11-Month, 12-Pay Employees

There will be a distinct TRC (11UNP) used to track the employees who require docking of their pay. This code will be available for bargaining units 2(OSS), 3(OTBS), and 5(PARA).

This TRC is only for employees assigned to the L11 IUNP calendar. A copy of the employee's work calendar should be submitted to payroll by the start of each new fiscal year for the Payroll department to appropriately dock unpaid time for the 21-23 non-work days they have indicated on the calendar. The number of unpaid days can change per year based upon holidays, leap years etc. **The timekeeper does not report the unpaid workdays. This is done by Payroll.**

Report Time

For these employees, time reporting is required to dock their salary to reflect the 21-23 unpaid days, as their salary is not already reduced. The absences are reported into Time and Labor using the appropriate TRC that maps to the UNP Earning Code (Unpaid) to reduce their pay. The absence reporting will be done throughout the month based on their calendars/attendance.

Step 1


Navigation: Time Management → Report Time → Timesheet

Timesheet Page

The screenshot shows the 'Timesheet' page for 'Chris Doe'. The main heading is 'SAMPLE TIMESHEET FOR TRACKING DAYS OFF FOR 11-MONTH, 12-PAY EMPLOYEES'. The page includes a navigation breadcrumb: 'Favorites > Main Menu > Manager Self Service > Time Management > Report Time > Timesheet'. Below the heading, there are fields for 'Employee ID', 'Empl Record 0', and 'Earliest Change Date 07/01/2014'. A 'Select Another Timesheet' section has a 'View By' dropdown set to 'Week', a 'Date' field set to '06/23/2014', and buttons for 'Previous Week' and 'Next Week'. It also shows 'Scheduled Hours 0.00' and 'Reported Hours 0.00'. The main table shows a calendar for 'From Monday 06/23/2014 to Sunday 06/29/2014'. The table has columns for days of the week, 'Total', 'Time Reporting Code', 'Combination Code', and 'Comments'. The 'Time Reporting Code' dropdown is set to '11UNP - 11-Month Unpaid Days 21-23'. A prominent warning message reads: 'DO NOT CHANGE OR DELETE WHAT HAS BEEN REPORTED BY PAYROLL'. At the bottom, there are 'Submit' and 'Apply Schedule' buttons, and a 'Reported Time Status' summary table.

NOTE: You can use the Time and Labor WorkCenter to access the Timesheet. See page 6.

Step 2

Step	Field	Information to Enter
2.1	Date	Change the date to the Monday of the week you are looking for.
2.2	Click the 	Refresh Timesheet button.

Step 3

Step	Field	Information to Enter
3.1	Date Boxes	View non-work days based on employee work year calendar. Do Not change or delete what has been reported by Payroll.
3.2	Time Reporting Code	The TRC to dock the 21-23 (approximate) unpaid days is 11UNP - 11-Month Unpaid Days 21-23.

Chapter 6 - SmartFindExpress SAMS Interface

SmartFindExpress SAMS and Time and Labor work together to help you report time for visiting teachers. Substitute time captured in SmartFindExpress SAMS will be interfaced into Time and Labor within '3' business days, automatically populating the Time and Labor pages with regular hours on the appropriate days. After the time has been interfaced into Time and Labor, the employee's time can be viewed and manipulated by the site timekeeper.

SmartFindExpress SAMS

SmartFindExpress SAMS is made up of:

Site Administration Access

- Create an absence for an employee.
- Review available substitutes for a location.
- Review/modify priority lists for location.
- Create a vacancy for the site.
- Review past, present, or future jobs.
- Print job information.
- Cancel an absence or vacancy.
- Display detailed job information.
- District supervisor can view data of entire district.
- Customize welcome page with announcements to users.

Employee Access

- Create absences and specify or prearrange substitutes.
- Review past, present, or future absences.
- Cancel a current or future job.
- Create multiple day recurring absences.

Substitute Access

- Review past, present, or future job assignments.
- Cancel a job assignment.
- Choose assignments "Shop for Jobs."
- Update profile.

Populating Time for Visiting Teachers with the SmartFindExpress SAMS Interface

There are three different types of absences requiring substitutes that can be reported in SAMS: Vacant Positions, Personal Absences (such as sick, personal business, bereavement, etc), or District-Related (such as workshops, or professional development). With the SAMS to Time and Labor interface, only substitutes' time will be populated. The absent employees' time must be reported manually into Time and Labor based on the daily absence reports from the SAMS system and corresponding timecards and/or leave forms.

The tables below display which fields will be populated in Time and Labor for the *substitute* during the interface based on the type of absence:

Vacant Position
Hours per day
Time Reporting Code (TRC)
Position # (in the <i>Comments</i> field)
Location (of the vacant position)
Combination Code (of the vacant position)

Personal Absence
Hours per day
Time Reporting Code (TRC)
Absentee's EmplID and Name (in the <i>Comments</i> field)
Location (of the absent teacher's position)
Combination Code (of the absent teacher's position)

District-Related Absence
Hours per day
Time Reporting Code (TRC)
Absent Teacher's EmplID and Name (in the <i>Comments</i> field)
Location (of the absent teacher's position)
Populated with a default Combination Code (needs to be adjusted manually)

All substitutions for vacant positions or personal (not district-related) absences will have Combination Code charges (budget numbers) populated automatically from the SAMS interface. All substitutions due to district related absences, however, will have default Combination Codes (budget numbers), which must be manually entered by the site timekeeper.

To determine district related absences, the T & L Blank Account Code report needs to be run to determine the default Combination Codes that need to be changed. The site timekeeper obtains the appropriate Combination Code (budget number) that must be entered into T&L.

For Certificated substitutes, the interface will automatically send over 8 hours/day with the appropriate Time Reporting Code (TRC) for each day the substitute works. The Site Timekeeper must adjust hours in T&L if the sub does not work a full day. Though substitutes do not actually work a full 8-hour day, the system will pay the equivalent hourly rate for 8 hours to equal the daily rate that substitutes earn.

Therefore, if adjustments to reported time are required, they must be based on the conversion to an 8-hour day. So, if the sub only works half a day, their time should be adjusted to reflect only 4 hours.

The interface will automatically send Classified Hourly Time (LHR) for Classified substitutes. For classified substitutes, the time reported in PeopleSoft Time and Labor is calculated by the start and end time entered into SAMS when an absence or vacancy is reported. The amount of time sent to Time and Labor is equal to the difference between start and end time less half hour for duty free lunch when the start and end time is 5 or more hours. It is **VERY IMPORTANT** that the **START** and **END** times of jobs entered into SAMS are **correct** or the time that is transferred to PeopleSoft Time & Labor will have to be edited by the Site Timekeeper.

Any substitutes reaching long-term status will require an adjustment of the Time Reporting Code (TRC). It must be changed from the short-term TRC to the appropriate long-term TRC:

- LVT (Long-Term Visiting Teacher) - Effective *after* the 5th day in the same assignment
- LCCVT (Long Term Children's Center VT) - Effective *on* the 20th day in the same ECE assignment. This should be updated retroactively to the first day of the assignment by making prior period adjustments in Time and Labor.
- Any substitutes during summer or intersession will require an adjustment of the TRC as well. It must be changed to the appropriate summer/intersession TRC:
 - SIVT (Sum/Intersession VT Short Day)
 - SIVTL (Sum/Intersession VT Long Day)

NOTE: As part of the district's effort to reduce overpayments, timekeepers will need to "verify" in the SmartFindExpress (SAMS) system that substitutes assigned to your location who showed up and worked the assigned jobs. Substitutes will not be paid unless the jobs they worked have been verified in SAMS. Timekeepers must verify all jobs in SAMS by the day before the timekeeper cut-off for each payroll period at the latest. However, it is strongly recommended that timekeepers take a few moments each day to verify the previous day's jobs. To verify jobs, you will need to have at-hand the printed substitute sign-in sheet for the day(s) you want to verify.

Refer to the [Verifying Jobs in SmartFindExpress \(SAMS\)](#) job aid located on the PeopleSoft training website.

Navigating SmartFindExpress SAMS

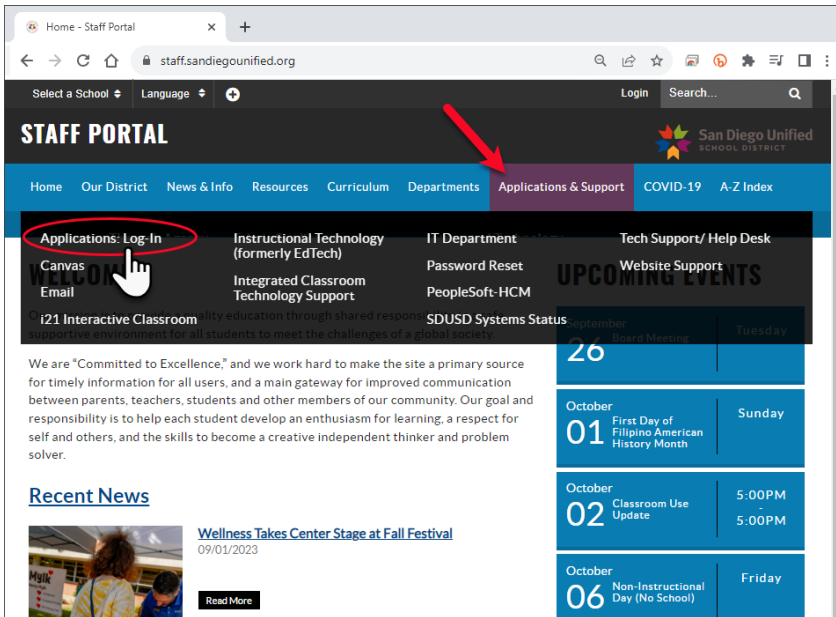
Timekeepers will need to go into SmartFindExpress SAMS every day to review employee absences and to see if any employees have attended Professional Development workshops, the timekeeper will need to view or print out the Workshop information including the Combination Code (budget number) for reporting time in the PeopleSoft Time & Labor module.

Step 1

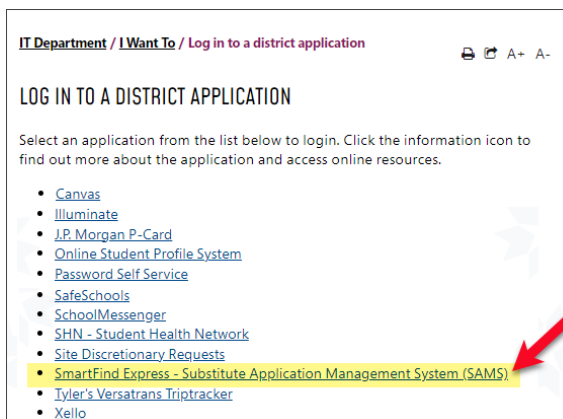
Navigate to the www.sandiegounified.org web page and log in to the **Staff Portal**.

Select **Applications & Support**.

Select **Applications Log- In**.



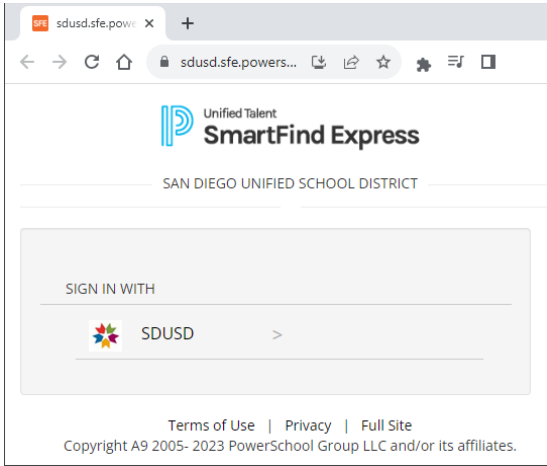
Select SmartFind Express- Substitute Application Management System (SAMS), or go directly to <https://sdusd.sfe.powerschool.com/logOnInitAction.do>



Set this website as a Favorite/Bookmark.

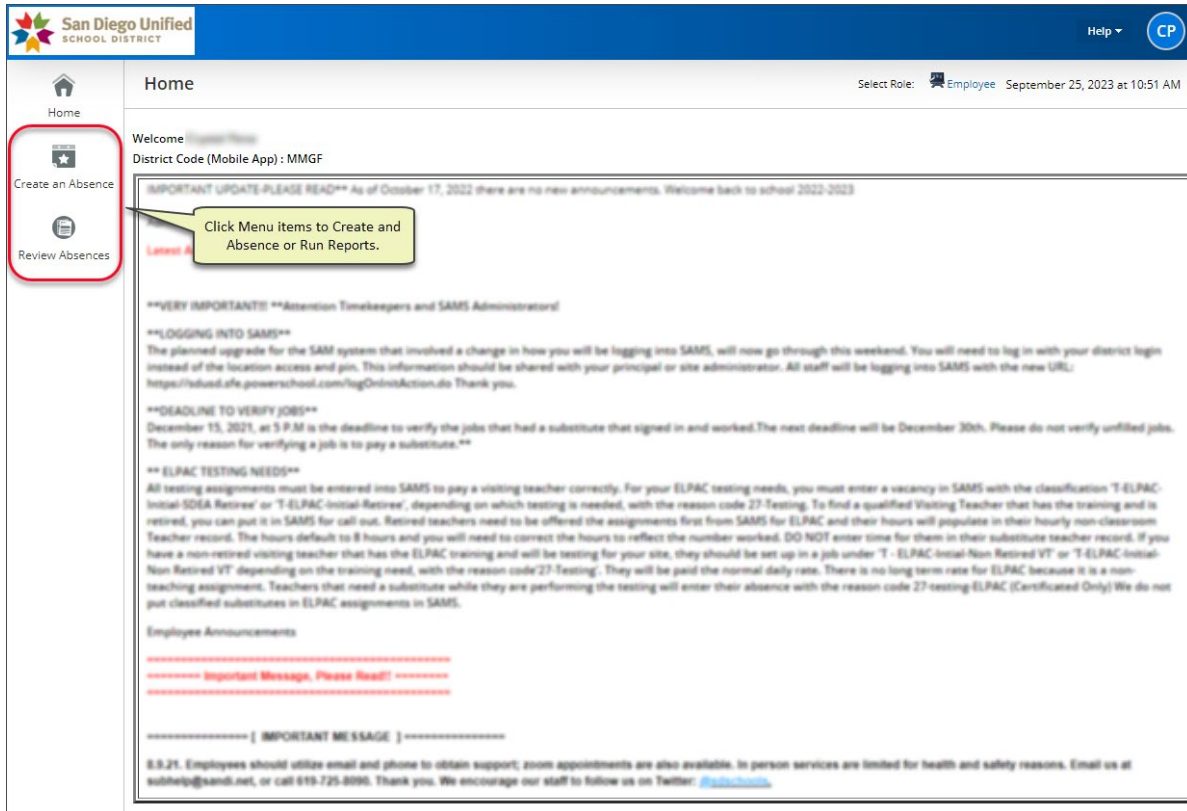
Step 2

Click **Sign In with SDUSD**.



Step 3

View important announcements and information. Click menu items to create absences, vacancies, run reports, etc.



Obtaining Combination Codes (Budget Numbers)

To determine which visiting teachers need Combination Codes (budget numbers) you will need to run the T&L Blank Account Codes report (see page 74). Those who need Combination Codes will be the visiting teachers who were substituting due to a district related absence (professional development) or where the position provided for a vacancy is inactive. If the visiting teacher is substituting for a district related absence, obtain the proper Combination Code (budget number) from the employee that attended the workshop and enter it in the Combination Code field in Time and Labor.

How To Update Combination Codes for Professional Development Substitutes

1. Log in to PeopleSoft Time and Labor and navigate to the appropriate substitute.
2. Enter the Professional Development Budget Number into the Combination Code field for the **substitute**, not the teacher.
3. Remove the words “ACCOUNT DEFAULTED” from the Comments field.

Timesheet

Chris Doe
Subst.Tchr Day-To-Day

SAMPLE EMPLOYEE

Employee ID
Empl Record 0
Earliest Change Date 07/01/2014

Select Another Timesheet

*View By Week
*Date 03/24/2014
Scheduled Hours 0.00 Reported Hours 32.00

From Monday 03/24/2014 to Sunday 03/30/2014

Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Sun 3/30	Total	Time Reporting Code	Combination Code	Comments
			8.00				8.00	SVT - C - Visit Teacher Day to Day	0308740520011920102010000	ACCOUNT DEFAULTED Emj
8.00				8.00			16.00	SVT - C - Visit Teacher Day to Day	0324582201311920102010000	222222 DOE, JANE
	8.00						8.00	SVT - C - Visit Teacher Day to Day	5434301000011920102011121	ACCOUNT DEFAULTED Emj

Submit

Remove words “ACCOUNT DEFAULTED” before you submit.

Enter Professional Development budget number in the Combination Code field in Time & Labor for the **Substitute**, not the teacher.

4. Click the button when all appropriate information has been entered.

NOTE: When the system defaults a Combination Code (budget number) for visiting teacher time, two things happen. First the Combination Code field is populated in Time and Labor with a default budget number and second, **ACCOUNT DEFAULTED** appears in the Comments field. When you update the Combination Code, delete the words **ACCOUNT DEFAULTED** in the Comments field. This will cause the time to disappear from your **Blank Account Codes** report. If **ACCOUNT DEFAULTED** is left in the Comments field, the time will continue to show on your report even though you have changed the Combination Code. The Comments field has more information than just **ACCOUNT DEFAULTED**, delete only the words **ACCOUNT DEFAULTED**. The rest of the information in the comments field notates who was absent.

Chapter 7 - Reports

To approve time, Site Administrators/Department Managers must review, approve and sign three reports: the Audit Paid to Reported Time Report, the Site Account Code Charges Report, and the Cross-Site Account Code Charges Report. These reports need to be reviewed/approved/signed at the end of every pay period. If any discrepancies are found in the reports, the Site Timekeeper needs to make any necessary corrections/adjustments.

Audit Paid to Reported Time Report

Navigation: Time Management > Time and Labor Work Center > Reports/Processes tab > Audit Paid to Reported Time

This report is an official audit record. The administrator must review and sign this document to validate the payroll.

This report generates data from both Time and Labor and Payroll (salary, hours reported/paid and leave reported/taken). The report must be run for each payroll each month after the payroll processes. Run the report 10 days after the payroll processes (10th of the month for the salaried payroll and 20th of the month for the hourly payroll). The principal/department manager is responsible for certifying each payroll. The Audit Paid to Reported Time report is required for validating payroll. The Audit Paid to Reported Time report shows the data that processed.

For each payroll, the site must run the Audit Paid to Reported Time report. The principal/department manager must review and sign the report. Retain the reports in the binder with the corresponding time data. **Run one report for monthly, one for hourly.** See page 48 for step-by-step instructions to run this report.

Time Summary Reports

Navigation: Time Management > Time and Labor Work Center > Reports/Processes tab > Time Summary

This report is **not** an official audit record and does not need to be signed by an administrator.

This report is provided so that you may review the reported time. It is a report to be used as a tool for reviewing reported time in a summary fashion. You can run this report for an entire department or for an individual employee and for a range of dates. The dates you enter represent dates on which time was reported and actual work days included within the range. This report should be run at least once a week; for salaried employees, for hourly employees and for substitutes between payroll deadlines.

Timekeepers can use this report to check their accuracy in what has been reported in Time and Labor. Use this report for your own information in reconciling what you have entered. **Remember Combination Codes (Budget Numbers) cannot be changed once payroll has been processed.**

When running this report for the substitute labor pool, there is a checkbox available on the run control indicating that only substitutes who have reported time to a certain location are to be seen. When this checkbox is selected, the report should only pull employees who have a value in their Location field in Time and Labor that corresponds to the Location selected on the Run Control. This report is for informational purposes only. **Run one report for salary, one for hourly, and one for your substitutes.** See page 53 for step-by-step instructions to run this report.

Account Code Charges Reports

With PeopleSoft Time and Labor, it is possible to charge dollar amounts associated with reported hours to a Combination Code (budget number) other than the one on the employee's position. The Combination Code search prompt does not have any security to limit access, meaning that a timekeeper can select any other department/site's Combination Codes (budget numbers), and thus charge time to any other budget. Since there is no notification to that department/site when their budget is being charged, it is the responsibility of both the site administrator where the charge is originating and the site whose budget is being charged to monitor these Combination Code (budget number) charges.

The following reports monitor these charges. See pages 61-66 for step-by-step instructions.

Cross Site Account Code Charges Report

Navigation: Time Management > Time and Labor Work Center > Reports/Processes tab > Cross-Site Account Charges

This report is an official audit record. This report must be signed by an administrator and kept on file for auditing purposes.

This report works in combination with the Site Account Code Charge Monitor Report shown above. While the Site Account Code Charge Monitor Report shows if you are hitting other Department's Budgets, the Cross Site Account Code Charges Report shows you if other Departments are hitting yours. This report includes all employees whose time reported in Time and Labor is being charged to a HCM Account Code containing the department value of your site (first 4 digits of an account string). As is the case with the Site Account Code Charge Report this report needs to be run weekly. That way if there is time being charged by another department to your site account, you can contact the timekeeper at the other site to make the correction before payroll is run. **The report should then be run prior to your deadline for submitting time on both the salaried payroll and the hourly payroll for review and signature by the site administrator.**

IMPORTANT: This report is not meant to be used for budgeting purposes. If you find charges after the payroll has been processed that do not belong to your department, you should contact your analyst in the Financial Planning, Monitoring and Accountability Department to assist you with an expense transfer. **Do not try to reverse these charges in Time and Labor.**

Remember Combination Codes (Budget Numbers) cannot be changed once payroll has been processed. Timekeepers will be responsible for printing these reports and getting them to the site administrator for review and approval.

Site Account Code Charges Report

Navigation: Time Management > Time and Labor Work Center > Reports/Processes tab > Site Account Charges

This report is an official audit record. The administrator must review and sign this document to validate the payroll.

This report is provided for sites to monitor whether time that is supposed to be charged to your site is being charged to another site (HCM Account Code contains a department value that is not your own). Unlike the Audit Paid to Reported Time Report, this report includes time that has been reported in Time

and Labor but has not yet been paid. To use this report effectively, it must be run and validated weekly. This way if there is time being charged to a department other than your own, you can make the changes before the timekeeping deadline. **The report should then be run prior to your deadline for submitting time on both the salaried payroll and the hourly payroll for review and signature by the site administrator. Run one report for salary, one report for hourly.**

Remember Combination Codes (Budget Numbers) cannot be changed once payroll has processed. The Site Account Code Charges is the report that site administrators will use to monitor the Combination Code charges entered by their site timekeeper.

T & L Blank Account Codes Report

Navigation: Time Management > Time and Labor Work Center > Reports/Processes tab > T&L Blank Account Codes

This report is **not** an official audit record. However, this is a critical report to run on a regular basis to assure account codes are being reported accurately.

The T&L Blank Account Codes Report displays substitutes whose time was pulled in from SAMS to Time and Labor via an interface. Some of the data pulled into Time and Labor uses default HCM Account Codes for district related absences (i.e., professional development for teachers). Timekeeper must change the default HCM Account Codes for each of these records. This report is your tool for identifying the records that need to be changed. **This report should be run no less than weekly throughout the month. Changes to HCM Account Codes must be done at the time you run the report and shouldn't be held until just prior to the timekeeping deadline.**

Only Timekeepers that use SmartFindExpress (SAMS) are required to run this report. This report does not need to be signed. See **page 72** for step-by-step instructions to run this report.

Leave Balance and Vacation Balance Reports

(Leave Information by Department and Vacation Balances of 300 or >)

Navigation: Time Management > Time and Labor Work Center > Reports/Processes tab > Leave Balance Reports

This report is **not** an official audit record and does not need to be signed by the administrator.

These reports are provided so that you may review leave balances for employees. They are reports to be used as tools for reviewing leave balances and for assuring vacation accruals are kept under the maximum of 328 hours. These reports should be run following the close of the monthly payroll or the last day of each month. Leave accruals are run twice monthly: 1) the 15th of the month “adds” to leave balances are accrued and 2) the day after the monthly payroll closes “takes” are deducted from balances.

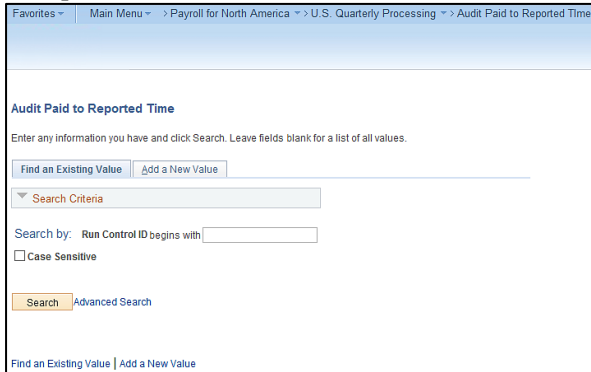
See **page 78** for step-by-step instructions to run this report.

How to Run the Audit Paid to Reported Time Report

To run the Audit Paid to Reported Time Report, follow these steps.

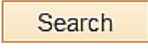
Step 1


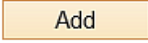

Navigation: Time Management > Time and Labor Work Center > Reports/Processes tab > Audit Paid to Reported Time



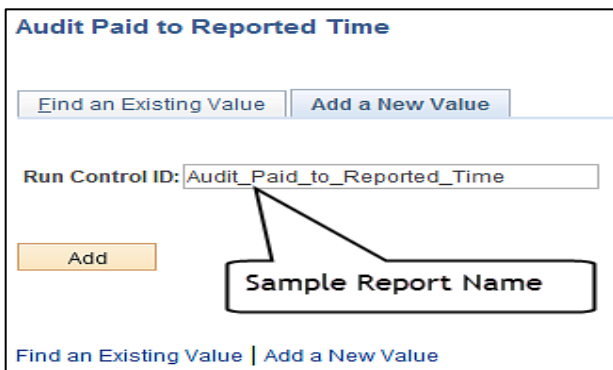
Step 2

Enter the following information onto the Audit Paid to Reported Time Search Page

Step	Field	Information to Enter
2.1	Run Control ID	To search for the Run Control ID that you are looking for use the “begins with” search function, enter in the first one or two letters of the ID in order to search. (You can also search with a blank field to return all results.)
2.2	Click the 	button. (Choose the Run Control ID you want.)

Or you can add a new Run Control ID by clicking the  tab, entering a unique name for the Run Control ID field, and click . You only need one Run Control ID for this report. **Do not** keep clicking the  tab each time you run a report. **NOTE:** There should be no spaces in the **Run Control ID**. Use underscore (`_`) as separator.



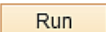
Audit Paid to Reported Time Add a New Value Page

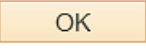


The Audit Paid to Reported Time page appears.

Step 3

Enter the following information onto the Audit Paid to Reported Time Page.

Step	Field	Information to Enter
3.1	Pay End Date	Enter the date for the payroll you need to run. Example: For the May 31, 2016 payroll you would enter: 05/31/2016 for the June 10, 2016 payroll you would enter 06/01/2016. End of the month for monthly, first of the next month for hourly (off cycle)
3.2	Department	Enter your department number or click the  icon to search for your department.
3.3	Click 	only the first time you are setting up your Run Control ID for the report.
3.4	Click 	.


Step	Field	Information to Enter
3.5	Server Name	Select PSNT from the drop-down menu the first time you set up the report. It then defaults.
3.6	Click 	.

You now are viewing the Audit Paid to Reported Time page.

Make note of the Process Instance number below the [Process Monitor](#) link. It is the number assigned to your report.

Step 4

Click the [Process Monitor](#) link in the upper right of the Audit Paid to Reported Time Page. This brings you to the Process List Tab.

First, check the Run Status of your report. If it does not say “Success”, and the Distribution Status does not say “Posted”, wait a moment and click the  button. (This may take a few minutes.)

When the Run Status says Success, and the Distribution Status says Posted, you may then click the [Actions](#) link.

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	1607040		SQR Report	SDHR868A	101391	07/10/2023 12:34:41PM PDT	Success	Posted	Details	▼ Actions

Go back to Audit Paid to Reported Time

Save Notify

Process List | Server List

- Update Process >
- Details
- Parameters
- Message Log
- View Log/Trace

From this screen, click the [View Log/Trace](#) link. (The View Log/Trace page will appear.)

View Log/Trace Page

View Log/Trace

Report

Report ID 1128396 Process Instance 1607040 [Message Log](#)

Name SDPY498S Process Type SQR Report

Run Status Success

Paid Tim Audit Reported - Site

Distribution Details

Distribution Node PSREPORTS Expiration Date 08/22/2016

File List

Name	File Size (bytes)	Datetime Created
SDPY498S_1607040.PDF	24,113	08/15/2016 2:53:59.227000PM PDT
SDPY498S_1607040.out	232	08/15/2016 2:53:59.227000PM PDT
SQR_SDPY498S_1607040.log	1,741	08/15/2016 2:53:59.227000PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	

Return

Step 5

Click the link with the [.PDF](#) extension. Notice your Process Instance number is just before the letters PDF. The report opens in Adobe Acrobat Reader.

How to Run the Time Summary Report

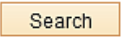
The Time Summary Report shows reported time at the Site Administrators/Department Managers location. This report must be run at least once a week, between payroll deadlines, for salaried, hourly and substitute employees. Timekeepers use this report to check their accuracy in what has been reported in Time and Labor. ***This report does not need to be signed.*** To run the Time Summary Report, follow these steps:


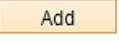

Step 1

Navigation: Time Management > Time and Labor Work Center > Reports/Processes tab > Time Summary

Step 2

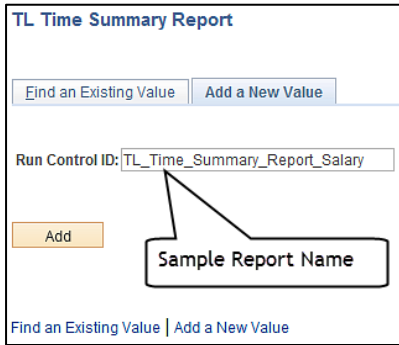
Enter the following information onto the Time Summary Search Page

Step	Field	Information to Enter
2.1	Run Control ID	To search for the Run Control ID that you are looking for use the “begins with” search function, enter in the first one or two letters of the ID in order to search. (You can also search with a blank field to return all results.)
2.2	Click the 	button. (Choose the Run Control ID you want.)

Or you can add a new Run Control ID by clicking the  tab, entering a unique name for the Run Control ID field, and click . You only need one Run Control ID for each different report. **Do not** keep clicking the  tab each time you run a report.

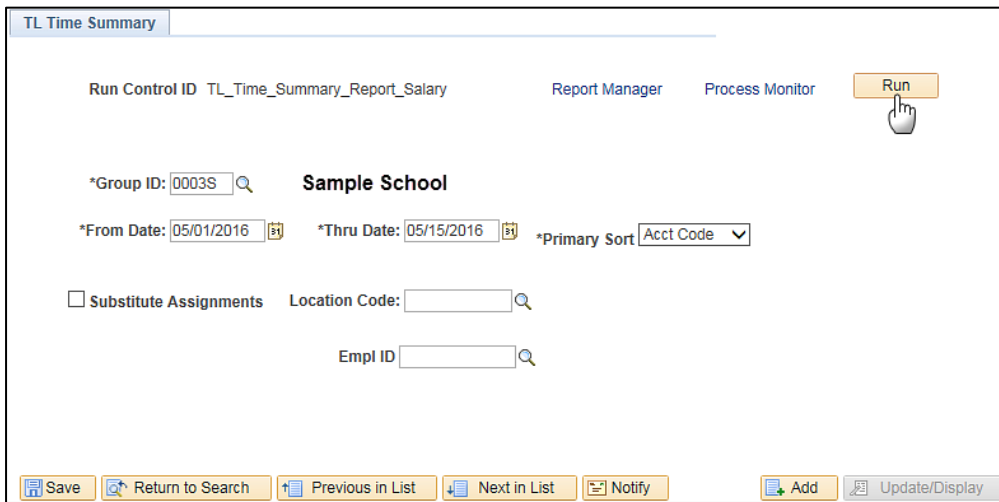
Example: If you run a Time Summary report for your salary, hourly, and substitutes, you only need to create “3” Run Control ID’s. **NOTE:** There should be no spaces in the **Run Control ID**. Use underscore (_) as separator.

Time Summary Add a New Value Page






The TL Time Summary page appears.

TL Time Summary Page





Step 3

Enter the following information onto the TL Time Summary Report Page.

Step	Field	Information to Enter
3.1	Group ID	Click the  icon to search for your Group ID.
3.2	From Date	Enter the beginning of the time frame or you may use the  button to find the correct date. Reports are run based on the payroll deadlines.
3.3	Thru Date	Enter the end of the timeframe or you may use the  button to find the correct date. Reports are run based on the payroll deadlines.

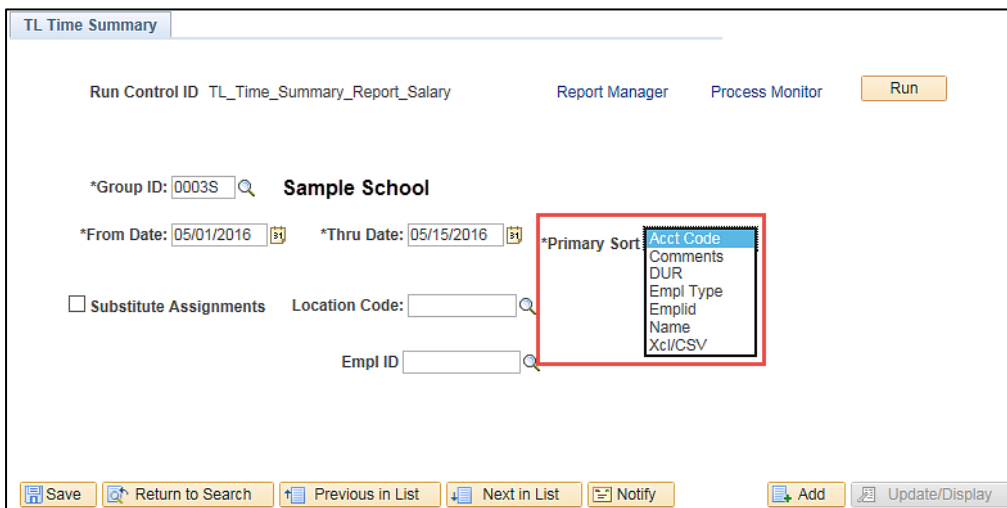
Time Summary reports you need to run are:

- Salary
- Hourly
- Substitutes

Step	Field	Information to Enter
3.4	Primary Sort	Select a Primary Sort option or leave the default of Acct Code. <i>See information on the Primary Sort Option below.</i>
3.5	Substitute Assignments	Check the Substitute Assignments box to run a report for substitute assignments within a certain location, the Group ID must be 5998H or 5830H to run this report.
3.6	Location Code	Enter the Location code of the Substitutions you are reporting for. (Ex: 0003A)
3.7	Click 	only the first time you are setting up your Run Control ID for each report.
3.8	Click 	.

- All Substitutes will be in Group ID 5998H (Certificated and Classified Substitutes)
- 5830H (to be used ***only*** if associated with CDC Certificated VT subs including attendants/assistants).

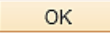
NOTE: The Time Summary Report includes a ***Primary Sort Option***. This will allow the report to be sorted in a preferred manner.



- If you select Sort Option of Acct Code (which is the default selected item), the report output will be sorted in the same manner it was prior to this enhancement.
- If you select Sort Option of Comments, DUR (Date under Report), Empl Type (Employee Type), Emplid (Employee ID), or Name the report output will be sorted by the selected field.

- The last sort option of Xcl/CSV has been provided in order to improve download capability to a .csv format. The Xcl/CSV output does not include TL Comments and the header lines have been removed. To export to Excel, see the [How to Run the Time Summary Report to Excel](#) job aid.

Process Scheduler Request Page

Step	Field	Information to Enter
3.9	Server Name	Select PSNT from the drop-down menu the first time you set up the report. It then defaults.
3.10	Click 	.

You are now viewing the TL Time Summary page.

Make note of the Process Instance number below the [Process Monitor](#) link. It is the number assigned to your report.

Step 4

Click the [Process Monitor](#) link in the upper right of the TL Time Summary Page. This brings you to the Process List Tab.

Process List Tab

The screenshot shows the 'Process List' tab interface. At the top, there are search filters for 'View Process Request For' including User ID (101301), Type, Last, 1 Days, Server (PSNT), Name, Instance From, Instance To, Run Status, and Distribution Status. There are buttons for Refresh, Clear, and Reset. Below the filters is a table with the following columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The table contains one row with Instance 1607041, Process Type SQR Report, Process Name SDHR868A, User 101301, and Run Date/Time 07/10/2023 12:34:41PM PDT. The Run Status is 'Success' and the Distribution Status is 'Posted'. A red box highlights these two columns. Below the table are buttons for Save and Notify, and a link to go back to the TL Time Summary Report.

First, check the Run Status of your report. If it does not say “Success”, and the Distribution Status does not say “Posted”, wait a moment and click the [Refresh](#) button. (This may take a few minutes.)

When the Run Status says Success, and the Distribution Status says Posted, you may then click the [Actions](#) link.

This screenshot shows the same 'Process List' tab interface as the previous one, but with the 'Actions' dropdown menu open. The menu options are: Update Process, Details, Parameters, Message Log, and View Log/Trace. A red arrow points to the 'View Log/Trace' option. The table row below shows the Run Status as 'Success' and the Distribution Status as 'Posted'.

From this screen, click the [View Log/Trace](#) link. (The View Log/Trace page will appear.)

View Log/Trace Page

View Log/Trace

Report

Report ID 1128397 Process Instance 1607041 Message Log
 Name SDTL275 Process Type SQR Report
 Run Status Success

Time Summary

Distribution Details

Distribution Node PSREPORTS Expiration Date 08/22/2016

File List

Name	File Size (bytes)	Datetime Created
SDTL275_1607041.PDF	6,491	08/15/2016 3:36:11.867000PM PDT
SDTL275_1607041.out	0	08/15/2016 3:36:11.867000PM PDT
SQR_SDTL275_1607041.log	1,730	08/15/2016 3:36:11.867000PM PDT

Distribute To

Distribution ID Type *Distribution ID
 User

Return

Step 5

Click the link with the .PDF extension. Notice your Process Instance number is just before the letters PDF. The report opens in Adobe Acrobat Reader.

Time Summary Report

Report ID: SDTL275

Employee Information **SAMPLE REPORT** **Date, Hours, TRC**

PeopleSoft
 TIME SUMMARY BY ACCT CODE
 Group ID: 00036
 From 05/01/2015 thru 05/15/2015

Page No. 2
 Run Date 09/09/2015
 Run Time 15:44:43

Account Cd	Type	EmpId	Name	Descr	Comments	Department	Rcd	Description	Resource	Budget	Account	Program	Class	Fund	Excluded	Project
									Jobcode/Description				Date	QTY	TRC	Location/Description
S			Chris Doe			0	0003-Adams Elementary		6485-Spec Ed Asst				05/04/2015	5.00	SLP	
S			Chris Doe			0	0003-Adams Elementary		6485-Spec Ed Asst				05/08/2015	5.00	SLP	
S			Chris Doe			0	5180-Speech & Hearing		2256-Speech /Language Pathologist				05/15/2015	8.00	SLP	
S			Chris Doe			0	0003-Adams Elementary		2104-Spec Ed Early Childhood (Spec)				05/05/2015	8.00	SLP	
S			Chris Doe			0	0003-Adams Elementary		2104-Spec Ed Early Childhood (Spec)				05/15/2015	8.00	SLP	
S			Chris Doe			0	0003-Adams Elementary		6420-Spec Ed Techn				05/01/2015	7.00	IA	
S			Chris Doe			0	0003-Adams Elementary		6420-Spec Ed Techn				05/04/2015	7.00	IA	
S			Chris Doe			0	0003-Adams Elementary		6420-Spec Ed Techn				05/05/2015	7.00	IA	
S			Chris Doe			0	0003-Adams Elementary		6420-Spec Ed Techn				05/07/2015	7.00	IA	
S			Chris Doe			0	0003-Adams Elementary		6420-Spec Ed Techn				05/08/2015	7.00	IA	
S			Chris Doe			0	0003-Adams Elementary		6420-Spec Ed Techn				05/11/2015	7.00	IA	
S			Chris Doe			0	0003-Adams Elementary		6420-Spec Ed Techn				05/12/2015	7.00	IA	
S			Chris Doe			0	0003-Adams Elementary		6420-Spec Ed Techn				05/14/2015	7.00	IA	
S			Chris Doe			0	0003-Adams Elementary		6420-Spec Ed Techn				05/15/2015	7.00	IA	
S			Chris Doe			0	0003-Adams Elementary		6479-Child Dev Cntr Asst				05/11/2015	3.50	LHS	
S			Chris Doe			0	0003-Adams Elementary		6479-Child Dev Cntr Asst				05/12/2015	3.50	LHS	
S			Chris Doe			0	0003-Adams Elementary		6479-Child Dev Cntr Asst				05/13/2015	3.50	LHS	
S			Chris Doe			0	0003-Adams Elementary		7500-Custodian				05/12/2015	4.00	JUR	
S			Chris Doe			0	0003-Adams Elementary		6479-Child Dev Cntr Asst				05/01/2015	3.50	SLP	
S			Chris Doe			0	0003-Adams Elementary		6479-Child Dev Cntr Asst				05/11/2015	3.50	SLP	
S			Chris Doe			0	0003-Adams Elementary		6479-Child Dev Cntr Asst				05/12/2015	3.50	SLP	
S			Chris Doe			0	0003-Adams Elementary		6479-Child Dev Cntr Asst				05/13/2015	3.50	SLP	
0003051000022512725010000			Cust Hrly			0003-Adams Elementary			05100	00	2251	5000	8100	01000	0000	
S			Chris Doe			0	5600-Custodial Services		7500-Custodian				05/03/2015	6.50	OTH	
S			Chris Doe			0	5600-Custodial Services		7522-Bldg Svcs Supv II				05/10/2015	6.50	OTH	
0003061000011570102010000			Classr T H			0003-Adams Elementary			06100	00	1157	1000	1110	01000	0000	
S			Chris Doe			0	0003-Adams Elementary		2000-Regular Teacher				05/04/2015	1.00	TUT	
S			Chris Doe			0	0003-Adams Elementary		2000-Regular Teacher				05/05/2015	1.00	TUT	
S			Chris Doe			0	0003-Adams Elementary		2000-Regular Teacher				05/06/2015	0.50	TUT	

The Time Summary report will show any time that has been added and/or changed within the date

parameters you selected when you ran the report. When you are done viewing or printing the report close the Adobe Acrobat Reader window.

Follow the steps below to run the Time Summary report and download it to Excel.

- a. To run the report and download it to Excel, first select Xcl/CSV Primary Sort option.

The screenshot shows the 'TL Time Summary' configuration page. At the top, there are buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below that, the 'Run Control ID' is 'TL_Time_Summary_Report_Excel'. The 'Group ID' is '0003S' and the 'Sample School' is selected. The 'From Date' is '05/01/2016' and the 'Thru Date' is '05/15/2016'. The 'Primary Sort' dropdown menu is highlighted with a red box, and a mouse cursor is pointing to the 'Xcl/CSV' option. There are also checkboxes for 'Substitute Assignments' and 'Location Code', and an 'Empl ID' field. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Refresh'.

- b. Then modify the format on the Process Scheduler Request to CSV. Report Output will be delivered as a .csv file.

The screenshot shows the 'Process Scheduler Request' dialog box. The 'User ID' is blank and the 'Run Control ID' is 'TL_Time_Summary_Report_Excel'. The 'Server Name' is 'PSNT' and the 'Run Date' is '08/15/2016'. The 'Recurrence' is blank and the 'Run Time' is '4:13:53PM'. There is a 'Reset to Current Date/Time' button. The 'Time Zone' is blank. Below this is a 'Process List' table with the following columns: 'Select', 'Description', 'Process Name', 'Process Type', '*Type', '*Format', and 'Distribution'. The table contains one row: 'Time Summary' (checked), 'SDTL275', 'SQR Report', 'Web', and 'CSV'. The 'Format' dropdown menu for this row is highlighted with a red box, and a mouse cursor is pointing to the 'CSV' option. At the bottom, there are 'OK' and 'Cancel' buttons.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Time Summary	SDTL275	SQR Report	Web	CSV	Distribution

- c. Click the link with the [.csv](#) extension. Notice your Process Instance number is just before the letters csv. The report will open in Excel.

View Log/Trace

Report

Report ID 1128398 Process Instance 1607042 Message Log
 Name SDTL275 Process Type SQR Report
 Run Status Success

Time Summary

Distribution Details

Distribution Node PSREPORTS Expiration Date 08/22/2016

File List

Name	File Size (bytes)	Datetime Created
SDTL275_1607042.csv	4,709	08/15/2016 4:20:31.750000PM PDT
SDTL275_1607042.out	0	08/15/2016 4:20:31.750000PM PDT
SQR_SDTL275_1607042.log	1,752	08/15/2016 4:20:31.750000PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	

Return

Example of the Xcl/CSV option output file. It opens as Read-Only. You can now save this to your computer's desktop or document folder.

SDTL275_1607042 [Read-Only] - Excel

	A	B	C	D	E	F	G	H	I
1		PeopleSoft							
2	Report ID:	SDTL275	TIME SUMMARY BY	Page No. 1					
3	Run Date	8/15/2016							
4	Run Time	16:20:17							
5	S		Chris Doe	0 0003-Adams Elementary	2000-Regular Teacher	5/4/2016	8	SLF	
6	S		Chris Doe	0 0003-Adams Elementary	2000-Regular Teacher	5/5/2016	8	SLF	
7	S		Chris Doe	0 0003-Adams Elementary	2000-Regular Teacher	5/2/2016	1	PTCL	
8	S		Chris Doe	0 0003-Adams Elementary	2000-Regular Teacher	5/5/2016	1	PTCL	
9	S		Chris Doe	0 0003-Adams Elementary	2000-Regular Teacher	5/9/2016	1	PTCL	
10	S		Chris Doe	0 0003-Adams Elementary	2000-Regular Teacher	5/12/2016	1	PTCL	
11	S		Chris Doe	0 0003-Adams Elementary	2000-Regular Teacher	5/12/2016	2	PB2HR	
12	S		Chris Doe	0 0003-Adams Elementary	6472-Library Asst	5/2/2016	3.2	SLF	
13	S		Chris Doe	0 0003-Adams Elementary	6472-Library Asst	5/3/2016	3.2	SLF	
14	S		Chris Doe	0 0003-Adams Elementary	6472-Library Asst	5/4/2016	3.2	SLF	
15	S		Chris Doe	0 0003-Adams Elementary	6472-Library Asst	5/5/2016	3.2	SLF	
16	S		Chris Doe	0 0003-Adams Elementary	6472-Library Asst	5/6/2016	3.2	SLF	
17	S		Chris Doe	0 0003-Adams Elementary	6472-Library Asst	5/9/2016	3.2	SLF	
18	S		Chris Doe	0 0003-Adams Elementary	6472-Library Asst	5/10/2016	3.2	SLF	

How to Run the Cross-Site Account Code Charges Report

The Cross-Site Account Code Charges report is used to determine sites whose budget is being charged by a different site using their Combination Codes (budget numbers). Unlike the Audit Paid to Reported Time Report, this report includes time that has been reported in Time and Labor but has not yet been paid. To use this report effectively, it must be run and validated weekly. That way if time is being charged by another department to your site account, you can contact the timekeeper at the other site to make the correction before the timekeeping deadline. The parameters of From Date and Thru Date required to be entered by timekeepers when running the report reference the DUR (date worked). In some cases, time is entered after a payroll deadline has passed. When hours are reported late (after a payroll deadline has passed) they will not appear on the Audit Paid to Reported Time report for that payroll. They will appear on the audit report for the payroll on which they were paid.

Remember Combination Codes (Budget Numbers) cannot be changed once payroll has been processed. Timekeepers will be responsible for printing these reports and getting them to the site administrator for review and approval. This report must be signed. **Run a final report each payroll deadline for your records.**

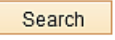
Step 1

Navigation: Time Management > Time and Labor Work Center > Reports/Processes tab → Cross-Site Account Charges

Cross-Site Account Charges Search Page

Step 2

Enter the following information onto the Cross-Site Account Code Charges Search Page.

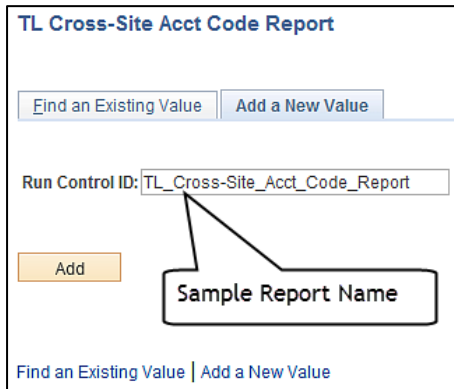
Step	Field	Information to Enter
2.1	Run Control ID	To search for the Run Control ID that you are looking for use the “begins with” search function, enter in the first one or two letters of the ID to search. (You can also search with a blank field to return all results.)
2.2	Click the 	button. (Choose the Run Control ID you want.)

Or you can add a new Run Control ID by clicking the **Add a New Value** tab, entering a unique name for the Run Control ID field, and click **Add**. You only need one Run Control ID for each different report. **Do not** keep clicking the **Add a New Value** tab each time you run a report.

Example: If you run a Cross-Site Account Code Charges report for your department, you will only have “1” Run Control ID for this report.

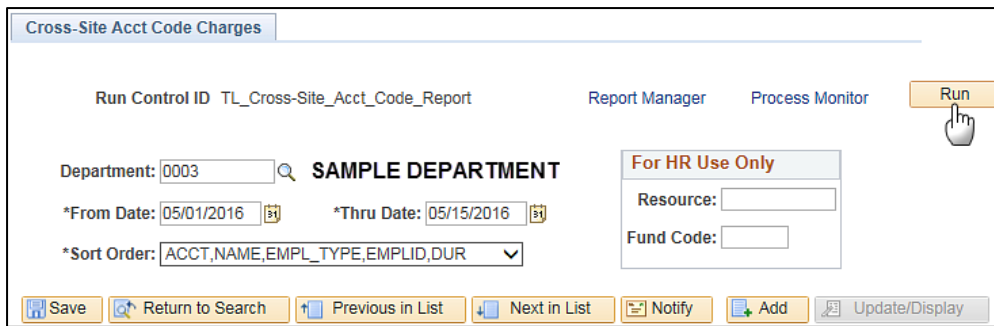
NOTE: There should be no spaces in the **Run Control ID**. Use underscore (**_**) as separator.

Cross-Site Account Code Charges Add a New Value Page





The Cross-Site Account Code Charges Report page appears.




Cross-Site Account Charges Report Page



Step 3

Enter the following information onto the Cross-Site Account Code Charges Report Page.

Step	Field	Information to Enter
3.1	Department	Click the  icon to search for your Department.
3.2	From Date	Enter the beginning of the reported hours' time frame or you may use the  button to find the correct date.


3.3	Thru Date	Enter the end of the reported hours timeframe or you may use the  button to find the correct date.
3.4	Click 	only the first time you are setting up your Run Control ID for each report.
3.5	Click 	.

NOTE: Final report for your payroll records are run after each payroll deadline.

Process Scheduler Request Page

Process Scheduler Request

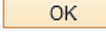
User ID Run Control ID TL_Cross-Site_Acct_Code_Report

Server Name Run Date 

Recurrence Run Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Cross-Site Acct Code Charges	SDTL273	SQR Report	Web	PDF	Distribution



Step	Field	Information to Enter
3.6	Server Name	Select PSNT from the drop-down menu the first time you set up the report. It then defaults.
3.7	Click 	.

Cross-Site Account Code Charges Page

Cross-Site Acct Code Charges

Run Control ID TL_Cross-Site_Acct_Code_Report Report Manager Process Monitor

Department: Adams Elementary Process Instance: 1607043

*From Date:  *Thru Date: 

*Sort Order:

For HR Use Only

Resource:

Fund Code:

Make note of the Process Instance number below the [Process Monitor](#) link. It is the number assigned to your report.

Step 4

Click the [Process Monitor](#) link in the upper right of the Cross-Site Account Code Charges screen. This brings you to the Process List Tab.

Process List Tab

The screenshot shows the 'Process List' tab with a search and filter section at the top. Below that is a table with the following columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The 'Run Status' and 'Distribution Status' columns are highlighted in red. The 'Run Status' column contains the value 'Success' and the 'Distribution Status' column contains the value 'Posted'. The 'Actions' column has a dropdown menu with 'Details' and 'Actions' links. A hand cursor is pointing at the 'Actions' link.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	1607043		SQR Report	SDHR868A	101381	07/10/2023 12:34:41PM PDT	Success	Posted	Details	Actions

First, check the Run Status of your report. If it does not say “Success”, and the Distribution Status does not say “Posted”, wait a moment and click the [Refresh](#) button. (This may take a few minutes.)

When the Run Status says Success, and the Distribution Status says Posted, you may then click the [Actions](#) link.

The screenshot shows the 'Process List' tab with the 'Actions' dropdown menu open. The menu options are: Update Process, Details, Parameters, Message Log, and View Log/Trace. A red arrow points to the 'View Log/Trace' option.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	1607043		SQR Report	SDHR868A	101381	07/10/2023 12:34:41PM PDT	Success	Posted	Details	Actions

Select the [View Log/Trace](#) link. (The View Log/Trace page will appear.)

View Log/Trace Page

View Log/Trace

Report

Report ID 1128399 Process Instance 1607043 Message Log
 Name SDTL273 Process Type SQR Report
 Run Status Success

Cross-Site Acct Code Charges

Distribution Details

Distribution Node PSREPORTS Expiration Date 08/22/2016

File List

Name	File Size (bytes)	Datetime Created
SDTL273_1607043.PDF	8,885	08/15/2016 4:50:50.670000PM PDT
SDTL273_1607043.out	195	08/15/2016 4:50:50.670000PM PDT
SQR_SDTL273_1607043.log	1,732	08/15/2016 4:50:50.670000PM PDT

Distribute To

Distribution ID Type *Distribution ID
 User

Return

Step 5

Click the link with the [.PDF](#) extension. Notice your Process Instance number is just before the letters PDF. The report opens in Adobe Acrobat Reader.

Cross-Site Account Charges Report

Timekeeper at [another](#) site charging [your](#) sites budget for an employee.

SAMPLE REPORT

Report ID: SDTL273 PeopleSoft Page No. 1
 CROSS-SITE ACCOUNT CODE CHARGES Run Date 09/09/2015
 Deptid: 0003 From 05/01/2015 thru 05/15/2015 Run Time 16:46:02

Account Cd Type	Emplid Name	Descr	Employee Information	Resource	Budget	Account Program	Class	Fund	Extended	Project	Description
			Comments	Jobcode/Description					Date, Hours, TRC		
000300000009995000000000		Acct	0003-Adams Elementary	0000	00	9995 0000	00	0000	0000		
H	Chris Doe	6	5998-Unassigned Labor Pool	6420-Spec Ed Techn			05/04/2015	7.00	REG		
H	Chris Doe	6	ACCOUNT DEFAULTED Emplid Teach	6420-Spec Ed Techn			05/05/2015	7.00	REG		
H	Chris Doe	3	5998-Unassigned Labor Pool	6420-Spec Ed Techn			05/01/2015	7.00	REG	0003A-Adams Elementary	
H	Chris Doe	5	5998-Unassigned Labor Pool	6420-Spec Ed Techn			05/01/2015	6.75	REG	0003A-Adams Elementary	
H	Chris Doe	5	5998-Unassigned Labor Pool	6420-Spec Ed Techn			05/05/2015	7.00	REG	0003A-Adams Elementary	
H	Chris Doe	5	5998-Unassigned Labor Pool	6420-Spec Ed Techn			05/07/2015	7.00	REG	0003A-Adams Elementary	
H	Chris Doe	5	5998-Unassigned Labor Pool	6420-Spec Ed Techn			05/08/2015	7.00	REG	0003A-Adams Elementary	
0003000100024561500010000		Clerk Sub	0003-Adams Elementary	00010	00	2456 2700	0000	01000	0000		
H	Chris Doe	8	5998-Unassigned Labor Pool	6101-School Clerk I			05/08/2015	8.00	REG	0003A-Adams Elementary	
H	Chris Doe	8	5998-Unassigned Labor Pool	6101-School Clerk I			05/15/2015	6.83	REG	0003A-Adams Elementary	

The Cross-Site Account Code Charges report will show you time that has been added and/or changed within the date parameters you selected when you ran the report. When you are done viewing or printing the report close the Adobe Acrobat Reader window. **To run this report to an Excel file, see the [How to Run the Cross-Site Account Code Charges Report to Excel](#) job aid.**

How to Run the Site Account Code Charges Report

This report is provided for sites to monitor time that is charged to another sites (Combination Code (budget number) which contains a department value that is not your own). Unlike the Audit Paid to Reported Time Report, this report includes time that has been reported in Time and Labor but has not yet been paid. To use this report effectively, it must be run and validated weekly. This way if time is being charged to a department other than your own, you can make the changes before the timekeeping deadline. The parameters of From Date and Thru Date required to be entered by timekeepers when running the report reference the DUR (date worked). In some cases, time is entered after a payroll deadline has passed. When hours are reported late (after a payroll deadline has passed) they will not appear on the Audit Paid to Reported Time report for that payroll. They will appear on the audit report for the payroll on which they were paid.

Remember Combination Codes (Budget Numbers) cannot be changed once payroll has been processed. The Site Account Code Charges is the report that site administrators will use to monitor the Combination Code charges entered by their site timekeeper. This report must be signed. **Run one final report for salary and hourly after each payroll deadline for your records.**

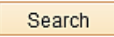
Step 1

Navigation: Time Management > Time and Labor Work Center > Reports/Processes tab > Site Account Charges

Site Account Code Charges Report Search Page

Step 2

Enter the following information onto the Site Account Code Charges Report Search Page:

Step	Field	Information to Enter
2.1	Run Control ID	To search for the Run Control ID that you are looking for use the “begins with” search function, enter in the first one or two letters of the ID in order to search. (You can also search with a blank field to return all results.)
2.2	Click the 	button. (Choose the Run Control ID you want.)

Or you can add a new Run Control ID by clicking the **Add a New Value** tab, entering a unique name for the Run Control ID field, and click **Add**. You only need one Run Control ID for each different report. **Do not** keep clicking the **Add a New Value** tab each time you run a report.

Example: If you run a Site Account Code Charge report for your salary and hourly you only need to create “2” Run Control ID’s.

NOTE: There should be no spaces in the **Run Control ID**. Use underscore (_) as separator.

Site Account Code Charges Report Add a New Value Page

TL Site Acct Code Charge Rpt

Find an Existing Value | **Add a New Value**

Run Control ID: TL_Site_Acct_Code_Charge_Rpt

Add

Sample Report Name

Find an Existing Value | Add a New Value

The Site Account Code Charges Report page appears.

Site Account Code Charges Report Page

Site Acct Code Charges

Run Control ID TL_Site_Acct_Code_Charge_Rpt Report Manager Process Monitor **Run**

*Group ID: 0003S **Sample School**




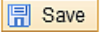

*From Date: 05/01/2016 *Thru Date: 05/15/2016

Output CSV File

Save Return to Search Previous in List Next in List Notify Add Update/Display

Step 3

Enter the following information onto the Site Account Code Charges Report Page.



Step	Field	Information to Enter
3.1	Group ID	Click the  icon to search for your Group ID.
3.2	From Date	Enter the beginning of the time frame or you may use the  button to find the correct date.
3.3	Thru Date	Enter the end of the timeframe or you may use the  button to find the correct date.
3.4	Click 	only the first time you are setting up your Run Control ID for each report.
3.5	Click 	.

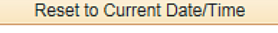
NOTE: Final reports for your payroll records are run after each payroll deadline.


Process Scheduler Request Page

Process Scheduler Request

User ID Run Control ID TL_Site_Acct_Code_Charge_Rpt



Server Name  Run Date 


Recurrence Run Time 

Time Zone 

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Site Account Code Charges	SDTL274	SQR Report	Web <input type="text" value="v"/>	PDF <input type="text" value="v"/>	Distribution

Step	Field	Information to Enter
3.6	Server Name	Select PSNT from the drop-down menu the first time you set up the report. It then defaults.
3.7	Click 	.

You now are viewing the Site Account Code Charges Report page.

Site Account Code Charges Report Page

Make note of the Process Instance number below the [Process Monitor](#) link.

Step 4

Click the [Process Monitor](#) link in the upper right of the Site Account Code Charges Page. This brings you to the Process List Tab.

Process List Tab

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	1607044		SQR Report	SDHR868A	101384	07/10/2023 12:34:41PM PDT	Success	Posted	Details	▼ Actions

First, check the Run Status of your report. If it does not say “Success”, and the Distribution Status does not say “Posted”, wait a moment and click the [Refresh](#) button. (This may take a few minutes.)

When the Run Status says Success, and the Distribution Status says Posted, you may then click the [Actions](#) link.

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	1607044		SQR Report	SDHR868A	101381	07/10/2023 12:34:41PM PDT	Success	Posted	Details	Actions

Go back to [TL Site Acct Code Charge Rpt](#)

[Save](#) [Notify](#)

Process List | [Server List](#)

- Update Process >
- Details
- Parameters
- Message Log
- View Log/Trace**

Select click the [View Log/Trace](#) link. (The View Log/Trace page will appear.)

View Log/Trace Page

View Log/Trace

Report

Report ID 1128400 Process Instance 1607044 [Message Log](#)
 Name SDTL274 Process Type SQR Report
 Run Status Success

Site Account Code Charges

Distribution Details

Distribution Node PSREPORTS Expiration Date 08/22/2016

File List

Name	File Size (bytes)	Datetime Created
SDTL274_1607044.PDF	4,713	08/15/2016 5:26:09.720000PM PDT
SDTL274_1607044.out	0	08/15/2016 5:26:09.720000PM PDT
SQR_SDTL274_1607044.log	1,728	08/15/2016 5:26:09.720000PM PDT

Distribute To

Distribution ID Type *Distribution ID

User

[Return](#)

Step 5

Click on the hyperlink with the [.PDF](#) extension. Notice your Process Instance number is just before the letters PDF. The report opens in Adobe Acrobat Reader.

Site Account Code Charges Report

Timekeeper at [your](#) site charging [another](#) sites budget for an employee.

SAMPLE REPORT

Report ID: SDTL274 PeopleSoft
SITE ACCOUNT CODE CHARGES
Group ID: 0003S
From 05/01/2015 thru 05/15/2015 Page No. 1
Run Date 09/10/2015
Run Time 09:34:00

Account Code (Budget Number)		Employee charged		Employee Information		Resource		Budget	Account	Program	Class	Fund	Extended	Project
Account Cd	Type	Emplid	Name	Descr	Comments	Resource	Jobcode/Description							Description
0003051000022512725010000				Part Hrly	0003-Adams Elementary	05100		00	2251	5000	81	0100	0000	
S			Chris Doe	0	5600-Custodial Services		7500-Custodian						05/03/2015	6.50 OTH
S			Chris Doe	0	5600-Custodial Services		7522-Bldg Svcs Supv II						05/10/2015	6.50 OTH
5419914480029551600010000				PARAS Hrly	5419-Mental Hlth Resource Ctr	91448		00	2955	3110	0000	01000	0000	
S			Chris Doe	0	0003-Adams Elementary		6450M-Noon Duty Assistant						04/21/2015	1.50 EXTRA
S			Chris Doe	0	0003-Adams Elementary		6450M-Noon Duty Assistant						04/28/2015	1.50 EXTRA
S			Chris Doe	0	0003-Adams Elementary		6450M-Noon Duty Assistant						04/21/2015	1.50 EXTRA
S			Chris Doe	0	0003-Adams Elementary		6450M-Noon Duty Assistant						04/28/2015	1.50 EXTRA
S			Chris Doe	0	0003-Adams Elementary		6450M-Noon Duty Assistant						05/05/2015	1.50 EXTRA
5493901610024511400010000				OTBS Hrly	5493-Ballard Parent Center	90161		00	2451	2495	0000	01000	0000	
S			Chris Doe	0	0003-Adams Elementary		6450M-Noon Duty Assistant						05/12/2015	1.50 EXTRA
S			Chris Doe	0	0003-Adams Elementary		6450M-Noon Duty Assistant						05/12/2015	1.50 EXTRA

The Site Account Code Charges report will show any time that has been added and/or changed within the date parameters you selected when you ran the report. When you are done viewing or printing the report close the Adobe Acrobat Reader window. **To run this report to an Excel file, see the [How to Run the Site Account Code Charges Report to Excel](#) job aid.**

How to Run the T & L Blank Account Codes Report

All substitutes for vacant positions or personal (not district-related) absences will have Combination Code charges (budget numbers) populated automatically from the SmartFindExpress SAMS interface. All substitutions due to district related absences, however, would have Default Combination Codes, which must be manually entered by the site timekeeper. To determine district-related absences, the T&L Blank Account Codes report should be run on a daily or weekly basis. This report does not need to be signed. **Only timekeepers that use SmartFindExpress SAMS run this report.**

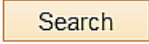
Step 1


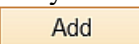

Navigation: Time Management > Time and Labor Work Center > Reports/Processes tab > T&L Blank Account Codes

T&L Blank Account Codes Report Search Page

Step 2

Enter the following information onto the T&L Blank Acct Code Report page.

Step	Field	Information to Enter
2.1	Run Control ID	To search for the Run Control ID that you are looking for use the “begins with” search function, enter in the first one or two letters of the ID to search. (You can also search with a blank field to return all results.)
2.2	Click the 	button. (Choose the ID you want.)

Or you can add a new Run Control ID by clicking the  tab, entering a unique name for the Run Control ID field, and click . You only need one Run Control ID for each different report. **Do not** keep clicking the  tab each time you run a report.

Example: If you run a T&L Blank Account Codes Report for your site you only need “1” Run Control ID.


NOTE: There should be no spaces in the **Run Control ID**. Use underscore (_) as separator.



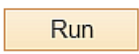
T&L Blank Account Codes Report Add a New Value Page

T&L Blank Account Codes Report Page


Step 3

Enter the following information onto the T&L Blank Account Codes Report page.

Step	Field	Information to Enter
3.1	Group ID	The Group ID is 5998H (Certificated and Classified subs) or 5830H (CDC Certificated VT subs including attendants/assistants).
3.2	SetID	SetID is always SDUSD .
3.3	Location Code	You must enter your location code, followed by an “A”. Ex: 0003A (Sample School Location)
3.4	From Date	Enter the beginning time frame or you may use the  button to find the correct date.

3.5	Thru Date	Enter the end timeframe or you may use the  button to find the correct date.
3.6	Click 	only the first time you are setting up your Run Control ID for this report.
3.7	Click 	.

Process Scheduler Request Page

Step	Field	Information to Enter
3.8	Server Name	Select PSNT from the drop-down menu the first time you set up the report. It then defaults.
3.9	Click 	.

This returns you to the T&L Blank Account Codes Report page.

T&L Blank Account Codes Report Page

Make note of the Process Instance number below the [Process Monitor](#) link.

Step 4

Click the [Process Monitor](#) link in the upper right of the T&L Blank Account Code page. This brings you to the Process List Tab.

Process List Tab Page

First, check the Run Status of your report. If it does not say “Success”, and the Distribution Status does not say “Posted”, wait a moment and click the [Refresh](#) button. (This may take a few minutes.)

When the Run Status says Success, and the Distribution Status says Posted, **Do Not** click the Details link, click the **Go Back to TL Blank Acct Code Report** link. This takes you back to the main report screen.

Main T&L Blank Account Codes Report Page

Step 5

Click the **Report Manager** link. This takes you to the **View Reports For** page.

Step 6

In the **Report** column, you see your **.pdf** file. The **Process Instance** column shows the **Process Instance Number** that was assigned to your report at the end of step 3. Click the **.pdf** link. This takes you to the **Report, Distribution Details, File List** page.

View Reports For Page

The screenshot shows a web interface for viewing reports. At the top, there are navigation tabs: List, Explorer, Administration, and Archives. Below this is a section titled 'View Reports For' with search filters for Folder, Instance, Name, and Created On. A 'Refresh' button is also present. Below the filters is a table of reports. The table has columns: Report, Report Description, Folder Name, Completion Date/Time, Report ID, and Process Instance. The first row is highlighted, and a mouse cursor is clicking on the 'SDTL309 - SDTL309.pdf' link in the 'Report' column. The 'Process Instance' value '1607069' is also highlighted with a red box.

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 SDTL309 - SDTL309.pdf	SDTL309 - SDTL309.PDF	HCM	08/17/16 9:39AM	1128412	1607069

Below the table, there is a link 'Go back to TL Blank Acct Code Report' and a 'Save' button. At the bottom, there are navigation tabs: List | Explorer | Administration | Archives.

Step 7

Click the **.pdf** file below **File List Name**. This will open the report in Adobe Acrobat Reader.

View Report, Distribution Details, File List Page

The screenshot shows a detailed view of a report. It is divided into several sections: 'Report', 'Distribution Details', 'File List', and 'Distribute To'. The 'Report' section shows Report ID 1128412, Process Instance 1607069, Name XMLP, and Process Type XML Publisher. The 'Distribution Details' section shows Distribution Node PSREPORTS and Expiration Date 08/24/2016. The 'File List' section has a table with columns: Name, File Size (bytes), and Datetime Created. The first row is highlighted in yellow and has a red box around the 'SDTL309.pdf' link. A mouse cursor is clicking on this link. The 'Distribute To' section shows Distribution ID Type and User fields.

Name	File Size (bytes)	Datetime Created
SDTL309.pdf	6,909	08/17/2016 9:39:30.687000AM PDT

T&L Blank Account Codes Report

San Diego Unified SCHOOL DISTRICT		PeopleSoft				Page No: 1 of 1	
Report ID: SDTL309		T&L BLANK ACCOUNT CODE AUDIT				Run Date: 01/31/2020	
						Run Time: 09:00:41	
Group ID: 5998H HRL Unassigned Labor Pool							
Location: 0019A Faker Elementary		From: 11/04/2019		To: 11/08/2019			
Name	EmplID	Job Code	Job Title	DUR	Hours	TRC	Absentee
Chris Doe	194631	2940	Subst Tchr Day-To-Day	2019-11-06	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	194631	2940	Subst Tchr Day-To-Day	2019-11-06	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	194631	2940	Subst Tchr Day-To-Day	2019-11-06	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	194631	2940	Subst Tchr Day-To-Day	2019-11-06	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	194631	2940	Subst Tchr Day-To-Day	2019-11-06	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	194136	2940	Subst Tchr Day-To-Day	2019-11-08	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	194136	2940	Subst Tchr Day-To-Day	2019-11-08	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	194136	2940	Subst Tchr Day-To-Day	2019-11-08	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	194136	2940	Subst Tchr Day-To-Day	2019-11-08	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	194136	2940	Subst Tchr Day-To-Day	2019-11-08	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	192545	2940	Subst Tchr Day-To-Day	2019-11-06	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	192545	2940	Subst Tchr Day-To-Day	2019-11-06	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	192545	2940	Subst Tchr Day-To-Day	2019-11-06	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	192545	2940	Subst Tchr Day-To-Day	2019-11-06	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	192545	2940	Subst Tchr Day-To-Day	2019-11-06	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	192545	2940	Subst Tchr Day-To-Day	2019-11-06	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	192545	2940	Subst Tchr Day-To-Day	2019-11-08	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	192545	2940	Subst Tchr Day-To-Day	2019-11-08	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	192545	2940	Subst Tchr Day-To-Day	2019-11-08	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	192545	2940	Subst Tchr Day-To-Day	2019-11-08	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	192545	2940	Subst Tchr Day-To-Day	2019-11-08	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	192545	2940	Subst Tchr Day-To-Day	2019-11-08	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	192545	2940	Subst Tchr Day-To-Day	2019-11-08	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe	196400	2940	Subst Tchr Day-To-Day	2019-11-07	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach

The report has opened in Adobe Acrobat Reader. You can now view, print or save your report.

NOTE: This report shows substitutes whose time is interfaced from SmartFindExpress SAMS to Time and Labor with a Default Combination Code (budget number) due to a district-related absence.

Report Field Definitions:

- **Name** - Name of Substitute
- **EmplID** - Employee ID of Substitute
- **Job Code** - Substitute's Job Code Number
- **Job Title** - Substitute's Job Title
- **DUR** - Date Time was Reported in Time and Labor
- **Hours** - Number of Hours Reported in Time and Labor
- **TRC** - Time Reporting Code reported for Substitute.
- **Absentee** - This field has the words ACCOUNT DEFAULTED which means the budget number defaulted for the substitute and must be changed (Professional Development) by the timekeeper. It also shows the Employee ID and Name of the employee that was absent and attended the Professional Development. **The employee's absence must be reported in Time and Labor.**

For more information on changing the budget number see the job aid [How to Update the Combination Code \(Budget Number\) for Professional Development Subs.](#)

How to Run the Leave Balance Reports

Vacation Accrual Policy: In accordance with District policy and Collective Bargaining Agreements, employees can accumulate a maximum of 328 vacation hours. Employees at or above 328 hours can carry excess vacation accrual forward for use prior to August 31. (Regular classroom teachers do not accrue vacation.) Any vacation time that exceeds 328 hours at the end of August will be paid to the employee on the September monthly pay warrant. At the same time, the employee's vacation balance will be reset to 328 hours. Managers and employees share responsibility in monitoring vacation balances to make sure they do not exceed the 328-hour maximum at the end of August each year. A manager or supervisor may require an employee to use vacation hours to avoid reaching the maximum accumulation. Payments to employees that have exceeded the cap will be charged directly to the site budget.

Run the **Leave Balance Reports** to identify employees at your site whose vacation balance is at or above 328 hours. There are two reports that can be run: **Leave Information by Department** and **Vacation Balances of 300 or >**.

This report should be run monthly and provided to managers/supervisors who will use the information to manage leave schedules and advise their employees.

Step 1

Navigation: Time Management > Time and Labor Work Center > Reports /Processes tab > Leave Balance Reports

Leave Balance Reports Search Page

Leave Balance Reports

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Search by: Run Control ID begins with

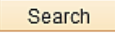
Case Sensitive

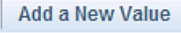


[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step 2

Enter the following information onto the Leave Balance Reports Search Page:

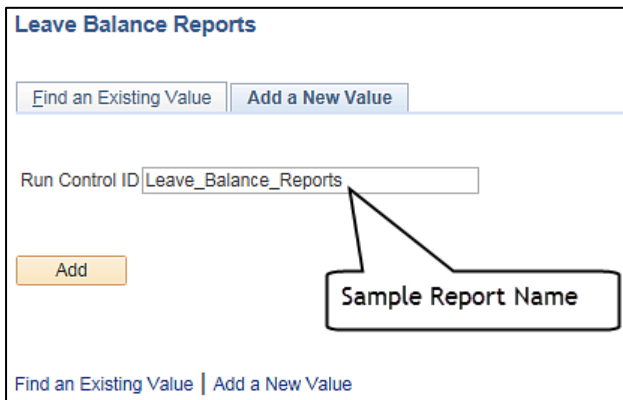
Step	Field	Information to Enter
2.1	Run Control ID	To search for the Run Control ID that you are looking for use the “begins with” search function, enter in the first one or two letters of the ID in order to search. (You can also search with a blank field to return all results.)
2.2	Click the 	button. (Choose the Run Control ID you want.)

Or you can add a new Run Control ID by clicking the  tab, entering a unique name for the Run Control ID field, and click . You only need one Run Control ID for each different report. **Do not** keep clicking the  tab each time you run a report.

Example: If you run a Leave Balance Report for your department, you will only have “1” Run Control ID for this report.

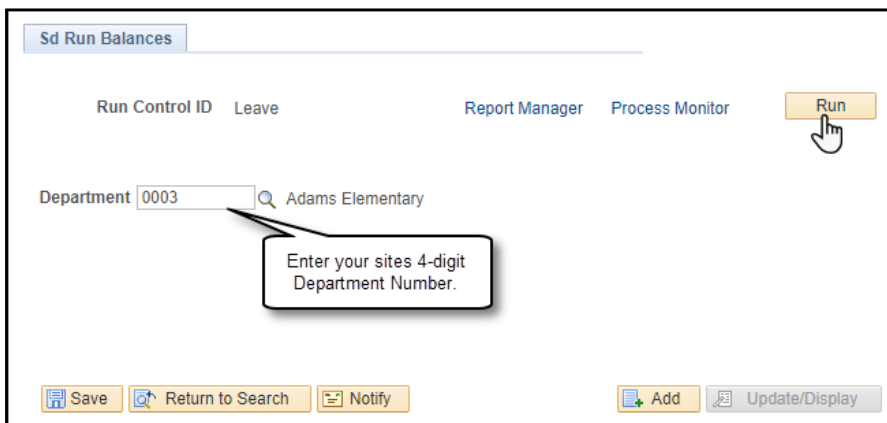
NOTE: There should be no spaces in the **Run Control ID**. Use underscore (_) as separator.

Leave Balance Reports Add a New Value Page






The Sd Run Balances page appears.

Sd Run Balances Page



Step 3

Enter the following information onto the Sd Run Balances Page.

Step	Field	Information to Enter
3.1	Department	Enter your sites 4 digit Department Number or click the  icon to search for your Department.
3.2	Click 	only the first time you are setting up your Run Control ID for the report.
3.3	Click 	.

NOTE: Final reports for your payroll records are run after each payroll deadline.

Process Scheduler Request Page

Process Scheduler Request


User ID Run Control ID Leave_Balance_Reports

Server Name Run Date

Recurrence Run Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Leave Information by Dept	SDHR868	SQR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Vacation Balances of 300 or >	SDHR868A	SQR Report	Web	PDF	Distribution

Step	Field	Information to Enter
3.4	Server Name	Select PSNT from the drop-down menu the first time you set up the report. It then defaults.
3.5	Select Description	Select either the option Leave Information by Dept or Vacation Balances of 300 or >. For this example we selected Vacation Balances of 300 or >.
3.6	Click 	.

You now are viewing the Sd Run Balances page.

Sd Run Balances Page

Make note of the Process Instance number below the [Process Monitor](#) link. It is the number assigned to your report.

Step 4

Click the [Process Monitor](#) link in the upper right of the Sd Run Balances Page. This brings you to the Process List Tab.

Process List Tab

First, check the Run Status of your report. If it does not say “Success”, and the Distribution Status does not say “Posted”, wait a moment and click the [Refresh](#) button. (This may take a few minutes.)

When the Run Status says Success, and the Distribution Status says Posted, you may then click the [Actions](#) link.

The screenshot shows a 'Process List' table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	1607071		SQR Report	SDHR868A	101381	07/10/2023 12:34:41PM PDT	Success	Posted	Details	▼ Actions

The 'Actions' dropdown menu is open, showing options: Update Process, Details, Parameters, Message Log, and View Log/Trace. A red arrow points to the 'View Log/Trace' option.

Select [View Log/Trace](#) link.

View Log/Trace Page

The 'View Log/Trace' page displays the following information:

- Report ID:** 1128415
- Process Instance:** 1607071
- Name:** SDHR868A
- Process Type:** SQR Report
- Run Status:** Success
- Distribution Node:** PSREPORTS
- Expiration Date:** 08/24/2016

File List:

Name	File Size (bytes)	Datetime Created
SDHR868A_1607071.PDF	4,195	08/17/2016 10:55:09.357000AM PDT
SDHR868A_1607071.out	0	08/17/2016 10:55:09.357000AM PDT
SQR_SDHR868A_1607071.log	1,729	08/17/2016 10:55:09.357000AM PDT

Step 5

Click on the hyperlink with the [.PDF](#) extension. Notice your Process Instance number is just before the letters PDF. The report opens in Adobe Acrobat Reader.

Leave Balance Report

The report header includes: Report ID: SDHR868A, Dept ID: [redacted], PeopleSoft VACATION BALANCES 300 OR MORE, Page No. 1, Run Date 08/17/2016, Run Time 10:54:56.

EMPLID	Employee Name	Plan Type	Accrual Date	Balance
[redacted]	Doe, Chris	Vacation	07/15/2016	323.17
	Doe, Chris	Vacation	07/15/2016	308.24
	Doe, Chris	Vacation	07/15/2016	313.25
	Doe, Chris	Vacation	07/15/2016	315.59
	Doe, Chris	Vacation	07/15/2016	303.69

A red box labeled 'SAMPLE' is overlaid on the table. A red arrow points to the balance value 323.17, with the text 'Over 300 hours' next to it.

NOTE: No Rows Found will display on PDF report if no one in your department is over 300 hours for the current month.

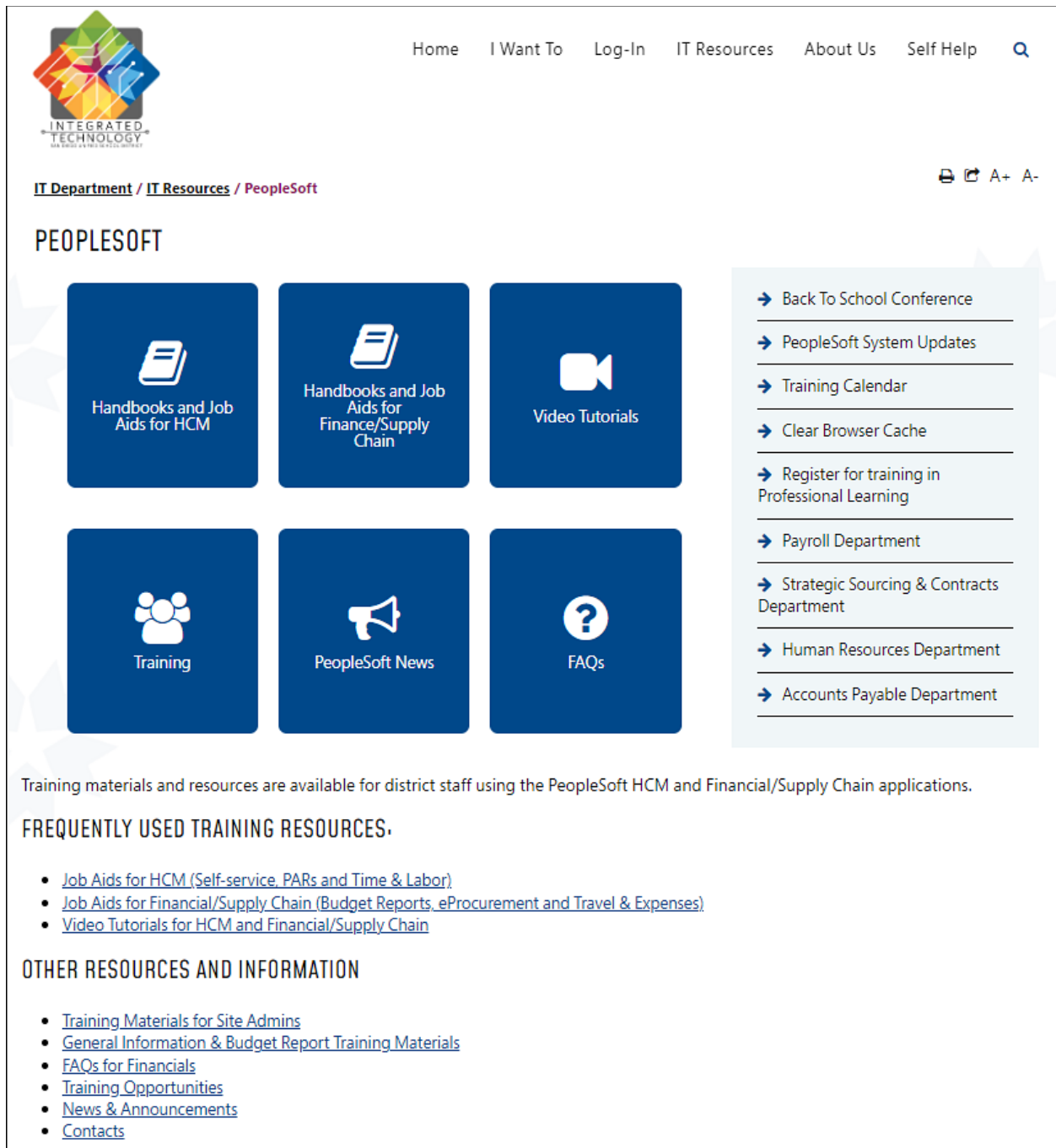
Leave Balance Report w/ no staff over 300 vacation hours.

EMPID	Employee Name	Plan Type	Accrual Date	Balance
No Rows Found				

Note: "No Rows Found" displays if no one in department has over 300 vacation hours for the current month.

Appendix I - PeopleSoft Website

The [PeopleSoft Website](#) has all information regarding training opportunities and reference materials such as handbooks, job aids, tutorials, etc.



The screenshot shows the PeopleSoft website interface. At the top, there is a navigation menu with links for Home, I Want To, Log-In, IT Resources, About Us, and Self Help. A search icon is also present. Below the navigation is the logo for Integrated Technology, which includes the text 'INTEGRATED TECHNOLOGY' and 'MAN POWER & TECHNOLOGY SOLUTIONS'. To the right of the logo is a breadcrumb trail: 'IT Department / IT Resources / PeopleSoft'. Further right are icons for a printer, a refresh button, and font size controls (A+ and A-).

The main content area is titled 'PEOPLESOFT' and features a grid of six blue buttons with white icons and text:

- Handbooks and Job Aids for HCM
- Handbooks and Job Aids for Finance/Supply Chain
- Video Tutorials
- Training
- PeopleSoft News
- FAQs

To the right of the grid is a vertical list of links, each preceded by a right-pointing arrow:

- Back To School Conference
- PeopleSoft System Updates
- Training Calendar
- Clear Browser Cache
- Register for training in Professional Learning
- Payroll Department
- Strategic Sourcing & Contracts Department
- Human Resources Department
- Accounts Payable Department

Below the grid, a paragraph states: 'Training materials and resources are available for district staff using the PeopleSoft HCM and Financial/Supply Chain applications.'

The section 'FREQUENTLY USED TRAINING RESOURCES' contains a bulleted list of links:

- [Job Aids for HCM \(Self-service, PARs and Time & Labor\)](#)
- [Job Aids for Financial/Supply Chain \(Budget Reports, eProcurement and Travel & Expenses\)](#)
- [Video Tutorials for HCM and Financial/Supply Chain](#)

The section 'OTHER RESOURCES AND INFORMATION' contains a bulleted list of links:

- [Training Materials for Site Admins](#)
- [General Information & Budget Report Training Materials](#)
- [FAQs for Financials](#)
- [Training Opportunities](#)
- [News & Announcements](#)
- [Contacts](#)