Punch Time Entry Job Aid for Entry by Supervisors or Payroll Coordinators on Behalf of an Employee

Important:
Employees must complete timesheets in PeopleSoft through Employee Self Service (ESS) by 2:00PM on Monday for the previous week. Supervisors must approve their employee's timesheets by 12:00PM on Tuesday for the previous week.

Failure to submit timesheets on time may result in a delay in receiving your paycheck.

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Time Entry Format Guidelines

Time may be entered in a variety of formats, but must be consistent throughout the timesheet.

- With a colon separating the hours and minutes (1:00)
- Without a colon separating the hours and minutes (100)
- In 12 hour format with A/ am or P/ pm entered after the time (1:00p, 1:00 PM, 1:00pm)
- In 24 hour format (1300, 13:00)

Important:

- *You must have each time in a 4 digit format, i.e. 0100 = 1:00pm or 0800 = 8:00am.*
- *You must enter "Time In" and "Last Out" for each day.*

Time Entry Examples

Example 1: An employee came into work at 7, took a half hour lunch and punched out for the day at 3:30.

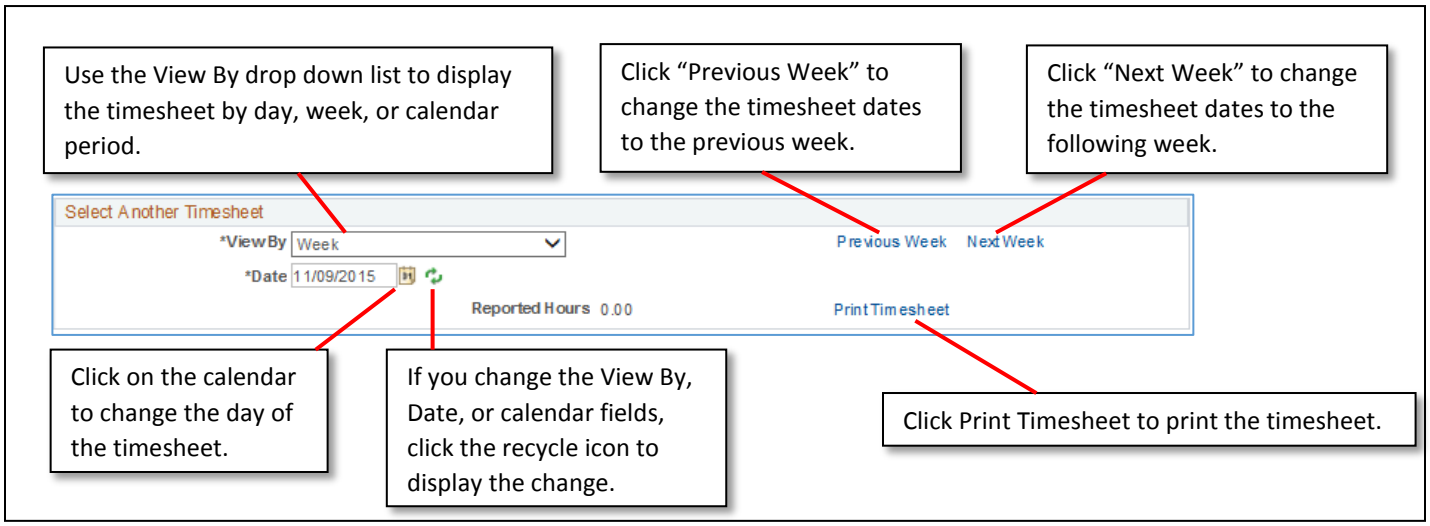
	Time In	Out	In	Last Out
Correct	0700a	1130a	1200p	0330p
Correct	0700	1130	1200	1530
Correct	0700a	1130a	1200p	0330p
Incorrect – missing A/ am or P/ pm	0700	1130	1200	330p

Example 2: An employee came into work at 7, did not take a lunch and punched out for the day at 3.

	Time In	Out	In	Last Out
Correct	0700a	(leave blank)	(leave blank)	0300p
Correct	0700	(leave blank)	(leave blank)	1530
Correct	0700a	(leave blank)	(leave blank)	0300p
Incorrect – not 4 digit format	700a	(leave blank)	(leave blank)	300p

Timesheet Layout

Selecting a Timesheet



Timesheet Field Descriptions

Enter the start time.

Enter the time the employee punched out for lunch or unpaid break or when they changed projects.

Enter the time the employee punched in from lunch or unpaid break.

Enter the employee's punch out time at the end of every day.

Do not change the Business Unit.

From 04/10/2016 to 04/16/2016

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Business Unit
	Sun	4/10	New									39500
	Mon	4/11	New									39500
	Tue	4/12	New									39500
	Wed	4/13	New									39500
	Thu	4/14	New									39500
	Fri	4/15	New									39500
	Sat	4/16	New									39500

Submit Clear

Click Submit to submit the timesheet.

Click Clear to clear the timesheet.

If the employee used Time Reporting Codes, specify the amount of hours logged using that code.

If overtime is earned, use the Rule Element 1 field to choose COMP or CASH pay options. Please review Division policy before using this field.

Do not enter the Combination Code in this field (unless you are copying and pasting a Combo Code from another line). This field will be populated when you enter the Chart Field information.

Click on the **ChartFields** link to input the **SpeedType** codes, along with **Project** and **Activity** information.

Use the plus and minus to add or delete rows. Multiple rows can be used if you worked on more than one project or activity in a day.

Combination Code	ChartFields	Date
	ChartFields	11/9
	ChartFields	11/10
	ChartFields	11/11
	ChartFields	11/12
	ChartFields	11/13
	ChartFields	11/14
	ChartFields	11/15

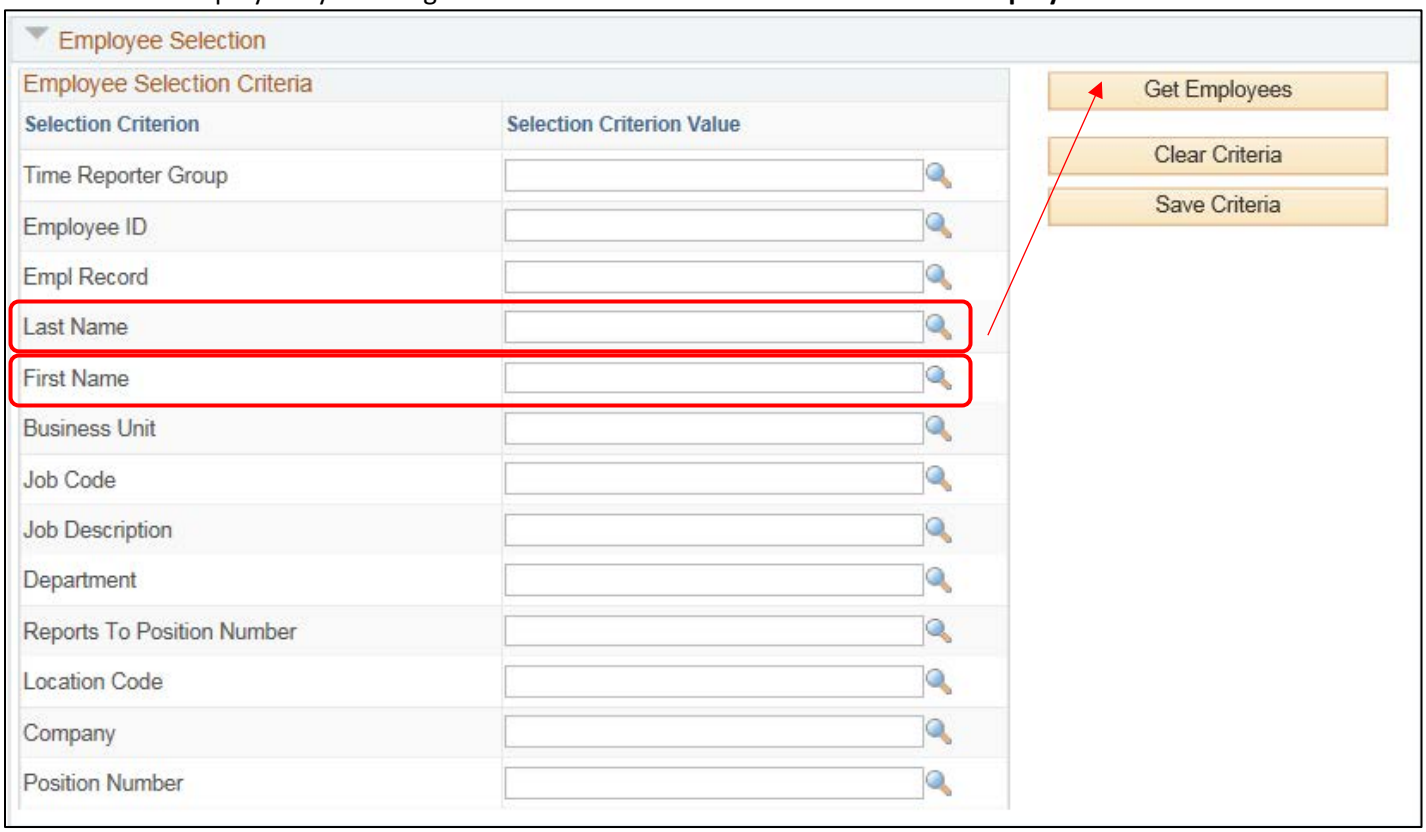
How to Enter Hours in PeopleSoft on Behalf of an Employee

Note: Please make sure to follow all steps outlined in this job aid. Entry of chartfields is required for all time worked.

1. Access PeopleSoft using:
   a. Supervisors use the following link: https://ess.wi.gov/
   b. Payroll and HR Coordinators use the following link: https://starhcm.wi.gov
2. Log in to PeopleSoft using your IAM Account.
3. Navigate to the employee timesheet following the breadcrumbs below:

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

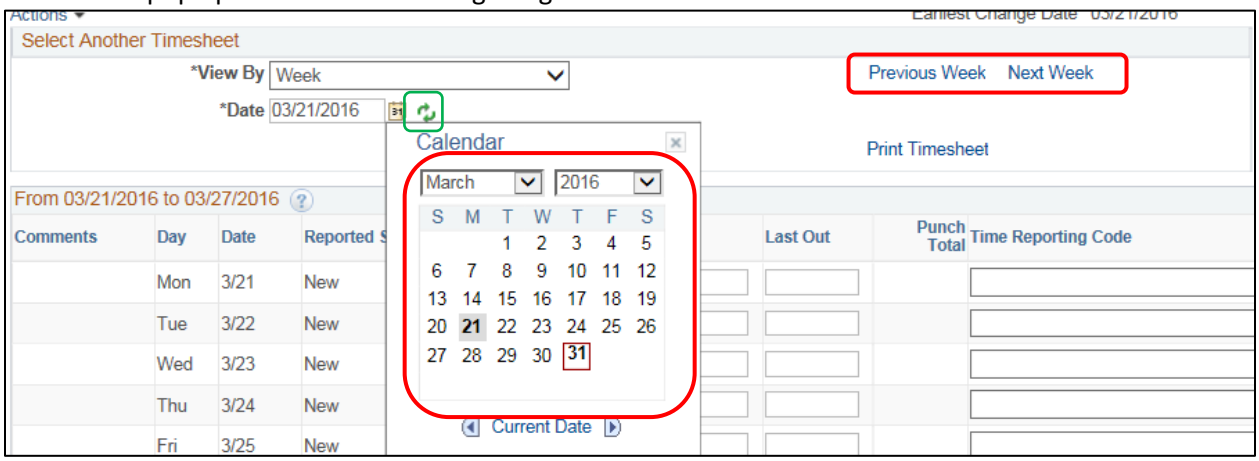
4. Search for the employee by entering the First Name and Last Name and click **Get Employee**.



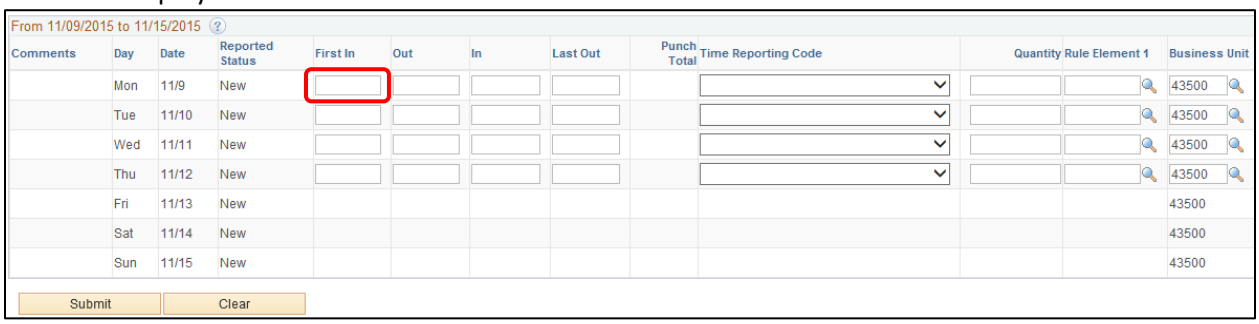
5. Click the hyperlinked Last Name for the employee you are selecting.

   Smith

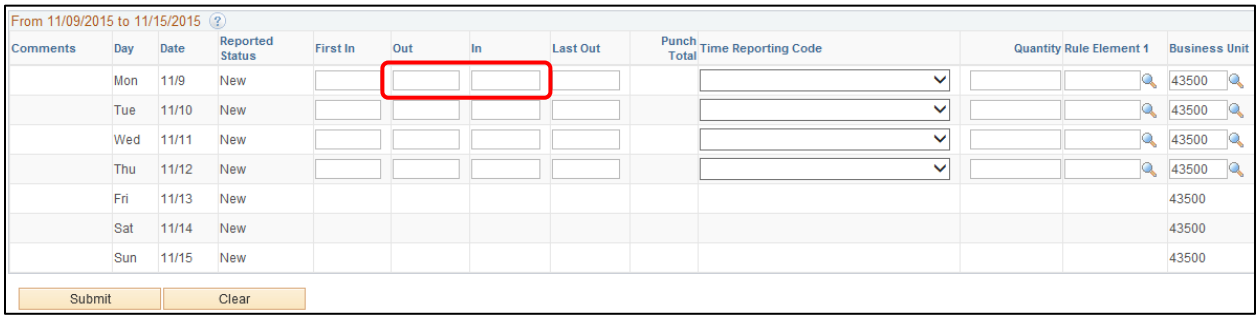
6. Select the date of the pay period by using either the **Previous Week** or **Next Week** buttons or by selecting the date on the pop up calendar and clicking the green refresh button.



7. Enter the employee's start time in the **First In** column.



8. To account for non-payable time (lunches, unpaid breaks) enter the time the employee stopped working in the **Out** column. Enter the time the employee came back to work in the **In** column.



See example below where the employee came to work at 7:00am, took a lunch at noon, came back from lunch at 12:30pm and left for the day at 4:00pm.

From 06/05/2016 to 06/11/2016

Comments	Day	Date	Reported Status	First In	Out	In	Last Out
	Sun	6/5	New				
	Mon	6/6	Saved	7:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM
	Tue	6/7	New				
	Wed	6/8	Saved				
	Thu	6/9	New				
	Fri	6/10	New				
	Sat	6/11	New				

Submit Clear

*For multiple projects: You are able to enter a **First In** and **Last Out** for each project worked on throughout the day. To record time in this manner, you would add a line for each project worked then record the time worked in the project in the **First In** and **Last Out**. Each project would be separated by one second.*

Day	Date	Reported Status	First In	Out	In	Last Out
Sun	6/5	New				
Mon	6/6	New	7:00:00AM			9:00:00AM
		New	9:00:01AM			10:00:00AM
		New	10:00:01AM			3:00:00PM

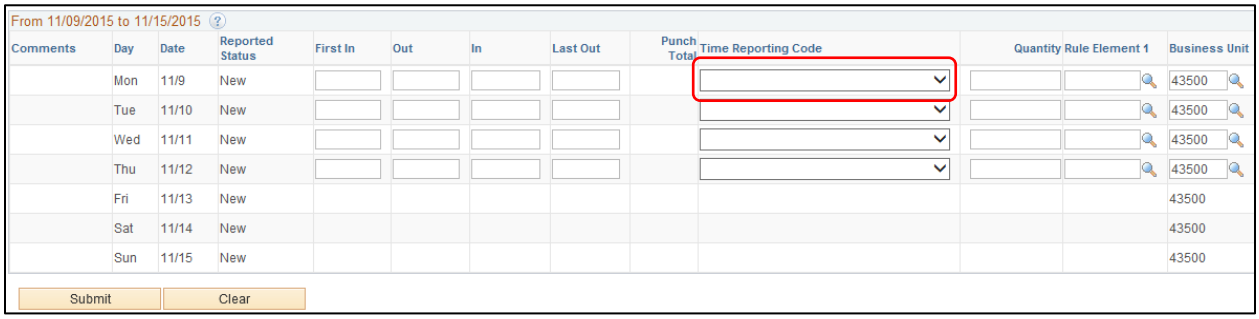
9. Enter the time the employee left for the day in the **Last Out** column.

From 11/09/2015 to 11/15/2015

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Business Unit
	Mon	11/9	New									43500
	Tue	11/10	New									43500
	Wed	11/11	New									43500
	Thu	11/12	New									43500
	Fri	11/13	New									43500
	Sat	11/14	New									43500
	Sun	11/15	New									43500

Submit Clear

10. Use the dropdown list to select the applicable **Time Reporting Code (TRC)**. If a selection is NOT made, then the TRC code defaults to *01 REGLR –Regular Hours Worked*.

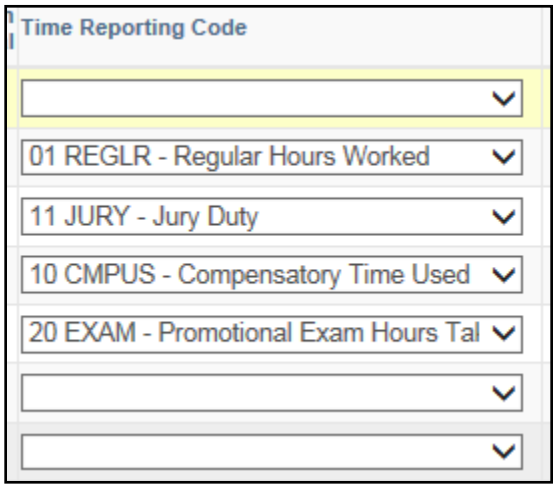


To designate hour/units to a different project, activity code or **Time Reporting Code** for a day, you will need to:

a. Add another row for the day by clicking on the plus sign.
b. Select the appropriate **Time Reporting Code** from the dropdown list.
c. Enter hours/units reported for the day. For this example 4 hours of Compensatory Time Used was reported on Friday.

Note: The Time Reporting Code (TRC) field allows an employee to designate hours to a specific activity that may not need to be charged to a project but still recorded. Examples of when you would change the TRC code would be for activities such as Jury Duty, Compensation Time being used or Exam/Promotional time. When a selection is not made this field defaults to "Regular Hours Worked". If you are unsure what TRC code to use for your employee's timesheet, ask your payroll coordinator.

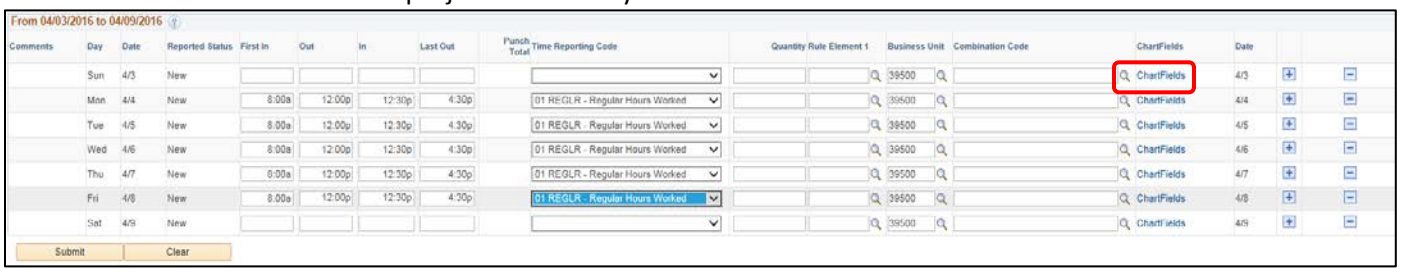
Note for Division of State Patrol: Pilot Pay would be included here.



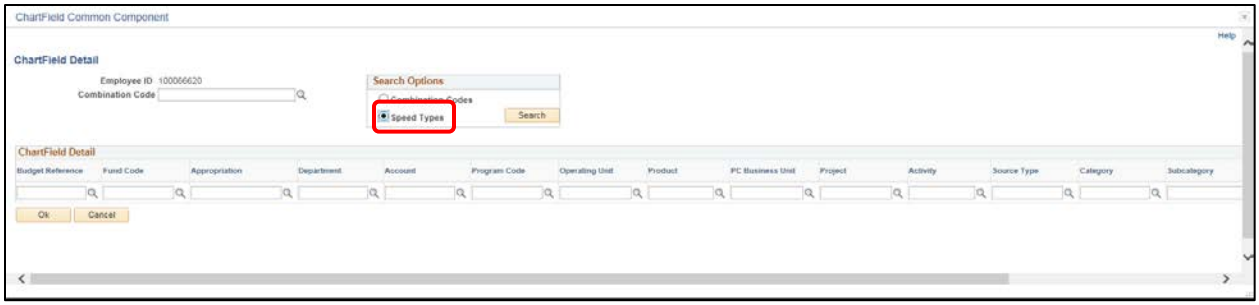
Project Charging

Note: These steps are required and must be completed for all time worked with the exception of time when using the TRC Codes for Promotional Exam Hours Taken (EXAM) or Compensatory Time Used (CMPUS). In these cases, the ChartField information should not be completed.

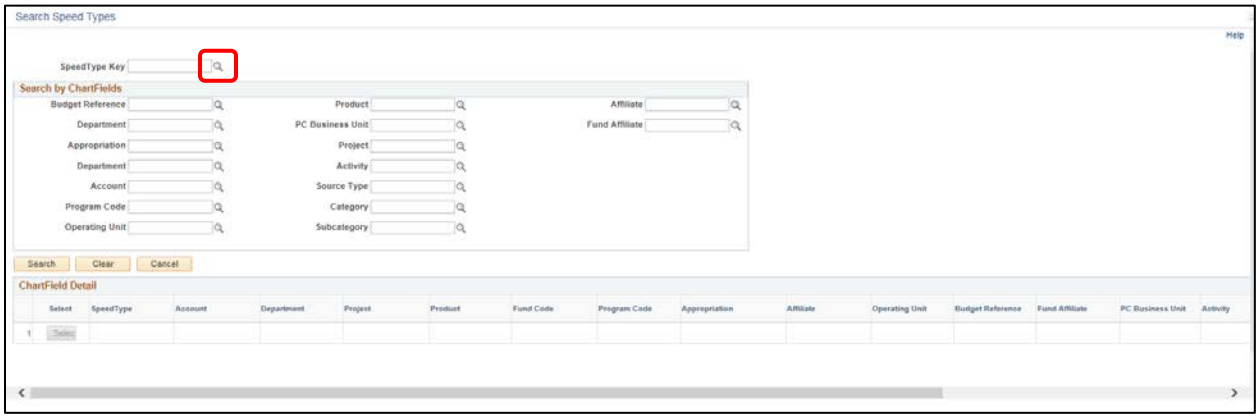
11. Click the **ChartFields** link to enter project and activity information.



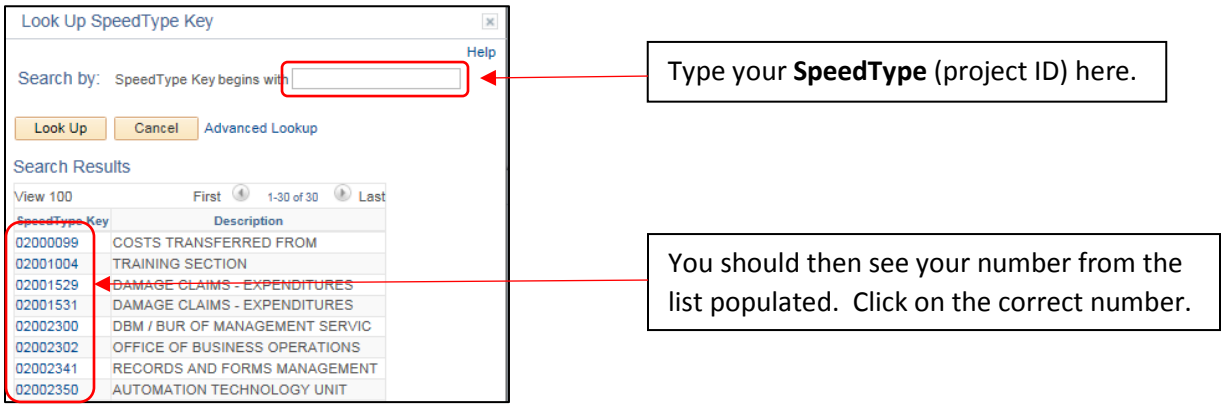
12. In the **Chartfield Detail** pop up, click the **SpeedTypes** button and click **Search.**



13. Click the Look up icon (magnifying glass) for the **SpeedType** Key field.

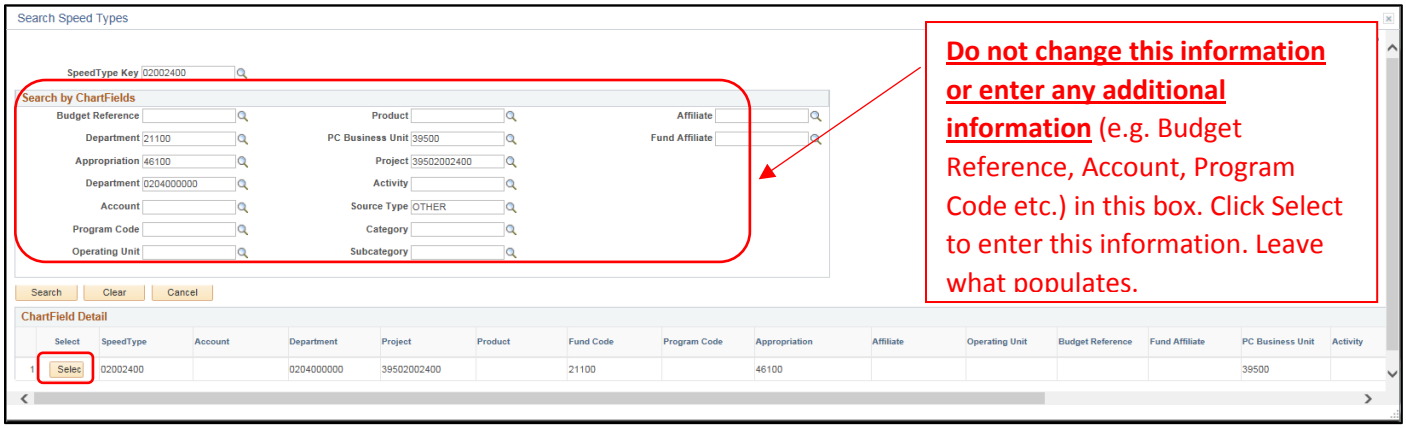


14. Type in the **SpeedType** (this is what used to be referred to as a project ID) and click **LookUp**. Click on the correct **SpeedType** number from the list.

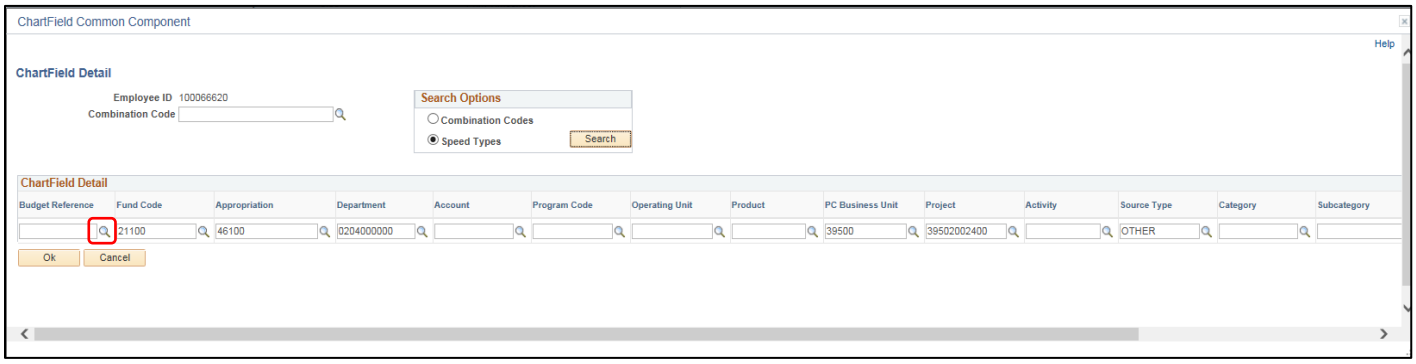


15. Verify that the Chartfield information that has prepopulated in the **Search by ChartField** is correct. Do not enter additional information into **Search by ChartFields** box (see screenshot below).

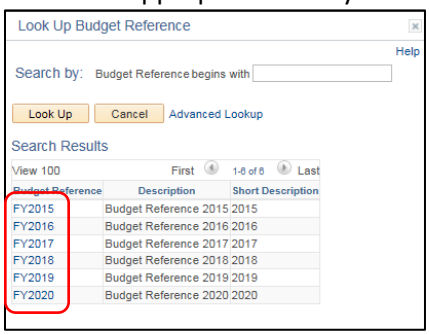
16. Click **Select** in the **ChartField Details** box to enter the remaining chartfield details.



17. To enter the **Budget Reference**, click the Look up icon in the **Budget Reference** field.

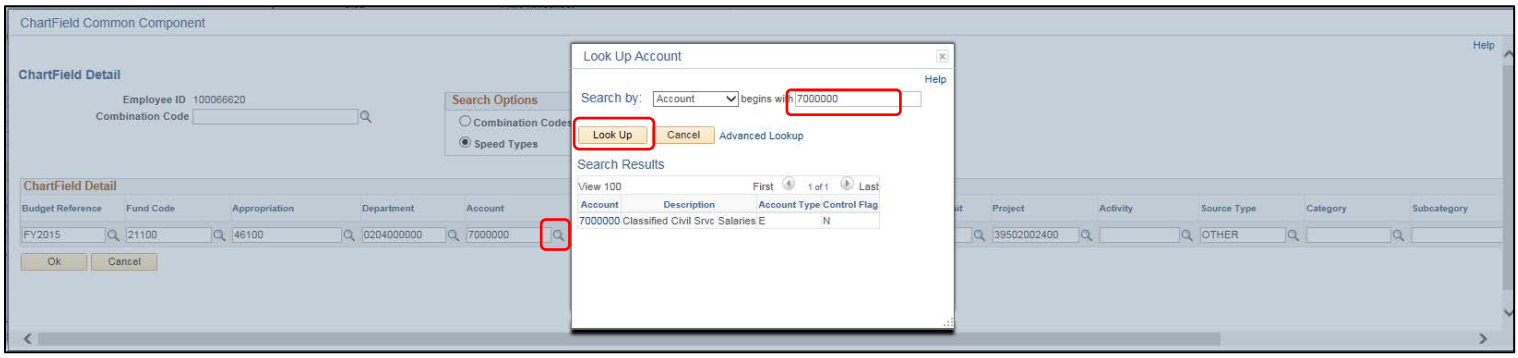


18. Select the appropriate fiscal year. *Starting June 26th, 2016, the fiscal year is FY2017.*



19. **Fund Code**, **Appropriation** and **Department** fields should all be prepopulated from your **SpeedType** selection.

20. Type the employee's **Account** number into the **Account Section** and click the **Lookup** icon. The number should pop up in the box shown. Click on the number to select it. The number will then populate in the **Chartfield Detail** section.

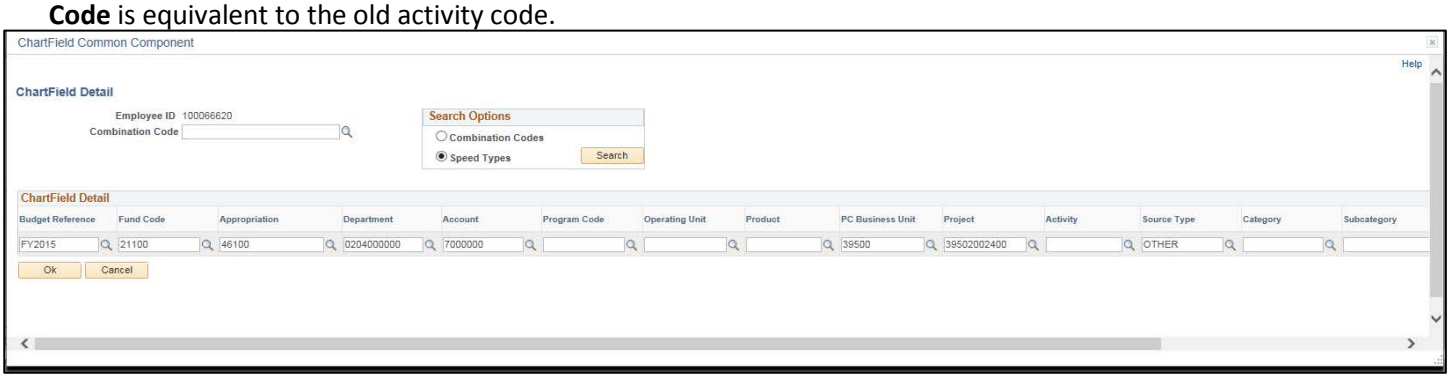


The employee should have received an email from DOT Payroll with information regarding their account number. If you do not have access to this, check with your Human Resources or Payroll contact for the employee's account number. Most employees are account number 7000000 (Classified Civil Service).

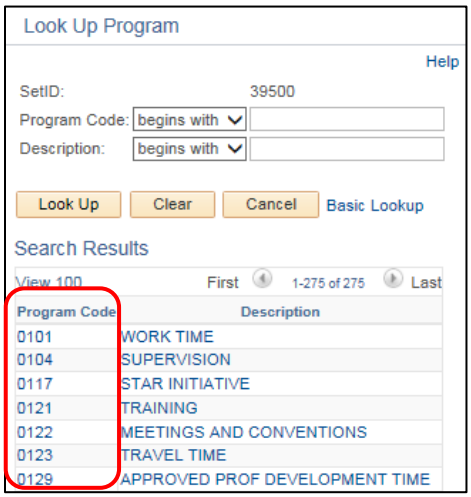
<u>List of account Numbers</u>

Account	Employee Type
7000000	Classified Civil Service
7010000	Seasonal
7020000	Classified – IT
7100000	Unclassified
7130000	Project
7135000	Project – IT
7150000	Classified – LTE
7155000	LTE – IT
7650000	IT Serv Private Company

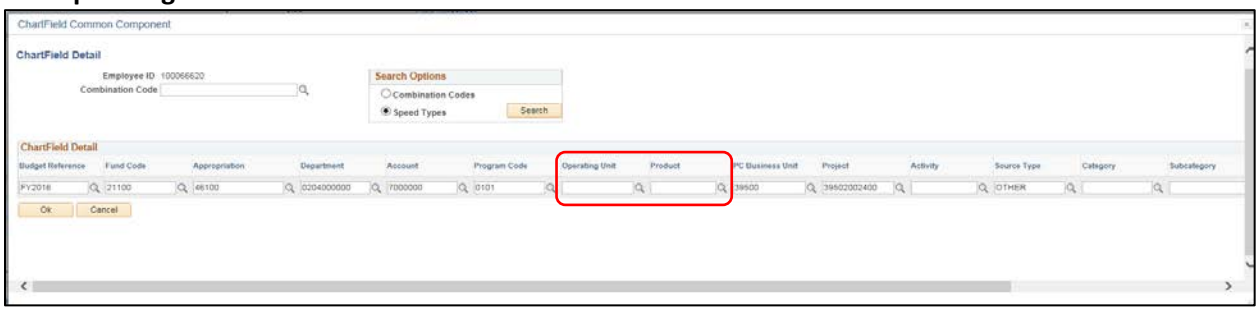
21. To enter the **Program Code**, click the Lookup icon (magnifying glass) in the **Program Code** field. The **Program Code** is equivalent to the old activity code.



22. Select the appropriate **Program Code** from options given.

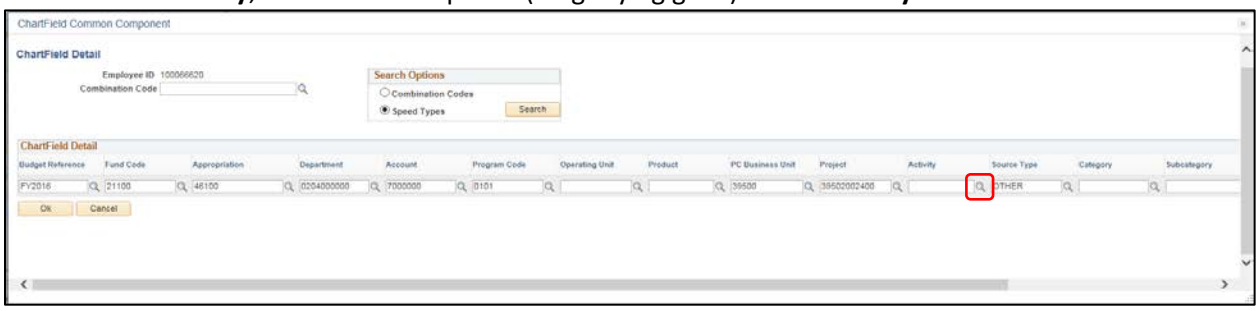


23. The **Operating Unit** and **Product** fields will remain blank.

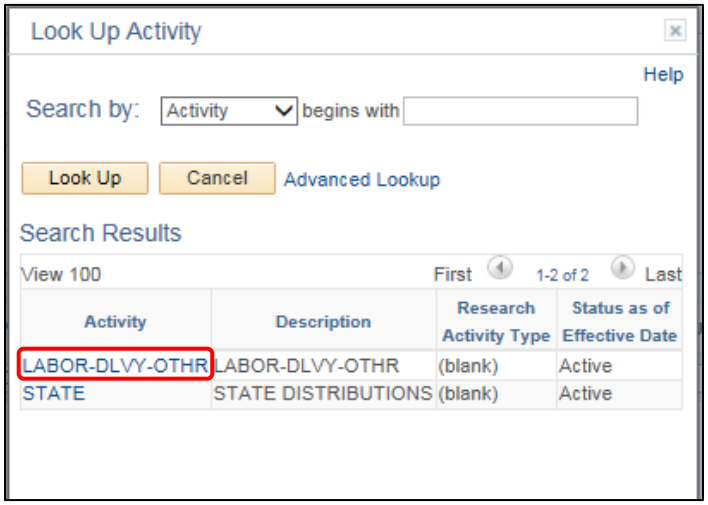


24. The **PC Business Unit** and **Project** fields will be populated from your **SpeedType** selection.

25. To enter the **Activity**, click the Look up icon (magnifying glass) in the **Activity** field.

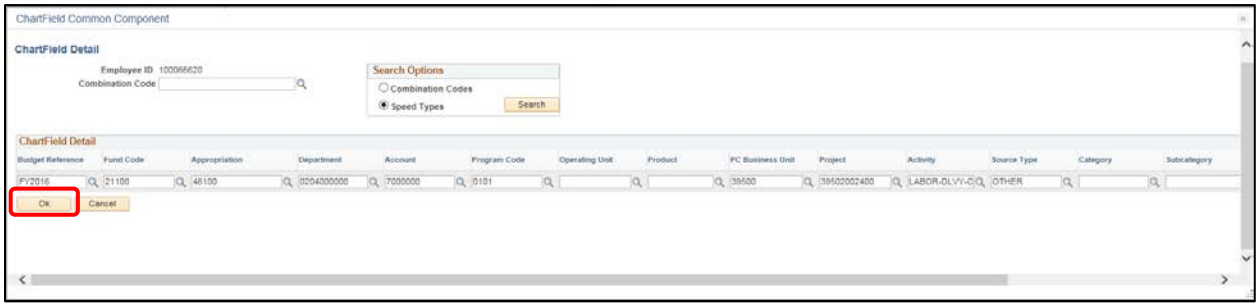


26. Select the **LABOR-DLVY-OTHR** option. You will always select this option.



27. The **Source Type** field is populated from the **SpeedType**. The remainder of the fields are left blank (**Category**, **Subcategory**, **Affiliate**, and **Fund Affiliate**).

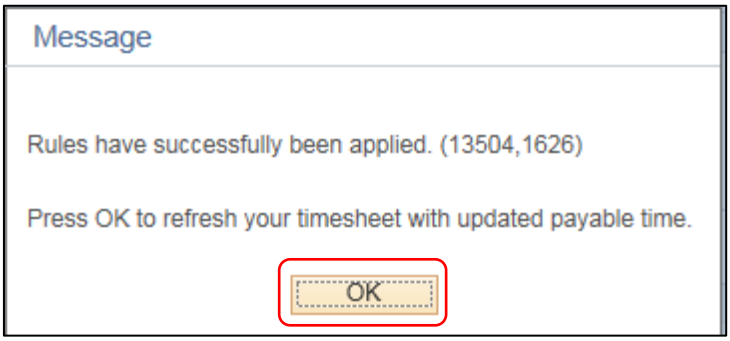
28. Click on **OK**.



You will be taken back to the employee's timesheet, and a Combination Code will be populated.
*If all items in the **ChartField** are the same for every entry have, you can copy/paste the Combination Code for each row. You can also copy/paste this Combination Code for each week if the ChartFields are the same.*
If you have several activities and/or program codes, you will need to create a Combination Code for each variation and click the plus sign to add another row.

29. After all Combination Codes are entered/populated, click **Submit** on the timesheet.

30. You will receive a message indicating the rules have been successfully applied. Click **OK** to complete the process.



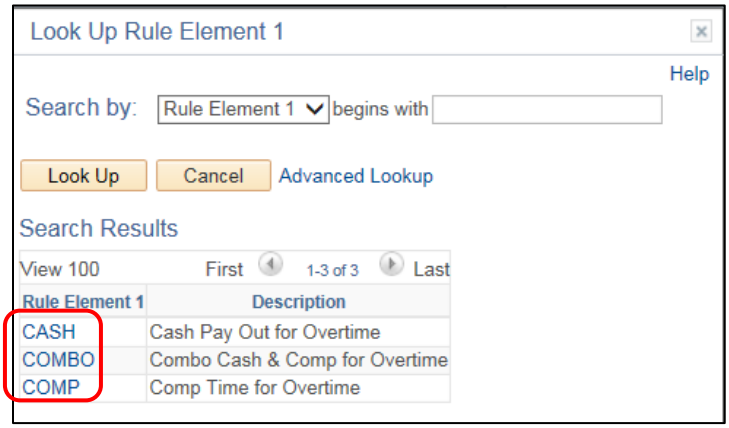
If the Employee Worked Overtime: Using the Rule Element 1

If the employee generated overtime, use the Rule Element 1 field to override the default payoff method for the week. Rule Element 1 allows you to select overtime hours to be distributed to you in **CASH, COMBO** or **COMP**. If you do not choose which you would like in this field it will default to **CASH** (pay).

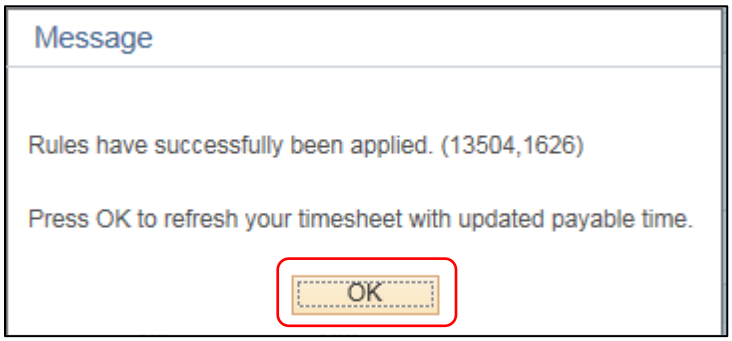
Note: Please make sure the employee following the appropriate Division policy before accruing overtime.

1. To view and select **Rule Element** 1 options, click on the lookup icon next to the **Rule Element 1** field.

2. Select either **CASH, COMBO** or **COMP** from the **Rule Element 1** window.



3. Verify that the Rule Elements has been entered on your timesheet. You may use the **Rule Element 1** selection towards the end of the week on the day(s) the employee has worked over 40.00 hours.
4. Enter the **project charging** information by clicking on the **ChartFields** link to enter project and activity information that will generate the **Combination Code**
5. Click **Submit** to save your timesheet.
6. You will receive a message indicating the rules have been successfully applied. Click **OK** to complete the process.



If the Employee Worked a Overnight Shift

To record a shift that overlaps into the next day, enter the time the employee started working in the **First In** column for the first day and **11:59:59 PM** in the **Last Out** for the first day. On the second day, enter **12:00:00 AM** in the **First In** and the time you finished work in the **Last Out** column on the second day. Breaks should be recorded in the **Out** and **In** columns.

Example 1: Employee clocks in at 11:00pm and does not take a lunch and clocks out at 7:00 am the next day. The hours from 11:00 pm – 11:59:59pm will show on Monday payable time and the hours from 12:00am – 7:00am will show on Tuesday.

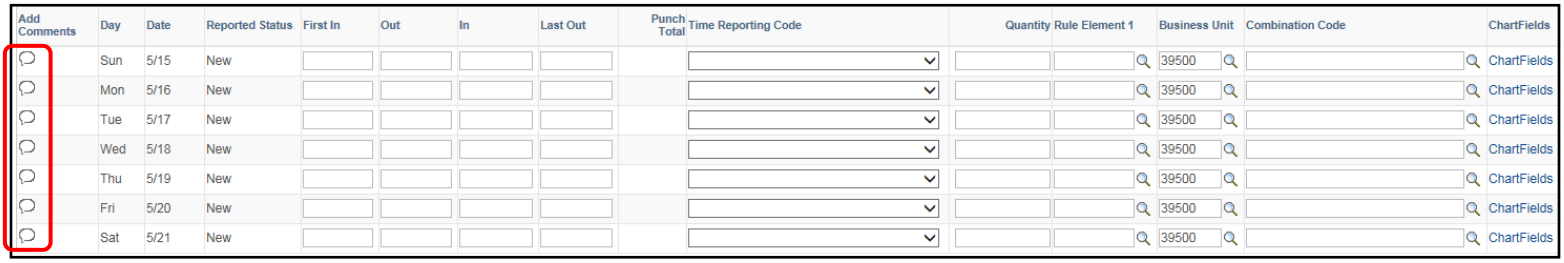
Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Business Unit
	Sun	5/22	New									39500
	Mon	5/23	New	11:00:00PM			11:59:59PM					39500
	Tue	5/24	New	12:00:00AM			7:00:00AM					39500
	Wed	5/25	New									39500
	Thu	5/26	New									39500
	Fri	5/27	New									39500
	Sat	5/28	New									39500

Example 2: Employee clocks in at 11:00 pm, takes a lunch at 4:00am, returns at 4:30am and clocks out at 7:30 am. The hours from 11:00pm - 11:59:59pm will appear on Monday payable time. The hours from 12:00am – 7:00am (including the breaks) will appear on Tuesday payable time.

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Business Unit
	Sun	5/22	New									39500
	Mon	5/23	New	11:00:00PM			11:59:59PM					39500
	Tue	5/24	New	12:00:00AM	4:00:00AM	4:30:00AM	7:00:00AM					39500
	Wed	5/25	New									39500
	Thu	5/26	New									39500
	Fri	5/27	New									39500
	Sat	5/28	New									39500

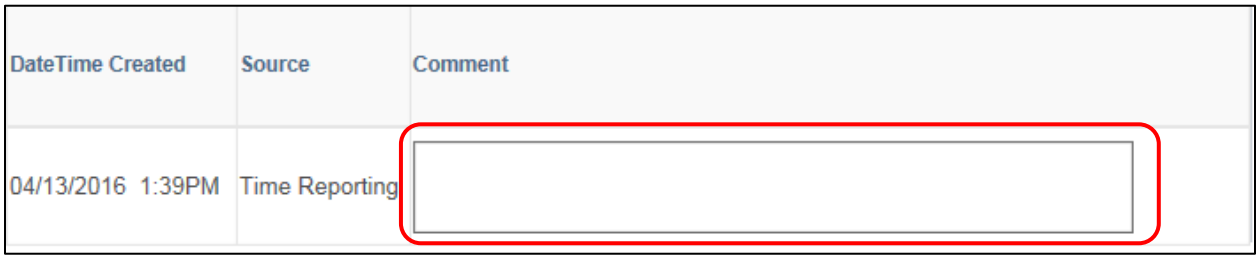
Adding a Comment

1. After navigating to the employee's timesheet and entering their time, click the Comment bubble for the day a comment is needed.



Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Business Unit	Combination Code	ChartFields
	Sun	5/15	New									39500		ChartFields
	Mon	5/16	New									39500		ChartFields
	Tue	5/17	New									39500		ChartFields
	Wed	5/18	New									39500		ChartFields
	Thu	5/19	New									39500		ChartFields
	Fri	5/20	New									39500		ChartFields
	Sat	5/21	New									39500		ChartFields

2. Add the comment in the comment section.



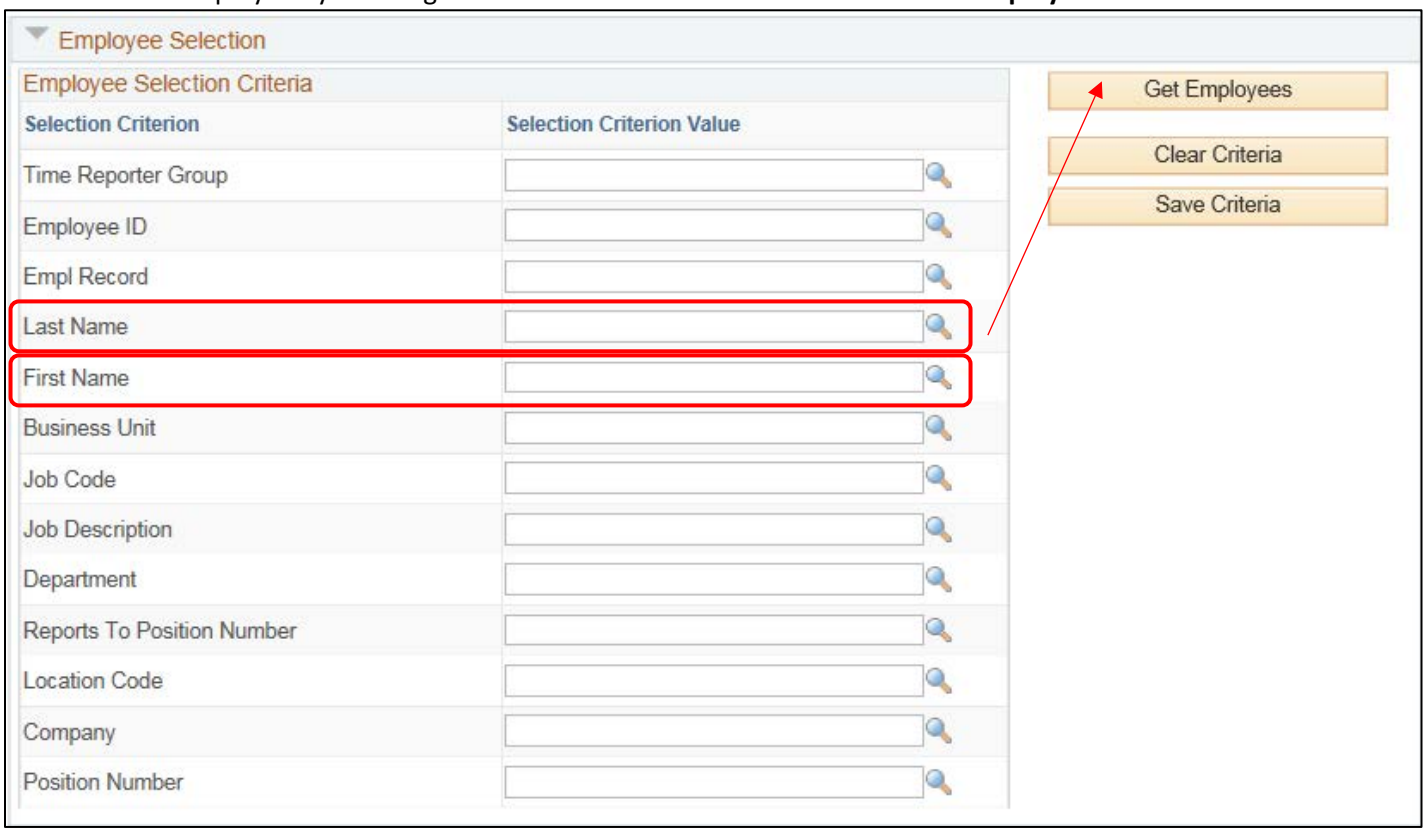
DateTime Created	Source	Comment
04/13/2016 1:39PM	Time Reporting	

3. Click **OK** to save the comment.

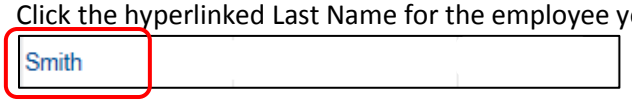
Reviewing an Employee's Payable Time

1. Access PeopleSoft using:
    a. Supervisors use the following link: https://ess.wi.gov/
    b. Payroll and HR Coordinators use the following link: https://starhcm.wi.gov
2. Log in to PeopleSoft using your IAM Account.
3. Navigate to the employee timesheet following the breadcrumbs below:

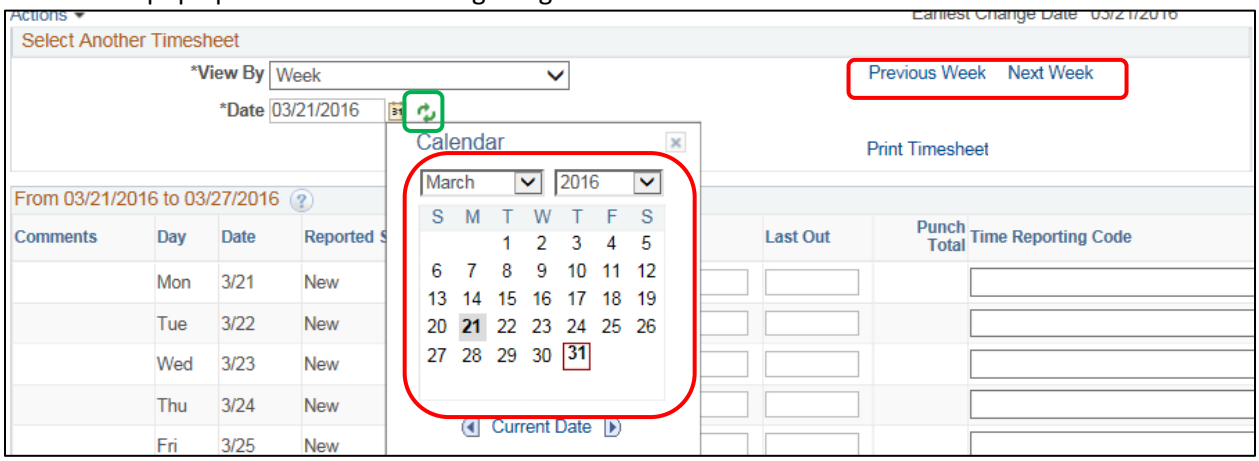
4. Search for the employee by entering the First Name and Last Name and click **Get Employee**.



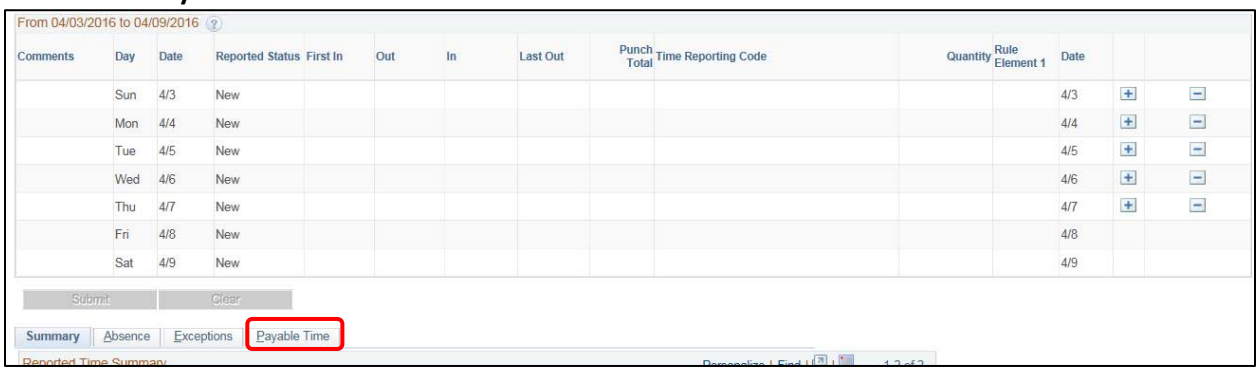
5. Click the hyperlinked Last Name for the employee you are selecting.



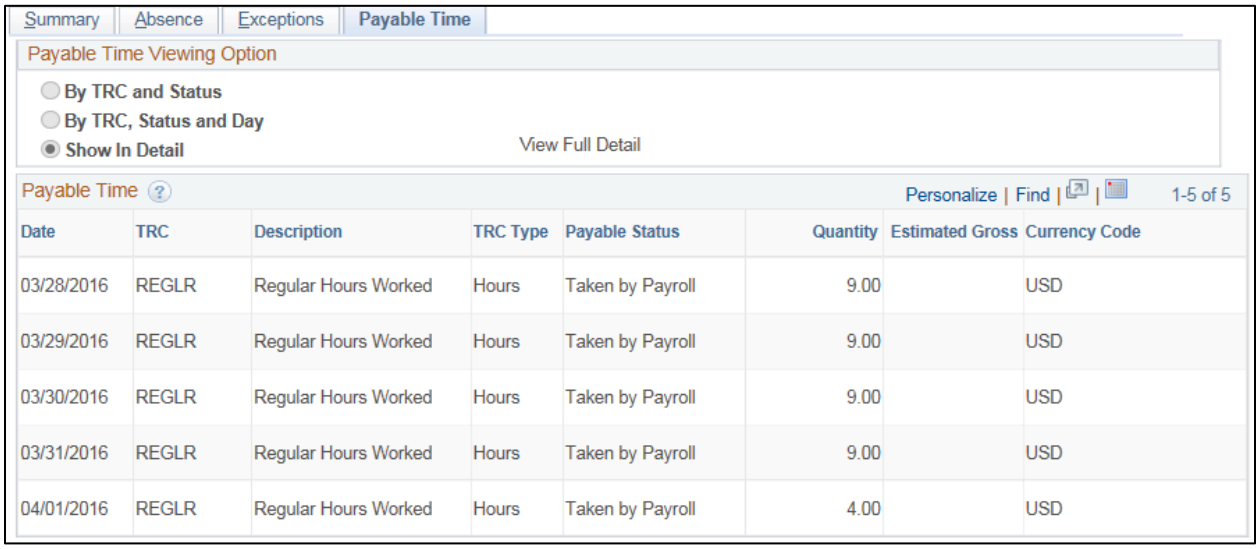
6. Select the date of the pay period by using either the **Previous Week** or **Next Week** buttons or by selecting the date on the pop up calendar and clicking the green refresh button.



7. Click on the **Payable Time** tab at the bottom of the timesheet window.



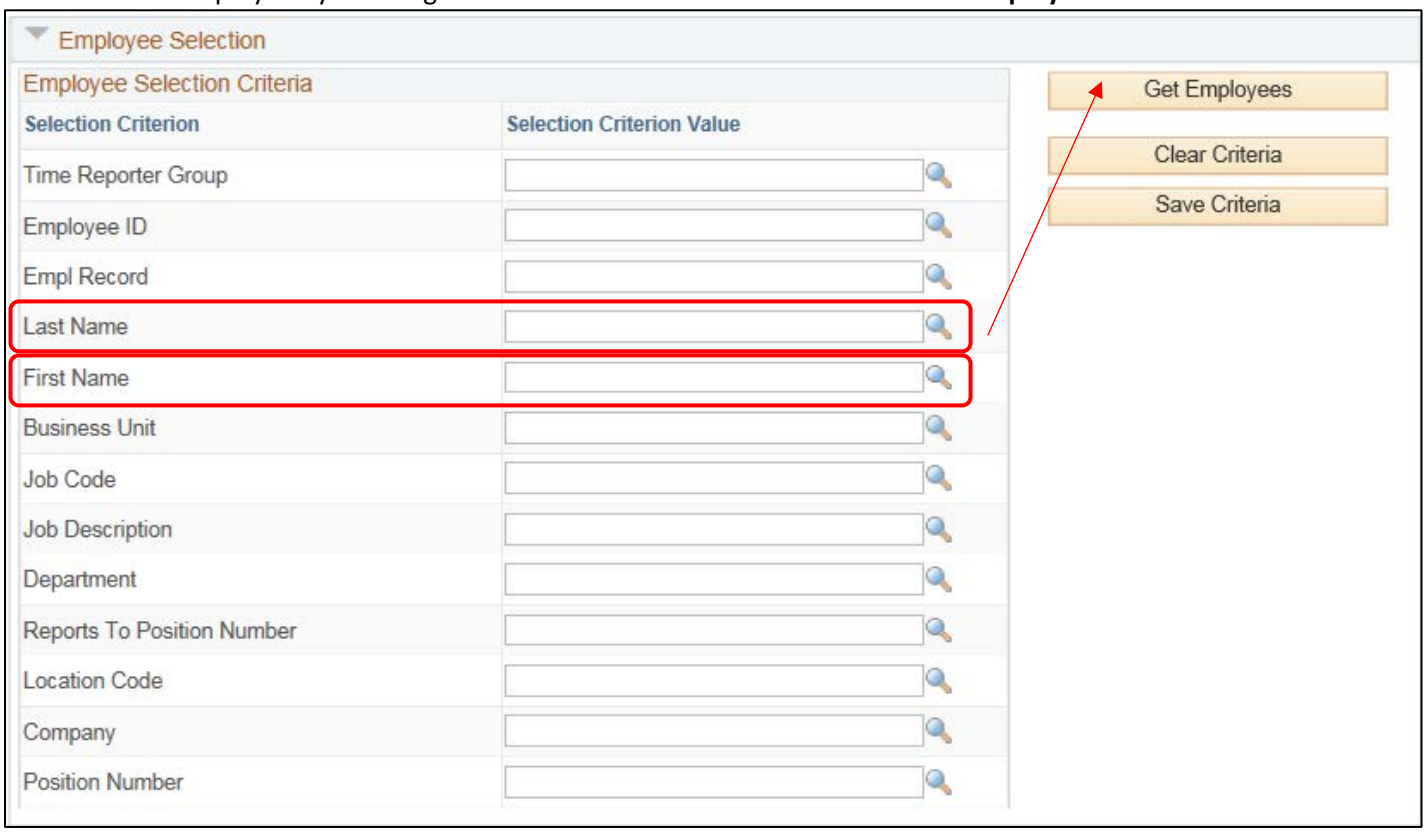
8. This will display dates the employee recorded time, type of TRC code the employee used, approval status and number of hours/units the employee recorded for each TRC (quantity).



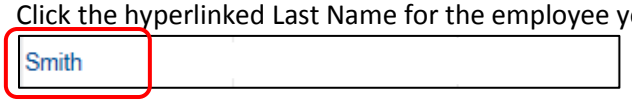
Adjusting an Employee's Reported Time

1. Access PeopleSoft using:
    a. Supervisors use the following link: https://ess.wi.gov/
    b. Payroll and HR Coordinators use the following link: https://starhcm.wi.gov
2. Log in to PeopleSoft using your IAM Account.
3. Navigate to the employee timesheet following the breadcrumbs below:

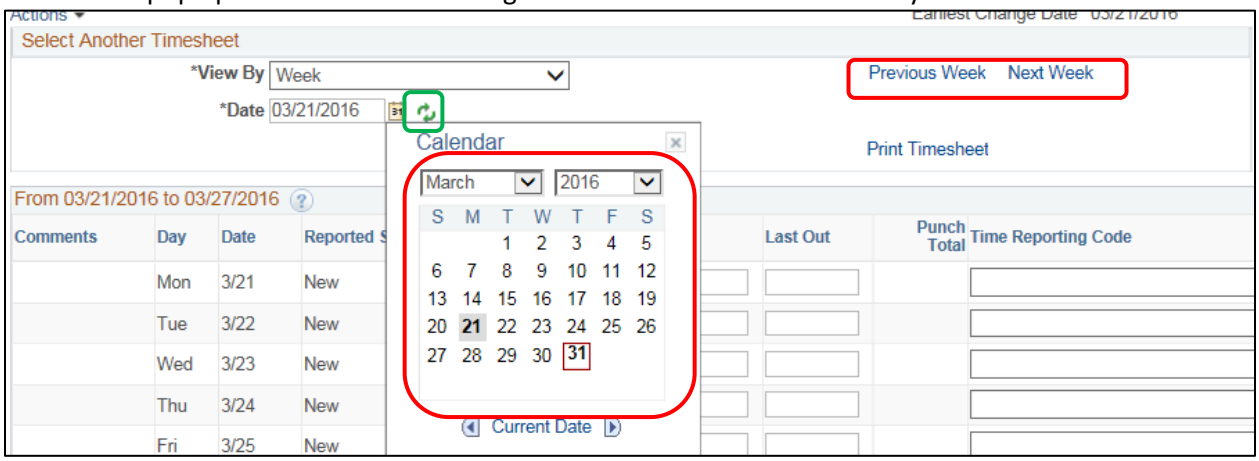
4. Search for the employee by entering the First Name and Last Name and click **Get Employee**.



5. Click the hyperlinked Last Name for the employee you are selecting.



6. Select the date of the pay period by using either the **Previous Week** or **Next Week** buttons or by selecting the date on the pop up calendar and click the green refresh the timesheet once you have selected the correct week.



7. Select the element that requires adjustment.
In the following example we are modifying the arrival time from 6:15am to 6:30am.

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date
	Sun	5/22	New									5/22
	Mon	5/23	Submitted	6:15:00AM			11:30:00AM	5.25	01 REGLR - Regular Hours Worked			5/23
			Submitted	12:30:00PM			1:45:00PM	1.25	01 REGLR - Regular Hours Worked			5/23
	Tue	5/24	Submitted	6:00:00AM			2:15:00PM	8.25	01 REGLR - Regular Hours Worked			5/24
			Approved						SICK - Paid Sick Leave	1.50		5/24
	Wed	5/25	Submitted	6:00:00AM			3:45:00PM	9.75	01 REGLR - Regular Hours Worked			5/25
	Thu	5/26	Submitted	6:00:00AM			3:45:00PM	9.75	01 REGLR - Regular Hours Worked			5/26
	Fri	5/27	Submitted	6:00:00AM			10:15:00AM	4.25	01 REGLR - Regular Hours Worked			5/27
	Sat	5/28	New									5/28

8. Make the adjustment in the timesheet.

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date
	Sun	5/22	New									5/22
	Mon	5/23	Submitted	06:30AM			11:30:00AM	5.25	01 REGLR - Regular Hours Worked			5/23
			Submitted	12:30:00PM			1:45:00PM	1.25	01 REGLR - Regular Hours Worked			5/23
	Tue	5/24	Submitted	6:00:00AM			2:15:00PM	8.25	01 REGLR - Regular Hours Worked			5/24
			Approved						SICK - Paid Sick Leave	1.50		5/24
	Wed	5/25	Submitted	6:00:00AM			3:45:00PM	9.75	01 REGLR - Regular Hours Worked			5/25
	Thu	5/26	Submitted	6:00:00AM			3:45:00PM	9.75	01 REGLR - Regular Hours Worked			5/26
	Fri	5/27	Submitted	6:00:00AM			10:15:00AM	4.25	01 REGLR - Regular Hours Worked			5/27
	Sat	5/28	New									5/28

9. Click **Submit**.

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code
	Sun	5/22	New						
	Mon	5/23	Submitted	06:30AM			11:30:00AM	5.25	01 REGLR - Regular Hours Worked
			Submitted	12:30:00PM			1:45:00PM	1.25	01 REGLR - Regular Hours Worked
	Tue	5/24	Submitted	6:00:00AM			2:15:00PM	8.25	01 REGLR - Regular Hours Worked
			Approved						SICK - Paid Sick Leave
	Wed	5/25	Submitted	6:00:00AM			3:45:00PM	9.75	01 REGLR - Regular Hours Worked
	Thu	5/26	Submitted	6:00:00AM			3:45:00PM	9.75	01 REGLR - Regular Hours Worked
	Fri	5/27	Submitted	6:00:00AM			10:15:00AM	4.25	01 REGLR - Regular Hours Worked
	Sat	5/28	New						

Submit Clear

10. You will receive the following message when successfully saving the time.

Message

Rules have successfully been applied. (13504,1626)

Press OK to refresh your timesheet with updated payable time.

OK

Note: Once an adjustment is made BOTH weeks of the pay period need to be submitted. The system will only allow you to go back 45 days from the current week. If the adjustment exceeds 45 days prior to the current week please contact your Payroll Coordinator.