



Elapsed 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.

Contents

Timesheet Layout.....	2
Time Entry Format Guidelines	2
Selecting a Timesheet	2
Timesheet Field Descriptions.....	2
How to Enter Hours in PeopleSoft on Behalf of an Employee.....	3
Project Charging.....	5
If the Employee Worked Overtime	11
Reviewing an Employee's Payable Time	13
Adjusting an Employee's Reported Time	15

Timesheet Layout

Time Entry Format Guidelines

Time will be entered as the total hours worked on an elapsed timesheet. You will not need to enter the time the employee arrived and left on the timesheet.

When you enter a quantity, you must enter the time as a percent of an hour. For example 3 hours and 30 minutes would be entered as 3.5 not as 3:30 and 4 hours and 45 minutes would be entered as 4.75.

Selecting a Timesheet

Use the **View By** drop down list to display the timesheet by day, week, or calendar period.

Click **Previous Week** to change the timesheet dates to the previous week.

Click **Next Week** to change the timesheet dates to the following week.

Click on the calendar to change the day of the timesheet.

If you change the View By, Date, or calendar fields, click the refresh button to display the change.

Click **Print Timesheet** to print the employee's timesheet.

Timesheet Field Descriptions

Allows you to view previous and future timesheets.

Allows you to change the week you are recording time on.

Do not change the Business Unit.

Insert the number of hours worked to be charged a specific TRC.

Where you select the appropriate Time Reporting Code.

Click to submit timesheet for approval.

Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Fri 4/8	Sat 4/9	Total Time Reporting Code	Rule Element 1	Business Unit	Combination Code	ChartFields
									39500		ChartFields
									39500		ChartFields
									39500		ChartFields



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**.

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

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

Smith



- 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.

- Enter the total amount of hours the employee worked on each applicable day.
- 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:

- Add another row for the day by clicking on the plus sign.
- Select the appropriate **Time Reporting Code** from the dropdown list.
- 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, ask your supervisor.

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.

9. Click the **Chartfields** link to enter project and activity information.

From Sunday 05/01/2016 to Saturday 05/07/2016							Total Time Reporting Code	Rule Element 1	Business Unit	Combination Code	ChartFields	
Sun 5/1	Mon 5/2	Tue 5/3	Wed 5/4	Thu 5/5	Fri 5/6	Sat 5/7						
	8	8	8	8	4		01 REGLR - Regular Hours Worked		39500		ChartFields	+ -
					4		02 CMPUS - Compensatory Time Used		39500		ChartFields	+ -
									39500		ChartFields	+ -

Submit

10. In the **Chartfield Detail** pop up, click the **Speed Types** (previous project ID) button and click **Search**.

ChartField Common Component

ChartField Detail

Employee ID 100066620

Combination Code

Search Options

Combination Codes

Speed Types

Search

ChartField Detail

Budget Reference	Fund Code	Appropriation	Department	Account	Program Code	Operating Unit	Product	PC Business Unit	Project	Activity	Source Type	Category	Subcategory

Ok Cancel

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

Search Speed Types

SpeedType Key

Search by ChartFields

Budget Reference

Department

Appropriation

Department

Account

Program Code

Operating Unit

Product

PC Business Unit

Project

Activity

Source Type

Category

Subcategory

Affiliate

Fund Affiliate

Search Clear Cancel

ChartField Detail

Select	SpeedType	Account	Department	Project	Product	Fund Code	Program Code	Appropriation	Affiliate	Operating Unit	Budget Reference	Fund Affiliate	PC Business Unit	Activity
1	Select													

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

SpeedType Key	Description
02000099	COSTS TRANSFERRED FROM
02001004	TRAINING SECTION
02001529	DAMAGE CLAIMS - EXPENDITURES
02001531	DAMAGE CLAIMS - EXPENDITURES
02002300	DBM / BUR OF MANAGEMENT SERVIC
02002302	OFFICE OF BUSINESS OPERATIONS
02002341	RECORDS AND FORMS MANAGEMENT
02002350	AUTOMATION TECHNOLOGY UNIT

Type the **SpeedType** (project ID number) here.

You should then see your number from the list populated. Click on the correct number.

13. 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).

14. Click **Select** in the **ChartField Details** box to enter the remaining Chartfield details.

Search by ChartFields

SpeedType Key: 02002400

Budget Reference: [] Product: [] Affiliate: []

Department: 21100 PC Business Unit: 39500 Fund Affiliate: []

Appropriation: 46100 Project: 39502002400

Department: 0204000000 Activity: []

Account: [] Source Type: OTHER

Program Code: [] Category: []

Operating Unit: [] Subcategory: []

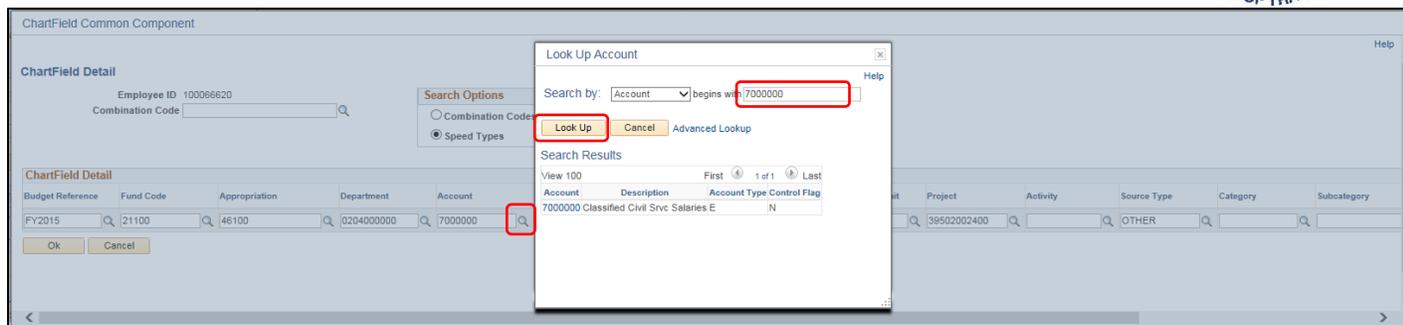
ChartField Detail

Select	SpeedType	Account	Department	Project	Product	Fund Code	Program Code	Appropriation	Affiliate	Operating Unit	Budget Reference	Fund Affiliate	PC Business Unit	Activity
1	02002400		0204000000	39502002400		21100		46100					39500	

Do not change this information or enter any additional information (e.g. Budget Reference, Account, Program Code etc.) in this box. Click **Select** to enter this information. Leave what populates.

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

16. Type the **Account** number into the **Account Section** and click the Look up icon (magnifying glass). The number should pop up in the box shown. Click on the correct number to select it. The number will then populate in the **Chartfield Detail** section.

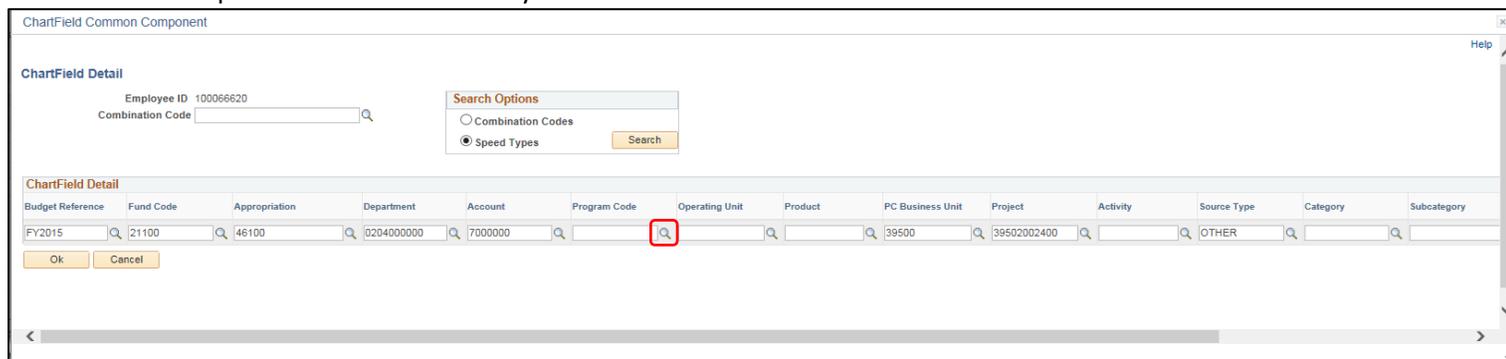


Your employee should have received an email from DOT Payroll with information regarding their account number. If you do not have access to this, check with your Human Resources or Payroll contact for your employee's account number:

List of account number

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

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





- 18. Select the appropriate **Program Code** from options given.
- 19.

Look Up Program Code

Search by: Program Code begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-275 of 275 Last

Program Code	Description
0101	WORK TIME
0104	SUPERVISION
0117	STAR INITIATIVE
0121	TRAINING
0122	MEETINGS AND CONVENTIONS
0123	TRAVEL TIME

- 20. The **Operating Unit** and **Product** fields will remain blank.

ChartField Common Component

ChartField Detail

Employee ID 100066620

Combination Code

Search Options

Combination Codes

Speed Types

Search

Budget Reference	Fund Code	Appropriation	Department	Account	Program Code	Operating Unit	Product	PC Business Unit	Project	Activity	Source Type	Category	Subcategory
FY2016	21100	46100	0204000000	7000000	0101			39500	39502002400		OTHER		

Ok Cancel

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



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

ChartField Common Component

ChartField Detail

Employee ID 10006620
Combination Code

Search Options
 Combination Codes
 Speed Types

Search

Budget Reference	Fund Code	Appropriation	Department	Account	Program Code	Operating Unit	Product	PC Business Unit	Project	Activity	Source Type	Category	Subcategory
FY2016	21100	46100	0204000000	7000000	0101			39500	39502002400		OTHER		

Ok Cancel

23. Select the **LABOR-DLVY-OTHR** option. You will always use this selection.

Look Up Activity

Search by: Activity begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-2 of 2 Last

Activity	Description	Research Activity Type	Status as of Effective Date
LABOR-DLVY-OTHR	LABOR-DLVY-OTHR	(blank)	Active
STATE	STATE DISTRIBUTIONS	(blank)	Active

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

25. Click on **OK**.

ChartField Common Component

ChartField Detail

Employee ID 10006620
Combination Code

Search Options
 Combination Codes
 Speed Types

Search

Budget Reference	Fund Code	Appropriation	Department	Account	Program Code	Operating Unit	Product	PC Business Unit	Project	Activity	Source Type	Category	Subcategory
FY2016	21100	46100	0204000000	7000000	0101			39500	39502002400	LABOR-DLVY-OTHR	OTHER		

Ok Cancel



You will be taken back to the employee's timesheet, and a Combination Code will be populated.

If all items in the ChartFields are the same for every entry, 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 there are 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.

From Sunday 04/03/2016 to Saturday 04/09/2016							Total Time Reporting Code	Rule Element 1	Business Unit	Combination Code	ChartFields
Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Fri 4/8	Sat 4/9					
	8	8	8	8	8		D1 REGLR - Regular Hours Worked		39500	000043537	ChartFields
									39500		ChartFields
									39500		ChartFields

Submit

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

From Sunday 04/03/2016 to Saturday 04/09/2016							Total Time Reporting Code	Rule Element 1	Business Unit	Combination Code	ChartFields
Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Fri 4/8	Sat 4/9					
	4.00	4.00	4.00	4.00	4.00		D1 REGLR - Regular Hours Worked		39500	000043537	ChartFields
	4.00	4.00	4.00	4.00	4.00		D1 REGLR - Regular Hours Worked		39500	000008370	ChartFields
									39500		ChartFields

Submit

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

Message

Rules have successfully been applied. (13504,1626)

Press OK to refresh your timesheet with updated payable time.

OK



If the Employee Worked Overtime

Since the employee you are entering time for is an exempt employee, you will need to enter the employee's payable overtime as a separate line with a unique **Time Reporting Code** on their timesheet. **As a reminder, overtime for exempt employees may only occur with supervisor approval and when the employee works more than 80 hours in a pay period (2 weeks). Overtime may not be coded for exempt employees that only work more than 40 hours in one week. Please click [here](#) for the most current payroll calendar.**

- If the employee has worked greater than 80 hours within a pay period, select one of the following **Time Report Codes**. *Be sure to enter all of the overtime hours on a separate line.* The Time Reporting Code selected determines whether the over time will be paid out in cash or be placed into comp time. TRCs to use:
 - EXCSH – Exempt Straight Time Paid Cash (paid in cash at straight hourly rate)
 - EXCMP – Exempt Comp Total Hours Straight (earn compensatory time at straight hourly rate)
 - Overtime charged to Federal Grants (in rare cases and only with supervisory direction, employees will use these codes):
 - OCTOCA – Overtime Override by Day Cash
 - OTOCM – Overtime Override by Day Comp
 - Division of State Patrol specific codes, formerly called 589 time:
 - E15CA – Exempt Time and Half Paid Cash (earned as cash)
 - E15CM – Exempt Time and Half Paid Comp (earned as compensatory time)

*Note: Overtime is only received for pay periods where the hours **worked** are greater than 80 hours. Recorded Leave and Compensatory Time are not included in the hours work. Please consult your division policy on overtime.*

Example: Once the employee reaches 80 hours within the pay period (2 weeks), they will designate all additional hours with one of the Overtime Time Reporting Codes.

Week One (no overtime is recorded)

From Sunday 05/22/2016 to Saturday 05/28/2016							Total Time Reporting Code	Rule Element 1	Business Unit
Sun 5/22	Mon 5/23	Tue 5/24	Wed 5/25	Thu 5/26	Fri 5/27	Sat 5/28			
	10	10	10	10	10		01 REGLR - Regular Hours Worked		39500

Week Two (overtime is recorded)

From Sunday 04/10/2016 to Saturday 04/16/2016							Total Time Reporting Code	Rule Element 1	Business Unit
Sun 4/10	Mon 4/11	Tue 4/12	Wed 4/13	Thu 4/14	Fri 4/15	Sat 4/16			
	10	10	10				01 REGLR - Regular Hours Worked		39500
				10	10		14 EXCSH - Exempt Straight Time Paic		39500

- Enter the **project charging** information by clicking on the **ChartFields** link to enter project and activity information that will generate the **Combination Code**
- When you have finished recording the employee's time, click **Submit**.
- Once you receive the following pop up you have successfully submitted your timesheet. Click **OK**.



Message

Rules have successfully been applied. (13504,1626)

Press OK to refresh your timesheet with updated payable time.



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:

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**.

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

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

Smith

- 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.

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

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

Date	TRC	Description	TRC Type	Payable Status	Quantity	Estimated Gross	Currency Code
03/28/2016	REGLR	Regular Hours Worked	Hours	Taken by Payroll	9.00		USD
03/29/2016	REGLR	Regular Hours Worked	Hours	Taken by Payroll	9.00		USD
03/30/2016	REGLR	Regular Hours Worked	Hours	Taken by Payroll	9.00		USD
03/31/2016	REGLR	Regular Hours Worked	Hours	Taken by Payroll	9.00		USD
04/01/2016	REGLR	Regular Hours Worked	Hours	Taken by Payroll	4.00		USD



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:

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**.

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

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

Smith



- 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.

Actions Select Another Timesheet Latest Change Date: 03/21/2016

*View By Week Previous Week Next Week

*Date 03/21/2016

Calendar

From 03/21/2016 to 03/27/2016

Comments	Day	Date	Reported S
	Mon	3/21	New
	Tue	3/22	New
	Wed	3/23	New
	Thu	3/24	New
	Fri	3/25	New

Time Reporting Code

- Select element that requires adjustment. *In this example we are adding Standby Time that was missed.*

Sun 2/7	Mon 2/8	Tue 2/9	Wed 2/10	Thu 2/11	Fri 2/12	Sat 2/13	Total	Time Reporting Code
	8.00	8.00	8.00	8.00	8.00		40.00	01 REGLR - Regular Hours Worked

- Make the adjustment in the timesheet.

Sun 2/7	Mon 2/8	Tue 2/9	Wed 2/10	Thu 2/11	Fri 2/12	Sat 2/13	Total	Time Reporting Code
	8.00	8.00	8.00	8.00	8.00		40.00	01 REGLR - Regular Hours Worked
	16	16	16	16	16			91 STAND - Standby Pay Supplementa

- Click **Submit**.

From Sunday 02/07/2016 to Saturday 02/13/2016

Sun 2/7	Mon 2/8	Tue 2/9	Wed 2/10	Thu 2/11	Fri 2/12	Sat 2/13	Total	Time Reporting Code
	8.00	8.00	8.00	8.00	8.00		40.00	01 REGLR - Regular Hours Worked
	16	16	16	16	16			91 STAND - Standby Pay Supplementa

Submit

- You will receive the following message when successfully saving the employee's 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.