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.

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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.

Elapsed Time Entry on Behalf of Employee, updated 07/01/2017
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:

   ![Breadcrumb Path]

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.

![Calendar and Pay Period Selection](image)

7. Enter the total amount of hours the employee worked on each applicable day.
8. 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.

![Time Reporting Code and Rows](image)

**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.

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

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

![Look Up SpeedType Key](image)

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**.

![ChartField Details](image)

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**

<table>
<thead>
<tr>
<th>Account</th>
<th>Employee Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>7000000</td>
<td>Classified Civil Service</td>
</tr>
<tr>
<td>7010000</td>
<td>Seasonal</td>
</tr>
<tr>
<td>7020000</td>
<td>Classified – IT</td>
</tr>
<tr>
<td>7100000</td>
<td>Unclassified</td>
</tr>
<tr>
<td>7130000</td>
<td>Project</td>
</tr>
<tr>
<td>7135000</td>
<td>Project – IT</td>
</tr>
<tr>
<td>7150000</td>
<td>Classified – LTE</td>
</tr>
<tr>
<td>7155000</td>
<td>LTE – IT</td>
</tr>
<tr>
<td>7650000</td>
<td>IT Serv Private Company</td>
</tr>
</tbody>
</table>

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.

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

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.

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

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**.
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.

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

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

1. 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):
     o OCTOCA – Overtime Override by Day Cash
     o OTOCM – Overtime Override by Day Comp
   - Division of State Patrol specific codes, formerly called 589 time:
     o E15CA – Exempt Time and Half Paid Cash (earned as cash)
     o 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)

<table>
<thead>
<tr>
<th>Date</th>
<th>Hour</th>
<th>Total Time Reporting Code</th>
<th>Rule Element</th>
<th>Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 5/22</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 5/23</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 5/24</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 5/25</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 5/26</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 5/27</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 5/28</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Week Two (overtime is recorded)

<table>
<thead>
<tr>
<th>Date</th>
<th>Hour</th>
<th>Total Time Reporting Code</th>
<th>Rule Element</th>
<th>Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 5/29</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 5/30</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 5/31</td>
<td>10</td>
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<td></td>
</tr>
<tr>
<td>Wed 6/1</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 6/2</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 6/3</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 6/4</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 6/5</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Enter the project charging information by clicking on the ChartFields link to enter project and activity information that will generate the Combination Code

3. When you have finished recording the employee’s time, click Submit.

4. 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.

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

8. 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).
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:

   ![Breadcrumb Navigation]

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

   ![Employee Selection]

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

   ![Selected Last Name]

Elapsed Time Entry on Behalf of Employee, updated 07/01/2017
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.

![Calendar Image]

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

![Timesheet Image]

8. Make the adjustment in the timesheet.

![Adjusted Timesheet Image]

9. Click **Submit**.

![Submit Button Image]

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

![Message Image]

**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.