PeopleSoft Time and Labor Entry

PeopleSoft Modules

HCM Module

Employees and Supervisors/ Managers will log in to PeopleSoft to enter and approve time through the **HR Self Service Portal**. The link to the portal may be found on the DOTNET or by visiting: https://ess.wi.gov.

Employees and Supervisors/Managers should use their IAM account and password to login to the system.

Finance Module

Employees and Supervisors/ Managers will use the Finance Module to create and/ or approve Expense Reports. The link to the Finance Modlule is: https://starfin.wi.gov

PeopleSoft Home Page

Upon logging into PeopleSoft Employee Self Service, you will see several modules:

- Wisconsin Time and Absences
- Employee Leave Summary
- Wisconsin Payroll
- Wisconsin Employee Info
- Wisconsin Benefits

Wisconsin Time and Absences Module

The Timesheet will allow you to view and report your time and task details. You will be able to toggle to view previous weeks, view a timesheet summary, view payable time and leave time taken.
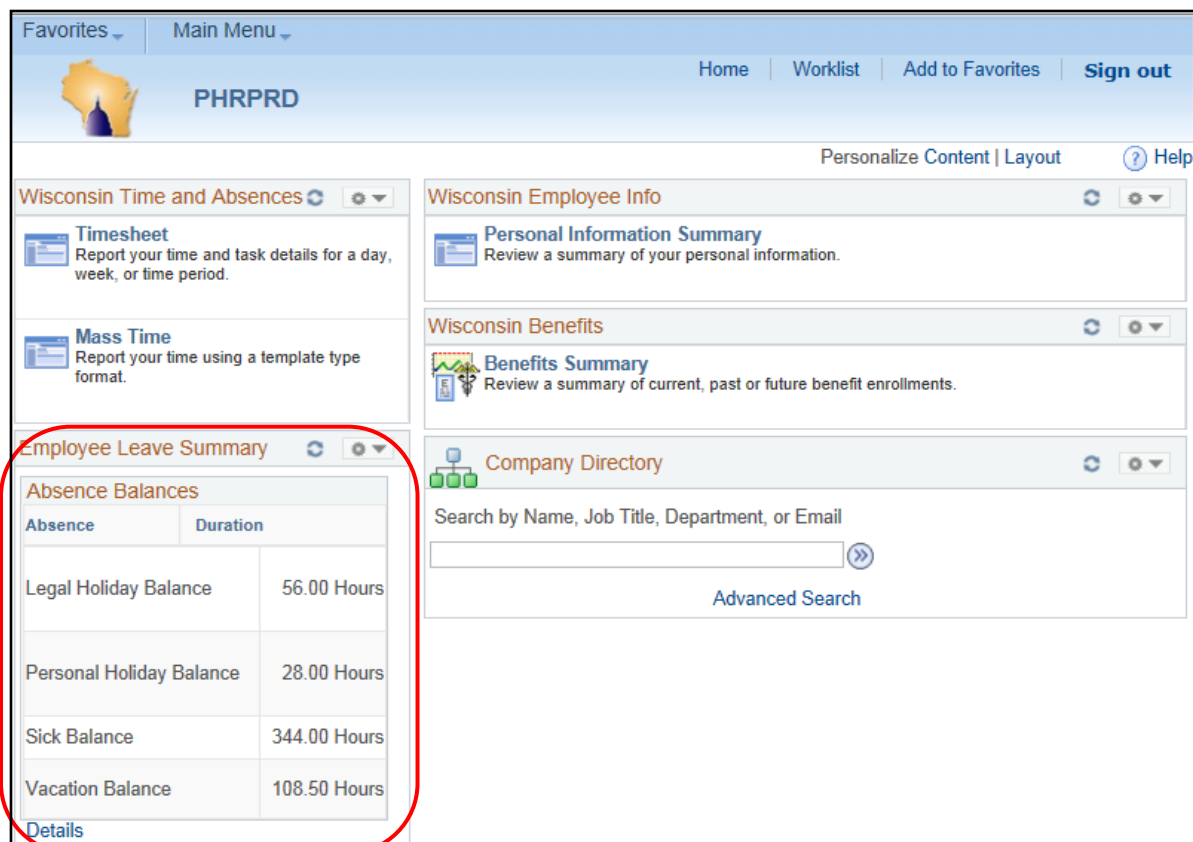
This is where you will go to enter time in your timesheet for the week. Work time may only be entered through the current day and may not be entered in advance. For example, if it is Tuesday and you are entering your time worked, you will only be able to enter time worked on Sunday, Monday and Tuesday. Only absences may be entered in advance.

More information on how to specifically enter your time will be covered in **Punch Time Entry** and **Elapsed Time Entry** job aids.

Absence Balances

Your current absence balances will be updated overnight on the Tuesday of a pay week. You are able to view your current balances in both this home screen module as well as in your timesheet when looking at the absence tab.

Viewing Absence Balances from the Home Page

Wisconsin Payroll

The options in the Wisconsin Payroll module give you the access to view important payroll documents such as your paycheck, W4 Tax Information, W2 Forms, and Direct Deposit Settings.

View Paycheck

This option will allow you to view and print .pdf versions of your current and prior paychecks going back to pay period 26, 2015 (December 13, 2015-December 26, 2015).

Direct Deposit

This option will allow you to view and edit your direct deposit information. You may add/ edit additional bank accounts to split your paycheck between using the "Add Account" and identifying the amount or percent to deposit in each account.

W4 Tax Information

This option allows you to view and edit the total number of allowances you are claiming for Federal Income Tax.

Wisconsin Employee Info

This module will allow you to view and edit your personal information (such as home/ mailing address, phone numbers, emergency contacts, email addresses and marital status).

Please note, if you are editing your marital status, you must also contact your Payroll Coordinator to discuss your benefits options.

Wisconsin Benefits

This module will allow you to view your selected benefits, the plan description and your coverage or participation. You are not able to edit your benefits selections from this module.

You may view additional information about selected benefits by clicking on the type of benefit. Within the additional information, you will be able to view the Plan Name, Plan Provider (also provides a link to the plan provider website) and type of coverage.

Navigating in PeopleSoft

Below are some helpful tips, tricks and hints on navigating PeopleSoft like a pro.

Breadcrumbs

As you navigate to different areas in PeopleSoft a "trail" of how you arrived will populate in the top bar, these are called "breadcrumbs."
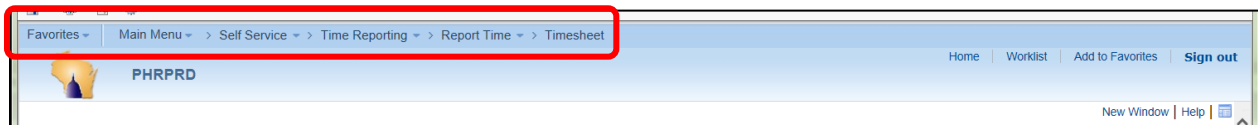
Breadcrumbs will be used throughout the job aids to help you navigate to the correct screens.

Favorites

The good news is, you do not have to memorize the breadcrumbs for screens you use often. Once you navigate to a screen you will use frequently, you may select the "Add to Favorites" option.

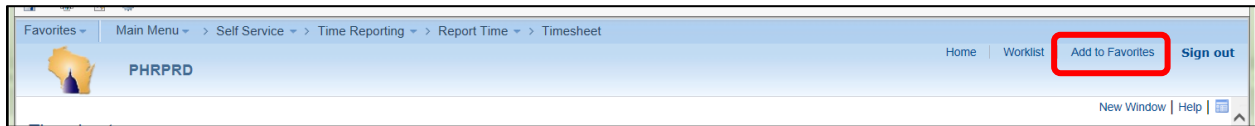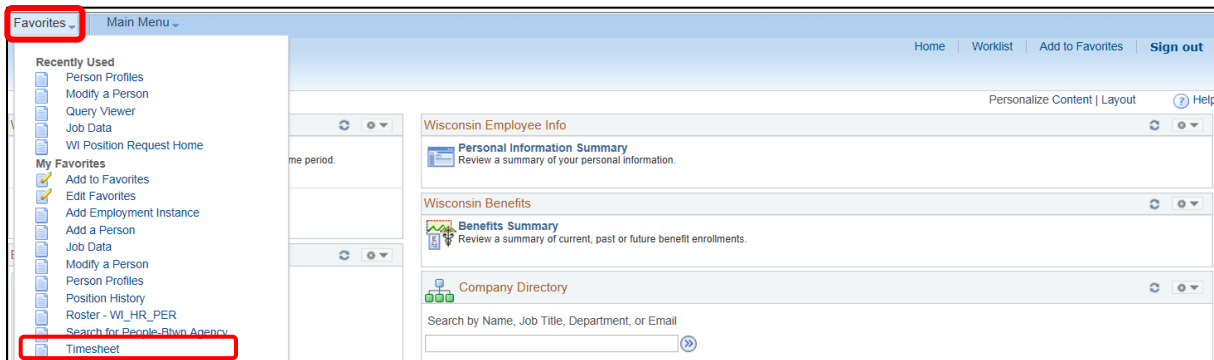Once you select "Add to Favorites" you will be asked to enter a unique description for the favorite (i.e. Timesheet) and select ok.

You will find your saved favorites through the drop-down menu "Favorites" and selecting the screen you wish to navigate to.

Time and Labor Important Terms

- Breadcrumbs: Navigation directions in PeopleSoft that identify selections to get to a desired screen
- Punch Time Reporter: A reporter type used for non-exempt employees. Punch Time Reporters will record time each day with their exact start and end times, including breaks for lunch.
- Elapsed Time Reporter: A reporter type used for exempt employees. Elapsed Time Reporters record their time as the sum of total hours worked each day.
- Chartfield Details: Unique accounting string used for project costing. Accounting string is unique to the fiscal year, SpeedType (project ID), employee type, organization, and activity. Chartfield Details will create the Combination Code.
- Combination Code: The PeopleSoft code that identifies the Chartfield Details.

Fiscal Year

Employees will need to select the appropriate fiscal year in the Chartfield Details to charge their time, absences and expenses. The fiscal year is different from the calendar year and runs from July 1 – June 30.

Example: Fiscal Year (FY) 2017 runs from dates July 1, 2016 – June 30, 2017. FY2018 starts on July 1 and runs through June 30, 2018.

Time and Labor Timelines for Submittal and Approval

It is important to note that only approved time will be paid each pay period. If time is not submitted or approved, the employee will **not** be paid.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					8am: Reminder to Report Time
Week 2	8am: Employee Unreported Time Reminder **2pm: Employee Cutoff for Time Entry** 2-5pm: Supervisors Approve Time; Review Leave	8am: Supervisor remind for unapproved time/ leave **12pm: Supervisor cutoff for Time Approval** 12pm: Supervisors and Employees Locked out of Time & Labor 12-5pm: Payroll reviews time and approvals 5pm: Central Payroll runs Final Absence Calculation	11a: Cutoff for Paysheet Transactions 4pm: Deadline for Agency Review of Payroll	1-5pm: Central Payroll Processes Payroll	8am: Employee Reminder to Report Time