Elapsed Time Entry Job Aid for Employees

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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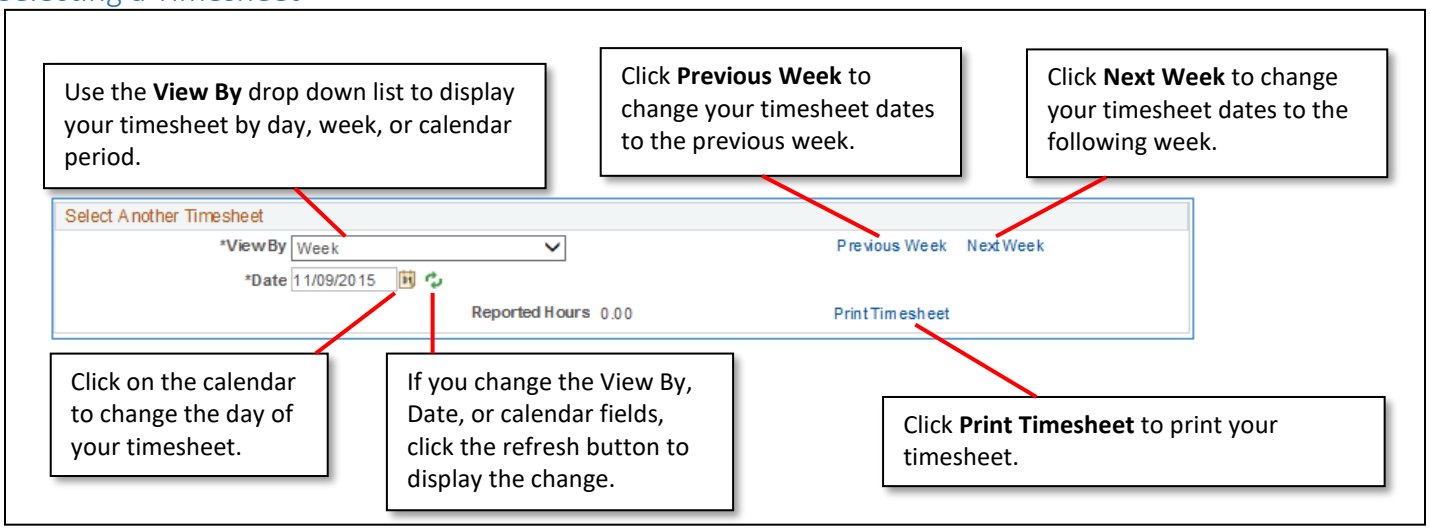
Timesheet Layout

Time Entry Format Guidelines

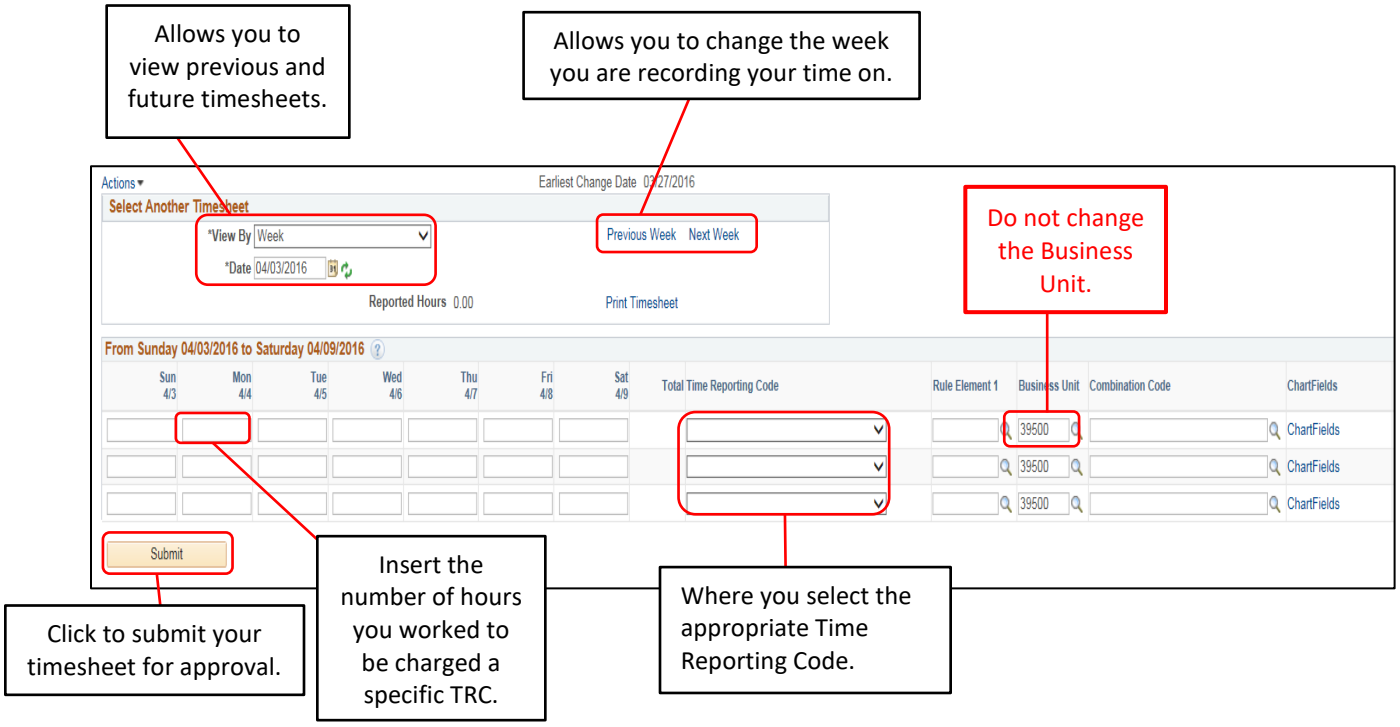
Time will be entered as the total hours worked on an elapsed timesheet. You will not need to enter the time you arrive and leave on the timesheet.

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



Timesheet Field Descriptions

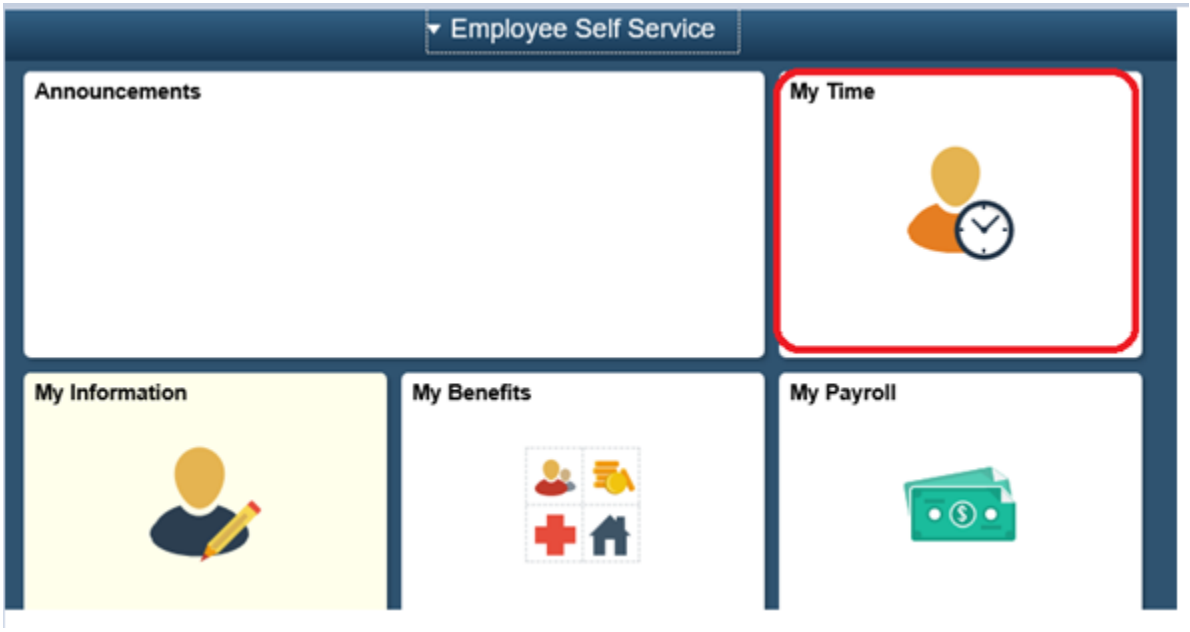


How to Enter Your Hours in PeopleSoft

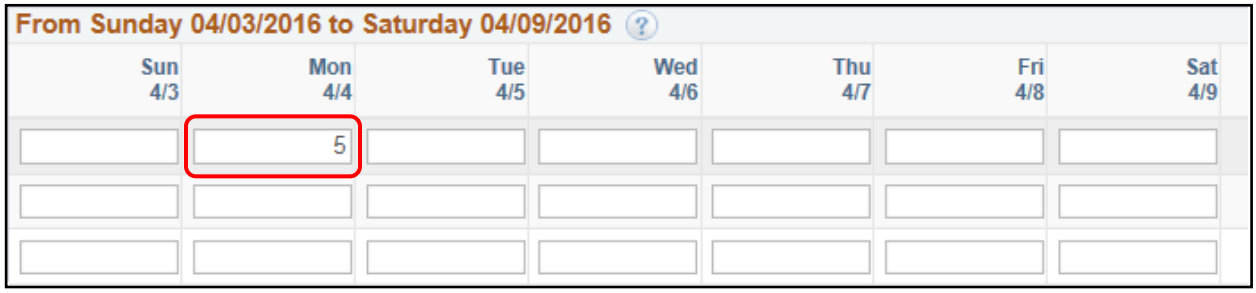
Note: Please make sure to follow all steps outlined in this job aid. Entry of chartfields is required for all time worked.

1. Access PeopleSoft Employee Self Service (ESS) using the following link: https://ess.wi.gov
2. Log in to PeopleSoft Employee Self- Service (ESS) using your IAM Account.
3. Click **My Time** on your PeopleSoft dashboard.

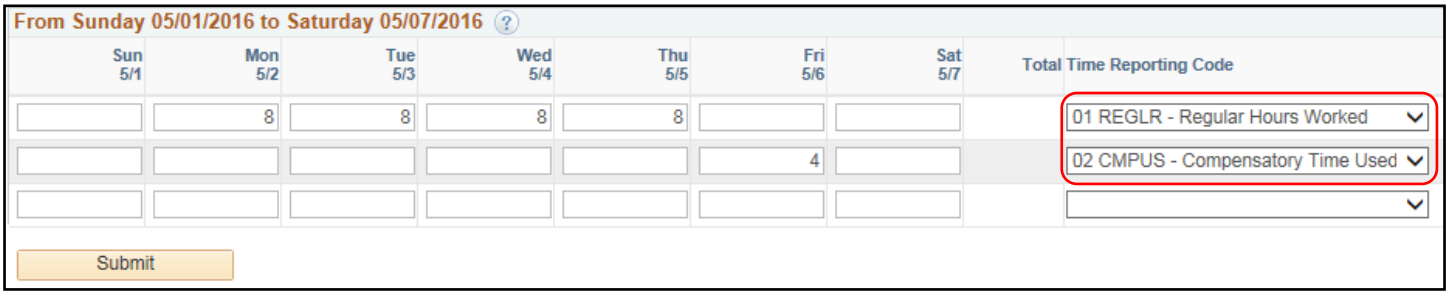
Dashboard



4. Select the day of the week you wish to report time for by clicking in the box below the day. Enter the total amount of hours worked on each applicable day.

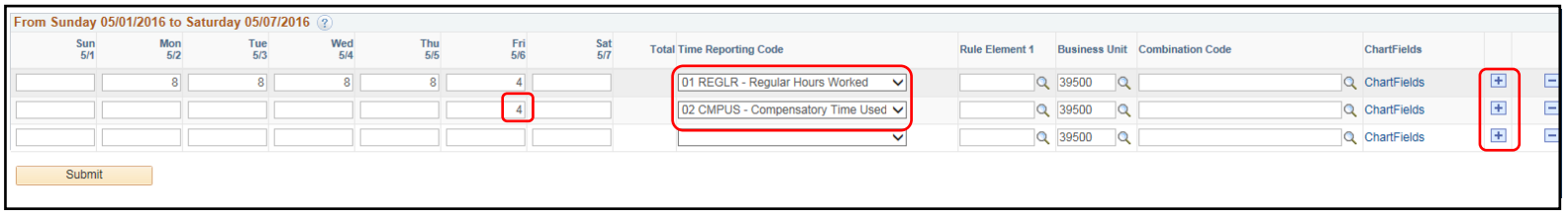


5. Use the dropdown list to select the applicable **Time Reporting Code (TRC)**. If a selection is NOT made, then the TRC code defaults to *01 REGLR –Regular Hours Worked*.



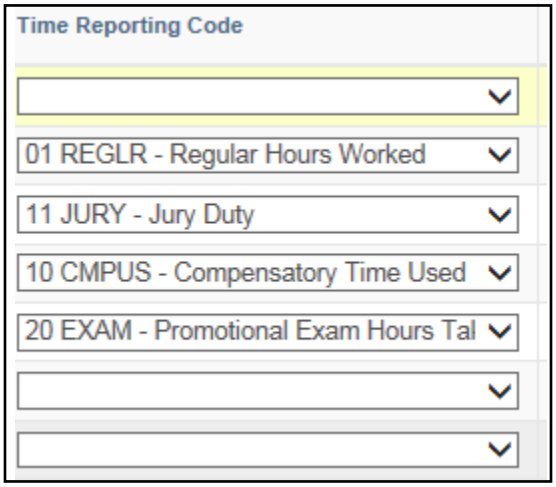
To designate hour/units to a different project, activity code or **Time Reporting Code** for a day, you will need to:

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, ask your supervisor.

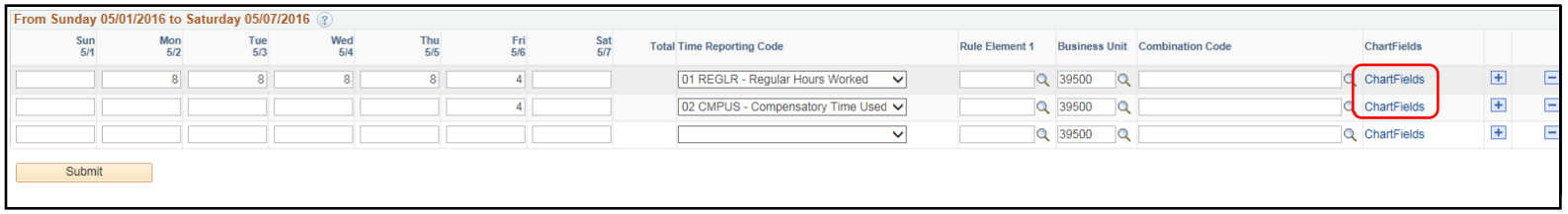
Note for Division of State Patrol: Pilot Pay would be included here.



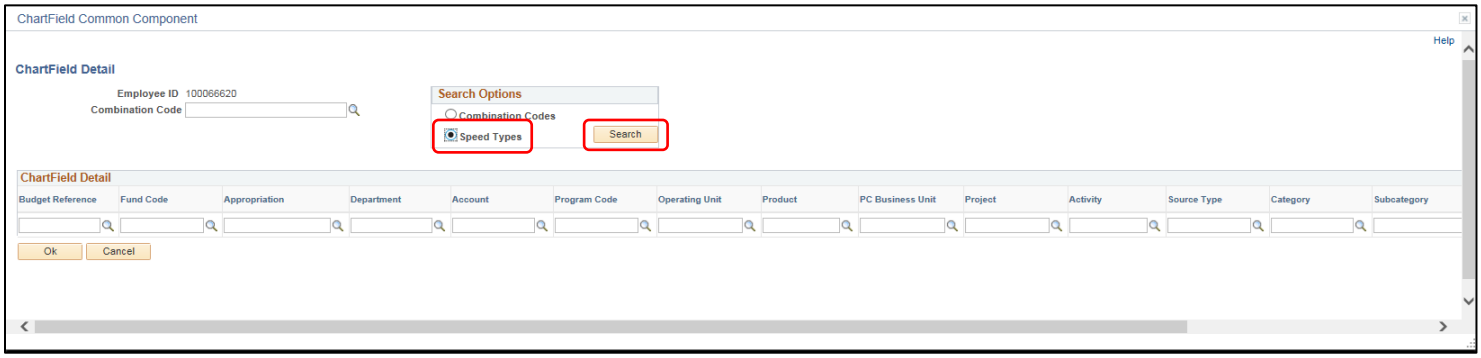
Project Charging

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.

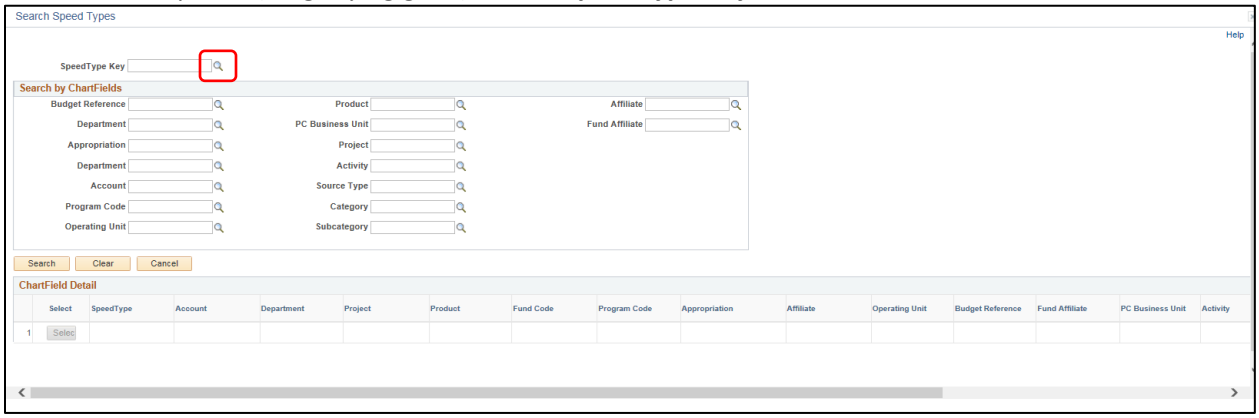
6. Click the **ChartFields** link to enter project and activity information.



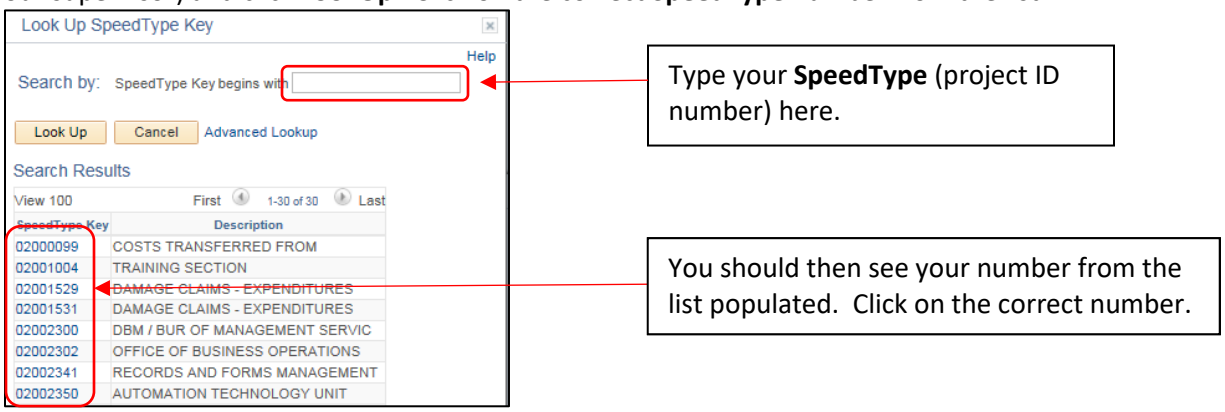
7. In the **Chartfield Detail** pop up, click the **Speed Types** (previous project ID) button and click **Search.**



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

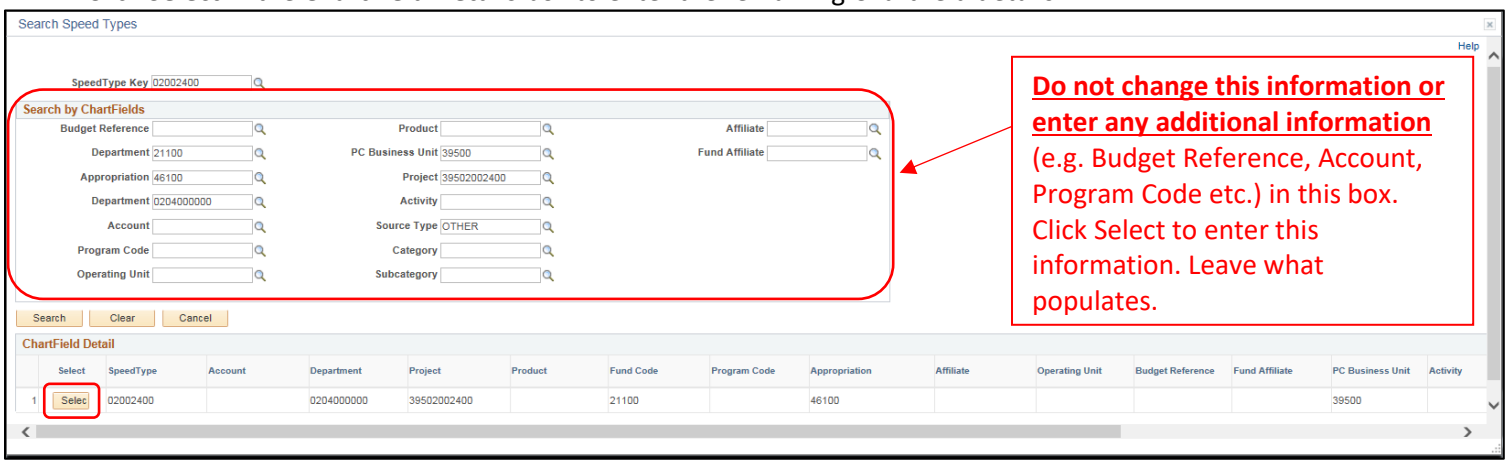


9. Type in your **SpeedType** (this is what used to be referred to as a project ID number, and can be given to you by your supervisor) and click **LookUp**. Click on the correct **SpeedType** number from the list.



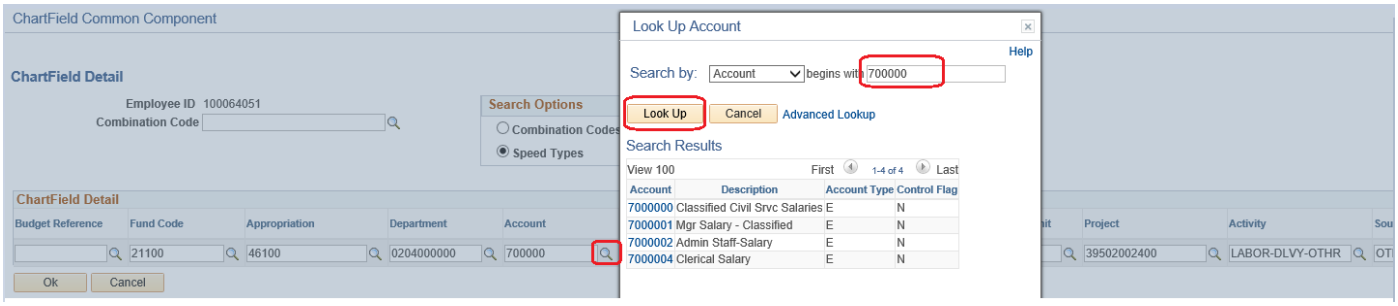
10. Verify that the Chartfield information that has prepopulated in the **Search by ChartField** is correct. Do not enter additional information into **Search by ChartFields** box (see screenshot below).

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



12. **Fund Code**, **Appropriation** and **Department** fields should all be prepopulated from your **SpeedType** selection. Check with your supervisor for verification of these details.

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

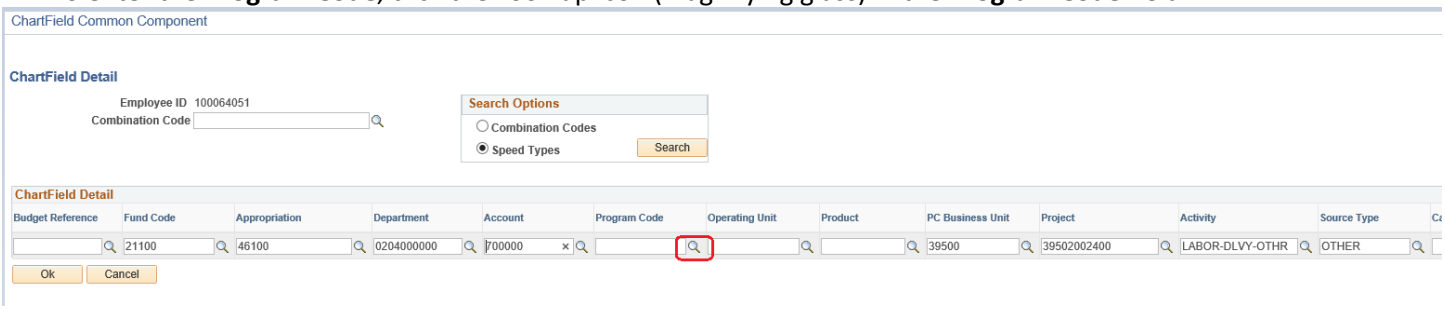


Refer to the Welcome to PeopleSoft email you received from your payroll and benefits specialist to determine your account number.

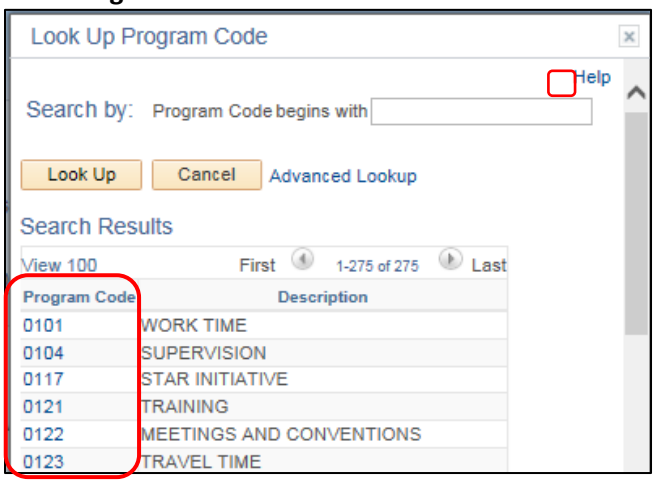
List of account numbers

Account	Employee Type
7000000	Classified Civil Service
7010000	Seasonal
7100000	Unclassified
7130000	Project
7150000	Classified – LTE

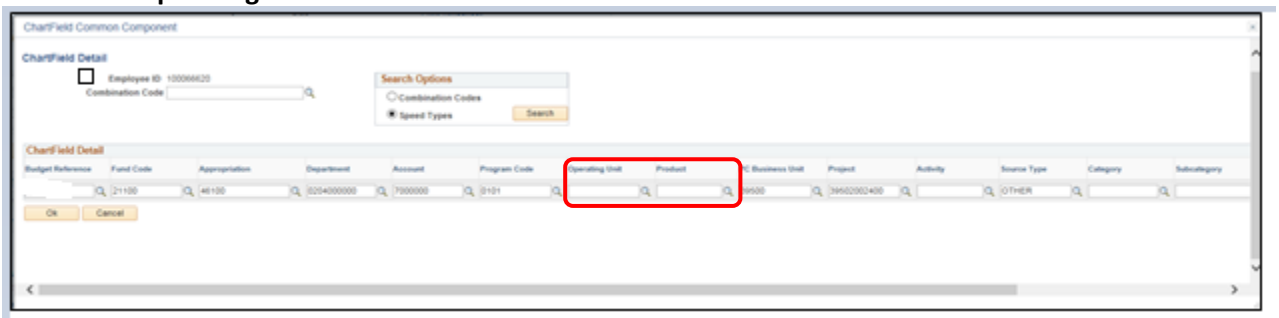
14. To enter the **Program Code**, click the Look up icon (magnifying glass) in the **Program Code** field.



15. Select the appropriate **Program Code** from options given. Check with your supervisor if you have questions about which **Program Code** to use.

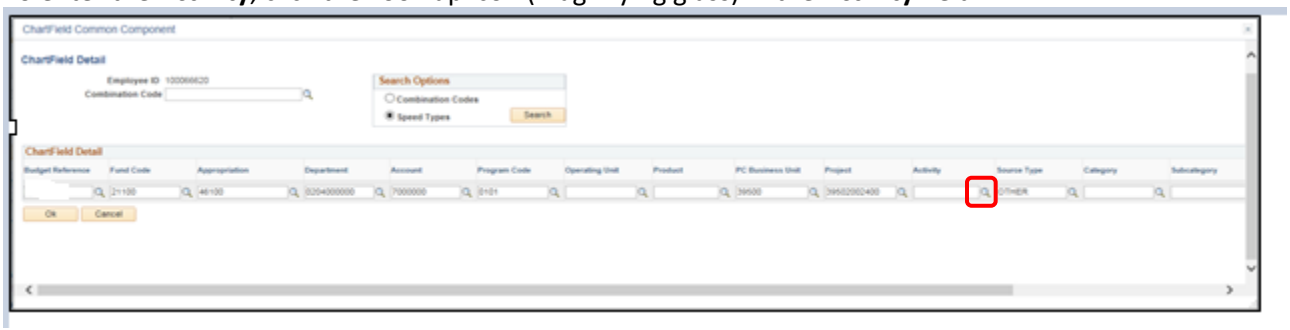


16. The **Operating Unit** and **Product** fields will remain blank.

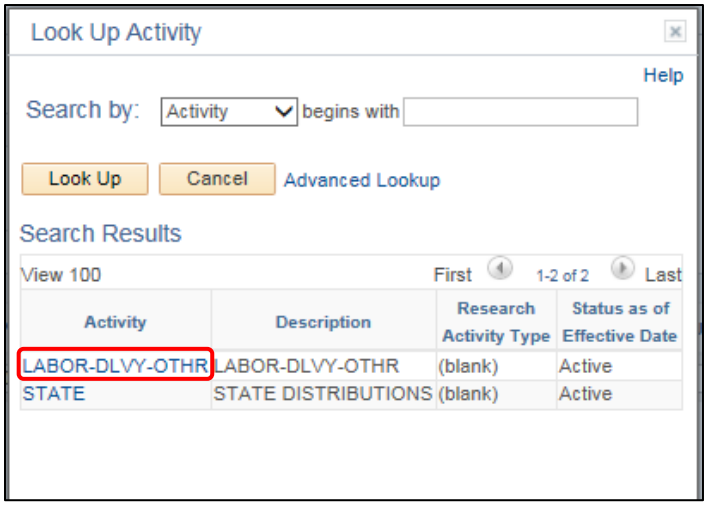


17. The **PC Business Unit** and **Project** fields will be populated from your **SpeedType** selection. Check with your supervisor for verification of these details.

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

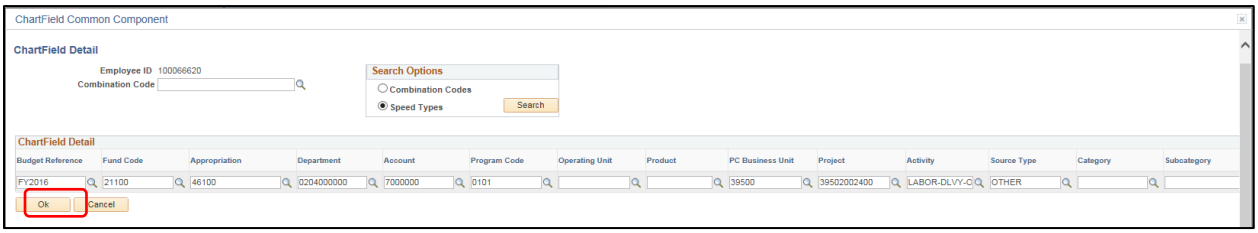


19. Select the **LABOR-DLVY-OTHR** option. You will always use this selection.

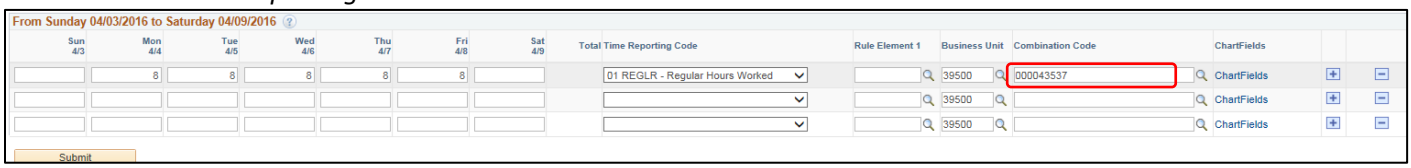


20. The **Source Type** field is populated from your **SpeedType**. The remainder of the fields are left blank (**Category**, **Subcategory**, **Affiliate**, and **Fund Affiliate**).

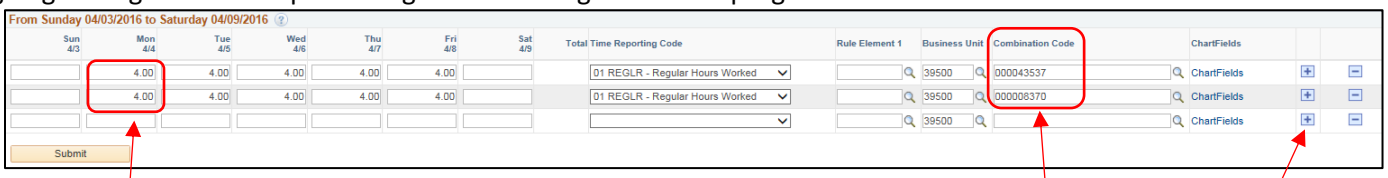
21. Click on **OK**.



22. You will be taken back to your timesheet, and a Combination Code will be populated.
If all items in the ChartFields are the same for every entry you 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.



23. If you have multiple projects you are charging to in the same day, enter the number of hours you are charging to each project under the correct day, and ensure the combination code for that project is reflected on that line by going through the above process again and adding in the new program code.

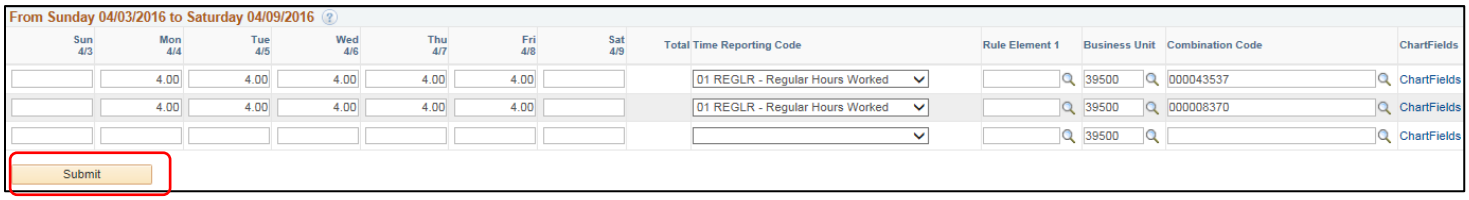


The 8 hours for the day are broken into two sets of 4 hours to account for work on two different projects.

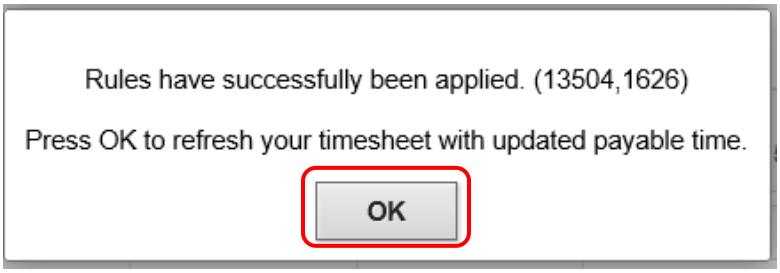
The different Combination Codes are reflected here. By having a different **Program Code**, a different Combination Code will be generated.

If you have more than 3 codes for one day, click the plus button to add another line.

24. Once your timesheet is complete, click **Submit**.



25. Once you receive the following message you have successfully submitted your timesheet. Click **OK**.



If You Worked Overtime

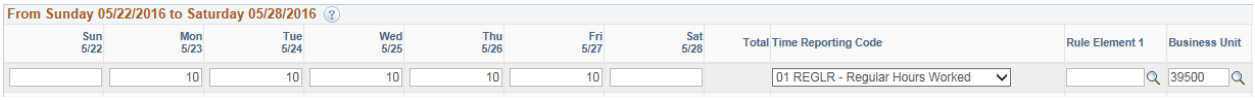
As an exempt employee you will need to enter any payable overtime as a separate line with a unique **Time Reporting Code** on your timesheet. **As a reminder, payable overtime for exempt employees may only occur with supervisor approval and when the employee works more than 80 hours in a pay period (2 weeks). 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):
        - 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)

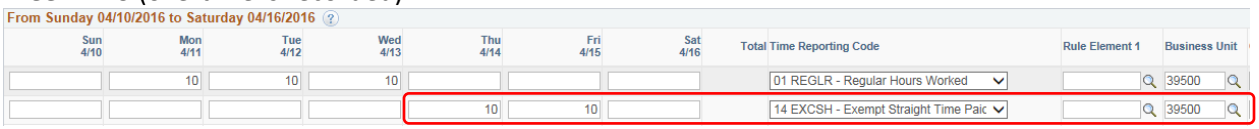
*Note: Overtime is only received for pay periods where the hours **worked** are greater than 80 hours. Recorded Leave and Compensatory Time are not included in the hours work. Please consult your division policy on overtime.*

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.

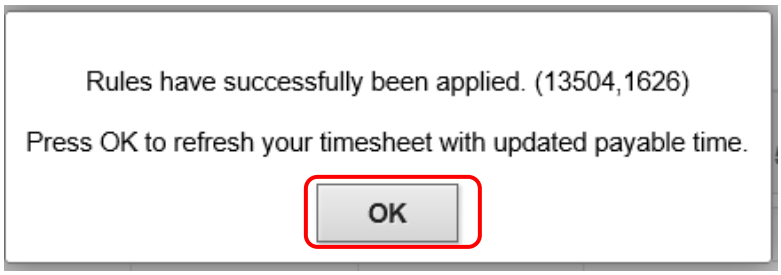
Week One (no overtime is recorded)



Week Two (overtime is recorded)



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 your time for the day, click **Submit**.
4. Once you receive the following pop up you have successfully submitted your timesheet. Click **OK**.

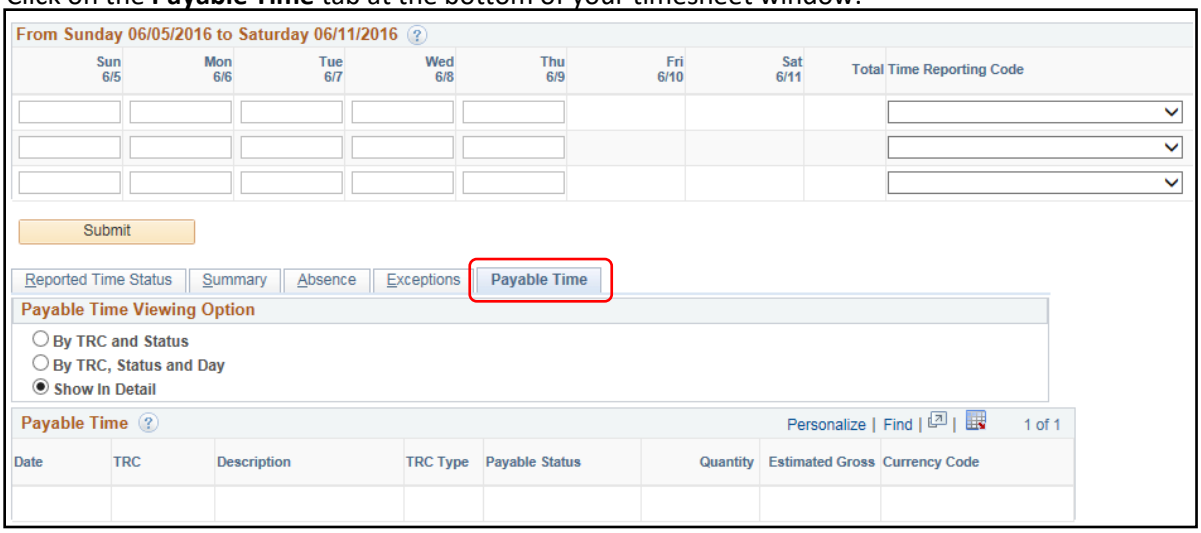


Reviewing your Payable Time

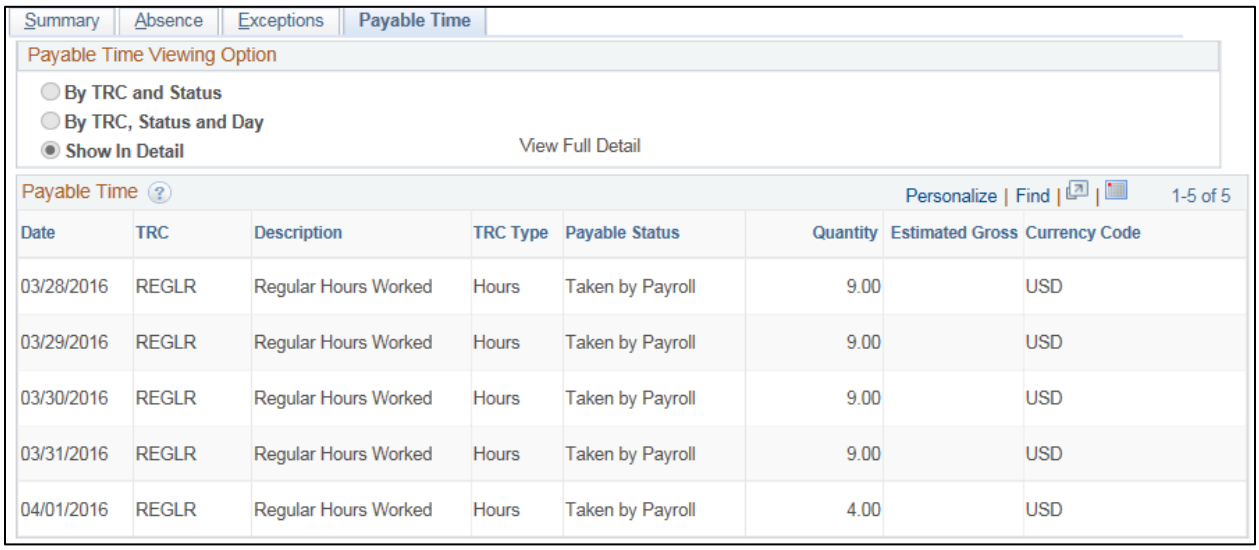
1. Access PeopleSoft Employee Self Service (ESS) using the following link: https://ess.wi.gov
2. Log in to PeopleSoft Employee Self- Service (ESS) using your IAM Account.
3. Click **My Time** on your PeopleSoft dashboard.

Dashboard

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



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

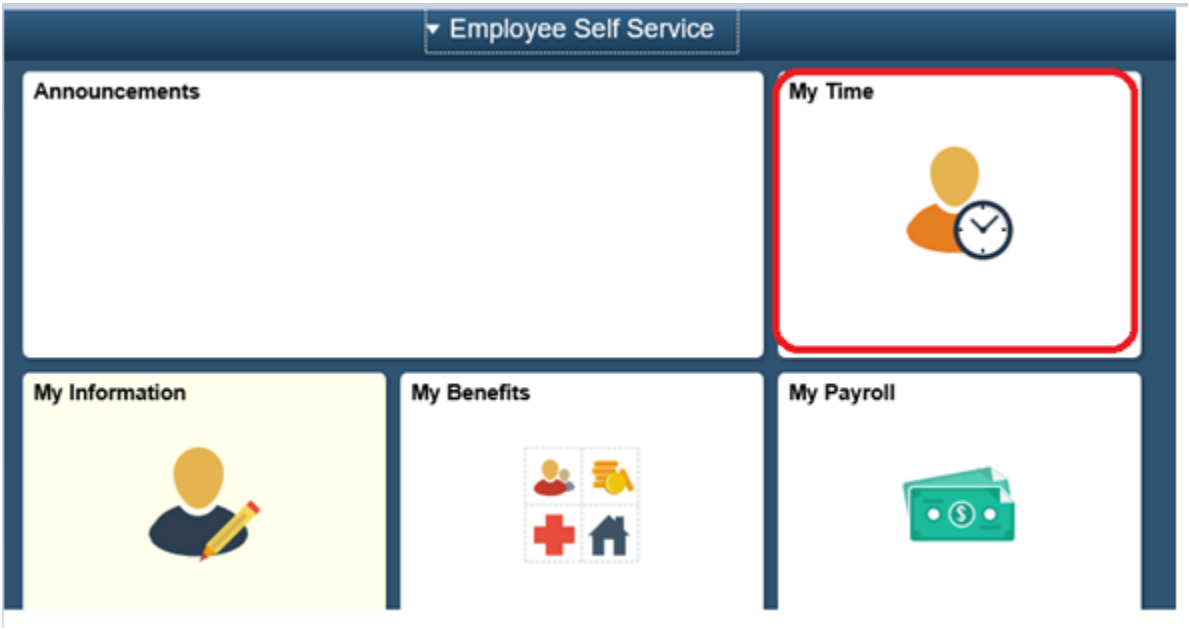

Summary
Absence
Exceptions
Payable Time
Payable Time Viewing Option
By TRC and Status
By TRC, Status and Day
Show In Detail
View Full Detail
Payable Time
Personalize | Find |
1-5 of 5
Date
TRC
Description
TRC Type
Payable Status
Quantity
Estimated Gross
Currency Code
03/28/2016 REGLR Regular Hours Worked 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 Reported Time

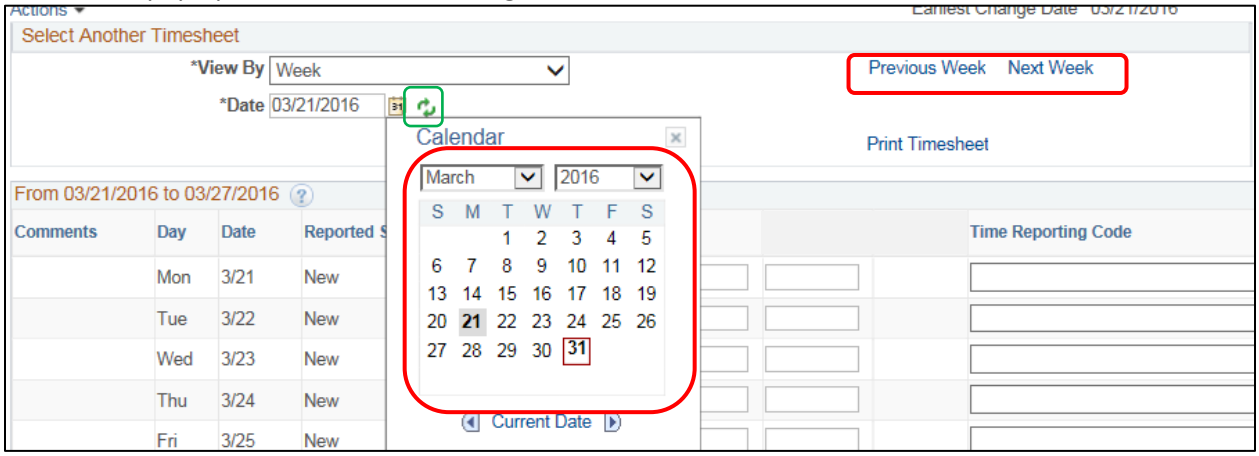
Employees are able to make adjustments to their own timesheets within the pay period (2 weeks). Please click here for the most current payroll calendar. When an employee makes an adjustment to a previous week's timesheet, they will also need to submit the timesheet for the other week within the pay period. If an adjustment is needed for a timesheet that exceeds the current pay period, please contact your Payroll Coordinator.

1. Access PeopleSoft Employee Self Service (ESS) using the following link: https://ess.wi.gov
2. Log in to PeopleSoft Employee Self- Service (ESS) using your IAM Account.
3. Click **My Time** on your PeopleSoft dashboard.

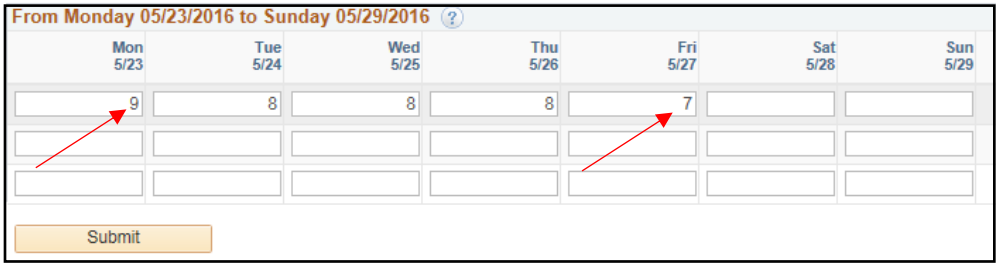
Dashboard



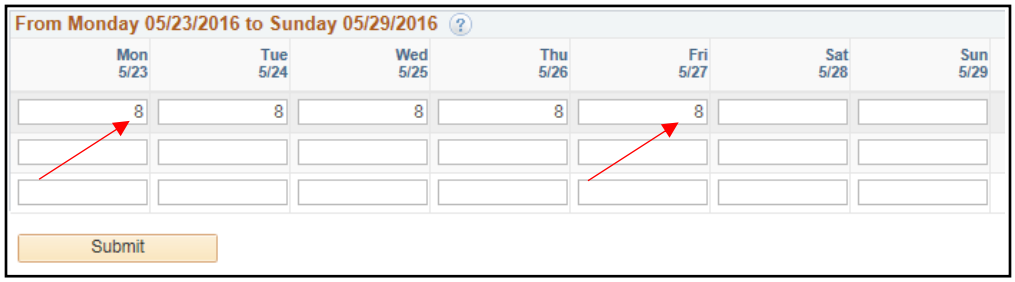
4. Select the date of the pay period by using either the **Previous Week** or **Next Week** buttons or by selecting the date on the pop up calendar and click the green refresh.



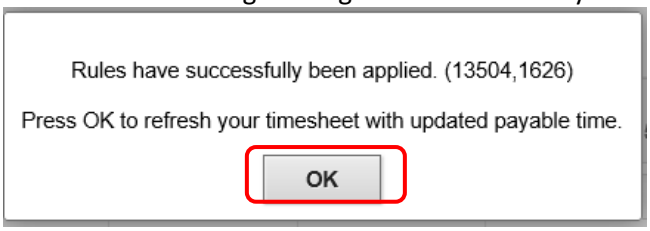
5. Select element that requires adjustment. *In this example we are changing the Monday and Friday hours.*



6. Make the adjustment in the timesheet.



7. Click **Submit.**
8. You will receive the following message when successfully saving your time.



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 16 days from the current week. If the adjustment exceeds 16 days prior to the current week, please contact your payroll and benefits specialist.