Punch 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.

Contents

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 (0100)
- 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

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

Click "Previous Week" to change your timesheet dates to the previous week.

Click "Next Week" to change your timesheet dates to the following week.

Select Another Timesheet

*View By Week

*Date 11/09/2015

Reported Hours 0.00

Previous Week   Next Week

Print Timesheet

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

If you change the View By, Date, or calendar fields, click the recycle icon to display the

Click Print Timesheet to print your timesheet

Timesheet Field Descriptions

Enter your start time.

Enter the time you punch out for lunch or an unpaid break or when you change projects.

Enter the time you punch in from lunch or an unpaid break.

Enter your punch out time at the end of every day

Do not change the Business Unit. This will be defaulted to the correct selection.

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 your time.

Click Clear to clear your timesheet.

If you use Time Reporting Codes, specify the amount of hours logged using that code. (Ex: Work Time or Stand-By Pay)

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 your Chart Field information.

Click on the **ChartFields** link to input your **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 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. Enter the appropriate time in the **First In** column.

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

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

Submit		Clear

5. To account for non-payable time (lunches, unpaid breaks) enter the time you stopped working in the **Out** column. When you return to work or change activities enter your time 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. In this example, this employee worked on 3 different projects on Monday with 3 different rows 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

6. Enter the time you 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									

7. 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*.

	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Business Unit
Comments												
	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

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.

Time Reporting Code

	⌄
01 REGLR - Regular Hours Worked	⌄
11 JURY - Jury Duty	⌄
10 CMPUS - Compensatory Time Used	⌄
20 EXAM - Promotional Exam Hours Tal	⌄
	⌄
	⌄

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 <u>not</u> be completed.

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

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

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

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

Type your **SpeedType** (project ID) here.

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

12. 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).

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

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.

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

15. Type your **Account** number into the **Account Section** and click the Lookup 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.
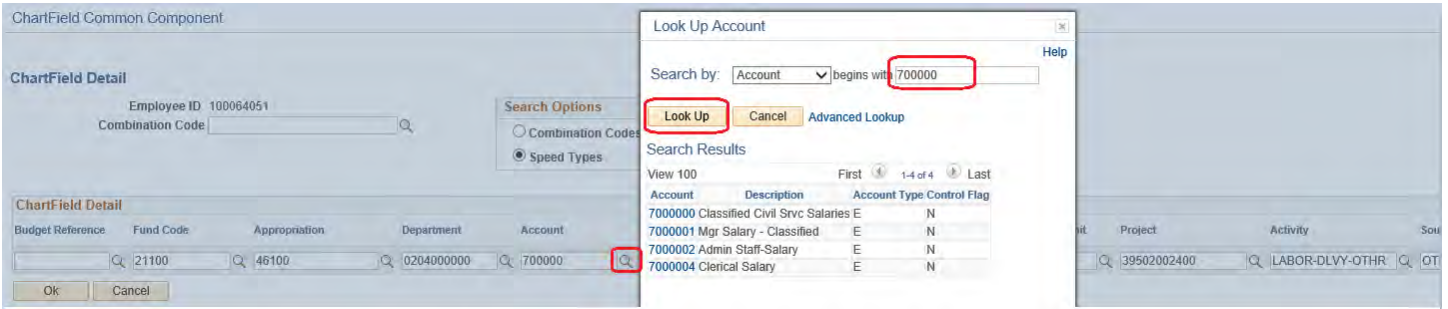
Refer to the email you received from your payroll and benefits specialist to determine your account number.

List of account numbers

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

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

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


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

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

20. To enter the **Activity**, click the Lookup icon (magnifying glass) in the **Activity** field.
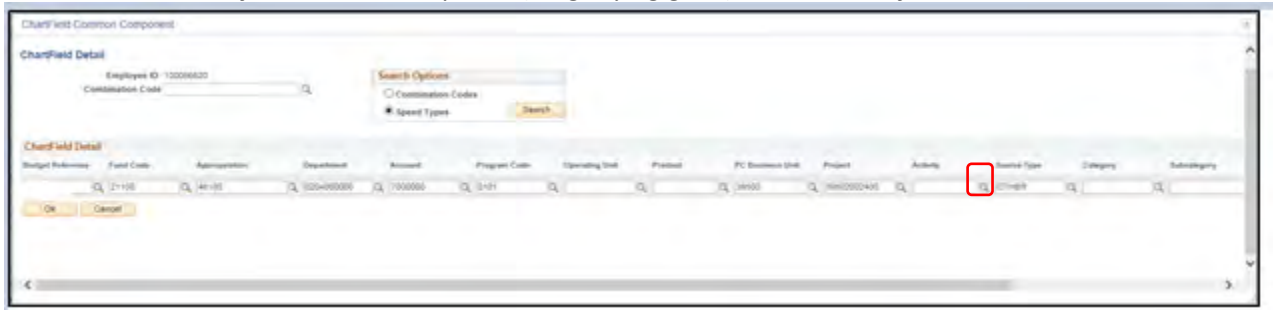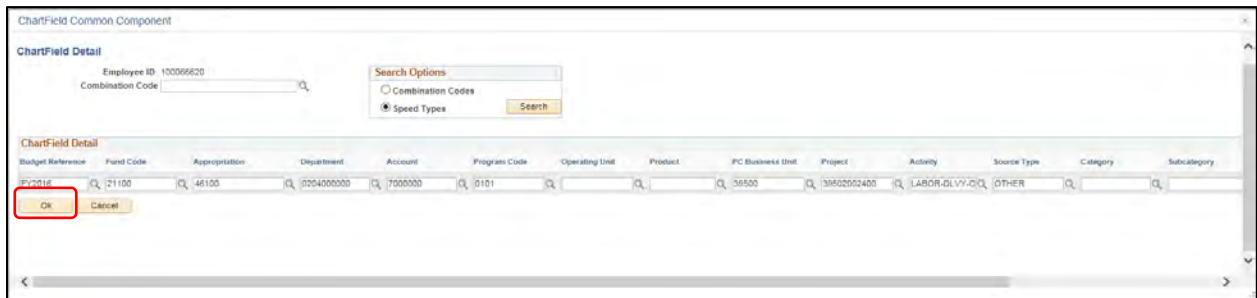

21. Select the **LABOR-DLVY-OTHR** option. You will always select this option.
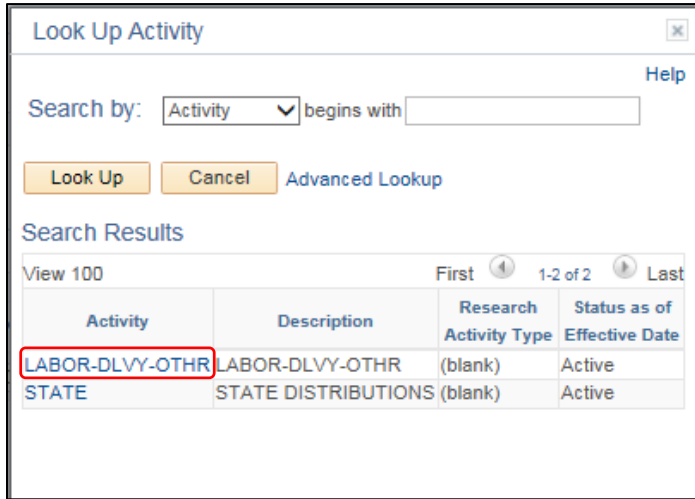
22. The **Source Type** field is populated from your **SpeedType**. The remainder of the fields are left blank (**Category**, **Subcategory**, **Affiliate**, and **Fund Affiliate**).

23. Click on **OK**.

You will be taken back to your timesheet, and a Combination Code will be populated.
If all items in the ChartField are the same for every entry you have, you can copy/paste the Combination Code into 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.

24. After all Combination Codes are entered/ populated, click **Submit** on your timesheet.

25. You will receive a message indicating the rules have been successfully applied. Click **OK** to complete the process.
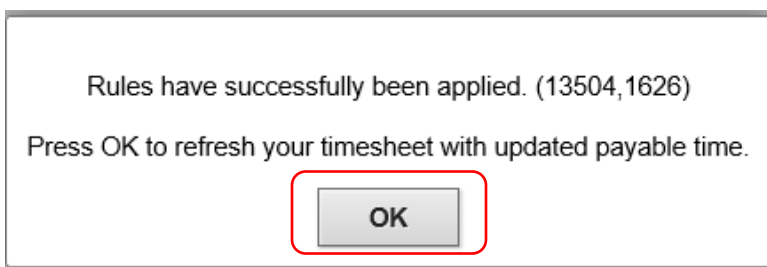
If you Worked Overtime: Using the Rule Element 1

If you 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: Review Division policy before accruing overtime.
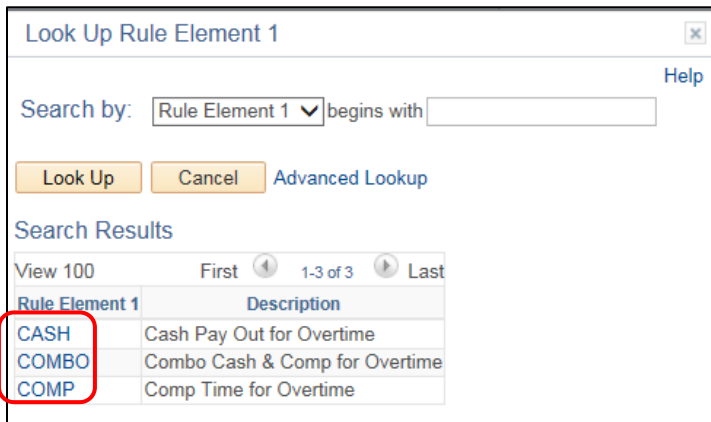
1. To view and select **Rule Element 1** options, click on the lookup icon next to the **Rule Element 1** field.

2. Select either **CASH, COMBO** or **COMP** from the **Rule Element 1** window.
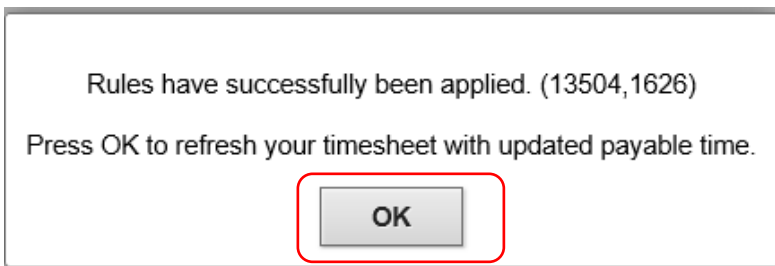
3. Verify that the Rule Elements has been entered on your timesheet. You may use the **Rule Element 1** selection towards the end of the week on the days you have worked over 40.00 hours.
4. Enter the **project charging** information by clicking on the **ChartFields** link to enter project and activity 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 you Worked an Overnight Shift

To record a shift that overlaps into the next day, enter the time you started working in the **First In** column for the first day 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. The hours are pulled on the day you begin your shift. For example, you begin your shift on Monday at 11:00 pm and end at 7:00 am on Tuesday, the hours are recorded on Monday, but night differentials will be applied to the hours worked prior to 6:00 am on Tuesday.

Example 1: You clock in at 11:00pm and do not take a lunch and clock out at 7:00 am the next day. You will need to add a row to enter your First In punch for Tuesday

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Business Unit
⃝	Sun	3/19	New									39500
⃝	Mon	3/20	Submitted	11:00:00PM				8.00	01 REGLR - Regular Hours Worked			39500
⃝	Tue	3/21	Submitted				7:00:00AM					39500
⃝	Wed	3/22	New									39500
⃝	Thu	3/23	New									39500
⃝	Fri	3/24	New									39500
⃝	Sat	3/25	New									39500

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	Date	
⃝	Sun	3/19	New									39500		ChartFields	3/19	+
⃝	Mon	3/20	Submitted	11:00:00PM				8.00	01 REGLR - Regular Hours Worked			39500		ChartFields	3/20	+
⃝	Tue	3/21	Submitted				7:00:00AM					39500		ChartFields	3/21	+
⃝	Wed	3/22	New									39500		ChartFields	3/22	+
⃝	Thu	3/23	New									39500		ChartFields	3/23	+
⃝	Fri	3/24	New									39500		ChartFields	3/24	+
⃝	Sat	3/25	New									39500		ChartFields	3/25	+

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Business Unit
⃝	Sun	3/19	New									39500
⃝	Mon	3/20	Submitted	11:00:00PM				8.00	01 REGLR - Regular Hours Worked			39500
⃝	Tue	3/21	Submitted				7:00:00AM					39500
⃝			Submitted	11:00:00PM				8.00	01 REGLR - Regular Hours Worked			39500
⃝	Wed	3/22	Submitted				7:00:00AM					39500

Example 2: You clock in at 11:00 pm, take a lunch at 4:00am, return at 4:30am and clock 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

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Business Unit
⃝	Sun	3/19	New									39500
⃝	Mon	3/20	Submitted	11:00:00PM				5.00	01 REGLR - Regular Hours Worked			39500
⃝	Tue	3/21	Submitted		4:00:00AM	4:30:00AM	7:00:00AM	2.50				39500
⃝	Wed	3/22	New									39500
⃝	Thu	3/23	New									39500
⃝	Fri	3/24	New									39500
⃝	Sat	3/25	New									39500

Adding a Comment

1. After navigating to your timesheet and entering your 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 your comment in the comment section.

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

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

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. 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.

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

From 04/03/2016 to 04/09/2016												
Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date	
	Sun	4/3	New									4/3	+ −
	Mon	4/4	New									4/4	+ −
	Tue	4/5	New									4/5	+ −
	Wed	4/6	New									4/6	+ −
	Thu	4/7	New									4/7	+ −
	Fri	4/8	New									4/8	
	Sat	4/9	New									4/9	

Submit   Clear

Summary   Absence   Exceptions   **Payable Time**

Reported Time Summary   Personalize | Find | ... 1-3 of 3

6. This will display dates you recorded time, type of TRC code 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

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
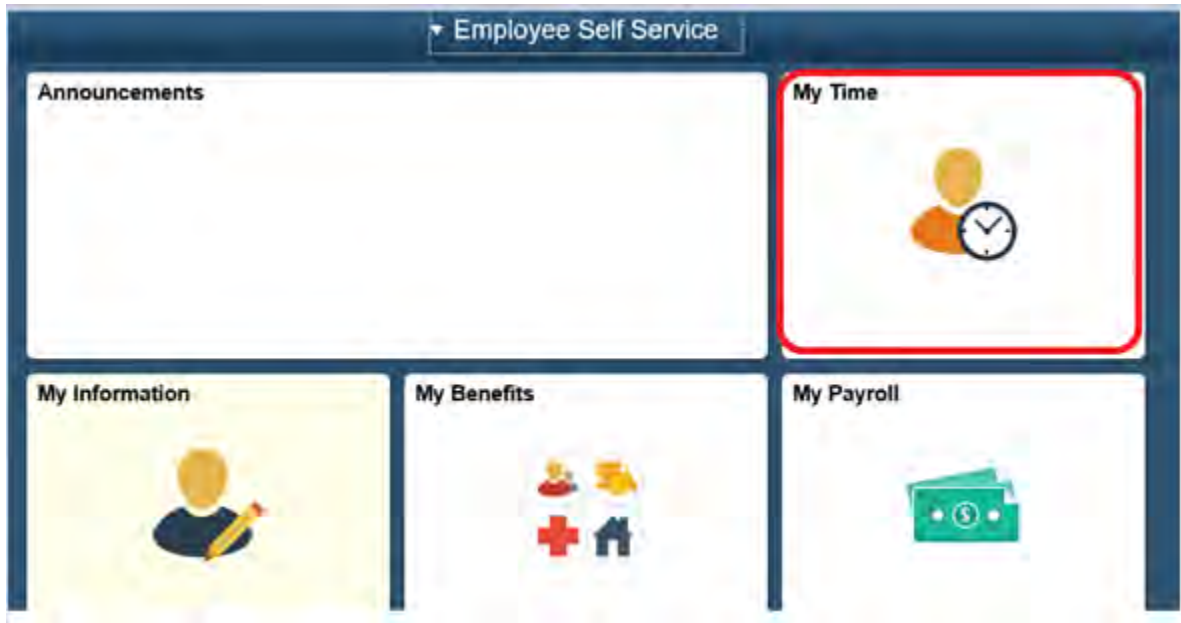
4. Select the date of the pay period by using either the **Previous Week** or **Next Week** buttons or by selecting the date on the pop up calendar. Once you have the correct week to be adjusted, click green refresh button.
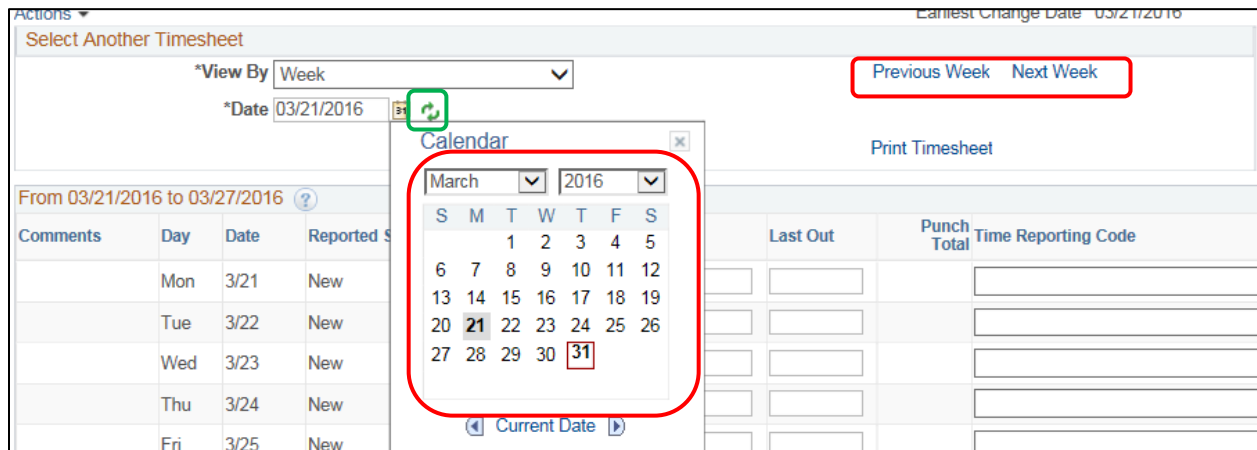
5. Select element that requires adjustment.
   In the following example we are modifying the arrival time from 6:15am to 6:30am.

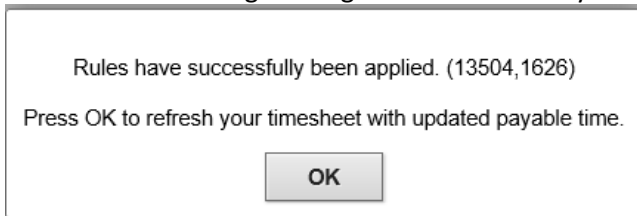| Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date
	Sun	5/22	New									5/22
	Mon	5/23	Submitted	6:15:00AM			11:30:00AM	5.25	01 REGLR - Regular Hours Worked			5/23
			Submitted	12:30:00PM			1:45:00PM	1.25	01 REGLR - Regular Hours 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

6. Make the adjustment in your 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

7. 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

8. You will receive the following message when successfully saving your time.

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