Entering Sick and Paid Time Off (PTO) Codes in HRMS

Method 1 Using the Time Entry Screen

- 1. From the menu on the left or at the top, select *Time Entry—Timekeeper*
- 2. Change date if needed (default is today). You can enter any date within the pay period. The whole pay period will be selected.
- 3. Select Get Empl ID, Get Group ID, or Get All Employees and enter appropriate criteria.
- 4. Click Get Employees bar (employee list will appear on screen).
- 5. Choose desired employee.

Favorites - Main	Menu - > Time En	try - Timekeeper	Home Add
Report Time			New Window He
Select Employe	ee		
Reporting Method:	Time and Labor Entry		Date 10/06/2013
Employee Entry Sea	rch		
Get EmpIID Get Group ID Get All Employee	arrah in	BA100	 Opt out of 15.5 hr PeopleCode Msg Use Criteria for Future Search Get Employees

- 6. Use the lookup (magnifying glass) to select the correct *Time Reporting Code* (sick or PT flash the number of hours taken under the *Amount Hours* column heading. Continue to enter all sick or PTO time as necessary.
- 7. Click Save when completed.

Pun	ch ar	nd Elapsed Ti	me De	tail								Customize	Find	Fi	rst 🛃 1-14 of
		Date	Day	<u>In</u>	Out		TRC		<u>Amount</u> /Hours	<u>1st Meal</u> <u>Minute</u> <u>Override</u>	<u>2nd Meal</u> <u>Minute</u> <u>Override</u>	<u>Transfer</u> <u>to</u> <u>Regular</u> <u>Shift</u>		<u>Call In</u>	Taskgroup
+		08/01/2010	Sun	1		H	1	Q					31	∏ Q	•
+	-	08/02/2010	Mon	1		Ħ		a					1	<u>Γ</u> Q	
+	-	08/03/2010	Tue			Ħ		2		•	•		31	٦Q	•
+	-	08/04/2010	Wed				SIC	9	8.00000						UR DE 💌
+	-	08/05/2010	Thu				SIC	Q	8.00000						UR DE 💌
+		08/06/2010	Fri				SIC	9	8.00000						UR DE 💌
+		08/07/2010	Sat	1		Ħ		Q		-			91	C Q	•
+	-	08/08/2010	Sun	J		H		Q			· ·		31	Γa	
+	-	08/09/2010	Mon				SIC	Q	8.00000						UR DE 💌
+	-	08/10/2010	Tue				SIC	Q	8.00000						UR DE
And in case				-		24.00	-	1023					Carles .		

Method 2 Using the Elapsed Time Entry Screen

- 1. From the menu on the left or at the top, click *Manager Self-Service > Time Management* Report Time > Elapsed Time Entry.
- 2. Select Criteria (*Time Reporter Group, Empl ID*, or *Last Name*) by using the lookup (magnifying glass) or type in your selection.
- 3. Change the date if necessary (default date is today).
- 4. Click Get Employees bar (employee list will appear on screen).
- 5. Choose employee.

Report Time					
Timesheet Summary					
Employee Selection Criteria				Get Employe	es
Selection Criterion	Selectio	on Criterion Value			
Time Reporter Group	BA100		Q	Clear Criter	ia
Empl ID			Q	Save Criter	ia
Last Name			Q		
Change View					
*View By Week	× .		Show Sch	edule Information	
Date 05/21/2014	1		Previous Weel	k Next	Week
Employees For Susan Silver, T		05/25/2014	Pers	onalize Find 🖪	1-16 of 16
Time Summary Demograp	ohics (TTT)				
Last Name	First Name		Employee ID	E	mpl Record
Blue	Bonnie		201068		0
Brown	Becky		201073		0
Burgundy	Betty		201078		0

- 6. After the employee is chosen, click on View By and choose *Calendar Period*. This will give you the appropriate time period (salaried or hourly) for the employee.
- 7. Enter hours as appropriate; tab to the *Time Reporting Code* column and use the drop- down box to enter appropriate code (Sick or PTO). Each code needs its own line.
- 8. Click *Submit*, then *OK* on the Submit Confirmation page; use the menu at the bottom of the page to navigate.

mesheet												
ammy Teal								Employee ID	201070			
urchasing Asst								Empl Record	0			
							Earl	iest Change Date	10/18/2013			
Select Another Type	sheet											
Select Milduler The		11 D8222 02										
Select Another Trate	"View By Cale)	•			iod Next Per					
Schedul	ed Hours 0.000	0000	Reported H	Hours 0.000000		Previous Pe Previous Emplo						
Schedul Punch Time has bee tom Sundav 05/18/2 Sun	Date Mours 0.000 in reported for this 014 to Saturday Mon	0000 s date range. L 05/31/2014 Tue	Reported F Ise the "Punch Ti (2) Wed	Hours 0.000000 mesheet" link to	view the time. Fri	Previous Emplo	yee Next Em	ployee	Tue	Wed	Thu	F
Schedul Punch Time has bee rom Sundav 05/18/2	led Hours 0.000 in reported for thi 014 to Saturday	0000 s date range. U 05/31/2014	Reported H Ise the "Punch Ti (2) Wed 5/21	Hours 0.000000 mesheet" link to Thu 5/22	view the time. Fri 5/23	Previous Emplo	yee Next Em	Mon 5/26	5/27	Wed 5/28	Thu 5/29	Fi 5/3
Schedul Punch Time has bee tom Sundav 05/18/2 Sun	Date Mours 0.000 in reported for this 014 to Saturday Mon	0000 s date range. L 05/31/2014 Tue	Reported F Ise the "Punch Ti (2) Wed	Hours 0.000000 mesheet" link to	view the time. Fri	Previous Emplo	yee Next Em	ployee				Fi 5/3
Schedul Punch Time has bee tom Sundav 05/18/2 Sun	Date Mours 0.000 in reported for this 014 to Saturday Mon	0000 s date range. L 05/31/2014 Tue	Reported H Ise the "Punch Ti (2) Wed 5/21	Hours 0.000000 mesheet" link to Thu 5/22	view the time. Fri 5/23	Previous Emplo	yee Next Em	Mon 5/26	5/27			Fr 5/3