

HUMAN RESOURCES MANAGEMENT SYSTEM

PeopleSoft Version 8.9 Time & Labor Time Reporter Training Monthly Employees

University of Houston System
Training/ Reference Guide

Overview

Monthly Employee Time Entry-Time Reporter

For the purpose of Time & Labor all monthly employees who currently report leave time on a timesheet are classified as Time Reporters. This training guide will walk Time Reporters through logging into PeopleSoft and recording their time in P.A.S.S. Users will log into PeopleSoft at www.my.uh.edu using their User ID and password. If the User ID/password is unknown the users may click on “Request a New Password” or “Request my User ID” to have a new password or their User ID emailed to them.

Time Reporters will record their elapsed time (leave time) on the Timesheet. Time Reporters can click on the Balance link to view current leave balances.

Navigation: P.A.S.S.>Time Reporting>Timesheet

The timesheet will appear

Timesheet

Time Reporter EmplID: 0130566
Job Title: Coord, Program Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week Date: 04/01/2009 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

From Wednesday 04/01/2009 to Tuesday 04/07/2009

Timesheet

| Wed 4/1 | Thu 4/2 | Fri 4/3 | Sat 4/4 | Sun 4/5 | Mon 4/6 | Tue 4/7 | Total | Time Reporting Code | Taskgroup |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------|----------------------|--|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | PSNONCATSI <input type="button" value="Search"/> <input type="button" value="-"/> <input type="button" value="+"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | PSNONCATSI <input type="button" value="Search"/> <input type="button" value="-"/> <input type="button" value="+"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | PSNONCATSI <input type="button" value="Search"/> <input type="button" value="-"/> <input type="button" value="+"/> |

[Reported Time Status - click to hide](#)

| Date | Status | Total | Time Reporting Code | Comments |
|------|--------|----------|---------------------|----------|
| | | 0.000000 | | |

[Reported Hours Summary - click to view](#)


[Balances - click to view](#)

Go To: [Punch Timesheet](#)

The Time Reporter needs to set the time sheet to the week that time is to be reported. The Time Reporter has several options in getting to the proper date. The Time Reporter can enter the date into the DATE field and press the refresh button, or the Time Reporter can press the Previous Week or the Next Week links to move the calendar forwards or backwards.

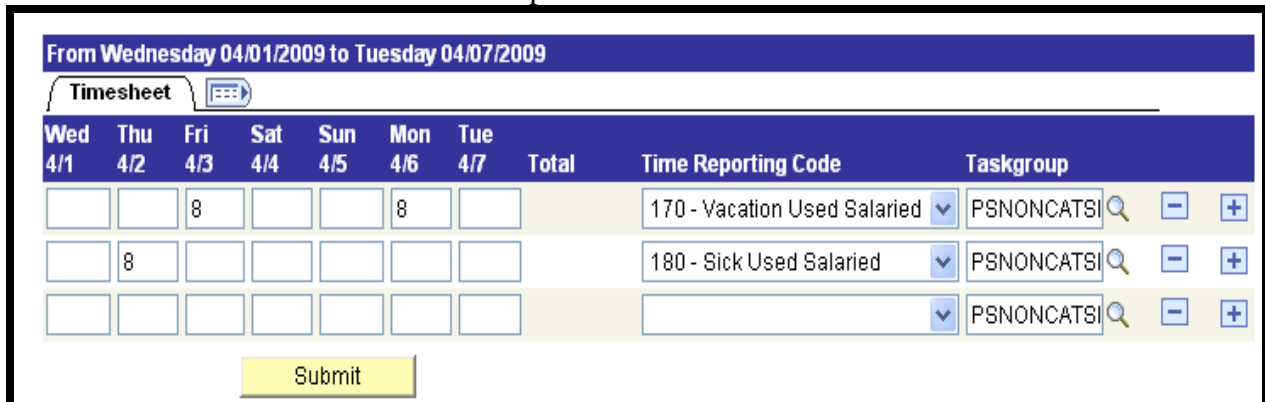
Once the proper date has been displayed then the Time Reporter can enter in the elapsed time that needs to be reported. The Time Reporter will enter the number of hours that needs to be reported and then select the proper Time Reporting Code from the drop down list. If the Time Reporter is entering in vacation (170) or sick (180) then the system will validate that the Time Reporter has the necessary time in their leave accounts to cover the elapsed time. The Time Reporter can check to see how much vacation/sick leave they have available by selecting the Balances – Click to View link.

The leave balances will appear by plan type

| | |
|--|-------------------------------------|
|  Balances - click to hide | |
| Plan Type | End balance as of 04/01/2009 |
| Sick | 600.000 |
| Vacation | 318.000 |

In this case the employee has both Sick and Vacation time available. The system will not allow the Time Reporter to enter more Sick/Vacation time than they have available. If the Time Reporter is going to enter Vacation time then the following steps should be followed:

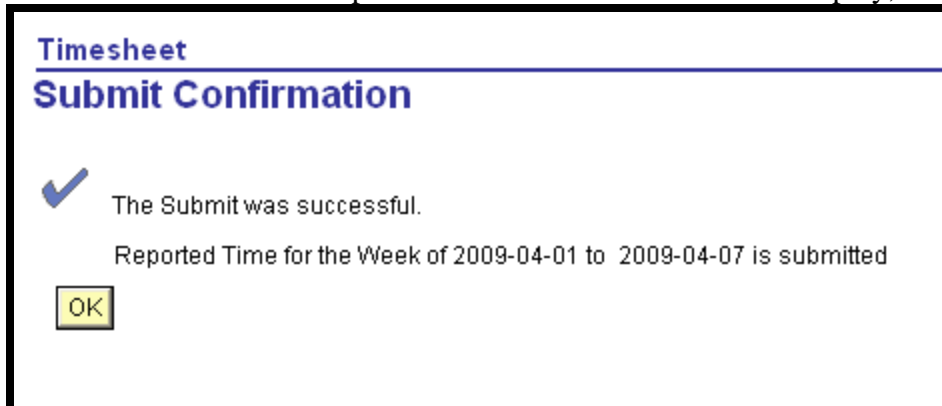
- Check to see if there is sufficient vacation to be used. This is done by clicking on the Balance – click to view link.
- Position the timesheet to the date that vacation will be taken. This is done by either entering in the date in the DATE field or using the Previous Week or Next Week links to position the calendar.
- Enter the number of hours to be taken on the date desired.
- Select the drop down list under Time Reporting Code and select ‘170 – Vacation Used Salaried’.
- Press the SUBMIT button. This will submit the time for approval by the Time Approver and decrement the available vacation that the Time Reporter has available.
- Multiple types of leave can be reported at the same time, in the instance where the employee has sick and vacation time to report. The time is entered on the next line as shown below.



| From Wednesday 04/01/2009 to Tuesday 04/07/2009 | | | | | | | | | |
|---|---------|---------|---------|---------|---------|---------|-------|------------------------------|------------|
| Timesheet | | | | | | | | | |
| Wed 4/1 | Thu 4/2 | Fri 4/3 | Sat 4/4 | Sun 4/5 | Mon 4/6 | Tue 4/7 | Total | Time Reporting Code | Taskgroup |
| | | 8 | | | 8 | | | 170 - Vacation Used Salaried | PSNONCATSI |
| | 8 | | | | | | | 180 - Sick Used Salaried | PSNONCATSI |
| | | | | | | | | | PSNONCATSI |


Submit

When the submit button is pressed a confirmation notice will display, click ok.



Timesheet

Submit Confirmation

 The Submit was successful.
Reported Time for the Week of 2009-04-01 to 2009-04-07 is submitted

OK

If a change needs to be made to the time submitted, the employee can go in and click the minus (-) sign to the right of the reported time line, a message will appear asking you to confirm the deletion. Click yes to delete. Click the submit button to save the change.

will appear on screen advising the Time reporter the hours exceed the balance. The request will not be saved. In the example below, the Time Approver entered 8 hours of vacation and has only 4 hours in their Vacation bank.

From Wednesday 04/08/2009 to Tuesday 04/14/2009

Timesheet

| Wed 4/8 | Thu 4/9 | Fri 4/10 | Sat 4/11 | Sun 4/12 | Mon 4/13 | Tue 4/14 | Total | Time Reporting Code | Taskgroup |
|---------|---------|----------|----------|----------|----------|----------|-------|------------------------------|------------|
| 8.00 | | | | | | | | 170 - Vacation Used Salaried | PSNONCATSI |
| | | | | | | | | | PSNONCATSI |
| | | | | | | | | | PSNONCATSI |

Submit

Reported Time Status - click to hide

| Date | Status |
|------|--------|
| | |

Reported Hours Summary - click to view

Balances - click to hide

| Plan Type | End balance as of 04/08/2009 |
|-----------|------------------------------|
| Sick | 592.000 |
| Vacation | 4.000 |

Microsoft Internet Explorer

Vacation Leave Plan Type allows 4 hours and 8 hours have been reported which exceeds balance. (13504,9013)

OK

In this instance, the Time Reporter may enter the 4 hours of vacation available and enter 4 hours of unpaid leave using the Time Reporting Code of 420 and click submit.

From Wednesday 04/08/2009 to Tuesday 04/14/2009

Timesheet

| Wed 4/8 | Thu 4/9 | Fri 4/10 | Sat 4/11 | Sun 4/12 | Mon 4/13 | Tue 4/14 | Total | Time Reporting Code | Taskgroup |
|---------|---------|----------|----------|----------|----------|----------|-------|------------------------------|------------|
| 4.00 | | | | | | | 4.00 | 170 - Vacation Used Salaried | PSNONCATSI |
| 4.00 | | | | | | | 4.00 | 420 - Unpaid Leave Salaried | PSNONCATSI |

Submit

Reported Time Status - click to hide

| Date | Status | Total | Time Reporting Code | Comments |
|------------|----------------|-------|---------------------|----------|
| 04/08/2009 | Needs Approval | 4.00 | 170 | |
| 04/08/2009 | Needs Approval | 4.00 | 420 | |

The last page of this training guide can be used as a one page guide that highlights most of the instructions from the guide.

Time Reporter

Job Title: Coord, Program

Enter the date and click refresh to advance to the desired date.

EmplID: 0130566
Empl Rcd Nbr: 0

Click Previous Week or Next week to advance to the week time will be entered.

[Click for Instructions](#)

View By: Date: Reported Hours: 24.00 Hours Scheduled Hours: 0.00 Hours

[<< Previous Week](#)

[Next Week >>](#)

From Wednesday 04/01/2009 to Tuesday 04/07/2009

Timesheet

See the list of Time Reporting Codes below

| Wed 4/1 | Thu 4/2 | Fri 4/3 | Sat 4/4 | Sun 4/5 | Mon 4/6 | Tue 4/7 | Total | Time Reporting Code | Taskgroup |
|---------|---------|---------|---------|---------|---------|---------|-------|--------------------------|------------|
| | | 8.00 | | | 8.00 | | 16.00 | 180 - Sick Used Salaried | PSNONCATSI |
| | 8.00 | | | | | | 8.00 | 180 - Sick Used Salaried | PSNONCATSI |

Click the - sign to delete rows or the + sign to add rows.

Submit

Click the submit button after all hours or changes are made.

[Reported Time Status - click to hide](#)

| Date | Status | Total | Time Reporting Code | Comments |
|------------|----------------|-------|---------------------|----------|
| 04/02/2009 | Needs Approval | 8.00 | 180 | |
| 04/03/2009 | Needs Approval | 8.00 | 170 | |
| 04/06/2009 | Needs Approval | 8.00 | 170 | |

Click the comment icon to advance to comment screen.

[Reported Hours Summary - click to hide](#)

| Category | Wed 4/1 | Thu 4/2 | Fri 4/3 | Sat 4/4 | Sun 4/5 | Mon 4/6 | Tue 4/7 | Total |
|----------------------|---------|---------|---------|---------|---------|---------|---------|-------|
| Total Reported Hours | | 8.00 | 8.00 | | | | 8.00 | 24.00 |

[Balances - click to hide](#)

Click the blue links to provide full display of the data.

| Plan Type | End balance as of 04/01/2009 |
|-----------|------------------------------|
| Sick | 592.000 |
| Vacation | 302.000 |

The Time Reporting Codes drop down list consists of the following codes:

| TRC | Description | Definition |
|-----|-------------------------------------|--|
| 010 | Regular Earnings Monthly | Monthly regular hours worked |
| 061 | Faculty Development Leave | Faculty development leave of absence |
| 075 | College Release Time Monthly | College release time 3-hrs per week |
| 077 | Fitness Release Time Monthly | Fitness release time monthly (other campuses) |
| 079 | Professional Rels Time Monthly | Organization meetings, functions, etc. |
| 120 | Bereavement Leave Monthly | Leave for death in immediate family |
| 140 | Jury Duty Month | Jury duty monthly |
| 150 | Holiday Pay Monthly | Holiday pay monthly |
| 170 | Vacation Used Monthly | Vacation leave time |
| 180 | Sick Used Monthly | Sick leave time |
| 185 | Marrow Donor Leave Monthly | Bone Marrow Donor Leave |
| 186 | Organ Donor Leave Monthly | Organ donor leave |
| 187 | Blood Donor Leave Monthly | Blood donor leave |
| 230 | Military Leave Monthly | Military leave monthly |
| 420 | Unpaid Leave Monthly | Unpaid leave monthly |
| 472 | Investigation Paid Time Off Monthly | Investigation paid time off monthly |
| K18 | Sick NRA N18 | Sick leave time Non Resident Alien N18 Teaching |
| K19 | Sick NRA N19 | Sick leave time Non Resident Alien N19 Study/training |
| N18 | NRA Code 18 Teaching | Non Resident Alien N18 Teaching regular hours worked |
| N19 | NRA Code 19 Study/training | Non Resident Alien N19 Study/Training regular hours worked |
| V18 | Vacation NRA N18 | Vacation leave time Non Resident Alien N18 Teaching |
| V19 | Vacation NRA N19 | Vacation leave time Non Resident Alien N19 Study/Training |